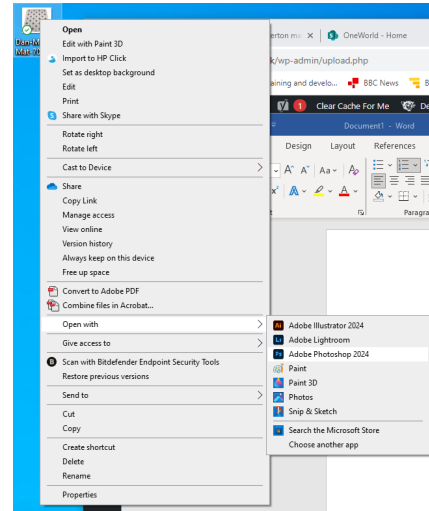
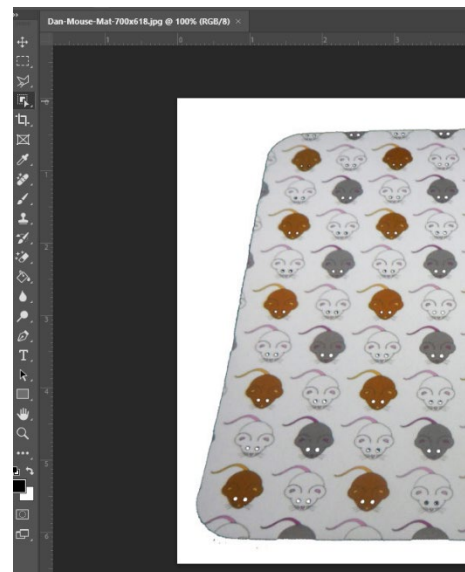


Step by Step Data Input

1. Get your image ready. Take a photo or scan an image of your product. Save it to your desktop and right click on it. Choose "Open With". Take the option to open in Adobe Photoshop 2024.

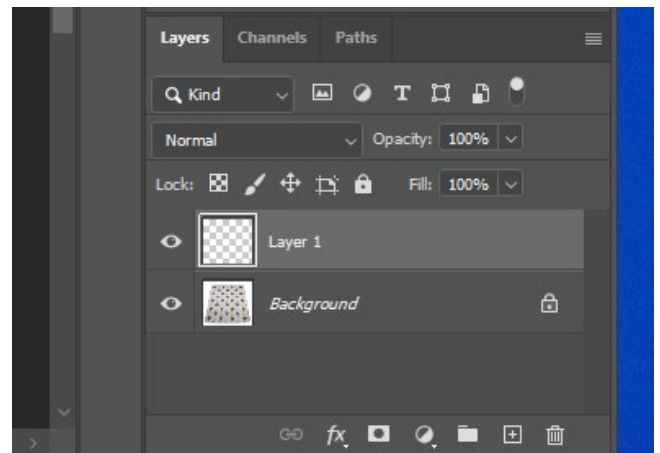


2. Once open, use the Content Aware selection tool to select the item.

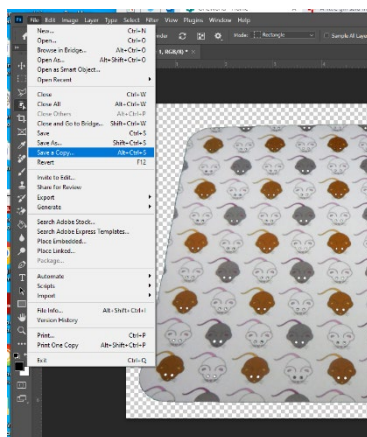


3. On the keyboard press Ctrl + "C" to copy the selection onto the clipboard.

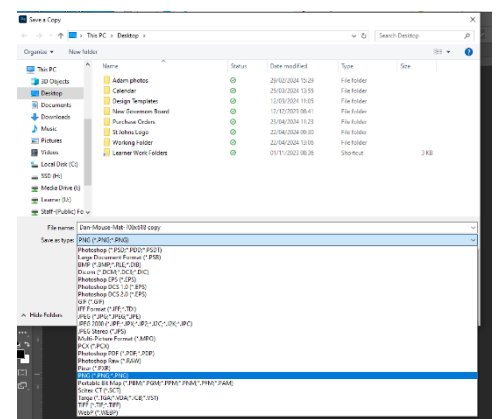
4. Add a new Layer in the Layers Panel.



