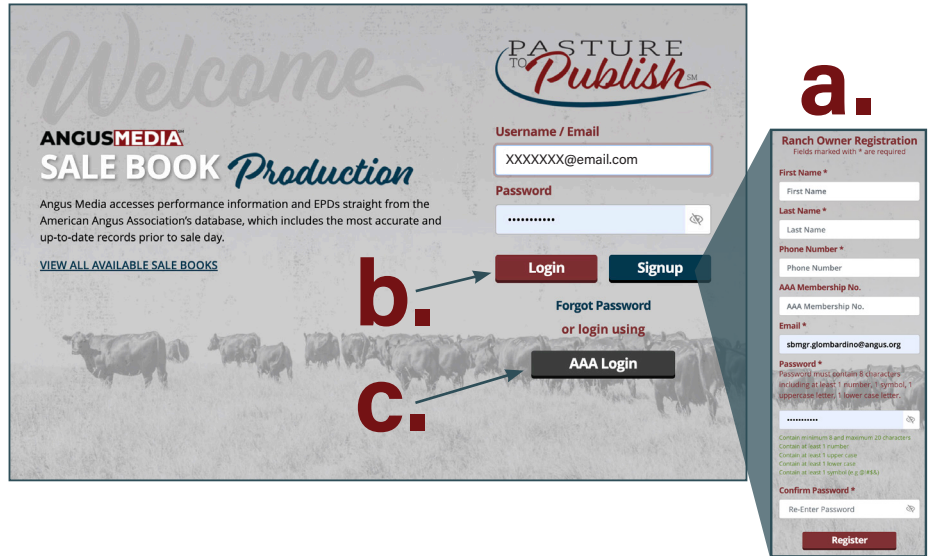


1. **Sign Up/Login:** Use this URL www.pasturetopublish.com to sign up or login to your account.
 - a. Sign Up
 - Follow steps on the screen
 - b. Login
 - Enter your email and password
 - c. Use your AAA login information to login



2. **Create New Sale Book:** Start a new sale book on the Dashboard.
 - a. Click **Create New Sale book**
 - b. Fill out the New Sale Book form
 - c. Click **Next**

Next Screens:

Follow directions on each screen to move on the sale book process.

