



WordPress Training Guide

Assumption

- The operating system is assumed to be Windows 7 and above.
- The user is using the latest 2 version of all popular browsers.
- There is internet access (Either Cable or Wireless).

Lesson Plan:

- Lesson 1 : Login and Logout for Admin Panel
 - Log in
 - Log out
- Lesson 2 : Page
 - What are pages?
 - How to access Pages
 - Add New Page
 - Assign Parent to Page
 - Edit Page
 - Delete Page
- Lesson 3 : Post
 - What are posts?
 - How to access Posts
 - Add New Post
 - Edit Post
 - Delete Post
 - Categories of Posts
 - Adding new Categories
 - Managing Categories
 - Assigning Categories to Posts

Lesson Plan:

- Lesson 4 : Edit Page and Post with Beaver Builder
 - How to access Beaver Builder
 - Beaver Builder
 - Row Layouts
 - Edit Row
 - Adding New Basic Modules
 - Adding New Advanced Modules
 - Edit Modules
 - Move Modules
 - Adding Heading Title
 - Adding Text Content
 - Adding Table using Text Editor
 - Adding Pictures using Text Editor
 - Adding Video
 - Adding Slideshow
 - Customizing the Slideshow
 - Adding Gallery
 - Adding Tabs
 - Adding Accordion
 - Adding Menu
 - Duplicate Modules
 - Delete Modules

Lesson Plan:

- Lesson 5 : Menu
 - How to access Menu
 - Add New Menu Item (Page)
 - Add New Menu Item (Custom URL)
 - Edit Menu Item
 - Assign Parent to Menu Item
 - Delete Menu Item
- Lesson 6 : Media
 - How to access Media
 - Add New Media
 - Edit Media
 - Delete Media
- Lesson 7 : Revolution Slider
 - How to access Revolution Slider
 - Add New Slider
 - Add New Slide
 - Publish Slider
 - Revolution Slider Video Tutorial
- Lesson 8 : Templates
 - What are Templates?
 - How to Access Templates
 - Create New Templates
 - Saving Templates
 - Editing Saved Templates
 - Using Saved Templates
 - Deleting Templates

LESSON 1 Log In & Log Out

Log in

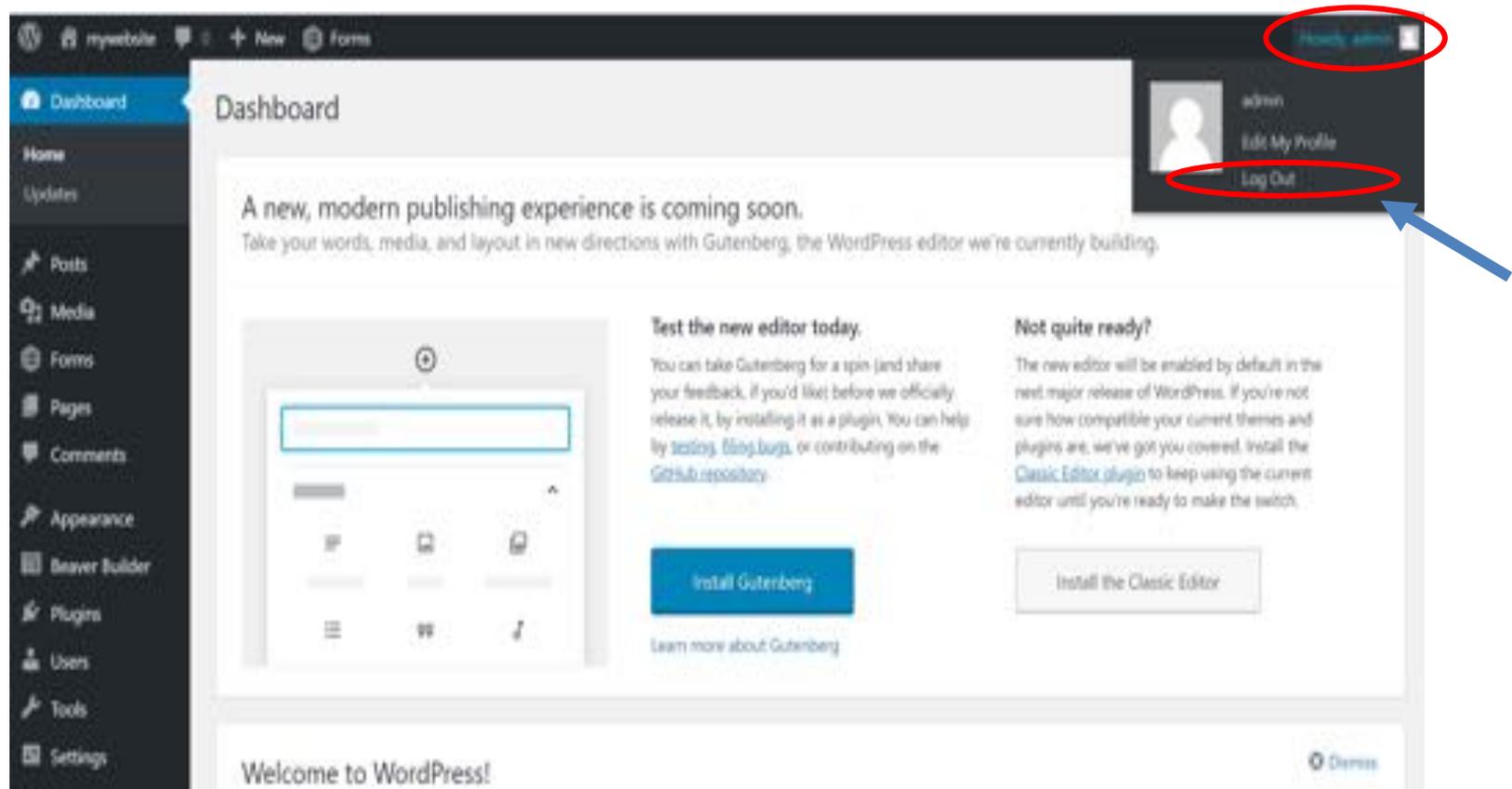
- Enter the URL of the website and add '/wp-admin' behind it to access the Administration Panel. The user will be directed to the log in page.
- On this page, the user will have to enter his/her username and password to log in.
- You will also be prompted to enter your One-Time Password (OTP), please look for the password sent to the registered mobile number.
- Upon logging in, the user will be redirected to the Administration Panel Dashboard.



The image shows a screenshot of the WordPress login page. At the top center is the WordPress logo. Below it is a white login form with a light gray border. The form contains the following elements: a label 'Username or Email' above a text input field; a label 'Password' above a text input field; a checkbox labeled 'Remember Me'; and a blue 'Log In' button. Two red rectangular boxes are drawn around the 'Username or Email' and 'Password' input fields. A blue arrow points from a callout box on the right, which contains the text 'Enter the login details', to the 'Password' input field.

Log out

- In the Dashboard, hover over 'How are you, admin?' at the top right corner and click on 'Log Out' button. After clicking, the user will be redirected to the log in page.



LESSON 2 Pages

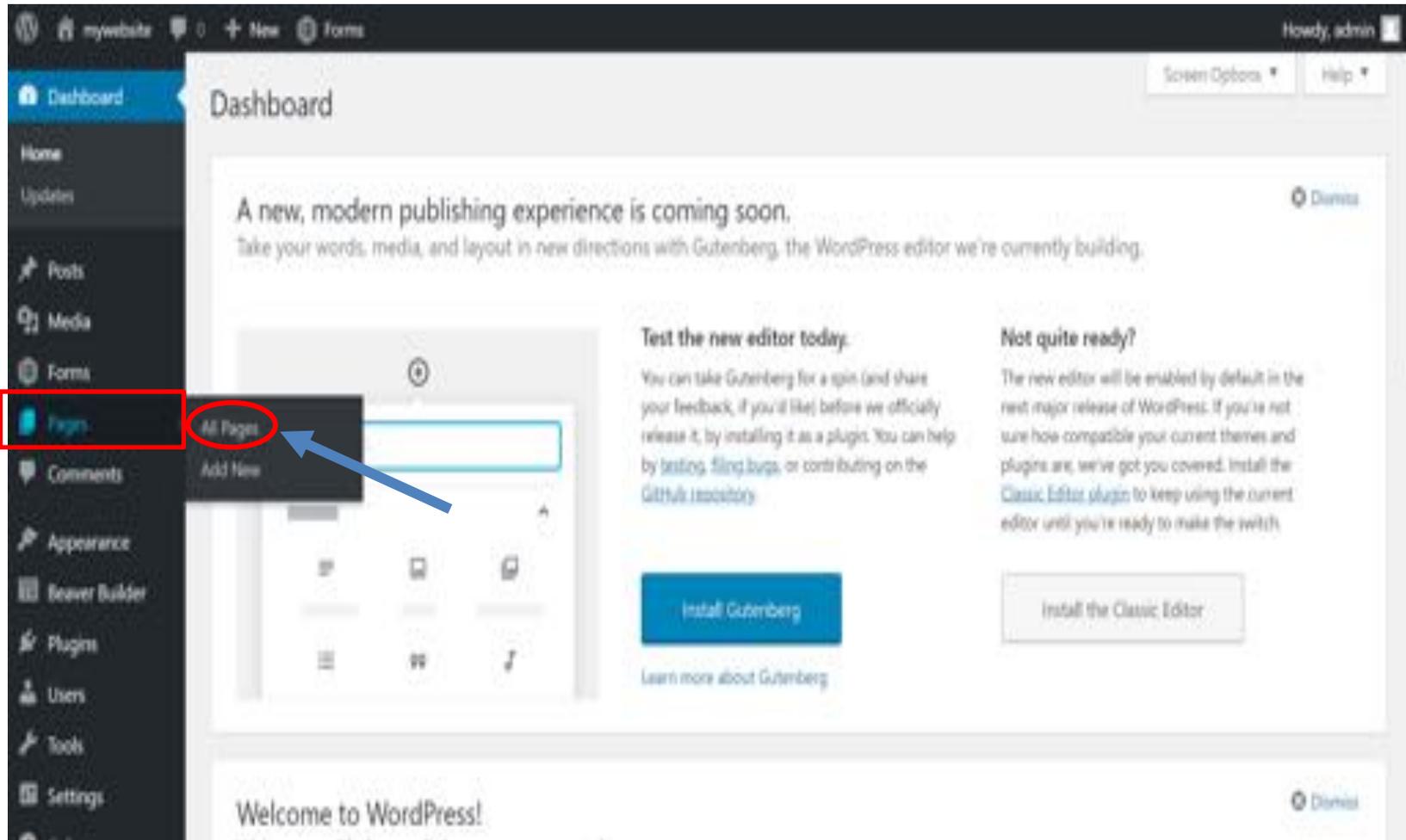
- Understanding how to create, edit and delete WordPress Pages
- Understanding how to organize pages by assigning them to a parent page

What are Pages?

- Pages are meant for static content, for example:
 - Contact Us Pages
 - Department Pages
 - About Us Pages
- Pages are for content that is less time-dependent than Posts.
- Pages can be organized to pages and subpages.

How to Access Pages

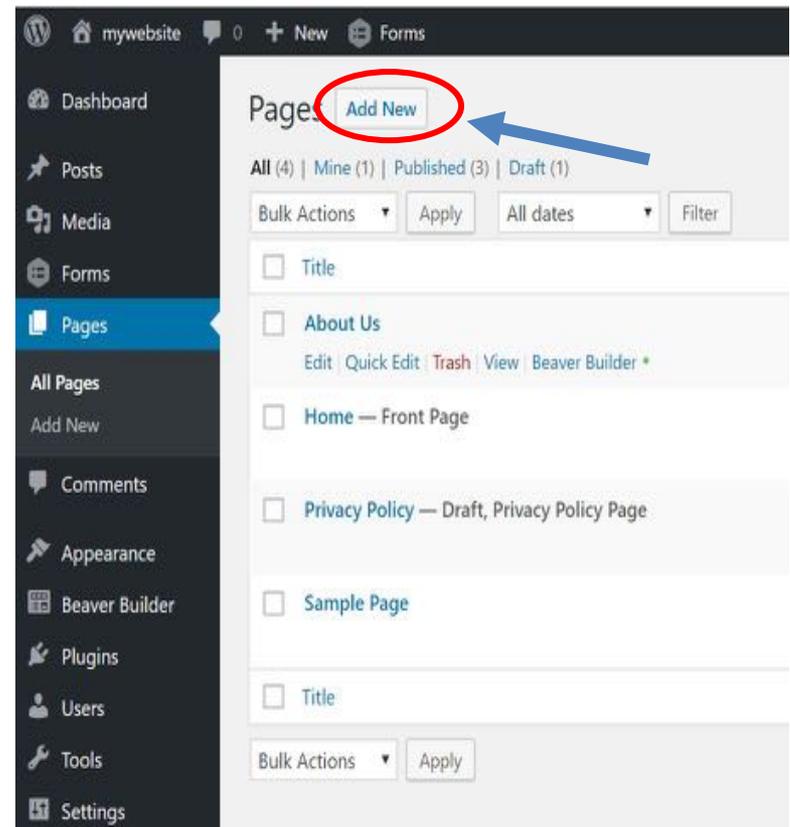
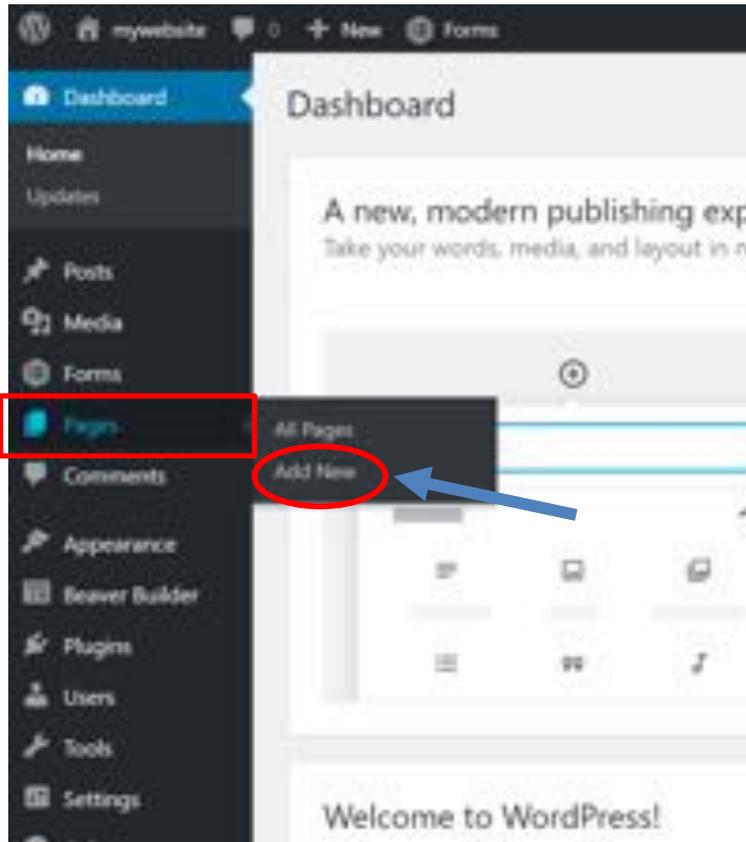
- I. On the left sidebar, hover over 'Pages' and click on 'All Pages'.



Add New Page (I)

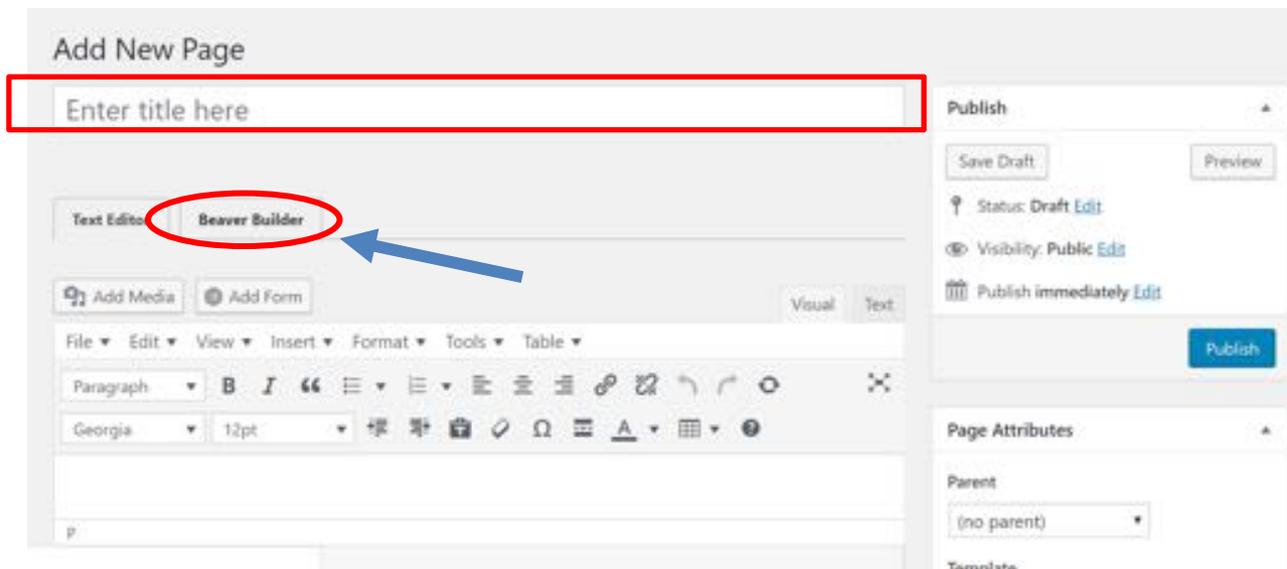
There are two ways to add new page.

1. From the Dashboard, hover over 'Pages' or
2. From Pages, click on 'Add New'
2. Click on 'Add New'



Add New Page (II)

1. Enter the Title of the new page
2. Assign Parent to Page.¹
3. Click on 'Beaver Builder'. The user will be redirected to another page.

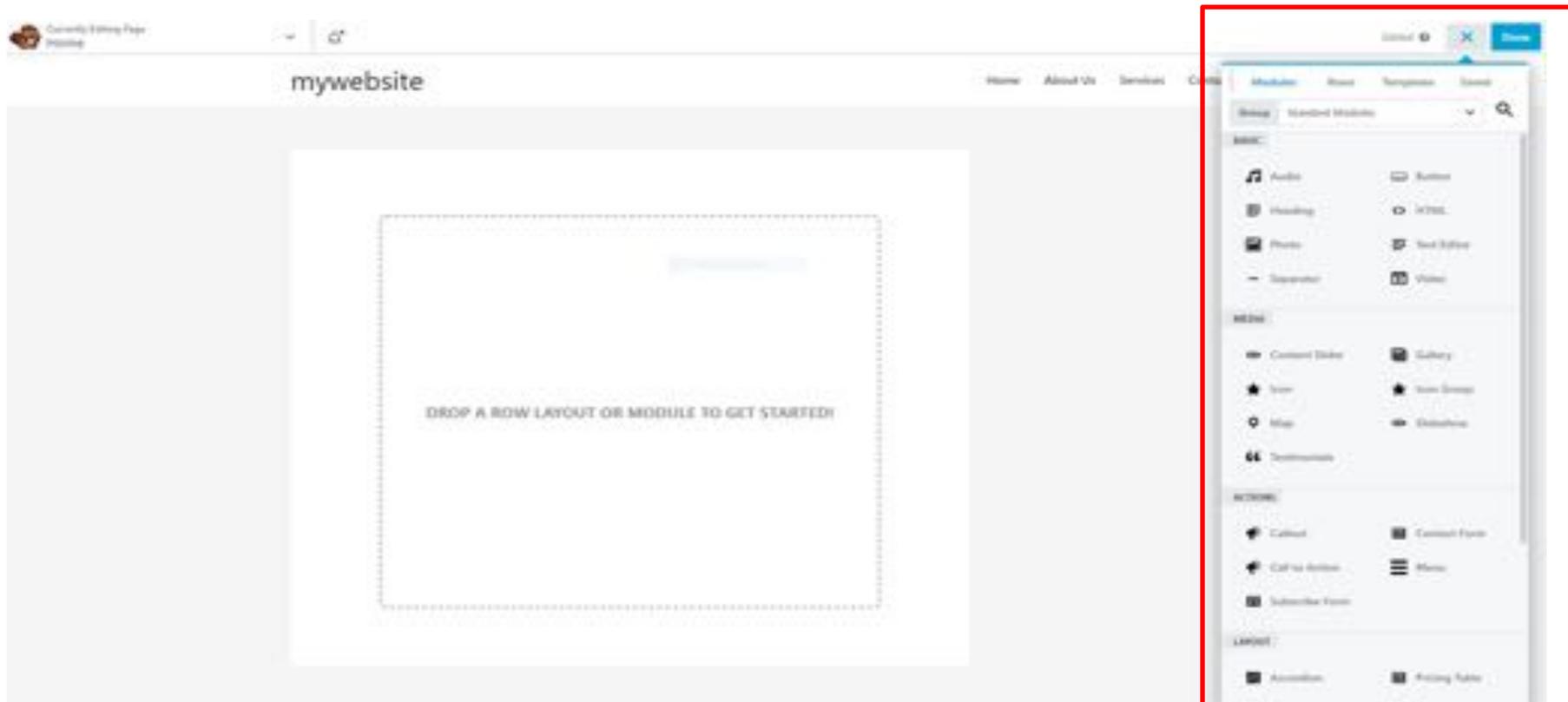


Notes:

1. To assign Parent to page, please refer to 'Assign Parent to Page' in Lesson 1
2. Page Title set on this page will not shown in the page, it is for organizing purposes only, for Page Title shown within the page, please refer to 'Adding Heading Title' in Lesson 4

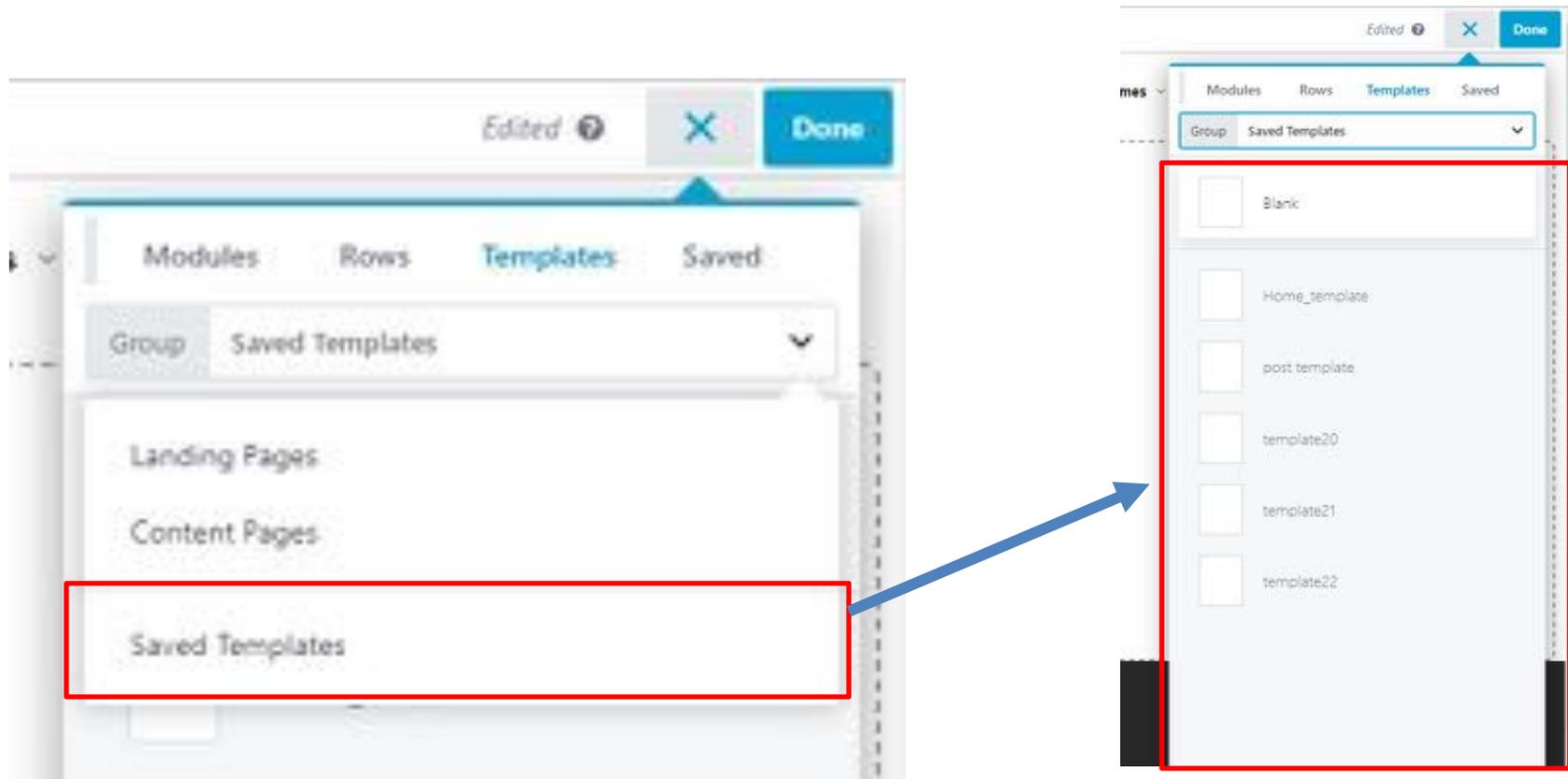
Add New Page (III)

1. After the redirect, the page will have a window dropdown box at the right corner of the page.
2. In the dropdown box there are four different tabs for adding elements onto your webpage.



Add New Page (III)

1. Under Templates tab, there are three categories of templates collections.
2. Click on Saved Templates and Select the template that is the most relevant to the content you are putting.

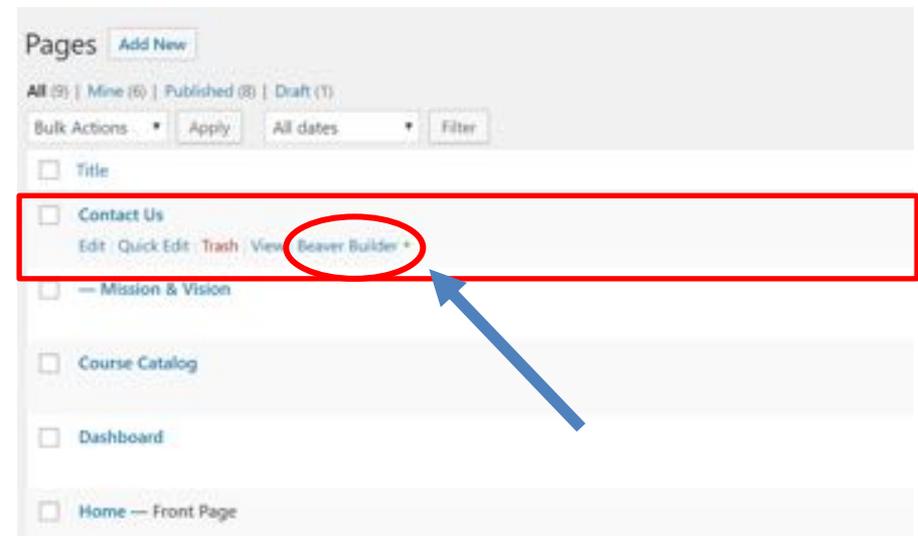


LESSON 4 Editing Page with Beaver Builder

- Beaver Builder is a simple drag and drop, front-end editor to create content in pages

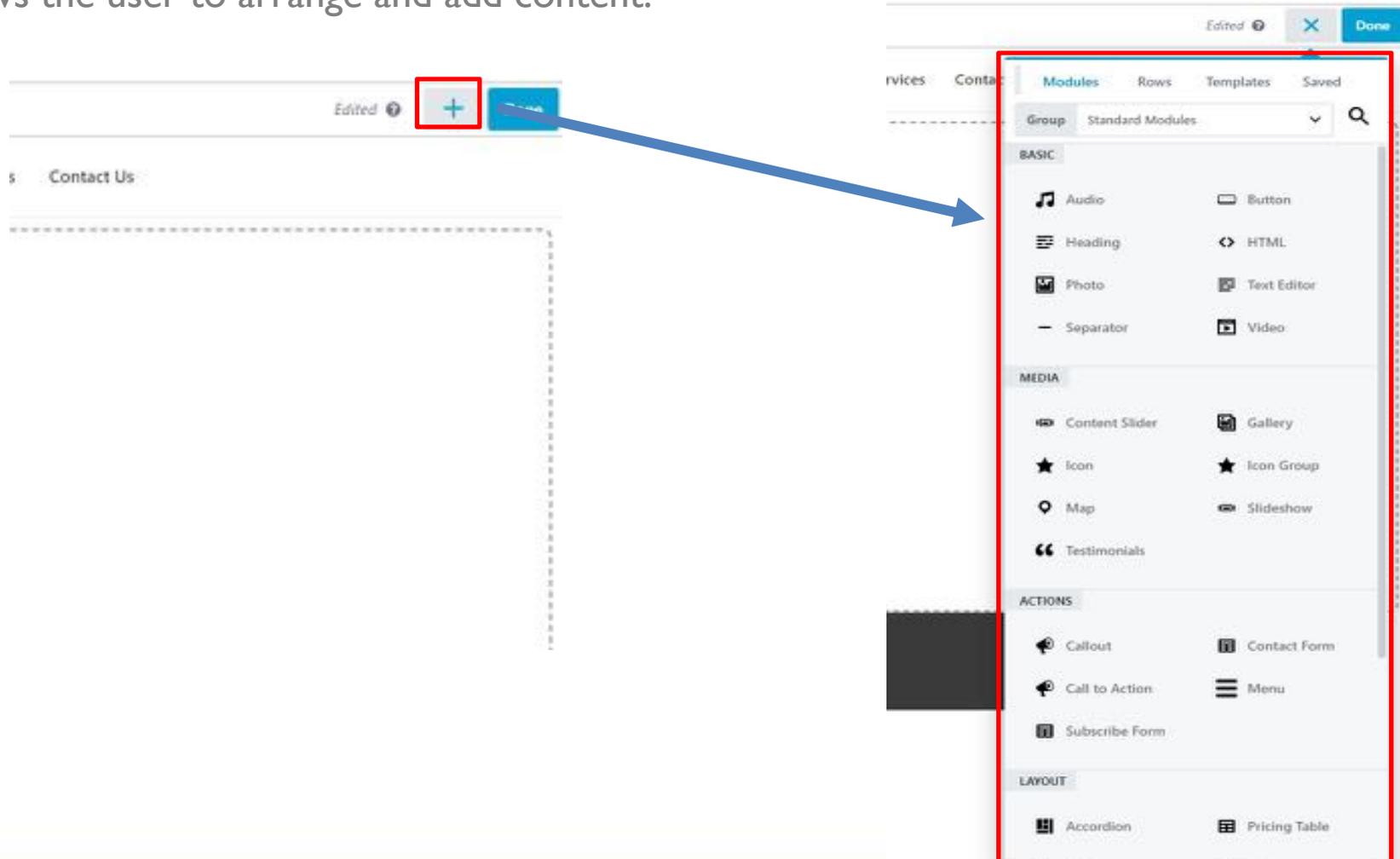
How to Access Page Builder

1. When adding new/editing page/post, or 2. From Pages / Posts , hover over page and click on 'Beaver Builder' tab'



Page Builder

On the top bar, click ‘+’ icon to open up the Page Builder side bar. This side bar contains modules, rows, templates and saved template elements—which allows the user to arrange and add content.



Row Layouts (I)

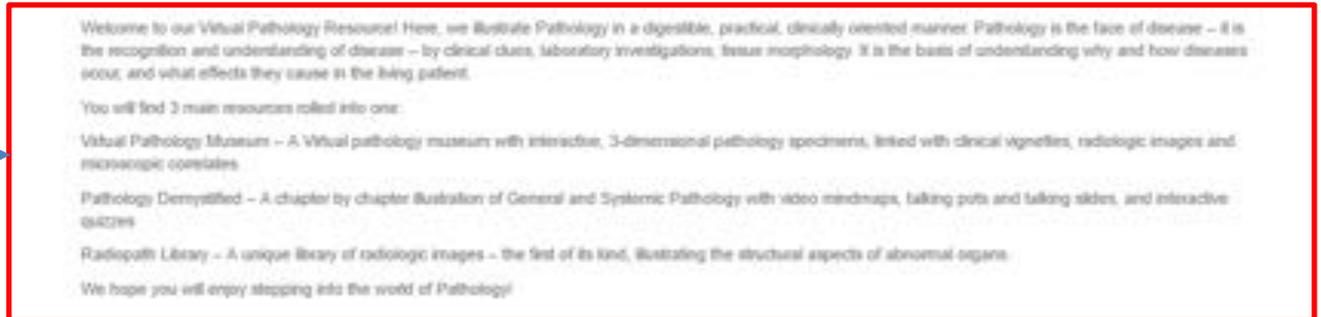
- I. The Page Builder is able to customize pages with different row layouts to suit different ways of arranging content

An example of a page with a 3 Column, 1 Column and 4 Column row layout:

3 Column Layout



1 Column Layout

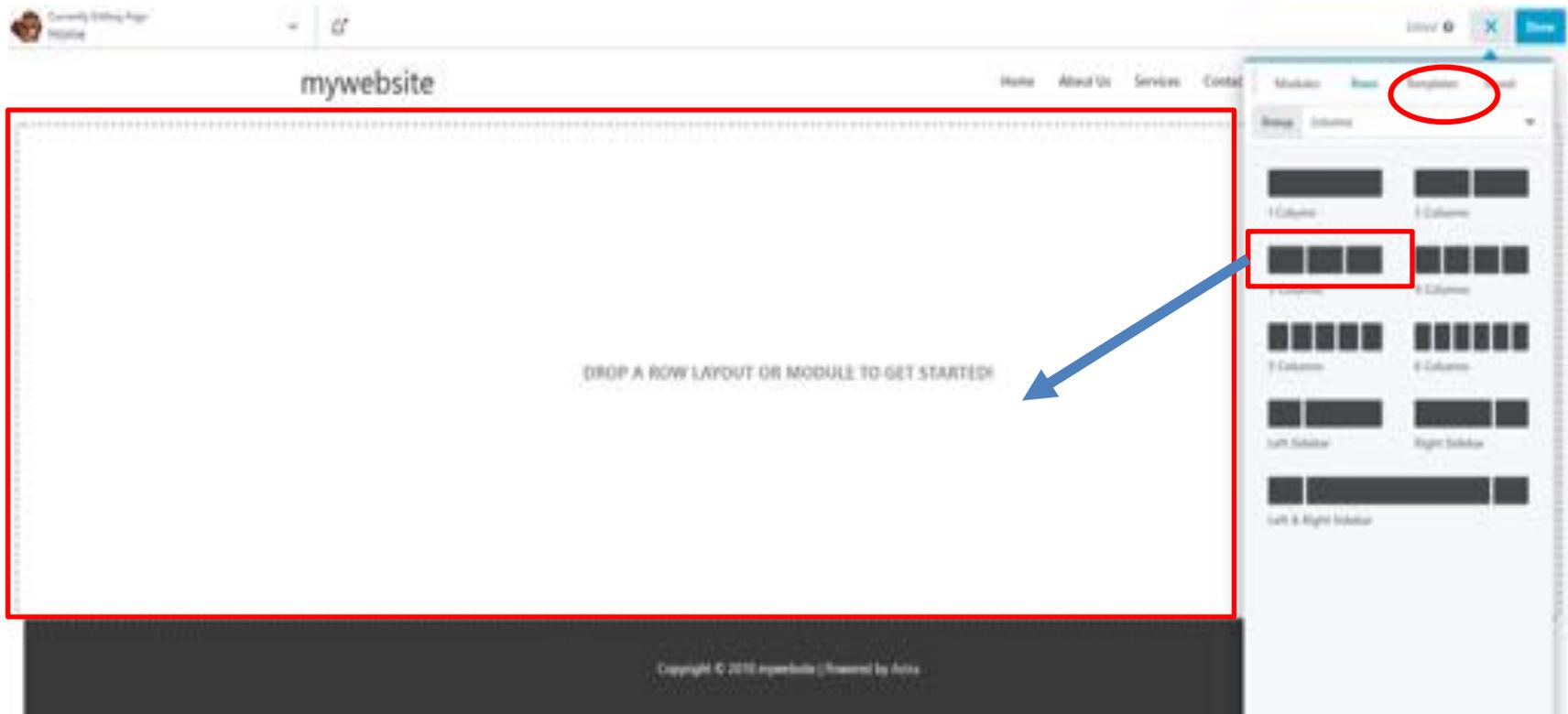


4 Column Layout



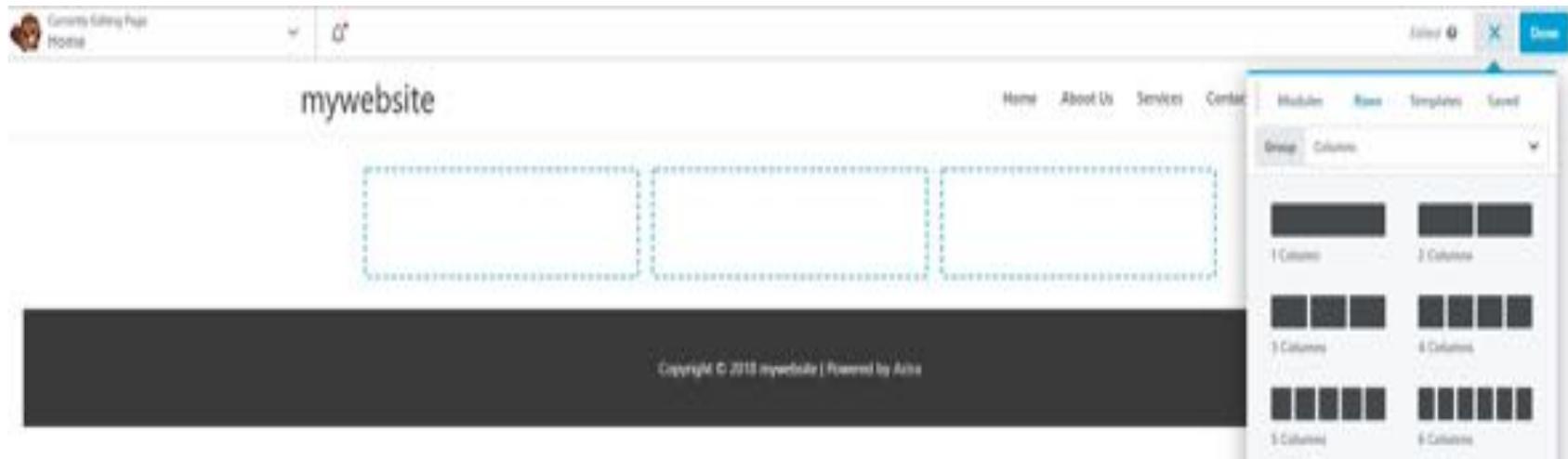
Row Layouts (II)

1. Click on 'Row'
2. Click and drag the row layout you desire
3. Drop it into the page within the blue dashed box.



Row Layouts (II)

1. After dragging, the column(s) will appear as blue dashed boxes in the page.
2. You can put in your desired respective content in each respective column.¹



Notes:

1. To add content like text, images or video, please refer to 'Add New Basic Module' in Lesson 4.

Row Layouts (IV)

Adding/Duplicating Extra Column

1. Hover over the column that you want to add an extra column before.
2. A blue menu will appear. Click on the Second icon, 'Duplicate'.
3. A duplicate column will be added on the right-side of that column.



Row Layouts (V)

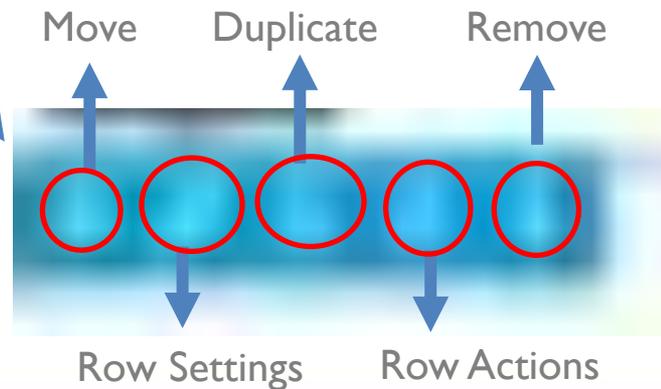
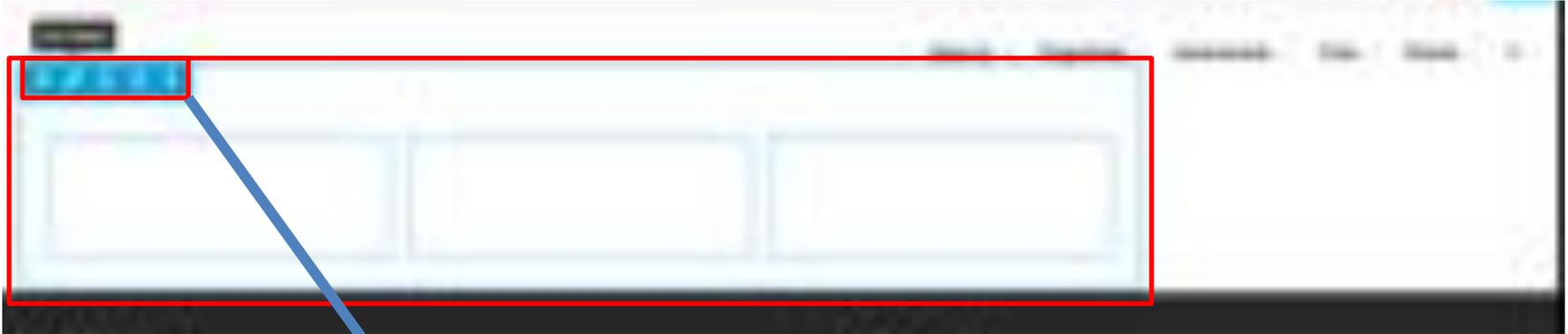
Adjusting Column Size

1. Hover over the sides of the column.
2. Drag left/right to resize. Note that the neighbor column will be resized to fit the outer Row container.



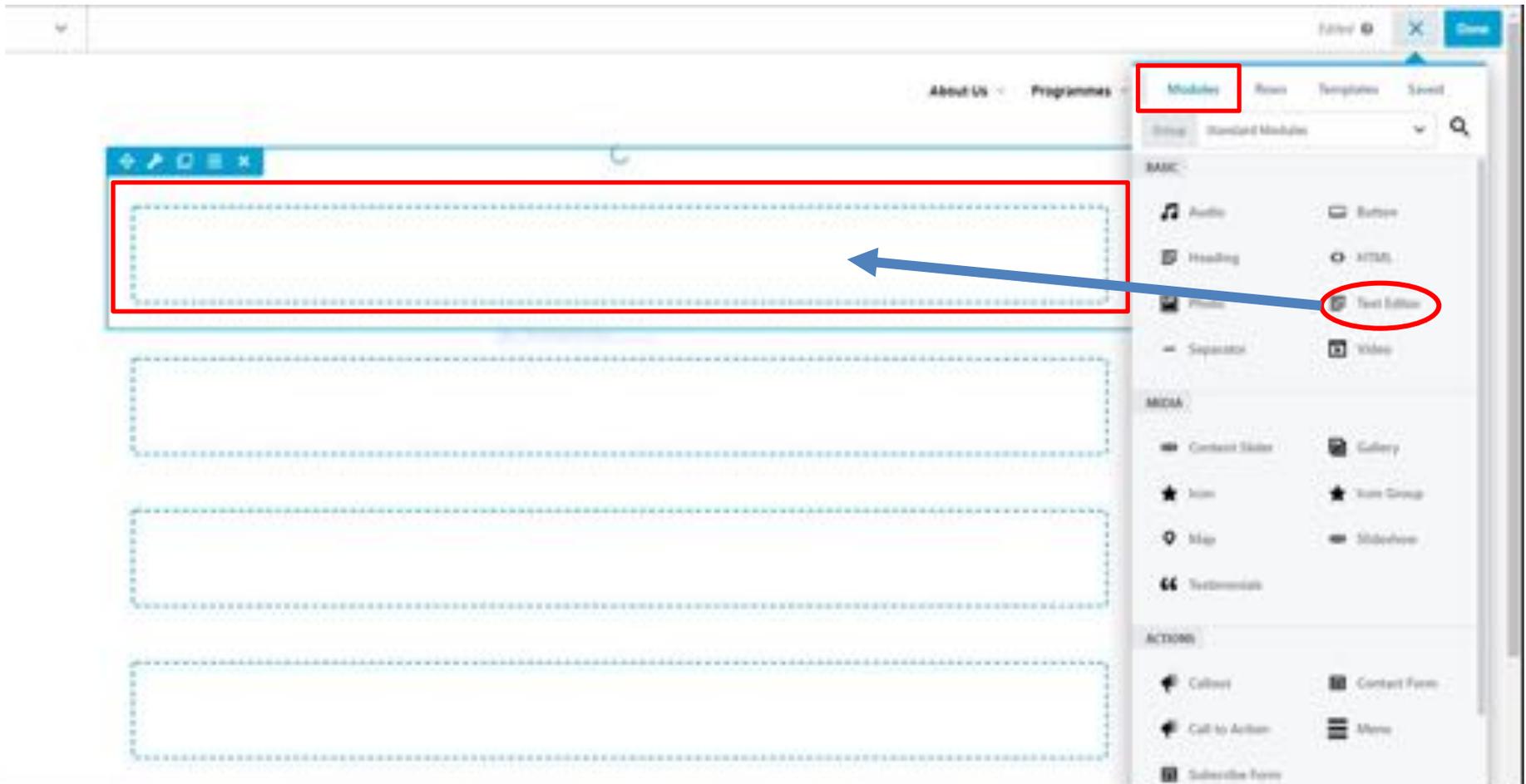
Edit Row

1. Hover over the row that you want to move/edit. A blue menu will appear.
2. To move, click on the first icon, 'Move'.
3. To edit, click on the second icon, 'Row Settings'.
4. To duplicate, click on the third icon, 'Duplicate'.
5. To reset the widths of columns/row, 'Row Actions'.
6. To delete, click on the last icon, 'Remove'.



