

# WordPress Website Building: A Complete Guide for Beginners

## A Step-by-Step Manual for Adults Learning Web Design

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## 1. INITIAL SETUP

### What You Need Before Starting

Before beginning your website project, ensure you have:

- A domain name purchased and active (e.g., [www.yoursite.com](http://www.yoursite.com))
- A hosting account (WordPress hosting provider)
- Access to your WordPress admin dashboard

- A modern web browser (Chrome, Firefox, Safari, or Edge)
- Administrator access to your WordPress site

## Logging Into WordPress

1. Open your web browser
2. Go to `yoursite.com/wp-admin` (replace "yoursite.com" with your actual domain)
3. Enter your username and password
4. Click "Log In"
5. You now see the WordPress Dashboard

## Understanding the Dashboard Layout

**Left Sidebar Menu:** Contains all main functions

- Dashboard (home page)
- Posts (blog articles)
- Pages (static pages like "About Us")
- Appearance (themes, menus, customization)
- Plugins (tools for your site)
- Settings (general site settings)

**Top Bar:** Quick access and admin information

- Shows your site name
- Displays "View Site" button
- Shows user profile and logout

**Main Content Area:** Changes based on what you click in the sidebar

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## 2. INSTALLING YOUR THEME

### What is a Theme?

A theme is a complete design template that controls how your entire website looks. It includes colors, fonts, layouts, and styling. Think of it as buying professional interior design for your website.

### Step-by-Step Theme Installation

#### Step 1: Navigate to Themes

1. Look at the left sidebar menu

2. Find "Appearance" and click it
3. A submenu appears with options
4. Click "Themes"
5. You see your current active theme and a gallery of available themes

### **Step 2: Search for Astra Theme (Recommended for Beginners)**

1. Click the button labeled "Add New" (usually in the top area)
2. A search box appears at the top
3. Click in the search box
4. Type "Astra" and press Enter
5. The Astra theme appears in the results with a preview image

### **Step 3: Install the Theme**

1. Hover your mouse over the Astra theme card
2. A button appears that says "Install"
3. Click "Install"
4. A loading animation appears (the site is downloading the theme files)
5. The button changes to "Activate"

### **Step 4: Activate the Theme**

1. Click the "Activate" button
2. The page reloads
3. A success message appears: "Theme activated"
4. Your website now uses the Astra design

### **Customizing Basic Theme Settings**

#### **After activating your theme:**

1. Click "Appearance" in the left sidebar
2. Click "Customize"
3. A customizer panel appears on the left
4. You see options like:
  - **Site Title:** Your business or website name

- **Tagline:** A short description
- **Logo:** Your business logo
- **Colors:** Color scheme
- **Fonts:** Typography choices

**To make changes:**

1. Click each section to expand it
  2. Make your edits
  3. See live previews on the right side of the screen
  4. Click "Publish" to save permanently
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### **3. INSTALLING REQUIRED PLUGINS**

#### **What are Plugins?**

Plugins are software add-ons that extend your WordPress functionality. They're like apps on your phone—you install them to add specific features.

#### **Essential Plugins for Building**

##### **Plugin 1: Elementor (Page Builder)**

Elementor is a drag-and-drop website builder that makes creating pages simple and visual.

Installation steps:

1. Click "Plugins" in the left sidebar
2. Click "Add New"
3. In the search box, type "Elementor"
4. Find "Elementor" by Elementor.com (the official version)
5. Click "Install Now"
6. Wait for the installation to complete
7. Click "Activate"

##### **Plugin 2: Starter Templates**

Starter Templates provides pre-designed website templates that you can customize.

Installation steps:

1. Click "Plugins" in the left sidebar

2. Click "Add New"
3. In the search box, type "Starter Templates"
4. Find "Starter Templates" by Brainstorm Force
5. Click "Install Now"
6. Click "Activate"

### **Removing Unnecessary Plugins**

WordPress comes with pre-installed plugins you may not need. To remove them:

1. Click "Plugins" in the left sidebar
  2. Click "Installed Plugins"
  3. Look for plugins you don't want
  4. Click the plugin name to select it
  5. At the top, you'll see "Bulk Actions" dropdown
  6. Select "Deactivate" and click "Apply"
  7. After deactivation, the "Delete" option becomes available
  8. Select "Delete" from Bulk Actions
  9. Confirm deletion
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## **4. BUILDING WITH STARTER TEMPLATES**

### **Understanding Starter Templates**

Starter Templates provide ready-made website layouts that you can customize. This saves tremendous time compared to building from scratch.

### **Choosing Your Template**

#### **Step 1: Launch Starter Templates**

1. After activating Starter Templates, you may see a "Get Started" button on your dashboard
2. Click "Get Started"
3. If you don't see this button, go to Appearance > Starter Templates in the sidebar

#### **Step 2: Select a Page Builder**

1. You're asked which page builder to use
2. Select "Elementor" (most beginner-friendly option)

3. Click "Continue"

### **Step 3: Browse Available Templates**

1. You see various template categories:
  - Restaurant & Café
  - Portfolio & Agency
  - E-commerce & Shop
  - Blog & Magazine
  - Photography
  - Fitness & Wellness
  - Professional Services
  - And many more
2. Click a category that matches your business type
3. Browse the templates within that category
4. Read the descriptions to understand what each includes

### **Step 4: Select Your Template**

1. Click on a template that appeals to you
2. You see a preview of how your site will look
3. Many templates are free; some are premium
4. Click the template name to select it

### **Step 5: Start the Installation**

1. Click "Install" or "Continue"
2. The system asks you to select plugins needed
3. Most necessary plugins are pre-selected
4. Uncheck any you don't want
5. Click "Build My Website" or "Install"

