

# User Manual

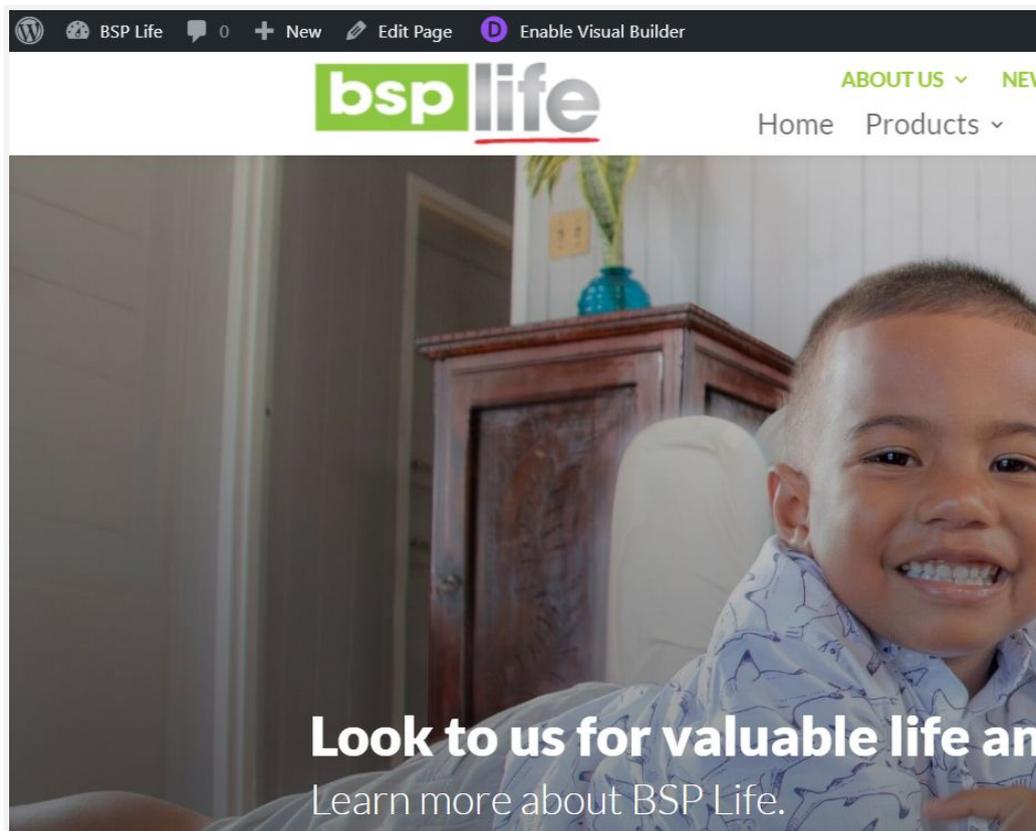
Page Builder Modules

# The Image Module

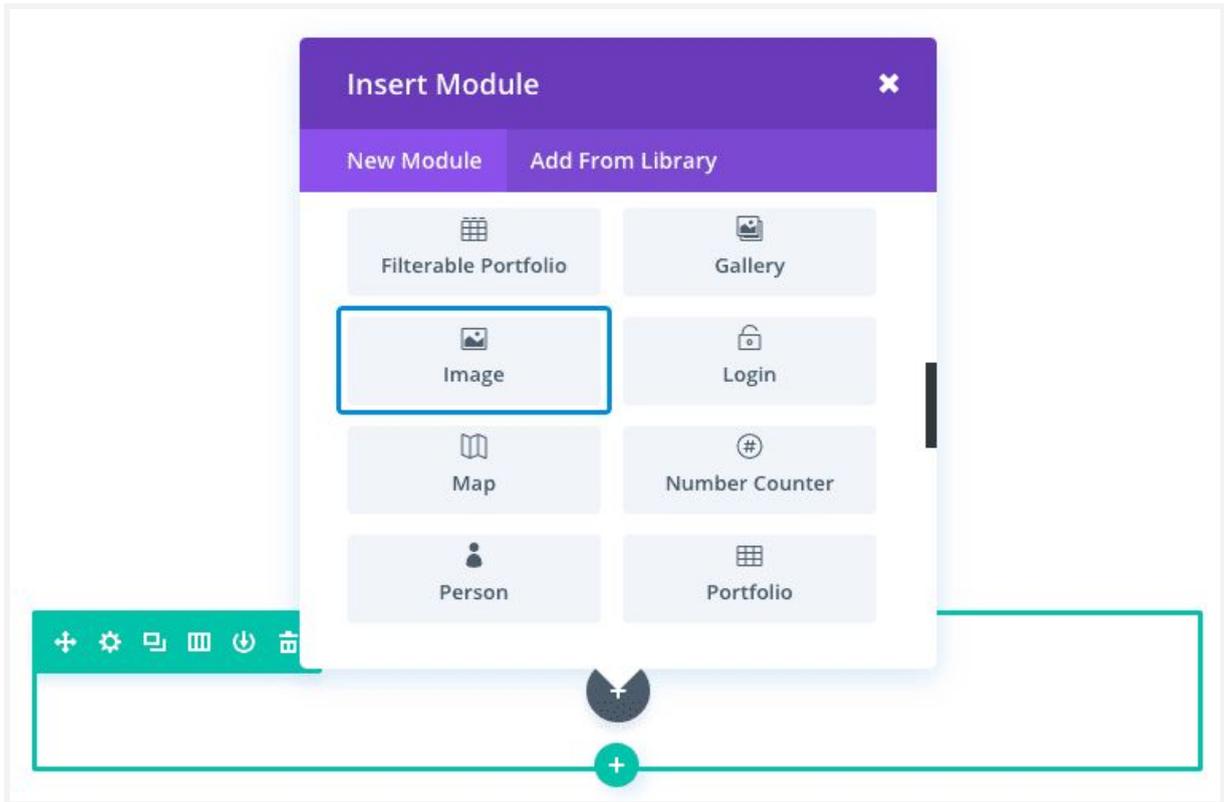
How to Add or Change Images on your website. **IMPORTANT: When changing an image, replace images that are of the same dimensions to avoid distortion and issues with the layout.**

## Adding Images

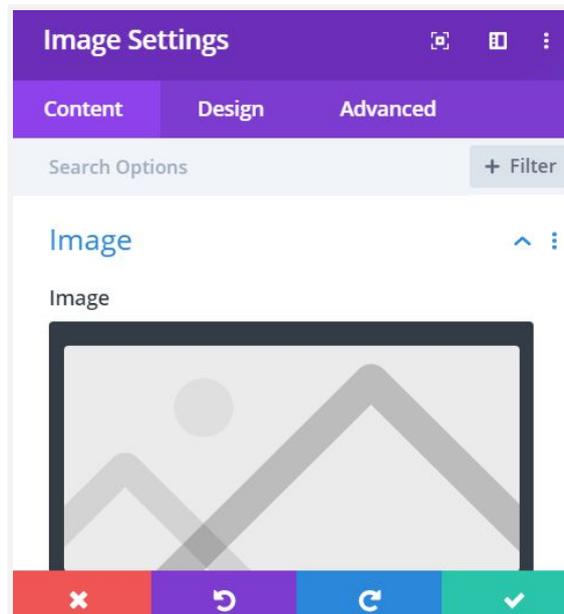
1. Log in to the CMS and go to the page you wish to change or add image on. Once logged in you will notice the Enable Visual Builder button above every page.
2. Clicking this button will enable the Builder, giving you access to all of the Builder's modules.



3. Once you have entered the Visual Builder, you can click the grey plus button to add a new module to your page. New modules can only be added inside of Rows. If you are starting a new page or section don't forget to add a row to your page first.

