

Visual Editor User Guide

Our visual editor is designed to make creating and managing your listing super easy. We think most of the sections will be easy to understand but if you run into problems, you should be able to find a solution here.

Quick Start

Each section of the editor provides a visual reference/preview of the content it contains. When you first create a new listing some sections will have no content and they will prompt you to add some. For the Header image and gallery we will include a placeholder image to remind you to add your own.



Each section will display a pencil button beside the content, Click the icon to open the edit panel and add your content.



Each Edit panel will include icons at the bottom. Clicking the 'Tick' will save your changes. The 'X' will cancel any changes.

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While your changes are being updated the buttons will display a spinning icon and a message tab until the action has been completed.

Some edit panels allow you to add multiple items such as Gallery images and Services. These panels include some additional control icons.



To 'Add' another item

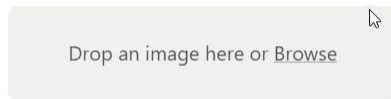


To 'Remove' an item

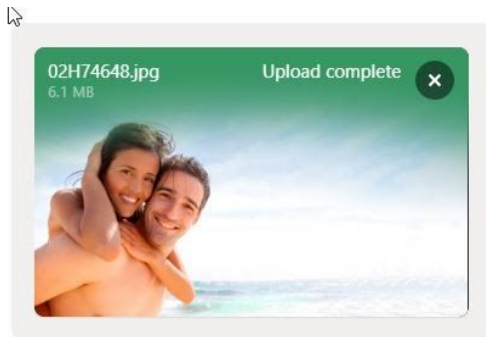


To 'Change the Order' of item in the group
(Click and drag the item to move it)

Uploading Images



This message will display when an image can be added, Drag an image onto it or 'Browse' your system to add one.



The panel will open and show the progress of the upload. When the upload is complete the panel will update.

The save option will be disabled while uploading.

To remove the image click the 'X' in the top corner.

TIP: Ensure your images are of a suitable size and aspect ratio for the placement. Small images will appear pixelated and portrait images will get cropped top & bottom. Best to crop them before you upload. Also consider how they will look on a mobile device.

- **Gallery images** should be at least **800px** wide in landscape
- Feature (header) images should be **2000px** wide in an **extra-wide letterbox** format to minimise cropping top and bottom. Play with it, you'll see what we mean!

Nice!



Not so much...



Approval & Publishing

If you have created a new listing for the first time, we will need to review and approve it before it can go live on the website. This is necessary to ensure that all listings meet our content standards.



Once you have completed all the minimum requirements the approval button will appear. If you're happy, Go for it!

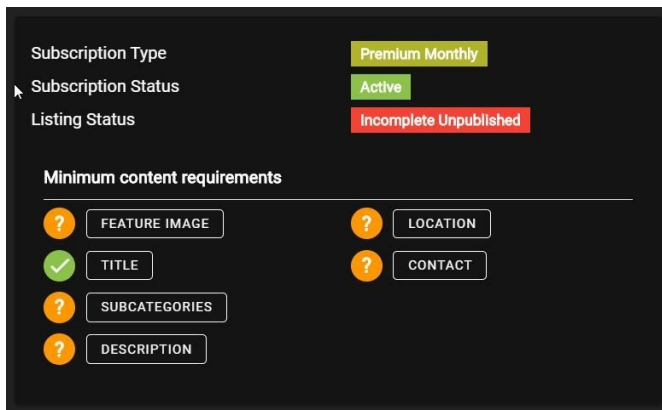
The Toolbar



The Toolbar activates the 'Edit' mode, displays Plan Preview's and the live view. You can also action a plan upgrade from here.

- The default selection 'Edit' turns on the Edit mode to allow changes to be made.
- Switching between the three preview options will show the listing as it would appear under our different plans. A pop-up will also display the features for each plan
The 'ticked' option is your current listing plan.

The Status Panel

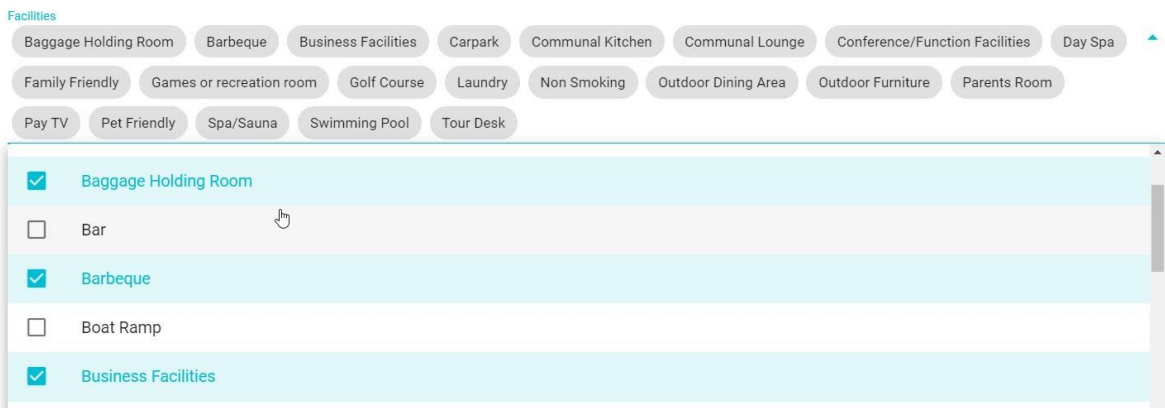


At the top of the Editor is the status panel. It shows which plan you are on, if the listing is Active and if it's published or incomplete.

The lower section will be visible if you have not met the minimum content requirements. In this example the Feature Image, Subcategory, Description, Location and Contact info has not been completed.

Dropdown Lists ▲

Some sections include multi-select lists (such as categories & facilities). Clicking on the title will open the select list and allow you to choose any items to add them to the page. Selected items will be 'Checked' and their tag will be added above the list. Click the to close the list.



The Map and Location Information

We use Google Maps to determine your location and display it on the listing page. For this to work effectively you need to provide address details that Google will understand. That means a qualified Postcode suburb and street address. If you are in 'Office 6b on the 4th Floor' please use the **Subpremise field** for this information or the results may not be accurate.

Start by entering your Postcode then choose one of the locations that are offered. This will also allow us to identify the correct Local Government Area. Now Enter your street address and subpremise if relevant. Save your setting and the map should update on the page.

Setting up Services

Services allow you to include additional information about your business. A great example of a service might be **Room Types** for a hotel or **Tour Options** for a Tour Company.

You can use services for whatever you like so get creative.

Each Service has its own Title, Description and one image. It can include separate pricing as well as a subset of facilities.

Services appear as an accordion list on the page and expand to reveal the content when clicked by the user.



To create a new service, scroll down to the services section of the Editor and click the 'edit' icon to open the Services Panel



Click the '+' icon to add a new service

Click onto the 'Service Title' to enter a title and open the service settings panel.

Upload your image and fill in any relevant information in each of the fields provided.



When you're done click the chevron arrow to close the panel.



If you need to change the order of your services 'Click & Drag' this icon to move it.



When finished, Save your changes.