### **Step 6: Wait for Installation**

1. The system installs all files
2. A loading bar or spinner appears

3. This can take 2-5 minutes
4. Do not close the browser or refresh the page

### **Step 7: View Your Completed Site**

1. Once complete, a "View Your Website" button appears
  2. Click it to see your new website
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## **5. UNDERSTANDING THE ELEMENTOR EDITOR INTERFACE**

### **How to Access the Elementor Editor**

#### **Method 1: From Your Website**

1. Visit your website (yoursite.com)
2. Make sure you're logged in (you see the WordPress admin bar at the top)
3. At the top of the page, look for "Edit with Elementor" button
4. Click it
5. The editor opens

#### **Method 2: From WordPress Dashboard**

1. Click "Pages" in the left sidebar
2. You see a list of all your pages
3. Hover your mouse over the page name
4. Options appear: "Edit," "Edit with Elementor," etc.
5. Click "Edit with Elementor"

### **The Elementor Editor Layout**

#### **Left Panel (Editing Options):**

- When you select an element, its settings appear here
- Shows properties like color, size, text, spacing
- Contains the content editing area
- Has a "+" icon to add new elements

#### **Center Area (Website Preview):**

- Shows your website as you're building it

- This is where you click to edit elements
- Shows real-time changes as you edit
- Updates instantly without saving

### **Top Toolbar:**

- "Back" button (exit editor)
- "Publish" or "Update" button (save changes)
- "Undo/Redo" arrows (fix mistakes)
- View options (desktop, tablet, mobile)

### **Right Panel (Element Library):**

- Shows available elements to add
- Includes text, images, buttons, videos, forms, etc.
- Drag elements to your page or click to add

### **Key Concepts: Containers, Rows, and Sections**

**Sections:** The largest building blocks

- Contain one or more columns
- You can add background colors or images to the entire section
- You can set width, padding, and spacing

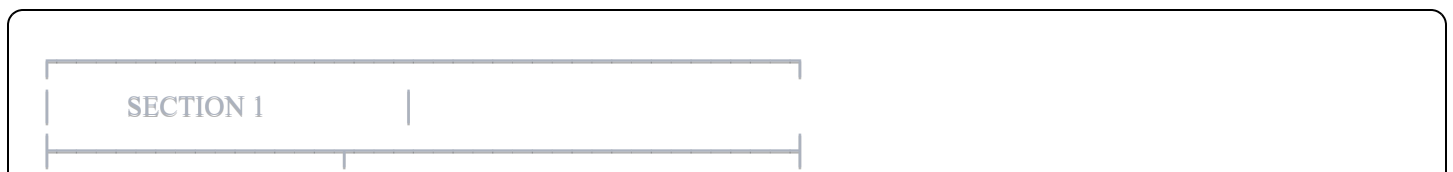
**Columns:** Subdivisions within a section

- A section can have 1, 2, 3, or more columns
- Allows side-by-side layouts
- Each column contains widgets

**Widgets:** The smallest building blocks

- These are actual content elements: text, images, buttons, videos, etc.
- Multiple widgets can stack vertically in a column
- Each widget is independently editable

### **Visual Example of Structure:**





COLUMN 1	COLUMN 2
Heading (Widget)	Image (Widget)
Text (Widget)	Button (Widget)

## 6. EDITING TEXT CONTENT

### Understanding Text Elements

Text in Elementor comes in several forms:

- **Headings:** Large titles (H1, H2, H3, etc.)
- **Paragraphs:** Regular body text
- **Text Editors:** Advanced text with formatting options

### Editing Existing Text

#### Step 1: Click the Text to Select It

1. In the Elementor editor, locate the text you want to edit
2. Click directly on the text
3. The text becomes selected (you see a border around it)
4. The left panel shows the editing options

#### Step 2: Edit the Text Content

1. Click in the text area where it says the current text
2. The text is now in edit mode (you see a cursor)
3. Select all text: Press Ctrl+A (Windows) or Cmd+A (Mac)
4. Delete the selected text by pressing Delete
5. Type your new text

#### Step 3: Format Your Text

In the left panel, you can:

- **Change font size:** Look for a number field with "px" (pixels)
- **Change color:** Click the color box and choose a new color
- **Make bold:** Click the B (Bold) button

- **Make italic:** Click the I (Italic) button
- **Alignment:** Click left, center, or right alignment buttons
- **Text decoration:** Add underline or strikethrough

### **Example: Editing a Heading**

Original text: "Welcome to Our Restaurant"

Target text: "The Best Pizza in Town"

Steps:

1. Click on the heading text
2. In the left panel, find the text input field
3. Clear the old text: Ctrl+A, then Delete
4. Type "The Best Pizza in Town"
5. To make it larger: Find "Font Size" in the left panel
6. Change from 40px to 50px (or your preference)
7. To change color: Click the color circle
8. Select a new color from the color picker
9. Your heading updates in real-time

### **Adding New Text Elements**

#### **Step 1: Access the Element Library**

1. Look at the bottom left of the editor
2. Click the "+" icon or "Add Element" button
3. A panel opens showing available elements

#### **Step 2: Find and Add Text Element**

1. Look for "Text Editor" or "Heading" in the element list
2. Click on it
3. The element is added to your page

#### **Step 3: Edit the New Element**

1. The element appears on your page with placeholder text
2. Follow the editing steps above to change the content

The left panel provides a "Content" tab where you can:

- **Font:** Select from available fonts (Arial, Roboto, Open Sans, etc.)
- **Font Size:** Adjust size in pixels (px)
- **Font Weight:** Choose light, normal, bold, extra bold
- **Text Transform:** Convert to UPPERCASE, lowercase, or capitalize
- **Line Height:** Space between lines (useful for readability)
- **Letter Spacing:** Space between letters
- **Text Shadow:** Add shadow effects behind text
- **Text Stroke:** Add outline around text

### **Advanced: Using the Full Text Editor**

For complex text with multiple formatting options:

1. Add a "Text Editor" widget (not just "Text")
  2. The editor opens with formatting toolbar
  3. Similar to Microsoft Word formatting:
    - Bold, Italic, Underline buttons
    - Font selection dropdown
    - List options (bullets, numbers)
    - Link insertion
    - Text alignment
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## **7. WORKING WITH IMAGES**

### **Image Placement Best Practices**

Before adding images, consider:

- **Size:** Images should be 72 dpi for web (not 300 dpi for print)
- **Format:** Use JPG for photographs, PNG for graphics with transparency
- **Dimensions:** Optimize for web (typically 800-2000px width)
- **File size:** Aim for under 300KB per image for faster loading

## **Method 1: Adding an Image Widget**

### **Step 1: Insert Image Widget**

1. Click the "+" button at the top left or bottom left
2. Search for "Image" in the element panel
3. Click "Image" to add it to your page
4. An image placeholder appears

### **Step 2: Upload or Select Image**

1. Click on the image placeholder
2. In the left panel, find "Image" section
3. Click "Choose Image" button
4. A media library window opens showing:
  - Previously uploaded images
  - Option to upload new images

### **Step 3: Upload New Image (if needed)**

1. Click "Upload Files" tab in the media window
2. Click "Select File" or drag an image into the upload area
3. Choose image from your computer
4. The image uploads and is selected automatically
5. Image appears on your page

## **Method 2: Adding Image to Existing Section**

1. Click on the section where you want the image
2. Look for "Background" options in the left panel
3. Find "Background Type" dropdown
4. Select "Image" instead of "Color"
5. Click "Choose Image"
6. Select or upload your image
7. The image becomes the background of that section

### After inserting an image:

1. Click the image to select it
2. In the left panel, look for "Size" section
3. **Width:** Enter desired width in pixels
4. **Height:** Enter desired height (or leave blank for proportional scaling)
5. **Aspect Ratio:** Lock aspect ratio toggle maintains proportions

### Positioning Within Container:

1. With image selected, find "Alignment" in left panel
2. Choose: Left, Center, or Right
3. Find "Margin" to add space around the image
4. Find "Padding" to add space inside the image container

### Overlaying Text on Images:

1. Add an image to a column
2. In the same column, add a text widget above or below the image
3. Add a "Button" or "Heading" widget
4. Text now appears with the image
5. Adjust positioning using alignment and spacing settings

### Image Effects and Styling

#### Adding Image Effects:

1. Select your image
2. In left panel, look for "Effects" or "Image Effects"
3. Available effects:
  - **Opacity:** Make image semi-transparent (0-100%)
  - **Brightness:** Make lighter or darker
  - **Contrast:** Increase or decrease difference between light and dark
  - **Saturation:** Make more colorful or grayscale
  - **Blur:** Add blur effect

- **Hue:** Shift color tone

### **Adding Borders to Images:**

1. Select image
2. Find "Border" in left panel
3. Choose border style: Solid, Dashed, Dotted, Double
4. Set border width in pixels
5. Choose border color
6. Image now has a visible border

### **Adding Shadow to Images:**

1. Select image
2. Find "Box Shadow" in left panel
3. Click to enable shadow
4. Adjust:
  - Horizontal offset
  - Vertical offset
  - Blur radius
  - Shadow color and opacity
5. Image appears to float above the page

### **Linking Images**

Make images clickable:

1. Select the image
2. In left panel, find "Link" option
3. Click the link icon
4. Enter URL: [www.example.com](http://www.example.com)
5. Choose "Open in same tab" or "Open in new tab"
6. When visitors click the image, they go to that link

### **Image Captions**

Add text below images:

1. Select the image
  2. In left panel, find "Caption" field
  3. Type your caption text
  4. Customize caption styling: color, size, alignment
  5. Caption appears below the image
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## 8. ADDING AND EDITING VIDEOS

### Video Sources and Formats

You can embed videos from:

- **YouTube:** Upload to YouTube, then embed on your site
- **Vimeo:** Professional video hosting
- **Self-hosted:** Upload video files directly to your site (not recommended for large files)
- **Local files:** MP4, WebM, OGG formats

### Adding YouTube Videos

#### Step 1: Prepare Your YouTube Video

1. Go to [youtube.com](https://www.youtube.com)
2. Upload your video (or use an existing video)
3. Once uploaded, copy the video URL from the address bar
4. Example: <https://www.youtube.com/watch?v=dQw4w9WgXcQ>

#### Step 2: Add Video Widget in Elementor

1. Click the "+" button to add a new element
2. Search for "Video" in the element list
3. Click "Video" widget
4. A video placeholder appears on your page

#### Step 3: Insert YouTube URL

1. Click the video placeholder or click on "Video" in left panel
2. Find "Video URL" field in the left panel
3. Paste your YouTube URL into this field

4. Press Enter
5. Video preview appears with play button

#### **Step 4: Customize Video**

1. **Video Size:** Set width (height auto-adjusts)
2. **Aspect Ratio:** Choose 16:9 or 4:3
3. **Controls:** Enable play, pause, volume controls
4. **Autoplay:** Automatically start playing (usually disabled)
5. **Loop:** Video repeats continuously (useful for background videos)
6. **Mute:** Start muted (required if autoplay is on)

