# INSTRUCTIONS SPECIFIC TO YOUR WEBSITE (OP1)

The following modules and instructions are specific to your Website Design.

They provide details for making advanced changes to your store.

The following instructions are recommended for Advanced Users Only.

Please always ensure that you have taken a full backup of your website prior to making any changes.

## EDIT: HOME PAGE BANNERS AND ANIMATED BANNER TEXT

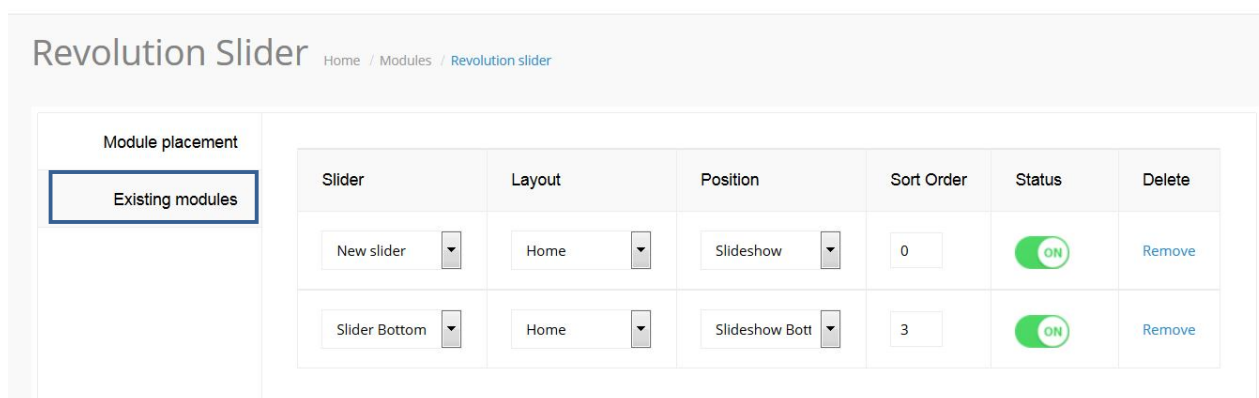These instructions show how to edit banner graphics and banner text on your website home page.

Banner text is the animated text that appears on your website sliders / animated banners.

Admin > Extensions > Modules

Locate Revolution Slider and click the Edit icon
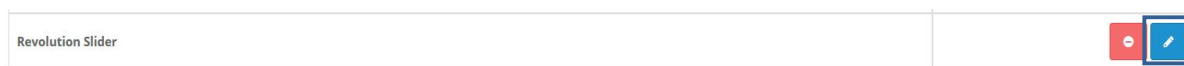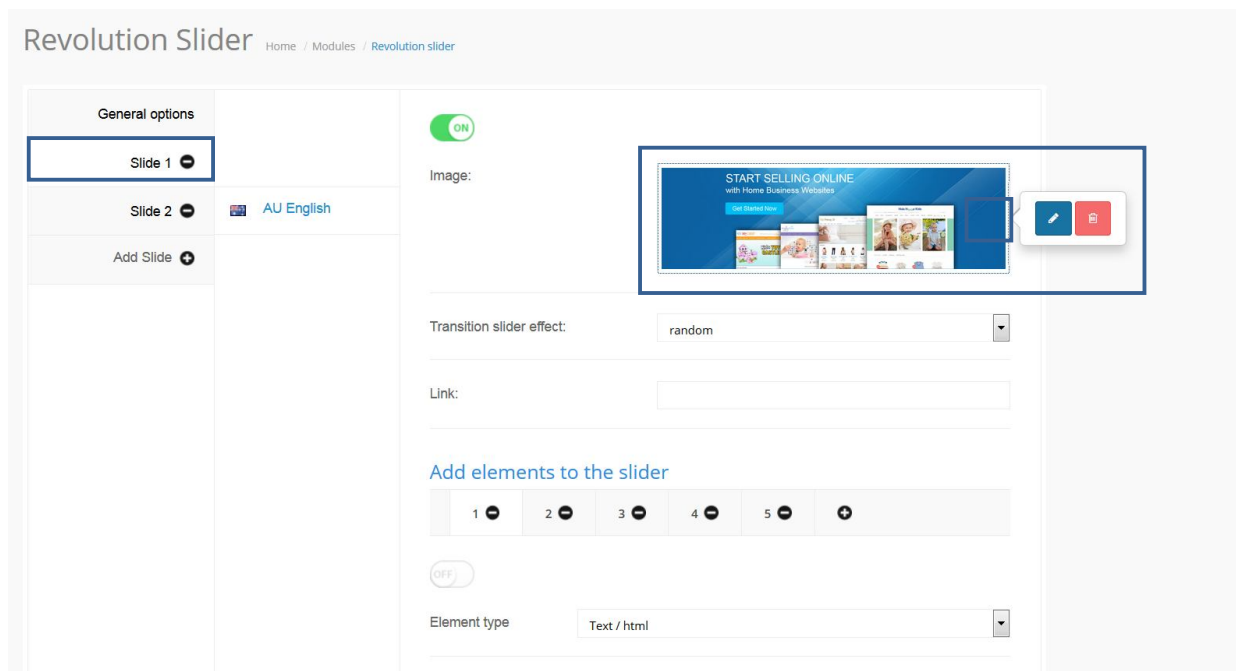


