Adding a Directory Widget

Nimble offers two different ways to display Directories on your website: **Directory Widget Listings,** and **Directory Pages**.

Directory Widget Listings allow you to add a tagged selection of Directory entries to an existing Blank Page. Blank pages allow for any number and type of widgets to be added.

Before adding a Directory Listing Widget, we'll need to be sure there are Directory entries with a relevant tag. If you have already added your entries with a common tag, you can skip to page 2.

 On the left, click on "Directory" to navigate to the Directory Manager.
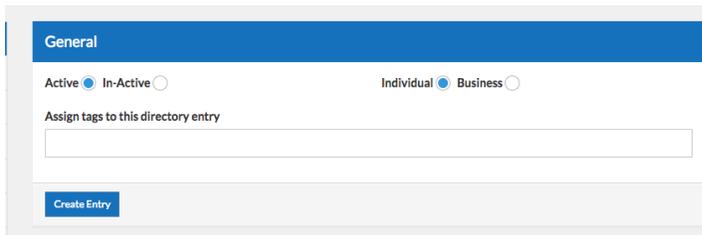
 You can add Business or Individual entries depending on your type of business. **Active** will display this entry, and **In-Active** will remove them from directories without the need to delete their entry.
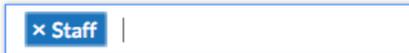
 You can assign multiple tags to an entry; keep your staff or businesses separated into organized groups based on how you will separate them on different pages.

For example: *You may want to put a Directory Widget Listing on your Customer Service page consisting of only your CS Representatives. For each of those entries you can give them tags of "Staff," "Customer Service," and any additional tags you want to add. This was if you want to also have a master Staff Directory, selecting the "Staff" tag will include everyone with that tag, while selecting "Customer Service" will include only entries tagged with "Customer Service."*
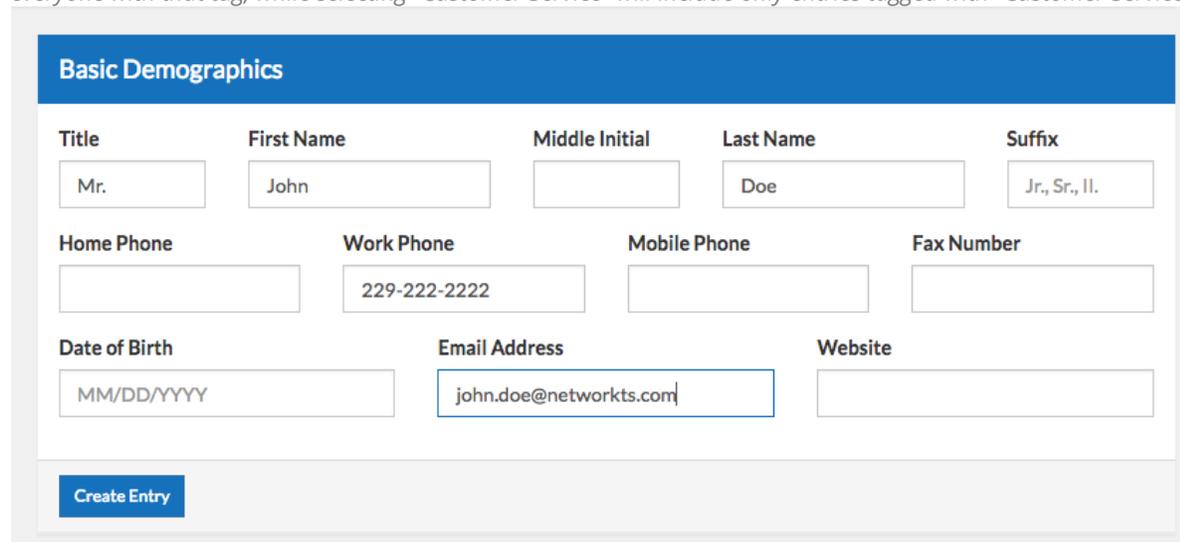
Continue to switch between the vertically stacked tabs on the left to add more information about your entries.

Before adding your directory entries' profile images, make sure that they are the same size and dimensions to have all images look consistent on the website.

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After adding your directory entries and making sure that their tags are relevant, navigate to the page on which you want to put your Directory Listings widget. (Pages → [page])
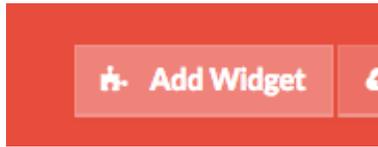
➕ Add Widget

In the top right, click "Add Widget"

Directory Entries
Feature one or more directory entries by category.
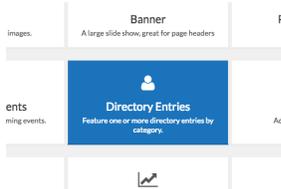
In the next menu, select "Directory Entries"

Select a Widget

NEW   Filter
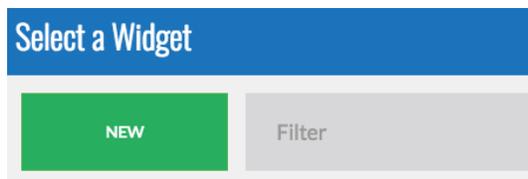
Next, click on the "New" button to create a new widget based on tags.

Categories

staff

Staff
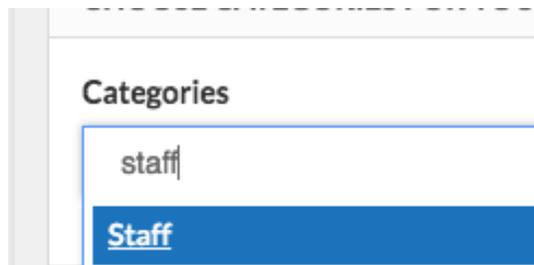
Under "Categories" begin typing to reveal a dropdown list of created tags on your website. Continue to type until you see the tag you created for this particular set of directory entries in the dropdown, then click on it to select that tag.

Listings will stack 3 to a row if in a full 12-column width setting.

Your directory entries may be styles differently than what appears in the sample image on the left.

You can also resize the Directory Listings widget to stack next to any other widgets on the page. In the example below the text on the left is set to "9" and the Directory Listings widget is set to "3" giving them a total of 12 based on the Responsive Grid.

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About Us

Nimble reaches far beyond simple content management.

Because we believe that first impressions are everything, we strive to create beautiful, interactive, and functional websites. Our team of designers and developers will work with you from day one to evaluate your needs and provide you with a website that grows with your needs.

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