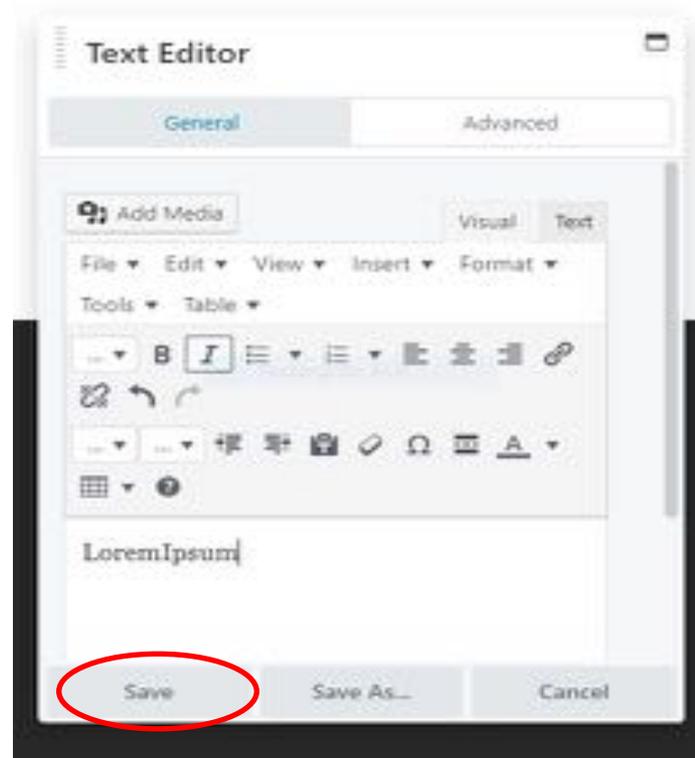
Add New Modules (I)

1. Click on 'Modules'
2. Click and drag the module you desire, into the blue dashed box.
Basic modules, Media modules, Actions modules and etc..



Add New Modules (II)

- I. After you are done with your content, click 'Save' when done.

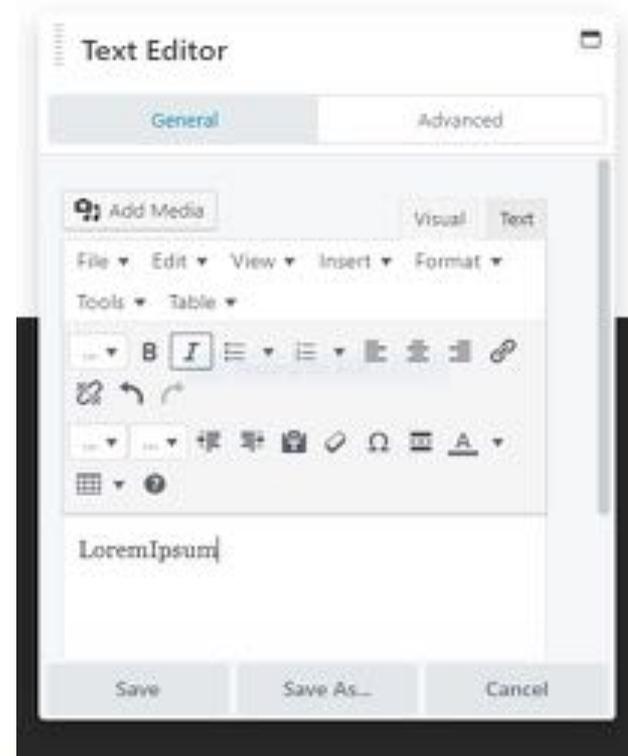
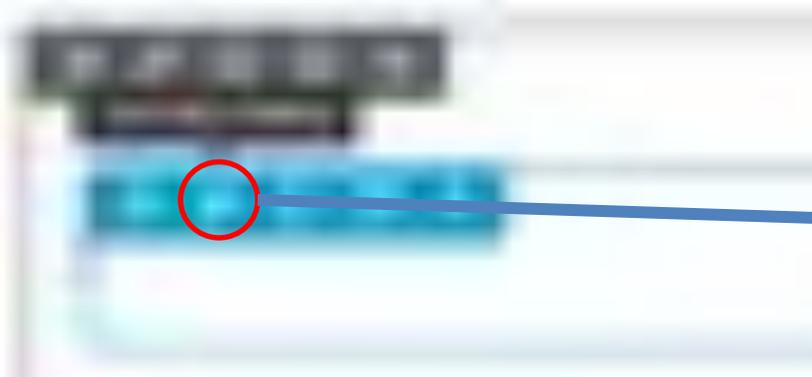


Notes:

1. For more details on how to add text, images or video, please refer to 'Adding Text Content', 'Adding Video' or more in Lesson 4.

Edit Modules

1. Hover over the module that you want to edit. A blue menu will appear.
2. Click on second icon, 'Settings' to edit module
3. A setting dialog will appear, depending on what type of module it is. (below, it is a Text Editor).
4. There are also more settings like Advanced, in the Tabs.
5. After editing, click 'Save' when done.



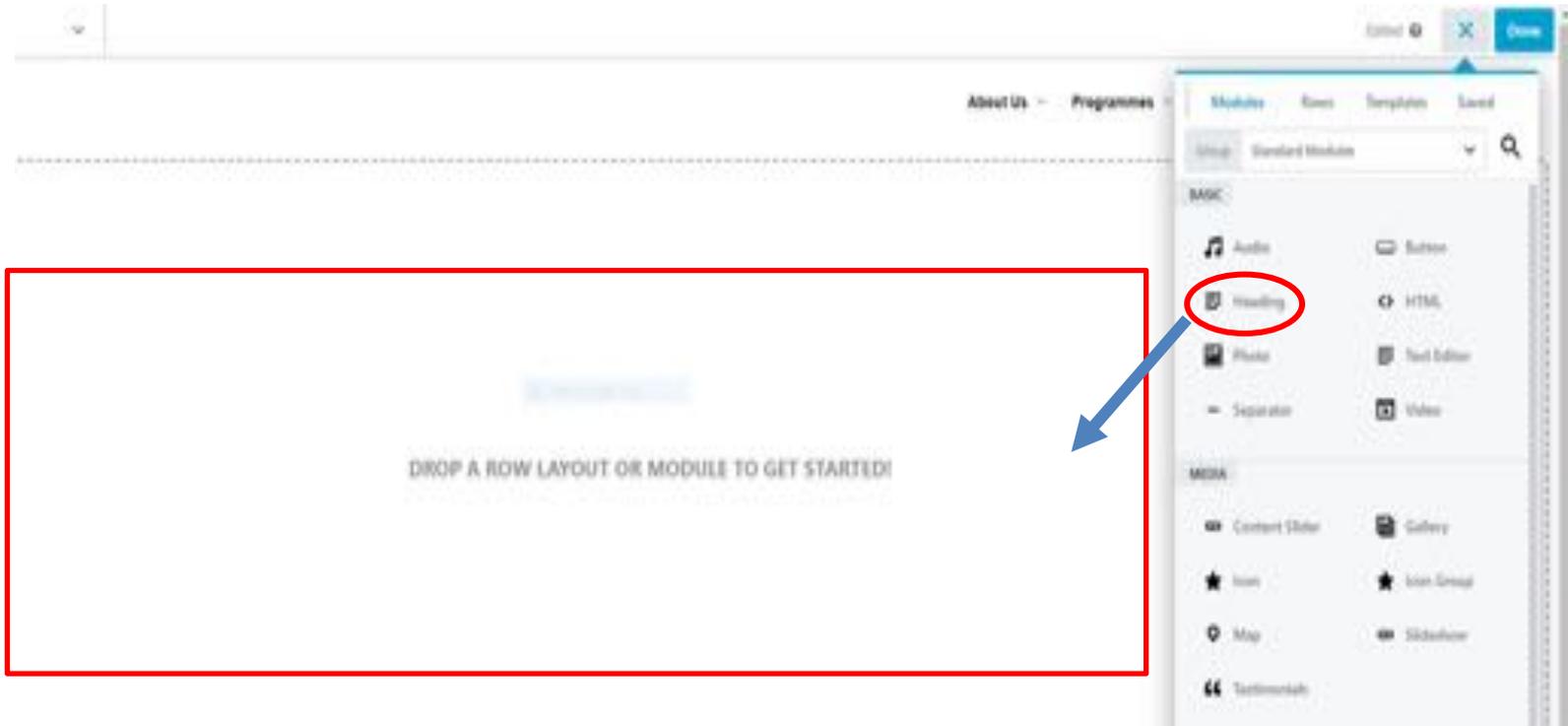
Move Modules

1. Hover over the module that you want to move. A blue menu will appear.
2. Click and drag icon to new position.



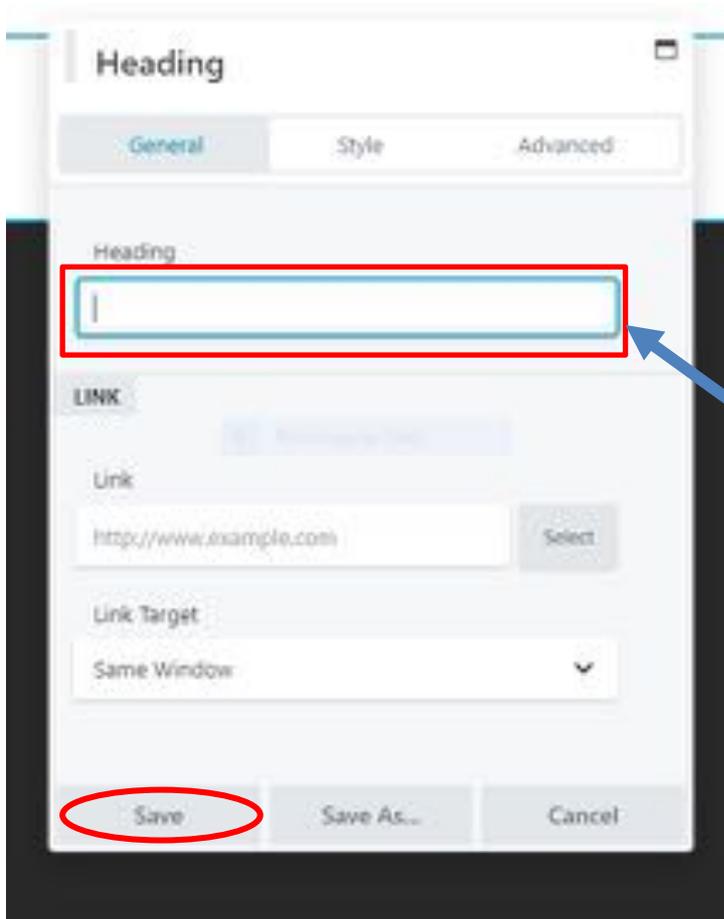
Adding Heading Title (I)

- I. Select 'Heading' in the Module menu and drag it to the blue dashed box.



Adding Heading Title (II)

2. In the Settings dialog, type in the Heading Title and click 'Save'.



Note:

1. The Heading Title support multiple lines. You can add `
` to start a new line. Example: "Hello
Parents!" will be shown as
Hello
Parents!

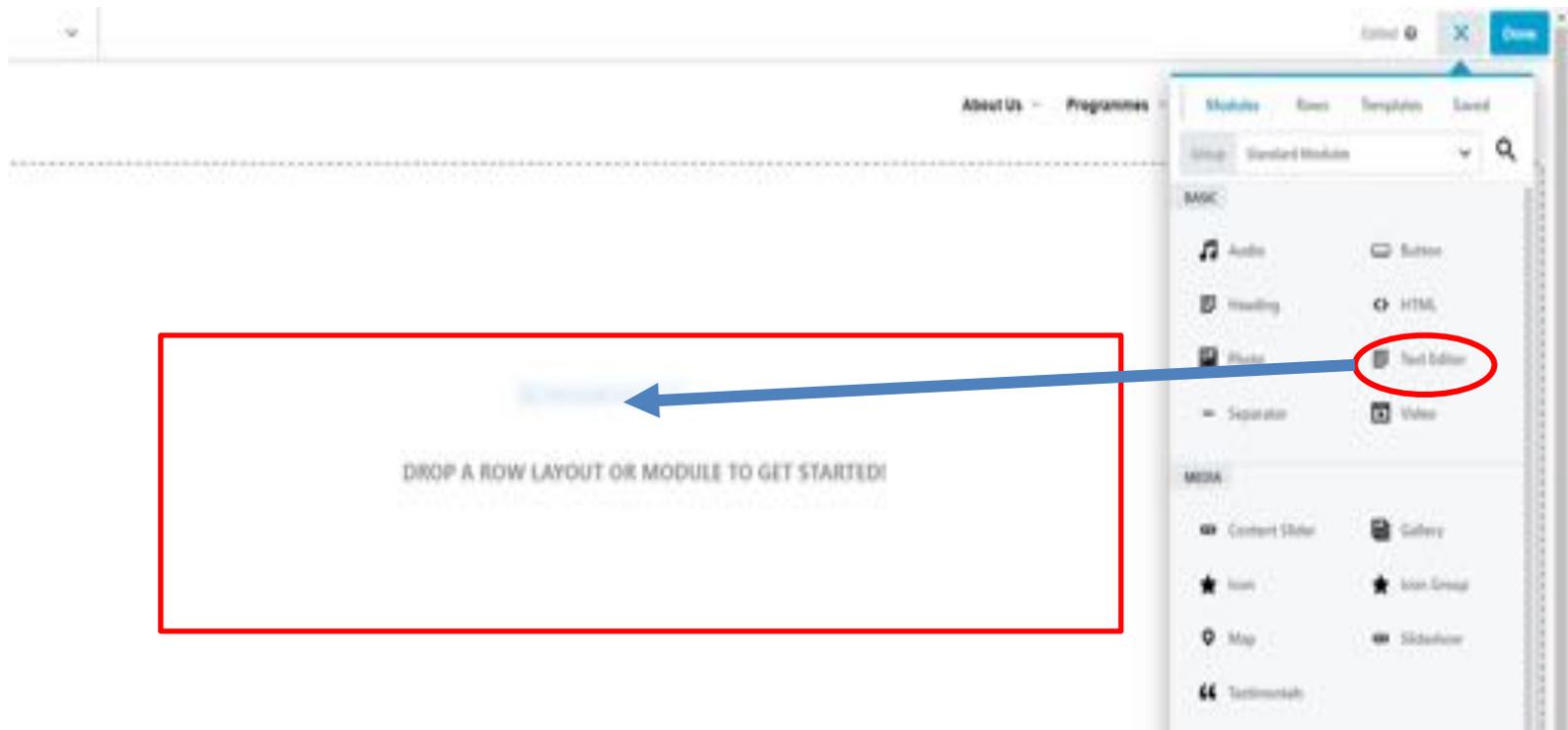
Adding Heading Title (III)

3. The Heading Title will shown on the page.



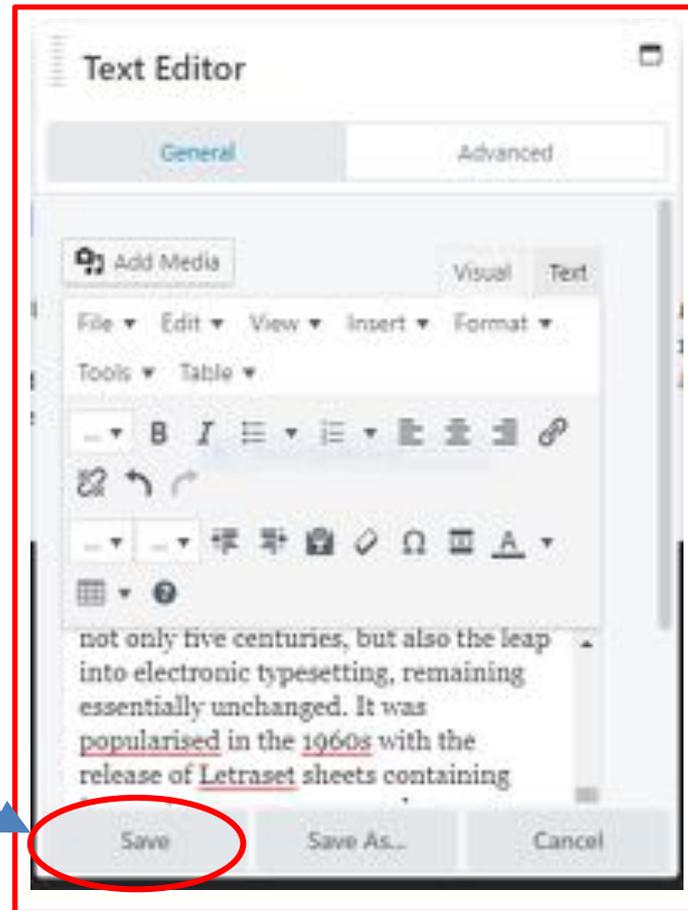
Adding Text Content (I)

- I. Select 'Text Editor' in the Basic Module menu and drag it to the blue dashed box.



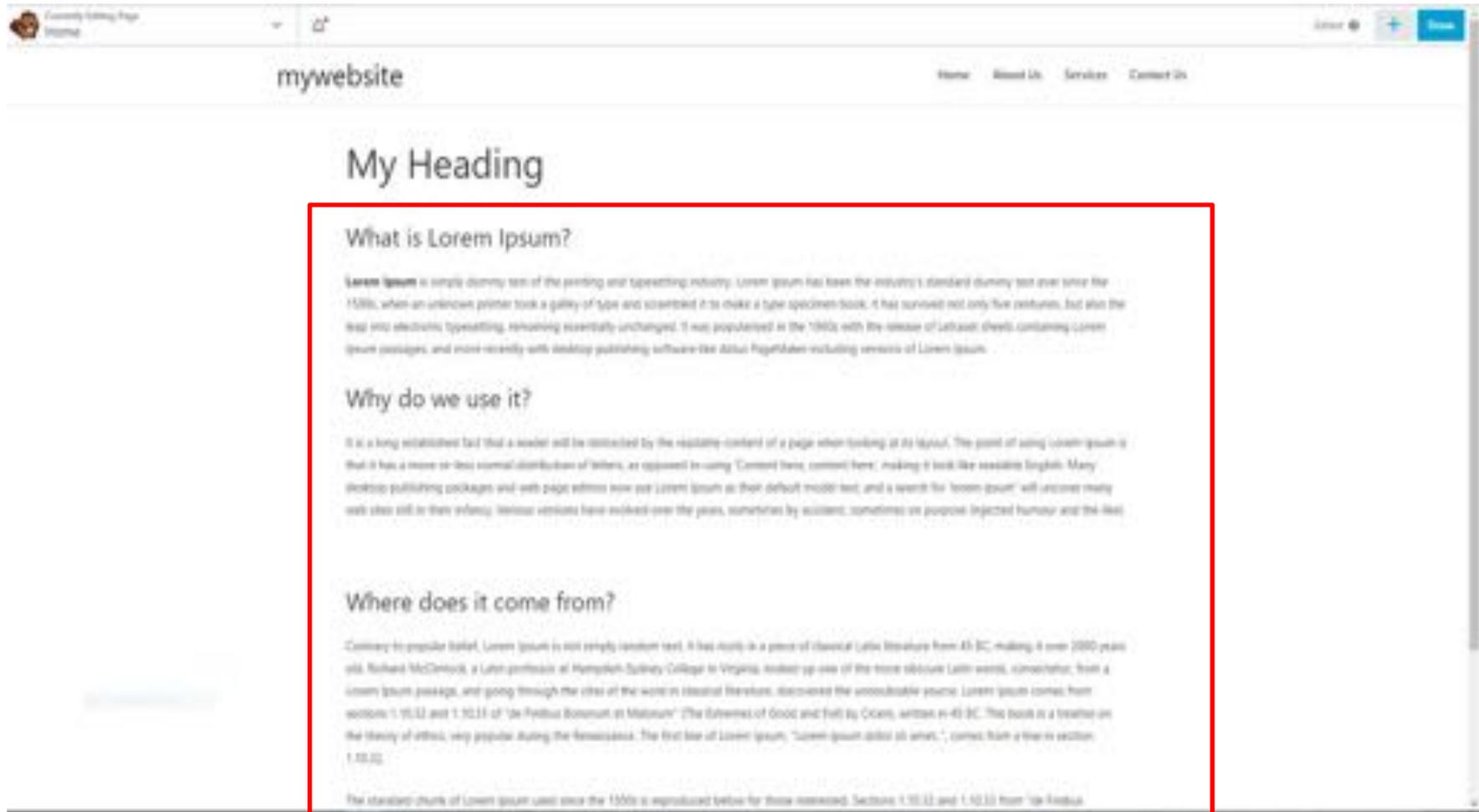
Adding Text Content (II)

2. 'Text Editor' will appear, type in the the text content you want in.
3. Click 'Save' when done.



Adding Text Content (III)

The text will be shown on the page.



Adding Link in Text Content

First you type in the text that you wish to link. After that, highlight the text and click on the chain icon. You can then search for the page that you wish to link.

The screenshot shows a 'Text Editor Settings' window with a 'General' tab. The text 'Letters to Parents' is highlighted in the editor. A red box highlights the 'Link' icon (a chain) in the toolbar. Below the toolbar, a search box contains the text 'letter', and a dropdown menu shows a list of pages including 'Letters to Parents', 'National Day Celebration letter', and 'Term 3 letter'. The 'Letters to Parents' page is selected.

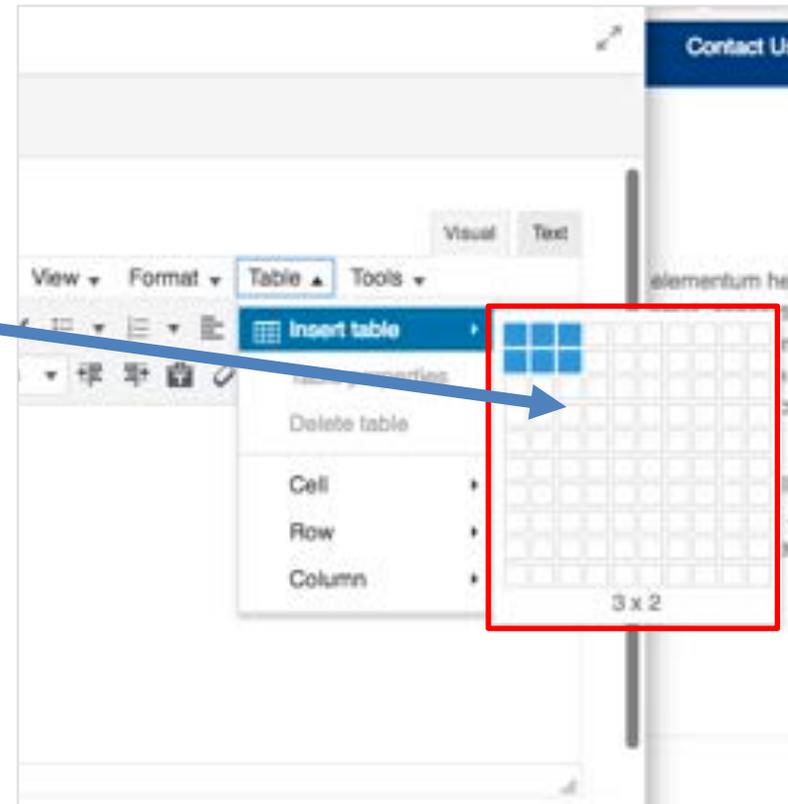
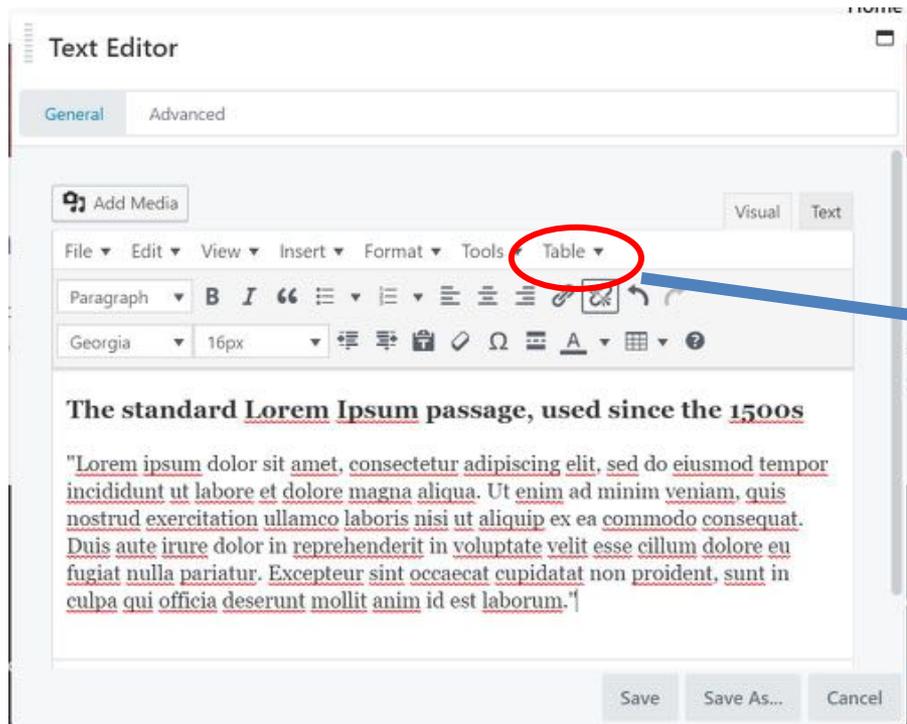
Letters to Parents

letter

Letters to Parents	Page
National Day Celebration letter	2017/07/29
Term 3 letter	2017/06/29

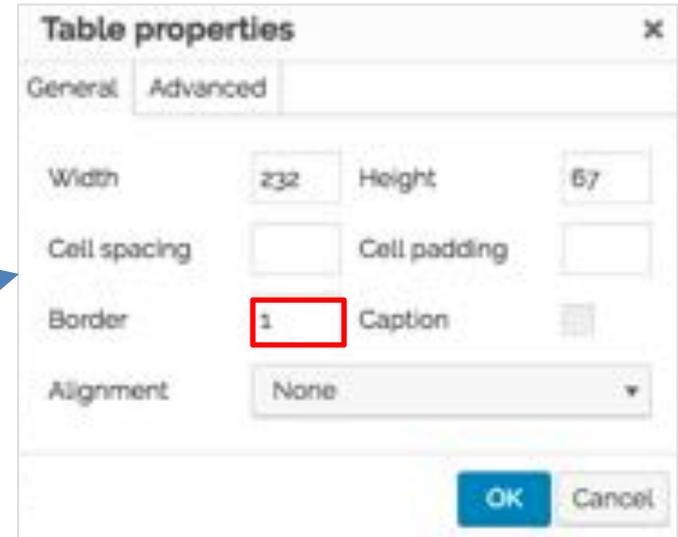
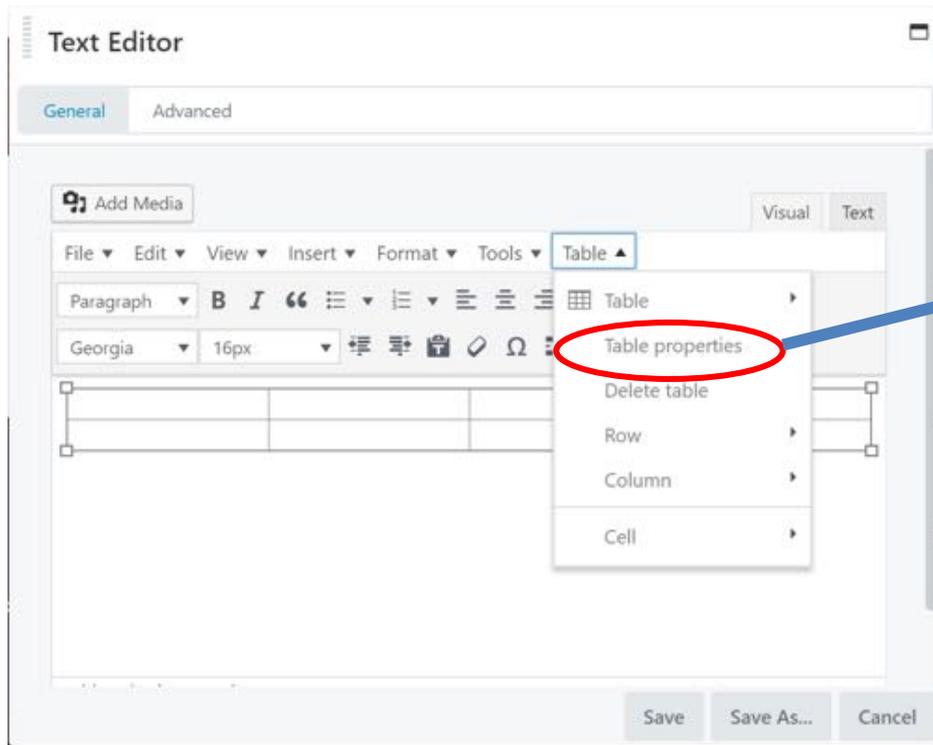
Adding Table using Text Editor (I)

1. In the 'Text Editor Settings', under 'Table', select 'Insert Table' to add the table.
2. Choose the rows and columns you need (E.g. 3x2)



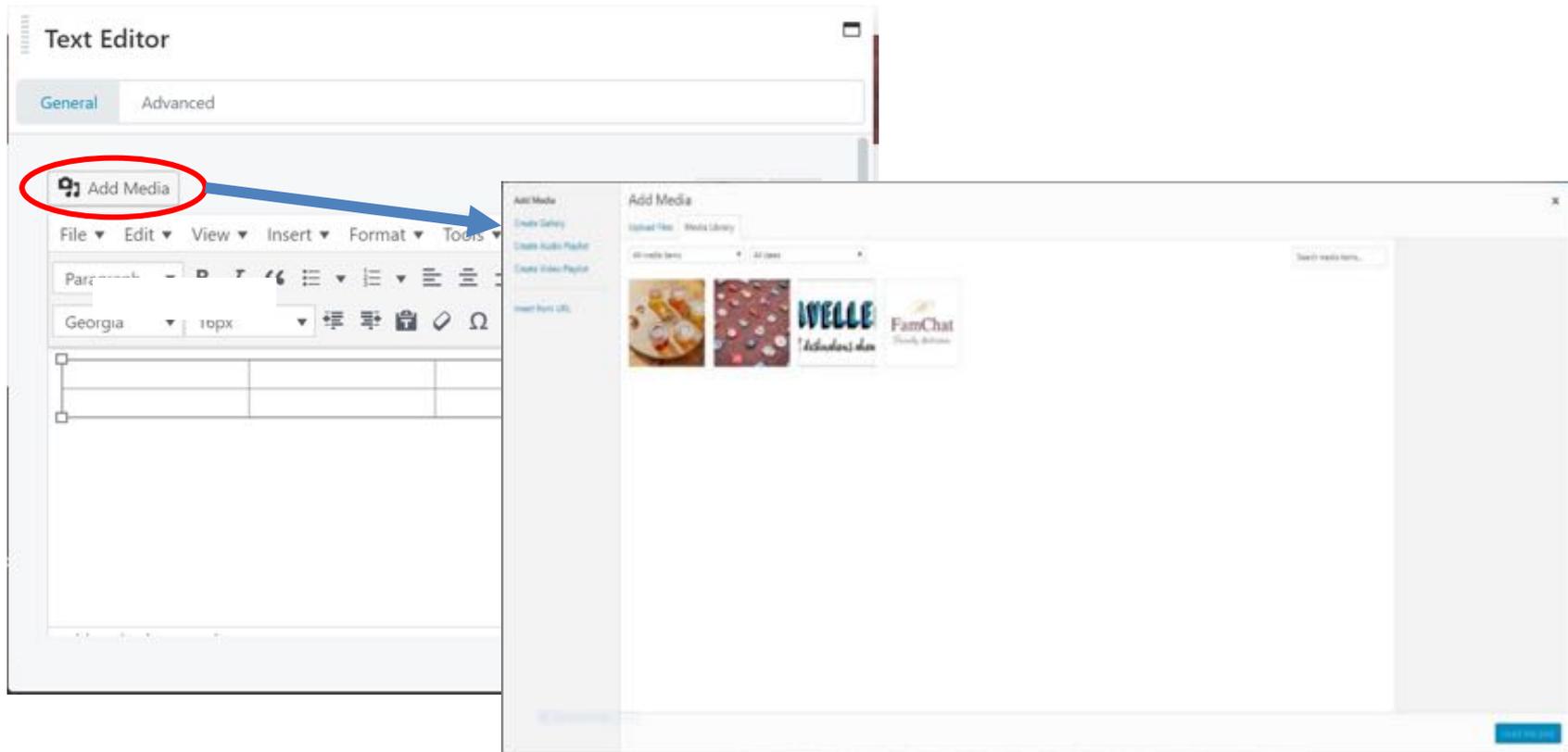
Adding Table using Text Editor (II)

1. Click on the table.
2. Under 'Table', select 'Table Properties'.
3. The user can adjust the border width. When enter "0", the border will be invisible.



Adding Pictures using Text Editor (I)

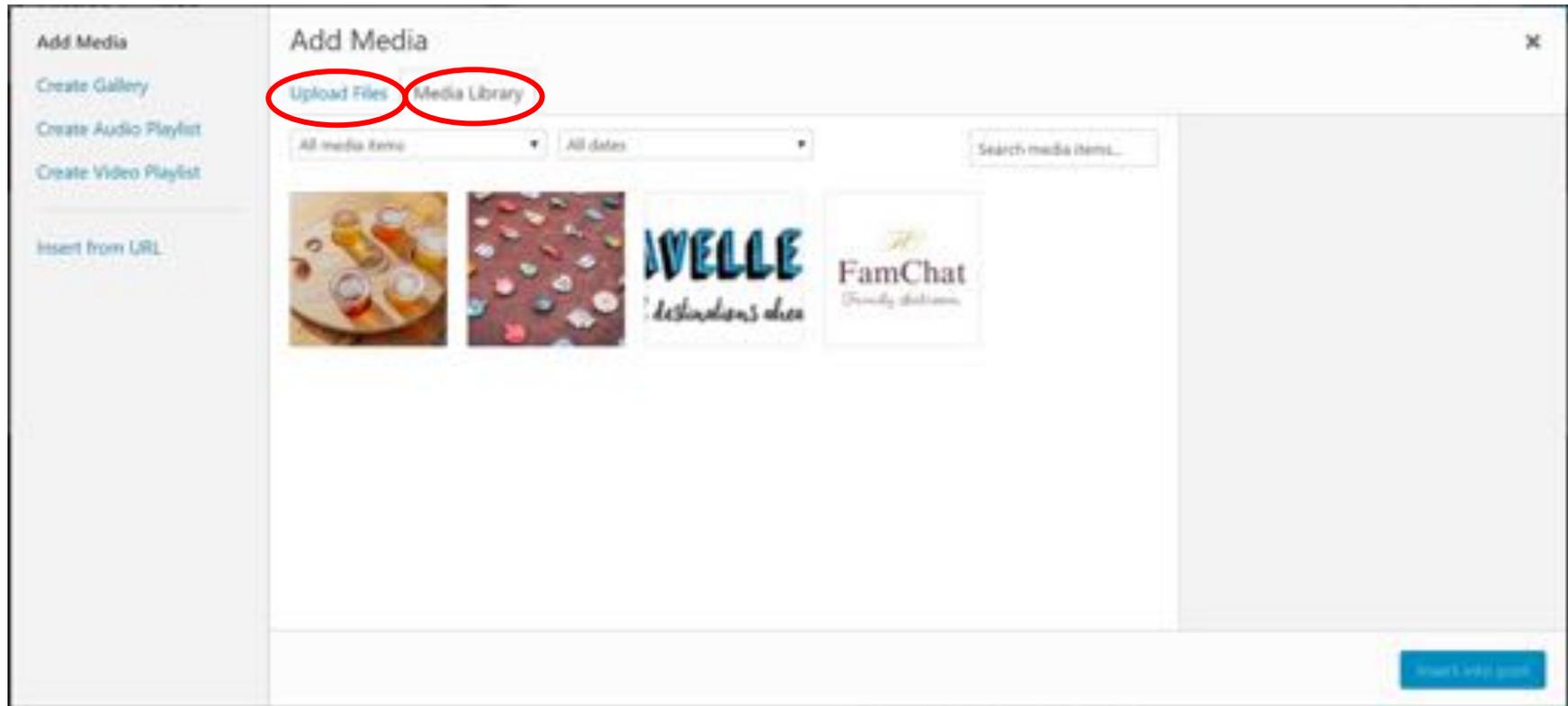
In the Settings dialog, under 'General' tab, click 'Add Media'. After clicking, a window dialog will appear.



Adding Pictures using Text Editor (II)

Using the dialog, the user can add pictures by

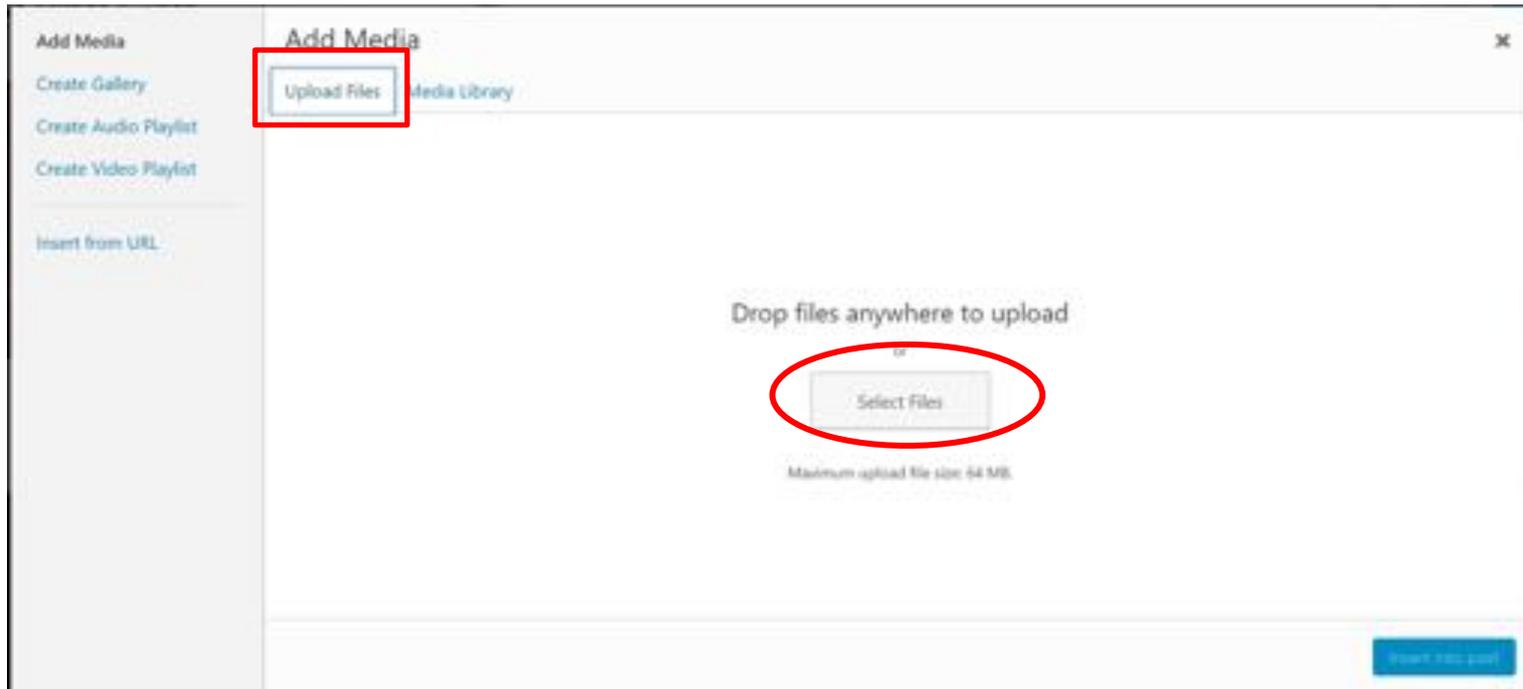
1. Choosing the file from the Media Library, if the picture has been uploaded previously.
Or
2. clicking 'Upload Files' tab to upload an new picture.



Adding Pictures using Text Editor (III)

In the 'Upload Files' tab, the user can upload by

1. Clicking the 'Select Files' button to upload pictures to the server and selecting a picture or
2. Dragging and dropping a picture from your computer to the area.

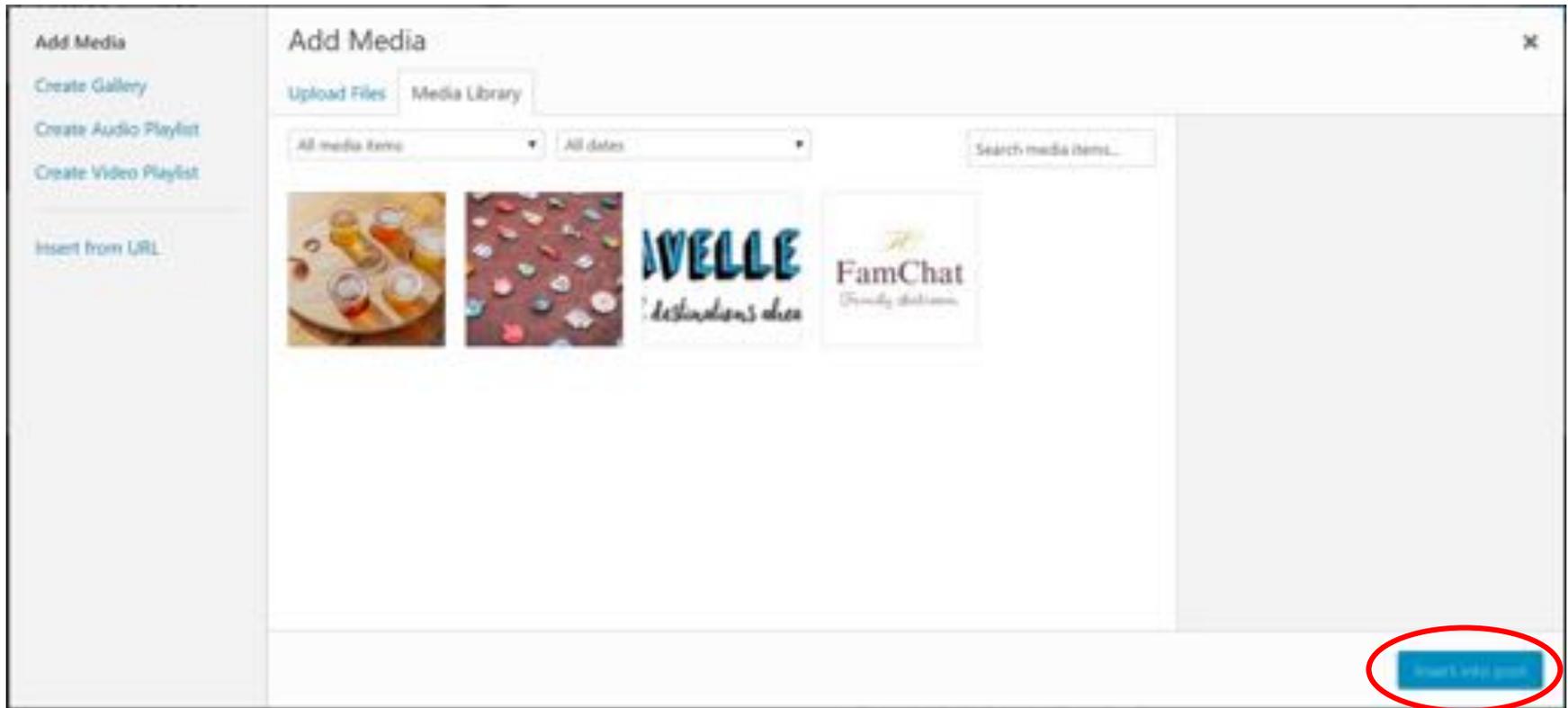


Adding Pictures using Text Editor (IV)

The picture will appear in the 'Media Library' tab and will be automatically selected.