Schedule

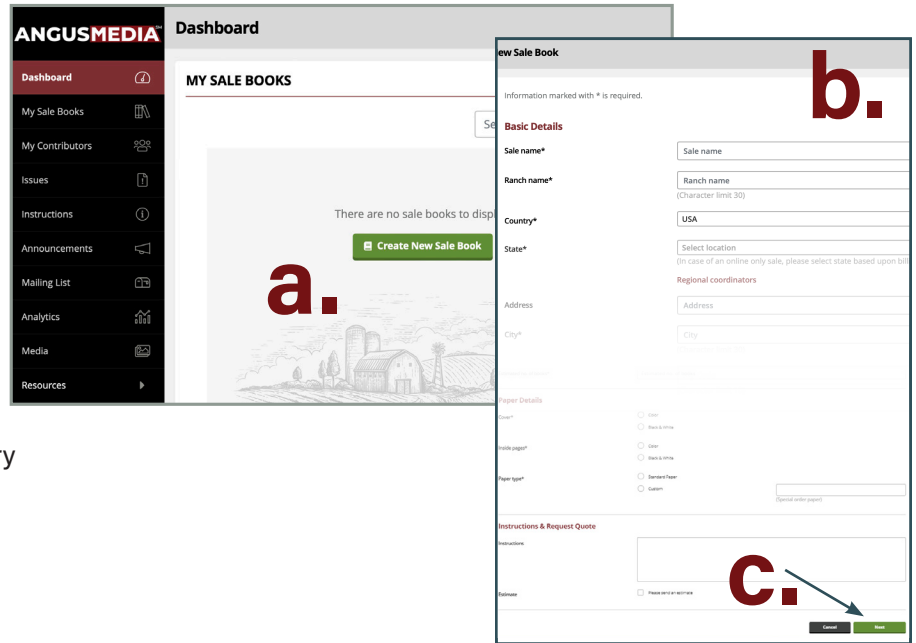
- Review
- Click **Next**

Discounts & Rush Charges

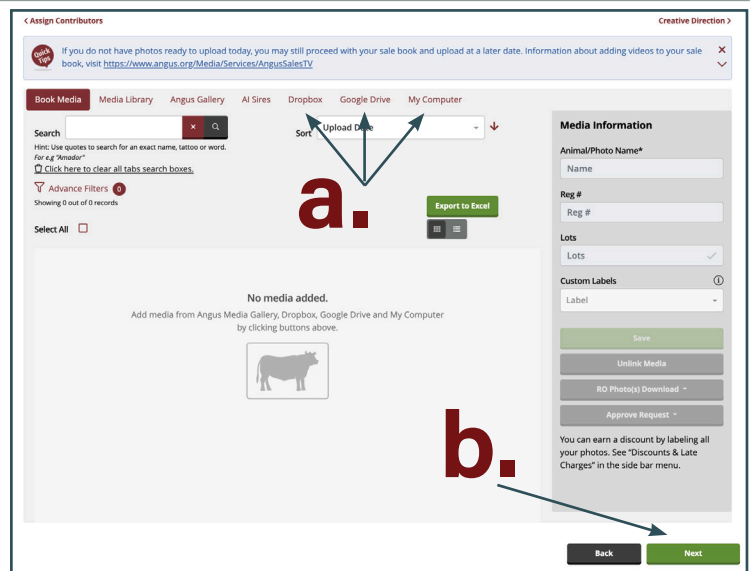
- Read and fill out forms if necessary
- Click **Next**

Assign Contributors

- Add a contributor or fill out later
- Click **Next**



3. **Add Media:** If you have your photos ready to upload you can do that here or move on and add at later time. You can also search the Angus Media gallery for your reference images.
 - a. Upload from Dropbox/Google Drive/My Computer
 - Name your photos
 - b. Click **Next**

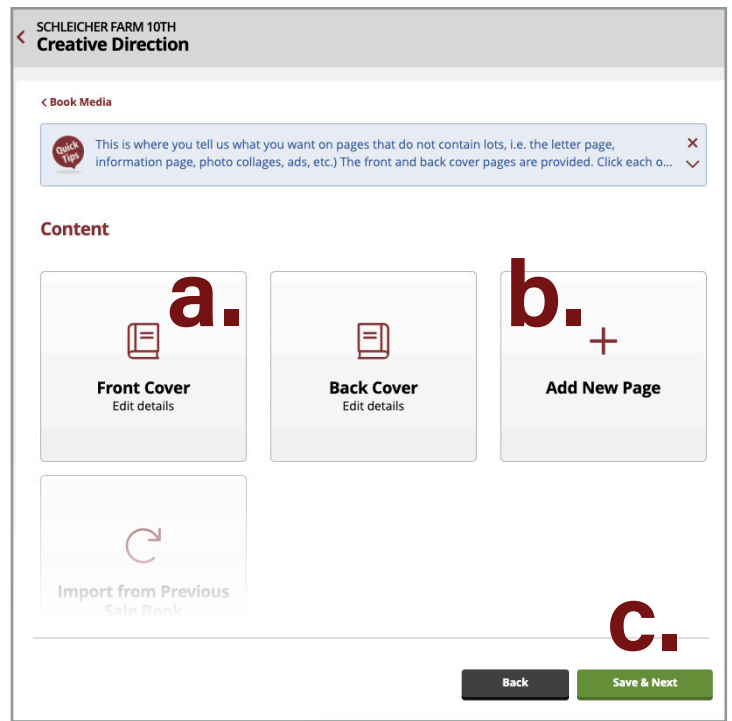


4.

Creative Directions:

This is where you put information for pages that **DO NOT HAVE LOTS**, such as the Front Cover, Welcome letter, general information and Back Cover. This step can be done at a later time at the layout screen.

- a. Click on **Front Cover** or **Back Cover**
 - Add photos/information for the artist to layout the page
- b. Click **Add New Page** if you need other pages
 - Examples: Letter, Sale Information, ads
- c. Click **Save & Next**



7.

