

Our customized holiday stores for this year have changed. In the past you sent a logo and we provided a URL with your logo and information visible on the page for your clients to see. This year we have provided a template that you just need to upload your logo on the front page to use. This process is still FREE because we want to provide you with all of the resources possible to make this a productive and profitable holiday season. In order to add your logo to our already made holiday template you need to start by registering at www.distributorcentral.com if you haven't done so in the past. This will be where you can create your store and Distributor Central is FREE to distributors!

Here is how it works...just a few easy steps and if at any time you need assistance Distributor Central support is on hand to help and are very good at what they do!

1. Create/Register an account www.distributorcentral.com
2. Once you have your account open and ready—CLICK ON WEBSITES

DistributorCentral - Home - Windows Internet Explorer

http://www.distributorcentral.com/Default.cfm?default=home?

DistributorCentral
DC Acct. # 337519

NEED HELP?

DC Blog | Contact Us | Terms Of Use | Privacy

Soundline- Test Account: Allison Schaffer [Sign Out]

Home Education Account Customers Suppliers Orders Products Reports Websites

Have a Wide Monitor?
[Expand your default view to 100%](#)
No thanks, keep my width fixed.

Product Search [Advanced Search](#)

Keyword:

Number Name Description

All words Any words

Exact phrase Partial Match

Product Category:

Supplier / Line Name /
UPIC:

*Searches the main "All Products" catalog. Use the [advanced search](#) to search for custom products or in specific catalogs.

Order Search [Advanced Search](#)

Customer Orders [Recent Orders](#)

Order Number

Supplier DC's [Recent Orders](#)

See Supplier Ratings

Orders From Customers

- New orders
- On hold

Purchase Orders To Suppliers

- On hold
- Proofs Ready

Customer Requests (last 30 days)

- Not Followed Up
- Followed Up:

Customer Reorder Reminders

- Ready to Email

Shortcuts

- [New Order](#)
- [New Quote](#)
- [New Sample Order](#)
- [Change My Username Or Password](#)
- [Change My Company Information](#)
- [Upload Credit and Sales Tax Info](#)
- [Edit My Website](#)
- [Correspondence - General Search](#)
- [Correspondence - Latest To Company](#)
- [Correspondence - Latest By Me](#)
- [Correspondence - Latest To Me](#)
- [Correspondence - Pending Follow-Ups](#)
- [Email Help](#)
- [Credit Card Processing](#)
- [DistributorCentral Tips](#)
- [Top Keywords & Categories](#)

CHOCOLATE CHOCOLATE
twice as good as the other guys

After you click on Websites scroll down to Pre-Made Templates and click on SUPPLIER PROVIDED TEMPLATE-2010 SOUNDLINE HOLIDAY CATALOG and CLICK USE

Pre-made templates you can use to create a new website. Watch the Tutorial

Template Name	Folder Name	
Blocks	Blocks	Preview Use
Button Scheme	ButtonScheme	Preview Use
Button Scheme Vertical	ButtonSchemeVertical	Preview Use
Clean Green	CleanGreen	Preview Use
Compact	Compact	Preview Use
Customized Featured Product	CustomizedFeaturedProduct	Preview Use
Golf Promotions	GolfPromotions	Preview Use
Green Promotions	GreenPromotions	Preview Use
Green Promotions Vertical	GreenPromotionsVertical	Preview Use
gridblue	gridblue	Preview Use
Loud Vertical	LoudVertical	Preview Use
Mirrored Glass	MirroredGlass	Preview Use
Mirrored Glass Categories	MirroredGlassCategories	Preview Use
Modern	Modern1	Preview Use
ModernCategories	ModernCategories	Preview Use
Professional Gray	professionalGray	Preview Use
Red White and Blue	RedWhiteandBlue	Preview Use
Red White and Blue Categories	RedWhiteandBlueCategories	Preview Use
Red White and Blue Vertical	RedWhiteandBlueVertical	Preview Use
Reflective	Reflective1	Preview Use
Silver-Screen	silverscreen2	Preview Use
Steel	Steel1	Preview Use
Supplier Provided Template - 2010 Soundline Holiday Catalog	2010SoundlineHolidayCatalog	Preview Use
Supplier Provided Template - Tradenet Publishing-A	TradenetPublishinga	Preview Use
Vertical	template	Preview Use

Custom Templates - Create your own templates to use in creating multiple websites similar in appearance.

