

Web Service tutorial

Starting up a new site

Sep 2020 (Beta Version)

Have a new site created

To start up a new website project or to entirely recreate your website, you need a brand new site instance. Contact Web Services.

A new site instance will be provided with the default theme, one sample page and one sample site navigation. It's up to your content team to lay out content by creating pages.

Pages and templates

When adding a new page you must select a template.

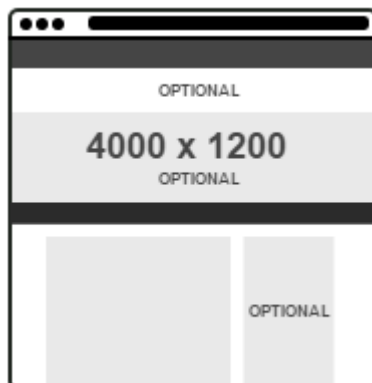
The recommended templates are:

Default template



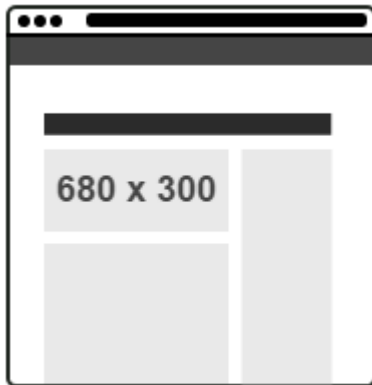
Useful for any page. Includes sidebar.

Wide template



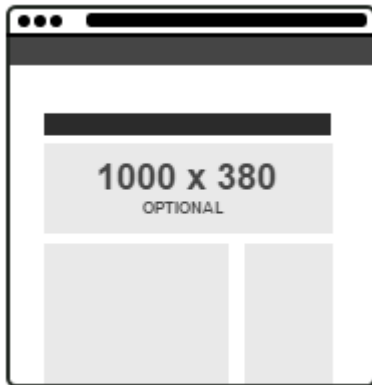
A wide template with space for a large banner/carousel. Recommended for landing and home pages.

Template with sidebar and content banner



Includes the content banner which is a normal sized banner/carousel box.

Template with sidebar and optional banner



Includes sidebar and space for a large banner under the navigation.

Template without sidebar and optional banner



The same as above, but without sidebar.

Other templates

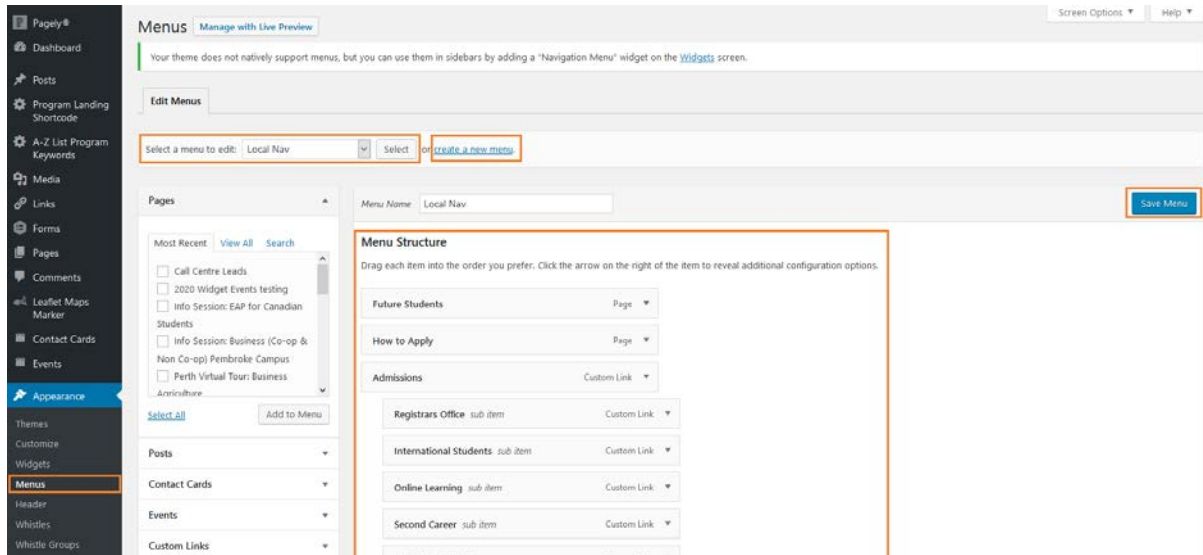
We've got more templates such as the Landing template, Program page templates and others. Those templates are available by request.

