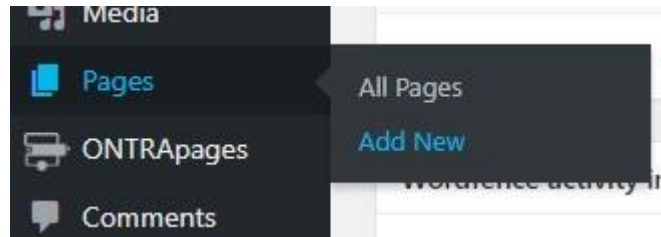
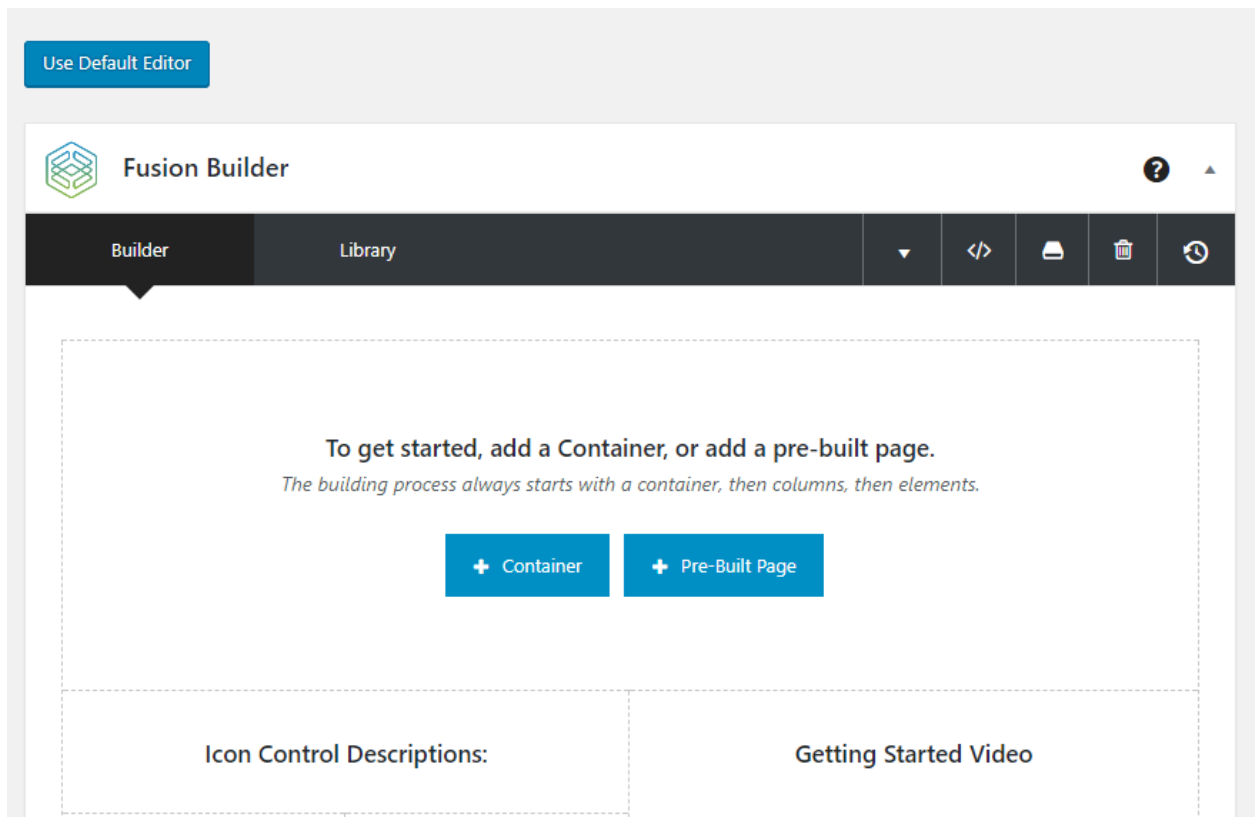


ADDING A NEW PAGE

1. Login to the website (<http://tradiestoolbox.com.au/login/>) using the admin account.
2. Hover mouse over the Pages menu item on the menu and click Add New:



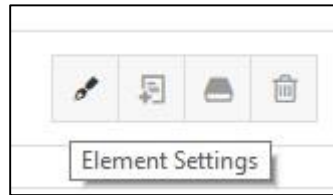
3. Add page title in the text field.
4. Click to button to Use Fusion Builder, how it should look:



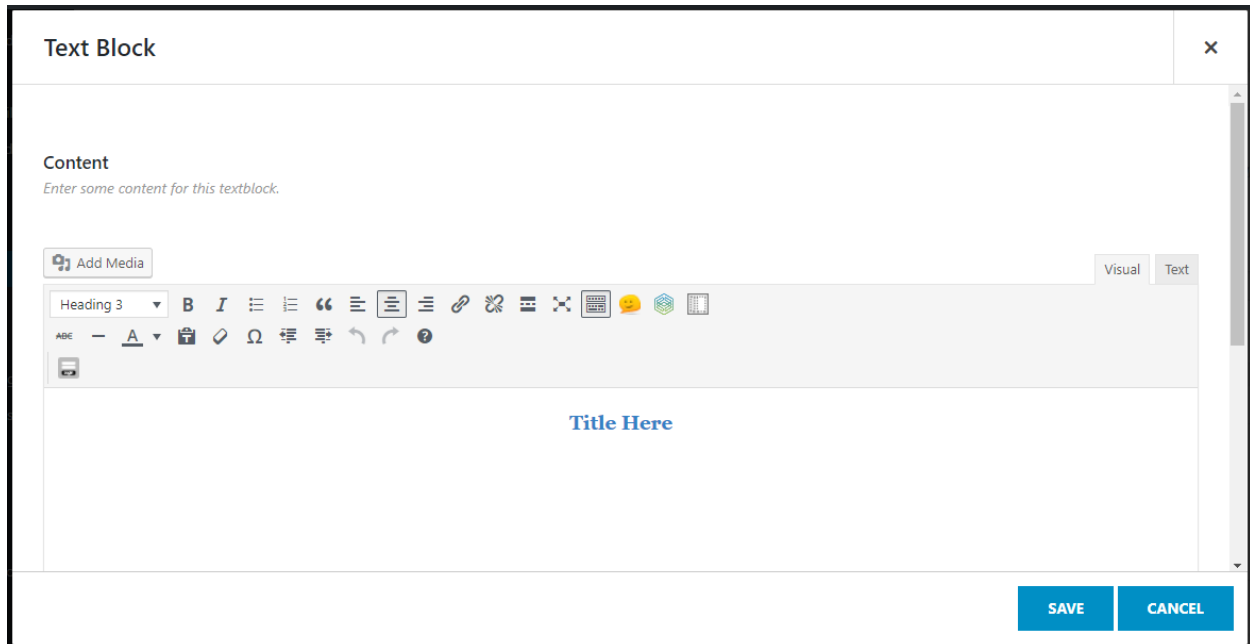
5. Click the button 'Pre-Built Page'.
6. Select the tab 'Templates', then select from the two types of internal pages (with or without video).
7. Hover on the desired template's load option, then select 'Replace all page content'.

a. SELECTING A TEMPLATE WITH NO VIDEO

- i. To edit the title, hover the cursor on it and click **Element Settings**:



- ii. Edit the text from the input field.



- iii. Press 'SAVE' button after editing.
iv. To edit the description, do the first three (i - iii) steps.
v. To edit the toggle, hover mouse pointer to toggle element and click 'Element Settings'.

- vi. The toggles' element settings will show. Hover over one of the items to edit and click select item.

Toggles

Add / Edit Items

Add or edit new items for this element. Drag and drop them into the desired order.

1. Title
2. Title
3. Title
4. Title
5. Title

+ Total

Toggles or Accordions

Toggles allow several items to be open at a time. Accordions only allow one item to be open at a time. Default currently set to Accordions.

Boxed Mode

Choose to display items in boxed mode. Default currently set to No.

Divider Line

Choose to display a divider line between each item. Default currently set to Yes.

SAVE **CANCEL**

- vii. Edit and insert desired title for toggle. Like this page (The ones colored blue and with icons on the left): <http://tradiestoolbox.com.au/framework/marketing-machine/>
- viii. To edit the details/description, scroll to the bottom to edit it.

