

# Guidance for the website

## Creating content.

Content is created as components that stack vertically on a website. There can be an unlimited number of these components on a single page.

Press "Add Content."

Main content

Add content

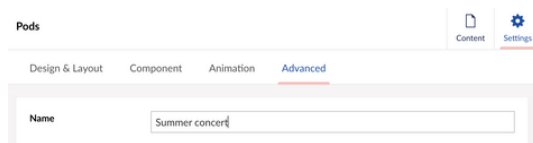
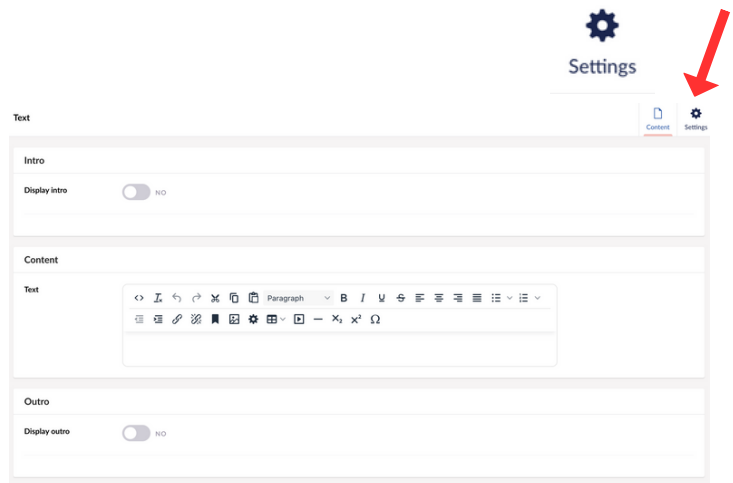
Select the component to be used. Each component has its own function and arrangement of content. Here, we will describe the most commonly used components.



Almost all components consist of three areas: Intro, Content, and Outro.

These stack as rows within the component on the page.

Additionally, each component has its own settings (top right).

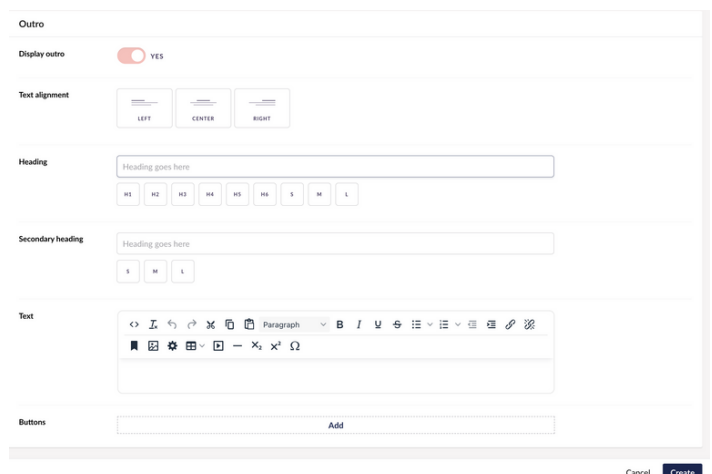
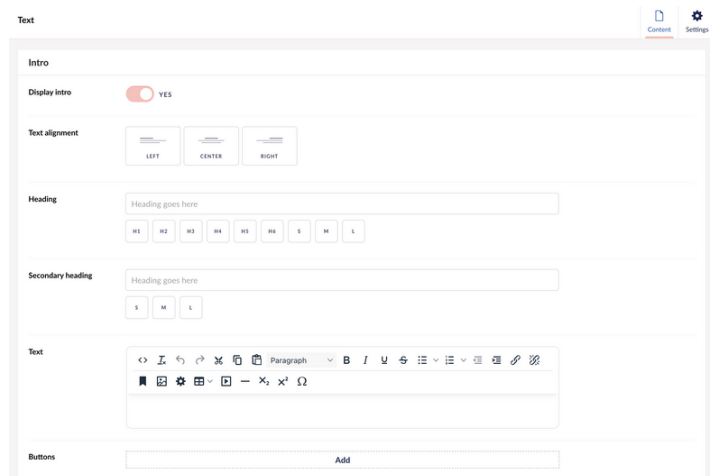


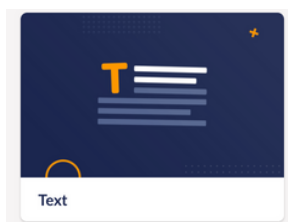
Under "Settings Advanced," each component can be named individually.

To display the content of Intro/Outro, check the box for "Yes."

Intro can be used for a heading and as an introduction to the content inserted into the component.

Outro can be used to guide users further once the content has been read.

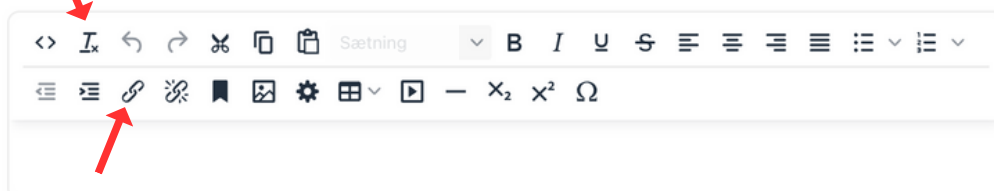




# Text Component

Content


Text



The Text component is used for working with text content. The main tool in the Text component is the text editor.

