

How to manage executive & personnel pages

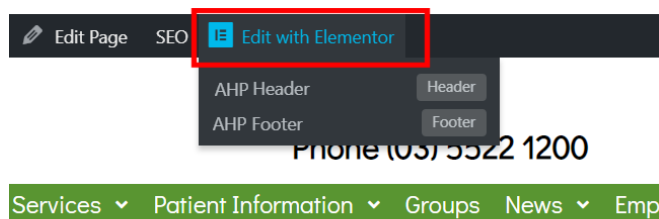


Louise Willis

Reception

Personnel 'sections' (above) are very easy to manage when staffing changes happen.

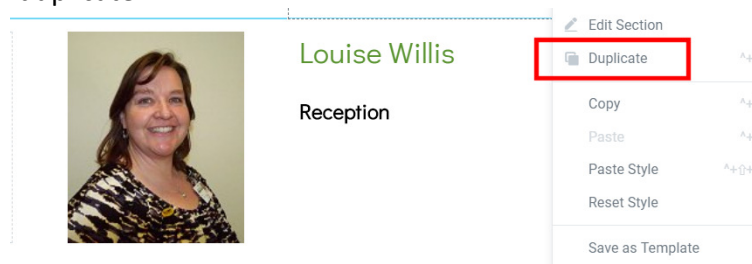
1. Go to the page that needs to be updated and click on 'Edit in Elementor'.

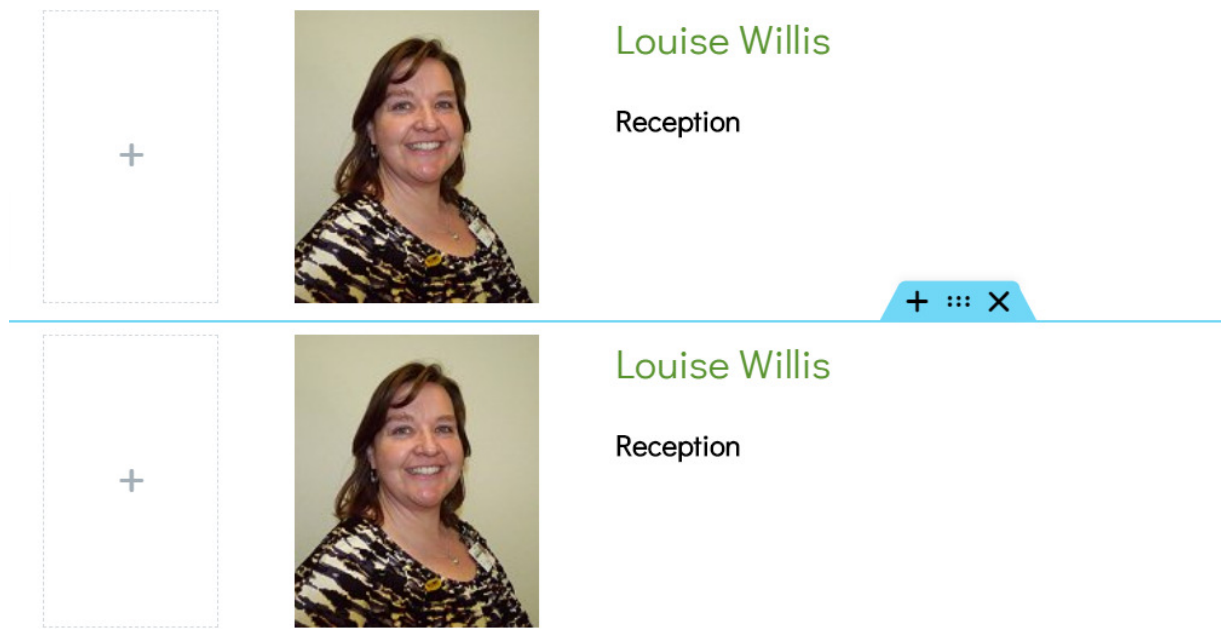


2. In this example, we need to add a new staff member. They need to be added to be second last place on the list. By placing your cursor over the 'section', column and row markers start to appear. The way we will add another staff member to this list is to 'duplicate' the last person on the list, edit the 'duplicate' then move it to the new position.
3. This section handle allows us to perform edits and other effects.

