Etail Systems Tip Sheet

Objective: To add a styled article to create consistency for specific pages.

The following tells you how to achieve this;-

NB: While creating this HTML, it may be useful to put it in Notepad, so the website won't timeout on you.

Adding / searching for an article

To create or edit an existing article, you'll need to go to Site Admin > Articles – you'll then either search for an existing article & click the edit button, or click the 'Add New Article' button. If you're adding a new article, you'll have to input something into the 'Article remarks' (which is for your reference) & something has to be in the Article Content Text (it'll save if you just leave what text is already in there). Then click 'Add Article' or 'Update Article' in the bottom left of the screen.

NB: If you're making a lot of articles for the same purpose e.g. department SEO info or recipe pages, it may be useful to put a certain word at the beginning so they all appear together e.g. 'Dept – Mens Jackets' or 'Recipe – Autumn Game Casserole'.

NB: For some general HTML information, please ask for the 'Adding an article' walkthrough. Please edit your HTML in the 'HTML tab'.
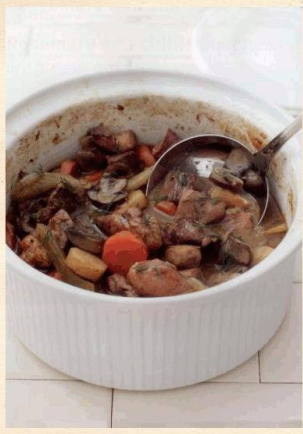
Adding the styling

Once you've let us know how you'd like, you can just copy the HTML & adapt it for your other pages.

Adding a styled article

To get a page looking like this:

You'll need the following HTML. I'll break this down into sections:

NB: Make sure you close any HTML tags you use, or it'll mess up the styling of everything else. To open a HTML tag, you just use <h3> for example, & to close it, put the same, but put a forward slash before the text e.g. </h3>

Title section

- **<div class="title">** - this defines the first area, which is everything from the title, the strapline to the dotted line. Put this as your very first bit of HTML.
- **<h3>Autumn Game Casserole</h3>** - the 'h' tags are for defining how big you want your titles; the smaller the number, the bigger the text. In this case, it's 3.
- **<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum sit amet orci a elit interdum.
</p>** - the 'p' tags define a paragraph. The 'br' tag (which is always written as <br />, as you don't need to open or close it) makes the text/images/anything else go onto the next line. The last tag is closing the 'p' tag.
- **<hr /></div>** - The 'hr' tag (which also doesn't need opening or closing) creates the line break

(dotted in this case, but it differs for each site). The last tag is the 'div' tag being closed, so that section is now complete.

All together, the HTML looks like this:

```
<div class="title">
<h3>Autumn Game Casserole</h3>
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum sit amet orci a elit interdum.
<br />
</p>
<hr /></div>
```

Image section

Next is the image tag, which is written as:

- **IMG_TAG**

This brings in the first image that's in 'Article images'. To bring in a second image, use 'IMG_TAG' again, & it'll bring in the second image. You can re-order the images in the Article images tab.

Please see 'Adding images to articles' walkthrough for how to upload images.

```
<div class="title">
<h3>Autumn Game Casserole</h3>
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum sit amet orci a elit interdum.
<br />
</p>
<hr /></div>
IMG_TAG
```

Ingredients section

The next part is where the Ingredients are listed (we brought in the image in with above tag).

NB: Please make sure the images are the correct size (you may need to play around with this) & then keep them consistent, or they'll push the text underneath it.
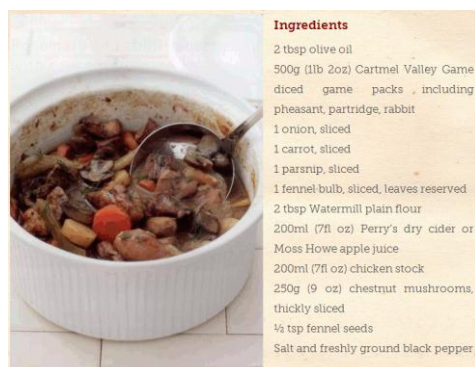
- **<div class="ingredients">** - again, this defines the area.
- **<h4>Ingredients</h4>** - this heading is slightly smaller than the previous one, as it's got the number

4, instead of a 3.

