RUGBY WEB DESIGN

Editing your Webflow website

Hello!

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

Your website has been designed to be simple, intuitive, and easy to manage. You can log in, click directly on text or images, and make updates instantly — no technical knowledge required.

Looking ahead to 2026 and beyond, Webflow continues to evolve. For larger projects or teams, your website can be extended with powerful editing and component-based features that make ongoing content management even more flexible.

Your site has been built so that you, as the end user, can confidently handle day-to-day content updates. Feel free to explore — you won't be able to cause any lasting damage. And if something ever does go wrong, Webflow creates multiple restore points, meaning your site can always be rolled back to a safe version.
Graham Barr

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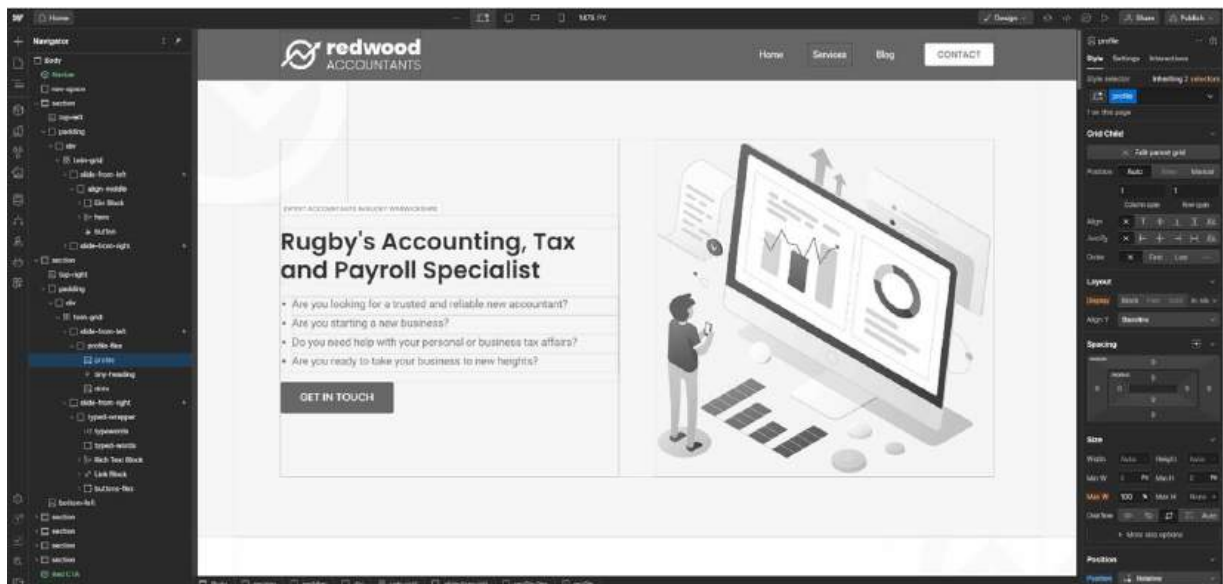
Designer vs Editor

Before you begin editing, it's helpful to understand the difference between the Designer and the Editor roles.

Designer (Me)
As the designer, I build the structure and framework of your website. This includes:

- Page layouts and structure
- Fonts, colours, and styling
- Responsive behaviour across devices

This ensures your site remains consistent, professional, and visually cohesive over time. The designer interface is way more complex than the Edit/Build interface you will see.

Editor (You)

As an editor, you won't be able to change layouts or core design elements — but you *can* safely update content such as:

- Text
- Images
- CMS items (blogs, news, products, etc.)

This system protects the design while giving you full confidence to keep your content fresh and up to date.

2026 Update

With Webflow's new Edit Mode, entire sections and components can now be stored and reused across the site. These can be added, removed, and edited as needed — a powerful feature for marketing teams or content-heavy websites.

If this is something you'd like to explore, just get in touch.

Becoming an Editor

Webflow allows multiple people to edit a website, depending on your hosting plan:

CMS Hosting Plan: Up to 3 client seats

Business Hosting Plan: Up to 10 client seats

Each client seat can be assigned a role:

Seat	Role	Description
Client seats	Marketer	Build and edit pages using components and templates WEBFLOW HELP GUIDE
	Content editor	Update text, images, and CMS content WEBFLOW HELP GUIDE
	Reviewer	View and comment on sites WEBFLOW HELP GUIDE

To become an editor, I'll send each user an invitation to create a Webflow account.

You'll set your own password — only you will know it, so please keep it safe!

Important Notes Before Editing

- Editing must be done on a **desktop or laptop** — mobile devices are not supported.
- Login issues are occasionally caused by your browser cookie settings or extensions.

