ColdCMS is mostly based on Wagtail. You can find most of the information on how to create Pages, how to use Images, Documents and site Settings, in Wagtail documentation (Editor’s guide). Keep in mind that some features of Wagtail’s admin don’t exist in ColdCMS.

Before going into more specific documentation, please read Wagtail’s documentation about finding your way around. Then you can go through ColdCMS-specific documentation:
Creating new pages

See Wagtail documentation about creating new pages and editing existing pages.

Page Types available in ColdCMS:

### 1.1 Simple page

A simple page has a very basic layout: a title, and a text field, in which you can add images, videos or documents. Read more about rich text fields in Wagtail’s documentation.

It can be used for a legal notice, or any simple information display.
A simple page looks like:


1.2 Generic page

This is the type of the default home page. It suits very visual content, with many images and few text, like a welcome page, an advertisement page, or a project presentation for example.

On this page you can add 14 different types of blocks, in any order and number:

---

### 1.2.1 Classic Blocks

- Header Block
A Header is a block that contains an image, a title, a subtitle and buttons.

- Carousel
A carousel is a group of big images that can be scrolled through with side arrows below a title.

- Text Block
Chapter 1. Creating new pages

The text block is sized about 1/3 of the page width, you can choose the alignment.

- Generic Image
1.2. Generic page

The generic image is on the page with the position of your choice, sized about 1/3 of the page width and you can select the full width option.

- **Big card**
Big card consist of block of text next to an image, you can choice the position of image.

- Card container
Container cards is a block with small cards that contain text below an image, aligned by three below a title.

- **Logo Block**
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The logo block is a logo with a title below.

- Quote Block
The image list block is a list of images.

- **Question group**
Category name

FAQ

The type of question (ex: Accessibility, Rules). You can keep this field empty if your content doesn’t require questions.

Questions *

Question *

Question ?

Answer *

Son, as your lawyer, I declare y'all are in a 12-piece bullet cleaning up that ol' mess you caused. We'll go deliver this crate like professionals.

The question block is composed of title and question with answer.

- **Columns Block**
The columns block contain columns with the blocks of your choice.

- Box Block
The box block surround the block of your choice.
1.2.2 Blocks that depend on external content

• Section preview articles
The section preview articles show the latest articles published below a title.

- Form
The form block show the form selected below a title.

Read more about inserting images and using rich text fields.
1.3 Contact page

A contact page is specifically designed to contain contact information: address, phone number, email address, and opening hours.

![Editor interface for contact page]

- **Address**: blank field
- **Phone Number**: blank field
- **Contact Email**: example@example.com
- **Opening Hours**:
  - **Day of the week**: Monday-Thursday
  - **Opening hours for the given day**: 10am-10pm

The contact page will look like this:

1.4 Form page

A form page contains a form for the user to send an email to the administrators of your Coldcms.
Contact

TITRE *

Contact

INTRO

Écrire ici...

ENREGISTRER LE BROUILLON  

Étiquette: * Email

Le label du champ de formulaire

Texte d’aide: Email

Requis:

Type de champ: E-mail

Champs:
For each form created, you can extract the data sent by the visitors.
1.5 FAQ page

A FAQ (Frequently Asked Questions) page is designed to easily add question categories, and under each one display several questions with their answers. The answers appear as collapsible content under the questions. The user can click on the arrow to the right of the question to show/hide the answer.
If you don’t want to use categories, you can create only one category, without a name, and put all of your questions in there.

Read more about using rich text fields.

The FAQ page looks like this:
1.6 Partners page

A partners page is designed to simply list partners, with their logo, name and website.
You can sort the partners within categories. If you don’t want to use categories, you can create only one category, without a name, and put all of your partners in there.

The logo is displayed above the partner’s name, and they are both clickable, redirecting to the partner’s website (if a website URL has been provided).

