EVANGEL HEIGHTS WEBSITE BUILD CHEAT SHEET
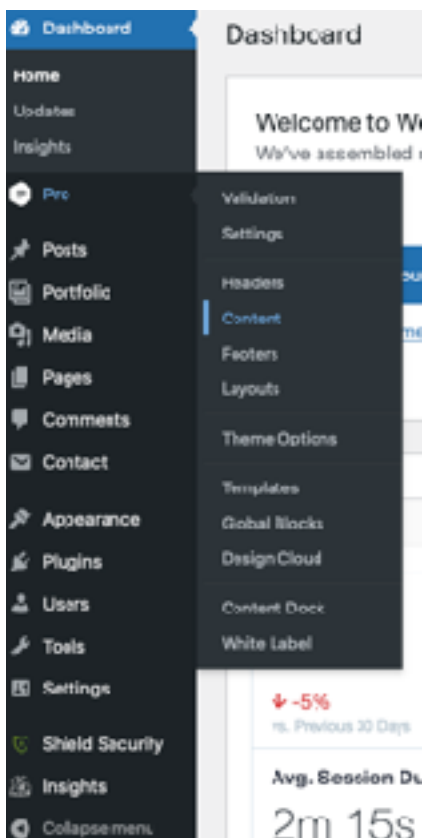
How to Edit a Webpage
You can edit a webpage by one of three methods. After logging in at eheights.org/wp-admin, you can do one of the three options:
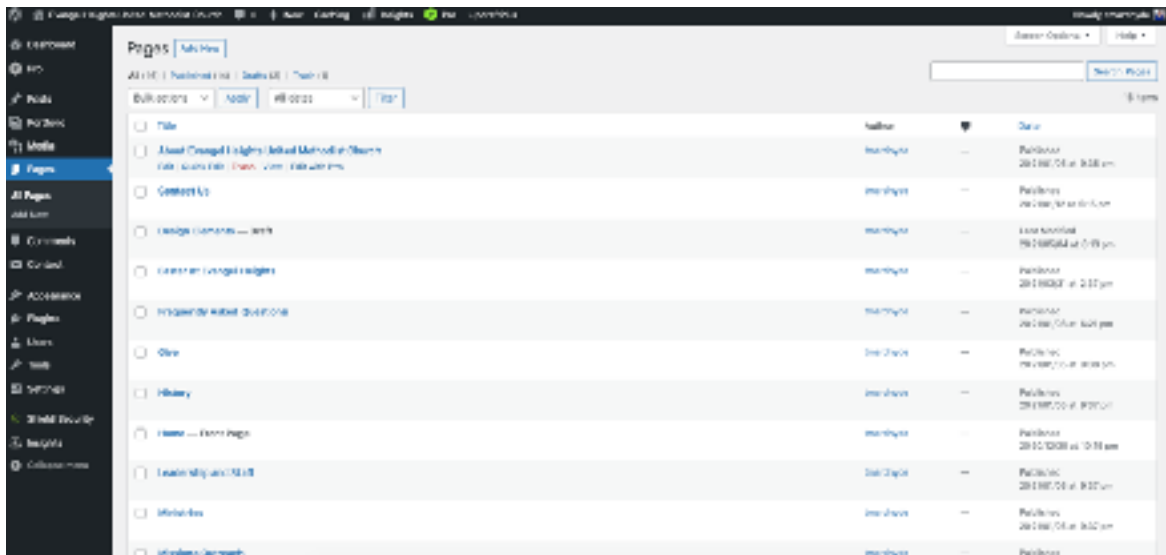
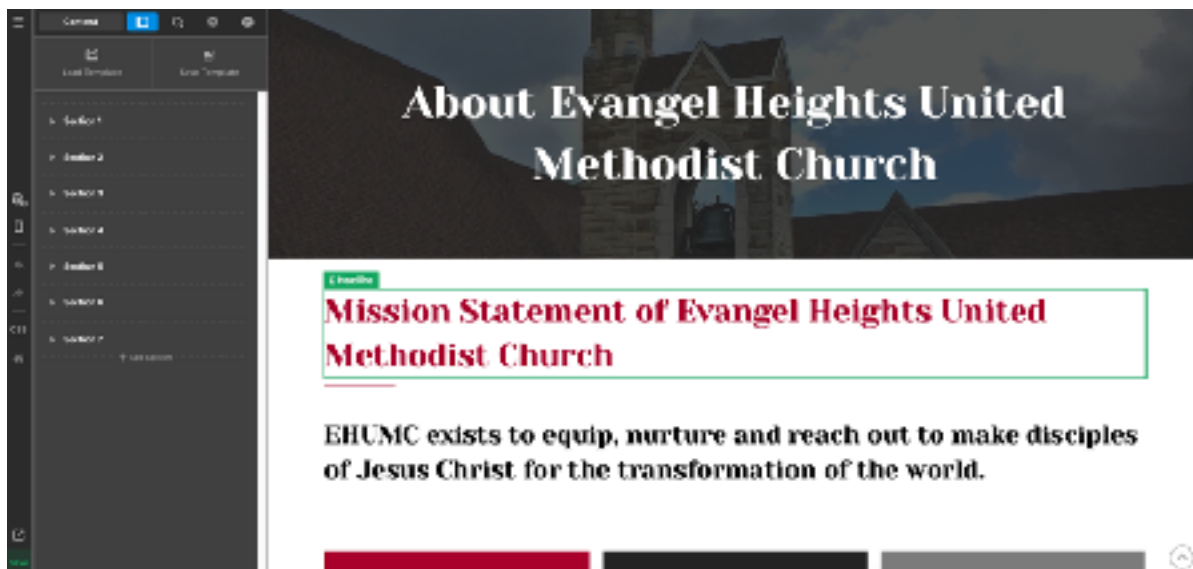1) Click Pro > Edit page in top black bar while you're looking at the webpage on the live website

