




Turbo Lister Quick Start Guide

The Turbo Lister Quick Start Guide is designed to help you **install** Turbo Lister, **create** a new listing, and **copy** a pre-existing listing. If you want more information than what is presented here, see Help available within the Turbo Lister tool.

Note: These instructions assume that you are already an eBay seller and have an eBay user ID and password

Install Turbo Lister

- 1 Insert the enclosed Turbo Lister CD and click on your **D:** drive.
- 2 Run the Setup script on your machine to begin installing Turbo Lister. The InstallShield Wizard will guide you through a complete installation.
- 3 Once the installation is complete, the Turbo Lister icon appears on your desktop. 
- 4 Click on the Turbo Lister icon to begin setting up Turbo Lister for first use.
- 5 In the Welcome to Turbo Lister window, select 'Set up a new Turbo Lister File', and select **Next**.
- 6 Enter your eBay user ID and password. You can also select the checkbox to list your item on more than one site, such as Germany and the US.
- 7 Click **Connect Now** to connect to the eBay site.
- 8 Enter your contact information in the fields provided and click **Next**.
- 9 Select **Create a New Item**, and click on **Finish**.

You are now ready to create a new listing using Turbo Lister.
Go to Creating a New Listing.

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Creating a New Listing

To create a new listing in Turbo Lister:

- 1 From the main Turbo Lister window, click on **Create New**. The Create New Item dialog box appears.
- 2 Specify the eBay site where you want to display your listing from the drop down list.
- 3 Choose the **Auction** listing format and click **Next**. For details on other listing formats, go to **Help** within Turbo Lister.
- 4 Enter an item title in the Item Title text field.
- 5 Select a category where you want your item to be displayed. If you know the number for the category, just enter it in the box. Otherwise, select the **Find Category** button to find the correct category.
- 6 Enter the Item Specifics (**If Applicable**)
This step makes it easier for buyers to have an easy, fast way to search for your item, and gives them the basic facts about your item.
- 7 Write your item description in the design view text box.
- 8 Click on the "Add Picture" box and browse to the directory where your images are stored. Click on the image you want.
(This assumes you have the images stored locally on your computer.)
- 9 Add the specifics for the selling format you have chosen, such as duration of sale, price and payment information, shipping preference, etc.
- 10 Upload your listing to eBay by selecting the item and then **Add to Upload** and **Go to Upload Listings**.
- 11 From the '**Listings Waiting to Upload**' tab, you can do a final calculation of fees, change start times, or upload all to eBay.
- 12 Click on **Upload all to eBay**.

Congratulations! You have just created your first listing.

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Duplicating and Editing Listings

You can take a listing that you have already created, and duplicate or edit the listing. There are three choices: **Duplicate** listing, **Duplicate As** another format type, or **Edit** the listing.

Duplicate:


- 1 Select the item.
- 2 Click the **Duplicate** icon. The icon shows two overlapping document pages with a plus sign, labeled 'Duplicate' below it.
- 3 Enter the number of additional copies you'd like to make in the dialog box and click **Enter**.

Duplicate As:

- 1 Select the item.
- 2 Click the **Duplicate As** icon. The icon shows two overlapping document pages with a plus sign and a small document icon, labeled 'Duplicate As' below it.

This copies the listing and saves it in another sale format, for example, Auction or Fixed Price.

Edit:

- 1 In the Item Inventory window, highlight the item you want to edit.
- 2 Select the **Edit** icon. The icon shows a document with a pencil, labeled 'Edit' below it.
- 3 Edit the information you want to change.
- 4 When you're done, select **Save**.

For more information on Turbo Lister, go to www.ebay.com/turbo_lister

For more information on managing your sales online, go to: www.ebay.com/selling_manager/products.html.