WORDPRESS.LOCAL · GROOVE-STUDIO

Groove Studio Content Manual

A field-by-field guide to editing Pages, Journal, Projects, Collections, Products, menus and forms in the WordPress admin — written against the site as it stands today, not a generic WordPress guide.

Admin: /wp-admin/ **Editor:** Classic Editor **Prepared:** September 2026

24	9	20	22	2 +13
PAGES	JOURNAL ARTICLES	PROJECTS	PRODUCTS	COLLECTIONS + SUB

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00
ORIENTATION

Before you start

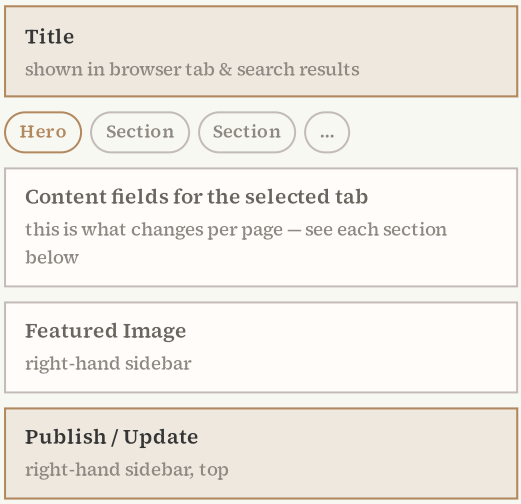
Log in, and understand the one idea that makes every page in this manual make sense: **sections on a page are fixed, not built.**

LOGGING IN

01	Go to `› wp-admin` — on the live site that's your domain followed by `/wp-admin/`.
02	Sign in with the username and password your developer gave you. You'll land on the **Dashboard**.
03	The left-hand admin menu is your map for this whole manual: `Pages` `Journal` `Projects` `Products` `Brands` `Enquiries` `Forms` `Appearance` `ACF Global` — each has its own section below.

HOW A PAGE IS ACTUALLY BUILT HERE

This site does *not* use a drag-and-drop page builder. Every page, article, project and product has its content organised into a fixed set of named tabs — you fill each one in, but you can't add, remove, duplicate or reorder them. If a section isn't listed for a page in this manual, it isn't there to edit; ask your developer rather than looking for it.



① The `Title` field is standard WordPress — rarely shown on the page itself, but always used for the browser tab and admin lists.

② Below the title is a row of `tabs` — one per section of the page. Click a tab to reveal its fields.

③ Fields keep the same white-background WordPress look throughout: text boxes, image pickers, repeatable rows.

④ Always `Update` (or `Publish`) in the top-right box — nothing saves on its own. Use `Preview` first.

TWO QUICK HABITS

Preview before you Update on anything client-facing — image crops and long headings can behave differently than the editor suggests.

Leave a field empty on purpose when this manual says "falls back to..." — several images and lists are designed to auto-fill from elsewhere, and forcing a value can just be extra upkeep later.

01

CORE PAGE

Home

Open via `› Pages → All Pages → Home`. Five fixed tabs, top to bottom on the live page.

Home Hero

Full-bleed opening banner with the eyebrow, heading and description.

`Background Image (Desktop)` `Background Image (Mobile)` `Eyebrow` `Heading` `Description`

Featured Collections

A curated row of collection cards under the hero.

`Heading` `Collections (max 4)`

Groove Studio

Studio-intro block: two top images, an intro line, then a tall image beside body copy and a button.

`Label` `Top Left Image` `Top Right Image` `Intro Text` `Bottom Image` `Body Text` `CTA Button`

Aurelia

The showcase carousel (internally "Home CTA") between the studio block and journal teaser.

`Slides → Title` `Slides → Image` `Slides → Description`

Journal

"Our Journal" teaser band above the footer.

`Label` `Heading` `CTA Button` `Posts (optional)`

Leave **Journal → Posts** empty to always show the latest published articles automatically — that's usually the right choice.

