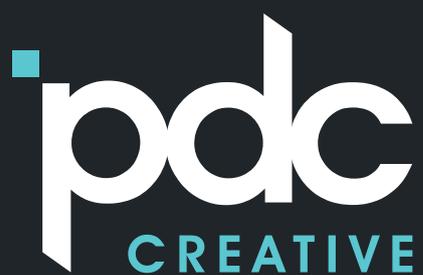


PDC Creative

Webflow Website
Editor tutorial



Congrats on your brand spanking new website!

The hard work is done... but now is not the time to start sitting on our laurels. We need to keep this website fresh!

Regularly updating your site with current info, new services and projects, not only keeps it up to date but helps to get it ranking higher in searches.

We have built your website with this in mind so we will run over a few of the basics on how to keep your website up to date.

You will have been emailed a link to setup your editor account (if not let us know) The link then asks you setup a password for the account, **Try to make your password memorable or auto-save it in case you forget. If you do forget let us know and we will remove your account and send you a new setup link.**

Once this is done you are good to go!

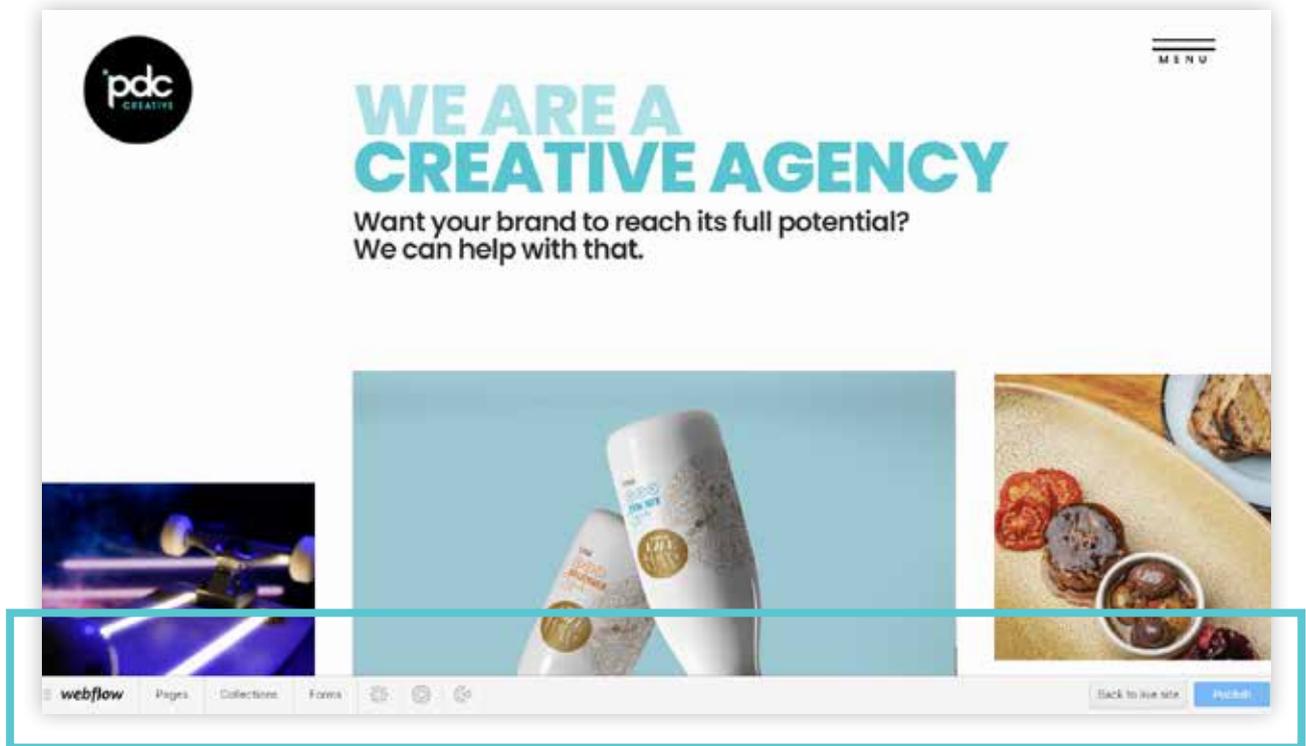
If you need to enter the editor just add **?edit** to the end of your URL. For example **www.pdccreative.co.nz?edit**.

You can bookmark this domain for easy access.

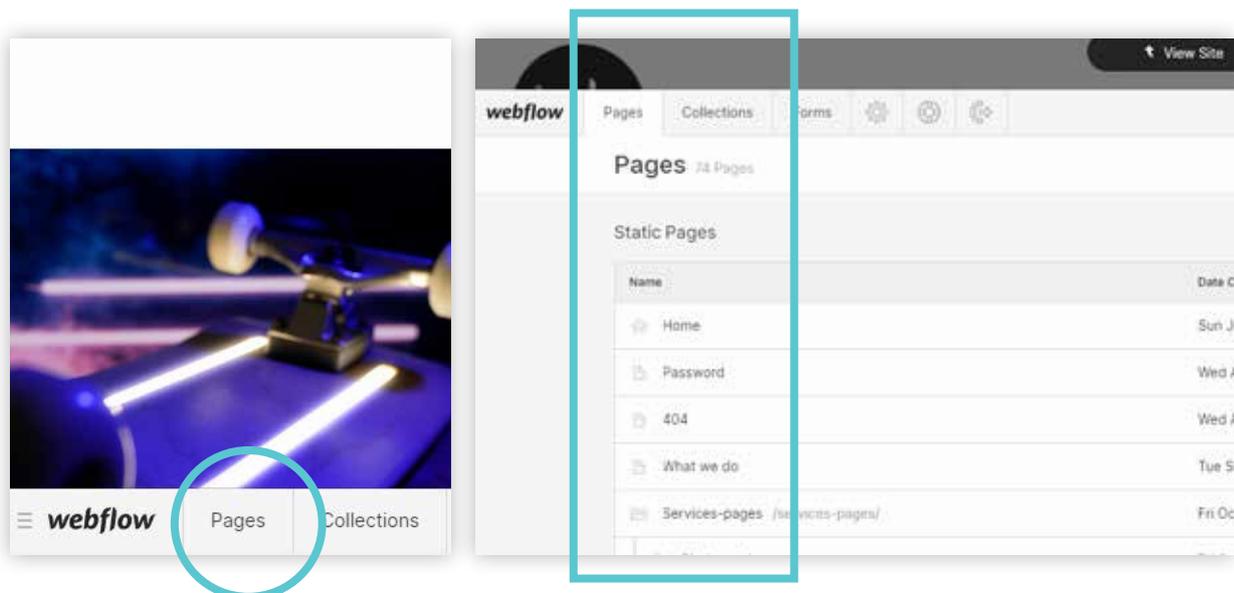
Now lets get to editing!



