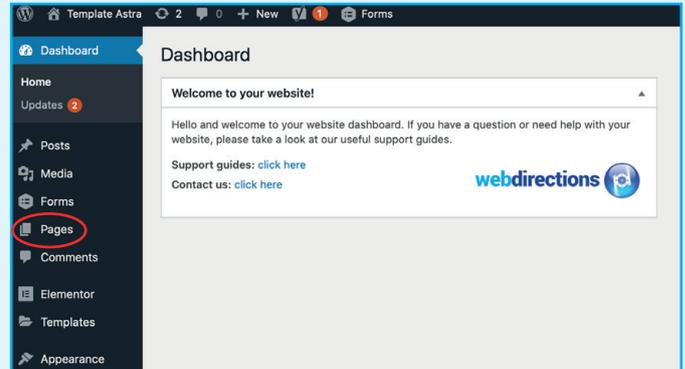
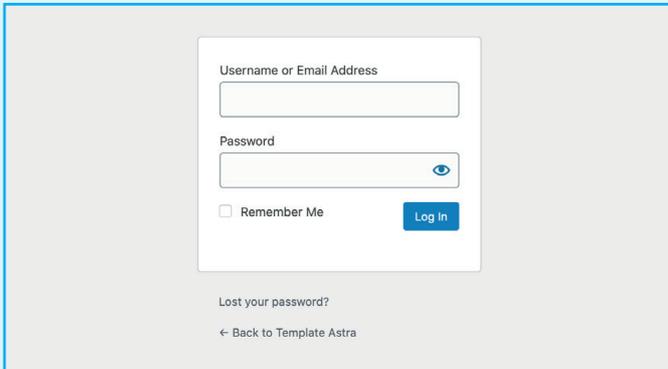




## QUICK START GUIDE:

(Logging in, editing a page, previewing changes, publishing changes, and logging out)

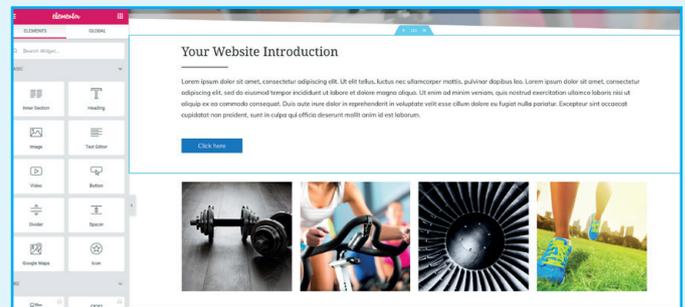
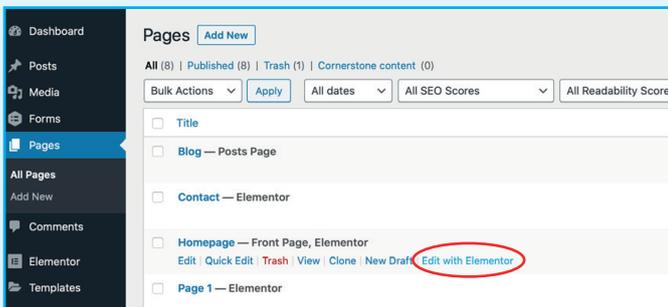


### 1. LOG IN

Go to the login URL supplied in the handover email we sent you, and enter your login details (also supplied in the in the handover email).

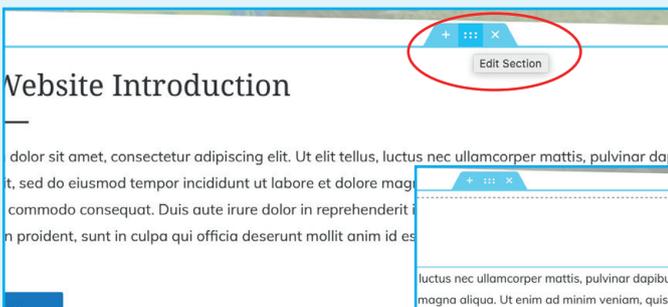
### 2. EDITING PAGE CONTENT

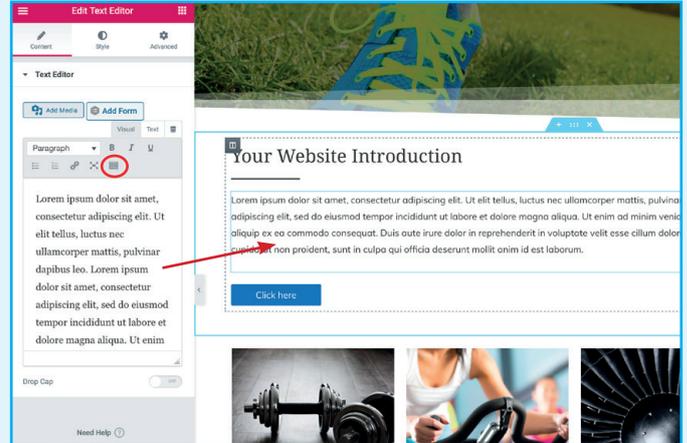
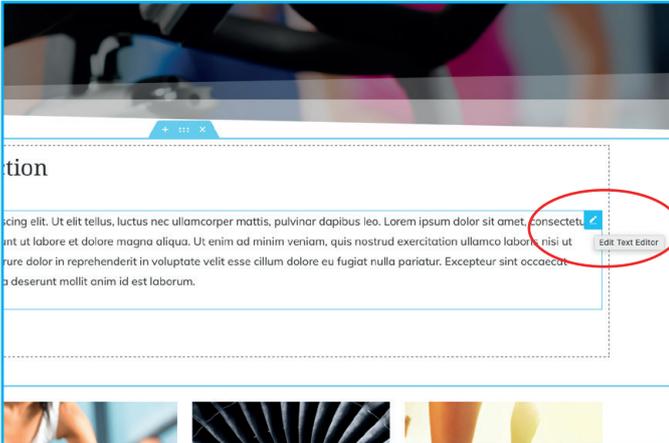
Go to 'Pages' on the left hand side of the Dashboard, and select 'All Pages'.



