

# PDF Catalog User Manual

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## Step-by-step Guide

The following guide will explain how to set-up and use our PDF catalog app. You will also find here a list of FAQ.

If you need further assistance contact us at: [support@3dsellers.com](mailto:support@3dsellers.com).

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# Subscribe to PDF catalog

## Step 1:

Subscribe to the application at [eBay's app center](#).

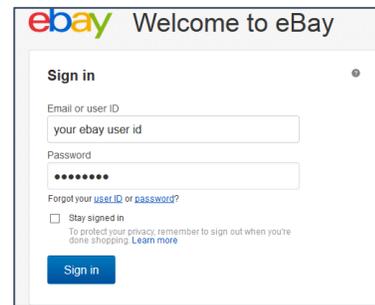


**PDFCatalog**  
By 3Dsellers  
Release Date: Aug 02, 2011  
Categories: Inventory, Marketing & merchandising  
Create a catalog of your eBay items with this easy to use app. "PDF Catalog" embeds your eBay items in a designed pdf file, so you can present your store goods to potential and existing customers.  
[Get it free](#)

**Average Rating:**  
★★★★☆ (246)  
**Rating Distribution:**  
5 star 156  
4 star 31  
3 star 23  
2 star 7  
1 star 29

## Step 2:

If you aren't logged in in eBay, you will be asked to login.



Sign in

Email or user ID  
your ebay user id

Password  
••••••••

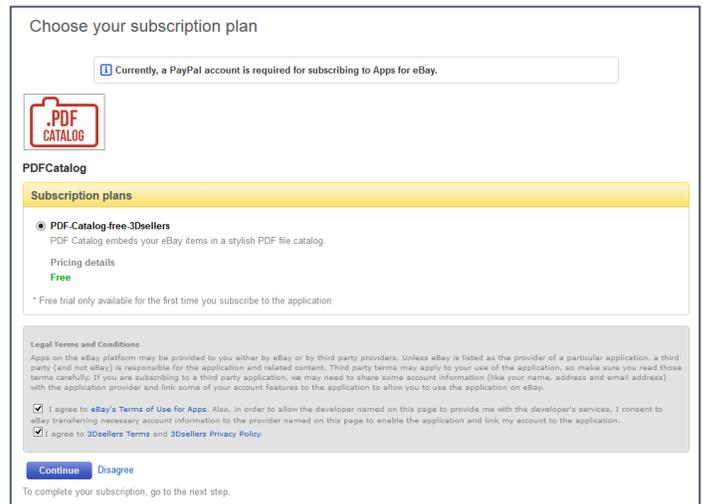
[Forgot your user ID or password?](#)

Stay signed in  
To protect your privacy, remember to sign out when you're done shopping. [Learn more](#)

[Sign in](#)

## Step 3:

In the next page you will be asked to agree to ours & eBay's Terms. Read and checkmark both boxes and click "continue".



Choose your subscription plan

Currently, a PayPal account is required for subscribing to Apps for eBay.

**PDFCatalog**

**Subscription plans**

- PDF-Catalog-free-3Dsellers**  
PDF Catalog embeds your eBay items in a stylish PDF file catalog.  
Pricing details  
**Free**  
\* Free trial only available for the first time you subscribe to the application.

**Legal Terms and Conditions**  
Apps on the eBay platform may be provided to you either by eBay or by third party providers. Unless eBay is listed as the provider of a particular application, a third party (and not eBay) is responsible for the application and related content. Third party terms may apply to your use of the application, so make sure you read those terms carefully. If you are subscribing to a third party application, we may need to share some account information (like your name, address and email address) with the application provider and link some of your account features to the application to allow you to use the application on eBay.

I agree to eBay's Terms of Use for Apps. Also, in order to allow the developer named on this page to provide me with the developer's services, I consent to eBay transferring necessary account information to the provider named on this page to enable the application and link my account to the application.

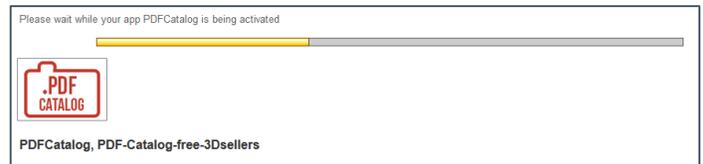
I agree to 3Dsellers Terms and 3Dsellers Privacy Policy.

[Continue](#) [Disagree](#)

To complete your subscription, go to the next step.

## Step 4:

Wait while your app is activated.



Please wait while your app PDFCatalog is being activated

**PDFCatalog, PDF-Catalog-free-3Dsellers**

**Step 5:**

Next you will be redirected to your app management area on eBay, here you will find the “start” button for the app.

Click on the “start” button to activate the app.

**Step 6:**

Next you will arrive at your app’s control panel. To create your first catalog visit the “Create” tab in your control panel.

