

# Using The Digital Catalog

Create & Design Studio

Open My Designs

Room Planner

Store Locations

Corporate Home

**Create and Design Studio**

Fabric Styles

Choose your product type and click on a picture to select it.

- [Sofas](#)
- [Chairs](#)
- [Ottomans](#)
- [Settees](#)
- [LoveSeats](#)
- [Sectionals](#)
- [Recliners](#)
- [Sleeper Sofas](#)
- [Chaises](#)







Enter style # or name:

go

[Help Instructions](#)

### Select Your Style

1-6 of 324 items | << page 1 of 54 >>

 <p><b>Allison</b> Chair</p>	 <p><b>Apollo</b> Recliner</p>	 <p><b>Ascot</b> Dining Chair</p>
 <p><b>Apollo</b> Swivel Glider Recliner</p>	 <p><b>Ascot</b> Dining Chair</p>	 <p><b>Ascot</b> Dining Chair</p>

**Your guide to a state-of-the art tool for designing upholstered products and planning complete room settings.**

## Using The Digital Catalog

It's easy to view *any current style* draped in *any fabric or leather combination* with the **Create and Design Studio**.

### Putting A Fabric or Leather On A Style

#### 1. Select A Style (there are two ways you can do this)

First, select either fabric styles or leather styles by clicking here.

#### THEN, EITHER

Type the specific style name or number into the field and click "go".

E.g. Type in "Montauk," click "go" and up pops the Montauk in solid white, ready for you to drape in the fabric of your choice.

#### OR

Select a product category from the "Sofas, Chairs, Ottomans..." list by placing the mouse over the word and clicking once.

The first set of styles in that category will pop up. You'll notice they are in alphabetical order.

To view the next set of styles in the category you've selected, put the mouse on the >> and click.

You can scroll back and forth between sets by clicking on << (previous) and >> (next) .

When you find the style you want to use, put the mouse over it and click.

Your style will pop up draped in white.

Now you are ready to select a fabric.



## 2. Choose a Part to Drape.

Click on the box in front of the part you would like to drape.

### Design Your Furniture



**Bombay 9545-70**  
Sofa  
Dimensions: 89W 40H 40D

Choose the parts to design, then search the materials & click on a swatch to apply it.

Choose part:  Main Body [Go to Custom Design](#)  
 Throw Pillow  
 Welting

Choose pattern: -- Show All --

Choose color: -- Show All --

--Or--

Enter cover # or name:



Now Showing: All

[>show all](#)


To de-select a part, simply click on it again and the check mark will disappear. If you would like to drape several parts in the same fabric, you can check more than one box.

### 3. Select A Fabric (there are several ways you can do this)

EITHER

Enter a specific fabric or leather number (or name) in the field provided. Then Click “go”.

**Design Your Furniture**



**Bombay 9545-70**  
Sofa  
Dimensions: 89W 40H 40D

**Choose the parts to design, then search the materials & click on a swatch to apply it.**

Choose part:  Main Body [Go to Custom Design](#)  
 Throw Pillow  
 Welting

Choose pattern: -- Show All --  
Choose color: -- Show All --

--Or--

Enter cover # or name:

Now Showing: All [>show all](#)

OR

View all covers with a specific pattern

Click on the down arrow ▼ in the “Choose pattern” field. A list of all pattern options will pop up. Click on the pattern you want.

**Design Your Furniture**



**Bombay 9545-70**  
Sofa  
Dimensions: 89W 40H 40D

**Choose the parts to design, then search the materials & click on a swatch to apply it.**

Choose part:  Main Body [Go to Custom Design](#)  
 Throw Pillow  
 Welting

Choose pattern: -- Show All --  
Choose color: -- Show All --

--Or--

Enter cover # or name:

Now Showing: All [>show all](#)

**To drape a style in leather...**

When you click on “Choose Pattern,” one of the choices will be for leather.

The first eight covers in the category will appear. Click on the fabric or leather you want to drape the part selected.

OR (see p. 5)

### 3. Select A Fabric (there are several ways you can do this) cont'd.

To view all fabrics or leathers in a specific color range.

Click on the down arrow ▼ in the “Choose color” field. A list of all color options will pop up. Click on the color you want.

**Design Your Furniture**



**Bombay 9545-70**  
Sofa  
Dimensions: 89W 40H 40D

**Choose the parts to design, then search the materials & click on a swatch to apply it.**

Choose part:  Main Body [Go to Custom Design](#)  
 Throw Pillow  
 Welting

Choose pattern: -- Show All --  
Choose color: -- Show All --

--Or--

Enter cover # or name:

Now Showing: All [>show all](#)

The first eight covers in the category will appear.

Click on the fabric or leather you want to drape the part selected.

