MyGraphics™ Designer Step by Step Instructions
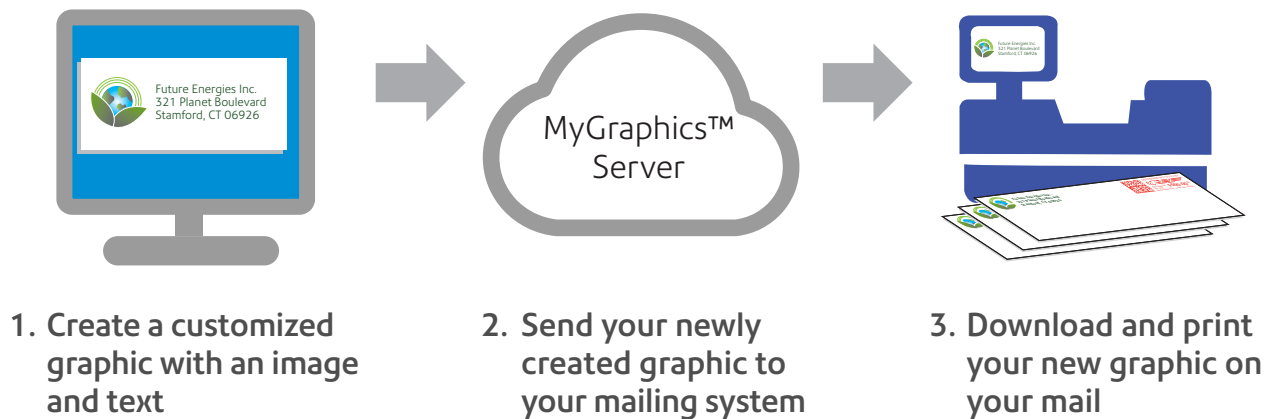
Your mailing system as the flexibility to print customized messages and graphics on the blank portion of your envelope while it's printing postage. The MyGraphics Designer tool from Pitney Bowes provides a simple way to create and transfer customized graphics to your mailing system.

Benefts of Using Customized Graphics on Your Mail

- Promote your organization's products and services by printing simple messages and images on your envelopes.

- Use the blank space on your envelope to place important messages, such as reminders or alerts for your customers.

- Having the flexibility to print your company logo or return address on your mail means you no longer need to stock preprinted envelopes.

- Promote your organization's corporate social position such as supporting recycling, going green and promoting literacy by printing key messages on your mail.

MyGraphics Designer

The MyGraphics Designer tool is available through your online account at pitney bowes.com. It guides you through 3 simple steps to print customized messages including graphics, on your mail. Here's how...

1. **Create a customized graphic with an image and text**

2. **Send your newly created graphic to your mailing system**

3. **Download and print your new graphic on your mail**

Get Started

You'll need:

1. An online account at pitneybowes.com (If already registered go directly to Log into My Account)
2. Images (color or black & white) on your PC in any of the following formats: BMP, JPG, GIF or PNG.

Color of a graphic printed by your mailing system is based on the printer in the system and the color of the initial image.

pitney bowes

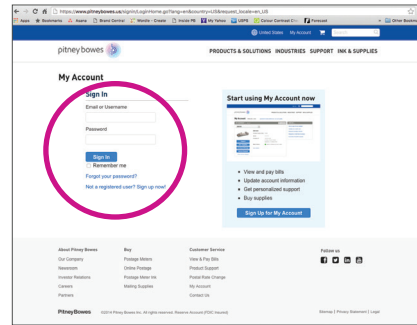Don't have a Pitney Bowes online account?

1. Go to **pitneybowes.com**, select **My Account**, then **Register Now**.
2. To complete the registration you will need your 10 digit Business Partner Number (BPN).

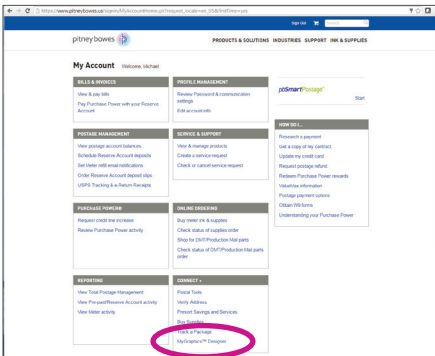# 1. Create a customized graphic with an image and text.

a. At your PC, go to http:///www.pb.com
Select **My Account**.
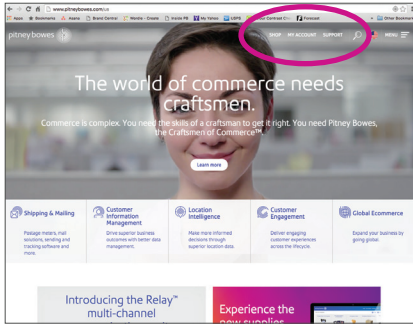
b. Enter your username and password, then press **Sign In**.

c. From My Account landing page select **MyGraphics Designer.**

d. Select the products you would like to create new graphics for, then click **Next** button.

