

SHOWTIME

Panel Pages

Instruction Manual

As of Wednesday, October 12, 2022

Showtime updates made after this date will not be included in the instruction manual.

IMAGE SIZES GUIDE	3
PANEL PAGES	4
Overview	4
Settings - Page/Scheduling	5
Settings - SEO/Metrics	6
Adding Panels	7
Adding Panel Items	10
Front End Reference - Grids	11
Front End Reference - Banners	16

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
 Panels A	Grid	410px by 245px
 Panels B	Full Width	1200px by 700px
 Panels C	Alternating	800px by 800px
 Panels D1	Banners - 1 Wide	1300px by 220px
 Panels D2	Banners - 2 Wide	750px by 220px
 Panels D3	Banners - 3 wide	400px by 220px
 Panels E	Intro	1600px by 1000px
 Panels F	Spotlight	820x by 490px

**For galleries, the images can be any size, but we recommend using 1000px by 750px (the reverse for vertical images) as a guideline to avoid the galleries being too heavy.*

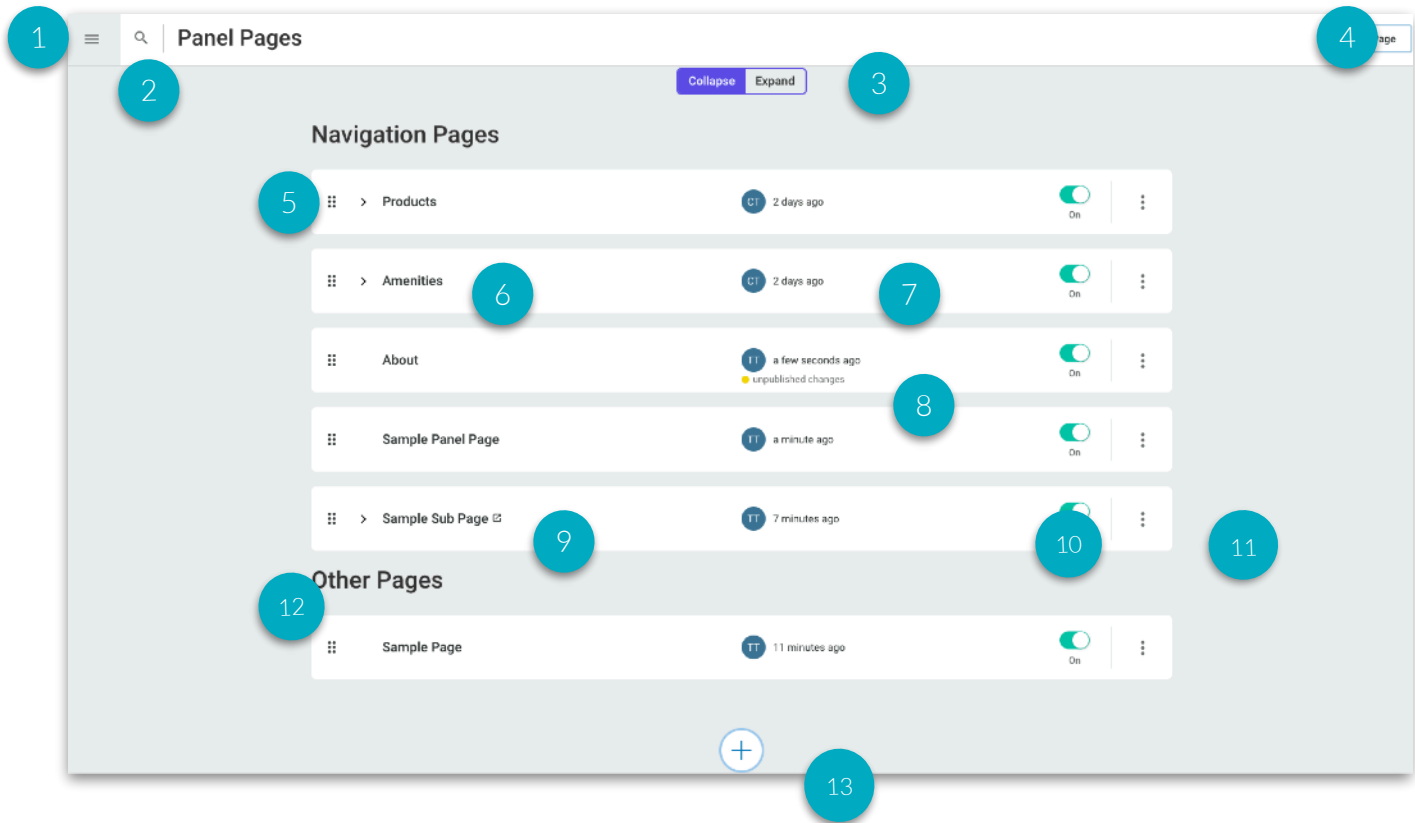


Optimize your images. Recommendation is 72 DPI.

PANEL PAGES

Overview

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

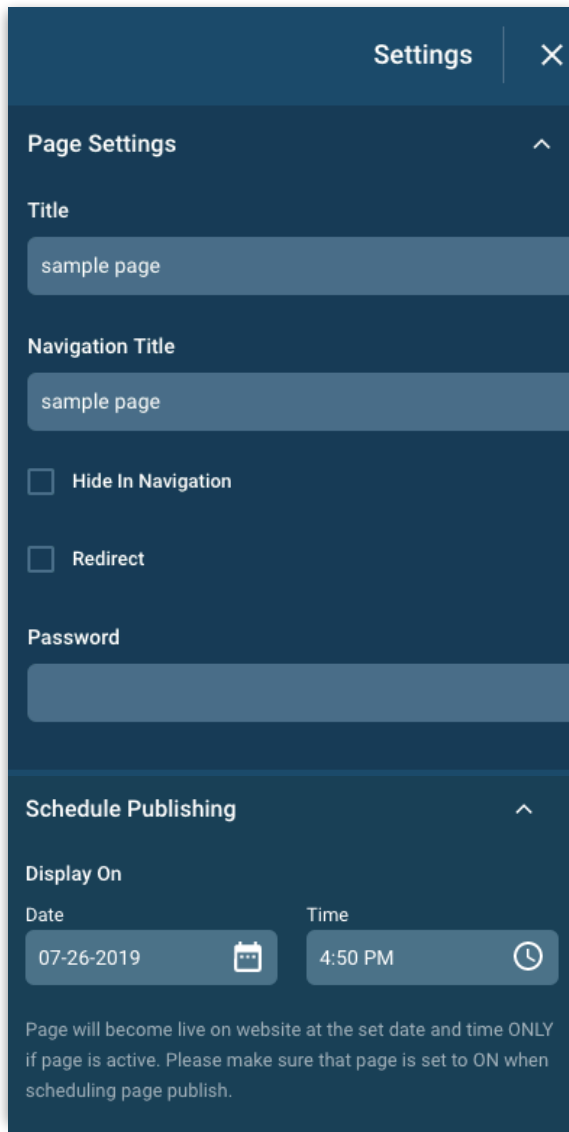


- Hamburger Menu:** Reveals side bar of all site modules.
- Search:** Click on the icon to search for a specific page to edit.
- Collapse or Expand:** Hides and reveals the subpages.
- Add Page:** Creates a new Page.
- Reorder Pages:** Click on the drag indicator to drag and drop the pages into desired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- Unpublished Changes:** Indicates changes that were saved but not published.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