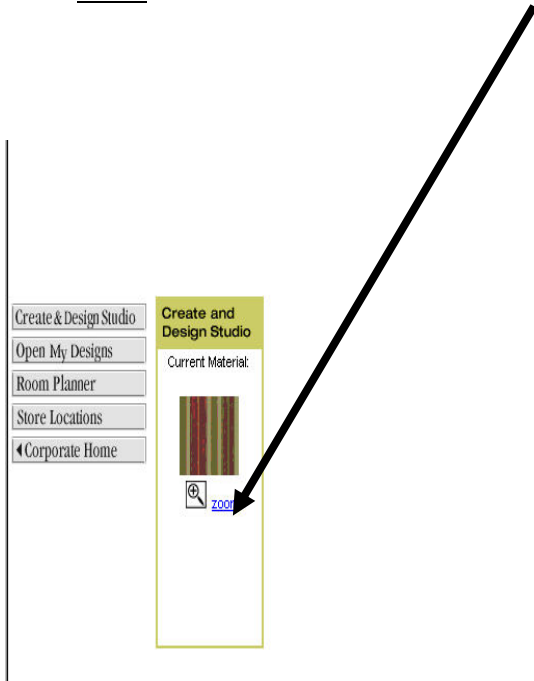
## Two Helpful Features – Zoom & Coordinating Covers

### Zoom

To see the fabric pattern and texture up close, click on the fabric.

A box titled, “Current Material” will appear.’

Click Zoom in the “Current Material” box .



### Coordinating Covers

To see the fabrics or leathers which may coordinate with the one you've selected, click on see coordinating covers.



## Wood Trim

Styles that feature wood trim will have a box that allows you to change the wood finish colors. Simply check the wood finish box and proceed as you did in draping a fabric.

### Design Your Furniture



**Basie 567-30**

**Choose the parts to design, then search the materials & click on a swatch to apply it.**  
Choose part:  Main Body  Wood [Go to Custom Design](#)

Choose pattern: -- Show All --  
Choose color: -- Show All --  
--Or--  
Enter cover # or name:    
Now Showing: All [>show all](#)

< [previous](#) 1 - 8 of 1163 choices [next](#) >

## Special Applications

To create a style using a special fabric application (contrasting back pillows, fabric collages, etc.), use the website feature called *Custom Design*.

## Custom Design

To select a part not offered in the standard options, click on [Go to Custom Design](#).

### Design Your Furniture



**Basie 567-30**

Chair

Dimensions: 31W 35H 33D

**Choose the parts to design, then search the materials & click on a swatch to apply it.**  
Choose part:  Main Body  Wood [Go to Custom Design](#)

Choose pattern: -- Show All --  
Choose color: -- Show All --  
--Or--  
Enter cover # or name:    
Now Showing: All [>show all](#)

< [previous](#) 1 - 8 of 1163 choices [next](#) >

That will take you to a screen that looks like this:

**Design Your Furniture**



**Basic 567-30**  
Chair  
Dimensions: 31W 35H 33D

**Choose the parts to design, then search the materials & click on a switch to apply it.**  
Choose parts:  
(To pick multiple parts ctrl+click)

- Back Panel
- Seat Cushion Panel

Wood

Choose pattern: -- Show All --

Choose color: -- Show All --

--Or--

Enter cover # or name:

Now Showing: All [>show all](#)

< [previous](#) 1 - 8 of 1163 choices [next](#) >



Click on what part you would like to drape. When selected, the wording will highlight.



If you would like to drape several parts in the same fabric, press down the Ctrl key while clicking on the part. All parts selected should be highlighted.


**TIP:** You can also select a part to be draped by clicking that part on the actual sofa picture. You'll notice the appropriate part will automatically become highlighted in the custom design part list.

## Fun With Your Finished Design

After you have draped a style with one or more fabrics, you will see a screen that looks like this:

**Create & Design Studio**  
Open My Designs  
Room Planner  
Store Locations  
Corporate Home

**Create and Design Studio**  
Current Cover: Lail 3-716611  
  
 [zoom](#)


**Design Your Furniture**  
  
**Montauk 9297-70**  
Sofa  
Dimensions: 93W 36H 39D

Main Body [Go to Custom Design](#)  
 Throw Pillow  
 Welting

Choose pattern: -- Show All --  
Choose color: -- Show All --

--Or--  
Enter cover # or name:  [go](#)  
Now Showing: All [>show all](#)

[< previous](#) 465 - 472 of 1163 choices [next >](#)



[+ enlarge](#) [print & product summary](#)  
[clear all](#) [e-mail to a friend](#)  
[new item](#) [save my designs](#)  
[? help](#) [open my designs](#)

To add this product to the Room Planner please use the "save my designs" button

[>see coordinating covers](#)

Here are some things you can do now.

**enlarge** Click this to see an enlarged view of the style.

**clear all** Click this to clear all of the fabrics you have draped on the style. The style will appear in solid white again.

**new item** Click this to go back to the "home page" to select a new item to design.

**print & product summary** Click this to see a summary of information about the style you've designed. An example is shown on the following page.

