MEDCO eCATALOG
HOW TO… USER'S GUIDE

Be an expert on your most valuable tool. Know how to maximize your experience with another one of MEDCO's value-added programs.

ecatalog.medcotool.com

MEDCO®

Introduction

The MEDCO eCatalog… just one more value-added program from your #1 source. It will easily become your most valuable tool. This is your new gateway to all the information about products for Paint and Body Supplies as well as Mechanical Tools and Equipment for the Automotive Aftermarket. Covering more than 250 manufacturers and over 30,000 products, covering every category from Abrasives to Work Stands, the MEDCO eCatalog will be your "go-to" guide for new product information, manuals, MSDS sheets, parts breakdowns, photos, and more.

- New product announcements with immediate links to product information, sell sheets, images, and more.
- Get the latest MEDCO publications, flyers, and catalogs in electronic PDF format.
- Link directly to a manufacturer's website and product listing.
- Get all your MSDS sheets, Technical Data Sheets, Manuals, Parts Breakdowns, and more.
- Build your own sales flyers with up to six products. Put your company info, your company logo, your own marketing header, and your own price. This is available for EVERY product in the eCatalog.

MORE, MORE, MORE! Search from over 450 product types and from over 250 manufacturers. View instructional videos, print product information and pictures, on every product, for use with your customers. You'll be amazed at how much you can access, exclusively from MEDCO.

Contents

Who gets access to the MEDCO eCatalog?

You do. Only the Elite; the best, most loyal MEDCO customers. Those who use MEDCO as their primary source for all Mechanical Tools and Equipment and PBE Supplies.

How do you get it?

Before becoming an eCatalog Member you must be an "Elite" customer as stated in the previous question.

Then you are clear to register.

Becoming a MEDCO eCatalog Member is as Easy as 1-2-3!

1. Get on the internet, go to your browser, and enter **http://ecatalog.medcotool.com** in the address field.
2. Click Register and fill out the necessary information, then click Submit.
3. Within one business day, get your approval via email, return to **http://ecatalog.medcotool.com**, and then Login.

Don't forget to save the web page as a Favorite!

Can your company have more than one membership?

Yes. Every customer who is authorized to use the eCatalog will be able to register as many of his or her employees as necessary. Each will have his or her own login account. Just provide MEDCO with your list of members.

Is the eCatalog secure?

Yes. In many ways we have made the access to the site safe as well as your information safe. Your email address, password, and any other type of information you provide is for the use of the eCatalog ONLY! It will not be shared with any outside source or any other MEDCO resource unless instructed by you.

Memberships go under a strict approval process. A dedicated team manages all memberships internally. No one will be able to login to the eCatalog from more than one location, computer, or browser at the same time.

How often is it updated?

Every day. As soon as the manufacturer shares information with us about new products, we include it in the eCatalog and pass it directly to you. The data is automatically loaded into the eCatalog from our designated database. And we have a dedicated team whose soul purpose is to upload, update, and maintain quality content within the eCatalog.

Why is their no pricing? How can you order the product?

It's simple. M.O.W. – MEDCO Online Warehouse. This innovative software is linked to the same database as the eCatalog, and is already used by hundreds of satisfied customers. Find the product on the eCatalog. Then use M.O.W. to get your price, check inventory, place an order, track your order, and more. This is available 24 hours a day, 7 days a week. Just like the eCatalog, it's simple, easy to use, and 100% FREE.

How do I Build-A-Flyer?

You can create a flyer with your header, your logo, your products, and your price for ANY product in the eCatalog. Find the product you want, then click the Build-A-Flyer link in the Product Support dock. Follow the on-screen instructions…

Include your logo, company name, contact information, customized marketing header, and choose up to six products. Insert an expiration date. Click Continue and change product text and price as desired. Click *Open Flyer in Word (RTF)* to download the file into Word. Don't have a word processing program, then click *Open Flyer in Browser* and print the flyer right from your internet browser. It's that easy.

Submit your logo in the Account Profile section and follow the on-screen instructions.

Who do I contact if I need help?

We have a designated email support at **ecatalog@medcocorp.com**. You can also contact our support hotline at **1.877.646.5294**.

System Requirements
The MEDCO eCatalog runs directly within your Internet browser. The following is required to run the MEDCO eCatalog at its best:
- Screen Resolution no smaller than 800 x 600 pixels (1024 x 768 pixels recommended)
- Browser: Internet Explorer 5 or later or Netscape Browser 6 or later
- Other Applications: Adobe Reader 5 or later, Flash Player 6 or later, and QuickTime 7 or later. (links to access these plug-ins can also be found on the MEDCO eCatalog home page)
- Make sure you have the latest versions and updates for the following applications: (these are FREE)
   - Run Windows Update click here
   - Internet Explorer click here
   - Adobe Reader click here
   - QuickTime Player click here
   - Flash Player click here
   - Microsoft Word click here
   NOTE: Read all on-screen instructions carefully.

Member Registration
To register to the MEDCO eCatalog, you must first be identified as a MEDCO Elite Customer. If you are already a MEDCO Elite Customer continue through the registration section. If you have already registered, skip to the "Logging In" section below. If you are not a MEDCO Elite Customer, please contact your MEDCO representative today to find out how you can earn this distinction.

