

# CleverCat Online

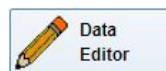
## Read Me First

This manual is written in a special way. Step-by-step instructions are provided in the Green boxes, like this one. You can read the rest of the information on the page if you like, but you only need to follow along with these steps to produce a basic catalog.

## The Main Menu

The Main Menu is the application's switchboard. From here, select which database you want to work with by clicking its name in the list. The **Data Editor** is the most common starting point as most of the application's features can be accessed from there.

Select *Sample\_Data*, then click the **Data Editor** Button.



The screenshot shows the main menu of CleverCat Online. On the left is a navigation sidebar with buttons for Account, Print Menu, Data Editor, Category Editor, Template Menu, Import Data, and Config. The main area is titled 'Databases' and contains a table with columns 'Name' and 'Last Used'. The table lists 'Sample\_Data' (2020 Nov 28) and 'Training' (2020 Nov 28). To the right of the table are buttons for Create, Copy, Delete, Backup, and Rename. Below the table is a section for 'Current Database' with a text box containing 'Sample\_Data' and a note 'Maximum Databases: 3'. There is also a checkbox for 'Allow Technical Support to access this database:' with 'Yes' and 'No' options, and a 'Current File Storage' indicator showing '18 MB'. Below the 'Databases' section is a 'Backups' section with a table listing 'Training' and 'Sample\_Data' with their creation dates. To the right of the backup table are buttons for Restore, Recreate, and Delete, and a 'Selected Backup' text box. A note states: 'IMPORTANT: Backup contains only raw data, not completed PDFs. Image Files are backed up separately, but not restored in this step.' At the bottom is a 'Support' section.

Name	Last Used
Sample_Data	2020 Nov 28
Training	2020 Nov 28

Current Database: Sample\_Data  
Maximum Databases: 3

Allow Technical Support to access this database: ☐ Yes ☒ No [?] Current File Storage: 18 MB

Name	Created
Training	2020 Nov 25
Sample_Data	2020 Nov 25

Restore Recreate Delete Selected Backup

IMPORTANT: Backup contains only raw data, not completed PDFs.  
Image Files are backed up separately, but not restored in this step.

**TIPS** are shown in Gray. For example, CleverCat remembers the last Database you used, so you don't have to select it each time, just click the **Data Editor** button.



The **Data Editor** is similar to an Excel *Workbook*, with products organized into *Categories* instead of *Worksheets*. Click any category in the **Category Window** to display its products in the **Datasheet**.

Navigation < Categories: Sample\_Data

New Copy Delete Empty Create new Template

Category	Index	Page	Template (double-click)	Image Folder
Cover Page	0	1	Cover Page	sampleData
Books	1	5	Books - Grid	sampleData
<b>Cheese</b>	6	3	Cheese 4x4	sampleData
Gloves	9	2	Gloves - 2x3 Grid	sampleData

Datasheet Data Form

Block Mode Rows Cells Select All Insert 1 rows at: Bottom Delete Selected Detail Rows Show Hide

Photo 1	SKU	Product	Description	Brand	Origin	UOM	Sell By
<input checked="" type="checkbox"/> 1674876.jpg	1674876	ALOUETTE CRUMBLD BLUE	Crumbled Blue cheese in round pla	Alouette	United States	Unit	Case
<input checked="" type="checkbox"/> 1434622.jpg	1434622	ALOUETTE CRUMBLD FETA	Crumbled Feta cheese in round pla	Alouette	United States	Unit	Case
<input checked="" type="checkbox"/> 7789660.jpg	7789660	ALOUETTE CRUMBLD GOAT	Crumbled Goat Cheese in round pl	Alouette	United States	Unit	Case
<input checked="" type="checkbox"/> 4500142.jpg	4500142	ALP & DELL MUENSTER	This cow's milk cheese has a very	Alp & Dell	United States	Lb	Case
<input checked="" type="checkbox"/> 7013930.jpg	7013930	AMBER VALLEY ENGLISH CHED	English Cheddar is suitable for a ra	Amber Valley	England	Lb	Case
<input checked="" type="checkbox"/> 7270267.jpg	7270267	AMBER VALLEY RED LEICESTER	A firmer cheddar style territorial che	Amber Valley	England	Lb	Case
<input checked="" type="checkbox"/> 2775823.jpg	2775823	AMBER VALLEY WENSLEYDALE	A lovely white curd, cow milk chees	Amber Valley	England	Lb	Case
<input checked="" type="checkbox"/> 3062581.jpg	3062581	AMBRIOLA ROMANO PECORINC	Crafted in Italy according to the stri	Ambriola	Italy	Lb	Case

Click the *Cheese Category* to view its products in the **Datasheet**.

## Editing Data in the Datasheet

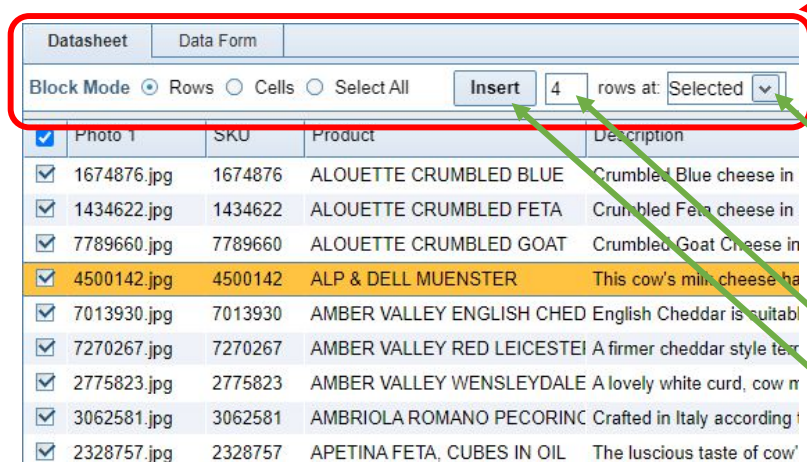
The Datasheet is the online equivalent of an Excel Spreadsheet. Edit any cell by double-clicking it, or copy-and-paste data between cells or to and from a spreadsheet on your local computer. There are several different Text Editors that may open when you edit a cell, depending on its Type.

