User Manual

Sequanota

A WordPress Website

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Getting Started

This documentation explains how to use WordPress, the Sequanota theme, and some of the plugins installed on https://sequanota.com. Depending on your experience level, you may not need to read all of this. If you've used WordPress before you can skip the Basics of WordPress section. This section provides a brief overview of WordPress' many features. The sections following provide more detailed instructions for using specific plugins installed on this site. I would encourage you to read those sections thoroughly before attempting to make changes to the site.

Quick Links

Here are some quick links to popular topics:

- Creating a Page
- Creating a Post
- Editing a Page
- Editing a Row
- Editing a Widget
- Editing Menus Using the Customizer
- Editing the Footer
- Row Styles
- Styling Best Practices
- Widget Styles
- Widgets (Bootstrap Widgets Bundle)
- Widgets (SiteOrigin Widgets Bundle)

Contact the Developer

If you are experiencing problems with the site or need help and you've read this documentation, feel free to email the site's developer at n.belsterling@gmail.com for help.

Basics of WordPress

WordPress is the platform this site is built on. It handles all the back-end work to make the site easy to edit and looking beautiful. Below is a brief overview of how to use WordPress. For more detailed documentation use the *Recommended Resources* or visit https://codex.wordpress.org/WordPress_Lessons.

Logging In

To access the sites admin panel and other administrative features you'll first need to login. Navigate to https://sequanota.com/login and enter your username and password. The backup administrative account's credentials are as follows:

Email: admin@sequanota.com
Username: admin
Password: @E$tj7pj809rC%JDay

When you're done entering your *Username or Email* and *Password* click *Log In*. If you forget your password, click the *Lost your password?* at the bottom of the login page.

Creating a New User Account

It's a good idea for everyone using the site to have their own user account. This allows you to limit certain user's permissions and to better record changes. Overall, it's just a good idea for security. To make a new account navigate to the dashboard and click *Users* then *Add New* or navigate to https://sequanota.com/wp-admin/user-new.php. Pick a *Username* for the new user. **The username cannot be changed once the account has been created.** Next add a valid *Email* address. You can fill in the *First Name*, *Last Name*, and *Website* fields if you want but they're not required. Next click *Show Password* and either type your own or copy the generated password. You can choice to send an email with the password to the new user. Next, you pick the user's role. Here is a description of each:

Administrator – Full Access to Dashboard and All Site Settings
Editor – Full Access to Posts, Pages, Comments, and Media
Author – Access to their Posts, Comments, and Media
Contributor – Access to Suggest Edits to Posts
Subscriber – No Special Permissions

Finally, you have the option to upload an *Image* to be used as a profile picture. Once you're all done, click *Add New User*.

Using the Dashboard

The dashboard is where you'll make changes to your WordPress site. To get to the dashboard, hover over Sequanota (the *Site Title*) on the admin bar which shows up at the top of every page once you're logged in then click *Dashboard*. Alternatively, you can navigate to https://sequanota.com/admin. On the left side of the dashboard you'll see the dashboard's navigation menu. This is where you'll access pages on the dashboard. On the top right of most pages on the dashboard you'll see two buttons *Screen Options* and *Help*. If you click *Screen Options*, you'll see customized options for each screen. Usually these options will allow you to show or hide settings on those screens. If you click *Help*, you'll see WordPress' help and more detailed information than this manual. If you need additional help on the dashboard, these additional resources should be extremely helpful.

Dashboard Home (Dashboard → Home)

This page is full of helpful links to other pages and content on the dashboard but it itself has no special functionality. To customize the boxes on this page, click *Screen Options* at the top right of the screen.

Recommended Resources:

https://codex.wordpress.org/Dashboard_Screen

Updating WordPress (Dashboard → Updates)

Use this page to update plugins, themes, and WordPress. If a new version of WordPress is available, click *Update Now* to update. If you want to update a plugin or theme, select the plugins/themes you wish to update and then click *Update Plugins*/*Update Themes*. **When WordPress, plugins, or themes are updating, do not close your web browser until they finish.**

Recommended Resources:

https://codex.wordpress.org/Dashboard_Updates_Screen

Managing Posts (Posts → All Posts)

This page allows you to create, edit, view, and delete posts. Posts are designed for blog posts or other timely content. To create a post, click *Add New* at the top. For everything else, simply hover over the desired post and click *Edit*, *Quick Edit*, *Trash*, or *Delete*. Quick edit is useful for changing information associated with a post. All deleted posts are kept in the *Trash* until deleted permanently.

Recommended Resources:

https://codex.wordpress.org/Posts_Screen

Categories (Posts → Categories)

Here is where you manage categories. Categories allow you to organize and group similar posts. They generate a page to view all posts in the category.

Recommended Resources:

https://codex.wordpress.org/Posts_Categories_Screen

Tags (Posts → Tags)

This page is for managing tags. Tags have the same functionality as categories. They only differ from categories in the way they are implemented by you. Tags are meant to describe specific details of your posts but are not meant to organize them. Tags will also automatically be created if they are added to a post and don't already exist.

Recommended Resources:

https://codex.wordpress.org/Posts_Tags_Screen

Media (Media → Library)

Here is where you manage all media content on the site. You can upload content here by clicking *Add New* or you can upload from posts, pages, or widgets. Clicking on an image or other media opens a preview of the attachment. On the right side of the preview you can change its *Title*, *Caption*, *Alt-Text*, and *Description*. Underneath that are links to *View attachment page*, *Edit more details*, or *Delete permanently*. There is no recycle bin for media. Under the preview for images is an *Edit Image* button that allows you to crop, rotate, or resize the image.