- Connect to the Internet, open your browser, and enter **http://ecatalog.medcotool.com** in the address field.
- Click the -Register- button. This will take you to the MEDCO eCatalog Member Registration Form.
- Begin by entering your email address and re-entering it in the next field. This ensures the verification of your email address.
- MEDCO Account Number: This is your existing 5-digit MEDCO Account Number.
  Don't know your account number? Call MEDCO customer service. (See page 16)
- Fill in the remaining fields as shown. Fields marked with an asterisk (*) are required.
- After completion of the form, click the -Submit- button.
- The next screen asks if you would like to be a member of the FREE MEDCO Email Broadcast. You have the choice to receive the Tool & Equipment focused broadcast and/or the Paint & Body Supplies focused broadcast. Make sure the appropriate boxes are checked, and then click the -Yes- button. If you do not want to receive any emails or are already receiving them, then uncheck the boxes and click the -No Thanks- button.
- For security reasons, your registration will go through an approval process in order to provide you with the best performance. You will receive an email confirmation within one business day to the address provided during registration.

Logging In
In order to successfully login to the MEDCO eCatalog, you must be a qualified MEDCO Elite Customer. If you are a MEDCO Elite Customer and have not yet registered, please refer to the Member Registration section above. After registering, you will receive an email containing your password. Once you receive your confirmation email, proceed to logging in.

- Connect to the Internet, open your browser, and enter **http://ecatalog.medcotool.com** in the address field.
  Do not use "www." in front of the URL.
- Enter your email address and password.
- Click the -Login- button

Forget Your Password? At the Login screen, click on the -Forget Your Password?- button and enter your email address in the field provided, then click the -Submit- button. Your password will be emailed to you immediately. Please note that the email address you enter must match the email address you provided during registration.

Forget Your Email Address? Your email address is the one you provided during registration. If you cannot remember your email address, contact MEDCO eCatalog Support at **ecatalog@medcocorp.com**.

Logging Out
- The only way to log out of the MEDCO eCatalog is to press the Logout button. Closing the internet browser or shutting down your computer will not automatically log you out.

Add the eCatalog to Your Favorites.
• While logged into the eCatalog, go to the menu bar at the top of your internet browser
• Click on Favorites, then Add to Favorites…
• Click OK

Create a Desktop Shortcut
• While logged into the eCatalog, go to the menu bar at the top of your internet browser
• Click on File, then move down to Send, then click on Shortcut to Desktop
• On your desktop you will find an icon labeled "MEDCO eCatalog"
• Double-clicking that icon will take you directly to the MEDCO eCatalog Login page. If you are already logged in, it will take you right into the MEDCO eCatalog home page.

Basic Site Layout

Account Profile
Access your account profile by clicking this button.
(See page 6)

Logout
This button will log you out of the entire MEDCO eCatalog.

Main Pages
Quick Links to the eCatalog Home, New Products, MEDCO Newsstand, Manufacturers, and MSDS Sheets pages.
(See page 7)

Search Catalog
This is a perfect place to start when you know what you are looking for. Search the eCatalog by part number, by keyword, by product type or even by manufacturer. You can also get more specific results from your search by using the advanced search feature.
(See pages 8-9)

Browse Categories
These top-level categories are a great place to start when searching for products in a specific category.
(See pages 8-9)

Featured Product Billboard
Check here periodically for new products and exclusive promotions from top brands.

Build-A-Flyer
Start here to create your own customized flyer with your logo, your products, your price.
(See pages 12-15)

Main Content Area
This area of the MEDCO eCatalog is designated for search results, product text and images, and other important information.

HOW TO… *Manage Your Account*

By clicking on the Account Profile link, which is located next to the logout button, you will get access to your information that is stored in the eCatalog, make changes, and submit a company logo to be used for the Build-A-Flyer section.

- **Change Your Username/Email Address and Password**
  Here you can change your email address and password. Follow the on screen instructions and click Submit. After changing your email address and/or password, the change takes effect immediately.

- **Edit Account Information**
  Here you can make changes to the information that you provided during registration. After you make your changes, click the -Submit- button.

- **Submit Your Company Logo**
  Want your logo at the top of every Build-A-Flyer you create? Submit the electronic file of your company logo here. Click the Browse button and find the file on your computer and click Open. After you do that, click the -Submit- button to send your logo. Allow 2-3 business days to allow your logo to be processed. (For more detailed instructions, See page 15)

HOW TO… *Navigate the eCatalog*

The following pages are accessible from the top menu. Click on any of the links and the destination you want will show up in the main content area. Home, New Products, MEDCO Newsstand, Manufacturers, and MSDS Sheets pages.

HOME: This page features the latest at MEDCO; new product and promotion announcements, industry news, tips, and more.

NEW PRODUCTS: Keep checking this page for new product announcements with immediate links to product information, sell sheets, images, and more.
- Click on a part number or link below the product to get direct access to that product or product group.

MEDCO NEWSSTAND: Want the latest MEDCO marketing materials and publications? Get them here. Download PDFs of Auto Source Today and much more, right to your desktop.
- Publications and Specialty Flyers: Click on a page number to download a PDF of that section of the publication. The publications provided are retail priced. For hard copies of any MEDCO publication contact your MEDCO sales representative.
- Other Marketing Materials: Here you will find the latest Q-Buy list and other current marketing materials related to MEDCO.

MANUFACTURERS: Here you will find a listing of our manufacturer lines that are currently in stock at MEDCO. Plus, you'll be able to view every product we stock from that manufacturer, or link directly to the manufacturer's website with easy return to the eCatalog. The list is in alphabetical order by manufacturer name. Next to the name is MEDCO's three-letter line code that corresponds to the part numbers from that supplier. Click on the website link to be sent to the manufacturer's website. Click on the products link to be sent to a product listing within the MEDCO eCatalog.

