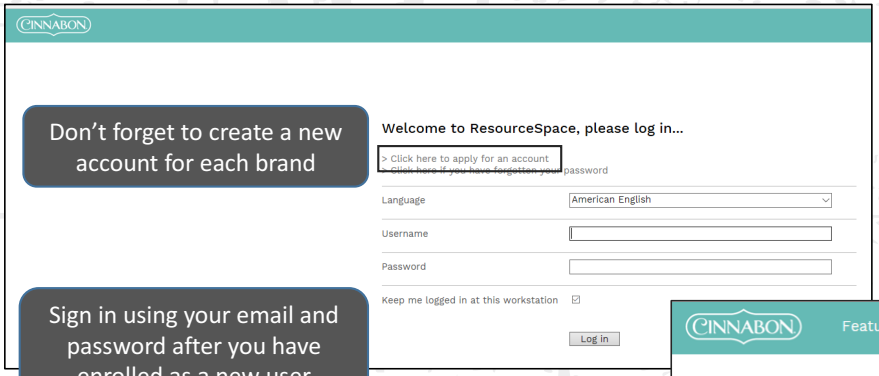
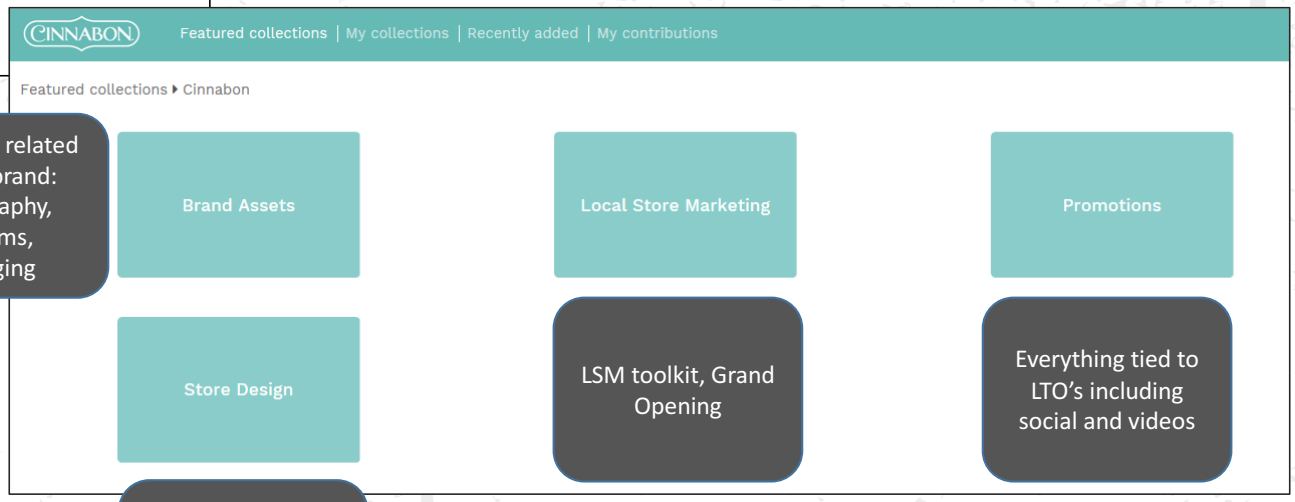
Focal Point User Guide

