



SHOP DECORATION BASIC

USER GUIDE

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STEP-BY-STEP GUIDE

In a glance

Using the Shop Decoration tool is easy.

1

Select your preferred components.

2

Insert your images, videos, categories and product links.

3

Save and publish to your shop page.

And you're done.



How to use Shop Decoration

In the Seller Centre homepage, go to Shop Menu and click on Shop Decoration.

The screenshot displays the Shopee Seller Centre interface. The top navigation bar includes the Shopee Seller Centre logo, a link to 'Go back to old Seller Centre >', the user's name 'vivien', and an 'Education Hub' button. The left sidebar contains a 'Shop' menu with 'Shop Decoration' highlighted in a red box. The main content area is divided into three sections: 'My Data' (Real-time until 14:00) with a 'Load failed, Reload' message; 'Marketing Centre' (Promotions you can participate in) featuring a 'Campaign' section with an 'Upcoming' promotion (201904211) and a 'Nominate Now' button; and a 'To Do List' (Tasks pending your action) with a 2x2 grid showing 0 To Ship, 0 Pending Return/Refund, 0 Pending Cancellation, and 1 Banned Products. Below the To Do List is a 'News' section (Shopee announcements) with 'No Data' and a 'Feedback >' link.



How to use Shop Decoration

Click on Decorate Your Shop Now.

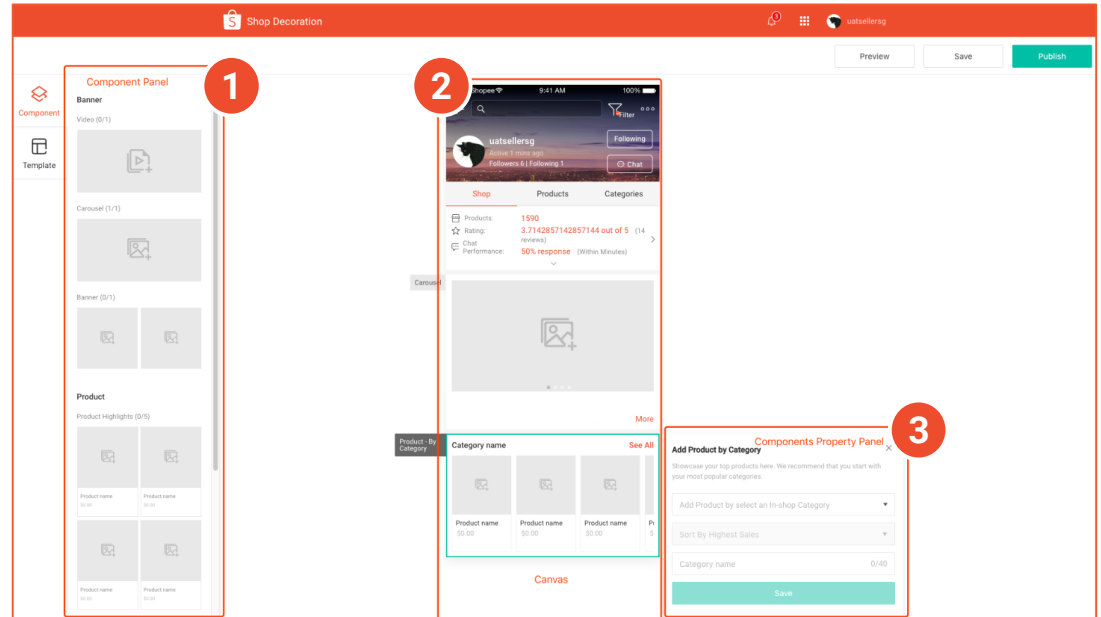
The screenshot displays the Seller Education Hub interface. At the top, it shows 'Home / My Shop' and the user 'pongsan_a' with an 'Education Hub' button. The left sidebar is divided into three sections: 'SHOP' (with 'Shop Decoration' highlighted), 'SETTINGS' (including Shop Settings, Privacy Settings, Chat Settings, and Notification Settings), and 'ACCOUNT' (including My Account and Change Password). The main content area is titled 'Shop Decoration' and includes the instruction 'Customize your shop front to feature your best products and drive sales'. It features three interactive cards: 'Select component(s)' (Customize the layout of your shop's homepage with different components), 'Insert content' (Display your top products or categories in selected components), and 'Publish page' (Your new shop decoration will take effect immediately after publishing). A prominent orange button at the bottom center reads 'Decorate Your Shop Now >>>'.



