

# Adding a Product

## Add Product

- Hover over Products & Solutions, click ... and select Product Page
- Enter the name of the product (e.g. MediaSeal). This will appear on the Banner as well as in the drop down menu and on the home page beneath the banner.

## Banner Tab

- **Upload the Banner Background.** The image should be a minimum of 1920px x 580px. You will be able to crop larger images but smaller images will be increased in size which may result in degradation of the image.
- **Upload Banner Image.** This image needs to be a transparent PNG and ideally you should use a service like tinypng.com to reduce the file size before uploading.
- **Add Banner Text.** This can either be text or a bullet list. This should be kept short.

## Cover Info Tab

- **Add Cover Text.** This text appears on the alongside the small product images beneath the main home banner.

## Content Tab

This tab is where you construct the content of the page. It consists of individual sections that, when added, will automatically build the grey navigation bar located beneath the banner image.

There are two types of sections that you can create:-

- **Full Width Content** - Used for Plain Text, FAQs, Pricing and Testimonial.
- **Content with Image Right** - Used for text on the left and one or more images on the right.

You can also add headlines to each section.

## Building a Product

### Overview Section

- Click the **Content with Image Right** icon.

- Click the Settings Cog icon in the top right of the **Content with Image Right** section and enter the **Section Name**. This is important as it will appear in the grey navigation bar. For this section you can enter **Overview**.
- Click **Add Content** in the left dashed box.
- Select **Headline** and add text (e.g. Overview)
- Click **Add Content** again and select **Rich Text Editor** and enter text.
- Click **Insert Image** and navigate to the Products folder. If a folder doesn't exist for a product, click the plus icon to add one. This helps organise images.
- Open the Product folder by clicking the blue link that appears at the bottom of the folder icon when you hover over it.
- Once inside the folder you can either select an image that already exists or add a new one by clicking Upload, selecting an image from your computer and once uploaded selecting it.
- Click the green **Submit** button.

## Pricing Section

Before adding a Pricing Section you need to add the pricing information

### Pricing Information

- Click ... and select **Split Pricing Screen**.
- Enter name (this is for reference and could be e.g. MediaSeal Pricing)
- **Column Title** and **Column Description** appear in the darker grey table heading that appears in the Pricing Table. The **Column Description** is limited to 120 characters.

**GBP Content**, **EUR Content** and **USD Content** tabs store the main bulk of pricing details. Each tab is optional and selecting the checkbox to enable the content within the tabs causes the Currency drop down list to appear.

- Using **GBP Content** as an example, you can enter text, pricing and tables within each **Body Text** rich text editor.
- When adding text you can use **Formats** to style text:-
  - **Heading** - Large and Bold and used for headings
  - **Price** - Bold and Green
  - **Note** - Small and used as footnotes and terms and conditions
- When adding a table remember to include table headings to indicate the content of each row. In order for this to work correctly, highlight the top cells and from the **Table** menu select **Cell > Cell Properties** and under **Cell Type** select **Header Cell**.

### Add Pricing Information to Page

Click on the **Content Tab**.

- Click the + icon that appears beneath a section to add a new section and select **Full Width Content**.

- Click the Settings Cog icon in the top right of the **Full Width Content** section and enter the **Section Name** as **Pricing**. *This is important as it will appear in the grey navigation bar as well as the **Pricing** button on the main banner.*
- **Add Macro** followed by **Add Pricing Section** and navigate to the pricing node that you created (e.g. MediaSeal Pricing). The pricing information should now be visible.

## FAQ Section

Before adding a Pricing Section you need to add the FAQ information.

### FAQ Information

- Click ... and select **Collapsible Content Section**
- Add Title - for reference purposes
- Add Subtitle - will appear above collapsible section (this is useful for separating multiple collapsible sections)

### Add FAQ Items

- Either click ... and select **Collapsible Content Item** or click the **Create** button above the list of items on the right and select **Collapsible Content Item**.
- Enter a name - this is the FAQ Question
- Enter body text - this is the FAQ Answer

### Add FAQ Information to Page

Click on the **Content Tab**.

- Click the + icon that appears beneath a section to add a new section and select **Full Width Content**.
- Click the Settings Cog icon in the top right of the **Full Width Content** section and enter the **Section Name**. This is important as it will appear in the grey navigation bar. For this section you can enter **FAQ**.
- **Add Macro** followed by **Add Collapsible Content Section** and navigate to the FAQ node that you created. The FAQ information should now be visible.
- To add another FAQ section click **Add Content** at the bottom of the section and insert another **Macro (Collapsible Content Section)**. You could also add a **Rich Text Editor**.

## Testimonial Section

- Add a **Full Width Content** section.
- Add **Headline** and text (e.g. Testimonial)
- Add a **Macro** and select **Testimonial** and navigate to the **Testimonial** node to select a testimonial. Note: for this to work you will have already added at least one testimonial beneath the **Testimonials** node.

## Downloads Section

- First upload files to the **Media Section**
- Add a **Full Width Content** section.
- Add **Headline** and text (e.g. Downloads)
- Insert **Macro** and select **Download List**.
  - List Title - Heading in Blue Bar above Downloads List (e.g. Downloads)
  - Add Files - Navigate to where the files are located and either select entire folder or individual files.