



# Digital Instructions & Documentation

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# Getting Started

## Set Up a New Design

1. **Set Up an Artboard** - Login to Corjl, then select *Create New Design* and choose *Digital or Paper Item Design*. Start by adding the design name and tags (image 1). Choose a page layout, then scroll down to choose an artboard size or create a custom one (image 2). To create a custom design, select *Custom*, then enter the design details below. You can switch from landscape to portrait view, or vice-versa, by clicking on the arrows between the measurements. If you want to save the design size for future use, enter the name in the *Page Setting Name* box, then save. You'll be able to choose the design from *Load Page Setting* in the drop-down box next time you create a design. Please note that you can have up to 4 different designs open at the same time (can switch between designs using tabs).

IMAGE 1

The screenshot shows the 'Create New Design' form. At the top, there are fields for 'Design Name' and 'Tags' (with a placeholder 'Begin typing to add a tag'). Below that is a 'Load Page Setting' dropdown. The main section is 'Choose A Page Layout', which includes four options: '1 Artboard Per Page No Fold', '2 Artboards Per Page Vertical Half-Fold', '2 Artboards Per Page Horizontal Half-Fold', and 'Custom Layout'. The 'Custom Layout' option has 'Across: 2' and 'Down: 4' settings. Below the layout options is the 'Choose An Artboard Size' section, which is partially visible in this image.

IMAGE 2

The screenshot shows the 'Create New Design' form, specifically the 'Choose An Artboard Size' section. It features five artboard size options: 'Custom', '5x7', '4x6', '8.5x11', and '8x10'. Below the artboard size options are input fields for 'Width' and 'Height', a double-headed arrow between them, a 'Units' dropdown menu, and a 'Pixels Per Inch' field set to '300'. At the bottom of this section is a 'Page Setting Name (Optional)' field. The 'CANCEL' and 'SAVE' buttons are visible at the bottom of the form.

2. **Add/Hide Rulers** - Add/hide a ruler around the design. Right click directly on the design, then go to *View>Show/Hide Rulers*.
3. **Images Tab** - You can add images to your Corjl account by clicking on the *Upload* button in the *Images* tab area for your design. Use RGB color for all images you want to upload. Bulk upload elements (up to 20 at a time) using the formats PNG, JPG, SVG or GIF (supports animated GIFs). If you're uploading text as an SVG, be sure to outline or convert it into a shape before uploading. Maximum image size is 6MB (please contact support if you need the file size limit raised for your shop). Once uploaded, tag or rename items. Double click or drag an image onto the design.
4. **Fonts Tab** - Upload your own fonts to your Corjl account by clicking on the *Upload* button in the *Fonts* tab area for your design. You can also add them from the *Corjl Font Gallery* (includes over 600 free fonts and includes hundreds of server-licensed fonts provided by *Creative Fabrica* for an additional fee). The fonts you add or upload will show up under both *My Fonts* and *Design Fonts*. To tag fonts, right click and select *Edit Properties*. Rename fonts for your own use (customers will see real names of fonts). To delete a font from *My Fonts*, right click, then select *Delete*. To remove a font from *Design Fonts*, right click, then select *Remove From Design*. Check the *Select All* box to quickly select your desired fonts.

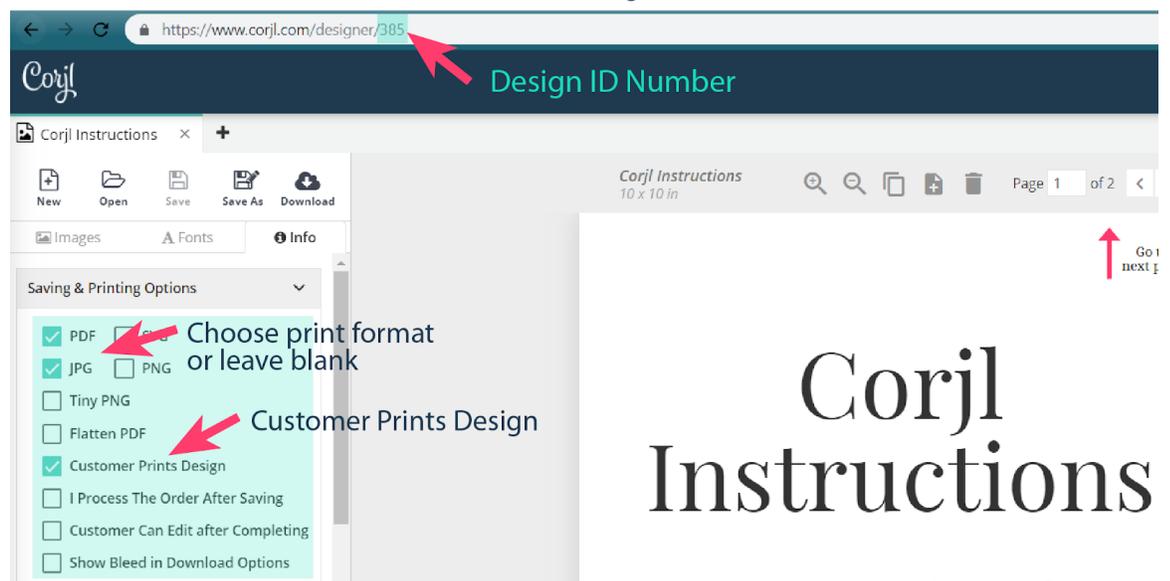
To add a font to a design, either double-click on the name of that font in the *My Fonts* area, or click, drag, and drop the font directly onto the canvas of the design.

- a. **Auto-sync Fonts Option** - To load a preset number of fonts into any design, use the *Auto-sync with Tagged Fonts* option. When checked, a text box labeled *Sync Tags* will appear and allow you to type in the name of the tag you have given to select fonts and add that group of tagged fonts to the *Design Fonts* selection for that design.

## 5. Info Tab

- a. **Saving and Printing Options** - Choose how an item is processed once a customer has finished personalizing (See **Image 3**):
  1. **Digital Items** - If your customer will be downloading and printing the item, select *Customer Prints Design*. Choose the download formats - JPG, PDF, PNG and Tiny PNG. If you select *Flatten PDF*, the layers in the design will be flattened when downloaded as a PDF. Customers will be able to edit and save the design until they mark *Approve Proof*. Once marked, they will be able to download, but will not be able to make changes to the design. If you want customers to be able to make changes without restrictions, select *Customer Can Edit After Saving*. Your customers will be able to change and save their designs as many times as needed.
  2. **Printed Items** - If you will be printing and shipping the item after your customer has completed personalizing, select *I Process The Order After Saving*. Once your customer has finished and selected *Approve Proof*, they will no longer be able to make changes to their item, and you will be able to see that the item is ready to process in *View Orders*. If you want your customer to be able to continue making changes after approving their design, select both *I Process The Order* and *Allow Customer to Edit Design*. The customer will be able to make and save changes, if needed.
  3. **Show Bleed in Download Options** - Select this if you want customers to have the option of including a bleed when downloading.