How to use Shop Decoration

In the Shop Decoration page, you will see:

- 1. Component Panel:** View your decoration components and add new components to your canvas.
- 2. Canvas:** See how the components will appear in your shop.
- 3. Component Property Panel:** Input images, products or categories for the components.



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NEW SHOP DECORATION FEATURES

Types of decoration components

Compulsory components

Component	Max no.	Purpose
Carousel	1	Display 1 - 6 images on rotation
Products by Category	5	Display up to 8 products under a category

Optional components

Component	Max no.	Purpose
Video	1	Showcase products or promotions in a video format
Banner	1	Display 2 images in a row
Product Highlights	5	Showcase up to 4 products
Category	1	Showcase 4 - 8 categories

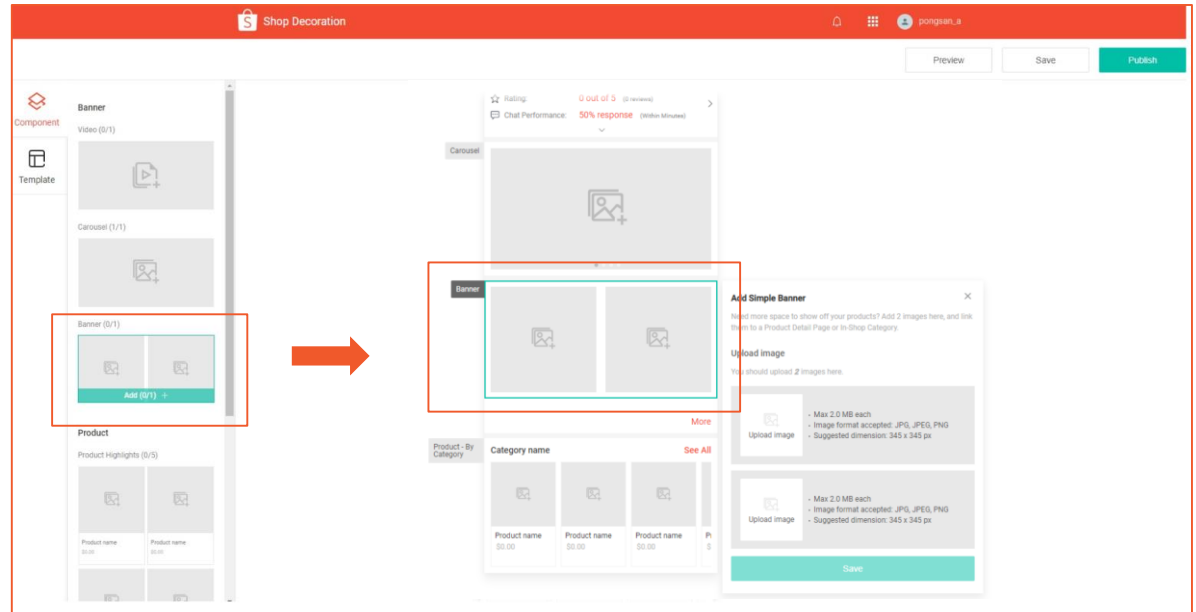


How to use Shop Decoration

To add a new component :

Click on any of the component in the component panel to add it to canvas.

The component will be added automatically to its position on the canvas.



