

How to Place an Item for Auction/Buy Now

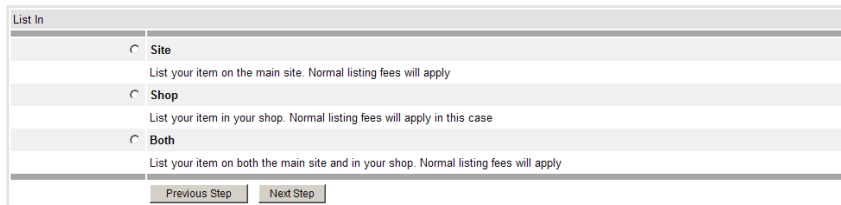
Important: You must be a registered Seller to be able to place items for Auction or Buy Now.

Login to Trueant & click the Sell Tab (top of page).



Only For Sellers with Stores

CHOOSE WHERE TO LIST THE ITEM FOR SALE



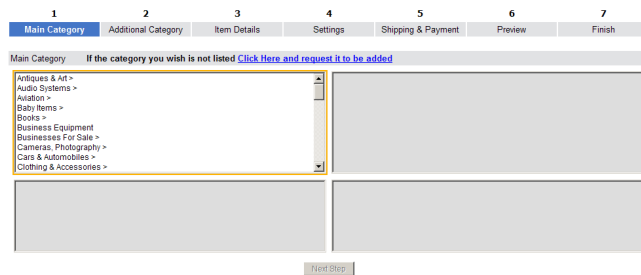
Choosing Shop = Item is only displayed in Sellers Trueant Shop

Choosing Site = Item is only displayed on the Auction Site.


Choosing Both = Item displayed in both Auction Site & Sellers Trueant Shop

Step 1 & 2: Choosing a Main Category & Additional Category to list your Item in

SELECT A MAIN CATEGORY

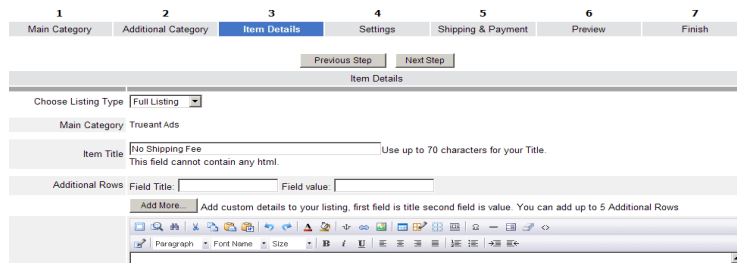


SELECT AN ADDITIONAL CATEGORY FOR YOUR ITEM



Step 3: Placing the Auction & Items Description

ITEM DETAILS



Choose Listing Type = Full, Quick & Buy Now

This only affects the next step by displaying only the details needed for that type of listing.

Displays the Main & Additional Categories

To change these you need to go back a step by clicking the Previous Button.

Item Title = Place the title you wish to use for your item. This Title helps the Internet Browsers find your item.

Additional Rows Field Title & Values = Here you can add extra information to be displayed with the Title. An example would be "Field Title = Condition" & Field Value = New". This is a good way to show that little extra information. It is up to you if you wish to use this option.

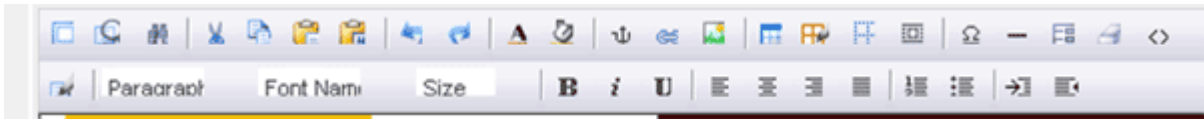


Voucher Settings = Place your Voucher Code given to you by the Auction Site (this can be copied/pasted into place). You will see the message that the voucher is valid or not on the next page.

WYSIWYG Editor = This is the place to design your ad. It operates like most editors you have used but like all New programs it is something you may have to get use to.

Click next step if you are happy with the details you have supplied

Using our WYSIWYG designer



First Row



Use Editor in Full Screen Mode

Click this button to place the Editor in Full Screen Mode. Click it again to return to Standard Mode



Preview Your Made Ad

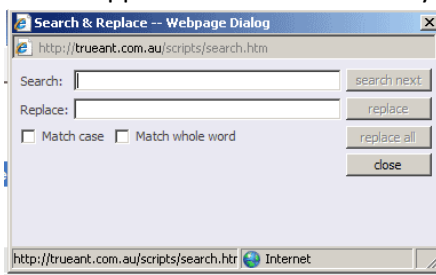
Clicking this button gives you the 3 choices to preview your edited details in.