Recommended Resources:

https://codex.wordpress.org/Media_Library_Screen

Managing Pages (Pages → All Pages)

Here you can create, edit, view, and delete pages. Pages are meant for static and timeless content. To create a page, click *Add New* at the top. For everything else, simply hover over the desired page and click *Edit*, *Quick Edit*, *Trash*, or *Delete*. Quick edit is useful for changing information associated with a page. All deleted pages are kept in the *Trash* until deleted permanently.

Recommended Resources:

https://codex.wordpress.org/Posts_Screen

Managing Comments (Comments)

Comments are created when someone comments on a post. Comments must be enabled in a post's settings to be added to it. You can *Approve* or *Unapprove*, *Reply*, *Quick Edit*, *Edit*, *Spam*, or *Trash* comments here. Both *Spam* and *Trash* comments aren't deleted until *Delete Permanently* is clicked. Comment moderation settings can be changed on the *Discussion Settings* page (Settings → Discussion) or by navigating to https://sequanota.com/wp-admin/options-discussion.php.

Recommended Resources:
https://codex.wordpress.org/Administration_Screens#Comments
https://codex.wordpress.org/Comments_Screen
https://codex.wordpress.org/Comment_Spam

Themes (Appearance → Themes)

Themes control how your pages, posts, and everything else on your site look. You're currently using a custom theme that was created for Sequanota so no need to worry about changing themes.

Recommended Resources:
https://codex.wordpress.org/Using_Themes

Theme and Site Customization (Appearance → Customize)

This can either be access from the dashboard or by clicking *Customize* on the admin bar at the top of the site. This will open a preview of your site and gives you the ability to edit and test out new themes, site information, menus, theme options, widgets, and more. Don't worry, if you close this without clicking *Publish* none of the changes will affect the site so feel free to try new things.

Under *Site Identity* you can change the *Site Title*, *Tagline*, and *Site Icon*.

Under *Menus* you'll see all the menus on the site and where on the theme they're applied. Menus are used for the site's navigation and are usually shown of the top of every page. Click a menu to edit, reorder, delete, or add to its menu items. For more details on using the customizer to edit menus see Editing Menus Using the Customizer.

Under *Theme Options* you can customize the site's *Navigation Color*, *Footer Color*, *Back to Top Button Color*, and *Donate Button Link*.

Under *Widgets* you can edit the footer of the site. Simply click the on the *Layout Builder* and click *Open Builder*. For more details on the *Layout Builder* see Using Page Builder by SiteOrigin. For more in-depth instructions on changing the footer see Editing the Footer.

Recommended Resources:

https://codex.wordpress.org/Appearance_Customize_Screen

Plugins (Plugins → Installed Plugins)

Plugins are used to add additional features to a WordPress site. They can do all sorts of things. This WordPress site has several plugins installed. Here is a list of some of them and what they do.

Page Builder by SiteOrigin – Adds the Page Builder feature to pages.
SiteOrigin Widgets Bundle – Adds *Widgets Bundle* widgets to be used with Page Builder.
Bootstrap Widgets Bundle – Adds *Bootstrap Widgets* to be used with Page Builder.
TinyMCE Advanced – Adds advanced features to all text editors in WordPress.
TinyMCE Visual Blocks – Adds visual HTML blocks to all text editors in WordPress.
Stream – Used for logging changes made to the site and its settings.
Google XML Sitemaps – Creates a sitemap for Google and other search engines.
Comments Deeper – Provides the styling and ability to comment for this and other themes.
Duplicator – Creates backups of the entire site to be downloaded and reinstalled if needed.

You can always add a plugin by clicking *Add New* at the top. Once downloaded, plugins also must be activated to be used. You must deactivate a plugin before it can be deleted. You can also update plugins from this screen. **After updating plugins, check that the site still functions properly as plugin updates have been known to cause issues.**

Recommended Resources:

https://codex.wordpress.org/Managing_Plugins#Plugin_Management

Users (Users → All Users)

Users can login to the site and edit content based on their role. This page allows you to *Edit*, *View*, and *Delete* users. You can't delete yourself and only other *Administrators* can see this page. For more details on creating a new user see Creating a New User.

Recommended Resources:

https://codex.wordpress.org/Users_Screen

https://codex.wordpress.org/Roles_and_Capabilities

Import Tools (Tools → Import)

Here are some tools that can be installed to import content from other sources.

Recommended Resources:

https://codex.wordpress.org/Tools_Import_Screen

Export Tools (Tools → Export)

Here are some tools that can be installed to export content from your site. If you're looking to create a backup of your site, I'd recommend using a plugin like Duplicator.

Recommended Resources:

https://codex.wordpress.org/Tools_Export_Screen

Settings

Under the settings section, you'll find all sorts of WordPress settings and often settings for plugins too. Here's a list of resources that explain every setting:

https://codex.wordpress.org/Settings_General_Screen
https://codex.wordpress.org/Settings_Writing_Screen
https://codex.wordpress.org/Settings_Reading_Screen
https://codex.wordpress.org/Settings_Discussion_Screen
https://codex.wordpress.org/Settings_Media_Screen
https://codex.wordpress.org/Settings_Permalinks_Screen

Recommended Resources:

https://codex.wordpress.org/Using_Permalinks

The Admin Bar

The admin bar is only visible to signed in users and offers navigation to administrative parts of the site. Not all buttons listed below are visible from all pages.

The WordPress icon at the top left links to resources such as WordPress' site, documentation, support forums, and feedback.

The *Dashboard* button offers quick links to the dashboard, themes, widgets, and menus.

The *Sequanota* (the *Site Title*) button takes you to the homepage of your site.

The *Customize* button opens a preview of the site and provides easy editing of the site identity, navigation menus, theme options, widgets, and more. See Theme and Site Customization (Appearance → Customize) for more details on the customizer.

An *Update* icon will appear if WordPress, a plugin, or a theme update is available. Clicking on the icon will take you straight to the *Updates* page. See more on Updating WordPress (Dashboard → Updates).