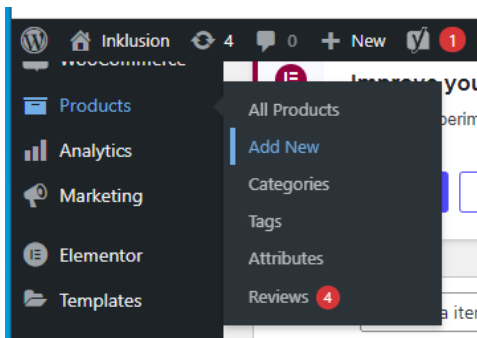
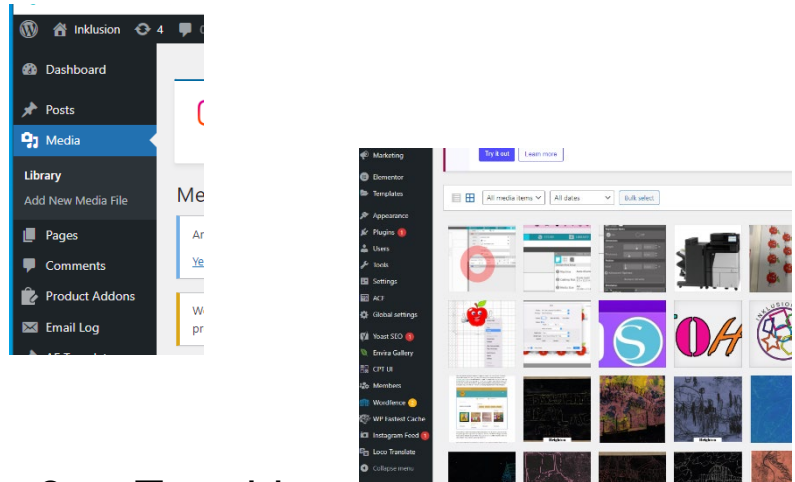
5. Highlight the new layer and on the keyboard hold Ctrl and press “V” to insert the selection into the new layer. Disable the Background Layer by clicking on the little eye next to it.



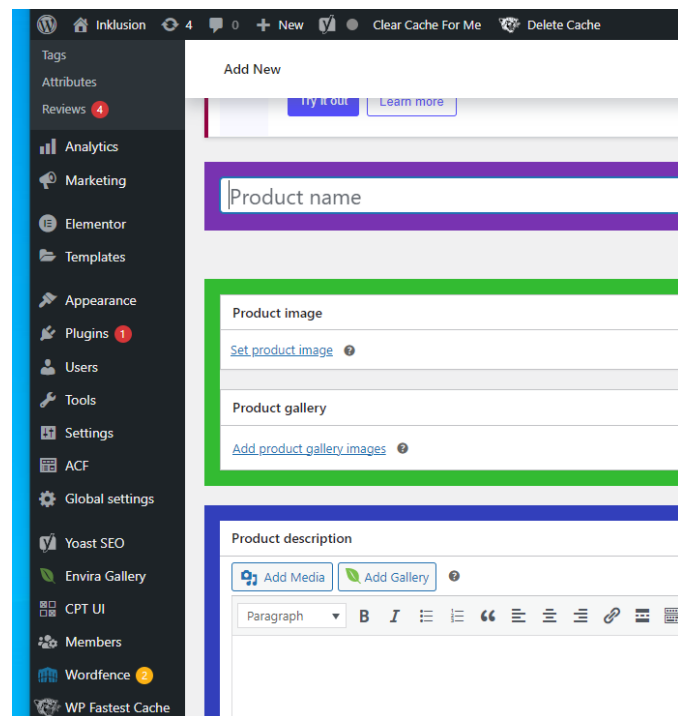
6. Save a copy by going to File>Save a copy>Choose save as a “PNG”.



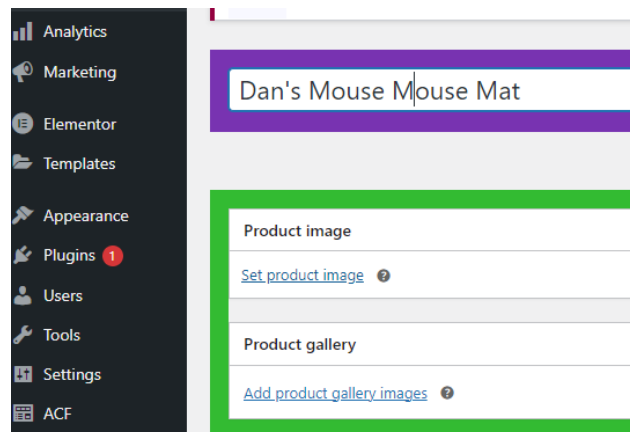
7. Your image is now ready to upload to the Media Library on the Inklusionprint.co.uk website. Open the Media Library Page in the Dashboard section of the site. Drag and Drop the image onto the Media Library page.



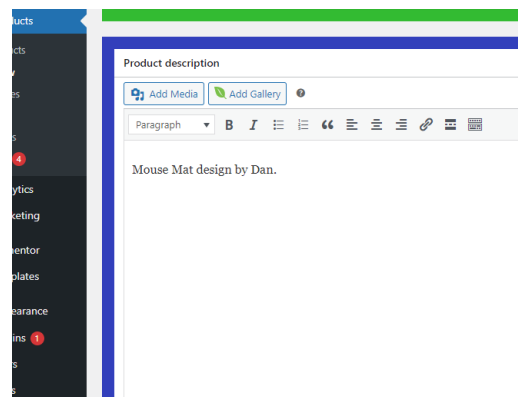
8. To add a new product go to the products tab in the dashboard. Choose "Add New".



