

# Guide to Editing Your Website

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**Admin Area:** You will receive access to your Admin Area via email. It can always be found at [YourChapter.org/wp-admin](#) (replace [YourChapter.org](#) with your domain name)

When designing this theme, we focused on ensuring the website effectively engages visitors. That’s why you’ll find a **call-to-action** section at the bottom of most pages, guiding users toward meaningful actions—whether it’s joining your organization, enrolling in a program, making a donation, or reaching out for more information.

This theme is highly customizable, allowing you to brand it as your own by adjusting colors and updating the logo to reflect your identity. Below, you’ll find a list of the demo pages included in your website, along with instructions on how to access them from the Admin Dashboard. You can also click on any page link to jump directly to a section within this guide for detailed editing instructions.

While this guide is tailored to your current setup, keep in mind that user interfaces may change over time as updates are made. Some steps might look slightly different in the future, but the core editing process should remain similar.

We also encourage **caution when making edits**. Small mistakes can sometimes cause unexpected issues, which may take time to fix. Additionally, be mindful when granting admin access to others. If someone only needs to update text or content, Editor Access is sufficient and prevents unintended changes to important site settings.

If you're ever unsure about something, don't hesitate to reach out—**we're here to help!** For any questions or assistance with your website, please open a [support ticket](#), and we'll be happy to assist you.

## **Pages (Overview)**

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## **Theme (Site-Wide Elements)**

- [Header](#)
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- [Theme Color and Logo Change](#)

# Changing Theme Colors and Logo

Follow these steps to update the theme colors and logo on your website.

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## 1. Access Site Settings

- Navigate to **Elementor > Home** in the Admin Dashboard.
  - Here, you can also edit popups if needed.
  - Click **Site Settings > Customize**.
  - Once the editor loads, click the **Site Settings** icon in the top-left corner.
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## 2. Change the Logo

- Click **Site Identity**.
  - Click on the **Logo** to upload a new image or select an existing one from the media library.
  - Adjust the logo size if necessary.
  - Once Satisfied, click **Save Changes**.
  - To change the Footer Logo click [here](#).
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## 3. Update Theme Colors

- Click **Global Colors**.
  - Locate the **Accent and Primary Color** settings.
  - Click the color box to select a new main color for your site.
  - Adjust any additional colors as needed to maintain consistency.
  - Once Satisfied, click **Save Changes**.
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## 4. Save and Review

- Once satisfied, click **Save Changes**.
  - Review the updates.
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# Pages

Follow steps below to help you add, edit, and maintain pages on the website while keeping the visual appeal intact. If something doesn't look right or requires advanced editing, don't hesitate to [contact us](#).

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## General Tips for Editing Pages **\*\*IMPORTANT\*\***

- Keep the design visually consistent by maintaining proper spacing, alignment, and styling.
  - Set external links and PDF links to open in a new tab to improve user experience.
  - **Duplicate, Duplicate, Duplicate!** Utilize duplication and edit the duplicate to maintain styling.
  - If you make a mistake, use the **History** option in Elementor to revert changes:
    - Click the menu in the top-left corner, select **History**, and choose a previous action.
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## Create a New Page Using a Template

1. **Navigate to Pages:**
    - Go to your **Admin Dashboard > Pages > Add New** or select a page to edit.
  2. **Add Title:**
    - Enter the title in the "Add Title" field.
  3. **Edit with Elementor:**
    - Click **Edit with Elementor** to launch the page builder.
  4. **Insert one of our Pre-Made Templates:**
    - Click the **folder icon** in the Elementor editor.
    - Navigate to **My Templates (top right of popup) > Select the 1A Starter Page Template > Click Insert.**
    - **Important:** Select **Don't Apply Page Settings** when prompted.
  5. **Add New Sections:**
    - Click the **plus (+)** icon to add a new section.
    - You can insert additional templates or build sections manually using Elementor widgets.
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## Editing Text

