Custom Product Sell Sheets

HOW-TO GUIDE

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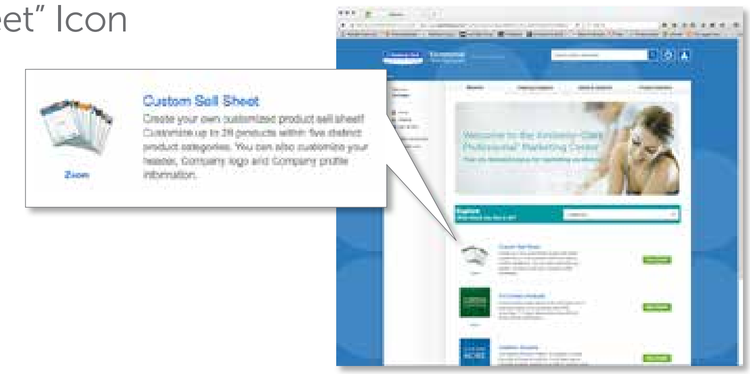
Custom Product Sell Sheets: How-To Guide

1 Log on to the Marketing Center **here** or **request an account**.

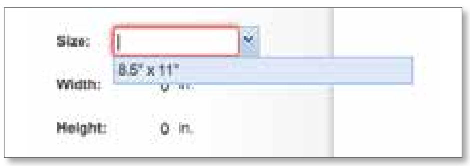
2 Click on the "Custom Product Sell Sheet" Icon and select the "Customize" button.



3 Select size

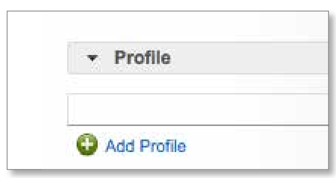
Select the size of the sell sheet from the drop down box

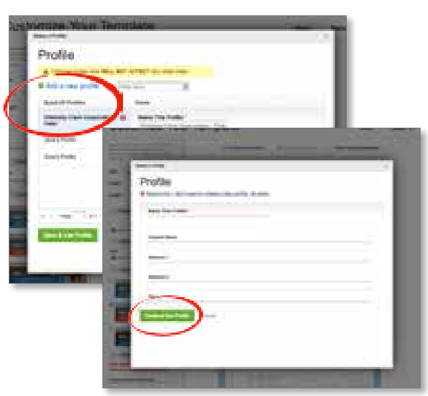
NOTE: 8.5 x 11 is the default and only size available for selection.



4 Add your profile ***DO NOT SKIP***

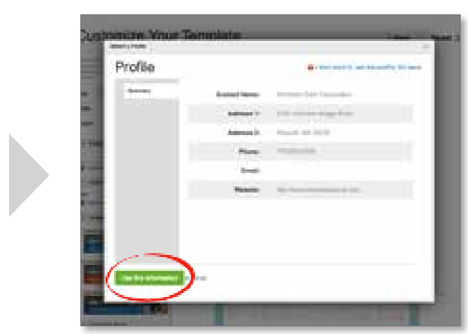
This is where you can enter in your company name and information that will be featured at the bottom right of your customized sell sheet. To add your profile, select the blue link "Add Profile".





NOTE: You can choose from a previously created "quick-fill" profile, or create a new profile, by selecting the "Add a new profile link".

Select "Save & Use Profile" when you are finished with your selection.

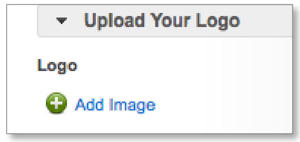


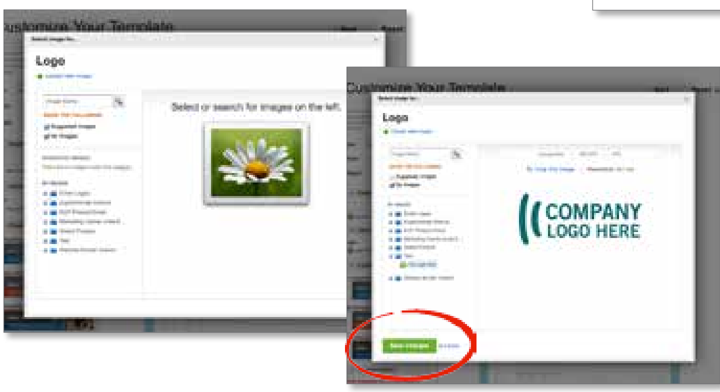
Your profile information will preview as you have entered it. If the information is correct, select "Use this Information" or if you need to make any corrections, select "I don't want to use this profile. Go Back" to edit the information and repeat the process.

This is where your company profile / contact information will be displayed.

5 OPTIONAL: Add company logo or photo

Select "Add Image" to add your company logo. The prefered image resolution is 300 dpi. If you prefer to upload a photo or headshot in leui of a logo, you can do so here.



