EDITOR GUIDE

WELCOME

Now that your website is live, it's important that you keep it up to date and accurate.

This guide outlines how you can update your website anytime you like and keep the content fresh and engaging.

EDITOR OVERVIEW

Section 1 outlines how the website editor and how to change menus, content, sidebars, and get help.

DESIGN

Section 2 outlines how you can change design elements including colours, text, navigation, and background images.

IMAGES & CONTENT

Section 3 outlines how you can manage your images and content.

EDITOR OVERVIEW

OVERVIEW

Welcome to the responsive website editor, the best way to quickly upgrade your site to a multi-screen world! Our editor's interface has three main sections: the menu bar, the side bar, and the content area. Each of these sections plays an important role in letting you make your website as awesome as possible.

MENU BAR

The menu bar allows you to quickly navigate your site, both by moving between different pages and by moving between different device views. Just click a page to view it, or click a device to see how your current page looks in that view.

The menu bar also lets you undo or re-do simple actions in the editor, save your current site, and preview or republish your site whenever you like.
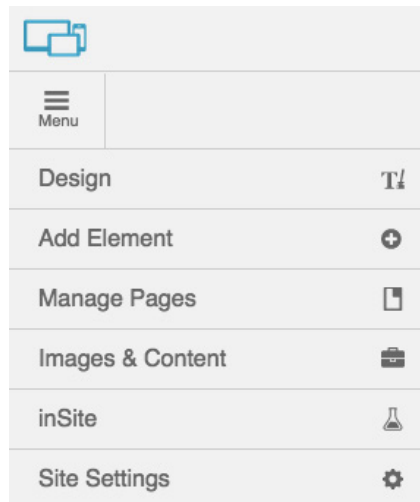
IN-EDITOR HELP
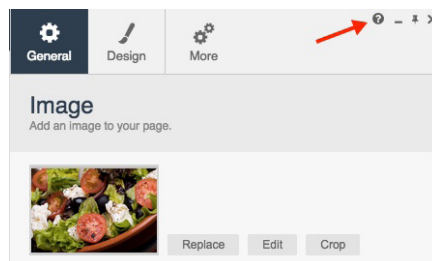
If you're ever curious about what something does in the website editor, just press the grey question mark button at the top right of almost every screen.

This will bring up our in-editor support to help you get your bearings and figure out what a feature is for or what you can do with it.

SIDE BAR

The sidebar is where all of its elements hang out until you're ready to use them. Here you can find tools to edit almost anything on your site.

The sidebar allows you to make broad, sweeping changes to the entire site, for example change its color scheme or button design in the design tab, it allows you to add new features and elements with the add element tab, it lets you change your pages' configuration in manage pages, and lets you make administrative changes, for example change the site's URL or add analytics, in the site settings tab.

CONTENT AREA
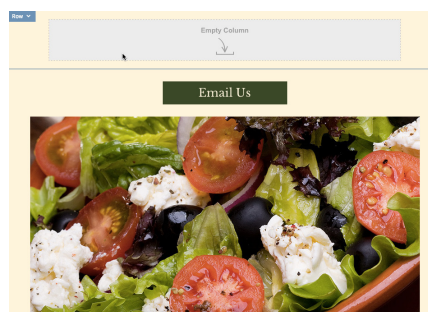
The content area is all about you. It's your canvas, where you can move or add any of our features, or click and edit to change them however you'd like.

Want to change an image? Click it and press edit, then change. Want to color some text? Click a paragraph, then select the text inside it and press the text editor's color option to choose a color. Want to delete a button? Just click it and press delete.

ADD ELEMENT

OVERVIEW

Use the Add Element tab to drag and drop new features or sections to your pages like images, text paragraphs, buttons, and more!

MENU BAR

1 Go to the Add Element section and scroll to the element or section you'd like to add.

2 Drag the element or section you would like to add on to your website. Note: individual elements can be added to existing rows, but sections will always create their own row.
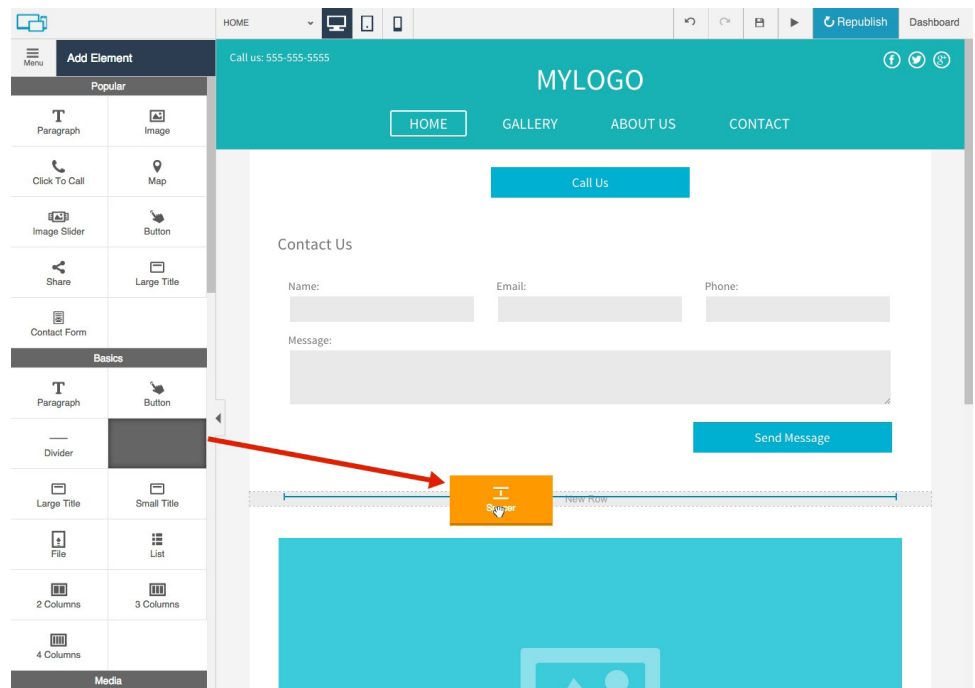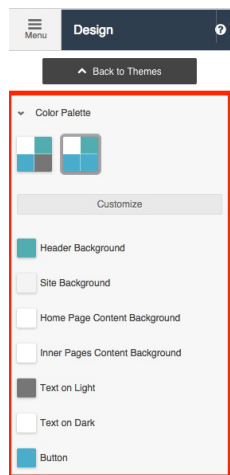

