

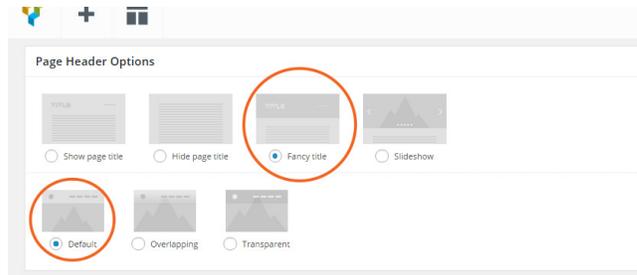
Online Tutorials

Development Site: <http://rps.jcmproduction.com/tutorials>

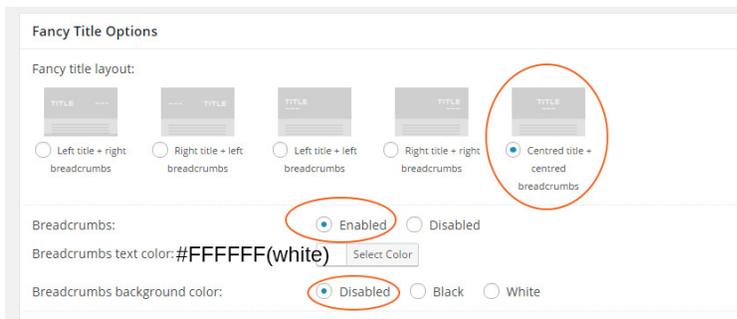
When the site goes live: www.rockfordschools.org/tutorials

Making Consistent Pages

1. Go to the Page you want to edit by clicking **Pages > (Page you want to edit) > Hover**
2. Scroll down past the content until you get to the section that says **Page Header Options**
3. Make sure **Fancy Title** and **Default** are selected. These will give it the most style to ensure the header remains consistent with the rest of the site.



4. Scroll down to the next section, **Fancy Title Options**.
5. Make sure the options look like the picture below:
 - a. Fancy title layout: **Centered title + centered breadcrumbs**
 - b. Breadcrumbs: **enabled**
 - c. Breadcrumbs background color: **Disabled**
 - d. Click **Select Color** button and make sure it reads **#FFFFFF**. This will make the text white.



- e. Title: **Custom**
- f. Customtitle: **(Your Page Title Here)**
- g. Title font size: **h2**
- h. Title font color: **Custom Color (should be set to #FFFFFF)**
- i. Subtitle **(Your Subtitle here)**
- j. Subtitle font color: **Accent**
- k. Don't worry about Background color, we won't be changing that.

Title: Generic Custom

Custom title:

Title font size:

Title font color: Accent Custom color

Subtitle:

Subtitle font size:

Subtitle font color: Accent Custom color

Background color:

- Last but not least, Click the square next to Background Image and select an image. There are already images created for this purpose. You will simply click the most pertinent image for your page. Look for the slightly blurry dark images. Those are meant for headers.
- Make sure Repeat options is set to **no-repeat**, Position-x is set to **center** and Position-y is set to **center**.

Background image: 

Repeat options:

Position x:

Position y:

- If you're adding a school page, be sure to add a side menu for school you're adding the page to. To do this, go up to Sidebar Options

Sidebar Options

Sidebar position: Left Right

Disabled

Sidebar widget area:

Hide on mobile layout:

- If you're not adding a school page, make sure the sidebar is disabled.

Page Attributes

Sidebar Options

Sidebar position: Left Right

Disabled

Featured Image

[Set featured image](#)

- When you're all done, scroll back up to the top and click **Update**.

Publish

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: 60 [Browse](#)

Published on: Dec 16, 2015 @ 16:23 [Edit](#)

[Copy to a new draft](#)

[Move to Trash](#)

Voila! You have a fancy new header!

Your header should look like this when done:

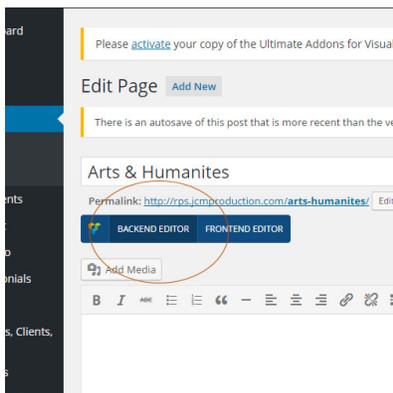


Note on New Content

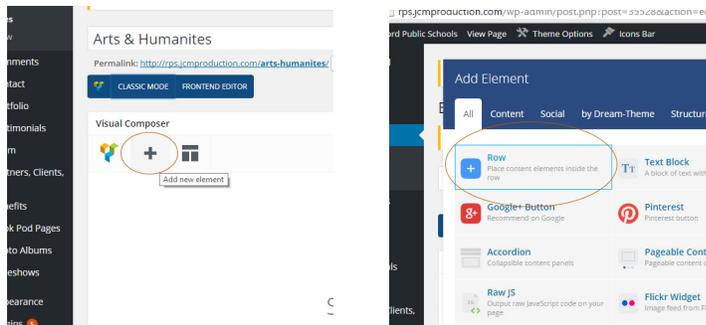
When creating new content for pages you will be managing, we are going to have you add your content to your page in a generic fashion, and then we will follow behind you and create a page template based on the content you have added.

Process:

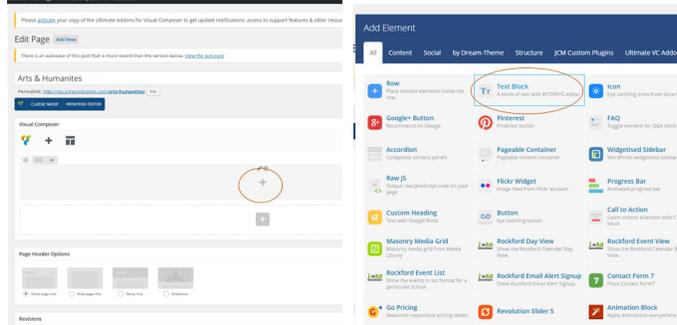
1. After you have created your page header and chosen (or disabled) the sidebar, click on "Backend Editor."



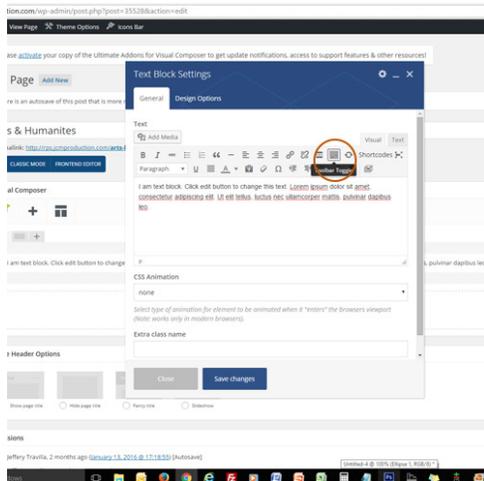
2. Click "Add New Element," and add a Row.



3. Click the + and add a text block to your row



4. Add your content into the text block area, using the available formatting options (click the “Toggle” button for more formatting options). Pictures can be added with the “Add Media” button. Do not worry too much about styling. We will take your content and build a template from it after the content is approved.



5. Once your content is complete, save the page by clicking the “Update” button.
6. Email Lisa or Marlene to let them know your page is ready for a content review. Once approved, Lisa or Marlene will notify JCM to start building the template for your page.