

# Institutional website redesign.

Formation Contribution Wordpress – 29/04/2021



AGENCE DIGITALE

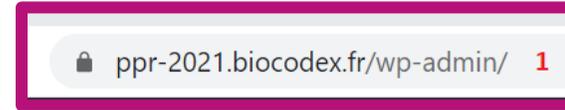


# Summary.

1. Back-office connection
2. Home page presentation (theme option) and configuration
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  3. Our products block\*
  4. External links block
  5. Our heritage / Worldwide block
  6. Quote block
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  2. Child page
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4. Our products
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  2. Product category page (2 templates)
5. Add a new language
6. How to link elements to Home Page
  1. Slider block
  2. News block
  3. Our products block
  4. External link block
  5. Our heritage / Worldwide block
  6. Quote block
7. Menus
8. Recommended image size

# 1. Back-office connection.

1. To be connected to the back-office of the subsidiaries website :  
Enter in the URL space `https://subsidiarywebsite*/wp-admin` (replace `subsidiarywebsite*` by the chosen one)



2. Enter your login

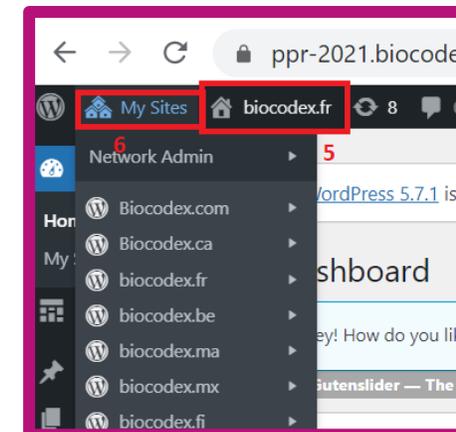
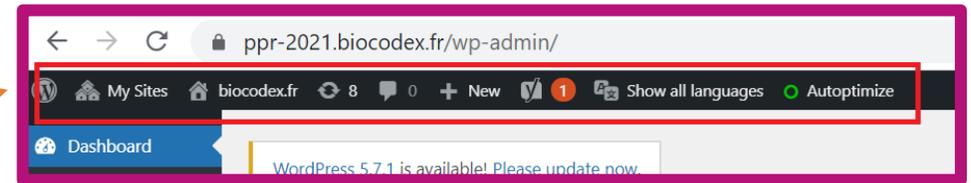
3. Enter your password

4. Click on the button to log in

You know you're logged when you see the black band on the top of your window

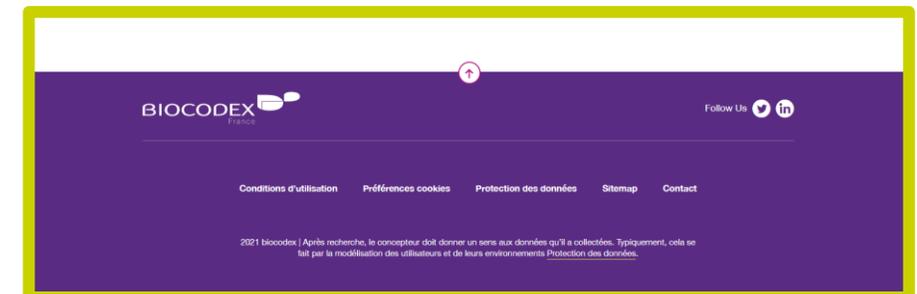
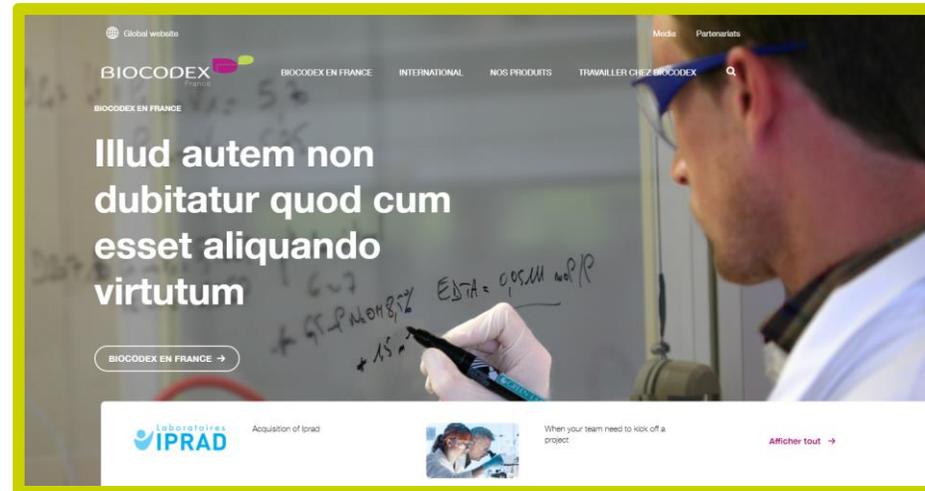
5. Check that you're logged to the good subsidiary website by looking to the domain name

6. Or change to your subsidiary website by clicking on « My Sites » and select the good one



# 2. Home page presentation and configuration.

The Home page is composed by multi-blocks which can be configured individually. Each block a page element, a news element or an external link element.



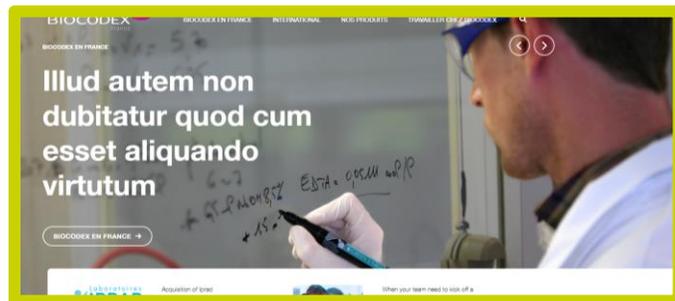
# 2.1. Slider block.

To configure the slider and change the slides :

1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage elements
4. Choose « Featured Slider »
5. You can choose the number of the slides, if you increase the number, click on the « Publish/Update » button (7) and then, refresh this page.
6. Select the slides into the list by clicking on the select lists. The page must be created before to appear into those lists (3. Parent/Child page & 6.2. Slide block).
7. To save your modification, click on the « Publish/Update » button

The diagram illustrates the configuration process for the slider block through four sequential screenshots:

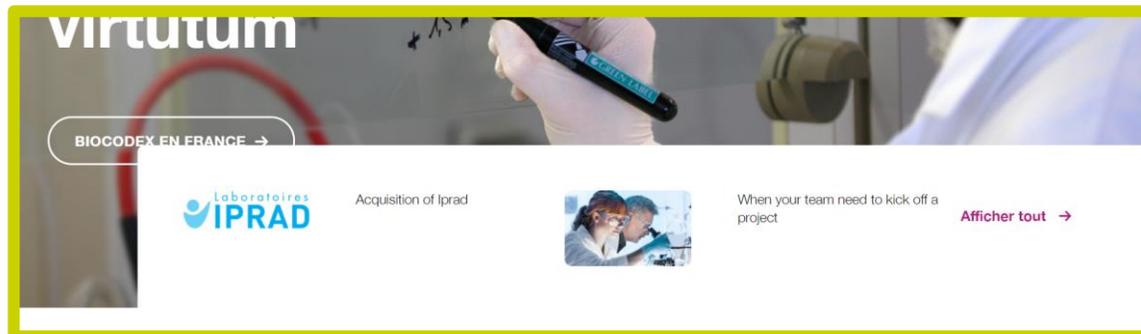
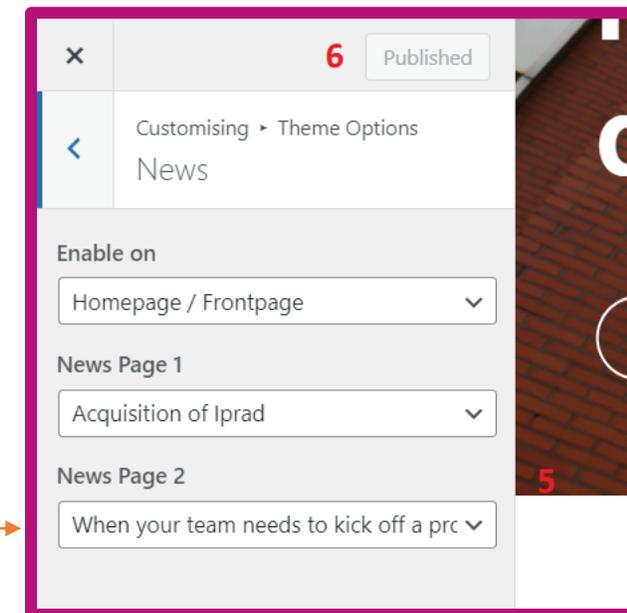
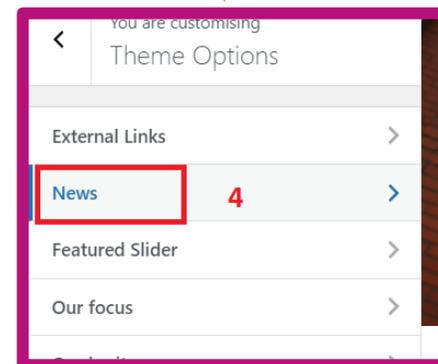
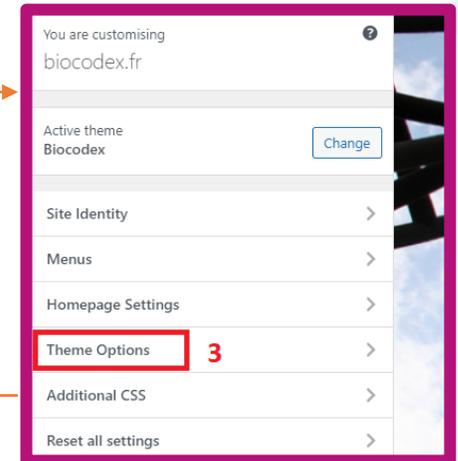
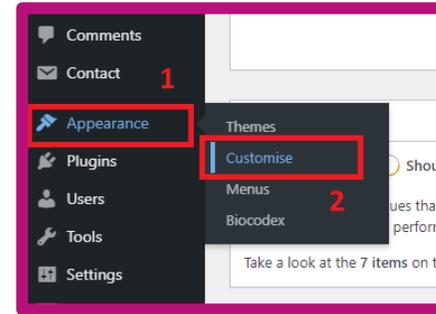
- Screenshot 1:** The WordPress dashboard 'Appearance' menu is highlighted with a red box and the number 1.
- Screenshot 2:** The 'Customise' option under the 'Appearance' menu is highlighted with a red box and the number 2.
- Screenshot 3:** The 'Theme Options' menu item is highlighted with a red box and the number 3.
- Screenshot 4:** The 'Featured Slider' option is highlighted with a red box and the number 4.
- Screenshot 5:** The 'No of Slides' field is set to 2, highlighted with a red box and the number 5.
- Screenshot 6:** The 'Slide # 1' dropdown is set to 'Biocodex en France' and 'Slide # 2' is set to 'International', both highlighted with red boxes and the number 6.
- Screenshot 7:** The 'Published' button is visible at the top right of the configuration screen, highlighted with a red box and the number 7.



