



INDITION COMMERCE

Website Building

Complete User Manual — Templates, Pages and Widgets in the Indition
CMS

Cms Module · October 2026



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1. How the CMS fits together

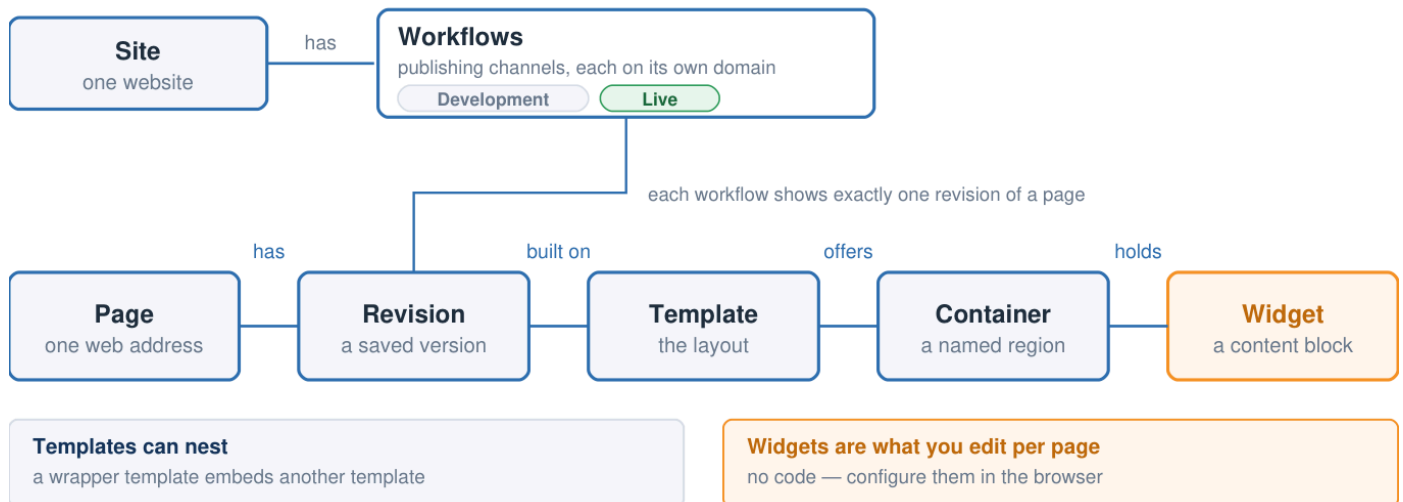
The Indition CMS builds a website out of a small number of pieces that snap together. Learn these seven words and everything else in this manual follows.

1.1 The seven building blocks

Piece	What it is
Site	One website. It owns its own content, its own domains and its own theme. Most installations run one site; a multi-brand installation runs several.
Workflow	A publishing channel for a site, living on its own domain. A site normally has two: a private <i>development</i> channel where you work, and the public <i>live</i> channel your customers see. Extra preview channels are possible.
Page	One web page. Pages are arranged in a parent/child tree, so the tree mirrors the shape of your site.
Revision	A saved version of a page's content. A page can have many revisions; each workflow shows exactly one of them. This is what lets a draft and the live page differ.
Template	The reusable layout a page is built on: the HTML skeleton plus the named regions that content drops into.
Container	A named region inside a template. Widgets are placed into containers. A container is the only place a widget can go.
Widget	A no-code block of content or behaviour — text, an image, a slideshow, a form, an embed, a tracking tag. You configure widgets in the browser; you never write code to use one.

Read as a sentence: *a Site has Workflows; a Page has Revisions; a Revision is built on a Template; a Template offers Containers; Containers hold Widgets.*

How the pieces fit together



A Site has Workflows · a Page has Revisions · a Revision is built on a Template · a Template offers Containers · Containers hold Widgets

Figure 1. The chain every page follows. Read it left to right: the page you create has revisions, the revision you edit is built on a template, the template offers the containers, and the containers are where your widgets go.

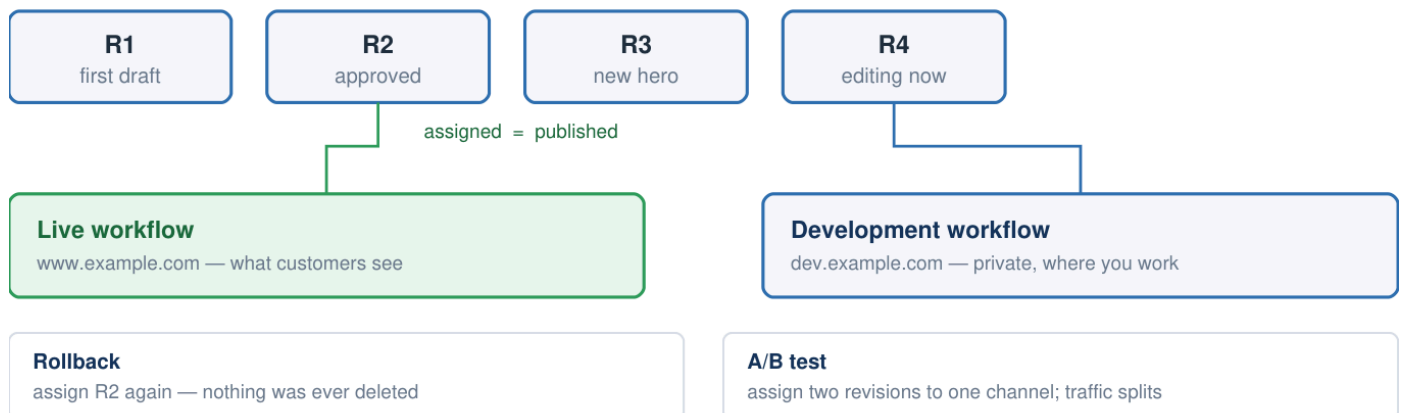
1.2 The publishing model

Nothing you do goes live by accident. A new page is created in the development workflow, and it only becomes visible to the public when one of its revisions is **assigned to the live workflow**. That assignment is the act of publishing.

- 1 Create the page. It exists on the development domain only.
- 2 Edit a revision in the Content Editor — add widgets, configure them, order them.
- 3 Preview the page on the development domain until you are happy.
- 4 Assign that revision to the live workflow, either immediately or on a schedule.

Publishing: each channel shows one revision

Page "Spring Sale" · four saved revisions



There is no site-wide publish button. Publishing is one page, one revision, one channel at a time — and always reversible.

Figure 2. One page, four revisions, two channels. The live site shows whichever revision is assigned to it — here R2 — while you carry on editing R4 on the development domain. Rolling back means assigning R2 again.

Why a page can look right in the editor and be missing from the live site. The editor always shows you the revision you selected. The live site shows the revision assigned to the live workflow. If you have never assigned one, the live site has nothing to show.

1.3 Where everything lives

Everything in this manual sits under the **Content Management** menu in the back office:

Menu item	What you do there
Pages	The page tree. Create, edit, publish, archive, import and export pages.
System Pages	Platform-owned pages (login, error pages and similar).
Archived Pages	Pages taken out of circulation but not deleted.
Page Templates	The template tree. Create and edit layouts and wrappers.
Styling Presets	Saved widget looks, and the tool that applies one to many pages at once.
Email Templates	The same template editor, filtered to email layouts.
Workflows	The publishing channels, plus <i>Compare</i> and <i>Rebuild Full-text search DB</i> .
Sites	Site records, domains and theme selection.
URLs	Every URL the site answers on, including redirects.
Page Scheduling	Timed publish and unpublish.
robots.txt file	Site-wide search-engine directives.
File Manager	Uploaded images and documents.
Contact Us	Submissions captured by the Contact Us widget.
HTTP Errors	Logged 404s and other error hits.
Search Query Log	What visitors searched for.
User Agents	Named browser/device groups used for targeting.

1.4 Three rules that prevent most problems

1. **Change the template, and you change every page using it.** Before editing a shared template, open its *Pages* tab and see who depends on it. When in doubt, use *Save as New Revision* so the old layout is still there to fall back to.
2. **A container needs both a class and an ID.** A region only becomes a widget container when the element carries `class="sb-container"` and a unique `id`. Miss either and the region will not appear in the Content Editor.
3. **Dates and times are the store's, not your browser's.** Every scheduling field shows its time-zone code beside it. Read it before you type.

2. Templates

2.1 What a template is

A template is the HTML skeleton of a page, with holes cut in it. The skeleton holds the parts that repeat — the document head, the branding, the header and footer, the column structure. The holes are **containers**, and a page fills them with widgets.

Because the skeleton is shared, one template edit restyles every page built on it. That is the point: you build the chrome once and pour hundreds of pages through it.

Templates come in two kinds:

Kind	Purpose
Page template	What a page is built on. It has containers, and it can be marked as the site default.
Wrapper template	A structural outer shell — the <code><html></code> document, the head, the site header and footer. It contains the <code>#__CONTENT__#</code> placeholder, and a child template is injected into that spot. A wrapper is never chosen by a page directly and can never be the default.

2.2 The Page Templates screen

Content Management → **Page Templates** shows your templates as a tree. A template appears beneath its parent, so the tree is the nesting order: wrapper at the top, the templates that plug into it underneath.

Each row shows the template name, a note (the revision log), and badges for its state. The row buttons are:

Button	What it does
Edit HTML and properties	Opens the template editor.
Create child template	Creates a new template with <i>this one already set as its parent</i> . The quickest way to add a layout variant under an existing wrapper.
Manage widgets	Opens the Content Editor on the template itself, so you can place widgets that appear on every page using it.
Preview saved revision	Renders the last saved revision in a new window.
Delete template	Deletes it — but only if nothing uses it.

The sidebar filters by **Template name**, **status** (Active / Inactive) and **template kind**:

- *Default templates* — the one marked as the site default.
- *Wrapper templates* — structural shells only.
- *Used by pages / Not used by pages* — the fastest way to find dead layouts before a clean-up.

The toolbar has two create buttons: **Create Template** and **Create wrapper template**. Email templates have no wrapper option.

2.3 Creating a template

- 1 Click **Create Template** (or **Create wrapper template**).
- 2 On the **Properties** tab, give it a *Template name*. The name must be unique across the site; the system derives the alias from it automatically.
- 3 Pick a **Starter layout**. This only pre-fills the editor and can be changed freely until the template is saved for the first time.
- 4 Choose a **Parent Template** if this layout should sit inside a wrapper.
- 5 Write a **Note** — it becomes the revision log and is what you see in the tree and in every revision dropdown, so make it a real sentence.
- 6 Switch to the **Content** tab, build the layout, then **Save**.

The starter layouts are:

Starter layout	What you get
Blank template	<code><div id="content" class="sb-container"></div></code>
Standard page content	<code><main id="content" class="sb-container"></main></code>
Two-column page	A <code>content</code> container beside a <code>sidebar</code> container.
Email template shell	A single-cell table with a <code>content</code> container — the safe skeleton for email clients. Forced for email templates.
Wrapper / master layout	Just <code>#__CONTENT__#</code> . Build the document around it.

A brand-new page template is created **Inactive**. Turn it on (the *is default* / status controls on the Properties tab, or the status filter in the list) once the layout works.

2.4 Containers — the heart of a template

A container is any HTML element that carries **both**:

- the class `sb-container`, and
- a unique `id`.

The `id` becomes the container's name in the Content Editor. Nothing else in the markup matters — the element can be a `div`, a `main`, a `section`, an `aside`, or a table cell in an email template.

```
<main id="content" class="sb-container"></main>
<aside id="sidebar" class="sb-container"></aside>
<section id="promo-strip" class="sb-container"></section>
```

When the page renders, each widget assigned to a container is inserted **immediately after that container's opening tag**, in the order you set in the Content Editor. Any markup you left inside the container stays where it is, after the widgets.

Where a widget actually lands in the page



Widgets are inserted immediately after the container's opening tag, in editor order. Markup already inside the container follows them.

Figure 3. The template you wrote, and what the visitor receives. Widgets land immediately after the container’s opening tag in Content Editor order; anything you left inside the container follows them. The two built-in containers go into the document head and just before the closing body tag.

Two rules the renderer enforces.

- **IDs must be unique.** Only the first element with a given ID receives widgets. The editor refuses to save a template with duplicate container IDs.
- **Write the class in double quotes.** Always use `class="sb-container"`.

Naming containers well pays off, because the container name is what a content editor sees in the sidebar. Use lower-case, hyphenated, meaningful names: `content`, `sidebar`, `hero`, `above-footer`. Avoid `div1`, `box2`.

2.5 The two built-in containers

Every template automatically offers two containers you do not have to declare:

Container	Where its widgets are injected	Use it for
<code>cms-header</code>	In the document head — immediately before <code><title></code> if there is one, otherwise before <code></head></code> .	Metadata, tracking tags, structured data, CSS.
<code>cms-footer</code>	Immediately before <code></body></code> .	Deferred scripts, chat widgets, end-of-body tracking.

Widgets in `cms-header` and `cms-footer` are written straight into the page with no wrapper element around them. Every other widget is wrapped in a `<div>` that carries its widget ID, which is how the editor’s preview highlighting works.

For `cms-header` to work, the template chain must actually contain a `</head>`. For `cms-footer`, a `</body>`. In a wrapper-and-child arrangement those tags live in the wrapper, which is fine — the chain is assembled before the injection happens.

2.6 Tokens you can place in a template

Templates are markup plus tokens. The tokens below are substituted when the page is rendered. The **Content** tab has a button for each one.

Token	Becomes
<code>#__CONTENT__#</code>	The output of the child template that plugs into this one. Required in every wrapper template.
<code>#__TITLE__#</code>	The page title, HTML-escaped. Handy inside <code><title></code> or a hero heading.
<code>#__THEMES__#</code>	The URL of the active theme folder, with a trailing slash, and CDN-aware. Use it for theme assets: <code></code> .
<code>#__UPLOADS__#</code>	The URL of the site's upload folder. Use it for anything you put in the File Manager.
<code>#__LOGOUTBUTTON__#</code>	A logout link, rendered only when a visitor is signed in. Renders as nothing for guests.

Always reference theme and upload assets through the tokens rather than hard-coded paths. The tokens follow the site, the theme and the CDN; a hard-coded path breaks the moment any of the three changes.

2.7 The Content tab: Code mode

Code mode is a full syntax-highlighting HTML editor. Above it sits an insert bar with one button per snippet and token:

- **Content Placeholder** — inserts `#__CONTENT__#`.
- **Content Container** — inserts `<div id="CHANGE ME" class="sb-container"></div>`. Rename the ID immediately; *CHANGE ME* is not a valid container name.
- **Header Container** and **Sidebar Container** — ready-made `header` and `aside` containers.
- **Theme URL, Upload URL, Logout Button, Page Title** — the four remaining tokens.

