



Create Web Pages for Your WordPress Website With Elementor

**Brigitte Lord
Ottawa PC Users' Group**

Elementor - A WordPress Plugin

<https://elementor.com/>



Features ▾

Pricing

Resources ▾

Help Center ▾

Blog

Experts BETA

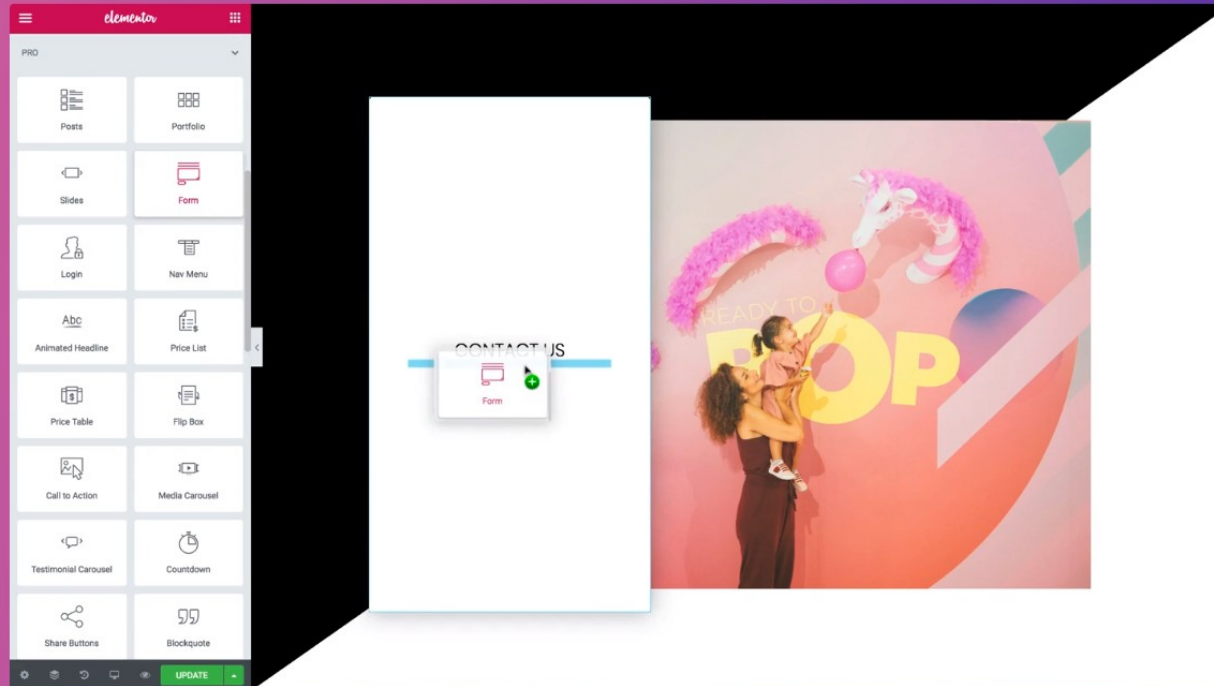
My Account

GET STARTED

The World's Leading WordPress Website Builder

Join 5,000,000+ Professionals Who Build Better Sites With Elementor

GET STARTED



What is a “plugin”, you ask? ➡ <https://www.wpbeginner.com/glossary/plugin/> :

A plugin is a piece of software containing a group of functions that can be added to a WordPress website. They can extend functionality or add new features to your WordPress websites.

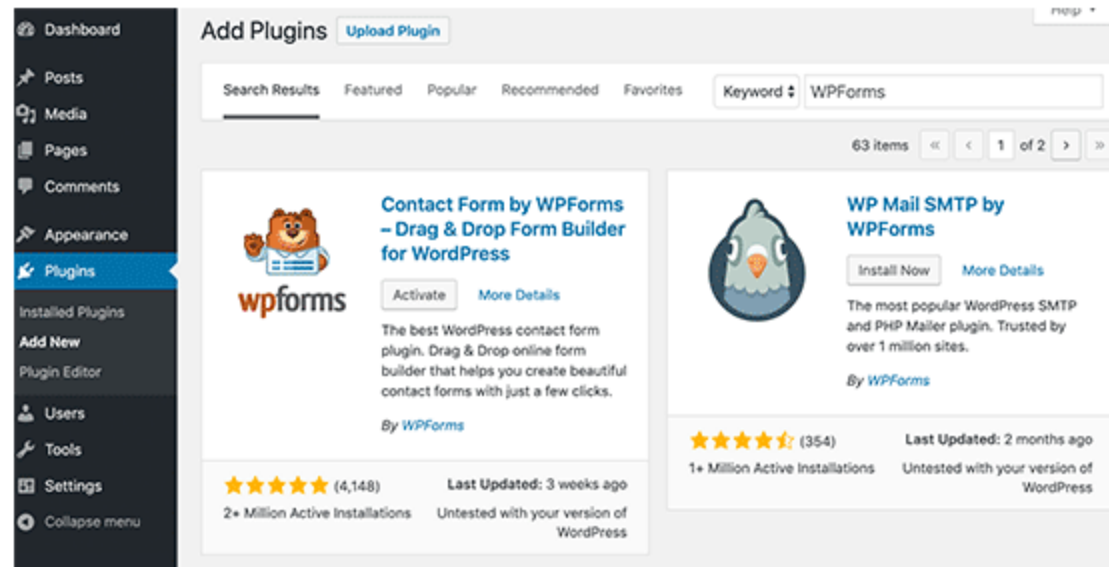
WordPress plugins are written in the PHP programming language and integrate seamlessly with WordPress. In the WordPress community, there is a saying that goes around: “there’s a plugin for that”. They make it easier for users to add features to their website without knowing a single line of code.

There are thousands of WordPress plugins available for free at the [official WordPress plugin directory](#). At WPBeginner, we write about all the [best WordPress plugins](#). We have even shared a list of [all the plugins we use](#). Aside from free plugins, there are tons of amazing commercial ones available from third-party companies and developers.

Why Elementor?

Elementor is a WYSIWYG (WIZ+EE+WIG) editor (What You See Is What You Get) and eliminates the need to type HTML code. Widgets (or sections) for everything you want (e.g. text, images) can be dragged-and-dropped right onto the page. Even if you have NO knowledge of HTML, with a little practice, you will be able to create web pages. Although WYSIWYG editors have existed for over 20 years, Elementor does it in spades.

Elementor can also be used to create and design a **blog** page:
<https://elementor.com/blog/create-blog-page-wordpress/>



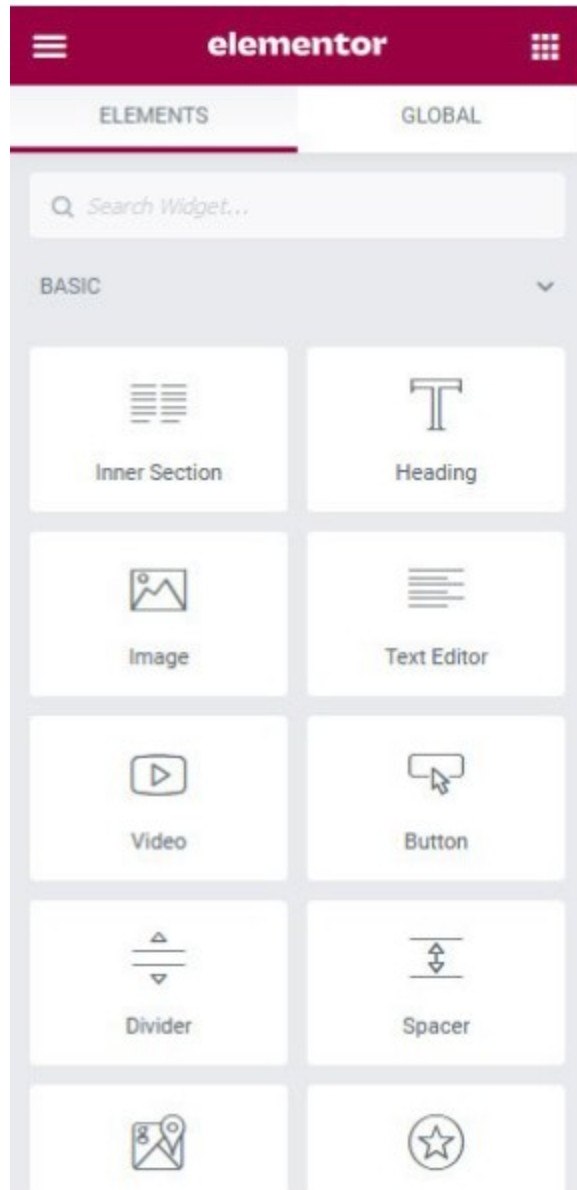
The screenshot shows the WordPress dashboard's 'Add Plugins' section. A sidebar on the left contains navigation links: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins (highlighted), Installed Plugins, Add New, Plugin Editor, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Add Plugins' and includes a search bar with the keyword 'WPForms'. Below the search bar, there are tabs for 'Search Results', 'Featured', 'Popular', 'Recommended', and 'Favorites'. The search results show two plugins:

- Contact Form by WPForms – Drag & Drop Form Builder for WordPress**: This plugin has a 5-star rating (4,148 reviews), 2+ million active installations, and was last updated 3 weeks ago. It is described as 'The best WordPress contact form plugin. Drag & Drop online form builder that helps you create beautiful contact forms with just a few clicks.' It is by WPForms.
- WP Mail SMTP by WPForms**: This plugin has a 5-star rating (354 reviews), 1+ million active installations, and was last updated 2 months ago. It is described as 'The most popular WordPress SMTP and PHP Mailer plugin. Trusted by over 1 million sites.' It is by WPForms.

Both plugins have 'Install Now' and 'More Details' buttons. The bottom of the page shows a pagination bar indicating '63 items' and '1 of 2' pages.

For the complete write-up visit: <https://smartslicer3.com/blog/best-free-wordpress-page-builder-plugins/#elementor>

Elementor – the most popular free page builder plugin



Elementor Website Builder
By [Elementor.com](https://elementor.com)



Download

Download

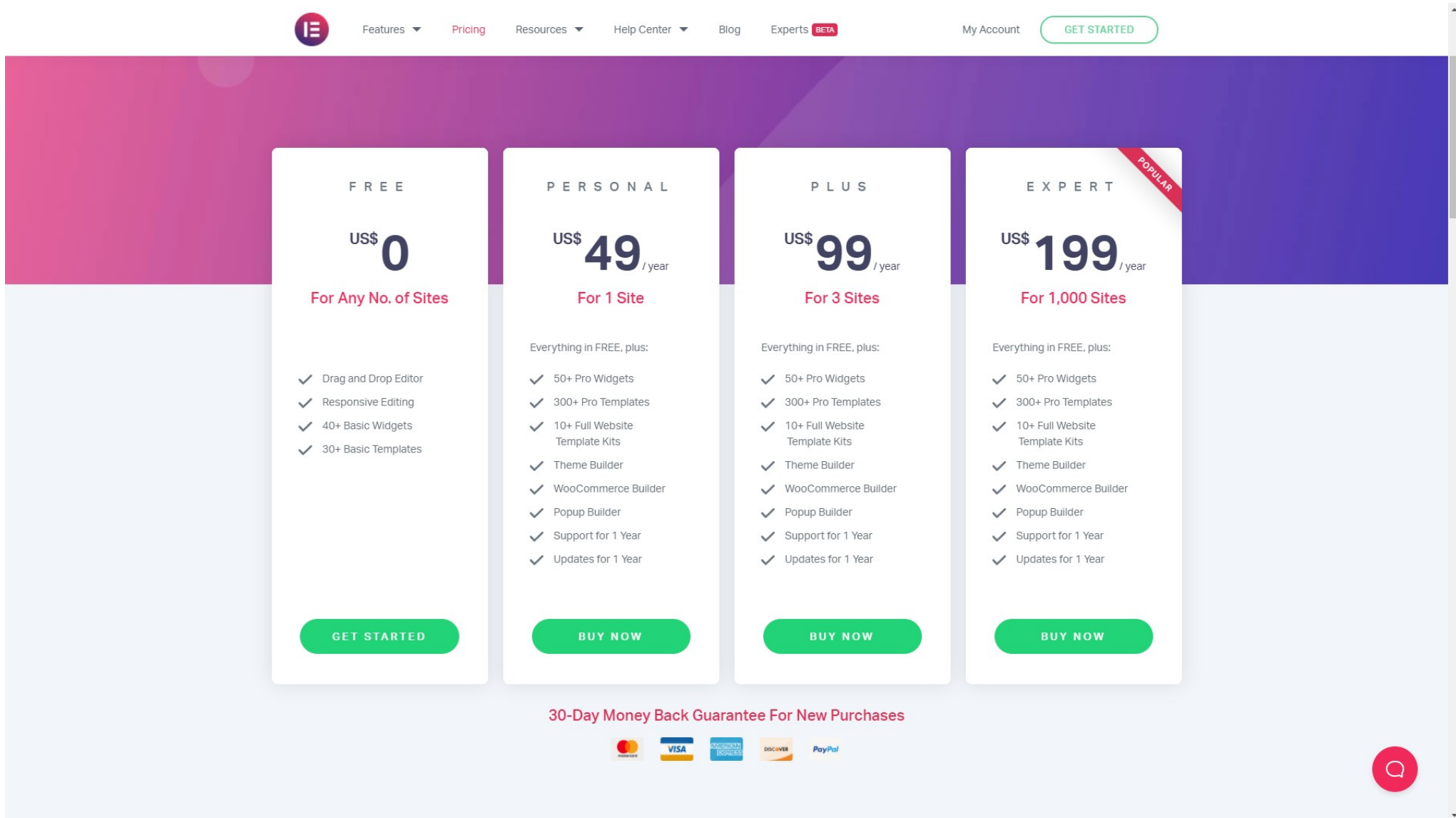
Elementor is the most popular page builder in WordPress.org's repository. There are currently 7 plugins there that have more than 5 million installations, and Elementor is one of them. So it's safe to say **Elementor is one of the most popular WordPress plugins**. Having so many users, Elementor managed to keep an impressive 5-star rating out of 5,465 reviews.

Interface of Elementor ★★★★★

Elementor offers a **visual frontend editor** to create pages. Many users prefer frontend editing, because they can see how the page is going to look like while they edit it. So, frontend editing saves time, because it removes two editing steps. You don't need to save and refresh every time you want to take a look at the page you're working on. Additionally, **you can edit textual layers inline** which is a great addition.

The new OPCUG website is hosted by Rebel.com.
It is a WordPress.org website and has the free Elementor plugin.

<https://elementor.com/pricing/>



The screenshot shows the Elementor pricing page with a purple and pink gradient header. The navigation bar includes links for Features, Pricing, Resources, Help Center, Blog, Experts (marked BETA), My Account, and a GET STARTED button. The main content area displays four pricing plans: FREE, PERSONAL, PLUS, and EXPERT. Each plan lists its price, the number of sites it covers, and a list of features. The EXPERT plan is highlighted with a 'POPULAR' badge. At the bottom, there is a 30-Day Money Back Guarantee for new purchases and logos for various payment methods including Mastercard, Visa, American Express, Discover, and PayPal. A red chat bubble icon is located in the bottom right corner.

Plan	Price	Sites	Features	Button
FREE	US\$ 0	For Any No. of Sites	✓ Drag and Drop Editor ✓ Responsive Editing ✓ 40+ Basic Widgets ✓ 30+ Basic Templates	GET STARTED
PERSONAL	US\$ 49 / year	For 1 Site	Everything in FREE, plus: ✓ 50+ Pro Widgets ✓ 300+ Pro Templates ✓ 10+ Full Website Template Kits ✓ Theme Builder ✓ WooCommerce Builder ✓ Popup Builder ✓ Support for 1 Year ✓ Updates for 1 Year	BUY NOW
PLUS	US\$ 99 / year	For 3 Sites	Everything in FREE, plus: ✓ 50+ Pro Widgets ✓ 300+ Pro Templates ✓ 10+ Full Website Template Kits ✓ Theme Builder ✓ WooCommerce Builder ✓ Popup Builder ✓ Support for 1 Year ✓ Updates for 1 Year	BUY NOW
EXPERT	US\$ 199 / year	For 1,000 Sites	Everything in FREE, plus: ✓ 50+ Pro Widgets ✓ 300+ Pro Templates ✓ 10+ Full Website Template Kits ✓ Theme Builder ✓ WooCommerce Builder ✓ Popup Builder ✓ Support for 1 Year ✓ Updates for 1 Year	BUY NOW

30-Day Money Back Guarantee For New Purchases

Payment Methods: Mastercard, VISA, AMERICAN EXPRESS, DISCOVER, PayPal

WHY GO PRO?

