



# Web-To-Print Portal User Guide

**Customized for:**



**VIABILITY**

BETTER TOGETHER

Dear Valued Customer:

As a value-added service to **Viability**, Marcus Printing has deployed for you a Web-to-Print portal which will allow your organization to conveniently order your most common print items from any computer or mobile device connected to the Internet.

Some of the features of this new web-to-print portal include enhanced user-based permissions, easier navigation, a robust Order History page, a “Save For Later” feature, and enhanced ability for your company to have an online catalog of your most common print pieces, such as business cards, envelopes, and letterheads. You can order these print items from any computer or mobile device with Internet access, anywhere. The system will lock your corporate look and identity, such as fonts, logos, layouts, and colors. It can also give you the flexibility to edit some of the elements if needed. You can also preview your order online before submitting it. That way you make sure that everything looks good and all the elements are where they’re supposed to be. Once the order is submitted, we’ll process it right away!

This is your “how-to” guide to your new web-to-print portal. In these pages you’ll find detailed instructions on how to navigate the system and perform the most common tasks.

Here at Marcus Printing we are working hard to bring the best services to our customers. We are confident that this new web-to-print portal will ease and speed up the process of ordering print jobs for your organization.

Sincerely yours,

The Marcus Printing Team

# Welcome to Your Web-to-Print Center!

## 1. Log In.

Open your favorite web browser (Internet Explorer, Firefox, Chrome, Opera, Safari) and type the address:

**<https://viability.marcusprinting.com>**

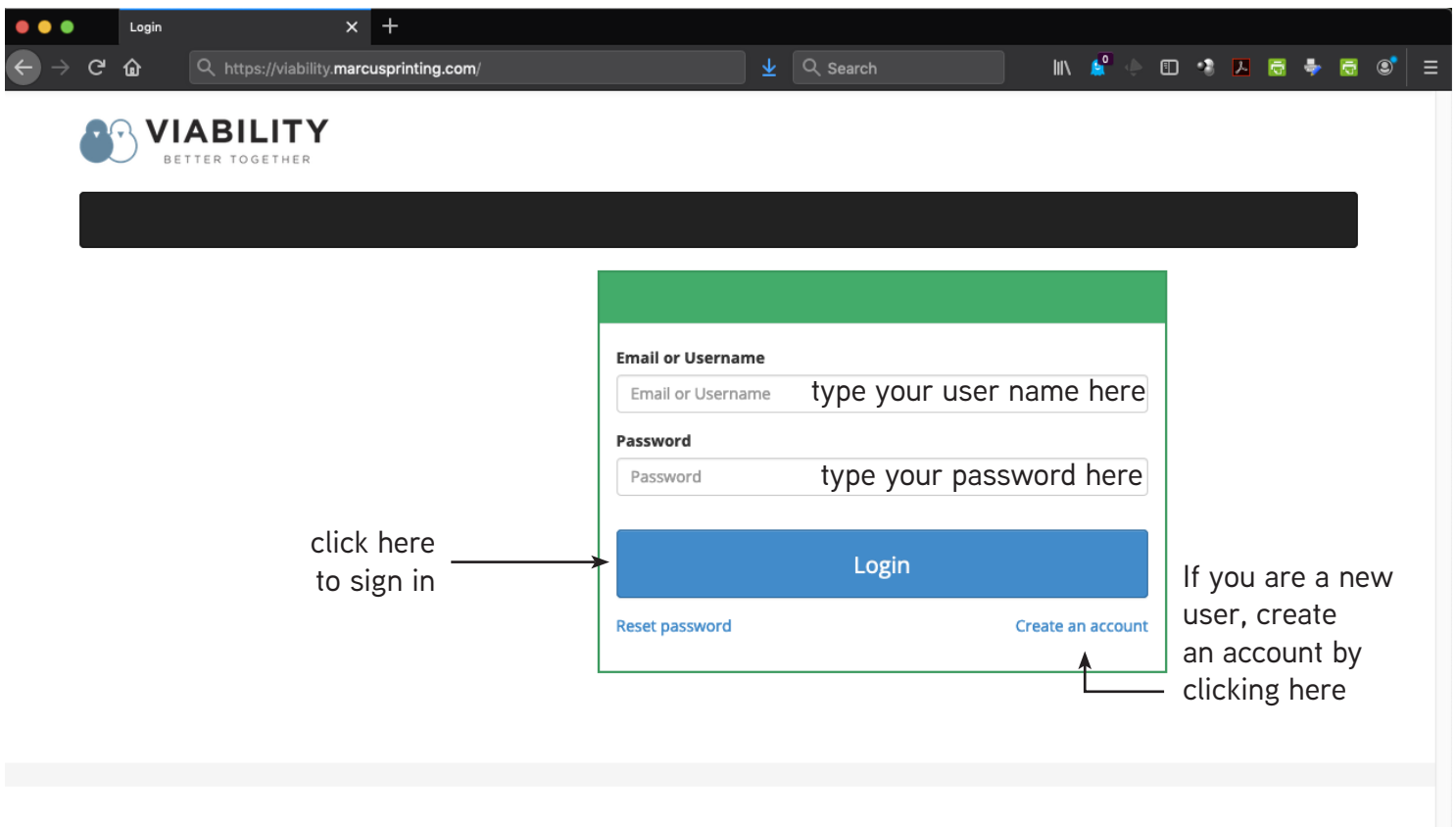
We strongly recommend that you save this address in your browser's Favorites/Bookmarks for easy access in the future.