Under the insert bar, the editor keeps a live list of the containers it can see in your markup. Containers with a problem (a missing or duplicate ID) show in red. Use that list as your proof that the layout will work before you save.

2.8 The Content tab: Visual mode

Switch the **Code / Visual** toggle at the top of the Content tab to build the layout without typing HTML. Visual mode shows the template as a tree of blocks, and the **Add** bar offers:

Block	What it adds
Section	A plain wrapper element. Set its tag, ID and CSS classes inline.
Columns...	A row of sibling sections, for a multi-column layout.

Widget area	A container — an element already carrying <code>sb-container</code> . Give it an ID and it is ready for widgets.
Content slot	<code>#__CONTENT__#</code> . Offered only on wrapper templates.

Each block in the tree has editable Tag, ID and Class fields, plus buttons to move, nest and remove it. Blocks the visual builder cannot model — scripts, comments, unusual markup — are preserved and shown as read-only *raw* blocks, so switching to Visual mode never destroys hand-written HTML.

Visual and Code mode edit the same markup. Switch freely; the last mode you used is what gets saved. A **Manage widgets** button in the Visual toolbar jumps straight to the Content Editor for this template.

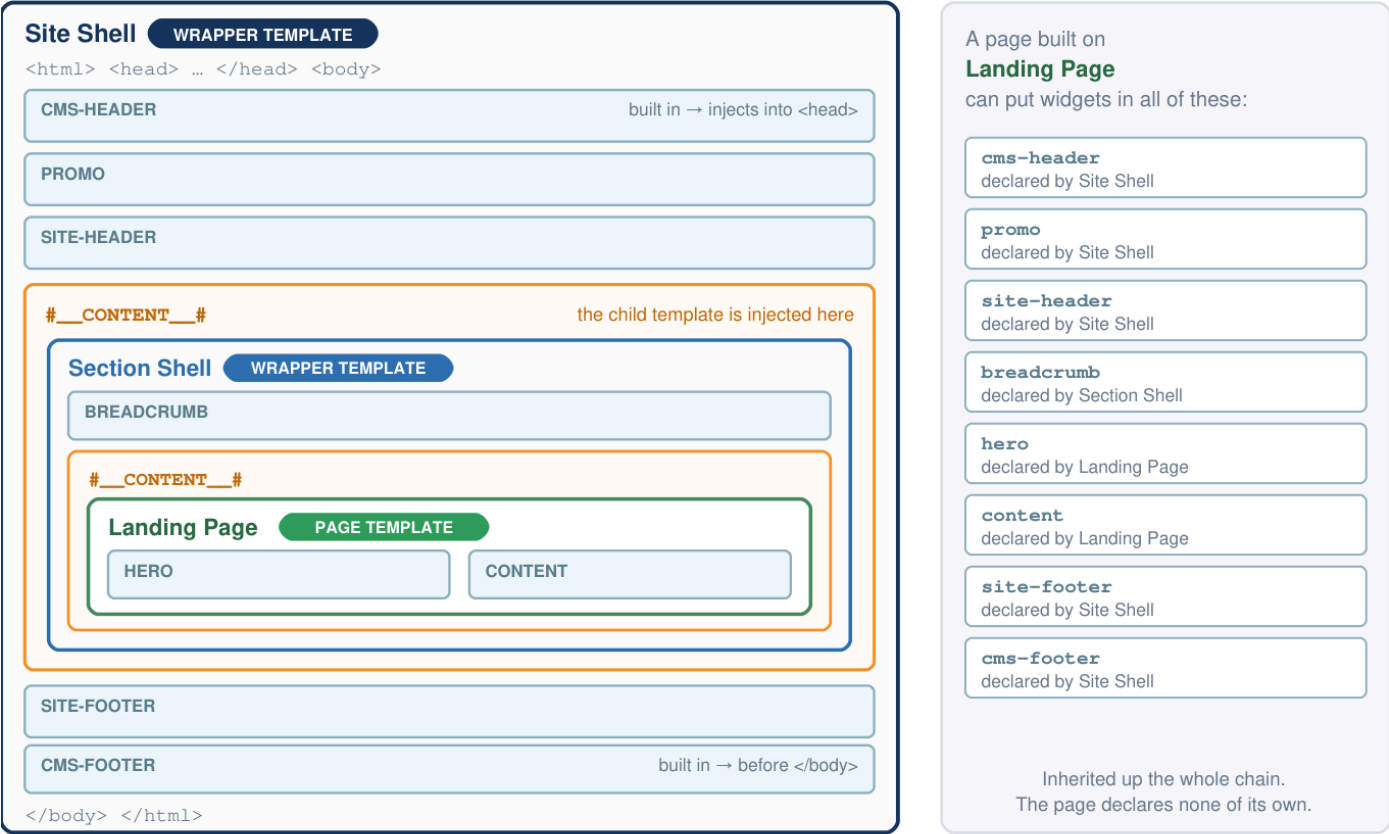
2.9 Wrapper templates and the template chain

Real sites nest templates. A typical arrangement:

Site Shell (wrapper)	<html>, <head>, header, footer, <code>#__CONTENT__#</code>
└ Standard Page	<main id="content" class="sb-container">
└ Two Column Page	content + sidebar containers
└ Landing Page	hero + content + promo containers

Set the relationship with the **Parent Template** field on the Properties tab, or by using *Create child template* from the tree. At render time the child's output is substituted into the parent's `#__CONTENT__#` , and the chain can be several levels deep.

Templates embed templates: one chain, containers inherited all the way down



The chain can be any depth. Each wrapper contributes its own containers and passes the next template into **#__CONTENT__#**. Show full chain in the template editor draws exactly this picture for a real template.

Figure 4. Templates embedding templates, three levels deep. Each wrapper contributes its own containers and passes the next template into its **#__CONTENT__#** slot. A page built on *Landing Page* can place widgets in every container in the chain, not just the two its own template declares.

Containers are inherited. The Content Editor for a page offers every container in the whole chain — the child’s own containers plus every container declared by its parent, grandparent and so on. That is how a page can drop a widget into a header region declared once in the site shell.

Show full chain

The **Show full chain** button in the template editor draws the entire family: the root wrapper at the top, every template down to the one you are editing, and the templates that plug into *its* content slot below. Each node lists the containers it declares and whether it has a content slot. Only the template you opened is editable; the rest is read-only context with a link to open it. Use this before any structural change — it is the fastest way to see what you are about to affect.

A template cannot be its own parent, and the editor refuses to save a parent choice that would create a loop. If you see “The selected parent would create a template parent loop”, you are trying to nest a template inside one of its own descendants.

2.10 The Properties tab

Field	What it does
-------	--------------

Name	The template's name. Must be unique; if it is taken you are told which template has it.
Revision	Which saved revision you are looking at. Switching here loads that revision's markup into the editor.
Type	Page Template or Email Template. Fixed once created.
Starter layout	Only shown before the first save. Changing it replaces the editor content.
Log	A note about this revision. Required. It is the label you and everyone else will see in every revision list, so write something meaningful ("added promo container above footer", not "update").
Parent Template	The wrapper this template plugs into. Blank means this template is a top-level layout in its own right.
Is Default	Makes this the template pre-selected when someone creates a page. One per site. Not available on wrapper templates.
Minify Content	Strips whitespace from the template markup when the page is compiled. Slightly smaller pages; makes the rendered HTML harder to read when debugging.

2.11 Preview Draft and the validation messages

Preview Draft renders what is currently in the editor — unsaved — in a new window. Because a draft has no widgets and no theme stylesheet, the preview draws each container as a labelled dashed box so you can see the shape of the layout. If a parent wrapper is selected, the draft is nested inside it first, so what you see is the real assembled structure.

Saving and previewing both run the same validator. It reports:

Message	Meaning
HTML cannot be blank.	Blocking. There is nothing to save.
Wrapper templates must include <code>#__CONTENT__#</code> .	Blocking. A wrapper with no content slot can never show a page.
Duplicate container IDs detected: ...	Blocking. Rename one of them.
A template revision cannot use itself as its parent.	Blocking.
The selected parent would create a template parent loop.	Blocking.
No widget containers were detected.	Warning. Fine for a pure wrapper; a mistake on a page template.
Email templates should include a content container.	Warning. Without a container named <code>content</code> , email pages may not save correctly.

The validator also tells you how many pages and child templates currently use the revision you are editing — read that number before you save.

2.12 Revisions: Save vs Save as New Revision

Button	Effect
Save	Overwrites the revision you are editing. Every page on that revision changes at once, and there is no earlier copy of this markup.
Save as New Revision	Creates the next revision and leaves the old one untouched. Pages stay on the revision they were already using, so nothing changes until you move them.

Use Save as New Revision for anything structural. It gives you a free rollback: move a few pages to the new revision, check them, then move the rest. If it goes wrong, move them back.

2.13 The Pages tab and moving pages between revisions

The **Pages** tab lists every page revision currently built on this template. This is your blast-radius check.

It is also how you roll a change out gradually: select page revisions, choose the target template revision, and move them. Moving is instant and reversible — select them again and move them back.

2.14 Putting widgets on a template

Widgets do not have to live on a page. Put a widget on the *template* and it appears on every page built on that template — the natural home for a site header, a navigation menu, a footer, a cookie banner or a tracking tag.

- 1 In the Page Templates tree, click **Manage widgets** on the template row (or *Manage widgets* in the Visual builder toolbar).
- 2 The Content Editor opens on the template. It works exactly as it does for a page, except that the containers on offer are the template's own.
- 3 Add and configure widgets, then save.

Template widgets have their own revision history, tied to the template revision. A page built on the template can see them but not reorder them — that is deliberate, and it is what keeps a shared header identical everywhere.

2.15 Email templates

Content Management → Email Templates is the same editor filtered to templates of type *Email*. Differences worth knowing:

- The starter layout is forced to the table-based email shell, because email clients need tables, not modern CSS layout.
- Wrapper templates are not offered.
- The validator warns if there is no container named `content`.
- Email pages (page type *Email Template*) have no sitemap, SSL, A/B or user-agent options — those are switched off automatically.

2.16 Deleting a template

Delete is blocked while anything depends on the template. If you see *"There are pages and/or templates using this template. It cannot be deleted"*, open the **Pages** tab and **Show full chain** to find the dependants, move or delete them first, and try again. Filtering the template list by *Not used by pages* is the quickest way to find genuinely dead layouts.

2.17 Template checklist

- Every container element has `class="sb-container"` in double quotes.
- Every container ID is unique, lower-case and meaningful.
- Wrapper templates contain `#__CONTENT__#` ; page templates do not need it.
- Theme and upload assets use `#__THEMES__#` / `#__UPLOADS__#` .
- The container list under the insert bar shows no red entries.
- **Preview Draft** shows the shape you expected.
- You checked the **Pages** tab before saving over a shared revision.
- The revision log says what changed and why.

3. Pages

3.1 Page types

Type	What it is
Page (CMS)	A normal content page you build from widgets. This is what you create most of the time. Choose module <i>Cms</i> .
Page (module)	A page whose body is produced by another module — a product detail page, a category page, a blog post page. You pick the module and then the specific page it provides. You still choose the template, and you can still add widgets around the module's output.
Group	A folder in the tree. It has a title and nothing else: no template, no content, no URL. Use groups to organise a large site.
Email Template	A page whose output is an email body rather than a web page. Built on an email template.
System	Platform-owned pages, managed under <i>System Pages</i> .

3.2 The Pages screen

Content Management → **Pages** shows the page tree, with *Collapse All / Expand All* and a sidebar of filters (including a **Workflow** filter, which lists the pages that have a revision assigned to a particular channel).

Each row carries six quick toggles. Clicking one flips it immediately — no form, no save:

Toggle	Meaning when on
Cache page widgets	The page's widget output may be cached. See §3.13.
Require SSL to access page	The page is served over HTTPS.
Support A/B/X Testing	Two revisions may run live at once, splitting visitors.
Include page in Sitemap	The page appears in <code>/sitemap.xml</code> .
Page content is searchable	The page is indexed for on-site search.
Status of page	Active. An inactive page does not render, whatever its revisions say.

An eye icon appears on rows that have a revision assigned to the workflow you are currently viewing — a fast way to spot unpublished pages. A list-icon button opens the page's properties; clicking the title opens the Content Editor.

Toolbar actions apply to the pages you tick:

- **Create Page**
- **Activate / Unarchive selected, Deactivate selected, Archive selected**
- **Copy selected** — duplicates pages, widgets included
- **Export** and **Customize export** — download pages as a ZIP
- **Import** — load a ZIP from another environment

- Delete selected

3.3 Creating a page — every field explained

Click **Create Page**. The properties form appears.

Identity

Field	Notes
Page Title / Sitemap Text	The human name of the page. It is what <code>#__TITLE__#</code> renders, what the sitemap shows, and what you see in the tree. Required.
Alias	The page's short identifier. Must be unique within the site; if it is taken you are told which page holds it.
Type	Page or Group (Email Template on email pages).
Module	Choose <i>Cms</i> for a normal content page. Choose another module to surface one of its pages.
Available Pages	Only for module pages: which of the module's pages this is.
Template Content	The template <i>and revision</i> the page is built on. Required for everything except a Group. The site default is pre-selected.
URL	Shown when creating. Start it with <code>/</code> . You can add more URLs later on the URLs tab.

Access and SEO

Field	Notes
Roles	Leave empty for a public page. Pick one or more roles and only signed-in users holding one of them can see it.
Login URL	Where to send a visitor who lacks the role. Only meaningful when Roles are set; blank uses the site default.
Robot Options	<i>Standard, No Index, No Follow, or No Index, No Follow</i> — the per-page instruction to search engines.

The seven switches

Switch	Turn it on when...
Allow Search	The page should be findable by on-site search.
Cache Widgets HTML	The page is heavy and its content is stable. See §3.13.
Use SSL	Always, for anything that collects input. Normally on for every page.
A/B Test	You intend to run two live revisions at once.
Include in sitemap	The page should be in <code>/sitemap.xml</code> .

User agent supported	You want to serve different revisions to different devices/browsers.
Status	The page should render at all. Off is a hard off.

Save, and the page exists in the development workflow with its first revision.

Pages created as children of another page inherit their place in the tree. Drag a page in the tree to re-parent or reorder it; the tree order is the order used by navigation and sitemap output.

3.4 URLs and redirects

The **URLs** tab on a page manages every address the page answers on. One URL is the *default* — the canonical address, the one the sitemap publishes and the one links generated by the platform use. Additional URLs can either serve the page or redirect to the default.