<input checked="" type="checkbox"/>	Photo 1	SKU	Product	Description	Brand	Origin
<input checked="" type="checkbox"/>	1674876.jpg	1674876	ALOUETTE CRUMBLD BLUE	Crumbled Blue cheese in round pla	Alouette	United States
<input checked="" type="checkbox"/>	1434622.jpg	1434622	ALOUETTE CRUMBLD FETA	Crumbled Feta cheese in round pla	Alouette	United States
<input checked="" type="checkbox"/>	7789660.jpg	7789660	ALOUETTE CRUMBLD GOAT	Crumbled Feta cheese in round plastic shaker used for topping salads and recipes.]	Alouette	United States
<input checked="" type="checkbox"/>	4500142.jpg	4500142	ALP & DELL MUENSTER		& Dell	United States
<input checked="" type="checkbox"/>	7013930.jpg	7013930	AMBER VALLEY ENGLISH CHED		ber Valley	England
<input checked="" type="checkbox"/>	7270267.jpg	7270267	AMBER VALLEY RED LEICESTER		ber Valley	England
<input checked="" type="checkbox"/>	2775823.jpg	2775823	AMBER VALLEY WENSLEYDALE	A lovely white curd, cow milk chees	Amber Valley	England
<input checked="" type="checkbox"/>	3062581.jpg	3062581	AMBRIOLA ROMANO PECORINC	Crafted in Italy according to the stri	Ambriola	Italy

Double-click the *Description* cell to open the **Multi-Line Text Editor**. Click anywhere outside the cell to close the Text Editor and save your changes.

## Adding Data to the Datasheet

There are three methods for adding data. The first, and simplest, is to type it into the cell. Before you can do that, you'll need to create some blank rows. Use the **Insert** function in the **Datasheet Header**.



Datasheet | Data Form

Block Mode ☒ Rows ☐ Cells ☐ Select All **Insert** 4 rows at: Selected

Photo 1	SKU	Product	Description
<input checked="" type="checkbox"/>	1674876.jpg	1674876	ALOUETTE CRUMBLED BLUE
<input checked="" type="checkbox"/>	1434622.jpg	1434622	ALOUETTE CRUMBLED FETA
<input checked="" type="checkbox"/>	7789660.jpg	7789660	ALOUETTE CRUMBLED GOAT
<input checked="" type="checkbox"/>	4500142.jpg	4500142	ALP & DELL MUENSTER
<input checked="" type="checkbox"/>	7013930.jpg	7013930	AMBER VALLEY ENGLISH CHED
<input checked="" type="checkbox"/>	7270267.jpg	7270267	AMBER VALLEY RED LEICESTER
<input checked="" type="checkbox"/>	2775823.jpg	2775823	AMBER VALLEY WENSLEYDALE
<input checked="" type="checkbox"/>	3062581.jpg	3062581	AMBRIOLA ROMANO PECORINO
<input checked="" type="checkbox"/>	2328757.jpg	2328757	APETINA FETA, CUBES IN OIL

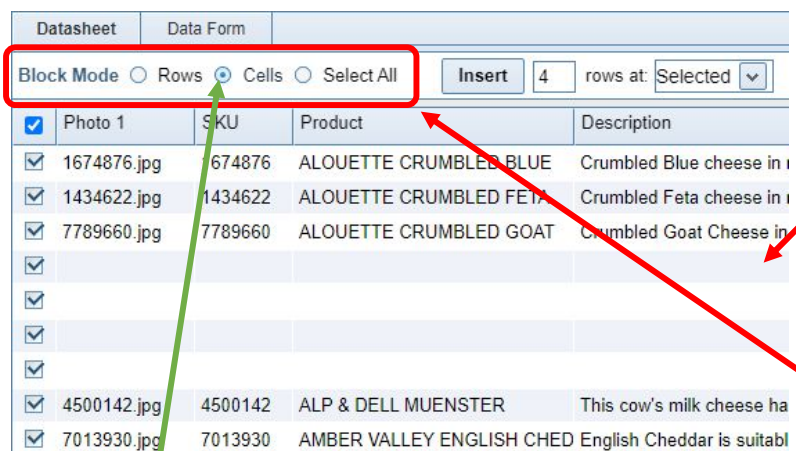
You can insert Rows at the Top or Bottom of the Datasheet, or select any position in the middle using the **Rows at** Selector.

Click a row in the Datasheet.

Set the **Position Selector** to **Selected**.

Type 4 in the **Quantity Box**.

Click the **Insert** button.



Datasheet | Data Form

Block Mode ☐ Rows ☒ Cells ☐ Select All **Insert** 4 rows at: Selected

Photo 1	SKU	Product	Description
<input checked="" type="checkbox"/>	1674876.jpg	1674876	ALOUETTE CRUMBLED BLUE
<input checked="" type="checkbox"/>	1434622.jpg	1434622	ALOUETTE CRUMBLED FETA
<input checked="" type="checkbox"/>	7789660.jpg	7789660	ALOUETTE CRUMBLED GOAT
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	4500142.jpg	4500142	ALP & DELL MUENSTER
<input checked="" type="checkbox"/>	7013930.jpg	7013930	AMBER VALLEY ENGLISH CHED

Double-click any cell to enter new data.

While manual-entry is the simplest, there's a faster method if you already have a spreadsheet with your product listings.

To copy-and-paste data, change the **Block Mode** to **Cells**.

Set **Block Mode** to **Cells**. Open a Spreadsheet with matching columns.

You can copy any number of cells from a Spreadsheet on your computer into the online Datasheet, but you'll first want to organize the columns so they match up with those in the Datasheet.

