Instructions for ordering your Certificate of Competency Stamp Online

Note: These instructions were reflective of the information available in 2013 and worked for Office Depot to order and purchase your specialty certification stamp on-line. It is intended solely as additional assistance for those using the two most commonly available vendors when ordering online. ANY vendor following the details contained herein and as provided with the instructions provided with your certification is approved to manufacture your annual stamp and you can just as easily walk in to most shops in person.

You will need the internet address for the certification graphic. The internet address for this template is listed on the Certificate of Competency Specialty Stamp order instructions provided with your certification when issued.

After checking many different on-line stamp companies, these two had by far the easiest "stamp wizard" type program. This wizard allows the image to be scaled and you control where the lettering goes for the data that is custom to you. Below is a list of the different type of stamps you can purchase:

Office Depot

Brand	Number	Size
Office Depot	703606	1 3/16" x 2 3/8"
Office Depot	703669	1 3/16" x 2 3/4"
Office Depot	703723	1 9/16" x 1 1/2"
2000 Plus	170042	1 9/16" x 1 15/16"
2000 Plus	666256	1 3/8" x 2 3/8"
2000 Plus	666288	1 1/4" x 2 3/4"
Xstamper EcoGrn	316981	1 1/2" x 2 1/2"

If you go to either in person, they will have additional selections that can be done in house – same day service.

The instructions on the next couple of pages will walk you through the process. It is relatively easy and does allow you to check what the stamp will look like. Other programs I found only show an image that may or may not look like what you are going to get.

Lastly the price per stamp will vary depending on the type and if you have to pay for shipping or not. We purchased a stamp from Office Depot, Item#703606 $24.99 + $0 shipping, total $27.19.
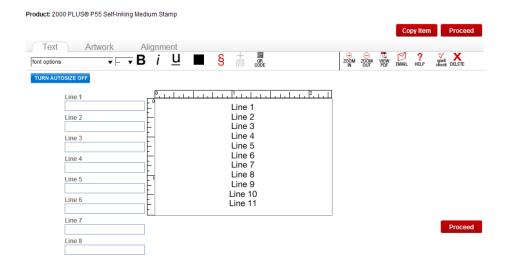
Step 1.
Choose the style of stamp you want.
Office Depot: http://customprinting.officedepot.com/Medium-Message-Stamp/Default.aspx?catID=ea60da95-2dac-4e40-98d4-75788602564b

Click on the "Customize" button.

2000 PLUS® Self-inking Stamp
Item #: 666256

Size: 1-3/8" H x 2-3/8" W
Max. # of lines: 11

Your Price: $34.99 each
Includes FREE Delivery!

CUSTOMIZE

Product Details

EXPENSE REPORT ADJUSTMENT
☐ Mathematical Error   ☐ Missing Report
☐ Disallowed Expense
☐ Other _____
Authorized: _____
Date: _____

For Size Reference

The next page that comes up will look like this:

Product: 2000 PLUS® P55 Self-Inking Medium Stamp

Copy Item   Proceed

| Text | Artwork | Alignment |

font options   **B** *i* U ■ § ADD TEXT QR CODE   ZOOM IN ZOOM OUT VIEW PDF EMAIL ? HELP spell check **X** DELETE

TURN AUTOSIZE OFF

Line 1
Line 2
Line 3
Line 4
Line 5
Line 6
Line 7
Line 8

Line 1
Line 2
Line 3
Line 4
Line 5
Line 6
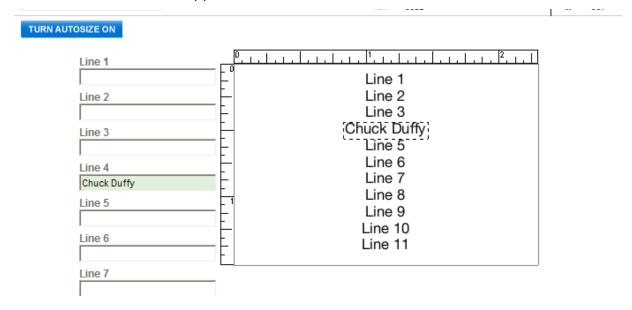Line 7
Line 8
Line 9
Line 10
Line 11
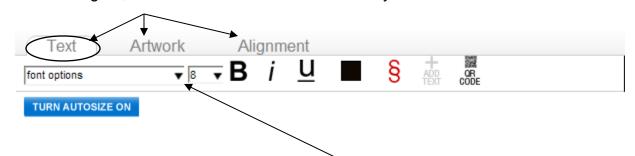
Proceed

Step 2. Adding Text

Place your cursor on line 4. Once the box becomes shaded, move your mouse up to "TURN AUTO-SIZE OFF", placing the arrow over the OS of Auto-size and click the mouse. The bar should now read "TURN AUTO-SIZE ON". This needs to be done otherwise your letter size will be set over 20.