URLs must be unique across the site; the form checks as you type and refuses a clash. This is how you retire an address without breaking inbound links: add the new URL, make it the default, and leave the old one in place as a redirect.

Content Management → URLs is the site-wide view of the same data, useful for auditing.

3.5 Revisions

The **Revisions** tab lists the page's revisions and lets you set, for the selected revision:

- **SEO Title** — the title used when this revision is live. Different revisions can carry different SEO titles, which is what makes A/B testing titles possible.
- **Log** — why this revision exists. Write it properly; it is the label in every dropdown.
- **Template Content** — the template and revision *this revision* is built on. A single page can therefore be moved to a new layout one revision at a time.

In the Content Editor's revision list each row offers: *Edit, Copy, Preview, Delete, Lock / Unlock, Usage* and *History*.

Copying a revision

Copy makes a new revision from an existing one. You give it a page title and a log, and choose one option:

Option	Effect
(unchecked, the default)	The widgets are copied . The new revision has its own independent widget content — edit it freely without touching the original.
Link instead of copy and separate widget content	The widgets are linked . Editing one edits both revisions. Use this when the two revisions should differ only in layout, not in content.

Locking a revision

Lock offers two levels:

- **Lock this revision** — only you can edit it. Use it while you work on a big change so a colleague does not save over you.

- **Archive this revision** — nobody can edit it. Use it on the revision currently live, so an accidental edit cannot reach production.

3.6 The Content Editor

Open it by clicking a page title in the tree. This is where a page is actually built.

The screen has three parts:

- **Left / sidebar** — the containers offered by the page’s template chain, each listing the widgets in it, in render order.
- **Top bar** — the revision selector, preview links (one per workflow URL), and the buttons for revision and workflow actions.
- **Tabs** — content, revisions, workflow assignment and history.

Everything is drag and drop: drag a widget from the picker into a container, drag it within a container to reorder, drag it to another container to move it. Positions save as you drop.

3.7 Publishing: assigning a revision to a workflow

- 1 In the Content Editor, open the workflow/revision assignment panel (**Assign Revision to Workflow**).
- 2 Pick the **revision** to publish.
- 3 Choose the **Destination Workflow** — your live channel.
- 4 Optionally restrict it to particular **User Agents** (see §3.10).
- 5 Confirm. The revision is live on that channel immediately.

Each workflow shows exactly one revision of a page at a time (two when A/B testing is on), so assigning a new revision replaces the previous one. The revision you replaced is not deleted — re-assign it to roll back.

Publishing is per page and per revision. There is no “publish site” button, which is exactly why a half-finished section cannot leak onto the live site.

3.8 Scheduling a page

To publish at a future moment, fill in the schedule fields in the same panel, or use **Content Management → Page Scheduling**:

Field	Notes
Schedule Name	Required. How you will recognise it in the schedule list.
Description	Optional context for whoever reviews the schedule later.
Revision to activate	Which revision goes live.
Release Date / Release Time	When. The time-zone code is printed next to the time field — read it. It is the store’s zone, not your browser’s.

Destination Workflow	Which channel it publishes to.
Status	The schedule only runs when it is active.

Schedules can also unpublish, which is how a promotion page comes down on its own. Advance e-mail notifications are configured under the scheduling *Settings* screen. The work is done by a platform scheduled job, so a schedule fires whether or not anyone is logged in.

3.9 Comparing draft against live

From the **Workflows** list:

- **Compare pages** — content differences between two channels.
- **Compare settings** — configuration differences (template, switches, robots, and so on).

Run this before a big release. It answers “what exactly is about to change?” without clicking through every page.

3.10 A/B testing and user-agent targeting

A/B testing. Turn on *A/B Test* for the page, then assign two revisions to the same workflow. Visitors are split between them. Because SEO Title lives on the revision, you can test headings and titles as well as content.

User-agent targeting. Turn on *User agent supported* and you can assign a revision to a workflow *for a specific named user-agent group* — for example a mobile-only revision. The groups are defined under **Content Management → User Agents**; * means every visitor. Use it sparingly: two revisions of the same page is two things to maintain.

3.11 Restricting who can see a page

Three mechanisms, for three different jobs:

Mechanism	Use it for
Roles on the page	Real access control tied to user accounts. The visitor must be signed in and hold one of the selected roles, or they are sent to the Login URL.
Pass Code widget	A shared code on the page itself. Good for a soft gate — a client preview, an event page — where accounts would be overkill.
Workflow login requirement	Locks a whole channel, which is how a draft domain is kept private.

3.12 SEO controls on a page

- **Page Title** and the revision’s **SEO Title**.
- **Robot Options** — index/follow instructions for this page.
- **Include in sitemap** — whether it appears in `/sitemap.xml`.
- **URLs** — one canonical default, others redirecting to it.

- The **Metadata** widget in `cms-header` for per-page meta tags, and the **Accordion / FAQ** widget's FAQ structured data for rich results.
- Site-wide: **robots.txt file**. Edit it, then use *View robots.txt* to confirm what is actually served.

3.13 Caching a page's widgets

Cache Widgets HTML lets the platform store rendered widget output instead of building it on every request. It is a real speed win on content-heavy pages.

Two conditions must both hold for a widget to be cached: the page has the switch on, *and* the widget type supports caching. Widgets that render per-visitor content — forms, login, search results, personalised content — declare that they cannot be cached and are always rendered live, even on a cached page. You do not have to work this out yourself; it is enforced for you.

Caching is also bypassed in preview and edit mode, so the editor always shows you current output. If a change is not appearing on the live site but is fine in preview, a cache is the first thing to suspect.

3.14 Archiving and deleting

Archive takes a page out of circulation while keeping it, its revisions and its widgets intact. Archived pages live under *Archived Pages* and can be brought back with *Activate / Unarchive*. This is the right move for seasonal pages and retired campaigns.

Delete is permanent. Archive first; delete only when you are certain.

3.15 Moving pages between environments

- 1 In the Pages list, select the pages and choose **Export** (or *Customize export* to control whether revisions are included). You get a ZIP.
- 2 On the target installation, choose **Import** and upload the ZIP.
- 3 For each page, decide: overwrite the existing page, create a new one (a fresh alias is generated), or import it as an additional revision of an existing page.

Import can overwrite content. Read the per-page choices before confirming, and prefer "create new" when you are unsure.

3.16 Page checklist

- Title and Alias set; Alias unique.
- Template Content chosen (and it is the revision you intended).
- A URL that starts with `/`, and it is the default.
- Status *Active*; Use SSL on.
- Robot Options and *Include in sitemap* deliberate, not left at whatever appeared.

- Content built and previewed on the development URL.
- Revision assigned to the live workflow, or scheduled.
- Revision log written.

4. Widgets — how they work

4.1 Definition, instance and settings

Three ideas, and keeping them apart makes everything else obvious:

Term	Meaning
Widget definition	The type — “Slideshow”, “Accordion / FAQ”. Installed with a module; you never edit it.
Widget instance	One placement of that type in one container of one revision. This is what you drag in, configure and order.
Widget settings	The configuration of an instance — every field on its Properties and Styling tabs. Stored with the instance.

So the same Slideshow definition can appear on forty pages as forty instances, each with its own settings — or, if you choose, as forty *linked* instances sharing one set of settings (§4.8).

4.2 Adding a widget to a page

- 1 Open the page in the Content Editor.
- 2 Open the **add widget** panel.
- 3 Stay on the **Module Widgets** tab. Narrow the list with the *Module* dropdown and the *Widget* text filter.
- 4 Drag the widget from the list onto the container you want it in.
- 5 Click the new widget to open its editor, configure it, and **Save**.

The panel’s second tab, **Link From Other Page**, adds a *linked* copy of a widget that already exists elsewhere — pick the page, the revision and the widget. See §4.8 before you use it.

A newly dropped widget starts inactive until you save it. On save, if it is still inactive the editor asks whether to activate it. Answer yes unless you are deliberately holding something back for later.

4.3 Ordering widgets and moving them between containers

Drag to reorder inside a container; drag across to move between containers. The order in the sidebar is the order on the page: the first widget in the list renders first, immediately after the container’s opening tag.

Only containers offered by the page’s template chain are available. If the container you want is not there, the template needs it — go back to §2.4.

4.4 The widget editor tabs

Clicking a widget opens its editor. Which tabs appear depends on the widget, but the names and the order are fixed platform-wide:

Tab	What it holds
Content (or a widget-specific name such as <i>Rows</i> , <i>Image</i> , <i>Accordion</i> , <i>Tabs</i>)	The widget's own content editor — an item repeater, an uploader, a rich-text box. Only widgets that need a custom content UI have this.
Properties	Always present. The widget's settings: content fields, behaviour, scheduling, SEO options, and the <i>Status</i> switch. A red exclamation on the tab means the widget still has its default name — rename it.
Styling	The visual design controls: colours, sizes, spacing, alignment. Present on every modern widget.
Template	Power-user override. Holds three sub-editors — <i>Template</i> (the widget's markup), <i>JS Code</i> and <i>Custom CSS</i> . Only some widgets offer it; see §4.6.
Display Options	Layout selection. Only shown when the widget ships more than one layout or its layout has its own options. See §4.5.
Motion	How the widget or each of its items moves into view as the visitor scrolls. Only widgets that animate have it; visitors who ask their device for less motion never see it.
Usage	Where else this widget is used. See §4.11.
Documentation	The widget's own help, written for the person configuring it. Read this first — every Cms widget ships one.

Always set the widget name. It is the label in the container sidebar, in the *Link From Other Page* picker, and in the edit history. Fifteen widgets all called “Rich Text” is a page nobody can maintain.

4.5 Display Options

Some widgets ship more than one *layout* — alternative front-end renderings of the same content. The **Display Options** tab lets you choose one, and shows any settings that belong to that layout specifically. If a widget has a single layout and no layout-specific settings, the tab is hidden entirely.

A theme can add layouts of its own, which is how a site gets a bespoke rendering of a standard widget without changing the widget.

4.6 The Styling tab and how styling is scoped

Modern widgets follow one styling contract, and knowing it saves a lot of trial and error:

- **Blank means inherit.** Leave a styling field empty and the widget uses the theme's value. Only fill in what you actually want to override. This is why an empty Styling tab still looks right.
- **Styling is scoped to the instance.** The CSS a widget generates is tied to that one placement. Restyling a Tabs widget on one page cannot leak into the Tabs widget on another.
- **Colours are hex.** Colour fields take `#1a2b3c` (or `#abc`) and are validated. Sizes need units: `15px`, `1.2em`. Padding takes normal CSS shorthand: `10px 18px`.

- **No stray CSS class fields.** Current widgets deliberately do not offer a “custom class” or loose “additional CSS” box. Where a widget needs a code escape hatch it provides the *Template / JS Code / Custom CSS* tab instead, which keeps the override with the widget and scoped to it. (A handful of older widgets still carry a custom-class field; treat it as legacy.)

The Template / JS Code / Custom CSS tab

On widgets that offer it, the **Template** tab is pre-filled with the exact markup the widget would generate from your current Properties and Styling choices. That is deliberate: it shows you what you are about to take over.

The moment you change that markup, you own it. The Styling and behaviour controls stop driving the markup for this instance. If you edit it and then want the controls back, clear the Template box completely — a template identical to the generated default is stored as empty, which hands control back to the settings.

4.7 Styling Presets

A **preset** is a saved snapshot of a widget’s look, reusable on any other instance of the *same* widget type.

- 1 Style a widget until it looks right.
- 2 On the **Styling** tab, use **Save as preset** and name it.
- 3 On any other instance of that widget, apply the preset from the same row.

A preset captures the *look*, never the content. The Slideshow’s preset excludes its slides; Image & Content Rows captures the styling and the card layout but not the rows. That is what makes a preset reusable.

The Styling Presets screen

Content Management → Styling Presets manages every preset in the installation, whichever module its widget came from. For each preset you get:

- **View** — read-only detail of the captured settings.
- **Usage count** — how many widgets are on it.
- **Export / Import** — move a look between installations.
- **Apply to pages** — the bulk tool: every page, revision and template holding that widget type, with per-workflow information about which revision is live. You can *dry-run* the change first, choose whether to include scheduled revisions and whether to follow linked origins, and **Undo** a run afterwards from its history.
- **Delete.**

Always dry-run a bulk apply. It tells you exactly which page revisions would change, before anything does.

4.8 Sharing one widget across many pages

This is the most powerful and most misunderstood part of the widget system. A widget instance carries a *sharing type* that decides whose settings it uses:

Type	Behaviour
------	-----------

Page	Ordinary. The widget owns its own settings. Editing it affects this page only.
Page linked	Added through <i>Link From Other Page</i> . It shares one set of settings with the original and every other page linked to it. Edit any of them and they all change.
Template / Template linked	The widget lives on the template. Every page built on that template shows it, identically.
Template copy	A page took its own private copy of a template widget. It started identical and then diverged; the template no longer drives it.
Gallery	The widget is driven by a shared Widget Gallery entry, so one gallery item can supply many pages.

One widget, four ways to share it

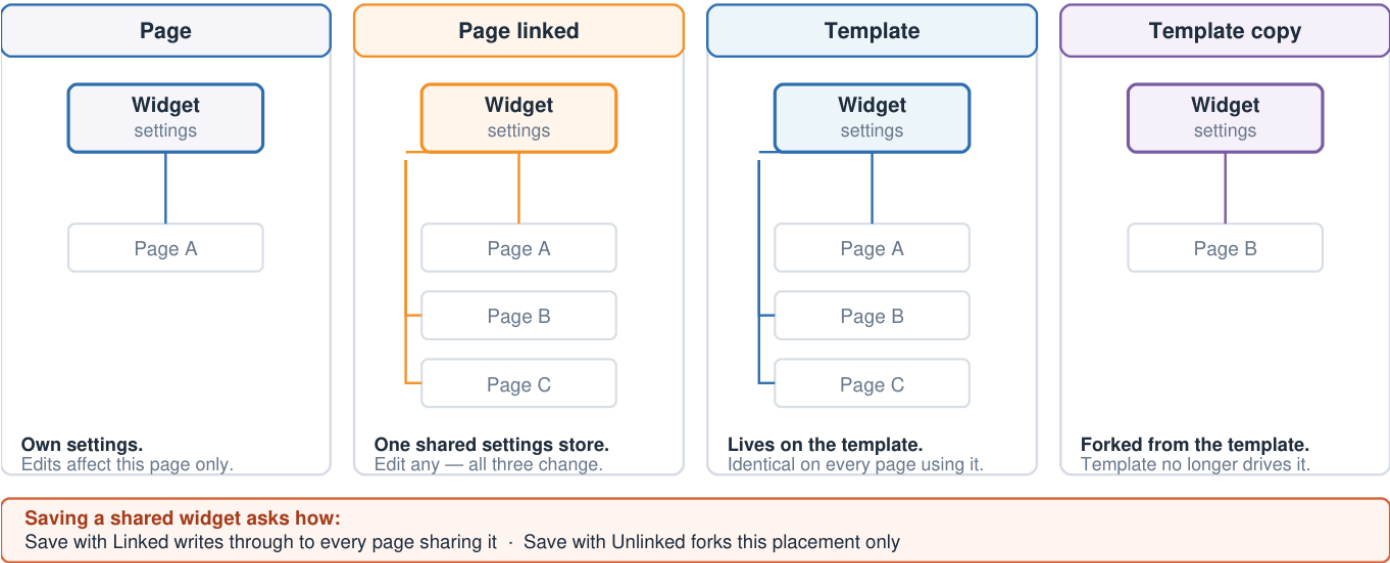


Figure 5. The four sharing types side by side. The middle two are the ones that surprise people: one settings store feeding several pages. Check the widget information panel before editing anything shared.