Click on Existing modules



Click Edit beside the name of the slider

Click to select a slide from the left hand side menu
e.g.: Slide 1, Slide 2, Slide 3



To replace the slide image, click on the image and then click on the Edit icon
Use Image Manager to upload and select a new banner

WARNING: If you are not familiar with graphics, do not have skills editing and creating graphics etc., you should avoid making changes to website banners yourself.

NOTE: Any banner images that you add to your website should be exactly the same size as the images you are replacing.

To edit slide text, under the heading 'Add elements to the slider' click on each element and make the changes in 'Text / html' field.

WARNING: Be very careful when selecting and clicking on an element.  You will need to click in the bottom corner or top corner of the tab to select it.  If you click on the minus sign (or too close to the minus sign) it will be deleted.



Click the Save icon

NOTE: To edit or change other banners or graphic content on your website home page refer to <u>Edit Other Website Banners, Banner Links and Graphic Content</u> on page 10.

NOTE: If banner text is not animated (e.g.: not scrolling or moving) and is in a fixed position - this means that the text is part of the graphic.  The only way to edit this text would be to replace the graphic.

NOTE:  If your website is setup using sliding product banners (e.g.: displaying actual products from your store), refer to 'Additional Features', Product Slider section for instructions.

An example of sliding product banners using Advanced Product Slider is shown below. This is an additional feature, not installed on all websites.

## EDIT: OTHER WEBSITE BANNERS, BANNER LINKS AND GRAPHIC CONTENT

The following instructions can be used to edit or change any other banners or graphic content on your website.

### Website Banners and Banner Text

Admin > Extensions > Modules

Locate HTML Content Image Blocks heading and click the Edit icon beside the name of the banner to edit e.g.: Home Bottom Banner



To edit text, click to select the Block HTML/php tab



Make changes to the text

Click the Save icon

Images can also be included on the Block HTML/php tab

To edit or replace an image click to select it, then press the Delete key on your keyboard. This deletes the image.

