LivePepper

LivePepper

Back Office

User Guide

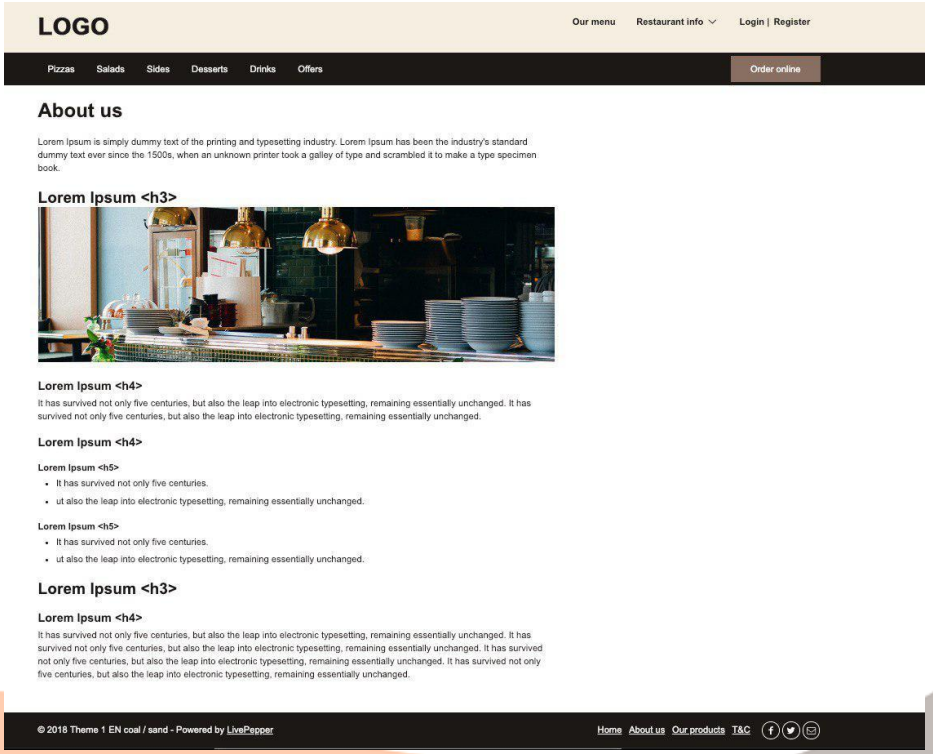
LivePepper

- Static pages

Static pages

1. What does this involve?

- To **enhance your website's content**, you can create new pages whenever you like.
- These **pages are static** and **do not contain any dynamic or product-related content**.
- They consist merely of **text areas and visuals.**
- These pages allow you to present the following:
  - your brand name,
  - your restaurant's rationale or philosophy,
  - your team,
  - your general conditions of sale, etc.

