|  |
| --- |
| **CLIENT**  **NAME** |

**WordPress Training**

**Manual**

**Month Year**

|  |  |  |
| --- | --- | --- |
| **Project Manager**:  Name Here | **Designer**:  Name Here | **Developer**:  Name Here |

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**Logging into WP admin area**

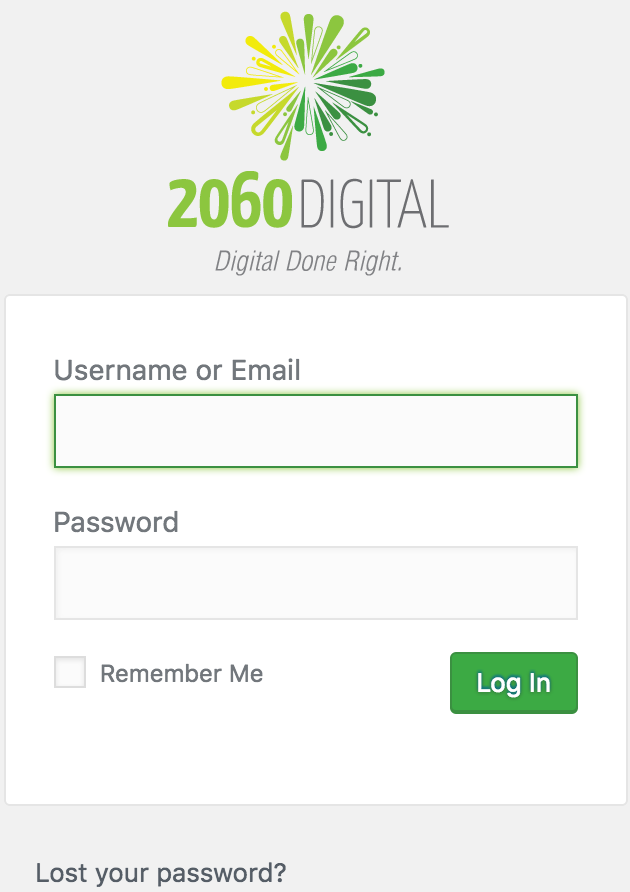
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Type [clientdomain.com/wp-admin](liveattheludlowgarage.com/wp-admin) into your browser

At the WordPress login screen shown below type in the following information to login. (You can update the text after Username and Password if you want)

Username: username-here

Password: \*\*\*\*\*\*\*



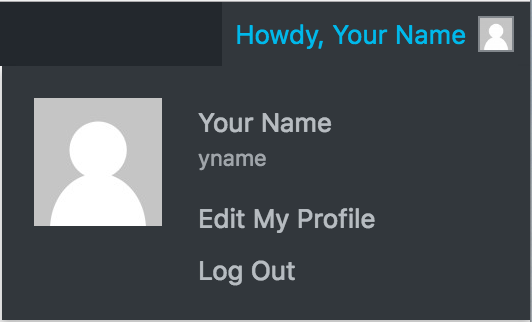
*Login area*

1. Check the checkbox next to Remember Me if you want your browser to remember the login credentials each time you login. Not recommended if you are on a public computer used by others who shouldn’t have access to website.
2. After the Username and Password have been entered hit Enter or click the Log In button.
3. If you have any difficulty logging into the WordPress Admin area please contact 2060 Digital.

**Logging out of WP admin page**

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1. To Log Out of the WP admin page the first thing you want to do is mouse over this section: Howdy, Your Name  at the top right corner of the page.
2. A black box will appear below this section, as shown below, with a Log Out link allowing you to Log Out of the WP admin page.



1. Once you click the Log Out link you will have successfully logged out of the WP admin page and you can close the browser window.

**Tour of the WordPress Dashboard**

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The WordPress Dashboard allows you to edit the content on the website in a user-friendly manner. After successfully logging into the admin area the vertical navigation bar, shown below on the left, will appear on the WordPress admin homepage.

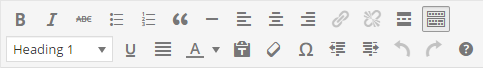
**Make sure all updates are saved before moving between Dashboard options.**

|  |  |
| --- | --- |
|  | **Dashboard** - The Dashboard option will bring you back to the WordPress admin homepage no matter where you are.  **Updates** - Any updates on this page may cause the website to not function correctly.  **Posts** - The Posts option is where you will go to manage posts in the website. By default this is the blog section.  **Media** - The Media option is where any media related items are kept for the website (images, documents, etc.)  **Pages** - The Pages option is where the list of pages on the website is managed.  **Plugins** - The Plugins option is where the plugins on the website is managed.  **Settings** - The Settings option is where things like date format, site title, default post format/category, home/posts page defaults are managed. |

**Formatting Content**

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WordPress allows users to customize the content based on how they want it to look on the website. The formatting toolbar below will give the user that option.



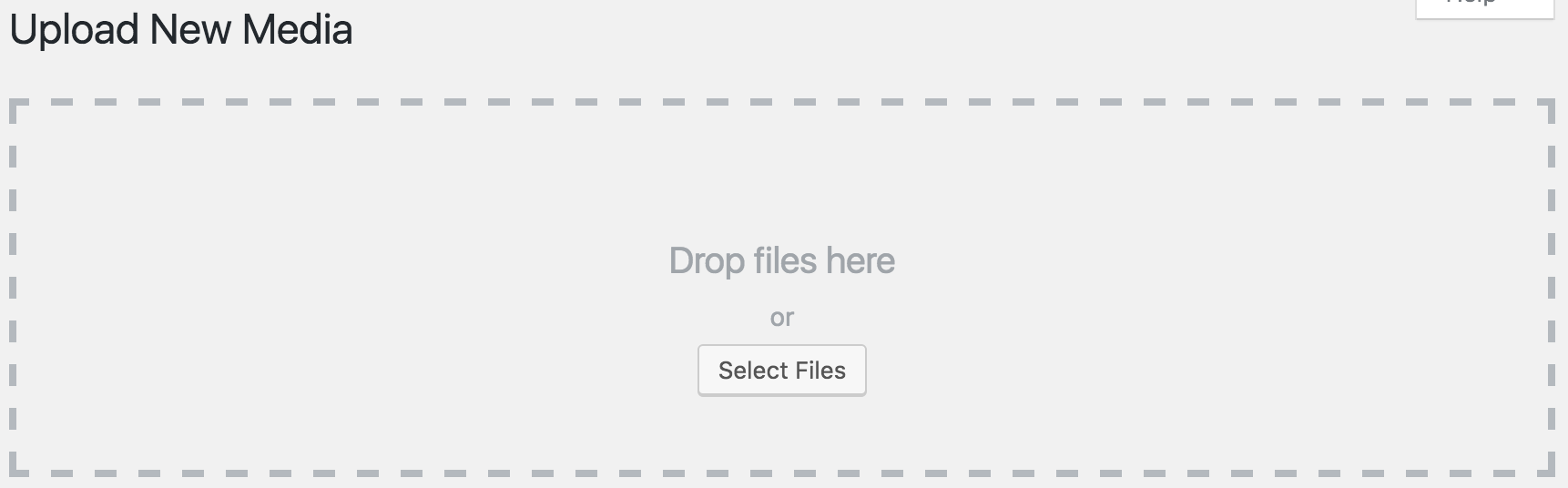
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Bold text |  | Italic text |  | Strikethrough text |
|  | Unordered list |  | Ordered list |  | Blockquote |
|  | Horizontal line |  | Align left |  | Align center |
|  | Align right |  | Insert/edit link |  | Unlink text |
|  | Insert Read More tag |  | Toolbar toggle |  | Underline text |
|  | Justify text |  | Select Text Color |  | Paste as text |
|  | Clear formatting |  | Special character |  | Decrease indent |
|  | Increase indent |  | Undo |  | Redo |
|  | Text format |  | Keyboard shortcuts |  | Add media |

**Managing Media**

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**Media can contain images, icons, documents and videos.**

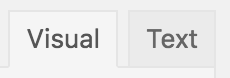
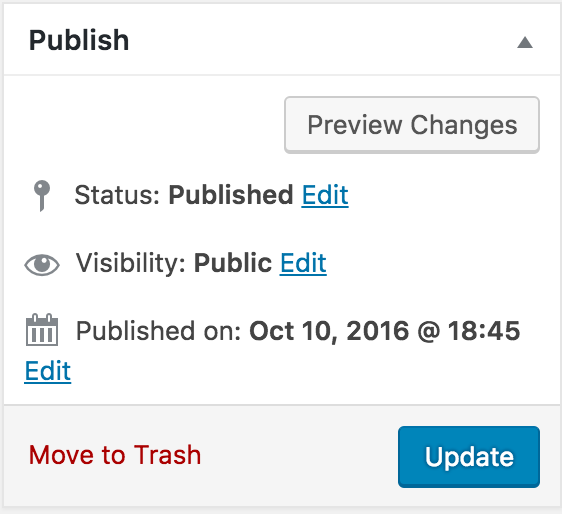
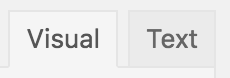
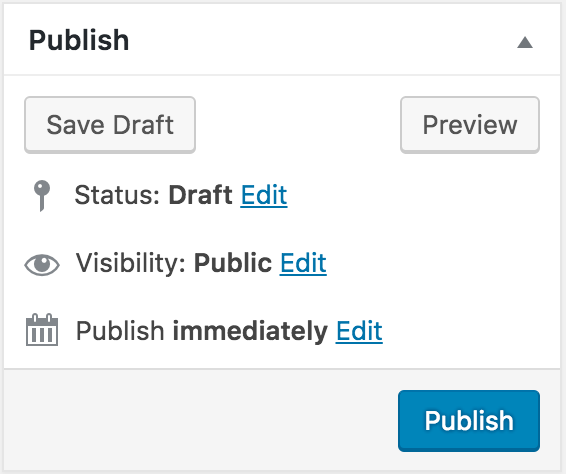
**Click the  option on the WordPress Dashboard.**

1. **Delete Media item(s)**
   1. Click the checkbox next to the Media item(s) you want to delete.
   2. Click on the drop-down box with the text “Bulk Actions” inside it.
   3. Select “Delete Permanently” from the options.
   4. Click the  button.
2. **Edit Media item**
   1. In the right pane, click the title of the Media item you want to edit from the list of Media items.
   2. **Title**: The title field allows you to provide a title to your image. It is used internally by WordPress to sort images in the media library.
   3. **Caption**: This is the text that you want to display with your image. Depending on the theme, it will be displayed inside the image border or outside the image.
   4. **Alt Text**: This field is a required field by HTML standards specifications. It is displayed when a user’s browser is unable to locate an image. Search engines like Google use alt tag as a ranking factor in their image search results.
   5. **Description**: This text can be displayed on the attachment page for your image. You can enter as much information as you want in the description field. Like the story behind the photograph, how you took the picture, or anything else you.
   6. When finished editing content click the  button.
3. **Add Media item(s)**
   1. Click the  button at the top of the Media Library page.
   2. Click the ‘Select Files’ button to add images from your computer or drag the images you want to add from an open file manager window into the dotted box as shown below.  
      
