



LivePepper

# Back Office

*User Guide*

Decorative wavy shapes at the bottom of the page, consisting of overlapping curves in shades of orange and grey.

▶ **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*

Homepage

- Content
- Colors
- Images
- Settings
- Links
- Shop
- Delivery settings
- Postal codes
- Streets
- Payment settings
- Closings
- Loyalty
- PepperShop
- POS settings
- Domain name
- Add-ons
- Transaction
- Account
- Invoices
- Maintenance
- Emergency mode
- System logs


Microblog 1

Title:

Content:

Link URL:

Link label:

Image:  Change...


Microblog 2

Title:

Content:

Link URL:

Link label:

Image:  Change...

Microblog 3

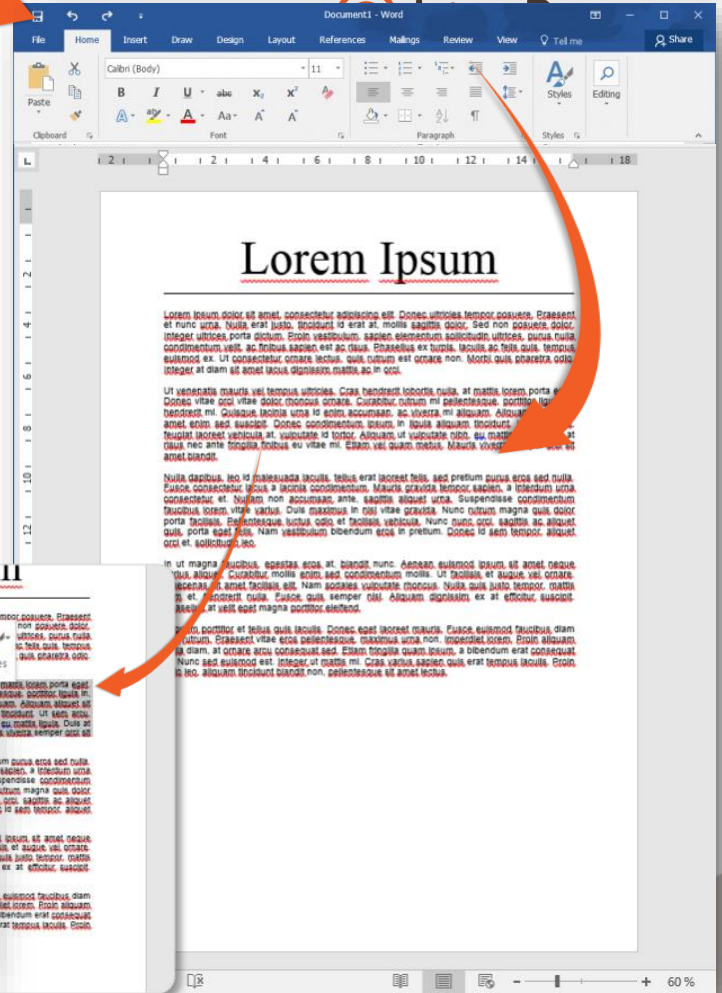
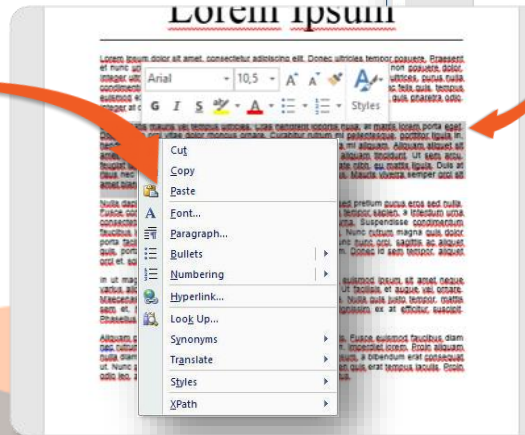
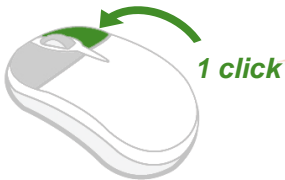
Title:

Content:

# Copying & Pasting text


## Copy the existing text

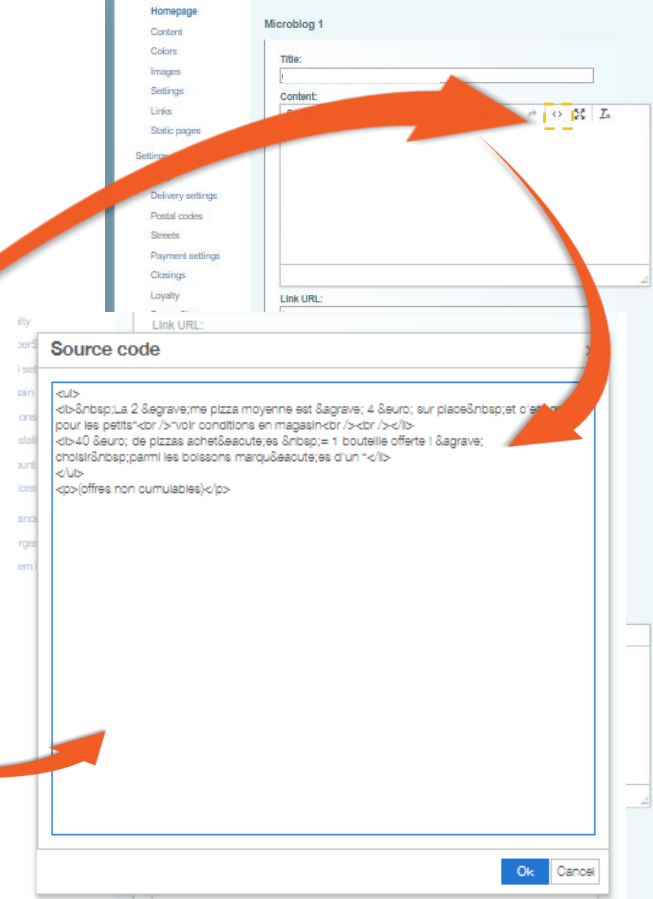
- Open the file containing the text that has already been written.
- Select the text you want to copy.
- Right-click and select "Copy".



# Copying & Pasting text

## Paste the text in the source code

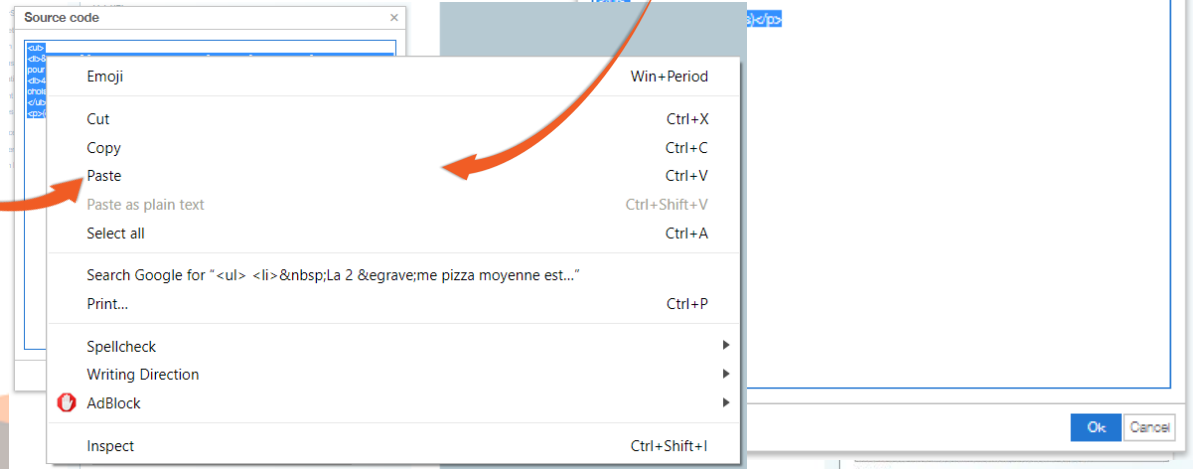
- In each text field, you will be able to access the **source code**.
- This is where you can **paste your text** without any risk of "breaking" your site's layout.
- To access this source code field, click the  **"source code"** button.
- A new **pop-up window** opens.