To upload a new image, click on the Image icon in the toolbar
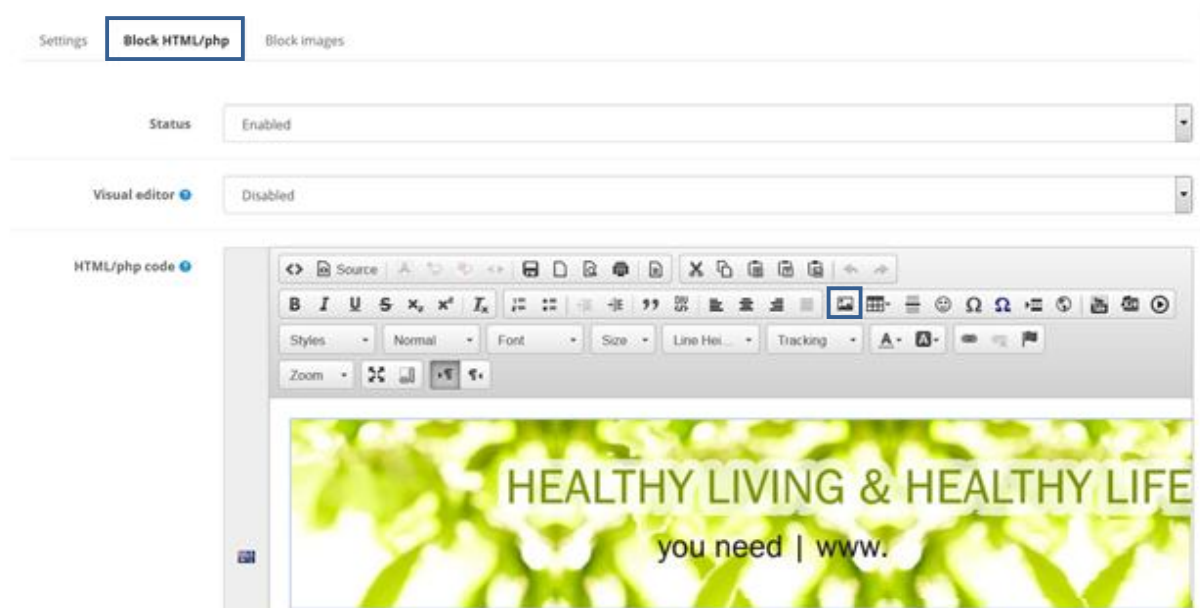
Click Browse Server
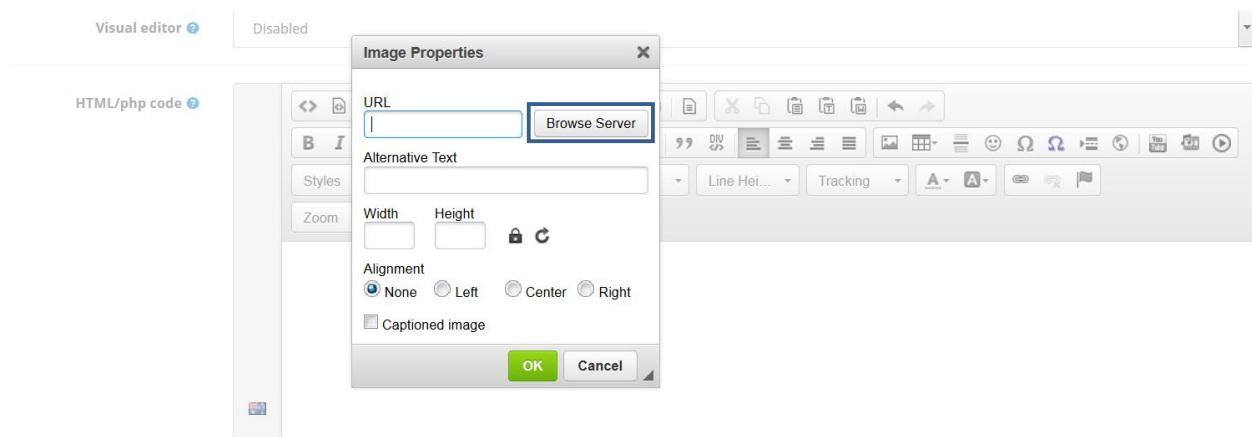
Upload a new image using Image Manager

Click to select
Click the Save icon

NOTE: Any banner images that you add to your website should be exactly the same size as the images you are replacing.

## Linked Website Banners

Banner images that are linked (can be clicked and linked to a page on your website) can be edited in Block Images tab.

From HTML Content Image Blocks module, click to select Block Images tab

Click to select an image and then click the Edit icon



Use Image Manager to upload a new image then click to select it

Edit the link if required (to link the image to a specific website page)

The example below will link the image to the fitness category / fitness page



Include an optional Title

Click the Save icon

**WARNING:** If you are not familiar with graphics, do not have skills editing and creating graphics etc., you should avoid making changes to website banners yourself.
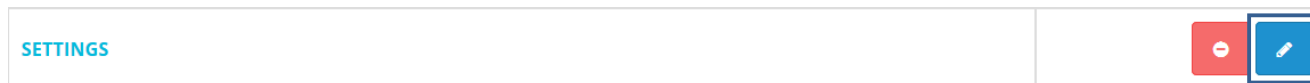
**NOTE:** Any banner images that you add to your website should be exactly the same size as the images you are replacing.