### 3. Mouse over the page you want to edit and select 'Edit with Elementor'.

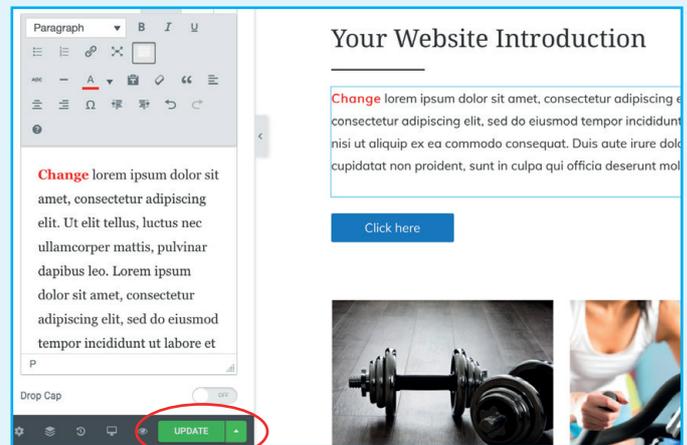
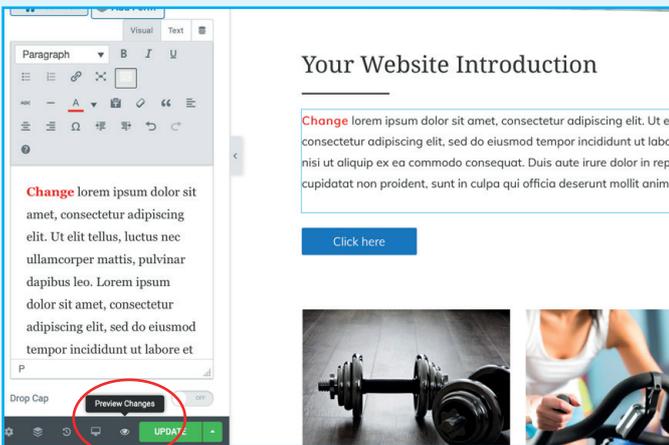
### 4. From here you will see an editors view of the web page. The page is broken up into 'Sections', 'Columns', and individual elements, indicated with the below icons and outlines.





**5.** Mouseover the individual element you wish to edit, in this case the 'Text editor', and click.

**6.** You will then see a sidebar on the left with the relevant 'Content' options for the 'Text Editor' element. You can change any text that appears in the text box. Additional formatting options are available by clicking the 'Toolbar Toggle' icon circled in red above. You will notice common word processor tools such as 'Bold', 'Italic', 'Text Colour' and bullet point options.



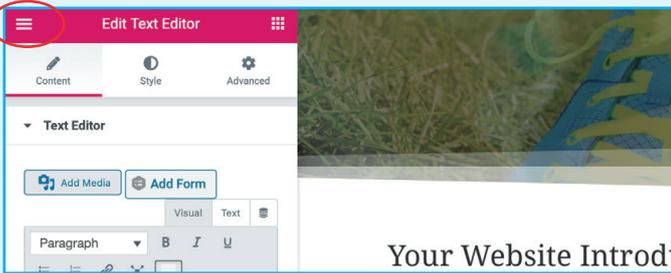
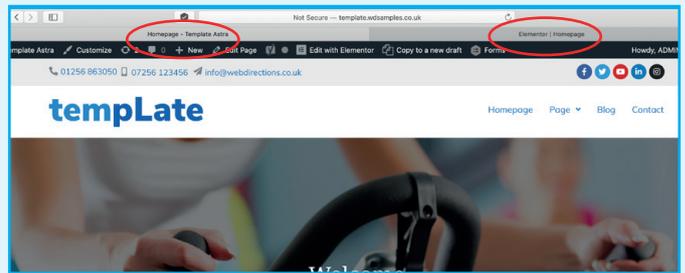
**7.** PREVIEW YOUR CHANGES  
If you want to preview your changes before putting them live, you can do so by clicking on the 'Preview Changes' icon at the bottom of the edit sidebar. This will launch a new browser tab and show your changes on the front end of the website, under a hidden URL that only you can see. (You may have to turn off popup blocking for this to work.)

**8.** SAVING YOUR CHANGES  
If you are happy with your changes, click the green 'Update' button. This will make the changes live for all to see.



tab 1 - front end (public view)

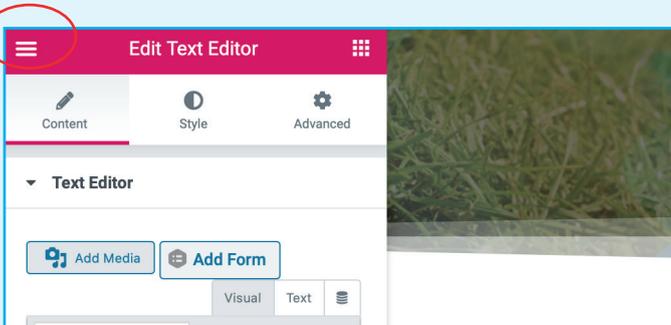
tab 2 - edit screen



**9. VIEWING YOUR CHANGES ON LIVE SITE**

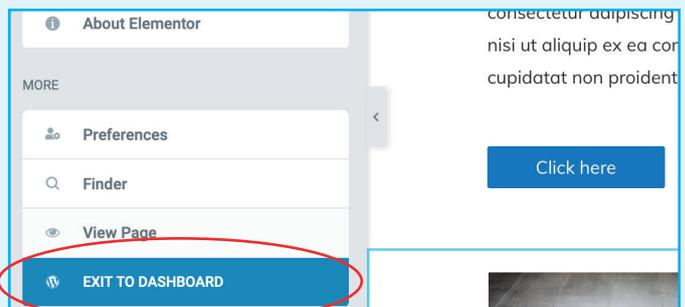
To exit the editor, you can click on the burger menu icon top left of the edit sidebar, then click 'View Page' link. This will replace the current browser tab.

**10.** If you have more editing to do, we recommend you have two browser tabs open when editing your website. One for the edit screen, and one for the front end of the website. This way you can easily toggle between the two.