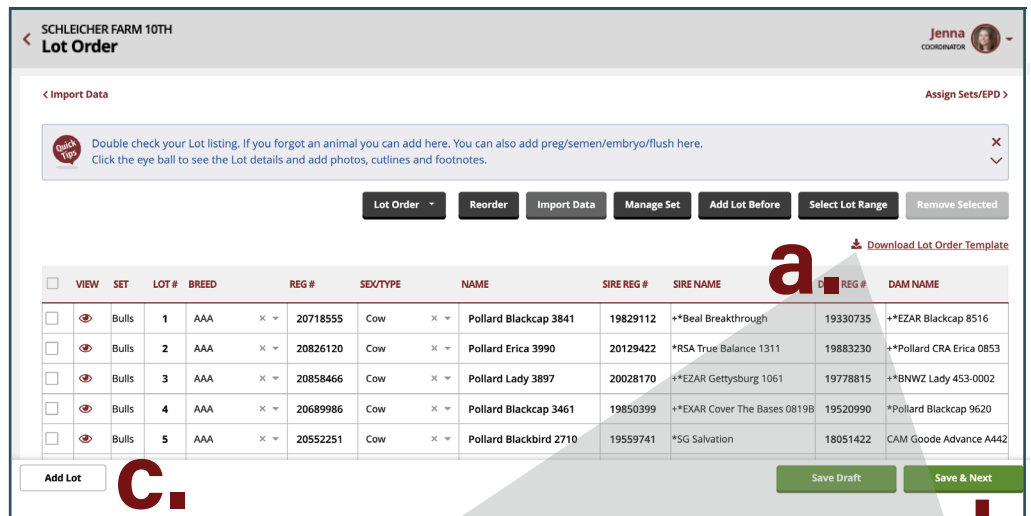
Lot Order:

Here is where you upload your lotting list. You can add your lots one at a time or import them from an Excel file.

- a. **Download Lot Order Template** (Excel file)
- b. Fill out the required fields in yellow then upload file back into the system
 - LotNumber
 - Breed
 - RegNumber

Or

- c. Click **Add Lot**
 - Fill out
 - Lot Number
 - Breed
 - Registration Number
- d. Click **Save & Next**



Lot Information and Errors:

- White: Lot has been entered correctly
- Yellow: AAA Pending/duplicate lots
- Red: Registration number has not synced
 - You CANNOT add any footnote or photo to the lots if they are red or pending with no information

b.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LotNumber	Breed	RegNumber	SexType	Name	SireRegNumber	DamRegNumber	DateOfBirthOrDueDate	Tattoo/InfoLine	Footnotes	ReferenceLot	PmymgMedia	PmymgCutline	RefimgMedia	RefimgCutline
2															
3															

Using the Excel file:

Fill out the required information.

- LotNumber
- Breed
- RegNumber
- Footnote (optional at this time)

****For preg/semen/embryo/flush, please fill out:** Sex Type, Name, Sire Reg Number, Dam Reg Number, Date Of Birth Or Due Date and Tattoo.

6. Adding Non-Angus animals:

This section is for uploading Non-Angus Breeds information.

- Download sample Template from the breed you want to enter
- If you received a download from other association, please copy and paste in the template from the system
 - Enter the lot numbers under the Lot Number heading
 - Copy and paste other fields in the correct column
- Click **Upload**
- Click **Next**

	A	B	C	D	E	F	G	H	I	J	K	L
1	Lot	Name	BirthDate	Sex	ASA Number	Tattoo	Hps	Color	SimmPct	Breeds	EPds>CeEpd	EPds>CeAcc
2												

8. Sets:

All animals have to be in a set. What is a set? A set is a way of grouping your animals based upon what EPDs and performance data you want displayed for them. If your bulls have different EPDs than your Females they need to be placed in a separate set.

- Click **Add Set** and add a **Name**
- Select correct **Breed**
- Click **Add**
- Click **Add/Remove Lots** the lots to the correct set.
- Click **Assign EPD**

9. Assign EPDs:

All animals must have EPDs assigned. Each breed also will have its own set of EPDs to chose from. Click each tab at the top and choose what EPDs you want in that set

- Basic EPDs:** Most commonly used EPDs
- Advanced EPDs:** Less commonly used EPDs
- Upon Request:** This section is used for extra data you want in your set like highlighting/rank/Pathfinder/logos. If you have your own data like final weights/pen numbers please provide an EXCEL sheet
- Click **Next**

Be sure to pick EPDs for all sets!