Settings X

Page Settings ^

Title
sample page

Navigation Title
sample page

Hide In Navigation

Redirect

Password
[Redacted]

Schedule Publishing ^

Display On

Date 07-26-2019 [Calendar icon]

Time 4:50 PM [Clock icon]

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.

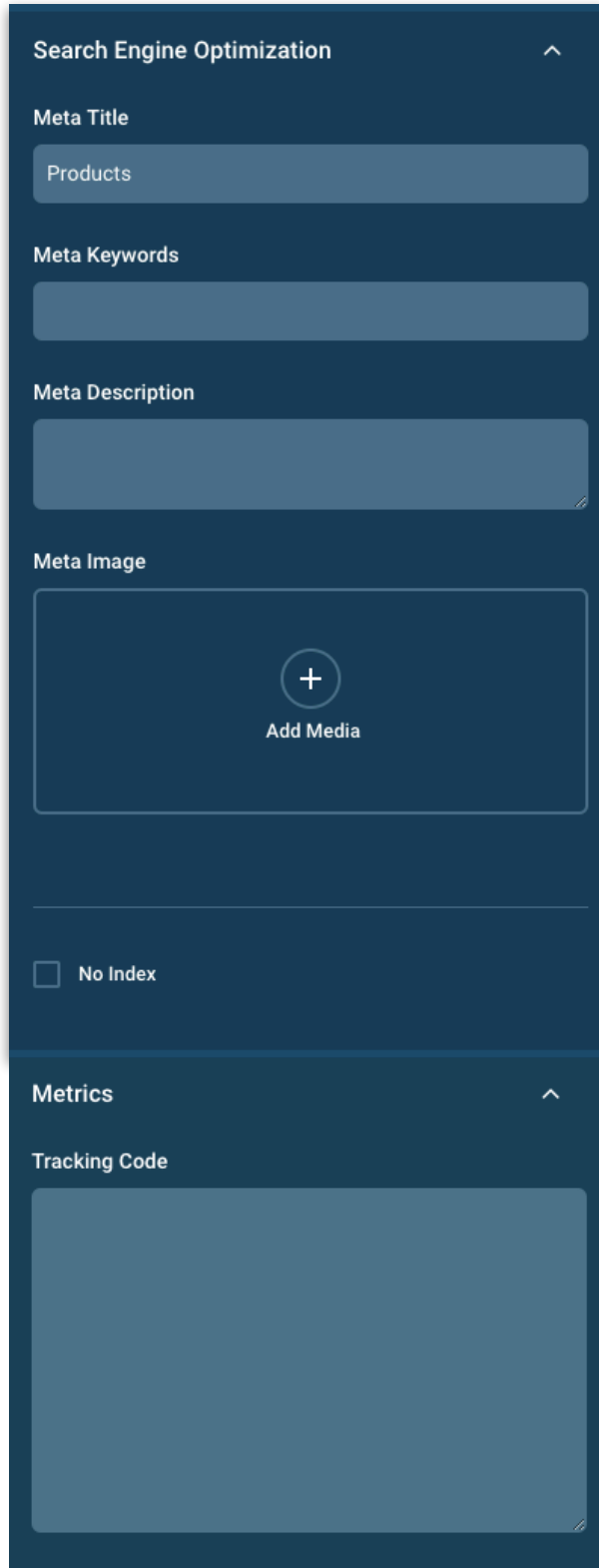
Password: Enter a password to protect the page on the front end. Passwords are case sensitive and do not encrypt on the back end so you cannot lock yourself out of a page.

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, 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.