#### **Adding Vimeo Videos**

##### **Steps are identical to YouTube:**

1. Upload video to Vimeo.com
2. Copy the video URL
3. Add Video widget in Elementor
4. Paste Vimeo URL into Video URL field
5. Customize settings as above

#### **Self-Hosted Videos**

For videos uploaded directly to your WordPress site:

##### **Step 1: Upload Video File**

1. Click "Media" in left sidebar
2. Click "Add New"
3. Click "Select File"
4. Choose MP4 video from your computer
5. Click "Open"
6. Video uploads to your server

##### **Step 2: Add Video Widget**

1. Click "+" to add element
2. Select "Video" widget



3. In the left panel, find "Video Type"
4. Select "Self Hosted" or "Local"
5. Click "Choose Video"
6. Select your uploaded video
7. Video appears on your page

**Important Note:** Self-hosted videos require server space and bandwidth. Large video files can slow your site. It's better to use YouTube or Vimeo.

## **Positioning Videos**

### **Full Width Video:**

1. Select video element
2. Find "Width" option
3. Set to 100%
4. Video stretches across the page

### **Centered Video:**

1. Select video element
2. Find "Alignment" in left panel
3. Choose "Center"
4. Video centers in its container

### **Side-by-Side Layout:**

1. Create a section with 2 columns
2. Put video in left column
3. Put text in right column
4. Adjust column widths: 50% each, or 60%/40%

## **Video with Text Overlay**

Create a video section with text on top:

1. Add section with image background (your video thumbnail)
2. Add video widget in the same section
3. Reduce video opacity to 50% (semi-transparent)

4. Add text widget above video
5. Style text with good contrast (dark text on light background, or vice versa)

### **Video Responsive Behavior**

Videos automatically adjust for different screen sizes:

1. Select video element
  2. At top of editor, click "Tablet" icon to see tablet view
  3. Adjust width if needed
  4. Click "Mobile" icon to see mobile view
  5. Ensure video is readable and playable on small screens
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## **9. ADDING AND EDITING AUDIO**

### **Audio Options**

You can add audio in several ways:

- **Audio player:** Click to play, with volume and progress controls
- **Audio background:** Plays quietly in the background
- **Embedded players:** From Spotify, SoundCloud, etc.

### **Adding an Audio Player**

#### **Step 1: Prepare Audio File**

1. Audio should be MP3 format (universal compatibility)
2. File size should be under 10MB (preferably under 5MB)
3. Test the file on your computer to ensure it plays

#### **Step 2: Upload Audio File**

1. Click "Media" in left sidebar
2. Click "Add New"
3. Click "Select File"
4. Choose your MP3 file
5. Click "Open"
6. Audio file uploads (this may take a minute for larger files)

7. Copy the file URL from the media library

### **Step 3: Add Audio Widget**

1. Click "+" to add element
2. Search for "Audio" in the element list
3. Click "Audio" widget
4. An audio player placeholder appears

### **Step 4: Insert Audio File**

1. Click on the audio widget
2. In left panel, find "Audio File" or "Media" section
3. Click "Choose Audio"
4. Select your uploaded audio file
5. The audio player now shows your file
6. Click play to test it works

### **Audio Player Customization**

#### **Playback Controls:**

1. Select audio widget
2. In left panel, find "Controls"
3. Enable/disable options:
  - **Play/Pause:** Users can start and stop
  - **Time Slider:** Allows seeking through the audio
  - **Volume:** Users adjust volume
  - **Download:** Allows users to download the file

#### **Styling the Player:**

1. Find "Color" options in left panel
2. **Progress Bar Color:** Color of the playback progress
3. **Buffered Color:** Color of pre-loaded portion
4. **Text Color:** Color of time display
5. **Background Color:** Player background

## **Size and Display:**

1. Find "Player Height" option
2. Increase or decrease player size (typically 40-60px)
3. Find "Width" option
4. Set to 100% for full container width

## **Using Third-Party Audio Platforms**

### **SoundCloud Embed:**

1. Go to [soundcloud.com](https://soundcloud.com)
2. Find a track you want to embed
3. Click the track to open it
4. Click "Share" button
5. Click "Embed"
6. Copy the embed code
7. In Elementor, add "SoundCloud" widget
8. Paste the URL or code
9. Player appears

### **Spotify Embed:**

1. Go to [spotify.com](https://spotify.com)
2. Find a track, playlist, or album
3. Click the three dots menu
4. Click "Share" > "Copy Spotify URI"
5. In Elementor, search for "Spotify" widget
6. Paste the URI
7. Spotify player appears

## **Audio with Text Description**

### **Create an audio section with information:**

1. Create a section with 2 columns
2. Left column: Audio player

3. Right column: Text describing the audio
  - Title of the audio
  - Description or transcript
  - Additional information
4. Add "Read More" link if transcript is long

## **Making Audio Accessible**

### **Best Practices:**

1. Always provide a transcript of audio content
  2. Use captions for video with audio
  3. Allow users to download the file
  4. Test audio on different browsers
  5. Use clear labeling: "Listen to [topic]"
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# **10. POSITIONING AND STYLING ELEMENTS**

## **Understanding the Layout System**

Elementor uses a responsive grid system:

- **Desktop:** Default view (1024px and wider)
- **Tablet:** Medium screens (768px to 1023px)
- **Mobile:** Small screens (below 768px)

## **Alignment Options**

### **Horizontal Alignment (Left to Right):**

1. Select any element
2. Find "Alignment" in left panel
3. Choose: Left, Center, or Right
4. Element shifts to the chosen position

### **Vertical Alignment (Top to Bottom):**

1. More complex, varies by element type
2. For text: Select, find "Text Align," choose top, middle, bottom
3. For containers: Find "Vertical Align" in the section settings

