

USING ELEMENTOR – LESSON #2

Table of Contents

Logging In	1
Editing the Content of a Post or a Page	2
Editing in Elementor and Working with Widgets	3
Editing Text in Elementor – Adding Features	4
Returning to the Dashboard	4
Adding an Image to a Post or a Page	4
Adding a Hyperlink to a Post or a Page	5
Adding a link to a Document in a Post or on a Page	6
Adding a New Post	6
Edit versus Edit with Elementor	7
Adding a New Page	7
Creating or Editing a Page to Aggregate Certain Posts (e.g., News Articles, Events, Meeting Minutes)	8
Creating and Editing a Gallery or Basic Gallery	9
Reverting to an Earlier Version of a Post or a Page	10

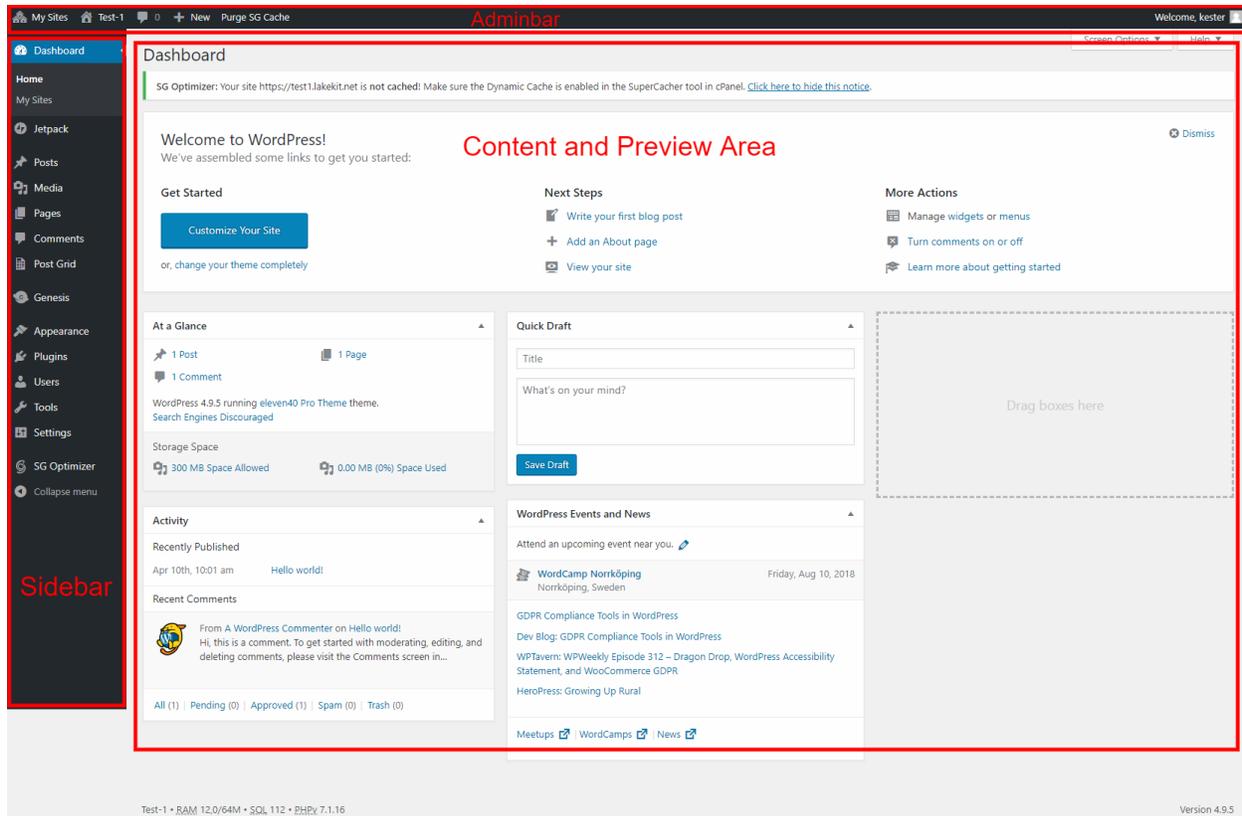
Your website on the Lakekit network has been built using a drag and drop editor called Elementor. These instructions will walk you through using Elementor to edit pages and posts, and will also cover adding new pages and posts and working with menus.

These instructions have been posted to the lakekit.net website on the Members Only page.

When you want to access the documentation that has been posted to the Members Only section, log into the lakekit.net site using the username and password that you use to edit your own website and then click on Members Only.