On the welcome screen, type in your user name and password. These fields are case-sensitive, so be sure that the "Caps Lock" key on your keyboard is not active. Press the "Login" button and you're in!

If you are a new user, click first on the "Create an account" link, fill in your user information, and a user account will be created for you.



Scan this QR Code with your mobile device and it will take you directly to your Web To Print Portal!

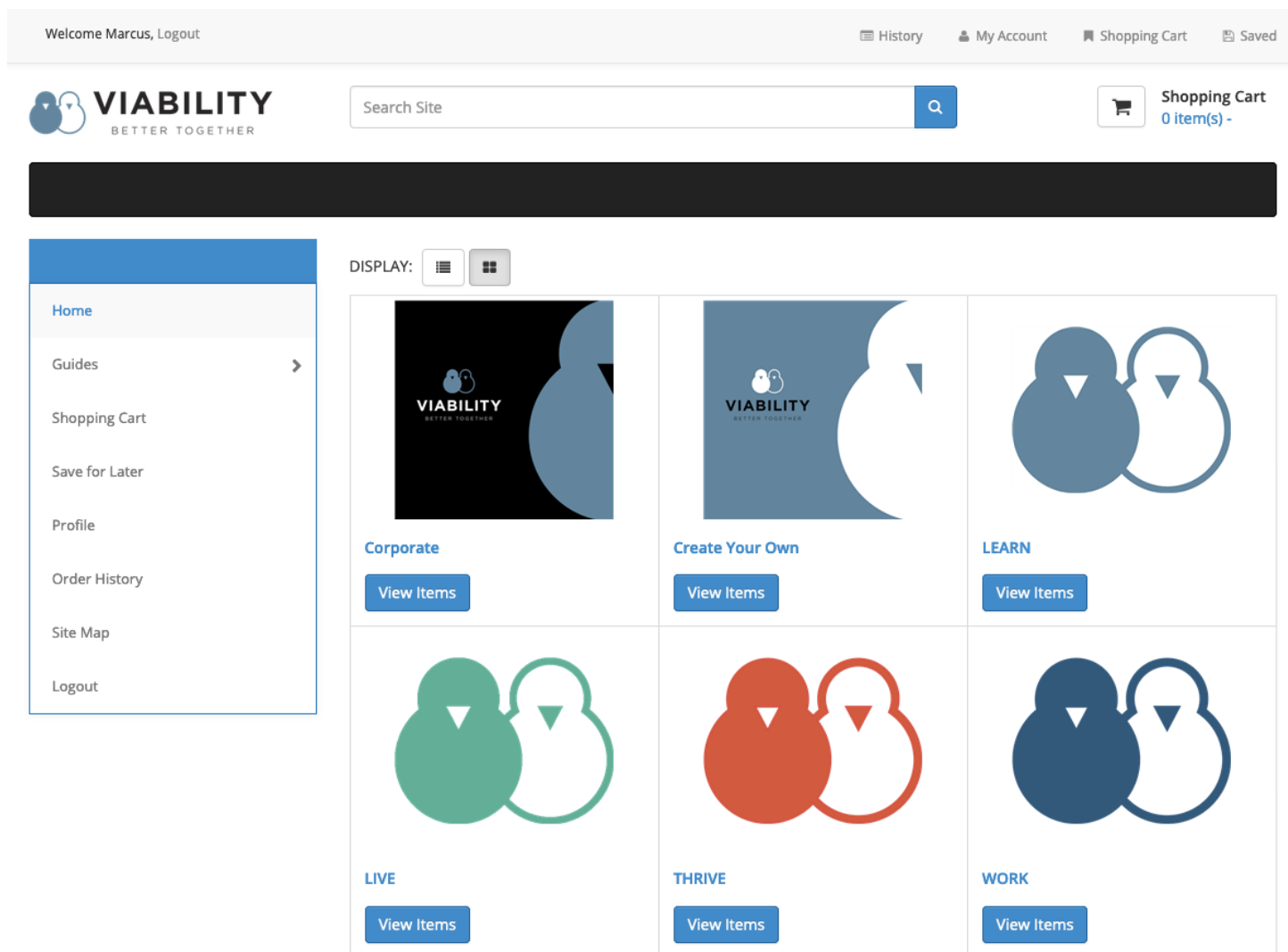


click here to sign in

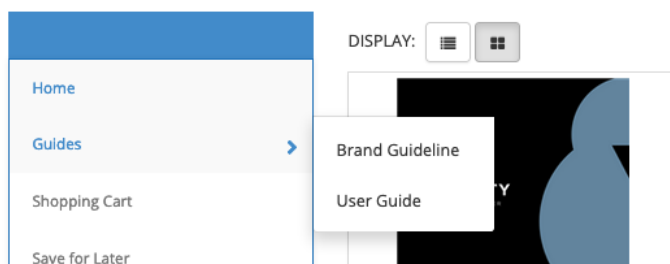
If you are a new user, create an account by clicking here