Place your cursor back on line 4 and from your "Order your Stamp" notice that came in your envelope with your certificate, type your name as it appears on Line A.
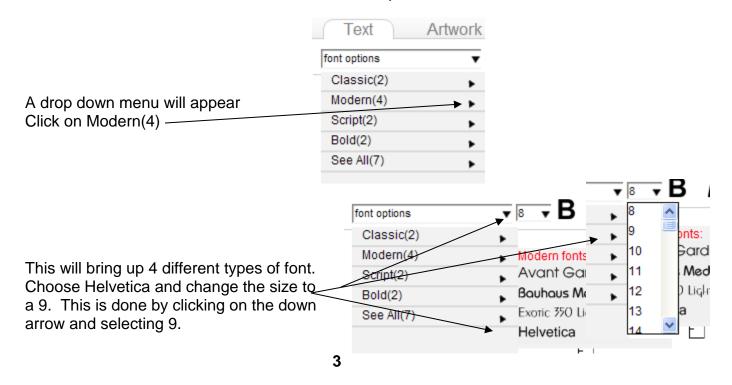
Notice how the name will appear in the center where Line 4 used to be.

TURN AUTOSIZE ON

Line 1

Line 2

Line 3

Line 4
Chuck Duffy

Line 5

Line 6

Line 7

Line 1
Line 2
Line 3
Chuck Duffy
Line 5
Line 6
Line 7
Line 8
Line 9
Line 10
Line 11

Before moving on, above the "TURN AUTO-SIZE ON" you'll see three tabs

Text   Artwork   Alignment

font options   8   **B** *i* U   ■   §   ADD TEXT   QR CODE

TURN AUTOSIZE ON

On the TEXT tab, click the down arrow under font options

Text   Artwork

font options

Classic(2)
Modern(4)
Script(2)
Bold(2)
See All(7)

A drop down menu will appear
Click on Modern(4)

This will bring up 4 different types of font.
Choose Helvetica and change the size to
a 9. This is done by clicking on the down
arrow and selecting 9.

font options   8   **B**

Classic(2)
Modern(4)
Script(2)
Bold(2)
See All(7)

Modern fonts
Avant Ga
Bauhaus M
Exotic 350 Li
Helvetica

8   **B**

8
9
10
11
12
13
14

nts:
Gard
Med
Light
a

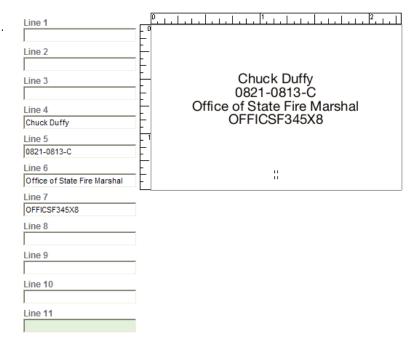Repeat this process on lines 5, 6, and 7

A: Chuck Duffy
B: 0821-0813-C
C: Office of State Fire Marshal
D: OFFICSF345X8

For the other lines, place the cursor in the box, upon the box becomes shaded, hit the delete key on your keyboard.

This will remove text from that line.

Line 1

Line 2

Line 3

Line 4
Chuck Duffy

Line 5
0821-0813-C

Line 6
Office of State Fire Marshal

Line 7
OFFICSF345X8

Line 8

Line 9

Line 10

Line 11

Chuck Duffy
0821-0813-C
Office of State Fire Marshal
OFFICSF345X8

::

Step 3. Adding the graphic:
The internet address for this template is listed on the Certificate of Competency Specialty Stamp order instructions provided with your certification when issued. (Specifically Bullet 9)

Click on the graphic and when prompted, save it to your computer someplace you'll be able to find it.

Go back to the top where the three tabs are and click on ARTWORK.

