

A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from the bar, containing the date.

1/27/2022

Website Guidance

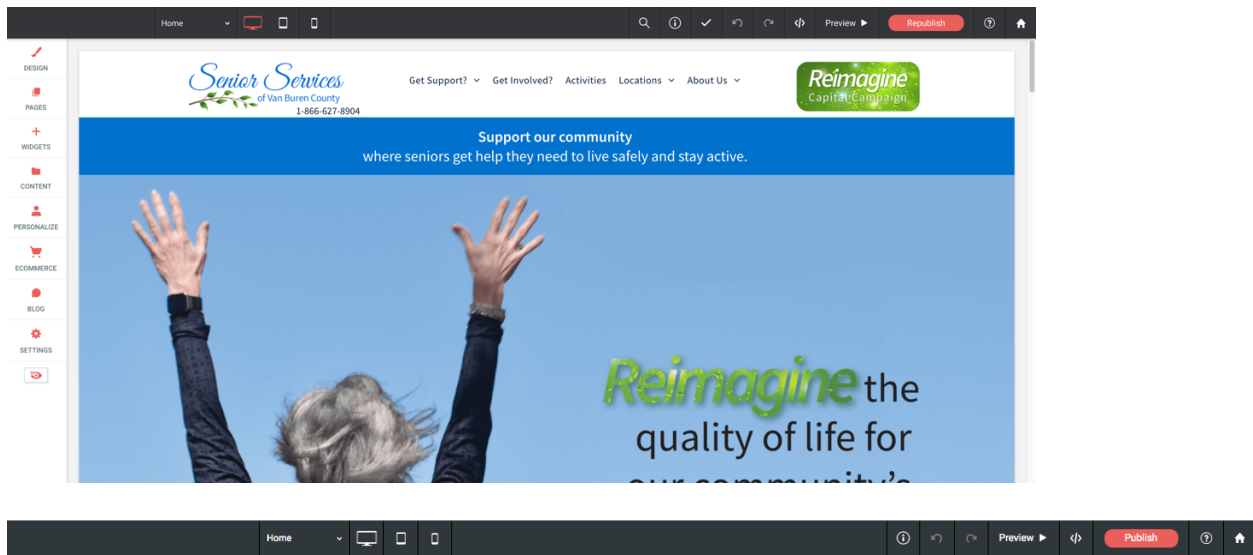
For Senior Services of Van Buren County

Several thin, curved lines in shades of blue and grey sweep upwards from the bottom left corner of the page.

Susie Myers

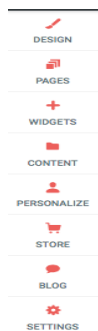
SOUTH HAVEN WEB DESIGNS

The Without Code site editor has three main sections: top, left, and the main content area.



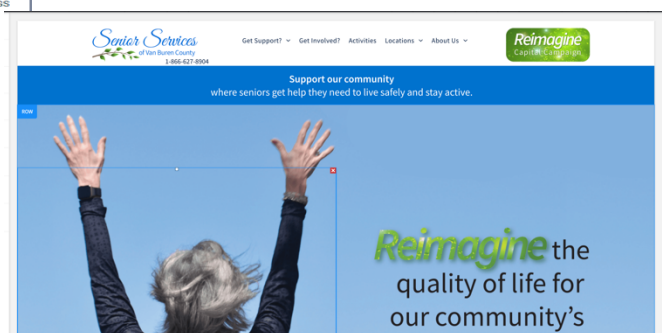
The top section gives you options to navigate within your site; you can move between device views (desktop, tablet, mobile), as well as between pages. Select pages from the dropdown to view and edit or select the device to view.

In addition, this top section contains site info, undo and re-do actions, preview, republish, help articles, and back to Dashboard.



The left section contains all widgets and features that can be applied to the entire site. You can alter site-wide design elements, add/edit pages, import content, add features (big and small), and make administrative changes, such as adding Google Analytics.

The main content area is where you can edit the individual elements of your site. You can update images, add text, and customize everything by selecting the element and tailoring the options.

