



Wells Fargo Center

Panel Instruction Manual

As of Monday, August 19, 2019

IMAGE SIZES GUIDE	4
PANEL PAGES	5
Overview	5
Settings - Page/Scheduling	6
Settings - SEO/Metrics	7
PANELS	8
Adding Panels	8
ITEMS	11
Adding Items	11
PANEL EXAMPLES	12
Grid (Default)	12
Grid (Carousel)	12
Full Width	13
Full Width (Carousel)	13
Alternating (Default)	14
Alternating (Small)	14
Alternating (Centered Logos)	15
Alternating (Fixed Width)	15
Icons	16
Banners (1 Item)	16
Banners (2 Items)	16
Banners (3 Items)	16
Intro Panel (Default)	17
Intro Panel (Fixed Background)	17
Intro Panel (Fancy)	17
Text (Default)	18
Text (Centered)	18
FAQ List	18

Link List	19
Spotlight (Large)	19
Spotlight (Wide)	20
Spotlight (Grid)	20

Help!

You've read the entire instruction manual three times and you're still stumped! Click on the Help button in Showtime to be taken to the Support portal or email help@carbonhouse.com.

IMAGE SIZES GUIDE

CODE	NAME	DIMENSIONS
	Grid	410px by 245px
	Full Width	1200px by 700px
	Alternating	800px by 800px
	Banners 1 wide 2 wide 3 wide	1300px by 220px 750px by 220px 400px by 220px
	Intro	1600px by 1000px
	Spotlight	820x by 490px



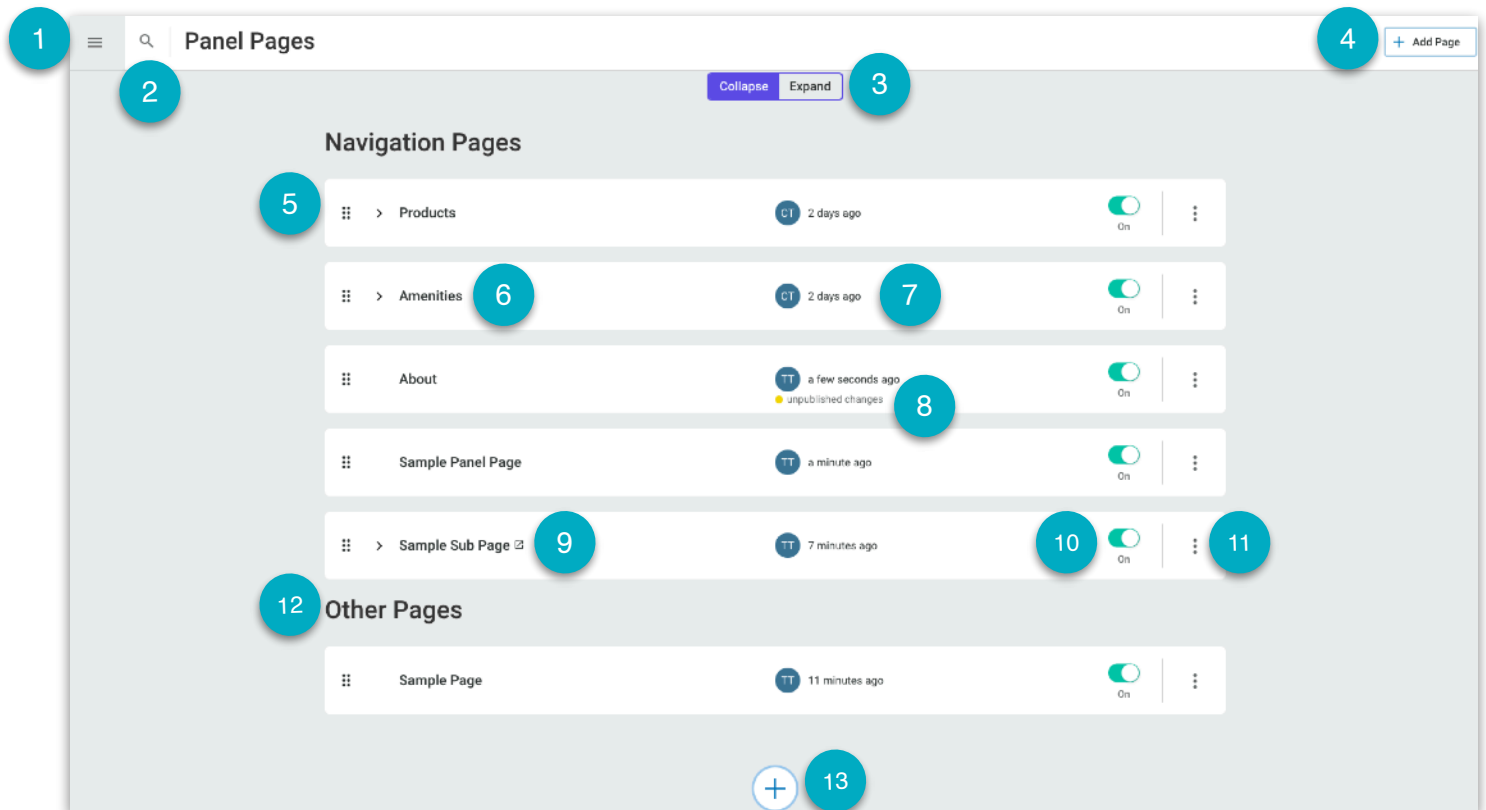
Optimize your images. Recommendation is 72 DPI.

PANEL PAGES



Overview

The Panel Pages module is where you will control all of your panel pages and they're respective panels.



