



WE DISCOVER, WE GROW

Girlguiding

Online Print Centre User Guide

Guidance for members on how to use the OPC

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Introduction

The Online Print Centre (OPC) allows adult Girlguiding members to create personalised materials to tell people about guiding in their area and encourage more girls, young women and adult volunteers to get involved. The site enables you to create professional-quality materials which follow Girlguiding's trademark and branding guidelines to the letter.

The OPC allows you to create branded materials quickly and easily, using the templates provided, giving you more time to get on with the important parts of guiding. All the materials are available at www.girlguiding.org.uk/opc.

If you have any feedback about the system, the materials or anything else about the OPC, please let us know at opc@girlguiding.org.uk, or speak to the Girlguiding Information Team on 0800 1 69 59 01.

Becoming a registered user

New users

As a new user, you will be asked to select a username and a password for the site.

- Usernames must be at least five characters long.
- Passwords must be at least eight characters long and should contain at least one lower case letter, one uppercase letter and one number. Passwords must not match your username.

After selecting a password, you will be taken to the 'Create New Account' screen, where you will be asked to enter your name and an email address. This information will help us to identify you if there are any problems with your order. After entering these details, simply press 'Create Account' and you will be able to start using the Online Print Centre. A confirmation email will be sent to your registered email account as soon as you sign up to the site.

You can update your contact details, add further addresses or change your password by visiting the 'My Profile' section of the site.

Should you experience any difficulties signing up to the site, please email opc@girlguiding.org.uk or speak to our Information Team on 0800 1 69 59 01.

Existing users

Once you have created an account (see above), you can log in to the OPC at any time by entering your username and password. If you forget your details, please select 'Forgot Your Password?' on the login screen. You will then be prompted to enter your registered email address and a link will be sent by email that will allow you to retrieve your username and reset your password.

Creating logos

The Online Print Centre allows you to create localised logos for your country/region, county, division, district and unit. Detailed information on localising logos can be found in the [Girlguiding Identity Guidelines](#).

Using the logo generator

The logo generator can be accessed via the 'Logo Generator' menu option on the OPC homepage.

The logo generator offers the following logos for you to localise to meet your needs:

- Our logo (the Girlguiding logo)
- Rainbows logo
- Brownies logo
- Guides logo
- The Senior Section logo
- Rangers logo
- Trefoil Guild logo
- Bilingual logos (English and Welsh and English and Gaelic)

Each logo can be localised by placing your local area name into the 'Location name' field. Your text will then appear in the highlight of your logo. The location name text can appear on either one or two lines, depending on the length of the text.

- A single-line highlight can hold up to approx. 20 characters of text.
- A double-line highlight can hold up to approx. 50 characters of text.

Once text has been added, press 'Update' to preview your localised logo. There is no charge for creating a localised logo, but each item must be ordered as though it is a purchase.

Once you're happy with your logo, click 'Next', then select the file type that you need and then 'Add to shopping basket'. In your shopping basket you should see your logo listed. To download the logo, click 'Proceed


to checkout' and then 'Place order'. Finally, refresh the page by pressing 'F5' on your computer keyboard and you will see a blue link to the logo you have created like the one shown below. Click on this link to download your logo - you will need to download all four links shown on your screen (one for each logo orientation) and save them to your computer.

