Spectra Free Template

SETUP GUIDE
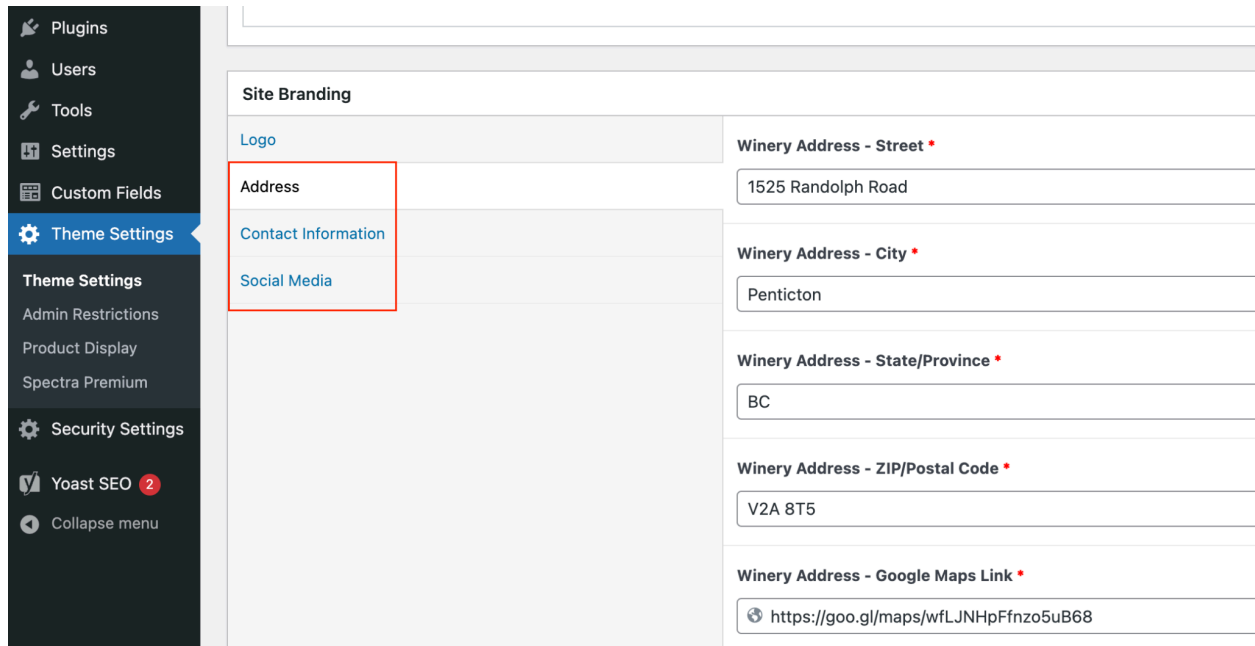
Table of Contents

1. FOOTER

We may have already entered your footer information as part of your template setup but review it to make sure everything is accurate. If you want to make any changes, you can do so under **Theme Settings** in the **Site Branding** section where you will find some vertical tabs you can click through to edit your address, contact information and social media icons:

2. THEME SETTINGS

Since you'll already be in the **Theme Settings** area, take a moment to review the following style options to personalize your new website:
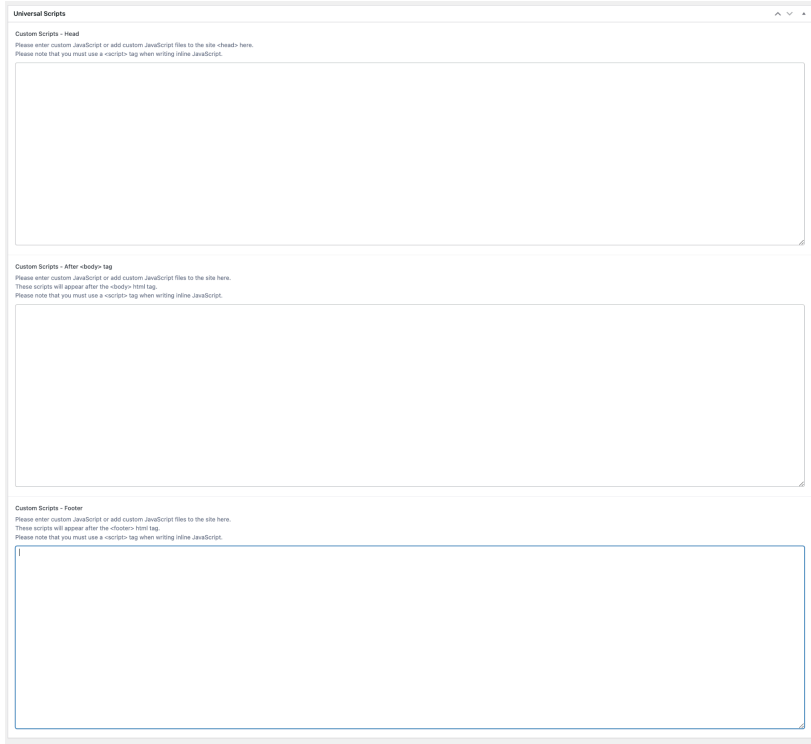
404 Page

