

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



## Adding Services to your Home Page

We have included a special section on your Home Page to showcase your services with simple summaries and a relevant icon. It’s a great way to introduce visitors to what you do.

The image shows a preview of the Home Page with five service boxes. Each box contains an icon, a title, and a description. The boxes are: 1. First Service (envelope icon), 2. Second Service (globe icon), 3. Third Service (star icon), 4. Fourth Service (two overlapping squares icon), and 5. Fifth Service (arrow icon). To the right, the WordPress dashboard menu is shown with 'Services Offered' highlighted, and a red arrow points from the service boxes to this menu item.

To add or edit a Service, click on “Services Offered”, and then either click on the service you want to edit, or click Add a New Service.

### Each Service has a Title, a Description, and an Icon:

The image shows the 'Edit Services Offered' form in the WordPress dashboard. Annotations with red arrows point to: 1. 'Service Title' pointing to the 'First Service' text field. 2. 'Service Description' pointing to the 'Services description' text area. 3. 'Dropdown list of icons' pointing to the 'Services icon' dropdown menu. 4. 'Click "Update" when finished' pointing to the 'Update' button in the 'Publish' sidebar.



Even if the descriptions for different services are have a different number of words, the boxes are designed to size automatically with the longest entry.

When you have finished editing, click Publish or Update to save any changes you have made.

The services will appear in date order – the first service you post will be first, and so on.

