

Create Multiple Copies of Catalogs

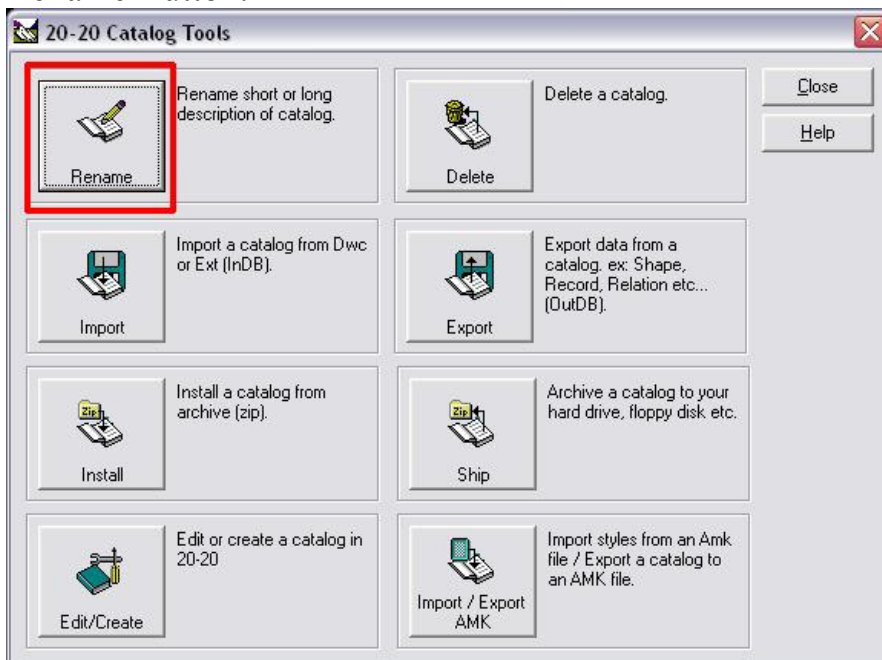
Step 1:

Install your initial catalog in 2020 via Catalog Tools.

(do not rename the catalog zip file for any reason)

Step 2:

Go back to Catalog Tools on the shortcut bar and click the Rename Button.



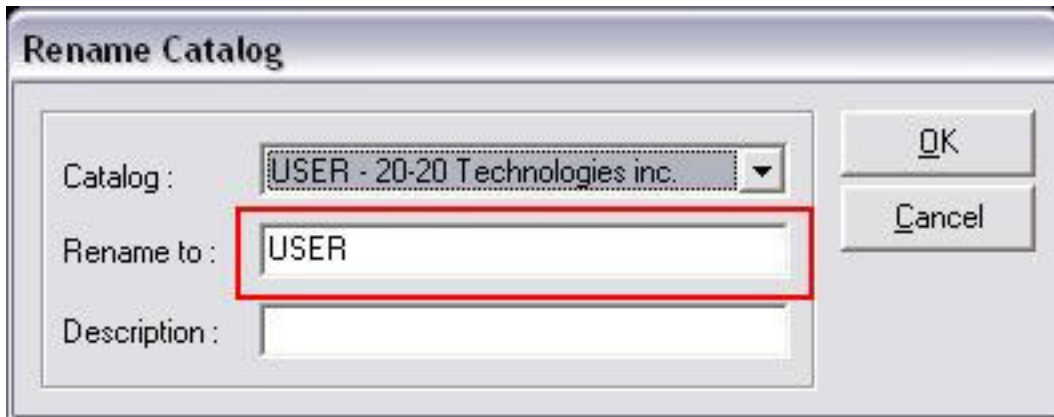
Step 3:

Select your catalog you want to rename from the drop-down.



Step 4:

Rename your catalog in the Rename To: Box by overwriting the existing name.



Rules for renaming catalogs:

Maximum of 8 characters.

No spaces or punctuation.

Underscores are acceptable ie: KC_VER01 (underscore counts as character)

Note:

*If renaming WW Wood catalogs, the first 5 characters must stay the same
As the original or the Custom Order Forms will not function.*

Once renaming is performed click OK.

Step 5:

Close all dialog and go to the Design Prg and confirm catalog exists.

Repeat Steps 1 through 5 for as many copies as you would like.

On the final copy.....do not rename it but leave it with the original catalog name.