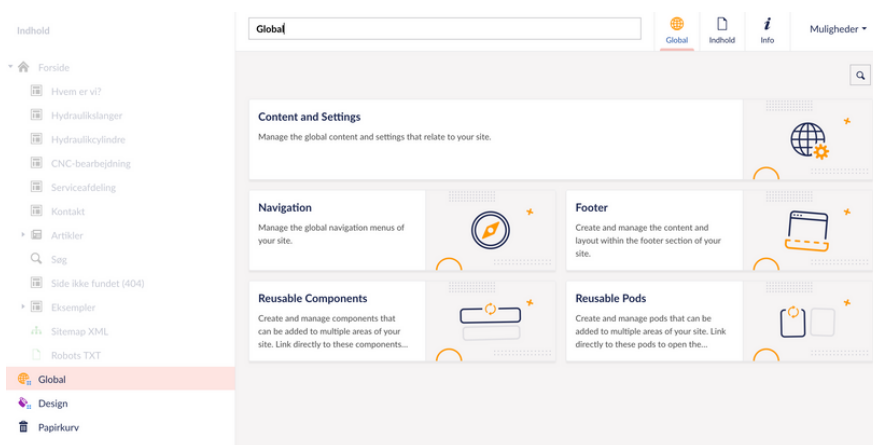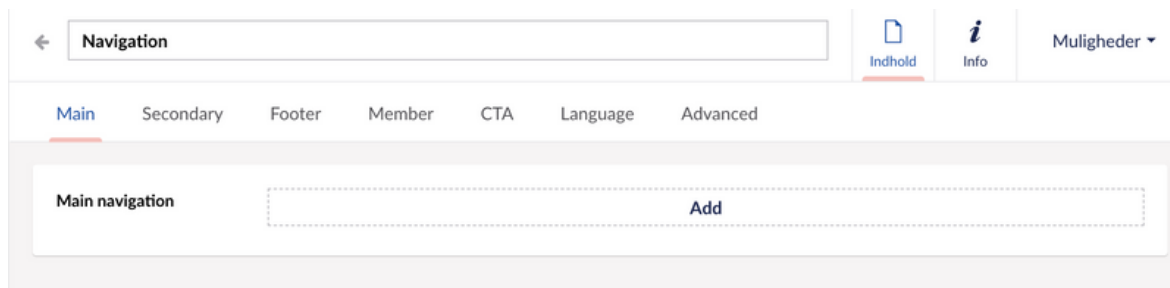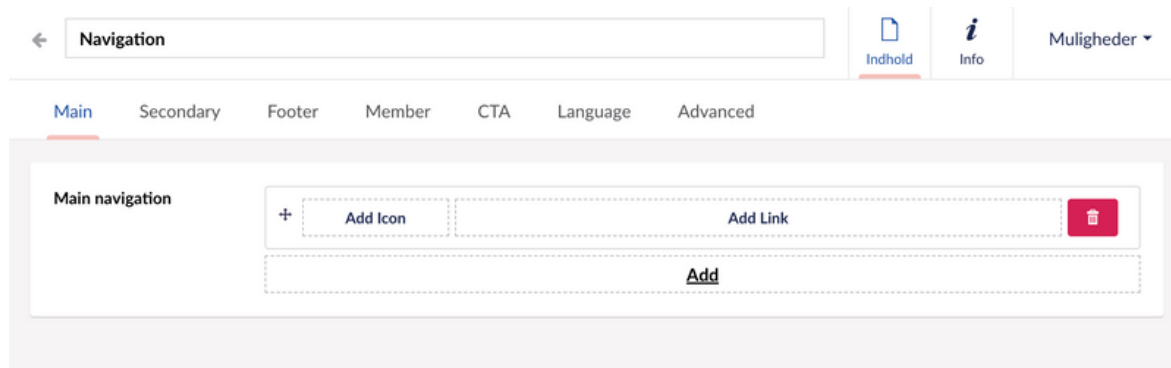# Guidance for the website
Global settings