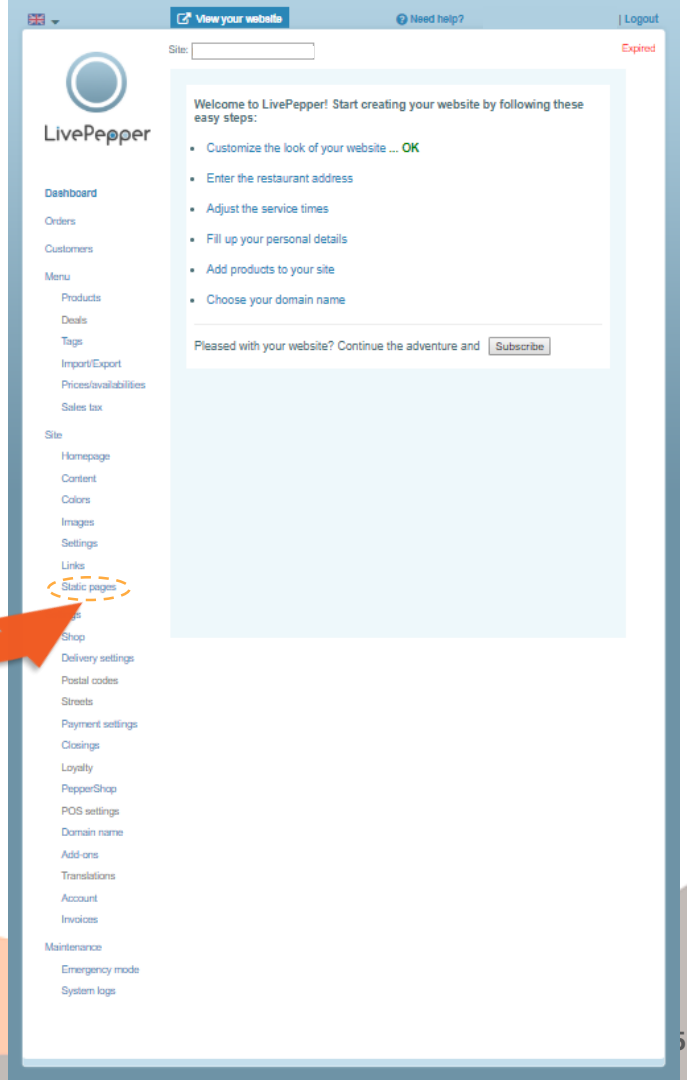


➢ *An example of a static page is shown opposite*

Static pages

2. Accessing the configuration of your static pages

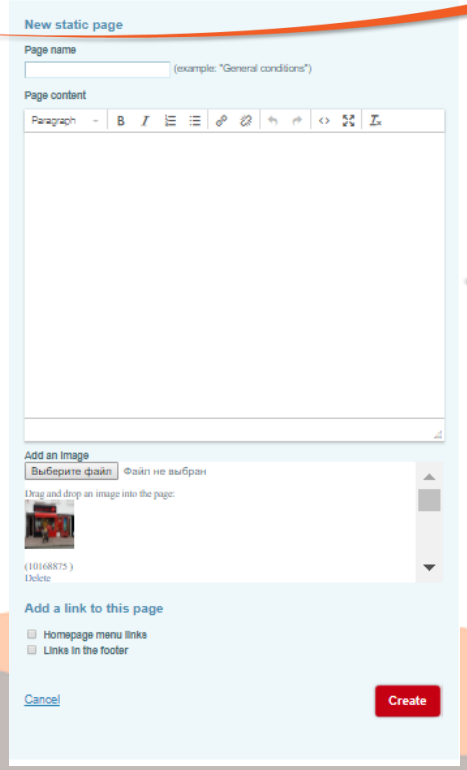
- To access your static pages, **click *"Static pages"*** under the ***"Site"*** subheading in your Dashboard.

