

AGLOWNET BEAVER BUILDER “HOW-TO”

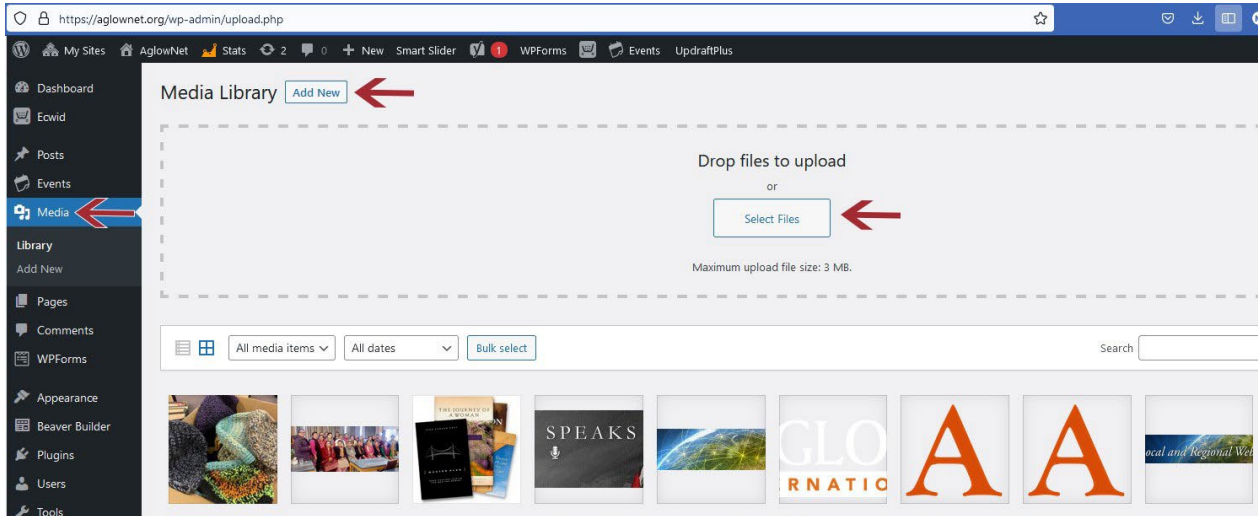
WORDPRESS RESOURCES

- BeaverBuilder Community forum - <https://community.wpbeaverbuilder.com/>

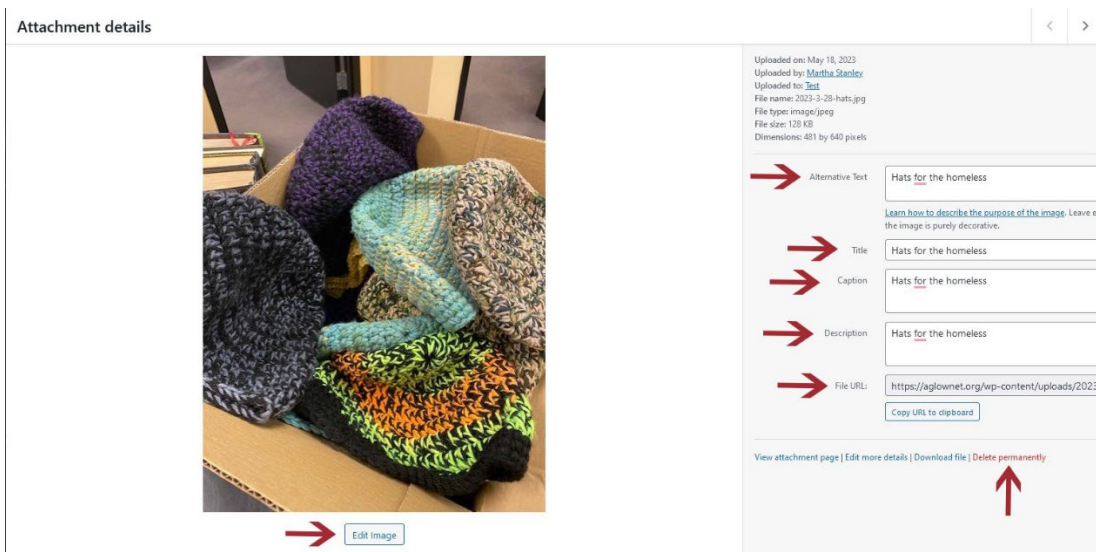
MEDIA MANAGER

To upload a new graphic to the Media Library

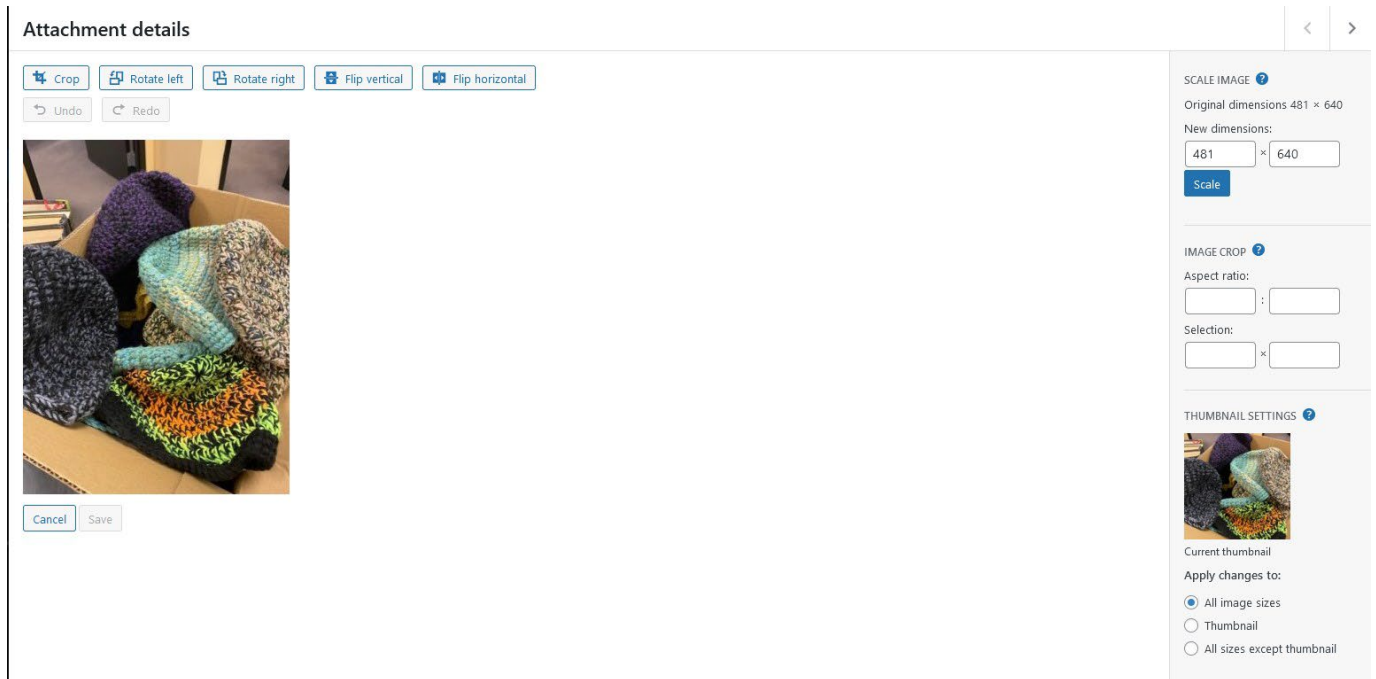
- In the Dashboard menu choose **Media > Add New**
- **Drop files** to upload or **Select Files** from your computer and choose **Open**.



- Click on the file you just uploaded and fill out the information at the right
 - **Alternative Text** (tool tip that comes up when mousing over a graphic), **Title**, **Caption**, and **Description** (for search engines).