In the editor, you can also add pictures or create links to other pages or documents. You can do this in any place where the Text editor is used (like pods, introductions, conclusions, and many more).

If you copy text from another document, it's always a good idea to reset the formatting. You can do this by selecting the text and clicking on the "**Reset Formatting**" option. *I<sub>x</sub>*

When creating a link in the text, select the text you want to turn into a link and then click on the "**Insert Link**" button  A new window will open on the right side.

- To link to a page on your own website, choose "Link to Page"
- To link to a document, select "Select Media"
- For linking to a phone number, use "tel:12345678" as the link.
- To create a link to an email, simply add a space to the end of the email address, and it will become an active link.
- To link to a website, add a space to the end of the address, and it will become an active link.

## Link to your own page.

Select link

Link	Anchor / querystring
<input type="text" value="/test/"/>	<input type="text" value="#value or ?key=value"/>
Link title <input type="text" value="Test"/>	
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><input checked="" type="checkbox"/> Test</li> </ul>	

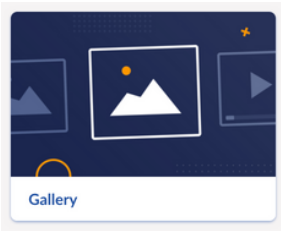
## Link to a document.

Select link

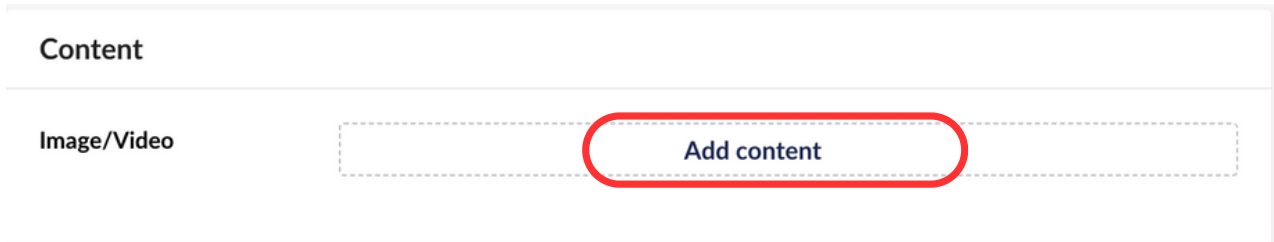
Link	Anchor / querystring
<input type="text" value="/test/"/>	<input type="text" value="#value or ?key=value"/>
Link title <input type="text" value="Test"/>	
Target <input type="checkbox"/> Opens the linked document in a new window or tab	
Link to page <input type="text" value="Type to search..."/>	
<ul style="list-style-type: none"> <li>Home</li> <li>Global</li> <li>Design</li> </ul>	
Link to media <input checked="" type="checkbox"/> Select media	

## Link to a phone number.

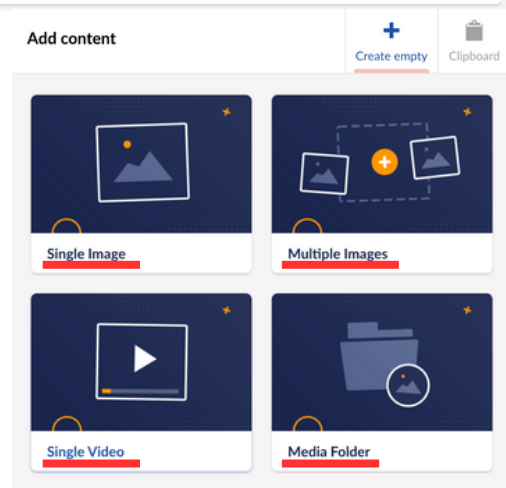
Link	Lokalt link / querystring
<input type="text" value="tel:12345678"/>	<input type="text" value="#value eller ?key=value"/>
Link titel <input type="text" value="Indtast navn..."/>	



# Gallery Component



The Gallery component is used to display pictures and videos on the website.

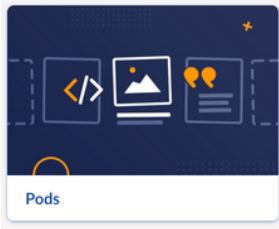


In the settings, you configure the component for things like how many pictures to show in each row, their size, and the background color of the component.

The Gallery component is used for show images and videos on the website. You can also set the background color of the component.

To create a setup where the images "rotate," you can check the "Enable carousel" option.