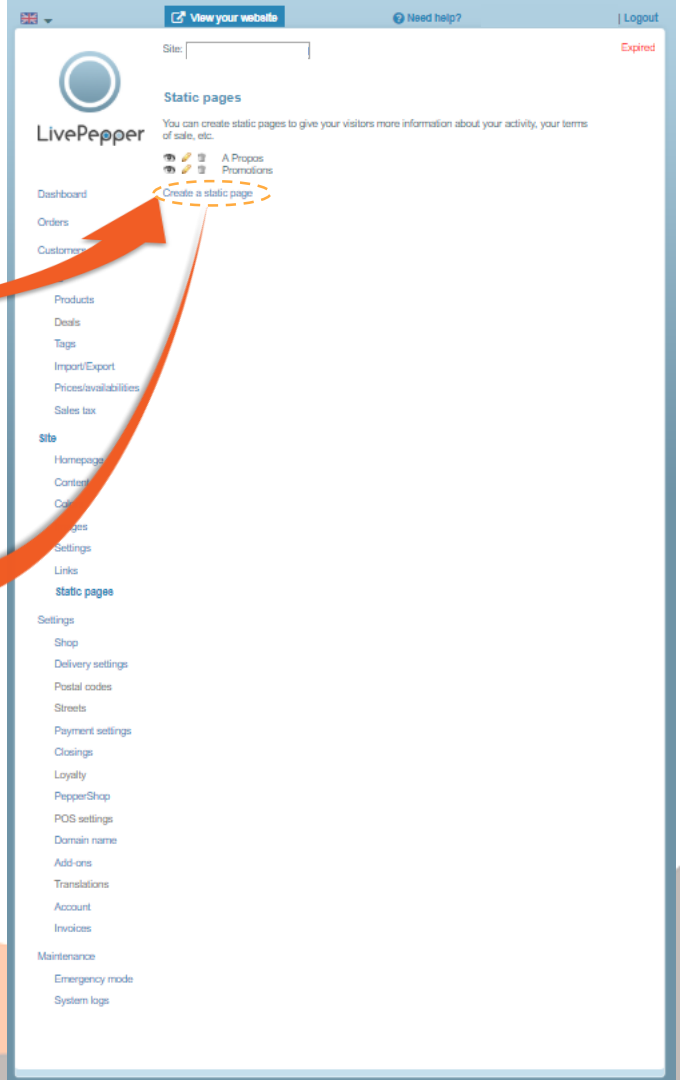


Static pages

3. Adding a static page

- **Click *"Create a static page".***
- This opens a new page to be completed…

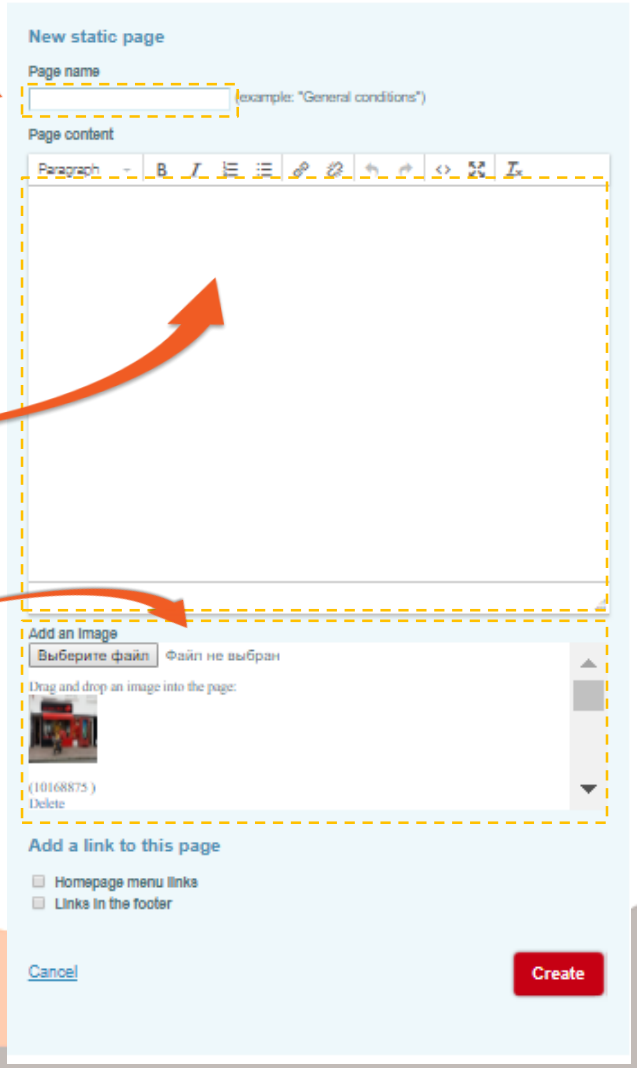




Static pages

4. Configuring a static page

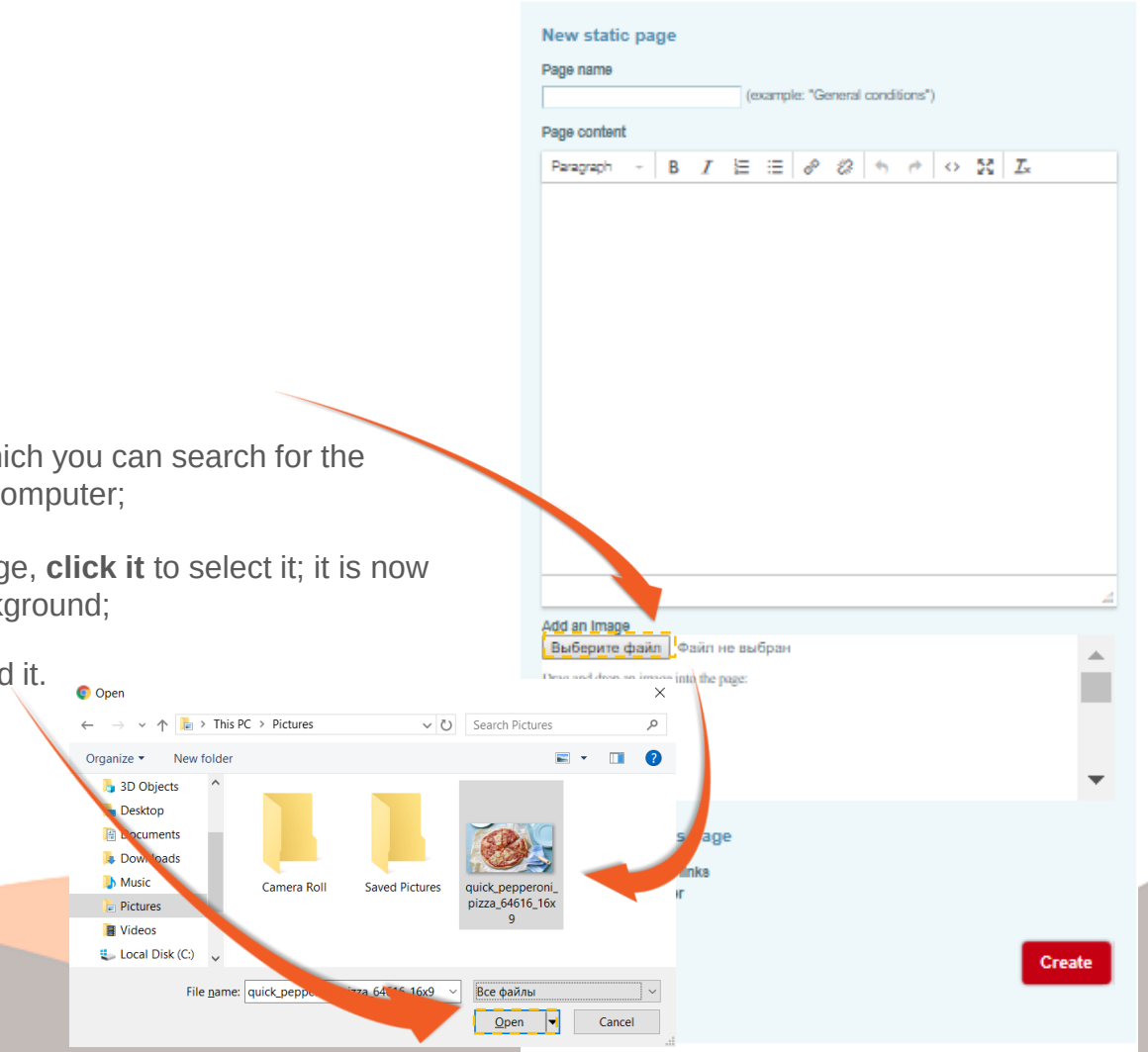
- **Fill in the *"Page name"* field**.
  For example: "Our history" or "General Conditions", etc.
- **Complete the *"Page content"* text field.**
  Use the source code if you are copying & pasting - see the guide's next section.
- You can now **add an image** to illustrate this static page:
  - **either by downloading one** from your computer,
  - **or using one that is already loaded on the site** and listed in the ***"Add an image"*** area.