The *Comments* icon displays the number of comments awaiting approval. Clicking on the icon will take you straight to the *Comments* page. For more details on comments see Managing Comments (Comments).

The *New* button provides quick links to create a new post, media, page, or user. For more details on creating new content see Creating a Post, Media (Media → Library), Creating a Page, or Creating a New User Account.

The *Edit Post/Edit Media/Edit Page* button will show on post/media/or pages. If clicked, it will take you straight to that content's editor. For more details on editing content see Editing a Post or Editing a Page.

The *View Post/View Media/View Page* button will show on the post/media/or page's editor. If clicked, it will take you straight to that content's live page.

The *Live Editor* is part of the *Page Builder by SiteOrigin* plugin and will take you straight to the Page Builder Live Editor. For more on the *Live Editor* see Live Editor.

Hovering over your username on the top right will give you quick links to *Edit My Profile* or *Log Out*.

The *Search* icon allows you to search the site.

Creating a Post

To create a post, navigate to the *All Posts* screen (Posts → All Posts) and click *Add New* or navigate straight to the *Add New Post* screen (Posts → Add New). Give it a name and a permalink (or URL) will automatically be created. You can change this URL by clicking *Edit* next to the permalink. Next, you'll create the posts content. Specifics for creating content and editing post's settings are listed under Editing a Post because the procedure is the same. If the post hasn't been published yet, you can save it as a draft. This will keep it from showing up on the site so it's useful if the post isn't finished yet. When you're done with the post, click *Publish* to make it visible to site visitors.

Recommended Resources:
https://codex.wordpress.org/Posts_Add_New_Screen

Editing a Post

On the *Edit Post* screen, you will have the ability to change all post specific settings as well as updating the content itself. This is the same screen you'll get when you first create a new post as well. If one of the boxes described below is not visible, try changing the screen options located on the top right of the screen. For full documentation on writing posts visit https://codex.wordpress.org/Posts_Add_New_Screen.

Picking a Title

The title of a post should accurately describe the main idea of the post and should be as few words as possible. You just want enough information here to catch the reader's attention.

Changing the Permalink

The permalink (or URL) is the link others need to find this post on your site. You want to keep this especially short. **I'd recommend not editing this, especially after you've published the post.** If you are to edit it, replace spaces with a hyphen ("-") and keep it straight and to the point. Also, this permalink must be unique for your site so don't try to use another post's or page's permalink.

Editing the Content

To change the post's content, simply type in the text field like you would in a word document. All the usual font and styling tools should be there. If you want to add an image, video, or other media content to your post click *Add Media* and select the media you wish to include. For more advanced users, you can click the *Text* tab on the top right of the text area to view the HTML and CSS code for the content. For the most part, you'll probably want to stay on the *Visual* tab. **If you're using Page Builder to edit post content, you'll need to see Using Page Builder by SiteOrigin to learn how to make changes.**

Enable or Disable Comments

To allow comments check the corresponding checkbox under the *Discussion* box.

Changing the Author

You can change the author of a post by selecting them from the *Author* box.

Previewing Changes

To preview changes before publishing, you can click *Preview Changes* from the *Publish* box.

Saving Changes

To save any changes made to a post, you need to click *Save Draft* (only available on unpublished posts), *Publish* (only available on unpublished posts), or *Update* (for published posts) from the *Publish* box. **Leaving the screen without clicking one of these three buttons will result in loss of all changes.**

Changing the Visibility

Posts can be public, password protected, or private. This setting can be changed in the *Publish* box next to *Visibility*.

Adding Categories

It's important to categorize posts. This allows an overall organization of your site's many posts. Categories can be added in the *Categories* box. Here you can also create new categories. More information on Categories are listed above.

Adding Tags

It's helpful to tag posts. This allows viewers to see posts on topics they're interested in. Tags can be added in the *Tags* box. Here you can also create new tags by simply adding them. More information on Tags are listed above.

Deleting a Post

Most of the time you won't need to delete posts but if needed you can delete a post by clicking *Move to Trash* from the edit screen or by clicking *Trash* from the *All Posts* screen (Posts → All Posts). Remember, all deleted posts are kept in the *Trash* until deleted permanently.

Creating a Page

To create a page, navigate to the *All Pages* screen (Pages → All Pages) and click *Add New* or navigate straight to the *Add New Page* screen (Pages → Add New). Give it a name and a permalink (or URL) will automatically be created. You can change this URL by clicking *Edit* next to the permalink. Next, you'll create the pages content. Specifics for creating content and editing page's settings are listed under Editing a Page because the procedure is the same. If the page hasn't been published yet, you can save it as a draft. This will keep it from showing up on the site so it's useful if the page isn't finished yet. When you're done with the page, click *Publish* to make it visible to site visitors. **Make sure you add new pages to the site's navigation if needed.**

Recommended Resources:
https://codex.wordpress.org/Pages_Add_New_Screen

Editing a Page

On the *Edit Page* screen, you will have the ability to change all page specific settings as well as updating the content itself. This is the same screen you'll get when you first create a new page as well. If one of the boxes described below is not visible, try changing the screen options located on the top right of the screen. For full documentation on editing pages visit https://codex.wordpress.org/Pages_Screen#Editing_Individual_Pages.

Picking a Title

The title of a page should accurately describe the purpose of the page and should be as few words as possible. The page title will also be displayed on the navigation menu when added.

Changing the Permalink

The permalink (or URL) is the link others need to find this page on your site. You want to keep this especially short. **I'd recommend not editing this, especially after you've published the page.** If you are to edit it, replace spaces with a hyphen ("-") and keep it straight and to the point. Also, this permalink must be unique for your site so don't try to use another post's or page's permalink.