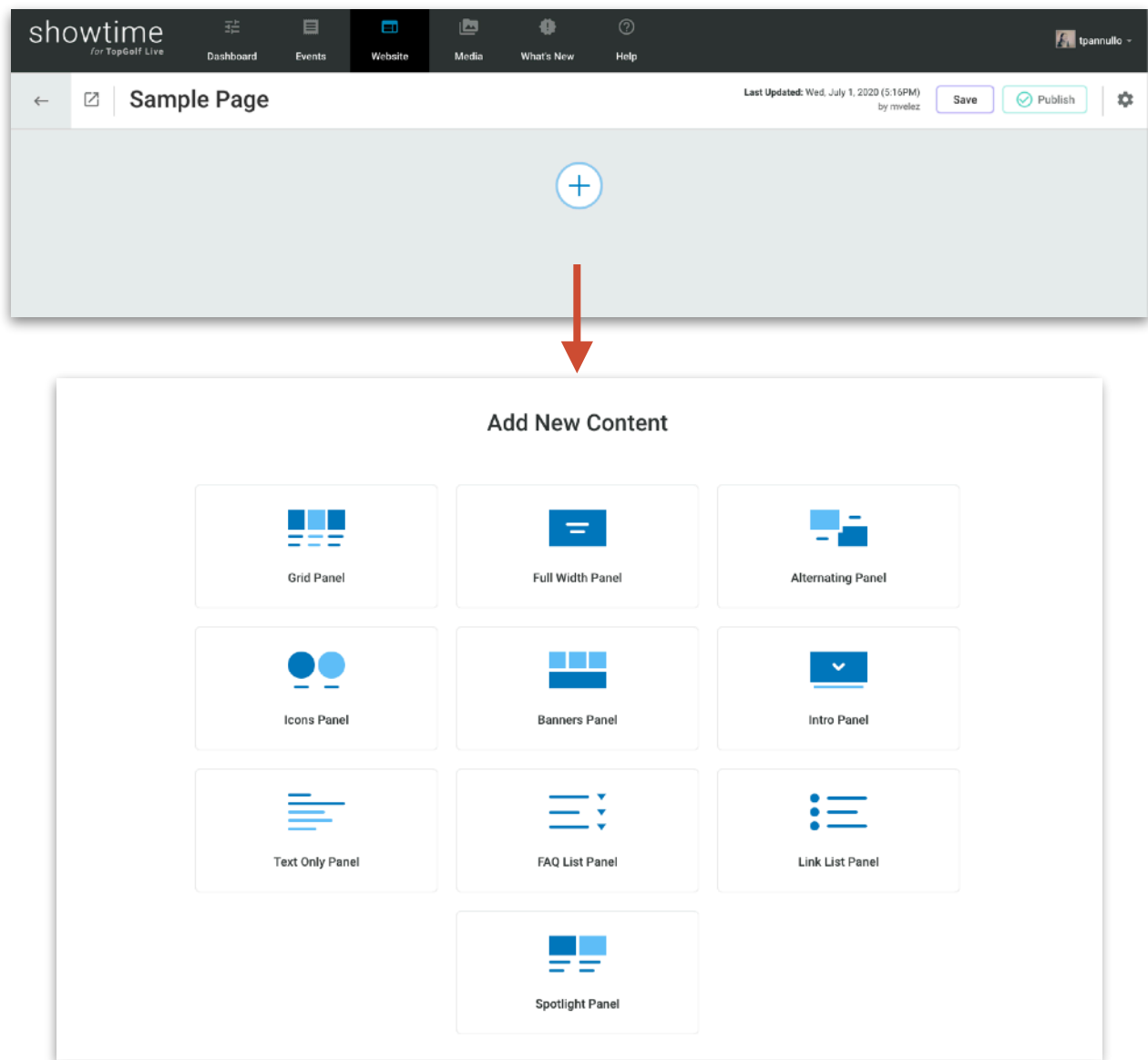
METRICS

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.

PANEL PAGES

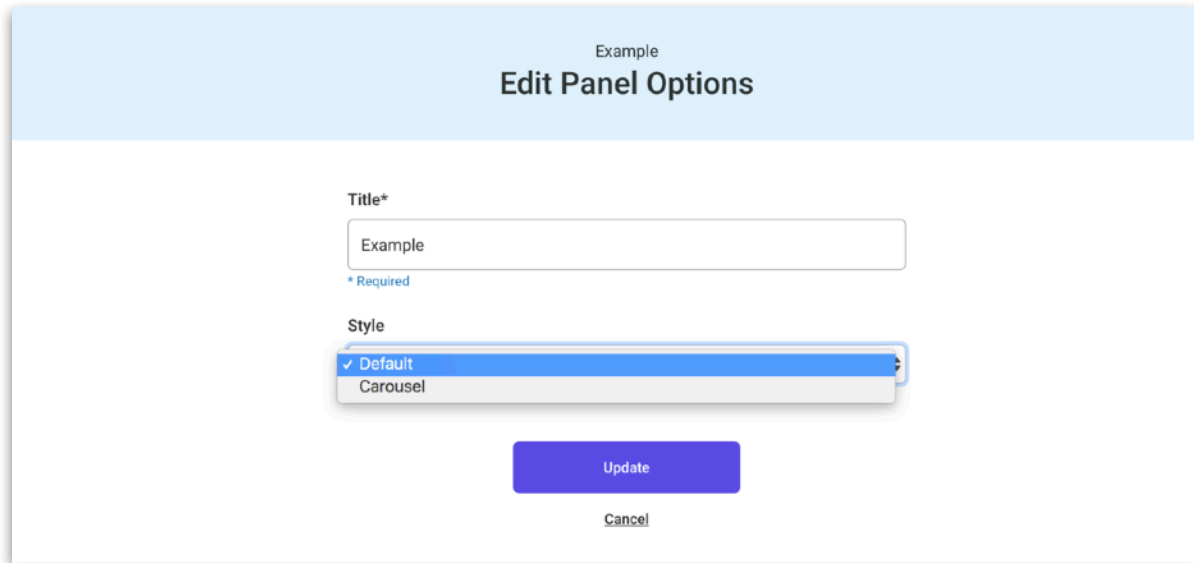
Adding Panels

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.



PANEL PAGES

Adding Panels



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.

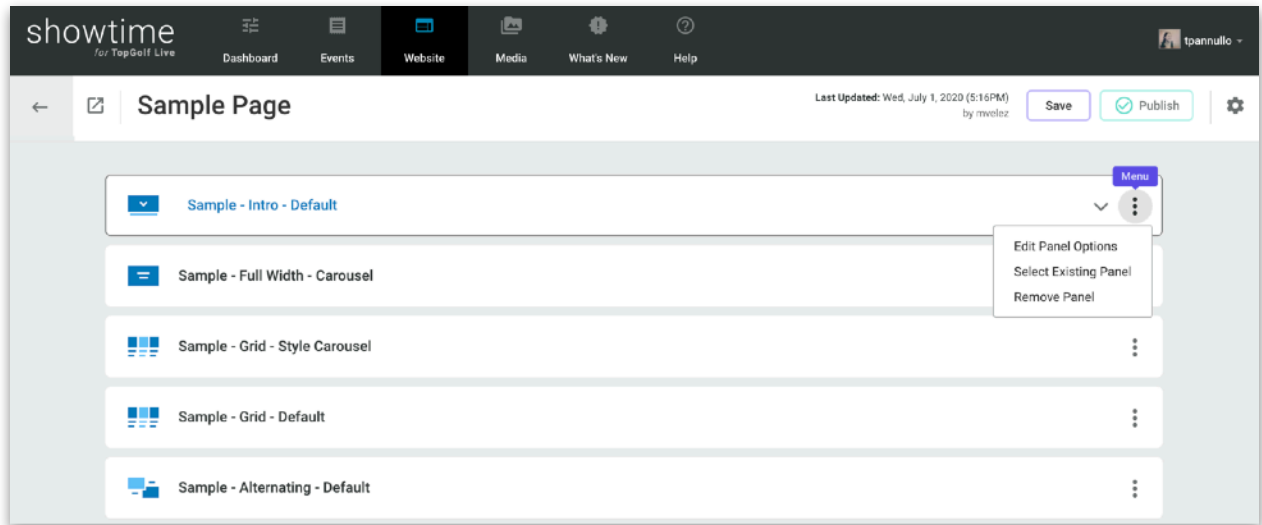
Style: Choose from the available options for the panel. Note, style options will vary based on the panel type selected. In the above Grid Panel example the style options are Default and Carousel. See [Front End Reference section](#) for examples of each panel/style combination.



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.

