

Personalized Pocket Guides

Online Ordering Instructions

What Do I Need to Get Started?

- › Visit <https://SHARPEnet.com/personalized-publications/>.
- › **Photo*** (if you would like to use your own photo rather than selecting from Sharpe's image bank).
- › **Logo*** for front and/or back panel.
- › **Contact information** for the front panel.
- › **Billing/shipping information.**

*Please visit <https://SHARPEnet.com/digital-artwork-submission-guidelines/> to review Sharpe's art requirements for logos and photos.

Login

- › Sign up to obtain a username and password at <https://sharpenet.com/personalized-publications/> (see **How to Get Started**).
- › Once you receive your login credentials, return to the **Personalized Pocket Guides** webpage and click [Place Your Order Now](#).

Start Your Order




- › Click [Let's Get Started!](#).
- › Click on the Pocket Guides category.
- › Select one of the available titles.
- › Enter your billing contact name and email address.
- › Select [Next](#) to proceed to personalizing your brochure.

Customize Your Pocket Guide

[Refresh Preview](#) after each step below to review your personalized publication in real time.

Front:

- › Select your front cover design: stock or custom.
- › Click [Refresh Preview](#) to view the selected layout.
- › If you selected **stock**, proceed to the color selection step.
- › If you selected **custom**, select your front cover image.
- › To select an image for the front cover of your brochure, click [Select](#) in the box labeled **Front cover top image**. A pop-up with available images will appear. You may select one of the images from the photobank or upload one of your own. If you would like to use an image from your own library, click on [Upload](#). Browse to find your photo and then click **Open**. The image will appear in the photo bank. Select the image and click [Refresh Preview](#) to view the image on the cover. The system will automatically fit your photo to the print space.

- › You can choose from a selection of standard colors or a custom color option for your brochure's accent color.
- › To select a standard color click **Select >** to view the available color options. Make your selection. Click **Refresh Preview** to view your publication with your selected accent color.
- › To make a custom accent color selection, click color.* . You may either select/adjust the color with the sliding color scale or enter the CMYK formula for a PMS color match. Click the **OK** button below the scale to complete the color selection. Click **Refresh Preview** to view your publication with your selected accent color.
- › Click **Select >** in the box labeled **Front cover bottom logo** to choose a logo for the cover page. To upload your logo, click **Upload** . Browse to find your image and then click **Open**. The image will appear in the image bank and may be selected.
- › For **Front cover bottom text**, select the font, size, style and leading from the dropdown menus.
- › Enter your text and select a text color. Click  for more color options or to enter the CYMK formula.
- › Click **Refresh Preview**. Click **Next** to finalize your order.

Finalize Your Order

- › Enter the quantity. *Note: Minimum order of 100. For orders of more than 10,000, call 800.342.2375.*
- › Select **Proof** to view the personalized publication. If you are satisfied with your proof and your order details, check the **Proof is approved *** box and then **Add to cart**.

Shopping Cart

- › Review your shopping cart.
- › Click **Checkout**.

Checkout

- › Enter and confirm your billing and shipping information and your order details. The shipping amount will be added to your total. *Please note: The cost for shipping is to one address only. To ship to additional locations, call 800.342.2375.*
- › Once confirmed, click **Next**.

Review Your Order

- › Confirm your order details again.
- › Once confirmed, click **Checkout**.
- › You will receive an email confirmation once your order is submitted and another when Sharpe approves your order for print.
- › You will receive an invoice once your order has shipped.