

# Voice Advanced training notes

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## Applications: enabling and renaming



These pre-configured applications allow you to organise your information effectively and deliver it to your user in a way that increases sharing and interactivity. You will find them in Content Management in the tab Applications.

Application	Enabled	Actions	Show in Nav
<b>Discussions</b> Create free-form discussions organised into topics, with contributions from your members or from the public.	No	Enable	
<b>Events Calendar</b> Allows you and your members to add events to your website. They can be viewed as a list, or in a weekly or monthly calendar view.	Yes	Disable, Permanent Settings, Admin	<input checked="" type="checkbox"/>
<b>FAQs</b> Create a nice page of expandable questions and answers about your organisation, organised by category.	No	Enable	
<b>Feeds</b> Subscribe to RSS Feeds provided by external sites and display them on your website.	No	Enable	
<b>Form Builder</b> A powerful tool allowing you to create and edit forms for your website. See also <b>Surveys!</b>	No	Enable	
<b>Job Listings</b> Advertise vacancies or volunteer positions within your organisation, and allow registered users to apply for them.	No	Enable	

Note: You can also click on Disable to remove the application from your website if you no longer need it

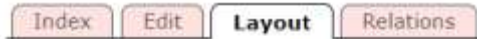
1. Click Enable to add a new application
2. Choose a URL for the application



3. Rename - changes the name in the Applications list and in the Navigation bar (that your visitors will see)
4. Show in Navigation - this is ticked by default. Un-tick if you do not want it to show in your top level navigation
5. Click Manage this Application to start adding your information or go to the live view of your website.

If you don't want to 'Show in Nav' but want to include it on a 2nd level navigation page, you'll need to create a re-direct page first wherever you want to the application to display, then copy and paste the live URL of the application into the **URL field provided**.

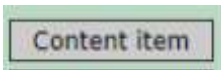
# What are includelets?



Cancel and go back

## Pick an includelet for the Top slot

- ▶ Background image begin
- ▶ Background image end
- ▶ Child communities
- ▶ Child list
- ▶ Community calendar
- ▶ Community forums
- ▶ Community information
- ▶ Community surveys
- ▶ Email contact form
- ▶ Contact information
- ▶ Content item
- ▶ Content item metadata
- ▶ Contributions
- ▶ Custom
- ▶ Filtered item list
- ▶ Filtered item list keywords
- ▶ Google translate
- ▶ Item list
- ▶ Join group
- ▶ Latest news
- ▶ Members
- ▶ Navigation
- ▶ Poll
- ▶ Random item
- ▶ Raw HTML
- ▶ Related image gallery
- ▶ Rss feed
- ▶ Shared communities
- ▶ Site map
- ▶ Slider
- ▶ Vimeo Video
- ▶ YouTube Video



'Includelets' are boxes primarily used to automatically generate snippets of information from applications or from your other webpages, to display on a webpage.

Includelets help you to:

- Add pieces of information to your page to make it more interesting e.g. images
- Bring information into your site from another organisation's website (embedding content e.g. widgets).
- Display information that updates automatically from another part of your site (some are directly related to applications)
- Set information to appear on all pages within a section or across the whole site e.g. blog posts

The includelets you are most likely to use are:

**Custom** – a blank box that has the same editing options as a webpage e.g. add photos, text and more

**Filtered item list** – customised display of content from other pages, in grids or lists

The 'Content item' includelet is your main webpage - so don't delete it! You can add other includelets above and below the Content item to structure your webpages effectively. When you are typing in the Edit tab of a page, you're adding information to the Content Item.

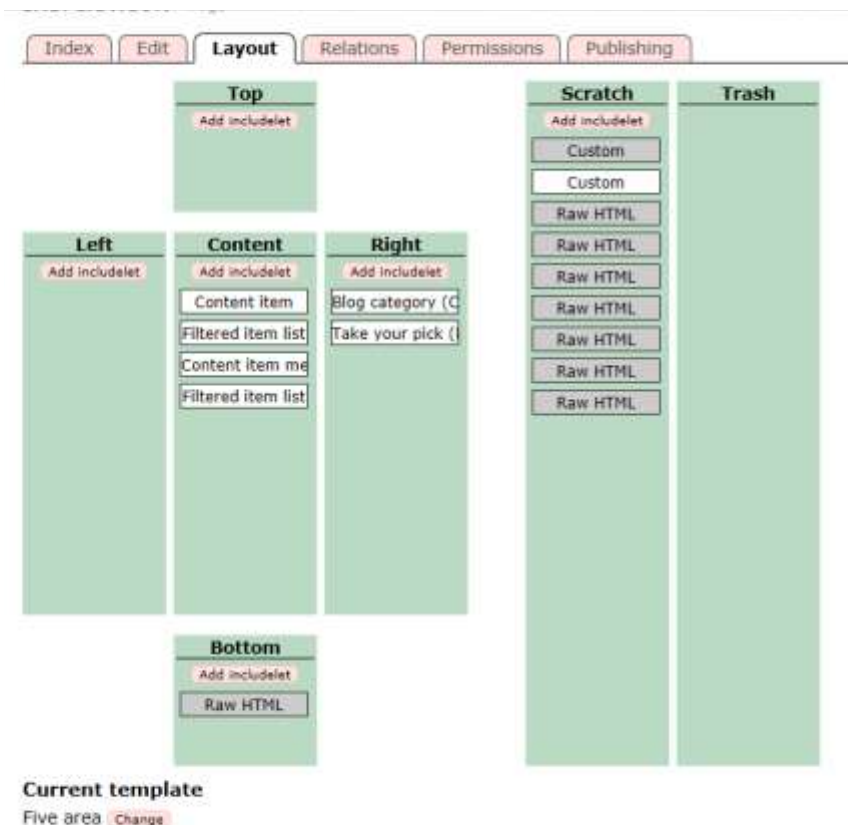
# Structuring your website using columns and includelets