Site navigation menu

Every page displays the main navigation menu (grey) at the top of the page. You can't customise it.

Below the college logo you have the local website menu (black). You're able to customise the local navigation.

To edit your site navigation menu, go to **WordPress admin > Appearance > Menus**:



One Local navigation menu will be already set for you. You only need to select it and use the Menu Structure to sort it out.

You can add pages to the menu from the left-hand sidebar.

Don't forget to click on Save Menu when you're done.

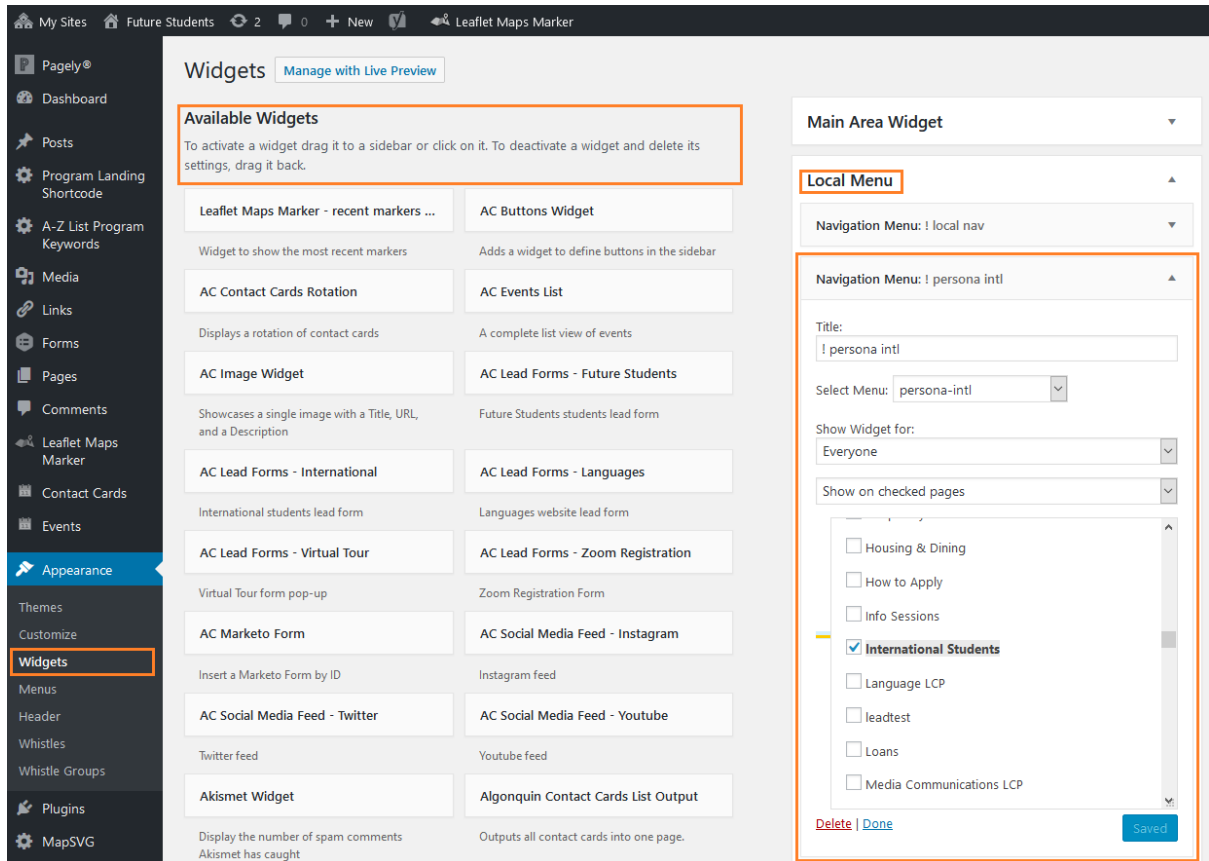
The Local navigation is already set to display on all pages.

