



User Manual

WordPress

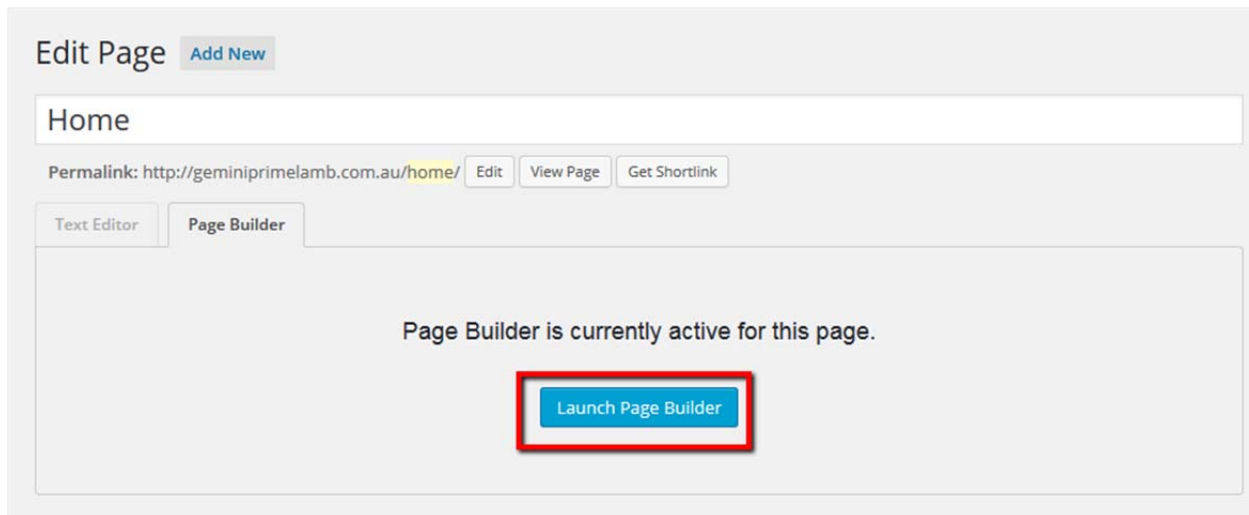
-Page Builder

PAGE BUILDER

Most of your pages would have been set up using 'Page Builder' which allows you to set up custom layouts on each page – so you may have a section with 2 columns of content and then a section with 1 column of content etc.

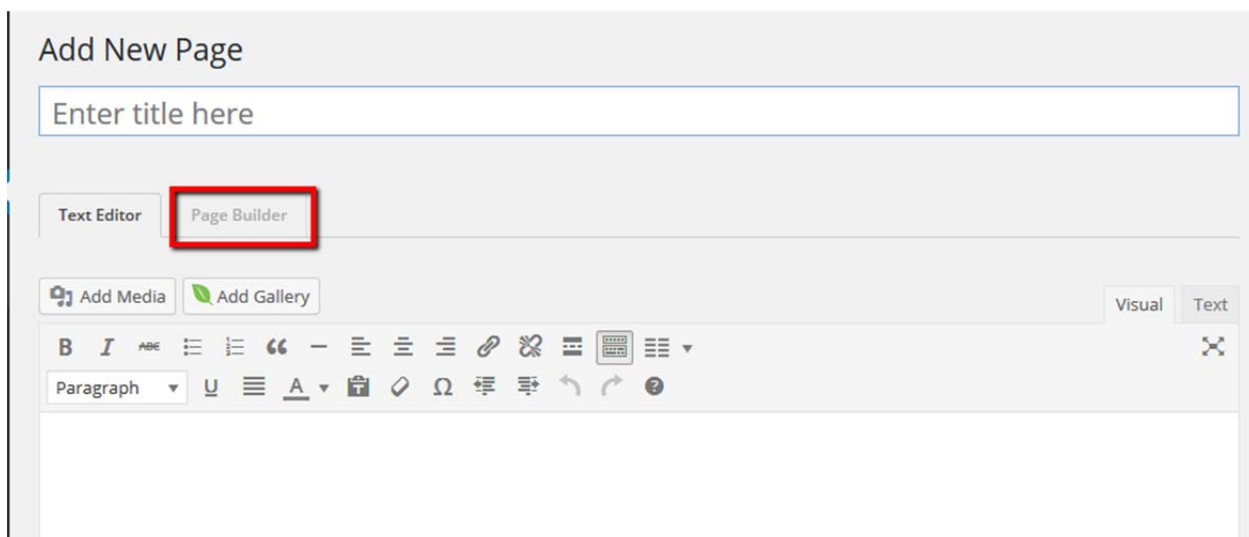
ACTIVATE PAGE BUILDER

When you open an existing page to edit, if Page Builder has been used to set up the page a screen will appear like this:



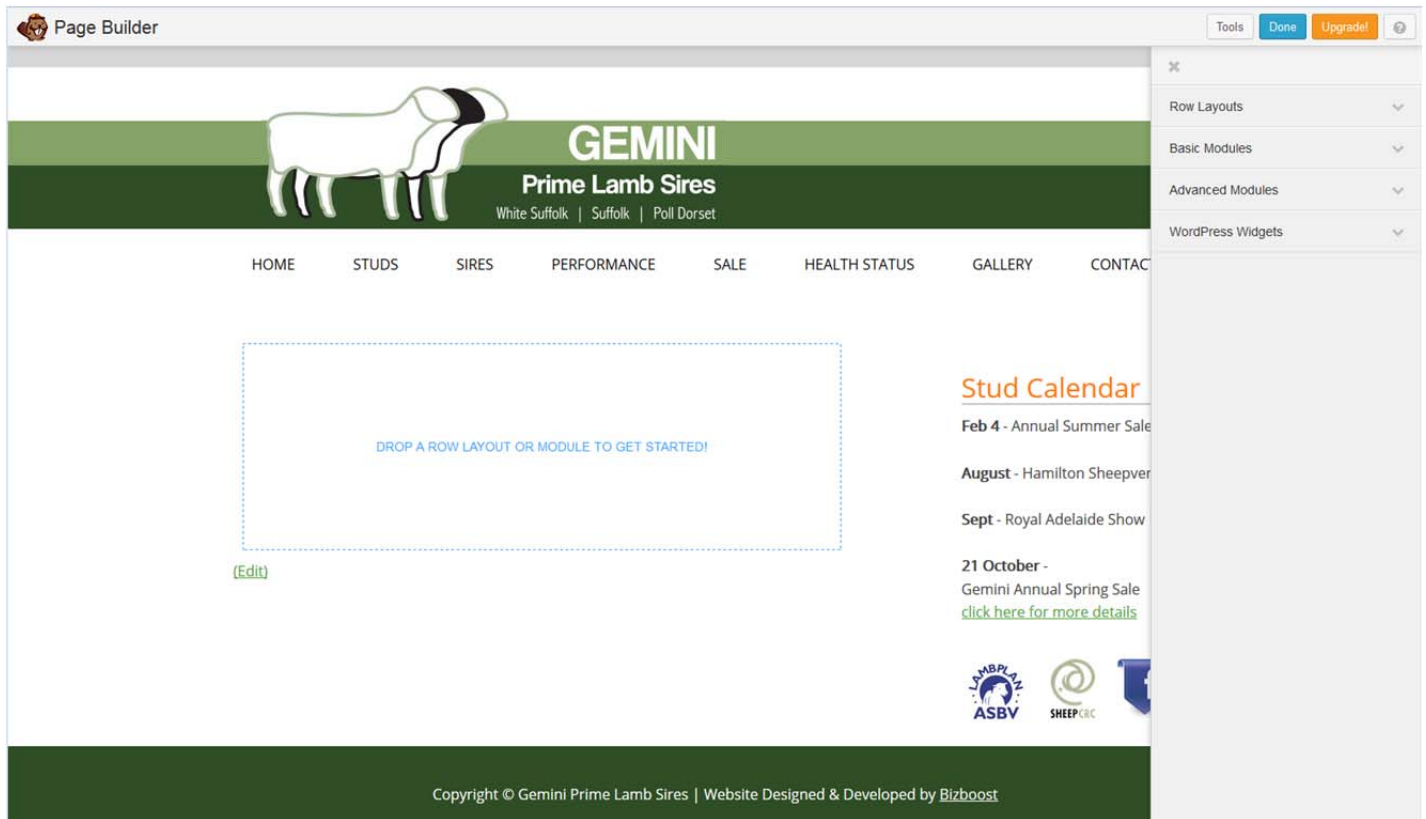
And all you will need to do is click on the '**Launch Page Builder**' button.