**Here's what you see when you click Product Summary:**


The name, number and dimensions of the style.

Important codes regarding restrictions, characteristics, etc.

**Create and Design Studio**

[v go back](#)

## Product Design Summary

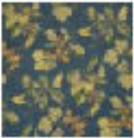


**Montauk 9297-70**  
Sofa  
Dimensions: 93W 36H 39D


[+ enlarge](#)   [back to decorating](#)  
[new item](#)   [e-mail to a friend](#)  
[save](#)   [print](#)  
[? help](#)

[? fabric and leather information codes](#)

**Main Body Cover**  
name: Valley Springs  
number: 3-668232  
content: 62% P, 38% C  
cleaning code: S  
repeat size: 26 1/4" v, 28" h  
application: Railroad  
fabric characteristics:



**Throw Pillow Cover**  
name: Lail  
number: 3-716611  
content: 40% P, 32% C, 28% A  
cleaning code: S  
repeat size: 1/4" v, 1/4" h  
application: Railroad  
fabric characteristics: 3



**Complete fabric information.**

> [Back to main catalog](#)

See \*\*\*Tips below


print Click this to print the style photo and summary. **TIP:** in order to print your design, you must first go to this product summary page.

## How To Save Your Work

**Create and Design Studio**

> [go back](#)

### Product Design Summary




**Montauk 9297-70**  
Sofa  
Dimensions: 93W 36H 39D


[enlarge](#)   [back to decorating](#)  
[new item](#)   [e-mail to a friend](#)  
[save](#)   [print](#)  
[help](#)

[? fabric and leather information codes](#)

**Main Body Cover**  
name: Valley Springs  
number: 3-668232  
content: 62% P, 38% C  
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**Throw Pillow Cover**  
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number: 3-716611  
content: 40% P, 32% C, 28% A  
cleaning code: S  
repeat size: 1/4" v, 1/4" h  
application: Railroad  
fabric characteristics: 3



On The Product Summary page, you can also save the designs you have created.

Click this to save the design you've just created. After a design is saved, you have the option of viewing and/or changing it in the future.

It will also be added to your **Room Planner** file.

The first time you click "Save," you (or your customer working at home)

**To Register For The First Time**  
Enter this requested information.

**Create and Design Studio**

**Returning Customers**

Welcome back. Please sign in to save your designs and open designs you've already saved.

**SIGN IN**

E-mail

Password

[Forgot your password?](#)

**New Customers**

Please create an account so we can save your designs.

First Name

Last Name

E-mail Address

Zip code

**Saving Designs In The Designer's Folder**

After a designer has initially registered, he or she can save designs for all their customers in their own personal file.

**Problem:** Trying to find and organize designs after there are dozens or hundreds stored.

**Solution:** Create a separate folder for each client.

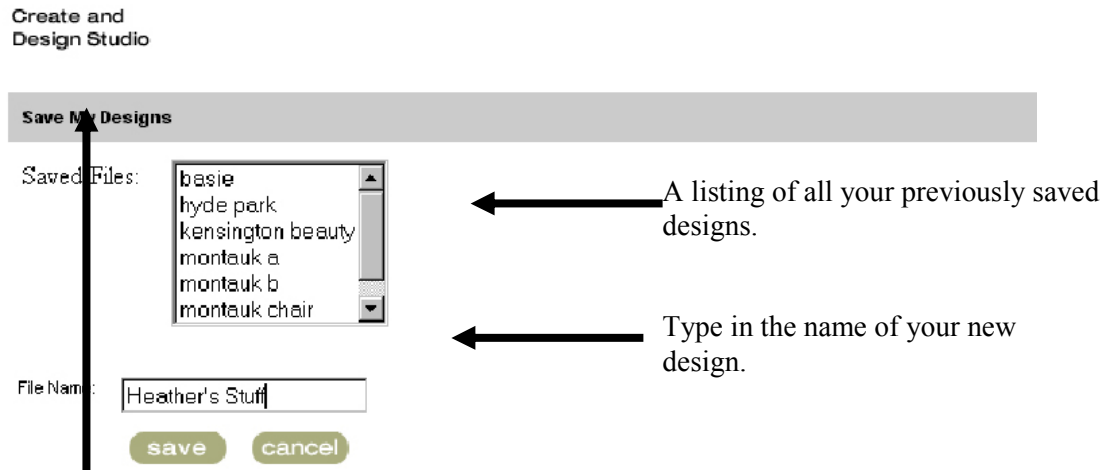
**Customer Does Not Have An e-mail Address?**

Fill in their first and last name on the "New Customer" side. Then use the following format for their dummy address: Customer's first and last name all one word @ Designer's first name.last name e.g. [juliewilson@janet.jones](#) (note the "dot" between the designer's first and last name)

For "password," use your store name or city: e.g. atlanta This enables anyone to quickly locate a customer's design(s).

