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How to create a landing page?

Website Builder: Website creation

1. If you don't have a website yet:
 - You can use the "Landing page" template.
2. If you already have a website and want to create "Landing page" from it:
 - Connect the menu items with the necessary sections of your website by going through the [steps](#) (in step 4, use the part for

"menu item").

How to use "Layout"?

Website Builder: Website creation

1. Adding layout:

- Drag and drop layout from main toolbar.
- Choose layout composition.
- Add elements into your layout.
- If you have more than one layout you can add elements to each layout.

2. Customizing layout:

- **Position:**

Change elements position in layout. Choose from "Horizontal Layout", "Vertical Layout" or "Floating Block" in right toolbar.

- **Alignment:**

Align elements in layout by selecting alignment for that layout in right toolbar.

- **Background:**

Select layout and click background icon in right toolbar;

Choose your background layout color and opacity;

Or image/video -- opacity, position, etc.

- **Duplicate:**

Add duplicate layouts by clicking on icon on layout you want duplicate and choose "Duplicate".

- **Borders:**

Select layout and click border icon in right toolbar to add borders to layout and choose your width, style, and color.

- **Size:**

Adjust layout size or "Allow to adjust size automatically" in right toolbar.

How to use "Menu"?

Website Builder: Website creation

1. Adding Menu:

- Drag and drop Menu from main toolbar.
- Choose Menu composition.
- Click "New Menu Item":
 - Select type of menu item (e.g., "Page").
 - Enter "Name".
 - Select from dropdown list "Copy layout from" (e.g., Home).
 - (Optional) Select section that needs to be clear.
 - Click "Apply".

2. Customizing Menu:

- **Select type of menu item:**
 - **Page on your website.**

Select page from dropdown list.

- **Web Address.**

Enter URL.

- **File from your Website.**

Click and select file from gallery or "Upload New File".

- **E-mail address.**

Enter e-mail address.

- **Phone Number.**

Enter phone number together with country code.

- **Popup.**

Select popup page from dropdown list or click to create "New Popup".

- **Empty.**

Leave the menu item empty.

- Select additional options to "Open in a New Window", etc.

- **Submenu:**

Drag your created element to required location or on top of a menu element to create a submenu.

How to add new page?

Website Builder: Website creation

1. Adding new page:

- Select settings at top of builder and "Pages".
- Select "New Page".
- Select page type.

- Write page name.
- Select from dropdown menu which page layout to copy.
- (Optional) Select section that needs to be clear.
- Click "Apply".

2. Customizing new page:

- Make page as home page, do not index, or show popup when page is open.
- Add SEO to your page:
Title, description, etc.
- Add page background.
- Add custom script.

How to see "Page Structure"?

Website Builder: Website creation

- Click "Page Structure" at the top of right toolbar.
- You can see what layouts and elements "Header", "Body" and "Footer" have.
- Select element and drag and drop it to where you want to move it (e.g., select layout and drag and drop it in footer).

How to use alignment?

Website Builder: Website creation

1. Select a Layout and type of layout in right toolbar.

2. Select alignment of your elements in layout.
3. Select alignment for vertical layout, if horizontal layout and "Switch to vertical layout on smaller screens" is selected.

How to Save/Restore backup?

Website Builder: Website creation

1. **Save backup:**

- Open the builder with the initial domain using the "Edit website" button.
- Select the "Publish" drop-down list and select "Backup / Restore".
- Click "Download Backup" button.