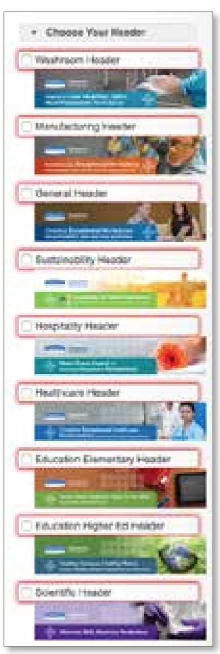


You can choose from a previously uploaded logo by selecting it from your image library, or you can upload a new logo image from your desktop by selecting "Upload New Image"

This is where your company logo or photo will be displayed.

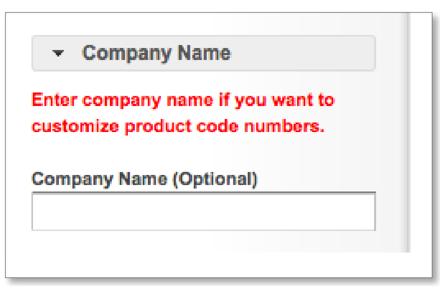
6 Select a preferred header

There are multiple headers to choose from.



7 OPTIONAL: Customize Company Name Code Header

You can elect to enter your Company Name to customize the form with your company product codes. Enter your company name one time here and it will populate the entire form.



Scott® High Capacity Hard Roll Towels

KCP Code	[Co. Name] Code	Description
01000	XXXXXXXXX	Scott® High Capacity Hard Roll Towels (1.5" / 3.8cm core)

This is where your company code header will be displayed.

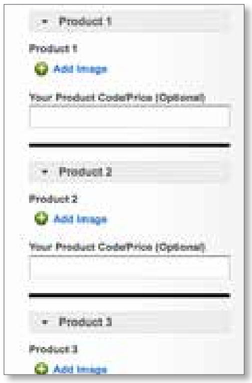
8 Specify number of products

Choose the number of products you want to feature on the sell sheet. You can choose to display either 1-7, 1-14, 1-21, or 1-28 products on this specific form.

NOTE: If you want to select more than 1-7 products, you must select all options up to the number of products you want to select. For example, if you want to include 28 products, you must select all 4 options.

9 Select Your First Product

Once you select the number of products you wish to customize, the product fields will automatically display. Click on the 'Add Image' link to see products.



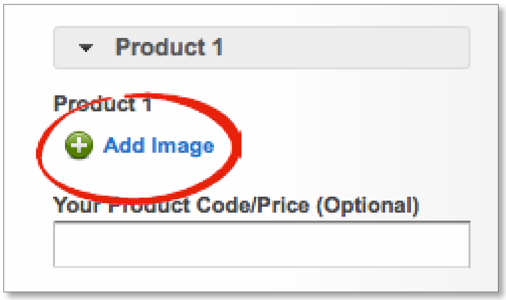
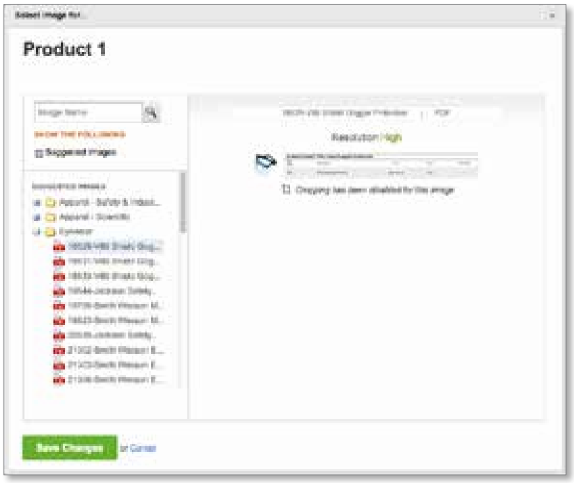
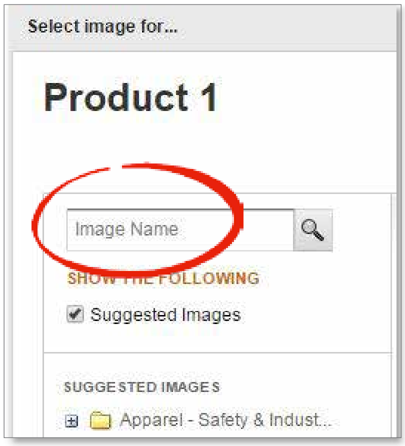


Image folders are arranged by Product Category. Click on the product category you want, then select the product you wish to display on the sell sheet. Click "Save Changes".



You also have the option to search by Product Number by entering it into the search field provided.



