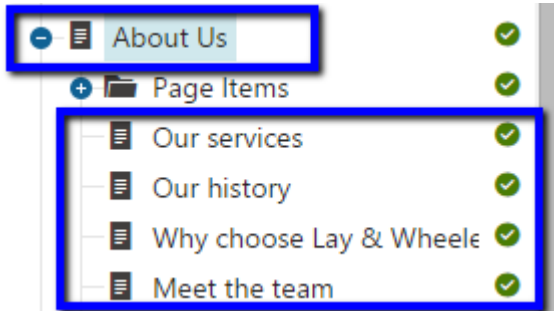


How to... Add a content page

www.laywheeler.com

1 Where can I add a content page?

This can be added under the root or content page such as 'About Us'.

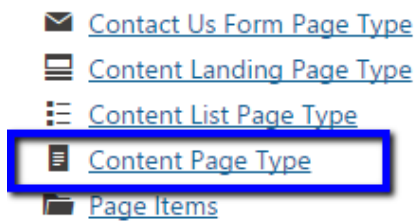


2 How do I add a new content page?

Select the location you wish to add a new page to and click '+'.

You will then be presented with the page types available; select 'Content Page Type'.

Please select new page type



LONDON

Pill Box
115 Coventry Road
London, E2 6GG
020 3327 9900

IPSWICH

6th Floor, St Vincent House
1 Cutler Street
Ipswich, IP1 1UQ
01473 213222

ONLINE

www.crafted.co.uk
hello@crafted.co.uk
@craftedmedia

3 Content page

A Content Page consists of the following:

3.1 General

Add a page name (for reference)

3.2 Hero area

Within the hero area you may add the following fields:

- Title
- Short description
- Show hero banner

3.2.1 With hero banner

When 'Show hero banner' is selected the admin will allow you to complete these additional fields:

- Background image - 1920 x 500px
- Button 1
 - Text – to appear on the button
 - Tooltip – to appear on roll over of the button
 - Link type
 - Internal page – on the website
 - External page – outside of the website i.e. google.com (select 'Open in new window?')
 - Page item / Page section – linking to an element on the same page i.e product list or a page item
- Button 2
 - *As per above*