Compare Elementor Free Vs. Pro

Features	Free	Pro
The #1 Drag & Drop Website Builder	✓	✓
30 Basic Widgets	✓	✓
50+ Advanced Widgets	✗	✓
Industry Leading Theme Builder	✗	✓
Design-oriented Popup Builder	✗	✓
Visual Form Builder + Popular Marketing Integrations	✗	✓
WooCommerce Builder + Over 15 Shop Widgets	✗	✓
Dynamic Content & Custom Fields Capabilities	✗	✓
Motion Effects Inc. Parallax & Mouse Effects	✗	✓

More Pro Features

✓ Access To Pro Updates	✓ Live Custom CSS	✓ Design 404 Pages	✓ Role Manager
✓ 24/7 Premium Support	✓ Global Widget	✓ Design Header & Footer	✓ Custom Fonts
✓ 300+ Pro Templates	✓ Post & Portfolio Widgets	✓ Custom Field Integration	✓ Sticky Elements
✓ 20+ Integrations	✓ Price Table & Price List	✓ Interactive Carousels	✓ Embed Anywhere

What's the difference between Elementor Pro vs Free?

Elementor's Free version offers limitless design possibilities. Elementor Pro, however, empowers you with more professional tools that speed up your workflow, and allows you to get more conversions and **sales**.

See full comparison here:

<https://elementor.com/pro-vs-free/>

NOTE: The free Elementor plugin is only available on the WordPress.org platform, not WordPress.com.

Below is an excerpt from:

<https://www.wpbeginner.com/beginners-guide/how-are-wordpress-com-and-wordpress-org-related/>

WordPress.com does not offer you the freedom to modify your source code, or upload your own plugins, or extend the features.

So What's Right For You?

We always recommend our users to use WordPress.**org** aka self-hosted WordPress. It is very easy to install WordPress, and you have full control over your site. You can add plugins, custom themes, monetize your site, create your own membership site, and/or use one of our WordPress tutorials to extend the functionality without any restrictions.

Since there are so many other people familiar with WordPress, it is very easy to get WordPress support granted that you ask the right questions. Read our guide on how to properly ask for WordPress support.

We hope that this article helped you understand the relationship between WordPress.org and WordPress.com, and cleared all confusions.


For a more comprehensive overview of the differences between the two, visit:

<https://themeisle.com/blog/wordpress-com-vs-wordpress-org/>

So, if you want more control over your website, go to <https://wordpress.org/> to create a free account. You will need a host to serve your website to the world (a web search for "web hosting Canada" will return many choices). The old OPCUG website was hosted by Toonie Hosting (<https://www.tooniehosting.ca/>). As the name implies, the cheapest package starts at \$2/month. Toonie can host conventional or WordPress.org websites.


If you want WordPress.**com** to host and manage your website for a fee, go to <https://wordpress.com/create-website/>. Be aware that you will not have as much freedom over your website. The cheapest is the Personal Package for CAD \$5/month.

Once you've created a WordPress account, logging in to your WordPress website will give you access to the WordPress Dashboard.



Username or Email Address

Password

☐ Remember Me

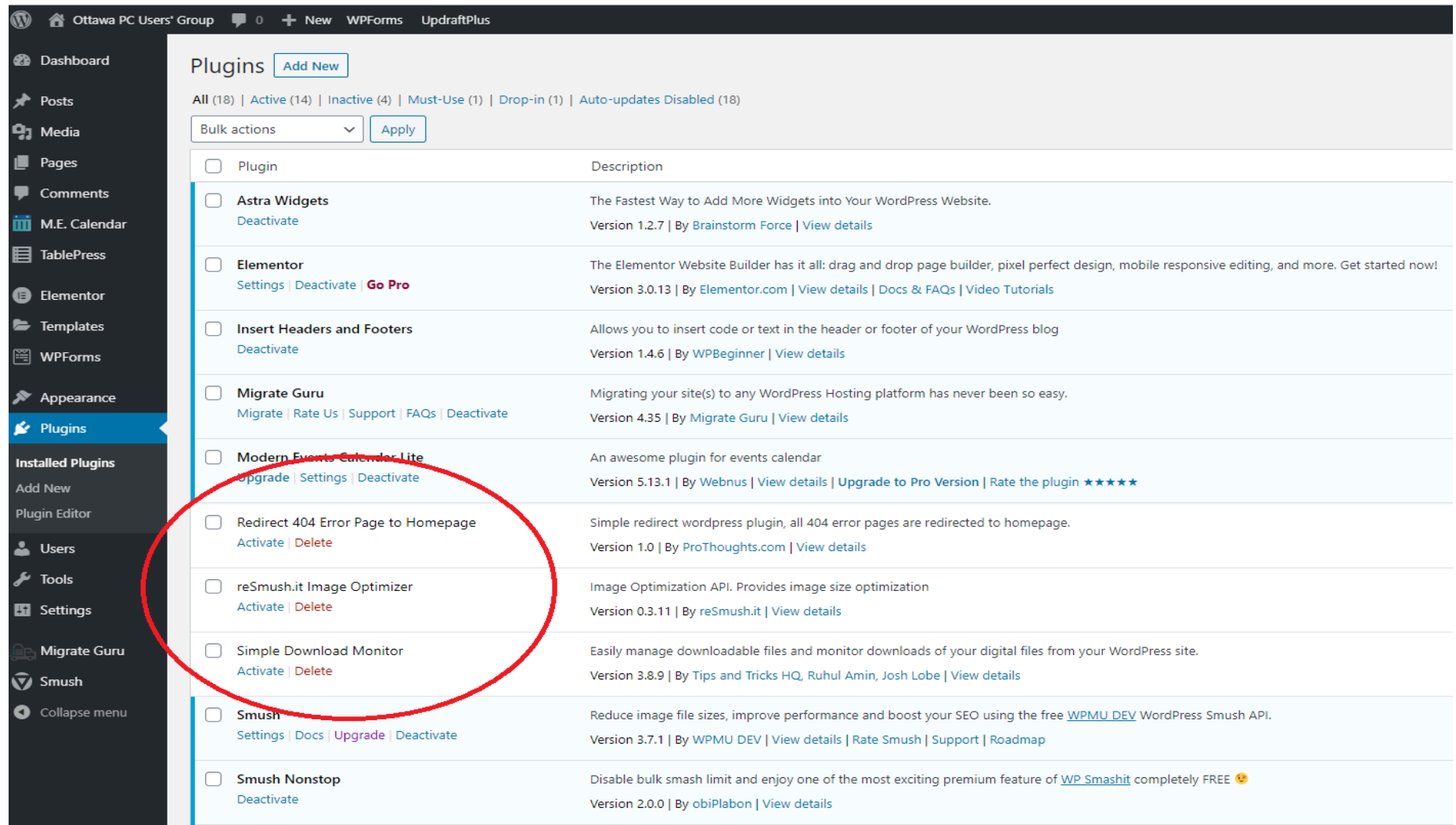
[Lost your password?](#)

[← Back to Ottawa PC Users' Group](#)

[PRIVACY](#)

The WordPress Dashboard for OPCUG showing installed plugins

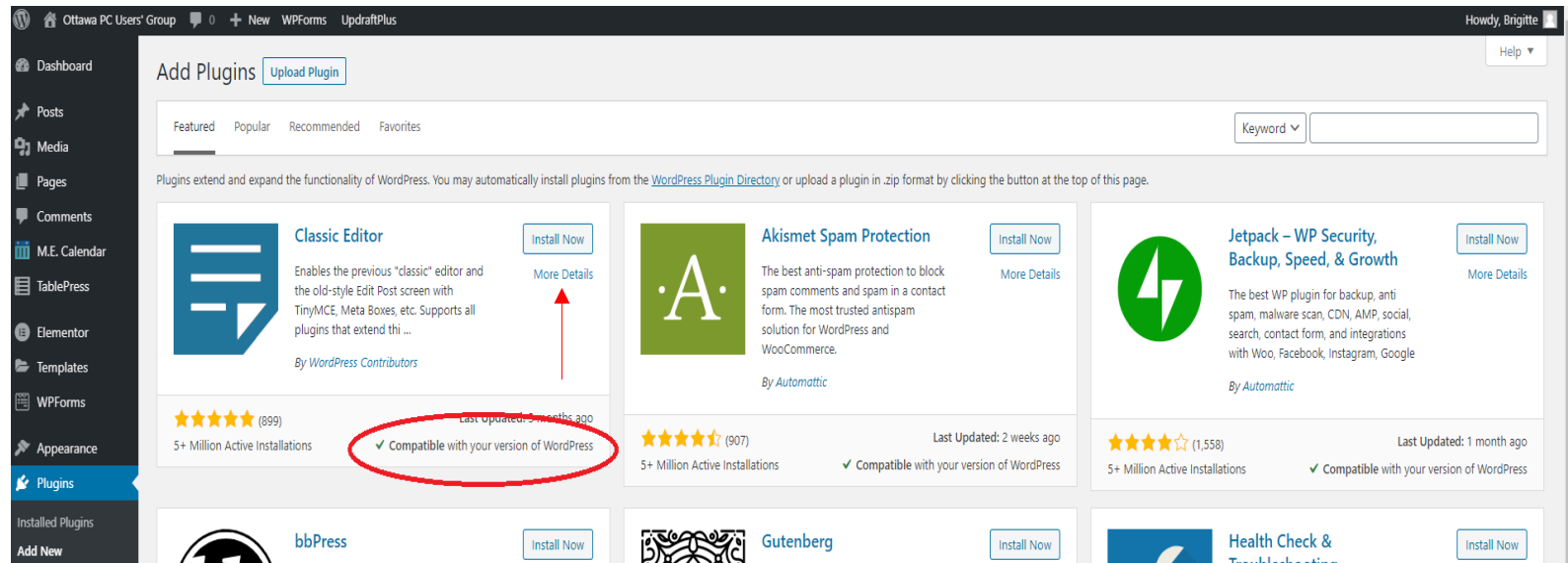
Three plugins have been deactivated (circled) because they were not very useful. I have the choice to either reactivate them or delete them.



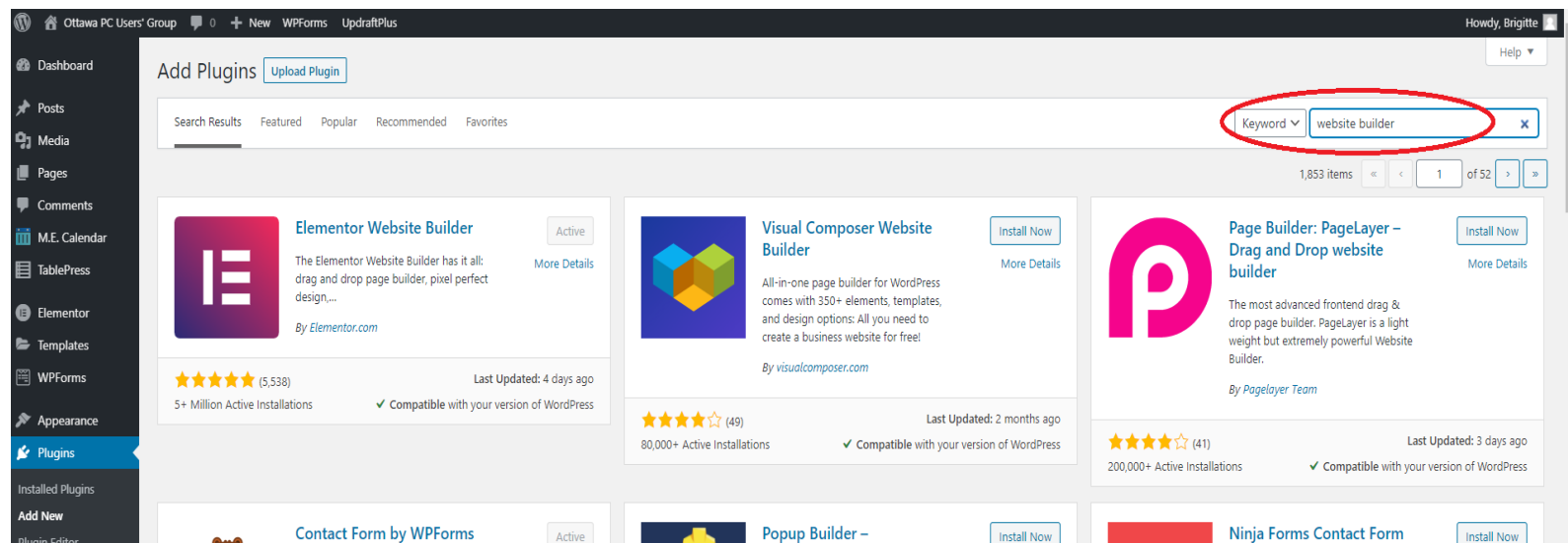
The screenshot shows the WordPress dashboard for the 'Ottawa PC Users' Group'. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments, M.E. Calendar, TablePress, Elementor, Templates, WPForms, Appearance, Plugins, Installed Plugins, Add New, Plugin Editor, Users, Tools, Settings, Migrate Guru, Smush, and Collapse menu. The main content area is titled 'Plugins' and includes a filter bar with 'All (18)', 'Active (14)', 'Inactive (4)', 'Must-Use (1)', 'Drop-in (1)', and 'Auto-updates Disabled (18)'. Below the filter bar is a 'Bulk actions' dropdown and an 'Apply' button. The table of installed plugins lists the following:

Plugin	Description
<input type="checkbox"/> Astra Widgets Deactivate	The Fastest Way to Add More Widgets into Your WordPress Website. Version 1.2.7 By Brainstorm Force View details
<input type="checkbox"/> Elementor Settings Deactivate Go Pro	The Elementor Website Builder has it all: drag and drop page builder, pixel perfect design, mobile responsive editing, and more. Get started now! Version 3.0.13 By Elementor.com View details Docs & FAQs Video Tutorials
<input type="checkbox"/> Insert Headers and Footers Deactivate	Allows you to insert code or text in the header or footer of your WordPress blog Version 1.4.6 By WPBeginner View details
<input type="checkbox"/> Migrate Guru Migrate Rate Us Support FAQs Deactivate	Migrating your site(s) to any WordPress Hosting platform has never been so easy. Version 4.35 By Migrate Guru View details
<input type="checkbox"/> Modern Events Calendar Lite Upgrade Settings Deactivate	An awesome plugin for events calendar Version 5.13.1 By Webnus View details Upgrade to Pro Version Rate the plugin ★★★★★
<input type="checkbox"/> Redirect 404 Error Page to Homepage Activate Delete	Simple redirect wordpress plugin, all 404 error pages are redirected to homepage. Version 1.0 By ProThoughts.com View details
<input type="checkbox"/> reSmush.it Image Optimizer Activate Delete	Image Optimization API. Provides image size optimization Version 0.3.11 By reSmush.it View details
<input type="checkbox"/> Simple Download Monitor Activate Delete	Easily manage downloadable files and monitor downloads of your digital files from your WordPress site. Version 3.8.9 By Tips and Tricks HQ , Ruhul Amin , Josh Lobe View details
<input type="checkbox"/> Smush Settings Docs Upgrade Deactivate	Reduce image file sizes, improve performance and boost your SEO using the free WPMU DEV WordPress Smush API. Version 3.7.1 By WPMU DEV View details Rate Smush Support Roadmap
<input type="checkbox"/> Smush Nonstop Deactivate	Disable bulk smash limit and enjoy one of the most exciting premium feature of WP Smashit completely FREE 😊 Version 2.0.0 By obiPlabon View details

Plugins > Add New showing default "Featured" plugins. Plugins compatible with your version of WordPress are marked (red circle, top image). If you want to know the features of a plugin or whether it's free, click on **More Details** (red arrow).



Showing search results for "Website Builder".