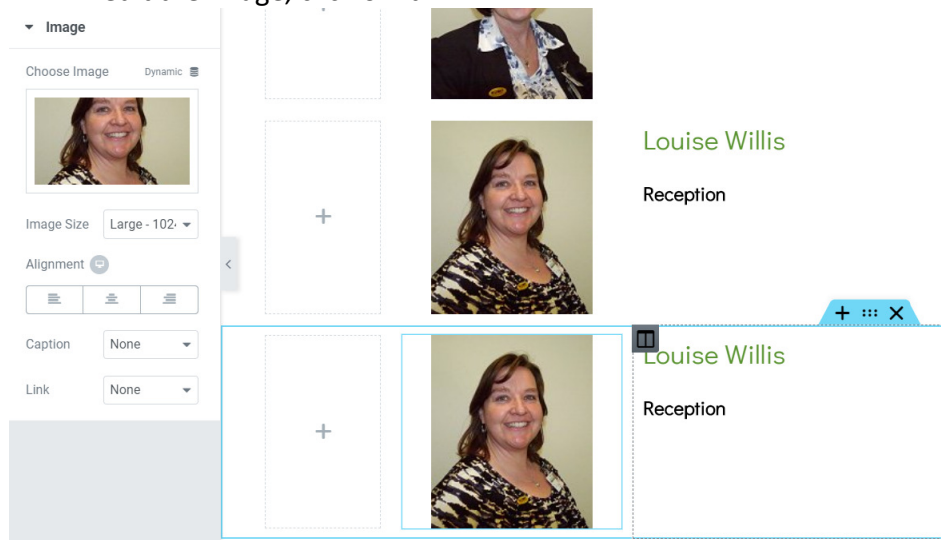


Right mouse click over the 'dotted' section of the blue handle (above) and choose 'duplicate'.

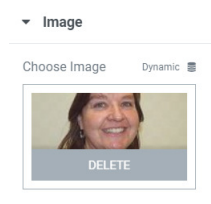




4. A duplicate is now visible. In the duplicate, we can edit the image and edit the text. To edit the image, click on it.



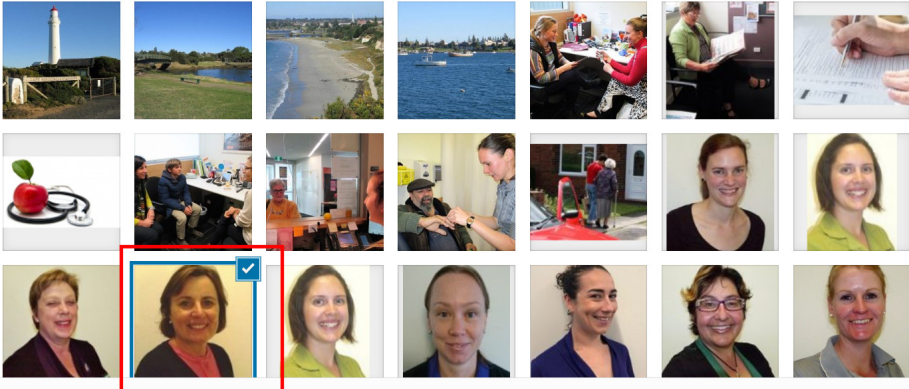
The image now appears in the Image editor. Click on it and the word 'Delete' appears. Click on 'delete'.



The image has disappeared and a grey box is left. Click on this grey box and you are taken to the Library where you can choose your new image. Click on the 'Insert Media' button.

