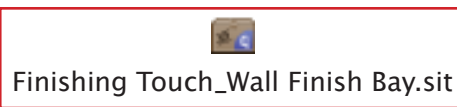# Lowe's Canada
# File Upload Structure

## PURPOSE

This document describes the folder structure that must be used when uploading projects to Lowes.leapfile.com.

# THE PROJECT FOLDER

Below is a sample Project Folder. The individual folders and their contents are detailed on the following pages.

**Upload Archive:**
This is the Main Project folder in compressed format.

Finishing Touch_Wall Finish Bay.sit

**Main Project folder:** This is the uncompressed Upload Archive. It contains the two folders: Components and Set Diagrams.

▼ 🗂 Finishing Touch_Wall Finish Bay
  ▼ 🗂 Components
    📄 ProdSpec_Finishing Touch_Wall Finish Bay.xls
    ▼ 🗂 _Fonts
        📄 FolioBTBol.otf
        📄 FolioBTExtBol.otf
        📄 FolioBTLig.otf
        📄 FolioBTBol.otf
        📄 NewsGot.ttf
        📄 NewsGotBol.ttf
        📄 NewsGotObl.ttf
        📄 NewsGotBolObl.ttf
    ▼ 🗂 Header 8ft
      ▼ 🗂 Links
          🖼 HeaderBG.eps
      ▼ 🗂 Proofs
          🖼 Header 8ft.pdf
      🖼 Header 8ft.ai
    ▼ 🗂 Bay Graphic Left
      ▶ 🗂 Links
          🖼 BedroomImg1.eps
          🖼 WallSwatch1.eps
      ▶ 🗂 Proofs
          🖼 BayLeft.pdf
      🖼 BayLeft.ai
    ▼ 🗂 Bay Graphic Right
      ▶ 🗂 Links
          🖼 BedroomImg2.eps
          🖼 WallSwatch2.eps
      ▶ 🗂 Proofs
          🖼 BayRight.pdf
      🖼 BayRight.ai
  ▼ 🗂 Set Diagrams
      🖼 Diag_Bay1_00001.pdf
      🖼 Diag_Bay2_00002.pdf
      🖼 Diag_Bay3_00003.pdf

**Components folder:**
Contains Fonts Folder, Production Specification Form, Individual Components Folders, and Set Diagrams Folder.

**Production Specification form:** The completed Production Specification form for the project.

**_Fonts folder:** Contains the fonts used in every layout in the project.

**Individual Components folders:**
Use one folder per component. Each component folder contains the following files/subfolders:

**Layout file:**
The layout file is contained in the component folder itself.

**Links folder:**
Contains all support art.

**Proofs folder:**
Contains a LoRes PDF proof of the layout. This proof will have the same name as its corresponding layout file.

**Set Diagrams folder:** Contains diagrams of each display version with keyed graphics, hardware and product samples.

# FOLDERS AND FOLDER CONTENTS

### MAIN PROJECT FOLDER

This folder is compressed into a .sit or .zip archive file, which is then uploaded through Lowes.leapfile.com. It contains two subfolders: Components and Set Diagrams—detailed below.

Naming convention:

> [vendor name]_[project description]
> **Finishing Touch_Wall Finish Bay**

### COMPONENTS FOLDER

The Components folder contains a _Fonts folder, Production Specifications Form, Individual Components folders, and Set Diagrams folder, as detailed below.

### Production Specification Form

Download this Excel document from Lowes.leapfile.com. A completed Production Specification Form is required to capture production information for every component in the project.

The Production Specification Form should be named to correspond with the project name, for example:

> ProdSpec_[project description].[ext]
> **ProdSpec_Finishing Touch_Wall Finish Bay.xls**

### _Fonts Folder

The _Fonts folder contains all the fonts used for every component in the project. When gathering a project, include the entire font family—this will allow changes to be made to font weights if appropriate, while maintaining the design's original look and feel.

