Welcome to TalkingAntiques.co.uk

Thank You

Firstly, thank you for your subscription to our platform. We hope you find our platform helpful and easy to use.

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Setting up your store

Now that you have purchased your subscription you will notice a new menu item on the top right hand side of the TalkingAntiques website.

Within your shop dashboard you will see a range of options. We highly recommend that the first thing you do when setting up your store is go to the "Settings" tab. In here you are able to change your store's name and description as well as upload store branding.
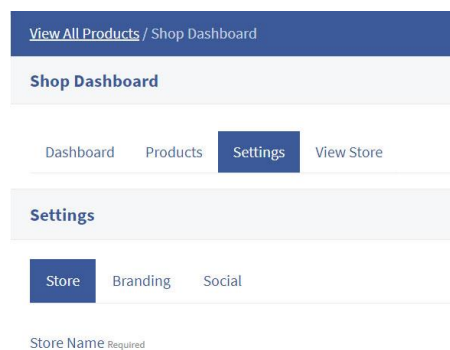
Within this section of the dashboard you can amend or add the following information:
● Store Name
● Store Description
● Seller Information
● Store Website (Optional)
● Store Phone Number (Optional)
● Store Address (Optional)
● Enable / Disable Vacation Mode (if you wish to display a vacation message across your store then enable this)

You will also notice the "Branding" tab. Clicking on this will display 2 buttons to upload a store banner and store icon (logo) with the recommended sizes displayed above. You will also find some blank templates to these image sent alongside this email.

Store   **Branding**

Recommended Image Sizes

Banner: 700px / 210px
Logo: 200px / 200px

You will also notice the "Social" tab. Clicking on this will enable you to input your own Social media links to your own business pages which you may have already had set up elsewhere.

Shop Dashboard

Dashboard   Products   **Settings**   View Store

Settings

Store   Branding   **Social**

Twitter Username

https://twitter.com/username

Your Twitter username without the url.

Instagram Username

YourInstagramUsername

Your Instagram username without the url.

Facebook URL

http://www.facebook.com/username

Your Facebook url.

Pinterest URL

https://www.pinterest.com/username/

Your Pinterest url.

Google+ URL

https://plus.google.com/yourname

Your Google+ url.

Adding a new product

To add a new product to the store click on either the "Dashboard" or "Products" tab.
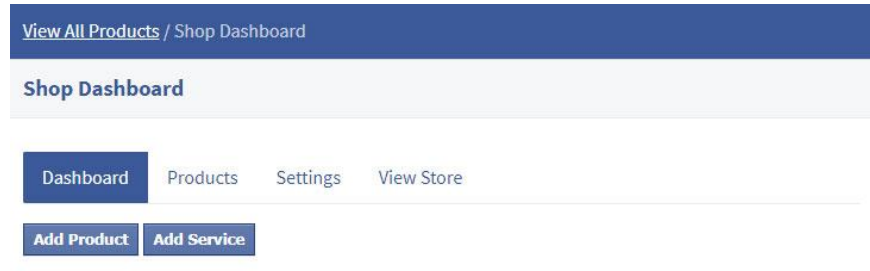
This will bring you to a new screen where you are able to fill out all of the product details.
A quick explanation of what each section is/does.

Product Name - This is displayed prominently next to the product wherever it is posted.
Product Description - This is the long description of the product which is displayed on the individual product page.
Product Short Description - This is the brief description displayed to the right of the product on the individual product page
Categories - Click on this box will give you a list of all the available categories on the website. You are able to display a product within multiple categories should it fall into more than one.
Tags - These are used when searching for products on the site, multiple words can be used per tag. E.g GOLD CHAIN
Featured Image - This is the product's primary image. Typically squared photos work best though we appreciate this is not always possible and the site will render the photo regardless. If using a mobile phone or tablet please take your photos in portrait orientation.
Clicking on the "Set Featured Image" button will pop open a modal where you can then click on "Select Files" and choose the images from your computer. Alternatively you can simply drag and drop images into this modal box.
Gallery - If you want to upload more than 1 image for the product then add the additional items to the gallery section. Image uploading works as above for featured image.
SKU - SKU refers to a Stock-keeping unit, a unique identifier for each distinct product and service that can be purchased.
Price - By default the prices are entered here in **GBP**. Just above this you will see a link to a currency converter, clicking on this will open a small window containing the converter for ease of use.
Once done, simply click on the green "Add Product" button to publish the product – If you don't want to publish the product at that point please click save draft so that your work is saved.