Next, name your site "Distributor Name 2010 Holiday Product Catalog" and click CREATE SITE FROM TEMPLATE

The screenshot shows a Windows Internet Explorer browser window with the URL http://www.distributorcentral.com/websites/website_duplicate.cfm?templateGUID=e3cb51ed-4667-4cf4-6b7c-60d843a3ca27. The browser title is "DistributorCentral - Websites - Clone Template Into a new Website - Windows Internet Explorer".

The website content includes the DistributorCentral logo (DC Acct. # 337519), a "NEED HELP?" button, and navigation links: DC Blog, Contact Us, Home (Alt+M), and Privacy Policy. A user account is logged in as "Soundline- Test Account: Allison Schaffer" with a "Sign Out" link.

A dark navigation bar contains the following menu items: Home, Education, Account, Customers, Suppliers, Orders, Products, Reports, and Websites. Below this bar, a message reads: "Have a Wide Monitor? Expand your default view to 100%". A double-headed arrow points left and right. Below the message, it says "No thanks, keep my width fixed." with a link to "No thanks".

A central form box titled "Name the site you want to generate from this template:" contains a text input field with the value "Soundline 2010 Holiday Prod" and two buttons: "Create Site from Template" and "Cancel".

Below the form, a dark footer area contains the text: "DistributorCentral Tech Support: Call 888-516-7401 or email info@distributorcentral.com". It also lists navigation links: Home, Education, Account, Customers, Suppliers, Orders, Products, Reports, Websites, Terms Of Use, Privacy Policy, and The DC Blog.

At the bottom of the footer, it says "© Copyright 2010 DistributorCentral, LLC. All rights reserved." and features a McAfee SECURE logo with "TESTED 14-OCT".

Technical details at the very bottom of the page include: "Execution time: 0.266 seconds; 99.91.48.205; cfusion WEB115; 2324477 293e4e5769d136fe-84E1DA10-F02A-0677-A260AF68AE7F9079 Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1); InfoPath.2; .NET CLR 2.0.50727; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729) /websites/website_duplicate.cfm {ts '2010-10-14 13:52:45'}

