

# Table of Contents

<b>XXX Anniversary of current design, Eligible for Redesign XXX</b> .....	2
<b>How To Guide &amp; Feature Descriptions edit</b> .....	2
<b>ADA Compliance</b> .....	3
<b>How to Update Footer</b> .....	3
<b>Header slide show – how to change out images</b> .....	4
<b>How to Change Page Title Image</b> .....	4
<b>Calendar Management</b> .....	5
<b>Directory Management</b> .....	6
<b>Document Library Management edit</b> .....	7

# XXX Anniversary of current design, Eligible for Redesign XXX

Civic Clarity clients become eligible for a free website graphic redesign every three years.

## **What is included?**

Change in font style, size

Change color scheme

Redesigned header

Redesigned footer

## **What is not included? You can have us add the following services, but they are billable**

Adding a mega menu

Adding new content

Editing content

## **How To Guide & Feature Descriptions** [edit](#)

<https://clarityhelp.com/>

# ADA Compliance

## Very Important

#1. Announcements Archive shows all announcements as one long page. ADA best practices do not like giving pagination options. If you choose to do this, it will be a “warning” and not alert if checked for compliance. Probably not a big deal, but Civic Clarity set it up for best practices.

#2. Media images need two fields CORRECTLY FILLED OUT: the title and alternative text. We offer AI to automatically create appropriate alternative text. The title will be the image’s file name.



#3. Civic Clarity completes an ADA Accessibility Review before launch and as requested. The process of our review is outlined at: <https://www.clarityhelp.com/docs/ada-accessibility/>

## How to Update Footer

The footer can be updated ONLY from the Home Page. You will notice it has a golden outline, not blue. The gold signifies this is a global section – any change will be seen on all pages.

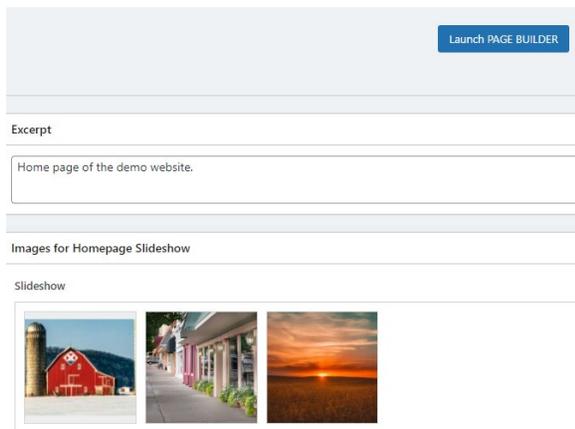
To update, go to home page > choose wrench > edit as needed > Done > Publish – then, you will need to Done > Publish a second time to save the home page.

Don't be concerned if you see two footer sections while updating. Only one will allow you to edit. The other is the current footer that you will be updating once you save your home page.

## Header slide show: How to change out images

Choose **Pages** > hover over **Home** and choose **Edit**.

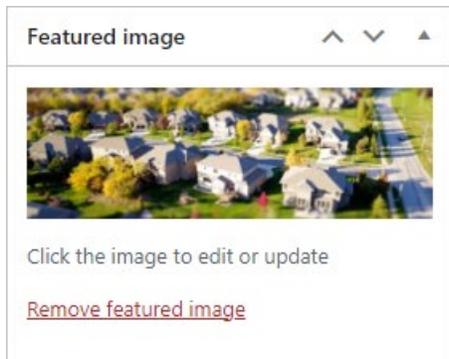
The slide show is directly below blue Launch PAGE BUILDER button. Choose "**Add to gallery**" > click on as many images as you need **Select** > **Update** in upper right corner.



## How to Change Page Title Image

Choose **Pages** > hover over page you want and choose **Edit**> Featured Image > **Remove** featured image

And then choose the featured image you want.



## Calendar Management

There are four display options for Calendar Entries

1. Monthly Calendar Grid
2. List view with the ability to show an image
3. Masonry view, similar to list view by entries are not all the same size
4. Simple list of date, time, and title

View complete instructions at <https://www.clarityhelp.com/docs/general-display-modules/calendar/>

It reviews:

[How to Add and Edit Events](#)

[How to Create a Recurring Event](#)

[How to Edit a single event within a Recurring Event](#)

[How to Edit an event you duplicated from another](#)

[How long an event stays within the system](#)

# Directory Management

Complete instructions can be found at:

<https://www.clarityhelp.com/docs/general-display-modules/directory/>

It reviews:

[How to set up a business listing or available property/office.](#) All content is added to same form

[How to edit or add new business categories to the directory](#)

# Document Library Management [edit](#)

There are three display options for the Document Library:

1. The 2 Pane display is for showing many folders.
2. The List display is for showing the contents of a folder, or maybe a few folders and the contents of one.
3. Individual documents can be added to a page using the text module > Document Library button

View complete instructions at <https://www.clarityhelp.com/docs/general-display-modules/document-library/>

It reviews:

[Add a Folder](#)

[Add a New File](#)

[Edit a File Name](#)

[Add File to Multiple Folders](#)

[Replace a File](#)

[Add an Outside/External Link](#)

[Add a Comment into a Folder to explain missing pdf](#)