

Getting Started

Best practices for starting a new site build



Co-op Web Builder 3

Getting Started

Building new website with Co-op Web Builder can be exciting.

Let's make sure you have the best guide and practices at the forefront.

Time to take a dip in the lake of content management.

Let's go!



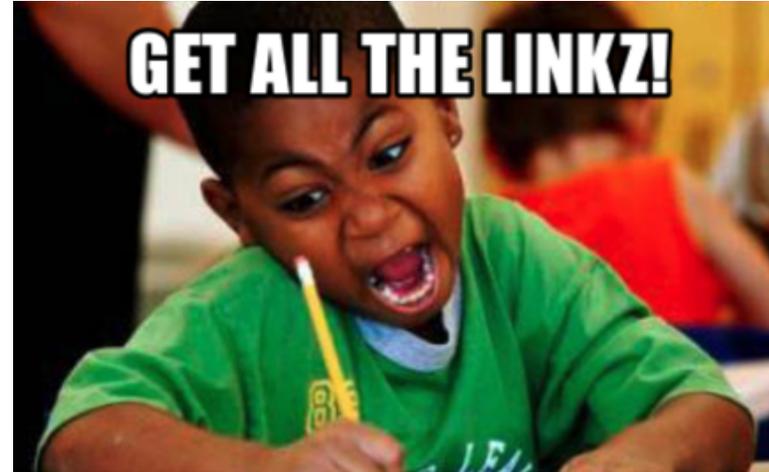
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Getting Started

You will want to begin by gathering all your website's assets somewhere on your computer.

This means, you want to save all images (.gif, .jpg, .png) to a folder. You will also want to grab all your documents (.pdf, .xls, .docx) and place them in the same location.

This will ensure you have all assets ready when you start designing your site.



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Getting Started

Use Chrome or Firefox if possible, they have integrated inspector tools and mobile responsive emulators. Any browser will do, but they are the best!

Optional: Download some additional browser plugins to make your life easier.

Web Developer Toolbar (Website Design Tool)
<https://chrispederick.com/work/web-developer/>

Download Star (bulk file downloading)
<https://addons.mozilla.org/en-US/firefox/addon/download-star/>



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Site URL & Login Process

Your website will be accessible online, for anyone to view at any time.

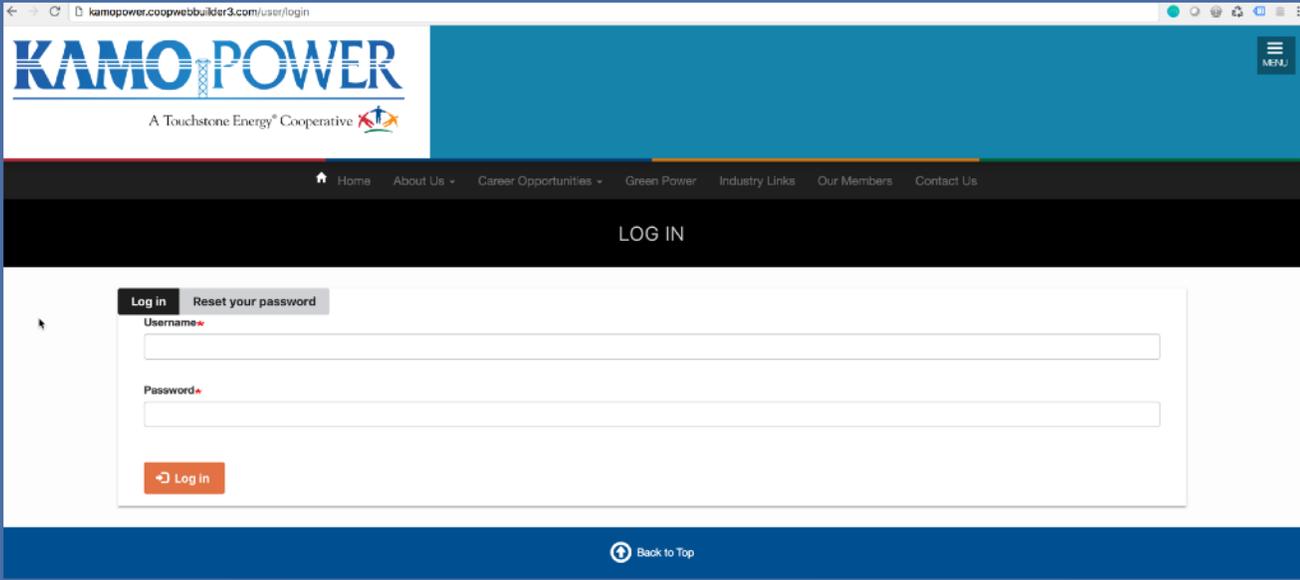
This means your boss and coworkers can check out your work whenever you share your URL with them.

Site URL Pattern:

youraccount.coopwebbuilder3.com

Login anytime by adding a /user/login to your URL as well

(IE: youraccount.coopwebbuilder3.com/user/login)



The screenshot shows a web browser window displaying the login page for KAMO POWER. The browser's address bar shows the URL kamopower.coopwebbuilder3.com/user/login. The page header includes the KAMO POWER logo and the text "A Touchstone Energy* Cooperative". A navigation menu is located at the top right, with a "MENU" button. Below the navigation menu, the text "LOG IN" is centered. The main content area contains a login form with two input fields: "Username" and "Password". Below the "Password" field is an orange "Log in" button. To the right of the "Log in" button is a link for "Reset your password". At the bottom of the page, there is a "Back to Top" button.



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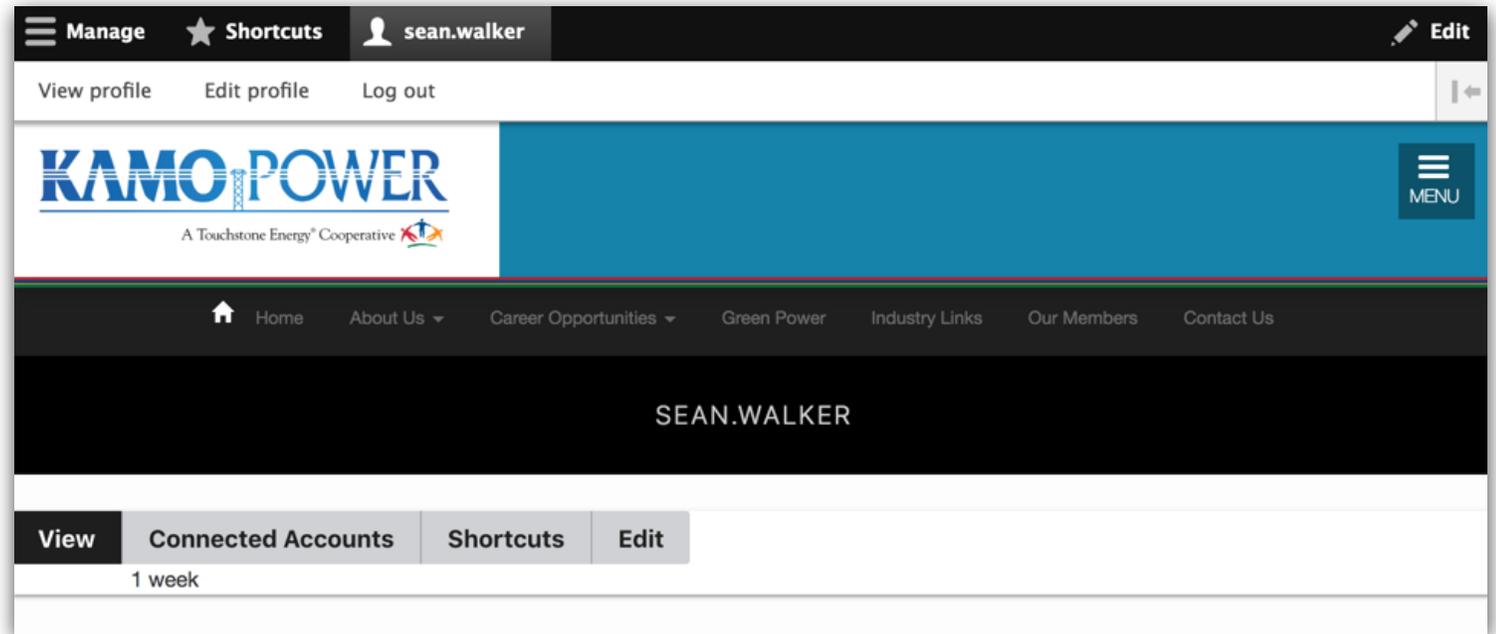
Best Practices

What happens when you first login?

You land on the “User Account” page.

This is where you see your username and how long you have been a member of the site.

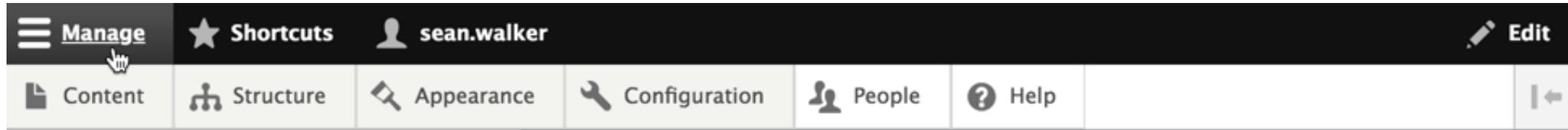
To get started building your site, click on the site logo or the “Home” link, which is on the main menu.



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Best Practices

The Administrative Toolbar



The black stripe at the top of the screen is known as the administrative toolbar.

The Manage link can be clicked on to expand and collapse the secondary line of links.

All links lead to frequently used and useful areas of the content management system.



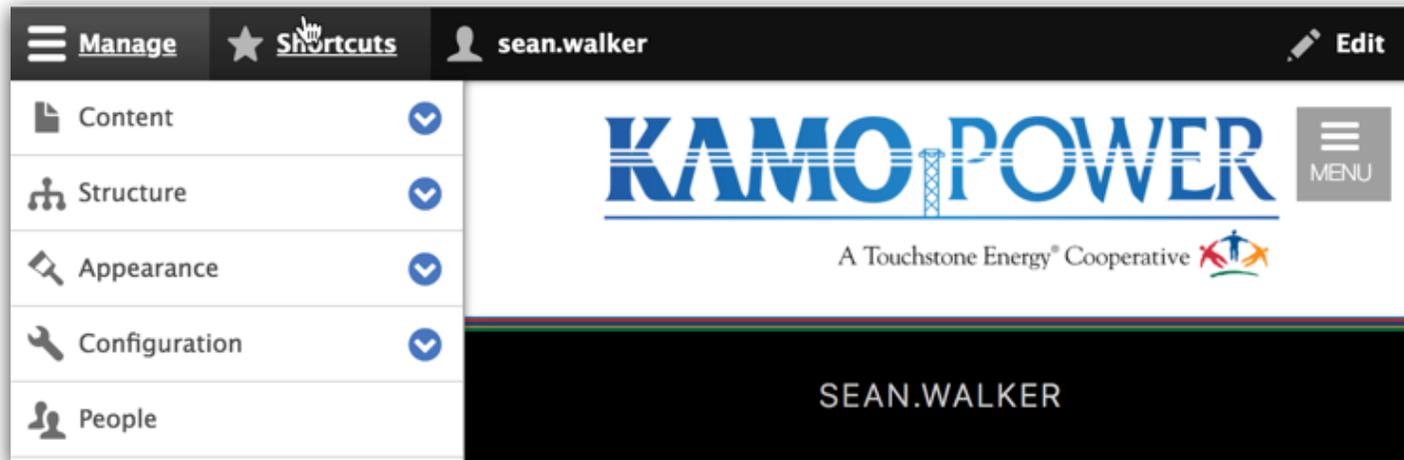
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Best Practices

The Administrative Toolbar

The toolbar is responsive, so the editing experience is much improved on a tablet or a phone.

If you need to make a quick update to your site, you can use other devices than your computer to login and make changes.



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Best Practices

The Administrative Toolbar



The **Shortcuts** feature should be used to bookmark frequently visited areas of the site.

Click on the *Shortcuts link to expand your existing shortcuts, the list will be empty initially.

Choose **Edit shortcuts** to create a new shortcut.



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Best Practices

To make your life easier, create a few shortcuts for practice.
Fill in the Name and Path exactly as shown in the image below.

Add link

[Home](#) » [Administration](#) » [Configuration](#) » [User interface](#) » [Shortcuts](#) » [Edit shortcut set](#)

Name *

The name of the shortcut.

Path *

This must be an internal path such as `/node/add`. You can also start typing the title of a piece of content to select it. Enter `<front>` to link to the front page.

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Best Practices

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Add link ☆

[Home](#) » [Administration](#) » [Configuration](#) » [User interface](#) » [Shortcuts](#) » [Edit shortcut set](#)

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[Home](#) » [Administration](#) » [Configuration](#) » [User interface](#) » [Shortcuts](#) » [Edit shortcut set](#)

Name *

The name of the shortcut.

Path *

This must be an internal path such as `/node/add`. You can also start typing the title of a piece of content to select it. Enter `<front>` to link to the front page.