The header for the PDFCatalog app management interface. On the left is the PDFCatalog logo. To its right, it displays 'PDFCatalog', '3Dsellers', 'Plan: PDFCatalog Sample Plan', and 'Your Rating - Excellent' with five stars. Further right, it shows the date 'Dec 15, 2014' and the status 'Subscribed'. On the far right, there is a blue 'Start' button and a link for 'Contact Support' with a dropdown arrow for 'Other actions'.

The main control panel for the PDF Catalog app. At the top, the title 'PDF Catalog' is displayed in red. Below the title is a navigation bar with tabs for 'Template', 'Create', 'View Catalog', 'Help', and 'Free Thank You Emails'. A red 'Upgrade' button is located on the right side of the navigation bar. The main content area contains the text: 'Creating your PDF catalog may take up to 15 minutes, enter your email address and we will let you know once your catalog is ready.' Below this text is a text input field labeled 'Your email address' with a blue arrow icon. Underneath the input field are three radio button options: 'Include prices in catalog' (which is selected), 'Save to archive (Available in premium subscription)', and 'Create catalog for a category (Available in premium subscription)'. At the bottom of the form is a red 'Create' button.

## Upgrading to PDF Premium

### Step 1:

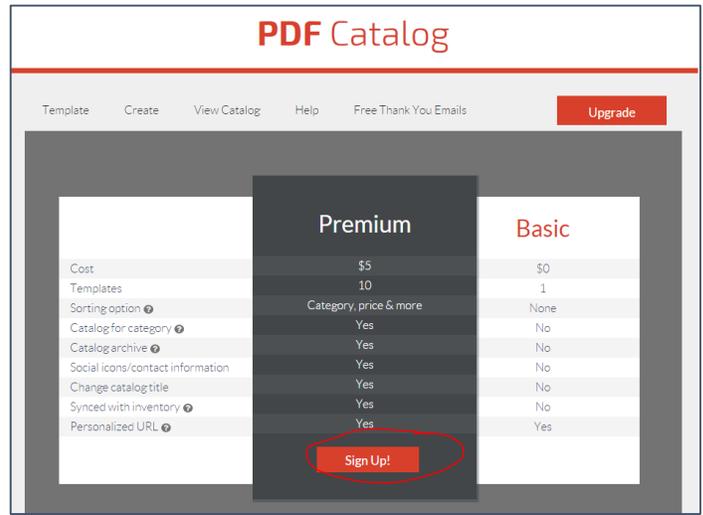
You can at any time upgrade your PDF Catalog subscription to our premium version by visiting your control panel.

To visit your control panel at go to: [My eBay](#) > [Applications](#) > [PDF Catalog](#).



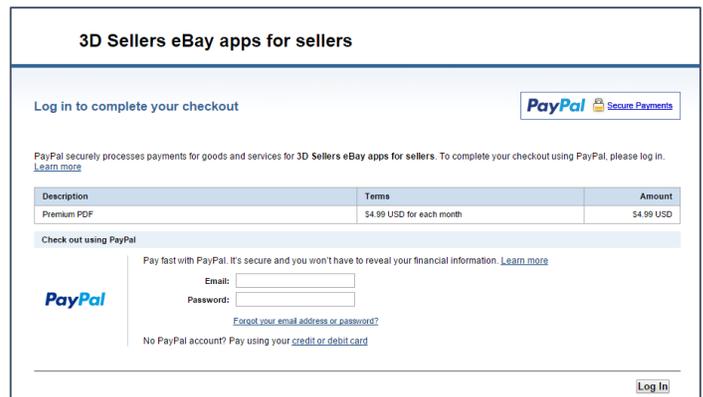
### Step 2:

Next visit the "Upgrade" tab in your control panel and click on "Sign up".



### Step 3:

Next you will be sent to PayPal to set up a monthly re-occurring payment for Premium PDF.



### Step 4:

After setting up your re-occurring payment you will be sent to your PDF Premium control panel.

**Step 5:**

Next choose a template and create your new PDF catalog.

[Read here how to create your new catalog.](#)

The screenshot displays the 'PDF Catalog' website interface. At the top, the title 'PDF Catalog' is prominently displayed in red. Below the title is a navigation menu with the following items: 'Template', 'Create', 'View Catalog', 'Settings', 'Archive', and 'Help'. The main content area features three distinct catalog templates, each with a corresponding thumbnail image and descriptive text:

- Basic Catalog:** A free basic black & white template for your eBay catalog. Includes a 'Learn more' link.
- HD Catalog:** A high definition catalog that displays your eBay inventory in a full screen mode. Includes a 'Learn more' link.
- A4 Catalog:** A high resolution 8x11 inch catalog that displays your eBay inventory in a A4 format. Includes a 'Learn more' link.

