User Manual

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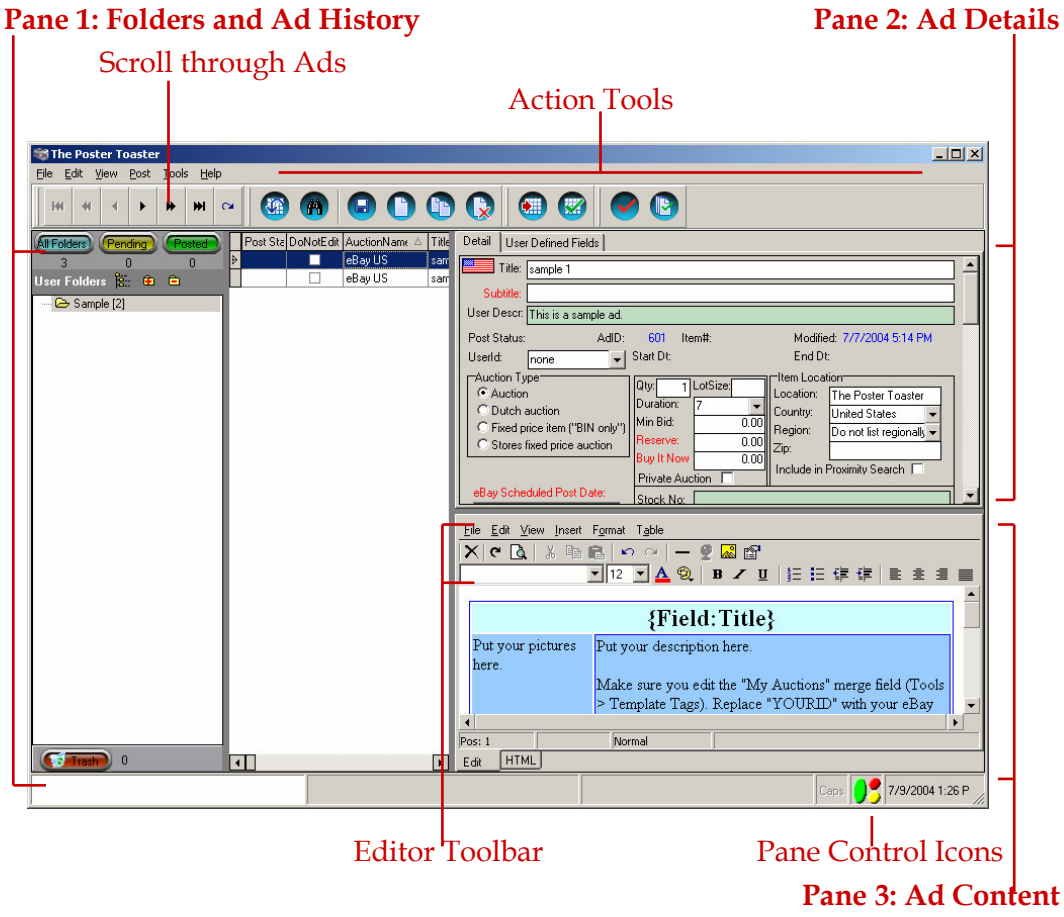
Introducing The Poster Toaster

The Poster Toaster (**TPT**)is the ultimate way to create, send, and track your eBay listings. Why? Because it gives you an easy way to do all this and more:

- Edit your ads in either a WYSIWYG editor or an HTML text editor
- Create ad templates that you can use over and over
- Submit your ads in bulk
- Upload your pictures using FTP (File Transfer Protocol)
- Use merge fields to keep your repetitive work to a minimum
- Organize your ads using folders
- Track all your ads and find any one in a flash
- Import your ads from Turbo Lister and Shooting Star

You can even track additional information about each ad — a description so you can tell similar ads apart, your cost for the item, weight, shipping insurance, and more.

The **TPT** window has three resizable panes that let you see exactly what you are doing all the time.



Display all three panes at once, or use shortcuts to move between them:

	Left -click on any Pane Control Icon to switch between hiding and showing the corresponding pane.	
	Right-click **green** or use **[Ctrl]+1**	To fill the window with Pane 1, or restores Pane 1 to normal.
	Right-click **red** or use **[Ctrl]+2**	To fill or restore Pane 2.
	Right-click **yellow** or use **[Ctrl]+3**	To fill or restore Pane 3.

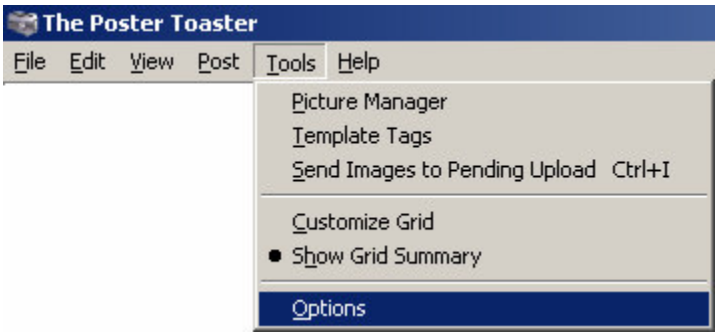
Setting Up The Poster Toaster

After just a little set up, you'll be ready to begin creating and submitting listings. This section tells you all you need to know about setting up **TPT** to:

- Use your Internet connection
- Upload your pictures to your FTP site
- Submit your listings to eBay

To Begin

Select the **Tools** menu, then the **Options** command to open the dialog you'll use for all the setup.

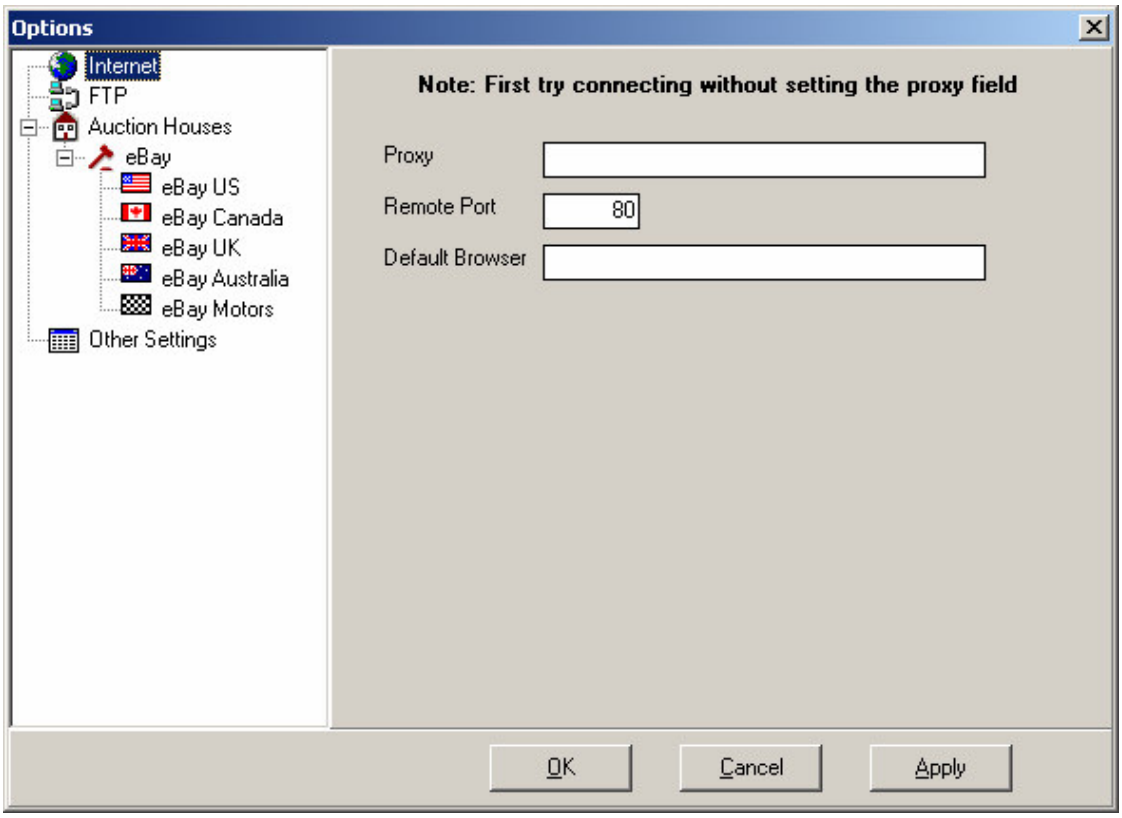


Set up the Internet Connection

When the dialog opens, it looks like this. Normally, you won't need to change any of these setting.

1. However, if your Internet connection uses a proxy, enter the TCP/IP address here. Usually the **Remote Port** should be set to 80, unless your ISP tells you otherwise

2. If you leave this field blank, **TPT** uses your default browser (as configured in Windows) when you connect to the Internet. If you want to use a different browser, enter the path and filename, for example,
"**C:\Program Files\Internet Explorer\IEXPLORE.EXE**".

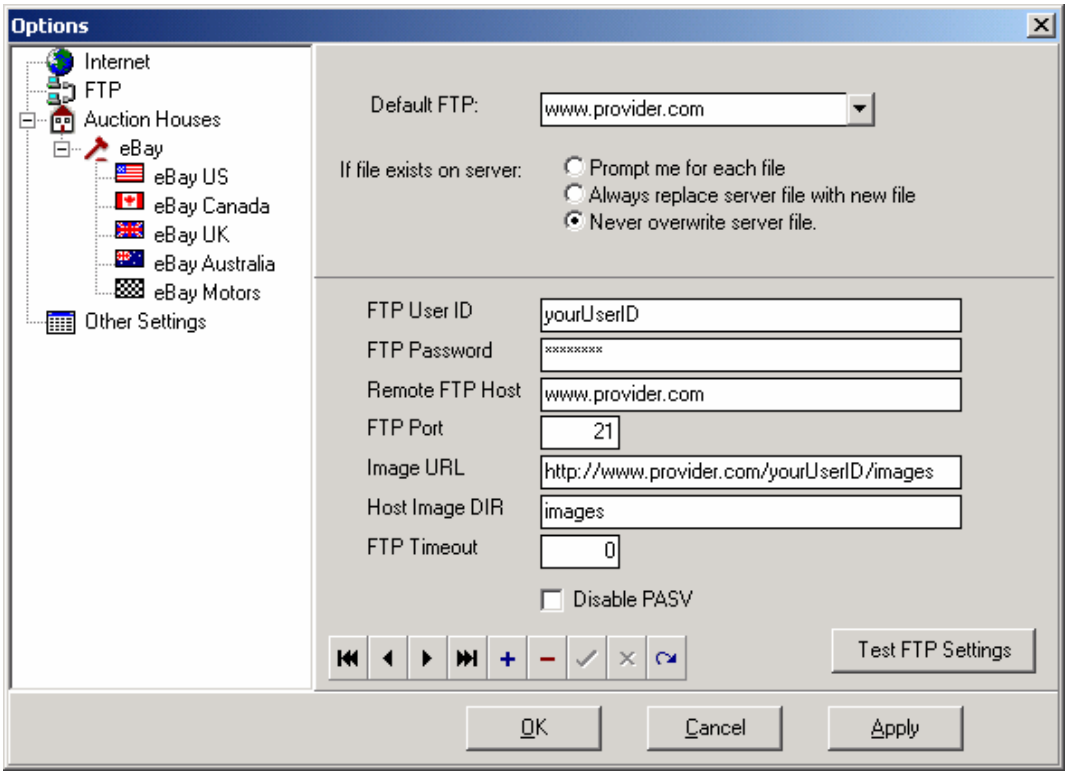


3. Click **Apply**.

Set up the Connection to Your FTP Site (or Sites)

When there are pictures in a listing you send to eBay, you must send the pictures to your FTP site. Then the pictures are available along with your ad. If you don't already have an FTP site, check with your Internet provider. Most Internet providers provide you with some space on their server. Then you'll need to come back to this section to tell **TPT** the information it needs about the site.

Here's a sample FTP record to compare with yours as you go along.



To tell The Poster Toaster about an FTP site:

Don't get discouraged as you work through this process. Once you finish, everything else in **TPT** is easy and fun!!

1. Click the FTP icon on the left side of the dialog. The right side becomes filled with fields you use to set up connections to any number of FTP sites.

2. If you have only one FTP site, just continue with the rest of the instructions. If you have already set one up, and you want to set up another, click the plus sign ✚ to insert a new, blank FTP record. Your other FTP records remain intact; you can scroll through them by using these buttons:

3. Now you have blank fields on the FTP setup dialog. Ignore the **Default FTP** field for now. After you set up all your FTP sites, you choose the one you want to use as the default.

4. The option buttons tell **TPT** what you want to do in case you send a file to your FTP site, and a file with the same name is already there. Should it:

   - Prompt you to replace the file on the site or cancel the upload.
   - Always replace the file on the site. (Be careful if you choose this one; you might accidentally overwrite a file you wanted to keep.)
   - Never replace the file on the site. You'll have to make sure each new file has a new name.

5. Use the following table to fill in the fields in the bottom of the dialog.

Field Name	What To Do
FTP User ID	Type the user ID your provider assigned to you when you acquired the FTP site.
FTP Password	Type the password that goes with the user ID. Each character appears as an asterisk, for security.
Remote FTP Host	Type the URL of your FTP site provider. Normally this is something like www.provider.com, but it might be a set of numbers, like "21.456.78.09".
FTP Port	Leave this set to "21" unless your provider told you a different port number when you acquired your FTP site.
Image URL	Type the full address of the folder where you store images on your FTP provider. This isn't the FTP location of your picture files, but the image folder on your server. For example, it might be: "http://www.provider.com/yourUserID/images"
Host Image DIR	Type the destination folder on your FTP site, that is, the name of the FTP folder where the images will be transferred. You can get this folder name from your provider when you get the FTP site. It might be something like "images". This is **not** the same text as the entry for the **Image URL**. It is a different way of indicating the location of your image folder.

Field Name	What To Do
FTP Timeout	Leave this set to "0" (no timeout) unless you know your server is having problems, and you don't want to wait in vain for your pictures to upload. Then set this to the number of seconds you are willing to wait for the files to upload. If **TPT** can't connect to the server in that amount of time, it tells you it couldn't send the files.
Disable PASV	Most FTP sites use Passive mode, which is the default. If your FTP site requires Active mode, mark this checkbox to cause TPT to use Active mode.