Home > Content with page items

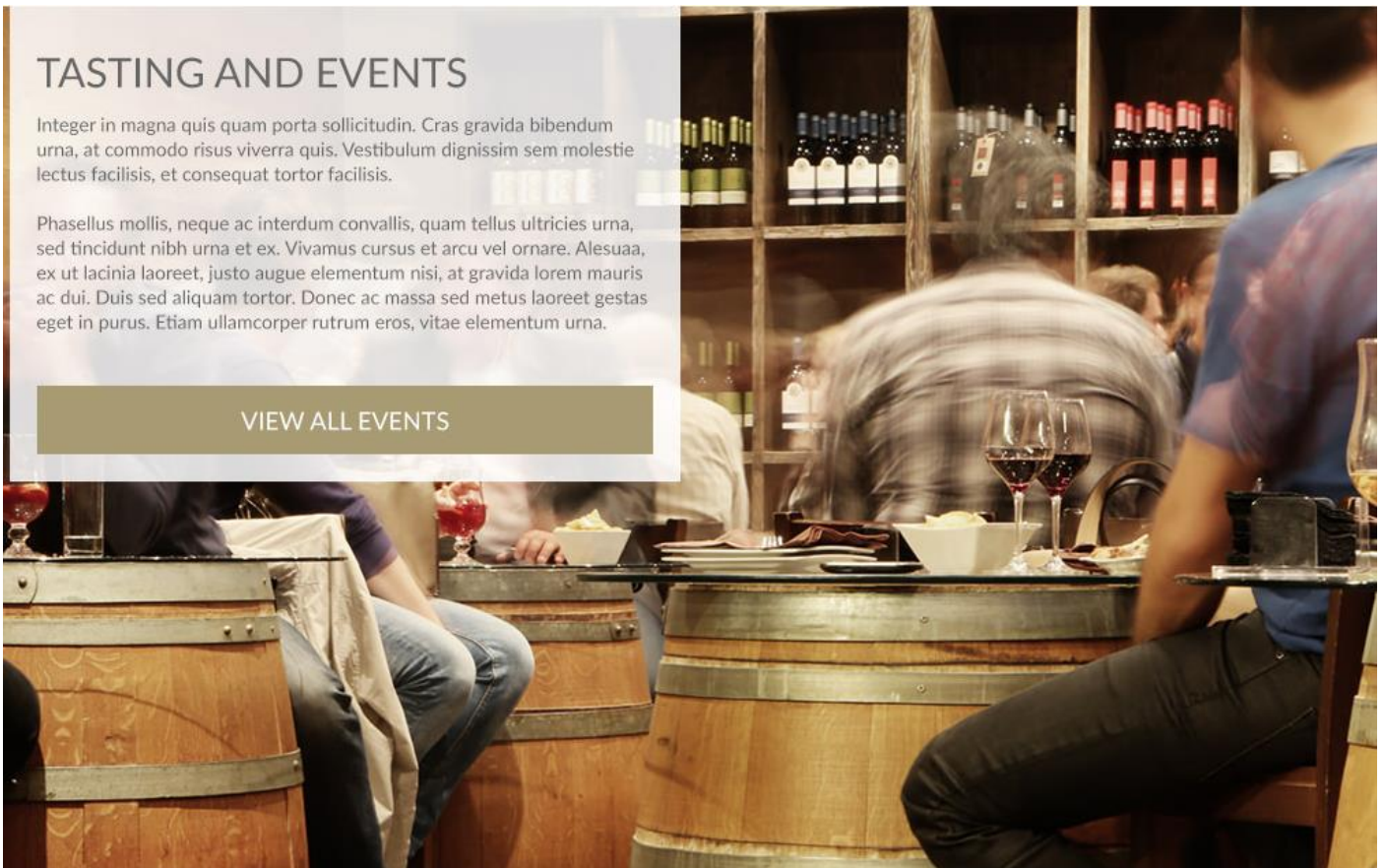
NAVIGATION

Level one navigation

CONTENT WITH PAGE ITEMS

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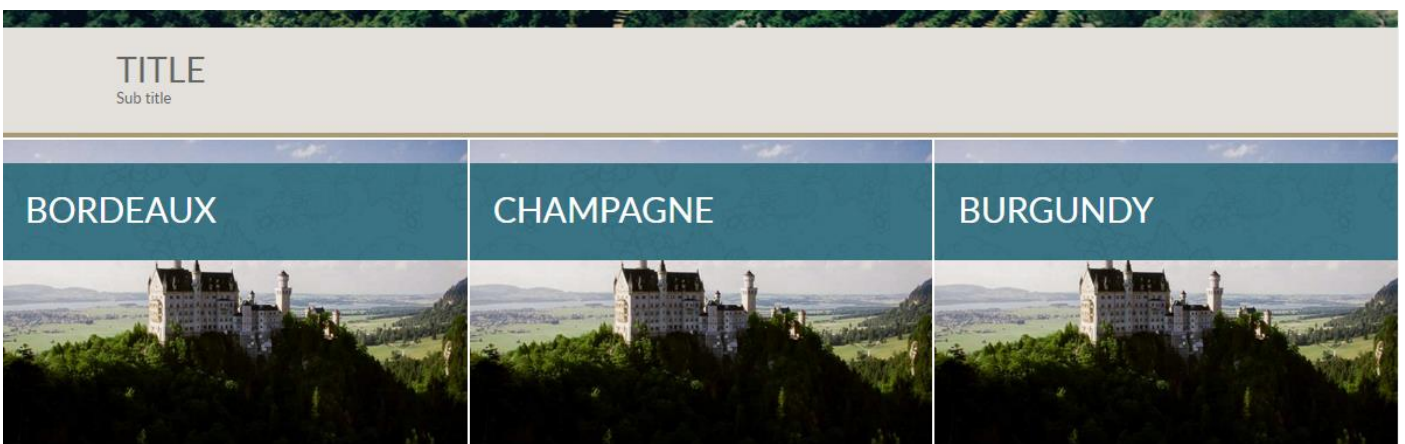
View with 'Show hero banner' not selected



View with 'Show hero banner' selected and button 1 completed.

3.3 Hero related pages

Hero related pages stick directly underneath the hero banner;



Within the hero related pages you may edit the following fields:

- Title (not mandatory)
- Sub title (not mandatory)
- 'Add related page' selection tool

N.B if nothing is added, this section will be hidden.

3.4 Pod information



Pod information refers to how this page will appear when it is referenced by another page or as a related page.