G000209135

06/07/2018 15:28

 Logo Generator - Our Logo

£ 0.00

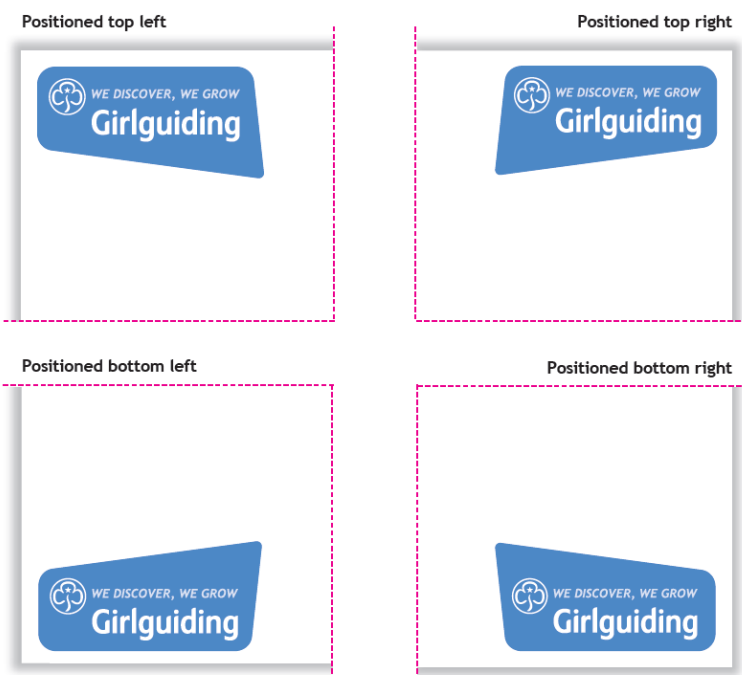
 Completed

[Details](#)

As soon as you have created a logo on the logo generator you will be able to add your localised logo to all personalised materials that you create.

Which logo to use on OPC templates

The Girlguiding logo (as well as all of the section logos) has four orientations (top left, top right, bottom left and bottom right) so that it can be positioned in all four corners of a document whilst always pointing to the centre, as shown in the image below.



When creating materials you should always choose the logo orientation that is shown in the default version of the item that first appears in the Online Print Centre.

For example, if the default logo shown on the OPC preview is a Brownie logo, positioned in the top left corner of the document, this is the logo orientation you need to upload onto the template to ensure it is positioned correctly.

Which logo to use on your own materials

When you are creating your own materials you should select the logos that best fit with the design and purpose of your materials. For unit materials you can choose to use either the Girlguiding logo that has been localised with your unit name, or a section logo, localised with your unit name.

Using more than one logo

You may want to use more than one logo on items that you are creating. The use of both a Girlguiding logo and a section logo on materials can help to reflect that each section is part of Girlguiding. As each logo can be positioned in four different corners of a document it's possible to place more than one logo on a document. For further details on creating your own materials visit our [website](#).

Which logo file format to use

PDF files - PDF logos must be used on all items being created on the OPC. These logos have a transparent background and will therefore appear without a white background.

Jpeg files - jpeg logos are a standard format file used for web and other general purposes. The resolution of these files will be affected if you resize the jpeg dramatically. These files will appear with a white border.

Eps files - eps logos should be used for high-quality professional printing jobs. These files have a transparent background and will appear without a white background. The files can be increased to any size without affecting the resolution of the image.

Creating materials

How to use an OPC template

All templates on the site follow the same simple process.

1. Select which item you want to personalise.
2. Ensure you have created a local logo on the logo generator in pdf format.
3. Add your local logo using the 'Upload' button.
4. Where the option is available, add personalised text or contact details.
5. Add your charity registration details to the item, ensuring that you follow the correct text for your local guiding area.
6. Click 'PDF preview' to make sure you are completely happy with the result before continuing.

Printing materials

You can create materials on the Online Print Centre for free. When your items are finished and ready to print, you have two options:

- Print materials at home using your own printer.
- Send print-ready pdfs of your materials to a professional printer of your choice.

Printing from home

If you require only a small quantity of your items, you can print them using your home printer. Once you have added all relevant logos and text, click 'pdf preview' to check that you are happy with the design. You can print your item directly from the pdf preview immediately using your home printer, or save it to print later. Please note that the quality of your home printing will vary depending on the printer you are using. Items on the Online Print Centre have been designed to be professionally printed, so will always look strongest when printed professionally.

Printing through your chosen trusted printer

The Online Print Centre also allows you to create a print-ready pdf of your item to give to a professional printing company of your choice.

1. Create the item as usual.
2. Follow the ordering process - there is no cost for creating a print-ready pdf, but it must be ordered in the same way as any other product.
3. Click 'Next Step' then 'Proceed to checkout' and then 'Place Order'.
4. The print-ready pdf will appear in your 'Orders' tab. Refresh the page to see a downloadable link to the item with all the necessary information to be given to your preferred professional printer.