Note the underscore ("_") in the _Fonts folder name. This is done to clearly distinguish the _Fonts folder from the Individual Component Folders.

### Individual Component Folders

The individual component folders are contained within the Components folder. Each component folder contains the Layout file, Links folder and Proofs folder.

Each individual component folder should be named with the component type (e.g. header, brochure, in-bay sign, etc…).

[component type]
**Header**

### Layout File(s)

Layout file(s) should be named in a way that will easily identify its component type (e.g. header, brochure, in-bay sign, etc…), for example:

[component type].[ext]
**Header.ai**

### Links

The Links folder contains all the support art used in the Layout files for that particular component.

### Proofs

A PDF proof for each Layout file must be placed in the Proofs folder. The designer will use this PDF to check the accuracy of the corresponding Layout file. It should be low resolution and named with the same name as the Layout file from which it was created:

[component type].pdf
**Header.pdf**

**SET DIAGRAMS FOLDER**

The vendor is responsible for providing a rendering or in-store photo of each display version. (Occasionally, vendors require different versions of the same display. Most often due to planogram variations in different stores.)

Each Set Diagram must be keyed to identify the location of all graphics, hardware and product samples.

All Set Diagrams are stored in a folder called Set Diagrams.
Each Set Diagram should be a PDF file, named as follows:

Diag_[Planogram bay number]_[Planogram index number].pdf
**Diag_Bay1_00001.pdf**

See the next section for information on the creation of Set Diagrams.

# SET DIAGRAMS

The next two pages show sample Set Diagrams. A Set Diagram can be a rendering or in-store photo. Occasionally, vendors require different versions of the same display; most often due to planogram variations in different stores. If this is true for your project, you must provide a Set Diagram for each display version.

Each Set Diagram must be keyed to identify the location of all graphics, hardware and product samples. Be sure to group each component into one of the following subsections:

1. Graphics

2. Hardware

3. Product Samples

PLANOGRAM NAME: *
**Faux Treatments**

PLANOGRAM BAY NUMBER: *
**1**

VENDOR NAME / PROJECT NAME:
**Finishing Touch: 8' Decorative Wall Finishes Bay**

PLANOGRAM INDEX NUMBER: *
**00212358**

*\* NOTE: This information is required if you are submitting approved, bilingual materials that are used in U.S. Lowe's stores. If you do not have U.S. materials and are submitting graphics proposed for use in Canadian stores, this Planogram information is not required. See planogram sample on page 7 & 8 of this PDF for reference.*



Be sure to reference these key characters to their corresponding production information in the Production Specifications Form.

**Graphics:**

**A** Header

**C** In-Bay Left

**D** In-Bay Center

**E** In-Bay Right

**G** Brochure

**K** Tearpad

**Hardware:**

**B** Beam Mount (Lowe's Reference Code LOW1012461)**

**F** Custom Brochure Holder

**I** Custom Wedge

**J** Tearpad Holder (Lowe's Reference Code LOW01006127)

**Product Samples:**

**H** Swatches

*\*\* NOTE: This hardware may no longer be approved for use in Lowe's. Please check with VSGCanada@prattcorp.com before specifying this hardware for your Canadian materials.*

PLANOGRAM NAME: *

**Hardware**

VENDOR NAME / PROJECT NAME:

