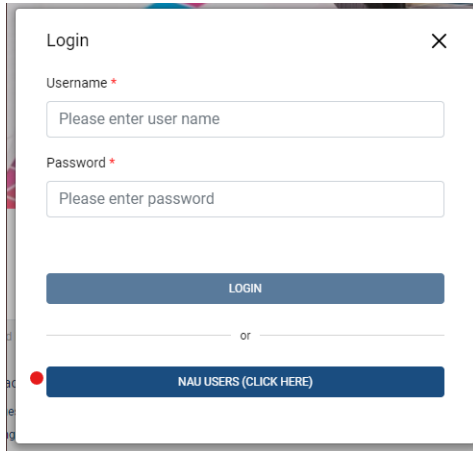


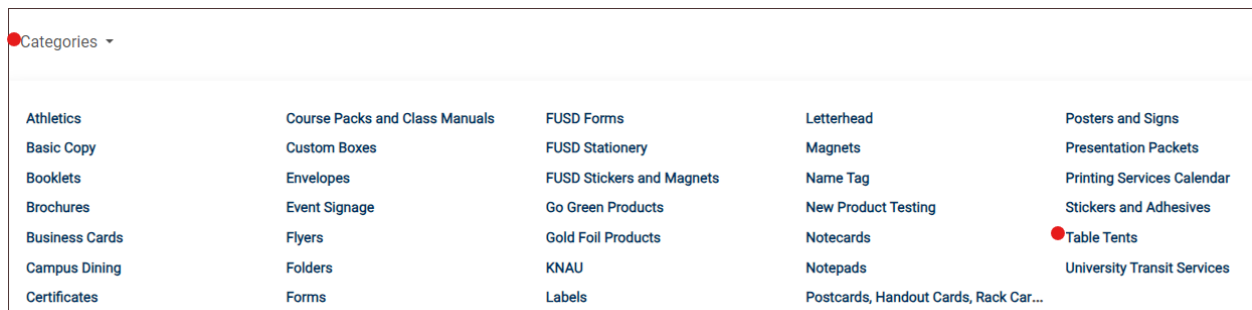
# How to create and order Table Tents

## Section 1: How to order Table Tents

- Logon to the Digital Storefront at [nau.edu/order](http://nau.edu/order).
- Click on NAU USERS and logon using your NAU credentials.



- Hover over Categories to view products and click on Table Tents




- Click on Buy Now



### Table Tents

6"x18" folds to 6"x5.625".

These table tents are creased and include an...

 Buy Now

- Choose a Proofing Workflow option
  - The following instructions are for the **New FastTrack Proofing Tool** which allows you to review your image on the template
  - Use the **Standard Proofing Tool** if you prefer
- Click on the Buy Now button.

Select your options [RESET FILTERS](#)

