PDF Catalog User Manual

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.

Table of contents:

Subscribe to PDF catalog

Step 1:
Subscribe to the application at [eBay's app center](#).

Step 2:
If you aren't logged in in eBay, you will be asked to login.
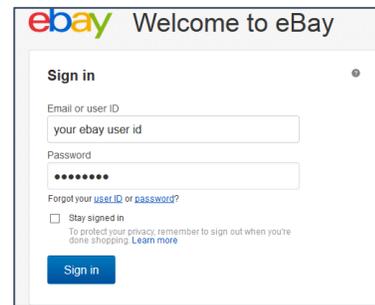
Step 3:
In the next page you will be asked to agree to ours & eBay's Terms. Read and checkmark both boxes and click "continue".
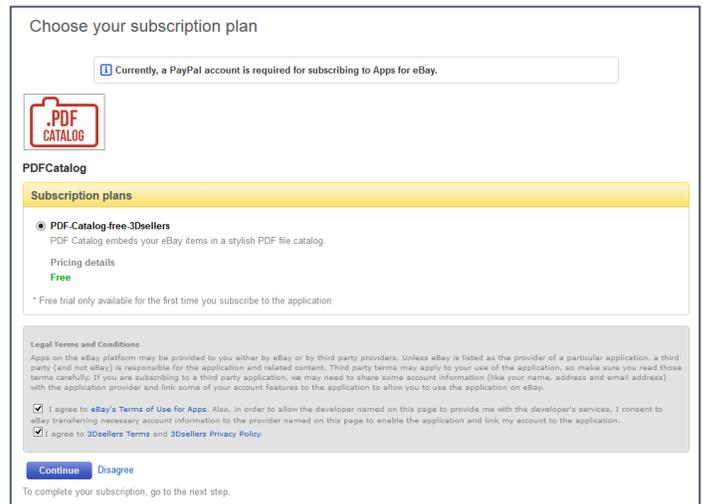
Step 4:
Wait while your app is activated.
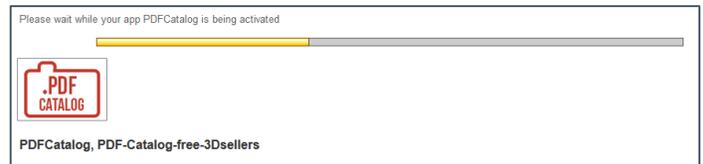
Step 5:

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.

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".
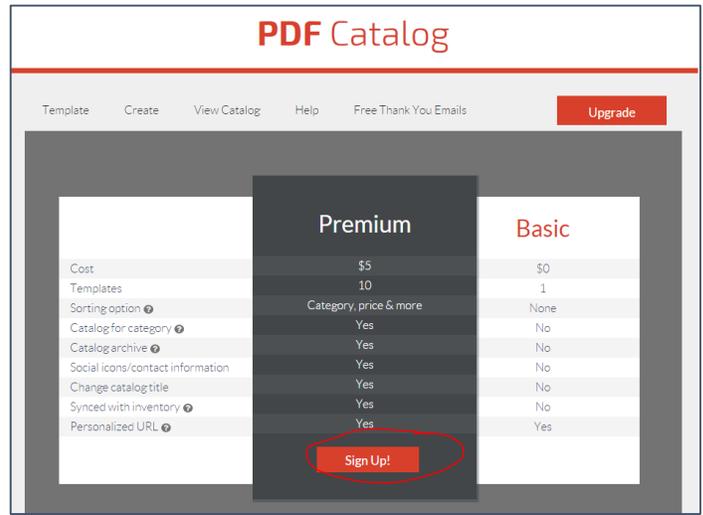
Step 3:
Next you will be sent to PayPal to set up a monthly re-occurring payment for Premium PDF.
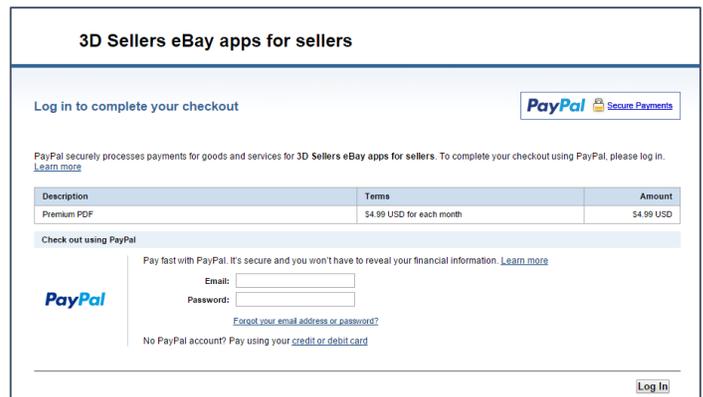
Step 4:
After setting up your re-occurring payment you will be sent to your PDF Premium control panel.

Step 5:

Next choose a template and create your new PDF catalog.

Read here how to create your new catalog.

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.