 - **File URL** – When you want to insert a PDF into a page this is where you’ll find the URL
 - **Delete permanently** option at bottom right



Note editing capability such as **Crop, Rotate Left or Right, Flip, Scale**. Click on **Edit Image** to access these options.



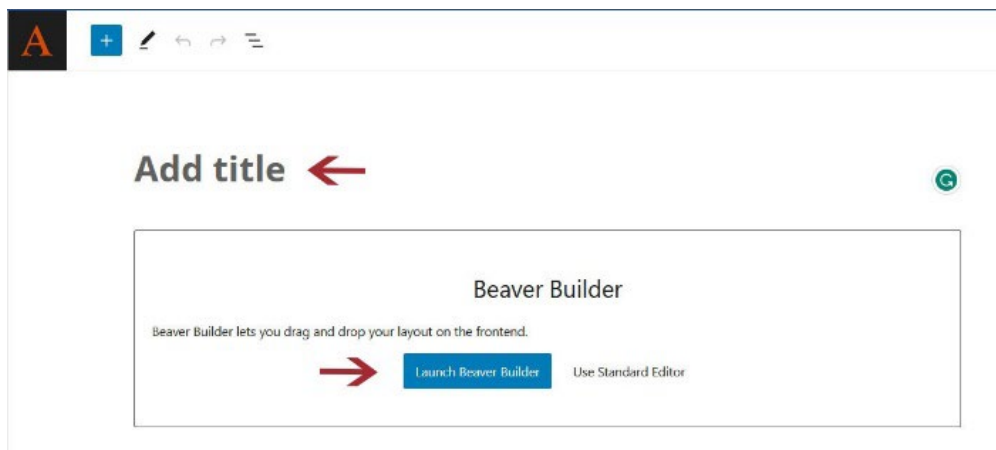
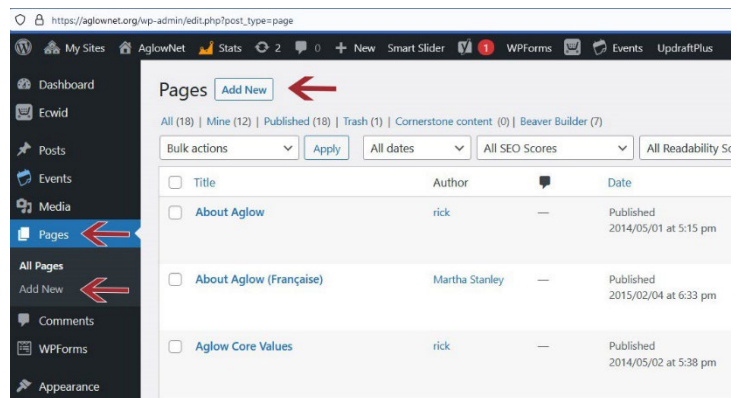
PAGES

Open Existing Page

- In the Dashboard menu choose **Pages**.
- This brings up a list of all pages in the site.

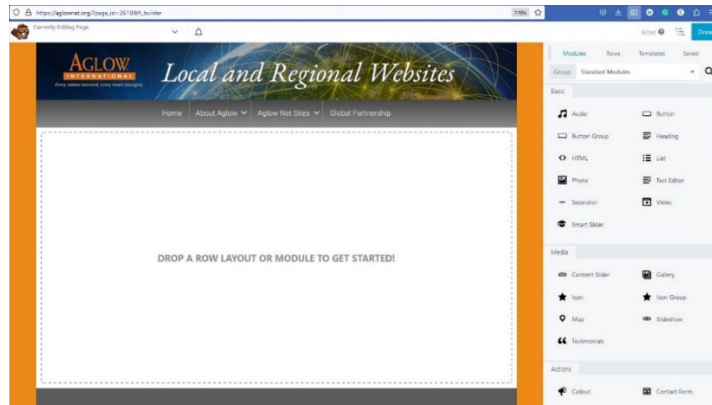
Add New Page

- In the Dashboard menu choose **Pages > Add New** at the top next to Pages or underneath pages
- In the new page **Add Title**
- Click **Launch Beaver Builder**