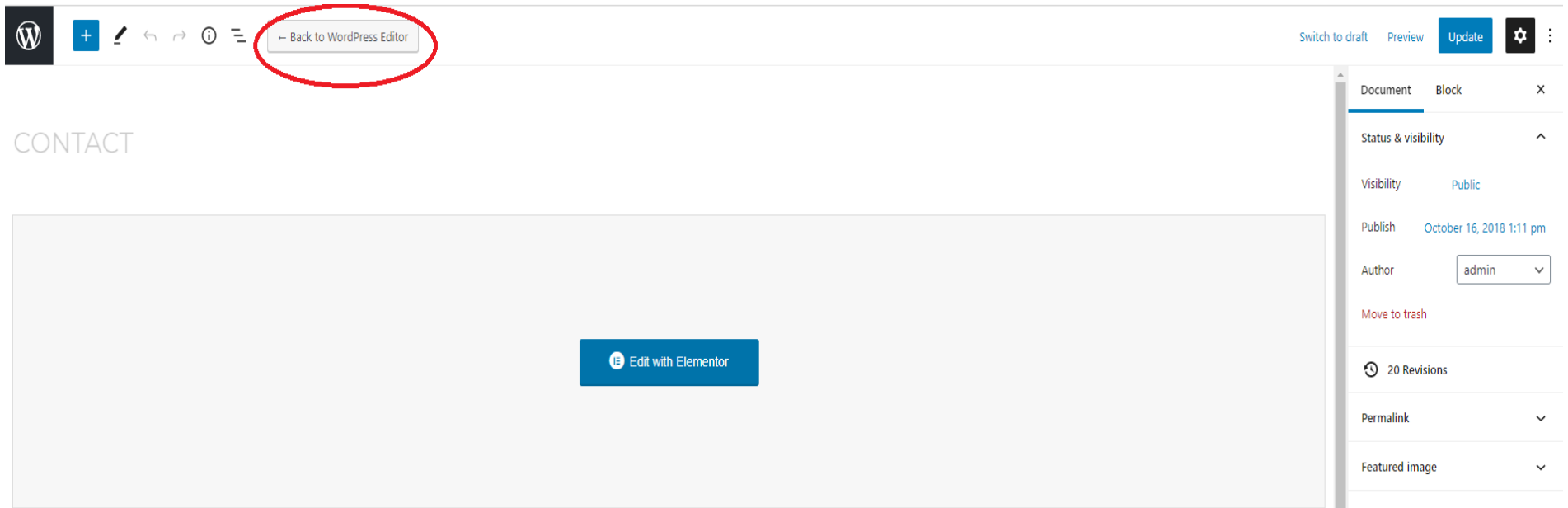


Below are some of the OPCUG web pages displayed in the Dashboard. There are two choices for editing a page (circled), but only **Edit with Elementor** is safe for pages created in Elementor. If you click on **Edit**, you will be brought to a page (next slide) where you will again be given the option to **Edit in Elementor**. (“Quick Edit” is for changing the page title and such, not for changing page content.)

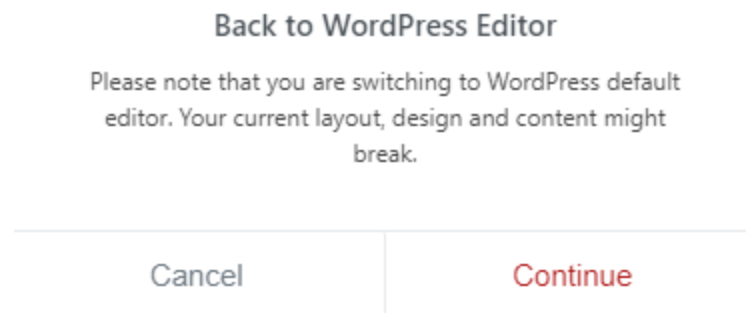
The screenshot shows the WordPress dashboard for the 'Ottawa PC Users' Group'. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, All Pages, Add New, Comments, M.E. Calendar, TablePress, Elementor, Templates, WPForms, Appearance, Plugins, Users, Tools, Settings, Migrate Guru, Smush, and Collapse menu. The main content area is titled 'Pages' and includes a search bar and pagination controls. A table lists several pages, with the 'COPYRIGHT AND USAGE' page highlighted. The 'Edit' and 'Edit with Elementor' links for this page are circled in red.

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	BLOG	admin	—	Published 2019/01/21 at 9:26 am
<input type="checkbox"/>	CalendAr — Elementor	admin	—	Published 2019/11/05 at 7:25 pm
<input type="checkbox"/>	CONSTITUTION — Elementor	Brigitte	—	Published 2020/01/24 at 6:47 pm
<input type="checkbox"/>	CONTACT — Elementor	admin	—	Published 2018/10/16 at 1:11 pm
<input type="checkbox"/>	COPYRIGHT AND USAGE — Elementor	Brigitte	—	Published 2020/01/22 at 8:07 pm
<input type="checkbox"/>	DIGITAL PHOTOGRAPHY — Elementor	Brigitte	—	Published 2020/01/16 at 8:27 pm
<input type="checkbox"/>	EXECUTIVE — Elementor	admin	—	Published 2019/11/22 at 6:11 pm
<input type="checkbox"/>	FRAUD WATCH — Elementor	Brigitte	—	Published 2020/05/05 at 7:02 pm
<input type="checkbox"/>	GOOGLE GROUPS HOW-TO — Elementor	Brigitte	—	Published 2020/01/13 at 1:14 am
<input type="checkbox"/>	HISTORY — Elementor	Brigitte	—	Published 2020/01/13 at 12:17 am
<input type="checkbox"/>	HOME — Front Page, Elementor	Brigitte	—	Published 2020/01/14 at 8:35 pm

After clicking on “Edit” from the Dashboard (previous slide), you are again given a choice of editor (Wordpress or Elementor). If you click on “Back to WordPress Editor” (wrong choice), you will be given a warning (2nd screenshot below).

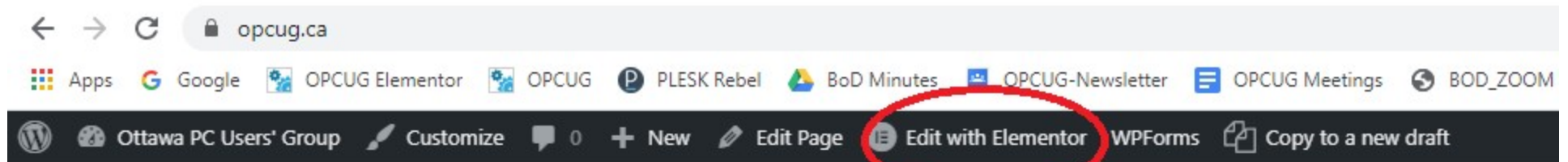


The WordPress default editor can “break” your web page! I’ve been there. Don’t do it!

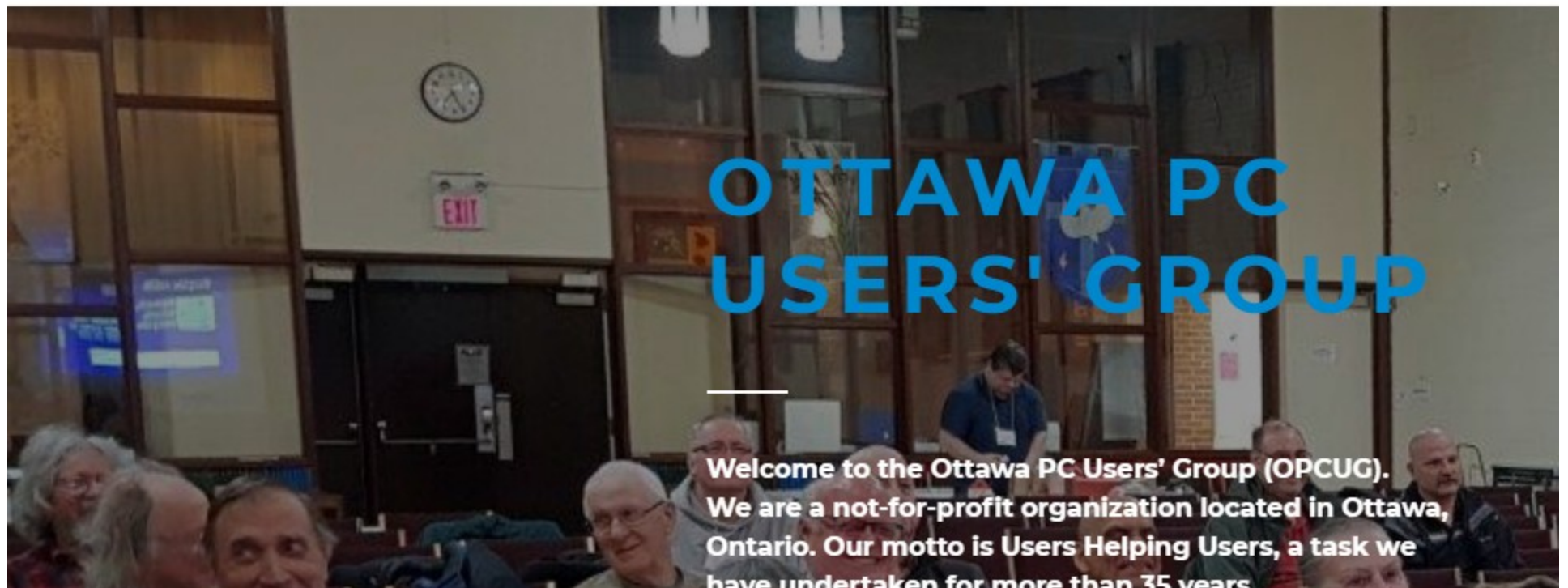


Always choose “Edit with Elementor”.

You can also edit a web page by opening it in a browser (after logging in to WordPress). This will load the black editing strip with the option to edit the loaded page. Remember to choose **Edit with Elementor**; “Edit Page” will damage your page in the WordPress default editor.

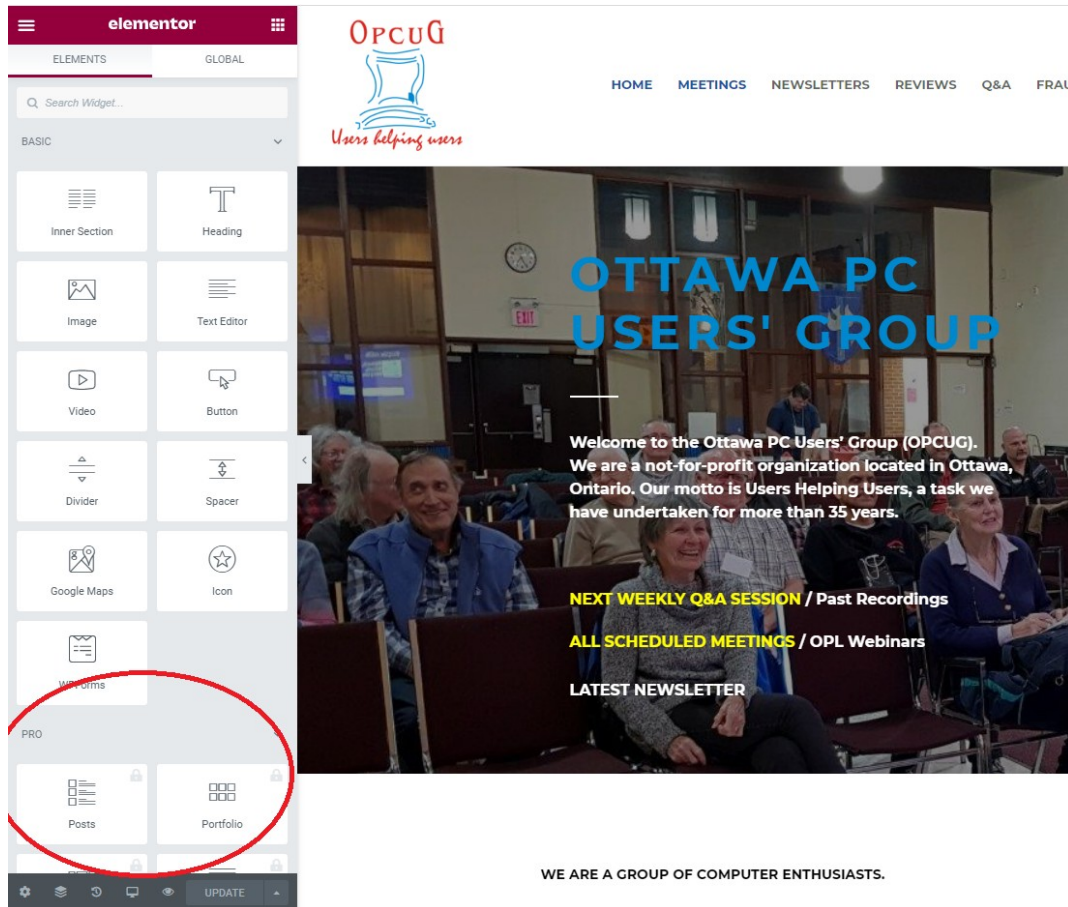


[HOME](#) [MEETINGS](#) [NEWSLETTERS](#) [REVIEWS](#)

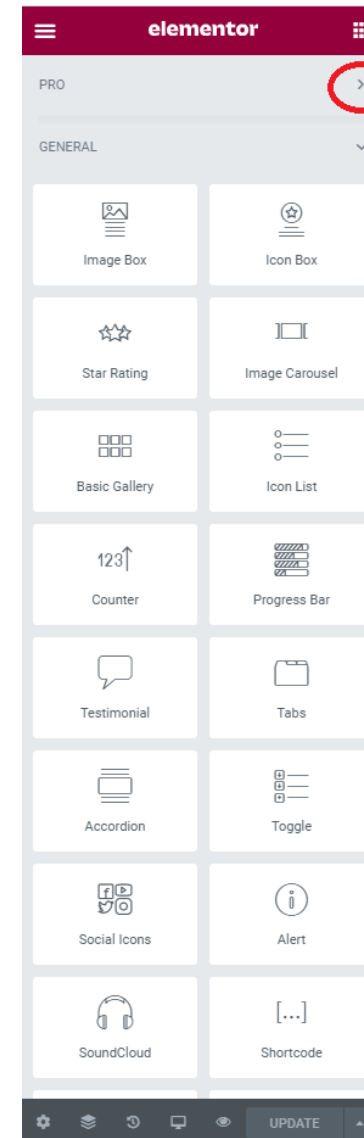


The OPCUG Home page loaded in Elementor

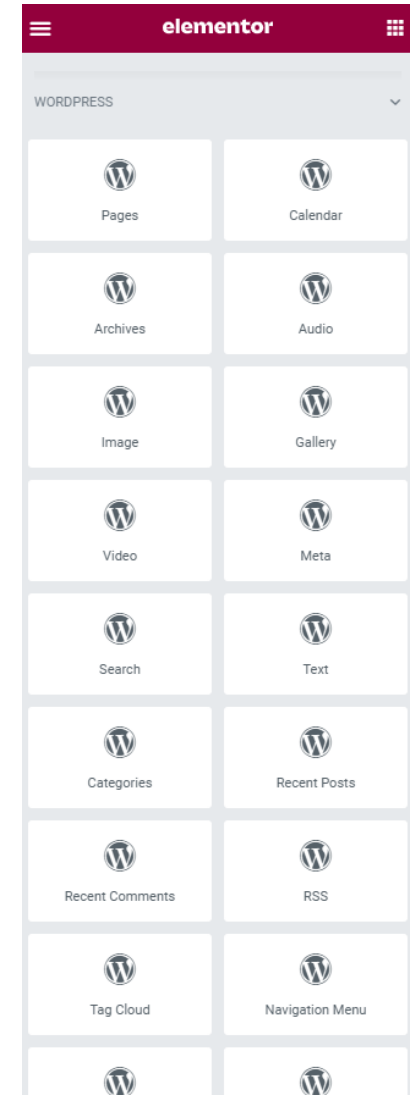
Note the design **ELEMENTS** (or widgets) available on the left, below. The BASIC ones are free to use. The PRO widgets (circled below) are not free (a padlock indicates their unavailability). More GENERAL widgets are listed below the PRO ones and are free as well (see screenshot at right).