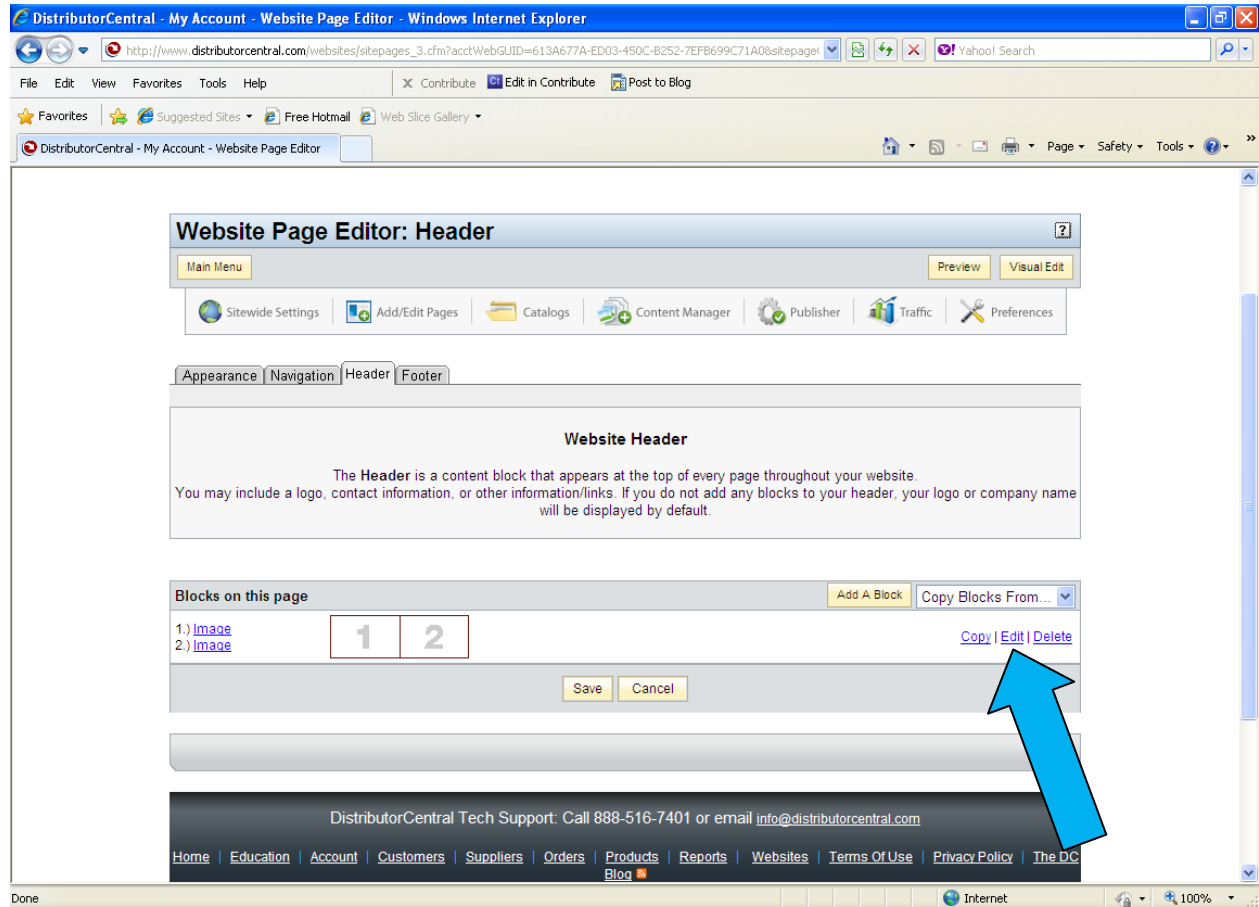
Once you have created your site from the template you will see the following screen. Once you are in this screen, click on SITEWIDE SETTINGS.

The screenshot displays the DistributorCentral website editor interface. At the top, the browser title is "DistributorCentral - My Account - Website Editor Main Menu - Windows Internet Explorer". The address bar shows the URL: http://www.distributorcentral.com/websites/websites_2.cfm?acctWebGUID=613A677A-ED03-450C-B252-7EFB699C71A0. The navigation menu includes: Home, Education, Account, Customers, Suppliers, Orders, Products, Reports, and Websites. A "NEED HELP?" button is visible. Below the navigation menu, there is a message: "Have a Wide Monitor? Expand your default view to 100% No thanks, keep my width fixed." A green confirmation message states: "Website named Soundline 2010 Holiday Product Catalog has been successfully created from the specified template." The main menu for "Soundline 2010 Holiday Product Catalog" includes: SITEWIDE SETTINGS (Control your website appearance with settings such as Colors, Fonts, Navigation, and Footer Information), ADD/EDIT WEB PAGES (Add, Edit, Delete and set up all information on your web pages), PRODUCT CATALOGS (Add Product Catalogs to your website), CONTENT MANAGER (Add/Edit Images, Links, Articles & other documents on your website), WEBSITE PUBLISHER (Publish changes to your website and get helpful information to guide you in displaying Product Catalogs you've created for your website), WEBSITE TRAFFIC (View reports and add traffic analysis tools to your website), and WEBSITE PREFERENCES (Manage General, Order, and Premium Preferences on your website). A blue arrow points to the "SITEWIDE SETTINGS" option. The Windows taskbar at the bottom shows the Start button and several open applications: Soundline Mail - Inbo..., Order Folders, Microsoft PowerPoint..., Document1 - Microsof..., and DistributorCentral - M... The system clock shows 8:56 AM.

