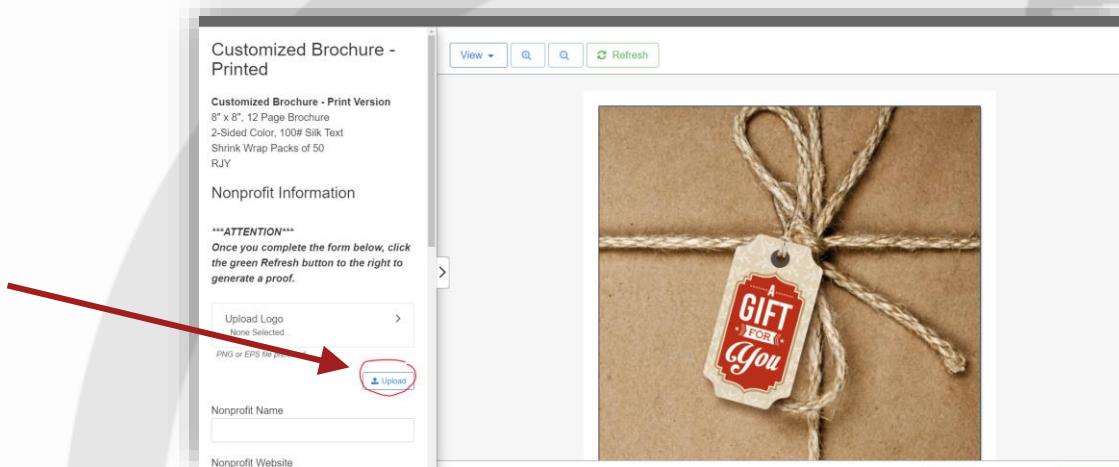
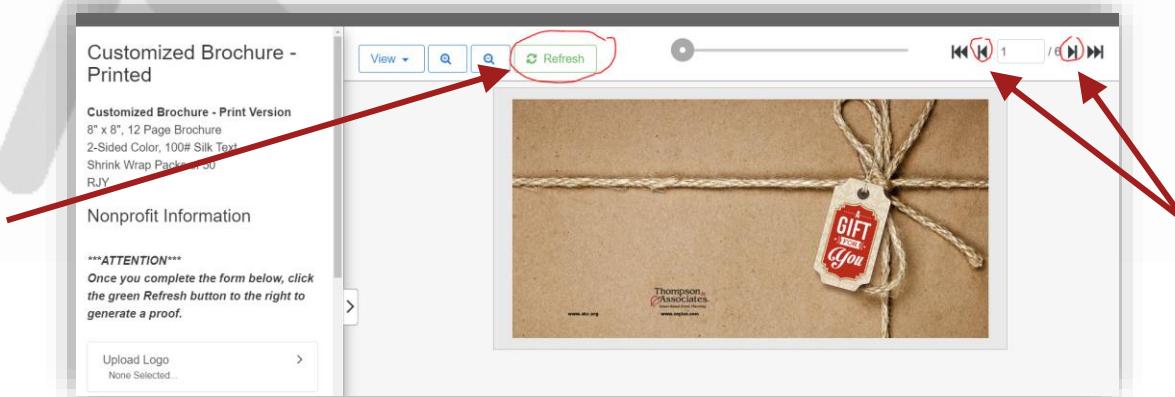


# CUSTOM BROCHURE HOW-TO

1. Log into our print portal at [www.ceplan.com/order](http://www.ceplan.com/order).
2. Select **Catalog**, hover over **A Gift For You Brochure**, and you'll see the standard brochure listed along with the two customized options available to you (print and digital).
3. Select the *Customized Brochure* option you desire to begin customizing.
4. Select the blue **Upload** button to upload your logo (PNG or EPS file types only).



5. Next, enter your Associate's name, along with your organization name and website.
  - a. Tip: As much as you can, try to use a simple web address, like [www.abc.org/foundation](http://www.abc.org/foundation) or [www.foundation.abc.org](http://www.foundation.abc.org). Try to stay away from long, hard to follow links like [www.abc.org/aboutus/foundation.aspx](http://www.abc.org/aboutus/foundation.aspx), etc.
6. Then, you have the option to include two of your own donor testimonials, or you can leave either (or both) of the pre-populated testimonials already entered.
7. Once all of your information is entered, click the green **Refresh** button to generate your proof. Click through the pages using the black arrows at the top to preview each page.
  - a. If needed, make any changes in the text input area to the left and select the green **Refresh** when needed to update your proof.



8. When ready to order, select **Add to Cart**.
  - a. For print orders, proceed through payment details as usual.
  - b. For digital orders (no charge), proceed through the cart steps – you'll have to enter your billing address, but no credit card details are requested.
9. Upon ordering, the file is submitted to Katie Grassmann at Thompson & Associates to review as a second pair of eyes before approval.
  - a. For digital orders, Katie will email you the secured file. *Digital files are provided for emailing purposes, and therefore are smaller in size. Because of this, these files are not printable.*
  - b. Please allow up to two business days for your digital file to become available.

For questions or assistance, reach out to [Katie Grassmann](#).