If you encounter difficulties logging in to the site, or if you forgot your password, you can reset it by clicking on the "Reset Password" link and following the easy on-screen instructions.

## 2. Your Welcome Screen and Main Menu.



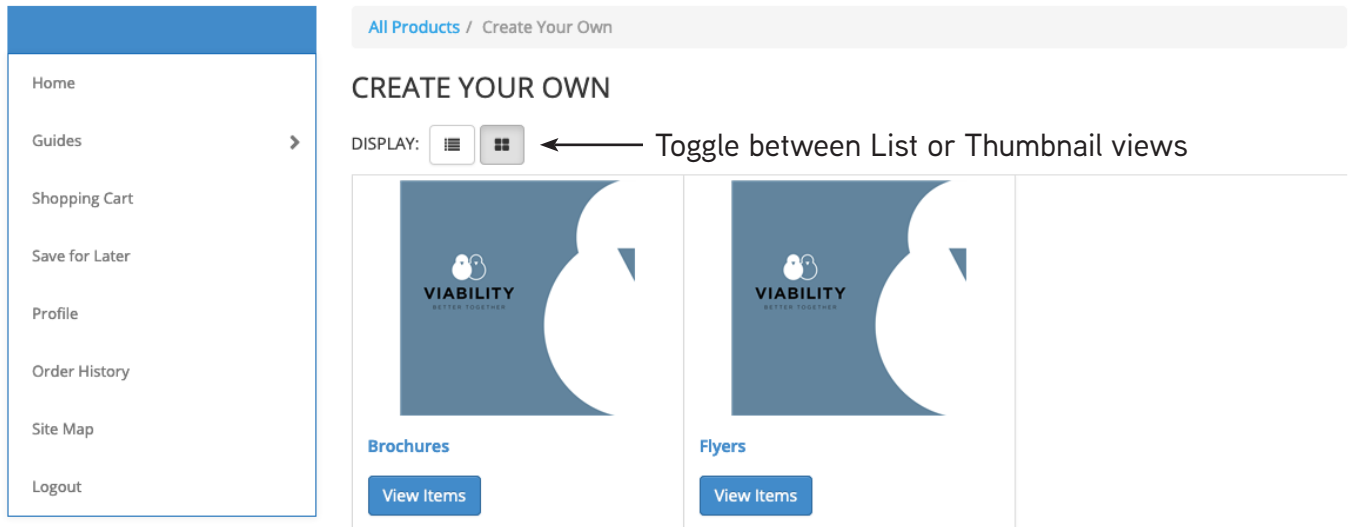
This is your welcome screen and main menu. From this page you can access all areas of your web-to-print center, such as your templates, your shopping cart, your order history and your user profile. All templates are categorized by their types. Click on the "Business Cards" category to edit a business card template.