Static pages

4. Configuring a static page

- To **load a new photo**:
  - click the ***"Select file"*** button;
  - this opens a new window in which you can search for the image of your choice on your computer;
  - once you have found your image, **click it** to select it; it is now highlighted against a blue background;
  - **click** the ***"Open"*** button to load it.
- This new photo is now available in the list of files.



Static pages

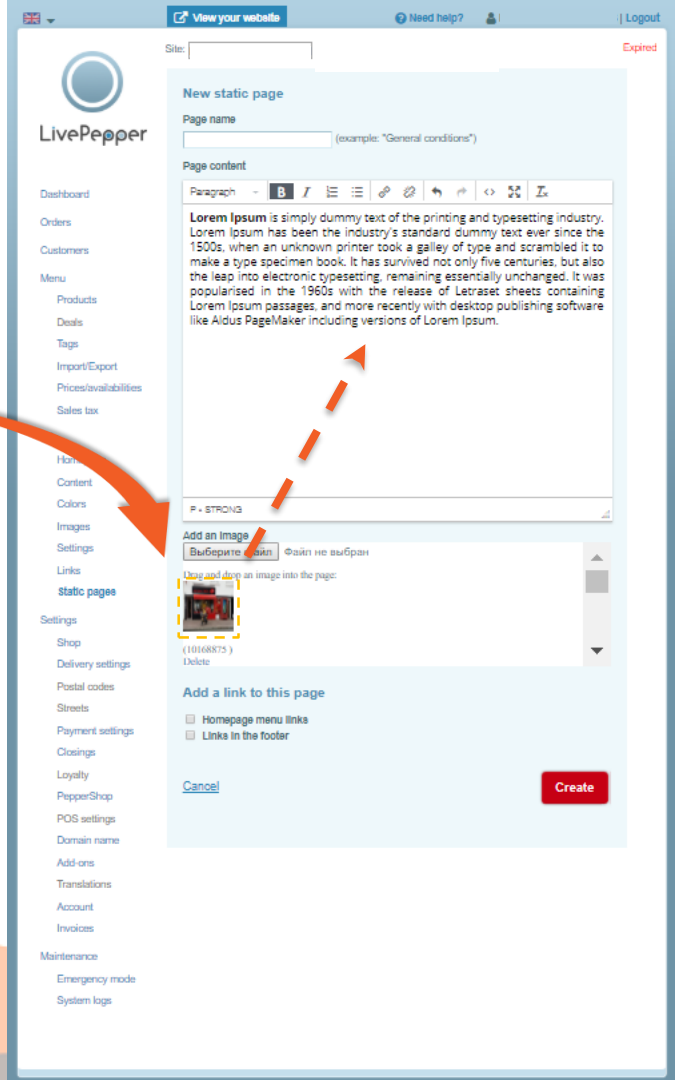
4. Configuring a static page

- **To insert a visual in the text:**
  - **click and hold on the photo** which you want to use,

    Scroll down to access the list of available photos and select the one you want.

  - then **drag the photo to the text area,** and **drop it in the appropriate location**.

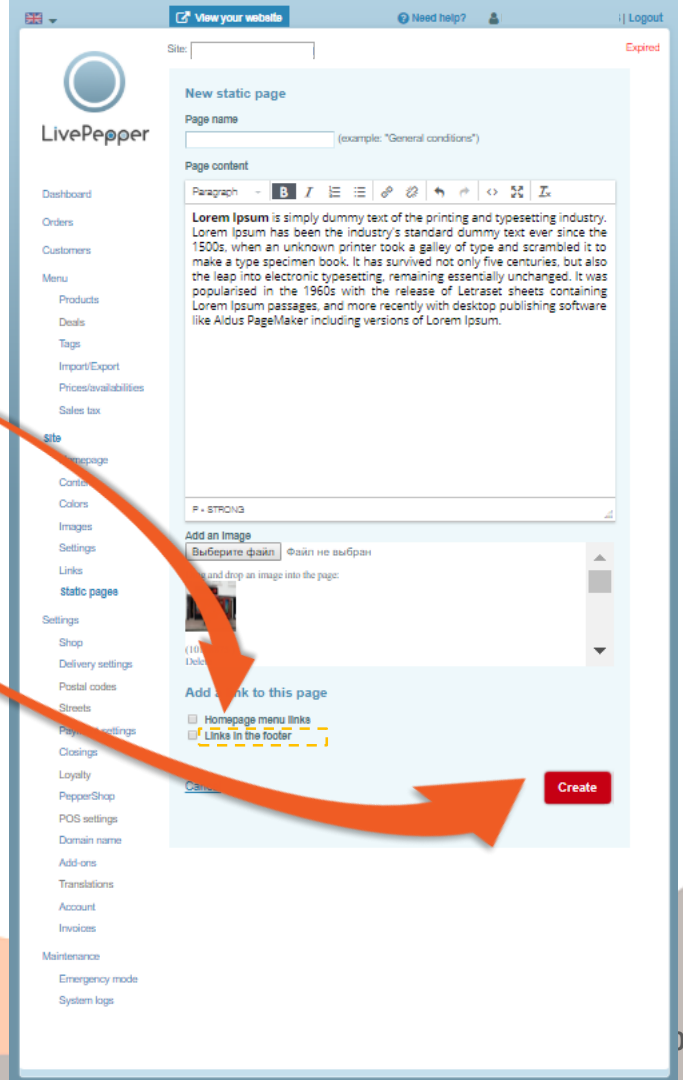
    This is the drag & drop principle.