1. Hamburger Menu: Reveals side bar of all site modules.
2. Search: Click on the icon to search for a specific page to edit.
3. Collapse or Expand: Hides and reveals the subpages.
4. Add Page: Creates a new Page.
5. Reorder Pages: Click on the drag indicator to drag and drop the pages into desired order. Once done select save order or cancel.
6. Page Titles: Click to edit the page.
7. Last Modified: Date/Time stamp and user of last page edit.
8. Unpublished Changes: Indicates changes that were saved but not published.
9. Redirect Icon: Signifies the page is being redirected.
10. Publish On and Off: Turn the page on and off. Pages that are turned off no longer show in the navigation.
11. Kebab Menu: Reveals options to Edit, Preview, add Sub Page, or Remove Page.
12. Other Pages: Any top level pages that are hidden from the navigation, e.g., privacy policy or terms of use, display here.
13. Plus Icon: Click to add page.

PANEL PAGES

Settings - Page/Scheduling

Once you've clicked on add page it will reveal a field to enter your page title. Select continue to reveal the right-hand page settings menu.

The screenshot shows a dark blue settings menu with a 'Settings' header and a close button (X). The menu is divided into two main sections: 'Page Settings' and 'Schedule Publishing'. The 'Page Settings' section includes fields for 'Title' and 'Navigation Title', both containing the text 'sample page'. Below these are two checkboxes: 'Hide In Navigation' and 'Redirect', both of which are unchecked. A 'Password' field is also present but empty. The 'Schedule Publishing' section includes a 'Display On' section with 'Date' and 'Time' fields. The 'Date' field shows '07-26-2019' and the 'Time' field shows '4:50 PM'. At the bottom of the 'Schedule Publishing' section, there is a note: 'Page will become live on website at the set date and time ONLY if page is active. Please make sure that page is set to ON when scheduling page publish.'

Page

Title: The page name in Showtime and browser tab.

Navigation Title: How it displays in the navigation.

Hide in Navigation: Check if you do not want the page to display in the navigation.

Redirect: Check to redirect the page to another location. A new field will appear where you can enter the URL of the redirect.

Password: Enter a password to protect the page on the front end. Passwords are case sensitive and do not encrypt on the back end so you cannot lock yourself out of a page.

Scheduling

Display On Date/Time: Set a page to display on the site at a specific date and time in the future. Note: the page needs to be set to ON in order for the page to publish at the scheduled time.

PANEL PAGES

Settings - SEO/Metrics

Search Engine Optimization ^

Meta Title

Products

Meta Keywords

Meta Description

Meta Image

+
Add Media

☐ No Index

Metrics ^

Tracking Code

Search Engine Optimization

Meta Title, Keywords, and Descriptions: Be sure to fill in your meta data to help Google search your site effectively.

Meta Image: The system will automatically pull a picture from the page, but if you want to change the default image, enter an alternate image here. This would be used for social sharing.

No Index: Toggle this on if you want search engines to ignore this page in their search results.