New Focal Point Digital Asset Hub is now live



Don't forget to create a new account for each brand

Sign in using your email and password after you have enrolled as a new user



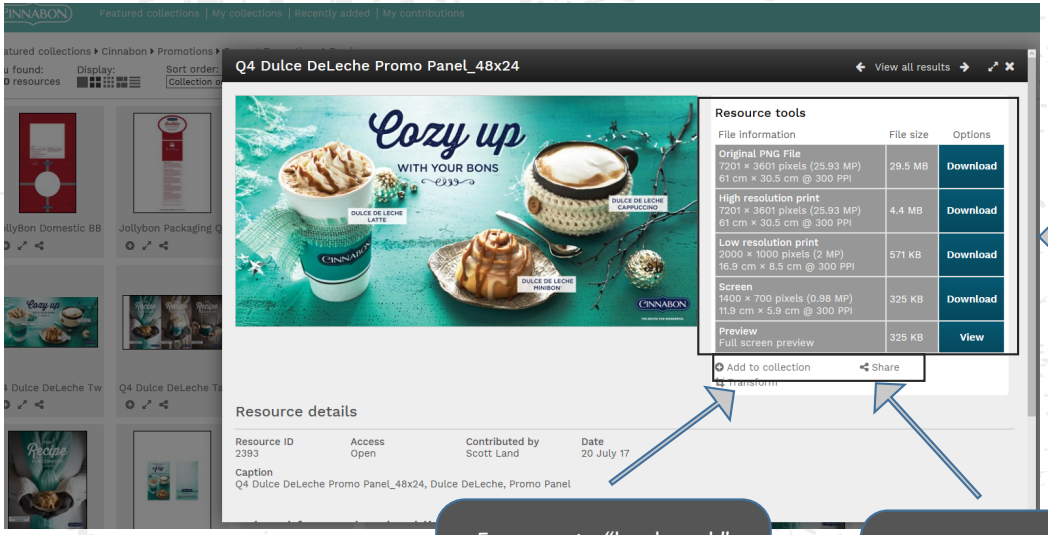
Everything related to core brand: photography, uniforms, packaging

LSM toolkit, Grand Opening

Everything tied to LTO's including social and videos

Store graphics, menuboards

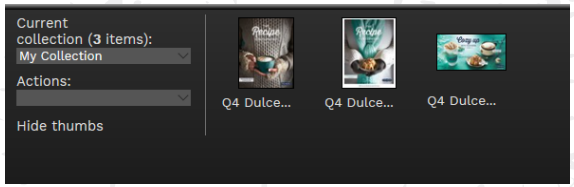
Highlighting some functionalities of the site

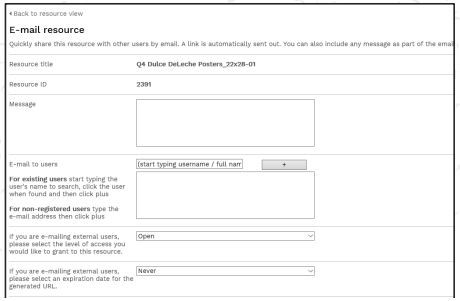


Various files format options to download

Easy way to “bookmark” your favorite files and quick find on the bottom “Current Collections” tab

Ability to share files via email with users who do not have a Focal Point account





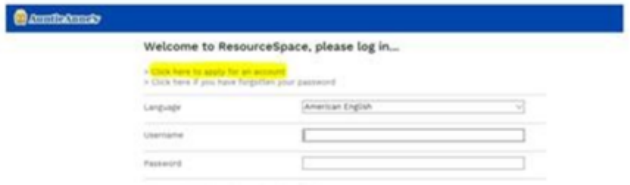
New User Sign Up

http://focusbrandsintl.primarycolor.com

- Select your brand, click on the highlighted link and complete the form. You will receive an email notification once your account has been approved

1

2

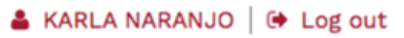


3

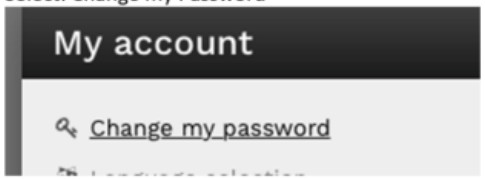
Password change

You can change your password once logged in..