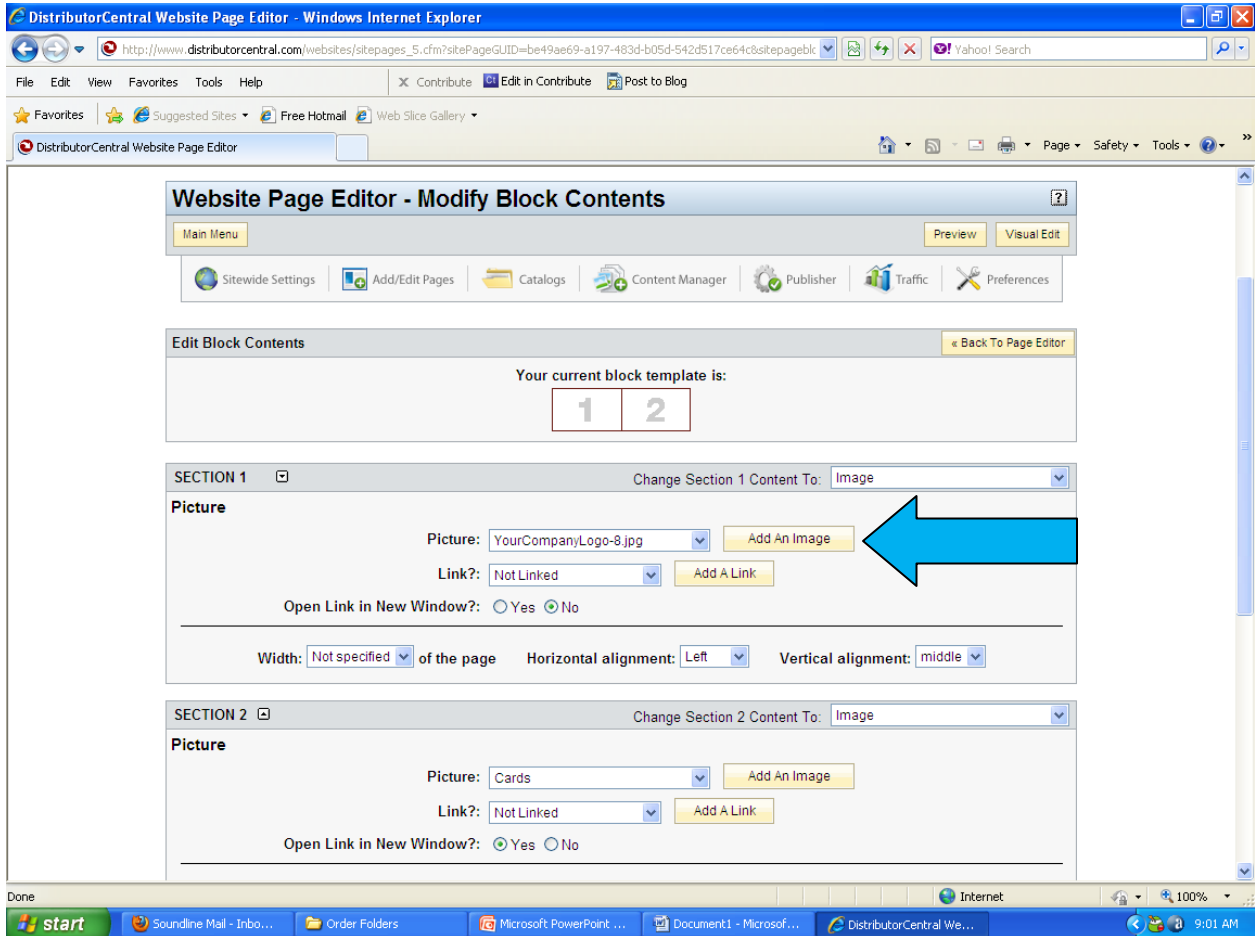
When you see this screen, CLICK on the tab that says HEADER

