

Webflow Training Guide

How to use Webflow to manage your website

Access to the site:

Collaborators can access the Editor for their website by adding `/?edit` to the end of their website URL in the browser address bar (e.g., `yourwebsite.com/?edit`).

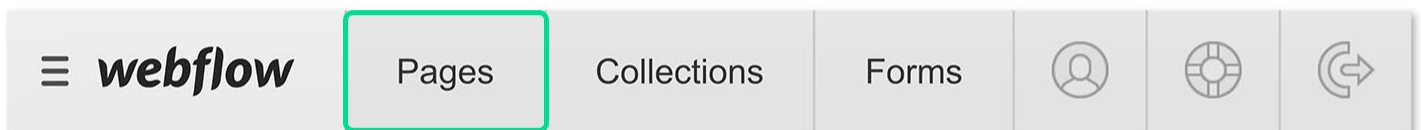
How to use Editor Toolbar

Anatomy of the Editor toolbar:

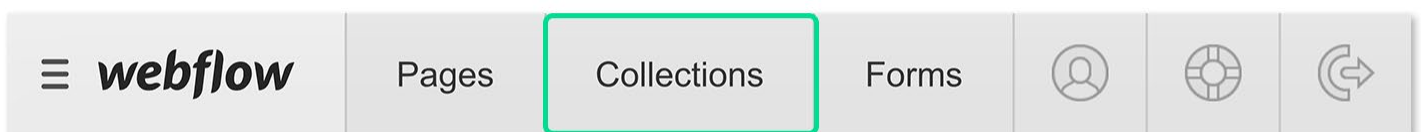
When you access the Editor, you'll see your live website with the Editor toolbar (the gray bar) collapsed at the bottom of your screen. Through this toolbar, you can access the various Editor panels where you can manage page settings, dynamic content, forms, and your Editor account. You can also see and publish the changes you make through the Editor.

The Editor toolbar features the following tabs and icons:

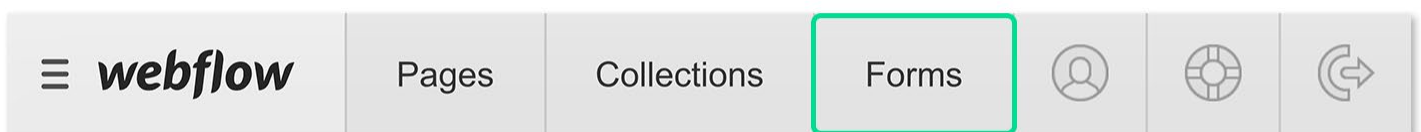
Pages tab - Opens the Pages Panel, which lists your site's static pages and dynamic Collection pages. From here, you can browse for a page, click to view the live page, and manage the settings of any page.



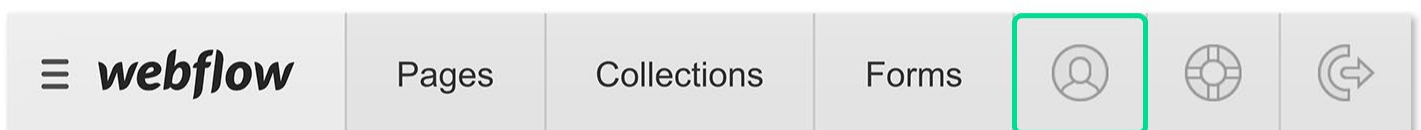
Collections tab - Opens the Collections Panel, which lists all your Collections. Clicking on a Collection opens a new tab in the toolbar, which in turn opens the Collection items' panel listing of all the items in that Collection. Here, you can edit any item or create new ones.



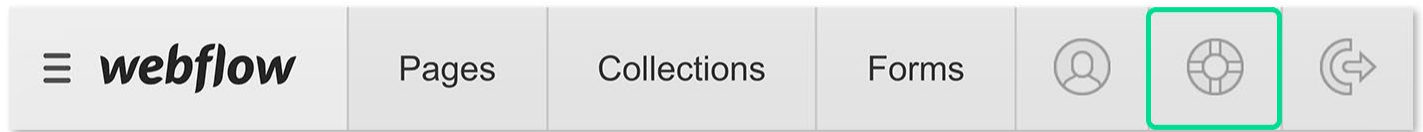
Forms tab - Opens the Forms Panel where you can see and download form submissions made on the site.



