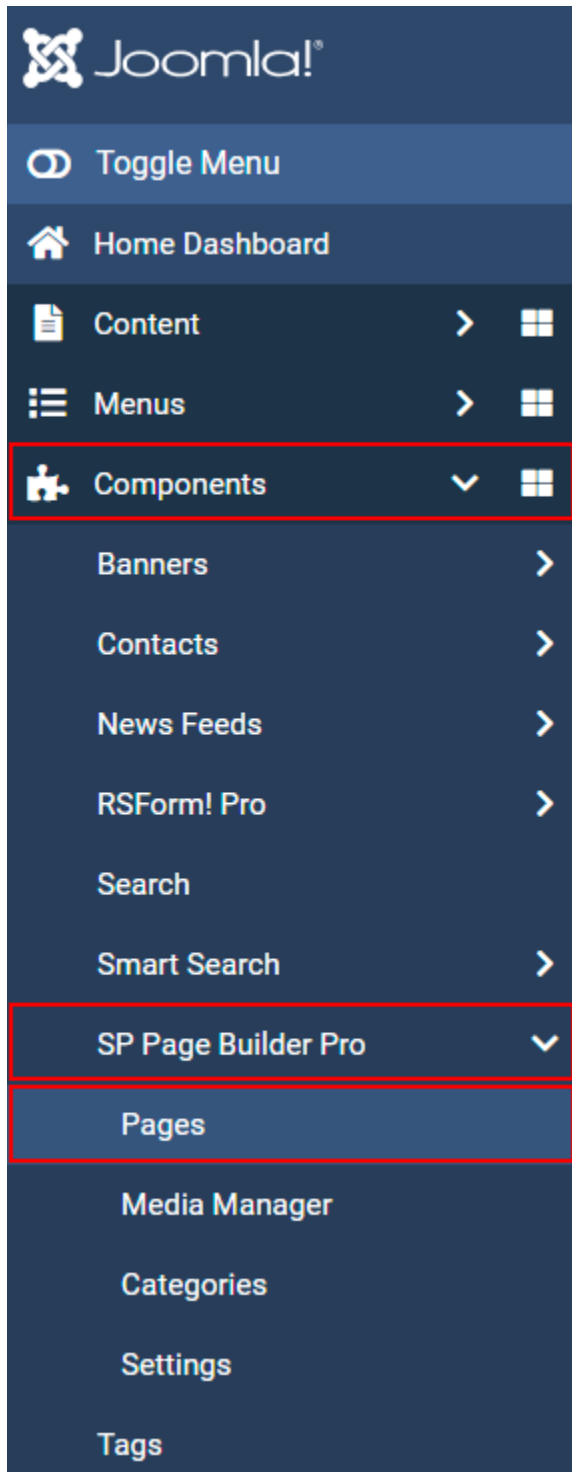


Login in:

See information on your ticket for login credentials



To begin, we'll keep it simple

Once logged in, you'll note a dashboard with menu on the left. It offers quite a bit of access to tools and information.

Our best advice is to spend time learning how to use Joomla before going ahead with any of these settings and services.

In the meantime you can go ahead and use the page editing part of Joomla without affecting any other settings or configurations.

To edit your site pages there is a special section:

In the menu click:

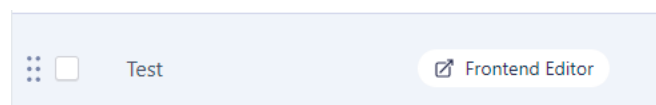
Components > SP Page Builder Pro > Pages

Using the test page

We have created a page called "test" which you will find in your page list. You can edit and play with this page confident it will not affect y our site at all.

A great place for learning.

To edit the test page (or any page) click the "Front End Editor button" beside it. More about how to get a list of pages is next..