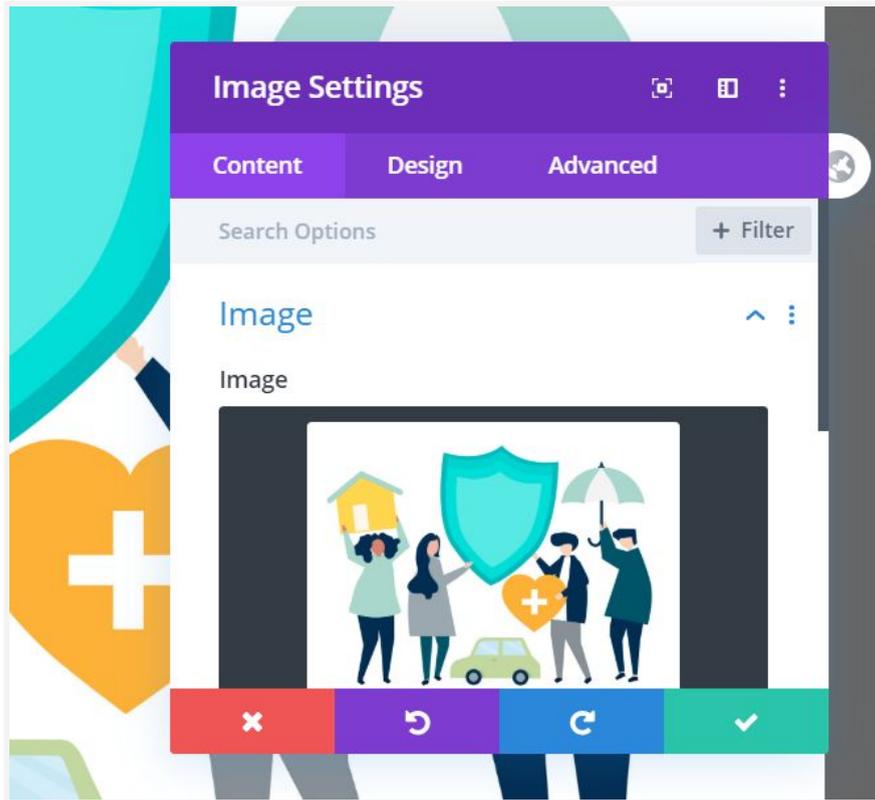


4. Locate the image module within the list of modules and click it to add it to your page. Once the module has been added, you will be greeted with the module's list of options. These options are separated into three main groups: Content, Design and Advanced. Click into the image field and upload to the image you want to add.

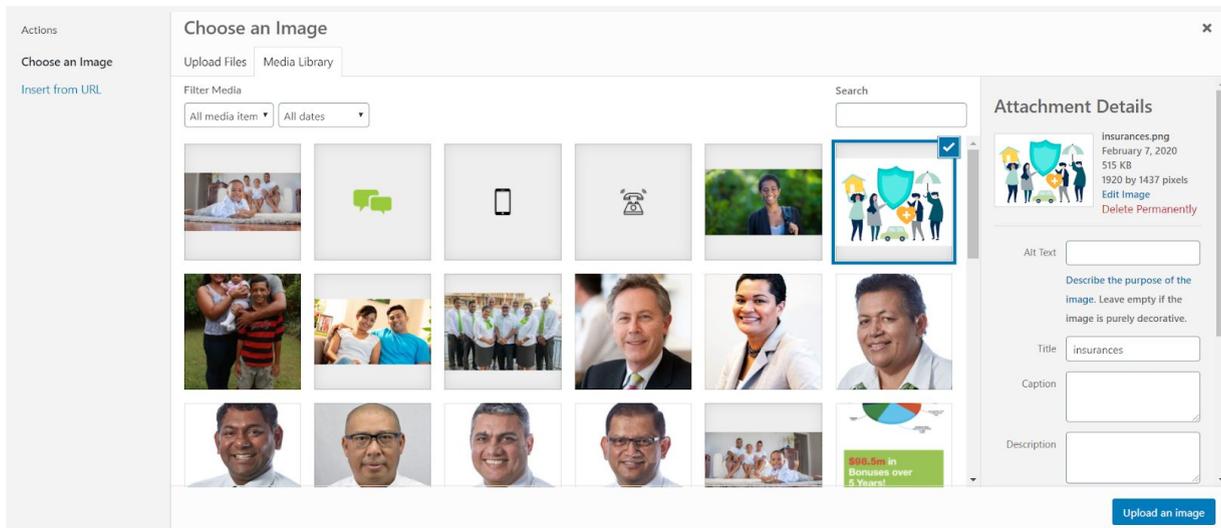


## Changing an Image

1. With the page builder enabled. Hover over the image you want to change and click on the grey settings icon for the image module.



2. Click in the image field to open up the media library and select the image you want to upload. Alternatively, you can upload a new image from your computer by simply dragging and dropping them directly into the media library.

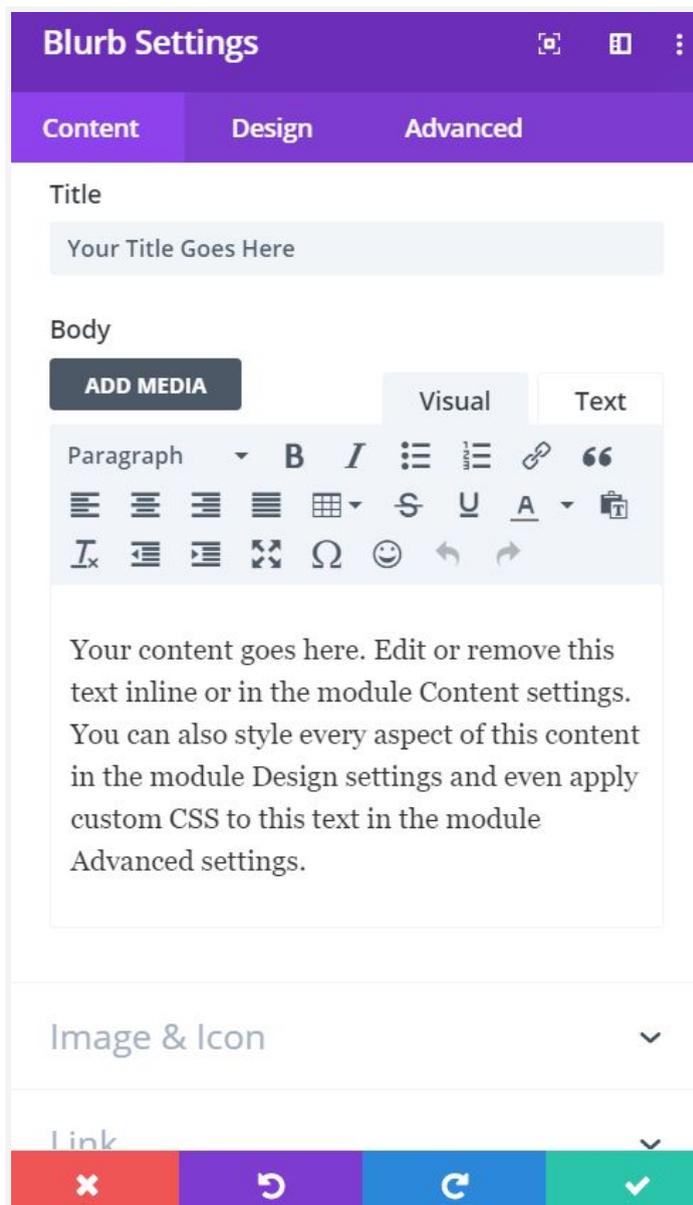


# The Blurb Module

How to add or edit blurbs used on your website.

## Editing a Blurb

1. Log in to the CMS and go to the page you wish and Enable the Visual Builder.
2. Next hover over the blurb module you want to edit and click on setting icon to open up the blurb content and settings.

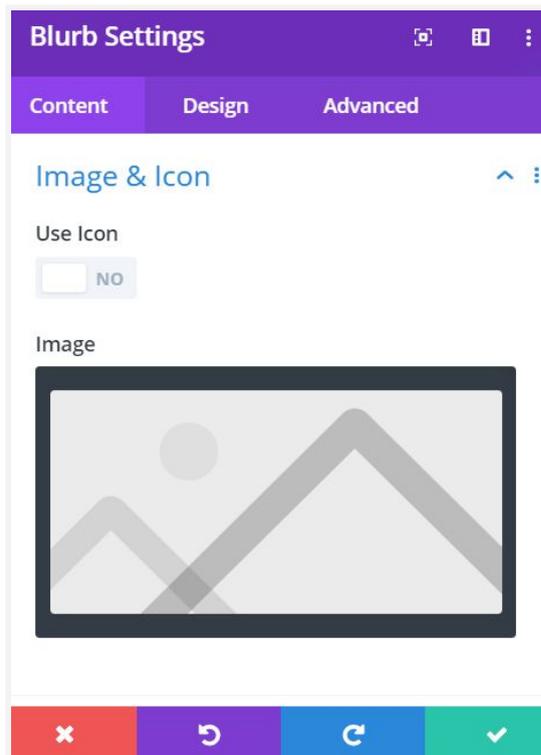


3. You can now edit the Title, Body and Icons used in the blurb.

## Icons & Images

Adding icons or images to any blurb is simple.

