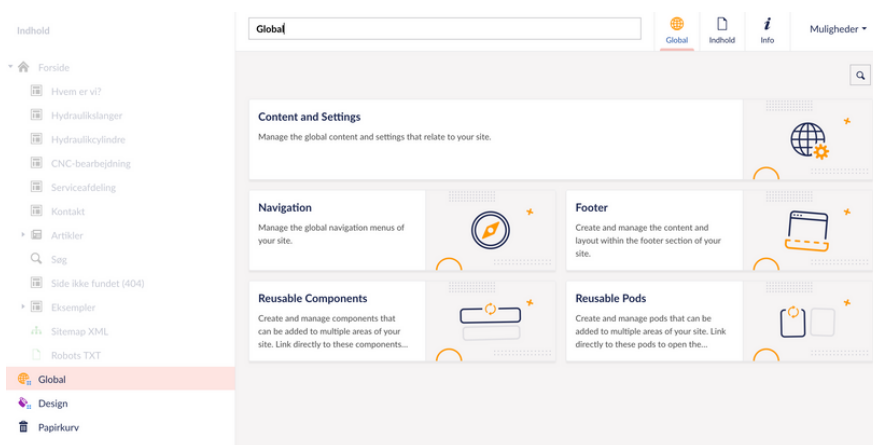


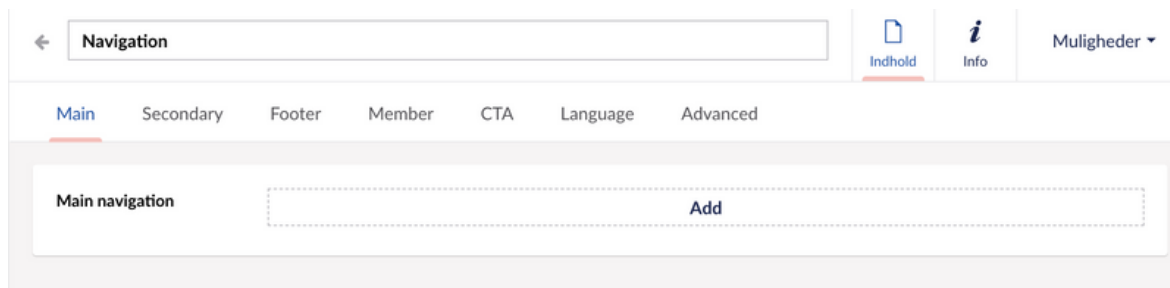
# Guidance for the website

## Global settings

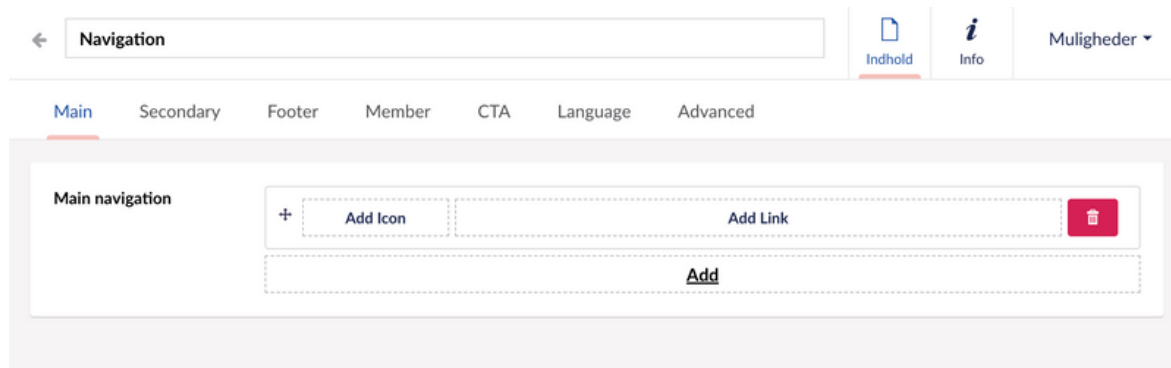


In the Global section, you can insert Navigation, Footer, Reusable Components, and Reusable Pods.

## Navigation



To insert a page into the navigation, click on "Add."  
A field with "Add Link" will appear.



When you click on "Add Link," a new window will open. Here, you choose the link by selecting the page you want to include in the navigation, and then click "Submit."

**Note:**

A link in the navigation can be to an internal page (including anchor points), an external URL, or a file in the media archive.

Select link

Link	Anchor / querystring
<input type="text" value="/haug-it/"/>	<input type="text" value="#value or ?key=value"/>
Link title	
<input type="text" value="Haug-IT"/>	
Target	
<input type="checkbox"/> Opens the linked document in a new window or tab	
Link to page	
<input type="text" value="Type to search..."/>	
<ul style="list-style-type: none"> <li>Home</li> <li>Test</li> <li><b>Haug-IT</b></li> <li>News</li> <li>Examples</li> <li>Articles</li> <li>Search</li> <li>Page not found</li> <li>Sitemap XML</li> <li>Robots TXT</li> <li>Global</li> <li>Design</li> </ul>	
Link to media	
<input type="button" value="Select media"/>	

Close

← Navigation Content Info Actions

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Main Secondary Footer Member CTA Language Advanced