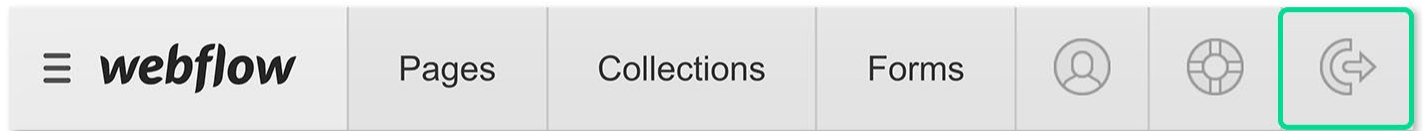
Account Settings icon - Opens the Account Settings Panel where you can edit your Collaborator account info and upload a profile image.



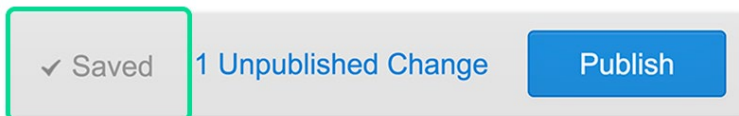
Help & Support icon - Opens the Help and Support Panel where you can find answers to a few common questions about using the Editor. **Log out icon** - logs you out of the Editor after confirmation.



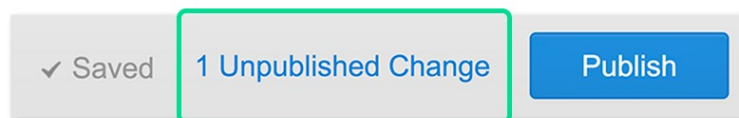
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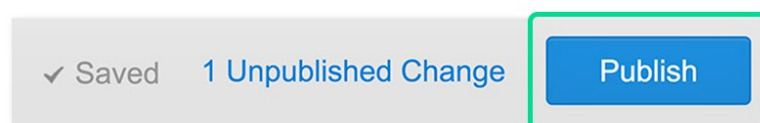
Saving - All changes are saved automatically in the Editor. The Saving... and Saved status at the bottom left indicate this.



Changelog - this shows the number of unpublished changes next to the publish button at the bottom left. Clicking the changelog reveals a list of items and pages that have unpublished changes, along with which Collaborator made them.



Publish - allows you to publish all the changes you make when in the Editor.



On Page Editing

Editing and formatting text

When hovering over editable text elements, you'll see a light gray outline around the text element and a pencil icon in the upper right. You can edit the text by clicking into the box.

The Webflow Editor

The Webflow CMS Editor is an intuitive visual editor which allows any web owner with basic computer knowledge to update and edit their online content (like text, links, videos, photos) without breaking or touching the site structure or design.

You can also format words or phrases by selecting them and choosing the formatting from the floating toolbar that appears.



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For rich text elements, you can do more: add media, create lists, style and format your text further.

Editing Rich Text



The rich text element allows you to create and format **headings**, **paragraphs**, **blockquotes**, **images**, and **video** all in one place instead of having to add and format them individually. *Just double-click and easily create content.*

A rich text element can be used with static or dynamic content. For static content, just drop it into any page and begin editing. For dynamic content, add a rich text field to any collection and then connect a rich text element to that field in the settings panel. Voila!

The following can all be styled after a class is added to the rich text element using the "When inside of" nested selector system:

- Headings
- Paragraphs
- Blockquotes
- Figures
- Images
- Figure captions

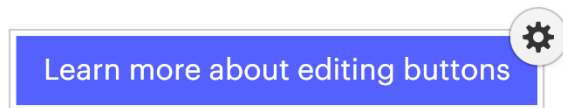
Replacing Images

You can also replace images right on the site. Just hover your cursor over the image you want to replace and click the picture icon. This will allow you to select and upload a new image from your computer.