**Campbell: Chain, Cable & Accessories Bay**

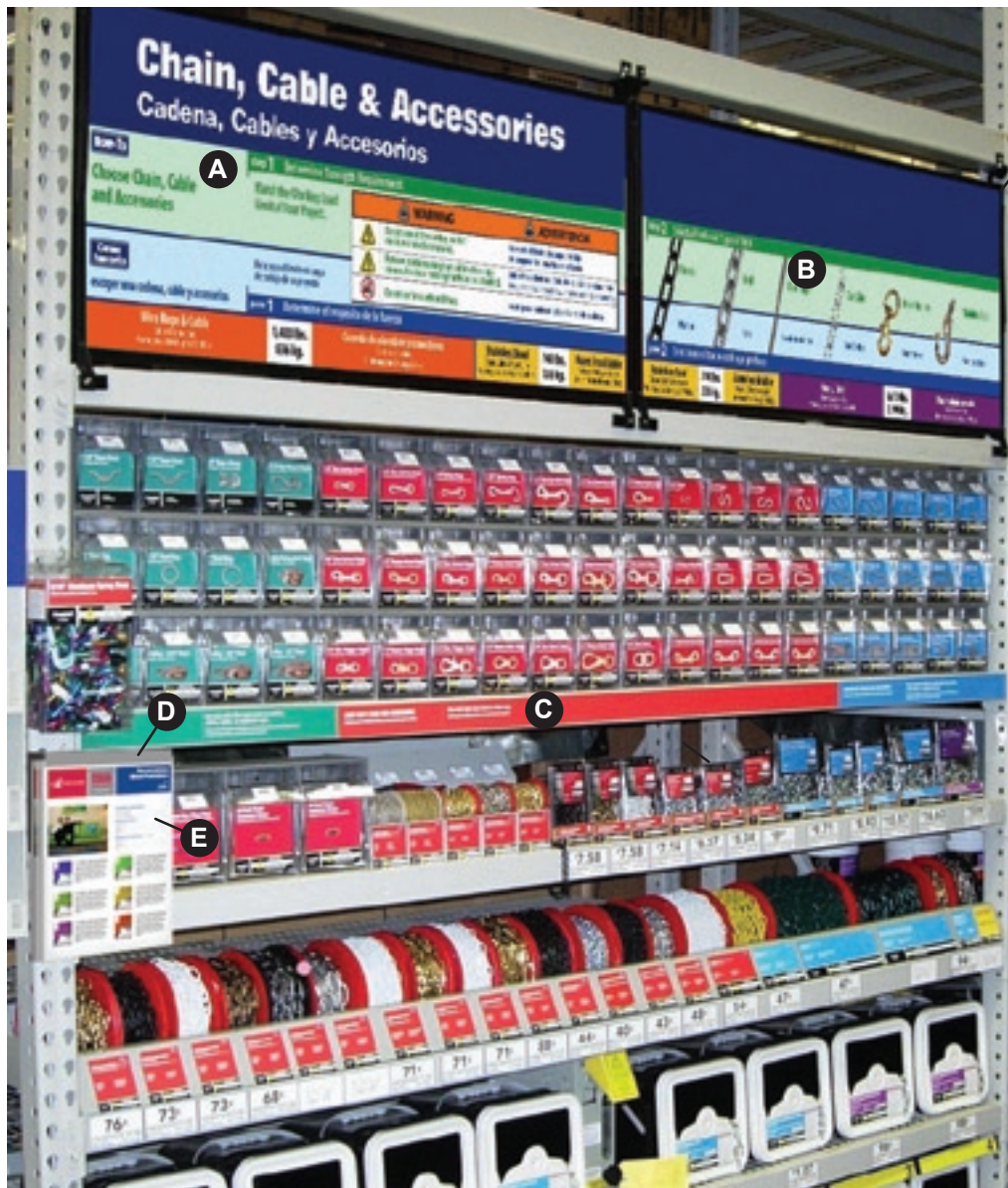PLANOGRAM BAY NUMBER: *

**3**

PLANOGRAM INDEX NUMBER: *

**00086677**

*\* NOTE: This information is required if you are submitting approved, bilingual materials that are used in U.S. Lowe's stores. If you do not have U.S. materials and are submitting graphics proposed for use in Canadian stores, this Planogram information is not required. See planogram sample on page 7 & 8 of this PDF for reference.*



**Be sure to reference these key characters to their corresponding production information in the Production Specifications Form.**

