GUNWEB SYSTEMS USER GUIDE

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GUNWEB SYSTEMS USER GUIDE

1. HOMEPAGE

1.1 HOME: EDITING THE 'ABOUT US' COPY ON THE HOMEPAGE

HOME PAGE	PRODUCTS	NEWS	CASE STUDIES	TESTIMONIALS	CONTACT US	BLOG	
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Select 'Content management' from the left hand sidebar in the control panel. Select 'Topics (pages)' from the dropdown menu that appears. From the table that appears on the main page, click 'Edit' alongside 'AboutUs'.

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You will be taken to the following page where you can add/amend the copy in the page 'Title' and 'Body' copy fields:

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1.2 PRODUCTS: EDITING THE PRODUCT CATEGORIES THAT APPEAR IN THE DROP DOWN MENU UNDER 'PRODUCTS'

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When a user clicks on 'Products' in the top nav, a sub menu opens containing a number of product categories. To select the product categories to appear in this sub menu, select 'Plugins' from the left hand side bar then select 'Categories' from the drop down menu that appears - you will see a table entitled, 'Manage Categories' appear on the main page. Click 'edit' next to the category you would like to appear in the sub menu.

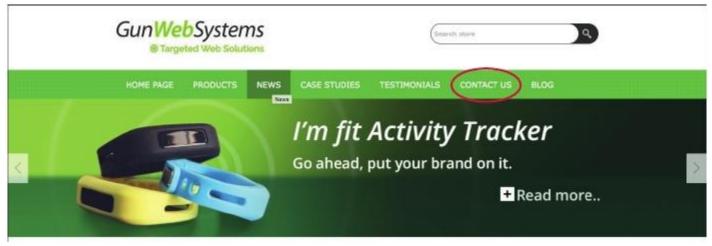
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You will see the page below appear.

Ensure the boxes next to 'Include in top menu' and 'Published' are ticked. Click on the 'Save' button or the 'Save and Continue Edit' button in the top right hand corner of the page.

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1.3 CONTACT US 1.3.1 EDITING THE COPY ON THE 'CONTACT US' PAGE



When a user clicks on 'Contact us' in the top nav, the following page appears and you can edit the text that appears under the 'Contact Us' heading:

Put your contact information here. You can edit this in the admin sh			
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Your email	Enter your email address	•	
	Enter your enquiry		
Enguiry		•	

To edit the text, select, 'Content Management' then 'Topics (pages)' from the drop down menu that appears. Then from the table that appears on the main page, click on 'Edit' in the final column on the 'ContactUs' row:

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You will then be able to edit the text that appears on the 'Contact Us' page here before clicking on the 'Save' button to retain your changes.

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1.3 CONTACT US

1.3.2 EDITING THE EMAIL ADDRESS IN THE CONTACT US FORM

To edit the email address in the 'Contact Us' form (i.e. the email address that customer enquiries will be sent to), select 'Configuration' then 'Email accounts' from the left hand side bar. From the main page, click 'Edit' alongside the existing email address:

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Enter the correct email address into the 'Email address' field and 'Email display name' field (this is how it will display on the page). Then click on the 'Save' button or the 'Save and Continue Edit' button in the top right hand corner of the page.

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1.4 BLOG: EDITING AND ADDING ITEMS TO THE BLOG



When a user clicks on 'Blog' in the top nav, the following page appears showing the latest blog post. Users can scroll down the page to see previous blog posts or select from the menu on the left hand side.



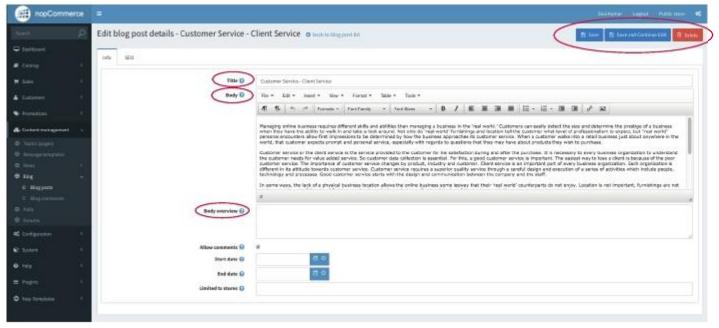
To edit existing blog posts or add new ones, click 'Content management' then 'Blog' and 'Blog posts' from the left hand menu. On the main page you can either:

- edit an existing post by clicking on 'Edit' alongside the blog post you with to change.

