

basyx™ Creative Builder Help File

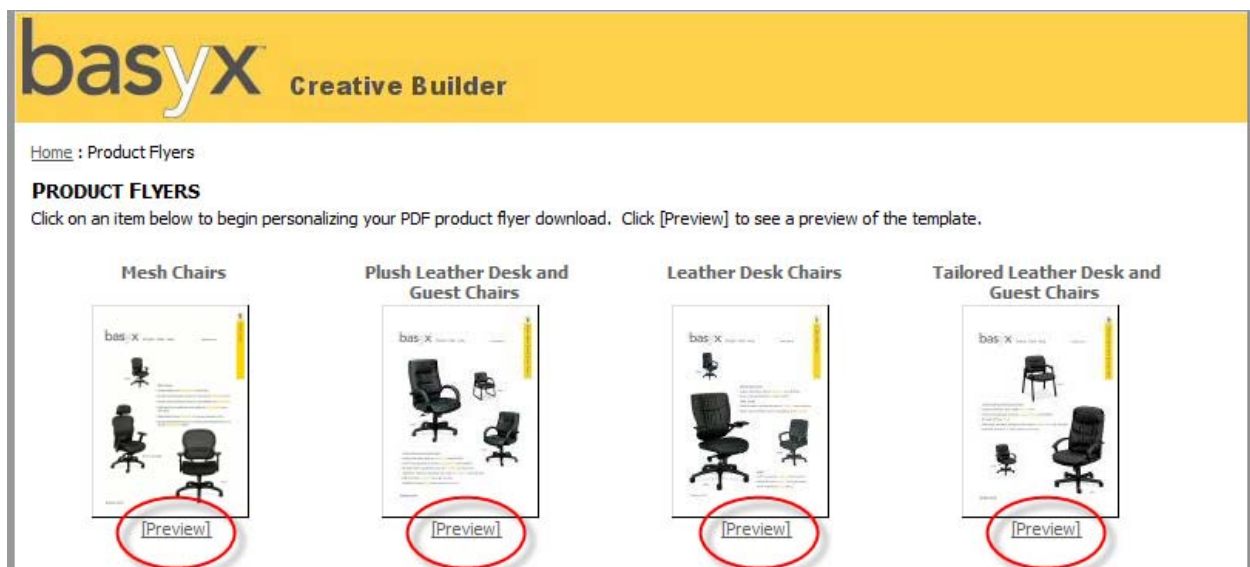
The *basyx* Creative Builder allows you to add your logo and/or contact information to approved *basyx* marketing slicks that you can then print for handouts or download as a PDF for email campaigns. Here are some step-by-step instructions to help you along.

A link to the *basyx* Creative Builder can be found at the bottom of www.basyx.com.

NOTE: You will need Adobe Acrobat to download a flyer. If you do not have Adobe Acrobat you can download it for free at www.adobe.com.

Step 1: Choose your sheet

- 1) Select "Create Product Flyers" from the Creative Builder home page
- 2) Thumbnails of all the available sheets will be displayed on this page. If you wish to see a larger version, click on the [Preview] link below each thumbnail. This will open a PDF version of the template.



- 3) Once you have decided which sheet you'd like to customize, simply click on the thumbnail you've chosen to open the customization page.
- 4) You can return to the Product Flyer selection page at any time by using the links at the top of the screen. NOTE: If you go back to the Product Flyer page before finishing your customization all changes will be lost.

Step 2: Customize Your Product Flyer

- 1) There are four customizations you can make to each product flyer
 - a. Add your company logo – JPG Only **Best size in pixels 100(h) x 150(w)
 - b. Add your company location & contact information
 - c. Change the name of the price column (Your Price, Our Price, Discount Price, You Only Pay, etc.)
 - d. The price for each item on the flyer (this defaults to current list price)

basyx Creative Builder

Home : Product Flyers : Build Your Piece

Currently Working With...

Leather Desk Chairs

Customize Your Creative Piece

- Indicates required information

Company Name:

Address:

City, State and Zip Code:

Phone Number:

Fax Number:

Email Address:

Upload Company Logo:

Note: only JPEG (*.jpg) images are allowed
Image will be resized to fit but works best if 100(h) x 150(w)

Your Price Column Title:

What do you want your price column labeled as:
Your Price, Our Price, Huge Discount, etc.

SKU	Product Price
VL504	352.00
VL681	285.00
VL682	264.00

Note: PDFs can be large and may take time to download. After clicking the **Create PDF & Download** button, please be patient and your download will begin shortly.

IE users: After clicking **Create PDF & Download**, you may see the Internet Explorer information bar with a warning message (see below). Right-click on the information bar and select "Download File..." to download the PDF.

Create PDF & Download

Step 1: Enter the company information you'd like to appear on the flyer

Step 2: Upload your company logo from your computer

Step 3: Re-name the price column

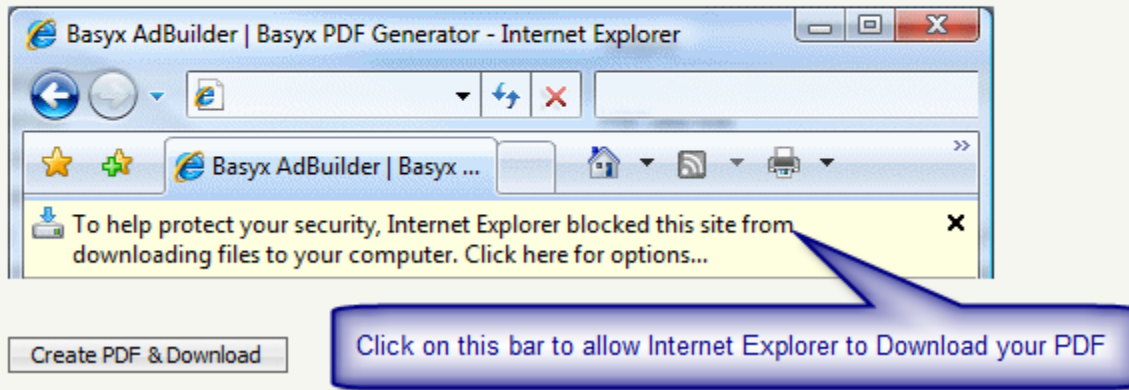
Step 4: Change your prices

Step 5: Download your customized PDF by clicking here.

NOTE: Internet Explorer may block the download of the PDF. If so, you will notice a message bar appear at the top of your screen (Shown below). Click on the bar and select "Download File" to proceed.

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Step 3: Save your product flyer

Now you have created a custom product flyer with your contact information and your logo. What can you do with it?

- Save it to your Desktop
- Email it to your customer list
- Print color flyers to include in a customer mailing
- Have your local copy store print high quality glossy flyers to hand out or mail
- The options are plenty!

Remember, if you find yourself stuck and need some assistance, you can also call the help desk at 800-701-8967.