Toggle

Add Media

Paragraph B I List Link Image

Visual Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam vehicula quam sed nunc vehicula iaculis. Sed odio nibh, scelerisque eu erat non, condimentum feugiat arcu. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Ut pellentesque sagittis mauris sed sagittis. Cras eget orci sit amet est ullamcorper consequat. Pellentesque dictum leo quis massa dignissim, et laoreet ipsum lobortis. Phasellus turpis nisl, rhoncus sed pharetra quis, malesuada nec mi.

p » span

SAVE **CANCEL**

- ix. Press 'SAVE' button when finished and repeat for each item.

b. TEMPLATE WITH VIDEO

- i. Click element settings on the **Nested Columns Element** (it contains the title and description of the page).
- ii. To edit the title and description, do steps a.i to a.iii.
- iii. Click **SAVE** button to close the **Nested Columns** settings.
- iv. Click element settings on the **Youtube Element** to change video URL. Copy URL from desired youtube video. It can be from the address bar of your browser:

Secure | <https://www.youtube.com/watch?v=mcXEbzVOsjo>

Or right-clicking the video itself:



- v. Paste the URL then remove everything from the start and leave what follows after the '=' character which leaves the video's ID which is what is required for the element.
FROM: <https://www.youtube.com/watch?v=mcXEbzVOsjo>
TO: mcXEbzVOsjo
- vi. If you want to make the video play when the page is opened, you can do so by changing the settings. Just scroll down the **Youtube Element Settings** then clicking **Yes**.

Autoplay Video

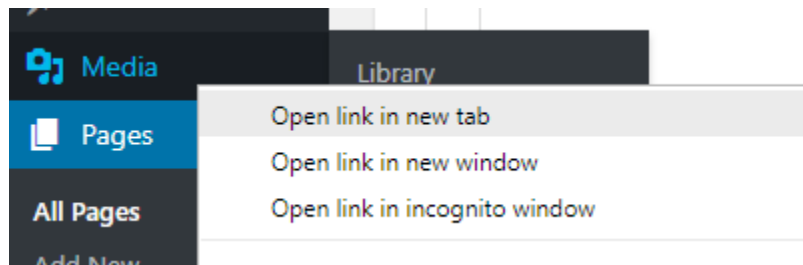
Set to yes to make video autoplaying.

No Yes

vii. Click save to apply changes close the element settings.

viii. EDITING THE DOWNLOAD BUTTONS UNDER THE VIDEO

1. Hover mouse pointer over the sidebar menu item **Media**, right-click then select **Open link in new tab**.



Note: Do not go to the opened tab yet.

