

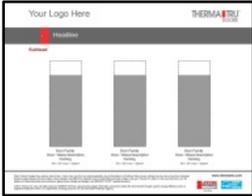
# Builder Sell Sheet Template Instructions

These instructions are written for Microsoft PowerPoint 2010.  
Please also visit our website for more builder-specific information:  
<http://www.thermatru.com/trade/builder>.

## STEP 1

### Choose Your Template Orientation

Option A – Horizontal



Option B – Vertical

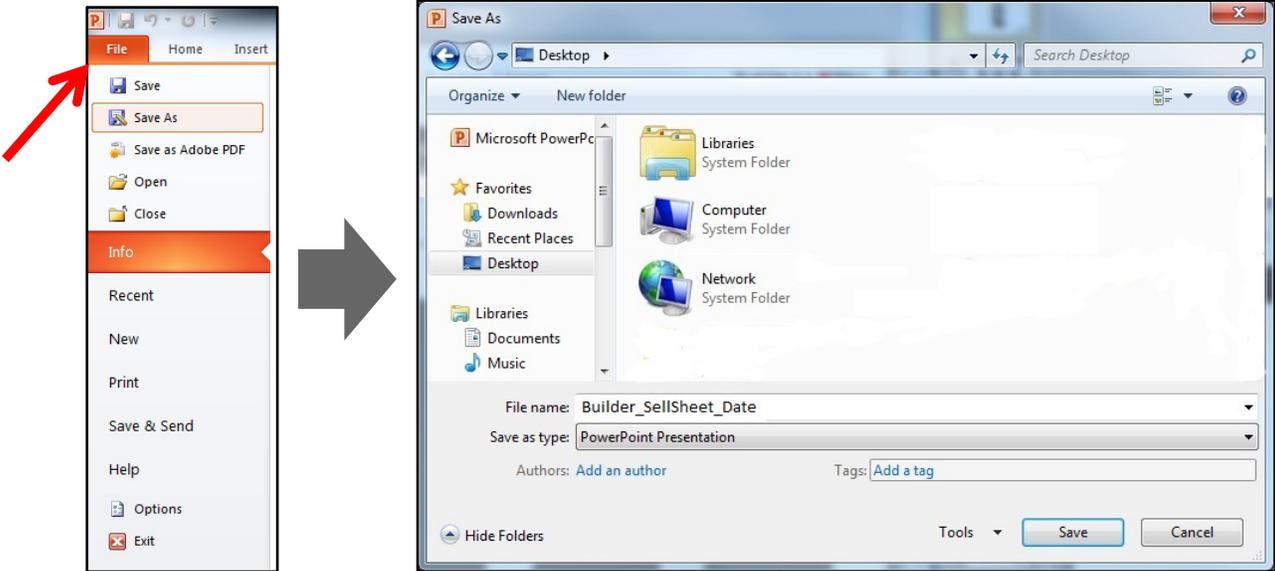


## STEP 2

### Save the Template

After you have opened the template, save it to a different location to avoid saving over the original.

Once the template is open, select “File,” “Save As,” enter the name you would like to give the file and select a destination where you would like the file saved, such as a folder on your desktop. Click “Save.”

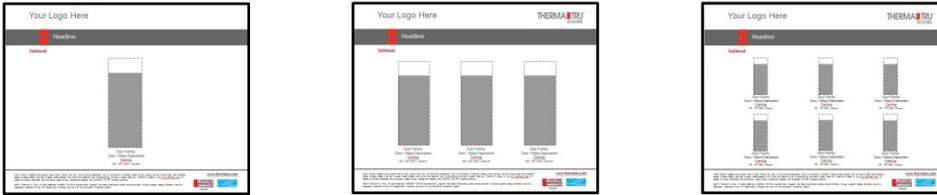


# STEP 3

## Select a Design

Within the PowerPoints, there are nine different slides with different options for creating a sell sheet. First select the color, then choose the number of doors featured per page (or customize as needed).

