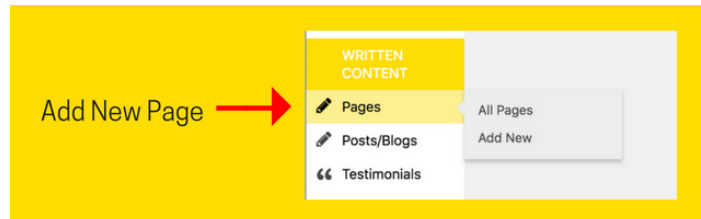


# “How To....” Guide for your Flat White Website



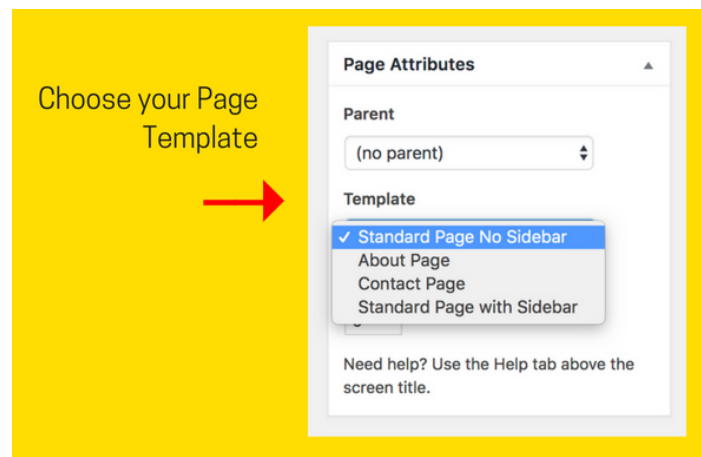
## Add a New Page

You can add unlimited pages to your Flat White website, using either a Standard Template or a Standard Template with Sidebar.

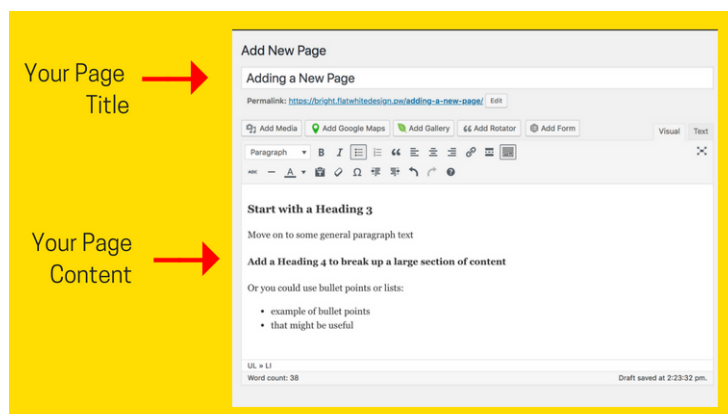


## Choosing a Template

You can choose either a Standard Template or a Standard Template with Sidebar:



Whichever template you choose, you will see the same sections for adding your Page Title and Page Content:



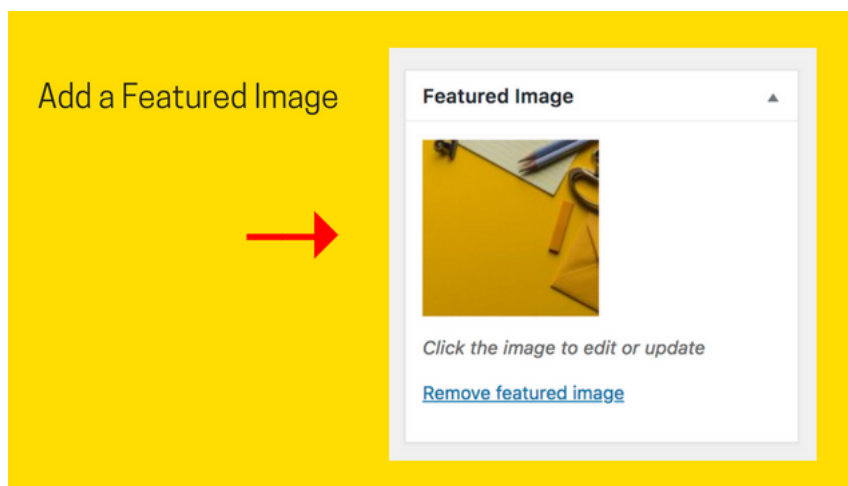
When you are writing your Content, start with a Heading 3, then add further headings within the paragraph text as needed – remember to make the content as easy as possible for the visitor to read.

If you have chosen the Standard Page with Sidebar, the Sidebar content will also show up on your published page – see the Video and PDF explaining how to edit the Sidebar content.

### Adding a Featured Image

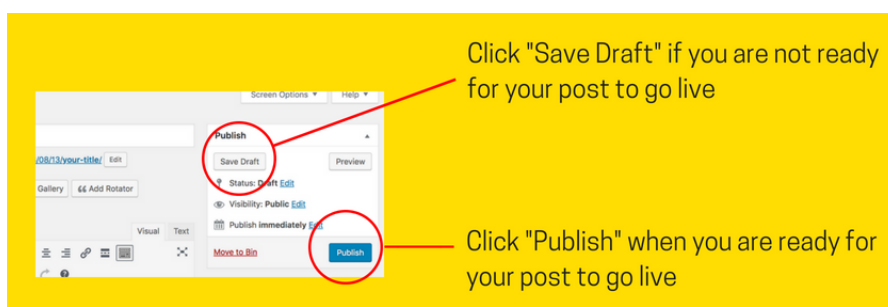
The Featured Image is important for your Page as it shows as the Background image.

Add the Featured Image in the right hand column:



### Saving

Always remember to save your content before leaving your page. You can choose to “Save Draft” (if you are not ready for the page to be live on your website yet) or “Publish”.



When you have published your page, you can edit the content whenever you like.

### Adding to the Menu

Your new page will not show up on your website until it is added to a menu – have a look at the Video or PDF explaining how to do this.

