

YOUR NEW  
WEBSITE IS   
LOVE IT. UPDATE  
IT, SHARE IT.  
REPEAT.

ONE NINE DESIGN

WEBSITE TRAINING GUIDE

CONSUMER CREDIT  
COUNSELING SERVICES

This document is designed to give you a high-level overview of your website and the most common areas that you will need to be familiar with. It will not cover everything. I've provided links to the Squarespace support website (available to you 24/7) within several sections of this guide. You can also view training videos that will guide you step by step for many of the basic website editing functions over on my website: [oneninedesign.net/training/71](http://oneninedesign.net/training/71)

**Hosting Information:**

Your website is hosted on Squarespace.

Renewal date:

Renewal charge: \$216 plus tax

Your domain is hosted by

I do not maintain your domain, have rights to access settings, or have the responsibility to renew it. Your domain is connected to your Squarespace site and will require you to pay the annual fee directly to your domain host to keep the domain active.

**Login information**

To log in to your website, go to  
[squarespace.com](http://squarespace.com)

Username:

Password: \_\_\_\_\_



**YOUR WEBSITE DESIGNER:**

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## 01 | SETTINGS

### Permissions

- Give others access to edit the website using this option. Control which level of access they have and change it at any time.
- Follow the process to “Invite Contributor” to get started.

[See the Squarespace Tutorial on Permissions](#)

### Billing and Account

- Find past invoices
- Renew and/or upgrade your website plan
- Change the credit card on file

[Squarespace Tutorial on Billing](#)

## 02 | MARKETING

There are two helpful tools under Marketing that you will want to use:

- Announcement Bar - add a temporary announcement at the top of your site
- Promotional PopUp - add a pop-up box to your site to promote a new service, event, or any other item you'd like to draw attention to.

[Squarespace Tutorial on Announcement Bars](#)

[Squarespace Tutorial on Promotional Pop-Ups](#)

## 03 | ANALYTICS

- Explore interesting statistics about who is visiting your site, which pages are being viewed the most, and where visitors are being referred from.
- Download the Mobile App free from the App Store to take analytics on the go!

[An overview of Squarespace Analytics](#)

## 04 | HELP

From the main menu, select Help and then Knowledgebase to search any feature of your website. You'll find helpful video tutorials, step-by-step instructions, and a link to chat with the support team if you need to!

[Squarespace support website](#)

## PAGES

This is your primary menu to edit your website. Any changes you make will take effect on your live site as soon as the browser is refreshed. Alter with caution and save your work in small bits.

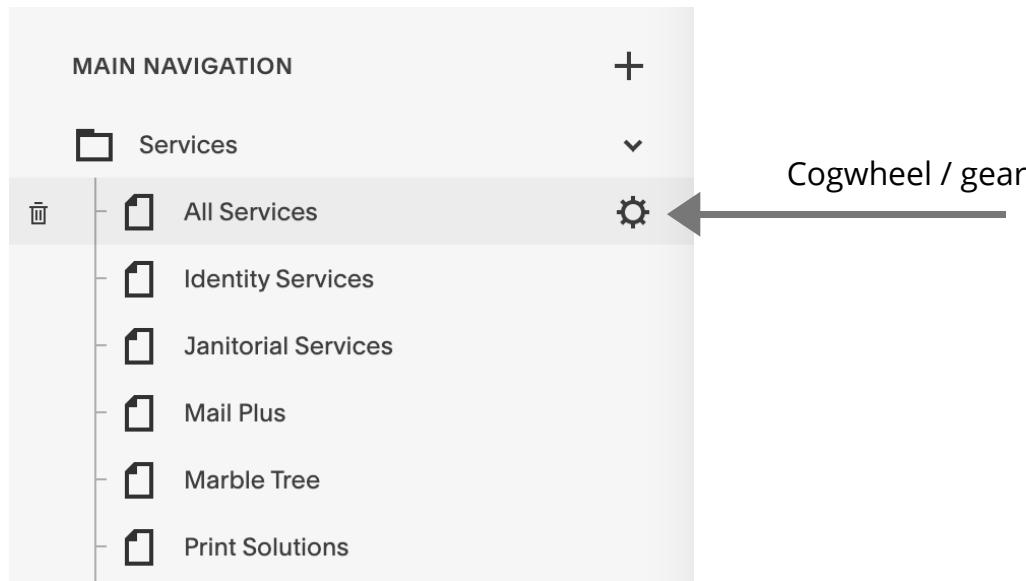
### [Understanding the Pages Panel](#)

#### Sections of Pages

- Main Navigation - all pages here appear in your primary navigation menu at the top of your site.
- Not Linked - these pages are active pages but do not appear in any menu. They are typically pages that are simply linked from other pages, the Home page, etc.