The partners page looks like this:
1.7 Blog page

The **first step** to create a blog is to give it a title and eventually an intro. The title is the one that will appear in the menu bar.
A blog index page is then created, listing all the blog posts (starting with the most recently posted) - here we suppose our blog already has two posts:

The second step is to add blog posts to your blog. A blog post is a type of page that can only be the child of a blog. Same way around, a blog can only have blog posts as children pages.

A blog post can have a title, a post date, tags, an intro, a content, and images.
EDITING BLOG PAGE  Blog post #2

BLOG INFORMATION

Post date:  2020-05-19

Tags:  mytag  othertag

A comma-separated list of tags.

INTRO

Phasellus mollis nunc interdum nulla consequat venenatis.

BODY


More information about inserting images and using rich text fields.

A blog post looks like this:

```
Lorem ipsum Simple page Wikipedia My blog

Blog post #2
Phasellus mollis nunc interdum nulla consequat venenatis.

Nunc id mi consequat, commodo magna in, congue tellus. Donec ultrices imperdiet diam, id fringilla enim. Vestibulum sed turpis a risus scelerisque orci a fermentum vitae sagittis. Quisque dictum velit rutrum fringilla convallis. Vestibulum id ipsum, orci vitae ultrices, tellus in auctor auctor, non id aliquam. Donec facilisis, non vel luctus, vitae velit. Suspendisse non eu elit habitant in libero at a. Proin augue ullamcorper, vel a nunc

Additional pages exist aside from the main blog index page and the blog posts:

• One page per tag, listing all posts with the given tag. E.g. in our example, there are two posts tagged ‘mytag’:
And there is one post tagged 'othertag':

A tag page appears when clicking on a tag from a blog post.
An author page appears when clicking on the author’s name from a blog post.

General layout:

• Simple page
Lorem ipsum dolor sit amet
Phasellus a facilisis ligula, non viverra tellus.

Button


- Generic Page
Chapter 1. Creating new pages

### Ut ut odio tempus

Cras commodo risus urna, vel placerat ligula. Efficitur feugiat, integer non est tempus ante velit nec imperdiet. Integrop ac pulvinar massa. Cras ornare feugiat felis eget vestibulum. In eget orci hendrerit bibendum enim in.

[Read more...]

### Nam loboertis magna sit amet

Vestibulum mattis eget magna vehicula pellentesque. Pellentesque id massa efficitur, feugiat est id. Lacinia ullam. Donec sit amet tortor pulvinar, mollis ex non, eleifend leo. Suscipit sed efficitur enim eget tellus posuere, in s molestue neque lacinii.

[Read more...]

### Proin id eleifend velit

Donec ut maecenas magna. Duis efficitur mi ac dictum malesuada. Cumbitur egest orci, luctus a quam vitae, volutpat lectus nunc. In viverra, mi ut egestas venen, velit nunc volutpat lectus, non finibus vitae dui ac sapien. Vivamus eu leo nisi.

### Vestibulum nec urna


[Read more...]
• **Contact Page**

![Contact](image)


• **Form Page**

![Form](image)

• **FAQ Page**

1.7. Blog page
• Partners Page
• Blog Page
My blog
welcome to my blog!

Blog post #2
Phasellus mollis nunc interdum nulla consequat venenatis.
Read more...

Blog post #1
Quisque sed nunc ut eros facilisis interdum ut vitae libero.
Read more...


Managing the menu

By default, the menu bar appears at the top of each page. It contains links to the different pages of the website, as well as eventual external links.

Some options are available to edit this menu:

### 2.1 Show/Hide the menu bar

By default, each page created appears in the menu bar.

If you want to remove a page from the menu bar:

- When editing the page, go into the ‘Settings’ tab, uncheck the box ‘Show in menus’ (checked by default), and publish the page.

If you want to hide the entire menu bar:

- Go into the menu ‘Settings’ and then ‘Menu options’.
Check the box ‘Hide menu’ (unchecked by default), and save.

Example of a page with a menu bar:
2.2 Create a dropdown menu

A dropdown menu can only be created as a child of a generic page (which is the default home page type).
Once you have created a dropdown menu, you can add as many child pages as menu items you want to appear in the dropdown. Each item links to the given child page. An item can also be an external or internal link.

In the end, a dropdown menu will look like this:

2.3 Add an internal or external link