MSDS SHEETS: Search the MEDCO database of available MSDS sheets. These sheets are also available on the individual product pages. Search the eCatalog database for MSDS sheets by manufacturer, keyword or part number.

1. Use the drop down menu to select manufacturers with MSDS sheets.
2. Click the Search button
OR
1. Enter a keyword or part number in the field provided, just as you would when searching for any product. (See Chapter 4, Search for Products.)
2. Click the Search button

• You have the option to choose how many results per page you wish to see. (10, 25, 100)
• After you receive your search results. Click on a part number to download the PDF to your computer. If the PDF opens within your Internet browser, click the Save a Copy button to save the document to your computer.
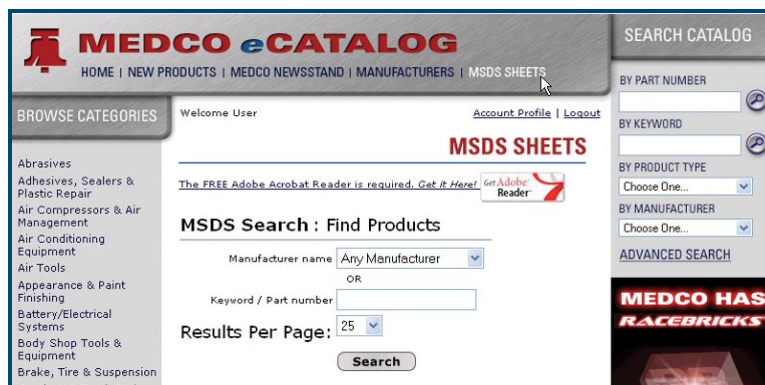
Designed for the professional, the MEDCO eCatalog allows you to start searching from 35 different main categories of products. From there, it breaks down to an extensive structure of over 900 sub-categories. You have it all at your fingertips! The eCatalog gives you many different ways to find the product that you are looking for. Each situation is different, and when a customers asks you for a product, they don't always have the part number or brand name. With the below tools, you will have no problems finding the products you and your customers need in no time.

BROWSE CATEGORIES
These top-level categories are a great place to start when searching for products in the MEDCO eCatalog. Click on a main category and you will see that the products are broken down very specifically in order to make sure you find exactly what you are looking for.

Give it a try: Lifting Equipment >> Service Jacks >> 3-Ton

SEARCH BY PART NUMBER
Enter any part number or part of a part number. After entering your part number, click on the magnifying glass button next to the field or simply press Enter on your keyboard.

Give it a try: Type in OTC-3833, it brings up that item along with accessories that have a similar part number, type in ATD-73 and you get all items that begin with ATD-73, type 3454 and not only do you get OTC Genisys™ kits, but you get results from KD Tools and SATA.

SEARCH BY KEYWORD
Not sure of the part number. Look it up by keyword. Type in any product name, type, or application. After entering your keyword(s), click on the magnifying glass button next to the field or simply press Enter on your keyboard.

Give it a try: Thinner, 12 Volt Impact, HVLP Spray Gun, Nitrile Gloves

SEARCH BY PRODUCT TYPE
Search the eCatalog for over 450 different types of products. From Air Adjusting Valves to Laser Levels and from Masking Tape to Work Stands.

SEARCH BY MANUFACTURER
Prefer a particular brand or manufacturer. Search through the eCatalog's listing of over 250 manufacturers. From 3M to Ingersoll-Rand and from Makita to Waterloo Industries.

ADVANCED SEARCH
This feature allows you to search in more detail. This can help in narrowing your search results so you can pin point the exact product you are trying to find.
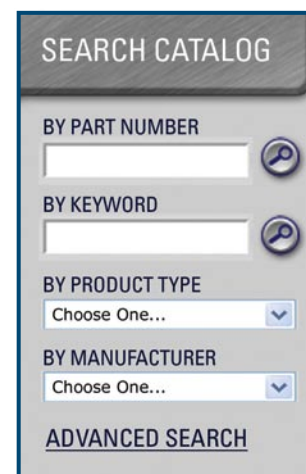
"with **all** of the words": Each word is required to be in each returned item.
"with the **exact phrase**": This must match exactly within the product name or features and benefits.
"with at least **one** of the words": Think is this as having the word OR between each term, as in "Word1 OR Word2 OR Word3."
"**without** the words": It will ensure no result will be returned having any of the words typed into this field.

• Continue narrowing your results by searching within a specific category.
• You also have control on how you view your results. Sort by manufacturer, part number or product name. How many results would you like per page? You have that option as well. (10, 25, or 100)

SEARCH RESULTS OVERVIEW
Within the main content window, you will find your search results. Whether you are browsing our category listing to the left, searching by product type or manufacturer, or even searching for a specific part number or keyword.

- Your search results are grouped by manufacturer and then sorted by popularity and part number (unless selected otherwise within the advanced search options).
- If a search result is large, then the listings will be broken up into separate pages. Below the search results will have the pages listed. Click on a page number to jump to that page, or click -Next- button to go to the next page. To work your way back, click the -Previous- button.
- To access a product, click on the part number.
- To jump to a complete listing of a manufacturer's products, click on the manufacturer's name.

Manufacturer Name
Results are grouped by manufacturer. Click on the manufacturer name and it will take you to the complete listing of products from that line.

Product Listing
The products that result from your search are sorted by popularity and part number. Click on the part number to go to the product page.

Pages
Results are broken up into pages. Click on a number to jump to that page. Or click the Next and Previous buttons.

