If you haven't logged in before or if you click on the link sent to you informing you about your new website, you will be shown a screen giving you choices:
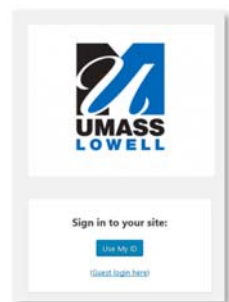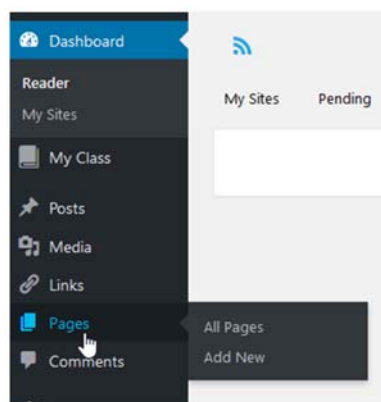
Choose **Use My ID** and not the Guest login.

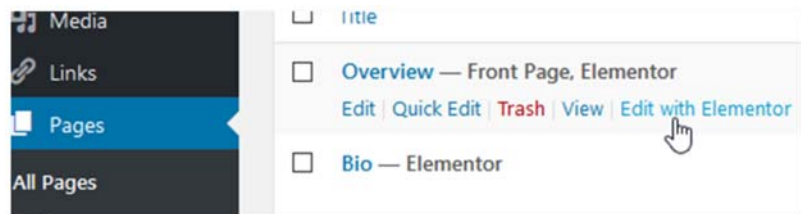You will then be shown the main dashboard for your site. Don't let this scare you.
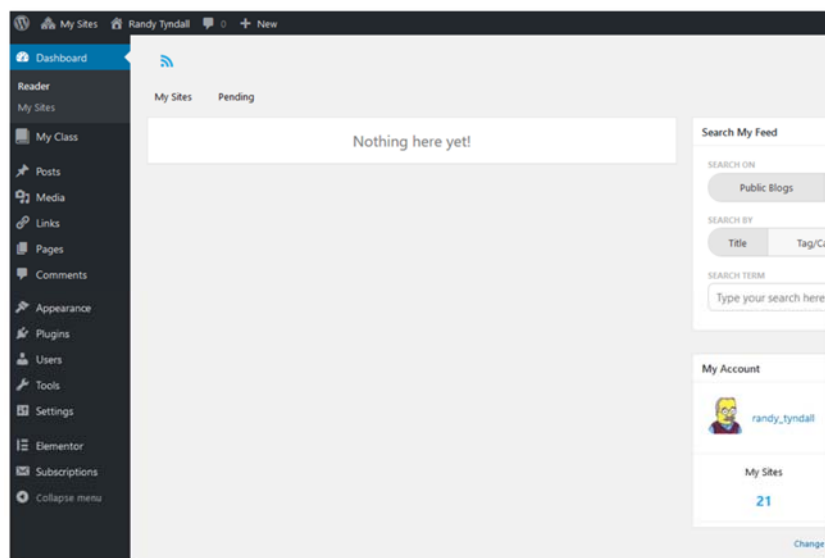
Scroll down and select Pages

You will be shown your default pages.

You should choose the page you want to edit and select **Edit with Elementor**.

Note: We have found that Google Chrome gives you the best experience. Other browsers will NOT give you many of the same options when editing.