IMAGE ORIENTATION, BY FIELD

`Hero backgrounds` full-bleed, desktop version used at ≥ 1080px screen width, mobile below that.

`Top Left` landscape. `Top Right` square. `Bottom` tall portrait.

02

CORE PAGE

About

`› Pages → All Pages → About` . Five tabs.

Hero

Opening statement, labelled "Our Story".

`Heading` `Body`

About Us

"Who we are" — main narrative, with a closing emphasis line.

`Heading` `Body` `Emphasis` `Image`

Our Values

Three numbered value cards.

`Values (max 3) → Number` `Title` `Body`

Capabilities

Three-card "Capabilities" row.

`Cards (max 3) → Title` `Image`

Contact

Closing CTA band.

`Background Image` `Heading` `Body`

"Our Values" and "Capabilities" are hard-capped at 3 cards each — a 4th row added to the repeater simply won't display.

03

CORE PAGE

Contact

`› Pages → All Pages → Contact` . Four tabs — company phone/email/address lives in Global Settings, not here.

Hero & Form

Intro copy above the embedded contact form.

`Form Intro` `Gravity Form ID`

Contact Details

Studio hours text next to the form.

`Studio Hours`

Schedule Card

Sticky "Schedule 30 min" card — opens the Calendly modal.

`Eyebrow` `Heading` `Body`

CTA

Closing band. Button always points to `› /faq/` .

`Background Image` `Heading` `Body`

DON'T CHANGE THE GRAVITY FORM ID LIGHTLY

It defaults to the site's real Contact form (Form #2). Changing it points the whole form embed at a different Gravity Form — only do this if a developer has set up an alternative form for you.

04

CORE PAGE

FAQ

`› Pages → All Pages → FAQ` . Three tabs.

Hero

Opening statement, labelled "Support".

`Heading` `Body`

FAQ

The category filter pills and accordion — the whole question list.

`Questions → Category` `Question` `Answer`

CTA

Closing band. Button always points to `› /contact/` .

`Background Image` `Heading` `Body`

Each question's **Category** value drives the filter pills at the top — generated automatically from whichever categories are in use.

05

CORE PAGE

Privacy Policy & Terms

Both `› /privacy-policy/` and `› /terms-conditions/` use the same template — edit each independently from `› Pages → All Pages`.

Intro

Page heading, above an auto breadcrumb.

`Heading` `Intro`

Sections

The legal body — a sticky table of contents is generated automatically from your section titles.

`Sections → Title` `Body (rich text)`

Add or remove rows in the **Sections** repeater freely — the on-page table of contents updates itself.

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CONTENT TYPE

Journal

The site's editorial/blog content. `› Journal → Articles list` to browse, `› Journal → Add New Article` to write one. (A separate, older **Blog** page uses standard WordPress Posts — see Good to know; Journal is the one that's linked and maintained.)

ARTICLE FIELDS

Journal Listing Byline shown on cards and the article page. `Author` `Read Time (minutes)` `Card Excerpt`	**Intro** Opening lead paragraph and body. `Intro Lead` `Intro Body`
Quote Figure Mid-article pull-quote. `Figure Image` `Quote`	**Body** Remaining copy and the full-width mid-article image. `Body` `Banner Image` `Closing Body`
Featured Product An embedded product card, if relevant. `Product (optional)`	**Related Articles** Sidebar of further reading. `Related Articles (max 3, optional)`

LEAVE EMPTY AND IT AUTO-FILLS FROM

Author	defaults to "Groove Studio"
Read Time	calculated automatically from the article's word count
Card Excerpt	falls back to Intro Body, then the article's own content
Related Articles	fills with other articles sharing the same category

CATEGORIES & THE FEATURED ARTICLE

Manage categories at `› Journal → Categories`. Current set: `Design` `Installation` `News` `Projects` `Trends`. An article's **first** assigned category becomes its primary tag — assign the most important one first.

