Website Training Manual 2023.

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

communitybrands

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)*
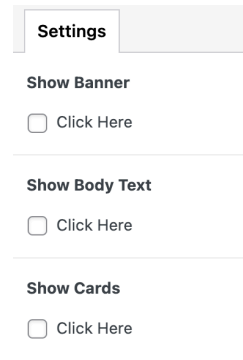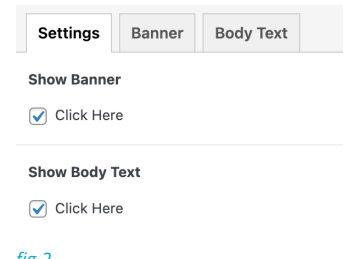

fig 1

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*.'
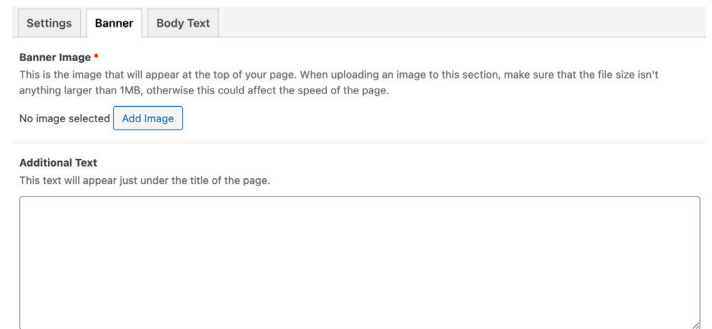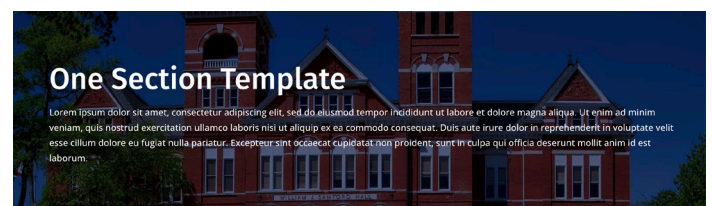

fig 3

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.

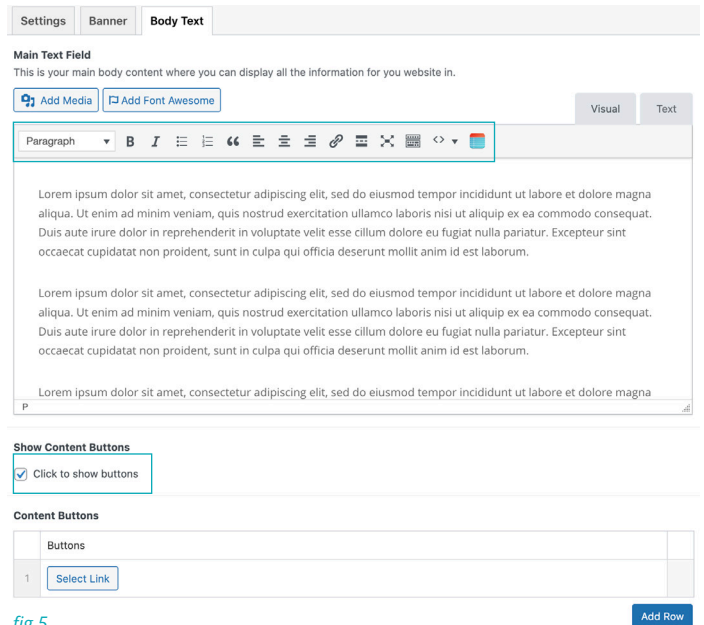*(fig 6)* shows how this will look on your website.
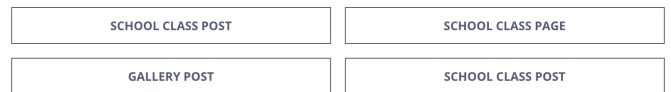