Static pages

4. Configuring a static page

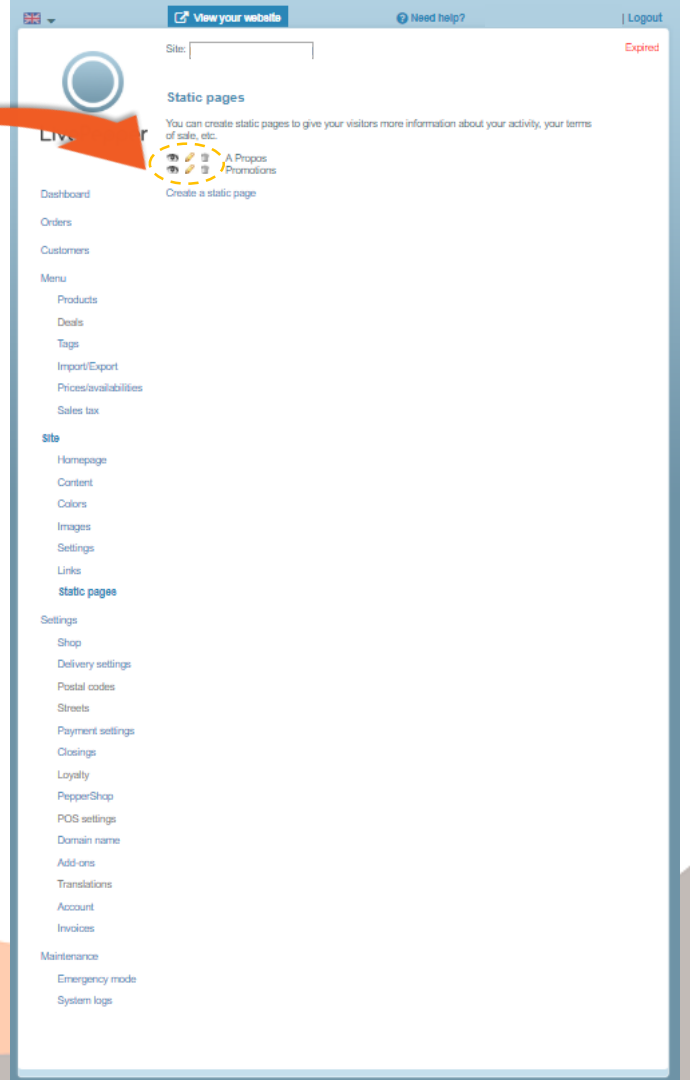
- **Check the *"Links in the footer"*** checkbox to make your page accessible on your site.
- Remember to **click the "Create"** button to finish creating the static page.
- You are taken **back to the initial page** in which the new static page created now appears…



Static pages

5. Modifying a static page

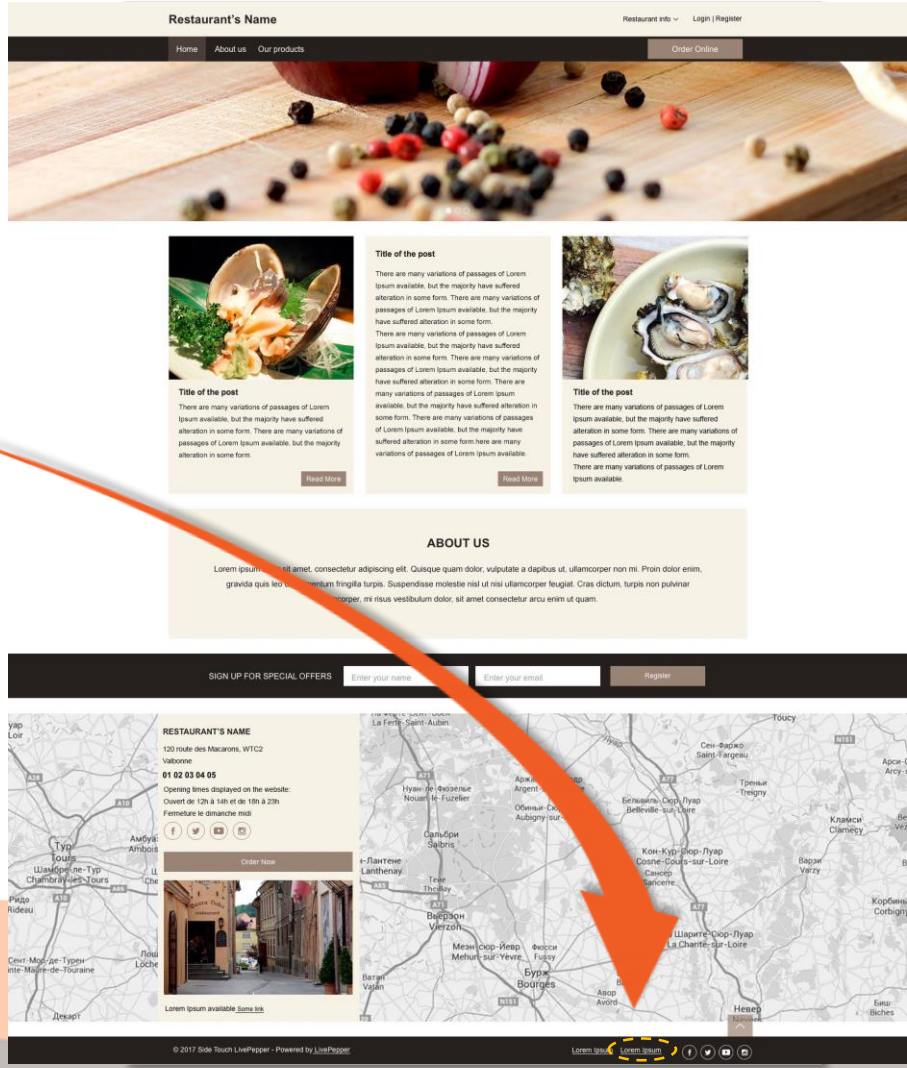
- To modify a static page, click the pencil icon .
- To preview the page in question, click the eye icon .
- To delete a static page, click the trash can icon .



