

Website Training Manual 2023.

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

Show Banner

☐ Click Here

Show Body Text

☐ Click Here

Show Cards

☐ Click Here

Show Tabs

☐ Click Here

fig 1

Settings

Banner

Body Text

Show Banner

☒ Click Here

Show Body Text

☒ Click Here

fig 2

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

Banner Image *

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.

No image selected [Add Image](#)

Additional Text

This text will appear just under the title of the page.

fig 3



fig 4





The screenshot displays the WordPress editor interface. At the top, there are three tabs: 'Settings', 'Banner', and 'Body Text'. Below these is the 'Main Text Field' section, which contains a toolbar with various text formatting options (bold, italic, link, etc.) and a 'Paragraph' dropdown menu. The main text area contains three paragraphs of placeholder text. Below the text area is the 'Show Content Buttons' section, which has a checkbox labeled 'Click to show buttons' that is checked. At the bottom is the 'Content Buttons' section, which contains a table with one row and one column. The table has a header row with the text 'Buttons' and a data row with a button labeled 'Select Link'.

Settings **Banner** **Body Text**

Main Text Field

This is your main body content where you can display all the information for you website in.

[Add Media](#) [Add Font Awesome](#)

Visual Text

Paragraph B I [List Icons] [Text Icons] [Link Icon] [Media Icon] [More Icon] [Dropdown Arrow]

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Show Content Buttons

☒ Click to show buttons

Content Buttons

	Buttons
1	Select Link

fig 5

Add Row

fig 5

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SCHOOL CLASS POST	SCHOOL CLASS PAGE
GALLERY POST	SCHOOL CLASS POST

fig 6

Settings

Banner

Body Text

Cards

Card Settings

Show Card Heading

Show Card Text

Hide

Hide

Display Card Search Bar

☒ Click Here

All Cards

In this section you can create individual cards.

	Image	Heading	Sub Heading	Text 300 Character Limit	Link
1		Heading	Sub Heading	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut	Single Page http <input type="text"/> X
2		Heading	Sub Heading	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut	Single Page http <input type="text"/> X

Add Row

fig 7

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

Card Setting Cont.

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.

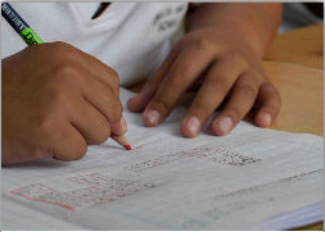
To reorganise a card you can drag them around by dragging from the number to the left of each item. To delete an item you click the minus to the right and click remove row.

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

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

Tabs Settings

Show Tabs Heading

Show

Show Tabs Text

Hide

Tabs Heading

Tabs Heading

Tabs Container

Heading

Tab One

Body

Add Media

Add Font Awesome

Visual

Text

Paragraph

1

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Add Row

fig 9

Tab Setting Cont.

Tabs Heading

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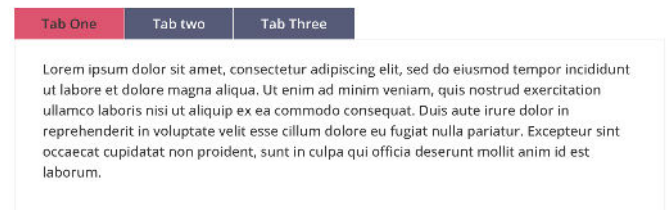


fig 10

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.

