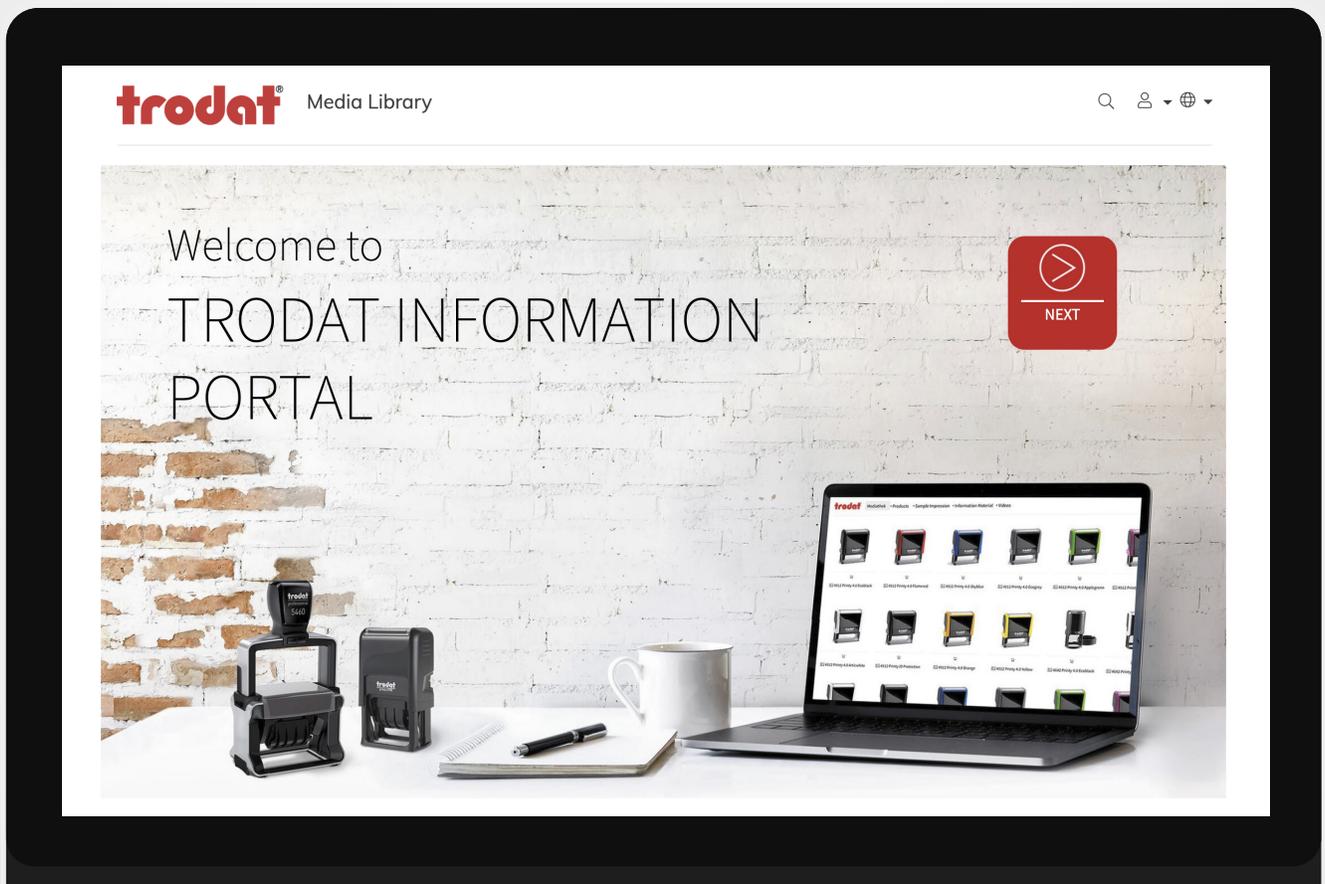


# Information Portal US User Manual



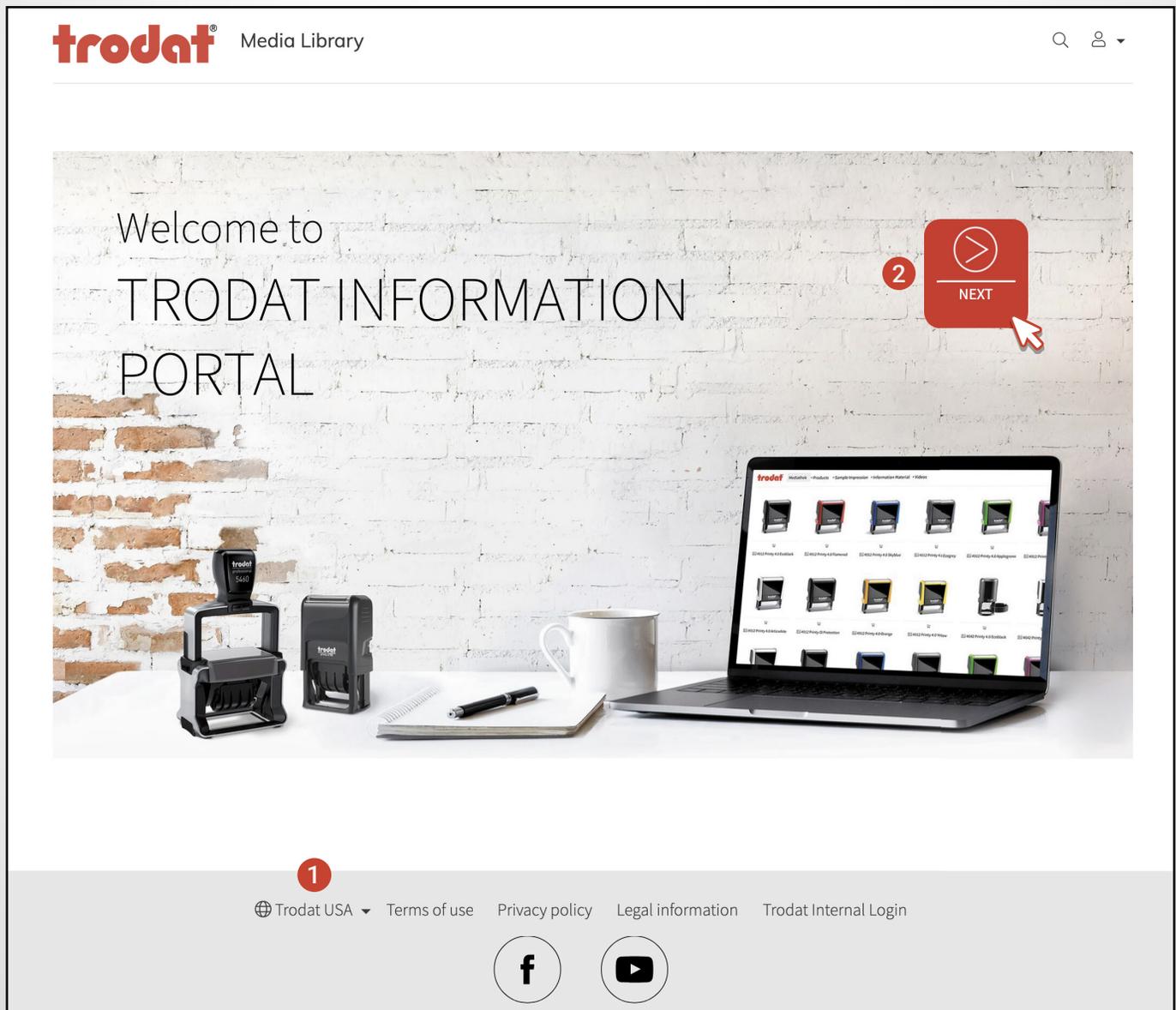
# Trodat Information Portal US

Website URL: [https://infoportal.trodat.net/us/en\\_US](https://infoportal.trodat.net/us/en_US)

Trodat Information Portal US is the most expansive collection of Trodat product information and content assembled, and is accessible to all of our customers 24/7. You can search for product images, instructions, videos and more. No login is needed.

