

1. Once you're signed into the Metal Sales Metal Market, choose one of four options to enter the online shopping portal.
 - a. PLACE A NEW ORDER
 - b. CREATE NEW QUOTE
 - c. VIEW MY ACCOUNT
 - d. UPDATE AN EXISTING QUOTE

2. To find Custom Trim items, choose the "Custom Flashing" filter along the left side of the screen.

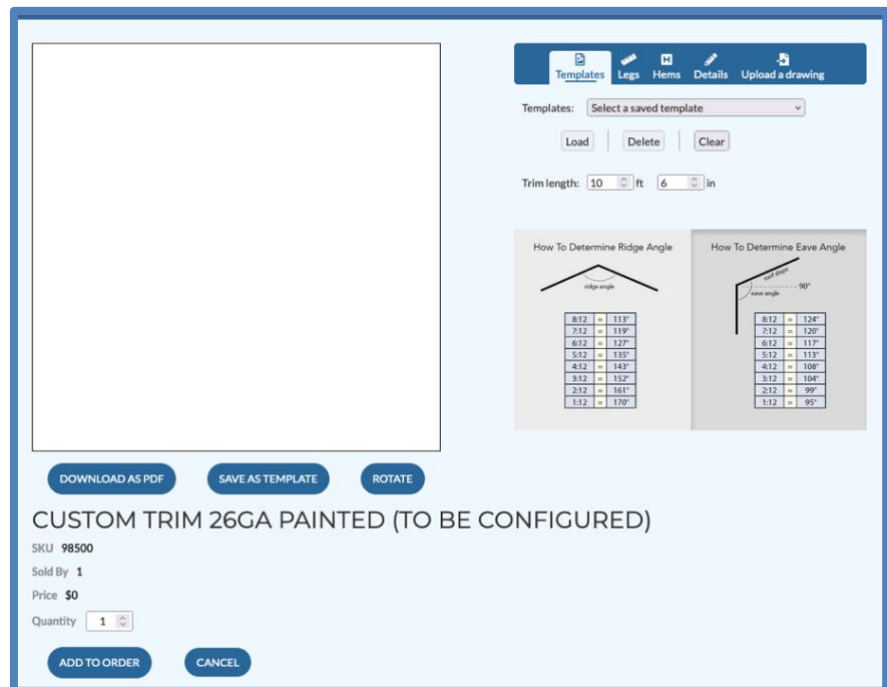
3. Put your mouse over the product picture and click *Quick View*.



4. Some products (such as Custom Trim) require additional details or special notes before you can add them to your order. These products have a **CONFIGURE** button instead of an ADD TO CART button.



5. Custom Trim items can be drawn/configured using our Custom Trim Designer tool.

- a. Use the 5 tabs along the top right of the configurator to create your custom trim.
- b. Start with a template and click "Load" or start from scratch.
- c. Choose a Trim length, then go to the Legs tab.
- d. Using the table on the Legs tab, add the information for the trim legs.
 - i. Each leg will require a Length in inches.
 - ii. Each leg except the last will require a Bend Type.
 1. Does the leg bend IN or OUT to meet the next leg?
 2. If you're not sure, pick one and see how the drawing looks. You can always switch it if needed.
 3. The last leg does not require a bend type since it does not meet another leg.



- iii. Each leg except the last will require an Angle
 - 1. This is the angle at which the current leg meets the next leg
 - 2. Use the helper image on the screen if you don't know the angle needed
 - 3. The last leg does not require an angle since it does not meet another leg.
- e. Use the plus sign + to add more legs. 
- f. Use the garbage can icon to remove a leg. 
- g. Choose a Color Side.
 - i. **TIP:** Don't worry about the wording "Inside" or "Outside", just make sure the PTD Side label is shown on the correct side of your trim in the drawing area.
- h. Click the Rotate button under the drawing to rotate your trim 90 degrees at a time.
- i. Add or remove hems, make them open or closed, and choose their direction.
- j. Enter a part name, color, and any notes you'd like to include.
- k. Upload a file if needed, then click "Add" to attach the file.
- l. When you're done with the drawing, click "Save as Template" below the drawing so that you don't have to start from scratch next time.
- m. Click Download as PDF to save a copy of your drawing.
- n. Choose the number of pieces you need, then add to your order.