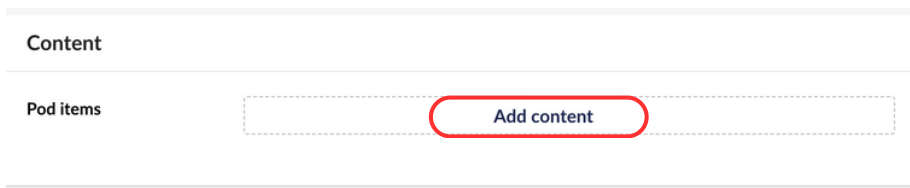




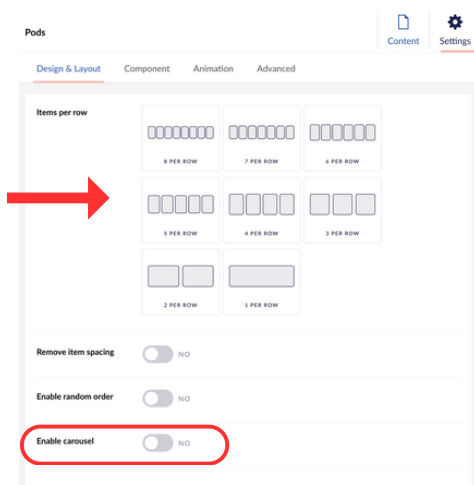
# Pods Component

The Pods component is used to arrange pods in rows and columns. You can mix different types of content within it.

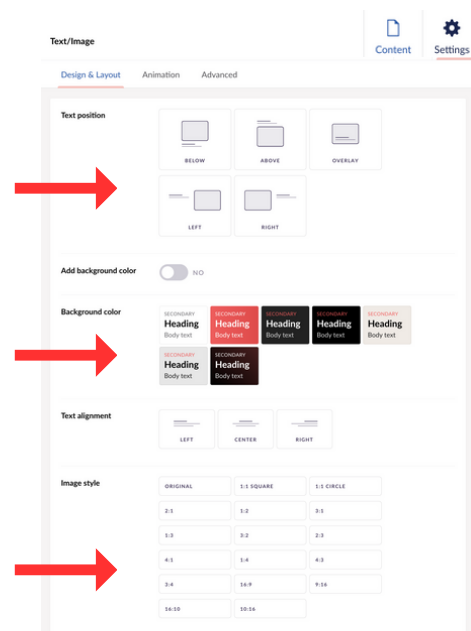
We often use the Text/Image pod type to introduce employees on the website or buttons on the homepage for navigating to subpages.



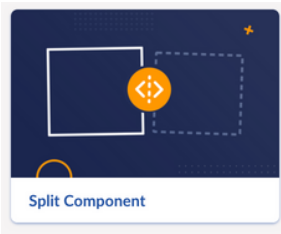
There's a difference between the settings for the component (how the individual pods behave in relation to each other) and the settings for each individual pod (how each pod looks in terms of background color, image, content, link, etc.).



In the settings, you can choose how many individual pods should be in each row and whether they should rotate.



For the Text/Image option, you can choose where the text should be in relation to the image, its size, and possibly the background color.



# Split Component

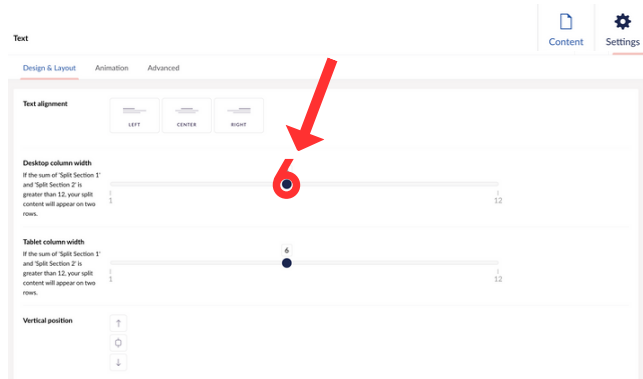
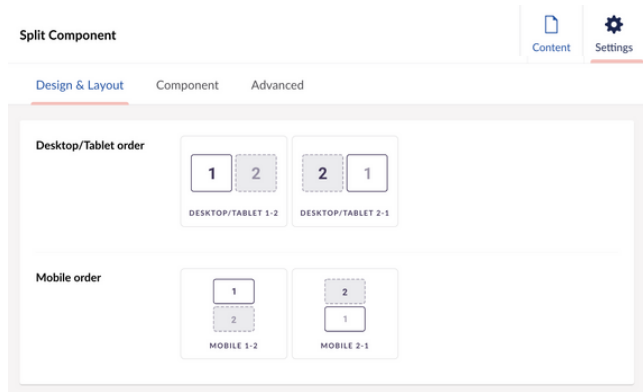
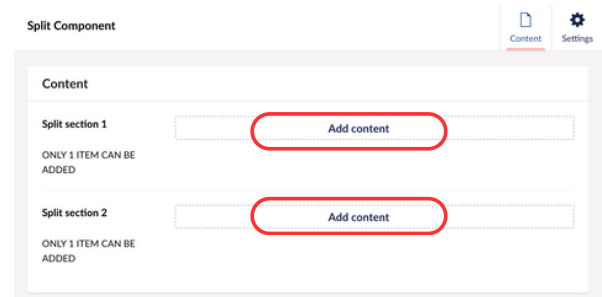
It's a component that can hold the functionality of other components in two columns. These two columns are called Split 1 and Split 2 and can be set to different widths.