1. Click on the text you want to edit.

2. Use the **Left Edit Panel** to make changes.
  3. Adjust font size, color, and alignment under the **Style Tab** if needed.
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## Changing Background Images

1. **Select the Section:**
    - Hover over the section and click the **box icon** in the top-left corner of the section.
  2. **Navigate to the Style Tab:**
    - In the left panel, click the **Style Tab**.
  3. **Replace the Image:**
    - Under the **Background** header, click the existing image.
    - The Media Library will open—upload a new image or select an existing one and save changes.
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## Editing Specific Elements

### *Info Boxes / Small Call to Action Boxes*

1. **Select the Call to Action Box**
    - Click on the existing Call to Action box to select it.
    - The left editing panel will display customization options.
  2. **Update Content**
    - In the left panel, locate the **Content** section.
    - Click the **arrow icon** next to **Content** to expand the options.
    - Update the following fields:
      1. **Title:** Enter the heading for the Call to Action box.
      2. **Description:** Add or modify the supporting text beneath the title.
      3. **Button:**
        1. Enter the **Button Text** (e.g., “Learn More” or “Get Started”).
        2. Add the **URL** where users will be directed when they click the button.
        3. Under **Apply Link On**, select **Button Only** to ensure the link is applied only to the button and not the entire box.
  3. **Preview and Publish**
    - Click the **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
    - Once satisfied, click **Publish** to save the changes.
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## *Large Call to Action Section (color or image background)*

1. **To edit the text:**
    - Click on the text you want to update.
    - Use the **left editing panel** to make your changes.
  2. **To change the image:**
    - Ensure the **Structure Box** is visible on the right side of the screen for easy navigation and editing.
    - If it isn't visible, click the **Layer Icon** in the top-left menu to display it.
    - Click "CTA" in the structure panel on the right of the screen.
    - Go to the **Style Tab** in the left editing panel.
    - Under the **Background** header, click the current image to open the media library.
    - Upload or select a new image.
  3. **Preview and Publish**
    - Click the **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
    - Once satisfied, click **Publish** to save the changes.
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## *Toggle (FAQs)*

1. **Select the Toggle Widget:**
    - Hover over the toggle section and click.
  2. **Edit Toggle Items:**
    - In the **left panel**, update the titles and content of each item.
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## **Duplicating Containers or Sections**

1. **Enable the Structure Panel:**
  - If the structure menu isn't visible, click the **layer icon** in the top-left corner of the Elementor editor.
2. **Select the Outer Container:**
  - Hover over the section or text you want to duplicate.
  - Click the small grey box with a black outline in the top-left corner of the container.
  - Ensure you select the **outermost container** (you will see a border around the entire section).
3. **Duplicate the Container:**
  - In the **Structure Panel**, right-click the highlighted container and select **Duplicate**.
4. **Edit the New Container:**
  - Click the duplicated container and update its text, images, or links in the **left panel**.

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## Preview and Publish

- **Preview the Page:**
    - Click the **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
  - **Publish the Page:**
    - When satisfied, click **Publish** in the top-right corner to make the changes live.
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## Additional Notes

- **Templates:** Utilize the pre-designed templates we created for the website to maintain visual consistency and speed up the editing process.
  - **Menubar:** If you add a new page, remember to also add it to the menubar for accessibility (follow the [menubar instructions](#)).
  - **Support:** If something looks out of place or you're unsure about your edits, [contact us](#) for assistance.
  - **Best Practices:** Always review your pages on both desktop and mobile views to ensure they look great across all devices.
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By following this guide, you'll be well on your way to successfully editing pages on your website while maintaining its professional appearance.

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## Home Page

Follow these detailed steps to update specific sections of your homepage.

