



Setting up About, Contact, and FAQs pages

Syeda Khadija Phool - 2023-11-10 - Store Management

Table of Contents

1. [Customizing pages](#)
 - [Variable placeholders](#)
2. [Creating from a template](#)
 - [About Us page](#)
 - [Contact Us page](#)
 - [FAQs page](#)
3. [Saving and publishing a page](#)
4. [Adding a page to a menu](#)

Cartzy allows you to efficiently create and customize the following pages for your store:

- 1. About Us:** On this page, you can add a description of your online store/business. This helps the users learn about your vision, mission, and values.
- 2. Contact Us:** This page allows you to enable visitors to contact you through message, email, or phone number.
- 3. FAQs:** Using this page, you can provide answers to frequently asked questions for your users. It helps your customer support team be more efficient in dealing with complex issues.

The above-listed three pages, when created, are linked to the footer of your store site. You can also add these pages to the header menu of your store.

Footer of your store site

PAGES	CONTACT US
Shop Now	🏠 Head Office: Street 11, Suite # 31, Newcastle, <small>New South Wales 2287</small>
Track Order	✉️ support@cartzy.com
Contact Us	🕒 Hours: Mon - Fri: 9am - 5pm est Someone will respond to you in 24-48 business hours.
Refund & Return Policy	🌐 Facebook Twitter Pinterest
Privacy Policy	
Shipping Policy	
Terms & Conditions	
FAQ	
All Products	
About Us	

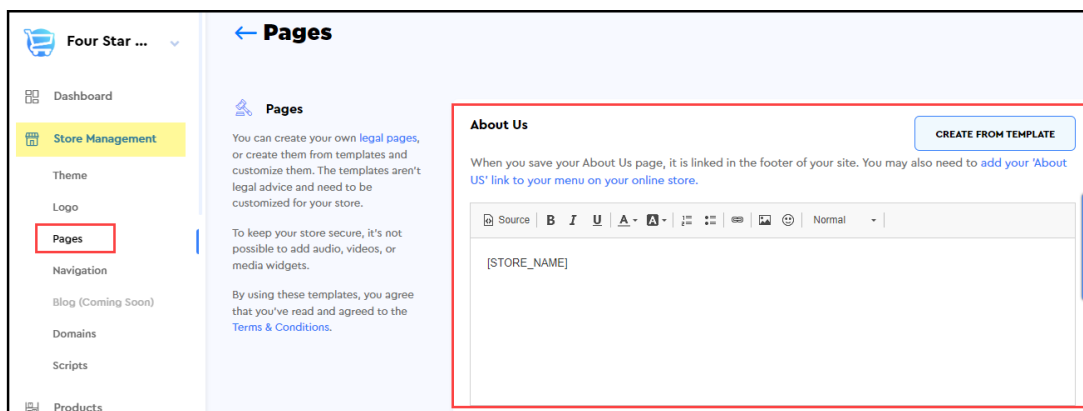
Path: Store Management > Pages

There are two ways to create and publish the above-listed pages:

1. Customize the page as you want
2. Create from a template

Customizing Pages

Cartzy provides a text editor for each page to effectively and efficiently edit the page content. The editor is enriched with advanced formatting options as illustrated in the image below.



Variable placeholders

You may also notice variable placeholders such as **[STORE_NAME]** already given in the text editors. For example, the **About Us** content editor box contains **[STORE_NAME]**. It's the variable placeholder for your store name i.e., it automatically picks up your current store name. So rather than using your store name in text form such as **"Cartzy"**, you can use this variable **[STORE_NAME]** in your content. So, if you ever change the store name, the content will also be updated automatically to reflect your new store name.

So, variable placeholders can be used for the content that is global to the website such as store name, or location, so that the text automatically updates whenever you change the variable value.

About Us CREATE FROM TEMPLATE

When you save your About Us page, it is linked in the footer of your site. You may also need to [add your 'About US' link to your menu on your online store](#).

At [STORE_NAME], we aim to redefine online shopping by offering a carefully curated selection of high-quality and extraordinary products. Our mission is to make shopping a joyful and seamless experience for all our customers. From trendy fashion to cutting-edge gadgets, we handpick each item to meet strict quality standards, ensuring that our customers find unique gems they won't encounter elsewhere.

