

Guide to your new Practice Website

This guidance has been written to support your training session and can be referred to before and after the training session. Though your new practice website will be considerably larger than your present website the vast majority you will never need to edit.

There are two parts to your new practice website, your own individual practice website the content of which you can completely edit and the system side (Bucks Health Hub) which is centrally controlled and you cannot alter directly yourself.

There are two questions to consider

- What pages on your practice website should you review and consider editing?
- How do you edit pages on your practice website?

What pages on your practice website should you review and consider editing?

Most of your practice site comes prepopulated with relevant information and links all in place. We also move across all of your present website information.

Knowing what pages/ sections you may need to edit

Though the site may appear more complex than your present website there are only a few changes you need to make. We point out where you might need to make changes now or in the future in our help pages found on the “Help manual” page on the demo site [Help Manual – Demo GP Practice](#). These changes might include for example:

- Edit Information on a practice process (e.g., with Covid)
- Review one of the colour coded practice forms and decide if you want the form
- Add a telephone number (e.g., Health visitor)
- Add a new “in practice/ PCN” service

Help pages explained - what pages and sections you need to review

Each help page replicates a page on the main practice menu that needs to be reviewed However importantly these help pages only include the sections and subsections you need to review and potentially alter. All other sections on each page which you do not need to review are excluded. This makes it clear exactly what you need to review and where to make any changes on a page.

You will be asked to review a number of help pages. For each help pages you will usually find there will only be a small subsection for you to review and make any relevant changes. In most cases the information for you to review is taken from your previous practice website so the review process should be quick. However, if you do not have any relevant practice information on your previous website, we will use information from the demo site as an example and in such cases, you may need to edit this information to fit your practice.

Use two screens when editing your website

We recommend when editing your practice website using the help pages that you use 2 screens (or

devices), keeping the help manual open on one screen and your practice website on the other screen. This is a quick and efficient way to edit your site.

How can you edit pages on your practice website?

The website is based on Word Press, which is an international website builder and content management system present in most good websites. However, all the hard work and coding has been done for you and you have been given the few tools you need to edit any page while keeping the style consistent across all pages. The editing process is simple (as there are not multiple complex options). We focus here only on what you are likely to need to do.

Logging on to the dashboard of your site

You will be provided with a log on page for your practice website, and also a username and password which will allow you to log on to the dashboard for your website. The dashboard allows you to complete all the editing you will need to do.

Going between your dashboard and the home page

Your Dashboard

On the top ribbon if you hover over the name of your practice you will see “**Visit Site**”, click on this and you are taken to the home page of your site. On the left-hand side of your dashboard, you will see dashboard options including posts, media and pages.

Your Home Page

On the top ribbon on your home page if you again hover over the name of your practice you can click on “**Dashboard**” which takes you back to your dashboard.

Editing a page is simple and covers most of what you will need to do

It is unlikely you will ever need to add a new page due to the size of your practice website, its wide coverage of topics and the central data base (Bucks Health Hub). So your main focus will be on editing pages which have already been created. The editing of a page is simple because a page builder has been created which takes away the need for any complex adjustments.

Choosing a page to edit

You can do this from both the “your practice “ main menu on your home page and also from the dashboard.

- From “your practice” menu on the home page, find the page you want to edit and then on the top ribbon click on “**Edit Page**”.
- From the dashboard on the left sided menu click on “**Pages**” and then “**Nested view**” and this gives a list of all your practice pages and you just click on the page you want to edit.

The Help manual referred to above includes all the help pages which are a good place to start as they are listed in same order as the menu, so you can work through your practice website methodically.

Editing a page

Each page you will notice, after you click on edit page, is built up of a number of sections. The sections in common use include:

- Section title – a section with a main heading
- Full text width – a section with text
- Accordion – a section with a series of questions and answers
- Horizontal rule – a section with a thin horizontal bar which can be used to separate sections

You can click on any section and do any of the following

- Edit the section by changing any text
- Delete a whole section
- Delete or add a single question in an accordion (if adding questions and answers, we recommend you have no more 12 questions in your accordion as standard practice)
- Move a section by dragging, so changing the order of the different sections

Once you have made your changes click on **“Update”** to save your changes. You can view your changes at any point by clicking on **“View Page”** on the top ribbon after you have saved your changes.

Adding a section

Though it is unlikely to will need to add a section, you may wish to at some point in the future. You can add a new section by clicking on **“Add A Section”** found at the bottom of the edit page. We recommend you only considering adding a

- Section title – for a new title
- Full text width – for a new section with text
- Accordion – for a new section with a series of questions and answers We recommend you add no more than 12 questions and answers in your accordion as standard practice.
- Horizontal rule – for a section with a thin horizontal bar

Again, once you have made your changes click on **“Update”** to save your changes. You can view your changes at any point by clicking on **“View Page”** on the top ribbon after you have saved your changes.

Editing a section which includes text (full width text or accordion sections)

Each of these sections are like a word document, though to ensure consistency across the site the options are much more limited (see ribbon on top of these sections). There are a few points worth been aware of particularly when editing text.

Copying and pasting a word document into any section

You can copy and paste a word document into any section, and this can be a quick way of adding links to other websites and also copying information from another document/ website into your new practice website as you may find it easier to manipulate in a word document. When pasted into a section it will take on the formatting of the website.

