Voice next steps training manual

Introduction to layout and content boxes (includelets)

Introduction to page layouts

Sorrel test   Page

| Index | Edit | **Layout** | Relations | Permissions | Publishing |

Preview   View Live

Content
Add includelet

Content Item
Configure   Copy

Scratch
Add includelet

Trash

Content Item
Your Content Item is your main webpage content. When you are typing text or adding other information in the Edit tab for the page, this is the box you are adding information to. You must have a Content Item on every page.

Current template
One column   Change

News   Folder

| Index | Edit | Layout | Relations | Permissions | Publishing |

Cancel and go back

Choose a page template
◯ Use same page template as Home (One column)
◉ Select a page template for this page
　◉ One column
　◯ Two column left
　◯ Two column right
　◯ Three column
　◯ Five area
Save

Scatch
Move includelets to Scratch if you want to save them as drafts.

Trash
Move boxes to Trash if you do not need to save them. They will be deleted and no longer available the next time you log in.

Current template
You can change your template to have more than one column available.
However, most of the time you do *not* need to use this feature.
Having one **Content** column is enough. This is because you will normally use includelets to structure your pages.

2

What are includelets?

'Includelets' are boxes that can display information such as text, images and videos in a variety of ways. They are used to structure webpages more effectively and dynamically.

Includelets can display:
- ✓ snippets of information from other webpages
- ✓ grids of images or other media
- ✓ Information from applications e.g. display the latest events from your calendar
- ✓ information to automatically appear on all pages within a section or across the whole site e.g. a newsletter sign up at the bottom of every page, without having to manually add the sign up to every page

Custom Content
The Custom Content offers the same editor as your webpage. You can use it to add text between the other includelets to build your webpage.

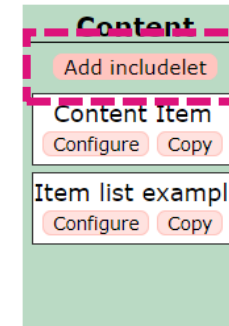3

Home Home page

Index | Edit | **Layout**

Cancel and go back

Pick an includelet for the

▸ Audio Asset
An audio file from the Assets

▸ Background Begin
Select a colour or full width in

▸ Background End
Used to mark the end of the a

▸ Carousel, Accordion, or Grid
A Carousel, Accordion, or Grid
item opens it up in a modal.

▸ Child List
A list of links to pages below t

▸ Community Information
Display info about your comm

▸ Contact Information
Display your site's contact info

▸ Content Item
Displays the content you adde
from the edit tab twice, or bed

▸ Content Item Metadata
Shows some extra info about

▸ Contributions
Displays the latest forum post

▸ Custom Content
Places some custom WYSIWY

Adding and saving any includelet

1. Go to the layout tab of the page you would like to edit

2. If the page is published with no changes, you need to click on the link 'Create a new revision to make changes' to open the layout tab for editing.

3. Click on the pink button 'Add includelet'

4. Select the includelet you would like to add to your page

5. Complete the fields or commands for the includelet

6. Save changes when you have finished

7. Go to the Publishing tab to publish the latest version (revision) of the page by clicking on the pink Publish button

To edit an includelet, double click on the white box to open it.

Moving and deleting any includelet

The following options are available to you:

1. Move it up or down the webpage

2. Move it to Scratch (save, not visible to visitors)

3. Move it to Trash (permanently delete)

4. Move it to a different column

To use the options above:

1. Click to create a new revision if needed

2. Click and hold on the includelet

3. Drag it to your chosen position

4. Release when a thick red line appears (this will automatically save its position

5. Publish under the Publishing Tab or in the Edit tab.

Remember: 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)

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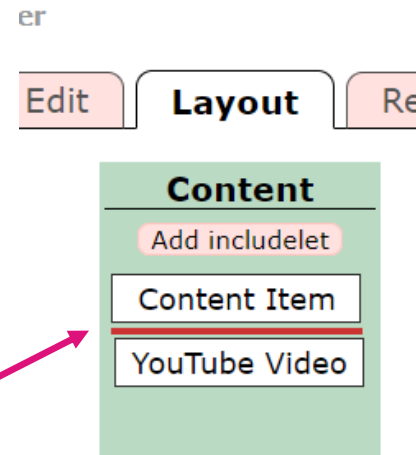
YouTube or Vimeo includelet

Everything marked with a * is a required field.

