

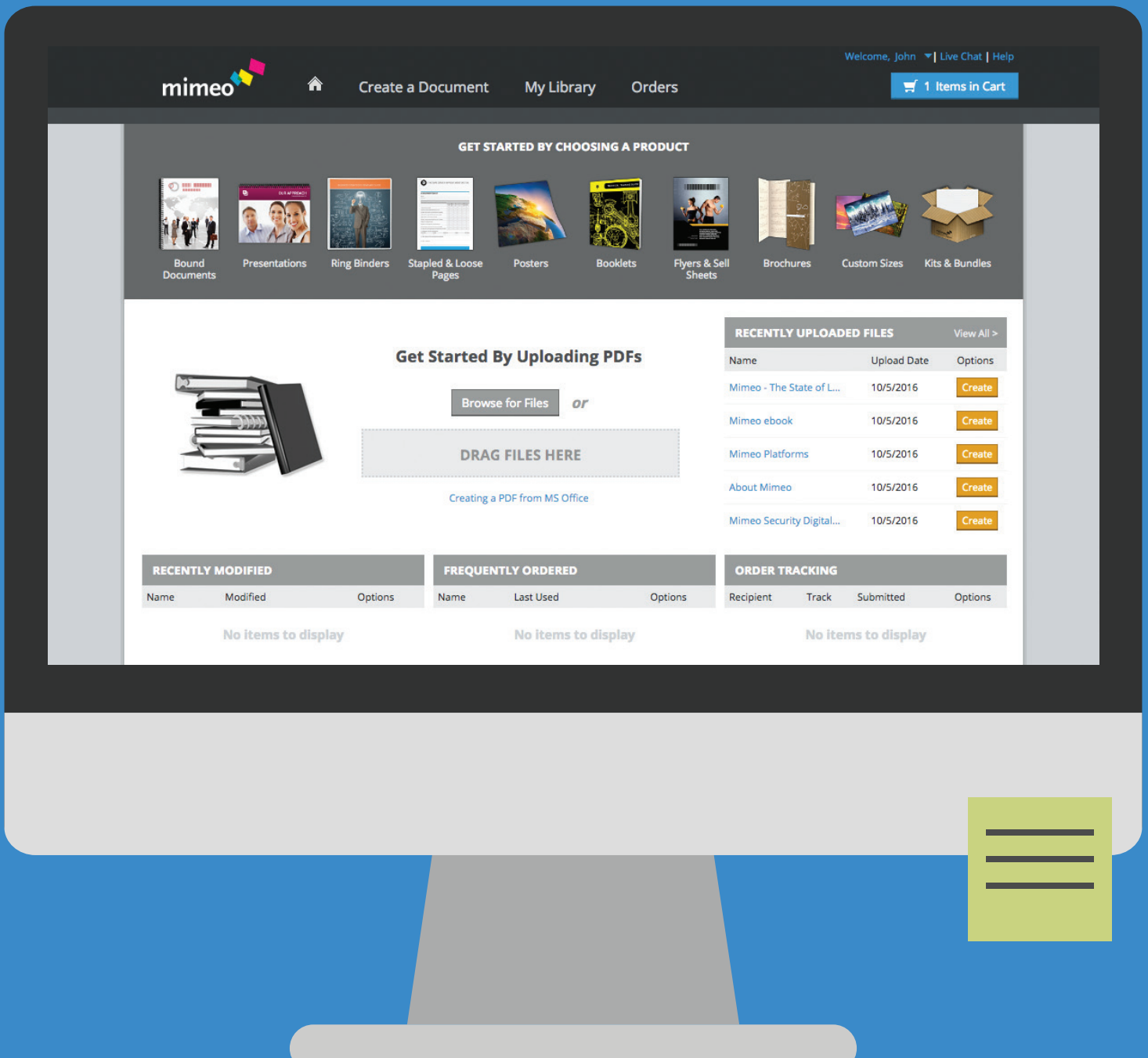
# ORDERING

## QUICK GUIDE



Need Help? Contact Customer Success Team at 1.800.466.4636  
or email [help@mimeo.com](mailto:help@mimeo.com)

# The Mimeo Print Dashboard



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**RECENTLY MODIFIED**

Name	Modified	Options
No items to display		

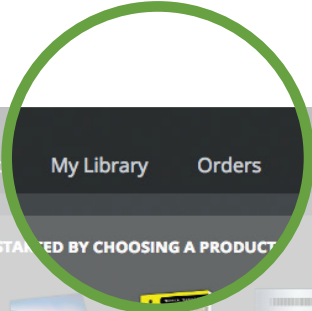
**FREQUENTLY ORDERED**

Name	Last Used	Options
No items to display		

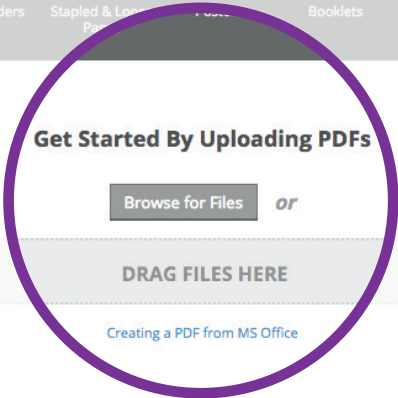
**ORDER TRACKING**

Recipient	Track	Submitted	Options
No items to display			

Instantly view frequently ordered materials and order tracking. [Click My Library](#) to begin locating documents and/or uploading your files.



PDF files are preferred with a minimum DPI of 300 to ensure the best quality. Images should be flattened prior to uploading. Choose to browse your desktop or drag and drop your PDF files.



RECENTLY UPLOADED FILES			<a href="#">View All &gt;</a>
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Mimeo - The State of L...	10/5/2016	<a href="#">Create</a>	
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Mimeo Security Digital...	10/5/2016	<a href="#">Create</a>	

RECENTLY MODIFIED			FREQUENTLY ORDERED			ORDER TRACKING			
Name	Modified	Options	Name	Last Used	Options	Recipient	Track	Submitted	Options
No Items to display			No Items to display			No Items to display			

**NEW!**

## Share the delight and be rewarded!

### Mimeo's Referral Program

[Learn More >](#)

Call 1.800.GoMimeo (1.800.466.4636) or 24/7 Support | [Get Mimeo Printer](#) | [Blog](#) | [Privacy](#)



You can also download the Mimeo Printer and print directly into your account. This is a great way to upload material in native format or upload a large file in multiple sections. In other words, when you hit **"file > Print"**, Mimeo will always show up as an option.

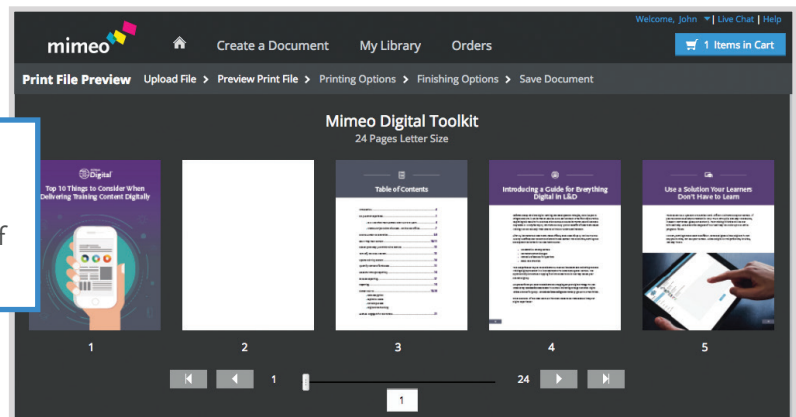
# Start Building

## Build, Order and Save Your Documents.

The next section covers all the steps for building, saving and/or ordering documents. You can do this all from your web-based account, anytime! Build a convenient online catalog of all your frequently needed documents. Do you need to share these documents with others? Contact [help@mimeo.com](mailto:help@mimeo.com) (1.800.466.4636) to learn more about Mimeo's sharing capabilities.

### 1. Print File Preview

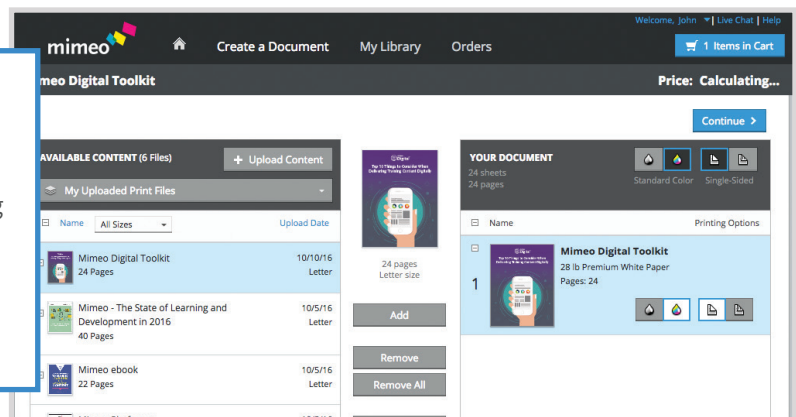
During file uploads, Mimeo will examine the data to determine if it's printable and create thumbnail images of each page for viewing.



### 2. Build Your Document

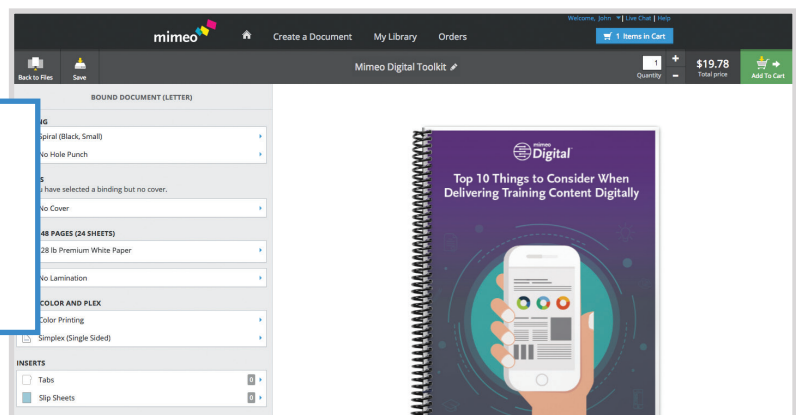
Build a document from one or more files available in your account. Double Click on a file from the list on the left to add the file to the sequence on the right. Next select printing options for each file (color, b/w, single, double sided).

Change the sequence of your files by selecting the file to be moved and clicking Move Up or Move Down.



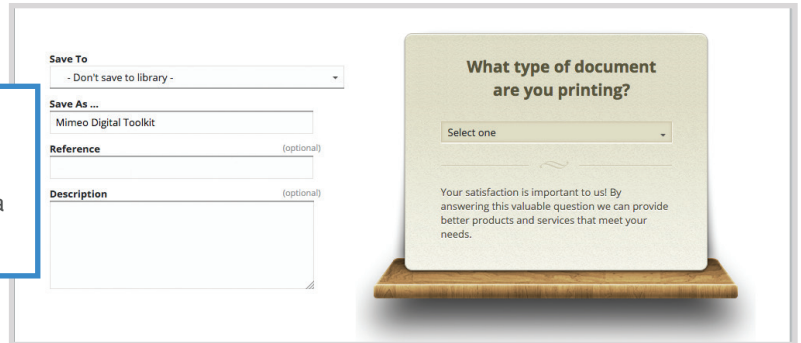
### 3. Select Paper, Binding and Cover Options

The online proof helps you configure your document appropriately and view the changes as you make them. Customize your document by changing binding types and inserting tabs or slip sheets anywhere in the document.



#### 4. Name and Save Your Document

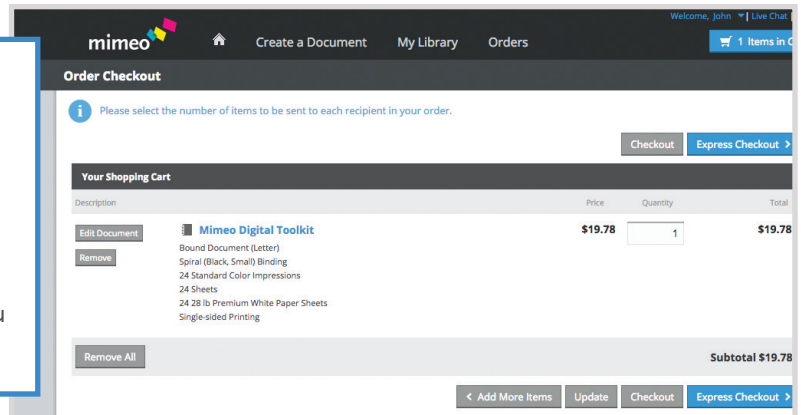
You can save a copy of the document for later revisions or reordering by dropping the arrow down and selecting a folder in your Library.



