USING PAGE BUILDER
## Instructions for editing content
Skaggs Web Services LLC

WordPress Page Builder

Modern WordPress websites have a built-in tool called "Page Builder." This allows you to more easily edit your own site content. These instructions have been prepared to help you learn to edit your own website. Most instructions are accompanied with illustrations.

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Log in to your WordPress website. You will enter an area called "Dashboard." Click on "Pages" on the left side of the screen, then find the page you wish to edit. Click "Edit" under the page name.

To add information or pictures to a page, click "Add Row."
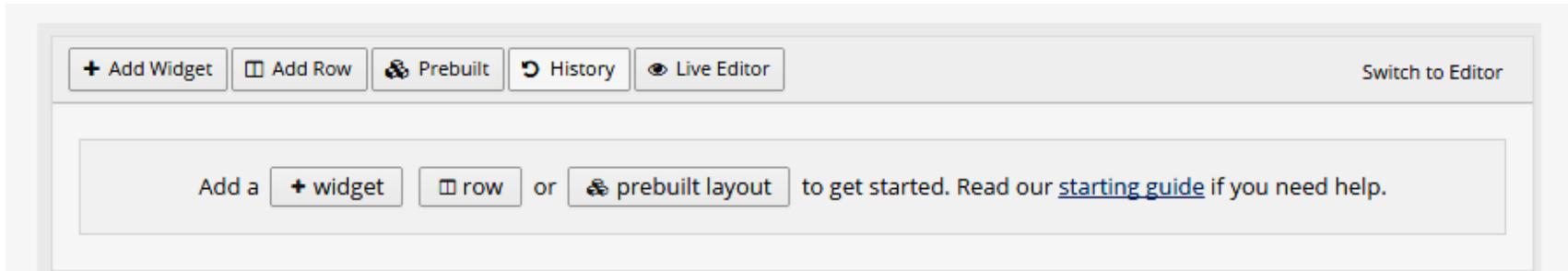
You will now have the option of dividing this Page Builder row into different sections or leaving it as one field of information. Make your selection where it says "Set Row Layout." The example shows two equal sized sections. Click insert to add the row.
