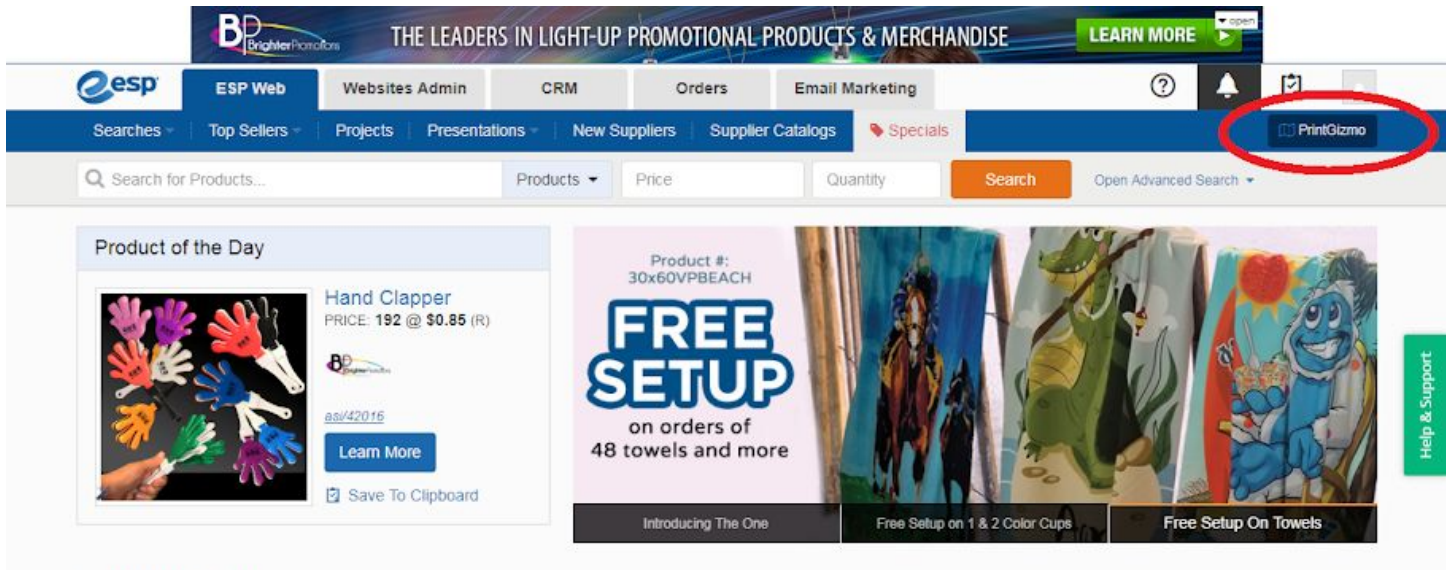


# Accessing PrintPortal

After logging into ESP, click 'ESP Web Home Page'. At the upper right hand of your screen, you will see a button called 'PrintGizmo' (see Figure 1), click on it.

**Figure 1**



You will be brought to a landing page where you can access PrintGizmo software. Click Get Started, this will automatically log you into PrintGizmo no login required. (see Figure 2).

**Figure 2**



# Quick Start Guide

## Step 1: Choosing a Product

### Overview

Upon successful login, you have gained access to a storefront on which many printed items can be ordered. Participating printers have been qualified to offer their products through this storefront.

**Note:** The PrintLynxx icon in the top right corner of the screen will route you to define custom products.

### Product Category

First choose a primary product category followed by a secondary category. By clicking on option here four main sections appear:

Price Calculator  
Gallery, Description, Price Range  
Design and Order  
Layouts

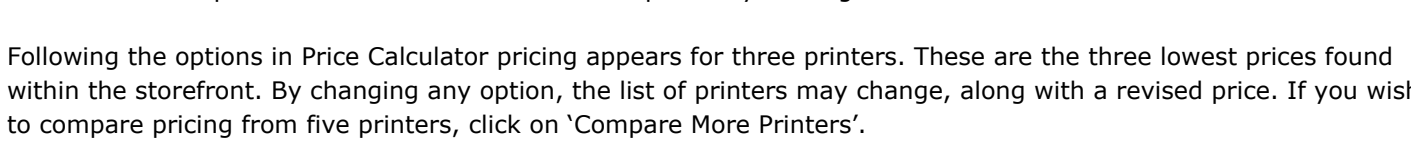
### Selecting Options, Printers, and Shipping

Notice the breadcrumbs: *Product > Design > Review > Checkout*

The step in blue indicates your current action.

#### **Price Calculator:**

Here you will see drop down options for Size, Quantity, Sides, Paper, Coating, Corners. **Note:** some products have only one option.

**Note:** Further explanation can be found with some options by clicking '?'.  


Following the options in Price Calculator pricing appears for three printers. These are the three lowest prices found within the storefront. By changing any option, the list of printers may change, along with a revised price. If you wish to compare pricing from five printers, click on 'Compare More Printers'.

Click on the circle to select the printer / price of your choice. The displayed price is before shipping and taxes.

The next step is to enter your Zip Code for shipping rates; then click 'Recalculate'. Click on 'Get Shipping Rates' to view shipping options. *After-you have chosen your shipping method, the 'Total' will be updated to include the price of the products and shipping.*

**Note:** When available options popup in a window the price is displayed after the name giving opportunity to compare just only the shipping price.

**Note:** Each time you enter a new Zip Code you must click 'Get Shipping Rates' to refresh the shipping rates for that particular Zip Code.

# Gallery, Description, Price Range, Layouts, Design and Order

**Gallery:** An area where you can see a preview of that style of design.

**Description:** This area will display an overview of the product and what is used for.

**Price Range:** Range of prices from all storefront printers for this product. Prices displayed are least expensive to most expensive.

