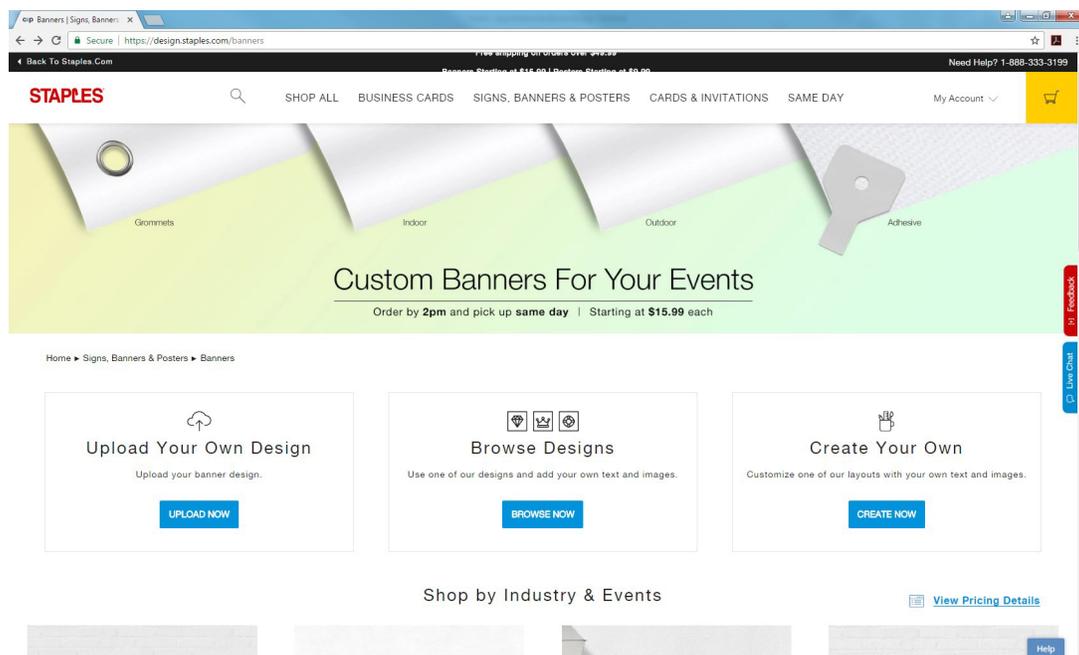


Instructions for printing a custom ASBMB Student Chapters banner

The [banner template](#) provided by the ASBMB is intended for a 3 x 1.6 ft. banner. These instructions detail how to print a 3 x 1.6 ft. banner at Staples. As of May 2017, banners of this size started at \$15.99.

1. Create your custom banner by inserting your school or chapter name into the ASBMB [Student Chapter's banner PDF template](#). Save the PDF.

2. Visit <https://design.staples.com/banners>, and select the "Upload Your Own Design" option.



3. Select the following options:

- Banner size: 3 x 1.6
- Orientation: Landscape

4. In the example image below, the banner does not have any finishing. However, you have the option to add adhesive hangers or grommets to your banner for an extra cost.

5. When you have finished selecting your options, click GET STARTED.

The screenshot displays the Staples website's 'Upload Your Own Banners' configuration interface. The page is divided into a design preview area on the left and a configuration panel on the right. The design preview shows a white banner with a blue square containing the text 'USE YOUR OWN DESIGN'. Below the preview, the word 'FRONT' is centered. The configuration panel has two tabs: 'OPTIONS' and 'PRICING'. Under the 'OPTIONS' tab, there are sections for 'Color Themes' (with a blue theme selected), 'Banner Size' (set to '3 x 1.6'), 'Orientation' (set to 'Landscape'), and 'Finishing' (set to 'None'). The 'PRICING' section shows 'STARTING AT \$15.99 set of 1' and a 'GET STARTED' button. The website header includes the Staples logo, navigation links, and account information.

