

Quick Reference Guide: WordPress and Beaver Builder

Your website has been created on WordPress, with the use of a page builder called Beaver Builder.

Beaver Builder is a WordPress plugin designed to assist you in creating website pages and updating content. It has a visual, drag-and-drop interface. It has been installed to make editing your website an easy user-friendly experience.

The Synod offers two website templates:

1. A single page website
2. A multiple page website

The template you have chosen will depend on your individual congregation or presbytery needs.

Regardless of the template you have chosen, the process in customizing and updating your content will be relatively similar.

This guide will outline some common/general features for website owners and content editors.

[ADMIN LOG IN TO EDIT THE CONTENT](#)

[EDIT THE PAGE USING BEAVER BUILDER](#)

[EDIT HEADING SECTION](#)

[EDIT BANNER SECTION](#)

[EDIT ABOUT US SECTION](#)

[EDIT MINISTRY/WORSHIP SECTION](#)

EDIT GET IN CONTACT SECTION

EDIT FIND US SECTION

[PUBLISH THE PAGE USING BEAVER BUILDER](#)

Your WordPress Site's Login Page

NOTE: Obtain a username and password from Synod website services

(03) 9116 1444

servicedesk@victas.uca.org.au

Log into your WordPress admin area to access the backend of your website.

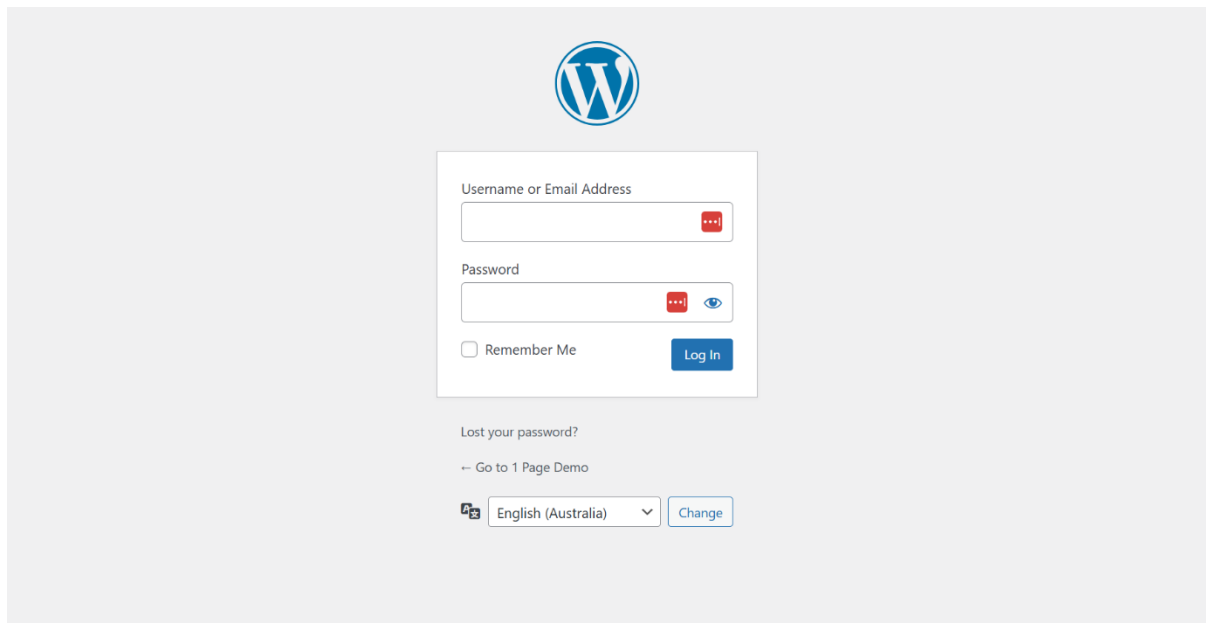
To log in, you will need your username and password. You should have received your login details from your site administrator or website developer.

Below Link can be accessed to see your dashboard, create new pages, create, edit, and delete posts, add new plugins, update your theme, and more.