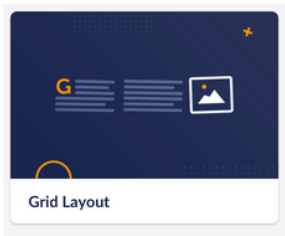
For example, you can choose "Text" in Split 1 and "Gallery" in Split 2 to create a layout with text and images. Alternatively, you can select "Embed Code" in Split 1 and "Text" in Split 2 to have Google Maps on the left side with contact information text on the right side.

In the component settings, you can, for instance, choose which split should appear first or at the top, and so on.

Each split can be customized individually in terms of width and its own settings (such as the number of pods per row and carousel, etc.).

If you have a total of 12 units, Split 1 (with 6 units) will occupy 50% of the component's width.

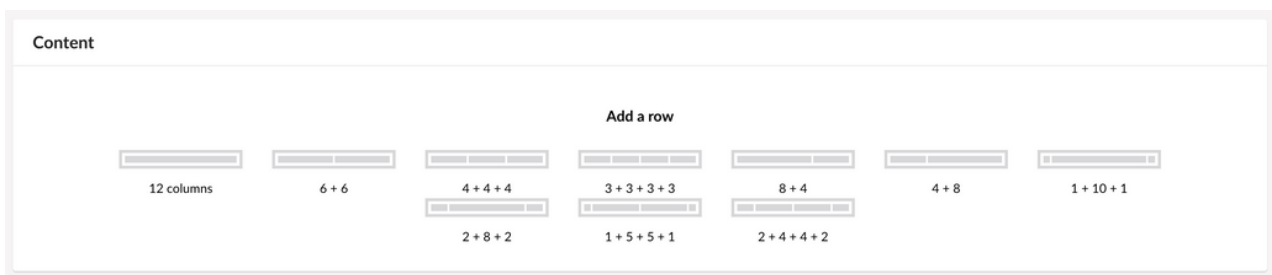




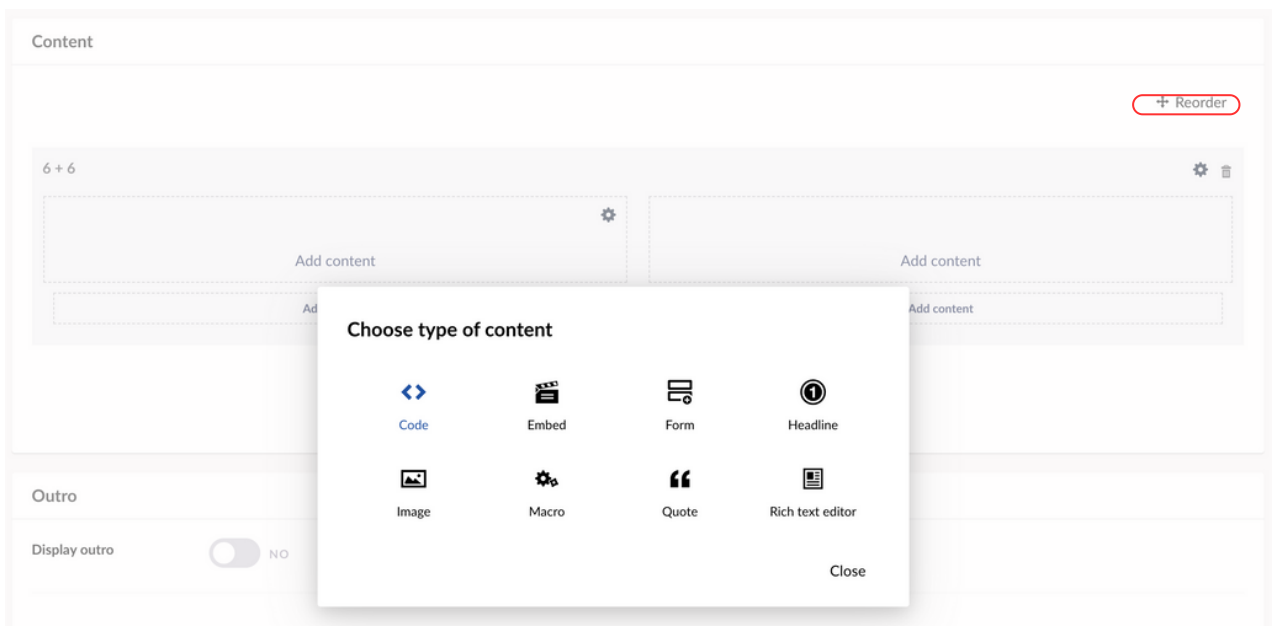
# Grid Layout Component

The Grid layout can be used to arrange content like a newspaper page, with columns and rows. The content in the component can include text, images, embed code, videos, and more.

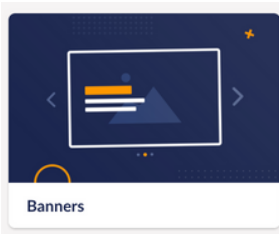
To create the content in the component, you add rows to the "Content" section and choose the layout you want. For example, selecting "4+4+4" creates three columns where you can then add your content.



