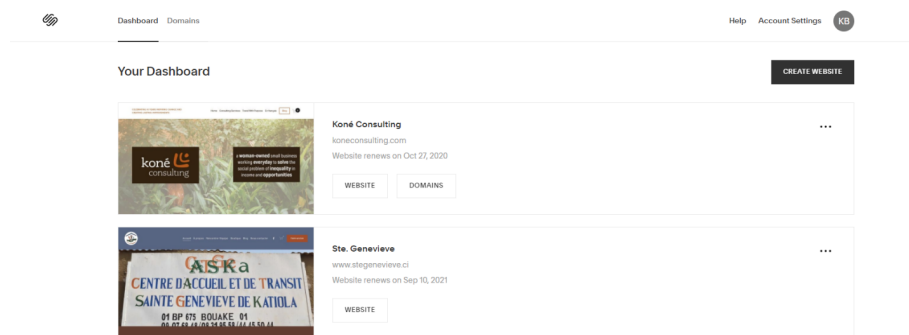# Squarespace Training Handbook

Squarespace is a website building platform that, as an Administrative Assistant, you will use to modify and update the Koné Consulting website. This handbook will provide with you with the basic information you will need to complete such tasks with ease.

Logging In

To begin, log into your Squarespace account. This will be set up and provided to you from our IT team.

1. Type Squarespace.com into your browser and select "Log In"
2. Type in your email and password and click "Log In"
3. Type in your provided email and password

Your Dashboard

Once you've logged in, you'll see your dashboard and the Koné Consulting website. Here you can see the websites connected to Squarespace.

> **Commented [MB1]:** Love that you added pictures!
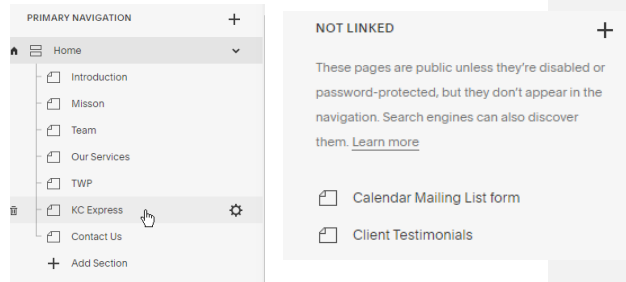>
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Editing – The Basics

To make changes to the Koné Consulting website, hover your cursor over the picture of the website. You'll see an option appear saying "Go To Website". Click this option.

From here, you'll see on the left-hand side of the window all the information Squarespace offers. In order it goes Pages, Design, Commerce, Marketing, Scheduling, etc. To access a page on the website, click "Pages",

To edit page content:
1. Navigate to Pages
2. Select which page of the site needs to be updated. There are two places that pages can live.
    a. Linked under main navigation
    b. Unlinked
        i. Pages are public but don't appear in main nav bar

3. Once page has been selected, hover mouse over the preview to get the option "Edit". If you want to change content, click through, and make your changes.
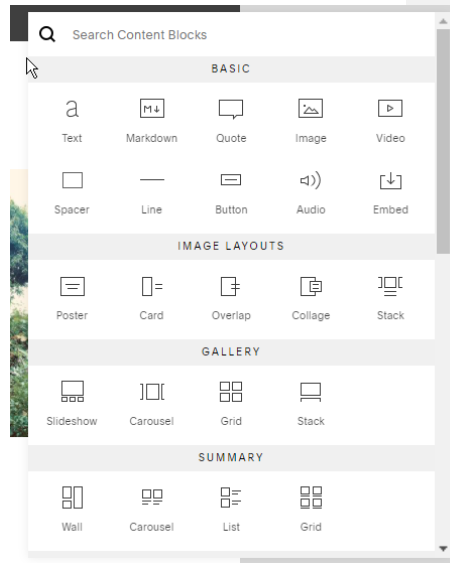
Front-end Editing
Editing interface:

Hit the '+' button located on the right-hand side of the toolbar to access your content block options. A pop-out box will appear with different content block options.

To add a block, simply click and drag it onto the page. Once placed, you will be able to move the blocks around.
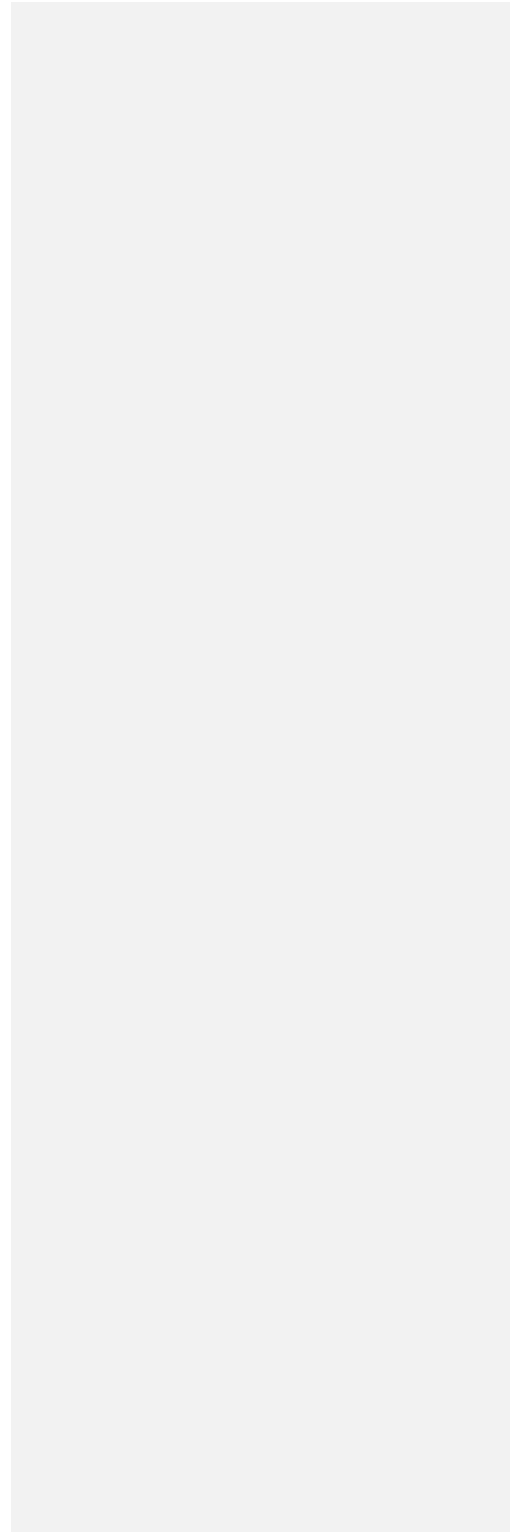
What do they do?
- Text: Add texts to your page. Once added, you have the option of choosing alignment and different style options. You are limited to the preset Squarespace themes.
- Image: Drag content block on will put a placeholder. You must upload your image after placing the block. The design tab allows you to select how your caption will accompany the image.

- Spacer: This acts as an invisible content block that helps shape where the rest of the block live on the page
- Gallery options: When including multiple photos, there are several gallery options to choose from. You can switch between Slideshow/Carousel/Grid/Stack after you upload the images by accessing the design tab.

Getting familiar with the content blocks will come with practice. See the "Practice Page" under the unlinked section on Squarespace and follow along our tutorial.

4. If you would like to edit more advanced options other than content (URL/SEO/etc.), on the left hand side, click the gear icon. It will bring you to a page like this. See advanced options section for more details