### Option A – Gray-Colored Slides: Generic Layout



### Option B – Orange- or Blue-Colored Slides: Classic-Craft or Fiber-Classic / Smooth-Star Layout

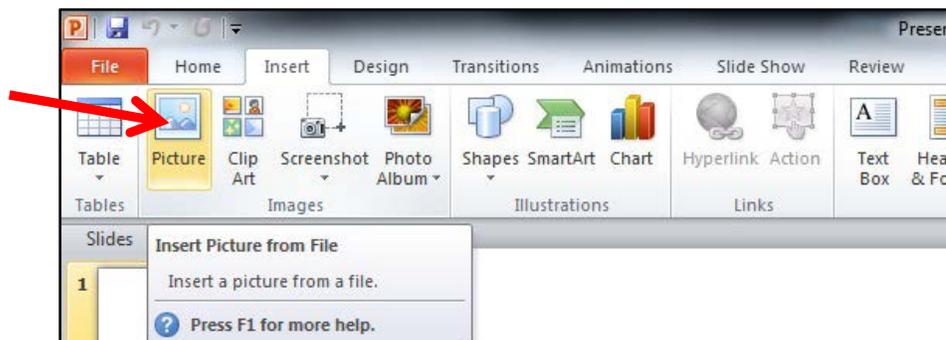


Select and delete the slides with the designs you do not wish to use. Click “Save.”

# STEP 4

## Insert a Builder Logo

After you have selected your design, you can insert a builder’s logo into the sell sheet. To insert a logo, ensure that the image is saved on your computer (or is on a removable drive inserted into your computer). Click on “Insert” from the top menu bar, “Picture,” select the location where the file is saved, select the desired image itself and click “Open.” Line your logo up where the template reads, “Your Logo Here” (or where desired). Then, you can delete the “Your Logo Here” textbox by clicking on it and pressing “Delete” on your keyboard.



# STEP 5

## Insert a Door Style Image

These sell sheets are designed so you may showcase the door style(s) of your choice. In order to insert an image, you must have the image saved somewhere in your computer, such as in a folder on your desktop.

To retrieve a door style image that isn't already saved on your computer, visit <http://www.thermatru.com/AdPlanner> or see your Therma-Tru seller to order our Ad Planner information on a flash drive (Part Number: MAADPLN14).

To insert the image into your sell sheet template, click on "Insert" from the top menu bar, "Picture," select the location where the file is saved, select the desired image itself and click "Open."



There are placeholders for 6'8" and 8'0" doors in the templates, and product images can be placed over them or moved around page as desired. After placing an image, click on the placeholder and press "Delete" on your keyboard.

# STEP 6

## Insert Copy

To modify pre-existing text boxes in the template, click within them to edit the text.

To insert a text box into your sell sheet, click "Insert" from the top menu bar and "Text Box" from the toolbar. Then, draw the text box where you would like it to appear on the slide.

To insert pre-existing product / glass descriptions or dimensions, check the "Builder PPT Template Tools\_2014" file. The PowerPoint version features images in better resolution, resulting in a 70+ MB file (*for quicker review, use the 2 KB PDF file*). Then, open the "Builder PPT Template Tools\_2014" PowerPoint, copy the text you want and paste it into your sell sheet.



# STEP 7

## Modify the Headline & Footer

Each template has a header, subheader and footer. You can click within the “Headline,” “Subhead” or footer textbox to edit the text. Additionally, you can delete things such as Therma-Tru’s website or the ENERGY STAR® footnote (if you choose to delete the ENERGY STAR logo). The “Subhead” textbox can also be deleted entirely by clicking on the textbox and pressing “Delete” on your keyboard.

# STEP 8

## Enhance Your Sell Sheet

The PowerPoint file, “Builder PPT Template Tools\_2014,” has been created to help you to easily copy / paste product and glass descriptions and images into the sell sheet along with any necessary disclaimers.

To insert pre-existing product / glass descriptions or dimensions, check the “Builder PPT Template Tools\_2014” file. The PowerPoint version features images in better resolution, resulting in a 70+ MB file (*for quicker review, use the 2 KB PDF file*). Then, open the “Builder PPT Template Tools\_2014” PowerPoint, copy the text you want and paste it into your sell sheet.

Some of the names and images in the PowerPoint are grouped, however if you want an image without the corresponding text or name, or vice versa, right click on the image, hover over “Group” and click “Ungroup.” Then, copy the image / text that you want and paste it into the sell sheet you are working on. Click within the image or textbox once you have pasted it in your sell sheet to edit the text or move / resize the image.



Black Nickel

### Arcadia™

With its timeless petal design, Arcadia combines gray baroque glass, seeded glass, clear curved bevels and coming for a distinctive display that evokes a simpler time.



4-Block Dentil Shelf



Heirloom

Your Logo Here

Home begins at the door.

Entry & Patio Door Systems Presented By

(Name) John Builder | (Phone) XXX-XXX-XXXX  
(Email) builder@buildername.com | (Web) www.buildername.com

Insert picture of builder's home or choose from Therma-Tru's beauty shots here.