fig 5

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.
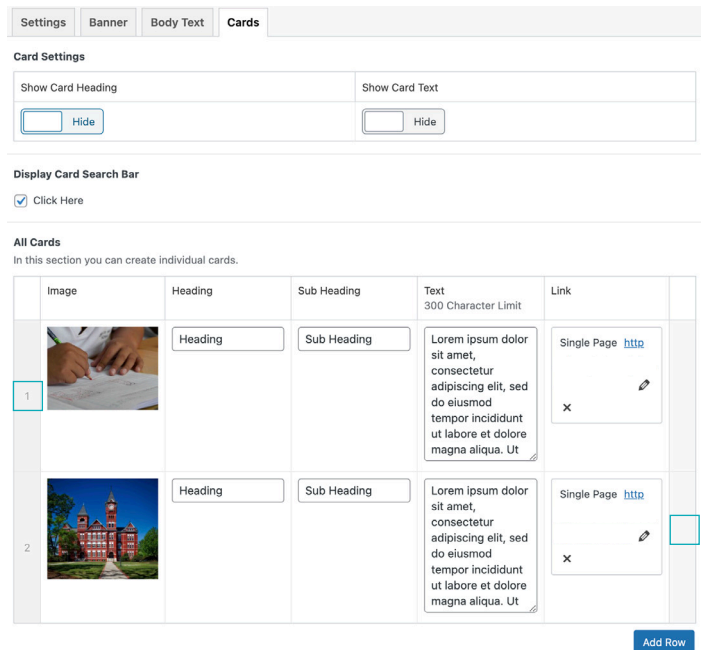

fig 7

Card Setting Cont.

Cards Heading

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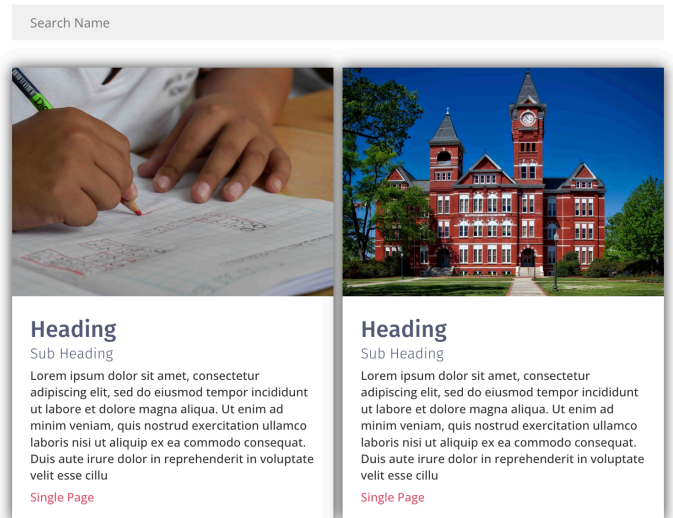
Search Name

Heading
Sub Heading

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Single Page

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.

Tabs Settings

Show Tabs Heading	Show Tabs Text
Show	Hide

Tabs Heading

Tabs Heading

Tabs Container

Heading	Body
Tab One	🖼 Add Media ⚑ Add Font Awesome

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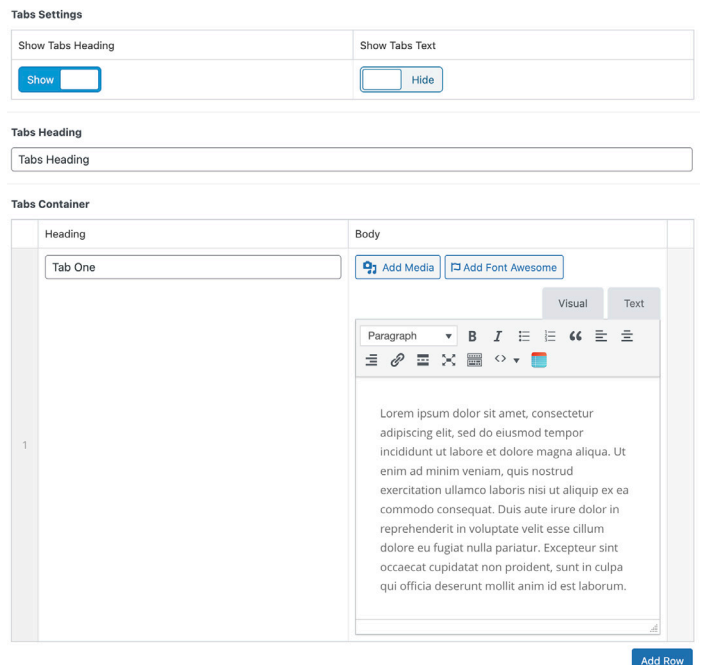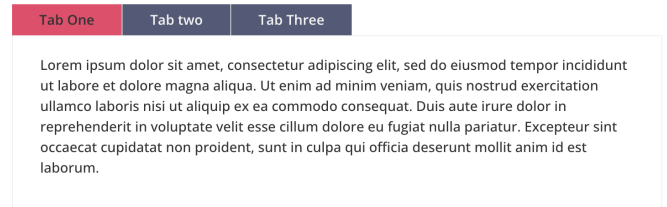
1

Add Row

fig 9

Tab Setting Cont.

