SchoolSpider

Website page
drag and drop builder

Build custom page layouts and format
your content with our drag and drop
page editor

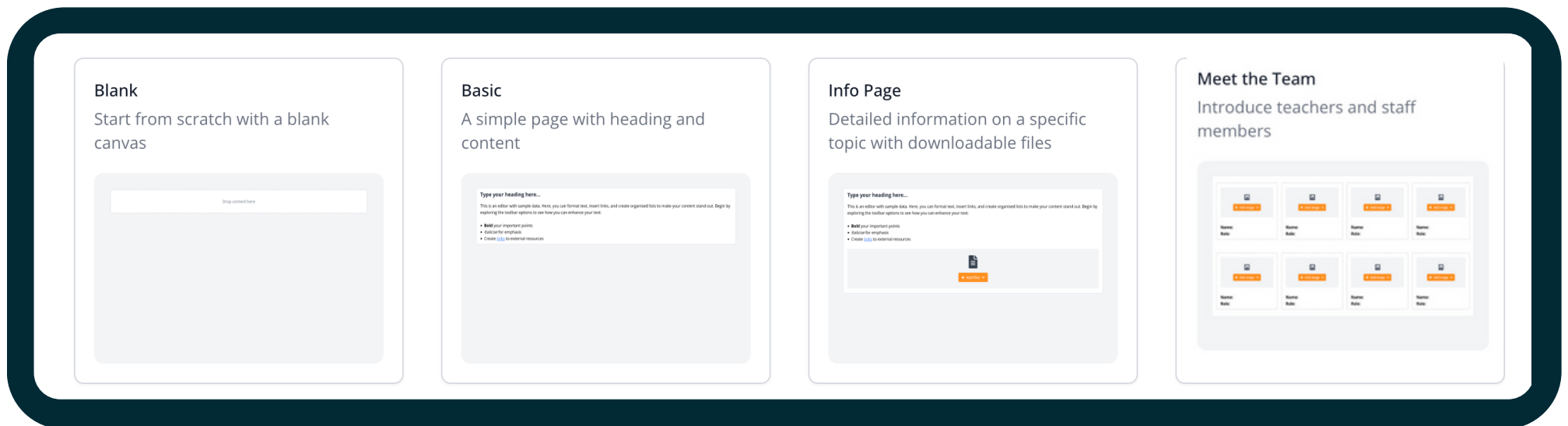**Bespoke Design**

www.yourschool.co.uk
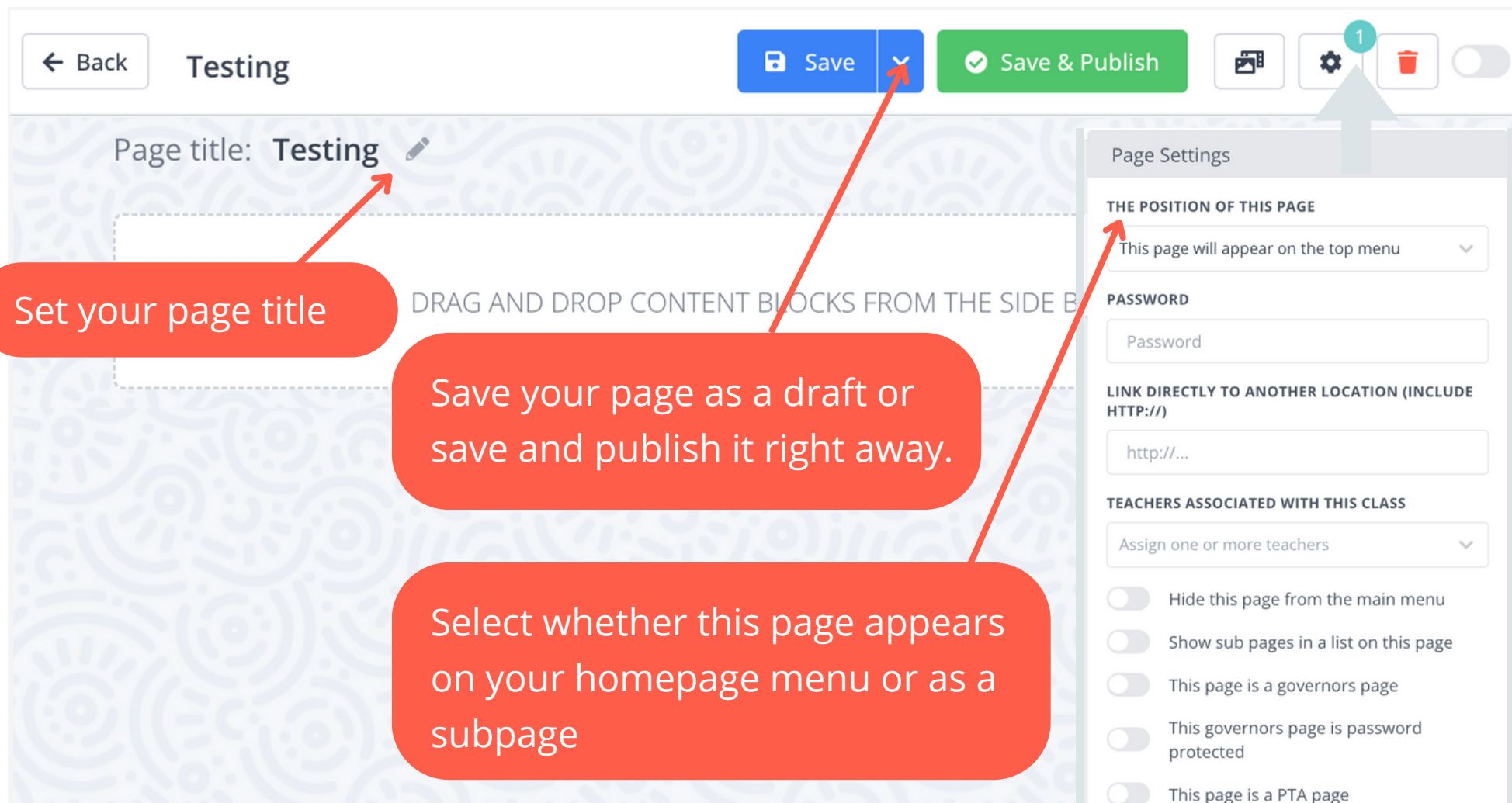
Control Your Content

Select a template

When you are building a new page, select **+new and** give your page a title. Then, you can choose a template or a blank page.

All templates are editable, but give you a format to work with to add your content. Using the blank option means you can build the page completely from scratch.

Blank
Start from scratch with a blank canvas

Basic
A simple page with heading and content

Info Page
Detailed information on a specific topic with downloadable files

Meet the Team
Introduce teachers and staff members

The page basics

Set your page title

Save your page as a draft or save and publish it right away.

Select whether this page appears on your homepage menu or as a subpage

Testing

Back | Testing | Save | Save & Publish

Page title: **Testing**

DRAG AND DROP CONTENT BLOCKS FROM THE SIDE B

Page Settings

THE POSITION OF THIS PAGE

This page will appear on the top menu

PASSWORD

Password

LINK DIRECTLY TO ANOTHER LOCATION (INCLUDE HTTP://)

http://...