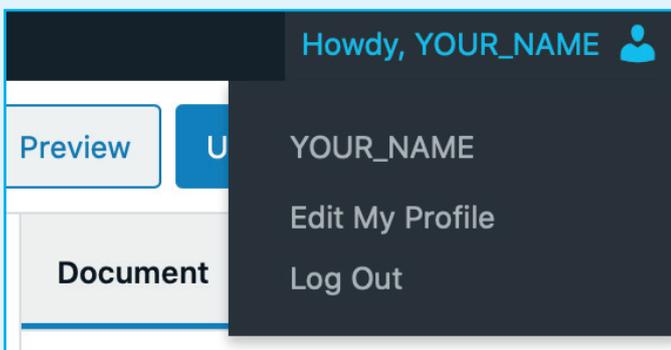


**11. LOG OUT**

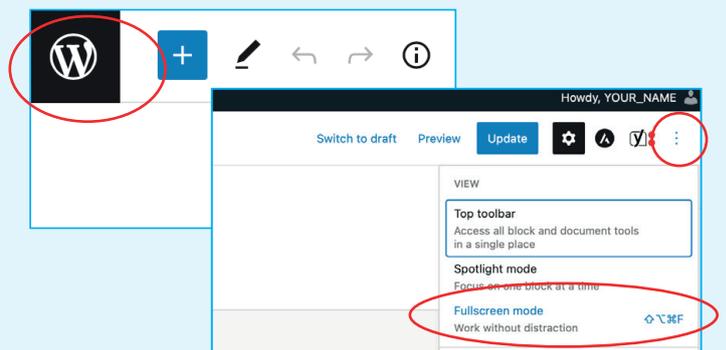
To log out from the Editor screen, click on the burger menu icon top left of the edit sidebar.



**12.** Click either 'View page' to view the front end of the site and then hover over your name in the top right, then 'Log Out' (seen in 13 below) or click 'Exit to dashboard', which will take you to the basic page edit view.



**13.** From here, go to your name in the top right hand side of the menu panel across the top of your screen and click 'Log Out'. You can log out from anywhere that you see this name section in the top right toolbar.



**13a.** If you do not see your name in the top right corner, you can either click on the large 'W' icon on the top left of the screen, which will then take you to the dashboard where you can log out, or you can turn off 'full screen mode' by clicking the three dots in the top right, and unticking the 'full screen mode' option. You should then see your name appear in the top right (seen in 13).

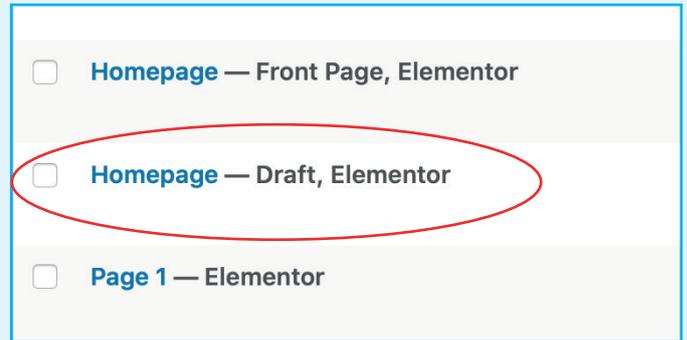
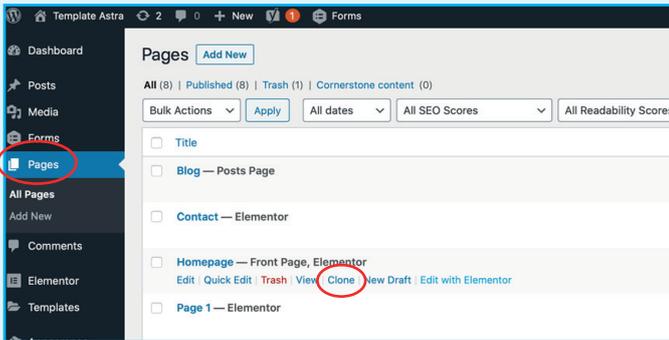


## INTERMEDIATE GUIDE:

(Adding a new page, adding a new post, adding links, editing a menu, and editing contact details.)

LOG IN

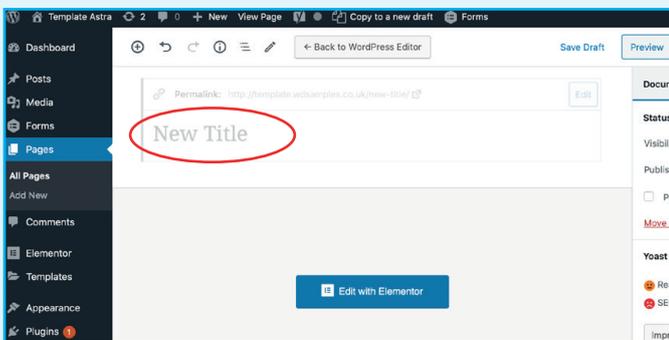
(Following step 1 in the Quick Start guide above).



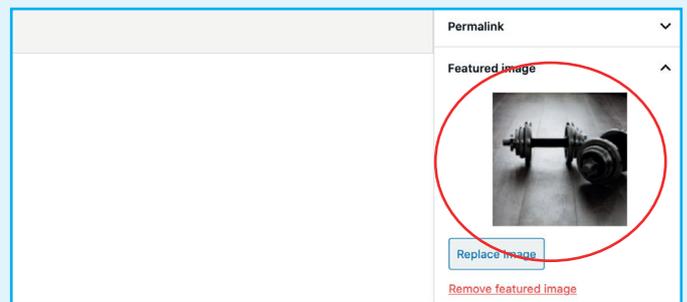
### 14. ADD A NEW PAGE

We recommend duplicating a page you already have and editing the content to suit your new page. This will make things easier for you and keep things consistent. Go to 'Pages' on the left hand side of the dashboard, select a page to duplicate and click 'Clone'.

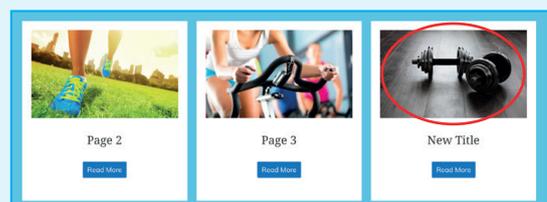
15. This will create a draft copy of the original page, in this case the Homepage. Now click on the title of the new draft which will take you to the basic page edit view.