[Save](#)



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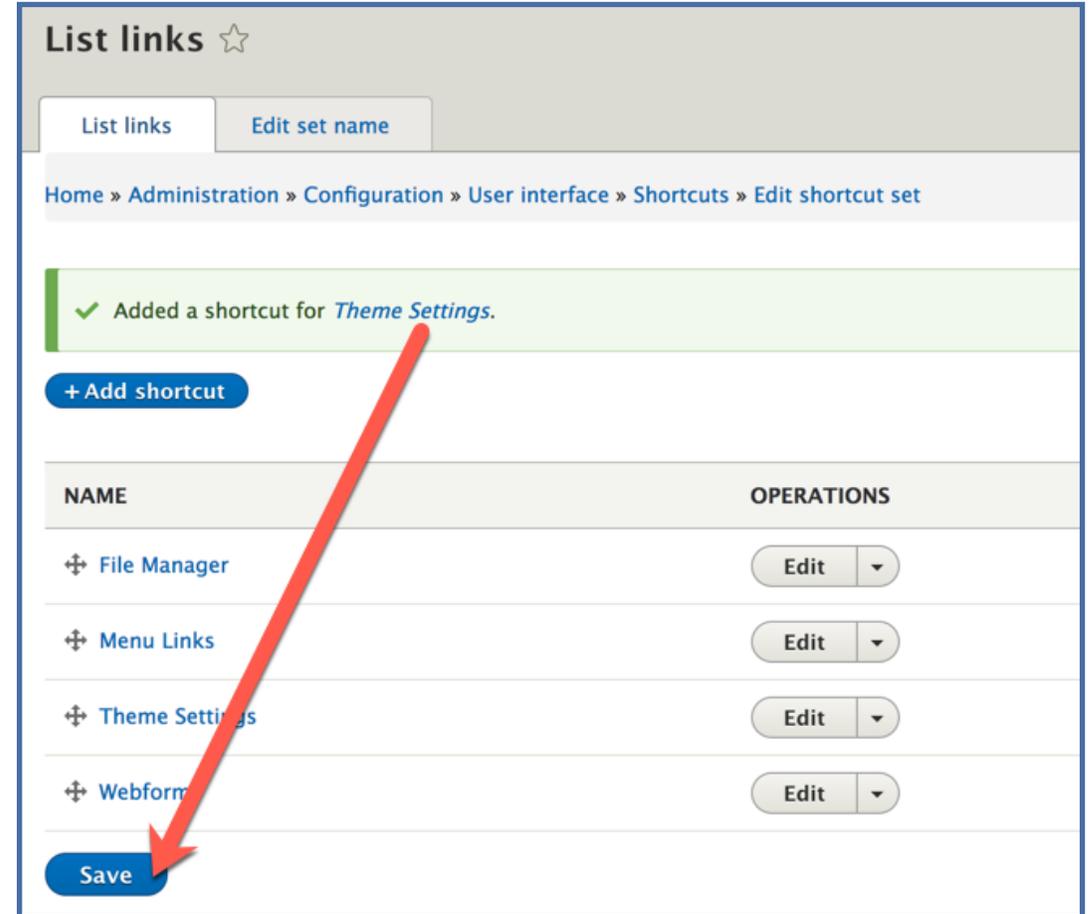
Best Practices

The Administrative Toolbar

You now have some handy shortcut links to the most commonly used areas of the system.

Go ahead and **SAVE** your shortcut set.

- File Manager
- Menu Links
- Theme Settings
- Webforms



The screenshot shows the 'List links' administrative interface. At the top, there are two tabs: 'List links' (selected) and 'Edit set name'. Below the tabs is a breadcrumb trail: 'Home » Administration » Configuration » User interface » Shortcuts » Edit shortcut set'. A green notification bar at the top left of the main content area says '✓ Added a shortcut for *Theme Settings*.' Below the notification is a blue '+ Add shortcut' button. The main content area contains a table with two columns: 'NAME' and 'OPERATIONS'. The table lists four shortcuts: 'File Manager', 'Menu Links', 'Theme Settings', and 'Webform'. Each row has an 'Edit' button with a dropdown arrow. At the bottom left of the table is a blue 'Save' button. A red arrow points from the 'Save' button to the 'Theme Settings' row in the table.

NAME	OPERATIONS
+ File Manager	Edit ▾
+ Menu Links	Edit ▾
+ Theme Settings	Edit ▾
+ Webform	Edit ▾

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Best Practices



To access the shortcuts in the future, use the **Shortcuts** link in your administrative toolbar...it's that simple!

Additional Tips:

- The File Manager can also be found by adding **/imce** to you site URL
- Menu Links can be found under the **Structure / Menus** area, then by choosing **Main Menu**
- Theme Settings can be found under the **Appearance** section and then editing the **Theme Settings** for the CWB Modernized theme
- Webforms can be found under **Structure / Webforms**



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Best Practices

Now that you know how to navigate the Administrative Toolbar.
Let's begin by uploading your logo and creating a favicon properly.

Remember that handy **Theme Settings** shortcut we just created?

Go ahead and **click on it now**.



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Best Practices

Scroll down the page until you find the **Logo image** area.

Uncheck the box that says **Use the logo supplied by the theme** this will disable the default TSE logo in the header of the site.

Override Global Settings

Page element display	<input checked="" type="checkbox"/> Use the logo supplied by the theme
Logo image	
Favicon	



Co-op Web Builder 3

Logo Upload

Click on the **Choose File** button, you will be prompted to select a file from your computer. Navigate to the folder where you have all your website assets and choose your logo file.

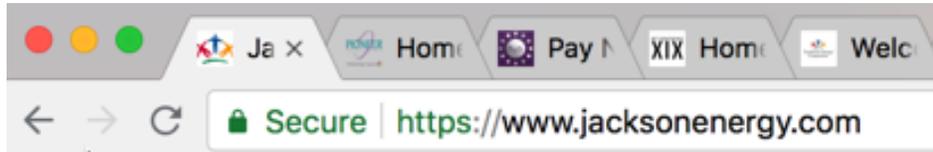
Override Global Settings

Page element display	<input type="checkbox"/> Use the logo supplied by the theme
Logo image	Path to custom logo <input type="text"/> Examples: <code>KAMO_Logo-TSE.png</code> (for a file in the public filesystem), <code>public://KAMO_Logo-TSE.png</code> , or <code>sites/mrmigration/files/KAMO_Logo-TSE.png</code> .
Favicon	Upload logo image <input type="button" value="Choose File"/> No file chosen If you don't have direct file access to the server, use this field to upload your logo.



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Favicon Generator



A Favicon is the little graphic you see in the tabs of all your websites. There are a variety of Favicons in the image above like NISC SmartHub and the TSE Amigos.

A Favicon can be generated from any image of your choosing.

Head over to <https://www.favicon-generator.org/> and generate a Favicon for yourself. You will get a lot of different sized images, so which one do you choose?

Best Practice: You can use your logo image for the Favicon as well, but it may be a little small and hard to see. We suggest making a new image for the Favicon specifically.



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Favicon Generator

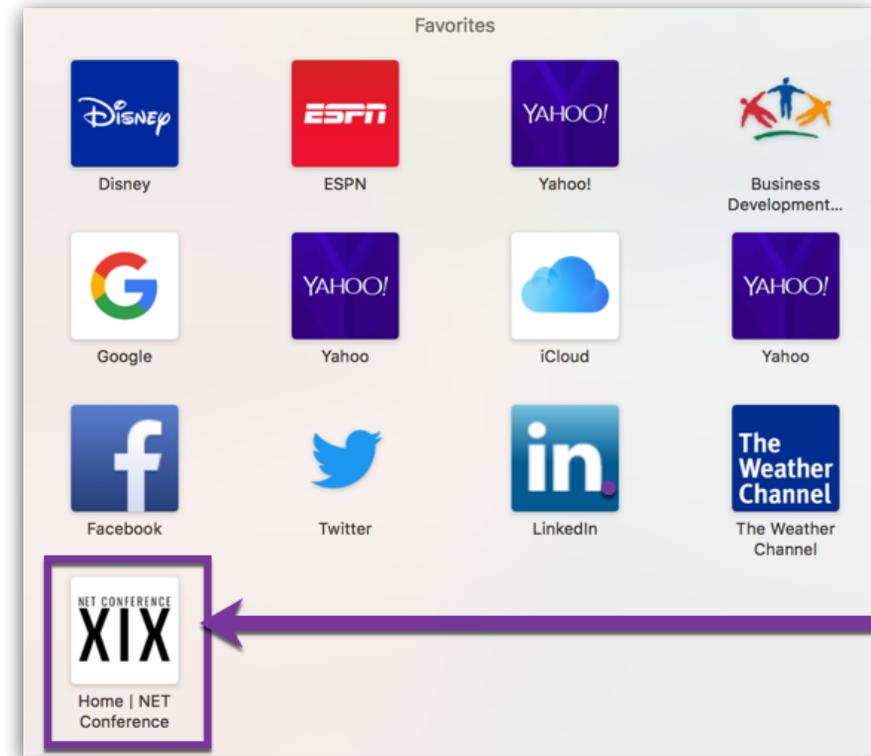
Once you download your generated icon set, you will need to extract the files to your computer.

There will be quite a few of them available, so which one do you want to use?

If you want your Favicon to show up in the Favorites list on all Apple devices, choose the 144x144 option.

We just did our first best practice – Hooray!

See how nice the NET conference Favicon looks?



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Favicon Upload

Click on the **Favicon** link to the left.

Then once again, use the **Choose File** button. You will be prompted to select a .ico or .png image from your computer.

Override Global Settings

Page element display	Your shortcut icon, or favicon, is displayed in the address bar and bookmarks of most browsers.
Logo image	<input type="checkbox"/> Use the favicon supplied by the theme
Favicon	Path to custom icon <input type="text"/> Examples: <code>Kamo_Power-Favicon.png</code> (for a file in the public filesystem), <code>public://Kamo_Power-Favicon.png</code> , or <code>sites/mrmigration/files/Kamo_Power-Favicon.png</code> .
	Upload favicon image <input type="button" value="Choose File"/> No file chosen If you don't have direct file access to the server, use this field to upload your shortcut icon.



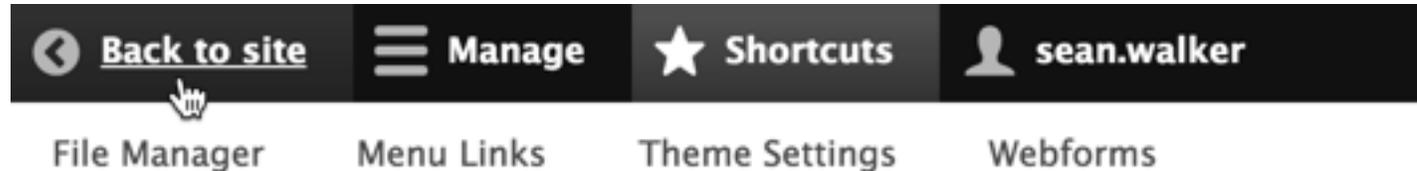
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Best Practices

Scroll all the way down, on the page and click on Save configuration, it will be in the very bottom left of the screen.

A blue rectangular button with the text "Save configuration" in white. A mouse cursor is pointing at the bottom right corner of the button.

Click on the **Back to site** link in your Administrative Toolbar to see your homepage.



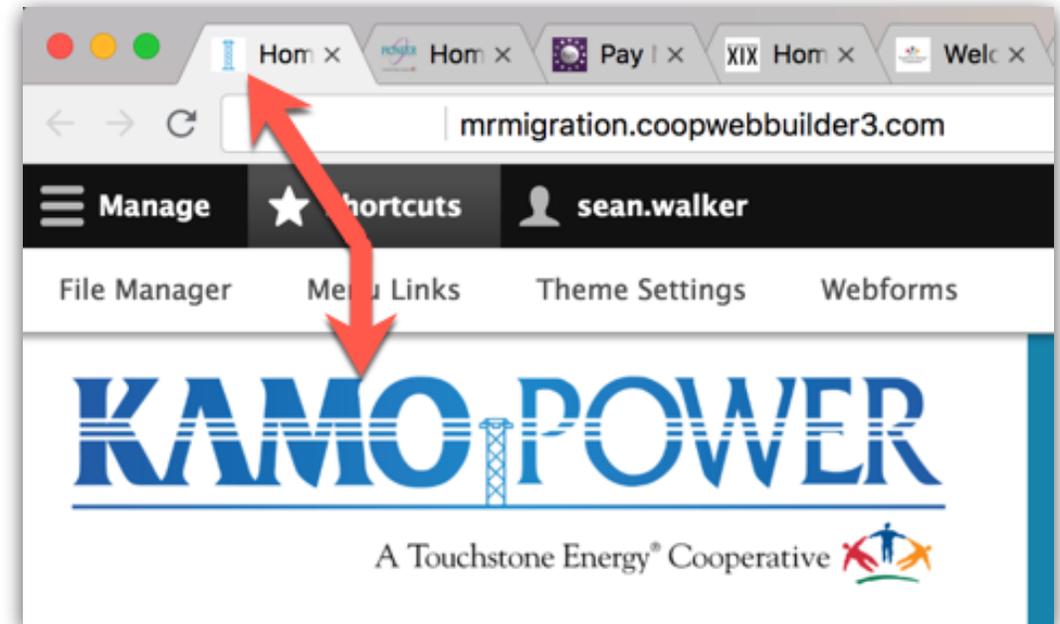
Co-op Web Builder 3

Best Practices

Now our site is starting to look branded.

We have a sleek logo in place and a nicely generated favicon as well.

Let's move on to the next best practice...use your new Shortcuts to go back to the **Theme Settings** page.

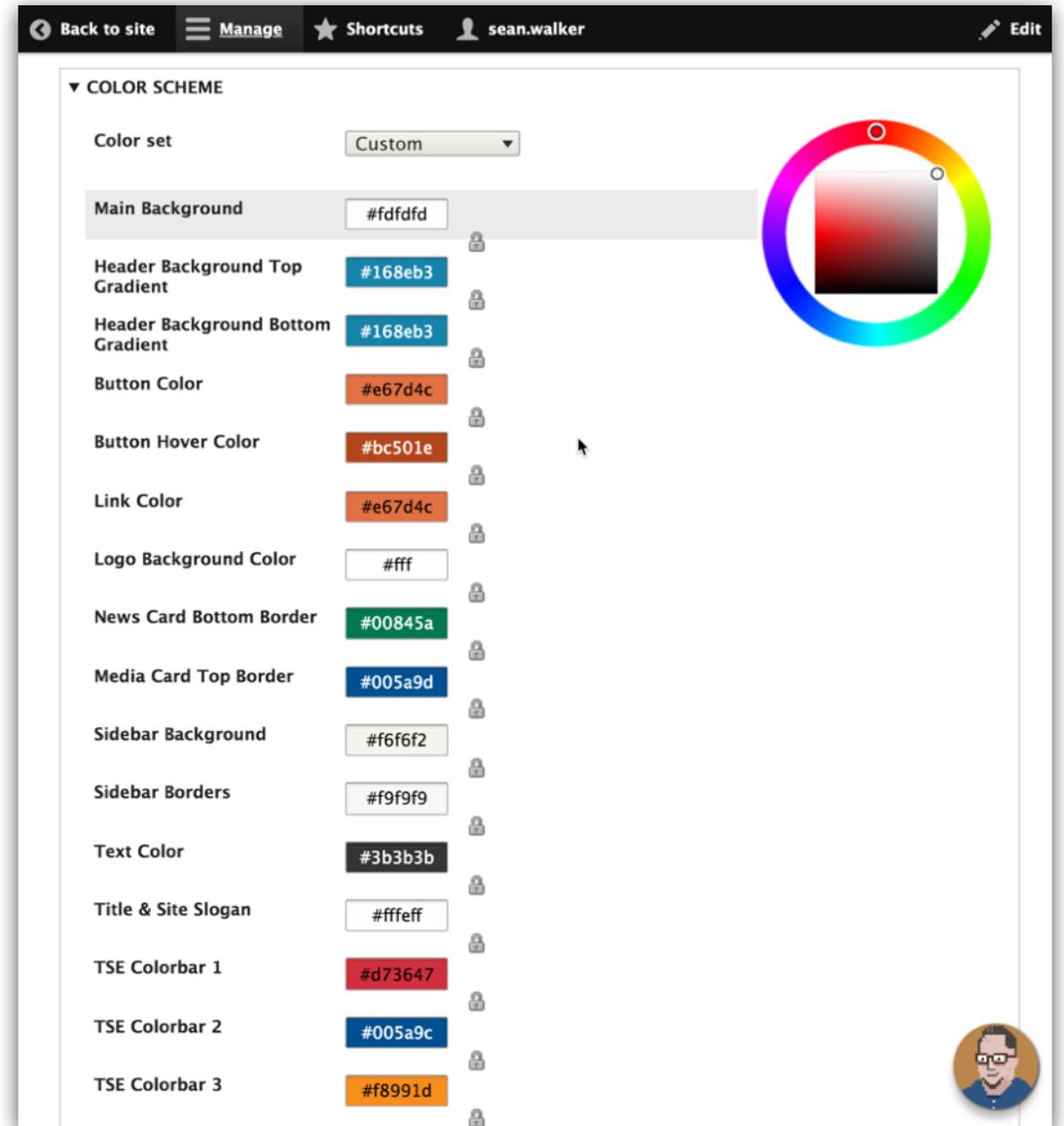


Co-op Web Builder 3 Color Scheme

Scroll down until you find the **Color Scheme** area.