## 2.2. News block.

To configure the news and change the articles :

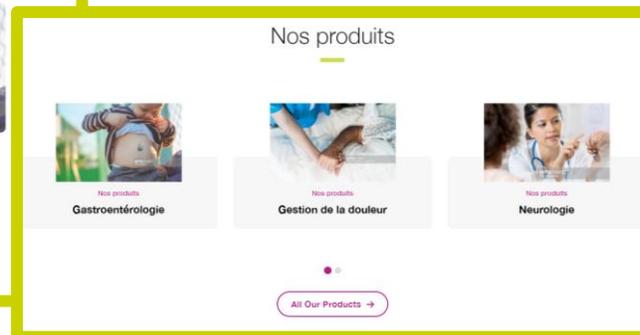
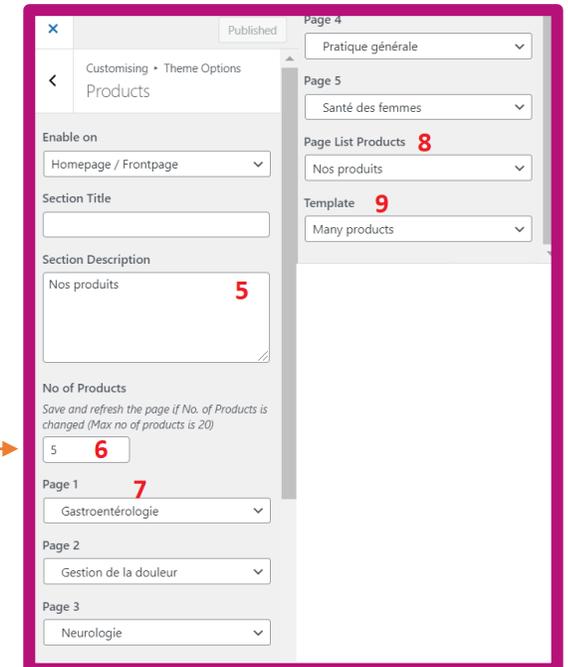
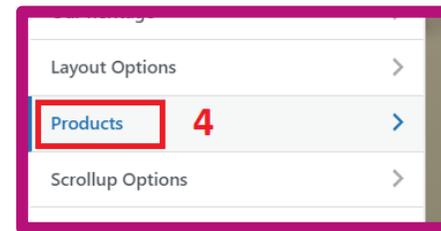
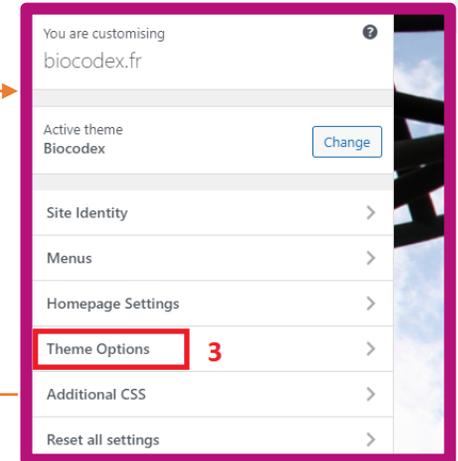
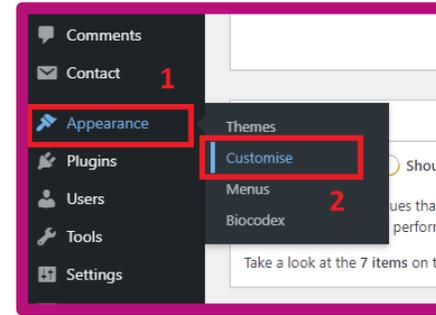
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage éléments
4. Choose « News »
5. Select the articles into the list by clicking on the select lists. The article must be created before to appear into those lists (6.2. News block).
6. To save your modification, click on the « Publish/Update » button



# 2.3. Our product block.

To configure the news and change the articles :

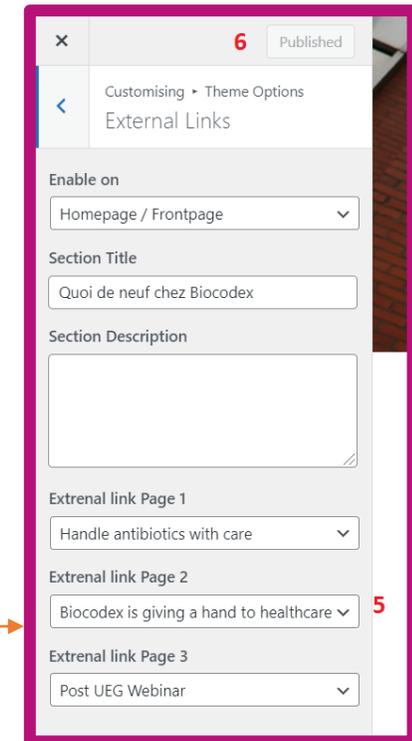
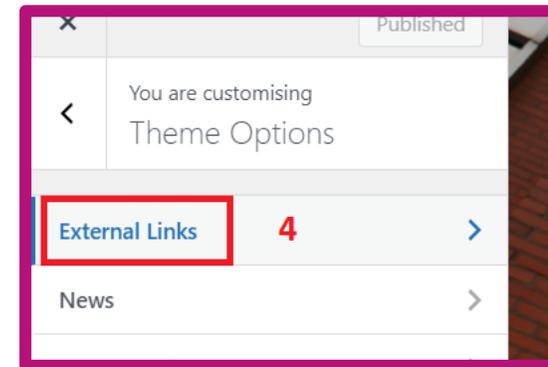
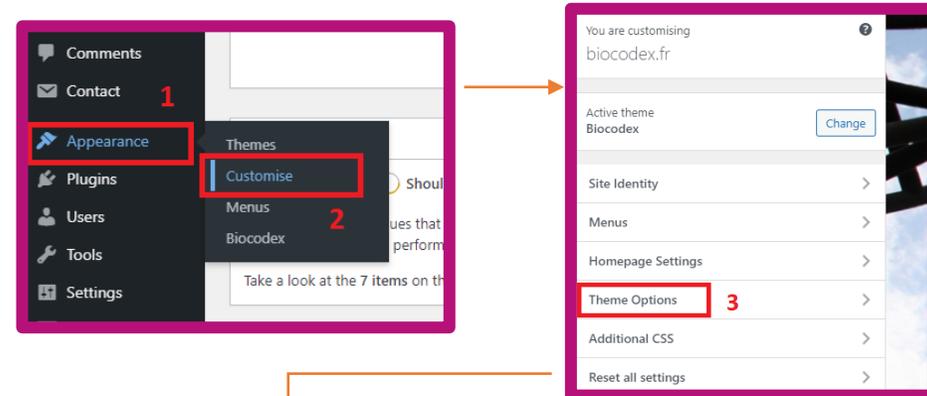
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage elements
4. Choose « Products »
5. This is the title of the block
6. You can change the number of product range in this field
7. According to the previous number, you have to configure here the product range pages from those select lists
8. You can choose the template of the Product block (« Many products » on the left, « Few products » on the right)
9. Choose the first parent page of the products (« Our products » page)



# 2.4. External links block.

To configure the news and change the articles :

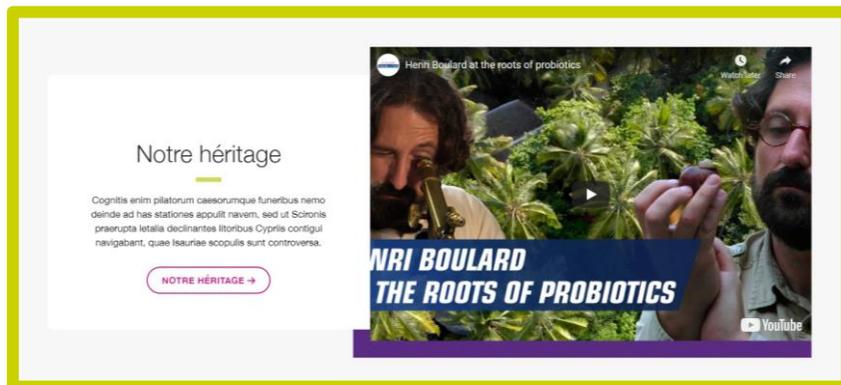
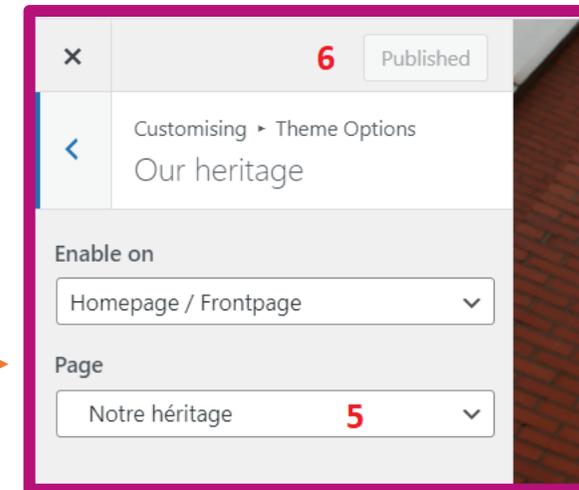
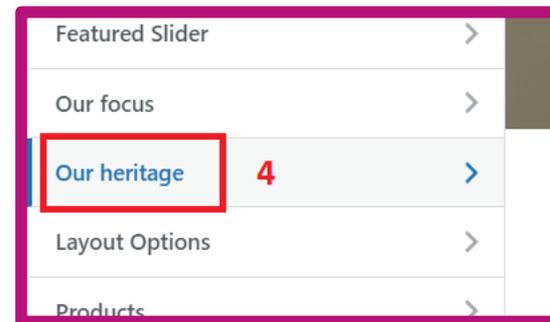
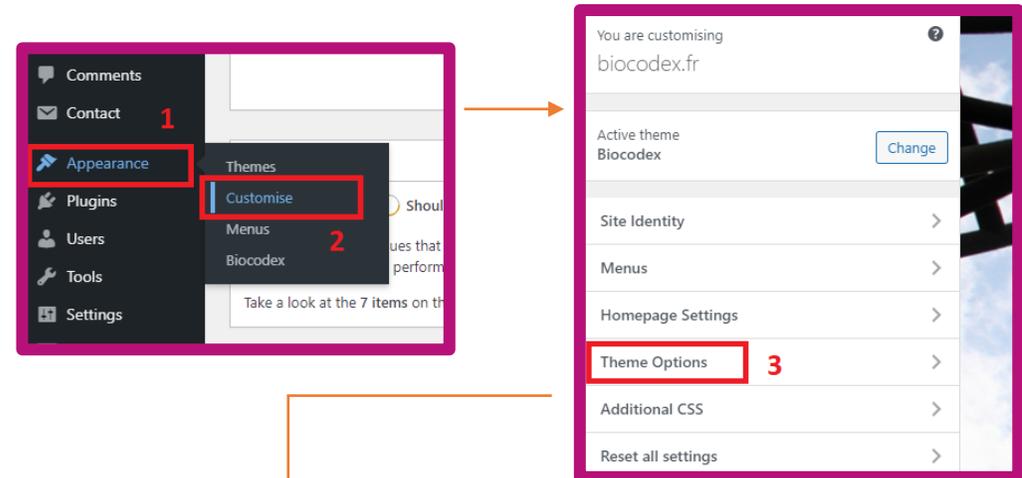
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage éléments
4. Choose « External links »
5. Select the external links into the list by clicking on the select lists. The external links must be created before to appear into those lists (6.4. External links block).
6. To save your modification, click on the « Publish/Update » button



# 2.5. Our heritage / Worldwide block.

To configure the news and change the articles :