## **Spacing: Margin and Padding**

**Margin:** Space outside the element (pushes other elements away) **Padding:** Space inside the element (pushes content away from edges)

### **To Adjust Margin:**

1. Select element
2. Find "Margin" in left panel (usually under Advanced or Spacing)
3. Set values for Top, Bottom, Left, Right
4. Values are in pixels (px)
5. All four sides can have different values

Example: Margin 20px top creates 20px space above the element

### **To Adjust Padding:**

1. Select element
2. Find "Padding" in left panel
3. Set values for all four sides
4. Padding creates internal spacing

### **Quick Spacing:**

1. Click the small icon (usually "S" or box icon) next to Margin/Padding
2. Choose "Link" to apply same value to all sides
3. Enter one value for all sides: Top, Bottom, Left, Right all become equal

## **Width and Height Control**

### **Setting Width:**

1. Select element
2. Find "Width" option
3. Choose:
  - Specific pixels: 300px
  - Percentage: 50% (half container)
  - 100% (full container)
  - Auto (natural size)

### **Setting Height:**

1. Select element
2. Find "Height" option
3. Choose:
  - Specific pixels: 400px
  - Auto (content determines height)
  - Minimum height: Element stretches to fill space if needed

### **Example: Creating Equal-Width Columns**

1. Section with 3 columns
2. Each column set to width: 33.33%
3. All columns now have equal width

### **Positioning Elements Within a Section**

#### **Using Flexbox Alignment:**

Modern Elementor uses Flexbox for alignment. This controls how elements stack and align.

1. Click on the section or container
2. Find "Layout" or "Direction" in left panel
3. Choose:
  - **Direction:** Row (left to right) or Column (top to bottom)
  - **Align Items:** Controls vertical alignment (top, center, bottom)
  - **Justify Content:** Controls horizontal alignment (left, center, right, space-between)

### **Practical Example: Center Content Horizontally and Vertically**

1. Click section containing your elements
2. Set Direction: Row
3. Set Justify Content: Center
4. Set Align Items: Center
5. All elements in that section center both ways

### **Layering Elements (Z-Index)**

When elements overlap, Z-index determines which appears on top.

1. Select the element you want on top

2. Find "Advanced" tab in left panel
3. Look for "Z-Index"
4. Higher numbers appear on top
5. Example: Element A (z-index: 10) appears over Element B (z-index: 5)

## **Creating Responsive Designs**

### **Edit for Different Screen Sizes:**

1. At the top of Elementor editor, see three icons: Desktop, Tablet, Mobile
2. Click "Tablet" to see how your site looks on tablets
3. Make adjustments:
  - Reduce image width
  - Stack columns differently
  - Adjust font sizes
4. Click "Mobile" to see smartphone view
5. Make further adjustments
  - Stack everything vertically
  - Simplify layout
  - Increase touch targets (buttons need to be big)

### **Example: Responsive Image Adjustment**

- Desktop: Image width 50%
- Tablet: Image width 60% (more visible)
- Mobile: Image width 100% (full screen)

To make these changes:

1. Select image
2. Click Tablet view
3. Change width to 60%
4. Click Mobile view
5. Change width to 100%
6. Different widths apply to each device size



## Using Flexbox for Complex Layouts

### Creating a "Card" Layout:

A card is a box containing an image, text, and button.

1. Create section with 3 columns (side by side)
  2. In first column:
    - Add image at top
    - Add heading below
    - Add description text
    - Add button at bottom
  3. Set column padding: 20px on all sides
  4. Add background color to column
  5. Add border radius: 10px (rounded corners)
  6. Add shadow for depth
  7. Repeat for other columns
  8. Now you have three equal "cards" side by side
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## 11. CREATING NEW PAGES

### Understanding Pages vs. Posts

**Pages:** Static content that doesn't change much

- About Us
- Contact
- Services
- Team
- FAQ

**Posts:** Blog articles with dates

- News updates
- Blog articles
- Announcements

## **Creating a New Page**

### **Step 1: Access Pages**

1. Click "Pages" in left sidebar
2. Click "Add New"
3. A new page editor opens

### **Step 2: Name Your Page**

1. At the top where it says "Enter page title here"
2. Type your page name: Example: "Our Team"
3. This becomes the page heading

### **Step 3: Edit the Page URL (Optional but Recommended)**

1. Look at the right panel (usually labeled "Document" or "Settings")
2. Find "Permalink" or "URL"
3. Click "Edit" next to the URL
4. Clean up the URL to be short and meaningful
5. Example: "our-team" instead of "our-team-automatically-generated"
6. Click "OK"

### **Step 4: Choose Page Template (if available)**

1. Look in right panel for "Template" or "Layout"
2. Some themes offer different page templates
3. Choose one that fits your needs
4. Select and it applies to your page

### **Step 5: Edit Page Content with Elementor**

1. Click "Edit with Elementor" button
2. Elementor editor opens
3. Delete placeholder content if any
4. Use "+" button to add sections, columns, and widgets
5. Build your page using text, images, videos, buttons, forms, etc.