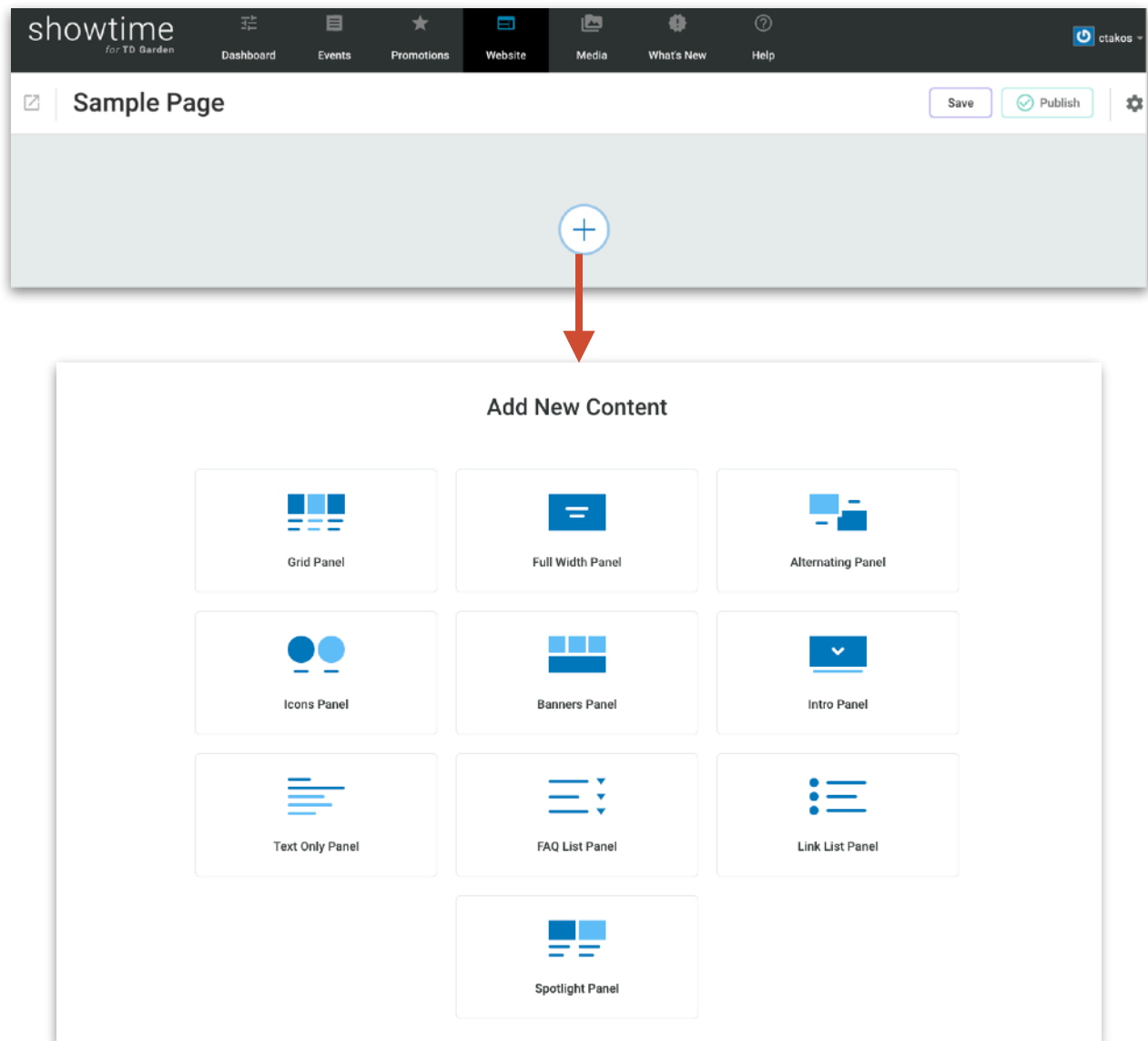
Metrics

Tracking Code: Optional field that allows you to place tracking pixel(s) only on that particular page. If you have tracking code you want added to all pages, send it to the help desk and we can add it quickly for you.

PANELS

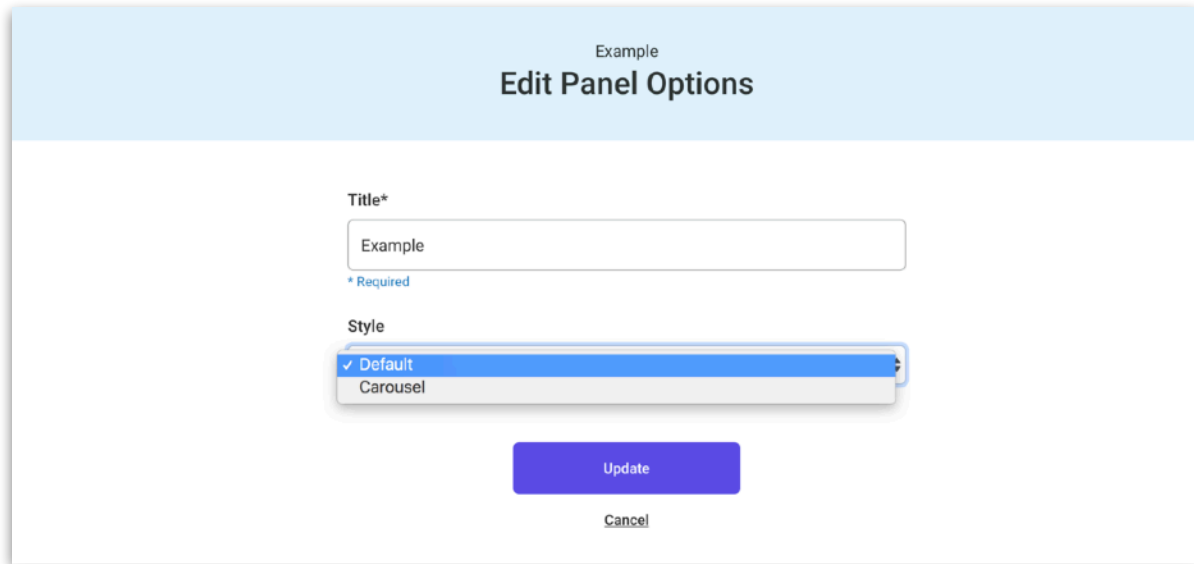
Adding Panels

Once you've added a panel page and adjusted the page settings as needed you'll see a + icon in the middle of the page. Select this button to choose from all your available panel options. The panel type selected determines the design and layout of the information on the front end.



PANELS

Adding Panels



Example

Edit Panel Options

Title*

Example

* Required

Style

✓ Default

Carousel

Update

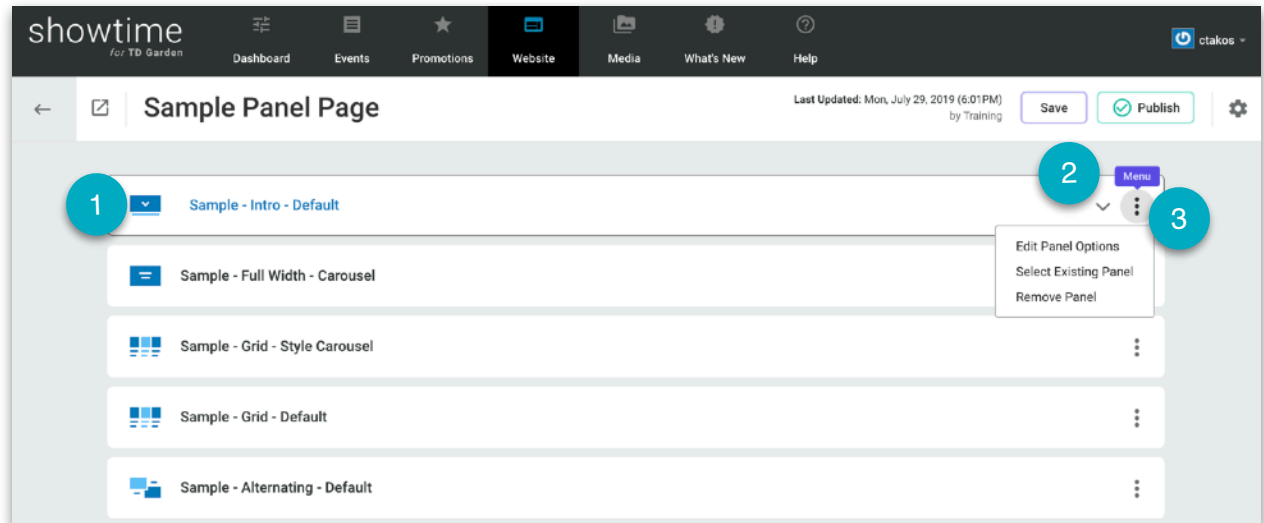
Cancel

Title: Provide a title for your new panel. The title doesn't display on the front end of the site it just displays in Showtime so you can easily manage your panels.