Insert Media

[Upload Files](#) [Media Library](#)



ATTACHMENT DETAILS

pn2.jpg
March 18, 2019
25 KB
150 by 171 pixels
[Edit Image](#)
[Delete Permanently](#)

URL:

Title:

Caption:

Alt Text:

Description:

[Insert Media](#)

Your new image is now in place.

Image

Choose Image Dynamic





Image Size: Large - 102


Alignment:

Caption: None


Link: None



Louise Willis
Reception



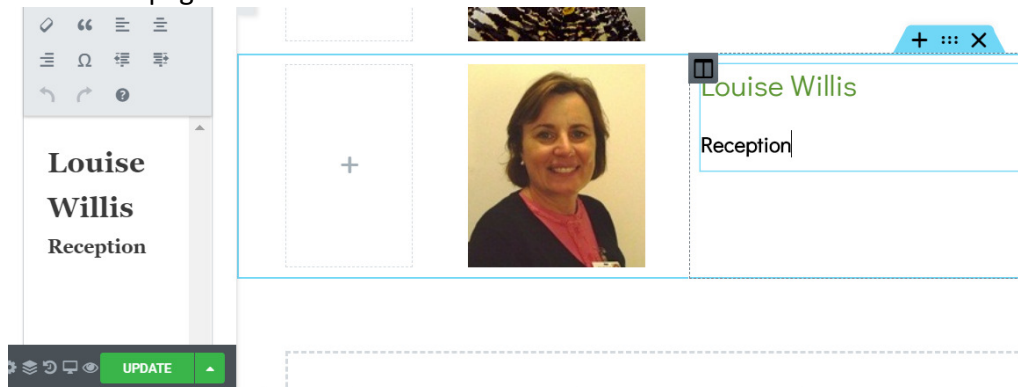
Louise Willis
Reception



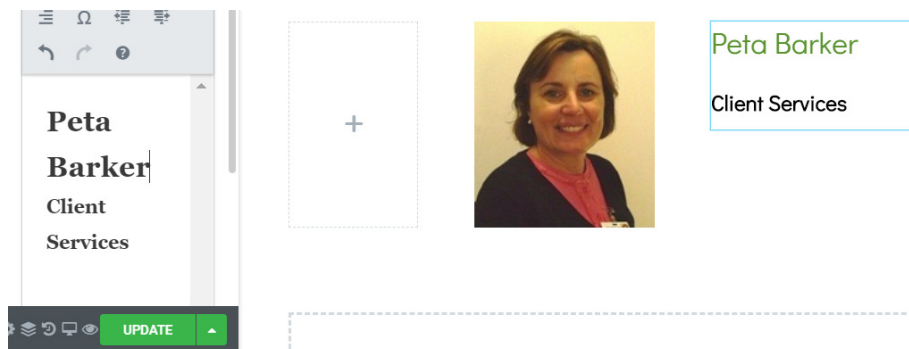
Louise Willis
Reception

Cont

Now to update the text. Click on the text and the text appears in its own editor on the left hand side of the page.



The text has now been updated in the editor.



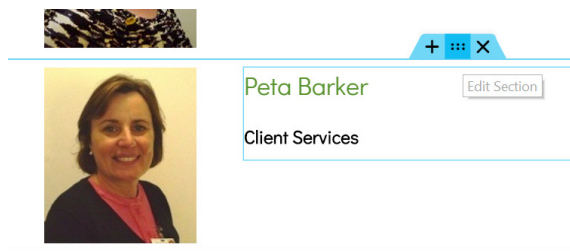
IMPORTANT: So that you don't lose your text formatting, always overwrite the text by starting from the last character and using your keyboard backspace button to delete one character at a time until the whole name has been delete. Now without moving the cursor, type in the new name. NOTE: Because there are two differently formatted names, start from the last character in 'Barker' then when done, start from the last character in 'Services'.

Now save your work (click green 'Update' button).