Here you will set your preferred color settings according to your branding.

Use the color wheel to choose a color or enter the exact color hex (#ffffff) into any of the fields.



The screenshot shows the 'COLOR SCHEME' settings panel in the Co-op Web Builder 3 interface. The panel is titled 'COLOR SCHEME' and has a 'Color set' dropdown menu set to 'Custom'. A color wheel is visible on the right side of the panel. The settings are as follows:

Setting	Color
Main Background	#fdfdfd
Header Background Top Gradient	#168eb3
Header Background Bottom Gradient	#168eb3
Button Color	#e67d4c
Button Hover Color	#bc501e
Link Color	#e67d4c
Logo Background Color	#fff
News Card Bottom Border	#00845a
Media Card Top Border	#005a9d
Sidebar Background	#f6f6f2
Sidebar Borders	#f9f9f9
Text Color	#3b3b3b
Title & Site Slogan	#fffeff
TSE Colorbar 1	#d73647
TSE Colorbar 2	#005a9c
TSE Colorbar 3	#f8991d

Co-op Web Builder 3 Color Scheme

Scroll down at any time to see a **Preview** of the settings.

There are examples of what buttons look like, news card borders all within the preview window.

When you are happy, save your changes in the bottom left.

Save configuration

The preview window displays a website layout for Touchstone Energy Cooperatives. At the top left is the logo with the tagline "The power of human connections®". To the right is a blue navigation bar with social media icons (email, Facebook, Twitter, Instagram) and a "MENU" button. The main content area is divided into three sections: "A Sidebar" with placeholder text, "Sample Article" featuring a photo of a power line tower and a news card titled "Yesterday's Outages" with a date of Sunday | May 7, 2017, and two buttons labeled "Normal Button" and "Active Button"; and a "HOME ELECTRICAL SAFETY CHECKLIST" section with an illustration of a house and a car, and two buttons labeled "Normal Button" and "Active Button". The footer contains "Quick Links", "We dare you to follow us", and a small profile picture icon.

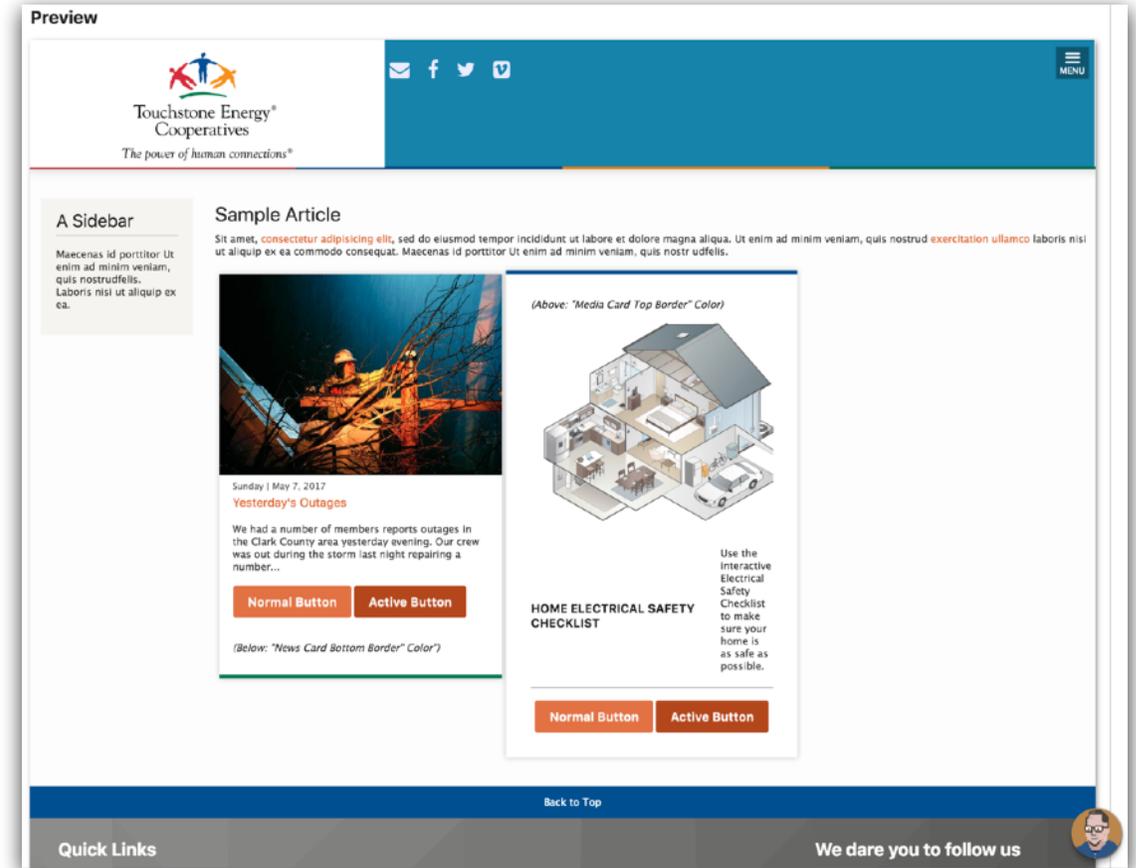


Co-op Web Builder 3 Color Scheme

You can now go back to your homepage and see all your selections applied to your website in one swoop. Pretty neat!

You can always go back to **Theme Settings** and modify your colors further, just remember to always save the configuration in the bottom left.

Save configuration

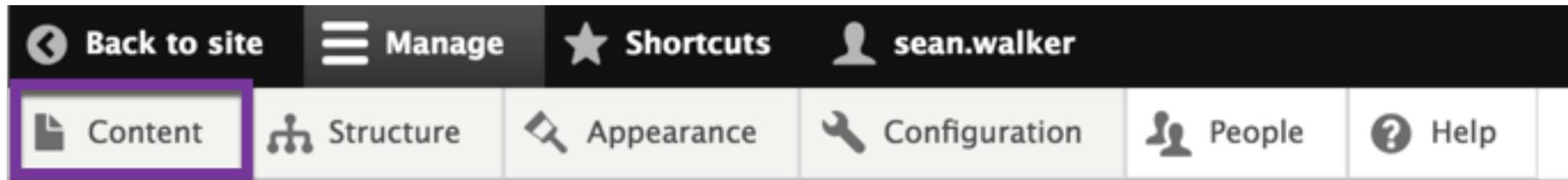


Co-op Web Builder 3

Creating pages & links

Now that your site is decently branded, let's look at some best practices for creating new pages.

Remember the Administrative Toolbar? Let's use it to visit the **Content** area of you site.



If you don't see the Content link, you may have collapsed the secondary list of options. All you have to do is click on **Manage** to bring it back.

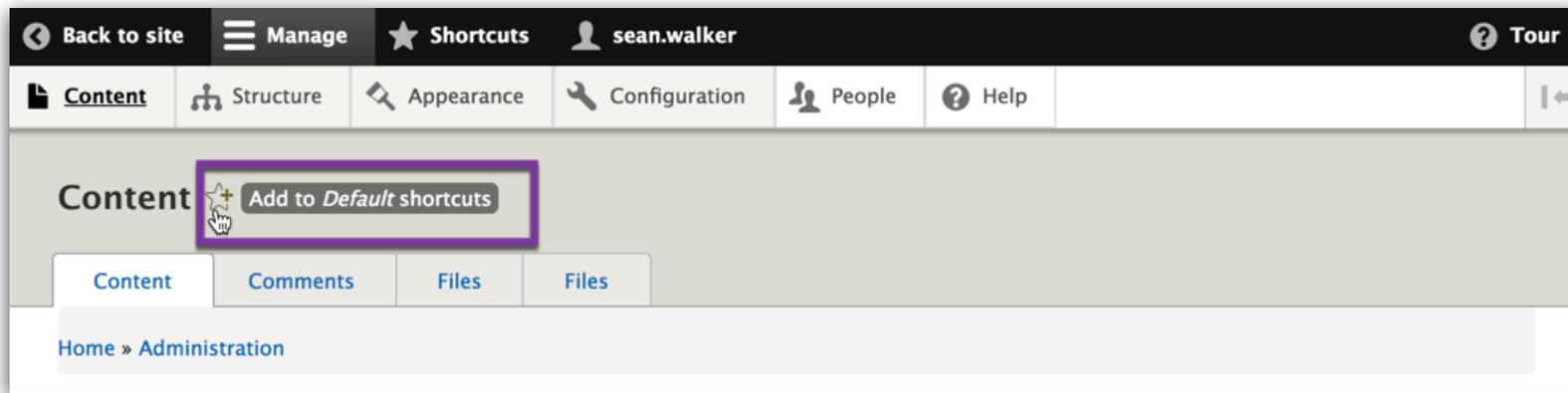
Co-op Web Builder 3

Best Practices

If you hover over the **Star** you will see a pop-up asking if you want to add this area to your default shortcuts.

This is a wonderful way to make shortcuts in the future, whenever you want to bookmark an area of the system.

The Content area is already front and center on the admin toolbar, so no need for a shortcut here, but very useful to know about this feature for other areas of the system you might want a shortcut for.



Co-op Web Builder 3

Best Practices

Welcome to the **Content** area of your site.

This is an area of the system you will visit very often to add pages or find existing pages.

Here you can find any pages on your site and directly edit or delete them. Notice there is a select list of items to choose from if you click the little arrow by the **Edit** link.

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	Contact Us	Article	sean.walker	Published	08/02/2018 - 13:10	Edit  Delete 
<input type="checkbox"/>	Our Members	Article	sean.walker	Published	08/02/2018 - 13:05	Edit 
<input type="checkbox"/>	About Us	Article	sean.walker	Published	08/02/2018 - 13:04	Edit 
<input type="checkbox"/>	Industry Links	Article	sean.walker	Published	08/02/2018 - 13:01	Edit 

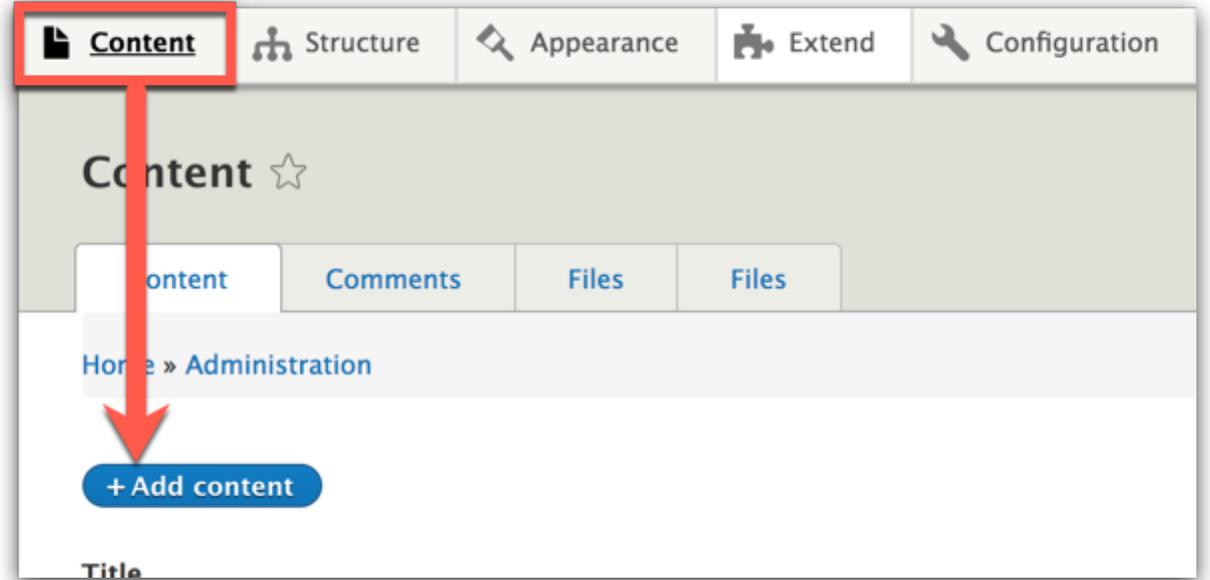


Co-op Web Builder 3

Best Practices

Let's begin by creating a new page.

Click the blue +Add Content button to add a new page to your site.