Image 3

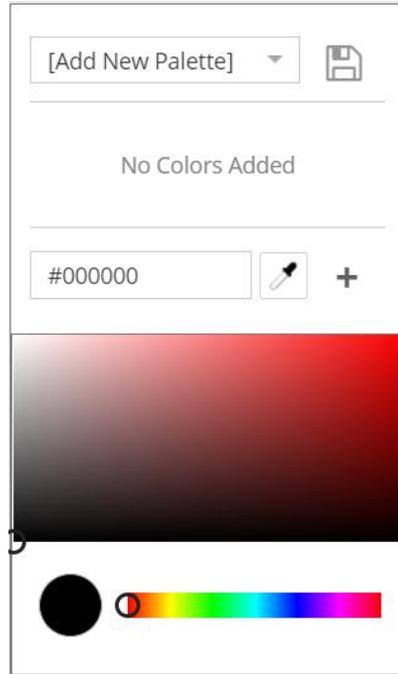


## b. Design Settings

1. **Properties** - Change the design name, add or delete tags, change the design size and PPI.
2. **Show Bleed** - Select *Show Bleed* if you want customers to see a bleed when personalizing their items. You can also choose the bleed size by entering a value in the provided box. If you want customers to have the option of including a bleed when downloading, but don't want it visible on the design, deselect *Show Bleed*, then scroll up and select *Show Bleed in Download Options* (under *Saving and Printing Options*).
3. **Color Palette** - Use this setting to limit the color selections for the design to a specific set of colors. This includes any instance a color box is available (fonts, shapes, background colors, etc.) except for the Drop Shadow and Outer Glow Style options, where all colors will still be available for those Styles. This feature is set to "None" by default. To create a specific color palette for the

design, click on the small “pencil” icon next to the Color Palette section. The Color Palette selection tool will then open (**Image 4**).

**Image 4**

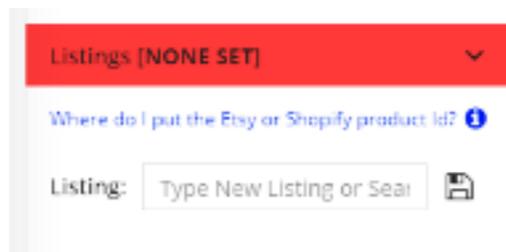


Select colors to add to the new Color Palette by either using the color picker tool, or typing in a hex code for the color you want. Once the color is selected, click on the “plus” button (+) to add that color to the Color Palette. When you have added all the colors you want, click on the “save” icon to name and save your Color Palette. Once created, this Color Palette will be available to apply to other designs in the drop-down box found in the Color Palette section of the Info tab. You can edit an existing Color Palette by clicking on the pencil icon and selecting the name of the Palette you wish to edit. Please note that editing an existing Color Palette will edit the Palette globally—for all existing designs using that Palette as well. Once a Color Palette is applied to a design, any text added to that design will default to the first color of the Color Palette.

c. **Listings Section**

1. **Add Design to a Listing** - Designs will need to be added to a Listing in Corjl that will correspond with an Etsy, Shopify, or WooCommerce listing (see the **Setting Up Corjl Listings** section for more information). To add a design to a listing, click in the box where it says *Listing* and either type to search for the name of an existing listing, or type in the name of a new listing, then click the Save button to add that design to the listing (**Image 5**). You can also add the design to more than one listing by repeating this process.

**Image 5**



d. **Customer Settings**

1. **Max Downloads** - Control how many times a design can be downloaded. Customers will see a number next to the download icon, showing how many times they have left to download. To add

- downloads to a purchased item, go to *View Orders*, open up the customer order and select from the drop-down box, located in the *Items Ordered* section.
2. **Customer Can Change Background** - If this option is selected, customers will be able to change the artboard color or background image, if images are provided by you in the *Background Images* tab.
  3. **Customer Can Duplicate Pages** - Choose to allow customers to duplicate artboards. Please note that customers will not be able to add blank artboards.
  4. **Customer Can Add Text Boxes** - If this option is selected, customers will see a button in the tools panel that says *Add Text Box*. Customers will be able to add additional text to their item.
  5. **Customer Can Upload Images** - If this option is selected, customers will see a button in the tools panel that says *Add New Image/Replace Image*. Customers will be able to upload a new image or replace an existing image with their own uploaded file.

**Image 6**

The screenshot shows the 'Account Settings' page with a navigation bar at the top containing 'Account Settings', 'Listing and Design Settings', 'Billing Settings', and 'Seller Protection Settings'. The main content is divided into two sections: 'Update Password' and 'Sales Channels'. The 'Update Password' section has three input fields: 'Current Password' (with placeholder 'Enter Current Password'), 'New Password' (with placeholder 'Enter New Password' and a password strength icon), and 'Confirm New Password' (with placeholder 'Confirm New Password' and a password strength icon). The 'Sales Channels' section contains two panels: 'Etsy' and 'Shopify'. The 'Etsy' panel shows 'CorjlTest' with a 'CHANGE' button and a note: '\* Login to Etsy with the account you wish to switch to and click Change'. The 'Shopify' panel shows '[None]' with a 'CHANGE' button and a note: '\* Login to Shopify with the account you wish to switch to and click Change'.

6. **Account Information and Settings** - Find *Settings* and *Billing History* under your seller profile (top RH side of the page).
  - a. **Settings** - Clicking on the Settings option will open up the Settings tab. Here you will find:
    - i. **Account Settings (Image 6)**
      1. **Update Password** - Change and update your password here.
      2. **Sales Channels** - This is where you will connect your Etsy, Shopify, or WooCommerce stores to your Corjl Account. You can add or change your connection to your shops by clicking on the **Update** button.
    - ii. **Listing and Design Settings**
      1. **Global Listing and Design Settings**
        - a. **Display Revert to Original Button in Order** - When this setting is selected, the *Revert to Original* button will appear for customers in their orders (in both the desktop and mobile version). Unchecking this option will remove the *Revert to Original* button from all orders.
        - b. **Display Buy Now Button in Demo** - This setting will display the *Buy Now* button in all of your Demos for designs. Unchecking this option will remove the *Buy Now* button from Demos.
      2. **Default Listing Settings**
        - a. **Customer Instructions** - In this area, you can set your Customer Instructions to be added to new Listings automatically when they are created. You can designate

Instructions to be included in Orders and/or Demos. For more information, see the Customer Instructions section below.