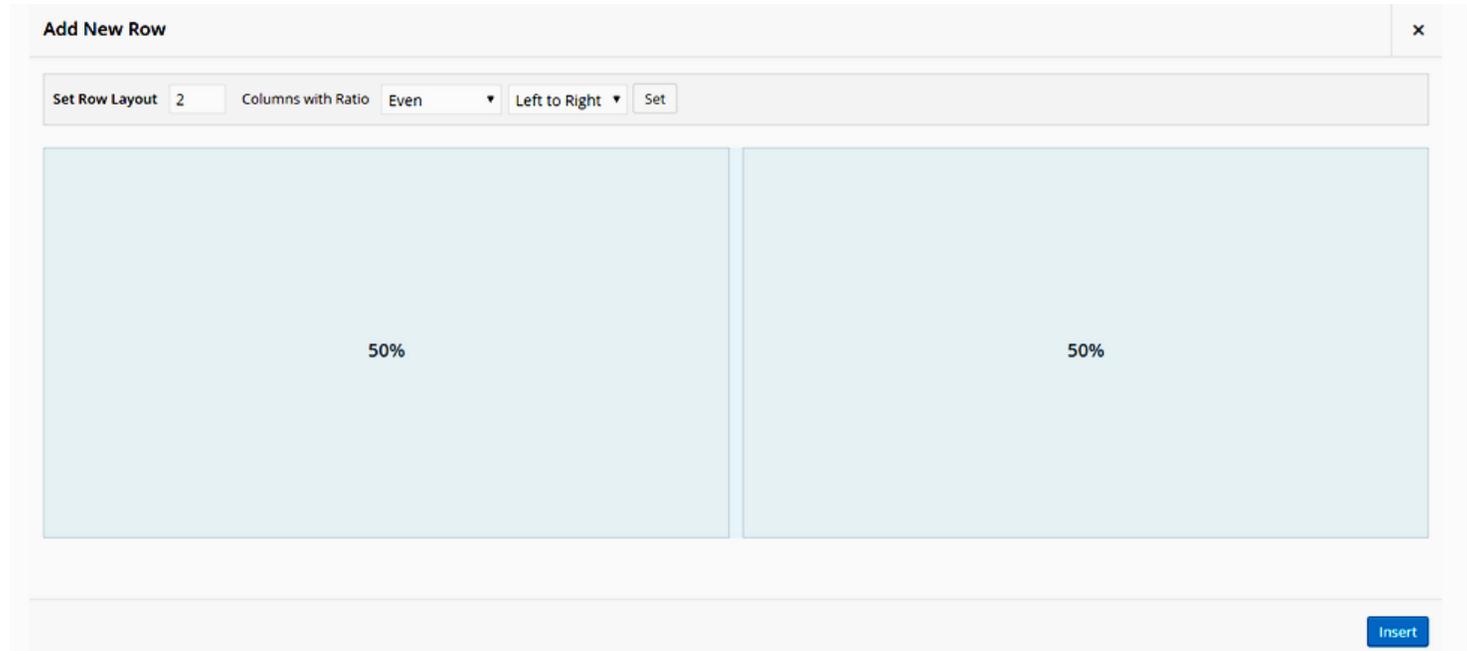
The sections do not have to be equal in size. You might make 2 sections for pictures at first, then decide later to change it to 3 pictures in a row. You can easily make that change later.
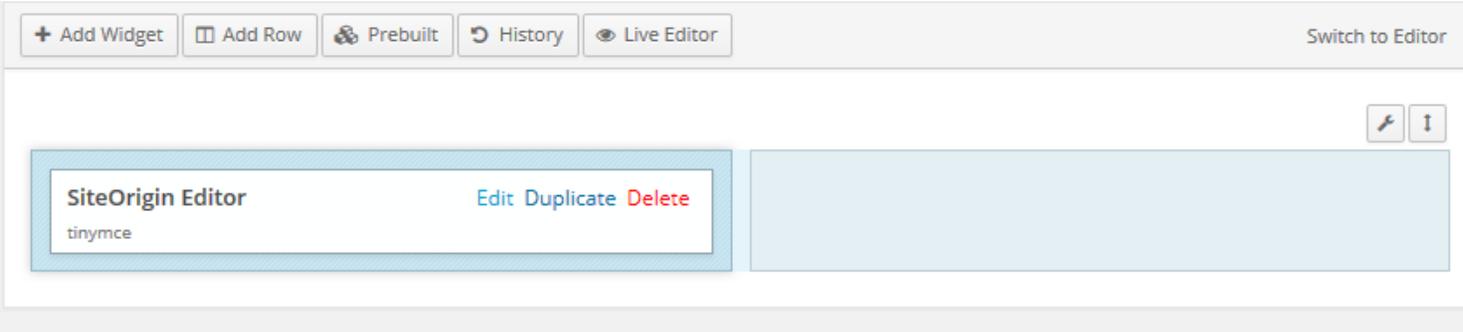
Next you need to add a "Widget." Click on the section you're going to add a widget to, then click on "+Add Widget."
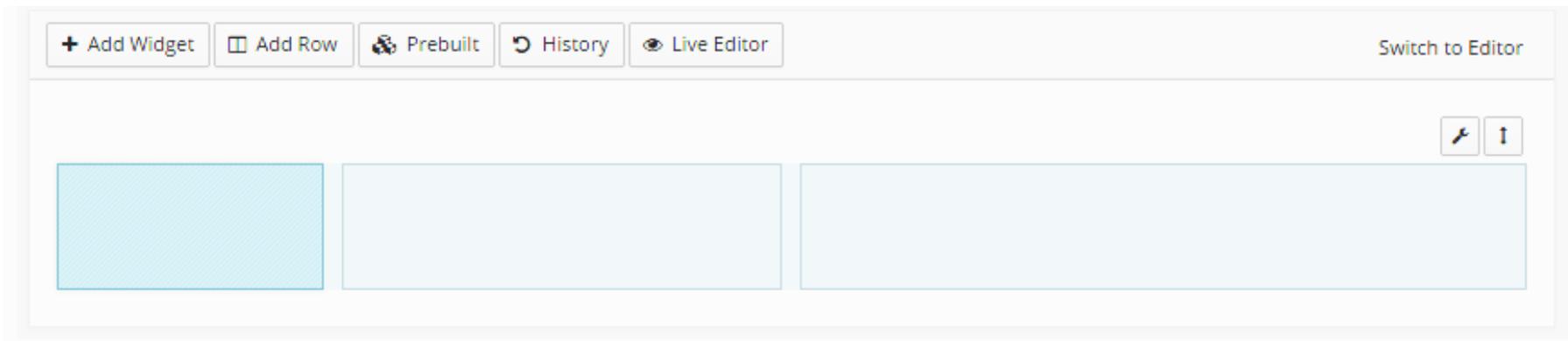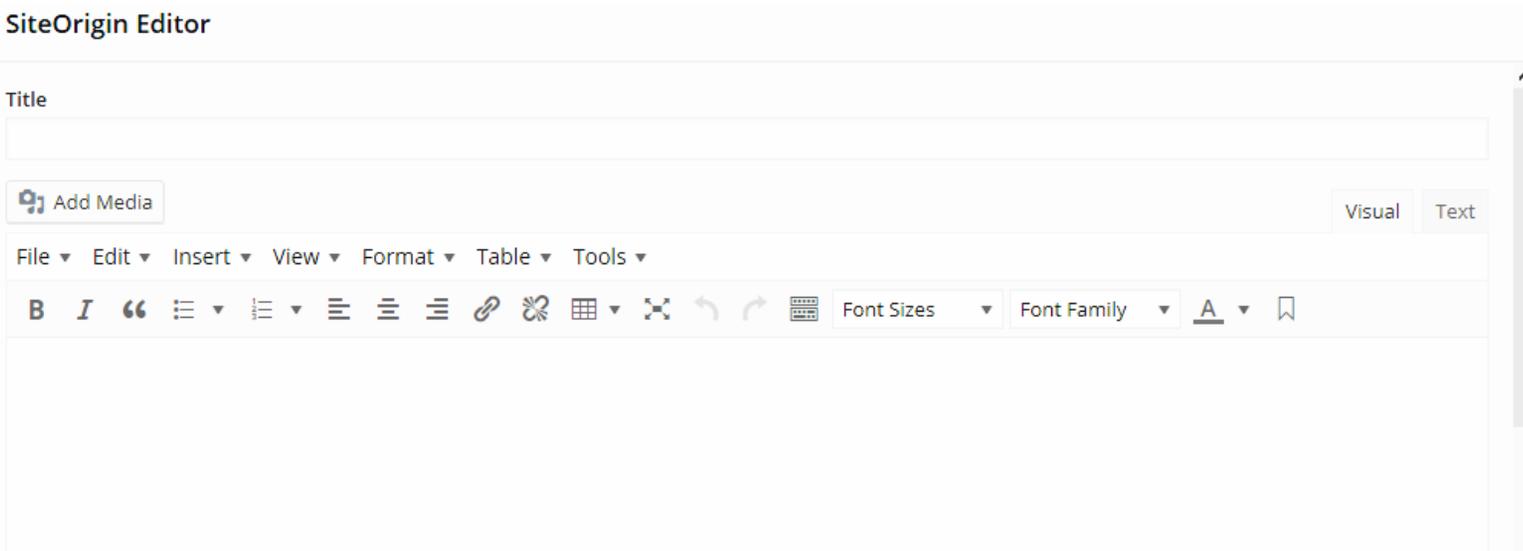

