

#### 13. Tools

#### **13.1 Customize Text**

• Should you wish to change wordings in your store, this is the page to read.

#### **Customize Text** English 💌 Customize the store text and statements english.php account.php account\_edit.php account\_history.php account\_history\_info.php account\_newsletters.php account\_notifications.php address\_book.php account\_password.php address\_book\_process.php advanced\_search.php checkout\_confirmation.php checkout\_payment.php checkout\_payment\_address.php checkout\_shipping.php checkout\_process.php checkout\_shipping\_address.php checkout\_success.php conditions.php contact\_us.php cookie\_usage.php create\_account.php create\_account\_success.php featured\_products.php download.php index.php login.php info\_shopping\_cart.php password\_forgotten.php product\_info.php logoff.php privacy.php product\_reviews.php product\_reviews\_info.php product\_reviews\_write.php products\_new.php reviews.php shopping\_cart.php ssl\_check.php shipping.php specials, php tell\_a\_friend.php authorizenet.php cc.php cod.php hyperwallet.php ipayment.php nochex.php moneyorder.php paypal.php pm2checkout.php psigate.php secpay.php fedex1.php flat.php item.php meccaflats.php percent php province.php purolator.php table.php ups.php usps.php zones.php ot\_loworderfee.php ot\_shipping.php ot\_subtotal.php ot\_tax.php ot\_total.php

- 1. select the page that you want to change
- 2. select the field that you want to edit
- 3. enter your content in the blue box located on the right hand corner
- 4. press **update** when you finish.

#### 13.1 Database Backup

- A backup of your current configuration and catalog.
- The backup feature saves all current store information into a file on the server.
- Backup copies are dated

Backup: archive of the current states/catalog/items/etc. into a file (your choice of compressed or not compressed)

Restore: restores the store states/catalog/items/etc from an archive

### Database Backup Manager

Title Date Size

Backup Directory: /home/webusers/hostforgood/hostforgood.com/www/shop/backups/

Last Restoration: db\_epr\_10014-20030711152306.sql (forget)

- To backup, simply click on the "backup" icon.
- Select the compression format and click on "backup" (**gzip or zip**: compression format; **no compression**: no compression)

#### Database Backup Manager





#### 13.2 Customize Logo

# Have a store logo you wish to place on your store? Simply follow the following instructions.

- 1) under Store2Go admin panel, select **Tools**, then **Customize Logo**
- 2) select **Image Settings** and choose **browse** to locate your logo, then **open**



3) When you have the correct location of your Store logo, choose **upload** 

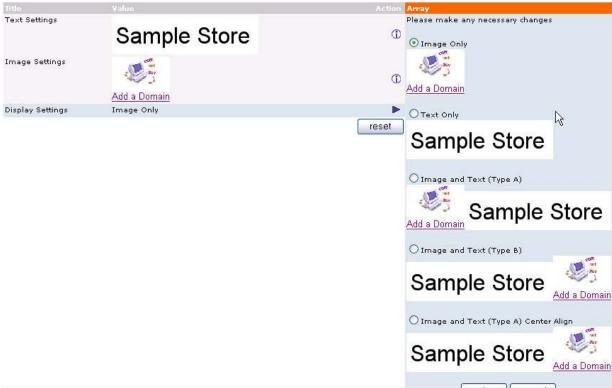
If you don't have a logo, we could generate one for you. Simply follow the following instructions.

- 1) under the Store2Go admin panel, select **Tools**, then **Customize Logo**
- 2) select **Image Settings** and choose **reset**
- 3) Your Store2Go is reset to the default image.



## Want to display your Store logo differently? Follow the steps below:

- 1) Under the Store2Go admin panel, choose **Tools**, then **Customize Logo**
- 2) Choose **Display Settings**



3) Select the setting that you prefer, and choose **update** 



#### 13.3 Send Email

- A mean of communicating with customers.
- Simply select the customer(s) you would like to contact and enter your email messages.



#### **13.4 Newsletter Manager**

• This is where you create newsletters for your store.

### Newsletter Manager



- Simply click on "new newsletter" and type your messages.
- Don't forget to hit "save"!