2. Hover mouse pointer over the nested columns where the buttons are grouped.

Nested Columns

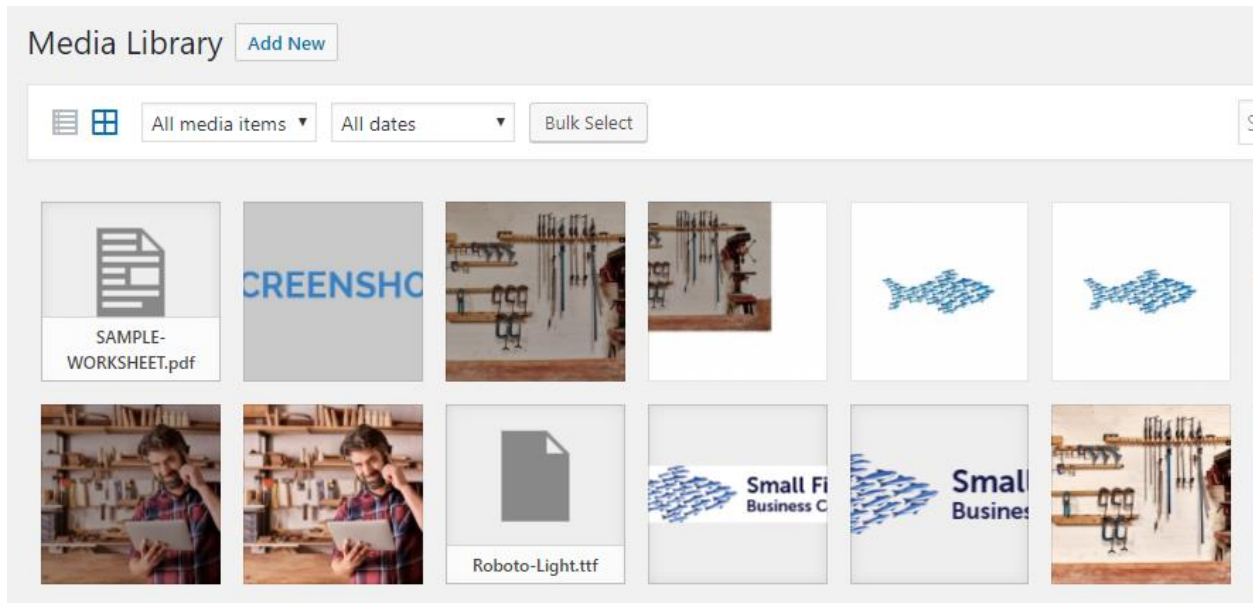
$1/5 + 1/5 + 1/5 + 1/5 + 1/5$

3. Click **Element Settings** button to display all the columns, including the buttons.

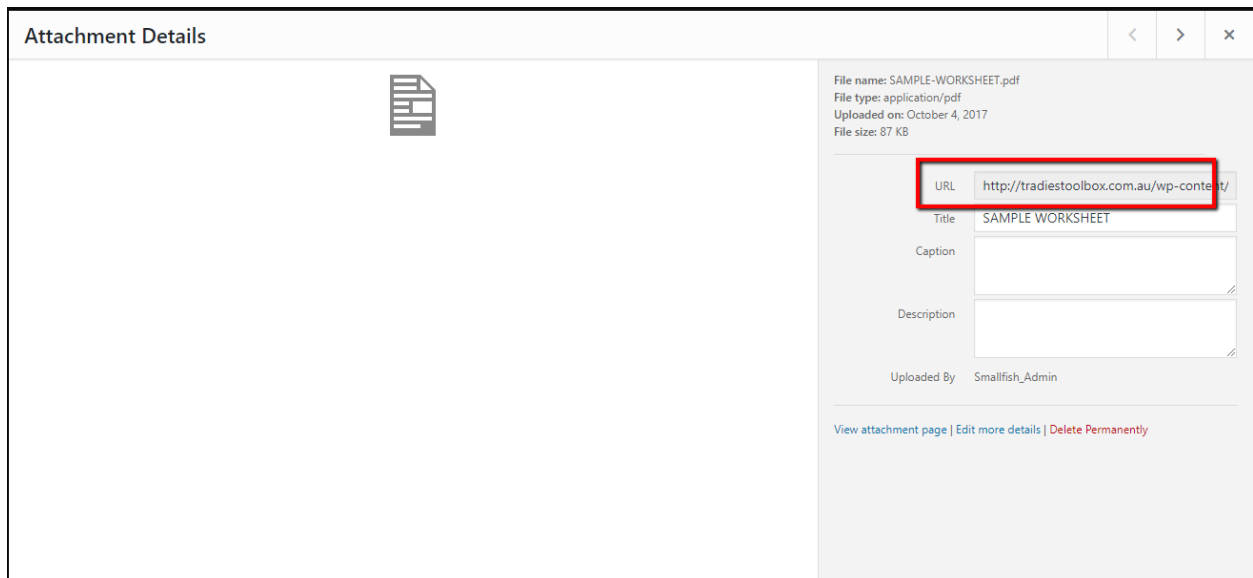
TAKE NOTE: The following steps are to be used with each button for linking a file for download.

4. Hover mouse pointer on the button to be edited and click **Element Settings**.
5. Go to the second tab opened in step 1.
6. Locate the file you want to be downloaded when the button being edited is clicked.
7. Click the file to display the details of it, then copy the link.

MEDIA LIBRARY



AFTER CLICKING A FILE, COPY THE LINK



8. Go back to the tab where the button is being edited.
9. Paste the link in the URL input field for the button.

Button URL

Add the button's url ex: <http://example.com>.

PASTE URL HERE

10. Press **SAVE** button and do it with the other buttons as well.
8. Add **PilotPress Access Level** if login is required to view the page being created. Top-right of the page is the **PilotPress Options**:

PilotPress Options ▲

Access Levels
☐ Basic
(Leave blank to allow access to all users.)

☐ Show in Navigation

On Error
(homepage) ▼
Redirect to THIS page on error.