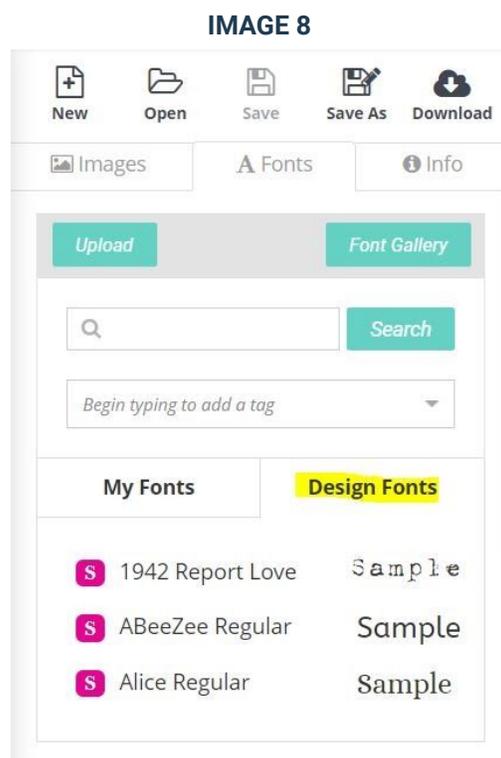
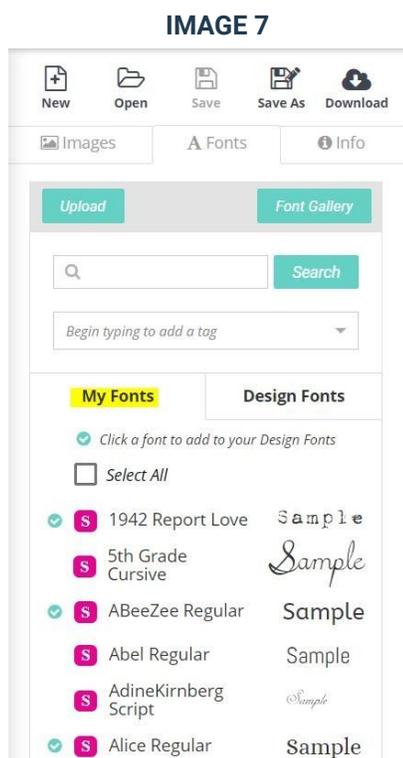
- b. **Order Expires** - You can set a default amount of time until your customer's orders expire here. This setting will apply to all new Listings. Expiration time for individual orders can also be changed manually in the Orders tab.
3. **Default Design Settings** - You can set default *Saving & Printing Options* and *Design Settings* options (that you would find under the **Info** tab) for designs here. Settings made here will apply to all new designs unless changed manually.
- iii. **Billing Settings**
  1. **Payment Settings** - Change or update credit card information here.
  2. **Subscription Plan** - Change payment plans, manage Creative Fabrica subscription, or cancel account.
- iv. **Seller Protection Settings**
  1. **Overlay Watermark Settings** - Manage the watermark that shows over your designs in Demo mode. The *Show Overlay Watermark in Demo* box is checked by default. You can also upload your own Watermark image here by clicking the *Use Custom Overlay Watermark* box. Once selected, use the *Upload Image* button to add your own image. Follow the size restrictions when creating your own watermark, as well as setting the desired opacity before you upload the image.
  2. **Image Watermark Settings** - This option provides an extra layer of protection to images that you select from your *My Images* area in the Design page. To add an extra watermark to individual images, find that image in your *My Images* tab, right click on that image and select *Edit Properties*. In the *Edit Properties* windows, choose the Yes option from the Embed Watermark in Demo drop-down box. You can preview how the image will appear by clicking the *Preview* button. Click *Save* to apply.
- b. **Billing History** - Check your balance and view your transaction history. To view/download transactions for a given month, click on the arrow icon for that month (LH side of the date). A download icon will appear next to the Payment Method column that you can use to download your detailed transaction history for that month.
7. **Customer Instructions** - Create your instructions as a design in Corjl (from scratch or use the ones provided in your Welcome Packet). If you want your customers to be able to download the instructions, check the *PDF* option as well as the *Customer Prints Design* option under the **Info** tab. (Leave all options unchecked if you do not want them to download.) Once created, you can add your Instructions to your Corjl Listings in two ways:
  - a. **Add to the Default Listing Settings** - By adding your customer instructions to the Default Listing Settings, they will be automatically added to each new listing you create. After going to the *Listing and Design Settings* tab in your account *Settings* (upper-right drop-down menu), you add the Instructions by copying and pasting the Design ID number for the Customer Instructions you created into the designated area labeled *Instructions to Include in Demo* and *Instructions to Include in Order*. You can find the Design ID number in the URL address at the top of the Design Page for the instructions. At the end of the URL, you will see an ID number (see **Image 3**). Adding Customer Instructions this way will automatically check the box for *Instructions* in the Listing Page for that design.
  - b. **Manually Add to Listings** - You can also manually add Customer Instructions to a Listing by clicking on the *Add Designs to Listing* button on the bottom of the Listing Page, searching for the Customer Instructions design, and adding it to the Listing. You will need to manually check the box in the Instructions column for the design once added.

## Create a Design

1. **Choose Design Fonts** - Pick the fonts you want for each design by selecting from *My Fonts* (**Image 7**), or choose all by clicking on *Select All*. The selected fonts will automatically be added to *Design Fonts* (**Image 8**) and customers will have access to these fonts as well. You can use the fonts from this list in your design. Please note that your customers will only have access the the fonts you include in this list. **Tip:** Right click on a font and select

*Edit Properties* to add tags. You can then easily find fonts by entering a tag in the search box that says *Begin typing to add a tag*. You can also use the *Auto-sync* option to automatically add a group of tagged fonts to the design (see the *Set Up a New Design* section for details).

2. **Change Artboard Color** - Change the artboard color under the *Images* tab. Select the *Background Images* tab, then click on the color box to change the artboard color. Select the *Transparent Background* box to remove the artboard color. Customers will also be able to change the background image and color when the *Customer Can Change Background* option is selected in the *Info* tab.
3. **Add Images** - Double click or drag an element onto the artboard. If your image is larger than the artboard, you can check the box that says *Fit to Shrink* and the image will be resized to fit onto the artboard. Please note that when customers upload an image, it will automatically shrink to fit. Use JPGs for photos and realistic images. PNGs are ideal for solid colors and images with defined lines (logos, text and graphics). If you want customers to be able to change the color/colors of your graphics, save/export your images as SVGs (outline text before uploading it as an SVG).