Column layout and includelet placement offer a way of structuring your website

1. Choose a page to edit
2. Move from the Edit tab to the Layout Tab

This will show you a diagram of the structure of your page. You can choose a different layout for each page.



**Content item** – the main section of your page. If you never added anything into the other columns and only used the central Content column everything on your site would be full width of the page. (But you edit the text in this box in the Edit tab of your webpage!)

**Right or Left** – and Top or Bottom) if you have a page layout with more than one column (not necessary and not used very often).

**Relations** - you can add a related image or related webpages - enables you to display multiple pieces of related content on another webpage e.g. in a grid of images with teaser text

**Scratch** – doesn't display on your site but saves it in case you want to use it again

**Trash** – area to move any includelets that you don't want and won't need again. These are removed permanently

## Changing layout and adding includelets



### Changing column layouts and adding includelets

1. Click on the red link “Create a new revision to make changes”



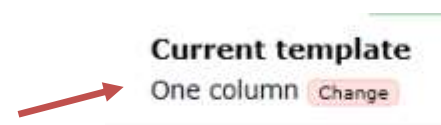
2. Now the includelets will turn white and be editable
3. Double click on the includelet to open it for editing
4. Click on 'Add includelet' to start adding dynamic information to your website

Which column template should I choose?

Whilst the website may show a five column area, most of the time you will structure your website using Filtered Item List and Item List includelets with a one column layout.

To change the column template:

At the bottom of the layout tab, click on 'Change' under Current template.



# Removing and moving includelets

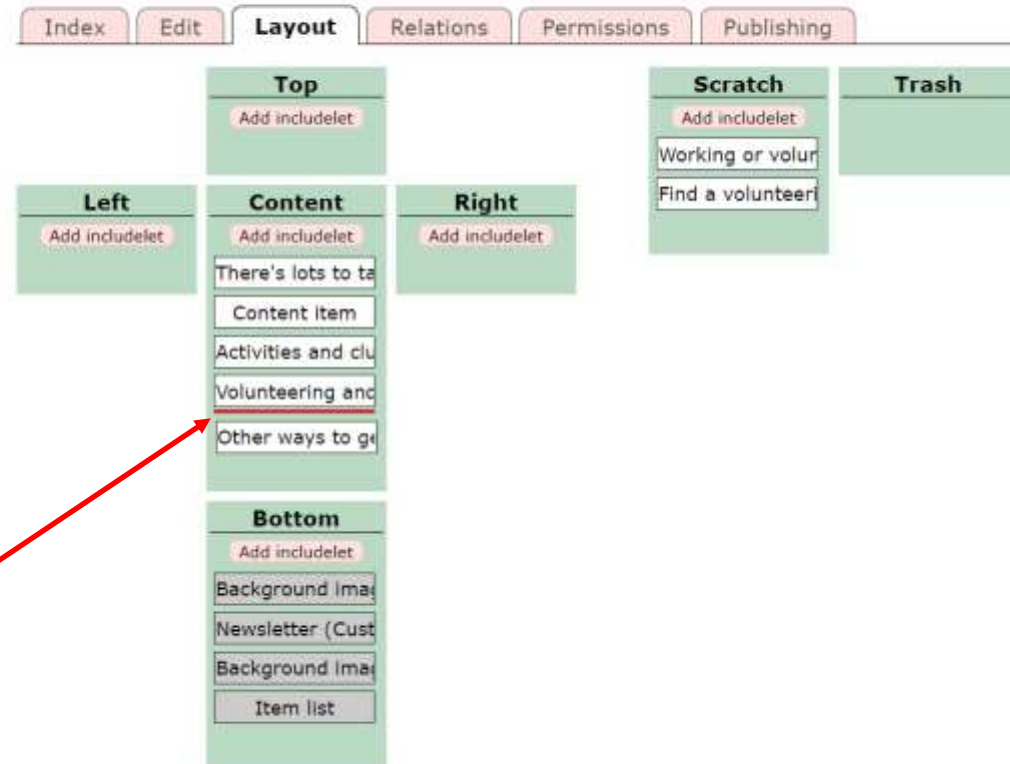
## Removing and moving includelets

The following options are available to you:

- Move it to Scratch (save, not visible to visitors)
- Move it to Trash (permanently delete)
- Move it to a different column
- Move it up or down the webpage

To use the options above:

1. Click to create a new revision
2. Click and hold on the includelet
3. Drag it to the right place
4. Release when a thick red line appears
5. Publish under the Publishing Tab

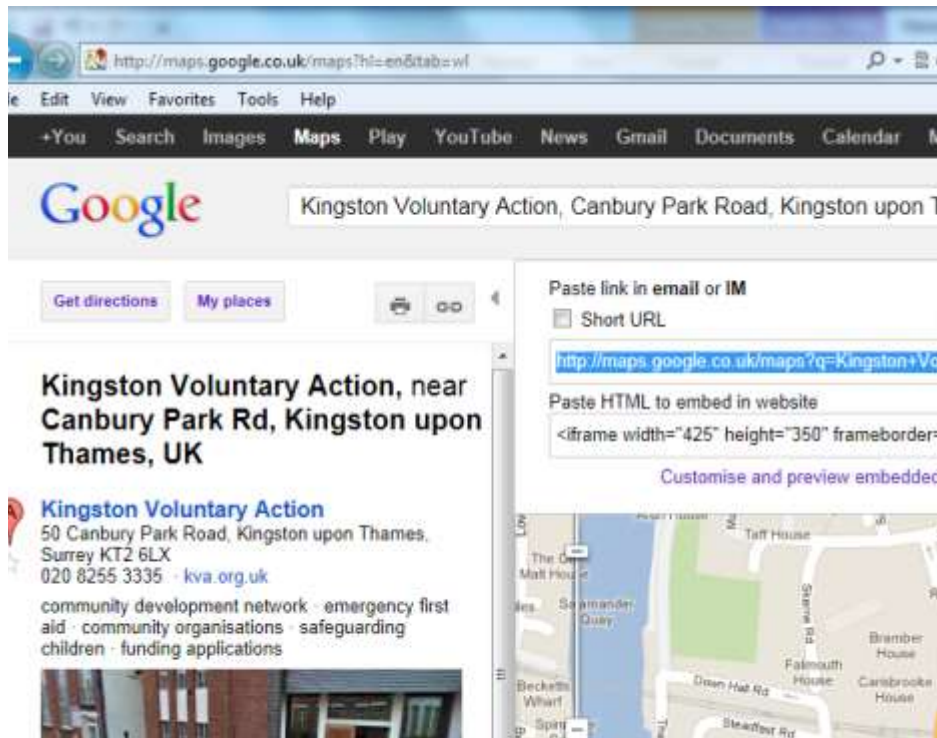


## Things to remember

You must Publish it in the Publishing tab (or in the Edit tab): saving will not make it live on the site as it is just a component of a page.

Never remove the Content Item from the Content Column as this is the main body of your page (what you see in the Edit tab)

## Embedding content from external websites



### Embedding content into webpages

Websites such as Flickr, Facebook, Twitter, Google maps, Google calendars, You Tube, AudioBoo and many more allow you to embed content from their website onto your webpage.

Some require you to set up a free account so that you can upload your content on their website first.

They then make available some code for you to copy and paste (embed) into your webpage (as html)

Many allow you to customise or select how this content displays e.g. box size and border colour

### Embed content in your Voice website

The Custom includelet is a useful includelet. In addition to adding text and images, it allows you to display a wide variety of information pulled from external websites (embedding the content using html codes that the external site can give you). The next page will show you how to do this.

# Embedding content using a custom includelet

## Embedding content using a Custom Includelet

1. Click Add Includelet
2. Select Custom
3. Open another tab and enter the URL of the website that you want to get information from e.g. You Tube, Google or Issuu
4. Copy the code the website gives you