Check the terms and conditions box, then click **Start Creating new MyGraphics**.

Select graphic type (Text only or Image + Text) then click **Browse** to import an image.

Select an image file from your PC, enter a name for your new graphic then click **Next**.

Select the desired graphic size then click **Next**.
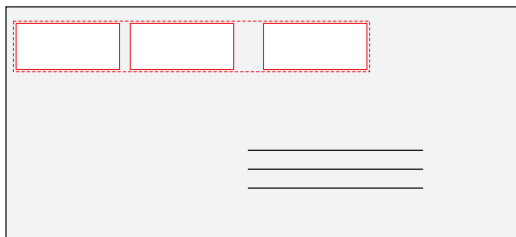
Possible locations for your graphics.

Note
• You can use any image (monochrome or color)
• Image has to be in one of the following formats: BMP, JPG, GIF, or PNG
• Image file size cannot exceed 12 MB
• The length of the graphic can between 0.5" to 6.0" long with a height of 7/8"

f. Customize your image, then select **Next** to preview the graphics.
   MyGraphics Designer provides you with the tools to manipulate your images and add text and borders to create custom graphics.

Canvas
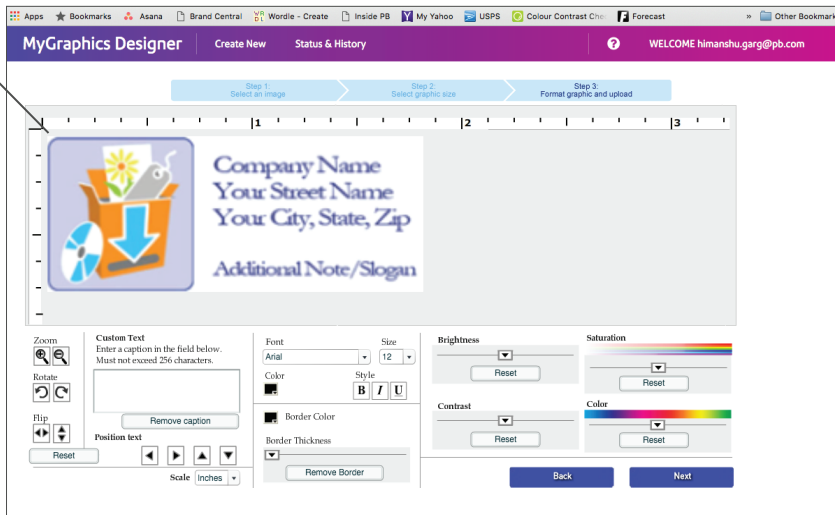
Click and drag the image to select what you want to print.

The image shown on the canvas is what will print.

Reset will take you back to the original image.

Zoom	Rotate	Flip	Brightness	Contrast	Color	Saturation

Zoom to select how much of the image prints
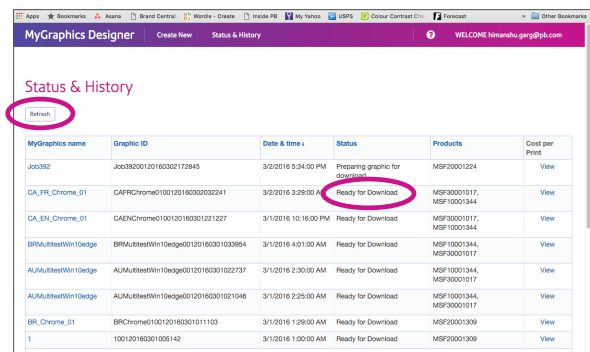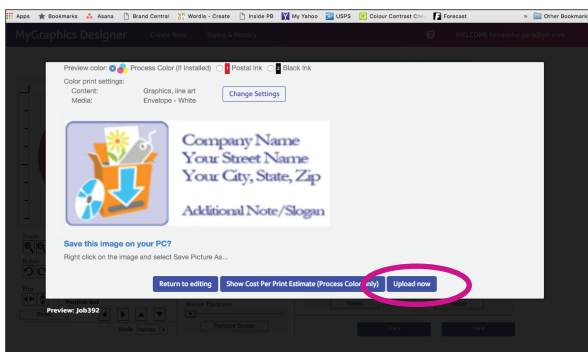
# 2. Send your newly created graphic to your mailing system.