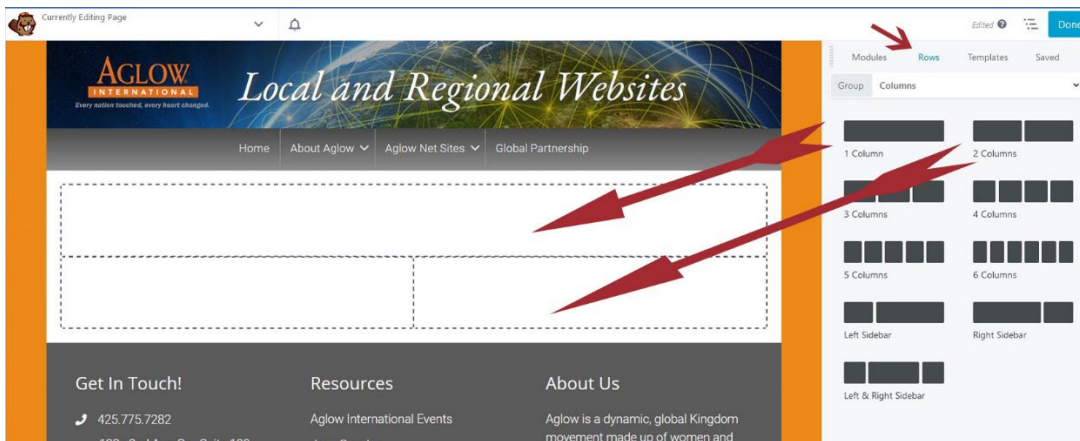
CREATE LAYOUT OF NEW PAGE

- The blank page will look like this.



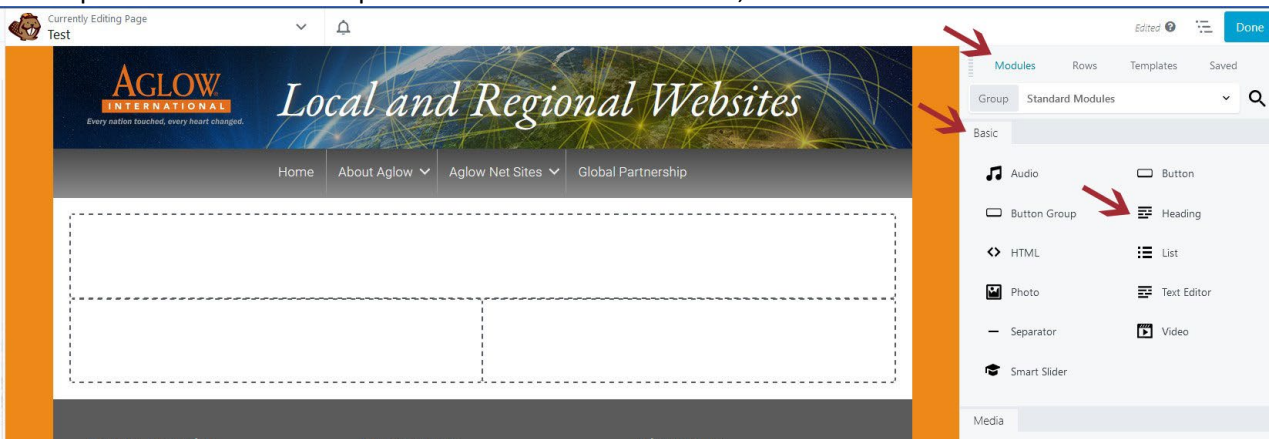
ADDING ROWS

- The first thing you must do is put in **Rows** in the page to *contain* your **Modules**. Think of **Rows** like your kitchen cupboards, and **Modules** like the dishes you put in each cupboard.
- Select **Rows** from the top tabs
- Click and drag the rows you want over into the page. For this example, a **1 column row** was dragged over to the top and a **2-column row** was dropped below it.