   3. The maximum upload size will be displayed on the screen. Keep in mind the larger the image file size is, the longer the page will take to load that image.
   4. The new image(s) will appear at the beginning of the list/grid of current Media Library items.
   5. **Optional but recommended**
      1. Select each new image that has been uploaded. Fill in the following fields for the image on the Attachment Details if they apply. After entering the text in each field click on a different field to save the field.
      2. **Title**: The title field allows you to provide a title to your image. It is used internally by WordPress to sort images in the media library.
      3. **Caption**: This is the text that you want to display with your image. Depending on the theme, it will be displayed inside the image border or outside the image.
      4. **Alt Text**: This field is a required field by HTML standards specifications. It is displayed when a user’s browser is unable to locate an image. Search engines like Google use alt tag as a ranking factor in their image search results.
      5. **Description**: This text can be displayed on the attachment page for your image. You can enter as much information as you want in the description field. Like the story behind the photograph, how you took the picture, or anything else you.
      6. When finished adding content click the  button.
4. **Placement of Media item(s) in content editor**
   1. Click  button the above the text editor’s formatting toolbar.
   2. An **Insert Media** pop-up will appear over the page giving you the option to either use a Media item in the Media Library or Upload files.
      1. **New media item**:
         1. Click the ‘Upload Files’ tab then follow from Step 3b through 3e above to add new media items.
         2. The new media items will appear in the Media Library tab.
         3. Select the image you want to add to the content in the text editor.
         4. The image that is selected will have a checkmark located in the upper right hand corner of the image.
         5. You can update the Title, Caption, Alt Text and Description if you need to.
         6. **ATTACHMENT DISPLAY SETTINGS**
            1. **Alignment**: Choose how you want the image you are about to insert aligned with the text.
            2. **Link To**: Only update the drop-down box if you want an action to occur when the image inserted is clicked.
            3. **Size**: Choose what size you want the image to be when it is inserted into the text editor.
            4. While in the ‘Visual’ tab of the text editor, these options can be changed after inserting the image into the text editor by clicking on the image. The first 4 icons are the alignment options. The pen icon will open the **Image Details** allowing you to update the fields from Step 5 and 6 above. Click the  button on the Image Details pop-up when finished updating the fields. The ‘**x**’ icon will delete the image from the text editor.  
               

**Managing the (Blog) Posts**

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**Click the  option on the WordPress Dashboard.**

1. **Delete (blog) post(s)**
   1. Click the checkbox next to the Post(s) you want to delete.
   2. Click on the drop-down box with the text “Bulk Actions” inside it.
   3. Select “Move to Trash” from the options.
   4. Click the  button.
   5. Click the Trash (#) link to go to the Trash section.
      1. You can remove any Posts that have been deleted here by following the same steps in 1a – 1d, except choose “Delete Permanently” from the drop-down.
      2. To restore a Post that has been deleted, hover over the title of the Post. Click the option “Restore” below the Post title. There is also option to “Delete Permanently” here as well.
2. **Edit (Blog) Post**
   1. In the right pane, click the title of the (blog) post you want to edit from the list of (blog) posts.
   2. **Post Title**: To edit the title of the blog post, update the first field under Edit Post  at the top of the page.
   3. **Post Content**: First make sure the Visual tab is selected before making any content changes. The text tab is only if you’re familiar with HTML.
      1. If you’re going to copy text from a MS Word document, paste the text into a Notepad file **first** then paste it into the content editor. This is to ensure no styles get added to the content that shouldn’t be there (font color, font family, font size, etc.). The styles assigned to the text on the website will take care of that. Refer to the Formatting Content page above if you are unsure about styling using the formatting toolbar.
   4. **Post Category**: On the right side of the browser under the Publish section, select the category type that this Post falls under.
      1. If the category type isn’t available, click the link labeled **+ Add New Category**.
      2. In the text box that appears below this link type in the name of the new category then click the ‘Add New Category’ button below the drop-down box where ‘—Parent Category –‘ is selected.
      3. To remove a category that has been entered wrong, click the sub-item under Posts labeled Categories in the left pane.
   5. **Featured Image**: This section is where we will edit the image for this (blog) post.
      1. Click the Remove featured image link.
      2. Click the Set featured image link.
      3. A pop-up will appear to select the Featured Image to use for this (blog) Post.
         1. **If image IS NOT in Media Library**: Click the “Upload Files” tab to choose an image from your computer.
            1. Click the “Select Files” button.
            2. Notice the “Maximum upload file size” below this button when taking into account which image you select. The larger the file size is the longer it will take the page to load the image.
            3. A pop-up displaying your computer’s files will drop down for you to pick your featured image.
            4. After selecting the image from this pop-up click the ‘Open’ button.
            5. The screen will return to the “Media Library” tab. The image you just uploaded will have a checkmark in the upper left hand corner of the image meaning this is the image that is currently selected for the Featured Image. You also have the option to choose a different image that has been uploaded as well.
            6. After picking the desired image for the Featured Image click the  button located in the bottom right hand corner of the Featured Image pop-up.
         2. **If image IS in the Media Library**: Make sure you are in the “Media Library” tab.
            1. Select the image you want to use from the images that have been already uploaded.
            2. Use the Search feature to find the image quicker as long as the image is labeled correctly.
            3. Click the  button located in the bottom right hand corner of the Featured Image pop-up.
   6. **Save Post as Draft**: When you don’t want the post to be published on the website click the  button in the “Publish” section on the right side.
      1. If the Post has been **Published** (as shown in the image) and you want to change it to a Draft then click the Edit link.
      2. A drop-down box will appear where it says Published. Click the drop-down box and select “Draft” then click the  button.
   7. **Update Post**: When finished makings changes to your Post click the  button.
      1. If you want your Post to show a different “Published on” date click on the Edit link.
      2. Select the new “Published on” date using the fields provided then click the  button.
3. **Add New (Blog) Post**
   1. Click the  button.
   2. **Post Title**: Enter the name of your new (Blog) Post in the text box where it says “Enter title here.”
   3. **Post Content**: First make sure the Visual tab is selected before adding any content. The text tab is only if you’re familiar with HTML.
      1. If you’re going to copy text from a MS Word document, paste the text into a Notepad file **first** then paste it into the content editor. This is to ensure no styles get added to the content that shouldn’t be there (font color, font family, font size, etc.). The styles assigned to the text on the website will take care of that. Refer to the Formatting Content page above if you are unsure about styling using the formatting toolbar.
   4. **Post Category**: On the right side of the browser under the Publish section, select the category type that this Post falls under.
      1. If the category type isn’t available, click the link labeled **+ Add New Category**.
      2. In the text box that appears below this link type in the name of the new category then click the ‘Add New Category’ button below the drop-down box where ‘—Parent Category –‘ is selected.
      3. To remove a category that has been entered wrong, click the sub-item under Posts labeled Categories in the left pane.
   5. **Featured Image**: This section is where we will add the image for this (blog) post.
      1. Click the Set featured image link.
      2. A pop-up will appear to select the Featured Image to use for this (blog) Post.
         1. **If image IS NOT in Media Library**: Click the “Upload Files” tab to choose an image from your computer.
            1. Click the “Select Files” button.
            2. Notice the “Maximum upload file size” below this button when taking into account which image you select. The larger the file size is the longer it will take the page to load the image.
            3. A pop-up displaying your computer’s files will drop down for you to pick your featured image.
            4. After selecting the image from this pop-up click the ‘Open’ button.
            5. The screen will return to the “Media Library” tab. The image you just uploaded will have a checkmark in the upper left hand corner of the image meaning this is the image that is currently selected for the Featured Image. You also have the option to choose a different image that has been uploaded as well.
            6. After picking the desired image for the Featured Image click the  button located in the bottom right hand corner of the Featured Image pop-up.
         2. **If image IS in the Media Library**: Make sure you are in the “Media Library” tab.
            1. Select the image you want to use from the images that have been already uploaded.
            2. Use the Search feature to find the image quicker as long as the image is labeled correctly.
            3. Click the  button located in the bottom right hand corner of the Featured Image pop-up.
   6. **Save Post as Draft**: When you don’t want the new Post to be published on the website click the  button in the “Publish” section on the right side.
      1. If the Post has been **Published** (as shown in the image) and you want to change it to a Draft then click the Edit link.
      2. A drop-down box will appear where it says Published. Click the drop-down box and select “Draft” then click the  button.
   7. **Publish Post**: When finished adding content to your Post click the  button.
      1. If you want your Post to show a different “Published on” date click on the Edit link.
      2. Using the date fields provided, select the new “Published on” date then click the  button.