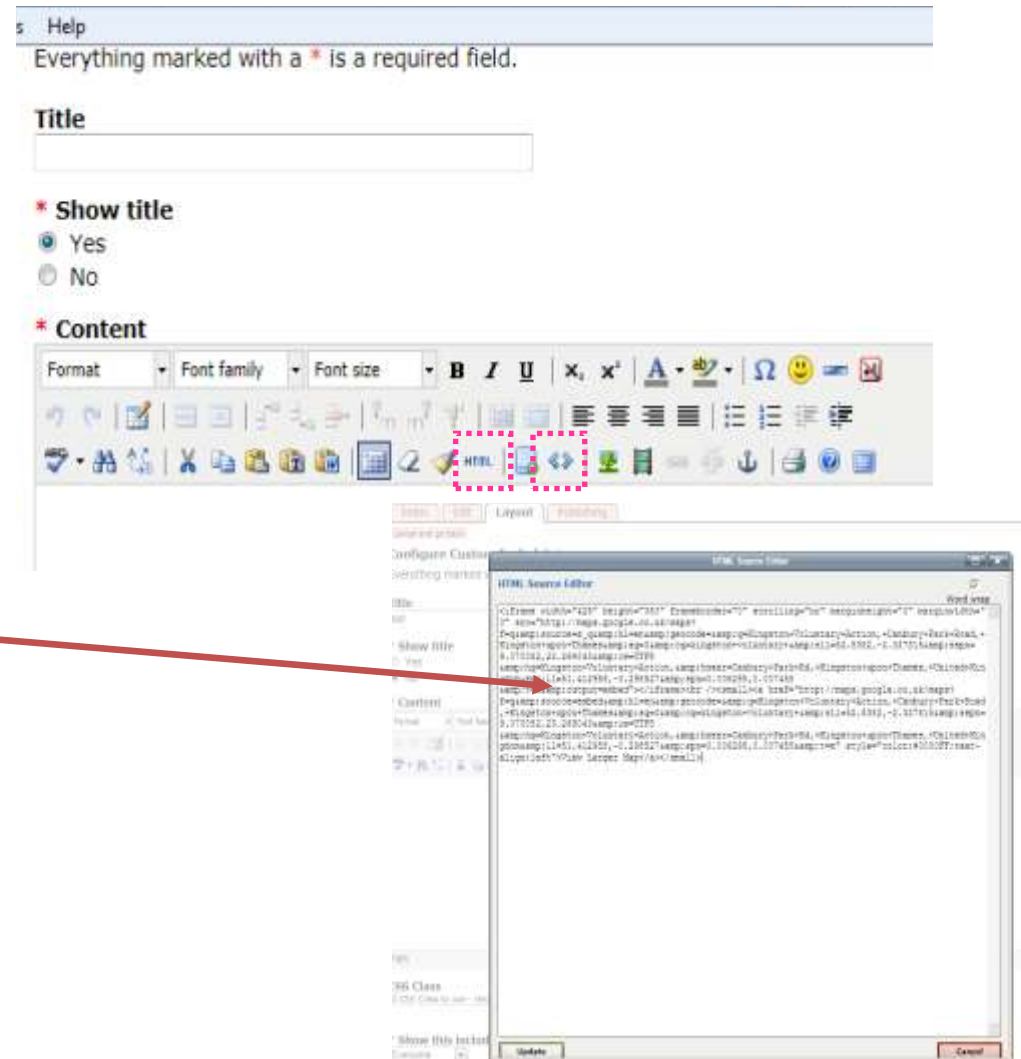
In your custom includelet click on the Embed button



or the HTML button:



5. This will open a new screen
6. Paste your code here
7. Click on **Update**





# Relationships between applications and includelets



Index Edit **Layout** Relations Publishing

Cancel and go back

### Configure Upcoming Events Includelet

Shows image and description for upcoming events from the **Panel** mode uses a single panel, **Inline** mode uses thumbnails. Everything marked with a \* is a required field.

\* **Display mode**  
Panel

Inline puts content directly on page, Panel puts it in a box

\* **Panel colour**  
Default (usually grey)

Standard colours defined in the Bootstrap theme

**Title**

Leave blank for no title

\* **Show even if there are no upcoming events**  
 Yes  
 No

**Max number of events to display (default is 2)**

\* **Time period to display**  
1 Month

\* **Show item image**  
 Yes  
 No

**Fixed aspect ratio**  
Natural (as source)

Natural shows images in their actual shape. Setting the aspect ratio to show images filled/cropped to