TEACHERS ASSOCIATED WITH THIS CLASS

Assign one or more teachers

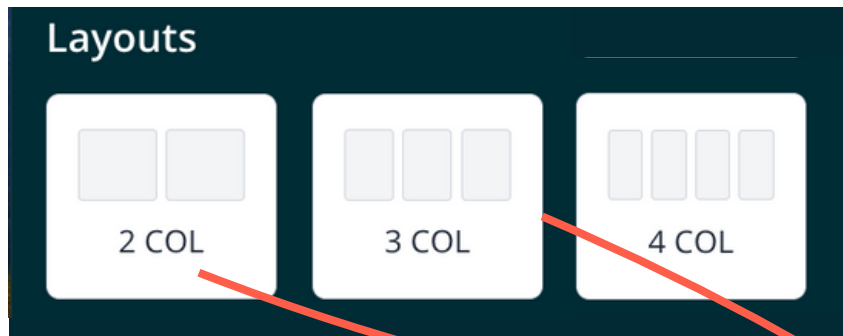Hide this page from the main menu

Show sub pages in a list on this page

This page is a governors page

This governors page is password protected
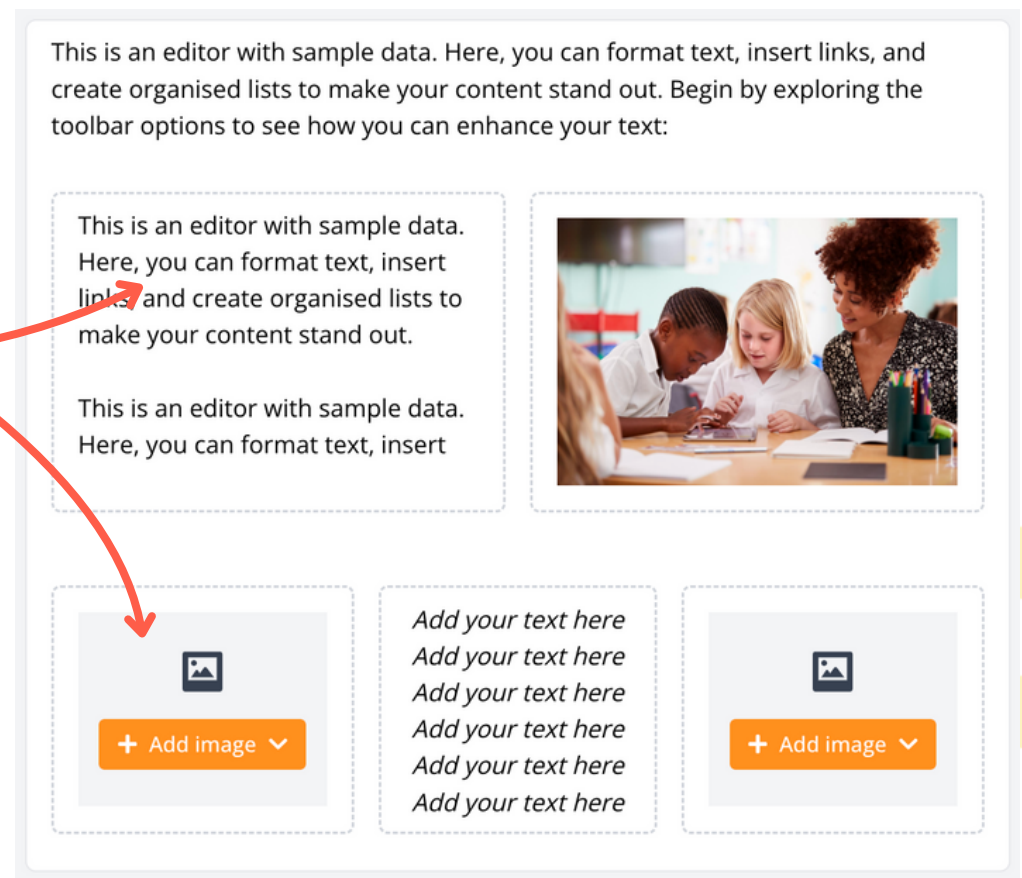
This page is a PTA page

SchoolSpider

Page layouts

In order for your pages to work across all devices, you content must be organised into columns. Use the standard one column or select a 2,3 or 4 to build your page layout.

Layouts

2 COL 3 COL 4 COL

Drag your **column block**s onto the page to begin building a layout.

