# Welcome to the Schoolzine family

**Congratulations on the purchase of your new Website!**

The following document will outline the process for creation of content for your website and run through the process for how to submit the content to us for construction.

# Website Pages Document

|  |
| --- |
| Within the content received, you should have a **Website Pages Document** which is recommended to be filled in after reviewing this document as the first step of submission for your website.  This will allow our team to get the pages and structure created before the page content and rest of the build proceeds for your account. |

# Content Submission Instructions

## Using the Folder Structure

To get started with your Page Content, you will use the templated folder structure supplied in order to organise your pages and relevant content. These pages will be separated to **Parent Pages** and **Child Pages.**

* A **Parent Page** is the top-level menu item which links to child pages. An example of a parent page displayed below is *“****About****”.*
* A **Child Page** must be linked to a parent page. An example of a child page displayed below is *“****Our Values****”* and *“****Our Results****”.* This may also serve as a parent page if required.

Graphical user interface, text, application

Description automatically generatedTo create a new page folder and structure, use the **0.0 -** **Example Folder** to create a copy of this folder (*right clicking and then selecting copy*) and then pasting a duplicate in the folder (*right clicking and selecting paste*) as shown in the diagram to the right.   
 *NOTE: duplicating the folder can also be done by first selecting the folder and then pushing CTRL + C, and then CTRL + V.*

Rename your folder to the appropriate name, and if this page is considered a CHILD PAGE place this within the relevant PARENT PAGE Folder – play the diagram to the right to show this process.

* **2.0 About** page being the main **Parent Page.**
* **2.1 – Our Values,**
* **2.2 – Our Results**

The **PARENT PAGE** and **CHILD PAGE** structure will be reflected in your website build as seen below.

A picture containing timeline

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Within each one of these folders there will be 3 items: 2 folders; and a word document.

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### Images Folder

Add any required images into the Images folder. The file types for your images should be either jpeg, gif or png and it is recommended that you are renaming images appropriately such as *Principal.jpg*.

NOTE: Updating the names of images, will avoid confusion with files that have come directly from sources such as digital cameras where naming convention is very similar, eg *DSC\_1020.jpg.*

### Media and Documents

Add any other media and documents should be placed into the ‘Media and Documents’ folder. This will include items such as PDFs or Word Documents.

### Word Document

The word document included in the template folder will be used to format and submit your website page content. It is important that you keep images and other media/documents separate to this word document in order for our team to process this correctly. These images and other content can be referenced in the word document will be styled using the guidelines below.

## Inserting your content into the Word Documents

Open the word document contained in the relevant folder of the page you are creating the content for. Fill in the relevant fields at the top of the page including the Page Title, the Parent Page if relevant, along with populate the Feedback section if there is any additional comments you would like to pass onto the team. Paste in or write the content for your page, and then Style accordingly.

### How to insert Images, Image Gallery, PDF and Video

Within the content of your document place the name of the image you would like to insert in the content, and then colour the text in red. You can also include instructions in red text for the styling options. example:

**(Principal.jpg)** Float image left of text

Students.jpg

You can also do the same process to create a link to a URL and include the URL in full including any custom wording if you would like for it to be applied to a button. If you would like to include videos, we also can embed this within your content if hosted on platforms such as YouTube and just require the URL in full to be provided to us:

*CLICK HERE TO VIEW THE SCHOOL PORTAL  
http://www.schoolportalexample.com*

PLEASE EMBED VIDEO:  
https://www.youtube.com/watch?v=ODJUp726eOw

Inserting downloads for forms and documents that you are including will just require the name of the media file you want to insert or link to. You can also add a note regarding the layout or styling of the file.

Click here to download the Tuckshop Menu – **tuckshop.pdf**

**Example:**

Your template will look like the below example when you are opening the Word Document:

A picture containing graphical user interface

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Once you have populated all of the content and styled it, you should be left with something like the following example after using the above guidelines;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNIFORM SHOP   |  |  | | --- | --- | | **Page Title \*** | **Uniform Shop** | | **Parent Page:** | Student Information |   **(uniform-shop.jpg)** Float image right of text  Any parents that are able to come and volunteer in the Uniform Shop throughout the week would be greatly appreciated, even if it is only for a couple of hours. If you are able to come in, please contact Sandra on [greenfield@schoolzineplus.com](mailto:greenfield@schoolzineplus.com).  Don't forget that with the changing of the weather students will need to swap over to the Summer Uniform.  Click here to download the Uniform Shop List  **Uniform.pdf** |

Make sure you include all of the relevant images and the appropriate downloads and attachments that you have referenced, before you are ready to submit your content.

Before you submit your content, you will need to ZIP all files into a single zip folder.

## How to Zip your folders

1. Open File Explorer. Right click on the containing folder containing the folder structure.
2. In the menu, select “Send to > Compressed (zipped) folder”.
3. A new folder will appear with the same name as the folder selected to be zipped. This will be your zip file that is suitable for uploading and submission to us.

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# Process for submitting your Website Pages Document

1. Post reviewing this document in full, you will fill out the Website Pages Document in full, which will provide Schoolzine with the basic framework for the rest of your Website content.
2. Submit this pages document along with the following items, via the ‘Content Submission Form’

* *Images for the* ***slider.*** *- Landscape images work best for the slider.*
* *Images you wish to be used for* ***tiles****.*
* *Any* ***school colours/branding*** *you wish to be added to the website.*

1. Whilst you are waiting for your first proof of your website where our team will provide a framework of your website you can begin constructing and assembling your Page Content for submission.

# Process for submitting your first round of content

1. Add all of your content to the appropriate location in the folder structure provided.
2. Zip the entire folder structure with your content which should leave you with a single ZIP folder.
3. Upload the folder structure using the content submission form.
4. Await the first proof of your new Website!

# Process for adding additional content, changing content or submitting feedback

1. Open up the Word document of the page that you are looking to make the changes to.
2. Leave your original content in the Word documents and add in your new content. Indicate your changes required using YELLOW HIGHLIGHTING for additions, whilst RED HIGHLIGHTING is used for deletions.   
   For larger changes within a paragraph it is recommended that you are just making the changes to the paragraph and highlighting the entire thing as this will be easier and quicker to process the mentioned changes.
3. Zip the folders that have changes. *(be sure to include all of the folders with changes to submit at the same time)*
4. Upload the zip file using the [content update submission form.](https://www.schoolzineplus.com/website-content-submission-szplus)