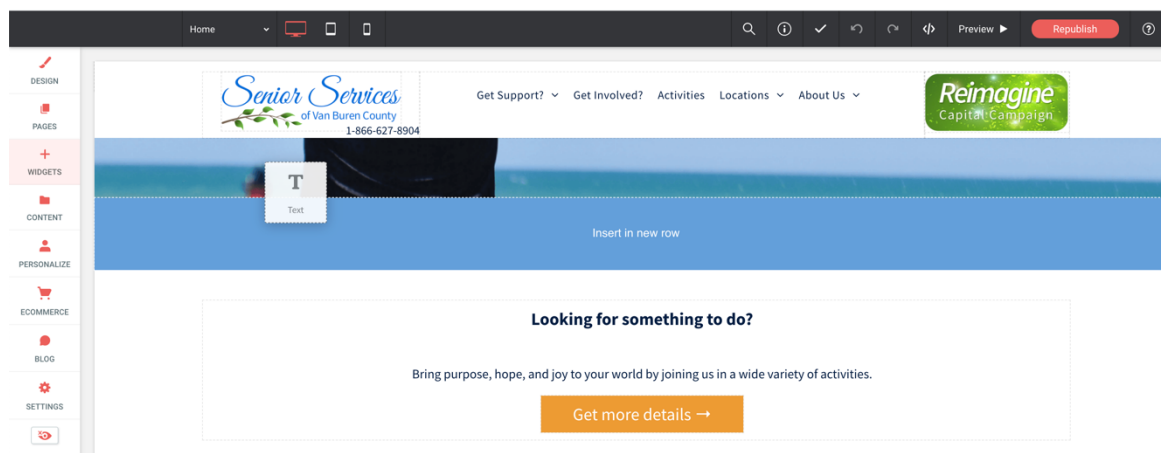
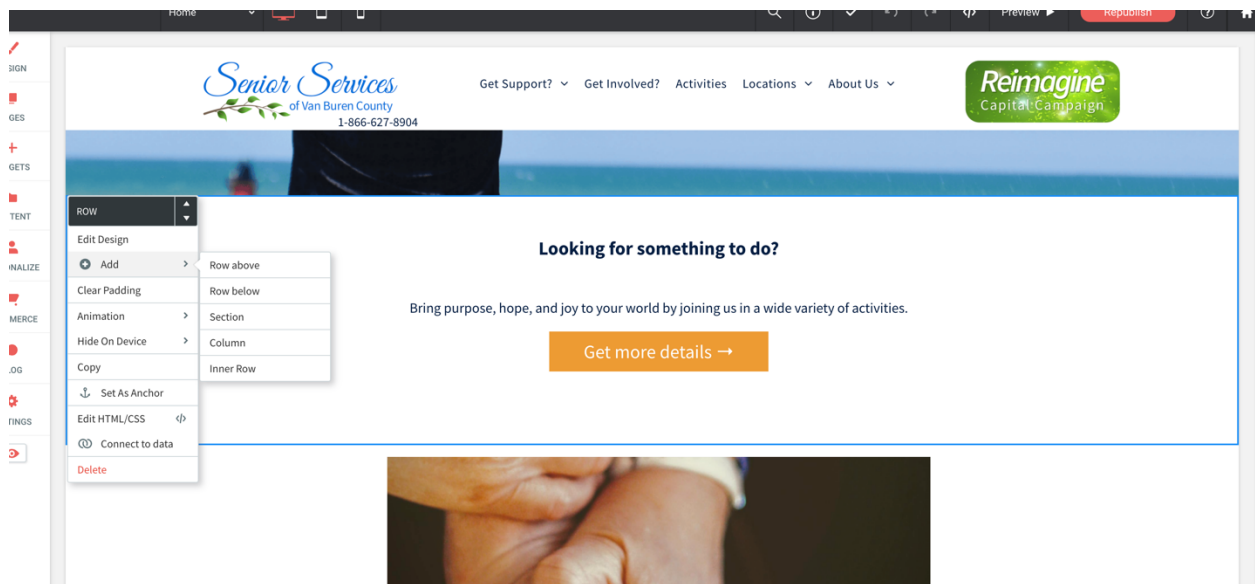


If you click on an individual section (e.g. a row), you can select the question mark from the options box and this will bring up in-editor support to give more information.

Each site consists of a header, footer, as well as rows and columns. The majority of widgets, content, and images will live inside a row and column.

Rows

Rows are the horizontal sections of the site. These can be manually added by selecting a row and clicking “Add Row.” As well, if you drag a widget from the left section in between two rows, a new row will appear to hold the widget.



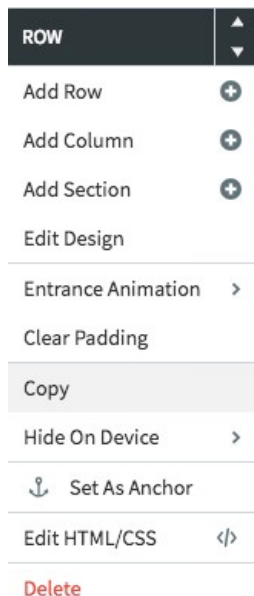
You can delete a row by either right-clicking in the row and selecting “Delete” or by clicking the row button and selecting “Delete.”

Row Editor

You can use the Row Editor to adjust the row and make changes to the design of any row. To open this, hover over a row until the blue “Row” button appears – select this.



This will open the editor. You can use the arrows to rearrange rows and use the “+” button to add a row above.