Static pages

6. On your website

- Your customers will be able to **access the content** of your static pages by **clicking on the links in the footer** of your online ordering site.



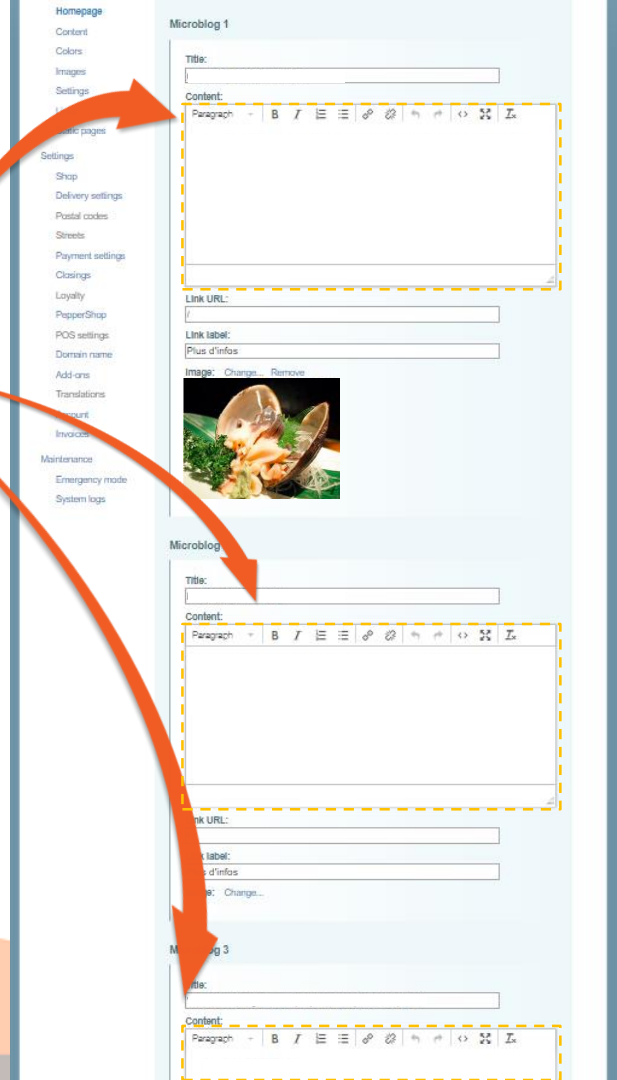
➢ *Opposite is a preview of the* ***home page using a customized version of Theme 1***

- Copying & Pasting in the text fields

Copying & Pasting text

1. Specificity of the text fields

- In the LivePepper back office, **certain sections must be completed with text**.
- **You may well have already written this information elsewhere** (old website, Word file, etc.), in which case you will probably want to **copy/paste** it rather than re-entering it in the field.
- This is perfectly normal and saves precious time! However, you must **proceed carefully**.
- To avoid **"breaking" the layout** of your online ordering site, you must follow our tip for copying/pasting information in the text fields.

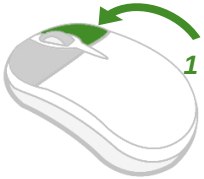


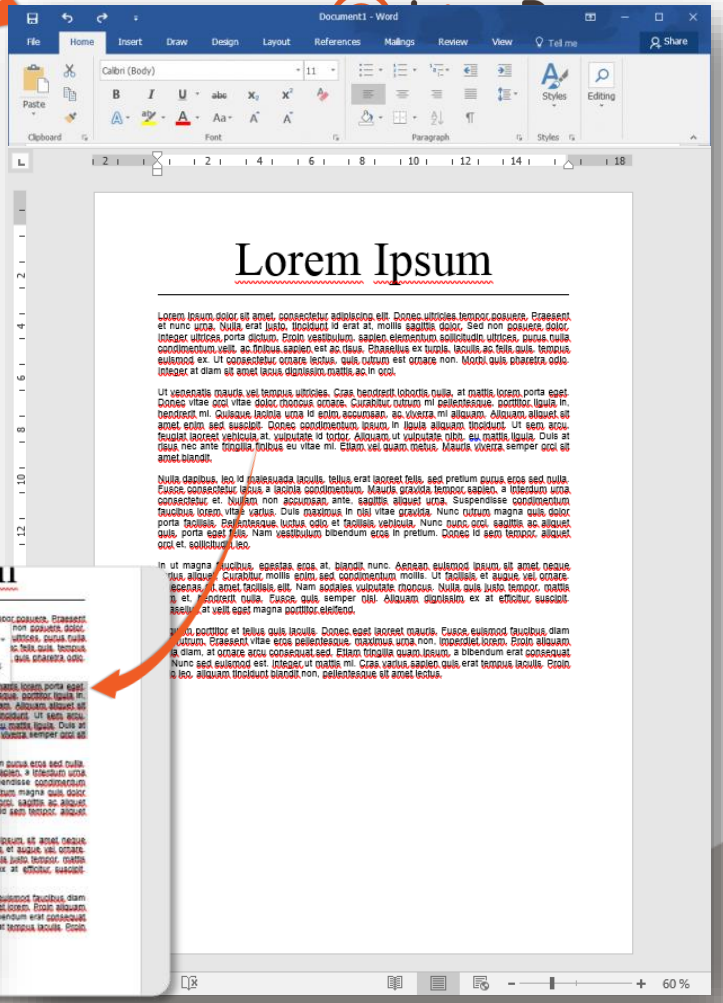
➢ *Excerpts from the homepage customization section of the Back Office*