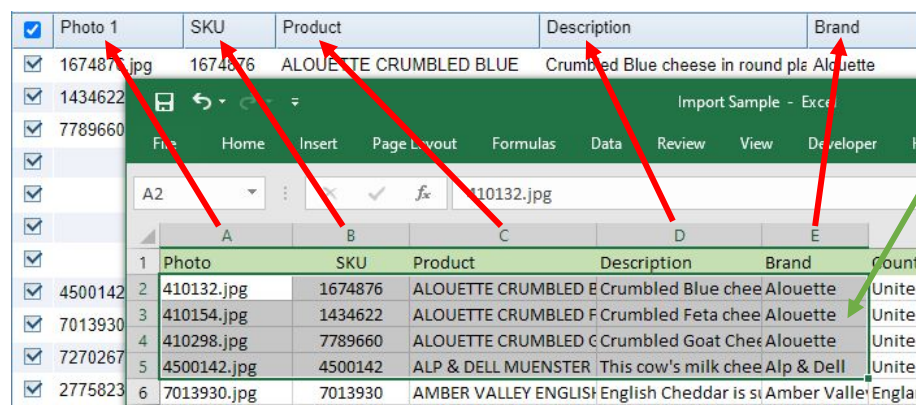


Photo 1	SKU	Product	Description	Brand
<input checked="" type="checkbox"/>	1674876.jpg	1674876	ALOUETTE CRUMBLED BLUE	Crumbled Blue cheese in round pla
<input checked="" type="checkbox"/>	1434622.jpg	1434622	ALOUETTE CRUMBLED FETA	Crumbled Feta cheese in
<input checked="" type="checkbox"/>	7789660.jpg	7789660	ALOUETTE CRUMBLED GOAT	Crumbled Goat Cheese in
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	4500142.jpg	4500142	ALP & DELL MUENSTER	This cow's milk cheese ha
<input checked="" type="checkbox"/>	7013930.jpg	7013930	AMBER VALLEY ENGLISH CHED	English Cheddar is suitabl

Select a block of cells in the Spreadsheet. Press **Ctrl+C** to copy them to the **Clipboard**.

**Column Names** do not have to match.



Drag your mouse over a block of cells in the Datasheet to highlight them in Yellow. Press **Ctrl+V**.

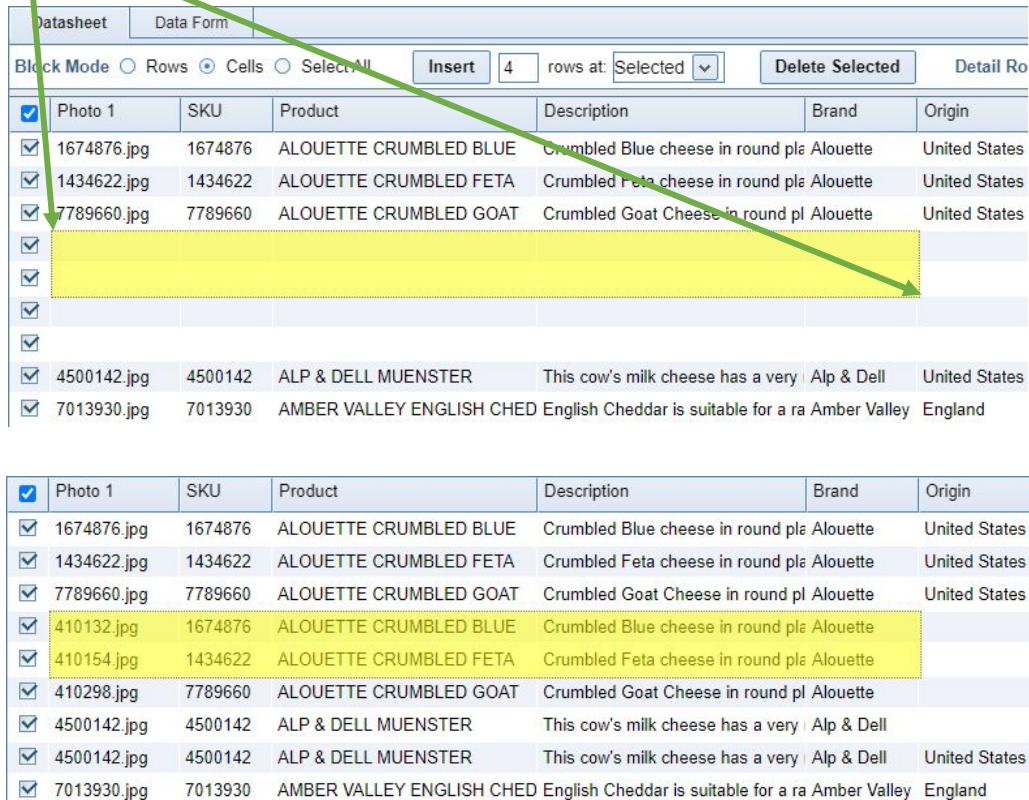


Photo 1	SKU	Product	Description	Brand	Origin
1674876.jpg	1674876	ALOUETTE CRUMBLED BLUE	Crumbled Blue cheese in round ple	Alouette	United States
1434622.jpg	1434622	ALOUETTE CRUMBLED FETA	Crumbled Feta cheese in round ple	Alouette	United States
7789660.jpg	7789660	ALOUETTE CRUMBLED GOAT	Crumbled Goat Cheese in round pl	Alouette	United States
410132.jpg	1674876	ALOUETTE CRUMBLED BLUE	Crumbled Blue cheese in round ple	Alouette	
410154.jpg	1434622	ALOUETTE CRUMBLED FETA	Crumbled Feta cheese in round ple	Alouette	
410298.jpg	7789660	ALOUETTE CRUMBLED GOAT	Crumbled Goat Cheese in round pl	Alouette	
4500142.jpg	4500142	ALP & DELL MUENSTER	This cow's milk cheese has a very	Alp & Dell	
4500142.jpg	4500142	ALP & DELL MUENSTER	This cow's milk cheese has a very	Alp & Dell	United States
7013930.jpg	7013930	AMBER VALLEY ENGLISH CHED	English Cheddar is suitable for a ra	Amber Valley	England

**IMPORTANT:** Note that only two Rows were highlighted in the Datasheet, but four were pasted. This method will always paste the entire Clipboard, and could result in data loss if there are not enough blank rows.