**Graphics:**

**A** Left Header

**B** Right Header

**C** Beam Strip

**E** Tearpad

**Hardware:**

**D** Tearpad Holder (Lowe's Reference Code LOW01006127)

**F** Pivot Frame (Lowe's Reference Code APDS48)\*\*

*\*\* NOTE: This hardware may no longer be approved for use in Lowe's. Please check with VSGCanada@prattcorp.com before specifying this hardware for your Canadian materials.*

**Planogram Name** — **Planogram Numbers**

**Planogram Index Number**

# FLOOR CARE  V:11   DATE: 7/28/2006

## INDEX: 10350112

## 6 BAYS - (97x42x144) - LH

| BAY 1 | BAY 2 | BAY 3 | BAY 4 | BAY 5 | BAY 6 |
|---|---|---|---|---|---|
| (Misc. Vacs) | (Misc. Vacs) | (Misc. Vacs) | (Misc. Vacs) | (Steam Cleaners / Extractors) | (Specialty Vacs) (Hand-held & Stick) |

ELEVATION: 142.000 (each bay)

ELEVATION: 122.000 (each bay)

SIGNAGE: HEADER SIGNS SHOULD BE MOUNTED FLUSH TO THE TOP OF THE BEAM AT THE 122" LEVEL

ELEVATION: 68.000 (each bay)

ELEVATION: 52.000 (each bay)

ELEVATION: 51.500 (each bay)

10 HANDHELD VAC MERC / <NULL>

ELEVATION: 3.000 (each bay)

NOTE: TO ENSURE SAFETY OF VERTICAL MERCHANDISE, REFER TO THE LOSS PREVENTION DEPARTMENT'S "SECURING VERTICALLY STORED MERCHANDISE" PROGRAM.

NOTE: SOME ITEMS MAY NEED TO BE TURNED IN ORDER TO FIT

**POG Contact # 700-758-3847**
**See Attached Carpentry and Electrical Report**

*Detail of Page 1: Bay 1*

Planogram Name

**FLOOR CARE**

**INDEX: 10350112   V:11   DATE: 7/28/2006**
**6 BAYS - (97x42x144) - LH**

Planogram Number

**BAY 1**

Planogram Index Number

(Misc. Vacs)

ELEVATION:    142.000          H5597    BAY 1 LEVEL 5

ELEVATION:    122.000          H5597    BAY 1 LEVEL 4

ELEVATION:    68.000           H2597    BAY 1 LEVEL 3

ELEVATION:    52.000           H2597    BAY 1 LEVEL 2

ELEVATION:    3.000            PB2597   BAY 1 LEVEL 1

UR14442
UPRIGHT 5

0154798
DYSON ALL FLOORS BAGLES DC

0224294
DYSON ALL FLOORS BAGLESS D

0093112
ELECTROLUX OXYGEN ULTRA B

0217085
DYSON ANIMAL BAGLESS DC14

0146983
DYSON BALL VAC BAGLESS DC

CASE CUT
0228709
EUREKA HF7 HI

CASE CUT
0117627
MC ELUX HEPA

CASE CUT
0234075
ELUX HEPA

CASE CUT
0117625
ELUX UPRGH

CASE CUT
0223949
ELUX CAN

0042460
MC ELUX

CASE CUT
0077175
ELECTROLUX

CASE CUT
0117063
ELUX S BAG CLASSIC F

CASE CUT
0117635
ELUX UPRIGHT BAG FOI

CASE CUT
0123999
ELUX S BAG FOR ALL

CASE CUT
0216726
MC ELUX BAG W/MTR F

DISPLAY

DISPLAY

DISPLAY

DISPLAY

DISPLAY

0154798
DYSON ALL FLOORS BAGLES

0224294
DYSON ALL FLOORS BAGLESS

I AUAN RRD 48.5x96

51.500
0093112
ELECTROLUX OXYGEN ULTRA

0217085
DYSON ANIMAL BAGLESS DC1

0146983
DYSON BALL VAC BAGLESS DC

NO

UR14442

POG Contact # 700-758-3847
See Attached Carpentry and Electrical Report