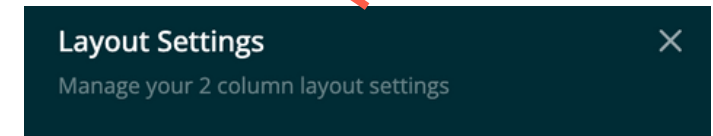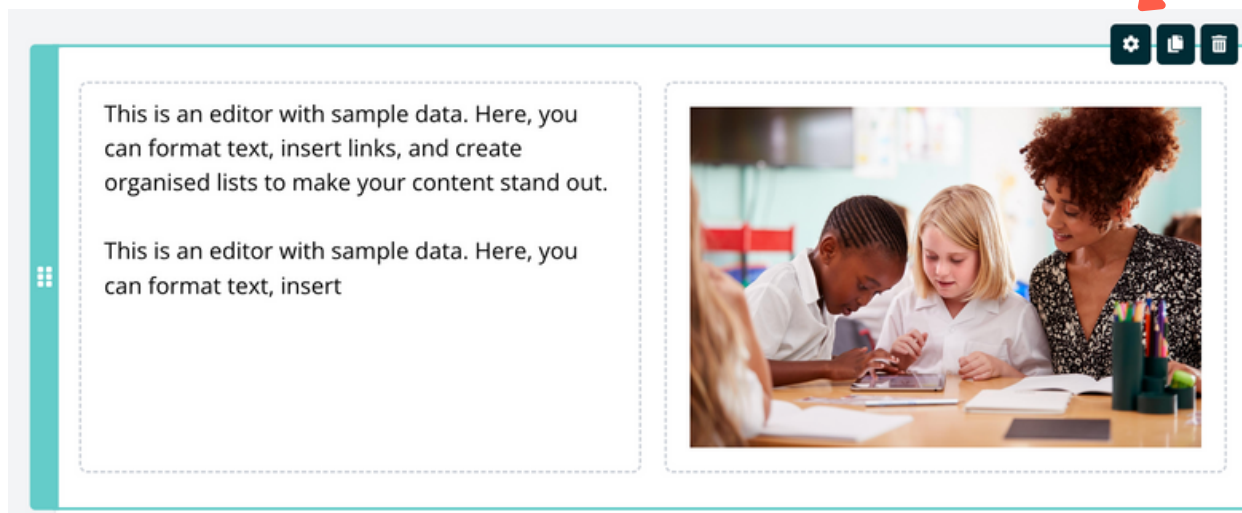If you drag **content blocks** straight into the area, it will be a ONE column layout which means the content is all 100% width of the screen.

This is an editor with sample data. Here, you can format text, insert links, and create organised lists to make your content stand out. Begin by exploring the toolbar options to see how you can enhance your text:

This is an editor with sample data. Here, you can format text, insert links, and create organised lists to make your content stand out.

This is an editor with sample data. Here, you can format text, insert

+ Add image

Add your text here
Add your text here
Add your text here
Add your text here
Add your text here
Add your text here

+ Add image

Column settings

If you want to change the ratio of your columns to further manage the layout, you can use a 2 column layout and select the different ratios to format the page further.
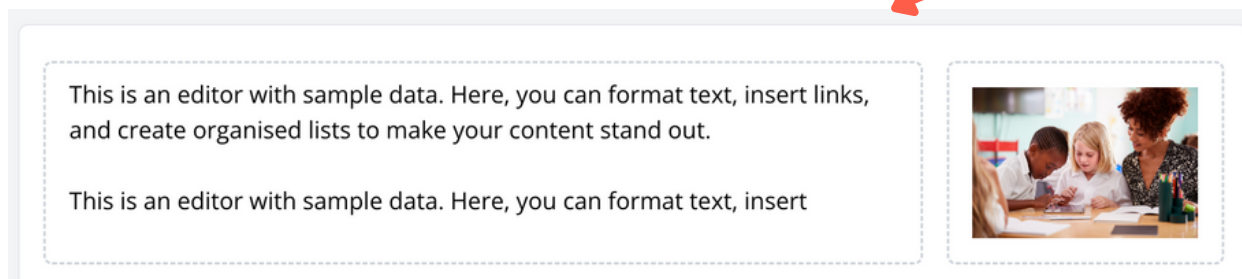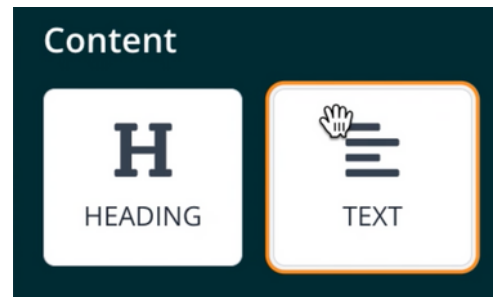
50:50 %