When you save a linked widget the editor asks how to save:

Choice	Result
Save with Linked	Writes through to the shared settings. Every page sharing this widget changes. This is what you want when you are updating shared content (a footer notice, a promo).
Save with Unlinked	Breaks the link for <i>this</i> placement only, which becomes an ordinary page widget with its own settings. Everyone else keeps the shared version.
Cancel	Nothing is saved.

The classic mistake: tweaking a linked footer widget on one page, choosing *Save with Linked*, and changing the footer on the whole site. If you only meant to change this page, choose *Save with Unlinked*.

Clicking a widget in the sidebar shows an information panel that names its sharing type in plain English ("This is a *template linked* widget...") with a link to the page or template that owns it. Check that panel before editing anything

shared.

4.9 Unlink, Duplicate, Deactivate, Delete

The widget information panel offers:

Action	Effect
Edit	Opens the widget editor.
Unlink	Turns a shared widget into an independent one on this page, keeping the current settings as its starting point.
Activate / Deactivate	Deactivating leaves the widget in place, fully configured, but stops it rendering. The reversible way to remove something from a page.
Duplicate	A second, independent copy in the same container. The fast way to make a variant.
Delete	Removes the placement. Where a widget owns stored content, that content goes too.

When you remove a widget the editor offers both routes explicitly — *Deactivate (will not render on page)* or *Delete*. Prefer Deactivate; it costs nothing and it is undoable.

4.10 Caching and search indexing

Every widget definition declares two capabilities, and the platform honours them without your help:

- **Supports cache.** Whether its output may be cached when the page has *Cache Widgets HTML* on. Forms, login, search and personalised widgets say no.
- **Supports full-text search.** Whether its content is added to the site search index. Text-bearing widgets — WYSIWYG Content, HTML Code, Markup Code, Accordion, Tabs, Image & Content Rows, Slideshow captions, Google Reviews, Metadata — contribute their text; decorative and code widgets do not.

Indexing is weighted: headings and item titles count for more than body text, so an Accordion question ranks above the answer's prose. The index is rebuilt by a scheduled job, or on demand from **Workflows → Rebuild Full-text search DB**. New content therefore appears in on-site search after the next rebuild, not the instant you save.

4.11 The Usage tab

For a widget that already exists, the **Usage** tab lists every page, revision, template and container it appears in, with the layout in use. Open it before editing a shared widget — it is the definitive answer to "what will this break?"

4.12 Widget edit history

The Content Editor records widget changes per revision: who did it, when, what kind of edit (added, removed, activated, duplicated, copied to a new revision, unlinked) and in which mode. Filter by user, edit type, edit mode and date range. When a page changed and nobody remembers why, this is where the answer is.

5. Widget reference

This reference covers the widgets the CMS module itself provides. Widgets from other installed modules appear in the same picker and are documented with those modules.

For each widget: what it is for, its editor tabs, and the settings that matter. Every widget also has a *Widget Name* field and a *Status* switch, so those are not repeated. Where a widget ships a **Documentation** tab, that tab is the deepest reference and this section is the map.

5.1 Every widget at a glance

All 68 widgets the Cms module provides, as they are named in the widget picker, grouped as this chapter describes them. Every one of them ships an in-editor **Documentation** tab.

★ NEW marks a widget added since the last edition of this pack (Cms 5.17 to 5.28, September–October 2026).

LEGACY marks one kept only so existing pages keep working.

5.2 Content and layout

Widget	What it is for
Business Information / Hours ★ NEW	One location's address, phone, email, directions and weekly hours with open-now status and holidays.
Button V5 ★ NEW	A call-to-action button that follows your brand, links to a page, address, phone or email, and replaces Button.
Comparison / Pricing Table ★ NEW	Compare up to six plans or options feature by feature, with ticks, highlighting and phone cards.
Content Collection ★ NEW	Card grid from hand-entered cards or CMS pages, with search, category filter and pagination.
Hero / Call to Action ★ NEW	Full-width photo or video banner with overlay, eyebrow, heading, supporting text and up to two buttons.
Placeholder ★ NEW	A marked spot for a form, map or reviews you add yourself; only editors see it.
Resource Library ★ NEW	Searchable, categorised downloads list with file type, size and optional in-page PDF preview.
Scroll Story V5 ★ NEW	A scroll-driven story in a dark band: scattered items come together into one connected ring.
Stats V5 ★ NEW	A strip of key figures, such as "10,000+ businesses served", in a row or columns per screen size.
Steps / Timeline ★ NEW	Numbered step cards or a vertical dated timeline, each with optional picture and link.
Testimonials V5 ★ NEW	Customer quotes with name, role and photo or initials: one featured quote, a grid, or a stack.

Accordion / FAQ	Collapsible panels with optional FAQ structured data
Countdown Timer	Fixed or rolling countdown
HTML Code	Raw HTML content
Image & Content Rows	Alternating image-and-copy feature rows with drag-built card layout
Image V5	A single image, properly placed and styled
Sitemap	Human-readable page index
Spacer / Divider	Per-device vertical space and optional rule
Tabs	Tabbed content, WAI-ARIA keyboard pattern
WYSIWYG Content	Rich-text content

5.3 Media

Widget	What it is for
Before / After 	Two matching photos with a keyboard-accessible slider to compare before and after.
Slideshow	Image carousel with upload, lightbox, thumbnails, presets
Video	Self-hosted video: responsive versions, poster styling, captions, end screen, analytics
Vimeo	Public or unlisted Vimeo embed
YouTube	Video, Short, live stream or playlist embed

5.4 Navigation and search

Widget	What it is for
Breadcrumbs 	Trail back to Home from the page tree, with optional breadcrumb structured data for search.
Navigation Menu V5 	Menus with dropdowns and mega panels, built on a live preview; category-filled columns, side menus, phone drawers.
Site Footer V5 	The whole footer in one widget: link columns, contact, social, newsletter sign-up, copyright and payment methods.
Site Header V5 	The whole header in one widget: logo, menu, search, account and cart, laid out per screen size.
Table of Contents 	Automatic On this page links from the page's headings, with optional sticky positioning.
Search Filter V5	Companion filter and sort toolbar
Site Search V5	Search results across products, pages and blog posts

5.5 Marketing and social

Widget	What it is for
Announcement Bar	Site-wide promo strip: dismissible, sticky, schedulable
Cookie Consent	GDPR-style banner with GTM dataLayer consent event
Facebook Embed	Public post or video embed
Google Reviews	Cached Google Business Profile reviews, grid or carousel
Instagram Embed	Public post or Reel embed
Map	Generic map, location map or store locator
Social Share	Share buttons for eight destinations with full styling control
TikTok Embed	Public video or creator profile embed
X Embed	Public post or timeline embed

5.6 Forms, sign-up and account

Widget	What it is for
Contact Us	Configurable contact form, captcha, notification and confirmation e-mails, stored submissions
Email Subscription	E-mail capture with thank-you e-mail
Login	Sign-in, forgot password and reset password in one widget
Pass Code	Shared-code gate for a page
Sign Up	User registration with activation e-mail and optional auto-login
User information	Signed-in visitor's name and e-mail

5.7 Code, markup and SEO

Widget	What it is for
CSS Code	Page or template CSS, inline or file, with load order
JavaScript Code	Page or template JS with six registration positions
Metadata	Per-page meta and Open Graph tags

5.8 Analytics and tracking

Widget	What it is for
Google Analytics 4	GA4 tag with cookie, signals and user-property control
Google Tag Manager	GTM container snippet

Google Tracking (Events & Conversions)	No-code GA4 events and Google Ads conversions
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5.10 Widgets you should no longer use

Widget	What it is for
AMP Discoverable LEGACY	AMP is no longer a search requirement.
Button LEGACY	Use Button V5 instead.
Current Geo Location LEGACY	Use Map location tools instead.
Facebook Tag LEGACY	Use Metadata (Open Graph tags) instead.
HTML Embed LEGACY	Use HTML Code instead.
Icon Box LEGACY	Use Image & Content Rows instead.
Image LEGACY	Use Image V5 instead.
Markup Code LEGACY	Use HTML Code instead.
Navigation Menu LEGACY	Use Navigation Menu V5 instead.
Popular Search Terms LEGACY	Use Site Search V5 suggested searches instead.
Recently Viewed Pages LEGACY	Use Content Collection (recently viewed) instead.
Recommended Pages LEGACY	Use Content Collection (related pages) instead.
Search Form LEGACY	Use Site Search V5 with Search Filter V5 instead.
Site Links Search Box LEGACY	No replacement needed.
User SignUp LEGACY	Use Sign Up instead.

5.2 Content and layout

WYSIWYG Content

The workhorse. A rich-text editor for headings, paragraphs, lists, links and inline images — no HTML knowledge needed. Content is indexed for site search and can be cached.

Settings: the editor itself, plus **Minify content** (strips whitespace from the stored HTML).

Reach for this first. Only move to HTML Code when you genuinely need markup the editor cannot produce.

HTML Code

A raw HTML editor for markup the rich-text editor will not produce. Indexed for search, cacheable. *Settings:* the code, plus **Minify content**.

Legacy — kept so existing pages keep working. For new pages use **HTML Code**.

The same engine as HTML Code, presented for structured markup and snippets. Use it when you want the intent recorded in the widget type — for example a block of schema.org markup.

Accordion / FAQ

An unlimited list of collapsible panels, ideal for FAQs. Fully designable, keyboard accessible, and able to emit FAQ structured data so the questions can appear as rich results in search.

Tabs:
 Accordion ·
 Properties ·
 Styling ·
 Template ·
 Documentation.

Setting	Notes
Accordion items	Add / remove / reorder panels. Each has a title and an HTML body. Items with a blank title are skipped.
Heading tag	Which heading level wraps each panel title — get this right for document outline and accessibility.
Allow multiple panels open	Off means opening one closes the others.
Open first panel by default	Starts with panel one expanded.
Animate opening	Slide rather than snap.
Allow linking to a panel (URL #anchor)	Each panel gets an anchor, so you can link straight to one; the address bar updates as panels open.
Output FAQ structured data (SEO)	Emits schema.org FAQPage markup. Turn it on for a genuine FAQ; leave it off for accordions that are not questions and answers.
Styling	Panel background, border colour and width, corner radius; header background, text colour, font size, weight and padding; body background, text colour, padding; indicator icon and its colour; keyboard focus colour.

Tabs

Tabbed content — horizontal or vertical, underline or pill styling. Implements the full WAI-ARIA tabs keyboard pattern, so it is usable without a mouse. Content is indexed for site search (tab labels weighted above panel text).

Tabs:
 Properties ·
 Styling ·
 Template ·
 Documentation.

Setting	Notes
Tabs	Add / remove / reorder. Each tab has a label and an HTML panel. Blank labels are skipped.
Orientation	Horizontal or Vertical.
Tab style	Underline or Pills.
Tab open by default	1 = the first tab.

Allow linking to a tab (URL #anchor)	Deep-linking, as for the Accordion.
Remember the last tab a visitor used	Re-opens their previous choice on return.
Styling	Tab alignment (left / center / right / stretch), padding, font size and weight; inactive, active and accent colours; divider colour; panel background, text colour and padding.

Image & Content Rows

A stack of feature rows — an image beside a block of content — that alternate sides automatically. This is the widget that replaces hand-coded promotional landing pages: one widget owns the whole stack, the copy is edited in a repeater, and the arrangement of the content card is built by dragging blocks. No HTML at all.

Tabs: Rows · Card Layout · Properties · Styling · Documentation. Supports Styling Presets (the preset captures the look and the card layout, never the rows).

Setting	Notes
Rows	The repeater. Each row has an image and its content blocks: badge, eyebrow, heading, subheading, body, small print and buttons.
Card Layout	Drag the content blocks into the order and arrangement you want. Applies to every row.
Section Title / Section Intro / Footnotes	Optional copy above and below the whole stack.
Heading Level	The heading tag used for row headings.
Alternate Image Side / First Row Image Side	Zig-zag the layout, and choose which side row one starts on.
Make the Whole Row Clickable	The entire row becomes one link.
On Mobile, Show First / Stack Below (px)	Whether the image or the text leads on narrow screens, and the width at which rows stack.
Maximum Rows to Show	Cap the stack without deleting rows.
Lazy-Load Images / Optimize Images / Optimized Image Width & Height	Performance. Optimising resizes and compresses on upload.
Use Badges / Badge Shape / Badge Placement	The corner badge and its look.
Use Eyebrows / Eyebrow Accent Rule	The small label above the heading.
Image Opacity / on Hover	Including a hover treatment.
Image & Text Vertical Position	How the two halves align to each other.

Image V5

One picture, placed and styled properly — the modern replacement for the original Image widget. Deliberately has no caption or heading: it places an image. When the picture needs words beside it, use Image & Content Rows.

Tabs: Image · Properties · Styling · Documentation. Supports Styling Presets.

Setting	Notes
Image	Upload or choose. The upload path resizes, optimises and cleans up after itself.
Image Description (Alt Text)	Fill this in. It is what screen readers announce and what search engines read.
Link / Open the Link in a New Tab	Makes the image a link.
Badge Text	An optional corner badge; shape and placement are on Styling.
Alignment / Width / Maximum Width (px)	Placement in the container.
Lazy-Load / Optimize the Image / Optimized Width & Height	Performance.
Styling	Fixed shapes with real cropping, borders (all sides or individually), corner radius, padding, opacity and hover opacity, and the CSS filter set (blur, brightness, contrast, grayscale, hue, invert, saturate, sepia).

Countdown Timer

A countdown to a deadline — sale end, event start, shipping cut-off.