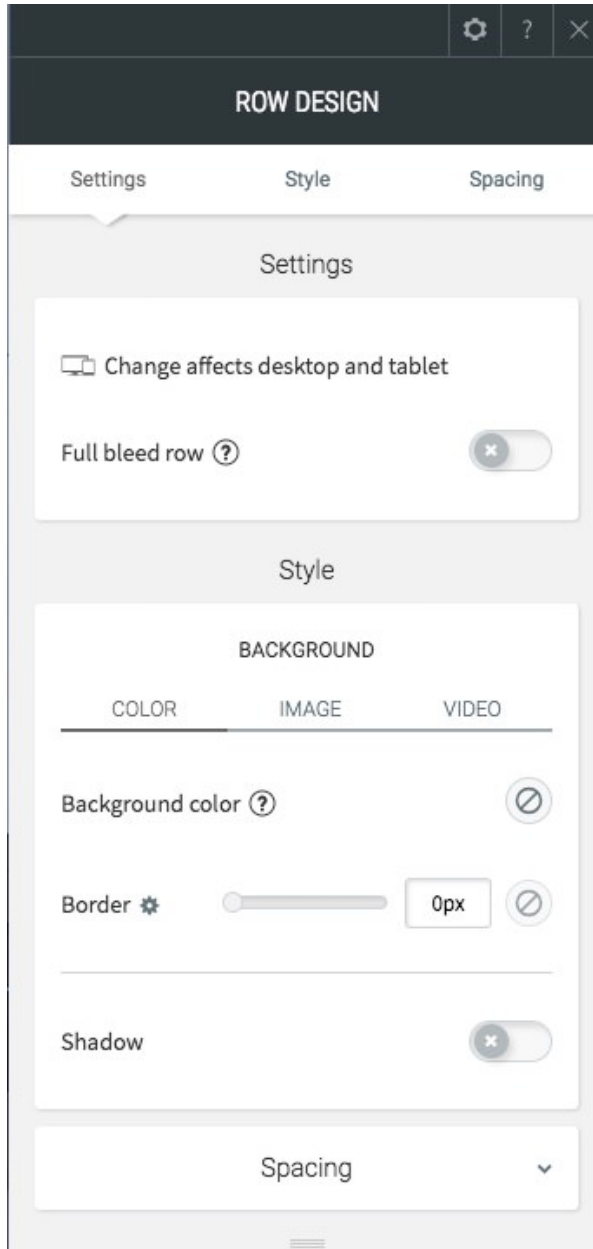


Other options include:

- +Add column: add a column to this row
- Edit Design: open the row design editor
- Entrance Animation: add an entrance animation to the row
- Clear Padding: clear the inner space of the row
- Copy: copy the row
- Hide on Device: hide the row on a specific device
- Edit Anchor: anchor the row to a specific point
- Delete: delete the row

Row Design

Select “Edit Design” to make changes to the row design.



SETTINGS

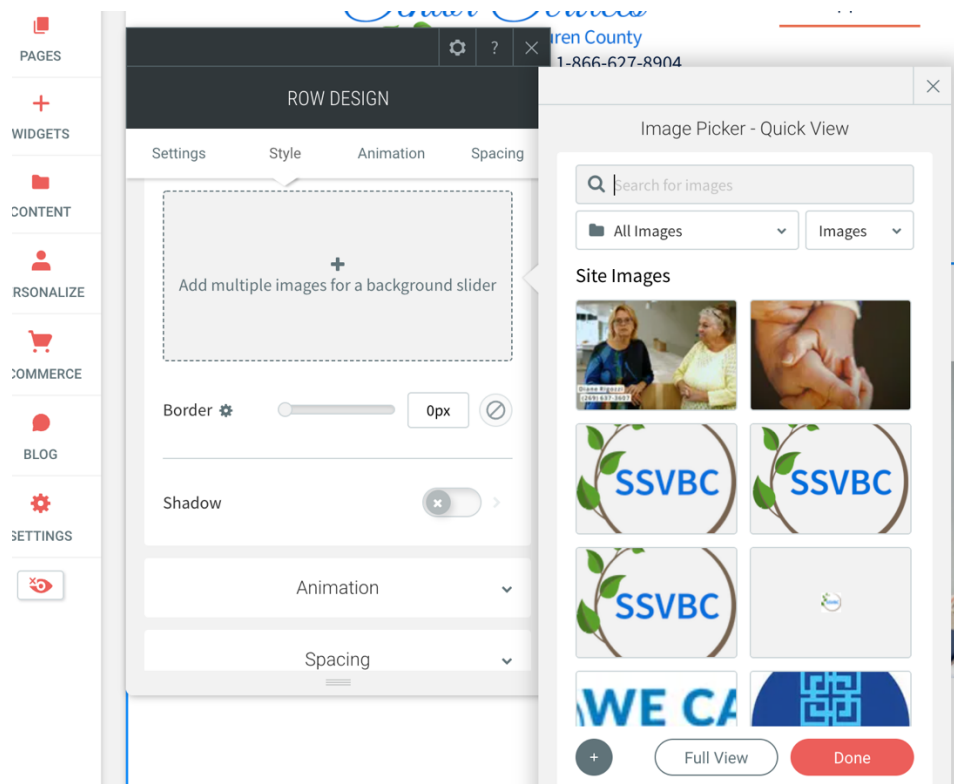
You can select the “Full bleed row” toggle to make the content span the entire width of the screen.

STYLE

Define the background, assigning a color, image, or video.

