

# SHiNE

*MAKE YOUR CO-OP SHINE ONLINE*

## User Manual



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# INTRODUCTION TO SHINE CMS

SHiNE CMS is a powerful content management system designed to streamline your website creation and management. With its intuitive interface and robust features, SHiNE CMS empowers you to create stunning, dynamic websites without the need for extensive coding knowledge.

Key features of SHiNE CMS include:

- User-friendly interface
- Advanced content management tools
- Powerful style customization options
- Easy to use page layout creator
- New unique theme/templates.

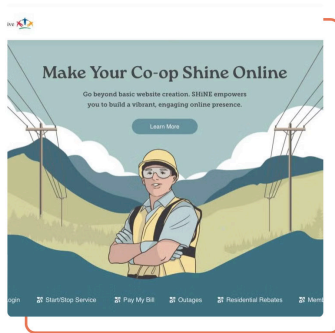
In this manual, you'll learn how to:

- Maintain your website's information and users
- Create and manage website content
- Customize your website's appearance
- Develop webforms for application processes
- Utilize SHiNE CMS's advanced features
- Troubleshoot common issues

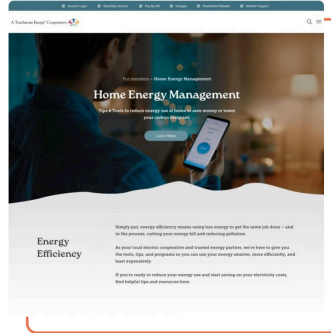
# DESIGN TEMPLATES

There are [three design templates](#) to choose from...

## Grassy Fields - Template #1



Hero + Program Quick Links



Landing Page Hero

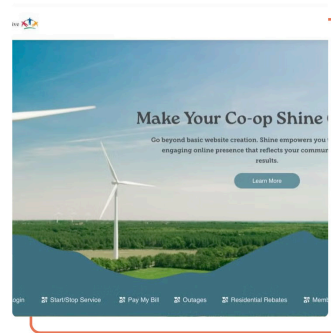
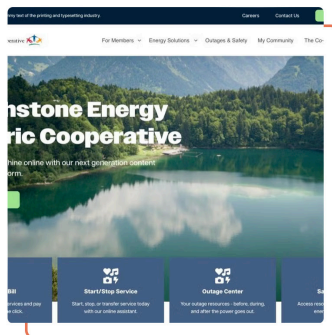
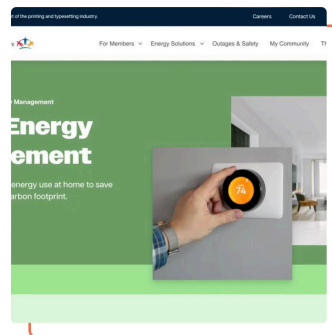


Photo Hero + Program Quick Links

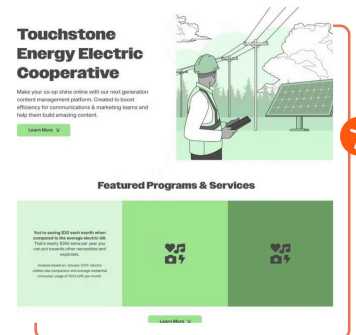
## Summer Days - Template #2



Hero Photo + Quick Links

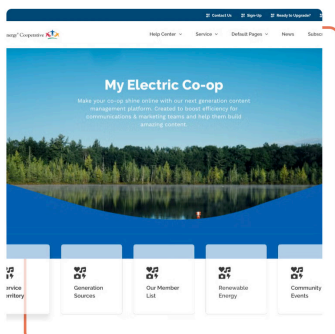


Landing Page Photo Overlays

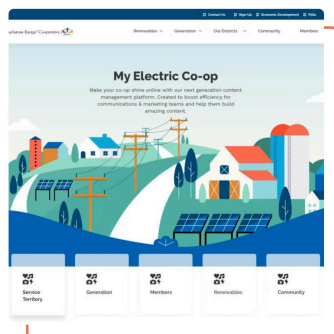


Flippable Program Spotlights

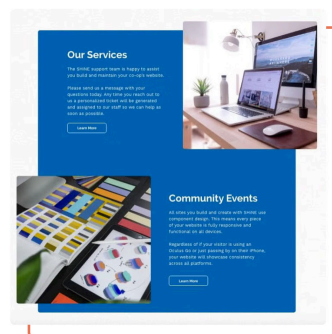
## Local Community - Template #3



Hero Photo + Program Quick Links



Hero + Program Quick Links



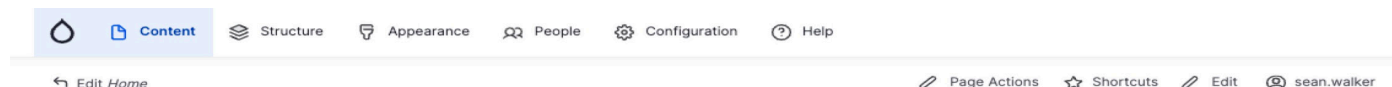
Large Co-op Call to Action

# SETTING UP YOUR SITE

## ADMINISTRATOR TOOLBAR

The SHiNE CMS administrative theme has been updated with a sleek white and grey design and light blue highlights. This top menu bar remains fixed while you're logged in, providing easy access to your website's core areas. All the basic Drupal needs are front and center, making it easy to get started maintaining your website.

<https://vimeo.com/1012478193>



## TOP LEVEL ITEMS

### Content:

The **Content** button takes you to the **Content** screen, where you can **add** new **events**, **news**, **pages**, and **webforms** to your site.

### Structure:

The **Structure** section is primarily used for managing your **main menu** links. You might also find a **footer links** or **quick links** menu in the footer, which can be managed here as well.

### Appearance:

The Appearance section controls the look and feel of your themes. Here, you can manage both your administrative theme and your website theme.

**Tasks to complete:** Uploading your logo, favicon, and select your color scheme. You can also manage font usage for your website under **Appearance > Font- Your-Face** or at `/admin/appearance/font`.

### People:

Here you have the power to **create additional users** for your website, **edit existing users' passwords or information**, and even **block or remove users** all together.

### Configuration:

Contains more advanced settings for **CSS Injectors**, **Site Access Restrictions**, **Google Analytics**, **Metatags**, **Redirects**, **SEO**, **URL Aliases**, and much more!

### Help:

Goes to the **Drupal admin help page** with many great topics to get started learning more about our favorite content management system. Don't skip it!

## THEMES

Themes control the design and functionality of your website. Every website uses two themes: one for the administrative interface and another for the public-facing view. Both themes are pre-installed, so you don't need to worry about setting them up.

Let's make our first customization to your website by reviewing your theme settings!