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

`Panel ∨`

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

`Default (usually grey)          ∨`

Title
[i] Leave blank for no title

Description
[i] Leave blank for no description

* YouTube video id or URL

Aspect ratio

`Natural (as source) ∨`

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

Aspect ratio

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

* Inherit this includelet to subpag

`No                               ∨`

`Save changes`

1. Choose a display mode. Panel will surround your video with a coloured line. Use Inline to have a transparent background.

2. If you are using a Panel, choose a panel colour in the dropdown box

3. Title: leave blank for no large title above your video. Leave blank for videos at the top of your page, for example, where you already have a page title showing in full

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

5. 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

6. Aspect ratio: natural as source will place a small video on the page (about half the page's width). 16:9 will make the video the full width of your page

6

Carousel, Accordion, or Grid includelet

You can add and position individual images and text using this includelet:

✓ Carousel: sliding from one item to another. You can set the timing and whether the images fade into one another

✓ Grid: One to six items being shown side by side (one to three on mobile devices)

✓ Accordion: items in a pop down menu. Each item closes to reveal the next (good for questions and answers on a page)

Carousel: steps 1-3

1. Carousel is the default option in the Display type drop down list

2. You can slow down or speed up the Time between items: you may want to leave it as a default of 5 seconds for pictures only but slow down if including text, so that your visitors have time to read the information

3. Transition stype: choose Slide for items that transition immediately to the next item. You can also choose Fade, which is best used for an image to fade away as the next image starts to be displayed

* Display type

Carousel

ⓘ *Carousel* is an animated
Accordion shows the titl
Grid shows each item in

Time between items

5

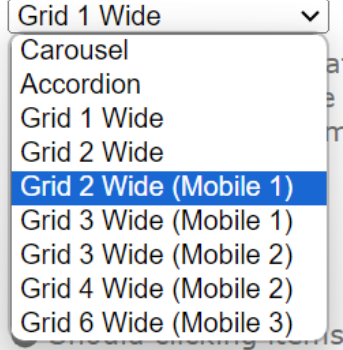ⓘ How long to pause, in se

Transition type

Slide

| Slide |
| Fade |

to move from one slide to the next

7

* Display type

Grid 1 Wide

| |
|---|
| Carousel |
| Accordion |
| Grid 1 Wide |
| Grid 2 Wide |
| **Grid 2 Wide (Mobile 1)** |
| Grid 3 Wide (Mobile 1) |
| Grid 3 Wide (Mobile 2) |
| Grid 4 Wide (Mobile 2) |
| Grid 6 Wide (Mobile 3) |

* Grid gallery

● Yes

○ No

ⓘ Should clicking iten
In gallery mode the

Grid: Steps 1-3

1. Click on Carousel to reveal the dropdown available options

2. Choose a Grid style. Mobile 1 means full screen on a mobile device. This means that if you choose Grid 2 Wide (Mobile 1) the Content Blocks you have added will show two Content Blocks side-by-side on a visitor's desktop device such as a laptop or a computer. On a mobile screen the second Content Block (on the right hand side) will drop down underneath the first item: each Item block will fill the screen.

3. Grid Gallery: If you choose Yes, your Content Blocks will open in a popup for your visitor. Best for images that you want to display in galleries.

