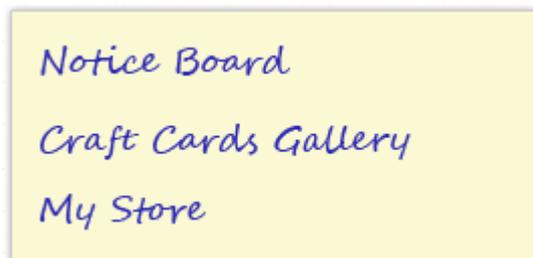


CraftRabbit.com - How to Upload Store Items Guide

You must have a Craft Rabbit account and be logged into your profile in order to follow this guide.

First you need to click the 'My Store' button which can be seen below. It is on the account menu down the right-hand side.



Next click the 'Create Gallery' button. This will take you to the Gallery screen.



Here is a picture of the gallery screen where you can type the name of your first gallery. Type in a name such as 'Design Sheets' or 'Borders' into the gallery name box. Galleries help you organise your art work in your account.



Below you can see we have created two galleries and they are both empty. Click a gallery and you will enter that gallery and can upload designs into it.

Create Gallery

Create a Gallery to help you group and organise your Art Work. Click on a Created Gallery to upload Art Work into. Uploaded Art will be added to your shop.

Design Sheets Borders

As you can see the gallery has instructions in the yellow boxes telling you exactly what to do. You can click the 'Add Art Work' button and select a design you have made from your computer to upload. You will get a progress bar while the image uploads. **Please be patient as large images may take a few minutes to upload.** If you want to upload sets of artwork please read on.

Back **Create Artwork Set** **Add Art Work**

This gallery is currently empty. If you have empty store spaces you can upload new Artwork to this gallery. An extra slot is earned when a new item is first sold.

Please note max upload size is 2.5MB and File format must be jpg or png.

The more Artwork you sell the more Spaces you Earn. Upload Quality new Art into Free spaces and Grow your Store.

0 **20**
Spaces Used Spaces Free

Once your upload has finished your gallery will update and show a thumbnail of your design. The small paint brush icon means that you need to fill in the details of your art work and publish it. As you can see at the bottom in the yellow box we have used 1 shop space up and have 19 remaining. Click the thumbnail of the image you uploaded and you will go to the details page.

[← Back](#) [+ Create Artwork Set](#) [+ Add Art Work](#)

 This icon means you have un-published Artwork, and it is not available in your shop. Click the Artwork to Edit Details and Publish.

Please note max upload size is 2.5MB and File format must be jpg or png.


Red Rose Lid A5
0  0 

The more Artwork you sell the more Spaces you Earn. Upload Quality new Art into Free spaces and Grow your Store.

 1 Spaces Used	 19 Spaces Free
---	---

Edit the details of your art work as required. The title and description are important so people can find your work when they search. Fill in the accreditation box, it's most important in case someone reports your work otherwise we may delete it from the site. Select at least 1 category and 1 theme, along with a price, and remember to tick the publish box otherwise people will not be able to buy it. Click Save when you are done. Congratulations people can now buy your designs.

Name:	<input type="text" value="Baby Girl"/>
Description:	<input type="text" value="A New baby Girl design perfect for new borns."/>
Accreditation:	<input type="text" value="All work is my own."/>
Categories (Max 3):	<input type="text" value="1 selected"/>
Themes (Max 3):	<input type="text" value="1 selected"/>
Price £:	<input type="text" value="0.75"/> All prices are in British Pounds (£0.00).
Publish:	<input checked="" type="checkbox"/> Tick to publish to your shop.

Sets are used if you wish to sell a few sheets of artwork as one item. This is typically needed if a design needs four or five sheets to complete it such as a quick card or tunnel card for example.

If you want to upload sets of artwork you need to first click the gallery you wish to upload the set to, and you will see the following screen.

 **Back**  **Create Artwork Set**  **Add Art Work**

 This icon means you have un-published Artwork, and it is not available in your shop. Click the Artwork to Edit Details and Publish.

Please note max upload size is 2.5MB and File format must be jpg or png.

 
Red Rose Lid A5
0  0 

The more Artwork you sell the more Spaces you Earn. Upload Quality new Art into Free spaces and Grow your Store.

 1 Spaces Used	 19 Spaces Free
---	---

Next click the 'Create Artwork Set' button and you will see the screen below.

 **Back**  **Save Set**

Name:

Description:

Price £:  (inc VAT)

Sets are used if you have multiple artwork sheets that are needed to make an item. An example would be a tunnel card or quick card. Sets are given their own price and a member can buy all items in the set for a single price.

Again the yellow box above tells you more information regarding sets. Fill in all the information and click save to create your first set.

The screen below shows your set. Next we need to upload artwork into the set. Click the big white square.

Any sets you have made in **Design Sheets Gallery** are listed below. Sets are useful if you have multiple artwork sheets that are needed to make an item. Click a set to upload artwork into it.



The more Artwork you sell the more Spaces you Earn. Upload Quality new Art into Free spaces and Grow your Store.

 1
Spaces Used

 19
Spaces Free

Please also note that whenever you mouse over a gallery or set you will see a small Green Tick and Red Cross. Clicking the Red Cross deletes the gallery or set, and the Green Tick allows you to edit the title or description.



Please note max upload size is 2.5MB and File format must be jpg or png.



Blue Butterfly Back
Panel A5
2  0 



Blue Butterfly Base A5
1  0 



Blue Butterfly Front
Panel A5
1  0 



Blue Butterfly Inner
Back Panel A5
2  0 

Above we can see a familiar screen with the 'Add Art Work' button. Click the button to add all your set items. Here you can see we have added 4 items to our set so far. You still need to give each item a price and select a category and theme when you upload as customers may want to buy individual sheets from a set. Click the artwork thumbnail and fill in the information as you did before and remember to tick publish.

Congratulations you have uploaded your first set. Members can now buy your sets for a fixed price or individual items from that set.