


## Customization Wizard

When choosing to customize, the system will only allow you to customize one color at a time (but allows multiple sizes). Below we will decorate the Large and Medium Slate shirts at the same time. To do this, enter the quantities and go to the box below Looking to customize this item? Click [here](#) to begin.



**Product Details:**

- 100% Pima cotton
- Generously cut and then garment-washed for true sizing
- Incredible soft, cool, breathable, and comfortable
- Impeccably tailored men's sport shirt
- 3-pearlized button placket
- Jacquard, lay-flat collar
- Wide welt sleeves
- Locker patch
- Drop tail hem stays tucked in
- Size S-3XL
- His long-sleeve companion style 3600L
- Her short-sleeve companion style 3300

**Retail Price: \$24.99**

Pricing may decrease with volume and increase for customization and oversized items.





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**Color:**

**Quantities:** (You may enter multiple sizes at the same time)

S	M	L	XL	2XL	3XL
<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Product Views:**

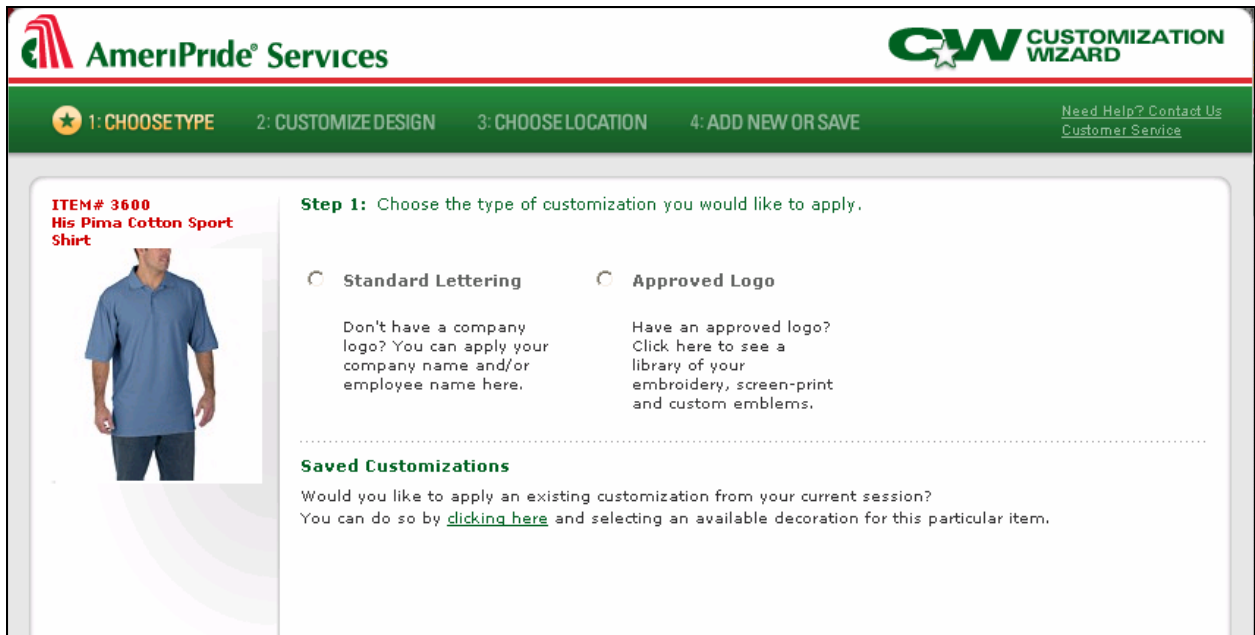





 **Looking to customize this item?**  
 Add your company's logo and/or custom text to these items! Click [here](#) to begin.

Add to Workspace >

Use the Workspace (appears below) to customize your items and/or add them to your shopping cart.

