Adding images to your products via Schedules Input Program.

With so many products on GSA Advantage, making sure that your products have a detailed product name, thorough descriptions, and clear, high quality photos will give you a tremendous advantage over your competition. The value to you is:

- \checkmark More sales
- ✓ Increased visibility
- ✓ Superior ranking in search results
- ✓ More accurate categorization of your items.

This guide will show you how to improve your product records by adding photos to them. It proceeds as follows:

- > I) Before You Begin: A few steps to take before starting.
- > **II**) **Optimizing Your Photos:** Notes on naming and formatting.
- > III) Copy Images to SIPv7/photos: or SIP will not find them.
- ➢ IV) Add photos WHILE entering products: If you have not already entered products into SIP, then this section will teach you how to add photos as you go.
- ➤ V) Add photos to products already entered: If you had already entered some products into SIP, and you want to go back and ADD photos, use this section of the guide.

I) Before you Begin:

Before you begin, ensure that you have done the following:

- 1) Download SIP from <u>http://vsc.gsa.gov</u> and install it on your system.
- 2) Have your product information is handy. You will need it if you are entering new products.
- 3) Make sure that all the photos you plan to use are in a digital format on your PC. Some edits require photo editing software (Photoshop, GIMP, Corel Draw...) This is covered in Section II.

Please complete the above before continuing on. If you have already completed the above then skip to Section II.

II) Optimizing your Photos:

Here are some steps to follow for preparing the photos themselves.

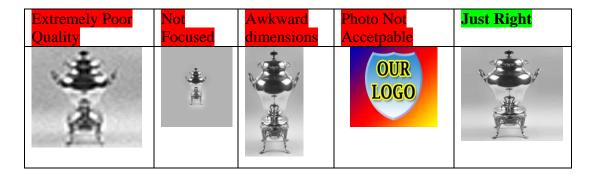
- 1) SIP requires photo filenames to be 80 characters or less, and have NO special characters ("!", "&", "@"...) and NO spaces in the filename. For example, the filename: xb1221.jpg is acceptable. The filename: #~1xb 1221 platinum coffee urn.jpg is NOT acceptable.
- 2) SIP requires photos to be in JPEG format (.jpg/.jpeg) or GIF format (.gif). File sizes cannot exceed 1MB. Ensure that all photos are in one of these two formats. You may need photo editing software to convert or downsize your files.

When using Photo Editing Software:

Here are some considerations if you are using software to edit your photos prior to uploading them.

- ✓ Dimensions: Too tall or too wide will look odd on the search page.
- ✓ Quality: Poor quality images will not do justice to the product.
- ✓ Focus: Item should be featured prominently in image.
- Photos are encouraged but should be product specific, not logos or generic images.

Look at the following examples for guidance on optimizing your photos.



III) Copy images into the SIP photo directory:

Once your images are optimized, they must be placed into SIP's photo directory. The default location for this directory is: C:\Program Files\SIPv7\photo. SIP will only "see" photos that are in this directory, so any photo you plan to associate with a product MUST be copied there.

IV) Adding Photos while entering product records:

If you followed steps I through III before you started entering products into SIP, then your photos will be selectable from the "photo name" drop down menu.

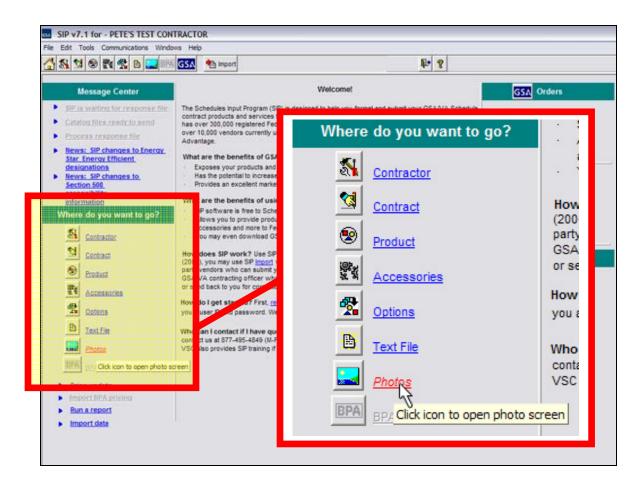
SIP makes it easy to choose a photo as you create each product record. Simply choose the appropriate photo from the list, and continue with creation of the record.