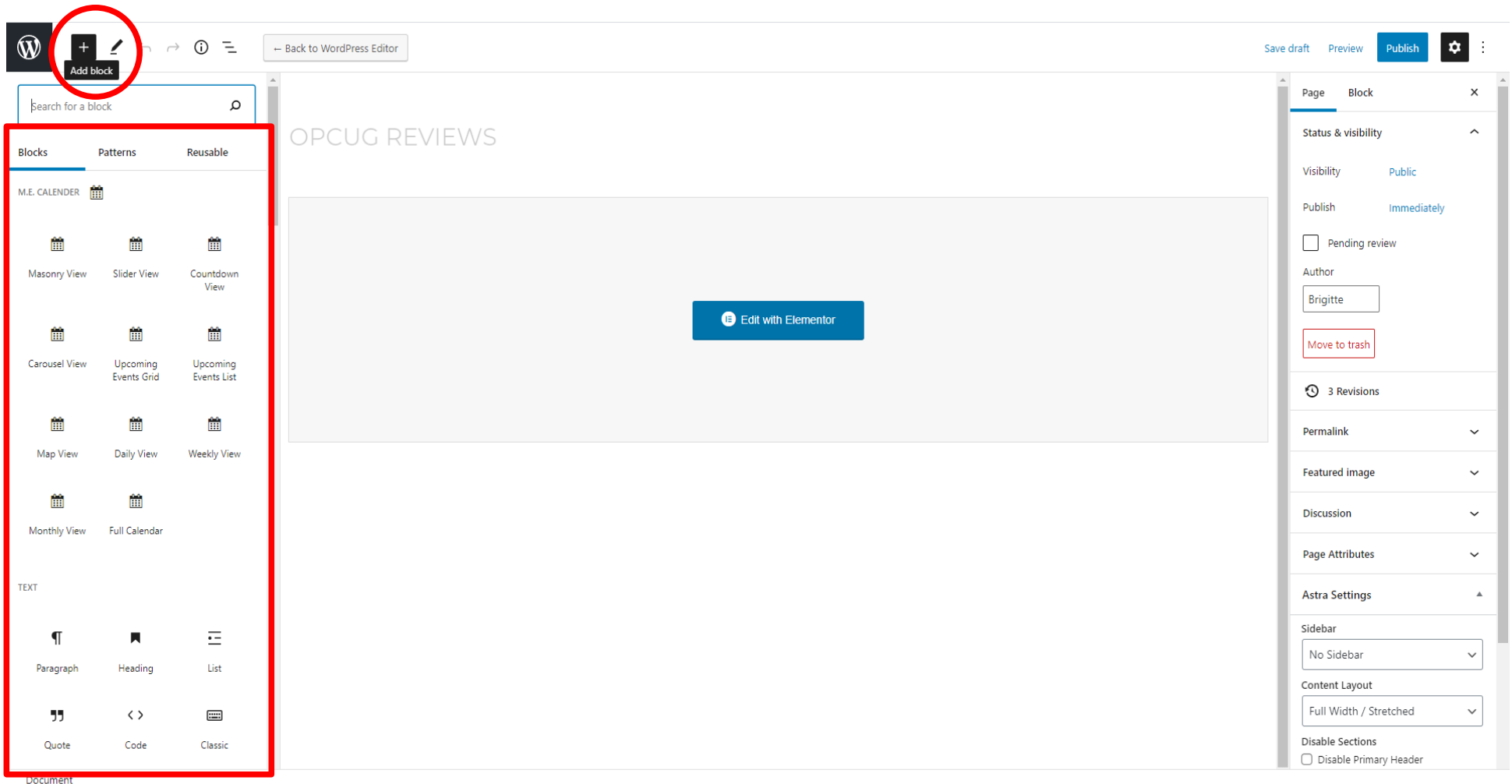
The GENERAL widgets are visible after collapsing the PRO widgets by toggling the arrow (circled) or by scrolling down.



And further down, there are 24 free WordPress widgets. Some are duplicates of those in Elementor, but may present a slightly different workspace in which to edit.



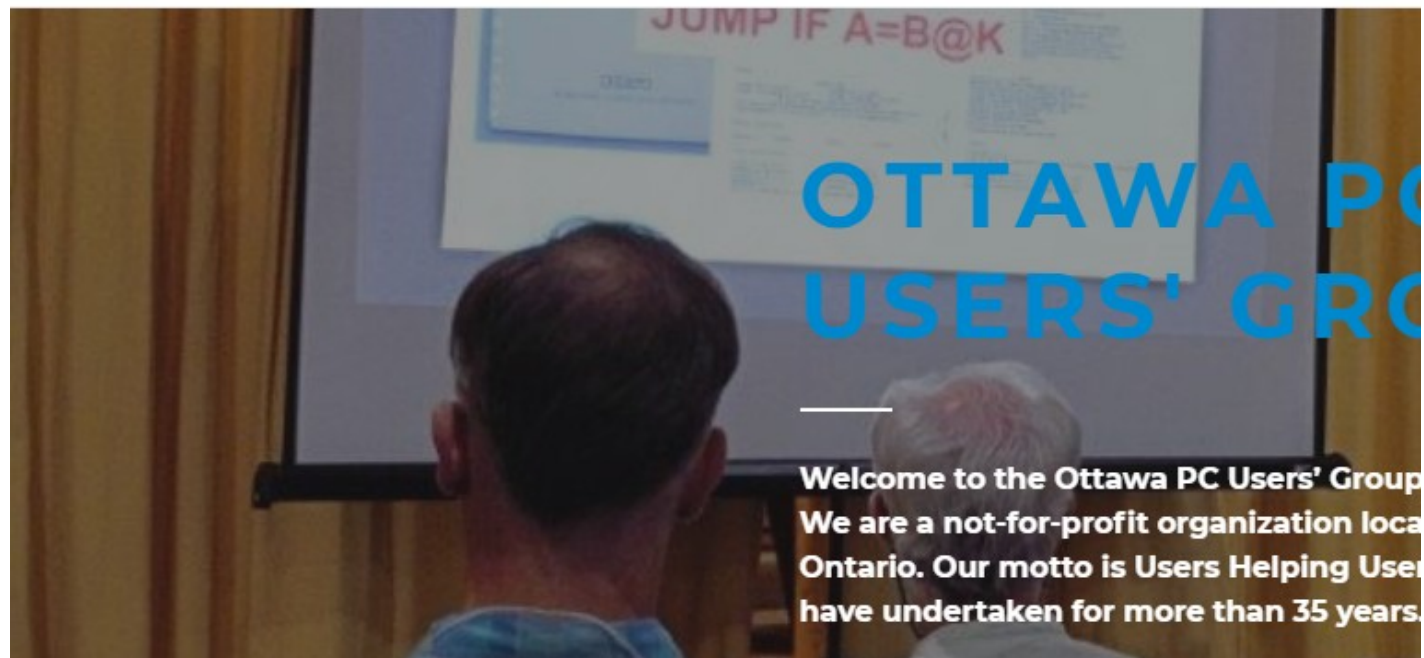
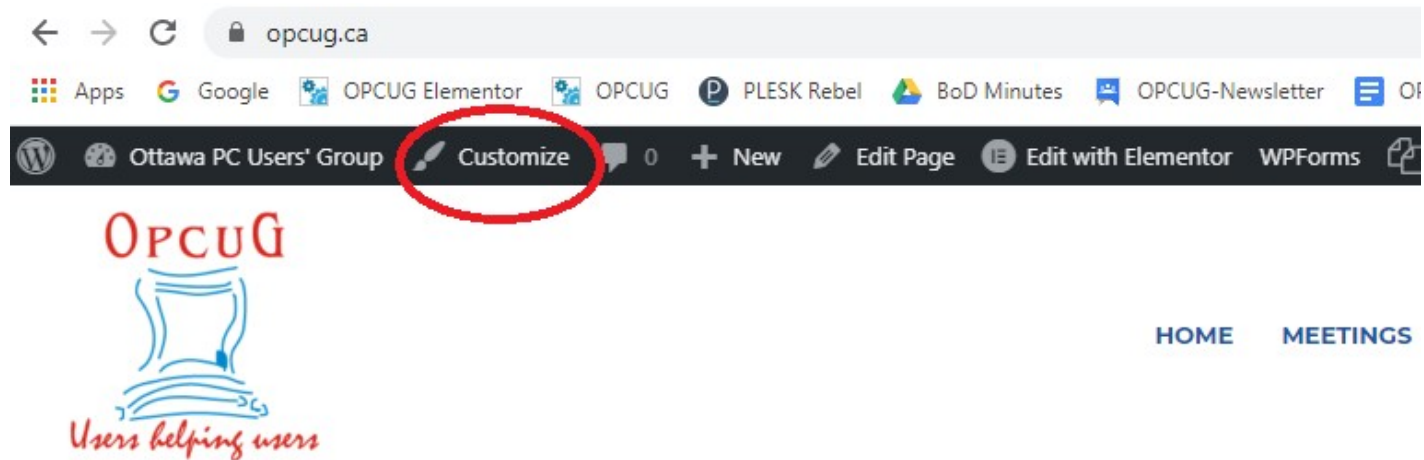
If you don't want to install the Elementor plugin, WordPress improved its default editor in December 2018 with the more user friendly Gutenberg editor. It uses "blocks" that are similar to Elementor's widgets. Click on "+" (**Add Block**) (circled) to reveal the blocks on the left side (square outline). I have never used blocks, so I don't know how they compare to Elementor's widgets in appearance or ease of use. For more information on the WordPress/Gutenberg editor, see: <https://winningwp.com/wordpress-blocks/>
<https://wordpress.com/support/wordpress-editor/>



(there are many more blocks that are not shown in this screenshot)

CUSTOMIZE

The “Customize” option is not for editing a web page. It is for changing appearance and function settings of your website or blog (see next slide).

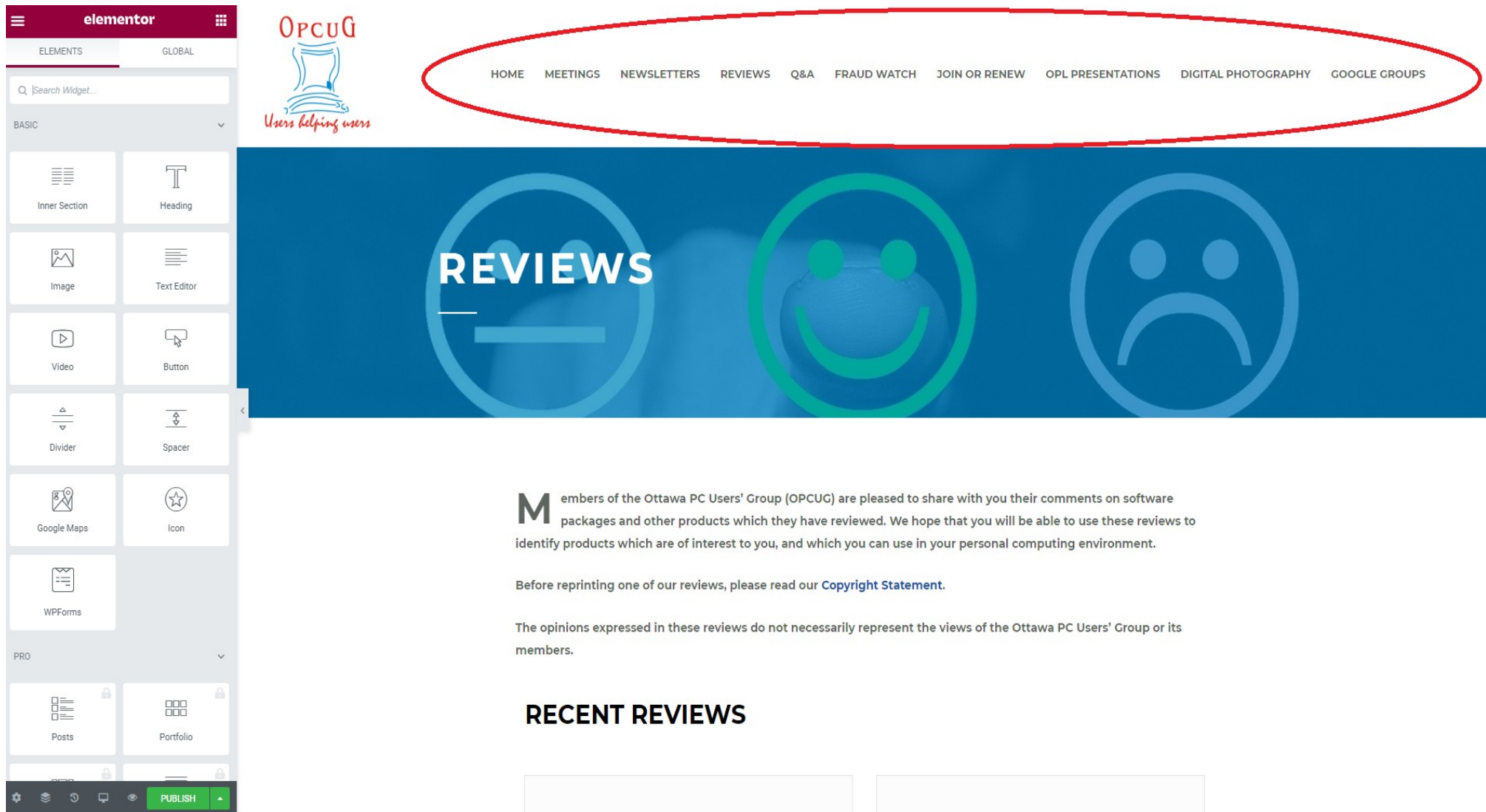


The “Customize” settings are general WordPress settings that you might recognize from Alan's blog presentation earlier. Below are the settings that can be changed on the OPCUG website. Here you can customize Primary and Footer menus, typography, website colours, and several other items. Any changes made here will be implemented on all pages of your website.

The screenshot shows the WordPress Customizer interface for the OPCUG website. The browser address bar displays the URL: `opcug.ca/wp-admin/customize.php?url=https%3A%2F%2Fopcug.ca%2F`. The top navigation bar includes links for Apps, Google, OPCUG Elementor, OPCUG, PLESK Rebel, BoD Minutes, OPCUG-Newsletter, and OPC. The left sidebar contains a list of customization options: Global (selected), Header, Breadcrumb, Blog, Sidebar, Footer, Menus, Widgets, Homepage Settings, and Additional CSS. The main content area shows the OPCUG logo with the tagline "Users helping users" and a navigation menu with "HOME" and "MEETINGS". Below the logo is a large image of a person at a presentation with the text "OTTAWA USERS" overlaid. The text "Welcome to the Ottawa" and "We are a not-for-profit Ontario. Our motto is" is visible on the image. At the bottom of the image, there are links for "NEXT WEEKLY Q&A S", "ALL SCHEDULED ME", and "LATEST NEWSLETTER".

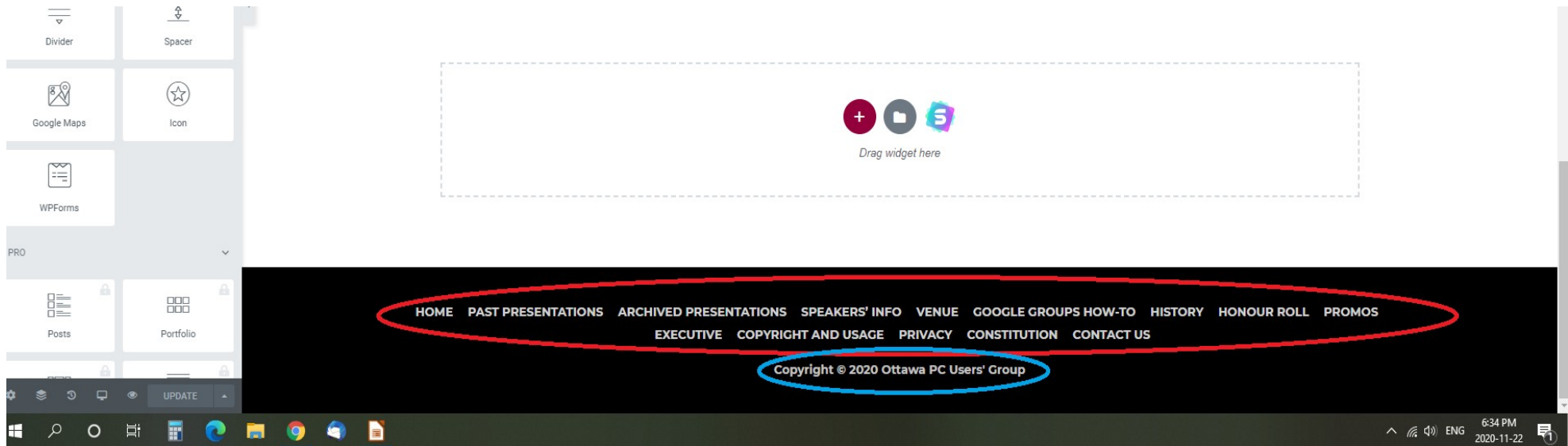
Let's dissect an OPCUG web page in Elementor.