Now you are logged in, you should see the editor bar at the bottom of your website.



You can navigate through the site like you normally would or you can use the pages tab on the editor bar.

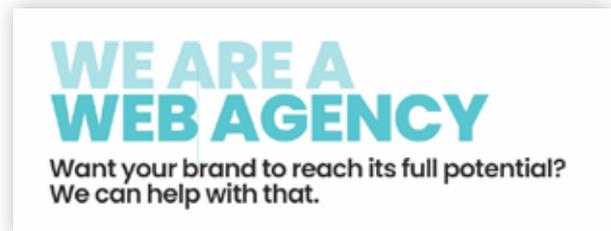
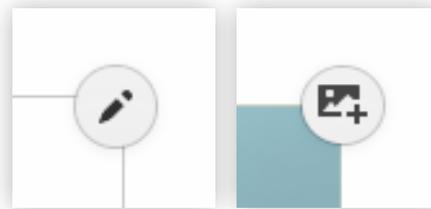


While in the editor account, you will notice that when you hover over elements on the website, certain sections get highlighted and icons pop up.

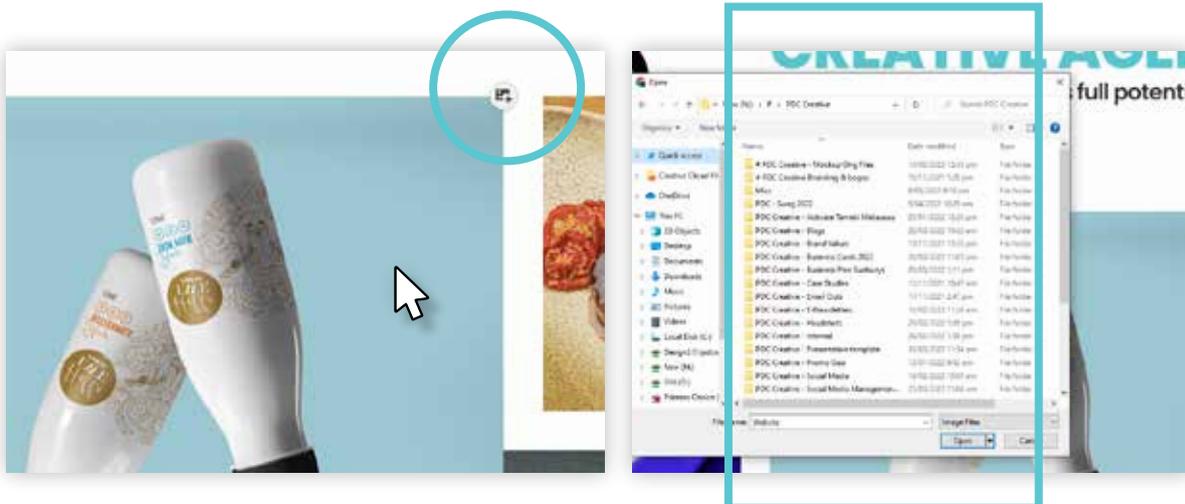
This means these elements can be clicked on or into and edited. A pencil icon will show on text boxes and a image icon for images.

To edit text, click into it the text box and start typing. When your done, click out of it and it will automatically save.

As a tip, be wary if you delete the current text and click out of the text box. Once empty, it will collapse and cannot be selected again.



For images you can click the icon or **just click the image itself**. If clicking the image doesn't seem to be working, try clicking in an area away from text or other elements. When successful a window will pop up for you to select a new image from your computer.

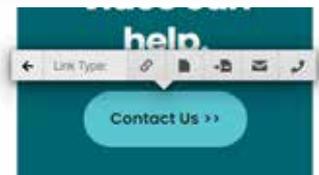
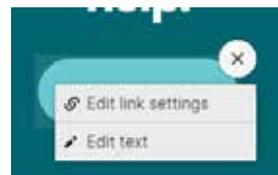
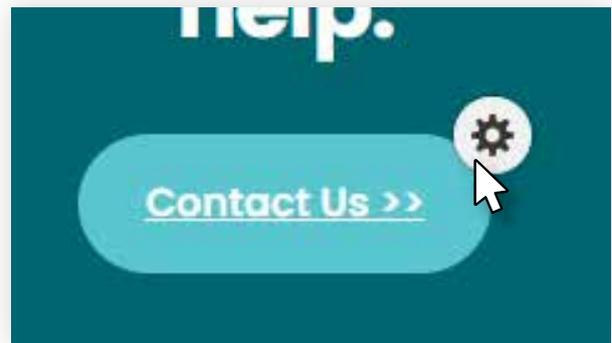


The same is applied for buttons and links

For these you get a cog symbol

You have the option of changing the button text as well as the button link.

You can change the link to go to a specific page on your site, an email or phone number or a URL to another site.



Now you know the basics

See, that wasn't so hard was it?

Well... we get into the "trickier" stuff next

Collection Pages

If, like many of our clients, you asked for the ability to add and remove your own pages, whether it be a blog or news page, then your website will have been built, in part, with collections

What are collections?

Collections are CMS, or Content Management Systems.

Basically your blog, news or services pages are built as a template which then get replicated with the new information in your collection.