The screenshot shows a web browser window titled "DistributorCentral - My Account - Website Sitewide Settings Editor - Windows Internet Explorer". The address bar shows the URL: http://www.distributorcentral.com/websites/sitewide_1.cfm?acctWebGUID=613A677A-ED03-450C-B252-7EFB699C71A0&. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and editing. The main content area is titled "Sitewide Settings - Website Appearance - Soundline 2010 Holiday Product Catalog". Below the title, there are buttons for "Main Menu", "Preview", and "Visual Edit". A navigation bar contains icons for "Sitewide Settings", "Edit Pages", "Catalogs", "Content Manager", "Publisher", "Traffic", and "Preferences". Below this, there are tabs for "Appearance", "Navigation", "Header", and "Footer". The "Header" tab is currently selected. The "Header" section contains several form fields: "Website Title" (Soundline 2010 Holiday Product Catalog), "Directory/URL Name" (Soundline2010HolidayProductCatalog), "Website Logo" (No Logo Selected), "Links For Website Logo" (Public Users) (Homepage), "Links For Website Logo" (Private Users) (Homepage), and "Letterhead Logo" (No Logo Selected). Below these fields is a "Website Color Schemes" section with a radio button for "Modern" (ACTIVE) and a "Current Color Scheme" preview. The Windows taskbar at the bottom shows the Start button and several open applications: Soundline Mail - Inbo..., Order Folders, Microsoft PowerPoint..., Document1 - Microsof..., and DistributorCentral - M... The system tray shows the time as 8:57 AM.

This is where you will upload your logo, the recommended size for your logo block is 8" x 2.4" or 576 pixels by 174 pixels, have your logo ready for this step. Once you are on this page, CLICK EDIT on the BLOCKS ON THIS PAGE section, this will bring you to your logo upload.



You will be uploading your logo in SECTION 1. First click ADD IMAGE next to where it says YourCompanyLogo-8.jpg and upload your logo block. Once you do that you will find it in the pull down list and can select it. Once selected CLICK SAVE on the bottom of the page. Then to look and see how your image is you can click PREVIEW on the top right side of the page.



This is where your logo should show up! Now you are only one more step away from having your customized site up and running.

Soundline 2010 Holiday Product Catalog - Home - Windows Internet Explorer

http://www.distributorcentral.com/websites/Soundline2010HolidayProductCatalog/preview/default.cfm?preview=1&

File Edit View Favorites Tools Help X Contribute Edit in Contribute Post to Blog

Favorites Suggested Sites Free Hotmail Web Slice Gallery

Soundline 2010 Holiday Product Catalog - Home Page Safety Tools

**YOUR COMPANY'S LOGO
HERE**
Recommendation: 8" x 2.4" (576 pixels x 174 pixels)

Home Holiday Product Catalog My Account **Cards** Contact Us



HOT Holiday Products for 2010!

[Greeting Cards and CD Greeting Cards](#)