- **<p>2 tbsp olive oil
** - The 'p' tag has been opened as it's the start of a paragraph. The 'br' tag tells the next bit of text to go onto a new line.
- **500g (1lb 2oz) Cartmel Valley Game diced game packs including pheasant, partridge, rabbit
** - the 'p' tag is already open, & this is part of the same paragraph, so we don't need to use it again. Just continue putting the 'br' tag at the end of each new line.
- **Salt and freshly ground black pepper</p></div>** - this is the last line, so you close the 'p' tag, & as it's also the end of the section, close the 'div' tag.

This bit of HTML looks like this:

<div class="ingredients">
<h4>Ingredients</h4>
<p>2 tbsp olive oil
500g (1lb 2oz) Cartmel Valley Game diced game packs including pheasant, partridge, rabbit
1 onion, sliced
1 carrot, sliced
1 parsnip, sliced
1 fennel bulb, sliced, leaves reserved
2 tbsp Watermill plain flour
200ml (7fl oz) Perry's dry cider or Moss Howe apple juice
200ml (7fl oz) chicken stock
250g (9 oz) chestnut mushrooms, thickly sliced
½ tsp fennel seeds
Salt and freshly ground black pepper</p></div>

Method Section

Method

Preheat the oven to 160c (325f/gas 3). Heat the oil in a flameproof casserole and fry the diced meats, stirring occasionally, for 3-4 minutes, or until lightly browned. Remove and keep hot.
Add the onion, carrot, parsnip and sliced fennel to the casserole and fry, stirring occasionally, for 4-5 minutes, or until lightly coloured. Sprinkle in the flour and gradually stir in the cider and stock. Add the mushrooms and fennel seeds, then return the meat to the casserole.
Season well and bring to the boil. Cover tightly with a lid and place in the oven for 1 hour 20 minutes, or until the meat and vegetables are tender.
Sprinkle the casserole with the reserved fennel leaves and serve hot.

Recipe taken from 'One-Pot' simple recipes for hearty, slow-cooked meals available in the shippon for £5.99

- **<div class="method">** - again, define the new area.
- **<h4>Method</h4>** - define the new heading.
- **<p>Preheat the oven to 160c (325f/gas 3). Heat the oil in a flameproof casserole and fry the diced meats, stirring occasionally, for 3-4 minutes, or until lightly browned.
** - You're starting a new paragraph so open the 'p' tag, & use the 'br' tag to force the next bit of text onto the next line. Continue doing this as before.
- **Sprinkle the casserole with the reserved fennel leaves and serve hot.

** - you may want to use 2 'br' tags to create a bigger space between two bits of text.
- **</p></div>** - After you've finished typing, close the 'p' tag & the 'div' tag.

This last bit of HTML looks like this:

<div class="method">
<h4>Method</h4>

<p>Preheat the oven to 160c (325f/gas 3). Heat the oil in a flameproof casserole and fry the diced meats, stirring occasionally, for 3-4 minutes, or until lightly browned.
Remove and keep hot.
Add the onion, carrot, parsnip and sliced fennel to the casserole and fry, stirring occasionally, for 4-5 minutes, or until lightly coloured. Sprinkle in the flour and gradually stir in the cider and stock. Add the mushrooms and fennel seeds, then return the meat to the casserole.
Season well and bring to the boil. Cover tightly with a lid and place in the oven for 1 hour 20 minutes, or until the meat and vegetables are tender.
Sprinkle the casserole with the reserved fennel leaves and serve hot.

Recipe taken from 'One-Pot' simple recipes for hearty, slow-cooked meals available in the shippon for £5.99
</p></div>

If you've created this in Notepad, copy & paste your HTML into the 'HTML text' tab.

Don't forget to save your article, by clicking 'Update Article' in the bottom left.

If you need help creating your article, please call 0844 482 0908 or email support@etailsystems.com