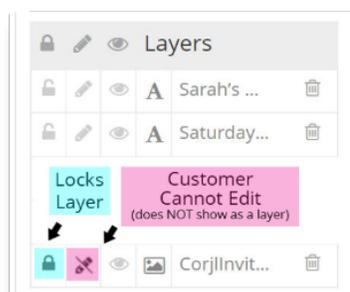
4. **Replace Images** - To replace an image on the artboard, select the image, then find the image you want to replace it with under the images tab. Right click on the new image, then select *Replace Selected Image*.
5. **Add Background Images** - Add a background image to an artboard, plus create a background library for your customers to access and use in their designs. Go to the *My Images* tab, right click on the images you want to add and select *Add to Backgrounds*. Please note that the background images will tile if they aren't the exact dimensions of the artboard. Next, uncheck *No Image* and select the background you want to add, then go to the *Info* tab and select *Customer Can Change Background*, under *Customer Settings*. Customers will then see a button in the tools panel that says *Edit Background* which will allow them to change the background image.
  - a. **Auto-sync Background Option** - You can also Auto-sync backgrounds for a design the same way you sync fonts, by selecting the *Auto-sync with Tagged Images* option. When checked, a text box labeled *Sync Tags* will appear and allow you to type in the name of the tag you have given to select images and add that group of tagged images to the *Backgrounds* selection for that design.
6. **Add Customer Images** - Include images for your customers to choose from when personalizing their items. To add an image, go to the *My Images* tab, right click and select *Add to Customer Images*. You can also Auto-sync

customer images to a design (as with fonts and background images) by selecting the *Auto-sync with Tagged Images* option and adding the tag name you want in the *Sync Tags* text box.

7. **Add Shapes/Lines** - Under the *Images* tab, you will see another tab with a shape icon. Select this to choose from several SVG shape options and add to your design. Choose the shape you want and double click or drag and drop to add to design. To edit a shape, click on *Style Shape* in the tools panel, and you'll see the option to change the shape's color, add/change a stroke, and change the opacity or rotate.
8. **Add Text** - Double click or drag a font name from the *Design Fonts* area onto the canvas to add text with that font.
9. **Personalize** - Change text directly on the design by double clicking into the text box. You can also change text using the text box located in the tools panel.
10. **Select Multiple Elements on an Artboard** - You can select multiple elements on the artboard such as text boxes and/or images by either holding down the *Shift* button while clicking on the elements you want to select, or by clicking on the artboard and holding down the *Shift* button while dragging the cursor over the elements you want to select.
11. **Change Font Style** - Change font style using the drop down box in the tools panel. Under *Style Text* in the tools panel, add stroke, drop shadow, outer glow or opacity to your text.
12. **Character Map** - Click on the character map icon next to the font style drop-down box to access font glyphs. Select a glyph, click *Copy* and paste (CTRL or COMMAND + V) the glyph into the text box where desired. Please note that only the glyphs that have been assigned a unicode by the font creator will be available.
13. **Change Text Color** - Change text color by clicking on the color rectangle in the tools panel. Choose a color or use Hex, RGB or HSL (click on the arrows to the right of the text box to change selection), or by clicking on the Color Picker (eyedropper tool) button to select a color from the artboard (click the eyedropper button when done to deselect the tool). You can create a color palette (up to 12 swatches) for customers by selecting *Add Color*.
14. **Change Font Size** - Change text size using the drop-down box in the tools panel. You can also change the text size by dragging the corners of a text box in or out.
15. **Resize as Image** - checking this option will allow you to stretch text vertically and horizontally. Any changes made while this option is selected will be undone when unselected.
16. **Text Control Options** - Under the *Text Options* menu you can add the following controls to your text boxes. You can select more than one option for the textbox.
  - a. **Require Text** - this option will prevent all text from being deleted from the text box and leaving it empty. When text is deleted, the placeholder text "Enter Text Here..." will appear in its place. This option also prevents the textbox from being deleted, moved off the canvas, or the "Opacity" setting from being changed.
  - b. **Lock Text Size, Font Color, Font, and Style** - Selecting these options prevents that option or style from being able to be changed by the customer for that textbox.
17. **Freeze Text Boxes and Images** - Freezes the location of an element while still allowing customers to select and change it. To freeze an item, right click on it and select *Freeze>Frozen*. Choose from *Frozen* (can't delete) or *Frozen and Deletable*.
18. **Set Textbox Width** - If you want the width of a text box to remain unchanged when the text size is altered, right click on the text box, then uncheck *Dynamic*. When *Dynamic* is selected, the width of the text box will change to fit the text no matter what the font size. If unselected, the text will wrap within the width of the text box. Text boxes are set to *Dynamic* by default. You can change this under the *Default Design Settings* in the account Settings area.
19. **Clipping Mask** - Use any text or shapes from the *Shapes* tab as a mask for images. In the layers panel, drag the text/shape layer right below the image layer you want to mask, then right click on the image layer and select *Create Clipping Mask*. To release the clipping mask, right click on the image layer and select *Release Clipping Mask*. If you see a visible line around the text, change the opacity of the text to 0. For best results, we recommend downloading any design that utilizes the masking feature either as a JPG, PNG or flattened PDF (select *Flatten PDF*, under the *Info* tab). Also, please note that the clipping mask feature is currently not fully compatible with all browsers, including Internet Explorer and MS Edge.
20. **Hide Elements in Download** - Keep items from showing when downloaded (great if you need to add a boundary layer or instructions directly onto the artboard). To hide an element in the download, right click on it and select *Download Options>Hide in Download*.