The **404 Page** area lets you create a custom error page:

Universal Scripts

In this area, you can easily install scripts for third party services like Google Analytics, Google Tag Manager, Facebook Pixel, Tock, Chat widets and more.
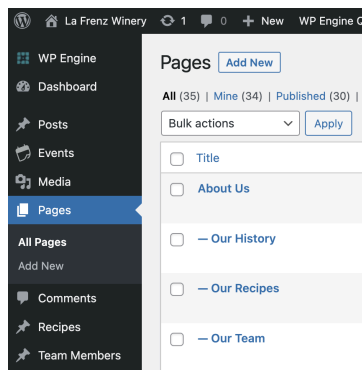
3. PAGES

With Spectra, pages are built using Content Blocks. You can find the **Add Content Block** button at the bottom of any page, existing or new. Here are the available blocks you can use:
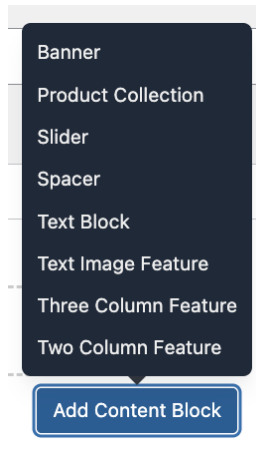
## Editing Existing Pages

To access an existing page and make changes, go to the **Pages** area. You can go through the list to find the right page to edit


Alternatively you can use the search bar in the top right to help you find the right page quickly:

You will notice that most blocks have a few different areas. For example, the **Text** block has a *Styles* area where you can set the number of columns for the block as well as the width, background color and more. The *Content* area is where you add text and/or images.
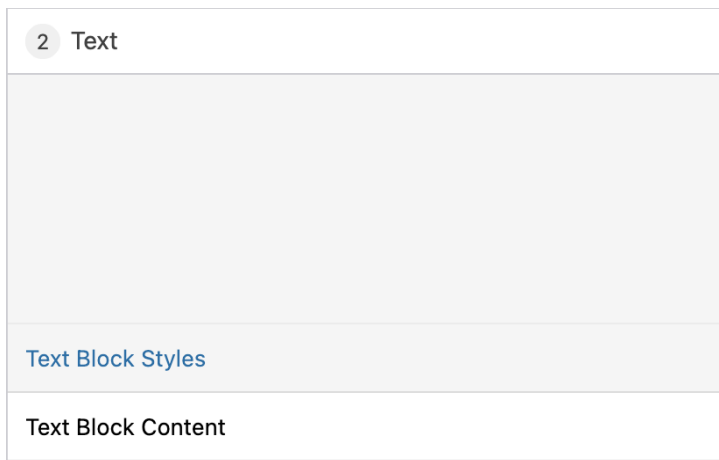
Most block have a field for an **Admin Title**, this is a title that can only be seen when editing in WordPress. Labeling your blocks makes it easier to access the correct section when you need to edit content later on.
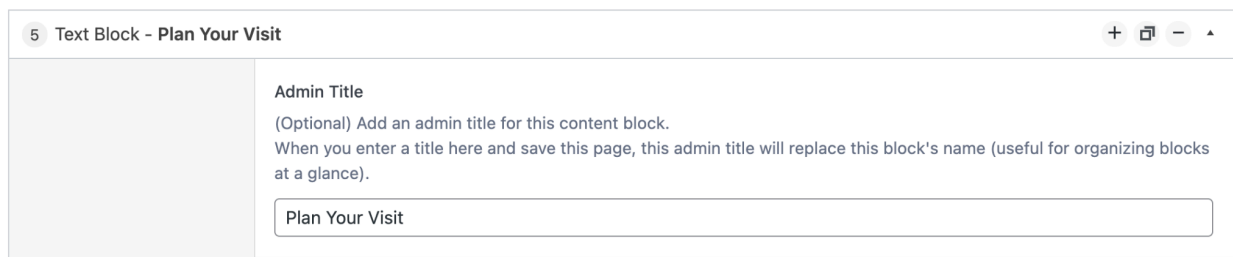
You'll also see a **Custom CSS Class** field. By adding one or multiple classes to blocks, you can change how they look.
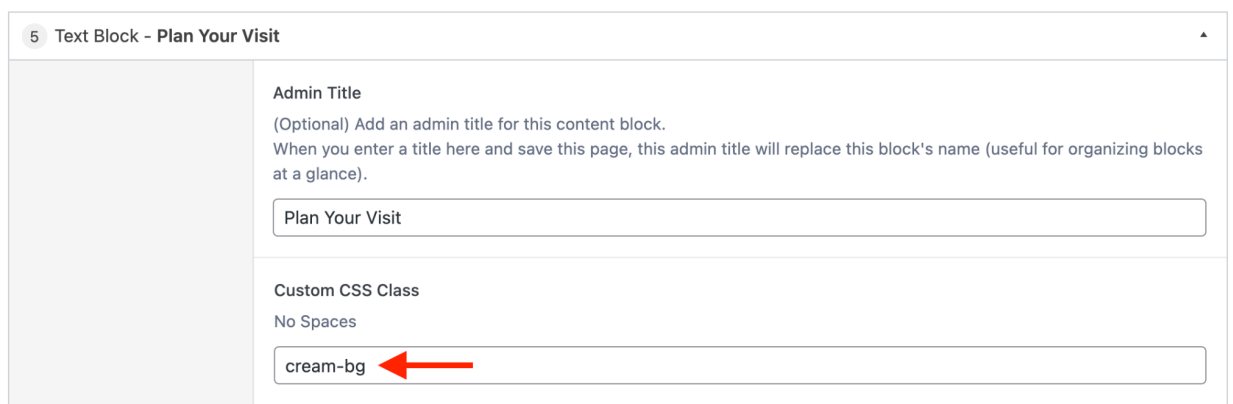
The following classes have been set up:
- **wide-content**: increase the width of the block; works on most blocks
- **cream-bg**: add a cream background; works best with a Text block
- **subscribe-columns**: centers the the Subscribe message and Commerce7 subscribe widget on mobile

