

Page Builder Stepper

A drag and drop interface that enables the ability to create a dynamic layout for content.

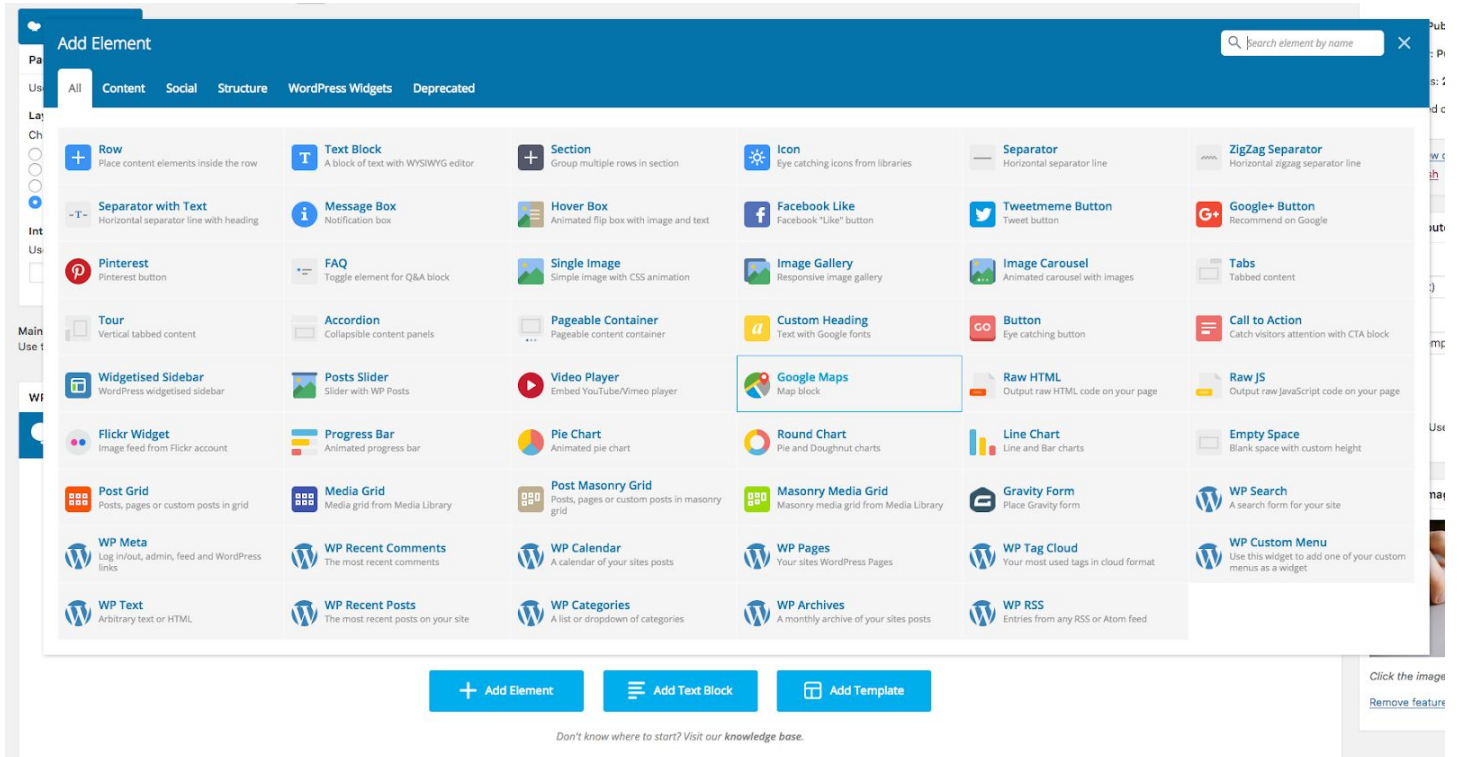
1.) To activate Page Builder on a page, click "Backend Editor" under the title of the page on the "Edit Page" screen. Note: This changes the "Main Content Editor" into a Page Builder editor.

The screenshot shows the 'Edit Page' interface for a page titled 'Procedures'. At the top, there is a header with the page title 'Procedures' and an 'Add New' button. Below the title, the permalink is displayed as <https://www.philasd.org/test/procedures/> with an 'Edit' button. A prominent blue button labeled 'Backend Editor' is visible. The main content area is titled 'Page' and contains instructions: 'Use these fields to customize the individual page template.' Under the heading 'Layout*', there is a prompt 'Choose the layout you would like to use for the page.' with four radio button options: 'Default', 'Sidebar', 'Content Blocks', and '100% (Full-Width)', which is currently selected. Below this is an 'Introduction' section with instructions: 'Use this field to add an introduction to the page. If there is an image, the introduction will appear on top of the image.' and a corresponding text input field.

