AGLOWNET BEAVER BUILDER "HOW-TO"

WORDPRESS RESOURCES

• BeaverBuilder Community forum - https://community.wpbeaverbuilder.com/

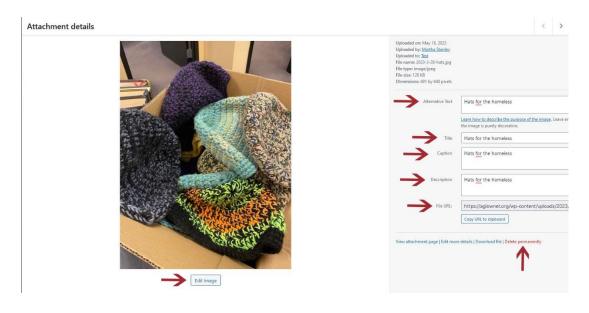
MEDIA MANAGER

To upload a new graphic to the Media Library

- In the Dashboard menu choose Media > Add New
- Drop files to upload or Select Files from your computer and choose Open.

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- Click on the file you just uploaded and fill out the information at the right
 - Alternative Text (tool tip that comes up when mousing over a graphic), Title, Caption, and Description (for search engines).
 - File URL When you want to insert a PDF into a page this is where you'll find the URL
 - o Delete permanently option at bottom right



Note editing capability such as Crop, Rotate Left or Right, Flip, Scale. Click on Edit Image to access these options.



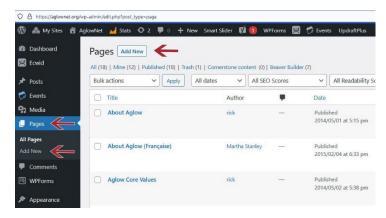
PAGES

Open Existing Page

- In the Dashboard menu choose Pages.
- This brings up a list of all pages in the site.

Add New Page

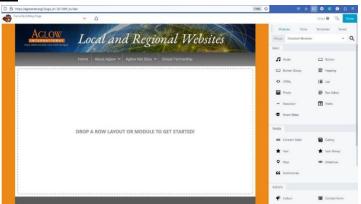
- In the Dashboard menu choose
 Pages > Add New at the top next to Pages or underneath pages
- In the new page Add Title
- Click Launch Beaver Builder



Add title ←	e
Beaver Builder lets you drag and drop your layout on the frontend.	
Launch Reaver Builder Use Standard Editor	

CREATE LAYOUT OF NEW PAGE

• The blank page will look like this.



ADDING ROWS

- The first thing you must do is put in **Rows** in the page to *contain* your **Modules**. Think of **Rows** like your kitchen cupboards, and **Modules** like the dishes you put in each cupboard.
- Select **Rows** from the top tabs
- Click and drag the rows you want over into the page. For this example, a **1 column row** was dragged over to the top and a **2-column row** was dropped below it.

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J 425.7	75.7282 2nd Avo. So., Suito 100	Aglow International Events	Aglow is a dynamic, global Kingdom movement made up of women and			

ADDING MODULES

Now to put the dishes in the cupboards. To access the modules, click on the Modules tab.

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• Let's put a **Heading Module** in the top one column row. Click on **Heading** from the **Basic Modules**. Select **Heading**, hold the mouse down, and drag a Heading module into the top row. When you do the Heading dialog box will open up.

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Great! Now we are ready to add some text.

• Click on Modules in the Basic Modules box and click on Text Editor. Drag the Text Editor module over to the left box in the 2-column row.

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- When the module has been moved over click on the **General Tab** and the Text dialog box will come up. **Note:** Modules always open up in the last tab you were working in. We were last working in the **Style** tab, so you'll need to click on **General** to access the options we need now.
- Place text in the editing box at the right. Editing options are similar to working in a Word Doc. Remember to save when you are finished.

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	D PO Box 1749 Edmonds, WA 98020-1749	The Aglow Store	God's will be done on earth as it is in		K		
		Privacy policy	Heaven. Find out more	N	Save	Save As	Cancel

Our page is shaping up! Now it's time for the photo.

• Click on Modules. Drop and drag a Photo module into the right column of the 2-column row.

