



# Website Training Manual 2023.

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This manual explains what each element within the single template achieves, and how each element looks on your website page.

# Single Page Template Options Explained.

When you create a new page of your website you will be able to add various options to your page, whether that is a banner, an accordion, a gallery etc. This document will teach you what each option enables and how it will appear on your web page.

First you will see a tab with 'settings' and various options below. [\(fig 1\)](#)

Enabling specific options will give you the settings for each module and will appear in a tab next to settings. [\(fig 2\)](#)

Settings	Banner	Body Text
Show Banner	Show Banner	Show Body Text
<input type="checkbox"/> Click Here	<input checked="" type="checkbox"/> Click Here	<input type="checkbox"/> Click Here
Show Body Text	Show Body Text	Show Body Text
<input type="checkbox"/> Click Here	<input checked="" type="checkbox"/> Click Here	<input checked="" type="checkbox"/> Click Here
Show Cards		
<input type="checkbox"/> Click Here		
Show Tabs		
<input type="checkbox"/> Click Here		

[fig 2](#)

[fig 1](#)

## Banner Settings.

When you enable the banner settings and click the banner tab you will see options for adding an image and additional text [\(fig 3\)](#) and if you decide to add additional content to the banner this is how this will look on your page [\(fig 4\)](#).

Please note that the title of the page will become the title in the banner, in this instance the page title is called '**One Section Template.**'

Settings	Banner	Body Text
<b>Banner Image</b>		
This is the image that will appear at the top of your page. When uploading an image to this section, make sure that the file size isn't anything larger than 1MB, otherwise this could affect the speed of the page.		
<input type="button" value="No image selected"/> <a href="#">Add image</a>		
<b>Additional Text</b>		
This text will appear just under the title of the page.		
<input type="text"/>		

[fig 3](#)



[fig 4](#)



# Body Text Settings.

When you enable the body text tab you will be given options of adding in content to your page, you can make content bold, italic, underlined, add an image, add a link etc. (fig 5)

You also have the option of adding content buttons directly underneath the content by clicking the tickbox 'show content buttons'

To add a button below the content you first click 'add row' then click 'select link.' Here you can either link to a page on your website, add the link to a document or you can link to an external website.

(fig 6) shows how this will look on your website.

The screenshot shows the 'Body Text' tab selected in a top navigation bar. The 'Main Text Field' contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.' Below this is a rich text editor toolbar. The 'Content Buttons' section is expanded, showing a checkbox 'Click to show buttons' which is checked. Under 'Content Buttons' is a table with one row, labeled 'Buttons' and containing a single button labeled 'Select Link'. A 'Add Row' button is located at the bottom right of this section.

The screenshot shows a website layout with a main content area containing placeholder text. Below the text are four buttons arranged in a 2x2 grid: 'SCHOOL CLASS POST' (top left), 'SCHOOL CLASS PAGE' (top right), 'GALLERY POST' (bottom left), and 'SCHOOL CLASS POST' (bottom right). The 'SCHOOL CLASS PAGE' button is highlighted with a blue border.

fig 6

# Card Settings.

When you enable the card settings and click the card tab you will see options for show card heading, show card text, display search bar and adding cards. (fig 7)

To create a card you click 'add row' then you add an image, a heading, sub heading, content and a link to were you wish this to link to.

Please note that you dont have to add a sub heading or text if you dont wish to.

To reorganise a card you can drag them around by dragging from the number to the left of each item. To delete an item you click the minus to the right and click remove row.

On the next page (fig 8) you will see how the card headings will look on your page.

The screenshot shows the 'Cards' tab selected in a top navigation bar. The 'Card Settings' section includes checkboxes for 'Show Card Heading' and 'Show Card Text', both of which are checked. The 'Display Card Search Bar' section has a checked checkbox 'Click Here'. The 'All Cards' section shows a table with two rows of cards. Each card has an 'Image' (a photo of hands writing), 'Heading' (labeled 'Heading'), 'Sub Heading' (labeled 'Sub Heading'), 'Text' (placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut'), and a 'Link' (a 'Single Page' link to 'http://'). The second card has a minus sign to its right, indicating it can be deleted. A 'Add Row' button is located at the bottom right of the table.

fig 7



# Card Setting Cont.

## Cards Heading

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Search Name



### Heading

#### Sub Heading

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[Single Page](#)