3 Once you've placed the element or section, you'll need to setup the element(s) and customize them to fit your needs.
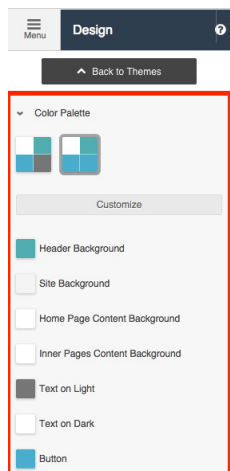
DESIGN

OVERVIEW

The design section controls the global design settings for your site. Change your site's theme, color palette, text style, navigation style, button style, and background image or color.

COLOUR PALLETTE

Select one of the available color palettes. Click the Customize button to edit individual colors inside a palette.
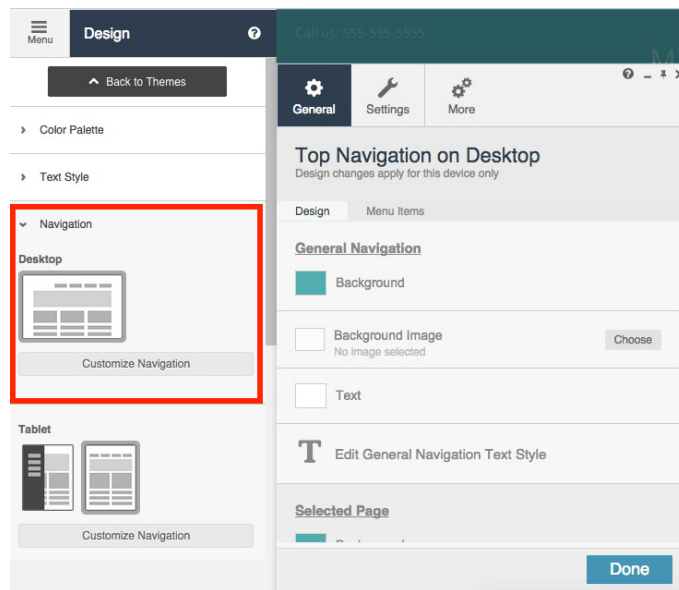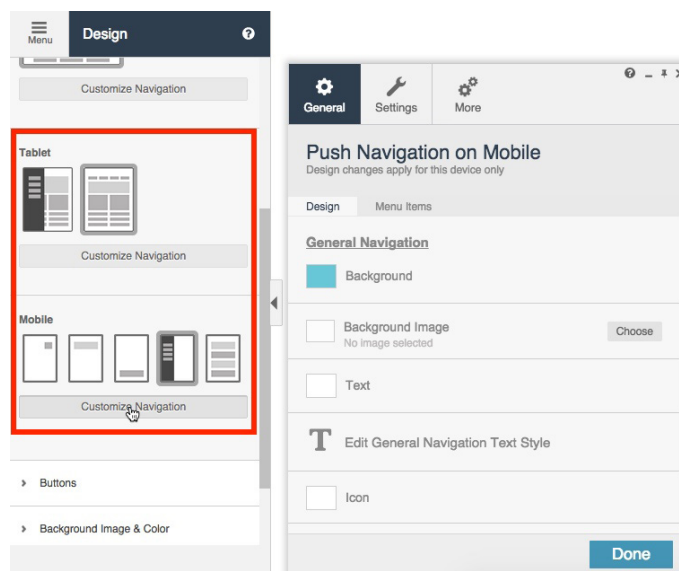
TEXT STYLE

Click the Customize Text Style button to adjust text, link, header, and button styles.

NAVIGATION

Choose the navigation style for desktop, tablet and mobile versions. Click on Customize Navigation to change background or text color, number of visible navigation items, and the animated navigation setting.
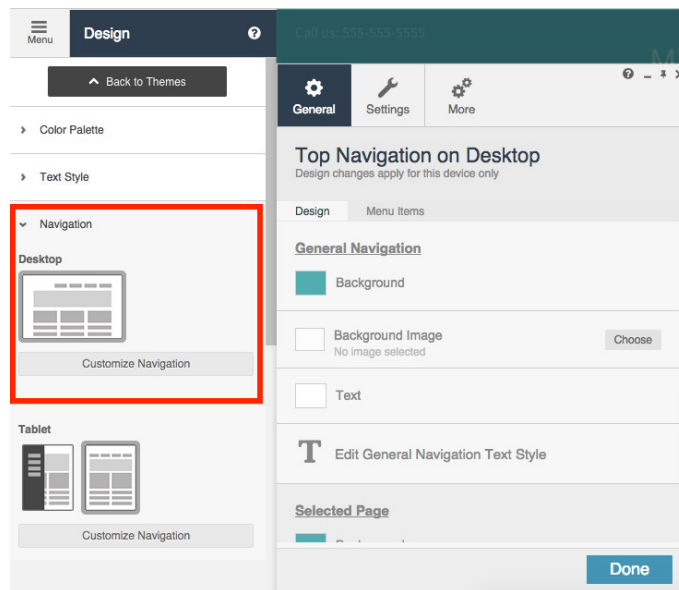