75:25 %

Tip: Not all columns need content, you can use the layouts to create space to the right/left of content.

Layout Settings
Manage your 2 column layout settings

- 50% - 50%
- 25% - 75%
- 75% - 25%
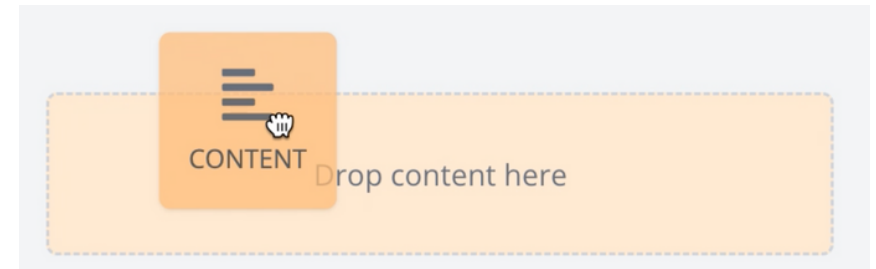- Custom

Adding your content

Once you have your layout blocks, or if you are sticking to a single column then you can start dragging in your content blocks from the left hand menu.
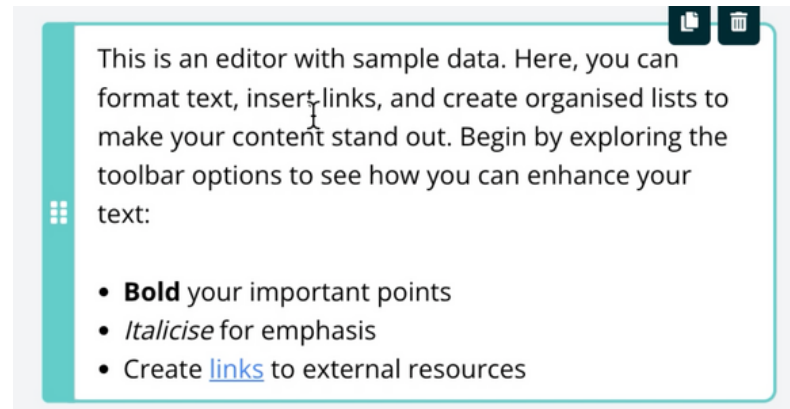
1

Content

H
HEADING

TEXT

Select content block

2

CONTENT Drop content here

Hold and drag to chosen column (you can move them if you need to)

3

This is an editor with sample data. Here, you can format text, insert links, and create organised lists to make your content stand out. Begin by exploring the toolbar options to see how you can enhance your text:

- **Bold** your important points
- *Italicise* for emphasis
- Create links to external resources