### Heading

#### Sub Heading

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[Single Page](#)

fig 8

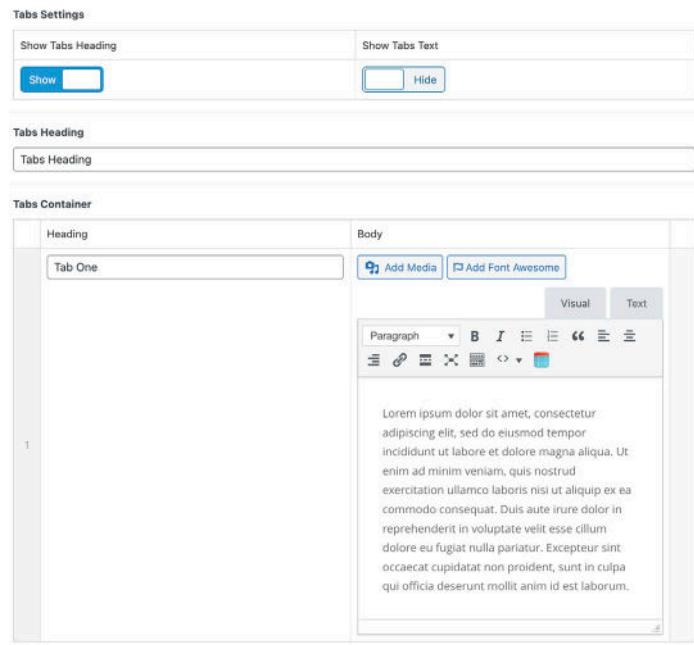
# Tab Settings.

When you enable the tab settings and click the tab setting you will see options for show tab heading, show tab text and adding tabs. [\(fig 9\)](#)

To create a tab you click '[add row](#)' then you add an image, a heading and content.

To reorganise a card you can drag them around by dragging from the number to the left of each item. To delete an item you click the minus to the right and click remove row.

On the next page [\(fig 10\)](#) you will see how the card headings will look on your page.



The screenshot shows the 'Tabs Settings' interface. At the top, there are two buttons: 'Show Tabs Heading' (blue) and 'Show Tabs Text' (white). Below these are two tabs labeled 'Tabs Heading'. The first tab contains the text 'Tabs Heading'. The second tab contains the text 'Tabs Heading'. Underneath the tabs is a 'Tabs Container' section. It has a table with two rows. The first row has a 'Heading' column with 'Tab One' and a 'Body' column with a rich text editor toolbar and placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.' The second row has a 'Heading' column with 'Tab Two' and a 'Body' column with the same placeholder text. At the bottom right of the container is a 'Add Row' button.

fig 9



## Tab Setting Cont.

### Tabs Heading

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

fig 10

## Gallery Settings.

When you enable the gallery settings and click the gallery tab you will see options for show gallery heading, show gallery text, display gallery as a slider and adding images. [\(fig 11\)](#)

To add images to your page gallery click the button '[add image](#)' and select your chosen image. You can have up to a maximum of 20 images per page with the gallery. [To add more images you can create a gallery on the sidebar, we will explain this further down.](#)

[\(fig 12\)](#) shows how this will look on your website as a gallery [\(fig 13\)](#) shows this as a slideshow.

fig 11

### Gallery Heading

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fig 12

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

fig 13



# Profile Settings.

When you enable the profile text tab you will be given options of adding in a profile heading, profile text, displaying the profiles as a slider and enabling the search bar. [\(fig 14\)](#)

To create a new profile all you have to do is click '[add row](#)' then fill in the information as seen on the image to the right. Add an image, name, position, email, tel and a bio.

Please note that you do not have to add in every field so you can for example just fill in name and position.

[\(fig 15\)](#) shows how this will look on your website.

The screenshot shows the 'Profiles' tab selected in the top navigation bar. Under 'Profile Settings', there is a section for 'Display Cards As A Slider' with a 'Click Here' button. Below that is a 'Display Profile Search Bar' section with another 'Click Here' button. The main area is titled 'Profiles' and contains a sub-section 'This is the section where you can display all of your Profile Cards'. A row for a new profile is shown, with the 'Image' field containing a placeholder image of a woman. The 'Name' field is filled with 'Danny Upton', 'Position' is empty, 'Email' is 'danny.upton@communitybrands.com', 'Phone' is '+447397994862', and the 'Bio' field contains a sample paragraph of text. The 'Bio' field includes buttons for 'Add Media' and 'Add Font Awesome', and a rich text editor toolbar. A 'Visual' and 'Text' switch is also present. At the bottom right of the row is a 'Add Row' button.