Logging In

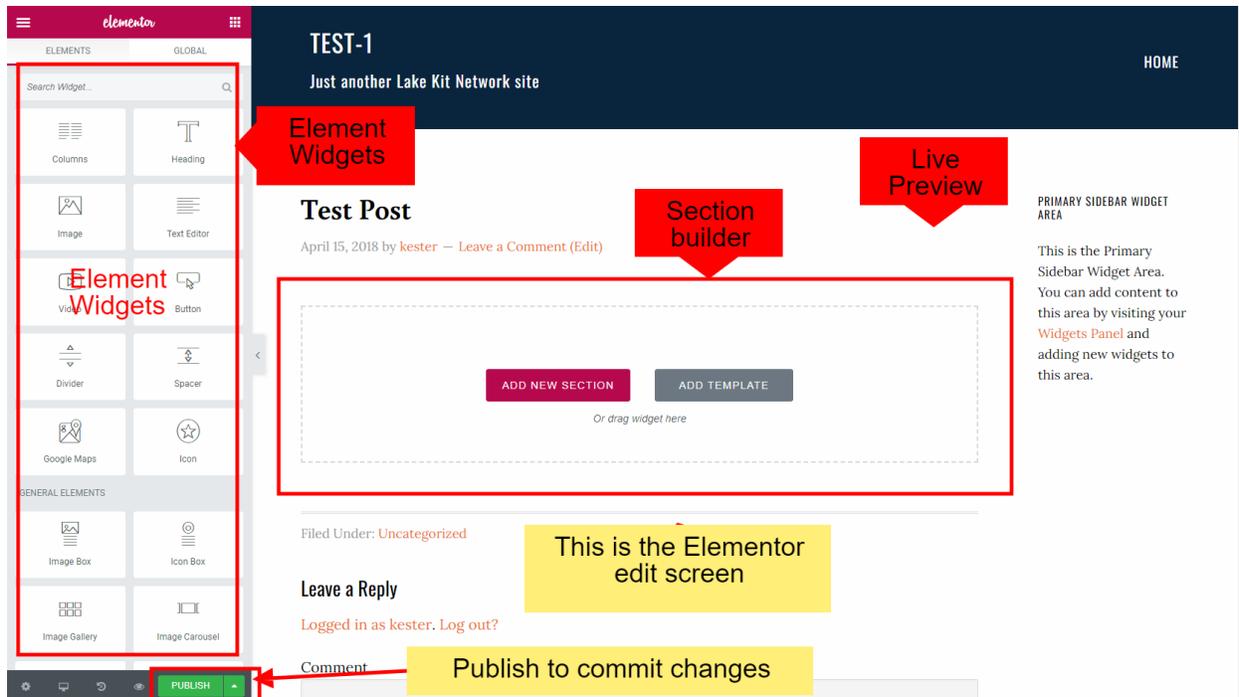
You will log into your website by typing the website's URL and adding /wp-admin in order to get to the dashboard. Alternatively, if you have a "login" link in the footer of your website, you can click on it and enter your username and password. A third option is to log in to Lakekit.net, login using your username and password, and hover over "My Sites" in the upper left-hand corner on the black bar, and then click on the name of your site.



Editing the Content of a Post or a Page

To edit a post, go to the Dashboard by hovering over the name of the site in the top black bar of the screen and then clicking on Dashboard. Then at the dashboard, click on Posts > All Posts in the sidebar (left-hand column). This will bring up a listing of the posts on your website. Hover over the name of the post that you want to edit and click Edit with Elementor. This will bring up the Elementor editing screen.

To edit content on a page, follow the same steps but click on Dashboard > Pages > All Pages and select the page you wish to edit. Click on Edit with Elementor.



Editing in Elementor and Working with Widgets

Widgets are small programs that display certain kinds of information on a Post or a Page, such as headings, text, images, contact forms, etc.

The content is displayed on the right side of the Elementor editor. Content in the Elementor editor consists of rectangular sections.

When hovering over a section, a blue section icon  appears at the top of the section. Sections may contain columns (vertical) areas.

In the blue bar in the top middle of the section are icons as follows:

1. **+** which adds a new section on top of the current section
2. **Six dots** which can be used to move a section to another place on the post or page and to edit certain section characteristics
3. **X** which is used to delete a section

To move a section, hover over the six dots at the center of the blue section icon and drag the item to a new location. A blue bar indicates where a section or widget will be placed.

When hovering over a column, a grey column icon  appears at the upper left-hand corner of the column. Each column within a section may contain widgets. The column icon can be used to edit columns. For example, right click on the grey column icon and choose

"Add New Column" to add another column to the section. You can then hover over the dashed line between the two columns to adjust the column widths.