There are different navigation styles available for tablet and mobile. Just click one to select it, or click customize for more detailed customization options.
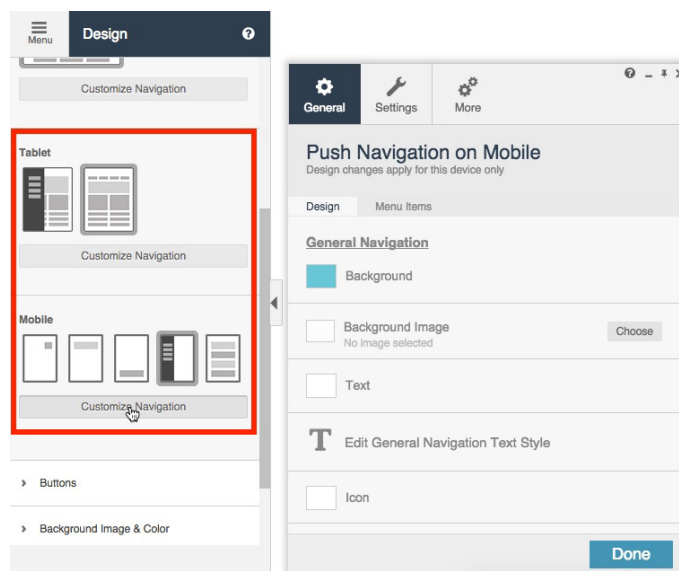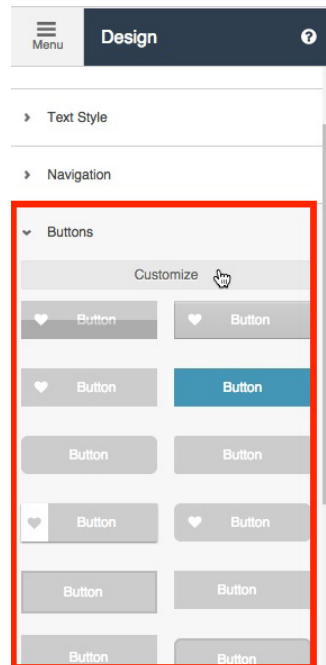
BUTTONS

Select the button shape you would like to use. Click Customize for more detailed customization options including button default color, background image, border, shadow, corner rounding, and general text style options.

There are different navigation styles available for tablet and mobile. Just click one to select it, or click customize for more detailed customization options.
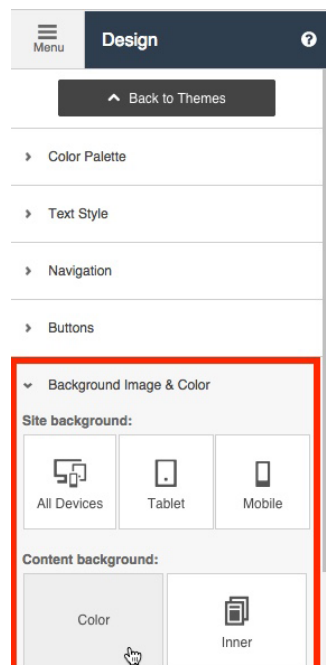
BUTTONS

Select the button shape you would like to use. Click Customize for more detailed customization options including button default color, background image, border, shadow, corner rounding, and general text style options.

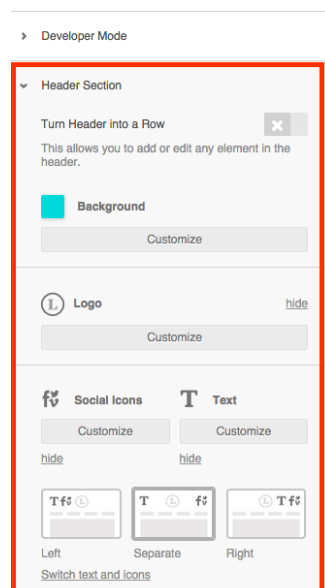## BACKGROUND IMAGE & COLOUR

You can select the background color or image to appear on all devices, or customize the background for tablet and mobile.
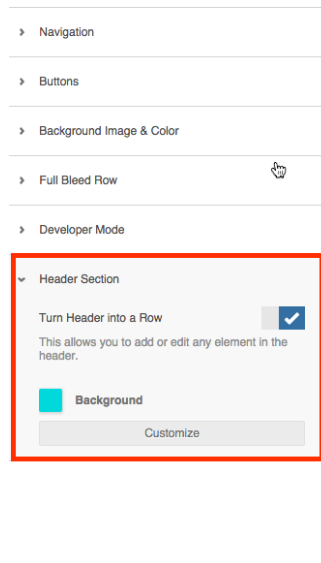
FULL BLEED ROW
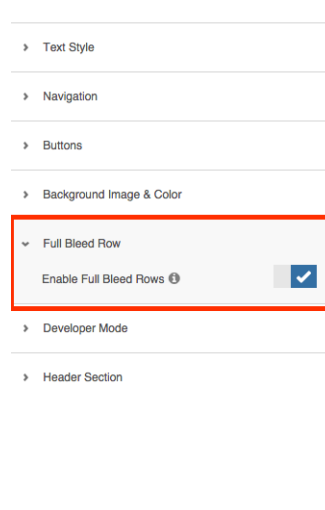
Turn on full bleed for your site! Full bleed will set it so that the rows will fill the site (no white space). To turn this on, simply toggle this option on.

HEADER SECTION

In the header section you can control everything about the header, from the alignment to the logo colors and background color.

HEADER SECTION

Navigation

Buttons

Background Image & Color

Full Bleed Row

Developer Mode

Header Section

Turn Header into a Row

This allows you to add or edit any element in the header.

Background

Customize

You can also turn the header into a row, which will allow you to have more control over the header (such as putting elements in and adding rows to the header).

DESIGN - COLOUR PICKER

OVERVIEW

The color picker allows you to select a color for an element or background. You can select a color using the color dials, enter an RGB value, or enter a hexidecimal color value.