The Widget screen will appear. Click on "SiteOrigin Editor." (Not pictured here) It will be added to your row automatically.
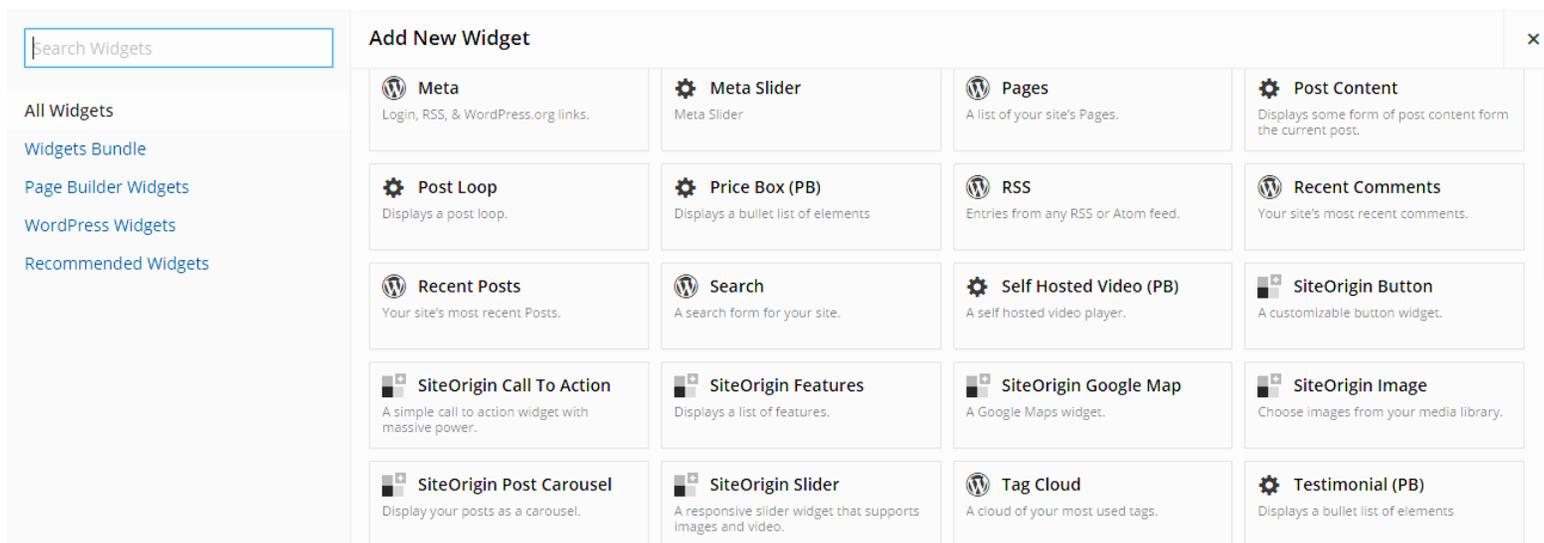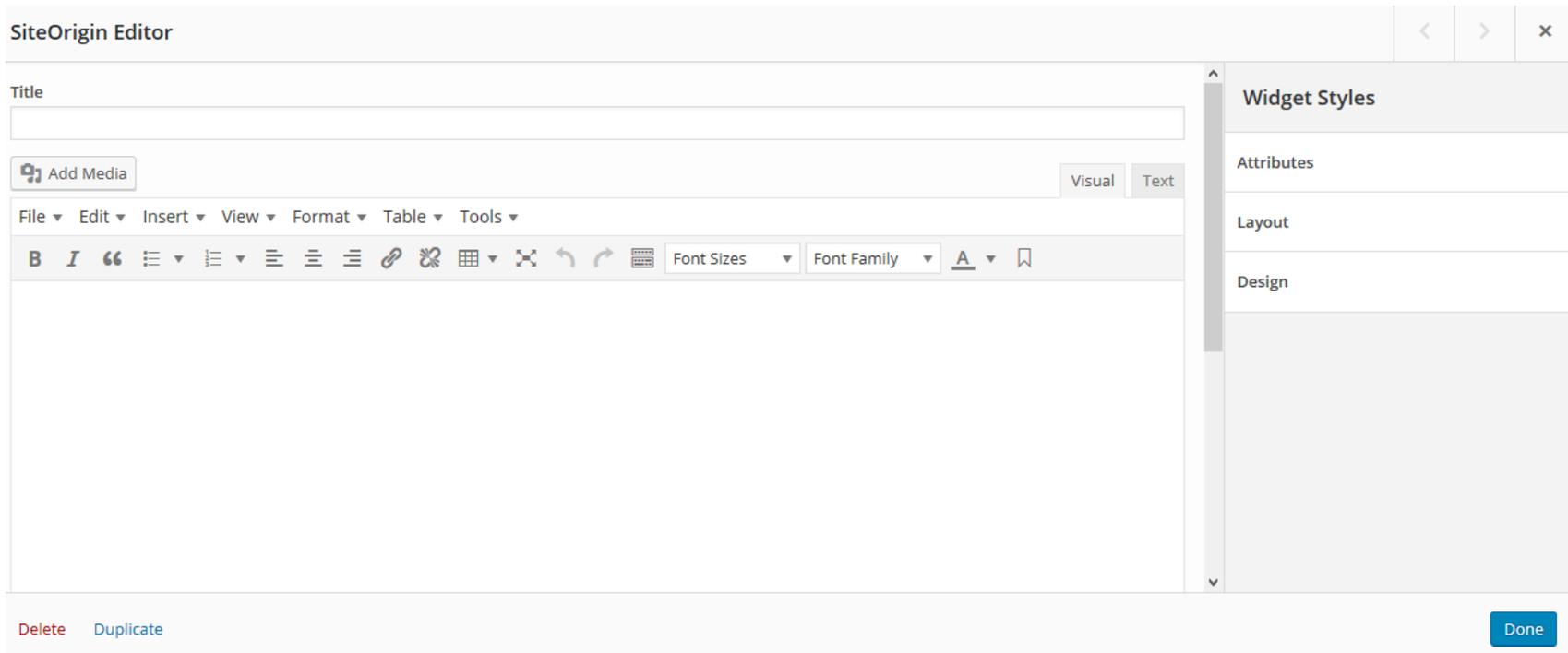
When you move your cursor over the widget, you will see "Edit   Duplicate   Delete." Click on "Edit" and the widget will open.