Need to learn more about a product? Now, you can be an expert on every product! This tool will eliminate the need to search through various flyers and catalogs for information. No more calling manufacturers. You will never again say to a customer, "I'll get back to you." After you search the eCatalog and have found what you are looking for, click on the part number to get that product's information. This section is where you access product name, features and benefits, large photos, and much more.

Product Page Overview

Category Breadcrumb
This shows the trail of the categories in which the product is located within the MEDCO eCatalog. You are able to click on any category within the breadcrumb to jump directly to that particular category.

Manufacturer Logo
This is the logo of the supplier, brand, and/or manufacturer in which the product is associated.

Manufacturer Name
This is the name of the supplier, brand, and/or manufacturer in which the product is associated.

Main Product Image
This is the product photo, which is provided by the manufacturer. If an image does not appear, it is because one was not provided or it does not exist. Many service parts will be among those without images.

Full Product Name
This is the full descriptive name of the product shown. This information is supplied by the manufacturer.

Part Number
This is the part number in which you place an order using M.O.W. (MEDCO Online Warehouse), or through customer service.

Features and Benefits
This area shows the product's main features and benefits, weight, case quantity, and more. This information is supplied by the manufacturer.

Product Support
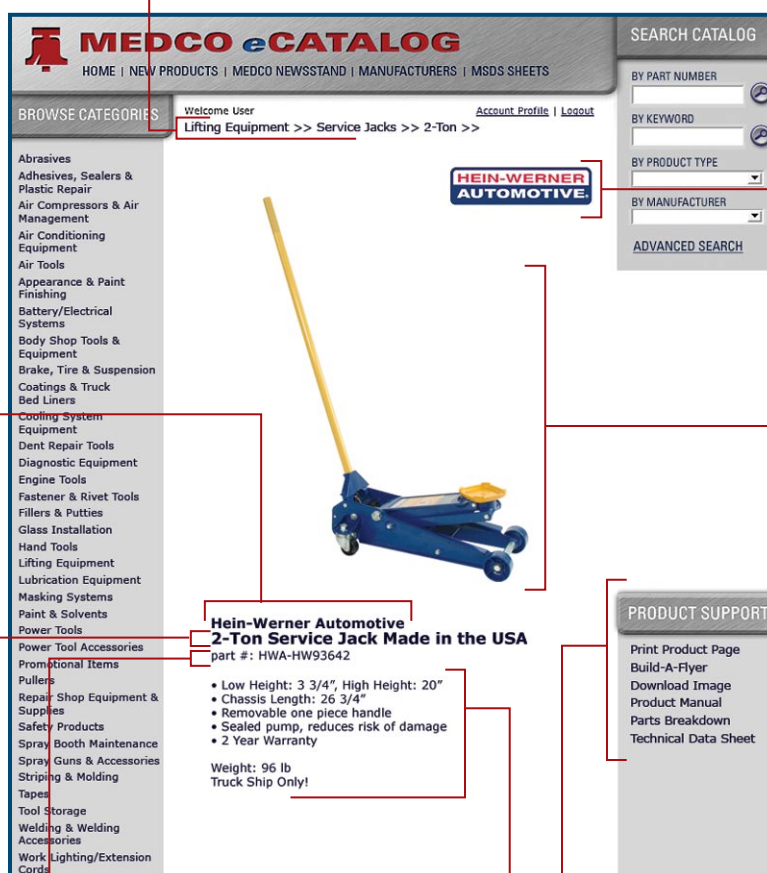This dock gives you access to additional information and marketing tools on the product shown. (See the next page for details)

Product Support

Do you want to know everything you can about a product? Well, the Product Support dock to the right of every product page is the tool for you. Print a product information sheet, download images and logos, get manuals, MSDS sheets, parts breakdowns, and build your own customizable flyer. No other online catalog can give you more.
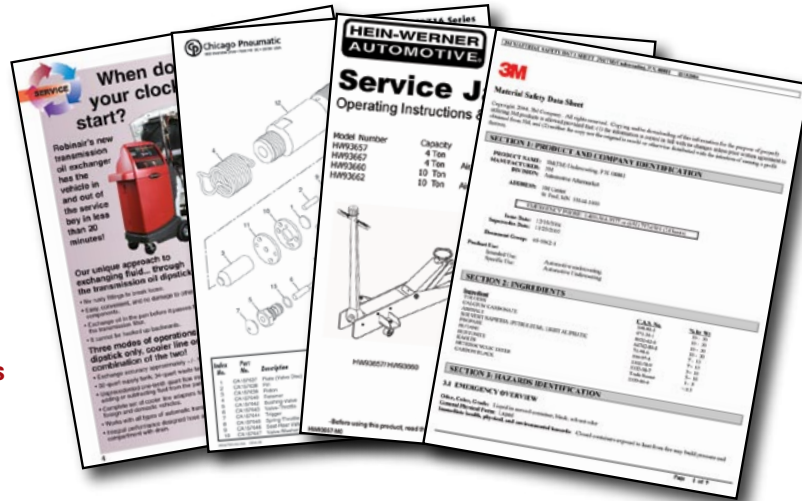
Downloadable Images

Product Manuals

MSDS Sheets

Parts Breakdowns

Technical Data Sheets

Manufacturer Sell Sheets

Product Videos

After you select your product, look at the Product Support dock in the lower right hand corner for available downloads. Simply click on your selection. Depending on the option you choose, you may be directed to another window, a file may download, or you may be redirected to a manufacturer's website. In most cases a PDF will download onto your computer.

