



## Information Guide

The  
**MY PROJECTS** section  
To inspire and guide you in your purchases!

## The MY PROJECTS section:

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The Ceratec website now offers a feature which should help you with your tile shopping: the **My Projects** section.

### What is the My Projects section?

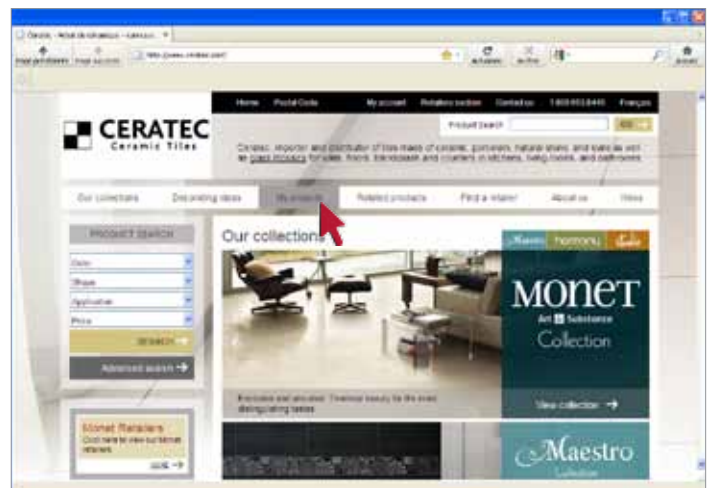
The **My Projects** section allows users to save their favourite products, and to find retailers who are offering these products in their area.

When the project is saved and printed, a virtual “catalogue” is generated. This will help the user find local retailers where they can see the products, and place their order.

### How does the My Projects section work?

The **My Projects** section can be used in these seven easy steps:

① **Creating an account and password.** To register, go to **www.ceratec.com**. Click on the “**My Projects**” link in the horizontal menu. Fill in the requested information. The postal code will be used to suggest retailers in the user’s area.

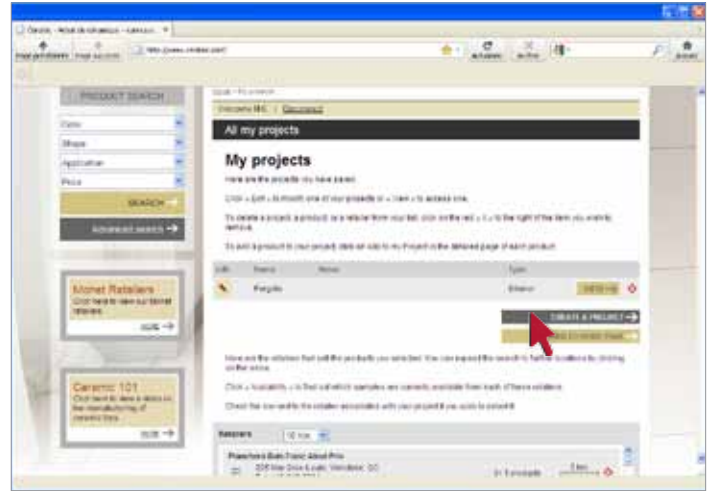


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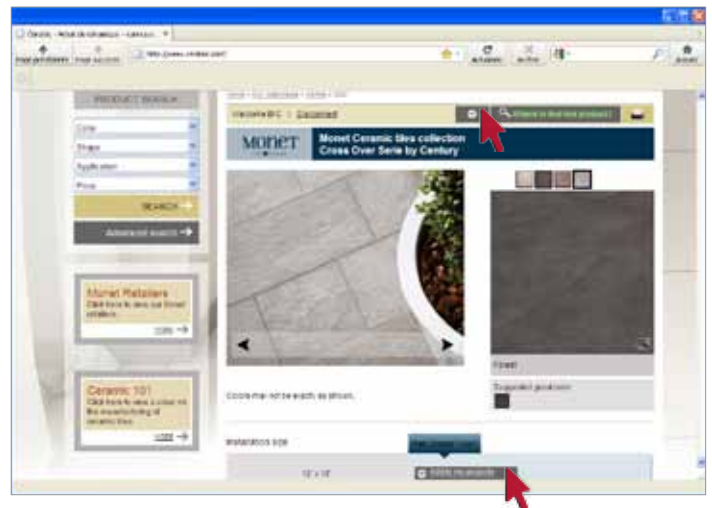


- 2 Creating a project.** Once the account is created, click on **Log In**. To create a project, give it a name, select the type of project, and fill in the “Notes” box if necessary (e.g. number of square feet, installation type, etc.). Once everything has been completed, click on **“Create”**.