## SETTINGS: CHANGE WEBSITE COLOUR SCHEME

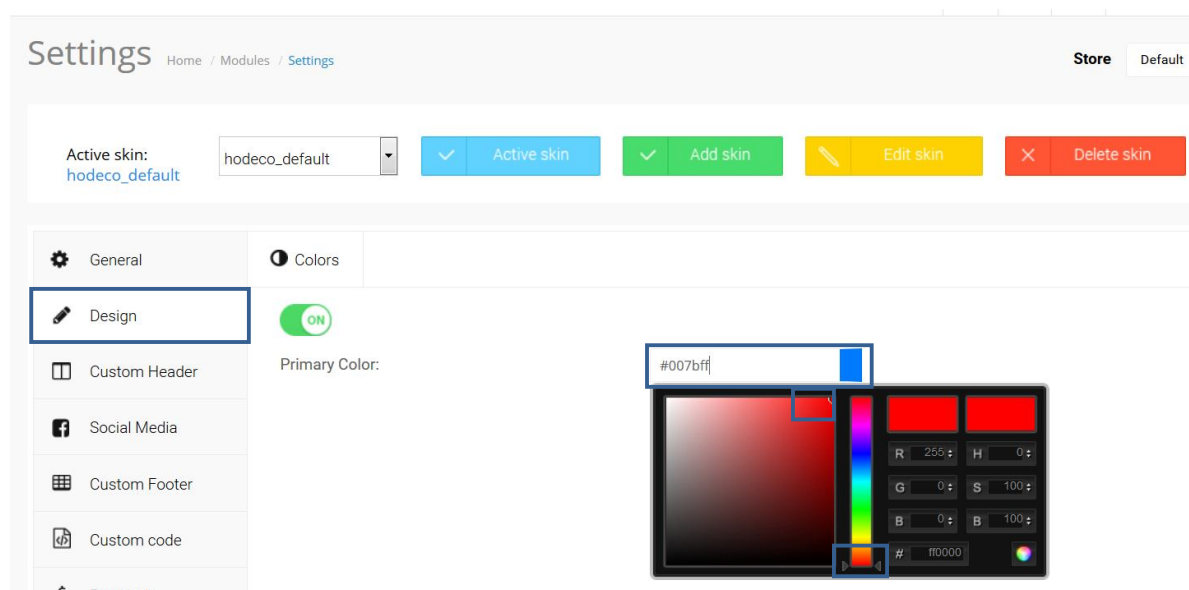This is the module that controls your website colour scheme.

Admin - Extensions - Modules

Locate the Settings module and click Edit

| | | |
|---|---|---|
| **SETTINGS** | | ⊖ ✎ |

Click on the Design tab
Click inside the Primary Color selection box



Use the colour selection tool to select a primary colour for your store.
Drag the selection arrows up and down to change the colour, then use the colour/shade selection dot to select the shade within the colour, this can be dragged anywhere inside the square.
When you have chosen a colour, click anywhere outside of the colour selector to insert the hex number for that colour.

Click the Save icon

The Primary Colour will be applied to hi-lights, selectors and buttons on your website.

Note: This website design does not use a background wallpaper or colour.

⚠️ WARNING: Please ensure that you do not make changes to any other modules or settings other than those outlined here. Doing so may cause your website to stop functioning!!

Please ensure that you take a backup prior to making any changes to settings!