> **THE HERO ARTICLE ON /JOURNAL/ IS PICKED BY HAND**
>
> Open `› Pages → All Pages → Journal` and set **Featured Journal** — the only way the large hero article changes. Required field; the chosen article still also appears in the regular grid below.

07

CONTENT TYPE

Projects

Portfolio / case studies. `› Projects → Add New`.

Overview

Hero description and detail table (Design/Location/Year/Status rows are pre-filled — edit values, not labels).

`Description` `Overview Details`

Gallery

The asymmetric image collage beside the description.

`Gallery Description` `Gallery Images`

Products

Which Products this project used, if you want to list them.

`Products on this Project (optional)`

The **Related Projects** carousel on a project page is always automatic — there's no field for it.

> **PRODUCT ↔ PROJECT IS TWO SEPARATE LINKS**
>
> Picking products here on a Project is one direction. Each **Product** can separately pick up to 3 "Featured Projects" of its own (see Products) — the two aren't mirrored automatically.

ARCHIVE PAGE — /PROJECTS/

Single masonry grid, no pagination. Sort by `Latest First` `Oldest First` `Title A–Z` `Title Z–A` — no category filter, nothing to configure.

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CONTENT TYPE

Collections

Collections aren't their own admin list — they're a hierarchy of terms under `› Products → Collections`, and every Product is assigned to exactly one. The one structure worth understanding carefully before adding new tile ranges.

THE THREE-LEVEL HIERARCHY

LEVEL 1 MATERIAL	Porcelain · Natural Stone
LEVEL 2 SUB-COLLECTION	Unique Bourgogne · Unique Travertine · Forever · Imperial · Salt Stone · Twiggy · Varana Stone
LEVEL 3 DESIGN (OPTIONAL)	Ancient Design · Minimal Design · Ruled Design · Vein Cut Design

> **⚠ SAME DESIGN NAMES REPEAT UNDER DIFFERENT SUB-COLLECTIONS**
>
> Both **Unique Bourgogne** and **Unique Travertine** have their own "Ancient Design", "Minimal Design", "Ruled Design" and "Vein Cut Design" children — five separate terms sharing four names. Always confirm the *parent* in the term list, not just the name.

WHAT'S EDITABLE AT EACH LEVEL

EVERY TERM (ALL 3 LEVELS)

Featured Image	hero image, Featured Collections card, and List-view fallback thumbnail
Megamenu Right Image	shown in the header's Collections flyout
Megamenu Bottom Image	falls back to the Right Image if empty

SUB-COLLECTION & DESIGN TERMS ONLY

Hero → Intro Text, Specs	"Formats" rows also power the size selector on every product in that collection
Resources	4 optional downloads: Catalogue, Installation Guide, Technical Sheet, Material Warranty
Banner	click-to-play video between the hero and the product list
Products → Products Intro	the product list itself is fully automatic — this is intro copy only
Featured Project	one Project, shown in a "Featured Project" band

Top-level terms (Porcelain, Natural Stone) only get Featured Image + megamenu images.

COLLECTIONS INDEX — /COLLECTIONS/

Nothing to configure — a grid/list filterable by parent, entirely generated from the taxonomy above.

09

CONTENT TYPE

Products

Individual tiles/items — e.g. "Vein Cut", "Black Iron". `› Products → Add New`.

Collection Which collection this product belongs to — single choice. `Collection (radio tree, pick one)`	**Colour** Powers "Choose a Colour" — links to sibling products in other colours. `Colour (1 of 10 fixed swatches)`
Features "Choose a Feature" pills on the product page. `Features (checkboxes, fixed list)`	**Gallery** Full-width lifestyle image carousel. `Gallery Images`
Specs Label/value spec table (Brand, Origin, SKU, Variation, Thickness, P rating pre-filled). `Specs (label + value rows)`	**Featured Projects** Up to 3 projects shown on the product page. `Featured Projects (max 3)`

FIXED OPTION	CHOICES
Colour	White · Chocolate · Silver · Cream · Pink Halite · Green Emerald · Sand Dust · Pure White · Grey Ash · Black Iron
Features	a fixed 4-item checklist

Leave **Swatch Image** empty and the product's Featured Image is used instead. Leave **Featured Projects** empty and the 3 most recent projects pre-fill automatically. **Related Products** is always automatic — same-collection siblings.