If you select the image option, you can choose to add a background image slider by simply adding multiple images using the “+” and the image picker. Once you add multiple photos, you can set slide transition and speed, as well as any background customization.

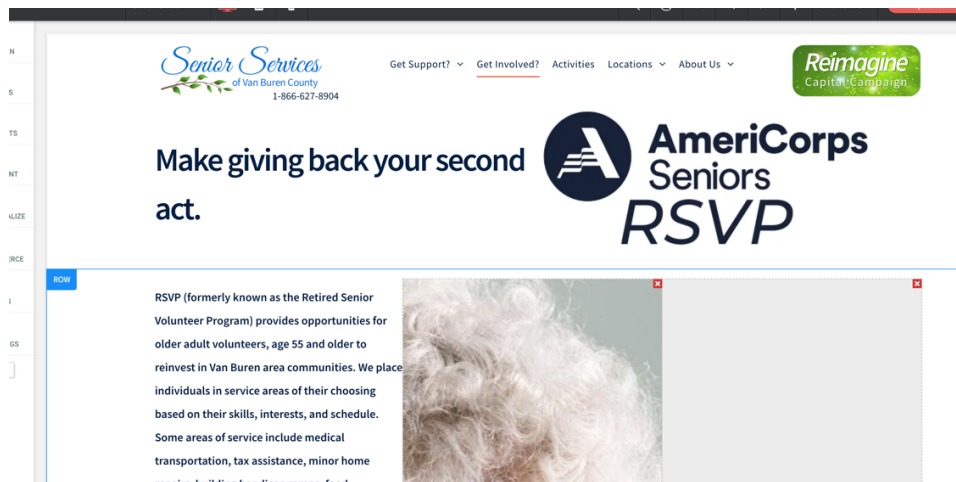
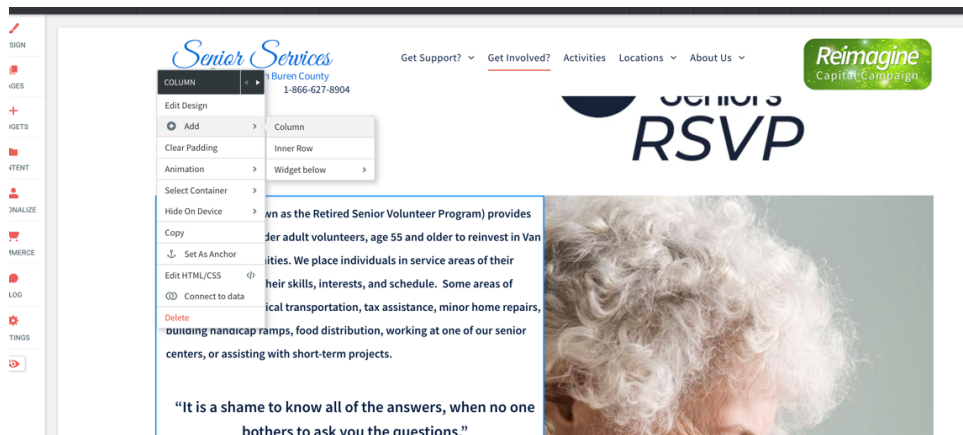
Note: you can also add a background slider to any column.



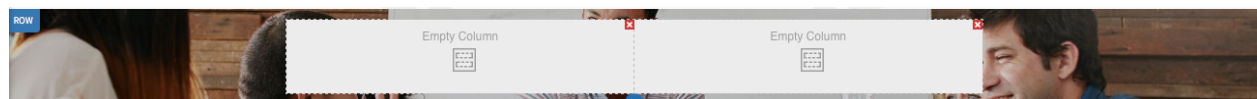
Columns

Columns are the vertical sections of the site; each row contains at least one; they control the arrangement – from left to right – of widgets/content.

You can manually add a new one by selecting the column, clicking on setting, and then selecting “Add Column.” When you add a new column into a row it will appear next the existing column in the same row. You can move it by dragging it within row.



You can delete a column by either right clicking on the column and selecting “Delete,” or by clicking the red x in the corner of the column.

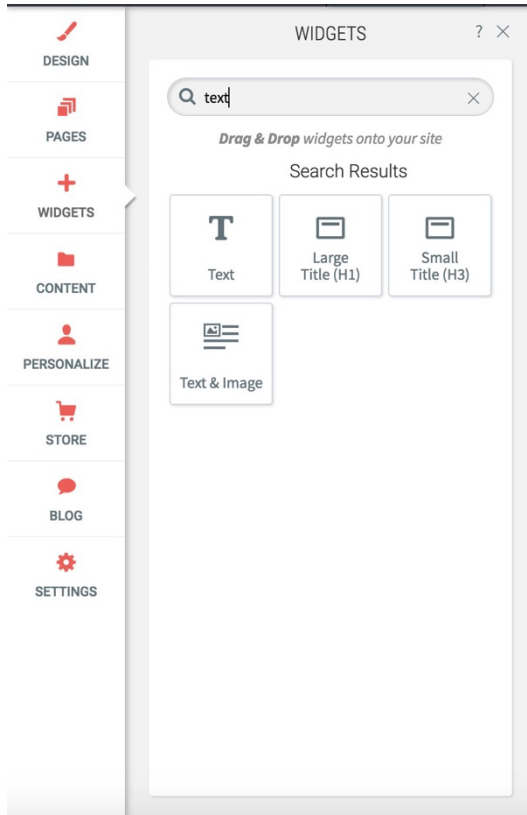


Note: All rows must contain at least one column so you can't delete the last column without deleting the row, but empty columns won't display on a live site.