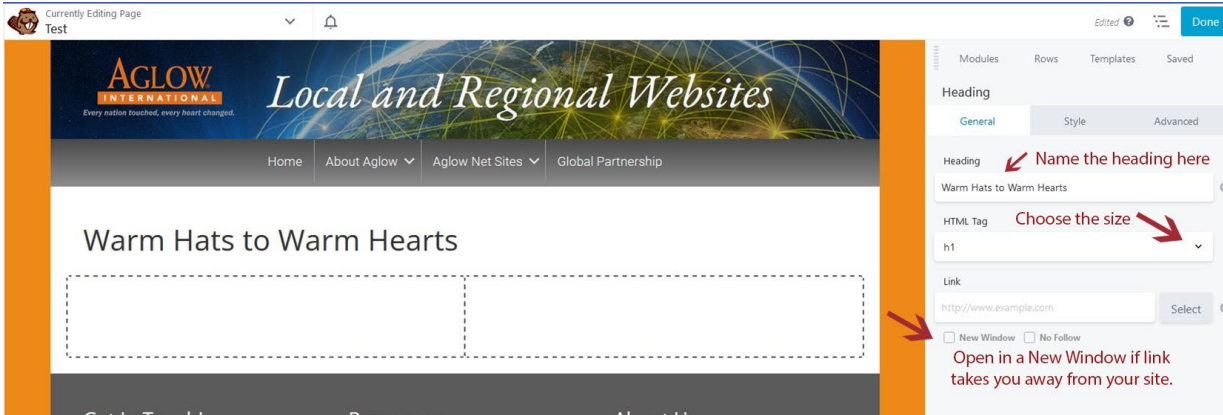


ADDING MODULES

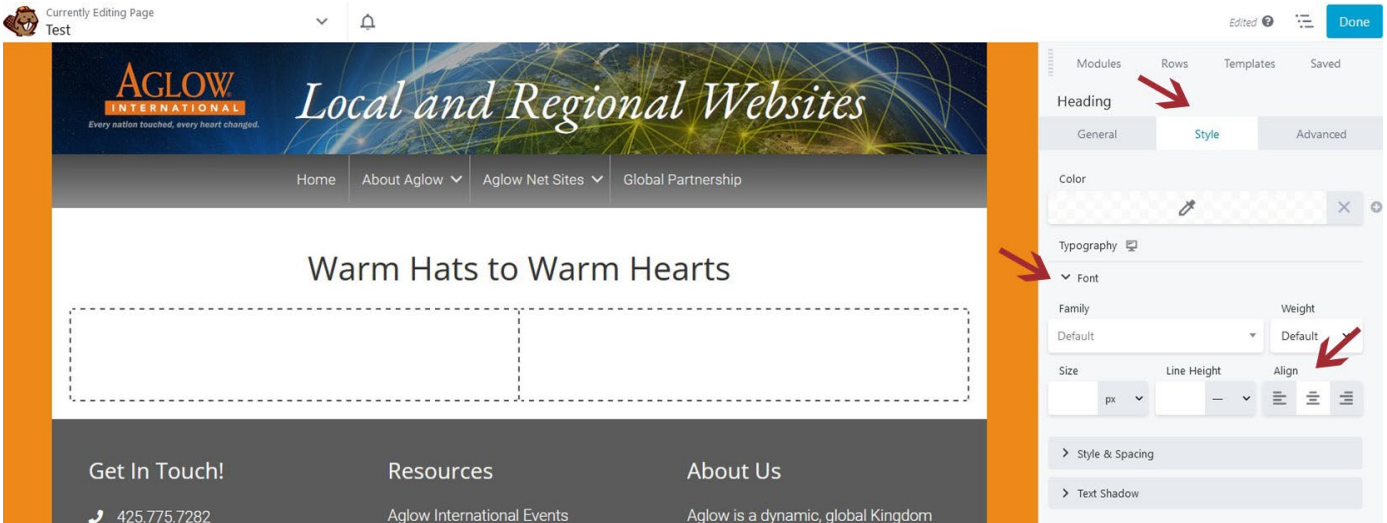
Now to put the dishes in the cupboards. To access the modules, click on the **Modules** tab.



- Let's put a **Heading Module** in the top one column row. Click on **Heading** from the **Basic Modules**. Select **Heading**, hold the mouse down, and drag a Heading module into the top row. When you do the Heading dialog box will open up.

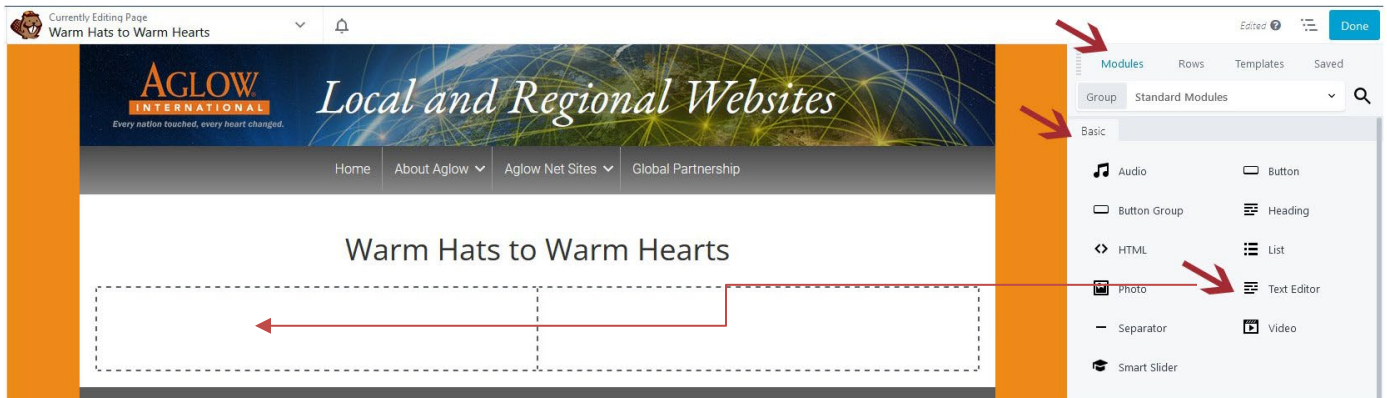


- Type in the name of your heading
- Choose how big you want it. Use the drop down below the heading title to choose from h1 to h6
- Add a hyperlink URL in the Link box if desired. Remember that if your link takes you away from your site choose New Window
- **Centering a Heading** – this is one of the few things in Beaver Builder that is not intuitive. 🤔
 - Click on the **Style tab**
 - Click **Font**
 - Click on the desired alignment under **Align**