9. If the page is under a main page or main menu item (for example, it is under Dashboard) and you want the link to be 'tradiestoolbox.com/dashboard/page-name-here', then go to **Page Attributes** on the right side of the page, under **Publish**. From the parent dropdown, select the page where you want it to be:

Page Attributes ▲

Parent
(no parent) ▼

Template
Default Template ▼

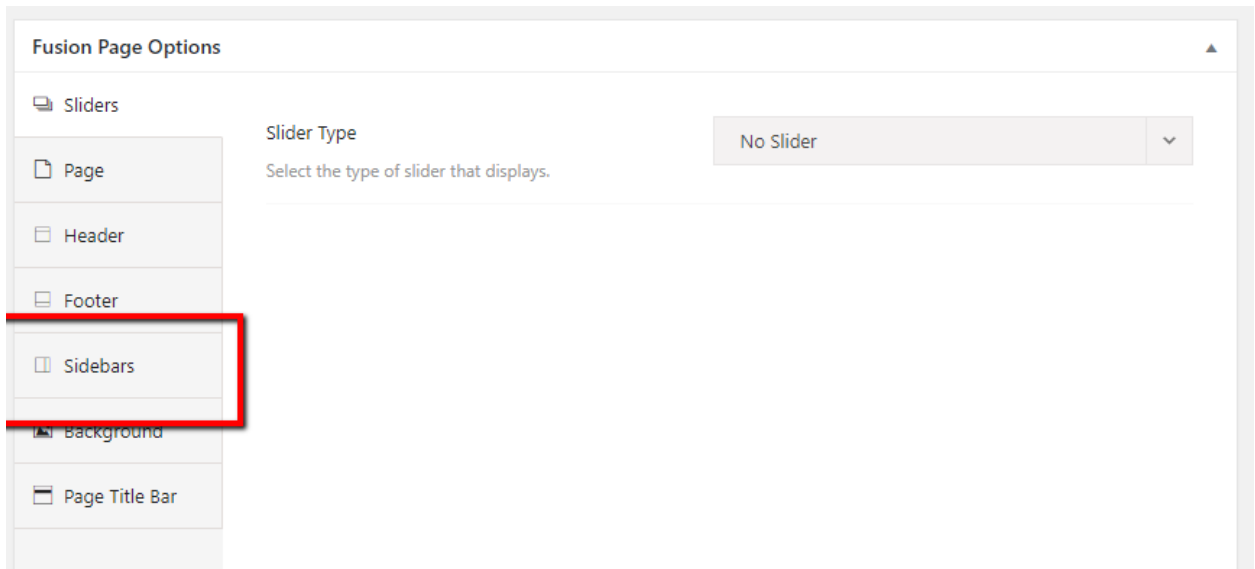
Order
0

Need help? Use the Help tab above the screen title.

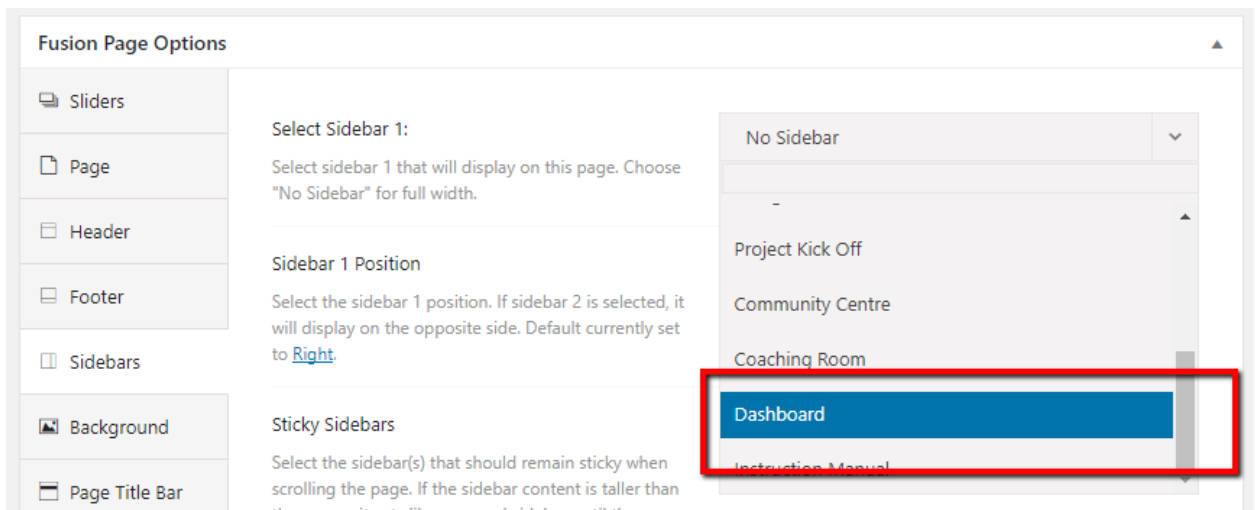
Page Attributes ▲

Parent
(no parent) ▼
(no parent)
About
Coaching Room
Community Centre
Getting Together
Contact
Customer Center
Dashboard
KPI Tracker
Revenue & Profit
Six-Shifts Slider

