

KH O E O

by K&H

Shopify - Product Support Guide

Appendix A

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Introduction

The aim of this appendix is to support the existing support guide by covering additional topics that need to be documented for later referral. Subsequent appendixes can be produced as required.

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Collection titles

Each collection can be worded to appear differently. However, whilst the primary menu titles (Clothing, Accessories, Beauty, Selects, Brands) can be renamed, the formatting will be altered. Therefore, if you require the primary menu title names to be changed, you should consult a developer in the first instance.

This guide shows you how to change the name of the secondary/sub-menu titles, and the titles on each collection page.

- **Step 1:** On the back end of the KHOEO site, go to 'Products // Collections' and click on the collection you wish to rename.
- **Step 2:** Rename the title of the collection.
- **Step 3:** Head to the bottom of the collection page and click on 'Edit website SEO'.
- **Step 4:** Change the page title and the URL handle (the bit of text that appears in bold after the last '/').
- **Step 5:** Click 'Save'.
- **Step 6:** Click 'Online Store // Navigation'. Then click 'Main menu'. Within the main menu, find the menu name that you wish to change to reflect the naming of a collection.
- **Step 7:** Click 'Edit' and change the menu item name. Click 'Apply changes' to finish the process.

'Buy it with' products

Prestige theme comes with a built-in feature that allows you to showcase an associated product below the product images:

Buy it with



Product Name
£0

VIEW PRODUCT

This guide shows you how to add an associated 'Buy it with' product to an existing product. This is useful if there are two or more elements of a brand that would work well purchased together.

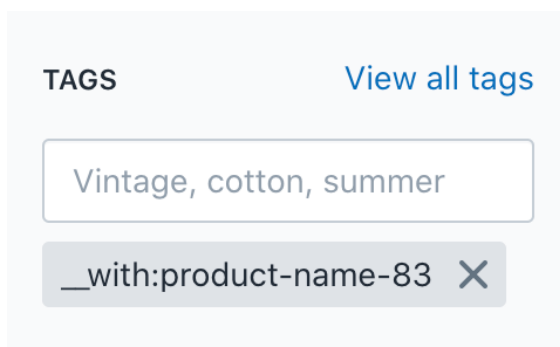
- **Step 1:** Find the handle of the product you want to associate. To do that, open the product in the back end of KHOEO, and in the "Search engine listing preview" box at the bottom, locate the handle. The handle is the last part of the URL, after the final slash. In the example below, the handle is *product-*

URL and handle

[https://khoeo.com/products/ product-name-83](https://khoeo.com/products/product-name-83)

'Buy it with' products (cont)

- **Step 2:** Open the product in the back end of KHOEO to which you want to add the associated product, and add a tag that follows this convention: `__with:handle-of-associated-product` (please note that it starts by two consecutive underscores). In our example, the resulting tag would be `__with:product-name-83`



The product will now be associated. You will need to do this with both products to ensure that they are 'paired'.

'Buy it with' products

The theme comes with an easy way to enable related products to appear on a product page.

However, by default, the theme will randomly pick some products from your store and you will not have any control on which products are selected.

To be able to manually override this selection and choose what products appear, you will need to download the following app:

<https://apps.shopify.com/superfields>

This will then allow you to configure the products as required. Please note that at the time of writing, there is a charge levied by the app developers of \$8.90 per month for this functionality.

Size charts

By default, the theme has been set up to include a standard size chart that can be viewed in the product information.

SIZE: SIZE CHART

S ▼

COLOUR: GREEN



If you wish to include a specific size chart for individual products, you need to follow the following steps. Please note that the new size chart will appear as a separate tab below the product imagery (shown below).

EXAMPLE BRAND SIZE CHART +

DELIVERY & RETURNS +

FAQ +

Size charts (cont)

To create a new size chart, follow these steps:

- **Step 1:** Create a new page (or duplicate existing page). Click 'Online Store // Pages' . I would recommend duplicating an existing size chart. To do this, click into a size chart page and then click duplicate. Provide a title for the page and then 'Save'.
- **Step 2:** Edit the content of the size chart. This can be displayed as you desire but I would recommend using the html table structure that already exists, as this give the site consistency.
- **Step 3:** Click 'Edit website SEO' and copy the handle from the URL (the bit of text that appears in bold after the last '/').
- **Step 4:** Click 'Save'.
- **Step 5:** You now need to inform the theme that you want to display this page's content as a tab for a given product. To do that, in your Shopify admin, open the product that you want to edit by adding a tag. The format of the tag is as follows: `__tab2:handle` (replace 'handle' with the black text you copied from the 'Edit website SEO' field). **IMPORTANT:** Make sure that your tag starts by **TWO CONSECUTIVE UNDERSCORES**. If your tag starts by one underscore, it will not work.
- **Step 6:** Save the changes to the product. If you have correctly tagged the product, the new tab will appear with the size guide that you have selected.

Product sorting

Products can appear in a collection a number of different ways. By default, they appear as bestselling.

To manually change the order that a product appears on a collection page, use the following steps:

- **Step 1:** Access the Collections page by heading to 'Products // Collections' on the back end of the site.
- **Step 2:** Select the collection that you wish to edit.
- **Step 3:** Scroll down the selected collection page (e.g. 'Tops') until you see 'Products'.
- **Step 4:** Click the 'sort' bar and select 'manually'. You can then move your mouse over the 6x tiny back squares and rearrange the order of the products as shown overleaf.

PRODUCT SORTING IN A COLLECTION

Products

Sort: Manually



2.



Product Name



3.



Product Name



1.



Product Name



4.



Product Name



5.



Product Name



6.



Product Name



7.



Product Name

Note that product listing in a collection is ordered from left to right, top to bottom on a collection page.