At the bottom of the page, a red footer bar contains the text: 'All content © copyright 2014 3Dsellers.com All rights reserved.'

# Create a PDF catalog

## Step 1:

To create a new catalog visit your control panel at: [My eBay](#) > [Applications](#) > [PDF Catalog](#).

Choose PDF catalog in your list of apps and click on "start". This will lead you to the app's control panel.



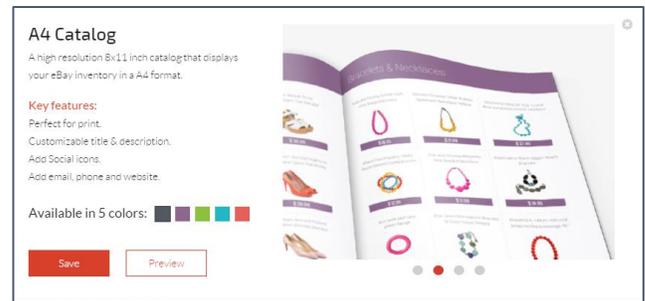
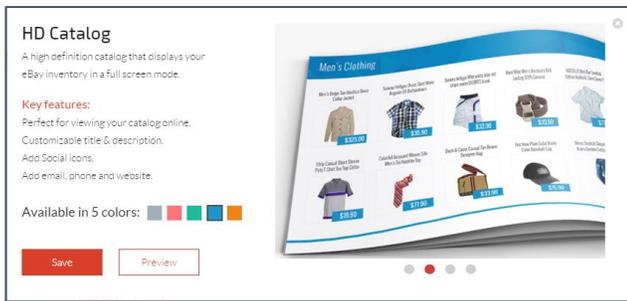
## Step 2:

By default the basic PDF template will be saved as your catalog's template.

When upgrading to PDF Premium you will be able to choose also our 2 other templates: HD and A4.

You will also be able to choose from the 5 different color variations each template has.

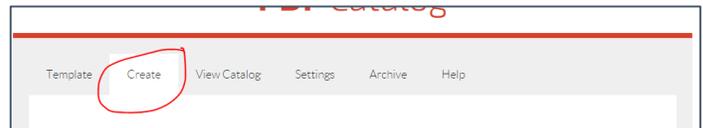
[Read here how to upgrade to PDF Premium.](#)



**Important note:** Before saving your template you can preview the design by clicking on the color and clicking on the "Preview" button.

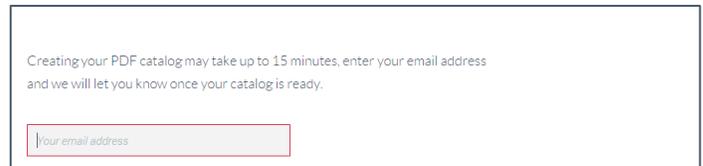
## Step 3:

Once you saved a template visit the "Create" tab to create your new pdf.



## Step 4:

Enter here the email address in which we will notify you once the pdf is ready.



## Step 5:

You can choose to either show or not show the prices for the items in your catalog.



**Step 6:**

You can choose if to save your catalog to your personal archive, this will ensure the catalog won't be erased and will be saved in your control panel.



Save to archive ?

**Step 7:**

To create a catalog only for a specific category or categories check mark this option and the category/ies you want included in the pdf.

Next click on "Create" to create your new pdf.



Select category:

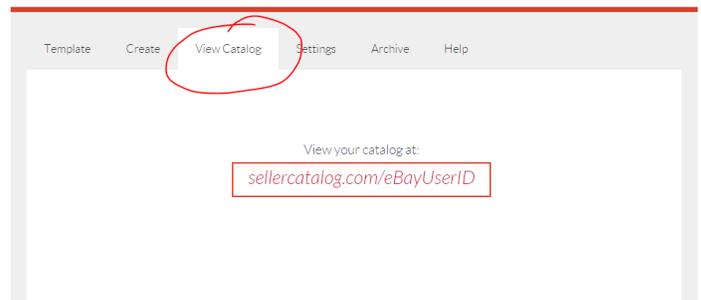
- Shirts & T-Shirts
- Jumpers & Jackets
- Pants & Shorts

Create

**Step 8:**

Now your catalog will be processed, this can take up to 15 minutes.

You can at any time check if your catalog is ready by visiting your "View Catalog" tab and clicking on the link to your catalog.



Template Create **View Catalog** Settings Archive Help

View your catalog at:  
[sellercatalog.com/eBayUserID](https://sellercatalog.com/eBayUserID)

## Change Title & Description

### Step 1:

To change your catalog's title and store description visit your control panel at: [My eBay](#) > [Applications](#) > [PDF Catalog](#).



Choose PDF catalog in your list of apps and click on "start". This will lead you to the app's control panel.