**Managing the Categories**

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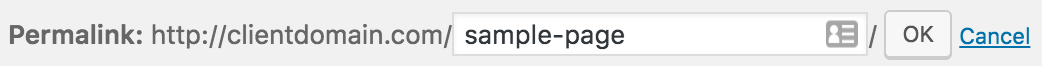
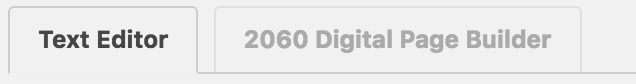
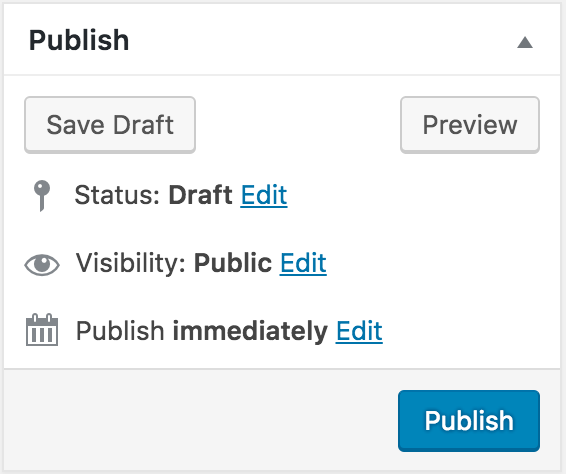
**Hover over  then select Categories on the WordPress Dashboard.**

1. **Delete category(s)**
   1. The “Uncategorized” category is a default category so you don’t delete it.
   2. Click the checkbox next to the Category(s) you want to delete.
   3. Click on the drop-down box with the text “Bulk Actions” inside it.
   4. Select “Delete” from the options.
   5. Click the  button.
2. **Edit Category**
   1. In the right pane, click the title of the Category you want to edit from the list of Categories.
   2. **Category Name**: Edit the text field next to Name to change the Category’s name.
   3. **Category Slug**: If you change the Category Name then update the Category Slug. The text must use lowercase text and no spaces for this text field.   
      (Ex: Category Name: Example Category 🡪 Category Slug: example-category)
   4. **Parent**: Change this option from its default value of “None” if the category is a sub-category of another category. (Ex: Music (parent category), Rock (sub-category of Music))
   5. **Description**: Edit this field to update the description for this Category. The Description can be displayed on the page in some cases.
   6. **Save Category:** Click the  when you are finished making updates to the category.
3. **Add New Category**
   1. On the Categories page you will see an **Add New Category** page.
   2. **Category Name**: Enter the Name of the new Category in the text box under the Name label.
   3. **Category Slug**: Enter the Slug for the new Category in the text box under the Slug label. The Slug will look like the Name except in lowercase text and no spaces. Use dashes instead of spaces for the Slug.  
      (Ex: Category Name: Example Category 🡪 Category Slug: example-category)
   4. **Parent:** If this new Category will be a sub-category of a current category click the drop-down box and change the value from “None” to this Category’s parent category.
   5. **Description:** Add text to this field if there will be a Description displayed with the Category on the website. If you would rather enter this on a WYSIWYG Content Editor, add the Category then go back and edit the Description by following Step 2 above.
   6. **Add New Category:** Click the  button when you are done adding the attributes to the new Category.

**Managing the Pages**

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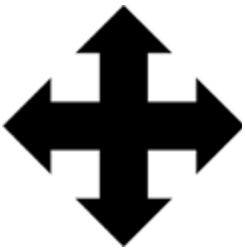
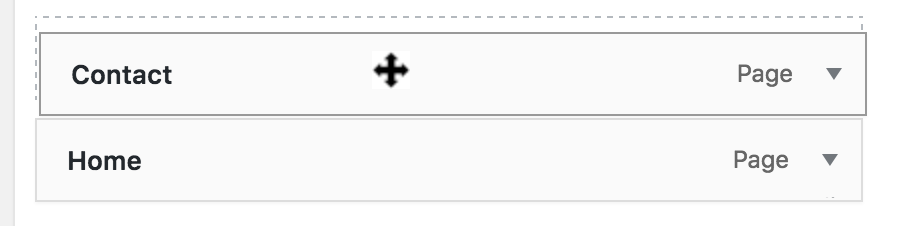
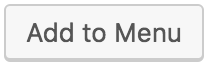
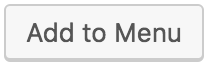
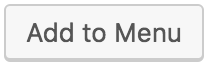
**Click the  option on the WordPress Dashboard.**

1. **Delete page(s)**
   1. Click the checkbox next to the Page(s) you want to delete.
   2. Click on the drop-down box with the text “Bulk Actions” inside it.
   3. Select “Move to Trash” from the options.
   4. Click the  button.
   5. Click the Trash (#) link to go to the Trash section.
      1. You can remove any Pages that have been deleted here by following the same steps in 1a – 1d, except choose “Delete Permanently” from the drop-down.
      2. To restore a Page that has been deleted, hover over the title of the Post. Click the option “Restore” below the Page title. There is also option to “Delete Permanently” here as well.
2. **Edit Page**
   1. In the right pane, click the title of the page you want to edit from the list of pages.
   2. **Page Title**: If you want to change the name of the page, update the text in the first text field below where it says “Edit Page.”
      1. If the title is changed from a Published page, the Permalink will need to be updated as well, which is located under the Title field.
      2. Click the  button next to the page’s **Permalink**.
      3. A text box will show up with the Page’s **Permalink**.   
         
      4. Update the **Permalink** with the words of the new Page Title using lowercase text and dashes in between each word. (Ex: new-page-title)
      5. Click the  when finished entering the new permalink in.
      6. Click the  button if this is the only change needed for the page.
      7. If this is confusing it may be easier to just create a new page and duplicate the content.
   3. **Page Content**:   
      1. Click the “2060 Digital Page Builder” tab if it is not selected already.
      2. Click the  button to open up the 2060 Digital Page Builder page.
      3. The “2060 Digital Page Builder” view will load with the page’s current content.
      4. If it is your first time entering the Page Builder for this page a pop-up will appear welcoming you asking if you would like to take a tour. This is recommended if you’ve never used this Page Builder before.
      5. Click here [](#PageBuilder) for all things **2060 Digital Page Builder** related.
3. **Add New Page**
   1. Click the  button.
   2. **Page Title**: Enter the name of your new Page in the text box where it says, “Enter title here.”
   3. **Page Content**:
      1. Click the “2060 Digital Page Builder” tab that is greyed out.
      2. The “2060 Digital Page Builder” view will load with the page’s current content.
      3. If it is your first time entering the Page Builder for this page a pop-up will appear welcoming you asking if you would like to take a tour. This is recommended if you’ve never used this Page Builder before.
      4. Editing the content on the 2060 Digital Page Builder view will be covered in the modules section.
   4. **Page Attributes**:
      1. If this new Page is a main navigation item this section can be left alone.
      2. If this new Page is a sub-item to another Page, select the page from the drop-down under the **Parent** label.
   5. **Safe Page as Draft**: When you don’t want the new Page to be published on the website click the  button in the “Publish” section on the right side.
      1. If the Page has been **Published** (as shown in the image) and you want to change it to a Draft then click the Edit link.
      2. A drop-down box will appear where it says Published. Click the drop-down box and select “Draft” then click the  button.
   6. **Publish Page**:
      1. **From WordPress Dashboard**
         1. When finished adding content to your Page click the  button.
         2. If you want your Page to show a different “Published on” date click on the Edit link.
         3. Using the date fields provided, enter the new “Published on” date then click the  button.
      2. **From 2060 Digital Page Builder**
         1. Click the  button located in the upper right hand corner of the browser.
         2. Select “Publish Changes”

**Managing the Navigation**

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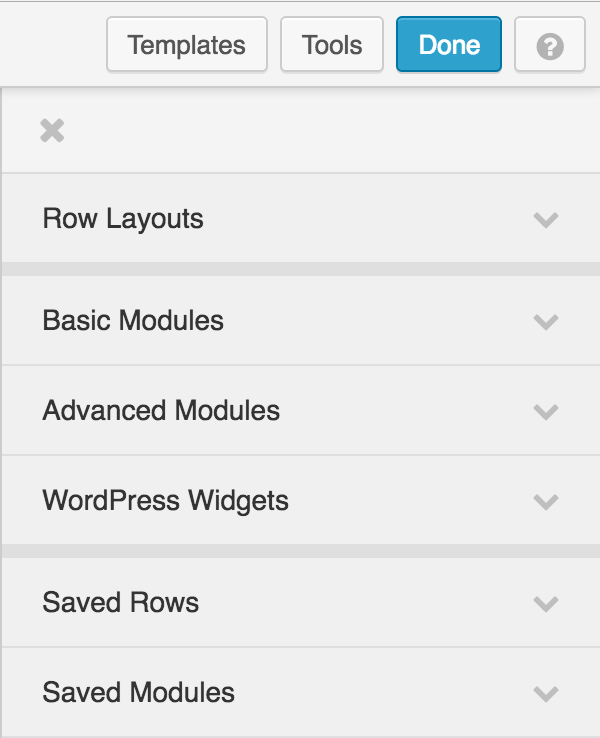
**Hover over  then select Menus on the WordPress Dashboard.**

1. **Delete Navigation**
   1. First look to see if there is a section on the Menus page that reads, “Select a menu to edit” with a drop-down next to it. If this is here that means there are multiple menus created for this website.
   2. Select the Menu from the drop-down that you want to delete then click the “Select” button to load the menu.
   3. The name of your menu should populate in the text box next to *Menu Name*.
   4. Click the Delete Menu link located under the **Menu Settings** section.
   5. A pop-up will appear asking you to confirm the deletion of the Menu or Cancel the action.
2. **Edit Navigation**
   1. First look to see if there is a section on the Menus page that reads, “Select a menu to edit” with a drop-down next to it. If this is here that means there are multiple menus created for this website.
   2. Select the Menu from the drop-down that you want to delete then click the “Select” button to load the menu.
   3. The name of your menu should populate in the text box next to *Menu Name*.
   4. **Change order of Menu items  
      **
      1. When you hover over any of the menu items this  icon will appear meaning you can move it.
      2. To move the Contact menu item before the Home menu item, left click + hold down the Contact menu item then drag it above the Home menu item.  
         
