

Website Quick Reference Guide

Ranger web care

If you've signed up for Ranger web care, it keeps the technical side of your website in tip-top shape and allows you to submit unlimited 30-minute tasks per month. Just use the following link to submit a support request:

- <https://designrangers.com/support/>

With unlimited 30-minute tasks each month, we'll do things like:

- Update your site with new text, headlines, images, videos, etc. provided by you
- Upload new documents, PDFs, or other media files
- Add or edit blog posts or events
- Edit menus and navigation
- Update your financials, team or board members, etc.

What's not included:

- Email support
- Strategic initiatives
- Custom design or development
- Individual projects that take longer than 30 minutes to complete
- Designing new page templates or block templates
- Developing new icons or illustrations
- Copywriting a section or page of your site
- Adding a new feature to your site (if this task takes longer than 30 minutes)
- Training new or existing staff members on website functionality

You can find more details on Ranger web care here:

- <https://designrangers.com/web-care/>

Making updates to your site – DIY edition

Logging in to the site dashboard

Each person will have their own unique username and password to log in to the site.

WordPress dashboard (live site site):

<https://benethillmonastery.org/wp-admin/>

WordPress Dashboard help files

We've created a custom help file that will display on your dashboard when you log in to WordPress. To view the dashboard and keep it active, you'll need to do the following the first time you log in.

- Log in to the WordPress dashboard
 - At the top-right of the screen, click on the "Screen Options" tab
 - Check the box next to "Welcome"
 - You should now see help files when you log in to the site
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Editing pages

Front-end method (easiest)

- Log-in to WordPress
- Navigate to the web page you would like to edit on the front end of the site
- In the top admin bar, click "Edit with Elementor"

Back-end method

- Log in to the WordPress dashboard
 - Click on the "Pages" tab
 - Click on the page you want to edit
 - Click the "Edit with Elementor" button
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Editing Elementor elements

Basic Editing

- Click on any Elementor Element to bring up editing options
- Text can be edited directly or by using the content tab in the inspector

Elementor Inspector Tabs

- **Content** – has all the basic options for each element.
This is where you'll do most of your content editing.
- **Style** – Controls colors, fonts, and other styling options.
Only make changes as needed and only use approved colors in the existing palette.
- **Advanced** – Spacing, styles, animation, and other options
Only use if you know what you want to achieve. With great power comes great responsibility.

Right-click

- Right-click on any Elementor section, column, or element to bring up options for that element or to copy, paste, duplicate, or delete any item

Drag & Drop

- Click and hold to drag any Elementor section, column, or element to other places on the page

Copy & Paste

- Right-click on any Elementor section, column, or element to copy the item
- Right-click again to paste a duplicate of the item anywhere on the page
- You can copy and paste from one page to another – for best results, open two different tabs with each page in your web browser
- You can also paste styles from one element to another

Navigator

- Click on the “Navigator” icon  to bring up a collapsible list of all sections, columns and elements on a page
- Use the navigator to name or quickly jump to sections or to quickly move items up or down the page

History

- Click on the “History” icon  to undo or redo changes to the page

Previewing Elementor pages

- Click the “Responsive Mode” icon  to get a sense of how the page will display across different devices

- Click the arrow on the inspector to quickly collapse it and show a preview of the page
- Click on the “Preview Changes”  icon to fully preview the live page in a new tab

Adjusting space above and below items

We’ve created some built-in tools to help adjust spacing above and below sections and containers.

- Sections have pink/purple handles: 
- Under the “Layout” tab in Elementor, use the “Section Spacing: Top” and “Section Spacing: Bottom” dropdowns to adjust the spacing

To adjust the spacing on individual widgets:

- Click on the widget you would like to add spacing to
- Click on the “Advanced” tab in Elementor
- Under “Padding” add spacing to the top, bottom, left and right as needed in increments of 4. You can click the chain icon to unlink the values and enter them separately



- You can also adjust the spacing on different devices (desktop, tablet, and mobile) by clicking the

Elementor Documentation

- <https://elementor.com/getting-started/>
- <https://docs.elementor.com/>
- <https://elementor.com/help/elementor-editor/>

Tips & Tricks

- Make sure to add links to all buttons as you go!
- Be careful when you copy and paste from other documents or web pages. Either use the “paste as plain text command” or use the eraser icon to clear formatting on text once in place.

