SITE BUILDER

Getting Started Guide

Contents

About Site Builder

Your theme developer or theme development team creates a set of theme files that determine the look and feel of your site. Site Builder is your interface for interacting with those theme files.

In Site Builder, you can edit your site's content and appearance, modify site properties, preview your site, and more.
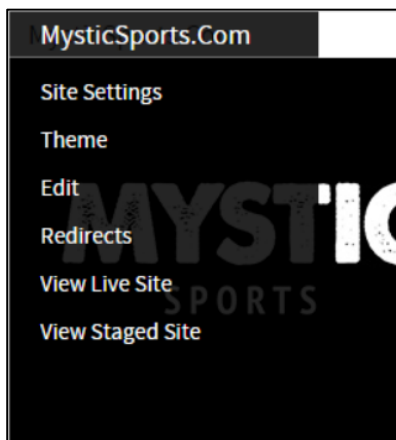
To get started with Site Builder, select **Site Builder** from the Mozu Admin launch page. You are now on the site selection page.

The Site Selection Page

This page displays your websites. From here you can:

- edit your site settings
- change your site's theme
- view your live site
- preview your staged changes
- edit your site's appearance and content
- set up site redirects

Edit Site Settings

You can access your site settings from the Site Selection page by hovering over the site and choosing Site Settings. These are the same settings you can access from the **Settings**>**General Settings** dropdown in Mozu Admin. These settings include the site name, time zone, and search analytics information. Normally these settings are configured when your site is set up. For documentation on these settings, please see the *Mozu Admin General Settings Getting Started Guide.*

Change Your Theme

Hover over the site and choose **Theme**. A grid of available themes appears. Available themes are themes which have been installed to your sandbox.
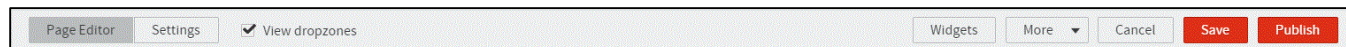

From here, when you hover over the theme, you can:

- see which devices the theme supports (desktop, mobile, tablet, etc.)
- choose to **preview** the theme on your site
- choose to view/edit the theme's **settings**
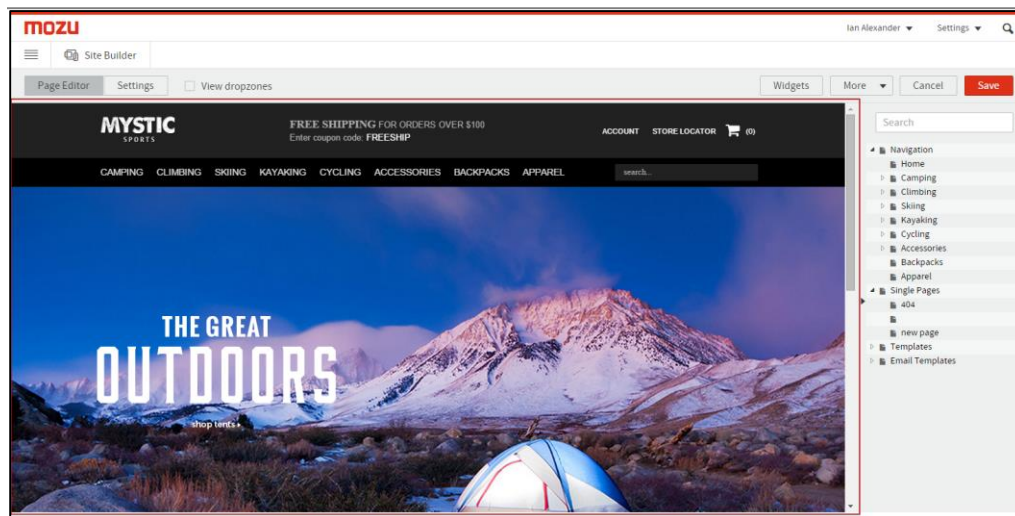- **apply** the theme to your site