**Layouts:** Representation of various lines for the product.

**Note:** Downloads as a file to open in your browser and print.

**Design and Orders:** Displays four options for the next step. (explained in Step 3)

- Browse Design Templates and Order
- Upload Design and Order
- Design Online and Order
- Custom Printing

## Step 2: Design Product/Checkout

### Online Designer Overview

A little overview of the designer is needed to get a grasp of what can be done here.

- **Lefthand Menu:** There is Text, Shapes, Images, Templates, Background, Clip Art.
- **Top Menu:** There is Size dropdown (if applicable), Pan, Cut, Copy, Paste, Delete, Undo, Redo, Zoom In, Zoom Out, Layers, Portrait, and Clear. Grid, Margin, and Snap to Grid can be applied based on view preference.
- **Upper Righthand Menu:** Save, Back, and Continue.

**Note:** To get more information about Bleed, Cut, and Safe Lines click help on the left side of the screen.

### Choosing Design and Checkout

**Browse Design Templates and Order:** Offers choice of various designs, along with the ability to customize or create your own. Click 'Continue' to verify your options and agree to terms of use. 'Save and Add to Cart', verify again, click 'Continue to Checkout'. Review shipping options, whitelabel or dropship, and any additional instructions. To complete the order, click 'Submit Order'. Next a confirmation page will appear containing Date, Payment Method, Transaction ID, Shipping Method, Printer Payment Link, Printer Payment Message.

**Note:** Please pay as soon as possible or else the Printer may not process your order.

**Upload Design and Order:** Offers option to verify size, or choose a different size. Next, name your artwork (default is date yyyyymmdd of that day). Select a file to upload now or later, verify your options and agree to terms of use. 'Save and Add to Cart', verify again, click 'Continue to Checkout'. Review shipping options, whitelabel or dropship, and any additional instructions. To complete the order, click 'Submit Order'. Next a confirmation page will appear containing Date, Payment Method, Transaction ID, Shipping Method, Printer Payment Link, Printer Payment Message.

**Note:** Please pay as soon as possible or else the Printer may not process your order.

**Design Online and Order:** Offers option to design your own product. Here you can upload photos, add text and shapes, etc. When design is complete, click 'Continue'. Verify your options, agree to terms of use, 'Save and Add to Cart'. Verify everything again, click 'Continue to Checkout'. Review shipping options, whitelabel or dropship, and any additional instructions. To complete the order, click 'Submit Order'. Next a confirmation page will appear containing Date, Payment Method, Transaction ID, Shipping Method, Printer Payment Link, Printer Payment Message.

**Note:** Please pay as soon as possible or else the Printer may not process your order.

**Custom Quote:** Allows you to get a custom quote from a printer on an specification not included in the standard set present. If nothing fits then you may requested a custom quote for a product not in the catalog.

If you select custom quote you will be brought to this screen, default is "From the Catalog" (**Figure 3**) and you may pick a custom quantity (up to 3) and add any additional details. If you select custom you may create your own specifications.

**Figure 3**

The screenshot shows a web form titled "Add new Quote" with a "Required Information" section. The form contains the following fields and options:


- Quote Title:** A text input field containing "My Quote".
- Type of Product:** Radio buttons for "Custom" (unselected) and "From the Catalog" (selected).
- Product Selection:** A dropdown menu showing "Standard Business Cards".
- Size:** A dropdown menu showing "Horizontal".
- Quantity:** A dropdown menu showing "Custom Quantity".
- Quantity1:** A text input field containing "525" with a "+" icon to its right.
- Paper/Stock:** A dropdown menu showing "Standard - 120 Lb./14 Pt. White Cover C25".
- Sides:** A dropdown menu showing "One-Sided".
- Coatings:** A dropdown menu showing "Matte - Front Only".
- Corners:** A dropdown menu showing "Square".
- Additional Details:** A large text area for notes, currently empty.

At the bottom of the form, there are three blue buttons: "Save and Add Another Product", "Save & Add New product with Same Specification", and "Save and Continue". To the right of these buttons is a "Reset" link.



Once you click Save & Continue you will be brought to the next screen where you can see what you asking a printer to quote, how the item is produced, any certification(s), and quality level. Next click View Matched Printers and select the printer(s) you would like to give you a quote. Click Send Request (**Figure 4**)


Figure 4


## Request Quote


Add new Quote 

### Product Details


| # | Product Details   | Additional Information   | Action   |
|---|---|--|--|
| 1 | Product Title : Standard Business Cards<br>Quantity : 525 | Size : Horizontal<br>Paper/Stock : Standard - 120 Lb./14 Pt. White Cover C2S<br>Sides : One-Sided<br>Coatings : Matte - Front Only<br>Corners : Square |  Edit  |

Production Category: Digital Presses 

Printer Certification: FSC / Forest Stewardship Council 

Quality: Commercial - Most often chosen for good to above average quality 

[View Matched Printers](#)

Select Printer: DEMO - Greyhound, DEMO - Optimus Print, DEMO - Print Leader 

- DEMO - Greyhound ✓
- DEMO - Optimus Print ✓
- DEMO - Print Leader ✓
- DEMO - Valencia Press

[Add New Product](#) [Send Request !\[\]\(ea5739f02c013f2b60e599bd108c428b\_img.jpg\)](#)

Once you send the request for quote you will see a confirmation on your screen. (**Figure 5**)

Figure 5

## Your Quote Has Been Received

Quote # 159 Quotation Pending Date : 09-13-2018 16:00 [View details](#)

Your quote request has been successfully submitted to the chosen printer.

Notification of replies and updates and will be sent your email address. You may also manage your quotes under My Account > My Quotes at anytime.

After this you will have to review the quotes from printers select the one you want and continue through the cart.