Warm Hats to Warm Hearts Recently, Nona Minyard, State Prayer Coordinator for Arkansas posted a picture of warm hats that she was knitting for the bonness in her homethors on Redfield and surrounding areas. When an Aglow staff member contracted the Seattle Night Warm Hats to Warm Redeal And Surrounding areas. When an Aglow staff member contracted the Seattle Night Sector us to distribute in Seattle. Warm Hearts Warm Hats to Warm Hearts Were Word State Prayer Coordinator for Arkansas Intel Source Media Library Media L
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BUTTON

Let's spice things up a bit and add a button to our page.

• Drag a **Button Module** over and place it under the text.



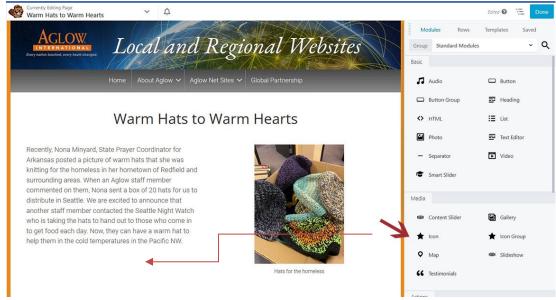
Add Text, choose Icon, and put in Link URL

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<u>Icon</u>

Icons are another way to add visual interest to the page.

• Drop and drag the Icon Module below the Text Module on the page.



- Choose the Icon
- Add Link URL
- Add Screen Reader Text
- Type in text and **link** it to the desired URL

Image: Constrained and the part of the homeless in her hometown of Redfield and surrounding areas. When an Aglow staff member contacted the Seattle Night Watch who is taking the hats to hand out to those who come in	Currenty Editing Page Y A Warm Hats to Warm Hearts A			Edited 😡	VE Do
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When you are finished with the page click **Done** and then **Publish**.

Note: Your page will not be viewable from the front end of the website until it is placed in the Menu

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<u>Menus</u>

Now that we've created our new page we'll need to add it to the menu for it to display on the website.

- From the Dashboard menu choose Appearance > Menus
- Select the page you want to put into the Menu
- Click on Add to Menu
- The page will be added to the **bottom of the Menu**
- **Drag** the page up to the desired location.
- Pages dragged to the far left will display as a Primary Navigation item
- Pages dragged in one space will be Secondary Navigation Items displaying under the Primary Item
- Pages dragged two spaces in will be Tertiary Items displaying under the secondary Item
- Make sure you SAVE the Menu when you are finished

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🍘 Dashboard	Add menu items	Menu structure	
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REMOVE A MENU ITEM

• To remove a Menu Item click on the arrow next to Page and choose Remove at the bottom

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		Move <u>Up one</u> <u>Under Global Partnership</u> <u>To the top</u>		_	
		Original: Warm Hats to Warm Hearts			
		Remove Cancel			

FORMATTING TEXT

- When should you put a heading in a separate element, and when should you leave it with the block of text in a text box? Good question! If you think you may want to move your heading around, place it in a separate Heading Module. If it will always stay with that block of text format it in the text module.
- *Tip:* Press **Shift + Enter** at the end of a line for tighter spacing between lines.

Enter	Date: August 28, 2023	Shift + Enter	Date: August 28, 2023
	Time: 7:00 PM		Time: 7:00 PM

ADJUSTING SPACING BETWEEN ELEMENTS

- Click on the Module you want to adjust. •
- Click on the Advanced tab to access options. •

• Choose how much space you want to the left, right, top and bottom of the element with Margins options Note: BeaverBuilder remembers what tab you were working in last, so the next time you open an element it will open in the same tab. I.e. if you have been working with options under the Advanced tab, the next time you open an element it will open with that tab displaying. Just click on the General tab to get back into those options.

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Hyperlinks

To add a hyperlink to existing text click on the **Text Module.** You text will open up on the right side of the page.

