

# WordPress Client Guide

Featuring Elementor and Elementor Pro

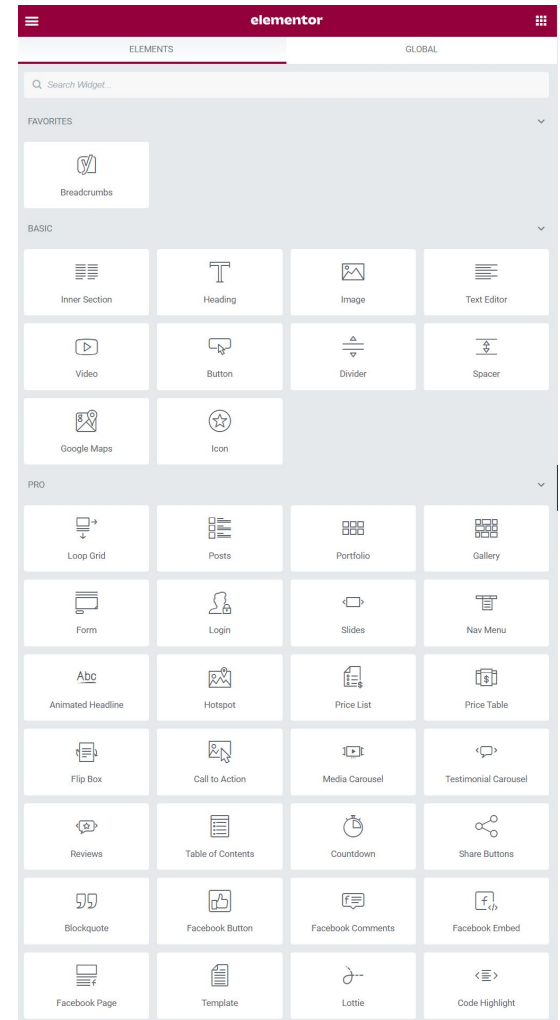
everything from the basics to specific troubleshooting for your site

# Quick-Start Guide to Elementor Basics

# Elementor is a powerful tool for quite a few tasks.

You can achieve a wide variety of different page and post setups through Elementor and Elementor Pro.

Here is a screenshot of Elementor's widget board. These widgets can be mixed and matched according to the design you are looking for, and can even be layered on top of each other!



# Here are some of the most helpful widget options!

## Heading

- great for bolded headers & more complicated links (like two-line links)

## Text Editor

- great for short blurbs and HTML editing

## Button

- great for easy link navigation & prompts

## Icon

- great for symbols, simple graphics, and for navigation needs like arrows

## Spacer

- great for adding space in between sections and aligning columns

## Posts

- great for things like the Newsroom, because you can sort lots of posts

## Toggle

- great for dropdowns like question-and-answer panels

## Shortcode

- great for manual adjustment and stylization you can't achieve built in

## Icon List

- great for including graphics with text

## Breadcrumbs (Yoast SEO Plugin Only)

- great for easy menu and site navigation

# Once the site is built, maintenance should be simple.

WordPress and Elementor allow a ton of custom templates to be made. Each page and post, along with special sections like the header and footer, can be saved as templates, used for duplication, and imported/exported as needed.

To import, export, and access your page and post templates from your Dashboard, click on *Templates*, then *Saved Templates*. To import, export, and access special sections like your header and footer, click on *Templates*, then *Theme Builder*. You can activate and deactivate templates any time through Theme Builder.



**Let's Get Started!**

# How to Build a Header

We're going to introduce some basic Elementor mechanics by going through the motions of rebuilding the main header.

This is a good starting point!

With Elementor's widget design and icon library, we will be able to make our header in Wordpress look identical to the one on the CDA site. It might take a few more minutes to match fonts and icons, but it can be done!

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 [MENU](#)

# The CDA main header is built from the following widgets.

## Site Logo

- you can import and edit the site logo through the Site Identity page

## Split Sections

- using split sections to create multiple columns will allow you to properly space and give boundaries to your widgets

## Button

- easier to customize than headers, but harder to customize and align without the use of CSS