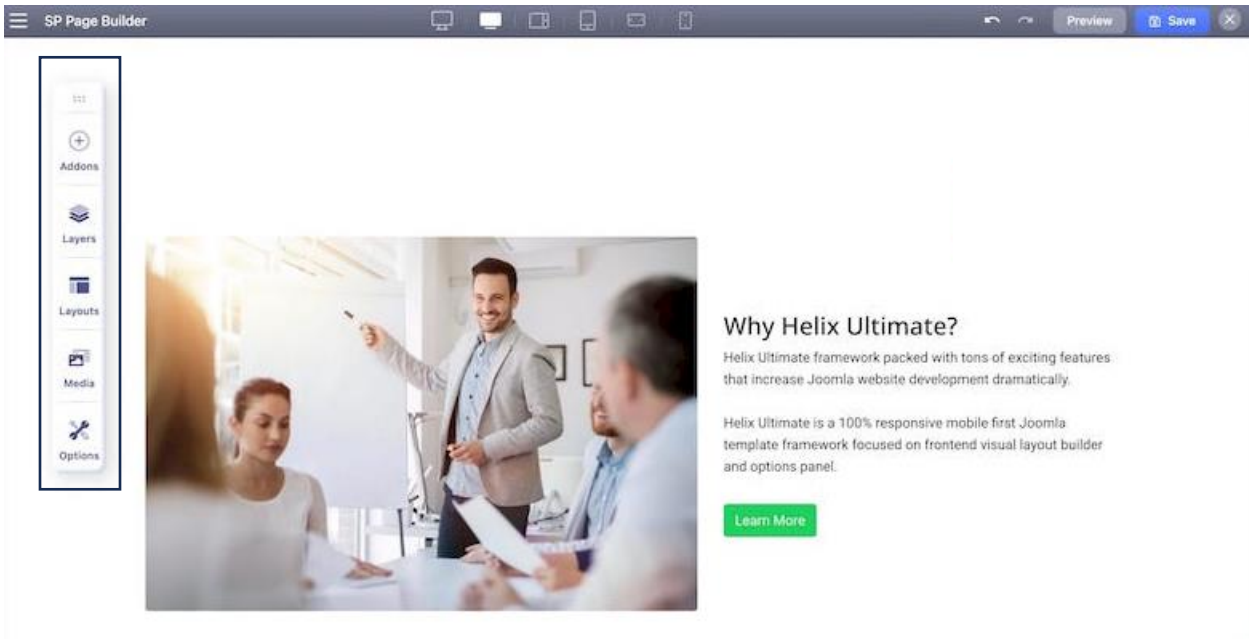


To edit pages:

1. See the below example list of web pages – as you wave your mouse over the Page you will see “Front End Editor” pop up as a choice
2. Click any page to edit (or click the . . . at the end for other options (as shown))