PICK A COLOUR

- Select a site color. These are colors that are used elsewhere on your site or detected from the site you're converting.
- Select a recent color. These are colors you've used recently.
- Select an opacity. This will determine how transparent the color you're using is.
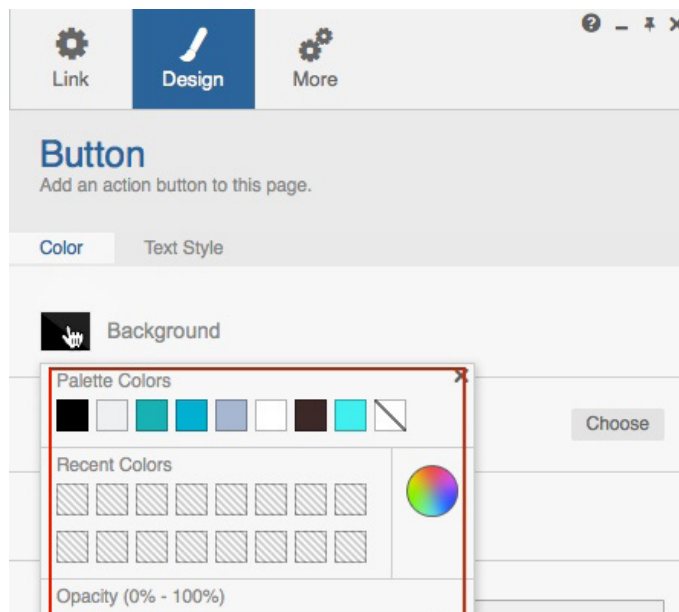
USE THE COLOUR WHEEL

For more advanced color options or to select a precise color, use the color wheel.

Use the color dials:
1. Select a value from the hue slider on the right slide
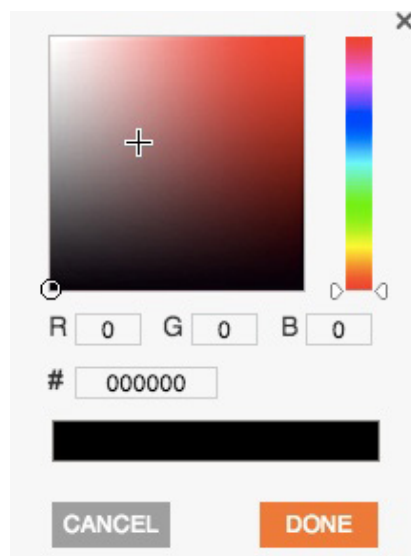2. Select a tone from the tone box in the center

Enter an RGB value:
1. Enter a number (1-255) into the R, G, and B text boxes.

Enter a hexidecimal value:
1. Enter a hexidecimal value (111111-FFFFFF) in the hex (#) text box.

Once you've selected a color, press Done to apply it."Drag files or folders here box.

RECENT COLORS

When selecting a color, colors that have recently been used in the site will appear in the Recent section so that they can be easily retrieved if they are needed in another part of the site.
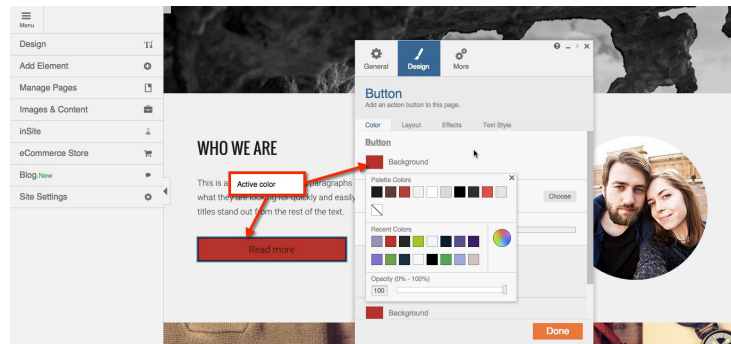
DESIGN - FONTS

OVERVIEW

Below is a list of fonts present in the website builder.

Abril Fatface	Amaranth	Roboto	Rokkitt
Arial	Arial Black	Exo	Yanone Kaffeesatz
Arvo	Book Antiqua	Quattrocento	Montserrat
Cabin	Comic Sans	CREEPSTER	EATER
Courier New	Droid Sans	NOSIFER	BUTCHERWIN
Georgia	Great Vibes	Playball	MATE SC
Helvetica	Impact	Playfair Display	Oxygen
Josefin Slab	Lato	AMATIC SC	Gudea
Lobster	Old Standard	Droid serif	Lora
Open Sans	Palatino	Glegoo	Pacifico
PT Sans	PT Serif	Patua One	Raleway
Sans-Serif	Source Sans Pro	Crete Round	Stalemate
Tahoma	Trebuchet MS	Cookie	Alef Hebrew
Verdana	Vollkorn	Libre Baskerville	Gloria Hallelujah
Ubuntu	Sansita One	Alike	Bad Script
Sanchez	Signika	Spinnaker	Lusitana
Flamenco	Oswald	Maven Pro	Titillium Web
Ubuntu Mono	Roboto Slab	Duru Sans	Cardo
Jura	Lobster Two	Allura	Belgrano
Bree Serif	Josefin Sans		
Museo Slab	Times New Roman		
Sans Hebrew	Yesteryear	Inconsolata	Poiret One