Editing an existing product

Want to change details of a product you've already listed? Need to delete a product because it's now sold? Go into your shop dashboard and click on the "Products" tab. Any products published to the website will be displayed as a list.

Select the action you would like to use. If you wish to delete the product a secondary prompt will appear just so you're unable to delete a product by mistake.

If you wish to edit a product, clicking on edit will bring you back to the same screen as before except the green button will now say "Save Changes".

Adding a service

Only 1 service per account is able to be published. You can edit and delete this service should you wish to.

To publish your service click on your shop dashboard and you will see a blue button "Add Service"

You will be redirect to a page containing a form for you to edit.

Title - This is the title of the service

Content - This is where you can describe what your service is.

Service Number - If you have a specific number for this service this you can enter it here to be displayed alongside your service.

Service Email- If you have a specific email for this service this you can enter it here to be displayed alongside your service.

Featured Image - If you wish to display an image alongside your service you can upload it here

Categories - Much like the products there are set categories you can display your service in. Only two categories can be selected if your service falls into more than one.
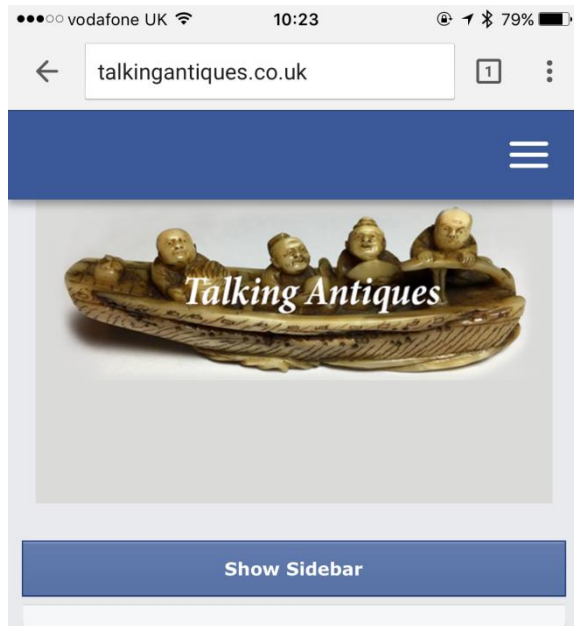
Then hit "Publish a new service". You will be redirected to your dashboard where you will now see your new service listed.

Your Service

Service		Options
Axel's Service		View Edit Delete

From here you will be able to choose your action for this service. View, edit or delete.

Tips when using a mobile phone/tablet to view the site

To get the main menu to pop up click on the 3 lines in the top right-hand corner.

To see the side search menu, currency converter or price filter, Click on the **show sidebar** button. Please also note when taking pictures on a mobile or tablet for the website please take them in portrait orientation and not landscape, this makes it easier to edit when uploading to the website

There are many picture re-sizing/editing apps available to enable you to correctly edit pictures ready for uploading to websites when using a mobile phone/tablet – please use these apps as they are really helpful – please ask our admin team which ones they recommend as is depends on which device/platform you are using.

Problems Receiving Emails – From Talking Antiques

If you are not receiving emails from the Talking Antiques website it may be that you need to add the domain **talkingantiques.co.uk** into your safe senders list or some Internet Service Provider (ISP) refer to this as a whitelist.

Below are the instructions on how to do this for Hotmail but other ISPs instructions may be different.

1. Log into your Hotmail account
2. Click on the cog in the top right hand corner and select options.
3. Down the left hand side select 'safe senders'
4. Then in the box type **talkingantiques.co.uk** and then click the + sign
5. Click save

This tells Hotmail (the ISP) that this domain is a safe domain and it's ok to receive emails from.

When your trial runs out

As and when your trial runs out on the Talking Antiques Shop and you (hopefully) wish to take out a membership, please log in as usual and click:

1. Menu
2. My Shop
3. My subscription
4. View all membership options

This should take you to a screen to choose which membership to take out – Thank you!

If you have any questions or queries about setting up your shop please join our Facebook page Click Here and ask our very capable and friendly admin team who will be happy to help answer your questions.