The Primary menu (circled) cannot be changed in Elementor. The Primary menu appears at the top of every web page. It can only be changed in “CUSTOMIZE” (see previous slide) where a change only has to be made once to be reflected on all your web pages.



The Footer menu

Likewise, the Footer menu at the bottom of each page cannot be changed in Elementor. It can only be changed in “CUSTOMIZE”. The Footer **menu** and the **Footer** are not the same. The Footer **menu** (containing links to pages) is circled in red, and the **Footer** (our club name and website copyright) is circled in blue. Both are listed separately in CUSTOMIZE.



Editing the page banner in Elementor

Hovering the mouse over the page will reveal all the sections within it. When you click on the **six dot grid** in a section tab (smaller circle) or any component within a section, the appropriate editing widget opens in Elementor on the left. In **Edit Section > Background** (larger circle), I chose a picture from our media library. In keeping with the club colour of our website, I chose a blue **Background Overlay** for the picture.

If you click on the “+” sign in the blue tab, you will create a new blank section above the existing one (the existing section moves down). If you click on the “x”, you will delete the section. The next slide shows how to recover an accidentally deleted section.

The screenshot displays the Elementor website editor interface. On the left, the 'Edit Section' sidebar is open, showing the 'Background' tab selected. The sidebar includes options for 'Background Type' (Normal, Hover), 'Color' (a blue color picker is visible), 'Image' (a 'Choose Image' button and a preview of three circular icons: a sad face, a happy face, and a sad face), 'Position' (Center Right), 'Attachment' (Scroll), 'Repeat' (No-repeat), and 'Size' (Cover). The main preview area shows a website header with the 'OPCUG' logo and a navigation menu. Below the header is a blue banner with the word 'REVIEWS' in white. The banner features three circular icons: a sad face, a happy face, and a sad face. A red circle highlights the 'Background' tab in the sidebar and the 'REVIEWS' section in the preview area. Below the banner, there is a paragraph of text and a 'RECENT REVIEWS' section.

OPCUG
Users helping users

HOME MEETINGS NEWSLETTERS REVIEWS Q&A FRAUD WATCH JOIN OR RENEW OPL PRESENTATIONS DIGITAL PHOTOGRAPHY GOOGLE GROUPS

REVIEWS

Members of the Ottawa PC Users' Group (OPCUG) are pleased to share with you their comments on software packages and other products which they have reviewed. We hope that you will be able to use these reviews to identify products which are of interest to you, and which you can use in your personal computing environment.

Before reprinting one of our reviews, please read our [Copyright Statement](#).

The opinions expressed in these reviews do not necessarily represent the views of the Ottawa PC Users' Group or its members.

RECENT REVIEWS

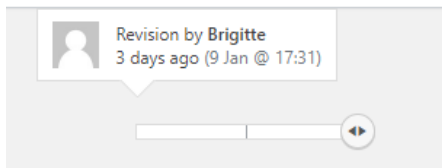
“Undoing” a change: Elementor’s powerful time machine

If my go-to **Ctrl+Z** panic move doesn't work to undo a change, there is a way to go back in time in Elementor. Click on the History icon (smaller circle, bottom) and all your changes will be listed above. You can then click on the change you want undone. For this example, I deleted all the reviews on (a copy of) our Reviews page. I did this in three steps that are listed chronologically from bottom to top (larger circle, top). First, I deleted an “Inner Section” and then two “Sections”. To restore a section, simply click on the one you wish to restore or go back to the beginning before you made any changes (“Editing Started”). If you want to go back even further to a revision you made days or even *months* ago, click on the **REVISIONS** tab (one o'clock position above the larger circle). On the real OPCUG Reviews page, I can go back to revisions made 11 months ago!

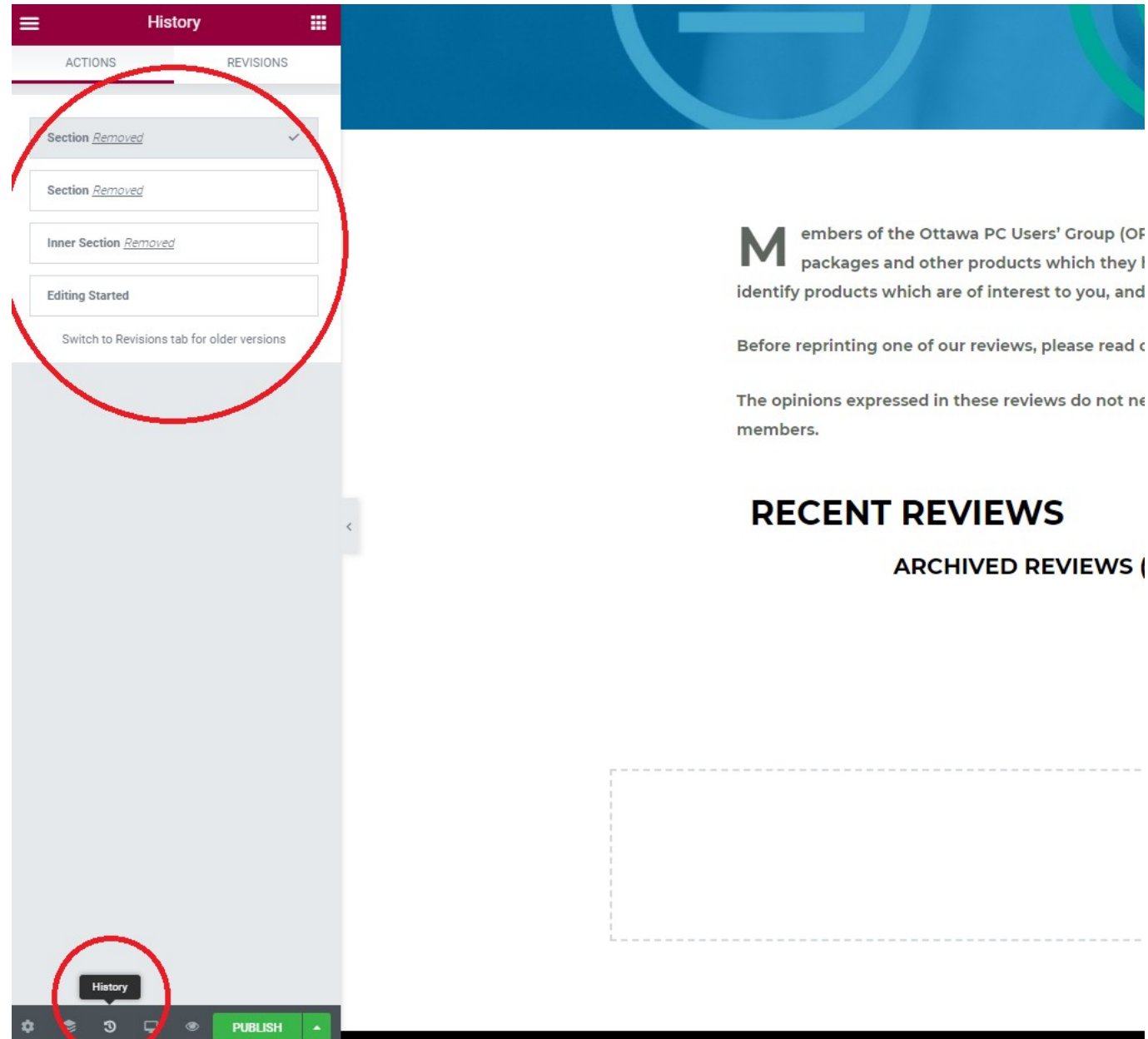
The WordPress editor also lets you undo changes. In [slide 15 above](#), you can see that there are **3 Revisions** (on right side under **Move to trash**).

Move to trash

Clicking on “**3 Revisions**” brings you to another page with a timeline. Clicking on a revision point along the line shows the revision in HTML with the option to restore it. This is definitely not as easy or refined as Elementor’s “time machine”.



The revisions timeline in WordPress editor



Editing the page title

Clicking on the pencil icon (smaller circle on the right) opens the **Edit Heading** widget on the left. You can either type in the text box on the left under “Title” (larger circle) or directly on the page itself.

The screenshot displays the OPCUG website editor interface. On the left, the 'Edit Heading' widget is open, featuring a 'Title' field with the text 'Reviews' and a 'Link' field. The widget is circled in red. The main page area shows a blue header with the word 'REVIEWS' in white. A pencil icon on the right side of the header is also circled in red, with a tooltip that says 'Edit Heading'. The OPCUG logo and tagline 'Users helping users' are visible in the top left. The navigation menu includes links for HOME, MEETINGS, NEWSLETTERS, REVIEWS, Q&A, FRAUD WATCH, JOIN OR RENEW, OPL PRESENTATIONS, DIGITAL PHOTOGRAPHY, and GOOGLE GROUPS. The main content area contains a paragraph about members sharing reviews, a link to the Copyright Statement, and a section for 'RECENT REVIEWS'.

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Users helping users

HOME MEETINGS NEWSLETTERS REVIEWS Q&A FRAUD WATCH JOIN OR RENEW OPL PRESENTATIONS DIGITAL PHOTOGRAPHY GOOGLE GROUPS

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RECENT REVIEWS

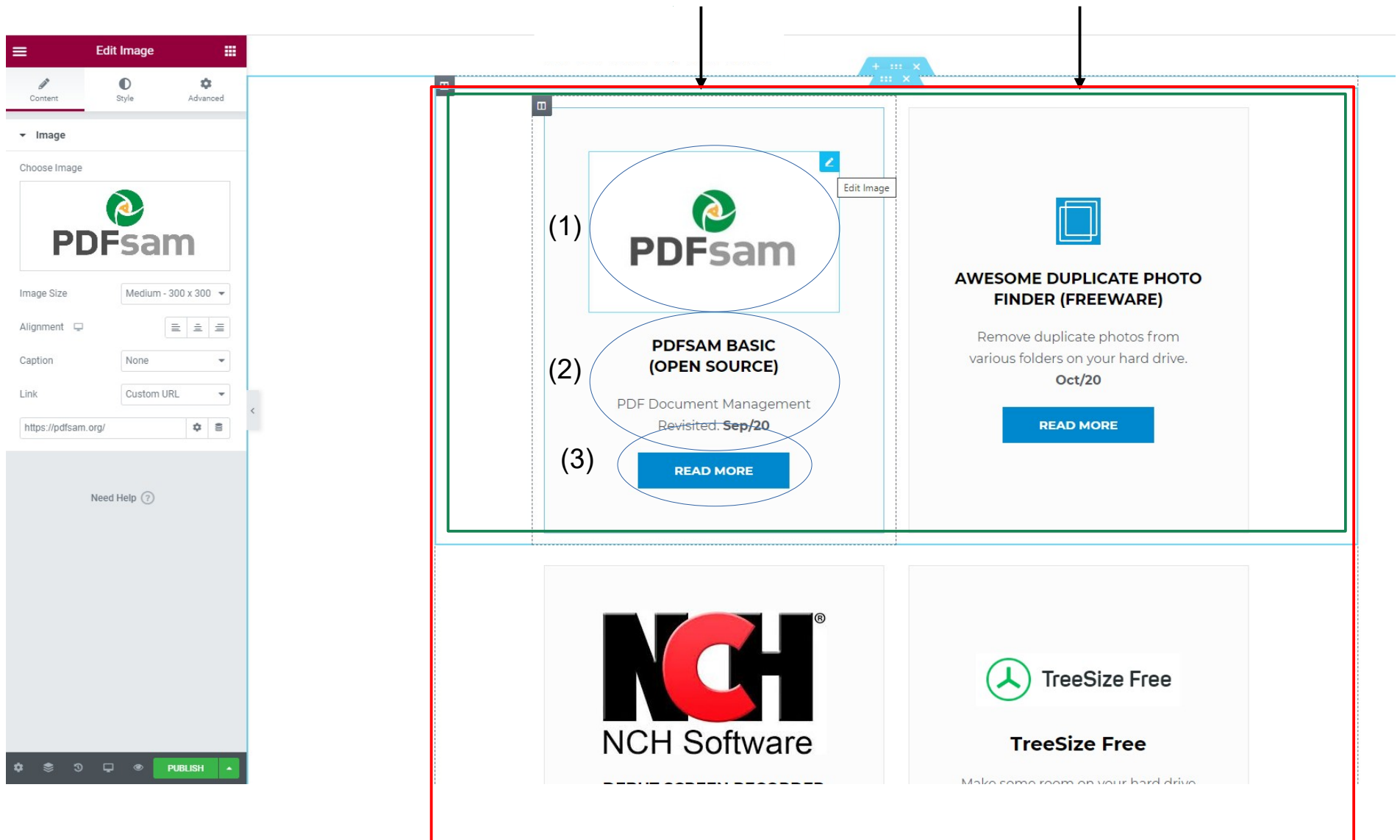
Similarly, editing a text section can be done by typing in the text box on the left or directly on the page itself.

Similarly, editing a text section can be done by typing in the text box on the left or directly on the page itself.

The screenshot displays the OPCUG website's 'REVIEWS' section. The top navigation bar includes links for HOME, MEETINGS, NEWSLETTERS, REVIEWS, Q&A, FRAUD WATCH, JOIN OR RENEW, OPL PRESENTATIONS, DIGITAL PHOTOGRAPHY, and GOOGLE GROUPS. The main banner features the word 'REVIEWS' in large white letters on a blue background, accompanied by three circular icons representing different emotions: neutral, happy, and sad. Below the banner, a review text is shown, and a red circle highlights the 'Edit Text Editor' button in the top right corner of the review box. The left sidebar shows the 'Edit Text Editor' interface with various formatting options.