This is a Grid 2 Wide as someone on a laptop would view it. Because three Blocks are added, the robin has dropped down and there is a space beside it where the fourth Content Block would be if I added one.
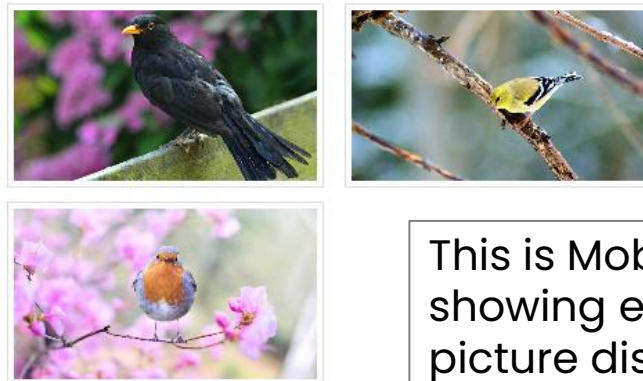
This is Mobile 1, showing each picture displayed underneath the other

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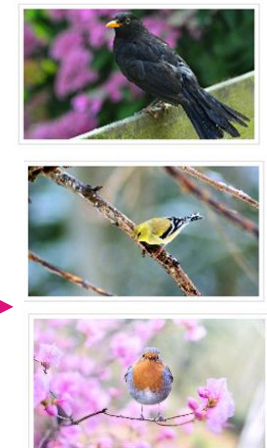
Display type

Accordion

Carousel is an animated
Accordion shows the tit
Grid shows each item i
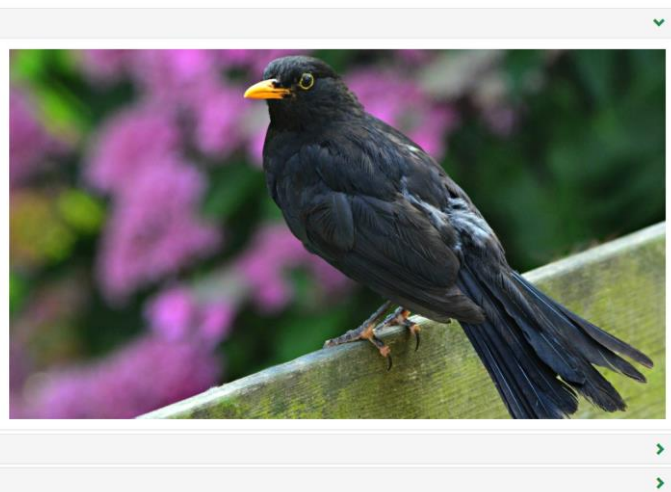
Accordion open
◉ Yes
○ No
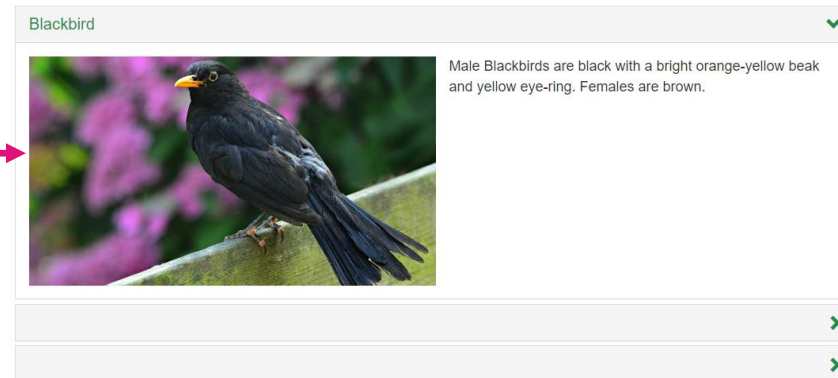Should the first item

Accordion: Steps 1-3

1. Click on Carousel to reveal the dropdown available options

2. Choose Accordion. This opens and closes each Content Block (item) as your visitor clicks. It's a way of condensing lots of information into a smaller space on your webpage.

