



File #119
Platform: ALL

Adding Logos and Pictures to Dealer Station

What It Does

You can easily add your company logo to your Dealer Station DDMS Edition website. You'll do this when you first set up your site, and you may also need to do it if you select a different template for the website, or if your logo changes.

You can also add pictures for items that you manually add to your database.

We'll show you how to do both here.

Adding a Corporate Logo

Follow these steps to add or change your corporate logo:

- 1 Determine which template you'll use for your Dealer Station DDMS Edition website. Each template requires a different logo size.
 - Go to the Admin page of your Dealer Station website, and click **Site Style**.
 - In the **Choose a Layout** box, select the template you want. (Thumbnail images on this page give you an idea how each template looks.)

- Click **Change Layout** to set the template.

- 2 Have a version of your logo created in either GIF or JPG format. (You'll usually get the best results with GIF, using a transparent background.) It should have a resolution of 72 dpi.

The maximum size for your logo depends on the template you chose:

Left and Right Bar	336 x 80 pixels
Left and Top Bar	336 x 80 pixels
Left and Top Bar (ver 2)	250 x 60 pixels
Left and Top Bar (Long Gr.)	336 x 80 pixels
Left and Top Bar (Small Gr.)	145 x 98 pixels
Left and Right Bar (No Top)	none

- 3 On the Admin page, click **Customize Images**.
- 4 Click **Browse**, and navigate to your logo file. Select it by clicking **Open**.
- 5 Click **Upload** to transmit the logo file to your site.

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When the transmission is complete, the image appears at the top of the page.

- 6 In the Select Image box, click the name of the file to select it, and then click **Set as Logo Image**, as shown here:



Note: If you are uploading a Front Image, the size should be 196 x 213 pixels. Please see "Chapter 15: Customize Images" in *Setting Up Dealer Station DDMS Edition Admin Pages*, which you can download or view at www.ddms.com/Resources/Support/faq/ecommerce/dealeradmin.pdf.

Adding Pictures to Dealer Station

You can manually add items to Dealer Station DDMS Edition. (This is beyond the scope of this article, but you can read about it in *Setting Up Dealer Station DDMS Edition Admin Pages*, which you can download or view at www.ddms.com/support/doc/dealerstationdoc.htm.)

After you add custom items, you can load pictures of those items as well:

- 1 Prepare your pictures. You can use pictures in JPG or GIF formats. You can have two pictures per item, a full size picture and a thumbnail:

Full size picture: 225 x 225 pixels

Thumbnail: 75 x 75 pixels

We recommend a resolution of 72 dpi to help keep the pictures' file size to a minimum.

- 2 Go to the Admin page of your Dealer Station DDMS Edition website.
- 3 Click **Item Management**.
- 4 The web page displays the items you have added, in item number order.

If the item you need is not displayed, you have two options:

- Scroll through the items by clicking page num-

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bers in the **Go to Page** links at the top of the list of items.

- Retrieve the item by specifying its number in the SKU box and clicking **Search**.

- 5 Select the item by clicking its item number in the SKU column.
- 6 When the website displays details about the item, scroll to the bottom and click **Upload Images**.
- 7 Click **Browse** under the Full Size Image or Thumbnail Image section, and navigate to the picture file.

Click the file name in the Choose File dialog box, and then click **Open**.

- 8 Click the **Upload** button. The system will transmit your picture file and display it, as shown here:



- 9 Repeat this process for the other picture, and after loading both pictures, click **Done Loading Images**.