Sections within sections within sections

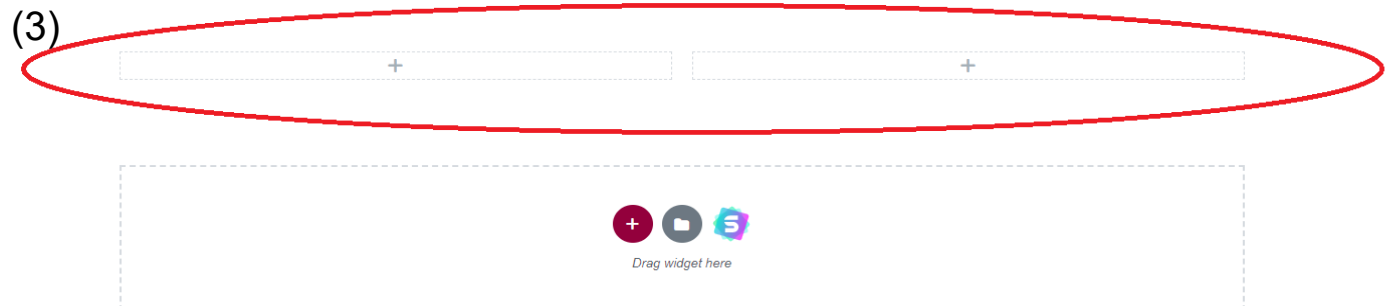
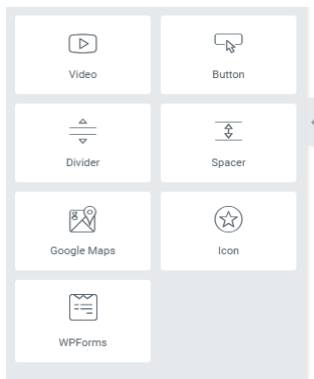
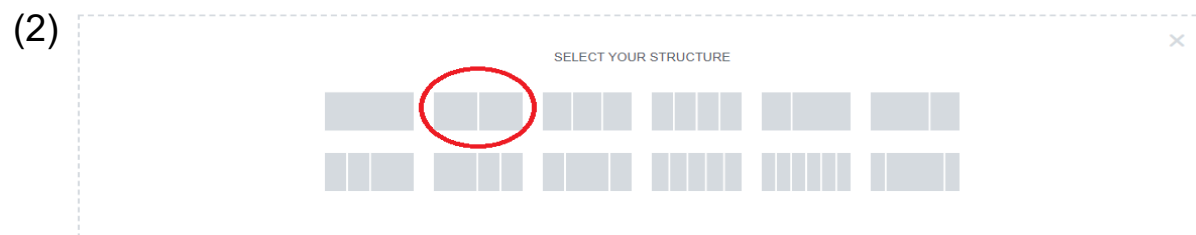
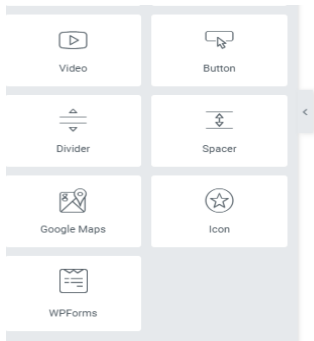
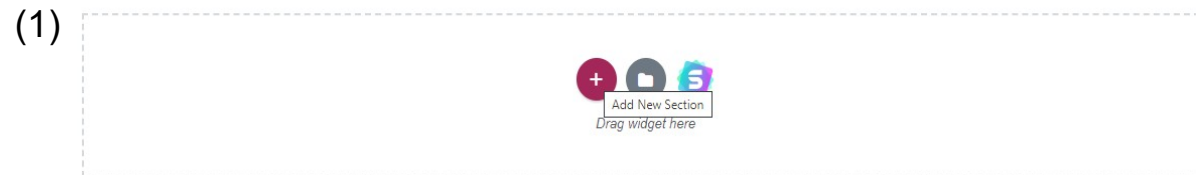
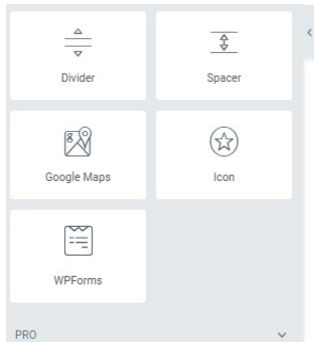
This is similar to cells, rows, and columns within tables in conventional HTML. Here we have a main column (“table”) that extends to the bottom of the page (outlined in red), an inner section (“row” – outlined in green) containing 2 columns (black arrows), each of which contains a few “cells” (circled): an image box (1), a text box (2), and a blue button labelled READ MORE (3).



Adding a new section

The option to (1) **Add New Section** or **Drag widget Here** is always present at the top of a new page or the bottom of an existing one (a new blank section can be added above an **existing** section by clicking on the “+” sign in the **blue tab** [see slide #20]).

Clicking on “+” (**Add New Section**), gives you a box with a choice of structure (columns) for the section (2). Let’s choose 2 columns. This results in a section containing 2 columns with a “+” sign in each (3). You can then drag-and-drop widgets into the columns (such as image, text, video, etc.).




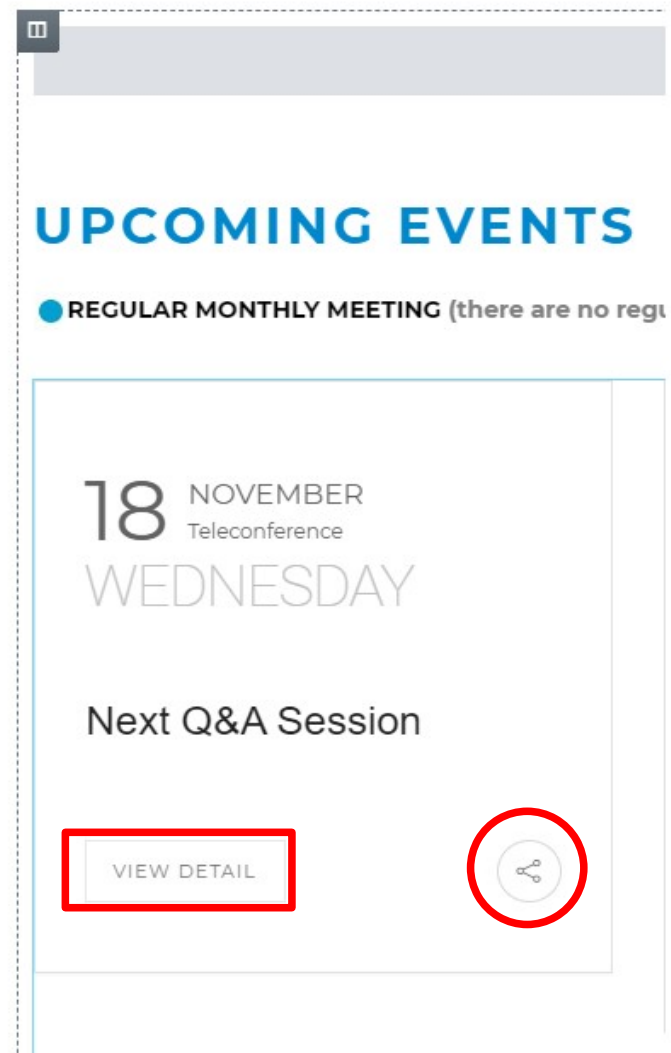
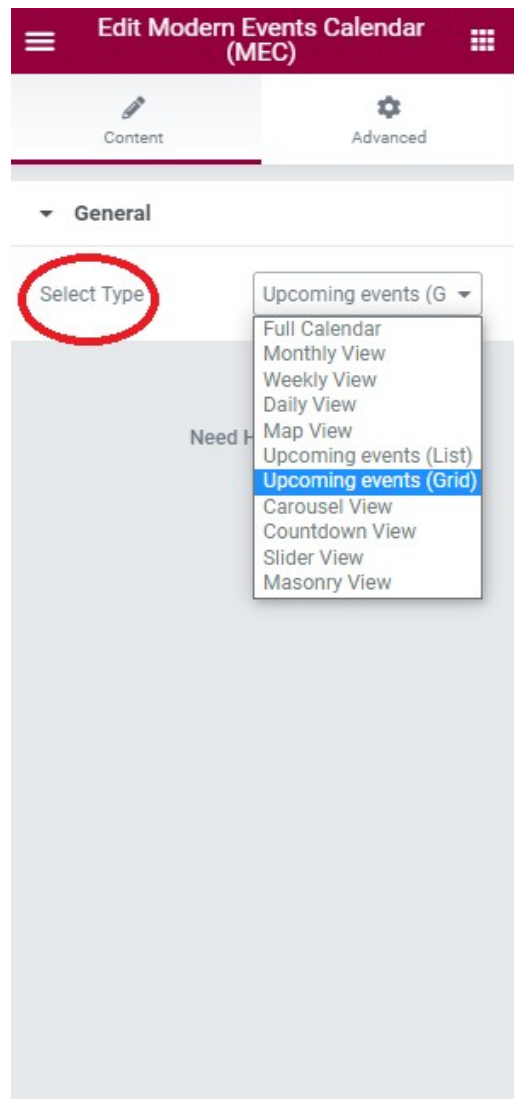
A slideshow instead of an image

A slideshow adds an interesting feature on a Home page. This is the slideshow section on the OPCUG Home page. Circled are the 5 images chosen for the slideshow from our Media Library.

The image shows a screenshot of a website editor interface for the OPCUG Home page. The editor has a top navigation bar with 'Edit Section' and three tabs: 'Layout', 'Style', and 'Advanced'. The 'Style' tab is active. Under the 'Background' section, there are 'NORMAL' and 'HOVER' buttons. Below these, a 'Background Type' selector shows icons for image, video, and other media. A red circle highlights a section titled '5 Images Selected', which contains five small thumbnail images of people in a meeting. Below the thumbnails, there are settings for 'Infinite Loop' (set to YES), 'Duration (ms)' (5000), 'Transition' (Fade), 'Transition Duration (ms)' (500), 'Background Size' (Default), and 'Background Position' (Default). To the right of the editor is a preview of the website. The preview shows the OPCUG logo with the tagline 'Users helping users' and a large image of a person in a plaid shirt looking at a presentation screen. Text on the right side of the preview includes 'Welcome', 'We are', 'Ontario', 'have', and 'NEXT'.

An automated calendar for events

The OPCUG uses the free version of the Modern Events Calendar (MEC) plugin to post events". MEC events cannot be added or removed in Elementor (only the type of calendar can be selected; in this case "Grid", highlighted in blue below, left). Calendar plugins are convenient in that events can be shared on social media (using the share icon ) and events that have passed disappear automatically. Details of each event can be seen by clicking on **View Detail**. Events are added to the calendar from the WordPress Dashboard (next slide).



This is the Modern Events Calendar (MEC or “M.E. Calendar”) plugin in the Dashboard where new events can be added. Let’s look at the details of “Computers at War” by clicking on “Edit” (next slide). Note that “Edit with Elementor” is not an option here because MEC events cannot be edited in Elementor.

WordPress Dashboard: Ottawa PC Users' Group

Navigation: Dashboard, Posts, Media, Pages, Comments, **M.E. Calendar**, M.E. Calendar, All Events, Add Event, Tags, Categories, Labels, Locations, Organizers, Shortcodes, Settings, Addons, Go Pro

Events [Add Event](#)

[All \(7\)](#) | [Published \(7\)](#)

Bulk actions [Apply](#) All dates [Show all locations](#)

<input type="checkbox"/>	Title
<input type="checkbox"/>	Photobook presentation
<input type="checkbox"/>	Electronic Processing unit
<input type="checkbox"/>	Creating your own blog and web site using WordPress
<input type="checkbox"/>	WiFi Offerings & What to Watch Out For
<input type="checkbox"/>	Keeping Passwords Safe
<input type="checkbox"/>	Computers at War Edit Quick Edit Trash View Duplicate
<input type="checkbox"/>	Next Q&A Session

The event was given a title and description. A “Featured Image” was chosen from our Media Library (to which I had previously added an image of the Bletchley Park Colossus Computer).

Ottawa PC Users' Group 0 + New View Event WPForms UpdraftPlus

Dashboard Posts Media Pages Comments M.E. Calendar

M.E. Calendar All Events Add Event Tags Categories Labels Locations Organizers Shortcodes Settings Addons Go Pro Import / Export

Edit Event [Add Event](#)

Computers at War

Permalink: <https://opcug.ca/events/computers-at-war/> [Edit](#)

[Add Media](#)

Paragraph B I [List Icons] [Link Icon] [Table Icon]

ABC [Text Icons] [Undo] [Redo] [Help]

November 11, 2020

As has been the case since the onset of COVID-19, this meeting will

COMPUTERS AT WAR

Presenter: Bob Walker, OPCUG

In honour of the November OPCUG Meeting being on Remembrance Day, we will be looking at the codebreakers of Bletchley Park like computer programs, programmable, electronic, digital computer, and used it to break codes related to the war and how some of it led directly to the development of modern computers.

The Zoom link will be live at 7:20 pm. Join us at <https://tinyurl.com/...>

Astra Settings

^ v ^

Sidebar
Customizer Setting v

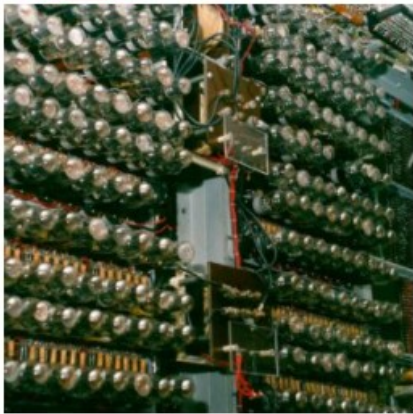
Content Layout
Customizer Setting v

Disable Sections

- ☐ Disable Primary Header
- ☐ Disable Title
- ☐ Disable Breadcrumb
- ☐ Disable Featured Image
- ☐ Disable Footer Bar

Transparent Header
Customizer Setting v

Featured image ^ v ^



Click the image to edit or update

[Remove featured image](#)

Below the description is a section entitled **Event Details** where the **Date and Time** are set.

The screenshot shows the 'Event Details' section of the M.E. Calendar plugin. The 'Date And Time' tab is selected, displaying fields for Start Date (2020-11-11), End Date (2020-11-11), and time (7:30 PM to 8:30 PM). Other tabs visible include Event Repeating, Hourly Schedule, Location/Venue, Links, Organizer, and Cost.

Everything entered under Event Details in the 2 screenshots at left appears in the right sidebar of the event page.

The screenshot shows the right sidebar of the event page. It contains sections for DATE (Nov 18 2020), TIME (7:30 pm - 8:30 pm), COST (Free), MORE INFO (Join Meeting), LOCATION (Teleconference), and CATEGORY (Q&A). A blue 'Join Meeting' button is at the bottom.

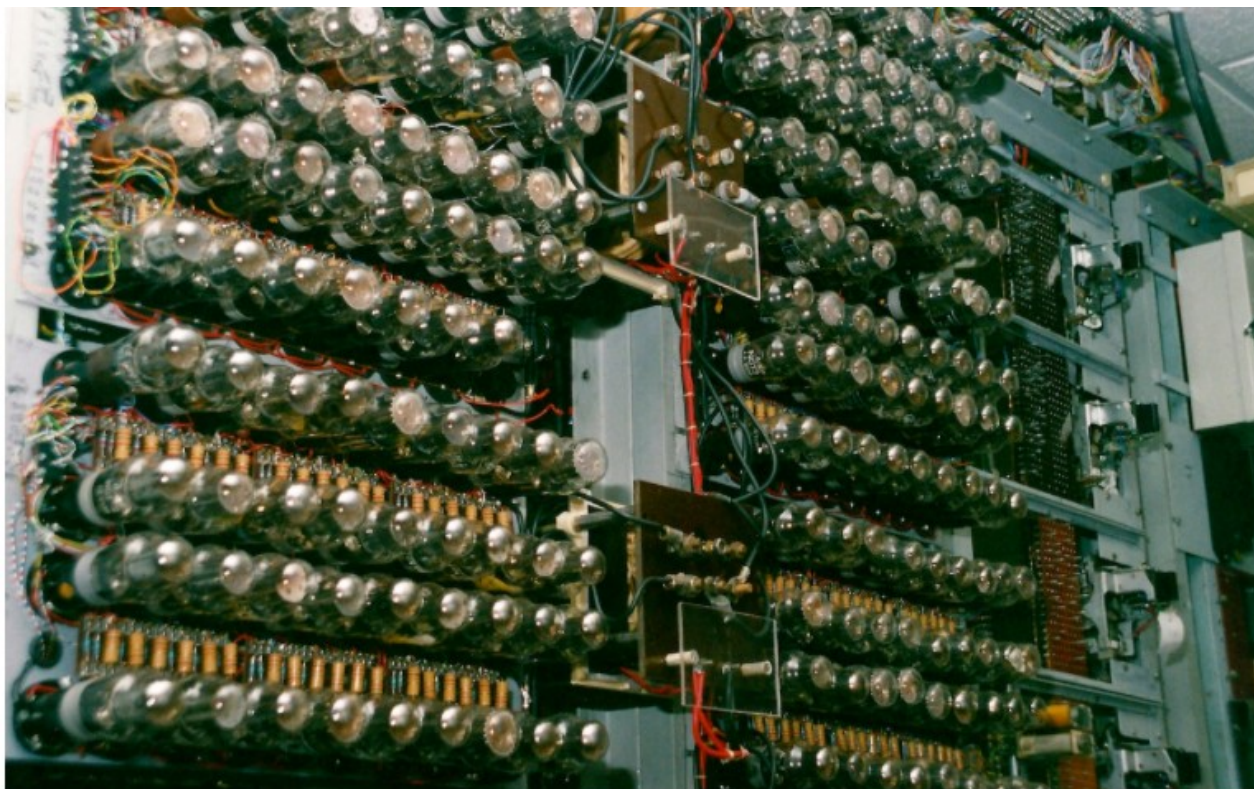
In the same section under **Links**, we create the link behind the blue **Join Meeting** button that appears on the event page.

The screenshot shows the 'Event Details' section of the M.E. Calendar plugin. The 'Links' tab is selected, displaying fields for Event Link (eg. http://yoursite.com/your-event) and More Info (https://tinyurl.com/opcug-meeting). A red circle highlights the 'More Info' field and the 'Join the Meeting' button.