Tabs Heading

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Tab One	Tab two	Tab Three

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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)* show this as a slideshow.

Settings	Banner	Body Text	Cards	Tabs	**Gallery**

Gallery Settings

Show Gallery Heading	Show Gallery Text
Hide	Hide

Display Gallery As A Slider

☐ Click Here

Gallery Container

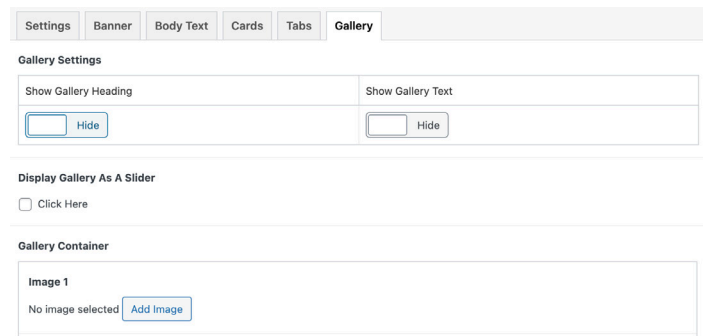Image 1

No image selected [Add Image]

fig 11

Gallery Heading

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[LOAD MORE]

fig 12

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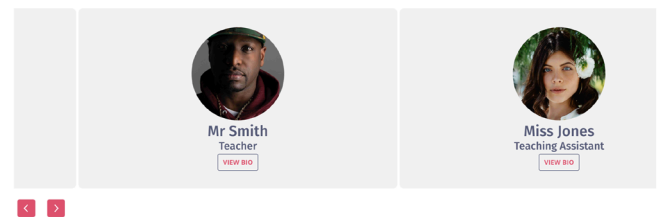
fig 13

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.

fig 14

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.

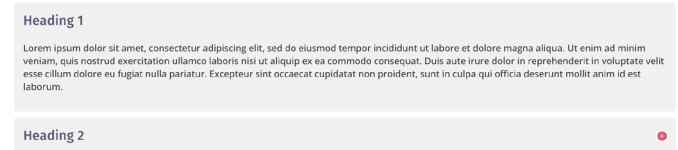*(fig 17)* shows how this will look on your website.
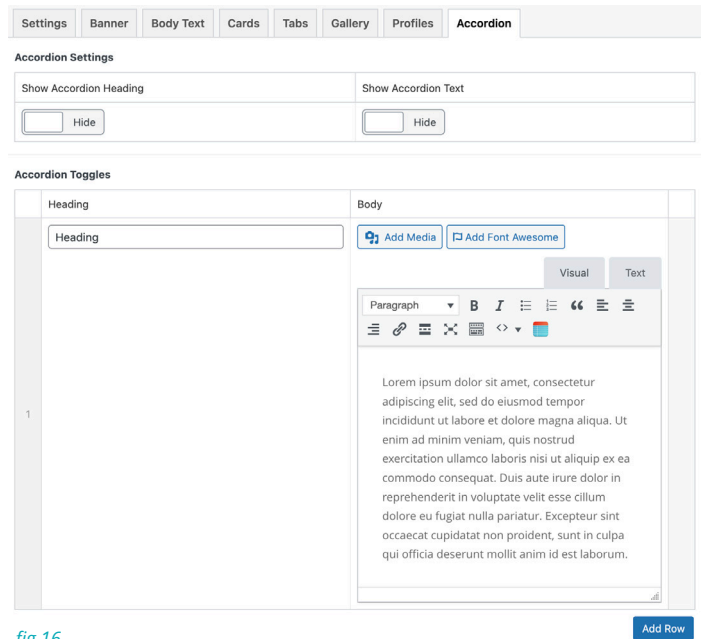
fig 16