Style: Choose from the available options for the panel. Note, style options will vary based on the panel type selected. In the above Grid Panel example the style options are Default and Carousel. See [Front End Reference section](#) for examples of each panel/style combination.

PANELS

Managing Panels



1. Panel Icon: Coordinates with the panel type. Use the icon to drag and drop the panels into desired order. Once done reordering, click the save button in the top right corner.
2. Caret Icon: Click on this icon to expand or collapse the panel items.
3. Kebab Menu: Reveals options to Edit Panel Options, Select Existing Panel, or Remove Panel.

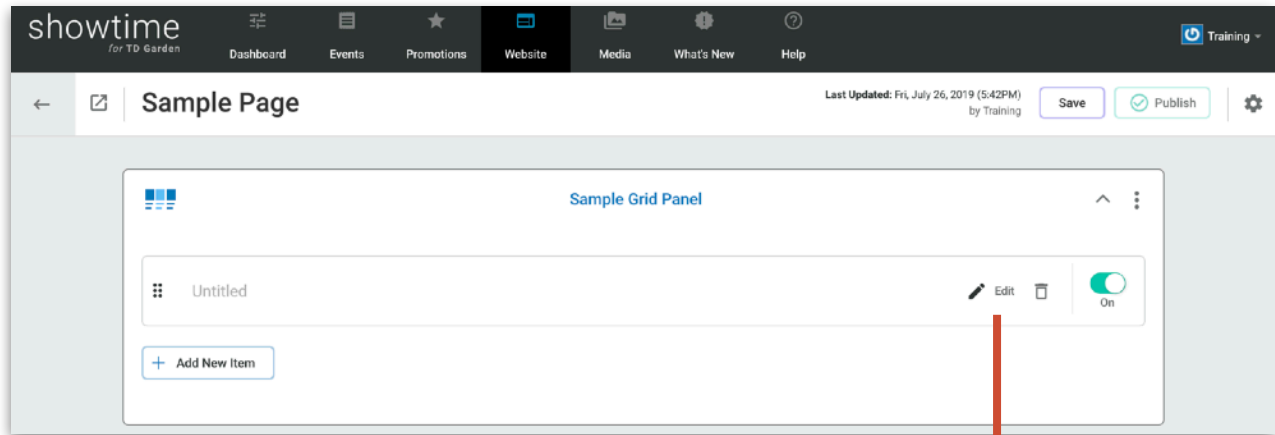


Note: If you choose select an existing panel any changes made will affect the panel anywhere that it's being used. Use this option only if you want to display the exact same information in multiple places.

ITEMS

Adding Items

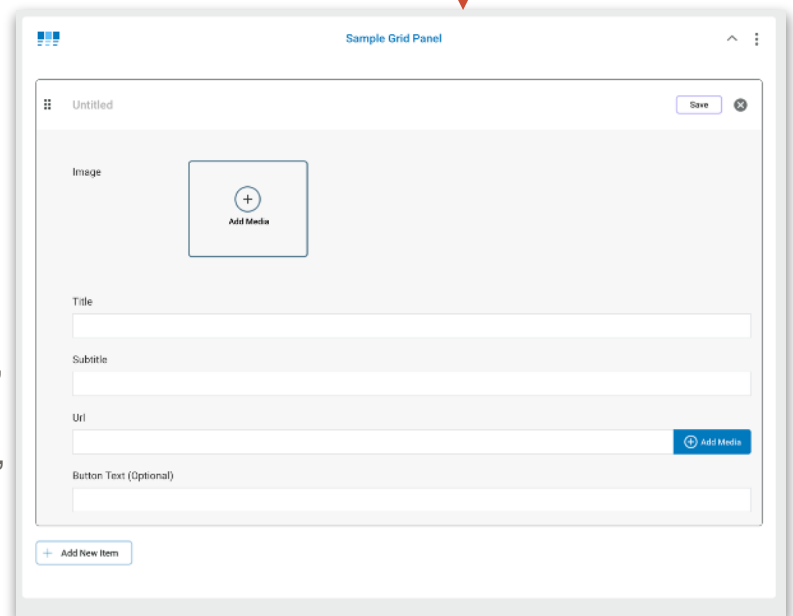
Panel Items are the individual units within the Panel. Once you've added your panel you'll see the first untitled item has been automatically added for you. Select the pencil icon to edit the item.



Complete all fields you'd like to use for the Panel Item.

Note: available item fields will vary based on the panel type selected.