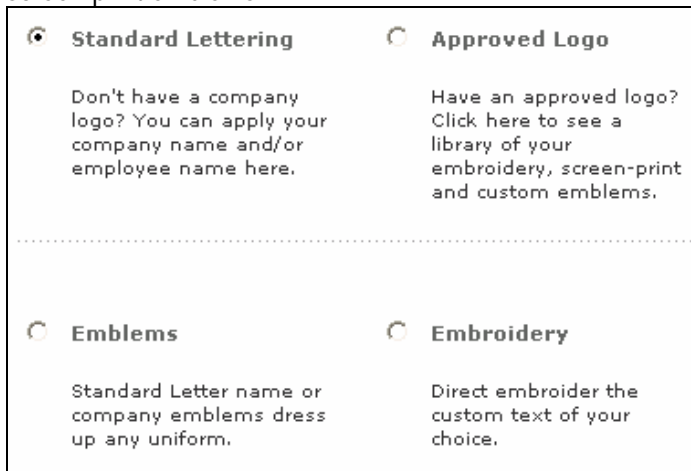
## Choosing Type



Customization Wizard Step 1 - Choose Type.

The Customization Wizard window opens. The green bar at the top shows the step you're currently working on. In this figure, we see that "Choose Type" is the user's current step. It is highlighted in yellow text with the yellow star.

This figure shows the two main selections you can make: "Standard Lettering" and "Approved Logo". "Standard Lettering" allows you to apply either embroidered text or company or name emblems. "Approved Logo" allows you to apply either pre-approved custom embroidered logos, screen print designs, or screen print emblems stored in your library. The figure below shows that after choosing "Standard Lettering", the user will then see additional options to choose "Emblems" or "Embroidery". Upon choosing "Emblems" the user may choose either embroidered emblems or screen print emblems.





Options available when choosing Standard Lettering.

## Adding a Logo

Select "Approved Logo" to use a custom embroidered logo, screen print design, or screen print emblem stored in your logo library. Click the "Proceed to STEP 2" yellow button in the lower right hand corner of the Customization Wizard.



Step 2 - Example Logo Library. Select the approved logo to use for the Customization.

In this example, the customer has four logos stored, two screen print logos and two custom embroidered logos. Note that screen print will only show for materials that accept screen print (e.g. it will show for t-shirts, but not for caps). Embroidery will only show for those items that accept embroidery. When embroidered logos are chosen, at the bottom of the screen for Step 2, a checkbox allows the user to apply this logo using "tone-on-tone" colors. Choosing tone-on-tone is allowing our production team to select the closest thread color to the garment for a more subtle look. The Wizard will visualize the logo in full color or tone-on-tone depending on the selection.



Visualization of the same logo in tone-on-tone and in full color.

### **Adding Standard Text**

When Standard Lettering Embroidery is chosen, Step 2 presents you with a flexible interface for applying lettering.

The yellow message box at the top states how many items are left to customize. In this example, the user can individualize each of the 10 items with different names, titles, etc. The Wizard allows for up to 3 lines of text in different colors, lettering styles, and sizes. Again, the “tone on tone” option is enabled via a checkbox which will disable the text color box.

You have chosen: Standard Lettering [Change Type](#)

You have 10 items remaining to personalize, ...




**Step 2: Standard Lettering**  
 Customize your standard lettering, then apply to desired items below.

Use Tone On Tone

**Custom Text**

Enter Line 1 Text	Text Color	Style <span style="float: right;">▼</span>	Size <span style="float: right;">▼</span>
Enter Line 2 Text	Text Color	Style <span style="float: right;">▼</span>	Size <span style="float: right;">▼</span>
Enter Line 3 Text	Text Color	Style <span style="float: right;">▼</span>	Size <span style="float: right;">▼</span>