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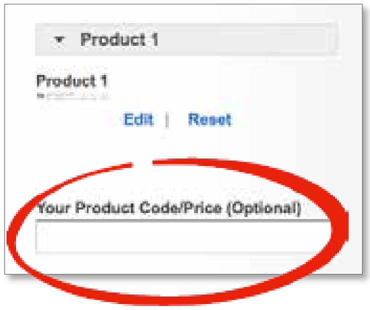
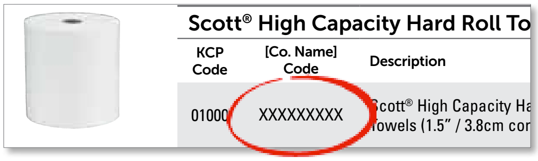
10 OPTIONAL: Customize Company Product Code and/or Price

Once you are finished selecting the product, you can then elect to enter your company's unique product code and/or price for each selected product.

You can enter EITHER a product code, a price, or BOTH by entering the product code followed by the price.

(i.e. XXXXXX – $X.XX)





This is where your unique product code will be displayed.

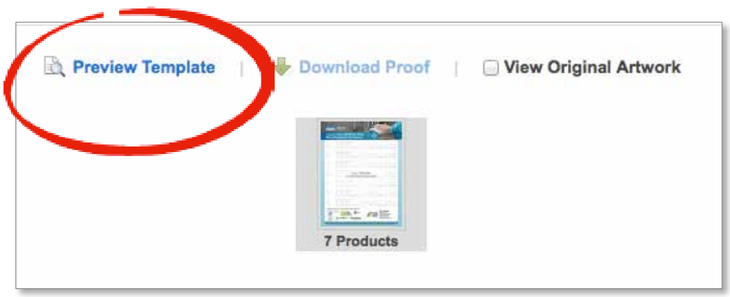
11 Continue to Select Up to 28 Products

Repeat steps 9 and 10 in order to continue to customize in this fashion from top to bottom until all desired Products and Codes are entered.

12 Preview Template

Once you are satisfied with your selections, click "Preview Template".

NOTE: You will not see your customization until you select "Preview Template".



Once your template previews you will be able to see your customization on the form and make any edits if necessary. We always recommend to download the form to get a close look before proceeding to print.

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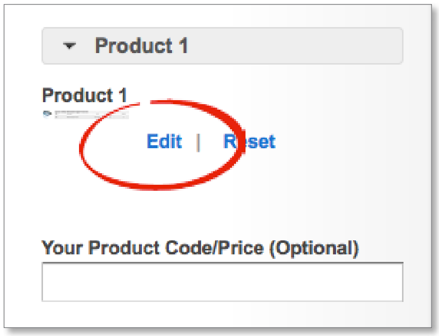
13 OPTIONAL: Make Edits

You can always go back and make edits to the form if you do not like the way the customization previews by selecting any of the "edit" links or modifying the information in the form.

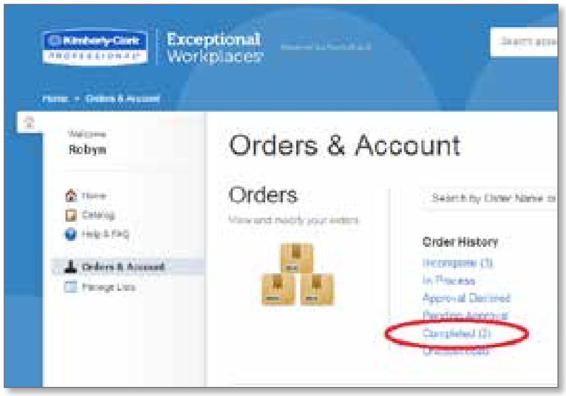


14 OPTIONAL: Make Versions or Reprint Previously Saved Sell Sheets

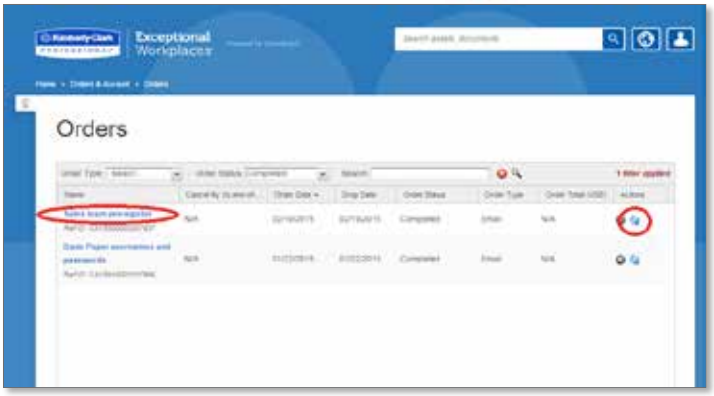
You can re-use or re-print your previously saved sell sheets:

From your home page, select "Orders & Account"

Next, under "Orders" and then under "Order History", select "Completed"



Click on the document to print, or click on the icon to edit.



Questions / help?

If you have any additional questions about customizing this form that are not answered by this tutorial, please contact a Marketing Assistant by calling **877-634-9260** or email **customerservice@sproutloud.com**