10. Scroll down the page to find the **Fusion Page Options**, click menu item **Sidebar** from the side navigation.t



11. On sidebar 1, select the sidebar you want to put in the side of the page. (For example: If this page is under **Dashboard**, then select the option dashboard)



12. Click **Publish** to finish creating the page.

ADDING A PAGE TO MENUS

1. On the sidebar navigation, go to **Appearance > Menus**.
2. Click the dropdown menu and select the menu where you want to add the page, then press **Select** button.

Edit Menus **Manage Locations**

Select a menu to edit: Sidebar Navigation Select or [create a new menu.](#)

Pages

Most Recent [View All](#) [Search](#)

- ☐ Power Your Team
- ☐ Power You

Menu Name Sidebar Navigation

Menu Structure

Drag each item into the order you prefer. Click the

3. After the page loads with the selected menu, go to **Pages** and click **View All** then find the page you want to add.
4. Once found, click the checkbox beside the name of the page then click **Add to Menu**.

Pages

[Most Recent](#) [View All](#) [Search](#)

- ☐ Home
- ☒ About
- ☐ Coaching Room
- ☐ Community Centre
- ☐ Getting Together
- ☐ Contact
- ☐ Customer Center
- ☐ Dashboard

[Select All](#) Add to Menu

5. The menu item is then added to the menu structure. You may drag the items to change their order.

6. If the menu items in the menu where you added the page has icons on them, you may add an icon to your menu by clicking the arrow on it then click **Insert Icon**. If not, proceed to **STEP #**.

Six-Shifts Slider sub item Page ▲

Navigation Label Title Attribute

Six-Shifts Slider

☐ Open link in a new window/tab

CSS Classes (optional)

Avada Options

Icon

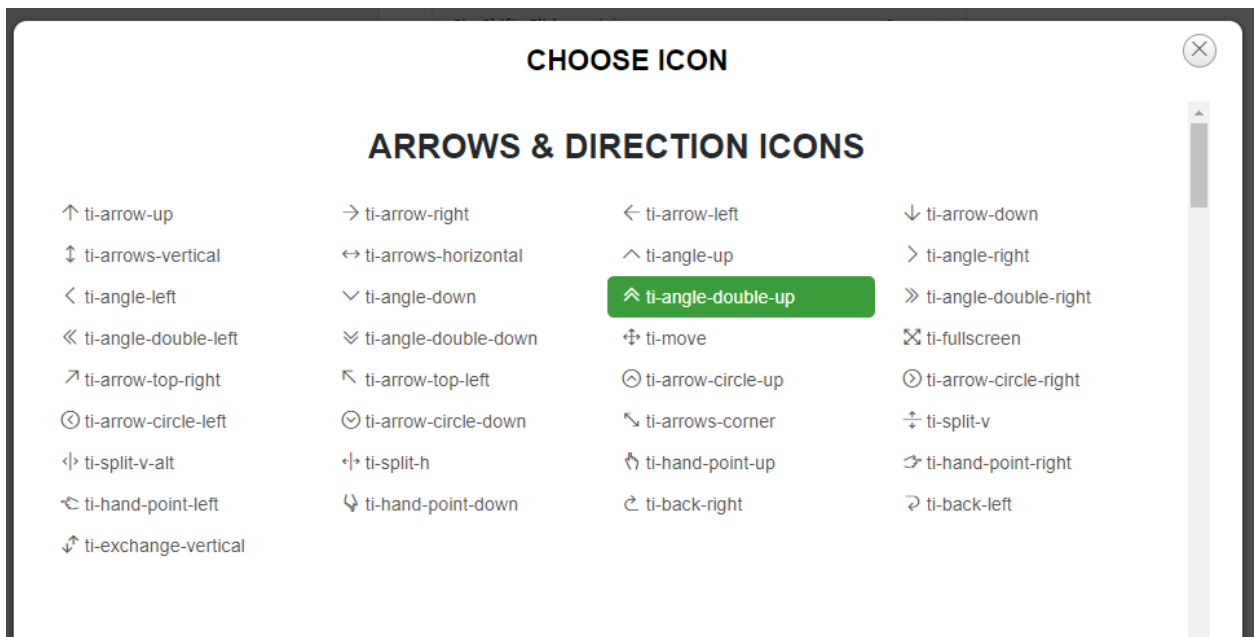
Insert Icon

Move [Up one](#) [Down one](#) [Out from under Your Dashboard Under KPI Tracker](#)