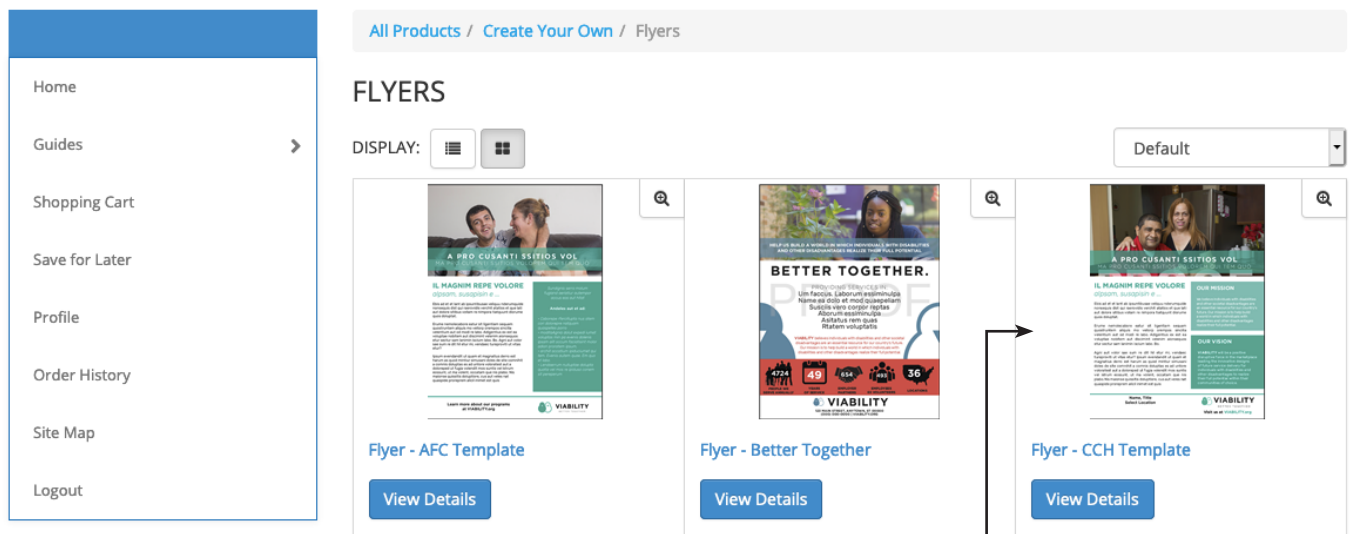
For your convenience, we have made available from the main menu both your company's Branding Guide and this User Guide in a downloadable PDF file format.

### 3. Starting the Ordering Process.

To start the ordering process, simply navigate to where your desired template is located. For this guide, we will use a flyer template from the “Create Your Own” category.



Clicking on the magnifying glass icon on the top right corner of each template will give you a quick expanded image of that piece without entering the customization page. If you wish to order this item, simply click on its thumbnail or on the “View Details” button to proceed.



Click on this template to customize it

### 3. Starting the Ordering Process *(continued)*.


**VIABILITY**  
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Search Site


 Shopping Cart  
 0 item(s) -

[All Products](#) / [Create Your Own](#) / [Flyers](#) / [Flyer - CCH Template](#)


Prints digital 4-color process, one side.

## Flyer - CCH Template

Prints digital 4-color process, one side.