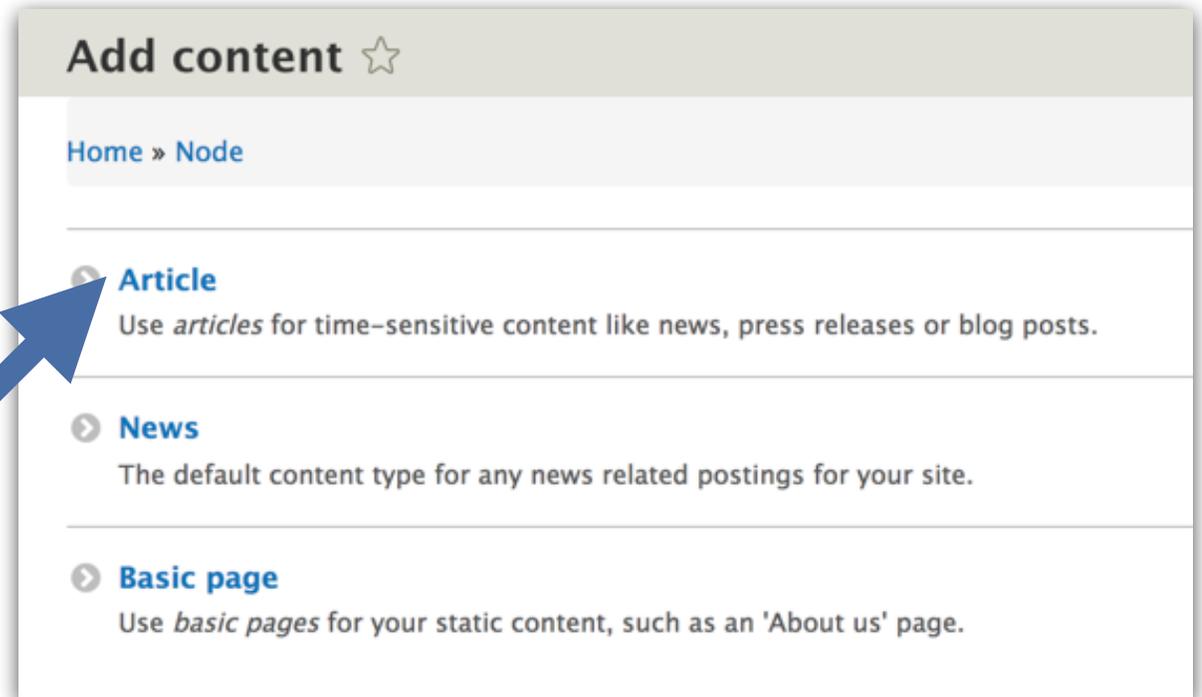


Co-op Web Builder 3

Best Practices

Always use the “Article” content type to create pages for your site.

Click on Article now...



Add content ☆

[Home](#) » [Node](#)

- Article**
Use *articles* for time-sensitive content like news, press releases or blog posts.
- News**
The default content type for any news related postings for your site.
- Basic page**
Use *basic pages* for your static content, such as an 'About us' page.

Co-op Web Builder 3

Best Practices

Articles have many advantages!

- Component Design tools
- Ability to Change Layout.
- Drag/drop page editing
- Design content organically



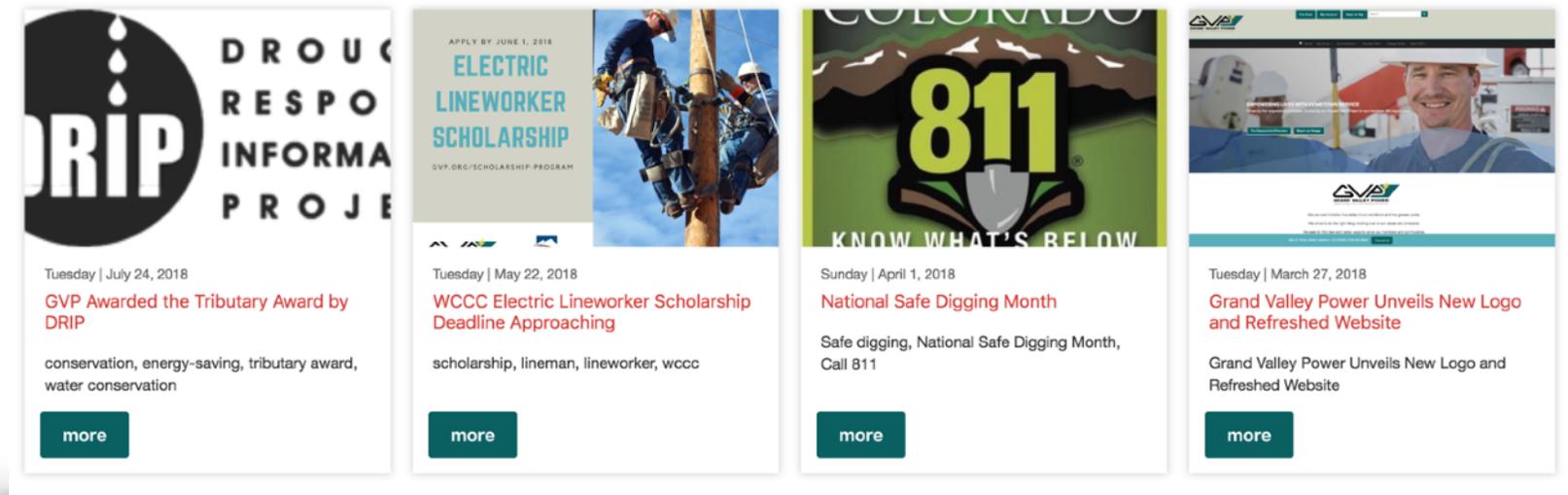
Organic Page Designer



Co-op Web Builder 3

Best Practices

Use News Stories for all news stories that you want output as a card on the homepage.



Co-op Web Builder 3

Best Practices

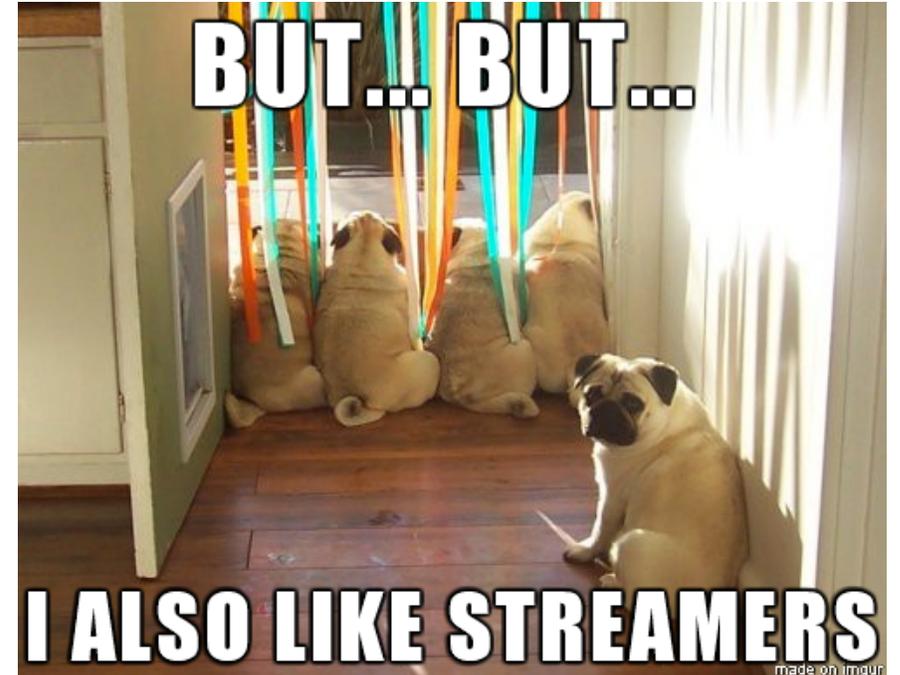
Basic Pages are just that – basic.

They are exactly the same as adding a Basic Page on a Co-op Web Builder 2.0 site.

Like CWB 2.0 they are missing all the extra bells and whistles that CWB 3 brings to your fingertips.

Do not use them, unless you have a good reason.

Sorry basic pages, no streamers for you.



Co-op Web Builder 3

Best Practices

Start simple...

Fill out the **Title**

Place the main content of the page (usually text) in the **Body** area of the page.

Create Article ☆

[Home](#) » [Node](#) » [Add content](#)

Title *
Service Area

Body (Edit summary)

Transmission System

KAMO Power owns, maintains and operates a transmission system spread over parts of four states. The KAMO transmission system consists of more than 2,900 miles. The KAMO transmission system interconnects with multiple other electric utilities at voltages ranging from 69 kV to 345 kV. KAMO utilizes this transmission system to support the more than 295 KAMO distribution substations to provide the needs for the member distribution cooperatives.

body p

[About text formats ?](#)



Co-op Web Builder 3

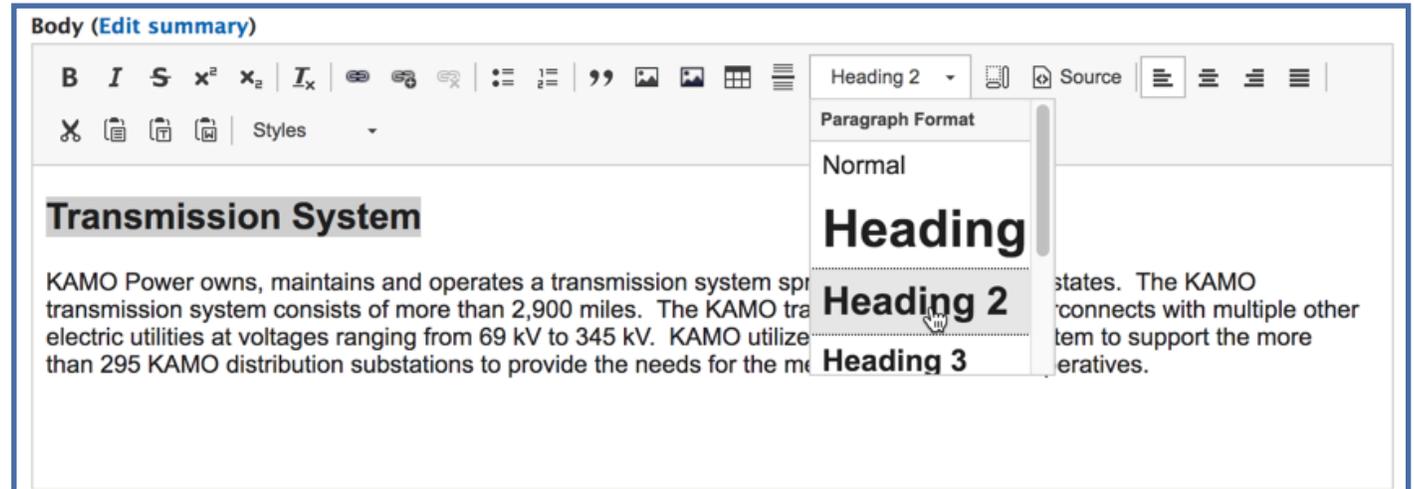
Best Practices

Use the **Paragraph Format** options in the editor toolbar to give your content structure.

In this example, we apply the **Heading 2** to the first area of text on the page.

This adds structure (accessibility points) to the page, because we are using heading elements.

This will make your font stand out more and it is a best practice as well!



Co-op Web Builder 3

Best Practices

Use headings properly to form an outline of the page.

They will help any non-visual visitors (including search engines) to understand how the page is organized, and make it easy for screen reader users to navigate your site.

Best practice for web accessibility.

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

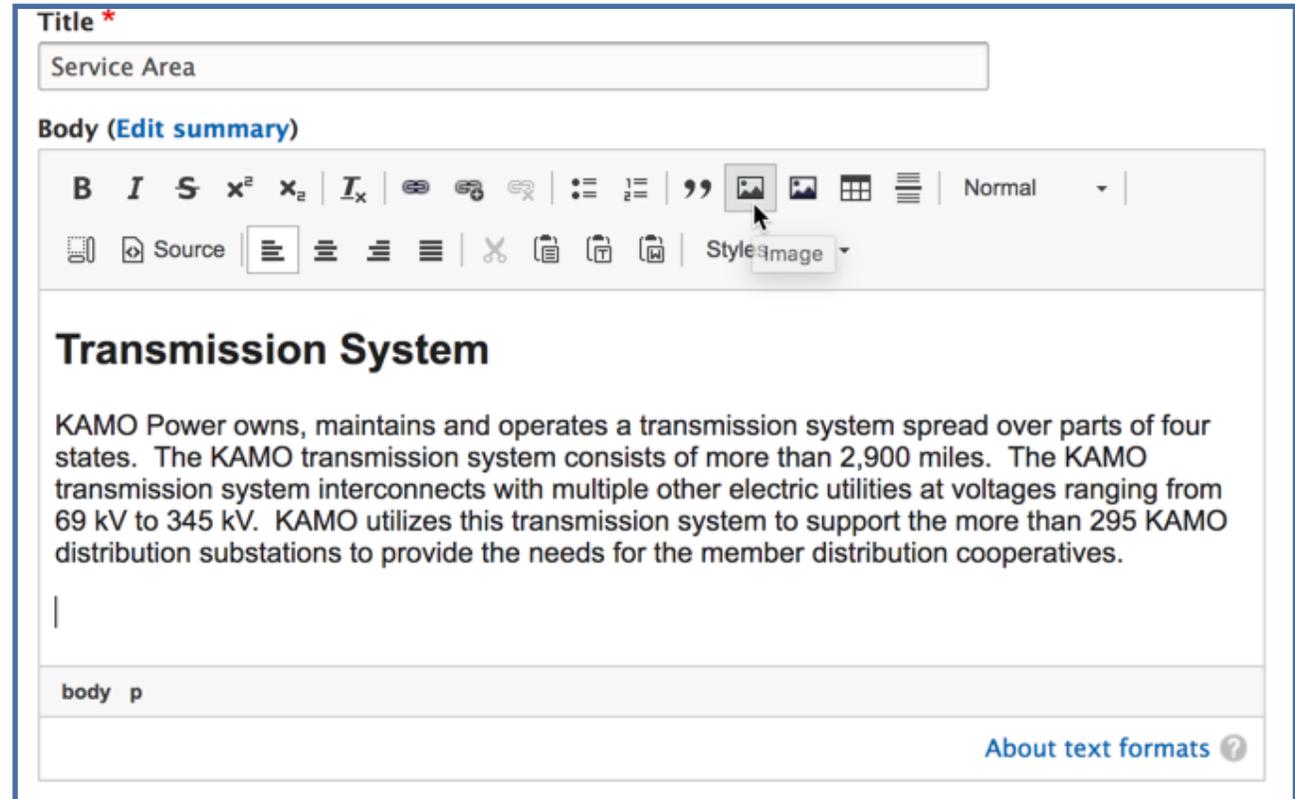


Co-op Web Builder 3

Best Practices

If you want to insert an image in the **Body** of your page, position your cursor on the page where you want the image to show up.

