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I.   Overview

This tutorial is intended to provide instruction on how the Client Admin can edit their website to modify the Gallery modules of the website containing images or photos (excluding standard Image Modules). 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.

Note: Images to be used on your website must first be uploaded to the Media Library from your PC. The Content Management System (CMS) used to develop the website makes this a simple process which will be described later in this tutorial.

As a general rule, it will make finding the images after uploading much easier, as well as saving time, if you identify each image with a descriptive name before uploading to the Media Library.

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:

<div align="center">**Figure 1**</div>

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 (Figure 2). Links on this screen are provided to quickly access tutorials that can be followed to perform maintenance tasks on your site.
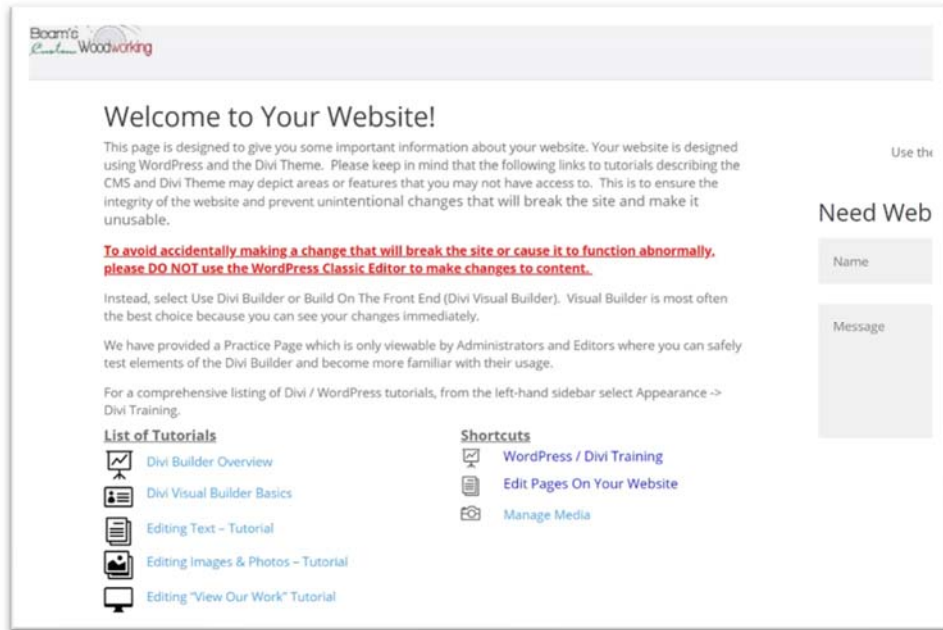
2.   Click on the **Edit Pages On Your Website** button under the "Shortcuts" heading and a new tab will be opened on your browser displaying the Home Page of the website. Navigate to the Gallery that you would like to edit (View Our Work -> Commercial or Residential.

III.   Accessing Editing Functions – Gallery/ Module

A.   Editing the Gallery - Overview

This tutorial pertains to editing images in Gallery Modules and does not include image editing in general Image Modules. For ease of use, you can make changes to your website right from your browser without any programming skills.

B.   Gallery Organization

Items in the Gallery sections of the website contain only images which have been uploaded to the Media Library. Once images have been selected to display in a Gallery, the order that they are displayed in can be arranged within the module by simply dragging and dropping the image where desired.

C.   Image/Photo File Locations

Images used anywhere on the website must reside on the website itself in the Media Library. The Content Management System (CMS) will handle the details of uploading your images for you and will compress them automatically to ensure that the pages on your website load as quickly as possible.

The images that appear on your website are already in the Media Library, so if you would like to re-use an image on additional pages, you will not need to upload it, but can simply select it from the Library as described in the Editing Images & Photos - Tutorial.

D.   The Media Library

This is the location where your images are uploaded to. Images in the Media Library intended for use in one of the galleries are separated into folders on the left sidebar. (commercial and residential).   Click on the folder whose category is appropriate for the photo to be used and the available photos will be displayed to the right.