To select multiple pictures, hold "Ctrl" on keyboard and click on the pictures you want.

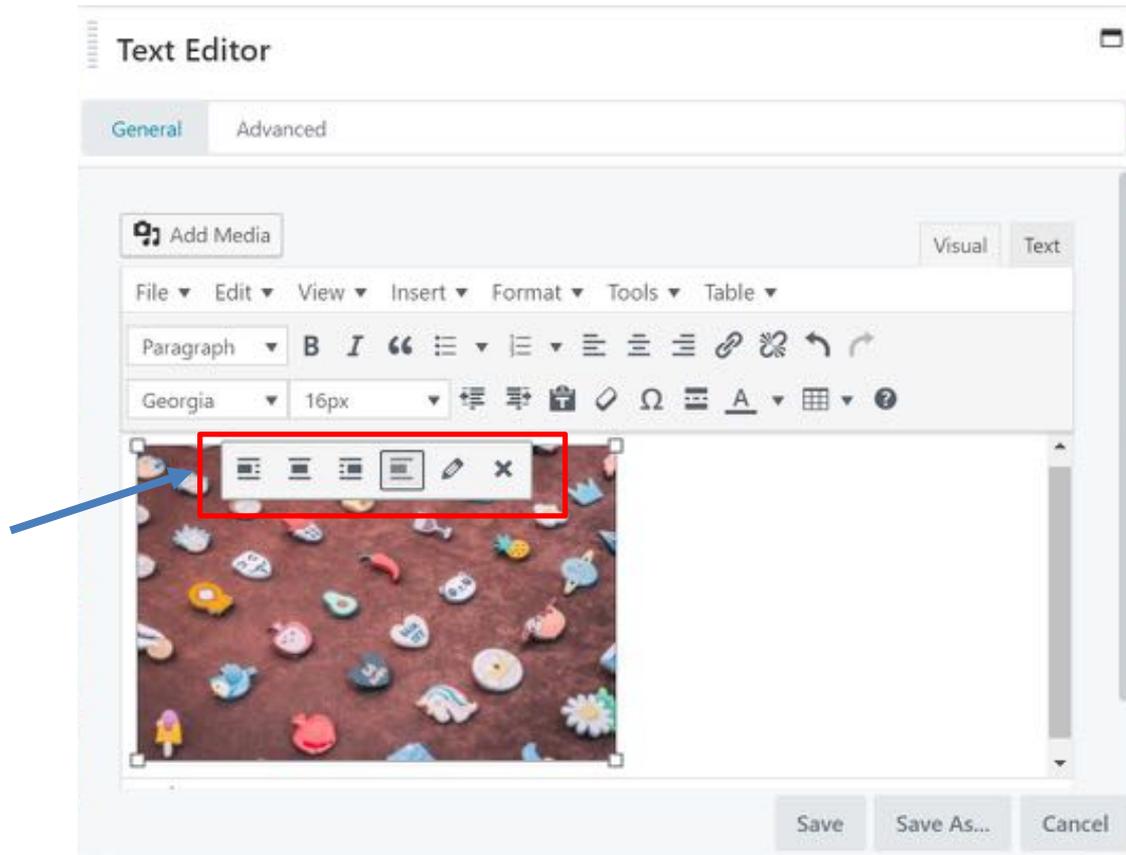
After selecting, click 'Insert into Post' to add the picture.



Adding Pictures using Text Editor (V)

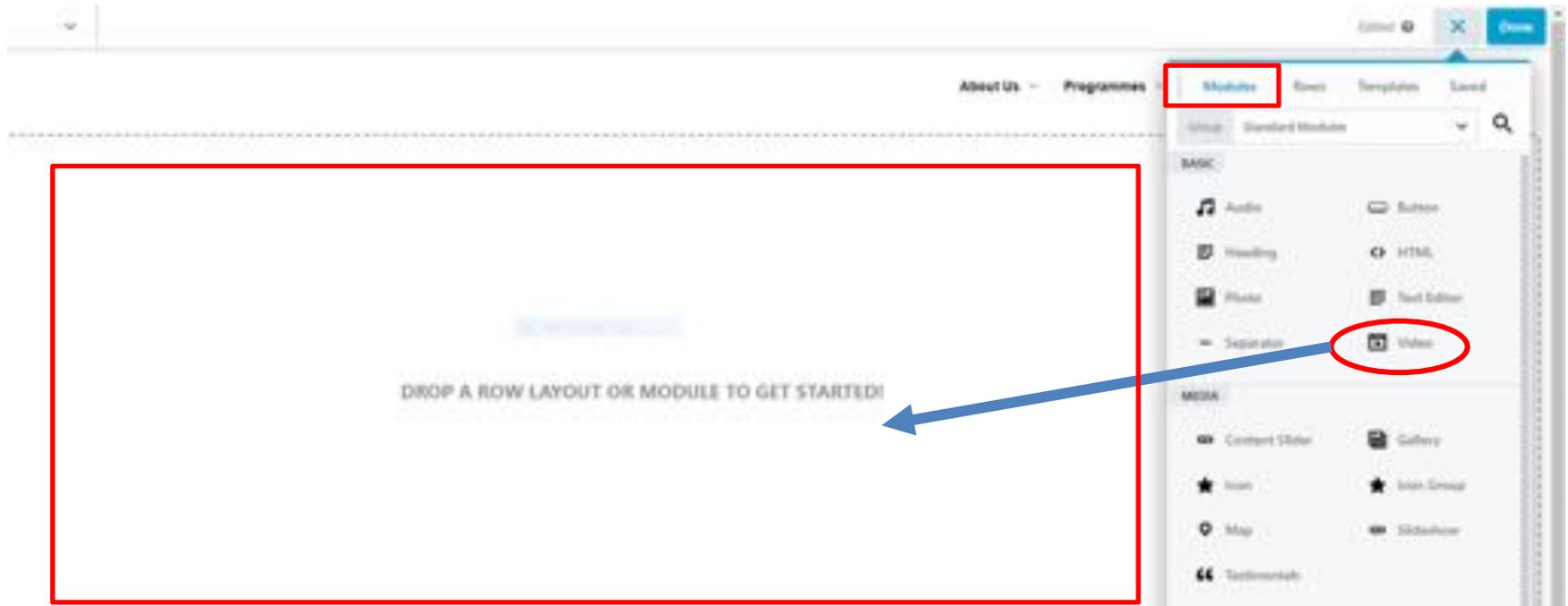
In the text editor, the user can click on the picture and select alignment from the pop-out menu above the picture.

Click 'Save' when done.



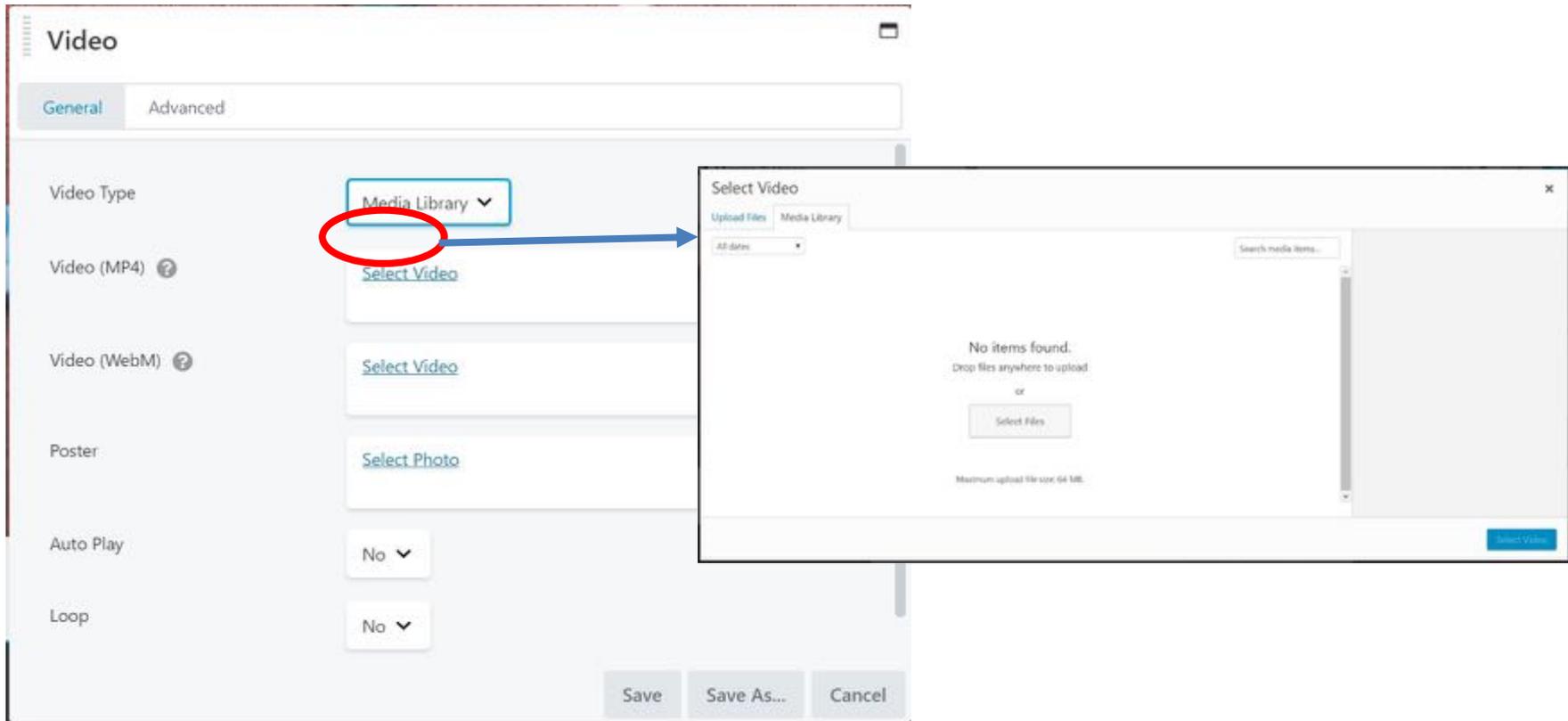
Adding Video (I)

Select “Video” in the Basic Module Menu and drag into blue dashed box.



Adding Video (II)

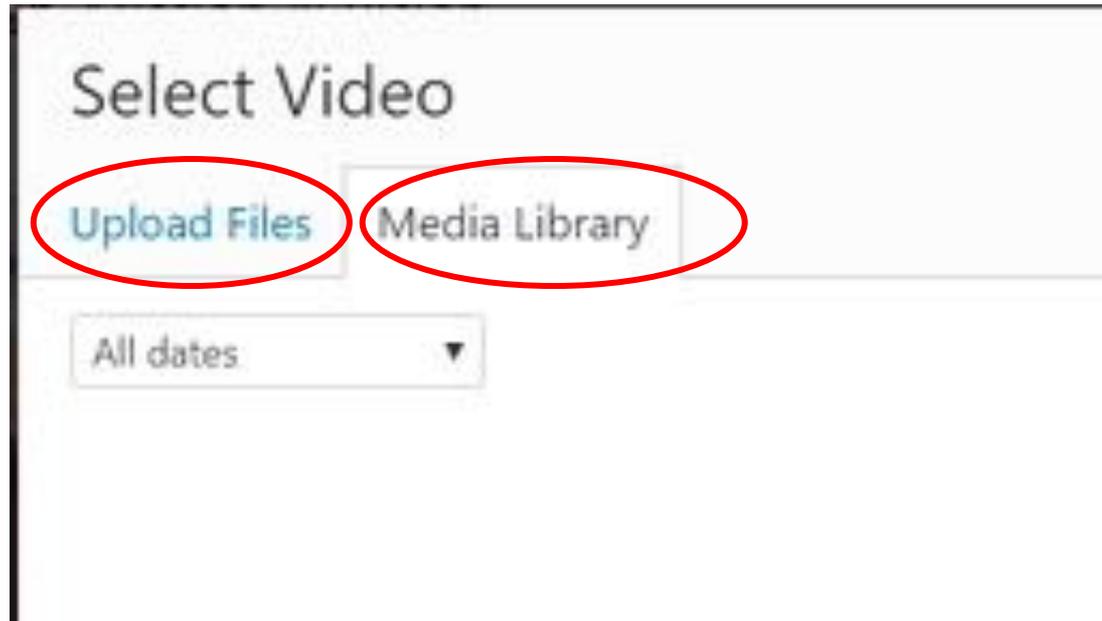
'Video' Settings window will appear. Under 'General' Tab, at Video (MP4), click 'Select Video'. After clicking, a window dialog will appear.



Adding Video (III)

Using the dialog, the user can add video by

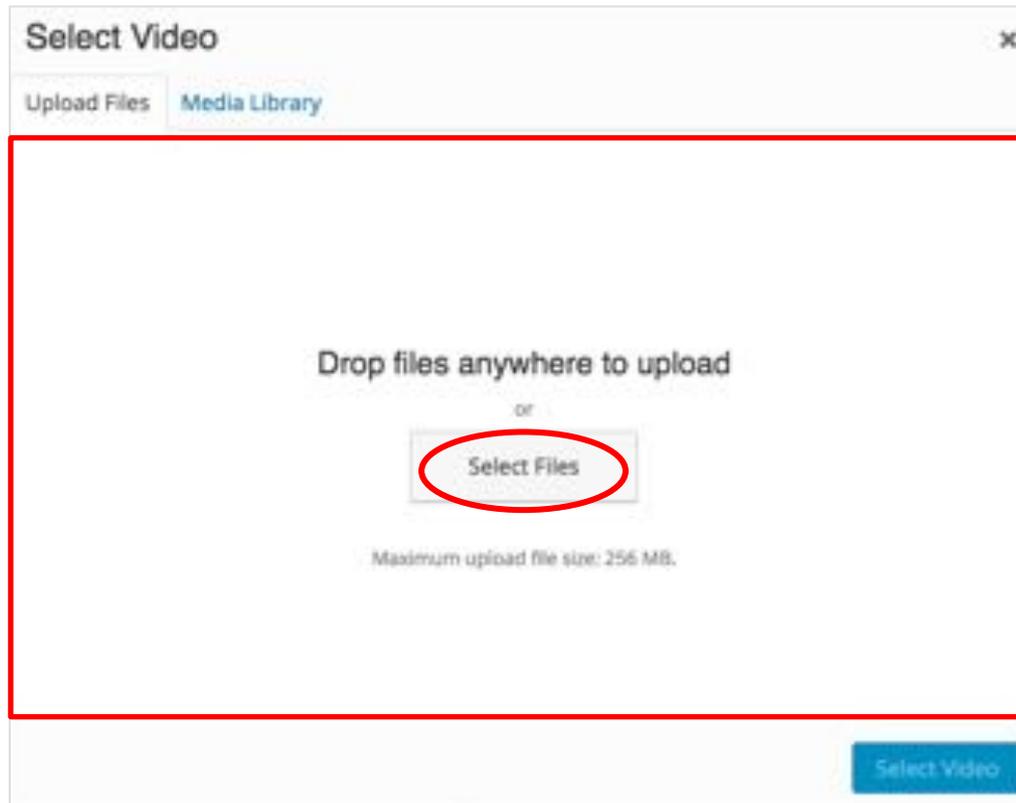
1. Choosing the file from the Media Library, if the video has been uploaded previously.
Or
2. clicking 'Upload Files' tab to upload an new video.



Adding Video (IV)

In the 'Upload Files' tab, the user can upload by

1. Clicking the 'Select Files' button to upload videos to the server and selecting a video or
2. Dragging and dropping a video from your computer to the area.

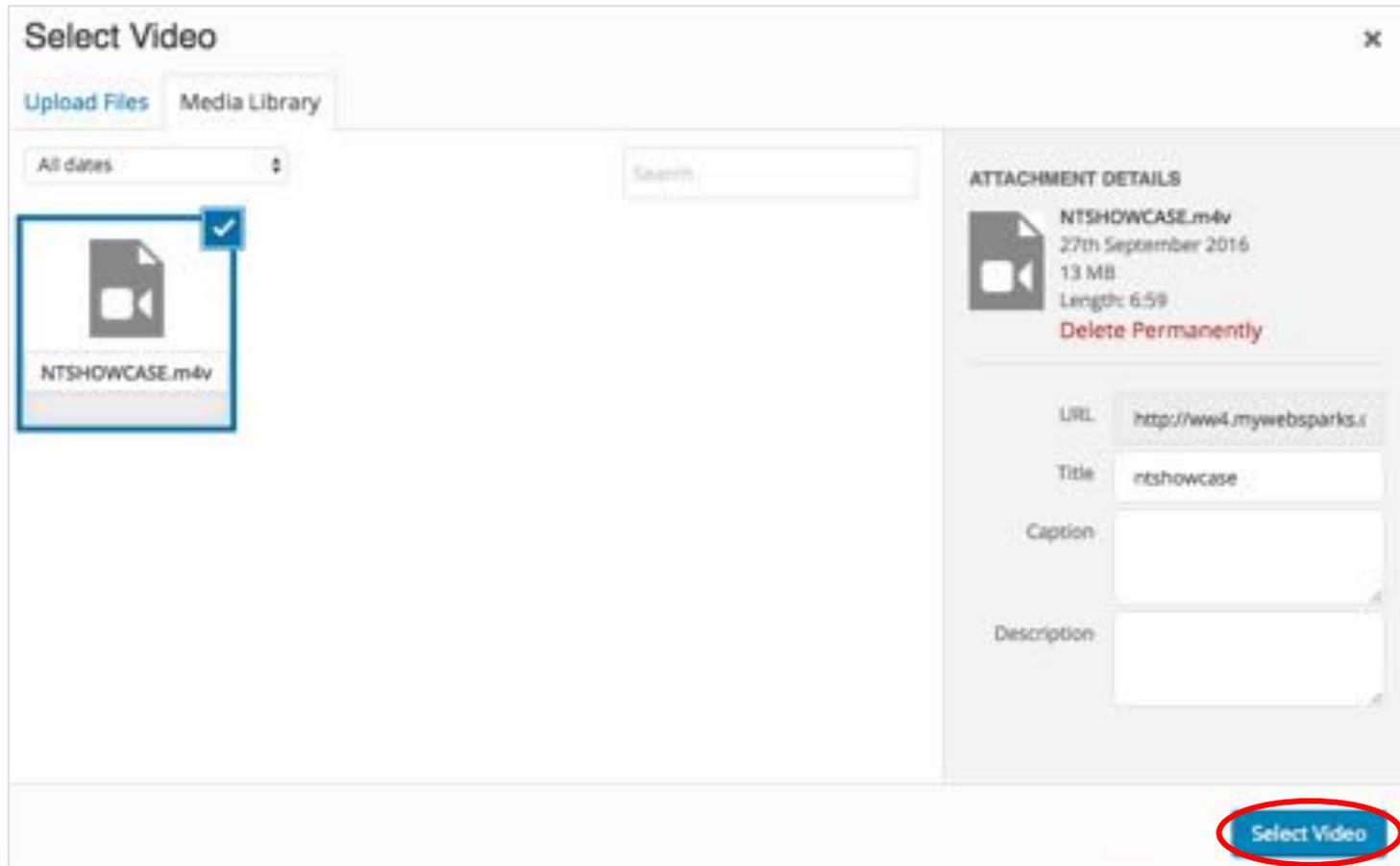


Adding Video (V)

The video will appear in the 'Media Library' tab and will be automatically selected.

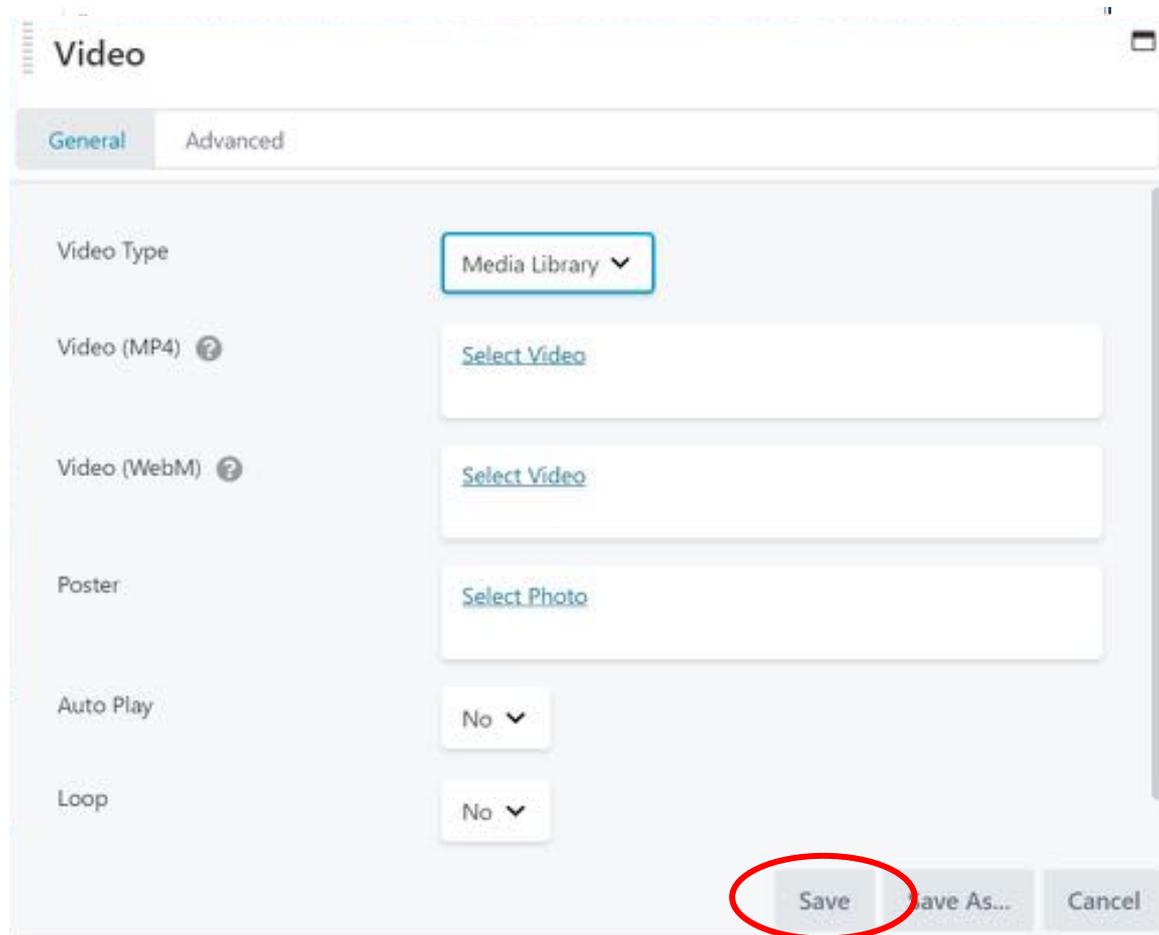
Unlike pictures, the user cannot make multiple selection.

After selecting, click 'Select Video' to continue



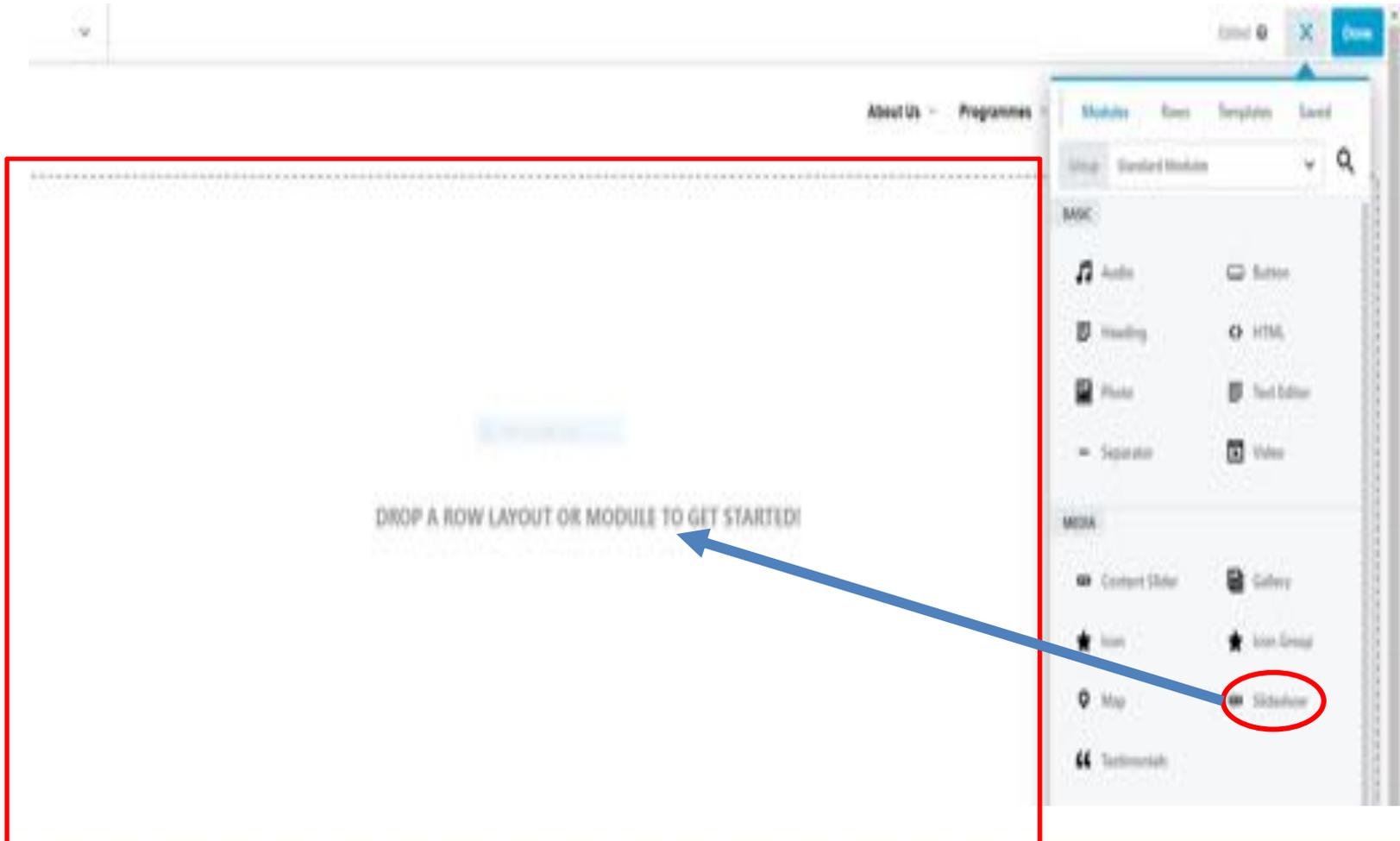
Adding Video (VI)

The dialog window will close, and the user will be back at Video Settings. Click 'Save' to add the video to page.



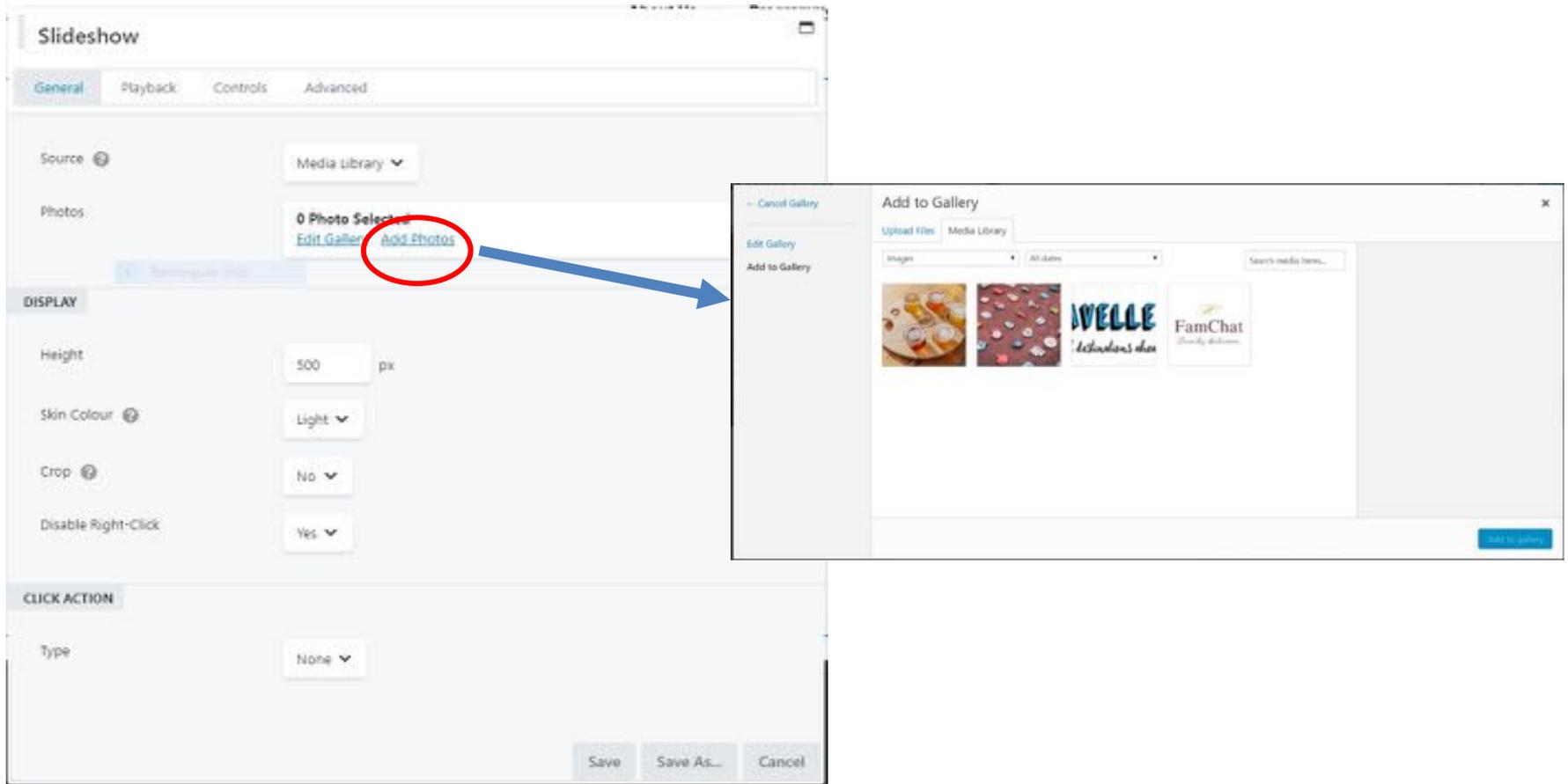
Adding Slideshow (I)

Select 'Slideshow' in the Media Module Menu and drag into blue dashed box.



Adding Slideshow (II)

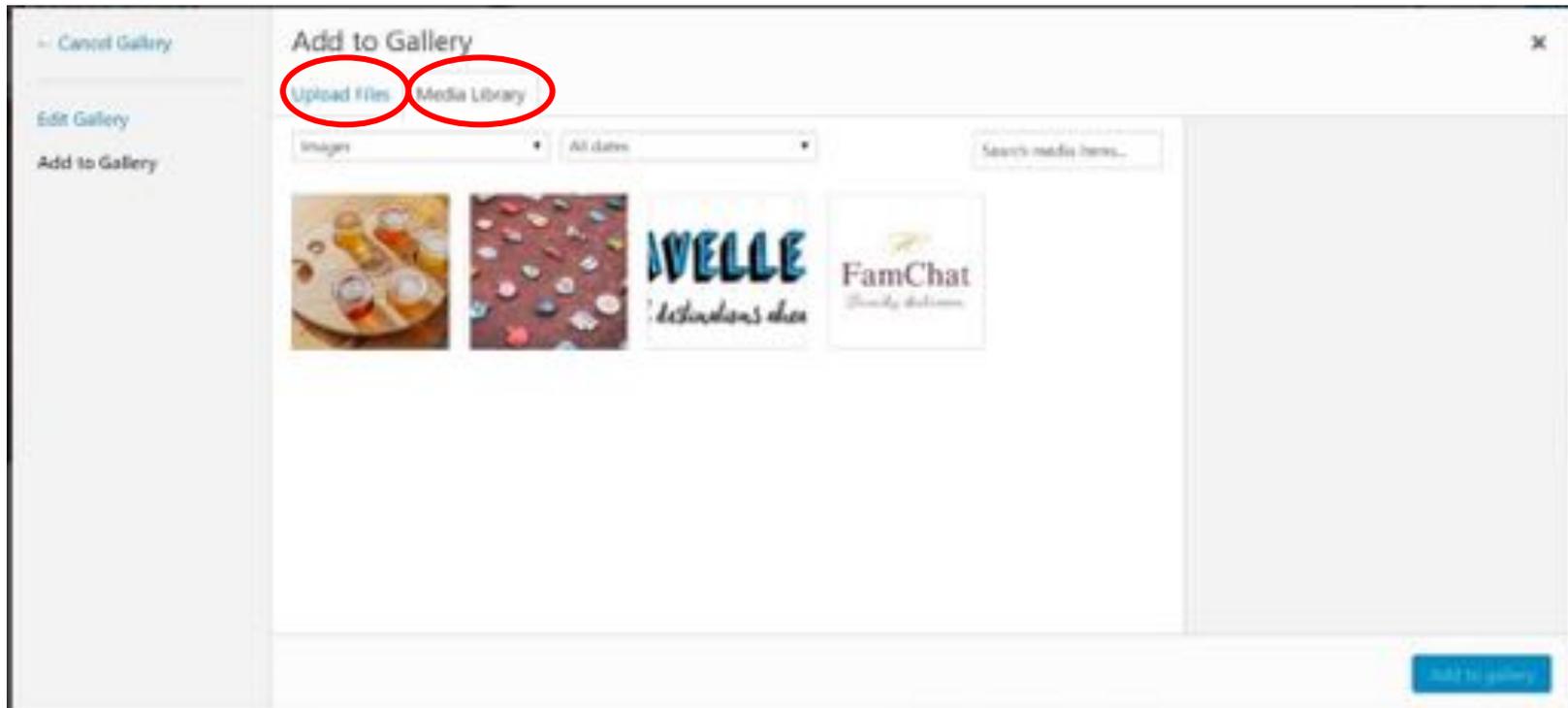
'Slideshow Settings' window will appear. Under 'General' tab, at Photos, click 'Add Photos'. After clicking, a window dialog will appear.



Adding Slideshow (III)

Using the dialog, the user can add pictures by

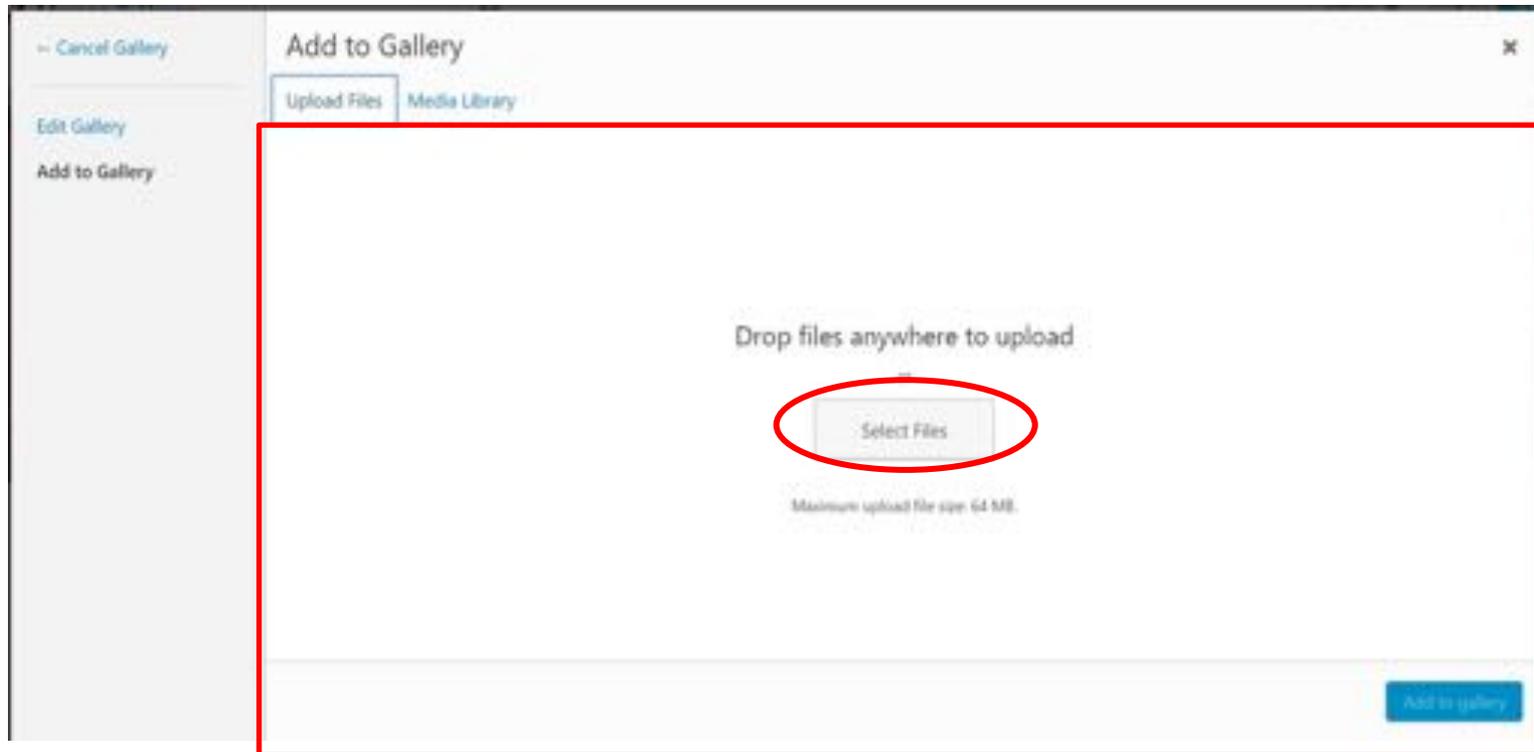
1. Choosing the file from the Media Library, if the picture has been uploaded previously.
or
2. Clicking 'Upload Files' tab to upload an new picture.



Adding Slideshow (IV)

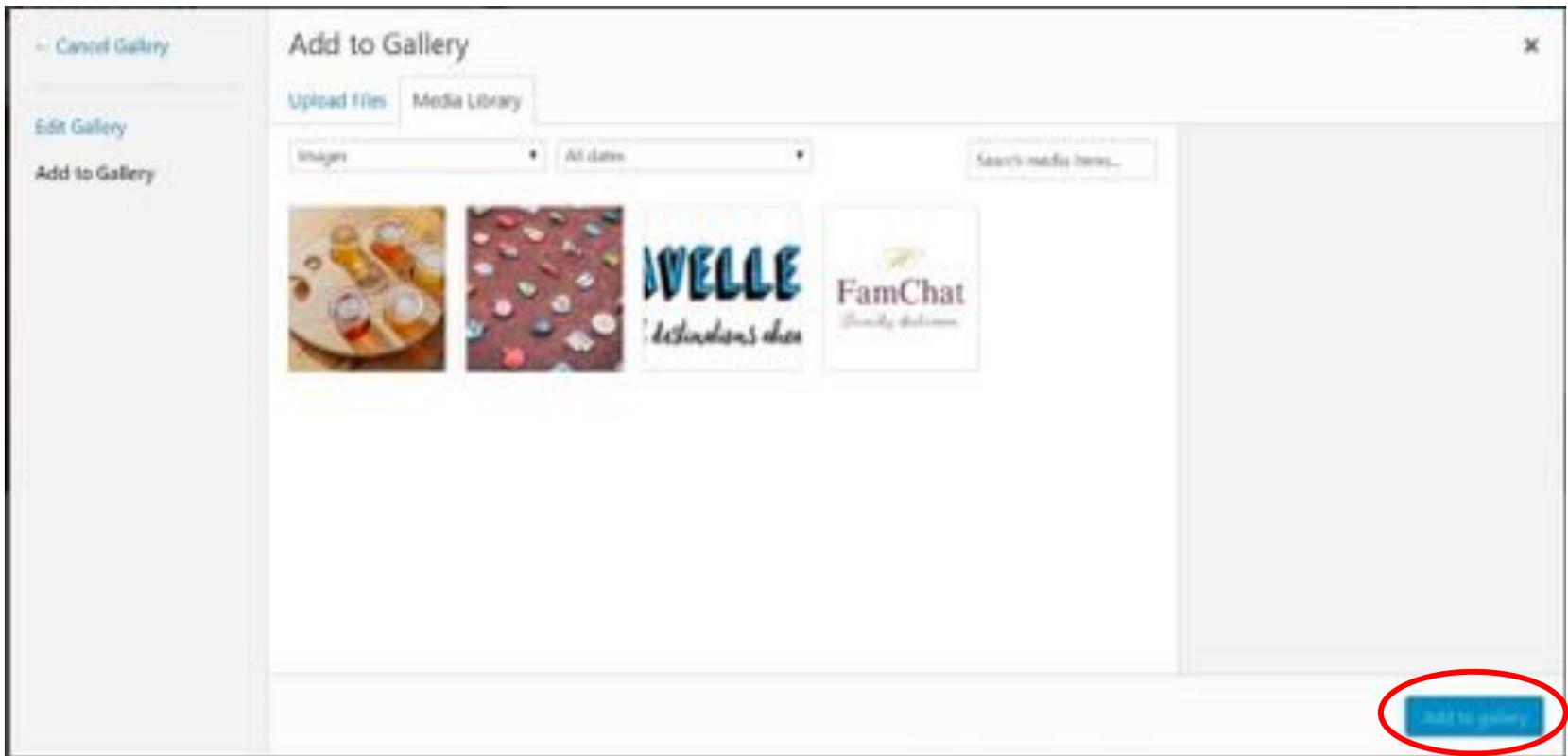
In the 'Upload Files' tab, the user can upload by

1. Clicking the 'Select Files' button to upload pictures to the server and selecting a picture or
2. Dragging and dropping a picture from your computer to the area.