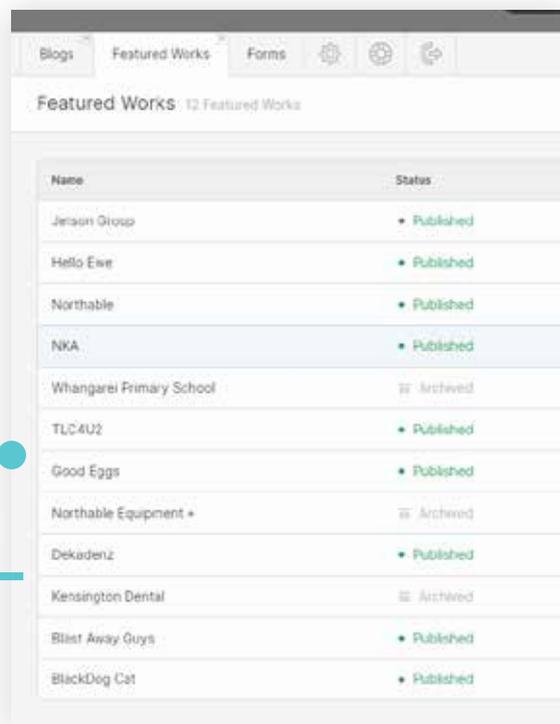
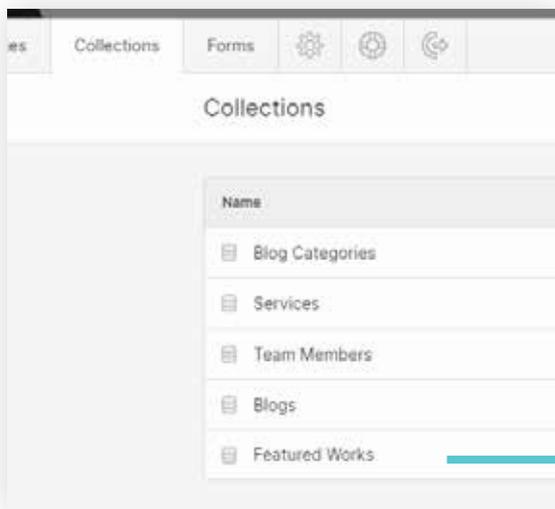


Hello Ewe

Packaging + Website

The content of this element is synced between multiple elements.

If you hover over an element and its purple it likely means its a collection

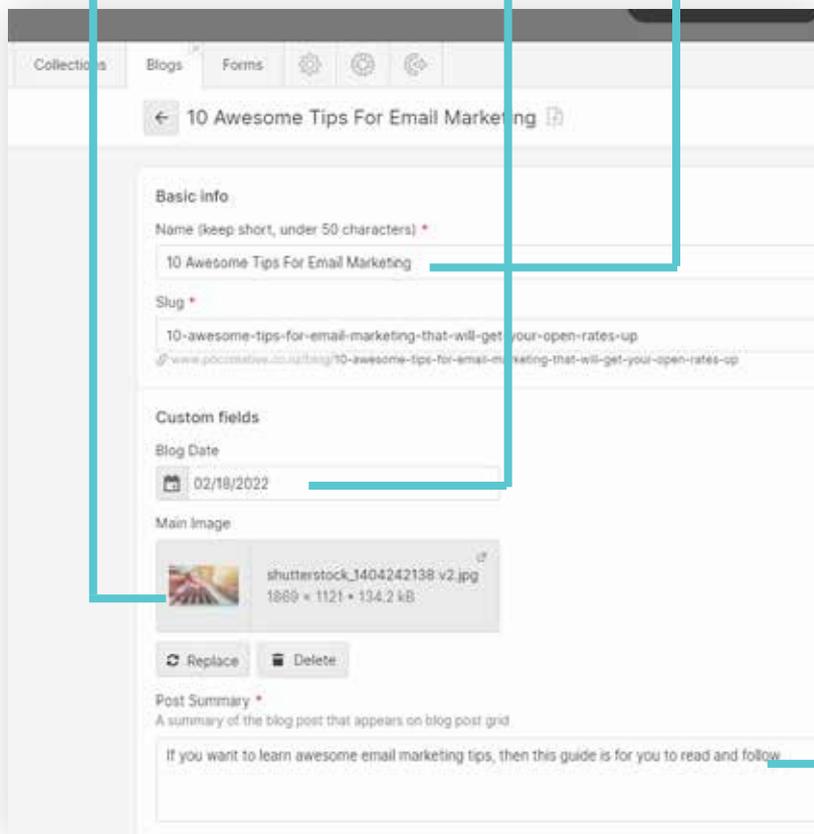
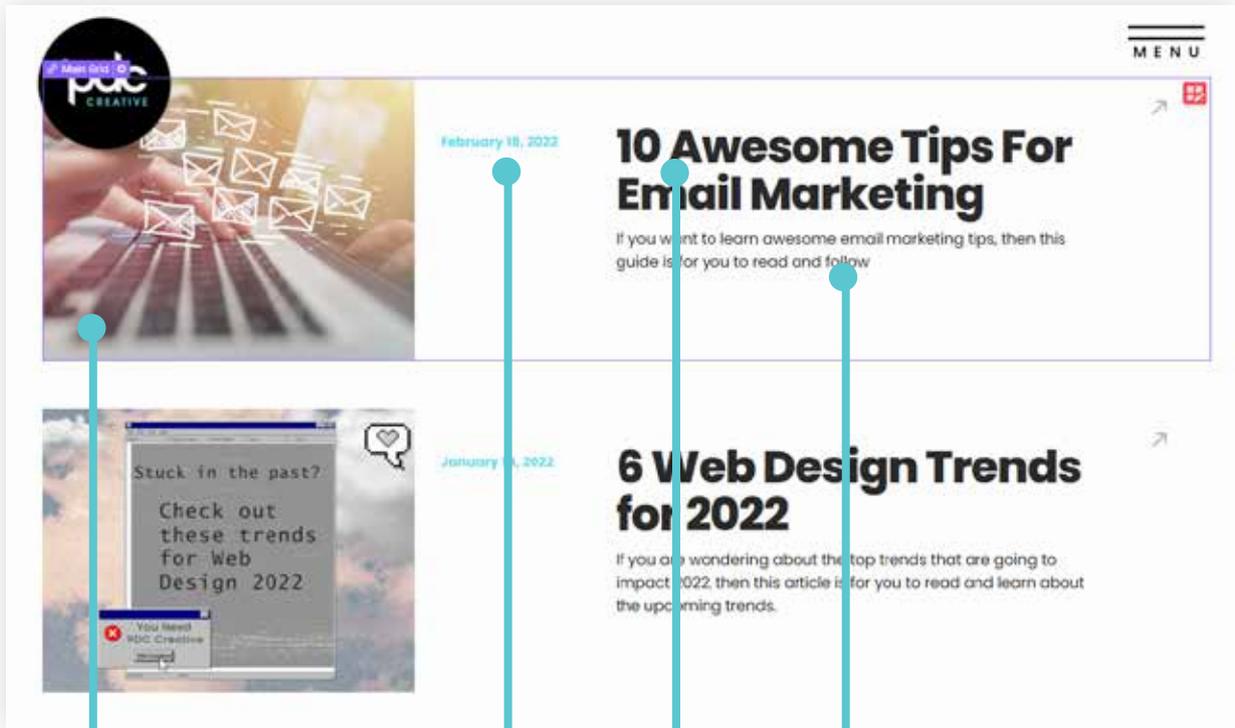