- 640 x 480
- 800 x 600
- 1024 x 768



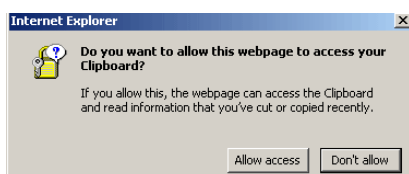
Search & Replace Existing Text

Use this button to search & replace text you have already added to the editor. This popup window will appear. Very handy if you have to replace a word or phrase that appears more than once in your editing.



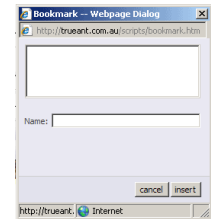
Cut

A popup appears asking you to grant the webpage access to your clipboard. You must allow access first before you can continue to use this option. It is safe to allow access.



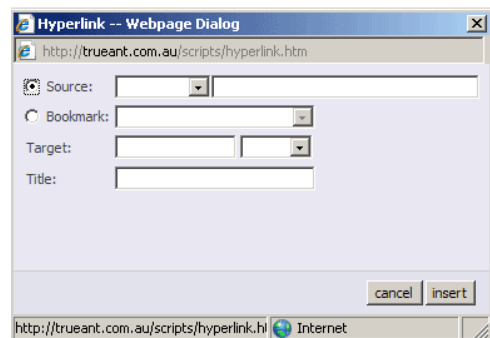
Insert a Bookmark

To be Updated



Create or Edit a Hyperlink (website link)

Select the text you wish to become a link. Then click this button. A popup window will appear. Here you add the correct web address you wish the link to take you to.



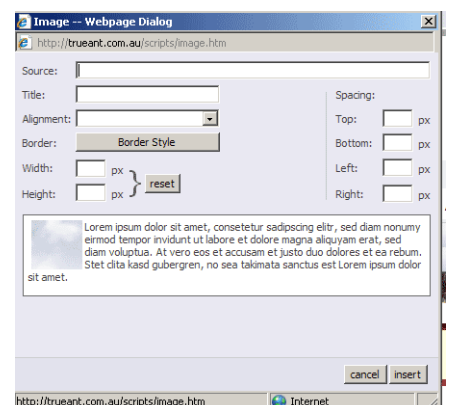
Here you add the correct web address you wish the link to take you to. Then click insert, you will notice the selected text is now underlined & may be a different colour. You can change this by using the font colour option. The link will remain even if you change the colour or take the underline out.



Insert an Image (from data base)

This is not for your Items images. You use this option if you have access to images in a data base that you have been given permission to use.

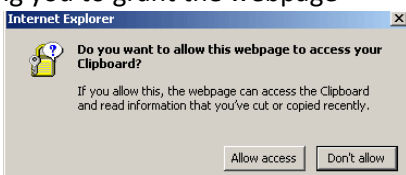
If this is the case then you don't need instructions. If you do please contact the owners of this site.





Copy

A popup appears asking you to grant the webpage access to your. You must allow access first before you can continue to use this option. It is safe to allow access. (**Tip you only need to allow access once**)

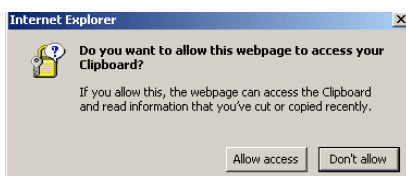


Select an image or an area of text then click this button to copy that item so you can paste it in the area you wish (same as most copying options you have found before)



Paste

A popup appears asking you to grant the webpage access to your. You must allow access first before you can continue to use this option. It is safe to allow access. (**Tip you only need to allow access once**) Select the area you wish to place the copied or cut item you have & click this button to place the selected item there (same as most pasting options you have found before)



TIP FOR – CUT – COPY – PASTE Popup

Once you have allowed the webpage access to your clipboard through any one of these options you won't have to go through the allow access process again while you are still using the editor.



Paste From Word Document

When using this option to paste your Word Document a popup window appears. You have to use the ctrl + V keys to then have another popup appear asking you to allow this content. Press the allow button to see your word document appear in the popup window. Now click ok & you will see you document in the editor ready for you to use.

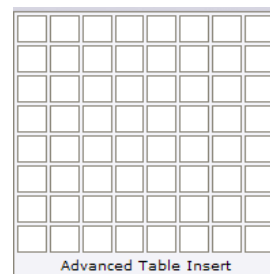
TIP

To paste a Word Document if it is only text & **does not include Images** now select the text you want use the mouse & copy then paste in select a cell or table.

