How to use the Curriculum Template Creator Template:

1.) Create the page in the parent you want it to appear in.


a.) In the **Uses Template** field (Green Box), type in and select the Curriculum Template Creator template.

b.) In the **Title** field (Blue Box), write the name of the page you want to give.

c.) Check the box next to the **Hide from Menus** field (Red Box), to ensure that this page does not appear in the main navigation.

d.) Then click the green **Save** button (Purple Box) to save the page to continue working on it.

If you are not able to save the page, adjust the name of the page in the **Title** field (Blue Box), so that it is unique from other existing pages, and then try saving again.

2.) Once the page successfully saves, click the **Template Variables** tab (Red Box).

3.) You will see the **Create & Order Sections Below** table, where you will be able to organize the page how you see fit. To create a section, click the **Add Section** button (Green Box), which will open a pop-up.
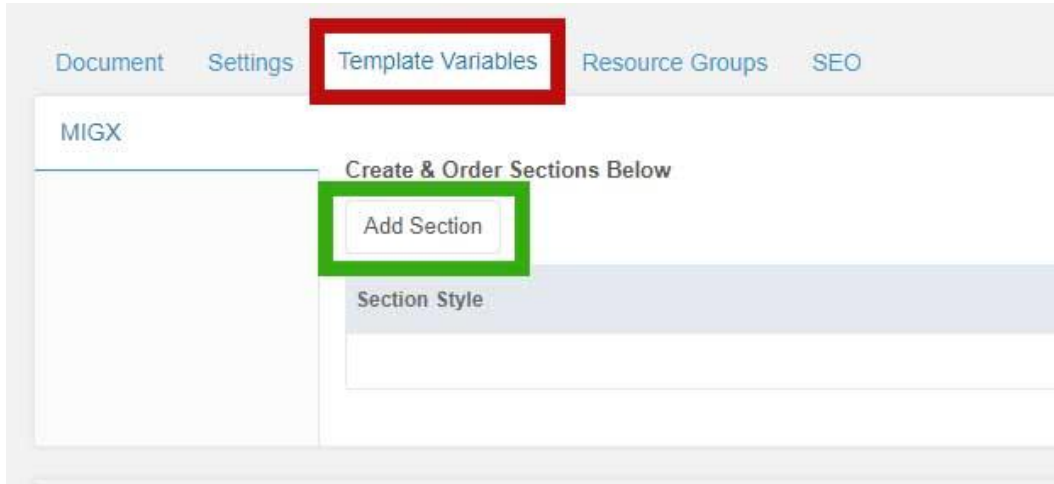
4.) When the pop-up opens, it will be open on the **Style** tab (Green Box), where you will determine what the content set-up of this section will be, in the radio fields inside the Red Box.
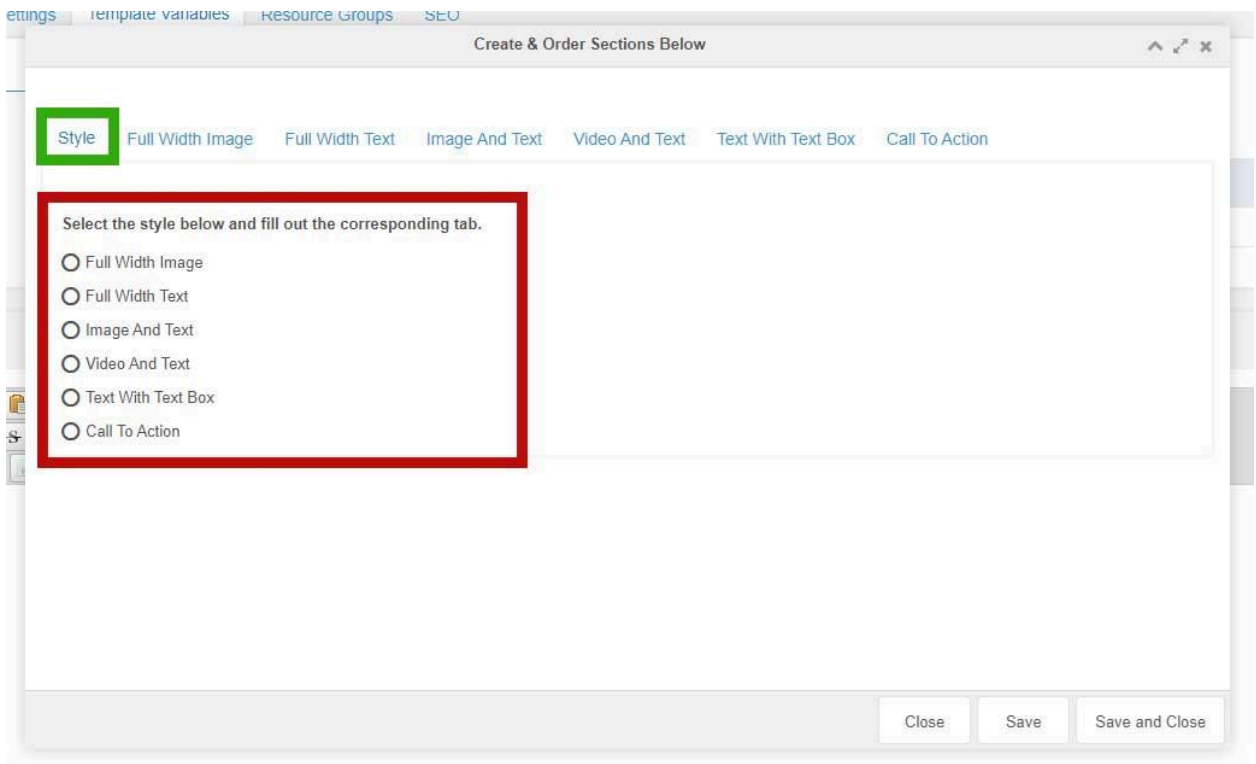
5.) Once you have selected what type of content section you want to make, go to the corresponding tab for the section type you selected.