- add a new blog post by clicking on the 'Add new' button in the top right hand corner of the page.

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When you select 'Edit' against an existing post, the following page will appear where you can edit the 'Title', 'Body' (copy) and 'Body overview' before clicking on the 'Save' button in the top right hand corner of the page.



When you click on the 'Add new' button, the following page appears and you can create a new blog post by adding text into the 'Title', 'Body' and 'Body overview' fields before clicking on the 'Save' button in the top right hand corner of the page.

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1.5 NEWS: EDITING AND ADDING NEWS ITEMS



When a user clicks on 'News' in the top nav, the following page appears and you can edit and add to the news stories that appear here:

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HOME PAGE PRODUCTS	NEWS CASE STUDIES TESTIMONIALS CONTACT US BLOG					
Categories	News	3				
Awards & Recognition	Check out our latest template!					
Badges & Lanyards	-Wednesday, December 7, 2016 New Brandsites Template coming to a site near you!					
Bags						
Banners, Flags & Signs	Setain					
Calendars & Diaries	Check out our latest offers					
Caps & Hats	-Wednesday, August 13, 2014					
Clocks & Watches	Lorem ipsum faucibus lacinia integer duis integer sodales accumsan					
6 Food & Beverage	details					
Fun & Games						
B Golf Items	Find out about our products					
	-Wadnesday, August 13, 2014					

To edit a news item, select, 'Content Management' then 'News' from the drop down menu that appears, followed by 'News Items'. Then from the table that appears on the main page, click on 'Edit' in the final column against the news item you wish to edit.

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You will then be able to edit the text in the 'Title', 'Short Description' and 'Full description' before clicking on the 'Save' button in the top right hand corner:

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O Rep-Templates 1	Limital to stores () Published ()	is and or to use this based on all grows have to disable the following setting: Catalog setting: - Lignore "Sinit per store" sales.

To add another news item, click on 'Content Management' followed by 'News' and 'News Items' in the left hand menu. On the main page, click on the 'Add new' button in the top right hand corner.

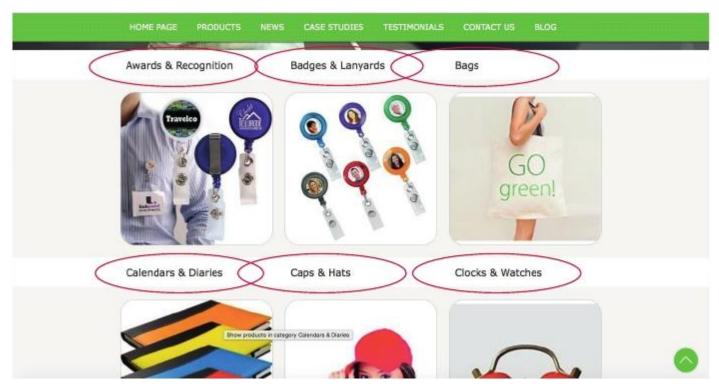
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To add another news item, click on 'Content Management' followed by 'News' and 'News Items' in the left hand menu. On the main page, click on the 'Add new' button in the top right hand corner. You will then be taken to the following page where you can add a 'Title', 'Short description' and 'Full description' before clicking on the save button in the top right hand corner of the page.

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2 HOMEPAGE 2.1 EDITING THE CATEGORIES THAT APPEAR VISUALLY ON THE HOMEPAGE

You can choose to display certain categories visually on the homepage.



In order to select which products you would like to appear here, select 'Plugins' from the left hand side bar.

