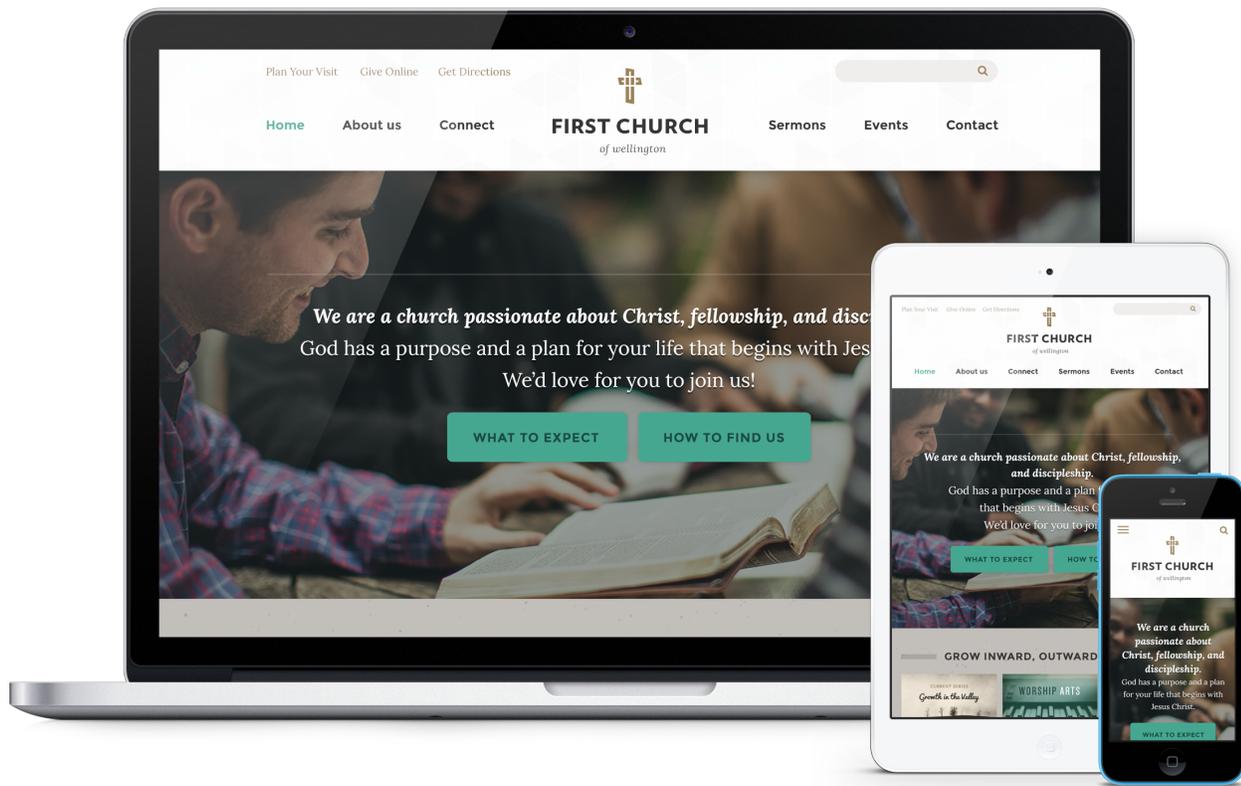


KALEO USER GUIDE



Kaleo is a popular church website design with parallax scrolling that gives depth to your hero image and pages.

Kaleo features clean typography, a unique and intuitive layout, parallax scrolling over a stationary hero and header images, and your most important info up front. The homepage prominently displays a vision or mission statement and two “call to action” buttons. Scrolling down the website, you have the ability to display up to nine quick link images to highlight whatever you need for your visitors.

This article will describe the specifics of the Kaleo homepage. The main difference between each of our designs is the homepage content and how it's structured. With the exception of the homepage, all other pages (subpage layout, sermons page, calendar, and blog) across all of our current designs have the same functionality.

IMAGE SIZES

Homepage

- Homepage Image (Static): 2720 x 1528 pixels (see section 4 below)
- 6+ Homepage Quicklinks: 586 x 352 pixels (see section 8 below)

Other Pages

- Subpage Headers: 2720 x 1528 pixels
- Sermon Series: 1000 x 672 pixels
- Featured Blogposts: 618 x 398 pixels
- Featured Events: 310 x 200 pixels

EDITING THE HOMEPAGE

We will install your site running the full, standard homepage. It displays a lot of content, so we've broken it down into sections in this user guide to make it a bit easier to explain.

Header Section



1) Header Links

Go to: Publish > Widgets > Header Links

The Kaleo design features up to 3 links above the navigation area. You can edit the text and what each item links to. When editing the widget, make sure you leave the links in a bulleted list.

2) Primary Navigation

Go to: Publish > Navigation

The navigation allows for about 6 top level links to pages and an unlimited number of 2nd and 3rd level links. When we install the site there is a "Home" link to the homepage for usability reasons; however, you can remove this link to create create room for another link as needed.