Text   Artwork   Alignment

add your own artwork   add stock log   LINE   SHAPE   COPY   Border   Border   QR CODE

Now click on the icon "add your own artwork"

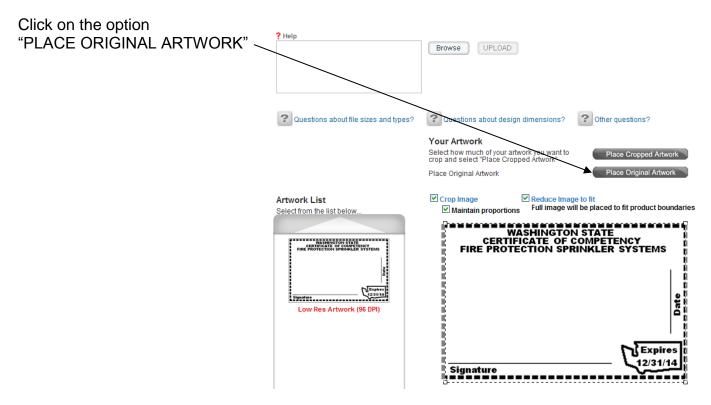Another screen will appear and look like this:

Click the browse button and find the graphic on your computer.

? Help

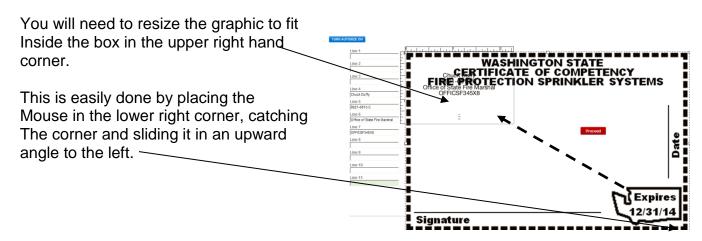Browse   UPLOAD

Click on the file and information will appear in the browse box.

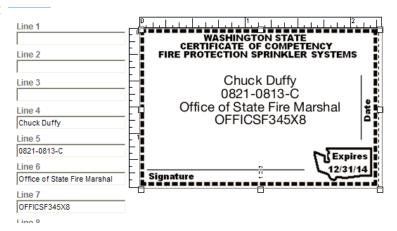Click on UPLOAD and the in a minute, the graphic will be loaded into the stamp making program.

? Help
Files selected to upload:

aa Template 8 side.bmp
1 file(s) selected at 623.93K

Browse   UPLOAD

4

If you get a message that says your graphic is less than 300 dpi – click yes to proceed.
The screen will then change to this:

Click on the option
"PLACE ORIGINAL ARTWORK"

This will now bring you back to the original screen, but the graphic will be overlaid:

You will need to resize the graphic to fit
Inside the box in the upper right hand
corner.

This is easily done by placing the
Mouse in the lower right corner, catching
The corner and sliding it in an upward
angle to the left.

The screen should now look like this:

To review how this looks for placement, to the upper Right is a bar with these options.

Click on view pdf, a pdf file will open with a picture of the draft stamp. This will allow you to view the border. In the example to the right, the borders are ok, this picture was taken from the PDF and one side was cut off.
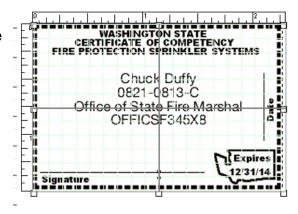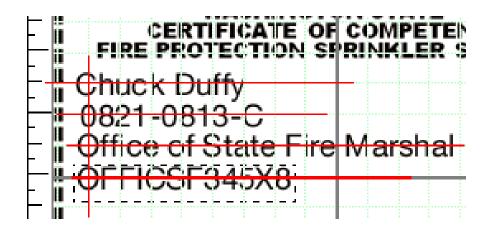
Step 4. Aligning the Text
The next step is to align the four lines of data in the middle. For this, go to the alignment tab next to Text and Artwork.

Click on the Grid Icon, this will put a grid over the design. By clicking on a line of data you can move it around the rectangle and place it anywhere you want.

What you will want to do is to align the first letter on the first full horizontal line below "Fire Protection…." and subsequent lines after. Now, on the first vertical axis line to the right of the left side, the first letter should be centered.

This will align the name so there is ample space for the signature. You should click on the "View PDF" Icon again to see how the alignment looks.

Step 5. Ordering your stamp:
Once you are satisfied with the look of your stamp, click the red "PROCEED" button to the right of your stamp image.

This take you through a set of screens confirming you want to order this stamp. You do not need to be a member of Office Depot to order your stamp. Once the stamp is ordered, you will receive an email confirmation. An email will be sent advising you that the stamp had been created and ordered, and is in transit. You will be provided with a tracking code so you can see where it is.

Questions or Problems:
For questions regarding the stamp creation and how long it takes to make or deliver, you will need to speak with the Office Depot. If you have questions about the Fire Certification process or abbreviating data which doesn't fit on the stamp, please contact our office.