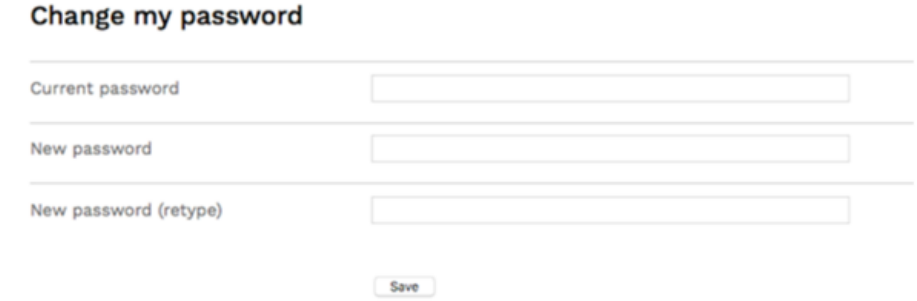
In the upper right hand corner, click on your name.



Select: Change my Password



Update desired password



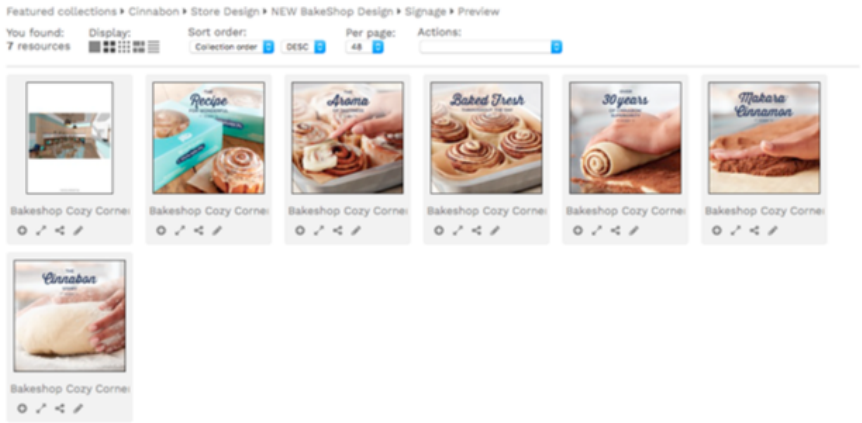
Download entire folder

1

Let's say I want to download the entire Preview folder from this location below.

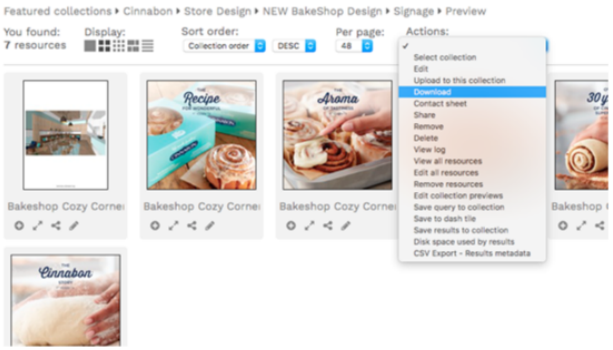
2

I click on the Preview folder, below presents all the contents of this folder

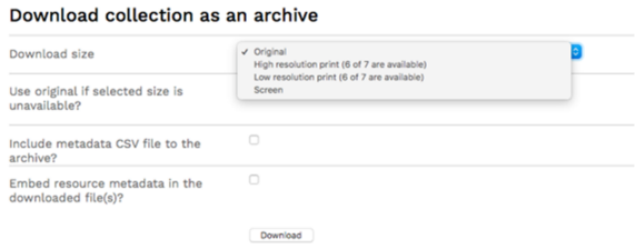


Download entire folder (continued)

3. In the Actions Dropdown Tab – Click on "Download"



4. In Download Size, select "Original" from the drop down (note: If you are looking for screen resolution, you can enter these other selections, but generally you want the original). Select Download.