      3. The dotted line shown above represents where the new location will be if you were to release the left mouse click.
   5. **Make a Menu item a sub-item of a Parent menu item**
      1. To make the Contact menu item a sub-item of the Home menu item, left click + hold down the Contact menu item then drag it to the right underneath the Home menu item.  
         
      2. The dotted line shown above represents where the new location will be if you were to release the left mouse click.
      3. After saving this menu, the Contact menu item will appear when the Home menu item is hovered over on the website.
   6. **Edit Menu Item text**
      1. An example of this would be to make the menu item’s text be capitalized.
      2. Click the down arrow in the menu item where you want to update the text.
      3. The text field under *Navigation Label* will have what the menu item will currently display on the website as shown below.  
         ****
      4. Update the text in this text field as you wish.
   7. **Remove Menu item**
      1. Click the down arrow in the menu item you want to remove.
      2. Click the Remove link.
      3. There is no confirmation asking if you’re sure after clicking this. You can add it back by following Step
   8. **Menu Location**
      1. The **Menu Settings** section is where you’re able to control where the Menu selected will appear.
      2. It is best to keep the checkbox for “Auto add pages” **unchecked**.
      3. Next to “Theme locations,” check the box(s) where the Menu currently displayed will appear.
         1. **Top Bar Menu:** Menu will appear in the top bar if a layout is selected under Header 🡪 Top Bar Layout in the Theme Customize section.
         2. **Header Menu:** Menu will appear in the main navigation area of the website next to the logo.
         3. **Footer Menu:** Menu will appear in the Footer section of the website.
   9. **Save Menu**
      1. When finished making any changes to the Menu page click the  button.
3. **Add Navigation**
   1. Under the “Edit Menus” tab click the create a new menu link.
   2. **Menu Name:** 
      1. Enter the name of the Menu in the text box next to *Menu Name*. Use a meaningful Menu Name for future reference for yourself or someone else looking at the menus. (Ex: Primary Menu, Footer Menu, etc.)
   3. **Add Page(s)**
      1. Under the **Pages** section click the “View All” tab.
      2. Check the checkbox next to each page you want to add to the new Menu.
      3. Click the  button to add the selected Page(s).
      4. The new pages will populate under in the **Menu Structure** section.
      5. Refer to Step 2d for changing the order of the menu items and Step 2e to make a menu item a sub-item of another menu item.
   4. **Add Post(s)**
      1. It is very rare you will add a Post to a navigation menu.
      2. Click the **Posts** section to open up the list of Posts.
      3. Follow the same steps as described in Step 3c.
   5. **Add Custom Link(s)**
      1. Click the **Custom Links** section to add a Custom Link to the navigation menu.
      2. This could be an external page, although not recommended, or a placeholder item to be a parent to sub-items. (Ex: Services)
      3. Enter the URL in the text field next to *URL*.
      4. Enter the menu item text in the text box next to *Link Text*.
      5. Click the  button to add this Custom Link.
      6. Refer to Step 2d for changing the order of the menu items and Step 2e to make a menu item a sub-item of another menu item.
   6. **Add Category(s)**
      1. This option would be useful for allowing the user to view a certain category of (Blog) Posts.
      2. Click the **Categories** section to add a Category to the navigation menu.
      3. Click the “View All” tab to see what Categories are available. If you want to add a Category to this list refer to the page on Managing Categories.
      4. Click the  button to add the selected Category(s).
   7. **Menu Location**
      1. Refer to Step 2h for the new Menu’s location on the website.
   8. **Save Menu**
      1. When finished adding menu items to the new Menu, click the  button.

**2060 Digital Page Builder**

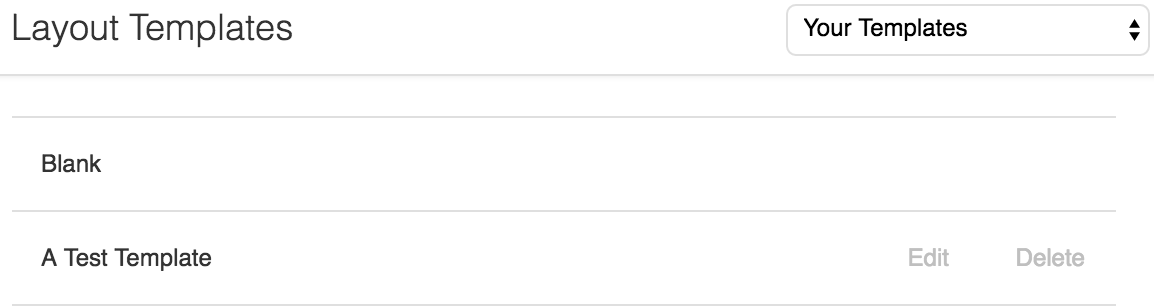
**Table** **of Contents**

When the **2060 Digital Page Builder** loads, the side navigation will appear on the right side of the browser. Click on the section below to be directed to the details. Click on the ‘**x**’ to hide the side navigation options. If this is in closed while in the 2060 Digital Page Builder the button  will be visible next to the  button.



1. [**Done**](#PageBuilderDone)
2. [**Templates**](#PageBuilderTemplates)
3. [**Tools**](#PageBuilderTools)
4. [**Row Layouts**](#PageBuilderRows)
5. [**Basic Modules**](#PageBuilderBasicModules)**, Advanced Modules & WordPress Widgets basics**
6. [**Basic Modules**](#PageBuilderBasicModulesList)
7. [**Advanced Modules**](#PageBuilderAdvancedModules)
8. [**WordPress Widgets**](#PageBuilderWPwidgets)
9. [**Saved Rows**](#PageBuilderSavedRows)
10. [**Saved Modules**](#PageBuilderSavedModules)
11. **CSS Box Model**
12. [**Column Settings**](#PageBuilderColSettings)
13. [**Row Settings**](#PageBuilderRowlSettings)
14. **Done**I added this option first because it will be vital to making sure your work is **saved properly**.
    1. Click the  button in the upper left hand corner of the browser as shown in [this image](#PageBuilderNav).
    2. A pop-up window will appear asking you the following options.
       1. **Publish Changes**: This option will publish the changes live to the website.
       2. **Save Changes and Exit**: This option will save the changes you just made but won’t publish your latest changes live to the website. When you go back into the Page Builder the additions you made before clicking “Save Changes and Exit” will appear in the Page Builder.
       3. **Disregard Changes and Exit**: This option will undo any changes you’ve made since your last “Publish Changes” or “Save Changes and Exit.”
       4. **Cancel**: Disregard saving and view page the way it was before clicking the  button.
15. **Templates**This option is to use a pre-made Template that is either a **2060 Digital Page Builder** default or one that has been saved. I will go over both options.

**Click the  button to open this option.**

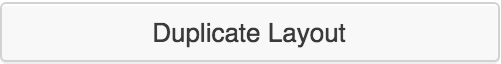
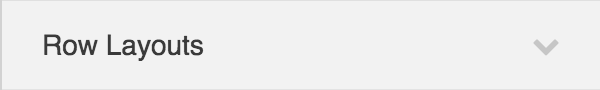
* 1. **Layout Templates**: A pop-up will appear with a drop-down box in the top right corner. Click the Cancel button in the bottom right corner of the pop-up to close the Layout Templates pop-up. Choose from the following options in the drop-down: 
     1. **Your Templates**
        1. By default, the “Blank” option will always be first.
        2. If any templates have been saved to this website they will show up below the “Blank” option.
        3. **Click “Blank” option**
           1. **If No Rows/Modules/Content on page**: A row will appear containing the text “**DROP A ROW LAYOUT OR MODULE TO GET STARTED!**” surrounded by a blue-dashed border.
           2. **If Rows/Modules/Content present on page**: A warning will pop up telling you, “Changing the template will replace your existing layout.” Click ‘**OK**’ to confirm and ‘**Cancel**’ to disregard replacing current content on page. If you click OK, you will be starting at Step 3a above.
        4. **Delete Saved Template**
           1. Click “Delete” on the row of the saved template option you want to delete.
           2. A pop-up will appear asking you “Do you really want to delete this template?” Click ‘**OK**’ to delete the saved template option and ‘**Cancel**’ to disregard deleting the template. The “Blank” option can never be deleted.
        5. **Edit Saved Template**
           1. Click “Edit” in the row of the saved template you want to edit.
           2. A new tab will open loading Saved Template option you just clicked allowing you to edit it.
           3. When Finished click the  button at the top left corner of the browser.
           4. You will have the same options as described in the [**Done**](#PageBuilderDone) section above.
        6. **Saved Template** 
           1. Click the Saved Template you wish to use for this page. If “Blank” is the only option to choose from then no Templates have been saved to this website.
           2. **If No Rows/Modules/Content on page**: The template selected will load between the Header and Footer.
           3. **If Rows/Modules/Content present on page**: A pop-up will appear asking you the following options:

**Replace Existing Layout**: the Layout Template you selected will replace all of the content between the Header and Footer if you click OK to the warning described in Step 3b above.

