9. Tools

9.1 Customize Text

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

Customize Text
Customize the store text and statements   English ▾

Catalog main pages

english.php	account.php
account_edit.php	account_history.php
account_history_info.php	account_newsletters.php
account_notifications.php	account_password.php
address_book.php	address_book_process.php
advanced_search.php	checkout_confirmation.php
checkout_payment.php	checkout_payment_address.php
checkout_process.php	checkout_shipping.php
checkout_shipping_address.php	checkout_success.php
conditions.php	contact_us.php
cookie_usage.php	create_account.php
create_account_success.php	download.php
featured_products.php	index.php
info_shopping_cart.php	login.php
logoff.php	password_forgotten.php
privacy.php	product_info.php
product_reviews.php	product_reviews_info.php
product_reviews_write.php	products_new.php
reviews.php	shipping.php
shopping_cart.php	specials.php
ssl_check.php	tell_a_friend.php

Payment modules

authorizenet.php	cc.php
cod.php	hyperwallet.php
ipayment.php	moneyorder.php
nochex.php	paypal.php
pm2checkout.php	psigate.php
secpay.php	

Shipping modules

fedex1.php	flat.php
item.php	meccaflats.php
percent.php	province.php
purolator.php	table.php
ups.php	usps.php
zones.php	

Order Total modules

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.

9.2 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

Title	Date	Size	Action	New Backup

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

Last Restoration: db_epr_10014-20030711152306.sql (forget)

restore

Do not interrupt t
which might take
minutes.

⊙ Use GZIP
○ Use ZIP
○ No Compress

☐ Download on
server side)*

*Best through a

backup

9.3 Customize Logo

Have a store logo you wish to place on your store?
Simply follow the following instructions.
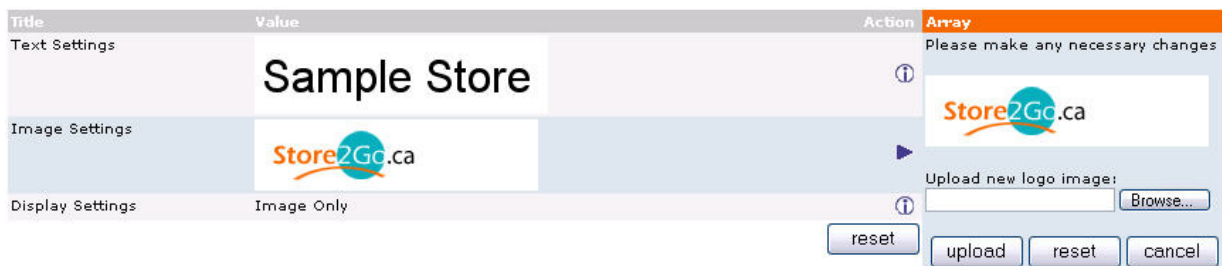
    1)   under Store2Go admin panel, select **Tools**, then **Customize Logo**
    2)   select **Image Settings** and choose **browse** to locate your logo, then **open**

    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**

9.4 Send Email

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

Send Email To Customers

Customer: Select Customer

From: support@myshop.com

Subject: Welcome!

Message: Welcome to the Myshop.com family!

As a new member, you are offered a $15 credit on any items.

Take advantage of this offer.

Myshop.com Team

send mail

9.5 Newsletter Manager

- This is where you create newsletters for your store.

Newsletter Manager

Newsletters	Size	Module	Sent	Status
Displaying **0** to **0** (of **0** newsletters)				

- Simply click on "**new newsletter**" and type your messages.

Newsletter Manager

Module: newsletter

Newsletter Title: What's New? * Required

Content: What's new this week at myshop.com?

save cancel

- Don't forget to hit "**save**"!

Newsletter Manager

Newsletters	Size	Module	Sent	Status	Action
Test Newsletter	0 bytes	newsletter	✗	🔓	▶

Displaying **1** to **1** (of **1** newsletters)   Page 1 of 1

new newsletter

Test Newsletter   preview lock

Date Added: 06/04/2008

- After you have hit the save button. Make sure you lock the newsletter in order for you to send the newsletter to your client.

Newsletter Manager

Newsletters	Size	Module	Sent	Status	Action
Test Newsletter	0 bytes	newsletter	✗	🔒	▶

Displaying **1** to **1** (of **1** newsletters)   Page 1 of 1

new newsletter

Test Newsletter   edit delete preview

send unlock

Date Added: 06/04/2008