How to edit your website with Themify Builder

Log In


Open a web browser and navigat to the Login URL you will have. You will need a username and password. If you fail to login after a number of attempts you will be locked out for a period of time.

Note that There are often different login details for Editor and full Administrator accounts. Only an Administrator can reconfigure certain aspects of the site.

Note: Do NOT 'Remember Me' if using a shared computer as others will then be able to edit the site.

Dashboard
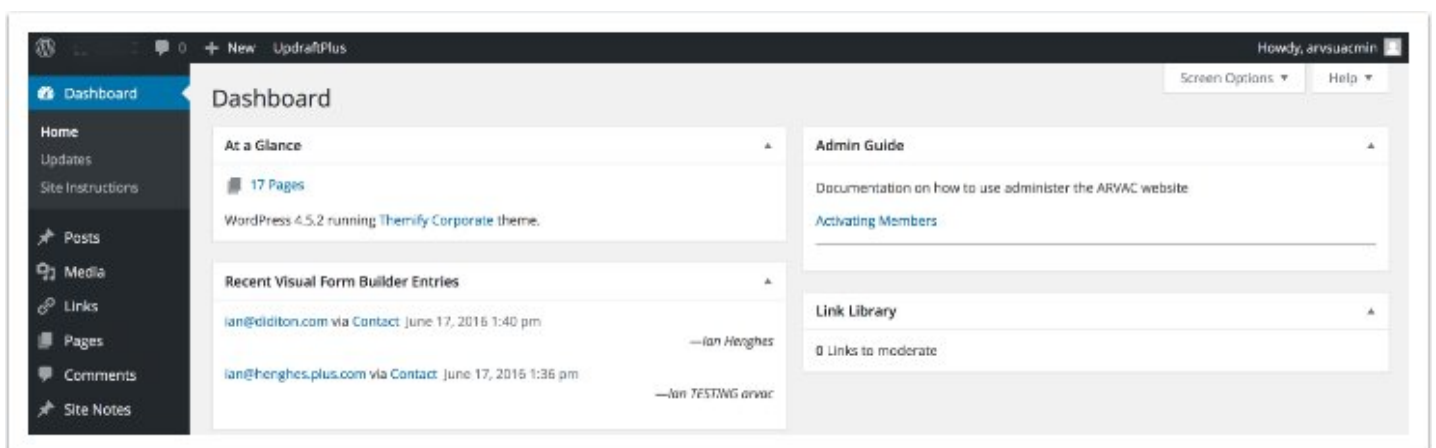
When you log in you will see the Dashboard. You could select 'Pages' on the left to see a list of pages on your site, but to edit existing content you would normally just click 'visit site' from the menu option which appears under the name of your site next to the 'home' icon top left. This allows you to visit the site normally, but with a toolbar visible so you can edit as you go.

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Navigate to a page to edit
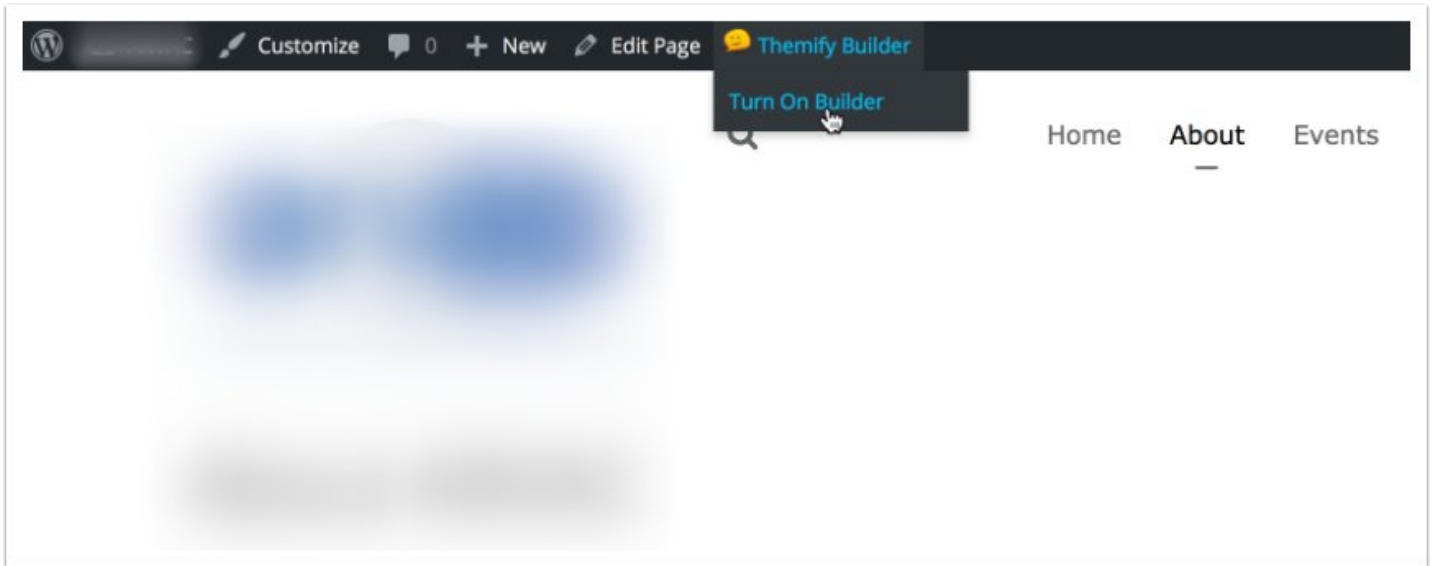
Click 'Turn On Builder' from the 'Themify Builder' menu to see content blocks on your page

