LivePepper

LivePepper

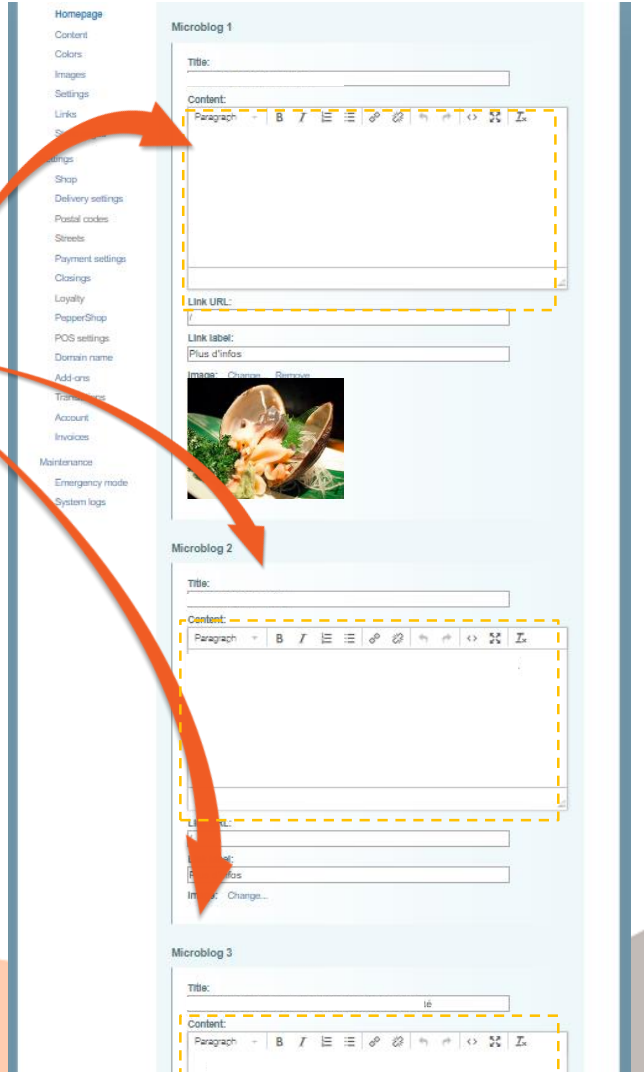
Back Office

User Guide

Entering the homepage content

Entering the content

- In the LivePepper back office, **certain sections must be completed with text**.
- You can **key in your content manually** in these fields.
- **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.

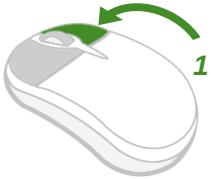


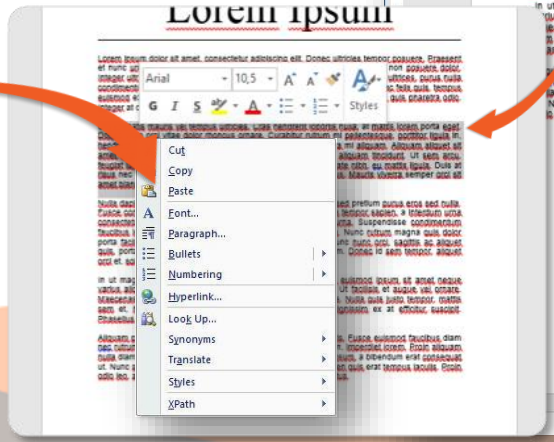
➢ *Excerpts from the homepage customization section of the Back Office*