PANEL PAGES

Managing Panels

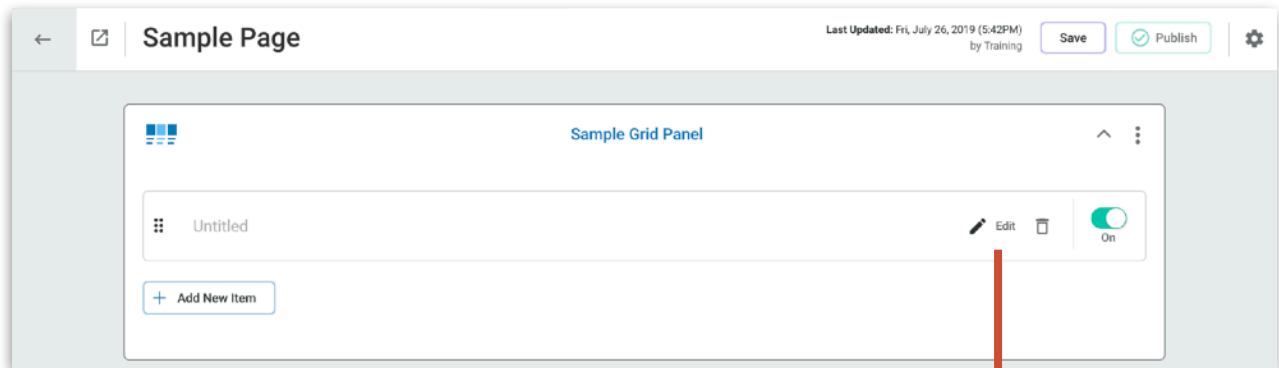


1. **Panel Icon:** Coordinates with the panel type. Use the icon to drag and drop the panels into desired order. Once done reordering, click the save button in the top right corner.
2. **Caret Icon:** Click on this icon to expand or collapse the panel items.
3. **Kebab Menu:** Reveals options to Edit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

PANEL PAGES

Adding Panel Items

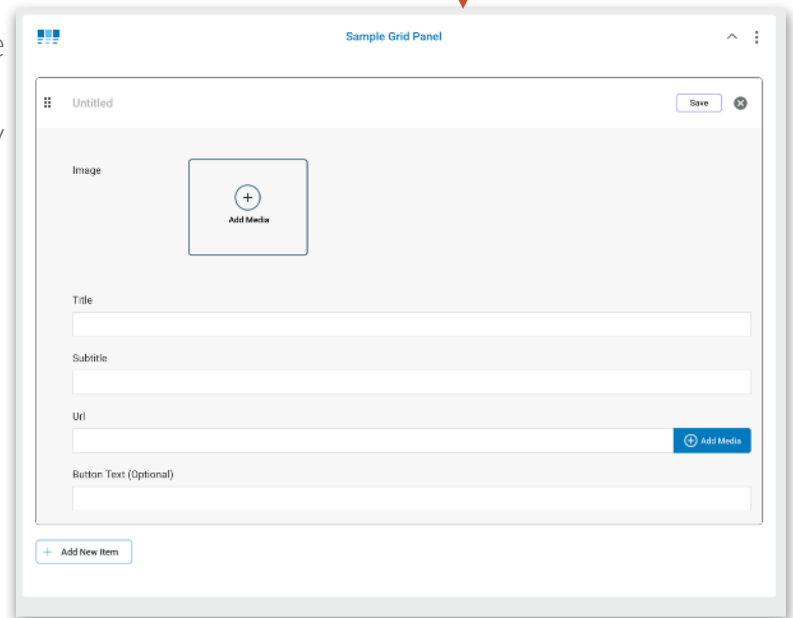
Panel Items are the individual units within the Panel. Once you've added your panel you'll see the first untitled item has been automatically added for you. Select the pencil icon to edit the item.



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 PAGES

Front End Reference - Grids

GRID (DEFAULT)



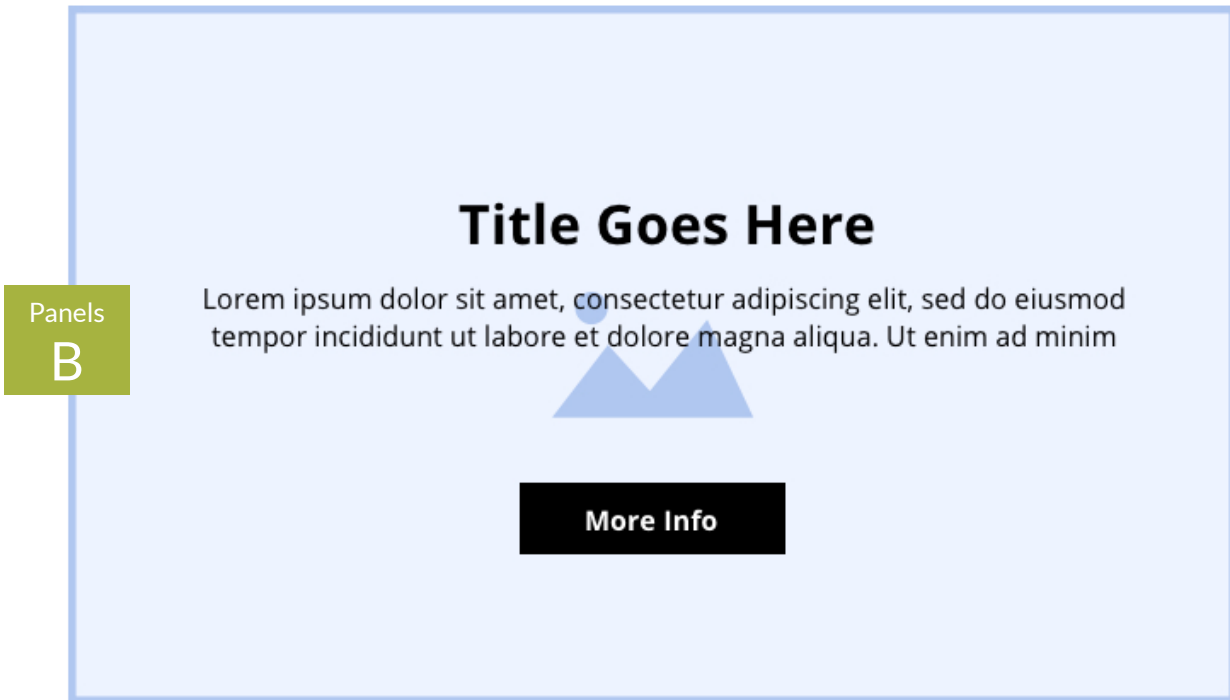
GRID (CAROUSEL)