2) In the Wordpress Dashboard, hover of "Pro" on the left, and click "Content", then select your page that you want to edit

3) In the Wordpress Dashboard, click "Pages," then hover over the page you want to edit and click "Edit with Pro"

To then edit a page, you simply click on the element that you want to edit and then change the text. The left hand side is the element settings. If you have a button, you have to change the link settings and text on that left side.

How to Create a New Page

The easiest way to create a new page is to do the same method of accessing Pro from the Wordpress Dashboard. Hover over the icon and click "Content" *see option 2 above* From there, you'll click the "+" on the top right corner and fill in these settings:

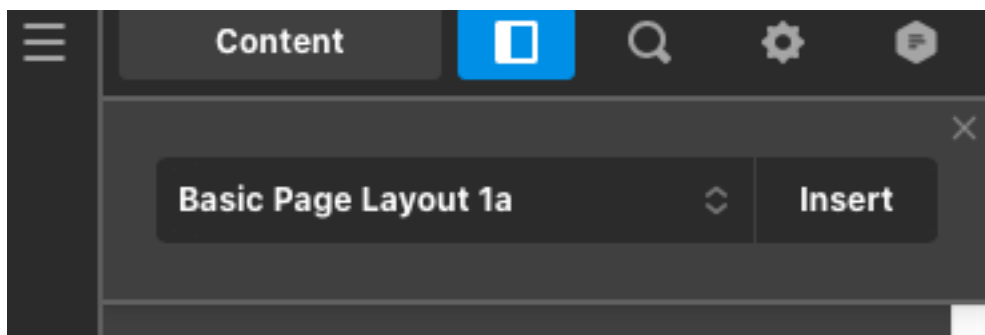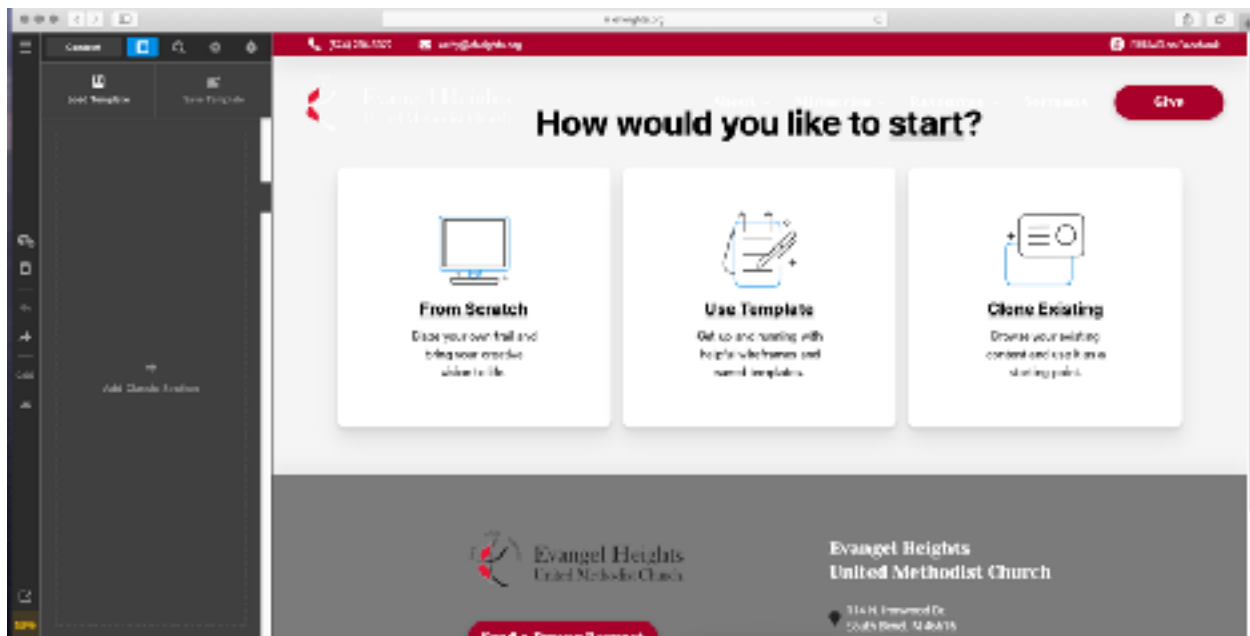   Title: *this is the title of the webpage

      Status: Either Publish or Draft. If you aren't ready to activate the page yet, you can leave it in draft mode.

      Page Template: You HAVE to select the option: No Container | Header, Footer
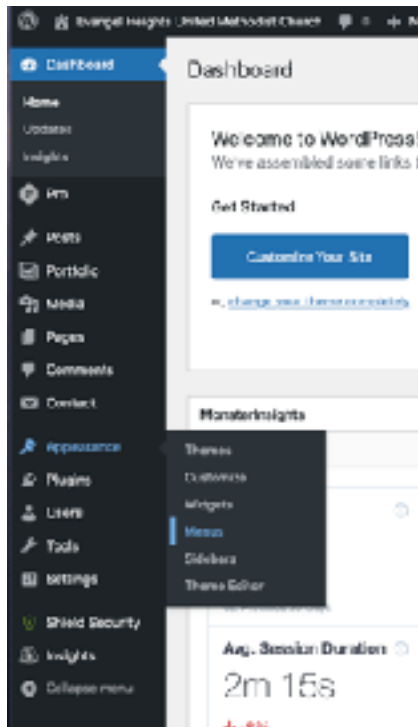
      Slug: this is what follow after eheights.org in the URL