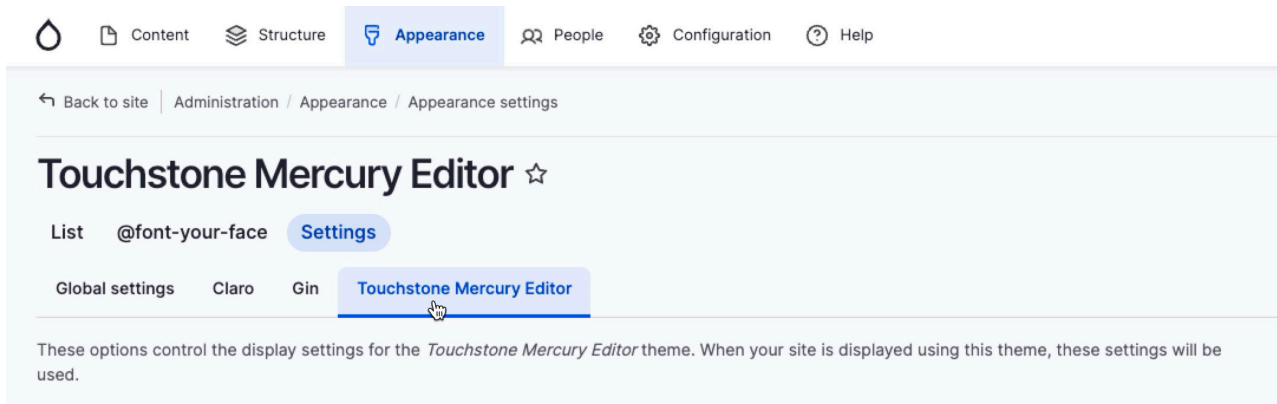
### Administrative Theme (Gin):

- Your **Administrative Theme (Gin)** determines the appearance of your interface when logged in and editing content.
- Access **Gin** settings under **Appearance > Settings** to customize your experience.

Settings

- Tasks to complete: Enable dark mode for the admin interface (if you prefer) and set your accent colors. We suggest keeping the navigation setting as the default selection.

Once you are done with making your selections for the Administrative Theme (Gin), click on the **Touchstone Mercury Editor** tab to switch to your public-facing theme.



Your Website's Theme (**Touchstone Mercury Editor**) is responsible for how your website is designed and how the template looks.

The **Touchstone Mercury Editor** theme will let you perform some powerful changes. The first setting determines which Template your website is using.

**Note:** While this feature will allow you to switch between the templates that SHiNE offers, we don't recommend changing it if your website is already complete and live

## ^ Touchstone Settings

### Site Theme

- ✓ Template 1
- Template 2
- Template 3

me to use for this site.

### Menu Style

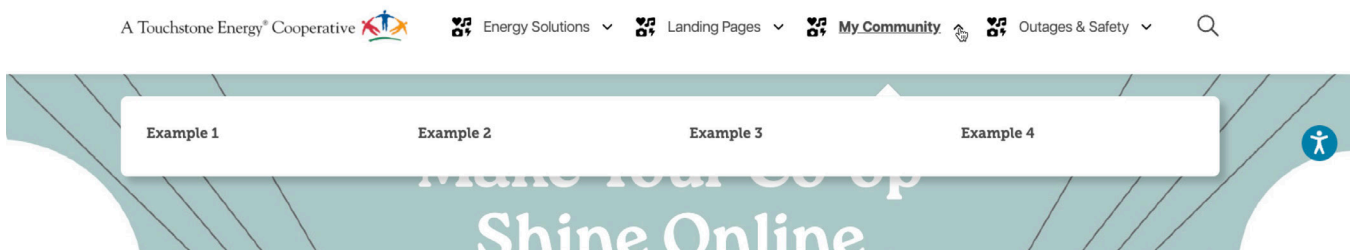
Standard Menu ▾

**Tasks to Complete:** Scroll down to get started changing your **menu**, **logo**, **favicon**, and selecting your **color scheme** next.

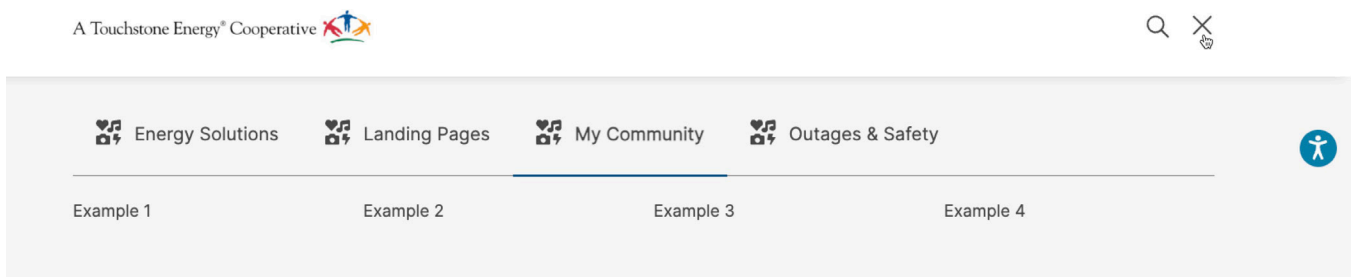
**Tip:** Favicons best to create in 144 x 144-pixel dimensions. You can use <https://www.favicon-generator.org/> to help generate a bunch of favicons for different devices and sizes.

The **Menu Style** is next and will let you change the behavior of your main menu. The **Standard Menu** uses a mega menu column display, while the **Mega Menu** will ONLY show the hamburger itself and show a variation of a mega menu when clicked, which can free up a lot of space in your header. Feel free to try both out and decide which you like best.

### Standard Menu:



### Mega Menu:



The **Site Colors** drop-down will let you select up to 12 colors to use throughout your website.

The most important colors are the **Primary Color 1/2/3** options, make sure to set these first. For the **Secondary Colors**, it can be a good idea to use lighter or darker versions of your primary colors. **Primary Colors** are used for major design elements in the templates, like buttons, footer backgrounds, and other important elements. The **Secondary Colors** are used for accents and certain minor design aesthetics in the various templates. The Utility Colors are used more for messaging, and more specifically the **Warning** option will determine the background color of your **alert notifications**.

**Tasks to Complete:** Set your selections now to override the default color selections with your own personal preferences. Below is an example from <https://www.skrecc.com>.

**Note:** you don't have to use every color. You may not need that many options after all.

The screenshot shows the 'Touchstone Mercury Editor' interface with a 'Site colors' section. It contains several color selection fields, each with a text input for a hex code and a corresponding color swatch. The fields are: Primary Color 1 (hex: #e8c96c, swatch: yellow), Primary Color 2 (hex: #43346d, swatch: dark blue), Primary Color 3 (hex: #43346d, swatch: dark blue), Secondary Color 1 (hex: #43346d, swatch: dark blue), Secondary Color 2 (empty input, swatch: light gray), Secondary Color 3 (empty input, swatch: light gray), Utility Color - Danger (empty input, swatch: light gray), Utility Color - Warning (empty input, swatch: light gray), Utility Color - Success (empty input, swatch: light gray), Utility Color - Info (hex: #43346d, swatch: dark blue), Utility Color - Light (empty input, swatch: light gray), and Utility Color - Dark (empty input, swatch: light gray).



The color palette you just put together will be used later while you are styling components. In the **Style** options for each component, this same color palette will be represented as options, which you can later use to change the colors of the text or backgrounds of sections, etc.

**Example of how your Color selections will affect your available options.**

### Content

Upon entering the **Content section**, you'll find pre-existing pages, including your homepage, layout child pages, and some sample events and news items.

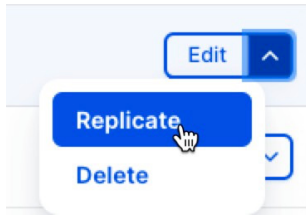
To view only **pages**, use the **Content type** filter accordingly.

You can take various actions directly from the **Content** list. Click a blue link to visit a page or use the **Operations** links to edit content.

**Tip:** You can click on the column headers to organize the list by page title, content type, or last modified date, etc.

Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/> Dolly Parton's Imagination Library	Page	SHINE	Published	09/20/2024 - 04:50 PM	<a href="#">Edit</a>
<input type="checkbox"/> Home	Page	SHINE	Published	09/19/2024 - 04:00 PM	<a href="#">Edit</a>
<input type="checkbox"/> SmartHub	Page	sean.walker	Published	09/19/2024 - 02:44 PM	<a href="#">Edit</a>
<input type="checkbox"/> Rates	Page	SHINE	Published	09/12/2024 - 03:37 PM	<a href="#">Edit</a>
<input type="checkbox"/> Template 1 - Landing Page 2	Page	SHINE	Published	09/12/2024 - 03:31 PM	<a href="#">Edit</a>
<input type="checkbox"/> Parrish's Awesome Page	Page	SHINE	Published	08/21/2024 - 02:55 PM	<a href="#">Edit</a>

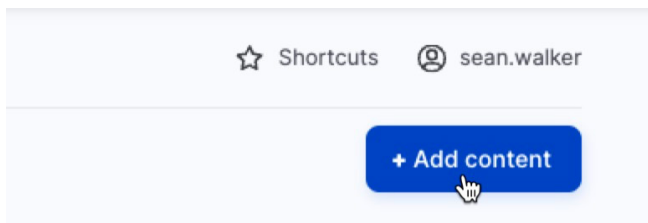
You can now clone any piece of content on your site in one click!



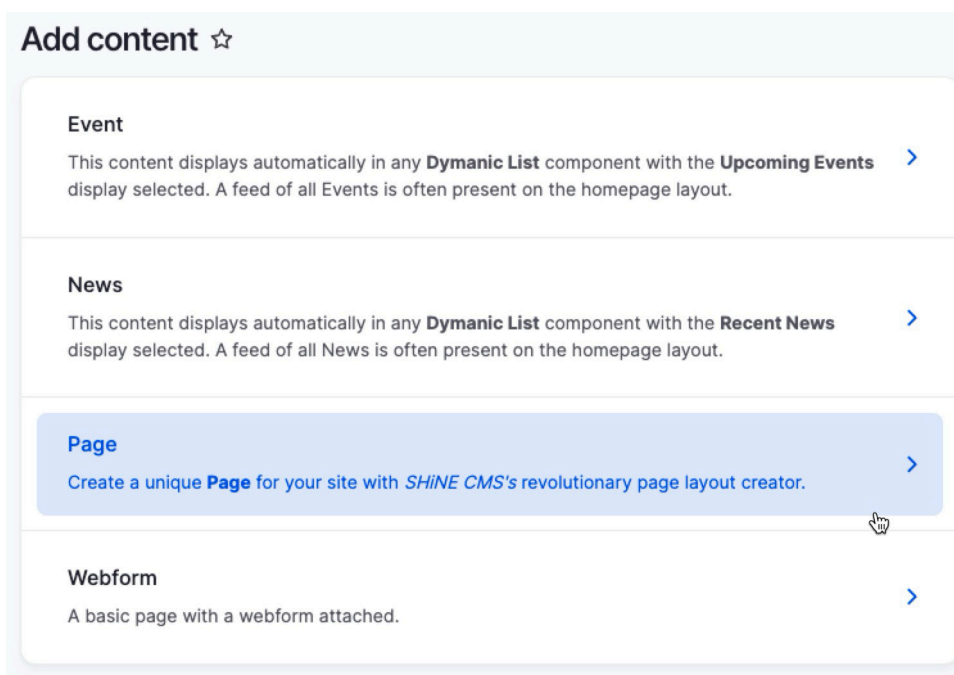
### Creating Content

Any time you are on the **Content screen**, you can add new content to your site by clicking the blue + Add content button in the upper right corner.

<https://vimeo.com/1012480687>

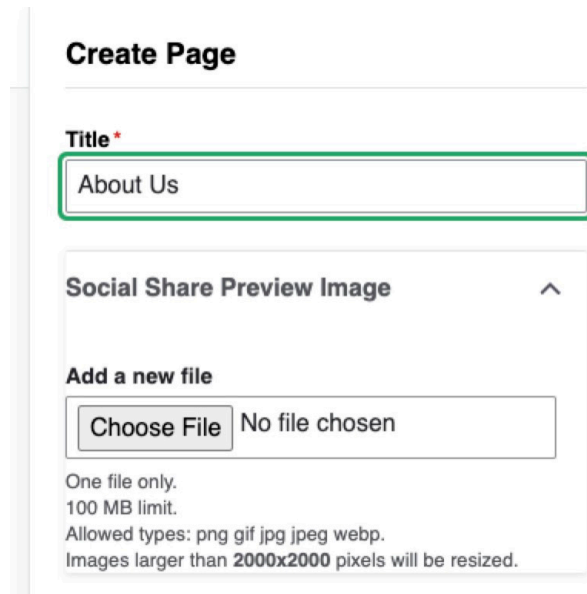


Clicking this button will present you with a list of content types that you can create. The default options are **Event**, **News**, **Page**, and **Webform**.



Select **Page** to start adding a new page to your website next. Immediately your page will refresh, and a new webpage will be created right in front of your eyes.

Click on the **Title** field and type in the name of the new page you are creating.



**Create Page**

**Title \***

About Us

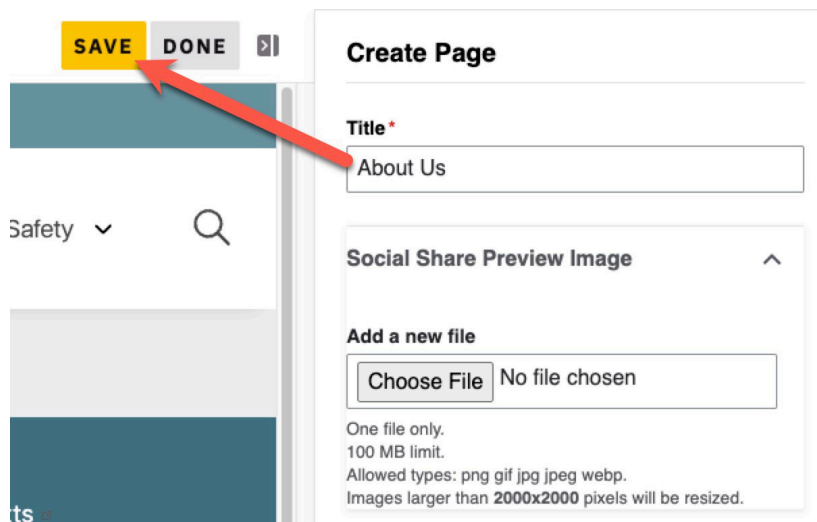
**Social Share Preview Image** ^

**Add a new file**

Choose File No file chosen

One file only.  
100 MB limit.  
Allowed types: png gif jpg jpeg webp.  
Images larger than **2000x2000** pixels will be resized.

Now, go ahead and click the large **SAVE** button that is slightly to the upper left.