You need to fill out all of the fields in the corresponding tab for the selected section. While most of the fields are self explanatory, I'm going to go over two fields that need some expanding upon, since they have the most potential for accidents to happen. To illustrate this, I am going to utilize the **Image and Text** tab as reference.

a.) The <u>richtext</u> field as shown below, is prone to accidentally overriding the default styling of the site, especially when you are copying and pasting text from an outside source, which adds hidden stylings.
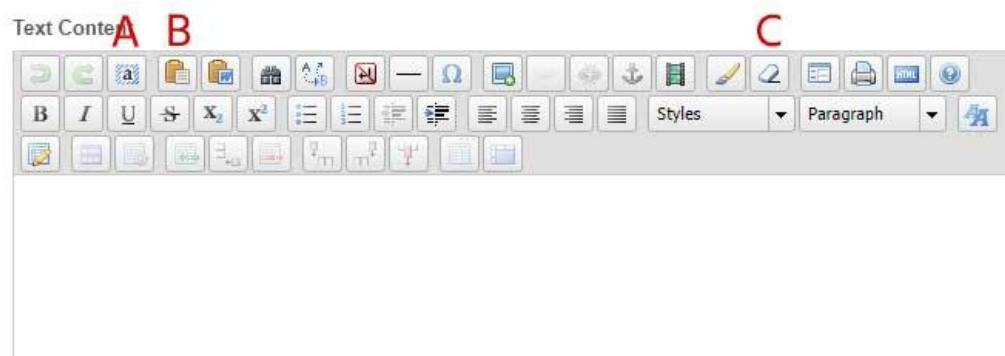

There are two ways to add text that prevent the hidden style overriding from happening:

    i.)   Use the key bind method to paste text inside, press the button under **A**, *which selects all of the text*, and then the button under **C**, *which removes the extra stylings present on the text*.

   ii.)   Or press the button under **B** for a quick paste of your copied text as Plain Text into the field.

From there, you can make any adjustments you need to the text you pasted in without messing with the site's default styling.

b.) The other field of importance is the <u>image</u> field. There are a number of different things you need to keep in mind before you upload the image, to ensure that it works properly and doesn't negatively impact your page:

    i.)   Images cannot share file names with existing images, because the first image will always take precedence over them, even if you delete it.

    ii.)   Remove all special characters in the file name and replace all spaces with hyphens (-), so ensure that the image does not break.

    iii.)   Small images should, in general, be no larger than 300 kb and the large hero images should not be more than 600 kb. Make sure you are saving these images for the best web compressed versions, since they do impact loading speed for a page. Make sure the pixel density is 72 pixels per square inch.