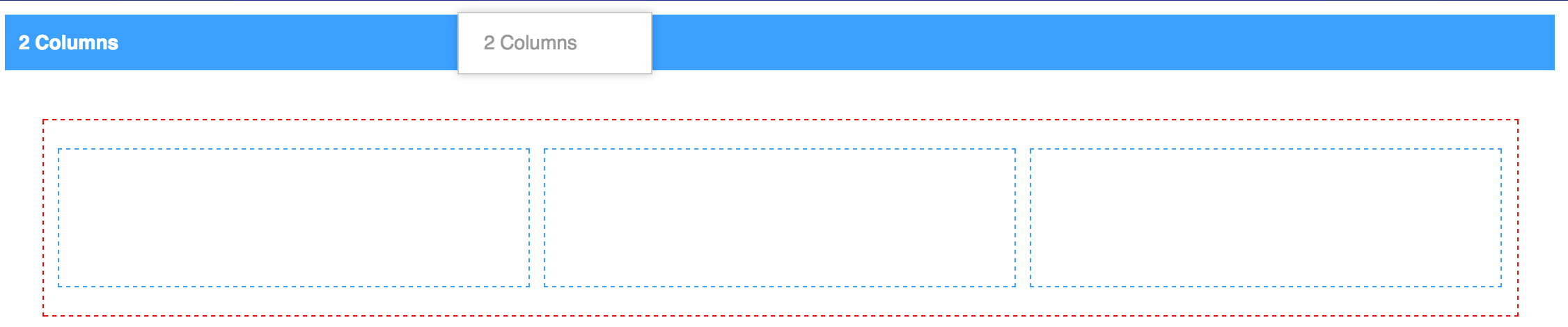
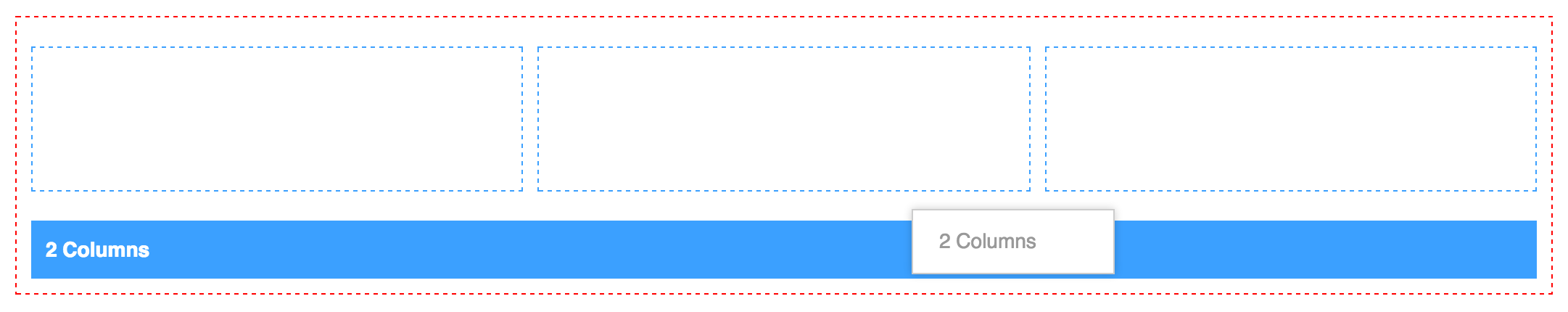
**Append New Layout**: the Layout Template you selected will be appended after the current content on the page.

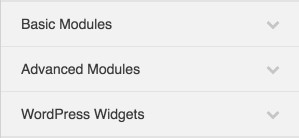
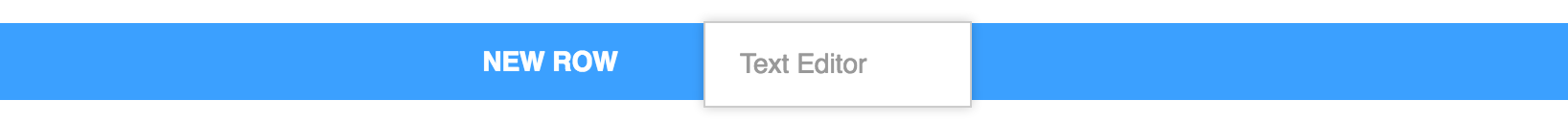
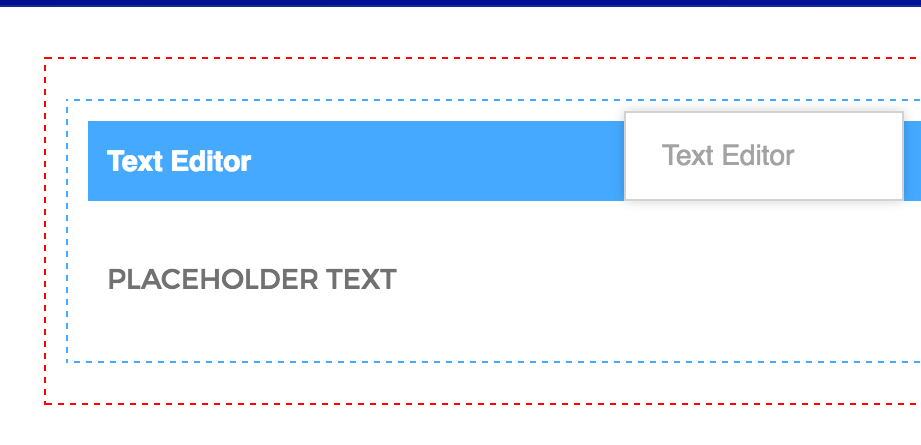
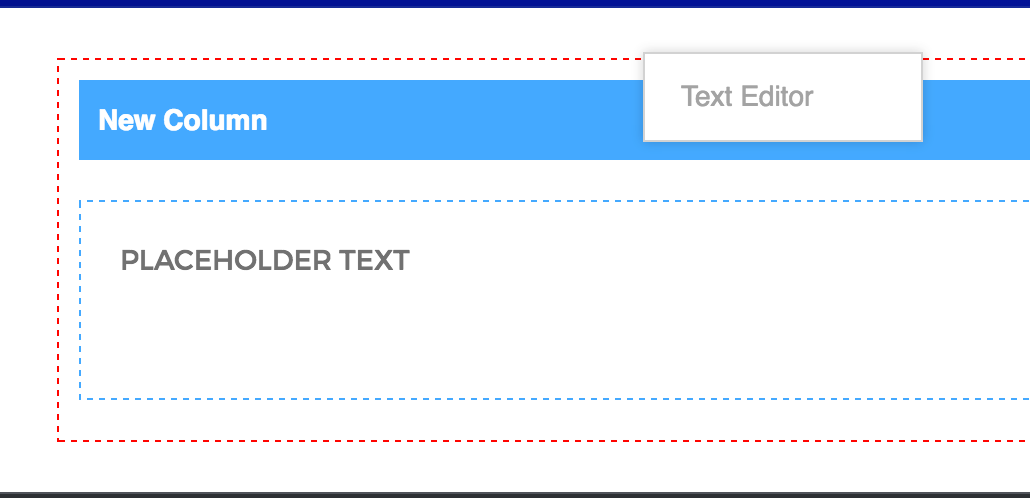
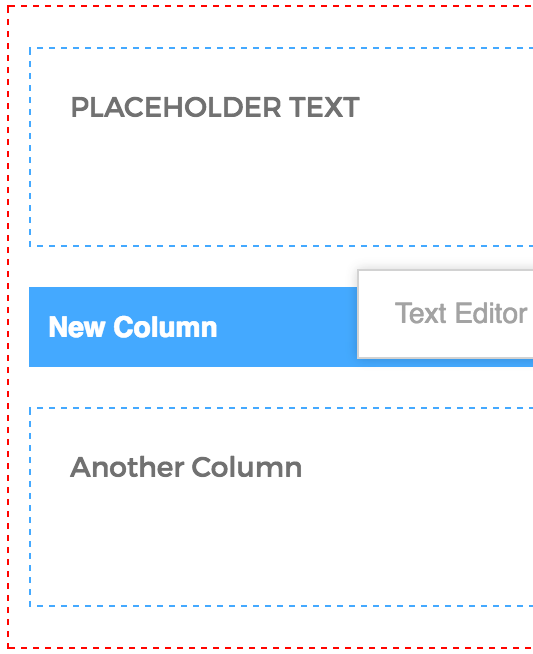
**Cancel**: Disregard adding this template

* + 1. **Content Pages**
       1. A default list of Content Pages that comes standard with 2060 Digital Page Builder will appear in a grid layout.
       2. When you click one of the Content Pages available you will get the same options again as described in Steps 4a and 4b above.
    2. **Landing Pages**
       1. A default list of Landing Pages that comes standard with 2060 Digital Page Builder will appear in a grid layout.
       2. When you click one of the Landing Pages available you will get the same options again as described in Steps 4a and 4b above.

1. **Tools**This option has a few options you can choose from:
2. **Save Template**:
3. If you have created a page layout that can be used on other pages, then saving the layout on the current page as a Template would be useful. I would recommend building out the entire template before saving the template. It can be edited later
4. Click the button. 
5. The Save Template pop-up will appear asking you to name the Template. Give it a name that is meaningful so you’ll know what is on the page in the future.
6. Click the  button to save the Template.
7. This template that you have just saved will appear below the “Blank” option when **** is clicked.
8. **Duplicate Layout**:   
   
9. This option will allow you to duplicate the current page layout, as it is when you clicked the button above and create a new page using the same page layout.
10. After clicking the button above you will be directed back to the WordPress Dashboard on the Edit Page view. The title will be “Copy of” plus the name of the page you are duplicating (Ex: Copy of Test). In that example “Test” was the name of the page layout being duplicated.
11. **Layout CSS / JavaScript**:   
    
12. **A developer should be consulted first before considering this option**.
13. This option will let you add custom CSS or JavaScript to the current page layout.
14. Click the  to save your changes. If you don’t want to save your changes or you just want to close the Layout CSS / JavaScript pop-up then click the “Cancel” button.
15. **Global Settings**:   
    
16. **A developer should be consulted first before considering this option**.
17. **General**: This option will allow you to change certain default settings of the Page Heading, Rows, Modules and Responsive Layout.
18. **CSS/JavaScript**: To apply CSS or JavaScript to the whole website add the styles or scripts in these tabs respectively.
19. Click the  to save your changes. If you don’t want to save your changes or you just want to close the Global Settings pop-up then click the “Cancel” button.
20. **Cancel**: Closes Tools pop-up.  
    