Editing Your Site

Site Builder's main feature is the Edit page. It's where you can customize the appearance of your homepage, insert content about sales into certain pages, and make other changes to your site's appearance. It consists of three main areas:
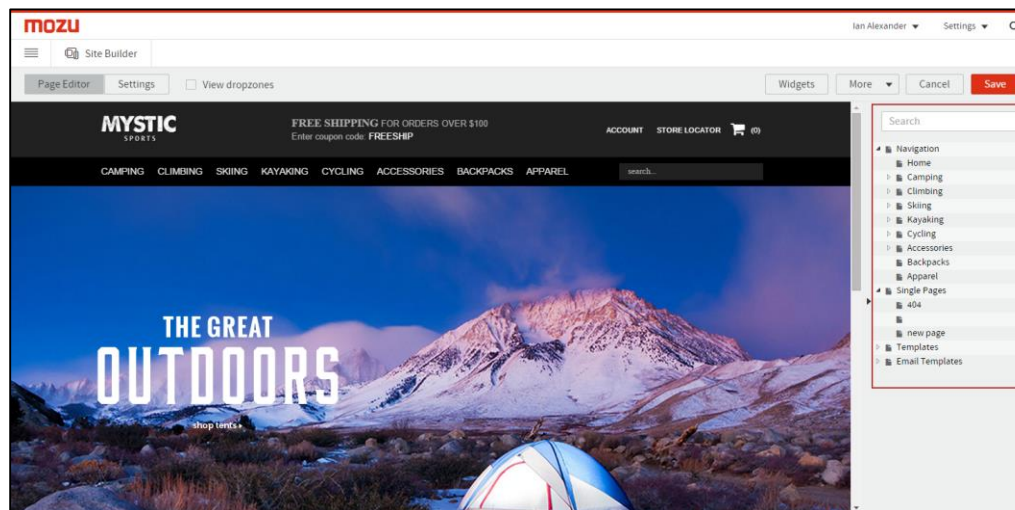
THE TOOLBAR

THE EDITOR WINDOW

![Mozu logo]

THE NAVIGATION PANE

Key Terms

Here are some key theme development terms:

Term	Definition
Widget	A small piece of functionality that can be placed in a dropzone on a page.
Dropzone	An area of a page/page template that widgets can be dropped into.
Template	A model for page layout that can apply to multiple pages. Templates can contain dropzones.

Getting Around in Site Builder

Site Builder provides you with a view of your live site in the editor window, which lets you see the content you'd like to modify as you're making changes. You can navigate around your site in the editor window, or you can use the navigation pane to go directly to pages or templates. Initially, it may be easier for you to navigate to the

Making Changes

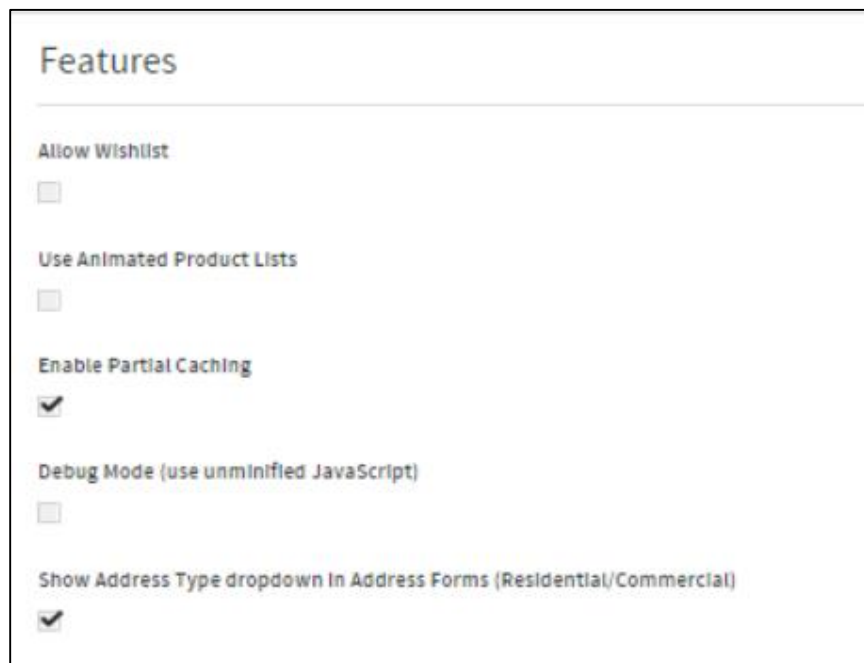There are three way to make changes to your site:

- Edit the theme's settings, such as appearance settings that apply to all pages.
- Edit the layout of a page or template using widgets, such as adding a customized 'related products' section to a page, or a product slideshow.
- Edit page or template settings, such as appearance settings that apply to only some pages.