21. **Assign Element as Top Layer** - Assign an element to stay positioned as the top layer, regardless if a customer adds an image (great for logos). Right click on the element you want to keep as the top layer, then select *Order>Always On Top*. Be sure to lock the element if you don't want customers to be able to delete it.
22. **Character and Line Spacing** - Adjust the character and line spacing using sliders or by entering a number manually in the tools panel.
23. **Gradient** - Add gradient to text. You can use 2 colors and choose the angle of the gradient.
24. **Curve Text** - Arc or create a circle with text. Adjust the width of the text box to the width of the desired arc or circle, then click *Curved* under *Style Text* in the tools panel and select *Circle* or *Arc*. Change the curve of the arc by using the slider in the tools panel. Adjust the spacing between characters in an arc by either clicking on the gray middle circles of the text box (RH or LH side) and dragging the text box inward or outward, or by adding spaces (using the spacebar) in front of or behind the text. To adjust the spacing between characters in a circle, add spaces (using the spacebar) in front of or behind the text.
25. **Blend** - Use the blending tool under *Style Text* or *Style Image* (tools panel on the RH side) to change how graphics/text interact with elements beneath.
26. **Filter Options for Images** - Under *Style Image*, you'll see the option to change the Saturation, Brightness, Contrast, Sepia, Hue and Blur of an image.
27. **Style Options for Images** - Under *Style Images* in the tools panel, add stroke, drop shadow, outer glow or opacity to your images.
28. **Alignment Tool** - Select the *Snap* icon (horseshoe-shaped magnet) to turn on the snapping alignment tool.
29. **Flip** - To flip an object, right click on the object, then select *Flip*.
30. **Align** - Select the objects you want to align to each other, while holding *SHIFT*, then right click, select *Align* and make your selection (vertical/ horizontal centers or left/right/top/bottom edges).
31. **Distribute** - To distribute items, select at least 3 elements. Next, right click and select *Distribute*, then make your selection. There are two types of distribute; *Center Vertically/Center Horizontally* means that the center points for each item are equally distant from each other. *Space Evenly Vertically/Space Evenly Horizontally* means that the distance between the edges of each item is the same. The first and last item will stay where they are and all of the items in between will be evenly distributed.
32. **Duplicate** - Duplicate elements by clicking on the *Duplicate* icon (top RH side of the tools panel).
33. **Rotate Text Boxes & Images** - There are 3 ways to rotate objects. One way is to select the object you want to tilt or rotate and hover your arrow on the white circle above it until you see a rotation icon, then click and rotate left or right. You can also rotate an object 90, 180 or 270 degrees by right clicking on the object, then selecting *Rotate* from the popup menu. Finally, an element can be rotated more precisely, using the rotation feature under *Style Images* or *Style Text*.
34. **Duplicate Pages and Add Artboards** - Add, duplicate or delete artboards/pages using the tools above the artboard. Use the arrows above the artboard and scroll left or right to view different pages.

Image 9



35. **Layers Panel** -
  - a. **Lock** - Lock or unlock elements in the layers panel using the *Lock* icon (**Image 9**). If an object is locked, customers will see it as a layer in the Layers panel and can arrange objects in front of or behind the layer (they cannot unlock the object or move it on the canvas). Please note that you, as a seller, will be able to unlock ALL layers when logging into your customer's orders through *View Orders>Login as Customer*.

- b. **Hide Locked Layers** - Hide a layer by clicking on the *Pencil* icon (**Image 9**). Customers will still see the item on the design but will not be able to select/edit the object on the canvas, and the element will not show up in the layers panel.
  - c. **Hide Layer on Design** - To make an element not show at all in either the Layers panel or on the design, click the *Eye* icon.
36. **Delete a Design** - To delete a design, go to the *Open Designs* tab, search for the design you want to delete, then right click and select *Delete* from the shown options.

## Save and Download a Design

1. **Saving** - Save or Save As in the top LH side of the menu. You will see a pink star next to the design name (above the artboard) if changes have been made to the design that have not been saved.
2. **Downloading** -
  - a. **Choose a Format** - Designs can be downloaded in 4 different formats, including JPG, PDF (flattened or layered), PNG, and Tiny PNG. If your customers will be downloading their own designs, you can control which formats they can download under the *Info* tab. Please note that PNGs and Tiny PNGs download with a transparent background.
  - b. **Include Bleed/Trim Marks** - Include a bleed option for customers by selecting *Show Bleed in Download Options*, under *Saving & Printing Options* (see *Design Info*). Customers also have the option to include trim marks when downloading as a PDF.
  - c. **Choose Paper Size** - If a design is downloaded as a PDF, customers can download the design alone (*Design Default Size*) or select a paper size to download onto. The included paper sizes are letter (8.5x11 inches), legal (8.5x14 inches), ledger (11x17 inches) and A4 (21x29.7 centimeters). If the design is larger than any of the available paper sizes, customers will not see any of the paper options and the design will download as it's designated size.
  - d. **Allow Multiples Per Page** - Customers can choose to download multiple copies per page when downloading as a PDF, if the design will fit onto the designated paper size multiple times. Please note that designs (including the artboard) will fit up to .25-inch of the outer edges of the paper size selected.
  - e. **Tile Same Design/Tile Different Designs** - *Note: This option will only appear if you have a design with more than one page.* This option will fit either the same page of the design on the same page of the PDF, or it will fit the design pages in order onto the same PDF page. For example, if printing a single invitation, front and back, you will want to tile the same design on each PDF page. If printing a design with consecutive pages (like table numbers or a brochure, for example) then you want to select *Tile Different Designs*.
  - f. **Choose Page/Pages to Print** - Customers can choose to download individual or all pages. All pages download as zipped files for JPG and PNG formats, unless the files are 5 pages or less (customers will have the option to download zipped or unzipped if 5 or less pages).

# Setting Up Corjl Listings

Corjl uses **Listings** to correspond directly to the listings you will create in Etsy, Shopify, or WooCommerce. So after creating a design, you will add that design to a Corjl listing, and that listing in Corjl will connect to an Etsy or Shopify listing using the Etsy Listing ID, Shopify Product ID, or WooCommerce Post ID. You can access your Corjl listings by selecting the *View Listings* option from the *Welcome Menu* or by clicking on the *Listings* icon in the upper left page.

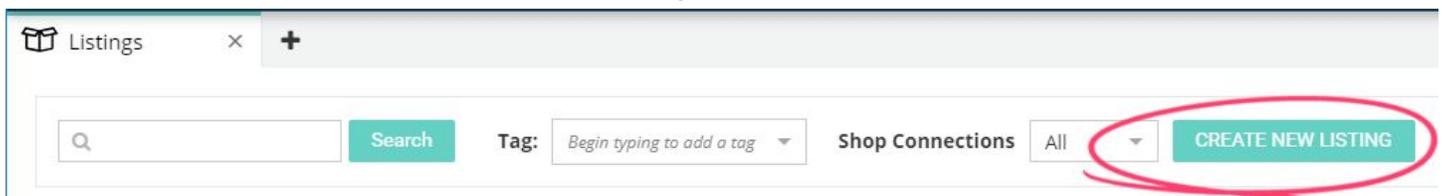
When you first open up *View Listings*, you'll see a list of all Corjl listings in your account and can search for specific listings or create new ones here. Some other things you will see are:

- Listing name
- Listing tags
- The number of designs included in a listing
- How many times a listing has been sold
- If the listing has variations
- Etsy and/or Shopify and WooCommerce listing IDs that are connected to the Corjl listing
- Date that the listing was last modified

## Creating Corjl Listings

1. **Listings Section in Design Info Tab** - As stated under the **Set Up a New Design** section above, you can add a design directly to a listing by going to the *Info* tab for that design and either adding to an existing listing or typing the name of a new listing and saving to the new listing. The new listing will now appear in the list under the Listings tab when selecting either the *Listings* icon in the top menu or the *View Listings* option from the Welcome screen.
2. **Create New Listing Button** - you can also create a new listing by clicking on the *Create New Listing* button from the Listings tab view (**Image 10**). After clicking on the button, the *Create New Listing* box will appear. Type in the name of the new listing and click Save. The Listing Page for the new listing will open and you can then add designs to that listing using the *Add Designs to Listing* button (see next section).