Your Logo Here

Therma-Tru. You're in Expert Hands.

Backed by our lifetime limited warranty.

Insert picture of builder's home or choose from Therma-Tru's beauty shots here.

Optional: (Name) John Builder | (Phone) XXX-XXX-XXXX | (Email) builder@buildername.com

Your Logo Here

Classic-Craft Premium Entrways – American Style Collection.

The simple vertical lines and Shaker-style recessed panels of Classic-Craft American Style premium fiberglass entryways create a timeless look perfect for Craftsman-inspired, Cottage, and Bungalow-style homes.

Clear Low-E Glass  
Fit for CO40E or 1" Series CO40E.

Homeward-Glass  
Fit for CO41 or 1" Series CO41E.

Optional Dentil Shelf  
4-Block Dentil Shelf

Same Day, Stain-Finish Colors  
Black Nickel | Brushed Nickel

www.therma-tru.com

Your Logo Here

Classic-Craft  
Mahogany Collection.

Fiber-Classic  
Mahogany Collection.

Smooth-Star

Mahogany Waterglass  
(Black or White Stained Glass) Fit for CO41E Series CO41E.

Mahogany Glass  
(Black or White Stained Glass) Fit for CO41E Series CO41E.

Maple Park Glass  
(Black Nickel or Brushed Nickel) Fit for CO41E Series CO41E.

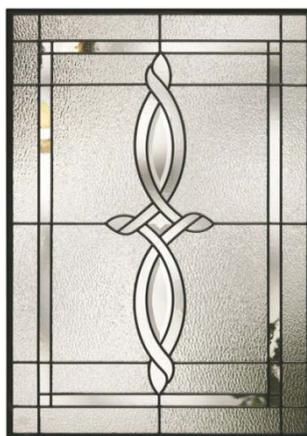
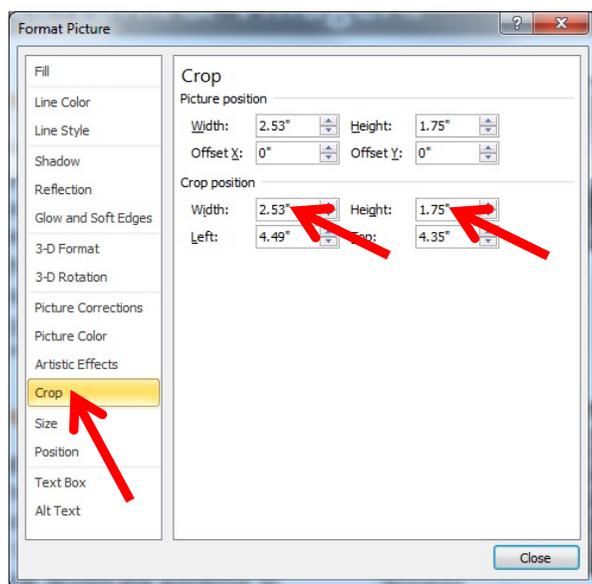
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# STEP 9

## Crop Images

The PowerPoint file contains glass and other images to use on sell sheets, but sell sheets don't always have enough room for the full images. If you are looking to insert a cropped glass image, as shown below, you can crop the full-size image within PowerPoint.

Right-click on the image, select "Size and Position" and select "Crop" from the left.



When cropping a Classic-Craft® glass image in half, as shown above, change the height under "Crop position" to 1.45. When cropping Fiber-Classic® and Smooth-Star® glass images in half, change the height under "Crop position" to 1.39.

Enter the corresponding sizes in the "Crop position" boxes (*When cropping an image in half horizontally, only change the "Height."* *When cropping an image vertically, change the "Width"*). Click "Close" in the bottom right-hand corner, and use your newly cropped image to embellish your sell sheet.

# STEP 10

## Save Sell Sheet as PDF and Print or Email

To save the PowerPoint as a PDF, click "File" from the top menu bar and "Save as Adobe PDF" from the side menu bar (*A pop-up may appear explaining that you must save your file before continuing. Click "Yes"*). A pop-up will appear asking where you want your PDF file to save. Choose the location and click "Save." The PowerPoint will then be converted to a PDF at a much lower file size (for example, to email to out-of-town homebuyers).

To save the PDF as a reduced size PDF, click "File," "Save As" and "Reduced Size PDF." Choose the location where you want the file saved and click "Save."