**Select Quantity**

Specify the quantity →

**Additional Instructions**

Enter additional instructions (optional) →

Click to customize template → [Customize Order](#)

[Back to Catalog](#) [Shopping Cart](#)

Thumbnail preview of what the item looks like. Click on the thumbnail to enlarge.

On this screen you can specify the quantity you wish to order for this particular item. You can also write optional additional instructions for it. Then click on the “Customize Order” button to start customizing your template.

From here you can also go back to the catalog, to the shopping cart, or to any part of the site without adding this item to the cart.

## 4. Customizing Your Template.


**VIABILITY**  
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Search Site


 Shopping Cart  
 0 item(s) -

Preview Size  
 Standard 1

Enter information for all required fields

Select Image \*  

2  
 Select Image

Main Header \*  
 A PRO CUSANTI SSITIOS VOL 3

Main Tagline \*  
 MA PRO CUSANTI SSITIOS VOLOREM QI

Secondary Header \*  
 IL MAGNIM REPE VOLORE

Secondary Tagline \*  
 alpsam, susapisin e ...

Text Area \*  
 12pt A B I U  
 abc x² xₓ  
 Ebis ad et et lant ab ipsuntibusae veliquu nderumquide nonsequis

Cancel
 Save for Later
 Update Preview

6
5
4

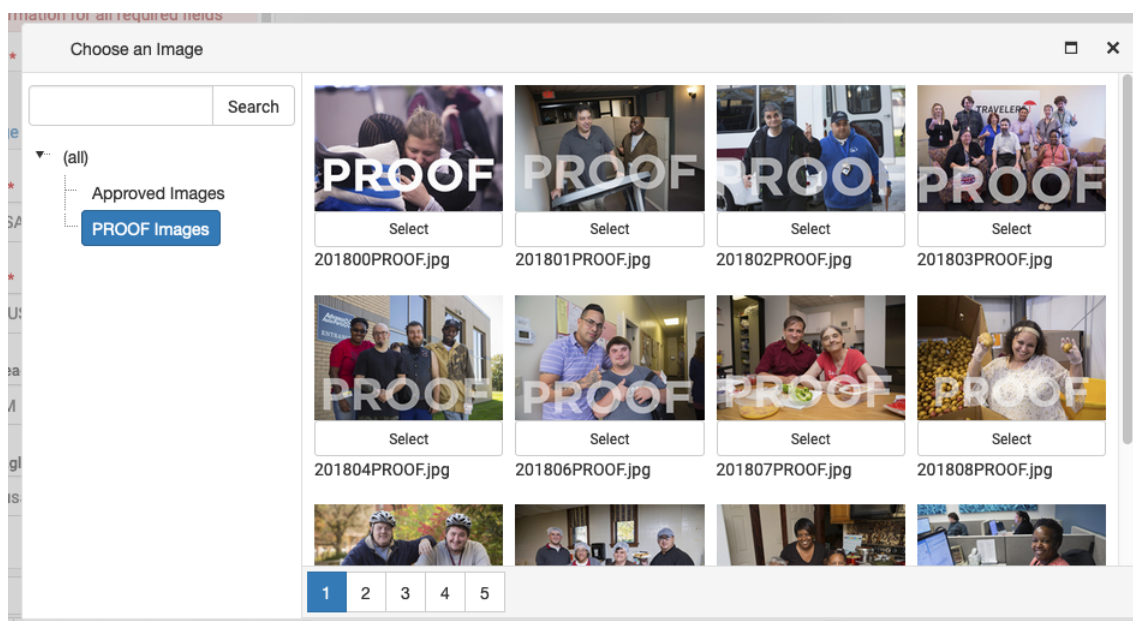


This is your template customization screen. As you can see, you can edit some of the elements, but you can't edit the colors or the layout. Required fields are marked with an asterisk (\*). Here are your options for this template:

1. Change the size of the preview image.
2. Change the image on the template. After you select a new image, you can crop, resize and re-position it.
3. Change the text areas that are available to edit.
4. Once you make any changes, you can click on "Update Preview" to apply changes. The system will automatically prompt you to do so if it detects any changes.
5. If you need to, you can finish editing this template at a later time by clicking on "Save for Later" button. You can retrieve saved items directly from your main menu by clicking on the "Save for Later" link. These items can only be saved for up to 60 days, after which they will be automatically purged by the system.
6. Cancel out of this template.

