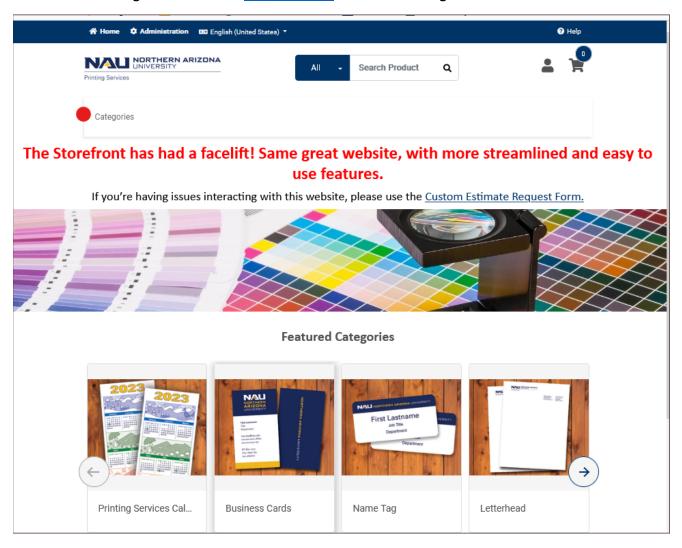
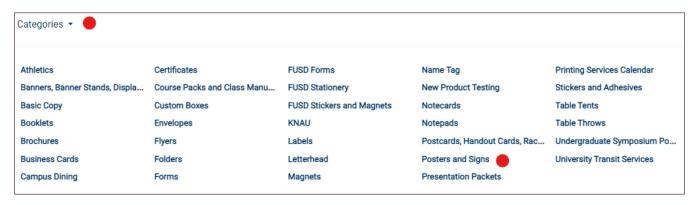
How to create and order Windmaster Sign inserts and overlays

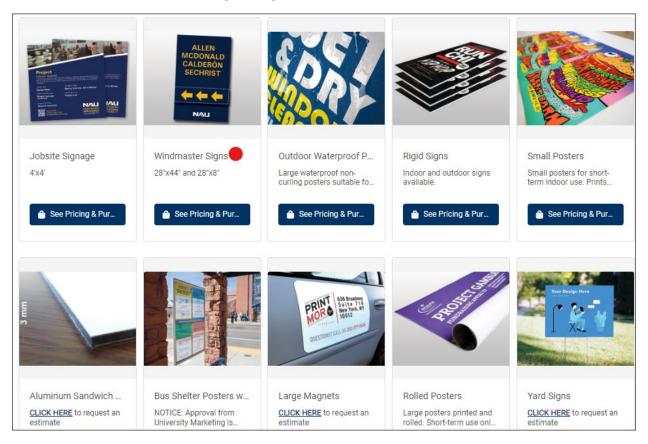
• Go to the digital storefront at nau.edu/order and click on Categories.



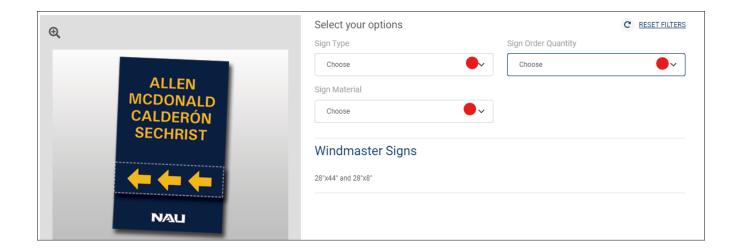
• Dropdown shows products on the Digital Storefront. Select Posters and Signs.



Click on the Windmaster Signs image.



• Select sign options from dropdown menus. Choose Sign Type, Quantity, and Sign Material.



Read Product Description for sign type and sign material details.

Product Description

Printing Services does not install the inserts into the windmaster hardware or coordinate placement of signs. This is the responsibility of the requestor to coordinate with Facility Services

Sign Type

Base Insert 28"x44" - This is the base full size sign.

