

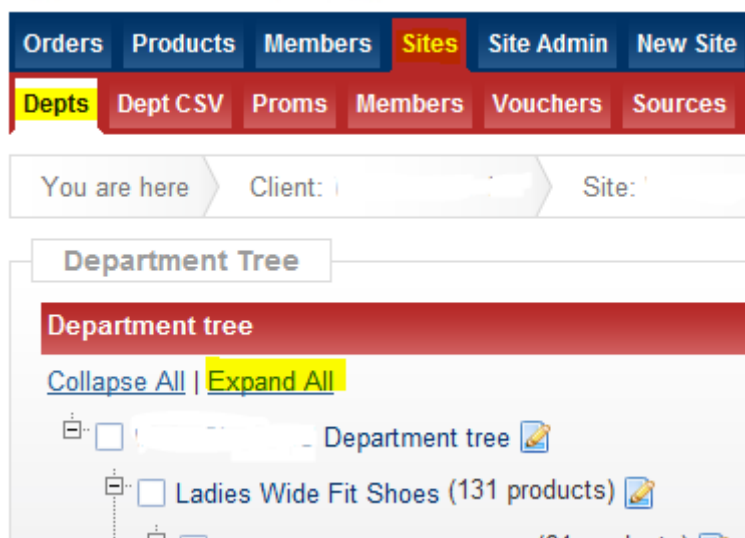
## Etail Systems Tip Sheet

*Objective: To add an article to a department so the content is displayed on the department page.*

The following tells you how to achieve this;-

Many people want to add an article to their department – this walkthrough is more for articles for SEO purposes than customer information. If you'd like to know how to add articles to department to give the customer more information, please ask for our 'Adding a promotion to a department' walkthrough.

To do this, you need to go in to your department tree ('Sites' → 'Depts'), select the department you want to edit & click the 'edit' button.

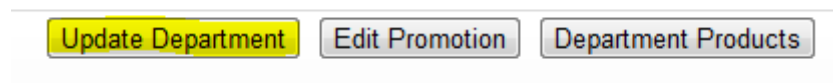


Scroll down a little until you see 'Display footer article' & select the article you want. (Article that are purely for SEO are usually put in the footer so the products aren't pushed downwards & out of the customers sight.)

A screenshot of a form titled 'Display footer article'. It contains several fields: 'Display sub departments article:' with a dropdown menu showing 'Please select'; 'Display footer article:' with a dropdown menu showing 'Please select' (highlighted in yellow); 'Product display order:' with a dropdown menu showing 'Use site default'; 'External link:' with a text input field; 'Upload image:' with a 'Choose File' button and the text 'No file chosen'; and 'Maximum size:' with input fields for width (w: 0) and height (h: 0) in pixels.

## Adding an article to a department

You then need to scroll back up to the top & click the 'Update Department' button to save your changes.



If you need help using this feature, please contact [support@etailsystems.com](mailto:support@etailsystems.com) or call 0844 482 0908.