Reviewing your download history

All of your current and previous items are stored in the 'Orders' section and can be viewed at any time. From here you can view your order number, the date it was created, its current status. If you would like to download an item again that you have previously, simply click on the title within the 'Items' column to download your PDF.

Downloading images

As well as adapting and creating materials for your local area, the Online Print Centre allows you to download images for your own use. We have created an image library of Girlguiding approved images that can be downloaded from the OPC and saved to your computer, or printed directly from the site.

FAQs

How do I access the Online Print Centre?

You can access the Online Print Centre through the 'Making guiding happen' menu option on the Girlguiding website or directly at www.girlguiding.org.uk/opc.

What is the site used for?

The site allows you to adapt Girlguiding-branded publications and resources, making them appropriate for your local guiding area. The site not only saves you time, but also ensures that Girlguiding members use our branding consistently in all of their marketing materials, recruitment materials and stationery.

The site also allows you to create localised logos for your use which can be downloaded as a pdf, jpeg or eps file.

Who can use it?

The Online Print Centre can be used by all registered adults members of Girlguiding. It will be of particular use to those who have country, region or county roles.

What items are available?

We have created a selection of materials for the Online Print Centre which you can adapt and print. They are:

- Section, volunteer and student recruitment materials (including posters, postcards and pull up banners)
- Girlguiding marketing materials (including banners, posters, postcards and leaflets)
- Stationery (letterheads, business cards, compliment slips)
- Images

If you have suggestions for templates/documents/resources that you would like to see on the Online Print Centre, please let us know at opc@girlguiding.org.uk.

How much does it cost?

There is no charge to create and download pdfs, logos and images on the Online Print Centre. Items can be printed from home or printed professionally by your preferred local printing company.

Can I create materials for my district/division/county/region?

The logo generator is available to create localised items for every guiding area, at all levels. Our [Girlguiding Identity Guidelines](#) provide detailed information on how to localise logos correctly for your local guiding area. Logos can also be created for guiding events or for guiding venues such as an activity centre. Please access our [Girlguiding Identity Guidelines](#) for more information on localising logos.

Can I upload my own photos to the site?

No. To ensure that all photos meet necessary copyright and data protection regulations it is not possible for users to upload their own photos onto the Online Print Centre. We have instead created a variety of photo libraries for each section. They provide a large range of photos to help you create targeted local materials. If you have a great photo that you would like to add to the photo library please do get in touch with us at opc@girlguiding.org.uk

I would like to see a particular item on the site.

We continually update items on the Online Print Centre but we are always happy to hear your suggestions for new items. To suggest items you would like to see on the Online Print Centre email opc@girlguiding.org.uk.

I have a problem with my order - who should I contact?

If you are having difficulties using the site please get in touch with us at opc@girlguiding.org.uk or call our Information Team on 0800 1 69 59 01.

Hints and tips

Before you order any documents, make sure you do the following.

- Ensure that any logo you're creating complies with the [Girlguiding Identity Guidelines](#).
- Check for spelling mistakes on your logo - it's always worth asking someone to review your logo. Girlguiding can't take responsibility for any logo that has been misspelt.
- Always generate a pdf preview to see how the finished item will look. This is a great way to check over your work and make sure everything looks perfect. If possible, ask another person to check through the item you have produced before it is printed.
- If ordering printed items through your preferred professional printer, bear in mind that ordering materials in larger quantities will reduce the cost-per-unit and therefore cheaper to buy items in bulk where possible. Speak to other members in your local area to see if they would be interested in purchasing the same items as you to save on cost.
- Charity registration details should be added to every document using the 'Charity registration details' field. Please ensure that you use the correct details for your country/region, county, division, district or unit.

Item-specific hints and tips

Letterhead

- The letterhead template available on the OPC is intended as a stationery item to be placed in your printer tray. Correspondence can then be printed directly on to the letterhead, with no need for you to enter set details each time you print.
- A County emblem can be added to your letterhead, or alternatively a second logo can be added so that both a Girlguiding and a section logo can appear on it. Using both logos can help to reinforce that each section is a part of Girlguiding.

Compliment slip

- Because of the design of the compliment slip, address details should be added on one line using commas to indicate normal line breaks in your address.
- As per the letterhead, a county emblem or a second logo can be added to the compliment slip.