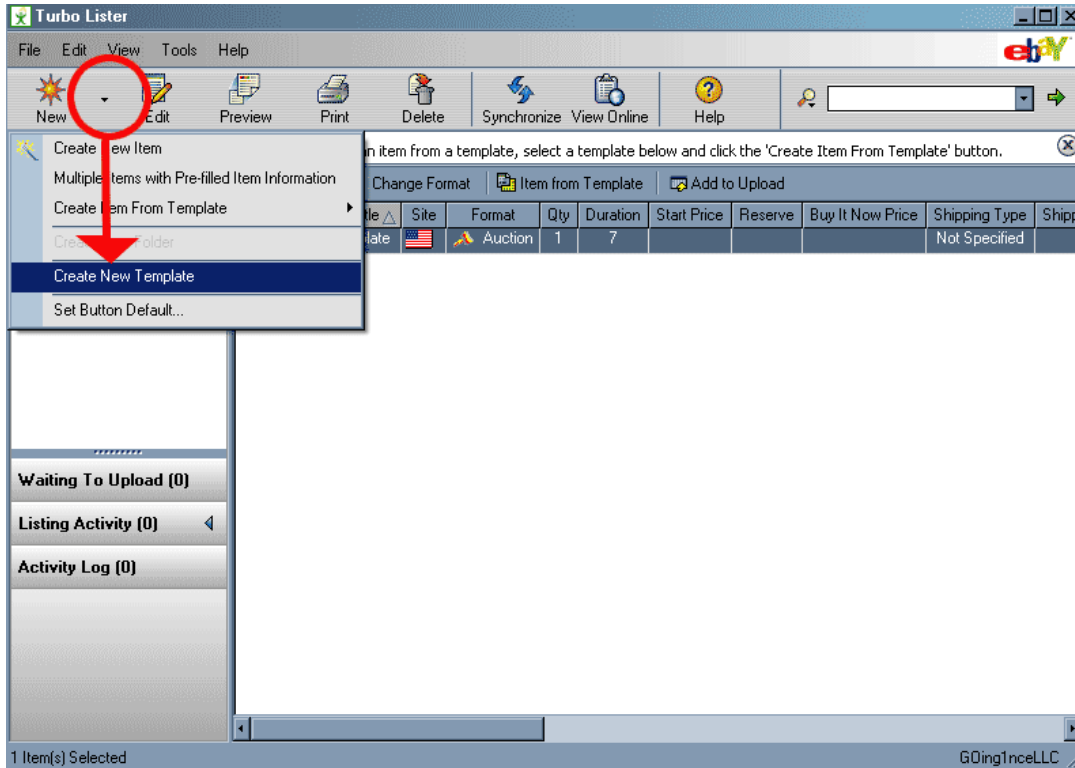


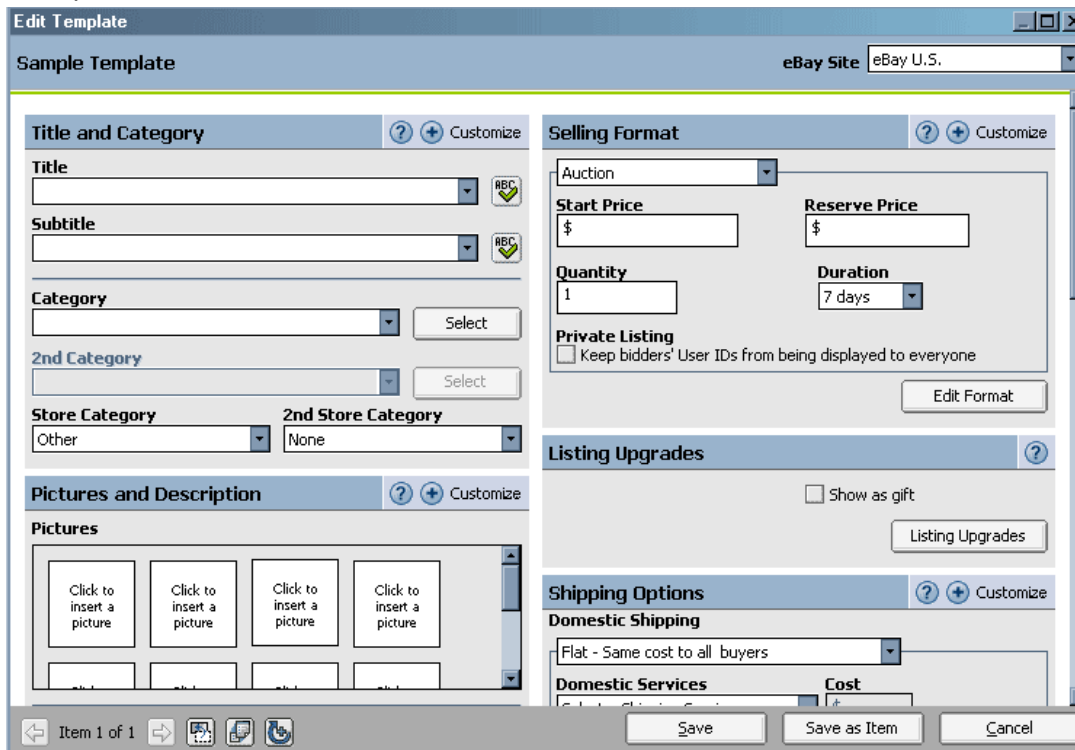
Insert Template to Turbo Lister

To insert your template into Turbo