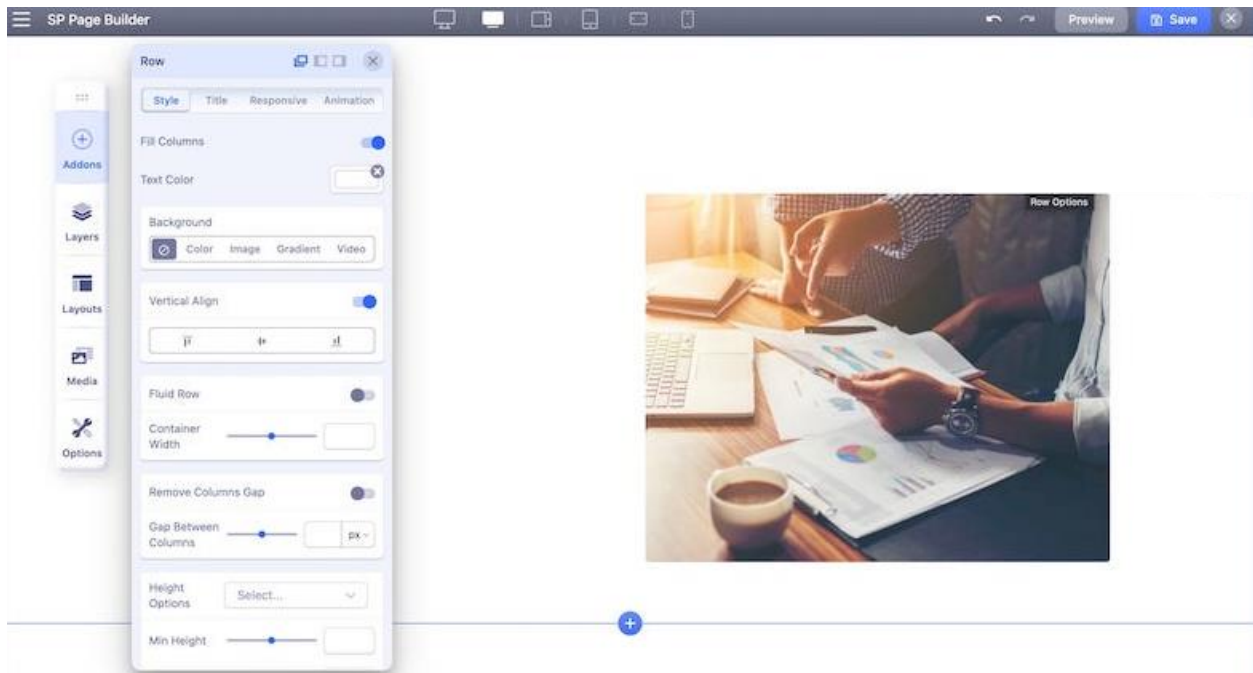
<input type="checkbox"/>	About	JoCool	-	Public	29	139	All	✔ Published	⋮
<input type="checkbox"/>	Applications	JoCool	-	Public	30	108	All	✔ Published	⋮
<input type="checkbox"/>	Contact New	JoCool	-	Public	32	192	All	✔ Published	⋮
<input type="checkbox"/>	Home	-	-	Public	9	3034	All	✔ Published	⋮
<input type="checkbox"/>	Products	JoCool	-	Public	31	128	All	✔ Published	⋮
<input type="checkbox"/>	Test			Public	33	0	All	✔ Published	⋮

Once opened, your page will look like the below – you’ll note a **toolbox** hovering on the left and content on the page that appears “live” because it is. Any change you make here will take affect once saved.