IMAGES & CONTENT

OVERVIEW

The website builder has the ability to upload or import all of your sites content into the images and content. As you can imagine, building a site requires importing content and using that content to build out the site. With the images and content, you can import all of your content in one step and then use that content as you build out your site. Think of it like DropBox, where all of your content lives and as you need it, you find it and insert it into the site. The idea of the DropBox, where all of your content lives and as you need it, you find it and insert it into the site. The idea of the images and content is that it separates the uploading/importing of content and makes it all readily available as you build out your new website. Any new images or files you add will also be added to the images and content automatically.
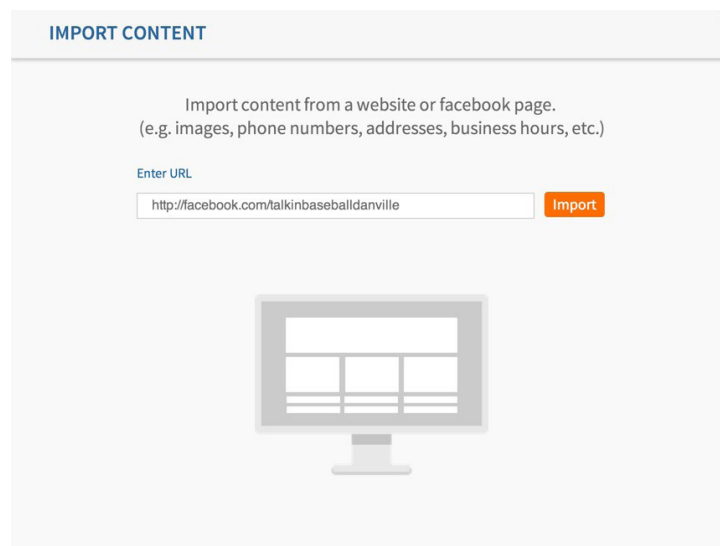
IMPORTING CONTENT
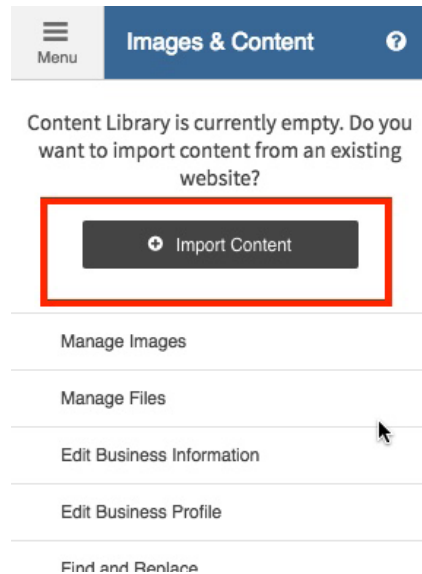
When you create a site with the website builder, you are normally presented with two options:
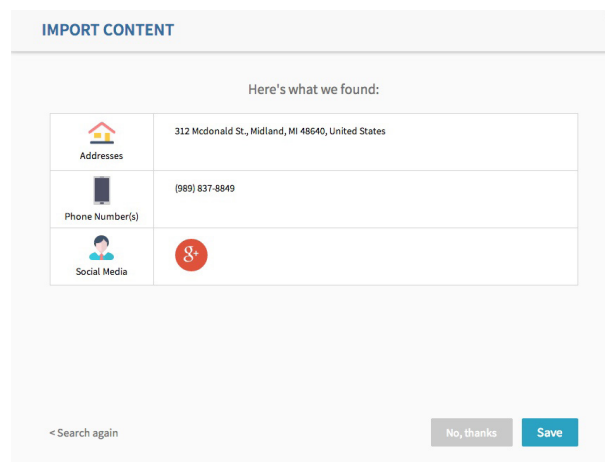1) You can import content from an existing site on the web or 2) start with a new template with no import. With the images and content, this is no longer a choice you need to make, as you can import content after the site is created. If you have not imported content yet, you will see the option to import content.

This will take you to a pop-up that asks for you to input an existing website for Facebook Business page:

IMPORTING CONTENT

After you input an existing website or Facebook business page, we will attempt to gather content about the site. This is very similar to the import process that is performed when creating a site and choosing to import content. The system will visit the website online and gather information about the website (phone numbers, addresses, etc.). Additionally, it will check on social networks for more information about the website/business. All the results will then be displayed:
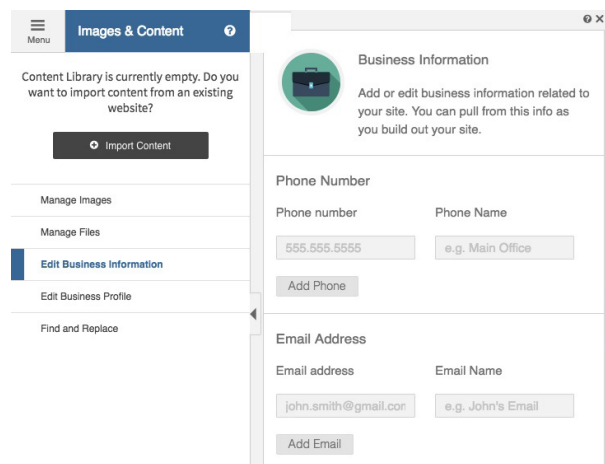

Once you click save, all of this content will be added to the images and content. You will see the imported images show up inside of the image picker and business information show up inside of the business information section of Images and Content:

IMPORTING CONTENT

Now, as you build out the site you can start using this data to populate fields. Phone fields will auto display phone names and adding a map will now have the locations of the images and content available by default.

MANAGING IMAGES

Inside of the manage images, you will see all images that have been added to the site. The image manager is divided into four main categories: Images Your Site, Facebook images (if site builder detected a Facebook Business page), Stock Gallery (provided by the site builder), and images you've edited or uploaded to the site.
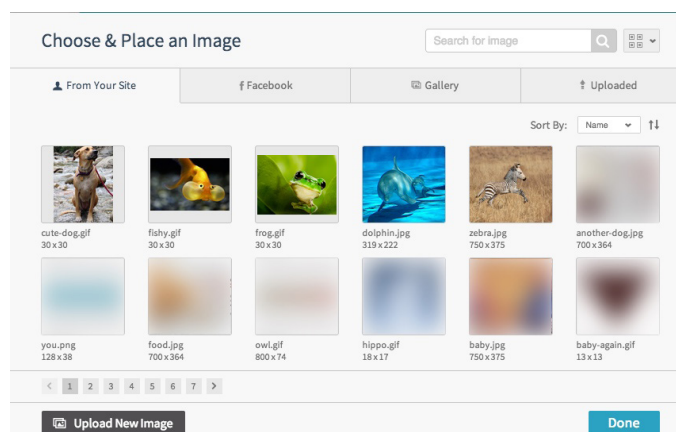
MANAGE FILES