PANEL PAGES

Front End Reference - Full Width

FULL WIDTH



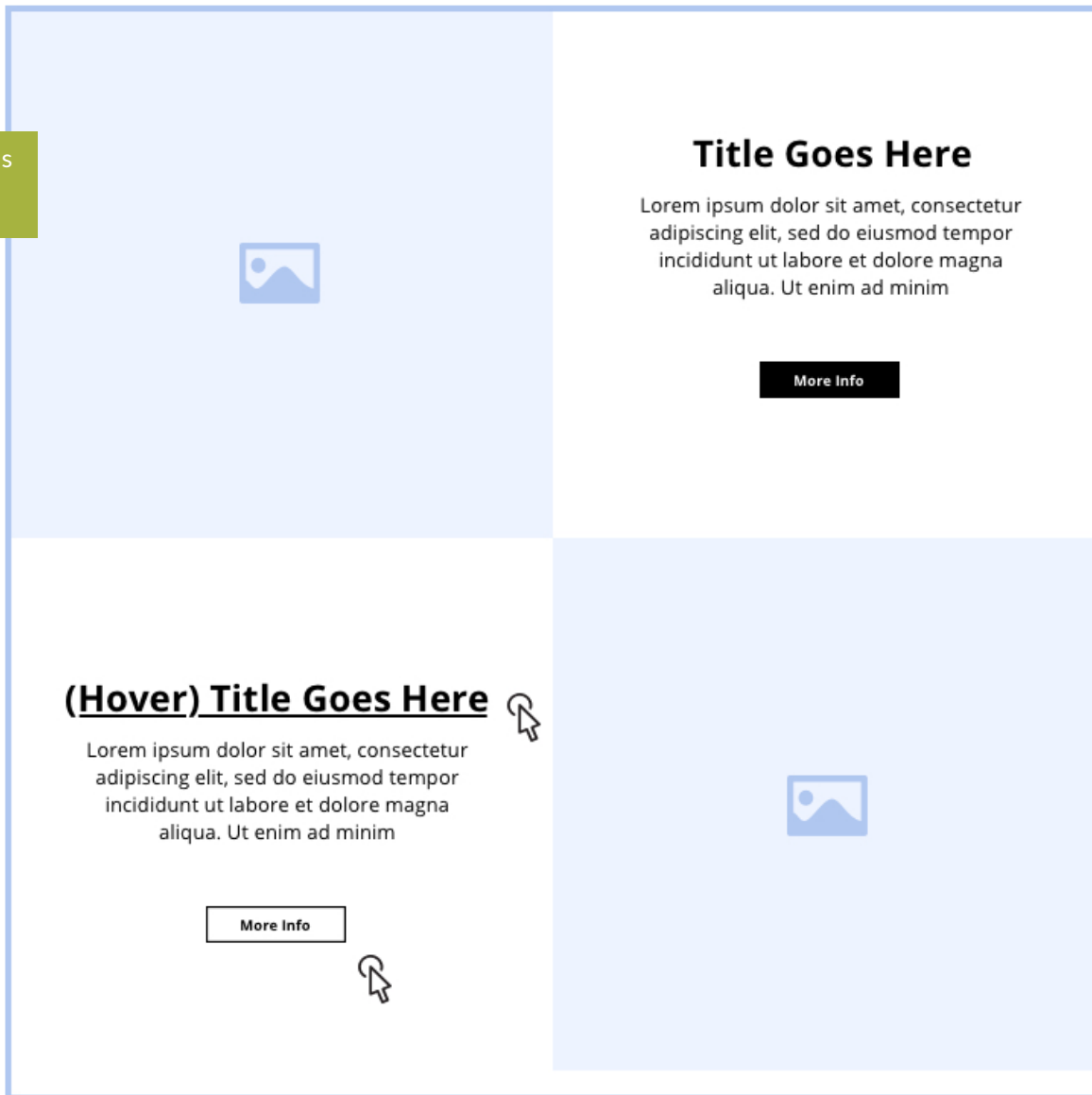
FULL WIDTH CAROUSEL



PANEL PAGES

Front End Reference - Alternating

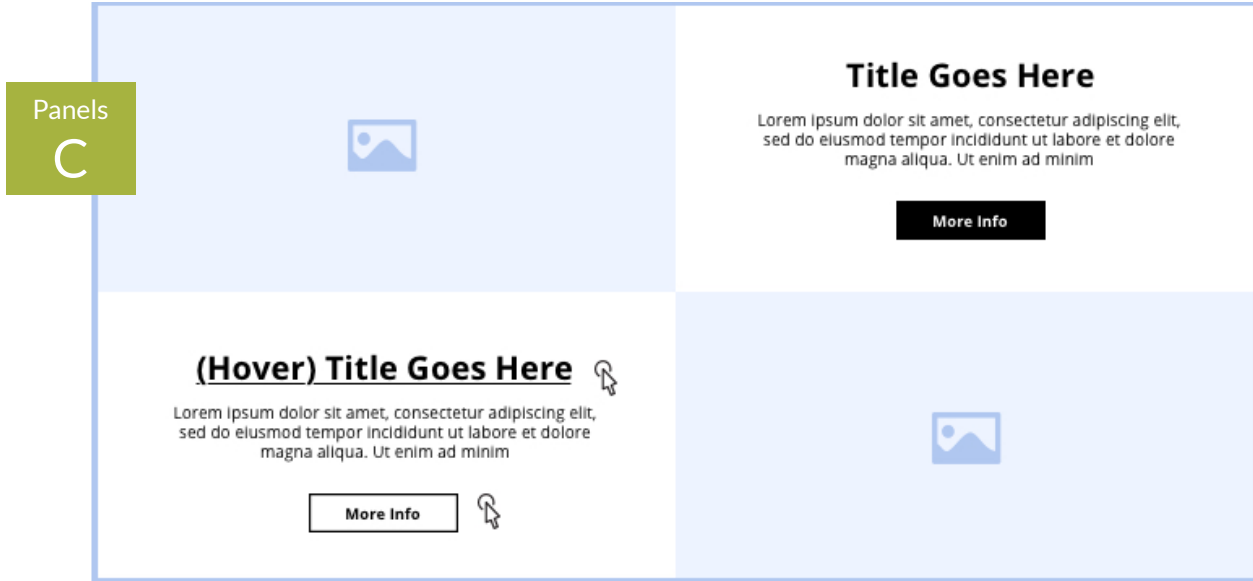
ALTERNATING (DEFAULT)



