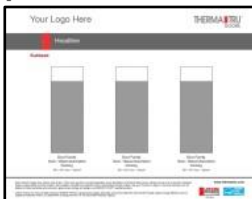# Sell Sheet & Display Door Signage Template Instructions

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**   **Signage Option**
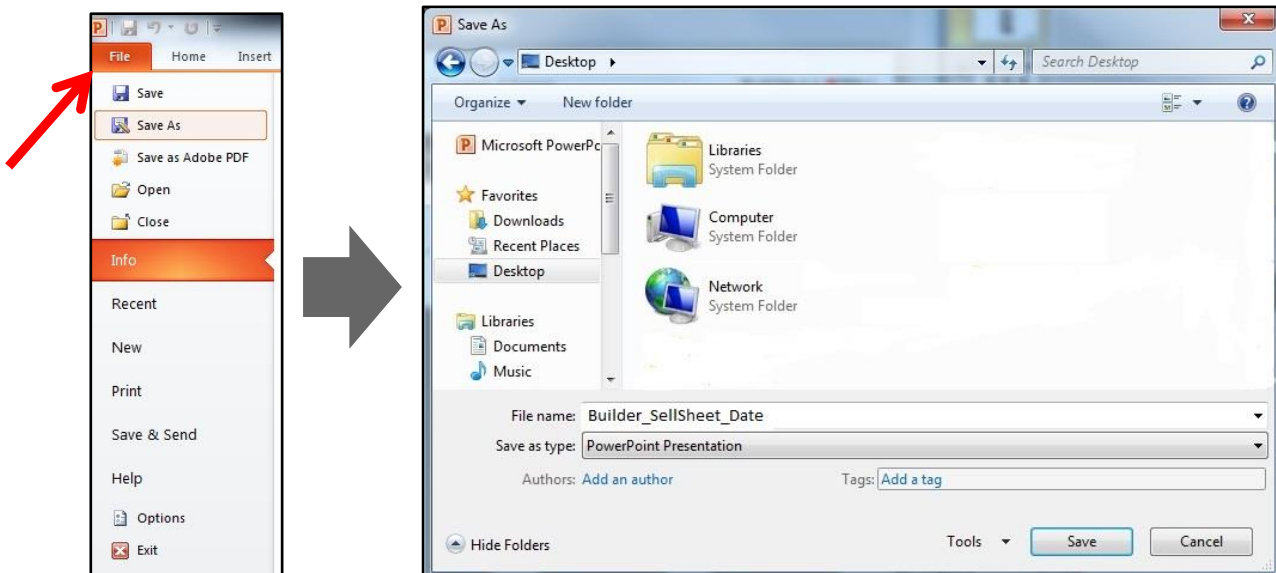

STEP 2

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."
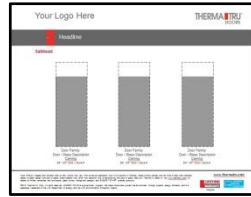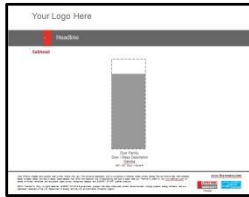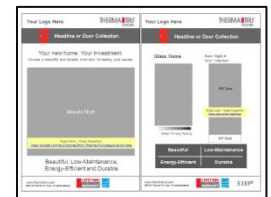

1

STEP 3

Select a Design

Within the PPT, there are nine different sell sheet options and three different signage options. First select the color; for sell sheets also choose the number of doors featured per page (or customize as needed).
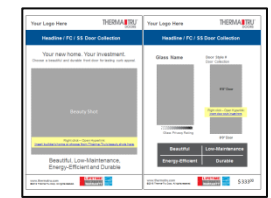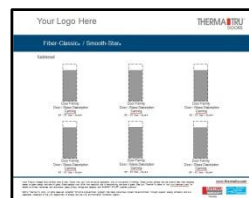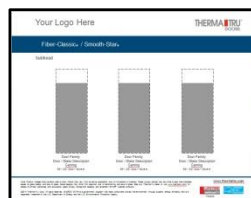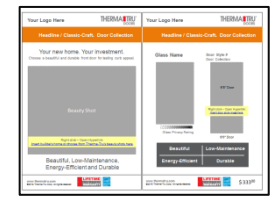
Option A – Gray-Colored Slides: **Signage Options:**
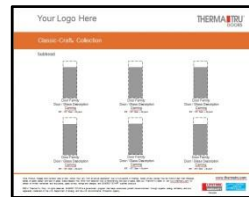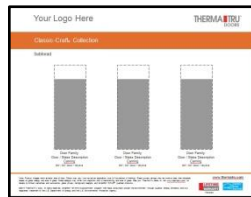
Generic

Option B – Orange- or Blue-Colored Slides:

Classic-Craft

Fiber-Classic/ Smooth-Star

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

STEP 4

Insert a Builder / Design Center Logo

After you have selected your design, you can insert a company 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, then "Picture" and find 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). Resize the logo, if necessary, to fit within the space. Then, you can delete the "Your Logo Here" textbox by clicking on it and pressing "Delete" on your keyboard. Click "Save."
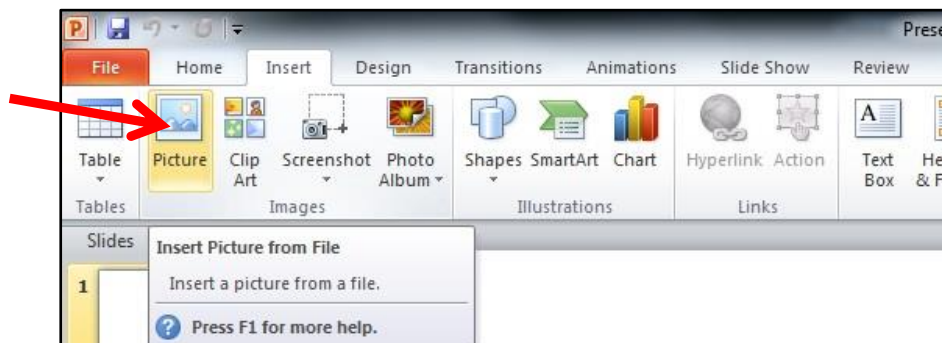
STEP 5

Insert a Door Style Image

These templates 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 on 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: MAADPLN16).

