

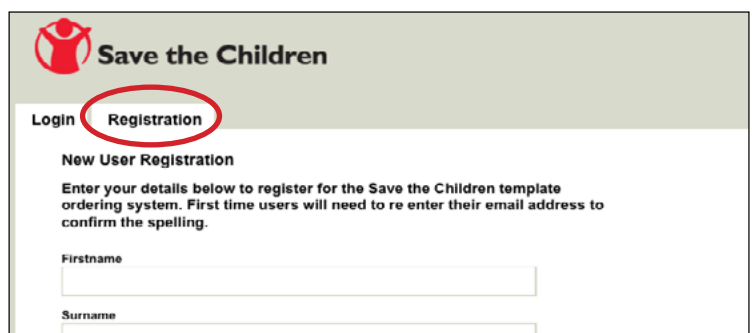
web-to-print instructions for staff

Create personalised posters, flyers and tickets to promote your fundraising event using online templates.

Simply log in, choose a template, adapt the artwork for your own needs and download a high-quality print-ready PDF or order professionally printed materials.

Register/Log in

- 1 Go to:
www.citydigitalonline.net/stcreg.php
- 2 Register as a new user (you will need to provide your name and email address) and log in.



Save the Children

Login **Registration**

New User Registration

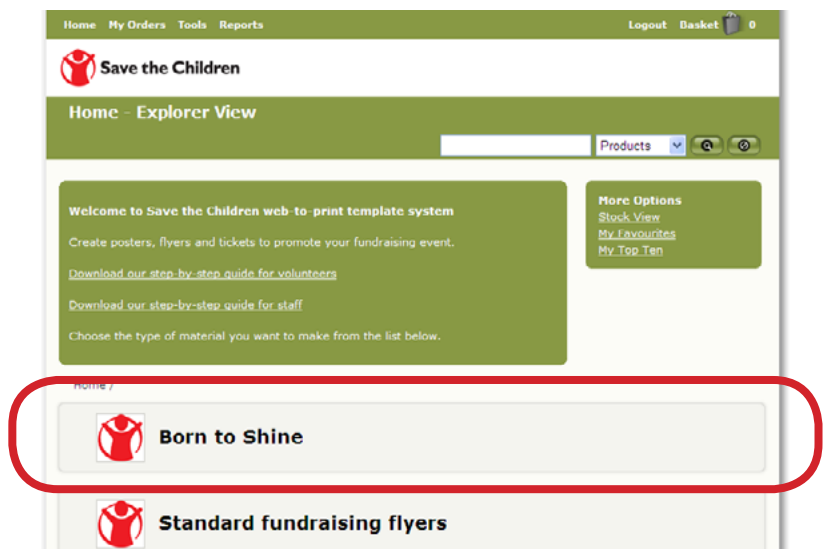
Enter your details below to register for the Save the Children template ordering system. First time users will need to re enter their email address to confirm the spelling.

Firstname

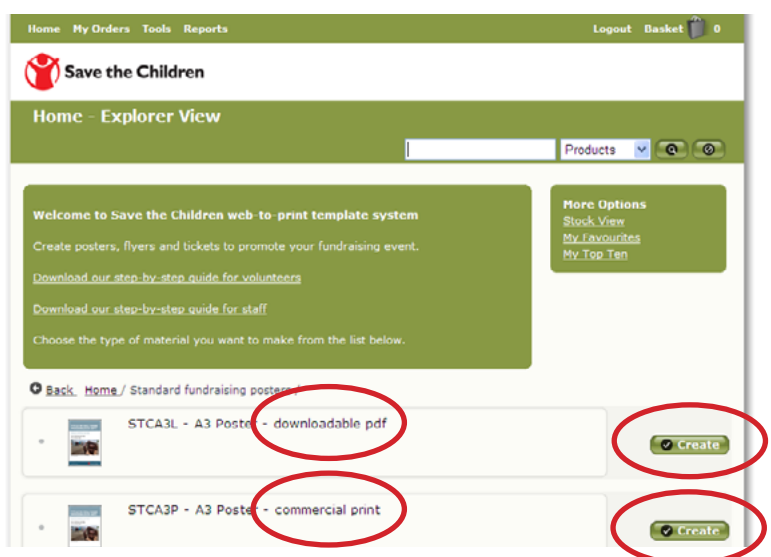
Surname

Choosing a template

- 3 Select the type of material you want to make, eg, posters, flyers.