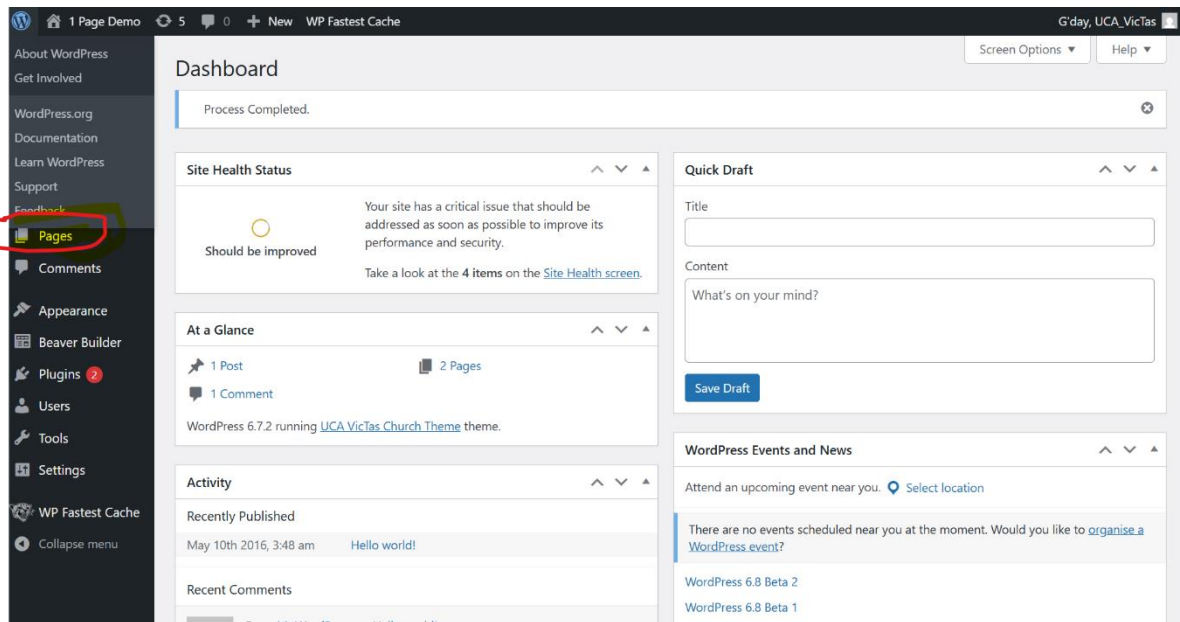
<https://www.yourdomain.com/wp-login.php>

Or

<https://www.yourdomain.com/wp-admin/>

A screenshot of the WordPress login page. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white login form with a light gray border. The form contains two input fields: 'Username or Email Address' and 'Password'. Both fields have a red 'x' icon on the right side. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Underneath the form, there is a link 'Lost your password?' and a link 'Go to 1 Page Demo'. At the bottom of the form area, there is a language selector showing 'English (Australia)' with a dropdown arrow and a 'Change' button.

All your website's management and administration tasks are run from here and can be accessed once you are logged in.

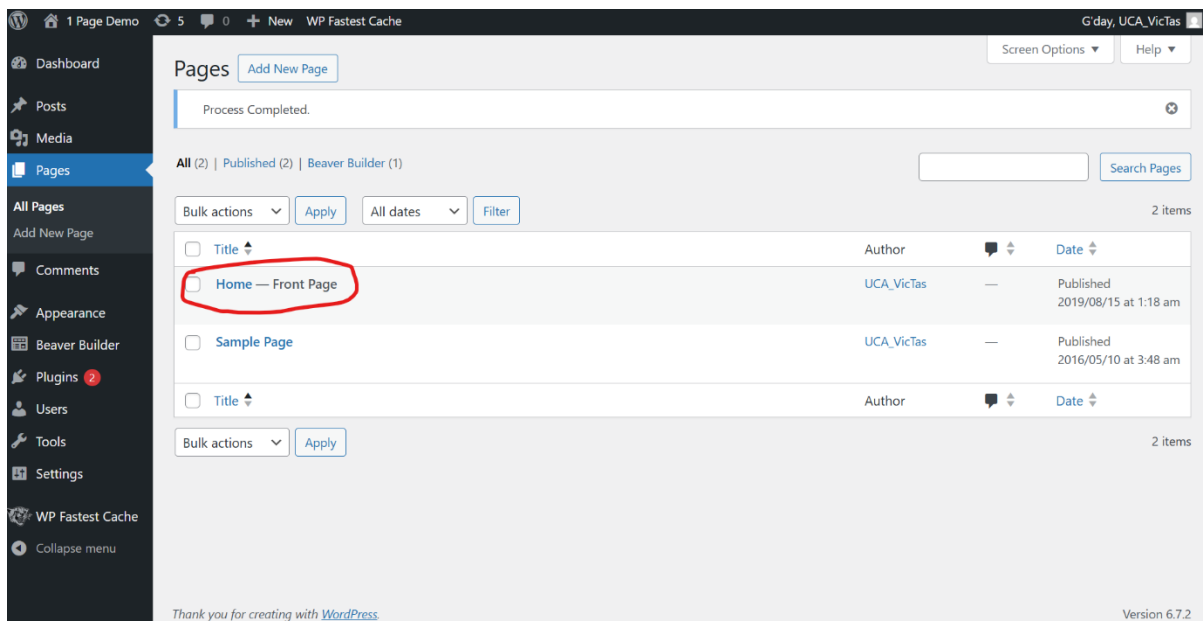


Once you logged in, you can see your dashboard, create new pages, create, edit, and delete posts, add new plugins, update your theme, and more.