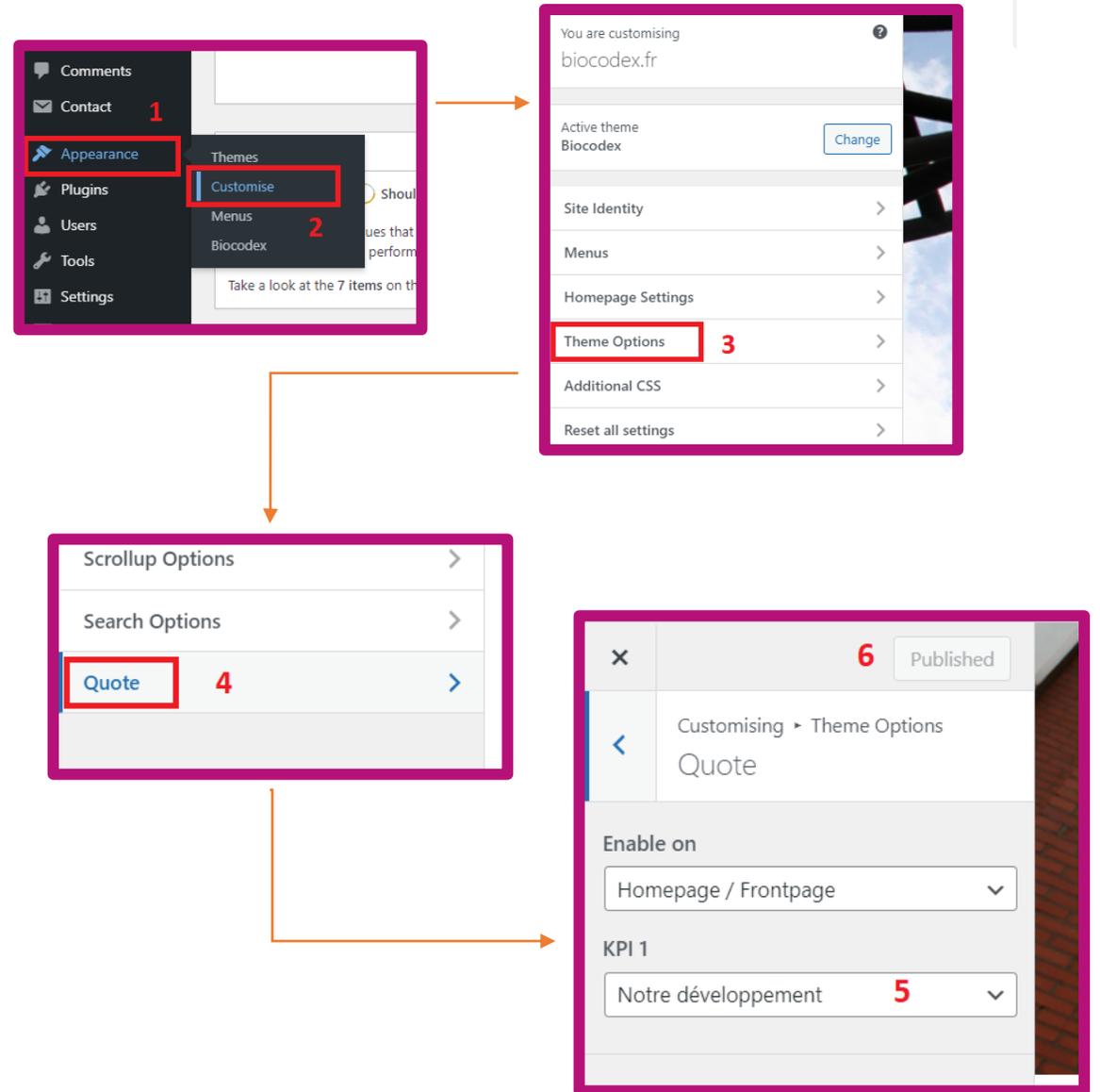
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage éléments
4. Choose « Our heritage »
5. Select the page which is configured for « Our heritage » block into the list by clicking on the select list. The page must be created before to appear into this list (3. Parent/Child page & 6.5. Our heritage block).
6. To save your modification, click on the « Publish/Update » button



# 2.6. Quote block.

To configure the news and change the articles :

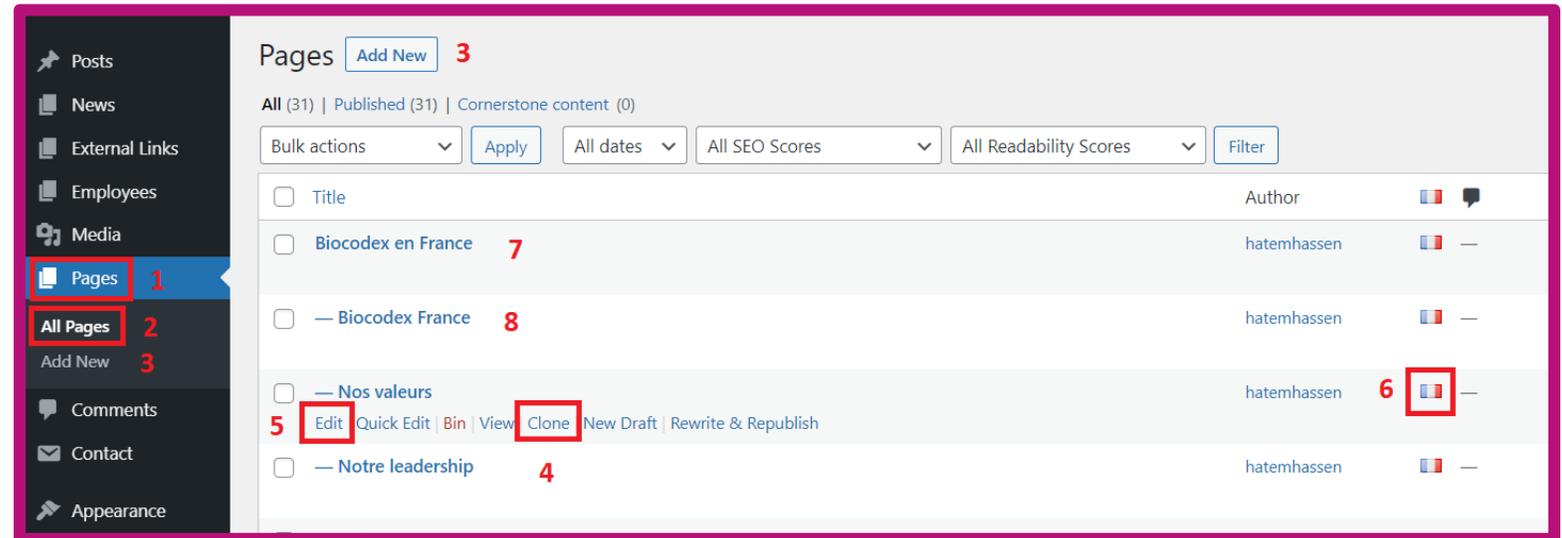
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage éléments
4. Choose « Quote »
5. Select the page which is configured for « Quote » block into the list by clicking on the select list. The page must be created before to appear into this list (3. Parent/Child page & 6.5. Quote block).
6. To save your modification, click on the « Publish/Update » button



# 3. Parent/Child page.

The pages are one of the element which can be configured to appear into the Home page. You have to create a page before configuring the settings of the page and see them into the Home page.

1. Go to « Pages » menu
2. Click on « All pages »
3. You can create a page by clicking on the button « Add News » on the top of the page or the link below the step 2
4. The better and safe method is to duplicate a similar page by clicking on « Clone »



5. Click on the name of the page or the link « Edit » to edit the page
6. This is the language of the page, you only have one language per page. If you want to translate a page, you must clone the page, edit it, translate the content and change the language setting
7. This is a page
8. This is a page too, but it's the « Biocodex en France » Child page because of the « - » before the name, which means « under the authority of the page above this one ».

# 3. Parent/Child page.

You can see here the list of pages (Pages > All pages menu).

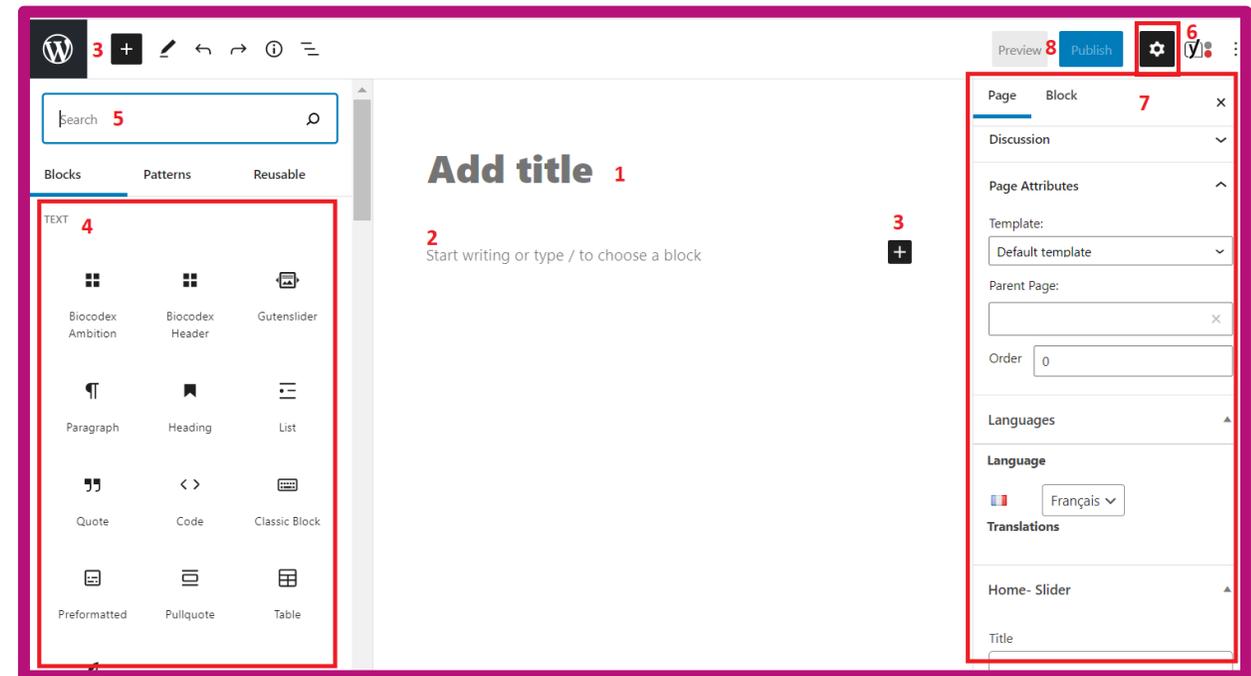
1. This is the « Biocodex en France » Parent tree. You know that is a Parent because of the « - » in front of the page below. This is a level 1 page.
2. This is the list of « Biocodex en France » children. They all have « - » in front of their page name. They are level 2 pages.
3. This is a page without Child because the link below doesn't have a « - » in front of it name. It can also be called a Parent page (level 1).



# 3. Parent/Child page.

This is the page editor :

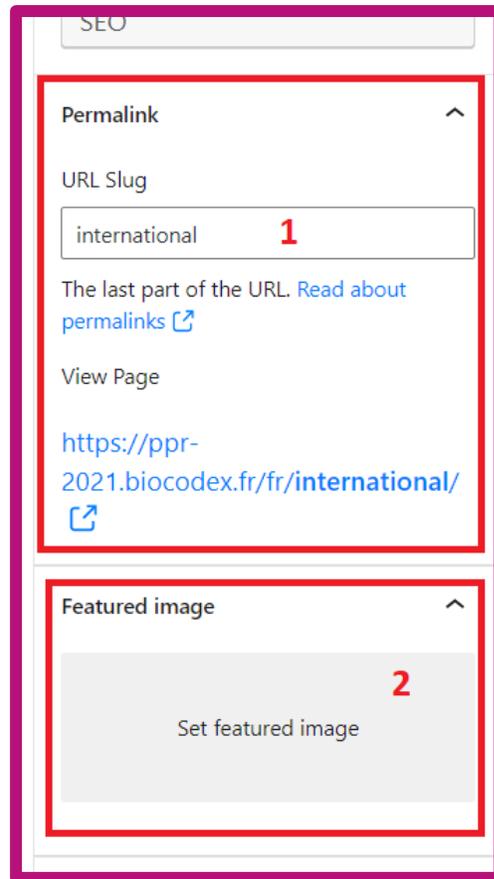
1. You have to name your page
2. Here is the text zone, you can add different type of text block to lay out the text you want.
3. To choose a text block type, click on the « + » button (into the text zone or on the top)
4. This is a part of the list of the different text block type. The specific Biocodex block are named with « Biocodex ». The most used are « Biocodex Header », « Yoast Breadcrumbs », « Custom HTML » ...
5. This is the search bar to find easily the different text block type
6. To acces to the different settings of the page, click on the setting button on the top right
7. This is the long list of different settings, required for the page itself or to configure the homepage display (2. Home page presentation) or other appearance
8. Click on the « Publish/Update » button to save the changes



# 3. Parent/Child page.

The required settings for a page (Parent and Child page) :

1. The permalink will be automatically filled with the name of the page but you can edit it. You can see a preview of the entire link below
2. For pages with a header picture, you have to upload a picture here