Using 'Builder'
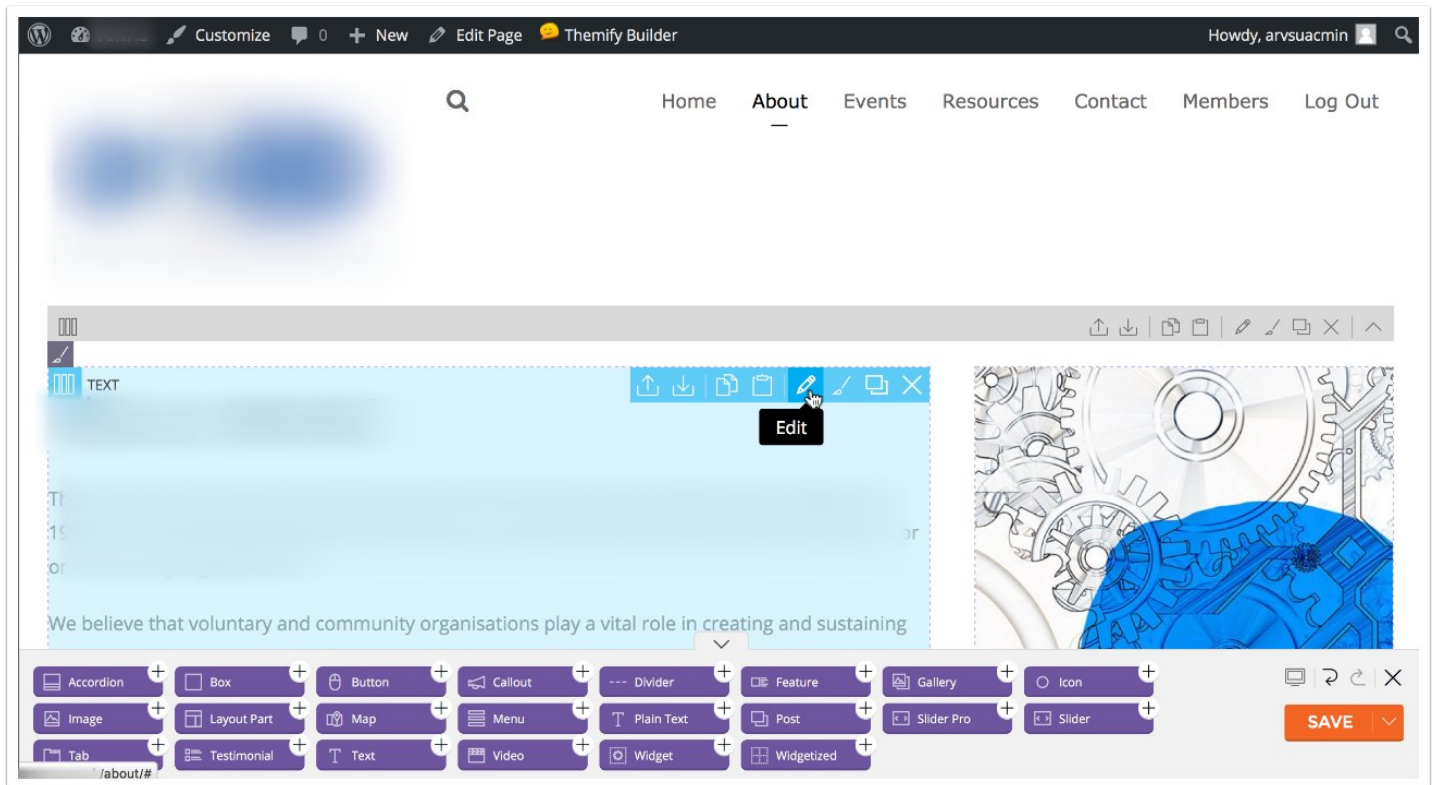
With Page Builder switched on you have a palette of objects which can be dragged and dropped onto your page. Normally however you would just move the mouse cursor over the block to edit and click the 'Edit' icon as illustrated.