#### 5. Set Order Quantities

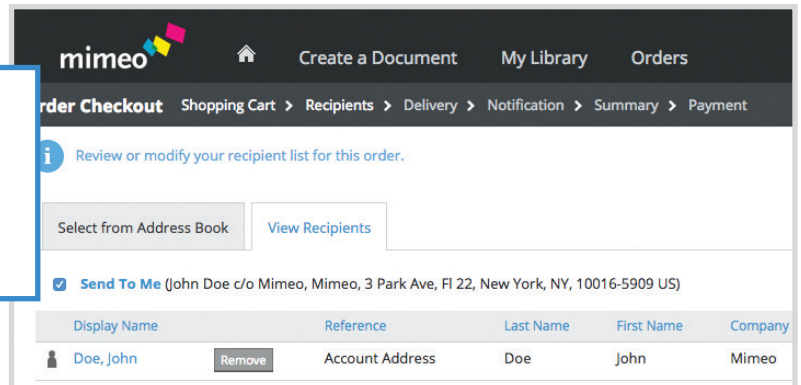
Enter the number of copies to be included in each package in the “Quantity” box. The document cost will automatically adjust to the quantity you indicate. Shipping charges will be calculated later in the order process.

**TIP:** Add existing documents or documents shared to you by others Mimeo users, accessible through My Library.



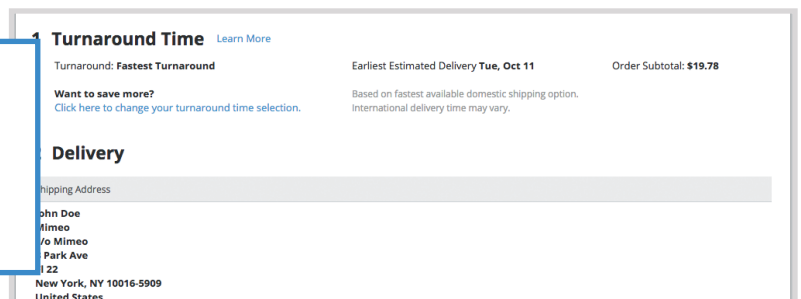
#### 6. Select Recipient(s) for Delivery

To create a Recipient list, you can either **Click Send to Me**, check the box to the left of each, or **Create New Recipient**.



#### 7. Select Your Delivery Date

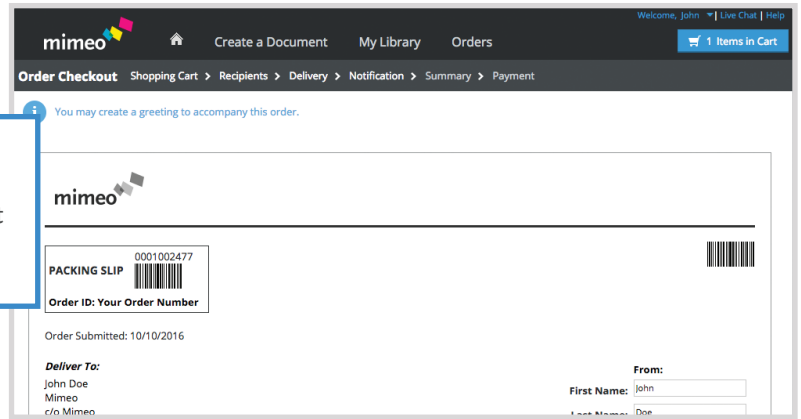
Select the appropriate delivery option. Specified options are based on the delivery Postal Code. You can choose different delivery options for different recipients.