1. Open up the blurb settings.
2. Select the Image & Icon dropdown and click on the image option to upload custom icons or images. Alternatively, you can select the Use Icon option to use the page builder's inbuilt icon pack.



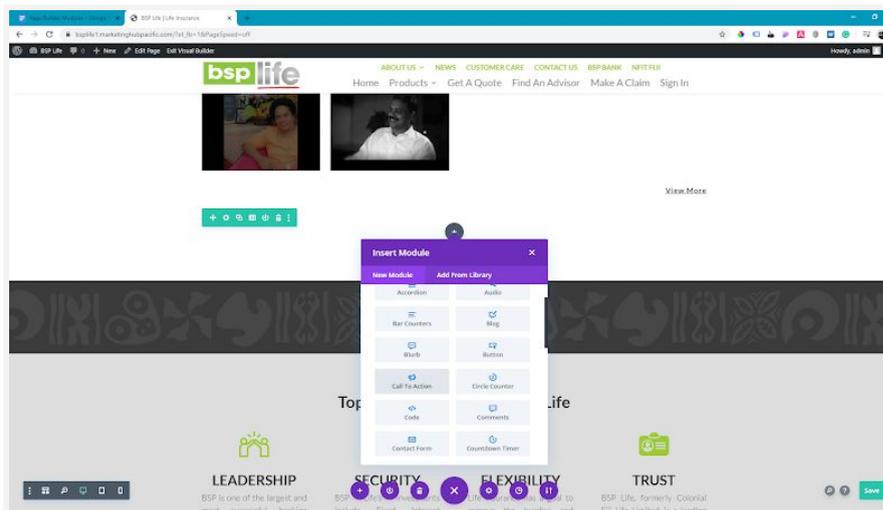
**IMPORTANT:** Please take note of the icon current dimension before replacing them as you will need to ensure the new image or icon is of the same size.

# The Call To Action Module

How to add or edit the call to action module used on your website.

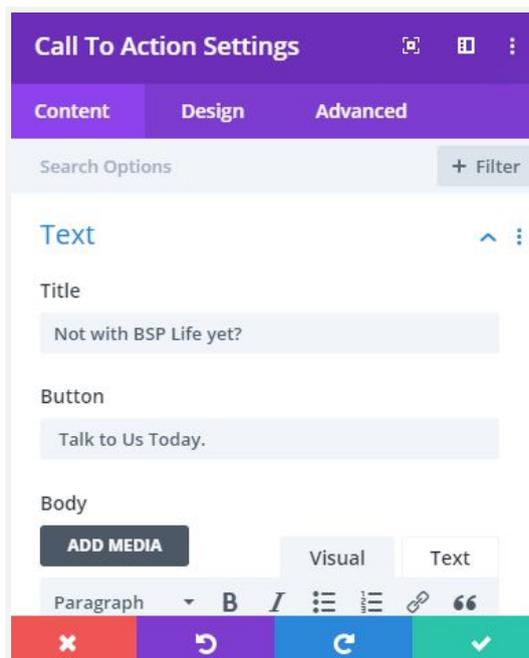
## Adding a Call to Action

1. With the page builder enabled, you can now add the call to action module by clicking the grey plus button inside any of the rows.



## Editing a Call to Action

1. With the page builder enabled, hover over the call to action that you want to edit and click the grey settings icon to open up the modules settings.



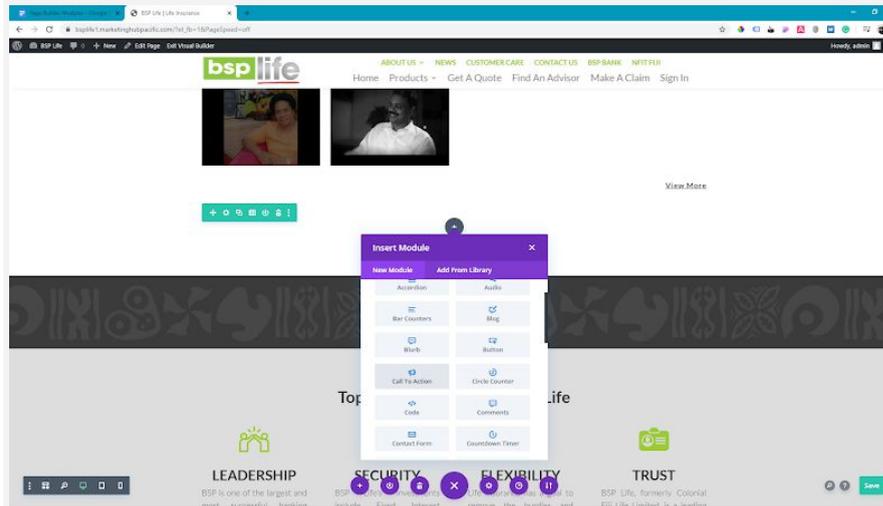
2. Now you can edit the button & title text, the button link and add body text if necessary.

# The Contact Form Module

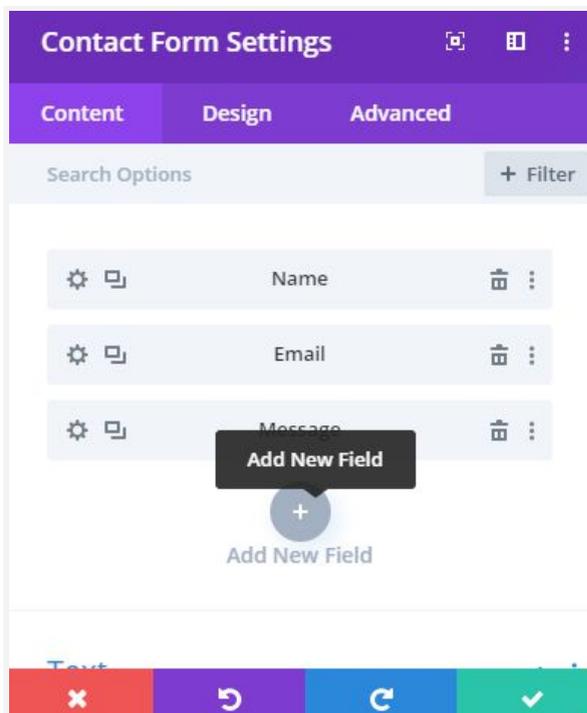
How to add or edit the call contact forms used on your website.

## Adding a Contact Form

1. With the page builder enabled, you can now add the contact form module by clicking the grey plus button inside any of the rows.

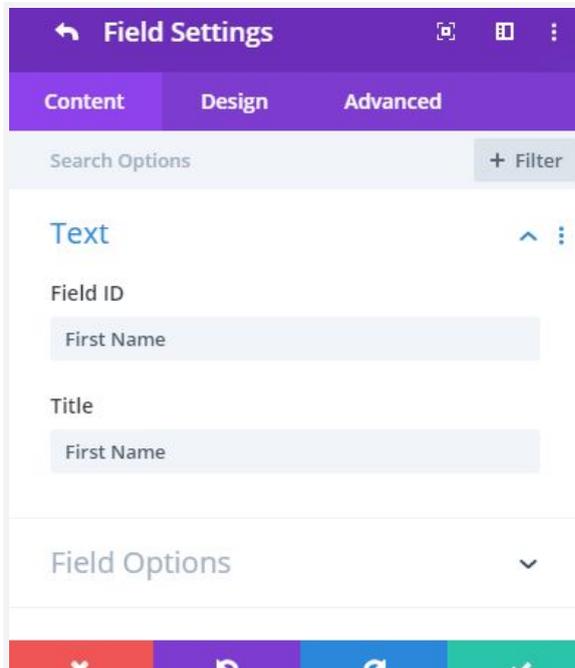


2. After adding the module to the row, you can now add more fields to your contact form and change the email address for the form along with other settings.