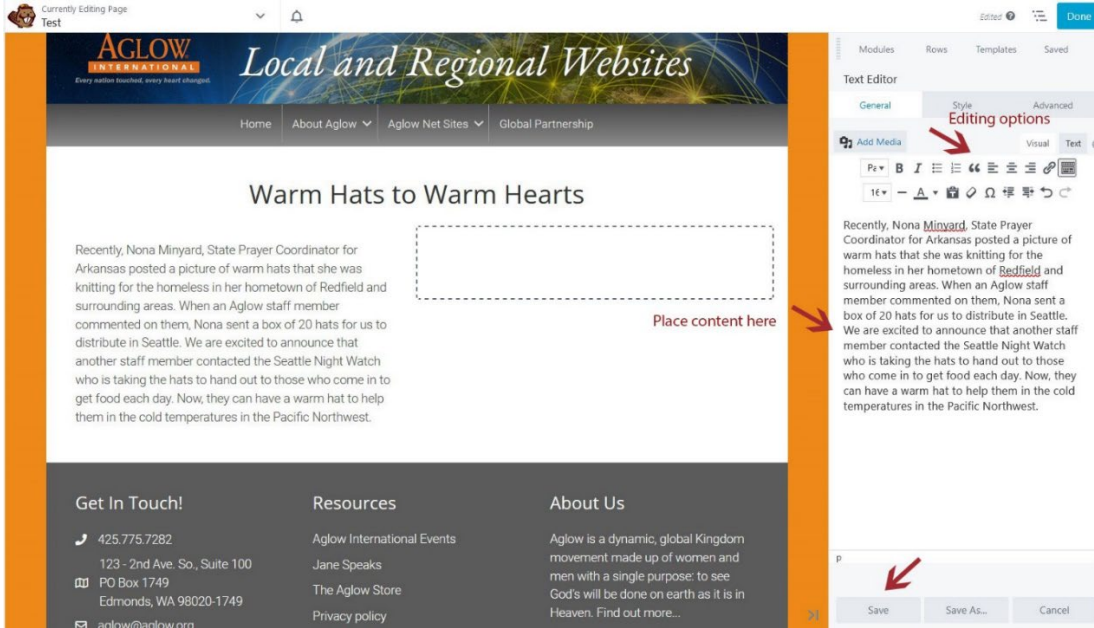


Great! Now we are ready to add some text.

- Click on Modules in the Basic Modules box and click on Text Editor. Drag the Text Editor module over to the left box in the 2-column row.



- When the module has been moved over click on the **General Tab** and the Text dialog box will come up. **Note:** Modules always open up in the last tab you were working in. We were last working in the **Style** tab, so you'll need to click on **General** to access the options we need now.
- Place text in the editing box at the right. Editing options are similar to working in a Word Doc. Remember to save when you are finished.

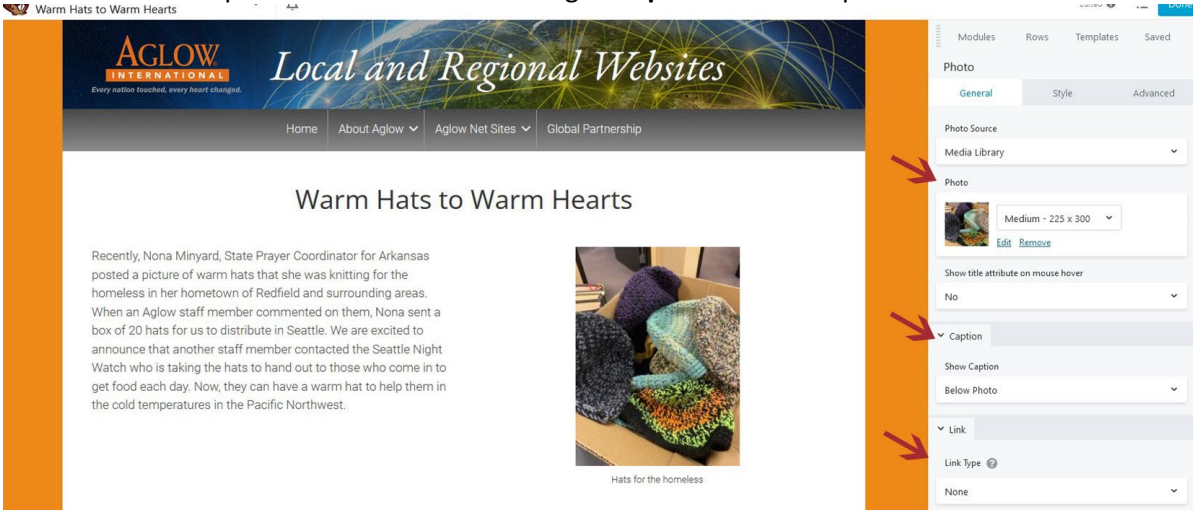


Our page is shaping up! Now it's time for the photo.

- Click on Modules. Drop and drag a Photo module into the right column of the 2-column row.



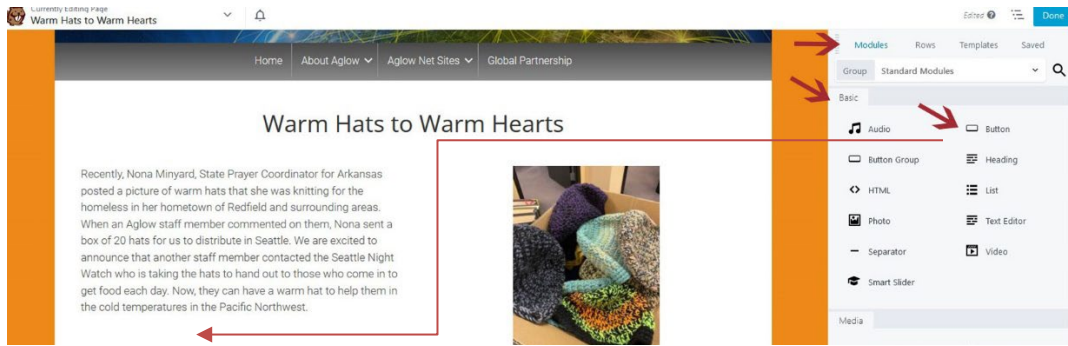
- Select the photo from the Media Manager. **Caption** and **Link** options are here.



BUTTON

Let's spice things up a bit and add a button to our page.

- Drag a **Button Module** over and place it under the text.



