Editing your Webflow website

Hello!

Thank you for choosing Rugby Web Design Limited to create your new Webflow-powered website.

You'll find updating and managing your site refreshingly simple. The Webflow Editor has been designed with ease of use in mind, so you can log in, click directly on the text or images you want to change, and update them instantly — no technical know-how required.

Your website has been built so that you, as the end-user, can confidently handle the day-to-day editing of content. Be bold and explore — you won't be able to do any lasting damage. And even if something goes wrong, there are multiple restore points we can roll back to, so you can always return to a safe version.

Graham Barr

Designer vs Editor

Before we get into how you and your team can edit your website, it's useful to explain the difference between the **Designer** (me) and the **Editor** (you).

As the Designer, I've built the framework of your site — deciding where each element appears on the page, setting up layouts, and locking in the styling, fonts, and colours. This ensures every page looks consistent and professional, without the design drifting over time.
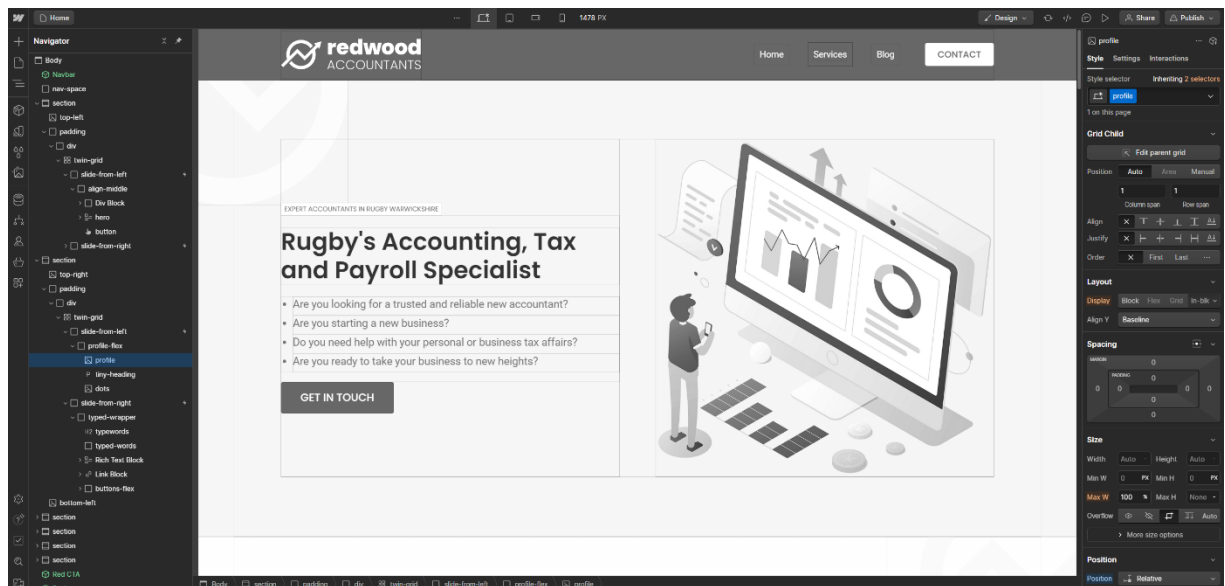
As an Editor, you won't be able to change layouts or overall design (that's my job), but you can confidently update the content — text, images, and other editable elements.

The system is designed so that whatever you edit, the design stays intact and your website continues to look exactly as intended.
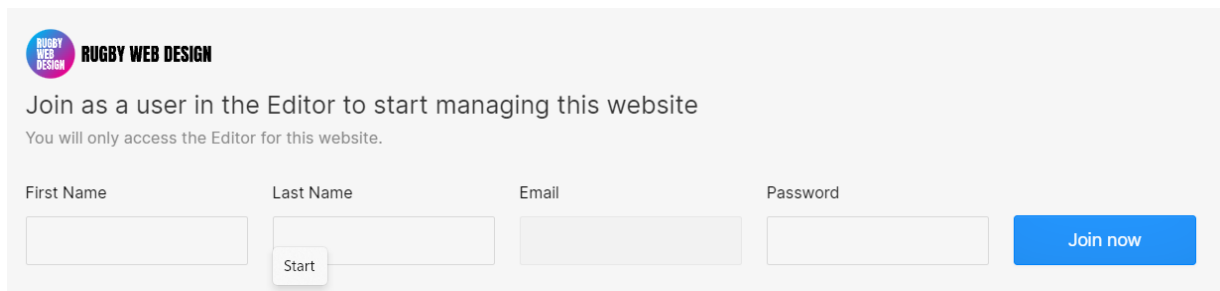
Becoming an Editor

With Webflow, their standard CMS Hosting Plan allows up to 3 Editors to access your project. If you have a Business Hosting Plan, you can have up to 10 Editors.