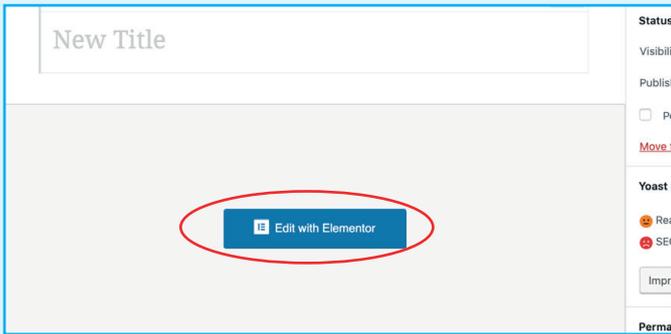
16. Click in the title area, and give it a new page title. (You do not want to keep this same as the one you duplicated, as this will confuse things).



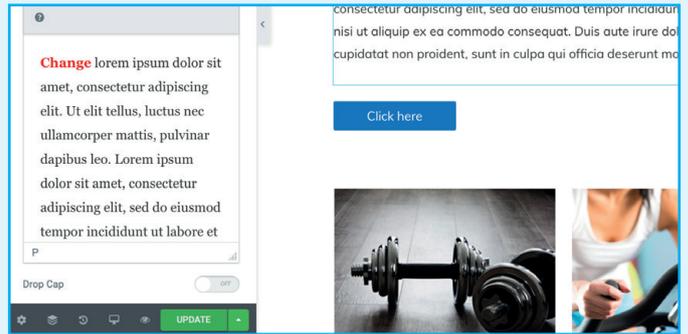
17. You can also add a 'Featured' image which might be useful if you want to feature a link to this page from a services list or featured pages section on the homepage, eg...



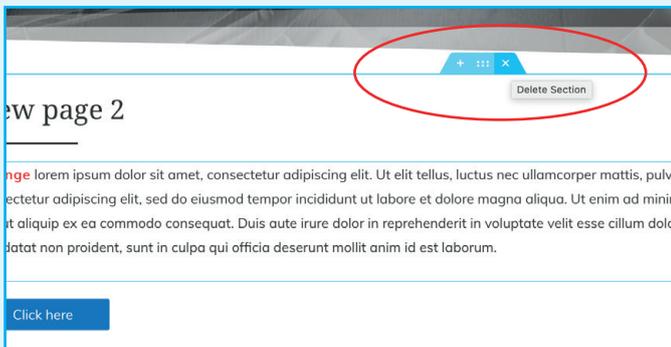
Click 'Set featured image' and you will be given the option to use images already in your 'Media Library', or you can use the 'Upload Files' tab to upload new image/s from your computer.



**18.** Now click the 'Edit with Elementor' button to begin updating/editing the page content for your new page.



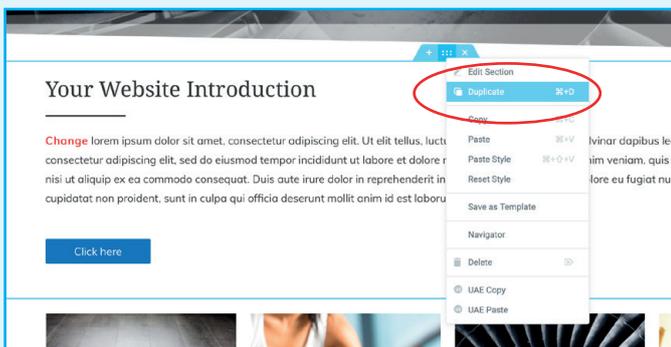
**19.** All the content will have been copied from the page you duplicated. Edit the individual element sections as desired following step 4 to 8 above and click 'Publish' when you are ready to put live. If you have already published the page, then the button might say 'Update' instead.



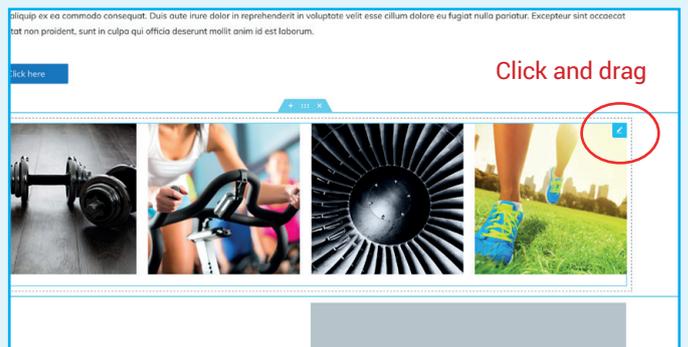
**20.** You can delete whole sections by clicking the 'x' on each section, or right click on the section and click 'Delete'.



**21.** To delete a column or individual element, hover over it so you see its outline and icon, right click on the icon, and then click 'Delete'.



**22.** You can also duplicate a section, column, or an individual element by right clicking on it, and selecting 'Duplicate'.

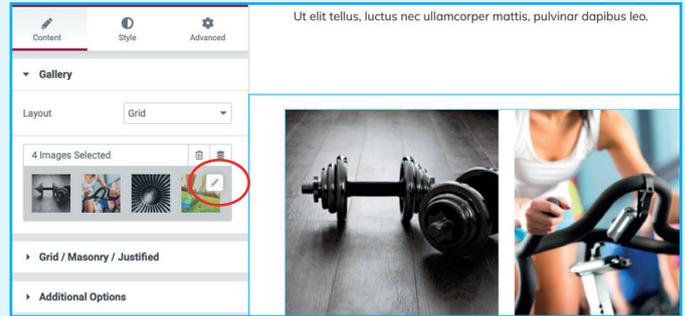


**23.** You can click and drag any section, column or individual element to re-order as desired. Mouseover the part you want to move, click the icon that appears in the corner, and then drag it into its' new position.