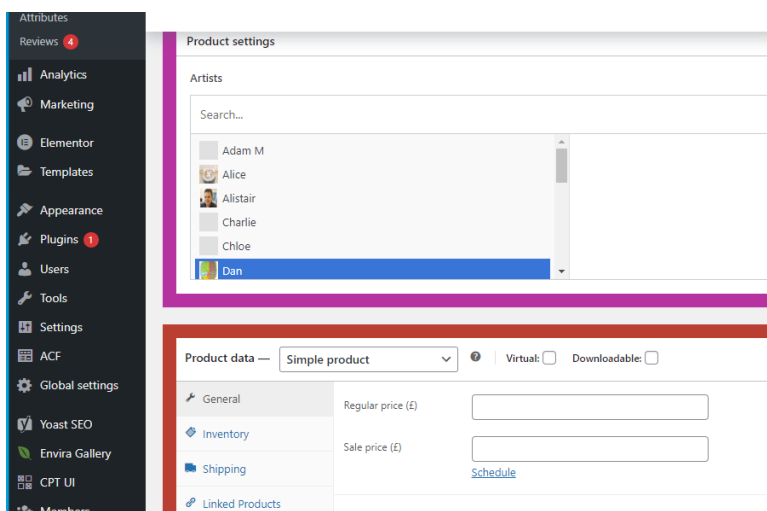
9. Name your product. And “Set the Product Image” from the Media Library.



10. Any additional views of the product can be added to the gallery.

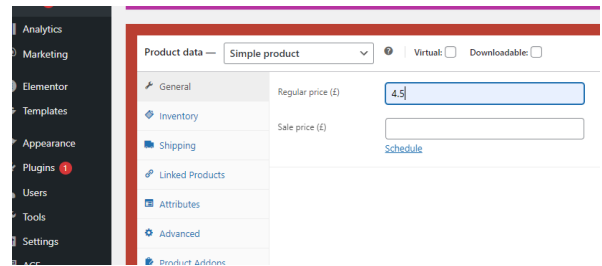


11. Add a Description in the next field on the page.

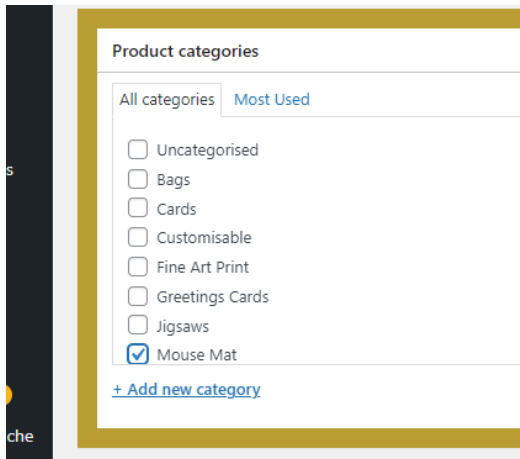


12. Select the Artist Profile of the person responsible for making the new product.

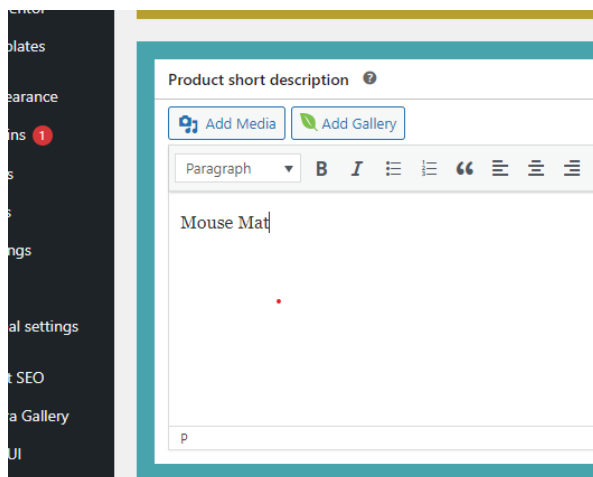
13. Under “Product Data” choose “Simple Product” and give it a price in the “Regular Price Field”.



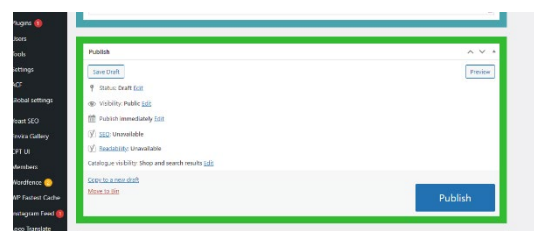
14. In the section for “Product Categories” click on the correct category for this item.



15. The next section is for an alternative text label for the website to use if the image is not showing correctly.



16. When all the steps are completed you can go ahead and Publish the new product on the website.



17. Refresh the website in a new browser tab by right clicking on the “Inklusion Home Button” at the top of the dashboard and choosing “open in new tab” to check that the product is showing.