Featured Work



Confused?

Here is our blogs page and here is the collection that feeds it.



Beware!

If you do hover over an item and it shows up with a warning like the example on the right, it will likely to be a collection.

These need to be edited with caution.

As mentioned earlier, collections are based on templates and if you are editing a collection item on the **actual page** and not in the collections tab itself, you run the risk of changing the template.

It is **highly recommended** you never edit collections on the page for this reason.

You need to use the collection tab to add or remove items anyway so get used to editing in there too.

It also goes without saying, don't go deleting stuff on the collection pages either, this will delete it off the template and effect all the pages of this collection.

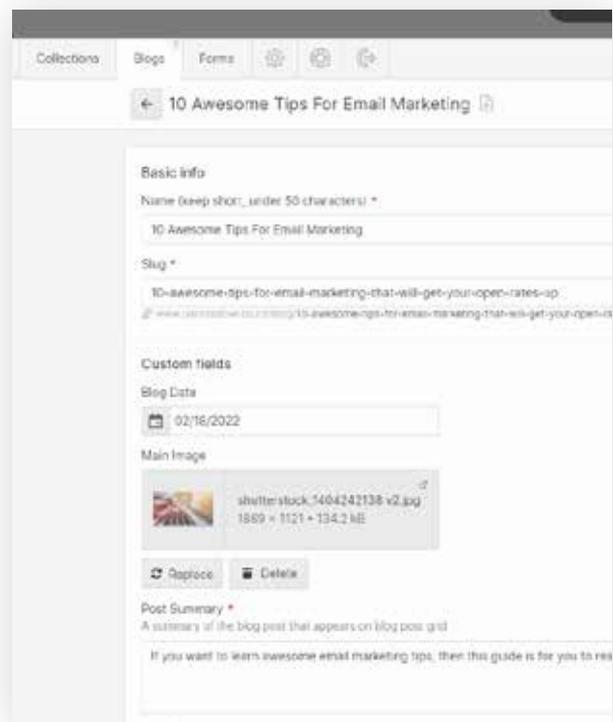
If you don't want an item to show, leave the section empty in that collection item.



Hello Ewe

Packaging + Website

The content of this element is synced between multiple elements.



Editing Collections

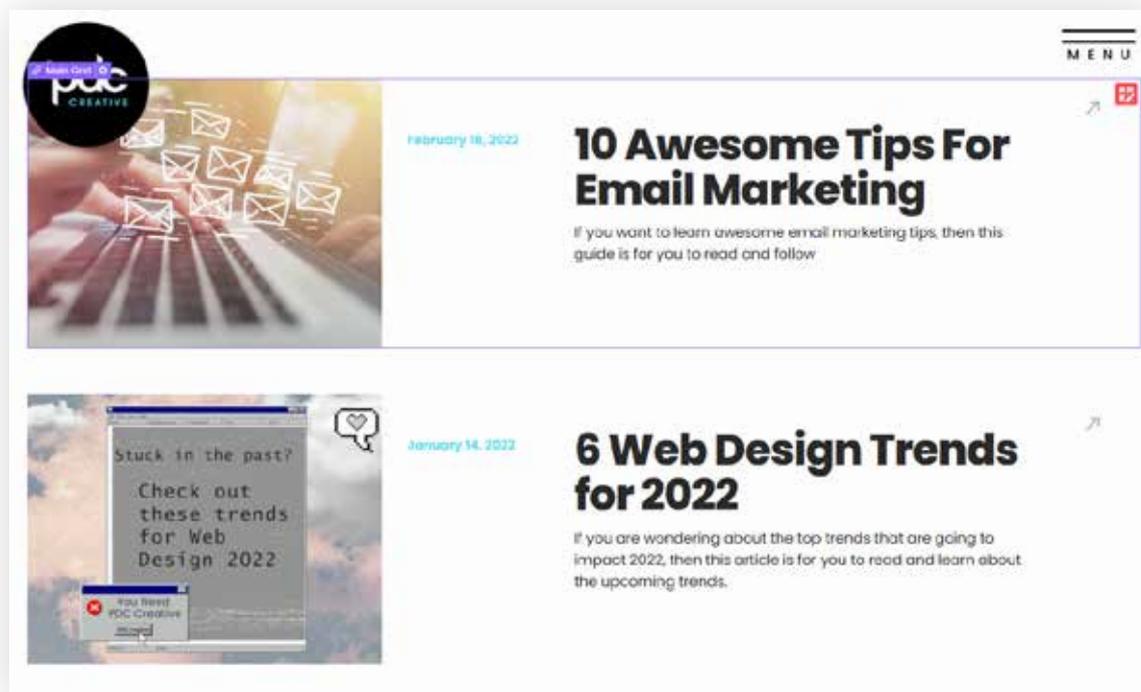
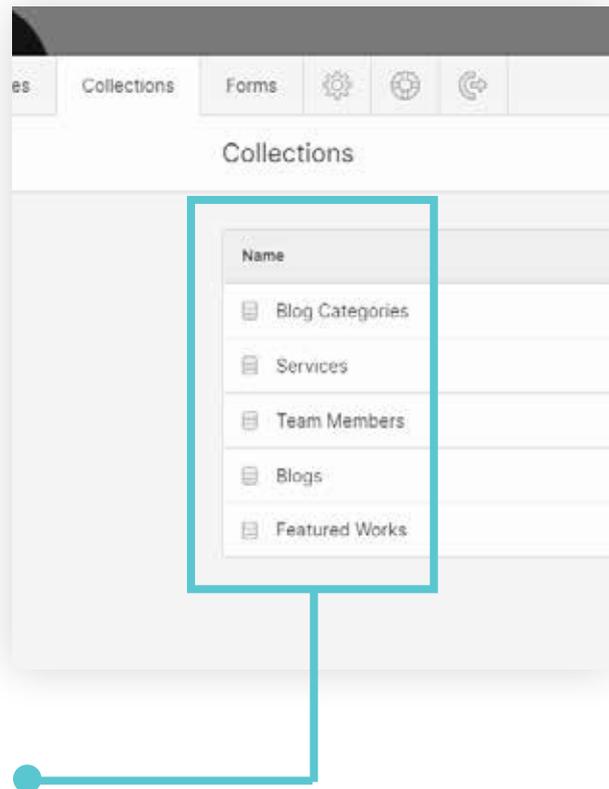
Now that you've been told 'how not to edit collections' here's how you do edit collections.