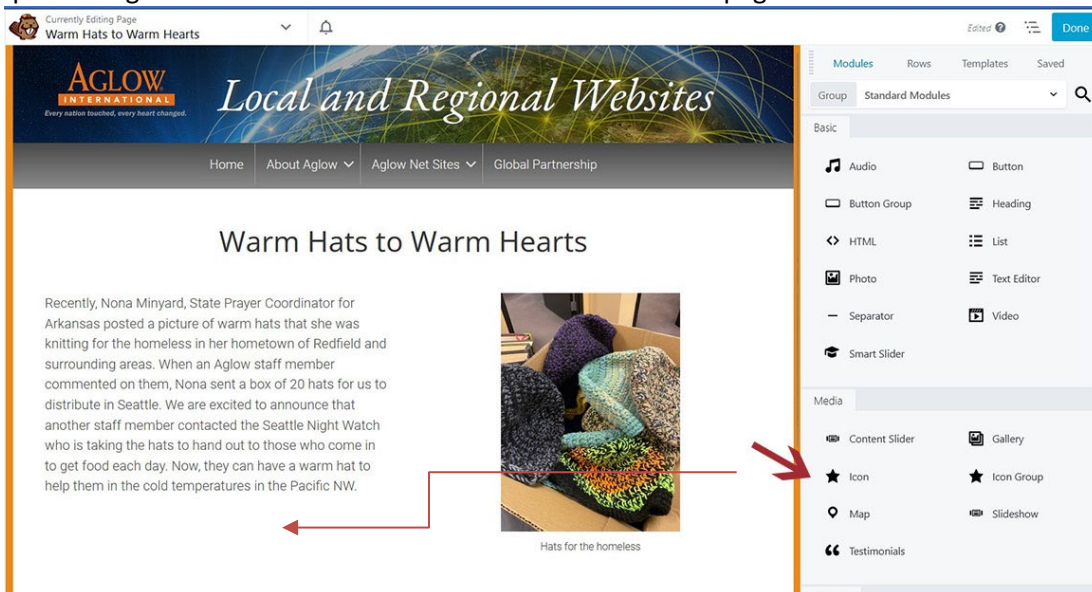
Add **Text**, choose **Icon**, and put in **Link URL**



ICON

Icons are another way to add visual interest to the page.

- Drop and drag the **Icon Module** below the **Text Module** on the page.



- Choose the **Icon**
- Add **Link URL**
- Add **Screen Reader Text**
- Type in text and **link** it to the desired URL

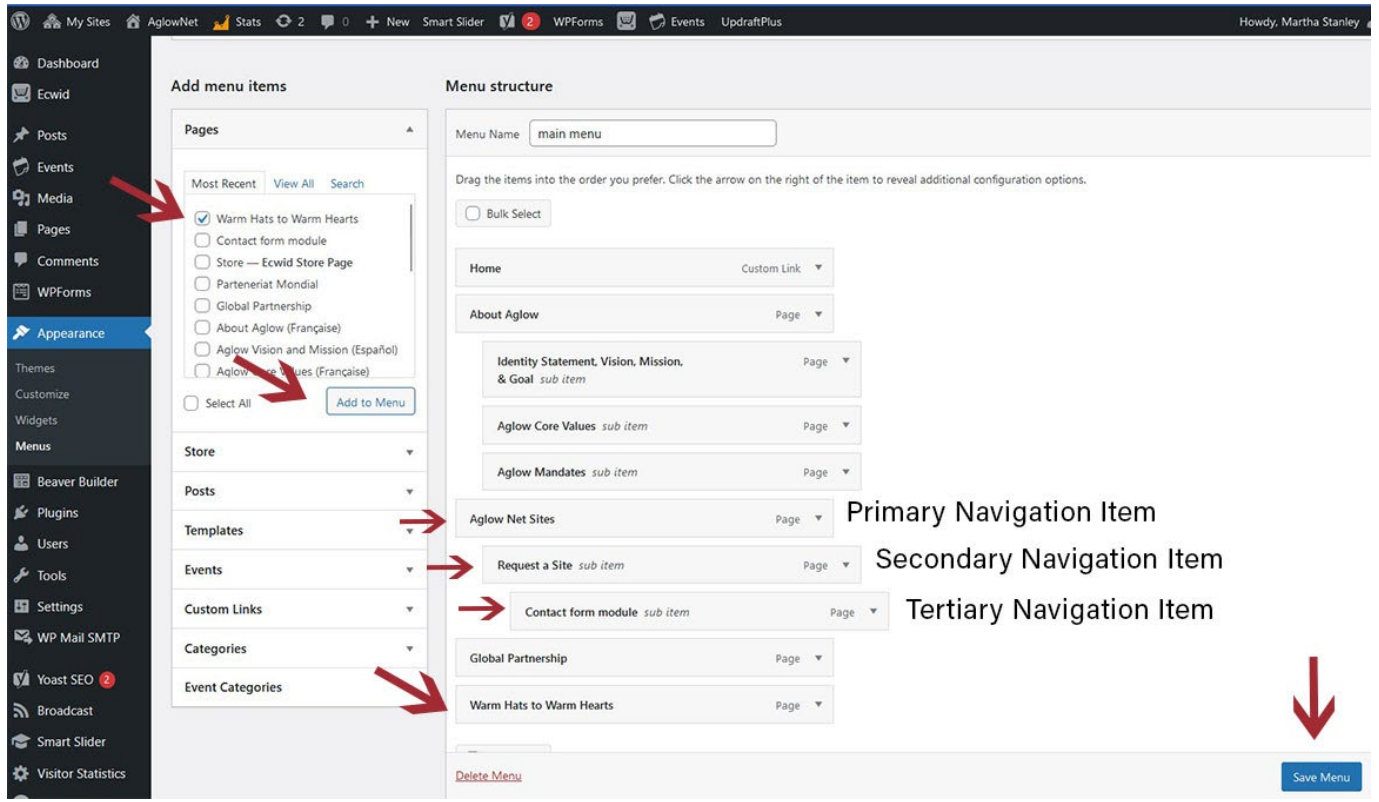
When you are finished with the page click **Done** and then **Publish**.