EDIT THEME SETTINGS

The settings available for you to edit are dictated by the theme. Here are some common examples of settings that could be accessed here:

- items per page
- enable/disable settings for banner images, hero images, slideshows
- image settings for banner images, hero images, slideshows

Below is an example of some settings available in Mozu's Core 5 theme:

To view and change your theme's settings:

1. In the Site Selection window, hover over your site and click **Theme**.
2. Hover over your applied theme and click **Settings**.

EDITING PAGES USING WIDGETS

About widgets and dropzones

Widgets allow you to drop images, social media feeds, information about discounts, text copy, and other functionality into a page or page template. Mozu provides several widgets by default, and theme developers can create their own widgets.

Widgets can only be placed in dropzones. The dropzones for your site's content are determined by your site's theme. Not all pages or templates may have dropzones; consult your theme developer for information on dropzones in your theme.

Adding a widget to a page or template

You modify site content in the Edit page, accessed by hovering over your site in Site Builder and clicking **Edit**.
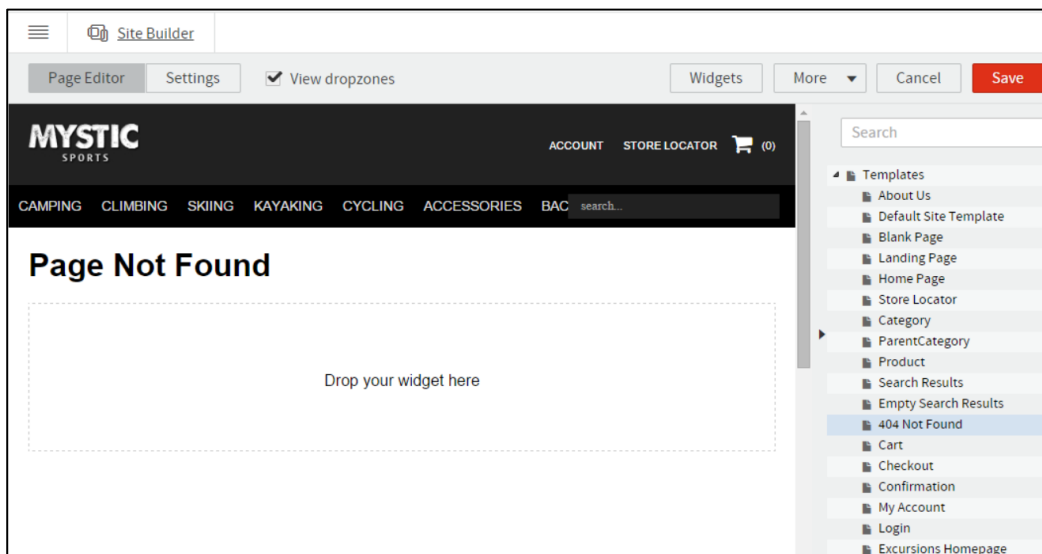
1. Navigate to the page or template where you'd like to add a widget.
2. Select **View Dropzones** from the toolbar. This shows the gridlines on your page. In many cases, sections of a page may say 'Place Widget Here'.
3. Select **Widgets**. This shows your available widgets.
4. Select the desired widget and drag it into a dropzone on the page. Most widgets need to be configured when you drop them.