**SAVE** **DONE** [icon]

**Create Page**

**Title \***

About Us

**Social Share Preview Image** ^

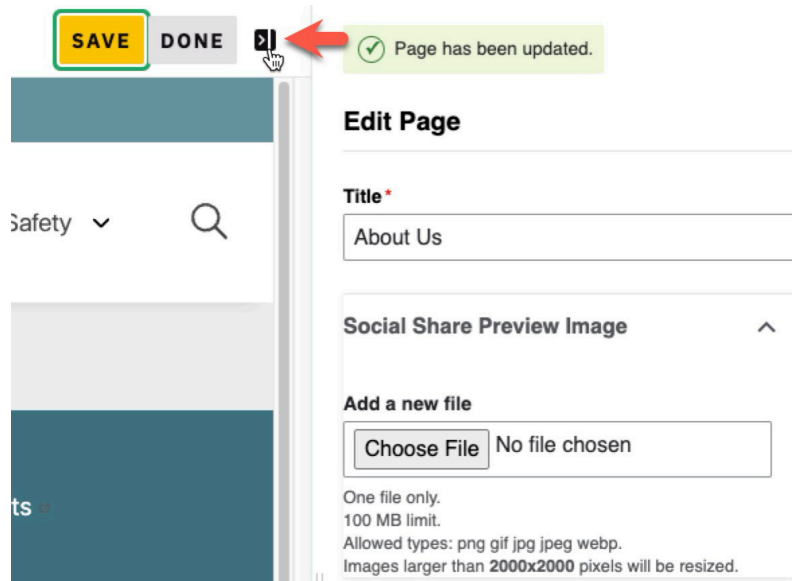
**Add a new file**

Choose File No file chosen

One file only.  
100 MB limit.  
Allowed types: png gif jpg jpeg webp.  
Images larger than **2000x2000** pixels will be resized.

You will then see a green message indicating that your page has been saved successfully.

Note the box with the right arrow, click on this to completely hide the slide out page settings tray. You can bring this tray out and hide it at any time. If you are working on designing a page, it's best to hide the tray to give you more space to work with.



Notice the **Social Share Preview Image** field. If you ever experience issues with sharing a page on social media, and you want to curate the image that will be used in the thumbnail of the post, you can upload any specific imagery here. The image you upload will override the default selection made by social media platforms.

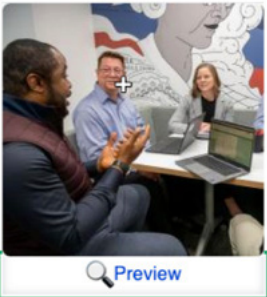
**Tip:** Want to be SEO perfect? Make sure you upload your own social share preview images on important pages that you will be sharing on Facebook, LinkedIn, or X.




**Note:** You can click to reposition the crosshair on the image and the image will be cropped and automatically resized for best display. Clicking the Preview link will show you what the image will appear like when shared on Facebook. Your image will be automatically resized for best SEO practices. Don't forget to supply the Alternative text, which is a description of the image being used for accessibility purposes.

**Social Share Preview Image** ^

[benefits.jpg](#) (62.91 KB) Remove



Click an image to see a larger preview. You may need to scroll horizontally for more image styles.



**Alternative text\***

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Supplying these images on your news stories and pages will automatically fill out the metadata on the page for you, so you are compliant with Open Graph (Facebook) and Twitter (X) expectations.

```

7 <meta name="generator" content="SHiNE CMS (www.shine.coop)" />
8 <meta property="og:site_name" content="Touchstone Energy Cooperatives" />
9 <meta property="og:type" content="Page" />
10 <meta property="og:url" content="https://live-cwb-shine-
    template1.pantheonsite.io/about" />
11 <meta property="og:title" content="About" />
12 <meta property="og:image" content="https://live-cwb-shine-
    template1.pantheonsite.io/sites/default/files/styles/facebook_social_sharing_1:
    00x630/public/images/socialpreview/benefits.jpg?h=974e3a3b&itok=S0Q78JST"
    />
13 <meta property="og:image:alt" content="Cool people" />
14 <meta name="twitter:card" content="summary_large_image" />
15 <meta name="twitter:title" content="About" />
16 <meta name="twitter:image:alt" content="Cool people" />
17 <meta name="twitter:image" content="https://live-cwb-shine-
    template1.pantheonsite.io/sites/default/files/styles/facebook_social_sharing_1:
    00x630/public/images/socialpreview/benefits.jpg?h=974e3a3b&itok=S0Q78JST"
    />

```

**Publishing:**

Fill out the **Publish on** and/or **Unpublish on** settings as needed. These settings will let you determine when a page will be visible by your members, and when it may be taken offline and unpublished. Any unpublished resources are still saved on your site under the **Content** section of the CMS for safekeeping.

**Publish on**

mm/dd/yyyy  --:--:-- --

Leave blank for no date.

**Unpublish on**

mm/dd/yyyy  --:--:-- --

Leave blank for no date.

## Menu Settings

Quickly add your new page to the main menu by checking the box **Provide a menu link**, you can then choose exactly where on the menu the page should display by setting the **Parent link**. When you are done, click the large yellow **SAVE** button in the upper right of your screen.

**Menu settings** ^

About

Provide a menu link

**Menu link title**

About

**Description**

Shown when hovering over the menu link.

**Parent link**


- ✓ <Main Menu>
- Energy Solutions
- Account Management
- Start & Stop Service
- Business Services
- Home Energy Management
- Rebates
- Maintenance







## Design Elements

Now for the magic of SHiNE CMS! To start designing your page, click the + symbol and select a component, that's all it takes.

<https://vimeo.com/1012486203>

perative   Energy Solutions ▼  Landing Pages ▼  My Community ▼ 



<b>Touchstone Energy Cooperatives</b>	<b>Touchstone Energy Cooperatives</b>
 4301 Wilson Blvd, Arlington, VA 22203	 4301 Wilson Blvd, Arlington, VA 22203
 703-907-5500	 703-907-5500
 <a href="#">Contact Us</a>	 <a href="#">Contact Us</a>

## Let's review the list of available options...

### Components

List of available design components that can be added to any events, news, or page of your site.

**Layout:** Containers for your content. Always start each piece of your page with a **Section** and then place other elements inside of it.

**Content:** Various options for common page design needs.

**Text:** Text copy.

**Heading:** Titles, larger/smaller text.

**Link:** A single link to a page.

**Media:** Insert any content from the media library.

**Horizontal Rule:** Full width divider.

**Blocks, Menus, Views, Webforms:** Add non-component content.

**Data Counter:** Animated data-point.

**Document Embed:** Embed PDFs.

**Document Link:** Link to a Document in the Media Library.

**Flip Card:** A click to flip square container.

**Image Map:** Responsive image map.

**Interactive Content:** Components from (<https://h5p.org/>), usually image hotspots.


**Price Table:** Pricing tables.

**Timeline:** Timeline with line divider.

### Choose a component




#### LAYOUT

 Section

#### CONTENT


 Text

 Heading

 Link

 Media

 Horizontal Rule

 Blocks, Menus, Views, Webforms

 123 Data Counter

 Document Embed

 Document Link

 Flip Card

 Image Map

 Interactive Content

 Price Table

 Timeline

#### BANNERS & CTAS

## Banners & CTAs

Heavily versatile components that work inside of many **List** elements.

**CTA Card:** Placed within a CTA Carousel component.

**Square Card:** Square card with hover effect and link.

**CTA List Item:** Placed within a CTA List component.

**Page Banner:** Large hero element at the top of the homepage.

**Page Footer:** Large CTA element, positioned right before the footer.

**Lists:** Containers that simply hold other components.

**Accordion:** Collapsible list of content.

**Tabs:** Display information in hidden tabs.

**Link List:** Group of links.

**Icon List:** Group of icons.

**CTA List:** Wrapper for CTA List Item components.

**CTA Carousel:** Wrapper for CTA Card components.

**Dynamic List:** Displays events or news feeds.

**Card List:** Group of large button links. Often used on homepage.

**Price Table List:** Wrapper for Price Table components.

## Choose a component



Filter items...