7. When you have entered all the information, click **Apply**.
8. If you want to set up another FTP site, complete steps 2 through 7 of this procedure again, for the new site.
9. Now, go back to the **Default FTP** field, and select the URL you will use most often. When you upload pictures, **TPT** uses this URL unless you choose a different one during the upload process.
10. Click **Apply**.

To test your FTP settings:

After you set up your FTP records, test each one by following this procedure.

1. Use the buttons to scroll to the record you want to test.
2. Click the **Test FTP Settings** button.

Here's what TPT does during the test:

1. **TPT** checks to make sure it can establish a connection to the **Remote FTP Host**. If it can establish the connection, it displays this message. Click **OK**.

   Your FTP connection is working properly.
   The program will now try to upload a small picture.

2. **TPT** tries to upload a smiley face picture to the site. If it's successful, it displays a web page telling you about the success. Close the window.

You did it!! You're done with this. The rest of the setup is pretty easy.

Possible problems with the test:

If **TPT** has any problems, it displays an error message. The table below tells you what to do in the most common cases.

Error Message	What it means, and what to do
Host not found.	This means the **Remote FTP Host** you entered doesn't exist. Correct your entry and try the test again.
Login incorrect	This means your user ID or password is not correct. Correct your entry and try the test again.
[Host Image Dir]: No such file or directory	This might mean that you don't actually have an FTP site on the provider, or it might mean you don't have the correct **Host Image DIR** setting. Check with your provider to make sure you are set up correctly on the host and to find out the FTP directory where you can store your pictures. Make any necessary changes and try the test again.

Not using the built in FTP at all.

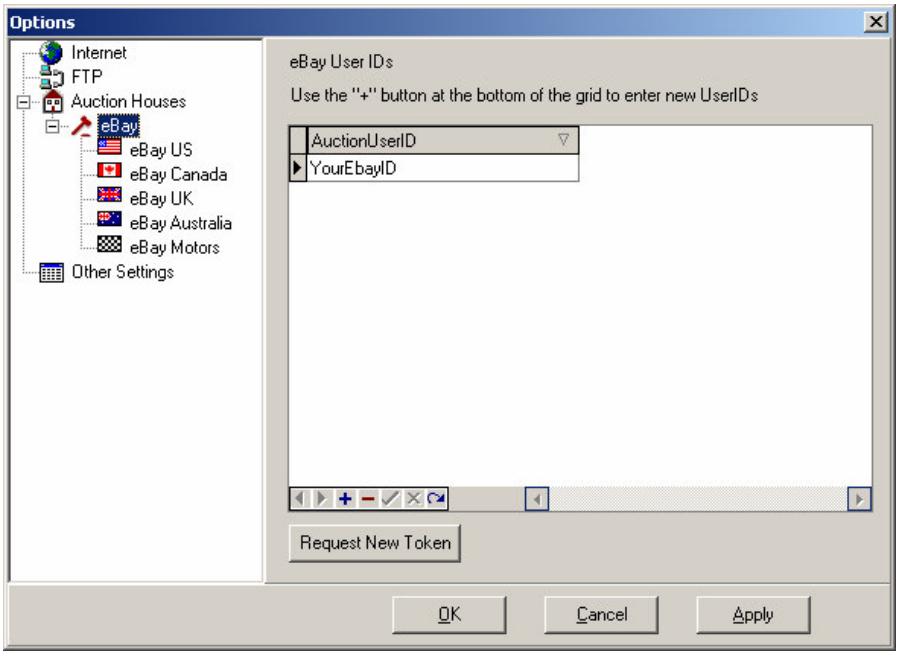
If you do not wish to use the automated FTP feature, remove all entries in the FTP table by using the minus button at the bottom of the form.

Set up Your eBay Accounts

In this next procedure, you tell **TPT** the information it needs to know to complete your ads when it sends them to eBay.

Enter your eBay UserID:

1. In the left side of the Options dialog, Auction Houses | eBay. Enter your eBay User ID. Your eBay userID is the same for all auction houses.



2. Use the information in the following table as you set up your account information.

Field Name	What To Do
Auction UserID	Click the plus sign (+) to add a row to the table. Enter your eBay user ID. If you have another eBay ID, click the plus sign (+) to add another entry row. Then enter your Auction ID.

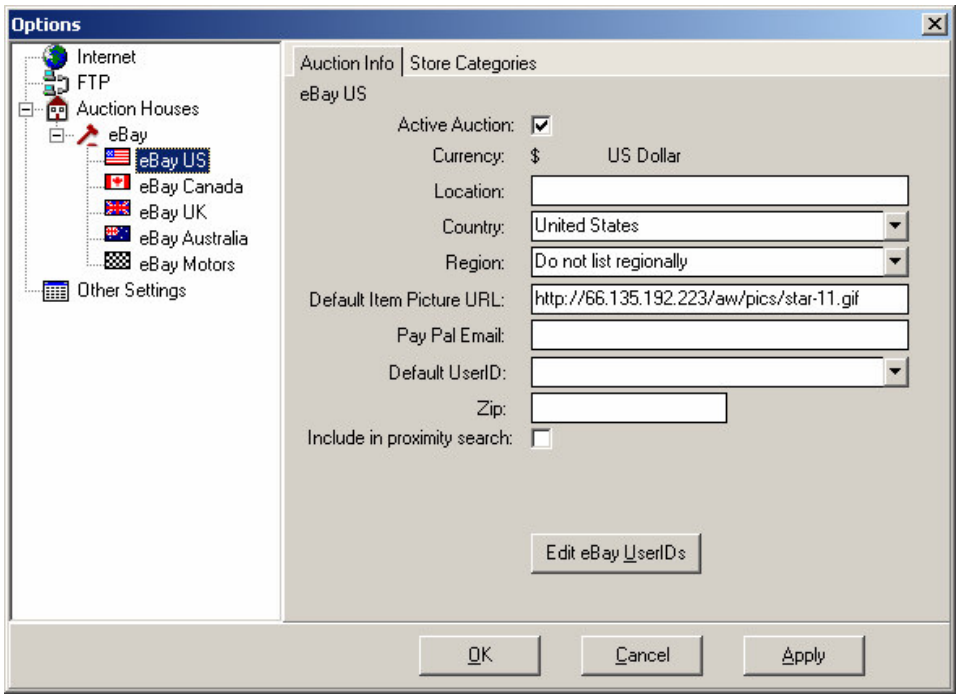
Note: The first time you Verify or Post an ad to eBay, you will be presented with the eBay login screen. Enter your password and read the following pages. When you are done, eBay will generate a token which TPT will use to authenticate you with eBay. TPT does not store eBay passwords.

Tokens expire in three different ways:

1. The token expires naturally. Each token has a set expiration date which is currently set at 18 months.
2. You change your password on the eBay website.
3. eBay force expires the token for security reasons.

Enter your eBay Account Information:

1. In the left side of the Options dialog select the eBay house where you have your account. Nearly everything is already set up for you. You just fill in your details.



2. Use the information in the following table as you set up your account information.

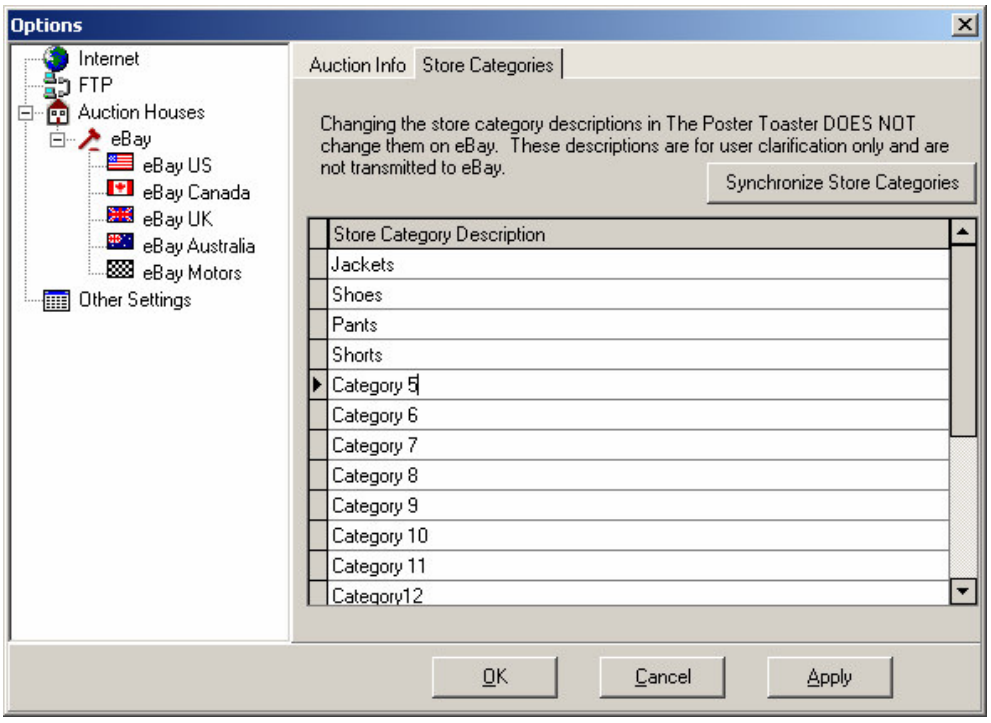
Field Name	What To Do
Active Auction	Mark this box to have TPT post your ads to this eBay store.
Location	Enter the city and state (or other text) you want to appear in the Location field on your eBay ad. This becomes the default in all your ad details. You can change it for a specific ad if you want.
Country	Select your country from eBay's list of countries.
Region	Select your region from eBay's list of countries.
Default Item Picture URL	Having an entry here means you will always have a camera icon beside your listing if you include a picture in your ad. If your ad doesn't include a picture, TPT removes the default picture URL before it posts your ad. This field is already set up to use the standard eBay shooting star icon on eBay's site. If you want to use a different default picture, enter the URL for the picture.
Pay Pal Email	If you have a Pay Pal account that you use for receiving payments, type in your email address for the account.
Default User ID	If you entered more than one User ID, select the one you use most often.
Zip Include in Proximity Search	Applicable to eBay US and eBay Motors only Zip is the default zip code for the seller's location. The zip code is used in proximity searches on eBay. You must fill in a zip code if Include in Proximity Search is checked.

3. If you use other eBay auction houses, repeat steps 2 and 3 for each one.
4. Click **OK**.

   Or, click the **Store Categories** tab and set up your categories.

Set up Your Store Categories

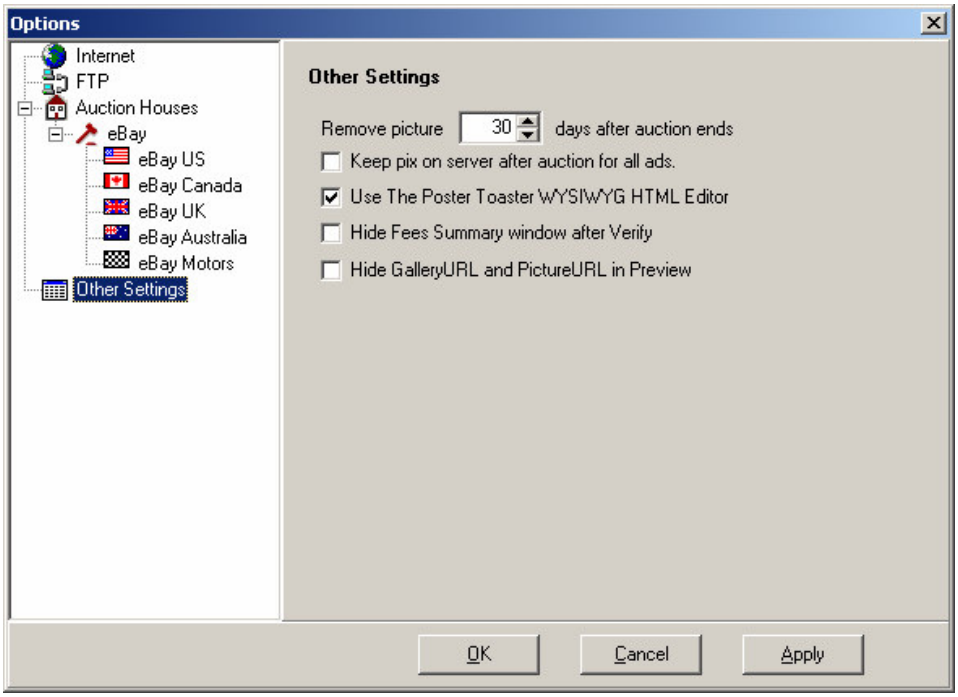
If you are setting up an eBay store, use this tab to identify the categories in your store.



- To change the name of a category, click in the row and type the new name. The new name appears automatically in all ads using that category.
- To have the category names assigned to the categories for all eBay stores, click **Synchronize Store Categories**. Then click **Yes**.

Other Settings

1. In the left side of the Options dialog select Other Settings.



2. Use the information in the following table as you select your options.

Field Name	What To Do
Remove picture XX days after auction ends.	Select the number of days TPT adds to the auction end date to determine when an ad has expired. TPT will remove pictures from your FTP server for expired ads when you press the "Remove Expired" button in the Picture Manager.
Keep pix on server after auction ends for all ads	Mark this box if you want to keep the pictures on the server after the ad has expired. Selecting this option will set the default for all new ads. This has the effect of setting all pictures in an ad to "stock" pictures which remain on the server until you decide to remove them.
Use The Poster Toaster WYSIWYG HTML Editor	Uncheck this box if you do not wish to use the included WYSIWYG editor. This option is for users who use another tool to create the Description HTML and paste their HTML directly into the HTML tab. Unchecking this box disables the WYSIWYG editor and prevents it from modifying the HTML.
Hide Fees Summary window after Verify	Mark this box if you do not wish to see the Fees Summary window after you Verify an ad.
Hide Gallery URL and Picture URL in Preview	Mark this box if you wish to hide the Gallery URL and Picture URL pictures from the ad Preview. (The Preview button is located on the WYSIWYG HTML editor toolbar and is the magnifying glass and piece of paper)

You're completely done with all the setup.
You won't need to do any of this again unless your information changes.

Creating an Ad

This main section tells you all you need to know about creating an ad to post on eBay. It tells you how to:

- Start a new ad — either blank or by copying a template ad
- Enter the ad details in Pane 2 of the **TPT** window.
- Enter the ad content, pictures, and template tags in Pane 3
- Preview and proof your ad

Starting a New Ad

TPT comes with two pre-designed ad layouts. When you create a new ad, you can use one of the TPT layouts, one of your previous ad layouts, or a blank one.