If you are creating a **new page** and want to activate Page Builder a screen will appear like this:



And you will need to click on the '**Page Builder**' tab to activate it.

EDITING YOUR WEBSITE USING PAGE BUILDER

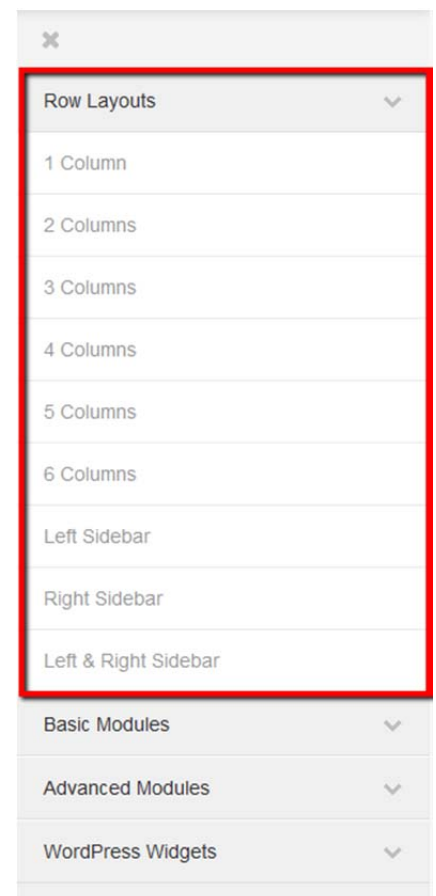


This is where we can begin to lay out the page and drag and drop different elements of our content.

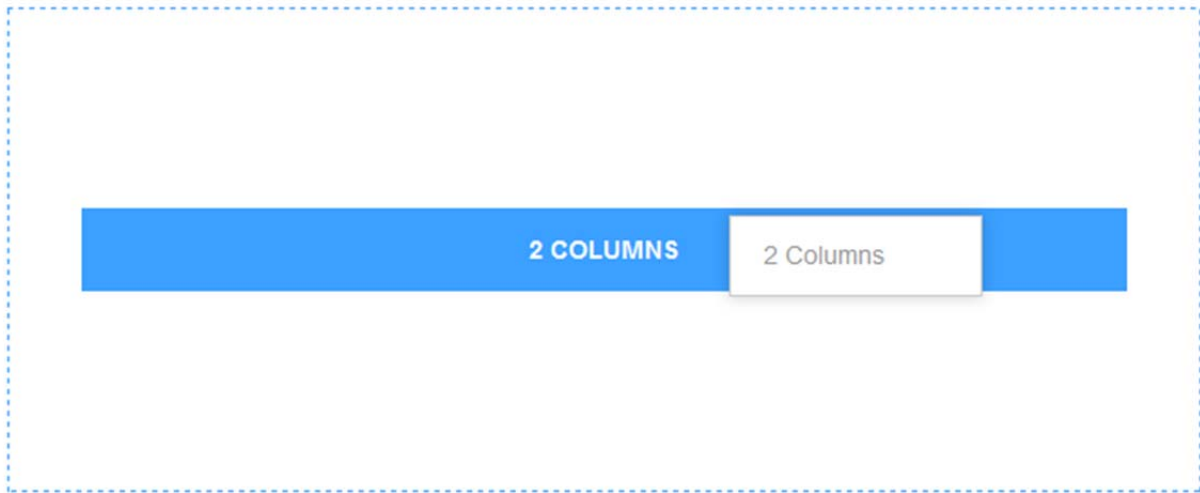
ADDING A NEW ROW

The first step that we need to complete is to Add a New Row.

1. In the right hand column there is a tab that says '**Row Layouts**'. Click on this.
2. This will give you a heap of different column combinations to choose from.
We would recommend that you only use **up to 4 Columns** as any beyond that are going to be very small spaces to work in.
If you have a Global Sidebar that automatically appears on every page of your site, only select up to 3 columns.



3. Once you have decided how many columns you want, you need to **click and hold** the layout option and **drag and drop** it within the blue square on your page.