Changes Detected!
 Update Preview

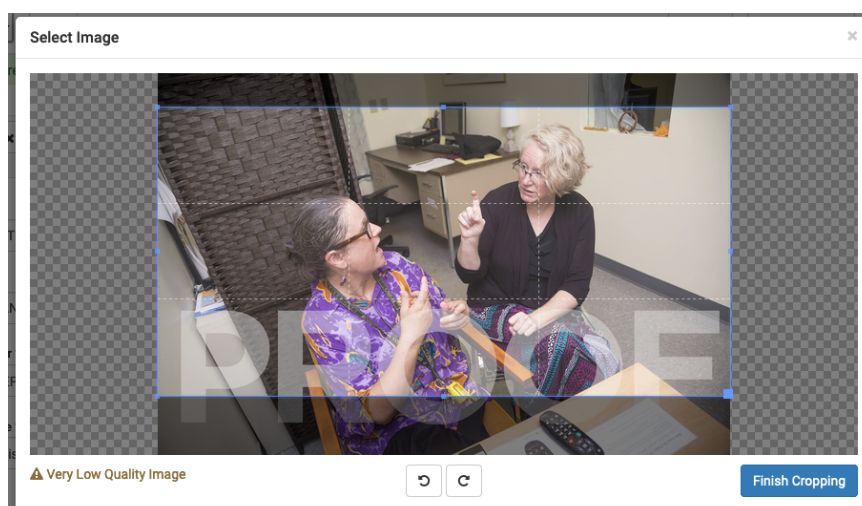
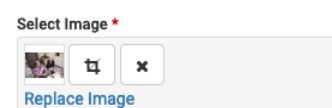
## 4. Customizing Your Template *(continued)*.



When you click on the “Select Image” link, you will be presented with this window. Clicking on the “Select” button underneath the desired image to add it to the template.

**Please note:** you will not be able to access (or even see) images from the “Approved Images” category unless your user account has “Approver” privileges. Once you submit an order for approval, an Approver will swap the watermarked image with its non-watermarked counterpart before approving your template, whenever applicable.

After an image is selected, you will be presented with the options to either replace, crop or delete the selected image. The “Crop” icon will allow you to manipulate the crop window to change the way the image will be displayed. Once done with the changes, return to the customization page by clicking on the “Finish Cropping” button.

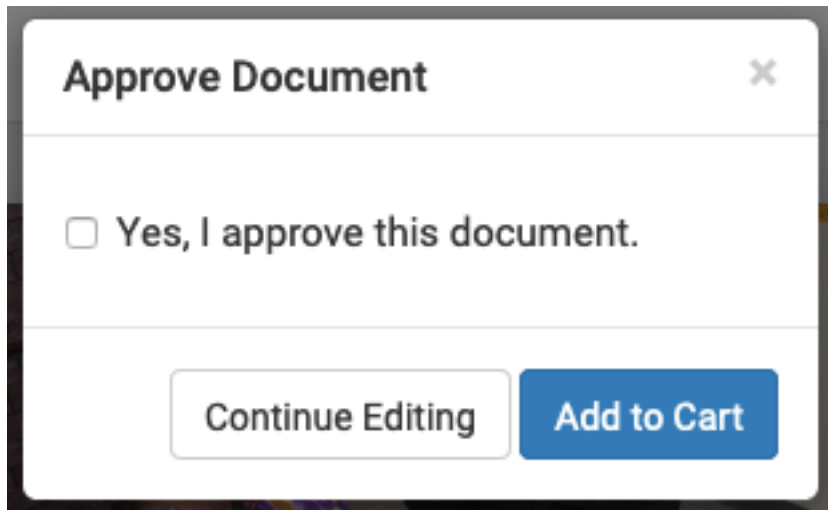


## 4. Customizing Your Template *(continued)*.

A horizontal toolbar for template editing. On the left, there is a 'Preview Size' dropdown menu currently set to 'Standard', followed by a small icon of a person and a left-pointing arrow. On the right, there are three buttons: 'Cancel', 'Save for Later', and 'Finish Editing'.