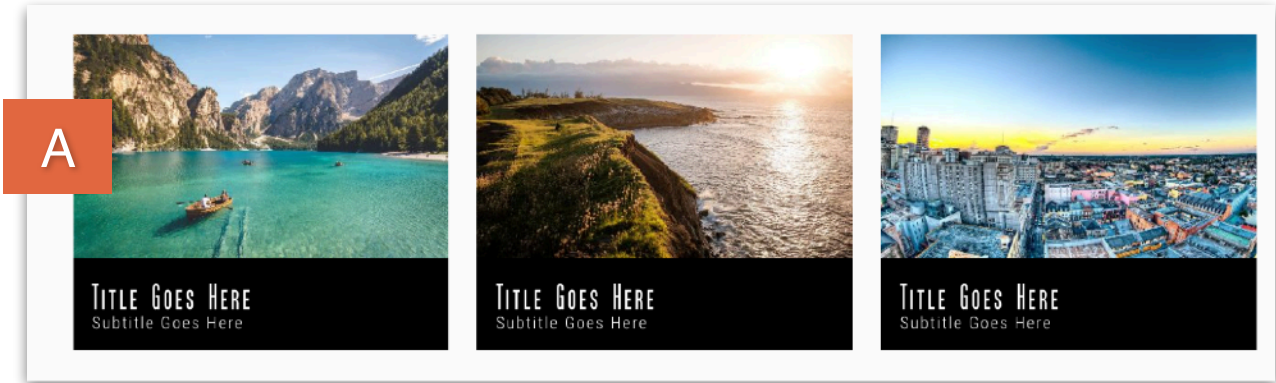
The item titles will display on the front end unless it is a text panel, or a panel type that has a hide title check box option (Full Width, Intro, Icons, Banners) and that box is selected.



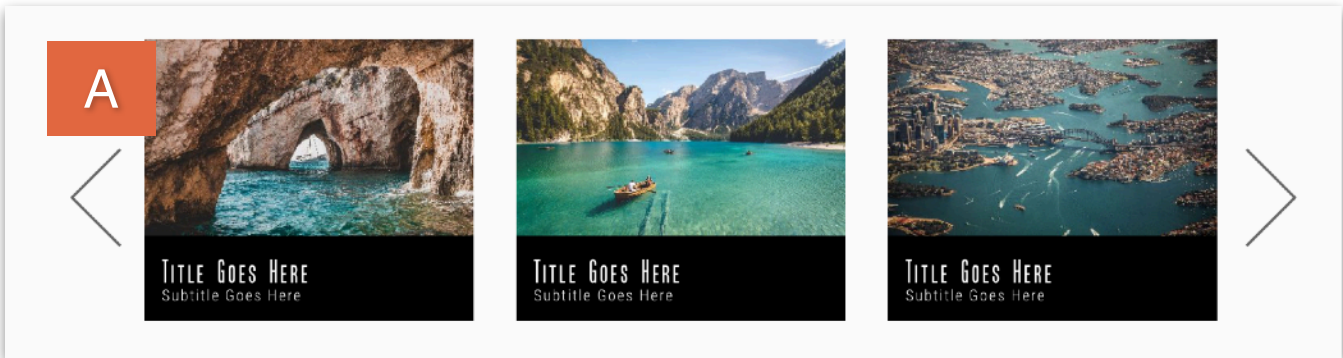
Select the Add New Item button if you'd like to include additional items for this panel.

PANEL EXAMPLES

Grid (Default)



Grid (Carousel)