Collections can be anything, whether it's a blog, a news item, testimonials, staff members or a service page.

These could be full pages or just small sections that feed into other pages.

It all depends on what you asked for from your website and how it was built.

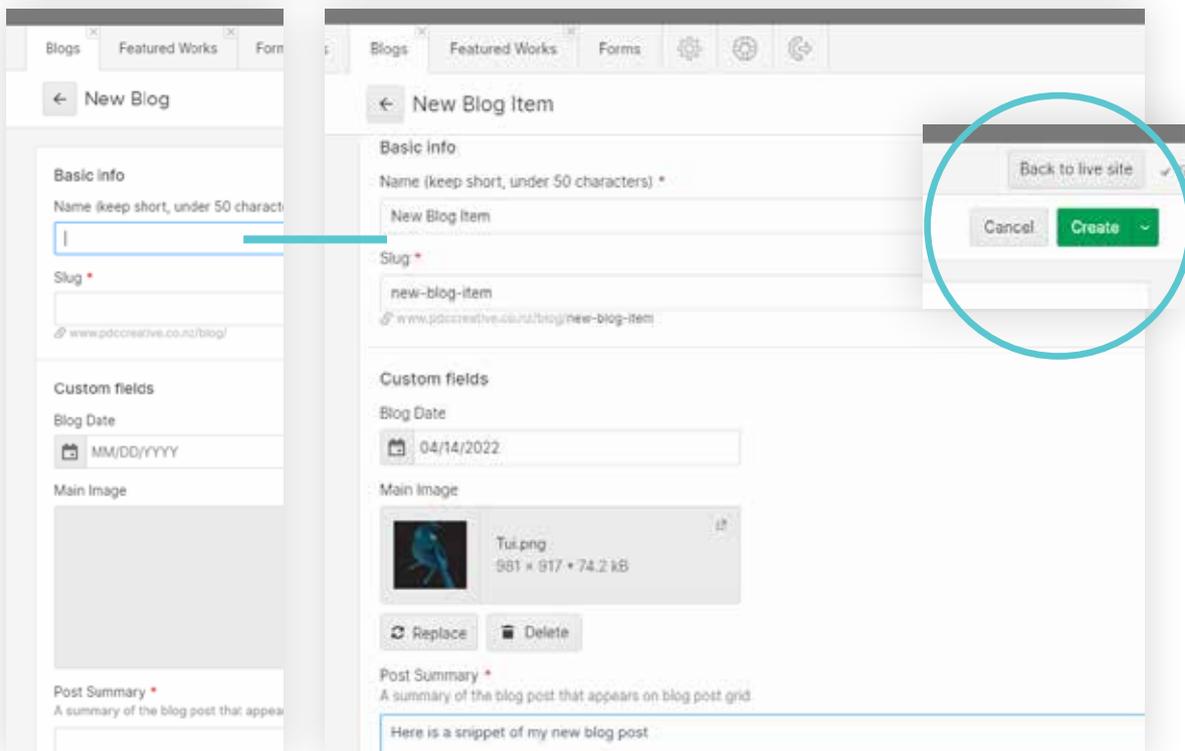
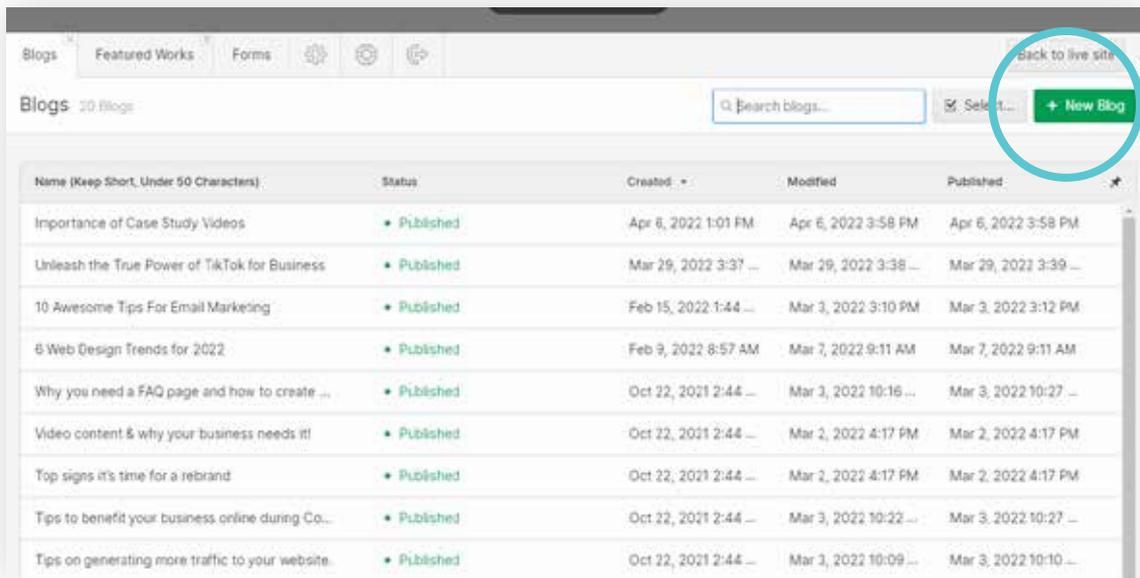
Clicking on the collections tab will show all your collections.



