Knights of Columbus
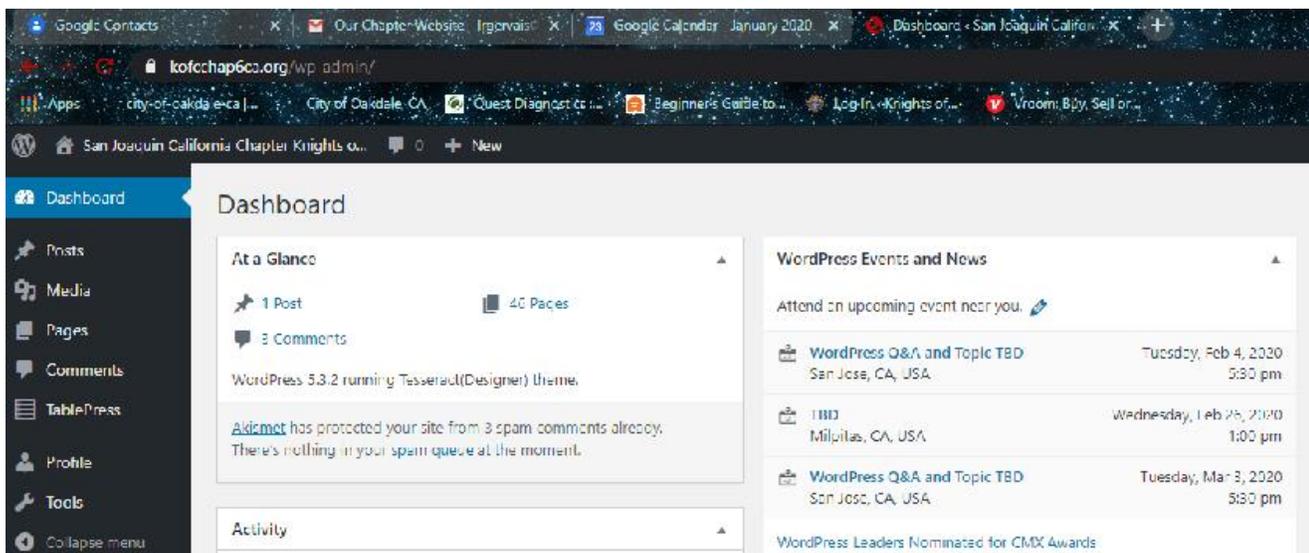## California Chapter 6

Website Intro to get started. Rev 1.1

We are hosted on a "Shared GoDaddy" Unix Server running WordPress under the cPanel implementation.

We use WordPress (WP) for the CMS to administer all our pages. We run several "Plugins" to give us the functionality desired to create, design, modify, and maintain all content displayed to the public. The editor "Plugin" that we use is Beaver Builder (BB) Standard Edition (This is a paid subscription and a step up from the Free Edition) BB is a WYSISWYG (==W==hat ==Y==ou ==S==ee ==I==s ==W==hat ==Y==ou ==G==et) editor.

To access our Website as a Webmaster contact Lou Gervais for your credentials package.