To become an editor, I will send each editor their own unique **one-time** link, which looks like this
https://www.websitename.co.uk?edit=1&t=MDAyNzQxOWFiMmExZTIyOCVVkZjU2MmY2NmI4ZTRh

Once clicked you will see your website, and this popup.

Your Editor account is created by inputting your name and choosing a memorable password.

RUGBY WEB DESIGN

Join as a user in the Editor to start managing this website
You will only access the Editor for this website.

First Name	Last Name	Email	Password	Join now

Start

Important notes before editing

- You'll need to use a desktop or laptop computer. Editing cannot be done on a mobile device.
- Occasionally, users experience issues signing up or logging in. This is usually due to browser cookie settings or extensions.

If you're using Chrome

1. On your computer, open Chrome.
2. At the top right, click the three-dot menu and select **Settings**.
3. Under **Privacy and security**, click **Third-party cookies**.
4. Select **Allow all third-party cookies**.

If you're using Safari on a Mac

1. Open Safari and in the top left corner of your screen click **Safari** > **Preferences**.
2. In the Preferences window, select **Privacy**.
3. Under **Block cookies**, select **Never**.

General troubleshooting

- Try clearing your browser cache.
- If login issues persist, the cause is often browser extensions. In most cases, switching to **Incognito/Private Browsing mode** resolves the problem.

Editing your website

Before you can begin editing your website, and once you have registered as an editor, you will need to make sure you are signed in.

The easiest way to get signed in, is to visit your website and add **/?edit** to the end of the URL.
EG: **www.mydomain.co.uk/?edit**

When you're signed in, a grey menu bar will appear at the bottom of your screen. From here, you can access your pages, blog posts, and store products.

Publishing changes

On the far right of the menu bar, you'll see the Publish button.

By default, this button is grey'd out. As soon as you make any edits, it will turn bright blue to indicate you have unpublished changes.

Your edits will only be visible to the public once you press Publish. When successful, the button will turn green.

Tip: If you have multiple Editors, be mindful that someone else could publish while you are still working. It's always best to check who is making changes before editing.

Webflow has created a short YouTube video, which you may also find useful to watch
https://www.youtube.com/watch?v=t7moqInkxo4

The 'on-page' editor

One of the best — and simplest — features of Webflow is the on-page editor.

It allows you to edit content directly on the web page itself. Traditionally, this sort of task involved using a back-office system or database, which required some technical know-how and left you guessing how the changes would look until after publishing. With Webflow, what you see is what you get — editing is as easy as working in a Word document.

To edit text:

- **Hover** over the content you want to change.
- The area will be highlighted with a faint box and a small pen icon, click the pen.
- Click the pen and then you can start typing your changes.

Important: Do not highlight and delete **all the text** in each box using backspace. Doing so can remove the entire text element, which means you won't be able to type new content back into it. Instead, simply overwrite the existing text, or temporarily leave a few trailing characters.

To replace an image:

- Hover your cursor over the image you want to change.
- Click the picture icon.
- Select and upload a new image from your computer..

Note: Occasionally, you may find certain items don't have the editor feature. This may be because I have purposely prevented you from editing that particular item.

Rich Text

The main page body content is usually built using a Rich Text element. This works much like editing in Word and gives you the flexibility to format your text without needing any technical knowledge.

Within a Rich Text element, highlight the text and then you can:
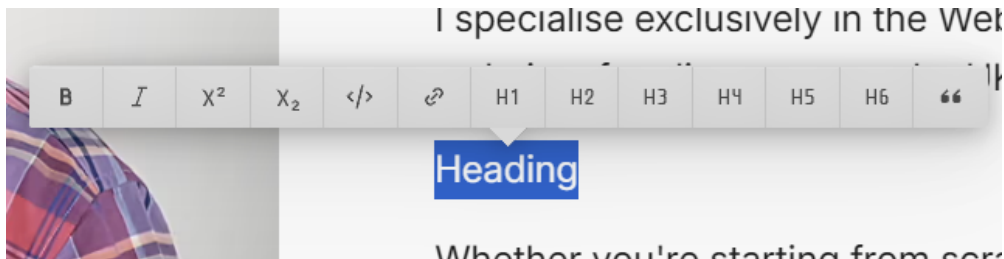
- Create headings
- Add bold or italic text
- Insert quotes and links
- Structure your content for clarity and emphasis

Rich Text is especially useful for longer content such as articles and blog posts, where you may want to mix headings, body copy, images, and links together.