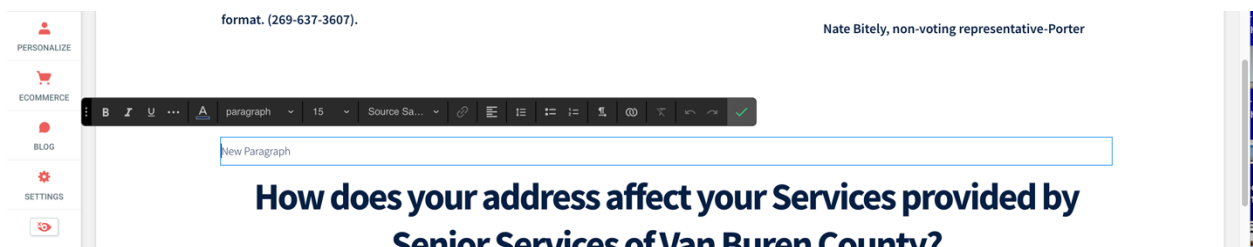
Adding Text

You can easily add a paragraph to your site by using the Text widget.

To add a simple block of text, open the Widgets tab and search for the Text widget.



Drag this widget into the desired location of your editor and this will create a simple paragraph. You can click on the block to enter your text, as well as open the inline editor to make basic font style and size changes, alignment edits, etc.



Right clicking on the Text widget will open more options.

Upcoming meetings:

TEXT BLOCK

- Edit Text
- Edit Design
- Add widget below >
- Clear Padding
- Animation >
- Select Container >
- Hide On Device >
- Copy
- Set As Anchor
- Edit HTML/CSS </>
- Connect to data
- Delete

New Paragraph



douglas DeLeo-Arlington Twp
Regina Hoover-City of Bangor
Dean Beckwith-Columbia Twp
James Abshagan-Decatur
Clare Olney-Geneva Twp
William Lawson-Hamilton Twp
Terry Tibbs-Hartford City
Richard Curtis-At Large
Karen Kiry-At Large
Roger Paul-South Haven Township
Annie Brown, City of South Haven
Nate Bitely, non-voting representative-Porter

Click “Edit Design” to adjust style and spacing.

TEXT BLOCK DESIGN

Text Style Animation Spacing

Text

Edit text via the Text Editor or go to Global Text

Open Text Editor

[Open Global Text](#)

Style

COLOR IMAGE

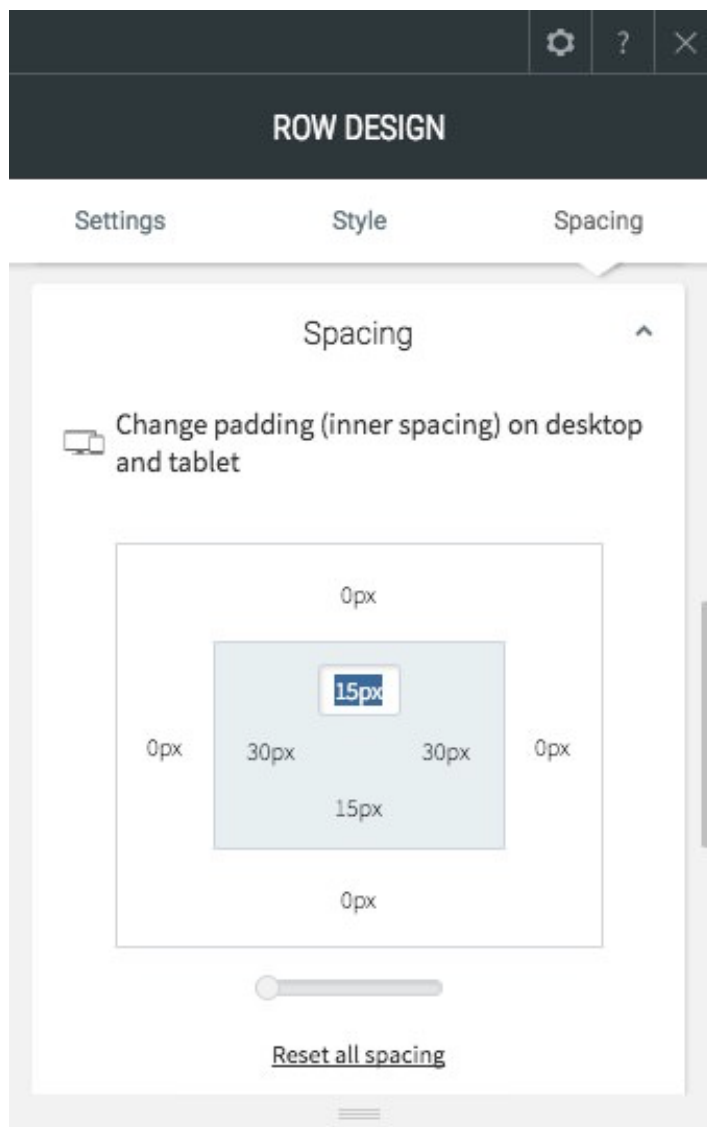
Background color ?