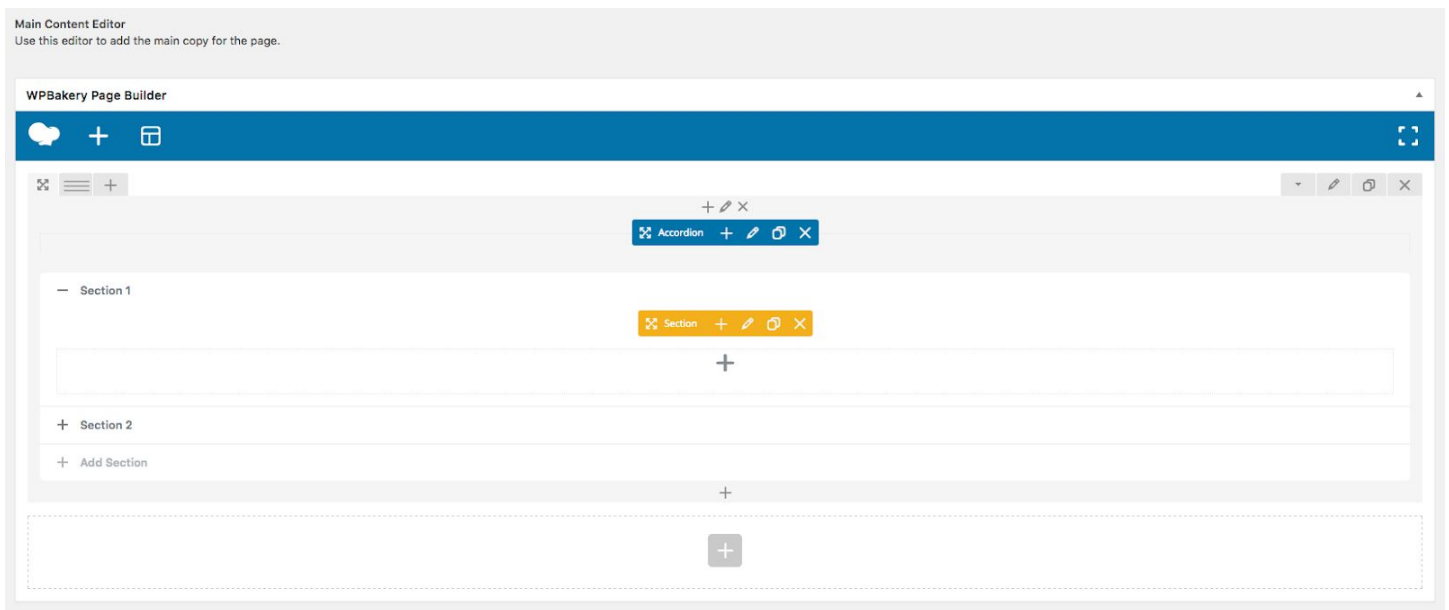
2.) You can choose to add an element, add a text block (which is a commonly used element), or add a template.

The screenshot shows the 'Main Content Editor' interface. At the top, it says 'Main Content Editor' and 'Use this editor to add the main copy for the page.' Below this is a header for 'WPBakery Page Builder' with a toolbar containing a speech bubble icon, a plus sign, a grid icon, and a refresh icon. The main content area is a large white space with a grey speech bubble icon at the top center. Below the icon, the text reads 'YOU HAVE BLANK PAGE' and 'START ADDING CONTENT OR TEMPLATES'. At the bottom, there are three blue buttons: '+ Add Element', '≡ Add Text Block', and '📄 Add Template'. A small link at the very bottom says 'Don't know where to start? Visit our knowledge base.'

3.) Click "Add Element" or the "+" icon (inside of the blue bar) to choose one of the several elements to be placed.

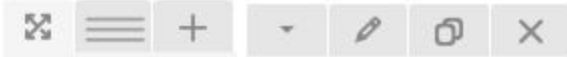


4.) Once the element is inserted, it can be modified to add content, additional elements (clicking the "+" within the element), or expand configuration of that element. It all depends on the element being used. Every element is different and may not have every option another element may have.