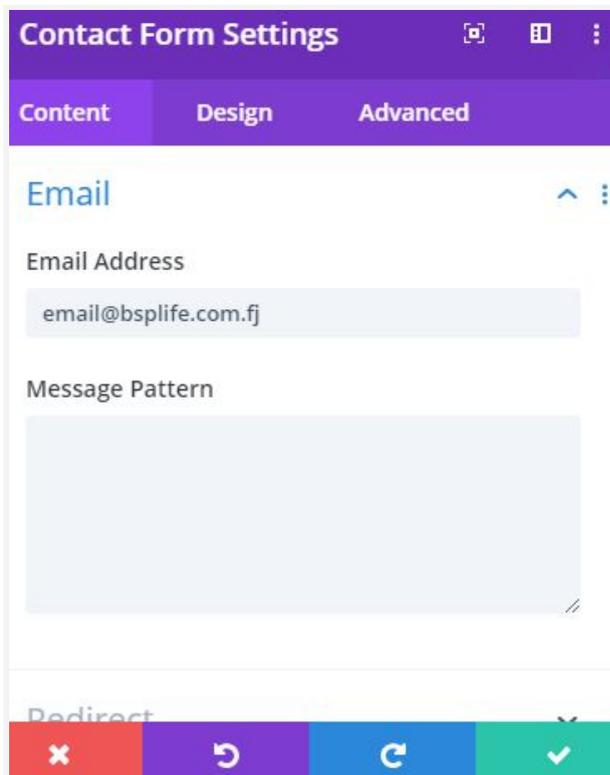
## Editing a Contact Form

1. Hover over the contact to form to open and access the contact form settings. Now click on any of the field settings to make changes to any of the fields used.



The screenshot shows the 'Field Settings' mobile interface. At the top, there is a purple header with a back arrow, the title 'Field Settings', and three menu items: 'Content', 'Design', and 'Advanced'. Below the header is a search bar labeled 'Search Options' with a '+ Filter' button. The main content area is titled 'Text' and contains two input fields: 'Field ID' and 'Title', both with the value 'First Name'. Below this is a 'Field Options' section with a dropdown arrow. At the bottom, there is a navigation bar with four colored buttons: a red button with a close icon, a purple button with a back arrow, a blue button with a refresh icon, and a green button with a checkmark.

2. The email link is important as this is the email that will receive the form data once the user submits the form. Open the contact form setting and click on the Email dropdown. Edit or add an email address to receive the form data.



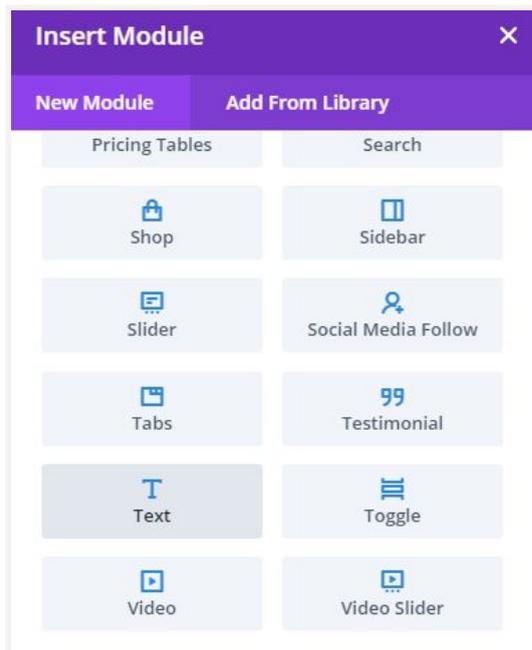
The screenshot shows the 'Contact Form Settings' mobile interface. At the top, there is a purple header with a back arrow, the title 'Contact Form Settings', and three menu items: 'Content', 'Design', and 'Advanced'. Below the header is a search bar labeled 'Search Options' with a '+ Filter' button. The main content area is titled 'Email' and contains two input fields: 'Email Address' with the value 'email@bsplife.com.fj' and 'Message Pattern' which is an empty text area. Below this is a 'Redirect' section with a dropdown arrow. At the bottom, there is a navigation bar with four colored buttons: a red button with a close icon, a purple button with a back arrow, a blue button with a refresh icon, and a green button with a checkmark.

# The Text Module

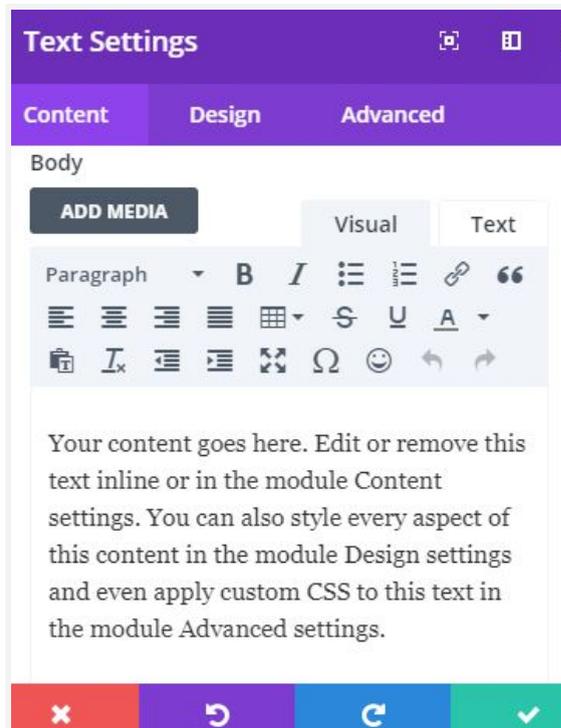
How to add or edit text on your website.

## Adding a Text Module

1. Add a text module by clicking the grey plus button inside any of the rows on your page.

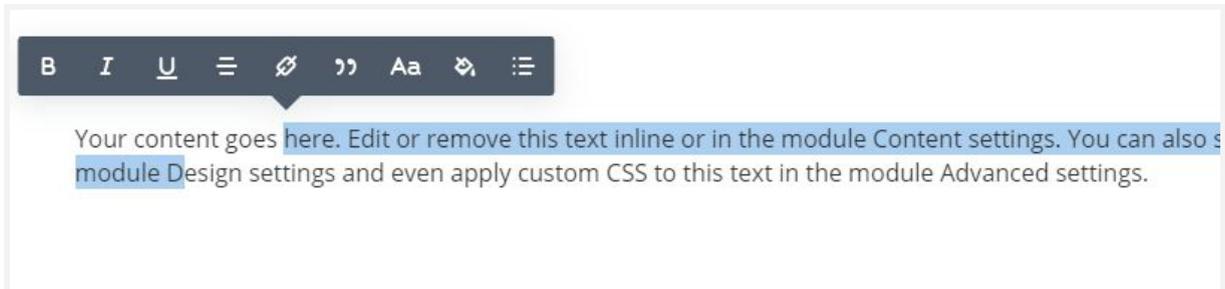


2. With the text module now added go ahead and type in or copy/paste in the text you want to be added.



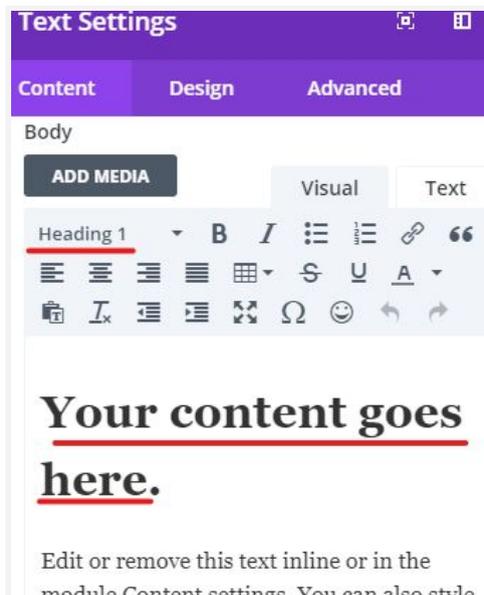
## Editing a Text Module

1. This can be done directly on the page by clicking on the text you want and editing it directly by typing or pasting in the new text.



2. The other way to edit text is via the text module settings. Click to open the text module settings and edit or copy and paste in the new text into the text body field.