The images in the Media Library sorted by the date that they were uploaded and you can use the sort function to display all images by date or search for them by selecting the Search media items button in the upper-right and entering the name or partial name of the image that you want.
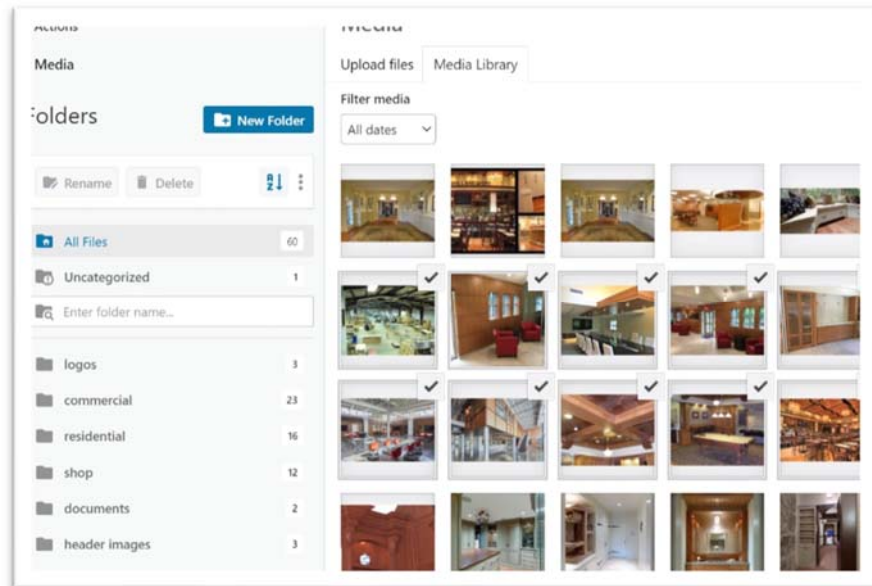

Figure 3

E.   Procedure to Edit Images or Photos in Gallery Modules

The actual editing of existing images or photos on the Residential or Commercial Gallery page can be done on the "front-end" of the website using your browser.

1.   On the Welcome page of your dashboard, click on the *Edit Pages On Your Website* button under the "Shortcuts" heading and a new tab will be opened on your browser displaying the Home Page of the website. Navigate to the Gallery that you would like to edit (View Our Work -> Commercial or Residential) and click on the *Enable Visual Builder* link in the upper-left of the page as shown in Figure 3 below. This will now allow you to edit images in Gallery Modules within that page.
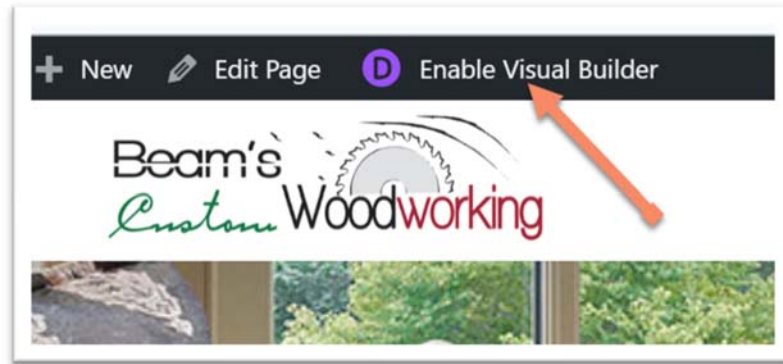
Figure 4

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. <u>You have access to edit the ones in gray/black only.</u> 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.