# 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.

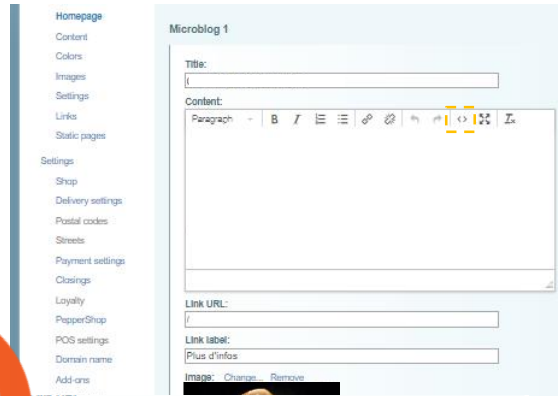


The screenshot shows a 'Source code' window with the following HTML code selected and highlighted in blue:

```
<ul>  
<li>&nbsp;La 2 &egrave;me pizza moyenne est &agrave; 4 &euro; sur place&nbsp;et c'est pratut  
pour les petits<br />~voir: conditions en magasin<br /></li>  
<li>40 &euro; de pizzas achet&eacute;es &nbsp;= 1 bouteille offerte 1 &agrave;,  
choisir&nbsp;parmi les boissons marqu&eacute;es d'un "</li>  
</ul>
```

A right-click context menu is open over the selected code, with the 'Paste' option highlighted. The menu items and their keyboard shortcuts are:

- Emoji
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Paste as plain text (Ctrl+Shift+V)
- Select all (Ctrl+A)
- Search Google for "<ul> <li>&nbsp;La 2 &egrave;me pizza moyenne est..." (Ctrl+P)
- Print... (Ctrl+P)
- Spellcheck
- Writing Direction
- AdBlock
- Inspect (Ctrl+Shift+I)

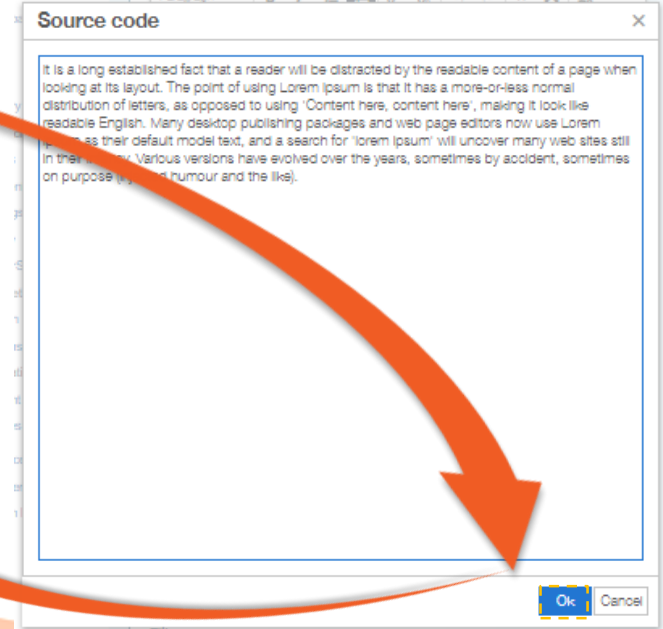
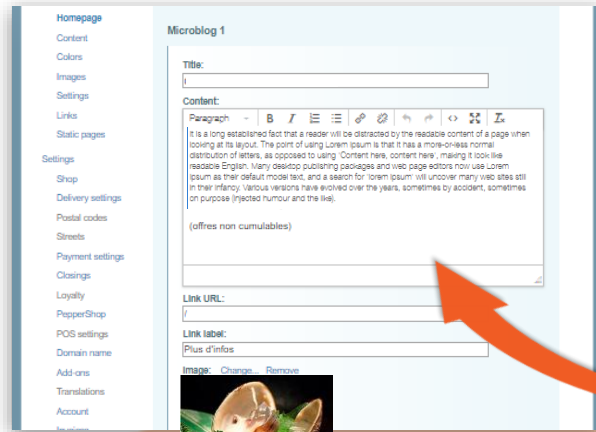


The screenshot shows a 'Microblog 1' window with a rich text editor toolbar and a 'Link URL' field. The toolbar includes options for Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, and Text Color. The 'Link URL' field is currently empty.

# 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.

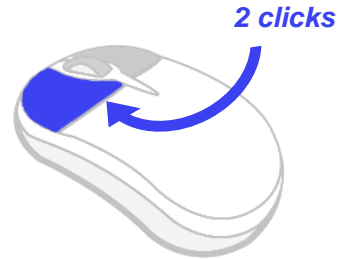


▶ **Browsing tools**

# ► Browsing tools

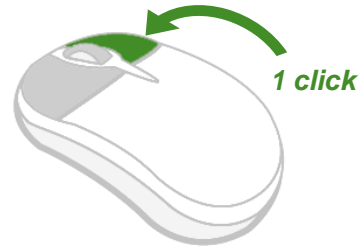
## 1. Double click

- 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.