Then click the first icon that looks like a picture, it should say **Image** if you hover over it.



The screenshot displays the 'Body' section of a web page editor. At the top, there is a 'Title' field with the text 'Service Area'. Below it is a rich text editor toolbar with various icons for bold, italic, strikethrough, text color, background color, link, unlink, list, quote, and image. The first image icon is highlighted with a mouse cursor, and a tooltip labeled 'Image' is visible. The main content area contains a heading 'Transmission System' followed by a paragraph of text: 'KAMO Power owns, maintains and operates a transmission system spread over parts of four states. The KAMO transmission system consists of more than 2,900 miles. The KAMO transmission system interconnects with multiple other electric utilities at voltages ranging from 69 kV to 345 kV. KAMO utilizes this transmission system to support the more than 295 KAMO distribution substations to provide the needs for the member distribution cooperatives.' At the bottom right of the editor, there is a link 'About text formats ?'.

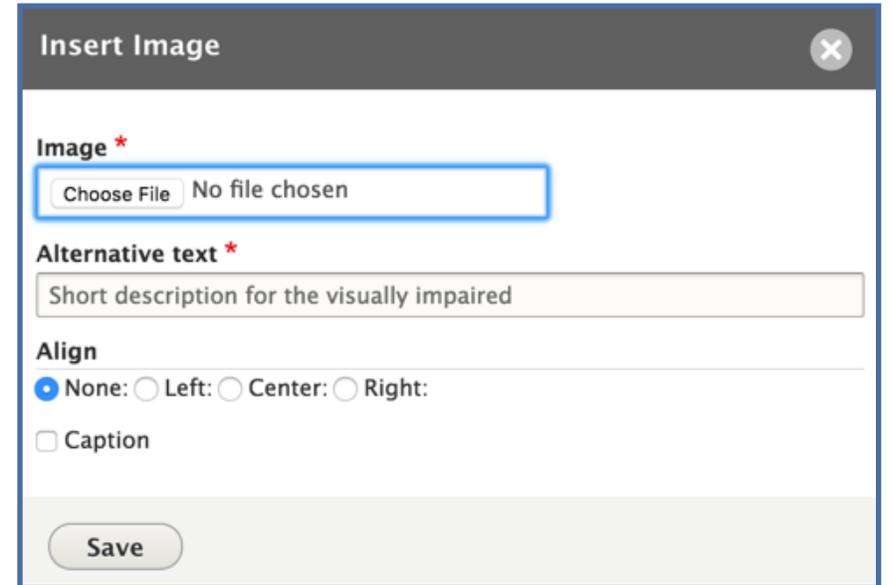
Co-op Web Builder 3

Best Practices

Now use the **Choose File** button to select an image from your computer.

The system will upload the image to your file manager for you (bonus)!

Fill out the required **Alternative Text**, this is how you get a better web accessibility score.



Insert Image

Image *

Choose File No file chosen

Alternative text *

Short description for the visually impaired

Align

None: Left: Center: Right:

Caption

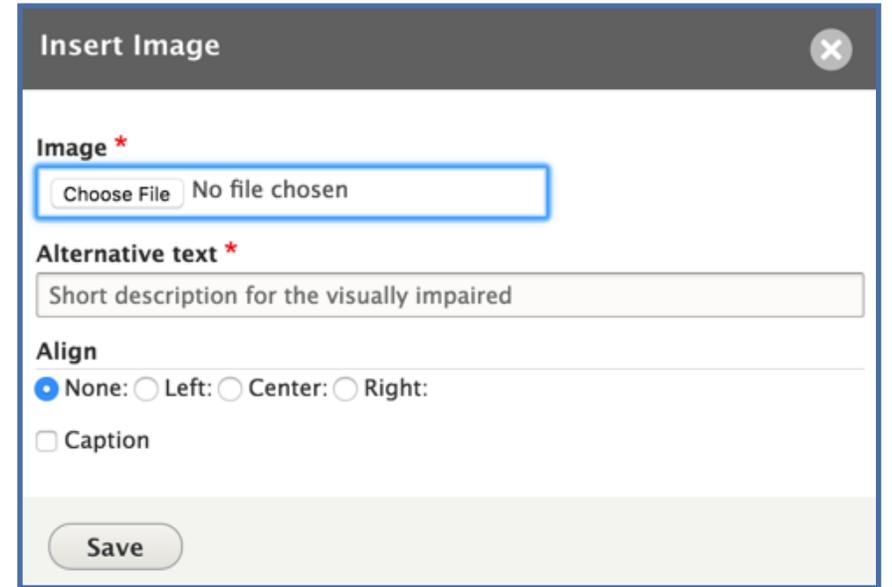
Save

Co-op Web Builder 3

Best Practices

Go ahead and align the image (if you want) or just click **Save** to insert it on the page.

Tip: You can also add an optional Caption, which will full width the image and also add a caption box below it.



Insert Image

Image *

Choose File No file chosen

Alternative text *

Short description for the visually impaired

Align

None Left Center Right

Caption

Save

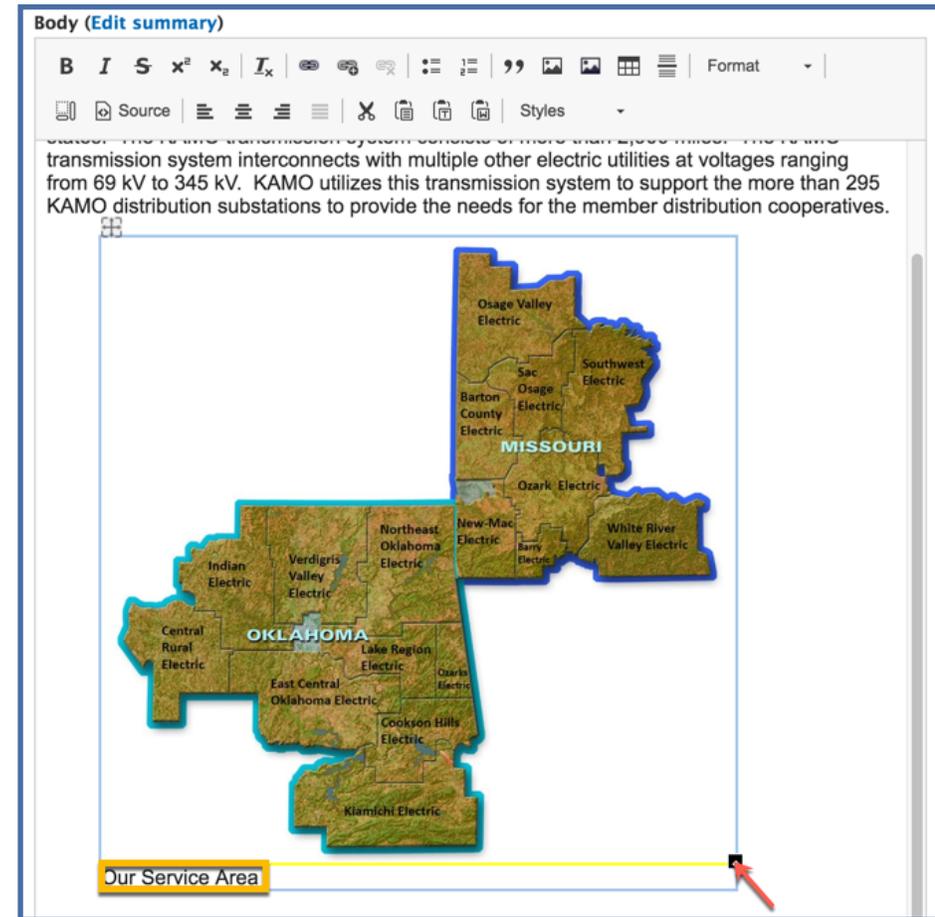
Co-op Web Builder 3

Best Practices

If your image is too large, you can locate the bottom right of it and hover over the image.

This will show a black square which will let you drag to resize the image smaller/larger.

Tip: If you selected Caption, there will be a yellow highlighted region at the bottom of the image. This is where you would type in a caption.



Co-op Web Builder 3

Best Practices

Now that our page has some nice text with a heading and an image, let's go ahead and save our progress.

Scroll down to the bottom of the editing interface until you see this button set.

Save and keep published



Preview

[Delete](#)

Click on **Save and keep published**.



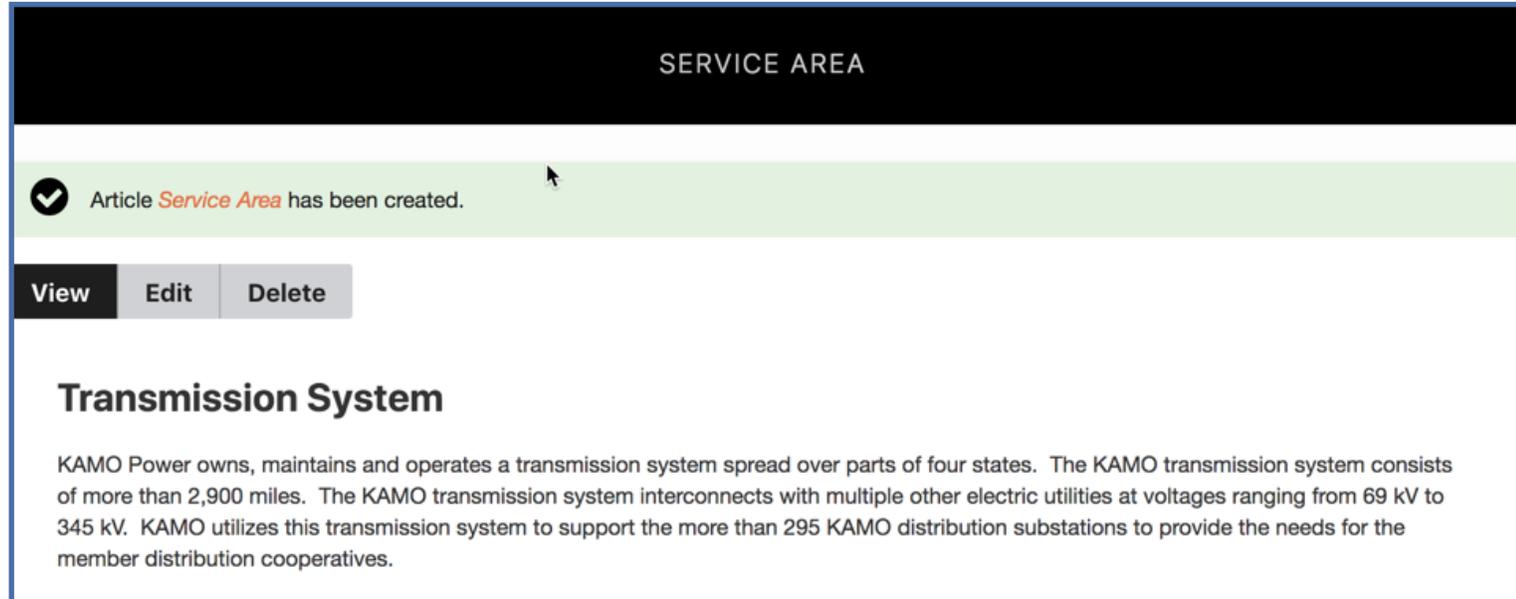
Co-op Web Builder 3

Best Practices

After saving your page, you will be redirected to actual website to view the page live.

The system will communicate with you via messages.

A green message will show you success that the new Article (page) has been created.



The screenshot displays a web builder interface. At the top, a black header bar contains the text "SERVICE AREA". Below this, a green notification bar with a checkmark icon states "Article *Service Area* has been created." Underneath the notification are three buttons: "View", "Edit", and "Delete". The main content area features the title "Transmission System" and a paragraph of text: "KAMO Power owns, maintains and operates a transmission system spread over parts of four states. The KAMO transmission system consists of more than 2,900 miles. The KAMO transmission system interconnects with multiple other electric utilities at voltages ranging from 69 kV to 345 kV. KAMO utilizes this transmission system to support the more than 295 KAMO distribution substations to provide the needs for the member distribution cooperatives."



Co-op Web Builder 3

Best Practices

Click on **Menu Settings** to see additional options for creating a menu link.

Check the box to **Provide a menu link**.

Change the **Menu link title** if you like, as it will automatically copy itself from the title of the page.

The **Weight** option determines the order that the links appear in a drop-down, you can skip this option.

The screenshot displays the Co-op Web Builder 3 interface. On the left, the 'Title' field contains 'Service Area'. Below it, the 'Body' field contains the text 'Transmission System' followed by a paragraph describing the KAMO Power transmission system. A map of Missouri is shown at the bottom of the body field, with several electric cooperatives labeled: Osage Valley Electric, Sac Osage Electric, Southwest Electric, Barton County Electric, and Ozark Electric. On the right, the 'Published' section shows 'Last saved: 08/07/2018 - 12:51' and 'Author: sean.walker'. Below this, there is a 'Revision log message' field. The 'MENU SETTINGS' section is expanded, showing a checked box for 'Provide a menu link'. Below this, the 'Menu link title' field contains 'Service Area', the 'Description' field is empty, the 'Parent item' dropdown is set to '<Main navigation>', and the 'Weight' field contains '0'.



Co-op Web Builder 3

Best Practices

You can also set the **Parent Item** here. The **Parent Item** tells the menu link where exactly on your main menu it should live.

The **Service Area** page we just created will now appear under the About Us menu, because we selected the **About Us** link.

If you wanted the page to appear on the main menu directly, select the **<Main navigation>** link.

Let's scroll all the way to the bottom and **Save and publish** our page again.