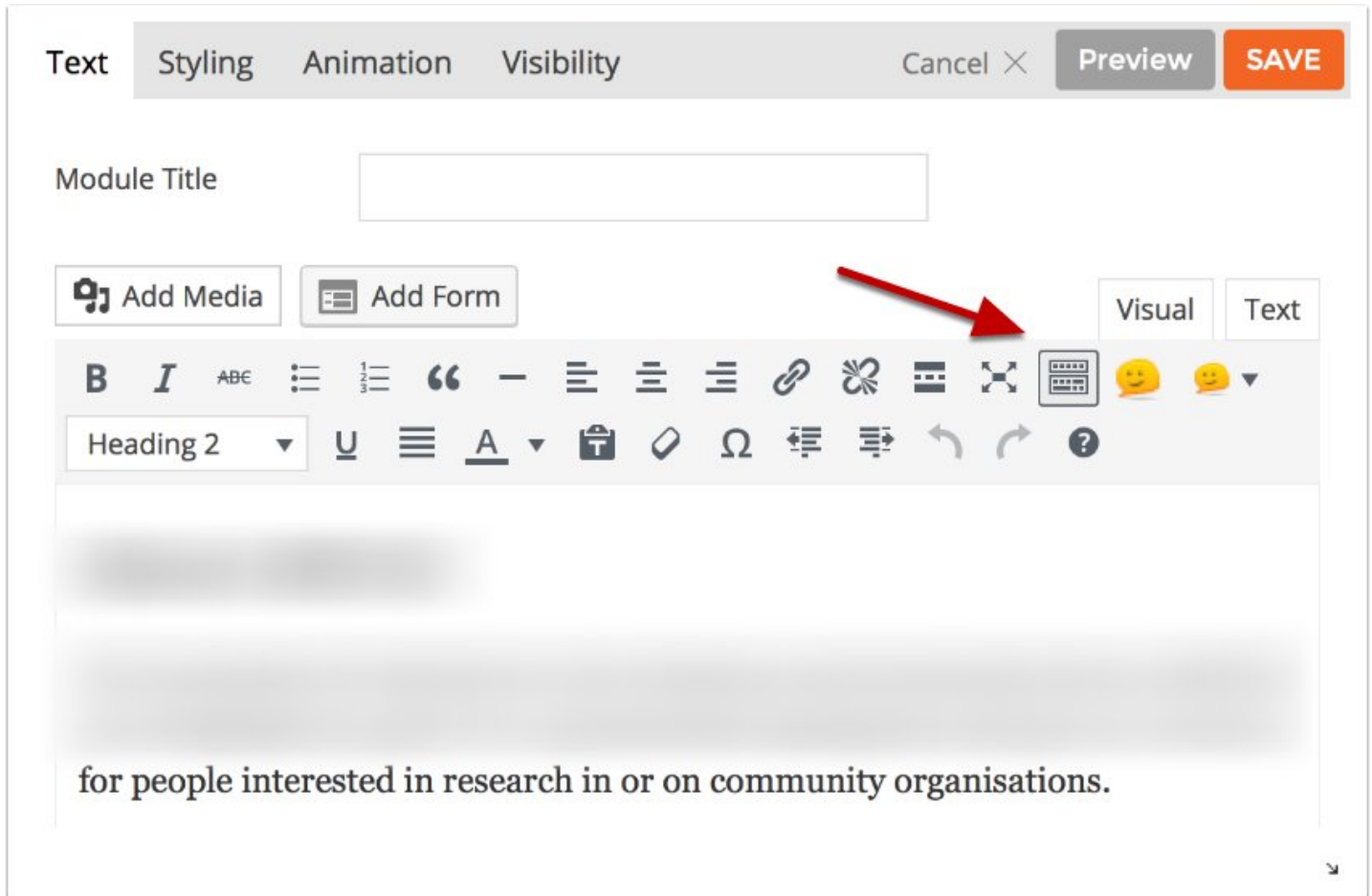
Editing a page - create a 'Revision'
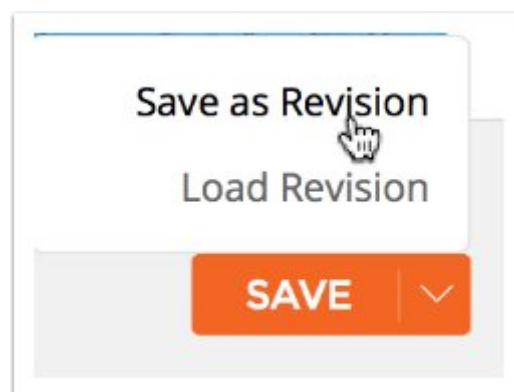
If you are making more than very minor changes to a page it is a good idea to create a backup before you start. To do this click the downward pointing chevron to the right of the 'Save' button