Tabs: Template · Properties · Styling · Documentation.

Setting	Notes
Headline	Text above the numbers.
Countdown type	<i>Fixed</i> counts to one date and time and then stops. <i>Rolling</i> re-targets automatically, so an “order by” timer keeps working every day without maintenance.
Fixed End Date/Time	For fixed mode. Read the time-zone note.
Rolling End Date	The recurring target preset.
Show minutes / seconds / seconds on the final day	Granularity. Showing seconds only on the last day is the usual choice: urgent at the end, calm before.
Styling — Overall	Width, alignment, background and font colour, font family, size, weight, text alignment, padding.
Styling — Countdown numbers	Colour, size, weight, italic, decoration.

Spacer / Divider

Responsive vertical space, with an optional rule. Small, and the answer to a lot of layout problems that would otherwise become custom CSS.

Setting	Notes
Vertical space (px)	Desktop height, 0–1000.
Tablet space / Mobile space (px)	Optional overrides. Blank inherits the wider value.
Show divider line	Draws a rule centred in the space.
Line style / colour / thickness / width (%) / alignment	The rule's look. Width is a percentage of the available space.
Hide on desktop / tablet / mobile	Per-device visibility — useful for space that is only needed on one breakpoint.

Sitemap

Renders a human-readable sitemap of the site's pages — the page you link from the footer, not the XML file search engines read.

Settings: Container ID, CSS Class, Cache.

Button V5 ★ NEW

One call-to-action button — a few words that take visitors somewhere, usually another page of your site. With nothing set it wears your brand's colour, font and rounding, so a new button already matches the site. Use it for the one thing you want people to do next ("Book a service", "Visit the store"); put one main button in a section and give a quieter second choice beside it the *Outline* or *Text only* look. It supersedes the original Button widget for new work.

Tabs: Content · Properties · Styling · Motion · Documentation. Supports Styling Presets (its saved styles).

Setting	Notes
Words on the button	Required, up to 80 characters. Two to four words that say what happens next.
Where it goes	<i>A page on this site:</i> start typing its name and pick it — the button follows the page if its address changes later. <i>A web address, phone or email:</i> a full address, a path such as <code>/contact-us</code> or a <code>#section</code> of the same page. A phone number makes a tap-to-call button and an email address one that starts an email. Script addresses are refused.
Open in a new tab	For other websites. Screen readers are told; phone and email buttons never open a new tab.
Icon / Where the icon sits	Optional. A drawn line icon (sharp at any size, in the words' colour) or a Font Awesome 4.7 icon, before or after the words. Its size and movement are on Styling.
Spoken name (optional)	Only when the words alone do not say where the button goes: "Read more" can be heard as "Read more about our servicing".
Saved style	Fills in the Styling settings from a look saved on the site. <i>Save as a new style</i> keeps the look only — never the words, link, icon or spoken name.
Look / Size / Corners	<i>Filled, Outline</i> or <i>Text only</i> ; Small, Medium or Large; <i>Site default</i> , Square, Slightly rounded, Rounded or Pill.

Stretch to the full width / Full width on phones only / Alignment	Fill the space everywhere, on phones only, or sit left, centre or right.
Sits on a dark background	Switch on over a dark band, a dark picture or the footer, so Outline and Text only stay readable.
Button colour / Words colour / Colour when pointed at	Blank follows the brand; a blank Words colour picks white or near-black, whichever reads better. The preview warns when the colours you choose are hard to read.
Gradient, edges, words and shape	A second colour for a Filled button's gradient, edge colours and thickness, the words' weight, size and line height, the space around them, corner rounding, and keeping the words on one line.
Movement	A rise and a sweeping shine while pointed at, an icon that slides along, and their speeds. Visitors whose device asks for less motion see none of it.
Space above / below (px)	0 to 200.

Leave Styling alone and the button follows your brand: change the brand in Site Design and every Button V5 left at its defaults changes with it. There is no box for an HTML id, class, custom CSS or click script — none is needed. Existing Button widgets are not converted; open one and its **Replacement** tab creates a switched-off Button V5 draft with the same words and link for you to review (click scripts, classes and ids are not copied). For buttons inside a band of copy and pictures, the button block of Image & Content Rows is still the better fit.

Content widgets: what they share

Nine widgets added in Cms 5.17.2 — Hero / Call to Action, Content Collection, Steps / Timeline, Comparison / Pricing Table, Resource Library, Business Information / Hours, Before / After, Table of Contents and Breadcrumbs — are built on one engine, so they edit the same way. All nine sit in the widget picker's *Content* category, whichever section of this manual describes them.

Tabs: Content · Properties · Styling · Motion · Documentation (Table of Contents, Breadcrumbs and Business Information have no Motion tab). **Content** holds everything visitors read; **Properties** is only the widget name and Status; **Styling** holds the preset row, the look settings and a live preview. Lists — cards, documents, steps, options — use a row editor: **Add item**, then **Move up / Move down / Remove**, up to 200 rows. Picture and link fields have **Choose from Resource**; any address must be a page of this site (`/images/card.jpg`) or a full `https://` address.

Setting	Notes
Preset	<i>Indition Standard, Minimal</i> (no backgrounds, square corners, no padding), <i>Boxed</i> (a pale panel with white cards) or one you saved with Save as preset . A preset changes the look only — content and behaviour stay where they are.
Styling — Colors	Accent / buttons, Section background, Text, Headings and Borders on every block; Card background and Button text where there are cards or buttons. The accent also colours links, the keyboard focus ring, step numbers and ticks. Hex only (the Comparison table also takes <code>rgba()</code> and <code>transparent</code>).
Heading size / Text size	Pixels; 32 and 16 to start.

Section padding / Maximum width / Alignment	The space round the whole widget, its widest point (1200px) and left / center / right. Set padding to 0 when the widget sits in an area that already has its own space.
Item gap / Corners	Space between cards, and corner rounding (0 = square).
Desktop columns	Cards across on a computer, 1–6. Tablets show at most two, phones one. Content Collection, Resource Library and Steps / Timeline only.
Image / hero height / Image focal point X, Y	Pictures are cropped to this height; the focal point (0–100; 50/50 is the centre) chooses the part kept in view. Hero, Content Collection, Steps / Timeline and Before / After.
Motion	An <i>Entrance</i> as the widget appears — Fade in, Fade in and rise, Zoom in or Word by word — that <i>Starts</i> when it scrolls into view or as soon as the page opens, with its own duration and delay. Card widgets can bring each card in one after another (<i>Between items</i>). Visitors who ask their device for less motion see it still.

Unlike most modern widgets, these do not start blank: the accent is a stock blue (#2563eb) and the borders a light grey, whatever the theme. Set **Accent / buttons** to the brand colour on the first one, **Save as preset**, and apply that preset to the rest.

Hero / Call to Action ★ NEW

Words over a picture: a full-width band with a background photo or MP4 video, a dark see-through layer, and on top an eyebrow, a heading, a line or two and up to two buttons. Use it for the banner at the top of a page, or any band where the words sit *on* the photo. Words beside or under a photo belong in Image & Content Rows; several photos in turn, in a Slideshow.

Tabs: Content · Properties · Styling · Motion · Documentation.

Setting	Notes
Eyebrow / Heading / Supporting text	The small line above, the big words, and the sentence or two under them.
Heading level	H2 by default. Choose <i>H1 (the page's main heading)</i> when the hero opens the page — and keep to one H1 per page.
Desktop / Mobile background image URL	The mobile image replaces the desktop one at 640px and below. Give phones a tighter crop when the subject would otherwise be cut off.
Image description	What the photo shows, for screen readers.
Background video URL (MP4) / Background video plays	<i>When the visitor presses Play</i> (the default) adds a Play button; <i>On its own</i> plays muted and looping, except for visitors who ask for less motion. Keep an image set as the fallback.
Primary / Secondary button label and URL	A button appears only when it has both a label and a URL.
Styling — Hero	Image / hero height is the band's least height (it grows if the words need it). Hero overlay is how dark the layer is, 0–90; use 0 when the photo already has a

dark area. **Words on the photo:** middle, top or bottom. **Button corners** (blank = the band's Corners). Text and Headings left blank are white.

Check the page on a phone after every image change: the focal point and the mobile image are what keep a face or a product in the frame when the band crops.

Content Collection ★ NEW

A grid of cards — picture, title, short description, link — with an optional heading, introduction, search box, category filter and pager. Use it for “shop by” tiles, services, departments or featured articles that each lead somewhere. Not for a strip of figures (Stats V5), and not for the shop's own products (Product List V5, from the Shop module).

Tabs: Content · Properties · Styling · Motion · Documentation.

Setting	Notes
Heading / Introduction	Optional words above the grid.
Content source	<i>Manually entered cards</i> is the usual choice. <i>Published CMS pages</i> lists public pages; <i>Related pages (same parent)</i> lists the current page's siblings; <i>Recently viewed pages (this browser session)</i> is per visitor and never shared between devices. Page sources show each page as a title and a <i>Learn more</i> button — no pictures — up to 200 pages.
Parent page ID (0 = all) / Selected page IDs / Page order	Page sources only: narrow by parent, pick specific pages (comma separated), and sort by page order, title or newest.
Cards	Title, Description, Image URL, Image description, Link URL, Category, Link label. A blank link label reads “Learn more”. A card with a picture and a link but no words makes the picture itself the link.
Cards per page / Show search and category filter	How many show before the pager (12). The filter is on by default and its categories come from the cards' Category — turn it off for a short row of tiles.
Styling — Cards	Card pictures: fill and crop, or show the whole picture (logos). Space inside each card (blank = 20). Card words under or over the picture, with where they sit, their colour (blank = white) and the shade behind them (blank = 40%). Small card pictures height and width, for icon-sized tiles. Card links: a button, plain words, or the card's own title.

This replaces the legacy Recommended Pages and Recently Viewed Pages widgets. Open one of those and its **Replacement** tab drafts a Content Collection set to Related or Recently viewed; the original keeps running unchanged until you switch.

Steps / Timeline ★ NEW

Things in order: numbered cards side by side (“1 Book a visit, 2 We collect, 3 We return it”) or a vertical timeline of dates (“1985 Founded ... 2010 Second store”). Use it for “how it works”, a process or a company history. Cards that are not in order belong in a Content Collection; a strip of figures in Stats V5.

Tabs: Content · Properties · Styling · Motion · Documentation.

Setting	Notes
Heading / Introduction	Optional words above the steps.
Presentation	<i>Numbered steps</i> lays the items out as cards across the page (Desktop columns applies). <i>Vertical timeline</i> stacks them down an accent-coloured line.
Steps / milestones	Title, Date / milestone label, Description, Image URL, Image description, Link URL, Link label. The numbers come from the order — never type them into the titles; use Move up / Move down instead.
Date / milestone label	A label shown over the title (a year, "Week 1"), not a schedule: nothing changes on that date.
Image / Link	Optional per step. A link appears only when it has both a URL and a label.

Comparison / Pricing Table ★ NEW

Up to six options compared feature by feature — plans, packages, services, or you against the competition: one row per feature, one column per option, one option optionally highlighted. Values can be words, or drawn as ticks and dashes. Not for a strip of figures, a list of steps or a set of feature cards.

Tabs: Content · Properties · Styling · Motion · Documentation.

Setting	Notes
Heading / Introduction / First column heading	The heading also names the table for screen readers. The first column heading sits over the feature names ("Feature" by default).
Options (up to 6)	Option name, Price / subtitle, Button label, Button URL. The row of buttons under the table ("Choose an option") appears only when an option has both.
Features	Feature group, Feature, Option 1–6, Row link words, Row link URL. Option 1 is the first option in the list above. A group name starts a heading row over the features that follow; the row link sits in the row's last cell.
Highlighted option (0 = none)	Counted from 1 in the Options list. Its colour is Highlighted option tint on Styling.
Styling — Table	Draw lines (around every cell, or between rows only), Table frame, cell spacing, Cell contents (top or middle), Line height, Option columns (left or centred) and their width; then size, weight and colour for the header row, the feature names and the value words.
Styling — Values	Option values: <i>Show as typed</i> , or <i>Yes as a tick</i> , <i>No as a dash</i> — yes, y, true or ✓ becomes a tick badge, no, n, false or a dash becomes a muted dash, anything else small text. Tick size, fill, ring and glow follow.
Styling — Phones	Rows become cards at this width and below turns each feature into a card listing every option with its price and value. Leave it blank and the table scrolls sideways once it is narrower than Scroll sideways below this table width .
Styling — Pointer and row links	A tint for the row under the pointer; where row links sit, their colour, and an optional round badge (+ or arrow).

Prices here are display text: the table sells nothing and creates no products, subscriptions or checkout. On this widget the shared Card background, Borders and Item gap are named Highlighted option tint, Table lines and Space between phone cards.

Resource Library ★ NEW

A downloads page in one widget: documents as cards with a title, description, file type and size and a *Download* button, plus optional search, category filter, pager and in-page PDF preview. Use it for manuals, brochures, forms and price lists. Links to other pages belong in a Content Collection; one product's documents belong on the product (Product Document V5, from the Shop module).

Tabs: Content · Properties · Styling · Motion · Documentation.

Setting	Notes
Heading / Introduction	Optional words above the list.
Documents	Title (required — a row without one is skipped), Description, File URL, Category, File type (e.g. PDF), File size (e.g. 2 MB). Type and size are words you type; nothing is read from the file. Upload to Resource first, then Choose from Resource .
Show search and category filter	On by default. Search covers title, description and category; the categories come from the rows.
Documents per page	How many show before the pager (12).
Offer PDF preview	Adds a <i>Preview PDF</i> expander to every file ending in .pdf, with an <i>Open PDF in a new tab</i> link for browsers that will not embed it. The editor preview shows only a notice — check the saved page.

The widget links to files; it does not upload them or control who can open them. Anything listed here can be downloaded by anyone who has the address.

Business Information / Hours ★ NEW

One location's details: name, street address, phone and email as tap-to-use links, a *Directions* button, Monday-to-Sunday hours with an "Open now / Closed now" line, and holiday hours. Use it on a contact or location page. A form is Contact Us; a map is Map. For several locations, use one widget each.

Tabs: Content · Properties · Styling · Documentation.

Setting	Notes
Business name / Street address	The heading, and the address one line per line, as it should print.
Phone / Email / Directions URL	Shown as typed and linked to call, to email, and to the maps link you paste. The email must be a valid address.
Timezone	The location's time zone name, such as America/New_York (the default) or America/Chicago. "Open now" is worked out in this zone, not the visitor's, and the hours say which zone they are in.