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### 1. Access the Homepage

- Navigate to **Admin Dashboard > Pages > Home > Edit with Elementor**.
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### 2. Hero Section

- **To edit the text:**
    1. Click on the text you want to update.
    2. Use the **left editing panel** to make your changes.
  - **To change the image:**
    1. Ensure the **Structure Box** is visible on the right side of the screen for easy navigation and editing.
    2. If it isn't visible, click the **Layer Icon** in the top-left menu to display it.
    3. Click "Hero" in the structure panel on the right of the screen.
    4. Go to the **Style Tab** in the left editing panel.
    5. Under the **Background** header, click the current image to open the media library.
    6. Upload or select a new image.
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### 3. Quick Links Section

- Click on the section you want to edit.
  - Use the **left editing panel (Content Tab)** to update text, icons, or links.
  - **Tip:** Keep the text consistent in length (4 lines) for a balanced and visually appealing layout.
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### 4. Mission Section

- **To edit the text:**
    1. Click on the text you want to update.
    2. Use the **left editing panel** to make your changes.
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### 5. What We Do Section

- **To edit the text:**
  1. Click on the text you want to update.
  2. Use the **left editing panel** to make your changes.
- **To add or update the boxes:**
  1. **Select the Call to Action Box**
    - Click on the existing Call to Action box to select it.
    - The left editing panel will display customization options.
  2. **Update Content**
    - In the left panel, locate the **Content** section.
    - Click the **arrow icon** next to **Content** to expand the options.
    - Update the following fields:
      - **Title:** Enter the heading for the Call to Action box.
      - **Description:** Add or modify the supporting text beneath the title.

- **Button:**
    - Enter the **Button Text** (e.g., “Learn More” or “Get Started”).
    - Add the **URL** where users will be directed when they click the button.
    - Under **Apply Link On**, select **Button Only** to ensure the link is applied only to the button and not the entire box.
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## 6. Latest Initiatives Section

- **Do not edit this section on the Homepage Editing Screen.**
  - This section automatically pulls the latest posts.
    - To update, navigate to **Admin Dashboard > Posts**.
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## 7. Donate CTA

- **To edit the text:**
    1. Click on the text you want to update.
    2. Use the **left editing panel** to make your changes.
  - **To change the image:**
    1. Ensure the **Structure Box** is visible on the right side of the screen for easy navigation and editing.
    2. If it isn't visible, click the **Layer Icon** in the top-left menu to display it.
    3. Click “CTA” in the structure panel on the right of the screen.
    4. Go to the **Style Tab** in the left editing panel.
    5. Under the **Background** header, click the current image to open the media library.
    6. Upload or select a new image.
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## 8. Our Sponsors Section

- To add or update sponsor logos:
    1. Click on an existing image.
    2. In the **left editing panel**, under **Slides**, click **Add Item** to add a new sponsor/logo.
    3. Upload an image and add a link.
    4. Click the **Settings Icon** next to the link and select **Open in New Window**.
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## 9. Testimonials Section

- **To edit the header text:**
    1. Click on the text you want to update.
    2. Use the **left editing panel** to make your changes.
  - **To add or update testimonials:**
    1. Click on an existing testimonial.
    2. In the **left editing panel**, under **Slides**, click **Add Item** to add a new testimonial.
    3. Type the testimonial under “Content”, add image, name and title.
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## 10. Preview and Publish

- **Preview Your Updates:**
    - Click the **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
    - Test all links to ensure they open correctly (e.g., in a new tab if needed).
  - **Publish Your Changes:**
    - When satisfied, click **Publish** in the top-right corner to make the changes live.
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## Important Reminder

Always preview your page or post before publishing to ensure it appears and functions as intended on your live site.

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## Team Page

Follow the instructions below to add, edit, or remove team members (Officers, Board of Directors, etc.).