Note: Your page will not be viewable from the front end of the website until it is placed in the Menu

MENUS

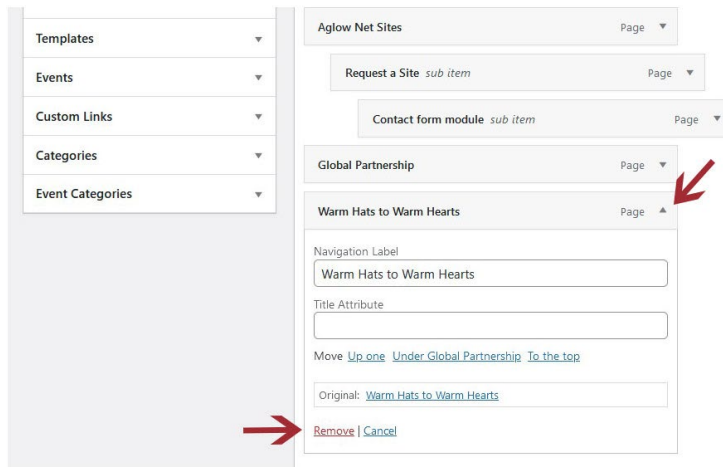
Now that we've created our new page we'll need to add it to the menu for it to display on the website.

- From the Dashboard menu choose **Appearance > Menus**
- Select the page you want to put into the Menu
- Click on **Add to Menu**
- The page will be added to the **bottom of the Menu**
- **Drag** the page up to the desired location.
- Pages dragged to the **far left** will display as a **Primary** Navigation item
- Pages dragged **in one space** will be **Secondary** Navigation Items displaying under the Primary Item
- Pages dragged **two spaces** in will be **Tertiary** Items displaying under the secondary Item
- Make sure you **SAVE the Menu** when you are finished



REMOVE A MENU ITEM

- To remove a Menu Item click on the **arrow next to Page** and choose **Remove** at the bottom



FORMATTING TEXT

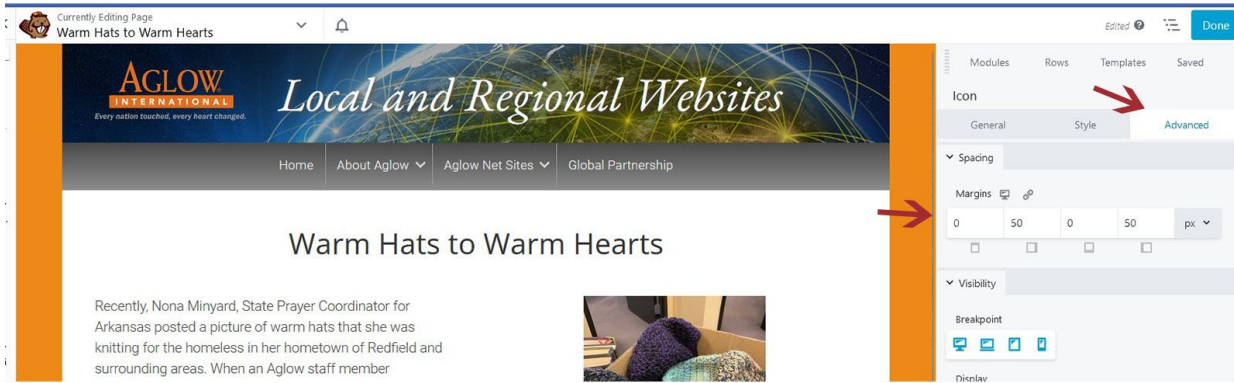
- When should you put a heading in a separate element, and when should you leave it with the block of text in a text box? Good question! If you think you may want to move your heading around, place it in a separate Heading Module. If it will always stay with that block of text format it in the text module.
- Tip:** Press **Shift + Enter** at the end of a line for tighter spacing between lines.

| | | | |
|--------------|------------------------------------------------------|----------------------|------------------------------------------------------|
| Enter | Date: August 28, 2023 Time: 7:00 PM | Shift + Enter | Date: August 28, 2023 Time: 7:00 PM |
|--------------|------------------------------------------------------|----------------------|------------------------------------------------------|

ADJUSTING SPACING BETWEEN ELEMENTS

- Click on the Module you want to adjust.
- Click on the **Advanced** tab to access options.
- Choose how much space you want to the left, right, top and bottom of the element with **Margins** options

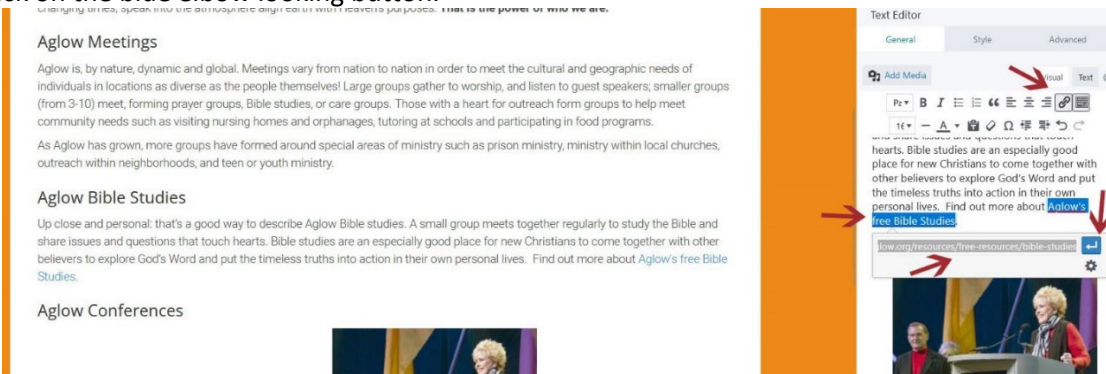
Note: BeaverBuilder remembers what tab you were working in last, so the next time you open an element it will open in the same tab. I.e. if you have been working with options under the Advanced tab, the next time you open an element it will open with that tab displaying. Just click on the **General** tab to get back into those options.