21. **Row Layouts**
    1. Click the section shown above to open the options in **Row Layouts**.
    2. **1-6 Column(s), Left Sidebar, Right Sidebar, Left & Right Sidebar**
       1. **If No Rows/Modules/Content on page**
          1. You will see the text “**DROP A ROW LAYOUT OR MODULE TO GET STARTED!**” surrounded by a blue-dashed border.
          2. Click + Hold + Drag the **# Column(s)** option to the box in the previous step.
          3. **Row Layout options**:
             1. **1-6 Column(s)**: If you’ve dragged over an option other than **1 Column**, the columns will be the same width (%) adding up to 100%. (Ex: 2 Columns 🡪 50%/50%, 3 Columns 🡪 33.33%/33.33%/33.33%, etc.).
             2. **Left Sidebar**: 33.33%/66.66%
             3. **Right Sidebar**: 66.66%/33.33%
             4. **Left & Right Sidebar**: 25%/50%/25%
          4. Each column will be displayed as a rectangle with a **blue-dashed** border. If you hover over any of these columns, the border go from a dashed border to a solid border with a **Column Settings** icon and **Close** icon in the top left corner . To learn about **Column Settings** go [**HERE**](#PageBuilderColSettings). Clicking the **Close** icon will delete the **Column** without asking for confirmation.
             1. **Resize Columns**: While hovering over a column you may see either one or two of these **Resize icons**  along the left/right border. If you hover over this icon, the mouse cursor will look like this icon . This means that you can Click + Drag the  icon left or right, expanding or decreasing the size of the column.

|  |  |
| --- | --- |
| *Hover Column Resize icon* | *Drag Column Resize icon* |

* + - * 1. In the images above, there are two columns side-by-side. The example is a **2 Column** - **Row Layout**. In the image on the right you can see that the two percentage values add up to 100%, as mentioned earlier.
        2. The default value for a **2 Column** – **Row Layout** is 50%/50%. I dragged the **Resize icon** in the left column, of the two columns, to the left causing it’s value to decrease until I stopped at 30%. The **Column** width (%) for the right column simultaneously increased as this action was taking place.
        3. **Accuracy**: With the **Resize icon** you can change the width (%) to the nearest 0.1%. If you need it to the nearest 0.01% go to the [**Column Settings**](#PageBuilderColSettings) section where it is explained.
      1. As you hover over each column you’ll see a gray rectangle appear. This is the **Row** that contains the **Columns** inside it. You can also hover just outside of a column for the **Row Settings** to appear except the border will be blue instead of gray. In the top left corner of the Row you’ll see these icons . If you are hovering over a column the icons will have a gray background instead of blue. To learn about **Row Settings** go [**HERE**](#PageBuilderRowlSettings). Clicking the **Close** icon will delete the **Row** without asking for confirmation.
    1. **If Rows/Modules/Content present on page**  
       *Drag new Column(s) OUTSIDE* ***Existing Row***  
       *Drag new Column(s) INSIDE* ***Existing Row***
       1. When you drag the **# Column(s)** option to the page where there is already at least one **Row** you have a couple options.
          1. **New Row**: Drag the **# Column(s)** option **outside** of the red dotted line (existing Row), as shown above in the 1st screenshot, to create a new **Row** for the new **Column(s)** being added. The new **Row** can be above or below the red dotted line rectangle.
          2. **Inside Existing Row**: Drag the **# Column(s)** option **inside** of the red dotted line (existing Row), as shown above in the 2nd screenshot, to make the new **Column(s)** being added a part of the existing **Row** for the new **Column(s)** being added. The new **Column(s)** being added can be above or below the existing **Column(s)** inside the red dotted line rectangle.
          3. **Placement**: As you can see from the 2 screenshots the **Row Layout** being dragged will have the following format: \_\_**White text with a blue background\_\_**. It represents the location this **Row Layout** will be placed when you release the mouse-click.

1. **Basics of Basic Modules, Advanced Modules & WordPress Widgets**
   1. Click the section shown above that contains the new **Module/Widget** you want to add to the page.
   2. **If No Rows/Modules/Widgets/Content on page**
      1. You will see the text “**DROP A ROW LAYOUT OR MODULE TO GET STARTED!**” surrounded by a blue-dashed border.
      2. Click + Drag an option from the section you chose above into this area. 
      3. As you can see above you are also creating a **\_NEW ROW\_** on top of adding the new module. Adding the **Module** in this fashion is a shortcut to adding a **1 Column** – **Row Layout** first, then adding the **Module** inside the **1 Column – Row Layout** (100% column width).
      4. Go to the section about [**Column Settings**](#PageBuilderColSettings) if you want to see what you can do with the **Column** containing the **Module** you just added.
   3. **If Rows/Modules/Content present on page**You have three options on where you can place the new **Module**.
      1. **Inside existing Row and existing Column**  
           
         The **new** **Module** can be placed above or below the **current Module** (PLACEHOLDER TEXT) there. If there are **Multiple Modules** within the same **Column** you can place the **new Module** between **current Modules**.
      2. **Inside existing Row but outside current Column**  
         The **new Module** can be placed above or below the **current Column** (blue-dashed border surrounding the **existing Module** “PLACEHOLDER TEXT”).
         1. If there are **Multiple Columns** within the **same Row**, the **new Module** can be placed between the **existing Columns** as shown to the right. The key to doing this is look for the text to say   
            **\_\_New Column\_\_** instead of what the name of the **new Module** is (Text Editor).
      3. **Outside of existing Row**Follow along what I explained in Step 5b–ii with the addition that you can place the **New Row** with your **new Module** (Text Editor) inside above or below an **existing Row**.
2. **Basic Modules**Below is the list of modules within the **Basic Modules** option for the **2060 Digital Page Builder**. I have included a description of each along with the options available to you to customize each to your liking. **Advanced tab**: To learn about this tab, [**go here**](#PageBuilderAdvancedTab) to learn about the options that are included in the modules below.
   1. **AUDIO**  
      The Audio module is essentially a wrapper for WordPress’ core audio and playlist shortcodes. It allows you to insert either a player for a single audio file or a player for multiple audio files (a playlist) with a number of customization settings.
      1. **General tab**
         1. **Audio Type**: Choose between Media Library and Link to determine where the Audio option below is going to pull the Audio file from.
         2. **Audio**:
            1. If **Media Library** selected above: This field will work the same way the [**Managing Media**](#Media) section does starting at Step 4 except you’ll be choosing an mp3 file instead of image or document.
            2. If **Link** is selected above:

**Link**: In this file put the URL of the mp3 for this audio file.

**Auto Play**: This field will allow you to choose whether or not the audio track starts automatically on page load. I would strongly recommend this value kept at ‘**No**’ just in case the user isn’t using Wi-Fi to browse the website because the Audio can use up data.

**Loop**: This field will allow you to choose whether or not the audio track plays on an indefinite loop or not.

* 1. **BUTTON**  
     The Button module is exactly that, a button that you insert into your layout to lead visitors elsewhere within your site or to an external link. You can specify the text for the button, where it should like to as well as if it should open in a new tab or window. In terms of styling, there are a variety of options available to you in the style tab for colors, fonts and general appearance.
     1. **General tab**
        1. **Text**: Text inside of button
        2. **Icon**: Icon that will be next to Text above.
        3. **Icon Position**: Placement of the Icon above either before the text or after.
        4. **Icon Visibility**: Choose whether you want the icon to always be visible or Fade In when the button is hovered over.
        5. **Link section**
           1. **Link**:

**External Link**: Using the format of the placeholder text in the field type/paste in the URL where you want this link to go to.

**Internal Link**: Click the  button then type in the title of the page or post you want the link to link to. Click the  button to disregard this action.

* + - * 1. **Link Target**: Choose whether to open the Link above in a **new window** or use the **same window** you are currently in.
        2. **Link No Follow**: This option tells search engines not to follow the link specified by the button. You may want to use this function when using the button to direct a user to a login page.
    1. **Style tab**
       1. **Colors** 
          1. **Background Color**: Color that will fill the button. If left as an  (default) icon, the button will use the **\_default color\_** setting.

**New Color**:Click the eye dropped image shown above to choose a background color for this button. In the field with the placeholder text “Paste color here…” type in the hex value of the color (Ex: #000000 🡪 Black). If this color is one that you will use in other modules of the website click the  icon to add it to the Color Presets.

**Existing Color**: Click the **Color Presets ^** section to open up the **Color Picker** that have been saved by clicking the  icon as described above. If there are colors here there will be a square thumbnail of the color, followed by the hex value of the color, followed by an ‘**x’** to delete the color preset. Clicking the ‘**x’** will prompt a warning asking if you are sure you want to delete the color.

* + - * 1. **Background Hover Color**: Color that will fill the button when the mouse hovers over it. The Steps from the **Background Color** option above apply here as well.
        2. **Text Color**: Color of the text/icon inside the button. The Steps from the **Background Color** option above apply here as well.
        3. **Text Hover Color**: Color of the text/icon inside the button when the mouse hovers over the button. The Steps from the **Background Color** option above apply here as well.
      1. **Structure**
         1. **Width**

**Auto** (default): This setting will make the button width the length of the text plus the **Padding**.

**Full Width**: This setting will make the button width the full width of the column it is contained in.

**Custom**: This setting will allow you to set the button width to however many pixels you want.

* + - * 1. **Alignment**: If the **Full Width** option is selected above for **Width**, none of the options make a difference what this field is set as.