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## Adding a Team Member

1. **Navigate to the Page Editor**
  - Log in to the **Admin Dashboard**.
  - Go to **Pages** in the left-hand menu.
  - Click on the **Team** page.
  - Click **Edit with Elementor** to open the page builder.
2. **Enable the Structure Panel**

- Ensure the **Structure Box** is visible on the right side of the screen for easy navigation and editing.
  - If it isn't visible, click the **Layer Icon** in the top-left menu to display it.
- 3. Duplicate an Existing Team Member**
- Hover over an existing team member's image.
  - Locate the small grey box with a black outline in the top-left corner of the image (it will display "**Edit Container**" when hovered).
  - Ensure you are selecting the **outermost container** (the entire section will be outlined).
  - Right-click the highlighted container in the **Structure Panel** and select **Duplicate**.
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## Editing the Front Side of the Flip Box

1. **Locate the Team Member / Flip Box**
    - Hover over the team member to reveal the **pink editing outline**.
    - Click the **Edit (pencil) Icon** to open the settings in the left panel.
  2. **Modify the Title & Description**
    - In the **Content Tab**, under **Front**, edit the **Title** and **Description** fields.
  3. **Adjust Image and Styling**
    - Navigate to the **Style Tab**.
    - Under **Front**, update the **Background Color** or **Background Image**.
    - Modify text color, typography, and alignment as needed.
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## Editing the Back Side of the Flip Box

1. **Modify the Title & Description**
    - Under **Content Tab > Back**, edit the **Title** and **Description** fields.
  2. **Update the Button (Optional)**
    - Scroll down to **Button** settings.
    - Change the **Text**, **Link**, and **Alignment**.
    - Ensure external links (e.g., PDF bios) open in a new tab. Click the **settings icon (cog)** next to the URL and select **Open in new window**.
  3. **Adjust Image and Styling**
    - Under **Style Tab > Back**, update **Background Color** or **Background Image**.
    - Modify text color, typography, and alignment as needed.
- 

## Configuring Flip Settings

1. **Navigate to the Settings Panel**
    - Under the **Content Tab**, locate **Settings**.
  2. **Set Box Height (Optional)**
    - If the content appears cut off, adjust the **Min Height** under the **Style Tab**.
- 

## Deleting a Team Member

1. **Enable the Structure Panel**
    - Ensure the **Structure Box** is visible on the right side of the screen for easy navigation.
  2. **Locate the Team Member to Remove**
    - Hover over the team member's image and locate the grey box with a black outline in the top-left corner.
    - Ensure you are selecting the **outermost container** (the entire section will be outlined).
  3. **Delete the Container**
    - In the **Structure Panel**, right-click the highlighted container and select **Delete**.
  4. **Save and Publish**
    - Click **Save**.
    - Use the **Preview (Eye Icon)** at the top-right to confirm the changes.
    - Once satisfied, click **Publish** to make the changes live.
- 

## Testimonials Section

- **To edit the header text:**
    1. Click on the text you want to update.
    2. Use the **left editing panel** to make your changes.
  - **To add or update testimonials:**
    1. Click on an existing testimonial.
    2. In the **left editing panel**, under **Slides**, click **Add Item** to add a new testimonial.
    3. Type the testimonial under "Content", add image, name and title.
- 

## Important Notes

- **Always Preview Before Publishing:** Review all changes in preview mode to ensure the layout, images, and links appear correctly.
- **Maintain Consistency:** Use uniform image dimensions and formatting for text to keep the page visually appealing.
- **[Contact Us](#):** If further assistance is required, don't hesitate to reach out for help.

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# Membership

To add or edit membership page, follow these simple steps:

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## Access the Membership Page

- Navigate to **Admin Dashboard > Pages > Membership > Edit with Elementor**.
- 

## Editing Text

1. Click on the text you want to edit.
  2. Use the **Left Edit Panel** to make changes.
  3. Adjust font size, color, and alignment under the **Style Tab** if needed.
- 

## Chapter Dues Price Table

1. **Edit the National Dues and Chapter Dues values:**
    - In the left panel, click **Features** and select **National Dues** or **Chapter Dues**.
    - Change the values in the Text Field after clicking on the respective item.
  2. **Update Pricing Box:**
    - After editing the dues, calculate the total and update the Pricing box with the new amount.
- 

## Info Boxes & Call to Action Sections

1. **Edit Info Boxes / Small Call to Action Boxes**
    - [Click here for instructions.](#)
  2. **Edit Large Call to Action Section (color or image background):**
    - [Click here for instructions.](#)
- 