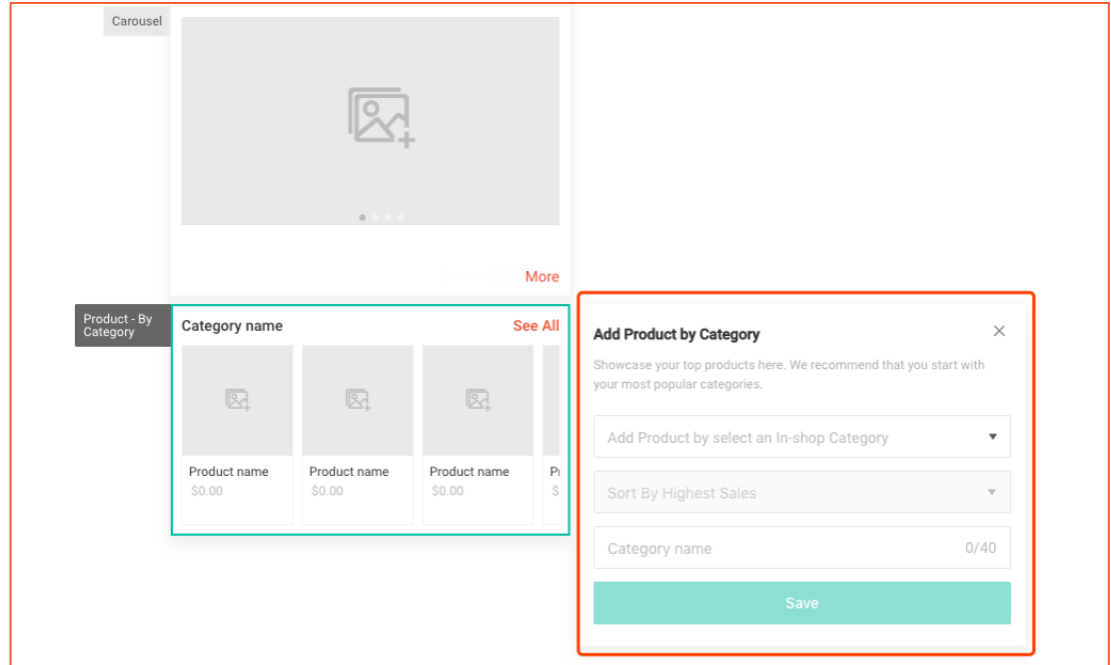
How to use Shop Decoration

To edit components:

Step 1: Click on a component in the canvas to expand its property panel.

Step 2: Add your desired image, hyperlink, product or category.

Step 3: Click Save.

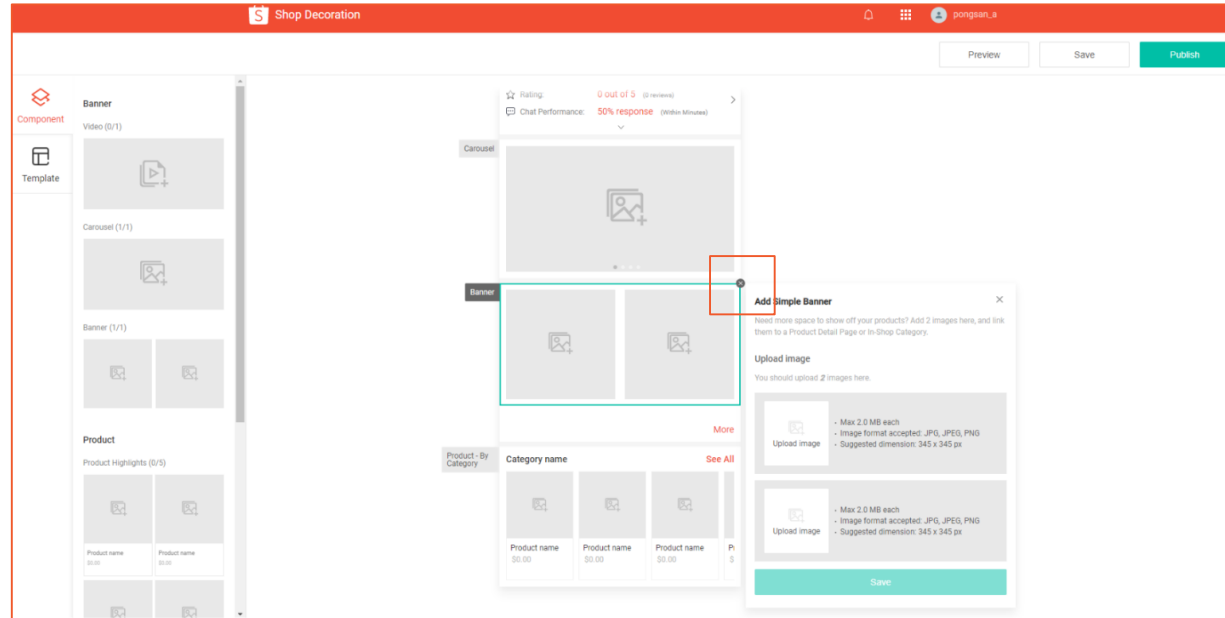


How to use Shop Decoration

To delete components:

Hover over the component and click on the X icon on top right corner.

Note: Only optional components can be deleted. Compulsory components cannot be deleted.



How to use Shop Decoration

To complete Shop Decoration:

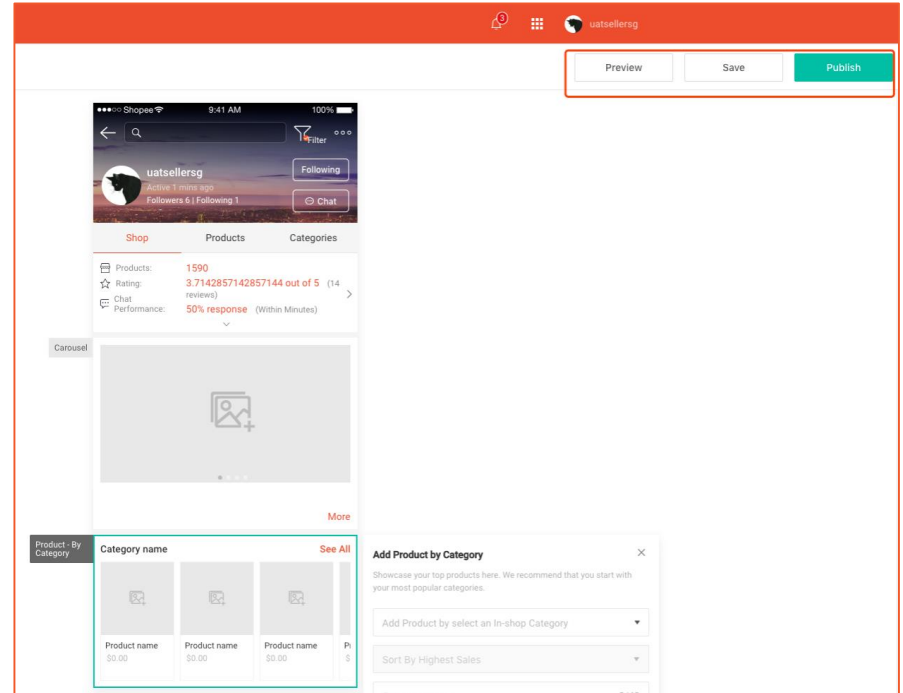
Step 1: Click Preview to see how will your shop look.

Step 2: Click Save to save draft for future edit.

Step 3: Click Publish to start displaying the decorations in your shop immediately.

If unable to save, check that:

- All details of the components have been filled in.
- There are no expired information, such as deleted products or deactivated categories.



How to use Shop Decoration

To disable Shop Decoration:

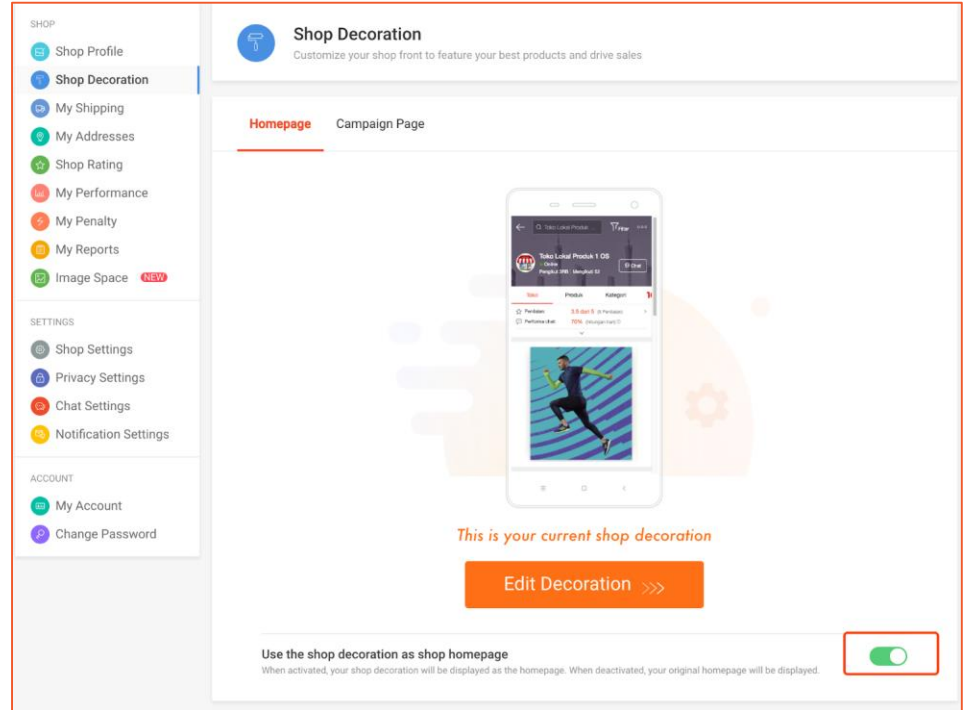
Step 1: Go to Shop Decoration homepage.