# Start Building

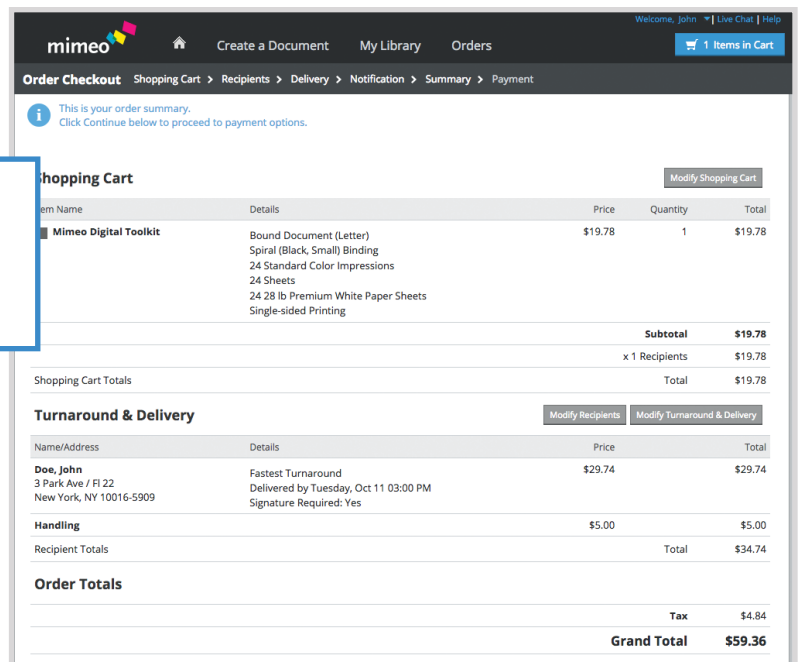
## 8. Customize the Packing Slip

Add comments or a customized greeting for the recipient of your package.



## 9. Review Summary Screen

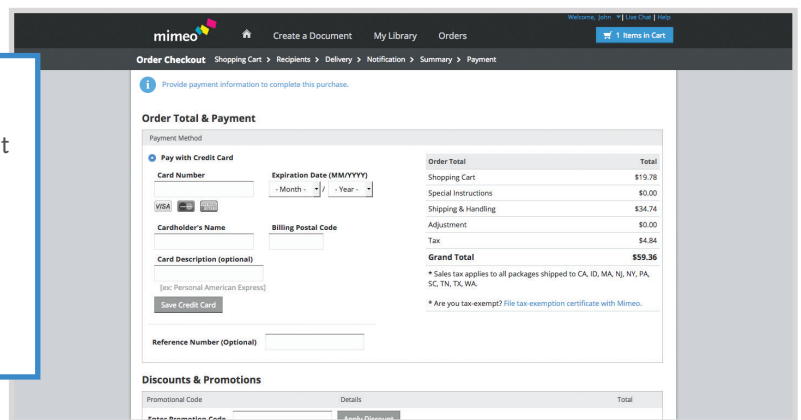
Summary page includes printing and shipping subtotals, as well as the Grand Total for the order.



## 10. Payment Screen/Order Placement

Submit payment for this order using either Account Credit or Credit Card information.

**Tip:** If you'd like to set up Account Credit and be invoiced for your Mimeo orders, please contact your Account Manager or our Customer Success Team.



# Organize Your Documents and Print Files:

## Your Searchable Content Library

You can create folders to organize both your documents and print files. Click on the folder “My Library”. From the icon array at the top of the screen, click New Folder. Name your folder and click Save. From there you can move documents and files from any other folder within your Library. All contents of your library are searchable, giving you back even more time!

## Share Print-ready Documents with Your Colleagues:

Rather than sending a document via email or USB to your colleagues, you can share a folder out that contains commonly used documents all within your Mimeo account! Select a folder that contains the documents you’d like to share. From the icon array at the top of the screen, click Share, type in your colleagues’ email address in the blank field titled “User List” and click Add Users. Note: You must have a Mimeo account to access shared documents from others. Contact our Customer Success Team for assistance with account setup. Your colleague can then access the documents you’ve shared by logging into their account and clicking on “Folders Shared to Me”.

## Don’t See What You’re Looking For?

Lamination? CD’s? Posters? We have a wide range of printing, finishing, kitting and distribution services that are sure to fit your needs.

**Just contact Customer Success at 1.800.GoMimeo (1.800.466.4636) or email [help@mimeo.com](mailto:help@mimeo.com)**





**Need Help? Contact Customer Success Team  
at 1.800.466.4636 or [help@mimeo.com](mailto:help@mimeo.com)**

**Frequently Asked Questions:**  
[www.mimeo.com/support/frequently-asked-questions/](http://www.mimeo.com/support/frequently-asked-questions/)

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### **Did You Know...**

Mimeo offers additional products and services:

- 11x17 Printing
- Bleeds
- A Wide Array of Paper Stocks
- Lamination
- Spines for Your 3-Ring Binders
- Warehousing & Fulfillment
- Prepress & Design Services
- CD Creation

### **What Do You Print?**

Our customers rely on Mimeo to print all kinds of materials that support their internal and external communications. Here are some of their favorites.

- Color PPT Presentations
  - User Manuals
  - Conference Binders & Handouts
  - Training Guides
  - RFP Responses/Proposals
  - Marketing Collateral
  - Franchisee Materials/Literature
  - And more!
- 

### **About Mimeo**

Mimeo works with thousands of enterprise customers, small businesses, and individuals to manage and distribute content in print, digital, and blended formats.