Editing the Pages using Beaver Builder

You will see the Dashboard and Click on pages from top left side of the dashboard.

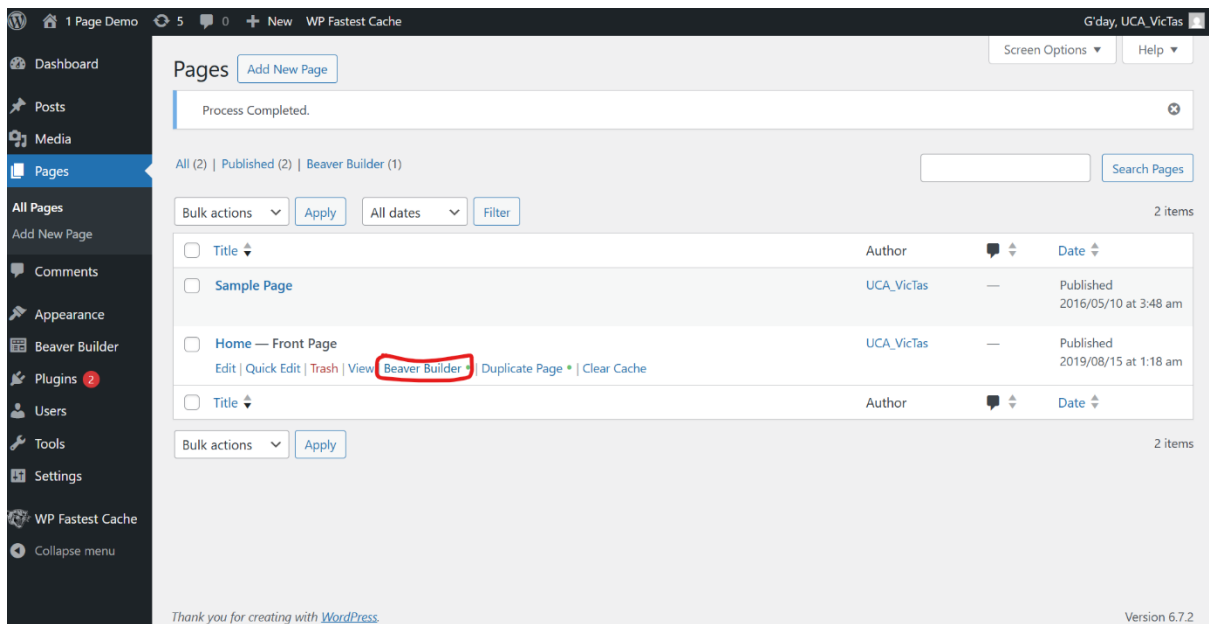
You will see the full list of your pages. Select the page name you wish to edit using beaver builder. Home page selected as the example to edit.



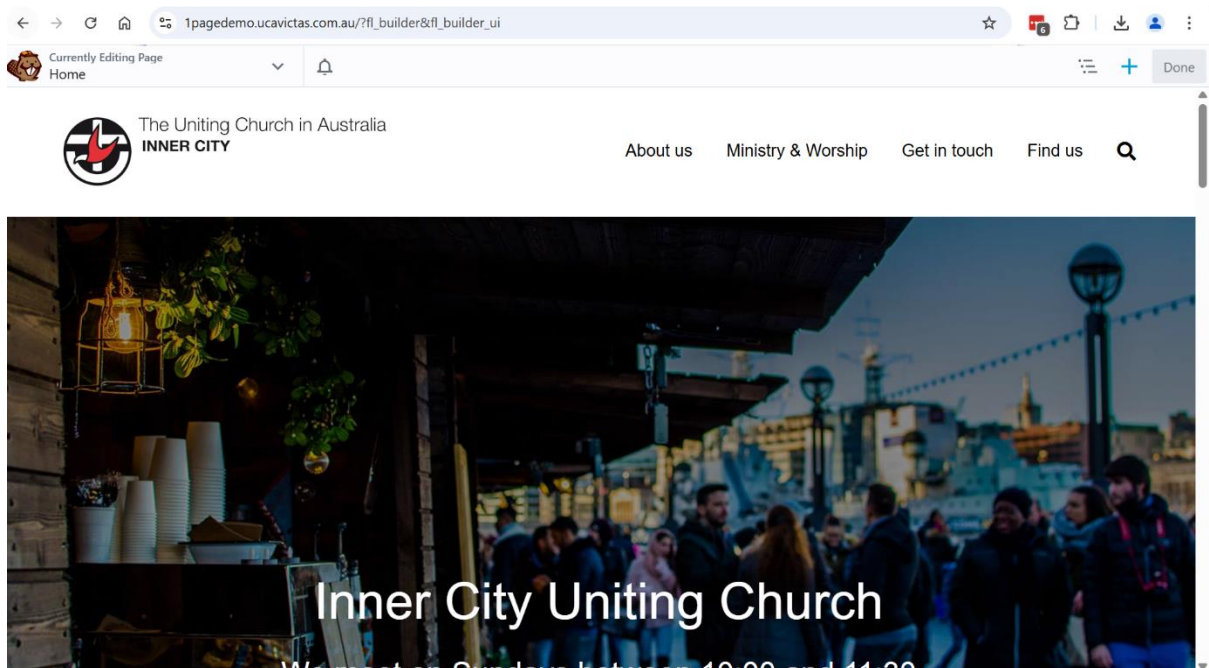
Home page - This is the most important page of your site. It is the landing page and the first things visitors will see.