## Preview and Publish

- **Preview Your Updates:**
    - Click the **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
    - Test all links to ensure they open correctly (e.g., in a new tab if needed).
  - **Publish Your Changes:**
    - When satisfied, click **Publish** in the top-right corner to make the changes live.
- 

## Events

To add or edit events, follow these simple steps:

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### Adding a New Event

1. **Access the Events Section**
    - Navigate to the **Admin Dashboard**.
    - Click **Events** in the left-hand sidebar.
  2. **Add a New Event**
    - Click the **Add New** button at the top of the page.
    - Enter the **Event Title** in the title box (this will appear as the event's page title).
  3. **Add Event Description**
    - Use the main page editing area to add details about the event (e.g., schedule, agenda, special notes).
  4. **Set Event Details**
    - In the **Event Details** box, provide the following information:
      - **Date and Time:** Specify the start and end times.
      - **Location and Venue:** Enter the event venue's name and address.
  5. **Save Your Work**
    - Use one of the following options:
      - **Preview:** View how the event will look on the site before saving.
      - **Save as Draft:** Save your progress without publishing the event.
      - **Publish:** Make the event live on the website.
- 

### Additional Notes

- **Visual Consistency:** To maintain a professional appearance, ensure event details are formatted consistently. For instance:
  - Use clear and concise titles.
  - Ensure external links (e.g., venue websites) open in a new tab.

- If you encounter issues don't hesitate to [contact us](#). We're here to help you keep your site running smoothly!
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## Gallery

The **Gallery** section allows you to display multiple image galleries organized by categories. Follow these steps to edit or update the gallery on your website.

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### 1. Selecting the Gallery

- Navigate to **Admin Dashboard > Pages > Gallery > Edit with Elementor**.
  - Click on the existing **Gallery** element to select it.
  - The left editing panel will display customization options.
- 

### 2. Choosing the Gallery Type

- In the left panel, expand the **Settings** section.
  - Under **Gallery Type**, select **Multiple** to enable multiple categorized galleries.
- 

### 3. Adding and Managing Galleries

- In the left panel, locate the **Galleries** section.
  - To add a new gallery:
    - Click **Add Item** to create a new gallery.
    - Enter the **Gallery Title** in the provided field.
    - Click the **Image Selector** to upload or choose images from the Media Library.
    - Click **Insert Media** to apply changes.
  - To edit an existing gallery:
    - Click on the gallery title and modify its name or images as needed.
  - To remove a gallery:
    - Click the **X icon** next to the gallery name.
- 

### 4. Adjusting Gallery Settings

- Expand the **Gallery Settings** section in the left panel.
  - Customize the following options:
    - **Layout:** Choose from Grid, Masonry, or Justified.
    - **Filter Bar:** Enable or disable category filtering to allow users to sort images by gallery.
    - **Overlay Settings:** Adjust hover effects, captions, and icons that appear when users hover over images.
- 

## 5. Preview and Publish

- Click the **Preview Changes (Eye Icon)** at the top-right corner to review the gallery layout.
  - Once satisfied, click **Publish** to save the changes.
- 

# Job Opportunities

To add or edit jobs, follow these simple steps:

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## Access the Job Opportunities Page

- Navigate to **Admin Dashboard > Pages > Job Opportunities > Edit with Elementor**.
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## Editing Text

1. Click on the text you want to edit.
  2. Use the **Left Edit Panel** to make changes.
  3. Adjust font size, color, and alignment under the **Style Tab** if needed.
- 

## Editing the Job Listing / Front Side of the Flip Box

1. **Locate the Job Listing / Flip Box**
  - Hover over the team member to reveal the **pink editing outline**.
  - Click the **Edit (pencil) Icon** to open the settings in the left panel.
2. **Modify the Title & Description**

- In the **Content Tab**, under **Front**, edit the **Title** and **Description** fields.
- 