PANEL EXAMPLES

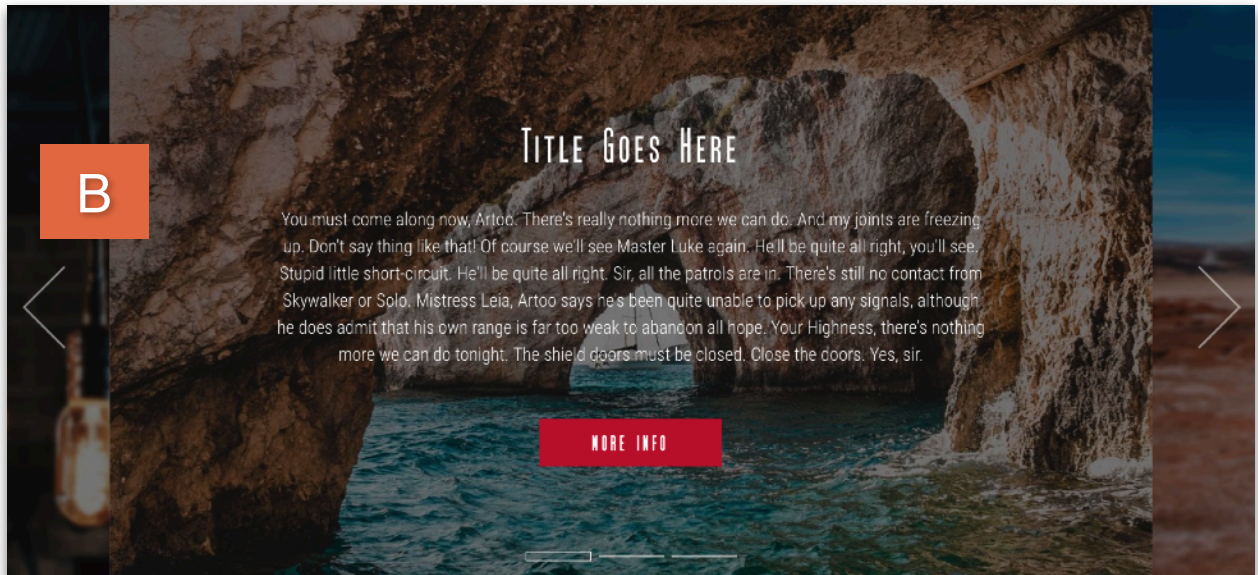
Full Width

B



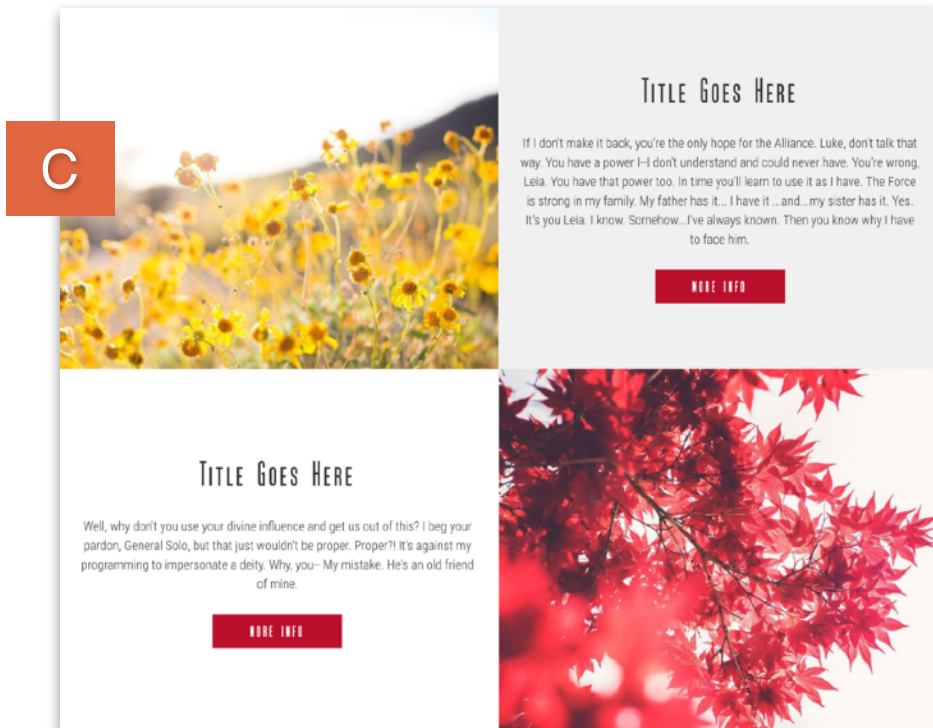
Full Width (Carousel)

B

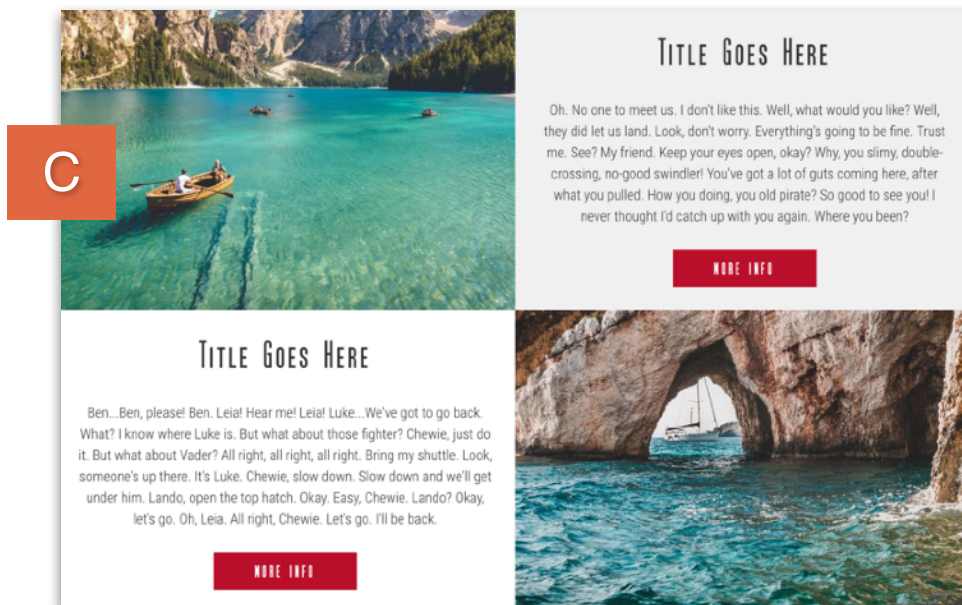


PANEL EXAMPLES

Alternating (Default)

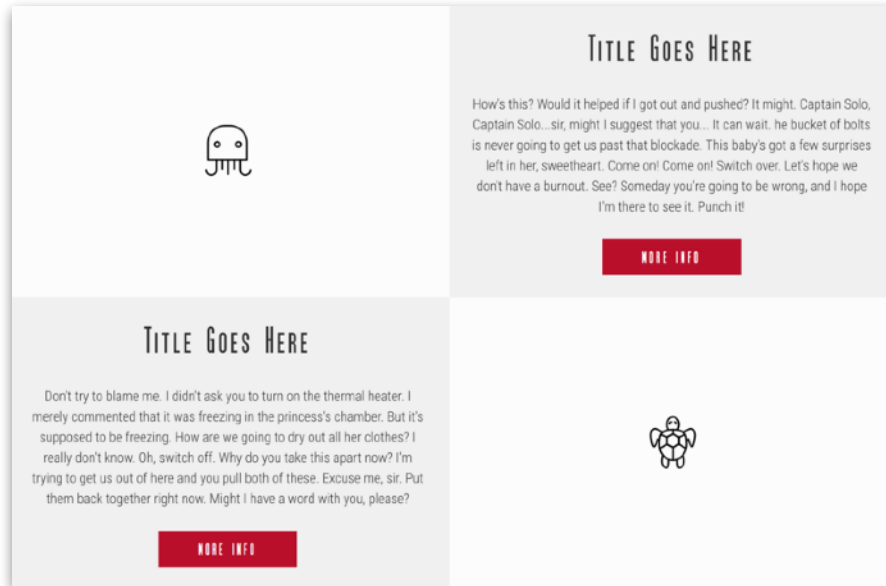


Alternating (Small)