(bottom right) and choose 'Save as Revision'. It is also sensible to add a comment in the confirmation dialog which appears so you remember what state the page is in should you wish to reload it later. Click 'OK' to save the Revision before you carry on working on the page.

Editing a page

Once you are editing a Visual editor will appear within which you can type or paste new text and delete old.

Note that in the illustration the 'Toggle Toolbar' control is selected so you have access to additional tools om a second row. If you see code when editing the page rather the visual editor you will be in 'Text' view. Click the 'Visual' tab to return to the visual view.

Save your edit
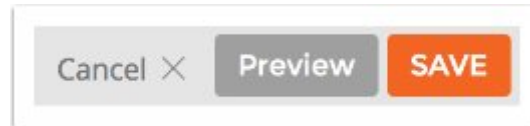
Once you have made any changes, click 'Save'. You can also click 'Preview' as you go to see how your changes appear on the page you are working on.

## Save and Close when done
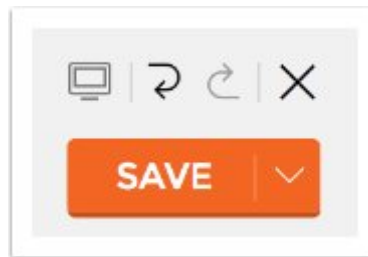
To finish making edits to a page click 'Save' to the right of the page builder objects and then 'Close' (X) to return to viewing your site. If you try to navigate to another page without doing this you will be prompted to check if you want to stay on the page. If you navigate away without saving changes will be lost.

Loading a Revision

If you decide you want to restore an earlier version of a page you can do this ONLY if you have previously saved a Revision. If you have, click the downward pointing chevron to the right of the 'Save' button and choose 'Load Revision' you will be given a list of available Revisions to choose from.