Logon to your website by going to https://sites.uml.edu/lowercase *firstname*—lowercase *lastname* (example: *https://sites.uml.edu/jane-doe*)
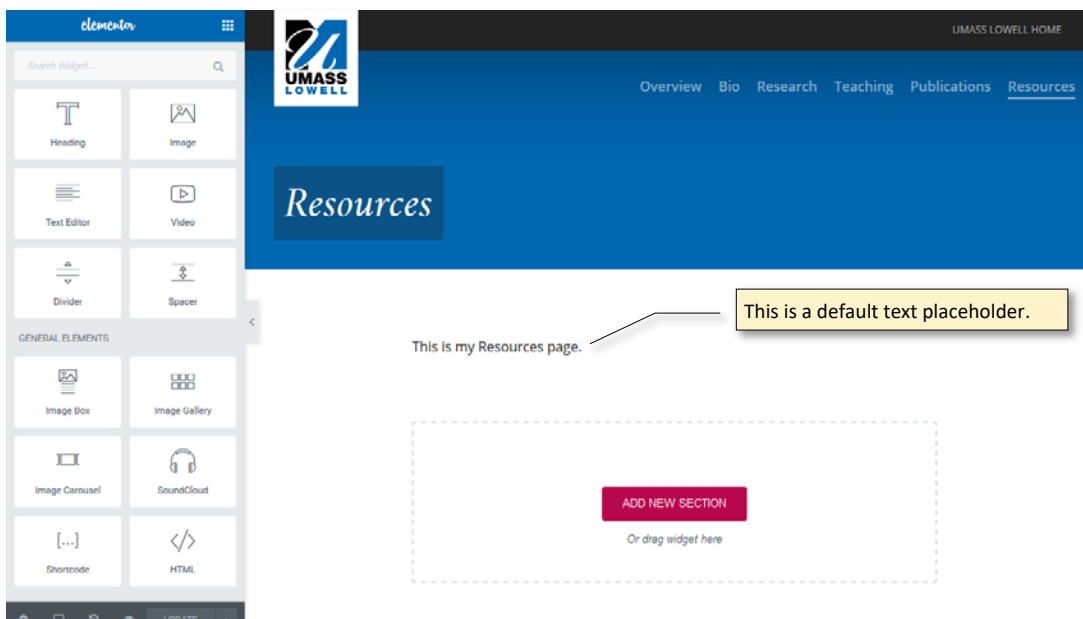

Pages are made up of sections. By default, each page has a text placeholder, which can be changed.

The toolbar on left-hand side contains most everything you will need and operates using the drag and drop method. You will select a widget on the left and drag it into a section on the right.

Normally, you will need the text editor for most sections. Drag it into a section **OR** to edit text already on the screen, click on the text. Edit on the left-hand side and see the results on the right-hand side.

A new section is always available on the screen. You then have the option of either using the drag and drop method mentioned above **OR** you can click on the ADD NEW SECTION icon. You will then have the option to create a section that is divided into smaller sections, useful for a picture on the left and text on the right, for example.
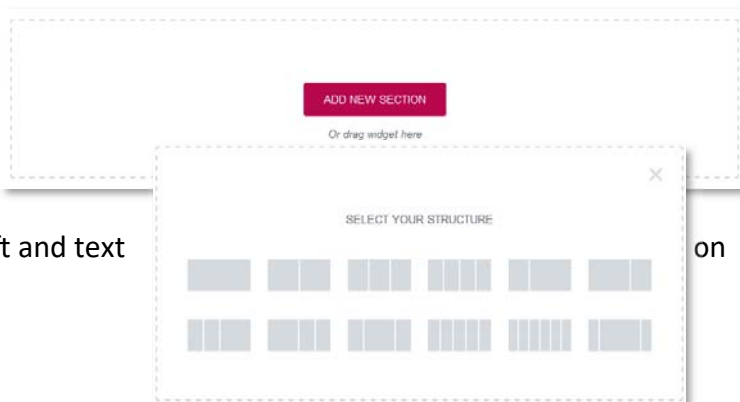

Remember to use Update (at the bottom of the toolbar) to save the changes.
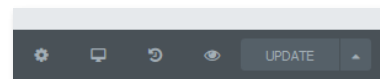
Use preview to see how the actual page will look. It opens the screen in another tab for you to view the site.