Lister for use, please follow these steps:

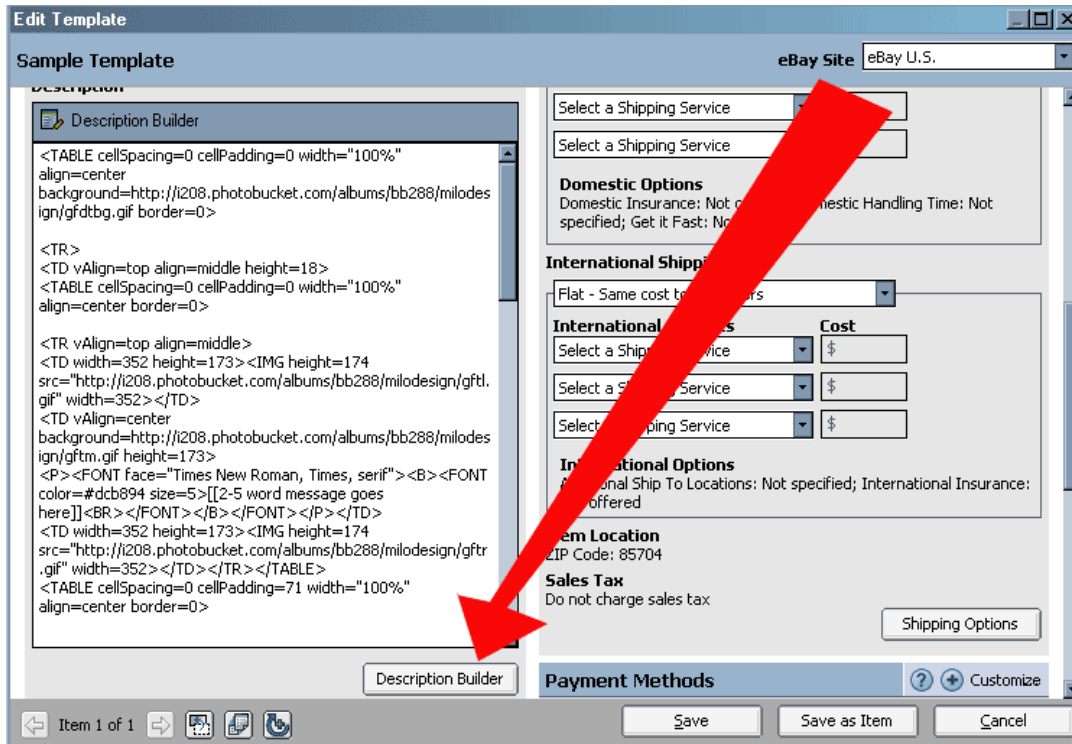
- From the New drop-down list, select to Create New Template