## SETTINGS: EDIT HEADER & FOOTER INFORMATION - INCLUDES HEADER TEXT, CONTACT US & SOCIAL MEDIA BUTTONS

### Settings - Header Text

This is the optional text that may be displayed in the header of your website, located to the right of your logo.
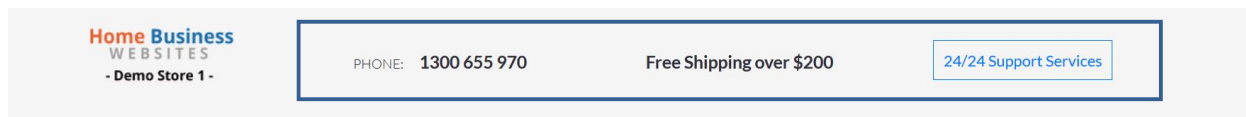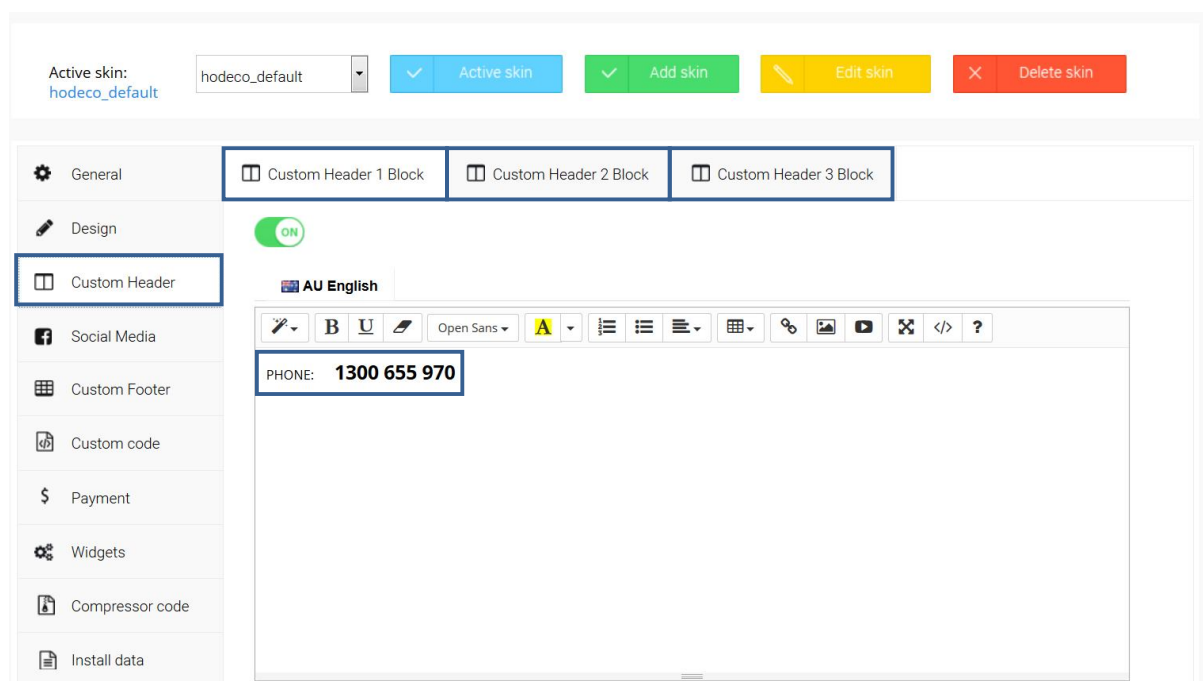
Admin - Extensions - Modules