## How To Save Your Work (cont'd.)

After you have registered and clicked “Save,” you will end up here:



To return and view the designs you have created, click “Open My Designs.”

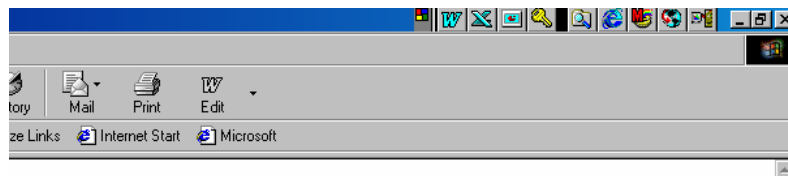
Click on the down arrow located in the “Select a design” box. All of your saved designs will appear on the list. Now click on the one you want to view.

Click on “open” to view your design. When a design is opened, you have the option of viewing and/or changing

Click on “delete” to permanently delete the design from your file.

### Note: To Avoid Confusion When Several Designers Are Saving Their Designs

Each time a design consultant concludes working in the “Create & Design Studio,” he or she should *close the website window* by clicking on the “X” in the upper right corner of the screen.



Leaving the “Create & Design Studio” in this way will eliminate the possibility that another design consultant will begin work and accidentally save some designs to another design consultant’s folder.

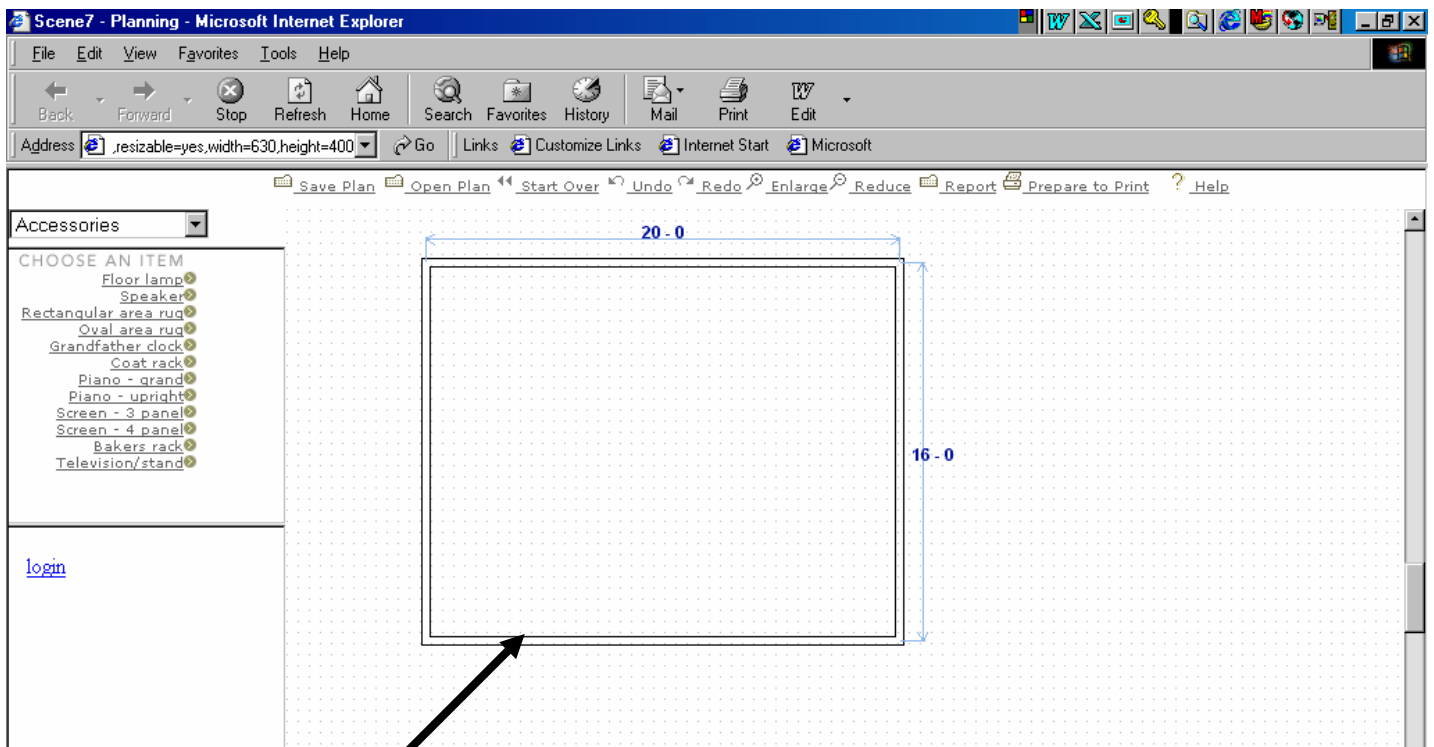
# Room Planner

It's easy to create a scale "drawing" of a room complete with architectural details, furniture and accessories using the **Room Planner**.