## **Quick Page Building Steps**

### **For a Simple Contact Page:**

1. Add Heading: "Contact Us"
2. Add Text: "We'd love to hear from you. Contact information:"
3. Add Contact Form or manually add:
  - Address
  - Phone number
  - Email address
4. Add an image related to contact
5. Add a map (Google Map widget)
6. Add call-to-action button: "Send Message"

### **For a Service Page:**

1. Add Heading: "Our Services"
2. Add 3-column section with "cards"
3. Each card:
  - Icon or image
  - Service title
  - Short description
  - "Learn More" link
4. Add full description section below
5. Add testimonials or case studies
6. Add call-to-action button

## **Page Settings Before Publishing**

### **Before publishing your page:**

1. Right panel: Find "Visibility"
2. Ensure it's set to "Public" (not Draft or Private)
3. Find "Featured Image" (optional)
4. This appears in page previews and social sharing

## **Publishing Your Page**

1. Click the blue "Publish" button (top left in Elementor)
  2. If it's a new page, it says "Publish"
  3. If editing existing page, it says "Update"
  4. Page is now live on your website
  5. Click "View Page" to see your published page
- 

## **12. BUILDING NAVIGATION MENUS**

### **Understanding Navigation Structure**

Navigation menus help visitors find pages on your site. Most websites have a main menu at the top.

### **Creating a Navigation Menu**

#### **Step 1: Access Menu Settings**

1. Click "Appearance" in left sidebar
2. Click "Menus"
3. Click "Create a new menu"
4. Name your menu: Example: "Main Menu"
5. Click "Create Menu"

#### **Step 2: Add Pages to Menu**

1. On the "Edit Menu" page
2. Look for "Add items to menu" on the left
3. Click "Pages"
4. All your pages appear
5. Check the pages you want in your menu
6. Click "Add to Menu"
7. Pages now appear in the menu structure

#### **Step 3: Arrange Menu Items**

1. Drag and drop menu items to reorder them
2. Recommended order:
  - Home (first)

- About Us
- Services or Products
- Contact

3. Drag items slightly to the right to create submenus

4. Example: Services menu with sub-items: Consultation, Training, Support

#### **Step 4: Assign Menu to Location**

1. Find "Display location" section
2. Check "Primary Menu" (or "Header Menu")
3. This displays your menu in the header of your site
4. Click "Save Menu"

#### **Editing Menu Items**

##### **Adding Custom Links:**

Sometimes you want to link to external websites, not just your pages.

1. In menu editor, look for "Custom Links"
2. Enter URL: [www.externalsite.com](http://www.externalsite.com)
3. Enter Link Text: "External Site Name"
4. Click "Add to Menu"

##### **Changing Menu Item Labels:**

1. In menu editor, find the menu item
2. Click the arrow to expand it
3. Edit the label/name
4. This doesn't change the page name, just how it appears in the menu

##### **Creating Dropdowns (Submenus):**

1. In menu editor, select a menu item
2. Drag it slightly to the right, under another item
3. It becomes a submenu (appears when you hover)
4. Example structure:
  - Services (main)

- — Consultation (submenu)
- — Training (submenu)
- — Support (submenu)

## Managing Multiple Menus

You can create different menus for different locations:

1. In "Menus" page
2. Create multiple menus
3. Example menus:
  - Main Menu (header)
  - Footer Menu (footer links)
  - Secondary Menu (sidebar)
4. Assign each to its designated location

## Header Menu Visual Example



## 13. CUSTOMIZING HEADER AND FOOTER

### Understanding Header and Footer

**Header:** Top section of every page

- Contains logo
- Contains main navigation menu
- May contain search bar
- May contain contact info

**Footer:** Bottom section of every page

- Copyright information

- Links to important pages
- Contact information
- Social media links
- Newsletter signup

## **Customizing the Header**

### **Step 1: Access Header Settings**

1. Click "Appearance" in left sidebar
2. Click "Customize"
3. In the left panel, find "Header" or "Site Title & Logo"
4. Click to expand

### **Step 2: Add Logo**

1. Find "Logo" section
2. Click "Select Logo"
3. Choose or upload your logo image (PNG with transparent background recommended)
4. Adjust logo size if needed
5. Your logo now appears in the header

### **Step 3: Change Site Title**

1. Find "Site Title" field
2. Change from "My Site" to your business name
3. Choose to display title in header (toggle "Display site title")

### **Step 4: Edit Header Directly (Advanced)**

1. If you want to edit header layout in detail
2. On your website (logged in), go to header area
3. Hover over header
4. Click the pencil/edit icon if it appears
5. Edit header like any other Elementor section
6. Change background, add widgets, rearrange content
7. Click Publish

## **Customizing the Footer**

### **Step 1: Access Footer Settings**

1. Click "Appearance" in left sidebar
2. Click "Customize"
3. Find "Footer" in the left panel
4. Click to expand

### **Step 2: Edit Footer Content**

1. Find "Footer Text" or "Copyright Text"
2. Change the copyright information:
  - Original: "© 2024 My Site"
  - Change to: "© 2024 Your Business Name. All rights reserved."
3. Find "Footer Widgets" or "Footer Columns"
4. Choose how many columns: 1, 2, 3, or 4
5. Each column can contain widgets

### **Step 3: Add Footer Information**

1. Usually footer is divided into columns
2. Column 1: Company info and address
3. Column 2: Important links (Privacy, Terms, Sitemap)
4. Column 3: Contact information
5. Column 4: Social media links

### **Step 4: Add Social Media Icons to Footer**

1. In footer editor, look for "Social Icons" widget
2. Add social media icons: Facebook, Twitter, Instagram, LinkedIn
3. Enter links to your social media profiles
4. Icons appear in footer with links

### **Step 5: Edit Footer with Elementor (Advanced)**

1. Go to your website
2. Scroll to bottom (footer area)



3. Hover over footer
4. Click pencil icon to edit
5. Add widgets: Text, Images, Buttons, Forms
6. Edit footer styling: colors, background, spacing
7. Click Publish

### Footer Widget Example

A well-organized footer typically contains:

ABOUT	LINKS	CONTACT
Your business description and mission	Home About Services Contact	123 Main St (555) 555-1234 email@example.com
© 2024 Your Business Name. All rights reserved. Privacy Policy   Terms of Service		

## 14. PUBLISHING AND SAVING YOUR WORK

### Understanding Different Publish States

**Draft:** Page saved but not visible to public

- You can edit without affecting live site
- No one sees it except you

**Scheduled:** Page set to publish at future date/time

- Useful for announcements
- Blog posts can go live automatically

**Published:** Page is live and visible to everyone

- Anyone visiting your site can see it
- Search engines can index it

## Saving Your Work

### In Elementor Editor:

You have two main save options:

1. **Save (Autosave):** Elementor saves your work automatically
  - Works in the background
  - No action needed
  - Saves every minute or so
2. **Publish/Update:** Make changes visible to the world
  - Click blue "Publish" button (new page) or "Update" button (existing page)
  - This is what makes changes live
  - Always click this when done editing

### Visual Guide:

Top Left of Elementor Editor:



Click this when done

## Publishing Pages

### For New Pages:

1. Click the blue "Publish" button
2. Dialog appears asking about visibility
3. Choose "Public" (not Private or Draft)
4. Click "Publish" in the dialog
5. Page is now live
6. You see "View Page" option

### For Existing Pages:

1. Make your edits in Elementor
2. Click "Update" button (not Publish)
3. Changes are saved

4. Page is automatically live (if it was already published)

## **Scheduling Future Publication**

### **To set a page to publish later:**

1. Before publishing, click "Publish" button
2. In the dialog, find "Publish date/time"
3. Choose a future date and time
4. Click "Schedule" instead of "Publish"
5. Page will automatically go live at that time

## **Managing Published vs. Draft Pages**

### **Viewing All Pages:**

1. Click "Pages" in left sidebar
2. See list of all pages
3. Status column shows: Draft, Published, Scheduled
4. Published pages have a green checkmark or "Published" label

### **Reverting to Draft:**

1. Open a published page
2. Click "Status: Published" (in right panel)
3. Change to "Draft"
4. Click "Save Draft"
5. Page becomes private again

## **Creating Backups Before Major Changes**

### **Best Practice:** Create backup before major editing

1. Before starting big changes, take a screenshot of your page
  2. Or use a plugin like "UpdraftPlus" (available in Plugins > Add New)
  3. Install and activate UpdraftPlus
  4. It backs up your entire site automatically
  5. If something goes wrong, you can restore the backup
-

## 15. TROUBLESHOOTING COMMON ISSUES

### Issue: Page Not Showing Changes After Publish

**Problem:** You click Publish but changes don't appear on live site.

#### Solutions:

1. **Wait a moment:** Changes can take 5-10 seconds to appear
2. **Hard refresh:** Press Ctrl+Shift+R (Windows) or Cmd+Shift+R (Mac)
  - This clears your browser's cache
  - Forces reload of latest version
3. **Clear browser cache:**
  - Chrome: Settings > Privacy > Clear Browsing Data
  - Select "Cached Images" and "Cookies"
  - Click Clear Data
4. **Check page visibility:**
  - Open page in edit mode
  - Right panel > Status should be "Published"
  - Not "Draft" or "Private"

### Issue: Images Not Displaying

**Problem:** Images show as broken or don't appear.

#### Solutions:

1. **Check image file:** Original file may be deleted
  - Upload image again
  - Click image > Select new image from media library
2. **Check file permissions:** Hosting server permissions issue
  - Contact your hosting provider
  - Tell them: "Image files in wp-content/uploads are not displaying"
3. **Check file size:** Image too large
  - Use image compression tool (TinyPNG.com)
  - Compress before uploading
  - Target: under 300KB per image

#### 4. **Wait for upload:** Large images take time

- Refresh page after 1 minute
- Check if upload finished

### **Issue: Text Formatting Not Working**

**Problem:** Text appears different than what you set.

#### **Solutions:**

##### 1. **Check plugin conflicts:**

- Disable all plugins except Elementor
- If it works, a plugin is causing issue
- Enable plugins one by one to find culprit

##### 2. **Check theme compatibility:**

- Update your theme to latest version
- Go to Appearance > Themes
- Click "Updates" if available

##### 3. **Clear theme cache:**

- Hosting providers often have built-in cache
- Disable cache temporarily:
  - Most hosts have cache clearing button in control panel
  - Or contact support to clear cache

### **Issue: Video Not Playing**

**Problem:** Video player appears but won't play.

#### **Solutions:**

##### 1. **Check video URL:** YouTube/Vimeo URL might be wrong

- Go to YouTube/Vimeo
- Get fresh URL from address bar
- Paste into Video URL field again

##### 2. **YouTube video blocked:** Video might be set to private

- Go to YouTube
- Click "Share"

- Ensure it's not "Private"
- Change to "Public" or "Unlisted"

### 3. Check browser compatibility:

- Try different browser: Chrome, Firefox, Safari
- Update your browser to latest version

### 4. Self-hosted video issues:

- Upload to YouTube instead (easier and faster)
- Remove self-hosted video
- Add YouTube version instead

## Issue: Mobile Site Looks Bad

**Problem:** Site looks great on desktop but terrible on mobile.

### Solutions:

#### 1. Test on actual devices:

- Don't just use browser's mobile preview
- Test on actual smartphone if possible
- Borrow friend's phone if needed

#### 2. Fix mobile layout:

- In Elementor, click "Mobile" view
- See how it looks on small screen
- Make adjustments:
  - Stack columns vertically (set each column to 100% width)
  - Reduce font sizes slightly
  - Increase spacing between elements
  - Make buttons bigger (easier to tap)

