

# Institutional website redesign.

Formation Contribution Wordpress – 29/04/2021



AGENCE DIGITALE



# Summary.

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# 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

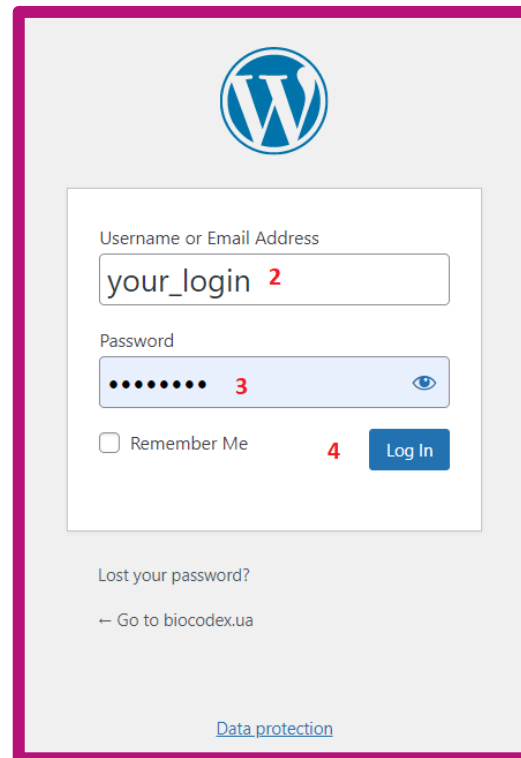
3. Enter your password

4. Click on the button to log in

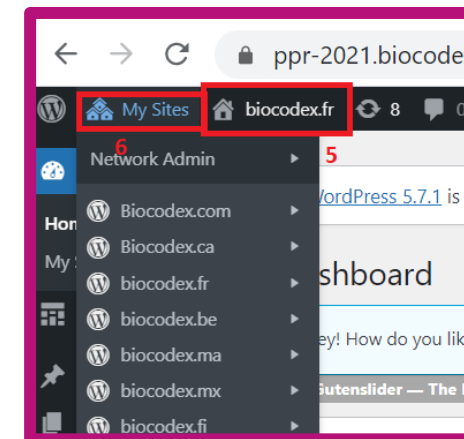
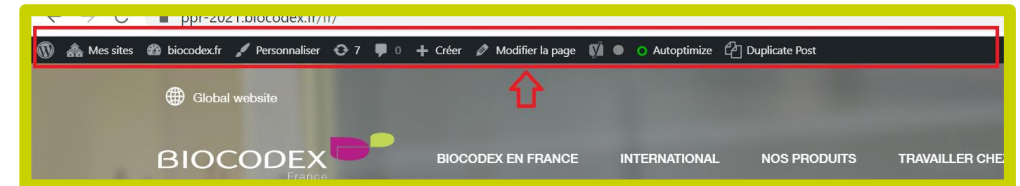
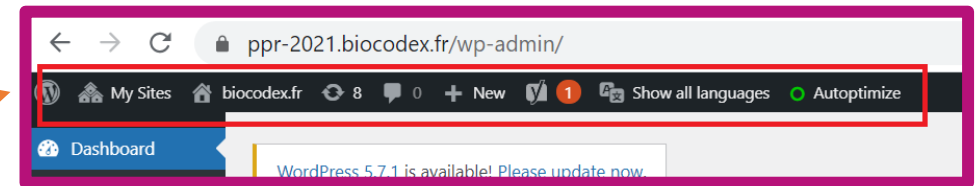
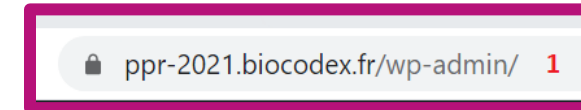
You know you're logged when you see the black band on the top of your window

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

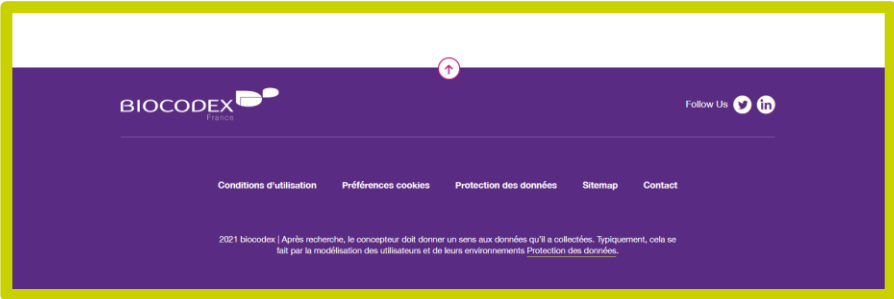
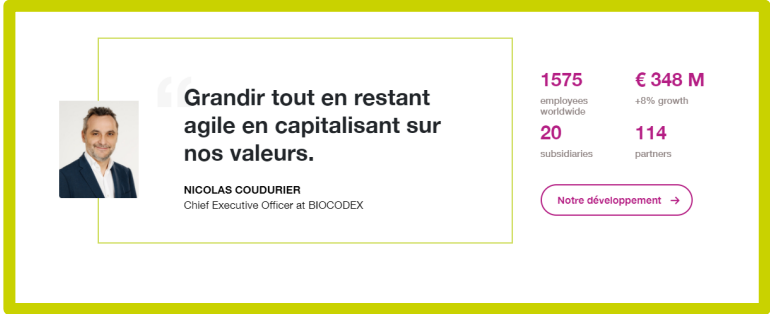
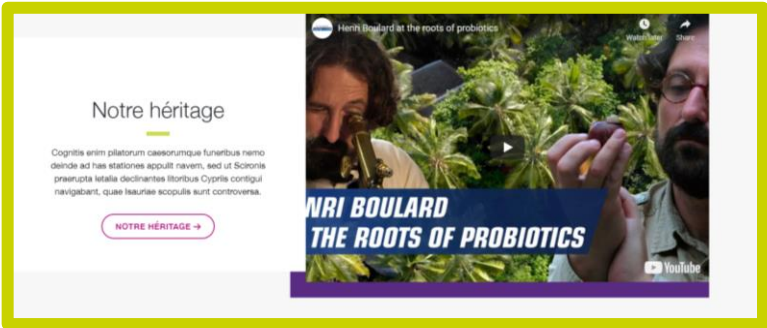
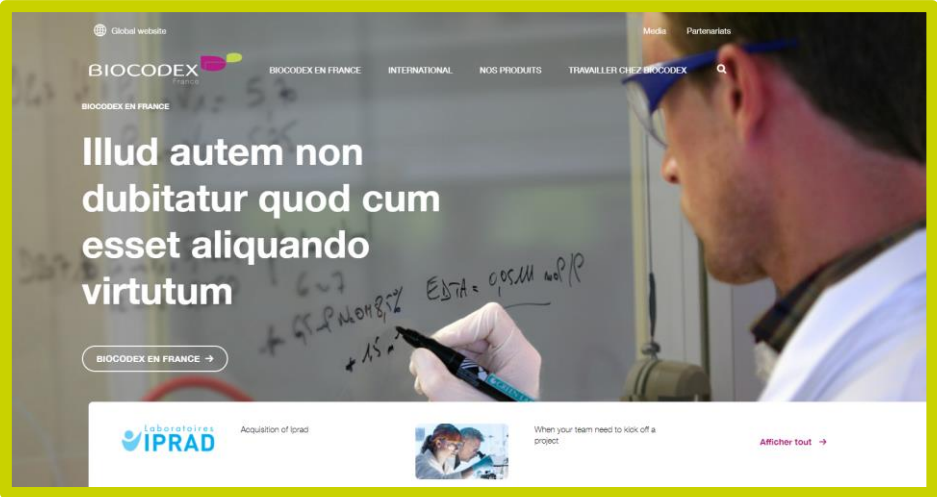


WordPress login form for `ppr-2021.biocodex.fr`. The form includes fields for 'Username or Email Address' (containing 'your\_login' with a red '2') and 'Password' (masked with dots and a red '3'). There is a 'Remember Me' checkbox (with a red '4') and a 'Log In' button. Below the form, there is a link for 'Lost your password?' and a link to 'Go to biocodex.ua'. A 'Data protection' link is at the bottom.



# 2. Home page presentation and configuration.

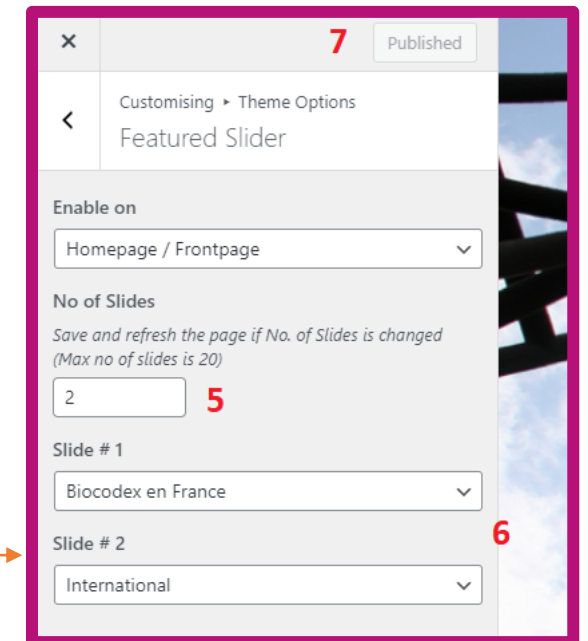
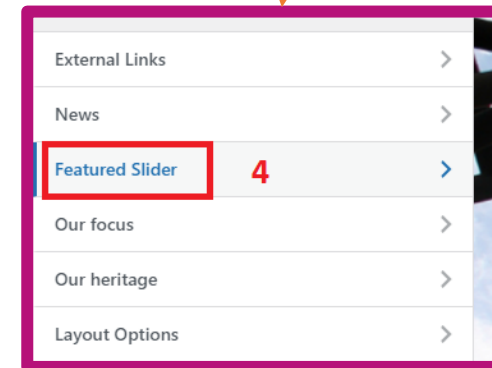
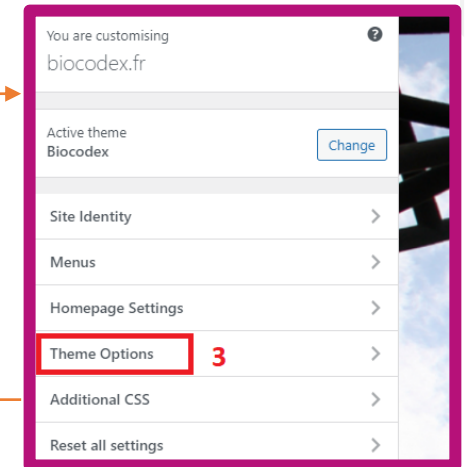
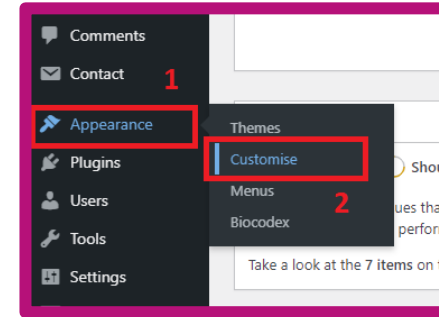
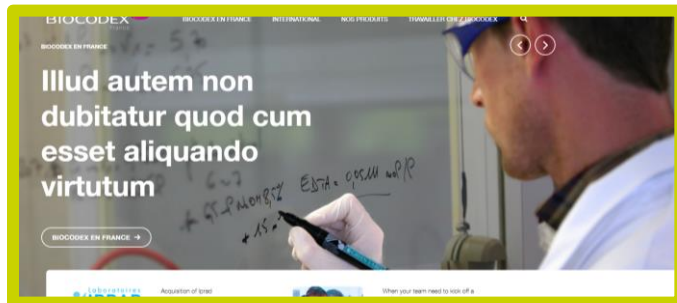
The Home page is composed by multi-blocks which can be configured individually. Each block a page element, a news element or an external link element.



# 2.1. Slider block.

To configure the slider and change the slides :

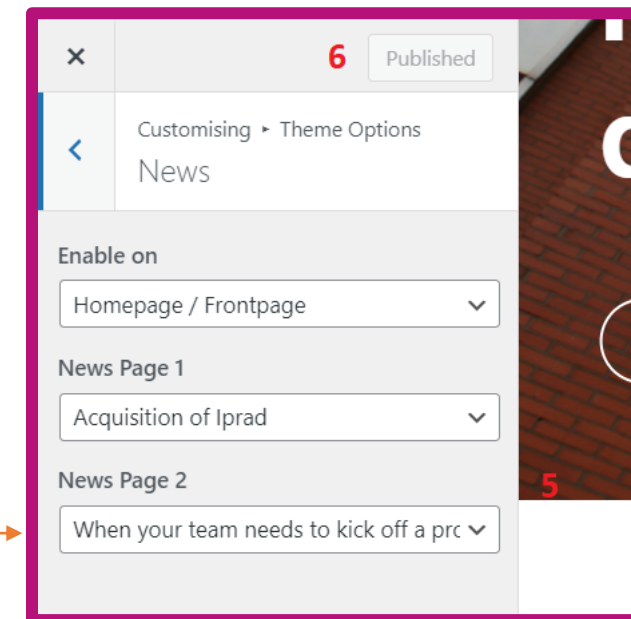
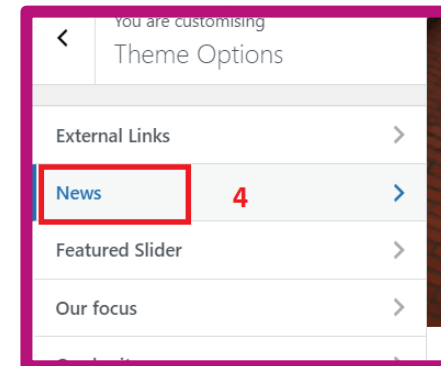
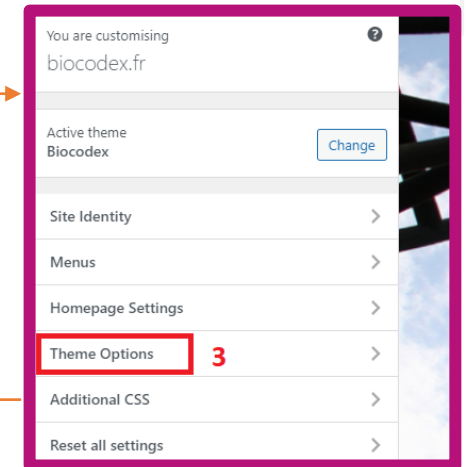
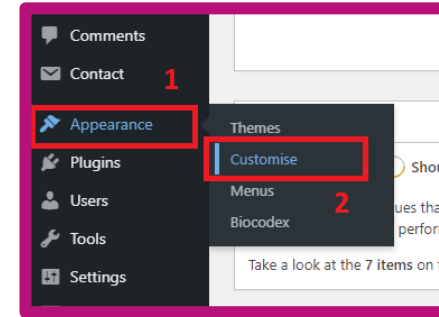
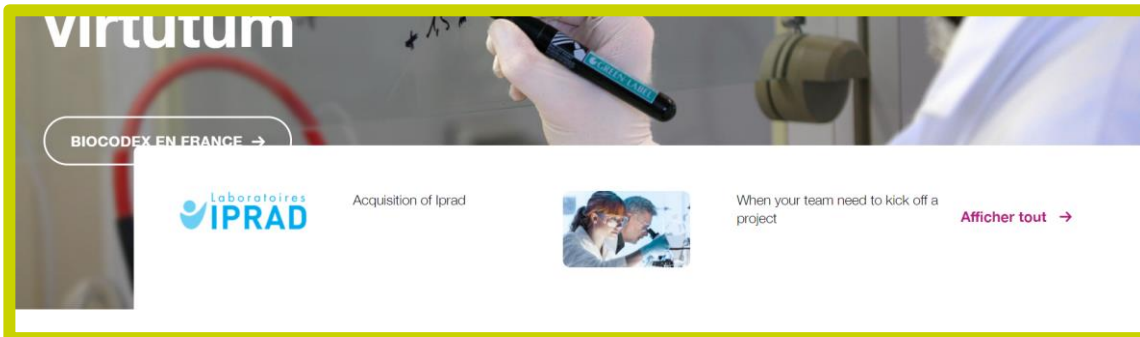
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage elements
4. Choose « Featured Slider »
5. You can choose the number of the slides, if you increase the number, click on the « Publish/Update » button (7) and then, refresh 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



## 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

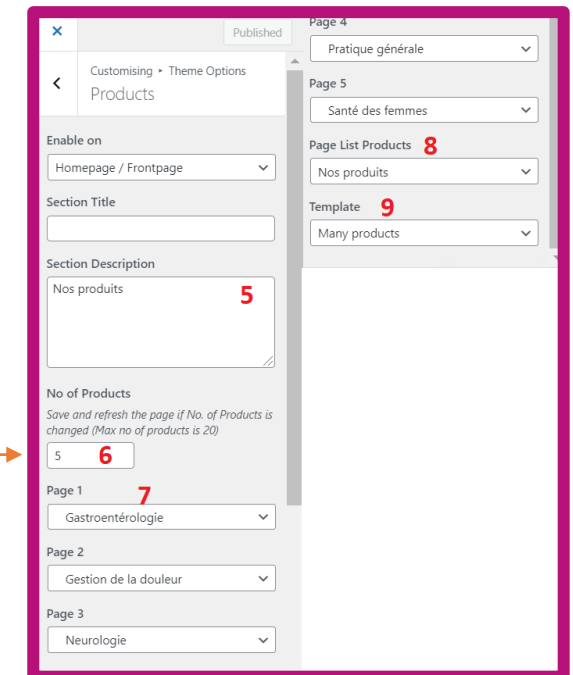
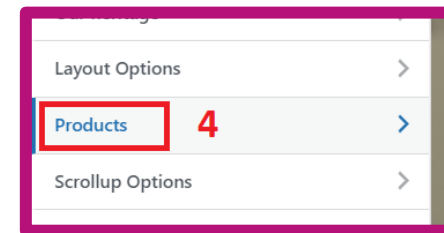
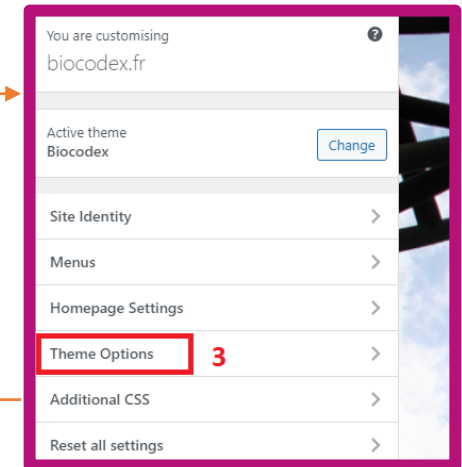
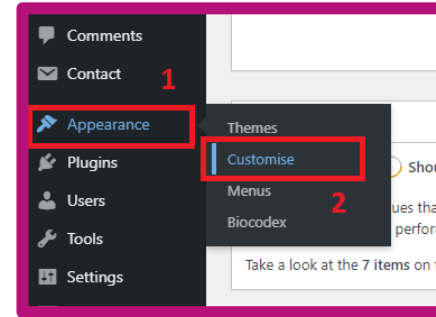




## 2.3. Our product block.

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

The sequence of screenshots illustrates the configuration process for the External Links block:

- Screenshot 1:** The 'Appearance' menu is highlighted in the top left.
- Screenshot 2:** The 'Customise' option is selected under the 'Themes' menu.
- Screenshot 3:** The 'Theme Options' menu item is selected in the right-hand sidebar.
- Screenshot 4:** The 'External Links' option is selected in the 'Theme Options' sidebar.
- Screenshot 5:** The 'External Links' configuration screen is shown, with the 'Enable on' dropdown set to 'Homepage / Frontpage'. The 'Section Title' is 'Quoi de neuf chez Biocodex'. The 'Section Description' is empty. The 'Extrenal link Page 1' is 'Handle antibiotics with care', 'Extrenal link Page 2' is 'Biocodex is giving a hand to healthcare', and 'Extrenal link Page 3' is 'Post UEG Webinar'. The 'Published' button is visible at the top right.

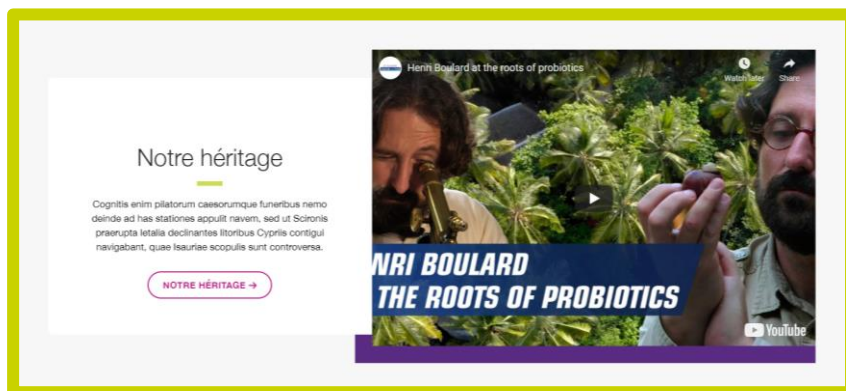
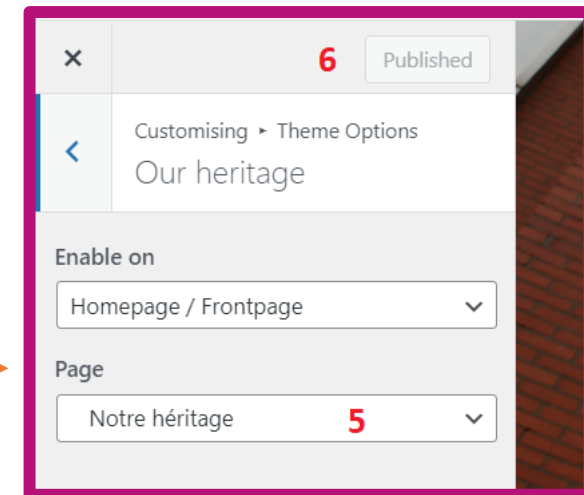
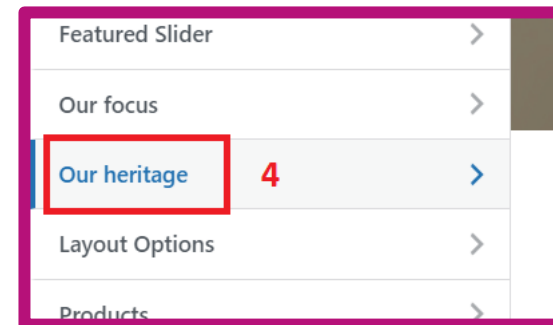
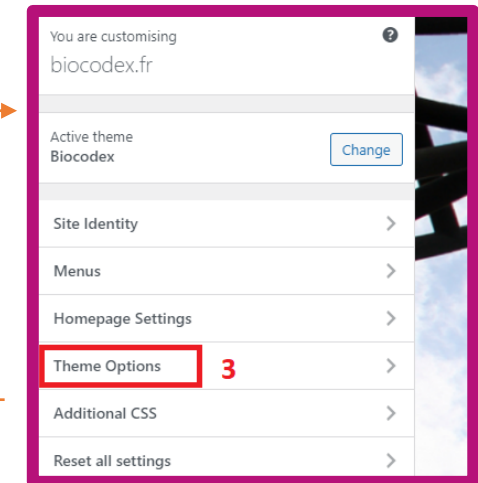
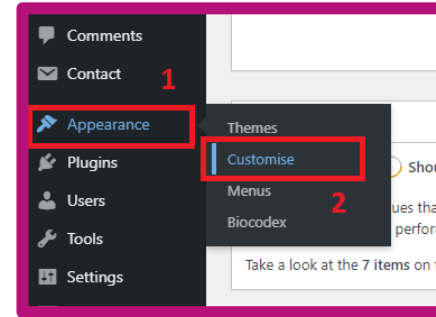




## 2.5. Our heritage / Worldwide block.

To configure the news and change the articles :

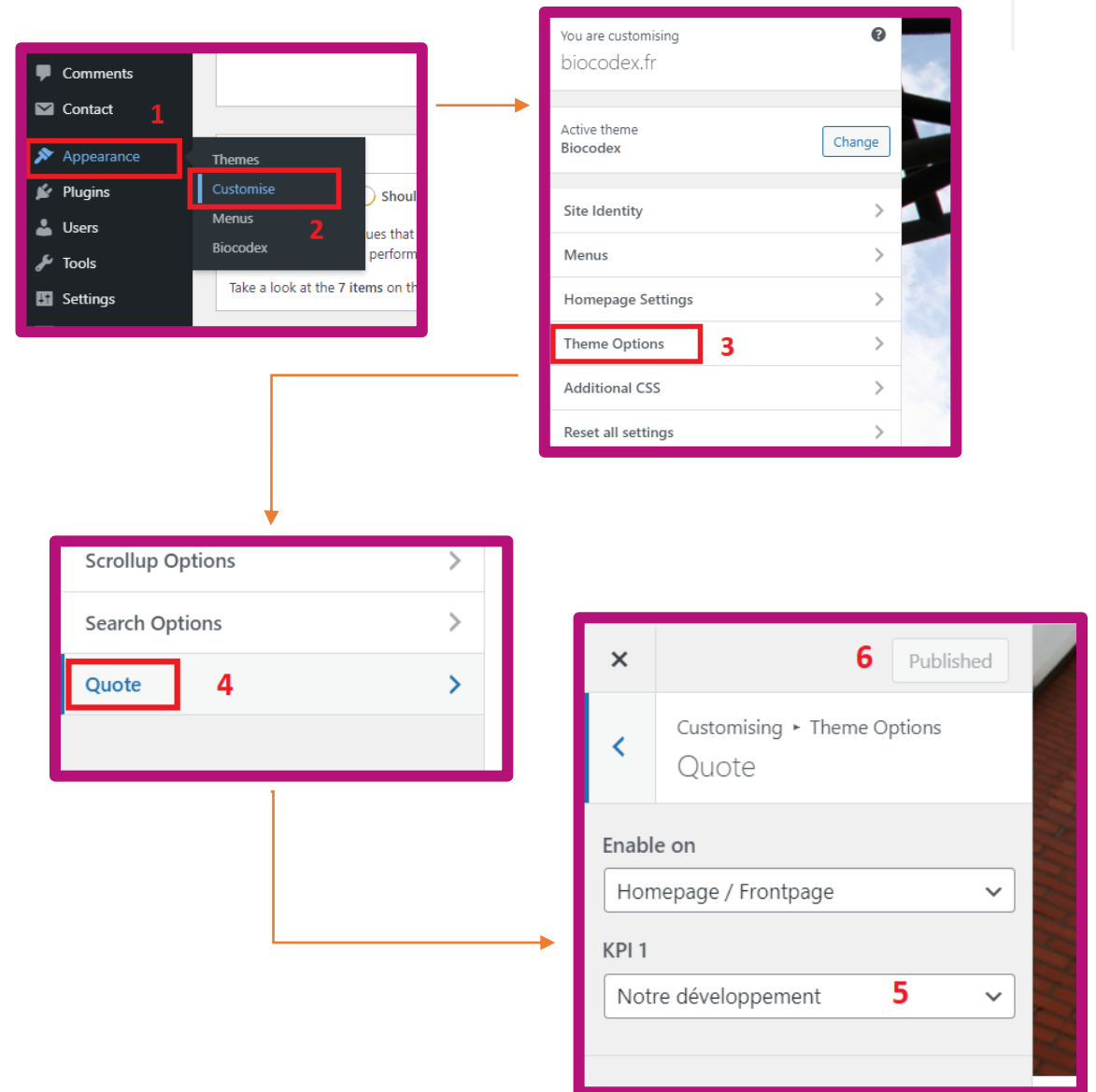
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage éléments
4. Choose « Our heritage »
5. Select the page which is configured for « Our heritage » block into the list by clicking on the select list. The page must be created 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 :

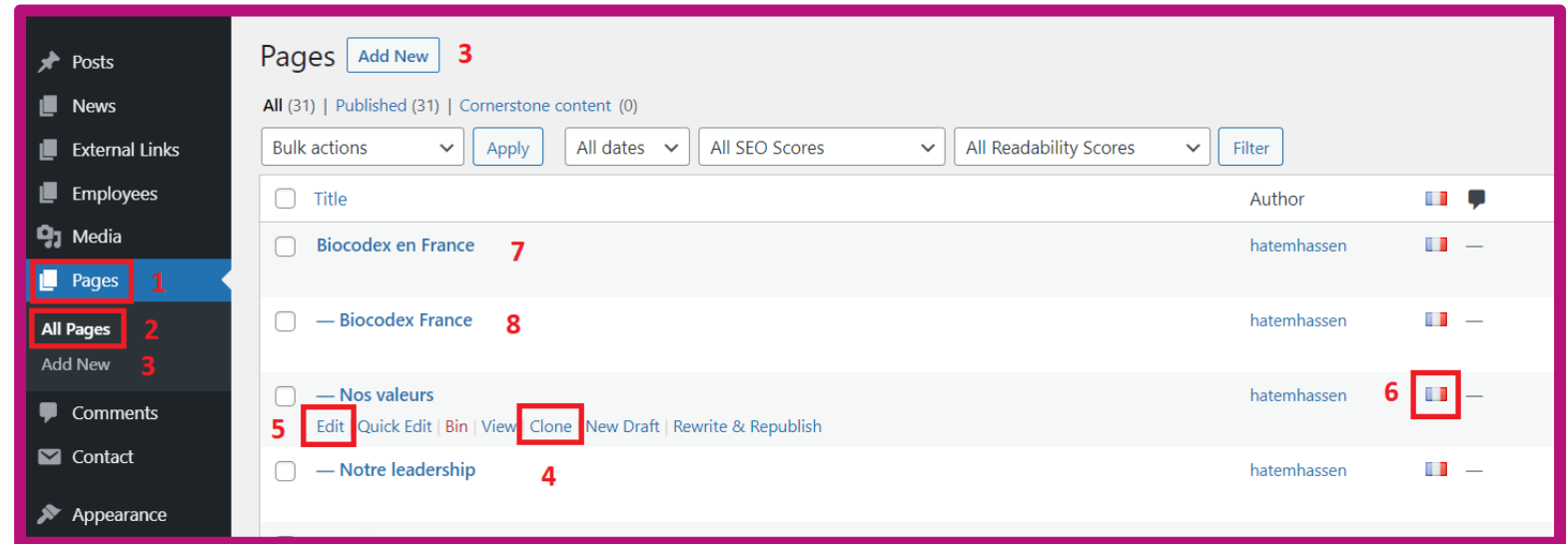
1. Click to the « Appearance » menu
2. Click to « Customise »
3. Go to « Theme Options », which is the menu for all the Homepage éléments
4. Choose « Quote »
5. Select the page which is configured for « Quote » block into the list by clicking on the select list. The page must be created before to appear 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 »



Pages [Add New](#) 3

All (31) | Published (31) | Cornerstone content (0)

Bulk actions [Apply](#) All dates All SEO Scores All Readability Scores [Filter](#)

<input type="checkbox"/>	Title		Author	
<input type="checkbox"/>	Biocodex en France	7	hatemhassen	FR —
<input type="checkbox"/>	— Biocodex France	8	hatemhassen	FR —
<input type="checkbox"/>	— Nos valeurs		hatemhassen	FR 6 —
<input type="checkbox"/>	— Notre leadership	4	hatemhassen	FR —

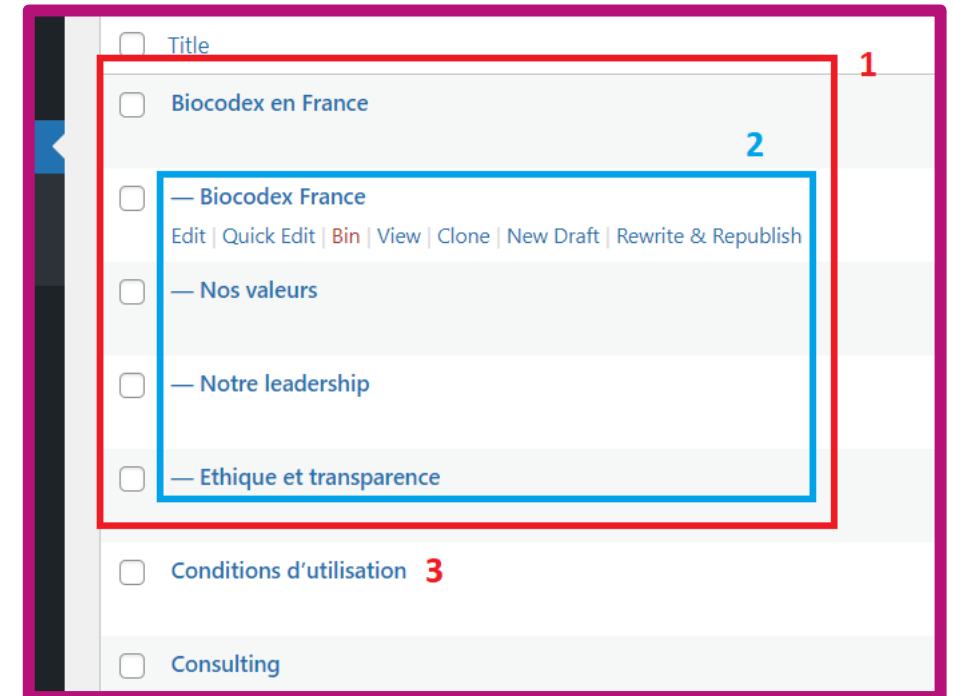
5 [Edit](#) [Quick Edit](#) [Bin](#) [View](#) [Clone](#) [New Draft](#) [Rewrite & Republish](#)

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).

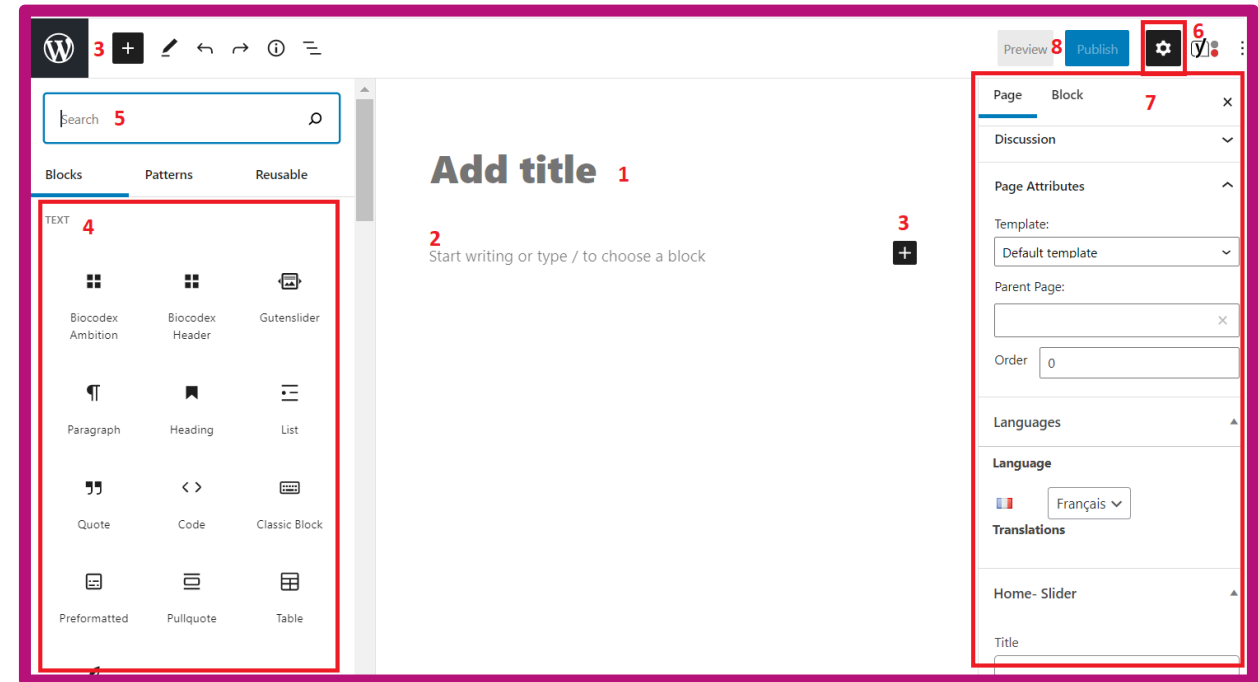
1. This is the « Biocodex en France » Parent tree. You know that is a Parent because of the « - » in front of the page below. This is a level 1 page.
2. This is the list of « Biocodex en France » children. They all have « - » in front of their page name. They are level 2 pages.
3. This is a page without 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 access 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

← → ⓘ ≡ Save draft Preview4 Publish ⚙️

## 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  
ipse posset, id acciperet ab alio vicissimque redderet.  
</p>  
</div>
```

2  
Start writing or type / to choose a block +  
Page Block x  
Set featured image  
Discussion v  
Page Attributes 3 ^  
Template:  
No Sidebar: Full Width v  
Parent Page:  
Order 0  
Languages ^ v ^  
Language

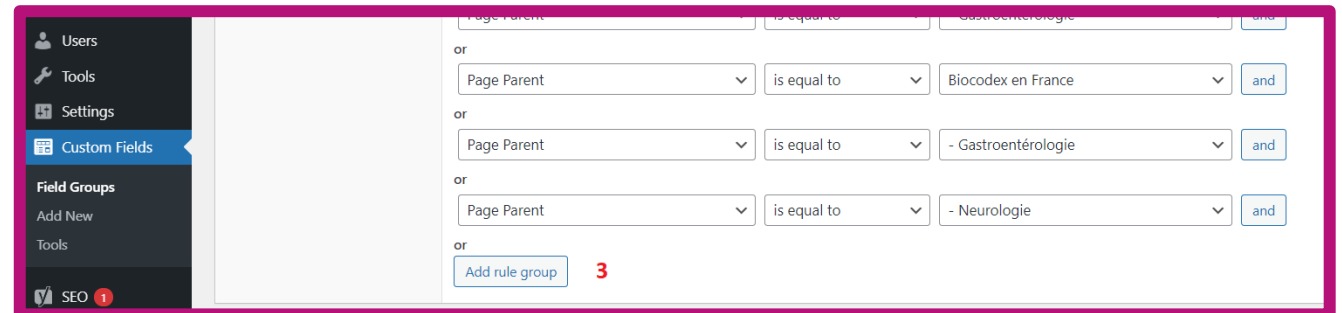
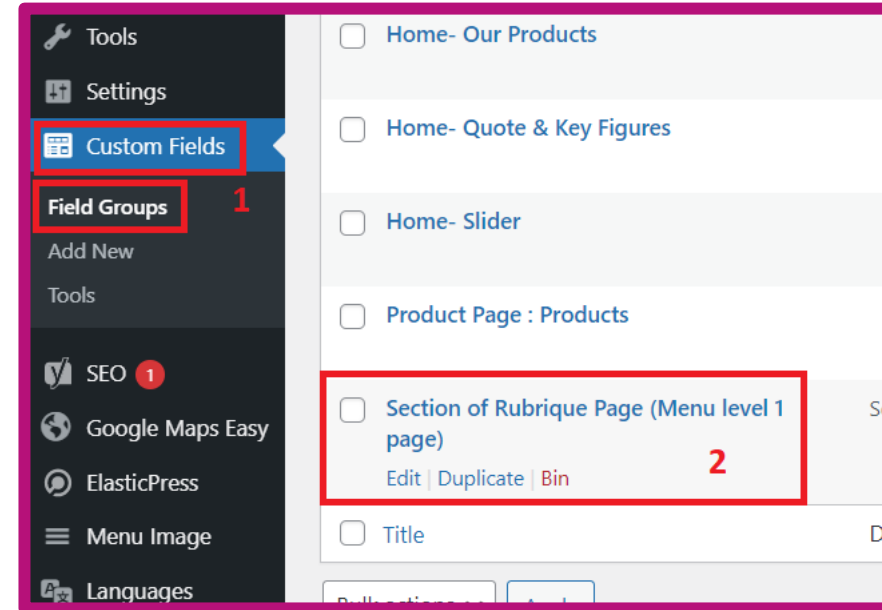
## 3.2. Child page.

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)" :

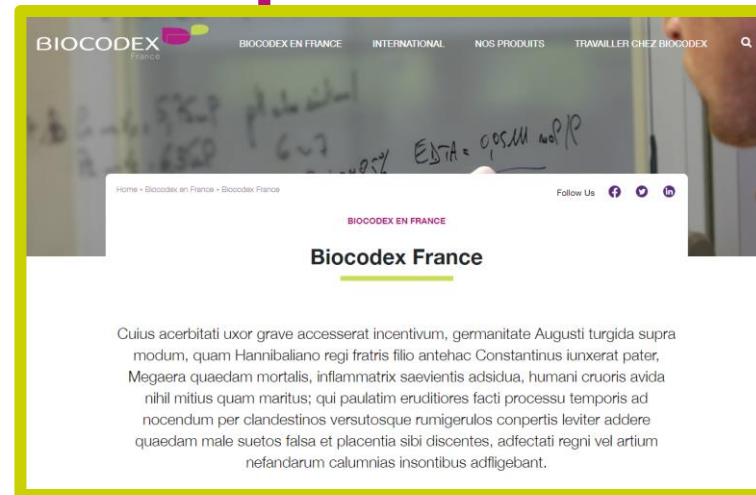
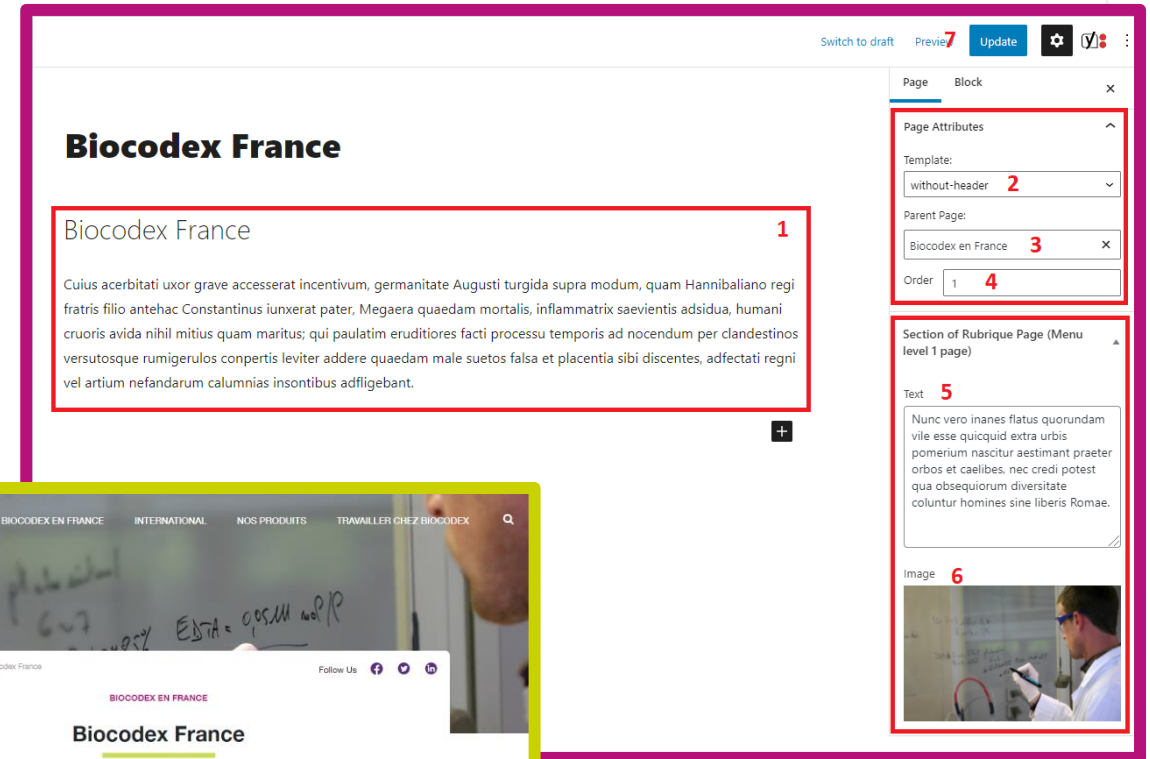
1. Click on "Custom Fields" menu and click "Field Groups".
2. Click on the link "Edit" of the "Section of Rubrique Page" custom field
3. Click on "Add rule group" and select the right page on the last select list



## 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 example, 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



## 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>
```

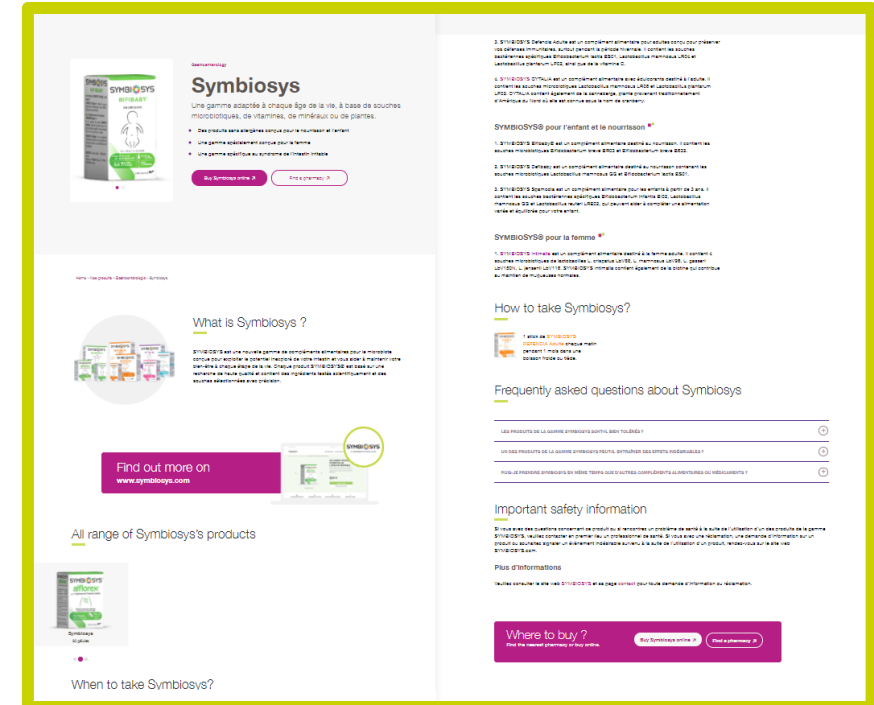
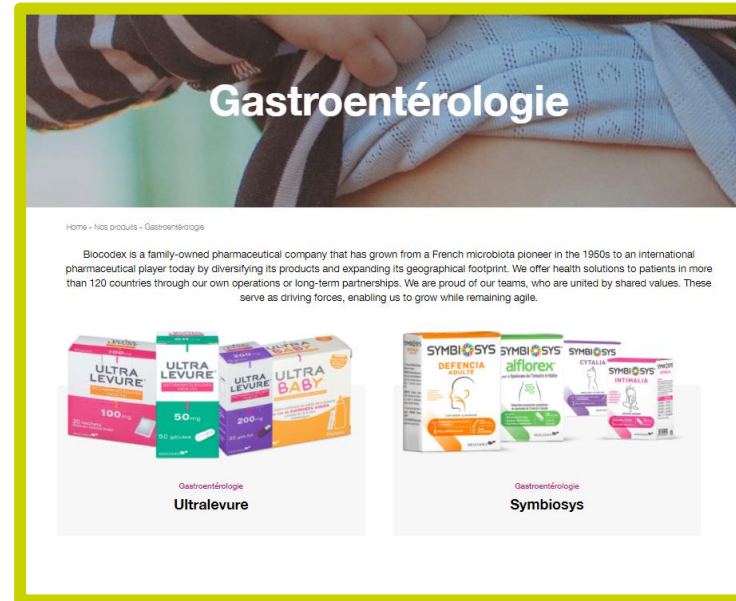
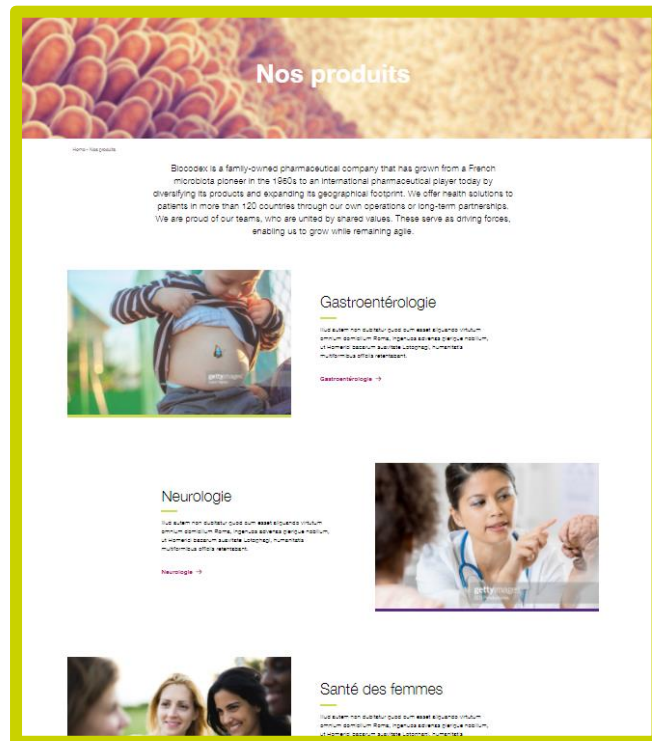
# 4. Our products.

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**



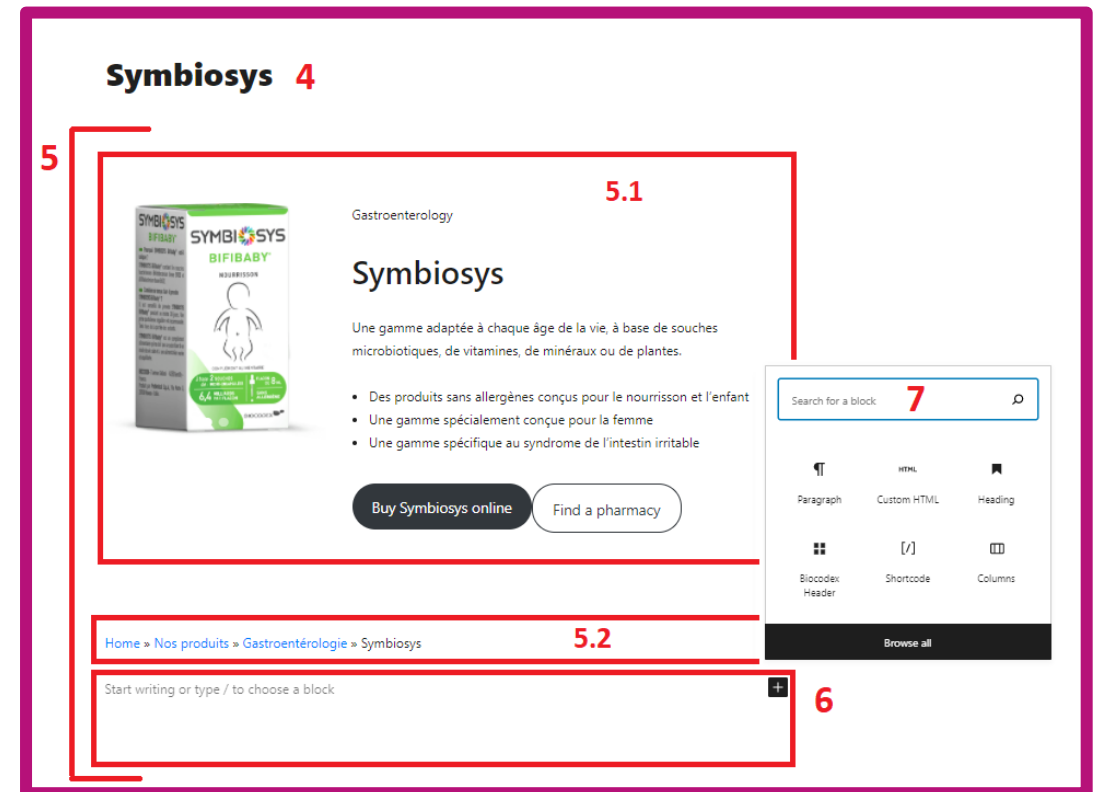


## 4.2. Product page\*.

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.



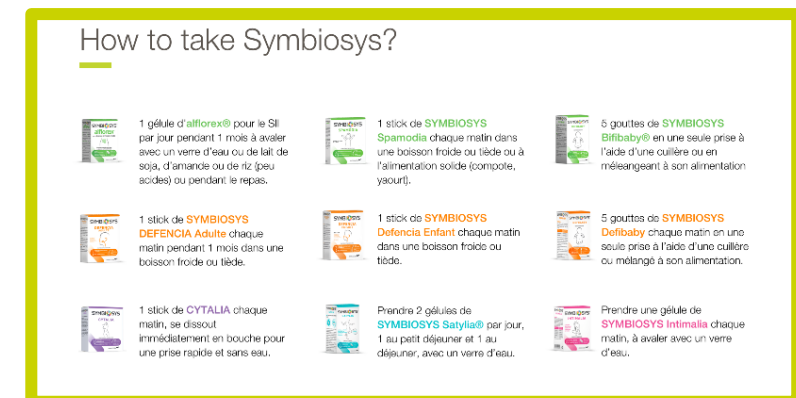
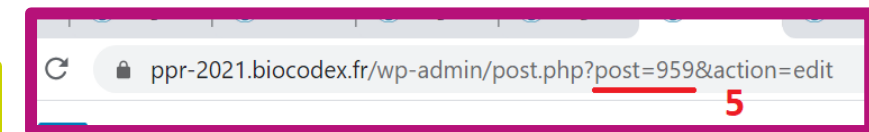
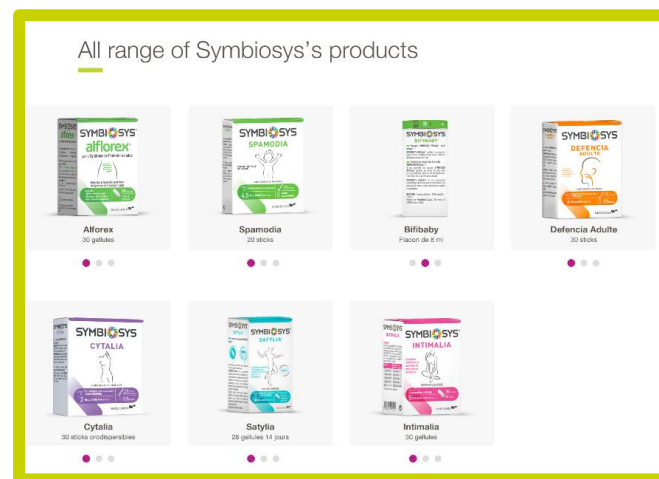
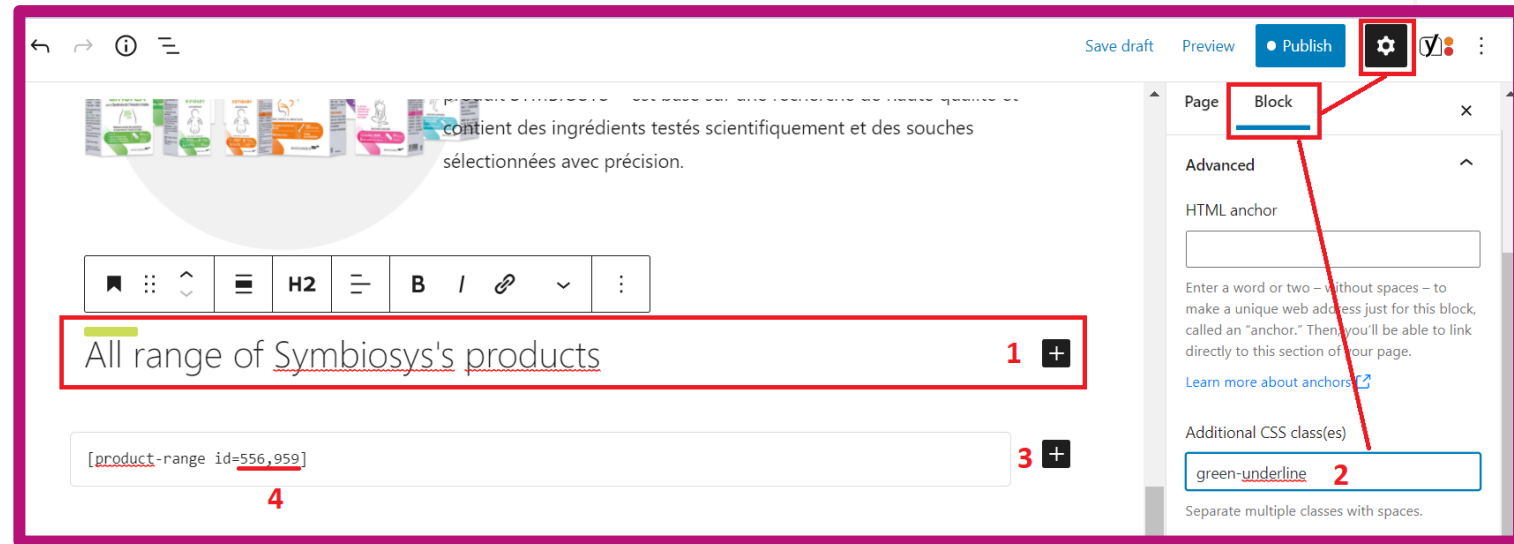
## 4.2. Product page\*.

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.

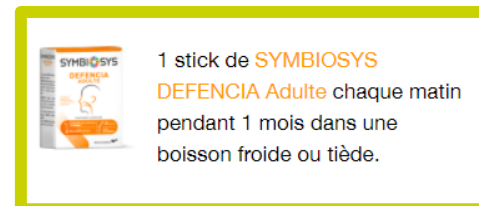


## 4.2. Product page\*.

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

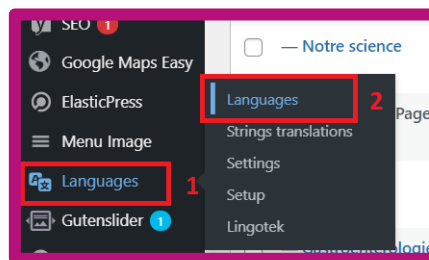
b i link b-quote del ins  
img ul ol li code more  
close tags

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



### Add new language

Choose a language

5

You can choose a language in the list or directly edit it below.

Full name

The name is how it is displayed on your site (for example: English).

Locale

WordPress Locale for the language (for example: en\_US). You will need to install the .mo file for this language.

Language code

Language code - preferably 2-letters ISO 639-1 (for example: en)

Text direction

☒ left to right
   
☐ right to left

Choose the text direction for the language

Flag


Choose a flag for the language.

Order

Position of the language in the language switcher

Add new language 6

3

Full name	Locale	Code	★	Order	Flag	Posts
Français	fr_FR	fr	4 ★	0		32
Full name	Locale	Code	★	Order	Flag	Posts

1 item

#### About Polylang

Polylang is provided with an extensive [documentation](#) (in English). It includes information on how to set up your multilingual site and use it on a daily basis; FAQs, and documentation for developers to adapt their plugins and themes. Support and extra features are available to [Polylang.Pro](#) users.

# 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.



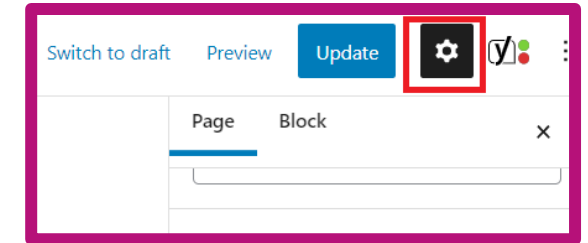
The screenshot shows the WordPress 'Strings translations' interface. The left sidebar contains a menu with 'Languages' and 'Strings translations' highlighted. The main area displays a table of strings to be translated. Red boxes and numbers 1 through 4 highlight specific elements: 1 points to the 'Languages' menu item, 2 points to the 'Biocodex' text in the 'Show all' string, 3 points to the English translation field for 'All our products', and 4 points to the Russian translation field for 'All our products'.

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

# 6. How to link elements to Home Page.

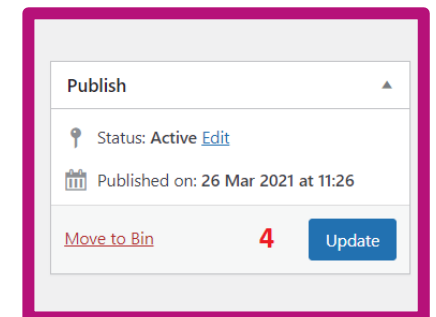
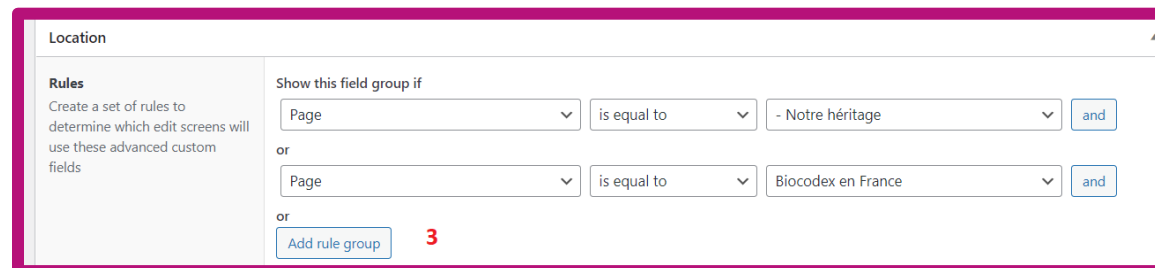
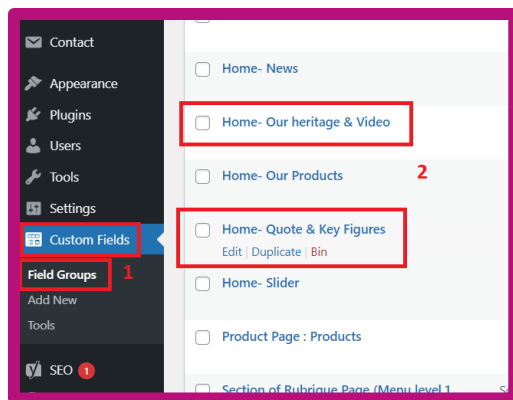
To link elements between pages, news or external links and Home page, you have to make sure the elements exist before to link them.

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

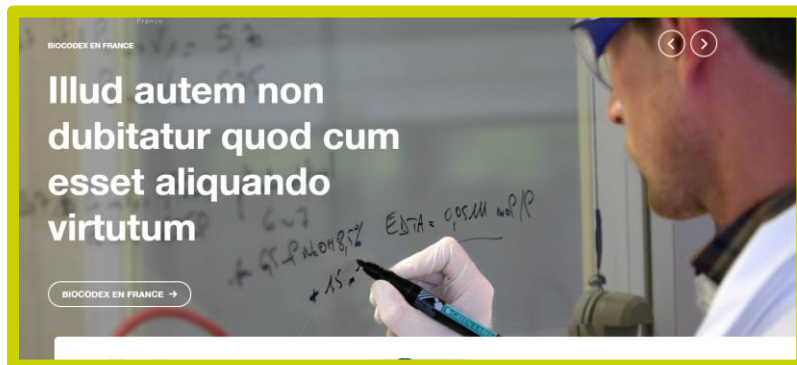







# 6.1. Slider block.

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.



Switch to draft Preview **5** Update   

Page Block x

Home- Slider ▲

Title

Biocodex en France **1**

Text

Illud autem non dubitatur quod cum esset aliquando virtutum **2**

Button text

Biocodex en France **3**

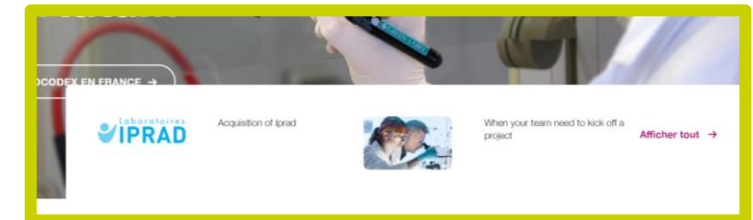
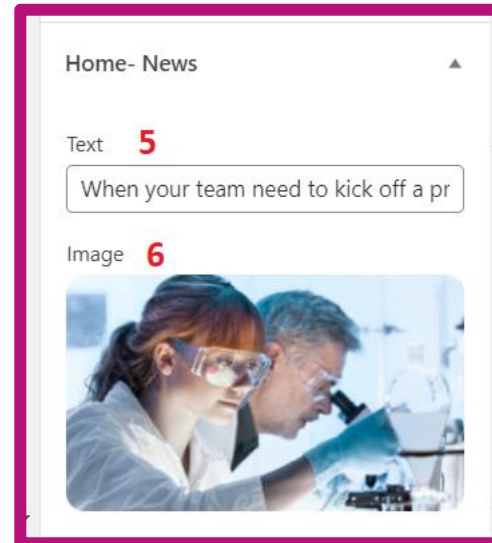
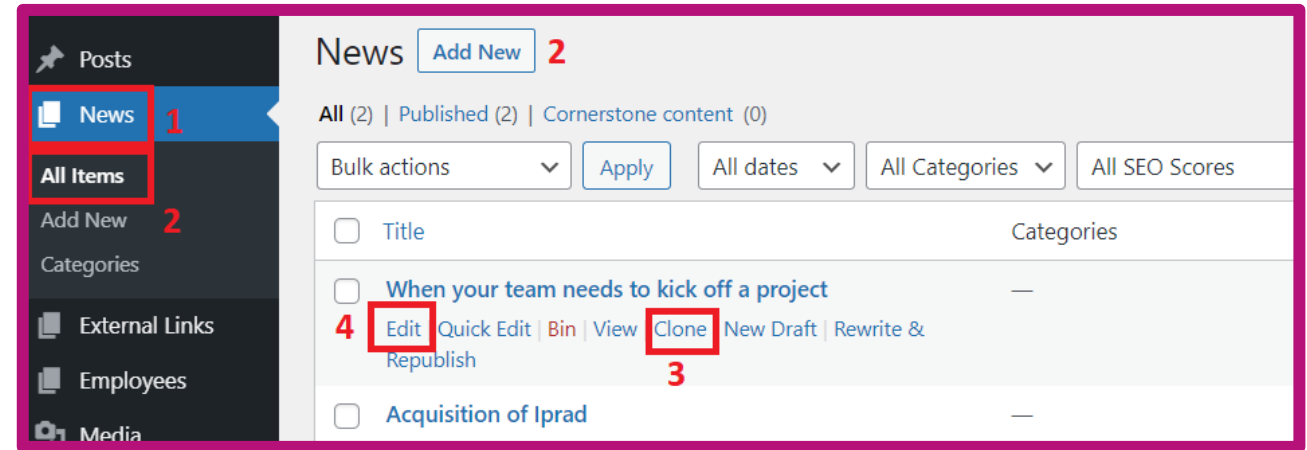
Image **4**



## 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 ▲

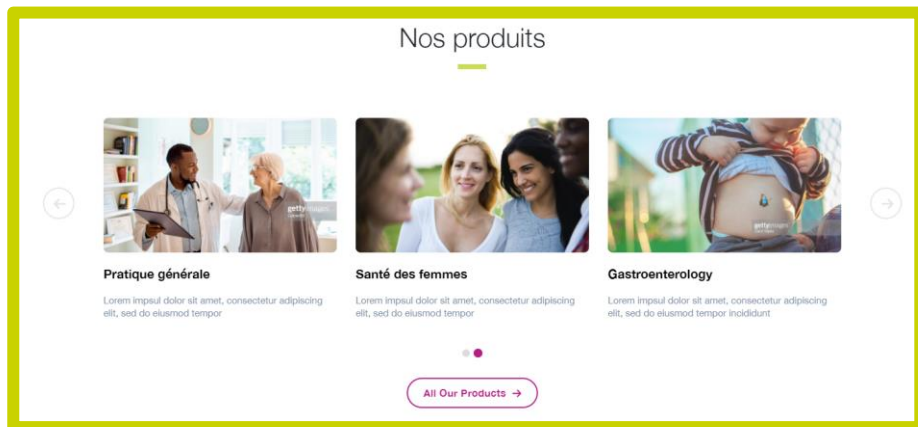

Title

Gastroenterology **1**

Text

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

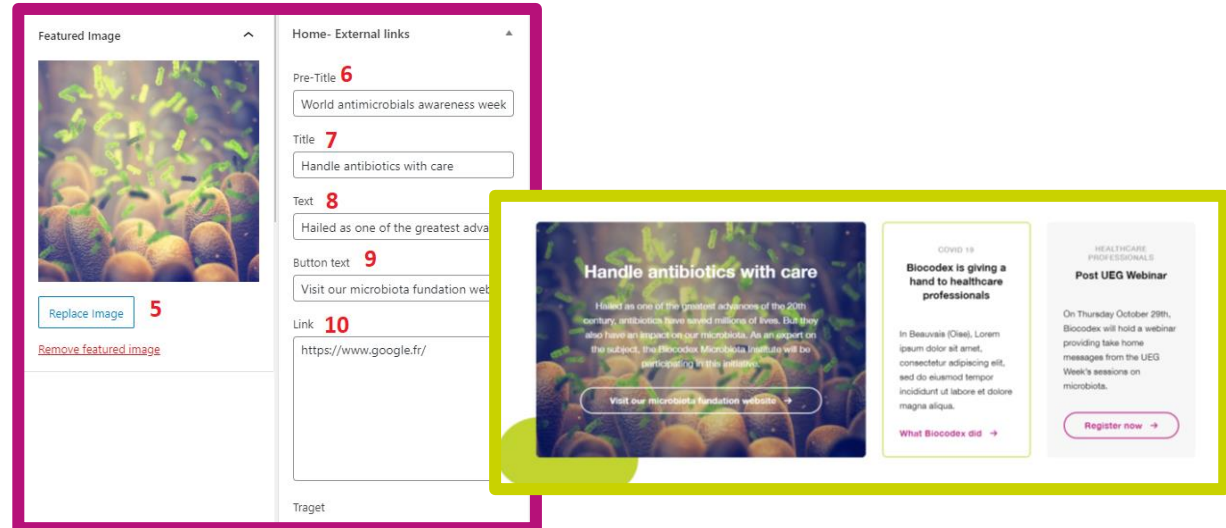
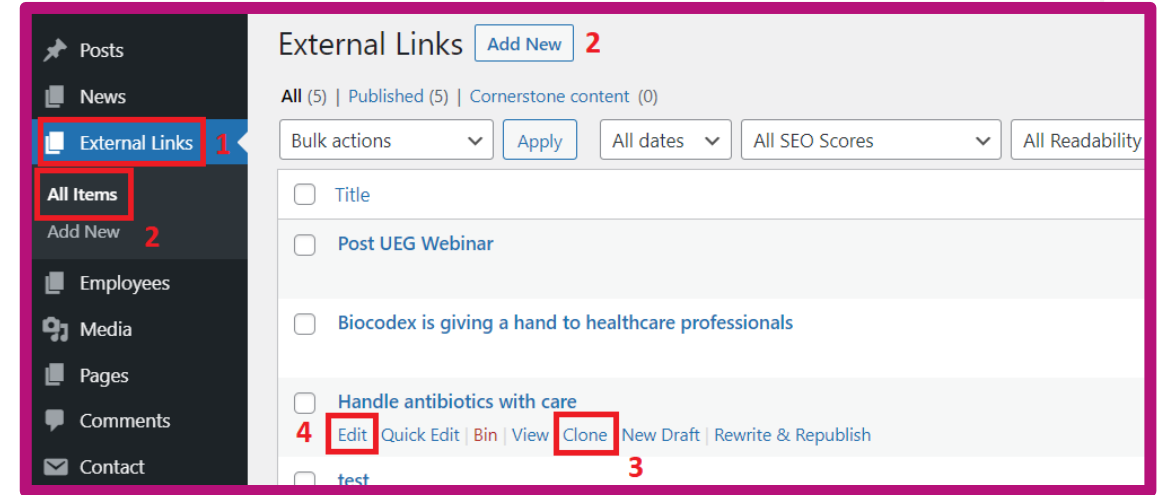
Image **3**



## 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.

Home- Our heritage & Video

Type

☒ Image 1

☐ Video

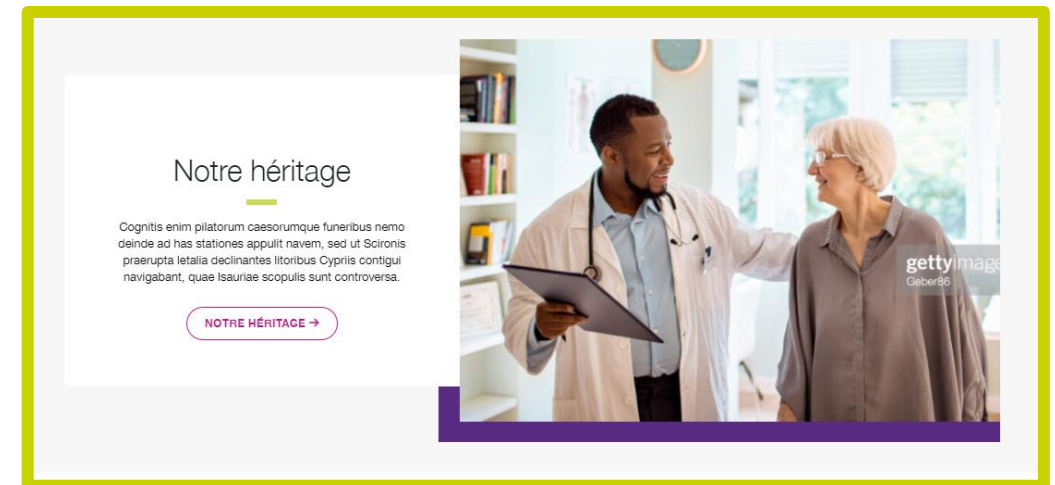
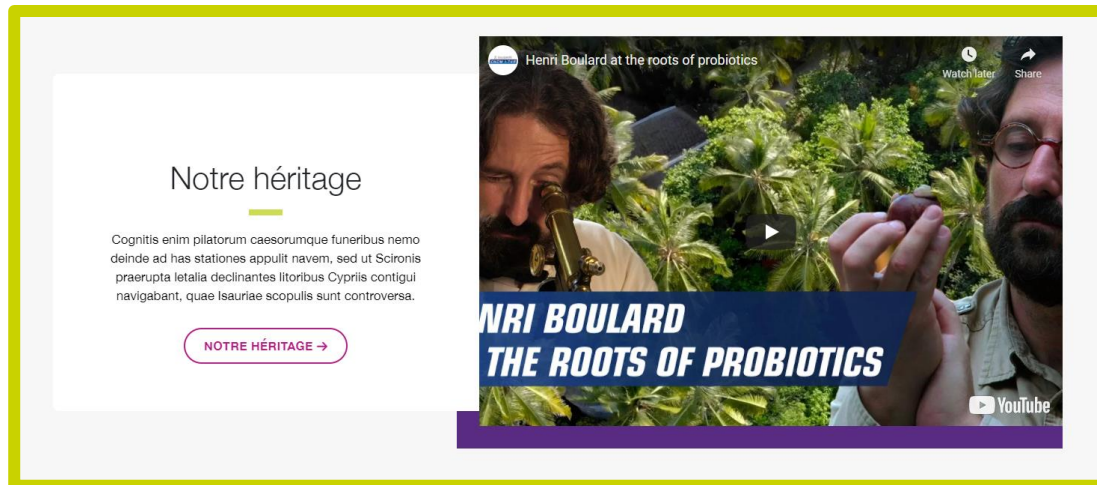
Image 2

Text 3

Cognitis enim pilatorum caesorumqu

Button 4

Notre héritage





## 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.

Home- Quote & Key Figures

text **1**

Grandir tout en restant agile en capitalisant sur nos valeurs.

Name **2**

NICOLAS COUDURIER

Function **3**

Chief Executive Officer at BIOCODEX

KPI1 **4**

1575

KPI1 description **5**

employees worldwide

KPI2 **6**

€ 348 M

KPI2 description **7**

+8% growth

KPI3 **8**

20

KPI3 description **9**

subsidiaries

KPI4 **10**

114


KPI4 description **11**


partners

Button text **12**

Notre développement

Image **13**





**Grandir tout en restant agile en capitalisant sur nos valeurs.**

**NICOLAS COUDURIER**  
Chief Executive Officer at BIOCODEX

**1575**  
employees worldwide

**20**  
subsidiaries

**€ 348 M**  
+8% growth

**114**  
partners

**Notre développement →**



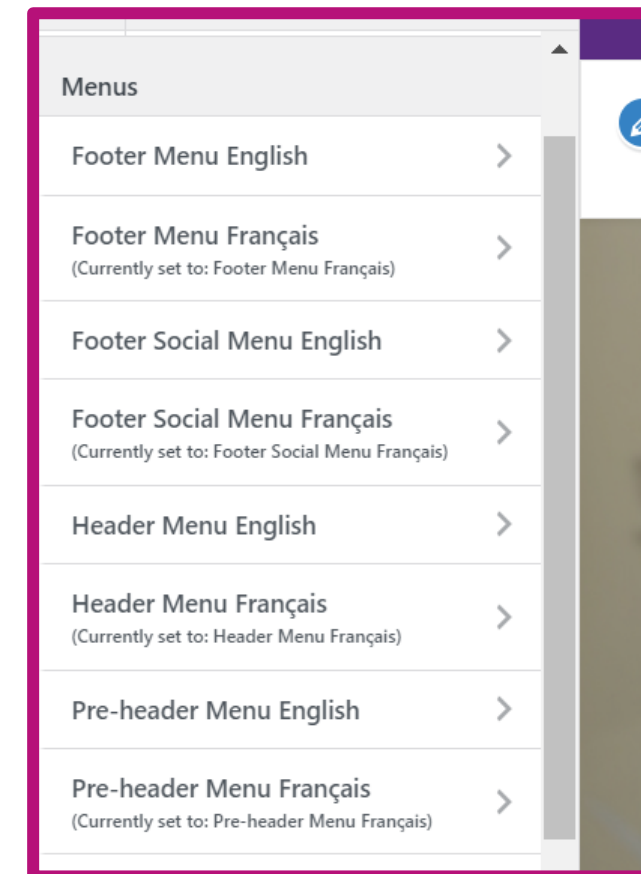
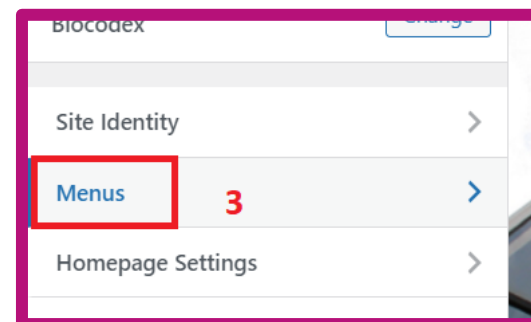
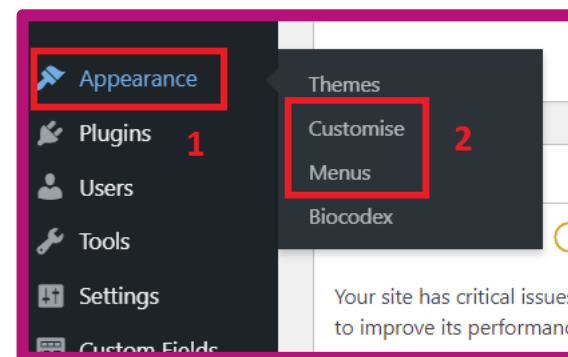
# 7. Menus.

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 menus 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)

The screenshot displays the 'Header Menu Français' configuration page. The interface is divided into several sections:

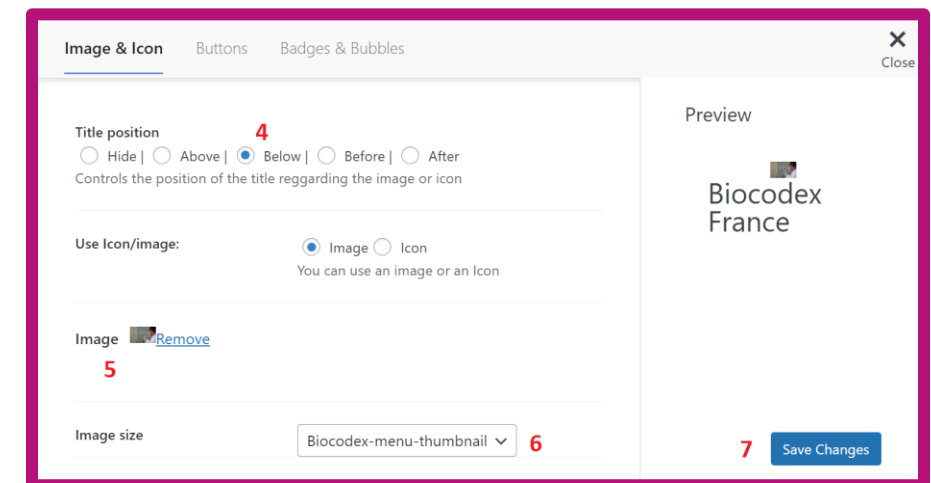
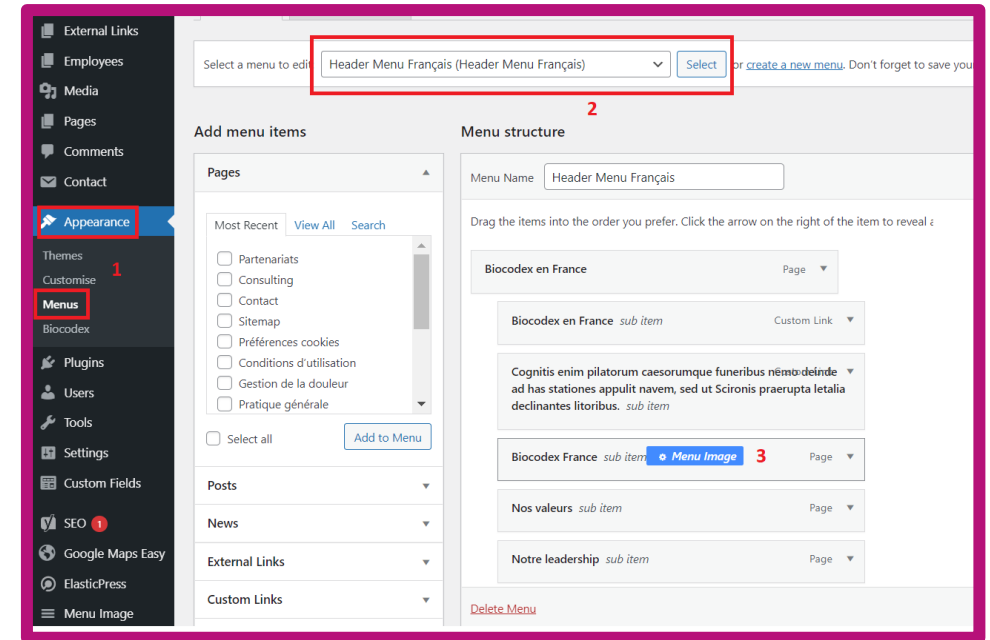
- Menu Name:** 'Header Menu Français' (1).
- Menu Items:** A list of items including 'Biocodex en France' (2), 'Cognitis enim' (3), 'Biocodex France' (4), 'Nos valeurs', 'Notre leadership', 'Ethique et transparence', and 'International'. Each item has a 'Page' or 'Custom Link' type and a 'Reorder' link (11).
- Navigation Label:** 'Biocodex France' (5).
- Original:** 'Biocodex France'.
- Remove:** A red link to remove the item.
- Add Items:** A button to add new items (6).
- Menu Locations:** A section with checkboxes for 'Pre-header Menu Français', 'Header Menu Français' (checked), and 'Footer Menu Français'.
- Custom Links:** A section with a search bar and a list of custom links (10).
- Pages:** A section with a list of pages (7) and an 'Add New Page' button.
- Posts:** A section with a list of posts (8).
- News:** A section with a list of news items (9).
- External Links:** A section with a list of external links (9).
- Employees:** A section with a list of employees.
- Categories:** A section with a list of categories.
- Tags:** A section with a list of tags.
- Custom Results:** A section with a list of custom results.
- Done:** A button to save changes.
- + Add Items:** A button to add new items.

# 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**