## To Start Designing a Room

Click "Room Planner"

Here's what you will see:



A 16' X 20' room will be your starting point.

To move a wall, click on it. A 4-arrow symbol  will appear. Continue to hold the left mouse button down.

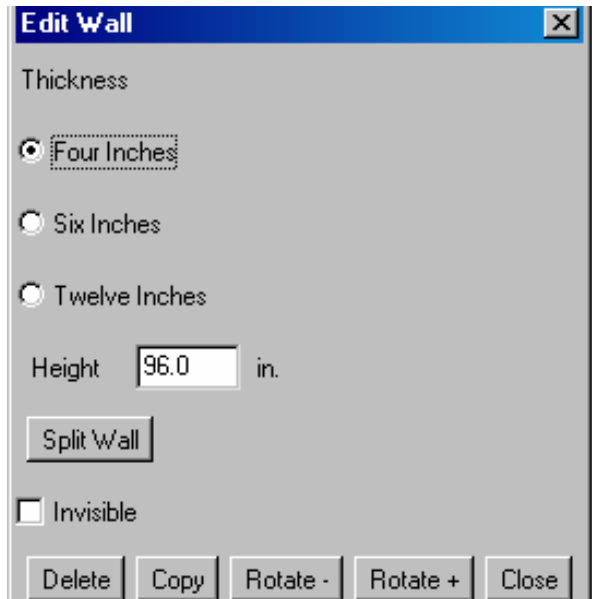
With the mouse button held down, drag the wall in or out to the desired position.

As you move the wall, the measurements (visible directly outside the walls) will change.

## Change the Wall

Place the mouse over the wall and click the *right* button on the mouse.

The “Edit Wall” box will appear.



Now you can change the wall thickness, make the wall invisible, delete it, etc.

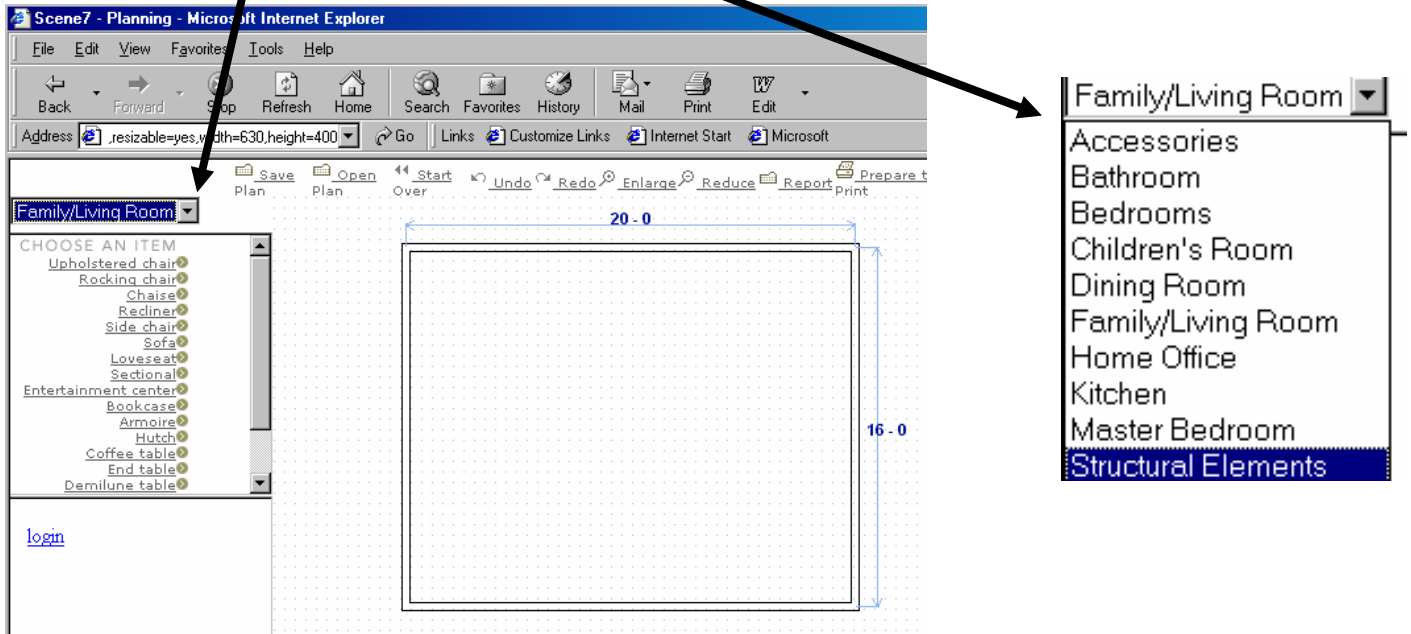
## Angle the wall

Place the mouse over the wall and click. At each end of the wall you will see faint blue circles called “handles.”