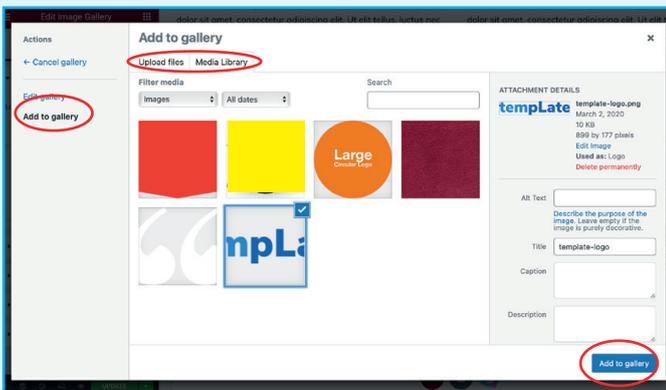


**24. EDIT AN IMAGE GALLERY**

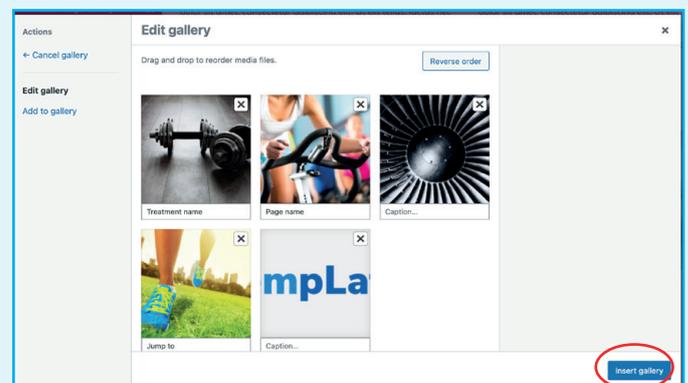
To edit an image gallery, click on the pencil in the top right corner of an existing gallery element.



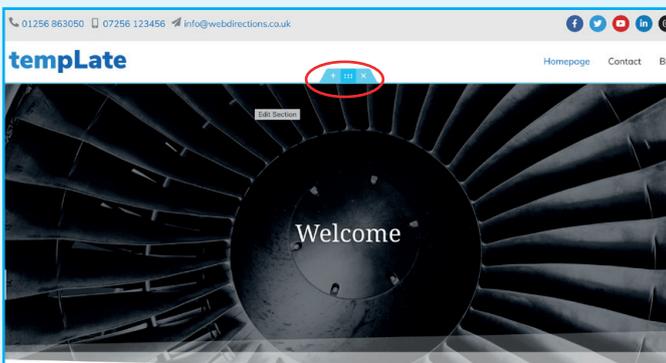
**25. In the sidebar that appears on the left, click the thumbnails.**



**26. In the popup screen that appears, click the 'Add to gallery' link on the left, and select your new images, either from the current 'Media library' tab, or the 'Upload files' tab. Once you have selected your new images, click the 'Add to gallery' button in bottom right.**

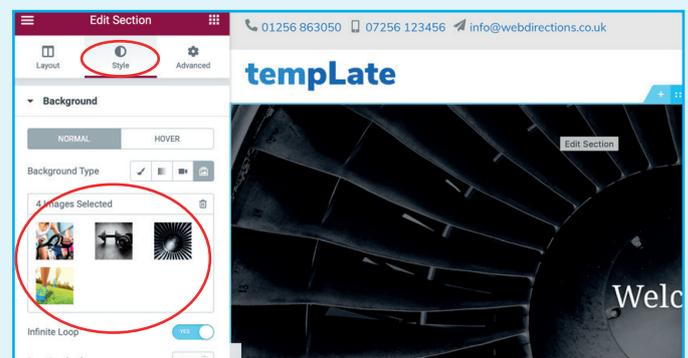


**27. You can then click and drag the images to re-order, or click the 'X' to delete any. Once done, click the 'Insert gallery' button. When the popup closes, you will need to click the green 'Update' button before your new gallery will be live.**

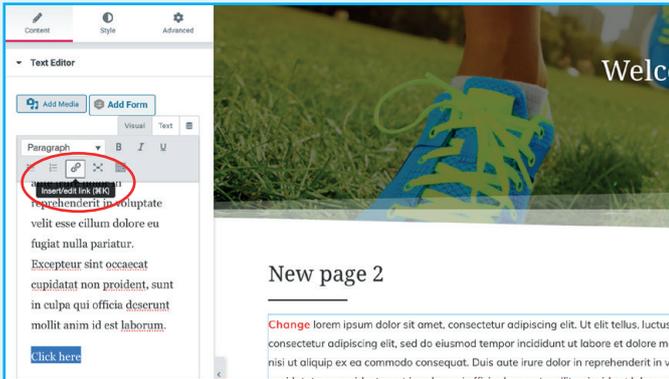


**28. EDIT HEADER BANNER**

To edit image/s that appear in the header banner, click on the large image section at the top of the page, (or right click and select 'Edit section'.

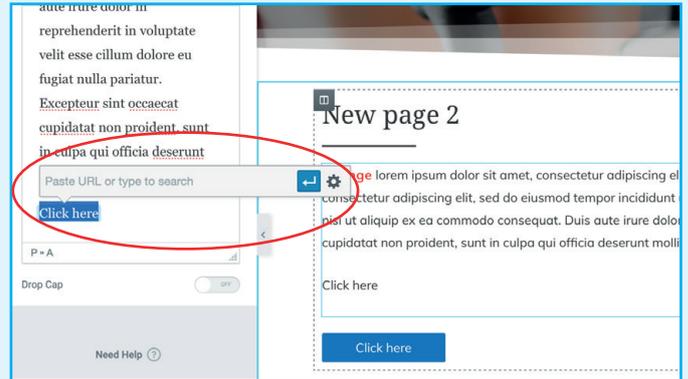


**29. In the sidebar that appears on the left, click into the 'Style' tab. If it is a single image banner, then you can click on the image to change it. If it is a gallery banner, then click on the thumbnails and then select new images in the popup that appears, similar to steps 26 and 27 above.**

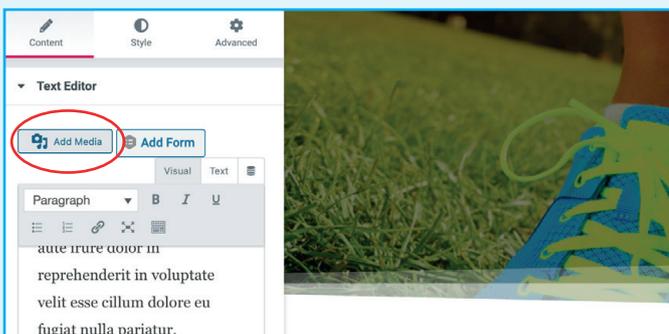


**30. TEXT LINKS**

Highlight the text you want to make a link, then click the 'insert/edit' link icon.

