



UPLOADING GRAPHICS TO YOUR STORE

This section will show you how to choose a Store Graphic Area and upload a graphic into that area. You will first need to create a graphic for each area you would like a graphic to be seen. Refer to the Graphics Specifications knowledgebase for the correct file type and sizing for each graphic area. Once your graphics are created, you may upload them into your store.

1. Make sure you are logged into the Company Store Manager.
2. Navigate to the Edit tab at the Store level.
3. Under the Design section, you will see "Choose a Store Graphic Area" with a drop-down menu. You will have several options to choose from in the drop-down menu:

Banner (Top and Right Navigation only)

Choosing Banner will insert your graphics below the top Navigation bar.

Footer

Choosing Footer will place your graphics at the bottom of every page going left to right.

Header

Choosing Header will insert your graphics above the top Navigation bar going left to right. To accommodate the changing requirements of your site, your graphics must be 760-1200 pixels wide and 80 pixels high.

Home Page

Choosing Home Page will place your graphics between the left or right Navigation (if applicable) and the featured products (if applicable).

Home Page 2

Choosing Home Page 2 will add a graphic space that will stack below the graphic for Home Page.

Logo

Choosing Logo places your graphics above and left of the header. It can be used to increase the height of the header and automatically creates a link back to the home page of the site (the Landing Page of the URL).

Right Bar

Choosing Right Bar will add a bar or line down the right side of the page and to the right of all other graphics or features used in the store.

Left Bar

Choosing Left Bar will add a bar or line down the left side of the page and to the left of all other graphics or features used in the store.



4. Select which Graphic area you wish to add a graphic to from the drop-down menu.
5. Click Browse and search for your graphic file and then click upload.
6. Once you have uploaded an image, to view it, you can select the Graphic area again from the drop-down menu, and then click "view current image"
7. You can check your store front to see how the new graphic looks in your store.
8. If you do not like how the first graphic looks, simply upload a new one. This will replace the previous file.

NOTE: If you choose to incorporate HTML or use our WYSIWYG editor to create your Home Page, Header, Footer, etc. you can do so under the Content tab in the Company Store Manager.

GRAPHIC SPECIFICATIONS

File Specification for each Graphic Area

File type: jpeg or gif

Resolution: 72dpi

Header

Size: 760-1200 pixels wide x 80 pixels high

Notes: The store minimum width is 760 pixels, so make your header at least that wide. Our system is dynamic so it can push the page to the right past 760 pixels exposing the header or lack of one. When you design your header graphic keep in mind that all content wider than 760 pixels will only be seen when the page pushes.

Logo

Size: Up to 200 pixels wide by up to 80 pixels high. The logo will be placed in the top left part of the header and it will lie on top of the header. We advise to design the header with the logo in it and as part of it. Then simply cut the logo out of the header file and upload it as the logo. Note: The logo will automatically link back to the store's home page.

Home Page and Home Page 2

Color Mode: RGB

Image Size: Featured Products On: 460 pixels wide, Featured Products Off: 625 pixels wide

You can make the file as high as necessary.

Note: The total default width of the site is 760 pixels. The site is dynamic so it can be pushed to the right. All uploaded files will be top and left justified so you may want to consider the use of the canvas when creating the file.