Responsive view: Select the monitor icon on the lower left-hand side of the toolbar, then select either Desktop, Tablet or mobile phone view to preview what the page looks like when viewed on a different device.
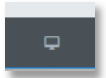
Adding links: highlight the text in the editor and select the links icon in the text editor. If the text has a valid URL, click on the return icon and the URL has been inserted into the page. You can also highlight text, select the link icon and enter the URL, then press the return icon.
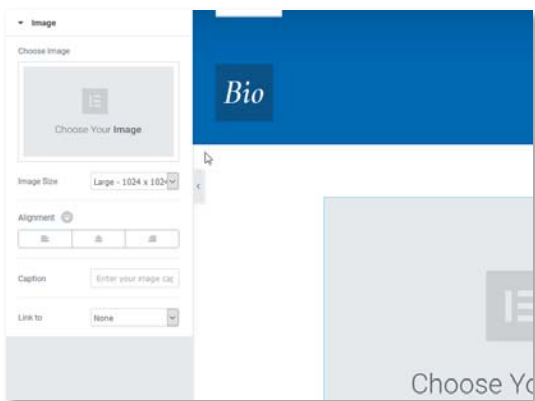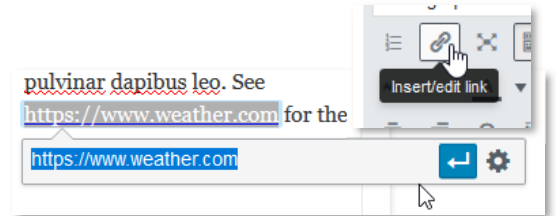
Adding photos: Drag and drop the image icon into a section. Select Choose Your Image from the toolbar. Upload photos into your library via the drag and drop method or select the picture. Make sure and caption the image and enter some Alt-Text in order to help screen readers. Click on Insert Media.

Go to Existing page/heading– Open the gear from the lower left-hand side of the toolbar. Select Manage Pages. Choose what page you would now like to edit and click on Edit. That page will now open for editing.

Add subpage: You can create subpages under each of the headers which appear on the main landing page for that section. Example: Teaching could have a subpage with current courses or previous courses. Select the Add subpage + icon and give that page a title. Click on Add to create it. Select edit for that page to start editing.

Changing a page's visibility: You can make headers and pages visible or invisible by going to the Manage Pages area and turning off/on the icon.

SUMMARY-

- ✔ Choose a page to edit via the "gear" on the lower left side of the page.

- ✔ Each page by default has a text placeholder, plus an area where you can Add New Section.

- ✔ Drag an drop a widget into the Add New Section OR click on Add New Section to create a divided section.

- ✔ Edit on the left-hand side, results appear on the right.

- ✔ Use **UPDATE** to save.

- ✔ Preview a page before moving on. You can check to see that your page works on different devices using the responsive icon; make changes where needed.

Heading– Adds an ALL CAPS heading to your page.

Text Editor– Allows you to enter text, pictures, links to your page.

Divider– Adds a line into a section. Usually used to separate materials for easier viewing.

Image Box – Allows you to have pictures with descriptions.

Image Carousel – Allows you to have pictures scroll automatically.

Shortcode – Advanced users can insert links to code that can add in forms, Facebook likes, etc.

Icons – Press on this when you need to display all of the icons available. Used when you are in the icon subareas.

Image—Allows you to upload or add images into your website.

Video—Allows you to upload or add YouTube or Vimeo videos.

Spacer—Allows you to add a blank space between sections. Why? Sometimes you need to separate sections.

Image Gallery—Allows you to upload or add images into your website that then displays all of the images on the page.

SoundCloud—Allows you to insert music or podcasts from this provider.

HTML—Allows you to insert HTML code into your page. Can be used for inserting items created elsewhere, such as other video, special code, etc.

Note: This is basic information which should be enough to get you started. There are options to many of the widgets and sections when displayed. Feel free to explore.

Sample site- https://sites.uml.edu/faculty-demo/

For additional assistance, please contact the IT HelpDesk at 978-934-4357 or email: sites@uml.edu