**Important note: this is a premium feature that is only available in PDF Premium.**

*[Read here how to upgrade to PDF Premium.](#)*

### Step 2:

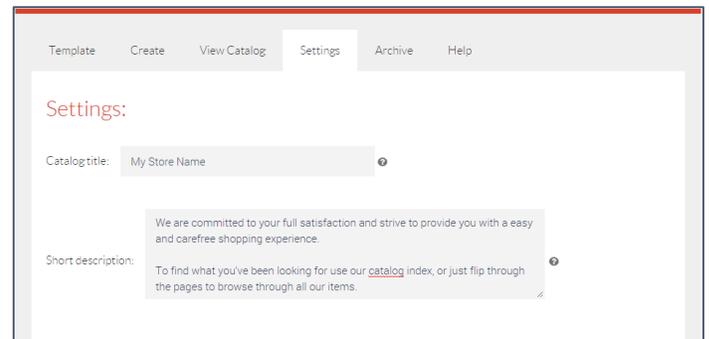
Visit your "Settings" tab.

#### Catalog title:

By default your store name or seller ID will appear on the cover of your catalog, to change your default title enter a new title here.

#### Short description:

Our default description will show as your catalog's description in our premium templates, however you can add your own description or remove this description here.



### Step 3:

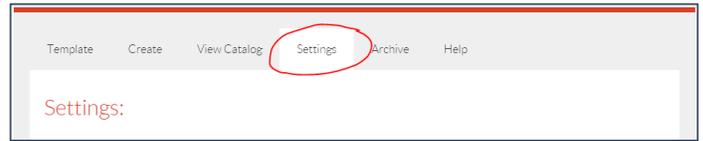
After saving your changes [create a new catalog](#) with your new title & description.

## Sorting options

### Step 1:

By default your catalog will be sorted by category, but you can remove your category index and sort your items by: Newly listed/Ending soonest/Most expensive/Cheapest item.

To do so visit your "Settings" tab.



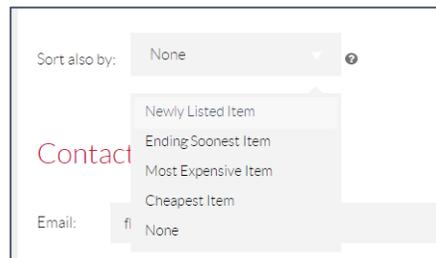
### Step 2:

Next, remove the category index by selecting "No" for "Organize by category".



### Step 3:

To sort your items by another sorting option, choose it in this scroll down menu.



### Step 4:

After saving your changes [create a new catalog](#) with your new sorting options.

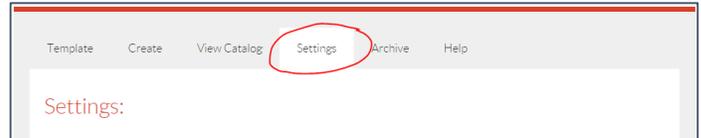
## Contact Information & Social Icons

To change the links for your social icons and edit/add your contact information follow these steps.

Start out by visiting your "Settings" tab.

### Contact information:

In these fields you will be able to change the email address on your pdf and add a phone number and site.



Contact Information:

Email:

Phone:

Website:

### Social icons:

To add a link to your Facebook page just fill the URL to your page, this is an example of how a Facebook page URL looks like: <https://www.facebook.com/3dsellers>.



To add a link to your Twitter account just fill in your Twitter username, this is an example of how the link to your Twitter account should look like: <https://www.twitter.com/3dsellers>.



In this field add the link to your Pinterest account, this is an example of how the link to your Pinterest account should look like: <https://www.pinterest.com/3dsellers>.



In this field add the link to your YouTube, this is an example of how a link to YouTube channel should look like: <https://www.youtube.com/user/3DSellersOfficial>.



After saving your changes [create a new catalog](#) with your social icons and new contact information.

## FAQ

**Q: What is the PDF catalog app for?**

*A: With our PDF catalog app you can create a PDF of all your eBay items that you can send buyers and use to promote your eBay items online & offline.*

**Q: How do I access my control panel?**

*A: To access your PDF catalog app control panel login to your eBay account. Next go to: [My eBay](#) > [Applications](#) > [PDF catalog](#).*

**Q: How long will it take until my PDF catalog is ready?**

*A: It can take up to 15 minutes to process your catalog. Once it's ready you will be notified by e-mail. If after 15 minutes you haven't received the notification mail contact us at: [support@3dsellers.com](mailto:support@3dsellers.com).*

**Q: Is there a limit to the number of items I can have in my catalog?**

*A: No, there's no limit to the number of items you can have in each catalog you create.*

**Q: Where can I see the last catalog I created?**

*A: You can view your latest catalog under your "View catalog" tab or in your catalog's short URL. Your catalog's short URL looks like this: [www.sellercatalog.com/your eBay UserID](http://www.sellercatalog.com/your eBay UserID).*