5.) Once an element is placed, there are tabs at the top of the container that will allow modifications to the column and row where the element resides. Please see below for the different options:

- Drag Row To Reorder
- Change Column Layout
- Add Column
- Toggle Row
- Edit Row
- Clone This Row
- Delete This Row



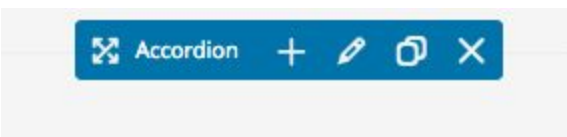
6.) Additionally, there are icons below the tabs (within the grey background) that will allow modification to the that specific column. Please see below:

- Prepend To This Column
- Edit This Column
- Delete This Column

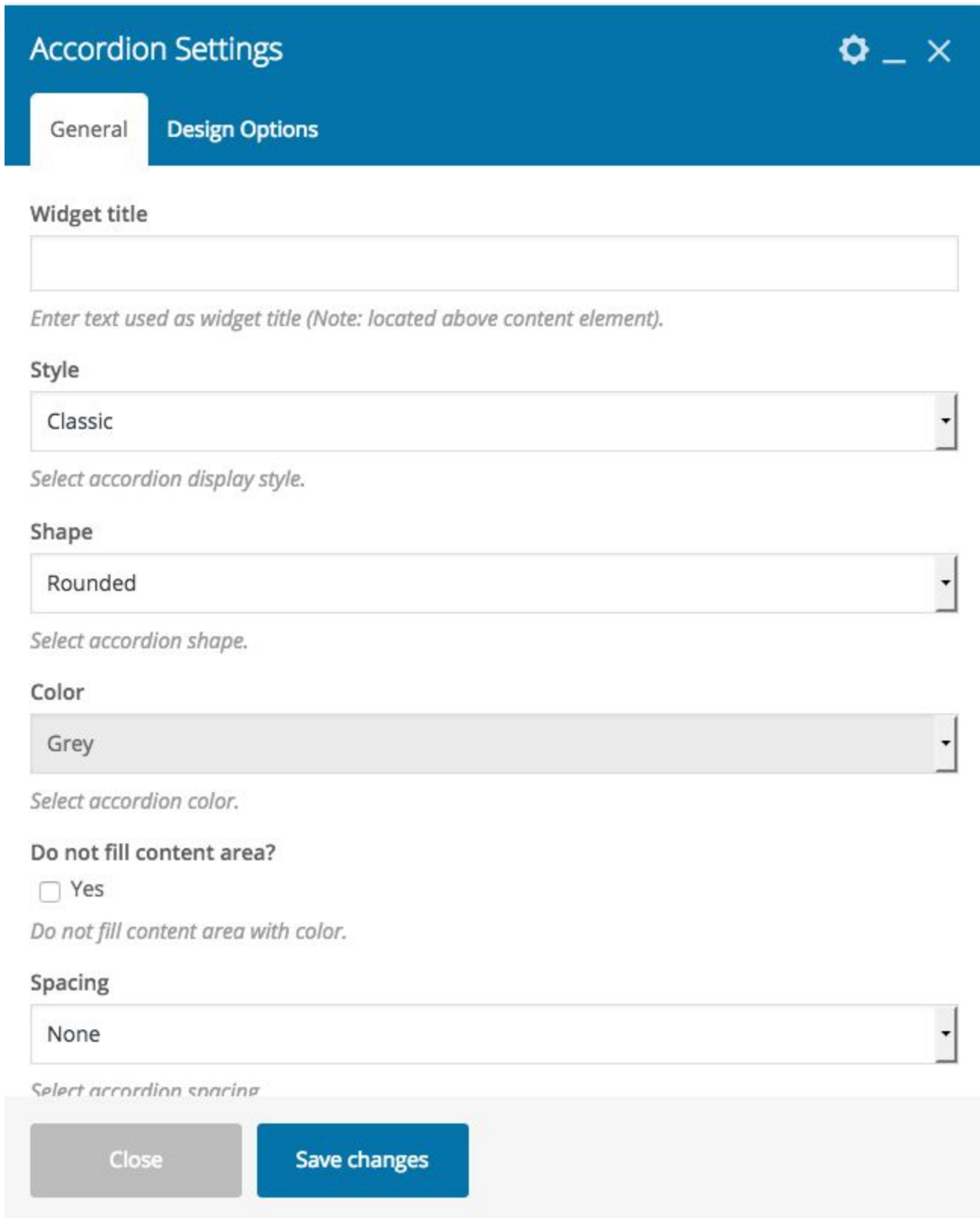


7.) Within the column, the element and it's sub-element (highlighted in orange, if one exists) can be modified. Please see below:

- Prepend to {Element}
- Edit {Element}
- Clone {Element}
- Delete {Element}



8.) When you add a new element or edit an element, it'll open the element's "Settings" dialogue box. This screen can do a range of functions from adding text, changing styles, color, etc. It depends on the specific element.