PRINT PRODUCT PAGE
This puts the product page into a printable product information sheet for your use. This page includes the MEDCO letterhead and is not recommended to distribution to your customers. For customer-friendly output, use the Build-A-Flyer tool.

BUILD-A-FLYER
Create and customize your own sales flyer with your logo, your header, your products, and your price. Choose up to size products and choose between downloading the flyer into Microsoft Word or keep it in the browser for quick printing.
(See HOW TO… Build-A-Flyer for more detailed instructions)

DOWNLOAD IMAGE
This takes you to a screen with instructions on how to download the image file to your computer. Images are in JPEG format (.jpg). Low Resolution (72 ppi). And formatted to work with any word processing program such as Microsoft Word or Corel Word Perfect.

PRODUCT MANUAL, MSDS SHEET, TECHNICAL DATA SHEET, PARTS BREAKDOWN, AND MORE INFO
These items in the Product Support dock are in PDF format (.pdf). This is a common format for sharing information on the web. Your computer should already be set up with a FREE PDF reader. If not, you can get the FREE Adobe Acrobat Reader from their website. A link to the download location is on the home page of the eCatalog and is very simple to install.

PRODUCT VIDEOS
These instructional and promotional videos are stored on the manufacturer's websites and are in different formats. The most common format is QuickTime Movie (.mov). You will need the FREE QuickTime player in order to view these items. A link to the download location is on the home page of the eCatalog and is very simple to install.

Please Note: The PDFs and JPEGs will download directly to your computer in a specified location. Most commonly, you will find your downloaded files on your desktop. Keep in mind the files you download remain on your computer until you remove them. In time, these files will take up hard drive space. MEDCO is not held responsible for errors in computer functionality or loss of hard drive capacity.

Create custom sales flyers with up to six products. Put your name, address and contact information, your own marketing header, and even your company logo at the top. You also have the ability to customize the product information and price. This is available for EVERY product in the MEDCO eCatalog. Your Header! Your Logo! Your Products! Your Price!

There are two ways to get started on building a flyer.
• At any main page, Click the Build-A-Flyer button located underneath the Featured Product Billboard and proceed to Step 1
  -OR-
• Search for a product first. Once you find the product you are looking for, click on the Build-A-Flyer button within the Product Support dock and proceed to Step 1.

The Build-A-Flyer tool opens in a new browser window to give you easy return to the eCatalog. When you return to the eCatalog you do not have to close the flyer window. If you are already creating a flyer and wish to add products to it, go back to the eCatalog, search for additional products, and enter the part number in the fields provided.

STEP 1

Check the items you wish to include at the top of your flyer. Company logo, Company Name, Contact Information, and/or Marketing Header, select additional products if desired, and enter an expiration date.

- Company Logo, Company Name, and Contact Information: These fields are pre-populated with the information that can be found and edited in the Account Profile section. No logo available? Submit one in Account Profile. (See page 15)
- Marketing Header: Have a theme for this flyer? Put the header here. (ex. GREAT NEW PRODUCTS! NOW AVAILABLE!)
- Enter additional products, if desired. You can choose up to six products per flyer. Type in the part number(s) in the fields provided.
- Enter an expiration date. Click within the field provided and an interactive calendar will appear. Navigate and select the date in which you want the flyer to expire. Keep in mind that in the next step, you have the option of entering pricing.
- Click the Continue button to move to Step 2.

STEP 2

In this step you will see the results of your product selection. Take the time to review the selection and make any changes that you see fit. If you want to change the contact information, marketing header, or product selection, click the Back button. Any item in red is editable and you can customize it to your liking. (Product text and price.)

You have two options for flyer output. You can open the flyer within Microsoft Word; RTF format* (highly recommended), or you can continue within the browser; HTML format** (this is only recommended if you do not have a word processing program such as Microsoft Word or Corel Word Perfect).

OPEN FLYER IN WORD (RTF)

For a Word-friendly flyer, click on the -Open Flyer in Word (RTF)- button. Only click the button once. Please allow a few minutes for this process to finalize. Once complete, the file may open in your browser. Click File/Save As… and save it to a location of your choice on you computer. In many cases you will be asked if you want to save or open the flyer. Choosing open will open the file in your word processing application. Choosing save will allow you to save it in a location of your choosing.

OPEN FLYER IN BROWSER

Use this option if you do not have a word processing program or do not wish to customize the flyer pass the functions of the Build-A-Flyer tool. From this window you have the option of printing, saving the HTML file, or emailing directly from your browser.

Want to email the browser version of the flyer to someone? It's simple. After completing the flyer click on File/Send/Page by Email and off you go. This automatically opens your email application, creates a new message and puts the flyer in the body of the email.

Want to save the browser version of the flyer? After completing the flyer click on File/Save As… and choose "HTML only" in the format drop down menu and save it to your computer.

Once your flyer is created from the Build-A-Flyer tool, you can continue to build it in Microsoft Word. If you are familiar with Word, you know what it can do. You can adjust the header and footer, move the images and logos, change text, and add and delete as you see fit. Once the file is in Word, you have complete creative control. Like we said before, this is YOUR flyer.

*RTF = Rich Text Format; this format allows the transfer of text, image and layout into any word processing application.
**HTML = Hypertext Markup Language; this is the format of most internet websites.