You can use multiple classes on the same block, be sure to leave a single space between them.

To remove a block: click on the minus icon in the top right of the block, then click on the red Remove link.

The Text block is the most versatile block on the site, you can select the number of columns (one to six), reverse the background color (black background with white text).

We recommend you paste text in **Text view** to remove all formatting. Text view is also where you will add Commerce7 widget codes, scripts for videos and more.

The best way to understand how blocks work is to take a look at how they are set up on some of the pre-designed pages that came with your template. If you have any questions about how to achieve specific designs, please reach out to us.

To publish your changes, click on **Update** in the middle right:
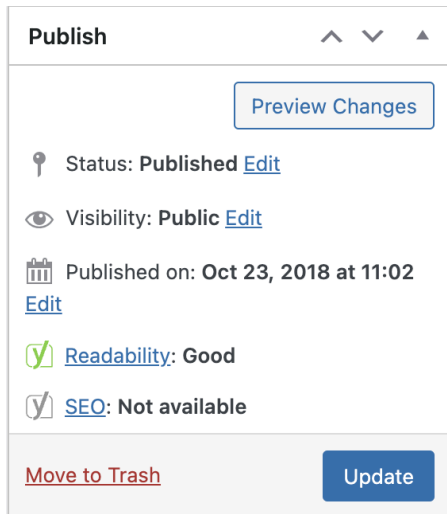
Creating New Pages

To create new pages from scratch, go to the **Pages** area and click on the **Add New** button
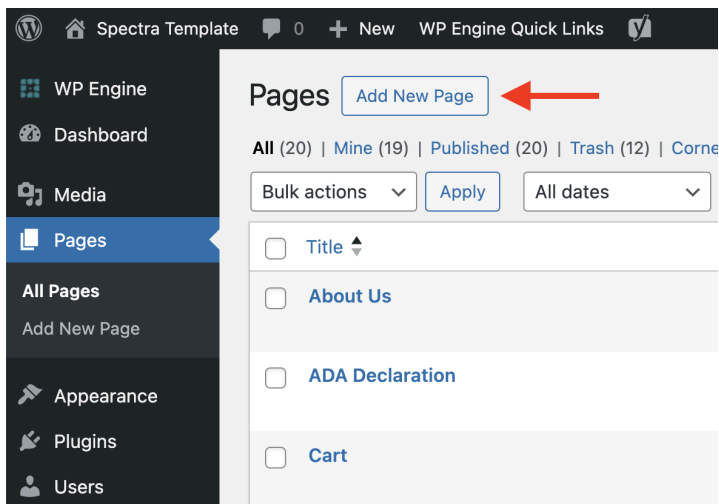
You will then use the available content blocks to build your page.