To insert the image into your template, click on "Insert" from the top menu bar, then "Picture," select the location where the file is saved, select the desired image itself and click "Open."
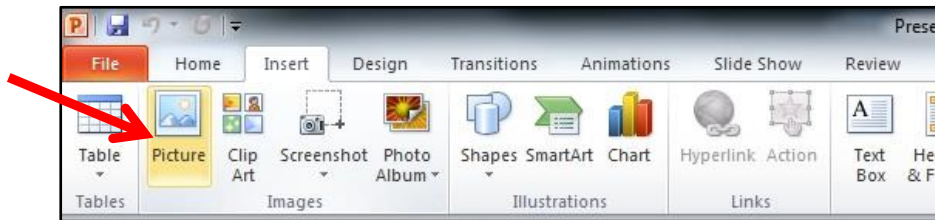
There are placeholders for 6'8" and 8'0" doors in the templates, and product images can be placed over them or as desired. After placing an image, click on the placeholder and press "Delete" on your keyboard. Click "Save."

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 template with your own messaging, click "Insert" from the top menu bar and "Text Box" from the toolbar. Then, left-click on mouse and drag to draw the text box where you would like it to appear on the slide. For consistent font style and size, select all copy and change to complement the existing template contents.

To insert pre-existing product / glass descriptions or dimensions, check the "Therma-Tru PPT Template Tools_2016" file. The PowerPoint version features images in better resolution, resulting in a 60+ MB file (*for quicker review, use the 6 MB PDF file*). Then, open the "Therma-Tru PPT Template Tools_2016" PowerPoint, copy the text you want and paste it into your template. Click "Save."

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. Click "Save."

STEP 8

Enhance Your Template

The PowerPoint file, "Therma-Tru PPT Template Tools_2016," has been created to help you to easily select, then copy / paste product and glass descriptions and images into the template along with any necessary disclaimers. To insert pre-existing product / glass descriptions or dimensions, check the "Therma-Tru PPT Template Tools_2016" file. The PowerPoint version features images in better resolution, resulting in a 60+ MB file (*for quicker review, use the 6 MB PDF file*). Then, open the PowerPoint file, copy the text / image you want and paste it into your template.

Some of the names and images in the PowerPoint file are grouped together; however if you want an image without the corresponding text or name, or vice versa, right click on the image, scroll down to "Group" and click "Ungroup." Then, left-click on the image / text 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 template to edit the text or move / resize the image. Click "Save."

Arcadia™

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

Glass Privacy Rating

Heirloom

4

STEP 9

Crop Images

The PowerPoint file contains glass and other images to use in the templates, but the templates don't always have enough room for the full image size. 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, scroll down to and select, then "Size and Position" and select "Crop" from the left.
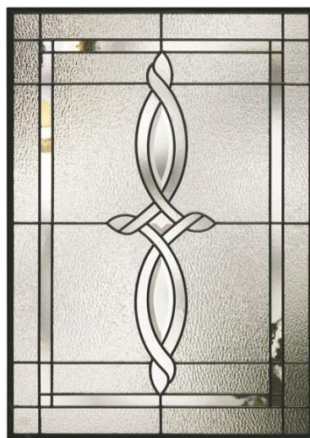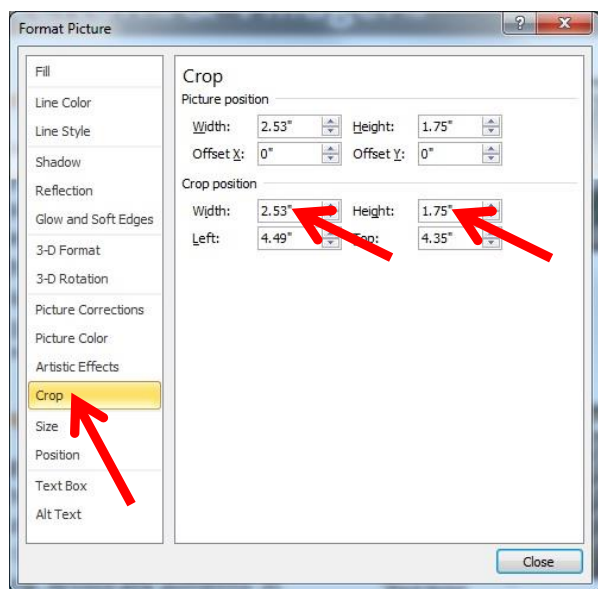
When cropping a Classic-Craft® glass image in half, change the height under "Crop position" to 1.45.

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 position your newly cropped image to embellish your sell sheet. Click "Save."

STEP 10

Save Sell Sheet / Signage Files 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 (such as a folder on your desktop) and click "Save." The PowerPoint will then be converted to a PDF at a much lower file size.

To save the PDF as a reduced size PDF, for example, to email a sell sheet to an out-of-town homebuyer, click "File," "Save As" and "Reduced Size PDF." Choose the location where you want the file saved and click "Save."