It is important to use Beaver Builder to edit your pages to ensure you can see all the features that this provides to make editing your content easier.

Click the Beaver Builder to edit the page.



Once Beaver Builder launched in the page, it gets open in the editorial mode.



Banner Section: Changing the banner in the Page using Beaver Builder.

Click the Beaver Builder to edit the page (Follow the same step in Editing the Page using Beaver Builder section)

Locate the Banner Image

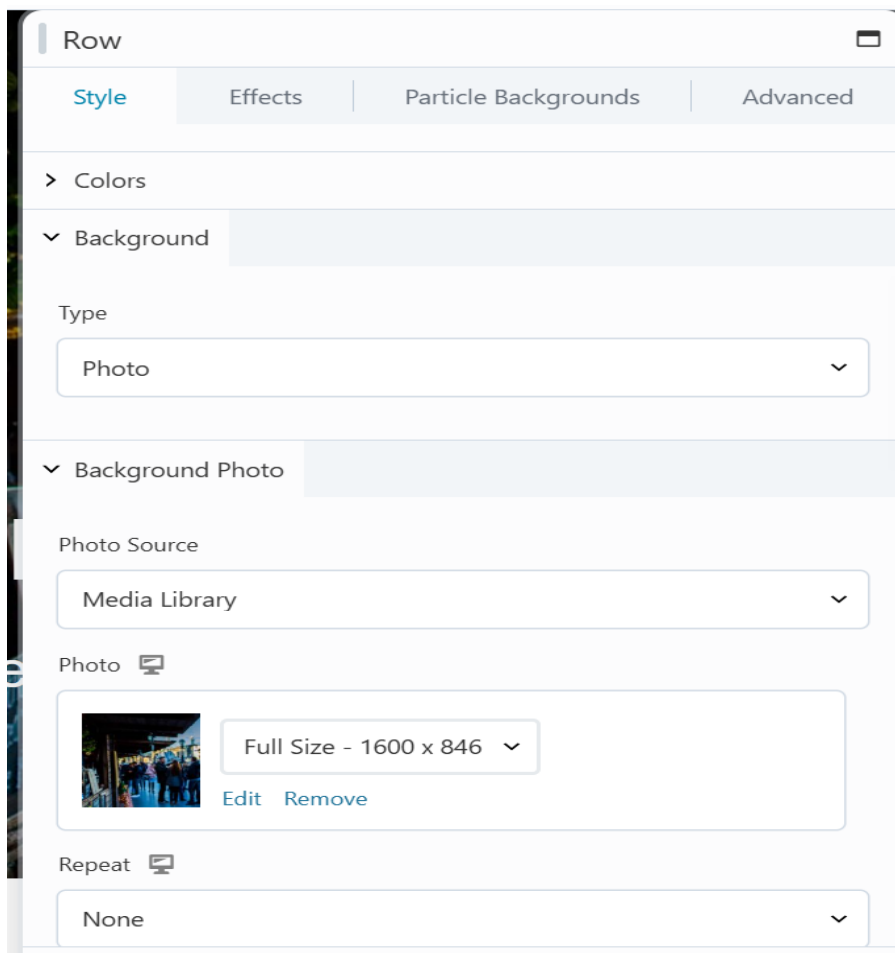
Navigate to the section of the page containing the banner image.

Click the Banner Image

Click directly on the banner image to trigger an action.

Open Pop-Up Box

Upon clicking, a pop-up box will appear. Scroll down to access the background section to update the image.

