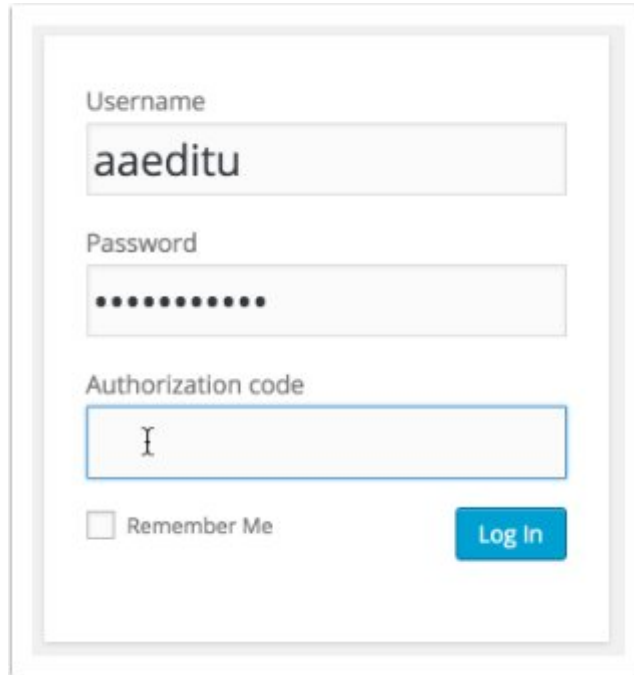


How to edit the Arbours website

Log In



Username
aaeditu

Password
.....

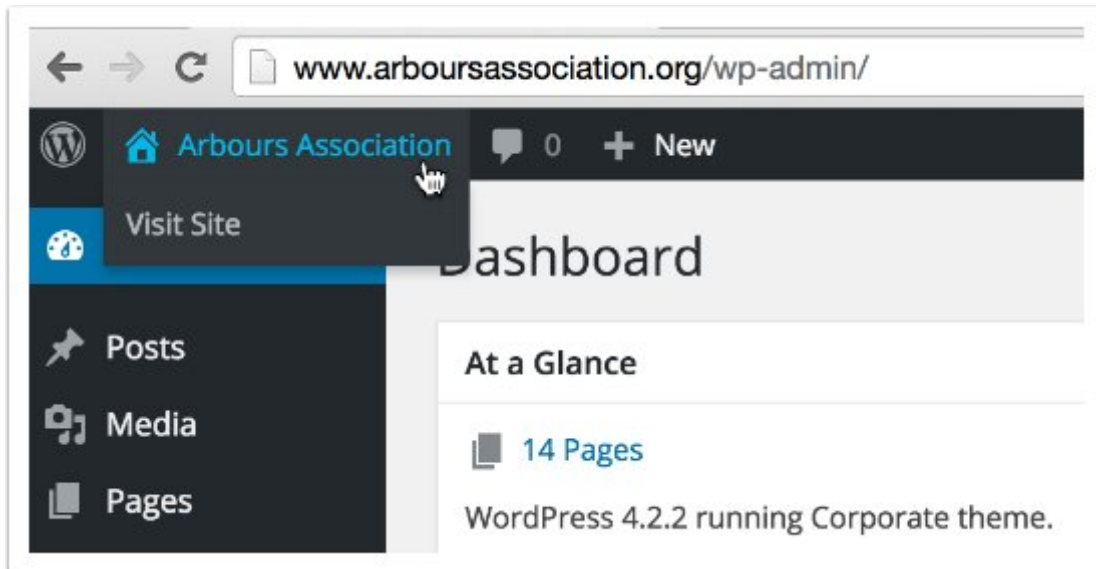
Authorization code
I

Remember Me

To edit the site login at www.arboursassociation.org/wp-login.php You will need a username, password and Authorisation code. If you fail to login after a number of attempts you will be locked out for a period of time.