Once you've made changes to the template, a new button will be available to you. This button will allow you to download a PDF proof of the template you're working on. Please note that the PDF will be watermarked and is not approved for final printing.

Once you have completed your edits and clicked on the "Finish Editing" button, you will be prompted to approve the document by checking the box below. This certifies that you have carefully proofread all text changes and you confirm that the submitted template is free from typographical errors. Marcus Printing may be able to fix any missed "typos" after the order has been submitted and approved, but **we are not responsible for any errors found after the piece has been printed, so review your work carefully!**

A modal dialog box titled 'Approve Document' with a close button (X) in the top right corner. Inside the dialog, there is a checkbox followed by the text 'Yes, I approve this document.' At the bottom of the dialog, there are two buttons: 'Continue Editing' and 'Add to Cart'.

## 5. Shopping Cart.

Welcome Marcus, Logout
History
My Account
Shopping Cart
Saved


Search Site
Shopping Cart  
1 item(s) -

### Shopping Cart

**Shipping Address**  
Viability  
5 Franklin Street  
Northampton, MA 01060  
(413) 584-1460  
(413) 586-1121

**Shipping options**  
Local Delivery

Continue Shopping  
Proceed to Checkout


**Flyer - CCH Template**  
100  
(Product pictured may vary from order.)

Job Item Name  
Name

Details  
Select Quantity = **100**

After you customize and approve your template, you will be taken to your shopping cart. From this screen you can choose to add another item to your order (click on the “Continue Shopping” button), you can save for later, view/edit, or delete the item(s) on your cart, or “Proceed to Checkout” to finalize your order.

## 6. Completing Your Order.

### Checkout

Please fill out the following information before completing your order.

#### Additional Information Permission Confirmation

Check box to confirm. Required. \*

☐ I have reviewed this order with the program director and have permission to charge to the department below.

#### ORDER SUMMARY

1 product shipping to 1 location

[Edit quantities or shipping options.](#)

**Submit Order!**

#### Bill To Department \*

Please select ▼

Comments or other information about this order (optional)

#### Payment Method

☒ [Open Terms](#)

#### Order Item Summary

##### (1) Item Shipping To Viability

| Description          | Quantity |
|----------------------|----------|
| Flyer - CCH Template | 100      |

The checkout process is simple. Here you will verify that all your information is correct before proceeding. It will be required to check the box marked “Permission Confirmation” at the top of the page, as well as selecting a bill-to department. Enter any optional comments or instructions in the blank comments field. To place the order, click on the “Submit Order!” button on the right side of the screen.

Once the order is submitted, an e-mail confirmation will be sent to you with all the order details and to your designated approver to continue the ordering process. If you are an approver, you will receive an email with links to approve and, if necessary, edit the template before approving. If you need to swap watermarked images, please refer to section 4 of this manual for instructions on how to swap watermarked images.

## 7. Order History.

### Order History

Start Date

6/16/2020

End Date

7/16/2020

Order Status

All

Approval Status

All

Ordered By

Just My Orders

Billing To

Apply Filters

Expand All

0

25

items per page

No items to display

When you click on the “Order History” link on the menu, you’ll be taken to your Order History page. In here you can review past orders, re-order past items, and export the data to Excel, PDF, CSV or Word for your records. Refer to the image for all the different filtering options.

## 8. User Profiles.

### Settings

Profile

Password

Locations

First Name \*

Marcus

Middle Name

Last Name \*

Printing

Email \*

prep@marcusprinting.com

Username \*

mpc

Title

Phone

Cell Phone

Fax

Time Zones

(UTC-05:00) Eastern Time (US & Canada)

Website

Default Location

ADMINISTRATION & FINANCE -- Viability, Northampton, MA

\* indicates required fields

Update

Here you will be able to edit your own personal information, change your password and view all available locations. Once you finish editing your information, click on the “Update” button.

We are here to help your organization with all of your printing needs. If you have any comments or questions, do not hesitate to contact us.



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