**Left** (default): Align button to the left side of the column it is contained in.

**Center**: Align button to the center of the column it is contained in.

**Right**: Align button to the right side of the column it is contained in.

* + - * 1. **Font Size**: This setting will be the size of the font inside the button (Default: 16px).
        2. **Padding**: This option represents the amount of space between the text and the border around the button, top/bottom & left/right (Default: 12px). Whatever the setting is the padding on the left and right side of the text will be double this value (Padding: 12px 🡪 Top/Bottom padding 🡪 12px; Left/Right padding 🡪 24px). To learn more about what this means, go to the [**CSS Box Model**](#CSSBoxModel) section I’ve included.
        3. **Rounded Corners (**Default: 4px): This field how rounded off you want the borders to be. The higher the number the more of a rounded circle look the button will have.
  1. **HTML**  
     The module inserts the HTML into your page and renders it inline along with the rest of the code on your page. It accepts standard HTML markup, shortcodes and JavaScript making it a powerful way to add functionality to your layout. This module should
     1. **General tab**
        1. Area to type in HTML/CSS code with line numbers on the left side each time a new line is added. The  icon will appear next to the line number if there is an error that might cause problems. Hover over the icon to display what might be the cause of this. The  icon will appear next to the line number if there is something that might cause the **HTML module** to break the page in some way. When the issue has been fixed for either icon, they will go away.
  2. **HEADING**  
     The Heading module inserts a heading or title into your row. This is similar to a page or post heading except that with our heading module, you can style it to your liking and give it unique spacing using the margins.
     1. **General tab**
        1. **Heading**: Type in the text you want displayed for the Heading module.
        2. **Link section**: The same steps apply for this as they did in the **Link section** for the [**Button module**](#PageBuilderBasicModuleButton) above.
     2. **Style tab**
        1. **Text Color**: This field represents the color of the Heading text that will be displayed. The same steps apply for this as they did in the **Colors section** for the [**Button module**](#PageBuilderBasicModuleButton) above.
        2. **Structure**
           1. **Alignment**: This field represents how the text in the Heading module will be aligned within the column it is contained in. (Default: Left)
           2. **HTML Tag**: The HTML Tags represent how large you want the Heading text to be. They vary from H1 (largest) to H6 (smallest). (Default: H3)
           3. **Font**: This field will let you change the **Font family** for the heading different than what is set in the [**Customizer**](#WPCustomizer). Click the drop-down to view all of the available Font options. After choosing a **Font** in the first drop-down, select the **Font Weight** of the Font you selected in the second drop-down. These can range from Extra Light (100) to Extra Black/Fat/Poster (900).
           4. **Font Size**: This field represents the **Heading** **Font Size** for the **HTML Tag** selected above. If you find that you are changing a **Font Size** many times for a particular **HTML Tag** you may want to update the **HTML Tag** inside the [**Customizer**](#WPCustomizer) to change the default for the Heading defaults.
           5. **Line Height**: This property is the amount of space above and below the element. The only time you would need to change this to a **Custom** value is if you want more space between the lines of **Heading** text.
           6. **Letter Spacing**: This property controls the amount of space between each letter in a given element or block of text. The only time you would need to change this to a **Custom** value is if you want the letters of the words in your to be spaced out more than the default of 0px. This may cause problems with the mobile layout depending on how large this is so keep that in mind.
        3. **Mobile Structure**This section of the Heading module will let you control how the Heading will be seen on a mobile device. Look at the Structure section above for the fields in this section for help.
  3. **PHOTO**  
     The Photo module allows you to insert a photo from your WordPress Media Library or a specific link.
     1. **General tab**
        1. **Photo Source**
           1. **Media Library**: Default option. Proceed to Step 2 for the **Photo** field.
           2. **URL**: If this value is chosen for this field, a **Photo URL** field will appear allowing you to type/paste in the URL of the photo being used for this module. This option is not recommended because if the image ever gets removed from that link, you will have a broken image on the page.
        2. **Photo**: This field will work the same way the [**Managing Media**](#Media) section does starting at Step 4.
        3. **Crop**This option doesn’t crop the image, as you would do in an image editor like Photoshop. The options just add styles to only show part of the image based on what option is selected.
           1. **None**: Default option. The image will appear as it is in the Media Library.
           2. **Landscape**: This option will crop the image so that it is viewed in a **Landscape** orientation. If the image being used is a Portrait layout (higher than it is longer), you will see a big different because the top and bottom of the image will be chopped off to get a landscape orientation.
           3. **Panorama**: This option is almost the same as **Landscape** above with the exception the top and bottom will be chopped off even more.
           4. **Portrait**: This option does the opposite of what the **Landscape** option does.
           5. **Square**: This option will crop the image so that it has the same width and height values.
           6. **Circle**: This option will crop the image so that it appears the image is inside a circle.
        4. **Alignment**: This option will allow you to choose how you want the **Photo** to align within the column it is contained in. (Default: Center)
        5. **Caption**
           1. **Show Caption**: This field will allow the use to see a Caption based on the user’s action (Default: Never). Look at the [**Managing Media**](#Media) section about adding a caption for images.

**On Hover**: If this is selected the Caption will appear at the bottom of the image when the mouse hovers over the image.

**Below Photo**: If this is selected the Caption will appear below the image on the page.

* + - 1. **Link Type**: The same steps apply for this as they did in the **Link section** for the [**Button module**](#PageBuilderBasicModuleButton) above.
  1. **Separator**  
     The separator module inserts a line to separate content, which can be styled in terms of color, style, size, and of course spacing if desired.
     1. **General tab**
        1. **Color** (Default: #cccccc (gray)): This option will allow you to change the color of the **Separator**. The same steps apply for this as they did in the **Colors section** for the [**Button module**](#PageBuilderBasicModuleButton) above.
        2. **Opacity** (Default: 100%): This option will allow you to change the Opacity of the **Separator** displayed. The value range for this field is 0 (not visible) through 100 (fully visible).
        3. **Height** (Default: 1px): This option will allow you to change the thickness of the **Separator**.
        4. **Width**
           1. **Full Width** (Default): This option will make the **Separator** the full width of the **Column** it is contained in.
           2. **Custom**

**Custom Width** (Default: 10%): Type in the width you want the **Separator** to be based on the width of the **Column** it is contained in. Example, If you chose 50%, the **Separator** will be half of the width of the **Column** it is contained in.

**Align**: Choose how you want the **Separator** with the **Custom Width** aligned within the **Column**.

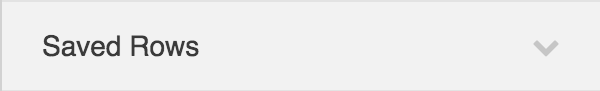
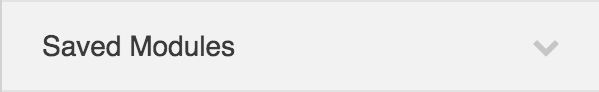
* + - 1. **Style** (Default: Solid): In this option you can choose what type of line will be used for the **Separator**.
         1. **Solid**: 
         2. **Dashed**: 
         3. **Dotted**: 
         4. **Double**:  The height above must be set to **3px or larger** to see this otherwise it just looks **Solid**.
  1. **Text Editor**  
     The Text Editor module gives you the ability to add a block of text using an instance of the standard WordPress editor.
     1. **General tab**
        1. **Content**: Refer to the section on[**Managing Content**](#Format) for the text added to the **Text Editor**.
        2. **Media**: Refer to Step 4 in the section on [**Managing Media**](#Media) for any media being added to the **Text Editor**.
  2. **Video**  
     The video module allows you to display MP4 and WebM formatted videos from the WordPress media library or alternatively, by providing an embed code.
     1. **Media Library**
        1. **Video WebM/(MP4)**: These fields will work the same way the [**Managing Media**](#Media) section does starting at Step 4 except you’ll be choosing a video file instead of image or document.
           1. **MP4**: A video in the MP4 format. Most modern browsers support this format.
           2. **WebM**: A video in the WebM format to use as fallback. This format is required to support browsers such as FireFox and Opera.
        2. **Poster**: This field will work the same way the [**Managing Media**](#Media) section does starting at Step 4.
        3. **Auto Play** (Default: No): This field will allow you to choose whether the Video will play on page load. I would strongly recommend this value kept at ‘**No**’ just in case the user isn’t using Wi-Fi to browse the website because the Video can use up data.
        4. **Loop** (Default: No): This field will allow you to make the video selected loop back to the beginning and play again when the **Video** is finished.
     2. **Embed**
        1. **Video Embed Code**: Place the **embed code** for the video you want to include in the **Video module** here.

1. **Advanced Modules**Below is the list of modules within the **Advanced Modules** option for the **2060 Digital Page Builder**. I have included a description of each along with the options available to you to customize each to your liking. **Advanced tab**: To learn about this tab, [**go here**](#PageBuilderAdvancedTab) to learn about the options that are included in the modules below.
   1. **Accordion**  
      The Accordion Module allows you to insert an interactive accordion into a row. It essentially can be used as an FAQ, Q&A or feature list for text content anywhere within your layout.
      1. **Items tab**
         1. **Delete Item**: To delete an Item, click on the ‘**x**’ next to the **Item #** you don’t want included in the **Accordion**.
         2. **Move Item**: Click + Drag the  icon of the **Item #** you want to move to new location you desire within the list of **Accordion Items**.
         3. **Edit Item**: Click the Edit Item link next to the ‘Item #’ you would like to edit for each **Accordion** item.
            1. **Label**: This field represents the text that will be displayed before the **Content** opens up. For example, if this were for a FAQ page, this field would be where you put the Question in.
            2. **Content**

Refer to the section on[**Managing Content**](#Format) for the text added to the **Text Editor**.

**Media**: Refer to Step 4 in the section on [**Managing Media**](#Media) for any media being added to the **Text Editor**.