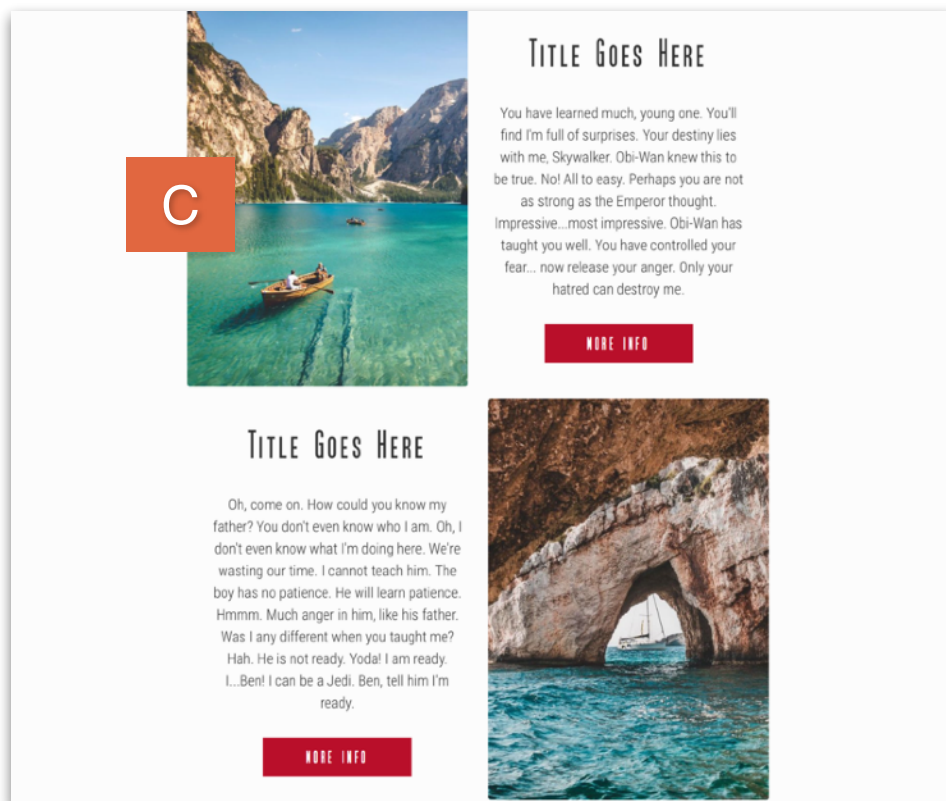


PANEL EXAMPLES

Alternating (Centered Logos)



Alternating (Fixed Width)



PANEL EXAMPLES

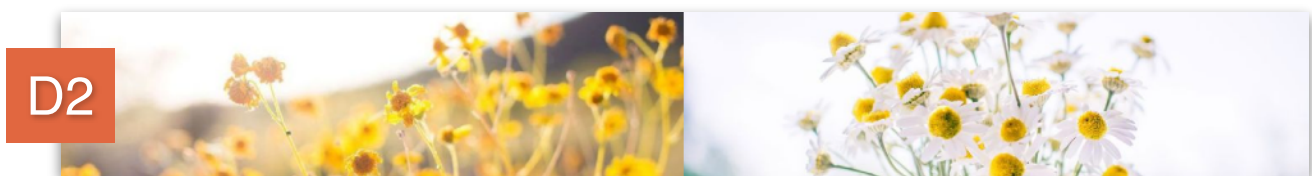
Icons



Banners (1 Item)



Banners (2 Items)

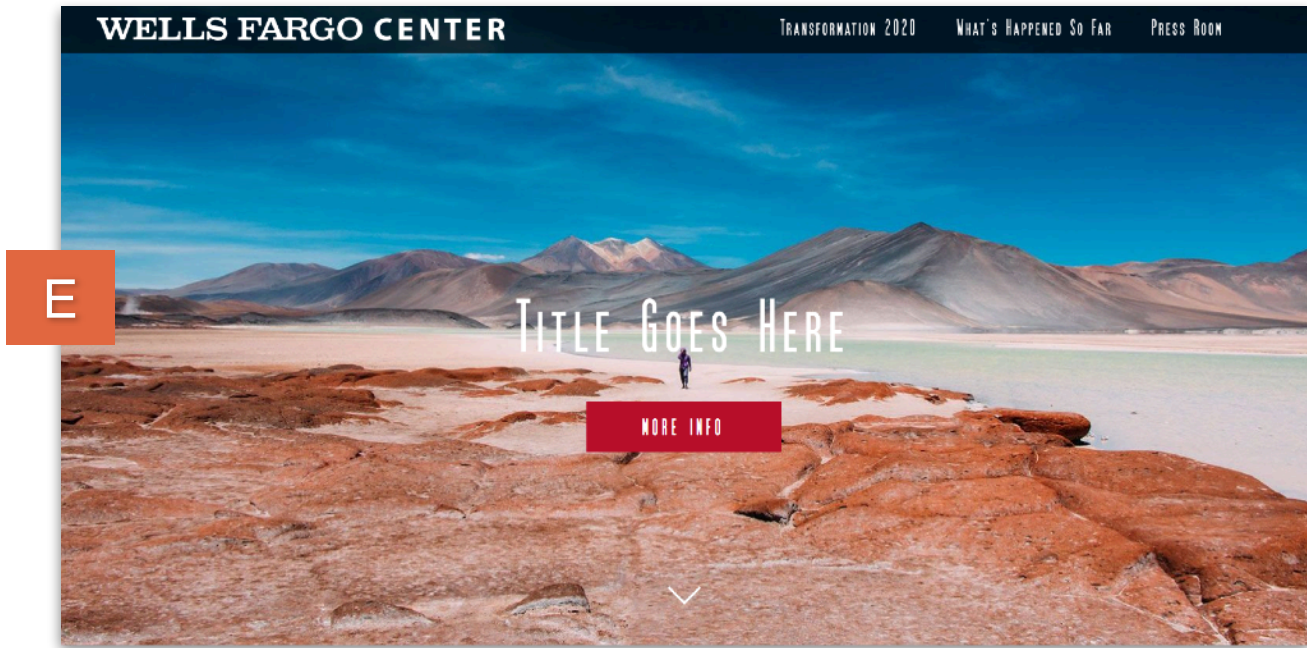


Banners (3 Items)



PANEL EXAMPLES

Intro Panel (Default)



Intro Panel (Fixed Background)

See [sample panel page 2](#) for visual example. The background image does not move while the user scrolls.