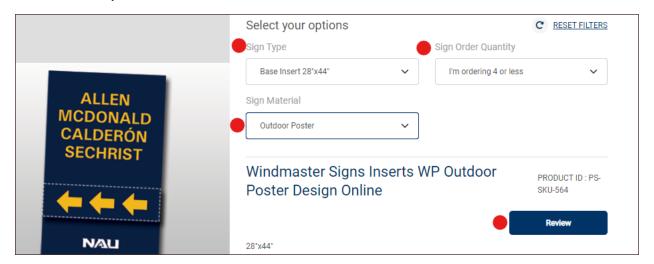
Overlay 28"x8" - Can be used for unique "interchangeable" messaging like directional arrows or bold event specifics

Sign Material

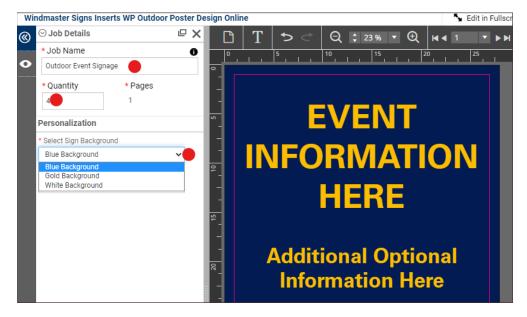
Outdoor Waterproof Poster - Short term use. To be used for 1 week or less.

Corrugated Plastic - Long term use. To be used for longer than 1 week or recurring events.

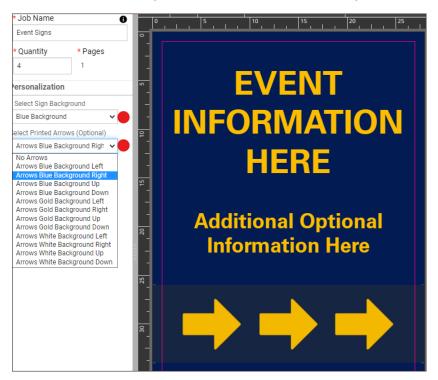
Select options and click Review.



Enter Job Name and Quantity. Use dropdown arrow to select background color.



• Use second dropdown to add arrows to insert (optional).



• Open editing box by clicking on text in preview. Select pencil editing tool.



• Highlight text and enter event name.



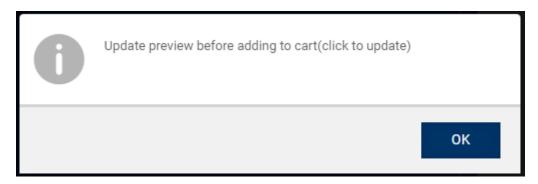
• Click on next text box and repeat process.



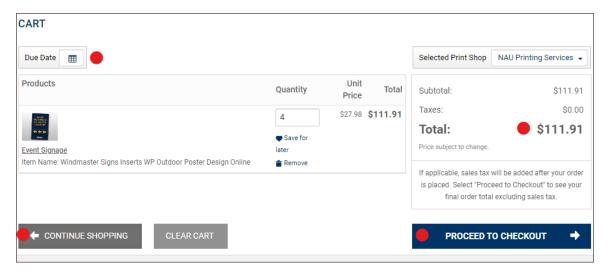
• Click on Add to Cart button on lower right corner of screen. Price is shown on left. Windmaster frames accommodate two signs. Price shown is for 4 inserts.



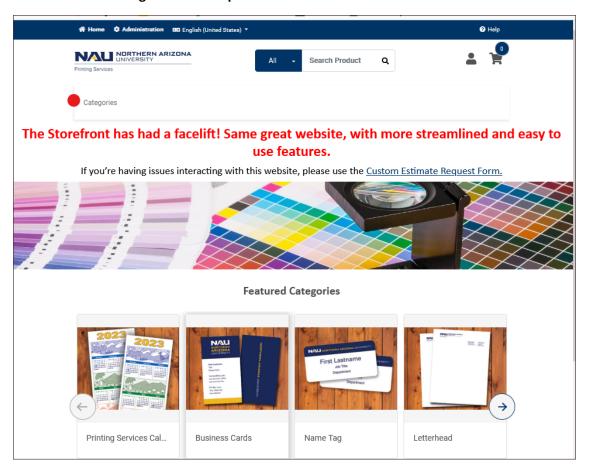
• Update preview, review disclaimer and Add to Cart.