Widgets are functional or appearance components that can be dragged from the Elementor sidebar (left) to the visual content space (right), such as the text widget and the image widget.

When hovering over a widget, a blue pencil icon  appears at the top right-hand corner of the widget. By clicking on the blue pencil icon, you will open up the widget for editing. **Content is edited in the left-hand column, which is the editing panel.**

After clicking on the blue pencil icon, you can edit the text of a section by deleting old text and/or typing your new text in the left-hand column, which is the editing panel. Do not edit in the area on the right, which is the Live Preview panel because you can't always be certain where your cursor is located, and not all editing functions will be available to you in the Live Preview panel. **When you have finished your edits, click the green "Update" button to update the content.**

To return to the list of widgets, click on the 9-dot icon at the upper right corner of the left sidebar.

To add a new section to the post, simply drag a widget (e.g., text widget, image widget, other) from the widget panel on the left side of the screen to the dotted rectangle at the bottom of the right panel where you see the words, "Drag widget here."

Editing Text in Elementor – Adding Features

A number of options are available to you when editing text, such as putting text in boldface and/or italic type, underlining, changing the color of the text, making the text into bullet points, and more. After clicking on the blue pencil icon, these features are available in the **left-hand column** (Text Editor).

Returning to the Dashboard

After editing a post or a page in Elementor and saving your changes by clicking the green Update button, clicking on the three horizontal lines at the top left of the Elementor Widget sidebar allows you to click on the blue bar to "Exit to the Dashboard" (for example when you want to edit another post or page).

Adding an Image to a Post or a Page

The maximum size for any item that you wish to upload to the Media Library (e.g., PDF file or image) is 6 MB, and the maximum size for your entire website is 300 MB. If you have a PDF file that is larger than 6 MB, you can resize it at the following link:

<https://pdfresizer.com/>

You can resize an image at the following link: <http://webresizer.com/resizer/>

To add an image to its own section, add a new section and drag the image widget onto that section. Click “Choose your image” in the Image widget in the Elementor sidebar. Select the image in the media library (or click Upload Files if the image is not yet in the library and drag the image onto the screen) and then select the Insert Media button on the bottom right. In the Image widget in the Elementor sidebar, choose the desired image size. Enter a caption if desired. Clicking on the image brings up the Elementor image editor, which allows you to position the image left, center, or right.

To add an image to an existing section, start by dragging the image widget onto the existing section, and then follow the instructions above.

To add an image at the top of a post such as a news article, click on Posts > All Posts. Choose the post to be edited. Hover over the name of the post and click Edit. Scroll down toward the bottom of the post until you see Featured Image in the right-hand column. Click Set Featured Image and choose a photo from the Media Library by clicking on it, or upload a file from your computer and select the image. Then click the blue “Set featured image” button on the lower right. Click the blue Update button in the upper part of the right-hand column to add your featured image. Note that the featured image will appear at the top of the post on the page where you are displaying the post, but it will not appear at the top of the actual post itself when a user clicks the “read more” link.

Adding a Hyperlink to a Post or a Page

Clicking on a hyperlink takes the user to a new internet location, which may be another location on your website or may be an external link to another website.

To create a link using the text editor on the left panel, first enter the text to be linked and highlight (select) the text. Then select the paperclip editing icon (“Insert/edit link.”) Enter the internet page address the link is to go to in the URL box, or paste the internet page address if you have navigated to it in a separate window and placed it on your clipboard. You can link to external websites, to documents in your Media Library, or even to another

page on your website. Click the gear icon (Link options). Check the “Open in a new tab” box if desired. Click the “Update” or (“Insert link”) button. The link text will change characteristics to indicate the text is a link, usually a different color. Click the green Update button to save your work.

Adding a link to a Document in a Post or on a Page

Adding a link to a document in a post or on a page is similar to adding a hyperlink because you will add a link to the document’s URL.

Save a PDF of the document (this is preferred for readability, as opposed to saving a document in Word or Excel format) to your Media Library, then go to the Media Library and click on the name of the document. In the right-hand column in the Media Library, under the URL for the document, click on “Copy URL,” which will put the URL for the document on your clipboard.

Navigate to the post or page where you want to insert the link. Drag the Text Editor widget onto a section if you haven’t yet entered any text. Delete the “placeholder” text if needed. Enter the text that you want to appear on the post or page, for example

Click here for an article on Eurasian Watermilfoil

Then highlight the text that you wish to link (in this case highlight “Click here”)

Click on the paperclip icon (Insert/edit link)

Paste the URL that is on your clipboard

Click the blue “Apply” button. Alternatively, you can click on the gear icon (link options) and click the box “Open link in a new tab” and click the blue Update button (if you want to open the link in a new tab). The link text will change characteristics to indicate the text is a link, usually a different color.

