



How to Save a Book, Collage or Calendar in Progress using FrontWeb Design

at colorservices.com

A helpful feature of our online design system is that you do not have to complete your project in one session. You can save your work-in-progress and return **within 72 hours** to finish up. For security, we recommend saving your work using these instructions every 15 minutes. *Note: Do not hit your Browser's "Back" button before saving or you will lose everything!*

1. FIRST SAVE

When you get to a point where you would like to save your project for completion at a later time, move your mouse to the upper left icon on your screen. It looks like a little floppy disk. When your mouse is over this icon, a text box will pop up saying "Save and go to next". **Click on the icon.**

2. FIRST VERIFICATION

A gray box will immediately pop up saying "Alert! One or several of the pages in the template has no images included." It will provide text boxes with "Cancel" or "OK". **Click "OK"**.

3. SECOND VERIFICATION

Now a "Complete Order" window will appear and a **Shopping Basket**. It should show a little icon of this project with an abbreviated description (such as *Artisan Photo...., 16x16 Mosaic...or 5x7 2008...*), a Quantity and a Price. Verify that there is something in your Shopping Basket. Once you see this, move to the next step.

4. SECOND SAVE

Save this web page. Here's how:

A. Depending on your internet browser, this is called "Bookmarks" or "Favorites". (Bookmarks or Favorites are a feature of all internet web browsers. They make it easy to return to a web page which you have visited. Look for the word **Bookmarks** or **Favorites** at the top of your screen.)

B. **Click** your mouse on Bookmarks or Favorites. Next, **click** on "Bookmark this Page" or "Add to Favorites".

C. **Click "OK"** to finalize the process.

D. That's it! It is now safe to go offline.

5. RETRIEVE

A. When you are ready to get back to work, go online and click your Bookmarks or Favorites. Scroll down the list to Specialty Color Services:FrontWeb Design.

B. A window will open with your Shopping Basket. Click the project icon in your Shopping Basket. Your project will open. (*DO NOT click the red "x".*)

Once a project has been completed and paid, you cannot open it again. If you would like additional copies of a project at a later time, contact us. We may be able to retrieve it. We will retain customer design projects for 1 year, though we are unable to guarantee this due to the nature of electronic systems.