Editing the Content

If you're using Page Builder to edit page content, you'll need to see Using Page Builder by SiteOrigin to learn how to make changes. To change the page's content, simply type in the text field like you would in a word document. All the usual font and styling tools should be there. If you want to add an image, video, or other media content to your page click *Add Media* and select the media you wish to include. For more advanced users, you can click the *Text* tab on the top right of the text area to view the HTML and CSS code for the content. For the most part, you'll probably want to stay on the *Visual* tab.

Enable or Disable Comments

To allow comments check the corresponding checkbox under the *Discussion* box. **I would not recommend enabling comments on pages.**

Changing the Author

You can change the author of a page by selecting them from the *Author* box.

Previewing Changes

To preview changes before publishing, you can click *Preview Changes* from the *Publish* box.

Saving Changes

To save any changes made to a page, you need to click *Save Draft* (only available on unpublished pages), *Publish* (only available on unpublished pages), or *Update* (for published pages) from the *Publish* box. **Leaving the screen without clicking one of these three buttons will result in loss of all changes.**

Changing the Visibility

Pages can be public, password protected, or private. This setting can be changed in the *Publish* box next to *Visibility*.

Changing a Page's Hierarchy

Every page has a parent element. If set to *(no parent)* then the parent is the root of the site. For example, a page describing Sequanota's history might be located at https://sequanota.com/about/history where the page title is *History* and the page's parent is the *About Us* page. Changes to the *Parent* can be found in the *Page Attributes* box. If you want to manually order elements within the same parent, you can assign an order number in the *Page Attributes* box as well.

Deleting a Page

Occasionally you may need to delete pages. This can be done by clicking *Move to Trash* from the edit screen or by clicking *Trash* from the *All Pages* screen (Pages → All Pages). Remember, all deleted pages are kept in the *Trash* until deleted permanently.

Editing Menus Using the Customizer

The easiest way to edit the site's navigation is through the customizer. To access the customizer, select *Customize* from The Admin Bar. Inside the preview on the right, you should see two edit buttons. Click one of these buttons and then click *Edit Menu* on the left customizer editor under the menu you wish to edit. There are two menus on this theme. There's a *Main Menu* where most of your menu items will go and a *Right Side Menu* for additional links that will be placed next to the search button. I'd recommend placing any links to other websites on the *Right Side Menu*. After you click the *Edit Menu* link you should see the menu structure in the editor on the left. You can click on a link to edit it or delete it. You can also drag and drop items to reorder them. If you scroll the whole way to the bottom, you'll see the *Add Items* link. Here you can pick from Custom Links, Pages, Posts, Categories, and Tags to insert into the menu. Click *Add Items* again to hide the dialogue. There are a couple of special navigation items which are described below:

To insert a dropdown, insert a custom link with the URL set to "#" and the Navigation Label set to the name of the dropdown. Then insert other items and put them under that custom link. You can't add nested dropdowns.
To insert a divider, insert a custom link with the URL set to "#" and the Navigation Label set to "special-dropdown" (case sensitive).

Alternatively, you can hold the shift key and click any of the navigation links to edit them.

Shortcodes

A shortcode is a feature in WordPress that allows you to link content to a text area using short code and allowing WordPress and other plugins to replace it with the full code. Shortcode can be added to a site using the SiteOrigin Editor widget, the WordPress Text widget, or the WordPress Custom HTML widget. Don't worry, you won't need to use shortcodes very often.

Recommended Resources:

https://codex.wordpress.org/shortcode

Using Page Builder by SiteOrigin

Page Builder is a WordPress plugin that adds a user-friendly drag and drop editing interface to the posts and/or pages' editing screen. For full documentation for this plugin visit the *Recommended Resources* or visit https://siteorigin.com/page-builder/documentation/.

Overview

Page Builder is a simple drag and drop editing tool for your WordPress posts and pages. The *Layout Builder* (Page Builder's Editor) has a few buttons at the top. The *Add Widget* and *Add Row* buttons will open the dialogues for adding widgets and rows respectively. *Layouts* will give you access to prebuilt layouts as well as duplicating posts and pages you've already made. **It is a known issue that some content might not copy correctly when duplicating posts and pages.** (Some content in nested page builders might not transfer and will need to be added manually.) *History* will give you a complete list of changes and allows you to revert to a previous version of the content. Finally, the *Live Preview* opens the *Layout Builder* alongside a preview of the content allowing you to make edits and preview them in real time. **When using *Live Preview* make sure you click *Done* and then *Save Draft/Publish/Update* to save the changes.**

Widgets

Widgets are small blocks of content that perform a specific function. They can be customized and organized on the post or page to give you more control over your content. Here we'll describe how to create, edit, move, duplicate, and delete widgets. For more details on editing a specific widget see Using the SiteOrigin Widgets Bundle or Using the Bootstrap Widgets Bundle.

Creating a Widget

When creating a widget, you can always click on a row's column to select where you'd like to insert the widget, or you can move it once it's been created. Next, click *Add Widget* and select the widget you want from the *Add New Widget* dialogue. In this dialogue you can search for a widget name or use one of the categories on the left. Alternatively, you can right click in the editor where you'd like to insert the widget and type in the widget's name where it says *Search Widgets*.

Editing a Widget

You can edit a widget by clicking on the widget either in the editor or on the live preview. An edit dialogue will appear. At the very top left next to the widget icon, you can type an optional label describing the widget. This label will only be shown on the *Layout Builder* and helps you to

stay organized. On the top right you'll see a left, right, and close button. You can use the left and right buttons to navigate through different widgets. Both the close button and the *Done* button on the bottom right will save your changes and close the editing dialogue. On the bottom left are links to *Delete* and *Duplicate* the widget. On the left side of the dialogue will be the widget specific options. For more details on specific widgets see Using the SiteOrigin Widgets Bundle or Using the Bootstrap Widgets Bundle. Often at the bottom of the widget specific settings there will be a *Preview* button. Clicking this will open a preview of that widget which can be closed by clicking the back icon in the top right corner. On the right of the dialogue will be the *Widget Styles*. For documentation on *Widget Styles* see Widget Styles.