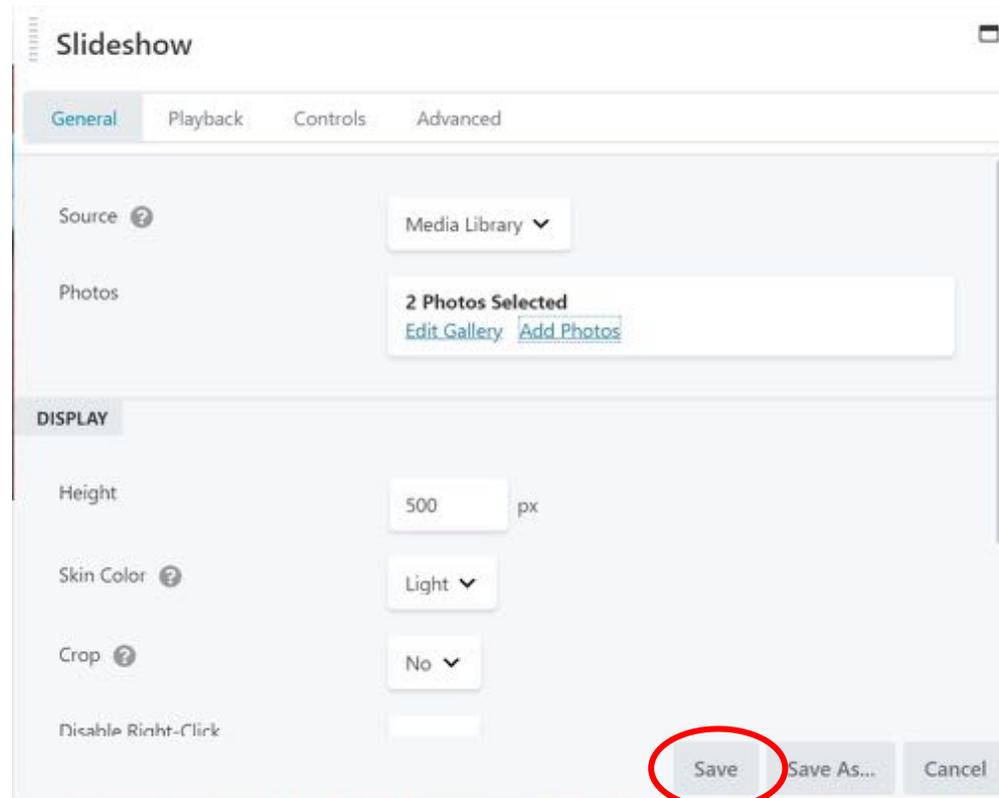
Adding Slideshow (V)

The picture will appear in the 'Media Library' tab and will be automatically selected.
To select multiple pictures, hold "Ctrl" on keyboard and click on the pictures you want.
After selecting, click 'Add To Gallery' to continue.



Adding Slideshow (VI)

The dialog window will close, and the user will be back at Slideshow Settings. Click 'Save' to add the Slideshow to page.



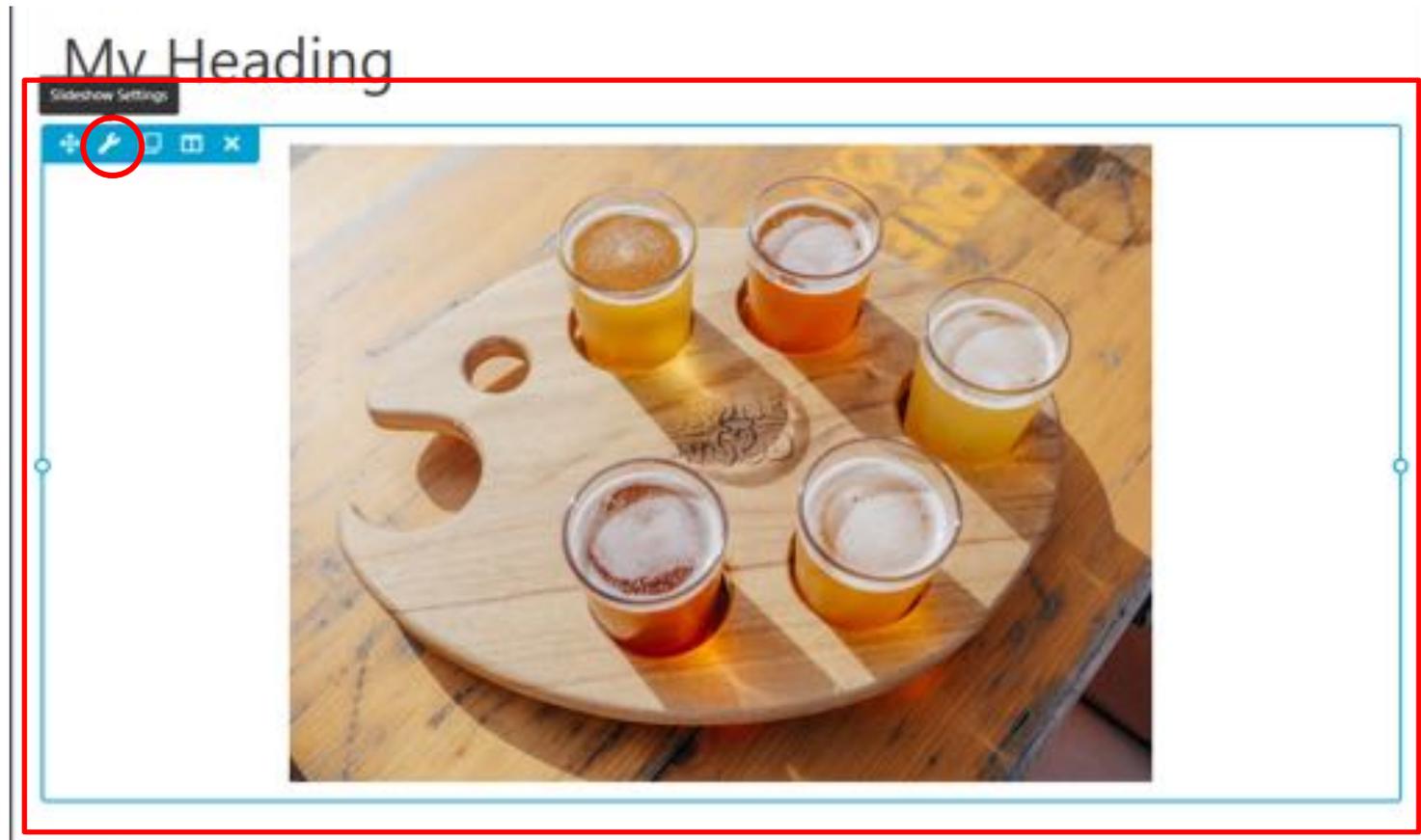
The screenshot shows a 'Slideshow' dialog window with the following settings:

- Source:** Media Library
- Photos:** 2 Photos Selected (with links for [Edit Gallery](#) and [Add Photos](#))
- DISPLAY:**
 - Height:** 500 px
 - Skin Color:** Light
 - Crop:** No
 - Disable Right-Click:** (checkbox is unchecked)

At the bottom right, the **Save** button is circled in red, along with **Save As...** and **Cancel** buttons.

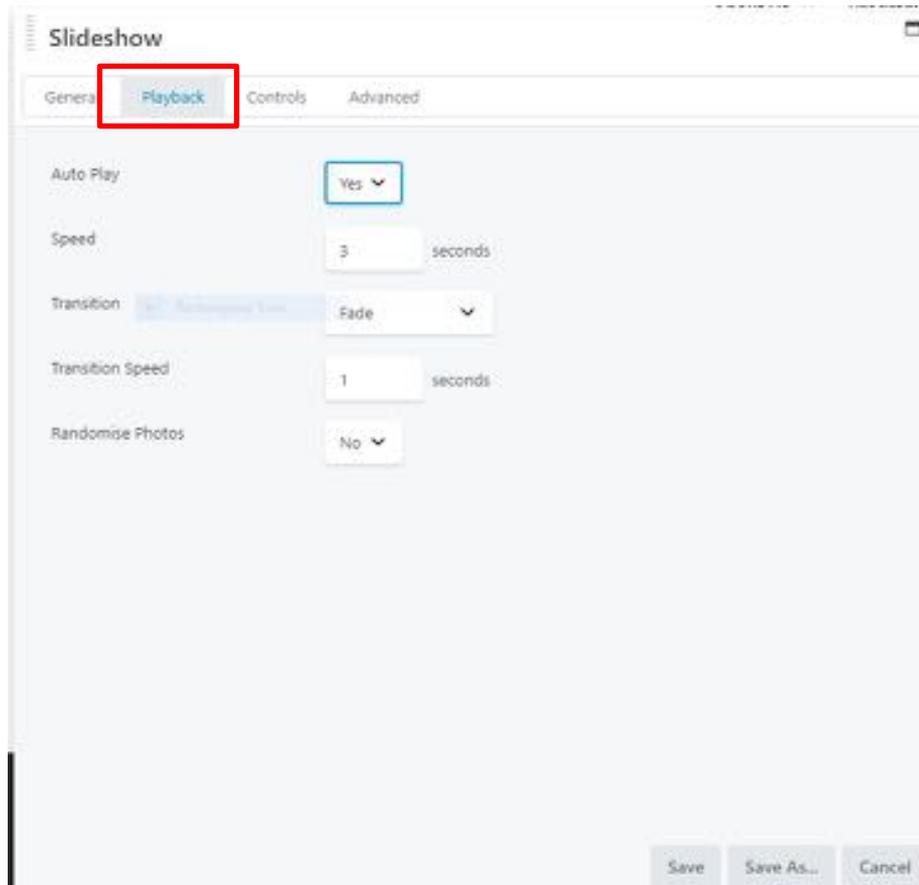
Customizing Slideshow (I)

1. The user can change the slide setting by Hover over the slideshow. A pop-out menu will appear on top.
2. Click on the second icon, 'Slideshow Settings'.



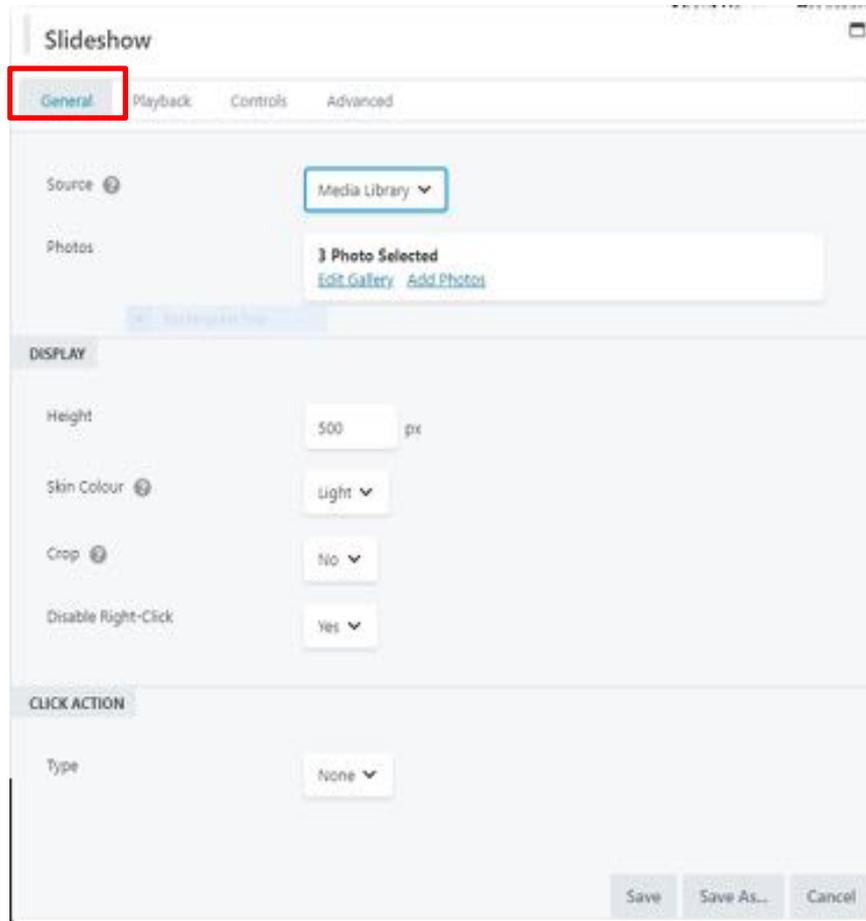
Customizing Slideshow (II)

The 'Slideshow Settings' dialog will open. Click 'Playback' tab to change the auto-play, transition effects, speed and randomize photos.

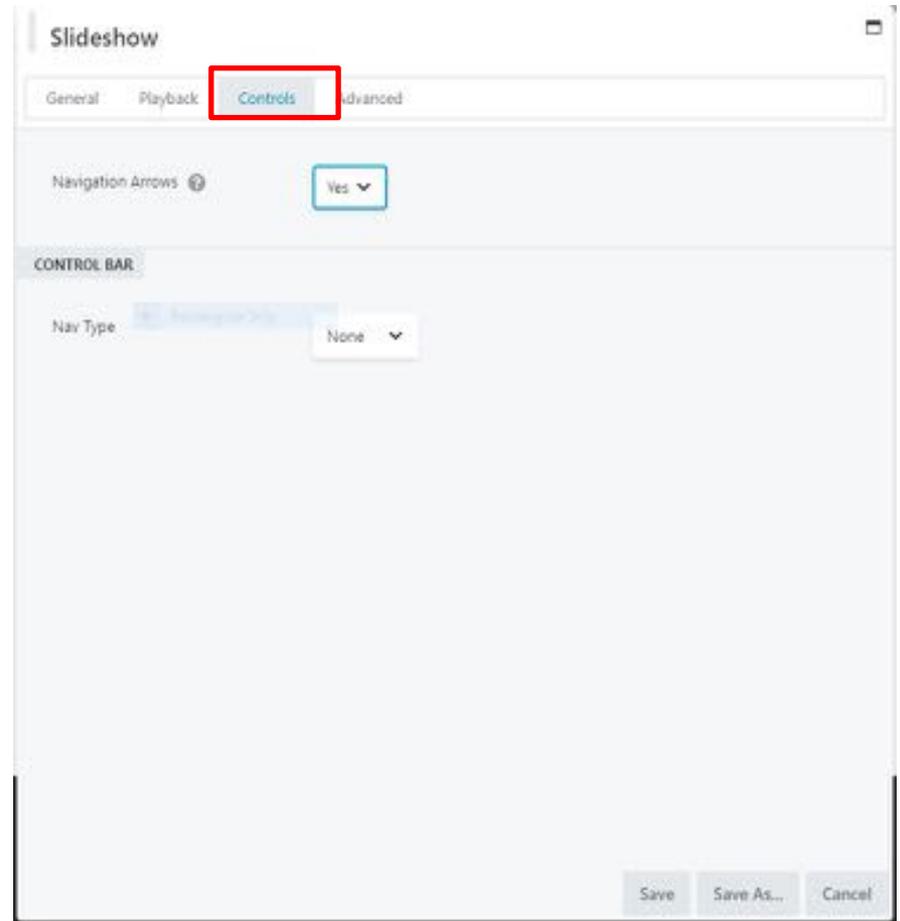


Customizing Slideshow (III)

In 'General' tab, you can change the height to fit the image.

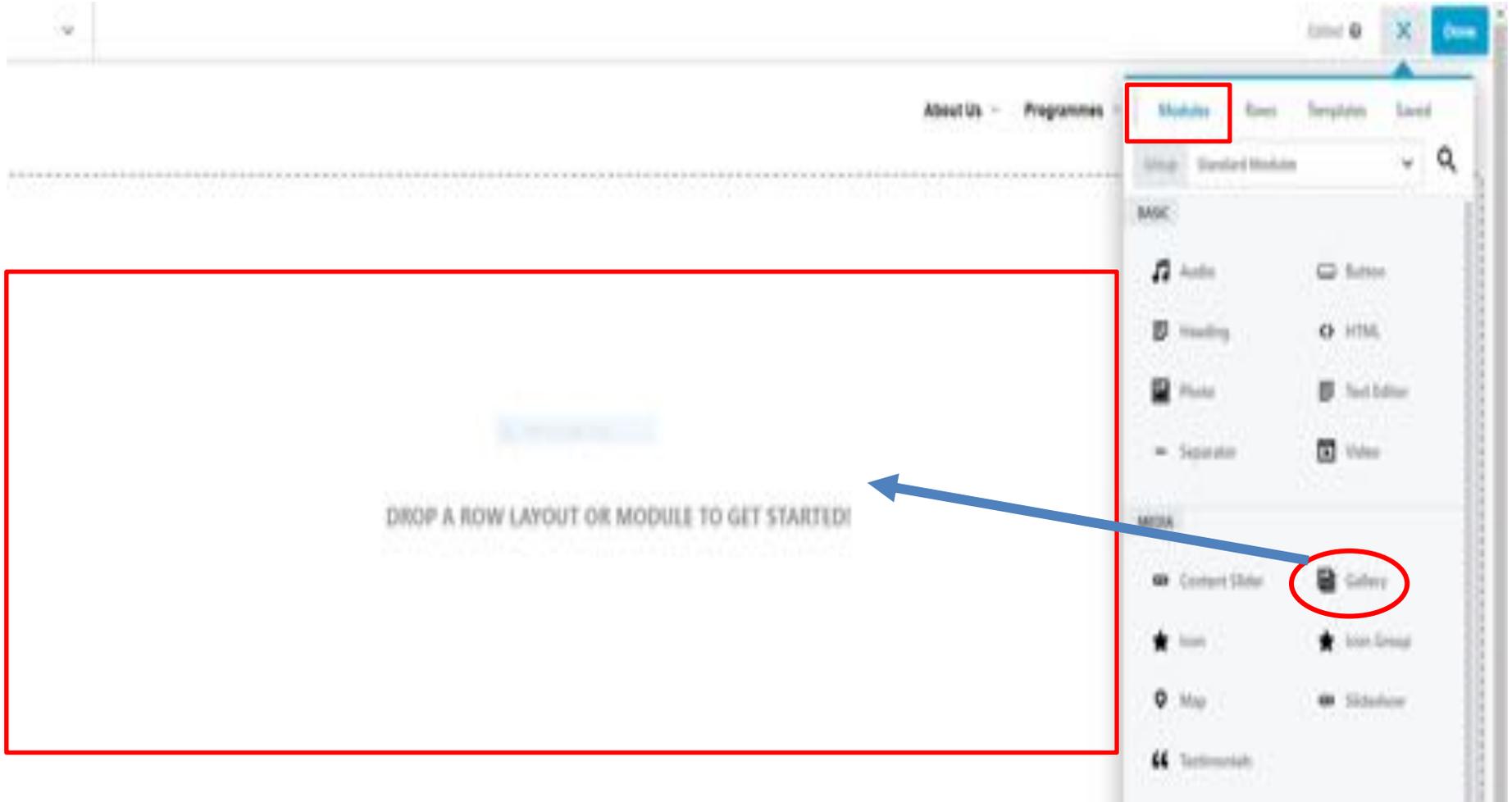


In 'Control' tab, you can set the control bar. Selecting 'None' will hide the control bar.



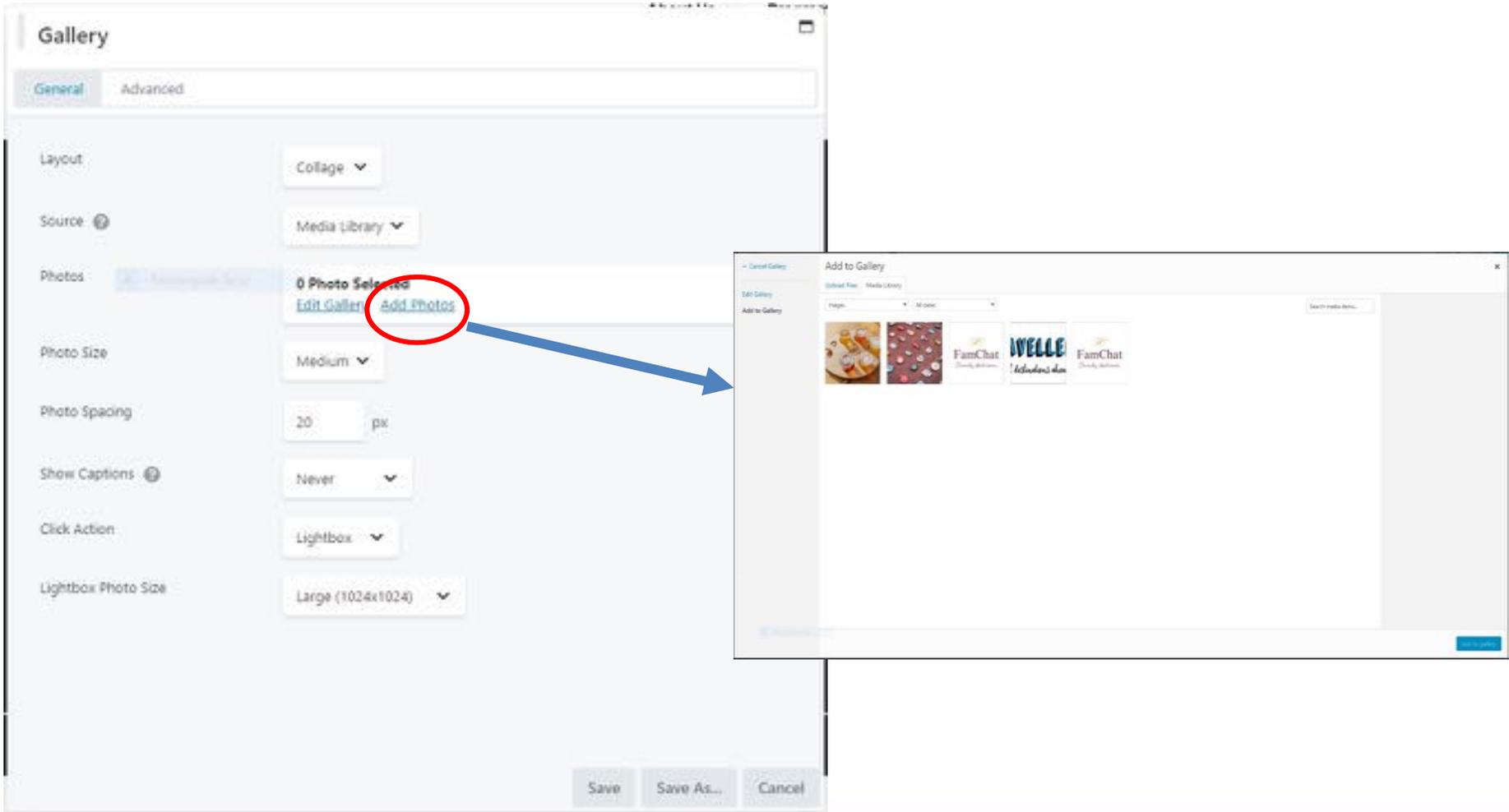
Adding Gallery (I)

Select “Gallery” in the Media Module Menu and drag into blue dashed box.



Adding Gallery (II)

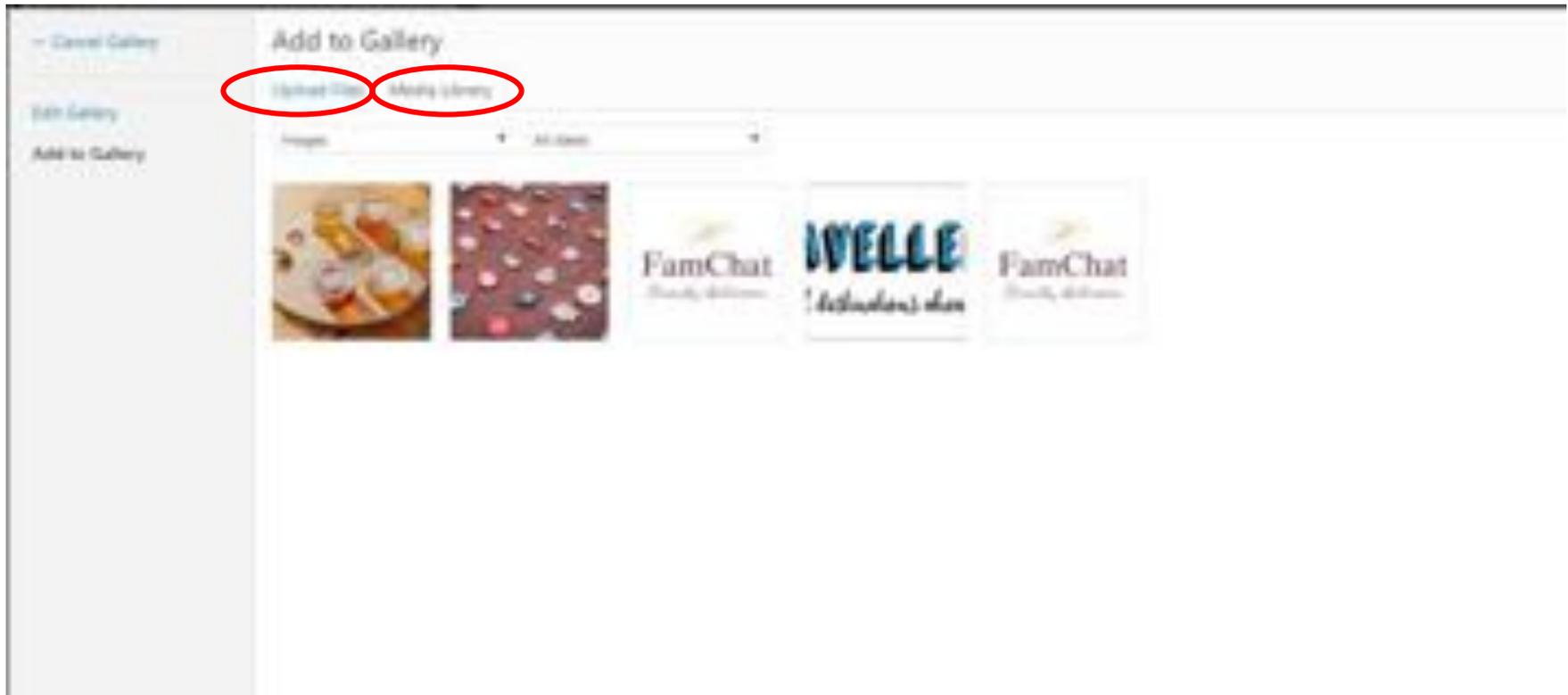
'Gallery Settings' window will appear. Under 'General' tab, at Photos, click 'Add Photos'. After clicking, a window dialog will appear.



Adding Gallery (III)

Using the dialog, the user can add pictures by

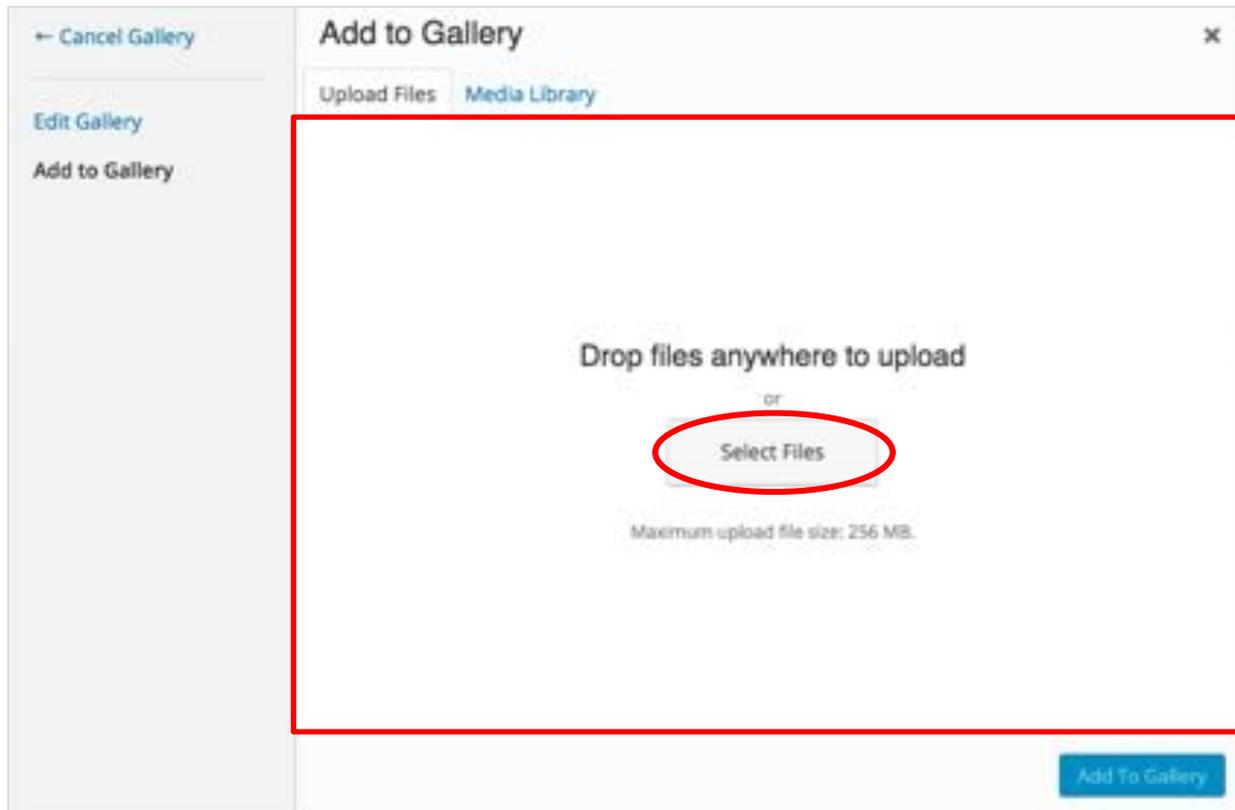
1. Choosing the file from the Media Library, if the picture has been uploaded previously.
or
2. Clicking 'Upload Files' tab to upload an new picture.



Adding Gallery (IV)

In the 'Upload Files' tab, the user can upload by

1. Clicking the 'Select Files' button to upload pictures to the server and selecting a picture or
2. Dragging and dropping a picture from your computer to the area.



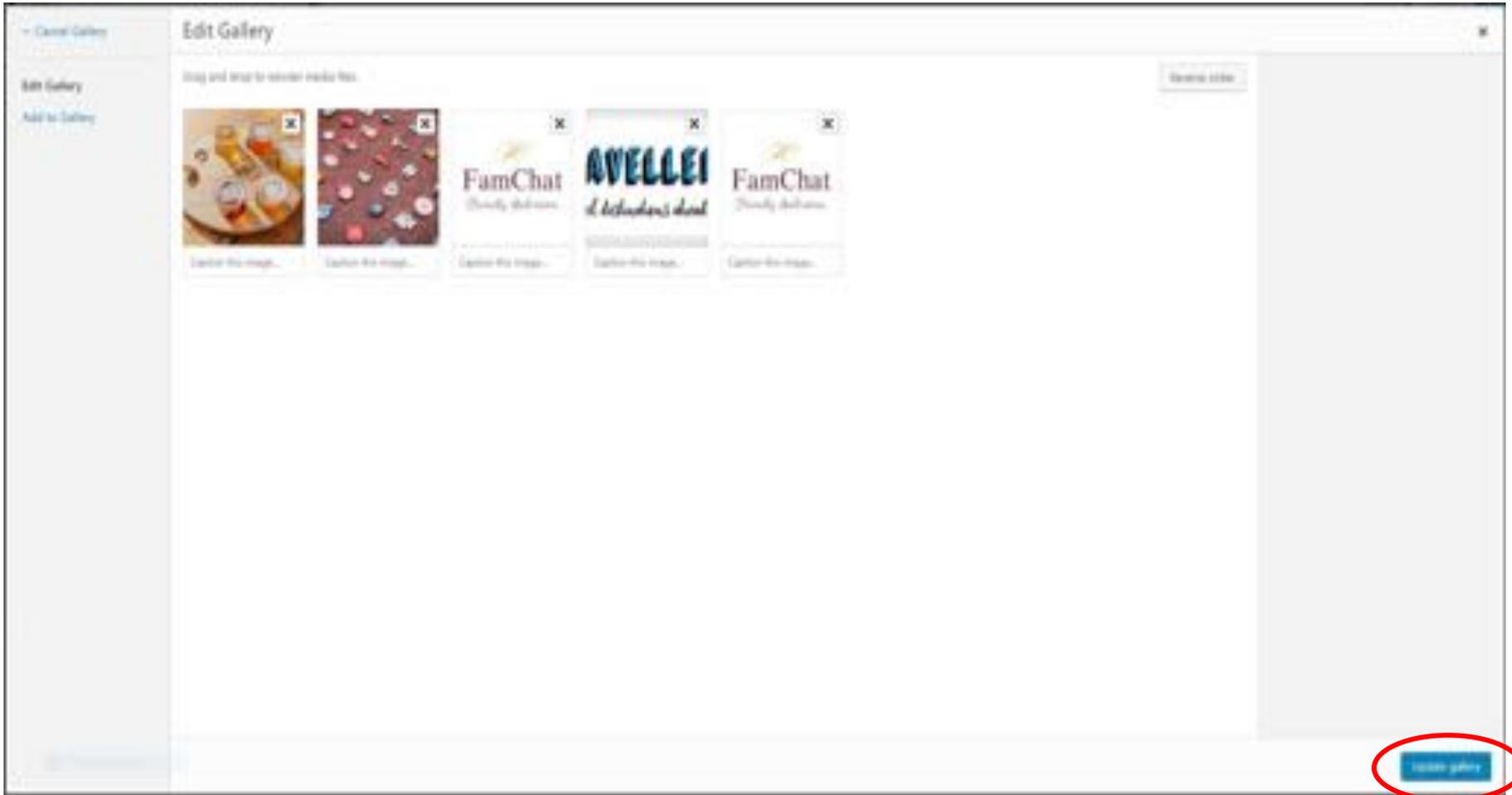
Adding Gallery (V)

The picture will appear in the 'Media Library' tab and will be automatically selected.
To select multiple pictures, hold "Ctrl" on keyboard and click on the pictures you want.
After selecting, click 'Add To Gallery' to continue.



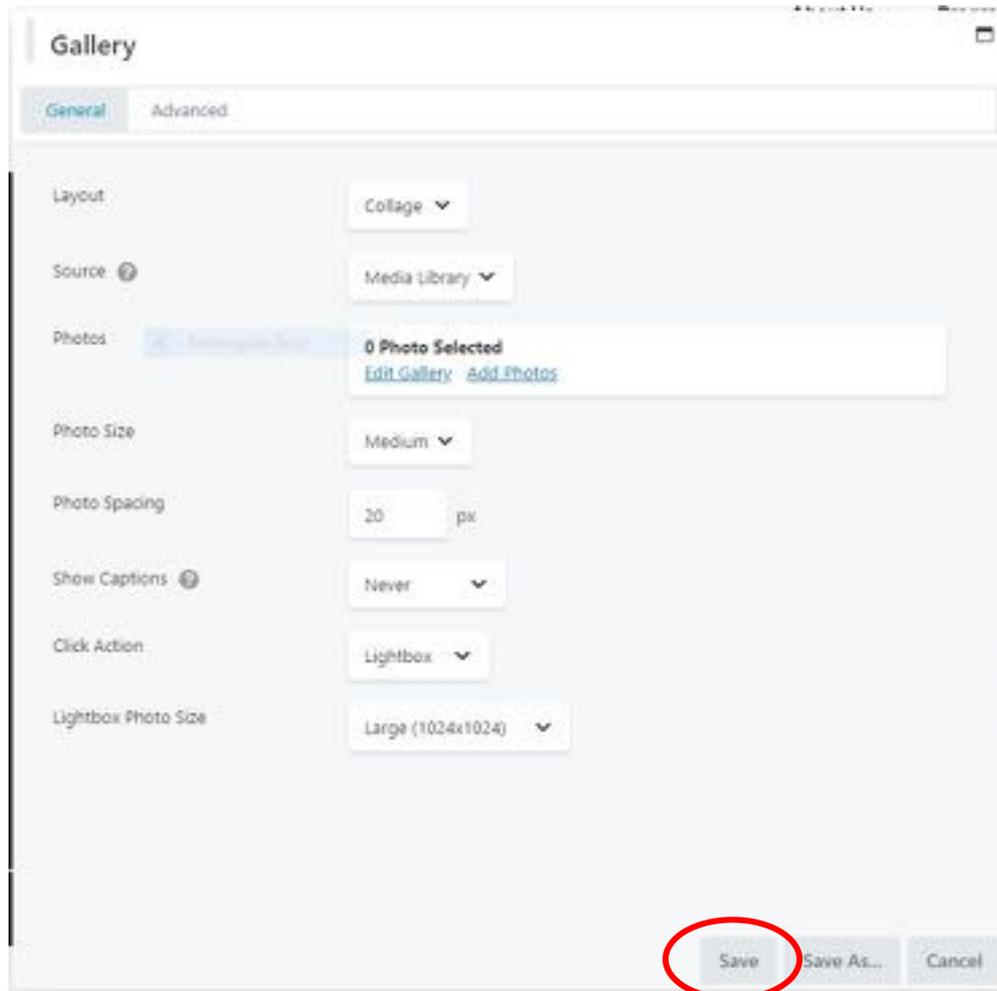
Adding Gallery (VI)

The user can add in captions for their images.
After adding captions, click 'Update Gallery' to continue.



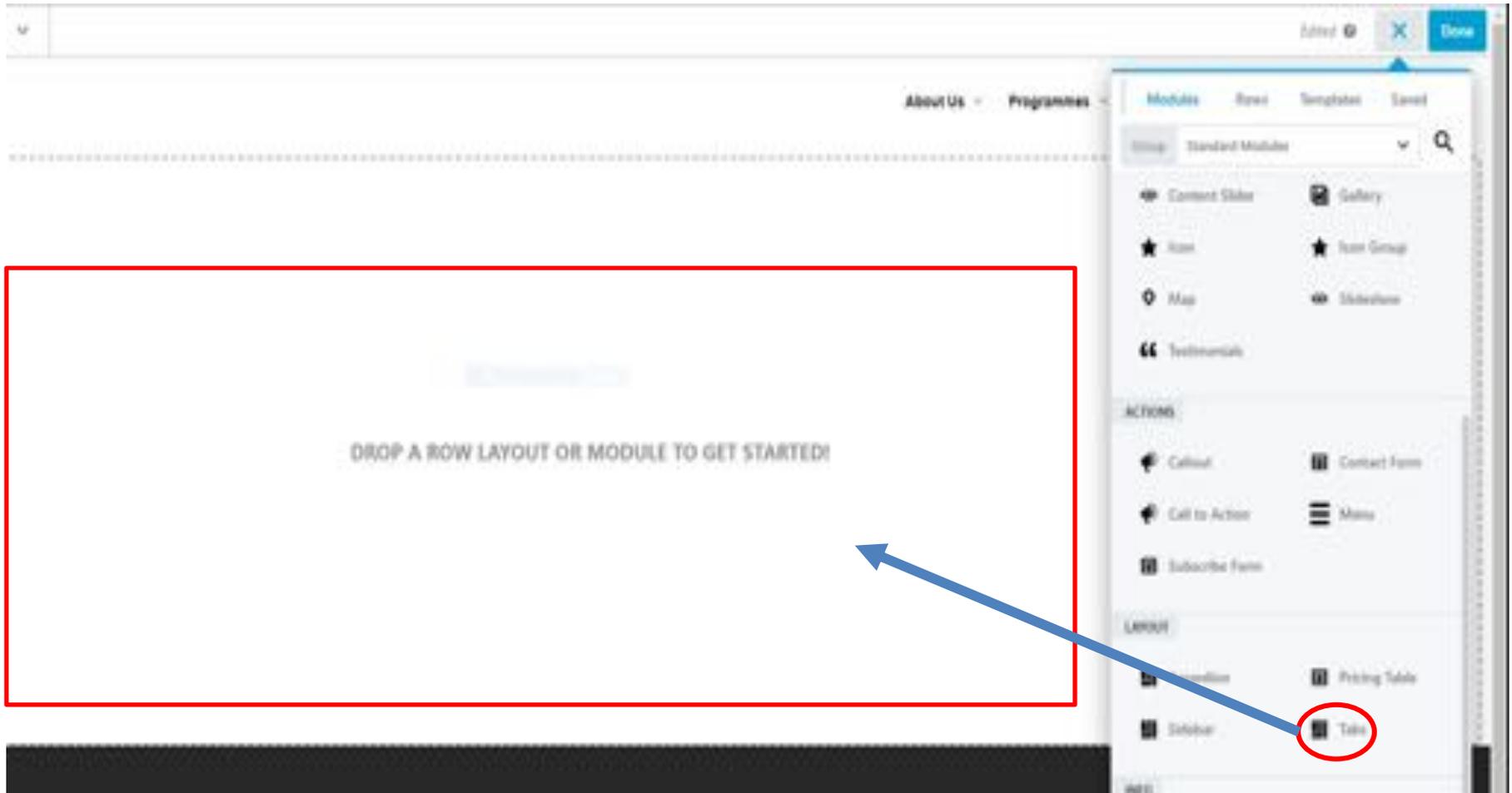
Adding Gallery (VII)

The dialog window will close, and the user will be back at Gallery Settings. Click 'Save' to add the Gallery to page.



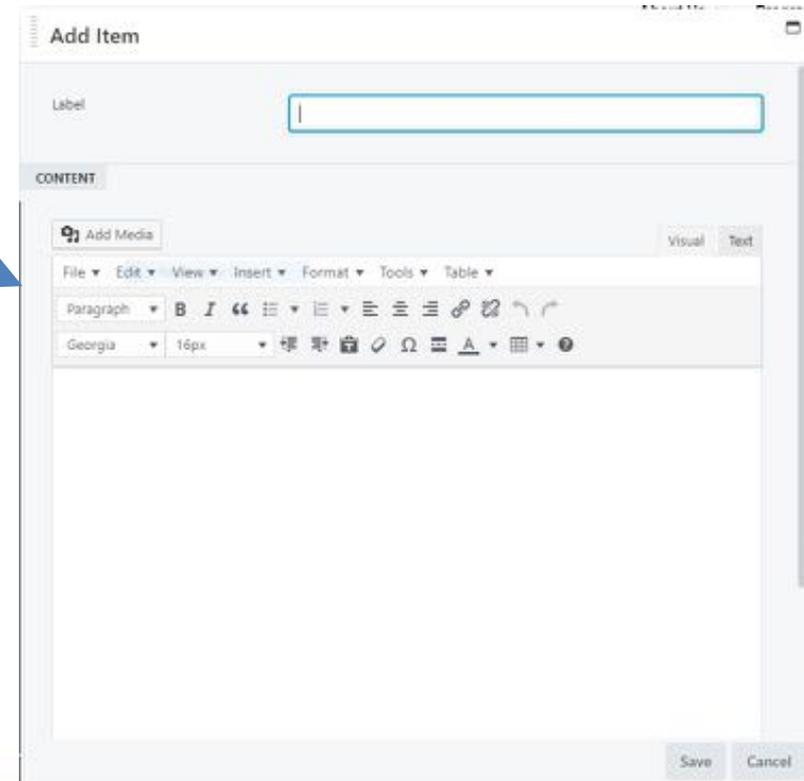
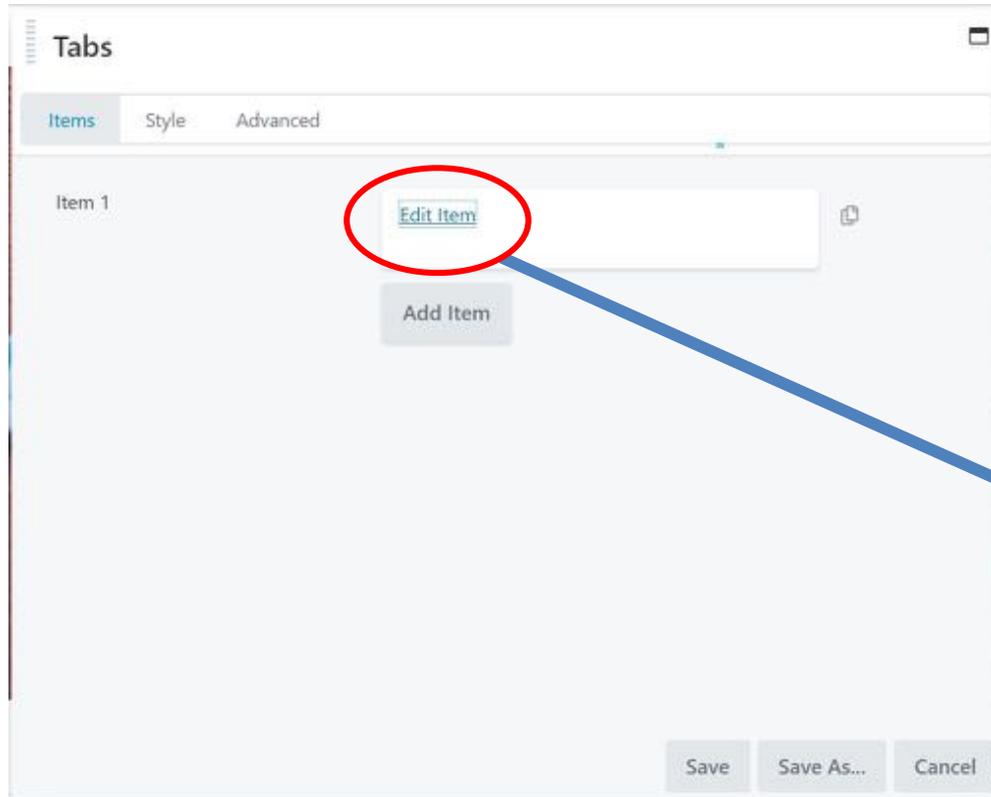
Adding Tabs (I)

Select “Tabs” in the Layout Module Menu and drag into blue dashed box.