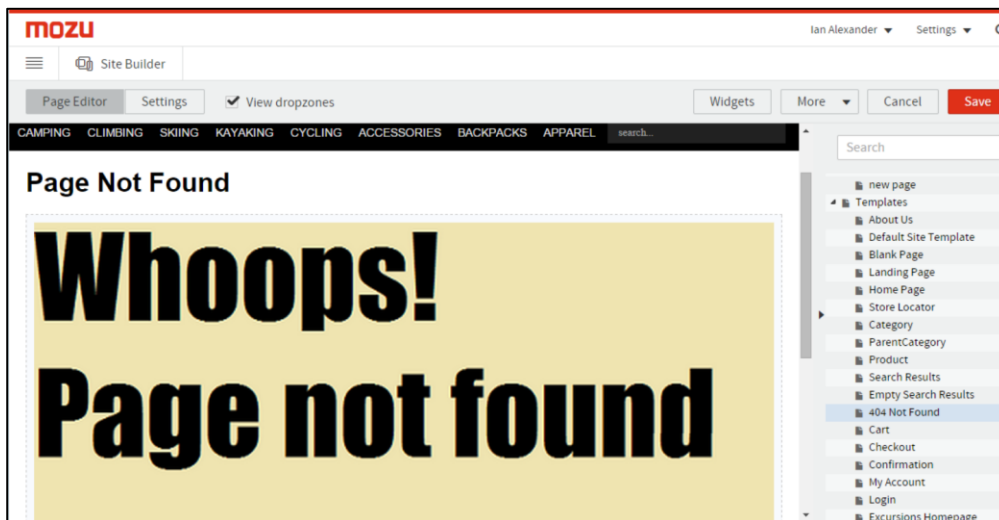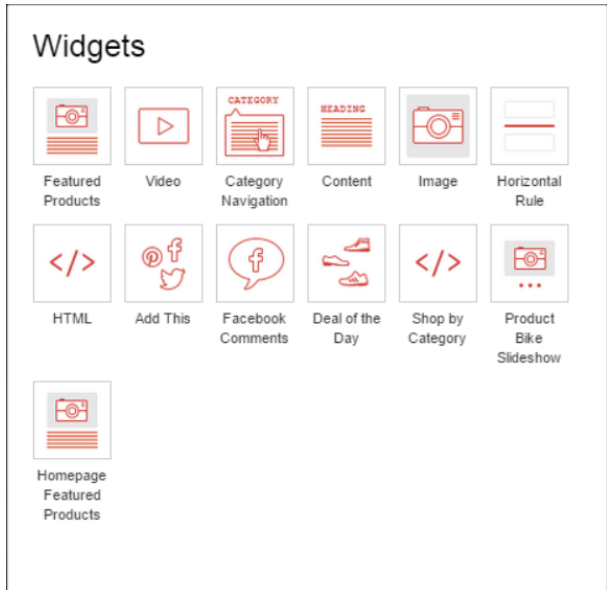Your widget should now be displayed in the edit window.

EXAMPLE

Brenda wants to get an image up for the 404 Not Found pages on her site.

1. She navigates to the 404 page template and checks **View Dropzones**. This template page has space for her to place a widget.

2. She selects **Widgets** and drags the image widget into the dropzone.

That's a big 404 image!

3. She clicks **Save** in the toolbar to commit her changes.

EDITING PAGE OR TEMPLATE SETTINGS

Just as your theme has settings that you can modify, pages and templates have settings that you can edit. Again, these settings are dependent on your theme.

To modify page or template settings, navigate to the page or template, and choose **Settings** from the toolbar. Here are some examples of settings you could modify at the page level:

- SEO content and optimization for the page
- Links to and from the page
- Whether the page is visible on the site
- What content from your catalog displays on the page

Saving, Previewing, and Publishing

When you make a change in the edit window, you save the change in the toolbar.

When you save content, the changes are made to your staged site, like a draft version of your site with your changes from your edits in Site Builder. This allows you to use the views available in the **More** menu to view the changes you've made before you commit them. In the **More** menu you can view:

- Your live site (opens in a new tab)
- Your staged changes (opens in a new tab)
- Previews of other themes available to your site
- Editable views of other resolutions (tablet, mobile, etc.)

You may have noticed that when you save a change, a new button appears – **Publish**. When you publish your changes, the changes in the staging version of your site are applied to your live site, and your staging site and live site will match.

A useful workflow for making changes in Site Builder is:

1. Make your change on one page.
2. View your staged site for that page to review your change.
3. Make other edits, repeating steps 1 and 2.
4. View your staged site and navigate around to view all of your changes together.
5. View your live site to examine the differences and compare.
6. Publish.
7. View your live site to check on the changes.

Setting Up Redirects

You can add, remove, and change 301 and other redirects the Redirects menu. Hover over your site and click Redirects.

Some definitions to help you set redirects:

Term	Definition
Source	The URL the site visitor lands on.
Destination	The URL the site visitor should be redirected to.
Rewrite	Process the redirect on the server side, keeping the Source URL in the visitor's browser.

To create many redirects at once, use the Import feature. You can import a CSV (comma-separated) file. The example below would produce the redirects you see in Figure 1.

FIGURE 2: EXAMPLE CSV IMPORT FILE

NOTE: If there are duplicate source records, the last source record found will be added.

CAUTION: The import removes all existing files. If you wish to add many redirects on top of existing redirects, use the Export feature to download a CSV file of your existing redirects. You can then add your new redirects to the end of the file and import that file back in.