#### A little more information on the cogwheel / gear (Page Settings)

- The **General tab** of the gear menu is used to control your page name, navigation name, and slug (what comes after the "/" in the url. This menu also allows you to disable the page, make it password protected, duplicate the page, and set the page as the home page.
- The **SEO tab** gives you the opportunity to tell Google or other search engines exactly what this page is about. You should always complete both the SEO title and description for every page for better SEO results.
- The **social image tab** lets you choose a particular image that will appear if you share this page directly. Any image added here will override your social share logo set up in the Design menu.
- The final tab "**Advanced**" is where any custom codes for that particular page are housed. In general, you will NOT want to make any changes here.



## Editing text and links

So you want to change some text, swap out a photo, update a link, or make other minor changes? You can do this very easily! It takes some time to learn the “box” system of Squarespace but once you get the hang of it, you’ll be an editing pro!

### Getting to the edit mode

- While logged in under the Pages menu, select the page you want to edit.
- You will see the page appear on your screen, to the right of the menu.
- Click the Edit option in the top, left-hand corner of the page.
- Move your cursor the text area where you want to edit and click inside the box.

### Editing text

- To edit a text block, you can simply click wherever you want to change text in the box.
- Use your format bar that pops up to make text bold or italic, align it, add bullets, numbers, etc.
- Please note that you cannot change the text font, size, or color like you are used to in Microsoft Word. These are preset under your Design menu (explained later in this guide) You can experiment with your choices by choosing from the Style box (a variety of paragraph and heading sizes). This helps keep your entire site consistent.
- When you are finished editing text, select Done and Save in the upper left-hand corner.

### Adding or editing links

Linking text to an external website, another page on your current website, or a file is simple.

- Select the text you want to link and click the link icon on the format bar
- The pop-up box will prompt you to add an external link. Go ahead and click the wheel to open the full menu.
  - **Webpage / External:** Link to another website. Copy and paste the address in the box and toggle the button on to choose the “Open in New Window” option.
  - **Page:** This links to another page within your website. Click in the search box and a list of your pages will appear below. Choose the one you want and then click Save.
  - **Email address:** If you want to have email addresses link, choose the Email option and complete the fields. Click Save.
  - **Phone:** To link the phone number for one touch dialing, click the Phone option and enter the phone number.
  - **Files:** Link to a PDF or other file type by choosing File. Upload a current document (or choose an existing document). Be sure to always choose the “Open in New Window” option to keep website visitors on your website.

Click Save, and then Apply to apply your changes.

When you are finished editing links, select Done and Save in the upper left-hand corner.

## Editing buttons and photos

### Editing buttons (fancy links)

Buttons are simply a fancier way to add links to your site. Button design is determined in the Design menu. To edit a button link, size or alignment:

- Hover over the button block and choose Edit
- Type your text to appear on the button (button will resize to accommodate length)
- Use the Clickthrough URL options (same as link menu) to set your button action
- Vary size and alignment as needed.

When you are finished editing your buttons, select Done and Save in the upper left-hand corner.

### Editing photos

Each photo on your site is in a photo block. To change a current photo:

- Hover your mouse over the image block and click the pencil to edit
- To change the photo, click the Trash can icon to remove it and then click the arrow to upload a new photo from your computer.
- To use stock photos at no charge, Click Search for Image and browse free stock photos.
- To make simple photo edits, choose Image Editor and experiment with Squarespace's simplistic photo editor (add frames, tweak lighting, etc.)
- Always name your photos appropriately (this helps your SEO)

### Style your photo

- While editing your photo, you can choose the Design option to change how the photo appears. Play around with different formats based on what works for your site.

### Resizing the photo

Photos are not resized in a traditional “click and drag” model. To make a photo bigger or smaller, use spacer blocks to adjust the size.

# Editing photo galleries and sections

## Editing gallery sections

Gallery sections are a type of page section. You can add gallery sections to your pages to display sets of images in striking layouts, instead of adding multiple Image Blocks. If you are planning to use three or more photos together, a gallery section will help you keep those photos looking balanced and will be easier to edit later on.