## To get started:

1. Check that the location is set for Trodat USA (bottom left hand of the homepage).
3. Click Next.



# Searching for Content

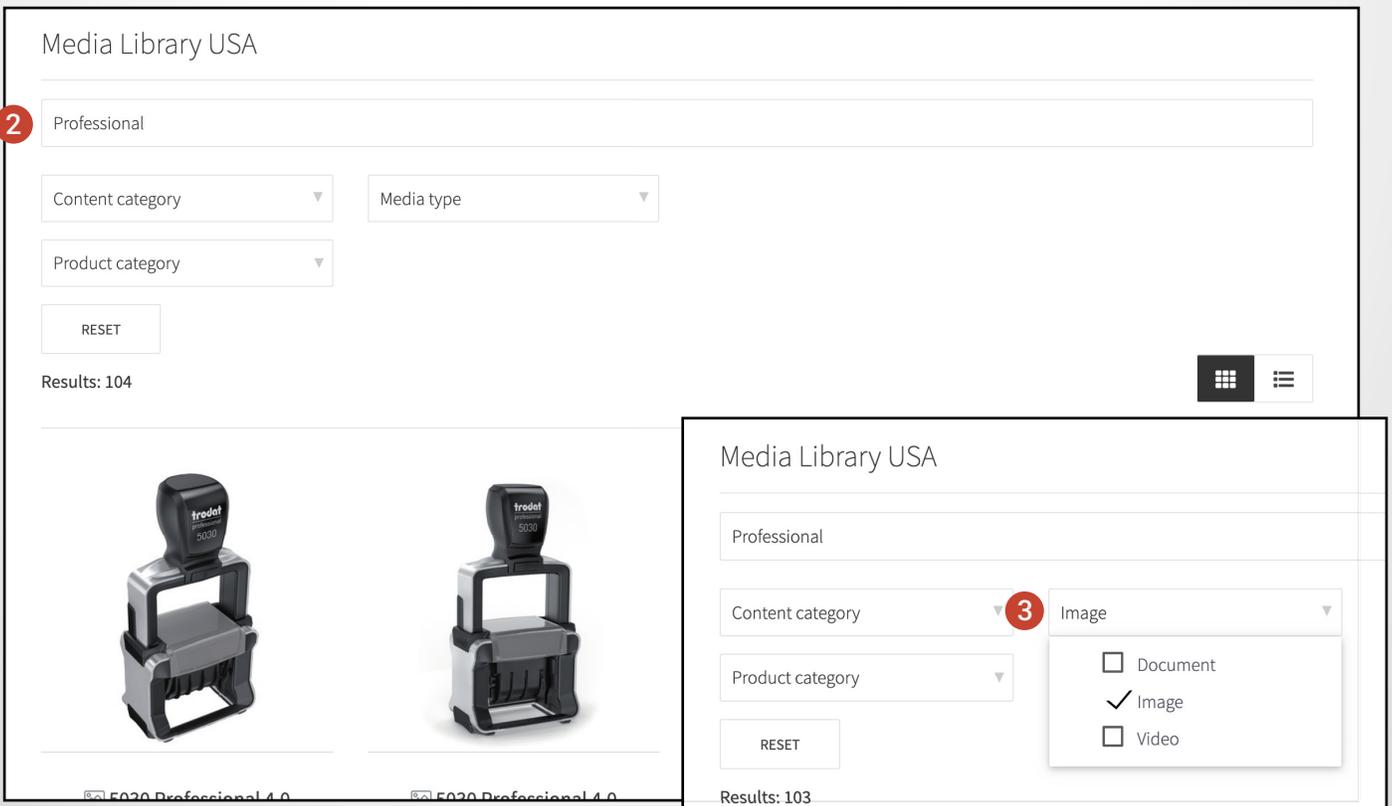
After clicking Next, you will be taken to the Media Library Homepage. From here, you can search the entirety of Information Portal US for all available content via the **Search for...** bar and/or content parameter menus.

## To use the “Search for...” bar:

1. Click on the “Search for...” bar.



2. Type in the desired product name, model number or SAP# - all applicable content will automatically generate in the results field below.
3. You can then narrow down the results further via the content parameter menus, such as specifying the “Media Type” to be “Images” only.