What sets us apart is our commitment to outstanding customer experiences. We prioritize your satisfaction and provide secure and reliable shopping with fast shipping options. Our vision is to create a world where shopping is an adventure, and everyone can discover products that spark joy in their lives. Join us on this extraordinary journey and explore our diverse collection. Contact our friendly support team for any questions or assistance; we're here to make

About Us

At **Four Star Deals update**, we aim to redefine online shopping by offering a carefully curated selection of high-quality and extraordinary products. Our mission is to make shopping a joyful and seamless experience for all our customers. From trendy fashion to cutting-edge gadgets, we handpick each item to meet strict quality standards, ensuring that our customers find unique gems they won't encounter elsewhere.

About Us page on the front end

Whenever you make changes to your content, you need to click **“Save”** to save and publish the page (*more details are given below*).

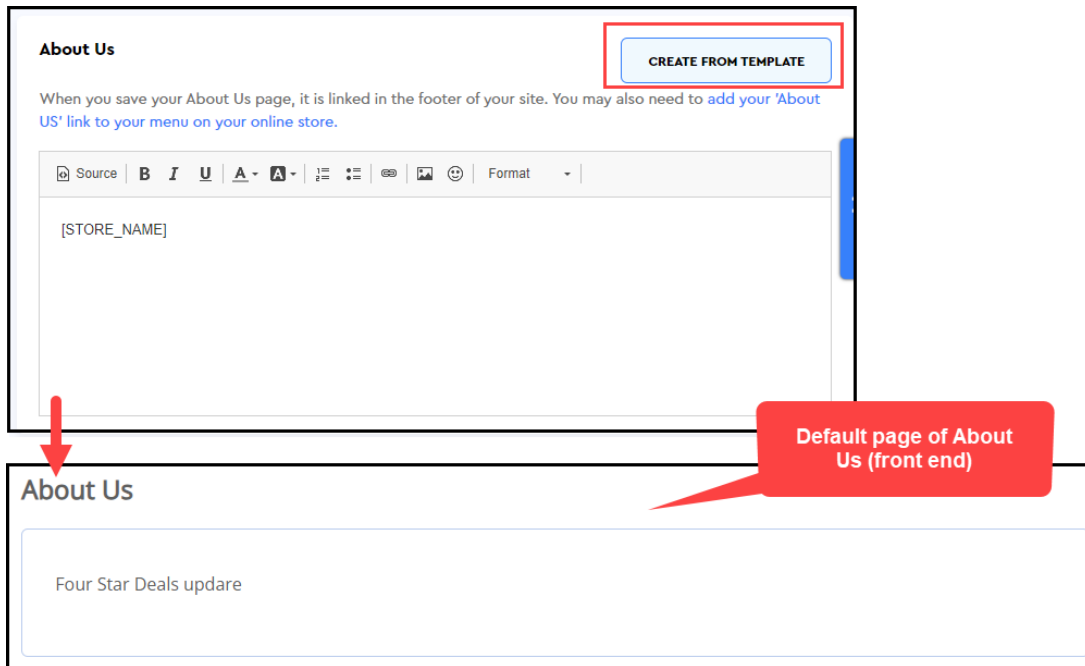
Creating from a template

You can use this button in two ways:

- 1. Publish the default page:** If you don't want to customize any of the pages, and want to publish the default pages, you can simply click it. It will publish the page with default settings/design/format.
- 2. Undo customizations:** If you click the button **“Create from Template”** for any of the pages after customization, all your page settings will be lost, and that page will be set to default design and content. So, in this case, this button can be used to **“undo”** the customizations of a page altogether.