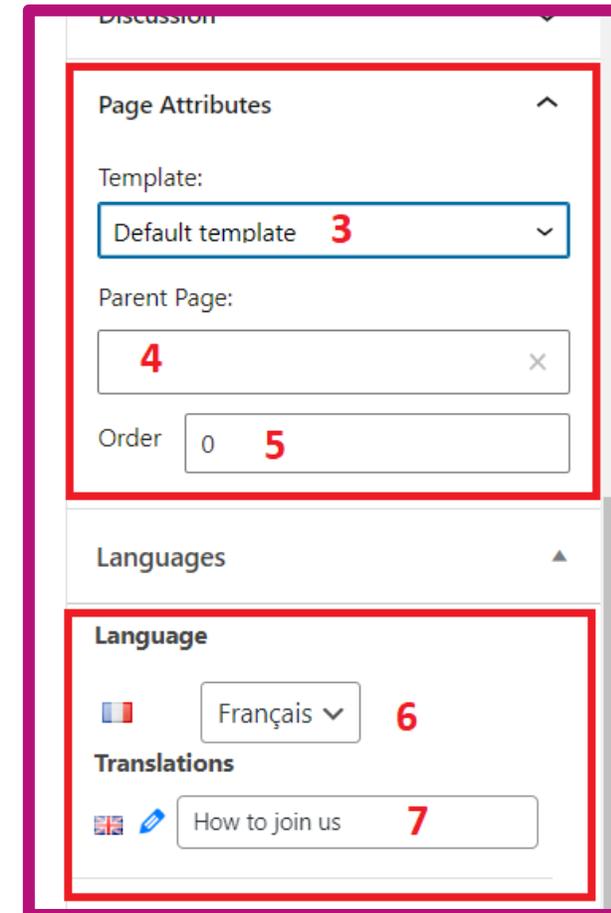
3. You can choose a template here for different type of page (Parent, Child, product, static,...)

4. If you are editing a Child page, you have to fill this field by the Parent page name. Make sure the Parent page exists before calling it here

5. If you have fill the « Parent page » field, you must indicate the child's number to establish the order into the children list

6. This is the language of the page, you can change it by click on the select list if the website have different languages

7. If the website have different languages, this is the « linked translation page » field. For this exemple, you can see the actual edited page is in french and is linked to the « How to join us » page which is in english.



# 3.1. Parent page.

Open the editor page :

1. Into the text zone, add a breadcrumbs by writing « [breadcrumbs] », or adding a « Yoast breadcrumbs » block by clicking on the « + » button
2. Add a « Custom HTML » block and write the description of the Parent page. Don't forget to add the code tag. It's better and safer to copy the header or clone another Parent page.
3. Choose « No Siderbar : Full Width » template
4. Add all the required setting fields and click on the « Publish/Update » button to save

Parent page (category page)

[breadcrumbs] 1

```
<div class="content">
<p class="has-text-align-center">
Saepissime igitur mihi de amicitia cogitanti maxime illud considerandum videri solet, utrum propter
imbecillitatem atque inopiam desiderata sit amicitia, ut dandis recipiendisque meritis quod quisque minus per se
inse posset, id acciperet ab alio vicissimque redderet.
</p>
</div>
```

2

Page Attributes 3

Template: No Sidebar: Full Width

Parent Page: [input]

Order 0

Languages [dropdown]

Language [dropdown]

BIOCODEX  
France

BIOCODEX EN FRANCE INTERNATIONAL NOS PRODUITS TRAVAILLER CHEZ BIOCODEX

## Biocodex en France

Home » Biocodex en France

Biocodex is a family-owned pharmaceutical company that has grown from a French microbiota pioneer in the 1950s to an international pharmaceutical player today by diversifying its products and expanding its geographical footprint. We offer health solutions to patients in more than 120 countries through our own operations or long-term partnerships. We are proud of our teams, who are united by shared values. These serve as driving forces, enabling us to grow while remaining agile.

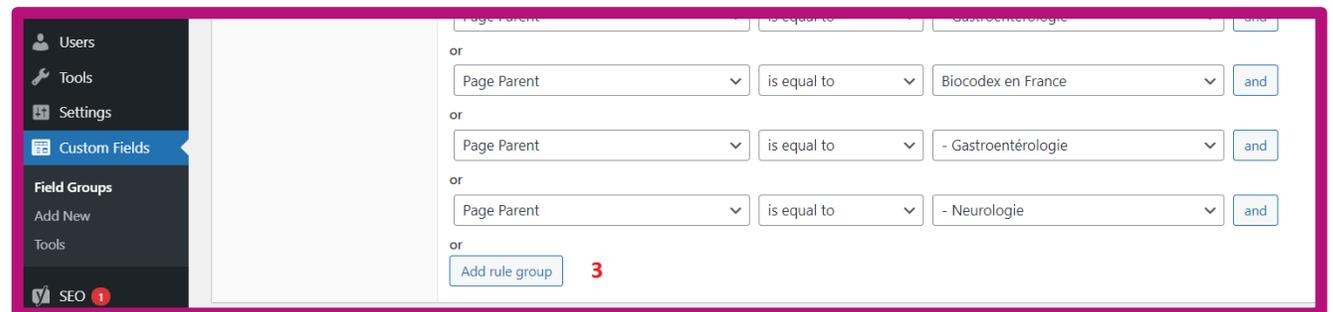
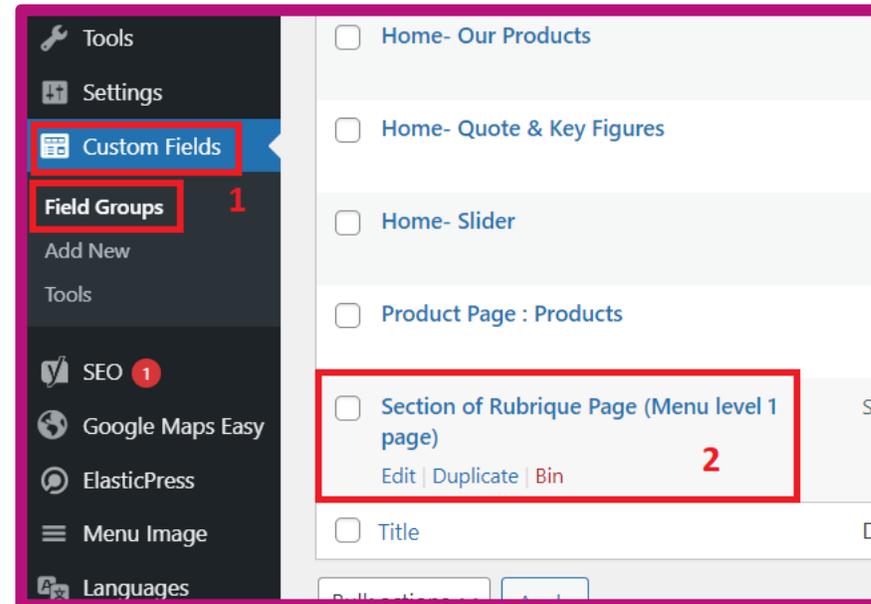
## 3.2. Child page.

To link a Child page to a Parent page, you must first create the Parent page. For that, go to Pages > All Pages > New page.

Once the page has been created, it must be added to the list of pages of the Custom Field "Section of Page Heading (Menu level 1 page)" which will allow a Child block to appear on the Parent page.

To add the Parent page on the Custom Field "Section of Rubrique Page (Menu level 1 page)" :

1. Click on "Custom Fields" menu and click "Field Groups".
2. Click on the link "Edit" of the "Section of Rubrique Page" custom field
3. Click on "Add rule group" and select the right page on the last select list



## 3.2. Child page.

Open the editor page of a Child page :

1. Into the text zone, add a « Biocodex Header » block by clicking on the « + » button, and then add the title and the text
2. Choose « without-header » template
3. Fill with the Parent page name
4. Indicate the number position of the Child into the children list. For exemple, this page is the first Child
5. Add a description for the Child page that will appear on the Parent page
6. Add a picture to illustrate the Child page on the Parent page
7. Add all the required setting fields and click on the « Publish/Update » button to save

The screenshot shows the editor interface for a child page. The main content area displays the title "Biocodex France" (labeled 1) and a Latin text block (labeled 2). The right sidebar contains configuration options: "Page Attributes" with a "Template" dropdown set to "without-header" (labeled 2), "Parent Page" dropdown set to "Biocodex en France" (labeled 3), and "Order" set to 1 (labeled 4). Below this is a "Section of Rubrique Page (Menu level 1 page)" with a "Text" field (labeled 5) containing the same Latin text and an "Image" field (labeled 6) showing a scientist in a lab.

The screenshot shows the live website for Biocodex France. The header includes the Biocodex logo and navigation links: "BIOCODEX EN FRANCE", "INTERNATIONAL", "NOS PRODUITS", and "TRAVAILLER CHEZ BIOCODEX". The main content area features the "Biocodex France" title and the Latin text block.

This is a thumbnail version of the child page, showing the title "Biocodex France", the Latin text, and a small image of a scientist in a lab.

# 3.3. How to insert text into HTML code.

If you edit pages and you have some code tag, be careful with the text you edit.

You have to do a search of the text you want to edit, and **make sure that the text is not surrounded by “<” and “>” or “[” and “]”**, which means it’s a code tag.

```
<div class="content">  
<p class="has-text-align-center">
```

This is some text to edit

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.

```
</p>  
</div>
```

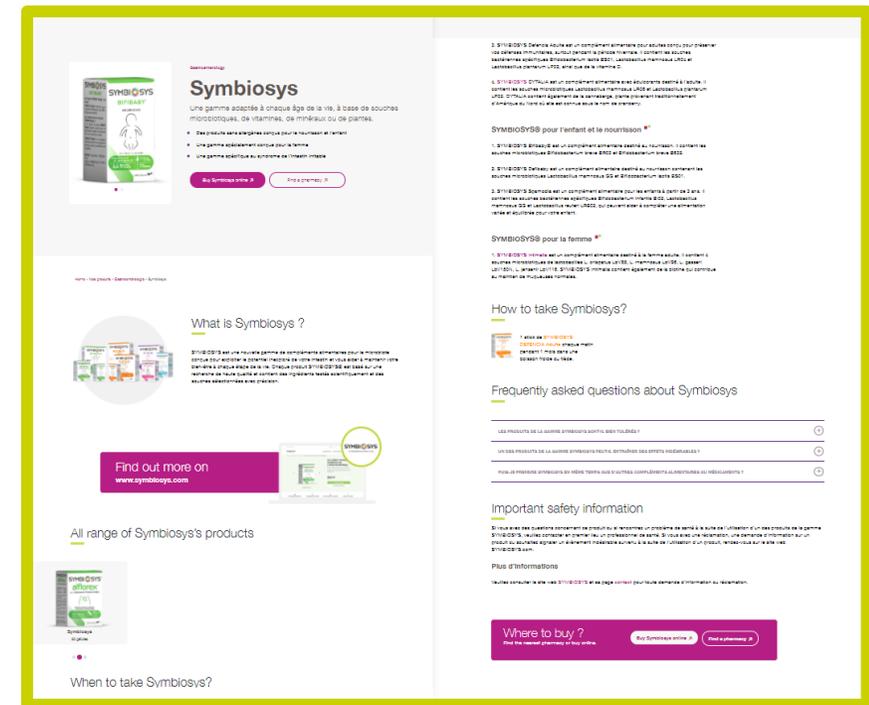
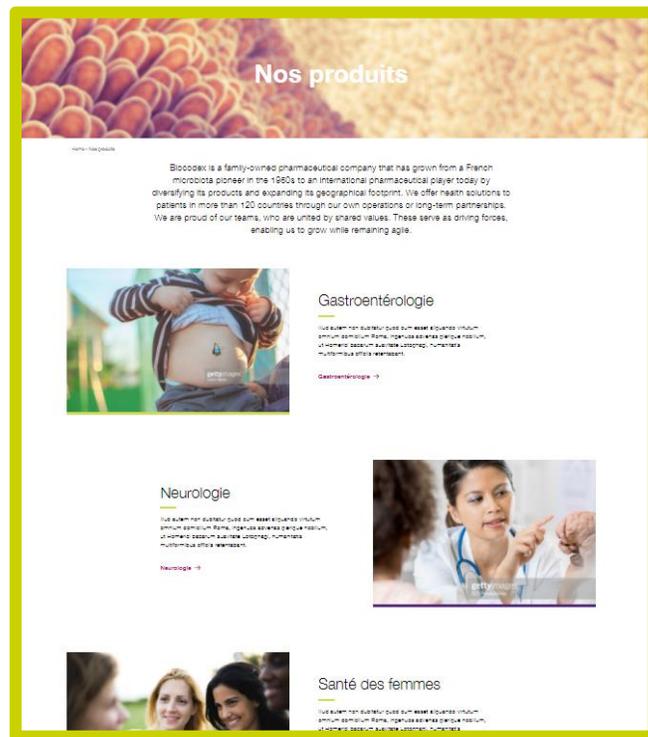
# 4. Our products.