Copying & Pasting text

2. Copy the existing text

- **Open the file** containing the **text that has already been written**.
- **Select the text** you want to copy.
- **Right-click** and select ***"Copy".***

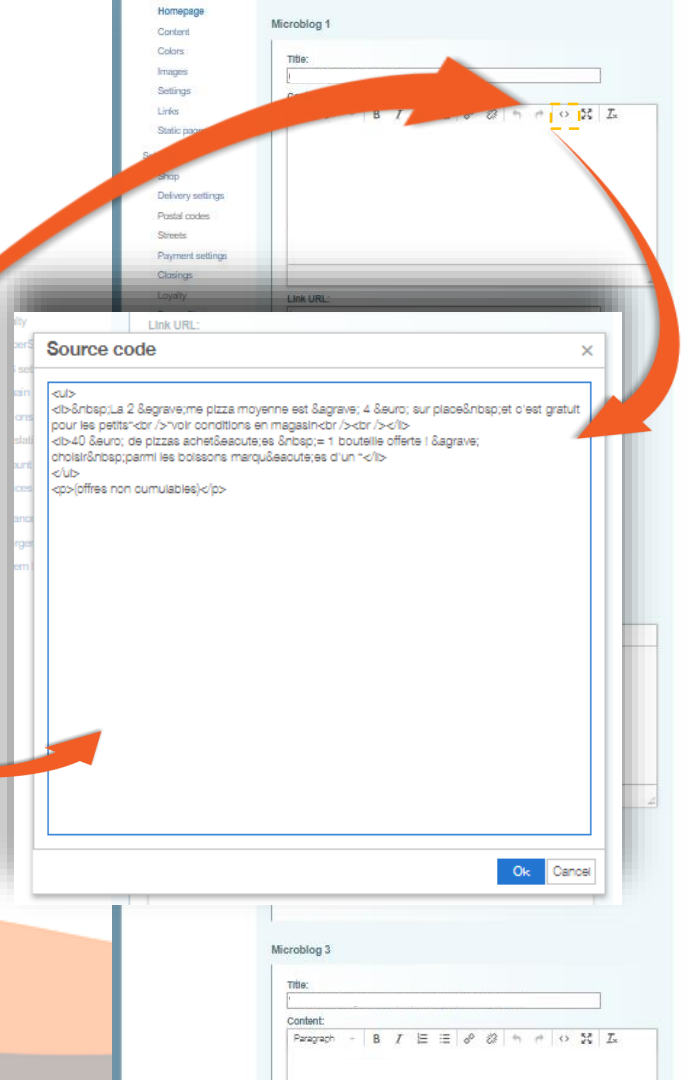




Copying & Pasting text

3. Paste the text in the source code

- **In each text field,** you will be able to access the **source code**.
- This is where you can **paste your text** without any risk of "breaking" your site's layout.
- To access this source code field, click the **"source code" button.**
- A **new pop-up window opens**.

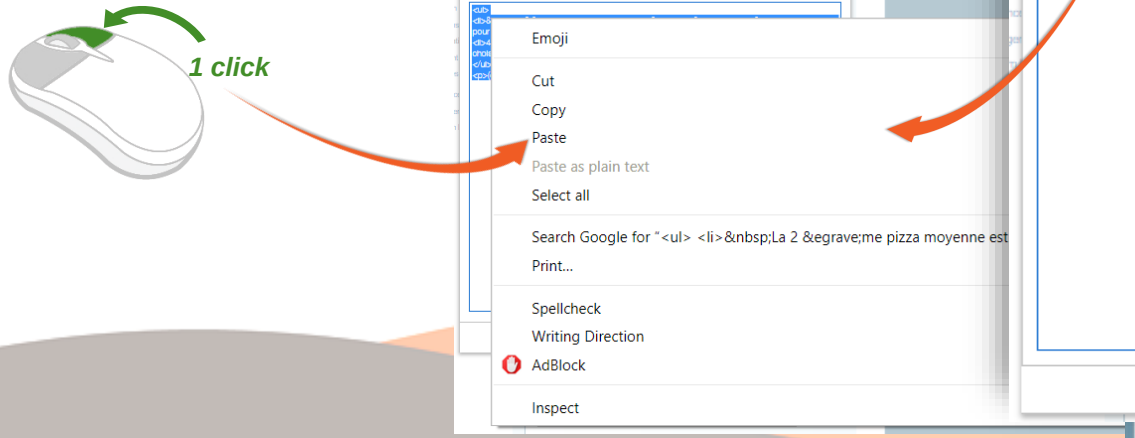


Copying & Pasting text

3. Paste the text in the source code

- **Now select the default, pre-defined text** in the source code frame; it will be highlighted in blue.