### BANNERS & CTAS

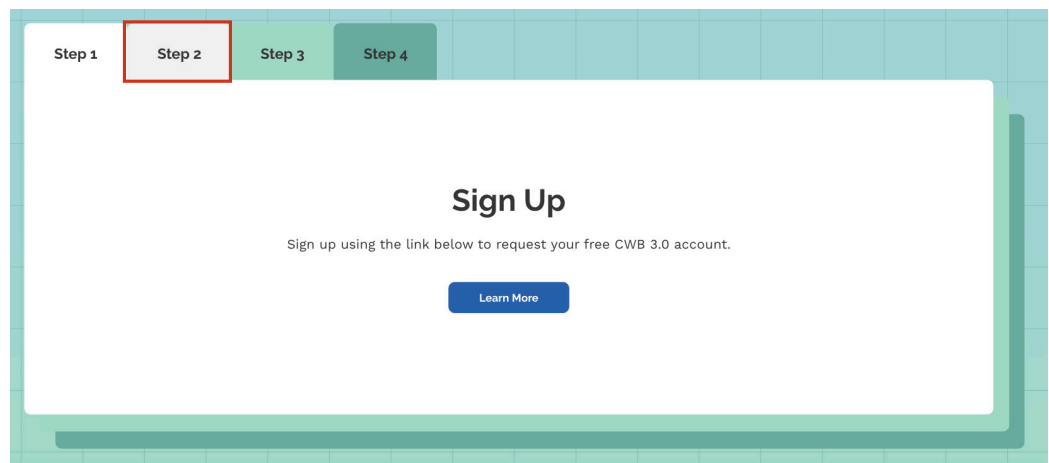
- CTA Card
- Square Card
- CTA List Item
- Page Banner
- Page Footer

### LISTS

- Accordion
- Tabs
- Link List
- Icon List
- CTA List
- CTA Carousel
- Dynamic List
- Card List
- Price Table List

### TEMPLATES

- Landing Page Hero
- Landing Page Hero w/ Quick Links

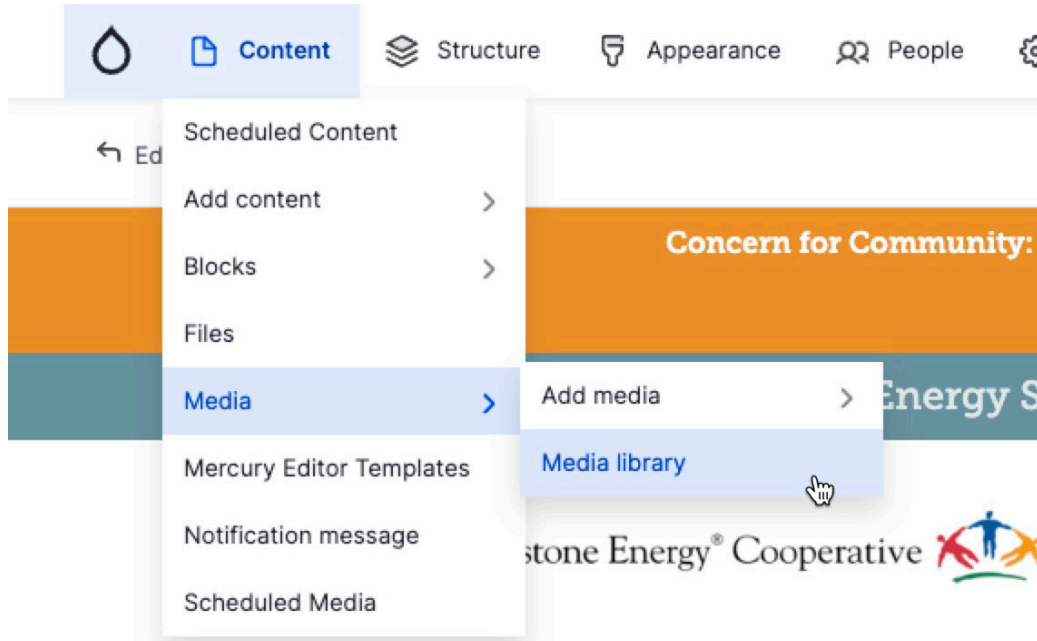




# MANAGING YOUR SITE BUILD ASSETS

## MEDIA LIBRARY

SHiNE CMS boasts a complete and robust media library to better manage your assets. You can visit the media library at any time by hovering over **Content**, then **Media**, and selecting **Media Library**.



Like the **Content** section, you can also filter by **Media type**, and narrow your selection down to only display **Audio**, **Document**, **Icon**, **Image**, **Remote video**, or **Video** media.

### Media type

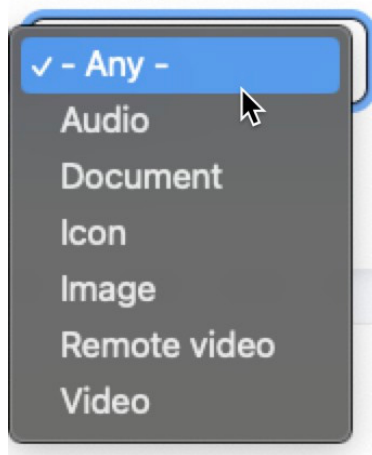
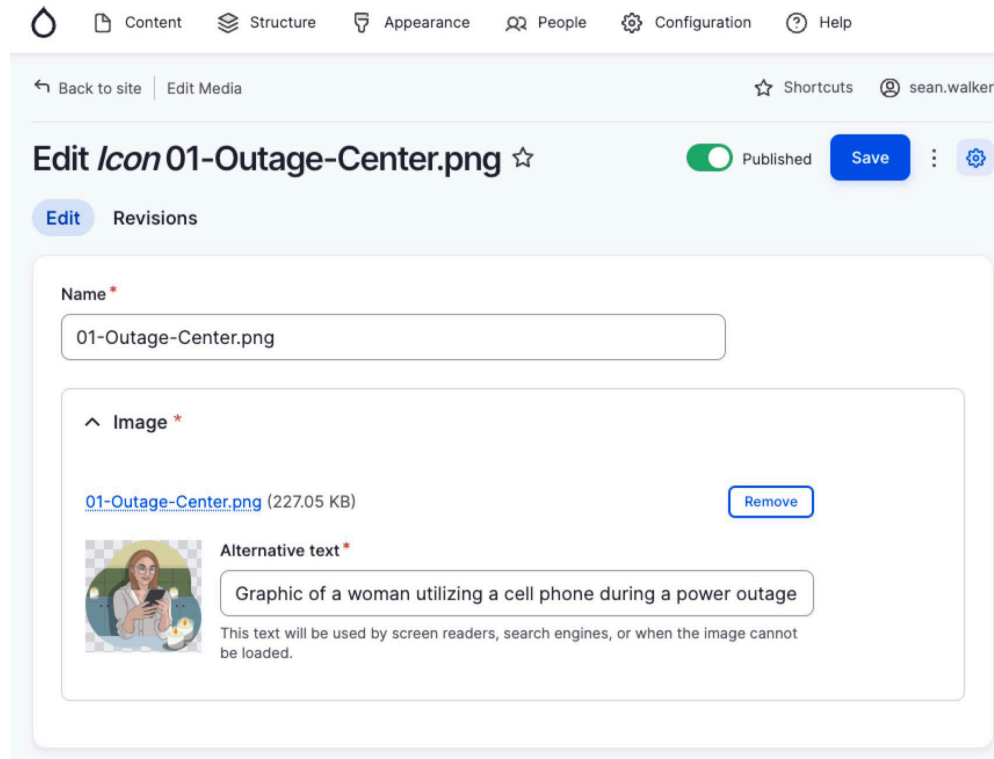
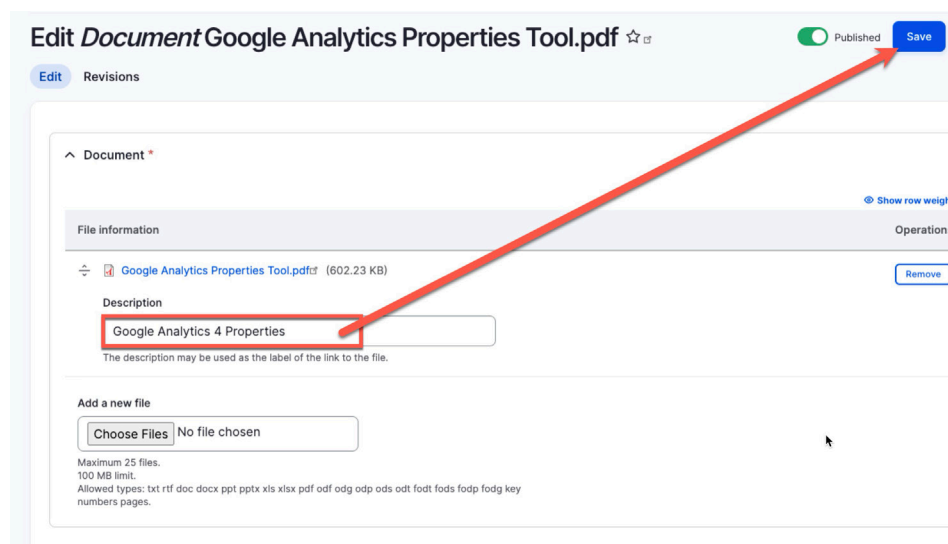