Proofing Workflow

\*\*NEW\*\* FastTrack Proofing Tool

Choose

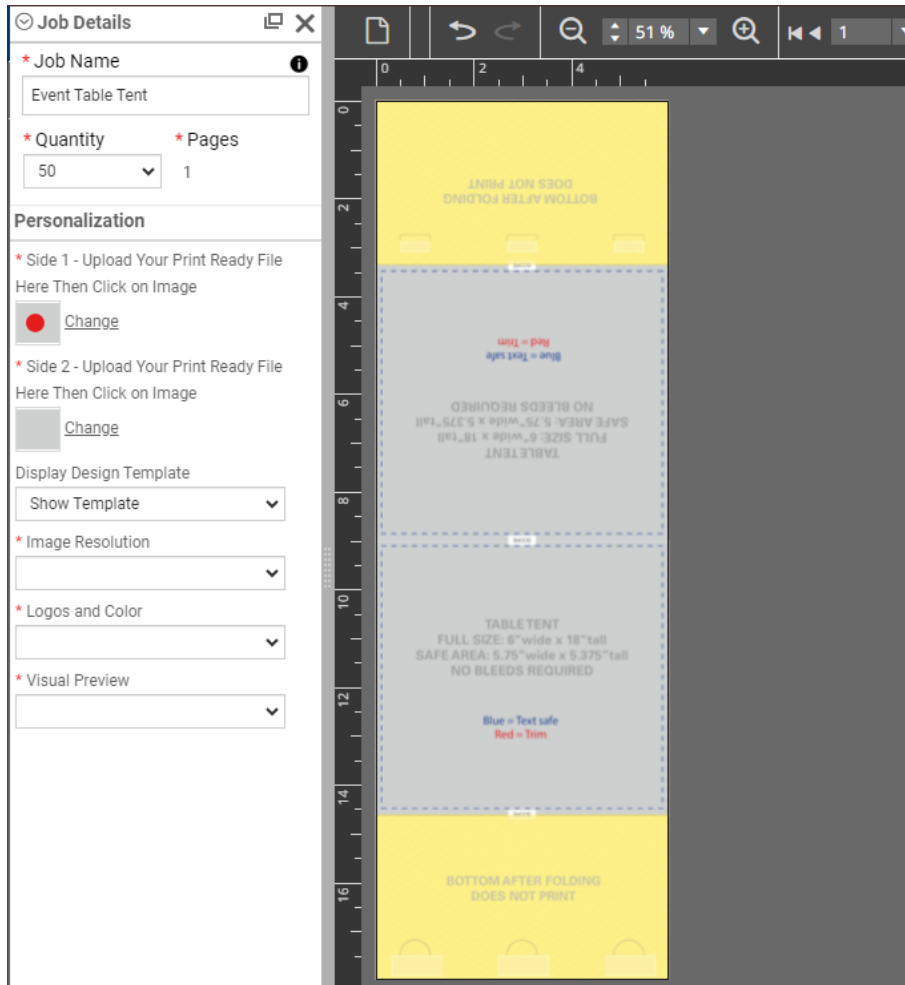
**\*\*NEW\*\* FastTrack Proofing Tool**

Standard Proofing Tool

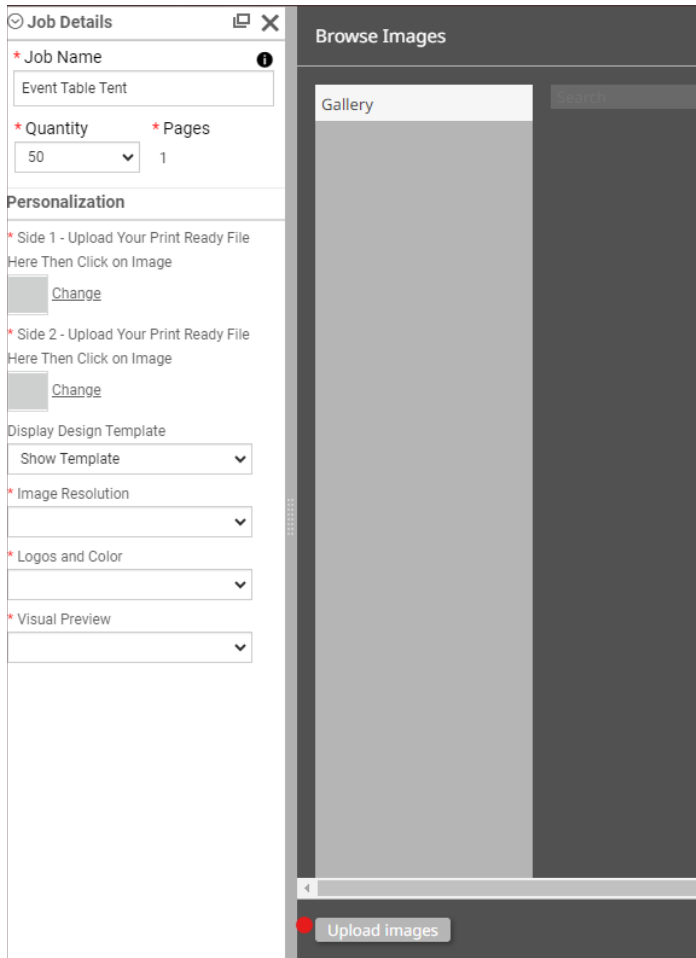
PRODUCT ID : PS-SKU-655

**Buy Now**

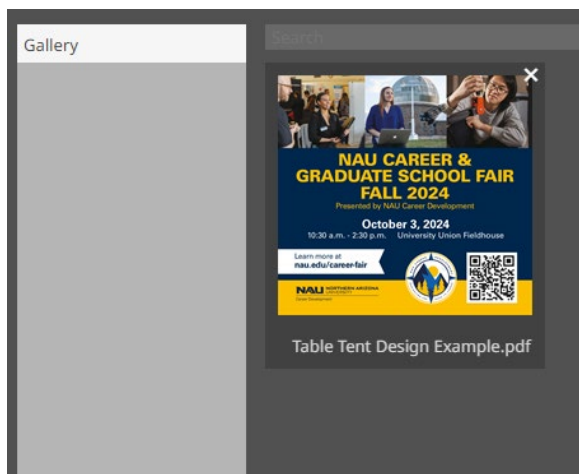
- Enter Job Name and Quantity.
- Upload your graphic design file by clicking on the gray box under Side 1 labeled Change.

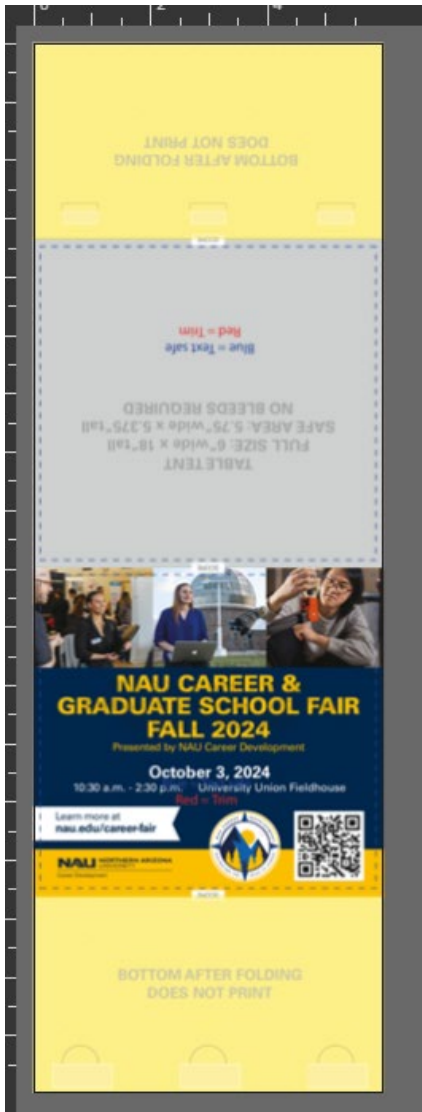


- Click on the Upload Images button at the bottom of the preview screen.