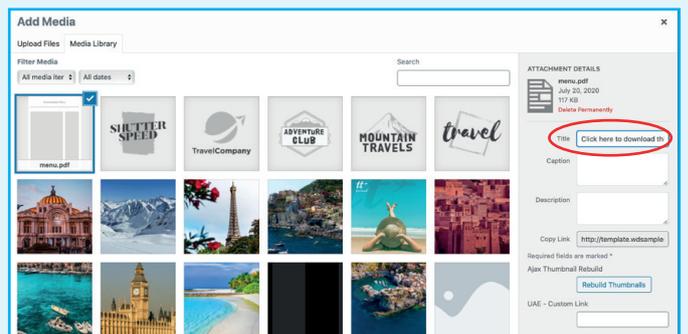


**31.** You can paste or search for a link in this field, or click on the 'cog' icon for more options. The 'Open link in new tab' tick box is recommended if you are linking to an external website, as this will keep your website tab open and easy to return to.

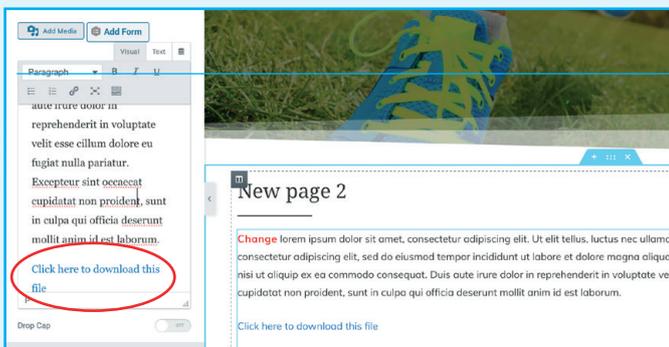


**32. ADD LINK TO DOWNLOAD A PDF**

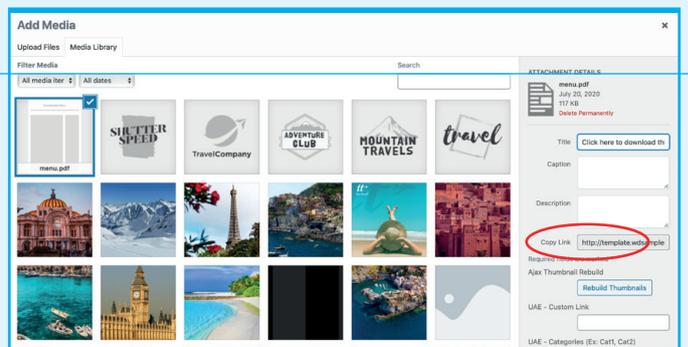
Click on the 'Add Media' button and upload your PDF document from your computer.



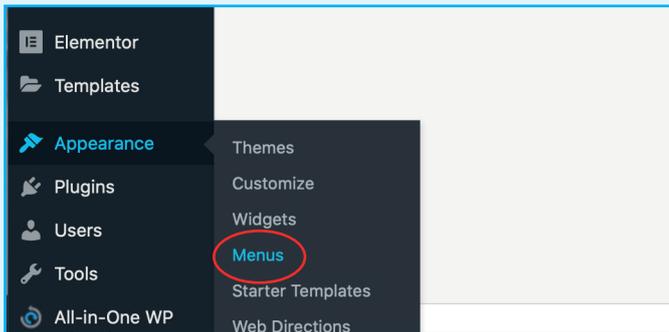
**33.** You can change the 'Title' of the uploaded file to a call to action like 'click here..' then click the 'insert into page' button.



**34.** Your PDF will then be added as a text link to your page, with the call to action text you added into the 'Title'.

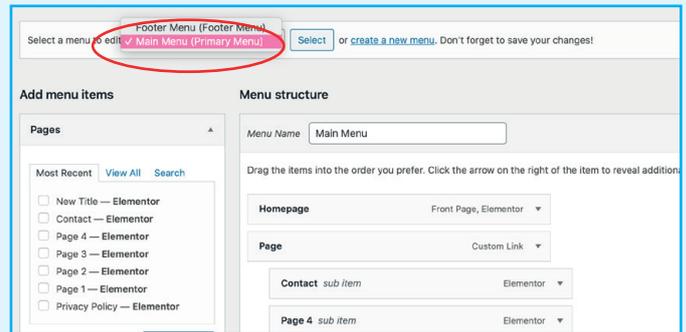


**35.** Alternatively, you can copy the PDF link into the 'insert/edit link' option, mentioned in steps 22 to 23 above. This copied link can also be pasted into a link field in a number of the other elements, not just the Text Editor.

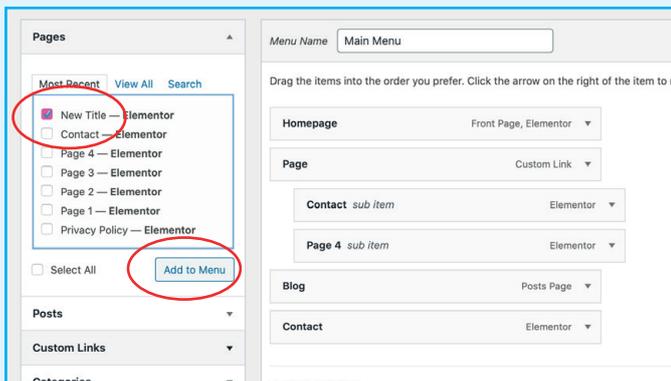


**36. EDITING A MENU (ADDING A NEW PAGE TO A MENU)**

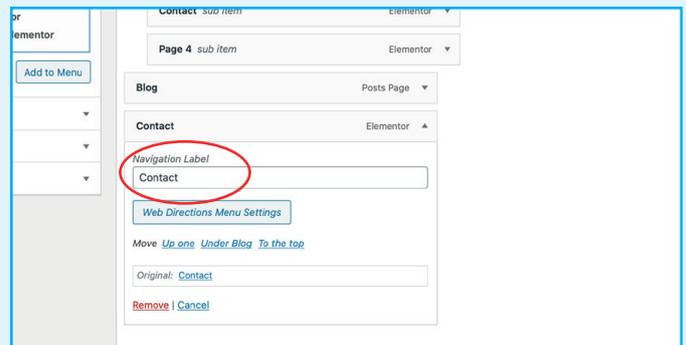
If currently in the Elementor edit screen, click on the burger menu icon top left of the edit sidebar, then click 'Exit to dashboard'. From there, Go to 'Appearance > Menus'.



