



**Items:
Adding Item Images**

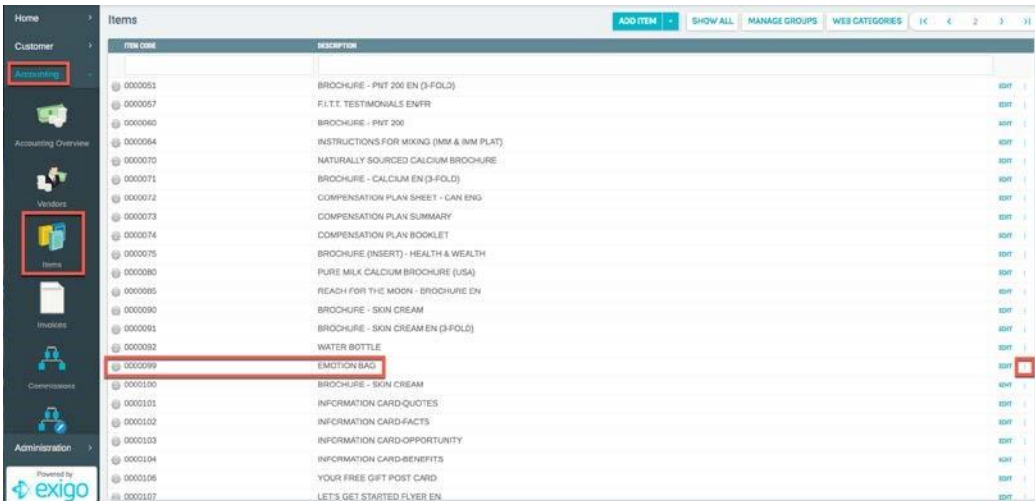
v 1.1

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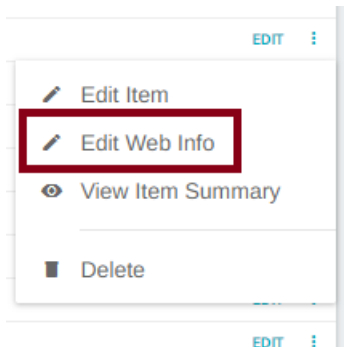
How to Add Images to Items

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):

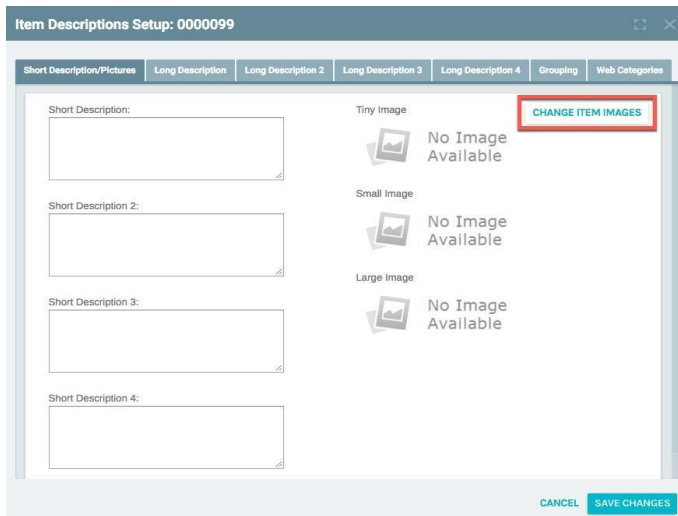


ITEM CODE	DESCRIPTION	
000051	BROCHURE - PHT 200 EN (3-FOLD)	EDIT
000057	F.I.T. TESTIMONIALS ENFR	EDIT
000060	BROCHURE - PHT 200	EDIT
000064	INSTRUCTIONS FOR MIXING (MM & MM PLAT)	EDIT
000070	NATURALLY SOURCED CALCIUM BROCHURE	EDIT
000071	BROCHURE - CALCIUM EN (3-FOLD)	EDIT
000072	COMPENSATION PLAN SHEET - CAN ENG	EDIT
000073	COMPENSATION PLAN SUMMARY	EDIT
000074	COMPENSATION PLAN BOOKLET	EDIT
000075	BROCHURE (INSERT) - HEALTH & WEALTH	EDIT
000080	PURE MILK CALCIUM BROCHURE (USA)	EDIT
000085	REACH FOR THE MOON - BROCHURE EN	EDIT
000090	BROCHURE - SKIN CREAM	EDIT
000091	BROCHURE - SKIN CREAM EN (3-FOLD)	EDIT
000092	WATER BOTTLE	EDIT
000099	EMOTION BAG	EDIT
000100	BROCHURE - SKIN CREAM	EDIT
000101	INFORMATION CARD-QUOTES	EDIT
000102	INFORMATION CARD-FACTS	EDIT
000103	INFORMATION CARD-OPPORTUNITY	EDIT
000104	INFORMATION CARD-BENEFITS	EDIT
000106	YOUR FREE GIFT POST CARD	EDIT
000107	LET'S GET STARTED FLYER EN	EDIT

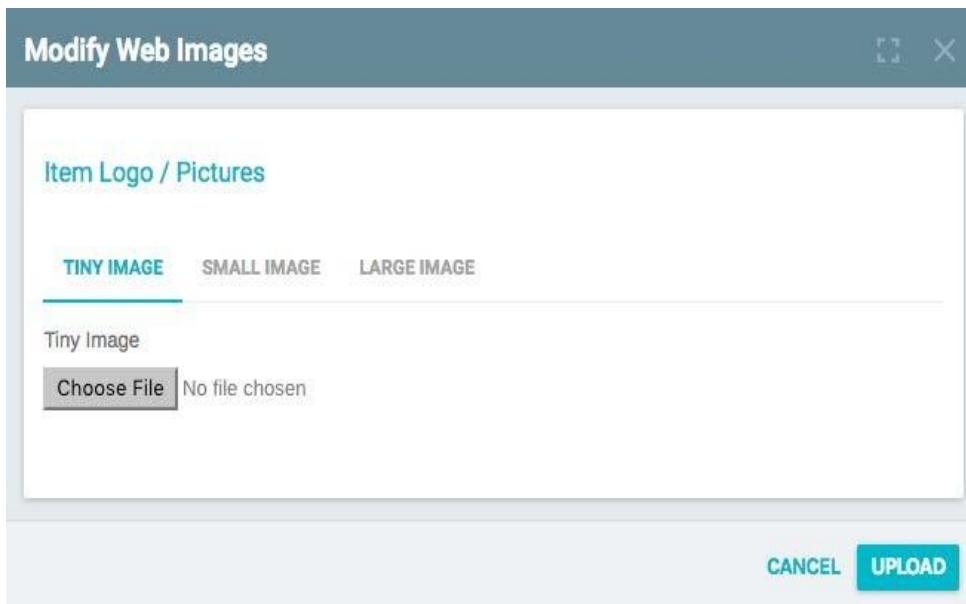
4. Clicking on the Ellipses will allow the following choices:
 - a. Edit Item
 - b. Edit Web Info
 - c. View Item Summary
 - d. Delete



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



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



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, re-upload and refresh again.