Locate the Settings module and click Edit

Click on the Custom Header Tab
Click to choose a Header Block  eg:  Block 1, Block 2 or Block 3
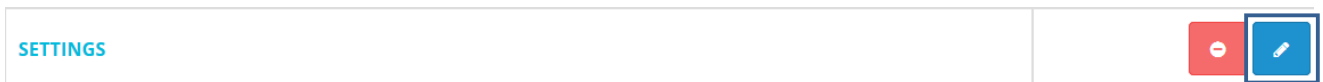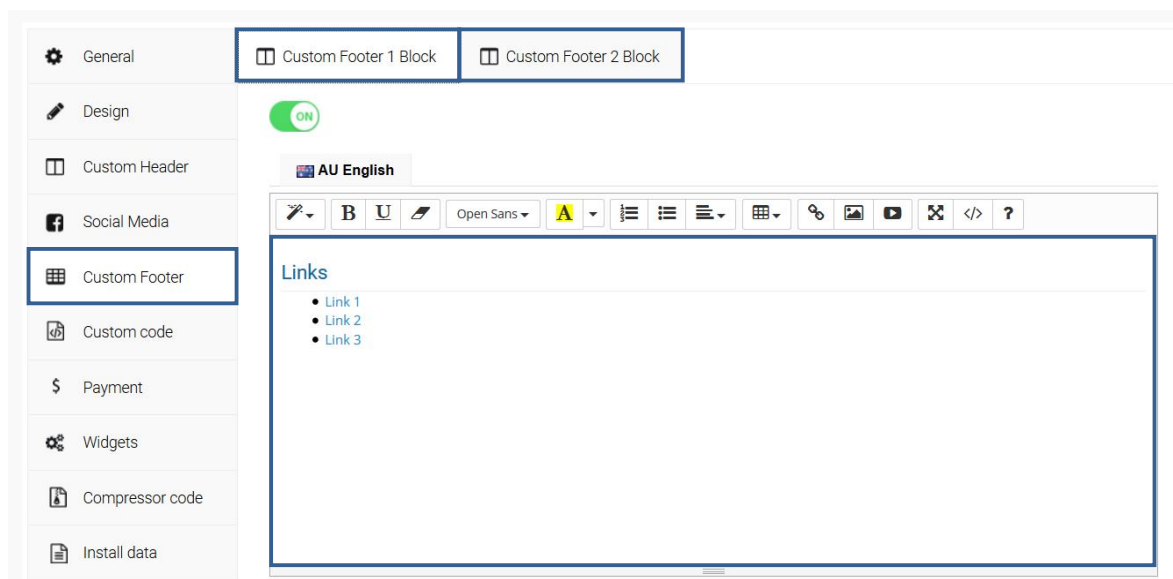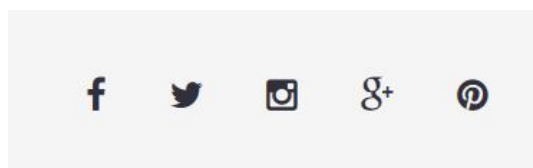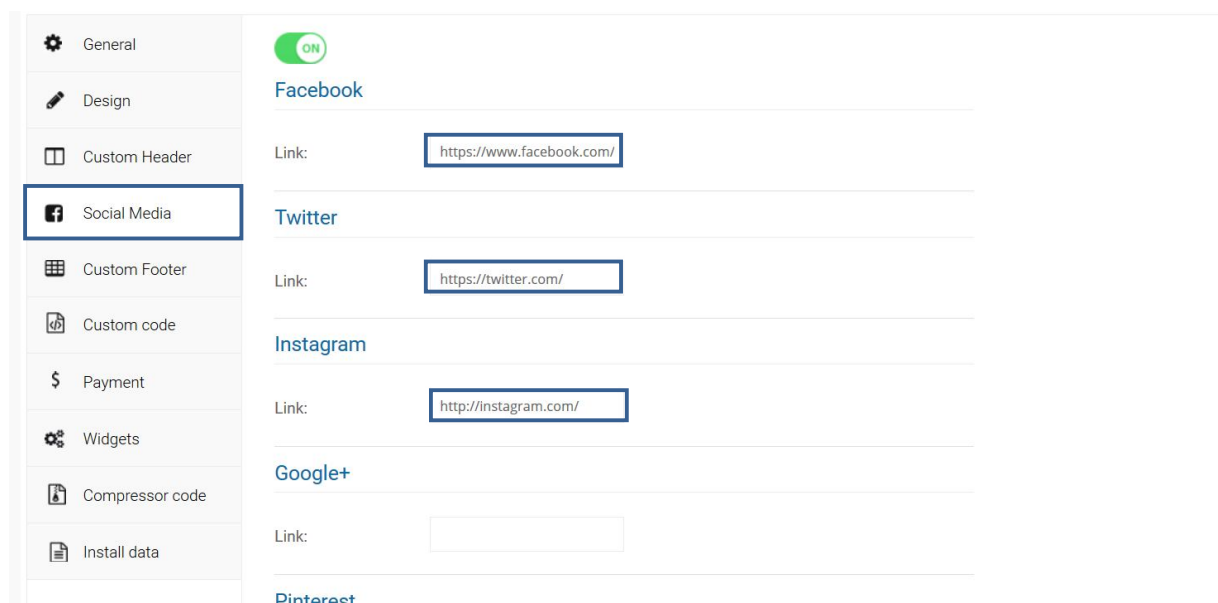
Edit text
Click the Save icon

## Settings - Footer Text

This is the optional text that may be displayed in the footer of your website (bottom left side of the footer).



Admin - Extensions - Modules

Locate the Settings module and click Edit



Click on the Custom Footer Tab
Click to choose a Footer Block  eg:  Block 1, Block 2



Edit text
Click the Save icon

Settings: Edit Footer Social Media Buttons & Links

Social Media links are displayed in the footer (bottom area) of your website.



From the settings module, click Social Media tab



Edit Social Media Links and replace them with the links to your social media pages.