Your login will expose the page/pages that you are going to maintain, and you will be presented with the WordPress (WP) Dashboard as your landing page. Here is a partial view of what you will see:
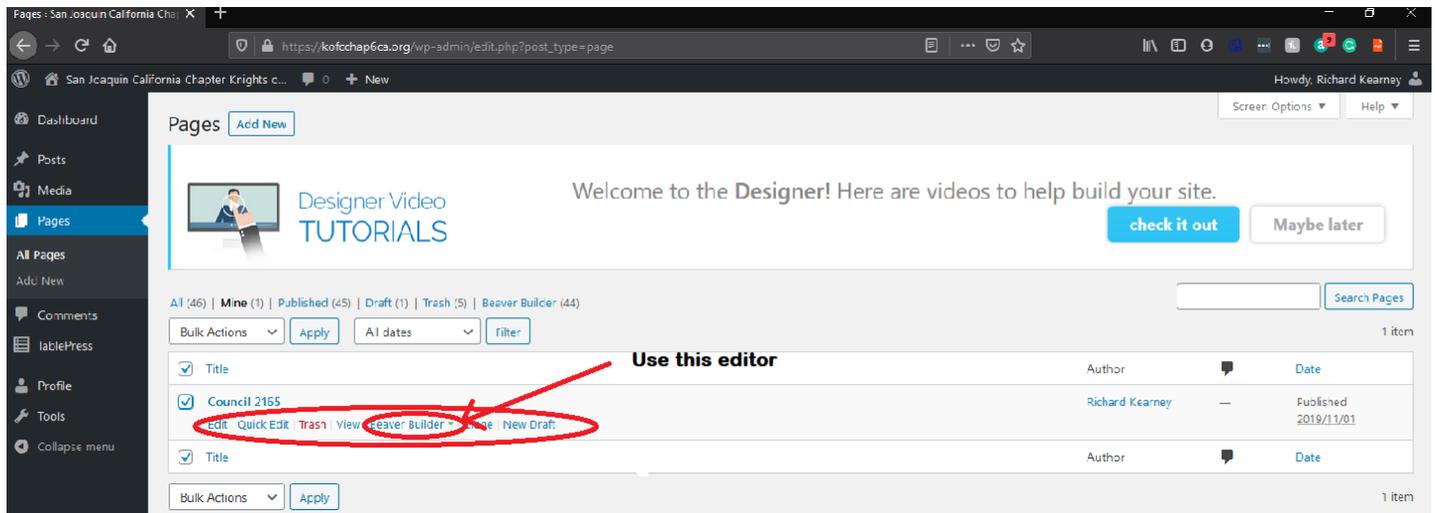

The next step would be to access your content so that you can maintain what is currently available.

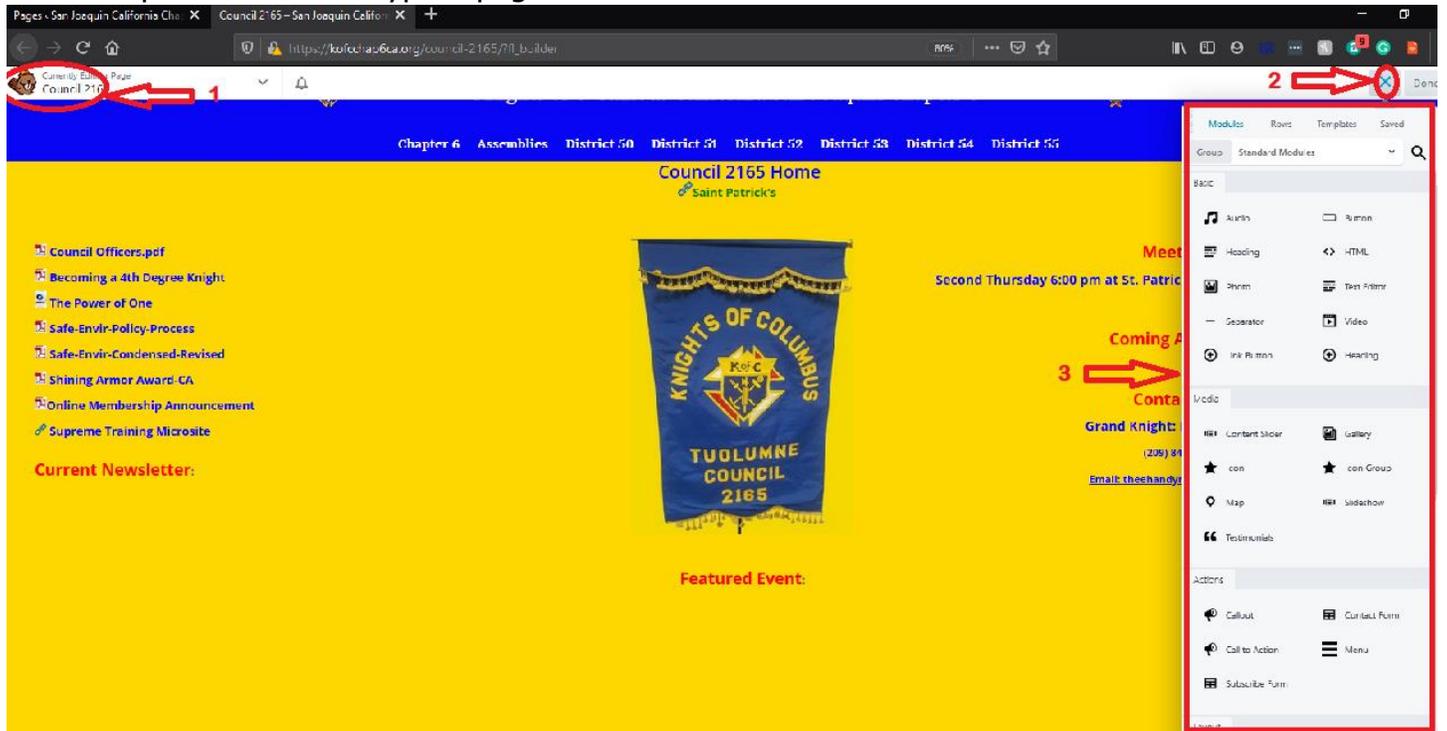Move your mouse up to "==Pages==" and notice the "==Flyout==" menu shown above. Click on "==All Pages==":