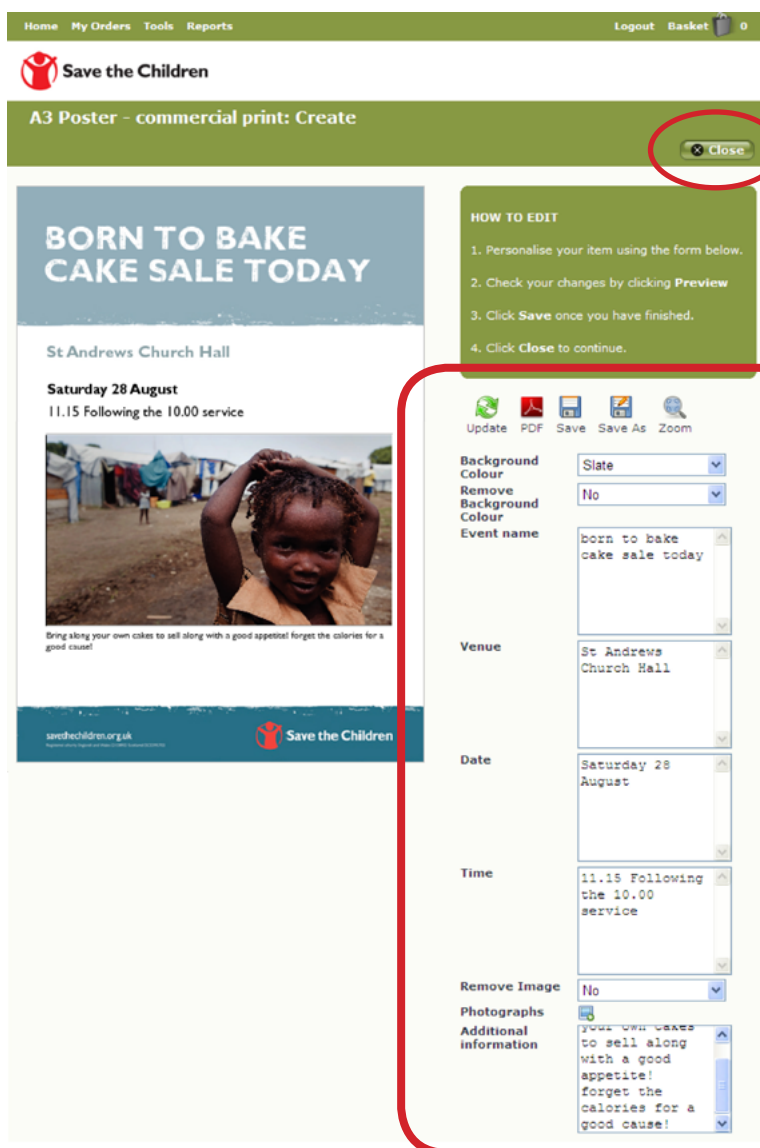
- 4 There are two formats for each template – a download PDF only version, and a professional print version. Choose the template you want and click **Create**.



- 5 This will take you to your current projects. Click on **New** at the top of the page.



- 6 Edit your item using the text boxes on the right of the page. Click the **Preview** icon to see your changes.



TIP 1 Remember to keep saving your artwork and give it a name.

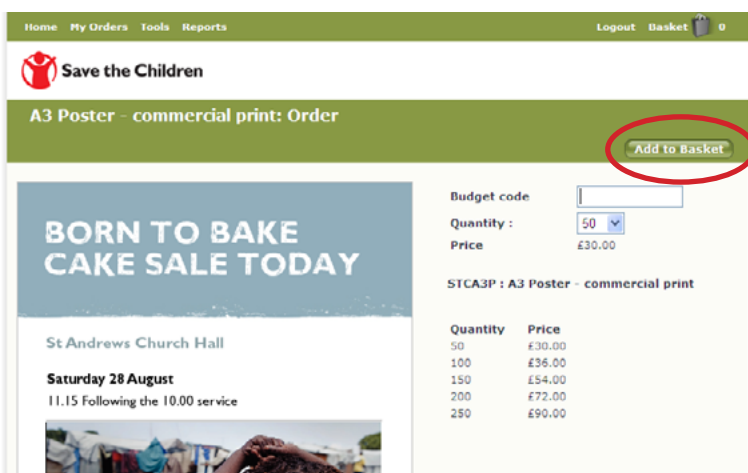
TIP 2 The PDF button creates a proof that you can download for free and show to friends and colleagues. (Please note: this is not the final print-ready PDF – see below).