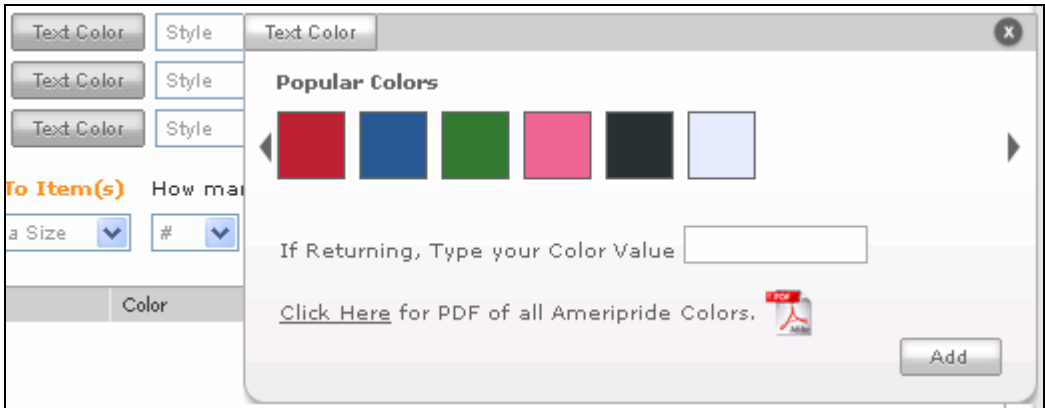
**Alignment**   **Apply To Item(s)**   How many items would you like to apply the above lettering to?

			Select a Size <span style="float: right;">▼</span>	# <span style="float: right;">▼</span>	Save and Add Another
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SKU	Size	Custom Text	Color	Lettering Style	Size	Alignment	Qty	<a href="#">Clear All</a>

Step 2 - Standard Lettering / Embroidery screen.

These examples show the Text Color and the Style and Size options. Notice that the Text Color allows the user to choose from a variety of our most common colors or to enter the thread color of their choice. All thread colors available are listed in the PDF document linked from this screen.

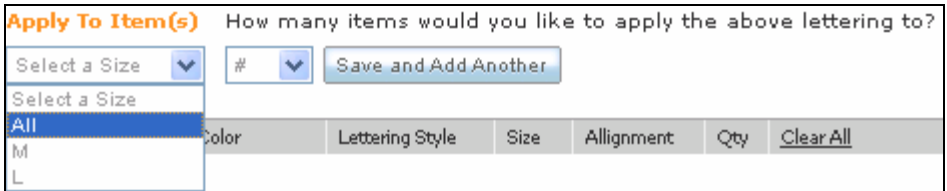


Color Picker for Standard Lettering / Embroidery text.



Style and Size drop down boxes for Standard Lettering / Embroidery text.

The "Apply to Item(s)" area shown below is where you will apply the entered text and alignment options to the line items being customized. Here we see that the "Select a Size" drop down shows the Medium and Large sizes that we chose to customize. The Wizard keeps track of how many items are left to customize and updates the Size and Quantity drop down boxes.



Apply to Item(s) area of the Standard Lettering / Embroidery page.

Below shows the Size drop down when Medium is selected (showing 5 items available of our original 5).



Size drop down for the Apply to Item(s) area.

After applying the customization to 3 of the Medium shirts, the below figure shows that only 2 of the Medium shirts remain to be customized.





Notice that much of Step 2 remains the same as described in the "[Embroidery](#)" section of this document. Review that section for more instructions on how to use this Emblem section. The differences are that for Emblems, the emblem size, background color, and border color must all be chosen. Text size is not an option in this area because size is automatically made as large as will fit when Emblems are made.




Results of applying Emblems.

Here are the results of applying Emblems as a customization. (Note: This is an approximation, final results may vary.)

### **Choosing the Location for Decoration - Step 3**

The next step allows you to take your designed customization, whether approved logo, Standard Text or Emblem and apply it to an allowed location. The Customization Wizard only allows customizations to be applied where they "fit" according to the maximum dimensions published in our catalog. For example an 8" x 8" screen print logo will not fit on LUF, so the Wizard will not allow that to be selected. Below is a two step process: (1) choose the angle of the product to decorate (front, back, left, right) using the four small thumbnail images; (2) the Wizard will show the available options. Select the desired location and the Wizard will give a preview of the customization. Only the current customization being worked on will be displayed. Step 4 will show multiple customizations at the same time.