> **SIZES COME FROM THE COLLECTION, NOT THE PRODUCT**
>
> The "Choose a Size" selector is built from that product's *collection's* Specs → Formats rows (see Collections) — no size field on the product itself.

> **⚠ FINISH (NATURAL / FULL LAPPATO / TECHNICA) CAN'T BE EDITED HERE**
>
> The three finish options and their icons are fixed in the site's code — no field to add a new finish or reassign one through wp-admin. A finish outside these three is a developer request.

DUPLICATING A PRODUCT

From the Products list, use the **Duplicate** row action — clones content, collection, featured image and every field above into a new "(Copy)" draft.

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CONTENT TYPE — CURRENTLY UNUSED

Brands

`› Brands → Add New` exists and is fully built, but there are **0 published Brand entries** today, and `› /brands/` isn't in either menu. Documented here for when it's needed.

Listing Card on /brands/. `Label` `Tagline` `Description` `Links` `Image override`	**Hero** Full-bleed detail hero (defaults to "The Product"). `Eyebrow` `Heading` `Image`
About Narrative block (heading defaults to "About {Brand Name}"). `Heading` `Lead` `Body`	**Brand Card** Facts panel. `Logo` `Origin` `Type` `Speciality` `Website`
Gallery Tall + square image pair with a pull-quote. `Tall Image` `Square Image` `Quote`	**Collections** "Current Collections" band. `Collections (max 3)`

Brands do not connect to Products or Projects directly — only to Collections, one-way.

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SITE-WIDE

Header, footer & menus

Menus live at `› Appearance → Menus`. Two menus: **Main** (header) and **Footer Menu**.

MENU	CONTAINS
Main	Home · Collections (Porcelain, Natural Stone flyout) · Journal · Projects · About us · Contact
Footer Menu	Collections · Journal · Projects · About us · Contact

> **⚠ EDIT THE EXISTING "MAIN" MENU — DON'T CREATE A NEW ONE**
>
> The header reads the **Main** menu directly rather than following whichever menu is assigned to "Primary". A new menu assigned to Primary won't change the header — that needs a developer. Editing items inside Main is completely safe.

THE COLLECTIONS FLYOUT IS SEMI-AUTOMATIC

A top-level item titled exactly "Collections" gets a full image flyout automatically, built from the top-level Collection terms (Collections). Each column's imagery comes from that Collection term's own image fields, not the menu item.

FOOTER CONTENT

ELEMENT	WHERE TO EDIT
Social icons	Global Settings → Social Media
Legal links	Global Settings → Terms & Policy
Copyright line	Global Settings → Copyright
Phone / Email / Address	Global Settings → Contact Info
Menu links themselves	Footer Menu, above

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SITE-WIDE

Global settings

One screen for content that repeats across the whole site: `› ACF Global → Global Fields`.

GROUP	FIELDS	USED ON
Contact Info	Phone, Email, Address, Map link	Footer, default enquiry-email inbox
Social Media	repeater of link + platform	Footer, header mega-menu
Terms & Policy	repeater of link title + URL	Footer legal row
Copyright	text	Footer
Calendly URL	single link	"Schedule Now" modal on Contact
Newsletter copy	Placeholder, Button text	Footer newsletter sign-up
Site Popup	Enabled toggle, Heading, Subheading, Description, Information, Images, Button	Promo popup on page load, site-wide

> **TURNING THE POPUP OFF**
>
> Tick the popup's disable toggle to switch it off site-wide without deleting its content.

