

OPERATION LONDON BRIDGE

Preparing your Wix website

You may wish to prepare your website in advance to allow you to respond quickly to Operation London Bridge when the time arrives. The Council is required to reflect events on its website by 'replacing' the homepage with a suitable tribute. I suggest adding a 'splash screen' to your website that users see initially when they visit your site. Wix calls this splash screen a Lightbox. You may also want to add a specific page detailing any local arrangements such as where to find a book of condolences, or planned events. In both cases you can create and then hide from view the new elements so that they lie dormant within your site until the moment they are needed.

TO ADD A LIGHTBOX

1. In the Website Editor, click on the Add button, then Interactive, then choose the Welcome Lightbox.
 2. Choose the top (Announcements) style of Lightbox. This will open the Lightbox editor.
 3. Click in the margins until you see Change Overlay Background and use this to change the background colour to black.
 4. In the middle part you will obviously want to delete the image and text that's there and replace it with a photo and your own text, just as if you were editing any other page on the site. You can obtain a suitable photo from NPTS (Box > Operation London Bridge) or indeed from elsewhere on the Internet.
 5. Click somewhere in the middle to select the Lightbox itself, until you see a Set Triggers button. This brings up a window where you can rename the Lightbox. If you want the Lightbox to be
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active immediately, set the 'Automatically Display...' option to Yes. Leave the 'Which page...' option as Home but change the delay to 1 second (i.e. it appears almost as soon as the homepage is loaded). If you are doing this simply as preparation and will make it live later on, set 'Automatically Display...' to No. When it is subsequently needed, come back to this option and select Yes to make it active.

6. You can then click on the Exit Mode button at the top of the screen to return to the normal Editor. To view/edit your Lightbox in future, click on the Menus and Pages button on the left in the Editor and you should see Lightboxes as an option. You can then click on the relevant Lightbox to open it and then change the Triggers/settings. If you change the 'Automatically Display...' option to No, the Lightbox will never open and will lie dormant within your website.

TO ADD A PAGE FOR FURTHER INFORMATION

1. You may want to add further information to an existing News page, or other page, or you may want to create an entirely new one. To create a new one: in the Website Editor, click on the Menus and Pages button to view your list of pages. You can either click on Add Page (a new blank page) or you can Duplicate an existing page (the three dots). Duplicating can be easier because the layout is already there and you can simply overtype existing text and replace existing images.
 2. You will need to rename your new or duplicated page. Still in the list of pages in the Menus and Pages option, click on the relevant page, then on the button with three dots to the right of the page name. Choose Rename to change to page name. **You must also click on 'SEO Basics' and change the URL, Page Title and Description.**
 3. Within the Menus and Pages menu you can drag the new page up or down and into or out of existing folders so that it sits where you want it in the menu structure.
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4. To hide the page (so that it doesn't appear in the menu and is therefore not visible/reachable for users) again click on the page itself and the three dots, but choose 'Hide'. This page then lies dormant within your website until such time as you need it, when you can return to this option and click 'Show'.