Note: It will be easier to organize your navigation by first creating your pages at Publish > Pages.

3) Header Logo

Go to: Publish > Files

- Create a transparent PNG of your logo and name it logo.png.
- Go to Publish > Files, and upload your logo file.
- Your logo will now appear in the header. If any spacing adjustments are needed, please open an email case by going to *Help Center > Create a New Case* from within the CMS, and we will assist. *Note: you may need to clear your cache to see the new logo appear on your site.*

4) Homepage Image

Go to: Publish > Pages > Home > Header Image

This image needs to be sized to 2720 pixels by 1528 pixels.

5) Text

Go to: Publish > Widgets > Homepage Greeting

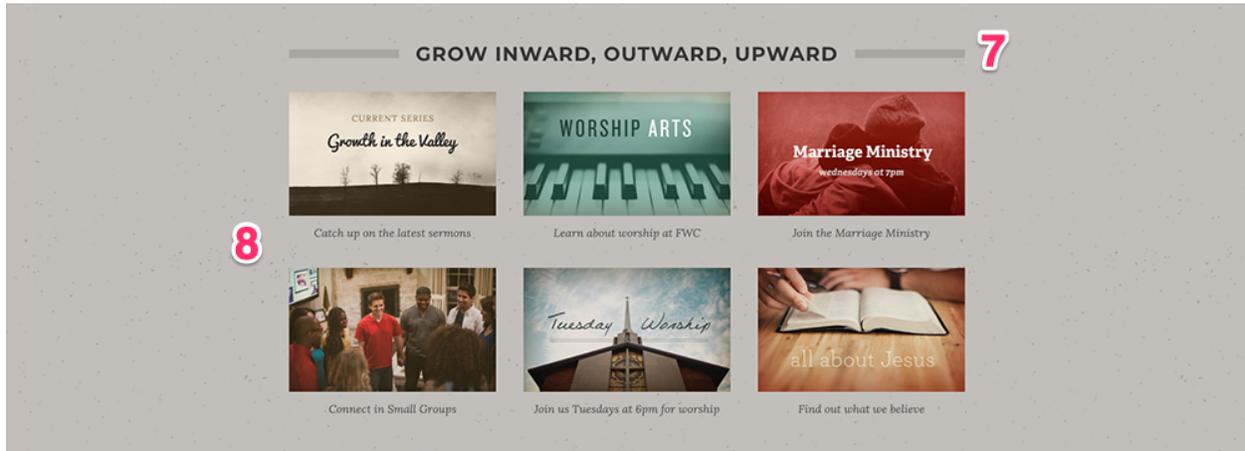
Keep the top line of text as bold, italic, paragraph font. The second line should be in paragraph font.

6) Buttons

Go to: Publish > Widgets > Greeting Buttons

To enable the buttons, please keep the text in the "Paragraph" font and in a bulleted list.

Text & Quicklinks Section



7) Title

Go to: Publish > Widgets > Quicklinks Title

This will display above your quicklink images.

8) Quicklinks

Go to: Publish > Quicklinks

After you add your images in the Quicklinks module, you should also add text below the image. To do this, scroll below the image and click the Edit button. From there you can add a Title to display text below the image

Event Section



9) Title

Go to: Publish > Widgets > Homepage Events Title

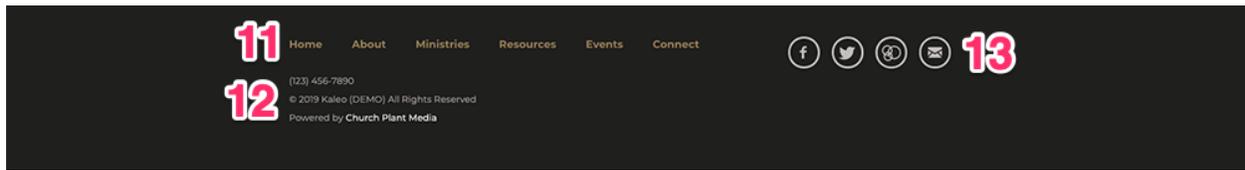
The title is designed for 3–8 words total.

10) Event Listing

Go to: Publish > Events > Your Chosen Events

This section will display the next 3 events. *Note: you can control the types of events (featured or regular) that appear in this list by going to Publish > Events > Settings.*

Footer Section



11) Footer Links

Go to: Publish > Navigation

This section automatically displays all top-level links that you add into the navigation module.

12) Text

Go to: Publish > Widgets > Information

Here you can enter in any text such as your church phone number, address, etc.

13) Footer Social Links

Go to: Publish > Social Links

This section allows you to display multiple social media icons in the footer. From here you can edit, add, and arrange different social media links.

QUESTIONS?

Please open an email case by going to *Help Center* > *Create a New Case* from within the CMS, and we will assist. Thank you!

churchplant
MEDIA