- **Right-click** and **paste the new text in its place**.

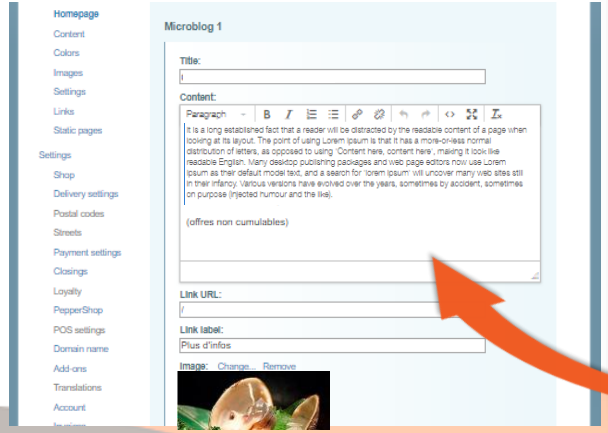


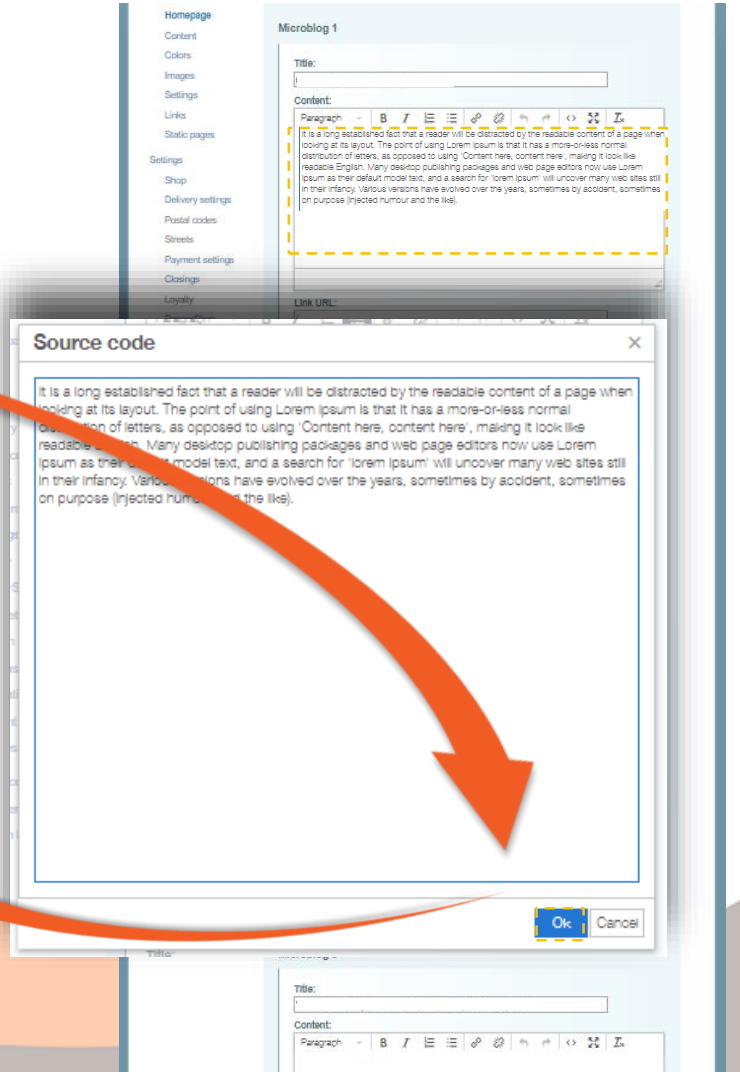
Copying & Pasting text

3. **Paste the text in the source code**

- **Click *"Ok"* to finish.**

- The window closes again, leaving the new text displayed in the white frame.





Remember to click the "Save" button at the bottom of the page to save your changes.

LivePepper

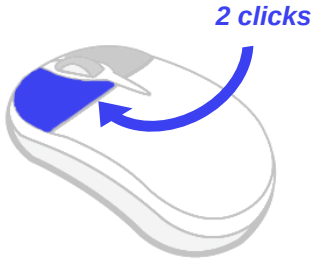
Browsing tools

► Browsing tools

LivePepper

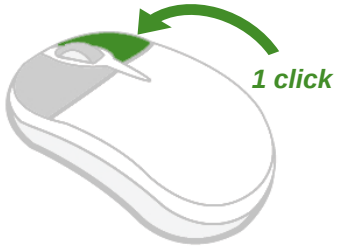
1. **Double click**

   - To double-click, **click the left mouse button twice in quick succession**.



2. **Right click**

   - To right-click, **click the right mouse button once**.



3. **Scroll**

   - To scroll up or down a page, **turn the mousewheel** at the centre of your mouse in the corresponding direction.