\* **Show item description**  
 Yes  
 No

**Truncate description**

Number of characters, default is 200

\* **Show 'More events' link**  
 Yes  
 No

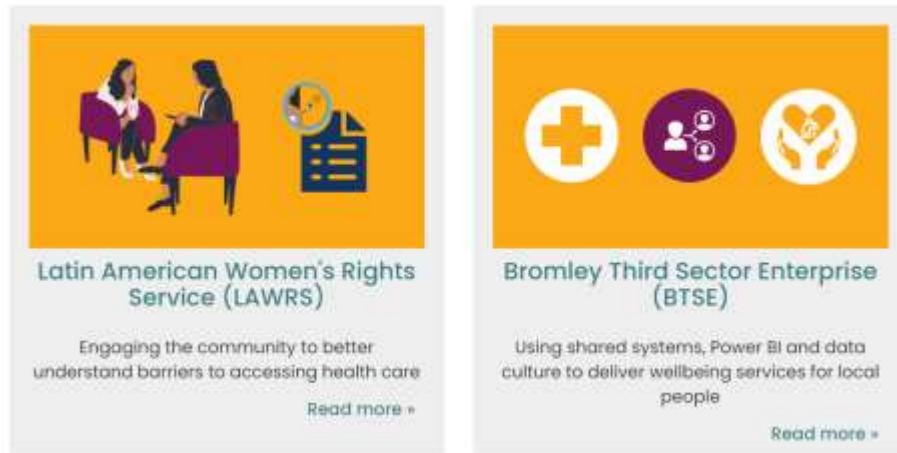
Some includelets in Voice display information that you have added to applications that are enabled on your website. The Upcoming Events includelet is used to display the date and other information of your events listed in the Events Calendar application.

## Example: Adding an Upcoming Events includelet

You must have the Events Calendar application enabled on your website and have added and published at least one event to do this:

1. Click Add Includelet
2. Choose Upcoming events
3. You have the choice of giving this box a background colour or border with the Display mode as Panel and using the Panel colour drop down. However. Choose Inline in Display mode if you want a plain white background.
4. Add the maximum number events you want to display
5. Give a time period / Days to display
6. Truncate description: How much of the first sentences of your event to show (you have to tick show item description).
7. Show 'More events' link means that if you are only displaying a small number of events in this includelet, the visitor can click on this link to view the full calendar.
8. Save and Go to Publish Tab and click Publish to make live

# Structuring using Filtered item list includelets



The Filtered Item List enables you to display information from multiple webpages in a grid or a list on another webpage. This makes use of things like related images, titles and subtitle descriptions from each page.

In this example, the Filtered Item List is showing a large graphic (Related image mode: full image), full title, subtitle and the Read More link.

## Configure Filtered item list Includelet

Everything marked with a \* is a required field.

### \* Display mode

*[i]* *Inline* puts content directly on page, *Panel* puts it in a box

Panel ▾

### \* Display mode

*[i]* *Inline* puts content directly on page, *Panel* puts it in a box

Inline ▾

### \* Panel colour

*[i]* Standard colours defined in the Bootstrap theme

Default (usually grey) ▾

### Title

*[i]* Leave blank for no title

Leave blank if you don't want a title displaying on the page (usually because the page or content block before already has a title)

### URL

*[i]* If set, makes the Title into a link to this URL

Ignore this

Display mode chooses whether the box has a coloured background. Use the Panel colour drop down to choose from a range of default theme colours.

In-line has a white background and copies the styling of a normal webpage.

Your display mode will be mostly in -line. Use panel sparingly.

# The Filtered item list includelet

## \* List mode

[i] Grid and Wells are never in a Panel, the others take the **Display mode** setting

List Group (touching panels) ▾

\* List mode

[i] Grid and Wells are never in a Panel, the

Grid 3 Wide (Mobile 1) ▾

- List Group (touching panels)
- Ordered List
- Unordered List
- Grid 1 Wide
- Grid 2 Wide (Mobile 1)
- Grid 3 Wide (Mobile 1)**
- Grid 4 Wide (Mobile 2)
- Grid 6 Wide (Mobile 3)
- Separate Wells

leave th

current keyword ed to th

List mode decides how the box will display the items



The image shows three example cards illustrating different list modes. The first card, 'Census 2021 - creating custom datasets', uses a 'Grid 3 Wide (Mobile 1)' mode. The second card, 'Showcasing small charities data journeys', uses a 'Grid 4 Wide (Mobile 2)' mode. The third card, 'Local Insight data platform', uses a 'Grid 6 Wide (Mobile 3)' mode.

This is Grid 3 Wide (Mobile 1) on the Datawise London website

## Information



The screenshot shows two information cards on the Croydon Mencap website. The first card is titled 'What is a learning disability?' and the second is 'What is autism?'. Both cards use the 'Separate Wells' list mode, where each item is displayed in its own separate box.

This shows List mode '**Separate Wells**' on the Croydon Mencap website information pages.



The image shows four example cards illustrating different list modes. The first card, 'Training', uses a 'Grid 4 Wide (Mobile 2)' mode. The second card, 'Data Essentials', uses a 'Grid 4 Wide (Mobile 2)' mode. The third card, 'Digital Basics', uses a 'Grid 4 Wide (Mobile 2)' mode. The fourth card, 'Tech Support', uses a 'Grid 4 Wide (Mobile 2)' mode.

This shows List mode '**Grid 4 Wide**' on Superhighways website.

# The Filtered item list includelet



## Parent items

[i] Select items below here. If you leave this blank it uses the current page.

