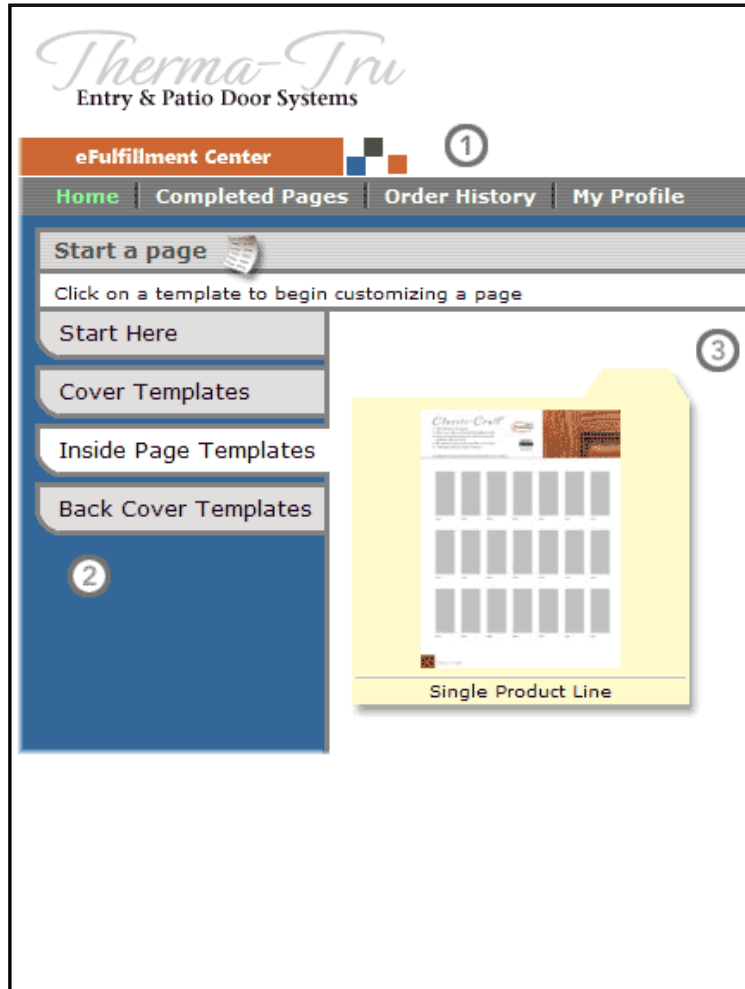


How To Customize a Brochure Online:

BuildYourBrochure.com was created to allow you to create a Therma-Tru Builder Brochure online using page templates approved by the Therma-Tru marketing department. This page will walk you through the process of creating a brochure using this tool.

Site Navigation:

While building your brochure, you will want to be familiar with the navigation of the website. This will help you understand the process to designing your brochure online.



1. The bar along the top of the website will allow you to navigate through the site.
 - **Home** will take you back to the page where you select your templates.
 - **Completed Pages** will return you to a listing of the pages you have completed. You will be able to make edits to them from here if necessary.
 - **Order History** will allow you to view past orders.
 - **My Profile** will allow you to change information such as your shipping information.
2. The tabs along the left will allow you to select the categories of templates available.
 - **Start Here** is where you will select the quantity and number of pages.
 - **Custom Brochure - Covers** is where you will find available cover templates.
 - **Custom Brochure - Inside Pages** is where you will find various templates for marketing messages and product showcasing.
 - **Custom Brochure - Back Covers** is where you will find available back cover templates.
3. This area will show you the templates that you have to choose from.

STEP 1: Select details about your brochure.



Starting from the **Start Here** tab, click on the icon that says Start Here (Brochure Details). On this page, you will see detailed pricing information, and have the opportunity to start a complete custom brochure through Metzgers, or specify the information for your online custom brochure.

Fill in the number of pages that you want to customize as well as the quantity that you want printed.

Once you have filled in all of your details, you can click the **SAVE BROCHURE SPECS** button. This will then be added to your Completed Pages so that you can edit it later if necessary.


Completed Pages:

The Completed Pages screen is displayed below. This screen will allow you to edit or deleted pages that you have customized.

- **Finalize Brochure:** This button will finalize your brochure and request shipping and payment information. Once your brochure has been completed, your request will be submitted to the Therma-Tru marketing department for approval.
- **Customize Next Page:** This button will take you back to the template selection screen. Make sure to select the next tab that you need to customize. (For example, if you just completed your Cover template, you will want to change to the Inside Page


Templates tab to continue.

Home **Completed Pages** Order History My Profile My Approvals

Completed Pages 

Finished Pages: click 'Finalize Brochure' to complete your customization of your builder brochure

Finalize Brochure **Edit Current Document** **CUSTOMIZE NEXT PAGE**

Thumbnail	Description	Date Modified	Options	Price
	Brochure Details (Qty, Pages, etc.)	6/7/2007 8:46 AM	Edit Delete	\$905.00

Subtotal: \$905.00

Finalize Brochure **Edit Current Document** **CUSTOMIZE NEXT PAGE**

STEP 2: Customize Page Templates.

Next, select templates for the front cover, the inside pages (for example, if you are designing a four page brochure, you will customize two inside pages), and finally the back cover.

Each template will walk you through the information required to build out your page. The process will go quicker if you have a Therma-Tru product catalog to select images from. If you do, make sure you enter the product numbers as they appear in the catalog.

Once you have completely filled in all required information, click on the **CONTINUE TO NEXT STEP...** button to confirm your selections and save your page.

Continue this process until you have completed all of your templates.

STEP 3: Finalize Brochure.

Once you have customized all of your templates, select the **Finalize Brochure** button from the Completed Pages menu. This will allow you to enter your shipping information and billing information.

Once your order has been placed, your brochure will be sent to Therma-Tru for approval.