## Editing the Back Side of the Flip Box

1. **Modify the Title & Description**
    - Under **Content Tab > Back**, edit the **Title** and **Description** fields.
  2. **Update the Button (Optional)**
    - Scroll down to **Button** settings.
    - Change the **Text**, **Link**, and **Alignment**.
    - Ensure external links (e.g., PDF bios) open in a new tab. Click the **settings icon** (cog) next to the URL and select **Open in new window**.
- 

## Configuring Flip Settings

1. **Navigate to the Settings Panel**
    - Under the **Content Tab**, locate **Settings**.
  2. **Set Box Height (Optional)**
    - If the content appears cut off, adjust the **Min Height** under the **Style Tab**.
- 

## Preview and Publish

- **Preview Your Updates:**
    - Click the **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
    - Test all links to ensure they open correctly (e.g., in a new tab if needed).
  - **Publish Your Changes:**
    - When satisfied, click **Publish** in the top-right corner to make the changes live.
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## Contact Page

Follow these steps to edit the contact form on your website.

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## Editing the Contact Form

## 1. Access the contact form

- Navigate to Admin Dashboard > Pages > **Contact** > Edit with Elementor.
  - Click on the form to open the **Edit Form** settings in the left panel.
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## 2. Edit form fields

- In the left panel, expand the **Form Fields** section.
  - Click on any field to edit its label, placeholder, and required settings.
  - Click **Add Item** to include additional fields if needed.
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## 3. Configure email settings

- **From Email**
    - Use the email configured in WP Mail SMTP to improve email deliverability.
    - Contact support if you experience issues with email delivery.
  - **From Name**
    - Enter the name that will appear as the sender when you receive form submissions.
  - **Reply-To Email**
    - Select the **Email Field** option to ensure replies go directly to the sender's email address.
  - **CC (Carbon Copy)**
    - Add an email address here if you want to send a copy of form submissions to additional recipients.
  - **BCC (Blind Carbon Copy)**
    - Add an email address here if you want to send a copy of form submissions to additional recipients without them being visible to others.
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## 4. Test the form

- After publishing the page, navigate to the contact page.
  - Fill out and submit the form to ensure emails are being received in your inbox.
  - If you do not receive the email, [contact support](#) for assistance.
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## 5. Preview and Publish

- Click **Preview Changes (eye icon)** at the top-right corner to review your updates.
- Once satisfied, click **Publish** to apply the changes.

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## Editing the Large Call to Action Section (color or image background)

- [Click here for instructions.](#)

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## Editing the Toggle (FAQs)

- [Click here for instructions.](#)

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# MenuBar

## Important Note

- Changing the MenuBar layout can impact how it appears on your website. Adding too many top-level menu items may cause some items to overflow or fall below the allotted space. Always view the website to ensure the menu appears as intended and functions correctly.

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## Accessing the MenuBar Settings

1. Log in to the **Admin Dashboard**.
2. Navigate to **Appearance > Menus**.
3. Select a Menu to Edit:
  - From the dropdown, select **Main Navigation (Header Menu)** or whichever menu you would like to edit, and click **Select**.

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## Adding Menu Items

1. Locate the pane titled **Pages or Posts** on the left side of the screen.
2. View All Items:
  - Click the **View All** link within the pane to see all currently published pages or posts.

3. Select Items to Add:
    - Check the boxes next to the pages or posts you want to add to the menu.
  4. Add Items to the Menu:
    - Click the **Add to Menu** button at the bottom of the pane.
    - The selected items will appear at the very bottom of the menu structure on the right.
  5. Reposition Items:
    - Hold and drag the items to your desired position within the menu structure.
- 

## Editing Menu Items

1. Edit Text:
    - Click the dropdown icon next to a menu item to expand its settings.
    - Update the **Navigation Label** (visible menu text).
  2. Rearrange Items:
    - Drag and drop menu items to reorder them.
    - Indent items slightly to create submenus under top-level items.
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## Saving the Menu

1. Scroll to the bottom of the **Menu Structure** section.
  2. Click the **Save Menu** button to apply your changes.
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## Final Review