You can also add Images, Video, Music, Maps and Custom Code by clicking on any of these icons. To get this feature, simply hit the return key and press the + icon (which opens the image below).
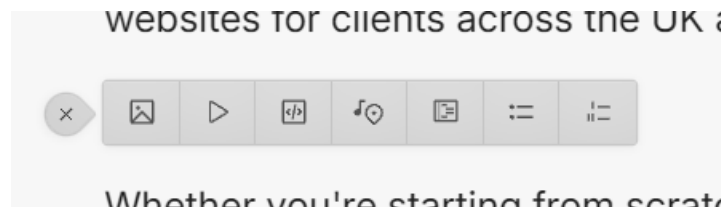
If adding an image, you'll then be given layout options to decide how the image sits alongside your text.
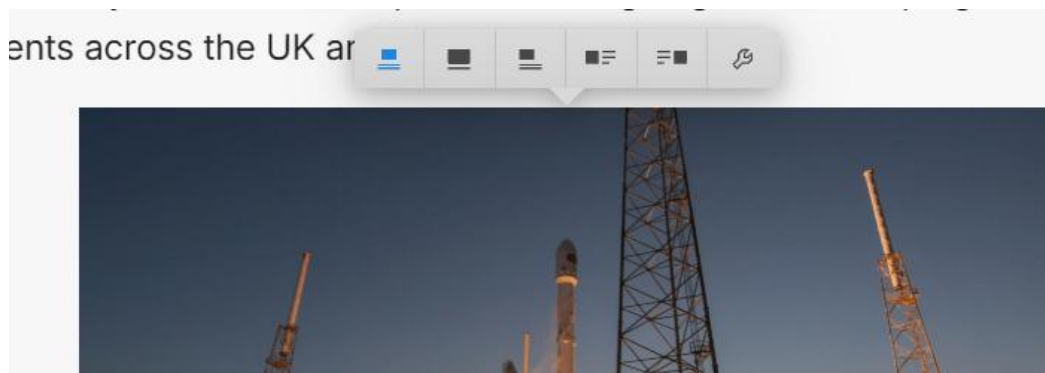
CMS Collections

If your website includes features such as news articles, blogs, staff profiles, or products, these are managed through the Content Management System (CMS) in an area called **Collections**. You'll find these under the **Collections tab**.
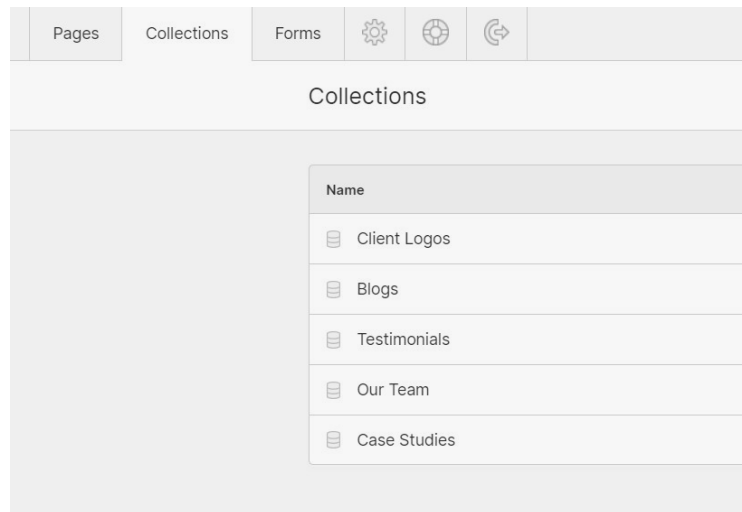

Collections are a type of dynamic content — information stored in a database and then automatically displayed on the website. Each Collection has its own page template, which means every item in that Collection shares the same consistent layout.
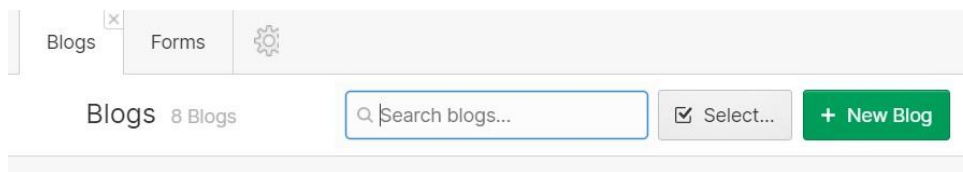
From the Collections area, you can:

- View all items in a list
- Create new items
- Edit existing items
- Delete or archive items (if no longer needed)

This system ensures your website remains consistent in design while giving you the flexibility to keep content fresh and up to date.
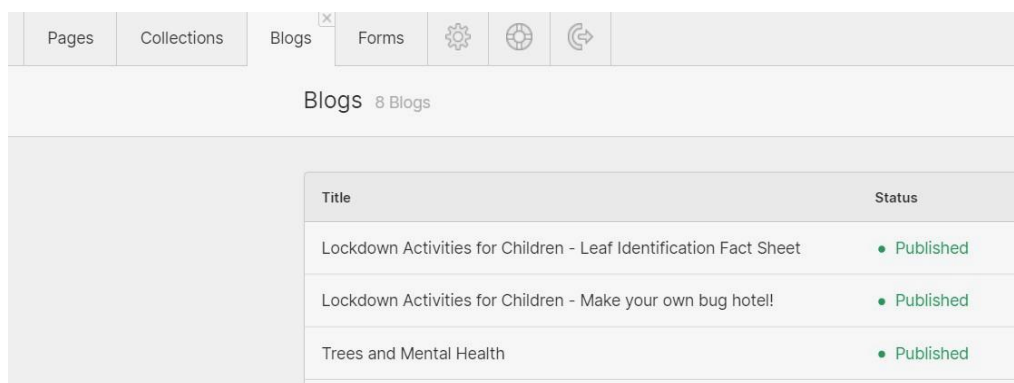
To create a new collection item, click the green + New button.

This button will be descriptively named. EG: + New Blog, + New Team, + New Product

Each CMS Collection has been built to your specific needs. Let's use a Blog as an example. Once you start creating a blog, you may see the following pre-defined fields that will require completing.

- Headline
- Author
- Main Image
- Tag
- Brief Overview
- Blog Content

Most of these will be *required, such as a Headline. Other fields may be optional.

EG: There may be an option to upload a PDF document.

- If you upload a file, it is likely that a PDF document button will appear on your webpage.
- However, if you don't upload a file, a rule to 'auto hide' the button will be in place.

Once created there are several states each item will fall under.

- Draft (it won't publish and remains in a draft status)
- Queue for Publish (will publish on the next site-wide publish)
- Publish > Publish Now (will instantly publish)

At the bottom of each collection item are these buttons.
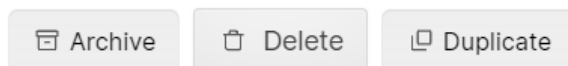
SEO settings

I've already set up your **Page Titles, Meta Descriptions**, and **Open Graph** settings for you. These are the key details that help your site perform well in search engines and look good when shared on social media.

However, if you'd like to adjust or fine-tune them yourself, you can do so easily:

1. Go to the Pages tab in the Editor.
2. Highlight the page you want to update.
3. Click the settings button (the small cog icon) to access the SEO fields.

Static Pages		
Name	**Date Created**	
🏠 Home	Thu Mar 14, 2024 2:30 pm	⚙ Settings
📁 accountancy-services /accountancy-services/	Sat Mar 16, 2024 7:57 am	
📄 Self Assessment	Fri Mar 15, 2024 4:38 pm	
📄 VAT Returns	Fri Mar 15, 2024 4:40 pm	
📄 Corporation Tax	Fri Mar 15, 2024 4:43 pm	
📄 Tax Planning	Fri Mar 15, 2024 4:48 pm	
📄 Payroll & Pensions	Fri Mar 15, 2024 4:48 pm	
📄 Annual Accounts, Management Accounts & Bookkeeping	Fri Mar 15, 2024 4:47 pm	
📄 Capital Gains Tax	Fri Mar 15, 2024 4:49 pm	
📄 Company Formations & Administration	Fri Mar 15, 2024 4:50 pm	

Restore / Backup points

Webflow automatically creates backups (also called restore points) at regular intervals. This feature is very useful in the unlikely event that something goes drastically wrong.

If anything ever goes wrong while editing, I can restore your website to its last good state. This means you can experiment and update your site with complete confidence, knowing that no permanent damage will be caused.

Finally

With all my new clients, I am happy to provide some online training and run through how to manage your website. If you would like to schedule a Zoom Training session, please email hello@rugbywebdesign.co.uk