Click the green Update button to save your changes

Navigate to your page and check to make sure that the link works

Adding a New Post

On the Dashboard, click on Posts > Add New, or hover over the + symbol on the top black bar of the Dashboard and click on Post. Enter a title for the post.

Select a category for the post. This will control where the post appears on your pages. If your website has been developed using a technique that automatically places posts with certain categories on the appropriate pages of your site (for example, Agendas and Minutes), this step is critical in order for the posts to appear on the proper page.

To improve the ability of users to find information on your site, you may wish to add tags, which are keywords that you want to be associated with your post.

Set a featured image to appear at the top of your post if you wish – see above instructions under “Adding an Image to a Post.”

Select the “visibility” of the post in the Publish section, which is to the right of the site title:

Public = everyone can see the post

Private = only the site administrator can access the post

Password Protected = only users who know the password can access the post; if this option is selected, you will be prompted to enter the password; then click OK

Click the blue Publish button if you want the post to be immediately viewable prior to adding content. Then click the blue Edit with Elementor button, drag a widget or widgets onto your post, add content, and click the green Update button at the bottom of the Elementor widget sidebar.

If you want the post to be immediately viewable prior to adding content, click the blue Edit with Elementor button, drag a widget or widgets onto your post, add content, and click the green Publish button at the bottom of the Elementor widget sidebar.

Note that clicking the green Publish button will make the post available on the internet **unless** the visibility of the post is set to Private or Password Protected.

Edit versus Edit with Elementor

When you hover over the name of a post, you will see two editing options – Edit and Edit with Elementor.

The Edit option allows you to change the overall characteristics of the post, such as its visibility, and to add or edit Categories, and add or edit Tags. Categories are used to control where on the website your post will appear, and Tags are used to control the position on the webpage. You can also set or change a featured image for the post through the Edit option.

The Edit with Elementor option allows you to add or edit **content** on the post.

Adding a New Page

If you wish to add a new page to your website, you can follow the instructions for adding a new post, but start by hovering over the + symbol on the top black bar of the Dashboard and click on Page. Enter a title for the page and continue as above for adding a post. Note

that your page will NOT be added to your navigation menu until you add it to the menu (see the instructions for Working with Menus).

Creating or Editing a Page to Aggregate Certain Posts (e.g., News Articles, Events, Meeting Minutes)

If you wish to create a page that will aggregate certain categories of posts on the page, such as a page for news articles, events, meeting minutes, etc., you will start by adding a new page and entering the title for the page (e.g., News). Note that if you want to create an area on an **existing** page that aggregates certain categories of posts such as Breaking News posts, Events, or Minutes, start by adding a section to an existing page.

Edit the page with Elementor and drag the Posts widget onto a new section. This widget is the first one in the “Pro” section of widgets, which is located underneath the “Basic” widgets. By default, the date of the post and comments will appear on the page. If you do not want site visitors to be able to leave comments, scroll down the Layout area in the left-hand editing bar to Meta Data and click on the X next to comments. You can add or delete other metadata items such as Author and Time in this same area. And if you change your mind later regarding which metadata items should appear in connection with the post, you can return to this area and make the changes.

In order for only certain posts (e.g., only News articles, only Minutes, only Events, etc.) to appear on this page, scroll down the left-hand editing bar and click on the triangle next to Query. Note that you must have created your posts with a category. Click in the Include By box and select Term. In the Term box, begin typing the name of the category and a list of possible categories will appear. Click on the correct category for this page (e.g., Meeting Minutes). Click on the green Update button at the bottom of the Edit Posts area on the left-hand side of the screen to save your changes. This will cause all posts with the chosen category to appear on the page.

If you wish to have different categories of posts appear on a different page, such as Breaking News items, begin by creating a new page for these items, or creating a section of a current page such as your Home page and following the above instructions, choosing the category for these posts in the Query area.

If you would like to have a separate column (section) for the posts from a particular year (e.g., a column for 2019 items, and separate columns for 2018 and 2017 items), for each post that will appear on the page, create the post (or edit it) and give it the appropriate category, such as Meeting Minutes.