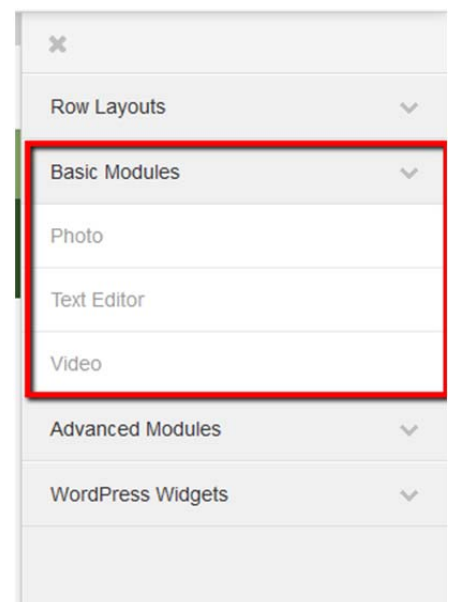
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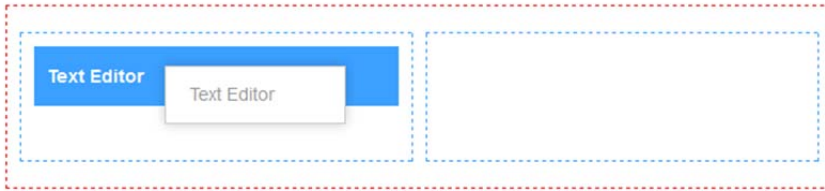


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ADDING A NEW MODULE - TEXT

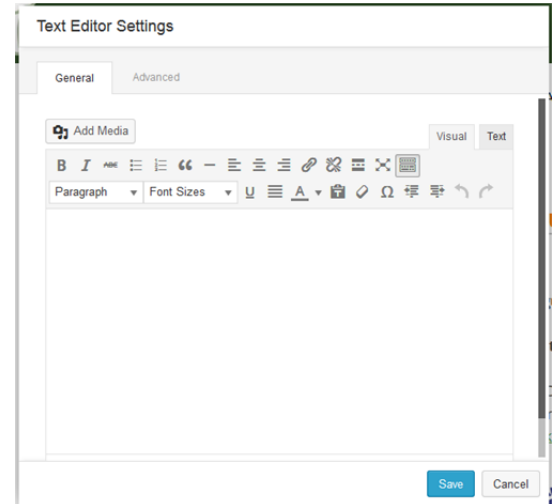
1. Once you have a row inserted, on the right hand side you need to open the **'Basic Modules'** tab and select the **'Text Editor'** module and **drag and drop** that to the intended section of your column.





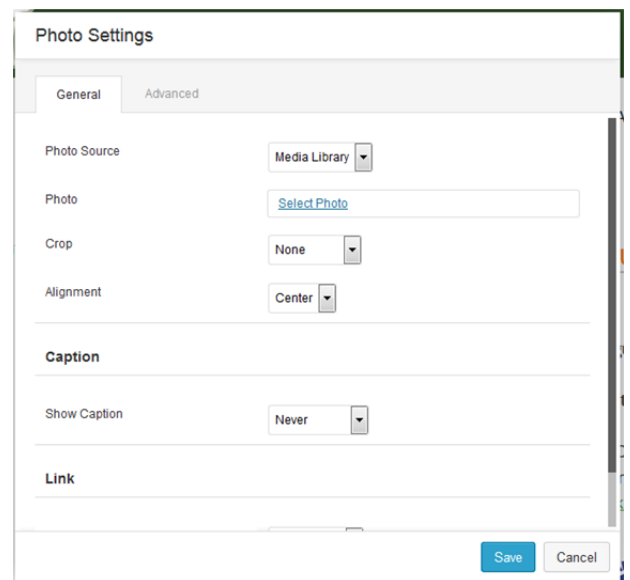
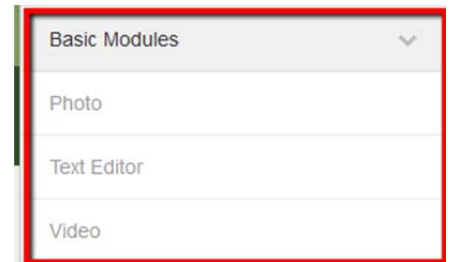
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2. This will then open up a **Text Editor** window where you can add content as previously outlined earlier in the manual.
3. Once you have added your content in this window, click **'Save'**.