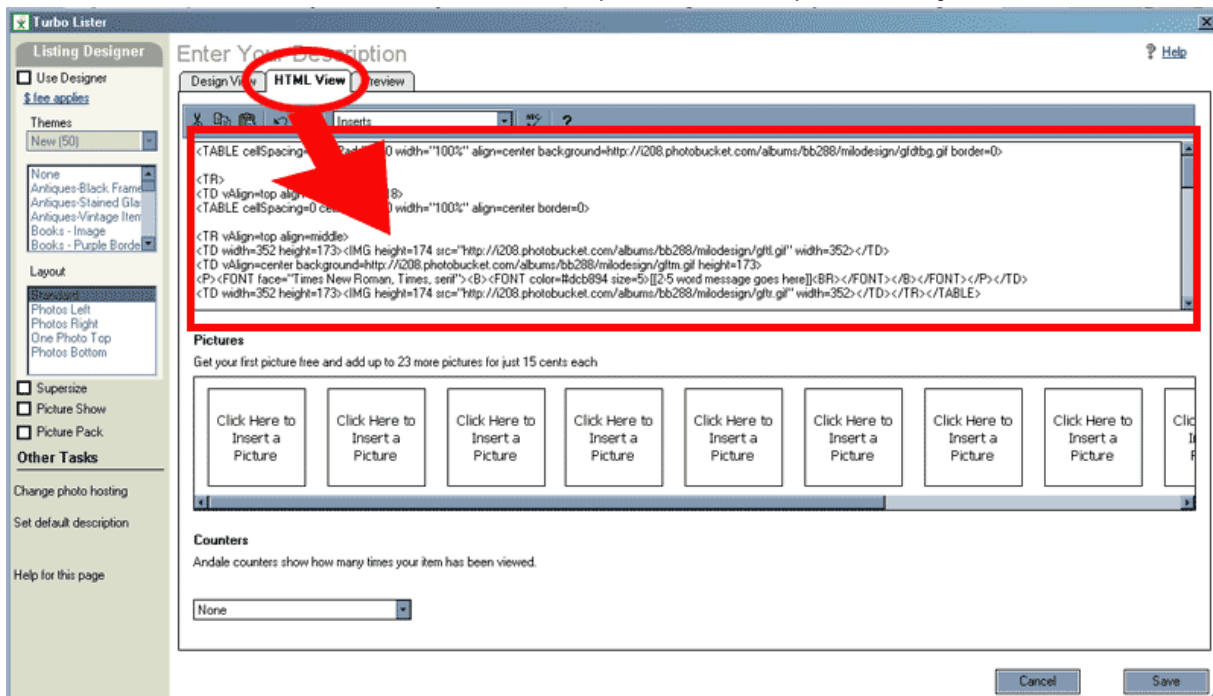
- That opens a window like this to which you'll add your default record info, including the template into the description area. (More details to follow)



