

Here's a step-by-step tutorial on how to use the Builder app to create and edit pages:

Step 1: Log Into The Website Dashboard

- To log into the backend so you can make additions or edits to the site:
Go to <https://gwesschool.ca/>
- Once on the site, scroll to the bottom and on the bottom right and click on the "Access Here" link under the ADMIN heading.
- Use the access details provided to you by your webmaster/administrator.

Step 2: Create a New Page

- Go to the Pages section in your WordPress dashboard and click on "Add New" to create a new page.
- Give your page a title by typing a name where it says "Add Title"
- On the right side of the screen under page attributes, click the down arrow beside Default template and choose the "No Header/Footer option
- Then go up and click the publish button to save your page
- Now you'll see that there are two tabs just below your page title, and click on the "Site Builder" tab to open the Builder editor.

Step 3: Choose a Layout

- The "Site Builder" will open and you'll be presented with a screen that suggest you "Drop a Row layout or Module to get started.
- On the right you'll see a popup with Modules, Rows, Templates and Saved across it's header. It has an arrow at the top pointing to an "X"
- Clicking on the X will open or close that popup.
- By clicking the "Templates" header option you'll see many template page samples that you can choose to select and edit. By choosing one of these that best suits the layout you're looking for you can save time rather than creating a new page from scratch.
- You can browse through the available options by clicking on the thumbnails or using the category filters.
- Once you find a layout that suits your needs, click on it to select it.
- You can also start with a blank canvas if you prefer.

Step 4: Customize the Layout

- After selecting a layout, you'll be taken to the Builder interface, where you can start customizing your page.
- The interface consists of two main parts: the live preview of your page on the right and the editing options on the left.
- To edit a particular section or module, simply click on it in the live preview, and a set of editing options will appear on the left-hand side of the screen.
- Use the editing options to modify the content, styling, colors, fonts, and other aspects of the selected element.
- For example, you can change the text by typing directly into the text editor, adjust the spacing and alignment, change the background color or image, and more.
- As you make changes, you'll see them reflected in real-time in the live preview.

Step 5: Add and Edit Modules

- The Builder provides a wide range of modules that you can add to your page to display different types of content and functionality.
- To add a new module, click on the plus (+) button in the top bar of the editor. This will open a panel with a list of available modules.
- You can also add a module by hovering over an existing module and clicking on the plus (+) icon that appears.
- Select the desired module from the available options. For example, you can add a text module, an image module, a button module, a video module, and many others.
- Once you've added a module, you can customize it using the editing options on the left. These options will vary depending on the type of module you've selected.
- For instance, if you added a text module, you can change the text, apply different styles, adjust the font size and color, and more.

Step 6: Rearrange and Resize Elements

- The Builder allows you to easily rearrange the sections or modules on your page to achieve the desired layout.
- To move a section or module, simply click and hold on it, then drag it to the desired position.
- You can also resize elements by clicking and dragging the edges of the module or section. This allows you to adjust their width and height.
- The Builder editor provides helpful guides and indicators to assist you in aligning and positioning the elements precisely.

Step 7: Save and Publish

- Once you're satisfied with the changes you've made to your page, click on the "Done" button in the top right corner of the editor.
- This will save your progress and take you back to the default WordPress editor.
- To publish your page, click on the "Publish" button in the WordPress editor. This will make the page visible on your website.
- Alternatively, if you want to continue working on the page later, you can click on the "Save Draft" button to save it as a draft without publishing it.

Step 8: Edit Existing Pages

- To edit an existing page with the Builder, go to the Pages section in your WordPress dashboard.
- You'll see a list of all the pages on your website. Hover over the page you want to edit, and you'll see several options, including "Edit with Builder."
- Click on the "Edit with Builder" option, and the Builder editor will open, allowing