1.   **Editing Gallery Images/Photos**

Using your cursor, hover over the Gallery Module containing the image(s) that you want to replace and click on the "gear" icon as shown in Figure 5. This will open the Gallery Settings edit box as shown in Figure 6.
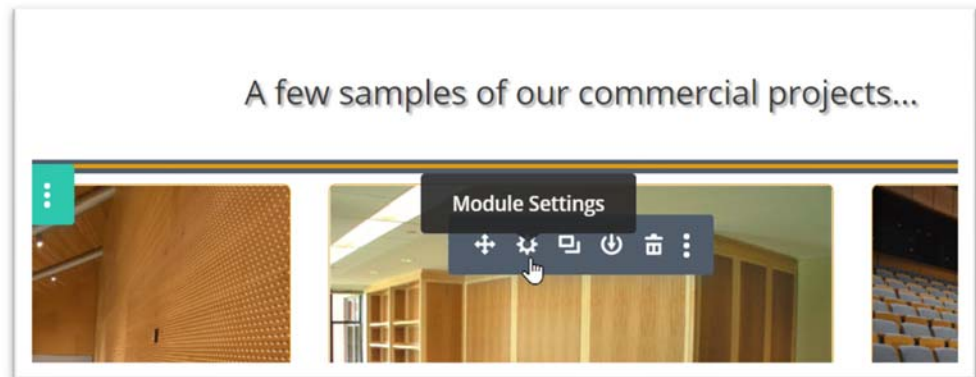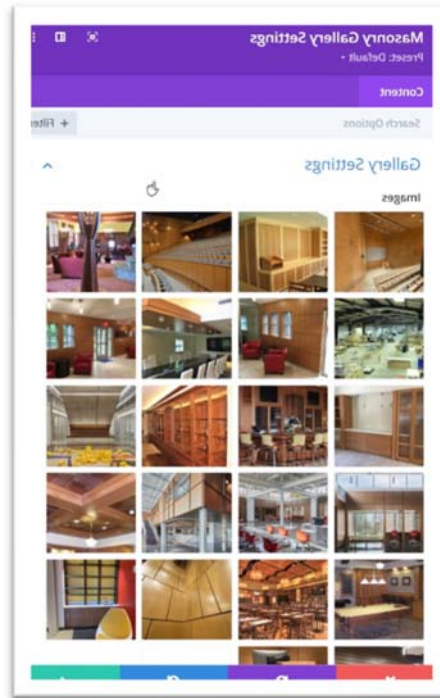

Figure 5

Figure 6

Within the Gallery Settings dialog box you can delete an existing photo, replace an existing photo, add a new photo or rearrange photos in the Gallery.

To delete an existing photo, simply hover over the photo that you want to delete, then left-click on the "trash can" icon in the upper-right corner.

To rearrange photos in the Gallery, left-click on an image / photo and drag it to another position.

2. **Adding a Previously Uploaded Photo**

Click on the "+" symbol and the Media Library will open. If you have previously uploaded the desired photo, click on the "Media Library" tab in the upper-left of the screen. Locate the photo in the appropriate folder and select it by clicking on it.
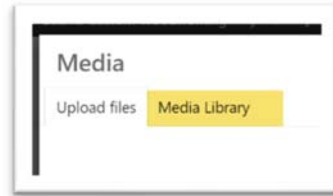
Figure 7

When the Media Library opens, and select an existing photo from either the commercial or residential folder in the Media Library (Figure 3) by clicking on the thumbnail, then clicking on the "Select" button in the lower-right corner of the screen. Your photo will now appear in the group of images in the module. If you are done editing the page, proceed to "Saving Your Work".

2.   **Adding A New Photo**

To add a photo that has not been previously uploaded to the Media Library, click on the "+" symbol at the bottom of the panel of photos in the module. In the next screen, select "Upload files" in the upper-left, then select the appropriate folder from the box in the center of the screen. (Figure 8) Now either, 1) drag and drop the photo(s) from an open folder on your PC or 2) click the "Select Files" button above the folder select box. Then navigate to the folder on your PC that contains the photo and select it.

In either case, the photo you chose will be uploaded and automatically compressed to make it load faster on the website. Once uploaded, the image will appear in the side bar to the right. Verify that it is correct, then click on the "Select" button on the lower-right and it will be added to the photos in the Gallery module. If you are done editing the page, proceed to "Saving Your Work".
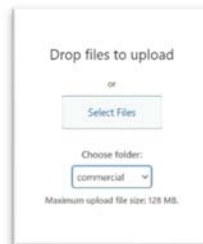

Figure 8

3. <u>**To replace a photo**</u>

To replace a photo that is already part of the Gallery module, first delete it from the panel of photos, then add a new one following the steps provided in sections III.-D-2 or 3, as appropriate.