3. Accordion open: Choose Yes or No options depending on whether you want your first item to show.

Example 1: Accordion with no title or description and Accordion open = No

Example 2: Accordion with no title or description and Accordion open = Yes

Example 3: Accordion with title, description and Accordion open = Yes. Content display mode is 'Pictures with text to the right

Blackbird

Male Blackbirds are black with a bright orange-yellow beak and yellow eye-ring. Females are brown.

Display mode (all display types – carousel, accordion grid)

4. As with most includelets, you can choose the Display mode to be in a Panel (with a line or coloured box around it) or Inline (transparent background)

5. Use the Panel colour drop down for colours if you are using Panel mode.

6. Title: you can leave this blank e.g. if this is at the top of the page directly underneath the page title

7. Content display mode: how do you want the items to appear in your box on the webpage:
   - ✓ Pictures with text to the right (underneath when on a mobile device)
   - ✓ Pictures with text underneath
   - ✓ Pictures only
   - ✓ Text only

8. Fixed aspect ratio: natural as source will keep images the same size e.g. portrait or landscape as they are when you uploaded them. You are likely to want to choose a specific ratio if you want your images to look even in a grid or carousel. Some ratios e.g. 5x1 (verrrry wide) will not work well in carousel or grid mode.

Content blocks

Add Content Block

Website Admin

Content Block

Image — Select from Assets Library   Clear

Title

Description

Edit   View   Format   Content   Table

↶ ↷   ABC ∨   Paragraph ∨   🔗

Content blocks

Edit   Remove   Top   Up   Down   Bottom

9. Click on Add Content Block to add your pictures, text and links. Each image you want to display in a grid or carousel must be in its own Content block.

10. Select an image from the Assets Library if you are adding pictures

11. You do not have to add titles or descriptions e.g. if you are using Pictures only

12. Description: You have the same range of options on your toolbar to edit the description as you do in a webpage. This means you can also add text, images and links here. However, images are best only added here if you are using the Accordion mode.

13. Click on OK to save.

14. You can now add more Content Blocks.

15. Once you have added Content Blocks you can click on the Edit button to open up the block to make a change, or use the buttons to change the position of the Block by moving it up or down in the order., or to top and bottom.

Custom Content includelet

* Display mode
Panel ⌄
ⓘ *Inline* puts content direct

* Panel colour
Default (usually grey) ⌄
ⓘ Standard colours defined

Title
Blackbirds are finally here!
ⓘ Leave blank for no title

* Show title
● Yes
○ No

1. Custom Content can also be placed in a Panel or you can choose Inline from the drop down in Display mode (transparent background)

2. Title: you can leave this blank. However, it's useful to give this box a title as you can choose No if you do not want it to display. This is helpful when you are building a page of multiple custom boxes and want to know what they are!

3. You can also add an image to the left or right of your text in Content. First Select item from your Assets library.

4. Then choose the Graphic position. The options control how much space the text and image occupy.

Graphic
Select item   Clear
ⓘ Optional image to display

Graphic posit
Left 1/2 ⌄
Left 1/4
Left 1/3
Left 1/2
Left 2/3
Left 3/4
Right 1/4
Right 1/3
Right 1/2
Right 2/3
Right 3/4
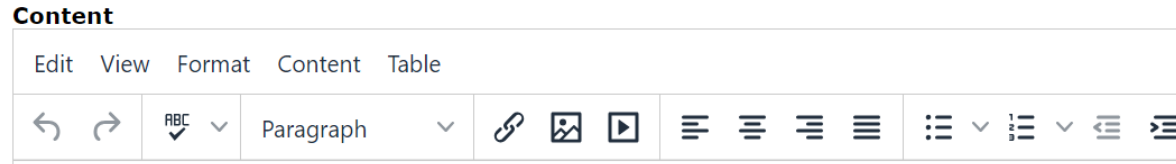Full Width

Blackbirds are finally here!

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Example: Graphic position left ½ Show title = Yes and Panel = Panel colour Default

5. Content: you have the same options in the editor as you do in the Edit Tab for your webpage. Please refer to the Beginners training manual.