Adding a subtitle in a block of text

If you add an extra title into some text (not a section title), this can be highlighted so it becomes

searchable and meets the specific font size and colour across the site. This is done by going to the drop-down list “**Paragraph**” and choosing “**Heading 2**”.

Linking a page to another page on your practice site

Hopefully you will not need to create a link as the practice links have already been created. However, if you want to create a link from one practice page to another practice page, then highlight the word(s) you want to use for the link and click on “**insert/edit link**” (paper clip icon) on the ribbon above the section. You can then search for the page you want to link to (using the title of the page) in the pop-up box. Once you have found the page to link to, save the link by clicking on the “**apply**” button next to the box. To make this link searchable as an internal link, you click on “**Formats**” in the section ribbon and then choose “**Internal Link**” from the drop-down choices.

Link a page to a page on Bucks Health Hub

Again, though hopefully you will not need to do create a link to Bucks Health Hub as these links have already been created, if you want to create a link to a page on Bucks Health Hub, then go to the page on Bucks Health Hub you want to link to and copy the URL on the top of the page, and then just paste the URL into the section you want to include it in. You can edit the URL to shorten it to exclude the wording Bucks Health Services. Ideally for consistency as we have done for other Bucks Health hubs links you should enable the page to open in a new tab. To do this right click on the Bucks Health Hub link and on the pop-up box, you click on “**Edit**” link, then click on “**Link options**” and tick the box “**open link in a new tab**” and then “**Update**” to save changes.

Adding PDFs, already downloaded to the Bucks Health Hub

We are trying to reduce the need for you to have to download PDFs to your own practice website. We have created a page on Bucks Health Hub which holds commonly used PDFs including forms and documents. These can be found on the Bucks health Hub page [Practice Forms – Bucks Health Services](#). You can copy the link to any PDF form or document and paste this into a section. It is probably preferable that when you click on the link you enable the page to open in a new tab. To do this right click on the link and on the box, you bring up click on “**Edit**” link, then click on “**Link options**” and tick the box “**open link in a new tab**” and then “**Update**” to save changes.

Adding PDFs, you download to your own site

Go to the section you want to add a PDF or word document. Click on “**Add Media**”, and then on “**upload files**” and then “**select files**” and find the document you want to attach from your computer. It will be “**inserted into page**” at the point your cursor is. It is probably preferable that when you click on the link you enable the page to open in a new tab. To do this right click on the link and on the box, you bring up click on “**Edit**” link, then click on “**Link options**” and tick the box “**open link in a new tab**” and then “**Update**” to save changes.

Specialist pages

A few pages have some different features, including the home page, the vacancies page and practice polices page and though easy to edit you should be aware of these pages as you need to edit them in a different way.

The Home Page

Much of the home page is editable.

To get to the home page you can do so from the dashboard, by clicking on “**Pages**” and then “**Nested View**” and then click “**home – front page**” which is on the top of the list. You can also go to the home page under “**View Site**” and then click on “**Edit Page**” when on the home page.

From this edit section you can edit

- Quick links - There are presently 24 “Quick links” linking to pages on your practice website (internal page) or to an external website page. You can change the number of links, the text and headings. The links chosen are some of the more popular links.
- **Practice info panel** - which covers the picture of your practice and text on the front page next to the picture.

Sitewide alert/ banner

You can also further edit the home page, by going to **site options** on the left sided menu on your dashboard. You can then edit:

- **Sitewide Alert:** You can show or hide a site banner.
- The “Top buttons” which are the four boxes on the top of the home page. You can edit the text, link and image though we recommend you do not change these.

Adding News Posts at the bottom of the home page and to the new section

To add to or edit the news items found at the bottom of your home page, you go to the menu on the left-hand side of your dashboard and click on “Posts”. To add a new news item, click on “Add New” under “Posts”. Once you have added or edited a post and title, then click on “Publish” to save it to your website. You can edit or delete any post. There is room for 4 of the latest posts on the home page but all posts appear also under “News” on the top ribbon of your site. Under the new menu the news posts appear in date order and remain permanently unless deleted. You can keep a post as one of the 4 home page posts by making the post today’s date by going to the list of posts and then hovering over the post. Under “Quick Edit” you can change the date. Separately to keep a post at the top of the news list in “News” under “Quick Edit” you can “Make this post sticky” without changing the date.

Vacancies

Vacancies options can be found by going to the main menu on the left side of the dashboard and clicking on “**Vacancies**” which you can then edit. This will automatically be added to the Bucks Health Hub which is seen by all practices connected to Bucks Health Hub.

Practice polices

You can find practice polices under “**Your Practice**” on the top ribbon on your website or you can go to your dashboard and click on “**Pages**” in the left-hand side menu, and you find practice policies at the bottom end of the list on “**Nested View**”. You have 3 choices with editing the policy:

- Accept the **standard policy** which has already been written (based on CQC myth buster documents). You cannot edit this version yourself as this is controlled centrally.
- Add your “**Custom policy**” which can be your own or your version of the standardised version.
- You can choose not to show a particular policy “**Do not display**”.

Changing the practice details on the right side of every practice page

These changes can be made by going to the main menu on the left side of the dashboard and clicking on “**Site Options**” and then you can edit “**Practice details**” which cover the information on the right-hand side bar on each page.