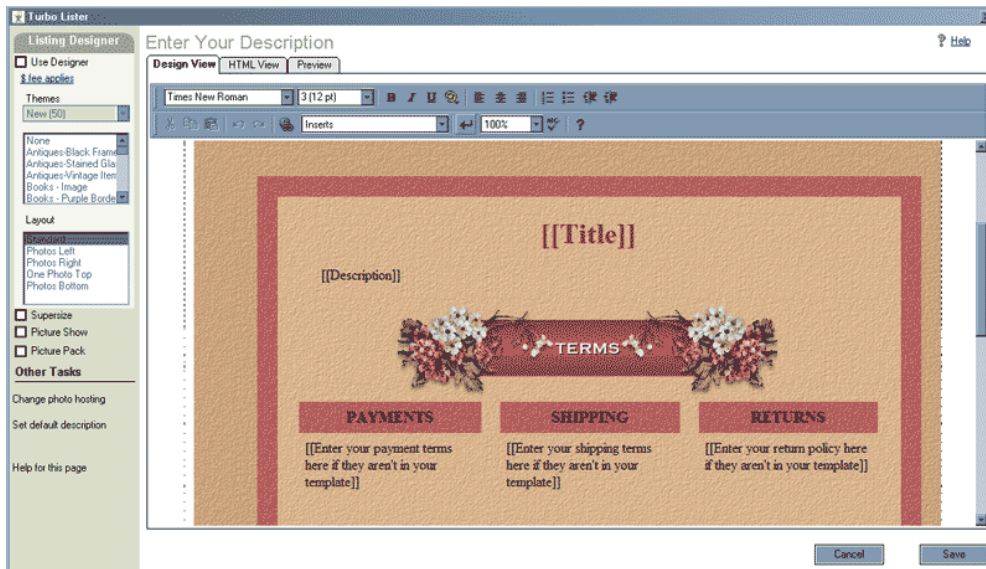
- Enter a title which will identify this as your template – such as My XYZ Template. This can be edited later when you create records using this template but will identify which template you're using.
- You may edit other fields such as selling format, price, duration, shipping, etc. which reappear in most or all of your listings. (These can all be edited later when creating new item records.)
- To enter your template, go to the Description Builder & click on the Description Builder button.



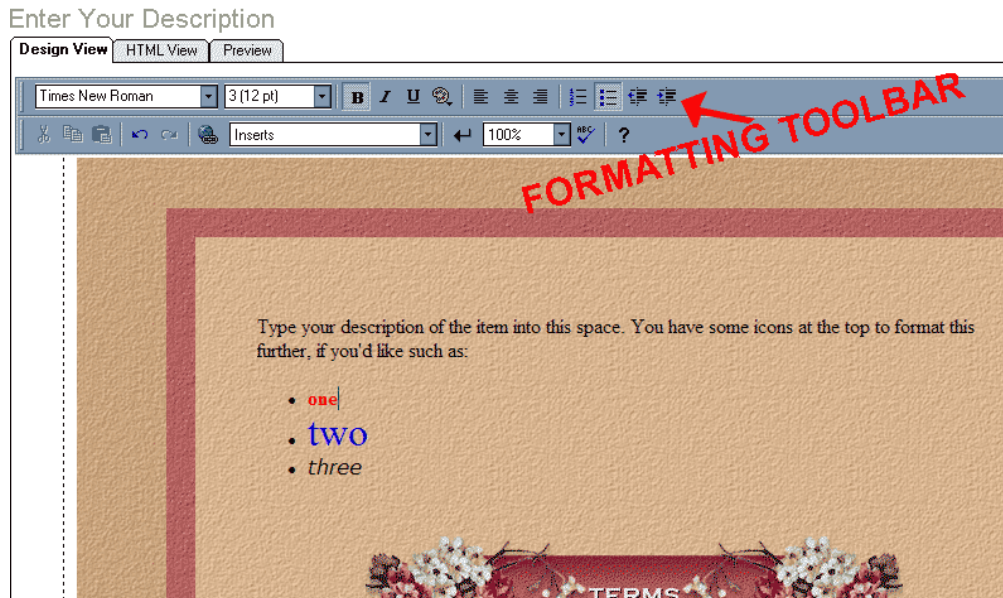
- You may make this window wider by holding your mouse on the edge and click/drag when you get the double arrow cursor. Then, click on the HTML View tab & paste in the template HTML you've received and copied.



- Click on the Design View tab to see your template with “placeholders” in which to enter description info.



- Using the above sample, I've deleted the title placeholder by highlighting it & deleting it. I've highlighted the description placeholder and typed new text there



- Save your description (to which you've just entered the template) and the template itself for use later

NOW – you want to create a new item record with your template?

- Go to File>Create Item From Template>your template. This will create a new record. Edit all your fields as needed, add pictures, preview & you're ready to submit it!