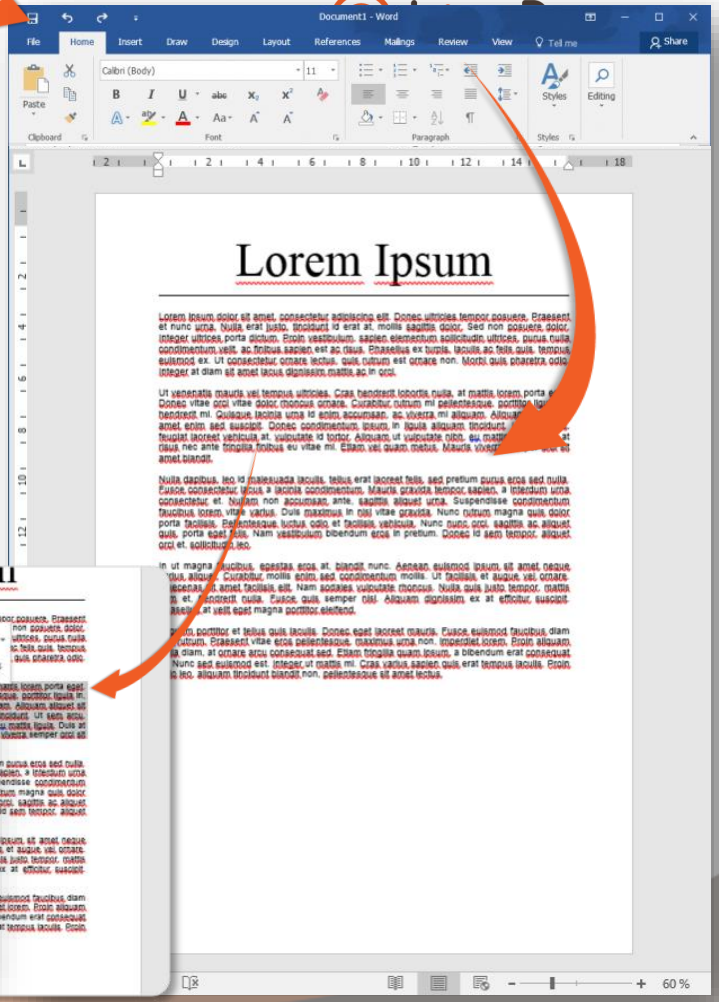
Copying & Pasting text

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".**



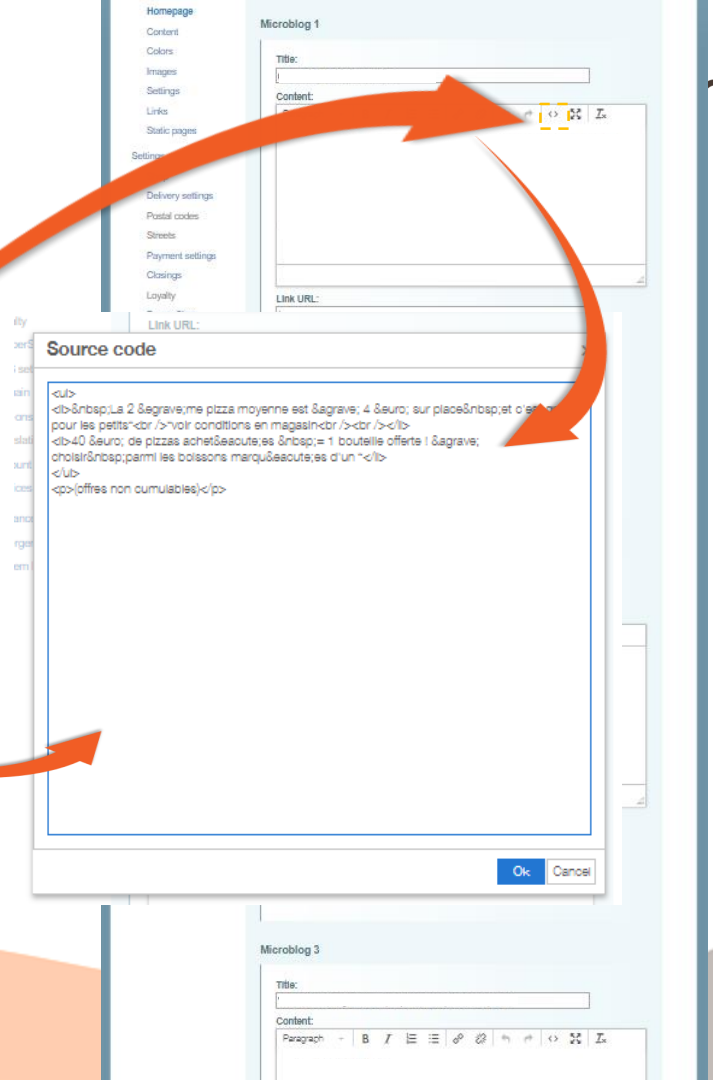




Copying & Pasting text

Paste the text in the source code

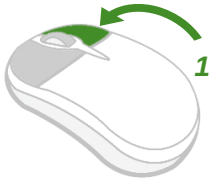
- **In each text field**, you will be able to access the **source code.**
- This is where you can **paste your text** without any risk of "breaking" your site's layout.
- To access this source code field, click the **"source code"** button.
- A **new pop-up window** opens.