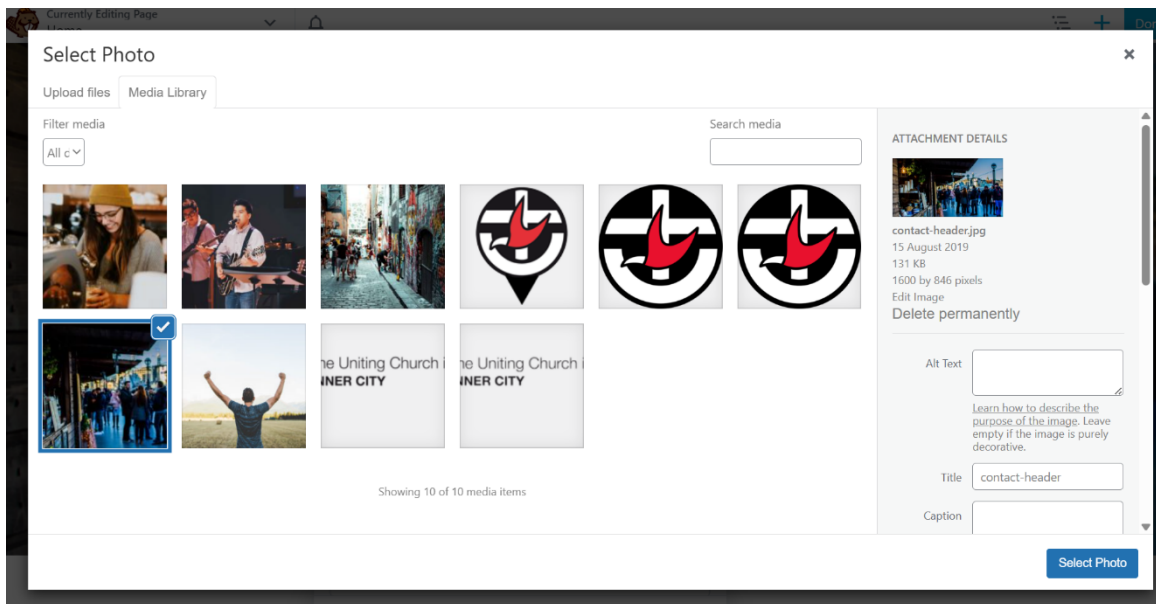


Select a New Image

Inside the pop-up box, you will be presented with options to change the current image. Choose **Edit** option to replace the image.

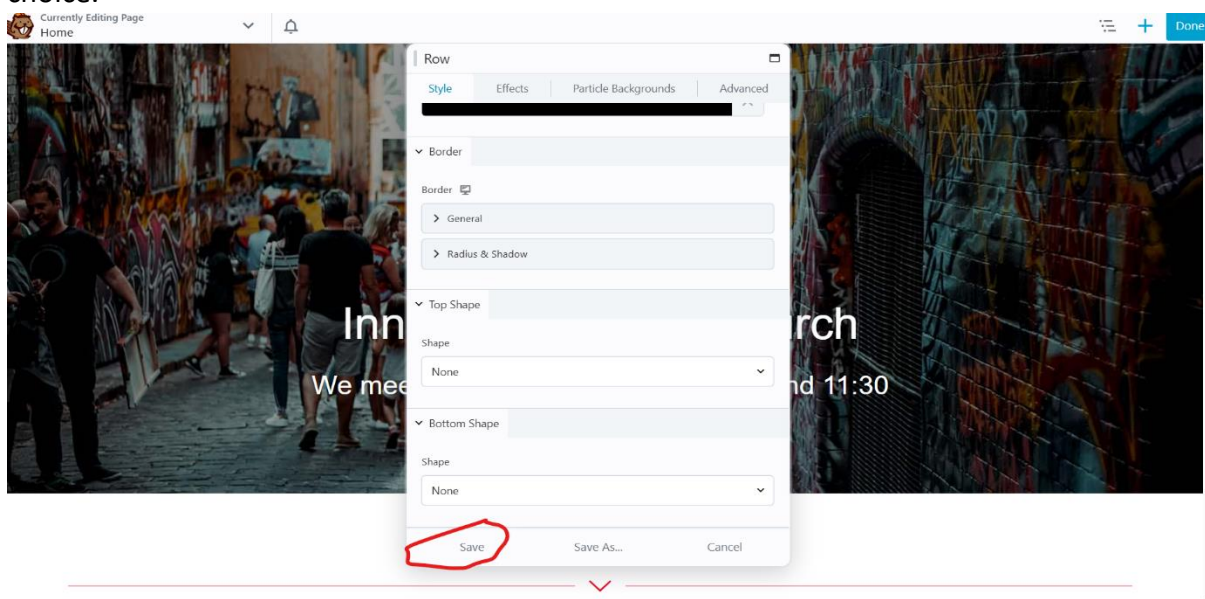
Access the Media Library

Once the **Edit** option is selected, the **Media Library** will open, displaying all previously uploaded images. Select the image need to be replaced.



Save the Changes

Once you've selected the new image, click the "Save" or "Apply" button to confirm your choice.