The final aspect can easily done with the help of Image Optimization Guide (Blue Box) that I have posted on the dashboard of the site, as seen in the screenshot below:
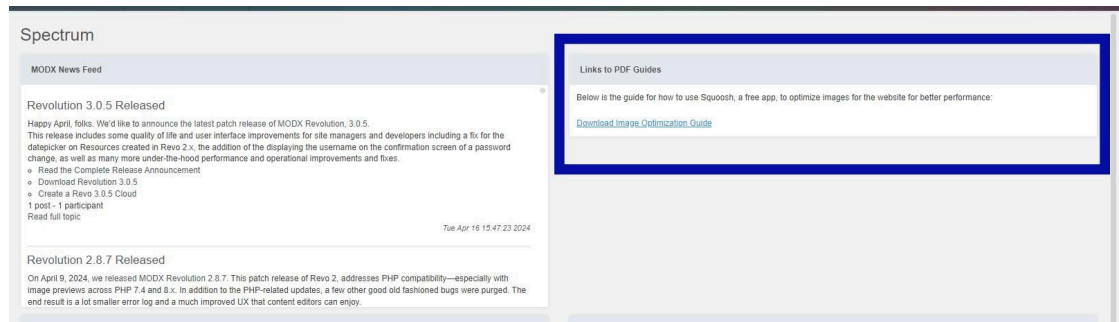

Once your image is ready, you need to click the **image icon** (Red Box) inside the image field to open the media library pop-up:
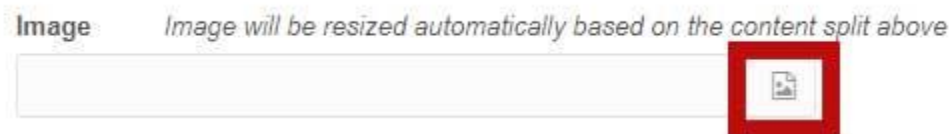
From here, you can upload images by either clicking the **up arrow icon** (Green Box) or right clicking the desired folder you want the image to go to open up the side menu and select **Uploads Files**.
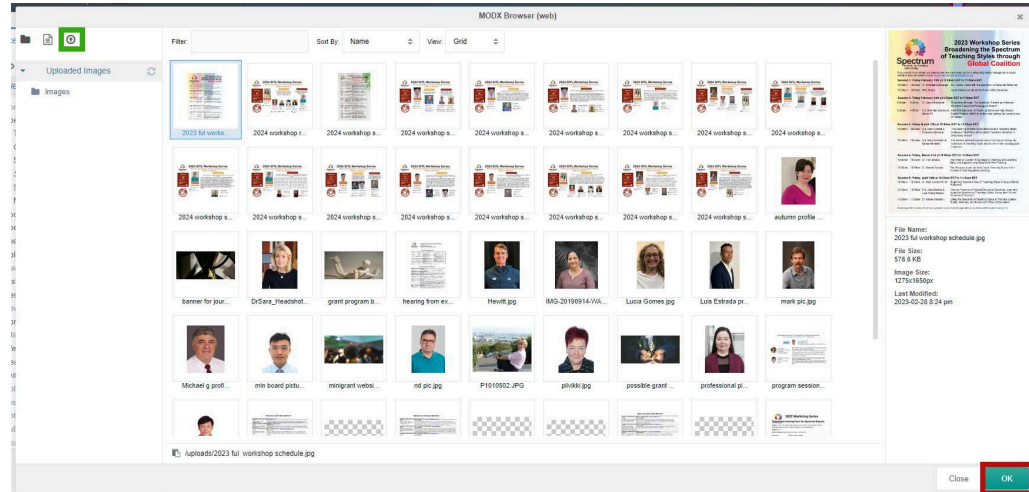