To start a new blank ad:

Click the **New Ad** tool at the top of the window. A new row is added to the Ad List and Panes 2 and 3 are blank, ready for you to begin.

To start a new ad, using a previous ad as a template:

1. Look through your list of ads (just to the right of the folders). Find the TPT layout or previous ad you want to use as a template. Click it to select it.
2. Click the **Copy Ad** tool at the top of the window. A copy of the ad appears in the Ad List and Panes 2 and 3 contain the same information as the ad you copied.

3. Make changes to the ad, and then click the **Save Ad** tool to save the ad.

Note: To delete an ad, select it in the list of ads, and click the **Delete Ad** tool.

Entering the Ad Details

Pane 2 of the **TPT** window (upper, right pane) contains fields for the ad details. Most of the fields are standard fields required by eBay; they provide the same information you give if you post directly through eBay's website. If you need more information about what to enter in those fields, look through eBay's help (go to www.ebay.com and click the Help button).

Fields supplied by **TPT** to help you track your personal information about your ad are highlighted in green. This section explains what you need to know about those fields.

1. Right-click the little red circle at the bottom, right corner of the window. This causes Pane 2 to fill the screen, making it easier for you to work. (Right-click it again to restore the other panes.)

2. Work your way through all the detail fields, completing all the information as you go. We suggest starting at the top and moving down through the fields to make sure you don't miss any.

Use the information in the following table as you work. It lists all the fields and explains what to do in each case.

Notes:

- You can set up a template tag for any of these fields (see page 48). Then if you insert the tag into your ad content, the text in the field replaces the tag when your ad it posted to eBay.
- Green fields on the **TPT** window indicate information that is not used by eBay. It is for your personal tracking. In the following table, these fields are explained in green text.
- Some features cost extra on eBay. These features have a red label on the **TPT** window and in the table below.

Field Name	What To Do
Title	Type the title you want to appear on eBay – 55 characters maximum.
User Descr	Type a description to help you distinguish this ad from others that may have the same title.
Post Status Item # Modified Start Dt End Dt	These fields are automatically completed by **TPT**. They give you information about a posted ad.
UserID	Select the user ID to use for this ad. The list contains the user IDs you entered for the eBay auction houses. (See page 12.)
Auction Type	Select the type of eBay auction for this ad.
eBay Scheduled Post Date	If you don't select a date, the ad is posted when you send it. To schedule a post date, click the down arrow to display a calendar. Then select the date you want the ad to be posted.

Field Name	What To Do
Quantity LotSize Duration Min Bid Reserve Buy It Now Private Auction	Enter the information required by eBay. For instructions, refer to eBay Help.
Location Country Region (the following fields are for eBay US and MO only) Zip Include in Proximity Search	These fields contain the settings you entered for your eBay account (page 11) appears here. You may change them for this ad if you want.
Cost	Enter your cost for the item, if applicable.
Stock No	Enter your stock number, if applicable.
Consign ID	Enter your consignment ID, if applicable.
Keep pix on server after auction	Mark this box if you want **TPT** to leave the pictures for this ad on your FTP site after the auction is over. If you don't mark this box, **TPT** will delete them during your next post after this auction.
Category	Select the ad category from eBay's list of categories.
Category2	If you want to place the ad in a second category, select that category here.
Store Category	If this item is to be listed in a category of your own eBay store, select the category. Set up the categories when you set up or edit your eBay Account information (see page 16).
Bold	**Your listing appears in bold face, like this.**
Border (US and CA only)	Your listing will have a border around it.
Highlight	**Your listing appears highlighted with a colored band like this** .
Home Page Featured	Your listing is included in a list to be featured on the eBay Home Page.
Featured Plus	Your listing appears in the Featured Items list of its category, in addition to the non-features list.

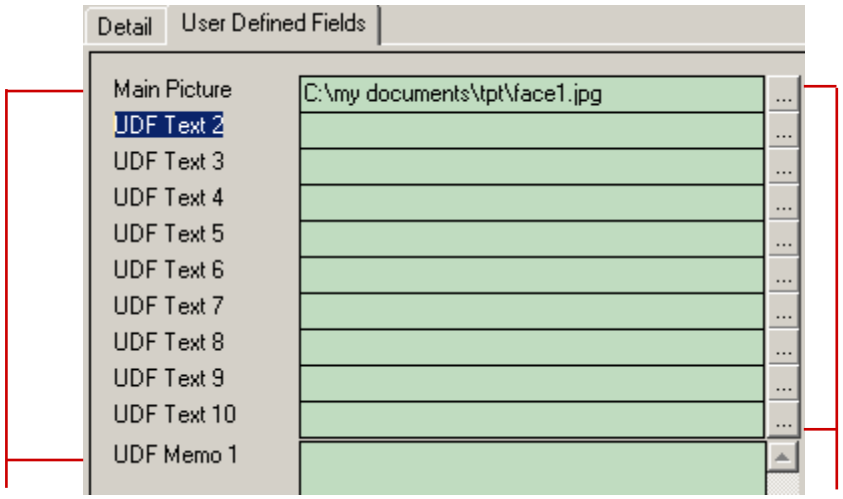
Field Name	What To Do
Show as Gift	The gift icon beside your ad. Be sure to mark the type of gift services you offer.
Counter	Select the type of counter you want to insert at the bottom of your ad.
Gallery	Mark this box to include a thumbnail picture beside your ad in the eBay listing.
Gallery Featured	Mark this box to have your item periodically appear in the special featured section above the general gallery.
Gallery URL	Use the button at the right of the field to select an image file on your hard drive. Or, you can enter the URL of the gallery picture directly into this box.
Picture URL	Your default item picture URL appears here (see page 14) You may change it if you want. Use the button at the right of the field to select an image file on your hard drive.
Shipping Costs	Mark the box "Yes, I'm specifying shipping costs" if you wish to include shipping information.
Shipping Type	If you chose to specify shipping costs, choose whether to use a flat shipping rate or have eBay calculate the buyer's shipping rate depending on additional information such package weight and carrier.
Ship To Locations	Mark the button that indicates the locations you will ship to. If you select **US and Regions Below,** mark the regions you will ship to.

Field Name	What To Do
Flat Shipping Rate Details	If you chose to specify a flat shipping rate for the buyer to pay (see **Shipping Options** and **Shipping Type**), enter this information: You can choose up to three different services. **Shipping Service.** Select a service from the list. You can enter three different services for the buyer to choose from. **Shipping Handling.** Enter the amount. **Each Additional Item.** This set of fields will appear only if the quantity is greater than 1. Enter the amount if necessary. **Shipping Insurance per Item.** Enter the amount. Then select the explanation from the drop-down list to the right of this box. **Sales Tax.** Enter the percentage. For example if the percentage tax is 8.5%, type "8.5". Then select the state from the drop-down list to the right of this box. **Apply sales tax ...** Mark this box if the sales tax is to be applied to the final total. Otherwise, it will be applied only to the item cost. **Insure For.** If you choose to insure the item, enter the amount the item is to be insured for. **Weight.** Enter the weight of the item. **Payment instructions and return policy.** Enter this information to be included in your ad and in the email to your buyer when the item sells.

Field Name	What To Do
Calculated Shipping Rate Details **(US only)**	If you chose to specify a calculated shipping rate for the buyer to pay (see **Shipping Options** and **Shipping Type**), enter this information: **Weight.** Enter the major (lbs) and minor (oz) weight. **Package size.** Select a package size from the list. **Irregular pkg.** Mark this if package is an irregular size. **Shipping Service.** Select a service from the list. You can select up to three different services for the buyer to choose from. **Packaging & handling fee.** Enter the amount needed. **Seller zip code.** Enter your zip code. **Insurance.** Select insurance from the drop down list. **Sales Tax.** Enter the percentage. For example if the percentage tax is 8.5%, type "8.5". Then select the state from the drop-down list to the right of this box. **Apply sales tax ...** Mark this box if the sales tax is to be applied to the final total. Otherwise, it will be applied only to the item cost. **Insure For.** If you choose to insure the item, enter the amount the item is to be insured for. **Weight.** Enter the weight of the item. **Payment instructions and return policy.** Enter this information to be included in your ad and in the email to your buyer when the item sells.
Payment Options	Mark the checkboxes that indicate how you will accept payment. If you entered a Pay Pal email address in your eBay account setup (page 11), it appears here. You may change it if necessary. Be sure to mark the correct Escrow button.

User Defined Fields

Click on the "User Defined Fields" tab to edit the ad's User Defined Fields (UDFs). There are ten text fields and four memo fields. You can use these fields to store any data specific to the ad. The labels are editable and persistent. The modified labels are stored in the ThePosterToaster.ini file.



The UDFs are available to the Global Search and Replace function and are template tag-able.

Entering the Ad Content and Pictures

You enter your ad content in Pane 3 of the **TPT** window (lower, right pane). It's easy to use the WYSIWYG (**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et) editor on the **Edit** tab, since you can see what the ad looks like as you work. But in some cases, you might want to edit the HTML text directly. Just click the **HTML** tab to see the HTML text that **TPT** creates for you from your work in the easy editor.

To create or edit your ad content:

Note: You must complete the ad details (page 20) before you can begin editing your ad content.

1. Right-click the little yellow circle at the bottom, right corner of the window. This causes Pane 3 to fill the screen, making it easier for you to work. (Right-click it again to restore the other panes.)

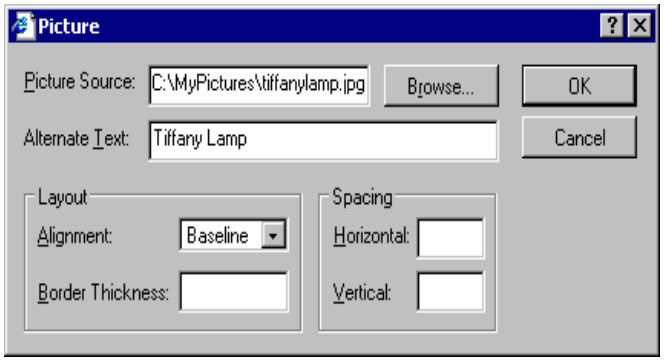
2. Click anywhere inside the editor.

3. Type your text and use the Editor Toolbar tools to insert template tags, create tables, format your text, and/or insert pictures to create your ad. The table that follows explains the tools on the Editor Toolbar.

Tool	How To Use It
	Save. Save occasionally as you work by clicking this tool. Save also when you are done before you post the ad.
	Stop. Similar to the Stop button in the browser, this button halts the editor from attempting to download. For example, if you have inserted a link to a picture that doesn't exist, and the editor is trying to download it, click this button to stop the attempt.
	Reload last saved HTML. Click to reload the editor with the last copy of the HTML saved in the database.
	Preview. Click to display your ad as it will appear on eBay, including the text for template tags, the counter, and all pictures. To close the preview window, click the Close box in upper right corner of the window.
	Cut. Cuts the selected text or object to the clip board.
	Copy. Copy the selected text or object to the clip board.
	Paste. Paste the current object on the clip board to the editor.
	Undo. Click to undo your most recent editing action (type, delete, insert picture, format font, and so on). Click again to undo the previous edit.
	Redo. Click to redo your most recent undo operation.
Font Formatting. Highlight the text you want to format and use these buttons to set the formatting	
	Fonts. Select the font and size from the drop down lists. The default font is based on the Internet Explorer default. You can change this in IE using Tools | Internet Options | General tab | Fonts…
	Bold. Toggles the selected text between bold and non-bold face.

Tool	How To Use It
	Italics. Toggles the selected text between italics and non-italics.
	Underline. Toggles the selected text between underline and not.
	Font fore color. Opens a dialog on which you can select the font fore color.
	Font back color. Opens a dialog on which you can select the font back color.
Paragraph Formatting. Place the cursor in the paragraph or paragraphs you want to format and use these buttons to change the format.	
	Numbered list. Sets the paragraphs to a numbered list, with automatic sequential numbers.
	Bullet list. Sets the paragraphs to a bullet list.
	Indent less. If the paragraph is indented, this decreases the indent by about ½ inch.
	Indent more. Increases the indent by about ½ inch.
	Left justify. Left-justifies each line of the paragraph.
	Center. Centers each line of the paragraph.
	Right justify. Right-justifies each line of the paragraph.
	Justified. Right and left justifies each line of the paragraph.
Inserting Special Features	
	Insert horizontal rule. Inserts a full horizontal line at the location of the cursor.

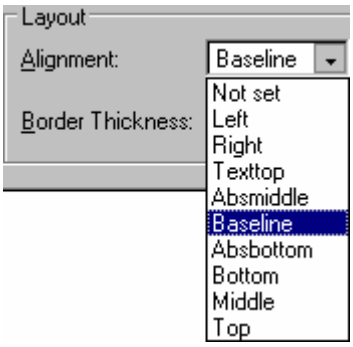
Tool	How To Use It
	Insert image. Opens a dialog you use to insert a picture at the location of the cursor.



Picture Source. Click the **Browse** button and select the picture you want to insert.

Alternate Text. Type a label for the picture. If there is a problem displaying the picture in your ad, this text appears beside the box with the red X.

Alignment. Select the position for the picture, relative to the text around it.



Not set positions the image in line with the text, as if it were a character.

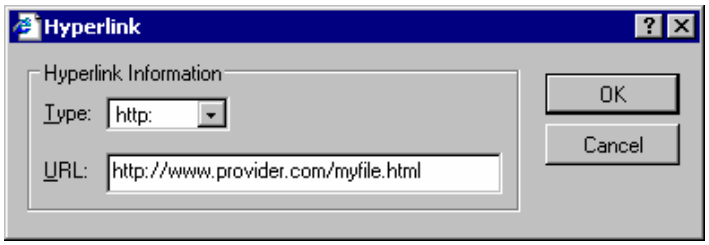
Left and **Right** apply to the horizontal alignment: left of the text or right of the text.

All others apply to the vertical alignment.

Texttop = Aligns the top of the image with the top of the highest character in the text line. In some browsers, this behaves the same as "Top."

Absmiddle = Aligns the middle of the picture with the middle of the text

Baseline = Aligns the bottom of the picture with the baseline of the text (not including descenders on characters like g, j, p, and y).

