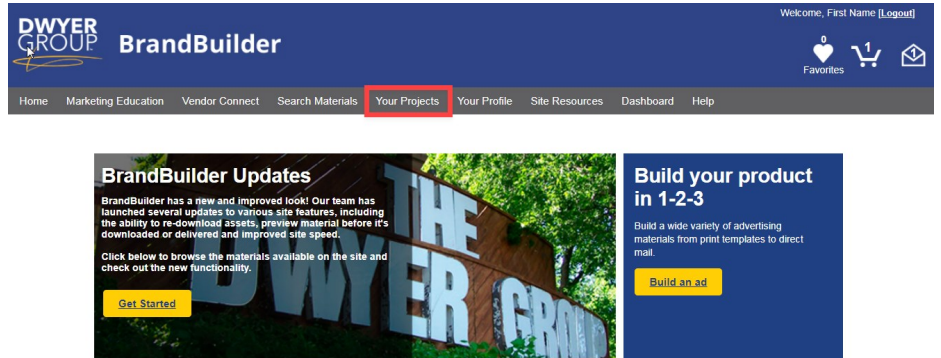




BrandBuilder Quick Reference Guide: Downloading Materials

Step 1:

- Upon entering the site, you will arrive at the **Home Screen**.
- Click the **Your Projects** button at the top of the screen to get started.
- This will show you all materials you have customized or downloaded, automatically sorted by most recently created item.



Step 2:

- There are several actions you can take on an item after it's been created, including downloading to your computer:
 - 1) **Hover** over the yellow **"Deliver"** button to view all delivery options.
 - 2) To download the piece again, select **"Download Now"**
 - 3) On the next page, click **"Submit."** You will have the option to choose the file **format** before downloading. Once download is complete, you will be able to save to your desktop.
- **Advanced Search:** To find a particular material you have built in the past, you can use the Advanced Search feature. You can search by the date it was created, the item or order name, the Doc ID or order ID, and more.

