

Create your Flyers:

Important note: Do not navigate away from your browser window until you know that your information is correct. Once you close your working window, you will not have access within the IDC program to modify it.

OPTION 1 – Single Page Layouts

1. Choose your Layout: 1 AD Layout or 2 AD / 4 AD Layout
2. Choose your Ads by clicking on blue/green ad placeholders image
 - IMCO Brand Library
 - Promotions (only available in 1 AD Layouts)
 - Your Uploads can be added to your layouts through drag and drop function
 - Vendor Library - Non-promotional Product Ads or
 - Drag and Drop your own graphic.

Be sure to reference specs for size and format.

3. Customize/Format Editable Areas:

1 AD Layout:

Edit/format your callout (text/color/size) or clipart (type/size). Move to desired location. The callout/clipart is a 1-Ad option that lets you use a burst or badge to add extra attention to a thought on your ad. You can remove from layout by clicking the X in corner of image. Edit/ format bottom text area with company or rep contact information/hyperlinks, etc. Delete any placeholder text in areas you will not use.

2 AD / 4 AD Layout

Edit/ format any provided text areas with headline/pricing/product Info/contact information/hyperlinks, etc. Delete any placeholder text in areas you will not use.

4. Save your PDF - Make sure to enter your file name before clicking save. Your PDF will now be placed in your PDF library. In your library, you have the option to rename, delete and download flyers as a .pdf or .jpg.

OPTION 2 – Multi-page Layouts

1. Create your front, interior and back pages individually, using the same ad choice steps and design steps, as in layouts above. Interior and back page layouts do not contain your company banner, but do include header and footer ribbons you can customize to provide a consistent design of these pages when you merge. Delete any placeholder text in areas you will not use.
2. Save each PDF. Note: Click the start over button to create next page in your multi-page document.
3. Merge Individual PDF's: Once you have all of your individual pages created, choose the "Merge PDF's" function. Select your already designed PDF pages from your "Merge PDF's Library". Only single page PDF's will appear in this library. Choose their order by clicking the top left of each file image and drag and drop to desired position.
4. Save your PDF: Make sure to enter your file name before clicking save. Your multi-page PDF will now be placed in your PDF library. In your library, you have the option to rename, delete and download flyers. Multi-page flyers are not downloadable as .jpgs.

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