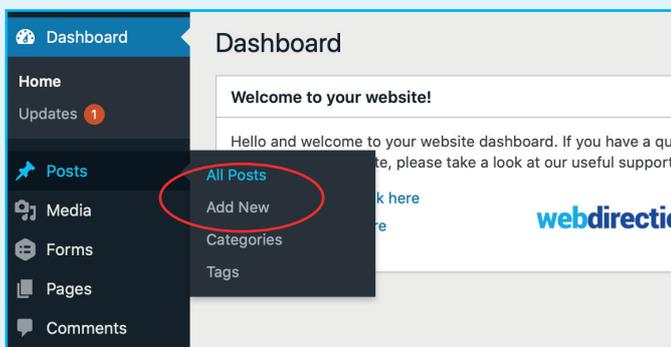
**37. Select which menu you want to edit from the drop down, then click select.**



**38. Tick the page (or post) you want to add to the menu, then click the 'Add to Menu' button. It will automatically go to the bottom of the Menu Structure list, but you can click and drag it into a different position if you wish.**

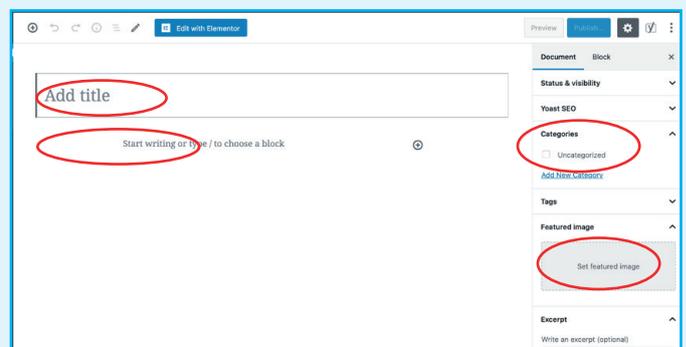


**39. You can change the 'Navigation Label' by clicking the downwards arrow on the right hand side of each page. This may be useful if your page has a very long name that needs to be shortened in order to better fit the navigation tab.**

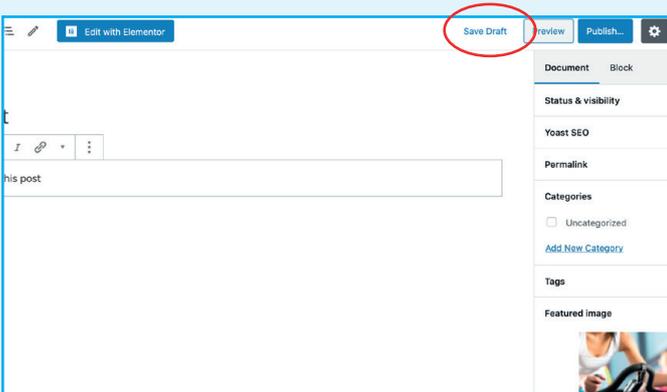


**40. ADD A NEW POST**

Go to 'Posts' on the left hand side of the dashboard, and select 'Add New'. Or if already on the posts screen, you can click the 'Add New' button at the top.

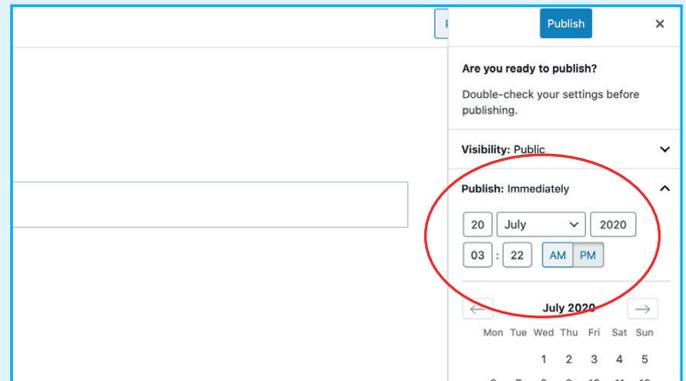


**41. Add your post title, text content, and featured image. You can also assign the post to a specific category, such as 'News' if applicable. Once finished, click the blue 'Publish' button.**



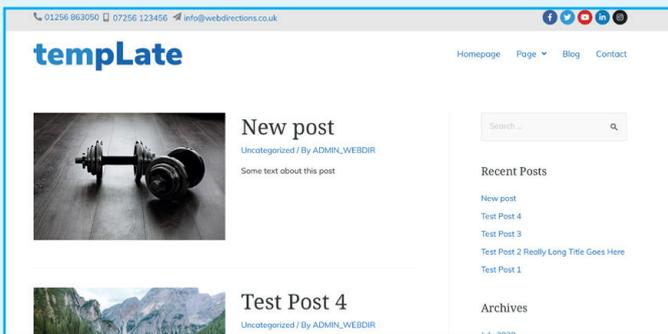
#### 42. DRAFTING A POST

If you don't want to publish your post straight away, you can 'Save Draft' and come back to it later.