You can also use the images and content to upload files directly to the site. You can upload: PDFs, Docs, Powerpoint, Excel spreadsheets, zip, text, xml, psd and mp3 files. Upload all your files at once then link to them as the site is built out.
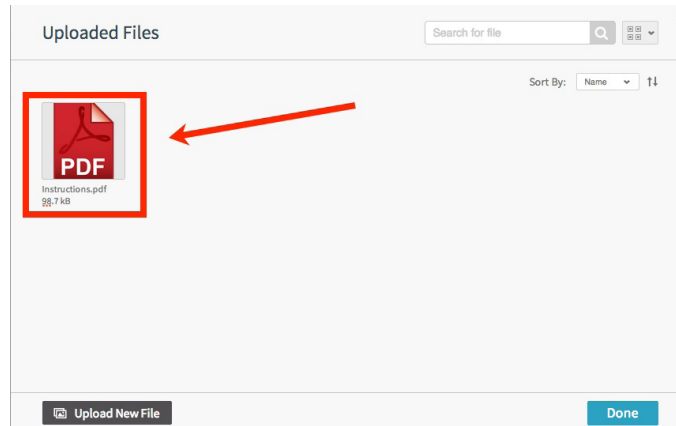

BUSINESS INFORMATION

Add the business information related to your website. When you fill this out, we are able to automatically insert your information into relevant elements as you add them to your site, such as phone numbers, Facebook links, etc.
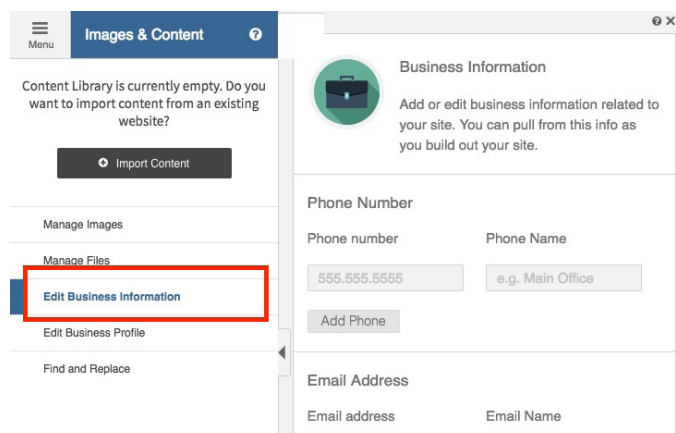
UPDATING BUSINESS INFORMATION

One of the most useful features of the images and content is the ability to update Business Information that is already used on the site. When you update business information on the site, a message will appear:
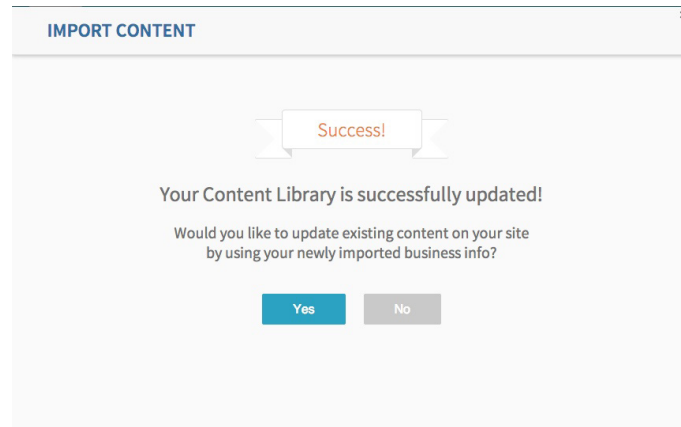

EDITING YOUR BUSINESS PROFILE

The 'Edit Business Profile' section of the images and content allows you to create several blocks of text, which can then be added to pages on the site with just the click of a button. There are 3 default paragraphs, 'About us description,' 'Company Overview,' and 'Business Services,' but you can always add a custom paragraph in addition to those.
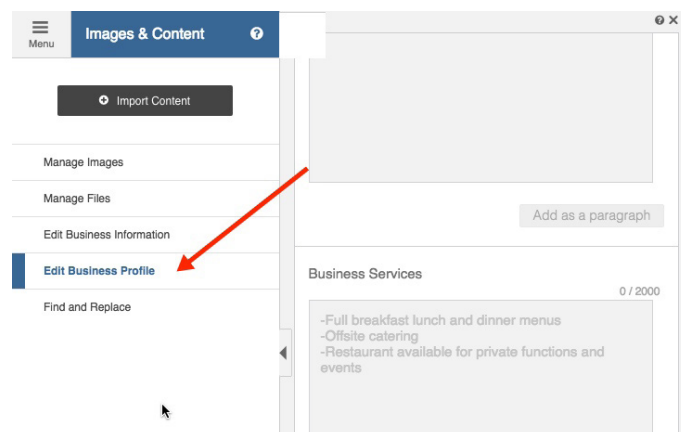
EDITING YOUR BUSINESS PROFILE

Once you have the paragraphs filled out with your information, you can easily add the paragraph to a page. To do this select the page you want to add the paragraph to, and then click 'Add a paragraph.' This will create a new row, and add that paragraph to the top of that page. You can move the row to a different part of the page if you want.
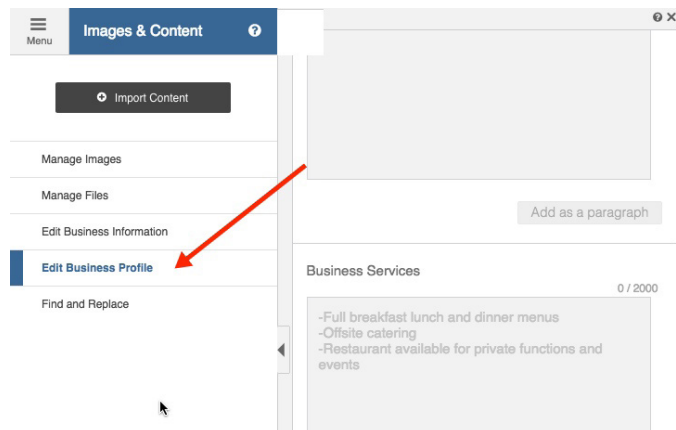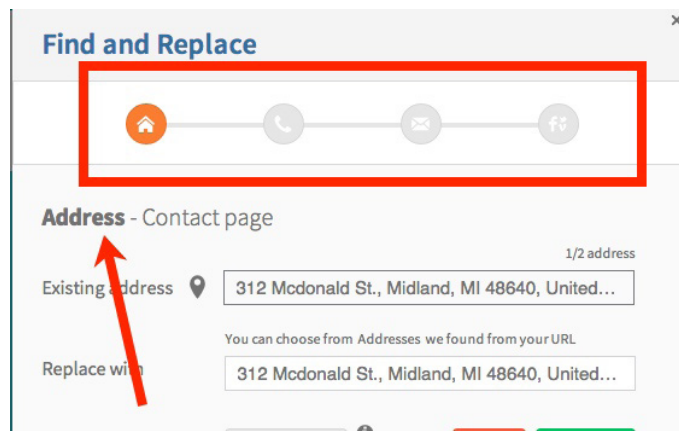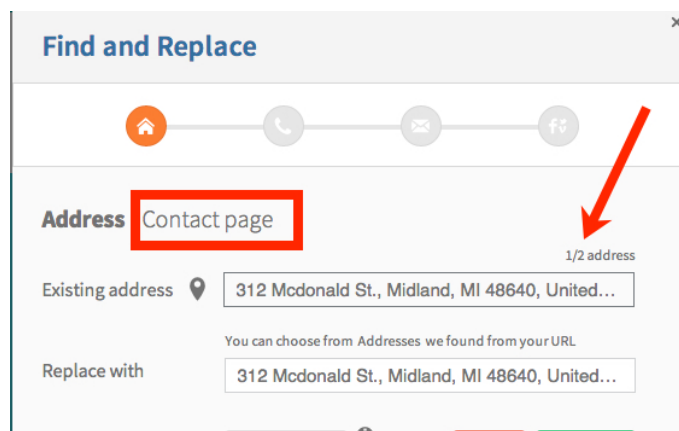

