

## Using content templates within your Content Management System (CMS)

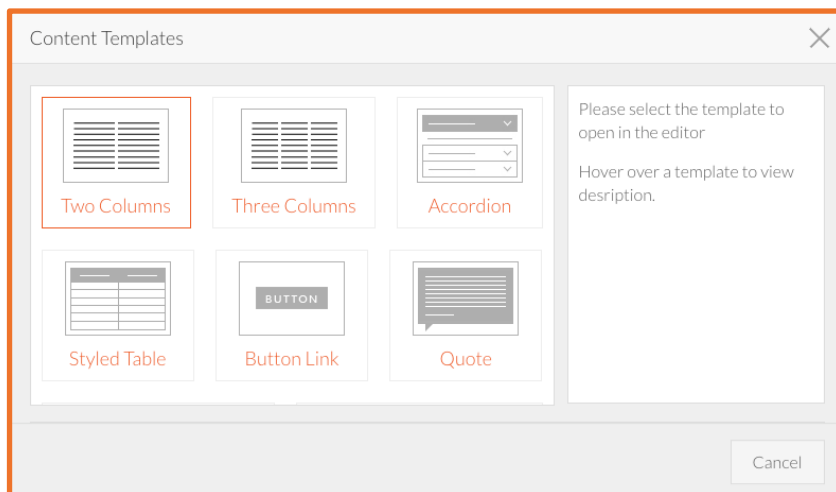
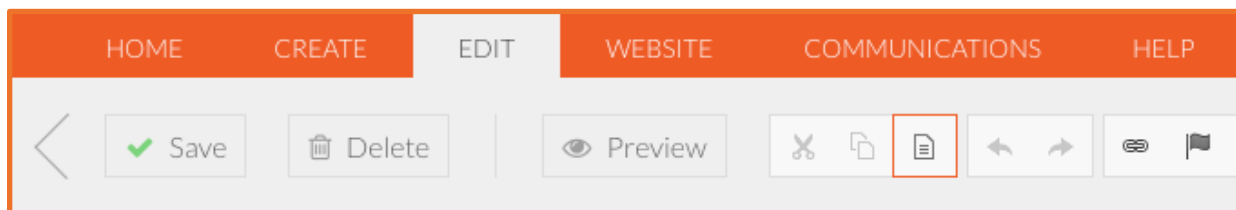
To help you style your inner page content effectively, you will have access to a range of inbuilt content templates within your website. Depending on your specific requirements during the design phase of your website, you may have additional templates within this section.

As **standard**, you will have the option to add two columns, three columns and accordions.

Additional options you **may** have available are button links, image link blocks, styled tables, block quotes and attention blocks.

### Accessing and inserting content templates

Once you have navigated to the page and paragraph that you wish to add the content template onto, go to **edit** on the orange admin toolbar and then click the **template** icon which is located next in the first block of icons after preview, after cut and paste.



A pop-up window will appear showing the available content templates you can use with a description on the right-hand side explaining what each template can do.

Selecting the template, you want to use will automatically insert it into the page at the location you have requested.

If you have accessed this window accidentally, you

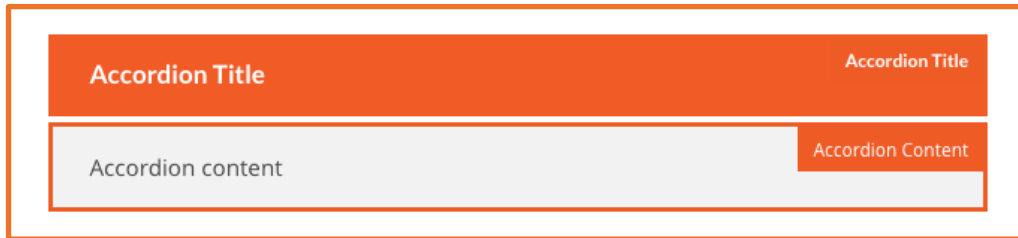
can click **cancel** or select the **x** icon to close the window.

Once you have added your content to the template and are happy with how it looks, click **save** to either publish your changes or save them as a draft.

## Accordions

The **accordion** template allows you to add drop down content areas onto the page.

They're ideal for FAQs (as you can have the question in the title bar and users can then click to open the answer), staff profiles, governor information and curriculum details.



Simply add your title into the **accordion title** area and then add your additional content (text, images or videos) into the **accordion content** section.

When you are logged in, accordions will appear as 'open' so you can see both the title and the content box, but when logged out, they will display only the title bar. Users can then click onto this to expand the accordion and see the full content.

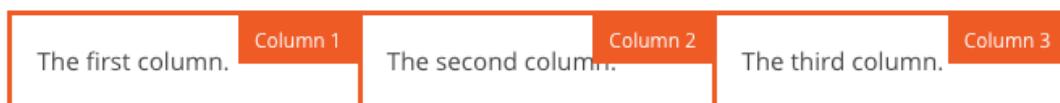
You can add multiple accordions to a page – just remember to click outside of the accordion template which is already on the page to avoid building them inside each other. Hovering over the bottom right-hand corner of the template will show a small red return arrow, which you can click to add content beneath the template.

