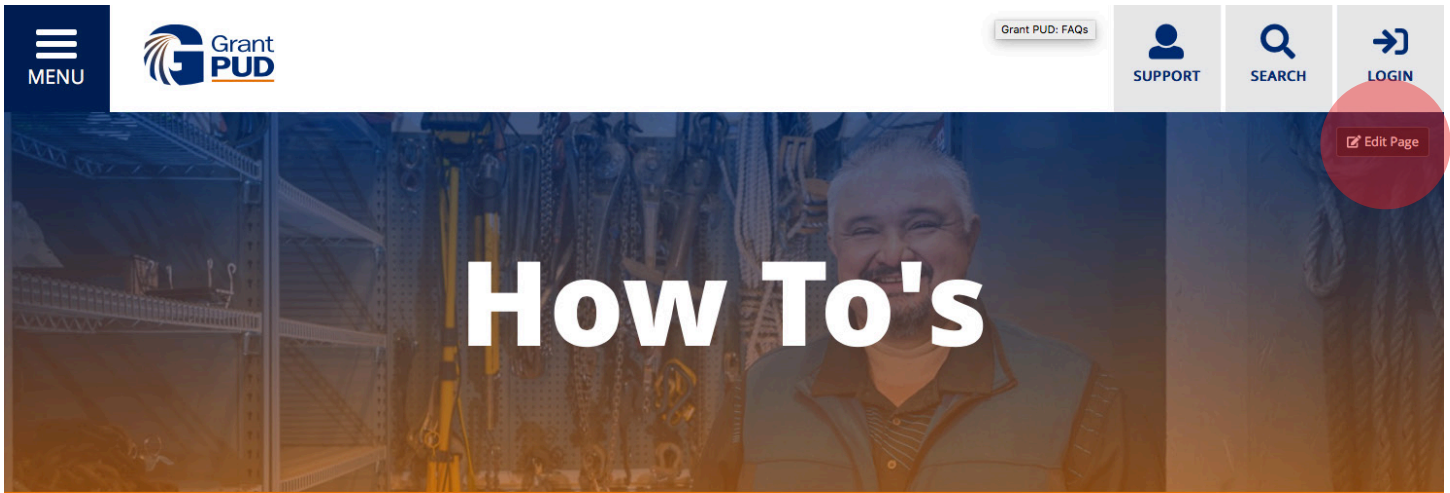


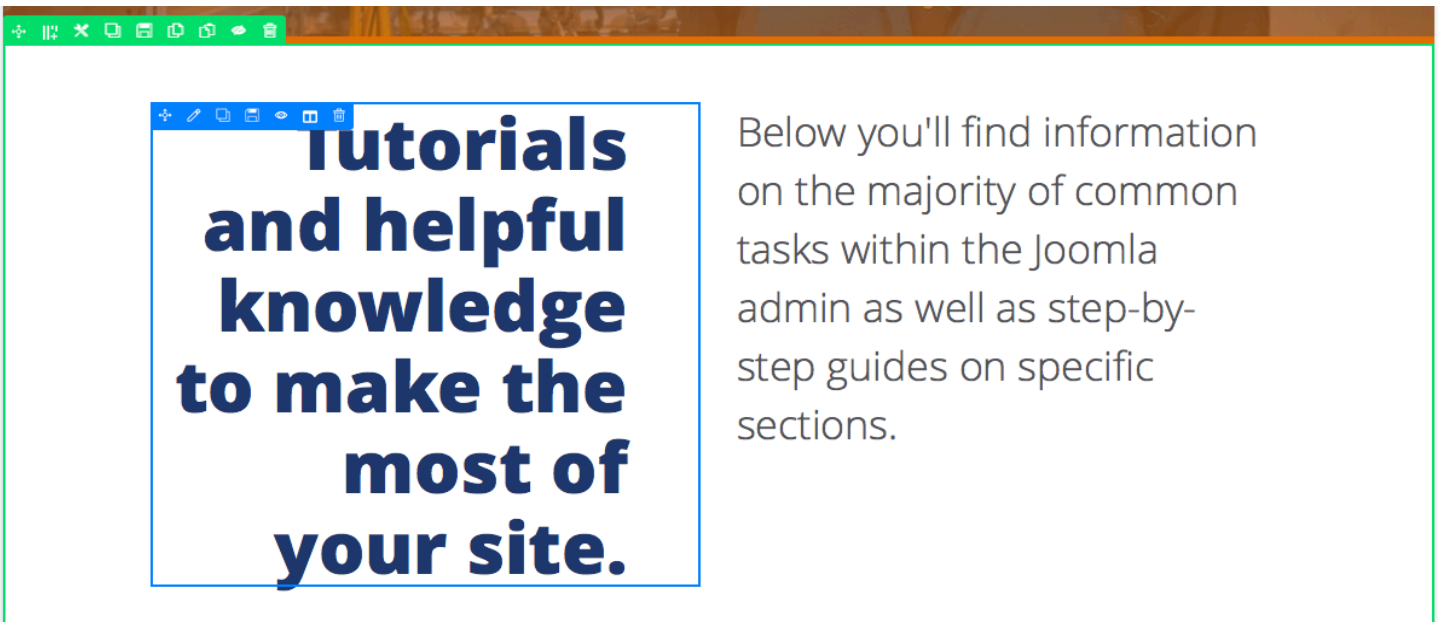
Overview - Front End Editor



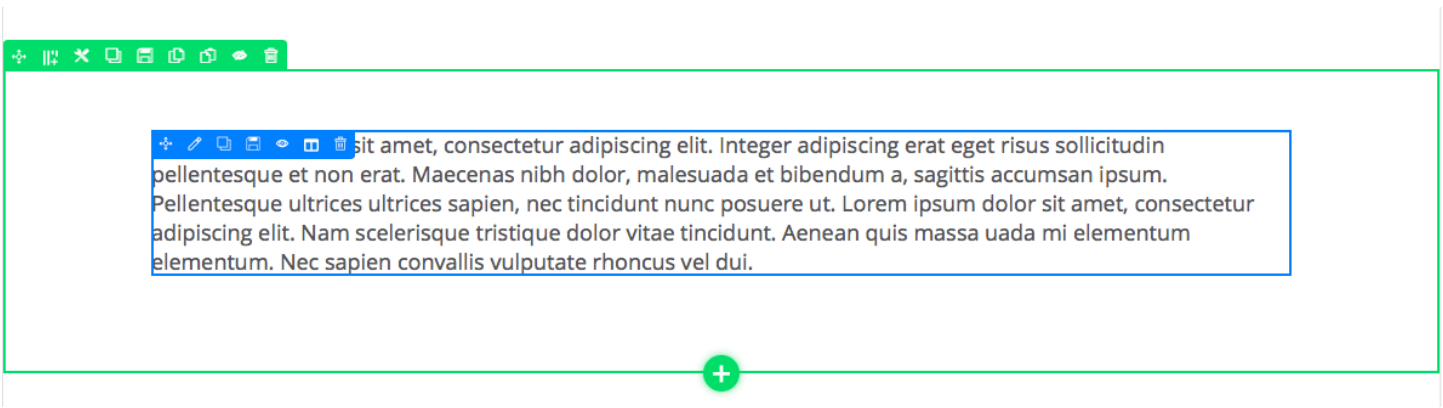
How to Access the Front End Editor

The front end editor provides you a WYSIWYG editor to the majority of content on the site. Once you've logged in, you'll see an "EDIT PAGE" button in the upper right hand corner of the page.

Clicking "EDIT PAGE" will enable the front-end editor and you'll see that most content on the page is outlined by green and blue boxes.



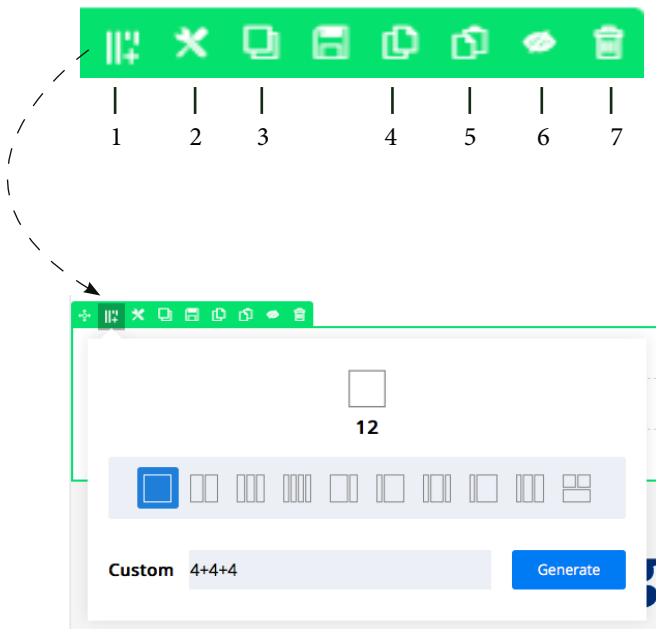
The green outline is the "row" and the blue outline is the "content type". For the most part, you can ignore these outlines and simply click on the pages content to edit existing text, links and images, however they do provide for some useful functionality at times.



USING THE GREEN AND BLUE OUTLINES

The green and blue outlines provide some useful functions if your edits are more involved than simply editing text. For example, you can duplicate a row, or a block of content to create additional content on screen. That duplicated row or block can then be edited with new content.

If you want to “copy” a piece of content or a row from one page to another, you can easily do that by clicking the “Copy Row” icon on the piece of content you wish to copy, then hitting “Paste Row” on the page you wish to add it to. Be careful however, hitting “Paste Row” will overwrite existing content, so it’s best to duplicate a row first.



The column icon will give you a series of options by default, but you can also create your own custom columns by entering in a series of numbers in the “Custom Field”. The series of numbers you add must add up to 12, with no decimals, so to create a custom 5 column grid, it would like 1+2+2+2+2+1 in which the two columns (1) on the ends would not be used.