Step 2: Toggle off at the bottom of the page.

Step 3: In the pop-up, click Confirm to turn off Shop Decoration.

In 5 minutes, your shop front will be reset to its original look.

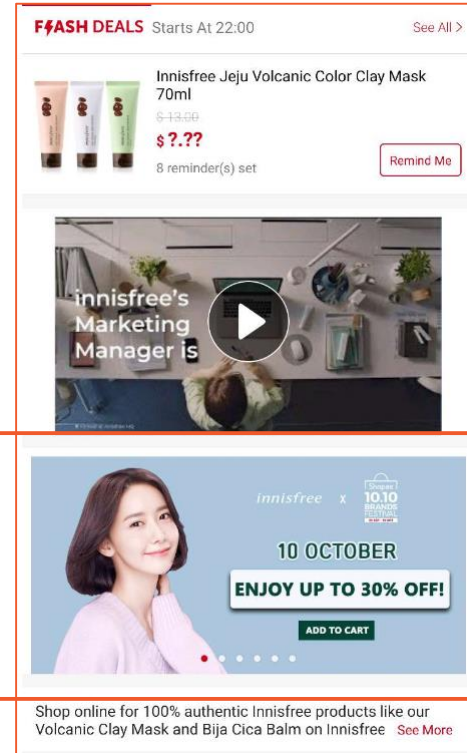
To enable Shop Decoration again, toggle on.



CHOOSING COMPONENTS FOR YOUR SHOP

Carousel

Carousel lets you display up to 6 images on rotation. You can hyperlink each image to a product or category page to direct shoppers to purchase.



How to add a carousel

In carousel component's property panel:

Step 1: Upload an image to add a new frame.

Step 2: Add hyperlink for each image (optional).

Step 3: Reorder the frames, if need.

Step 4: Click Save.

Note:

- *Image dimension:*
1200px width x 600px height
- *Upload 1 - 6 images.*

Add Carousel ✕

These are the first images your customers will see. Introduce your best promotions or display your top-selling items.

Upload image

You should upload 1-6 images here.

Replace image Add Hyperlink (optional) ▾

Upload image (optional) Max 2.0 MB each
Image format accepted: JPG, JPEG, PNG
Suggested dimension: 1200 x 600 px

Save



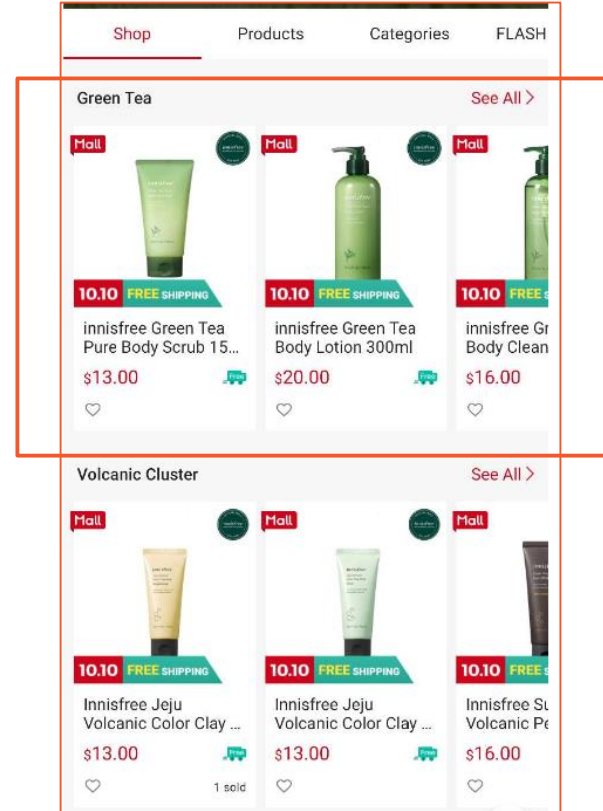
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CHOOSING COMPONENTS FOR YOUR SHOP

Products by category

Showcase up to 8 of your top products under a category.