**Step 3: Default Value**



Left Upper Chest (LUF)

Right Chest (RUF)

Decorate both layers of this item.




Step 3 - Choose Location screen of the Customization Wizard.

Note that there is a check box "Decorate both layers of this item." This will appear only for those items such as the 3-in-1 jackets that have multiple layers. Checking the box will apply that decoration to both layers (and apply duplicate charges to the order for those customizations).



Full Back (Center Middle Back) (CMB)



Left Upper Chest (LUF)

Right Chest (RUF)

Two different perspectives shown and the decoration options allowed for a selected logo.

### Preview and Continue

Step 4: In this screen you will see all customizations applied. You can choose to visualize different perspectives by clicking on the small thumbnails. The large imaging window allows you to zoom in and out and scroll back and forth by dragging the image. The drop down box allows you to pick

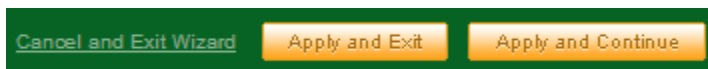


from multiple variations of the customization (in this case we have decorated shirts with three different custom text selections – “Fred / Manager”, “John”, and “Bob”). Clicking update will show that variation of the customization.



Step 4 - Preview customization results.

At the bottom of the Wizard in Step 4, you now has several choices. You may “Apply and Exit”, departing from the Wizard and continuing to the Workspace. Alternatively, you may choose to apply additional customizations. Clicking “Apply and Continue” will save the current customization and take you back to Step 1. If “Cancel and Exit Wizard” is selected, no customizations are applied and you will return to the Workspace without any changes being made.



Step 4 navigation options.

After Exiting the Customization Wizard, the screen will refresh to show the details of the Customization for each item in the Workspace. Note that there are now three lines of detail for the Slate items we customized because we split the 5 Mediums into two lines by applying “Fred – Manager” to 3 of the items and “Bob” to the other two items.

Color: Slate  
 Size: M  
 SKU: 3600SLTM

[EDIT CUSTOMIZATION](#)

3

	Custom Embroidery	Custom							
LUF	0210100401	\$1.24							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 70%; text-align: left;">Standard Lettering</th> <th style="width: 20%; text-align: right;">Custom</th> </tr> </thead> <tbody> <tr> <td>RUF</td> <td> <div style="border: 1px solid gray; padding: 2px;">- Alignment: Center</div> <ul style="list-style-type: none"> <li>1. Fred               <ul style="list-style-type: none"> <li>- Font Color: 1637 Bright Red</li> <li>- Style: BS</li> <li>- Size: 5/8</li> </ul> </li> <li>2. Manager               <ul style="list-style-type: none"> <li>- Font Color: 1637 Bright Red</li> <li>- Style: BS</li> <li>- Size: 5/8</li> </ul> </li> </ul> </td> <td style="text-align: right; vertical-align: top;">\$3.22</td> </tr> </tbody> </table>				Standard Lettering	Custom	RUF	<div style="border: 1px solid gray; padding: 2px;">- Alignment: Center</div> <ul style="list-style-type: none"> <li>1. Fred               <ul style="list-style-type: none"> <li>- Font Color: 1637 Bright Red</li> <li>- Style: BS</li> <li>- Size: 5/8</li> </ul> </li> <li>2. Manager               <ul style="list-style-type: none"> <li>- Font Color: 1637 Bright Red</li> <li>- Style: BS</li> <li>- Size: 5/8</li> </ul> </li> </ul>	\$3.22	
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Color: Slate  
 Size: M  
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[EDIT CUSTOMIZATION](#)

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Workspace after returning from the Customization Wizard.

You may now continue to use any of the Workspace buttons as described in the [Workspace](#) section to update the quantity, clear any lines, return to the Customization Wizard to edit already applied customizations, or add the items to the Cart.

To continue to the shopping cart, select all the items ready to move and click the "Add Items to Cart" button.