HD Catalog
A high definition catalog that displays your eBay inventory in a full screen mode.

Key features:
Perfect for viewing your catalog online.
Customizable title & description.
Add Social icons.
Add email, phone and website.

Available in 5 colors: ■ ■ ■ ■ ■

Save   Preview

A4 Catalog
A high resolution 8x11 inch catalog that displays your eBay inventory in a A4 format.

Key features:
Perfect for print.
Customizable title & description.
Add Social icons.
Add email, phone and website.

Available in 5 colors: ■ ■ ■ ■ ■

Save   Preview

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.

Template   Create   View Catalog   Settings   Archive   Help
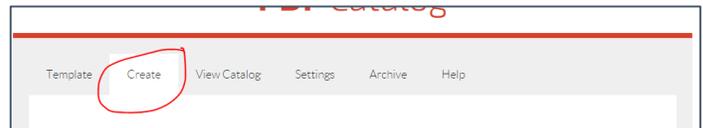
Step 4:
Enter here the email address in which we will notify you once the pdf is ready.

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.

Your email address
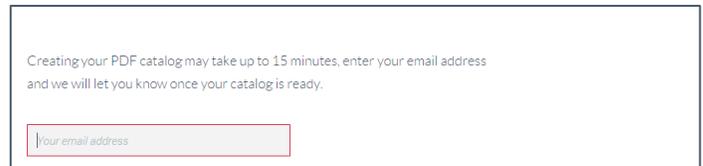
Step 5:
You can choose to either show or not show the prices for the items in your catalog.

☑ Include prices in 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.
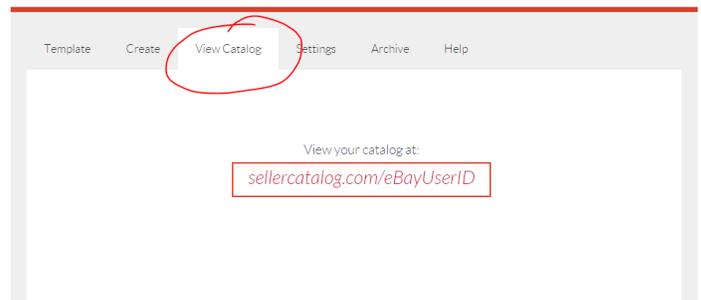
Template   Create   View Catalog   Settings   Archive   Help

View your catalog at:

sellercatalog.com/eBayUserID

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.
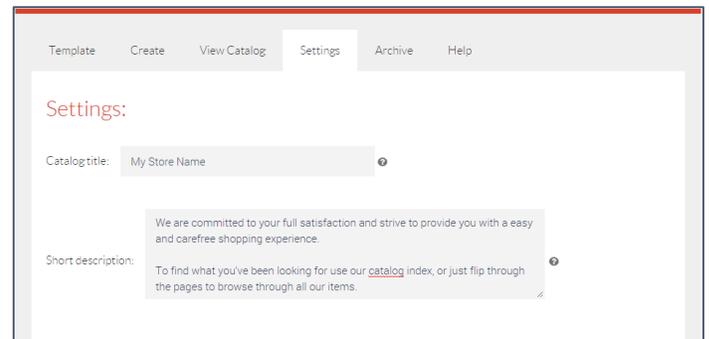
Step 3:

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.
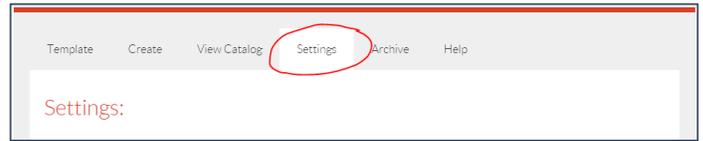
Step 2:
Next, remove the category index by selecting "No" for "Organize by category".

Step 3:
To sort your items by another sorting option, choose it in this scroll down menu.
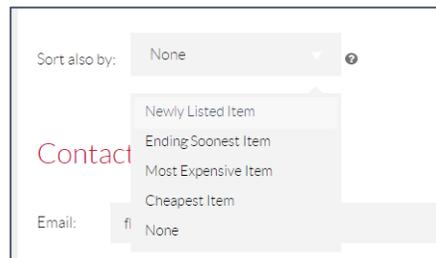
Step 4:
After saving your changes create a new catalog with your new sorting options.

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.
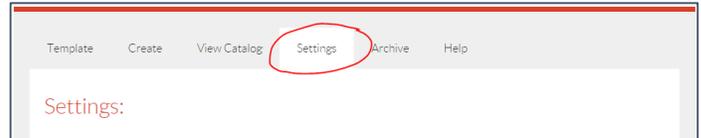
Contact Information:

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*.

http://facebook.com/

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*.

http://twitter.com/

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*.

http://pinterest.com/

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*.

http://youtube.com/

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:* <u>My eBay</u> *>* <u>Applications</u> *>* <u>PDF catalog</u>.

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.*

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/youreBayUserID.*