Adding pages or entries

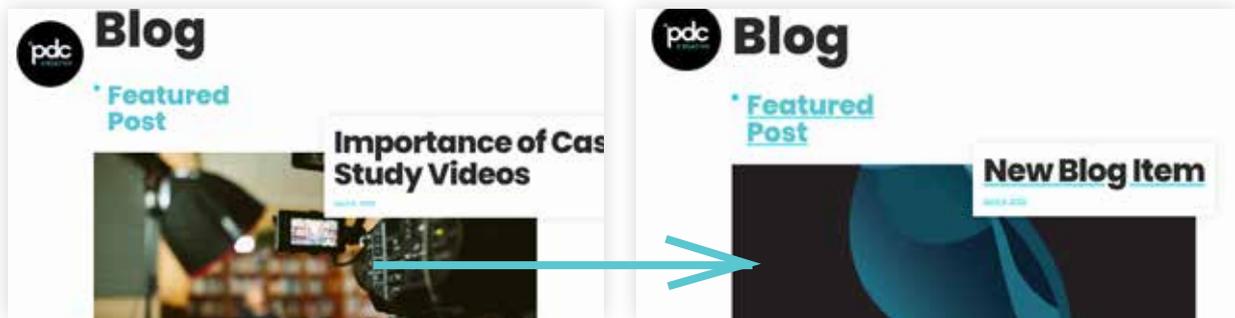
In this example, we want to add a new blog. To do so, click the green 'New Blog' button in the 'Blogs' collection.

Fill in all the relevant sections and then when you're done click 'Create' to finish



Abracadabra!

By means of some computer magic, you now have a new blog.



A few tips...

Switches

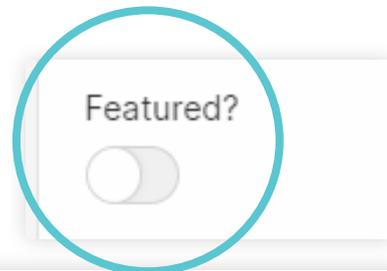
The blog above is a 'Featured Post', normally blogs and collection items will show in order of date, (newest to oldest) but depending on how your website has been built you may have the option to 'Feature'.

If so you will see a button like the one on the right, turning this on will show the 'Featured' post before all others until a newer featured post comes along to replace it.

In general, these switches are used to filter/separate items within the same collection, so you may have a 'news' button that separates news items from blog items.

The possibilities are endless with these buttons, so your buttons may do different things. There will always be a note on the button so you know what it does.

Display order



Staff display order
Shows in Numerical order from smallest to largest 1= First, 2= Second etc. Can use decimals to groups ie 2.1, 2.2. Everyone must have a number as those without will show first

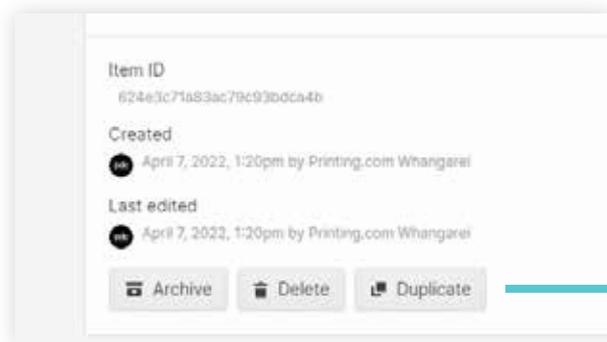
1.0

As mentioned, collections just automatically show in order by the date they are added.

If you have staff that need to be ranked by position or your main service needs to be shown before all others. You will have a display order section, this ranks them in numerical order, if you have a lot of items you may also have the option of using decimals.

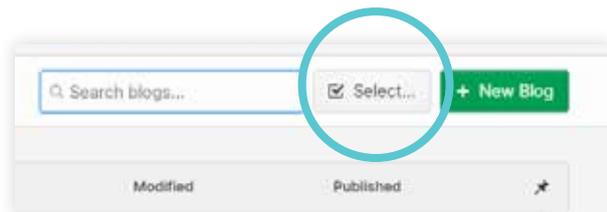
For this to work every item needs to have a number, as no number = 0 and 0 comes before 1.

Deleting or hiding collection items



Tip:
It may seem easier to just duplicate or simply over write an existing item, but its always best to start fresh.

Otherwise you get slugs/URLs not matching their content, you have to have URL redirects... it gets messy!



You know how to add a new item but what happens if you want to remove an item?

There are a few ways, you can delete and an item and it is gone for good or you can archive an item. Archiving it means its still there for future use but it will no longer show on the website until it is unarchived again.

If you click into the collection **item** you would like to archive or delete and scroll down to the very bottom you will find these 3 options.