### To add or edit photos in a current gallery

- Hover over the gallery, click the image icon, then click +.
- To add new images from your device, click Upload Images.
- To reuse images you already added or add stock images, click Search Images.
- To edit a current image, hover over the image to delete it by clicking the trash can icon.
- Or, change the description and link to the right of the box.

### Style the gallery

To customize how your gallery looks, you can change the layout, colors, aspect ratio, spacing between images, and other options.

- On the page with the gallery section, click Edit.
- Hover over the gallery section, and click the pencil icon.
- In the Gallery tab, change the layout with the Gallery Type drop-down menu.
- Below Gallery Type, make style changes to the current layout, like spacing and image height.
- Click the Colors tab to choose a color theme. Changes in this section override global styles in the Design panel of your site.
- Click Save.

For more detailed information on galleries, read the [Squarespace Tutorial on Gallery Sections](#)

## Making changes to a whole section

To change the style of a section like the background color, content alignment, width, height, or padding, hover over the section you want to edit and click the pencil icon.

- To add a section, click +.
- To move a section, click ↑ or ↓.
- To delete a section, click the trash can icon. After saving, sections can't be restored.
- Click Save to publish your changes. Changes don't auto-save.

# Changing your site's style and design

Use Squarespace version 7.1's global style options to make large-scale style changes to your site. This creates a consistent look to help you maintain a unified brand.

## To change your site's fonts:

- In the Home Menu click Design, then click Fonts.
- Choose a font pack.
- Set the base size.
- All other text scales relative to this size.
- Click the cog wheel to style specific text and get more advanced options.

## Colors

Curated options help you make changes to all your site's colors at once. To change your site's colors:

- In the Home Menu, click Design, then click Colors. Click Edit and then use the dropdown menu to get more advanced options.
- Use the Palette and Theme options to choose a set of colors and how they display.
- Hover over your theme and click the pencil icon to style specific elements within that theme, or select a custom color.

For more information on all of the customization you can make on your website, visit [Squarespace Support's guide on style and design](#).

## Fonts

Sans-serif    Serif    Mixed

**Poppins**  
We promptly judged antique  
ivory buckles for the next

**Aktiv**  
We promptly judged antique  
ivory buckles for the next prize.

Base Size    16px    -    +

## Colors

Choose a color palette and select a default theme. When you edit your site, you can change the theme for individual sections. [Learn more](#)

**Palette**    **Edit**



## Editing a form

### To add or remove fields from a form

- Click on the page where the form appears
- Move your mouse over the form block and click on the pencil icon to edit.
- Use the Add Form Field button to add a field to your form
- Click the trash can at the end of a field to delete it
- Click on Storage to change where form responses are emailed or stored via Google Drive
- Click on Advanced to change the message a user sees once they have submitted the form or to redirect the user to a specific page once the form has been submitted.

See more about forms on the [Squarespace support page](#)

## Duplicating a page

If you want to add a new page, sometimes the easiest way is to duplicate an existing page and then just change the content.

- Hover your mouse over the page you want to make a copy of
- Click on the cog wheel
- Scroll to the bottom of the popup (General section) and choose Duplicate Page
- A copy of the page will be created and placed in the Not Linked section
- Rename the page and then change the content

## Disable/Enable a page

To temporarily disable a page (but come back to it later):

- Click on the name of the page in the menu
- Click on the cogwheel at the end of the page name
- Check or uncheck the Enable button in the General section

## Previewing your site and using Device View

With Device View, you can preview how your site appears on mobile devices. This is a great way to test your site's responsive design as you edit and make style changes on the fly.

- To view your website in full view mode, click the arrow in the upper right-hand corner of your screen. When you click this arrow, your screen will adjust to full-screen mode. This will give you a true glimpse of how it will look on a standard computer. Click the arrow again to go back.
- You also want to ensure that your site will look great on a mobile device (phone or tablet). To see how it will look on these devices, click on the mobile phone icon next to the arrow.

## Adding a new section

To add a new section to a page:

- Click on the blue + anywhere on your page
- Choose from a variety of section types. Click the one you want to add.
- Once it's added, add or remove elements, re-arrange sections, etc.