e D Q		Edit	Save	Cance		8
Product Information						-0
Browse Window (1 Prod	lucts)		Show acce	ssories	Press F1 for field help	
Contract no. Manuf	acturer part no.	SIN	Product name		Manufacturer name	UPC
GS-44F-9499K XB8122	21	132 61	COFFEE URN 4-	12 CUP DRIP	STINFORMIX	12121212445566
GS-44F-9499K PETECO	RP1212121212121	2 132-3	CONTINUUM TR	ANSFUNCTIO	NE A-BEC INDUSTRIES	111111111111111
Input Window Contract number: SIN: UPC/GTIN:	132	21212445566	•			
Contract number: SIN: UPC/GTIN: Manufacturer: Manufacturer part/mode Contractor part number	132 121 INFC el number: XB8	61 21212445566 DRMIX 11221 XB1221	· ·			
Contract number: SIN: UPC/GTIN: Manufacturer: Manufacturer part/mode Contractor part number National stock purple	132 121: INFC el number: XB8 : 681:	61 21212445566 DRMIX 11221 XB1221 XB1221	· ·			
Contract number: SIN: UPC/GTIN: Manufacturer: Manufacturer part/mode Contractor part number National stock pumi Preact/item name:	132 121: INFC el number: XB8 : 681:	61 21212445566 DRMIX 11221 XB1221	J. J. J. C. LING			
Contract number: SIN: UPC/GTIN: Manufacturer: Manufacturer part/mode Contractor part number National stock purple	132 121: INFC el number: XB8 : 681:	61 21212445566 DRMIX 11221 XB1221 XB1221				

V) Adding photos to pre-existing records.

If you have already begun creating product records, but did not have photos handy when you started, then this section of the guide will show you how to revisit those items and add photos.

Run SIP and you will see the screen located on the next page. Look for the "Where do you want to go?" menu, and locate the "photos" link that is shown in the example below.



Clicking on "photos" will open the following screen.

ssa Instruction for photo	
first create your own photos using common pho ipg or .gif format no larger than 70k size can not be 0 photo filename can be no lor photo filename should not co Photo must be placed in the Photo subdirector attach or detach photos to products or access	
Name	Problem
example with space and too long name.jpg	Photo file name must not exceed 30 characters,
specialcharacters!&%.jpg	Photo file name must not contain special characters.
waytoolarge.jpg	Photo file must be no larger than 70k.(size: 844k).
Rename	int Continue Cancel

SIP will display a list of files that have problems, and it will provide a description of the problem to be fixed. Take note of the files that need to be fixed, and make the necessary changes.

If the above window contains NO files with problems, select "continue" to proceed.

You will arrive at the following screen, which lists the items under your contract. You can preview the photos you have by opening the "select a photo" drop down box, and clicking each filename.



When you come upon a photo you wish to assign to a product, simply double-click the "PHOTO" field of each product. SIP will assign whichever photo is currently displaying to whichever product you double click on. Please do not re-use photos unless product characteristics are identical.

		•	First Prio	vr Next	Last	₽ • ?	
		4	Pilst Pilo	IN INEXL	Last	Arr. R	
sa Photo							
			I.			Click here for help	
Select a photo:		a de la	7	View all items	s attached to photo		
xb1221urnthur	nba1.jpg	•			Detach p	hoto from all	
			VISION N				
Contract No.	SIN	Prod/Acc	MEGPART	Item	Name	РНОТО	~
Contract No. GS-44F-9499K	0.000	1.1.7.8.1.1.7.7	MFGPART PETECORP121212121212	Item CONTINUUM TRANS			_^
	132-3	Р			SFUNCTIONER	PHOTO xb1221urnthumba1.jpg xb1221urnthumba1.jpg	<u>^</u>
GS-44F-9499K	132-3	Р	PETECORP121212121212	CONTINUUM TRANS	SFUNCTIONER	xb1221urnthumba1.jpg	
GS-44F-9499K	132-3	Р	PETECORP121212121212	CONTINUUM TRANS	SFUNCTIONER	xb1221urnthumba1.jpg xb1221urnthumba1.jpg	
GS-44F-9499K	132-3	Р	PETECORP121212121212	CONTINUUM TRANS	SFUNCTIONER	xb1221urnthumba1.jpg xb1221urnthumba1.jpg	
GS-44F-9499K	132-3	Р	PETECORP121212121212	CONTINUUM TRANS	SFUNCTIONER	xb1221urnthumba1.jpg xb1221urnthumba1.jpg	

Once you have completed adding photos, save your changes and follow the procedures to create and submit an electronic catalog file.