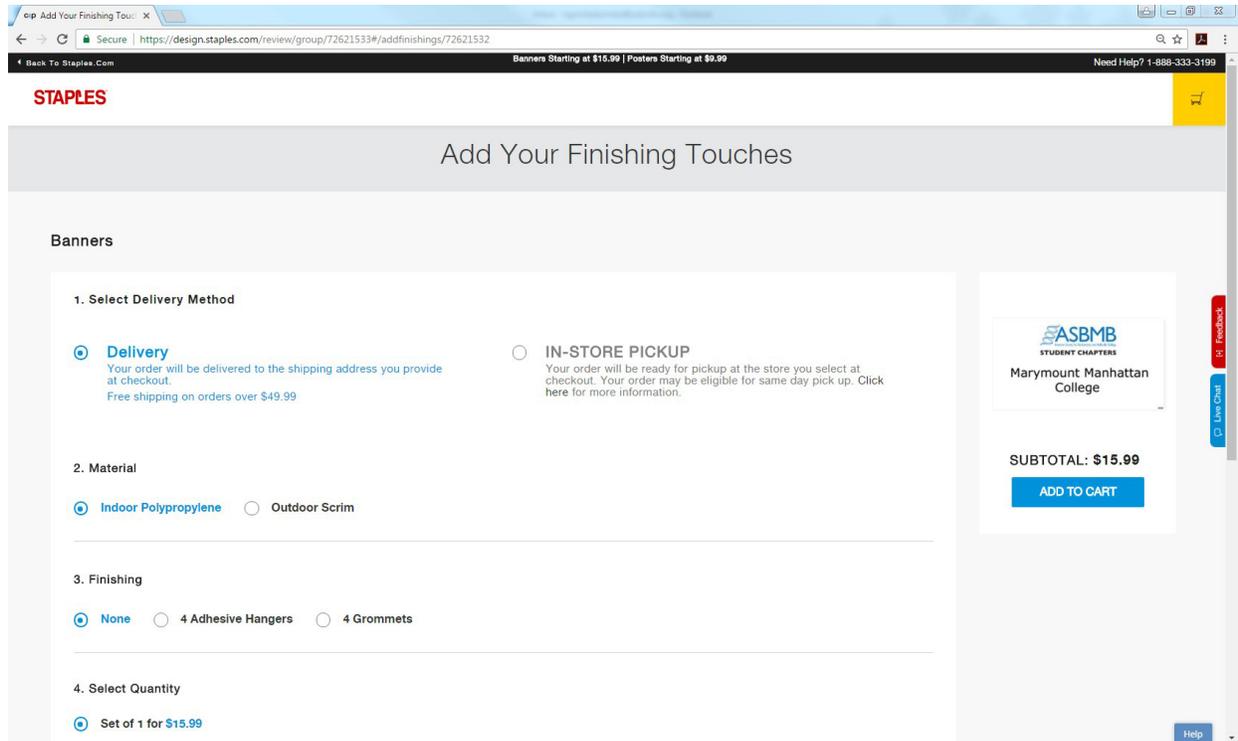
6. Upload your banner PDF file, and select CONTINUE on the top right corner.

The screenshot displays the Staples Design Tool interface. At the top, the browser address bar shows the URL: <https://design.staples.com/Builder/Group/72621533#/project/72621532>. The page header includes the Staples logo, the text "UPLOAD YOUR OWN - BANNERS", and a "New Project: May-04-2017" link. On the right side of the header, there are links for "NEED HELP? 1-888-333-3199", "TOUR", "UNDO", "REDO", "SAVE", and a "CONTINUE" button. Below the header, a left sidebar contains an "ADD IMAGE" section with a "Add new image" button. Underneath, there are sections for "Currently Used" and "Upload History", both showing the ASBMB logo and "Marymount Manhattan College". There are also "Orientation" and "Finishing" options with icons. The main workspace features a large banner design with a red dashed border. The banner content includes the ASBMB logo (American Society for Biochemistry and Molecular Biology), the text "STUDENT CHAPTERS", and "Marymount Manhattan College". Above the banner, there are "Zoom", "Rotate", "Scale to Fit", and "Delete" tools. Below the banner, there is a "FRONT" label. On the far right, there is a "Live Chat" button. The bottom right corner of the workspace shows "STARTING AT: \$15.99" and "Hide Bleeds".

7. Download and review the PDF proof. Please note the banner proof shown on the computer screen may appear blurred. However, the printed image usually is clear. This is a glitch in the Staple online system. If you approve the PDF proof, click CONTINUE.

The screenshot shows a web browser window with the URL <https://design.staples.com/review/group/72621533>. The page header includes the Staples logo and a shopping cart icon. The main content area is titled "Banners" and contains a review prompt: "Please review product carefully and check the spelling." The central focus is a banner design for "ASBMB Student Chapters" at "Marymount Manhattan College". The ASBMB logo features a blue DNA double helix. Below the logo, the text reads "STUDENT CHAPTERS" and "Marymount Manhattan College". To the right of the banner, there is a "DOWNLOAD PDF PROOF" link, a checkbox for "I have reviewed my product and have checked the spelling.", and a "SUBTOTAL: \$15.99" with a "CONTINUE" button. A vertical sidebar on the right contains "Feedback" and "Live Chat" buttons. The word "FRONT" is visible in the bottom left corner of the banner area, and an "EDIT" link is in the bottom right. A "Help" button is located at the bottom right of the page.

8. Select your preferred delivery method, the banner material and any finishing. Adding finishings will increase the cost. Select your quantity, and add your order to the cart to finish your transaction.



9. Finish the normal check out process and pay for your banner. The ASBMB does not provide funding for chapter banners.