## Icon

- can be used for small graphics, spacers, and for things like a menu toggle

## Search Form

- this search widget will automatically connect to the content in your site

## Column Background

- this is how colored container boxes for widgets are created in Elementor

View Notification



Site Logo

Buttons

Join

About Us

Newsroom

Contact

Column  
Background

Split Sections



Input your search

Search Form

Icons



Login

Websites ▾

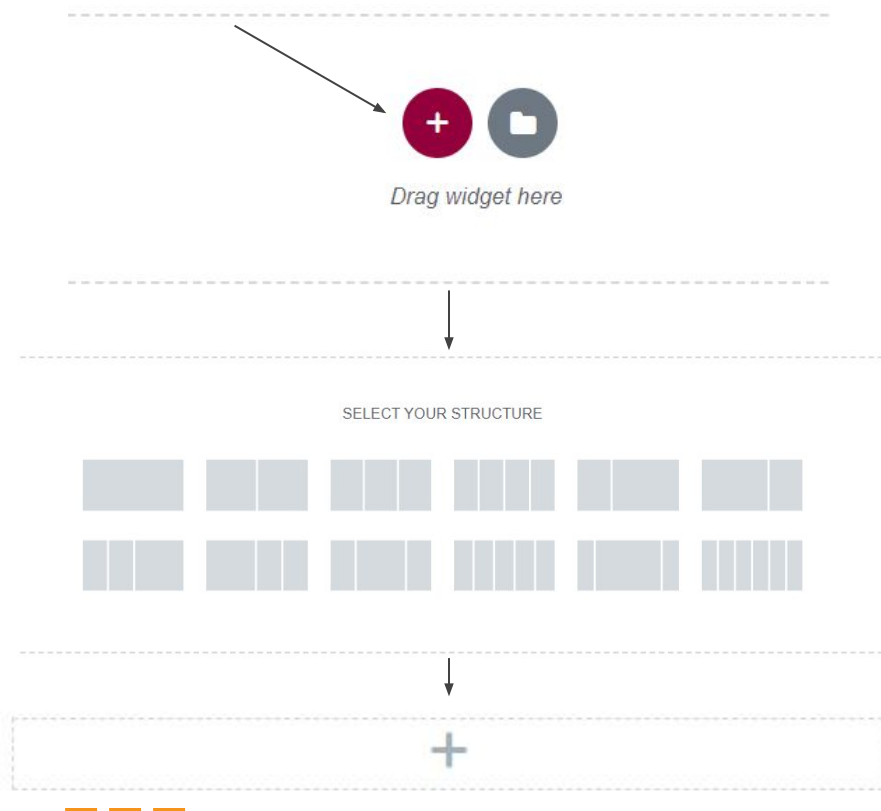
≡ MENU



# How to Create Multiple Columns Within a Section

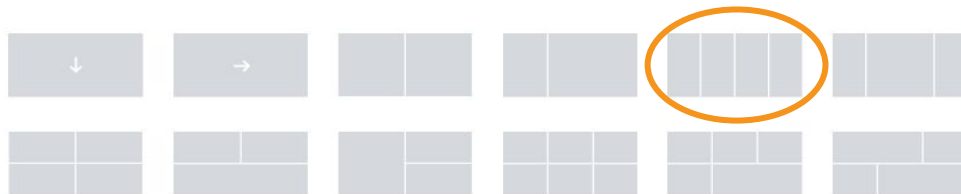
Using multiple columns will create boundaries so widgets don't bleed into each others' spaces. This is important, not only because it organizes the Navigator (allowing you to edit stacked widgets faster) but also when you are working on resizing the site for tablet/mobile devices.

Here is how to create multiple columns within a section!



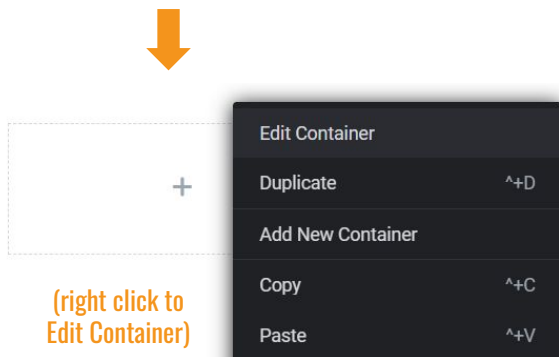
# Setting Up the Replicated Header

Select your structure

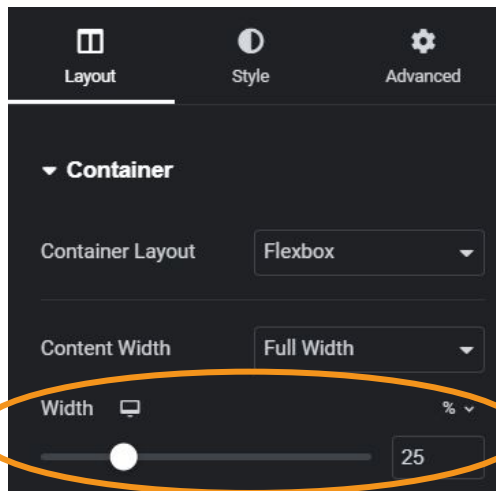


NOTE:

Many elements inside these FlexBox containers will adjust based on the width the container they are in is set to. Be careful when adjusting the widths of containers, so as not to incorrectly adjust the elements inside them!