It also includes a link to your product list page, which will direct shoppers to view all the products under that category.



How to add products by category

In products by category component's property panel:

Step 1: Choose an active In-Shop Category.

Step 2: Add products by choosing a sort rule:

- Sort By Highest Sales
- Sort By Latest Listing
- Sort By Lowest Prices

Step 3: Click Save.

Note: This component comes with a "See All" button that will direct shoppers to the category's product list page.

The screenshot shows a shop interface with a 'Product - By Category' component and its corresponding property panel. The component displays three product cards for the category 'viventest', each with a placeholder image, the text 'Product name', and a price of '\$0.00'. A 'See All' button is visible in the top right corner of the component. The property panel on the right is titled 'Add Product by Category' and includes a close button (X). Below the title is a descriptive text: 'Showcase your top products here. We recommend that you start with your most popular categories.' The panel contains three main settings: a dropdown menu for 'Add Product by select an In-shop Category' (highlighted with a red box), a dropdown menu for 'Sort By Highest Sales', and a text input field for the category name 'viventest' with a character count '10/40'. At the bottom of the panel is a teal 'Save' button.

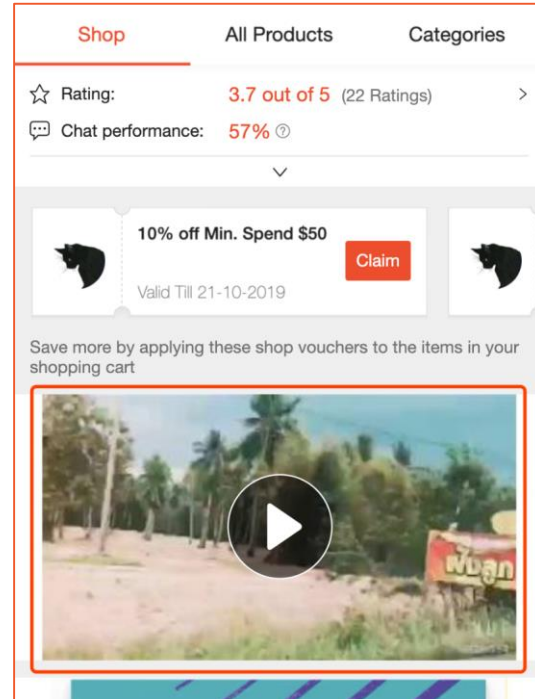


Video

Upload an engaging YouTube video to introduce your shop, brands or top products.

Note:

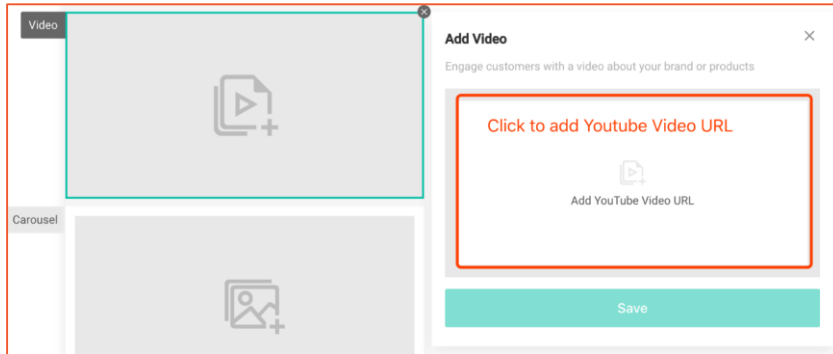
- *Only YouTube video link is accepted.*
- *Video's cover displayed in your shop will be the same as the cover on YouTube. Visit YouTube to change.*



How to add a video

In video component's property panel:

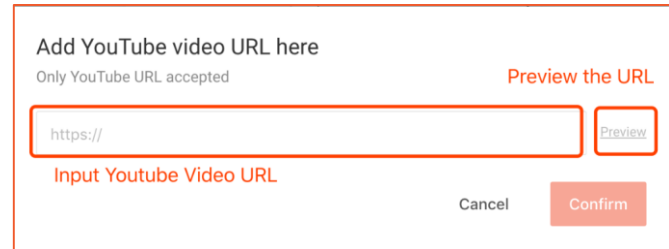
Step 1: Click on the video upload box.