**IMPORTANT: Please take note of the heading styles used for e.g. H1, H2, H3 etc. The text builder also recognises these styles and will apply them if they are pasted in or set up by the user.**

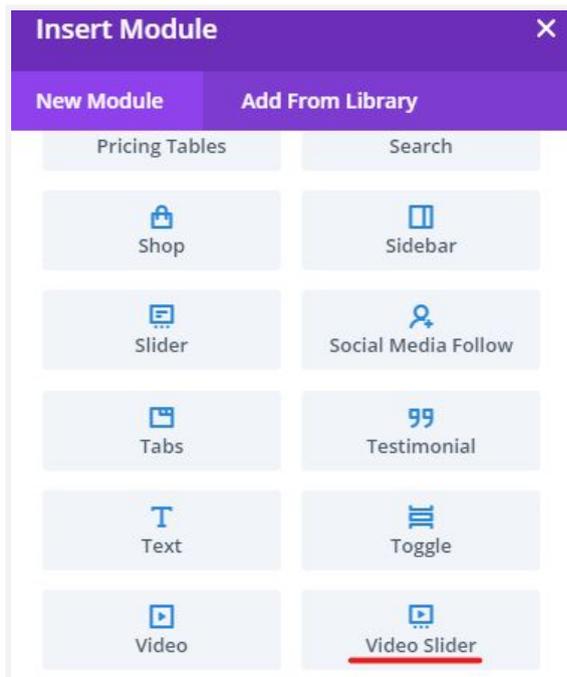


# The Video Slider Module

How to add or change videos in the video slider module on your website.

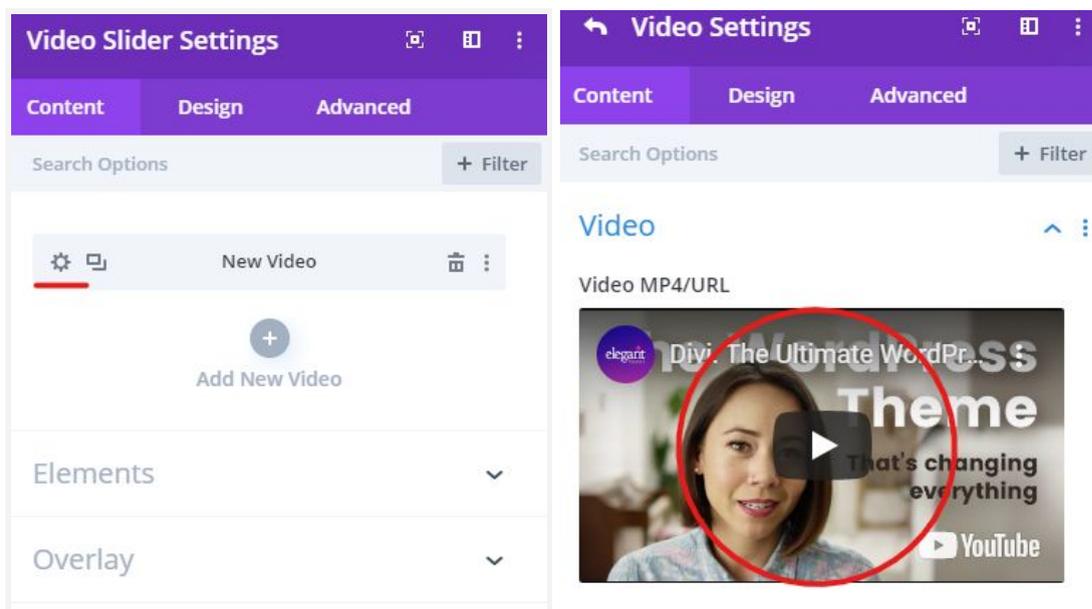
## Adding a Video Slider Module

1.

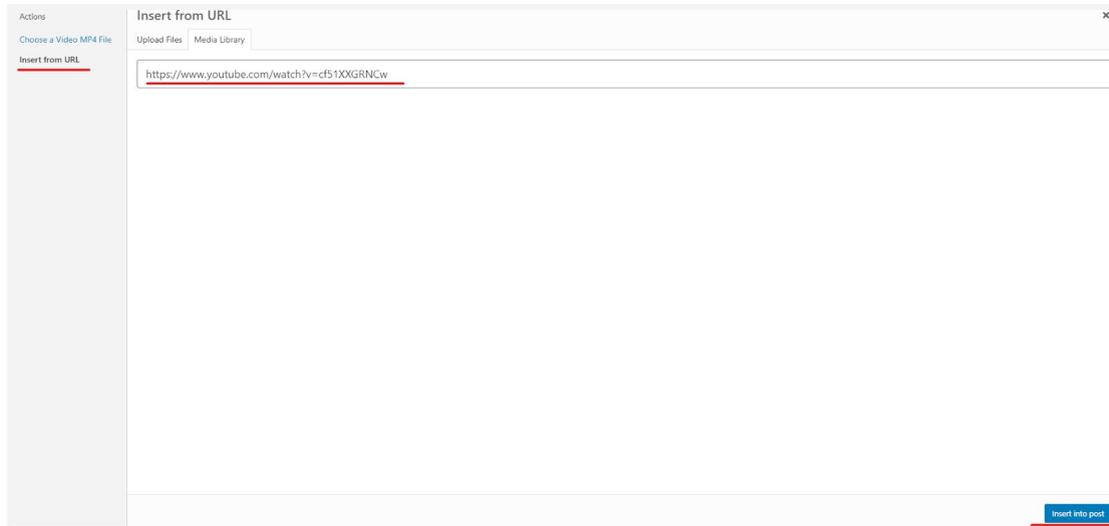


Next, you will need the URL of the video that you want to be posted on your website. E.g. <https://www.youtube.com/watch?v=cf51XXGRNCw>.

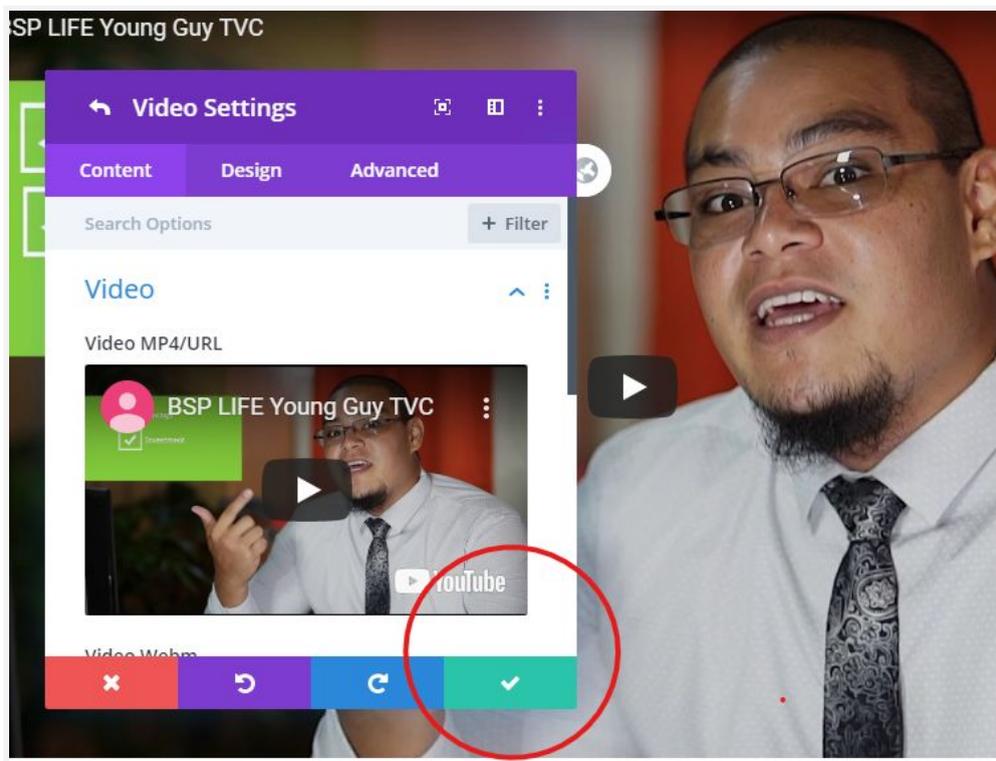
2. Open up the video slider module settings and go to the video settings and click on the thumbnail shown.



- Next, select the Insert URL option in the left panel and paste in the URL then click on insert into post.

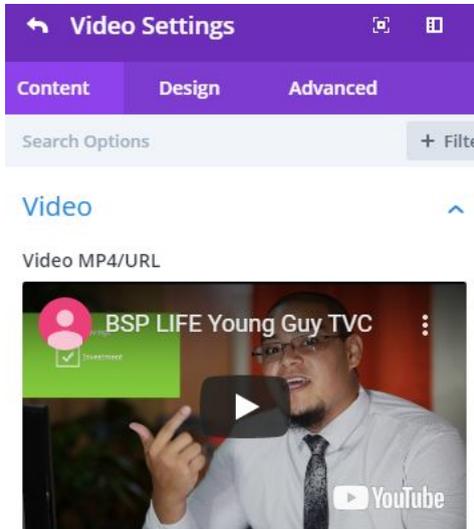


Once loaded you can now click on the green Save button to save the changes.