Show open / closed status	The Open now / Closed now line.
Weekly hours	Day number (1 = Monday ... 7 = Sunday), Opens, Closes, as 24-hour HH:MM. A day with no row shows Closed; two rows on one day make a split day (a lunch break); a closing time earlier than the opening time runs past midnight.
Holiday exceptions (blank times = closed)	Date (YYYY-MM-DD), Holiday / note, Opens, Closes. Replaces that day's normal hours and is listed under <i>Special hours</i> .

Past holidays stay listed under Special hours until you remove them — tidy the list after each season, and check the open / closed line around closing time after any change.

Stats V5 ★ NEW

A strip of key figures, each a number with a few words — “10,000+ businesses served”, “99.9% uptime guaranteed”, “24/7 expert support”. Use it for a “by the numbers” band or a row of proof points; for prices, numbered steps or a table, use the widget made for those instead.

Tabs: Figures · Properties · Styling · Motion · Documentation.

Setting	Notes
Figures tab: Figure, Words, Link	Type the figure exactly as it should show, sign and unit included (10,000+, \$500M+, 99.9%). The link is optional and makes the whole figure clickable. Up to 24 figures.
Arrangement	<i>In a row, spread across</i> lets each figure keep its own width and starts a new line when the row is full. <i>In columns</i> gives every figure an equal column (set by <i>Columns</i> , 1 to 8).
Figure and words	The words beside the figure on one line, or the figure above its words.
Computers / Tablets / Phones / Small phones	One section per screen size. Computers sets everything; an empty field on a smaller screen keeps the larger screen's setting. Tablets start at 991px and phones at 767px (“at this width and narrower”); small phones have no settings of their own until you give them a width.
Measure the space at the left and right from	The widget's own place, or the edge of the band it sits on — handy when the figures must line up with other content on a coloured band.
Styling: Figure type, Words type, Linked figures	Font (the page's or your brand's fixed-width font), weight, letter spacing, colour and capitals. <i>Digits of equal width</i> (on by default) keeps figures in columns lined up. Empty colours follow your brand.

The widget has no background of its own — place it in a page area with a band colour for a numbers strip. Only show figures you can stand behind: visitors and search engines read them as claims about your business.

Testimonials V5 ★ NEW

What your customers say about you, with who said it — their words, name and role, and their photo or initials beside the name. Use it for “what our customers say” sections; star-rated product reviews are collected by the store itself.

Tabs: Quotes · Properties · Styling · Motion · Documentation.

Setting	Notes
Quotes tab	One card per quote: the quote, Name, Job and company, Initials (up to three letters; empty uses the first letters of the name) and an optional Photo. A blank line starts a new paragraph. Up to 24 quotes; the box at the top of the tab lists anything that needs a look.
Layout	<i>Featured</i> shows the first quote large and in the middle with the others in columns under it. <i>Grid</i> puts every quote in columns; <i>Stack</i> puts one under another.
Quotes side by side on computers / tablets / phones	1 to 4 on computers and tablets (standard 2), 1 or 2 on phones (standard 1).
Quotation marks	Curly marks are added for you; words typed with their own never get a second pair. Choose <i>Show the words exactly as typed</i> to add none.
Picture beside the name	The photo (or the initials when there is no photo), always the initials, or neither.
Lines between the quotes	A line above the quotes and under each one, a line under each quote, or no lines. The large quote never has one.
Tablet / Computer settings from (pixels wide)	Where each screen size starts: standard 768 and 1024.
Styling	Font, Large quote, Other quotes, Columns lines and spacing, Photo and initials, Name and role. All optional — left empty, the quotes use your site's colours and fonts. <i>Quote background</i> turns each quote into a card.

Real quotes only: use what customers actually said, with their permission and their name as they are happy to be shown (a first name and initial is common). A widget with no quotes shows nothing to visitors.

Scroll Story V5 ★ NEW

A story told while your visitor scrolls, in one full-width dark band. The stage stays on screen while a few headings take turns above it and the things the story is about drift in scattered, showing their “before” face, then come together in a ring around a centre and are wired up. Made for “many separate tools become one connected platform”; for a plain feature list, use Icon Box or Image & Content Rows instead.

Tabs: Story · Items · Properties · Styling · Documentation.

Setting	Notes
Story tab	Up to six steps, each a Heading, a sentence or two of Words, and <i>Shows from</i> (% of the scroll). Three steps read well — the problem, the turn, the finished whole (0, 30 and 62).
Items tab	One card per item, up to twelve (five to nine read best): Name, Short name on the map, What it does, Icon, its <i>Before</i> face (Old tool, What it says, Small print) and what it shares with the centre and with other items.

Stage	<i>Converging map</i> brings the scattered items together in a ring. Also here: <i>Name at the centre</i> , <i>Title over what an item shares</i> , the scroll hint, stars, <i>Sway the ring</i> and <i>Lean towards the pointer</i> .
Step headings are / Item names are	Heading levels for the page outline. Heading 2 normally; Heading 3 when the band sits under another Heading 2.
Timing	<i>How long the stage stays (%)</i> (420 is a little over four windows), then when the items come together, the wires draw and the detail card slides in — all as shares of the scroll, 0 to 100. Each end must be later than its start.
Map from this window width / height	Smaller windows (standard 1000 × 540 pixels) show a numbered list instead of the map.
Room for a pinned header (pixels)	Leave it empty: the story measures your Site Header V5 by itself. Set it only for another kind of header that stays at the top.
Styling	Colours, width and text sizes, all optional. On a light <i>Background</i> , also set a dark Heading colour and Text colour.

Use one story per page, in a full-width area with no space above or below of its own. Phones, short windows and visitors who ask for less motion see only the first step and the numbered list — so make the first step stand on its own and put anything that must not be missed in the items' words.

Placeholder ★ NEW

A marked spot, sized like what goes there, that says what should replace it — a form, a map, reviews, a video or anything else you add yourself. It shows only while the page is previewed or edited; visitors see nothing, not even its space.

Tabs: Properties · Documentation.

Setting	Notes
What goes here	A form, A map, Reviews, A video or Something else. Sets the icon, and the title when <i>Title</i> is blank.
Title	A few words in the middle of the spot, such as “Your contact form goes here”.
Description	What should replace it: its fields, its address, its service, the widget to use.
Height (px)	Its height on a computer, 40 to 2000. <i>Tablet height</i> (991px wide and narrower) and <i>Mobile height</i> (767px and narrower) are optional; blank keeps the larger screen's.
Width (px) / Alignment	Blank spans its section. Set a width and it sits left, centred or right.

The AI Site Designer leaves one wherever the page it copied had a form, a map or Google reviews — it never builds those for you, because they need your own choices (your form's fields and who is told, your address and map key, your reviews). Read its description, add the widget it names, then remove the placeholder.

5.3 Media

Slideshow

A full-featured image carousel with direct upload. The most configurable widget in the module, and it supports Styling Presets so a look can be reused across the site. Caption text is indexed for site search.

Tabs: Slides · Properties · Styling · Documentation.

Setting group	What you control
Size and shape	Main Image Width; Height Mode; Aspect Ratio (including a custom ratio) with separate mobile values; Fixed Height and Mobile Fixed Height; Image Fit and Mobile Image Fit.
Text	Show Title, Show Caption Text.
Arrows	Show Arrow Controls; Arrow Style, Colour and Size; Reveal Arrows on Hover.
Stage	Stage Background Colour; Show Stage Border and its colour; Stage Corner Radius; Edge Bar Colour and fade.
Navigation	Show Dot Navigation; Show Slide Counter; Show Thumbnail Navigation with position (and a separate mobile position), width and height.
Playback	Autoplay and its delay; Show Play/Pause Control; Pause on Hover; Loop Slides; Transition Effect; Control Placement.
Lightbox	Enable Lightbox — click a slide to open it full size.
Performance	Optimize Main Images, Optimize Thumbnails.
Global image styling	Enable Global Styling, and apply the filter effects and border settings to every image at once instead of per slide.

Set the aspect ratio rather than fixed heights wherever you can. It keeps the slideshow from jumping as images load and behaves properly on every screen size.

Video

Plays a CMS-hosted video with responsive HTML5 playback. The deepest media widget in the module: chunked upload of large files, automatic generation of mobile / HD / Full-HD versions, poster-image styling, captions, an end screen, and playback analytics events.

Tabs: Video · Properties · Styling · Documentation.

Setting group	What you control
Source	Selected Video; optional Mobile / HD / Full HD MP4 overrides; Generate Responsive Video Versions.
Display	Default Display and Mobile Default Display; Poster Click Behavior; Width Mode, Width, Max Width, Custom Height, Aspect Ratio, Alignment, Display Style.

Playback	Show Controls, Autoplay, Muted, Loop, Plays Inline, Preload, Initial Volume, Start Time, End Time; separate Mobile Autoplay and Mobile Controls.
Poster	Poster Override URL; Poster Fit; focal point X/Y; apply filter effects and borders to the poster; full poster image styling.
Captions	Caption File URL, Language, Label, Show Captions By Default.
End screen	Show End Screen with title, text, button text and URL, background image and colour.
Performance	Lazy Load Player and Lazy Load Distance.
Analytics	Enable Video Events and an Event Name Prefix, so playback shows up in your analytics.
Accessibility	Fallback Text, Accessibility Label, and Accessibility Warnings.

Autoplay with sound is blocked by every modern browser. If you need autoplay, set *Muted* as well.

YouTube

Embeds a YouTube video, Short, live stream or playlist. Paste the URL — the widget parses it — or paste an embed code.

Setting	Notes
YouTube URL / Embed Code	Either. The URL is the easier path.
Render Mode	Inline player, or a thumbnail that opens the video.
Aspect Ratio / Width Mode / Max Width / Custom Height / Alignment / Display Style	Placement and shape.
Autoplay / Muted / Loop / Show Controls / Plays Inline	Playback. Autoplay needs Muted.
Show Related Videos / Modest Branding	Reduce YouTube's own furniture.
Privacy Enhanced Mode	Serves from the no-cookie domain. Turn it on unless you have a reason not to — it is the friendlier default for consent.
Start / End Time (seconds)	Play a segment.
Playlist ID	Embed a playlist.
Caption Language / Force Captions	Subtitles.
Thumbnail URL / Play Thumbnail In Popup / Popup Width & Height	The click-to-play arrangement.
Enable JS API	Only needed if other code on the page drives the player.

Fallback Link Text / Accessibility Label	What is shown or announced when the player cannot load.
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Vimeo

Embeds a public or unlisted Vimeo video. Same shape as the YouTube widget, with Vimeo's own options: *Show Title*, *Show Byline*, *Show Portrait*, *Player Color*, *Background Mode* (chrome-less, for decorative video) and *Do Not Track*. Plus the shared set: render mode, aspect ratio, width mode, alignment, autoplay, muted, loop, controls, plays inline, thumbnail-and-popup, fallback text and accessibility label.

Before / After ★ NEW

Two photos of the same thing laid one over the other, with a slider between them: the visitor moves it to compare. Use it for a repair, a restoration, a clean or an alteration — only when you have a matching pair. Two unrelated photos side by side belong in Image & Content Rows.

*Tab*s: Content · Properties · Styling · Motion · Documentation.

Setting	Notes
Heading / Caption	Optional words above the comparison.
Before image URL / After image URL	The same size and framing, or the join shows. Nothing appears on the page until both are set.
Before / After image description	Describe each photo for screen readers — say what changed.
Before label / After label	The words in the top corners; Before and After by default.
Initial slider position	Where the divider starts, 0–100% of the width; 50 is the middle.
Styling — Picture	Image / hero height is the comparison's height; the focal point chooses the part of both photos kept in view.

The slider sits under the pictures and works with a mouse, a finger, or the arrow keys once it has keyboard focus.

5.4 Navigation and search

Navigation Menu LEGACY

Legacy — kept so existing pages keep working. For new pages use **Navigation Menu V5**.

The site's main navigation: a configurable menu with link columns, featured content and product promo regions, a proper mobile drawer, and sticky behaviour. Normally placed on a *template*, not a page, so the whole site shares one menu.

*Tab*s: Menu · Properties · Styling · Documentation.

Setting group	What you control
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Structure	Menu Configuration — the top-level items, their panels, link columns, featured blocks, badges and calls to action.
Desktop behaviour	Desktop Open Mode (hover or click), Top Item Click Behavior, Close Delay, Allow Multiple Panels Open, Close on Outside Click, Max Panel Width.
Mobile behaviour	Mobile Behavior, Mobile Menu Label, Mobile Drawer Width, Mobile Overlay Colour, Close Mobile Menu on Link Click, Lock Page Scroll for Mobile Drawer, Tablet and Mobile breakpoints.
Sticky	Sticky Navigation and Hide Sticky Nav on Scroll Down.
Highlighting	Active URL Matching — how the current page is detected and marked.
Animation	Panel Animation and duration.
Styling	Font family; top-link size, weight, case, height and horizontal padding; navigation background; link, hover and active colours; panel background, text, border, radius, padding, shadow and column gap; badge and CTA colours and radius; theme variant and alignment.
Accessibility	Accessibility Label for the navigation landmark.

Site Search V5

The search results page: one page showing everything on the site that matches — products, content pages and blog posts. It reads the term from the web address, so any result page can be bookmarked or shared.

Tabs: Results · Products · Card Layout · Return Data · Properties · Styling · Documentation. Supports Styling Presets.

Key settings: **Search Variable Name** (the query-string parameter, by default the one behind `/search?q=...`), **Widget Group** (which pairs it with a Search Filter V5 on the same page), **JSON Data Variable Name** (exposes the result set to page scripts), **Support Crawlers** and **Minify content**. The results layout, result types, per-page counts, excerpt lengths, product grid and card layout are covered in depth by its own Documentation tab and the dedicated Site Search V5 manual.

Search Filter V5

The companion toolbar for Site Search V5: narrows results by type and changes sort order. It never searches on its own and renders nothing unless a paired Site Search V5 is on the same page.

Settings: **Widget Group** (must match the search widget's group) and **Support Crawlers**.

Navigation Menu V5 ★ NEW

Your site's menu: plain links, short dropdown lists and wide “mega” panels with columns of links, pictures, products and buttons, built by clicking on a live preview. It can run across the page or down the side, and on phones becomes a list, drawer, full-screen menu or bottom sheet. Place it once, in the header (or side column) area of your template. It supersedes the original Navigation Menu. If the template uses Site Header V5, do not add it as well — the header already contains this menu.

Tabs: Menu · Properties · Styling · Documentation. Supports Styling Presets.

