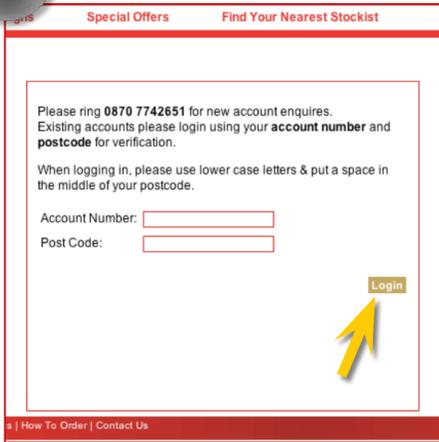
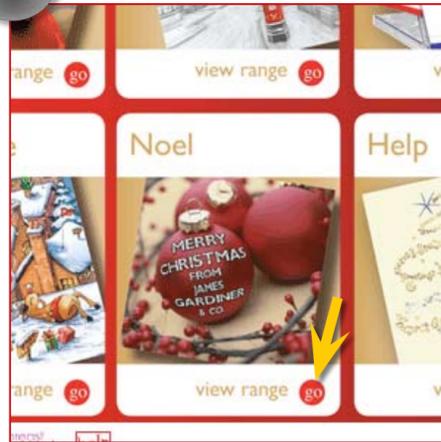


**1** Login into the website using the information supplied to you from CCA Occasions Ltd.



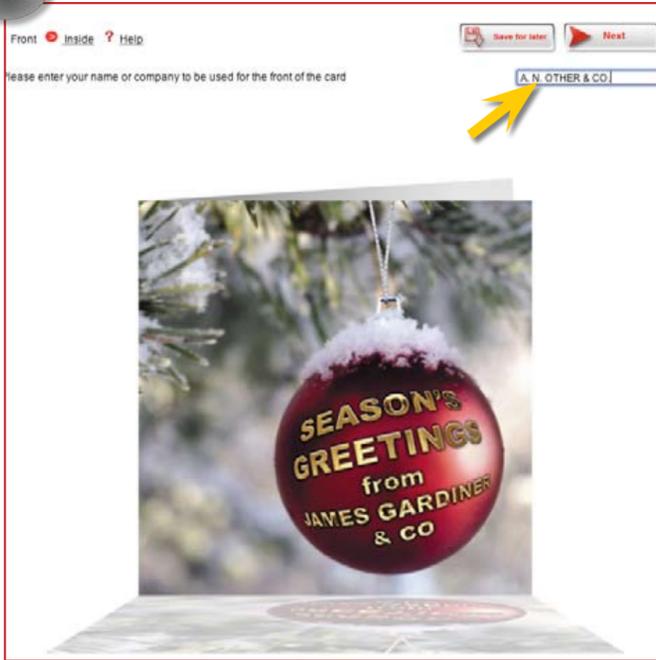
**2** Select the card range that you are interested in ordering from the collections available on the sites home page.



**3** From your selected collection select the actual card that you wish to order

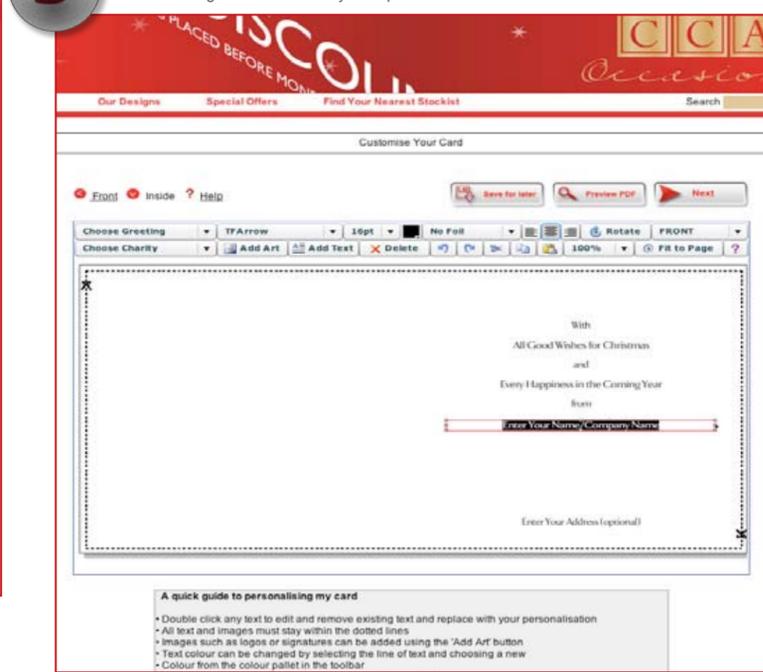


**4** For cards that have the option to personalize the front cover enter the details as shown in the field on the top right of the screen then click on the Next icon, cards that do not have an ability to personalise the front will go straight to the option to personalise the inside of the card (stage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

