



Squarespace Website **CRASH COURSE NOTES**

Clients,

It was a joy to build your website! Below are the notes from the Crash Course I delivered to you. Should you have any questions, please feel free to contact me. *NEW EMAIL* payton@frostingmarketing.com

Your Squarespace Website Details:

- [Stanley Premier Properties](#) - Build on Classic | V 7.0
- [Bailey Methodist](#) - Built on Fluid Engine | V 7.1
- [Piney Grove Methodist](#) - Built on Fluid Engine | V 7.1
- Claire Stanley Photography - Built on Fluid Engine | V 7.1
- [Warren County Health Department](#) - Built on Fluid Engine | V 7.1
- [National Opening Solutions](#) - Built on Fluid Engine | V 7.1
- [BTI Stormwater Concepts & Solutions](#) - Built on Fluid Engine | V 7.1

Accessing Your Site:

Visit squarespace.com and log in OR via the invitation link sent to your email from Frosting Marketing.

To access in the future, visit squarespace.com - hover over your account initials and choose Account Dashboard.

Quick Access from Left Navigation:

To Edit Site Content - PAGES

To Edit Design Elements - DESIGN > SITE STYLES

To Access Email Campaigns - MARKETING > EMAIL CAMPAIGNS

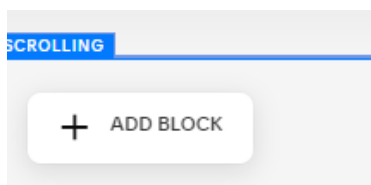
To View Site Analytics - ANALYTICS

Editing Existing Site Content:

1. Follow Steps 1-3 on “Adding New Site Content”
2. Click on the element to be edited.
 - a. For text, highlight, delete, and type per usual to make edits. Utilize the toolbar that automatically appears either above/below the block to change the font, colors, and other text settings.
 - b. For an image element, double-click on the image, and a Design and Content box will appear. From this, replace, edit, or change the style of the image.

Adding New Site Content:

1. Choose PAGES from the left navigation panel.
2. Use the website viewing area or the list of pages to navigate to the location where the edit is to be made.
3. To make a page edit, double-click inside the website viewing area.
4. Click the Add Block button to add new elements to the site.



5. To move the position of the Block: click and drag to where you would like it to be. Notice the gridlines on the site.
6. To resize the Block: click and then resize using the small blue squares on the corners and top/bottom of the Block.

Reach, Teach, Grow, Equip & Send Forth

Editing Entire Site Design:

1. Click DESIGN from the left navigation panel.
2. Choose SITESTYLES.
3. Make changes from the right-side panel that appears.
4. ****Important**** Editing the entire site design impacts all elements of the site. Any previous designs will be deleted after saving new edits.

Blogs:

To create a brand new blog page:

1. Add a new blog by clicking the “+” sign next to the main navigation, then scroll until you see “Blog”.
2. Click the “>” to the right of your new blog page (still under the pages section of the left hand navigation) to begin adding/editing blogs.

To add a new blog post (individual article/writing):

1. Click the “>” beside your blog page. You’ll be taken to the blog editing section.
2. Add a new blog by clicking the “+” sign at the top left, then follow the prompts to name, provide details.

To edit an existing blog post:

1. Click the “>” beside your blog page. You’ll be taken to the blog editing section.
2. Click on the blog you would like to edit in the left navigation.
3. Double click on the post in the viewing area to open up the editor, then make changes the same way as the rest of your site.

Helpful Articles:

- [Squarespace Help Center](#)
- [Website](#)
- [Google Workspace](#)
- [Email Campaigns](#)
- [SEO Checklist](#)