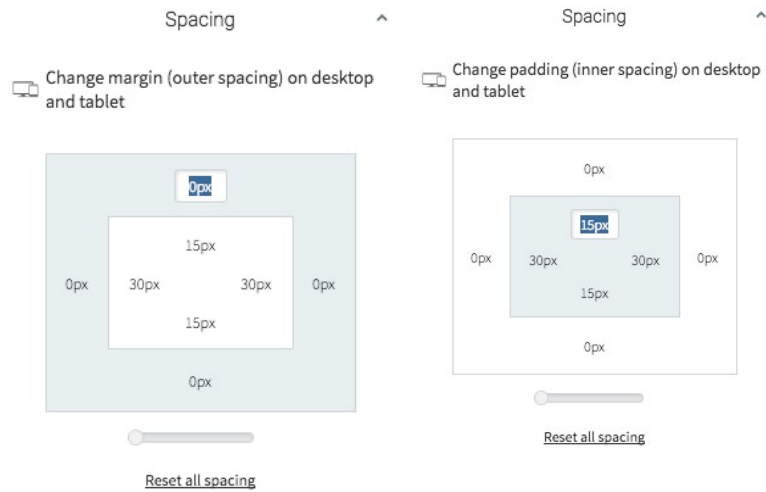
Border 0px

Spacing

The spacing for all site editor elements – rows, columns, and widgets – can be customized using the design menu. By changing the inner spacing (padding) and the outer spacing (margin) you can alter the appearance of your element.

To change the spacing. Right click on any row, column, or widget and select “Edit Design.” Select the “Spacing” tab.

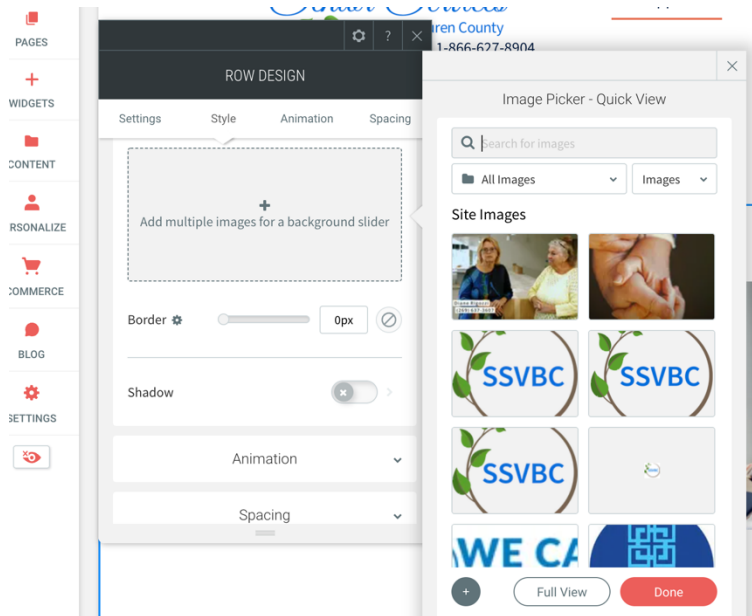




Note: if you see spacing that you are unable to change, ensure you check the widget, column, AND row.

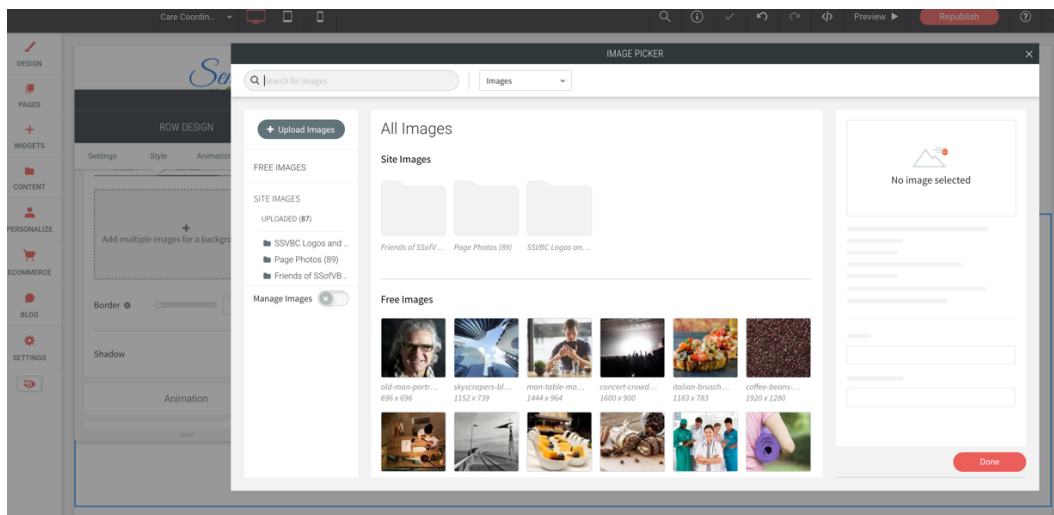
You can add and use images for various widgets in the site editor. You can use your own images (from your existing site, social media profiles, already-purchased stock), as well as pick from our large stock image collection.

