



## ***Here is a useful guide for uploading your documents***

After purchasing a PressRoom you will be taken to your own exclusive area.  
Then...

### **To add a press release**

- 1) Click "Add a Press Release" and go to the area dedicated to uploading documents.
  - 2) After selecting your CATEGORY and PROFESSION, enter
    - TITLE (name of product/project)
    - FAIR (if your product will be taking part in a fair that is not listed, contact us and we will add it!)
    - BRIEF DESCRIPTION (brief sentence to describe the product/project; it could be the title or subtitle of your press release),
    - DESCRIPTION (your complete press release).
- All fields allow entries in Italian and in English. If your documents are only in one language, enter them in both fields.
- Finally, upload the IMAGE you want to represent your project/product on our home page.
- Click ADD.

### **To add images related to a press release**

- 1) Go to the LIST OF PRESS RELEASES page
  - 2) Click on the CAMERA icon
  - 3) Click + for each new image you wish to add.
- Enter
- The name of the photo
  - The display order (you can choose the order in which the images will be shown)
  - Upload your high resolution photo.
- Click ADD.

### **To add a .word format press release, (which is useful for journalists to download)**

- 1) Go to the LIST OF PRESS RELEASES page,
  - 2) Click on the BLOCK NOTES icon,
  - 3) Click + for each new press release you wish to add. 4 languages are currently available: Italian, English, German and French. If you need anything else, CONTACT US!.. and we'll help you upload your new press releases.
- Click ADD.

### **Don't forget to include your PROFILE!**

- 1) Go to the MY PROFILE page
  - 2) Enter your complete profile/biography in the fields in Italian and in English.
- Click SAVE.

Do you have any doubts or problems with your entries? Call us on 02 58107983 or write to [info2@designpress.info](mailto:info2@designpress.info)