a. When you have finished modifying the image, select **Upload now**.

b. It may take several minutes for the graphic to be **Ready for Download**. Select the **Status & History** tab to check the progress. Click the **Refresh** button to update the status.
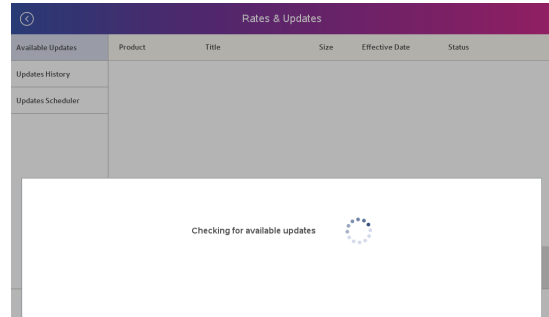
3. Download and print your new graphic on your mail.

a. From the Home screen your mailing system press **Rates & Updates**.
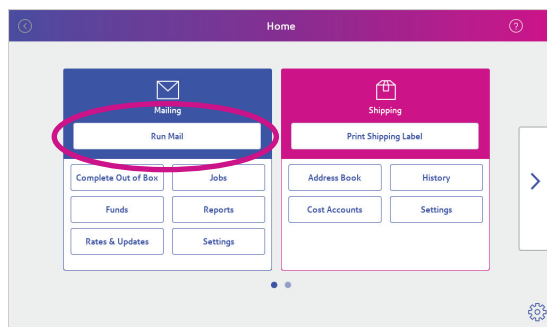
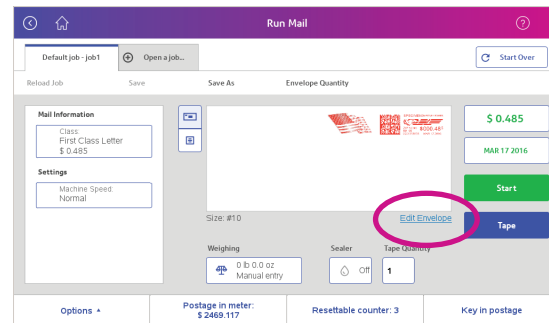Icons can be arranged different than shown above.
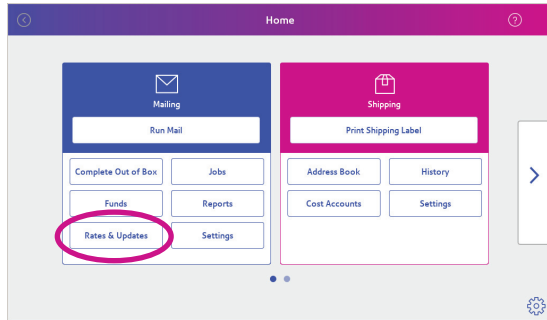
b. The system will check for updates. Then select **Download Updates**. Status screens will display until download is complete. When download is complete, select **Install Updates.**
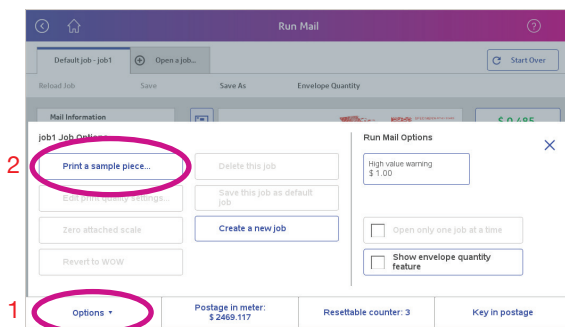

c. From the Home screen, press **Run Mail**.

d. Open the job that will use the new graphic. Select **Edit Envelope** to add the graphic to the job.

e. To print a sample piece without postage, go to the **Run Mail** screen, select **Options** and then select **Print a Sample Piece**.

f. For more information on working with graphics, see the **Help** system.

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