Image 10



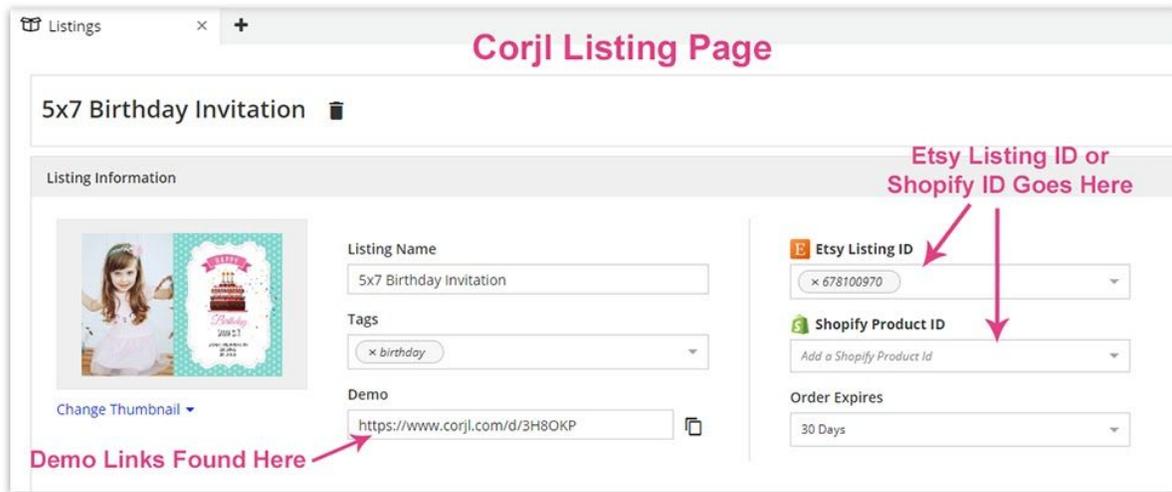
## Editing the Corjl Listing Page

After creating a listing, you will be able to see that listing in the list view on the Listings Tab. Click on the name of the listing you would like to edit and the Listing Page will open in the Listings tab. Below is a summary of the different sections found on the Listing Page and how to edit each section.

1. **Listing Information Section** - In this section (**Image 11**) you will find the following areas:
  - a. **Thumbnail** - You can change the thumbnail image that shows next to a listing in the Listings Tab by clicking on the *Change Thumbnail* option.
  - b. **Listing Name** - To edit the listing name, click on the text box under Listing Name and type to edit text.
  - c. **Tags** - Use this area to add or remove tags to the listing.

- d. **Demo** - You can find the Demo link to use in your Etsy, Shopify, or WooCommerce listings in this area here. Either highlight and copy or click on the Copy icon to the right of the text field to copy the link.

Image 11



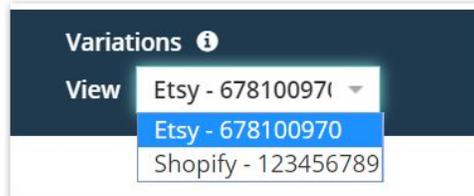
- e. **Etsy Listing ID/Shopify Product ID/WooCommerce Post ID** - Add the listing/product ID's from Etsy, WooCommerce or Shopify here.

2. **Designs Section** - Add, edit and arrange the designs you want to include in the listing here.

- a. **Add a Design** - To add a design, click the *Add Designs to Listing* button. Select the design you wish to add to the listing, then either double-click or drag and drop the design into the *Added Designs* area to add that design to the listing. Once added, click the *Done* button in the lower right of the page.
- b. **Arranging Designs** - When customers click on their Corjl link, whatever design that is on the top in the Designs area will open first. You can change the order of the designs in a listing by clicking on the "arrows" icon to the left of the design and drag the design either up or down in the order.
- c. **Variations** - If you have any variations set in the Etsy, WooCommerce, or Shopify listing attached to the Corjl listing, they will appear in this area. To assign a variation option to a design in the listing, click on the *Edit Variations* button in the bottom left of the page. This will allow you to select a variation option from a drop-down box and assign it to the design.

To assign multiple variations to one design, click and hold the **Ctrl** button while selecting the desired variation options. Designs assigned variation options will be the design that customers will see when they place an order selecting those particular variation options on Etsy, Shopify, or WooCommerce. To include a design no matter which variation option customer's have chosen, leave the variations set to **[ALL OPTIONS]** in the variations box. Click on the *Close Variations* button when you are done editing.

*Please Note:* If you have multiple product/listing IDs attached to the Corjl Listing with variations, you can view and edit the variations for each ID one at a time by selecting each ID from the **View** drop-down box in the header.



- d. **Include in Order** - Checking or unchecking the boxes next to a design in this area will either include or uninclude that design to the order. Unchecked items will not appear in the customer's order.
- e. **Include in Demo** - Same function as the *Include in Order* boxes, except unchecked items will not appear when the customer clicks on the demo link.

- f. **Instructions** - Checking the box in this column will designate the design as a set of Customer Instructions. This means that the design will *not* have a watermark appear on it in the demo, also that it does not affect the Order from being marked *Complete* when showing *Incomplete* for the design.
  - g. **Remove** - To remove a design from the listing, click on the trash can icon next to the design. Clicking the icon will only remove that design from the listing; it does not delete the design from your Corjl designs.
3. **Saving Changes to a Listing Page** - Save any changes you have made to a listing by clicking on the Save button found in the top right of the Listing Page.
  4. **Deleting Listings** - You can delete a listing by clicking on the “trash can” icon found next to the listing’s name at the top of the Listing Page.