Step 2: Paste YouTube URL in the pop-up window.

Step 3: Preview the video and click Confirm.

Step 4: Click Save.



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CHOOSING COMPONENTS FOR YOUR SHOP

Banner

Select and display 2 images up front on your shop page to showcase your top 2 products or promotions.

You can also add a hyperlink for each image to direct shoppers to purchase.



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CHOOSING COMPONENTS FOR YOUR SHOP

How to add a banner

In banner component's property panel:

Step 1: Upload image.

Step 2: Add hyperlink (optional).

Step 3: Click Save.

Note:

- Image dimension: 345 x 345px

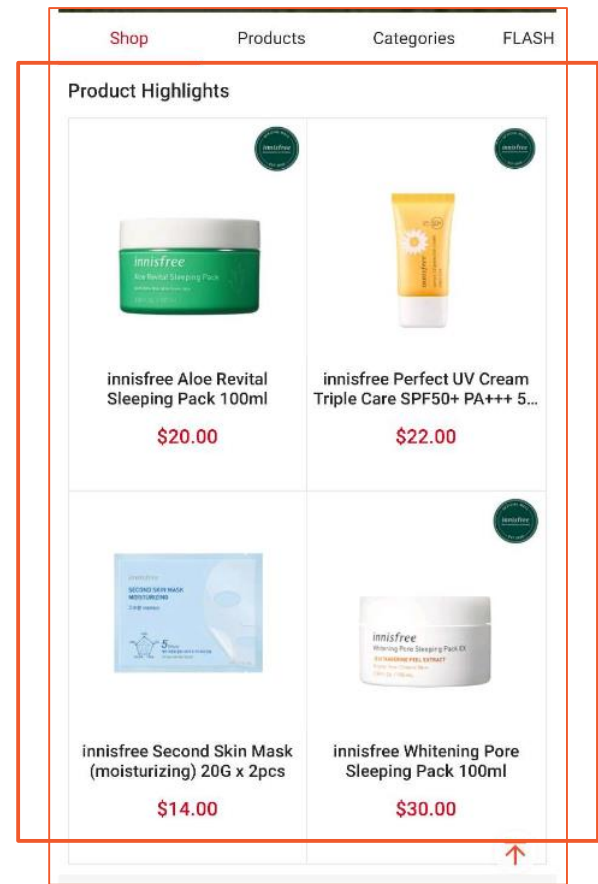
The screenshot shows the 'Banner' component's property panel. The main area displays a banner with a pair of sneakers, labeled '男女 跑步鞋 CC revolution U ¥ 899'. Below the banner is a 'Product Highlights' section with two placeholder images. The right sidebar contains the 'Add Simple Banner' configuration panel. This panel includes a 'Need more space to show off your products? Add 2 images here, and link them to a Product Detail Page or In-Shop Category.' instruction, an 'Upload image' section with a note 'You should upload 2 images here.', a 'Replace image' button, an 'Add Hyperlink (optional)' dropdown menu, and an 'Upload image' button. Below these are the specifications: 'Max 2.0 MB each', 'Image format accepted: JPG, JPEG, PNG', and 'Suggested dimension: 345 x 345 px'. A 'Save' button is at the bottom of the panel.



Product highlights

Product highlights is a component that helps you to attract shoppers' attention to your best products.

A set of 4 products must be added each time. You can apply the product highlights component up to 5 times to showcase more products.



How to add product highlights

In product highlights component's property panel:

Step 1: Select Auto or Manual to add products.

- **Auto:** System will select products based on “Highest Sales”, “Latest Listing” or “Lowest Prices”.

Sold out, delisted or newly added products will be auto updated.

- **Manual:** Choose any 4 products.

Sold out or delisted products will be hidden. The component will be removed if there are less than 2 valid products.

Step 2: Click Save.