This is where you will type in information or insert pictures. Your website has been set up so that you can choose the size and color of your font. You may align your line of text or paragraph in the center, to the left or right.
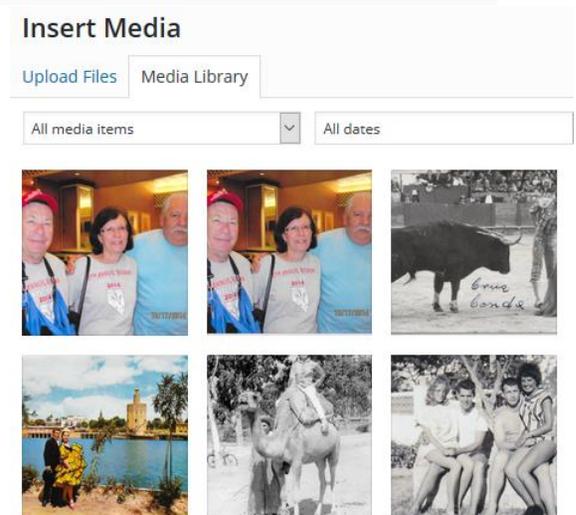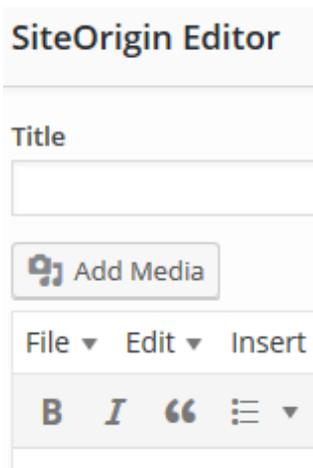
When you're finished with this widget, click on "Done" in the bottom right corner.