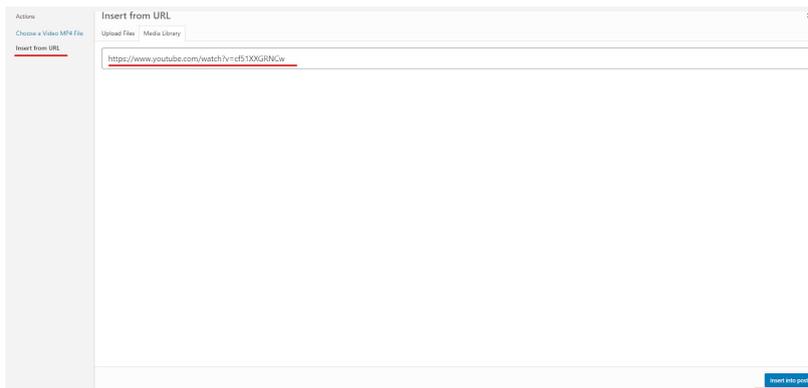


## Changing Videos in the Slider

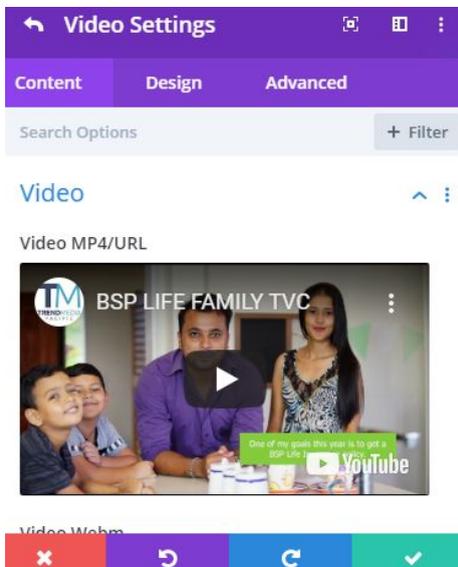
1. Open up the video slider module settings and go to the video settings and click on the thumbnail shown.



2. Next, select the Insert URL option in the left panel and paste in the New URL then click on insert into post.



3. Once loaded, you can click save to see the changes that you have just made.

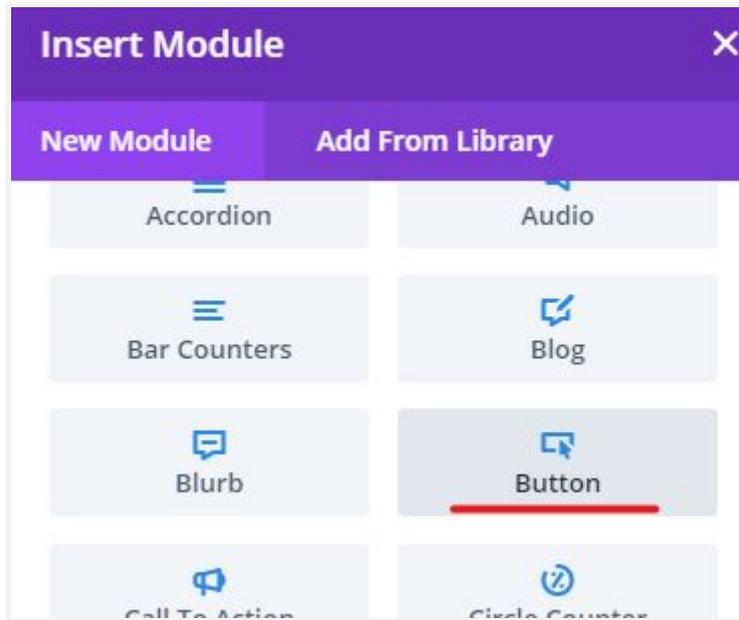


# The Button Module

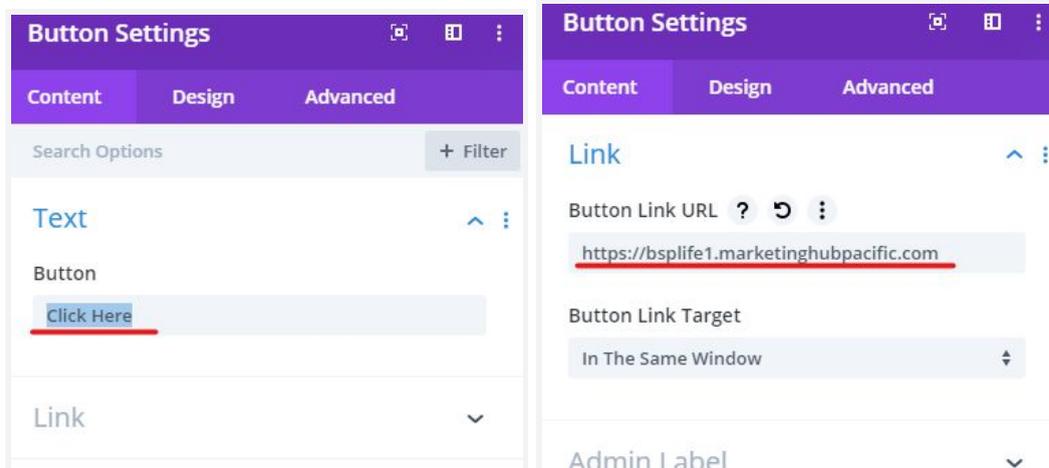
How to add or edit buttons on your website.