This will open another pop-up window where you can either drag and drop the image you want to upload in the area outlined in the Blue Box, or click the green **Choose file(s)** button (Red Box) to manually select the files from your computer's folders.
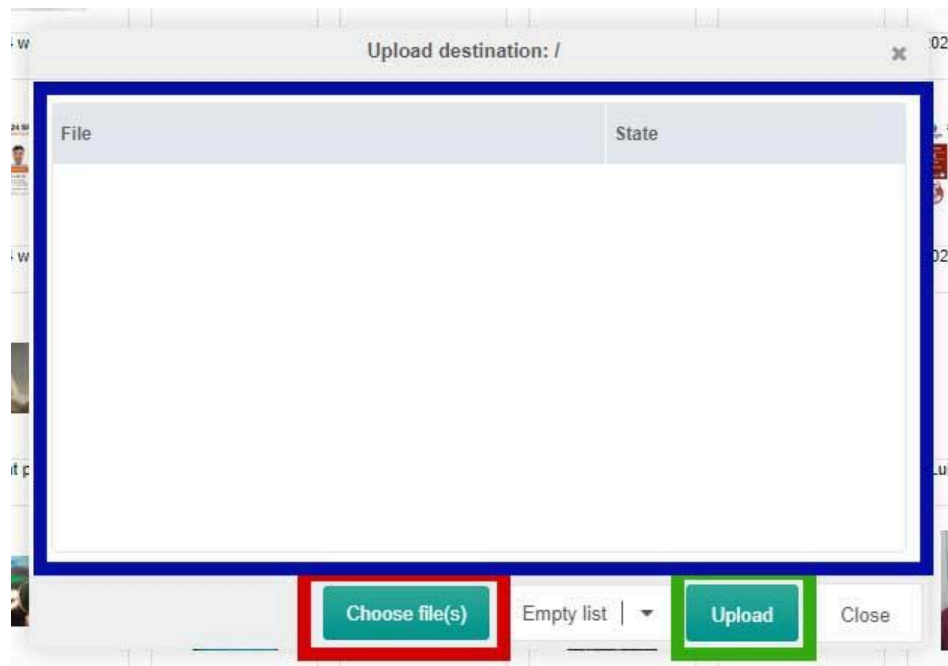

Once selected, click the green **Upload** button (Green Box), where it should successfully upload, after which you can click the **Close** button.

