

Quick Reference Guide

Exporting Product Information Spreadsheet & Assets

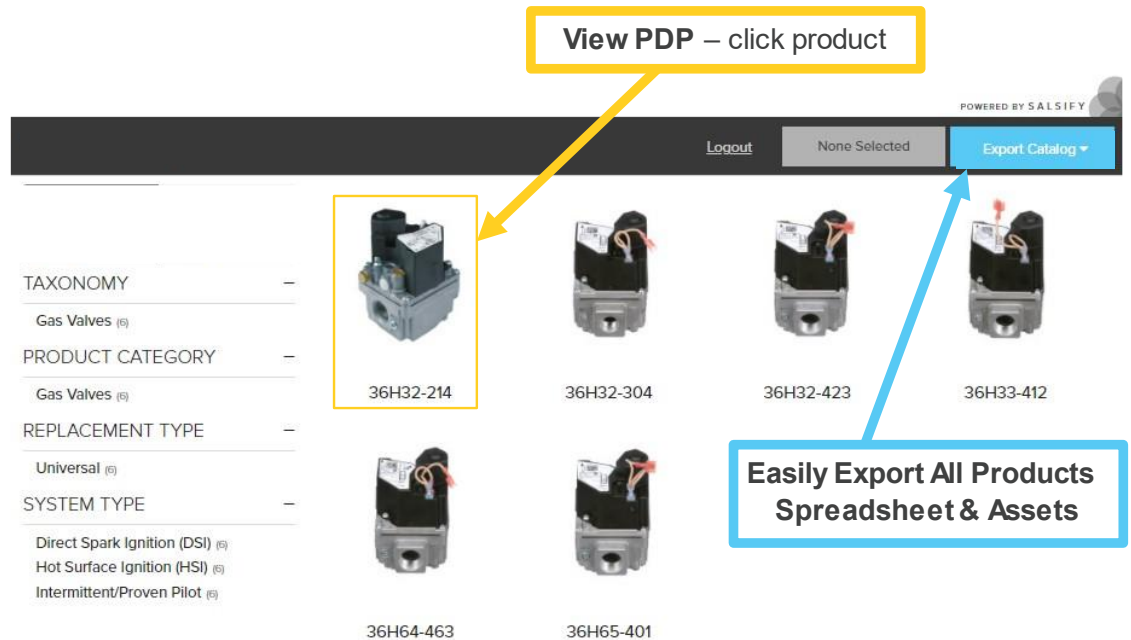
White-Rodgers Online Product Catalog

Our online catalog provides real-time access to product information and digital assets powered by Salsify.

OPTION 1:

Export All Products

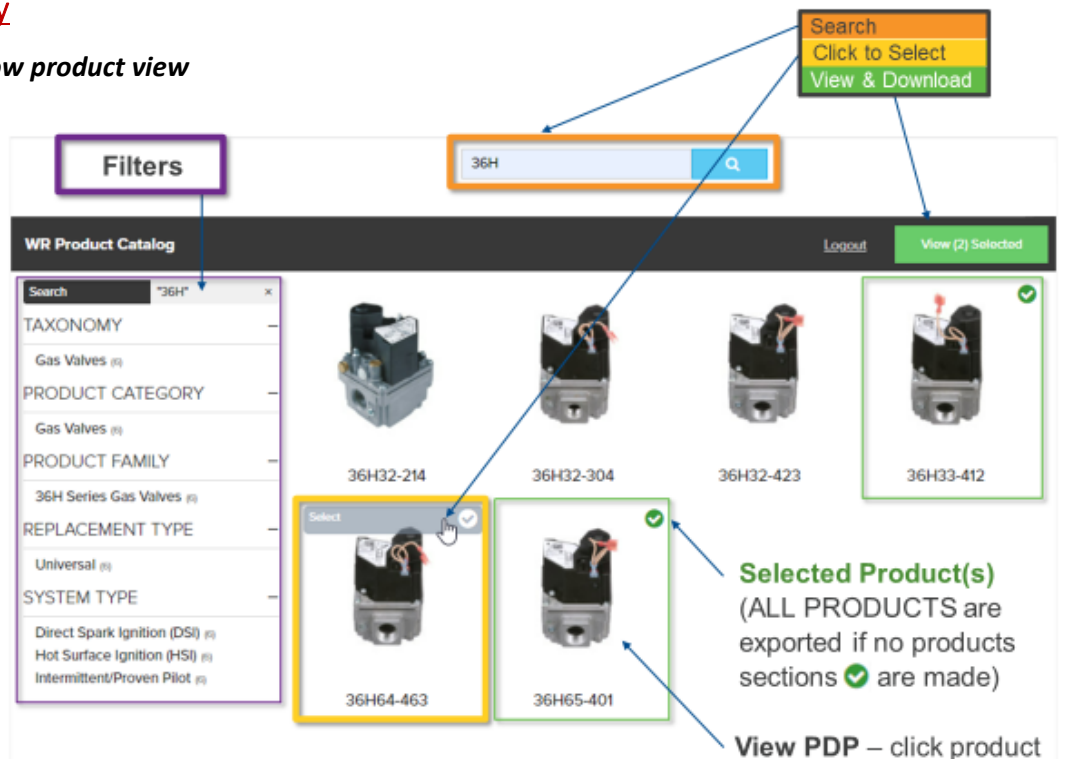
1. Click **'Export Catalog'** on Header Bar, then
 - Spreadsheet
 - Assets
2. **Enter email address:**
Add the email for person to receive export file
3. **Repeat, as needed**



OPTION 2:

Export Selected Products Only

1. Use **Filters** or **Search** to narrow product view
2. Click to **'Select'** on Products
3. Click **'View Selection'** on Header Bar
4. Click **'Export Selected'** on Header Bar, then
 - Spreadsheet
 - Assets
5. **Enter email address:**
Add the email for person to receive export file
6. **Repeat, as needed**



Resize Images: Need a specific size image?

Click Export Catalog, select Assets, then choose to specify a maximum.

Resize Images

Specify Maximum

Maximum Dimension

500

px

Pad to Square