Click on a handle at the end of the wall and continue holding the button down. A hand icon will appear and allow you to drag the wall to the desired angle.

## Add Structural Elements

Click on this arrow to reveal this menu



Click on “Structural Elements” for a choice of things to add to the room, including the following:



Now, simply click on the underlined structural element of your choice...

...move the mouse pointer to the desired position in the room...

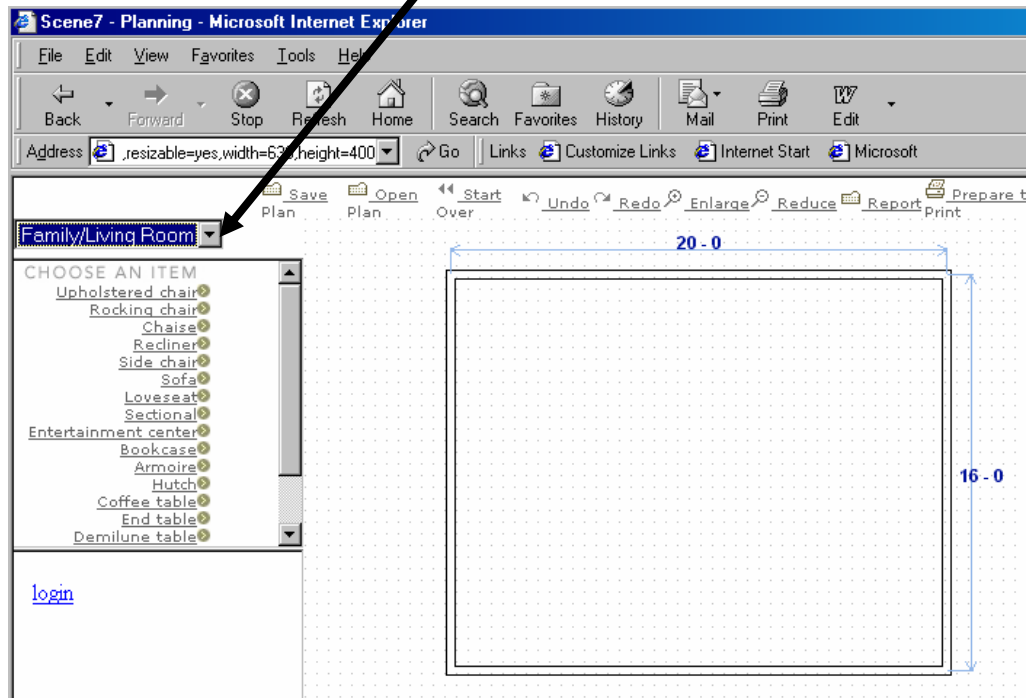
...and click again to place the item in the room.

To change the element size, etc., click on it with the *right* mouse button. An edit box will appear, and you can enter the desired dimensions.

## To add furniture to your room

As you did previously in “Adding Structural Elements,” click the down arrow to choose what room you are designing.

Go to the “Choose an item” box and click the down arrow to view a list of furniture pieces typically found in that room.



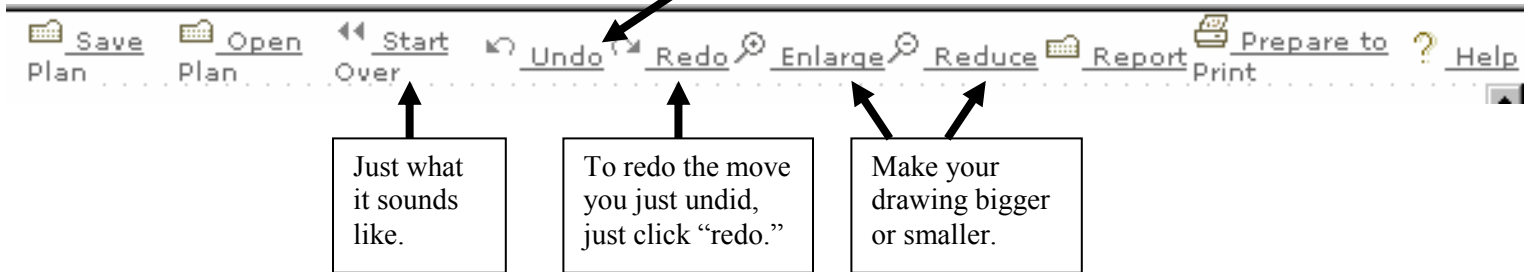
Click on the item you want and keep the mouse button depressed.

Drag the item into place. You'll notice, when you get near a wall, the item will automatically position itself on the wall.

To change the item dimensions, *right* click on it to reveal the edit box (or, simply left click on the item and drag it to the desired size).

## Made a mistake? No problem.

To undo the last move you made, just click the “undo” button on the top of the screen.



## Other fun things you can do

### Rotate an item

Place the mouse over the item and click to make the “handles” appear.