Select item Clear

**Latest stories and news**

<p>Croydon Mencap has appointed a new Chief Executive Alan Avis is retiring.</p> <p>Read more &gt;</p>	<p>Jade on The One Show - One Big Thank You Jade was nominated for her volunteering and fundraising</p> <p>Read more &gt;</p>	<p>Parents in Partnership Parents in Partnership joined Croydon Mencap and became PIP @ Croydon Mencap</p> <p>Read more &gt;</p>
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## \* Items to select

[i] Children selects items below the current item

Keyword selects items which have keywords in common with the current item

Related selects items that are related to the current item (see Relations tab)

Children ▾

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[i] Children selects items below the current item

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Related selects items that are related to the current item (see Relations tab)

Children ▾  
Children  
Keywords  
Related ▾

## Content type

-- Any type -- ▾

## Search string

[i] Optional search string to filter results

Ignore this

When you Select item, all other pages that you wish to display must sit underneath it in your site map. For example, this Filtered item list on the Croydon Mencap website has chosen the parent page to be their Stories and News page so that the home page displays the latest news items.

If pages are across different sections of the site then you will probably need your home page as the Parent item.

Children means any page that exists under the Parent page

Keywords are a specific tag e.g. 'Vacancies'. Keywords are case sensitive. The keyword must be added into the Keyword field in the Edit tab of every page you want to display in this Filtered Item List.

To use Related, you must first go the Relations tabs of the pages to choose which other pages they are related to.

Choose what Content type of pages you want to show content from e.g. webpage, news story. You can usually leave as Any type under Content type.

# A note on Search keywords



**\* Items to Select**  
[i] Children selects items below the current item  
Keyword selects items which have keywords in common with the current item  
Related selects items that are related to the current item (see Relations tab)

Children  
Children  
**Keywords** DE  
Related

**Search keywords**  
[i] Items which have any of these keywords. Separate with commas.

**\* Include in navigation menu?**  
[i] If you want to include this item in the left hand navigation, click 'yes'.  
 Yes  
 No

**Keywords**  
[i] Not visible to visitors, used by search engines to rank your page. Separate with commas.  
Portland House

**Description**  
[i] Not visible to visitors, used by search engines to rank your page.

**\* Send a notification to members when this page is published?**  
 Yes  
 No

Save Save and Publish

If you have chosen Keywords, scroll down to complete the Search keywords box

Search keywords. As it says here Items (webpages) which have any of the keywords you write in this box will be filtered to show in the grid or list. You must separate them by commas.

One keyword can consist of multiple words e.g. Portland House

To filter webpages by keywords, they must exist on those pages.

Keywords are entered on the individual webpages at the bottom of the Edit tab.

Keywords are case sensitive. In this example on the Croydon Mencap website, Katherine, Carole and Dee all have an individual staff member page. On each page is the Keyword: Portland House

## Portland House



**Katherine Wynne**

Chief Executive

katherine@croydonmencap.org.uk



**Carole Letchford**

Finance Manager

carole@croydonmencap.org.uk

**Dee Houghton**

Admin and Operations Officer

dee@croydonmencap.org.uk

## The Filtered item list includelet



**Publish start date**  
▼ [ ] ▼ [ ]

**Publish end date**  
▼ [ ] ▼ [ ]

**Publish min age**  
▼ [ ]

**Publish max age**  
▼ [ ]

### \* Item display mode

- Short Title
- Full Title
- Title and Subtitle
- Related Image
- Full
-  How to display items in the list

Set a Publish start date for your grid/list to display - useful if you had a long list of news stories and you only wanted to show the last three months worth of pages.

Item display mode: this is about how the text displays with or without an image.

Short title: displays the menu title


Full title: displays the long title at the top of your webpage

Subtitle: displays the extra text description that you can choose to show or not on the webpage itself, itself along with the full title

Related Image: displays only an image (no text)

Full: displays everything on each individual page in a list or grid of pages. Only use this if the information on the individual pages is very short.

### Extra display options

 Extra options for some display modes

- Author
- Keywords
- Related Image
- Publish Date (header)
- Publish Time & Date (footer)
- Hide Read More Link

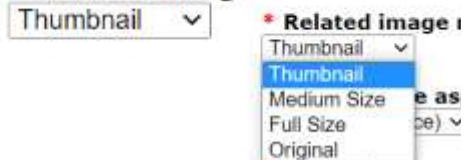
You have some Extra display options available.

You must tick Related image if you want your grid or list of webpages to show an image. The images must be added to the individual webpages in the Relations tab.



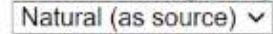
# The Filtered item list includelet

## \* Related image mode



Related image mode: you have a choice of displaying related images at different sizes.

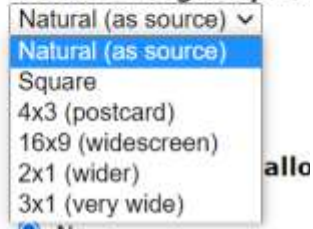
## Related image aspect ratio



Related image aspect ratio: you have a choice of ratio for your images e.g. square.