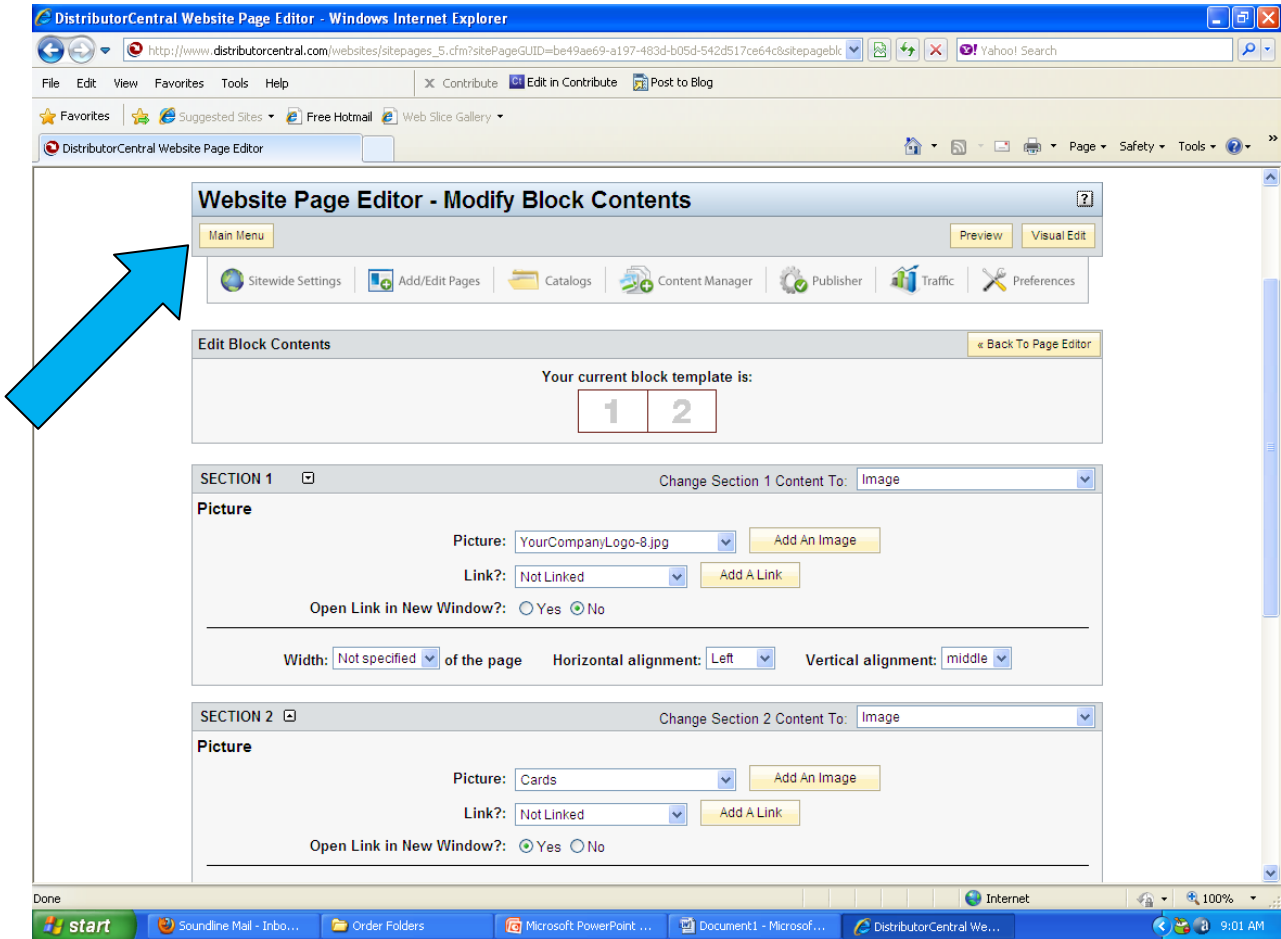
Our plain traditional greeting cards put your logo where it belongs. Others hide your logo inside, but it belongs on the front cover where it can be visible at all times.

Everyone sends greeting cards as a sign of goodwill and to say thank you. By adding a CD for only a little more than just a greeting card, you get a lifetime of remembrance and recognition and is the intellegnet choice. CD greeting cards have a wow factor because not only are you sending your holiday cheer through the card but you

Done Internet 100% 9:04 AM

start Soundline Mail - Inb... Order Folders Microsoft PowerPoin... Document1 - Micros... DistributorCentral W... Soundline 2010 Holl...

Now that your logo is showing the only other thing you need to do is edit the area where your phone number and contact information is so that your clients know how to get a hold of you. Once you make sure that this is save, CLICK MAIN MENU on the top left side of the page.