PANEL PAGES

Front End Reference - Alternating

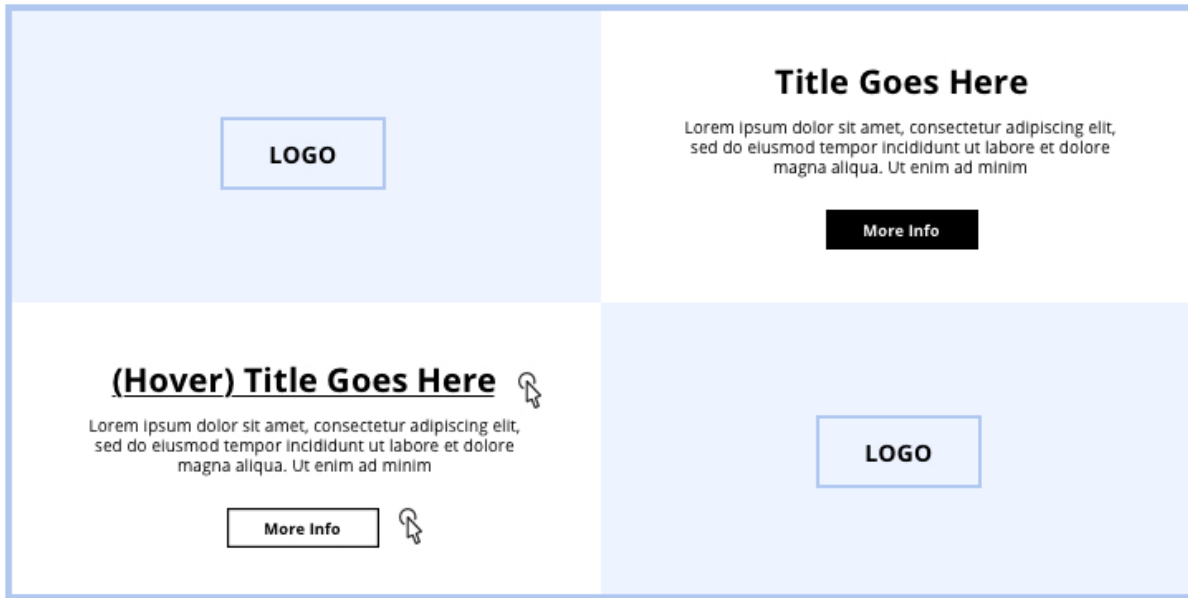
ALTERNATING (SMALL)



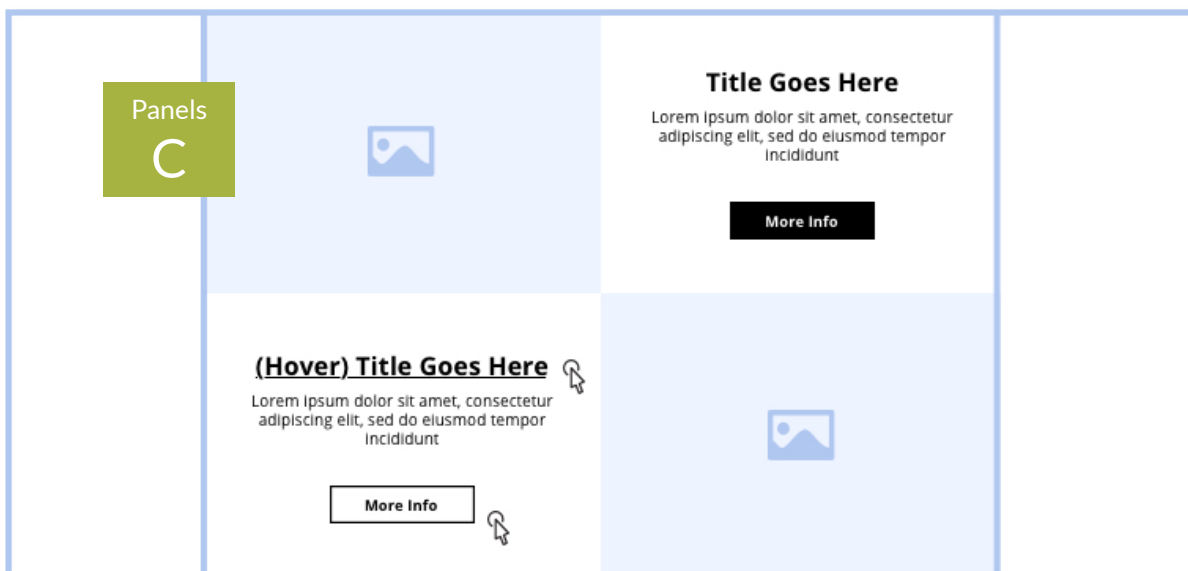
PANEL PAGES

Front End Reference - Panels

ALTERNATING (CENTERED LOGOS)



ALTERNATING (FIXED WIDTH)