Accordion Settings ⚙️ _ ✕

General **Design Options**

Widget title

Enter text used as widget title (Note: located above content element).

Style

Classic ▾

Select accordion display style.

Shape

Rounded ▾

Select accordion shape.

Color

Grey ▾

Select accordion color.

Do not fill content area?

Yes

Do not fill content area with color.

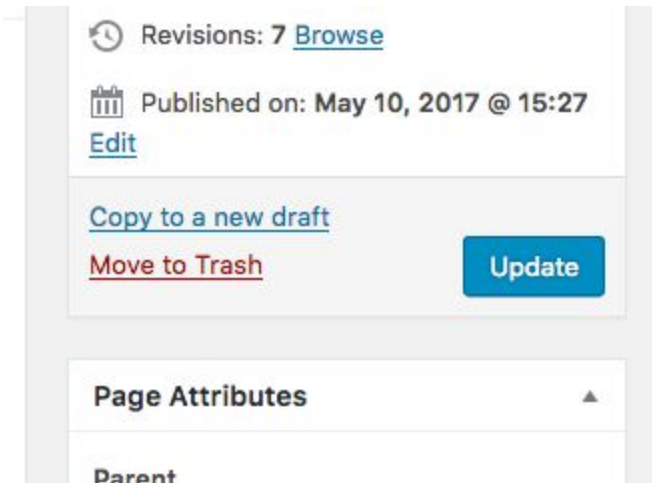
Spacing

None ▾

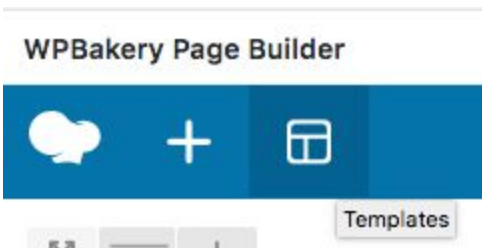
Select accordion spacing

9.) After making the necessary changes, click "Save changes" to apply them in the editor.

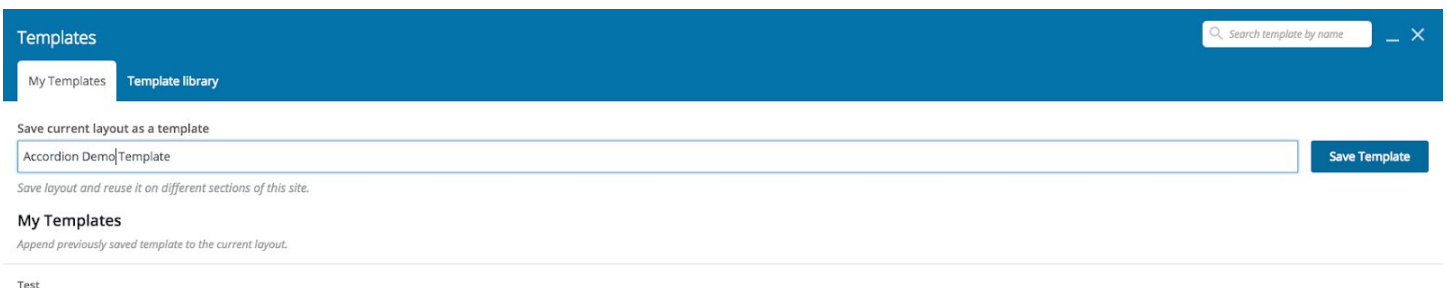
10.) After those changes has been saved. Click on the "Update" button on the page to officially update the page with your changes.



11.) Templates are a saved copy of the Page Builder editor layout that can be used apply setups created to save tons of time. Templates can be created or applied by clicking on the "Template" icon on the blue bar.



12.) To create a template, give the template a title then click "Save Template".



13.) To apply one of the saved templates, click on the name of the template and it will be applied to the current layout.

