

# Le Comptoir Suisse - Quick Reference Guide

## How to Edit Your Website

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### Where to Make Changes

Your website content can be edited in **two places**:

1. WordPress Customizer - For most text, images, and contact info
  2. Comptoir Settings - For gallery images and menu PDFs
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## Editing Text & Basic Content

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### Go to: Appearance -> Customize

#### Hero Section (Top of Page)

- **Hero Section -> Background Image** - Change hero background photo
- **Hero Section -> Taglines**
  - Main: "LIEU VIVANT ET GOURMAND"
  - Subtitle: "LOCAL \* SINCÈRE \* DE SAISON \* SANS CHICHIS"
- **Hero Section -> Reserve Button** - Change button text and link

#### Philosophy Section (Middle)

- **Philosophy Section -> Content**
  - Title: "PHILOSOPHIE CENTRALE"
  - Subtitle: "Le Terroir Vivant"
  - Description: Full philosophy text (HTML allowed)
- **Philosophy Section -> Image** - Featured image next to text

#### Contact Information (Footer)

- **Contact Information -> Address & Phone**
  - Restaurant address
  - Phone number
  - Google Maps link
- **Contact Information -> Opening Hours**
  - Business hours text

## Footer Sections

- **Footer Content**
  - Team description
  - Booking information
  - Press contact text
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## Managing Gallery Images

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### Go to: Comptoir Settings (in admin menu)

#### Step 1: Upload Images to Media Library

1. Go to Media -> Add New
2. Upload your gallery photos
3. After upload, click each image
4. Find the image ID in the URL (e.g., post=123 means ID is 123)
5. Write down all image IDs

#### Step 2: Add IDs to Gallery

1. Go to Comptoir Settings
2. In "Gallery Image IDs" field, enter IDs separated by commas
  - Example: 123, 456, 789, 101, 112, 131
3. Images will display in the order you enter them
4. Click Save Settings

**Preview thumbnails** appear below to confirm correct images.

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## Managing Menu PDFs

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### Go to: Comptoir Settings (in admin menu)

#### Upload Each Menu

1. Click Upload PDF button for each menu type:
  - Theatre Menu
  - After Theatre Menu
  - Normal Menu (this is your main menu)
2. Select PDF from Media Library or upload new file
3. Click Save Settings

#### Where Menus Appear

- **Navigation dropdown** (desktop)
- **Mobile menu** (hamburger menu)
- **"Découvrir la Carte" button** (uses Normal Menu)

### To Update a Menu

1. Click Upload PDF to replace
2. Or click Remove to delete
3. Save settings

## Quick Edits Checklist

### To Change...

What	Where	How
Hero background photo	Customizer -> Hero Section	Upload new image
Taglines	Customizer -> Hero Section ->	Edit text fields
Logo	Customizer -> Site Identity	Upload logo
Philosophy text	Customizer -> Philosophy Secti	Edit description
Philosophy image	Customizer -> Philosophy Secti	Upload new image
Address	Customizer -> Contact Informat	Edit address field
Phone number	Customizer -> Contact Informat	Edit phone field
Opening hours	Customizer -> Contact Informat	Edit hours text
Gallery photos	Comptoir Settings	Enter image IDs
Menu PDFs	Comptoir Settings	Upload PDF files

## Pro Tips

### Live Preview in Customizer

- All changes in Customizer show **live preview**
- Click **"Publish"** to save changes
- Click **X** to cancel without saving

### HTML in Text Fields

Some fields allow HTML tags:

- `<br>` - Line break

- <strong> - Bold text
- <em> - Italic text
- <p> - Paragraph

Example:

Centre de Beaulieu,<br>1004 Lausanne

## Finding Image IDs

1. Media -> Library
2. Click any image
3. Look at URL: ...post.php?post=123&action=edit
4. The number after post= is your image ID (123)

## Gallery Order

- Gallery images scroll left to right
- First ID = leftmost image
- Last ID = rightmost image
- Change order by rearranging IDs

## Menu PDF Tips

- **Normal Menu** is most important (appears in main button)
- Other menus only appear in dropdown
- If you only have one menu, just upload "Normal Menu"
- PDFs open in new browser tab

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## Important Reminders

### Always Save Changes

- **Customizer:** Click "Publish" button
- **Comptoir Settings:** Click "Save Settings" button

### Clear Browser Cache

If changes don't appear:

1. Hard refresh: Ctrl+F5 (Windows) or Cmd+Shift+R (Mac)
2. Clear browser cache
3. Try different browser

### Mobile View

- Test changes on phone/tablet
- Use Customizer's device preview buttons
- Ensure text is readable on small screens

## Common Questions

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### **Q: Gallery images not showing?**

- Verify you entered correct image IDs
- Check IDs are separated by commas
- Ensure images exist in Media Library

### **Q: PDF menu not opening?**

- Check PDF was uploaded in Comptoir Settings
- Click "Save Settings" after uploading
- Try re-uploading the PDF

### **Q: Changes not visible on website?**

- Click "Publish" in Customizer
- Click "Save Settings" in Comptoir Settings
- Clear browser cache
- Wait a few seconds for cache to update

### **Q: How do I change colors?**

- This requires editing CSS files
- Contact your developer for color changes

### **Q: Can I add more pages?**

- Yes, but this theme is designed as single-page
- Additional pages need custom templates
- Contact your developer for multi-page setup

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## Need Help?

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If you can't find something or need assistance:

1. Contact your theme developer

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**Last Updated:** December 2025

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