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SITE-WIDE

Forms & enquiries

Three Gravity Forms power the site, at `› Forms → Forms`. Fields/confirmations are kept in sync by the theme — treat the field list as fixed; use Gravity Forms mainly for notification emails and entries.

FORM	USED ON	ON SUBMIT
Contact Form	/contact/	Redirects to /contact/thank-you/
Product Enquiry	/enquiry/	Creates Enquiry record, emails Contact Info address, redirects to /enquiry/thank-you/
Newsletter Subscription	Footer	Redirects to /contact/thank-you/

HOW THE ENQUIRY CART WORKS

A request-a-quote flow, not e-commerce. A visitor adds tiles to an **Enquiry List** drawer while browsing Products, then goes to `› /enquiry/` to review and submit one form with contact details. The list only exists in the browser until submitted.

REVIEWING SUBMISSIONS

Every submission lands at `› Enquiries` (only real submissions appear — no manual "Add New"). Each shows customer details, the full product list, and a status:

`New` `Technically reviewed` `Consultation scheduled` `Closed`

The "Material" shown per product is pulled from that product's own Specs (or Collection name if empty) — keep those accurate.

THANK-YOU PAGES

PAGE	BELONGS TO	EDITABLE CONTENT
/contact/thank-you/	Contact Form & Newsletter	Heading, Body, Hero Image, CTA
/schedule-consultation/thank-you/	Consultation booking	Same fields (shared template)
/enquiry/thank-you/	Product Enquiry	Heading, "What Happens Next" steps — product list is a live receipt, not editable

> **⚠ REVIEW THE ENQUIRY "WHAT HAPPENS NEXT" COPY**
> Its default steps reference "your lead stone mason" and Gold Coast/Brisbane showrooms — reads like placeholder text from another project. Check the Steps repeater matches how Groove Studio actually follows up.

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SITE-WIDE

SEO

Yoast SEO is installed and active. On any Page, Journal article, Project, Brand or Product, scroll to the **Yoast SEO** box beneath the main editor.

Focus keyphrase	the term you want that page to rank for
SEO Title	overrides what shows in Google & the browser tab
Meta Description	the search-result snippet — aim for ≤ 155 characters

On **Product** pages, if you leave the Yoast SEO Title blank, the theme automatically builds a sensible one from collection, design and colour.

No Google Analytics, Google Site Kit or Tag Manager is installed on this site today.

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REFERENCE

Good to know

A few things in the Pages list that look like content but aren't part of the live site.

PAGE	STATUS
Blog	Older, separate article system (standard WordPress Posts) — not linked in any menu. **Journal** is in active use.
Thank you (top-level)	Not linked from any current form — safe to ignore.
Chatbot, Storybook	Developer demo pages, not client content.
Shop, Cart, Checkout, My account	Standard WooCommerce pages with no store plugin installed — inactive placeholders.

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REFERENCE

Full page map

Every entry in Pages → All Pages, for quick lookup.

PAGE	URL	STATUS
Home	`/home/`	active — homepage
About	`/about/`	active
Contact	`/contact/`	active
FAQ	`/faq/`	active
Privacy Policy	`/privacy-policy/`	active
Terms & Conditions	`/terms-conditions/`	active
Journal	`/journal/`	active — sets Featured Journal
Projects	`/projects/`	active — no fields
Collections	`/collections/`	active — no fields
Brands	`/brands/`	built, unused
Enquiry	`/enquiry/`	active
Schedule Consultation	`/schedule-consultation/`	active
Thank you (× 4)	`/contact`, `/schedule-consultation`, `/enquiry` + top-level	see §13 — one orphaned
Blog	`/blog/`	legacy, unlinked
Studio	`/studio/`	no fields, unlinked
Chatbot	`/chatbot/`	dev demo
Storybook	`/storybook/`	dev demo
Shop / Cart / Checkout / My account	—	inactive, no store plugin