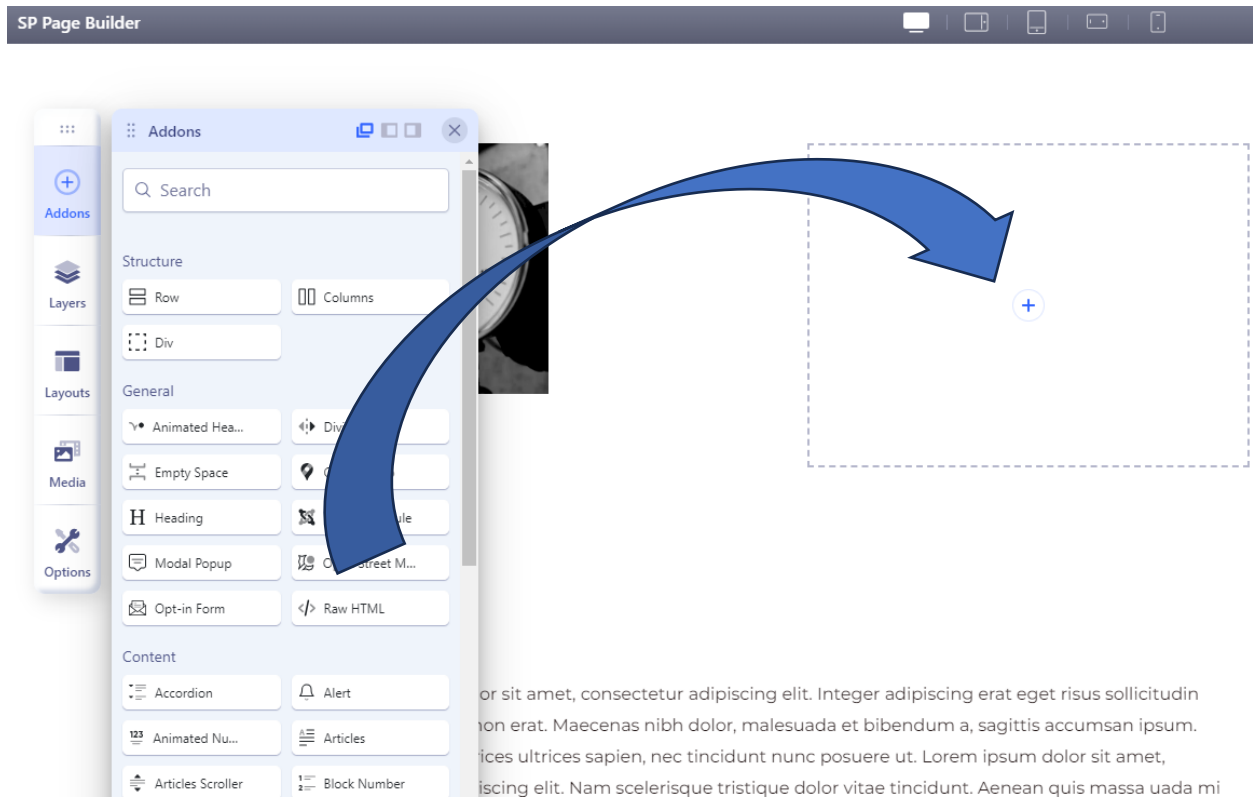
To edit any item on a page (picture, text block, headline, video etc)

1. Click the item (picture, headline, text etc) and note it will “highlight”
2. Note the toolbox will now pertain to what you clicked
3. Use the adjustments and options to change text, colours, pictures etc.
4. The available tools and options will change with each item



To add a NEW element to any page (picture, headline, text, slideshow etc)