Then select 'Categories' from the drop down menu that appears - you will see a table entitled, 'Manage Categories' appear on the main page.

Click 'edit' next to the category you would like to appear visually on the homepage.

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You will see the page below appear.

To upload an image to represent the category on the homepage, click on the 'Upload a file' button and then select the file from where it is saved on your machine.

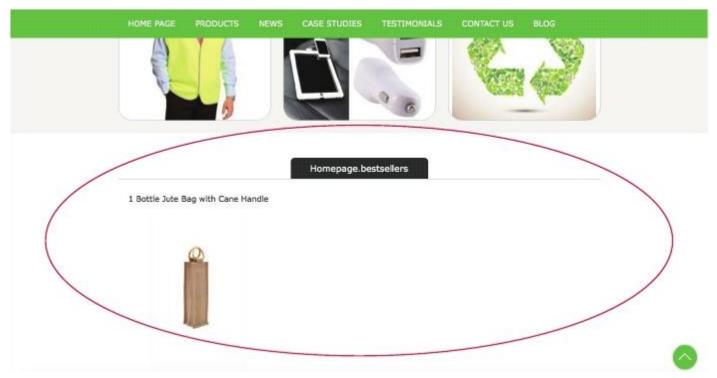
Ensure the boxes next to 'Show on Home Page' and 'Published' are ticked.

Click on the 'Save' button or the 'Save and Continue Edit' button in the top right hand corner of the page.

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2.2 HOMEPAGE: SELECTING PRODUCT TO APPEAR IN 'FEATURED PRODUCTS' / 'BEST-SELLERS' / 'NEW PRODUCTS' / SPECIAL OFFERS

Products can be selected to appear under the 'Featured Products' / 'Bestsellers' / 'New Products' / 'Special Offers' tabs on the homepage here:



To select the products you wish to feature in these homepage sections, select 'Plugins' then 'Tab Products' from the drop down menu - you will see a table entitled, 'Tab Products' appear on the main page.

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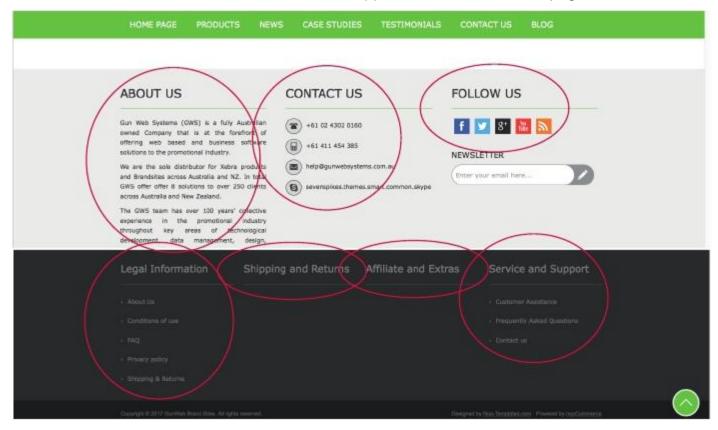
In the 'Tab Products' table you can add a new product by clicking on the 'Add new record' button. A box will appear where you should enter the product reference code. Then use the tick boxes to determine where you want the product to appear (i.e. in 'Featured' / 'Special Offer' / 'New Product' / 'Best Seller' / 'Seasonal') before clicking on the 'Update' button at the end of the row.

To change the categories that an exising product is showing in, find which line the correct product reference is on and click on the 'Edit' button at the end of the same line. Use the check boxes to select the promotions you would like the product to appear in, then click on the update button at the end of the line:

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2.3 HOMEPAGE: SELECTING PRODUCT TO APPEAR ON THE HOMEPAGE AND IN THE FOOTER

You can edit the details in, 'About Us', 'Contact Us', 'Follow Us', 'Legal Information', 'Shipping and Returns, 'Affiliate and Extras' and 'Service and Support' at the bottom of the page:



To edit the titles such as 'Contact Us', 'Shipping and Returns', 'Affiliate and Extras', 'Service and Support' click on 'Nop-Templates' in the sidebar menu followed by 'Themes', then the theme name, then 'Manage Resources'. Scroll down the main page and click the 'Edit' button on the same line as 'Contactus'. You will then see a field appear where you can edit the title if you wish.