10.

Lot Details:

This screen shows you details on the lot. You can see the basic details like lot number/name/pedigree. Also, this is where you place photos/cutlines/footnotes.

Adding Media:

Some photos you can find in the system, like famous sire and dams or other photos used in previous sale books or you can upload your new photos.

- Click the (+) button to locate a photo in our system or from your computer or other sources
 - Remember to click the correct check mark next to the photo
- Add a Cutline

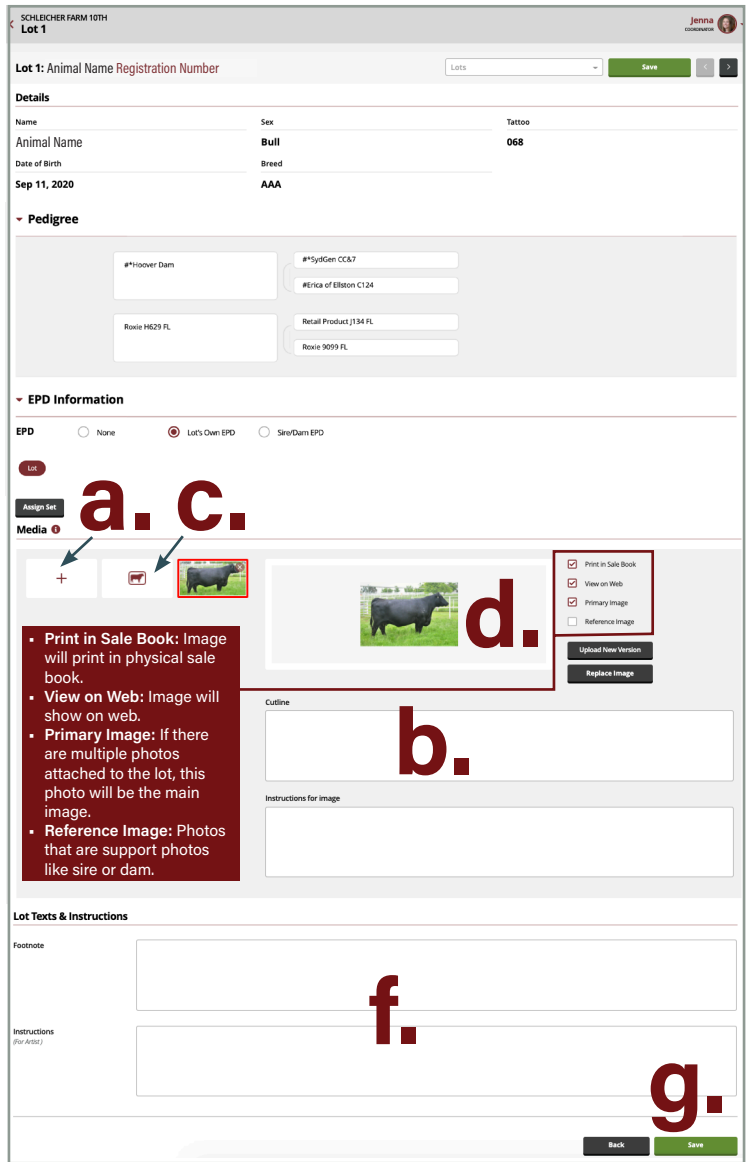
Adding a Placeholder:

Use a Placeholder image in place of the real image that will come in later. (Do not use the same placeholder throughout the whole book)

- Click the Bull button
- A new placeholder will appear to the right
 - Remember to click the correct check mark next to the photo
 - Add a Cutline

Add/Edit Footnotes:

- Type in the footnote
- Click **Save**



11.

Sale Book Layout:

Every page must have a layout and every lot has to be used.

Creative Pages:

- Click **Layouts** tab
 - Select **File Type: Creative Direction**
 - Pick a layout and drag it down to the page

Layout Pages:

- Click **Layouts** tab
 - Select **File Type: Lot**
 - Pick a layout and drag it down to the page
- Click **Lots** tab
 - Drag the lot to the page

Placing Photos:

- Click **Lot Photos/Filler** tab
 - Drag the photos to the page

Done with Sale Book:

- Click **Send to Production**