The product section have 3 level of page :

« Our product » page (level 1, Parent page)

Product type/category page (level 2, Child page for « Our product » and Parent page too)

Product page (level 3, child page of a category page)



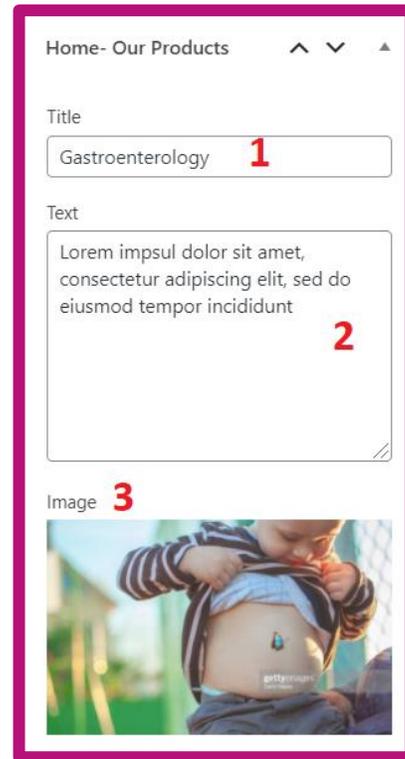
« Our product » page is a classic parent page and works like a classic parent page.

# 4.1. Product category page (2 templates)

The product category page works like a classic Parent page too but you have to configure the correct setting (template page).

The required settings are « Home – Our products » and all the page attributes (featured image included) :

1. This is the title of the category on the Home Page
2. This is the short description of the category on the Home Page
3. This is the picture of the category on the Home Page
4. You can choose 2 templates : Product List product grid (left) or Product List product alternate (right)
5. Indicate the parent page « Our product » to link the product category to the group
6. You have to indicate the number of this child page (order)
7. Don't forget to save the modification by clicking « Publish/Update » button

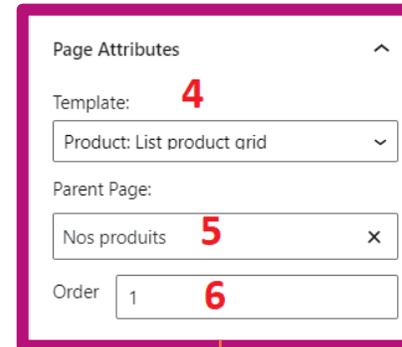


Home - Our Products

Title: Gastroenterology **1**

Text: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt **2**

Image **3**

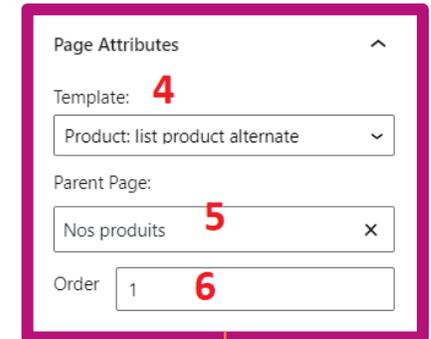


Page Attributes

Template: **4**  
Product: List product grid

Parent Page: Nos produits **5**

Order: 1 **6**



Page Attributes

Template: **4**  
Product: list product alternate

Parent Page: Nos produits **5**

Order: 1 **6**



# 4.2. Product page\*

To create a product page :

1. Click on « Appearance » menu and « All pages »
2. The better and safer method to do it correctly is to duplicate an existing product page by clicking on « Clone » link. You'll just have to edit the content without touching the structure. If you prefer to create a new product page, then click on « Add new »
3. If you duplicated a product page, then click on the « Edit » link of this copy
4. This is the title of the product page
5. The product content is composed by multi blocks. The name list of the blocks you must call is :
  1. Product Header Bloc
  2. Yoast Breadcrumbs
  3. What is
  4. Find out more
  5. All range of products \*
  6. When take
  7. How to take \*
  8. FAQ
  9. Where to buy
6. You can add a block by clicking on the « + » button. A pop-in wil appear
7. You can write here the block name you want to call. The block you call is automatically filled by text you can edit.

\*Those blocks have to be integrated by yourself and will be not filled automatically.



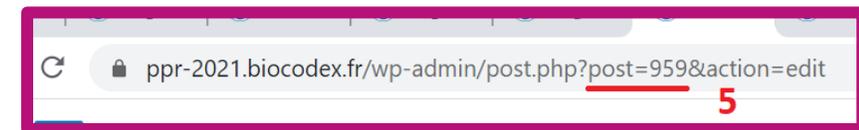
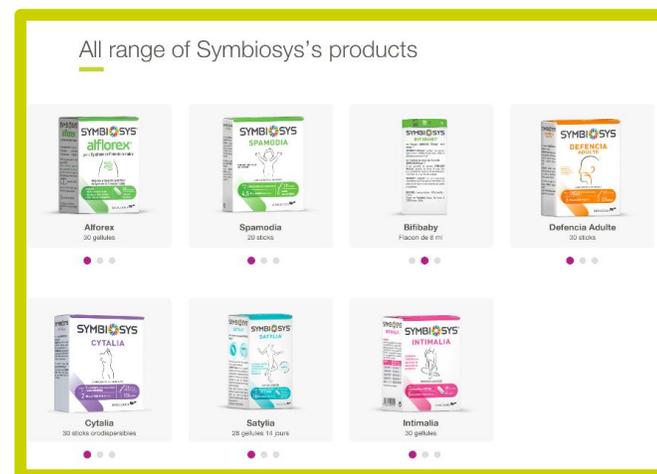
# 4.2. Product page\*

To integrated the « All range of product » or « How to take » block :

1. Click « + » button and select « Heading » block. Write the title.
2. On the settings, option « Block », you have to add « green-underline » to « Additional CSS class(es) » to add the green line to the title
3. Add another block by clicking on « + » and select « Custom HTML »
4. For « All range of product », write the code « [product-range id = xxx,xxx] » and for « How to take », write the code « [product\_how\_take id = xxx,xxx] »

The « xxx » are the id of other product of the same range you want to show on this product page. You can list them by separating them with « , »

5. You can find the id of the different product you want to call on this product page by opening to edit the other product page. The URL indicate here the id to take and write on the step 4.

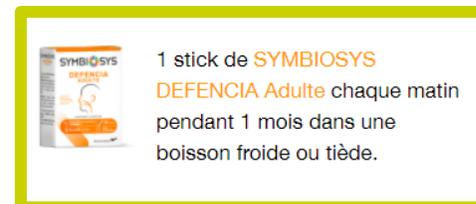


# 4.2. Product page\*

For the required settings this product page (for exemple) :

1. Choose the « Product » template
2. Select the Parent Page (the category of this product)
3. Indicate its number (position order)
4. On the « Product Page : Products » settings, you can add 1 to 3 pictures to illustrate the product (usable for the call of this page, on other product pages, for the « All range of product » block)
5. Add a very short description of this product
6. For the « How to take » block on the other product pages, add a picture
7. And for the description, write it on the « text » tab below. To add some color, insert the html tag :
  - « `<span style = " color : #HexaCodeOfYourColor ; ">` » before the text you want to color
  - « `</span>` » after the text you want to color

You also have to fill the « Section of rubrique » settings



Page Attributes

Template:  
Product **1**

Parent Page:  
— Gastroentérologie **2**

Order 2 **3**

Product Page : Products **4**

Product Range: Image 1  


Product Range: Image 2  
No image selected [Add Image](#)

Product Range: Image 3  
No image selected [Add Image](#)

Product Range: Text  
30 gélules **5**

How to take product: Image **6**  

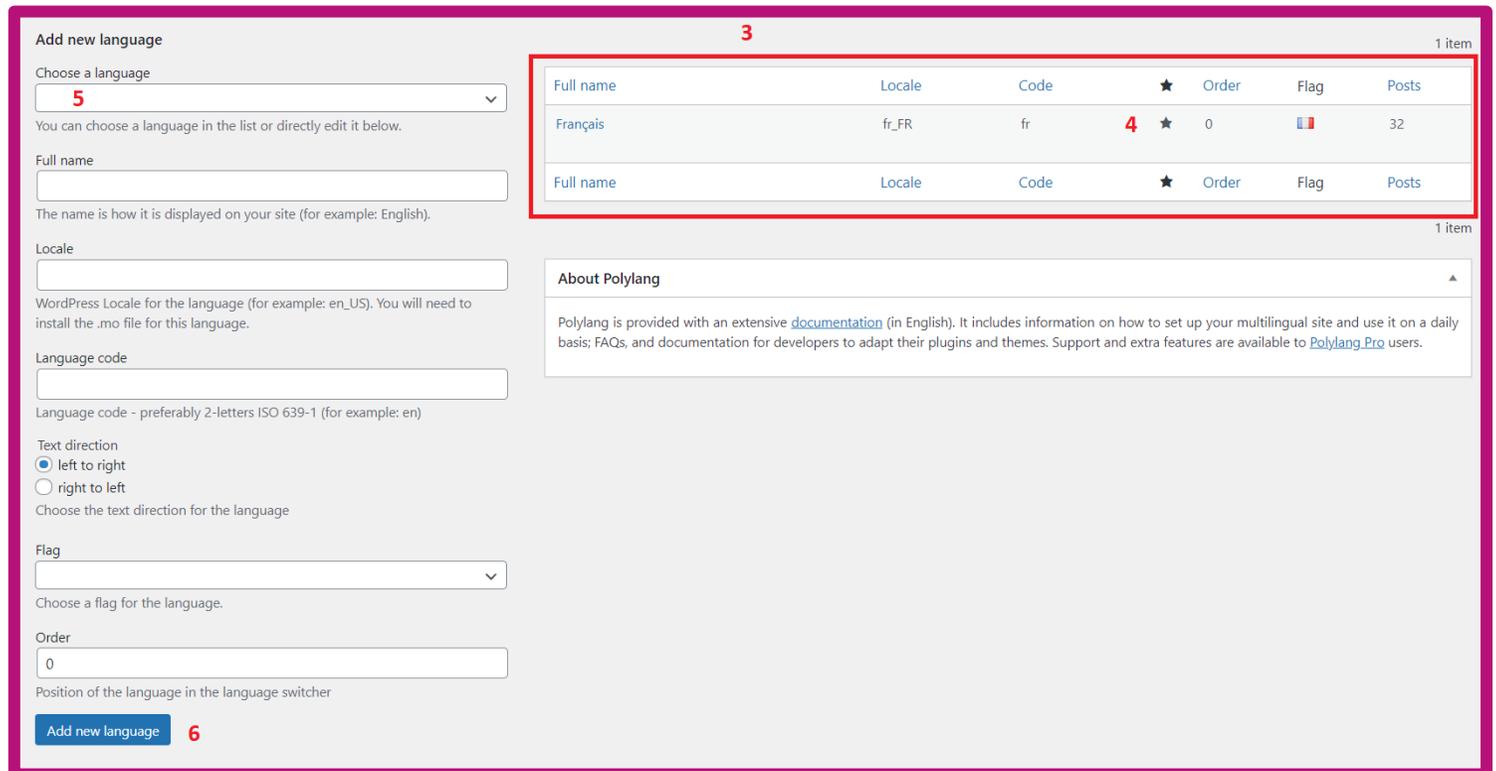
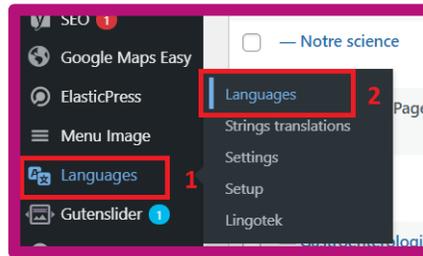