▼ MENU SETTINGS

Provide a menu link

Menu link title

Description

<Main navigation>

- Home
- ✓ -- About Us
- KAMO Power Annual Report
- Power Supply
- Service Area
- Structure
- Career Opportunities
- Current Open Positions
- Nondiscrimination Statement
- Green Power
- Industry Links
- Our Members
- Contact Us
- Together We Save (disabled)



Save and keep published ▼

Preview

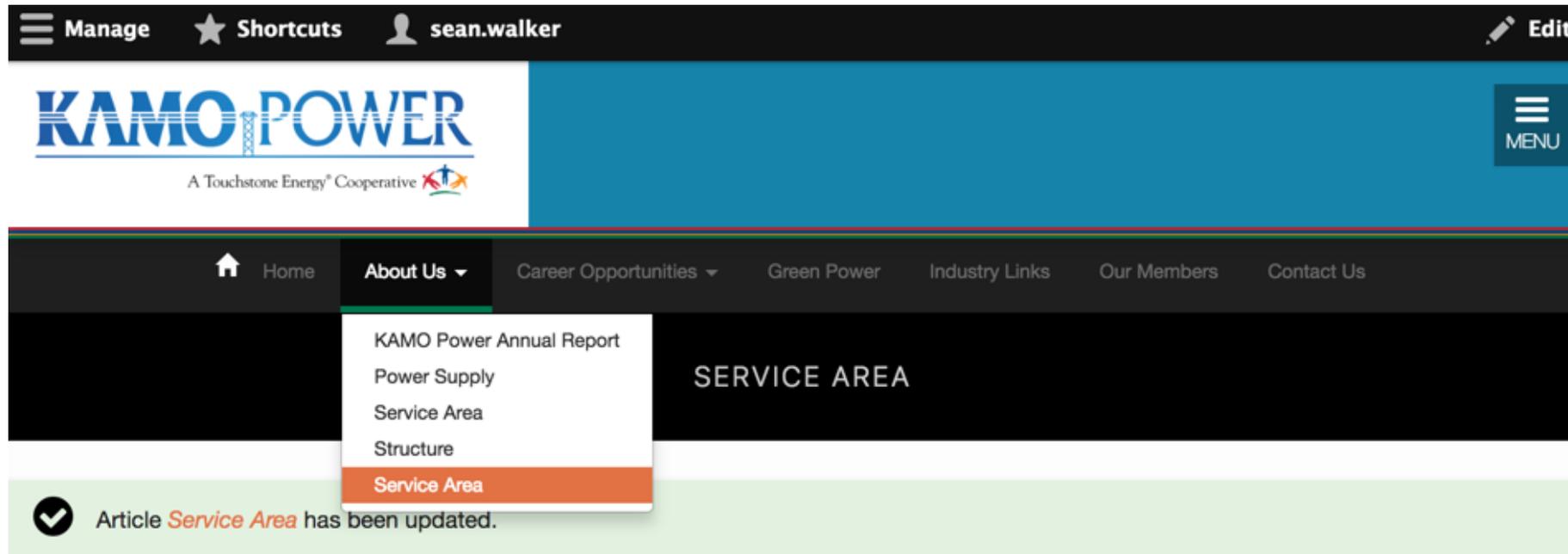
[Delete](#)



Co-op Web Builder 3

Best Practices

We now have a brand new Article (page) added to the site AND we have added it to the menu as a drop-down link under the About Us page.



The screenshot displays the KAMO POWER website interface. At the top, there is a black navigation bar with 'Manage', 'Shortcuts', and a user profile 'sean.walker'. The main header features the 'KAMO POWER' logo and 'A Touchstone Energy® Cooperative' tagline. A blue banner with a 'MENU' button is visible. Below this is a dark navigation bar with links: Home, About Us (with a dropdown arrow), Career Opportunities, Green Power, Industry Links, Our Members, and Contact Us. The 'About Us' dropdown menu is open, showing a list of items: 'KAMO Power Annual Report', 'Power Supply', 'Service Area', 'Structure', and 'Service Area' (highlighted in orange). A green notification bar at the bottom left states 'Article Service Area has been updated.' The background of the page shows a 'SERVICE AREA' section.



Co-op Web Builder 3

Creating pages & links

Now would be the time to create all pages for your site and place them all on the menu.

Don't worry about being too neat, we will move the links around later.

Once you have finished creating all pages for your site (as articles), click on your **Menu Links** shortcut.



Co-op Web Builder 3

Creating pages & links

The **Menu Links** shortcut will bring you directly to the area where you can build your main menu.

Here you will see all your pages and links that you added to your menu.

Use the Crosshair icon to reorder your links.

Tip: Indent links to make them child pages of another link.

Home > Administration > Structure > Menus

+ Add link

Title *
Main navigation Machine name: main

Administrative summary
Site section links

Menu language
English

Show row weights

MENU LINK	ENABLED	OPERATIONS
+ Home	<input checked="" type="checkbox"/>	Edit
+ About Us	<input checked="" type="checkbox"/>	Edit
+ KAMO Power Annual Report	<input checked="" type="checkbox"/>	Edit
+ Power Supply	<input checked="" type="checkbox"/>	Edit
+ Service Area	<input checked="" type="checkbox"/>	Edit
+ ←	<input checked="" type="checkbox"/>	Edit
+ Service Area	<input checked="" type="checkbox"/>	Edit

Co-op Web Builder 3

Creating pages & links

Also, notice there is an **Enabled** column, which you can use to disable a link as well.

If you want to edit or delete a link, the **Operations** column will let you do those tasks.

Go ahead and reorder and indent your links, I will wait for you patiently.

Save your changes when you are ready.

Save

Edit menu *Main navigation* ☆

Home > Administration > Structure > Menus

+ Add link

Title *
Main navigation Machine name: main

Administrative summary
Site section links

Menu language
English

Show row weights

MENU LINK	ENABLED	OPERATIONS
+ Home	<input checked="" type="checkbox"/>	Edit
+ About Us	<input checked="" type="checkbox"/>	Edit
+ KAMO Power Annual Report	<input checked="" type="checkbox"/>	Edit
+ Power Supply	<input checked="" type="checkbox"/>	Edit
+ Service Area	<input checked="" type="checkbox"/>	Edit
+ Service Area	<input checked="" type="checkbox"/>	Edit

Co-op Web Builder 3

Homepage Design

Go back to the Homepage either by clicking on your Logo or the **Home** link on your main menu.
See the nifty designer tools at the bottom of the screen?



These are the page designer tools, which can do a multitude of tasks.

I like to call this organic design, because you can now design your pages as a painter paints a canvas – while you are looking at it!

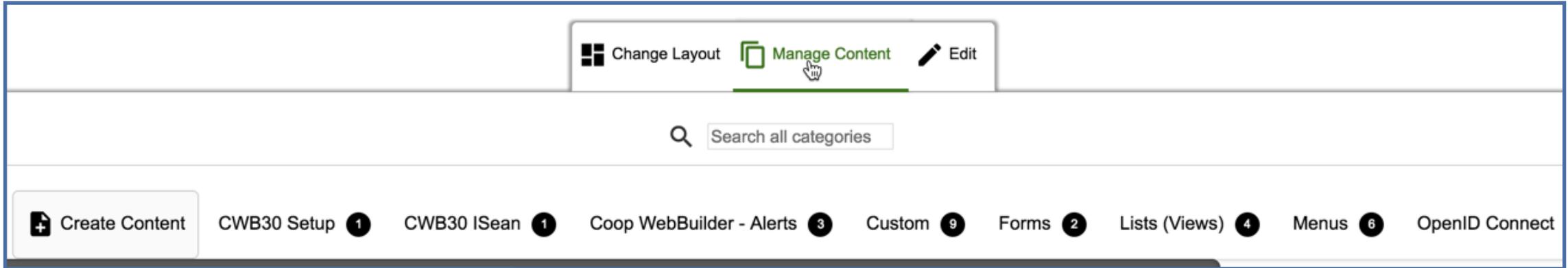
Click on **Manage Content** to get started.



Co-op Web Builder 3

Homepage Design

For now, let's choose the first option called **Create Content**.



Co-op Web Builder 3

Homepage Design

This will display a collection of buttons for all the different **components** that you can create with the page designer.

Everything from an animated **Timeline** to a **Infographic** is available right here.

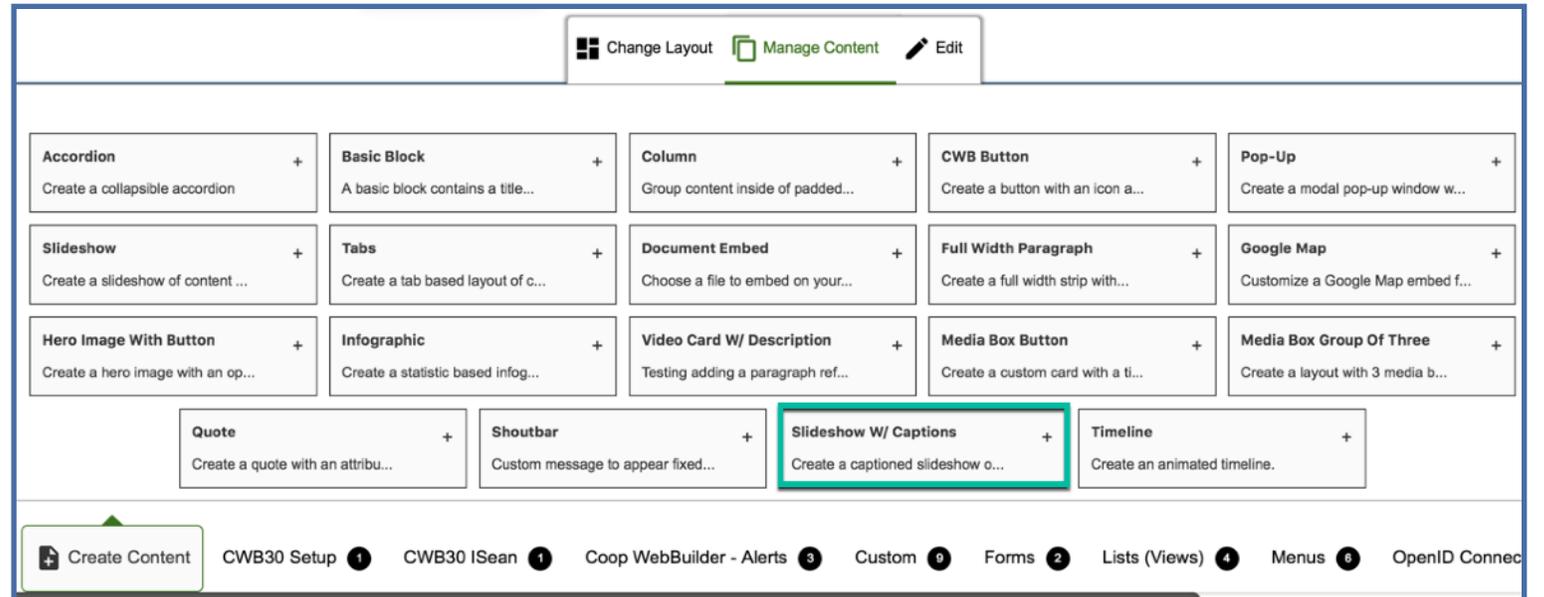
The screenshot displays the Co-op Web Builder 3 interface for selecting components. At the top, there are three buttons: "Change Layout", "Manage Content", and "Edit". Below this is a grid of component buttons, each with a title, a brief description, and a "+" icon. The components are arranged in three rows. The first row includes: Accordion (Create a collapsible accordion), Basic Block (A basic block contains a title...), Column (Group content inside of padded...), CWB Button (Create a button with an icon a...), and Pop-Up (Create a modal pop-up window w...). The second row includes: Slideshow (Create a slideshow of content ...), Tabs (Create a tab based layout of c...), Document Embed (Choose a file to embed on your...), Full Width Paragraph (Create a full width strip with...), and Google Map (Customize a Google Map embed f...). The third row includes: Hero Image With Button (Create a hero image with an op...), Infographic (Create a statistic based infog...), Video Card W/ Description (Testing adding a paragraph ref...), Media Box Button (Create a custom card with a ti...), and Media Box Group Of Three (Create a layout with 3 media b...). Below the grid, there are five more component buttons: Quote (Create a quote with an attribu...), Shoutbar (Custom message to appear fixed...), Slideshow W/ Captions (Create a captioned slideshow o...), and Timeline (Create an animated timeline). At the bottom, there is a navigation bar with a "Create Content" button and a series of numbered links: CWB30 Setup (1), CWB30 ISean (1), Coop WebBuilder - Alerts (9), Custom (9), Forms (2), Lists (Views) (4), Menus (6), and OpenID Connect.

Co-op Web Builder 3

Homepage Design

Each component will present you with a variety of options to configure. None will require you to code.

Go ahead and select the option that says **Slideshow w/ Captions**



Note: Depending on you screen size it may be in a different spot than the screenshot.



Co-op Web Builder 3

Homepage Design

Every component will require a **Block Description**.

A good way to approach this is to title each block as something you will remember later.

Since we are making a Slideshow for the homepage, let's call it **Homepage - Slideshow**, so we can easily spot it later on.

CREATE NEW SLIDESHOW W/ CAPTIONS CONTENT

BLOCK DESCRIPTION*

Slideshow Captioned

 Remove



Co-op Web Builder 3

Homepage Design

Each component will present you with different configuration options.

The **Slideshow w/ Captions** will ask you if you would like a **background** color, to set the **width**, and also a **slide interval**.

Feel free to adjust these as needed.

For now, let's go with the default settings.

BACKGROUND

- None -

WIDTH

Full Screen

SLIDE INTERVAL

5 Seconds



Co-op Web Builder 3

Homepage Design

In the next section, we need to tell the component what type of content we would like to show in the slideshow.

Choose the **Add Slideshow Image** option.

This will insert a **Slideshow Image** component into your **Slideshow w/ Captions**.

Slide Content*

No Paragraph added yet.