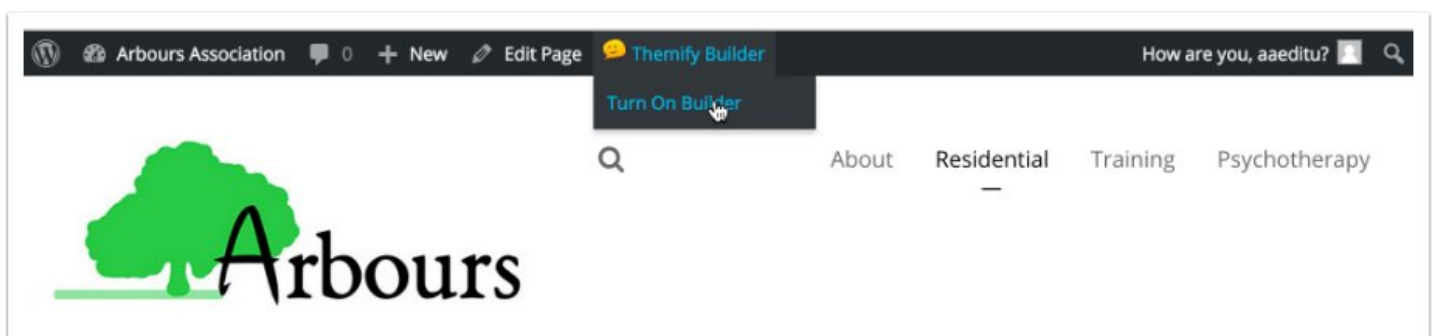
Note that There are different login details for a full administrator account. Only an administrator can reconfigure certain aspects of the site.

Dashboard < Arbours Association – WordPress



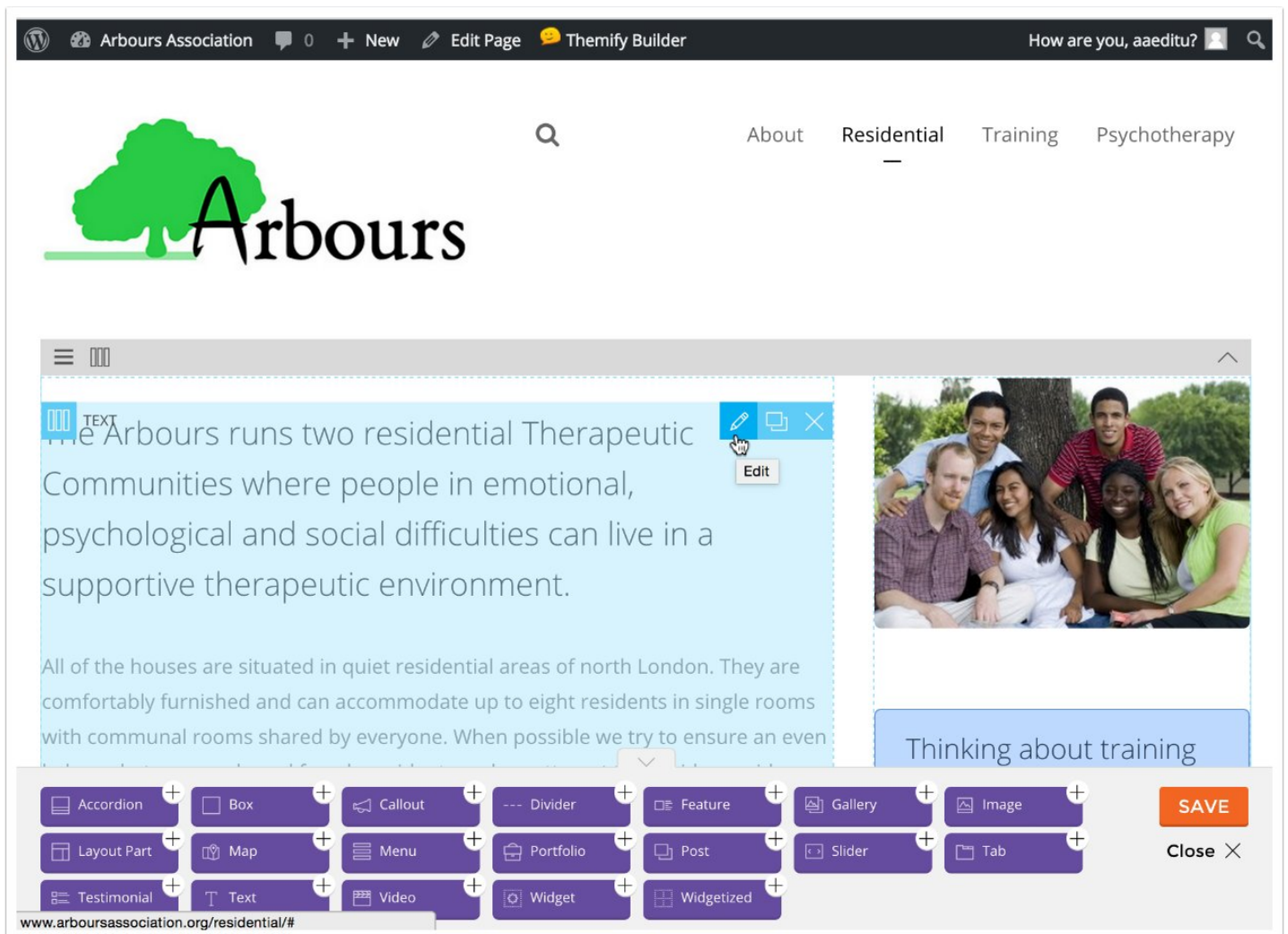
When you log in you will see the Dashboard. You could select 'Pages' on the left to see a list of pages on your site, but to edit existing content you would normally choose to 'Visit Site' from the top menu now that you are logged in.