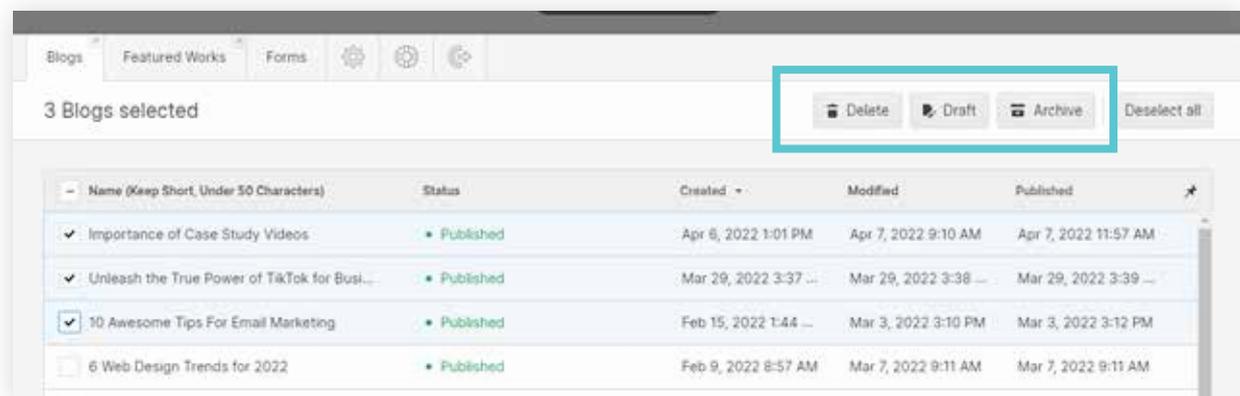
Archive, Delete and Duplicate

The differences between **Archive** and **Delete** are explained above and **Duplicate** is pretty self explanatory.

If you wanted to archive or delete multiple items at once, click into the collection **group**, ie. Blogs. Hit the 'Select' button, select the items and then archive or delete.

In the screenshot below you also have the option to Draft. Drafting means its a work in progress, you can publish all your other changes but anything Drafted wont get published.

Once you are good to go, change it from Drafts to Stage for Publish.

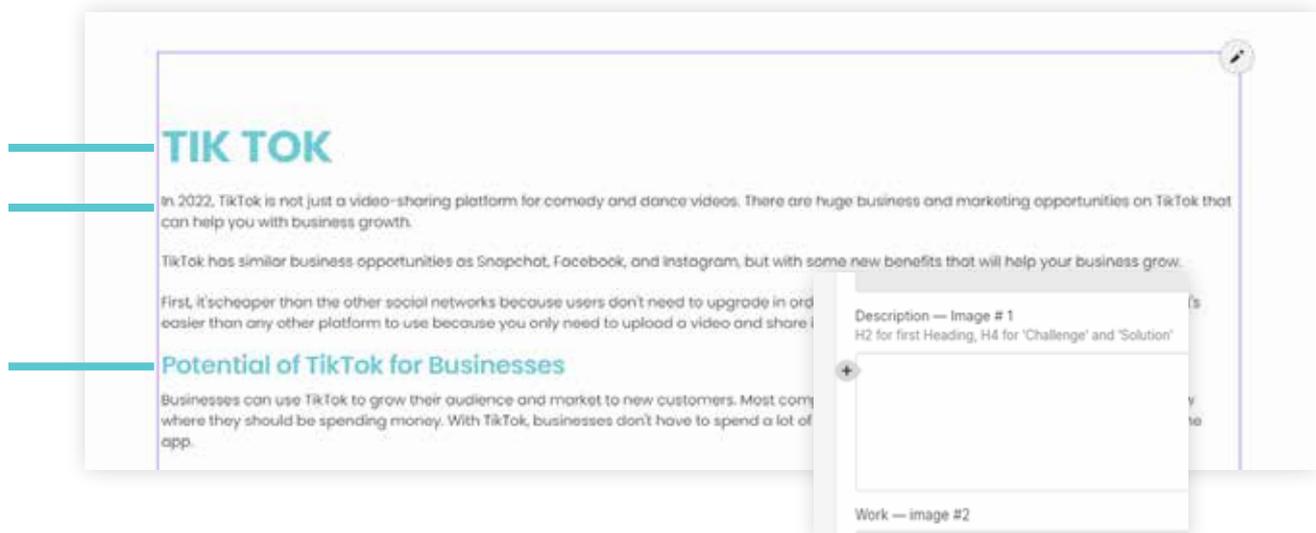


Rich Text Blocks

Rich text boxes are the jack of all trades, they can do it all! But they do have their quirks so here's how to use them.

Firstly, not all text boxes are rich text. If you hover over a text box and it has multiple styles ie. Title, subtitle, bullet points, all in the same box it means its a rich text box.

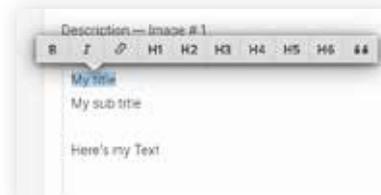
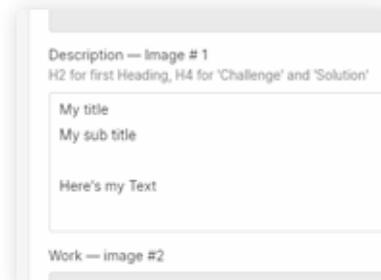
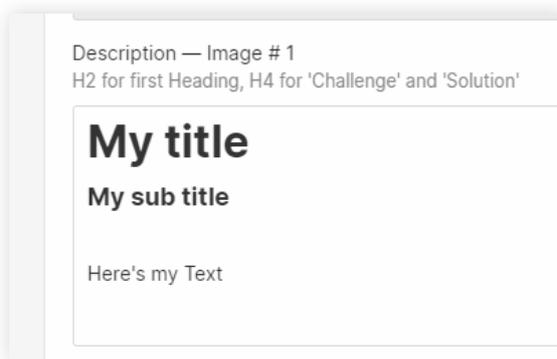
If you are editing a collection and a  symbol pops up when you click into a text box, thats a rich text box.



Headings

To get started, type in a rich text. It will be all uniform but if you highlight a bit of text you will be given a few options.