Tool	How To Use It
	Insert image (continued) **Absbottom** = Aligns the bottom of the picture with the absolute bottom of the text, including descenders on letters like g and j. **Bottom** = Aligns the bottom of the image with the bottom of the text. In most browsers this is the same as "Baseline." **Middle** = Beware. In some browsers, this aligns the middle of the picture with the middle of the text. In others, it aligns the middle of the picture with the bottom of the text. **Top** = Aligns top of the picture with the theoretical top of the text.
	Insert or modify link. Select the text you want to hyperlink. Then click this button to set up a link or modify the existing link on the text.  First select the **Type** of link. TPT sets up the URL in the correct format. Then type the rest of the **URL**.
	Insert template tag. Position the cursor where you want the template tag. Then click this button to open a dialog with a list of your tags. Select the one you want to insert and click **OK**. For more information about template tags, see page 47.

Editor Menus

Menu	SubMenu	Description
File	Load From File…	Allows you to load an HTML file from your hard drive into the editor.
	Save to File	Allows you to save the HTML in the editor to a file
View	Text Size	Set the text size viewed in the editor. Text size does not modify the underlying HTML. Use the preview to see exactly how the ad will appear on eBay.
	Details	Shows hidden tags, anchors, and other elements as glyphs
	  Tags	Shows break tags as glyphs.
	Comment Tags	Shows comment tags as glyphs
Insert	Picture	Brings up the Insert Picture dialog (see page 29 for more details)
	Horizontal Line	Inserts a horizontal line at the cursor location.
	Hyperlink	Select the text you want to hyperlink first. Then select this menu item to bring up the hyperlink dialog.(see page 30 for more details)
	HTML…	Brings up HTML dialog. Enter your HTML and press OK to save. The HTML will be inserted at the cursor location.
	Comment…	Brings up Comment dialog. Enter your comment and press OK to save. The comment will be inserted at the cursor location. Comments are only visible in the HTML tab.
	Line Break	Inserts a ** ** tag at the cursor location. The **BR** tag inserts a break in the current line of text
	Paragraph	Inserts **<P id=undefined></P>** at the cursor location.
	Division	Inserts **<DIV> </DIV>** at the cursor location.

Menu	SubMenu	Description
Insert	No-Break Space	Inserts ** ** at the cursor location.
	Template Tag	Position the cursor where you want the template tag. Then select this menu item to open a dialog with a list of your tags. Select the one you want to insert and click OK. For more information about template tags, see page 47.
Format	Style	Changes the style for the currently selected text or line. Available styles: **Normal** Removes all formatting **Formatted** Preserves whitespace by using a fixed pitch font. Used for displaying code or poetry where the alignment is important. Uses the HTML **PRE** tag **Address** Used to display contact information for a document. Uses the HTML **ADDRESS** tag **Heading 1 - 6** Used to define different headers. Uses HTML **H1,H2,H3,H4,H5,** or **H6** tags. **Numbered List** Used to create a numbered list. Uses the HTML **OL** tag. **Bulleted List** Used to create a bulleted list. Uses the HTML **UL** tag. **Directory List** Used to create directory lists. Directory lists are multicolumn lists though many browsers ignore this tag and render it the same as a bulleted list. Similar to a bulleted list. Uses the HTML **DIR** tag

Menu	SubMenu	Description
Format	Style(continued)	**Menu List** Used to create menu lists. Menu lists are short single column lists. Similar to a bulleted list. Uses the HTML **MENU** tag **Definition Term** Used to define a term in a definition list. Uses the HTML **DT** tag. **Definition** Used to define the definition description in a definition list. Uses the HTML **DD** tag **Paragraph** Used to create a paragraph. Uses the HTML **P** tag.
	Font…	Opens a dialog on which you can select the font name, style, size, and special effects.
	Paragraph |Alignment	**None**. Removes justification for each line of the paragraph. **Left justify**. Left-justifies each line of the paragraph. **Center**. Centers each line of the paragraph. **Right justify**. Right-justifies each line of the paragraph. **Justified**. Right and left justifies each line of the paragraph.
	Paragraph |Bullets	**Numbered list**. Sets the paragraphs to a numbered list, with automatic sequential numbers. **Bullet list**. Sets the paragraphs to a bullet list. **None**. Removes the listing from selected paragraphs.
	Increase Indent	Increases the indent by about ½ inch.
	Decrease Indent	If the paragraph is indented, this decreases the indent by about ½ inch.
	Background Picture|Clear	Removes background picture.

Menu	SubMenu	Description
Format	Background Picture|Choose …	Opens a file dialog on which you can select an image file for your background picture.
	Page Properties…	Brings up a dialog on which you can enter a Title and define the colors for the Text, Link, Visited Link, Active Link and Active Link for the page
Table	Insert|Table…	Position the cursor where you want the table, then click this to insert a table. On the dialog that opens, choose the settings that define the table. **Rows, Columns**. Set the number of rows and columns in the original table. Normally, select the highest number of columns you will want in any row. You can delete or insert either one using the other tools. **Caption**. Sets the caption for the table. The caption appears above the table. **Width**. Sets the width of the table. The width is in pixels unless you check the % box. The percent box will set the width as a percentage of the browser's viewing area. **% Box**. Mark this checkbox if you want the table width to be determined automatically based on the content and the browser. Or, unmark it if you want to define the width of the table in pixels. **Cell spacing**. Set the amount of space (both horizontal and vertical) between the cells in the table. The value indicates the number of pixels. If you use borders, this value determines the width between the cell borders.

Menu	SubMenu	Description
Table	Insert Table (continued)	**Cell padding**. Set the amount of space (both horizontal and vertical) between the cell wall and the contents. The value indicates the number of pixels. **Alignment**. Set the alignment of the entire table within the ad space: left, center, or right. **Border Width**. Select the number of pixels for the width of the border. Select "0" if you don't want the table to have a visible border. **Border Color**. Select a color for the table border. **Background Color**. Select a color for the background of the table.
		Picture. Use the ellipses button at the end of the field to display the file select dialog box. Select an image file to use as a background for the table. **Cell Attributes** The cell attributes will be enabled if the cursor is in a table cell of an existing table and "Table/Cell Properties" is selected from the Table menu. **Alignment**. Set the horizontal alignment of the selected cell: left, center, or right. **Vertical Alignment**. Set the vertical alignment of the selected cell: left, center, or right. **Border Color**. Select a color for the cell border. **Background Color**. Select a color for the background of the cell. **Picture**. Use the ellipses button at the end of the field to display the file select dialog box. Select an image file to use as a background for the cell.

Menu	SubMenu	Description
Table	Insert|Column	Inserts a column in a table to the left of the cursor.
	Insert|Row	Inserts a row in a table above the cursor.
	Insert|Cell	Inserts a cell in a table to the left of the cursor.
	Delete|Column	Deletes the column where the cursor is located.
	Delete|Row	Deletes the row where the cursor is located.
	Delete|Cell(s)	Deletes the cell where the cursor is located.
	Merge Cells	Merges two adjacent cells together. Hold the shift key down while clicking on the cells to merge, then select Merge Cells from the menu.
	Split Cell	Splits the cell where the cursor is located. You may have to double click the cell to select the cell.
	Table/Cell Properties…	Brings up the same dialog used to create a new table. However, you can now use the Apply button to apply your changes to the table to see what it will look like before closing the dialog.
	Show Invisible Gridlines	Shows grid lines if the border width of the table is set to zero. The gridlines will only show in the editor and will not appear when previewed or posted.

Automatic Image Upload and Link Modification

If your FTP server is properly defined in the FTP Options, TPT will automatically upload local image files to the FTP server and modify the link in the HTML to point to the server. Link modification occurs after the Template Tags are replaced. This allows you to define images in template tags. Local images are modified based on the table below:

HTML object	Description
<IMG>	**Image tag**. This is the basic image tag. Simply insert the image using the Insert Image button on the toolbar. TPT will automatically modify the link before it posts to eBay.
<A>	**Anchor tag**. TPT will only upload and modify images in anchor tags if it is prefixed with "**file:///**". All other references will pass through untouched.
Scripts	**Scripts**. TPT will only upload and modify images in scripts if it is prefixed with "**file:///**".

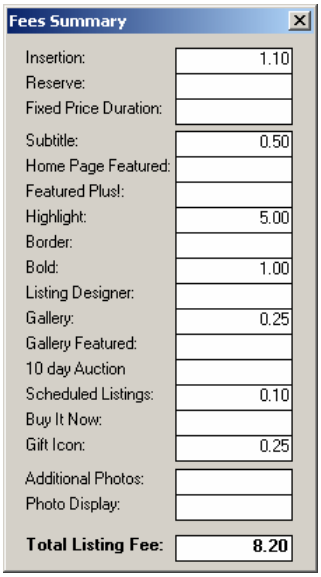
Verifying and Posting Ads

Verifying an Ad

After you create an ad, you can verify that the ad will post successfully before you attempt to post it to eBay. This is particularly handy if you have to establish a dial-up connection to the Internet.

To verify an ad:

1. Select one or more ads in the Ad List (middle panel on the TPT window).
2. Click the **Verify** tool.
3. **TPT** displays a message box asking you to confirm and reminding you that the ads will not be posted through this command. Click **OK**.
4. **TPT** verifies all the selected ads and displays the results of the verification in a dialog. If eBay detects an error in the ad, the Error Window will appear. If the ad verifies correctly, the Fees Summary window will appear with a list of the fees the ad will incur. You can also access the Fees Summary window from the View menu.



Posting Ads

It's so easy to post a single ad or a group of ads. Here's all you do:

1. Select one or more ads in the Ad List (middle panel on the TPT window).
2. Click the **Post Selected Ads** tool.

See "What happens when you post" on page 42.

Posting Batches of Ads

As you create ads, you can add them to a "pending" list. Then when you are ready to post, you simply post the batch of pending ads and all the ads are posted.

To add to the pending list:

1. Select the User Folder where you saved the ad.
2. Select the ad in the Ad List, or select several ads.
3. Click the **Add to Pending** tool.

An un-toasted bread icon appears in the ad's **Post Status** column of the Ad List, and the Post Status on the ad details pane shows that the status is **Unlisted**. The ad also appears in the Pending list (see page 52).

To remove an ad from the pending list:

1. Click the **Pending** button to display the list of pending ads.
2. Select the ad in the list of pending ads.
3. Click the **Delete Ad** tool.

The ad is removed from this list but remains in the folder where it resides. The un-toasted bread icon is removed from its status column.

To post the pending files:

When you post the batch of pending ads, all the Pending ads are posted to eBay at once.

- Click the **Post Pending Ads** tool.

What happens when you post:

- TPT displays a message asking you to confirm and telling you the ID of the batch that will be posted. The batch ID indicates the date and time you chose to post the batch. It is in the format:

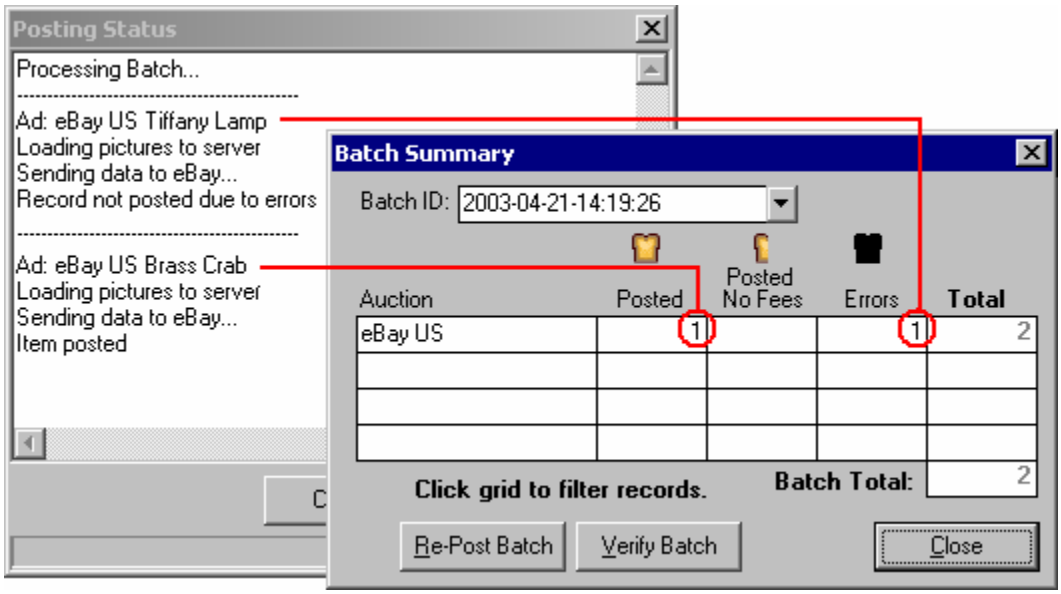
  YYYY-MM-DD-hh-mm-ss, for example **2003-04-21-14-19-26**

  Click **Yes** to continue with the posting.

  Note: Even if you are only posting one ad, **TPT** creates a batch containing it when it is posted. You can review details about the batch through the **Batch Summary** command on the **View** menu.

- TPT then displays a Posting Status dialog telling you the progress of the post. When it is done, the Batch Summary dialog opens, showing the batches posted during the current TPT session. For example, the following picture shows that the batch identified at the top of the dialog contained one ad, which was successfully posted.

  To see an explanation of any errors, select the **View** menu, then **Error Window**.



- The Batch Summary window also acts as a filter. You can click on any of the boxes to filter the grid. If want to see just the posted ads, you can click on the posted icon. If you posted to multiple auctions, you can click on the auction name to filter by the auction.

- Click **Close** on the Batch Summary. Then click **Close** on the Posting Status dialog. The status indicators shown on this

dialog then appear in the Status column of the Ad List for the ads in the batch.

Viewing Posted Ads on eBay

In the Posted view, select an ad and select "View Ad on Web" from the View menu or press Ctrl+W. TPT will bring up the browser with the posted ad.

Posting Errors

If an ad generates an error, the Post Status icon in the ad list will change to a burnt toast and any errors will be written to the Error Window. Any ads which produced errors during posting will be placed in the Pending view. Corrections should be made in the Pending view before re-posting the ads. Any corrections should also be made on the parent template if the template is to be used again.

The Error Window automatically comes up if the ad generates an error while posting or verifying. You can also bring up the Error Window from the View menu.