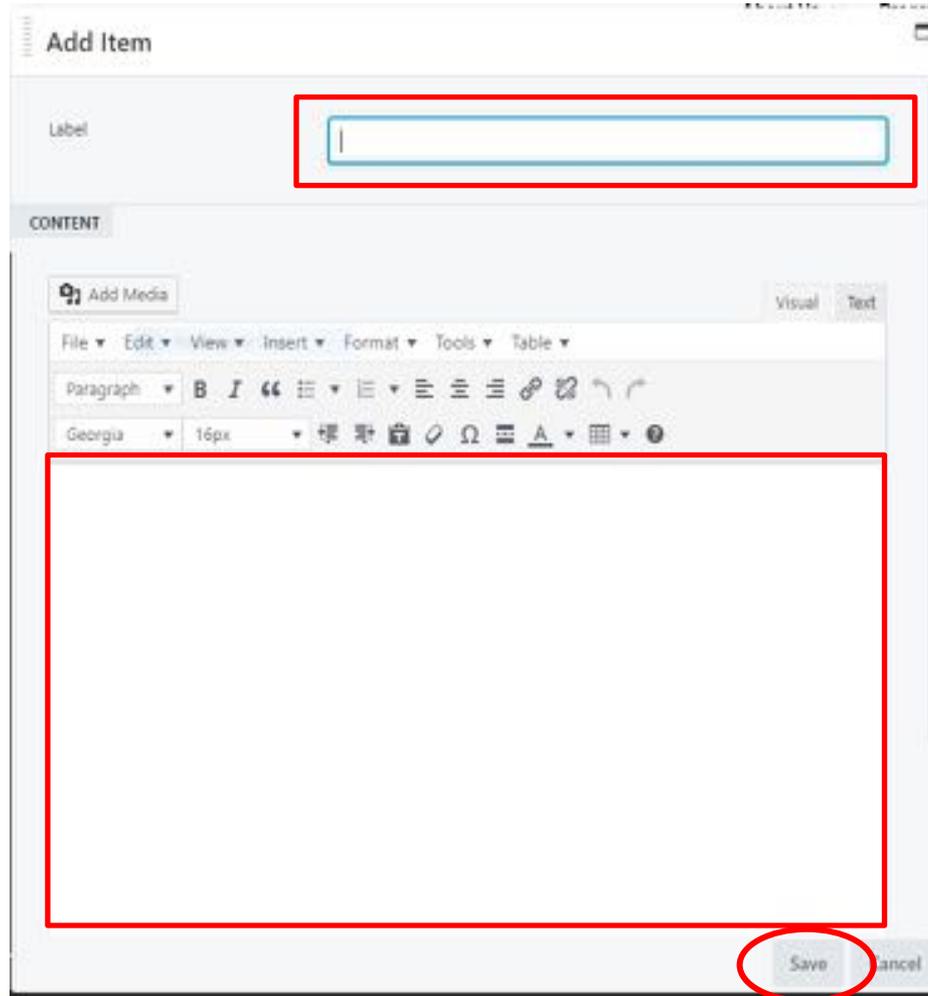
Adding Tabs (II)

'Tabs Settings' window will appear. Under 'Items' tab, at Item 1, click 'Edit Item'. After clicking, a window dialog will appear.



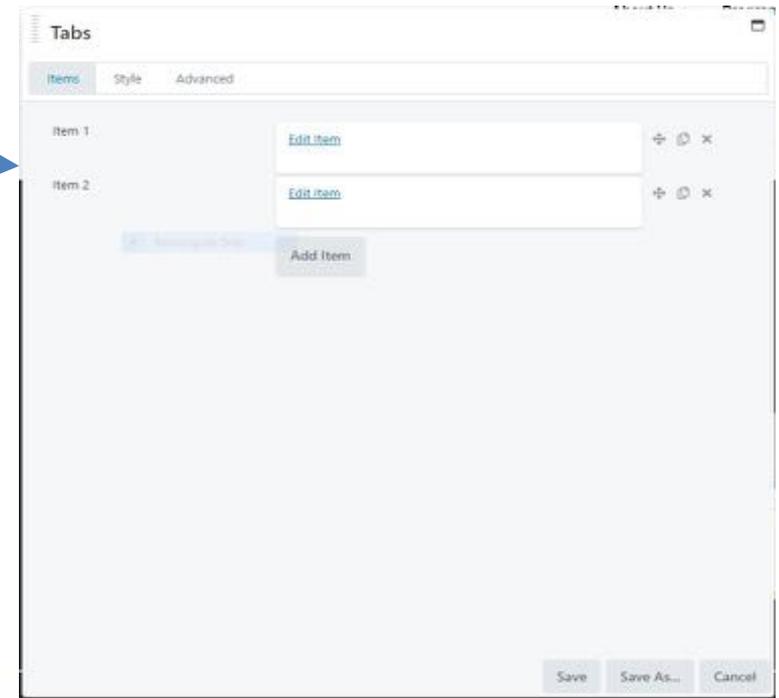
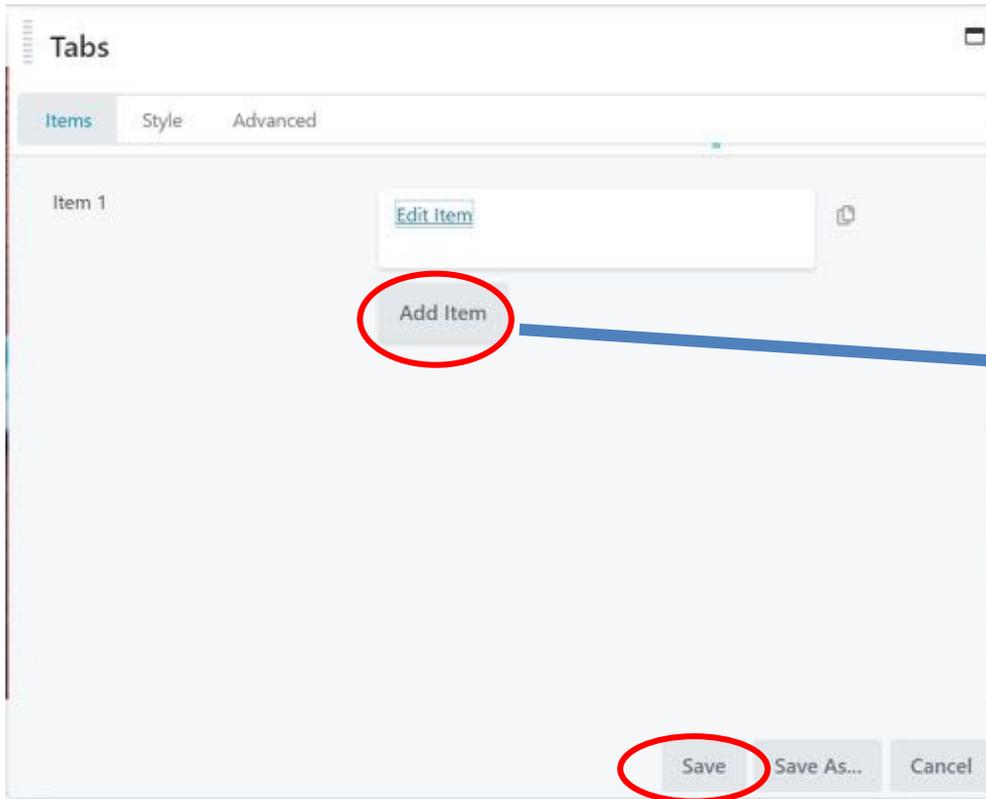
Adding Tabs (III)

In this 'Add Item' window, add the label and content. Click 'Save' to save it on the page.



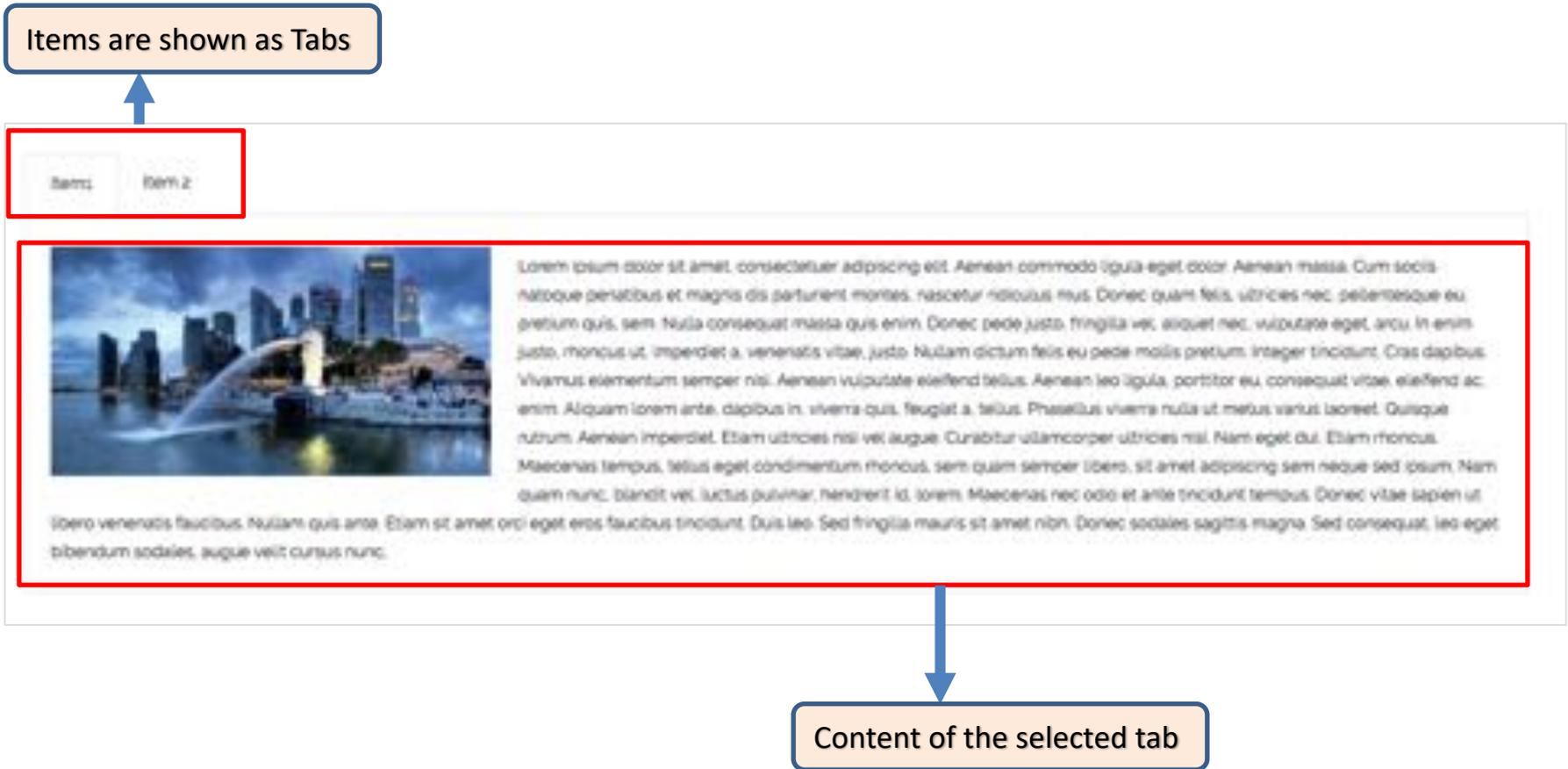
Adding Tabs (IV)

1. Under 'Items' tab, click 'Add Item' for additional items.
2. Edit as necessary.
3. After the last entry, click 'Save'.



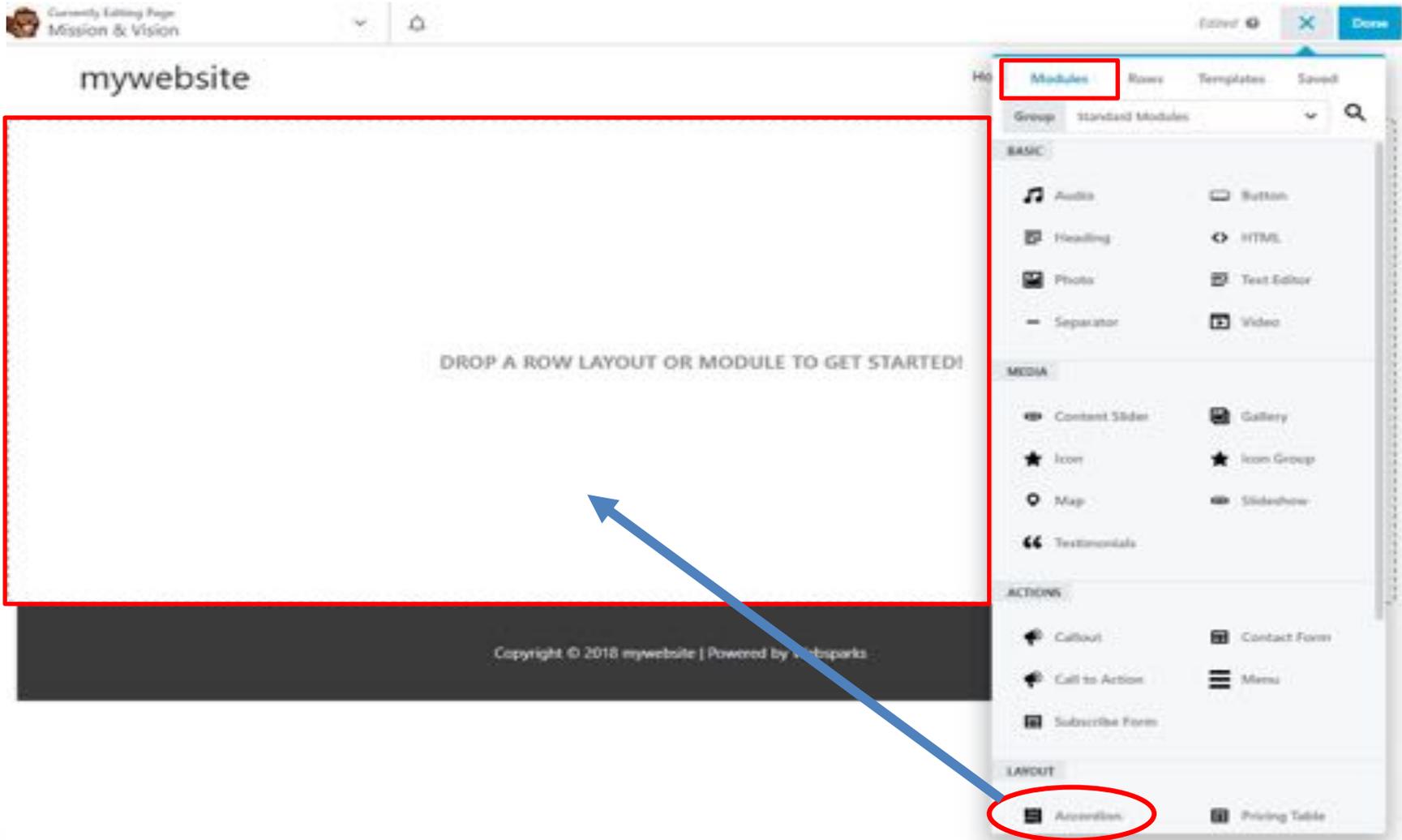
Adding Tabs (V)

How Tabs look like on page:



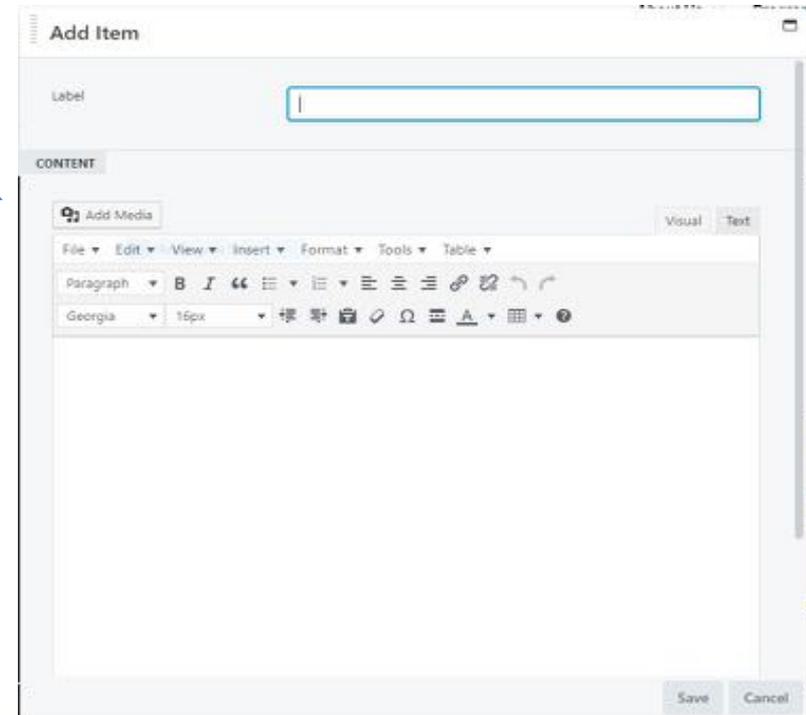
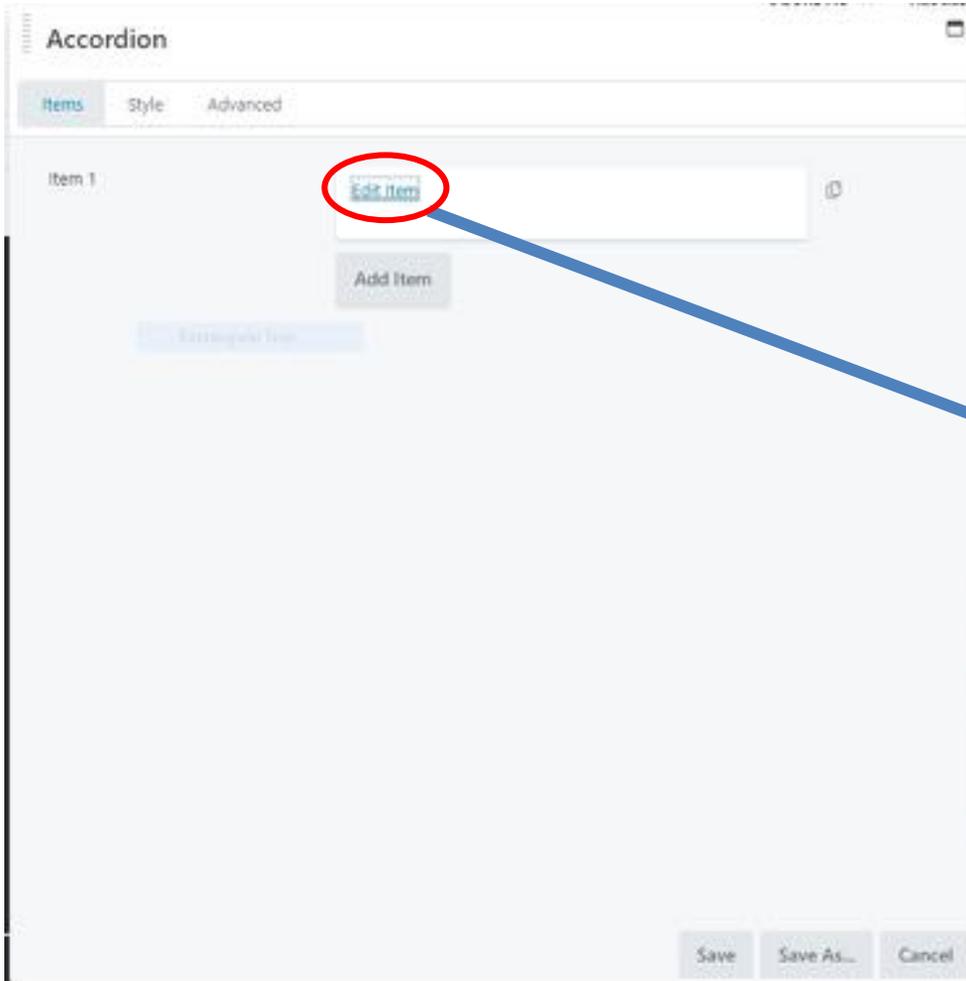
Adding Accordion (I)

Select “Accordion” in the Layout Module Menu and drag into blue dashed box.



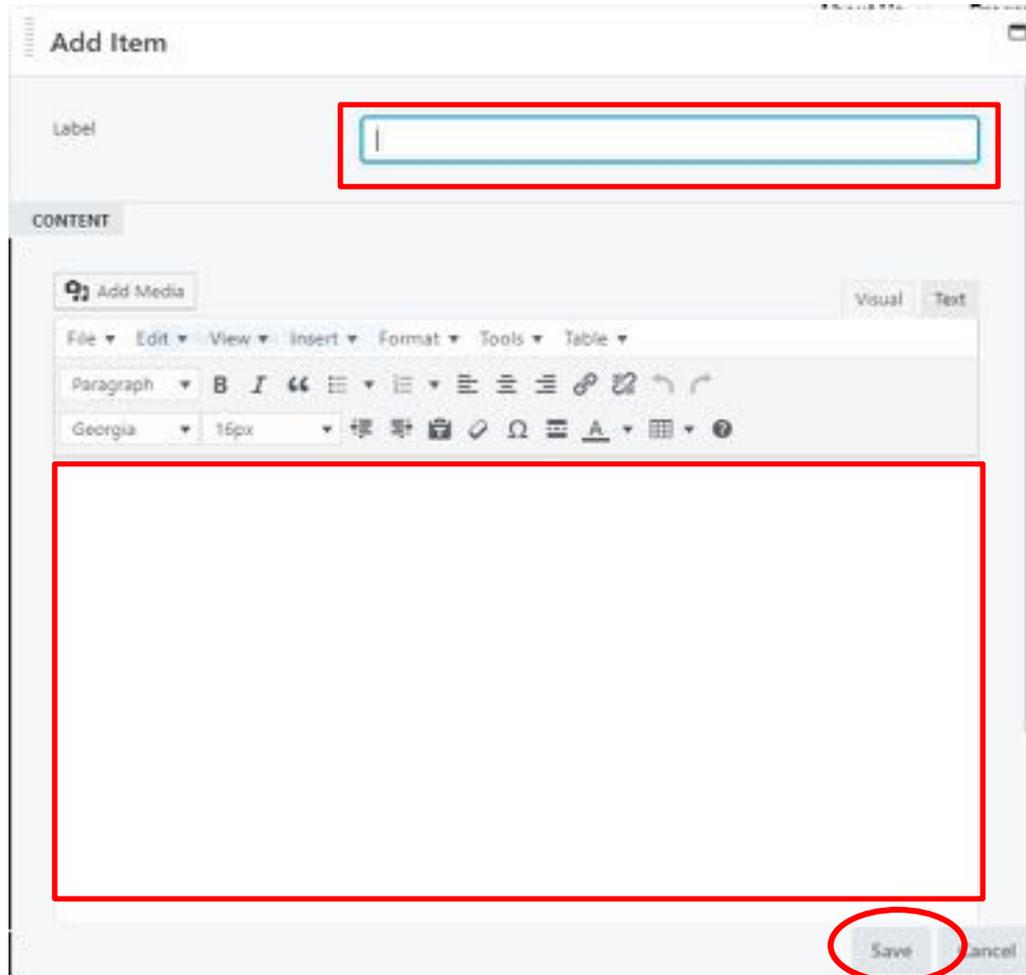
Adding Accordion (II)

'Accordion Settings' window will appear. Under 'Items' tab, at Item 1, click 'Edit Item'. After clicking, a window dialog will appear.



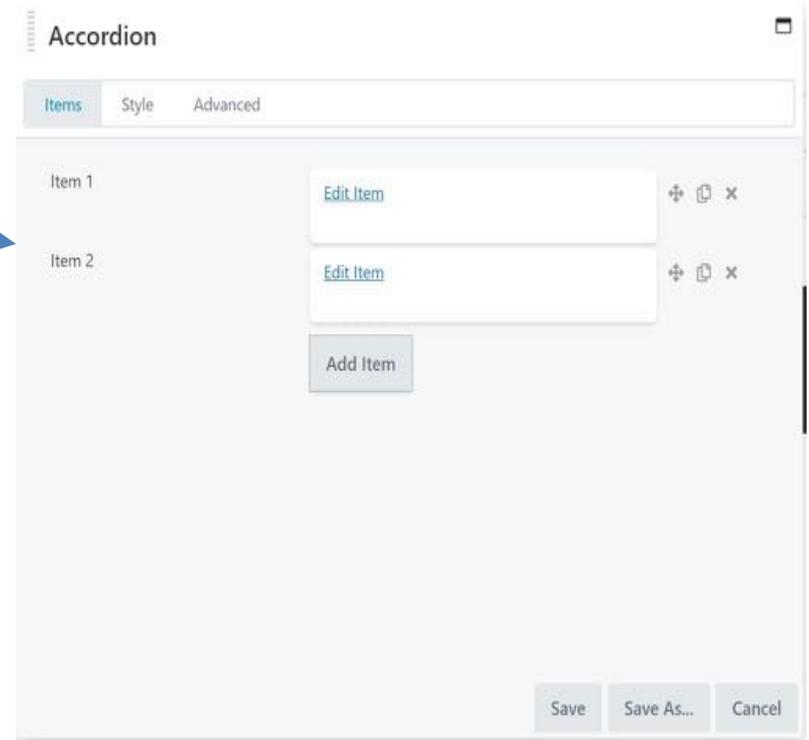
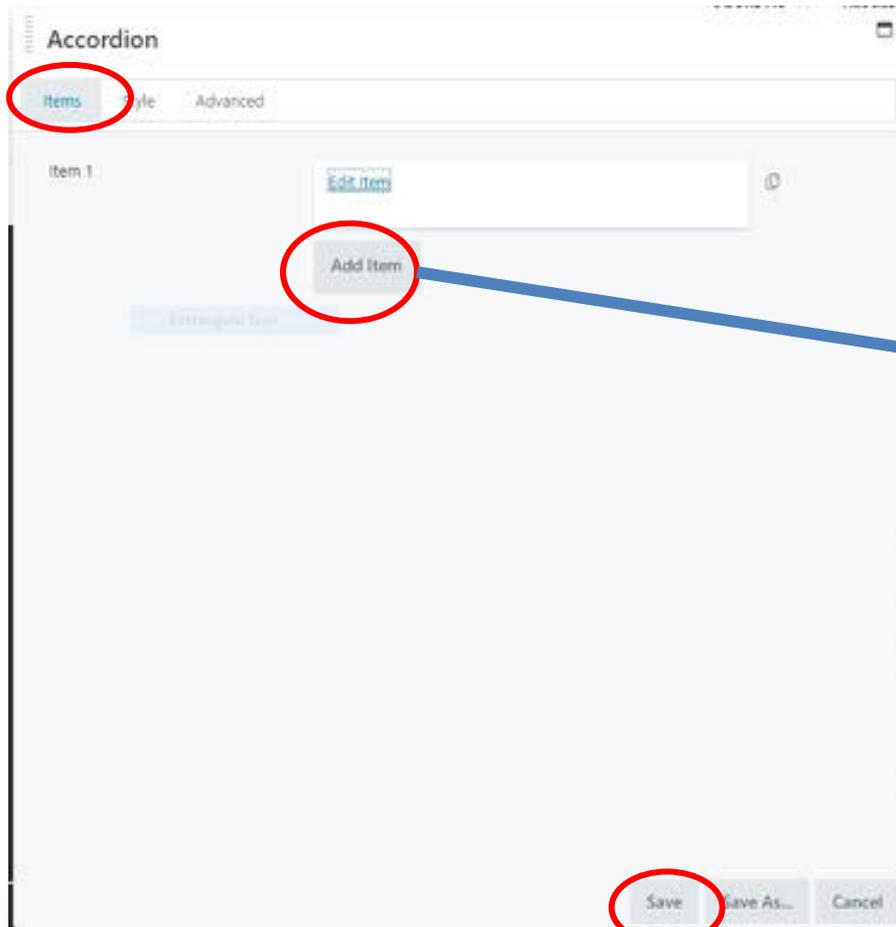
Adding Accordion (III)

In this 'Add Item' window, add the label and content. Click 'Save' to save it on the page.



Adding Accordion (IV)

1. Under 'Items' tab, click 'Add Item' for additional items.
2. Edit as necessary.
3. After the last entry, click 'Save'.



Adding Accordion (V)

How Accordion look like on page:

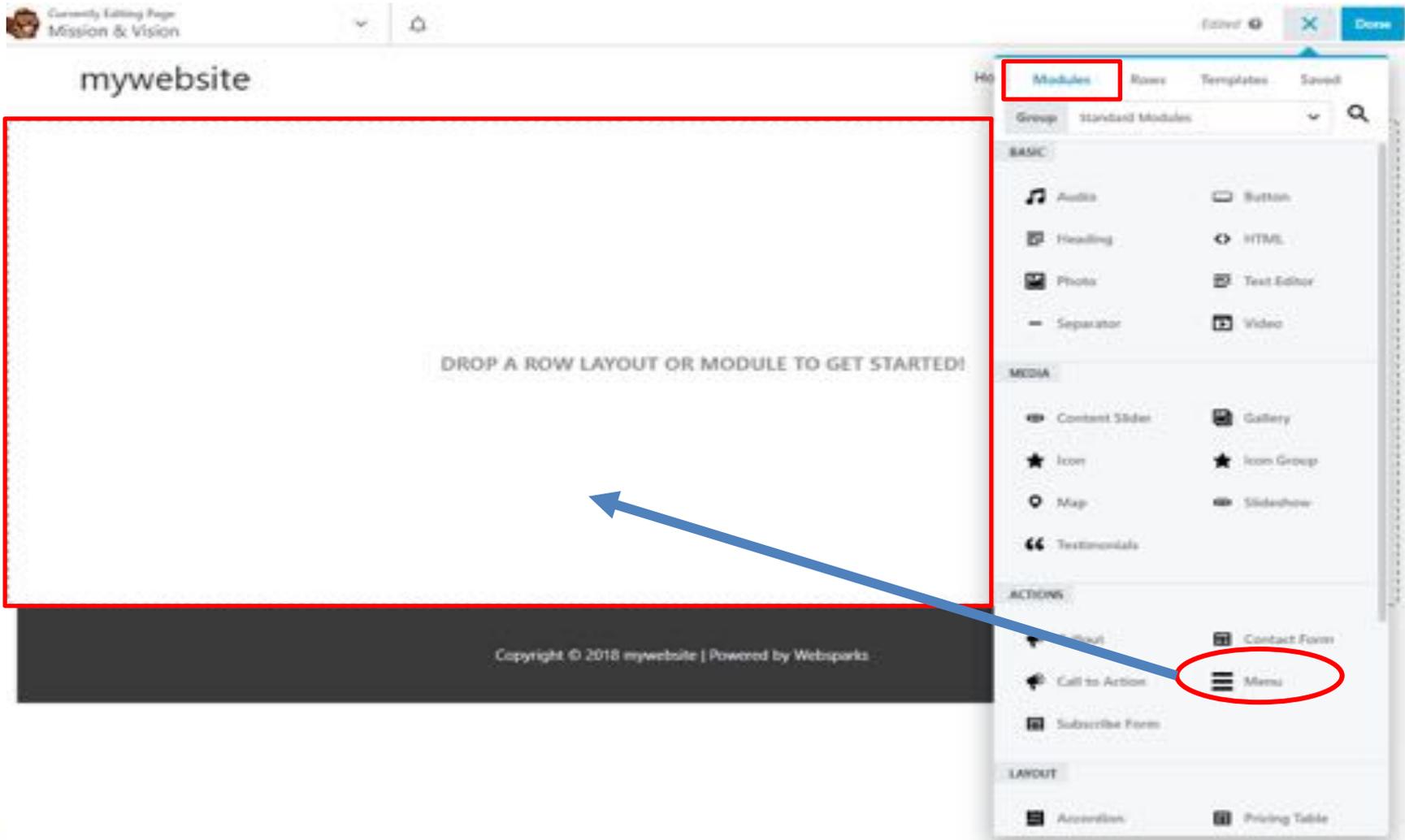
Items are shown as Accordion

The screenshot shows a vertical list of three accordion items. The first item is 'English' with a plus sign on the right. The second item is 'Mathematics' with a plus sign on the right. The third item is 'Mother Tongue Languages (MTL) Symposium' with a minus sign on the right. The third item is expanded, revealing its content: 'Come join in the fun and excitement at the 5th Mother Tongue Languages (MTL) Symposium. It will showcase interesting and creative ways to encourage children to learn and love MTL. Registration for the sharing sessions and workshops is open. Visit www.mtl.com.sg to register now!'

Content of the opened accordion

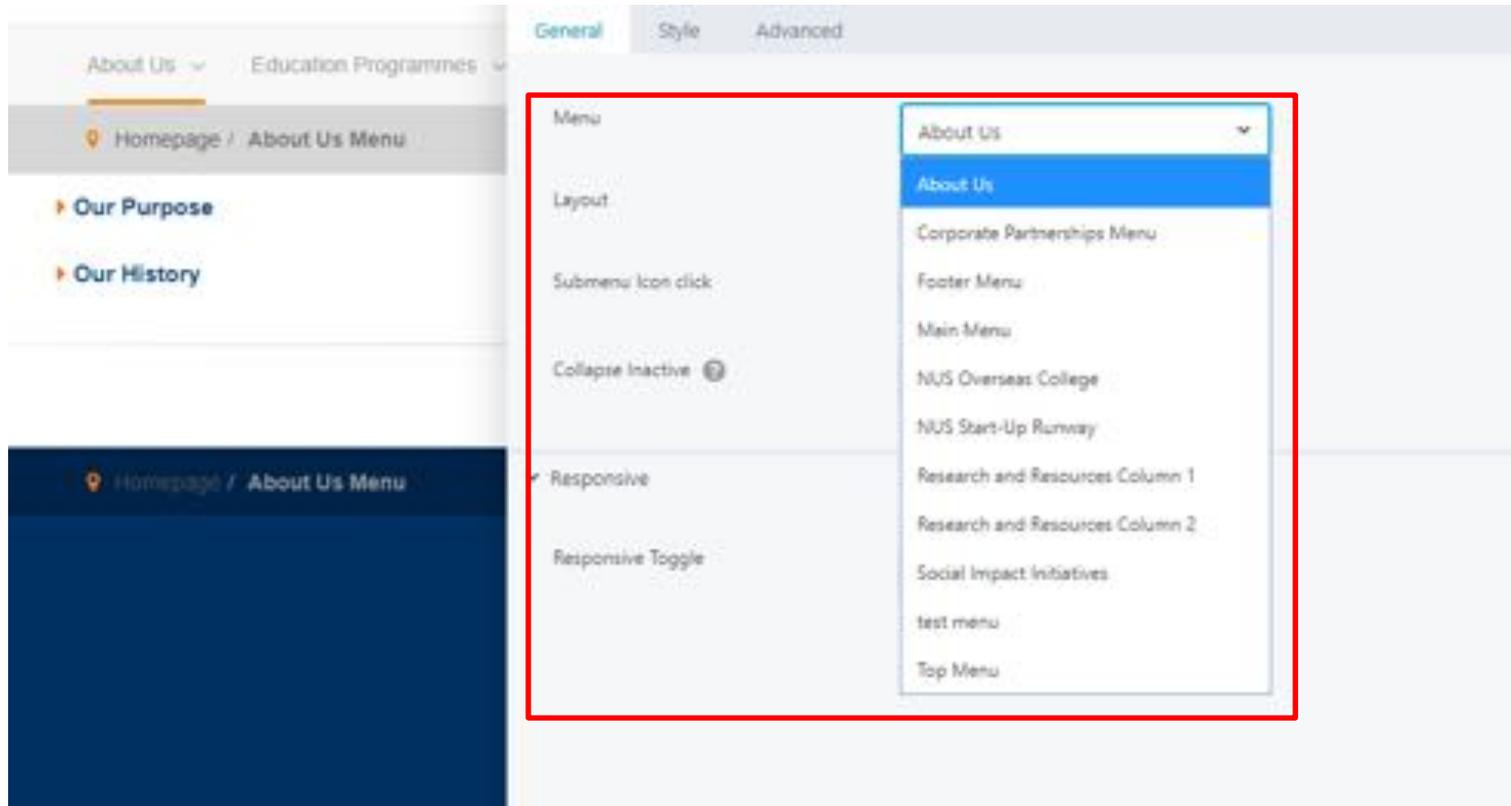
Adding Menu (I)

Select “Menu” in the Layout Module Menu and drag into blue dashed box.



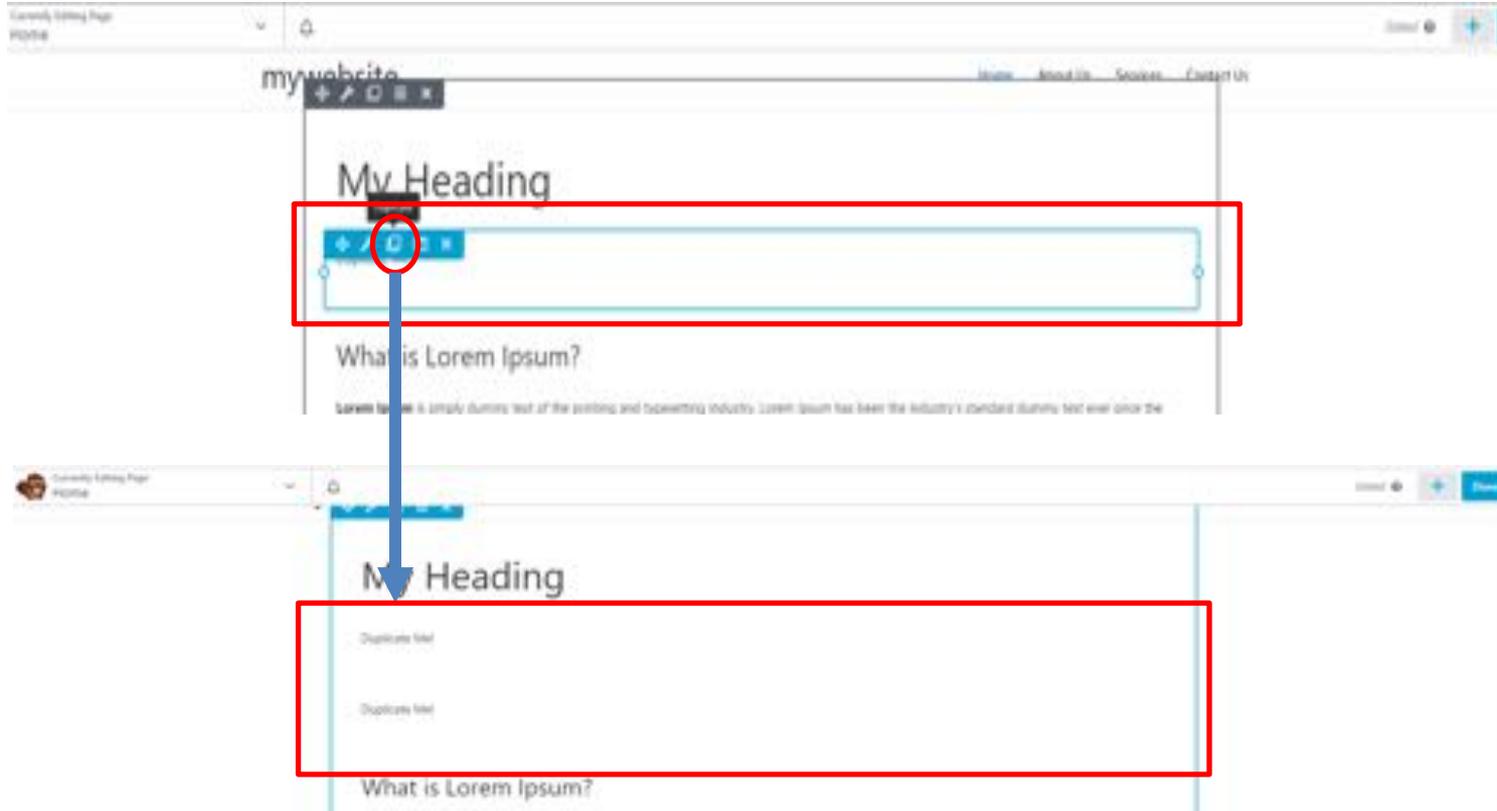
Adding Menu (II)

Select the menu you wish to add into the page.