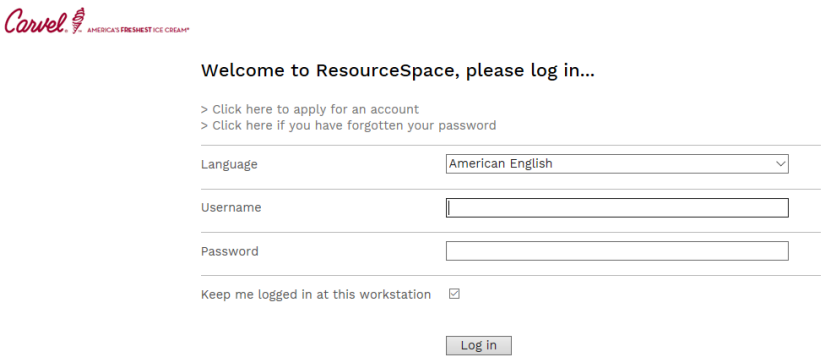


5. After selecting Download, a zip file will automatically start downloading with all the contents of the folder.

Searching for files

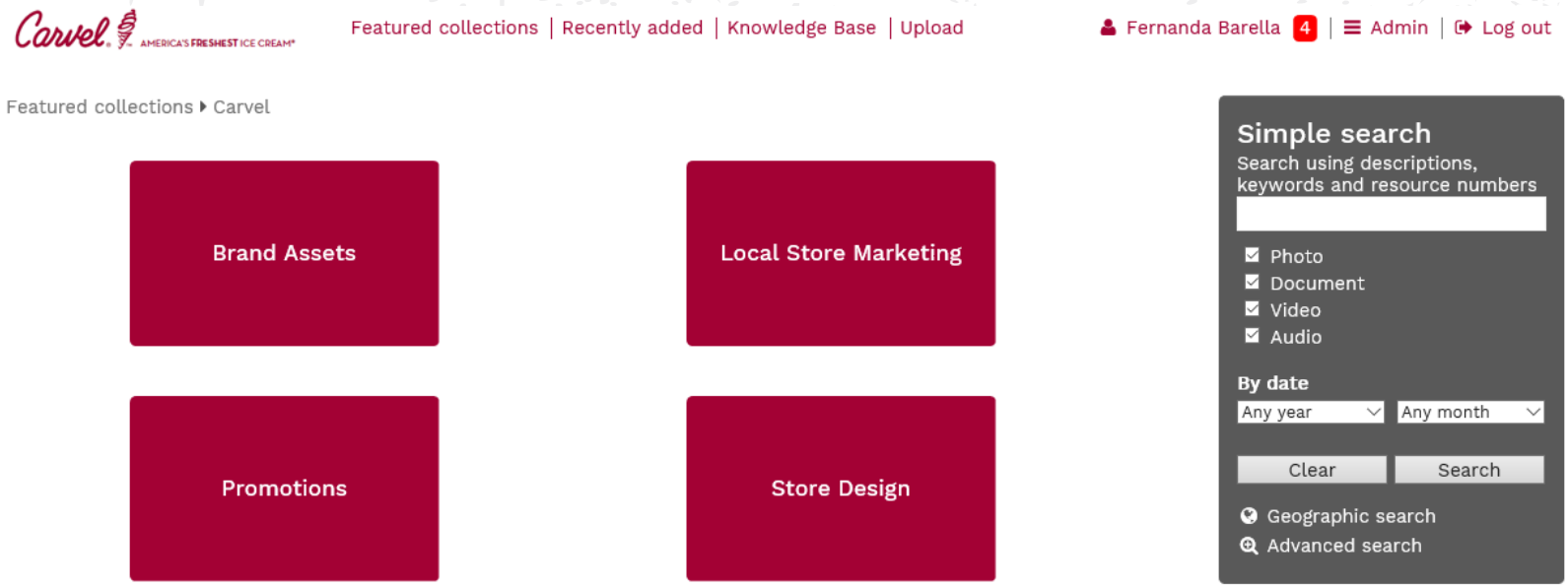
1. Select your brand

2. Log in with your username and password



Searching for files (continued)

3 Select folder where asset you are looking for is housed in, or type in Key word on “simple Search” box



Searching for files (continued)