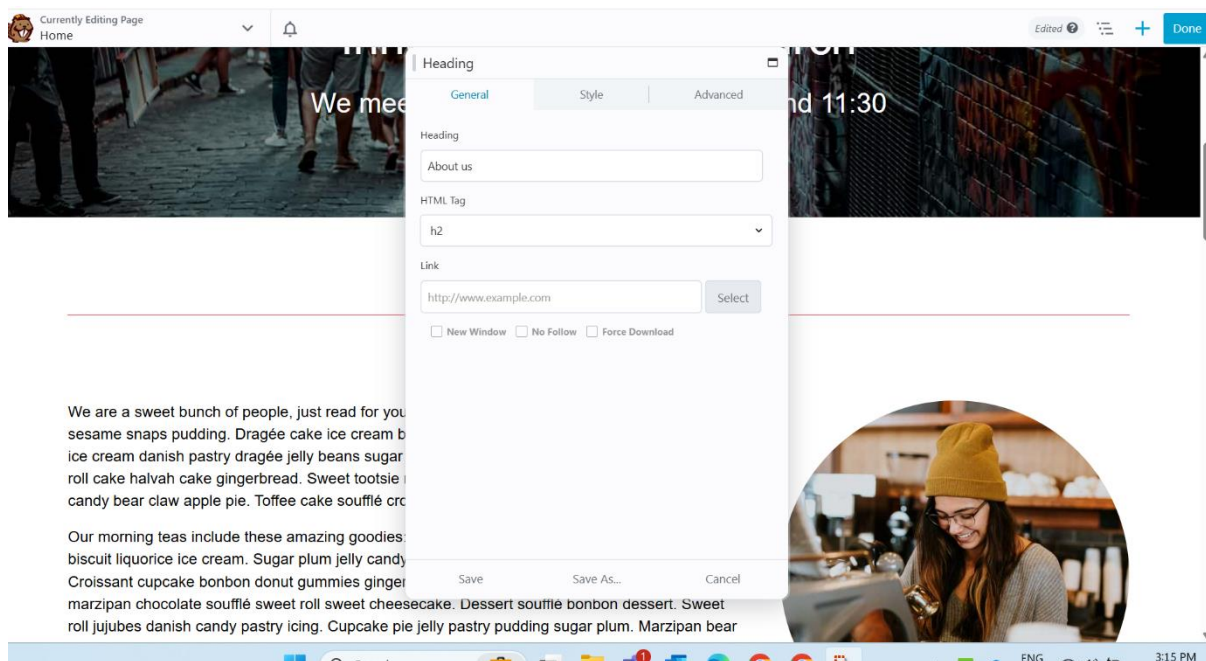
Heading Section: Editing the heading in the Page using Beaver Builder.

Click the Beaver Builder to edit the page (Follow the same step in **Editing the Page using Beaver Builder section**)

Click directly on the Heading section as below to trigger an action.

About us

Upon clicking, a pop-up box will appear. You'll be able to edit the text directly in the heading area. The font size and link can be provided to the heading.



After editing or adding new content, click **Save**.

About us Section: Editing the content in the Page using Beaver Builder.

Click the Beaver Builder to edit the page (Follow the same step in **Editing the Page using Beaver Builder section**)

TEXT EDITOR IN LEFT SIDE OF THE PAGE

Locate the Text Editor

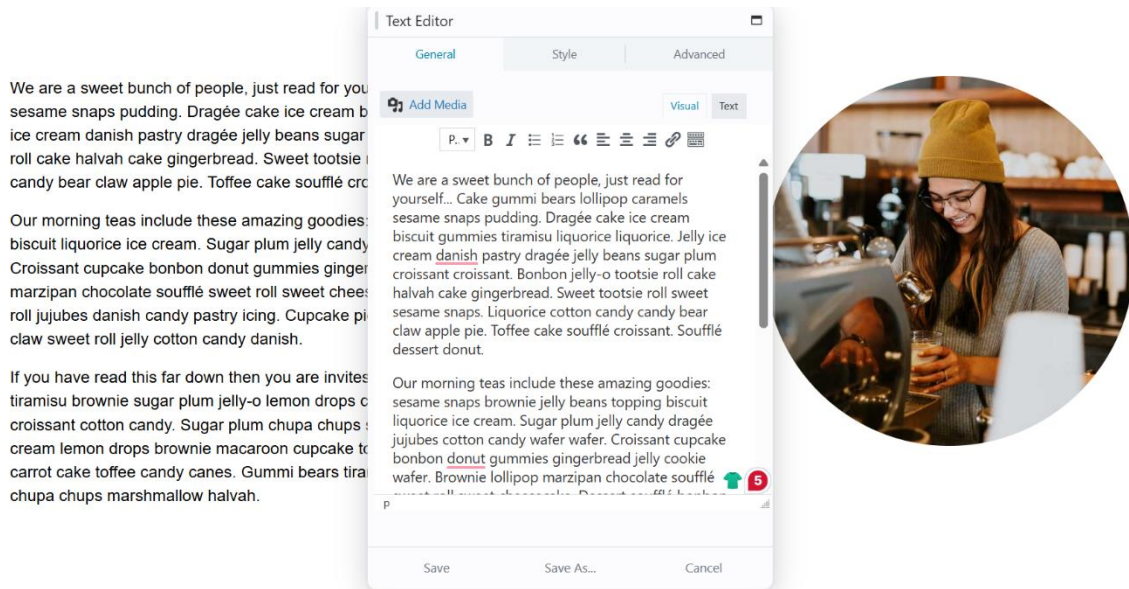
Navigate to the section of the page containing the text.

