



## Introduction to Elementor

Your site's pages have been developed with a design tool called Elementor. This makes it super easy for you to change your content without a knowledge of coding; it also allows you to build in some pretty neat additional stylistic features! Throughout your time editing your website, you will on many occasions be persuaded to upgrade to Elementor Pro. Although it looks tempting, I don't believe it's worth it and you can usually accomplish the same things without, it'll just take little longer. (\$49/year, please get in touch if you really really want it though!)

If you are familiar with Canva, you will find it relatively easy to work with Elementor. It's really straightforward but if you encounter any difficulties then please do let me know. For beginning, I recommend trying to edit an existing page before creating your own!

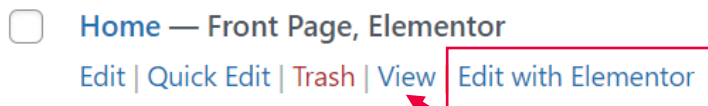
**Canva Tip:** One approach I really like (and often use!) is to design a page within Canva first. It allows you to focus a little bit more on the arty side of things first! You can then recreate your design in Elementor, importing any areas that are just artwork as images. Beware though: not all Canva fonts are available in Elementor so check before you start using one in your design!

## Edit Your First Page

Start by going to the pages tab from the left menu. Not all of your pages have been designed with Elementor (some say *Elementor* next to them!). If a page is not built with Elementor, you will need to swap to the instructions for editing pages with the WordPress editor (this includes instructions on how to swap to Elementor!).

Note: functional pages such as a blog and shopping cart, checkout and archives aren't designed to be edited in this way. You can use Elementor to add a message to the top of any pages like this but for main changes, use the customizer.

If you hover over the page you wish to edit, you can select *Edit With Elementor*.



Use quick edit to change the page name

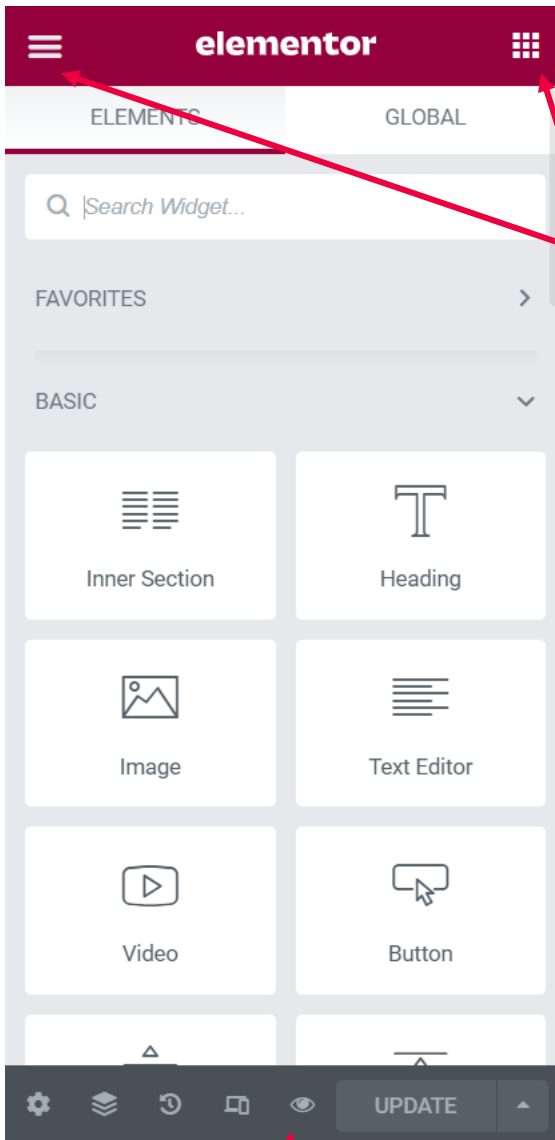
Preview what your website's visitors will see

Sometimes Elementor might take a while to load – be patient and try again if it takes too long!

### Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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Everything you need is located in the left panel. You can collapse this panel if necessary using the arrow that sticks out on its right hand side.

The main aspect is the *Elements* list. From here you can drag new items onto your page. If you ever lose the list, just click the 3x3 square icon at the top to reopen it.

You can use the hamburger menu icon to control Elementor features that apply to the whole site. Usually, this can be used to change the primary colours and the default typography settings.

Typography = the styling of text: primarily by choosing fonts, font-weights and styles (**B/U**). Elementor also allows you to vary the letter, line and word spacing.

## Use Sections on your Pages!

Each area of your page has it's own section and its styles can be managed independently from the rest of the page. Personally, I think having alternating styled sections helps break up your page. For example, I quite often use a white background section followed by one with a picture background.

Every section has this blue trapezium at the top when you hover over it.

-Use the plus symbol to add a blank section before it. When you add a new section, you can choose to use columns to split up your content!

-Use the cross symbol to delete this section.