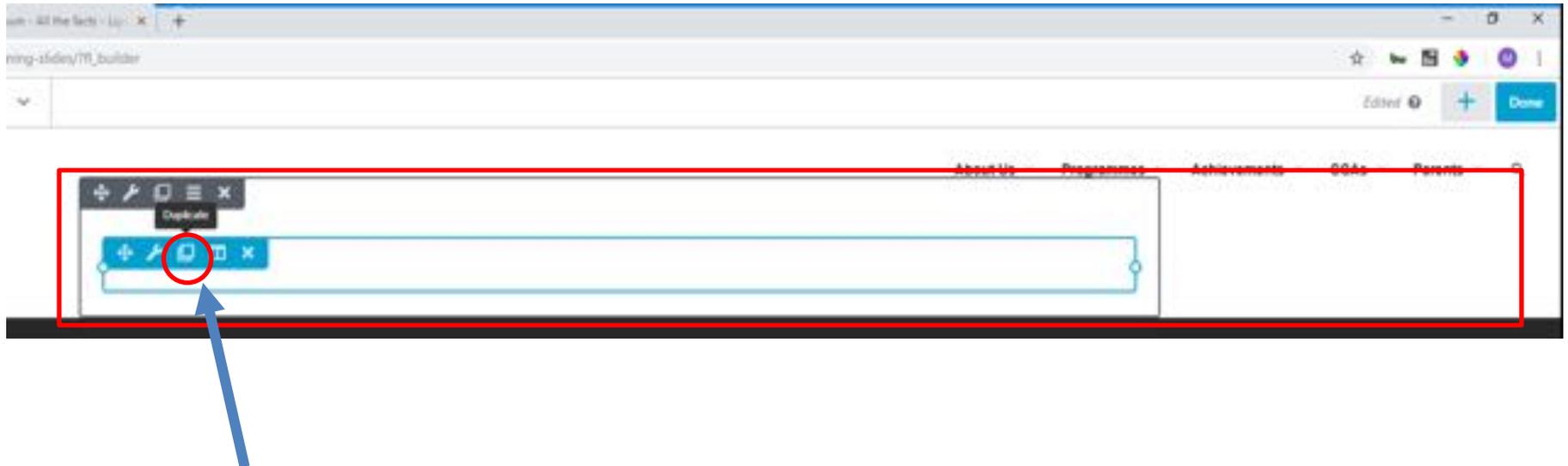
Duplicate Modules

1. Hover over the module that you want to duplicate.
2. Click on third icon, 'Duplicate' to duplicate module.



Delete Modules

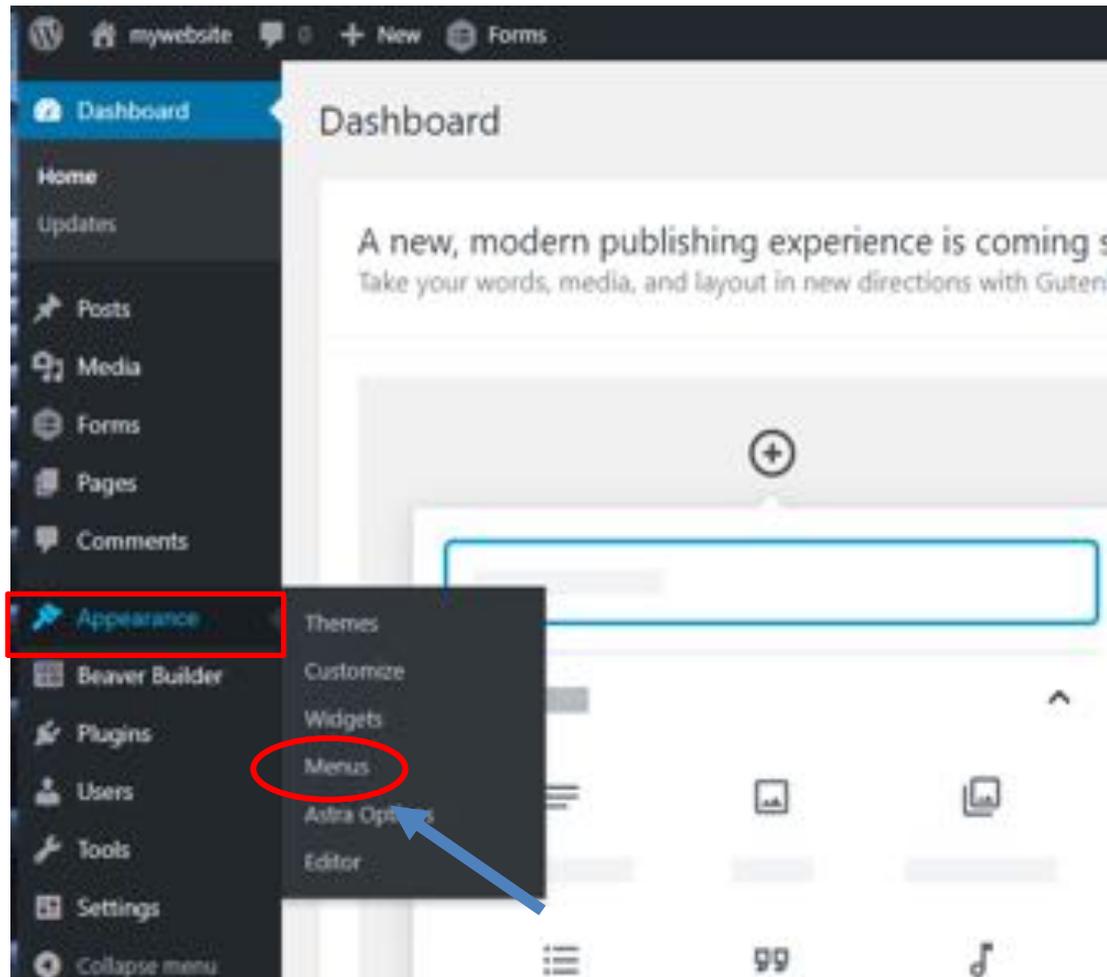
1. Hover over module to be deleted
2. Click on cross icon to delete module



LESSON 5 Menu

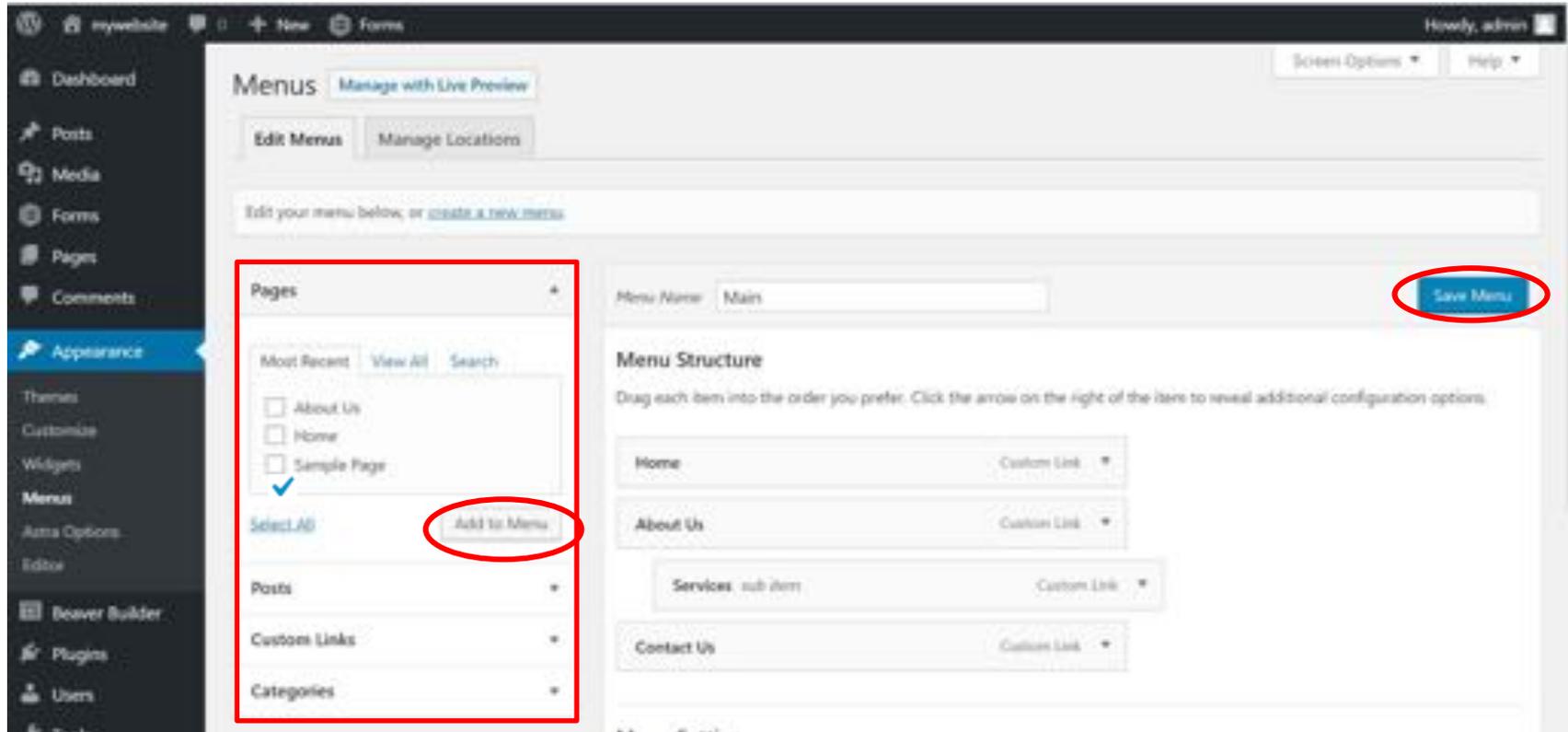
How to Access Menu

- I. On the left sidebar, hover over 'Appearances' and click on 'Menus'.



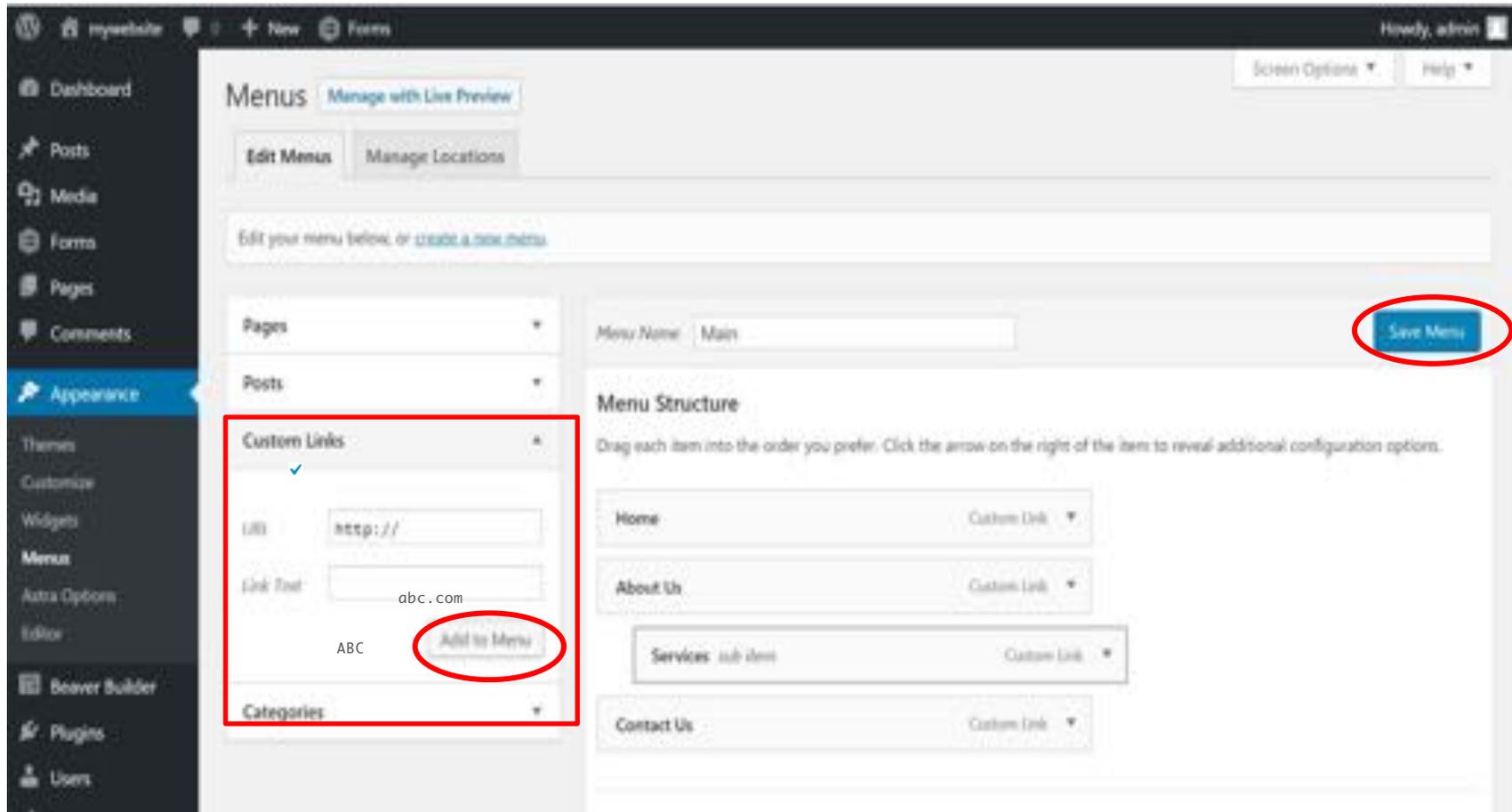
Add New Menu Item (Page)

1. Under 'Pages', check the pages that you want to add.
2. Click 'Add to Menu'.
3. Click 'Save Menu' when done.



Add New Menu Item (Custom Link)

1. Under 'Custom Links', enter the URL and the link text shown on the menu.
2. Click 'Add to Menu'.
3. Click 'Save Menu' when done.



Edit Menu Item

1. Click on the arrow at the right side of the menu item that you want to edit
2. The menu item will expand. Edit the Navigation Label (and/or URL).
3. Click 'Save Menu' when done.



Assign Parent to Menu Item (I)

1. Click and Drag the menu item to the bottom right of the menu item that you want as the parent.
2. Click 'Save Menu' when done.

Menu Name: Main Menu Save Menu

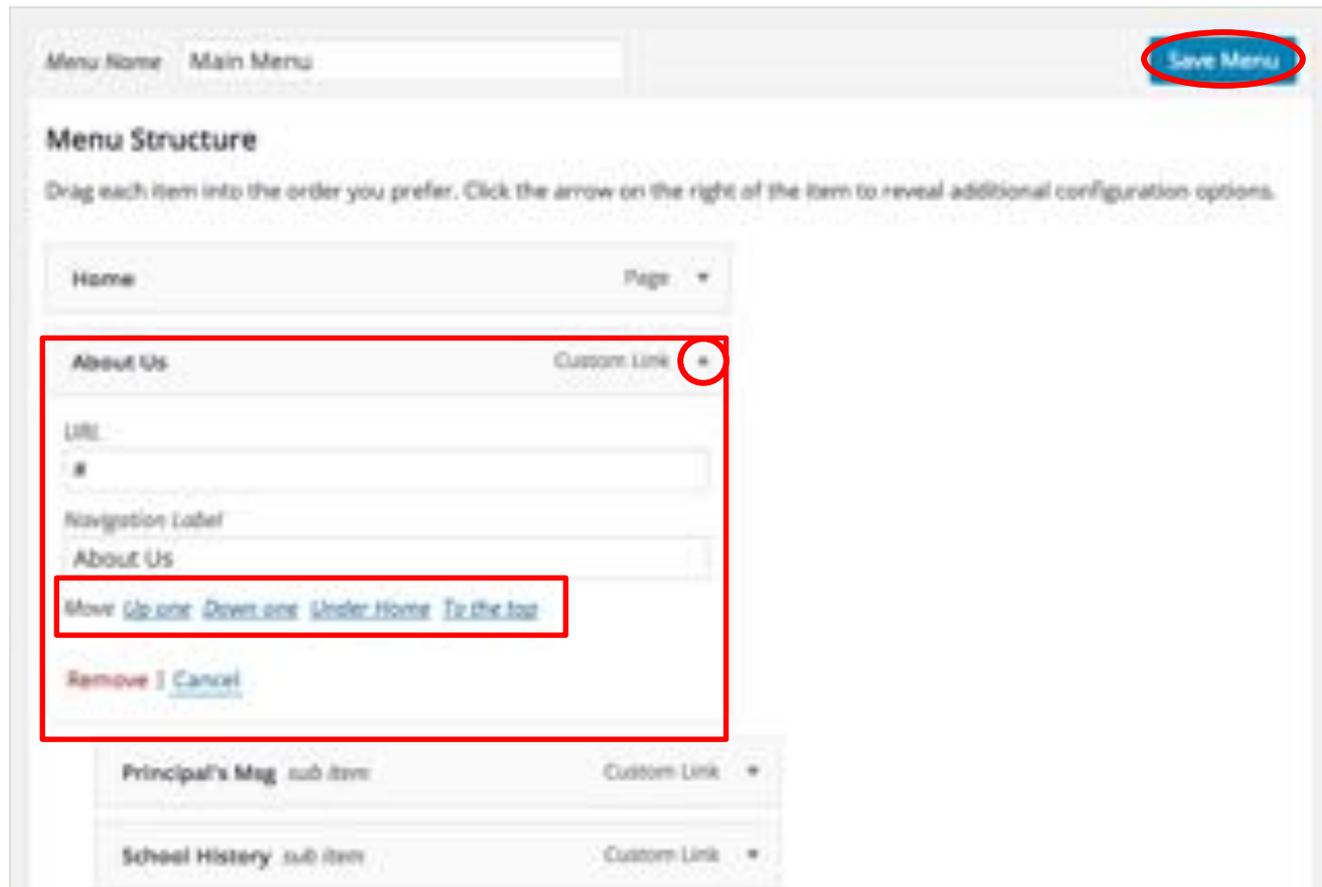
Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page ▾
- About Us Custom Link ▾
- Principal's Msg sub item Custom Link ▾
- School History sub item Custom Link ▾
- Vision/Mission sub item Custom Link ▾
- School Core Values sub item Custom Link ▾
- School Crest / Song sub item Custom Link ▾

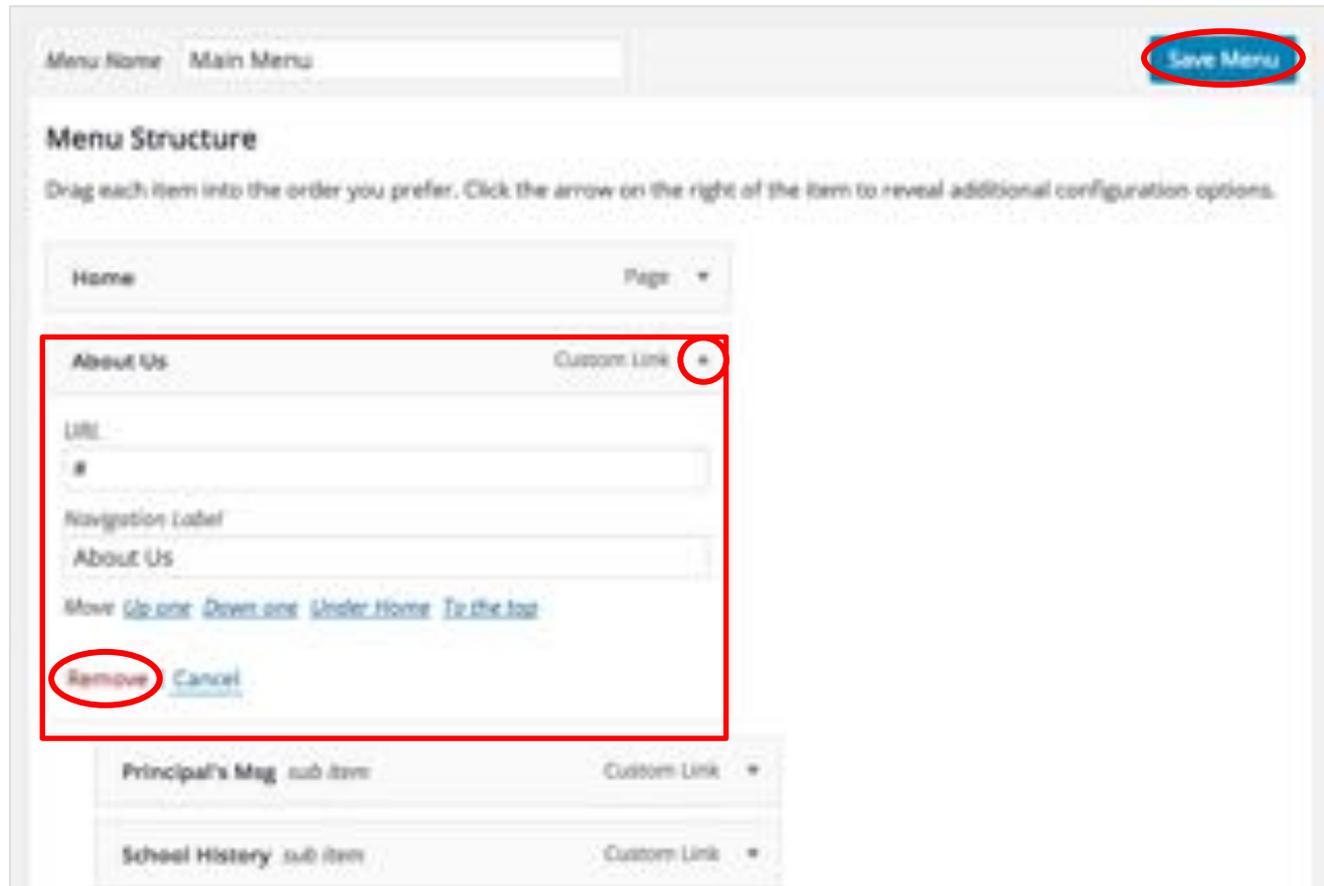
Assign Parent to Menu Item (II)

1. Alternatively, click on the arrow at the right side of the menu item that you want to edit.
2. Under 'Move', select what action you want for the Menu Item.
3. Click 'Save Menu' when done.



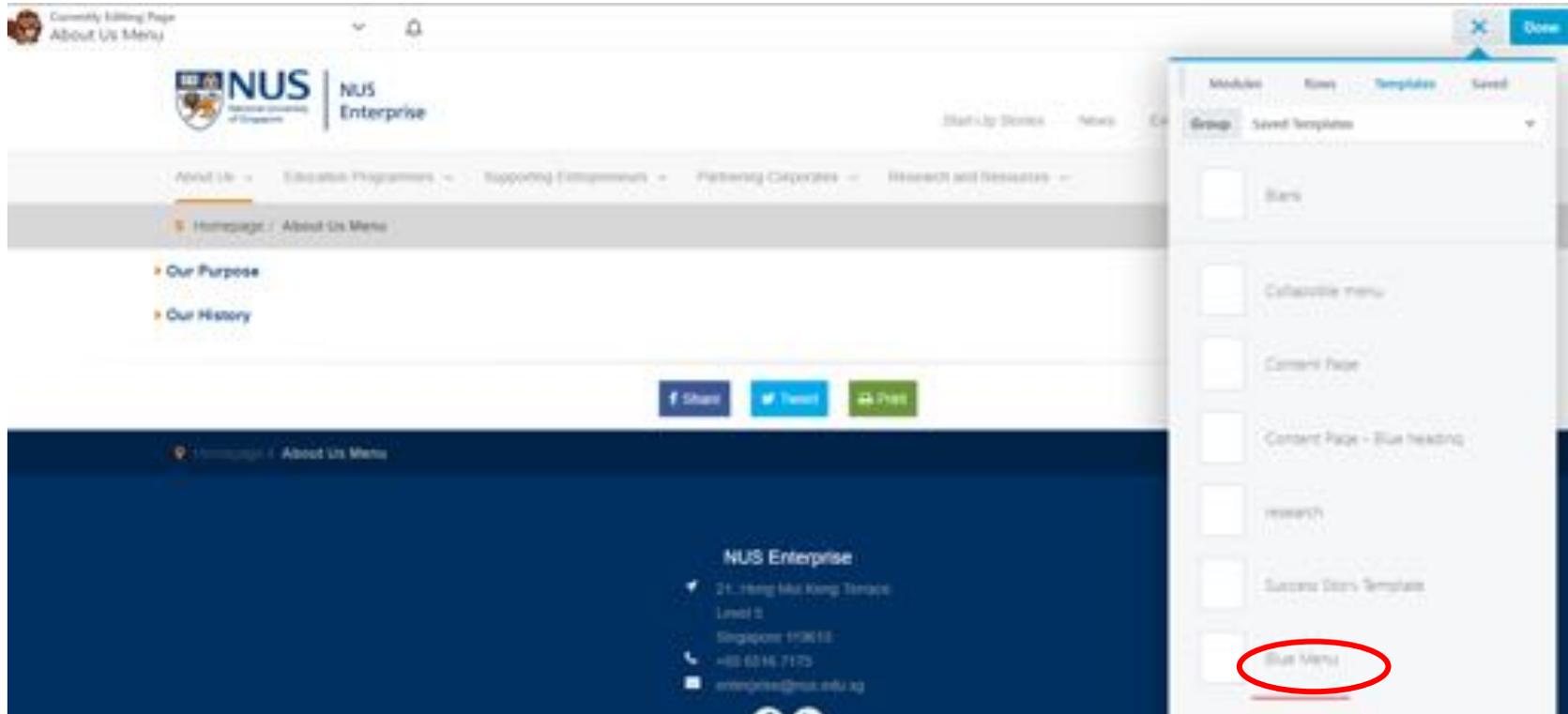
Delete Menu Item

1. Click the arrow at the right side of the menu item that you want to delete.
2. The menu item will expand. Click on 'Remove'
3. Click 'Save Menu' when done.



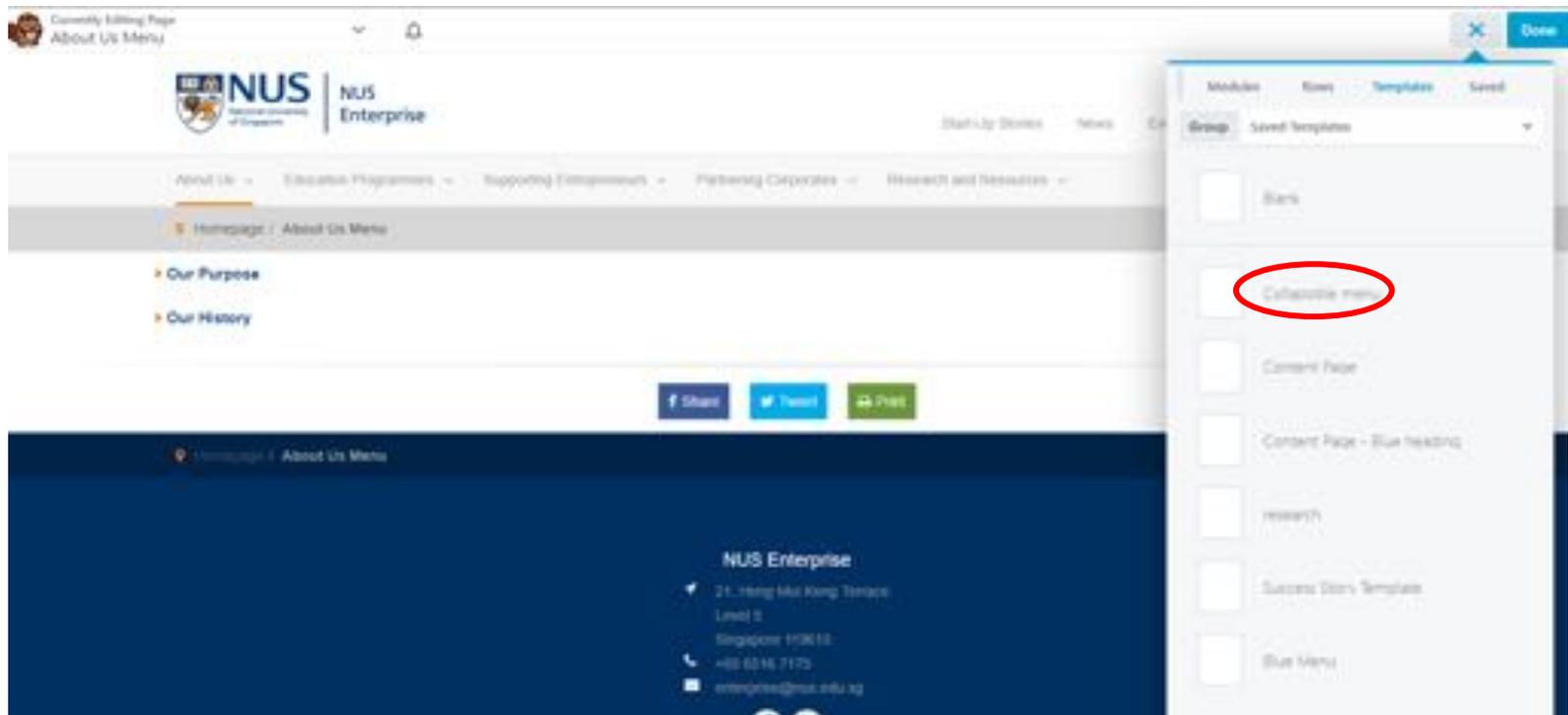
Mega Menu (Blue Headings)

1. First, create a menu that would place all the links for the menu (Eg. Research and Resources Menu).
2. You would need to create more menus if there are more than one column.
3. After creating the menus that you need, create a page to place the menus (using beaver builder page builder).
4. Use the template “Blue Menu” to place the menu in the page.
5. Change the menu to the menu you’ve just created. Add another column if required.
6. Save the page.



Mega Menu (Dropdown Grey links)

1. First, create a menu that would place all the links for the menu (Eg. Research and Resources Menu).
2. You would need to create more menus if there are more than one column.
3. After creating the menus that you need, create a page to place the menus (using beaver builder page builder).
4. Use the template “Collapsible Menu” to place the menu in the page.
5. Change the menu to the menu you’ve just created. Recommended to only use one column.
6. Save the page.



Mega Menu (insert to menu)

1. After creating the pages for the menu items for the mega menu, you would need to return back to the menu section of the dashboard.
2. Insert the menu page (if its blue heading) or the parent page/blank page (if it's a grey heading)
3. Save the menu.

Menu structure

Menu Name

Drag each item into the order you prefer. Click the arrow on the right of the item to

About Us Page ▾

About Us Menu: sub item Page ▲

Navigation Label

Open link in a new tab

CSS Classes (optional)

Move [Up one](#) [Down one](#) [Out from under About Us](#)

Original:

Mega Menu (insert to menu)

1. Next, expand the menu item and click on the Astra Menu Settings.
2. Check Hide Menu Label if there is no parent page to link to.
3. Next, select “Template” under “Content Source” and then search for the page under “Template”.
4. Click “Save” then click the cross at the top right then click on “Save menu”.

Astra Menu Options Editing About Us Menu

Mega Menu

Make this menu as column heading?

Menu Label

Hide Menu Label/Description?

Content Source

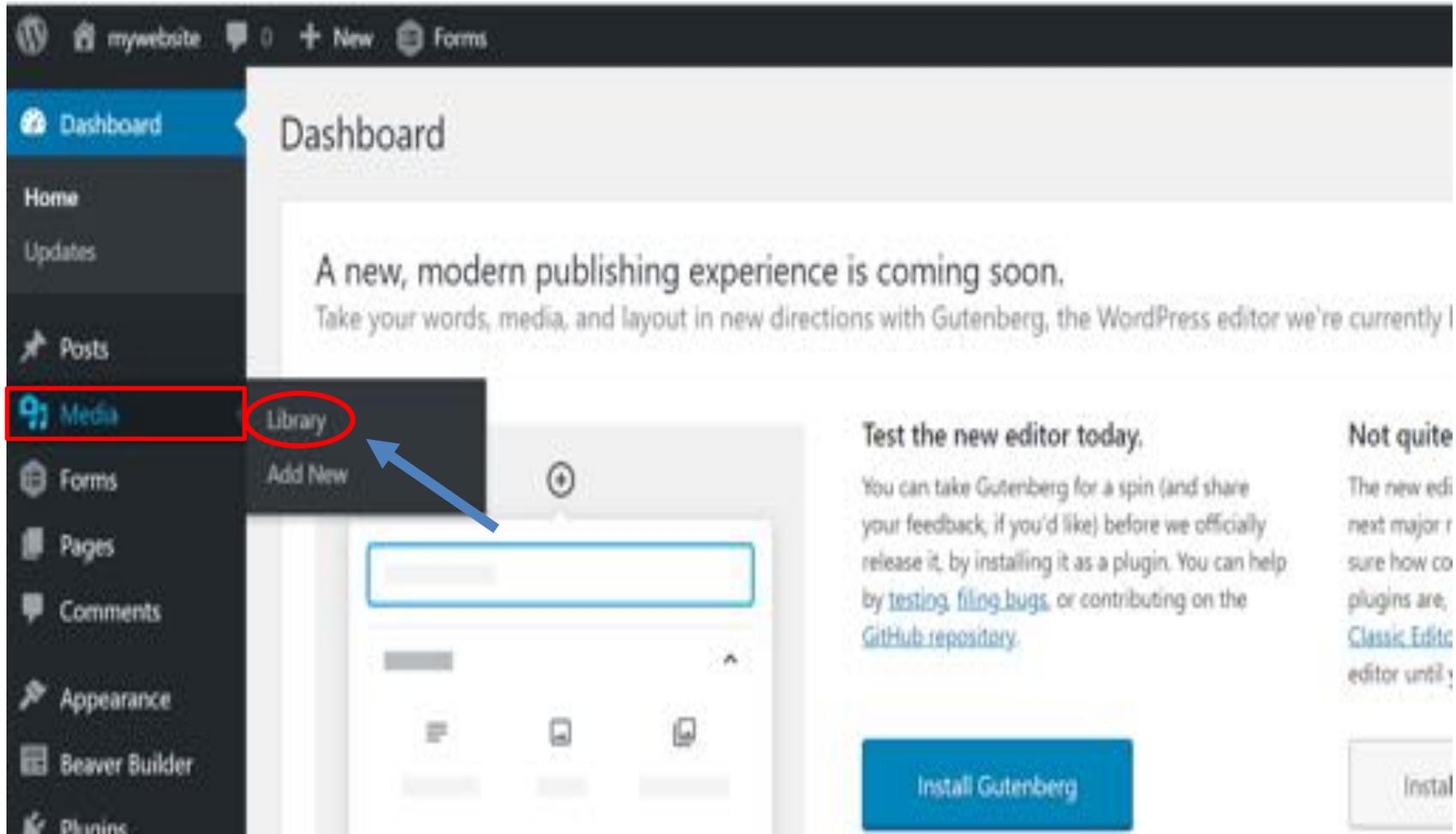
Content Source

Template

LESSON 6 Media

How to Access Media

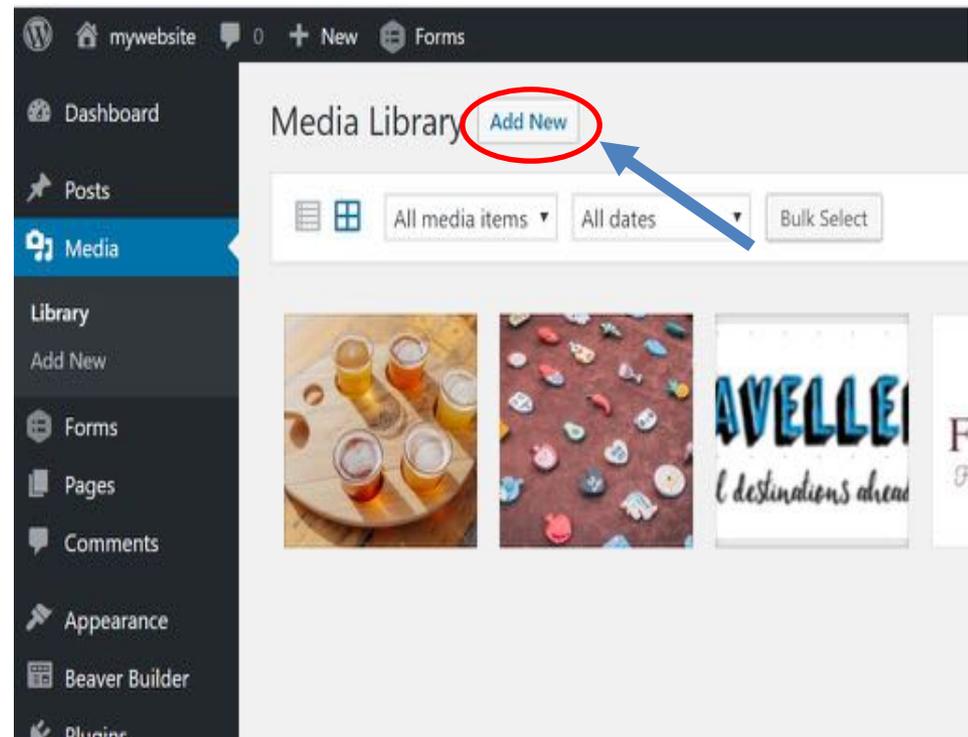
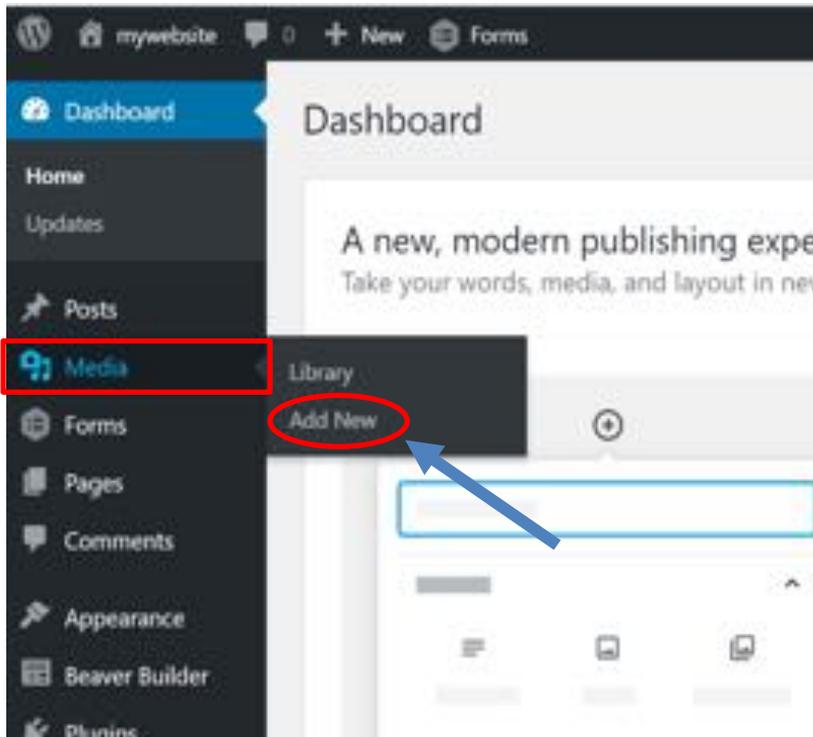
- I. On the left sidebar, hover over 'Media' and click on 'Library'.



Add New Media (I)

There are two ways to add new page.

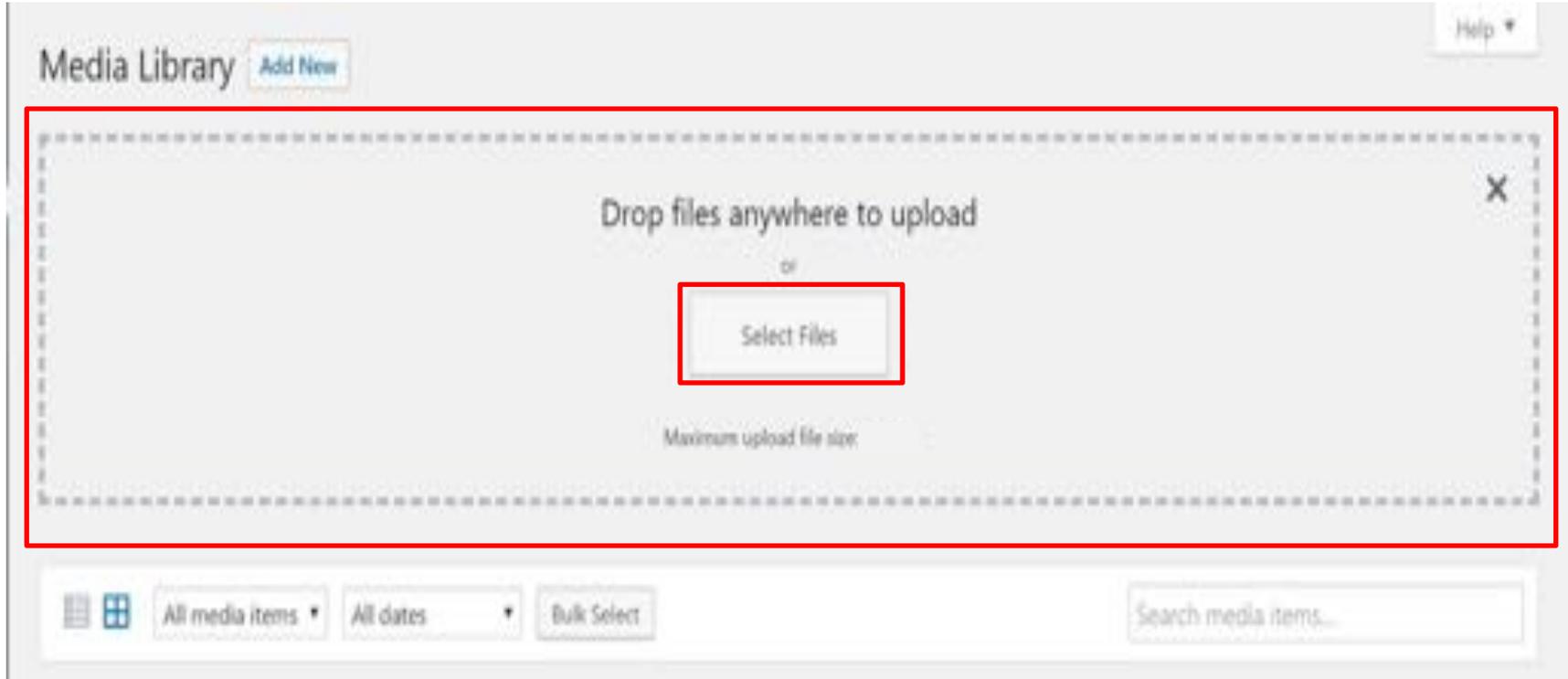
1. From the Dashboard, hover over 'Media' or
2. From Media Library, click on 'Add New'



Add New Media (II)

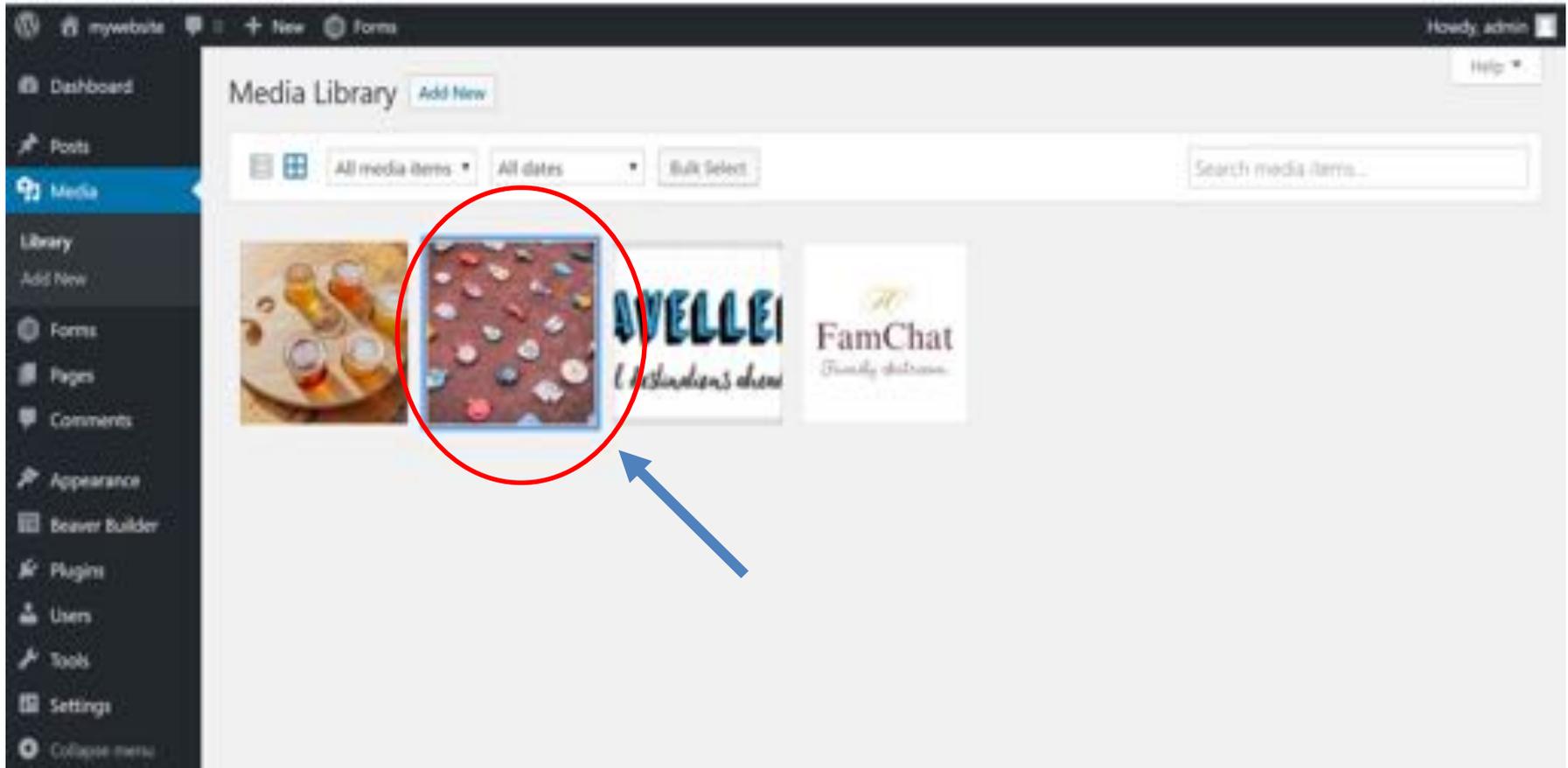
A grey dashed 'Upload New Media' box will be shown. The user can upload by

1. Clicking the 'Select Files' button to upload pictures to the server and selecting a picture
or
2. Dragging and dropping a picture from your computer to the area.



Edit Media (I)

In 'Media Library', click on file that you want to edit.
After clicking, a pop up will appear.



Edit Media (II)

Edit File Details

1. On the right, the user can change the Title, Caption, Alt Text, URL and Description of the file.
2. After changing, the changes are saved automatically.