Then in the media library pop-up, select the image you uploaded, and click the green **OK** button (Red Box) at the bottom right corner of the pop-up, pictured below, to apply it:
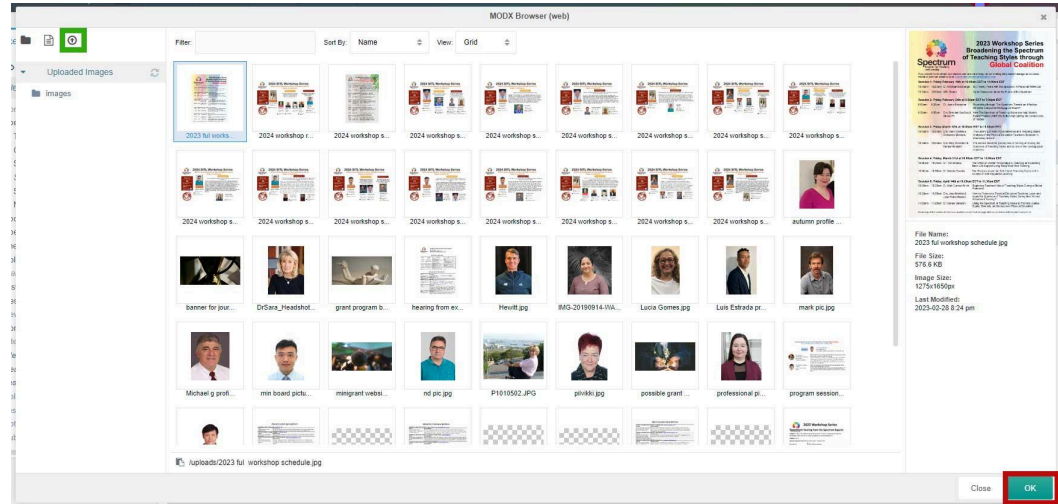
6.) Once you are done adding the content for the tab of the section type you selected, click the **Save and Close** button (Red Box) in the bottom right corner of the pop-up window.
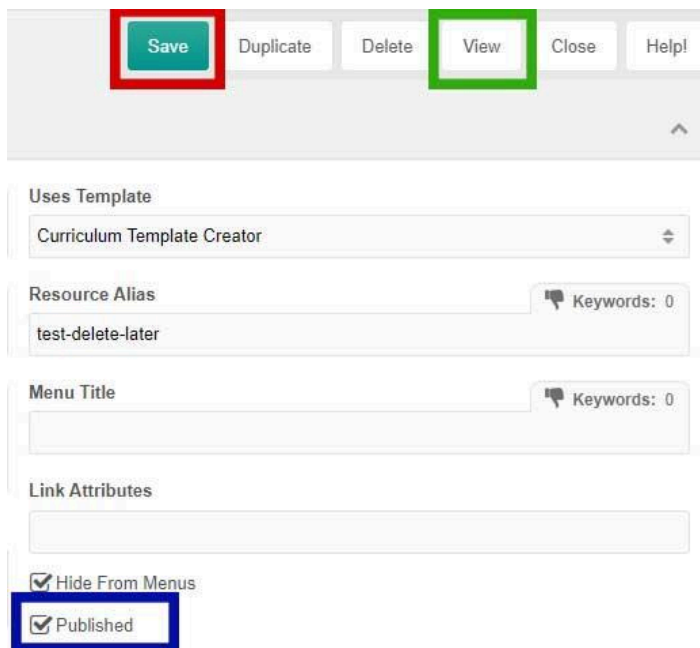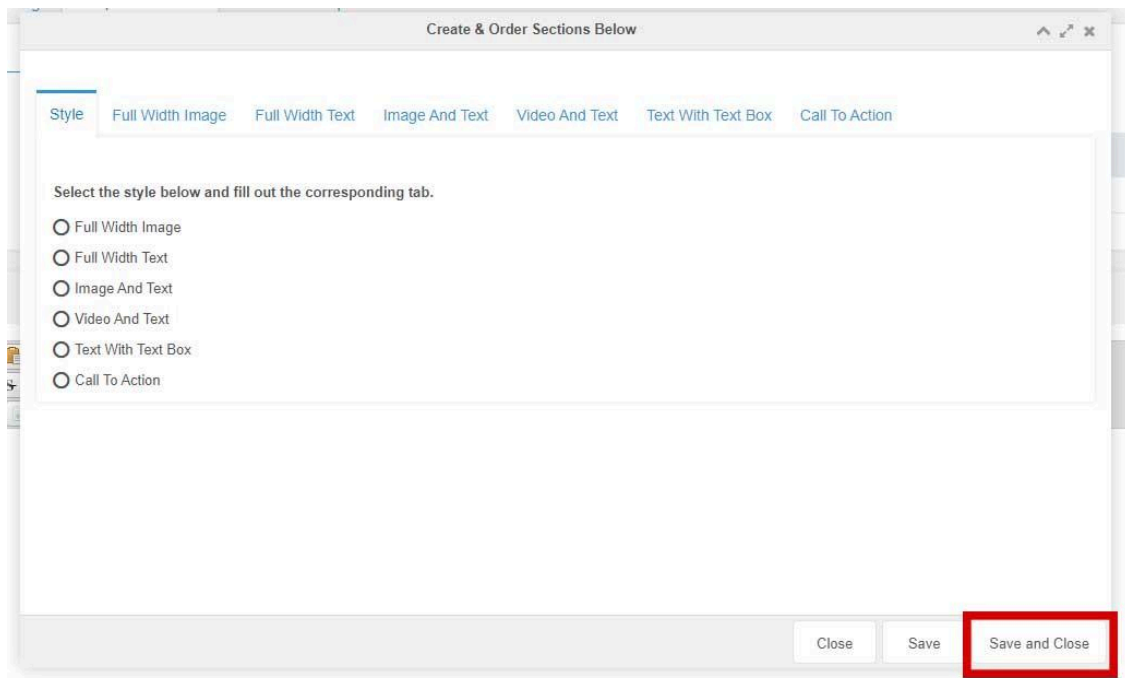
7.) From here, you can start adding sections to the page. You can add multiple of the same style type sections to your page. It should look similar to the screenshot below:

Create & Order Sections Below

Add Section

Section Style
$fwt-section
$img-section
$it-section
$vt-section
$tb-section
$cta-section

If you want to change the order of the sections between each other, just click and hold the section you want to move and drag it where you want it to go. To edit or delete a section, you need to right click the section to open up the side menu, where you can edit or delete it.

To have all of these content sections creations or edits apply, click the green **Save** button (Red Box) in the top right corner of the page.

You can see what the page looks like with your content additions and/or changes by clicking the **View** button (Green Box), that is in the same group of buttons as the Save one.

Now, if you have followed the instructions in this guide, unlike in the above screenshot, the checkbox next to **Published** (Blue Box) should be unchecked, which means it is not live to the public, and is only viewable to people who have a manager login.

To make this page live to the public, you simply check the **Published** checkbox (Blue Box) and click the green **Save** button (Red Box) for it to apply. Just make sure it looks good before you do so.