# Setting Up Etsy, Shopify, or WooCommerce Listings

**Setting Up Demos** - If you want customers to demo their items before purchasing, you can provide a link in your shop listing details. Demo links can be found on the *Listing Page* for a Corjl listing. Copy the link and paste it into your Etsy listing details area. You can add or exclude designs from a demo by using the Include in Demo checkboxes found on the Corjl Listing Page.

1. **Using the "Buy Now" Button Feature** - By default a "Buy Now" button will appear in your Demos which will allow customers to purchase your design(s) straight from the Demo. You can disable this feature in your Corjl Settings under the *Listing and Design Settings* by unchecking the *Display Buy Now Button in Demo* box.

If there are multiple integrations attached to the Corjl Listing, it will always go to your Etsy shop by default (if connected), regardless of where it was opened from, unless you make the following changes to your Demo links:

- a. **Shopify:** to force the BUY NOW button to go to the Shopify listing, add *"/s"* at the end of your demo URL: *https://www.corjl.com/d/XXXXX/s*
- b. **WooCommerce:** to force the BUY NOW button to go to the WooCommerce listing, add *"/w"* at the end of your demo URL: *https://www.corjl.com/d/XXXXX/w*

Customers have the option of saving any changes they have made to the Demos to their purchased design after clicking the *Buy Now* button. Please note, however, that for Corjl Listings using variations changes will only save for the design that is being used in the Demo.

**Connecting Etsy, Shopify, or WooCommerce Listings to Corjl Listings** - To connect a Corjl listing to a shop listing, you will first need the shop listing or post ID number. To find the shop ID number, open up a shop listing to edit, and you will see a number at the end of the URL (see **Image 12**, **Image 13**, **Image 14**). Copy the ID number and paste it into the *Etsy ID*, *Shopify ID*, or *WooCommerce ID* section in the Corjl Listing Page.

Image 12 (Etsy)

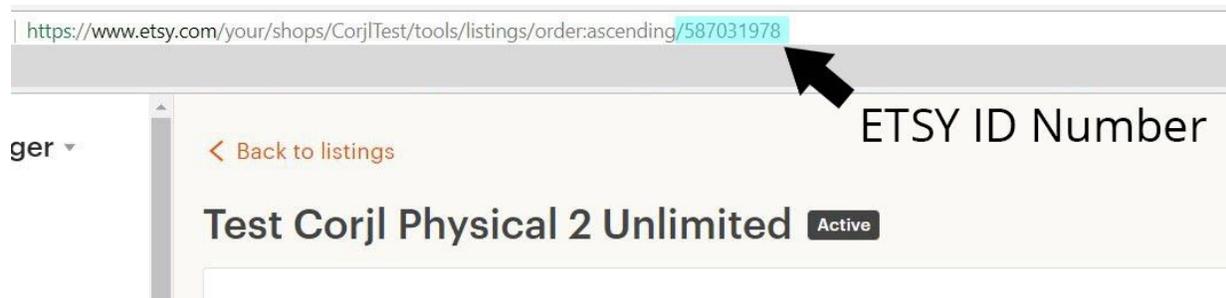


IMAGE 13 (Shopify)

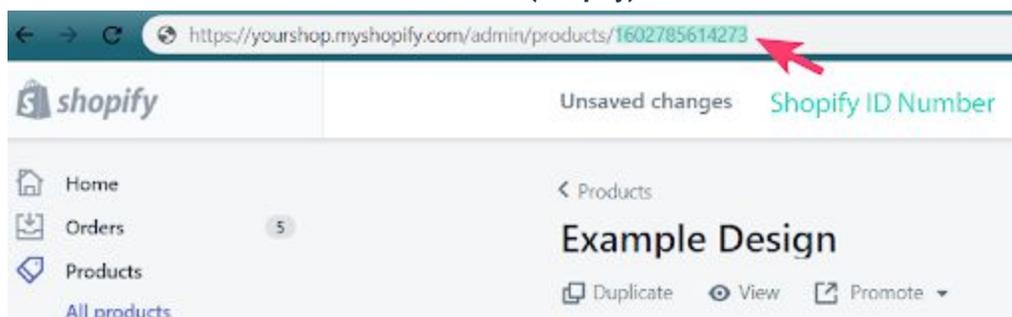
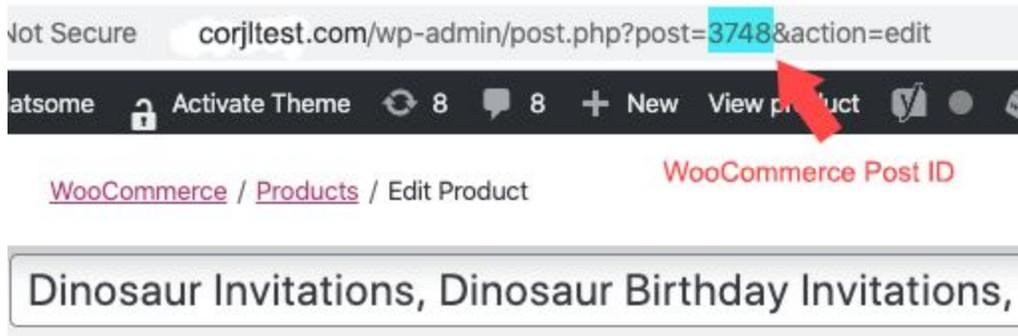


IMAGE 14 (WooCommerce)



**Attachments for digital items in Etsy:** Etsy requires that sellers include an attachment to a digital listing. Since customers will not be downloading their items on Etsy, we recommend attaching instructions that direct them to access their items in Corjl. Use the one provided in your *Welcome Packet*, or create your own (use the following copy as a guide):

**Access your item NOW by doing one of the following:**

1. CHECK YOUR EMAIL: A message from Corjl has been sent to the email address associated with your Etsy account. Click on the provided link, then create an account to access your items.

If you do not see the link, make sure you are checking the email address associated with your Etsy account. Also, If you need the link sent to a different email address, please contact your seller.

OR

2. GO TO CORJL.COM: Go to Corjl.com and click on *Edit A Purchased Item*. Enter the email OR username that is associated with your Etsy account & the order number (not transaction number) of your purchased item. Next, create an account to access your items.

Your order number can be found on Etsy by going to *You>Purchases and Reviews* and by clicking on *View Receipt*. The order number will be on the upper left-hand side of the receipt.

# Managing Orders

## **Accessing Items After Purchasing-**

There are two ways customers can access their purchased designs:

1. Corjl will immediately send an email to the address associated with your customer's Etsy/Shopify/WooCommerce account with the link to login and access their items (customers will need to create a Corjl account and accept the TOS before accessing their items).
2. Customers can also go directly to Corjl.com and follow the prompts, using their order info to access their purchased items:
  - a. Etsy customers will need an email and their Etsy order number (not transaction number) to access their order.
  - b. Shopify customers will need an email, Shopify order number, Shopify shop name and Shopify email (or phone, if they didn't provide an email).