Choosing Images



When adding and selecting, you will use the “Image Picker – Quick View” From here you can upload a new image by clicking “+ Upload,” choose from your existing images, as well as search the stock library. Simply keep scrolling to view all images in either section.

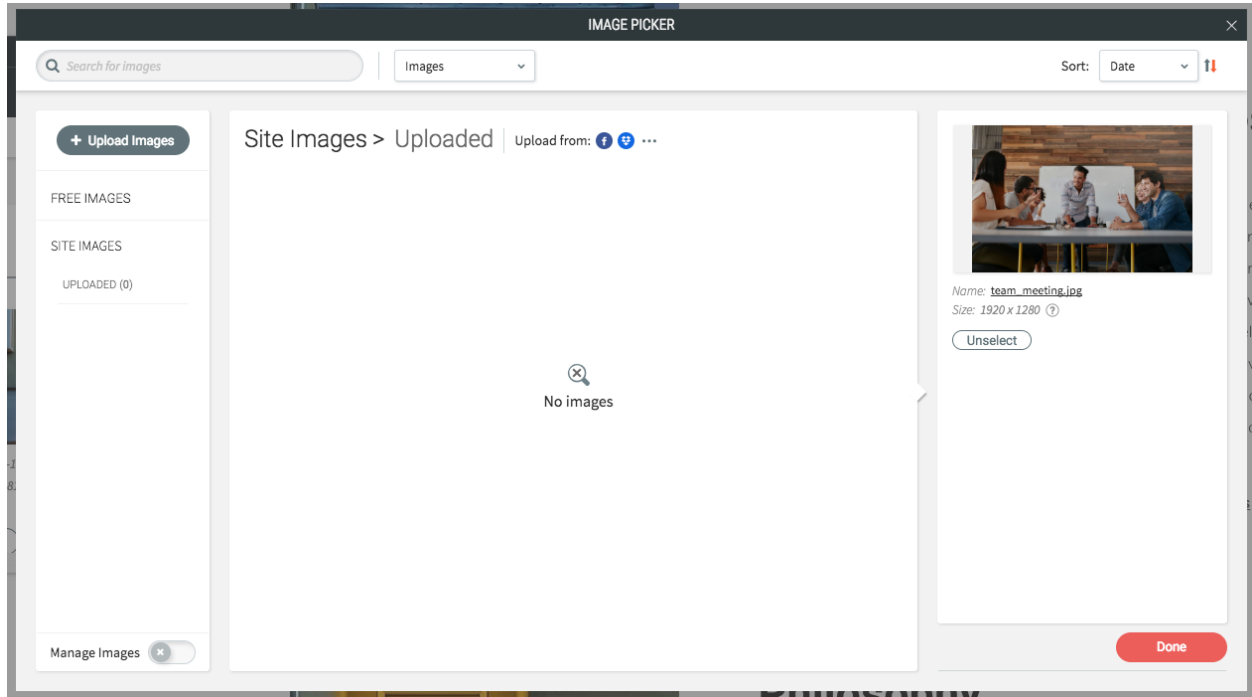
Click “Full View” to view more options.



Full View gives you all images: site you have imported from (if applicable), free images, related Facebook business pages, and uploaded images. Use the tabs on the left to sort through the different sections and select any image to get more information (name and size). You can also use the search bar to find specific images, or sort through folders to find types of images.

Upload Images

You can upload new images by clicking the “+ Upload Images” button to upload from your computer and if you prefer to upload from another source (e.g. Facebook), simply close the initial upload dialogue box and click “Upload from...”