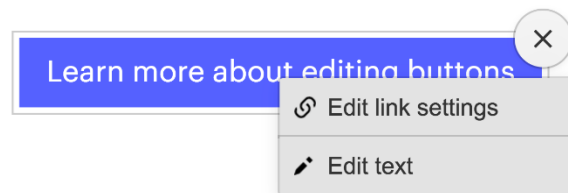
Editing Buttons

To edit a button element, hover your cursor over the button and click on the settings icon that appears in the upper right.



You'll see two options:

- Edit link settings - lets you update the link of the button
- Edit text - lets you change the button text



Managing page settings

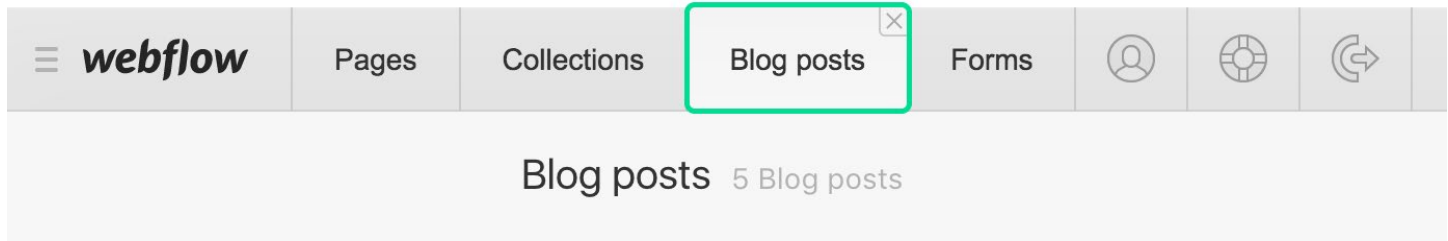
From within the Pages Panel in the Editor, you can manage vital page settings like SEO meta title and description, Open Graph title and description, and Open Graph Image. You can also manage page password protection settings for static pages.

To access the settings of a page:

1. Open the Pages tab in the Editor panel
2. Hover your cursor over a page in the list
3. Click on the Settings button that appears

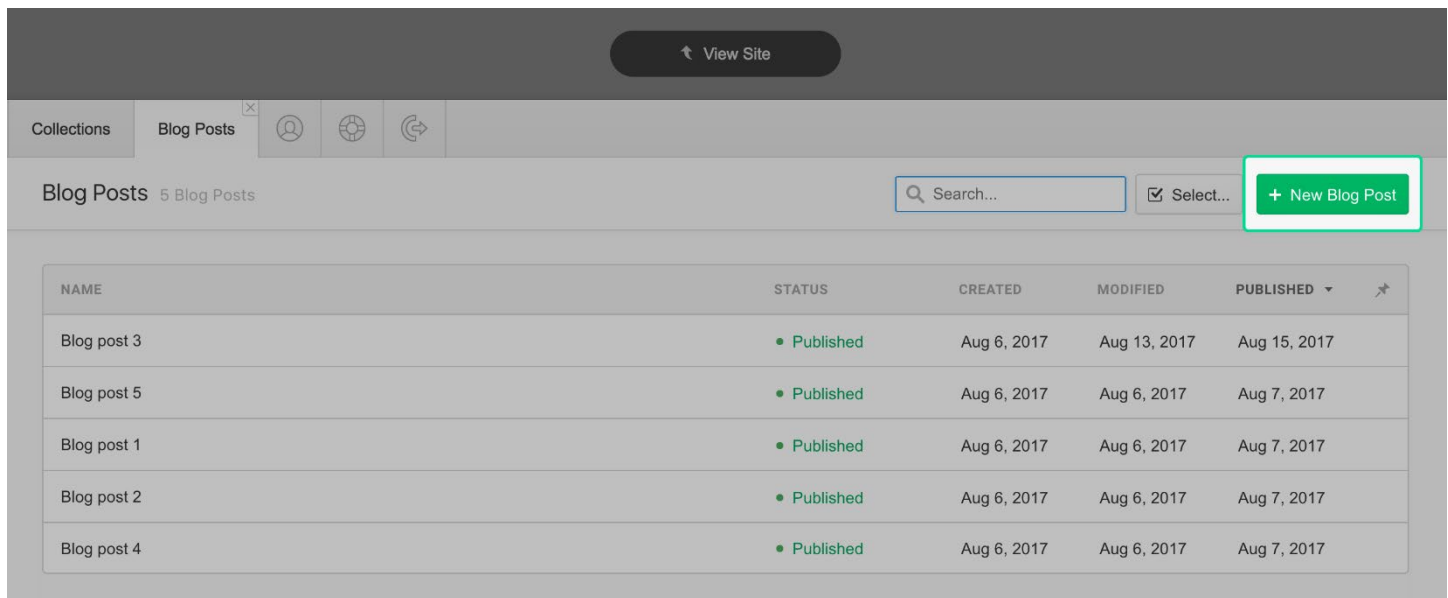
Creating and Managing dynamic content (Collections)

If you have Collections in your project, you can access them in the Editor through the Collections tab. The Collections Panel lists all your collections. Clicking on a collection opens a new tab titled the name of the collection. This tab lists all Collection items within that Collection.



Creating and editing content

Here, you can edit existing items by clicking on them, or create new items by clicking the + New button and filling out the item's various fields.



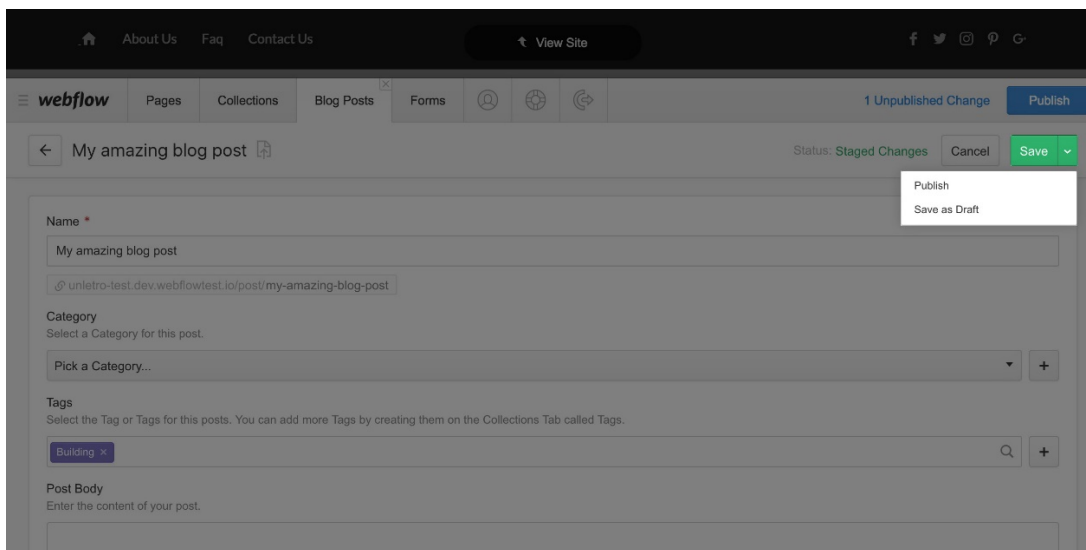
When you're done entering content or updating fields, you can choose to:

Create a new item or save an existing item. It will be staged to publish, and will go live on your site next time you publish your site.

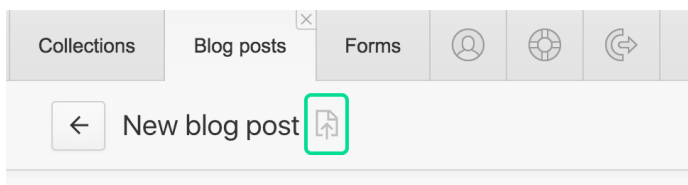
Publish your item right away (without waiting for the next site wide publish to take place).

Save as Draft if you aren't quite ready for the item to go on the live site.

Cancel to discard changes.



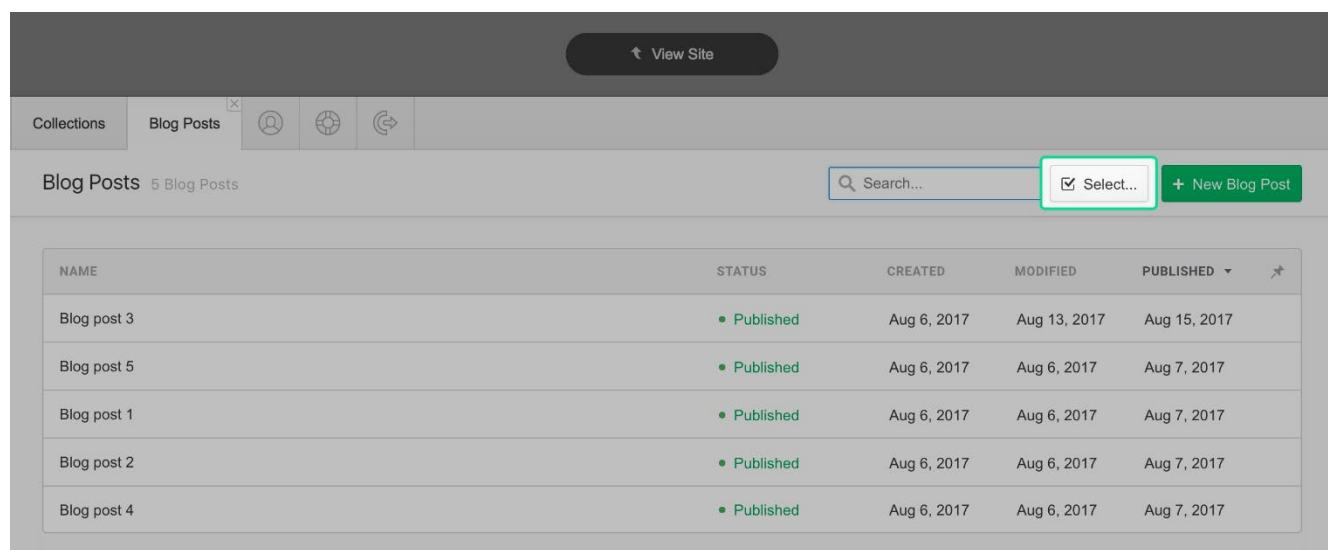
You can view the Collection page for that item by clicking the icon to the right of the item name. This collapses the panels to show you the page for the item you're currently viewing right in the browser. If you'd like, you can edit it there, instead of in the panel.



Managing content

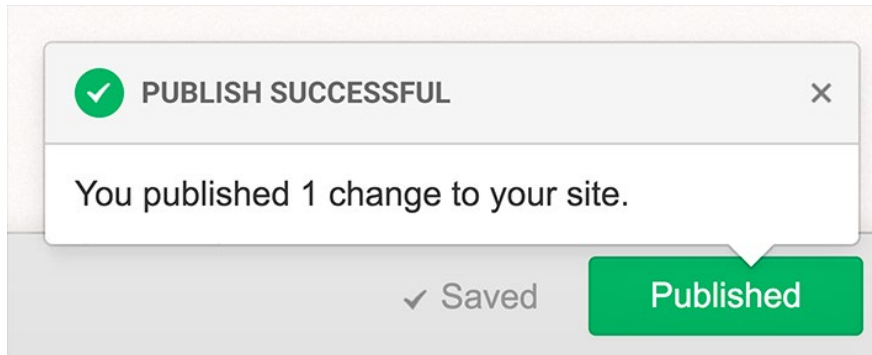
In the Collection Panel, you can see all your Collection items and their statuses. Here, you can delete, archive, or change the status of several items all at the same time. To do that:

1. Click the Select... button
2. Select the items you want to manage
3. Choose the action you want from the top toolbar



Publishing

Edited item(s) individually or press the Publish button to publish all staged changes. You will need to confirm that you want to publish all changes before the site is actually published. The green Published button will confirm this.



Accessing form submissions

If you have any forms in your project, the Editor will include a Forms tab. Here, you'll be able to view some basic information from forms people have submitted, but it's most useful as a place for you to download the complete form data. In the downloaded CSV file (a format that works with all the major spreadsheet apps), you'll be able to see all the submitted info.

Hopefully this short Training Primer will help you on your way to using the basic functions of Webflow. If you need additional support, please call us at 847.252.7600 or visit websupport.linkstechnology.com