- Select the Text you want to hyperlink. •
- Click on the **Paperclip Icon** or use the keyboard shortcut **Ctrl + K** to access the dialog box. •
- Put the URL in the dialog box. ٠
- Click on the blue elbow looking button. •

Aglow Meetings	General Style Advanced
Aglow is, by nature, dynamic and global. Meetings vary from nation to nation in order to meet the cultural and geographic needs of individuals in locations as diverse as the people themselves! Large groups gather to worship, and listen to guest speakers, smaller groups (from 3-10) meet, forming prayer groups, Biles studies, or care groups. Those with a heart for outreach form groups to help meet	92 Add Media Situal Text O
community needs such as visiting nursing homes and orphanages, tutoring at schools and participating in food programs.	1 f τ - A τ 自 Q Ω 译 取 つ C
As Aglow has grown, more groups have formed around special areas of ministry such as prison ministry, ministry within local churches, outreach within neighborhoods, and teen or youth ministry.	hearts. Bible studies are an especially good place for new Christians to come together with other believers to explore God's Word and put
Aglow Bible Studies	the timeless truths into action in their own personal lives. Find out more about Anlow's
Up close and personal: that's a good way to describe Aglow Bible studies. A small group meets together regularly to study the Bible and share issues and questions that touch hearts. Bible studies are an especially good place for new Christians to come together with other believers to explore God's Word and put the timeless truths into action in their own personal lives. Find out more about Aglow's free Bible Studies.	inee bible Studies
Aglow Conferences	

If the link will take you outside of your website, click on the Gear Icon under the blue elbow button and • choose **Open in a New Window** in the dialog box that pops up. This will bring up the link in a new tab. Then click Update

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Text Editor

COMMENTS

- The Admin for your site will receive an email notifying you that a comment has been posted on your site.
- The Comment will not go live until the Admin logs in and approves it.
- Mouse over the space below the comment to access the options which are:
 - Unapprove | Reply | Quick Edit | Edit | Spam | Trash

My Sites 🛛 📸 So	outh Hill Aglow Community Lighthouse 🛛 📈 Sta	is 😳 2 📮 0 🕂 New Smart Slider 📢 🚺 💹 🧭 Events UpdraftPlus		Howdy, Martha Stanley
nboard id s	Comments All (9) Mine (0) Pending (0) Approved (9) Bulk actions V Apply All comm	Spam (4) Trash (0) ent types ✔ Filter Check for Spam	2	Screen Options Help Search Comment 9 ite
nts	Author	Comment	In response to	Submitted on
lia es mments	C Rachelbrown southhillaglow@gmail.com 71.219.185.119	In reply to Shalita Bateman. Thank you. CoPastor Shalita! I believe we are partnering in the Spirit with you and your husband for our community! We hope to collaborate with your ministry soon! Unapprove Reply Quick Edit Edit Spam Trash	Monthly Intercessory Prayer View Page	2022/07/27 at 1:51 pm
arance r Builder 15	Shalita Bateman Nextlevel4ink@gmail.com 107.77.204.40	Such a blessing to know there is a group of people covering over the community with love and prayer and doing the will of the Lord	Monthly Intercessory Prayer View Page	2022/07/25 at 4:36 pm
	rachelbrown southhillaglow@gmail.com 71.219.185.119	In reply to Martha Stanley. Thank you, Martha! We certainly touch and agree in the Spirit!	Monthly Intercessory Prayer View Page	2022/07/15 at 3:56 pm

To allow Comments on a page **click on Pages in the left navigation** and **find your page**. Mouse over the title of the page to be able to see the options.

- Choose Quick Edit
- Choose Allow Comments
- **Update** the page

📙 Pages 🔸	Parteneriat Mondial	Martha Stanley		Published	• •	0 0	⇔ Aglow Togo
All Pages				2015/08/07 at 7:58 pm			
Add New	QUICK EDIT			_			
Comments	Title Request a Site			Parent	Main Page (no parent)		~
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5 Settings				2017/08/01 at 8:14 pm			
🖏 WP Mail SMTP							

• FYI - The AglowNet sites use an anti-spam program called Akismet for weeding out spam.

A whole world of creativity is open for you with Beaver Builder. Play around, explore the options under the Style tab, explore options by scrolling down in the General tab. Have fun! Be adventurous! And remember if things do go awry I am only an email away. Happy Beaver Building!