Navigate to a page to edit



Click 'Turn On Builder' from the 'Themify Builder' menu to see content blocks on your page

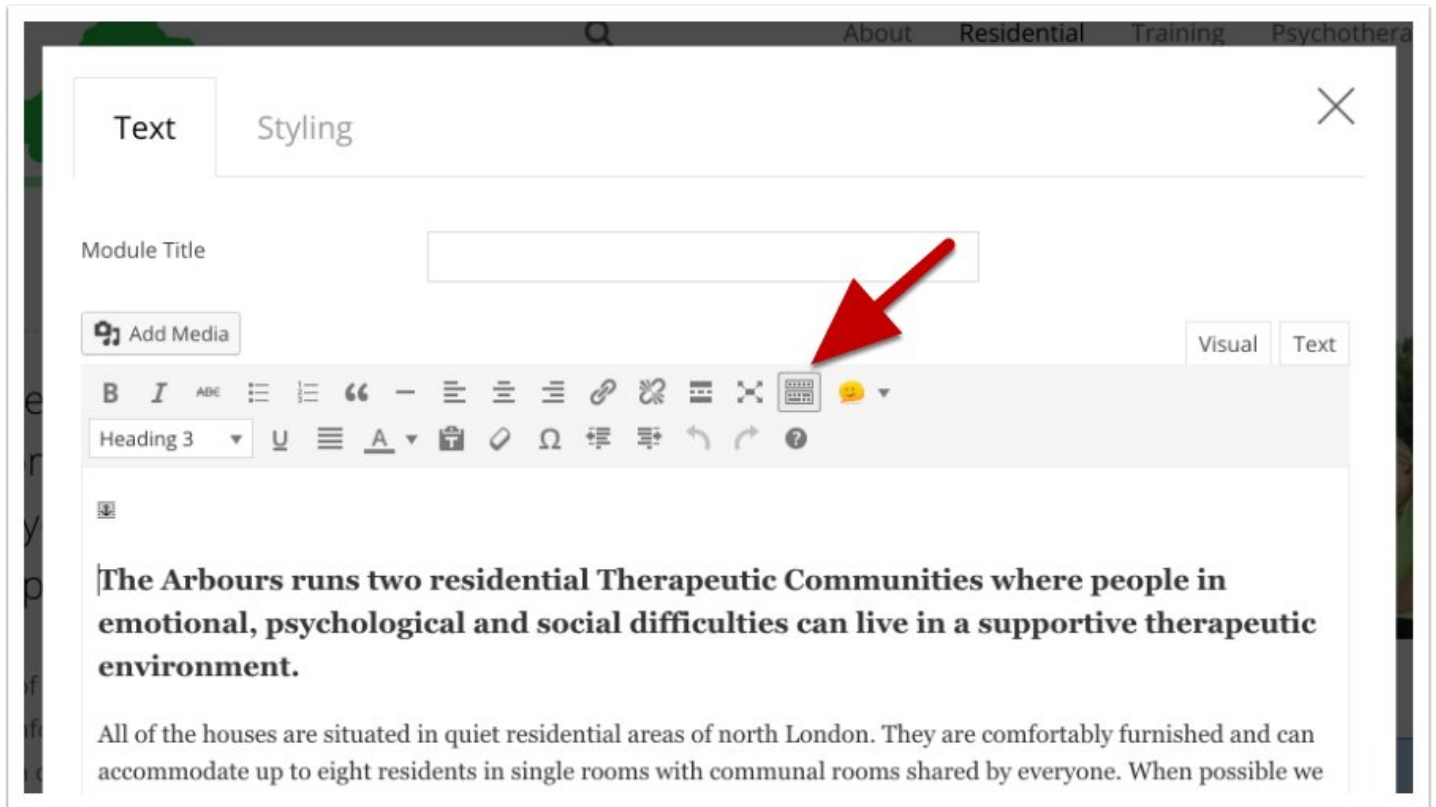
Using 'Builder'