## Adding a Button Module

1. Add a button module by clicking the grey plus button inside any of the rows on your page.

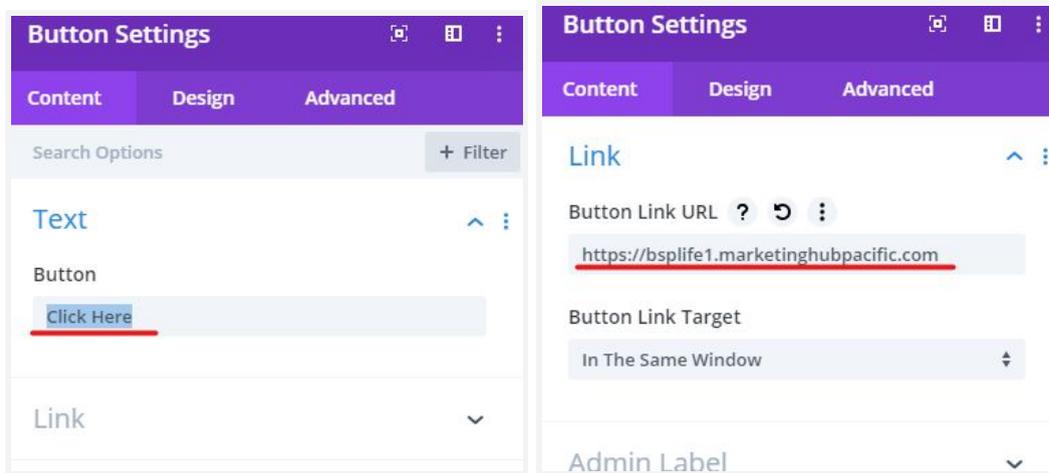


2. You can now add the button text and add a link for the new button you've just added.

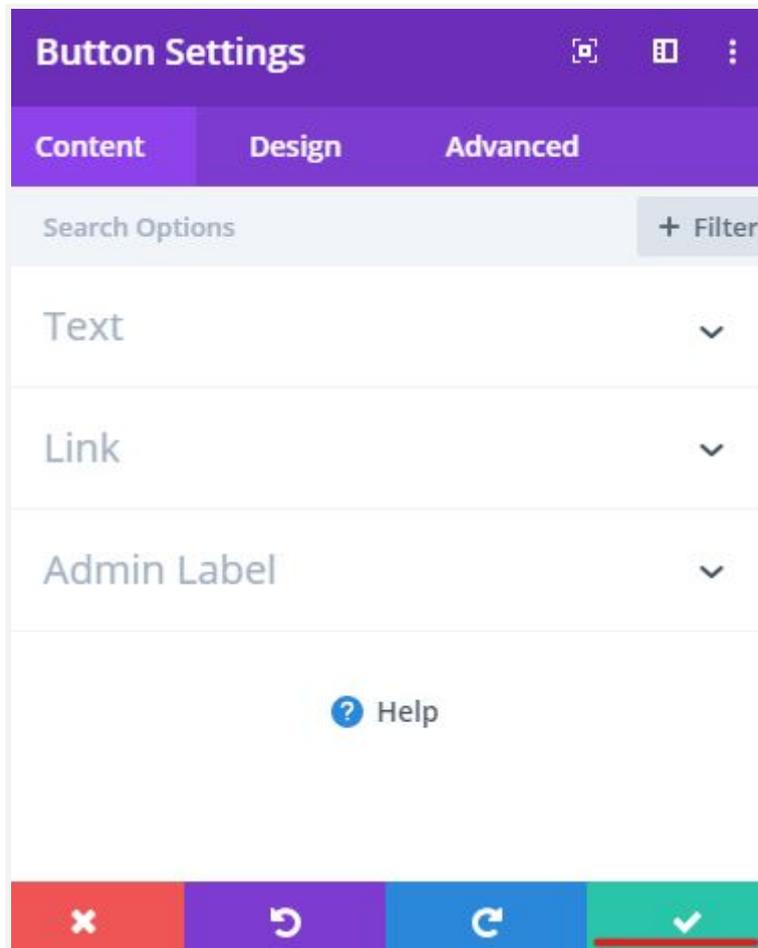


## Editing a Button Module

1. Hover over and open the setting for the button module you want to edit. Make the changes you want to the text or link for the button module you are editing.



2. Save the changes you have made and they should be applied instantly.

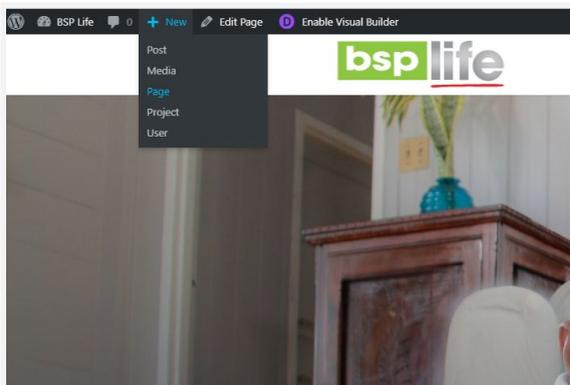


# Best Practice

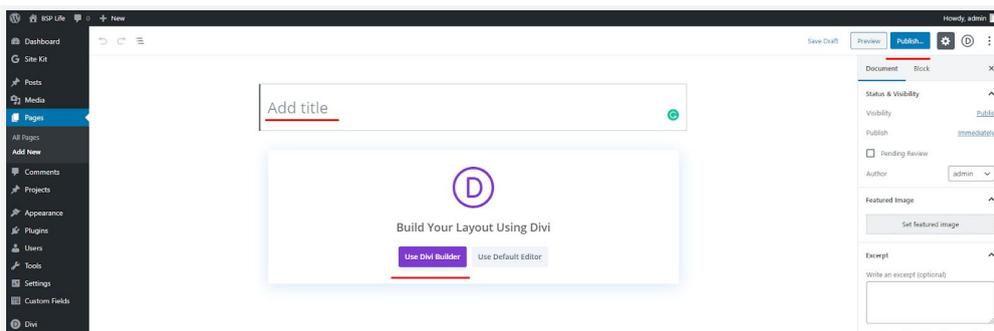
## Editing A Page

It is best to create a clone of the page you want to edit and use the clone as your work or draft copy.

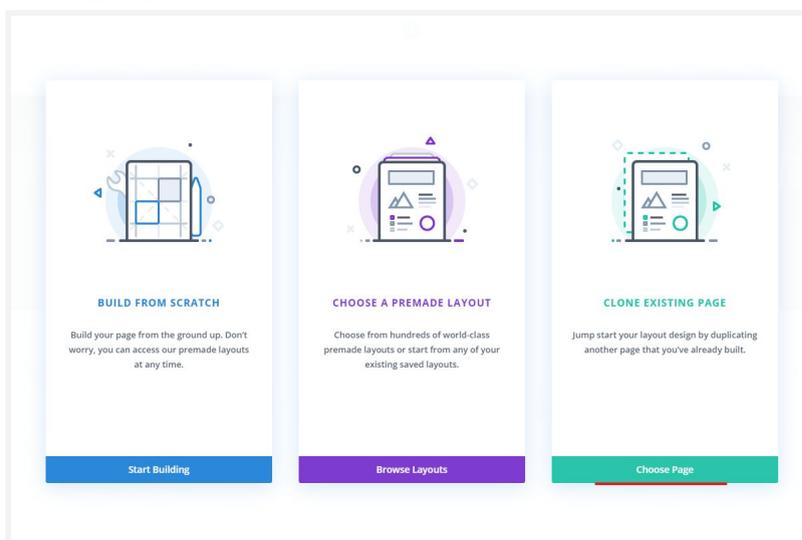
1. Create a brand new page.



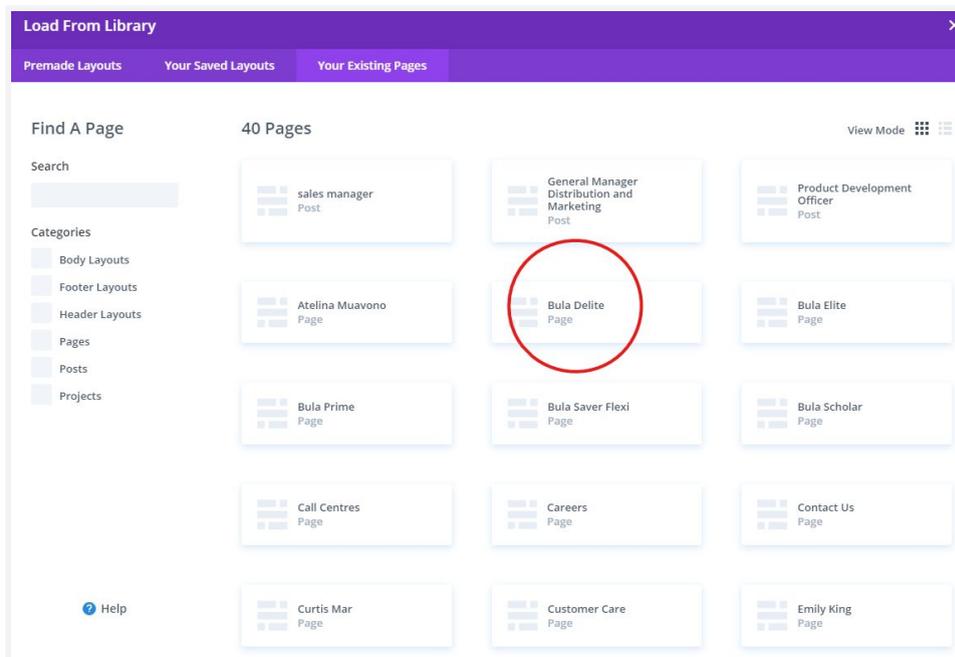
2. Add a title for your page then click the publish button. Once published you can now click on the purple Use DIVI Builder button.



