

# Beam's Client Admin Tutorial

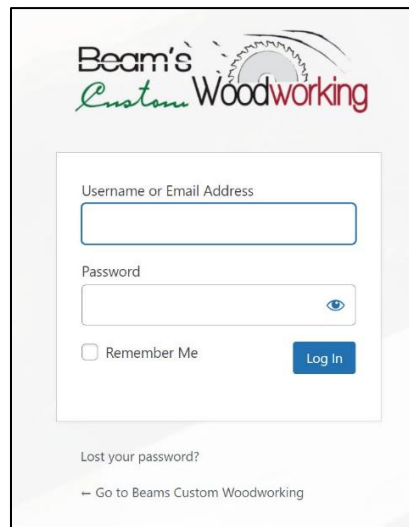
## - Editing Text -

### I Overview

This tutorial is intended to provide instruction on how the Client Admin can edit their website to modify the textual sections of the site. Please note that access to structural parts of the website (layout of sections, rows, colors, backgrounds, etc.) are not editable by the Client Admin in order to preserve the integrity of the basic architecture and prevent unintended website crashes. Access by the Client Admin is accomplished through the use of secure login credentials.

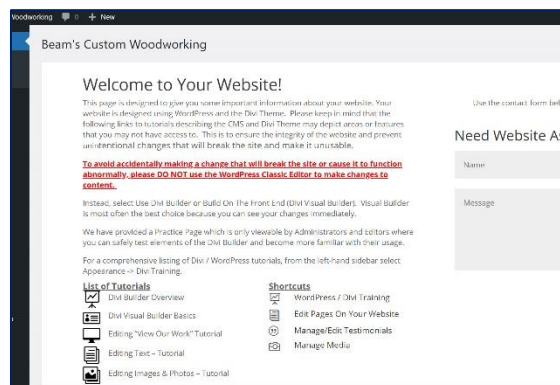
### II. Logging In

- A. Open your browser and type in the URL of the website Client Admin port or click the link below. The URL is: <https://beamscustomwoodworking.com/wp-admin>. This will bring up the dialog box shown below:



The screenshot shows a login form for 'Beam's Custom Woodworking'. At the top is the company logo. Below it is a form with two input fields: 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log In' button. Below the form are links for 'Lost your password?' and 'Go to Beams Custom Woodworking'.

- B. Enter the login / password credentials provided to you and click on the Log In button. This will bring you to the Welcome Screen of the website (shown below). Links on this screen are provided to quickly access tutorials that can be followed to perform maintenance tasks on your site.



2. Click on the **Edit Pages On Your Website** button under the "Shortcuts" heading and a new tab will be opened on your browser. The Home Page of the website will be shown by default and you can navigate around the site as normal until you reach the page that you would like to edit.

### III. Accessing Editing Functions

#### A. General

For ease of use, you can make changes to your website right from your browser without any programming skills.

- #### B. Procedure to Edit Text
- The actual editing of text using the Visual Builder is similar to standard Microsoft Windows text editors and other software companies. Such functions as copy, paste, delete, etc. can be used.

1. Navigate to the page that you wish to edit.
2. Click on the **Enable Visual Builder** link in the upper left of the page as shown in Figure 1 below. This will now allow you to edit textual areas of the page.

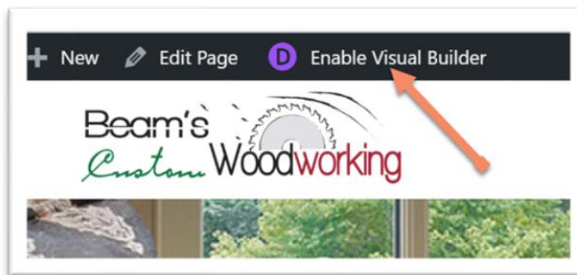


Figure 1

3. Now, as you move your cursor around the page you will notice that colored boxes will pop up surrounding various sections on the page. Some are purple, some blue and some are gray/black. You have access to edit the ones in gray/black only. Purple and blue boxes contain data that is part of the website infrastructure and can damage the integrity and operation of the site if improperly set. If you need these areas changed, contact Hyland Technologies.