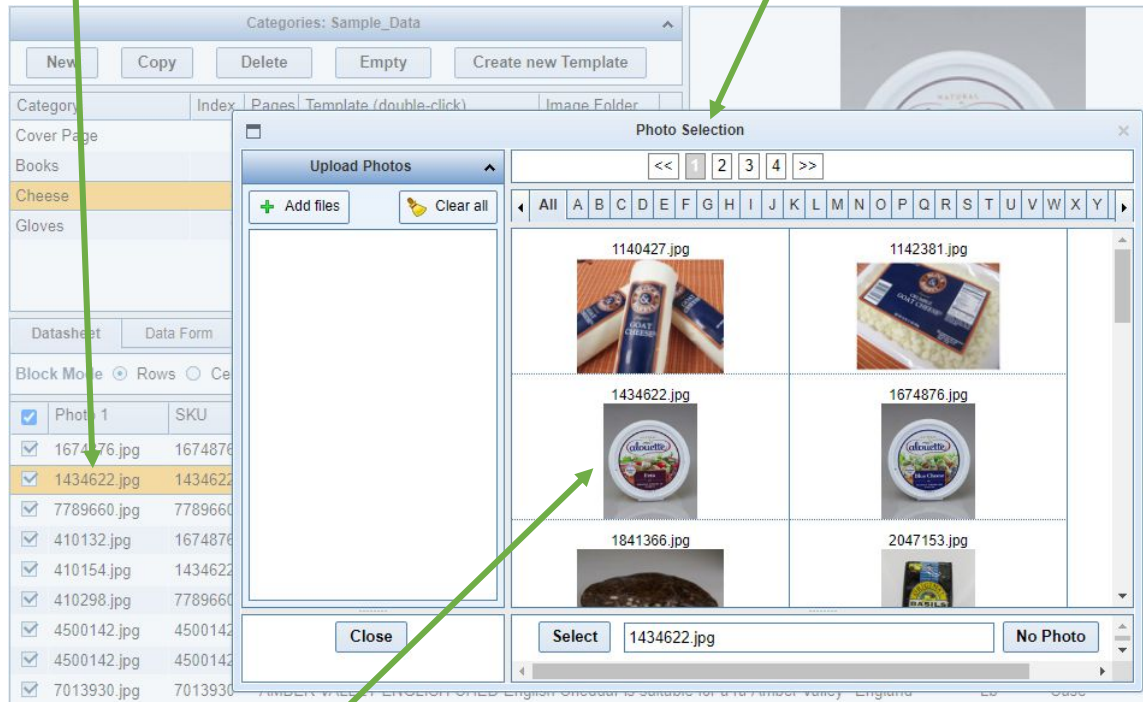
The same copy-and-paste method can be used within the Datasheet, or to copy Rows from the Datasheet to a Spreadsheet on your local computer.

This method has been tested with thousands of rows in different browsers, but your results could vary depending on your Operating System, Browser, and Internet Connection. Expect the process to take 10 to 20 seconds for every hundred rows. Your browser may appear to be frozen while the transfer is in progress. Do not close the browser until all rows have been copied.

**IMPORTANT:** This method will not work for data which contains carriage returns. Use the **Import Data from a CSV** method if your text contains multiple lines within a cell.

At this stage, you'll want to add photos. If the names of the photos were included in the data you pasted into the Datasheet, then all you need to do is upload the files and they'll be automatically linked. If not, there is a manual method in the **Photo Selection Tool**.

Double-click any *Photo Cell* in the Datasheet to open the **Photo Selection Tool**.



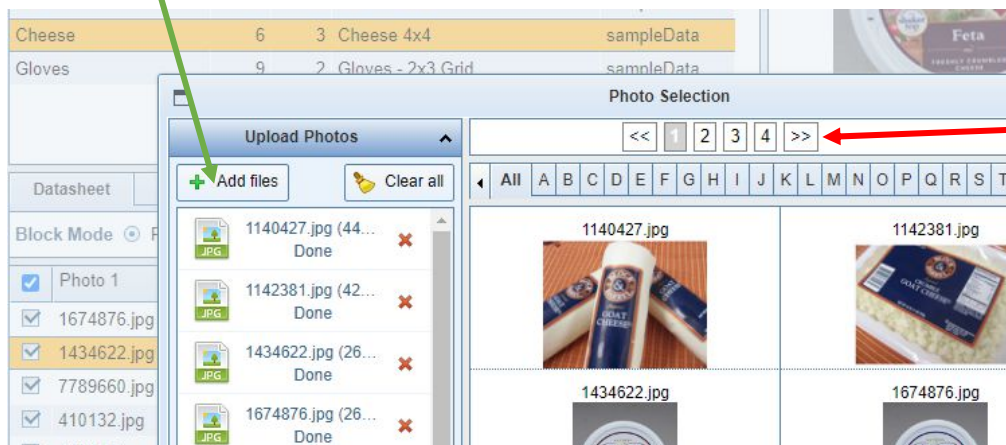
Double-click any **Thumbnail** in the **Selection Grid** to assign that photo to the current Datasheet cell.

If you know the name of the file, you can type that instead and click the **Select** button. Change the size of the Selection Grid on the **Configuration** form off the Main Menu.



The Photo Selection Tool is also where you'll upload image files to CleverCat's server. You can upload hundreds of files at once. Thumbnails will be created automatically and added to the grid.

Click **Add Files** to open a Browsing Window where you can select files to upload.



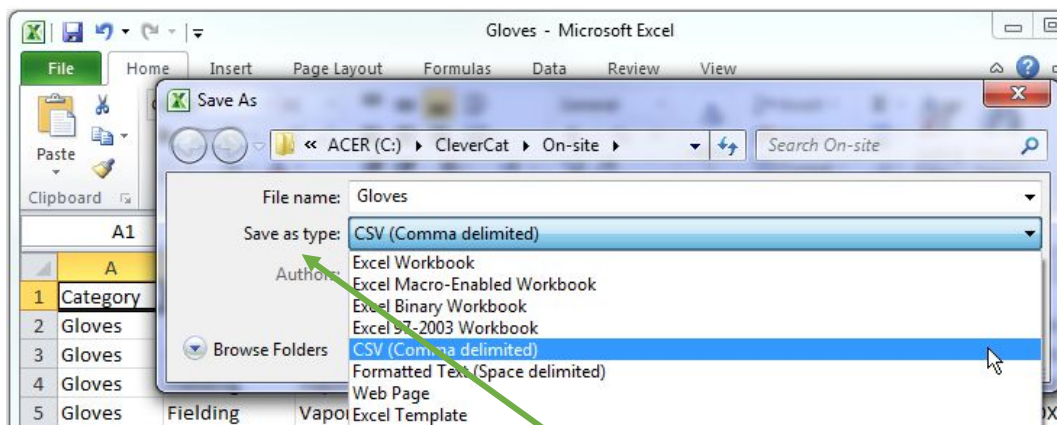
There are **Filters** and **Pages** to make it easier to find photos.

