

TOOL 4 - Previews Folder

Replacing your product previews is a long process but well worth your time. Most designers update 2-4 products each month until they have all been completed.

Download examples of product previews folders [here](#).

The best place to start is with the products you are adding to your Customer Favorites (TOOL 5) and Promotional Products (TOOL 7). Next is incorporating this into your new releases.

I recommend you work with one product at a time until you get the workflow down.

Steps (Older Products)

Choose One Product from your Customer Favorites

Download the zip files from the server

Create ONE folder for your previews. This folder will serve as your master list. By using a separate folder, you can easily see which products have been updated.

Name this folder according to your current naming convention with -previews at the end.

EX: Joanne Brisebois named her Show and Tell Element pack JBriseboisSTCSet1EPack1.zip so she will name her previews JBrisebois-Show-and-Tell-Previews.zip

[Check all](#) / [Uncheck all](#)

	Download Path
☐	/store/JBriseboisSTCSet1EPack1.zip 
☐	/store/JBriseboisSTCSet1EPack2.zip
☐	/store/JBriseboisSTCSet1EPack3.zip
☐	/store/JBriseboisSTCSet2EPack1.zip
☐	/store/JBriseboisSTCSet2EPack2.zip
☐	/store/JBriseboisSTCSet2EPack3.zip
☐	/store/JBriseboisSTCSet2EPack4.zip
☐	/store/JBriseboisSTCSet2EPack5.zip
☐	/store/JBriseboisSTCSet3EPack1.zip
☐	/store/JBriseboisSTCSet3EPack2.zip
☐	/store/JBriseboisSTCSet3EPack3.zip
☐	/store/JBriseboisSTCSet3EPack4.zip
☐	/store/JBriseboisSTCSet3EPack5.zip
☐	/store/00-Previews/JBrisebois-Show-and-Tell-Previews.zip
☐	/store/00-TOU/JBrisebois-BONUS-and-TOU.zip

Anja - On A Whimsical Adventure named hers exactly as her original files.

[Check all](#) / [Uncheck all](#)

	Download Path
☐	/WoodlandWalks/OAWA-WoodlandWalks-Elements-part1.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-Elements-part2.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-JournalCards.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-MMClusters-NSH.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-MMClusters-SH.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-Patterns-part1.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-Patterns-part2.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-Solids.zip
☐	/WoodlandWalks/OAWA-WoodlandWalks-TransfersAndPaint-1
☐	/WoodlandWalks/OAWA-WoodlandWalks-TransfersAndPaint-1
☐	/WoodlandWalks/OAWA-WoodlandWalks-TransfersAndPaint-1
☐	/00-previews/OAWA-WoodlandWalks-prv.zip
☐	/OAWA-BONUS-and-TOU.zip

Create your Collection PDF

Add one copy of each product preview and the Collection PDF to your new previews folder.

Zip the file

Upload the zip file to your new 00-previews folder on your ftp.

Remove the existing previews and old TOU files and folders from your individual files.

Rezip the files

Reload back to the server. Be sure to overwrite the original files.

Open each related product.

Go to the Downloads Section

Add the new BONUS-and-TOU.zip as a download

Add the new previews zip as a download

Update the product