

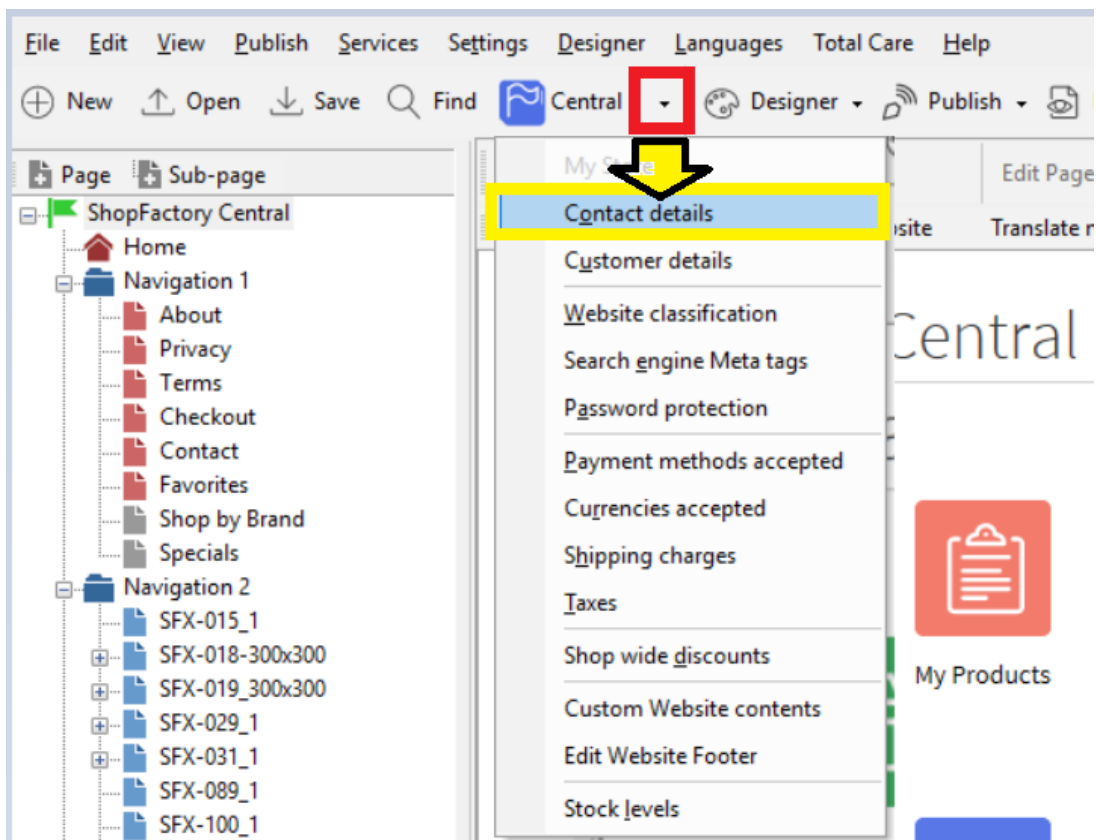


## How do I change the display of my Contact Details on the Contact Us Page?

Jobelle C. - 2021-11-06 - Design and Customizations

You can manage the merchant details that are displayed on the "Contact Us" page: rearrange, sort, or hide some fields. Refer to the steps outlined below:

1. Open your shop in ShopFactory
2. Click on **Central** dropdown button -> select "**Contact Details**"



3. At the Contact details page, enter all the information about your Company

Page Properties Wizard - Contact

The content of this page will be used to create the address fields in your website and in emails sent to your customers. Make sure to provide all the legally required information for your country.

Country: Australia

User profile: ShopFactory Sample Store\_ShopFactory

Name: ShopFactory Sample Store

Company name: ShopFactory

Address: 24 ShopFactory Street

Suburb: ShopFactory Hills

City: Glen Waverley

State: Victoria

ZIP: 3150

Phone: Phone (for orders): 03 95900654

Fax: Fax (for orders):

Email: test@3d3.com Email (for orders): test@3d3.com

Home page: http://www.testing.shopfactory.com/

Company number: 123456789

Tax number: 987654321

Custom 1:

Custom 2:

OK Cancel Help

4. To manage the display of your contact details, click **Address Format** in the Page properties wizard – this is where you can hide and change the order of display for your contact details. Play around with the editing to change the display of your fields.

Page Properties Wizard - Contact

To adjust the order of contact information in your address select a name below.  
Use the up and down arrows to move the name into the desired position.

**Hidden:** Tick this box to select if a field should be shown or not

Hidden  Insert Prompt Text after: Reset

**You can tick "Hidden" checkbox if you want to hide the selected field.**

ShopFactory Sample Store	
ShopFactory	
24 ShopFactory Street	
ShopFactory Hills	
Glen Waverley	Victoria
County [US only]	
Australia	
Phone: Phone	
Fax: Fax	
Email: test@3d3.com	
Phone [orders]: 03 95900654	
Fax [orders]: Fax [orders]	
Email [orders]: test@3d3.com	
Tax number	987654321
	123456789

**You can click on the up/down arrow to re-arrange the display of your contact information - ensure you select the field you want to sort up/down first.**

OK Cancel Help

5. Click Ok

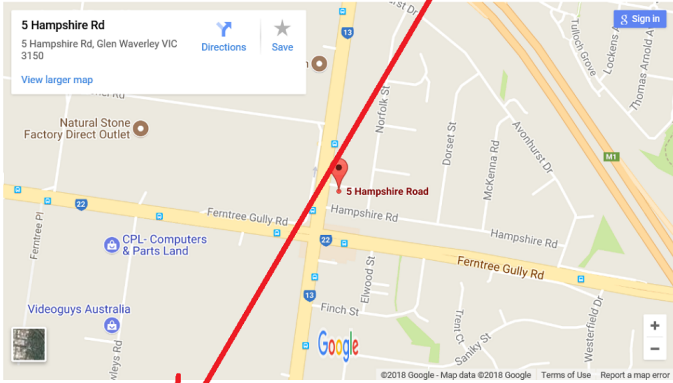
6. Save and preview your shop in external browser

Home About Privacy Terms Checkout **Contact** Favorites

Home > Contact

## Contact

Sample text simply exists so you can see what your new block looks like. To replace the text click on it and press CTRL+A on your keyboard to select enter your own text to replace it. Our beautiful content blocks make creating great looking websites easier than ever.



**3D3.COM Pty Ltd**  
ShopFactory  
123 Street, City  
State 12345  
P: (123) 456 7890 / 456 7891  
Sample...  
[Sample text simply...](#)

**ShopFactory Sample Store**  
ShopFactory  
24 ShopFactory Street  
Glen Waverley Victoria 3150  
Australia  
Email:  
[test@3d3.com](mailto:test@3d3.com)  
Phone (orders):

7. Publish your shop again so that the changes are uploaded online