## Orders Tab

You are able to view and manage customer orders in the *Orders* tab area. Open the *Orders* tab by either selecting *View Orders* from the Welcome page menu, or by clicking on the *Orders* icon in the upper right of the screen.

1. **Search Orders** - You can search for orders by using the following options;
  - a. **Search Bar** - Search by email address, username, or order number by typing here.
  - b. **Search by Status** - Select a status option from the drop-down menu and all orders with that same status will appear.
  - c. **Search by Date** - Either type in a date or date range (must be in same format) or click on the calendar icon to search for orders placed on a given date. By default, only the past 30 days of sales are shown.
  - d. **Search by Sales Channel** - Select an order source from the drop-down menu (Etsy, Shopify, WooCommerce, Manual or Direct Link). All orders with the same source will appear.
2. **Order Details** - To view the details of an order, click on the arrow icon to the far left of the order. This will open up the details view for that order. From here you will see the following options:
  - a. **Item in Order** - This section will show the Corjl listing associated with the order and the designs that are in that listing. For each design within the listing, you will be able to see the following information and options:
    - i. **Status** - The editing status of the design.
    - ii. **Download** - Download the customer's design by clicking on the download icon next to each design.
    - iii. **Downloads Left** - Tells you how many downloads are left for a design. You can edit the number of downloads by clicking on the "pencil" icon next to the download amount. Choose to either increase or decrease the number of downloads then click Save to change.
    - iv. **Item Expires** - Tells when customer access to the design will expire. Change the time until expiration by clicking on the "clock" icon next to the time left. Either select a date from the calendar, or click the Never Expires button, then click Okay to change time.
    - v. **Remove** - Click the "trash can" icon next to a design to remove that design from the order.
  - b. **Order Options** - The following items can be found and edited in this area (**Image 15**):
    - i. **Order Link** - You can find the original link that was sent to your customer for the order in this area here. The link can be copied and pasted into a separate email or message and sent to your customer when the original email is not available.
    - ii. **Change Status** - Change the status of all the designs in the order here by selecting the desired status from the drop-down box and clicking on the *Change Order Status* button.

- iii. **Resend the Order Email** - You can resend the order email to your client here. Either send to the original order email address (default) or type in a new email address then click the *Resend Order Email* button.
- iv. **Login as Buyer** - If you need to assist a customer with personalizing their item, login to the order as a buyer. You'll be able to switch between *Customer View* (what your customer sees) and *Designer View* (your view/access to the designer tools). Please note that customers will NOT see/have access to the *Designer View*.

Image 15

The screenshot shows a panel titled "Order Options". It includes the following elements:

- Order Link:** A text input field containing the URL "https://www.corjl.com/orders/order/CJ7089229/sara@corjl." and a copy icon to its right.
- Status:** A dropdown menu currently showing "Mark All Items As Incomplete" and a teal button labeled "Change Order Status".
- Email Address:** A text input field containing "sara@corjl.com" and two teal buttons: "Resend Order Email" and "Login as Buyer".

- v. **Order Log** - View customer logs to see the date and time an item was purchased, the link was sent, if the customer logged in, saved and downloaded an item, plus which devices were used to login. Please note that if you login to your customer's account, your activity will be logged as well.
  - c. **Add Listing to the Order** - Click this button to add a listing or selected designs from that listing to an order. After clicking a window will open prompting you to type in the name of the listing containing the design(s) you wish to add. Click the *Add Item* button and then select the designs you want to add to the order. Once selected, click the *Save* button to add the new design(s).
3. **Manual Orders** - Manual orders are orders created directly from your Corjl account and not originated from an outside site such as Etsy, Shopify, or WooCommerce. Manual orders can be used to create a custom order, or to personalize an existing design for a customer. To create an order manually, click on the *Create New Order* button at the top of the Orders area. Type in the customer's email address in the box. If you want to send an order link to the customer's email, check the *Send Email to Customer* box. Select a listing for the order, then click *Add Item* to view the listing's designs. After selecting the desired designs for the order, click the *Save* button to create the order.
4. **Direct Order Links** - Direct Order Links are order links that do not require an email address to be associated with the order before creating. You can copy and paste the link generated anywhere you would like (use on a blog, send in a text, etc.). Please note that an order is created in Corjl (and an order fee charged) each time the link is clicked and used to sign in by a unique user. At this time, the ability for Direct Order Links is enabled by request to Corjl support. Once enabled for your account, follow the steps below to create a Direct Link to use for orders:
- a. Click on the *Direct Order Links* button found in the upper right on the *Orders* page. This will open up the Direct Order Links page.
  - b. Once you are on the Direct Order Links Page, click on the *Create Direct Order Link* button in the top right. This will open a window for you to create the Direct Order Link (**Image 16**).
  - c. **# Remaining** - This is the number of times the link can be clicked to create a new order. Please be aware that you will be charged an order fee each time the link is clicked and used to sign in with a unique login and password (customers using the link to return to the order will not cause a charge).
  - d. **Status** - Choose the status of the link (Active, Paused, or Inactive)
  - e. **Listing to Add** - Use this area to select the Corjl Listing associated with the order link. Click the *Add Item* button to include all of the designs from the listing, or just specific designs.

After clicking the *Save* button, you will now see your Direct Order Link listed on the Direct Order Links page. Any orders created from that link will show on the Orders page with the Direct Link name and icon in the Sales

Channel area.

Image 16

**Create New Direct Order Link**

\*\*Note that each time the direct link is clicked by a new customer, a new order will be created.

# Remaining

Status

Listing To Add

**Delivering Custom Orders created in Etsy** - Custom orders will not be connected to an Etsy transaction, so you will need to add the order in Corjl. Set up custom listings in Etsy, then do one of the following:

1. Create the custom design in Corjl. When an item is ready to send to your customer for personalizing, use the **Create New Order** button to create a manual order for the design. Make sure the *Send Email to Customer* box is checked.
2. If you already have the item created and just need to personalize it for your customer, create the order using the **Create New Order** button, but leave the *Send Email to Customer* box unchecked. Click **Save** and then open up the order and login as a customer. You can personalize your customer's item, then download it for them or save and process. If you'd like your customer to access the item in Corjl after you're finished personalizing, click **Resend Order Email**. Your customer will receive the email link and can then follow the link to login and access their personalized item.