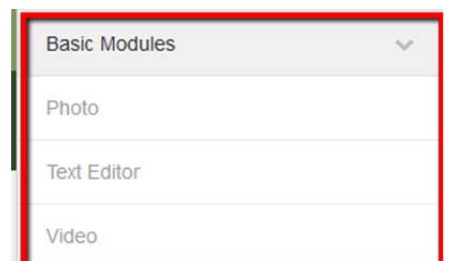


ADDING A NEW MODULE - PHOTO

1. Once you have a row inserted, on the right hand side you need to open the **'Basic Modules'** tab and select the **'Photo'** module and **drag and drop** that to the intended section of your column.
2. From here you will need to click on **'Select Photo'** to locate the file in your Media Folder.
3. You can then use the **Crop** tool to customise the photo – there is an option to crop to a square or circle etc.
4. You can choose the **Alignment** in that section – whether it be Left, Right or Center.
5. You can choose to show a **Caption** – keep in mind that the caption will be what the file is called.
6. You can also choose to **link the photo to a URL, Lighbox (larger version of photo in a separate pop up window)** etc.
7. Once happy with the settings, press **'Save'**.



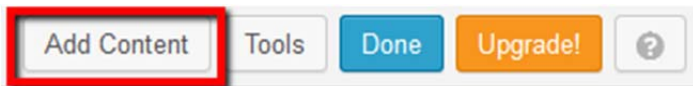
ADDING A NEW MODULE - VIDEO



1. Once you have a row inserted, on the right hand side you need to open the **'Basic Modules'** tab and select the **'Video'** module and **drag and drop** that to the intended section of your column.
2. You can either select one from your **media library** or **embed** a video using code.
3. To select from your Media Library click on **'Select Video'** and locate the file.
You can also select a Photo to use as a **cover photo** (Poster) for the video. And you can select to **Autoplay** or **Loop** the video.
4. To **embed** a video – change **Video Type** to **'Embed'** and paste the code in the text box provided.
5. Click **'Save'** once done.

ADDING MORE SECTIONS

To add another section with a different amount of columns, click on the 'Add Content' button in the very top right hand corner.

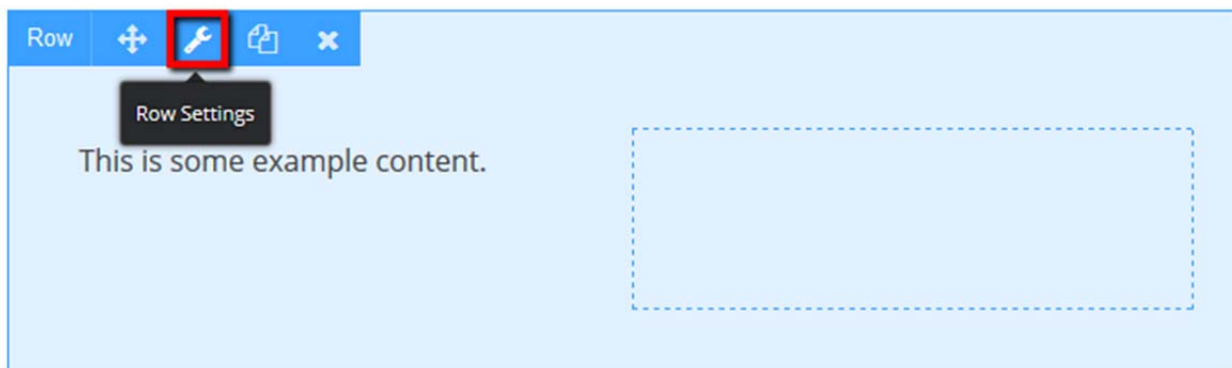


This will then open the right hand column again which gives you the option to add more rows/modules.

EDITING THE PADDING

Within Page Builder it automatically adds padding to each section, which means that it leaves a set amount of space around the edges of your text/photos before it begins the next section.

