

## Standard Cover Order Center Instructions

Choose your standard cover, add and preview your overprint, and submit to Memory Book Company all from your own computer! **If you want to upgrade your yearbook and have the school name and year in gold or silver foil for an additional charge, please **do not continue**, and notify your sales representative immediately.**

### Step 1 - Log In

To Log In, simply open your internet browser and go to:

[memorybook.com/onlinecoverorders](http://memorybook.com/onlinecoverorders)

Enter the following username and password, and click "Login."

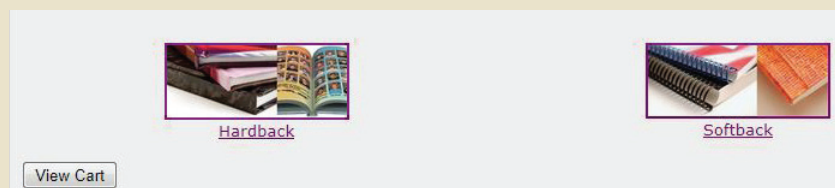
Username: **memories**

Password: **covers**

Do not enter your e-mail address here. Enter the username and password exactly as shown.

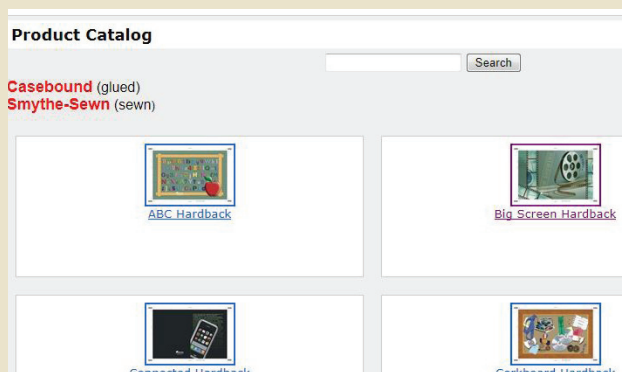
### Step 2 - Choose Your Cover Type

On the next screen, click on the type of cover you have already discussed with your sales representative. Hardback books include both casebound and Smythe-sewn, and softback books include saddle-stitched, perfect bound, and coil bound books.



### Step 3 - Choose Your Cover

Next, click on the cover you would like to use for your yearbook.



### Step 4 - Enter Quantity

Enter the **highest possible estimate** of the number of books you will be purchasing in the field indicated, and click on the "Customize Document" button. Note: You may modify this number when you submit your yearbook files.

**For Internal Use Only.**

**Please do NOT change these fields.**

## Step 5 - Enter Your Overprint Information

On the next screen, type your school name exactly as you would like it to appear on your cover. The program also allows you to type up to two additional lines of text depending on the cover chosen. (This could include School Year, address, etc.)

The final optional line of text (for hardback and casebound books only) will add text to the spine of your book.

Click "Update Preview" and change the preview size to Large in order to check your cover for accuracy.

**Customize Inspire Hardback**

Please enter the information below and click the update button to refresh the preview. Items marked with an asterisk (\*) are required fields. Fields Have Maximum Length of 36 Characters

Type Your School Name Here  
Sample School Name

Optional Line 2

Type Optional Line of Text or the School Year Here  
Optional Line 2

Optional Line 3

Type Optional Line of Text or the School Year Here

Spine Printing Has Maximum Length of 50 Characters

Type Optional Line of Text for Spine Printing and the School Year Here  
Sample School Name - 2011-20

Type spine text here

Please enter any additional instructions:

If you approve of the document, please check this box and click the "Add to Cart" button.

Page: 1  
Size: Small

Having trouble seeing your cover? Change the "size" here to preview your cover as small, standard, large, or extra-large.

**Please check your cover carefully. Checking this button, and clicking "Add to Cart" will be your way of approving your cover for press. You will NOT receive a proof of your cover before it is printed.**

Want to create your own proof to keep? First, change your preview size to extra large. Now, right-click on the image, and save it to your desktop. You now have a proof you can print and view at any time!

Once you approve of the cover, click the checkbox here, and click "Add to Cart."

## Step 6 - Checkout

Next, view your order. If everything looks as it should, click "Checkout."

**Shopping Cart**

The following items are in your shopping cart. To edit an item, click the 'Edit' link to Shopping' button. To finalize your order, click the 'Checkout' button.

Item	Quantity	Description	Options
Inspire Hardback	250	0 -- 0	<a href="#">Edit</a>   <a href="#">Delete</a>

## Step 7 - Shipping & Billing

**Check Out -- Shipping and Billing**

Please enter your address information below.

Ship To:

I will manually enter the address below

Name\*  
Company\*  
Address 1\*  
Address 2  
City\*  
State\*  
Zip Code\*  
Country\*  
Phone\*  
Fax  
Email\*

On this screen, enter your name and all other required fields as requested.

In the blank by Company, please type your school name.

When finished, Click "Check Out."

**This screen is required solely for the purpose of identifying you and your school, and will not be used for shipping or billing as indicated.**

## Step 8 - Finalize

Finally, review your information one last time. Leave all shipping information as is, and click on the "Submit Order" button.

A page will appear with your order number. Please print this page for your records.

**Finalize Order**

Please enter the following information.

Item	Quantity	Description	Options
Inspire Hardback	250	0 -- 0	<a href="#">Edit</a>   <a href="#">Delete</a>

Select Shipping Method:

PO# or Cost Center

Additional Instructions:

**For Internal Use Only. Please do NOT change any of these fields.**