The screenshot shows the Arbours Association website in edit mode. The top navigation bar includes 'Arbours Association', 'New', 'Edit Page', and 'Themify Builder'. The main header features the 'Arbours' logo and a navigation menu with 'About', 'Residential', 'Training', and 'Psychotherapy'. The main content area is a text block with the following text: 'The Arbours runs two residential Therapeutic Communities where people in emotional, psychological and social difficulties can live in a supportive therapeutic environment.' Below this is a paragraph: 'All of the houses are situated in quiet residential areas of north London. They are comfortably furnished and can accommodate up to eight residents in single rooms with communal rooms shared by everyone. When possible we try to ensure an even'. To the right of the text is an image of a group of people. A blue 'Edit' button is visible over the text block. At the bottom, a widget palette is open, showing various widgets like Accordion, Box, Callout, Divider, Feature, Gallery, Image, Layout Part, Map, Menu, Portfolio, Post, Slider, Tab, Testimonial, Text, Video, Widget, and Widgetized. A 'SAVE' button and a 'Close' button are also present.

With Page Builder switched on you have a palette of objects which can be dragged and dropped onto your page. Normally however you would just move the mouse cursor over the block to edit and click the 'Edit' icon as illustrated.

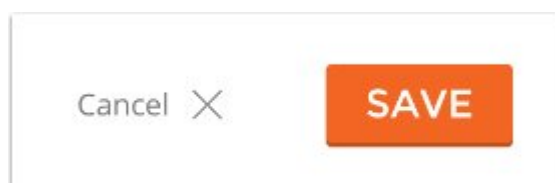
Editing a page



Once you are editing a Visual editor will appear within which you can type or paste new text and delete old.

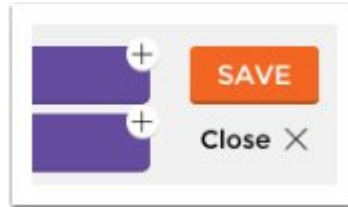
Note that in the illustration the 'Toggle Toolbar' control is selected so you have access to additional tools on a second row. If you see code when editing the page rather than the visual editor you will be in 'Text' view. Click the 'Visual' tab to return to the visual view.

Save your edit



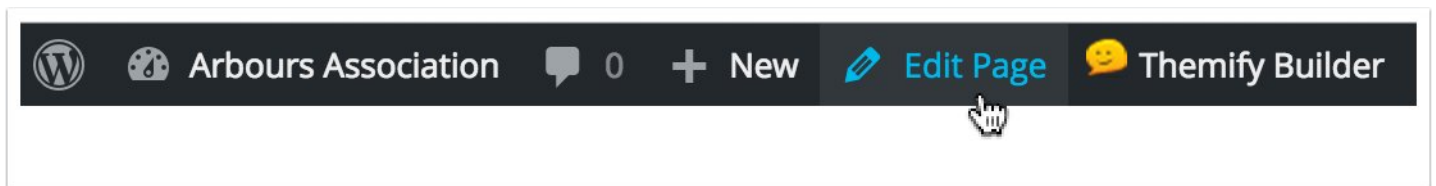
Once you have made any changes, scroll down to the foot of the editing area and click 'Save'.

Save and Close when done



To finish making edits to a page click 'Save' to the right of the page builder objects and then 'Close' to return to viewing your site. If you try to navigate to another page without doing this you will be prompted to check if you want to stay on the page. If you navigate away without saving changes will be lost.

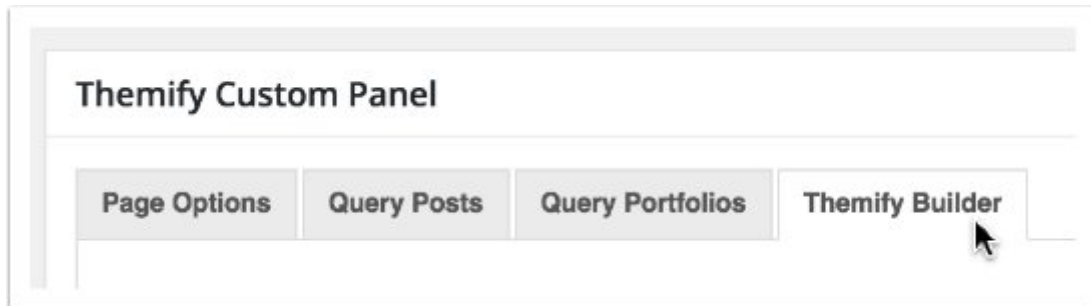
Adding a new page 1



To add a new page of content you might think it best to click '+ New'. In fact it is generally easier to start by finding a page with a layout similar to the one you want to create and either choosing 'Duplicate this page' from the builder menu or choosing to 'Edit Page' and duplicating in full edit mode. The latter approach is preferable as it is good practice to change the name of the new page after duplicating (see below).