* + - 1. **Duplicate Item**: Click the  next to an item that you want to make a **Duplicate** of with the current content that is entered.
      2. **Add Item**: Click the  button to create a new Accordion Item.
    1. **Style tab**
  1. **Call to Action**  
     The Call to Action Module is similar to the Callout Module, just a bit simpler in the way that it allows you to call attention to specific content, i.e., specific services you offer or a special. There are a handful of settings available for the Call to Action Module. The general and style settings apply to the title and text of the Callout Module while the button settings adjust the user interaction.
  2. **Callout**  
     The Callout Module is a more robust method of calling attention to specific content, i.e., specific services you offer or a special. The general and style settings apply to the title and text of the Callout Module as well as alignment, while the image and call to action settings adjust more robust options. You can include an image or icon with specific settings to each for your callout box and specify where it should lead if clicked.
  3. **Contact Form**  
     The Contact Form Module allows you to insert a contact form directly into a row. The basic settings allow you to enter an email address to where the message should be sent as well as spacing options if desired.
  4. **Content Slider**
  5. **Countdown**  
     The Countdown Module allows you to insert a countdown timer into your layouts that counts down to zero from a date and time that you specify. It allows you to specify the exact date and time, including choosing the timezone that should be used and has a number of styling settings for customizing the look of your countdown timers.
  6. **Custom Partial**
  7. **Gallery**  
     The Gallery Module allows you to insert a gallery of images into a row. You can choose that gallery of images from your WordPress Media Library or if you have a SmugMug account, any of your SmugMug galleries. If choosing one of your SmugMug galleries, you will need to go into the gallery you would like to choose, click the Share button > Get a Link > Feed Links and copy the RSS link to insert in the Feed URL field in the Gallery Module. The Gallery Module has several settings and even allows captions to be displayed.
  8. **Icon**  
     The Icon Module allows you to insert icons from Font Awesome, Foundation or WordPress into your layouts. You can also link it, add text, style it with several options and give it spacing if desired.
  9. **Icon Group**  
     The Icon Group Module allows you to insert a group of icons from Font Awesome, Foundation or WordPress into your layouts. You can then link each to whatever you like and add specific spacing if desired.
  10. **Map**  
      The Map Module allows you to insert a Google map with a marker pointing to your address. You can specify a height depending on how it is used in a row and adjust spacing if needed using the margin settings.
  11. **Menu**  
      Like the built-in Custom Menu widget, the Menu Module allows you to select one of your WordPress Menus to insert into your layouts. That’s where the similarities stop as the Menu Module allows you to do so much more with options for the layout, style, and responsive display of your menus. You can read more about the Menu Module and how it works on our blog.
  12. **Number Counter**
  13. **Posts**  
      The Posts Module allows you to insert a group of posts into your layouts with several layout options available to achieve different looks. You can also fine tune what posts are displayed using the Content tab in the Posts Module settings.
  14. **Posts Carousel / Posts Slider**  
      The Posts Carousel and Posts Slider Modules are similar to the Posts Module in that they allow you to insert a group of posts into your layouts with several layout options available. The difference is that each of these modules allows you to either create a carousel of posts, or a slider of posts. You can read more about each of these modules on our blog.
  15. **Pricing Table**  
      The Pricing Table Module allows you to insert a pricing table with as many columns as you like! You can configure options such as title, price (and frequency), features and a button. There are also a handful of styling and spacing options to get you up and running featuring your pricing beautifully as well as quickly!
  16. **Sidebar**  
      The Sidebar Module gives you the ability to insert any of your WordPress sidebars into your layouts. These can be accessed and configured in your WordPress dashboard under Appearance > Widgets.
  17. **Slideshow**  
      The Slideshow Module allows you to insert a slideshow of images into your layouts. You can choose images from your WordPress Media Library or if you have a SmugMug account, any of your SmugMug galleries. If choosing one of your SmugMug galleries, you will need to go into the gallery you would like to choose, click the Share button > Get a Link > Feed Links and copy the RSS link to insert in the Feed URL field in the Slideshow Module. The Slideshow Module has several display, playback, and control settings all available to customize the user experience to your liking.
  18. **Social Buttons**  
      The Social Buttons Module allows you to insert popular social sharing buttons so visitors can share, like or post content to their social networks while on your site. You can choose the source they interact with whether it be the current page or a specific page such as your homepage. You can also choose which buttons to show and which to hide.
  19. **Subscribe Form**  
      The Subscribe Form Module works allows you to make a connection to a third-party service such as AWeber or MailChimp to subscribe your users to an email list. Simply choose a service, follow the instructions for connecting your account, select a list and you’re ready to start collecting email addresses. Please see this blog post for more details regarding the Subscribe Form module.
  20. **Tabs**  
      The Tabs Module allows you to easily insert tabbed text content into your layouts. This is a great tool for inserting large amounts of text into a small space! The Tabs Module settings allow you to add multiple tabs and structure them horizontally or vertically in addition to a handful of spacing settings if needed.
  21. **Testimonials**  
      The Testimonials Module allows you to add a basic slider with testimonials to your layouts. One thing to consider is that if you are using the Testimonials Module along with other modules, you’ll want to keep the layout set to compact. If you are using only the Testimonials Module in a row, you can select wide so that it takes up the entire row. You can customize a variety of options as well as add as many testimonials as you like.

1. **WordPress Widgets**Below is the list of modules within the **WordPress Widgets** option for the **2060 Digital Page Builder**. I have included a description of each along with the options available to you to customize each to your liking. **Advanced tab**: To learn about this tab, [**go here**](#PageBuilderAdvancedTab) to learn about the options that are included in the modules below.
   1. **Akismet Widget**
   2. **Archives**  
      displays archive links for each month that has posts.
   3. **Calendar**  
      displays a calendar of the current month. Dates appear as links if there are posts for that day.
   4. **Categories**  
      Displays a list of post categories as links to those posts.
   5. **Custom Menu**  
      displays a custom menu.
   6. **Form**
   7. **Meta**  
      displays links to meta functions such as Register, Site Admin, Login/out, Entries RSS, Comments RSS, and WordPress.org.
   8. **Pages**  
      Displays a link to each page.
   9. **RSS**  
      displays an RSS Feed. Multiple instances of this widget can be added to the Current Widgets list. Using RSS Widgets lists several feeds to use with this widget.
   10. **Recent Comments**  
       displays a list of the blog's most recent approved comments.
   11. **Recent Posts**  
       displays list of the blog's most recent posts.
   12. **Search**  
       displays a Search box to enter text to search your blog. A submit button is also provided.
   13. **Tag Cloud**  
       displays list of the blog's top 45 used tags in a tag cloud.
   14. **Text**  
       used to enter HTML, JavaScript, or just plain text. Multiple instances of this widget can be added to the Current Widgets list. Using Text Widgets details a number of possible uses for text widgets.
2. **Saved Rows**
3. **Saved Modules**
4. **Advanced Tab**Every editable element on a page, whether a **row**, **column** or **module**, has an Advanced tab in its settings panel. The Advanced tab allows you to edit a set of settings that are common to all elements and a few that are specific to only rows, columns or modules.
   1. **Margins** (Default: 20px): **Margins** represent the spacing outside of an element. You can individually set the Margin for Above the Module (Top), Below the Module (Bottom), Left of the Module (Left), and Right of the Module (Right).
   2. **Padding** (Rows & Columns **Only**): **Padding** is the spacing on the inside of an element. The **Padding** settings allow you to set the top, bottom, left, and right padding for an element.
   3. **Responsive Layout**: Choose whether to show or hide this module at different device sizes.
      1. The **Display** settings allow you to choose which size devices an element will be visible on. For example, if Display is set to Large Devices Only, the element will only be visible on desktop computers or TVs with a browser. If it’s set to Small Devices Only, the element will only be visible on most phones.
         1. **Medium Device Width** (Columns **Only**): The Medium Device Width setting allows you to set the percentage based width of a column at the Medium Device Breakpoint found under Tools > Global Settings. Set this setting to Custom if you would like to enter a custom width.
         2. **Small Device Width** (Columns **Only**): The Small Device Width setting allows you to set the percentage based width of a column at the Small Device Breakpoint found under Tools > Global Settings. Set this setting to Custom if you would like to enter a custom width.
         3. **Stacking Order** (Columns **Only**): The Stacking Order setting allows you to reverse the order that columns are stacked on smaller devices.
   4. **Visibility**: Choose whether to show this Module from the following options
      1. **Always**: Select this option to always show the **Module**.
      2. **Logged Out User**: Select this option to show **Module** to a user who has **logged out**.
      3. **Logged In User**: Select this option to hide info on a website from the public. Set the User Capability to the User Role level that is allow to view this Module (Ex: Administrator)
         1. **User Capability**: In this field set the [capability](http://codex.wordpress.org/Roles_and_Capabilities#Capability_vs._Role_Table) required for users to view this **Module**.
      4. **Never**: Select this option if the only person you want to see this Module is the person editing the page.
   5. **Animation** (Modules Only): The **Animation** settings allow you to animate a **module** when it is scrolled into view on a page. You can choose the Style of the **animation** as well as setting a delay for how long the builder should wait before running the animation.

**Please Note**: Animations aren’t currently supported on iOS devices.

* 1. **CSS Selectors**  
     **A developer should be consulted first before considering this option.**
     1. **ID**: This is a unique ID that will be applied to an element. It must start with a letter, contain no spaces and only contain dashes, underscores, letters or numbers.

Only one element per page must have a specific ID. For example, if I give one element the ID of my-element, no other element on the page should use that ID. If you need to target groups of elements, consider using the Class setting instead.

* + 1. **Class**: Unlike the ID selector, the Class selector does not have to be unique and can be used to target multiple elements on the page. It must also start with a letter, contain no spaces and only contain dashes, underscores, letters or numbers.

1. **CSS Box Model**To understand how Padding and Margins work I’m going to explain the CSS Box Model which factors into how your content is displayed on the website. For this example we are going to assume this is a **Text Editor Module**.
   1. **Margin**: The **Margin** represents the area between the **Text Editor Module** and the **Column** that contains it.
   2. **Border**: The **Border** represents the outer shell that the **Text Editor Module** is contained in. A **border** can be set via styling if desired.
   3. **Padding**: The **Padding** represents the area between the **Border** and **Content**.
   4. **Content**: The **Content** is anything that is displayed on the website.



1. **Column Settings**   
   
   1. Column Settings
   2. Insert Column Before
   3. Insert Column After
   4. Reset Column Widths
2. **Row Settings**   
   
   1. **Move Row**  
      
   2. **Row Settings**  
      
   3. **Duplicate Row**  
      
   4. **Delete Row**
3. **Customizer**