- When your file uploads, click on the image to set-up Side 1 on the template.





- Use the same file or upload a different file for Side 2. Click on the gray box under Side 2 labeled Change and the first image will appear again in the preview. Click on the image to place it correctly on the template. Alternatively, you can upload a second file by following the previous upload instructions.



- Use the magnifying glass at the top of the screen to increase the size of the preview and review the image and template together. Double check that text and important elements are within the Text Safe area which is shown with a blue dashed line.



- View your file with and without the template. The template will not be printed. Table Tents will be created and include an interlocking base for easy assembly and are self-standing. They will arrive to you packaged flat for customer assembly.



- There are 3 dropdown alerts. The customer must accept responsibility for their files regarding resolution, logos, color, and design work. You may revise your file as needed before placing your order or request that we print as-is.
- If you want to revise your file close out of the preview screen and start again when your revised file is ready.



## Personalization



\* Side 1 - Upload Your Print Ready File Here Then Click on Image



[Change](#)

\* Side 2 - Upload Your Print Ready File Here Then Click on Image



[Change](#)

Display Design Template

Hide Template



\* Image Resolution

I understand if my images are u



\* Logos and Color

I understand if my logo/color el



\* Visual Preview

I understand the product I recei



0 2 4

0 2 4 6 8 10 12 14 16

57%

QR Code

NAU NORTHWESTERN ARIZONA UNIVERSITY

Learn more at [nau.edu/career-fair](http://nau.edu/career-fair)

October 3, 2024  
10:30 a.m. - 2:30 p.m. University Union Fieldhouse

Presented by NAU Career Development

**NAU CAREER & GRADUATE SCHOOL FAIR  
FALL 2024**

NAU CAREER & GRADUATE SCHOOL FAIR  
FALL 2024

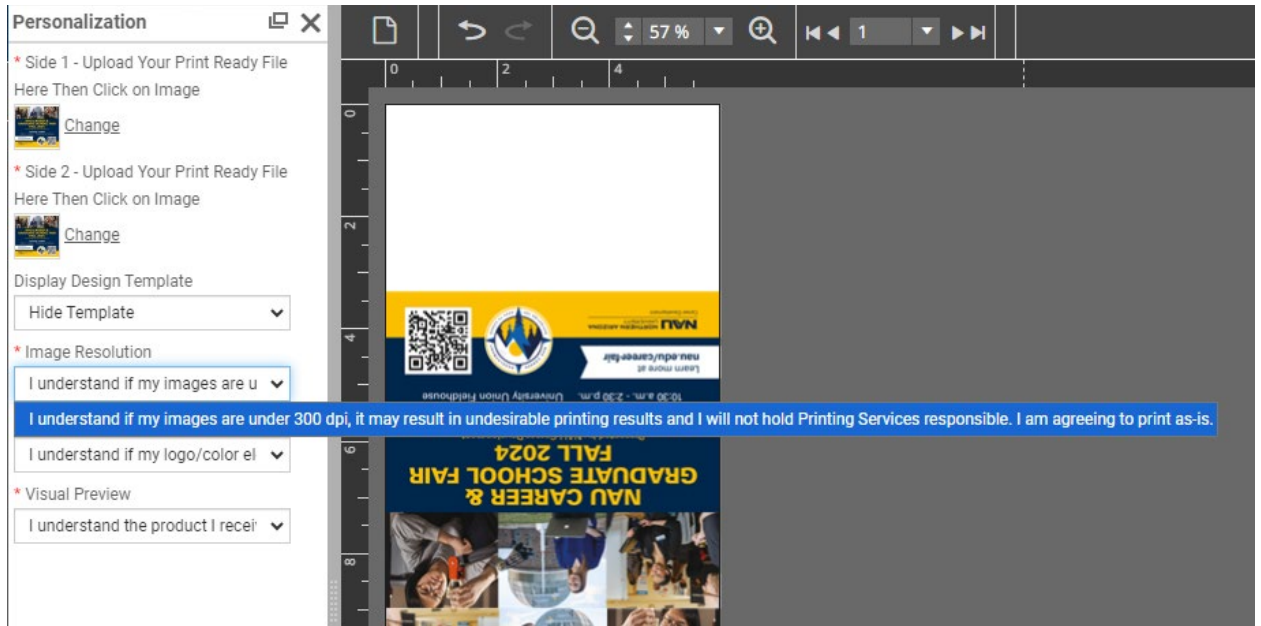
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QR Code



- Add the order to your cart and continue placing your order.