The screenshot shows the 'Publish' section of the M.E. Calendar plugin. It includes buttons for Save Draft, Preview, and Publish (circled in red). Other options include Status: Draft, Visibility: Public, and Publish immediately.

Click "Publish" to post the event on your website.

The event page as it appears when you click on **View Detail** in Upcoming Events on Home page (bottom of page cropped out)



COMPUTERS AT WAR


November 11, 2020


As has been the case since the onset of COVID-19, this meeting will be via Zoom teleconference (connection details below).


COMPUTERS AT WAR


Presenter: Bob Walker, OPCUG


In honour of the November OPCUG Meeting being on Remembrance Day, we'll look at how the development of early computers was brought about by World War Two. In particular we will be looking at the codebreakers of Bletchley Park like


 **DATE**
Nov 11 2020

 **TIME**
7:30 pm - 10:00 pm

 **COST**
Free

 **MORE INFO**
[Join the Meeting](#)

 **LOCATION**
Teleconference

 **CATEGORY**
[Regular Monthly Meeting](#)

[Join the Meeting](#)

SHARE THIS EVENT

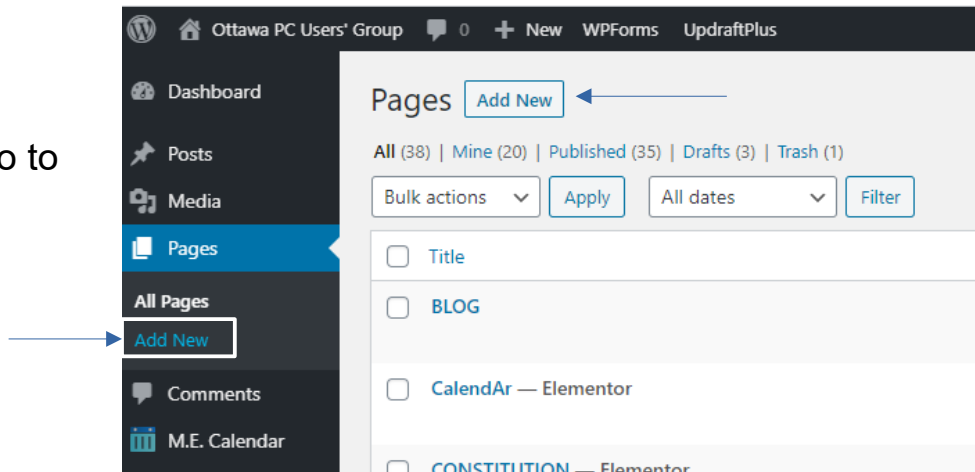


Let's recreate part of the Reviews web page based on what we've just examined. It will contain:

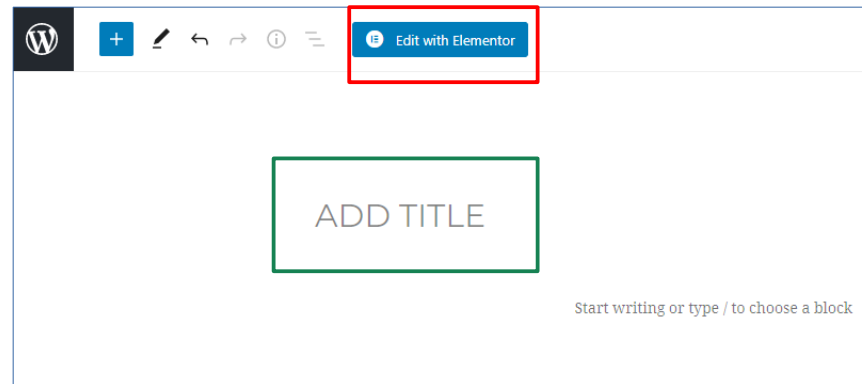
1. a banner image
2. some text
3. some pictures
4. columns
5. a Primary menu
6. a Footer menu

Adding a New Page

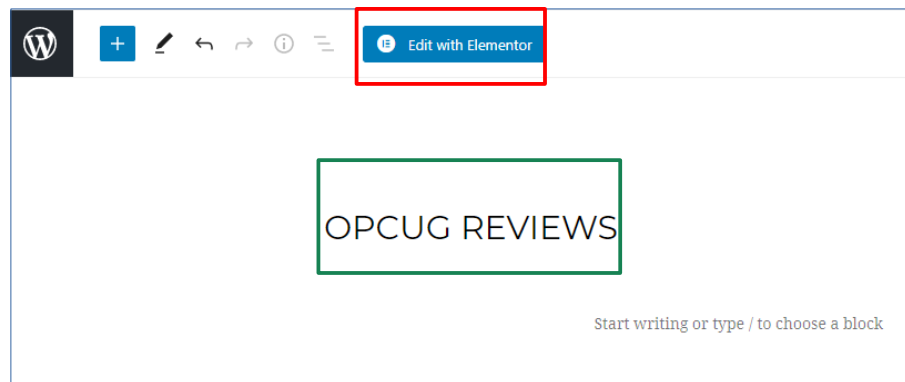
In the WordPress Dashboard, go to **Pages>Add New**



You will be brought to a familiar page (see slide #12). Fear not, just type the **title of your page**, then click **Edit with Elementor**.



I named it **OPCUG REVIEWS**, then clicked on **Edit with Elementor**, which opened the page in a new tab in my browser (see next slide).



Because the Primary and Footer menus already exist on the OPCUG website, they load in Elementor along with the new page (the black Footer menu will move down to the bottom when content is added). The Add New Section block (outlined in green) is there and will remain on the page as you add content. The page will not be published until you click the green PUBLISH button (bottom left of page). You can save your changes by clicking the ▲ arrow beside the PUBLISH button and choosing **Save Draft**. You can preview the page before publishing it by clicking the **Preview Changes** icon (outlined in yellow beside the green PUBLISH button).

The screenshot shows the Elementor website editor interface. The top navigation bar includes the OPCUG logo and the tagline "Users helping users". The main menu contains links to HOME, MEETINGS, NEWSLETTERS, REVIEWS, Q&A, FRAUD WATCH, JOIN OR RENEW, OPL PRESENTATIONS, DIGITAL PHOTOGRAPHY, and GOOGLE GROUPS. The left sidebar displays the Elementor widget palette with categories: ELEMENTS, GLOBAL, BASIC, and PRO. The BASIC category is expanded, showing widgets like Inner Section, Heading, Image, Text Editor, Video, Button, Divider, Spacer, Google Maps, Icon, and WPForms. The PRO category shows Posts and Portfolio widgets. The main content area features a large dashed box with a green border and the text "Drag widget here". The bottom of the editor shows a black footer with a secondary menu: HOME, PAST PRESENTATIONS, ARCHIVED PRESENTATIONS, SPEAKERS' INFO, VENUE, GOOGLE GROUPS HOW-TO, HISTORY, HONOUR ROLL, PROMOS, EXECUTIVE, COPYRIGHT AND USAGE, PRIVACY, CONSTITUTION, and CONTACT US. Below the footer is the copyright notice: "Copyright © 2020 Ottawa PC Users' Group". The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 4:09 PM on 2020-12-05.

Adding the banner section

After clicking on “+” **Add New Section** (in the previous slide), I select the structure of the new section (a single column).

The screenshot displays the Elementor website builder interface. On the left is the 'elementor' sidebar with a search bar and a grid of widget categories: BASIC, PRO, and PREMIUM. The BASIC category is expanded, showing widgets like Inner Section, Heading, Image, Text Editor, Video, Button, Divider, Spacer, Google Maps, and Icon. The PRO category shows Posts and Portfolio. The PREMIUM category is partially visible at the bottom.

The main workspace shows a preview of the website. At the top is the OPCUG logo with the tagline 'Users helping users'. Below the logo is a navigation menu with links: HOME, MEETINGS, NEWSLETTERS, REVIEWS, Q&A, FRAUD WATCH, JOIN OR RENEW, OPL PRESENTATIONS, DIGITAL PHOTOGRAPHY, and GOOGLE GROUPS. The central area is a large dashed box labeled 'SELECT YOUR STRUCTURE' containing a grid of layout options. The first option, a single column, is highlighted with a red circle. The footer is a black bar with white text listing various links: HOME, PAST PRESENTATIONS, ARCHIVED PRESENTATIONS, SPEAKERS' INFO, VENUE, GOOGLE GROUPS HOW-TO, HISTORY, HONOUR ROLL, PROMOS, EXECUTIVE, COPYRIGHT AND USAGE, PRIVACY, CONSTITUTION, and CONTACT US. Below the footer is the copyright notice: 'Copyright © 2020 Ottawa PC Users' Group'.

I am presented with a new section containing a single column (outlined in green). When I click on the 6 dots in the blue tab (outlined in red) of the new section, I am brought to **Background** in the **Edit Section** of the Elementor dashboard on the left.

Notice how the **Add New Section** block remains on the page.

The screenshot shows the Elementor dashboard in 'Edit Section' mode. The left sidebar has a 'Background' tab selected, showing options for 'Background Type' (Normal, Hover) and 'Background Overlay'. The main canvas displays a website layout with a header, a main content area, and a footer. A new section is being added, outlined in green, and a blue tab with 6 dots is highlighted in red. The footer contains a list of links and a copyright notice.

Edit Section

Layout Style Advanced

Background

NORMAL HOVER

Background Type

Background Overlay

Border

Shape Divider

Typography

Need Help ?

HOME MEETINGS NEWSLETTERS REVIEWS Q&A FRAUD WATCH JOIN OR RENEW OPL PRESENTATIONS DIGITAL PHOTOGRAPHY GOOGLE GROUPS

OPCUG
Users helping users

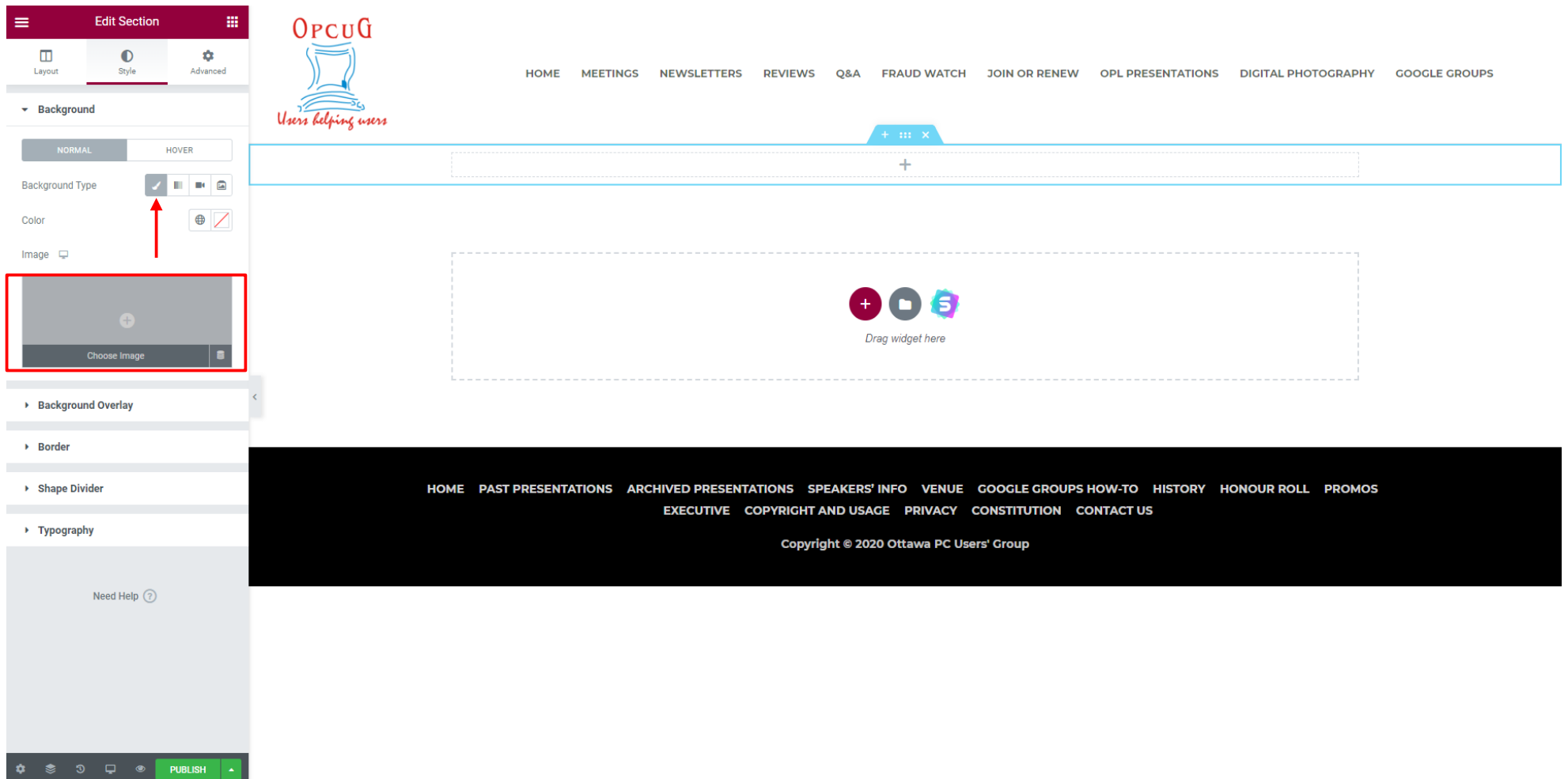
Drag widget here

HOME PAST PRESENTATIONS ARCHIVED PRESENTATIONS SPEAKERS' INFO VENUE GOOGLE GROUPS HOW-TO HISTORY HONOUR ROLL PROMOS
EXECUTIVE COPYRIGHT AND USAGE PRIVACY CONSTITUTION CONTACT US

Copyright © 2020 Ottawa PC Users' Group

PUBLISH

Under **Background** in the Elementor dashboard on the left, choose **Classic** (red arrow below) for **Background Type**; this will bring up the **Choose Image** window (outlined in red) which will bring up the Media Library (next slide).



In the Media Library, I choose an image (green circle) and click on Insert Media (red circle, bottom right). There is a search field to help find an image.

The screenshot displays the WordPress 'Insert Media' interface. At the top, there are tabs for 'Upload files', 'Media Library', and 'Free Images from Pixabay'. Below these is a grid of various images. One image, showing a person's face with a green circle around it, is selected. To the right of the grid is a search field. Further right is the 'ATTACHMENT DETAILS' panel, which shows the selected image's metadata: 'reviews.jpg', 'January 22, 2020', '138 KB', '1280 by 1200 pixels', and links for 'Edit Image' and 'Delete permanently'. Below this panel are fields for 'Alt Text', 'Title' (filled with 'reviews'), 'Caption', 'Description', and 'File URL' (filled with 'https://opcug.ca/wp-content...'). At the bottom right, there is a red circle around the 'Insert Media' button.

Insert Media

Upload files Media Library Free Images from Pixabay

Search

ATTACHMENT DETAILS

reviews.jpg
January 22, 2020
138 KB
1280 by 1200 pixels
[Edit Image](#)
[Delete permanently](#)

Alt Text

Title reviews

Caption

Description

File URL: <https://opcug.ca/wp-content...>
[Copy URL](#)

Insert Media

Once the image is inserted, the following parameters (outlined in green below, left) must be filled:

Position: (several choices: centre, left, right, etc)

Attachment: (scroll [with the page] or fixed)

Repeat: (repeat, or no-repeat)

Size:(e.g. cover, contain, custom)

Background Overlay (outlined in red) is optional (the blue overlay on the next slide is the club colour).

The section containing our banner image lacks height and our picture is not adequately revealed. We'll add a header and spacers to expand the section (next slide).

The screenshot displays the website editor for the Ottawa PC Users' Group (OPCUG). The interface includes a top navigation bar with links: HOME, MEETINGS, NEWSLETTERS, REVIEWS, Q&A, FRAUD WATCH, JOIN OR RENEW, OPL PRESENTATIONS, DIGITAL PHOTOGRAPHY, and GOOGLE GROUPS. The main content area features a banner image with a blue overlay and a central widget area with a dashed border and the text "Drag widget here". The footer contains a list of links: HOME, PAST PRESENTATIONS, ARCHIVED PRESENTATIONS, SPEAKERS' INFO, VENUE, GOOGLE GROUPS HOW-TO, HISTORY, HONOUR ROLL, PROMOS, EXECUTIVE, COPYRIGHT AND USAGE, PRIVACY, CONSTITUTION, and CONTACT US. The copyright notice at the bottom reads "Copyright © 2020 Ottawa PC Users' Group".