Widget Styles

These styles are split up into three categories *Attributes*, *Layout*, and *Design*. Under *Attributes* you can add a custom widget ID, widget CSS class, CSS styles, and mobile CSS styles. **These are all HTML and CSS styles and should only be used by an advanced user.** In *Layout* you can change margin, padding, and mobile padding CSS styles. While these are CSS styles, you may need to use these options. *Padding* provides spacing around a widget. You can choose the amount of padding on any side by typing a number into the corresponding text field. **I would recommend using the number 15 for spacing and I would have the dropdown below set to *px* (pixels).** Under *Design* you can set a background color, background image and how it's displayed, border color, default font color, and default link color. Some widgets will override the default font and link colors.

Moving a Widget

Moving widgets is super easy. Using the *Layout Builder*, simply click and drag the widget to where you want to move it and release the mouse.

Duplicating a Widget

To duplicate a widget, right click on the widget and click *Duplicate Widget*. This will add a duplicate of the widget directly under this widget.

Deleting a Widget

To delete a widget, right click on the widget and click *Delete Widget* then click *Are you sure?* to confirm. Don't worry, you can always undo this using the *History* button at the top of the *Layout Builder*.

Rows

Rows help you organize your widgets and fit more onto one screen. Here we'll describe how to create, edit, move, duplicate, and delete rows.

Creating a Row

To create a row click *Add Row* and edit the row in the *Add New Row* dialogue. For details on how to edit rows see Editing a Row. Alternatively, you can right click in the editor and under *Add Row* click *1 Column*, *2 Column*, *3 Column*, or *4 Column* to insert a prebuilt row.

Editing a Row

You can edit a row by hovering over the wrench and clicking *Edit Row* or by right clicking on the row and clicking *Edit Row*. An edit dialogue will appear. At the very top left next to the row icon, you can type an optional label describing the row. This label will only be shown on the *Layout Builder* and helps you to stay organized. (Additionally, you can change the color of the row to stay organized. You can do this by hovering over the wrench on the *Layout Builder* and clicking the desired color.) On the top right you'll see a close button. Both the close button and the *Done* button on the bottom right will save your changes and close the editing dialogue. On the bottom left are links to *Delete* and *Duplicate* the row. On the top of the dialogue you'll see options to choose the number of rows, the size of each, and how the sizing is assigned. Additionally, you can resize rows by dragging the divider in between them. You can also click on the percentages and edit them manually. On the right of the dialogue will be the *Row Styles*. For documentation on *Row Styles* see Row Styles.

Row Styles

These styles are split up into three categories *Attributes*, *Layout*, and *Design*. Under *Attributes* you can add a custom row ID, row CSS class, CSS styles, and mobile CSS styles. **These are all HTML and CSS styles and should only be used by an advanced user.** In *Layout* you can change the margin, gutter, padding, mobile padding CSS styles as well as the row layout, collapse behavior, collapse order, and cell vertical alignment. While these are CSS styles, you may need to use these options. *Bottom Margin* sets the spacing below the row. *Gutter* sets the spacing between row columns. *Padding* provides spacing around a widget. You can choose the amount of margin, gutter, and padding by typing a number into the corresponding text field. **I would recommend using the number 15 for spacing and I would have the dropdown below set to *px* (pixels).** Row Layout allows you to expand the content to the end of the screen by selecting *Full Width Stretched*. By default, columns become stacked on tablet and mobile devices. By setting *Collapse Behavior* to *No Collapse* you can prevent this from happening. *Collapse Order* specifies

which column goes on top on tablet and mobile devices. *Cell Vertical Alignment* specifies how to vertically align content in the columns. *Under Design* you can set a background color, background image and how it's displayed, and the border color. Additionally, if you click on each row, at the bottom of the *Row Styles* you'll see more style options for the selected column.

Moving a Row

Moving row is super easy. Using the *Layout Builder*, simply click and drag the move icon next to the wrench icon to where you want it and release the mouse.

Duplicating a Row

To duplicate a row, right click on the row and click *Duplicate Row*. This will add a duplicate of the row directly under this row.

Deleting a Row

To delete a row, right click on the row and click *Delete Row* then click *Are you sure?* to confirm. Don't worry, you can always undo this using the *History* button at the top of the *Layout Builder*.

Layouts

Clicking the *Layouts* button at the top of the *Layout Builder* will open the *Page Builder Layouts* dialogue. Here you can browse SiteOrigin's Layout Directory for pre-built layouts, import or export layouts, or clone posts and pages that are using SiteOrigin Page Builder. When you find one you like, click *Insert* and then choose whether you want the new layout added before, after, or instead of the current *Layout Builder's* content. Again, you can always undo this using the *History* button at the top of the *Layout Builder*.

History

The *Page Builder Change History* dialogue allows you to view and restore older versions of the content. You can open the dialogue by clicking *History* at the top of the *Layout Builder*. Restoring versions is as easy as clicking on the version you want and clicking *Restore Version*.

Live Editor

The *Live Editor* is useful for previewing your content as you edit. It can be super helpful, but the preview can take a while to load. All other features in the *Layout Builder* work the same in the live editor. The live editor can also be loaded directly from viewing a page by clicking *Live Editor* on the admin bar. **When using *Live Preview* make sure you click *Done* and then *Save Draft/Publish/Update* to save the changes.**

Using the SiteOrigin Widgets Bundle

The SiteOrigin Widgets Bundle provides widgets to be used with Page Builder by SiteOrigin.