SiteOrigin Editor ‹ › ✕

Title

[ ]

📷 Add Media   Visual | Text

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

B *I* ❝ ☰ ▾ ☰ ▾ ☰ ☰ ☰ 🔗 ✂ ⊞ ▾ ⤢ ↶ ↷ ▦ Font Sizes ▾ Font Family ▾ **A** ▾ 🔖

Widget Styles

Attributes

Layout

Design

Delete   Duplicate   Done

If you wish to add a picture to this widget rather than adding text, click on "Add Media."

The Media Library will open. Click on "Upload Files" to upload a
picture from your computer.
Click on "Insert Into Page' which is located in
the lower right corner.

SiteOrigin Editor

Title

[ ]

📷 Add Media

File ▾ Edit ▾ Insert

B *I* ❝ ☰ ▾

Insert Media

Upload Files   Media Library

All media items ▾   All dates

Once the picture has been inserted into the widget, click on the picture and a bar will appear. The four icons on the left control the alignment. Clicking on the "x" will delete the picture. To edit the picture's size, click on the pencil icon OR you may grab the corner and pull/push to resize the picture.

If you click on the pencil icon, a window will open (see below) where you will be able to edit the "Display Settings."

***Please be aware that violation of copyright laws is punishable with large fines. Most pictures and music found on the internet are copyrighted material and may not be used unless a license is purchased, for example, pictures from Shutterstock. Many pictures are available for free use by the public from the websites http://www.publicdomainpictures.net/ and http://www.public-domain-image.com/

Once you have edited the size of your picture and set the alignment, click on "Update" in the lower right corner. Then click "Done" as described before.

You may continue adding rows of widgets. Once you are ready to complete the changes to your website page, click on "Update" in the blue box on the right.
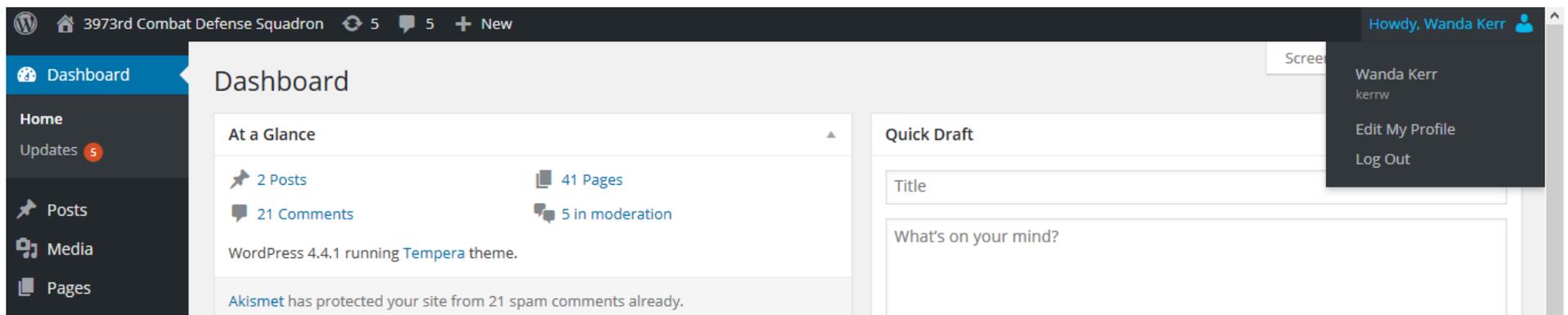
To view your website, move your cursor to the upper left corner of the screen and "Visit site" will appear. Click on "Visit site." OR you may click on View page to see only the page you have just updated.
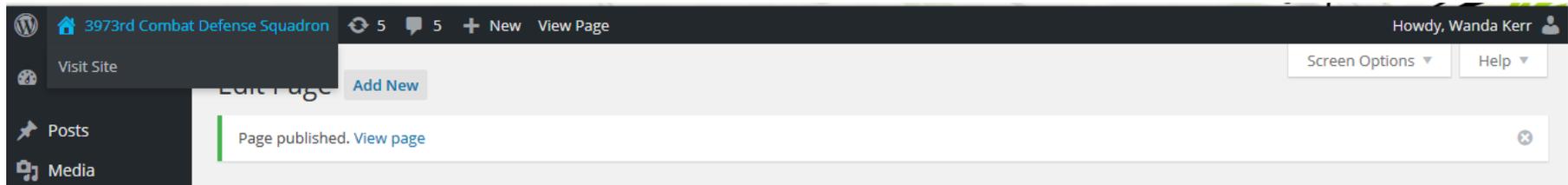
The website 'Log out' is accessed by moving your cursor to the right upper corner of the screen. The option to log out will appear under the "Howdy" greeting.

Editing a row:
If you decide you want to edit a Page Builder row, such as to change how it's divided, move your cursor to the "wrench" icon over the right side of the row. Options will appear that will enable you to edit the row, duplicate the row, or delete the row. Click on edit to change how that row is divided. In other words, you may change it from being divided into three sections to two or four sections. Click "Update."

Moving a row:
Use the icon on the right like a "handle" if you wish to move the row to another position on the page. Click "Update."

(Hint: to add a little extra space in an area of your web page, add a row there and leave it blank. Remember to click on "Update.")

We hope these step-by-step instructions will enable you to begin editing your own website. Of course, Skaggs Web Services is always willing to make changes on your website for you. The fee for this is $25 per hour (one hour minimum.) Your WordPress website is very user-friendly and only takes a short time to get familiar with it, but call us if you need assistance.