Within the hero related pages you may edit the following fields:

- Title i.e. About Us
- Sub title
- Tooltip
- Theme
- Background image - 666 x 444px

3.5 Content

Add the Body content for the page here; you may edit the format using the word like WYSIWYG editor.

- Main image: (320x320) This is shown in the content of the page and in the page listing

CONTENT WITH PAGE ITEMS

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4 Content page items

Pages items can be added to enhance a page.

N.B. *You must remember to follow the 'Save' the process when editing and adding a new page item to a page.*

4.1 Anchor tags

On landing pages, you can set an anchor target ID to link page items to the Hero Banner; in order to match the reference for the Call-to-Action button to the page item, an anchor target ID is used. This means when adding a page item, the anchor target ID needs to match that of the landing page, for example - product-list.

Once you have selected +, you may select one of the following new page items:

4.2 Pod in columns

You will be required to complete the following mandatory fields:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Title
- Sub-Title

PODS IN COLUMNS

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FEATURE POD 1

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FEATURE POD 2

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4.3 FAQ Panel

The following fields may be completed within an FAQ Panel Page Item:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)

- Show Title
 - Title
 - Sub Title
- Select to open the first FAQ when page first loads

A panel will show FAQ items added to a panel.

4.4 How do I add an FAQ item?

A FAQ item can only be added to a panel and consists of the following CMS editable content:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Question (Plain text – no character limit)
- Answer (HTML)

4.5 Content Block

THIS IS A CONTENT BLOCK

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Content Block. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim aminim 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. Excepte sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



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BUTTON

Adding a 'Content Block' as a page item, you may add the following fields:

- Title
- An optional sub-title
- Body content
- An optional image

You can also select whether to display this plain or in a boxed style, this will be added within the content in the style shown within the image above.

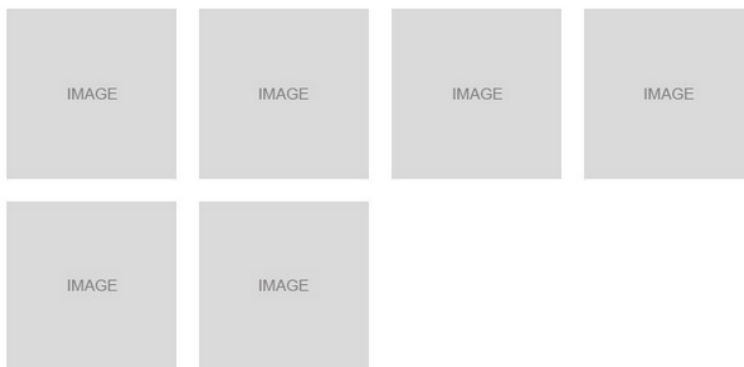
Content Block – Boxed



4.6 Gallery

GALLERY

Intro text. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam.



Add a Gallery as a page item and complete the following fields:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Title (i.e. Burgundy Wines)
- Sub Title

4.6.1 How to I add an image to the Gallery?

Select the chosen Gallery, followed by + and selecting 'Gallery Image'.

You may then complete the following fields:

- Title (For the individual image)
- Image caption – optional
- Gallery image
 - Select a file from the managed media library

4.7 iFrame

IFRAME

Sub heading or intro paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

☰ Search Wikipedia

Today's featured article

Casino Royale (1953) is a **James Bond novel**, the first of twelve featuring the British secret agent by **Ian Fleming**. At a casino in **Royale-les-Eaux**, Bond beats **Le Chiffre**, the treasurer of a French trade union and a member of the Russian secret service, in a high-stakes **baccarat** game; Bond wins 80 million francs belonging to **SMERSH**, the **Soviet counterintelligence** agency. He is supported by **Vesper Lynd**, a member of his own service, as well as **Felix Leiter** of the CIA and **René Mathis** of the French **Deuxième Bureau**. Fleming took plot elements from his wartime experiences in the **Naval Intelligence Division** and based some characters on people he met during the war; the character of Bond also reflected many of Fleming's personal tastes. Looking for distraction in advance of his forthcoming wedding, Fleming wrote the draft in early 1952 at his **Goldeneye estate** in Jamaica. The book was given broadly positive reviews by critics at the time and sold out in less than a month after its UK release, although US sales upon release a year later were much slower. The story has been adapted several times, including in a **daily comic strip** and twice **on film**, a 1967 adaptation starring **David Niven** and a 2006 version starring **Daniel Craig**.
[\(Full article...\)](#)