Activating Widgets

To use any of the widgets in this widget bundle both *Page Builder by SiteOrigin* and the *SiteOrigin Widgets Bindle* plugin must be installed and active. Once active, navigate to the SiteOrigin Widgets Bundle page (Plugins → SiteOrigin Widgets) and *Active* all the plugins you want to use on this site. All active plugins will now show up in Page Builder.

Recommended Resources:

https://siteorigin.com/widgets-bundle/getting-started/#heading-widgets-management

Widgets

SiteOrigin provides their own documentation for their widgets that should be kept up to date. To view the full SiteOrigin Widgets Bundle documentation visit https://siteorigin.com/widgets-bundle/getting-started/. Some documentation will be provided below for commonly used SiteOrigin widgets.

SiteOrigin Editor

The *SiteOrigin Editor* widget is simply a text editor that's identically to WordPress' default post and page text editor. You can use this widget to add paragraphs, images, lists, and much more.

Recommended Resources:

https://siteorigin.com/widgets-bundle/editor-widget/

SiteOrigin Headline

The *SiteOrigin Headline* widget is designed to be used at the top of a page and usually contains the page's title. When using this widget to duplicate the other page title headlines, use the following settings:

Set the text to the title of the page.
Leave the HTML Tag at "H1".
Set the color to "#4b7c2a".
Set the font to "Kaushan Script".

*Set the padding to **Top 46, Right 0, Bottom 32, Left 0**. For help changing the padding see Widget Styles.*

Recommended Resources:
https://siteorigin.com/widgets-bundle/headline-widget/

Using the Bootstrap Widgets Bundle

The Bootstrap Widgets Bundle was designed by Nathaniel Belsterling using Bootstrap 4.0 to be used with Page Builder by SiteOrigin.

Activating Widgets

To use any of the widgets in this widget bundle *Page Builder by SiteOrigin*, *SiteOrigin Widgets Bindle*, and the *Bootstrap Widgets Bundle* plugin must be installed and active. Once active, navigate to the SiteOrigin Widgets Bundle page (Plugins → SiteOrigin Widgets) and *Active* all the plugins you want to use on this site. All active plugins will now show up in Page Builder.

Recommended Resources:

https://siteorigin.com/widgets-bundle/getting-started/#heading-widgets-management

Widgets

Bootstrap Alert

The *Bootstrap Alert* widget is designed to display a warning or urgent message at the top of a page, but it also has other uses. Within the editor for this widget you'll find options for:

Alert Color
The background, font, and link colors are all styled by the widget. All you need to do is pick which color you want to use from the dropdown and the rest of the styles will be applied automatically. These colors will be the same across all Bootstrap widgets. Don't forget you can preview the color using the *Preview* button without having to leave the editor dialogue.

Alert Title
This is the bold text that will appear at the top of the alert.

Alert Text
This is where you'll type the text for the body of your alert. You can insert links using the text editor here.

Dismissible
If you would like an exit button on the top right of your alert to dismiss it, check this box.

Bootstrap Blockquote

The *Bootstrap Blockquote* widget is designed to feature a quote on the website. It will style the quote for you and has a place for a citation. Within the editor for this widget you'll find options for:

Blockquote Text
Here you can type or paste the quote.
Show Footer
Check this checkbox to show what's in the footer (the textbox below).
Footer
This is where you can add the author of the quote or a citation.
Reverse
The text and footer will align right if this checkbox is checked.

Bootstrap Button

The *Bootstrap Button* widget is simply a pre-styled button. The button can link to any content within the site or an external link. Within the editor for this widget you'll find options for:

Button Color
The background and font colors are all styled by the widget. All you need to do is pick which color you want to use from the dropdown and the rest of the styles will be applied automatically. These colors will be the same across all Bootstrap widgets. For each color there's a *Solid* and *Outlined* option. These are simply style differences. Also, the *Link (Transparent)* color option simply styles the button like a link. Don't forget you can preview style changes using the *Preview* button without having to leave the editor dialogue.
Link URL
You can either type in a custom URL or click *Select Content* and pick from a list of posts and pages. If you're linking a post or page be sure to use the *Select Content* option because the links will automatically update if the page ever gets moved. If you type in a custom link, make sure to update this if the link changes.
Open in a new tab
Check *Open link in new tab* if you want this link to open in a new tab. I would recommend checking this box for links to other sites.
Button Text
The text on the button.
Button Size
You can make the button bigger or smaller by selecting a different size.
Fill Parent
If checked, the button's width will fill the container or row that it's in. This setting may be difficult to preview in the *Widget Preview* because it depends on the container it's in.
Active (Indented)
Check this to display the button as if it's toggled on. You most likely won't use this option.
Disabled
If checked, the button will be disabled and won't be clickable. This can be used if you want to temporarily disable a button.
Centered
Check this to center the button in the parent. This setting may be difficult to preview in the *Widget Preview* because it depends on the container it's in.

Bootstrap Button Group

A *Bootstrap Button Group* creates a group of styled buttons. This can be useful for in-page navigation links. Within the editor for this widget you'll find options for:

Buttons

Buttons can be added by clicking *Add* and they can be reordered by drag and drop. They can also be duplicated and deleted with the icons on the right. Click on the item you want to edit under *Buttons* to its settings. These button specific colors are the same as the button widget.

Button Group Size

You can make all the buttons bigger or smaller by selecting a different size.

Fill Parent

If checked, the button group's width will fill the container or row that it's in. This setting may be difficult to preview in the *Widget Preview* because it depends on the container it's in.

Vertical (Stacked)

Check to stack the buttons vertically instead of horizontally.

Bootstrap Callout

The *Bootstrap Callout* widget is a container with a color on the left side and is useful for drawing attention to specific content or for color coding page content.

Callout Color

Pick which color you want to use for the left border from the dropdown and the styles will be applied automatically. These colors will be the same across all Bootstrap widgets. Don't forget you can preview the color using the *Preview* button without having to leave the editor dialogue.