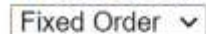
You usually do not use Natural (as source). This could lead to inconsistencies on your website if photos are all different shapes and sizes. Try and choose a ratio that you can apply on most pages of your website e.g. 16 x 9.

## Related image aspect



If you have used 16x9 and one of the images is not displaying correctly or filling the space it is likely that the image is too small (not of a high enough quality).

## \* Sort order



Sort order: decides the chronology or order of the webpages you are displaying

Site Map Order: the order the webpages appear in the navigation

Title: alphabetical

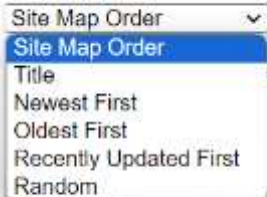
Newest first: displayed in order of when the pages were first published (e.g. Stories and news) in chronological order

Oldest first: the least recently published item is displayed first (not used anywhere)

Recently Updated: in chronological order but if you make a change and publish the page again it will jump to the top of the list or grid in this includelet.

Random: it doesn't matter about the order

## \* Sort order



Limit results, 0 for unlimited.

# The Filtered item list includelet



## \* Present links to allow the user to sort results

- Yes
- No

## Limit

[i] Limit results, 0 for unlimited.

## \* Paginate

- Yes
- No

## Tree depth

[i] 1 for immediate children only, 2 for children and their children, etc. 0 for unlimited.

## CSS class

[i] CSS Class to use - leave blank for default.

## \* Inherit this includelet to subpages

- No
- Top
- Bottom
- Top Only (not current page)
- Bottom Only (not current page)
- No

Present links: Only useful if there are lots of webpages included!

Limit: set the limit if you have a grids that you want to keep nicely displayed e.g. set it at 3 for a grid of three or 6 for a grid of six.

Paginate: allows a visitor to sort alphabetically or by date if it displays lot of pages e.g. news items here <https://superhighways.org.uk/latest/>

Tree depth: set this to 1 in most cases. This prevents stray pages in the site map below your chosen pages from displaying. E.g. you might want to display Who we are and Training, advice and Tech Support in a grid of 2 but not Our impact or any of the other second level sub-pages underneath.

Inherit this includelet to subpages:

Only if you want it to be duplicated on the pages that sit underneath the Parent item

### Site Map

- Superhighways
  - Who we are
    - Our impact
    - Partners and Programmes
    - Support our work
    - Jobs and volunteering
    - Volunteer as a Digital Champion
  - Training, advice and tech support
    - Bespoke training
    - Tech support
    - Websites
    - Communicate online
    - Digital inclusion
    - Training

Don't forget to Save changes. You can preview or go to the Edit tab or Publishing tab to publish on your live site.



## Item List includelet

The Item List includelet helps you to create a grid or list of different types of content e.g. text and images that are not linked to pages.

Although a Filtered Item List can help you display individual webpages that are related or filtered by keywords. However, the Item List is an easy way to display individual pages by simply choosing them from the list in your site map.

Most of the styling or display choices available are the same as a Filtered Item List.

### Title

(i) Leave blank for no title

Title: Complete if you want a normal sized title

### URL

(i) If set, makes the Title into a link to this URL

### Description

(i) Leave blank for no description

You can usually leave this blank

## Testing



You can usually leave this blank

### Graphic

Ham and cheese sandwich

Graphic: You probably won't need this. It may be useful if you were just showing one item.

# Item List includelet for text and images

How to create a grid or list of text and / or images only

### \* List mode

[i] Grid and Wells are never in a Panel, the others take the **Display mode** setting

Grid 2 Wide (Mobile 1)

List mode: choose how the items will display, depending on the number of items to display and the amount of information e.g. text

### Items to display

[i] Add Page to add a page from your site. If Related Image is enabled in *Extra display options* then the first image related to the selected page will be displayed.

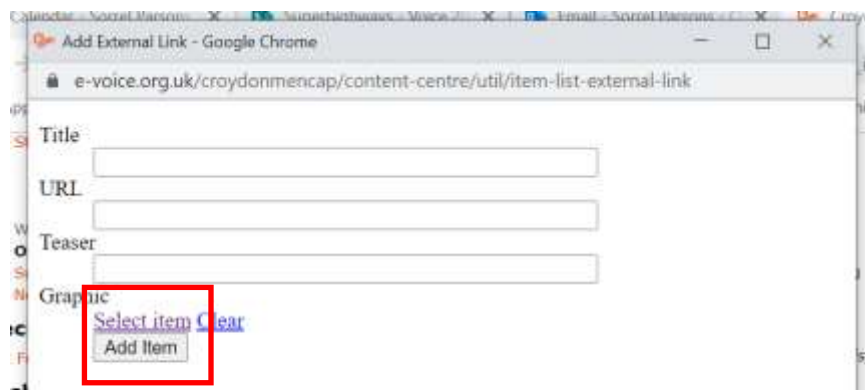
Add Other to add text/images/links.