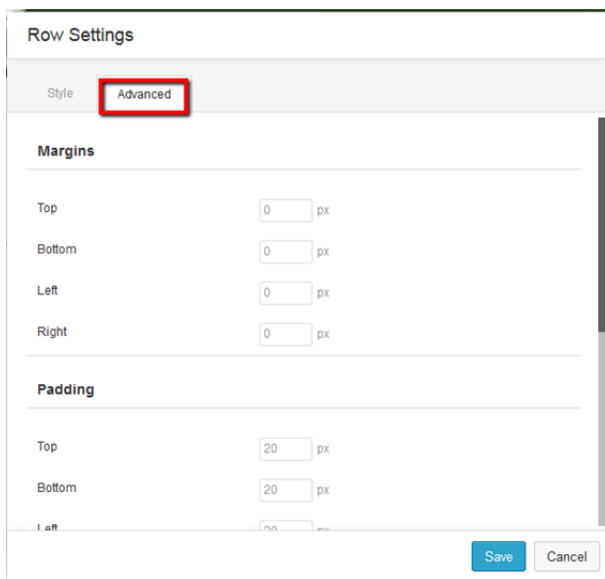
1. To change this, you need to first edit the **Row settings**.



2. Then go to the **Advanced Tab**:

3. And change the **padding settings** back to 0.

4. Then click **'Save'**.



The screenshot shows the 'Row Settings' dialog box. At the top, there is a 'Style' dropdown menu with 'Advanced' selected and highlighted by a red box. Below this, there are two sections: 'Margins' and 'Padding'. The 'Margins' section has four input fields: Top (0 px), Bottom (0 px), Left (0 px), and Right (0 px). The 'Padding' section has three input fields: Top (20 px), Bottom (20 px), and Left (20 px). At the bottom right, there are 'Save' and 'Cancel' buttons.

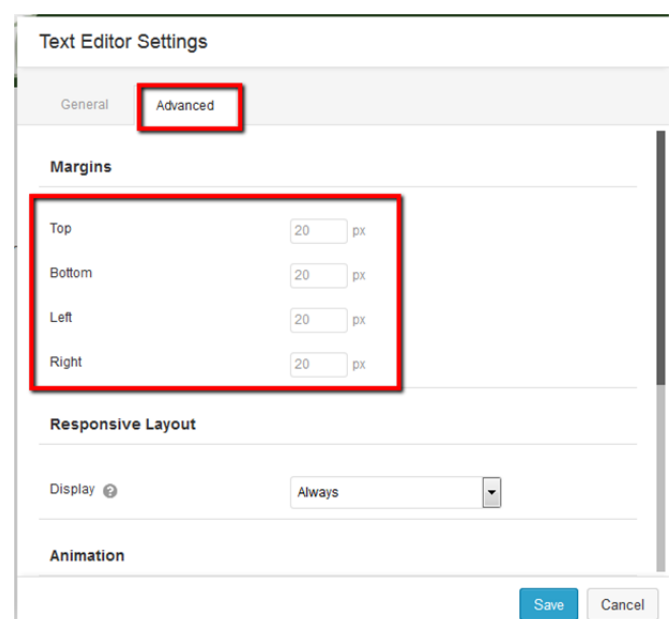
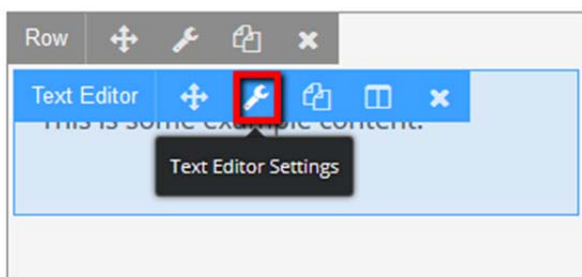
Padding



The screenshot shows the 'Padding' settings for a row. It has four rows of settings: Top (20 px), Bottom (20 px), Left (20 px), and Right (20 px). Each row consists of a text label, a numeric input field containing '20', and a 'px' unit label.

5. You then need to do this for your **modules** as well and edit the **'Margins'** back to 0.

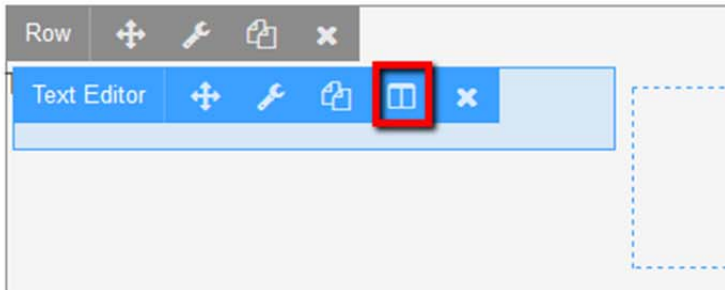
6. Click **'Save'**.