The Page/Pages that you are going to maintain will now be displayed.

Please note that Beaver Builder is currently active for this page. Please use this editor to access the page and make your changes.
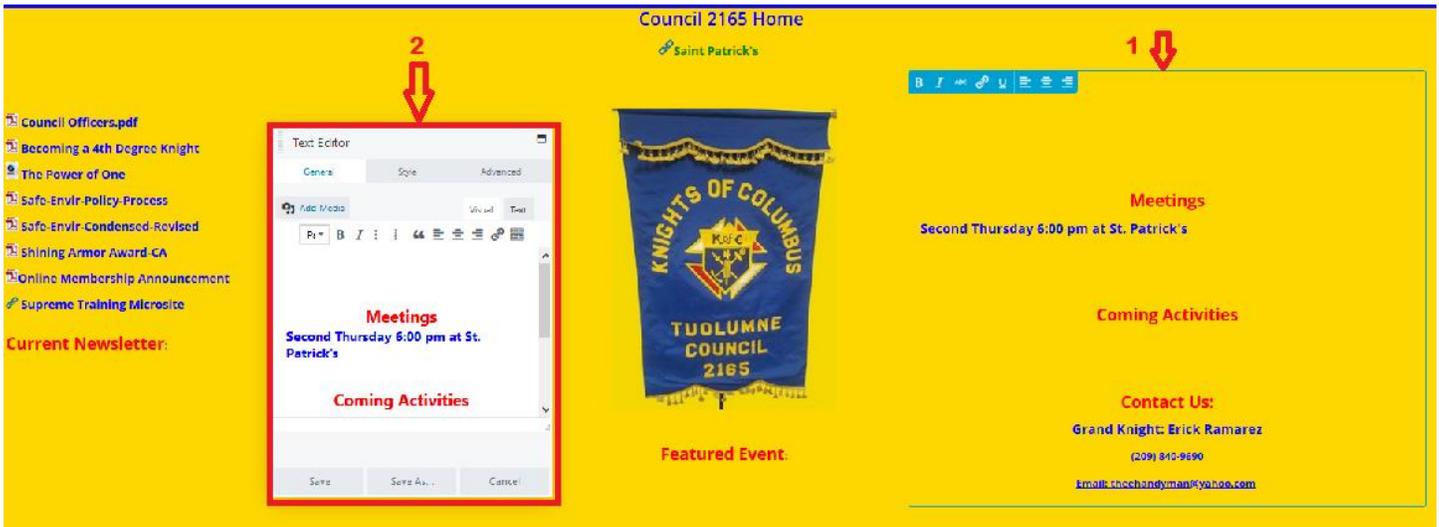
The Trash item will delete this page. Please Don't delete nor rename it as this page is part of the menu items and linked by other pages on this website.