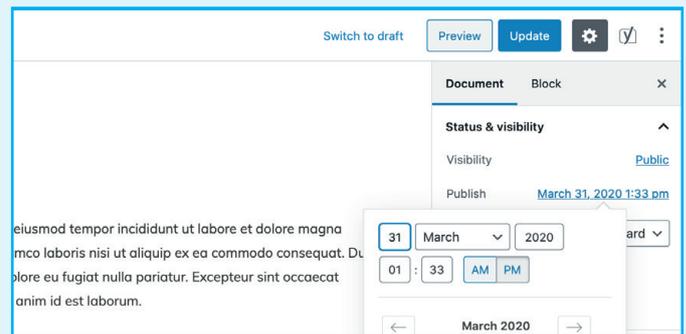


#### 43. SCHEDULE A TIME TO PUBLISH A POST

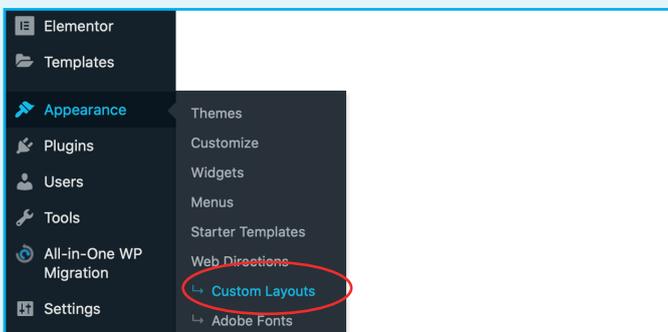
If you don't want to publish your post immediately, you can set a date and time for it to publish. Click on the blue 'Publish' button, then click the drop down arrow next to the 'Publish Immediately' option. Select your preferred date and time, then click the blue 'Publish' button again.



44. If you have a 'Blog' or 'News' section on your website, then published posts will automatically be added there, with the newest appearing at the top. (Please note, not all of our websites will have this section enabled).

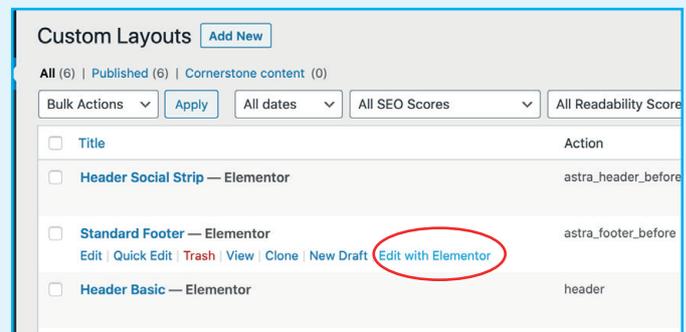


45. If you want to, you can also change the published date on an already published post, which may be useful if you post a lot of posts on the same day and want to change the date on a few to spread them out a bit.

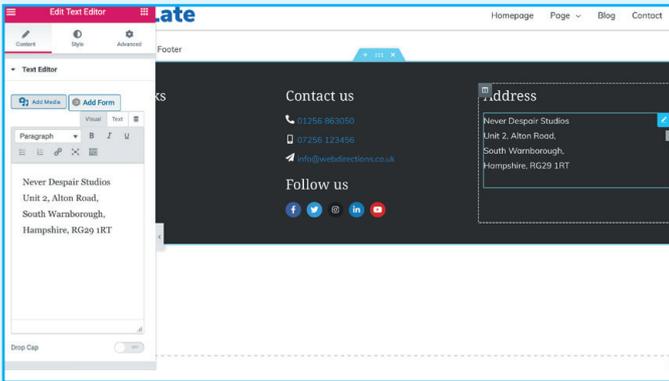


#### 46. EDITING THE GLOBAL FOOTER CONTENT

You will likely have a generic section at the bottom of all your pages containing contact details and other generic information. To edit this content, go to 'Appearance > Custom Layouts'.



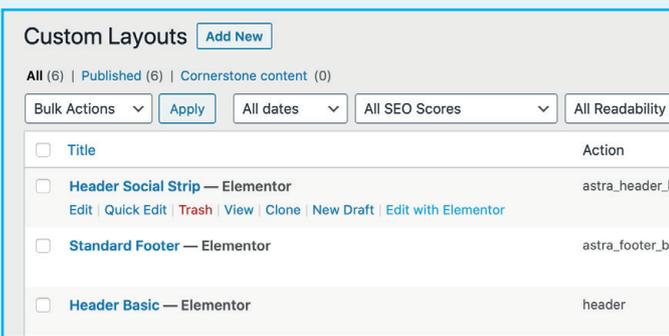
47. Select the 'Standard Footer' and click the 'Edit with Elementor' link.



**48.** Similar to editing page content, the footer has a section, columns, and individual elements. Simply click on the edit icon for the element you wish to edit and change the 'Content' accordingly. In this case I have chosen to edit the address. Once finished, click the green 'Update button'.

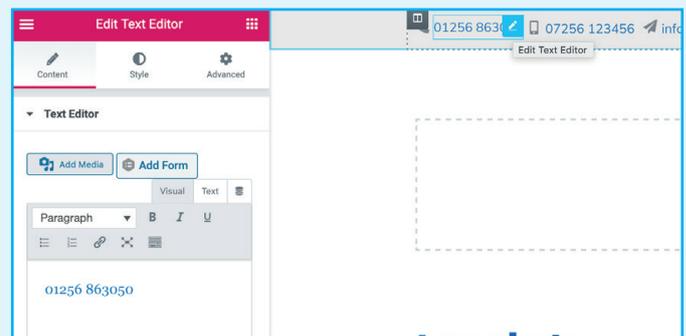


**49.** Note, if editing the phone number or email address, you can simply delete the old details and type the new details as plain text. However, if you wish to make/keep these details click-able links, then you need to make sure that you also edit the text link to match the new details.



**50. EDITING THE GLOBAL HEADER CONTENT**

You may also have a generic section at the top of all your pages containing contact details and other generic information. Back in 'Appearance > Custom Layouts', find the 'Header Social Strip' and click the 'Edit with Elementor' link.



**51.** As before, you will see it has a section, columns, and individual elements you can edit. Again, if you wish to make/keep these details click-able links, then you need to make sure that you also edit the text link to match the new details.

There is a lot of flexibility here, and some may find this a bit daunting. For those who are unsure, we recommend using your login admin access to only edit content that is already in place such as text, image galleries and in some cases blog posts. If you wish to add brand new sections, we recommend you contact us and request we implement these changes/additions for you.

**IMPORTANT:** If something is broken, let us know and we will do our best to sort it for you. If you make a change that results in breaking the website, this will be your responsibility and subject to a charge per hour (+VAT) for the time it takes us to fix it for you.