Once you get back to the original page where you started you will click ADD/EDIT WEBPAGE

The screenshot displays the DistributorCentral website editor interface. At the top, the browser title is "DistributorCentral - My Account - Website Editor Main Menu - Windows Internet Explorer". The address bar shows the URL: http://www.distributorcentral.com/websites/websites_2.cfm?acctWebGUID=613A677A-ED03-450C-B252-7EFB699C71A0. The navigation menu includes: Home, Education, Account, Customers, Suppliers, Orders, Products, Reports, and Websites. A "NEED HELP?" button is visible. A message states: "Have a Wide Monitor? Expand your default view to 100%. No thanks, keep my width fixed." A green success message reads: "Website named Soundline 2010 Holiday Product Catalog has been successfully created from the specified template." The main menu for "Soundline 2010 Holiday Product Catalog" includes: SITEWIDE SETTINGS, ADD/EDIT WEB PAGES, PRODUCT CATALOGS, CONTENT MANAGER, WEBSITE PUBLISHER, WEBSITE TRAFFIC, and WEBSITE PREFERENCES. A large blue arrow points to the "ADD/EDIT WEB PAGES" option.

On this screen you will click on EDIT on the CONTACT US line

Expand your default view to 100%
No thanks, keep my width fixed.

Existing Website Pages: Soundline 2010 Holiday Product Catalog

Main Menu Preview Visual Edit

Sitewide Settings Add/Edit Pages Catalogs Content Manager Publisher Traffic Preferences

Page Name	Display Link Name	Physical File Name	Active?	Display Link on Website?	Sort Pages
Home	Home	default.cfm	(Req.)	(Req.)	Finished Edit (Req.)
Holiday Product Catalog	Holiday Product Catalog	categorylist.html	Yes	Yes	Finished Edit (Req.)
My Account	My Account	my_account.cfm	Yes	Yes	Finished Edit Delete
Contact Us	Contact Us	Custom.cfm	Yes	Yes	Finished Edit Delete

Pages You May Add to Your Website:

Page Title	Description	View Page
Custom	Custom Pages for your website	View Page
Link	Link to another website or webpage	View Page
View Cart	View Cart	View Page

DistributorCentral Tech Support: Call 888-516-7401 or email info@distributorcentral.com

[Home](#) | [Education](#) | [Account](#) | [Customers](#) | [Suppliers](#) | [Orders](#) | [Products](#) | [Reports](#) | [Websites](#) | [Terms Of Use](#) | [Privacy Policy](#) | [The DC Blog](#)