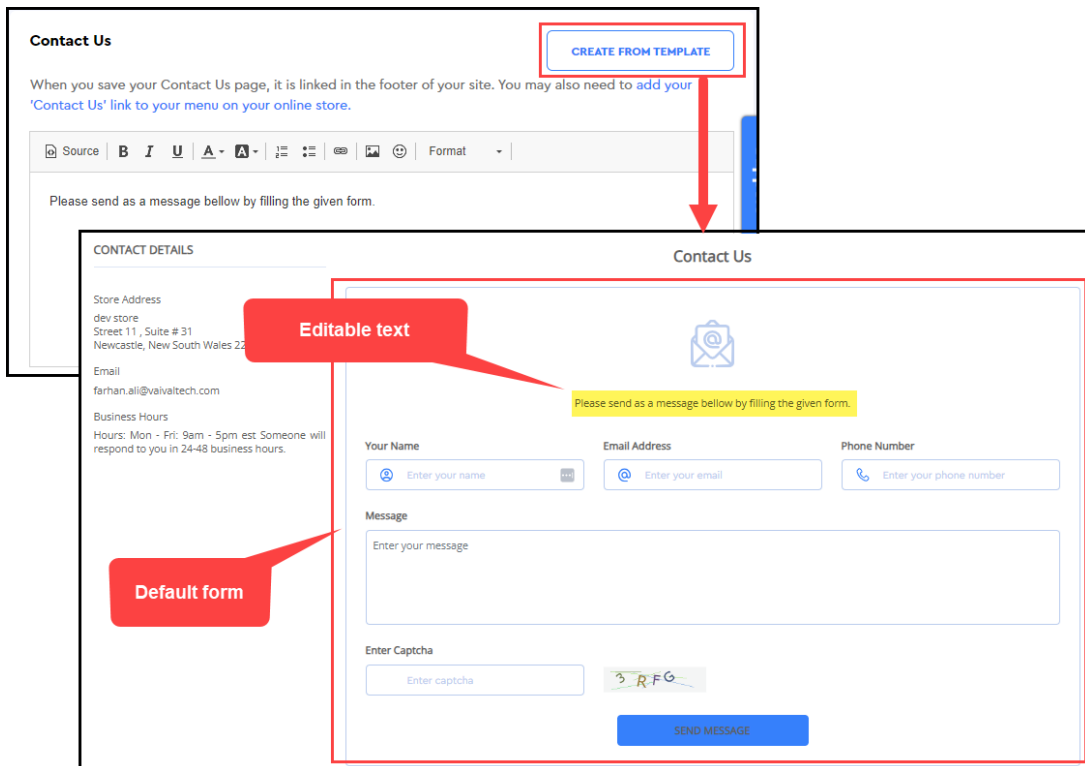
About Us page

The default template contains only the store name placeholder.



Contact Us page

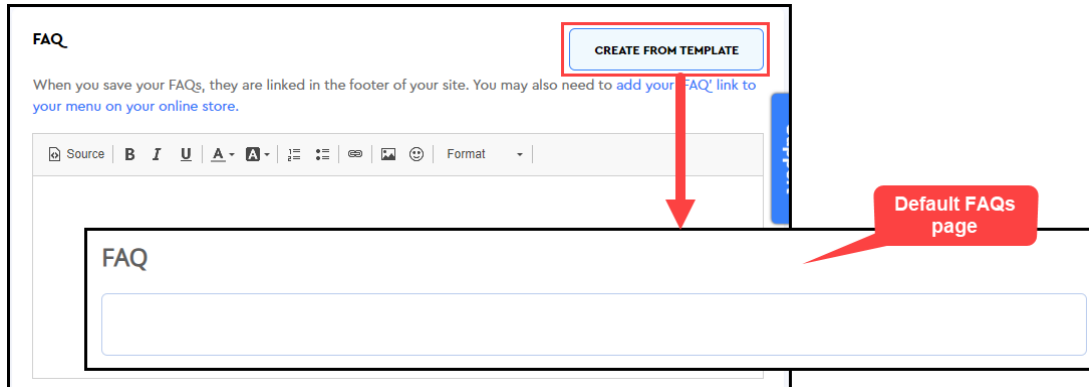
The default template contains a **Contact Us** form. You can only edit the instruction text given at the top of the form.



FAQs page

The default template of the **FAQs** page contains nothing. So, you need to either fill it up with the **FAQ** content related to your store, or you can simply hide the page as well if you don't have any content.

You can hide the **FAQs** page at the path: **Store Management > Navigation**.



