


Devon Furniture Makers


How to update your profile or add a new product

As an active member of the Devon Furniture Makers website, you have the ability to update/edit your own Makers page or add/edit or delete any of your products.

Edit your Profile

1. Login with your username and password (supplied by the Administrator) via the Admin link at the bottom of any page.
2. Once logged in, your Profile and current list of Products will be visible.
3. To Edit your profile, click the green button. Within here, you can add your personal statement, update your contact details or even upload a new thumbnail picture (sized at 155 x 155 pixels at 72 dpi).
4. Click 'Update Details' to confirm your changes and view your updated profile page. Should you need to edit this page again, simply click the edit icon () to re-edit the page.

Add a new Product

1. To add a new product, click the Add New icon ()
2. Fill out all the fields with your relevant product information. The following fields are explained in detail:

Marketing Description

This is the piece of text returned beneath the green website address of a Google Search result. This should be informative and engaging, to encourage people to click the listing to find out more about your listed product.

Marketing Keywords

You should include no more than about 5 or 6 keywords, relating to your Product, which you think people would search for or find interesting and separate each with a comma e.g. 'hand carved, beech wood bowl, bespoke wood carving'.

Furniture Types

The separate panel on the right allows you to tick applicable Furniture Types where your product will be listed, making it visible to people browsing those categories.

For Sale

Select 'Yes' to also list your product on the main For Sale page.

Publication Date

If unchanged, this will automatically default to the current date/time the product record is submitted. Alternatively, you can manually alter this to determine the ordering of the top 10 latest products shown at the top of your personal Makers page. (Most recent product listed is shown in the top left of the page).

Product Image

NOTE. There currently is a bug with the system, which will only allow you to add a picture **after** the product record has already been submitted. This will be fixed in due course, to allow for image uploading and product creation to happen in one step.

Choose an image to be used for the Product listing (maximum of 600 pixels wide at 72 dpi).

3. When you have finished adding your details, click the 'Add Product' button at the bottom of the page to submit the product.

To edit an existing product, click the click the edit icon () on the actual product page or alongside the listing within the Maintenance area.

Editing Suite Tools

You have a number of tools available when writing your main content, these include:



Use these to either embolden or italicise text where required.



These buttons allow for Numbered or Bulleted lists of content.



This icon allows you to create a hyperlink to another page or external website. For a page within the website, open the desired page in a web browser and in the address bar, copy everything from the first forward slash '/' to the end. This can then be pasted as your link when editing your content.

To make your link open in a new window, within the Hyperlink panel, click the Target tab and within the dropdown menu here, choose '_blank'. Click ok to confirm.