Use H2 for main headings, H3 or H4 for sub headings.

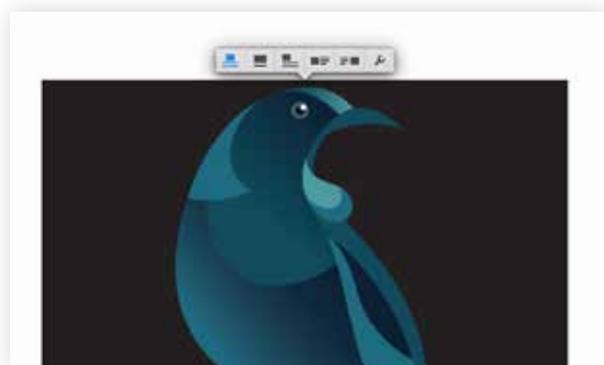
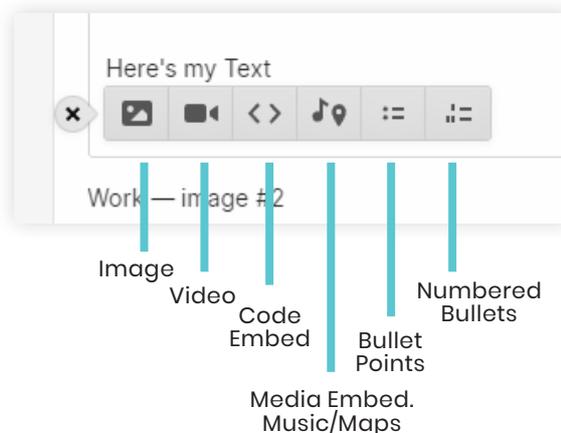


Not just text

You would think, with a name like Rich Text, that would be all that it did, but it can do so much more than text!

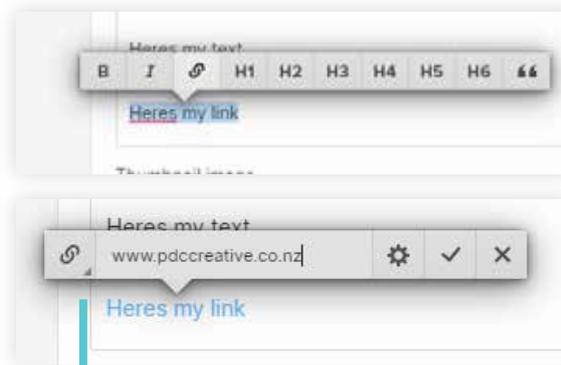
You can do images, video, links even embed code if you are feeling adventurous.

If you click in an empty area, and then click the cross that pops up, it give you a few options.



Images

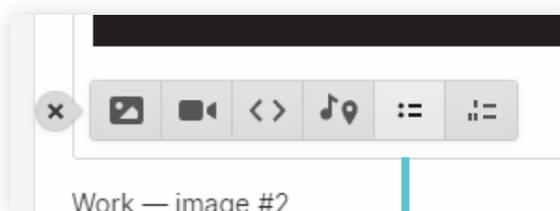
You can control if the image stays centered, shows full width, is left aligned or right aligned.



Links

Type out your text, select the text you want to turn into a link and then add your link.

You can also link to a page on your site, add a phone number or email.



Bullet Points

Select bullet points like above. When you are done bullet pointing, hit enter twice to stop.

Get it out there!

You have been busy swapping images and changing text but at the moment you are the only one who can see it.

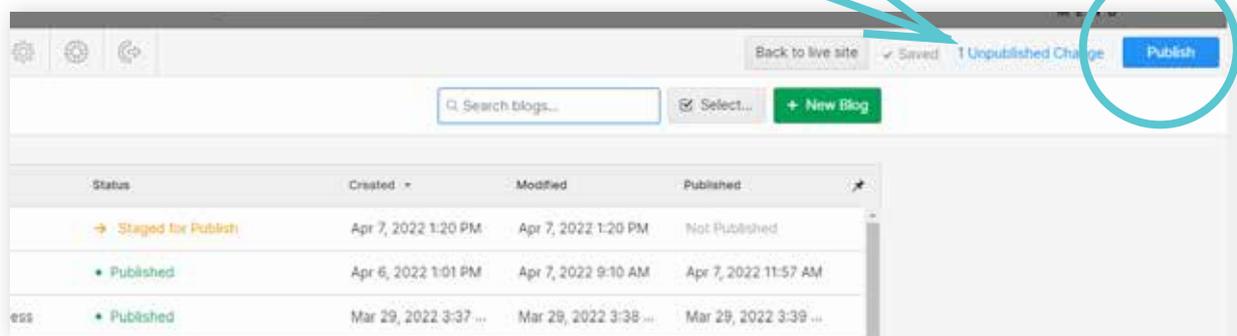
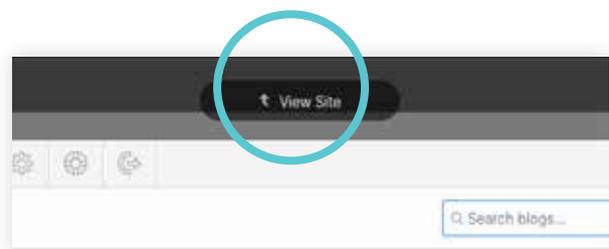
You need to publish it!

If you are in the middle of things, and not quite ready to publish, no worries! You can leave what you have done unpublished, your visitors will be none the wiser, it will look like the same old site to them.

If you have been editing on the page, you should see your changes instantly.

If you have been editing in collections, you can click out of the editor and preview your changes.

If you are happy, push publish!

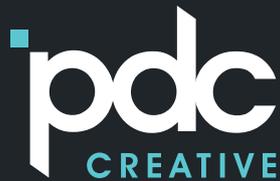


Congrats!!

You successfully updated you website.

Hopefully everything went without a hitch but we are always here to help if need be, so reach out if you have any issues or questions.

web@pdccreative.co.nz



**If you get stuck we are
always here to help!**

web@pdccreative.co.nz

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