How to take product: Text  
Visual | Text  
[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#)  
[img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#)  
[close tags](#)

1 stick de <span style="color: #ff9900;">SYMBIOSYS DEFENCIA Adulte</span> chaque matin pendant 1 mois dans une boisson froide ou tiède. **7**

# 5. Add a new language.

To add a new language to the website :

1. Go the « Languages » menu
2. Choose « Languages »
3. This is the list of the languages configured for the website. For exemple, we only have one language here : French
4. The star on the language line means this is the main language of the website
5. Choose the new language by clicking on the select list
6. Click on « Add new language » button



# 5. Add a new language.

Some texts on the website are static. It means it's not a page, a news or an external links element. You can edit them in this section only :

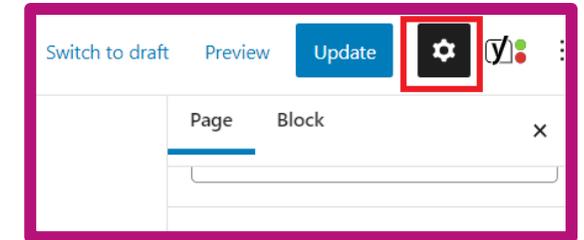
1. Click on « Languages » and « String translations » menu
2. Find the « Biocodex » text to translate only
3. You have on this exemple 2 languages on this subsidiary website (biocodex.ru). This field is the english translation of « Biocodex – All our product » element
4. This is field for the russian translation of « Biocodex – All our products ».
5. Save the modification by clicking on the « Save changes » button, on the bottom of this page.

Source	Target	Language	Translation
the post %%POSTLINK%% appeared first on %%BLOGLINK%%.	the post %%POSTLINK%% appeared first on %%BLOGLINK%%.	Русский	The post %%POSTLINK%% appeared first on %%BLOGLINK%%.
the post %%POSTLINK%% appeared first on %%BLOGLINK%%.	the post %%POSTLINK%% appeared first on %%BLOGLINK%%.	English	The post %%POSTLINK%% appeared first on %%BLOGLINK%%.
<input type="checkbox"/> All our products	Biocodex All our products	Русский	All our products 4
	Biocodex All our products	English	All our products 3
<input type="checkbox"/> Show all	2 Biocodex Show all	Русский	Show all
	Biocodex Show all	English	Show all
<input type="checkbox"/> Global website	Biocodex Global website	Русский	Global website
	Biocodex Global website	English	Global website
<input type="checkbox"/> our	Biocodex our	Русский	our
	Biocodex our	English	our
<input type="checkbox"/> g:i a	time_format WordPress	Русский	g:i a
	time_format WordPress	English	g:i a

# 6. How to link elements to Home Page.

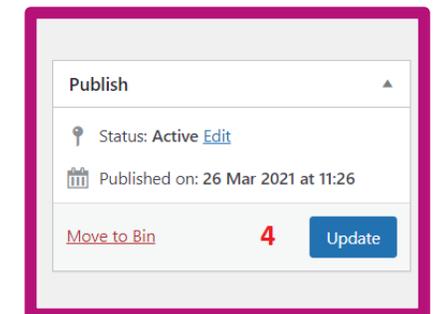
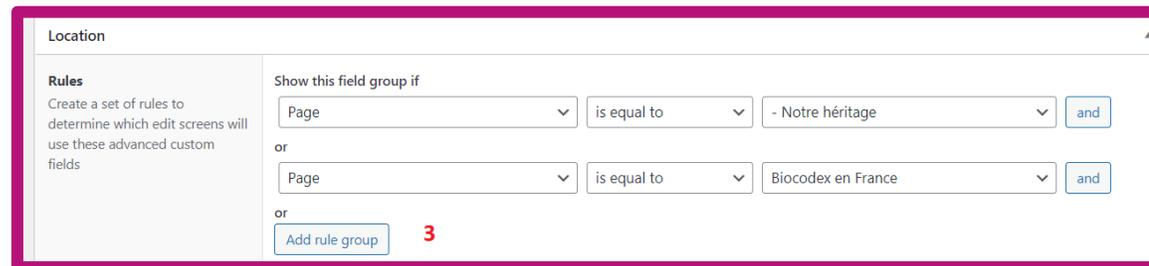
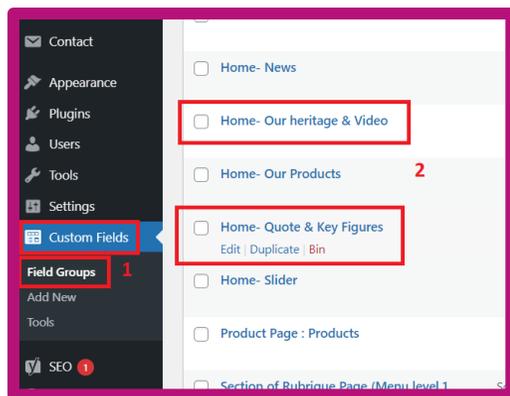
To link elements between pages, news or external links and Home page, you have to make sure the elements exist before to link them.

Then, you have to edit the settings required of the elements (pages settings, news settings, external links settings) linked to Home Page by clicking on the « Settings » icon, on the top right of the element editor.



For the "Our heritage" or "Quote" blocks of the Home Page, if you have created a new page, you must add them to the list of pages associated with the Custom Field "Our heritage" or "Quote"

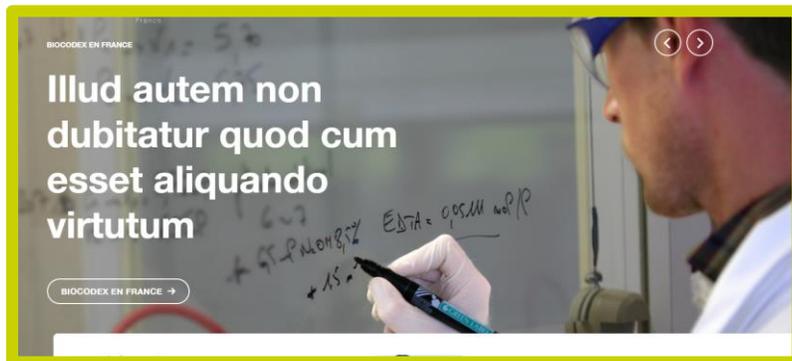
1. Click on « Custom Fields » menu, and Field Group
2. Click « Edit » on one of those 2 groupes
3. Click on « Add rule group » and select the right page to add (the new one you created)
4. Click on « Update » button to save the modifications



# 6.1. Slider block.

To edit a slide, edit the page to which you want the slide to be redirected.  
For example, we will edit “Biocodex en France” page.

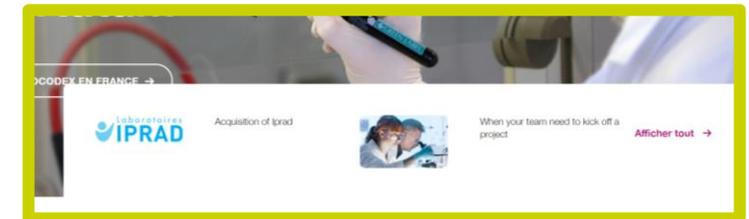
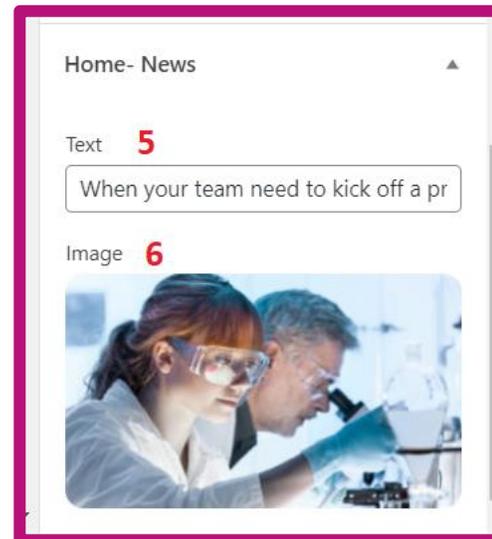
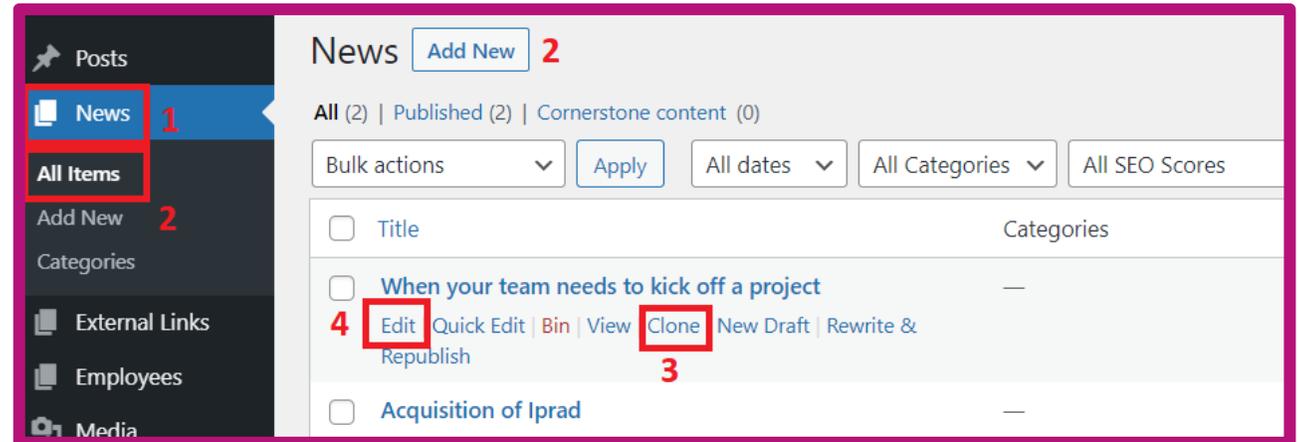
1. Edit the title of the slide
2. Add a short description to the slide. Be careful to the length to not deform the slide.
3. Add the button text (call-to-action)
4. Add a large picture to illustrate the slide. Make sure the picture is large enough to not alter the picture quality.
5. Click on “Publish/Update” button to save the modifications.
6. Then, go to **2.1. Slider block** to configure the right slide to post.



# 6.2. News block.

To edit the news list on the Home Page, create or edit the news you wanted to post on the Home Page.

1. Go to “ News “ menu, and click to “All Items”
2. You can create a new article by clicking on the “Add New” button on the top or the link below
3. The better and safer method is to duplicate an existing article by clicking on “Clone” link. You’ll take the same article structure
4. Click on “Edit” to open the article editor and go to the settings
5. Add a very short description or title for the article on the Home Page
6. Add a picture to illustrate the article on the Home Page
7. Then, go to **2.2. News block** to configure the article you wanted to post on the Home Page.



# 6.3. Our products block\*

To edit the list of products category on the Home Page, create or edit the product category page you wanted to post on the Home Page.