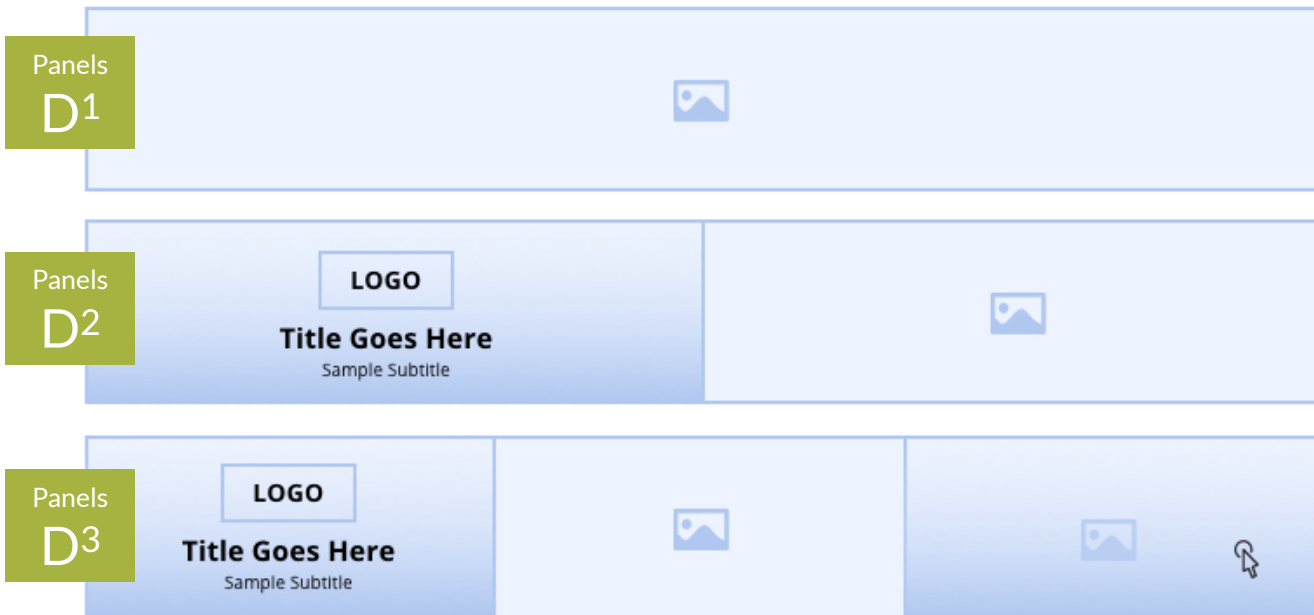


PANEL PAGES

Front End Reference - Icons



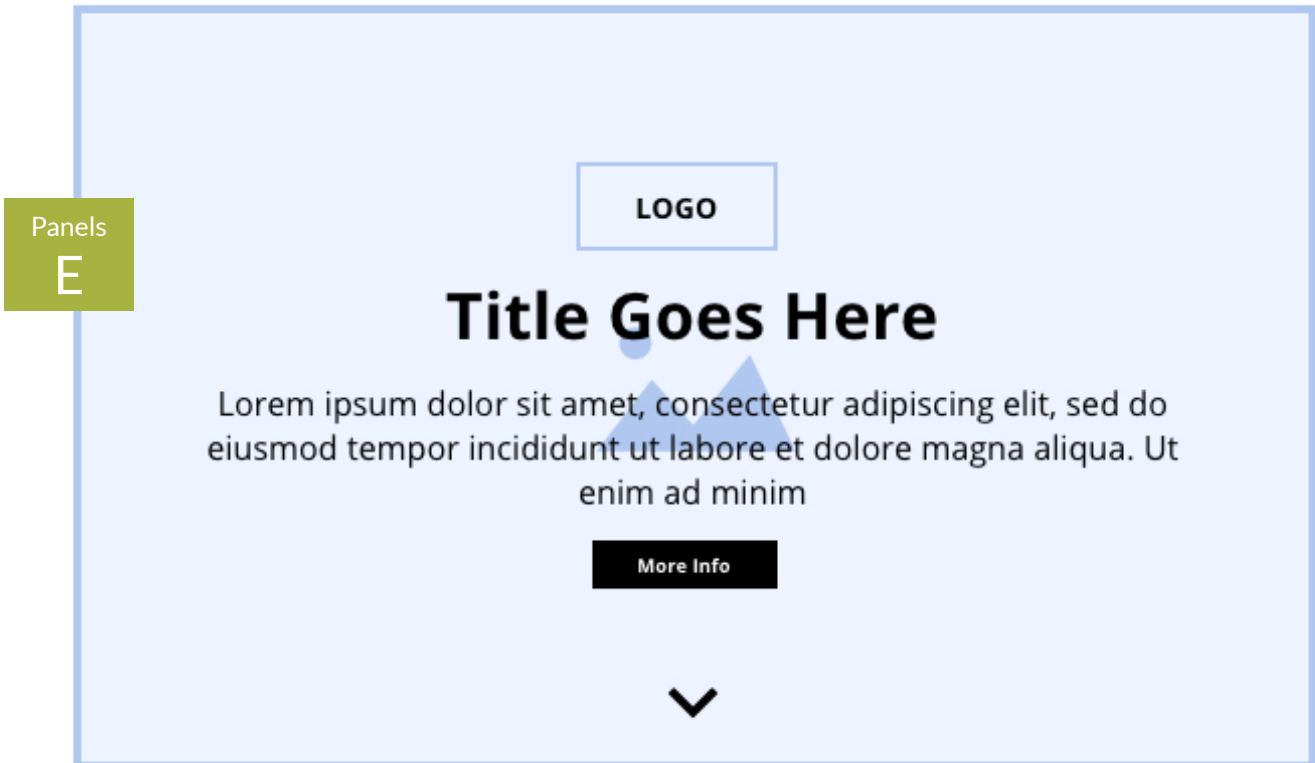
Front End Reference - Banners



PANEL PAGES

Front End Reference - Intro Panels

INTRO PANEL (DEFAULT)



INTRO PANEL (FIXED BACKGROUND)

The background image does not move while the user scrolls.

INTRO PANEL (FANCY)

Use for multiple intro panel items. The background fades to the next image as the text scrolls.

PANEL PAGES

Front End Reference - General Styles

TEXT (DEFAULT)

Heading 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

TEXT (CENTERED)

Title Goes Here



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim


[More Info](#)



PANEL PAGES

Front End Reference - Lists

FAQ LIST


FAQ Style (Open State)  
Quam elementum pulvinar etiam non quam lacus. Non nisi est sit amet facilisis magna. Nisi quis eleifend quam adipiscing vitae proin. Vestibulum sed arcu non odio euismod lacinia.


FAQ Style (Static State) 


FAQ Style (Hover State)  