• Click on Continue Shopping to add overlays or other products to your cart or select due date to Proceed to Checkout and complete your order.



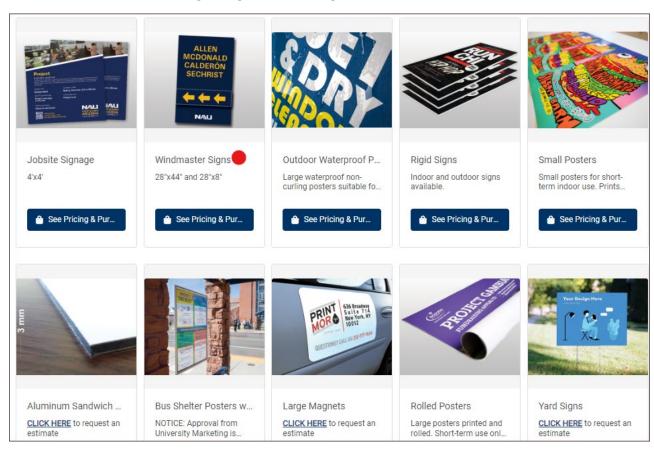
- Click on the Continue Shopping button to add other items to your cart.
- Click on Categories to view products.



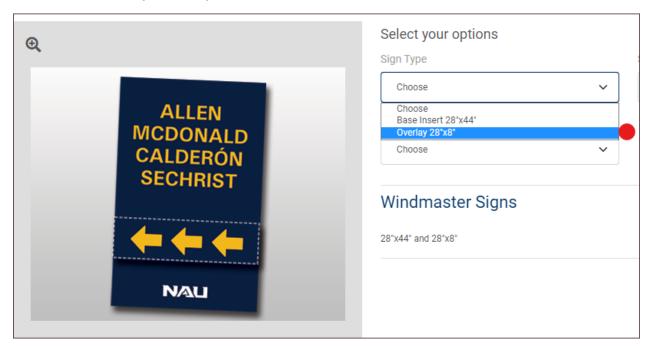
• Dropdown shows products on the Digital Storefront. Select Posters and Signs.



Click on Windmaster sign image to See Pricing and Purchase.



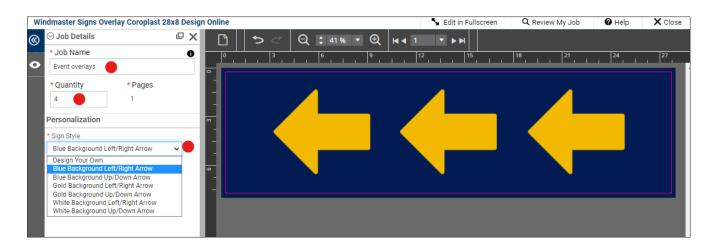
• Select Overlay from dropdown menu.



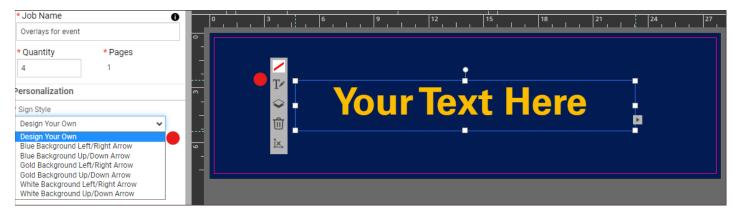
Click on Review to go to the preview page. Overlays are printed on Coroplast only.



Add Job Name, Quantity, and Sign Style.



• Select Design Your Own to add text rather than arrows (optional). Click on the text box and select editing tool. Highlight text to edit.



• Add to Cart and follow prompts to complete order.