6. Scroll down to Save changes. Go to Edit tab or Publishing to publish the Custom Content box on your webpage.

Example 1: Display mode = Inline (no panel,) Show title = Yes, Graphic position = right 2/3, Fixed aspect ratio = 4:3 Postcard

Example: Display mode = Inline (no panel), Show title = No, Graphic position = left 2/3, Fixed aspect ratio = 2x1 (wider)

Item list includelet:

Create a list or grid, with images, to other pages on your site, or pages on external sites.

* List mode

List Group (touching panels) ▾

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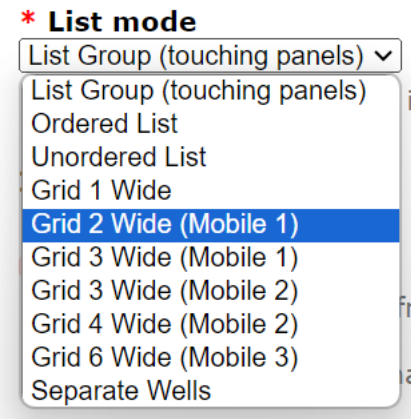
Items to display

Type   Title

Add Page   Add Other

ⓘ *Add Page* to add a p
will be displayed.
Add Other to add te

1. Not shown here (see other pages) but as with many includelets you can first choose to place your box on a transparent background (inline) or in a panel. Give it a title and description if needed.

2. You don't need to add a graphic.

3. List mode: Choose from a list (image on left, with text and link to the page on the right) or grid (multiple options for number of items to put side by side on desktop and mobile.

4. **Items to display**

   a) Click on Add Page to choose which webpages you want to link to. This is for internal pages only.

   b) Click on Add other to add links to external webpages.

   You can mix and match between external and internal webpages in a grid or a list.

Add Page: Steps 5 to 8

5. Click on a page title from your site map.

6. Click on the + sign to reveal any pages under the top-level items if required

7. Your page will now be listed under Type and Title

8. Add as many pages as you like under Items to display

Add Other (external webpage): Steps 5 to 8

5. Click on Add Other. A window will open with further fields to complete.

6. You must complete the Title field for the link to show

7. Paste the web address of the external webpage you want to include in your grid or list. You can add other information such as a subtitle if needed but it is not necessary. You can also add a Graphic by clicking on Select item (this will open your Assets Library).

8. Click on **Save item** before closing this screen or the page will not add to the Item list.

Edit Remove Up Down
Edit Remove Up Down

* Item display mode
○ Short Title
◉ Full Title
○ Title and Subtitle
○ Related Image
○ Full
ⓘ How to display items in th

Extra display options
☑ Related Image
☐ Author
☐ Keywords
☐ Creation Date (header)
☐ Creation Date (footer)
☐ Left Align Subtitle
☐ Hide Read More Link
ⓘ Extra options for some dis

* Image mode

Full ⌄

Thumbnail
Medium
Full
Original

ct ra

)

10ws

Fixed aspect ratio
4x3 (postcard) ⌄
Natural (as source)
Square
4x3 (postcard)
16x9 (widescreen)
2x1 (wider)
3x1 (very wide)
4x1 (veerry wide)
5x1 (veeerrry wide)

9. Use the up and down buttons to change the order of items in your Item list (you can also remove and edit here).

10. Item display mode: How much information would you like to display in your Item list e.g. The full title of the webpage. If you choose Related image there will be no text on display: the images will link through to the individual pages

11. Extra display options: If you want an image to show you must tick the Related image box. The page you are linking to must have an image added to it in the Relations tab.
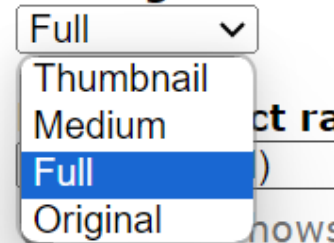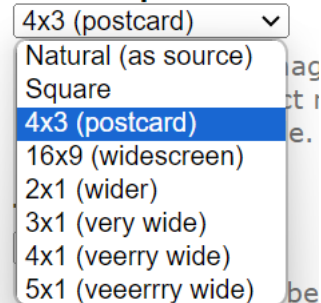
10. If you are displaying images for the pages you are linking to, you can choose the Image mode to be Thumbnail, Medium, Full or Original. Thumbnail is small size and is best suited to List styles rather than grids.