Cont

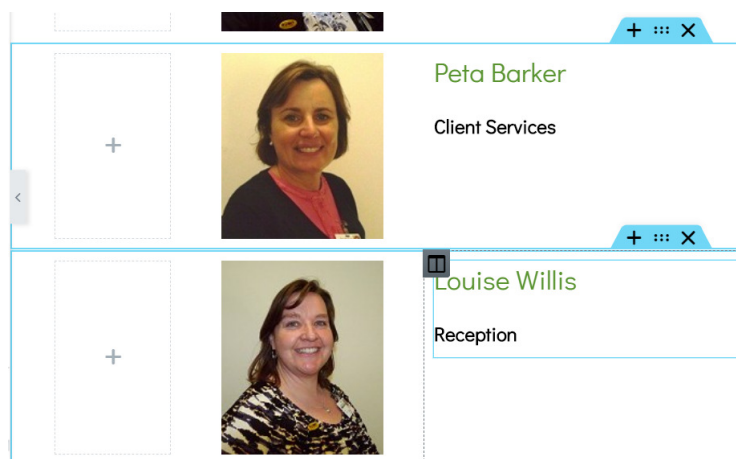
Now to move the new entry into the second last place on the list.



Using the blue section handle again, place you cursor onto the dotted section (don't click your mouse) and holding down your left mouse button, drag the section into place – in this example, up the page.



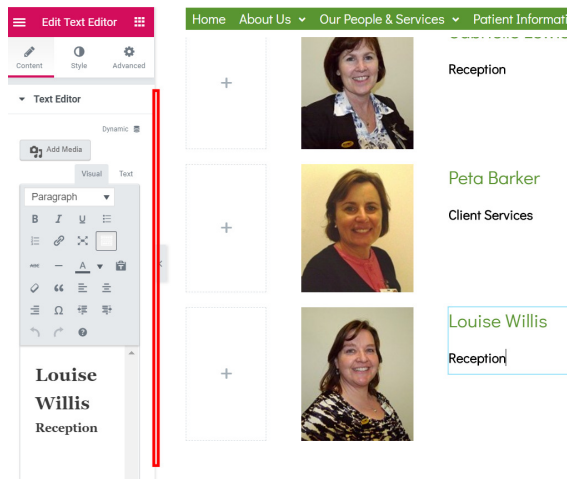
The blue bar appears and this allows you to see where you are moving the entry on the list. When the blue bar is in the right position, you can let go of the left mouse button.



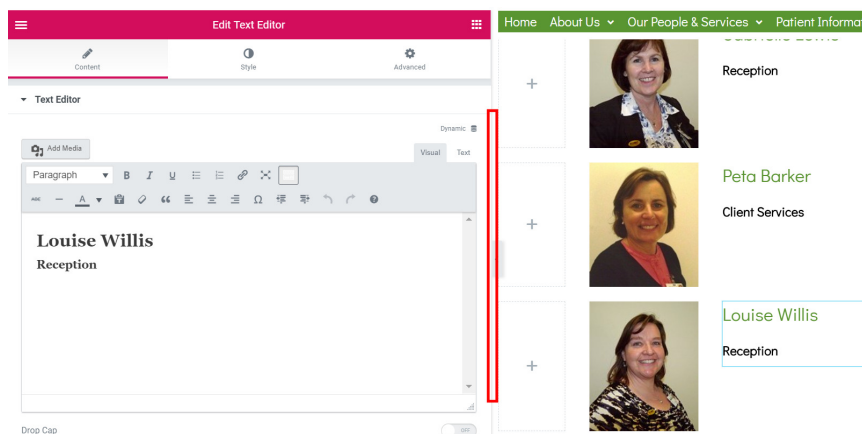
Your edit is now complete. Always remember to save your work when the Update button is green..



Did you know you can increase and decrease the size of the text editor?



By dragging the vertical line (as indicated by the red box) left or right.



Also note the 'preview' button (indicated below). It can be clicked on to open and close a preview screen. The page cannot be edited in preview mode. Click on it again and you can continue editing your page.