Grab a handle and drag one end of the piece to the appropriate position.

OR

Right click on the piece to display the “edit” box.

Use the rotate - and rotate + buttons to rotate the piece.

### Change dimensions of an item

Place the mouse over the item and click to make the “handles” appear.

Grab a handle by clicking and holding.

Drag the handle until the piece is at the desired size.

OR

Right click on the piece to display the “edit” box.

Type in the appropriate dimensions.

### **Note**

You may only change the dimensions of the generic furniture pieces listed.

**TIP:** You may want to check the “lock size” box after you’ve typed in the correct dimensions so you don’t accidentally change the size of the piece when you are moving it around.

#### Add styles from your design file to the drawing

All of the styles saved in “Save My Designs” are shown “thumbnail” size in a box located on the bottom left-hand side of the screen (under “Choose An Item”).

Click on the one you want to insert in your drawing and drag it into position.

#### Add accessories to your drawing

Select Accessories from the “Select which room” box on the left-hand side of the screen.

Go to the “choose an item” box and click the down arrow to view a list of accessories to choose from.

Click on the item you want. Drag the item into place.

#### Delete an item

Click on the item to display the handles. Press the delete key on your keyboard. You can right click to display the “edit” box for that piece and click on “delete.”

#### Save your Drawing

Click Save at the top of the screen.

## Accessing The Digital Catalog Through The Internet

With higher resolution, photo quality images, a new user-friendly interface and an easy-to-learn room planner package, our latest catalog sets a new benchmark for this technology. Best of all, consumers as well as retailers can view our catalog on a website, providing access to every style and fabric whenever they are connected to the World Wide Web.

Click on Create & Design Studio or Room Planner to access when connected to the appropriate web site.

### What is needed to access The Digital Catalog?

#### **Personal Computer**

- Operating System: Windows 98 or higher.
- Processor: Pentium III or higher recommended.
- Memory: 128MB or higher recommended.
- Color Monitor & video card that supports 24 bit true color or higher at 800x600 resolution or higher.
- Browser: JAVA enabled browser, Microsoft's Internet Explorer 5.0 or Netscape 4.7 or higher for each version.  
Download the latest security and browser updates for either version (Microsoft or Netscape) by linking to their corporate websites.

#### **Printer (Optional)**

6122 or 6127 series HP color DeskJet for printing styles you prepare online.

Prices vary depending on the speed of printer

#### **Internet Connection**

To use the catalog effectively it is recommended to use broadband such as DSL or cable. Dialup will also work, however the response time using the system will be slower.

### **We Strongly Recommend DSL**

#### *What is DSL?*

DSL (Digital Subscriber Line) is an *always-on* Internet connection. It uses the telephone wires in your house or business to carry voice and data. This means you can be on the Internet at the same time you are talking or faxing information to someone.

DSL is billed per month, usually for a fixed price, and for the majority of providers, for unlimited usage. In other words, whether you use it for email once a day, or you are on the Internet surfing constantly, your bill is always the same.

Once you have a DSL line, you can use the entire resources of the internet, in the same way as you did from a regular dial-up (modem) connecting to an ISP like Mindspring or Ibm.net, except you can use them 24 hours a day. There is no connection delay, and usually (although not always) without a 'username' and 'password', and without a busy signal or any connection/disconnection process!

*What are the main advantages of using DSL?*

- Simultaneous Internet and voice/fax capabilities over a single telephone line.
- Uninterrupted, high-speed Internet access that's always on-line.
- Cost-effective, high-speed solution.
- Data security that exceeds other technologies.

The key advantage of DSL over dial-up (modem) is **speed**. DSL is several times faster than a dial-up (modem) connection. A complex web page that could take up to a minute to finish loading can appear in just seconds over DSL. Connection speed, reliability, and the 'always-on' nature of DSL are the main reasons it is so popular. For small businesses, DSL is also a great way to save money compared to pay per minute ISDN service, or expensive T1 lines.

*Advantages of DSL over dial-up connection*

### **Save Money**

DSL lets you get twice the value from your phone line. Use the Internet and talk or fax on the same phone line, at the same time. Install a device called a router to connect multiple PCs to a single DSL line. There is no need for multiple dial-up connections. Users can share a DSL line (additional hardware may be required).

### **Save Time**

DSL provides connection speeds up to 50 times faster than a 28.8K dial-up modem. Average time to download a 3.75MB video clip (Min:Sec):

- 14.4K dial-up modem: 35:53
- 28.8K dial-up modem: 17:47
- 33.6K dial-up modem: 15:14
- 56K dial-up modem: 09:09
- DSL: 00:22

*What is the difference between DSL and cable connection?*

DSL is a dedicated broadband service over a single telephone line whereas cable is a shared broadband service. Since the cable bandwidth is shared among all users the speed could vary, perhaps dramatically. Cable broadband uses a very narrow amount of the available bandwidth – The majority of the bandwidth is and always will be dedicated to providing you clear television signals. The type of cabling that the cable companies use is also very susceptible to radio frequency interference provided by transformers on poles, motors, and weather conditions.