Attachment Details



[Edit image](#)

File name: stanislav-kondratiev-1063295-unsplash.jpg
File type: image/jpeg
Uploaded on: November 13, 2018
File size: 4 MB
Dimensions: 5491 x 3661

URL: [http://mywebsite.com/wp-content/uploads/](#)
Title:
Caption:
Alt text:
Description:

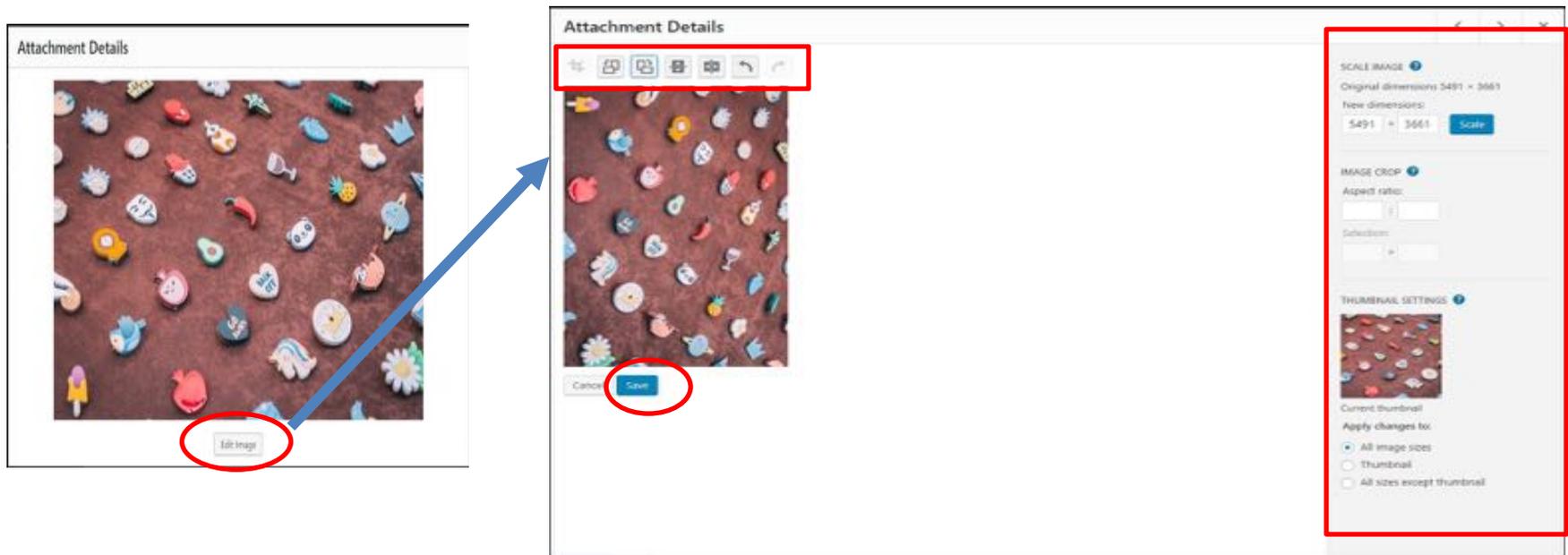
Uploaded By: admin
Uploaded To: Home

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

Edit Media (III)

Edit Image

1. Below the image file, click 'Edit Image'.
2. Edits allowed to be made to image includes cropping, scaling, rotating, flipping
3. Click 'Save' when done editing



LESSON 7 Revolution Slider

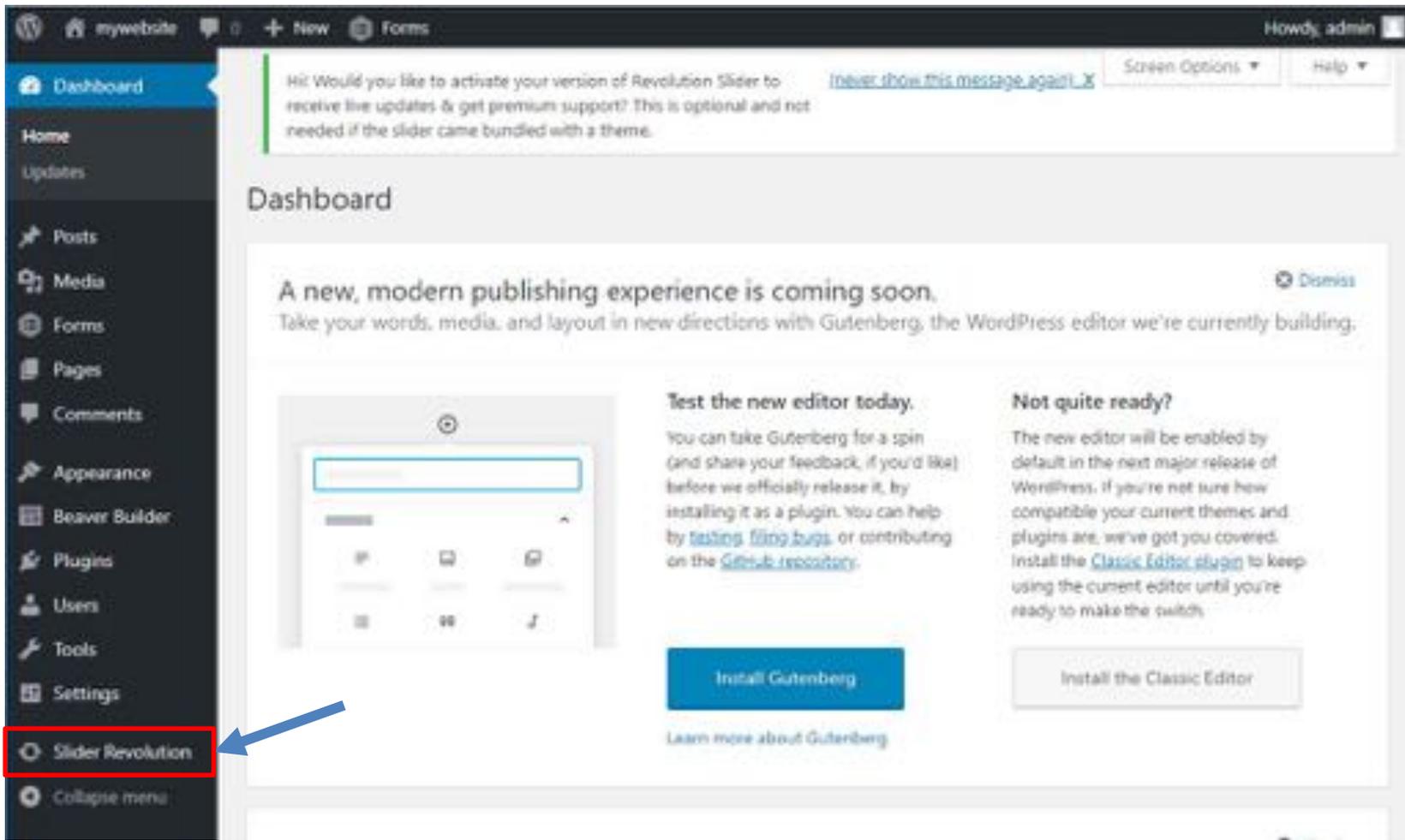
- Understanding how to create, edit and delete Revolution Slider
- Understanding how to display Revolution Slider in the page.

What is Revolution Slider?

- Revolution Slider is Responsive slider plugin to create beautiful sliders in the next generation visual editor.
- You might use revolution slider for:
 - create image slides
 - create YouTube and Vimeo slides

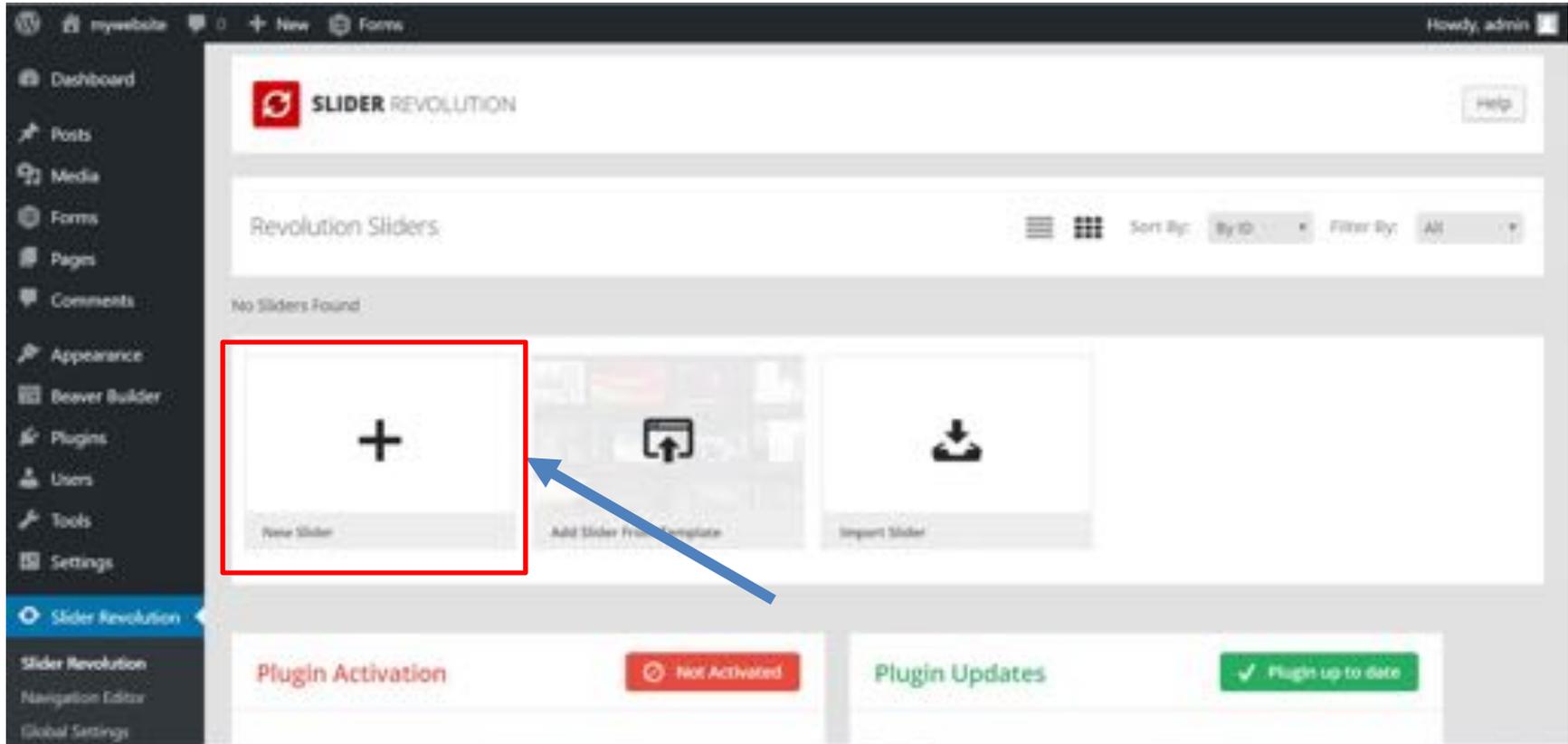
How to Access Revolution Slider

- I. On the left sidebar, click on 'Slider Revolution'.



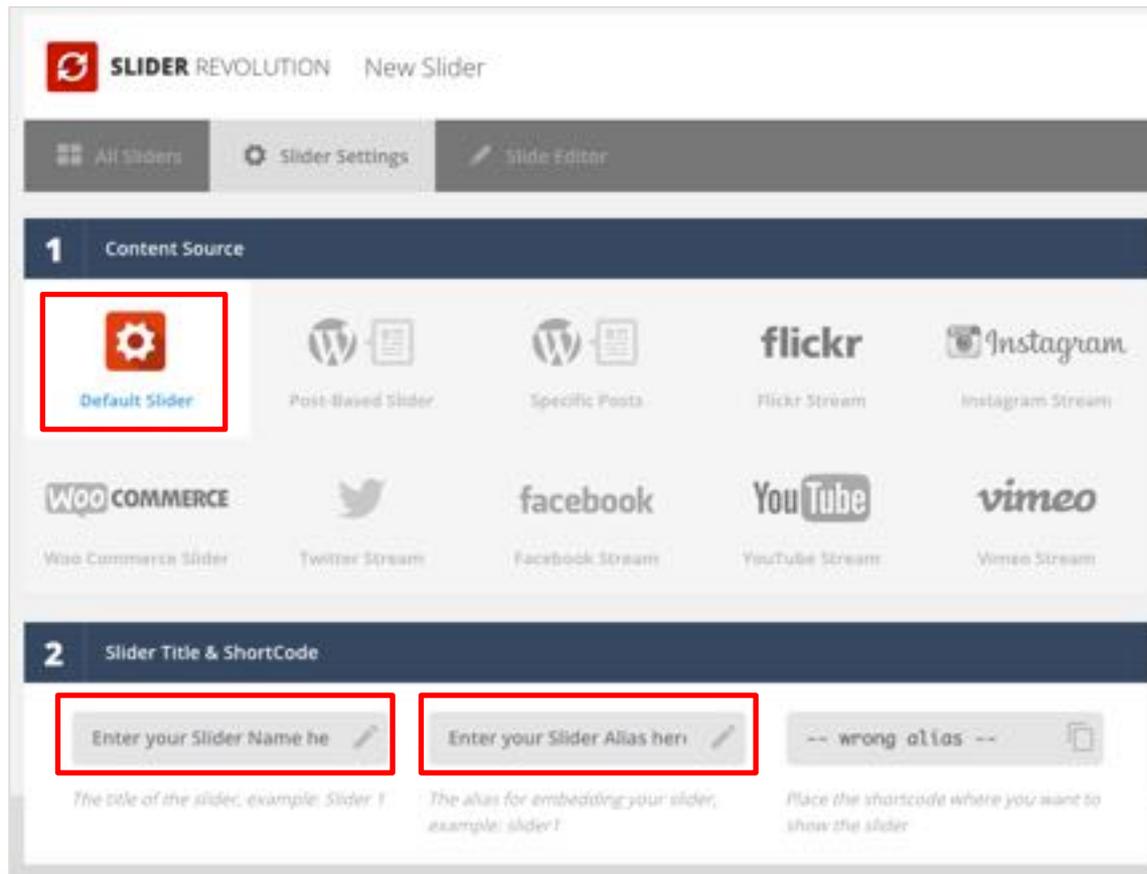
Add New Slider (I)

1. From the Dashboard, Click 'Slider Revolution'.
2. Click on 'New Slider'



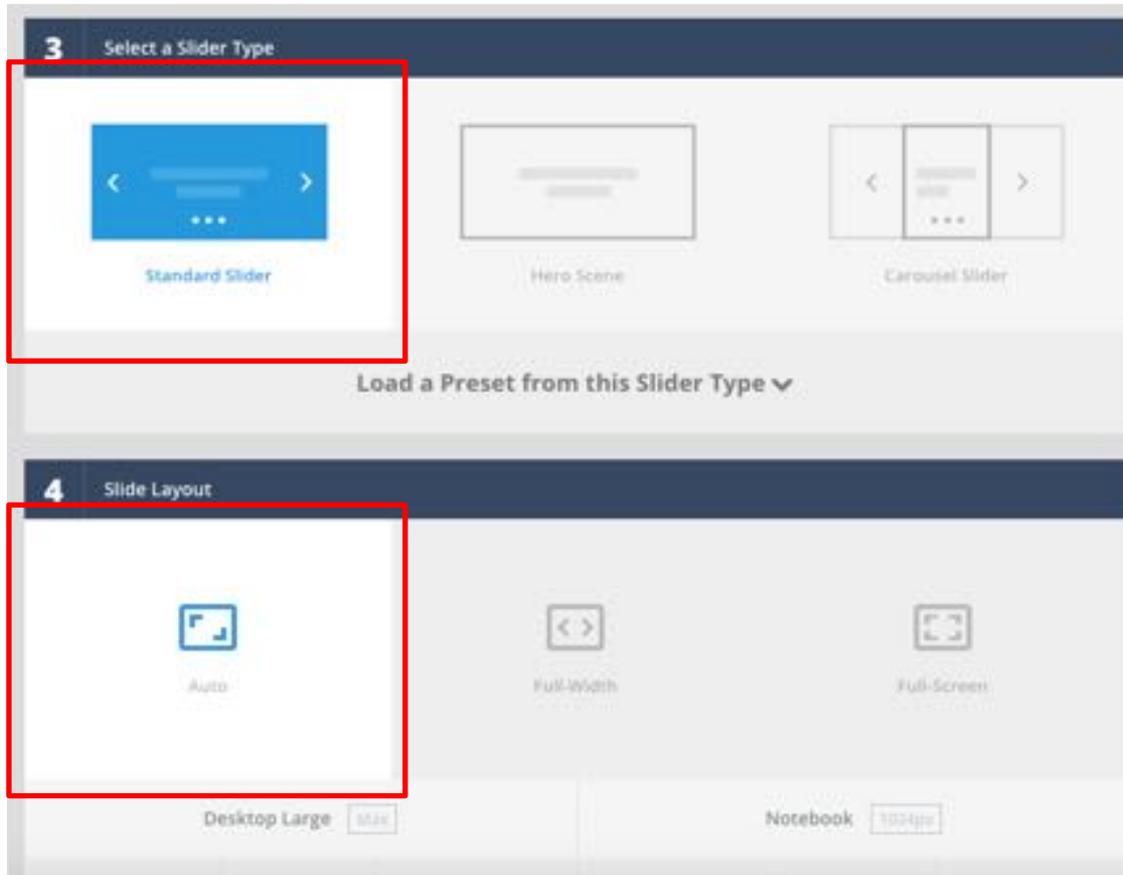
Add New Slider (II)

1. Select “Default Slider” as your Content Source.
2. Enter the Slider name and the Slider alias for your slider.



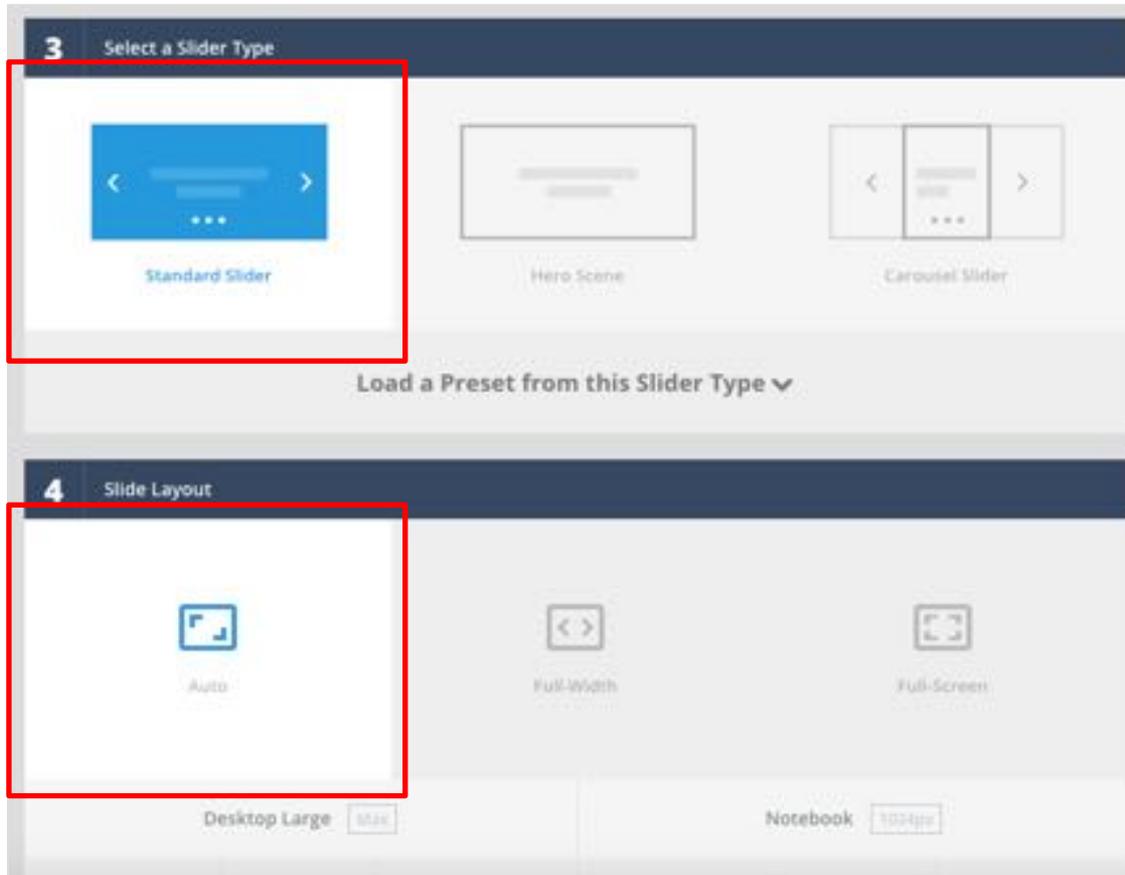
Add New Slider (III)

1. Select “Standard Slider” as your Slider Type.
2. Select “Auto” as your Slide Layout.



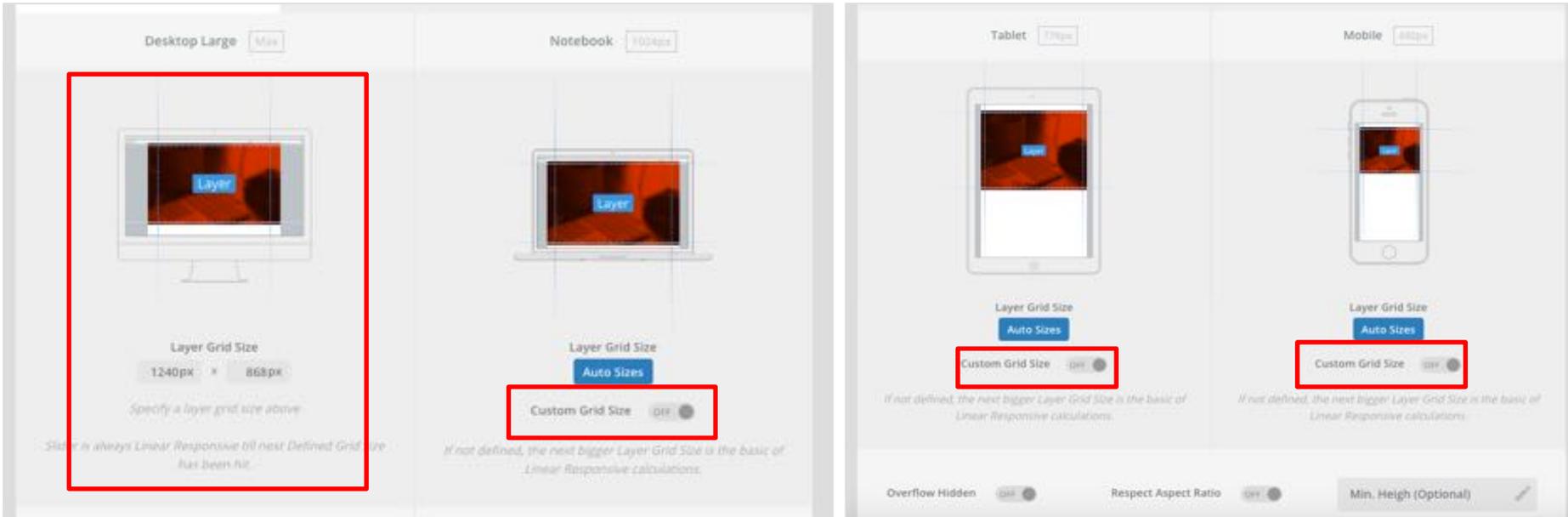
Add New Slider (IV)

1. Select “Standard Slider” as your Slider Type.
2. Select “Auto” as your Slide Layout.



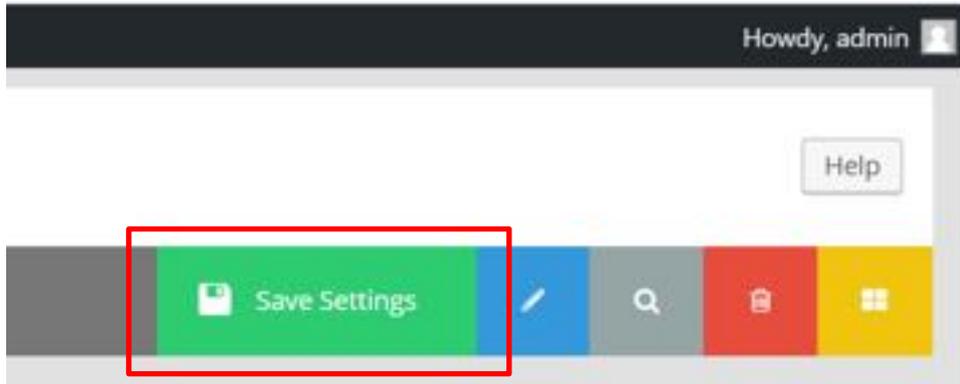
Add New Slider (V)

1. Enter the dimension of your Slider on Desktop device.
2. You can enter the dimension on each device by turn ON the Custom Grid Size.



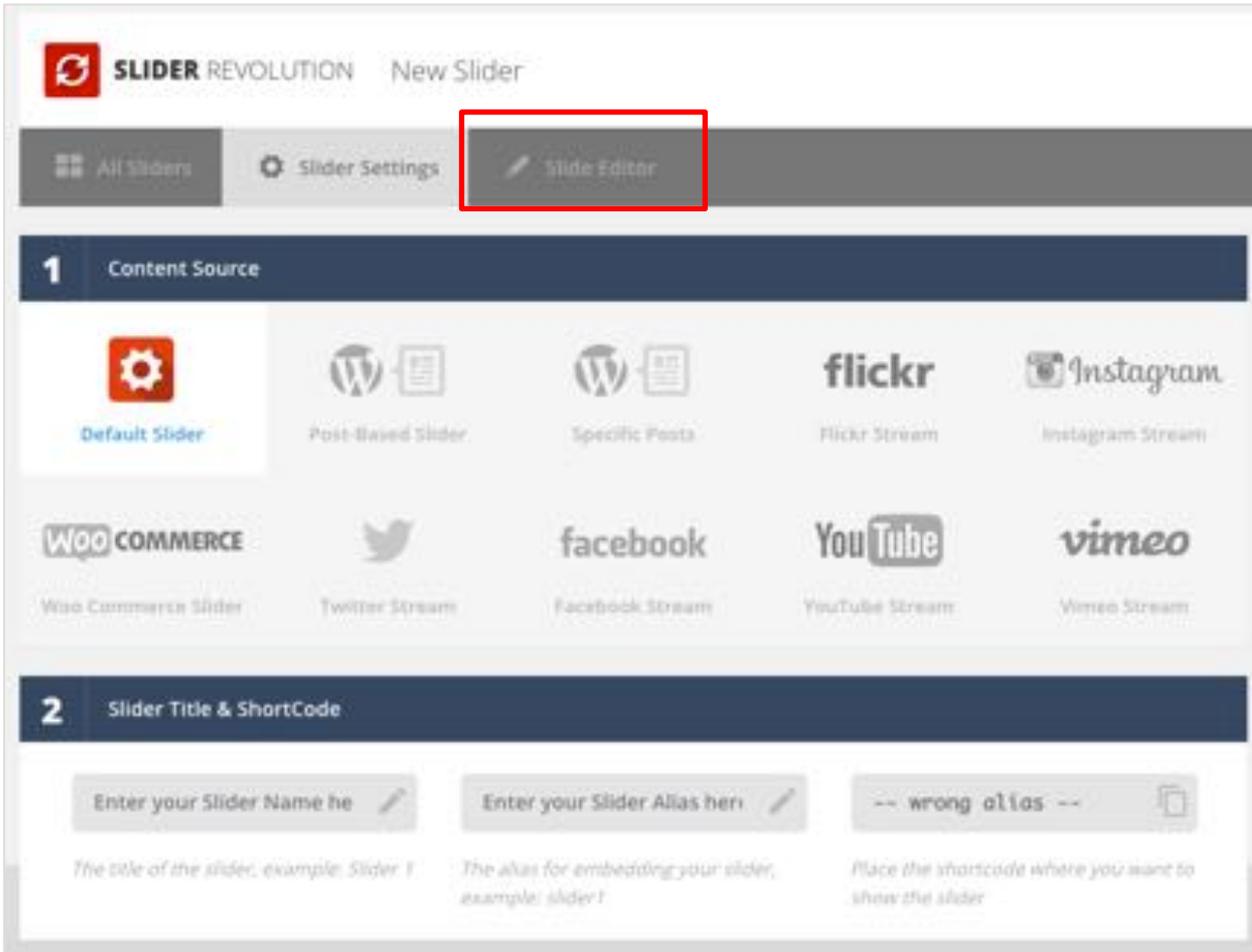
Add New Slider (VI)

- I. Click “Save Changes” button at the top to save your slider.



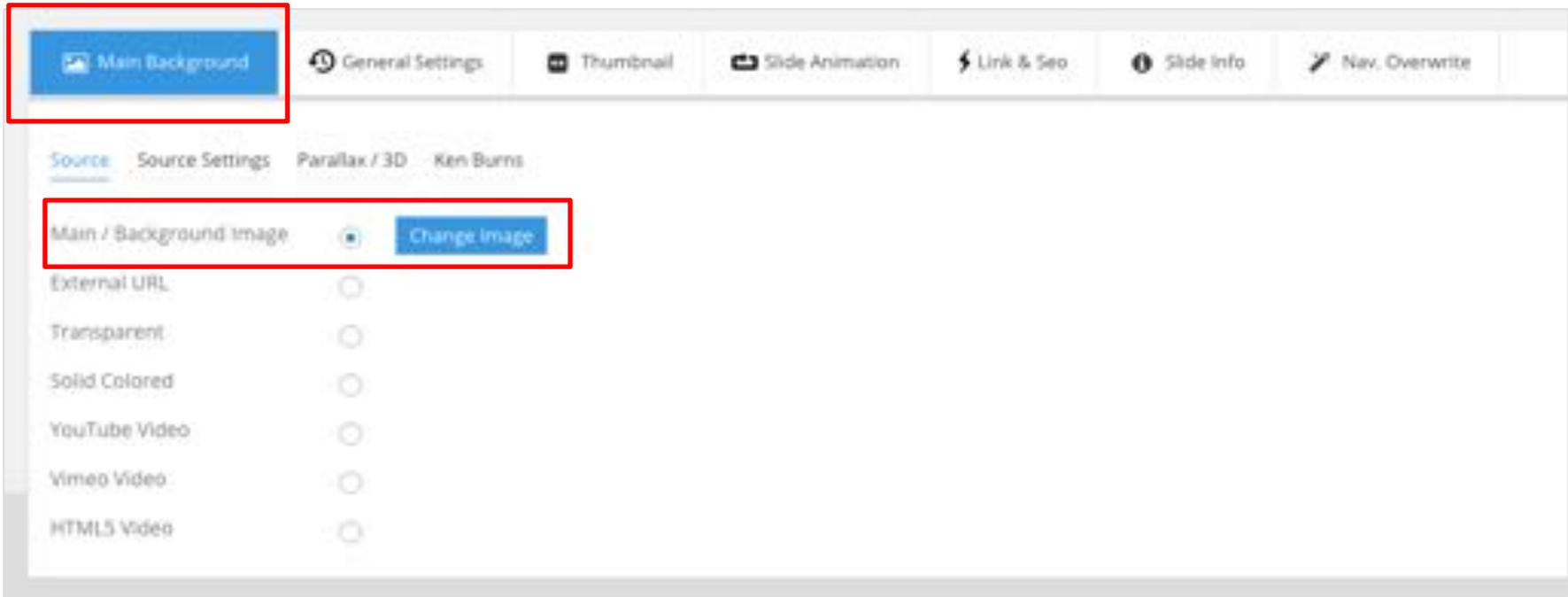
Add New Slide (I)

1. Click 'Slide Editor' button.
2. And you will be redirected to the Slide editor page.



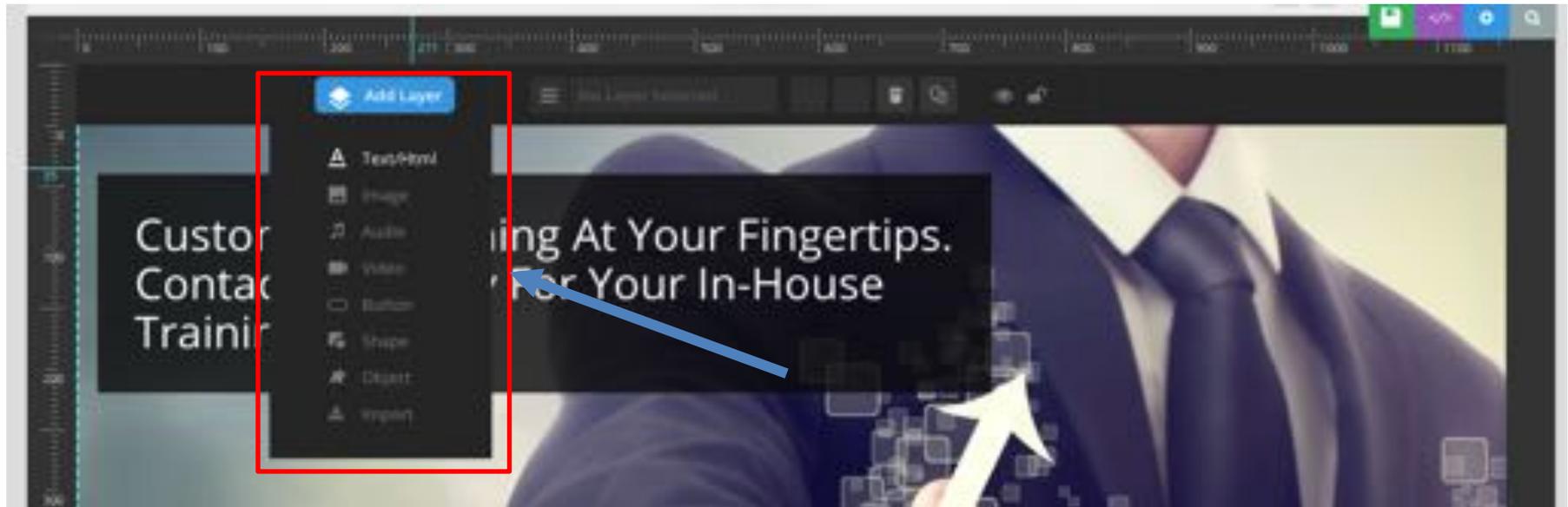
Add New Slide (II)

1. To set up the background image slide, please click 'Main Background' tab
2. You can use image, video, or color for your background slide. We will use image for this example. Please choose "Main / Background Image"
3. Please upload your background image by clicking 'Change Image' button.



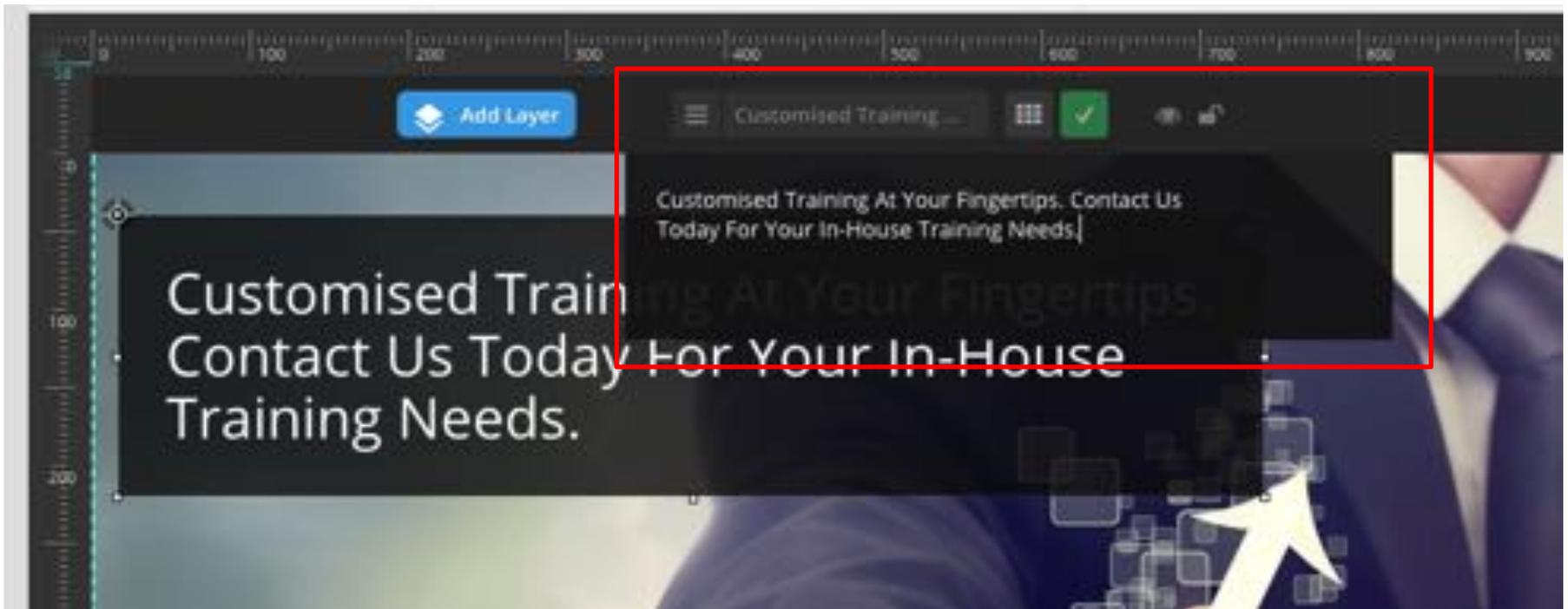
Add New Slide (III)

1. You can add a new layer on top of your background image slide.
2. To add a new layer, please click 'Add Layer' button.
3. Choose the element that you want to add into your layer.



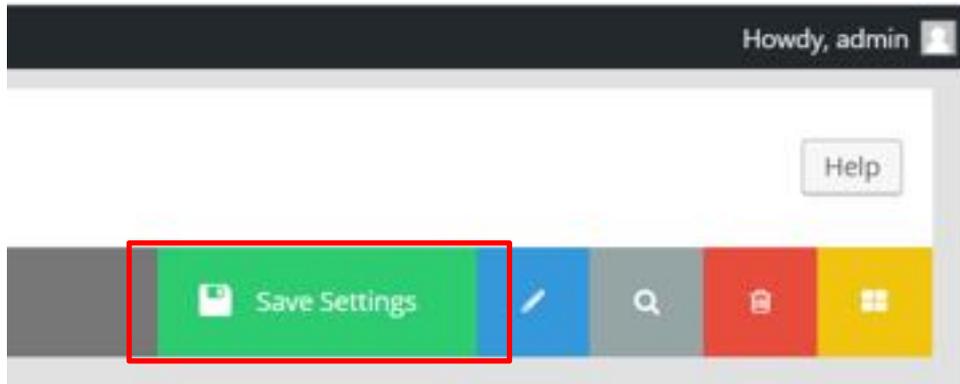
Add New Slide (IV)

1. Once you click one of the Element, it will display an element box.
2. You can edit the element real time.



Add New Slide (V)

1. Click 'Save Slide' if you want to save the slide.
2. Click magnifying glass icon if you want to see the preview.
3. Click cog icon if you want to go to slider settings.



Publish Slider (I)

1. If you use Beaver Builder, you can use slider revolution widget.
2. Drag the Slider Revolution to any row or column in your page builder.
3. The Slider Revolution widget will show up. You can choose the slider in the drop down box.
4. Click 'Save' to use the slider revolution.

The image shows two parts of the Beaver Builder interface. On the left, the 'Modules' panel is open, displaying a list of 'WordPress Widgets'. The 'Revolution Slider' widget is highlighted with a red box. A blue arrow points from this widget to the right-hand panel. The right-hand panel is the 'Widget' configuration window for the 'Revolution Slider'. It has two tabs: 'General' and 'Advanced'. Under the 'Revolution Slider' section, there is a 'Title' field, a 'Choose Slider' dropdown menu with 'My Slider' selected (highlighted with a red box), a 'Home Page Only' checkbox, and a 'Pages' field with the example '2,10'. At the bottom right of the widget panel, there are three buttons: 'Save' (highlighted with a red box), 'Save As...', and 'Cancel'.

Slider Revolution Video Tutorial

- I. Here is the official tutorial video from slider revolution :
<https://www.themepunch.com/faq/slider-revolution-beginner-video-guides-tutorials/>

LESSON 8 Templates

- Understanding how to create, edit, use and delete Templates

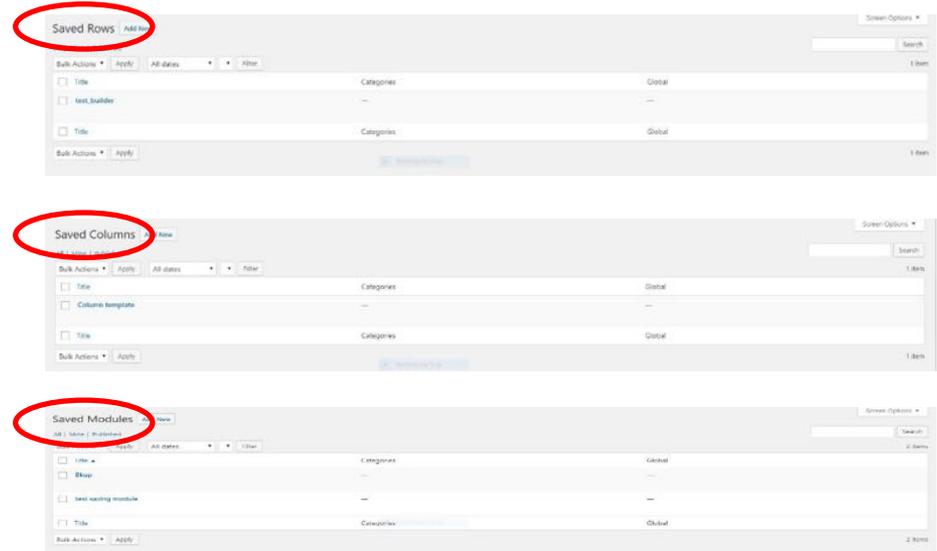
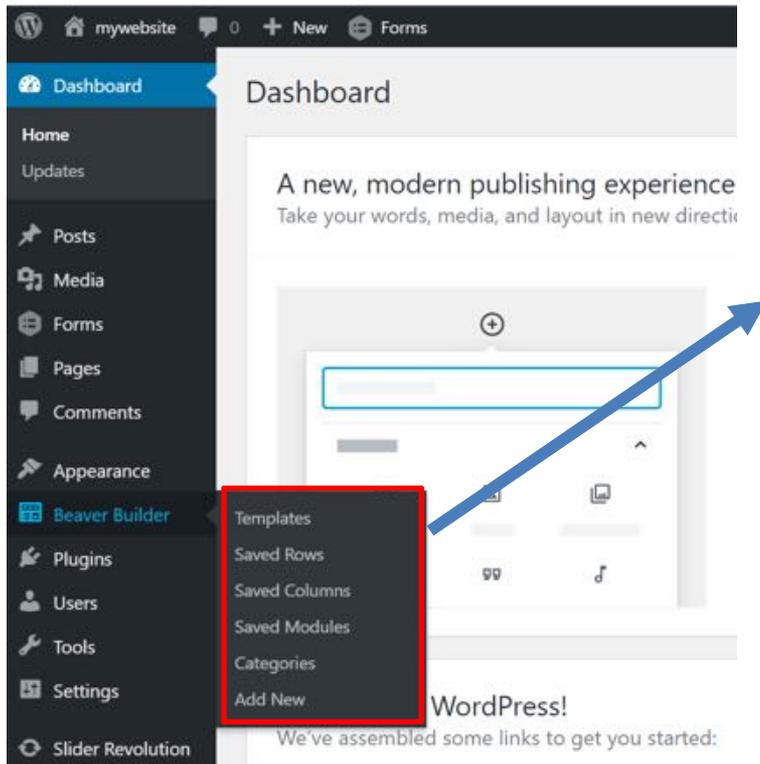
What are Templates?

- A template is a set of layout, contents and properties for each row, column, modules, post or page that are customized and stored by the user(s).
- The saved templates can be used to standardize the design of individual elements or pages to have a consistent design throughout the entire website.
- It also saved time by using those templates instead of creating a new layouts or designs which are identical to the existing ones.

How to Access Templates

1. To access saved templates of pages, rows, columns or modules – (hover and) click any of the respective option under 'Builder' menu at the left side bar.
2. The respective saved elements will display at the right panel.

Notes: This method to access templates is used to edit the layout or format of the templates. However, the saved templates have to be accessed from the editing page or editing post itself in order to add into the particular page or post.