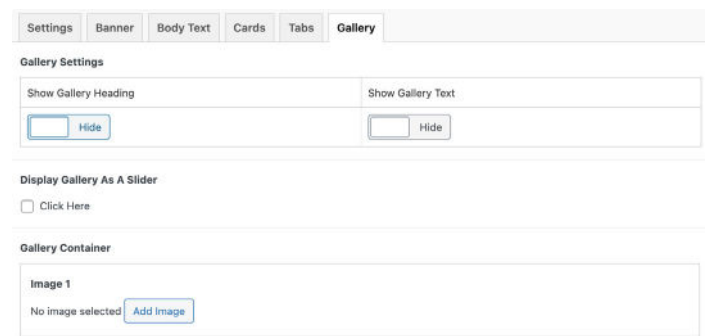


fig 11

Gallery Heading

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fig 12

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fig 13







	Settings	Banner	Body Text	Cards	Tabs	Gallery	Profiles
Profile Settings							
Show Profile Heading						Show Profile Text	
<input type="checkbox"/> Hide						<input type="checkbox"/> Hide	
Display Cards As A Slider							
<input type="checkbox"/> Click Here							
Display Profile Search Bar							
<input type="checkbox"/> Click Here							
Profiles							
This is the section where you can display all of your Profile Cards							
Image							
Name	<input type="text" value="Danny Upton"/>						
Position	<input type="text" value="Position"/>						
Email	<input type="text" value="danny.upton@communitybrands.com"/>						
Phone	<input type="text" value="+447397994862"/>						
Bio	<div> <input checked="" type="checkbox"/> Add Media <input type="checkbox"/> Add Font Awesome </div> <div>Visual Text</div> <div> Paragraph ▼ B I [List Icons] [Quote Icon] [Link Icon] [More Icons] < > ▼ </div> <p>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.</p>						

fig 14


Profile Heading

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Mr Smith
Teacher

[VIEW BIO](#)



Miss Jones
Teaching Assistant

[VIEW BIO](#)

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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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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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
ruph@matmail.co.uk
+44779794864

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Heading

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Heading

Heading

Lorem ipsum dolor sit amet.

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.

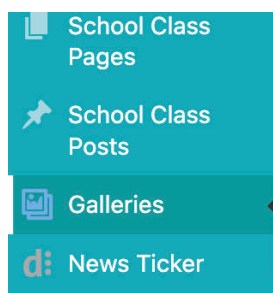


fig 22

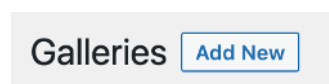


fig 23

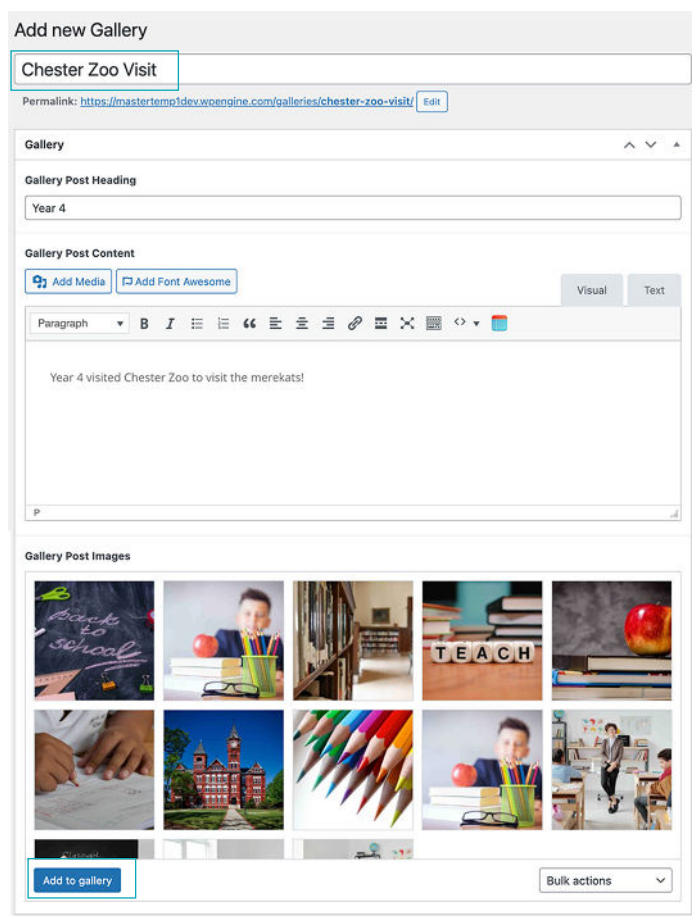


fig 23



fig 24

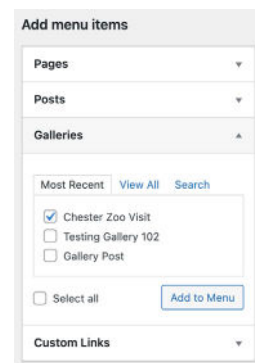


fig 25