11. Fixed aspect ratio: as with other includelets you can force images (if you are displaying them) to be a consistent size such as 4 x3 (postcard)
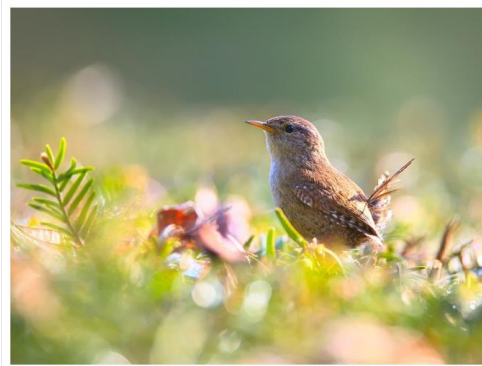
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Example of Item list

It looks quite different doesn't it!

Our impact	Annual reviews over the years	Team	Trustees
More birds in gardens, loads more foraging workshops	Here's some of our annual reviews where you can find out more about our impact	Something about our team here	Here's some more people

Our impact

More birds in gardens, loads more foraging workshops

Read more »

RSPB

An example of an external link to the RSPB website

Read more »

Example 1: No title or description. List mode = Grid 2 Wide (Mobile 1), Items = 1ˢᵗ item is Page, 2ⁿᵈ Item is Other, Item display mode = Full title and Subtitle, Extra display options = Related Image

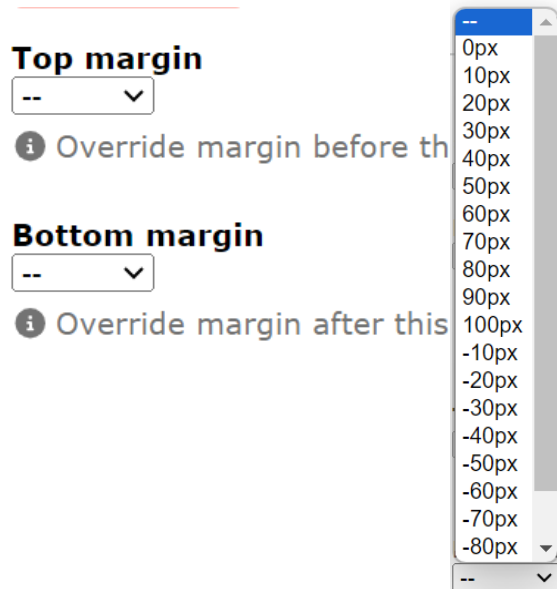**Example 2: Title and Description completed. List mode = Grid 4 Wide (Mobile 2), Items = Page (x 4), Item display mode = Full title and Subtitle, Extra display options = Related Image and Hide read more link, Image mode = Thumbnail, Fixed aspect ratio = Square**

Example of Item list

It looks quite different doesn't it!

Our impact
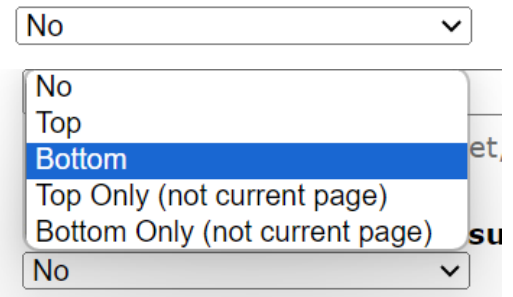
Annual reviews over the years

