

Items: Adding Item Images

v 1.1



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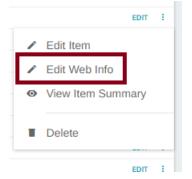


How to Add Images to Items

- 1. Log in to Exigo.com.
- 2. Go to Accounting > Items
- 3. Click on the Ellipses at the end of the Row for the specific Item (shown below):

Home	Items		ADD ITEM + S	HOW ALL MANAGE GROUPS	WEB CATEGORIES (C	¢ 2 5
ustomer	> mes cont	NECRATION				
atounting.						
	(i) 0000051	BROCHURE - PNF 200 EN (3-FOLD)				11CB
-	0000057	F.I.T.T. TESTIMONIALS EN/FR				EDIT .
	6000000 @	BROCHURE - PNF 200				THE
	@ 0000064	INSTRUCTIONS FOR MIXING (IMM & IMM PLAT)				RDIT.
	0000070	NATURALLY SOURCED CALCIUM BROCHURE				TICLE
1 N 1	0000071	BROCHURE - CALCIUM EN (3-FOLD)				THERE
Vendors	(j) 0000072	COMPENSATION PLAN SHEET - CAN ENG				IDIT
-	@ 0000073	COMPENSATION PLAN SUMMARY				EDIT.
	@ 0000074	COMPENSATION PLAN BOOKLET				storr.
	@ 0000075	BROCHURE (INSERT) - HEALTH & WEALTH				THE
C Birting	@ 0000080	PURE MILK CALCIUM BROCHURE (USA)				THEF
	@ occoors	REACH FOR THE MOON - BROCHURE EN				100
	0000000	BROCHURE - SKIN CREAM				100
	@ 0000001	BROCHURE - SKIN CREAMEN (3-FOLD)				aper
	@ 0000092	WATER BOTTLE				THE
A	@ 0000099	EMOTION BAG				RDIT T
	G 0000100	BROCHURE - SKIN CREAM				REMT .
	0000101	INFORMATION CARD-QUOTES				THES
- 8	@ 0000102	INFORMATION CARD-FACTS				EDIT
ministration	0000103	INFORMATION CARD-OPPORTUNITY				IDIT
ann correlation	@ 0000104	INFORMATION CARD-BENEFITS				NOT.
Povered by	@ 0000106	YOUR FREE GIFT POST CARD				THE
xexigo	#9 0000107	LET'S GET STARTED FLYER EN				TRUE

- 4. Clicking on the Ellipses will allow the following choices:
 - a. Edit Item
 - b. Edit Web Info
 - c. View Item Summary
 - d. Delete



5. Click on Edit Web Info. The following window will open:





t Description/Pictures	Long Description	Long Description 2	Long Description 3	Long Description 4	Grouping	Web Categorie
Short Description:			Tiny Image		CHANGE IT	EM IMAGES
				No Image Available		
Short Description 2:			Small Image			
Short Description 2.				No Image Available		
		11	Large Image			
Short Description 3:				No Image Available		
		4				
Short Description 4:						

6. Click on Change Item Images to load Images. The following window will open:

Modify Web Images	:: ×
Item Logo / Pictures	
TINY IMAGE SMALL IMAGE LARGE IMAGE	
Tiny Image Choose File No file chosen	
	CANCEL UPLOAD

- 7. Click on Tiny Image and Choose a File with the following characteristics:
 - a. 72 dpi, 150 x 150 pixels
- 8. Click on Small Image and Choose a File with the following characteristics:
 - a. 72 dpi, 250 x 250 pixels
- 9. Click on Large Image and Choose a File with the following characteristics:
 - a. 72 dpi, 500 x 500 pixels
- 10. Click Upload.

NOTE: The images may not appear until you refresh your screen. If an image does not appear after the refresh, reupload and refresh again.