## Import Data from a CSV File

Return to the Main Menu and click the **Import Data** Button.



The final method of adding data requires more setup but is the best option when there are thousands of records, or if the data contains carriage returns. This method only works with a CSV file.



With Excel, choose **Save As** from the File Menu, and select *CSV (Comma delimited)* as the *Type*.

The procedure for Uploading and Importing a CSV file is divided into four steps.

**Step 1** - Click the Blue and White **Upload Icon** to select a CSV file on your local computer.

**Step 2** - Click the name of the uploaded file, then click **Import**.

Most users will *not* have to use the **Fields Options** under Step 2. The CSV File should appear in the **Temporary Datasheet**.

Expect the Import process to take about 10 seconds for every 1,000 rows.

Click to select an existing data file from the list above.

Selected File: Import\_Sample.csv

Click to transfer data to the Temporary Datasheet below.

If the data is properly formatted in its correct columns, you are ready to continue to Mapping - Step 3.

A	B	C	D	E	F	G
Category	Photo	SKU	Product	Description	Brand	Country
Cheese	410132.jpg	1674876	ALOUETTE CRI	Crumbled Blue c	Alouette	United Sta
Cheese	410154.jpg	1434622	ALOUETTE CRI	Crumbled Feta c	Alouette	United Sta

If your CSV file shows up in the Temporary Datasheet, continue to **Step 3** on the **Mapping Tab**.

**Mapping** is the process of selecting which Columns to import from the Spreadsheet (*Temporary Datasheet*) to the Product Database.

**Step 3 – Select the Column from your Spreadsheet that contains the *Category*.**

The only required selection is *Category* in First **Stack**, which is for pre-defined cells. The other Stacks are for your custom data.

**NOTE:** The names in your Spreadsheet *do not* have to match the **Custom Labels**.

Select all the optional columns you want imported from the Spreadsheet.

Import File **Mapping** Export Shopify

Step 3 - Column Mapping

First row has Column Headers Yes ☒ No ☐ Copy Data Map Fr

Category	Subcategory 1	Subcategory 2	Photo 1	Photo 2	Inventory Group	Photo Link	Print Order	Sort Order	Notes	Code	SKU	Product	Description
Category			Photo										
Subcategory 1													
Subcategory 2													
Photo 1													
Photo 2													
Inventory Group													
Photo Link													
Print Order													
Sort Order													
Notes													

Temporary Datasheet: Sample\_Data

A	B	C	D	E	F
Category	Photo	SKU	Product	Description	Brand
Cheese	410132.jpg	1674876	ALOUETTE CRI	Crumbled Blue c	Alouette
Cheese	410154.jpg	1434622	ALOUETTE CRI	Crumbled Feta c	Alouette

Change the **Labels** as required.

The columns you select for the **Map** do not have to be in the same order as they appear in the spreadsheet, and importing them does not mean they have to be printed. For example, many users import a column which contains the *Cost* of the products, but never print that data.

After creating the Map, you're ready to copy the data from the Temporary Datasheet to your Product Database. There are options for using a CSV file later to update your data, but for the first time, use the Append function.

**Step 4 - Append.**

Step 4 - Append or Update

☒ All Records ☐ Unique Records Only ☐ Delete

Compare a field in the Temporary Datasheet to a field in the Product Database

Temporary Datasheet  Database

**Append** Add new records to the database Duplicates in different categories

☐ Yes ☒ No

Update existing records using the selected comparison fields

Delete Product Records not found in the Temporary Datasheet

This process will take approximately 10 seconds for every 1,000 rows, and will report the number of Records imported and Categories created.

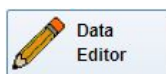
If the imported data includes the names of the Image Files, they will be automatically linked when those files are uploaded.

The next step is to create a Template.

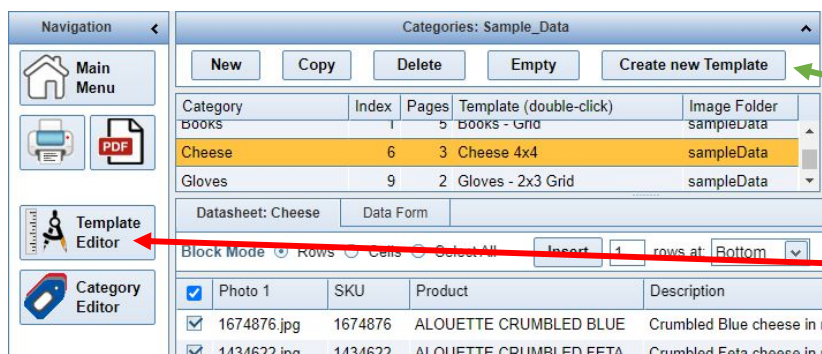


## Create a Printing Template

Return to the Main Menu and click **Data Editor**.



When you create a new Category, either by importing or using the **New** button in the Category Window Header, a default Template will be assigned. However, you'll want to create your own *Custom Template*.