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

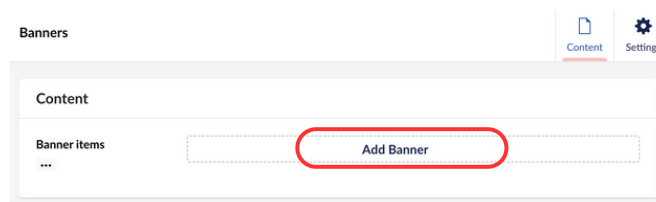


The content within the rows can be organized, which means you can move it around as needed by clicking on the "Reorder" button at the top right.

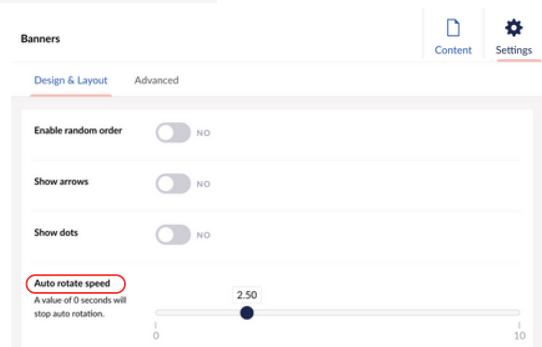


# Banners Component

Banners are mainly used to insert large images or videos on the pages. They help create a mood or draw attention to a topic, and you can add text and links to all banners. The Banners component can consist of one or more Banner items.



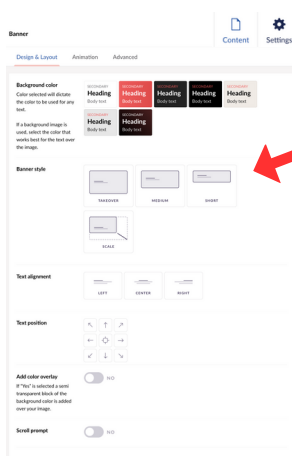
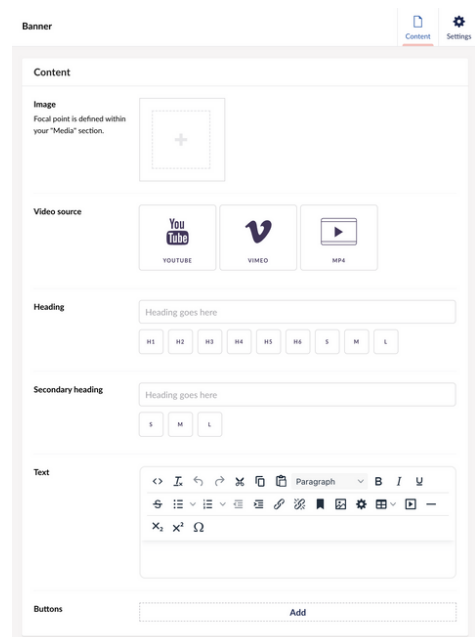
The component has its own general settings, such as the ability to make individual banners auto-rotate at a specific speed.



Each banner item has its own content and settings.

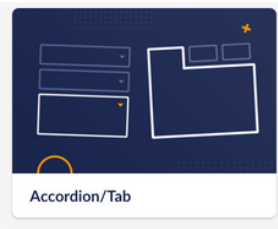
When inserting a video, please note that the audio won't play automatically due to GDPR and Cookie policy regulations.

You can insert images (large but less than 4MB in size), videos from YouTube or Vimeo.



In the settings, you can choose the height of each individual banner.



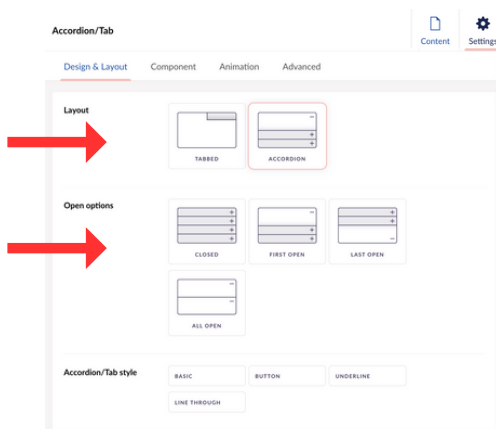
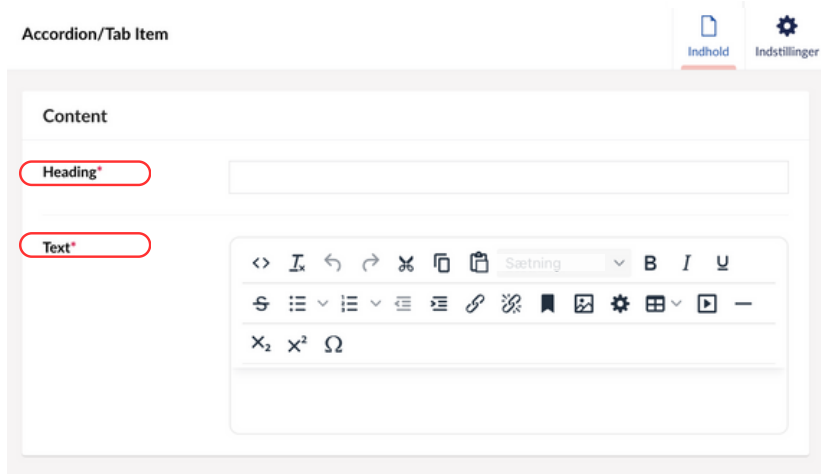
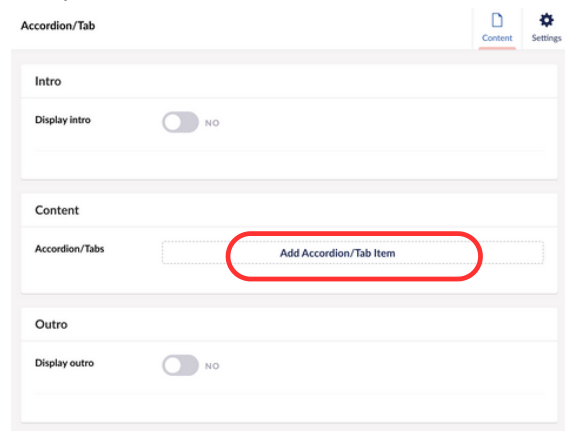