LINK LIST

Link List

 **EXTERNAL LINK TITLE**

 **DOCUMENT LINK TITLE**
Hendrerit gravida rutrum quisque non tellus orci.

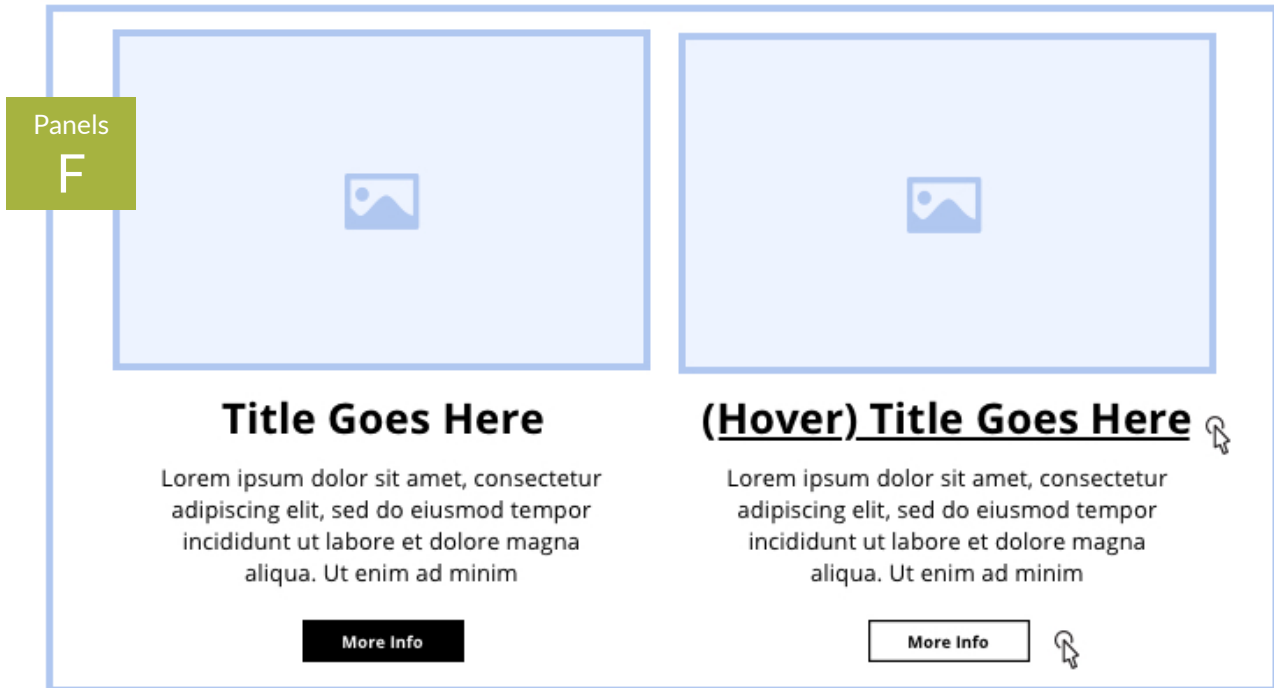
 **EXTERNAL LINK TITLE**

 **DOCUMENT LINK TITLE**
Hendrerit gravida rutrum quisque non tellus orci.

PANEL PAGES

Front End Reference - Lists

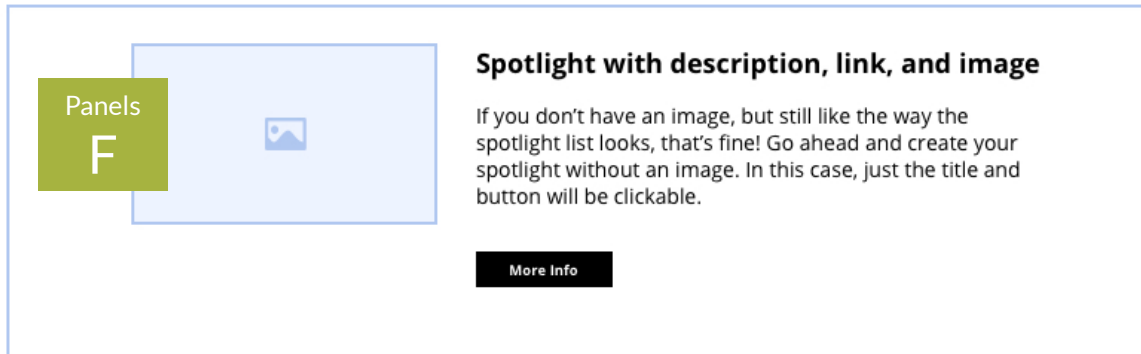
SPOTLIGHT (LARGE)



PANEL PAGES

Front End Reference - Lists

SPOTLIGHT (WIDE)



Panels
F

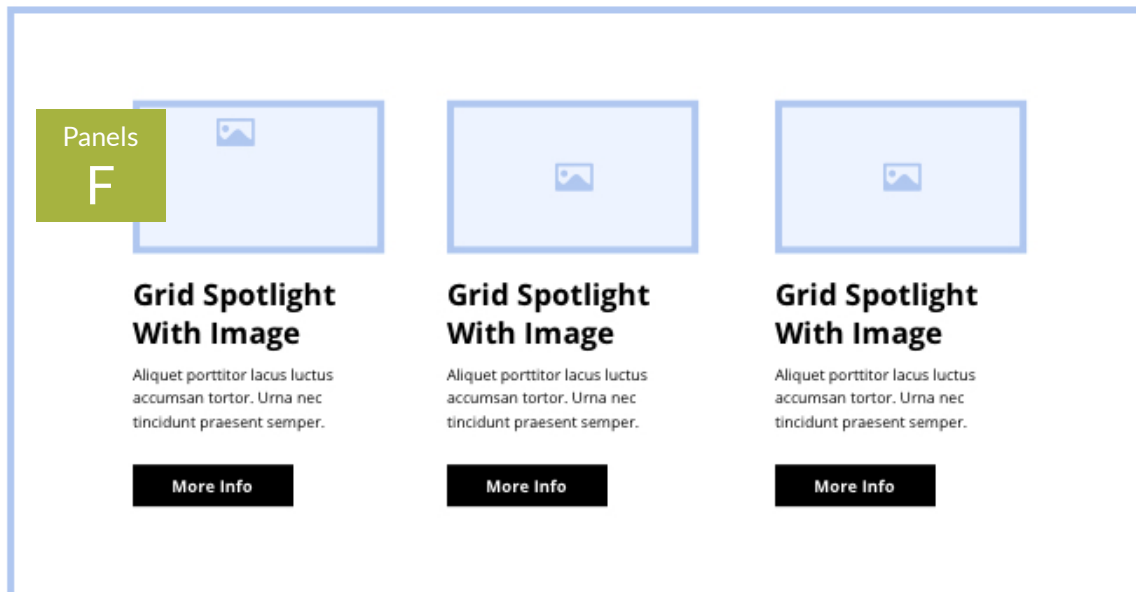
Spotlight with description, link, and image

If you don't have an image, but still like the way the spotlight list looks, that's fine! Go ahead and create your spotlight without an image. In this case, just the title and button will be clickable.

[More Info](#)

The image shows a single wide spotlight panel. On the left is a green box with the text 'Panels' and a large white letter 'F'. To its right is a light blue rectangular area containing a small image icon. To the right of this area is the title 'Spotlight with description, link, and image' in bold, followed by a paragraph of text explaining that an image is optional. Below the text is a black button with the text 'More Info' in white.

SPOTLIGHT (GRID)



Panels
F

Grid Spotlight With Image

Aliquet porttitor lacus luctus accumsan tortor. Urna nec tincidunt praesent semper.

[More Info](#)

Grid Spotlight With Image

Aliquet porttitor lacus luctus accumsan tortor. Urna nec tincidunt praesent semper.

[More Info](#)

Grid Spotlight With Image

Aliquet porttitor lacus luctus accumsan tortor. Urna nec tincidunt praesent semper.

[More Info](#)

The image shows a grid of three spotlight panels. On the left is a green box with the text 'Panels' and a large white letter 'F'. To its right are three light blue rectangular areas, each containing a small image icon. Below each icon is the title 'Grid Spotlight With Image' in bold, followed by a paragraph of placeholder text: 'Aliquet porttitor lacus luctus accumsan tortor. Urna nec tincidunt praesent semper.' Below each paragraph is a black button with the text 'More Info' in white.