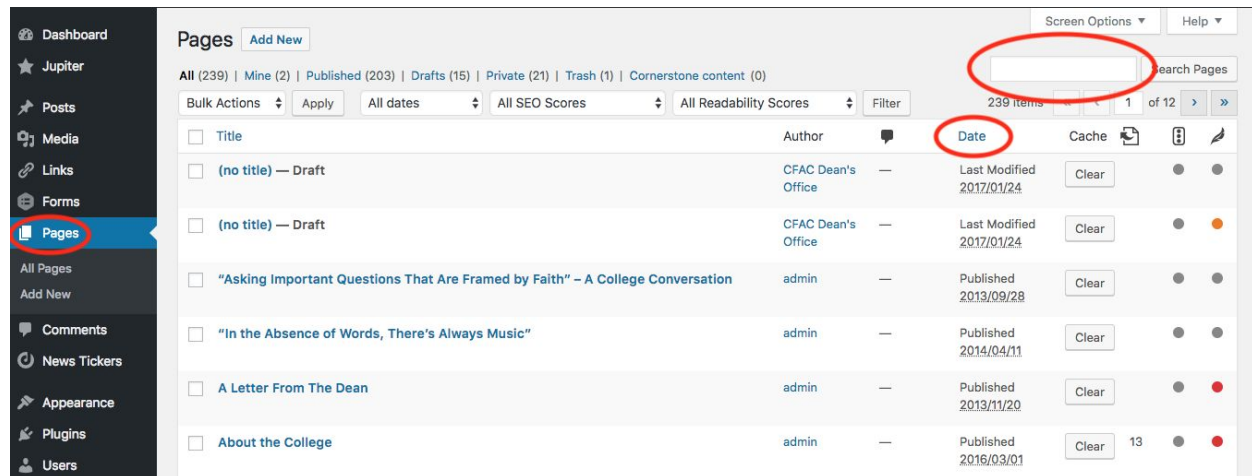


# The WPBakery Interface

## WPBakery Training

### Navigating to a Page

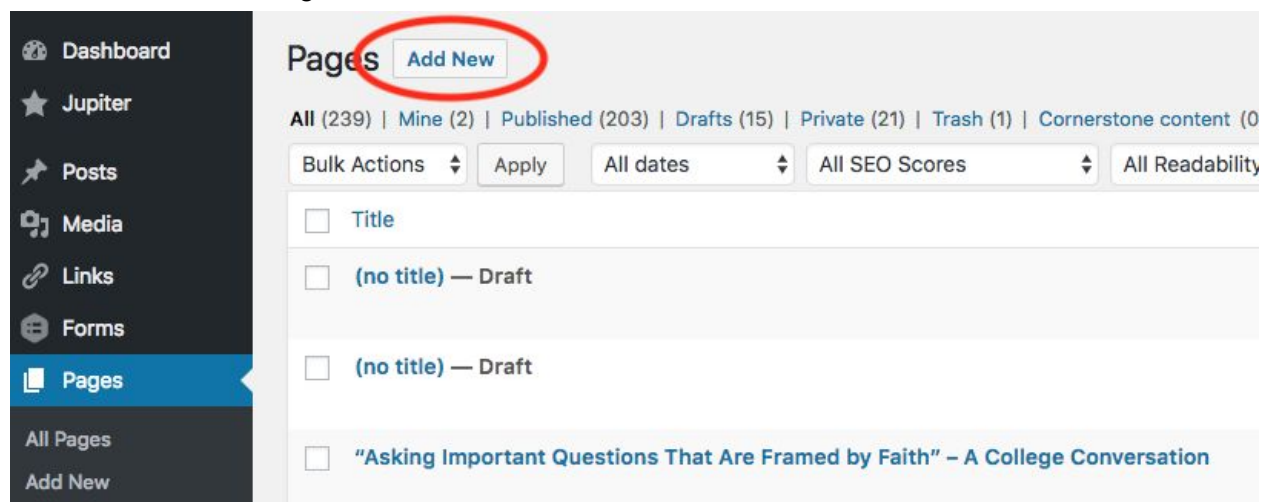
Once you are logged in to the backend of the Wordpress website, select the “Pages” link in the menu on the left side of your screen.



There are two easy ways to find the page you want to edit: either search for its title in the search bar, or sort the list of websites by either Title, Author, or Date (most useful) by clicking on the column title.