There are two types of errors which prevent ads from posting. eBay errors and system errors.

eBay Errors

When you post or verify an ad, eBay checks the data sent for correctness. If a required field is missing or a field value is incorrect, eBay will return an error message regarding the problem. Ads with errors are not posted.

eBay error messages have the following format:

eBay Error Code	eBay's error code number
Error Class:	**Possible values:** **SystemError** = An error has occurred on the eBay side. This could be a downed database or server. The request must be re-submitted. **RequestError** = An error has occurred as a result of incorrect or missing data in the request sent to eBay. Data needs to be corrected and re-submitted.
Severity:	**Possible values:** **SeriousError** =Error prevented ad from posting correctly **Warning** =Ad was posted to eBay but an error was returned
Error Message:	Description of the error

eBay errors can be somewhat cryptic. For a list of some of the common eBay errors and how to resolve them, check the "eBay Error Messages" forum at http://www.thepostertoaster.com/forums/.

System Errors

System errors are generated by TPT and include FTP and internet connectivity errors and form validation errors.

FTP errors

FTP errors only occur when posting an ad. Verifying an ad skips the FTP process and only sends the ad data to eBay for validation. It's possible for an ad to Verify correctly but still produce FTP errors when posting. If TPT cannot upload an image file correctly or cannot connect to the FTP server, TPT generates an error and does not post the ad.

Error	How to resolve it
File is formatted incorrectly. Check HTML img tag for extra double quotes.	TPT cannot resolve the filename in the ad HTML. Check the images in your ad HTML for breaks in the filename or extra double quotes.
Xxxx,xxx file doesn't exist or is formatted incorrectly.	TPT cannot find the file specified. Make sure the file exists in the specified directory. Check the spelling of the file. Check the formatting of the filename in the ad HTML. Check the Pending Upload tab in the Picture Manager. Find the filename in the list and check the error message.
Error connecting to FTP server Socket Error # 10061 Connection refused.	TPT cannot connect to the FTP server. Make sure you are connected to the internet. If you are running a firewall, make sure TPT has full access through the firewall. Check your FTP settings in the Options dialog. Run the FTP test to ensure that your settings are correct.
Other socket errors	Socket errors are external to TPT and usually indicate a connectivity problem. The problem could exist between your computer and the internet, between your computer and the server or a problem with the server itself. For a detailed description of the various socket errors, check: http://sockets.com/a_c.htm

Form Validation Errors

Form validation errors are generated when an ad is saved. If an ad is missing data or has invalid data, an error message is written to the Error Window. The Error Window will appear if the Save button is pressed. If the user moves to another record, any errors are saved with the record but the Error Window is not displayed.

The error message will explain the problem. The error is resolved by correcting the incorrect data or adding any missing information.

Using Template Tags

What are Template Tags?

Template tags provide a handy way to save you from entering the same data over and over in your ads. Template tags are code words that stand for something else. When you insert a template tag into an ad, TPT replaces the tag with the "something else" when it posts the ad to eBay.

For example, one of the standard tags is **{Field:Title}**. This tag represents the **Title** field at the top of the Ad Information pane. If you insert this tag into your ad, the title you enter replaces the tag when the ad is posted. For example:

Here's the ad title,	... the first line of the ad,	and the first line on eBay.
	{Field: Title}	**Brass Crab**

The **{Terms}** tag saves you lots of time. If your terms of sale are always the same, you can set up that tag to represent all the text that tells your terms. Then when you create a new ad, just insert the tag. No need to type the same terms again and again. Or if you have different terms for different types of ads, create a tag for each set of terms.

So while the terms and conditions you put into your **TPT** ad look like this:

Terms & Conditions:
{Terms}

The terms and conditions you see on eBay could look like this:

Terms & Conditions:
Please e-mail any questions prior to bidding.
Payment must be received within 12 days of auction close.
Buyer is responsible for a $25 fee charged by my bank
for any checks returned due to insufficient funds.
Save on shipping by combining winning bids from our other auctions.

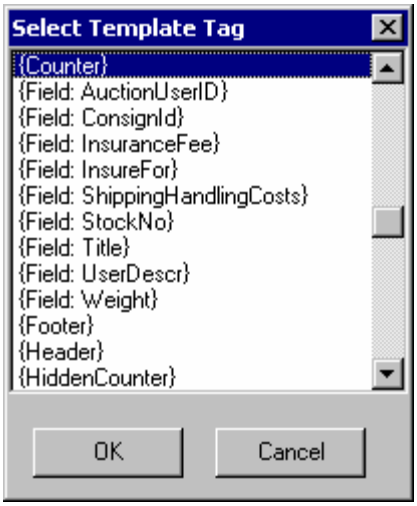
Inserting Template Tags

To insert a template tag into your ad:

1. While you are editing your ad, position the cursor where you want the tag.

2. Click the **Insert Tag** button to open a dialog containing a list of your tags.

3. Click the tag you want to insert and click **OK**. The tag appears in your text enclosed in curly braces, like this: **{Counter}**.



Or, instead of steps 2 and 3, you can type the tag name enclosed in curly braces. TPT will recognize it as a tag when it prepares the ad for posting.

However, if no tag by that name exists, **TPT** just uses the text you typed, including the braces. Be sure to preview your ad (see page 27) and proof it carefully to catch such mistakes. .

Creating and Managing Template Tags

To create a new template tag:

You can create your own tags and then use them in your ads. Here's how.

1. Select the **Tools** menu, then **Template Tags** to open the Template Tags dialog.

2. Click the plus sign ✚ at the bottom of the dialog to add a new tag or use Ctrl+T to create a copy of the currently selected tag.

3. Click in the **Tag** field, and type a name for the tag. Be sure to enclose it in curly braces. For example **{My Tag Name}**.

4. In the **Type** field, select whether you want the tag to represent **Text** you enter on this dialog or the content of a **Field** in the ad.

5. If you choose a **Field** type, choose the field name from the **Field** list. Or, if you choose a **Text** type, press the [Tab] keyboard key and then enter the text, HTML or script in the large white **Text** box on the dialog.

   Note: If you wish to enter HTML, use the "Hint" on page 50 to easily create correct HTML text.

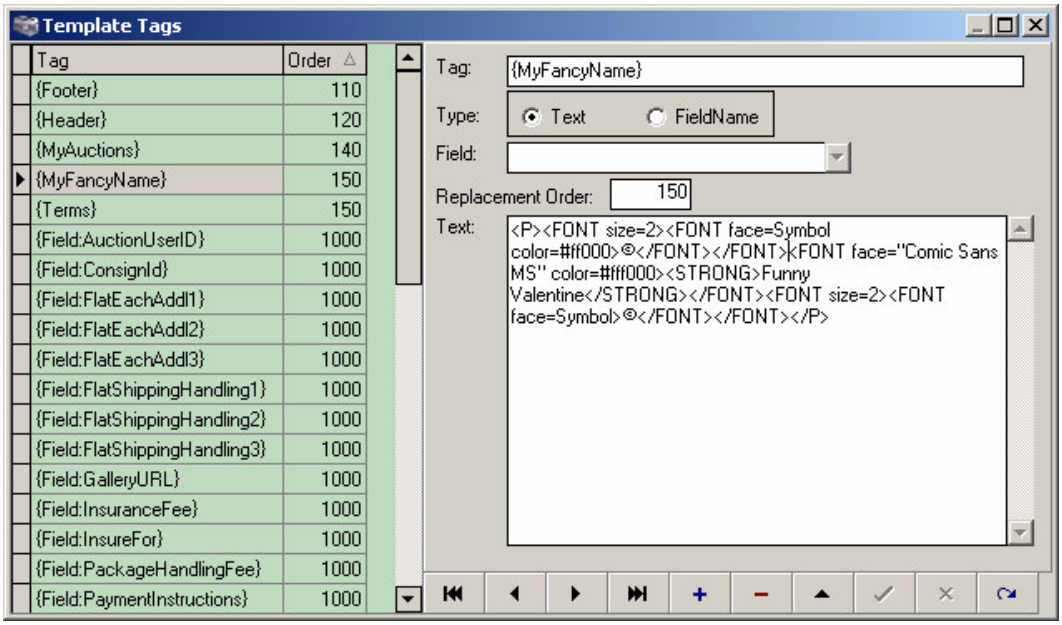
6. Enter a number for the Replacement Order. The Replacement Order determines which tags are replaced first. You can use the Replacement Order to define tags within tags

7. Then click the checkmark ✔ to save your tag.

For example, you might want a fancy signature like this for the end of your ads.

♥ Funny Valentine ♥

Here's a tag that inserts it.



To edit a template tag:

1. Select the **Tools** menu, then **Template Tags** to open the Template Tags dialog.

2. In the list, click the name of the tag you want to edit.

3. Click the triangle sign ▲ at the bottom of the dialog to put the dialog in edit mode.

4. Click in the area you want to edit.

5. Make your changes. Then click the checkmark ✔ to save the tag.

Hint about entering text for a tag:

Here is the easiest way to enter accurate HTML text into the **Text** box for a tag you create:

1. Create and format the text in the normal TPT editor.
2. Switch to the HTML editor by clicking the **HTML** tab below the editors.

3. Find the text you just entered. Highlight all of it from the "<P>" that precedes it to the "</P>" that follows it. Do NOT copy the <body tag with the contentEditable=true. This tag is for internal TPT use only.
4. Copy the highlighted text to the clipboard.
5. Use the instructions for editing a tag, and paste (Control+V) the clipboard contents into the **Text** box.
6. Be sure to save the tag before you close the dialog.

That's how we created the **{MyFancyName}** tag (page 49) to insert this:

♥ Funny Valentine ♥

To delete a tag:

1. Select the **Tools** menu, then **Template Tags** to open the Template Tags dialog.
2. In the list, click the name of the tag you want to delete.
3. Click the minus sign ▬ at the bottom of the dialog. TPT asks you to confirm that you want to delete it.

4. Click **OK**. (Or click **Cancel** if you changed your mind.)

Advanced Template Tags

Tags within Tags (Embedded Tags)

Specifying a replacement order for a Template Tag allows you to define tags within tags. TPT will replace tags in ascending order of the replacement tag. Template tags with no replacement order are replaced first since they float to the top of the list. Tags with no replacement order are listed in the order of entry into the table. (In other words, the oldest tags with no replacement order are listed first and the newer tags with no replacement order are listed last)

The only requirement for embedded tags is that the replacement order of the embedded tag have a higher replacement order.

Example:
Tag: {tag1}
Text: {tag2}:{Field:Title}
Replacement Order: blank

Tag: {tag2}
Text: This is the title
Replacement Order: 100

Tag: {Field:Title}
Text:
Replacement Order: 200

TPT will replace {tag1} on the first pass with {tag2}:{Field:Title}
TPT will replace {tag2} and {Field:Title} on the second pass with

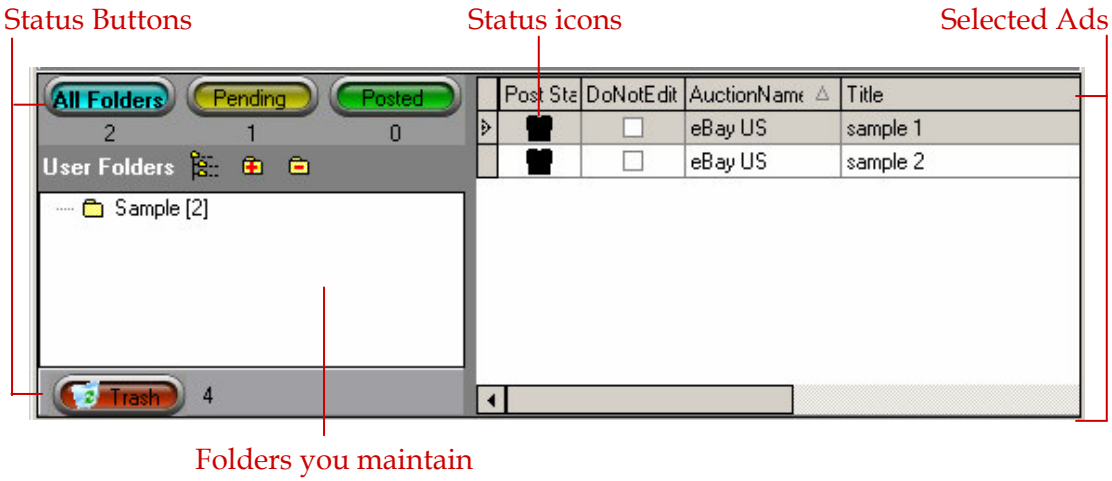
This is the title: Auction title from ad

Tags and Image Replacement

Image replacement occurs after all template tags have been replaced. This means you can define local images in your Template Tags and TPT will upload them to your FTP server and modify the link accordingly.

Working with Ad Lists

The left panel of the TPT window lists your ad folders and shows the ads of the status you select or in the folder you select.



Status Buttons

Use the jewel-like button to list all ads or the ads with a specific status.

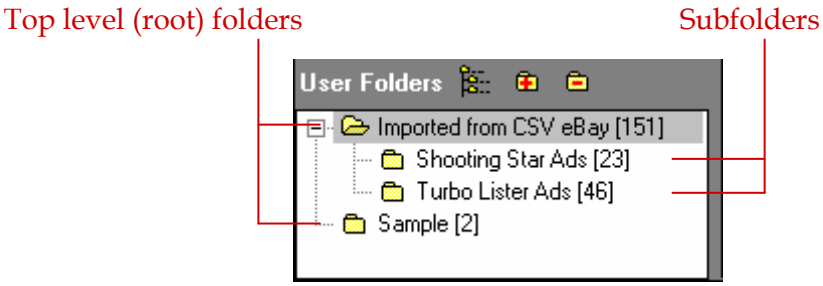
Button	Explanation
	Click this button to list all your ads, regardless of their folder or status. The total number of ads is shown below the button.
	Click this button to list all the ads that will be posted next time you use the **Post Pending Ads** tool (see page 41). The number of pending ads is shown below the button.
	Click this button to list all the ads that have already been posted to eBay. The number is shown below the button.
	Click this button to list all the ads that have been discarded and await deletion. You can empty the Trash by Right Clicking on the button and select "Empty Trash". You can also restore an ad to its original folder by selecting the ad in the grid and Right Clicking "Restore". The number is shown beside the button.

User Folders

Click one of the **User Folders** to list only the ads stored in that folder. You can create as many of these folders as you need to organize your

ads, and you determine where each ad is stored. The number beside a folder name indicates the quantity of ads in the folder.

You can create a folder at any hierarchical level: at the root level so it always appears in the folders list, or under any other folder so it is a subfolder.