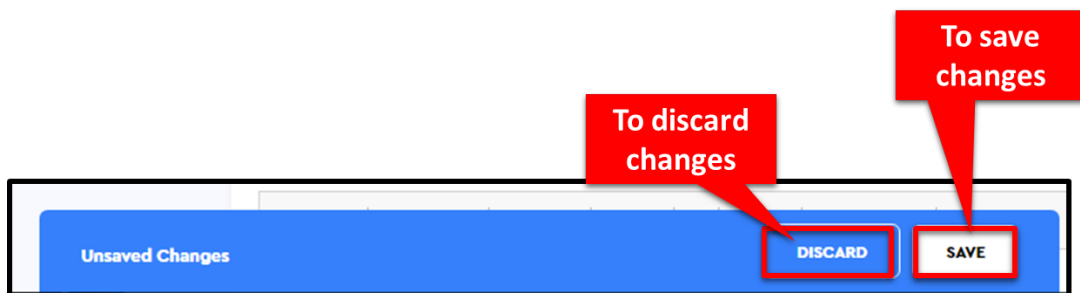
Saving and publishing a page

Whenever you start writing or making changes to the content in the editor box for any of the three pages, the **Unsaved Changes** notification popup appears at the bottom with the two buttons:

- **Discard:** Clicking on the **Discard** button will revert back all the changes you have made to your page, and you will lose all your customizations.
- **Save:** To save your edits, you need to click on the **Save** button.

When you click the **Create From Template** button to publish the default template of the page, the **Unsaved Changes** notification popup still appears.

To restore the default template, click **Save**. If you want to keep your customizations, click **Discard**.



Adding a page to a menu

Against each page, there is a **link** given to add the page to the menus available on your store. **Clicking on the link** will take you to the **Navigations** page where you can configure the **Header** and **Footer** menus of your store.

About Us

[CREATE FROM TEMPLATE](#)

When you save your About Us page, it is linked in the footer of your site. You may also need to **add your 'About US' link to your menu on your online store.**

Source | **B** | **I** | **U** | **A** - **A** - | | | | | | | | Format

[STORE_NAME]

Contact Us

[CREATE FROM TEMPLATE](#)

When you save your Contact Us page, it is linked in the footer of your site. You may also need to **add your 'Contact Us' link to your menu on your online store.**

Source | **B** | **I** | **U** | **A** - **A** - | | | | | | | | Format

Please send as a message bellow by filling the given form. TEST

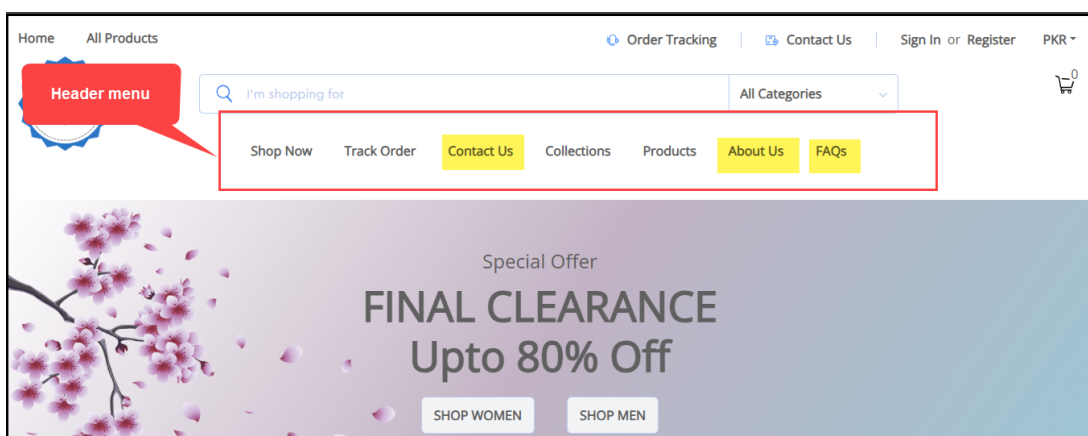
FAQ

[CREATE FROM TEMPLATE](#)

When you save your FAQs, they are linked in the footer of your site. You may also need to **add your 'FAQ' link to your menu on your online store.**

Source | **B** | **I** | **U** | **A** - **A** - | | | | | | | | Format

In the image shared below, all three pages, are linked to the header menu of the store.



The screenshot shows the top navigation bar of an e-commerce website. A red box highlights the header menu items: 'Shop Now', 'Track Order', 'Contact Us', 'Collections', 'Products', 'About Us', and 'FAQs'. The 'Contact Us', 'About Us', and 'FAQs' items are highlighted in yellow, indicating they are active or selected. Above the menu is a search bar with the placeholder text 'I'm shopping for' and a dropdown menu for 'All Categories'. Below the menu is a large promotional banner for a 'Special Offer' titled 'FINAL CLEARANCE Upto 80% Off', with buttons for 'SHOP WOMEN' and 'SHOP MEN'.