FIND AND REPLACE
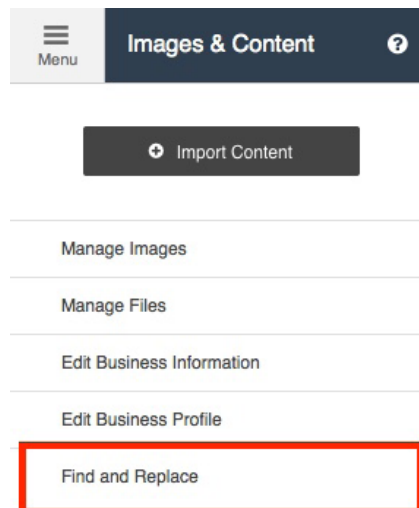
The 'Find and Replace' section is one of the more advanced and powerful sections of the images and content. With this section you can search for information which was added to the site and replace it with updated information. For example if a business moved locations you could easily scan the site for the old address, and then replace it with the new address.

FIND AND REPLACE

Once in the Find and Replace section, you can see there are several areas of information which can be updated with this feature. First it will have you decide on location information, and then take you through phone, email and social media information.
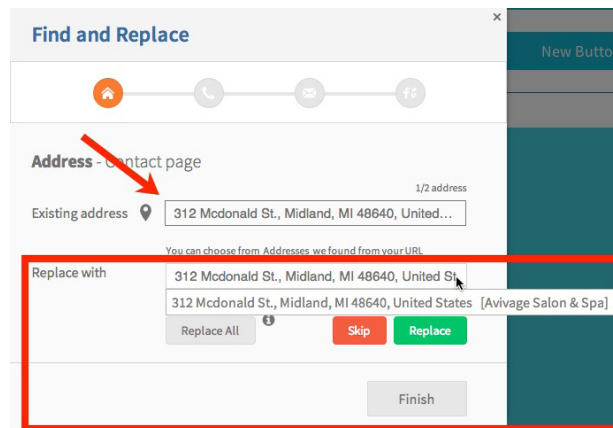

It gives you information on which page it found this information on, and how many times this information was found on the site.
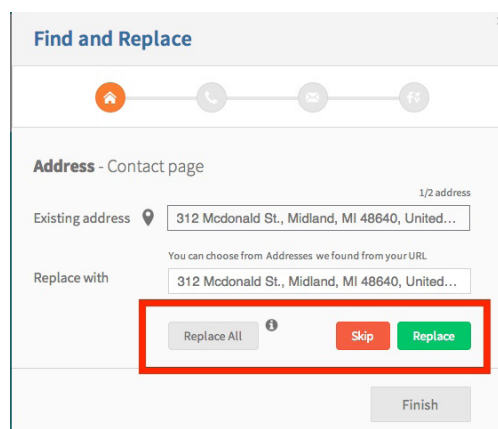
FIND AND REPLACE

It shows you what the information currently is, and gives you a drop down menu for selecting new information to replace the old information with.
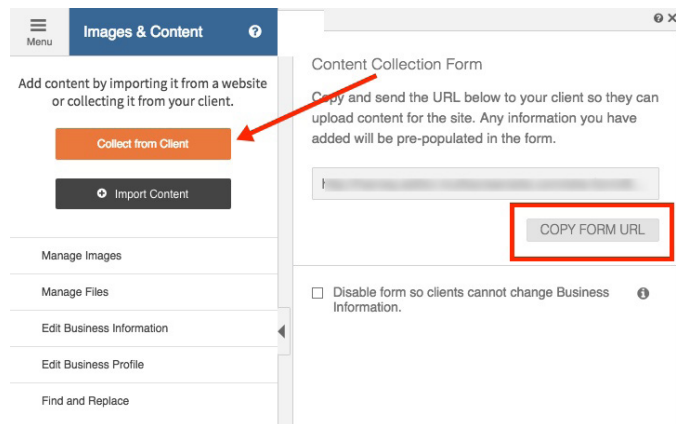

Once you have selected which content you would like to replace the old content with, you have some options for how to replace the content. You can replace all instances of the old content, replace the content individually per page, or choose to ignore replacing the content. If you choose to 'ignore' replacing the content, then the old content will not be updated.
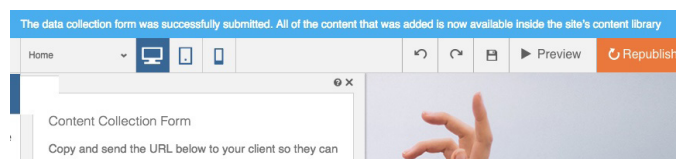

Once you have finished choosing how to replace content for a particular section, then you will be automatically taken to the next type of content you can find and replace. When you are done, click 'finish.'