(right click to Edit Container)



General Box Width Guideline:

Logo = 10%

Button Links = 35%

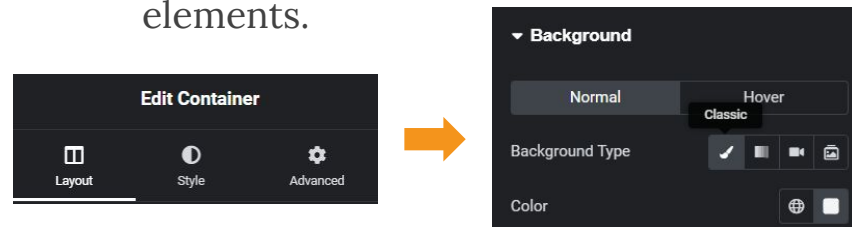
Search Bar = 50%

Menu Link = 45%

# Tips & Tricks

(and application to the standing design for the replicated header)

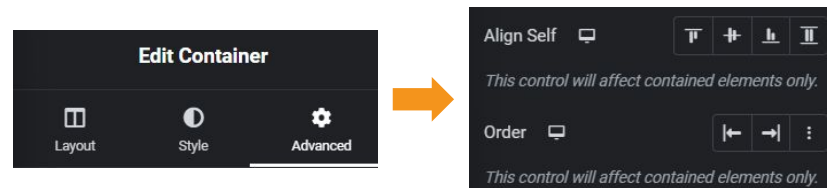
1. Edit the container background, rather than the element background, to get seamless backgrounds behind multiple elements.



2. Set the container direction to “Row - Horizontal” to align multiple elements, like buttons, next to each other.



3. Align all content in a container to create cohesion and avoid gapping.



# Editing and Formatting Templates

# This site is equipped with several templates to expedite content production.

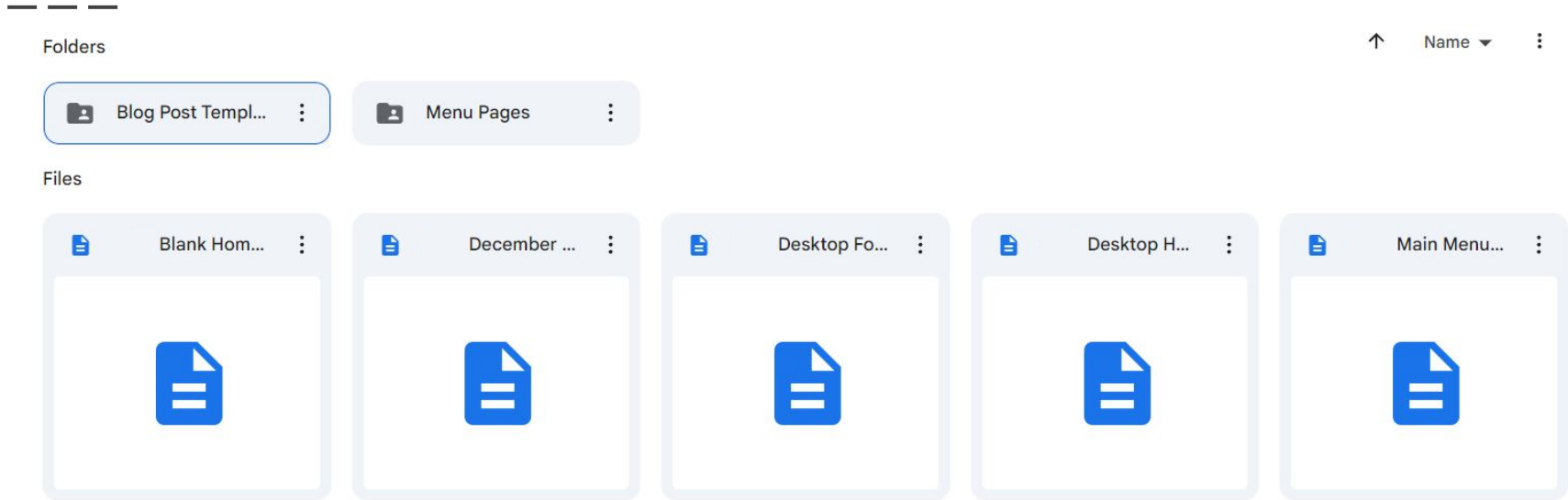
These templates can be formatted a little differently than your team may want it to be. However, they are generally pretty versatile, and can

## How to Use Templates in WordPress:

1. Navigate to the WordPress home page, then click the hamburger menu in the top left corner.
2. Navigate to “Templates”, then “Add New” under “Templates”.
3. Choose the template type:
  - a. If your team is unsure of a type for a certain template, please reach out to clarify.
4. Name your template.
5. Click this button to import an already existing template.



# Here are the importable templates for the site so far.



The templates not in additional folders are the main components of the site (landing page, header, footer, and collapsible menu). There are also additional folders for blog posts and menu pages. With these templates, your team should be able to create adjustable assets more easily than you were able to do before the switch.

# Confused About Anything?

Please email [finnjacksonprofessional@gmail.com](mailto:finnjacksonprofessional@gmail.com)  
for assistance and guidance!