Main navigation

+
Edit Remove 

Test

+
Edit Remove 

Haug-IT

+
Edit Remove 

About Haug-IT

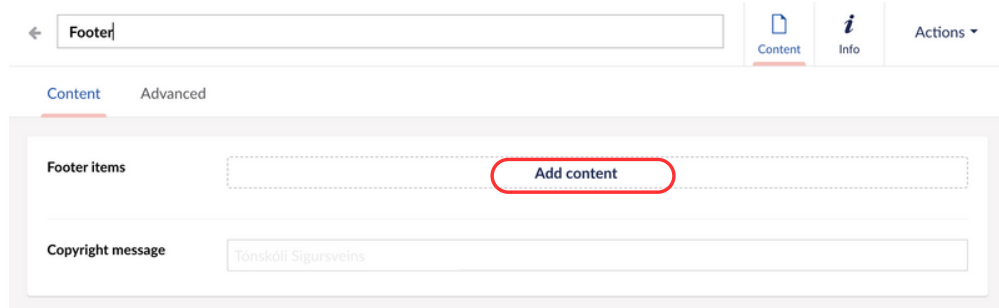
+
Edit Remove 

News

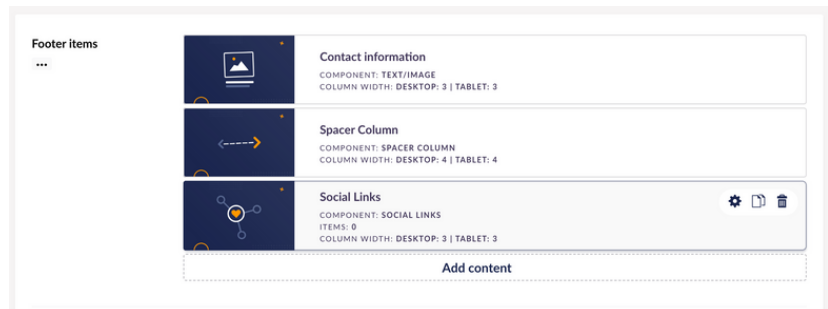
In the Main navigation, you can choose where to place the link in terms of its order and level. Sub-items are indented to the right to create a hierarchy.

## Footer

The Footer is the bottom part of your website, where you can find all the essential contact information such as opening hours, phone numbers, relevant links (both internal and external), address, and links to social media.



You can add content, and if you want to create space between elements, you can insert a "Spacer Column."

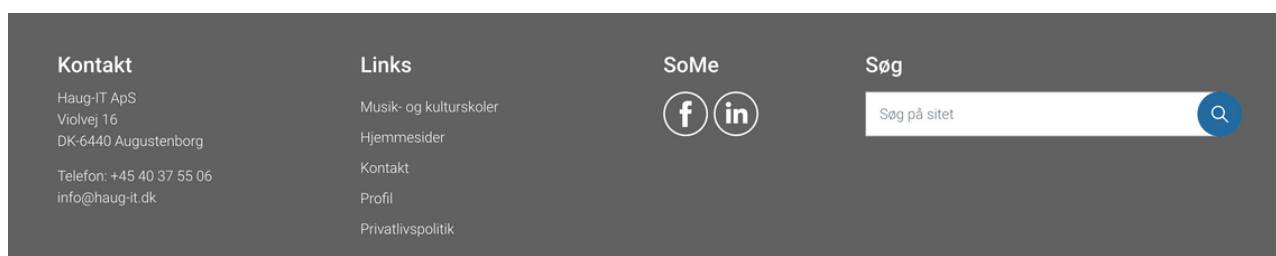


Under "Settings - Design & Layout," you can adjust the width of individual content elements.



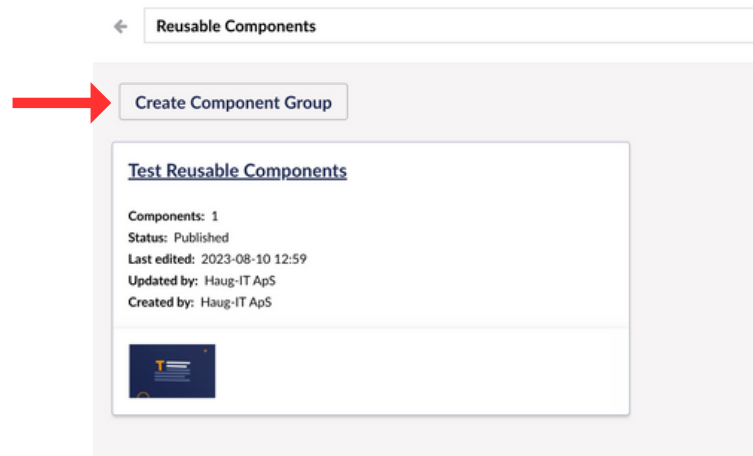
12 columns equal 100% of the component's width.

An example of a Footer.

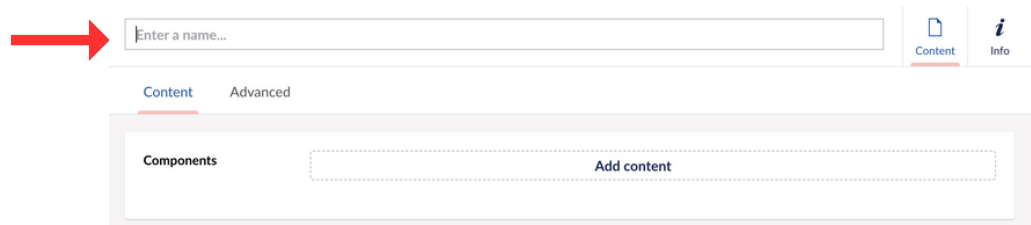


## Reusable Components og Pods

By creating Reusable Components or Pods, you can use the same element on multiple pages without having to start from scratch each time. If you make changes to Reusable Components or Pods, those changes will also apply to all pages where they are used.



Name the component, add content, and then save it.



Now it's ready to be inserted on a page using the "Reusable Components" component.