Type	Title
------	-------

Add Page

Add Other

Add other: add a graphic and / or text. You can add multiple items and give it a title and subtitle



If you are adding graphics you must click on Select item

Then Add Item to save whatever information you have added

You can then move items up and down to put them in the correct order. Here we have added two random images side by side displayed in a Grid of 2:



Finally, you can make some other choices about styling before Saving Changes.

# Item List includelet for individual pages on your website



How to create a grid or list of individual pages from across your website:

### \* List mode

[i] Grid and Wells are never in a Panel, the others take the **Display mode** setting

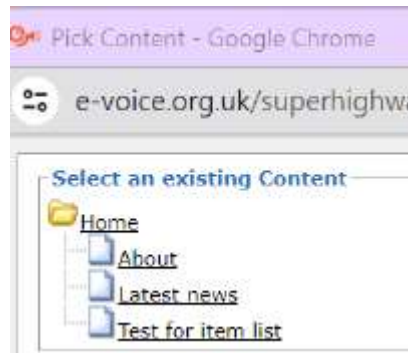
Grid 2 Wide (Mobile 1) ▾

List mode: choose how the items will display, depending on the number of items to display and the amount of information e.g. text

### Items to display

[i] Add Page to add a page from your site. If Related Image is enabled in *Extra display options* then the first image related to the selected page will be displayed. Add Other to add text/images/links.

Type	Title
Add Page	Add Other



Choose Type and Add Page.

Click on the page title you want to display e.g. About. You can move pages up and down:

### Items to display

Type	Title				
Page	About	Edit	Remove	Up	Down
Page	Latest news	Edit	Remove	Up	Down

Add Page Add Other

### Extra display options

- Related Image
- Author
- Keywords
- Creation Date (header)
- Creation Date (footer)
- Left Align Subtitle
- Hide Read More Link
- Extra options for some display modes

Finally, you can make some other choices about styling before Saving Changes. Don't forget to tick on Related Image under Extra display options if you want to show the image that is related to that page. When displaying pages, the options are the same as a Filtered Item

# YouTube or Vimeo includelet

Everything marked with a \* is a required field.

### \* Display mode

*Inline* puts content directly on page, *Panel* puts it in a box

### \* Panel colour

Standard colours defined in the Bootstrap theme

Display mode: choose a Panel to surround your video with a coloured box.

You can also choose a Panel colour

Use Inline to have a clear (white)

background so that it looks like

it's just on the white webpage.

### \* Display mode

*Inline* puts content directly on page, *Panel* puts it in a box

### Title

Leave blank for no title

Title: leave blank for no large title above your video

### Description

Leave blank for no description

Description: if you want to put some text before the video

### \* YouTube video id or URL

**YouTube video id or URL:** Copy and paste the YouTube share link into the box. You do not need an embed code. Just the link e.g. <https://youtu.be/HMhOaQnaF48>

### Aspect ratio

### Aspect ratio

- Natural (as source)
- Square
- 4x3 (postcard)
- 16x9 (widescreen)
- 2x1 (wider)
- 3x1 (very wide)
- NO

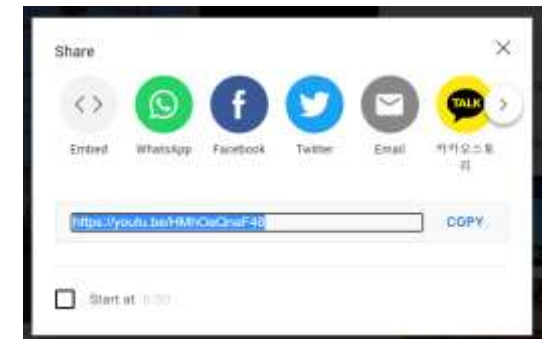
### CSS class

CSS Class to use - leave blank if

### \* Inherit this includelet

Save changes

Finally, you can make some other choices about the Aspect Ratio before Saving Changes.



# Administrators



Making someone an administrator of your website

You can make any member an administrator by clicking Make Administrator button by their name.



They will need to have set up and E-Voice profile (log in details) and agreed to be a member of your website first. Click on 'Invite others to join' and follow the instructions to invite someone to be a member in the first instance.

You can revoke Administrator rights and remove them entirely – this is why it is very important not to share one username/ password between many people.

**Every member or administrator should have their own password.**

For detailed information about permissions and the roles and responsibilities of members and administrators see the Voice help pages: <https://e-voice.org.uk/documentation/community/administering/users/>