Adding more navigation menus

If you need to have pages displaying another menu, you can add a new menu and have them displayed on those pages.

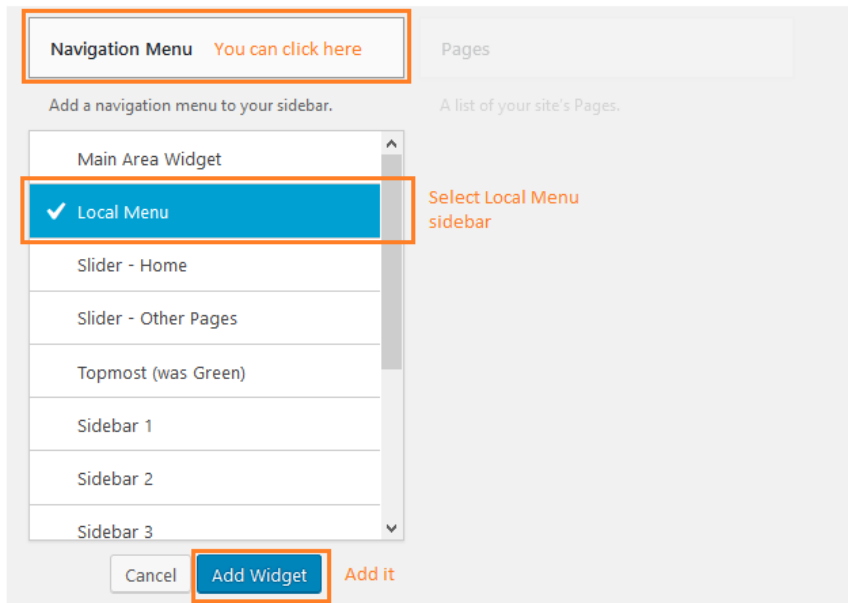
Use the **“Create a new menu”** link to decide a name and save it. Add the pages and save it.

To select the pages, go to **WordPress admin > Appearance > Widgets:**



The screenshot shows the WordPress Widgets management interface. On the left, the 'Available Widgets' section is highlighted with an orange box. It contains a grid of widgets with their names and brief descriptions. On the right, the 'Main Area Widget' section is also highlighted with an orange box. It shows the 'Local Menu' widget selected, with its settings for 'Navigation Menu: ! persona intl' and a list of pages to show on checked pages, including 'International Students' which is checked.

Look for the **“Local Menu”** sidebar on the right-hand side of the page. You will find the default Local navigation menu set there. All you need to do is add a new **“Navigation Menu”** widget to that Local Menu sidebar. The widgets are found at the **Available Widgets** section on the left-hand side of the page.



You can either drag and drop the widget or click on it to select the sidebar you want to have it added to.

Once it's added to the correct sidebar, "**Local Menu**", you can set the pages you want it to display.

On the right hand side of the page, look for the "**Local Menu**" sidebar. Now, you may have 2 **Navigation Menu** widgets added. The default one and the new one that you've just added.

Use "**Show on checked pages**" to select the pages that you want to display.

Save it and it's almost done: If you visit the page you might see two local navigation menus showing. That's because the original default Local navigation set by Web Services is also displaying on all pages.