After the new page load, you'll click "Load Template" on the top left of the screen, and then you'll click "Basic Page Layout 1a." A new webpage will appear and you can then edit the content. To build out the webpage, you use the "Elements" panel on the far left of the screen (box with the + sign). If you scroll to the bottom, you'll see a list of presets that I've created for this website.
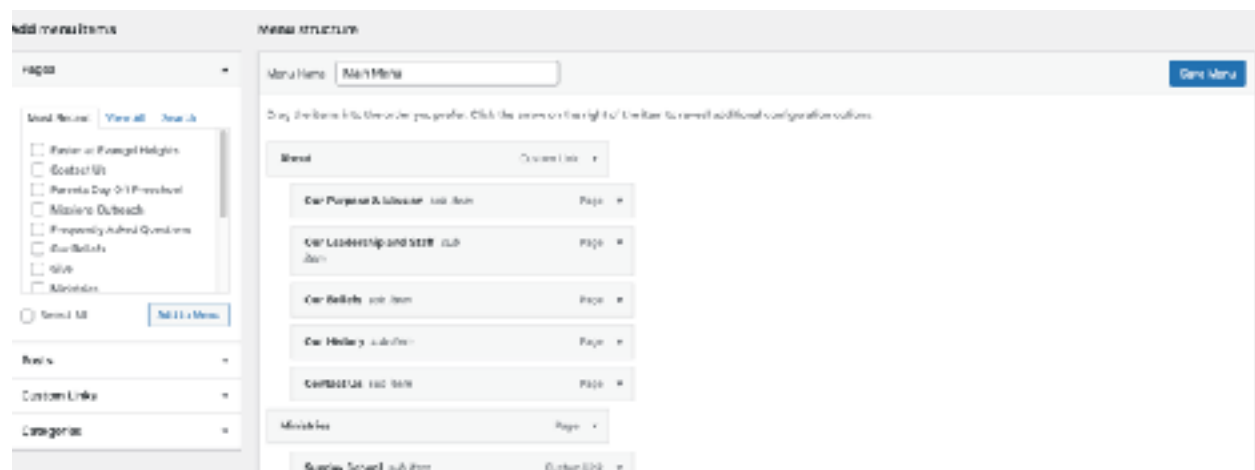
How to Edit the Menu

To access the menu, you have to click "Appearance" and then "Menus" in the Wordpress Dashboard.
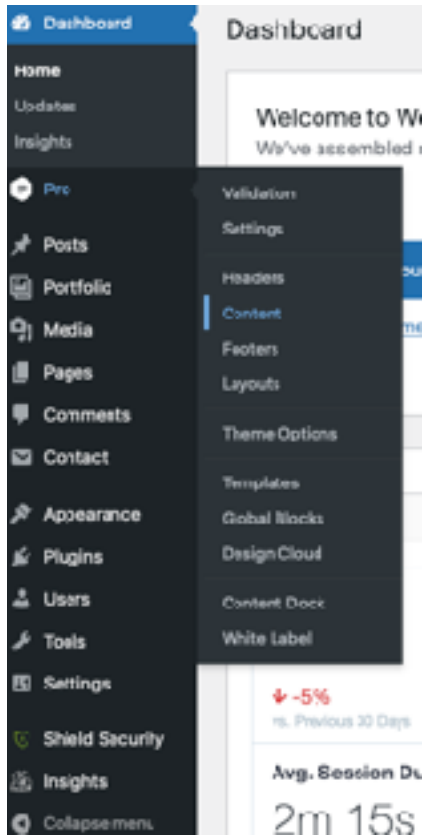

From there, you can add either already published pages or add custom links to the menu. The hierarchy on the menus signifies top level and secondary level menu items that can be viewed by the website visitor.
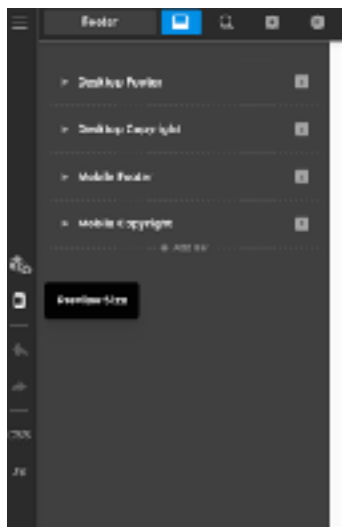
Headers, Footers, Global Blocks

To edit a header or footer in the website, you access it by hovering of the "Pro" icon in the Wordpress dashboard and then selecting Header or Footer.

When you're inside the header or footer, you edit it the same way that you would that you would edit a page. However, the desktop and mobile versions must be edited separately. You can do that by changing your Preview Size in Pro to view whichever device size you'd like.

One thing to not that in order to edit the mobile menu, you have to update a Global Block. You do that by hovering over "Pro" and click "Global Blocks" in the Wordpress Dashboard or while in the editor, clicking the 3 Line Menu on the top left side of the screen and clicking "Global Block." You'll edit that global block in the same way that you would a webpage.