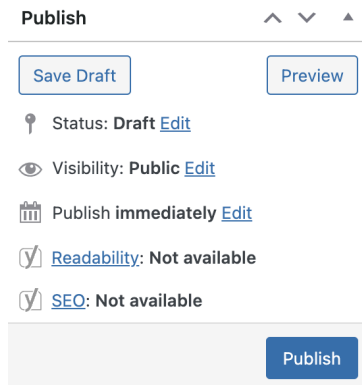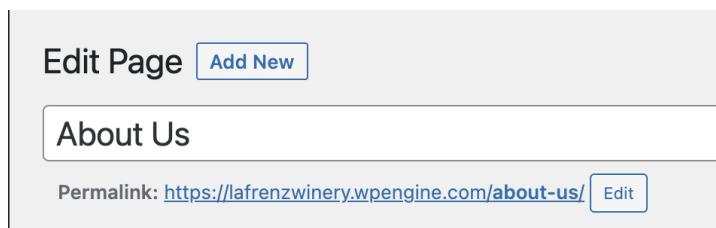You don't have to wait until you're finished adding content to a page to publish it, you can publish it as soon as you've added a page title by clicking on the **Publish** button on the right:

You can then click on the Permalink under the page title to see what the page looks like:

5. COMMERCE7 BLOCKS + WIDGETS

Here is how you add various Commerce7 elements to your site:

Product Collections

To add a product collection to a page, use the **Product Collection** block. Select the collection you want to display from the dropdown, which is directly connected to the Collections that are in your Commerce7 account (if you need to add more collections, go to Store > Collections in your C7 admin dashboard).

You can then select how many products display per row (1 to 4) and whether you want to display a teaser on your collection page (a short sentence about the wine to entice people to click through to the product detail page, where they can read more about it):

Club Buttons

You can find information about adding Club Join Buttons here:

https://github.com/wineworks/spectra/wiki/2.-Club-Sign-Up-Buttons

Reservation Widgets

Instructions on adding Reservation Widgets are here:

https://github.com/wineworks/spectra/wiki/1.-Reservations

Personalization Blocks
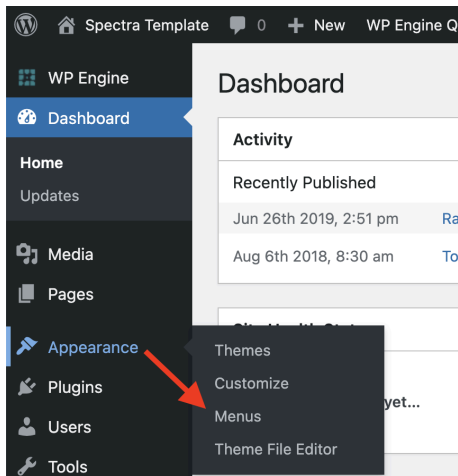
Read more about Personalization Blocks here:

https://www.commerce7.co.za/blog/the-ultimate-guide-to-personalizations-on-commerce7

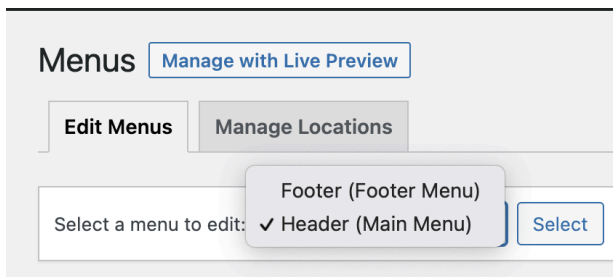Here is our step-by-step guide to add them to your website:

6. NAVIGATION MENU

You can update your navigation menus under **Appearance** > **Menus**

At the top of the page, choose from your **Header** or **Footer** menu:

To remove a menu item, expand the box by clicking on the small arrow in the top corner and click **Remove** at the bottom.

To add an item to the menu, go to the **Pages** section and check the box next to the page you want to add then click **Add to Menu**

If you're having trouble finding the page, you can click on the **Search** tab instead and enter the page name:

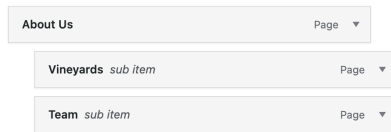The new page will automatically be added at the bottom of the list. You can drag it to the position you want. If you want it to be a sub-menu item, indent it under its parent page:

After you've made your changes, don't forget to click on **Save Menu** in the bottom right corner: