

Helpful hints when using the online Content Compiler

1. How can I visualise my “look and feel” choice?

In the look and feel, there are 23 samples to choose from. At this point, you only need to be concerned with the shape of the sample you choose. Colour and content are all things that you can change to your preference at a later stage. Always click on “view website” of the sample to see the full sized version before choosing. Your main concern is to decide if you want your page tabs down the side, across the top, etc and the shape of the banner that you like.

2. How do I pick my colours?

Under “look and feel” there is a section called website colours. If you click on the box with FFFFFF in it for primary/secondary colour, a colour chart appears and you can pick the colours of your choice. Alternatively, if you cannot find the shade you desire, upload a picture containing your desired colour and specify where it is on the picture and where you want it in the additional instructions box at the end of this section. The developers can extract specific colours from a picture if needed.

3. What is “the banner”?

The banner is the strip at the top of every page which normally holds a crest, a nice picture of the school and the schools contact details if required. Some banners are shaped differently and may not always suit certain photographs (i.e. Sample 17 within the compiler, cannot have a picture in the banner as it is too narrow).

4. Where does my background go on my website?

Your background has nothing to do with colour. It is only to define the gradient of the colour you’ve already chosen from the look and feel section i.e. “single colour” means full colour, “gradient colour” means your colour will gradually fade out as you move down the page and “clipart” means a picture/s instead of colour.

5. Why are there 5 headings contained within each of my main pages?

There are 5 sections contained within each page, simply to give you an opportunity to have different headings or paragraphs on your website page. You do not need to fill in all sections and we recommend only the bare minimum at this stage. Most people fill in one section and upload two pictures to begin with. Once your website is complete you will have a lot more flexibility to add more and see where you want things to go on your site.

6. Do I need to fill in every page and section of the content compiler?

No, as a minimum you only need to fill in 5 main areas within the content compiler. “Look and feel”, “banner”, “background”, “credentials” and “Keywords”. You can edit or add as much content as you wish yourself once the website is built. You will have full control over your own administration and editing. This is the value of the content management system.

7. What are credentials?

Your credentials require you to choose a password for your login into the website when it is complete. We recommend choosing something not too obvious and that also contains numbers, as it will be more secure.

8. What are keywords for?

The Keywords are significant words related to the school that people may use in a search engine such as Google to find your website, instead of typing in the domain name in the address bar. These words are vital to help your website become indexed on Google and can take a few weeks for it to work. Be clever and add famous places and names around your locality as well, as this will increase your hits on Google and move you up the list quicker.

9. How do I submit if I haven’t completed each section?

You can click complete even on sections that are not finished. Just answer “ok” to the message in the box that appears once you click it. When all of your sections are selected as complete (green colour), the submit button at the end of the content compiler will now be clickable. NOTE: Once you have submitted your content compiler to us, you will no longer have access to it and all amendments must wait until the website is complete.

10. How will I know when my website is built?

Once you have submitted your content compiler to us, you will receive an email in approximately 4-5 weeks, stating that your website is now live. This email will also contain all your login details for the administration of your website. If you do not want your website to remain live then you need to send an email to support@lurtel.ie and request your site to remain hidden until a particular date. NOTE: As a temporary measure, all of our websites must be set live in the beginning to allow it to be rated by the school filtering software “fortiguard”.