# Accordion/Tab Component

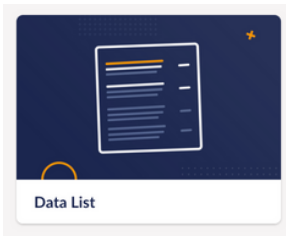
The component can be used to organize content in either an Accordion style (where you can fold in and out sections, great for things like Frequently Asked Questions) or as Tabs (tabs with text underneath, suitable for short headings like years, seasons, etc.).

Choose Accordion if you have long headings (questions), and go for Tabs if you have short headings (years, seasons, and similar).

Add Accordion/Tab  
Write a heading and a text



In the settings, you can choose between Accordion or Tab style. If you choose Accordion, you can also select its appearance.



# Data List Component

The Data List component is used for things like price lists and opening hours.

Write a headline and add a Data List Item.

Content

Heading

S M L

Secondary heading

S M L

Items

Data List Item

Content

Text left\*

Additional info

Text right

Text left:

Here, you can write, for example, the subject.

Text right:

Here, you can write the price.

Additional info:

Here, you can add a comment if needed.

Data List

Design & Layout Component Animation Advanced

Items per row

4 PER ROW 3 PER ROW 2 PER ROW 1 PER ROW

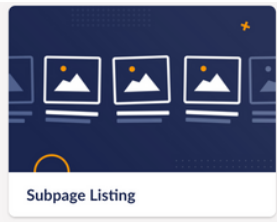
Add container style

In the settings, choose "1 PER ROW," and if you want a border around the list, set "Add container style" to YES.

Example of a Data List with a border.

Price list

Piano	Kr. 1234
The session lasts for 25 minutes	
Guitar	Kr. 1234



# Subpage Listing Component

This is used to list subpages in another location. For example, if you've created three subpages that describe three different areas, and on the main page, you want people to be able to navigate to those three areas, you can insert a "Subpage Listing." It will automatically display the three links to those subpages. You can also add images and more. If you create another subpage, it will automatically be added to the list.

Add Link to Listing and click "Add Link."

Select link

**Link** **Anchor / querystring**

**Link title**

**Target**

Opens the linked document in a new window or tab

**Link to page**

Home  
 Test

Content

Link to internal pages that contain sub pages. If you select more than one page, tabs will appear to switch between them.

If linking to a "Blog", either link to the "Blog Landing Page" or "Blog Category Page".

If linking to a "Listing" or "Shop" page either link to the "Landing Page" or a "Listing Filter Page".

Links to external pages will be ignored.

The "Link title" field is used for the tab heading and link to each listing.

Link to listing

[Add](#)

Remember the summary - image and text.

Text

Content   Extra Content   Summary   Navigation   SEO & Share   Scripts   Advanced

This content is only displayed on a 'Listing' or 'Related Content' pod.

**Heading**

Page name will be used by default if nothing is entered.

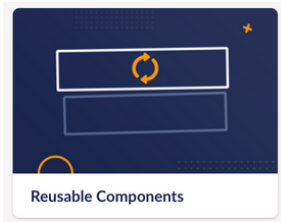
**Secondary heading**

**Text**

**Image**

Focal point is defined within your "Media" section.