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Adding a new page 1
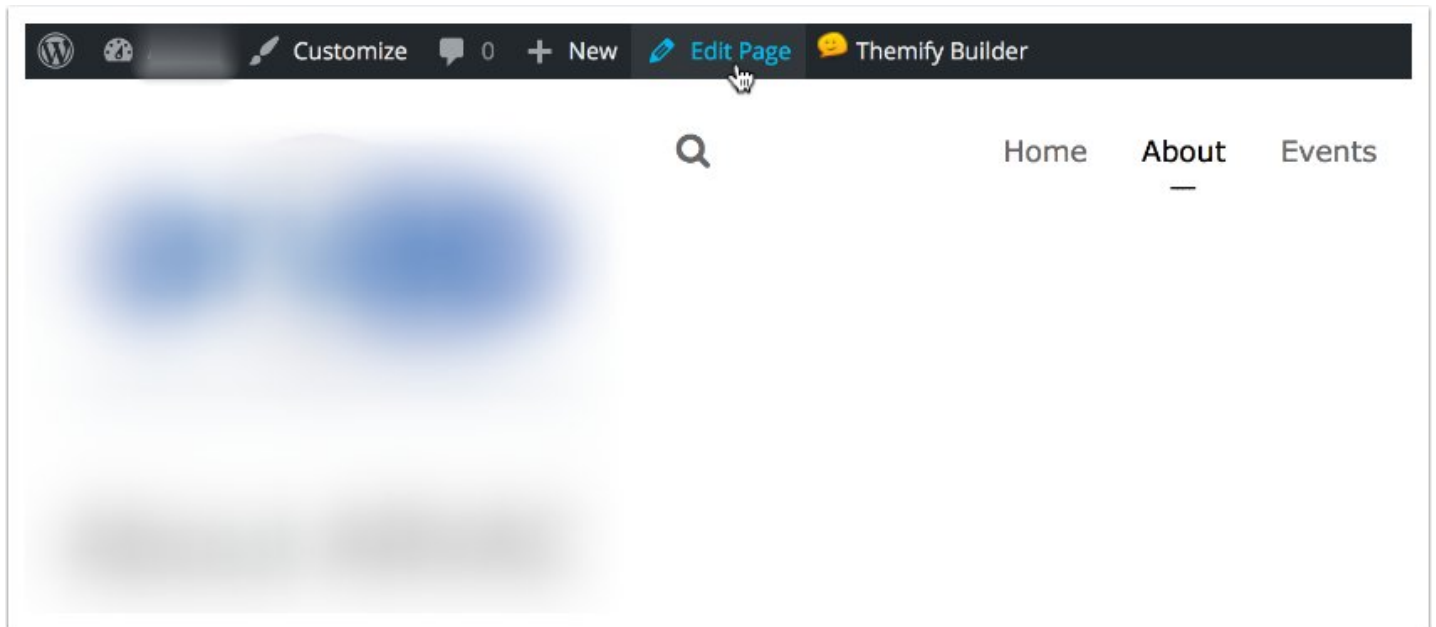
To add a new page of content you might think it best to click '+ New'. In fact it is generally easier to start by finding a page with a layout similar to the one you want to create and either choosing 'Duplicate this page' from the builder menu or choosing to 'Edit Page' and duplicating in full edit mode. The latter approach is illustrated here, and is prefereable as it is good practice to change the name of the new page after duplicating (see below).
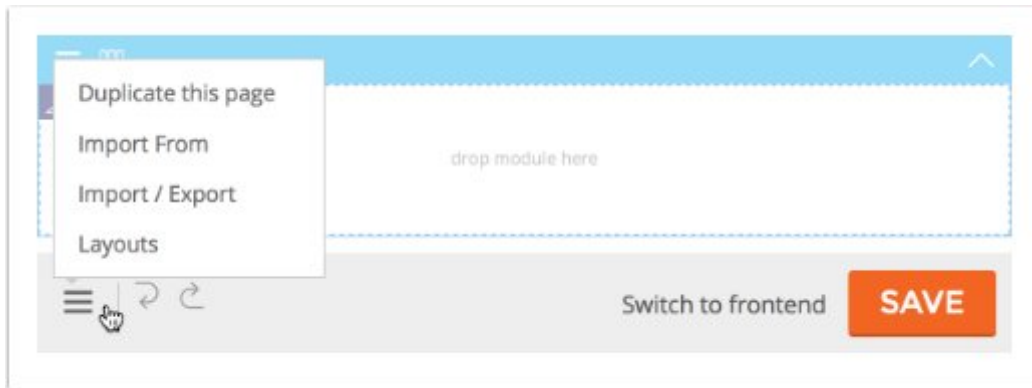
IMPORTANT - if the page you are duplicating is a 'parent' then 'child' pages will be duplicated too. For this reason it is often better to duplicate 'child' pages.