SUBMIT YOUR COMPANY LOGO
Want your logo at the top of every Build-A-Flyer you create? All you need is an electronic file of your logo, and two minutes of your time. You only have to submit your logo once and it will show up on every Build-A-Flyer you create from that point on. If you have multiple eCatalog accounts at your location, they will all have the logo as well. Here's how...
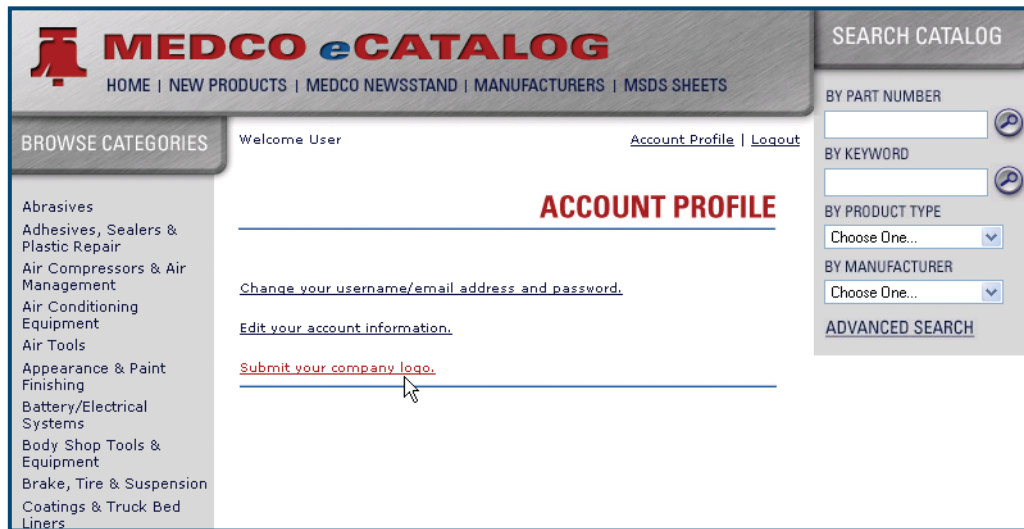
Click on the Account Profile button, then click on the Submit your company logo button.
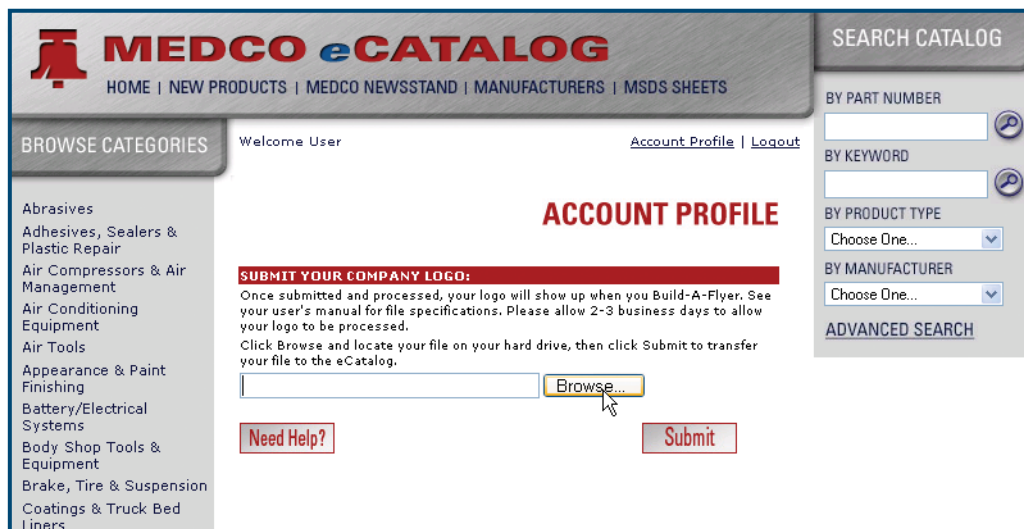
Click the Browse button and find the file on your computer. Select your file and click Open. After you do that, click the Submit button to send the your logo. Allow 2-3 business days to allow your logo to be processed. After that time, go to Build-A-Flyer and see your logo at the top. It's that simple.

NOTE: Accepted logo file formats are JPEG (.jpg), TIFF (.tif), EPS (.eps), Illustrator (.ai), PDF (.pdf), and Photoshop (.psd).

MANIPULATE THE CONTENTS OF YOUR FLYER IN WORD

The MEDCO eCatalog Build-A-Flyer feature allows you to create a flyer with up to six products and open it in Microsoft Word. Once this flyer is in Word you have complete creative control over your flyer. You can format the text to be as large or small as you want, or even get rid of it all together. The size and placement of the images are also under your control.

The Build-A-Flyer tool determines how many products per page by the amount of information provided by the supplier as well as the information you provide in the header. For example, an OTC Genisys™ kit will take up much more space than a Kershaw knife. To fit all six products onto one page, text and imagery must be manipulated. Another option is to adjust the Header information as shown above. For example, change the address so it fits to one line. This will give you more room on <u>each</u> page.

One product on each page.