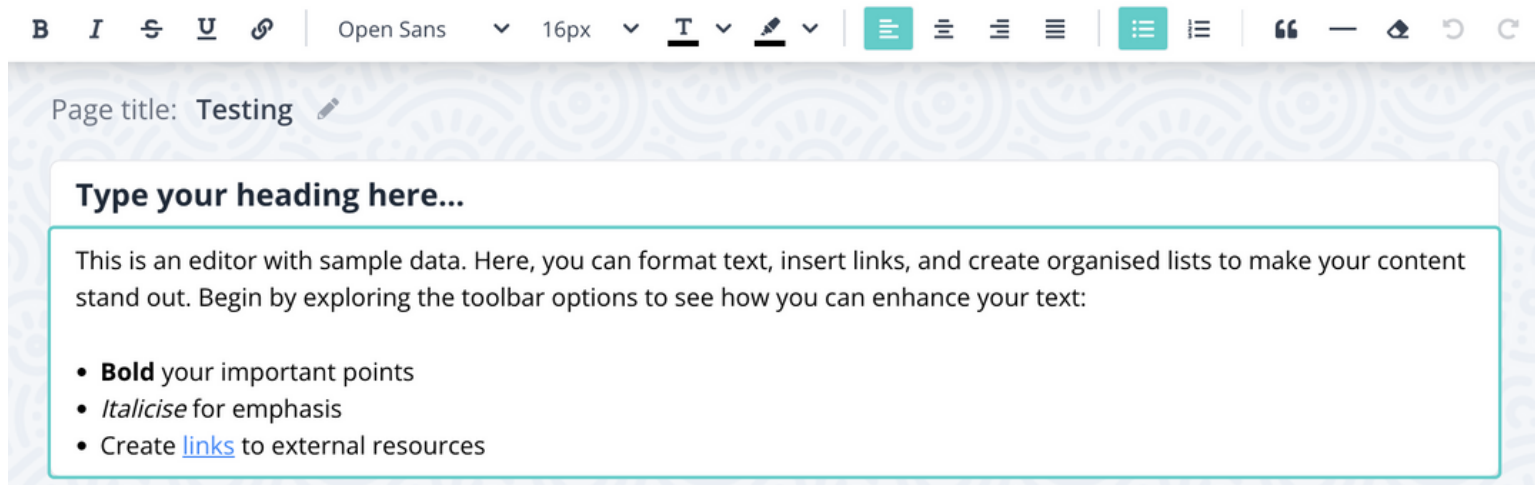*Drop the block and click into the area to begin editing or adding media*

The blue outline will show around the content or layout block you are editing. You can press and hold to move the block or the full column to another location or click the settings cog for more options.

SchoolSpider

Headings and text

When adding text blocks, you will have a banner of text formatting options. Use this the same way you would a word document.

 Use this to add bigger and bolder headings in your text

 This is for your standard text blocks.

Use the headings setting cog for more options for your headings, these are all preset during your website design build. For example: **H2 H3** H4

Media - Images

Image

Single images can be added to your page which is great to break up text. The image width will always be the width of the column you add it to, so it will be a full screen image on a single column.

Gallery

Add multiple images to create a gallery of photos. These will be automatically sized to a thumbnail which can be expanded on click, viewed and scrolled through.