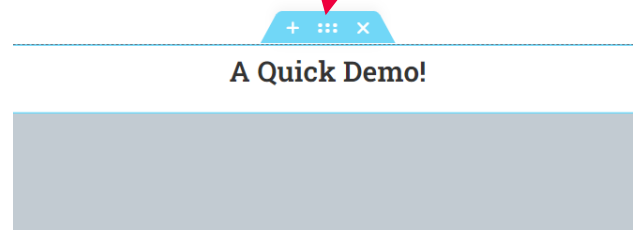
-Click and hold the 6 dots icon to move the section up or down the page.

-Right click on the 6 dots icon for a few more options, such as copy and pasting sections.

Preview your changes on different screen sizes.

This will light up green once you have made changes. Make sure you update (or use the drop-up menu to save as draft) before you leave!

Hover over section to see this!



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## Elements

An element is just an object within a section: such as a heading, text area or image. Clicking on an element will show options for the object in the left panel. This area is split into 3: Content, Style & Advanced; You can change between them at the top.

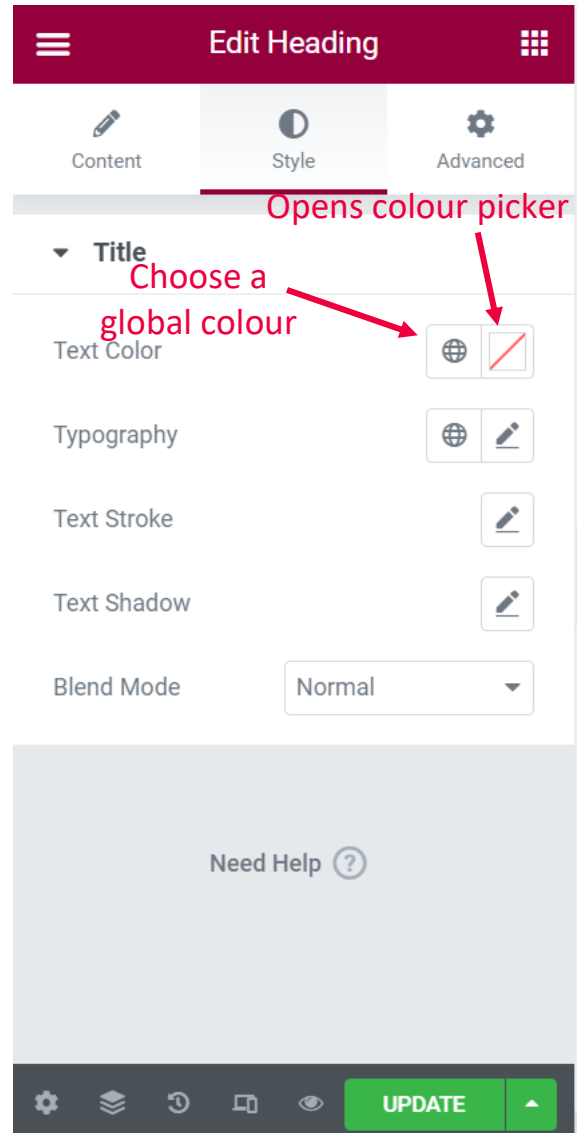
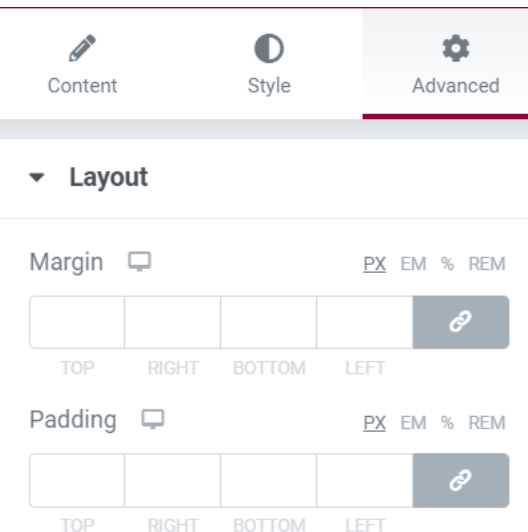
Basic controls for the object are in content. For example, choosing the text for a heading or selecting an image (it's fairly intuitive and I don't think I need to go into much detail!).

The style tab allows you to customize the element and the amount to which you can do this varies on the element you're working with. Some of these options are really intuitive and you'll get the hang of it really easily. There are many which go way beyond the scope of what we need (and some I'm not even sure what they do) but feel free to have a play around!

If there's a specific style feature that doesn't seem to appear, it might be in the advanced tab and this varies between element types.

For colours and typography, you can either choose these for each element or you can select the global symbol to choose a *Global Colour*. This allows you to use the same colour (or font style) across several areas (you can manage global colours with the little settings wheel that appears when you choose a global colour!).

You will also find the same three tabs when you select sections and columns. This is how you can create backgrounds (inc. photo backgrounds).



### A note on padding and margin:

At the top of the advanced section, you will always find padding and margin. They both have a very similar effect. I tend to use this a lot to space out content (including adding space to the sides of objects). By default this is in pixels. You can toggle the chain icon to have equal padding/margin on all sides or turn it off to make it uneven.

For a basic definition, margin is space around the element (outside it's border) and padding is space within the border.

**Have a play around and I'm sure you'll pick it up relatively quickly! Give me a shout if there's anything I can help with!**

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