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To add links to pages under the various headings in the footer, click on 'Content Management' in the sidebar menu followed by 'Topics (pages)' and a table containing a list of pages will appear in the main page:

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To make a page appear in the footer, click 'Edit' at the end of the relevant line and the following page will open where you can edit the page copy and use the tick boxes to determine where links to this page will appear i.e. 'include in footer' before clicking the 'Save' button in the top right hand corner.

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To make a product appear under the 'New Products' heading, click on 'Plugins' in the sidebar menu and then select 'tab products':

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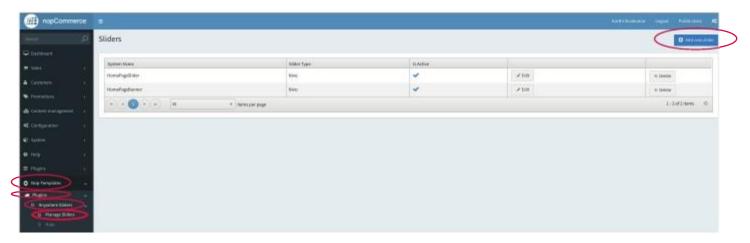
To add links to your social media in the footer, click on 'Configuration' followed by, 'Settings' then 'General settings' and add links to your social media channels as below:

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To add links to your social media in the footer, click on 'Configuration' followed by, 'General settings' and add links to your social media channels as below:

2.4 HOMEPAGE: CHANGING THE LARGE SLIDING IMAGES

In order to do so, click on Nop-Templates, followed by 'Plugins' then 'Anywhere Sliders' and 'Manage Sliders'; you will see a page called, 'Sliders' appear. Here you can add new slider images by clicking on the 'Add new slider' button in the top right hand corner of the page.



You will see the following page, entitled, 'Add new' where you can create a new slider by adding a name in the 'System Name' field, selecting the required options below and saving it using the button in the top right hand corner of the page.

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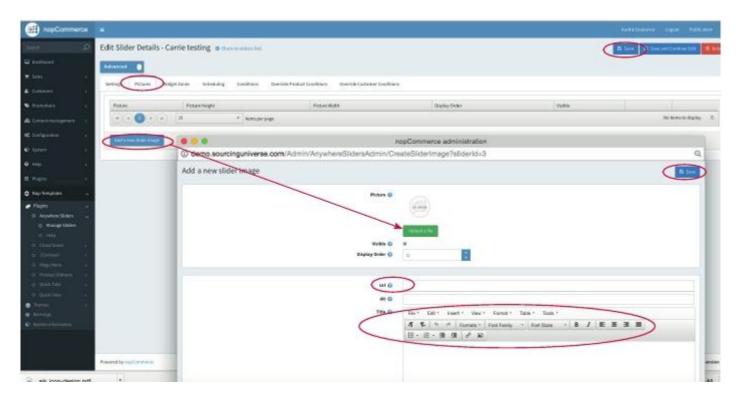
You can add to/replace large images in the image slider on the homepage here:

Once you have created a new slider, it will appear in the list on the 'Sliders' page and you can click on the corresponding, 'Edit' button to develop the slider further:

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You will be taken to the following page where you should click on the 'Pictures' tab. This will open up another window containing an 'upload a file' button - you should use this to select your new slider image from the correct location on your computer.

You can then add a linking url in the 'Url' field below and you can apply and format text to appear on the new slider using the 'Title' section below before saving with the 'Save' button in the top right hand corner and then saving again with the 'Save' button in the top right of the 'Edit Slider Details'



2.5 Editing the Home page text

Select Content Management-Topics and locate Home page Text

HomePageText	~	×	×	×	×	×	×	1	Edit

Select Edit-Add Text including formatting-check Published-Save-Clear Cache