+



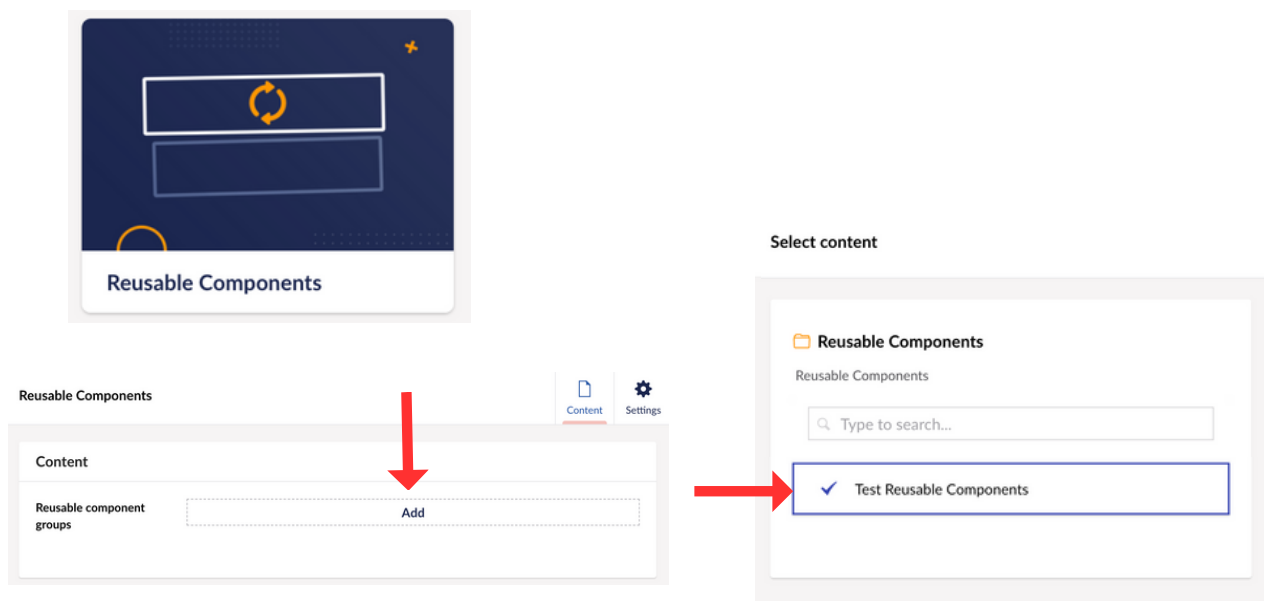
# Reusable Component

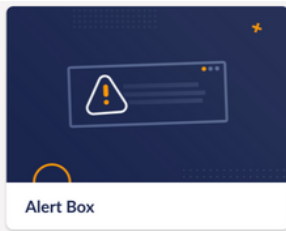
Reusable Components or Pods allow you to use the same element on multiple pages without having to create it separately on each page. If you make changes to Reusable Components or Pods, those changes will apply to all pages where they are used.

Reusable Components or Pods are created under "Global." Please refer to the "Global Settings" guide.

Once a component is created, you can access it under "Reusable Component" when creating content.

Click "Add" and choose the Reusable component you want to use.

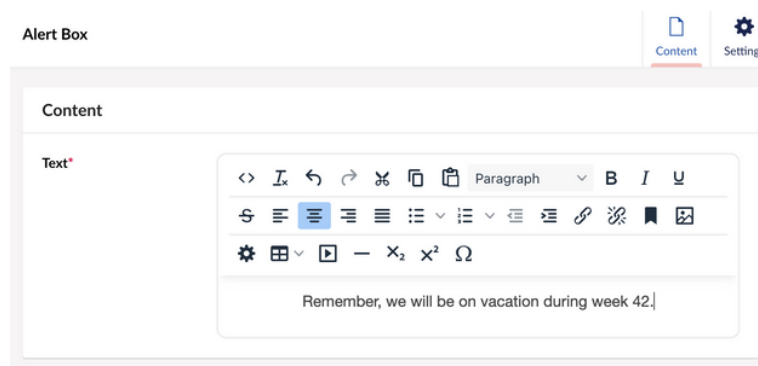




## Alert Box

The Alert Box is used to grab the user's attention. The content appears on the page as a bar that can be clicked away.

The content could include reminders like "Remember to sign up," information about holidays, or notifications about operational disruptions, and more.

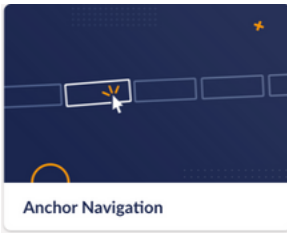


## Embed Code

Embed Code is used to fetch external content using code. For example, it can be used to display Google Maps, YouTube videos, news articles, and more.



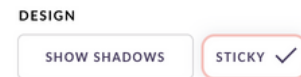
# Anchor Navigation



Anchor Navigation is like a menu bar that can be used when you have a long page and want to provide links to different sections or components on that page. It can be placed at the top and links to various areas or parts of the text.

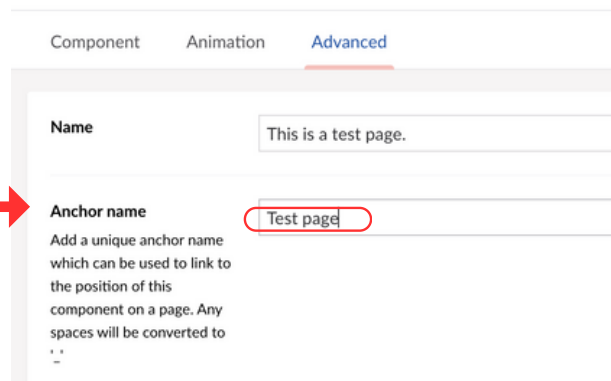
You can also make Anchor Navigation "STICKY," which means the bar stays visible at the top even when you scroll down the page.