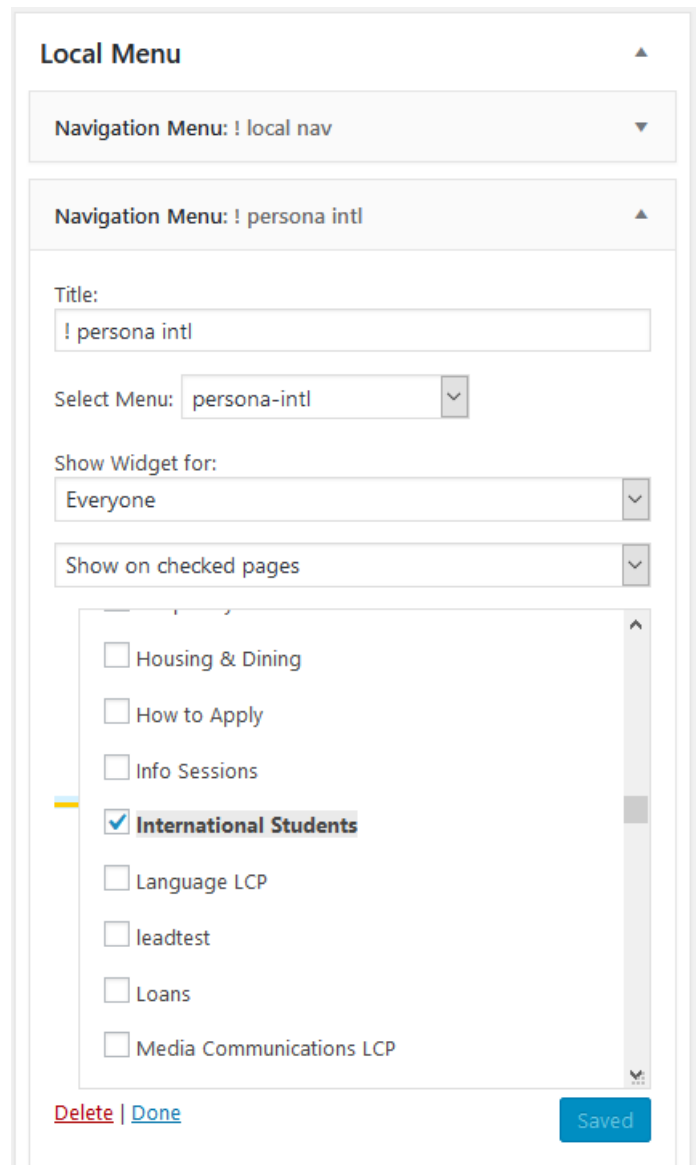
The same field you edited to show your new navigation menu on the checked pages have to be edited for the default navigation widget.

Open the default navigation menu widget and you can use "**Hide on checked pages**", rather than "**Show on checked pages**" to hide the default one from the pages you added your new menu.

Now it's done.

You can use this logic to add as many navigation menus as you wish.

The title field may also be useful. Remember to use an exclamation before the title to avoid it being displayed on the page.



Widgets and sidebars

The same way you used the Navigation Menu widget to add a navigation menu to a page, you can use many other widgets for other functions.

Read our Widgets and sidebars tutorial to find out more.

Banners, sliders and carousels

For every template that has a banner section available, you can either set a fixed image banner or a slider.

To set a fixed image banner, edit the page and use the “Featured Image” function on the left-hand sidebar.

For sliders and carousels, read our Sliders tutorial to find out more.

Site visibility

While the website is being created, it might be important to keep it hidden from anonymous visitors. There are a few ways to do that.

The easiest way is to either control the page **Status** or page **Visibility**. When you edit the page, you can use the “**Publish**” function on the left-hand sidebar.

Edit the status and select “**Draft**” to keep the page visible only by your content team that has access to WordPress.

The same can be achieved by editing **Visibility**. You can either set it as “**Private**” or set a password.

A page with password will display a password field when accessed. Any visitor with the password can access it.

Making all pages private

If you have too many pages and want the whole website to be private for your content team only, contact Web Services.