Callout Builder

Click *Open Builder* to open another *Layout Builder*. This allows you to add widgets and rows inside the callout. To learn how to use the *Layout Builder* see Using Page Builder by SiteOrigin.

Bootstrap Card

The *Bootstrap Card* widget is the most versatile widget in this bundle. It's most used as a container to put content inside and can include a header, content, and a footer.

Card Color

The background, font, and footer colors are all styled by the widget. All you need to do is pick which color you want to use from the dropdown and the rest of the styles will be applied automatically. These colors will be the same across all Bootstrap widgets. For each color there's a *Solid* and *Outlined* option. These are simply style differences. Don't forget you can preview style changes using the *Preview* button without having to leave the editor dialogue.

Card Header

Show Header

Check this to show the header. If this is not checked, none of the header will be visible even if the *Card Header* textbox is not empty. The *Card Header* and *Card Title* differ in style so test both out to see which on you'd like.

Header Alignment

You can specify how to align the *Card Header* text here.

Card Header

The header text.

Card Image

Show Image

Check this to show the image. If this is not checked, no image will be displayed even if an image is selected.

Choose an Image

Click *Choose image* to select the image you'd like to be displayed at the top of the card. You can also find one online using *Image Search*.

Card Body

Show Body Content

Check this to show the *Card Title* and *Card Text*. If this is not checked, the *Card Title* and *Card Text* will not be displayed. This checkbox DOES NOT affect whether the *Card Builder* is displayed. (Even if you don't have a *Card Title* or *Card Text*, you can leave this checkbox checked to add extra spacing around the *Card Builder* content.)

Body Alignment

You can specify how to align the *Card Title* and *Card Text*.

Card Title

The title text.

Card Text

Here you can type or paste the text inside this card.

Card Builder

Click *Open Builder* to open another *Layout Builder*. This allows you to add widgets and rows inside the card's body. To learn how to use the *Layout Builder* see [Using Page Builder by SiteOrigin](). (The content in this builder will be displayed even if *Show Body Content* is not checked.)

Card Footer

Show Header

Check this to show the footer. The footer is great for adding additional details related to the content of the card. If this is not checked, none of the footer will be visible even if the *Card Footer* textbox is not empty.

Footer Alignment

You can specify how to align the *Card Footer* text here.

Card Footer

The footer text.

Bootstrap Feature

The *Bootstrap Feature* widget is great for highlighting an image on one side of the screen and providing relevant content on the other side. Within the editor for this widget you'll find options for:

Choose an Image

Click *Choose image* to select the image you'd like to be displayed one the side of your feature. You can also find one online using *Image Search*.

Image Shape

The image shape can provide style changes to the edges of the picture improving its appearance. I'd recommend leaving it on *Corners Rounded* or *Circular* (if it's a square image) but feel free to test other options out and preview them using the *Preview* button.

Display Order

You can select whether the image appears on the left or right.

Feature Builder

Click *Open Builder* to open another *Layout Builder*. This allows you to add widgets and rows to the other side of the feature. To learn how to use the *Layout Builder* see [Using Page Builder by SiteOrigin]().

Bootstrap File Attachment

The *Bootstrap File Attachment* widget is for inserting WordPress media directly into Page Builder and allows you to select an icon to describe what kind of file the button links to. Within the editor for this widget you'll find options for:

File Type
You can select the file type and if the *Icon Size* isn't set to *Hidden* an icon will automatically be added above the button showing what kind of media is linked.

Icon Size
You can choose how big the file type icon is. Set to *Hidden* if you don't want an icon displayed. The icon will not be visible within the *Widget Preview* despite this setting.

Choose a File
Here you'll select the file you want to attach from WordPress' media library.

Button Color
The background and font colors are all styled by the widget. All you need to do is pick which color you want to use from the dropdown and the rest of the styles will be applied automatically. These colors will be the same across all Bootstrap widgets. For each color there's a *Solid* and *Outlined* option. These are simply style differences. Also, the *Link (Transparent)* color option simply styles the button like a link. Don't forget you can preview style changes using the *Preview* button without having to leave the editor dialogue.

File Name
Here you can customize the text on the button. I'd recommend something that describes the file like the file's name.

Bootstrap Header

The *Bootstrap Header* widget is designed to be used at the top of a page and usually contains the page's title. **For consistency across the site, use the SiteOrigin Headline widget instead.** Within the editor for this widget you'll find options for:

Header
The large text on the top of the heading. Most of the time this will be the page's title the *Header* is on.

Show Subheader
Choose whether to show or hide the *Subheader*. If this is not checked, none of the subheader will be visible even if the *Subheader* textbox is not empty.

Show Divider
If checked, a horizontal line will be added after the subheader.

Bootstrap Image Button

The *Bootstrap Image Button* widget features an image with a button at the bottom. The button is partially transparent, so no color options exist. Within the editor for this widget you'll find options for:

Choose an Image
Click *Choose image* to select the image you'd like to be displayed one the side of your feature. You can also find one online using *Image Search*.

Button Text
The text to be displayed on the button.
Link URL
You can either type in a custom URL or click *Select Content* and pick from a list of posts and pages. If you're linking a post or page be sure to use the *Select Content* option because the links will automatically update if the page ever gets moved. If you type in a custom link, make sure to update this if the link changes.
Open in a new tab
Check *Open link in new tab* if you want this link to open in a new tab. I would recommend checking this box for links to other sites.
Fly in on Scroll
If this is checked, the button will do a fly in animation from the bottom when scrolled into view. This setting will not affect the *Widget Preview*.