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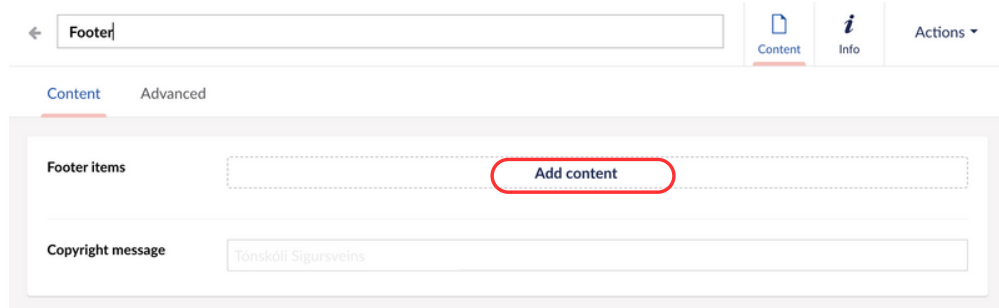A link in the navigation can be to an internal page (including anchor points), an external URL, or a file in the media archive.
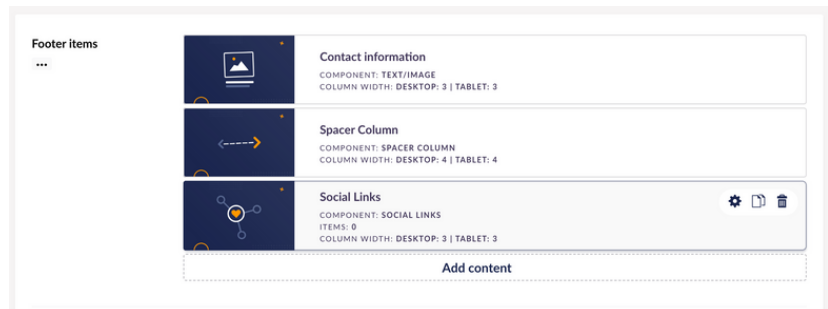

In the Main navigation, you can choose where to place the link in terms of its order and level. Sub-items are indented to the right to create a hierarchy.

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."
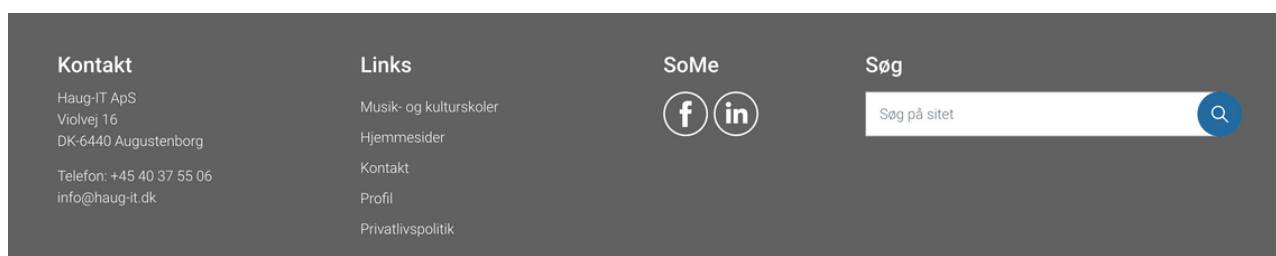

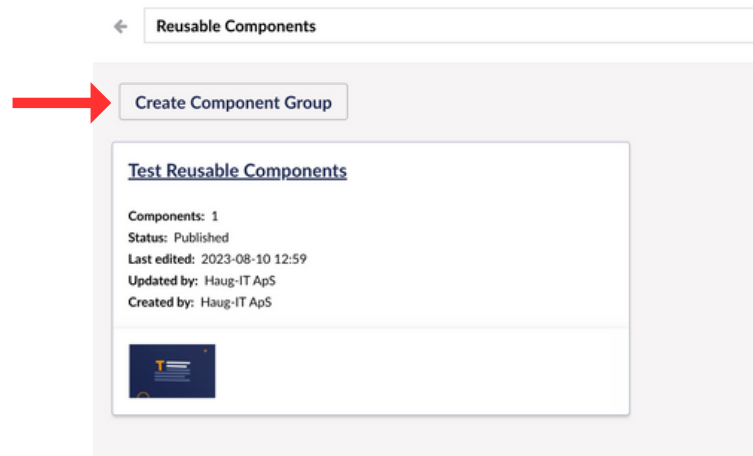Under "Settings - Design & Layout," you can adjust the width of individual content elements.

12 columns equal 100% of the component's width.
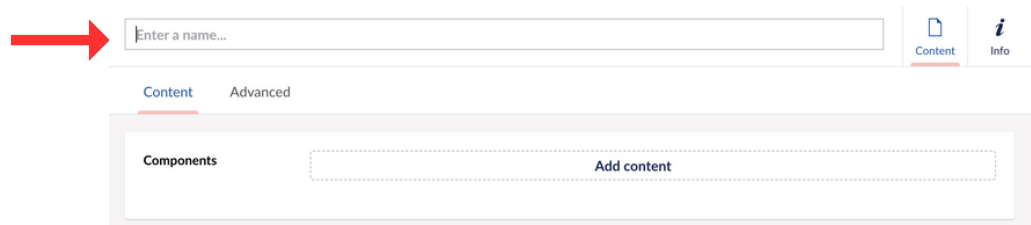
An example of a Footer.

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.