In the following examples replace Home Business Websites (text in red) with your own social media page names.

https://www.facebook.com/*homebusinesswebsites*
https://twitter.com/*HBWebs*
https://www.instagram.com/*homebusinesswebsites*
https://plus.google.com/*+HomebusinesssolutionsAustralia/posts*

Click the Save icon
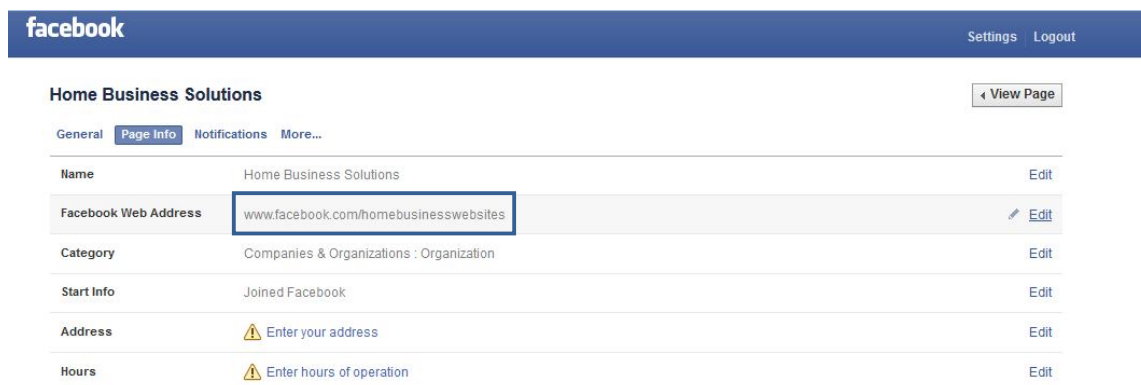


TIP: To update your Facebook, Twitter and Google+ Profile etc links. The following instructions will show you where to find your Facebook, Twitter and Google+ Profile URL's. You can leave blank any social media icons that you are not using.

## Facebook:
Login to Facebook
Click Edit Page, Edit Settings
Click on Page Info tab

| facebook | | | Settings \| Logout |
|---|---|---|---|
| **Home Business Solutions** | | | ◀ View Page |
| General **Page Info** Notifications More... | | | |
| **Name** | Home Business Solutions | | Edit |
| **Facebook Web Address** | www.facebook.com/homebusinesswebsites | | ✏ Edit |
| **Category** | Companies & Organizations : Organization | | Edit |
| **Start Info** | Joined Facebook | | Edit |
| **Address** | ⚠ Enter your address | | Edit |
| **Hours** | ⚠ Enter hours of operation | | Edit |

Facebook Web Address:     This is your Facebook Profile/Web Address (highlighted in the following example); www.facebook.com/homebusinesswebsites

## Twitter:
Copy your Twitter URL directly from the address bar of your Twitter page (highlighted in the following example); www.twitter.com/HBWebs

## Google+ Profile:
Login to Google+
Click on this link or type into your browser: https://plus.google.com/me
Look at the URL in the address bar, it should look something like:
https://plus.google.com/108989262465024864097/posts OR
https://plus.google.com/+HomebusinesssolutionsAustralia/posts

The part of the address that is highlighted in blue is the link that you paste into the URL field  e.g.:
https://plus.google.com/+HomebusinesssolutionsAustralia

## Other:
Other social media pages such as Instagram, Pinterest, Flickr, Vimeo, Tumblr etc, Copy the URL directly from the address bar of the social media page.

## SETTINGS: WIDGETS (SOCIAL MEDIA & CUSTOM)

Widgets are the right hand side, slide out tabs for Facebook, Twitter and Custom.
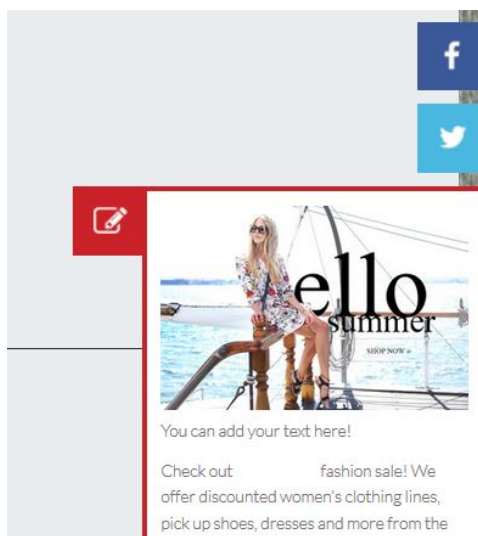