*The "Sticky" option can be found in the "Advanced" settings.*

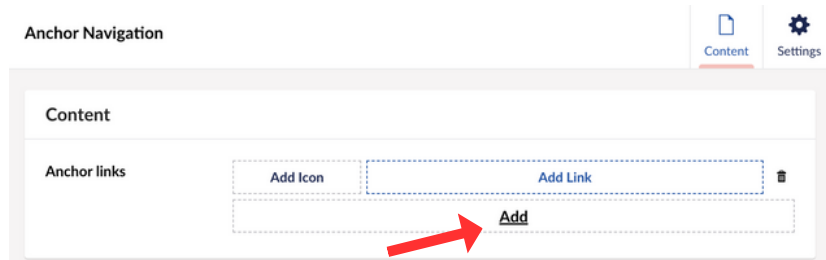


**Anchor Navigation is used when you want to create links to specific components on the page.**

In this example, it's a Text component where, under the "Advanced" settings, you specify an "Anchor name." The name should be a single word without special characters like æ, ø, or å.



In the Anchor Navigation component, you add a link.



# Anchor Navigation



If you're creating an anchor link to the same page you're on, you just need to enter the anchor name in the "Local link" field and optionally provide a link title.

If you're creating an anchor link to a different page, you first need to select the page's name from the page list and then add the anchor name in the "Anchor" field.

## Anchor Navigation



## Test Pods

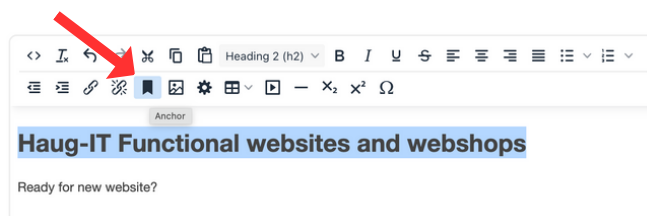


# Anchor Navigation

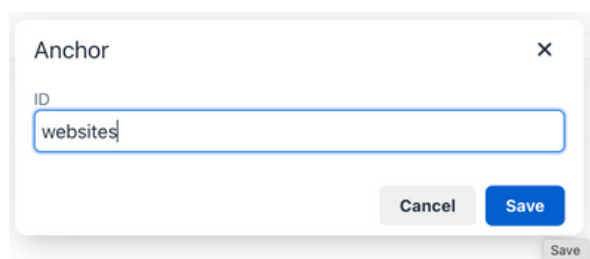


**Anchor Navigation is used when you want to create links to specific sections within a text.**

Highlight the text where you want to insert an Anchor, and then click on the Anchor symbol (in this example, a Text component is used).



A new box will open, and you should write an ID name in it. You cannot use special characters like æ, ø, or å in the ID name.



An Anchor symbol will appear next to the text once the link is created.



After that, you follow the same procedure in the Anchor Navigation component as described earlier.

Component Animation **Advanced**

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**Name**

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**Anchor name**

Add a unique anchor name which can be used to link to the position of this component on a page. Any spaces will be converted to '-'

**Content**

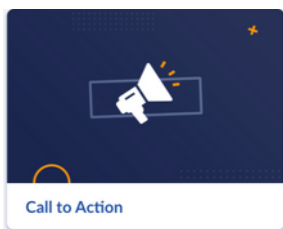
**Anchor links**

+	Add Icon	Test Page	Edit	Remove
+	Add Icon	Test Pods	Edit	Remove
+	Add Icon	Test Split	Edit	Remove
+	Add Icon	Haug-IT	Edit	Remove

Add

<b>Link</b>	<b>Anchor / querystring</b>
<input type="text" value="URL"/>	<input type="text" value="#websites"/>
<b>Link title</b>	
<input type="text" value="Haug-IT"/>	





# Call to Action

Call to Action is used to grab the user's attention and encourage them to take action, like opening a newsletter subscription.

It can also be used for headlines since it can be styled differently to stand out.

Call to Action

Content
Settings

**Content**

**Heading**

Heading goes here

H1

H2

H3

H4

H5

H6

S

M

L

**Secondary heading**

Heading goes here

S

M

L

**Text**

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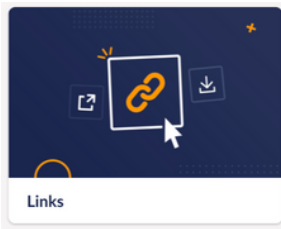
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**Buttons**

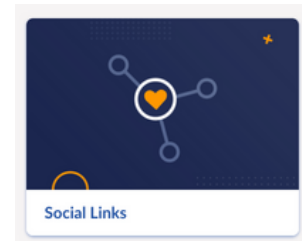
Add

# Links



Links are used to insert both external and internal links, as well as links to files in the media archive.

The Social Links component can be found in the Footer and in Pods.



# Windows



Windows are used to create collages.

These collages can include links, images, colored blocks, text blocks, or videos.

Under "Design and Layout," you choose how the component should be arranged and styled.