Example 3: Title and Description completed. List mode = Separate Wells, Items =Page (x 2), Item display mode = Full title, Extra display options = None

Margins and inheriting: all includelets

Top margin

--

ℹ Override margin before th

Bottom margin

--

ℹ Override margin after this

--
0px
10px
20px
30px
40px
50px
60px
70px
80px
90px
100px
-10px
-20px
-30px
-40px
-50px
-60px
-70px
-80px
--

* **Inherit this includelet to su**

No

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

No

1. In the drop down of Top margin you can add some extra space between this includelet and the one above it.

2. In the Bottom margin you can add some additional space between this and the includelet after it.

Margins are not usually necessary, as your theme will have adequate spacing that is applied automatically. Increasing and decreasing margins are more typically used alongside background colours.

It is also useful for decreasing space between includelets and the navigation bar.

Inheriting includelets to subpages
If your includelet is useful to display on every page below another in your site map you can use the drop down to replicate on each page.

News
Fantastic foraging
Chestnuts roasting by an o
Cooking some comforting f
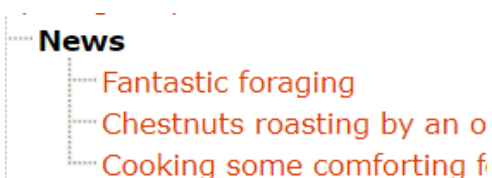
In this example, I could add a Custom Content includelet with a link to sign up for a newsletter that displays on my News page and the Bottom of all news story pages e.g. Fantastic foraging

Includelets and applications

Some Applications e.g. Events Calendar offer related includelets that display information from them

For example, if you are using the Events Calendar, you can use the corresponding Upcoming Events includelet as shown on the right.

In addition to the event title, The includelet can show the image and a short bit of text from the description in the event.

Applications with includelets are:
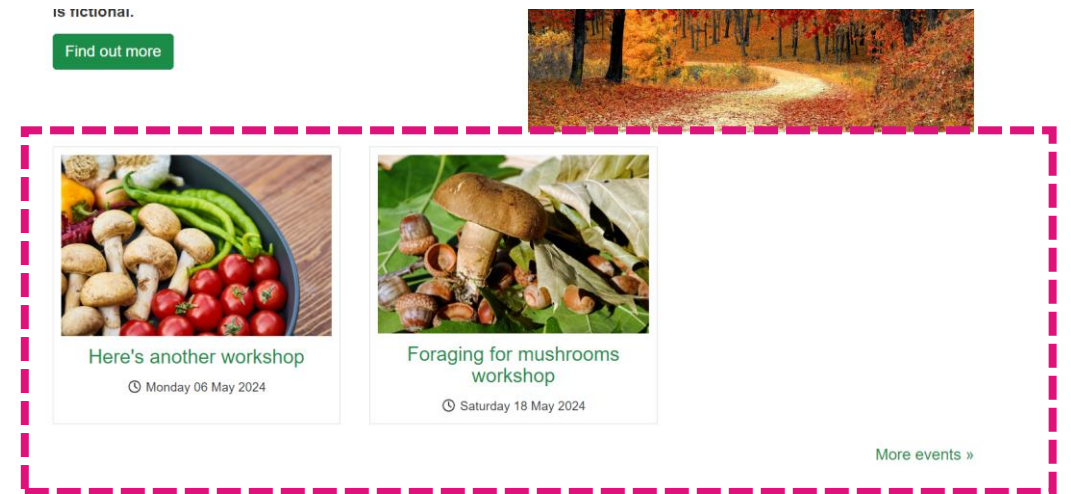
Example: Upcoming Events as a grid of 3 on a Home page (there are only two live events). Display mode = Inline. If you want to display an Upcoming Events includelet as a grid it needs to be Inline, you cannot have a Panel style.

Further resources and help

Training and advice for small charities and community organisations in London:

info@superhighways.org.uk
www.superhighways.org.uk

Further help:

1. Voice documentation
2. Forums
3. User Groups