Setting	Notes
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Menu tab	A live preview above an outline of the menu, with the settings of the selected part beside it. Click any part of the preview to edit it; drag in the outline to move parts. <i>Things to check</i> lists anything unfinished. Undo and Redo keep 60 steps; unsaved work is kept as a draft in your browser.
Menu item → Dropdown	<i>None</i> (straight to its link), <i>Simple list</i> (a short list of links) or <i>Mega panel</i> (columns, image cards, products and buttons). It follows what you add, so added content always shows.
Parts of a dropdown	<i>Link</i> and <i>Sub-link</i> , <i>Link column</i> and <i>Link group</i> (headed lists), <i>Image card</i> (picture, title, text and button; Image left, Image on top or Banner), <i>Products</i> (cards for chosen products, categories or collections, at the visitor's prices, or a Product List widget) and <i>Button</i> (a row along the foot).
Fill this column from a category	Lists a shop category's sub-categories (one or two levels), ending with a "Shop all" link, and keeps the list up to date by itself. <i>Show category images</i> adds small pictures.
Mega panel layout	Give columns, cards and products a <i>Width</i> (Auto, ¼ to Full) and an order to lay the panel out on a grid. On phones every block takes the full width.
Show on	Desktop, Tablet and Mobile switches on every part.
Import / Templates / Export	Bring in the menu of a website (such as your old shop), another menu on this site — original Navigation Menus included — your pages or a file; links are matched to your own pages for you to review. Templates are ready-made or saved on the site, and shared with Site Header V5.
Behaviour (Properties)	Open panels by pointing or clicking, what a top item with both a page and a panel does, panel animation and close delay, <i>Highlight the current page</i> , and <i>Stay at the top while scrolling</i> with <i>Hide while scrolling down</i> .
Mobile (Properties)	<i>Mobile menu style</i> — a Menu button that opens a list, a drawer, a full-screen menu or a bottom sheet, or <i>Always open, with no button</i> for a sidebar — plus <i>Mobile menu below</i> and <i>Tablet sizes below</i> (pixels wide).
Styling	Bar (Starting look, Direction — <i>Across the page</i> or <i>Down the side</i> — and alignment), Top links, Panels (including <i>Panel width</i> : centred, full screen width or hanging under its item), Panel headings & links, Thumbnails, Product cards, Badges & buttons, Mobile drawer, and Custom CSS.

Menus saved before keep their look until you edit them. Category lists can take up to 10 minutes to reflect a change in the shop, and product boxes 5 minutes. To move off the original Navigation Menu, open it and use its **Replacement** tab, which makes a switched-off Navigation Menu V5 draft to review; then check the structure, phone behaviour and any custom CSS before switching. The Documentation tab covers every builder control.

Site Header V5 ★ NEW

The whole header of your shop in one widget: logo, menu, search, account, cart and wishlist, plus a line of text, a few links, a button, a phone number or social icons, laid out separately for computers, tablets and phones, with a menu drawer for small screens. It replaces a header hand-written in the template plus a separate menu widget. Place it once,

in the header area of your site template — never on individual pages, and never beside a Navigation Menu, or pages show two menus.

Tabs: Header · Elements · Menu · Properties · Styling · Documentation.

Setting	Notes
Header tab	The live preview (pop it out to keep it in view while you work on other tabs), <i>Import from a website</i> , the ready-made layouts and the layout board. Desktop, Tablet and Mobile each have their own arrangement; <i>Copy layout from...</i> copies one onto another. <i>Things to check</i> lists anything unfinished.
Bars and zones	Top bar, Second top bar, Main bar and Bottom bar, each with Left, Centre and Right zones. Every header has a main bar; the others appear only once something is in them. The <i>Second top bar</i> sits between the top bar and the main bar — a strip of short promises under a coloured top bar, say.
Start from a ready-made layout	<i>Logo left, menu centre</i> (where a new header starts), <i>Centred logo, menu below, Search-first catalogue, Logo and menu left</i> or <i>Menu button on every screen</i> . A layout rearranges the bars and drawer and keeps what your elements say.
Import from a website	Reads another site's header — usually your old shop — and brings its logo, promotion line, phone, social and small links, and its menu. You choose what to keep before anything changes.
Elements tab	One card per element, each with <i>Where it appears</i> for every screen size and <i>In the menu drawer</i> . Logo, Menu button, Menu, Search, Account, Cart and Wishlist are always there; <i>Add element</i> adds Text, Links, Button, Phone, Social links or a Widget slot (up to 12 of each).
Search / Account / Cart	Search as an icon that opens a bar, a full-screen search or an always-visible box, with suggestions as visitors type. Account as an icon, words or both, with an optional create-account link ("Sign in or Create an account"). The cart count updates by itself.
Menu tab	<i>Build the menu here</i> with the Navigation Menu V5 builder, or <i>Use an existing Navigation Menu V5 widget</i> to share one menu. How it opens and looks always comes from this header.
Screen sizes / Width	<i>Tablet layout from</i> and <i>Desktop layout from</i> (pixels wide; 768 and 1200 by default), and whether the contents line up with the page or stretch to the screen edges.
While scrolling	Scrolls away, always stays at the top, or hides while scrolling down and comes back on the way up. <i>What stays at the top</i> can let the top bars scroll away. <i>Shrink while scrolling</i> needs the header to stay at the top.
Float over the page banner	The header sits see-through over a big picture at the top of the page, in <i>Text colour over the banner</i> , and turns solid once scrolled when it stays at the top.
Menu behaviour / Menu drawer	How panels open, their animation and <i>Panel width</i> . The drawer slides in from the left or right, or drops open under the bar; its menu folds open in place or slides to a new list.

Styling	Main bar, Font, Top bar, Second top bar, Bottom bar, Logo, Icons and counts, Cart, account and wishlist, Account words as buttons, Menu button, Menu, Menu panels, Search box, Drawer and After scrolling. Left empty, everything follows your brand.
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Use *Float over the page banner* only on a template whose pages all start with a picture, otherwise the header covers the top of the page. An imported logo still loads from the other website — upload it and choose it on the Logo card. The cart needs the store switched on and the wishlist its feature switched on. Once the new header is in, remove the template's old header code or menu widget. Every field is explained on the Documentation tab.

Site Footer V5 ★ NEW

The whole footer of your shop in one widget: logo, columns of links, contact details, social icons, a newsletter sign-up, the copyright line and the payment methods you accept, laid out separately for computers, tablets and phones. It replaces the HTML Code widgets in a template's footer, and is the partner of Site Header V5 — the editor works the same way. Place it once, in the footer area of your site template.

Tabs: Footer · Elements · Properties · Styling · Documentation.

Setting	Notes
Footer tab	The live preview, <i>Import from a website</i> , the ready-made layouts and the layout board for Desktop, Tablet and Mobile. <i>Things to check</i> lists anything unfinished.
Columns and bars	Up to six columns side by side, a <i>Top bar</i> above them, and a <i>Promo bar</i> and <i>Bottom bar</i> under them, each bar with Left, Centre and Right zones. A bar shows only when something is in it; the bottom bar usually holds the copyright, small links such as Privacy and Terms, and the payment methods.
Promo bar	Between the columns and the bottom bar, for something to point out: a Picture (a catalogue cover), a Text and a Button such as "Start saving", side by side in a row.
Ready-made layouts	<i>Columns</i> (a column per list of links, contact details and so on), <i>Centred</i> (one column down the middle) and <i>Simple bar</i> (no columns, one slim bar).
Elements tab	Logo, Copyright and Payment methods are always there; <i>Add element</i> adds Text, Links, Contact details, Button, Phone, Social links, Picture, Newsletter sign-up or Widget slot. In the copyright, <code>{year}</code> and <code>{site}</code> keep the year and shop name up to date. Payment methods show as their names in small boxes or as card marks in one colour.
Newsletter sign-up	An email box and a button that add visitors to the site's subscriber list — the same list as Email Subscription — and send the <i>Thank-you email</i> you choose. It works on every page the footer is on, with no other widget needed.
Widget slot	Shows a Rich Text, HTML Code, Image V5, Button V5 or Email Subscription widget from your site.

Import from a website	Reads another site's footer and offers its columns, headings, links, contact details, social profiles, copyright and payment methods, with a layout like the original. A row above its columns comes in the Top bar, and a picture-words-button row under them in the Promo bar. <i>Left out</i> lists what was not copied.
Screen sizes / Width	<i>Tablet layout from</i> and <i>Desktop layout from</i> — use the same sizes as your header — and whether the contents line up with the page or stretch to the screen edges.
Columns on smaller screens	<i>Columns side by side on tablets</i> (1 to 4) and <i>on phones</i> (1 or 2), <i>Fold the columns under their headings on phones</i> (keeps a long footer short), and <i>Line up the columns on phones</i> .
Styling	Footer band, Columns, Column headings, Links, Top and bottom bars, Promo bar, Logo/pictures/icons, Payment methods and Sign-up form. Left empty, the footer uses your brand's dark band colours and site fonts.

A link left as “#” (common after an import) still shows and stays on *Things to check* until you choose its page. An imported logo still loads from the other website — upload your own and choose it on the Logo card. Credits such as “Powered by...” are never copied. The Documentation tab has the full reference.

Table of Contents ★ NEW

An “On this page” list built in the visitor’s browser from the headings further down the same page. A click scrolls to that heading, and the list marks the section being read. Use it at the top or side of a long guide, article or policy — not on a short page, and never as the site menu.

Tabs: Content · Properties · Styling · Documentation.

Setting	Notes
Heading	Over the list; “On this page” by default.
Content selector	The part of the page whose headings count. Leave it at <code>main</code> unless the template’s article area is named differently.
Heading levels	H2; H2 and H3 (the default); or H2, H3 and H4. Lower levels are indented.
Sticky navigation	Keeps the list in view as the page scrolls — best in a side column.
Sticky header offset	The height in pixels of a fixed site header (80 by default), so a heading lands below it rather than under it. A sticky list also stops this far from the top.

The editor preview cannot see the rest of the page, so check the links in page preview. A page with no matching headings hides the widget. Headings inside Content Collection and Resource Library cards, or in hidden panels, are left out.

Breadcrumbs ★ NEW

The trail back to the home page at the top of an inner page (Home > About > Our team), built from the page tree, so it is never written by hand. One per page, above the page’s heading; leave it off the home page, where it would only say Home.

Setting	Notes
Home label / Home URL	The first link: “Home” and <code>/</code> . A blank label leaves the home link off.
Show current page	Ends the trail with this page’s own name, not linked.
Include breadcrumb structured data	Adds schema.org breadcrumb markup that search engines can show in results. Turn it off if the template already outputs breadcrumb markup, so it is not there twice.
Optional manual breadcrumb trail	Label and Link URL rows that replace the page tree. Leave it empty: a hand-written trail goes stale the moment a page moves.
Styling — Links	As the site draws its links (the default), Not underlined, Underlined, or Underlined under the pointer.

In the editor the preview shows a sample trail (Parent page > Current page); the real trail appears on the saved page.

5.5 Marketing and social

Announcement Bar

A full-width strip for promotions, shipping notices and alerts. Dismissible, stickable, animatable and schedulable — so a campaign bar appears and disappears on its own.

Setting	Notes
Message	The text.
Link text / Link URL / Open link in new tab	An optional call to action.
Position / Stick to the edge while scrolling / Stacking order (z-index)	Top or bottom, fixed or not, and how it layers against other fixed elements.
Slide in on load	Animated entrance.
Allow visitors to dismiss / Stay dismissed for (days)	A close button, and how long the dismissal is remembered in the visitor’s browser.
Show from / Show until	The schedule window, in the site’s time zone. Set both and the bar manages itself.
Styling	Background, text and link colours; underline the link; font size and weight; text alignment; padding; content max width.

Place this on the site template, inside a container above the header, so one widget covers every page.

Cookie Consent

A GDPR-style consent banner that remembers the visitor's choice in a cookie and can push a consent event to the Google Tag Manager dataLayer — which is what lets GTM hold tags back until consent is given.

Setting	Notes
Consent message	The wording. Keep it accurate for your jurisdiction.
Accept button text / Show Decline button / Decline button text	The choices offered.
Policy link text / Policy URL	Link to your cookie or privacy policy.
Layout	Bar or box.
Cookie name / Remember choice for (days)	How the decision is stored.
Push consent event to GTM dataLayer	Turn this on when GTM gates tags on consent.
Styling	Background, text, accept-button and button-text colours; corner radius; box max width; padding.

Place the consent widget so it loads on every page — on the template. A consent banner that only exists on the home page is worse than none.

Social Share

Share buttons for the current page, with the networks you choose and full control over how the buttons look.

Setting	Notes
Networks	Facebook, X, LinkedIn, Pinterest, WhatsApp, Email, Copy Link, and the browser's Native Share Button — each independently switchable.
Heading / Alignment / Display Mode	Optional label, placement and arrangement.
Button Style / Size / Corner Style / Spacing / Icon Size / Logo Button Size	The look of the buttons.
Use Brand Colors / Show Labels	Each network's own colour, and whether the name shows next to the icon.
Open Social Networks in Popup Window	Keeps your page open behind the share dialog.
Share URL / Title / Description / Image URL overrides	Control exactly what is shared. Leave blank to use the page's own metadata.
Copy Success Message	The confirmation shown after Copy Link.

Google Reviews

Shows cached Google Business Profile reviews for a location you own. Reviews are refreshed by a scheduled sync, not fetched on page load, so the page stays fast and stays up even if Google is slow. Review text can be included in site

search.

Setting group	What you control
Connection	Business Name, Google Business URL, Google Account ID, Google Location ID, and the OAuth Client ID / Secret / Refresh Token. Plus <i>Enable Test Mode</i> for setup.
Selection	Reviews To Show, Minimum Review Rating, Show Only Reviews With Text, Sort Reviews By and a Secondary Date Sort, Review Excerpt Length.
Layout	Layout Mode (grid or carousel); Max Desktop and Tablet Columns; Enable Pagination and Reviews Per Page.
Carousel	Playback, auto-scroll timing, controls and their alignment, arrow background, text colour, radius and CSS class.
Content	Show Business Header, Review Dates, Reviewer Photos, Owner Replies, Business Link, Last Synced Timestamp.
Messages	Pending Sync Message and Empty State Message — what visitors see before the first sync or when nothing matches your filters.
Search	Include reviews in site search.

The OAuth credentials are secrets. They belong in this widget's configuration by an administrator; never paste them into a page, an e-mail or a support chat.

Facebook Embed

Embeds a public Facebook post or video. *Settings*: Facebook URL or Embed Code; Embed Type; Show Post Text; Lazy Load; Allow Full Screen; Autoplay Video; Show Video Captions; Alignment, Plugin Width, Wrapper Max Width, Display Style; Load Facebook SDK with SDK Version, Locale and App ID; Fallback Link Text and Accessibility Label.