1 - This icon allows to change the number of columns in a row. By default, it will always be one full-width column, but you can change that to two, three, four, six, etc.

2 - This allows you to change a rows “style” wether to add more padding or margin or change it’s background color.

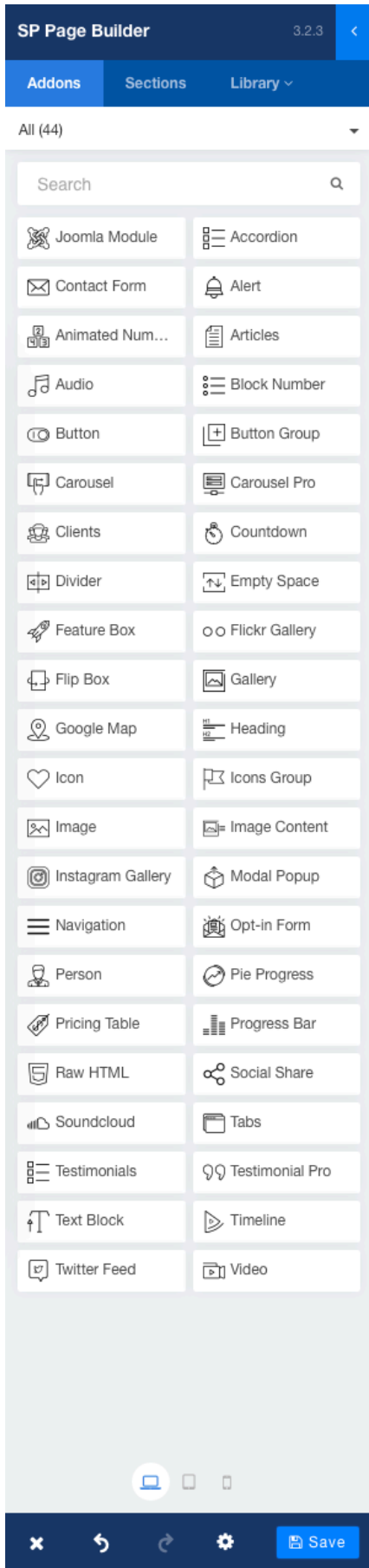
3 - Allows you to duplicate a row, which is very useful if you want to copy a row before you make edits so that you have a back-up. For example, if I’m going to change a row from 2 to four columns and make other large changes, I would duplicate the existing row and edit the duplicate. That way if I don’t like my changes, it’s easy to delete and revert to the original.

4 - Allows you to “Copy” a row and paste in other areas or other pages. This is very helpful if you want to repurpose content on multiple pages.

5 - This is the “Paste” icon.

6 - Allows you to “Hide” content, which is useful if you want to temporarily remove content from the front-end. The content will not be deleted, it will simply just not show up to visitors on the site. Later, if you want to “unhide” the content, just click the button again to make it visible.

7 - Delete. If you’re certain the content is unnecessary.



USING THE LEFT HAND PANEL

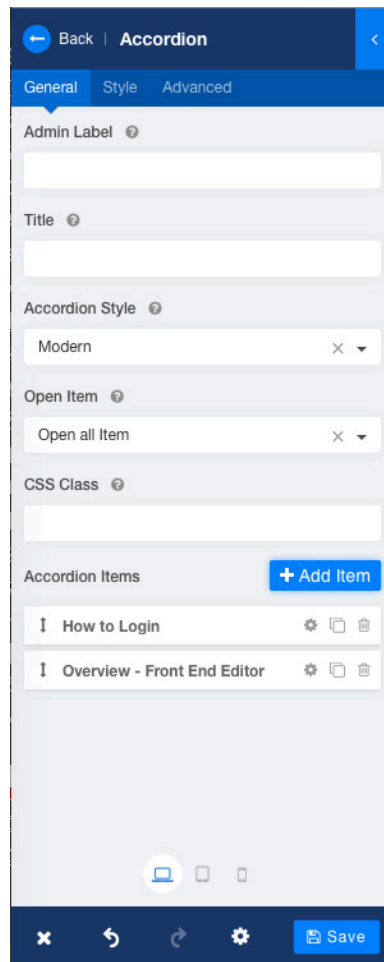
When you first click “EDIT PAGE”, the default view of the left hand panel will show you multiple content types that you can click and drag onto the page.

Clicking on any one of these content types on the page, will give you additional controls for that content.

While most content can be edited on page once it’s placed, in some instances, the page content is best edited with the panel on the left hand side. For example, content that’s in columnar format, or within accordians, carousels or tabs.

By clicking on the content in the page, the left hand panel will reformat with different content and controls that are available.

In the image below, the left hand panel has changed to reflect the controls and content with an Accordion.



Just like Tabs and Carousels, the Accordion content type displays its content as a series of “items”.

Each item can be rearranged by clicking/dragging the arrow to the left of its title.

Each item can be edited by clicking its Gear Icon.

Each item can also be duplicated by clicking to two-squares icon.

And when necessary, each item can be deleted by using the Garbage icon.

Typically, when you are editing the item, you’ll see a text editor and/or options to replace images where applicable.