*How will DSL affect the voice part of my telephone service?*

Voice communications on your telephone operate at frequencies normal for the human voice. DSL services use frequencies in a much higher range, therefore you will be able to use the telephone at the same time you are connected to the Internet. You will have to install a filter on any wall jacks that you want a telephone connected to, in order to filter out the DSL communications. If you experience problems with faxing or using a laptop with a conventional dialup over your DSL enabled line, you may have to contact your telephone company to install a splitter in the box on the side of your house or business to truly separate the two types of traffic.

*How do I order DSL or cable?*

Contact your local phone company or cable service. Ask if it is available at your location and state it is for business service. You can also try going on line by keying in your local service provider's name (Verizon, Bell South, Sprint, etc.). Once ordered, the local phone or cable company will come to your site to verify connective and schedule an installation/setup date. It is not uncommon to wait anywhere from one week to three months for installation.

### **Questions When Considering DSL**

- Do I still have to have an ISP (Internet Service Provider) even though the telephone company provides my DSL? The ISP provides your gateway to the Internet when data leaves your house; it is not immediately on the Internet. Instead, it travels to your ISP first and then to their Internet gateways (known as upstream providers).
- What else do I need to know about my Internet Service Provider (ISP)? The quality of your ISP will be a big factor in how good your DSL performance is, how reliable it is, and how much technical support you can get when you have problems. DSL lines do not work the same as traditional phone lines in the sense of local and long distance calls, so there is no need to look for an ISP immediately local to you.
- Does the ISP provide a toll-free technical support number or will you have to call long distance to get help?
- Does the ISP provide software for connecting? If so, does the software cost extra?
- Does the ISP provide software for your particular type of computer or operating system?
- Does the ISP have proprietary software for Internet uses? This is especially problematic with ISPs that force you to use one browser. AOL and CompuServe are not recommended.
- What type of security does your ISP support for DSL or cable connection? These Internet connections are vulnerable to hackers. It is recommended you purchase your own software firewall at any office supply or computer electronic stores such as: Zone Alarm, Black Ice, or hardware firewall such as Linksys.
- What are the rates?
- Is the Internet Service included?
- Is there a setup fee for accounts?
- Is there an install fee?
- Is network card(s) included?
- Is there a download limit per month?
- What type of extra charges might you encounter?
- Does the ISP have a backup system that guarantees service?

- What type of equipment does your ISP require for DSL access? Many ISPs only want to support one type of DSL modem. Some even offer a free modem if you sign up for their programs. Check the fine print, some of these providers charge a little more per month for this free equipment.
- Does DSL support multiple users? Installing a device called a router will allow multiple computers to be connected to a single DSL line.
- What is the charge for additional computers?
- What is included? Get it in writing.
- What is not included?
- How will I be billed?
- How will the DSL and ISP be identified on my bill?
- What is the customer service number for DSL and ISP (Internet Service Provider)?
- What is the length of the service contract?
- How can I check the status or modify my order?

## Internet Glossary of Terms

**Analog** - It is a format that is used for data or sounds to be transported over circuit technology in the telecommunications arena.

**Bandwidth** - It is a range in which a telecommunications device can operate. It is the amount of data capacity that a communication system can handle.

**Broadband** - A term for high-speed, high capacity Internet or data connection.

**Cable Modem** - A device that attaches between the PC and the TV cable provider. It allows cable TV companies to provide data transmission capabilities to customers over their existing cable infrastructure.

**DSL** - Digital Subscriber Line technology provides a dedicated digital circuit between a business and/or home and a telephone company's central office, allowing high-speed data transport over existing twisted copper telephone lines.

**Downstream** - Downstream refers to "host to end user" (receive, download) direction. The direction from the network to the end-user.

**Ethernet Connection** - It is a type of network connection that allows multiple computers to share information and devices.

**Firewall** - It is a security device that controls access from the Internet to a local network.

**ISP** - It stands for Internet Service Provider. It is a company that provides an infrastructure to allow people and businesses to connect to the Internet (World Wide Web).

**Internet** - It is an electronic communications network that connects computer networks and organizational computer facilities around the world.

**Modem** - Originally short for modulator/demodulator, modem has become common usage. An electronic device that modulates an analog signal, enabling digital information to be sent over analog transmission facilities.

**POTS** - Plain Old Telephone Service—basic analog telephone service with no frills or special facilities.

**Router** - A device that routes data between networks using IP addressing. Routers provide firewall security.

**Upstream** - Upstream refers to "end-user to host" (transmit, upload direction). The direction from an end-user to the network or host.

*If you have questions or problems regarding the use of the Digital Catalog...*

Contact Diane Holbrook (419) 744-3227 (Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern Standard Time).