Instagram Embed

Embeds a public Instagram post or Reel. *Settings*: Instagram URL or Embed Code; Show Caption; Alignment, Width, Min and Max Width, Display Style; Load Instagram Script; Fallback Link Text and Accessibility Label.

X Embed

Embeds a public X post or timeline. *Settings*: X URL or Embed Code; Embed Type; Theme; Alignment, Width, Timeline Height, Timeline Post Limit; Hide Post Media / Conversation / Timeline Header / Footer / Borders / Scrollbar; Transparent Timeline; Show Timeline Replies; Do Not Track; Language; Timeline ARIA Politeness; Load X Widgets Script; Fallback Link Text and Accessibility Label.

TikTok Embed

Embeds a public TikTok video or creator profile. *Settings*: TikTok URL or Embed Code; Embed Type and Render Mode; Alignment, Min and Max Width, Player Height, Display Style; Load TikTok Script; the player switches (Controls, Progress Bar, Play Button, Volume Control, Fullscreen Button, Timestamp, Loop, Autoplay, Muted, Music Info, Description, Related Videos, Native Context Menu, Closed Captions); Fallback Link Text and Accessibility Label.

Map

Renders a generic map, a single location map, or a store locator with many pins. *Settings:* Map Mode; Locations (the pin list); Map Height; Default Zoom; Show Location List; Show Directions Links; Show Website Links; Open First Location; Empty State Message; Google Maps API Key; and a Custom Map DOM ID for when page scripts need to reach the map.

Supply your own Google Maps API key. A shared or missing key is the usual cause of a grey map box.

5.6 Forms, sign-up and account

Contact Us

A configurable contact form with e-mail notification, a customer confirmation, captcha and full styling control. Submissions are stored and readable under **Content Management → Contact Us**, with marketing opt-in columns, and can be exported.

Tabs: Form · Properties · Styling · Documentation.

Setting group	What you control
Form	Fields to Include on Form; Field Text Display; Country used for Address; Columns; Enable Captcha.
Submit button	Label, CSS class, position.
Customer e-mail	Send Confirmation Email; Subject; From Address and From Name; Customize Email; Text or HTML; and the text / HTML bodies.
Admin notification	Send Admin Notification; the address to notify; Subject; From Address and Name; Customize Email; Text or HTML; and the bodies.
After submit	Redirect On Success and the redirect URL; the element ID to show messages in; Success and Error messages.
Styling	Form width and position; background; label font colour and size; field font colour, border colour, height, border radius, horizontal and vertical padding; form padding and margin on all four sides.

Turn **Enable Captcha** on for any public form. A contact form without it becomes a spam funnel within days.

Email Subscription

Collects e-mail addresses and sends a thank-you e-mail. *Settings:* Submit button label, class and position; Form ID and Form Class; Email Template (the thank-you); Show Label; input before/after add-ons; input custom class; Placeholder; Success and Error messages. Repeat subscriptions are treated as success, so a returning visitor is never told they are already on the list.

Login

A sign-in form with Forgot Password and Reset Password built in — three states in one widget, each with its own configuration.

Setting group	What you control
Shared	Error and success message classes; heading tag and class; Show Input Label.
Login	Show on default; Form ID; Message ID; submit button text, class and ID; email and password icons; heading text; Show Remember me; It is popup; Show Forgot Password; redirect if already signed in and its URL; redirect URLs for login failure and success.
Forgot Password	Show on default; Form ID; Message ID; submit button text, class and ID; heading text; redirect URL after submit; Recovery Template Email; link text, class and ID.
Reset Password	Form ID; Message ID; submit button text, class and ID; heading text; redirect URL after submit; the error link shown when a reset link has expired.

Pass Code

Gates a page behind one or more shared pass codes held in the widget. The light-touch alternative to role-based access: no accounts needed, so it suits client previews and event pages. Configuration mirrors the Login widget's form settings.

A pass code is a soft gate, not security. For anything confidential use the page's *Roles* field.

Sign Up

Registers a new user from a form. *Settings*: Form Id; Activation Email Template; Submit Button Name and Class; the redirect URL after a successful sign-up; and *Auto login* to sign the new user in immediately.

User SignUp LEGACY

Legacy — kept so existing pages keep working. For new pages use **Sign Up**.

A sign-up form whose markup you supply yourself, for when the standard Sign Up widget's form does not fit the design. You own the HTML; the widget handles the submission. Reach for **Sign Up** first.

User information

Shows details of the signed-in visitor — e-mail, first name, last name — and nothing at all for a guest. *Settings*: the element container ID and the login-form container ID, so the widget can slot into your theme's markup.

HTML Embed LEGACY

Legacy — kept so existing pages keep working. For new pages use **HTML Code**.

Renders a button that opens embeddable HTML at a chosen size — the usual home for a third-party embed that wants its own window. *Settings*: Text, Class, Width, Height.

5.7 Code, markup and SEO

These four are for site builders. They are cacheable and, where they carry text, indexed.

CSS Code

Page-level or template-level CSS. *Settings:* **Code is a file path** (register a stylesheet file instead of inline CSS), **Where to register** (the media target), **Order of the script** (load order relative to other registered styles), and **Minify content**.

JavaScript Code

Page-level or template-level JavaScript. *Settings:* **Code is a file path**, **Where to register** — document head, after the opening body tag, before the closing body tag, on document ready, on window load, or after all other body scripts — and **Minify content**.

Registering at the end of the body, or later, is almost always right. Scripts in the head block rendering.

Metadata

Per-page meta tags — description, keywords, Open Graph and similar. Place it in the `cms-header` container so it lands inside the document head. Its content is indexed for site search.

Facebook Tag LEGACY

Legacy — kept so existing pages keep working. For new pages use **Metadata (Open Graph tags)**.

Adds Facebook’s page metadata / tag markup. *Settings:* the Facebook Tag ID. Place it in `cms-header` .

5.8 Analytics and tracking

All four belong in the `cms-header` container of a *template*, so every page is measured. Putting a tag on one page and not the rest is the most common analytics mistake there is.

Google Analytics 4

Adds the GA4 Google tag. *Settings:* GA4 Measurement ID (or *Use Global Default Measurement ID* to inherit the site-wide one); Send Default Page View; Enable Debug Mode; Allow Google Signals; Allow Ad Personalization Signals; User ID; Page Title and Page Location overrides; Cookie Domain, Expiration and Flags; and User Properties as JSON.

Google Tag Manager

Adds a GTM container snippet. *Settings:* the GTM ID. Pair it with the Cookie Consent widget’s `dataLayer` event to hold tags until consent.

Google Tracking (Events & Conversions)

Fires a GA4 event or a Google Ads conversion without writing any JavaScript.

Setting	Notes
What to track	A GA4 event, a Google Ads conversion, or both.
When to fire	The trigger — page view, a click, and so on.
Element (CSS selector)	Which element to watch, for click triggers.
Event name	The GA4 event name.

Conversion ID / Conversion label	For Google Ads conversions.
Value / Currency / Transaction ID	Conversion value reporting.
Extra parameters (JSON)	Anything else you want on the event.
Load the Google Ads tag automatically	Saves adding the tag separately.
Only fire once per visit	Stops one visitor inflating a conversion count.

5.9 Widgets from other modules

Installed modules contribute their own widgets, and they appear in the same picker — use the *Module* dropdown to see them. Product lists and product detail blocks come from the Shop module, blog widgets from the blog module, and so on. They behave exactly like CMS widgets: same containers, same editor tabs, same linking and preset rules. Their settings are documented with their own modules.

5.10 Widgets you should no longer use

These are superseded. They still render on pages that use them, so existing pages will not break, but do not add new ones — use the replacement instead.

Do not use	Use instead
AMP Discoverable	Nothing — AMP is no longer a search requirement
Button	Button V5
Current Geo Location	Map location tools
Facebook Tag	Metadata (Open Graph tags)
HTML Embed	HTML Code
Image	Image V5
Markup Code	HTML Code
Navigation Menu	Navigation Menu V5
Popular Search Terms	Site Search V5 suggested searches
Recently Viewed Pages	Content Collection (recently viewed)
Recommended Pages	Content Collection (related pages)
Search Form	Site Search V5 with Search Filter V5
Site Links Search Box	Nothing — no replacement needed
User SignUp	Sign Up
Icon Box	Image & Content Rows

Older legacy widgets appear in the widget picker only when **Show legacy widgets** is switched on. They keep existing pages working; for new pages, use the widgets described in this manual.

6. Recipes

6.1 Build the header and footer once

- 1 Create a **wrapper template**. Build the whole document in it: `<html>` , `<head>` with `<title>#__TITLE__#</title>` , the header markup, `#__CONTENT__#` , the footer markup.
- 2 Add containers where site-wide widgets should go — for example `<div id="promo" class="sb-container"></div>` above the header.
- 3 Save. Then use **Manage widgets** on the wrapper and place **Site Header V5** and **Site Footer V5** (or Navigation Menu V5 on its own), Announcement Bar, Cookie Consent and your analytics widgets (the last three in `cms-header` / the promo container as appropriate).
- 4 Create a page template whose **Parent Template** is the wrapper, containing just the page-level containers you need.
- 5 Mark that page template as **Is Default** so new pages pick it up automatically.

Every page built this way inherits the chrome, and one edit to the wrapper updates the whole site.

6.2 Build a marketing landing page

- 1 Create the page. Choose the landing-page template; set the URL; leave *Include in sitemap* on and Robot Options at Standard.
- 2 In the Content Editor, add **Image V5** or **Slideshow** in the hero container.
- 3 Add **Image & Content Rows** for the body. Put the copy in the Rows repeater, arrange the card in Card Layout, turn on *Alternate Image Side*.
- 4 Add a **Countdown Timer** if there is a deadline, and a **Spacer / Divider** wherever the rhythm needs air.
- 5 Add **Accordion / FAQ** at the bottom for objections, with *Output FAQ structured data* on.
- 6 Add **Google Tracking** for the conversion you care about.
- 7 Preview on the development URL, then assign the revision to the live workflow — or schedule it for the campaign start.

Style one row set the way you want it, save it as a **preset**, and every future landing page starts consistent.

6.3 Build an FAQ page that ranks

- 1 Create the page with a plain content template.
- 2 Add a **WYSIWYG Content** widget for the introduction.
- 3 Add **Accordion / FAQ**. Put one real question per item, and the answer as the body.
- 4 Set *Heading tag* to the level that fits the page's outline (usually `h2` or `h3`).

- 5 Turn on *Output FAQ structured data (SEO)* and *Allow linking to a panel*, so support staff can send a visitor to one specific answer.
- 6 Leave *Allow multiple panels open* off for a tidy page, on for a long reference.
- 7 Confirm the page has *Allow Search* on, then rebuild the search index from **Workflows**.

6.4 Run a site-wide announcement

- 1 Open the site wrapper template with **Manage widgets**.
- 2 Add **Announcement Bar** to the container above the header.
- 3 Write the message and the link. Set *Position* and, if you want it always visible, *Stick to the edge while scrolling*.
- 4 Turn on *Allow visitors to dismiss* and set *Stay dismissed for* to a sensible number of days.
- 5 Set *Show from* and *Show until*. The bar now starts and stops on its own — nobody has to remember to take it down.

6.5 Cookie consent that gates your tags

- 1 On the site wrapper template, add **Google Tag Manager** to `cms-header` with your GTM ID.
- 2 Add **Cookie Consent** to the template as well.
- 3 Write the consent message, set the policy link, and turn on *Push consent event to GTM dataLayer*.
- 4 In GTM, make your marketing tags wait for that consent event.
- 5 Test on the development domain: no marketing tags before accepting, tags firing after.

6.6 Build the search results page

- 1 Create a page at the URL your search boxes post to (by default `/search`).
- 2 Add **Site Search V5** to the main container.
- 3 Optionally add **Search Filter V5** above it, and set the same *Widget Group* on both so they pair up.
- 4 Check *Search Variable Name* matches the parameter your search boxes use.
- 5 Make sure the pages you want found have *Allow Search* on, then rebuild the index from **Workflows** → **Rebuild Full-text search DB**.
- 6 Watch **Search Query Log** afterwards. It tells you what visitors want and cannot find.

7. Troubleshooting

My new page is not on the live site

- No revision has been assigned to the live workflow. Assign one.
- The page *Status* switch is off.
- The page has no URL, or the URL you are trying is not attached to it.
- The page is archived.

The container I need is not in the Content Editor

- The element is missing `class="sb-container"` or its `id`.
- The class is in single quotes. Use double quotes.
- Another element already uses that ID — only the first one counts.
- You added the container to a different template revision than the one this page uses. Check the page's *Template Content*.

My widget does not appear on the page

- The widget is *Deactivated*.
- It is in a container that the current template chain does not render.
- Its container ID is duplicated in the template.
- You are looking at a different revision than the one you edited.
- The page is cached. Preview shows live output; the public page may be serving cached HTML.

I changed a widget and it changed on other pages too

It is a linked or template widget, and you chose *Save with Linked*. Open the widget information panel to see its sharing type, then use *Unlink* (or *Save with Unlinked*) to give this page its own copy.

My styling change did nothing

- You edited the **Template** tab earlier, so this instance no longer takes its markup from the settings. Clear the Template box to hand control back.
- A colour needs to be a hex value; a size needs a unit.
- The theme is overriding it. That is what the widget's Custom CSS sub-editor is for.

The template editor will not let me save

Read the validation panel. The blocking errors are: blank HTML; a wrapper without `#__CONTENT__#`; duplicate container IDs; a template used as its own parent; a parent that would create a loop.

The template preview looks blank or boxy

That is expected. **Preview Draft** renders unsaved markup with no widgets and no theme stylesheet, and draws each container as a labelled box so you can see the layout. Use *Preview saved revision* from the template list, or preview an actual page, to see the real thing.

Search results are stale or missing new content

The index is rebuilt on a schedule. Force it from **Workflows → Rebuild Full-text search DB**. Also confirm the page has *Allow Search* on, and remember that not every widget type contributes text to the index.

The scheduled publish did not happen

- The schedule's *Status* is not active.
- The time was entered in the wrong zone — the field is in the store's zone, not your browser's.
- The destination workflow is not the one you are looking at.
- The platform scheduled job is not running. Ask an administrator.

I cannot delete a template

Something still uses it. Open its **Pages** tab and **Show full chain** to find the pages and child templates, move or remove them, then delete.

A revision will not let me edit it

It is locked (only the person who locked it can edit) or archived (nobody can). Unlock it from the revision row if you have the rights, or copy it to a new revision and work there.

Two people edited the same page

Open the widget edit history in the Content Editor and filter by user and date. It records who changed what, and when. Lock a revision while you work on it to prevent a repeat.