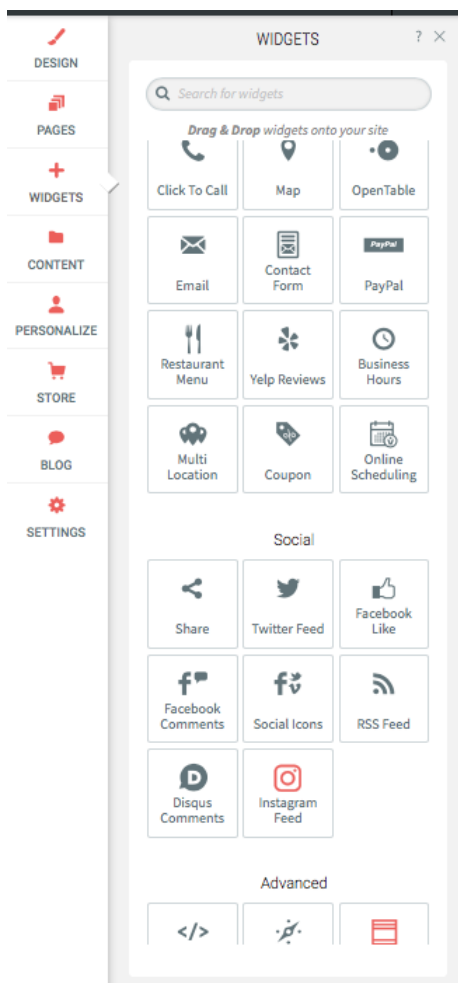


You can upload from the web, social media platforms, Google Drive/Photos, DropBox, a URL, or you can drag images from your computer into the relevant section. You can upload directly to a folder. Simply click the appropriate folder and then select “Upload Images.”

Widgets

The Editor comes equipped with many built-in widgets. Widgets contain text, images, buttons, and other content of your site, and others give you the ability to extend and customize your site: from creating a list to adding an Instagram feed. You can locate all the available widgets by clicking “Widgets” in the left section.

Click on the menu and either scroll through the list or search for the type of widget you want.



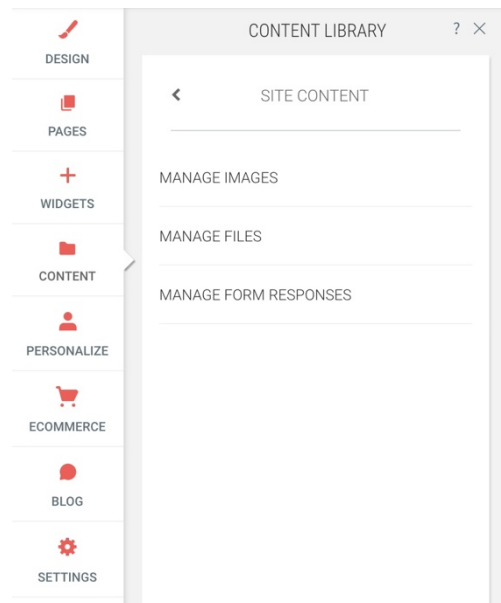
Select the widget and drag it onto your site, placing it in the desired location.

Site Content

You can store and manage site content here including images, files and responses.

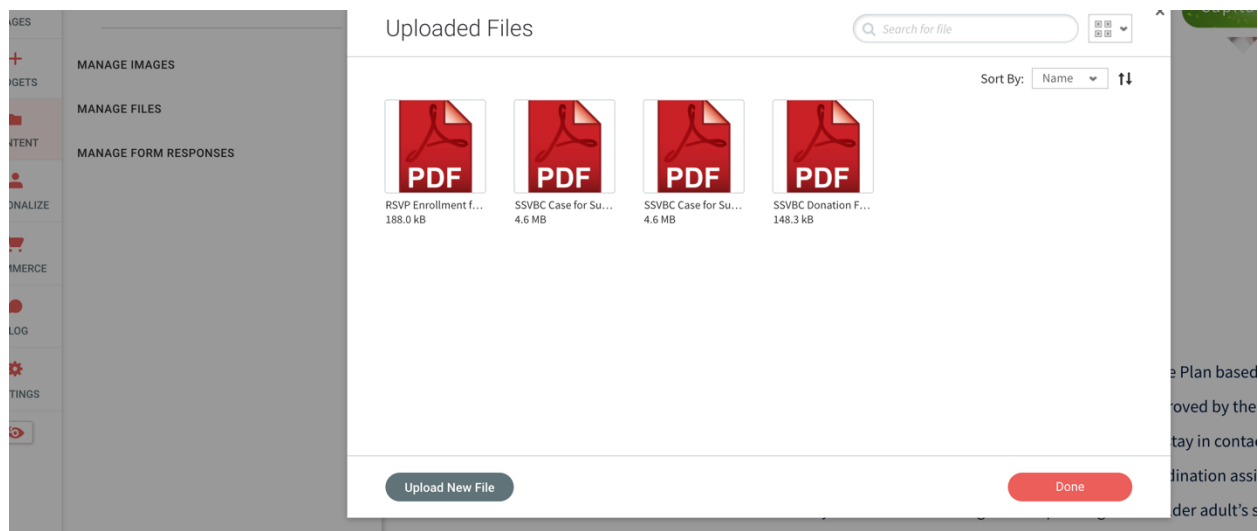
MANAGE IMAGES

You can click “Manage Images” to choose existing images or add new ones by selecting “Upload Images.” Images added to your Business Images will be visible here.



MANAGE FILES

To upload a file click “Upload New File.” To delete, simply hover over the file and select the grey x.



For help with anything, please feel free to call, text or email me at:

Susie Myers

269-637-2748

susiewords@gmail.com