Six products on one page.
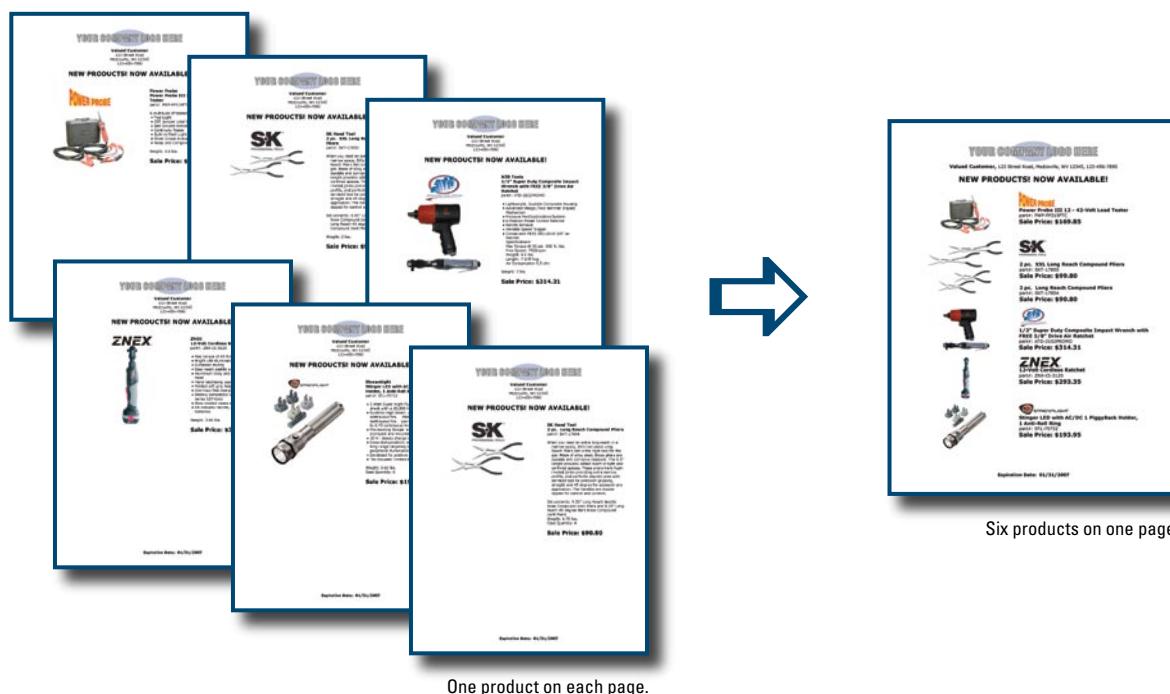
MANIPULATE YOUR FLYER'S HEADERS AND FOOTERS

When your flyer first opens in Word you do not have immediate access to your header and footer. This is normal. To access your header and footer click View at the top menu bar, then click Header and Footer. This allows you to edit and manipulate your logo, company name, contact information, marketing header, and expiration date. To return to the main editing screen, click Close on the "Header and Footer" tool palette.
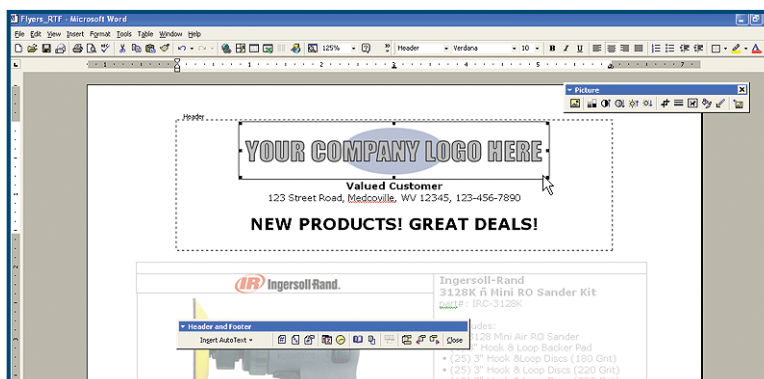
RESIZE THE PRODUCT IMAGES AND LOGOS IN YOUR FLYER

The default image size of a product in the MEDCO eCatalog is 288 px x 288 px (4 inches x 4 inches). Making the image larger than that will cause it to be blurry. To make the image smaller, follow these simple instructions.

- Select the image by left clicking anywhere on the image once.
- Once selected, click and hold one of the corner anchors and move it in the desired direction
- Release the button once you have reached the desired size.
- Repeat this action with every product image and logo, as you see fit.
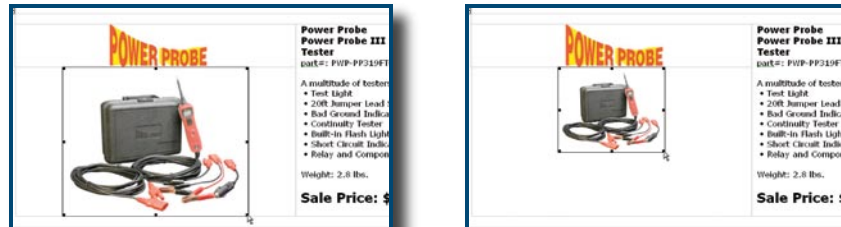
EDIT THE TEXT IN YOUR FLYER

To alter the text in your flyer is exactly how you would in any other Word document. You can change size, color, font, and even remove the unnecessary information as you see fit. Highlight the text you wish to alter by clicking and holding at the starting point and dragging your mouse to the end of your desired selection.

SIX PRODUCTS ON A ONE PAGE FLYER

In order to fit six products on one page, you have many options. You can delete unnecessary elements and information from the flyer, make images smaller, and even line list items you wish not to picture.

In the example to the right, the features and benefits were removed, the contact information at the top was put to one line, images and logos were altered, and two items were grouped together that were from the same brand.

There are many ways to get complete creative control with the Build-A-Flyer tool. You can use the existing information and images and copy and paste them into your own page. Like we mentioned before. This is YOUR flyer.

