

A General Guide to *Squarespace*: Mastering the Net!

Welcome, future retiarius/a, to the arena of the digital world! You have been chosen, young gladiator, to fight, wielding only the weapons of the net and the power of friendship! But before we throw you into battle, we have prepared you with some training. This document, though NOT comprehensive in any manner, offers a general overview of either your greatest ally or most severe enemy: *Squarespace*. I'll walk through how to make features, general tips, and attach more miscellaneous resources. And, if you have any burning questions reach out to me in school or email me at ariana.chaudhary@students.nisd.net (as of the 2024-2025 school year).

- Ariana "Theano" Chaudhary, 2023 - 2024 HCHS Retiaria

Things to Do!

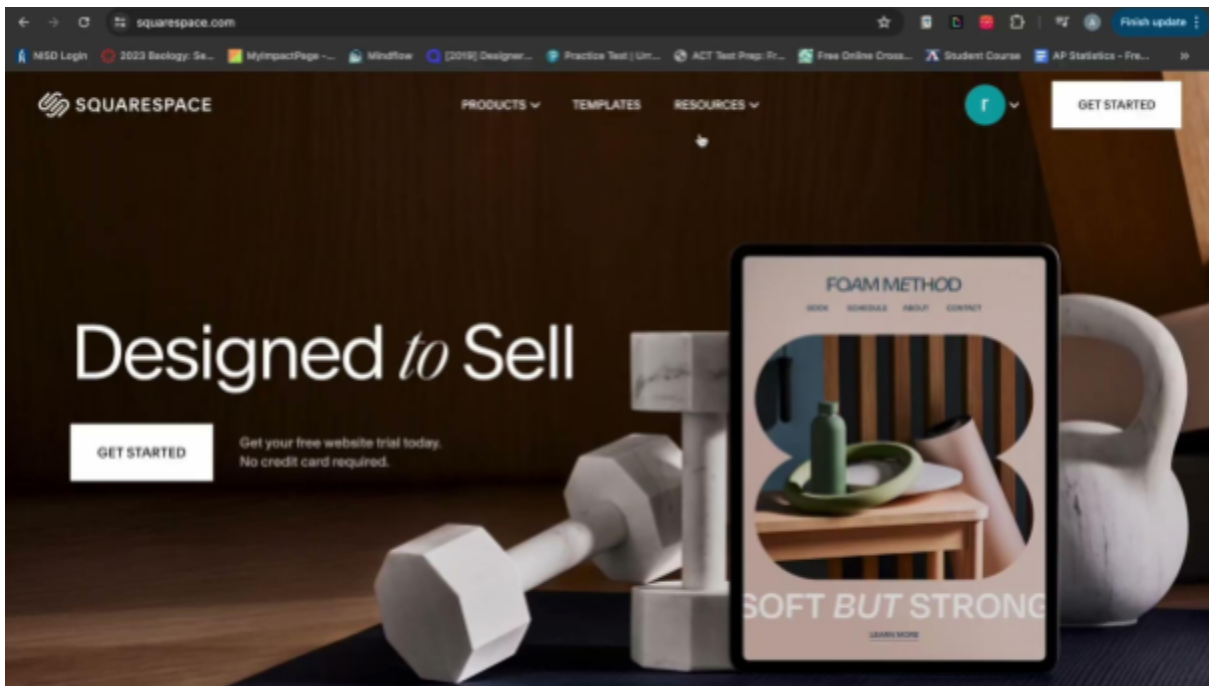
- ☐ Update New Officer Biographies and Photos
 - You can make a Google Doc for officers to write a blurb about themselves (super casual!) and ask them to send a photo of themselves in the officer group chat!
- ☐ Get an "About Us" Section (Email Mr. V)
- ☐ Add New Tshirt Design in [Genially](#)
- ☐ Add Photos to Gallery (Past and Current Year)
- ☐ Update Announcements in a Timely Manner
 - ☐ Reflection on Each Event
 - Can be stolen from Mr. V or Mr. Chu's emails or. . .
 - A quick write-up by you or another member of club with some nice photos!
 - ☐ Put Interviews on Website if available! (...praetors?)
- ☐ Resources
 - Ask Praetor to ask category leaders to check their page; if they want to add a new resource, request to fill in the form at the bottom of the resource page (this form will automatically send an email to the retiaria to make updates)
- ☐ *** UPDATE Calendar with "Timeline of Events" Google Doc (crucial for functional website)
- ☐ Be Innovative — there are always new features to add, so be be afraid to propose even the wackiest of ideas (like, a VR tour of the latin room. . .)

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Pages

Real-Life Footage of Making the Announcements Page! (featuring a copious number of “ums”):



Can't view the video? [Click Here!](#)

Every Squarespace site is made up of different pages, each of which is made up of different sections and blocks. When a page is added to your navigation, it creates a link that corresponds to the page in your site header.

- Build your site's structure and navigation in [the Pages panel](#)
- Add pages to Linked to [create your site's navigation menu](#)
- Use [layout pages](#) to arrange content blocks in a customized layout
- Use [collection pages](#) to create a series of collection items with specific purposes, like [blog posts](#), [events](#), and [products](#)
- On version 7.1, create [portfolio pages](#) to display sets of projects as sub-pages

Sections and Blocks

Create and arrange content on your site with blocks. On version 7.1, you can further customize each page's layout with page sections.

- Use [blocks](#) to add [text](#), [images](#), [videos](#), [audio](#), and more to your page, blog post, or other content area
- [Move](#), [resize](#), and [delete](#) blocks to change your layout or create [columns and rows](#)
- On version 7.1, use [page sections](#) to add more block areas to your page, create [galleries of images](#), or arrange images, text, and buttons in [auto layouts](#)
- On version 7.1, create unique, versatile block layouts and design separate mobile versions of your pages with [Fluid Engine](#)

Organize Content

Structure your site to help visitors navigate your pages and find the most important content.

- Set your [homepage](#).
- Create drop-down menus with our [dropdowns](#) feature.
- Use [tags and categories](#) to sort and filter collection items.
- Connect to external pages by [adding links to your navigation](#).
- Hide pages by [disabling them](#) or placing them in [Not linked](#).
- Password-protect [pages](#) or your [entire site](#).
- [Delete a page](#) to remove it. You have 30 days to [restore a deleted page](#).

Adding Events

[will insert video here]

1. Click the events page, then click + in the side panel.
2. Add a title for your event under Event title.
3. Click Date and time to select a start date and time under Event start.
4. Click Event end to select an end date and time.
5. Click Back, then click Location to add a location.
6. Click Save.
7. Click insert points to add text and other content to the event description with blocks.
8. Hover over Publish to publish the event or schedule it for later publication. Click Save to save your changes and keep editing, or click Exit and then Save to close the editor.

Keep in mind:

- Start and end times are set in five-minute increments on a slider.
- Events need to have an end time. End times can't be hidden.
- When you change the start time of the event, the end time automatically changes to match. To change the duration of the event, change the end time first.
- Depending on your site language, the start and end times may display in 12-hour time or 24-hour time. It's not possible to change the date or time format separate from your site language.
- You can schedule events for up to two years in the future.
- After saving, you can open the event settings to customize your event more.

Open event settings

To edit the settings of an event you've added:

1. In the side panel, hover over the event and click ..., then click Settings.
2. After making changes, click Save.
3. While editing an event, you can also click the gear icon in the top-right corner to open the event settings.

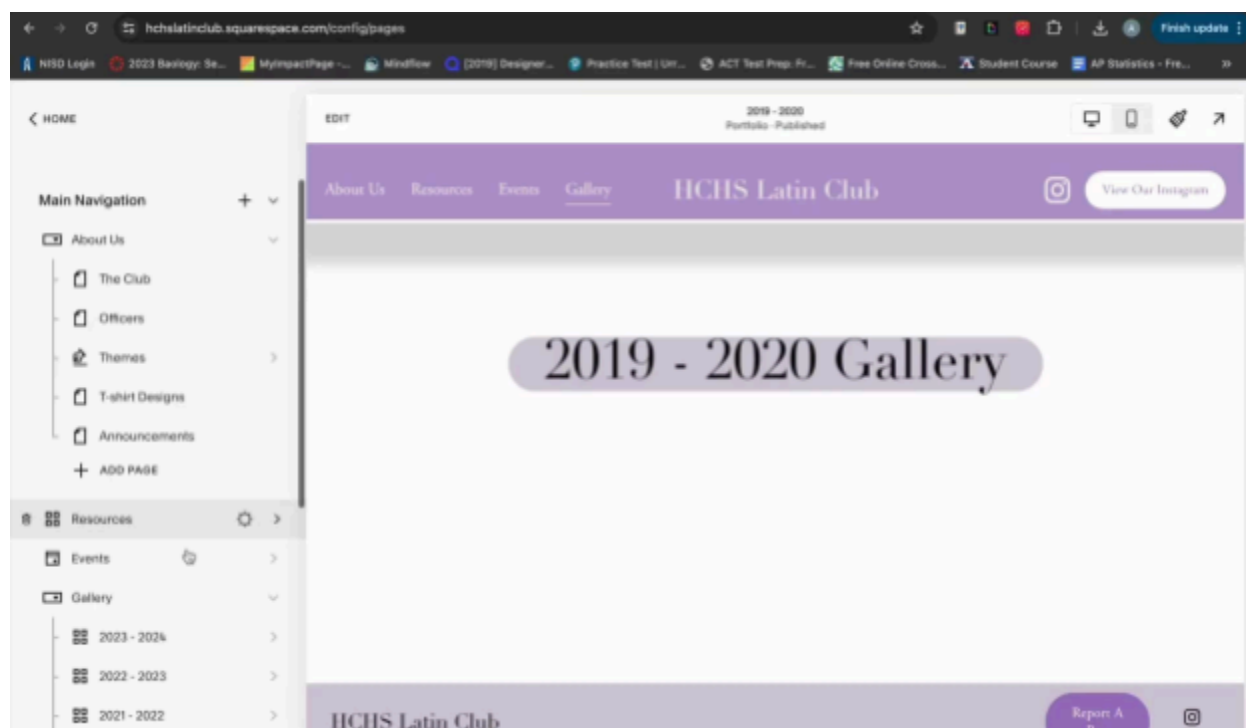
Edit event settings

In the event's settings, click the tabs to edit different settings. Your event settings depend on which version of Squarespace your site is on.

Content

- **Date and time** - Edit the start and end date and time for the event. These are based on the time zone set in Language and region settings, and won't change based on a visitor's time zone. It's not possible to change the time format, such as to 24-hour time.
- **Featured image** - Add a featured image to have an image representing the event display on the main events page and elsewhere on your site, like in calendar and summary blocks. The featured image won't appear in the content of the individual event. Add it to the event as an image block instead.
- **Excerpt** - Add an excerpt to provide a short description that displays on the main events page and elsewhere on your site, like in summary blocks. If you don't add an excerpt, the full event content displays on the main events page.
- **Event URL** - Edit the event's URL slug.
- **Source URL** - Include a source URL to link visitors to more information about the event. The source URL link displays in the event description

Gallery



Can't view the video? [Click Here!](#)

Add gallery sections to your pages to display sets of images in striking layouts instead of adding multiple image blocks to a block section.

Gallery sections are ideal for showcasing images with brief descriptions. If you need a similar way to display other types of content, such as larger amounts of text with buttons, use an auto layout section. To learn about the differences between these sections, visit [Auto layouts vs. gallery sections](#).

Add a Gallery Section

To create a new page with a gallery section:

1. Open the [Pages panel](#) and click +.
2. In the menu, click Page Layouts, then click Gallery and choose a layout. You can change this later.
3. Add a page title and press Enter.
4. Click Edit on the page.
5. Click the image icon to [add and edit images](#).
6. Click the pencil icon to [style the gallery section](#).

7. Click Save to save your changes and keep editing, or click Exit and then Save to close the editor and publish your changes.

You can also add a gallery section to an existing page on your site:

1. Click Edit on the page.
2. Click Add Section above or below an existing section.
3. Click Images and choose a layout with an i badge in its top-right corner.

If a gallery section is the first one on a page, it can affect the way your site header appears. To learn more, visit [Building a site header](#).

Gallery Section Layouts

In the Gallery Type drop-down menu, you can select from the following layout types:

- Grid: Simple - A grid of images in even rows and columns
- Grid: Strips - A grid where strips of images display at different sizes in each row
- Grid: Masonry - A grid where images with different aspect ratios appear in a staggered layout
- Slideshow: Simple - A simple slideshow that displays one image at a time
- Slideshow: Full - A full-bleed slideshow that displays one image at a time
- Slideshow: Reel - A slideshow where multiple images display at once, like a film reel

Tip: To set images to transition automatically, choose the Slideshow: Simple or Slideshow: Full layout and switch the Autoplay toggle on. To set the timing between each image transition, change the Slide Duration.

Add images to the gallery

Note: Changes to images in a gallery section save automatically. When you add, remove, edit, or reorder gallery images, it's not possible to undo that change by clicking the undo arrow or Discard changes. Remove, re-add, edit, or reorder images manually.

After adding a gallery section, you can add images to it:

1. Hover over the gallery, click the image icon, then click +.
2. To add new images from your device, click Upload Images.
3. To [reuse images](#) you already added or [add stock images](#), click Search Images.

After uploading an image, you can:

- Click Image Editor to [edit the image](#).
- Adjust the [focal point](#). This may not affect how the image looks, depending on its aspect ratio and your style settings.
- Click and drag the images to reorder them. It's not possible to manually order your images in the Grid: Masonry layout, since the order is automatically determined by the [aspect ratio](#) of your images.
- Enter a Description to add a [caption](#) and [alt text](#) for the image.
- Add a [clickthrough URL](#) in the Link field.
- Delete the image by hovering over it and clicking the trash can icon.

Keep in mind:

- Gallery sections don't currently support videos or image deep-link [URLs](#).
- It's not possible to add blocks to gallery sections, but you can add block sections above or below a gallery section.

Style the gallery

To customize your gallery, you can change the layout, colors, and aspect ratio, enable [captions](#), and more. To style a gallery section:

1. On the page with the gallery section, click Edit.
2. Hover over the gallery section, and click the pencil icon.
3. In the Gallery tab, change the [layout](#) with the Gallery Type drop-down menu.
4. Below Gallery Type, make other style changes to the current layout, like changing spacing and image height, enabling captions, enabling [lightbox](#), or enabling a [divider](#) at the bottom of the section. These options vary between layouts.
5. Click the Colors tab to choose a color theme.
6. Click Save.

Timeline of T-shirts - Pt. I Genially

Insert video**

How to insert a text

1. Click on Text in the left sidebar. You'll see different text boxes of different formats and text sets that you can add to your genially.
2. Click on the one you want to use and it will appear on your canvas.
3. Write the text you want. You can also place the text box wherever you like by simply dragging it around the canvas.

NOTE: When you copy text (whether from inside or outside of Genially) and paste it in a text box, the formatting of the text box that you paste it into will be applied to the text.

How to insert and edit a text set

Within the Text section, you'll find a series of text sets, which are designs created by grouping various text boxes of different formats. These are designed to speed up your creative process. See one you like?

1. Open the Text section.
2. Click on the text set you'd like to use, or drag and drop it onto the canvas.
3. Now click on the text box to modify it and write what you want it to say. These sets are also 100% editable, meaning you can personalize them by changing the color, size of the letters, or the font, to suit your needs. For more details on how to edit a text in your geniallys, check out this [tutorial](#).

NOTE: When you copy text (whether from inside or outside of Genially) and paste it in a text box, the formatting of the text box that you paste it into will be applied to the text.

Timeline of T-shirts - Pt. II Integration

Use embed blocks to add external content to your site like videos, tweets, Facebook posts, and more.

To learn more about choosing the best block for your custom content, visit [Adding custom code to your site](#).

Add a video to an embed block

To add a video to an embed block:

1. Find the video's embed code. Most video services have a Share or Embed button near the video. Click Share or Embed, then copy the embed code provided.
2. On your Squarespace site, edit a page or post, click an insert point, and click Embed. For help, visit [Adding content with blocks](#).
3. Open the block editor by clicking the pencil icon on the block.
4. Click Code snippet on a computer (or Code in the Squarespace app) and paste the video's embed code manually into the text field.
5. Add a description to display text under the video or [upload a custom featured image](#) that displays until the visitor clicks to play. Keep in mind that adding a custom featured image disables autoplay.

Add other content to an embed block

To add other content to an embed block:

1. Edit a page or post, click Add Block or an insert point, and click Embed. For help, visit [Adding content with blocks](#).
2. Open the block editor by clicking the pencil icon or Edit on the block.
3. Enter the URL of the item you're embedding. You'll need a URL from a site that uses the oEmbed standard.
4. If the content doesn't appear, click Code snippet in the block editor on a computer (or Code in the Squarespace app) and paste an embed code manually into the text field.