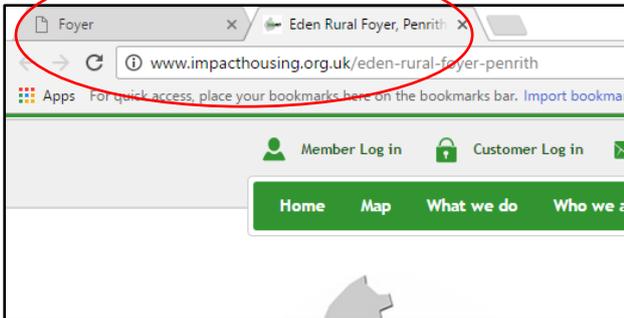# WHITEHAVEN FOYER SITE USER GUIDE

GENERAL INFORMATION

The site is intended to provide information relating to the various activities at Whitehaven Foyer. It explains clearly what a Foyer is, the history of Foyer's and how this new facility in

Whitehaven was developed. The Foyer has strong links to Impact Housing and the two other Foyers in Cumbria: Eden Rural Foyer and South Lakes Foyer. The site should be very straightforward to use and there are useful tips which will pop up to help you navigate your way around. The site will always remain open, even if another page appears because you have clicked on a link to an outside page, such as one our funders (even by mistake), as can be seen highlighted in red in the panel.

FEATURES OF THE SITE

Each page of the site is laid out in the same way to avoid confusion and make it easy to navigate. This provides consistency and any visitor will see the same features on each page that operate in the same way. The main feature at the top of each page is the navigation bar. This provides links to all the other pages connected to the site, as well as to social media sites Facebook and Twitter.

The navigation bar features a drop-down menu which will operate when the mouse hovers over that area of the page. When this happens, more links will appear and if the user clicks on any of these a new page will open. Any pages that are from outside organisations will open in a completely new window, with the old window remaining open underneath as shown above. Clicking on pages that are part of the Whitehaven Foyer site will open the relevant page, and the existing page will close, but the navigation bar will still be there for the user to use if needed, to go back to the previous page, or on to another.

At the bottom of the page is an area known as the footer and this contains our address and telephone number. If you are on a mobile phone, then clicking on the phone number or the phone icon at the top of the page will automatically give you the option of making a call.

LOCATING INFORMATION

Finding information on this site is very easy. The main way to do this is by using the navigation bar at the top of the page. This 'bar' features on all the pages and all the links are the same each time. Moving the mouse over the bar you will see the word you are over change colour and another menu 'drop down' below it. Clicking on any of these further links will take you to the relevant page. At the right-hand side of the navigation bar can be found links to social media as mentioned earlier, and using these will take you to the appropriate page. Contact details can also be found on the page and it is possible to get in touch with Whitehaven Foyer by email, letter or telephone using the details given on the site.

There is also a site map which can be used to take you directly to all the pages connected with the website. This can be found by following the link to 'Site Map' on the navigation bar.

DESIGN INFORMATION

The site was designed to be mobile responsive and will be perfectly readable and understandable on whatever device you are using. It has also been tested on a variety of browsers including Safari (for IPad, IPhones and Apple Computers), Google Chrome, Opera, Firefox and Internet Explorer. However, it should be noted that the site is not compatible with versions of IE from 8 downwards.

TECHNICAL MAINTENANCE INFORMATION

General technical maintenance of this site should be carried out by persons with a thorough knowledge of HTML5 and CSS3. To assist with this all code has been annotated with various instructions relating to style, content and good practice. Any further changes or updates should conform to these established procedures. The site has also been created with the use of WC3 Validation Service and all future programming should be conducted on this basis. This site was created using Notepad++ and use of similar text editor or IDE is recommended.