1. Once you open the editor page, go to settings and “Home – Our Products”. This field is for the title of the product category
2. You can add a description. It will appear only if you choose “Many products” template for Home Page (**2.3. Our product block**)
3. Upload a picture to illustrate the product category
4. And don’t forget to save the modification by clicking on “Publish/Update” button on the top right of the page

Home- Our Products ▲

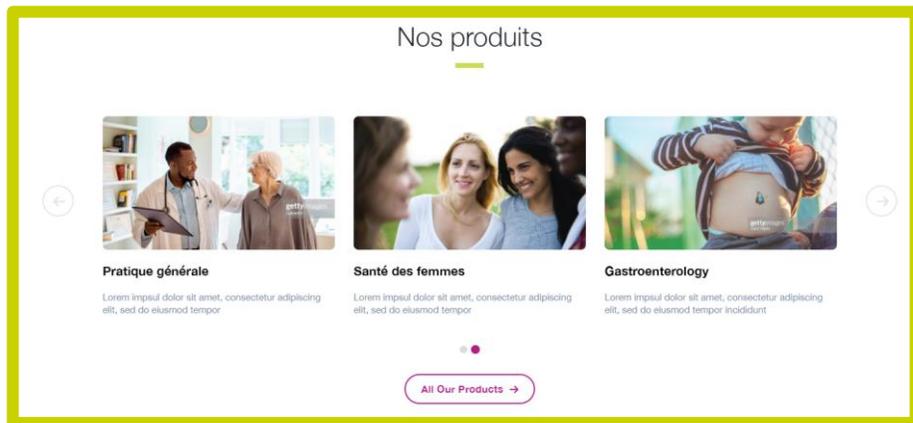
Title

Gastroenterology **1**

Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt **2**

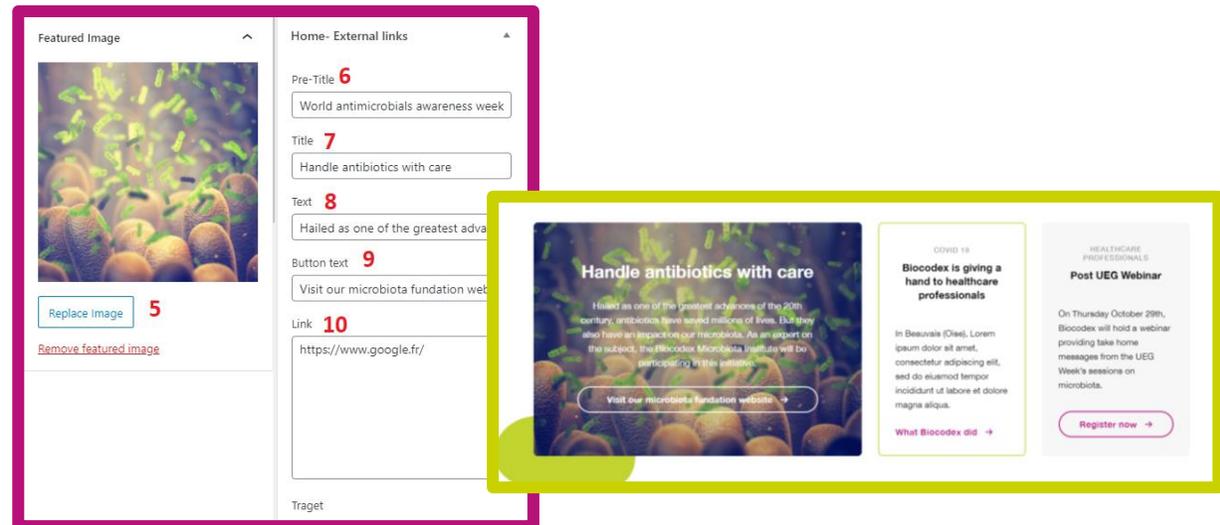
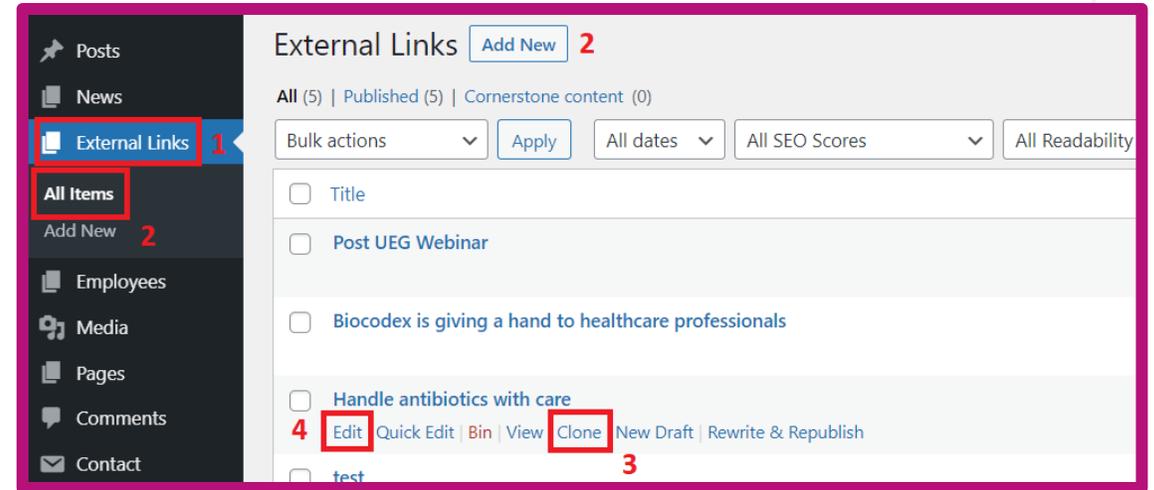
Image **3**



# 6.4. External links block.

To edit the external link block on the Home Page, create or edit the external link you wanted to post on the Home Page.

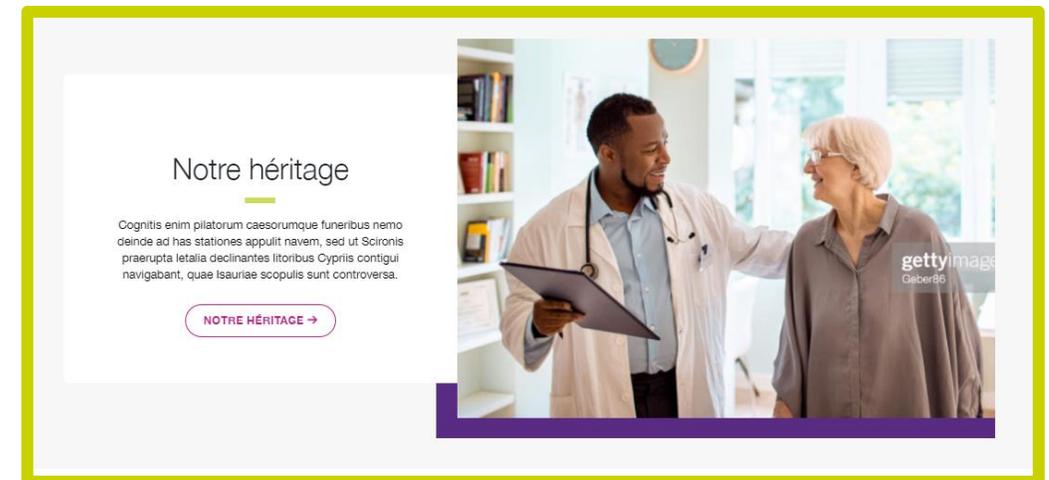
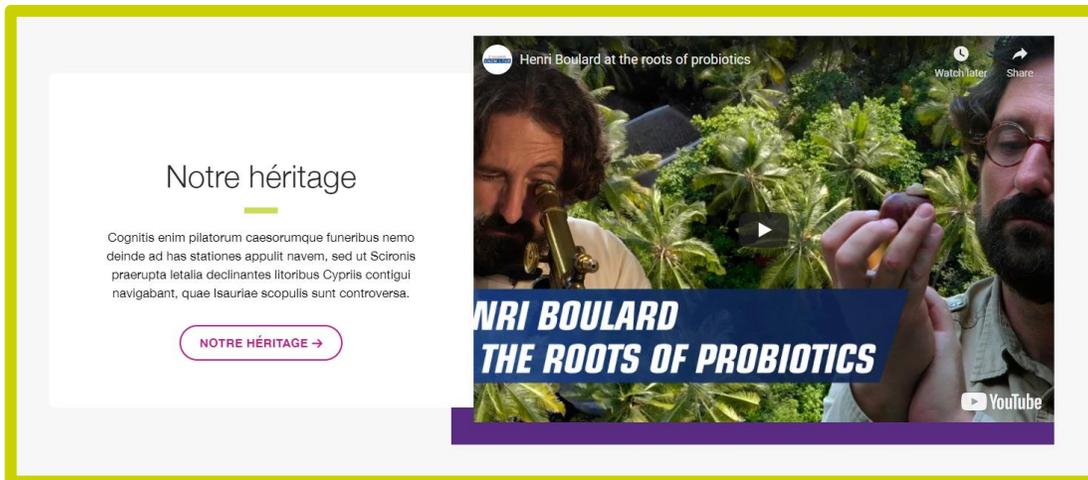
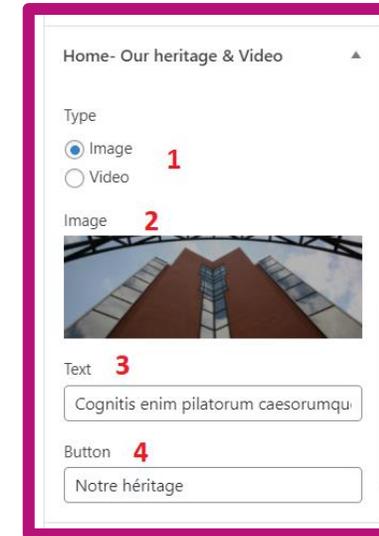
1. Go to “ External links “ menu, and click to “All Items”
2. You can create a new external link by clicking on the “Add New” button on the top or the link below
3. The better and safer method is to duplicate an existing external link by clicking on “Clone” link. You’ll take the same article structure
4. Click on “Edit” to open the article editor and go to the settings
5. Add a picture for the external link. Only the first block on the left on the Home Page can display the picture. The 2 others can’t.
6. Add the pre-title. The first block on the left can’t display this pre-title.
7. Add the title of the external link
8. Add the description
9. Add the button text (call-to-action)
10. And add the link of the website you to which you want to redirect
11. Then, go to **2.4. External links block** to configure the article you wanted to post on the Home Page.



# 6.5. Our heritage / Worldwide block.

To edit “Our heritage” block, edit the page “Our heritage”, open the settings and go to “Home – Our heritage & Video” :

1. Choose the type of media you want to upload
2. Upload the picture if you choose “Image” or the link of the video if you choose “Video”
3. Add a description text
4. Add the button text (call-to-action)
5. Then, go to **2.5. Our heritage / Worldwide block** to configure the page you wanted to post on the Home Page.



# 6.6. Quote block.

To edit “Quote” block, edit the page “Our development” or create a new page (don’t forget to add this page to the Custom Fields for “Quote block”), open the settings and go to “Home – Quote” :

1. Add the quote
2. Add the author of the quote’s name
3. Add his title
4. This is the KPI on the top left
5. This is the KPI description on the top left
6. This is the KPI on the top right
7. This is the KPI description on the top right
8. This is the KPI on the bottom left
9. This is the KPI description on the bottom left
10. This is the KPI on the bottom right
11. This is the KPI description on the bottom right
12. Add the button text (call-to-action)
13. Then, go to **2.6. Quote block** to configure the page you wanted to post on the Home Page.