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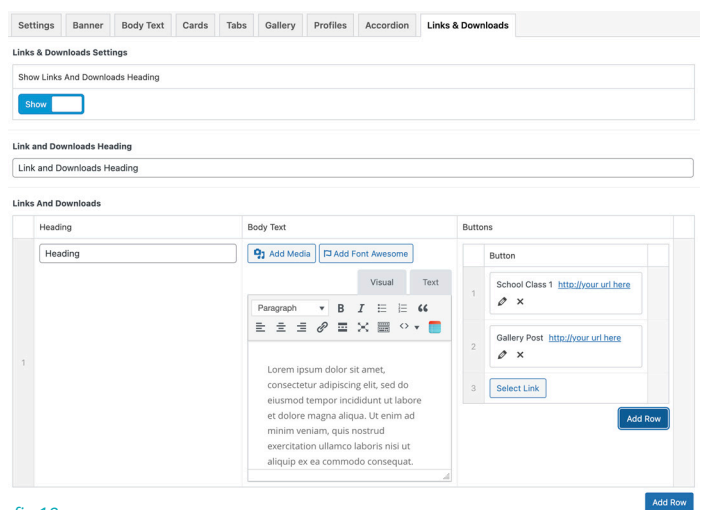
(fig 19) shows how this will look on your website.

fig 18

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
nugfs@hotmail.co.uk
+447397994864

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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 are 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.
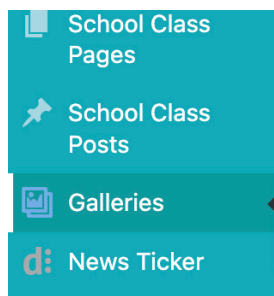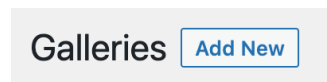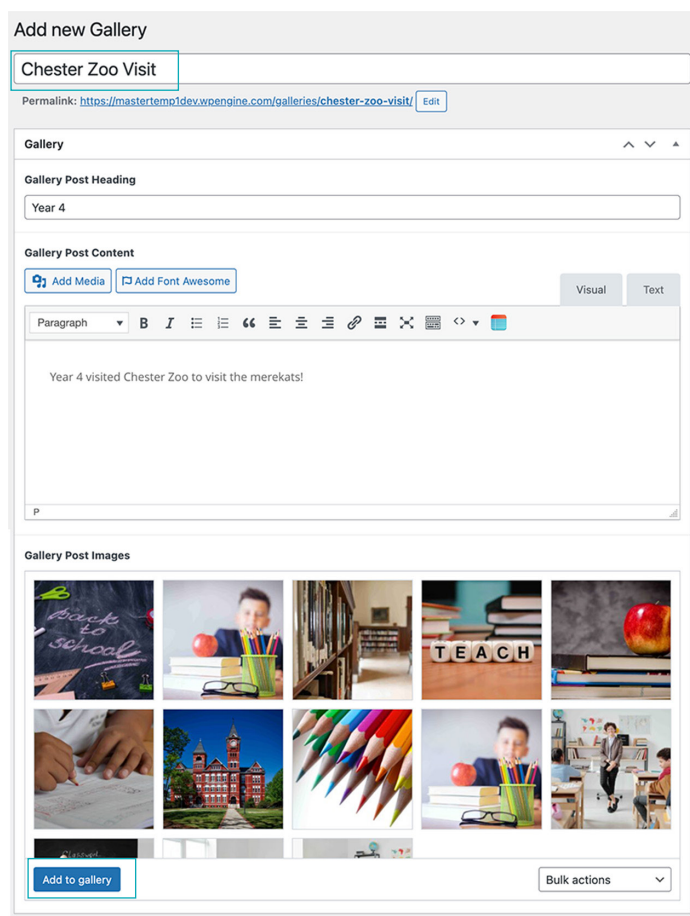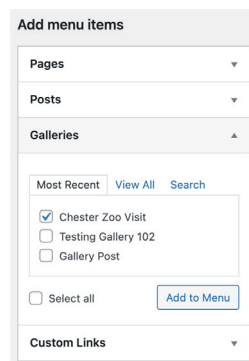

fig 22

fig 23

fig 23

fig 24

fig 25