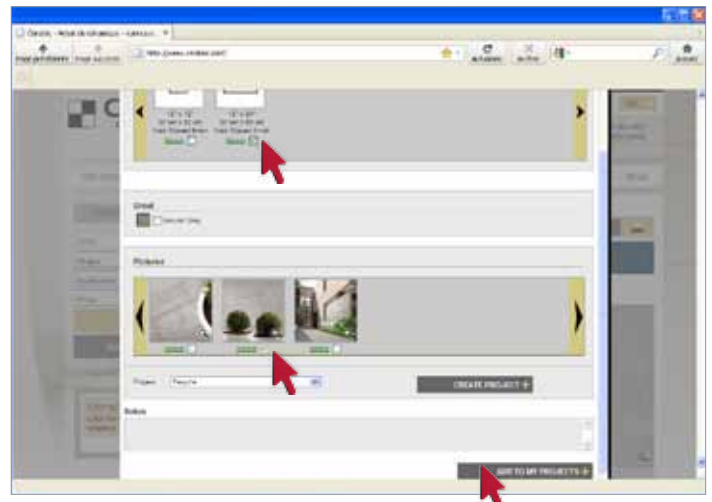
- 3 Adding products to a project.** After creating a project, it's time to add some products.
- Click on **“Return to Home Page”**, and begin your search using the Product Search tool on the left, or the **Product Search** box at the top of the page, under the black horizontal menu.

Once on the detailed product description page, click on the small **“+”** symbol at the top, or click on **“Add to My Projects”**, in the light-grey box below the product image



- A new window will then pop-up. Select any desired sizes, accessories, and grout colours, then choose which project you want to associate the products to (in case you have several saved projects), or create a new project. You can also add notes regarding the product (e.g. backsplash, shower wall, etc.).

Finally, click on **“Add to My Projects”**. You will then be brought back to the Home Page. Repeat the process until you have finished your “shopping”.

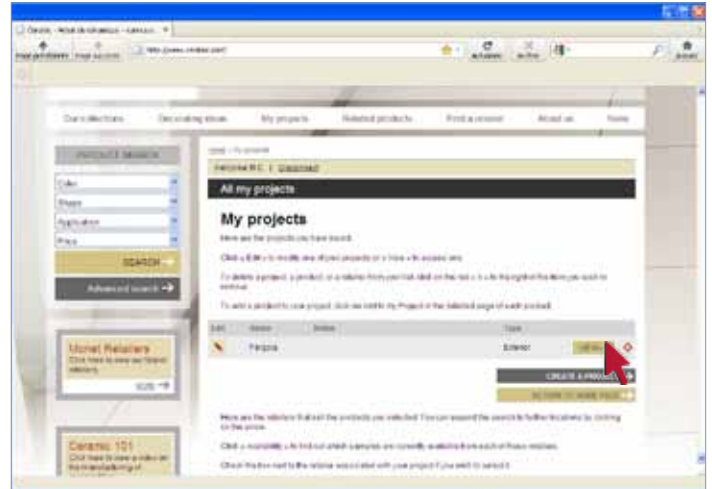


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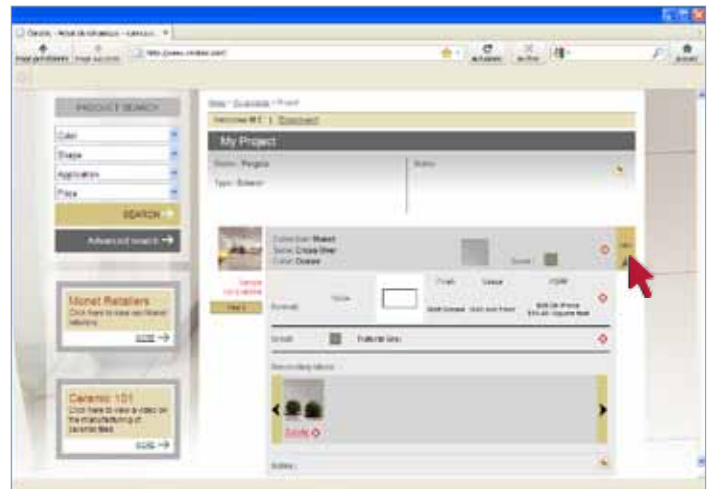
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- 4 **Viewing your project.** To view your project, simply click on the “My Projects” link in the horizontal menu, and click on “View” to the right of the project you wish to see.



