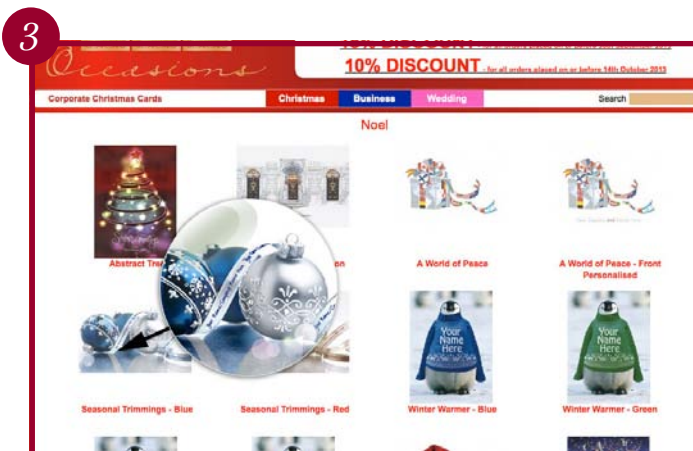


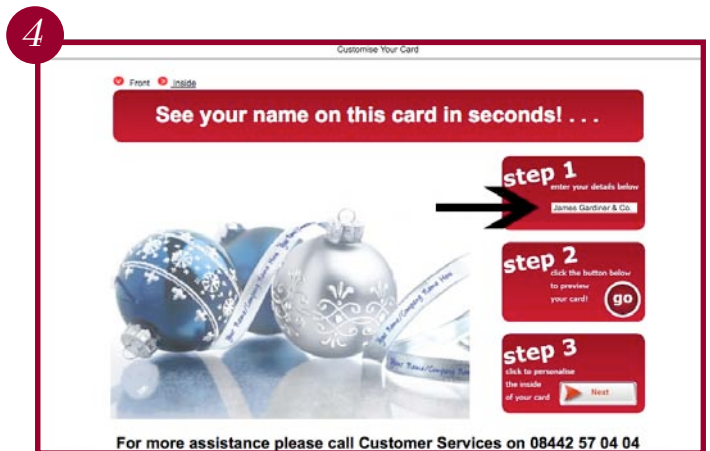
Login into the website using the information supplied to you from CCA Occasions Ltd



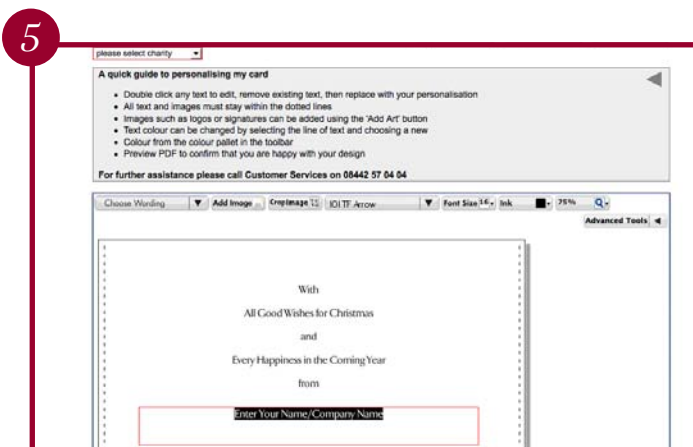
Select the card range that you are interested in, from the collections available on the site's home page.



From your chosen collection select the actual card that you wish to order and click 'Personalise Now!'.



For cards that have the option to personalise the front cover enter the details as shown into the field on the top right of the screen then click on the Next icon, cards that do not have an ability to personalise the front will go straight to the option to personalise the inside of the card (stages 5 and 6).



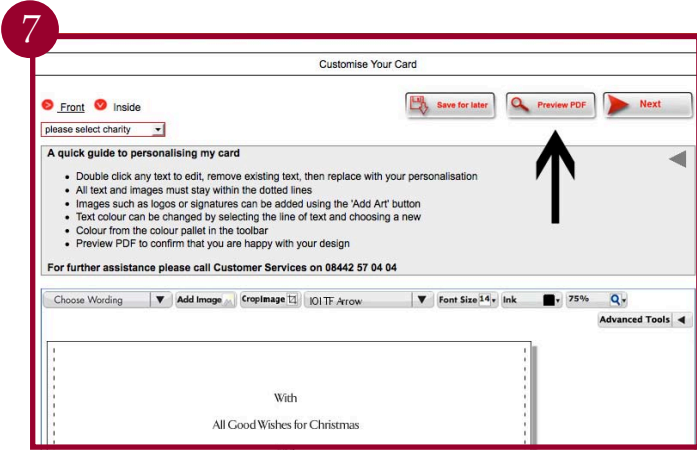
You now have the option to personalise the inside of the card. If you wish to support a charity select this from the dropdown list. The personalise tool allows you to upload a piece of art such as a photo image or a logo or simply change the text within the greeting. Changing individual elements of the greeting text is done by:

- clicking once on the text area which will result in a red border appearing around the text to be edited.

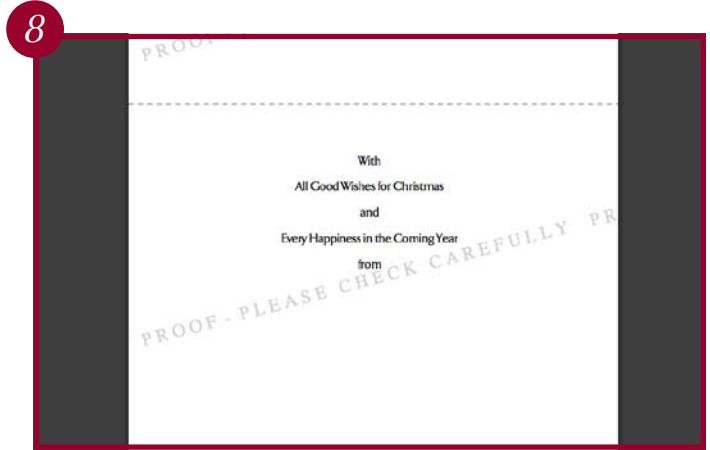


- Double click again at the start or end of the text to position your cursor
- Removing the existing text by highlighting and pressing the delete button.
- Insert the new text that you require.

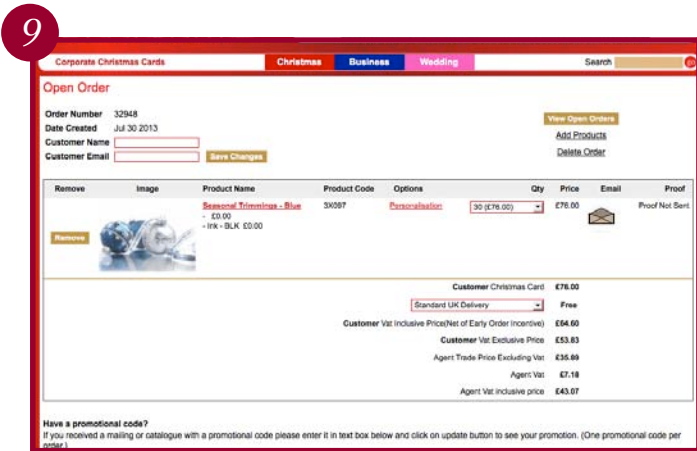
How to order - continued



Click 'Preview PDF', this is very important as this is your proof and amendments cannot be made once the order is submitted. The PDF view will appear, this is exactly how the card will be printed so please check it very carefully.



If happy with the PDF preview close the PDF window and click on Next.



You will now get your open orders screen. Within the open order screen you have another opportunity to check that the card details are correct and even email them to your customer for approval.



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