The screenshot shows the 'Text Editor Settings' dialog box. At the top, there is a 'General' dropdown menu with 'Advanced' selected and highlighted by a red box. Below this, there are three sections: 'Margins', 'Responsive Layout', and 'Animation'. The 'Margins' section has four input fields: Top (20 px), Bottom (20 px), Left (20 px), and Right (20 px), all of which are highlighted by a red box. The 'Responsive Layout' section has a 'Display' dropdown menu set to 'Always'. The 'Animation' section is currently empty. At the bottom right, there are 'Save' and 'Cancel' buttons.

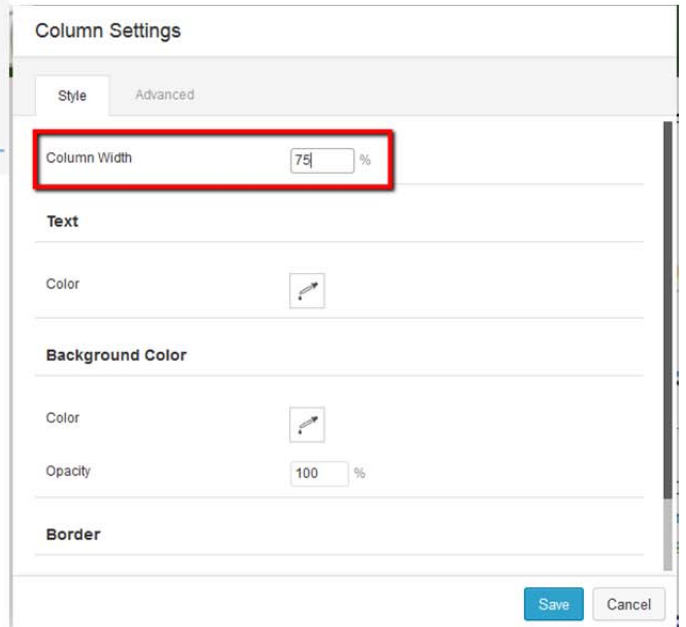
EDITING COLUMN RATIOS

1. To edit the ratio of your column widths you need to select the **'Column Settings'** button.



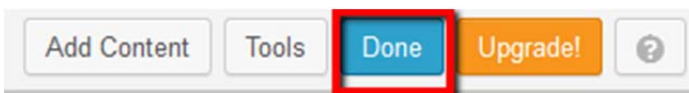
2. Then change the column width to the desired percentage. It will automatically adjust the other column in the row so that together they equal 100%. Then click 'Save'

For example, by setting the column width at 75%, it has automatically adjusted the column next to it to be 25% width.

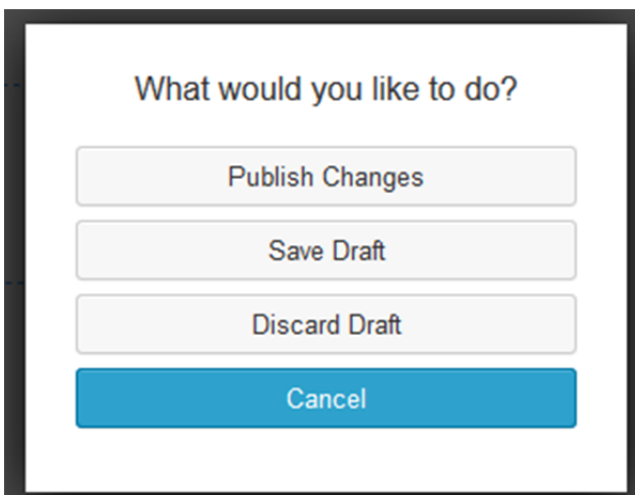


PUBLISHING YOUR WORK

Once you are happy with your changes, click on the blue **'Done'** button in the top right hand corner.



It will ask you the following:



If you want to go ahead with the changes, click **'Publish Changes'**.

You can also opt to **'Save Draft'** if you want to preview the finish page before you make it live or if you are only half way through making your edits.

'Discard Draft' is obviously if you want to delete all of the changes you just made.