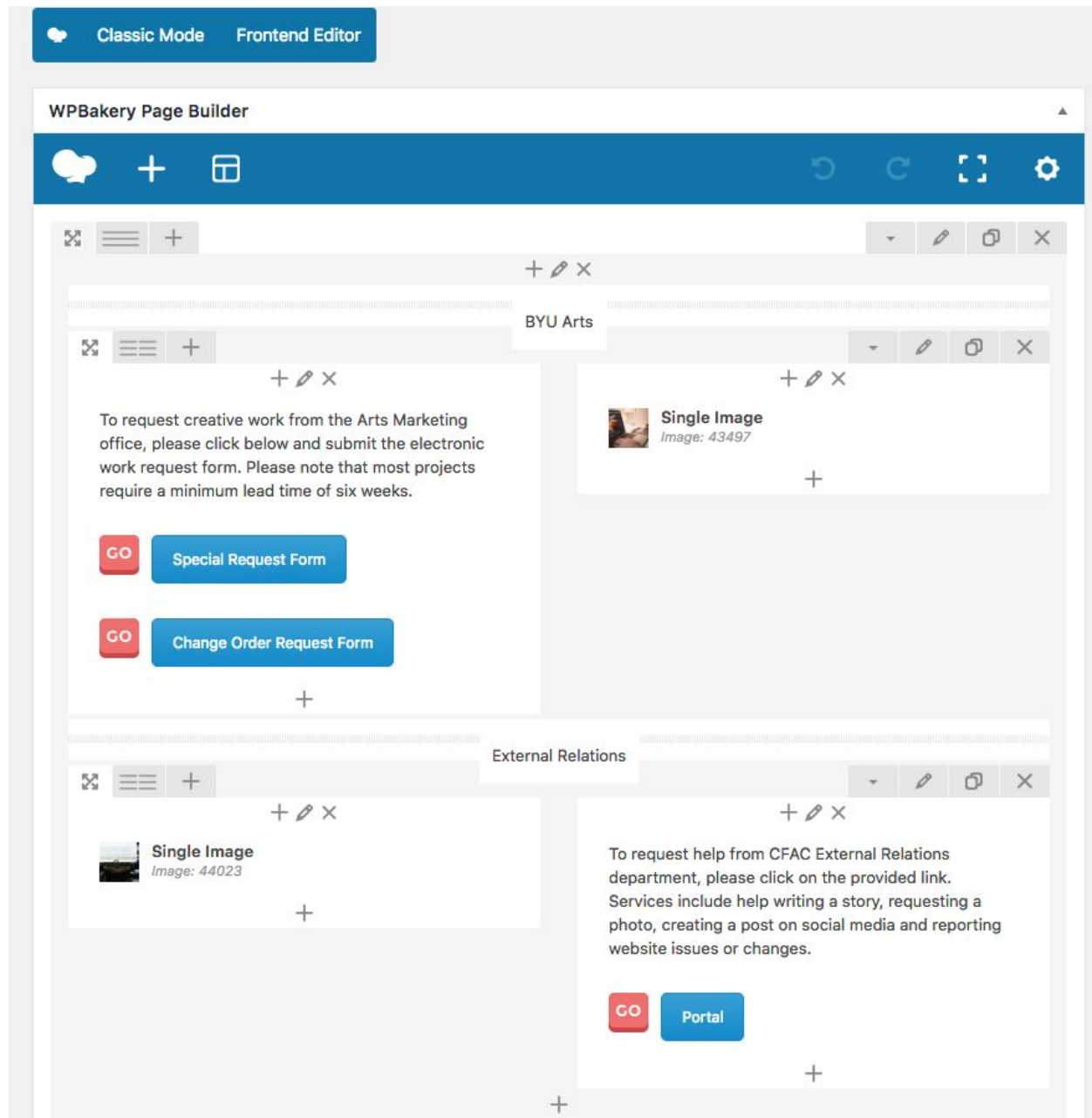
### Creating a New Page

Should you decide to create a new page, do so by simply clicking “add new” on the pages tab of the menu or under “Pages” on the left side menu.



# Editing a Page

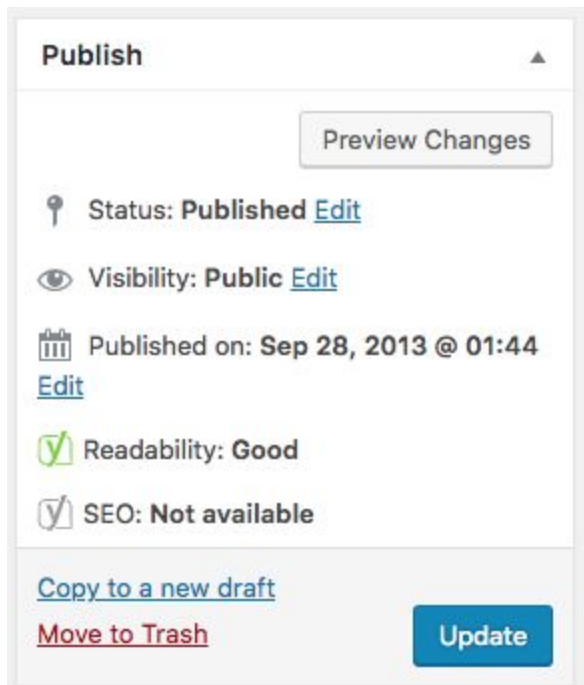
To edit a page, click on the title of the page or hover over the title and click “Edit”.



WPBakery supports a “Backend” and “Frontend” editor. The one shown in the above image is the backend editor, which will be the focus of these tutorials, but you are free to use the frontend editor if you wish.

Within the actual page builder, WPBakery has a simplistic, blue menu at the top. Going from left to right, the hat icon is a link to the WPBakery site, so you will not need to click on it. The plus icon allows you to add new elements to the page. The third icon lets you apply a template of rows and columns for organizing content on the page. Most pages typically are built ground up and don’t use a template.

Next on the blue menu, there are two circular arrows. The first will undo previous changes, the second will reverse the undo command. The square corners icon makes the editor go full screen, and the gear icon lets you add specific CSS that applies to this page only.



On the right side of the page edit screen are the publish options. Preview changes lets you see the current state of a page without publishing those changes to the public. If you want to hide a page, changing the visibility to private will effectively take a page down without deleting it.

To clone a page, click the “Copy to a new draft” link at the bottom. The link underneath “Move to Trash” will delete the page.

When you are ready to make changes live and viewable by the public, click on “update”.