Each ad is initially placed in the folder that is selected when you create the ad. You can move any ad to any other folder at any time.

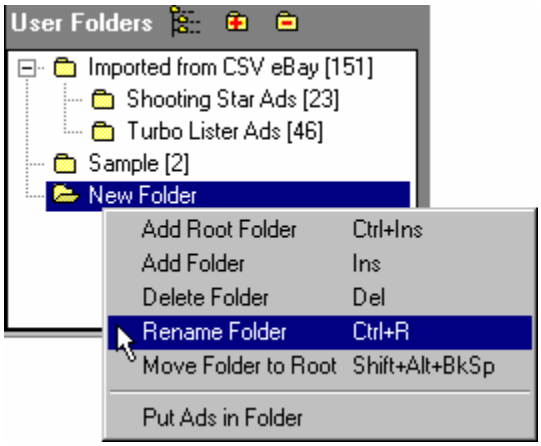
To create a new top level (root) folder:

1. Click the button. A "New Folder" folder appears at the bottom of the list of folders.

   Or, right-click the folder and select **Add Root Folder**.

2. Right-click the new folder, and select **Rename Folder** from the floating menu.

3. Type a name for the folder, replacing "New Folder".



To create a new sub-folder:

1. Click the folder under which you want to place the sub-folder.

   Or, right click the folder and select **Add Folder**.

2. Click the icon. A new folder appears under the selected folder, and a plus sign appears beside the selected folder, indicating it has sub-folders.

3. Right-click the new folder name, and select **Rename Folder**.

4. Type a name for the folder, replacing "New Folder".

To remove a folder:

1. Make sure the number beside the folder name is zero. You can remove a folder **only** if it contains no ads. If the folder you want to delete contains ad, move them to another folder first.

2. Click the folder to select it.

3. Right-click the folder and select **Delete Folder**.

To move ads into a folder:

1. Click the folder that currently contains the ad. The folder icons shows that the folder is open.

2. Scroll through the Ad List and select the ad or ads you want to move.

   - Click an ad to select it.
   - [Shift] + click another ad to select all those in between this one and the one that was previously selected (a contiguous set of ads).
   - [Ctrl] + click another to add it to, or remove it from, the set of selected ads (a non-contiguous set).

3. Click and drag the selected ads to the folder where you want to move them.

The Ad List (Main Grid)

Post Sta	DoNotEdit	AuctionName	Title	Usi	AuctionUserID	Durat
	☐	eBay US	Dolly Parton - honky tonk songs - New		hearts_ahoy	3
	☐	eBay US	the O'Jays - what's stopping you - New		hearts_ahoy	3
	☐	eBay US	Morrissey - alma matters - New CD		hearts_ahoy	3
	☐	eBay US	Monica - for you i will - New CD		hearts_ahoy	3
	☐	eBay US	Barry Manilow - i'd really love to... New		hearts_ahoy	3
	☑	eBay US	Lil' Jon & the East Side Boyz - New CD		hearts_ahoy	3
	☑	eBay US	Blessid Union Of Souls - light in... New		hearts_ahoy	3
	☑	eBay US	Usher - nice & slow - New CD		hearts_ahoy	3
	☑	eBay US	Hanson - i will come to you - New CD		hearts_ahoy	3

The right side of Pane 1 is a list of all the ads in the selected folder. The information about each ad appears on a row. The most important information is contained in the columns on the left side — the ones that show up without your having to scroll. You can scroll horizontally to see all the detail information about an ad.

Icons in the **Post Status** column indicate whether:

The ad has been posted.

The ad is in the batch to post next.

TPT encountered problems with the ad during a previous attempt to post, and the ad was not posted.

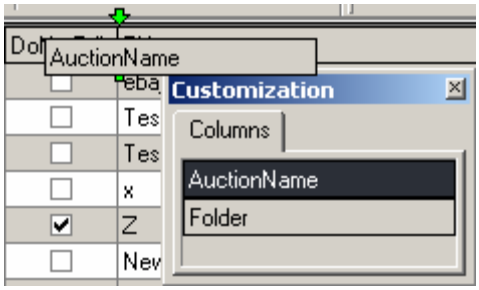
Mark the **Do Not Edit** column if you want to make sure you don't accidentally change any information in the ad.

To delete an ad:

- Click the ad to select it, then click the **Delete Ad** tool. You can also hit the Delete key on the keyboard. If you are in a user folder or system view, "Delete Ad" will send the selected ads to thr Trash view.
- If you are in the Trash view and you click the Delete Ad tool or Delete key, the ad will be removed from the database permanently.

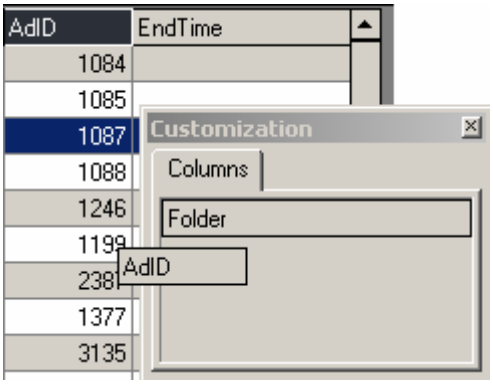
To add columns to the Ad List

1. Select "Customize Grid" from the Tools menu
2. . Drag a column from the Customization dialog and drop it in the grid header. The column will be added where the green arrows indicate.



To remove columns from the Ad List

1. Select "Customize Grid" from the Tools menu
2. . Drag a column header from the grid and drop it in the Customization dialog.



To Show or Hide Grid Summary Footer

Select "Show Grid Summary" from the Tools menu. The summary footer will appear at the bottom of the grid. The summary footer sums the fee columns for the records in the current view. If you filter the view, the summary is adjusted accordingly.

Filtering and Searching Your Ads

TPT provides many features to help you find the ads you want to view and track. In addition to organizing them into folders to make them easy to find (see page 52), you can filter the ads in the Ad List and you can search for a specific ad based on the information in its details.

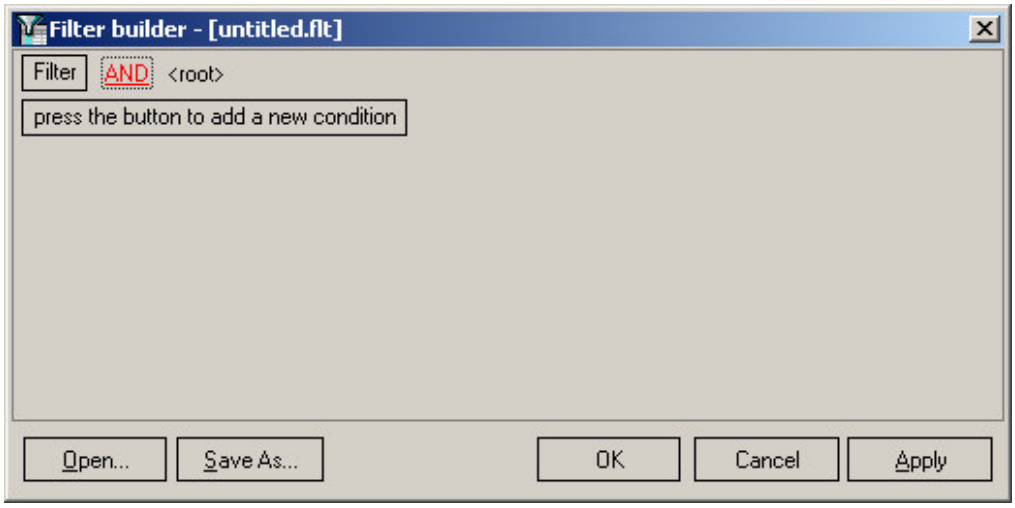
Filtering Ads

Filtering ads means selecting certain criteria ads must meet. Only ads that meet the criteria appear in the list, until you turn off the filtering.

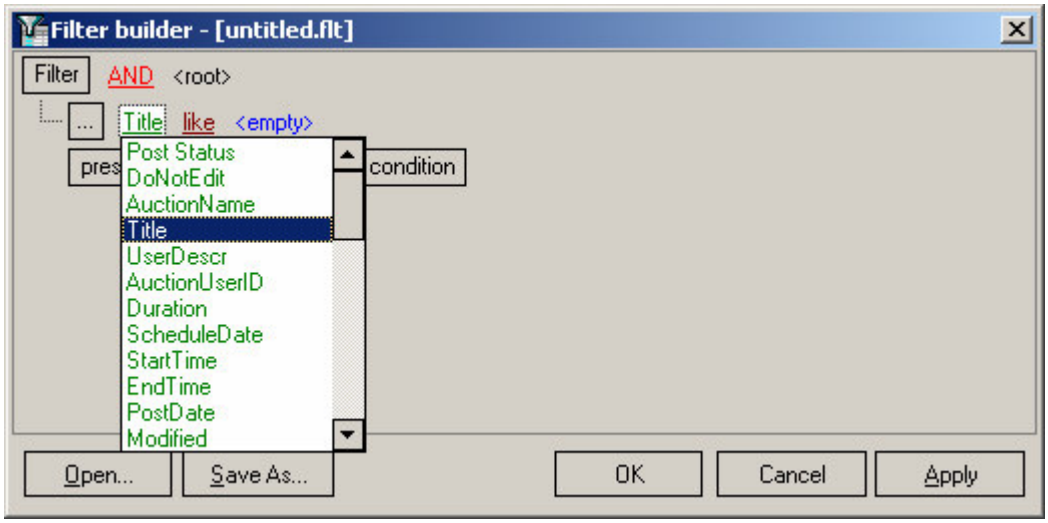
To filter ads in the ad list:

1. Select the folder whose ads you want to filter.
2. Click the **Filter** tool to display the Filter builder dialog, which you use to select the filtering criteria.

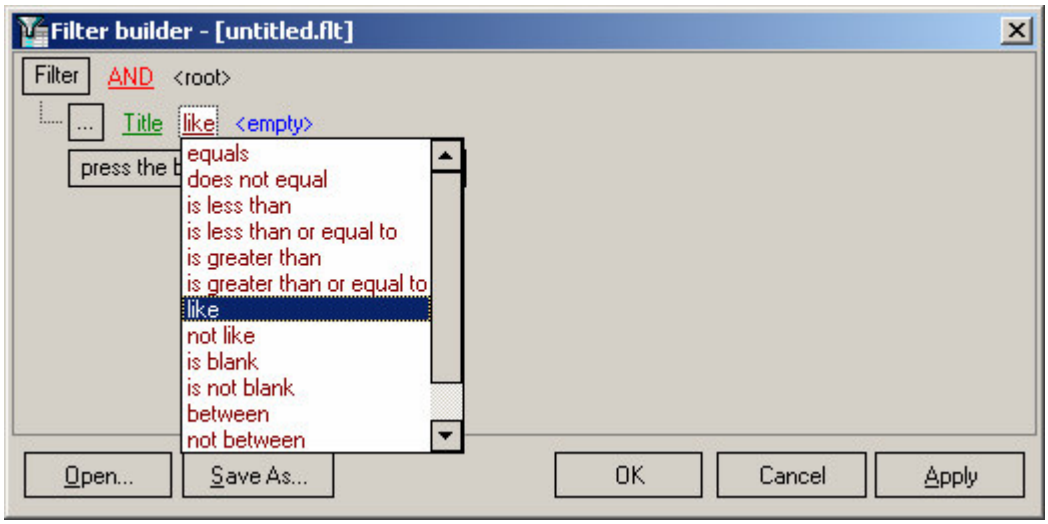
3. Click "press the button to add a new condition"



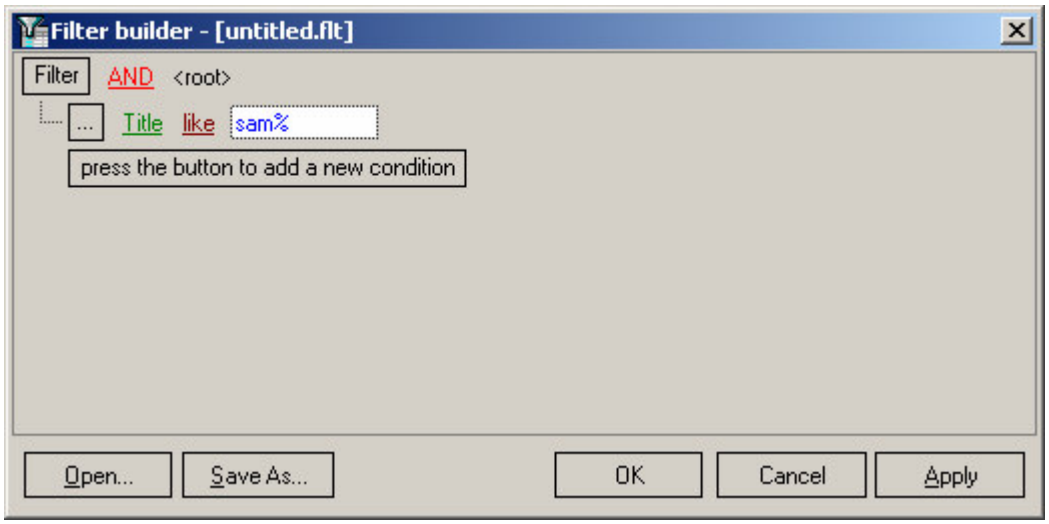
4. Left click the column box (next to the ellipsis button) to select column.



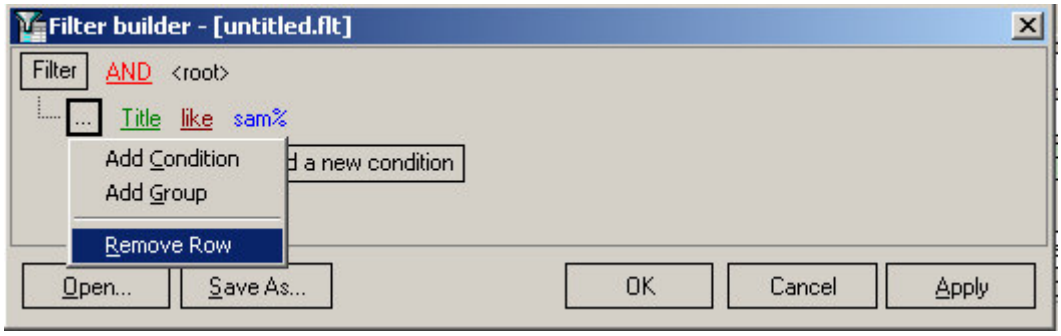
5. Left click the operator box to select the criteria operator.



