1. Open up Webflow Designer, click CMS Collections on the left.



2. Click on a CMS Collection: Docs - Catalogs

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CMS Collections ··· +	Docs - Catalogs		o. Search docs - catalogs	7 Filter 🔗 Select	💭 Export 🕤 Import	C Settings + New Docs - Catalog
Blog - Posts 49 items	Name	Status	Revision Date	Created ~	Modified	Published A
Blog - Categories 11 items	School Security Solutions		Jan 7, 2024	Jul 29, 2024 2:32 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM
Products - Interconnected L 11 items	1000 Exit Devices		Jan 1, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:35 PM	Oct 16, 2024 3:06 PM
Products - Mortise Locks 51 items	3700/8900/9700 Exit Devices		Jan 2, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:35 PM	Oct 16, 2024 3:06 PM
Products - Cylindrical Locks 26 items	Ligature Resistant		Jan 4, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM
Products - Deadbolt Locks 12 items	Product Showcase		Jan 5, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM
Products - Bored Locks 1 item	Maxx Access System		Jan 3, 2024	Jan 9, 2024 1:15 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM
Products - Tubular Locks 3 items	Comprehensive Product Catalog		Jan 6, 2024	Jan 9, 2024 11:54 AM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM
Products - Exit Devices 40 items						
Products - Exit Device Trims 15 items						
Products - Door Closers 6 items						
Products - Others 4 items						
Docs - All Documents 337 items						
Docs - Product Documents 169 items						
Docs - Catalogs 7 items >						
Sales - US Representatives 35 items						
Sales - International Represe 3 items						
Tags - Types 5 items						
Tags - Series 8 items						
Tags - Compliances 6 items						
Tags - US States 50 items						
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3. Select the "New Catalog" button or select an existing catalog to modify or update.

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Blog - Posts 49 items	Name	Status	Revision Date	Created ~	Modified	Published	1
Blog - Categories 11 items	School Security Solutions		Jan 7, 2024	Jul 29, 2024 2:32 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM	
Products - Interconnected L 11 items	1000 Exit Devices		Jan 1, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:35 PM	Oct 16, 2024 3:06 PM	
Products - Mortise Locks 51 items	3700/8800/9700 Exit Devices		Jan 2, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:35 PM	Oct 16, 2024 3:06 PM	
Products - Cylindrical Locks 26 items	Ligature Resistant		Jan 4, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM	
Products - Deadbolt Locks 12 items	Product Showcase		Jan 5, 2024	Jan 9, 2024 1:16 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM	
Products - Bored Locks 1 item	Maax Access System		Jan 3, 2024	Jan 9, 2024 1:15 PM	Jul 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM	
Products - Tubular Locks 3 items	Comprehensive Product Catalog		Jan 6, 2024	Jan 9, 2024 11:54 AM	Jui 29, 2024 2:36 PM	Oct 16, 2024 3:06 PM	
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4. Enter catalog information on the right.

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Additional information for creating a new catalog -

- Input catalog cover image:
 - Compress images into webp and keep below 50kb and under 1000px tall.
 - \circ $\;$ Add alt text for the catalog cover.
- Input the pdf catalog file. If a document is larger than 10mb, follow the "Large Documents" guide file for additional steps.

5. Create and/or publish the catalog.

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Blog - Posts 49 items	Name	Basic info	Save changes
Blog - Categories 11 items	School Security Solutions	Name"	Republish Queue to publish
Products - Interconnected L., 11 items	1000 Exit Devices	School Security Solutions	Unpublish
Products - Mortise Locks 51 items	3700/8900/9700 Exit Devices		Immediately publish changes to
Products - Cylindrical Locks 26 items	Ligature Resistant	school-security-solutions	your live site.
Products - Deadbolt Locks 12 items	Product Showcase	* www.townsteel.com/catalogs/school-security-solutions	
Products - Bored Locks 1 item	Maxx Access System		
Products - Tubular Locks 3 items	Comprehensive Product Catalog	Custom fields	
Products - Exit Devices 40 Items		Revision Date	
Products - Exit Device Trims 15 items		0107/2024	
Products - Door Closers 6 items		Catalog Cover	
Products - Others 4 items		School Source International and	
Docs - All Documents 337 items		600 x 777 + 36.8 kB	
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Tags - Types 5 items		Catalog File	
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Tags - Compliances 6 items		Drag your file here or click to browns for a file	
Tags - US States 50 items			
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6. View the catalog on the catalogs page and check it appears properly.

