



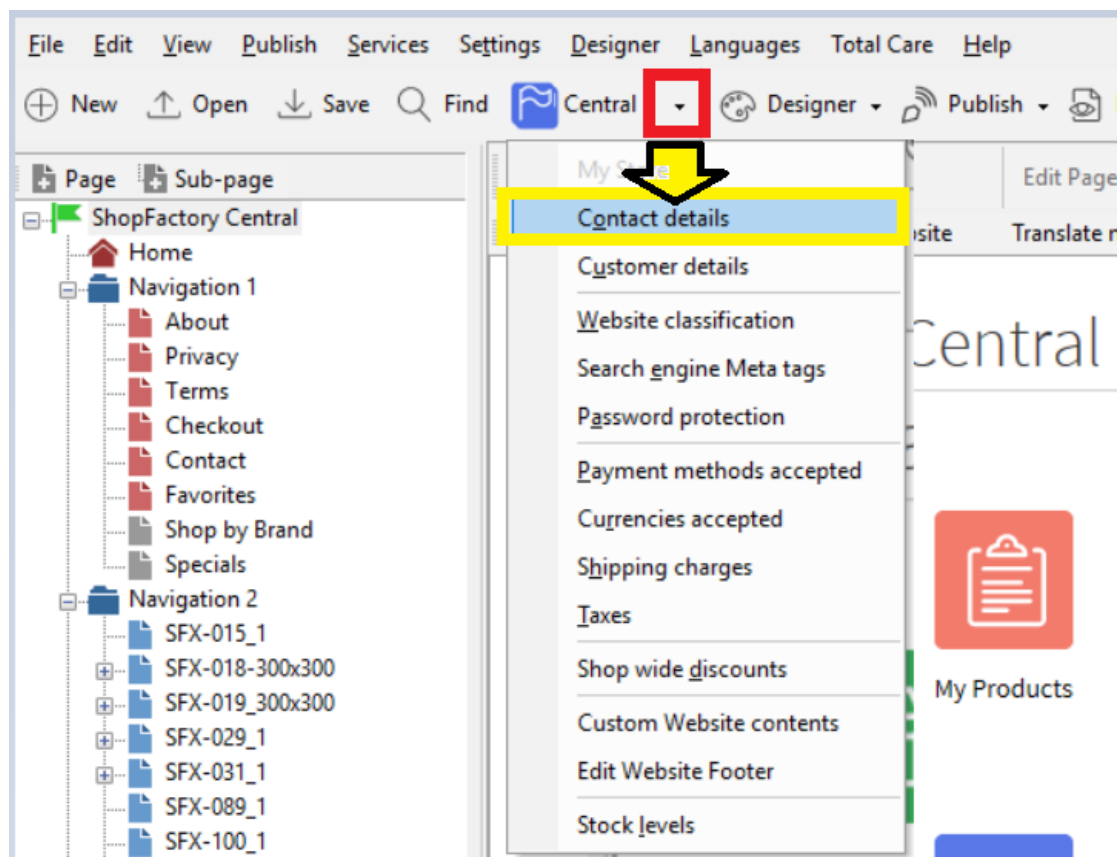
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How do I change the display of my Contact Details on the Contact Us Page?

Jobelle C. - 2021-11-06 - [Design](#)

You can manage the merchant details that are displayed on the "Contact Us" page: re-arrange, 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

Contact details

Address format

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

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

Company number 123456789

OK Cancel Help

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

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.

5. Click Ok

6. Save and preview your shop in external browser