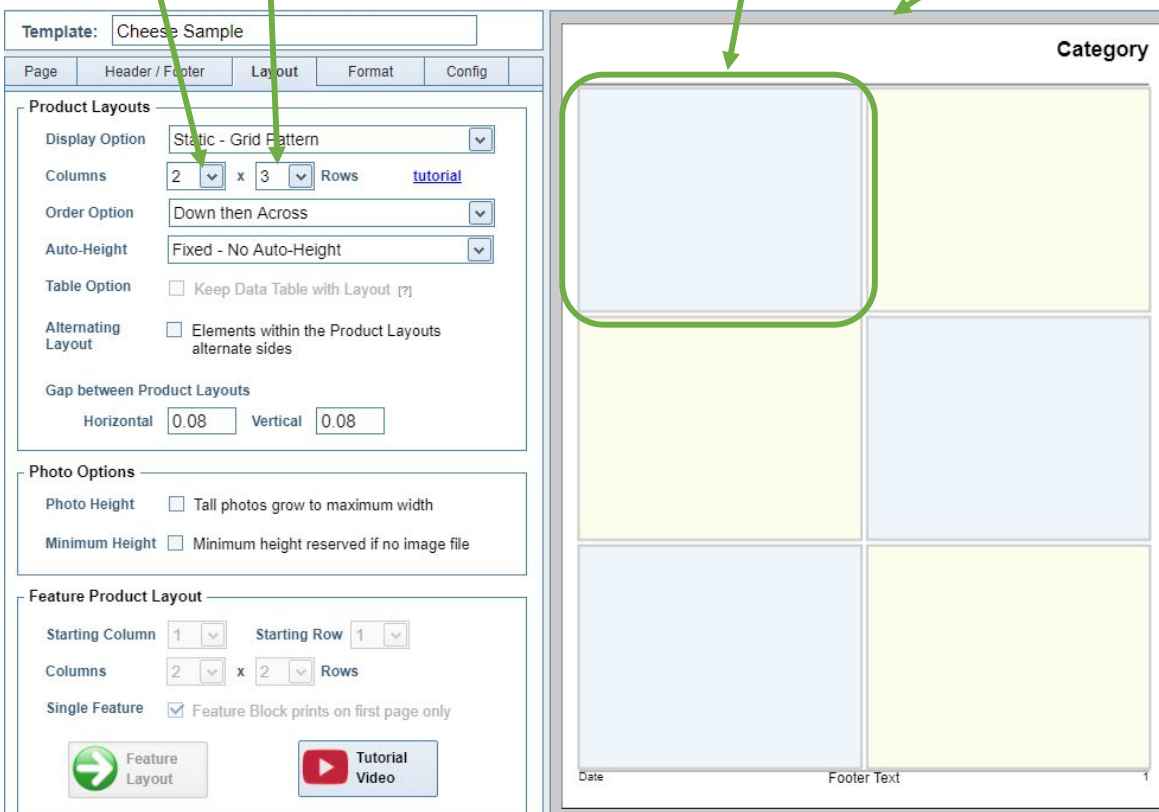
Click **Create New Template**, and enter a name when prompted.

If your Custom Template already exists, click **Template Editor** on the Navigation Bar instead.

## The Page Setup Form

The Template Designer is made up of several different forms. The first is **Page Setup**, where you define the general appearance of the page—number of **Product Layouts**, **Headers**, **Footers**, and so on.

Change **Columns** and **Rows** to alter the arrangement of **Product Layouts** on the **Design Pad**.





## Headers and Footers

Template: Cheese Sample

Page **Header / Footer** Layout Format Config

**Header**

Enable Header ☒

Header Height 0.60

Header Spacer 0.04 #808080

☐ Category Banner in Spacer

Header Option Company Banner / Category Text

☐ Include Subcategory Text in Header

**Footer**

Enable Footer ☒

Footer Height 0.25

Footer Spacer 0.02 #808080

☐ Footer Banner in Spacer

Footer Option Date (+) / Footer Text / Page No.

Directory Source

Page Number Offset 0.00 [?]

The Page Header can include the Category Name, Subcategory, Company Banner or Category Banner.

Choose a **Header Option** that includes a **Company Banner**, which will be added later in this tutorial.

The Page Footer can include Footer Text, Page Numbers, Category Name, Subcategory, or Date.

The next step is to design the **Product Layout**, which applies to all products in the category.

Click **Product Layout** on the Navigation Bar.



## Product Layout

**Active Cell** indicates which cell you are working with. Click any **Cell** or **Placeholder** to make it **Active**.

Click **Return to Stack** to remove the **Active Cell**.

Drag the **Anchors** at the corners of the **Cell** to resize it.

Add a **Cell** to the **Design Pad** by double-clicking its **Placeholder** in the **Stacks**.

Labels are on the left, **Data Cells** on the right.

Active Cell

Product

All Labels All Fields Return to Stack

Placement Format Tuning Cell Labels

Left 4.00 % Top 54.00 % Grid - %

Width 25.00 % Height 7.00 % 1.0 [?]

Double-click a Label or Data Cell on the Stack to add it to the Design Pad. Use your Mouse or Arrow Keys to move and resize the cell.