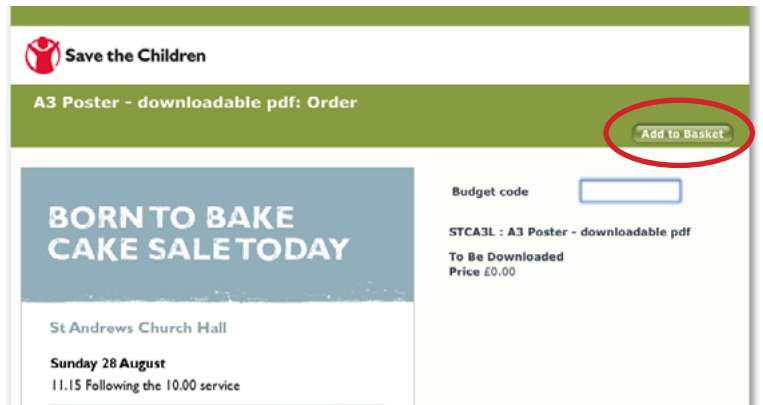
- 7 When you have finished editing and ready to create the PDF or order the print, click **Close**. This will take you back to your current projects.

Creating a pdf

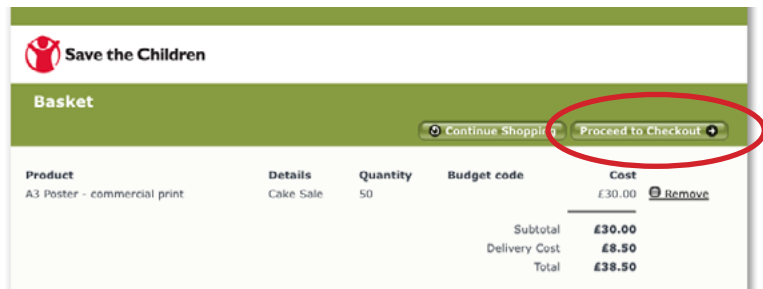
- 8 From the current projects page, click **Order** to continue.
- 9 On the next screen, only fill in your Budget code if you are ordering professional print. If you are creating a PDF download only, leave it blank.

Then click **Add to basket**.





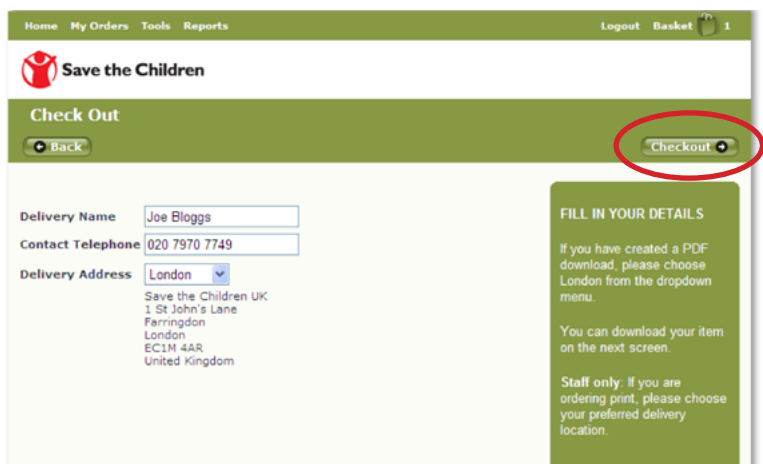
10 Next click **Proceed to checkout**.



11 Fill in your name and contact number.
If you are ordering professional print,
choose the delivery address from the
dropdown menu.

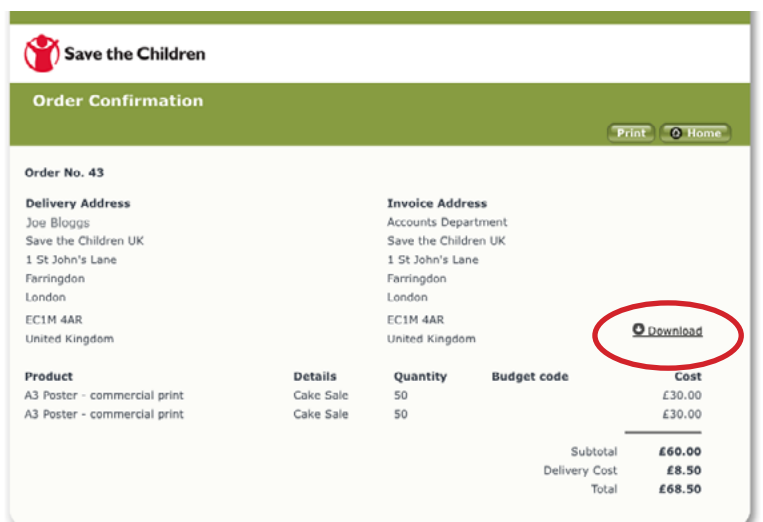
If you are creating a downloadable PDF
only, just choose London.

Now click **Checkout**.



12 The next screen confirms your order.
Click **Download** to access your free
high-resolution PDF.

If you have ordered professional print,
you will receive a confirmation email
from CDL.



If you want to know more about this service, email webtoprint@savethechildren.org.uk