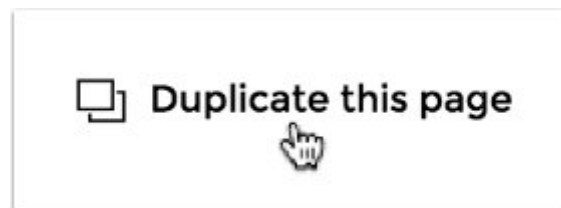
IMPORTANT - if the page you are duplicating is a 'parent' then 'child' pages will be duplicated too. For this reason it is often better to duplicate 'child' pages.

Adding a new page 2



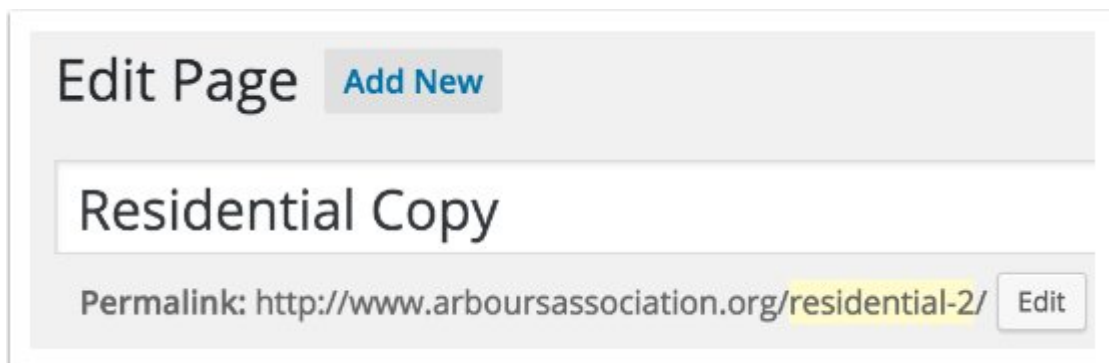
Scroll down beyond an editing area (which is most likely empty) to the 'Themify Custom Panel' and make sure that the 'Themify Builder' tab is selected.

Adding a new page 3



Scroll down further beyond the builder layout (which is where if you started with a blank page you would have to create a layout) and click 'Duplicate this page'. You will be prompted to ask if you want to 'save the builder' at this point. Assuming you have not made any changes this is not necessary.

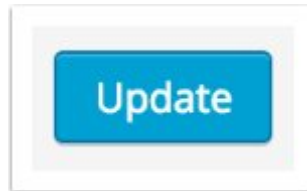
Adding a new page 4



You should now be looking at a page with the word 'Copy' added after the name of page you started with. Change this to whatever you want and ALSO click the 'edit' button to the right of the highlighted

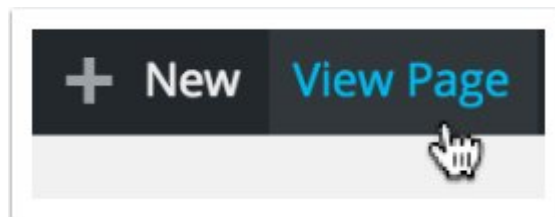
text lower right and change this to one or two hyphenated words which reflect the page title. This will be the 'URL' (web address) of the new page.

Adding a new page 5



After you have changed the page title and URL click the 'Update' button in the 'Publish' area to the right to save your changes.

Editing your new page



Click 'View Page' to see your new page. It will have all the content that was on the page you duplicated, but now you can 'Turn on Builder' and select the block(s) to change deleting much or all of the content when editing a page. This is the same as already described above in the steps called 'Using Builder' and 'Editing a page'.

Notes

Your new page will NOT appear on the menu unless it is added when logged in as an Administrator. You can however link to any page which is published on your site from text or images on any other page using the 'link' control on the toolbar when 'Editing a page'.