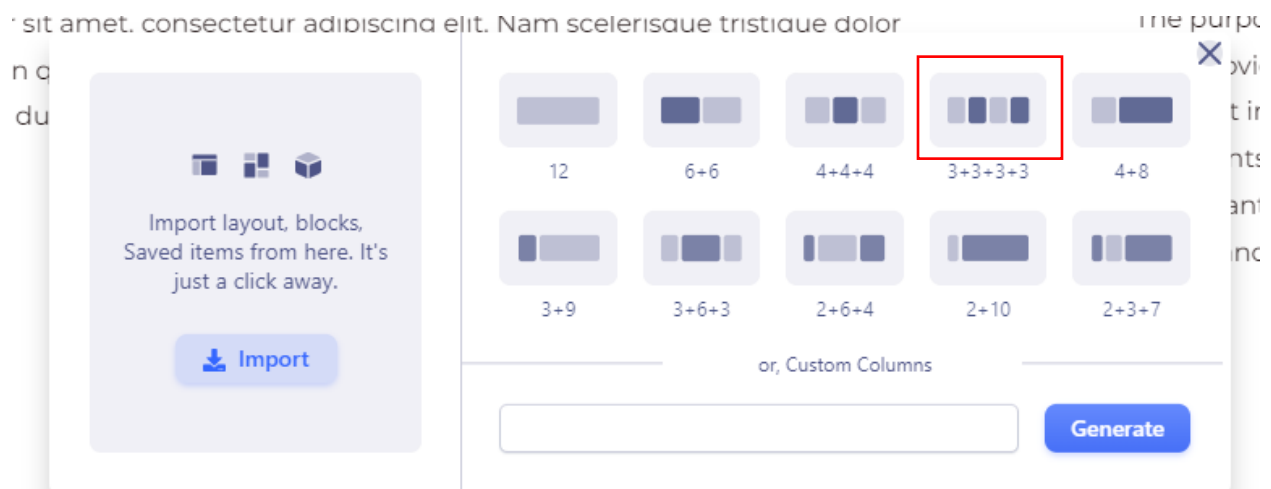
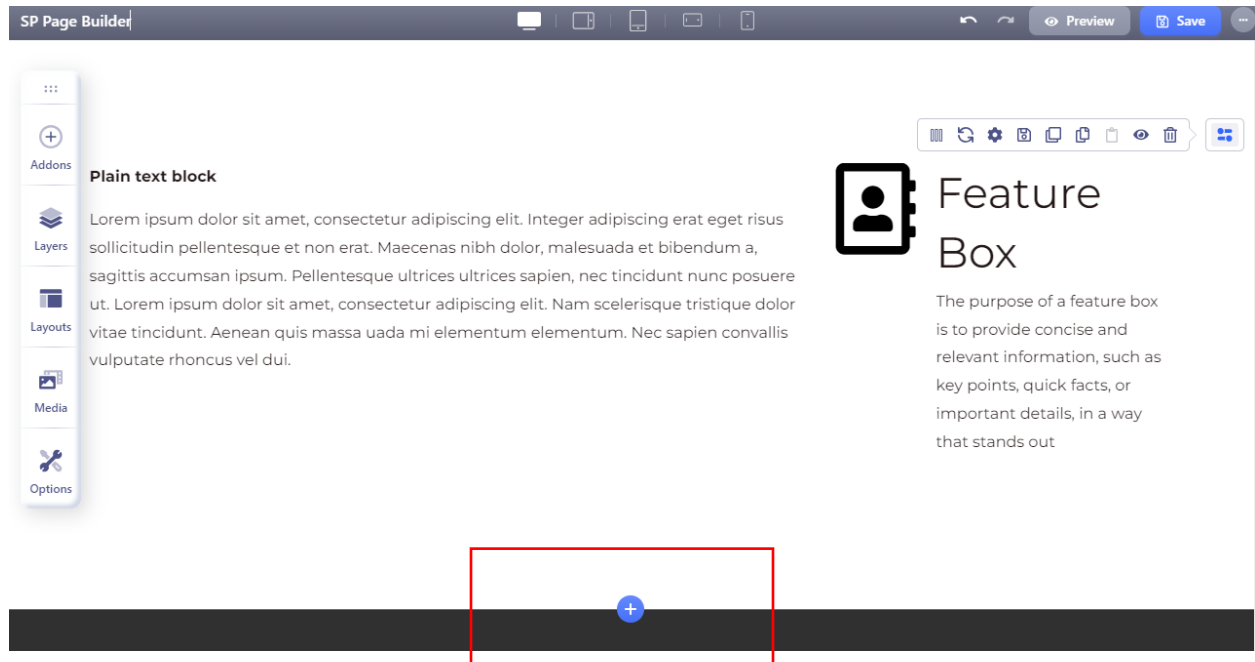
1. Click ADD ONS in the toolbox and
2. Drag any addon from the selection over to your page (be sure to land it in a **layout space**)
(shown below a layout space is a box within your grid)
3. You can then fill in all the details to make the add on appear as desired. (we suggest using the test page for practice when working with new elements and trying out new addons.



Adding a new Layout Space to your page

You may want to add a new “row” with different widths of layout boxes and it’s easy to do. On any open page find a space border (characterised by the +)

1. Click the +
2. Choose the layout type from the examples that pop up
3. Start dragging over new “addons”



Above we chose the 4-column layout as a new row to add. Each time you want to add a new layout of columns you need to add a new row just like this.

Below you can see a new row of 4 spaces in which you can “drag” any addons from the left-hand toolkit to add to your page. (pictures, text, videos etc)