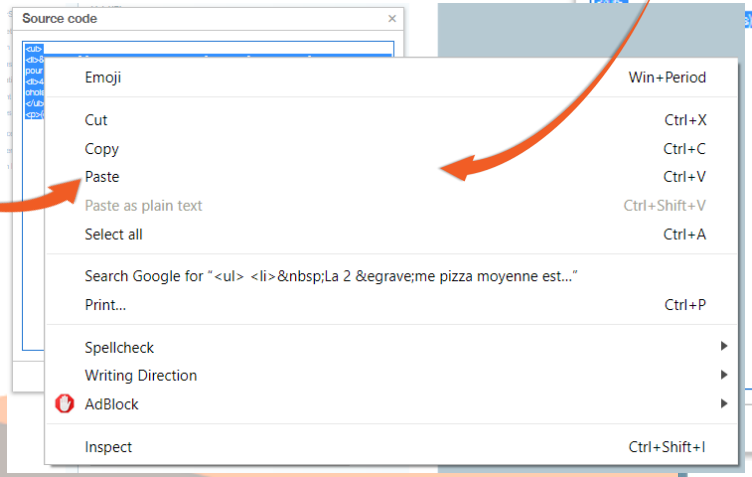


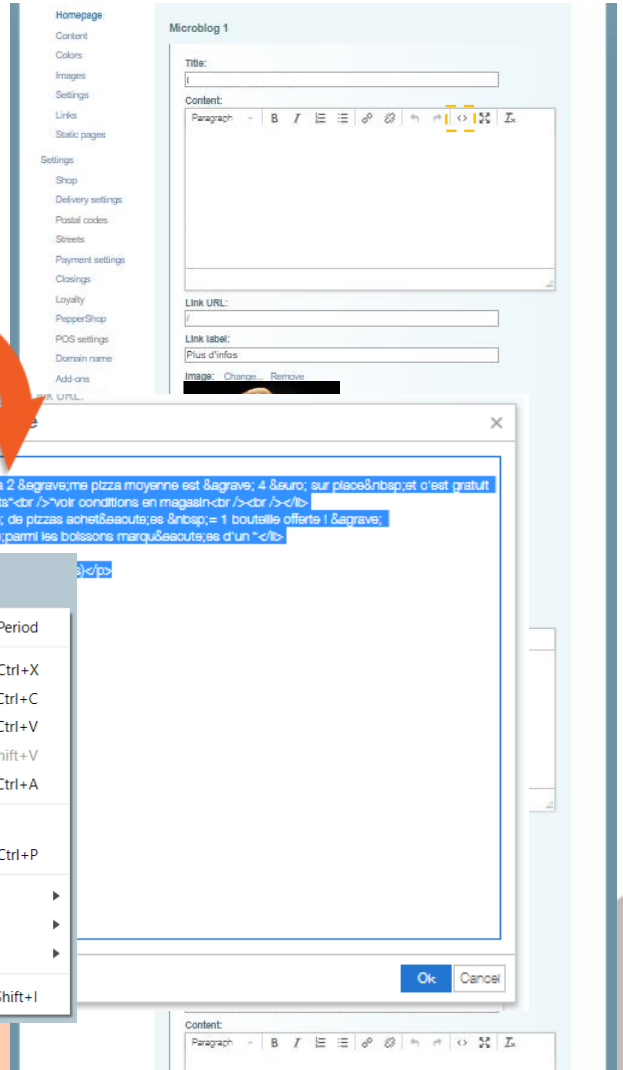
Copying & Pasting text

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.**



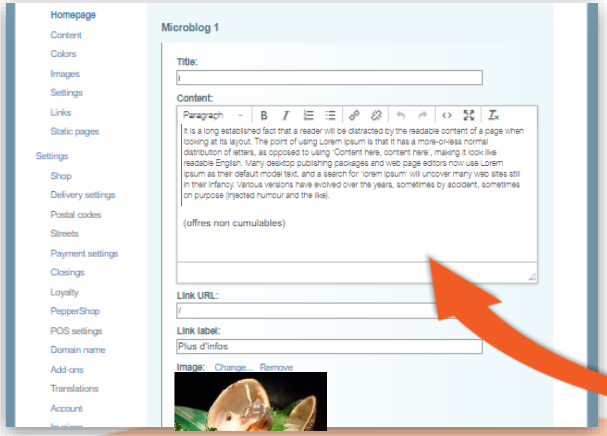


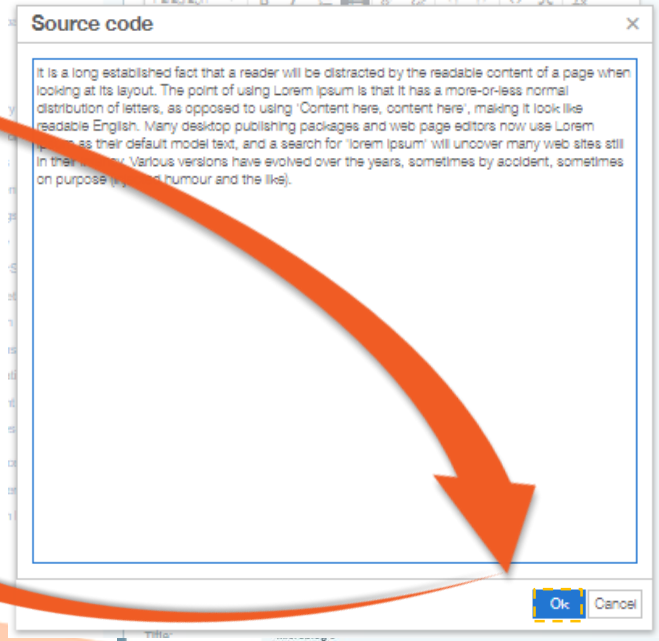


Copying & Pasting text

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

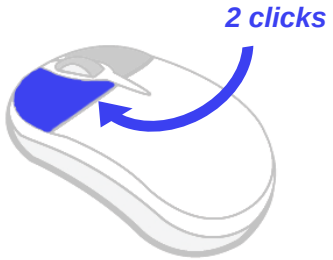
Browsing tools

► Browsing tools

LivePepper

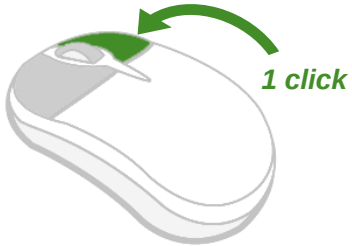
1. **Double click**

   - 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 mouse wheel** at the centre of your mouse in the corresponding direction.