Adding a new page 2
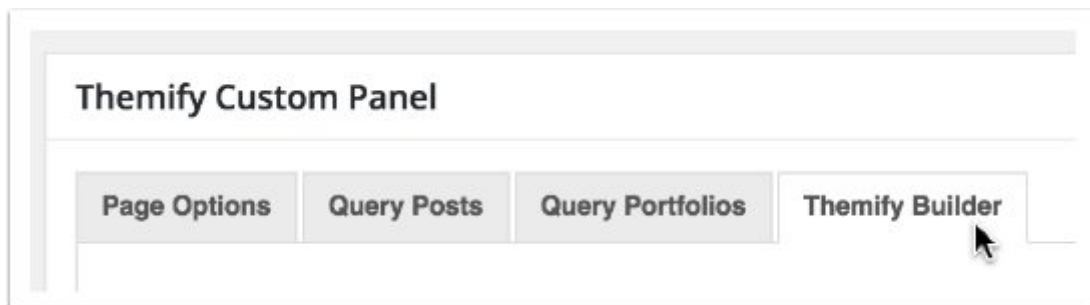
Scroll down beyond an editing area (which is most likely empty) to the 'Themify Custom Panel' and make sure that the 'Themify Builder' tab is selected.

Adding a new page 3

Scroll down further beyond the builder layout (which is where if you started with a blank page you could create a layout) and click 'Duplicate this page' which pops-up from the menu icon. You will be prompted to ask if you want to 'save the builder' at this point. Assuming you have not made any changes this is not necessary.

Adding a new page 4
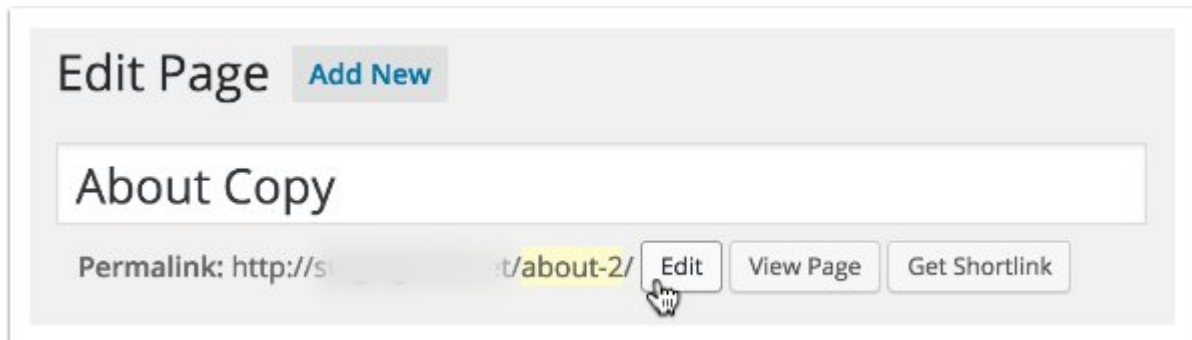
You should now be looking at a page with the word 'Copy' added after the name of page you started with. Change this to whatever you want and ALSO click the 'edit' button to the right of the higlighted text lower right and change this to one or two hypenated words which reflect the page title. This will be the 'URL' (web address) of the new page.

Adding a new page 5
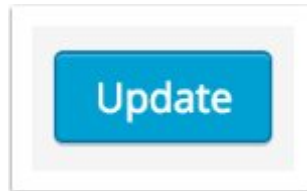
After you have changed the page title and URL click the 'Update' button in the 'Publish' area to the right to save your changes.

Editing your new page
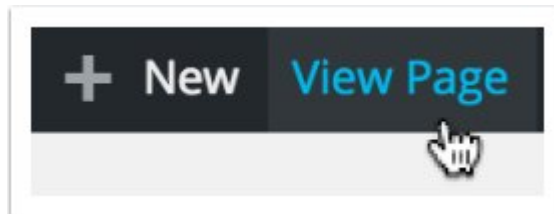
Click 'View Page' to see your new page. It will have all the content that was on the page you duplicated, but now you can 'Turn on Builder' and select the block(s) to change deleting much or all of the content when editing a page. This is the same as already described above in the steps called 'Using Builder' and 'Editing a page'.

Notes

Your new page will NOT appear on the main menu. You can however link to any page which is published on your site from text or images on any other page using the 'link' control on the toolbar when 'Editing a page'. An Administrator can also add and remove pages from the menu under 'Appearance'.