Carousel

Add multiple images that automatically scroll through. The carousel is best with landscape images only as it is cropped into a banner sized container.
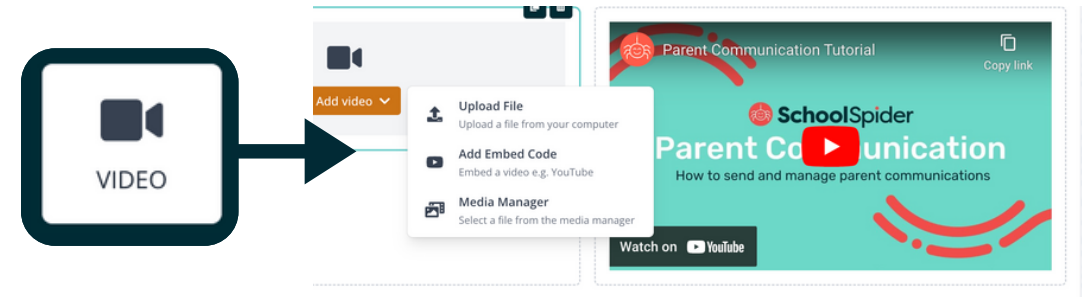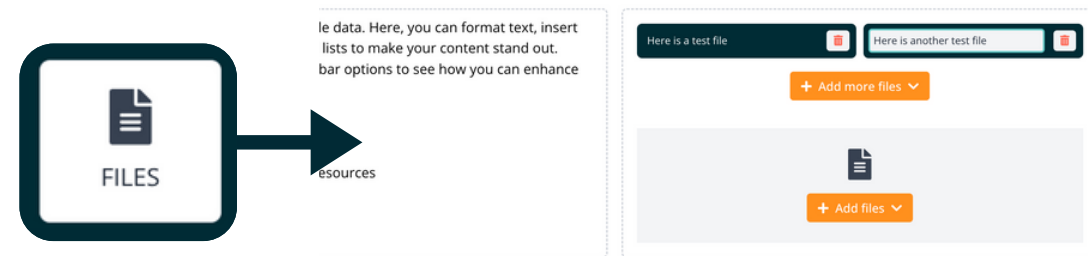
Additional media

Video

You can upload a video via a file from your computer or an embed code which you can find on videos on YouTube and other applications.
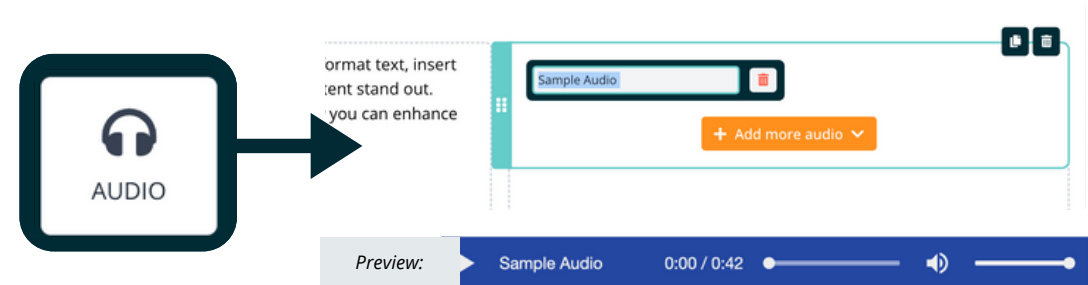

Files

You can add file blocks anywhere in your layout. Add one or multiple files by selecting them from your computer. Double click the name to rename your file.

Audio

You can add audio files such as MP3's the same way you add files. These will appear as the preview shows, in line with your schools colours.
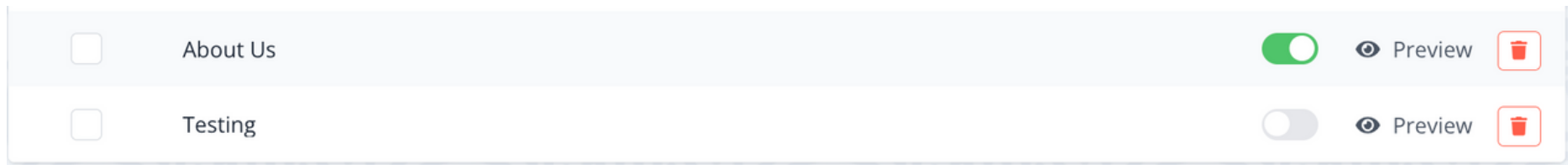
Saving and publishing

If you need to leave mid way through editing or you want to preview your page before publishing then you can do this by saving as a draft first.

Select the blue save button to create a draft/unpublished page, or you can save and publish right away. Remember when editing a current page, you **must always save** before exiting for your updates to publish.

Go to your page list to preview a page by selecting the preview button. You can also make pages active (*published*) by selecting the toggle to go green.

Happy page building!

Hopefully this has given you enough information to get started on building your website pages. If you need any additional help, please contact our support team and they will be happy to help.

[Contact our support team]