Intro Panel (Fancy)

See [sample panel page](#) for visual example. Use for multiple intro panel items. The background fades to the next image as the text scrolls.

PANEL EXAMPLES

Text (Default)

HEADING 2

Normal Font: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud In-Line Link laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat In-Line Link Hover cepteur sint occaecat.

HEADING 3

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud In-Line Link laboris nisi ut aliquip ex ea commodo consequat.

Text (Centered)

HEADING 2

Normal Font: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud In-Line Link laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat In-Line Link Hover cepteur sint occaecat.

HEADING 3

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud In-Line Link laboris nisi ut aliquip ex ea commodo consequat.

FAQ List

—
TITLE GOES HERE

Star Destroyer. All right, Chewie. Ready for light-speed. If your people fixed the hyperdrive. All the coordinates are set. It's now or never. Punch it! They told me they fixed it. I trusted them to fix it. It's not my fault! They'll be in range of our tractor beam in moments, lord. Did your men deactivate the hyperdrive on the Millennium Falcon? Yes, my lord. Good. Prepare the boarding party and set for your weapons for stun. Yes, my lord.

+

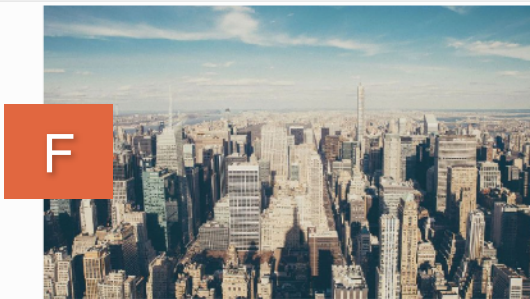
TITLE GOES HERE

PANEL EXAMPLES

Link List

- ✉ EMAIL LINK
- 🖼 IMAGE LINK
- 🔗 EXTERNAL LINK
- 📄 DOCUMENT LINK
- 🔗 INTERNAL LINK

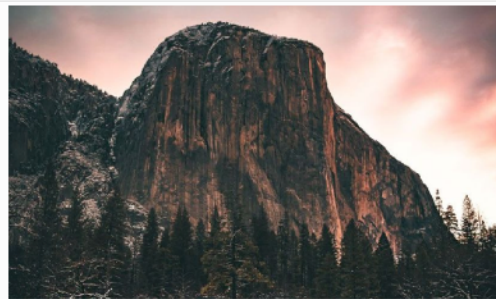
Spotlight (Large)



TITLE GOES HERE

Hey, you're not permitted in there. It's restricted. You'll be deactivated for sure.. Don't call me a mindless philosopher, you overweight glob of grease! Now come out before somebody sees you. Secret mission? What plans? What are you talking about? I'm not getting in there! I'm going to regret this. There goes another one. Hold your fire. There are no life forms. It must have been short-circuited. That's funny, the damage doesn't look as bad from out here. Are you sure this things safe?

[MORE INFO](#)



TITLE GOES HERE


How long before you can make the jump to light speed? It'll take a few moments to get the coordinates from the navi-computer. Are you kidding? At the rate they're gaining... Traveling through hyperspace isn't like dusting crops, boy! Without precise calculations we could fly right through a star or bounce too close to a supernova and that'd end your trip real quick, wouldn't it? What's that flashing?

[MORE INFO](#)

PANEL EXAMPLES

Spotlight (Wide)

F




TITLE GOES HERE

You're safe! We had feared the worst. When we heard about Alderaan, we were afraid that you were... We don't have time for our sorrows, Commander. The battle station has surely tracked us here. It's the only explanation for the ease of our escape. You must use the information in this R2 unit to plan the attack. It is our only hope. Yes. We are approaching the planet Yavin. The Rebel base is on a moon on the far side. We are preparing to orbit the planet.

[MORE INFO](#)

Spotlight (Grid)

F



TITLE GOES HERE

No, Threepio's with them. Just hang on. We're almost there. Mmmm. Oh, my. Uh, I, uh - Take this off! I, uh, don't mean to intrude here. I, don't, no, no, no...Please don't get up. No! Stormtroopers? Here? We're in danger. I must tell the others. Oh, no! I've been shot!

[MORE INFO](#)

TITLE GOES HERE

General, I've got to leave. I can't stay anymore. I'm sorry to hear that. Well, there's a price on my head. If I don't pay off Jabba the Hut, I'm a dead man. A death mark's not an easy thing to live with. You're a good fighter, Solo. I hate to lose you. Thank you, General.

[MORE INFO](#)

TITLE GOES HERE

Oh, where is Artoo when I need him? Sir, I don't know where your ship learned to communicate, but it has the most peculiar dialect. I believe, sir, it says that the power coupling on the negative axis has been polarized. I'm afraid you'll have to replace it. Well, of course I'll have to replace it.

[MORE INFO](#)