**Please note** you are unable to reorder accordions once they are placed on the page.

## Two and three columns

You can divide the content area of a page into two or three columns if required by using the **two column** or **three column** template option.

You can then add text or imagery into each column section.



**Please note** you will see the borders of the columns are outlined in **orange** when logged in.

These are solely to show you where the content will be positioned on the page and will not show on your website when you are logged out.

## Button Links

The **button link** template is perfect for call-to-action links and can be used to provide a prominent link off to another page, document or external website.



Buttons will automatically align to the left-hand side of the page, unless they are added into a column template.

Double clicking the button when logged in will allow you to edit the link title, the location where the link will need to point to and choose how the link will open.

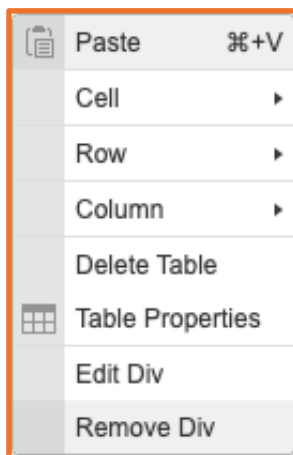
To find out more about adding internal and external links, view our [creating links](#) guide.

## Styled Tables

A **styled table** template works the same as a normal CMS table but instead will have been styled using the colours from your website design. It's an ideal format for staff and governor lists as well as for policies, exam results and university destinations.

University Destination	Subject	Template
The Open University	English Language and Literature	
University of Cambridge	Medicine	
University of York	Psychology	
University of Nottingham	Mathematics	
University of Lincoln	Game Development	
De Montfort University	Journalism	

Simply click and type into the heading and cell boxes to populate your content. To add another row, simply hit the **tab button** on your keyboard when you come to the last cell of the final row you have on the table so far.



**Right-click** on a cell within the table to see a selection of editing options relating to the properties of the cell, row, column and table.

Within the **cell** option, you can split and merge cells, add new cells and amend the individual **cell properties**.

Clicking cell properties will open a pop-up window which will allow you to change the settings within a specific cell as well as choose a background colour and / or border colour.

**Table properties** will allow you to change the width and cell padding, as well as choose whether the header cells are the first row or the first column of the table.

## Block Quote

Your website design will determine the style and layout of your **block quote** template. If you have this template within your website then, whatever the design looks like, you will have the option to add the **quote text** and the **citation**.

Enter quote text

Name

This template is ideal for sharing parent and student testimonials, sections of your Ofsted or ISI report or quotations from other publications.

Simply click onto the quote text to type in or copy in your testimonial and then click on the name or citation section to add who it's from.

## Attention Box

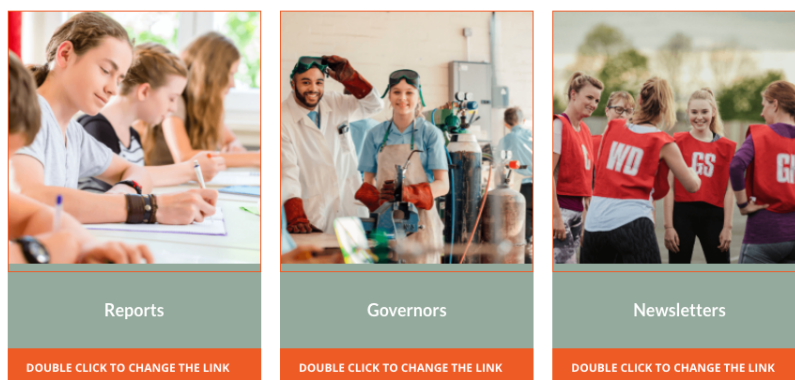
An **attention box** may be a solid box of colour or could include an icon, such as an exclamation mark as well. This template is ideal for drawing attention to key information on a page or highlighting important dates – for example INSET days under your term dates.



You can add the text to the box by simply clicking and typing into the area provided.

## Image Links

Depending on your website design, you may have **image link** content templates included within your content management system. There can be either **1, 2, 3 4** or **5 image link boxes** and they can all be edited in the same way.



You can double click on the image to open the **file manager** and choose the image you require, click into the **text area** to change the title of the box and then double click on the orange bar at the bottom to open the **link editor** pop-up window.

**Please note** you are unable to reorder accordions once they are placed on the page.

When logged out, image links will show as text over an image, and you can click to visit the link location.



## Requesting additional content templates

If your school or trust website does not have one of the above content templates featured and you would like to find out more about the cost to add this to your website, please contact your dedicated Account Executive on **0333 344 9984 – option 3** or [hello@e4education.co.uk](mailto:hello@e4education.co.uk) for more information.