Photo 1

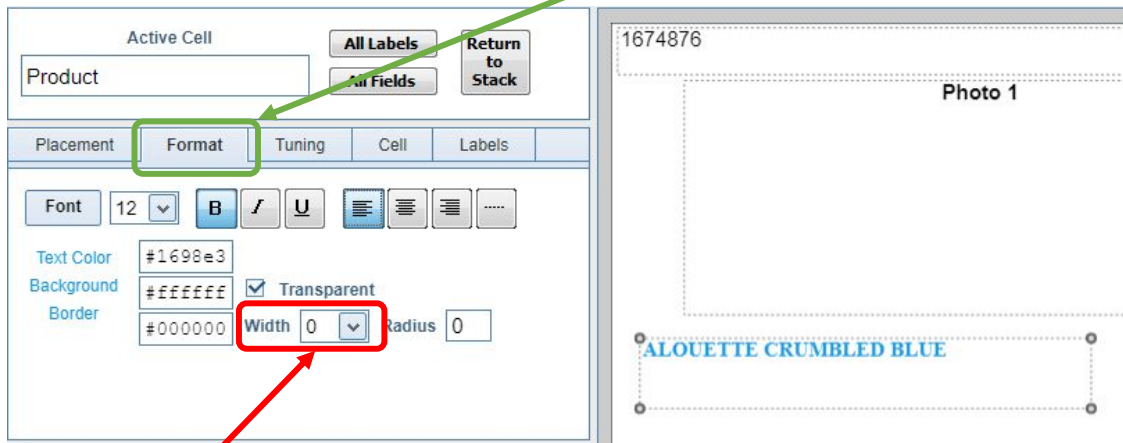
1674876

ALOUETTE

Photo 1 Photo 2 Data Table

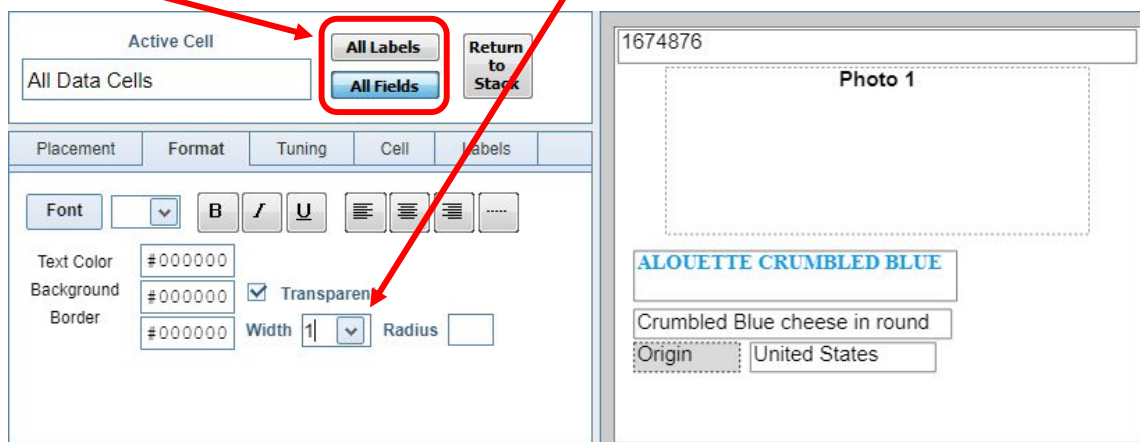
SKU	1674876
Product	ALOUETTE
Description	Crumbled Blue
Brand	Alouette
Origin	United States
UOM	Unit
Sell By	Case
Pack	12/4Z
Weight	3

Click any Cell on the Design Pad and use the controls on the **Format** tab to style the text.



**TIP:** Put a **Border** around the cells to make it easier to size and place them.

Click **All Fields** or **All Labels**, then change the **Border Width**.



Click **PDF** to open a **Preview** in a new browser tab.



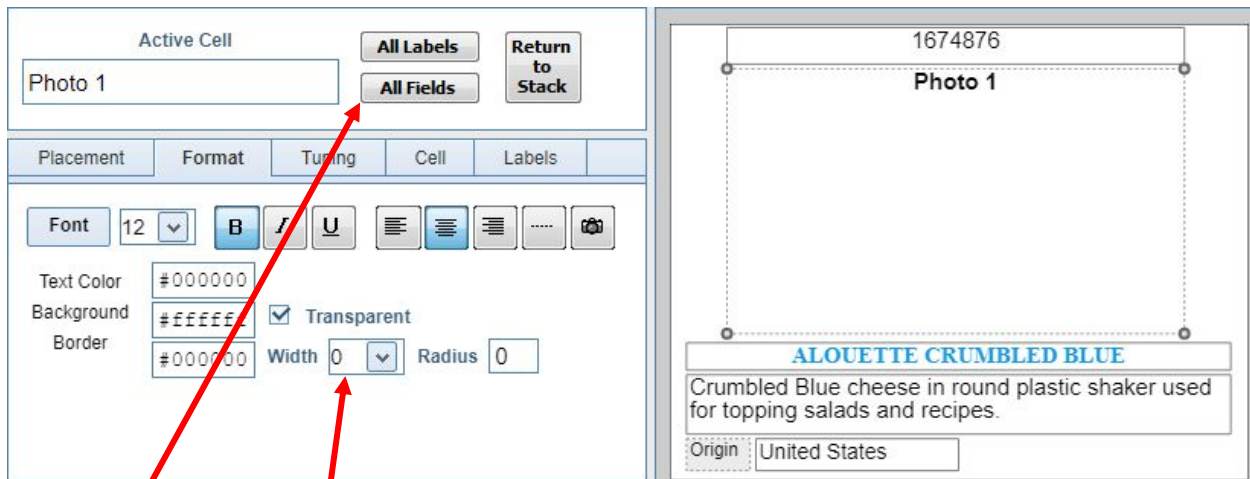
The cell borders allow us to see at a glance that some cells must be resized.

Product is too narrow, forcing text to a second line.

Description is too short, cutting off the text.



Resize cells as required. In this example, changing the heights of the cells to just what is required for the text, creates much more space for the photo, which has been made much larger.



Remember to remove the Cell Borders: Click **All Fields**, then set the **Width** to 0.

Continue resizing and formatting cells until the Desired look has been achieved.

**NOTE:** When printing from a Design-related page, only one full page plus one item on the second page will be printed. To print an entire category, print from the **Data Editor** or **Printing Menu**.



Photos automatically fill the available space. In this example, the photo on the left closely matches the shape of the space created for it, and nearly fills the rectangle. The one on the right is tall and narrow, and is constrained by its height, leaving much white space on the sides.





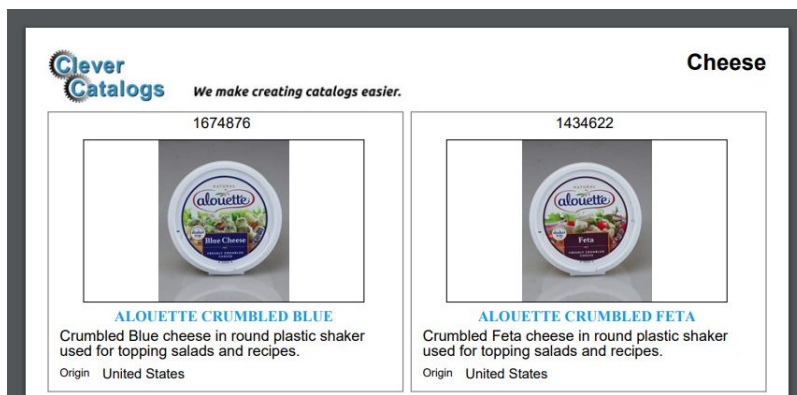
Return to the Main Menu and click **Config** to select a Company Logo image.