Original: [Six-Shifts Slider](#)

[Remove](#) | [Cancel](#)

7. Then from the icons, select what you want to add to your menu item.

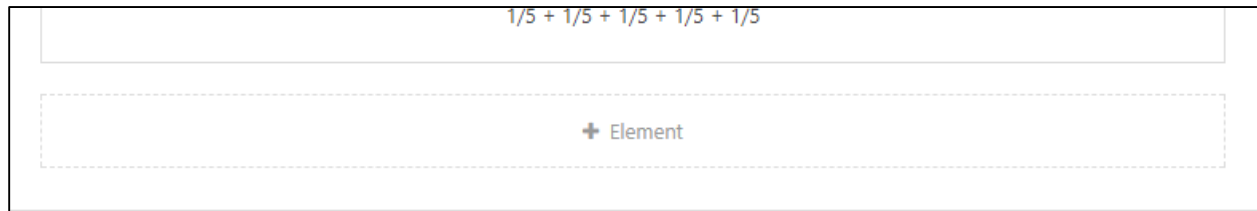


8. Make sure to also add the same page to the mobile menu, but without an icon.

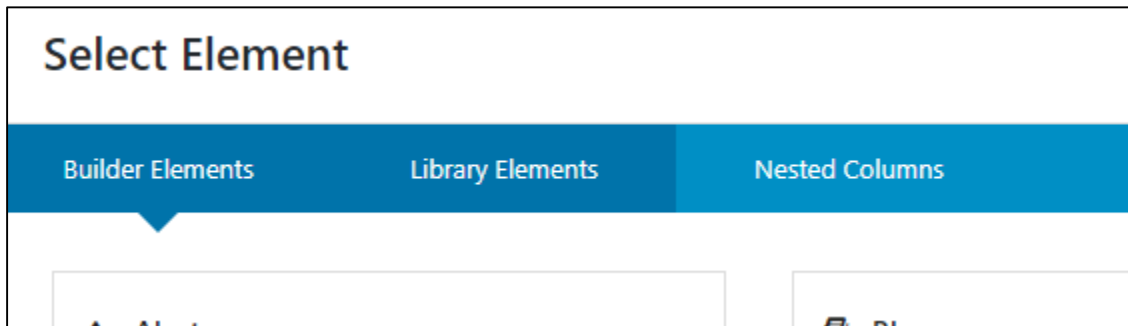
9. Finally, press the **Save Menu** button.

ADD VIDEO TO A PAGE

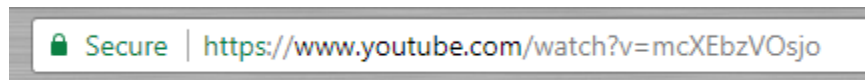
1. In the side navigation of the wordpress dashboard, go to Pages > All Pages.
2. Select the page you want to add a video to and click edit.
3. On the section you want to add the video to, click add element.



4. The click the tab library elements.



5. Then select the **Video Element**.
6. Repeat **Steps 3 to 5** but this time, select the **Separator after the video**.
 - a. Optional – if you wish to add download buttons under the video, repeat the steps again and add the element **Download Buttons**.
7. Hover mouse over the elements you added then click and drag them to rearrange the elements.
8. Make sure the separator element is right under the video element, so that there is a margin under the video.
9. Click **Element Settings** on the video element and change the **Video ID**. Copy URL from desired youtube video. It can be from the address bar of your browser:



Or right-clicking the video itself:



10. Paste the URL then remove everything from the start and leave what follows after the '=' character which leaves the video's ID which is what is required for the element.

FROM: <https://www.youtube.com/watch?v=mcXEbzVOsjo>

TO: mcXEbzVOsjo

11. If you want to make the video play when the page is opened, you can do so by changing the settings. Just scroll down the **Youtube Element Settings** then clicking **Yes**.
12. Click Save to close the video's element settings, then click **Update** on the upper-right of the page to publish the page along with the changes