#### 3. Test touch interaction:

- Buttons need minimum 44px height for comfortable tapping
- Spacing between buttons prevents accidental clicks

#### 4. Check plugin settings:

- Some plugins have mobile-specific settings

- Go to Plugins > Settings (if available)
- Look for "Mobile" options

## **Issue: Slow Loading Speed**

**Problem:** Website takes too long to load.

### **Solutions:**

#### **1. Compress images:**

- Images are usually the problem
- Use TinyPNG.com or Smush.it
- Compress all images before uploading

#### **2. Delete unused content:**

- Remove old images not used on site
- Delete draft posts/pages
- Go to Media > Library
- Delete unused files

#### **3. Disable unused plugins:**

- Every plugin slows site slightly
- Keep only essential plugins
- Deactivate and delete others

#### **4. Enable caching:**

- Install "WP Super Cache" plugin
- Caching stores copies of pages
- Serves them faster to visitors
- Dramatically improves speed

#### **5. Use a CDN (Content Delivery Network):**

- CDN stores copies of images on servers worldwide
- Users get images from server closest to them
- Makes load times faster globally
- Cloudflare offers free basic CDN

## **Issue: Menu Items Not Appearing**

**Problem:** You added pages to menu but they don't show up.

### **Solutions:**

#### **1. Check menu assignment:**

- Appearance > Menus
- Look at bottom: "Display location"
- Ensure your menu is assigned to "Primary Menu" or "Header Menu"

#### **2. Check menu visibility:**

- Appearance > Customize
- Look for "Menu" settings
- Ensure menu is set to "Display"

#### **3. Save menu:**

- After changes, click "Save Menu"
- Without saving, changes don't apply

#### **4. Check theme support:**

- Some themes don't support menus well
- Try switching to Astra theme (has excellent menu support)

## **Issue: Page Settings Not Saving**

**Problem:** You change settings but they revert to defaults.

### **Solutions:**

#### **1. Click Save/Publish:** Make sure to click the button

- Don't just refresh the page
- Must explicitly click Save or Publish

#### **2. Check user permissions:**

- Log out and log back in
- Sometimes session expires
- Logging back in refreshes permissions

#### **3. Plugin conflict:**

- Deactivate all plugins



- Try saving settings
- If it works, enable plugins one by one
- Find which one causes issue

### **Issue: Can't Access WordPress Dashboard**

**Problem:** You're locked out of your own site.

#### **Solutions:**

##### **1. Clear cookies:**

- Browser > Settings > Clear Browsing Data
- Select "Cookies"
- Try logging in again

##### **2. Try incognito/private browsing:**

- Chrome: Ctrl+Shift+N
- Firefox: Ctrl+Shift+P
- Log in from incognito window
- Sometimes regular browsing has issues

##### **3. Reset password:**

- Go to [site.com/wp-login.php](https://site.com/wp-login.php)
- Click "Lost your password?"
- Enter email address
- Check email for reset link
- Follow link to set new password

##### **4. Contact hosting support:**

- If still locked out, hosting company can help
- They can reset your account
- Or temporarily grant you access

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## **BEST PRACTICES SUMMARY**

### **Building High-Quality Websites**

#### **Content Best Practices:**

- Write clear, concise content (avoid jargon)
- Use headings to organize content
- Keep paragraphs short (3-4 sentences)
- Use images to break up text
- Proofread for spelling and grammar

#### **Design Best Practices:**

- Use consistent colors throughout
- Font should be readable (avoid fancy fonts)
- Don't use more than 3 different fonts
- Adequate spacing between elements
- Align elements for organized appearance

#### **Mobile Best Practices:**

- Always check mobile appearance
- Ensure buttons are large enough to tap
- Test on actual smartphones
- Keep mobile navigation simple
- Images should scale properly

#### **Performance Best Practices:**

- Compress all images before uploading
- Keep file count to minimum
- Disable unused plugins
- Enable caching
- Test loading speed regularly

#### **Security Best Practices:**

- Keep WordPress updated
- Keep plugins updated
- Use strong passwords
- Enable regular backups

- Consider SSL certificate (HTTPS)

## **Maintenance Schedule**

### **Weekly:**

- Check website appearance
- Test all links work
- Review page content for accuracy

### **Monthly:**

- Update WordPress core
- Update all plugins
- Update theme if available
- Review analytics if installed
- Backup your site

### **Quarterly:**

- Review and update old content
- Remove unused pages or plugins
- Check for broken images
- Update copyright year (annually)

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## **FINAL NOTES**

Building a website is a skill that improves with practice. Don't be afraid to experiment, as Elementor makes it easy to undo changes. Start with simple layouts and gradually add more complex features as you become comfortable.

Remember: The best website is one that clearly communicates your message to your visitors. Focus on content and user experience rather than overly complex design.

If you need help, most issues can be solved by:

1. Searching Google for the problem
2. Checking Elementor's documentation ([elementor.com/help](https://elementor.com/help))
3. Asking in WordPress forums
4. Contacting your hosting provider for technical issues

## APPENDIX: KEYBOARD SHORTCUTS

### Windows:

- Ctrl+S: Save
- Ctrl+Z: Undo
- Ctrl+Y: Redo
- Ctrl+A: Select All
- Ctrl+C: Copy
- Ctrl+V: Paste
- Ctrl+X: Cut
- Ctrl+Shift+R: Hard Refresh (clear cache)

### Mac:

- Cmd+S: Save
- Cmd+Z: Undo
- Cmd+Y: Redo
- Cmd+A: Select All
- Cmd+C: Copy
- Cmd+V: Paste
- Cmd+X: Cut
- Cmd+Shift+R: Hard Refresh (clear cache)