Links will appear in the menu bar, and redirect to another page (either internal or external to the website). A link to an internal page will open in the same tab (and replace the current page), a link to an external website will open in a new tab.
2.4 Add social media icons

In the menu bar, you can add links to your social media as icons (see in section Adding a footer to add them in the footer).

Go to the menu ‘Settings’, then ‘Menu options’. Click on ‘Social media icon’ to add one. You can add as many as you want, although ColdCMS provides icons for 9 social media for now (list below).
Fill in the icon type, the link to your social media, and the text you want to appear as a link next to the social media icon.

The social media icons available are:

- Facebook
- Twitter
- Instagram
- Youtube
- Pinterest
- LinkedIn
- GitLab
- GitHub
- Tumblr

A social media icon in the menu bar looks like this:

And in mobile version:
You can choose to add the icon only, without any text, but be aware that some social media companies require a text beside their logo. You can find information on their respective branding websites.

It is not advised to use many social media icons with long text in the menu bar. Instead, you can also add them in the footer. See in section Adding a footer.

A menu bar with the icons without text looks like this:

And in mobile version:
ColdCMS Documentation, Release 0.1.0

ColdCMS
FAQ
Blog
Contact
Partners

facebook
Twitter
Instagram
You can choose which type of image you want to use. Either a vector image in SVG format or an image in PNG or JPG format.

**Image type** *

JPG, PNG, WEBP, GIF

**Image**

CHOISIR UNE IMAGE

**Image type** *

SVG

**Svg**

CHOISIR UN DOCUMENT
ColdCMS generates static websites. This means the pages aren’t dynamically built, in order to reduce the server’s jobs. Hence you will sometimes need to explicitly ask the server to re-build the pages, to make sure all your modifications have been taken into account on the client website.

Although, most of the time, the pages will re-build automatically when you save or publish your changes.

Sometimes, it is also possible that your browser cached the webpage. If you don’t see the new page right away, try hitting `Ctrl + Shift + R`.

To re-build a page, click on the button ‘More’, and then ‘Re-build page’ at the bottom of the dropdown menu.

- **From a parent page:**
The page will take a few seconds to re-build. If you don’t see your modifications right away on your website, wait a little longer and refresh the page.
Adding a logo

You can add a logo through the menu ‘Settings’ and then ‘Logo’.
Then pick an image to be used as your logo. The second logo is present in settings for the particular cases, see the theme part in the README.
The logo will appear at the left of the menu bar, and in the tab icon. The logo in the menu is clickable, and redirects to the home page.
Managing colors

You can change the default colours in coldcms on this page.
EDITING Colors

BLACK *
#000000

BLACK BIS *
#121212

BLACK TER *
#242424

SAVE
#363636

GREY DARK *
#4A4A4A

GREY *
#7A7A7A
Adding a footer

To add a footer, go into the menu ‘Settings’, then ‘Footer’.
There you can add several footer columns. Each column contains several links to either internal or external pages. A link to an internal page will open in the same tab (and replace the current page), a link to an external website will open in a new tab.

You can give names to your columns, e.g. to sort the links into categories, or you can just use the columns for display, without naming them.
A footer with 3 columns looks like this:

You can also add social media icons in your footer.
Click on ‘Social media icon’, then fill in the icon type, the link to your social media, and the text you want to appear as a link next to the social media icon.

Social media icons in the footer look like this:
More information on social media icons in Managing the menu / Add social media icons.
If you know CSS, you can custom the appearance of your website yourself, by uploading a stylesheet. For that, go into the menu ‘Settings’, then ‘CSS stylesheet’.
Then upload the file you wish to use as CSS, and save. Read more about uploading documents on Wagtail’s documentation.

For example, the default menu bar looks like this:

![Default menu bar](image)

After adding this CSS stylesheet:
The menu items have different colors:

Lorem ipsum  Simple page  Wikipedia