- After saving, visit the website to confirm the menu displays correctly across devices. Pay particular attention to how it appears on smaller screens, as overcrowding or layout changes may affect the user experience.
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## Additional Notes

- The MenuBar is a key part of your site's navigation and overall user experience. Be mindful of maintaining a clean and organized layout.
  - For advanced edits, such as custom styling or resolving layout issues, please [contact us](#).
  - If you experience any issues or need further guidance, don't hesitate to reach out!
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# Header

The **Header** section contains the most important site-wide elements such as the logo and menubar. Follow these steps to edit the header.

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## 1. Access the header

- Navigate to **Admin Dashboard > Templates > Theme Builder > Header**.
  - Click **Edit** to open the header for customization.
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## 2. Edit header elements

- **Logo**
    - Click on the Site Logo to update it.
    - In the left panel, click Choose Image to upload a new logo or select an existing one from the media library.
    - If the logo appears too large, resize the image before uploading or adjust the width and height settings in the left panel.
  - **Navigation Menu**
    - Select the **Main Navigation menu** from the menu settings in the left panel.
    - To edit the menu links, follow the **MenuBar instructions**.
  - **Top menu**
    - Select the **Top Menu** from the menu settings in the left panel.
    - To edit the menu links, follow the **MenuBar instructions** and select **Top Menu**.
- 

## 3. Preview and Publish

- Click **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
  - Once satisfied, click **Publish** to apply the changes site-wide.
- 

# Footer

## Join Us / CTA Section

1. To edit the text:

- Click on the text you want to update.
- Use the **left editing panel** to make your changes.
- 2. **To change the image:**
  - Ensure the **Structure Box** is visible on the right side of the screen for easy navigation and editing.
  - If it isn't visible, click the **Layer Icon** in the top-left menu to display it.
  - Click "CTA" in the structure panel on the right of the screen.
  - Go to the **Style Tab** in the left editing panel.
  - Under the **Background** header, click the current image to open the media library.
  - Upload or select a new image.
- 3. **Preview and Publish**
  - Click **Preview Changes (Eye Icon)** at the top-right corner to review your updates.
  - Once satisfied, click **Publish** to save the changes.

## Editing the Footer

The **Footer** section contains important site-wide elements such as the logo, contact details, quick links, social media icons, and copyright information. Follow these steps to edit the footer.

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### 1. Access the footer

- Navigate to **Admin Dashboard > Templates > Theme Builder > Footer**.
- Click **Edit** to open the footer for customization.

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### 2. Edit footer elements

- **Footer logo and summary**
  - Click the **image box** to update the footer logo and/or edit the summary text in the description field.
- **Quick links**
  - Select the **footer menu** from the menu settings in the left panel.
  - To edit the menu links, follow the **MenuBar instructions** and select **Footer Navigation**.
- **Contact info and socials**
  - Click the text or icons you want to update.
  - In the left panel, modify the **icon list** to update contact details or social media links.
  - Click **Add Item** to insert a new entry or icon.
- **Map**
  - Hover over the map section.
  - Click the **pencil icon** in the top-right corner labeled **Edit Google Maps**.
  - In the left panel, update the **location** field with the correct address.
- **Copyright**

- Click on the copyright text.
  - In the left panel, under **Text Editor**, select **Current Date Time** to ensure it auto-updates yearly.
  - Expand the **Advanced** dropdown and edit the "**After**" field to customize the text following the date.
  - **Privacy policy footer menu**
    - Select the appropriate menu from the **menu settings** in the left panel.
    - To edit the menu links, follow the **MenuBar instructions** and select **Privacy Policy Footer Nav**.
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### 3. Preview and Publish

- Click **Preview Changes (eye icon)** at the top-right corner to review updates.
  - Once satisfied, click **Publish** to apply the changes site-wide.
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### Additional Support

- If you have any questions or need assistance, please open a support ticket at <https://greenlightdesignstudios.com/support-portal/>