- Add Full Paragraph
- Add Slideshow Image
- Add Video Card



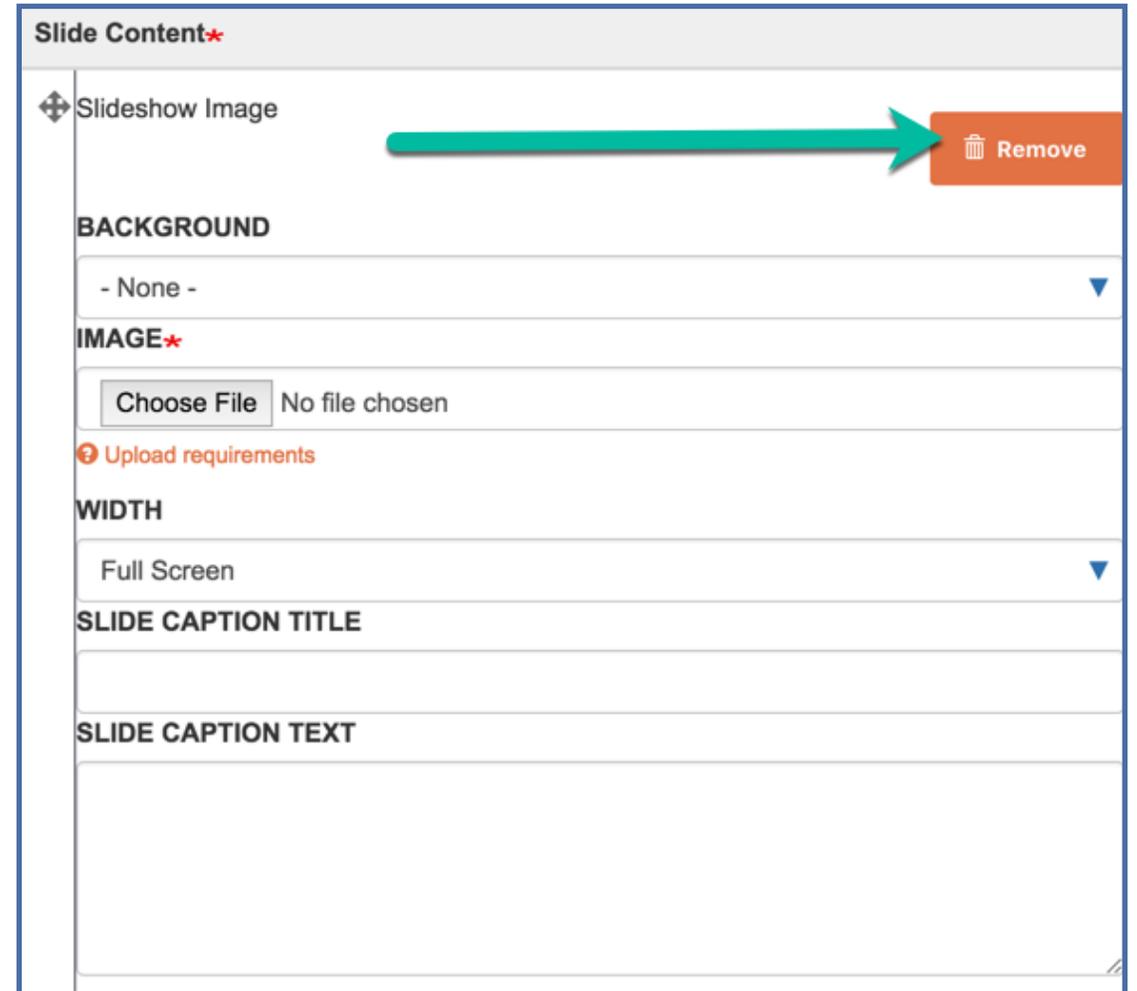
Co-op Web Builder 3

Homepage Design

Notice the big **Remove** button?

You can use this anytime to safely remove a component from your configuration.

Let's say you added a video slide by accident, easily undo that setting with the remove button.



Slide Content*

Slideshow Image 

BACKGROUND

- None -

IMAGE*

Choose File No file chosen

 Upload requirements

WIDTH

Full Screen

SLIDE CAPTION TITLE

SLIDE CAPTION TEXT

Co-op Web Builder 3

Homepage Design

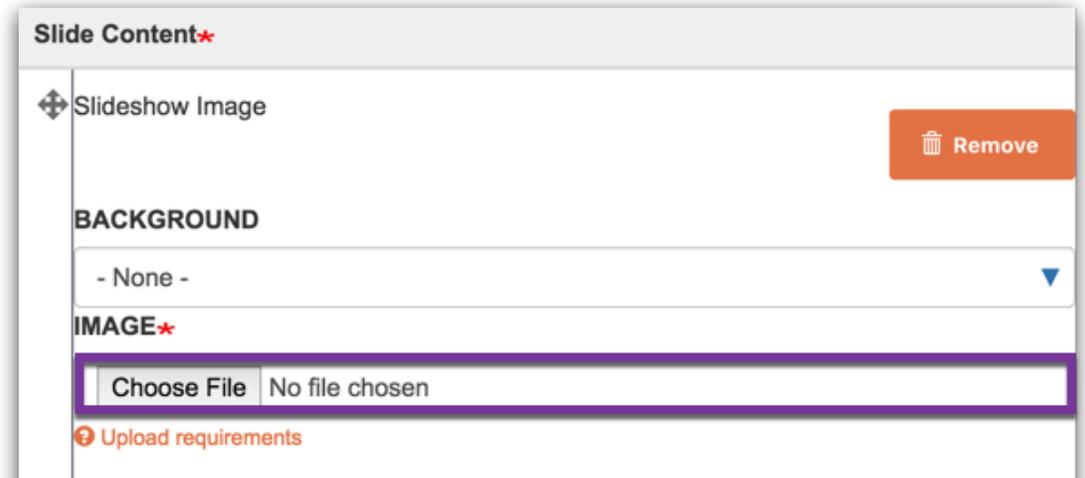
Click the **Choose File** button to select an image from your local computer.

Make sure to fill out the **Alternative Text** when prompted. A Title is usually not needed and is optional.

Slide Dimensions

1920x400(500,600,700)

Choose a height and be consistent, 1920x600 is a good standard.



Slide Content*

Slideshow Image Remove

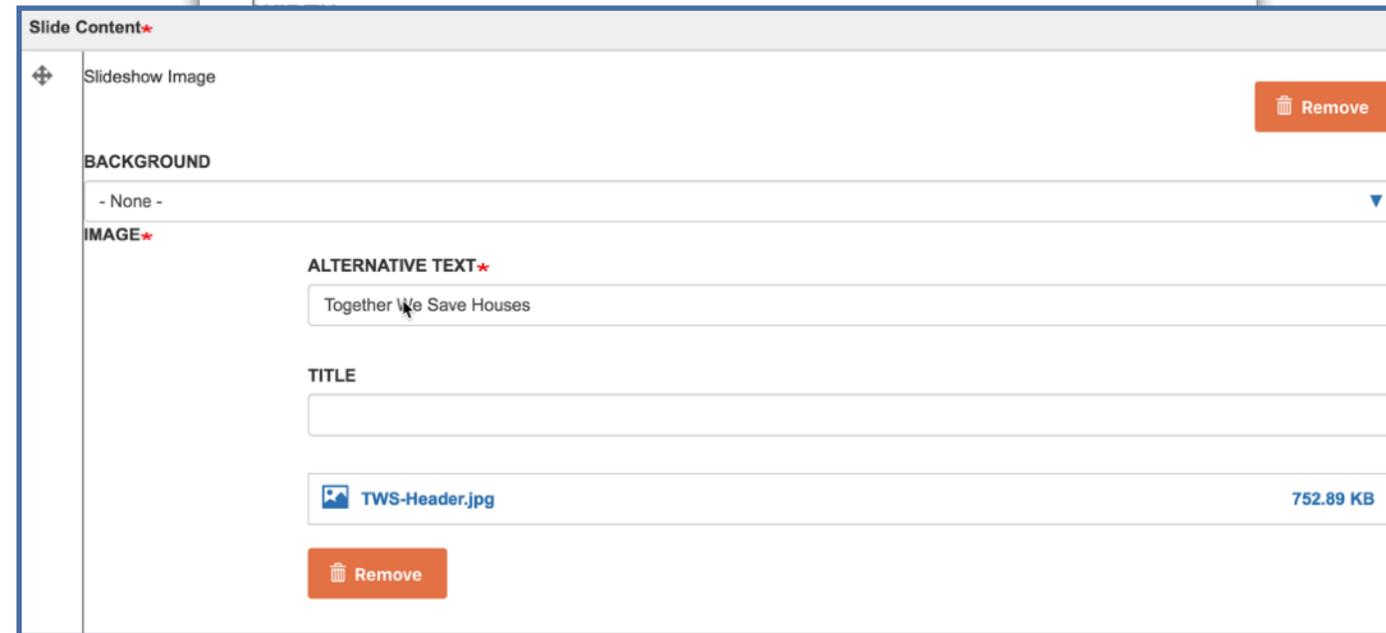
BACKGROUND

- None -

IMAGE*

Choose File No file chosen

[Upload requirements](#)



Slide Content*

Slideshow Image Remove

BACKGROUND

- None -

IMAGE*

ALTERNATIVE TEXT*

Together We Save Houses

TITLE

 TWS-Header.jpg 752.89 KB

Remove

Co-op Web Builder 3

Homepage Design

Enter an optional **Slide Caption Title** and **Slide Caption Text**.

There is a width setting for each individual slide you add to the slideshow. The default option should usually be best choice.

WIDTH
Full Screen ▼
SLIDE CAPTION TITLE
Together We Save
SLIDE CAPTION TEXT
Learn how you can save energy and money today



Co-op Web Builder 3

Homepage Design

Each **Slideshow Image** comes with an optional **Slide Button**. If you do not want a button, you can use the big **Remove** button to remove it.

Alternatively, you can add more than one button by using the big **Add Button** option.

Slide Button

Button Remove

Begin typing a page on your site here and select it from the list, or enter a full external URL like <https://www.coopwebbuilder3.com>

BUTTON URL

BUTTON LABEL

BUTTON TITLE

Describe what happens when you click on the button. This increases accessibility for your users!

Button Target Type

N/A

_SELF

_BLANK

Add Button

Co-op Web Builder 3

Homepage Design

Start typing the name of the page you want the button to link to in the **Button URL** field.

When you see it appear, select it from the list of options.

If you want to link to an external website, simply type in the full URL here (IE: <https://www.coopwebbuilder.com>).

Slide Button

Button

Remove

BUTTON URL

Together

Together We Save

BUTTON TITLE

Describe what happens when you click on the button. This increases accessibility for your users!

Button Target Type

N/A

_SELF

_BLANK

Add Button

Co-op Web Builder 3

Homepage Design

Notice how the **Button URL** changed to Together We Save (4). This is the system telling itself that the fourth item on your site is the Together We Save page.

Set a **Button Label**, for what you want the button text to display.

Best Practice:

Make links using this approach, instead of manually typing the URL in the field. This will ensure that the link will never get broken, even if you renamed the original page!

Slide Button

Button

Remove

BUTTON URL
Together We Save (4)

BUTTON LABEL
Energy Savings

BUTTON TITLE
Describe what happens when you click on the button. This increases accessibility for your users!

Button Target Type

N/A

_SELF

_BLANK

Co-op Web Builder 3

Homepage Design

Finally, set the **Button Target Type**

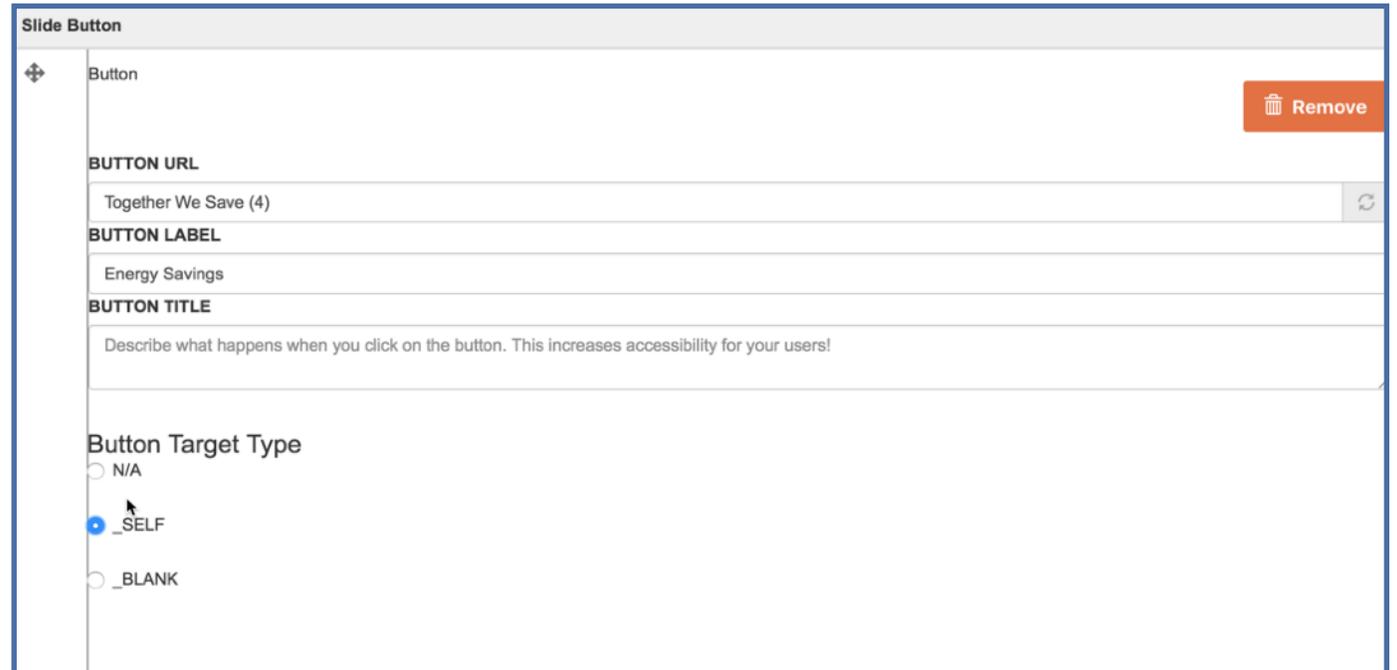
Select `_SELF` to open in the same tab

Select `_BLANK` to open in a new tab

Best Practice:

A button title is optional, but can help increase accessibility.

You can type in a description of what happens when you click the button.



The screenshot shows the configuration interface for a 'Slide Button'. The interface includes a 'Remove' button in the top right corner. The configuration fields are as follows:

- Button URL:** Together We Save (4)
- Button Label:** Energy Savings
- Button Title:** Describe what happens when you click on the button. This increases accessibility for your users!
- Button Target Type:** Radio buttons for `N/A`, `_SELF` (selected), and `_BLANK`.

Co-op Web Builder 3

Homepage Design

That's it!

We should now have a slideshow with one slide image and a title, supplemental text and a button!

Scroll down to the bottom and choose **Create and Place** from the in-page designer tool.



