

WordPress

Astra Theme / Elementor Pro Pagebuilder

Elementor allows you to create, edit, and customize the layout of your WordPress site without having to write any code.

(Note: Elementor is a plugin that works only on WordPress.)

The Elements of Website Content?

The content of a WordPress website is built up using pages and posts.

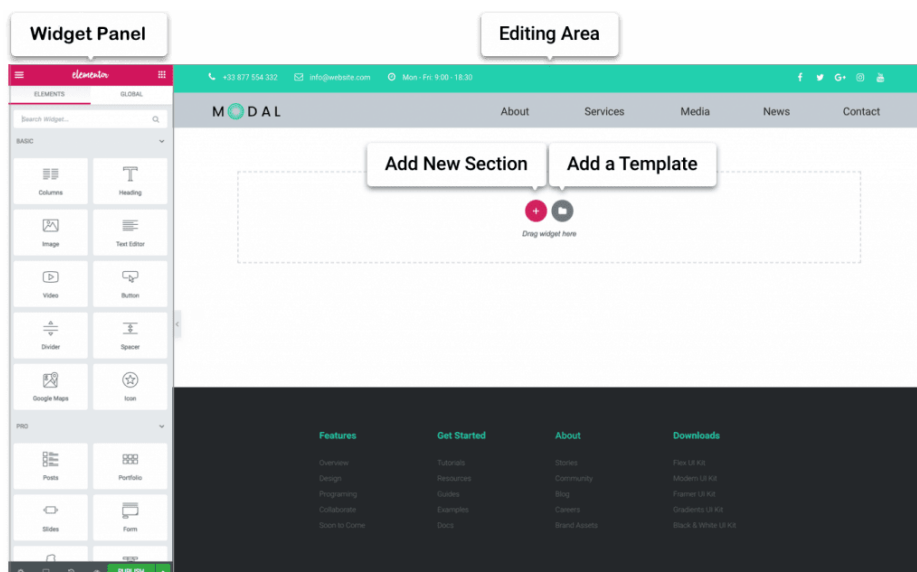
- Pages add timeless, static content that doesn't need a publishing date, such as the "Home," "About" and "Admin" pages.
- Posts create content that carries a publishing date and is displayed on an Archive (Blog) page.

Elementor is a free, live drag and drop page builder plugin that can be added to WordPress. It enables you to see changes to your pages as they are being edited in real-time. You can create sections and add multiple columns to each section, or you can drag and then drop widgets from the widget selection panel to any location. Elementor comes with tons of widgets, from heading, text editing and image widgets to advanced accordions, sliders, testimonials, social media feeds, and many more. There are also many ready-to-use templates that can be inserted into existing web pages.

Elementor Pro is an add-on that users can purchase to get even more functionality out of the free Elementor plugin, with over 30 additional widgets and features and access the full Pro Elementor template library.

The components of the editor

There are two main columns. The top and bottom action bars, as well as the widget library, are located inside the control panel (left column). The right column is the live preview of a page, it represents your actual page design.



There are several actions in the bottom action bar:

- Settings: Allows you to change the settings of a page / post / template.
- Navigator: Displays a navigation panel to help you select your elements in the page easily.
- History: Allows you to undo any changes you have made.
- Responsive mode: Allows you to change the page view from Desktop, to Tablet or Mobile view. You can check that your page is working on all three views.
- Preview changes: This opens your page in a separate tab and updates automatically whenever you click Publish/Update.
- Publish / Update: You need to click this before leaving your page. If you leave before updating your changes will not have been saved.
- Save options: This gives extra options for saving. You can save it as draft without publishing or you can save it as template to be used in other page.

Sections, Columns and Widgets

- A page built by Elementor contains three main elements - sections, columns and widgets.
- A section is the outermost wrapper and a page can consist of several sections (also known as rows).
- There are inner wrappers inside a section called columns. A section can contain one column or several.
- The widgets, such as headings, images, buttons, etc, are inserted into the sections or columns by dragging and dropping.

The properties of Sections, Columns and Widgets

Each section and column has Layout, Style and Advanced properties and most of the widgets have Content, Style and Advanced properties.

- Content property: Add content of a widget, e.g. an image, text etc.
- Layout property: Controls the size of a section/column.
- Style property: Controls the appearance of an element, e.g. the colour, background image, border, shadow, typography etc.
- Advanced property: Controls extra properties, e.g. the margin and padding of an element.

Right-click any element

There are extra functions that show when you right-click certain elements. Such as duplicate, add new column, copy, delete.

Create a New Page

- From the WordPress dashboard, click Pages > Add New
- Add a title.
- Click Publish > Publish
- Click Edit with Elementor to enter the Elementor Website Builder

Note: If the Edit with Elementor button is clicked before naming your pages and publishing it will be given a default name such as Elementor #88. You will need to edit the Page Name and the permalink slug by clicking the gear icon in the lower corner, or in the WordPress dashboard.

Building Pages

Sections are designed section by section. First insert a section, choosing the desired number of columns.

For each section:

- Drag & drop desired widgets into the column (image, heading, text).
- Insert the content of the widget.
- Change the properties/styles for the section, column and widget.
- When you are satisfied with the design, click *Publish / Update*.
- Your page is now live.
- Repeat these steps for further sections.

Adding Posts (also known as Archives)

First upload an image for the Featured Image of the Post. Find an image with suitable licence and save it to your device:

- Google Images – (<https://images.google.com/>)
(Tools > Usage Rights > Creative Commons Licences)
- Pixabay - (<https://pixabay.com/>)
- Pexels - (<https://www.pexels.com/>)
- Creative Commons - (<https://search.creativecommons.org/>)
- Wikimedia - (<https://commons.wikimedia.org/>)

Good sizes for featured images are about 1200 x 630px. You can crop and compress them via the TinyPNG website - <https://tinypng.com>

- Go to Post > Add New (or +New on the Top Admin Bar > Post)
- Add a Title
- On the Upload Files Section of this page (right side of screen)
Choose a Category (or create a new one)
- Scroll down to Featured Image.
Click Set featured image. The Media Library will open.
- Add an image from the Media Library or choose Upload Files and upload an image from your own device.
- In the editing section of the post screen compose your post or copy and paste text from elsewhere.
NB If you copy and paste make sure you choose the Paste as text option and then highlight it and choose Clear Formatting.
- You can add heading options from the Paragraph box and add images using the Add Media box.
- When you have finished click the Publish or Update option.
- Your post should be automatically added to the Latest News page.

Go to the front end and check.

If you want to edit anything go to the Dashboard > All Posts, find the title for your post and click Edit (classic editor)

or, while the post is open in the Latest News section, click Edit Post.