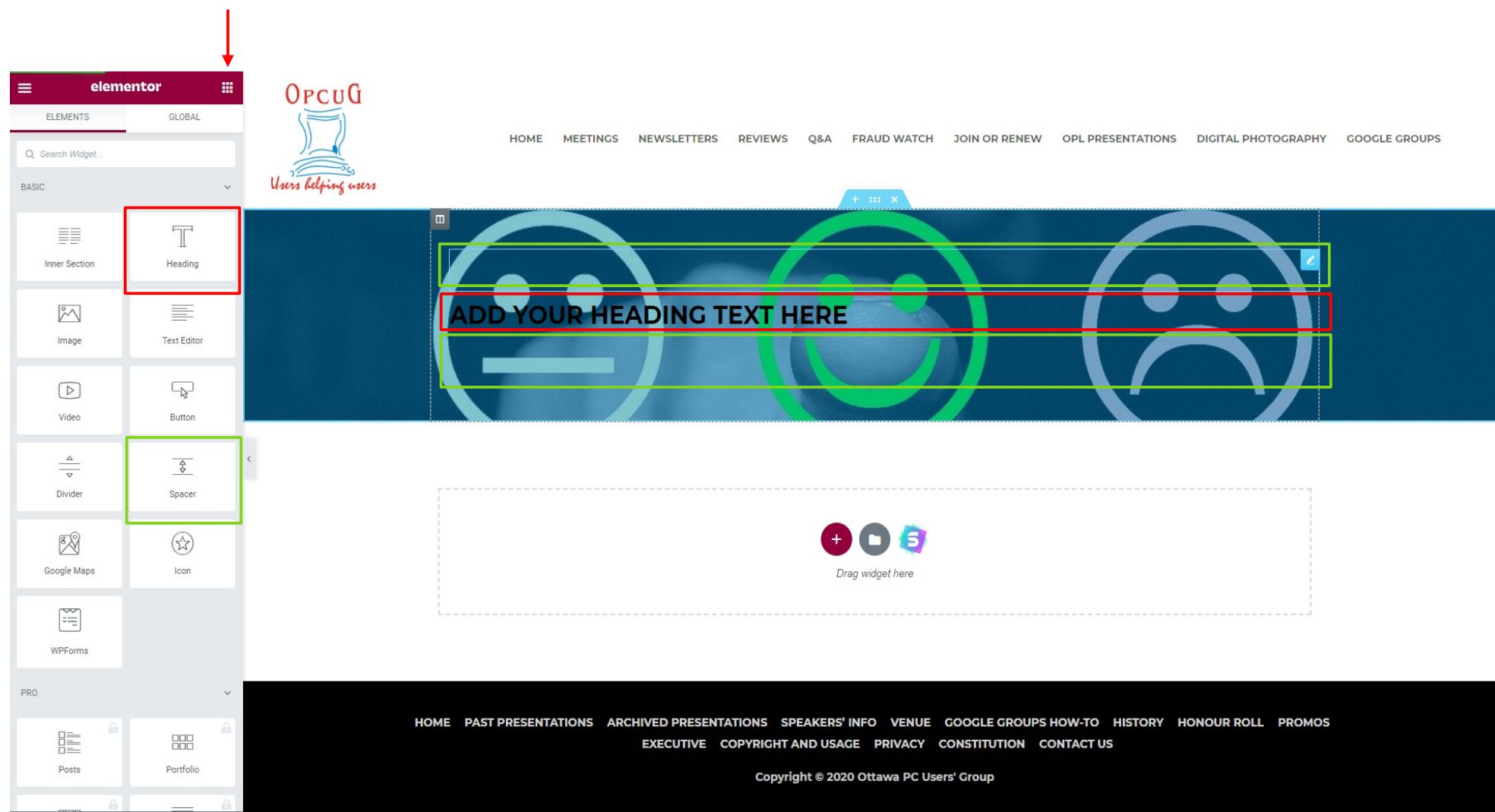
Edit Section Panel:

- Background:** (outlined in green)
 - Position: Center Center
 - Attachment: Scroll
 - Repeat: No-repeat
 - Size: Cover
- Background Overlay:** (outlined in red)
- Border:**
- Shape Divider:**
- Typography:**

Need Help ?

PUBLISH

To add a header and spacers, click on the grid icon (red arrow) in the Elementor dashboard. **Drag-and-drop** the following widgets into the image section: a **Spacer** (outlined in green in the image and in the dashboard), a **Header** (outlined in red) below it, and another **Spacer** below the Header. The section is now expanded sufficiently to reveal the image. The height of the spacers can be adjusted to reveal more or less of the image. The default spacer height (roughly outlined in green in the image) is 50 pixels.

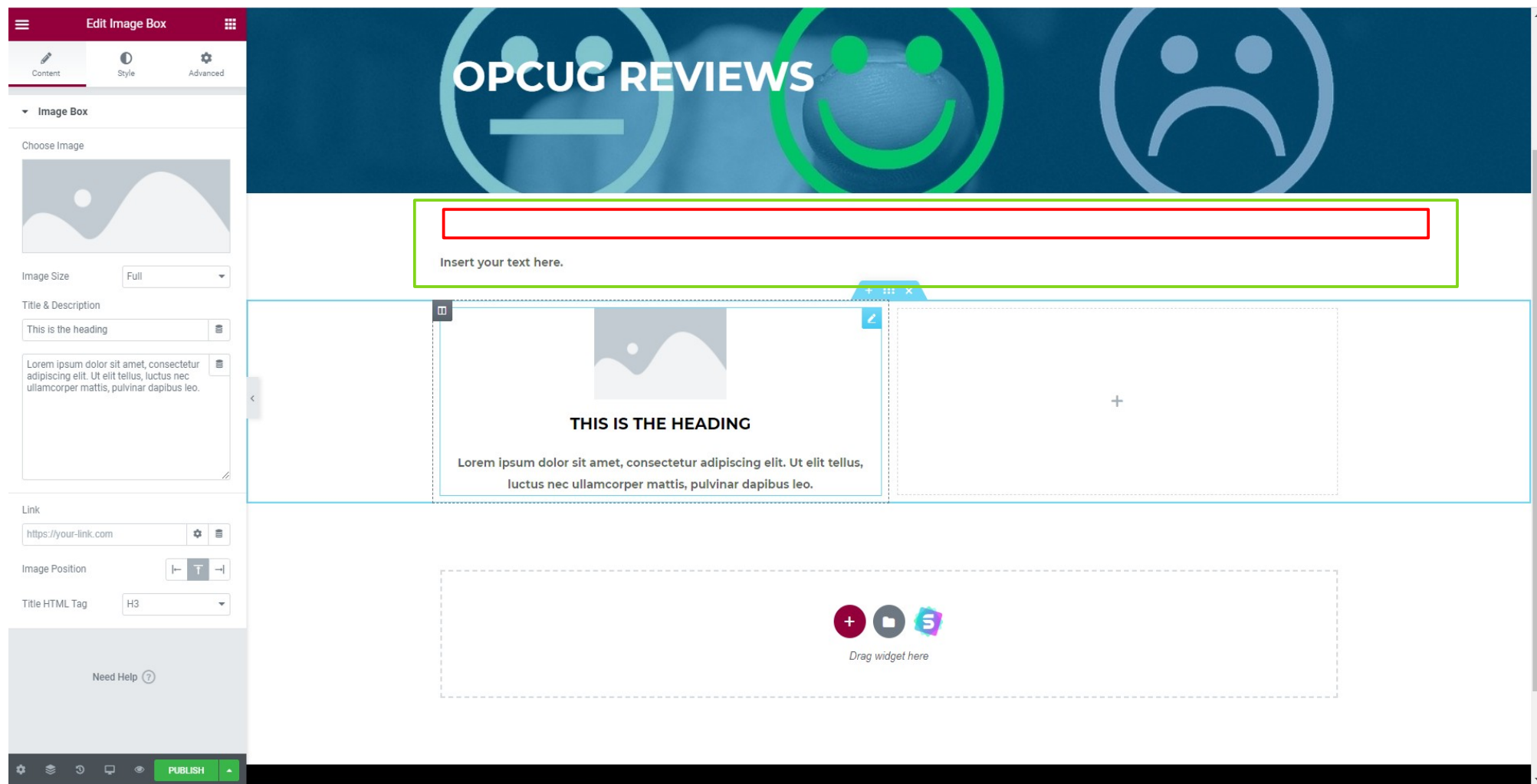


In **Edit Heading**, I typed **OPCUG REVIEWS** as a title under **Content** (red arrow). Under **Style** (green arrow), I chose white for text colour in the **Color Picker** field (outlined in green). You can type the name of a colour or a more precise hexadecimal value (#xxxxxx), or you can choose a colour with your mouse from the Color Picker window (simply move the slider below it to the colour you want).

The screenshot displays the OPCUG website editor interface. The browser's address bar shows the URL: `opcug.ca/wp-admin/post.php?post=6114&action=elementor#`. The page title is "OPCUG REVIEWS". The sidebar on the left is titled "Edit Heading" and has three tabs: "Content", "Style", and "Advanced". The "Content" tab is selected, and the "Title" field is visible. A red arrow points to the "Title" field. The "Style" tab is also visible, and a green arrow points to the "Text Color" field. The "Color Picker" window is open, showing a color selection interface with a red arrow pointing to the "Text Color" field and a green arrow pointing to the "Color Picker" window. The main content area shows the OPCUG logo and the text "OPCUG REVIEWS" in white. Below the main content area, there is a dashed box with the text "Drag widget here". The footer contains a list of links: HOME, PAST PRESENTATIONS, ARCHIVED PRESENTATIONS, SPEAKERS' INFO, VENUE, GOOGLE GROUPS HOW-TO, HISTORY, HONOUR ROLL, PROMOS, EXECUTIVE, COPYRIGHT AND USAGE, PRIVACY, CONSTITUTION, CONTACT US. The copyright notice is "Copyright © 2020 Ottawa PC Users' Group".

Using the ever present **Add New Section** box, I added a section with a single column (outlined in green) to which I added a Text Editor (represented by “Insert your text here”). I added a Spacer above it (outlined in red) to lower the text from the banner image. Below that section I added another section containing two columns. In the left column, I added an **Image Box** which has room for **an image and text** that can be inserted from the Elementor dashboard at left.

Next slide: I will choose an image for the review, type the name of the reviewed product in THIS IS THE HEADING, and add a brief description of the review below that. Below the text, I will add a blue Button and label it READ MORE.



I added an introductory paragraph to the Text Editor box (outlined in black). In the section below, in the left column (outlined in orange), I added the PDFsam logo to the Image Box, the name of the program with a brief description in the Text Box, and a blue READ MORE button linked to the review article. Repeat the steps to add another review to the second column. I reduced the width of the top Text Editor section to 900 pixels (outlined in black) by clicking on the 6 dots in the blue section tab (outlined in red) and typing "900" under Content Width (outlined in green) in the Elementor dashboard. I also reduced the width of the section below it to 900 pixels (outlined in blue). A wider section would have room for more columns and, hence, more reviews.

white hexadecimal - Google Search | Pages - Ottawa PC Users' Group | Elementor | opcug reviews | opcug reviews - Ottawa PC Users' Group | REVIEWS - Ottawa PC Users' Group | Elementor | REVIEWS | REVIEWS - Ottawa PC Users' Group | +

opcug.ca/wp-admin/post.php?post=6114&action=elementor#

Apps | Google | OPCUG Elementor | OPCUG | PLESK Rebel | BoD Minutes | OPCUG-Newsletter | OPCUG Meetings | BOD_ZOOM | Filmcan | Facebook | EOTB | MLT DOR | CYTO CLA DOR | Histo CLA/DictaDOR | Connexe | COVID-19 | Other bookmarks

Edit Section

Layout | Style | Advanced

Layout

Content Width: Boxed (900)

Columns Gap: Default

Height: Default

Vertical Align: Default

Overflow: Default

Stretch Section: NO

HTML Tag: Default

Structure

Need Help ?

PUBLISH

PDFsam

PDFSAM BASIC (OPEN SOURCE)

PDF Document Management Revisited. Sep/20

READ MORE

8:20 PM 2020-12-05

Adding a Primary menu

(because I am using the OPCUG website for this demonstration, I cannot reconstruct or alter the Primary menu for this presentation)

Let's pretend we have created several pages for our new website. To help visitors navigate the site, we will build Primary and Footer menus.

The Primary menu appears at the top of all web pages. It should contain links to the more important pages on your website (e.g. most of the pages in the OPCUG Primary menu are updated regularly). More static pages can be linked from the Footer menu (next slide).

Below is the Primary menu displayed in "CUSTOMIZE" (see slide #17). It contains links to several web pages (1) that were chosen on the left (2). Clicking on **Add Items** (3) brings up the section to the right (4) where more pages from the website can be added. Other items can be added such as Custom Links (to other websites, e.g. OPCUG Google Groups), Events (current ones from the Events Calendar), etc.

The screenshot illustrates the process of customizing the Primary menu for the OPCUG website. It is divided into three main sections:

- (1) Live Website Header:** Shows the top of the OPCUG website with the Primary menu. The menu items are: HOME, MEETINGS, NEWSLETTERS, REVIEWS, Q&A, FRAUD WATCH, JOIN OR RENEW, OPL PRESENTATIONS, and DIGITAL PHOTOGRAPHY. The OPCUG logo and tagline "Users helping users" are also visible.
- (2) Menu Configuration Panel:** Located on the left, it shows the "Customizing > Menus" section for the "Primary Menu". It lists the menu items with their status (e.g., "HOME" is a "Front Page, Elementor" link, "MEETINGS" is a "Custom Link", etc.).
- (3) Add Items Dialog:** A green-bordered box at the bottom left shows the "Add Items" button. Clicking this button opens the "Add Items" dialog, which is shown in section (4).
- (4) Add Items Dialog:** A green-bordered box on the right shows the "Add Items" dialog. It has a search bar "Search menu items..." and lists various categories: Custom Links, Pages (4), Posts, Events, Categories, Tags, Formats, and Categories. The "Pages" section is expanded, showing links to "HOME", "PRIVACY POLICY", "Q&A - 2020", "Q&A - Topics", and "Technical Solutions".

Adding a Footer menu

(because I am using the OPCUG website for this demonstration, I cannot reconstruct or alter the Primary menu for this presentation)

If there are many pages on your website, you can put links to more static pages here. The footer menu appears at the bottom of all web pages.

Below is the Footer menu displayed in “CUSTOMIZE”. It contains links to many web pages (1) that were chosen on the left (2). Clicking on **Add Items** (3) brings up the section to the right (4) where more pages from the website can be added. Just like in the Primary menu, other items can be added such as Custom Links, Events, etc.

Note that the item outlined in white is not part of the Footer **menu**, but is a **Footer** with our club name and website copyright.

The image shows the WordPress Customizer interface for configuring the Footer menu. On the left, a sidebar (2) lists various menu items for the 'FOOTER MENU', including HOME, PAST PRESENTATIONS, ARCHIVED PRESENTATIONS, SPEAKERS' INFO, VENUE, GOOGLE GROUPS HOW-TO, HISTORY, HONOUR ROLL, PROMOS, EXECUTIVE, COPYRIGHT AND USAGE, PRIVACY, CONSTITUTION, and CONTACT US. Each item has a status indicator (e.g., 'Front Page, Elementor' or 'Custom Link'). A red box highlights this sidebar. At the bottom of the sidebar, there is a 'Reorder' button and an 'Add Items' button (3), which is highlighted with a green box. To the right of the sidebar, a search bar and a list of 'Pages' (4) are visible, including HOME, PRIVACY, Q&A - 2020, Q&A - Topics, and Technical Solutions. A green box highlights this section. The main area on the right shows a preview of the website footer (1), which contains a horizontal list of links corresponding to the items in the sidebar. A red box highlights this footer area. Below the links, there is a copyright notice: 'Copyright © 2020 Ottawa PC Users' Group', which is outlined in white.

This is the new web page as it appears in a browser. The Footer menu has migrated to its place at the bottom of the page.

OPCUG REVIEWS

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