#### 4. Replacing Existing Text

Using your cursor, left-click and highlight that text that you want to replace, then press Delete on the keyboard or right-click and choose Delete. (Figure 2)

## Beam's Client Admin Tutorial

### - Editing Text -

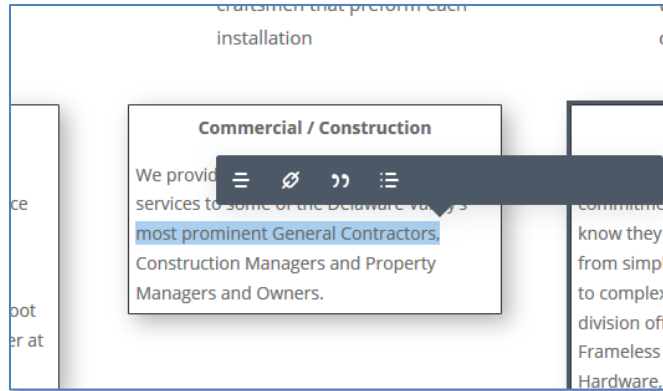


Figure 2

#### 5. Inserting / Adding New Text

Like editing text in the preceding section, simply move the cursor over the textual module that you wish to change and position the cursor at the point you want to insert new text. Next, left click to establish the actual insertion point and type the new text into the module.

#### 6. Saving Your Work

After you have completed the editing session for that page **and before navigating to another page** it is necessary for you to save your work.

- To save the changes that you made, scroll to the bottom of the page and click on the purple icon at the bottom. (Figure 3)
- Once you click on the purple icon, a *Save* button will appear in the lower-right of your screen. (Figure 4)

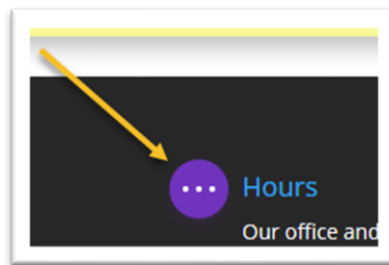


Figure 3

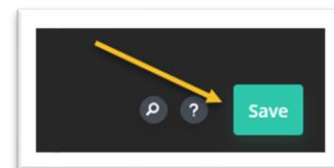


Figure 4

- Click on the **Save** button to save your work. **(Failure to save your work will cause you to lose any changes that you have made in that page.)**
- \*Click on the **Exit Visual Builder** link near the top of the page (Figure 5).

## Beam's Client Admin Tutorial

- Editing Text -



Figure 5

**\*Note:** If you are attempting to exit the Visual Builder and a screen appears telling you that you have unsaved changes, select one of the two options that you are given. The Discard and Exit button will discard any unsaved changes and exit the Visual Builder. The Save & Exit button will apply any unsaved modifications that you made and then exit the Visual Builder.

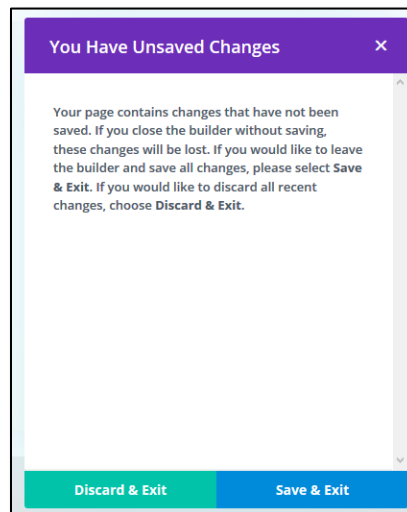


Figure 6

At this point you can now either:

- [Navigate to a different page](#) to further edit your website or
- [End your editing session and log out as Client Admin \(Section IV\)](#).

If you wish to edit additional pages, simply navigate to that page, click the **Enter Visual Builder** link as show in Figure 3, and make your changes being sure to save your work.

## IV. Ending Your Editing Session & Logging Out

- A. To end your editing session it is necessary to log out to prevent someone else from using your account to make website changes. To Log Out, simply click on your Welcome

## Beam's Client Admin Tutorial

- Editing Text -

---

message link in the upper-right corner of the screen and click on the Log Out link, as shown below (Figure 6).

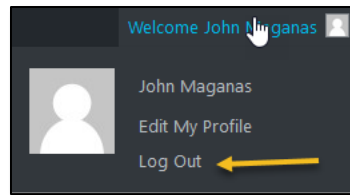


Figure 6

This will return you to the Login Screen that you began your session with. You may now close your browser.