This is an beta website by <u>Inclusive Bytes CIC</u>, The aim is to create one location for digital resources in Oldham.

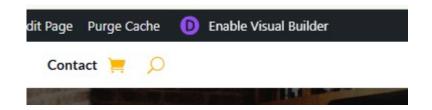


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## How do I use the visual builder?

Navigate to the page on your website that you wish to edit.

At the top of the page click "Enable Visual Builder"

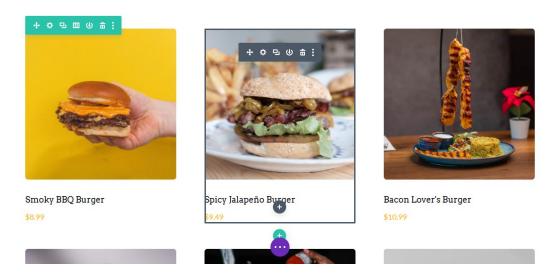


If you cannot see enable visual builder you will need to log
in to your website first.

As you move around the site coloured blocks will appear, these allow you to edit the various parts of the page.

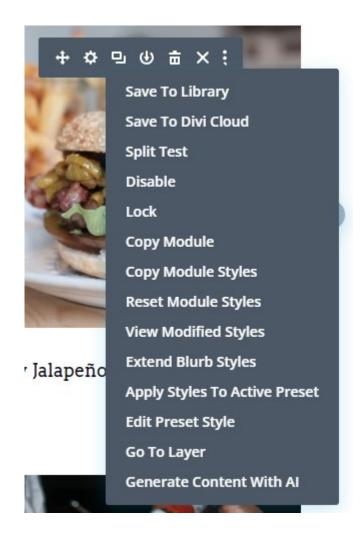
Blue - Sections Green - Rows Grey - Modules

## Classic Cheeseburger



On the coloured blocks you will find a number of icons.

- The cross allows you to drag items to another position.
- The cog allows you to edit the item
- The 2 boxes duplicate an item
- The three columns allow you to change how many columns are in the current row.
  - The download icon lets you import/export an item
  - The bin deletes the current item
  - The X hides the menu
  - The 3 dots give you more options (see below)



Made with the help and support of <a href="Inclusive Bytes CIC">Inclusive Bytes CIC</a>

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