The screenshot shows the 'Product Highlights' component in a shop interface. The component displays a 2x2 grid of product cards, each with a placeholder image and the text 'Product name' and '\$0.00'. Below the component is a 'Product - By Category' section with a 'viventest' category and three product cards, each with a placeholder image and the text 'Product name' and '\$0.00'. A 'See All' link is visible next to the category name. To the right, the 'Add Highlight Products' dialog is open. It has a title 'Product Highlights' and a character count '18/30'. Below the title, there are two radio buttons: 'Auto' (unselected) and 'Manual' (selected). A message below the radio buttons says 'You should add 4 products here.' Below this message is a 2x2 grid of product cards, each with a placeholder image and the text 'Add Product'. At the bottom of the dialog is a 'Save' button.

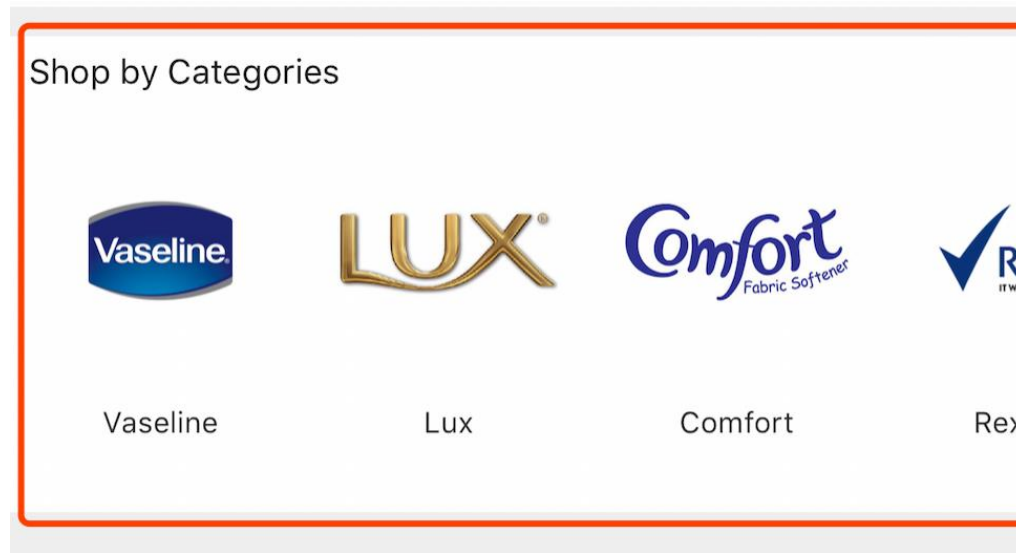


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CHOOSING COMPONENTS FOR YOUR SHOP

Category

Highlight 4 - 8 of your most popular categories and add a link to direct shoppers to each category's product page.



How to add a category

In category component's property panel:

Step 1: Upload an image for each category.

Step 2: Select an In-Shop Category.

Step 3: Add 4 - 8 categories.

Step 4: Click Save.

Note:

- Image dimensions: 149 X 149px
- Only active In-Shop Categories are supported.

The screenshot shows the 'Add Category List' property panel. It is divided into two main sections: 'Categories' and 'Product - By Category'.

Categories Section: This section is highlighted with a green border. It contains a single category card with an image of a sneaker, the text 'Category name', and a price tag 'Rp0'. A 'See All' link is visible to the right.

Product - By Category Section: This section contains a grid of three category cards, each with a placeholder image and the text 'Product name' and 'Rp0'. A 'See All' link is also present.

Property Panel (Right Side): This panel is titled 'Add Category List' and contains the following elements:

- Text:** 'Managing a large shop? Showcase your top categories here to help your customers find their favourite products.'
- Section Header:** 'Upload image'
- Text:** 'You should choose **4-10** categories here, and upload an image for each category.'
- Form Fields:** A 'Replace image' button, an 'Add Hyperlink' dropdown menu, and an 'Enter category name' text input with a character count '0/40'.
- Image Upload Area:** A box with an 'Upload image' button and instructions: 'Max 2.0 MB each', 'Image format accepted: JPG, JPEG, PNG', and 'Suggested dimension: 149 x 149 px'.
- Save Button:** A large teal 'Save' button at the bottom.





Thank you

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Shopee on Seller Education Hub:

<https://seller.shopee.ph/edu/>