[fig 14](#)

## Profile Heading

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The screenshot shows a slider displaying two profiles. The first profile on the left is for 'Mr Smith' with the title 'Teacher', showing a placeholder image. The second profile on the right is for 'Miss Jones' with the title 'Teaching Assistant', showing a placeholder image. Each profile has a 'VIEW BIO' button at the bottom. Below the slider are navigation arrows.

[fig 15](#)



# Accordion Settings.

When you enable the accordion tab you will be given options of adding in an accordion heading, accordion text and creating accordion toggles. (fig 16)

To create a new accordion all you have to do is click 'add row' then fill in the information as seen on the image to the right. Add a heading for the accordion and insert text, you can also add in images and shortcodes into the accordion.

Please note that you can rearrange the accordion by clicking on the number on the left and drag around. You can also remove an accordion tab by clicking the minus to the right.

(fig 17) shows how this will look on your website.

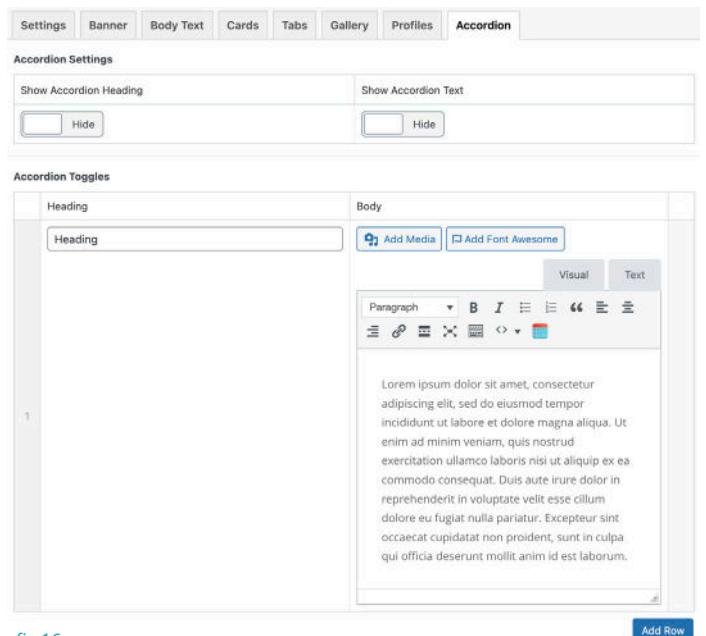


fig 16

## Accordion Heading

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### Heading 1

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### Heading 2

fig 17

# Links & Download Settings.

When you enable the links & download settings and click, you will see options for a heading title. (fig 8)

To add links here you first click 'add row' and then you will see three columns appear 'heading' 'body text' and 'buttons.' In here you can either add a heading and body text or you can just add buttons, to do this click 'add row' then 'select link' and you can choose either a page from your website, a document or you can link to an external website.

(fig 19) shows how this will look on your website.

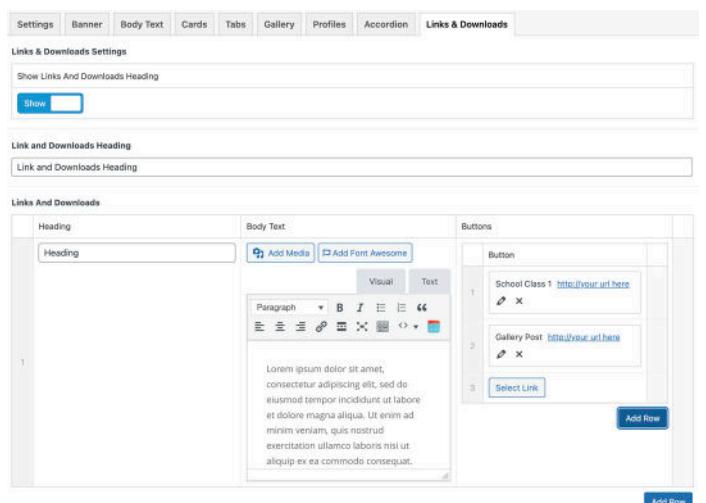


fig 18

## Link and Downloads Heading

### Heading

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SCHOOL CLASS 1

GALLERY POST

fig 19



# Sidebar Settings.

To have the sidebar appear on your page you must have 'body text option' enabled. With the side bar you have further customisation options like adding a slideshow gallery, profile card, side links, side accordion and side content. (fig 20)

Here is how the sidebar will appear on your page (fig 21)

Settings Side Bar Options Body Text

Show Side Gallery

Click Here

Show Side Accordion

Click Here

Show Side Links

Click Here

Show Side Content

Click Here

Show Side Profiles

Click Here

fig 20

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fig 21

Danny Upton  
Position  
rugby@stratmail.co.uk  
+44797994864



Heading

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Heading

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SCHOOL CLASS POST

GALLERY POST

SCHOOL CLASS PAGE

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# Creating a Gallery.