Image media can be edited to refine the accessibility (**Alternative Text**) information at any time or to **Remove/Replace** it with a different image all together.



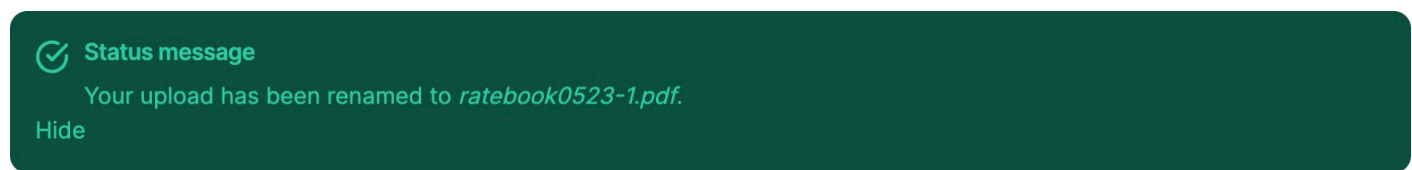
For **Documents**, you can edit any existing documents and provide a **Description**, which will be used when the document is inserted on a page or used with the **document link** component.



**Best Practice:** We recommend naming folders and files with no spaces or special characters. Doing so can have a negative impact on the readability of your files and links.

In SHiNE CMS we added automatic file renaming as you upload media to the new media library. Any detected spaces, special characters, or oddities will be fixed, and you will see a green message telling you this happened as you upload content.

This means you no longer have to worry about meticulously naming your files, as SHiNE will take care of it for you!



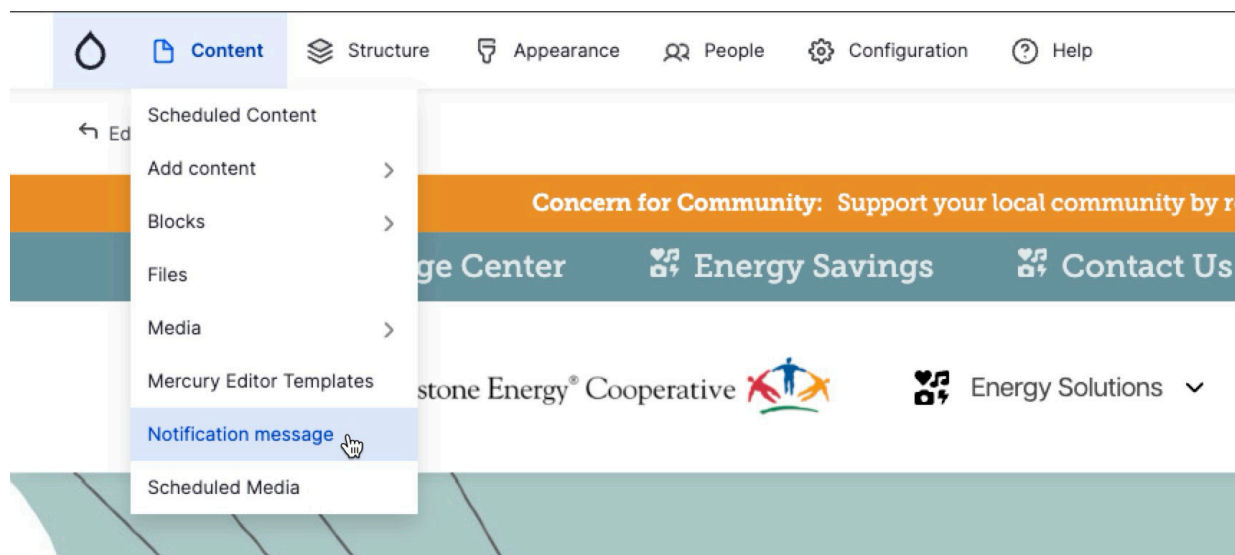
### Alerts & Notifications Overview:

SHiNE CMS offers a comprehensive system for creating, scheduling, and managing alerts and notifications on your website. This feature allows you to keep your members informed about important updates, events, or promotions.

### Key features of the Alerts & Notifications system include:

- **Scheduled alerts:** Set specific dates and times for alerts to appear.
- **Multiple alerts:** Have as many active or inactive alerts at the same time as you wish.
- **Publishing options:** Control when and where alerts are displayed on your website.