Adding and editing Sisters' information

Adding or editing Sister information – Back End

- Log in to the dashboard of the website
 - Click on the “Sisters” tab
 - Choose an existing sister or click “Add New”
 - Add or edit information as needed, including:
 - Sister name
 - Profile information
 - Portrait
 - Quote
 - Contact information
 - Birthday
 - On the right side of the page you can choose which programs sisters are involved in
 - You can also check the box “Memorial Status” if a sister has passed
 - Additional information will appear on the page to fill in for memorials
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Adding and editing newsletters

Adding a PDF to be linked

- Log in to the dashboard of the site
 - Click on the “Media” tab in the left sidebar
 - Click on “Add New” and add PDF files to the site
 - Choose the PDF you want to insert and use the “Copy URL to clipboard” button to copy the location
 - Paste the link into the link, button or image on the page you would like to add a newsletter to
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Editing the header & footer

Front-end method (recommended):

- Navigate to any page on your site with a header and/or footer
- In the top admin bar, hover over “Edit with Elementor”
- Click on the item you’d like to edit

Note that you can also edit other global items that might appear on specific pages, such as popups

Editing menu items

To edit navigation (menu) items, do the following:

- Edit the header for the site (see section above)
 - Click on the Navigation Menu element
 - Add, delete, or rearrange items as needed
 - You can make the title of the menu item anything you would like
 - You can make an item a main menu item or subnav item
 - You can start typing the link to any page to see the list of available pages
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Templates & Kitchen Sink

Templates

Elementor pages and sections can be saved as templates for use throughout the site. We've created several pre-styled template items you can add to your pages.

- To insert a template, click on the folder icon in a new Elementor section. Choose the template you want to insert to add it to the page.
- Right-click on any section to add it to the template library
- Click the arrow next to the "update" button to add an entire page to the template library

Kitchen Sink

The kitchen sink pages include all of the pre-styled Elementor items we've created for your site. There are two different kitchen sink pages – one with commonly used basic items and one with more custom, complex items.

- If you open the kitchen sink in one tab and a different page in another tab, you can copy items from the kitchen sink into your page.
 - Right-click on any section in the kitchen sink and choose "copy" to store the section for use on another page
 - Right-click on any section on any page and choose "paste" to add the copied kitchen sink item to the page
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Adding and editing forms

Benet Hill's website uses the powerful and robust Gravity forms plugin to manage forms.

Finding Forms in the WordPress Dashboard

1. Log in to your WordPress dashboard
2. Look for "Forms" in the left-side menu
3. Click on "Forms" to access the Gravity Forms section

Locating Existing Forms to Edit

1. In the Gravity Forms section, you'll see a list of all your existing forms
2. To edit a form, hover over its title and click "Edit"

Adding a New Form

1. In the Gravity Forms section, click the "Add New" button at the top of the page
2. Choose a template or start with a blank form
3. Use the drag-and-drop interface to add and arrange form fields
4. Click "Update" or "Publish" to save your new form

Gravity Forms Tutorials and Documentation

For comprehensive guides and documentation, visit the following resources:

- [Gravity Forms Documentation](#)
- [Gravity Forms Video Tutorials](#)
- [Gravity Forms Knowledge Base](#)

Adding a Form to an Elementor Page Using the Gravity Forms Styler Widget

1. Edit your page with Elementor
2. In the Elementor sidebar, search for "Gravity Forms Styler"
3. Drag the widget to your desired location on the page
4. In the widget settings, select your form from the dropdown menu
5. Customize the form's appearance using the widget's style options
6. Click "Update" or "Publish" to save your changes

For detailed information on using the Gravity Forms Styler Widget, refer to the [Ultimate Addons for Elementor Gravity Forms Styler documentation](#).

Shortcuts

Elementor quick-jump menu

Quickly jump to pages, posts, templates, menus or any other part of your website from anywhere

- Control + E (PC) / Command + E (Mac)
 - Use the finder to search for the area you're looking for
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Tips & tricks

Images

- Image cropping size recommendations are outlined in your site dashboard
- In Elementor, you can choose pre-cropped sizes for any image you upload. Stick to the sizes that include the text "Ranger" for best results.

SEO

- To add SEO text, do one of the following:
 - In Elementor, click the settings tab in the bottom left corner . Then click the Yoast  SEO tab under Page Settings 
 - Go to the pages tab in the dashboard, click to edit the page, and scroll down to the "Yoast SEO" tab.
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