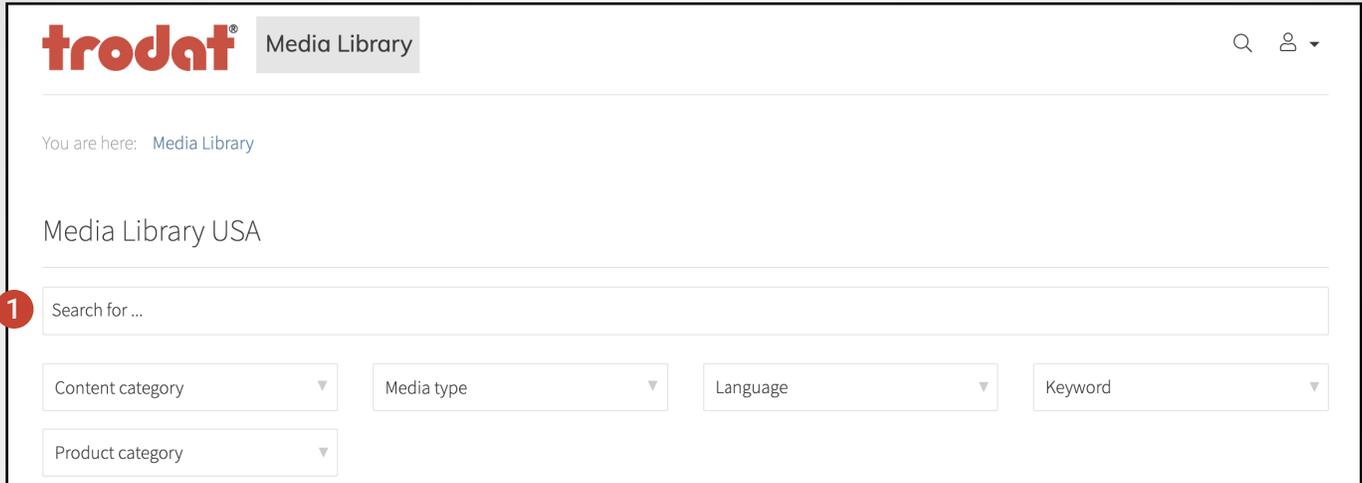


# Searching for Content Con't.

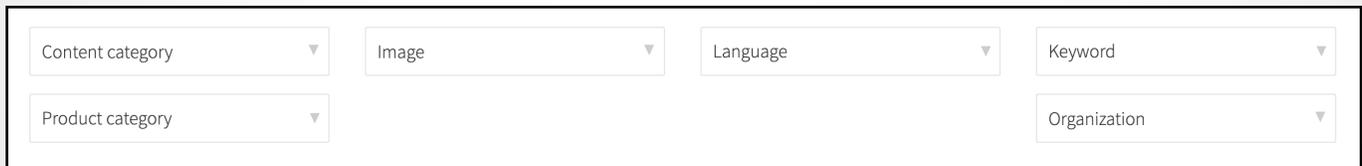
You can also search for content via the content parameter menus.

## To use the Content Parameter Menus:

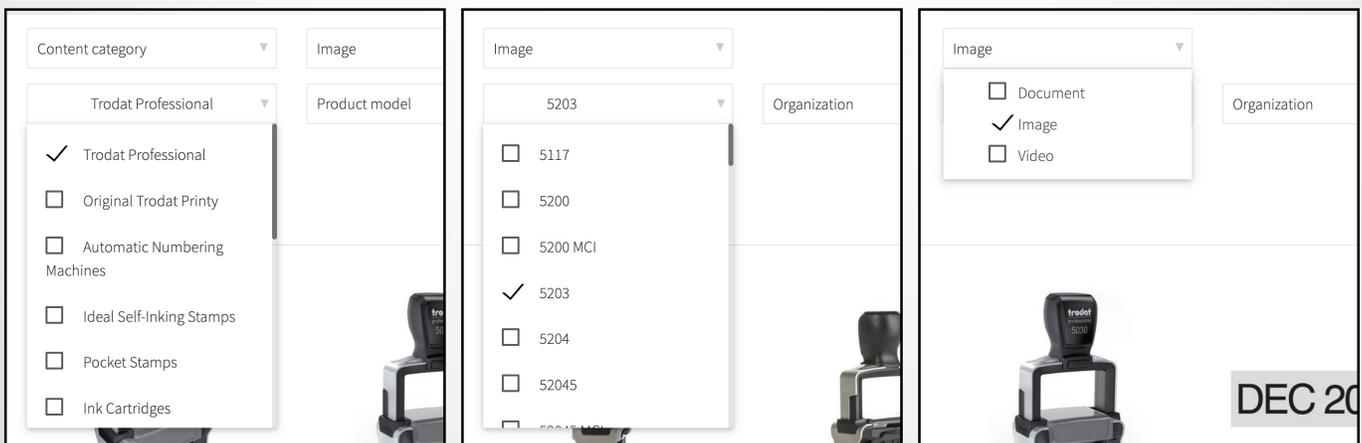
1. Leave the "Search for..." bar empty.



2. Located just below the "Search for..." bar, use the content parameter menus to determine the type of content you require.



3. Continue to refine your search via each of the drop down menus until the desired content appears in the results window.