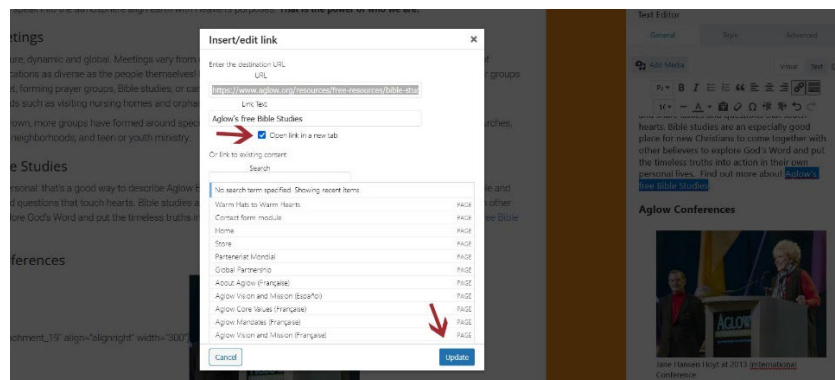
HYPERLINKS

To add a hyperlink to existing text click on the **Text Module**. You text will open up on the right side of the page.

- **Select the Text** you want to hyperlink.
- Click on the **Paperclip Icon** or use the keyboard shortcut **Ctrl + K** to access the dialog box.
- Put the URL in the dialog box.
- Click on the **blue elbow looking button**.

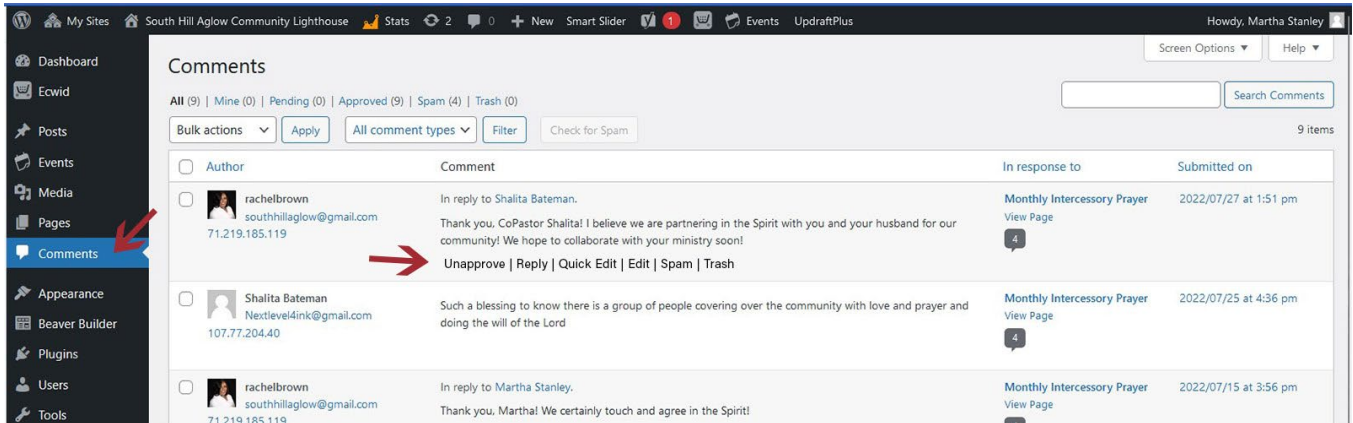


- If the link will take you outside of your website, click on the **Gear Icon** under the **blue elbow button** and choose **Open in a New Window** in the dialog box that pops up. This will bring up the link in a new tab. Then click **Update**



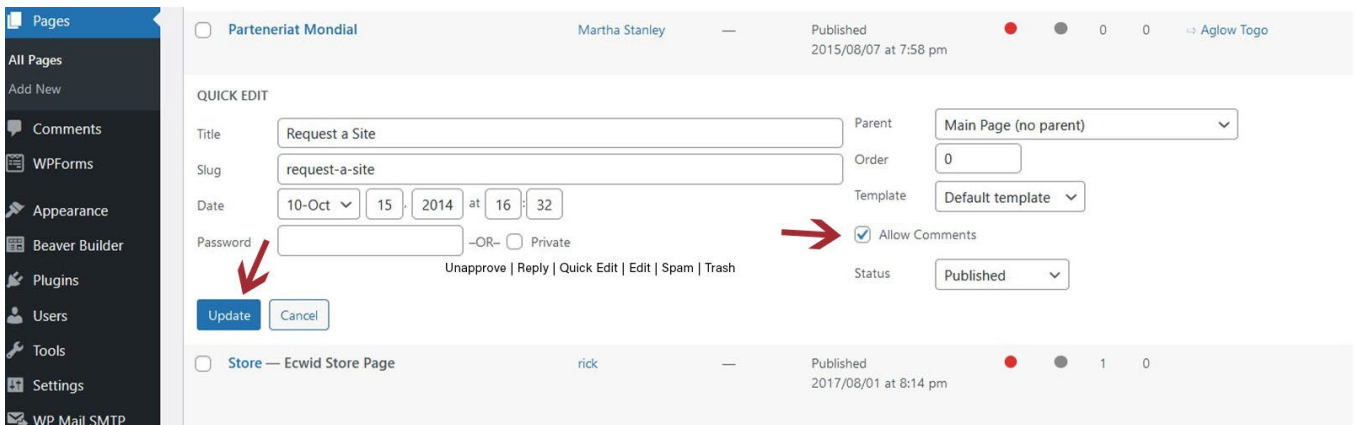
COMMENTS

- The Admin for your site will receive an email notifying you that a comment has been posted on your site.
- The Comment will not go live until the Admin logs in and approves it.
- Mouse over the space below the comment to access the options which are:
 - Unapprove | Reply | Quick Edit | Edit | Spam | Trash



To allow Comments on a page **click on Pages in the left navigation and find your page.** Mouse over the title of the page to be able to see the options.

- Choose **Quick Edit**
- Choose **Allow Comments**
- **Update** the page



- FYI - The AglowNet sites use an anti-spam program called Akismet for weeding out spam.

A whole world of creativity is open for you with Beaver Builder. Play around, explore the options under the Style tab, explore options by scrolling down in the General tab. Have fun! Be adventurous! And remember if things do go awry I am only an email away. Happy Beaver Building!