

This is a walkthrough on how to update sitewide content on your website.
This will be information such as:

- **Email Address**
- **Phone Number**
- **Address**
- **Enable Banner Alerts**
- **Any Additional Sitewide Settings**

Where to Find Sitewide Content

1. Select the sandwich nav to the left of the admin toolbar

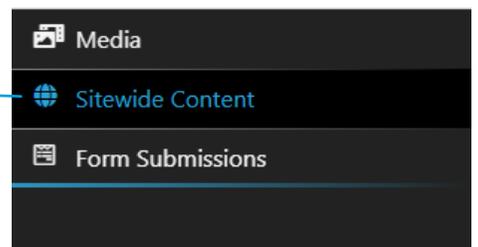


Media

Pages

- e

2. Select Sitewide Content



How to Edit Contact Information

1. After Selecting Sitewide Content, the Contact tab will be opened

2. We can select each field, to update existing contact information or add additional contact information

Contact Social Media Additional Fields Banner Alerts

Primary Email solutions@legendwebworks.com

Primary Phone 5134929008

Tagline

How to Save Changes

Select the Save Button in the top right corner

Save

Cancel



How to Edit Social Media

1. Click the Social Media Tab

2. Here, we can edit any existing links OR we can add new links to create new icons on our website

3. Each link will be associated with an icon on the front of your website for the associated media platform

ex. A Facebook link will be associated with a Facebook icon

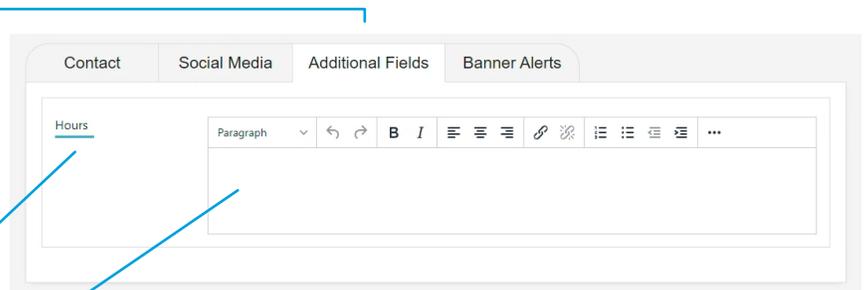


How to Edit Additional Fields

Your website may or may not have additional fields. If you do have additional fields, they will be listed here, under the Additional Fields Tab

1. To the left, it will let you know what the additional field is associated to

2. You will use text blocks to input your information



3. Select the Save Button in the top right corner

Save

Cancel



How to Enable Banner Alerts

1. You can select to turn on a Banner Alert by clicking the No and changing it to Yes
2. You can turn it off again by clicking again and changing the Yes back to No
3. When the Banner Alert is set to Yes, a banner will appear at the top of your website
4. There is a Customize Alert Field text block where you can customize the message on the Banner Alert

Set Banner Alert?



Set Banner Alert?



Customize Alert Field

Paragraph

↶ ↷ B I [List Icons] [Link Icon] [Image Icon] [More Icon]

[Empty text area for customization]

Note: Banner Alerts can be about a closure or current sale or any other information that you would like to appear at the top of your website

5. When you are finished, press Save

Save

Cancel



6. When we go back to the site, we can see the Banner Alert Message displayed at the top of the screen. This message will display no matter what page a site visitor is on.

Here is a test Banner Alert Message