Create and Place



Co-op Web Builder 3

Homepage Design

The following screen wants to know how you would like your component to display on the page.

You can change the **Title** if you like, but let's keep it the same for now.

Uncheck the **Display Title** box.

Don't worry about the region, because we can drag/drop move it around the page next.

Click the **Add** button.

CONFIGURE HOMEPAGE - SLIDESHOW BLOCK

BLOCK DESCRIPTION Homepage - Slideshow

TITLE*

DISPLAY TITLE

REGION*

[Add](#) [Toggle Preview](#)

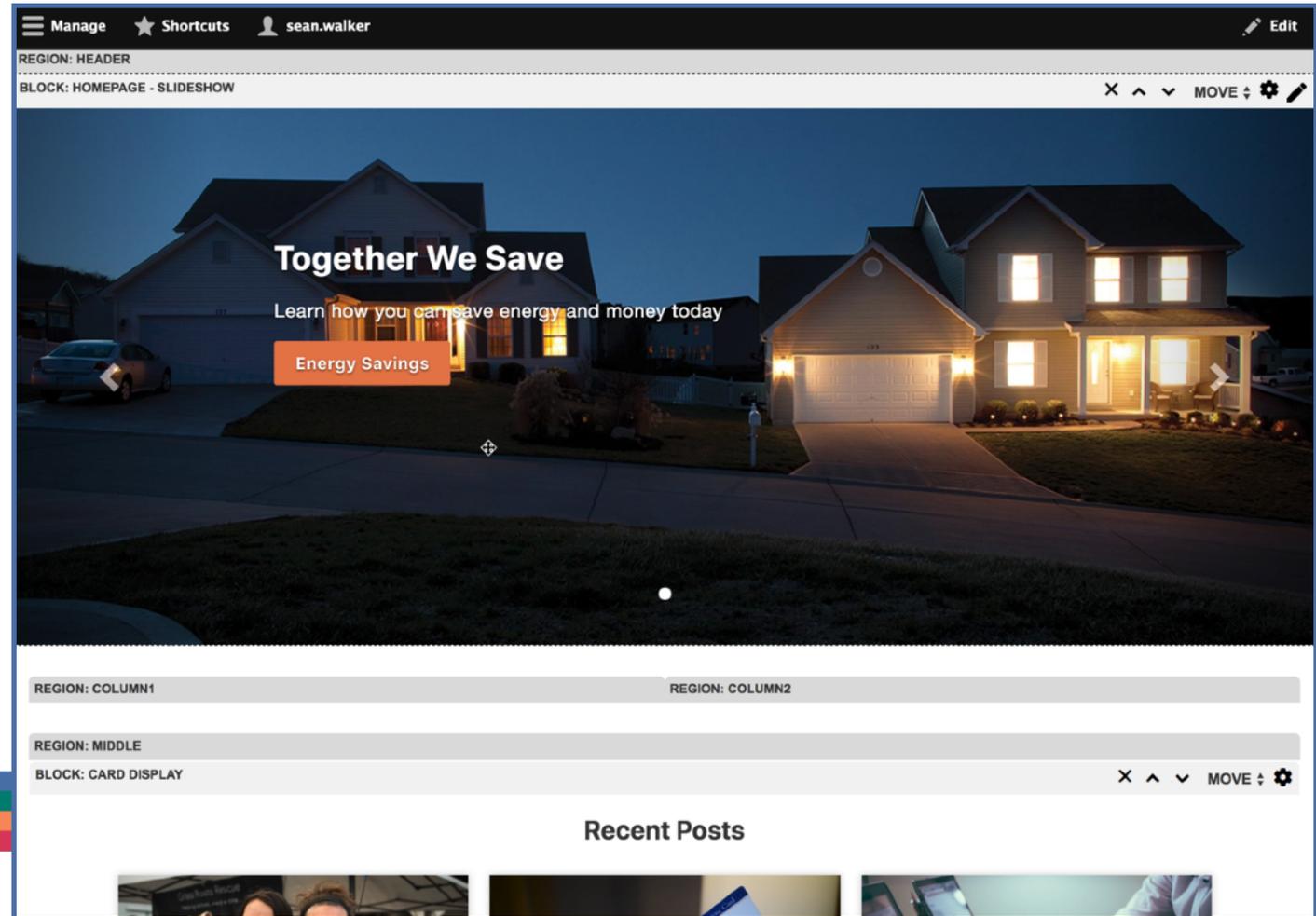
Co-op Web Builder 3

Homepage Design

You will now be on your homepage.

Congratulations!

The new slideshow should already be in place in the **Header** region of the page layout.



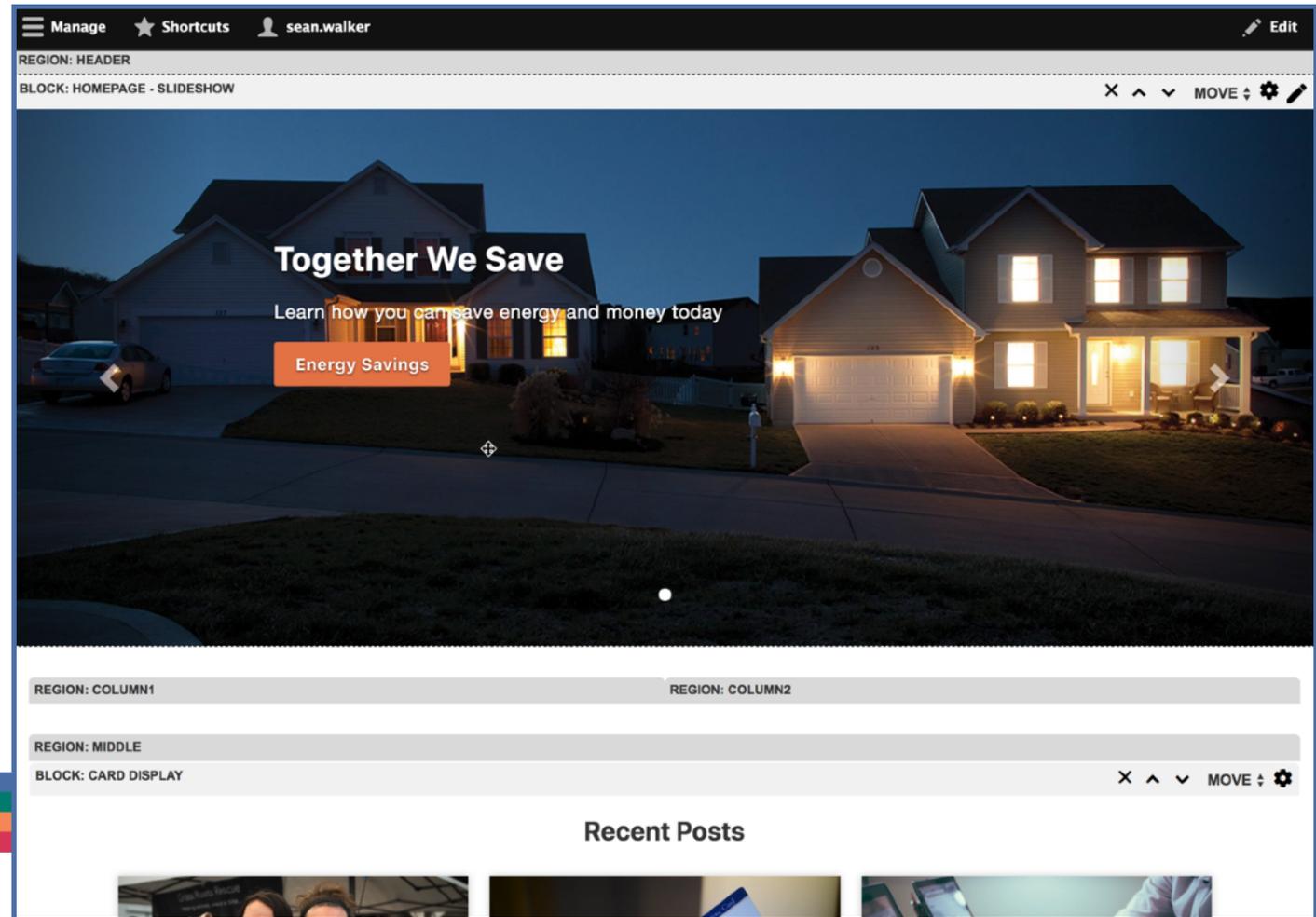
Co-op Web Builder 3

Homepage Design

Now we need to make sure we save our page layout changes.

Notice the Page Designer tools now is showing two additional buttons for **Save** and **Cancel**

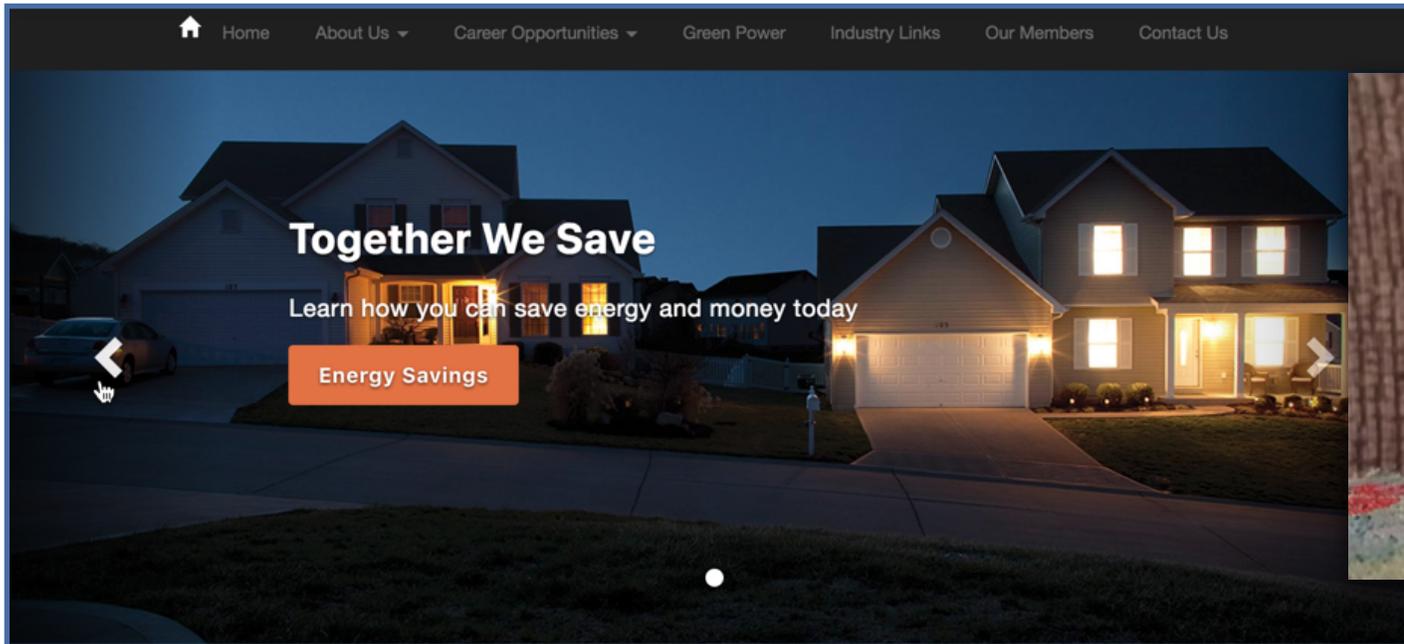
Go ahead and click on **Save**



Co-op Web Builder 3

Homepage Design

You should now have a nice one slide slideshow on your homepage. Feel free to start creating more components for your site next.

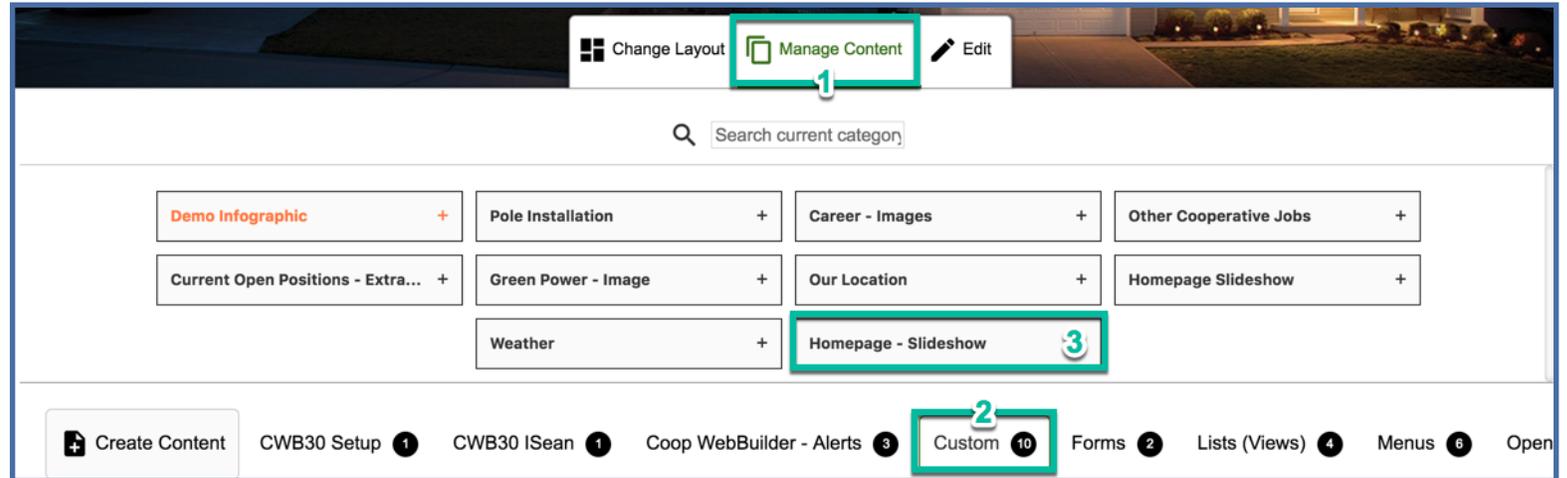


Co-op Web Builder 3

Page Designer Tips

You can always find your components under the **Manage Content (#1)**, **Custom (#2)** area of the Page Designer.

Components are also reusable! You can simply select them to insert one on any other page of your site, without having to recreate it.



If you wanted to insert the same slideshow on another page of your site, all you would need to do is choose **Homepage - Slideshow**



Thank you for your support!

– Your Co-op Web Builder Team