Then create a section on your page for those Minutes. Drag the Heading widget onto the top of the section and edit the name of the Heading so that it reflects the correct year. Then drag the Posts widget directly below the Heading widget, onto your section. Change your

metadata if needed. Click in the Include By box and select Term. In the Term box, begin typing the name of the category and a list of possible categories will appear. Click on the correct category for this page (e.g., Meeting Minutes). Click next to Date and click Custom. In the “Before” box, type the first day of the next year (e.g., for 2021 Minutes, type 01/01/2022). In the “After” box, type the last day of the previous year (e.g., for 2021 Minutes, type 12/31/20). Click the green Update button to save your changes. This will cause all posts to appear in this section that have the category you have chosen and that are in the date range you have specified.

At the start of a new year, if you wish to add another column to your page so that posts for the new year will appear there, right click on the grey column editor icon at the upper left-hand corner of your section and click Duplicate. This will create a new column that is identical to your existing column. Then you can edit the new column by clicking on the blue pencil icon, scroll down to Query, and change the dates. All posts with this category in the new year will appear in this new column.

Creating and Editing a Gallery or Basic Gallery

You can add a gallery or collection of images to an existing page or you can create a separate Gallery page for your images. You can have more than one gallery on a page. For example, you can create a gallery for photos of the lake, another for wildlife, and yet another for activities on the lake. You can include captions if you wish.

There are two options for a Gallery that use different widgets. The “Gallery” widget allows you to have captions as an “overlay” – they appear when you hover over an image. The “Basic Gallery” widget allows you to place captions below each image. The Gallery widget has a somewhat cleaner appearance because it keeps the spacing between images the same. The Basic Gallery widget will allow for longer captions, but the spacing between the images will then be irregular because some captions may be longer than others.

To create either a Gallery or a Basic Gallery, first add your images to the Media Library. As you add each image to the Media Library, type the caption for that image in the space marked Caption.

Then navigate to your Gallery page or section of a page where you want to insert your gallery, adding it as a new page and adding it to your menu if necessary, as described above. Drag the Gallery widget or the Basic Gallery widget onto the appropriate place on the page. The Gallery widget is in the Pro section of widgets, and the Basic Gallery widget is farther down on the list of widgets under the General section of widgets. After you drag the widget to the page, you will see Edit Gallery or Edit Basic Gallery in the left-hand editing column and a box that says “No Images Selected.” Click on the + sign inside that box, and you will be taken to “Create Gallery.” Click on Media Library near the top and you will see all of the images and documents in your Media Library.

Click on all images that you want to insert into the gallery. Click on the blue “Create a New Gallery” button in the lower right-hand corner. Drag and drop the images to put them in the desired order. Click the blue “Insert Gallery” button in the lower right-hand corner.

In the Edit Gallery or Edit Basic Gallery editing pane on the left-hand side, choose the number of columns you wish.

For the Gallery widget, in the Edit Gallery editing pane on the left, click on “Overlay” and for Title, choose Caption.

For the Basic Gallery widget, in the Edit Gallery editing pane on the left, click on Style (below the words Edit Basic Gallery). Under Caption > Display, click on “Show.”

For either Gallery or Basic Gallery, click on the green Update button to update the page.

To edit the Gallery or Basic Gallery to add images, click on the blue pencil icon for the Gallery/Basic Gallery section. In the left-hand Edit Gallery or Edit Basic Gallery editing pane, click the grey pencil icon in the area that includes your images. Click Add to Gallery, and choose your additional images. Click the blue Add to Gallery button on the lower right. To delete an image, click on the X in the upper right-hand corner of the image in the gallery. Click Insert Gallery. Click on the green Update button to update the page.

Reverting to an Earlier Version of a Post or a Page

Have you ever made changes to a post or a page on your website while using the Elementor editor, only to discover that you don’t like what you see? If so, you have several options.

First, if you are in the Text Editor, you can click the “Undo” button (left curve arrow) in the left-hand editing panel to undo your changes.

Alternatively, if you have made changes and wish to discard your changes, and if you have not clicked on the green Update button, you can click on the three horizontal lines at the top of the left-hand editing panel and click Exit to Dashboard. A question will pop up that says

Leave Site?

Changes you made may not be saved

Click on the blue Leave button to discard your changes and go back to your Dashboard.

If you have made a change and wish to discard your changes after you have clicked on the green Update button, click on the grey History button at the bottom of the left-hand editing panel. It is the middle icon and looks like a backward circle. Click on the Revisions tab at the top of the left-hand editing panel. Select the revision that you wish to revert to and click on the green Apply button at the top of the editing panel. If you wish to preview the new look

of the page, you can click on Preview Changes, an icon that looks like an eye to the left of the green Update button. When you are happy with the look of your page, click the green Update button.