Relevant Keyboard Shortcuts:
Copy = Ctrl + C
Paste = Ctrl + V
Cut = Ctrl + X

REMOVE BROWSER HEADERS AND FOOTERS

As a default, Internet Explorer adds headers and footers when you print. Included in the header and footer are page numbers, URL web addresses, page titles, and other junk that you just don't want on there. To remove them, make sure your browser is open, click on File, then Page Setup. The below window appears. Empty the Header and Footer fields and click OK.
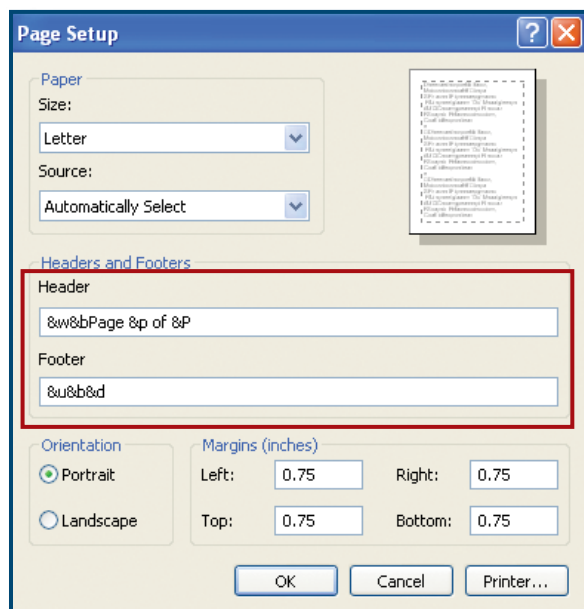
Browser Headers and Footers are active.
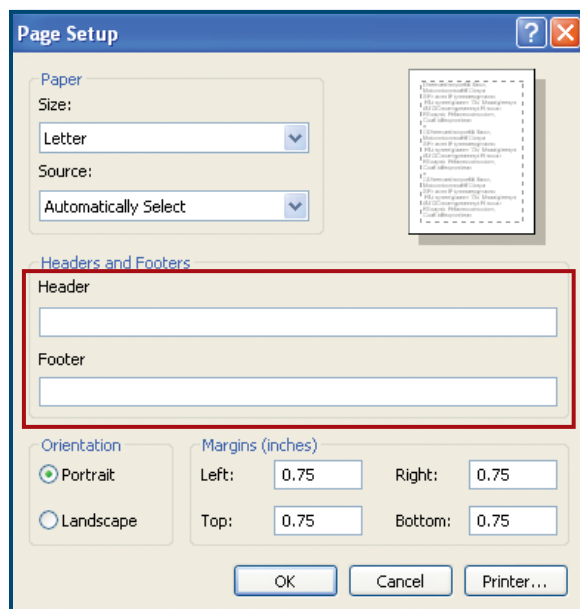
Browser Headers and Footers are NOT active.

KEEP A CLEAN DESKTOP

If your desk has all your paper work on it, how hard is it to find that one sheet you need? If you were to place those "files" in a filing cabinet with "folders" that are properly labeled, you could find what you need much quicker. And your work performance increases. The same goes with your computer's desktop.

Too many icons on your desktop can cause your computer to lag and reduce performance. Your computer has given you a folder called My Documents and it wants you to use it for that reason. Suggestion: Create folders that are associated with a particular customer, and/or project. Unused icons should be deleted. (ex. AOL Sign-Up)

RESTART YOUR COMPUTER ON OCCASION

Can you go non-stop without a rest or break? Can you go days without sleep? No. Neither can your computer. You should not go more than three days without restarting your computer. Depending on how much work your computer does, shutting down every night is best. This "clears the computer's throat" so it can better perform it's tasks.

KNOW THE LANGUAGE
When providing help and getting help with computer issues, it's good to know the verbiage. Below are some common computer terms, mentioned in this user's guide, to help you understand the tool you use everyday.

Hardware: This is the equipment and devices that make up a computer system as opposed to the programs that are used on it.
example: Hard drive, monitor, printer, keyboard, mouse

Software: These are programs and applications that perform all the tasks
example: games, Excel, Word, Adobe Reader, Internet Explorer

Operating System: This essential program maintains your files, programs, and controls devices such as keyboards, mice, printers, etc. It is the heart of a computer.
example: Windows XP is an operating system.

Internet Browser: This is a type of computer software that allows you to search for and view information on the World Wide Web.
example: Internet Explorer, Netscape Navigator
NOTE: The MEDCO eCatalog is viewed using an internet browser.

URL: (Uniform Resource Locator) An address identifying the location of a site on the Internet.
example: http://ecatalog.medcotool.com, http://www.medcotool.com

Email: (Electronic Mail) A system for transmitting messages and data from one computer to another, using an Internet connection.

Download: To transfer or copy a file or data from the Internet onto your computer's hard drive.

PDF: (Portable Document Format) A file format that enables a document to be distributed on different systems while preserving the layout. PDF files are compact and complete, and can be shared, viewed, and printed by anyone with free Adobe Reader software.
example: MSDS sheets, product manuals, sell sheets are all in this file format.

Image: This encompasses a photo, picture, line art, drawing, etc. The product shots and logos on the eCatalog are images.
Image file formats are .JPG, .TIF, .EPS

RTF: Rich Text Format; this format allows the transfer of text, image and layout into any word processing application.

HTML: Hypertext Markup Language; this is the format of most internet websites.

If you need help with the MEDCO eCatalog and cannot find the answer in this User's Guide, email the eCatalog Help Desk at **ecatalog@medcocorp.com**.

You can also contact our support hotline at **1.877.646.5294**.

If you have questions or concerns regarding the products, pricing, an existing order, contact your MEDCO sales representative or call customer service.

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