If You're Using Chrome

1. Open Chrome
2. Click the three-dot menu → **Settings**
3. Go to **Privacy and security → Third-party cookies**
4. Select **Allow all third-party cookies**

If You're Using Safari (Mac)

1. Open Safari
2. Click **Safari → Preferences**
3. Select **Privacy**
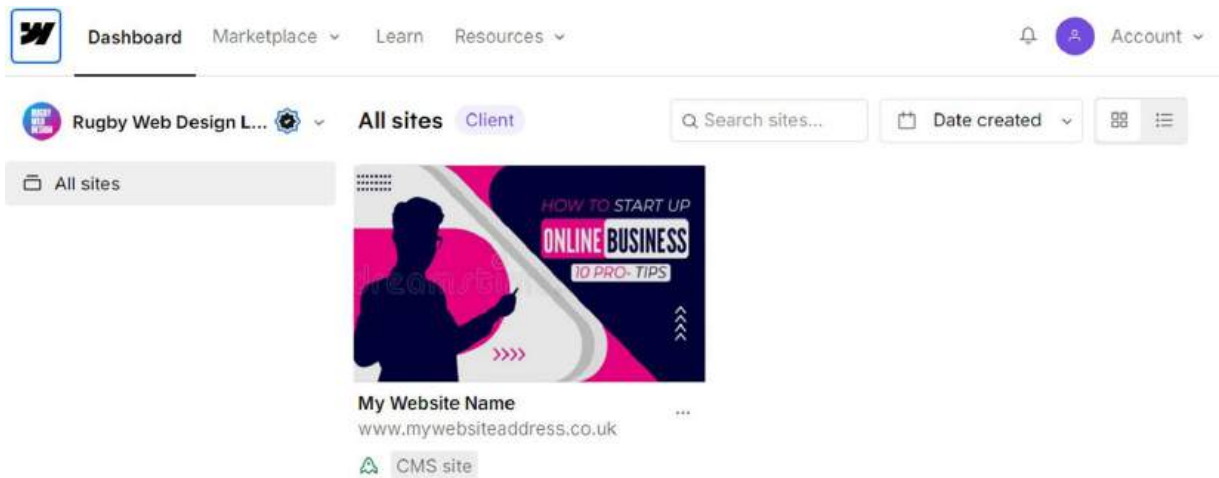4. Set **Block cookies** to **Never**

General Troubleshooting

- Clear your browser cache
- Try Incognito / Private Browsing mode
- Disable browser extensions temporarily

Editing your website

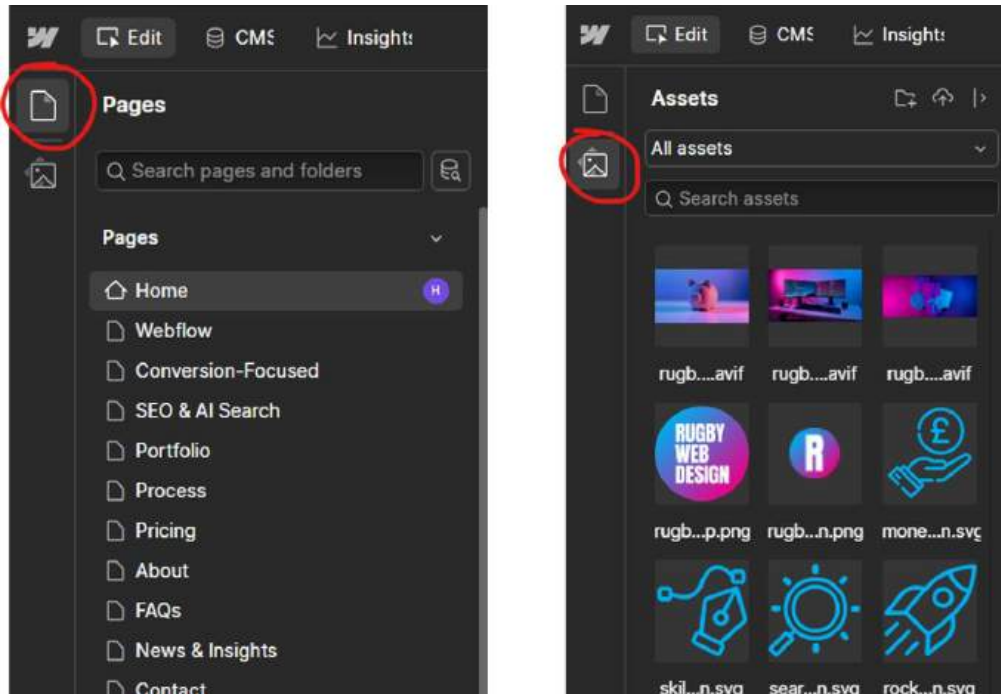Once you've registered and signed in, you'll see your Webflow Dashboard.

Click the thumbnail of the website you wish to edit (some clients may have more than one).
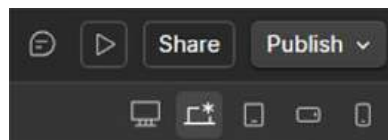
Pages, Assets & Navigation

- **Left panel**: Pages list and CMS collections
- **Assets tab**: Images, icons, and documents

- **Right panel**: Publish controls

- Nothing goes live until the **Publish** button is clicked.