4. <u>**Saving Your Work**</u>

First, when you have finished editing the Gallery, click on the check mark in the green box in the lower-right of the Gallery Settings dialog box. (Figure 9)
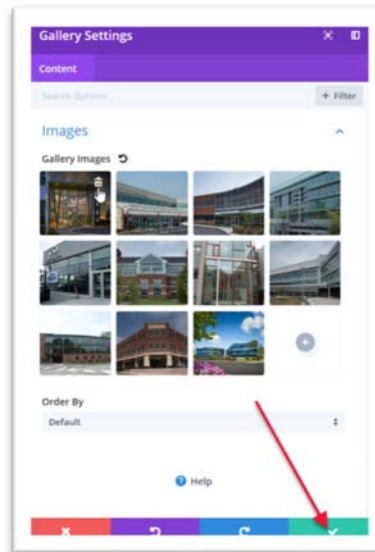

Figure 9

Next after you have saved the Gallery Settings **and before navigating to another page** it is necessary for you to save the entire page that you have edited.

To save the changes that you made, scroll to the bottom of the page and click on the purple icon at the bottom. (Figure 10)
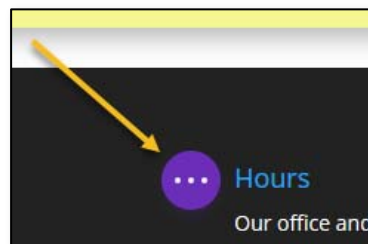

Figure 10

Once you click on the purple icon, a *Save* button will appear in the lower-right of your screen. (Figure 11)

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.)**

F.   Exiting Visual Builder

Click on the *Exit Visual Builder* link near the top of the page. (Figure 12)
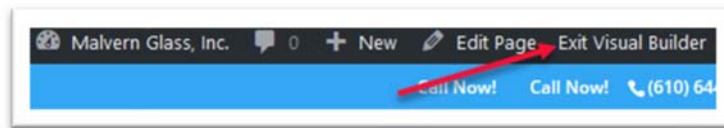

Figure 12

*Note: If you are attempting exit the Visual Builder and a screen appears telling you that you have unsaved changes (see Figure 14), select one of the two options that you are given. The Discard and Exit button will discard any unsaved changes and log you out. The Save & Exit button will apply any unsaved modifications that you made and exit the Visual Builder.
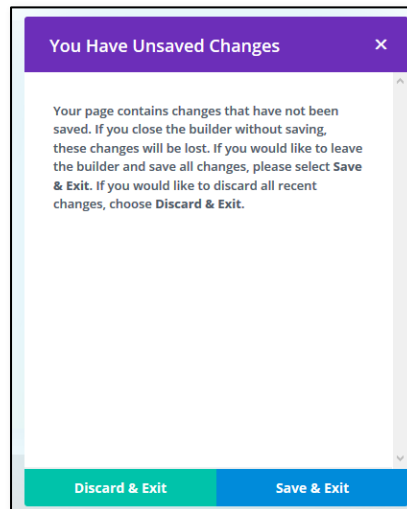

Figure 13

At this point you can now either:

- <u>Navigate to a different page</u> to further edit your website or

- <u>End your editing session and log out as Client Admin</u>.

If you wish to edit additional pages, simply navigate to that page, click the **Enter Visual Builder** link as show in Section C - 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 message link in the upper-right corner of the screen and click on the Log Out link, as shown below. (Figure 15)
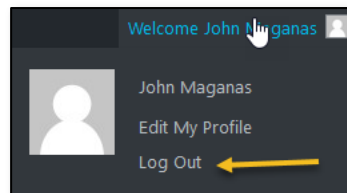
Figure 14

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