Bootstrap Lead Paragraph

The *Bootstrap Lead Paragraph* widget is useful for featuring text. It applies special stylings to the paragraph. Within the editor for this widget you'll find options for:

Lead Paragraph
You can type or paste your featured text here. You can't have multiple paragraphs within this widget without adding the HTML *
* where you want to start a new paragraph.
Text Align
You can specify how to align the paragraph here.
Choose a Size
Here you can set your paragraph size to *small*, *medium*, or *large*.

Bootstrap List Group

The *Bootstrap List Group* widget is used to create a styled list of items. Each item in the list can function as a link as well. Most of the time you'll want to use the SiteOrigin Editor widget inside the *Item Builder*. Within the editor for this widget you'll find options for:

Items
Items can be added by clicking *Add* and they can be reordered by drag and drop. They can also be duplicated and deleted with the icons on the right. Click on the item you want to edit under *Items* to see its settings. Each item has the following options:
Item Color
The background, font, and link colors are all styled by the widget. All you need to do is pick which color you want to use from the dropdown and the rest of the styles will be applied automatically. These colors will be the same across all Bootstrap widgets. Don't forget you can preview the color using the *Preview* button without having to leave the editor dialogue.
Make Item a Link
Check this to make the item a link. If this checkbox is not checked, the *Link URL* won't be applied even if the textbox isn't empty.
Link URL
You can either type in a custom URL or click *Select Content* and pick from a list of posts and pages. If you're linking a post or page be sure to use the *Select Content* option because the links will automatically update if the page ever gets moved. If you type in a custom link, make sure to update this if the link changes.
Item Builder

Click *Open Builder* to open another *Layout Builder*. This allows you to add widgets and rows inside this item. To learn how to use the *Layout Builder* see Using Page Builder by SiteOrigin.

Customizing the Sequanota Theme

Changing the Title, Tagline, and Icon

To change the site identity (the title, tagline, and icon), open the customizer by selecting *Customize* from The Admin Bar. Inside the editor on the left, click *Site Identity* and then make the desired changes. The changes should be applied in the preview on the right. To apply them to the site click *Publish* at the top. If you wish to discard the changes, click the *Settings* icon next to *Publish* and then click *Discard changes*. It will ask you to confirm, click *Ok*. Click the *Settings* icon again to close that dialogue.

Changing the Theme Colors

You can change the colors of the top navigation, the footer, and the *Back to Top* button. To edit these theme options, open the customizer by selecting *Customize* from The Admin Bar. Inside the editor on the left, click *Theme Options* then click *Select Color* under the setting you wish to change. The changes should be applied in the preview on the right. To apply them to the site click *Publish* at the top. If you wish to discard the changes, click the *Settings* icon next to *Publish* and then click *Discard changes*. It will ask you to confirm, click *Ok*. Click the *Settings* icon again to close that dialogue.

Changing the Donate Now Link

You can change where the *Donate Now* button goes in the customizer. To open the customizer, select *Customize* from The Admin Bar. Inside the editor on the left, click *Theme Options* then click changes the *Donate Button Link* text. The changes should be applied in the preview on the right. To apply them to the site click *Publish* at the top. If you wish to discard the changes, click the *Settings* icon next to *Publish* and then click *Discard changes*. It will ask you to confirm, click *Ok*. Click the *Settings* icon again to close that dialogue.

Editing the Footer

You can edit the footer using the customizer. To open the customizer, select *Customize* from The Admin Bar. Inside the editor on the left, click *Widgets* and then click *Layout Builder*. Next click *Open Builder*. Here you have a complete *Layout Builder* for the footer and you can customize it like any other *Layout Builder*. For more details see Using Page Builder by SiteOrigin.

Styling Best Practices

Spacing at the Bottom of Pages

When making a page, you should add the following *padding*, and *mobile padding* values in pixels (px) to the last row on the page. For more details on changing the last row's styles, see Row Styles.

Padding: Top 0, Right 0, Bottom 30, Left 0
Mobile Padding: Top 0, Right 0, Bottom 15, Left 0

Page Headers

For details on adding the page title to the top pages, see SiteOrigin Headline.

Using the Donation Thermometer Plugin

This plugin adds a widget that can be used in Page Builder by SiteOrigin, but it does not need to be activated link the other widget bundles. Once the plugin has been installed and activated, see Plugins (Plugins → Installed Plugins), you can add a donation thermometer to your site by pasting the following *shortcode* into a text editor (most likely the SiteOrigin Editor widget).

[thermometer raised=1523 target=5000 width=200 height=567 align=left]
You can change the values after the equal sign to change the respective option.
Raised – the amount of money raised so far.
Target – the monetary goal of the fundraiser.
Width – the width of the thermometer in pixels. Can also be a percentage. Ex: 20%
Height – the height of the thermometer in pixels. Can also be a percentage. Ex: 20%
Align – how you want the content to be aligned. Acceptable values include left, right, or center.
There are other options available by these are the only ones you will need.

Other Plugins

Add Menu Separators to Navigation

This plugin manages the divider for menus, see <u>Editing Menus Using the Customizer</u> for more details. This plugin has no settings.

Deeper Comments

This plugin styles and runs the comments section of the site. Please DO NOT disable this widget if you wish to continue using comments on posts or pages. You shouldn't need to edit its settings but if needed feel free to change them (Deeper → Settings). You can always revert them to their defaults by clicking *Reset All* in the top right-hand corner.

Duplicator

This plugin is used to backup the site. You can do this on Duplicator's Packages page (Duplicator → Packages).

Google XML Sitemaps

This plugin helps Google and other search engines index your site for content. Please do not change any of this plugin's settings as they could affect how search engines view your content.

Stream

Stream Records is a plugin that keeps track of website login attempts, post and page edits, plugin updates, and much more. Keep this plugin running to ensure a history of changes to your site. This will be especially helpful if anything ever breaks as it provides a history of when the incorrect changes were made. You can change what the plugin logs on its settings page (Stream → Settings).