Create New Templates(I)

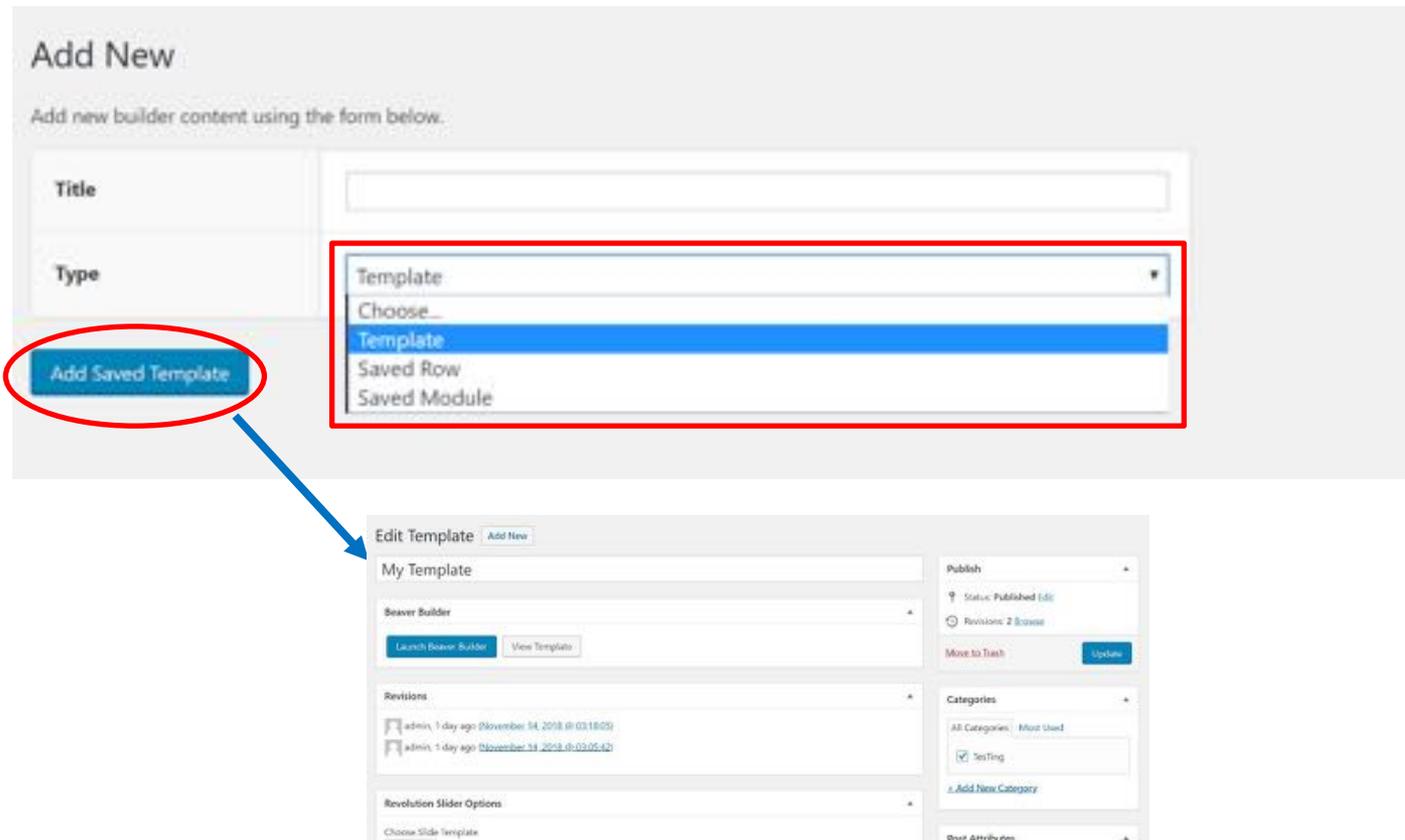
1. Click 'Add New' on either Templates, Saved Rows, Saved Columns or Saved modules page.
2. It will redirect to "Add New" page to fill in the new template information.

The screenshot displays the WordPress admin dashboard for a site named 'mywebsite'. The left sidebar shows the navigation menu with 'Beaver Builder' selected. Under 'Beaver Builder', the 'Templates' sub-menu is active. The main content area shows the 'Templates' management screen. A red box highlights the 'Add New' button, with a blue arrow pointing to the 'Add New' form on the right. The form includes fields for 'Title' and 'Type' (set to 'Template'), and an 'Add Saved Template' button. A table below the form lists existing templates with columns for checkboxes, titles, and categories.

Checkbox	Title	Categories
<input type="checkbox"/>	Title	Categories
<input type="checkbox"/>	My Template	Testing
<input type="checkbox"/>	Title	Categories

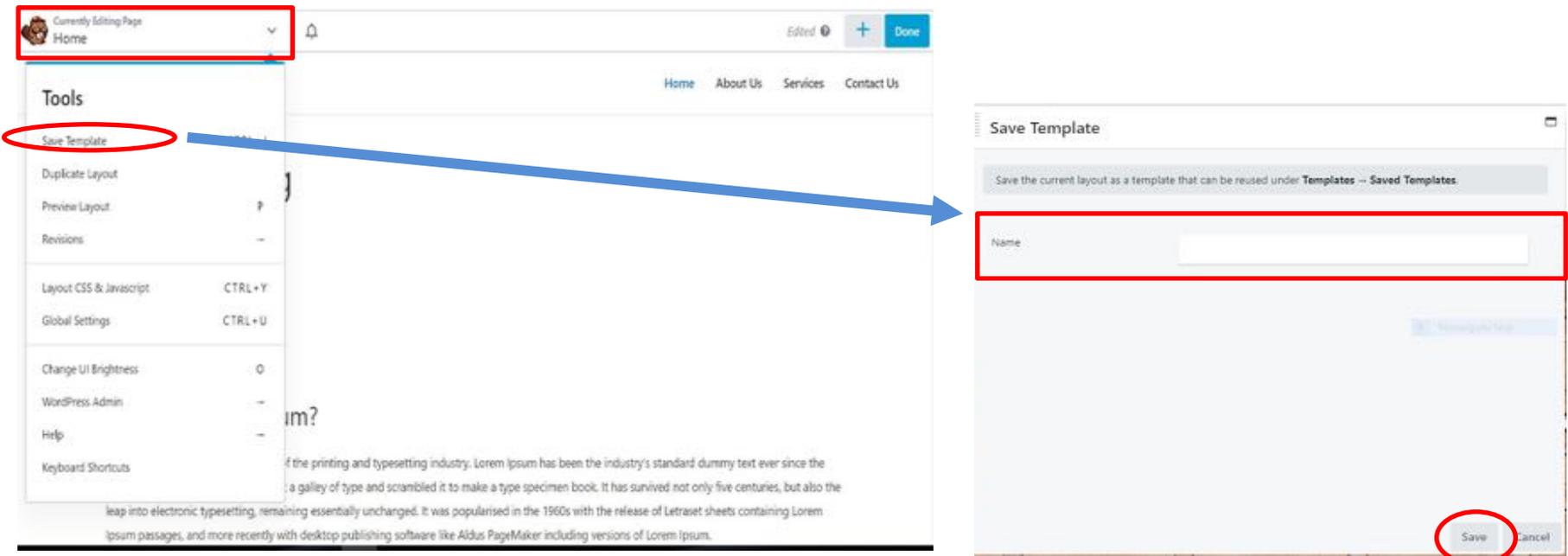
Create New Templates(II)

1. Fill in the required information such as name of the new template, as well as, choosing of the type of template such as Template(for entire page or post), Saved Row, or Saved Module.
2. Click 'Add' after filling in all the required fields, it will redirect to the editing page for that particular template.
3. Note:The editing process is same as editing normal page or post



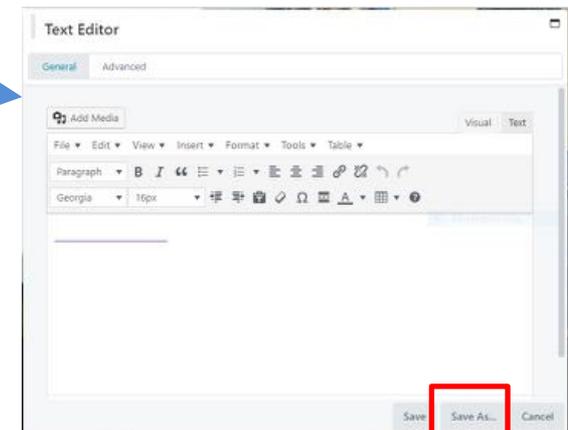
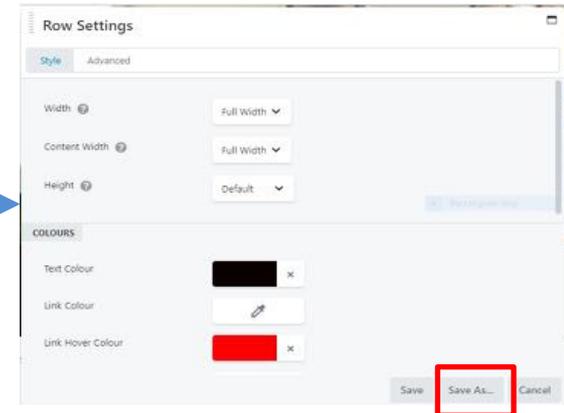
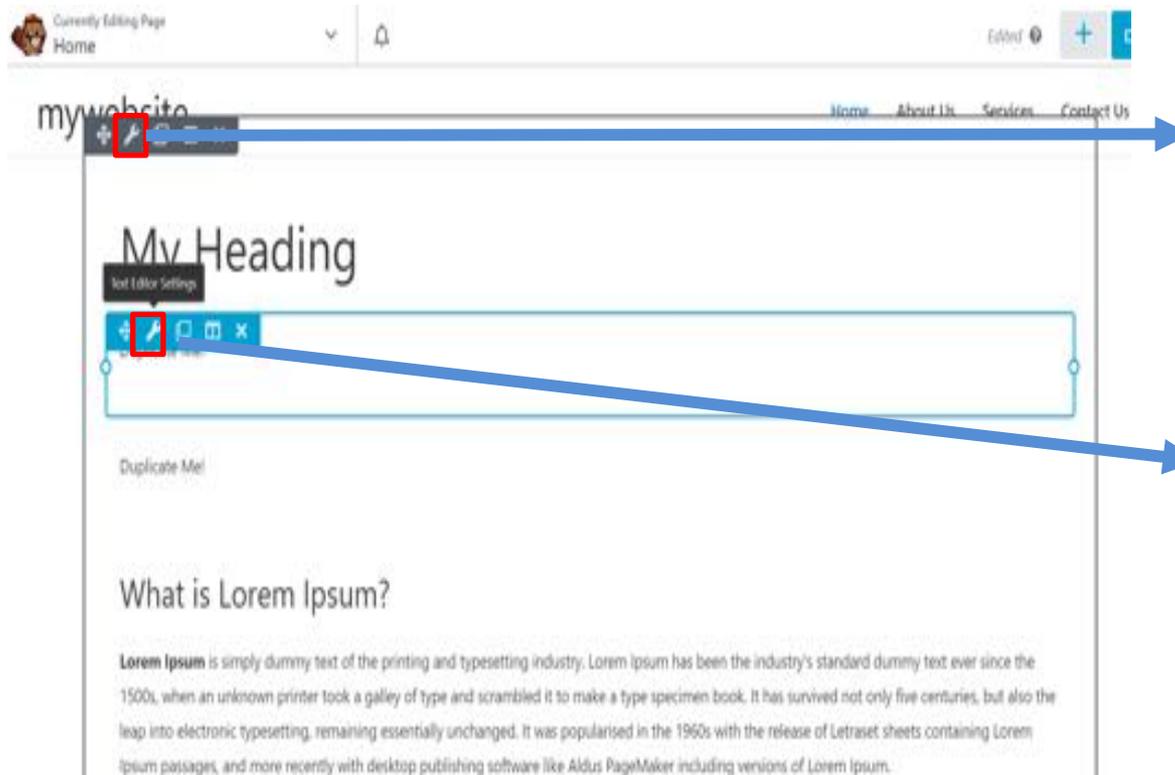
Saving Templates

1. Click on the page name at the upper-left corner of the editing page, the dropdown box will display.
2. Click 'Save Template', save template box will pop-up.
3. Enter the name for template and click 'Save', the page template will be saved for later use.



Saving Rows & Modules(I)

1. For saving a row or module from the editing page or post, click on the setting button of the desire row or module.
2. At the Setting or Module Editor box, Click 'Save As'.



Saving Rows & Modules(II)

1. After clicking 'Save as', another box will display to enter the name of the template to save as.
2. Click 'Save' after entering the name field, and it will be saved in the respective template location.

Save Module

Name

Global No ▾

Save Cancel

Save Row

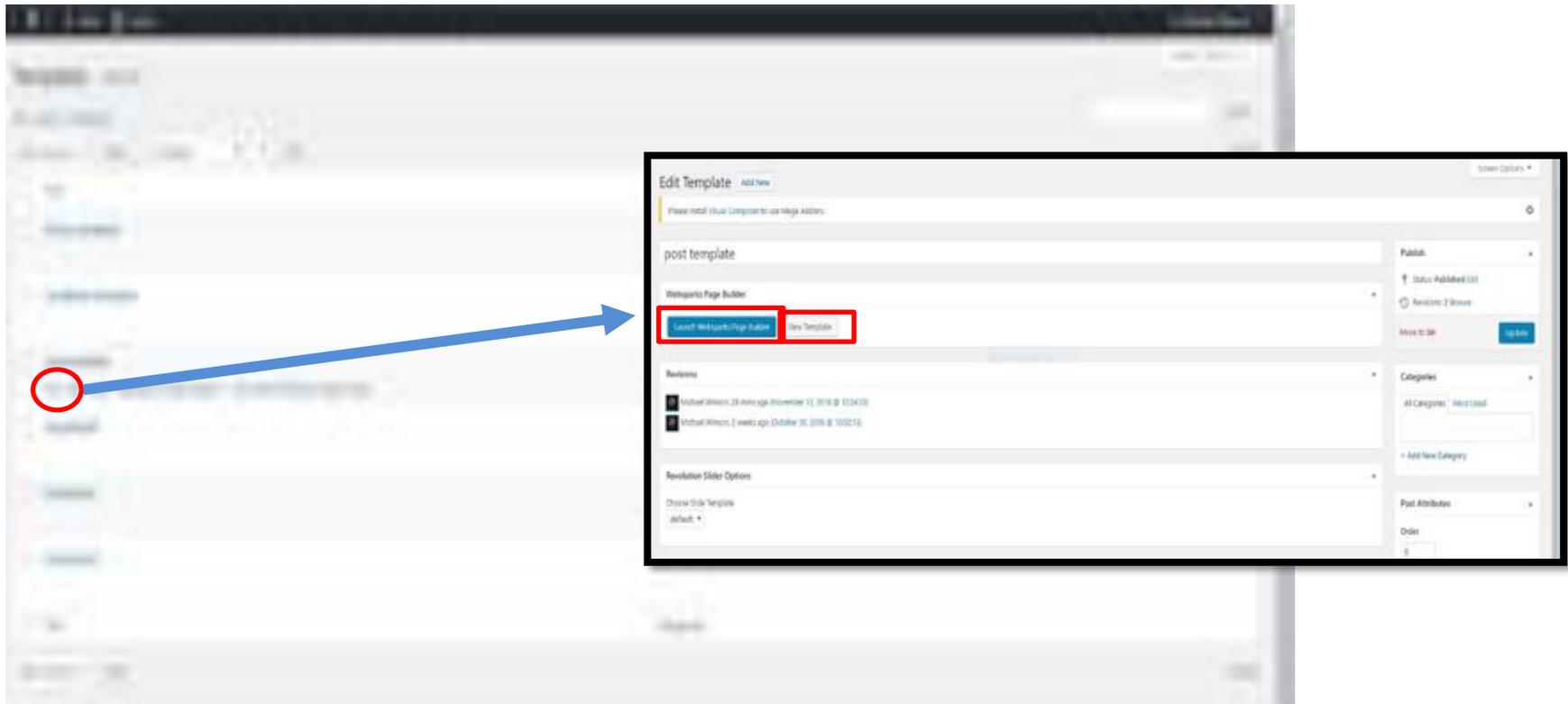
Name

Global No ▾

Save Cancel

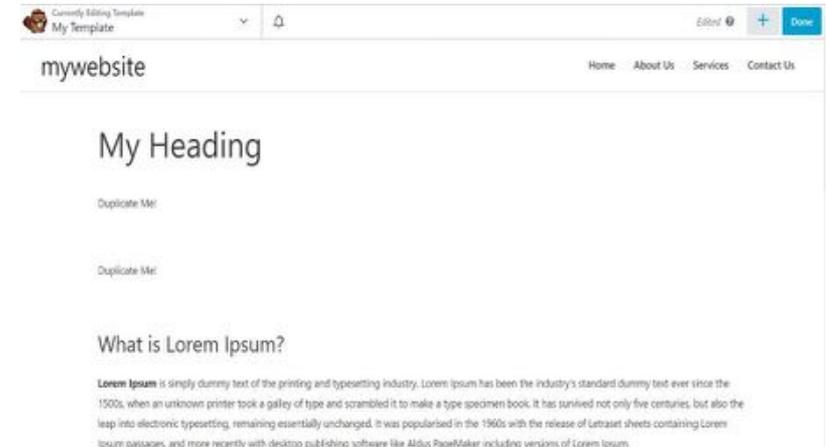
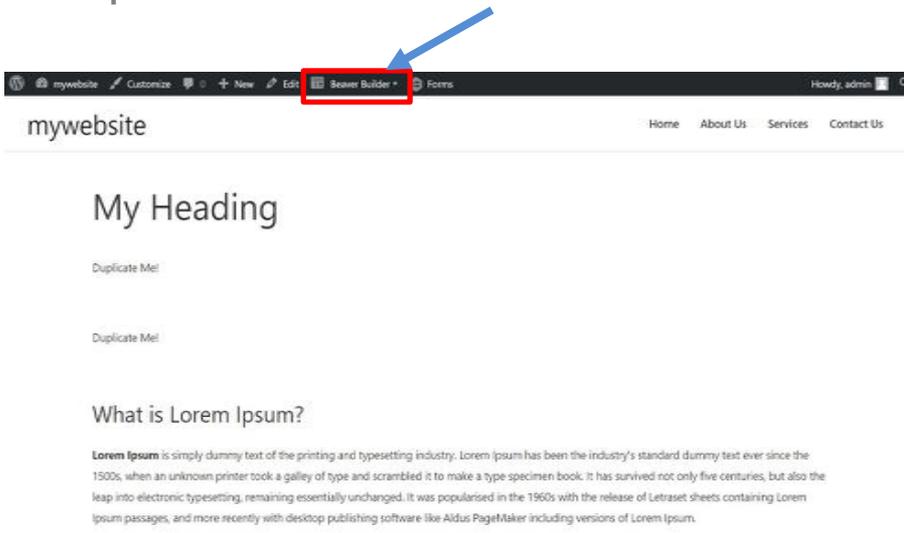
Editing Templates(I)

1. Hover on any of the template and the options will be display at the bottom of it automatically.
2. Click 'Edit', and it will redirect to the template page where the template can be either view by clicking 'View Template' icon, or edit by clicking on 'Beaver Builder' icon.



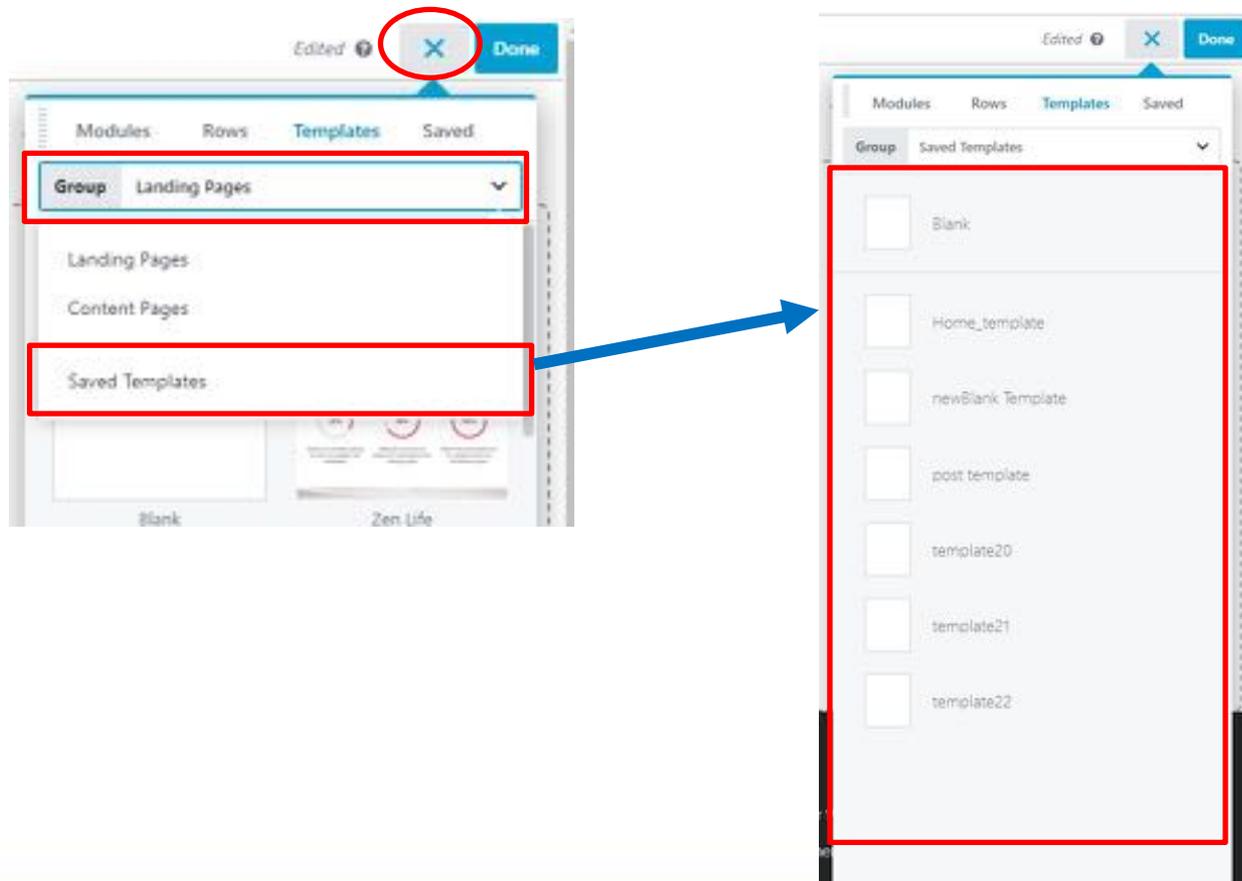
Editing Templates(II)

1. For viewing a template, shown in left image, it will display the template layout. However, you can click on 'Beaver Builder' at the top menu to go to the editing page.
2. For editing, shown in right image, the process is same as editing normal page or post.



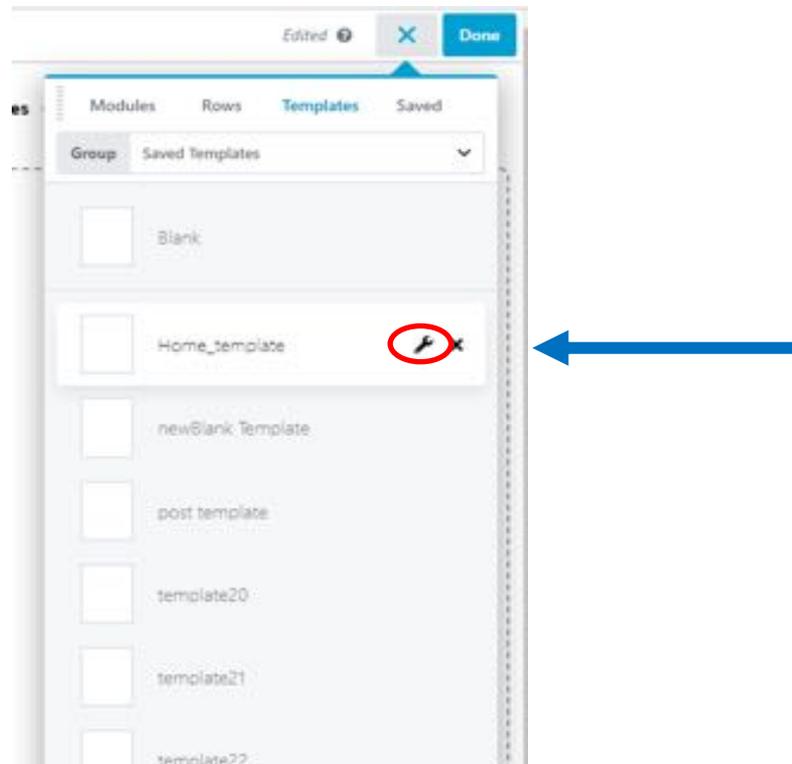
Using Saved Templates(I)

1. Click '+' icon at the upper right corner of the editing page, and dropdown box will be displayed.
2. Select 'Saved Templates' at the 'Group' dropdown menu of 'Template' tab, a list of saved templates will be displayed.



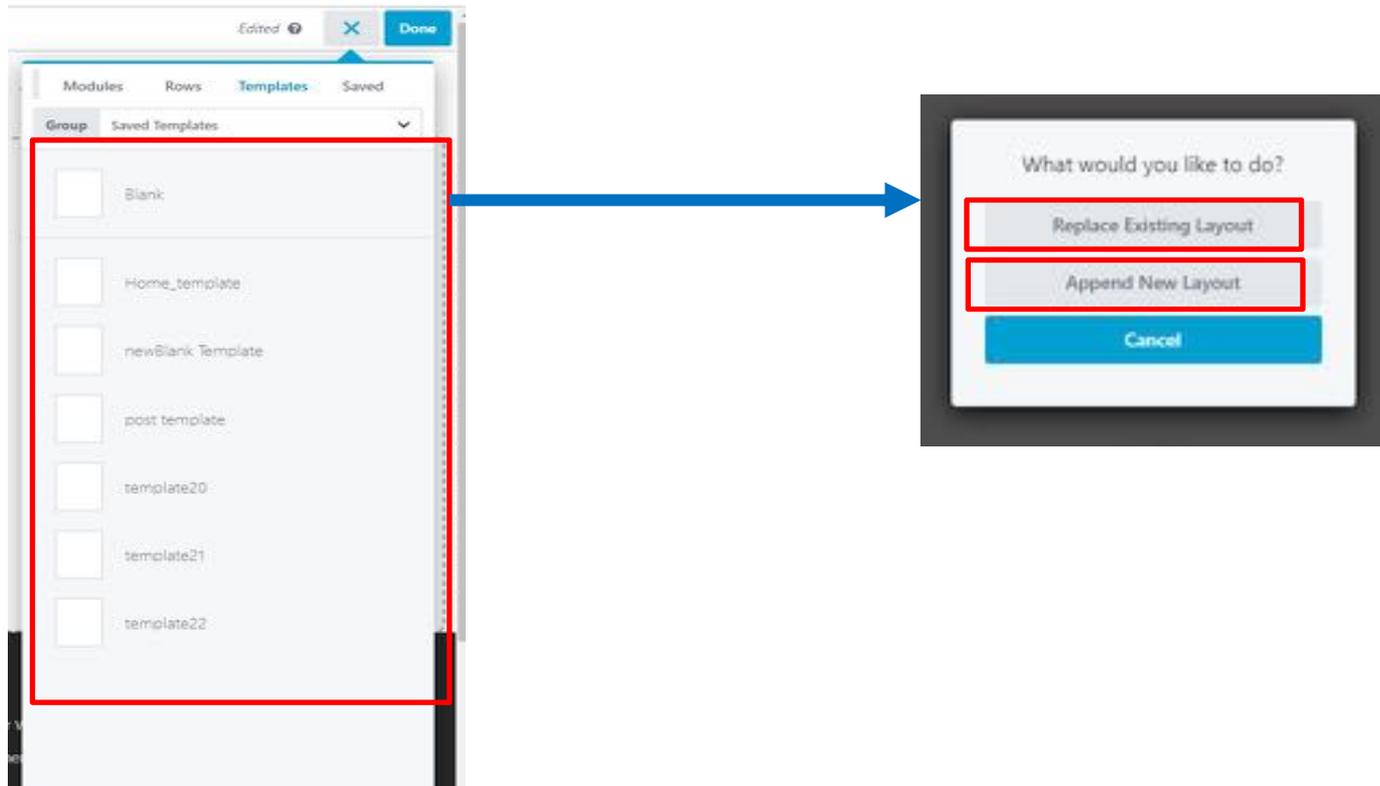
Using Saved Templates(II)

1. Any template can be preview before adding into new page or post, by hovering on the desire template and click on the '🔧' icon.
2. Upon clicking, a new browser will open with the layout and design of the saved template.



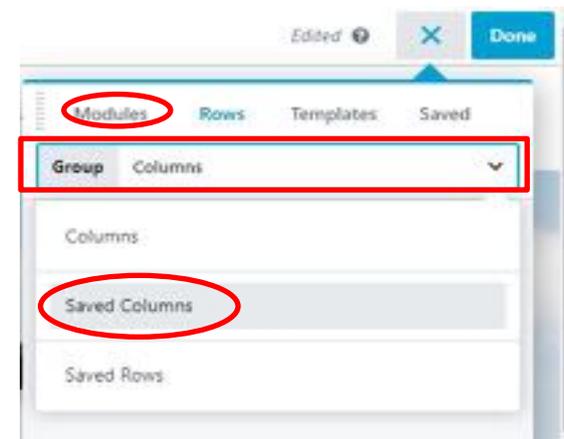
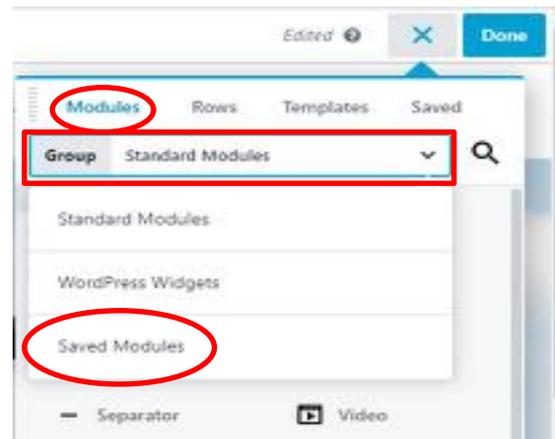
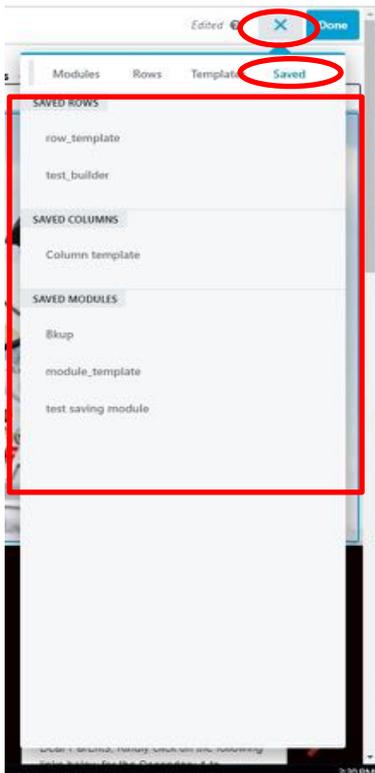
Using Saved Templates(III)

1. If the page or post has no element, the selected template with all the elements in it will be added to the page or the post.
2. If the page or post has been populated with any rows or elements, then there will be a pop-up box to choose an options—whether to replace the existing layout or append it. Select any option desire and it will be implemented.



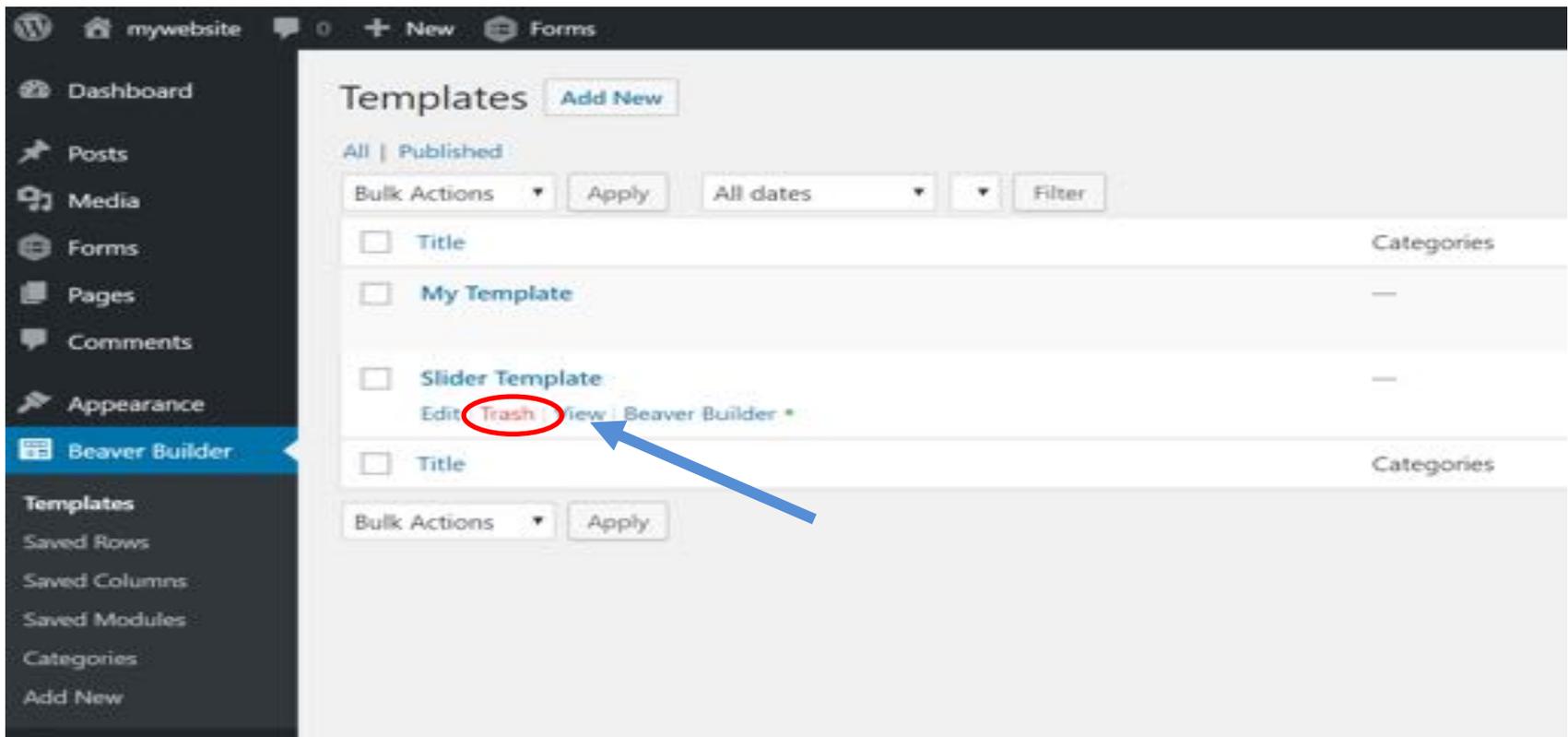
Using Saved Templates(Row&Module)

1. At the upper-right hand corner of editing page, click '+' icon and a dropdown box will be displayed.
2. Click 'Saved' to view all the saved templates which are arranged in three categories. Just drag and drop the saved row, column or modules at the desire location of the page or post.
3. Otherwise, the saved template can be access from their respective categories as well.



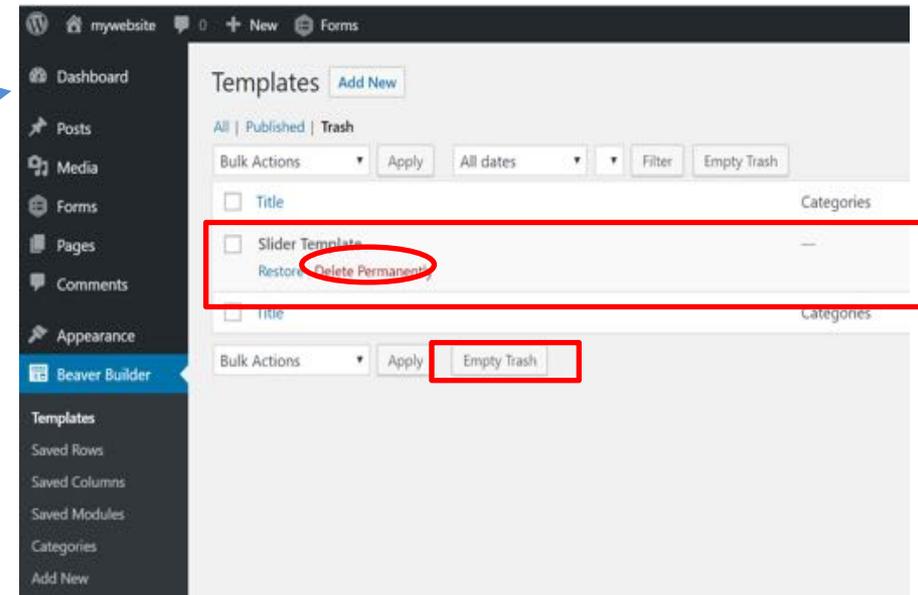
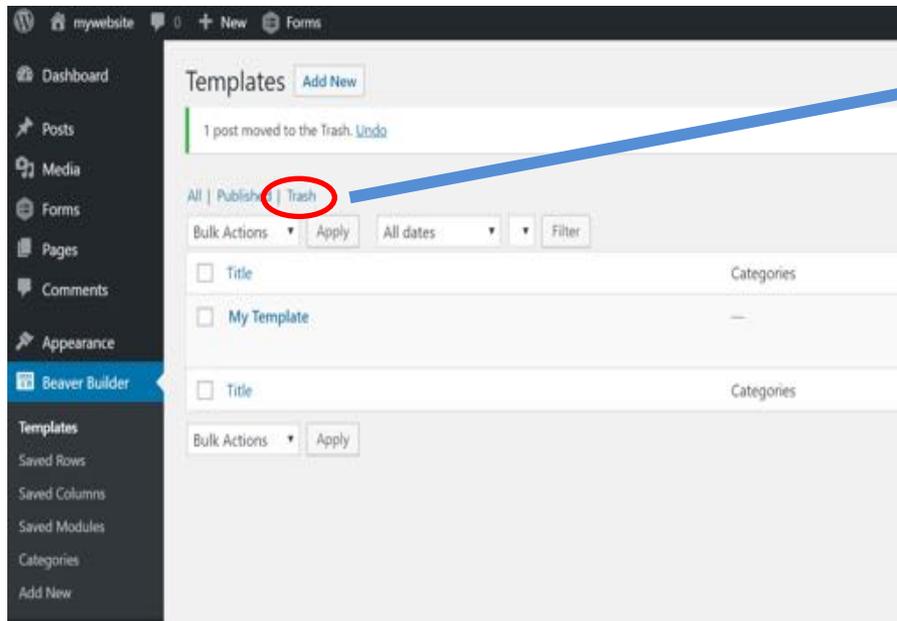
Deleting Templates(I)

1. At the 'Builder' page, hover on the template and a number of options will be visible below the template's name.
2. Click 'Trash', and the template will be removed from the list



Deleting Templates(II)

1. All the deleted templates will be removed to the 'Trash' folder, which access from the 'Trash' folder link located above the respective templates categories.
2. Click 'Trash', and a list of deleted templated will be displayed.
3. To delete a template permanently, hover on the template and click 'Delete Permanently'.
4. Otherwise, click on 'Empty Trash' button to delete all the templates in the 'Trash'.





Thank You!

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People Post Type Guide

Adding People Post Type

- Filled in all the necessary details and select, at least one personnel category, in order to include in the listing page at the front-end.
- Make sure to check the respective boxes of “Specialisation” at left side, after adding new specialization categories. Refresh the page if necessary.

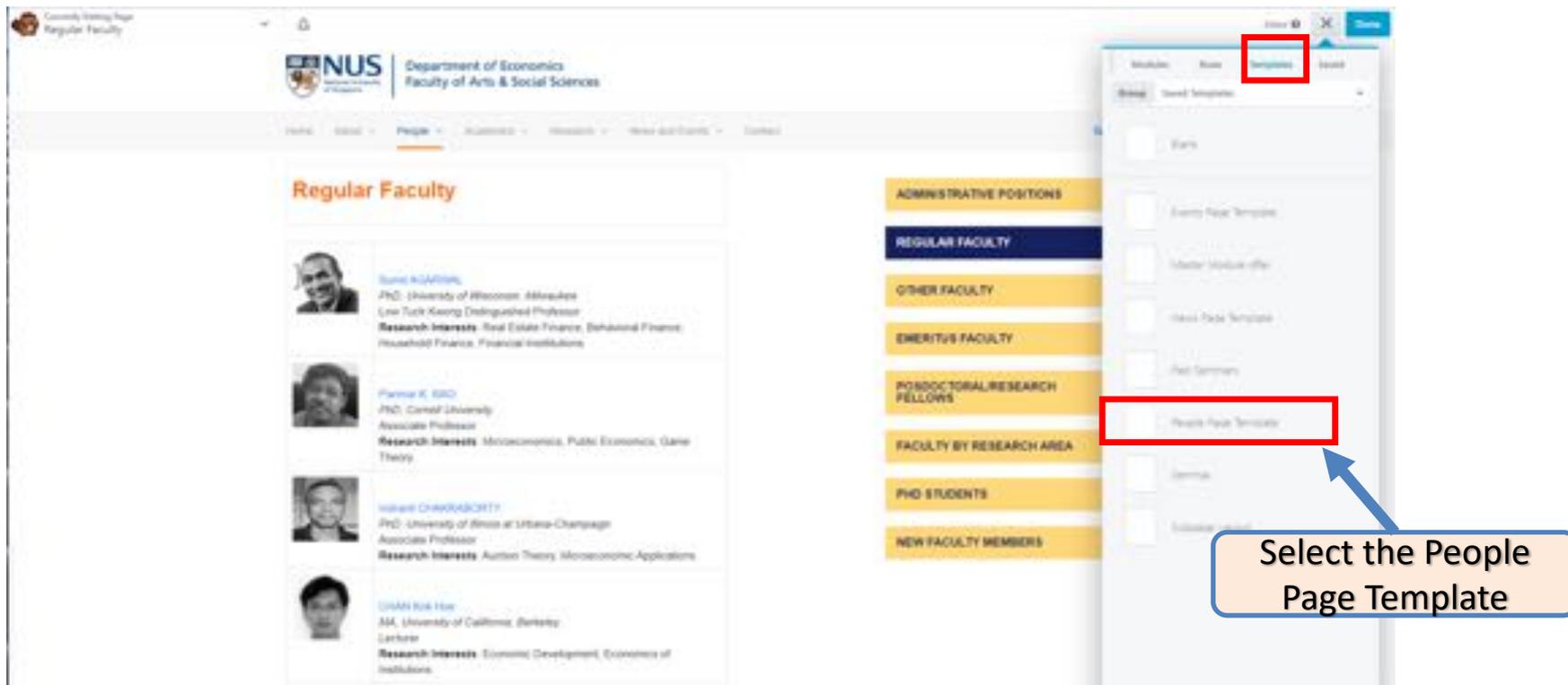
The screenshot shows the 'Add New Personnel' form. A red box highlights the 'Add title' field at the top. Another red box highlights the main form area, which includes fields for Profile Picture, Designation, Email, Office Location, Office Number, and Specialisation. The Specialisation section has a list of checkboxes for various research areas. To the right, a 'Personal Categories' section is visible, containing checkboxes for Teaching Area, Law and Economics, Microeconomics, and Public Economics. A blue arrow points from a callout box to the 'Add title' field, and another blue arrow points from a callout box to the 'Personal Categories' section.

Fill in the details for people

Select at least one of a Personnel Category

Editing People Listing Page (I)

- At the front page editing mode, select the “People Page Template” that saved under the Templates=>Save Templates.



Editing People Listing Page (II)

- There are two module together with page title populated, edit the two module to display the desired content accordingly.
- Both modules are using slug of the Personnel Categories of the People post type to display the respective list of those people belonging to the categories. Refer to next page for finding out slug.

Two Modules, filter portion and listing portion.

Enter Personnel Categories' slug. E.g. graduate-students

Editing People Listing Page (III)

- Find out the slug of a particular Personnel Category as follow.

The screenshot shows the 'Personnel Categories' management page. On the left sidebar, the 'Personnel Categories' menu item is highlighted with a red box. A blue arrow points from this box to the 'Add New Category' form. The form includes fields for 'Name', 'Slug', 'Parent Category', and 'Description'. To the right, a table lists existing categories. The 'Marketing Area' entry is highlighted with a red box, and a blue arrow points from this box to its 'slug' field, which is also highlighted with a red box.

Name	Description	Slug	Count
<input type="checkbox"/> Home			
<input type="checkbox"/> Marketing Area		marketing-area	0
<input type="checkbox"/> -- Law and Economics		law-and-economics	0
<input type="checkbox"/> -- Microeconomics		microeconomics	0
<input type="checkbox"/> -- Public Economics		public-economics	0
<input type="checkbox"/> Home			



Thank You!