CONTENT COLLECTION FORM

The content collection form lets you send a link which will take the user to a page in which they can fill out a form with information about the business associated with the site. You could send this to a client, have them fill out the necessary information, and once they submit that information will automatically be added to the site's images and content. To get started simply click on the 'Content Collection Form' section, copy the URL and send the URL to the person who will fill out the form. You can also check the box for disabling the form once it has been submitted.
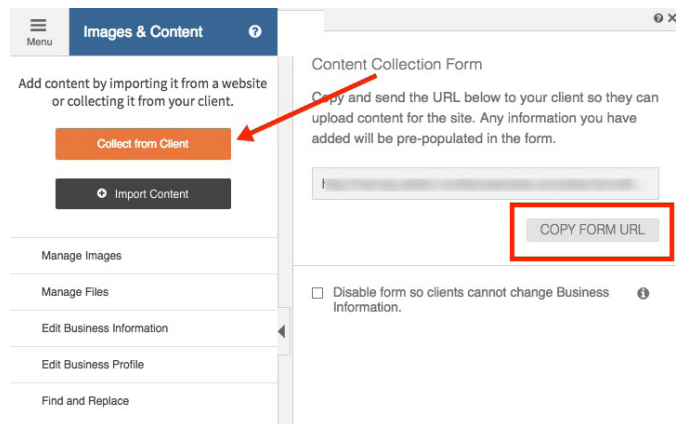

Once the form has been submitted you will see a notification alerting you to this from within the site's editor.
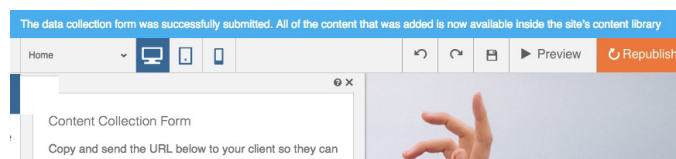
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Once the form has been submitted you will see a notification alerting you to this from within the site's editor.

CHOOSE & PLACE IMAGES

OVERVIEW

Using the Choose & Place Images menu, you can add images to your site from almost anywhere. Grab images from your existing site, Facebook account, computer, other sites on the internet, or even our built in stock image collection!

CHOOSE IMAGES

The system will automatically display images from a number of different sources, including:

1. The site you're importing (if you're importing a site)
2. Our stock photo gallery
3. Related Facebook business page
4. Uploaded images

You can switch between these sources using the tabs at the top of the Choose & Place Images menu.
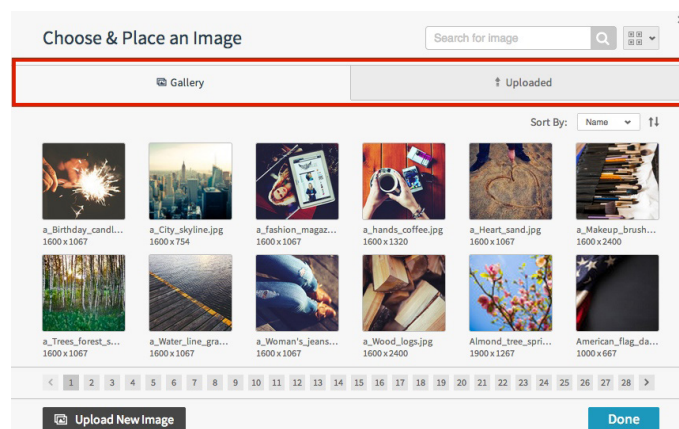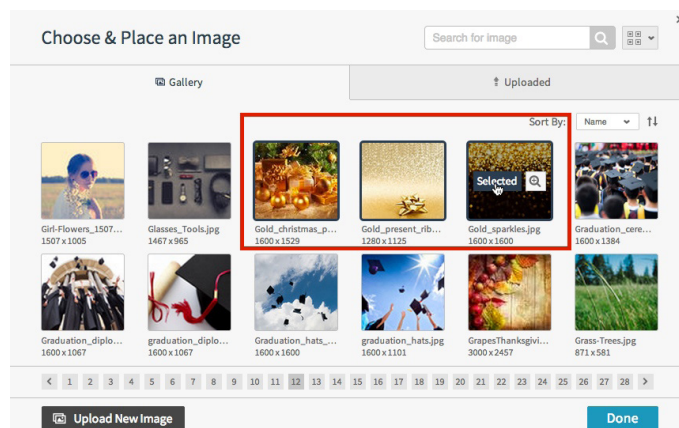
ADD IMAGES

1 To select an image, click on it.

2 To upload an image, click the Upload New Image button, then click Choose File or drag an image from your computer into the "Drag files or folders here box.
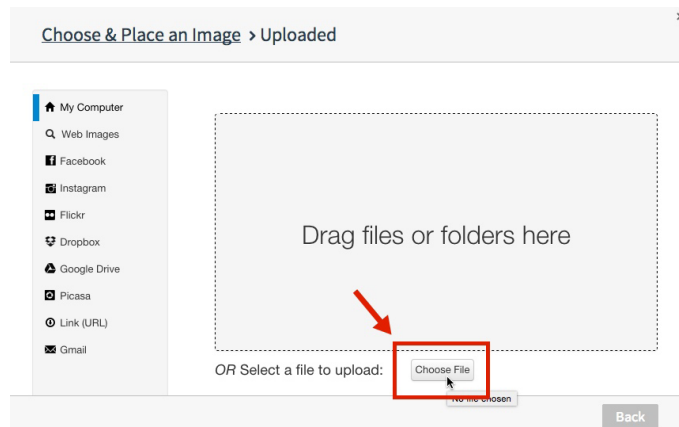
3 When selecting for an Image Slider or Photo Gallery, you can select multiple images at one time. As you do, each image will be surrounded by a blue border. When you press done, all of the selected images will be added to the element.

THANK YOU