Earlier, you selected a **Header Option** that included Company Banner, which prints in the Page Header of every category. This is different from a Category Banner, which can be different for each category.

Under the **General** tab, click the **Select** button to upload an image file.

NOTE: You can choose a different image for the **Right Page**, to create the effect of a banner that spans both pages of a center-bound book. If you leave this option blank, the image you select for the Left Page will be printed on both.



In this example, the Banner is printing on the left side of the Header, but if you print in Duplex mode, the Banner and Category Label can switch sides so that one is always on the outside or inside of a center-bound book.

Enter a name in the **Public Document** field on the PDF tab.

You can create as many PDF catalogs as you like, but your account comes with one free **Hosted** document on CleverCat's server.

Choose a name that's easy for your customers to remember, and you can **Publish** a catalog on the Printing Menu. For example, enter "myCompany", and your document will be hosted at: [www.clevercatalogs.com/myCompany](http://www.clevercatalogs.com/myCompany)

Click **Print** to continue.



## Printing a Catalog

The **Category List** shows all your product categories, along with the Template assigned to them. Change the Template by double-clicking its name to open the drop-down selector.

Click **Preview highlighted** to create a PDF of the currently highlighted category in a new browser tab

Select categories for printing using the checkboxes.  
Change the Printing Order using the Index column.

Category	Index	Pages	Template	<input type="checkbox"/>
Cover Page	0	1	Cover Page	<input type="checkbox"/>
Books	1	5	Books - Grid	<input checked="" type="checkbox"/>
Cheese	6	3	Cheese Sample	<input checked="" type="checkbox"/>
Gloves	9	2	Gloves - 2x3 Grid	<input checked="" type="checkbox"/>

Use the **Checkboxes** to set which categories will be included in your PDF document.

Click **Print selected** to create a PDF of all selected categories. Enter a name when prompted.

PDF Documents created using the **Print** button are queued and eventually appear on the **Files** tab. It typically takes less than 10 seconds to create a file, but larger files may take longer.

Select categories for printing using the checkboxes.  
Change the Printing Order using the Index column.

Category	Index	Pages	Template	<input type="checkbox"/>
Cover Page	0	1	Cover Page	<input type="checkbox"/>
Books	1	5	Books - Grid	<input checked="" type="checkbox"/>
Cheese	6	3	Cheese Sample	<input checked="" type="checkbox"/>
Gloves	9	2	Gloves - 2x3 Grid	<input checked="" type="checkbox"/>

Options Table of Contents / Index **Files** Flipbooks Labels

View PDF Download Update Delete

Filename	Date	Size (kb)
Cheese.pdf	2020 Dec 3	2,261
Gloves.pdf	2020 Nov 28	4,092
myCatalog.pdf	2020 Dec 3	2,245

Click **Update** on the **Files** tab to see if your document has finished printing.

The documents you create are in a private Folder that cannot be accessed without logging in to the application. If you entered a **Public Document** name on the Configuration page, you can Publish one of your catalogs to a public folder using a shortened link. The link will never change, regardless of which file you Publish.

After clicking **Publish**, the Public Link will be displayed. Click it to open the catalog, or copy the link to share with your customers.

**Publish** Host the selected PDF on CleverCatalogs.com using a friendly URL.

Click to select a file in your list and click the **Publish** button to host your catalog for free.

Publishing Complete

Please use the following link to view your Public document:

[www.clevercatalogs.com/myCatalog](http://www.clevercatalogs.com/myCatalog)

OK

**Page Numbers (Index)** and **Page Count** may not be correct until after you have printed your catalog for the first time. Check **Rebuild Page Index** on the **Options** tab before printing.

Select categories for printing using the checkboxes. Change the Printing Order using the Index column.

Category	Index	Pages	Template	
Cover Page	0	1	Cover Page	<input type="checkbox"/>
Books	1	5	Books - Grid	<input checked="" type="checkbox"/>
Cheese	6	3	Cheese Sample	<input checked="" type="checkbox"/>
Gloves	9	2	Gloves - 2x3 Grid	<input checked="" type="checkbox"/>

**Options** | Table of Contents / Index

**Page Numbering**

☒ AutoNumber Categories Starting

☐ Number Categories Using Index

☒ Rebuild Page Index? [?]

**Duplex / Binding**

To change the printing order of your columns, simply drag-and-drop any row to a new position, then click the Renumber Index button on the Navigation Bar.



Similar to the checkboxes that select which category to print, there are Checkboxes in the Datasheet to select the rows that will be included in the Category.

Return to the **Data Editor** to make those selections.

Datasheet		Data Form	
Block Mode		<input checked="" type="radio"/> Rows <input type="radio"/> Cells <input type="radio"/> Select All	Insert 1
<input checked="" type="checkbox"/>	Photo 1	SKU	Product
<input checked="" type="checkbox"/>	1674876.jpg	1674876	ALOUETTE CRUMBLER BLUE
<input checked="" type="checkbox"/>	1434622.jpg	1434622	ALOUETTE CRUMBLER FETA
<input type="checkbox"/>	7789660.jpg	7789660	ALOUETTE CRUMBLER GOAT
<input type="checkbox"/>	410132.jpg	1674876	ALOUETTE CRUMBLER BLUE
<input checked="" type="checkbox"/>	410154.jpg	1434622	ALOUETTE CRUMBLER FETA

That's all you need to know to create a basic catalog. The application has many more features: Data Tables, Barcodes, Filters, Copying, Sorting, Searching, Customized Data-entry Form, Duplexing, Flipbooks, Labels, Table of Contents, Index Page, and more.

The last, and possibly most important thing you need to know, is that we can assist you with almost any aspect of creating your catalog. With your permission, we can login to your account and create templates for you, or provide remote-desktop training where we work together, sharing control of mouse and keyboard, to guide you through the application.