

# **CONFIGURING YOUR SITE**

# CONFIGURING YOUR WEBSITE

Your new Gallereo site is very comprehensive and flexible, so we have put together this advice sheet to give you some guidance on where to start when configuring your site.

## TO SELL OR NOT TO SELL?

That's right, it's your choice. If you go to "General Settings" on the "Configuration" menu, there is a tick box that lets you turn the ecommerce functionality on or off. If you turn it off, all of the ecommerce related elements of your site will be hidden.

## TAKING PAYMENTS

If you do want to sell from your site, you need to set up your payment gateways. You do this in "Payment Gateways" on the "Configuration" menu. Whichever of the gateways you choose to use, you set them up by clicking to "Add Payment Gateway", then selecting the relevant one. Back out in the list, click to edit the payment gateway. You can then configure the relevant settings, such as entering your PayPal email address to activate PayPal.

## ABOUT YOU

Make sure that you fill in the "Contact Information" page on the "Configuration" menu. This information is used in different spots on the site, such as the contact information as it appears at the front end, as well as populating your information on the invoices and packing slips that are available for each order.

## GOT YOUR OWN LOGO?

If you have, just upload it to the spaces at the bottom of the "Contact Information" page on the "Configuration" menu. This will add your logo to the front of the site (in place of your name), to the upper left and log in page of admin, and to the customer invoices.

## GOT YOUR OWN DOMAIN?

Set this up by going to "Domain Management" on the "Configuration" menu. Enter your domain name in the field provided. Then all you need to do is ask your domain registrar to change the nameservers to (or do this yourself if you are happy to):

ns1.gallereo.com  
ns2.gallereo.com

Once those settings have resolved (takes up to 24 hours), your site will be live at your new domain.

## EMAIL TEMPLATES

This is an important part of the system to remember to set up. Your email templates, which are found on the "Configuration" menu, control a large amount of contact between you and your customers automatically. If someone makes an order or fills in the contact form, both you and the customer will receive an email about it, if you have the templates set up correctly.

Make sure that you have entered your email address into the admin templates so that they get through to you, and make sure you have customised the customer templates so that they know where the email has come from.

The logo for Gallereo, featuring the word "gallereo" in a lowercase, white, sans-serif font on a blue background.

## YOUR HOMPAGE

As the first thing that anybody sees on your site, you want to make this look good. Depending on your template there will be a few different things that you can do.

If you have welcome text, write something interesting by going to “Homepage” on the “Content Manager” menu. You will see that there is a text box at the bottom for this. If you have a large image space in the centre of the page, go to the “Homepage Images” tab on the “Homepage” settings page. Dimensions vary for each template, but upload one of your artworks, or an informative advertisement or banner here. If you add more than one, it will rotate through. If you have an additional banner section, you can upload banners in the same way on the “Homepage Banners” tab. Again, adding more than one will cause these to rotate through.

Those are the basics for configuring your new Gallereo site right away. There’s a lot more that you can do with your site such as setting up different shipping options, changing the currency and taxes that are charged, switching between templates and linking to your social media pages.

For more information on any of these things, check out the Gallereo user guide which covers all aspects of using your site admin.