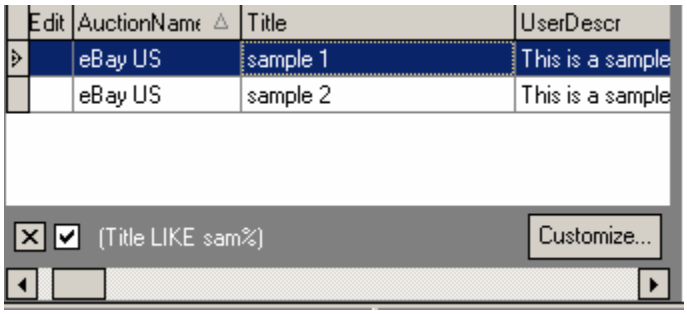
6. Type the criteria in the next box. In the example below we are looking for all titles which begin with "sam". The % is a wildcard character which means any one or more characters. You can also use the underscore character "_" to indicate any one character. If you wish to save this filter, use the "Save As…" button.



7. To remove a criteria, press the ellipses button and select "Remove Row"



8. Press OK and the grid is filtered. Notice the criteria shows at the bottom of the grid. Pressing the "Customize…" button will bring up the filter dialog.



To turn off filtering:

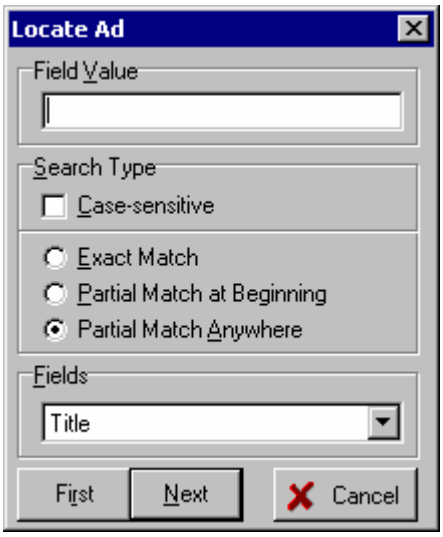
- Press the x box to remove the filter
- Use the check box to turn the filter on and off.
- Open the filter dialog and remove the criteria

Finding a Specific Ad

In the Ad List, you can search for a specific ad, based on the information in any detail field.

To search for an ad:

1. Select the folder whose ads you want to search.
2. Click the **Find** tool to display the Locate Ad dialog, which you use to indicate the ad you want to find.



3. Use the information in the following table to select the filtering criteria.

4. Click **First** to find the first matching ad. Once you have found an ad, click **Next** to find the next one in the list. (Click **Cancel** to close the dialog.)

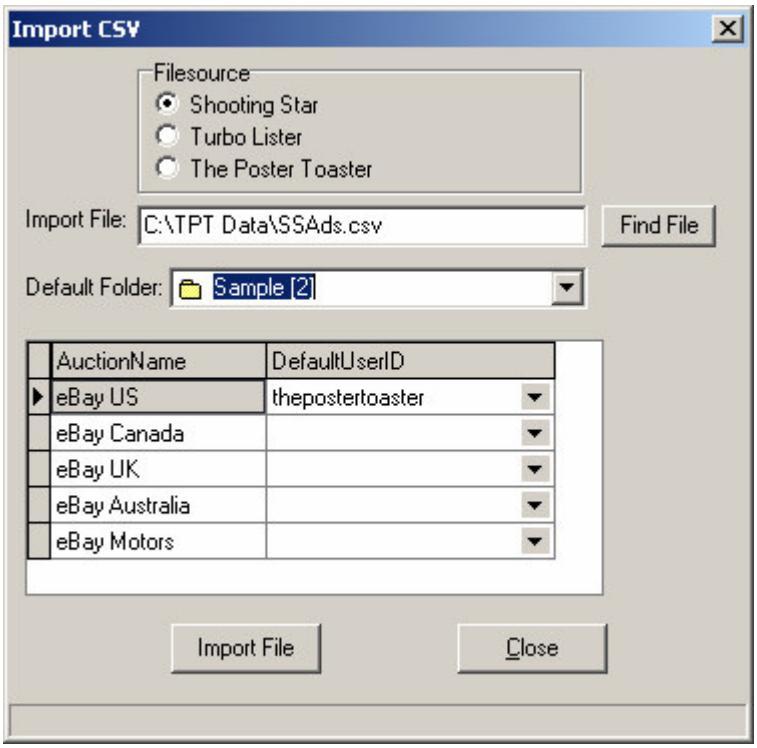
Dialog Element	What To Do
Field Value	Type the word or phrase to find in the selected **Field**.
Case Sensitive	Mark this box if the data in the field must be the same case (upper or lower) as the **Field Value**. Leave it unmarked if case doesn't matter.
Search Type	Mark the button that indicates how the data in the selected field of an ad must match the **Field Value** you entered. **Exact Match.** The data in the field must match the **Field Value** exactly. **Partial Match at the Beginning.** The first characters in the field must match the **Field Value**. **Partial Match Anywhere.** Any set of characters in the field must match the **Field Value.**
Fields	Select the detail field you want to search.

Importing Ads from Turbo Lister or Shooting Star

If you have been using Turbo Lister or Shooting Star software to manage your eBay ads, you can easily import your ad database into **TPT**. Note that, information will be missing from your ads if **TPT** includes new eBay features not included in Turbo Lister or Shooting Star.

Here's how:

1. Select the **File** menu, then the **Import** command to open the Import CSV (comma-separated values) dialog.

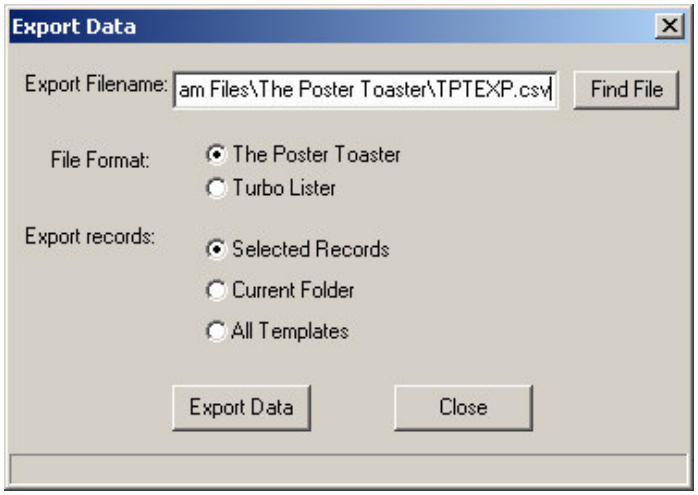


2. Use the following table to make selections on this dialog.
3. Then click **Import File**. The ads are immediately imported into the folder you selected.

Dialog Element	What To Do
FileSource	Select the program you used to create the file you are importing.
Import File	Click the Find File button and select the file to import. The path and name of the file appears in the Import File box.
Default Folder	Select the TPT folder where you want the imported ads to be stored.
Default UserID	Select the User ID you want to associate with all the imported ads.

Exporting Ads

You can export your ads to a comma delimited ASCII text file. Select "Export…" from the File menu.

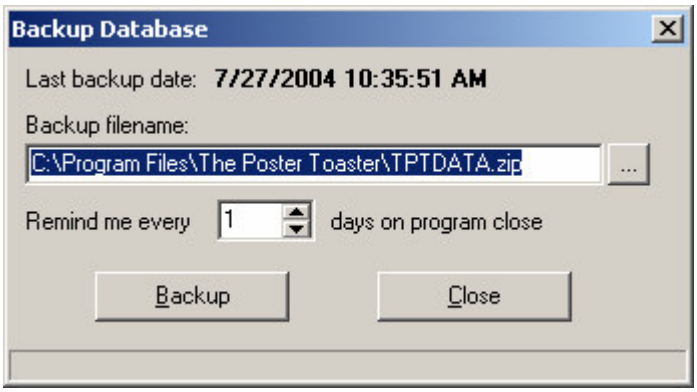


Dialog Element	What To Do
Export Filename	Enter the exact path and filename for your export file. You can also use the "Find File" button to select a file. The default filename is TPTEXP.csv and is saved to the main "The Poster Toaster" directory.
File Format	**The Poster Toaster** Select this option if you wish to transfer data to another copy of The Poster Toaster. You can also use this option to back up or archive ad data **Turbo Lister** ™ Select this option if you wish to transfer data to Turbo Lister™. Please note that not data will transfer to Turbo Lister. You may have to re-enter some of the missing data.
Export Records	Limits the records exported.

Backup and Restore

Backup Database

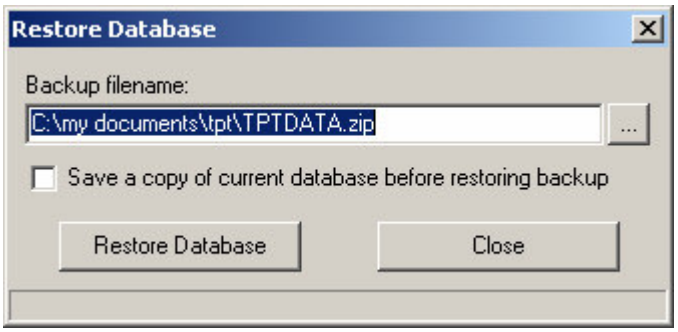
You can backup your database by selecting "Backup Database…" from the File menu. This will bring up the Backup Database dialog seen below.



Field Name	What To Do
Last backup date	Date and time of the last backup.
Backup filename	Type the exact path and name of the backup file. You can also use the ellipses button at the end of the field to open the File dialog. If you wish to create multiple version backups, change the backup name before you create the backup file
Remind me every xx days on program close	TPT will display this dialog every xx days since the last backup date when you close TPT.
Backup	Create the backup file. All files in your Data directory, all *.INI files and all filters saved in the main The Poster Toaster directory are saved.

Restore Database

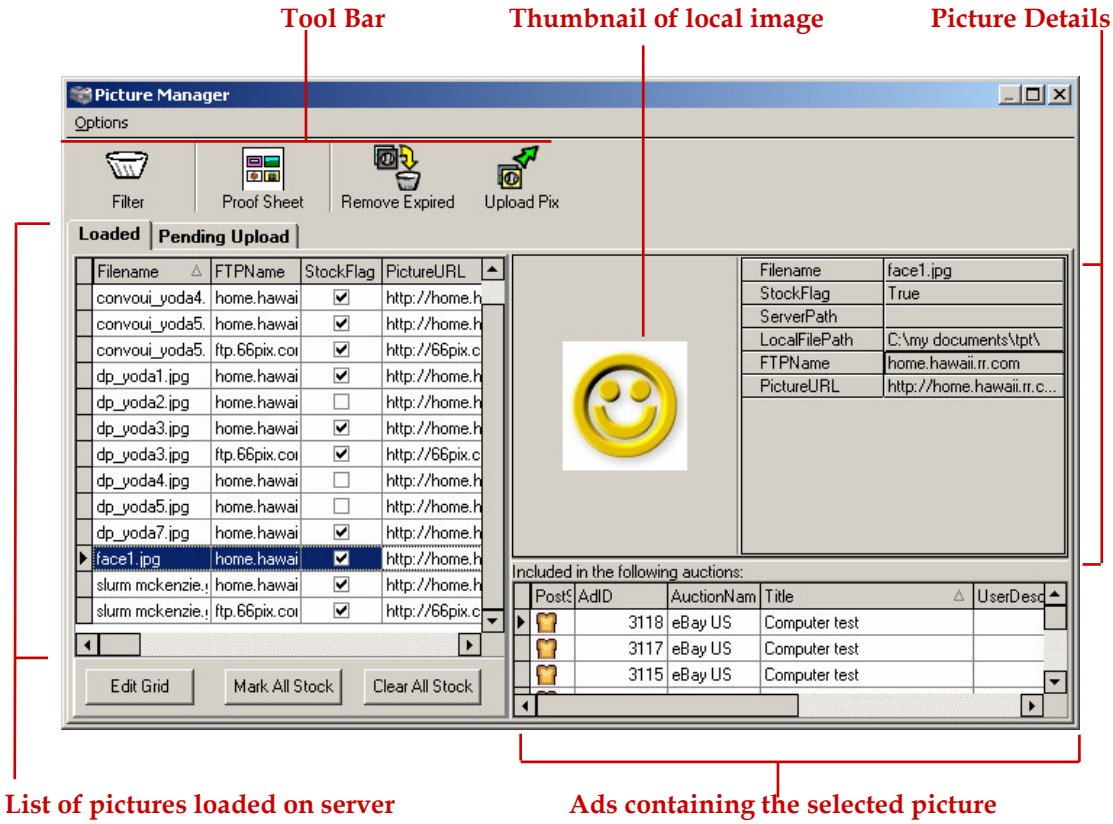
You can restore your database by selecting "Restore Database…" from the File menu. This will bring up the Restore Database dialog seen below.



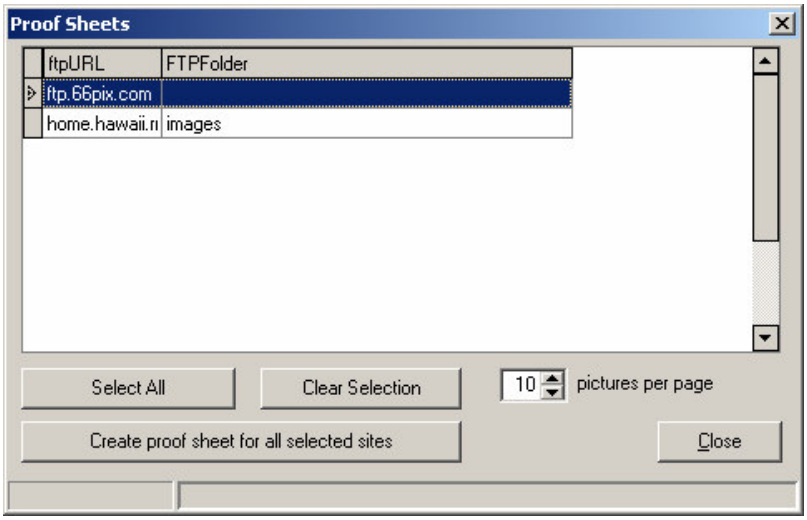
Field Name	What To Do
Backup filename	Type the exact path and name of the backup file. You can also use the ellipses button at the end of the field to open the File dialog and select the file you wish to restore.
Save a copy of current database before backup	Check this box if you want TPT to save a copy of the current database. This copy will be saved as TPT911.zip in the main The Poster Toaster directory If the restore does not work properly, you can restore the TPT911.zip file.
Restore	Press this button to start the restore process. Restoring the database will delete the current database and replace it with the backup.

