FootFall Foundation

Content Editing Guide

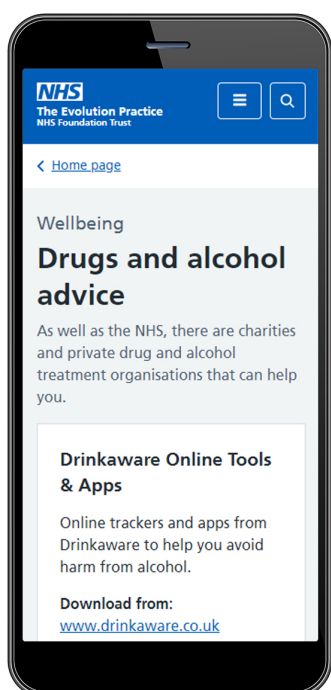support@siliconpractice.co.uk   Tel: 01793 701701

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What is FootFall Foundation?

FootFall Foundation is a new, comprehensive front-end product created to allow practices to edit and manage their own website content at their convenience.

The key components of Foundation have been built based on research conducted by the NHS that looked at how patients use their Practice website, and the topics patients commonly look for. Foundation also adheres to the latest NHS web standards and has been built to AA compliance guidelines.

How do we set it up?

Your new site will be built with existing information taken from your current website, such as:

- practice location
- contact details
- opening hours
- out-of-hours information
- online services
- CQC rating

As well as any content such as clinics and services, practice policies, and news.

The site can be further customised with the support of your coordinator who will walk you through your individual requirements via a remote video session. This session will be arranged during the setup process of your new site.

Once your site has been built and during the customisation process with us, you will be provided with a link to access the site and editing portal.

How do we edit the site?

Once you have logins to edit your site, which will be provided along with your preview, you'll have access to edit the Front Page template and Content Pages. These are made up of sections containing Cards with individual elements such as headings, text, links and images, and specially designed NHS Blocks.

Start by clicking the 'Edit Site' button at the top of the site, and this will take you to the editing portal.
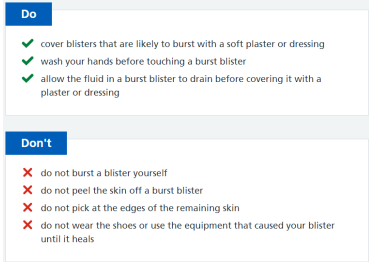
You can also click the 'Edit Page' button on a Content Page, so we can easily access what we want to change directly from the page we're looking at.

NHS Blocks

We have developed specialised NHS Blocks to fit into your Foundation site, which allows you to present pre-set Cards of information in concise, eye-grabbing formats and easily group related topics and links together.

You can stack Blocks to arrange a collection of related topics on a page or to signpost simple information and links to other content.

Some examples of popular NHS blocks include:

NHS Hero - an introduction to the website or content.	
Signage lists - show a set of related links in order of priority.	
Do and Don't lists - help users understand more easily what they should and shouldn't do.	

Warning callout - help users identify and understand warning content on the page, even if they don't read the whole page.	**School, nursery or work** Stay away from school, nursery or work until all the spots have crusted over. This is usually 5 days after the spots first appeared.
Care cards - help users identify and understand the care they need, who to contact and how quickly.	**Speak to a GP if:** • you're not sure it's chickenpox • the skin around the blisters is red, hot or painful (signs of infection) • your child is dehydrated • you're concerned about your child or they get worse Tell the receptionist you think it's chickenpox before going in. They may recommend a special appointment time if other patients are at risk.

Editing the Homepage

When editing the homepage, you'll see two options under Design: *Templates* and *Template Cards*.

Template Cards allows you to edit the content of the header, or main menu, which will already have been built to show the most commonly used links by patients recommended by the NHS so you shouldn't need to make too many changes to this.

The footer down at the bottom of the site will be populated with your practice information, but you can also edit and add any additional links you want here.

Templates shows more options to edit different parts of the website - select *Front Page* to edit the main homepage.

Click the *Pencil* icon next to the Front Page tab or click into the page window, the site will expand and as you hover over different sections, it will highlight the Blocks and Cards with a blue border.

Click inside a border to see editing options pop up to change the order, size and format of the elements within them, or you can simply edit the text elements by double-clicking or highlighting and typing your new wording.

When you're done with your edits, click '*Save*' at the top of the editor page.

Editing Content Pages

The content of pages is formatted using *Cards* and *NHS Blocks* and can be edited in the same way as the homepage. You can also change the *Page Attributes*, which allows you to index pages under a main topic to create 'breadcrumbs' and help users understand where they are on the website, and easily navigate back and forth between related pages.

Once you've made your changes, you can preview them by clicking *Preview* in the top left of the editing page, or click *Update* to immediately make the changes live on the site.

TIP - *When editing both the Front Page and Content Pages, you can click on the Overview icon towards the top left of the editor page, which allows you to see a listed index of your content and rearrange Blocks and Cards from a wider view by dragging and dropping items.*

You can also move multiple elements together on the page using the Ctrl+Shift keyboard shortcut.

Adding New Blocks and Cards

Wherever you're editing the site, click on the blue *Plus* icon at the top left of the editor to browse a wide selection of elements - search for *NHS* to bring up the NHS Blocks, and choose the *Blocks or Cards* you want - hover over each icon for a description of what they can be used for.

Any new blank *Blocks and Cards* will be added to the bottom of the page first, and you can move them into whatever order you need on the page now or later.

Click in the blank *Blocks and Cards* and start adding your content. You can continue to add, arrange, and stack them together on the page until you're done, then *Preview* your changes or *Update* to make them live.

Latest Surgery News

Your homepage includes a section for your Latest Surgery News. Posts can be added by selecting 'Go to News', then click the 'New' button at the top of the site. To edit an existing post, go into the post and click the 'Edit Post' button at the top.

Posts mostly contain text, but you can use Blocks to add images or links for example. For new posts, add your title and content, format your layout, and once you're happy, click 'Publis'h in the top left, and the post will automatically display on the Latest Surgery News section on the homepage. For editing existing posts, once you've made your changes, click the 'Save' option to make the changes immediately live.

For more information and support, please contact us at support@siliconpractice.co.uk or book a training session.