



Guidelines

Please be advised that it can/will happen that the items in the template can move when you insert information. Do not panic, if you follow the guidelines it should not happen. The template can accommodate 10 products, if you need more you can always copy and paste the template on empty pages.

In the document, you will come across text in [...] these are for you to fill in with the indicated information, i.e. [Country] → [Spain]. Make sure at the end that all [...] are deleted.

Please insert in the assigned text spaces only specific information related to the product, i.e. description, price, location, person of contact...

Provide good quality pictures, pay attention to the positioning and lighting of the item in the picture to optimize the end result.

After you finished filling in your catalogue, please go on the Table of Content page. Put your cursor on the empty listing, right click, and choose "Update list". This way the Table of Content will be updated with the names of the products in the catalogue. If you are uncertain, do not worry we will review it when you send it back to us at: coordinator@natocharitybazaar.org





First page:

Table of Content

[Product name]	2
[Product name]	2
[Product name]	3
[Product name]	3
[Product name]	4
[Product name]	4
[Product name]	5
[Product name]	5
[Product name]	6
[Product name]	6



When you have finished your catalogue (!)
update the table of content by clicking
right on the text [product name] and
choose update the table



National Sales Catalogue 2021



[Country name]

Insert your country

[phone number]

[email adress]

Insert the phone number and
email of the point of contact
for your country





Product Page



Insert the product name

[Product name]

Insert picture of the product overview



Product description

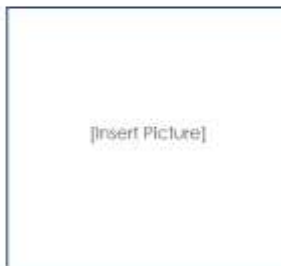
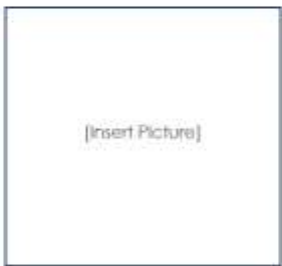
Description:
Click or tap here to enter text.

Insert description of product maximum 3 lines

Price: Click or tap here to enter text.

Insert price in EURO

Insert or not, picture of close up of the product



Insert or not, picture of close up of the product

Delivery – Pick up

[Location]

[Contact person]

Insert location/address of pick up

Insert last name of person and either email or phone number