Recently featured: [Gemini \(film\)](#) – [The Boat Race 2012](#) – [Sale, Greater Manchester](#)

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An iFrame may be used to show an external site within the page (as above); to add this as a page item you will need to select the page items folder, select + to add the iFrame and complete the following fields:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Select to show a Title with the iFrame
 - Title
 - Sub Title
- iFrame Settings
 - Add the URL of the page in which you wish to show
 - The height of the iFrame on the page
 - Whether you wish to hide the scrollbars

Iframe Settings

Iframe Url:*

Iframe Height (Pixels):*

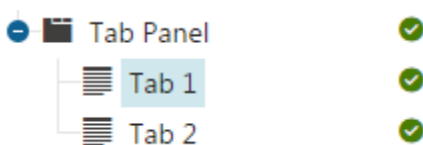
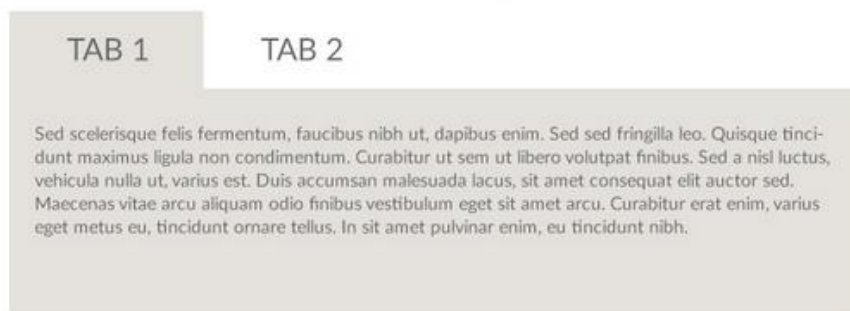
Hide Scrollbars?:

4.8 Tab Panel

Tab panels may sit on a page with content changing depending on what the user clicks on; within this tab you may fit several paragraphs of content.

TAB PANEL

Sub heading or intro paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



To add a Tab panel pod, select the page items folder and click '+' and select 'Page Item – Tab panel'.

Within a Tab panel pod page item, you will be required to complete the title (for reference) and may also add:

- The Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Sub Title

4.8.1 How do I add a Tab Item to a Tab Panel?

To add a Tab Item, select the Tab Panel, click '+' and select 'Page Item – Tab item'.

You may then complete the following fields:

- The Anchor Target ID - used for linking to and from an anchor target link (i.e. the hero banner)
- Title – this will appear as an option to select within the tab panel (i.e. wine regions)
- Tab content – add your content here

A tab panel can have a number of different tab items, meaning that if only one tab is added, only one will show.

4.9 Call To Action

All for as little as £100 per month - That's the equivalent of adding a bottle of fine wine to your weekly shop!

SIGN UP NOW

To add call-to-action, select the page items folder and click '+', 'Call To Action.

Complete the following General fields:

- Name (the relevant name of the Call To Action, for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)

Complete the following Link fields:

- Text – the link text i.e. 'Sign up now'
- Tooltip – set the tooltip of the button
- Select the link type
 - Another page – select the page you wish to link to by clicking 'select' to select path from the CMS Tree
 - External URL – select the web tab, add the URL of the external site and select 'opens in new window'.

4.10 Event Item Container

<p>29 APRIL - 14 MAY</p>	<p>EVENT NUMBER ONE</p> <p>France</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p> <p>BUY</p>
<p>1 MAY</p>	<p>EVENT NUMBER TWO</p> <p>France</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p> <p>BUY</p>

In the format of the image above, an Event Item Container is a simple container for Event Items

To add an Event Item Container, select the page items folder and click '+', 'Page Item – Event Item Container'.

Complete the following General fields:

- Name (the relevant name of the Event Item Container, for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)

4.10.1 How do I add an event to the container?

Select the Event Item Container, select + followed by 'Event Item'.

Add the name of the Event (for reference purposes) and complete the following fields:

- Heading
 - Title (of the event)
 - Sub Title (i.e. location)
 - Short description of the event
- Event Information
 - Add the to and from dates of the Event
- Call to Action Button
 - Text (of the button – i.e. Buy)
 - Tooltip of the button
 - Select the link type
 - Another page – select the page you wish to link to by clicking 'select' to select path from the CMS Tree
 - External URL – select the web tab, add the URL of the external site and select 'opens in new window'.