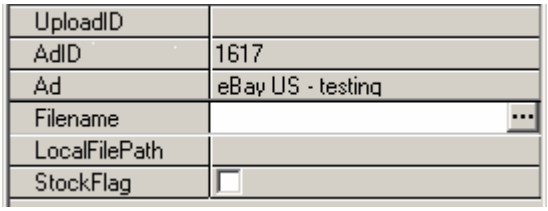
Using the Picture Manager

The Picture Manager helps you keep track of all the images TPT uploaded to your FTP server(s). You can access the Picture Manager from the Tools Menu.



Tool	How To Use It
	Filter. Opens the filter dialog for the Loaded Pictures. See Page 57 for details on using the filter.

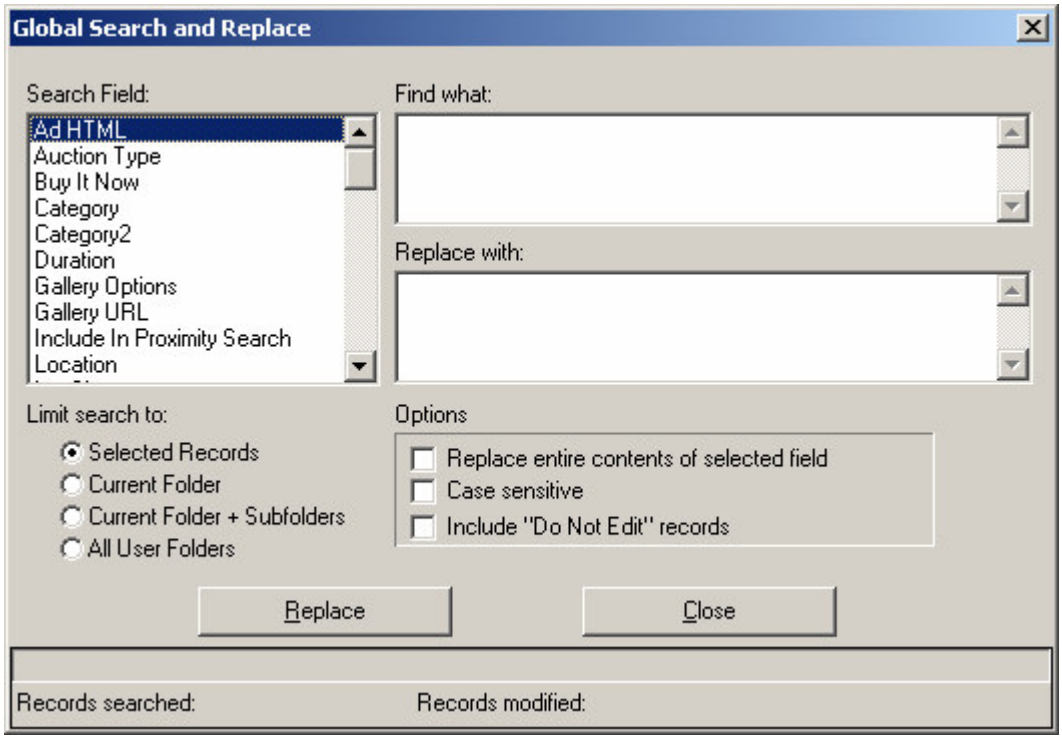
Tool	How To Use It
	Proof Sheet. Click to bring up the Proof Sheet Dialog. The Proof Sheet displays the images stored on your FTP server which were loaded by TPT.  **Select All**. Select all servers listed. **Clear Selection**. De-selects currently selected records. **Pictures per page**. Set the number of pictures to the proof sheet will display per page. **Create proof sheet for all selected sites**. Press to create the proof sheet based on your selected site(s).
	Remove Expired. Click to delete pictures from server. Only pictures which meet the following criteria are removed: 1. The end date of the auction plus XX days (Remove picture XX days after auction ends. Set in the Options | Other Settings) 2. Picture is not marked as a stock photo. 3. Ads with blank end dates are removed automatically.

Tool	How To Use It
	Upload Pix. Click to upload any pictures in the "Pending Upload" view to the default FTP server. The Upload Pix function is only intended as a manual upload in the event an ad's pictures were not loaded correctly. If a picture does not load correctly, it will be placed in the "Pending Upload" view with any error messages that occurred on loading. **Manually Entering a Picture in the Pending Upload View** 1. Click the "Pending Upload" tab. 2. Click the + button at the bottom of the form to insert a new record.  3. Enter the AdID of the ad that needs the picture uploaded. You can also pick the ad from the drop down list of the Ad field. 4. Type the image filename in the Filename field or use the ellipses button to bring up the file dialog. 5. Check the "StockFlag" box if you want this image to remain on the server after the auction has ended. 6. Click the ✓ button to save the record.

Tool	How To Use It
	Sending all pictures for an ad to the Pending Upload View 1. Select all the ads that need pictures uploaded in the main grid. If the ad was posted to eBay already, make sure you select the corresponding ad from the Posted folder. This will ensure that the images have the proper end dates. If you are uploading pictures separately from the Posting process, send the ads to the Pending view and then select the ads in the Pending view to send pictures. 2. Right Click in the grid and select "Send Images to Pending Upload" or from the Tools menu. 3. Press the "Yes" button when the dialog comes up.

Global Search and Replace

The Global Search and Replace (GSR) function allows you to make mass changes to your ads. You can access the GSR from the Edit menu or press Ctrl+G.



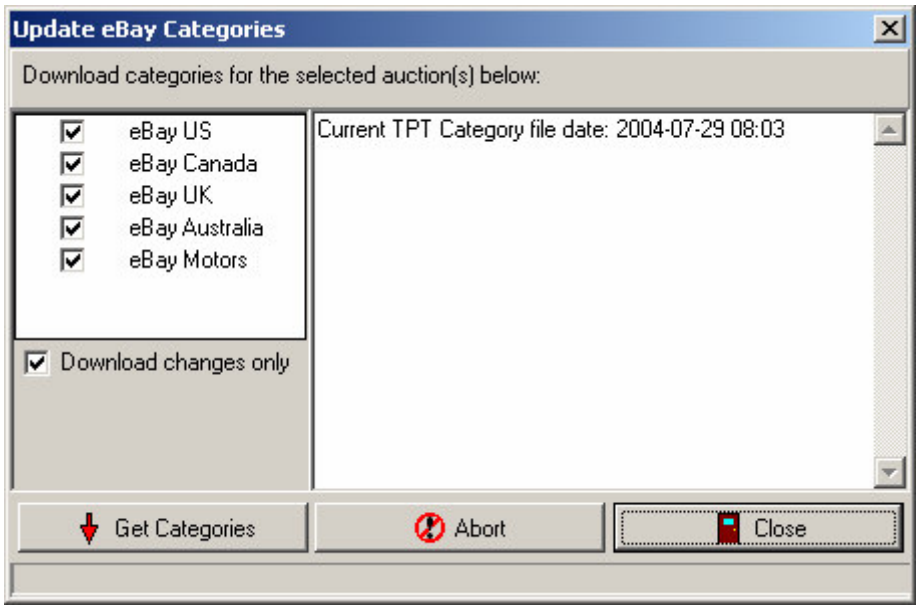
Use the following table to fill in the fields

Field Name	What To Do
Search Field	Select the field you wish to search from the list.
Find what	Type the text you are searching for.
Replace with	Type the text you wish to replace the "Find what" field with. If you leave this field blank, the GSR will remove the "Find what" text and replace it with nothing.
Limit search to	Select one of these options to limit the ads searched.
Replace entire contents of selected field	Check this box to replace the whole field with the contents of the "Replace with" field. The "Search for" field is ignored if this box is checked.

Field Name	What To Do
Case sensitive	Check this box if you want the search to match the case otherwise the GSR ignores case.
Include "Do Not Edit" records	.Check this box if you wish to include ads marked "Do Not Edit" in the search.

Get eBay Categories

eBay usually adds new categories and subtracts old categories once a month. eBay also frequently updates the Item Specifics a few times each month. The "Get eBay Categories" function downloads the latest categories from the TPT website. You can access this function from the Help menu. You need to update your categories on a regular basis in order to post your ads correctly.



To download and install the latest categories

1. Check each box next to the auction house you wish to get categories for. Only "active" auctions appear in the list. An "active" auction is marked "active" in the Options for that auction house. (see page 13)
2. Check the "Download changes only" box if you want TPT to download the categories if there has been a change since the last time the categories were downloaded. Usually, this box is checked. Un-checking the box will force TPT to download the most recent category file regardless of the version already loaded.
3. We try to keep the category file on our website current but if you notice that the file is out of date, send us an email and we'll update them ASAP.

The Help Menu

Poster Toaster on the Web

This item will take you to the "The Poster Toaster" website. Check out the latest news and browse the forum for tips and answers.

Make a Donation

We plan to keep the Poster Toaster free for all to use; however, there are lots of costs involved, including the fees we pay to eBay.

If you find the Poster Toaster valuable, please consider donating.

No donation is too small! (or too large!)

Check for latest updates

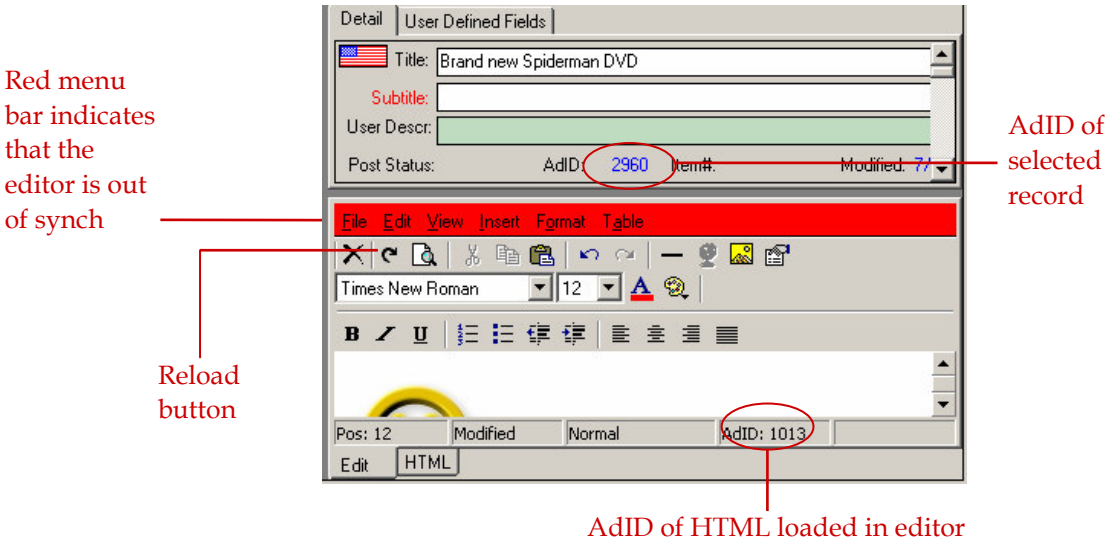
Are you running the latest version of TPT? Use this function to check the TPT website for the latest updates.

HTML Editor

The ad displayed in the Editor does not match the ad details.

Think of the HTML Editor as a picture frame. When you select an ad, the current HTML is removed and the new HTML of the selected ad is placed in the frame. Under certain circumstances, (such as moving rapidly through slow loading ads) it is possible for the Editor to be out of synch with the selected ad. In other words, the picture in the frame belongs to another ad. At this point however, the current ad's HTML is still intact. If you Reload the saved HTML, the Editor and the selected ad will be in synch again.

The AdID of the HTML loaded in the Editor appears in the status bar at the bottom of the Editor window. If the AdID of the loaded HTML does not match the currently selected ad, the Editor Menu bar will turn red. If you try to use the Editor, TPT will reload the correct HTML before allowing you to edit. If you try to save the ad, everything will save except the ad Description since the two AdIDs do not match.



For most users, this shouldn't be a problem. However, if you notice that what's loaded in the Editor does not match the Detail, just press the Reload button on the Editor ToolBar to synch them up again.

Database

Collation Sequence Error

You see the following error on startup:

```
qryAds: Error 7200:  AQE Error:  State = HY000;   NativeError
= 5175;  [Extended

Systems][Advantage SQL][ASA] Error 5175:  The index file was
created with a different

collation sequence than is currently being used. Table name:
Ads
```

TPT comes with a utility program which will compact and re-index the database. This should purge the deleted records from the database.. The program is called **PosterMaint.exe** and is located in The Poster Toaster directory. There should also be a link in the Windows Start Menu under "The Poster Toaster" Group.

1. Close The Poster Toaster
2. Run the PosterMaint.exe program.
3. Press the Start button. This will run the compact program.
4. Once it is finished, close the program and start The Poster Toaster.

Error 5004 after restoring the database from backup.

You restored the database from a backup file. The next time you open TPT you see the following error message:

```
Error 5004. Either ACE could not find the specified file, or
you do not have sufficient rights to access the file. The data
dictionary is not found on the server.
```

The restored database file was saved from a different directory than the current installation of TPT.

Do the following:

1. In the main "The Poster Toaster" directory, look for a file called ADS.ini

2. Open the file in edit mode. (Double clicking should open NotePad)

The file should look like this:

[Databases]

PTDATA=C:\Program Files\The Poster Toaster\DATA\PTDATA.ADD;D

3. Change the path of the PTDATA.ADD file to the correct location on your computer.

TPT dies on startup

The HTML Editor control depends on three files which need to be registered properly. Some applications un-register these files for some reason which then causes TPT to crash.

Download and install the latest version of Microsoft Internet Explorer™. This may re-register the missing components.

If Re-installing IE does not work, you need to re-register these files to restore TPT. The three files are:

mshtml.dll

dhtmled.ocx

triedit.dll

Search your hard drive for the exact location of the above files then try re-registering these files with regsvr32.exe.

Example:

Click on Start -> Run and type:

```
regsvr32 "c:\<Path to file on your computer>\triedit.dll"
```

Replace "`<Path to file on your computer>`" with the actual path to the file on your computer. Repeat the regsvr32 command for the remaining files using the exact locations on your hard drive.

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