Click the Text Editor

Click directly on the Text Editor to trigger an action.

Open Pop-Up Box

Upon clicking, a pop-up box will appear. After clicking the text module, you'll be able to edit the text directly in the content area. You can also format it with options like bold, italics, headings, etc., just like in a regular WordPress text editor.



Save the Changes

After editing or adding new content, click **Save**.

IMAGE IN RIGHT SIDE OF THE PAGE

Locate the image

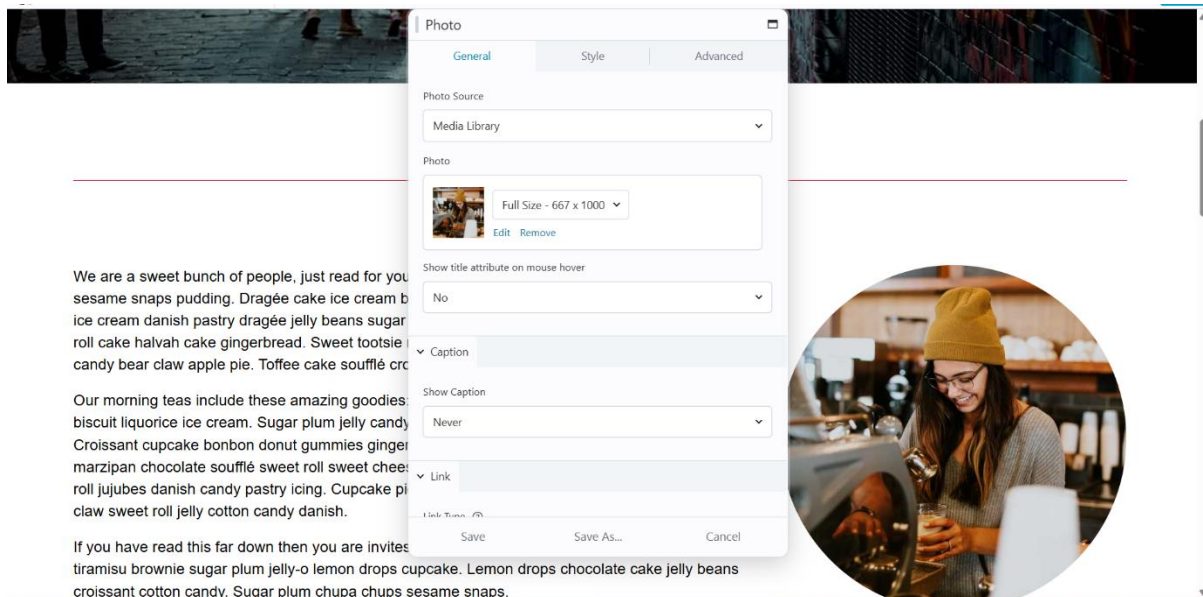
Navigate to the section of the page containing the image.

Click the image

Click directly on the image to trigger an action.

Open Pop-Up Box

Upon clicking, a pop-up box will appear. After clicking the image module, you'll be able to change the image, adjust its size, add a link, or customize the image settings.