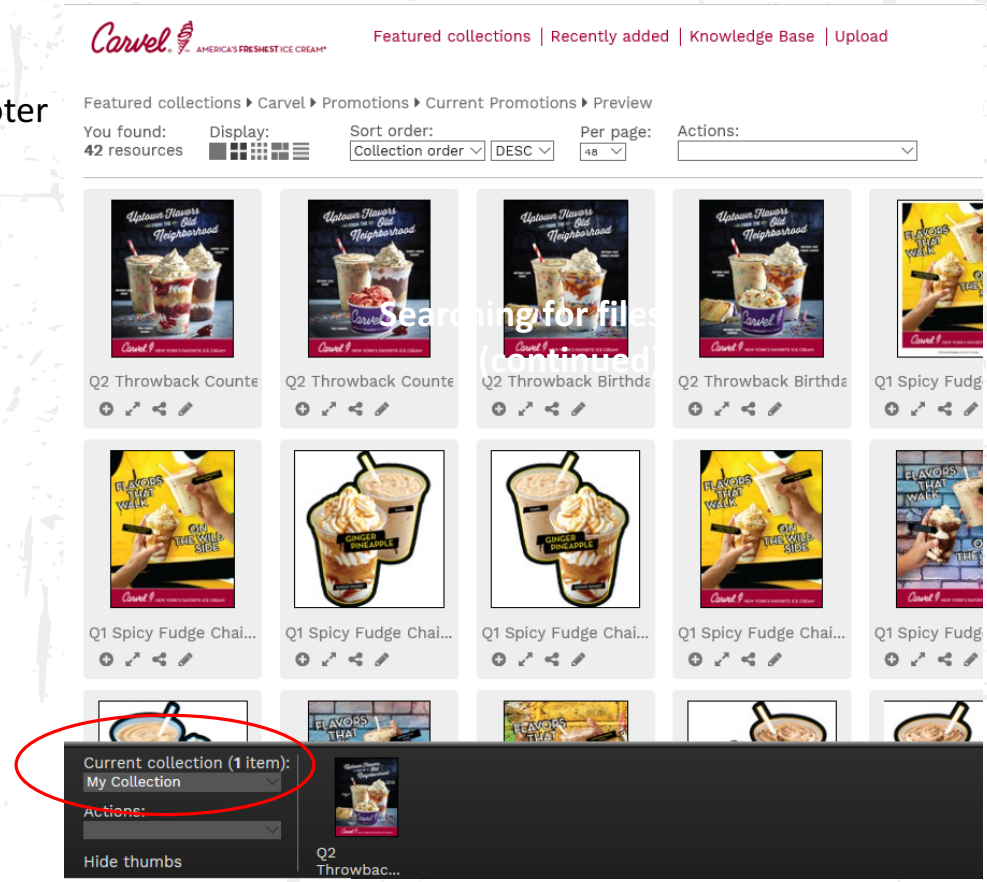
2. You can download high or low resolution files

Q2 Throwback Birthday Cake Poster 22x28 1.png ← View all results →

Resource tools

File information	File size	Options
Original PNG File 3301 × 4200 pixels (13.86 MP) 27.9 cm × 35.6 cm @ 300 PPI	15.3 MB	**Download**
High resolution print 3301 × 4200 pixels (13.86 MP) 27.9 cm × 35.6 cm @ 300 PPI	2.2 MB	**Download**
Low resolution print 1572 × 2000 pixels (3.14 MP) 13.3 cm × 16.9 cm @ 300 PPI	595 KB	**Download**
Screen 629 × 800 pixels (0.5 MP) 5.3 cm × 6.8 cm @ 300 PPI	141 KB	**Download**
Preview Full screen preview	141 KB	**View**

Add to collection
Edit
Manage alternative files
Transform
Share
Delete
Log

Searching for files (continued)

4. Once you have found your file you can
   1. Add to your collection: file will be on page footer so you can have quicker access to it