When you select Beaver Builder it will take a bit of time (5 or more seconds) for the page to display and as it is being pulled from the DB and created for you. BB & WP will lock the page while you are editing it. You will notice activity at the top left the browser indicating that the page is being loaded. Here is a partial view of a typical page:

Notice at the top left of the browser the Beaver Icon and the Title of the page.

To edit the content, move the mouse over a block of text and click in it (see item #1 show below and notice that the entire block will be outlined and a new window will be opened. (See item #2 and notice that it is outlined.) Item #2 is the new window that opened and the one to use for editing.
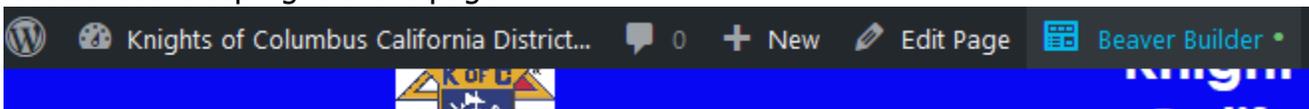

While a block is outlined, and it is the one that you want to edit then simply click in it and it will open that section for you so that you can edit it. Don't forget to click on the Save button at the bottom to save those changes.

Once you finished with all your edits you will need to publish those changes. To do this simply click on the Blue Done Button at the top right of the browser. This will bring up the flyout menu offering you the following options:

If you are sure that you have it done, then simply click on Publish.

Tip: If the page got clobbered, scrambled or you simply want to start over then select the Discard button and the app will ask for your conformation. Accept that conformation and you will again be able to start over from the last published page. To restart click on the Beaver Builder menu item located at the top right of the page:

Tip: When you are inside a block that you are editing and you want to add an active link, (See document on "How to add a Link" on the Tech-Corner page), you can test the active link to make sure it works before you publish this page. Use the Save Draft when you want to take a break but are not yet done with the edits.

To see the results of your published work, open another browser or a private page on the same browser. To see your changes, you may need to Refresh the page. If you don't see your changes, then you missed one or more of the steps.

While working with BB you should use the default of ==Visual== unless you are familiar and comfortable with HTML. Go ahead and click on the "==Text==" box just to see what the HTML looks like. To get back, simply click on the "Visual" tab again. The ==Add Media== tab will allow you to add images that are already on our website or you can upload a new one from your computer. You can also load PDF files here, but they really belong in the "Docs" folder. (See Webmaster Part 2) Always use Images of .jpg or .png and avoid .bmp as they are very large. Always convert other file types, (not images, videos, or audio files), to a PDF before uploading them.

There are many tutorials produced by WP and Beaver Builder to walk you through working with these apps. If you get stuck, please don't hesitate to call on me. Id you accidently clobbered the page or get stuck then please call and I will help you through the process or restore it if needed.

Here are some links to get you started:

WordPress (WP) Tutorials: https://learn.wordpress.com/ // Their main site:
Video Tutorials: https://en.support.wordpress.com/video-tutorials/
Complete Guide to: Beaver Builder (BB):
https://www.wpbeaverbuilder.com/a-complete-beginners-guide-to-beaver-builder/

BB List of tutorials: https://probeaver.com/beaver-tutorials/

Additional Video Tutorial for BB:
Use the YouTube.com site and search for Tutorials on BB. It is a wonderful resource that can provide you great tutorials about anything that you need help with or want to learn about.

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