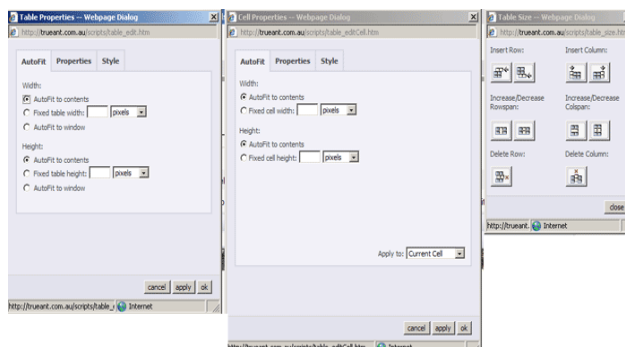


Create A Table or Cells

Click this button to choose the number of rows & columns you want for your table. Move your mouse pointer over the pop down window & highlight the size table you want. If you are unsure of the size table you want it doesn't matter you can Add or Remove Merge or Split Cells – Rows & Columns using the Table Edit button after you have selected a table size.



Edit Tables or Cells



This option breaks editing your table into 3 choices. All 3 choices can be opened at the same time & left opened while you are using the editor.

Table Size Edit – Lets you Add or Remove Rows & Columns

Table Properties – Lets you set the Positioning of table & it's size plus Cells Padding & Spacing, Colour & Styles for Background, Text & Borders

Tip

“Use Auto size so the table fits into the viewers screen”

Cell Properties – Lets you set the Cells - Borders & Cells Padding, Colour & Styles for Background & Text

Tip

“Changing Table & Cell Properties that are connected will affect each other”.



Undo

If you make a mistake click this button to take you back one step. If you need to go back further then click this button again



Redo

If this button is highlighted then that means you have used the undo button & this button now lets you go forward if that is what you find you wish to do



Font Colour or Text Colour

Click this button to have a colour chart appear so you can choose the Font Colour you want to use. You can change pre existing text colour by selecting the text you wish to change the colour of and then choosing this button pick your chosen colour & the text will change to that colour



Back Ground Colour For Text

Click this button to have a colour chart appear so you can choose the Background Colour you want to use. You can change pre existing text background colour by selecting the text you wish to change the colour of and then choosing this button & pick your chosen colour & the text background will change to that colour



View Guide Lines: Shows the a light grey outline of Cells & Tables



Absolute To be Updated



Special Characters: Gives you the choice of commonly used Characters like — © ® € ú õ



Create a Line: As it states it lets you create a line. Often used to separate Information being displayed.



Form Editor To be Updated



Remove Formatting To be Updated



View Edit Source To be Updated

TIPS

Text you have pasted into the editor won't let you edit its size or colour.

You will need to add a space to the end of the text. This lets the program know the paste is complete & now you can edit it.

Use the Preview Button to see what your ad looks like so before going on

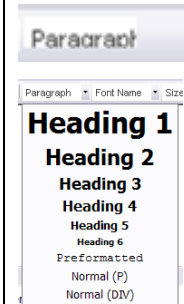
If you only want to paste text From Word Document.

The easiest way I found to paste a Word Document if it is only text & does not include images or Word Art is to select the text you want right click the mouse & select copy then select the area in the editor that you want the text to go then right click the mouse & click paste.

TIP FOR – CUT – COPY – PASTE Popup.

Once you have allowed the webpage access to your clipboard through any one of these options you won't have to go through the allow access process again while you are still using the editor.

Second Row



Here you can choose the style you wish your text to represent. All the **Headers are in Bold** & 6 different sizes. **Normal (P)** sets the text to normal paragraphing. **Normal (DIV)** sets the text to one line (I think).
“TIP Use the Normal (P) choice for Text & the Heading? For your Headers”.



Changes the selected Text **Font**



Changes the selected Text **Size**



Changes the selected Text to or from **Bold**



Changes the selected Text appearance to *Italic*



Places or removes a line under Text



Places the selected Cell – Table or Text to the **Left** of page



Places the selected Cell – Table or Text to the **Right** of page



Places the selected Cell – Table or Text in the **Centre** of page



Set Bullets as

1. **Numbers**



Sets Bullets as

• **Points**



Positions the selected Cell – Table or Text Indenting from the left of page (moves selection a small space each time it is pressed)



Positions the selected Cell – Table or Text Indenting back towards the left of page (moves selection a small space each time it is pressed)

TIPS

Place all your Table Cells & Text in the places you want then go through the Cells one at a time editing the text to represent the style you want.

A good **place to practice using the Editor** before you place a Listing is in your **About Me Page** or the **Prefilled Page** (both are found in the left column of your **Members Area page**. Here you can create you design using the same Editor

Step 4: Place Items Images & Auction Details

SETTINGS

1 Main Category 2 Additional Category 3 Item Details **4 Settings** 5 Shipping & Payment 6 Preview 7 Finish

Previous Step Next Step

Image(s)

Upload File Browse... Upload File

or Enter File URL

(+0.20 AUD) You can upload up to 6 image(s).
First 4 image(s) uploaded will be free

Settings

Auction Type Standard Currency Australia (Australian Dollar)

Auction Starts At
The amount you want the bidding to start at. AUD Quantity 1 Enter the number of items you are offering.