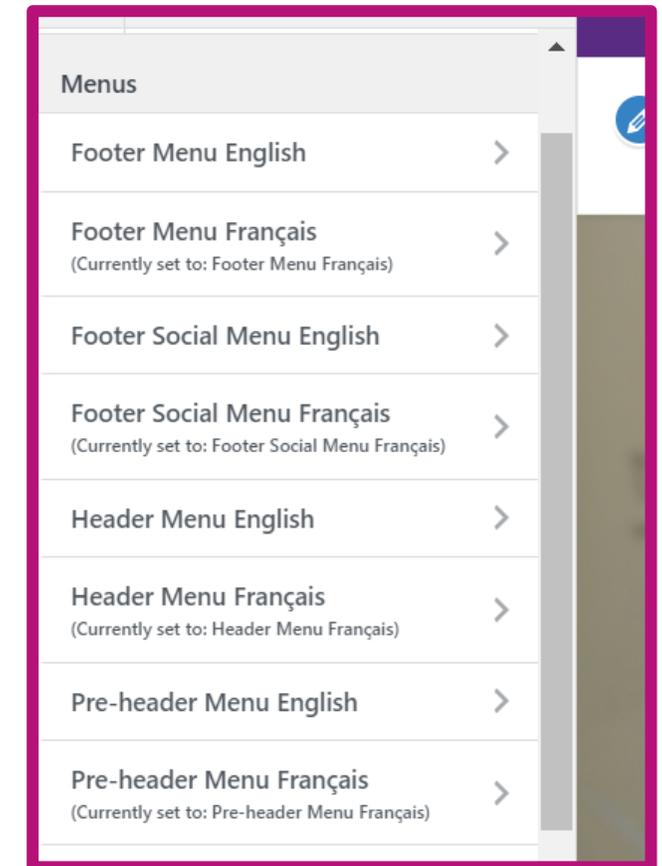
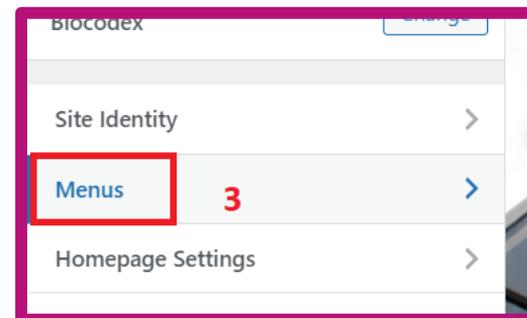
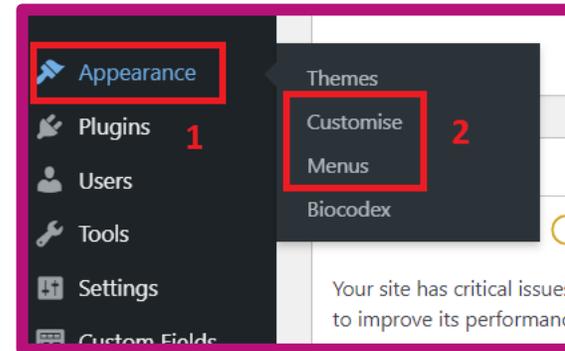
# 7. Menus.

You can edit one of the different menus of the subsidiary website :

- Pre-header menu (for top menu)
- Header menu (for main menu)
- Footer menu
- Social footer menu

To find the different menu :

1. Click on « Appearance » menu
2. If you want to have a preview on the menu edit, click on « Customise », if you choose the direct and simple way, click on « Menus »
3. If you choose « Customise », then click on « Menus » and here is the menu list.



**You have one menu per language. If you change anything into a menu, you have to change it too in the other languages of the website.**

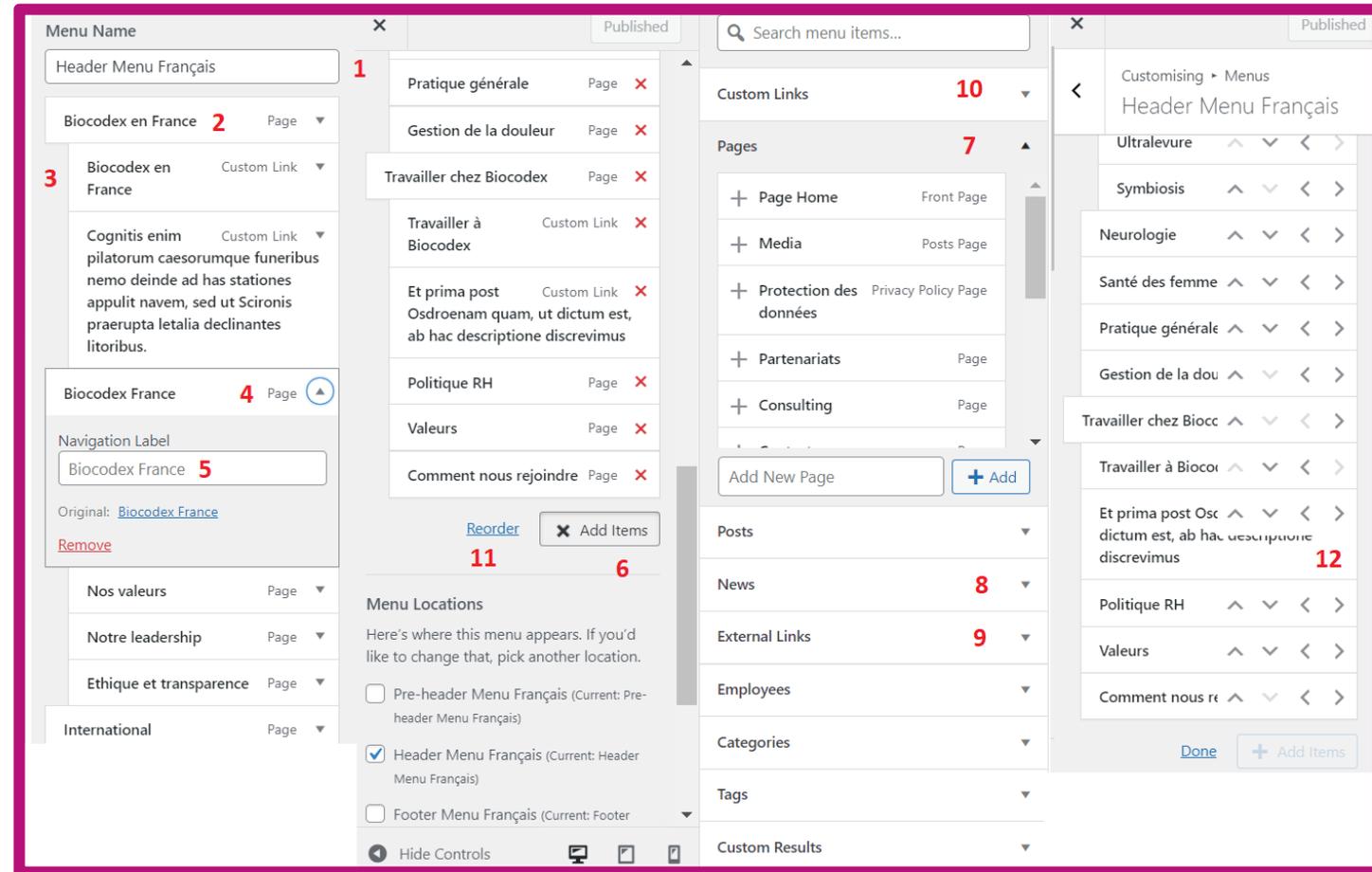
You can select a menu to edit.

# 7. Menus.

Choose the menu to edit into the menu list. All the different menus work the same for editing.

For exemple, we will take the Header menu (for main menu)

1. The name of the menu selected
2. An element in the menu, here is a Parent page (category)
3. Another element in the menu, here is a child element (Custom link). We can see a little space in front of this block, it means « under the authority of the upper block »
4. By clicking on the arrow, you can open the element details (type Page here)
5. This is the name of the menu element and the redirected page below
6. You can add another element to the menu by clicking on « Add Items » button
7. You can add an existing page, make sure to add the right translation for the right menu
8. You can add a News element
9. You can add an External links element
10. You can add a custom link
11. If you want to reorder the element, you can click here, or with the mouse directly and do a « drag&drop »
12. If you click on the « Reorder » link, you'll see the arrows for moving the element (order and level)

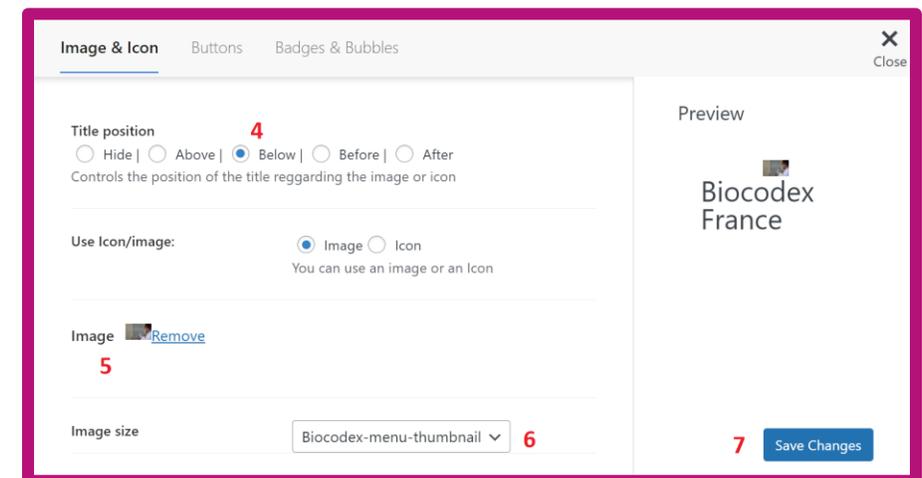
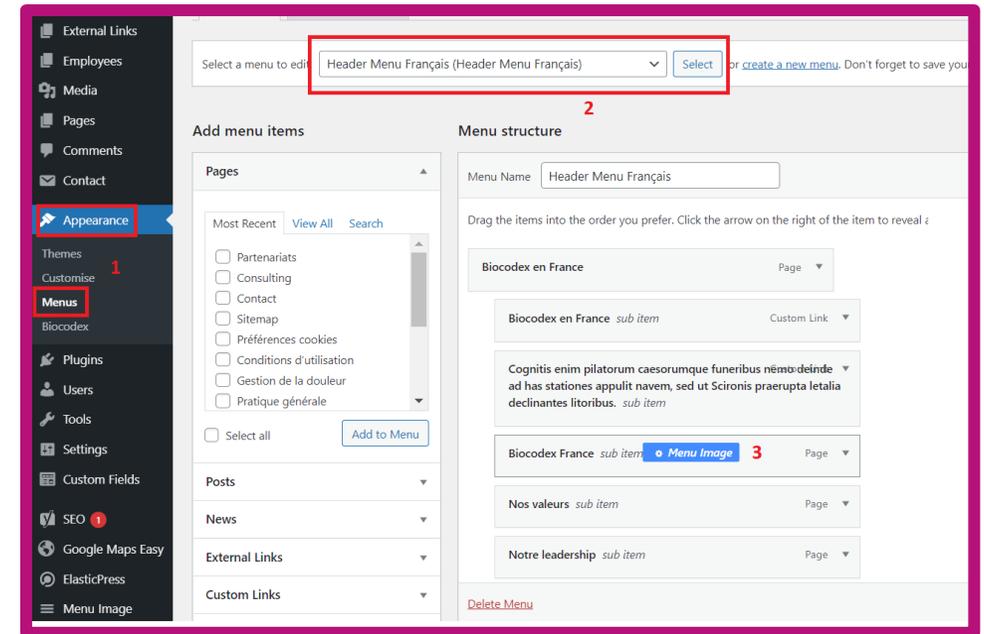


# 7. Menus.

If you have added a new Child page (level 2) except than product category or a new Product page (Child page too, level 3) on the « Header menu » (main menu) , you must upload the picture of this new page added (hover on the main menu).

To add a picture to the new Child page (level 2 and level 3) :

1. Click on « Appearance » menu and « Menus »
2. Select « Header menu » (in the correct language) and click on « Select » button
3. Click on « Menu image » on the new Child page added
4. The pop-in will appear. Select « Below »
5. Set the picture
6. Choose « Biocodex-menu-thumbnail »
7. And save the changes by clicking on « Save Changes » button. Then do the same for saving the entire menu changes.



# 8. Recommended image size.

Page	Bloc	Resolution min recommandé	Resolution max recommandé
Home	Slider	1440*900 px	2 160*1350 px
	News	170*100 px	255*150 px
	Ous Focus	360*215 px	540 *330 px
	External Link	555*400 px	800 *600 px
	Quote & Key Figures	126*126 px	200*200 px
Our Governnance	Members	262*330 px	400 *500 px
Toutes les autres pages	Header/Featured Image	1440*500 px	2160*750 px
	Section of Rubrique Page (Menu level 1 page)	720*450 px	1100 *700 px
Menu principal	Menu Item	182*114 px	270 *160 px

**Thank you for reading**