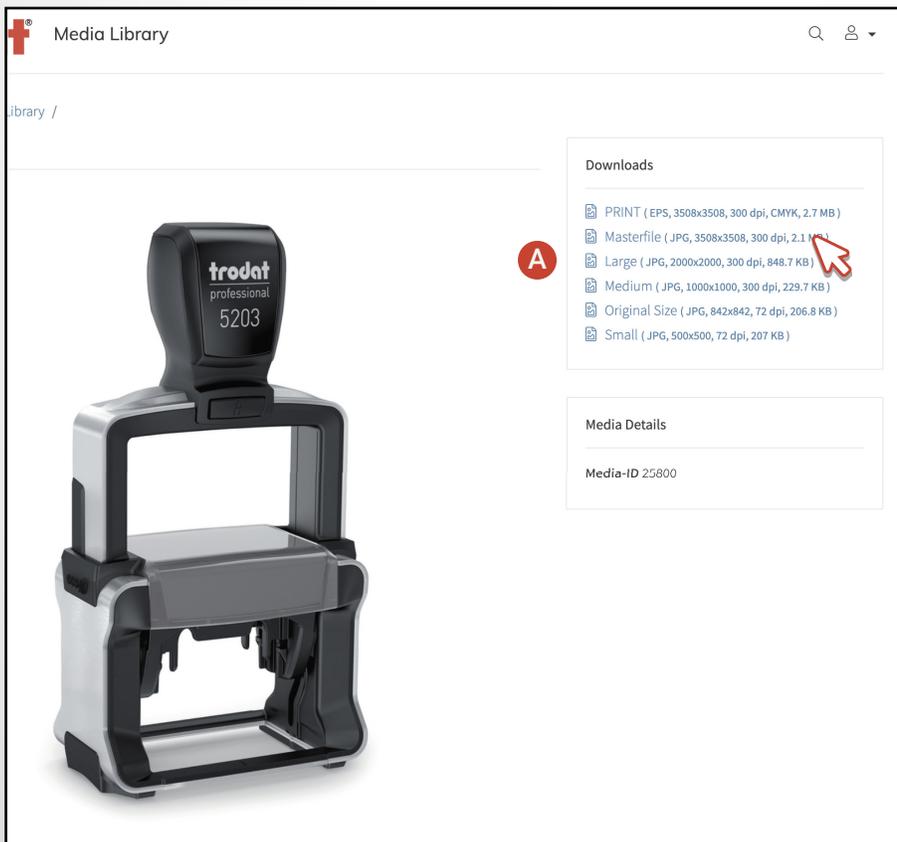


# Selecting Content for Download

Once you have found the desired content, you have a few options for downloading it. You can either download content one file at a time, or you can download multiple files at a time via the basket functionality.

## To download content:

1. Click on the image or image name of the desired content in the results window.



2. Clicking on the desired content will open the download options window for that item, showing the available file types and sizes.

**A** Click on the desired file type/size to have it automatically downloaded to your computer.

# Downloading Content from a Shared Email Link

For instances where content is shared with you by a Trodat USA employee via an emailed link, below are steps on how to access and download the shared content.

## To download content from a shared email link:

1. After receiving and clicking on the shared link, you will be taken to the Information Portal Basket Download showing the shared contents.

Professional Product Images

## Basket Download

+ ADD ALL TO THE DOWNLOAD BASKET

 5206 Professional 4.0

Basket

Nothing in basket

DOWNLOAD BASKET

CLEAR BASKET

Expiry

Expires in 88 Hours (04.08.2023 00:00)

2. Click on +ADD ALL TO THE DOWNLOAD BASKET.

Professional Product Images

## Basket Download

+ ADD ALL TO THE DOWNLOAD BASKET

 5206 Professional 4.0

 5203 Professional 4.0

Basket

Nothing in basket

DOWNLOAD BASKET

CLEAR BASKET

Expiry

Expires in 88 Hours (04.08.2023 00:00)

Help

- Select ...

# Downloading Content from a Shared Email Link Con't.

3. Once all desired files have been added to the download basket, click on **DOWNLOAD BASKET** to have a zip file of the content saved to your computer.

Professional Product Images

## Basket Download

+ ADD ALL TO THE DOWNLOAD BASKET



5206 Professional 4.0



5203 Professional 4.0

**Basket**

- 5206 Professional 4.0 PRINT (2.9 MB, application/postscript)
- 5206 Professional 4.0 Large (1 MB, image/jpeg)
- 5206 Professional 4.0 Original Size (232.3 KB, image/jpeg)
- 5203 Professional 4.0 Masterfile (2.1 MB, image/jpeg)
- 5203 Professional 4.0 Medium (229.7 KB, image/jpeg)

**DOWNLOAD BASKET**

CLEAR BASKET

# Information Portal US User Manual

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