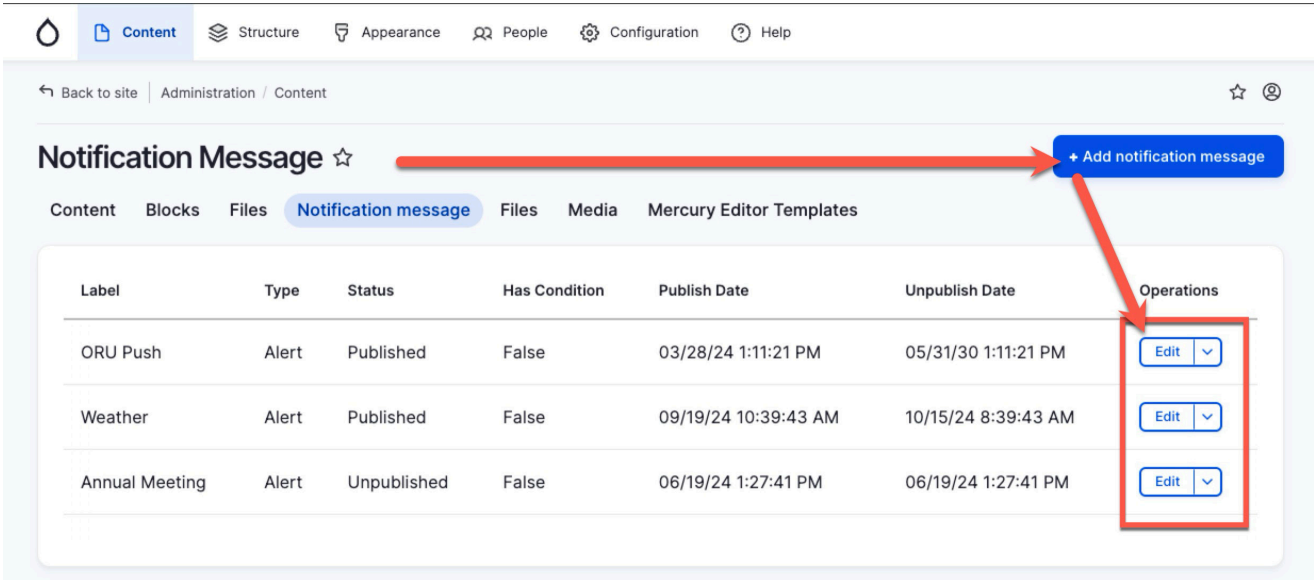
To get started hover over **Content** and then click on **Notification Message**.



When you see the Alert content overview screen, you can click the **+Add notification messages** button to create a new alert.

You can also use the **Operations** column and the **Edit** link to start changing any existing alert notification. You can also Delete any existing alert notification messages here as well.

The **Publish Date** and **Unpublish Date** are also visible in a separate column, so you can easily tell which messages are running today or were live in the past at some point.



**Search:**

**SHiNE CMS** offers advanced search functionality that allows your members to find the information quickly and easily they need on your website. The system is designed to index every element on your website, including text within buttons and other interactive elements.

**Key features of the search functionality include:**

**Comprehensive indexing:** The system indexes all content on your website, ensuring accurate search results.

**Intuitive search interface:** A user-friendly search bar makes it easy for members to find what they're looking for.

**Relevant results:** The search algorithm returns results that are most relevant to the user's query.

### **Revision System:**

**SHiNE CMS** automatically saves revisions of each page, providing a robust backup and recovery mechanism. This feature enhances security and reliability, allowing you to easily revert to previous versions of your website if necessary.

### **Key benefits of the Revision System:**

- **Enhanced security:** Protect your website from accidental deletions or modifications.
- **Easy recovery:** Quickly restore previous versions of your pages if needed.
- **Version control:** Track changes made to your website over time.

### **To view or restore a previous version of a page:**

1. Navigate to the page you want to edit.
2. Access the Page Actions link (in the upper right corner of the screen, next to the Shortcuts menu link).
3. Select the desired version and view by simply clicking the link or restore it.

### **Responsive Menu:**

**SHiNE CMS** offers a flexible and customizable responsive menu system that adapts to different screen sizes, ensuring a seamless user experience on all devices.

### **Key features of the Responsive Menu:**

- **Multiple breakpoints:** Choose from three pre-defined breakpoints (e.g., desktop, tablet, mobile) to optimize the menu's appearance on various devices.
- **Mega Menu support:** Enable or disable the Mega Menu feature, which allows for displaying multiple columns of links within a dropdown menu.
- **Customization options:** Customize the menu's appearance, including colors, fonts, and spacing.

### **To configure the Responsive Menu:**

1. Navigate to the Appearance settings.
2. Locate the Responsive Menu options.
3. Adjust the breakpoints, enable, or disable the Mega Menu, and customize the appearance as desired.

# CREATING THE LAYOUT & ADDING CONTENT

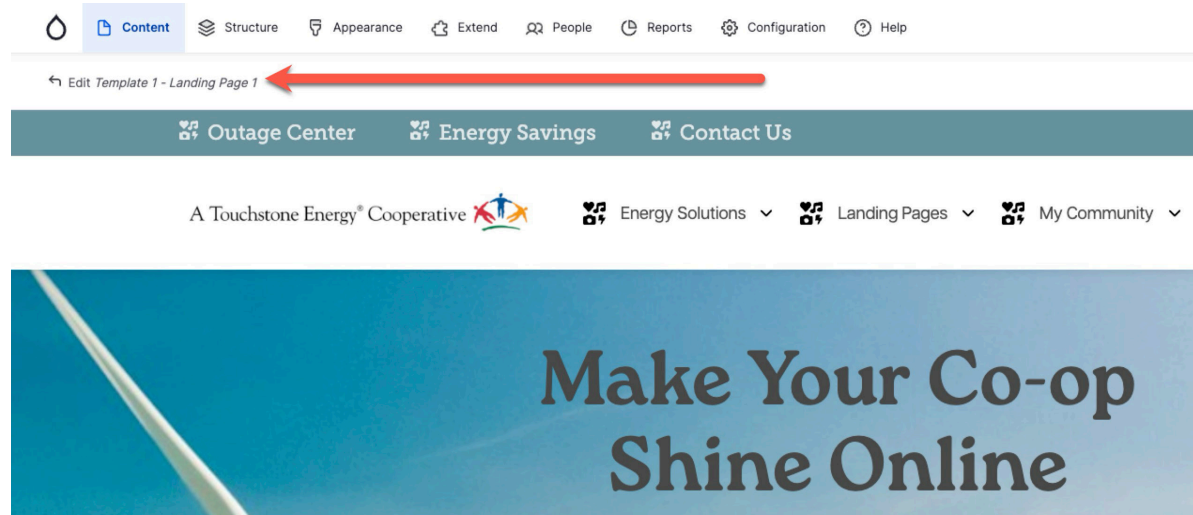
## Page Layout Creator:

**SHiNE CMS** empowers you to take full control over the layout and content of your entire website with its innovative Page Layout Creator. This powerful tool allows you to create custom layouts for your header, footer, and other sections, giving you unparalleled flexibility in designing your website.

## Key features of the Page Layout Creator:

- **Section-based layouts:** Create custom layouts for the header and footer, allowing you to precisely control the arrangement of elements from the very top of your website all the way to the copyright at the bottom.  
<https://vimeo.com/1012489853>
- **Header/Footer:** Ability to use the page layout creator for your header and footer designs.
- **Drag-and-drop functionality:** Easily move and rearrange elements within your layouts using a simple drag-and-drop interface.
- **Customization options:** Customize the appearance of your layouts, including colors, fonts, and spacing.

## 1. Access the Page Layout Creator by clicking “edit”.



2. Look for the “+” icon and left click on it to insert content onto the page.
3. Choose one of the components from the available list and start designing.
4. Use the drag-and-drop interface to add, remove, and rearrange elements.
5. Customize the appearance of your layout as desired.

**Best Practice:** Always start out a design with a Section component. The Section acts as a container for the content you place inside of it. Furthermore, using the Styles options for any Section will enable you to add background colors, videos, margin, padding, and centering options for each design you create.

### **Component Style Options:**

**SHiNE CMS** provides granular control over the appearance and behavior of individual design elements, allowing you to customize your website to your exact preferences. With the Component Style Options, you can easily modify various aspects of your website's visual components.