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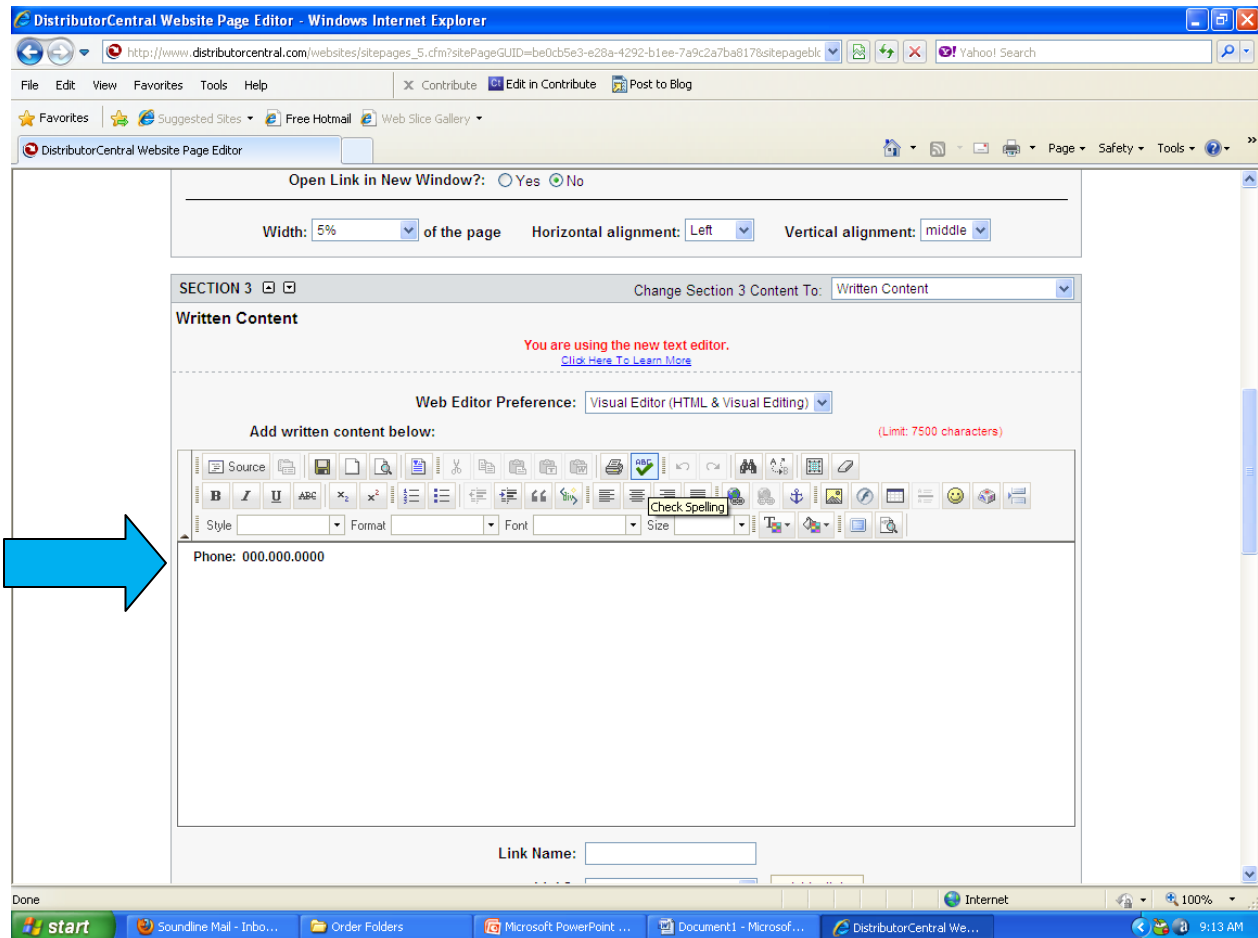
Where it says BLOCKS ON THIS PAGE, you need to click EDIT on the second block.

The screenshot shows the 'Website Page Editor: Contact Us' interface. At the top, there are navigation buttons for 'Main Menu', 'Preview', and 'Visual Edit'. Below this is a toolbar with icons for 'Sitewide Settings', 'Add/Edit Pages', 'Catalogs', 'Content Manager', 'Publisher', 'Traffic', and 'Preferences'. The 'Page Editor' section contains fields for 'Page Name' (set to 'Contact Us') and 'Display Link Name' (set to 'Contact Us'). A yellow highlight in the 'Page Name' field contains the text: 'Search engines use this information to index your website so name each page descriptively for higher page rankings.' Below the page editor is the 'Blocks on this page' section, which lists three blocks. The second block is highlighted in grey and has a blue arrow pointing to its 'Edit' link. The blocks are:

- Block 1: 1.) Image, 2.) Image, 3.) Written Content
- Block 2: 1.) Image, 2.) Image, 3.) Written Content, 4.) Written Content
- Block 3: 1.) Written Content, 2.) Contact Form

At the bottom of the blocks section are 'Save' and 'Cancel' buttons. The browser's taskbar at the bottom shows the start button and several open applications, including Soundline Mail, Order Folders, Microsoft PowerPoint, Document1 - Microsoft..., and DistributorCentral - M... The system clock shows 9:12 AM.

Scroll down the page and put your information in Section 3 and section 4 and click save.



BE SURE AFTER EVERY CHANGE YOU MAKE YOU HIT SAVE OR THE CHANGES WILL NOT STICK!

At this point your website should be up and running and ready to send to the world.

If you have questions or need help please call or email Distributor Central 888-516-7401 or info@distributorcentral.com