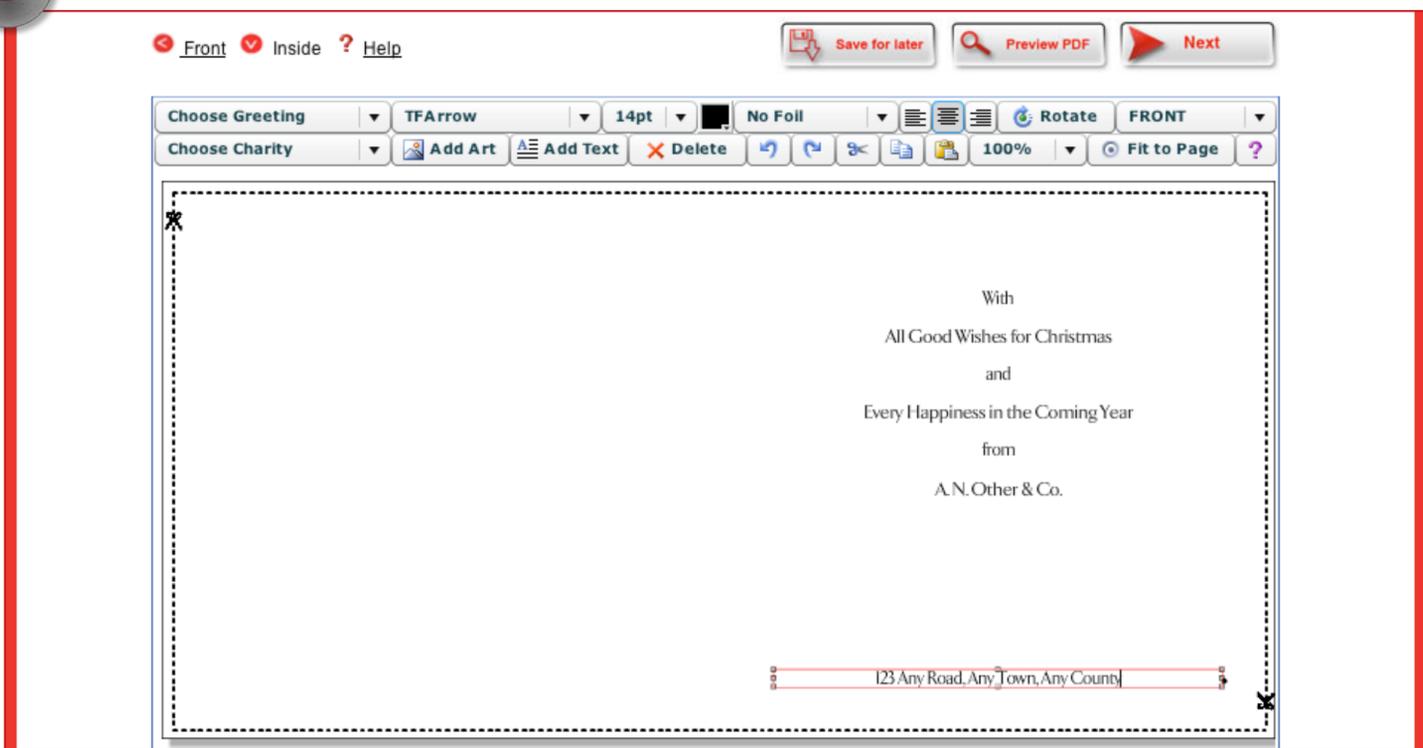


**5** You now have the option to personalize the inside of the card (pages 2, inside front cover, and page 3, inside back cover). The personalise tool allows you to upload a piece of art such as a photo image or a logo or simply changing the text within the greeting. Changing individual elements of the greeting text is done by:

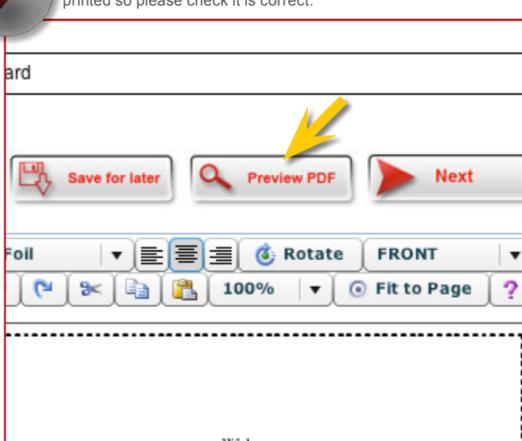
- clicking twice on the text area which will result in a red border appearing around the text to be edited
- click again at the start or end of the text to position your cursor
- Removing the existing text by back clicking or pressing the delete button depending on whether your cursor appears at the end or beginning of the text that you wish to remove.
- Inserting the new text that you require



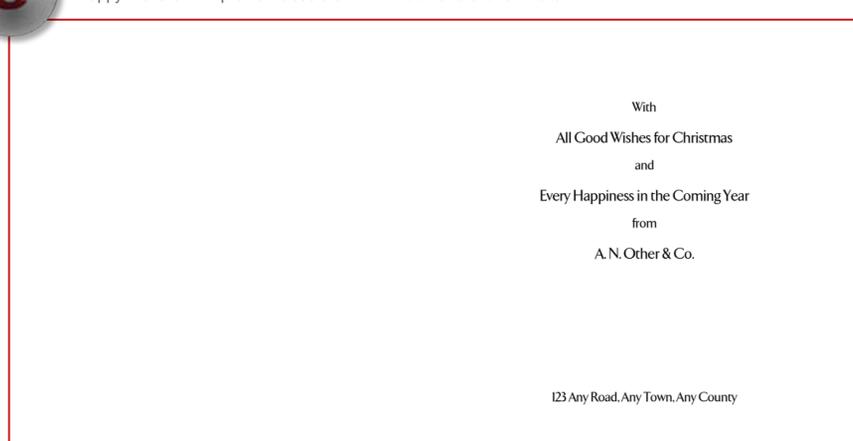
**6**



**7** The PDF view will appear, this is exactly how the card will be printed so please check it is correct.



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



**9** 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