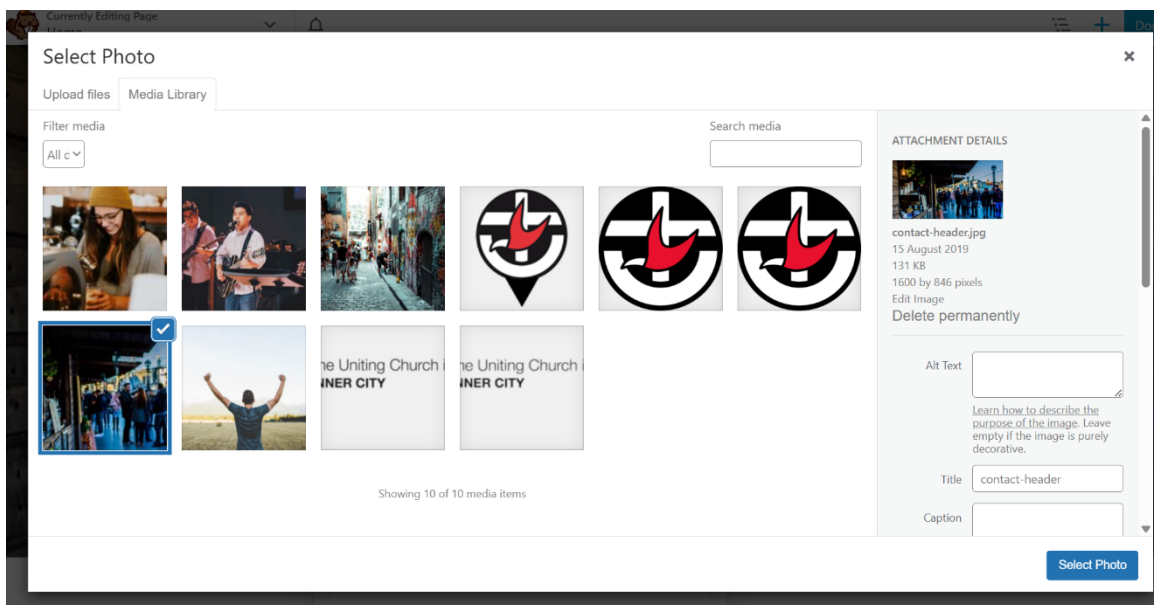


Select a New Image

Inside the pop-up box, you will be presented with options to change the current image. Choose **Edit** option to replace the image.

Access the Media Library

Once the **Edit** option is selected, the **Media Library** will open, displaying all previously uploaded images. Select the image need to be replaced.



Save the Changes

Once you've selected the new image, click the "Save" or "Apply" button to confirm your choice.

Ministry/Worship Section: Editing the content in the Page using Beaver Builder.

Same as About us section.

Draft/Publish: Draft mode or Publish

If you want to save your progress and continue editing later, click **Save Draft**. This will keep the page in draft mode without publishing it live yet.

If you're happy with the content and ready to make the page live, click **Publish**. This will update the page and make the changes visible to everyone.



The screenshot shows a web browser window with the URL `1pagedemo.ucavictas.com.au/?fl_builder&fl_builder_ui`. The browser's address bar and navigation buttons are visible. Below the browser, there is a navigation bar with the following elements:

- Logo: The Uniting Church in Australia INNER CITY
- Navigation links: About us, Ministry & Worship, Get in touch, Find us
- Search icon: A magnifying glass icon.

The main content area of the page features a large, vibrant photograph of a narrow street in Melbourne's Inner City, lined with colorful graffiti. Overlaid on the bottom half of the image is the following text:

Inner City Uniting Church
We meet on Sundays between 10:00 and 11:30

Best Practice guidelines

Be consistent

Consistent design (including font/colors/styling) is important not only for readability and design but also for the identity of your congregation.

The templates have been designed with the specific colors of the Uniting Church and best practice design principles. For this reason, we do not recommend changing the font styles in the module settings as this can lead to inconsistency across your site.

However, if you do wish to alter the template colors/styles, please chat to Diego from the Comms Team, or Web Services to discuss the option of updating the default global styles across your entire site.

User friendly navigation

Use simple language with basic/universal terms to avoid confusion for users.

For those who have a website with multiple pages, consider how many pages you have on your navigation. Ideally you want less than 7 links on your navigation.

You may also consider adding links in your page content where appropriate to provide an alternative path to finding information.

Clear CTAs

A CTA or 'call to action' are website elements that encourages users to do something.

A call to action could be to use a contact us form, to download a pdf, to register for an event for an example. A great way to draw attention to a call to action is with buttons or icons.

Consider Accessibility

There are recommendations you can implement into your website to make your website more user friendly for those with a disability.

One main way of doing this is to include text alternatives for non-text content.

When uploading content to the Media Gallery, you can add a caption and description to your files.

This information can be read by screen readers for the vision impaired.

Consider your images

Photos are a very powerful tool in engaging an audience.

Use images that best convey the message or impression you wish to share.

There have been studies that found websites with photos of humans were more positively received and had greater impact, so consider using photos of real people (with their permission of course) where appropriate.

Choose the right image type for your purpose.

JPGS and PNG files are web friendly image files.

- .PNG files are ideal for graphics like logos, icons and digital art.

.JPG is used for digital photography

Consider the dimensions of your space.

For example, choose a landscape format for banners.

For a square layout, you may wish to ensure the focus of your image is in the centre so it is not cropped in the square.

When taking photos for your website, we recommend turning your camera to capture many different formats and versions, so you have multiple options for different sized spaces.

Prioritizing SEO

Search Engine Optimization is a very large topic but there are a few basic things you can do to improve the quality and quantity of your web traffic.

Your website should have only one main heading at the top of the page (This is usually the heading style: H1.) You can have many subtitles after this (heading styles – H2, H3 or so on)

Use clear and relevant titles for your files in the Media Gallery to assist search engines in comprehending your website's content.

Optimizing Website Speed

Most users will leave a website that takes too long to load. Very large media files can dramatically slow down your site. We can avoid this with the following:

For images: Resize very large images before you upload them to reduce the file size.

Use Full HD (avoid 2K and 4K as these may be too slow to load)

For videos: Upload these to a video streaming service first (ie YouTube or Vimeo) and then choose the UABB video module to link to the existing video.