⚠️ If multiple editors are working on the site, agree in advance who is editing and when — this avoids accidental publishing of unfinished changes.

The 'on-page' editor

One of Webflow's best features is the on-page editor. You can edit content directly on the page — what you see is exactly what visitors will see.

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 and then you can start typing your changes.

⚠️ **Important:** Do not **delete all text** using the backspace. This can remove the entire text element. Instead, overwrite existing text or leave a few characters in place.

To replace an image:
Hover your cursor over the image you want to change.

- Click the image icon (circled).
- Select a new image from the image library.
- If you want a brand new image, first upload it to the library.

Rich Text

Most main page content uses **Rich Text**, which works much like Word. You can:

- Add headings
- Apply bold or italic styling
- Insert links and quotes
- Add images
- Structure longer content clearly

Rich Text is ideal for blog posts, articles, and detailed pages.

⚠️ **SEO Note:**
Please don't use heading tags (H2, H3, H4) purely for styling. Incorrect heading structures can confuse search engines and negatively affect your rankings. If you're unsure, just ask.
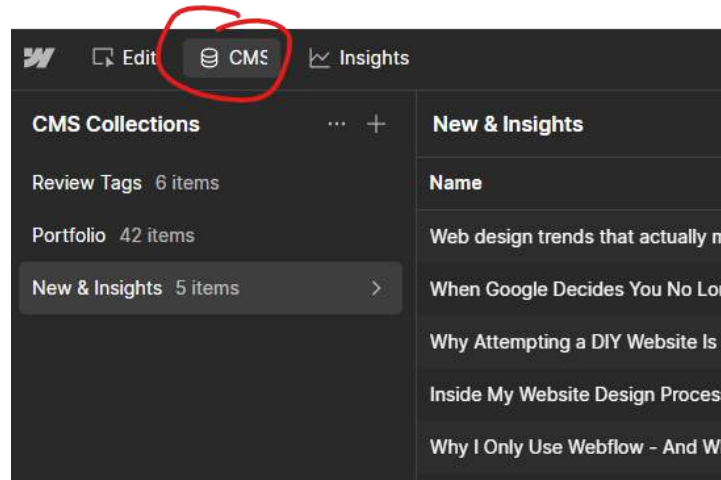

Everything you see here, is contained inside a single Rich Text element.

CMS Collections

Blogs, news, team members, products, and similar content are managed through CMS Collections.

Collections store content in a database and automatically display it using a shared page template — keeping design consistent.
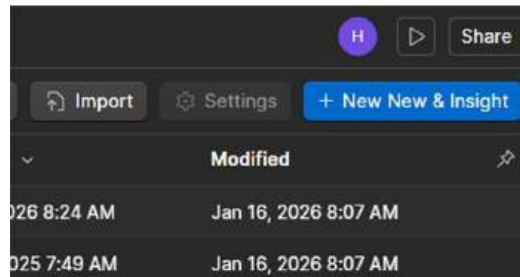
From the CMS area, you can:

- View all items
- Create new items
- Edit existing items
- Archive or delete items

This system ensures your website remains consistent in design while giving you the flexibility to keep content fresh and up to date.

Creating a New CMS Item

To create a new collection item, click the blue **+ New** Button in the top right corner.
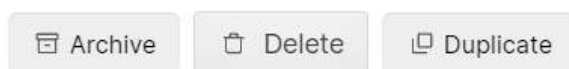

Each CMS Collection has been built to your specific needs. Let's use a Blog as an example. Once you start creating a blog, you may see the following pre-defined fields that will require completing.

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

Some fields are optional. If a field (such as a PDF upload) is left empty, related elements on the page will automatically hide.

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

- **Draft** (it won't publish or display in Webflow, and remains in a draft status)
- **Queue for Publish** (will publish on the next site-wide publish)
- **Publish > Publish Now** (will instantly publish **the CMS item**, but not the full website)

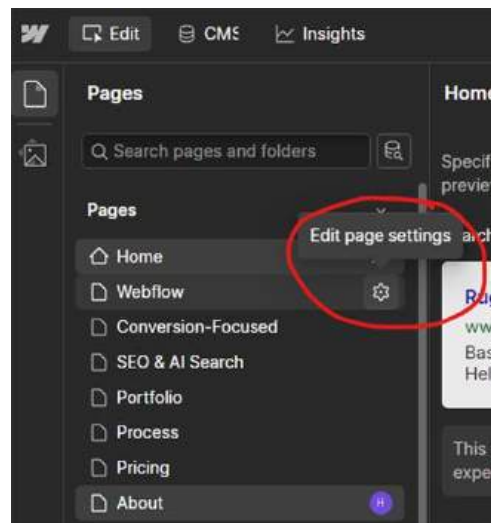At the bottom of each collection item are these useful buttons.

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. Highlight the page you want to update.
2. Click the settings button (the small cog icon) to access the SEO fields.

Restore / Backup points

Webflow automatically creates backups at regular intervals.

If anything goes wrong, your site can be restored to a previous version — so you can edit with confidence, knowing nothing is ever permanently lost.

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