### **Key features of Component Style Options:**

- **Customization options:** Adjust properties such as margin, padding, font, color, and more for individual components.
- **Element transformation:** Convert elements from one type to another (e.g., link list to icon list) with a simple click.
- **Responsive design:** Ensure your website looks great on all devices by customizing component styles for different screen sizes.

### **To customize a component's style:**

1. Select the component you want to modify.
2. Access the component **Style Options** (usually located in the component's settings).
3. Adjust the desired properties to achieve your desired appearance.
4. Learn how to add background colors, padding and margin to your designs  
<https://vimeo.com/1031278993>

### **Mobile Responsive Design:**

**SHiNE CMS** ensures your website looks and functions flawlessly on all devices, including smartphones and tablets. With its powerful mobile responsive design features, you can create a seamless user experience for your mobile visitors.

### **Key features of Mobile Responsive Design:**

- **Responsive layouts:** Automatically adjust your website's layout and content to fit different screen sizes.
- **Media queries:** SHiNE uses media queries to target specific devices and apply appropriate styles.
- **Emulation mode:** Test your website on various mobile devices within the CMS to ensure optimal performance.

### **To optimize your website for mobile devices:**

1. **Create responsive layouts:** Design your website with mobile-first principles in mind.
2. **Media queries:** SHiNE applies specific styles to different screen sizes.
3. **Test on various devices:** SHiNE assigns the emulation mode in SHiNE CMS to test your website on different mobile devices.

### **Responsive Text & Padding:**

**SHiNE CMS** automatically adjusts text and padding to ensure a consistent and visually appealing experience across different devices. This feature helps maintain accessibility, readability, SEO and maintains a balanced layout on various screen sizes.

### **Key features of Responsive Text & Padding:**

- **Automatic adjustments:** The system automatically scales text and adjusts padding to fit the screen size.
- **Responsive design principles:** Adheres to best practices for responsive design, ensuring optimal readability and layout.
- **Customization options:** Customize text and padding settings for specific components or devices if needed.

### **To ensure optimal text and padding responsiveness:**

- **Follow responsive design principles:** Design your website with mobile-first principles in mind.
- **Use appropriate font sizes and spacing:** Choose fonts and spacing that are legible on different devices.
- **Test on various devices:** Verify that text and padding are displayed correctly on different screen sizes.

### **Customize Your Header and Footer**

With SHiNE, you have the flexibility to modify the structure and layout of your website's header and footer. You can edit existing content, add new elements, and even customize the areas above and below the fold. Want to customize your website's header or footer? It's easy!

1. **Locate the Edit Icon:** Look for the pencil icon within the header or footer section.  
Tip: Hover over the area until you see the pencil icon.
2. **Click to Edit:** Clicking the icon will open the page layout creator for that specific section.
3. **Make Your Changes:** Edit the text, images, or other elements as desired.  
Note: Ensure you're not already in edit mode for the main page content.

<https://vimeo.com/1031294158>

### **Easily Reuse Your Designs with SHiNE CMS Templates**

Save time and effort by reusing your favorite designs across multiple pages. Learn how to create and use templates in SHiNE CMS with this quick video tutorial.

<https://vimeo.com/1031286523>



### Building a New Page:

SHiNE CMS provides a user-friendly interface for creating new pages on your website. With a few simple steps, you can add new content and customize the appearance of your pages.

#### To create a new page:

1. Navigate to the **Content** section of your CMS. <https://vimeo.com/1012480687>
2. Click the “**Add Content**” button.
3. Select the **Type of Content** you want to add (events, news, pages, webforms).
4. Enter a **title** for your page in the slide out menu on the right hand side of the screen.
5. If you want to add the page to your **main menu**, check the box to do so, and then choose positionally where on the menu you want a link to this page to display.
6. Left click on **Save**, and then feel free to collapse the sidebar so you can start designing your page content next.
7. Add your content using the **+** symbol displayed in the page layout creator.
8. Customize the page’s layout and appearance as desired by adding **Sections** and then placing other components inside of them.
9. **Save** your changes often, and also when you are done making changes.

#### Additional tips for creating pages:

- **Use headings and subheadings:** Structure your content for better readability.
- **Add images and media:** Enhance your page’s visual appeal.
- **Optimize for SEO:** Use keywords and meta descriptions to improve search engine visibility.

### Creating Webforms

How to convert inaccessible PDF files into an interactive experience for your members.

#### Introduction

Webforms are a powerful tool in SHiNE CMS for creating custom forms to collect data from your website visitors. This manual will guide you through the process of creating and managing webforms using the Drupal Webform module.

## Step-by-Step Guide

### 1. Create a New Webform

- Go to **Structure > Webforms** in your Drupal administration.
- Click **Add webform**.
- Enter a **Title** and **Description** for your webform.
- Click **Save**.

### 2. Add Form Elements

- Click the **Add a new item** button.
- Select the desired form element type (e.g., text field, checkbox, select list).
- Configure the element's settings (label, required, default value, etc.).
- Click **Save**.
- Repeat steps 3 and 4 to add more form elements as needed.

### 3. Customize Form Settings

- Adjust the form's **Title**, **Description**, and **Submission message**.
- Configure **Email notifications** to send emails upon form submission.
- Set **Form actions** to redirect users after submission.
- Customize the form's **Appearance** (e.g., theme, layout).

### 4. Preview and Submit

- Click **Preview** to see how the form will appear to visitors.
- Test the form by submitting it.

### 5. Manage Submissions

- Go to **Structure > Webforms** and click on your webform.
- Under the **Submissions** tab, view and manage submitted forms.

### Additional Tips

- **Use Webform Elements:** Explore the various form element types available (e.g., text fields, checkboxes, select lists, date fields, file uploads) to create complex forms.
- **Utilize Webform Actions:** Perform actions after form submission, such as sending emails, creating content, or integrating with external services.
- **Customize Form Appearance:** Use the Advanced HTML element to customize the look and feel and add graphics or text to your webform.
- **Leverage Webform Conditions:** Create conditional logic to show or hide form elements based on user input.
- **Integrate with Other Modules:** Combine Webform with other modules (e.g., Rules, Views) to extend its functionality.

### Conclusion

By following these steps and exploring the additional features of the Webform module, you can create powerful and customized forms to collect data from your website visitors in SHINE CMS.

## TROUBLESHOOTING TIPS

**Encountering issues with SHiNE CMS?** This section provides troubleshooting tips to help you resolve common problems and get your website running smoothly.

### Common issues and solutions:

- **Page loading errors:** Check your internet connection, clear your browser cache, or contact your hosting provider.
- **Content display issues:** Ensure your content is formatted correctly and that there are no conflicts with file formats.
- **Permission problems:** Verify that your user account has the necessary permissions to edit and publish content.

### Additional troubleshooting tips:

- **Check the SHiNE CMS documentation and support forums:** Search for solutions to common problems and seek assistance from the [SHiNE Help Center](#).
- **Contact SHiNE CMS support:** If you're unable to resolve the issue, reach out to the [SHiNE CMS support team](#) for assistance.

You can contact our support team at [support@shine.coop](mailto:support@shine.coop) directly by e-mail to open a help ticket. One of our developers will get back to you as soon as possible with helpful advice and a solution.

By following these troubleshooting guidelines, you should be able to address most common issues and keep your website running smoothly.



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