Creating galleries is a great way for you to showcase your school better and by having more choice of images. You can use galleries to showcase school trips, school events etc.

To create a gallery please navigate to the 'galleries' option within the sidebar of your dashboard (fig 22)

Once you have clicked on galleries, you then need to click click 'add new' (fig 23) then we give the gallery a **title name**, you can also add body text for the gallery and then you select your images by clicking add to gallery.

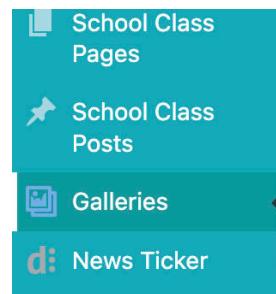
If you are selecting multiple images you can click the first image and hold shift and then click the last image and you will be able to select multiple at once.

Once you have added in your images and are happy you click **publish** and the gallery will be published.

# Adding a Gallery to the Menu.

To add a gallery to the menu you first need to navigate to '**appearance**' > '**menus**' from your sidebar on the dashboard. (fig 24)

When you have navigated to the menu, you will see galleries on the side tab (fig 25). Now all you have to do is select the gallery you wish to add to the menu by selecting and then click add to menu. Once you are happy with the position of the new menu item, you click save menu and your gallery will appear on your website.



Galleries Add New

fig 23

fig 22

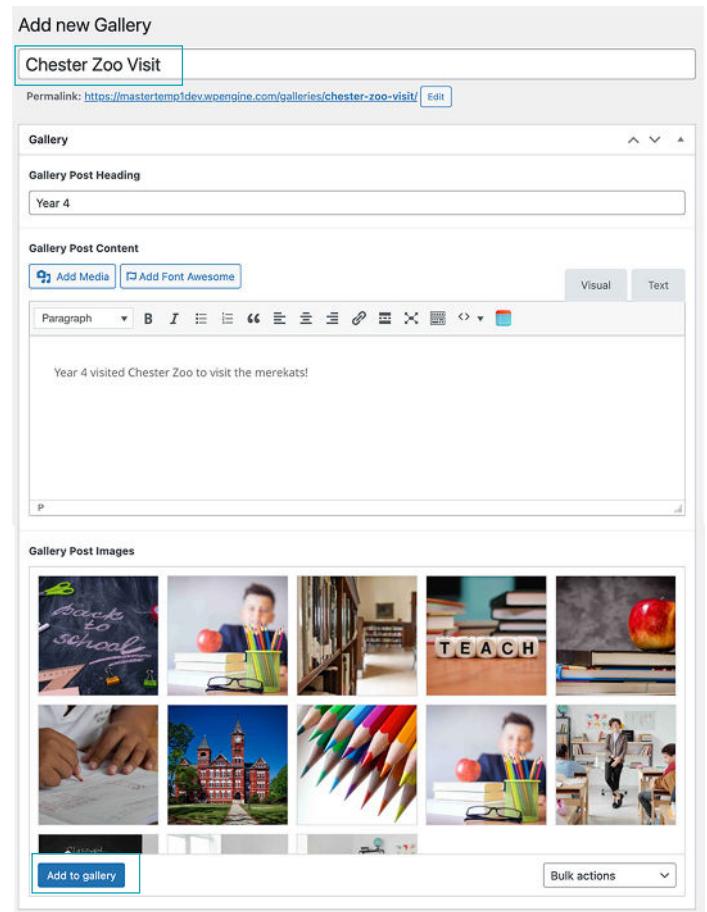


fig 23



fig 24

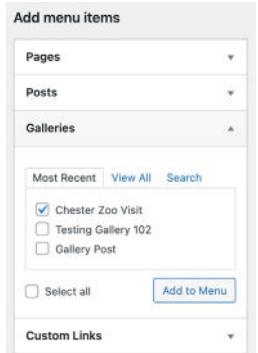


fig 25