Enable Reserve AUD (+FREE) The reserve price is hidden from bidders.

Enable Buy Out AUD (+FREE) Users can purchase your item instantly.

Bid Increment Is set
 Enter your custom increment AUD

Choose to set a custom fixed bid increment value.

Item Featuring Home Page Featured (+3.00 AUD)
 Category Pages Featured (+1.50 AUD)
 Highlighted Item (+0.50 AUD)
 Bolded Item (+0.50 AUD)

Click the boxes to feature your item. Fees may apply.

Start Time Now
 Custom (+0.20 AUD) July 01 2009 15 : 15

Set to start when auction is listed.

End Time Duration 14 days
 Custom July 15 2009 15 : 15

Choose your auction duration.

Private Auction Bidders of the auction will be hidden to site users.
Only the owner of the auction will be able to see the usernames of the bidders. Bid amounts will still be visible to all.

Auto Relist

Enable Auto Relist Click to relisted your item automatically.

Enter the number of times you want your item to be relisted automatically. 1

Location

Country Australia State New South Wales Post Code 2340

Previous Step Next Step

Use the **Browse Button** to search your computer for the Image you wish to use (a section on Uploading Images is listed below). Upload Button uploads the image

Auction Type & Currency Settings are set & can not be changed (there is no need to use these options)

Set your **Auction Starting Price**. This must be filled for you to go to the next page.

Enable Reserve & Enable Buy Out are both optional.

Bid Increments can be custom set. This allows Sellers the option to choose the amount the bid increases each time.

Item Featuring lets you choose if your Auction is to be displayed in these areas & fashion

Set your own **Start & End Time**. There is a limit to the use of this (governed by Trueant Staff)

Private Auction hides the bidders ID from the public but not from the Seller or Trueant Admin

Auto Relist lets you set the Auction to be relisted if Unsold. You can choose to have it relisted up to 5 times. You will still have to agree to the Trueant Fees Payment (even if there is no fee) Before the Auction will be relisted

Your **Location** is set by the details you supplied Trueant when you registered. This can be changed to show the correct Location of the listed Item being Auctioned

TIP

“You will notice if any of these selections come with a Fee added to them you will see the fee being charged next to that selection. This includes the use of Voucher Codes were you will see the adjusted Fee very handy to help decide what you can afford”

Click next step if you are happy with the details you have supplied

Upload Image




Image(s)

Upload File Browse... Upload File

or Enter File URL

(+0.20 AUD) You can upload up to 6 image(s).
First 4 image(s) uploaded will be free

Currently Uploaded Images

		
Delete <input type="checkbox"/>	Delete <input type="checkbox"/>	Delete <input type="checkbox"/>
Order <input type="text"/> 1	Order <input type="text"/> 3	Order <input type="text"/> 2

The images above will be uploaded. You can remove them by clicking on the checkbox that appears under the image you wish to delete.

Browse Button searches your computer for the Image you wish to use. **Upload Button** uploads the image & places it below. You can only upload 1 image at a time.

To **Delete** an uploaded image just Tick the Delete Box of that image & the page will refresh with the image removed.

In the **Order Box** place the order number that you want the image to be displayed as (enables Sellers to change the order of their images so a different one is displayed first). If these order boxes are not filled in the images will be displayed according to default.

Step 5: Set Shipping & Payment Details

Choose Buyer Or Seller is Paying For Delivery.

Choose if you will Ship the item Overseas.

Choose the type of Shipping Method that is quoted as the postage price.

Place a Postage Cost & Insurance Cost. It is hard to place a postage cost when you are unsure were you will be sending the item. So this is optional & can be edited before sending the buyer their invoice.

Place any **Special Shipping & Payment Details** you would like the Buyer to know before they bid or buy.

Choose the way you wish to be paid. With online **PayPal payment or Australian Bank Deposit.** You will not be asked for your bank detail. Only when you sell an item or the buyer of the item requests them for payment. Then you can send the buyer your details. Please do this through the correct links in your sold section (this is for your protection & a record is kept of who you have give these details to & when)

Step 6 : Preview Your Auction

Preview Your Creation

See a mistake or you wish to change something then use the Previous to go back 1 page (step) at a time.

Save as Draft: save a listing in your Draft area (found in your members area left column) for you to use repeatedly for listings. This saves you time when listing the Auction as a new

listing you only need to check the details are what you want without having to retype them.

List Now: As it states the created auction will be placed on the Auction Site to start at its selected time.

“You can go back & edit your selections by using the Previous Button (found at top & bottom of page)”

Step 7: Process Completed

Process is complete

You will see any **Fees Being Charged & the Auction Id Number**

I hope this helps make things a little easier for all