Admin > Extensions > Modules

Locate the Settings module and click Edit
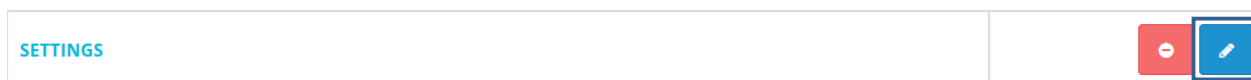


## Widgets: Facebook

Click on the Widgets Tab
Click on Facebook tab
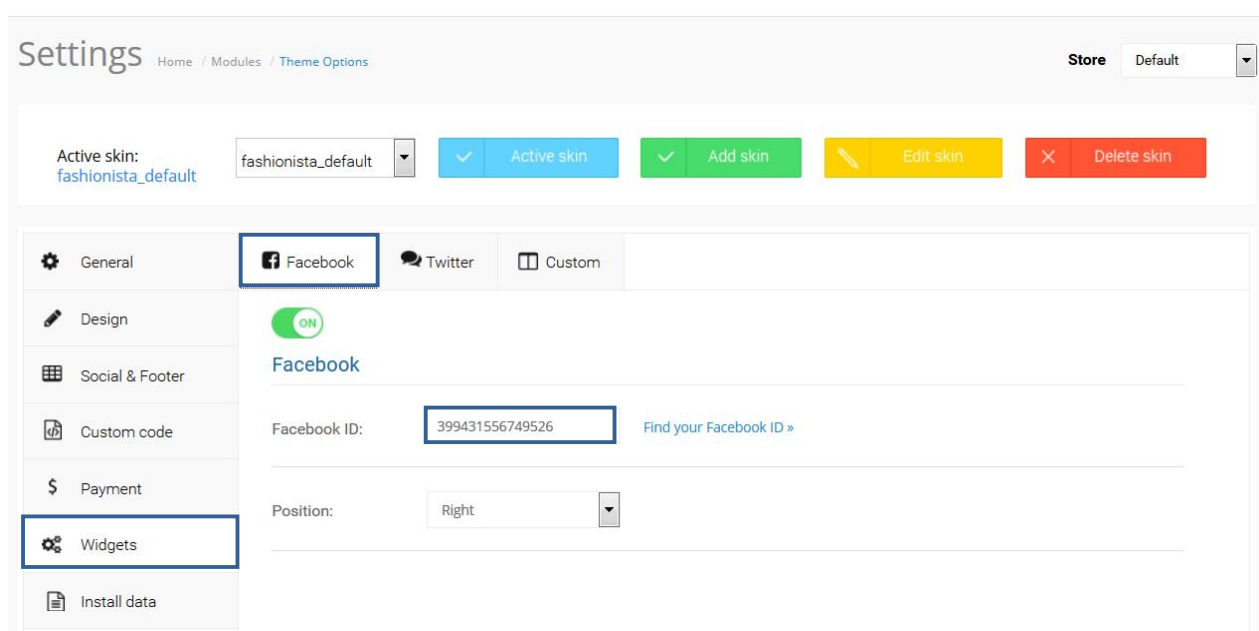


Enter Facebook ID
Click the Save icon

## Widgets: Twitter

Click on the Widgets Tab

Click on Twitter tab



Enter Twitter username
Click the Save icon

## Widgets: Custom

Click on the Widgets Tab

Click on Custom tab



Edit Text and/or Image and click the Save icon

## EDIT: HOME PAGE TEXT

This is referring to editing any block of text and content on your website, including the Welcome text.

Admin - Extensions - Modules

Locate the Html Content heading and click to edit Welcome, this is the Welcome Text on your website home page.

| HTML Content | | ⊖ ✚ |
| --- | --- | --- |
| - Column Right Banner | | 🗑 ✏ |
| - Home Bottom Banner | | 🗑 ✏ |
| - Middle Bottom Banner 1 | | 🗑 ✏ |
| - Middle Bottom Banner 2 | | 🗑 ✏ |
| - Middle Left Banner | | 🗑 ✏ |
| - Middle Right Banner | | 🗑 ✏ Edit |
| - Welcome | | 🗑 ✏ |

Make changes to the welcome text

Ensure status is set to Enabled

| Module Name | Welcome |
| --- | --- |

🇦🇺 AU English

| Heading Title | Heading Title |
| --- | --- |

Description

Welcome to our Online Store!

| Status | Enabled |
| --- | --- |

Click the Save icon