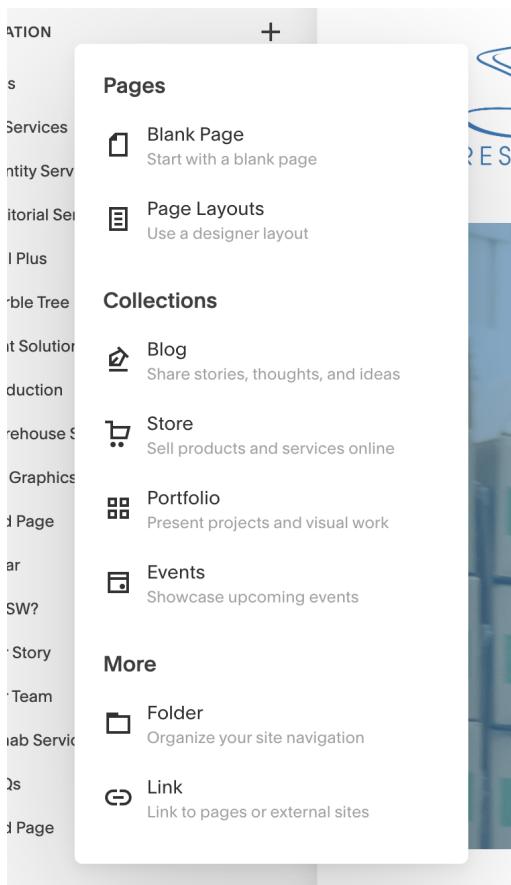
See more about sections on the [Squarespace support page](#)

## Adding a new page

To add a new page:

- To add a new page with a similar layout to an existing page, click on the existing page, click on the cogwheel, and choose Duplicate. This will give you a copy of the page (under Not Linked) and you can then change the content.
- To a new page from scratch, click the + next to Not Linked.
  - Choose Blank Page to start from scratch and build your page section by section
  - Choose Page Layouts to choose a template to start from. You can delete sections you don't want, move them around, etc.

See more about adding pages on the [Squarespace support page](#)



## Changing team members

### To remove a team member:

- Click on the Profiles page in the Not Linked section
- Click Edit
- In the top, right-hand corner, click the cogwheel
- In the menu box that opens, click Delete

### To add a team member:

- Click on the Profiles page in the Not Linked section
- Click Edit
- Choose any team member and click Edit
- In the top, right-hand corner, click the cogwheel
- In the menu box that opens, click Duplicate and then Confirm

This will open a copy of the team member you selected. Now, we'll make changes for the new employee's profile.

- Change the headline to the employee's name and title
- Replace the text with the employee's bio
- To change the image, hover over the photo and click the pencil
- Click the trash can to delete the photo and then click the arrow to upload the new photo
- In the top, right-hand corner, click the cogwheel
- On the content tab, change the status to published. (Note: the way the staff appears on the Team page is based on the date under the Published section. Decide what order the team member should appear in and then find a date between the person before and the person after and use that date)
- Under the options tab, remove the photo and add the new image
- Change the URL to the person's first name
- Save
- Choose Done and Save in the top, left-hand corner.

# What's next?

## YOU HAVE A NEW WEBSITE. NOW WHAT?

Your new website is going to open all kinds of doors for you to share your story and grow your impact and reach. Unfortunately, a website is never really done. It will need updated! It will need refreshed! It will need some TLC and lots of promotion!

Some quick tips to promote your new website:

- Consider doing a press release to let the community know you have a new website and tell them exactly how you'd like them to use it
- Let the Chamber of Commerce know you have a new site and take advantage of any free promotion tools they have to offer
- Use your social media sites to drive traffic to your website, always linking page to specific pages. Need templates to save you time? Check out the [Nonprofit Template Shop!](#)
- Watch your analytics and use them to help you create new content that helps your audience!
- Have everyone on your team include the website link in their email signature
- Put time on your calendar to do website updates, additions, and regular checks!

Thank you for choosing One Nine Design! I am so grateful to have worked with you and wish you great success! I would be very grateful if you would leave me a positive review on Facebook or Google!

**For more helpful resources offered by One Nine Design, please visit:**

Access training videos at ---> [www.oneninedesign.net/training/71](http://www.oneninedesign.net/training/71)

My blog: Design for the Small Shop ---> [www.oneninedesign.net/blog](http://www.oneninedesign.net/blog)

Follow my business on Facebook and please leave a review: ---> [www.facebook.com/oneninedesignwv](http://www.facebook.com/oneninedesignwv)



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