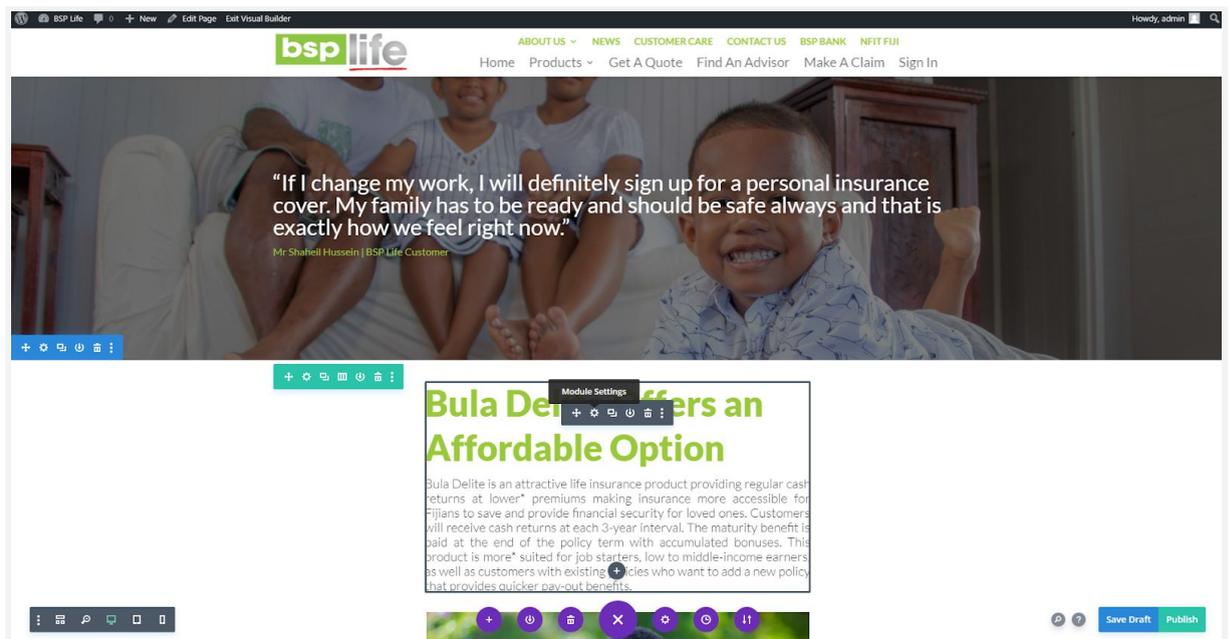
3. With the builder loaded and your page in edit mode. You can now select the Clone An Existing Page option.



4. Next, Click on the Select Existing Page tab and choose the page you want to clone.



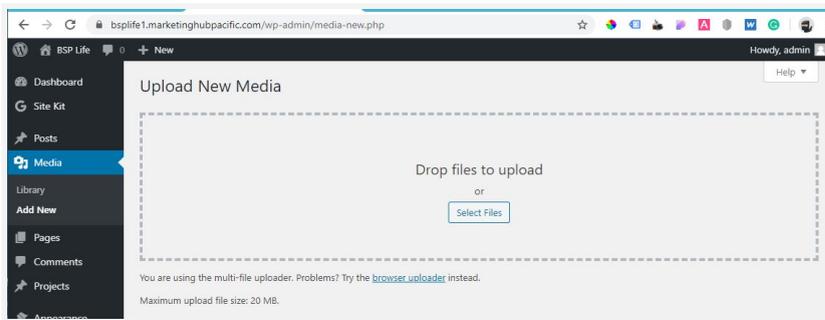
5. With the page, layout loaded you can edit and preview the page as you wish without having to worry about going live. Once satisfied you can swap out the old page with the new.



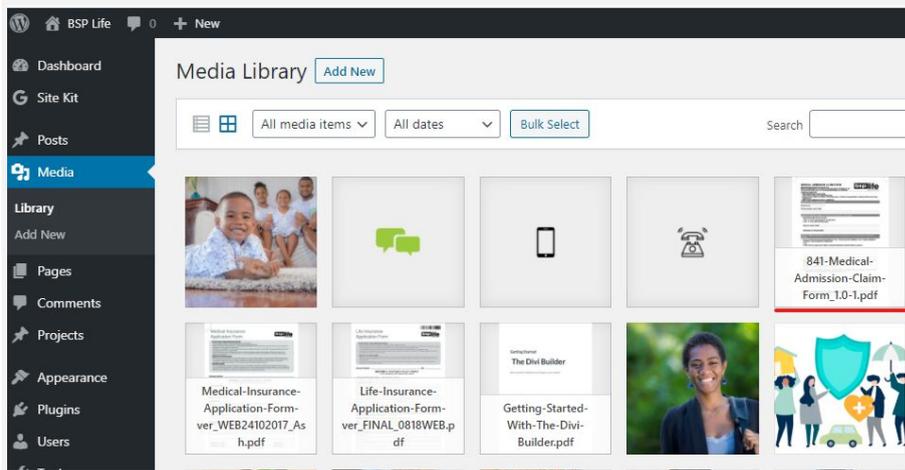
Remember to save your changes so the other team members can review the changes.

## Changing PDF's

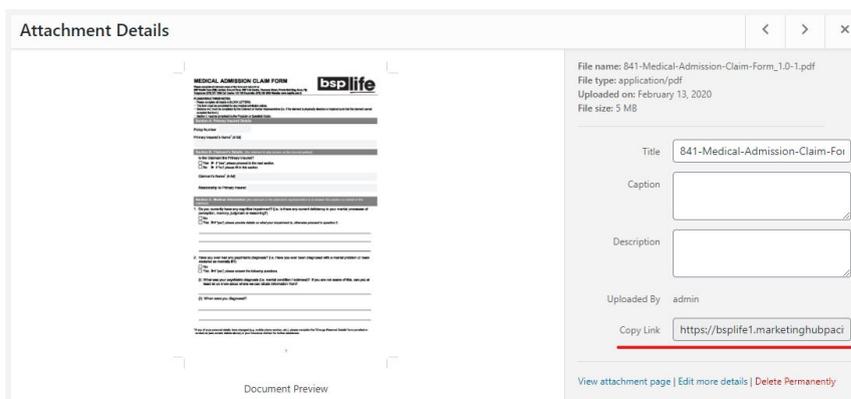
1. Upload the PDF to your CMS Media Library.



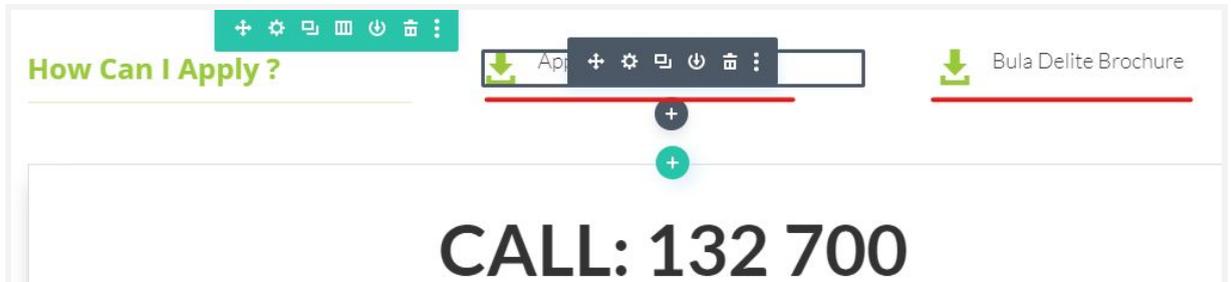
2. Once the document has uploaded successfully, select the document to get the document URL.



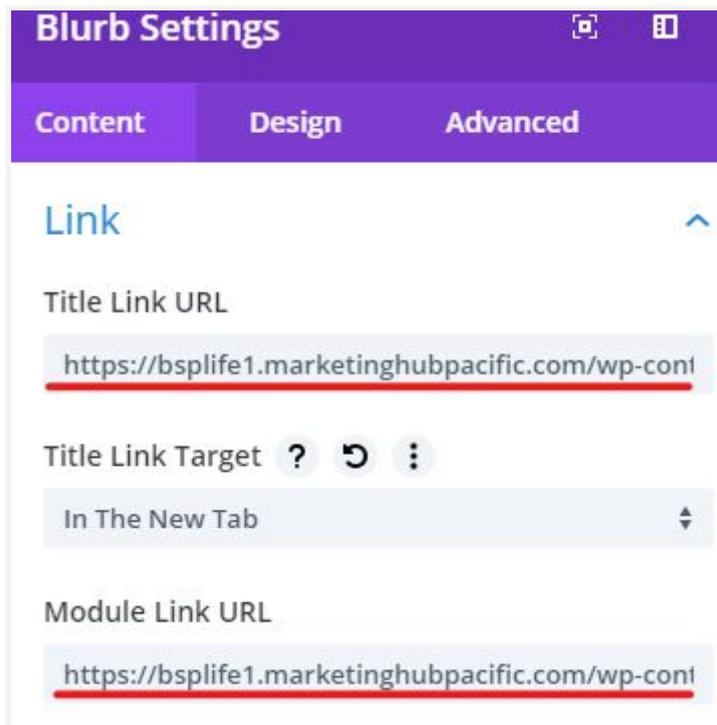
3. Copy link



4. Now go to the page where you want to add the pdf link or document download link to and enable the visual builder.



5. Open up the module settings and open the Link dropdown. Change or add the link of the pdf copied in the previous steps in both fields.



Now save the changes and your new document link is ready.

# Further Assistance

For further assistance or query, contact our team:

## Contact Person(s)

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