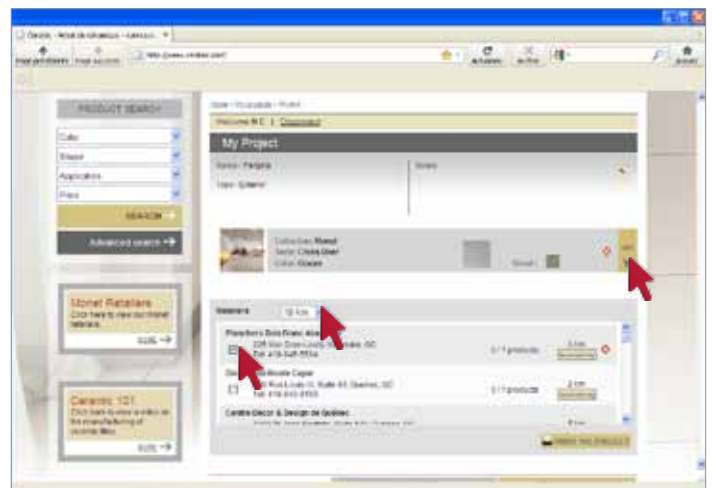
- Once in your project, click on the arrows to see the details of each selected product.



- 5 **Adding retailers to your project.**

- To add retailers to your project, simply click on the “My Projects” link in the horizontal menu, and click on the “View” link to the right of the project you wish to see.

A list of retailers will appear at the bottom of the list of selected products. You can increase or decrease the search area by clicking on the small arrow to the right of the default “10 km”. Then, select retailers based on their proximity, or on the number of items among the list of selected products that they have in stock. To select a retailer, click on the small square below its name.

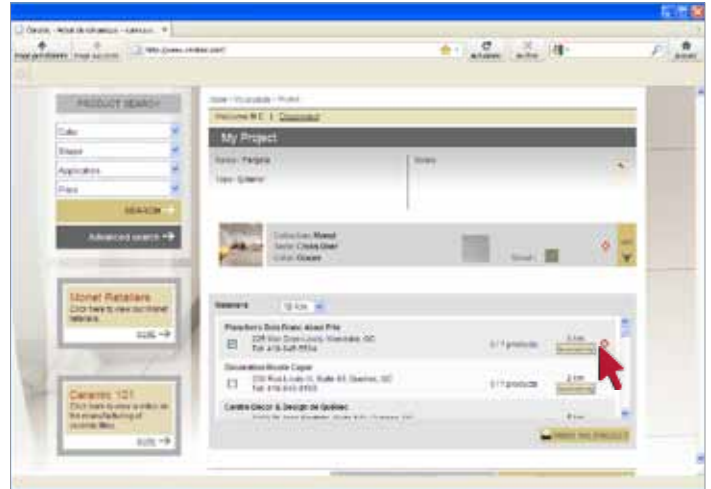


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- To see which products are available at this retailer, click on **“Availability”**.
- If you have created several projects, you can also select retailers directly on the main page of the **My Projects** section, where all your projects are listed.



- ⑥ **Printing your project.** When you are satisfied with your project, click on the **“My Projects”** link in the horizontal menu, then click on **“View”** to the right of the project you wish to print, or click on the **“Back to My Projects”** link at the bottom of the page.

Once in the project document, click on **“View”** again to see the elements associated with each series. Then click on **“Print Project”**, under the list of retailers. You can either save the project or print it directly. A PDF document summarizing the project will then be generated. It is this document that we hope will be brought to the retailer by the consumer, in order to view our products.



- ⑦ **Changing your account information.** To change your account information (e.g. postal code, email address, etc.), click on the **“My Account”** link in the black menu at the top of the page.

For information or to submit a comment, contact us at [design@ceratec.com](mailto:design@ceratec.com)