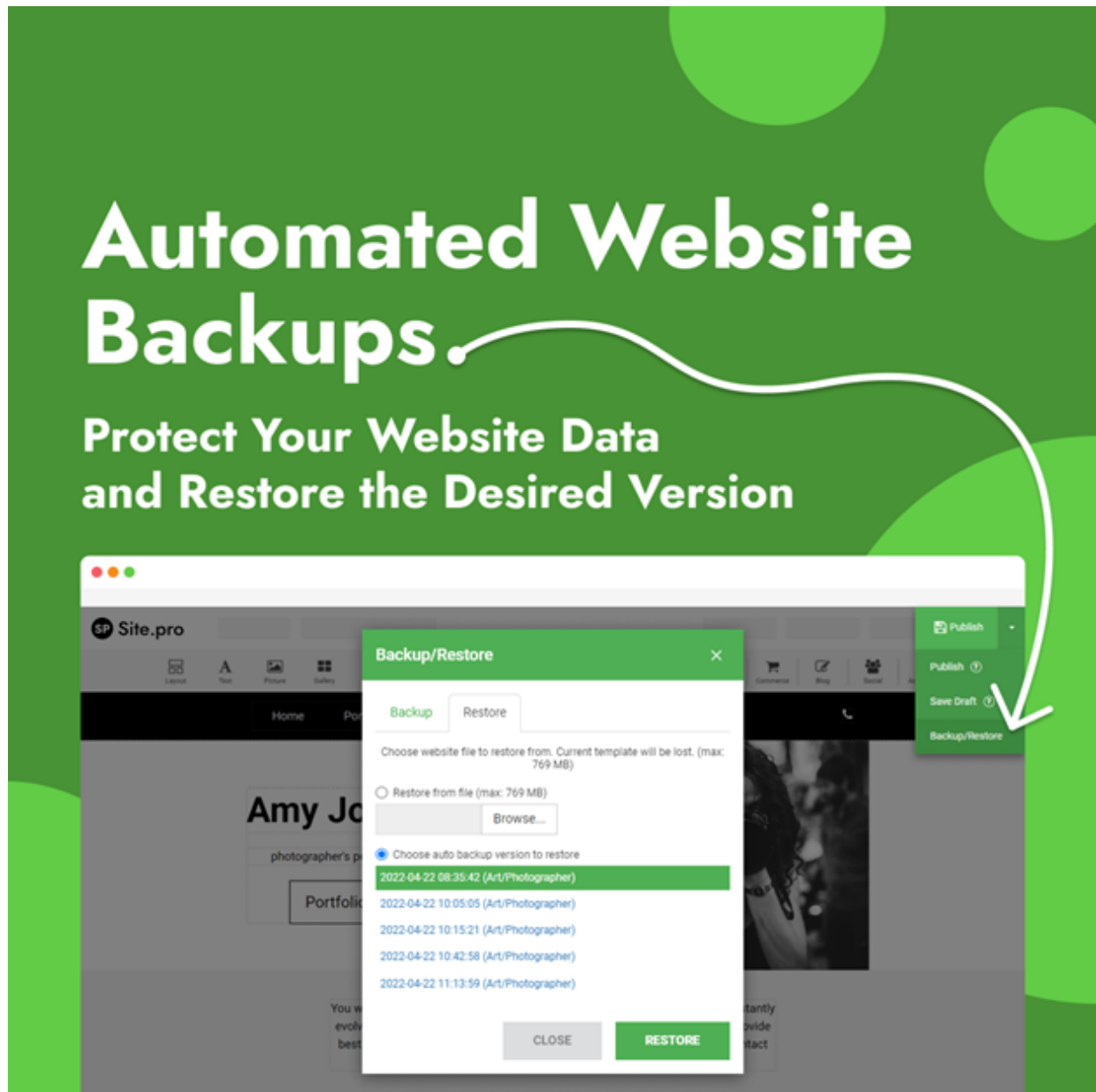
2. **Auto backup:**

- Go to "Publish" dropdown list and select "Backup / Restore" option.
- Switch to the "Restore" tab and choose auto backup version to restore.
- Auto backups are automatically saved every 5 minutes.
The number of auto-backups per website is limited and it saves 50 copies by default.
Only 50 newest copies are saved when the limit is reached.

3. **Restore backup:**

- Go to "Publish" dropdown list and select "Backup / Restore" option.
- Select "Restore" tab.

- Click "Browse" and choose downloaded backup from your computer;
Or "Choose auto backup version to restore"
- Click "Restore".



How to Copy/Paste elements?

Website Builder: Website creation

1. Select element/layout you would like to copy.
2. Click in top right corner of the element.
3. Select copy and select layout in which you want to paste copied element/layout.
4. Click in top right corner of the layout and select paste.

Copy Images Easily

The diagram illustrates the process of copying and pasting images in a website builder. It features three panels at the top, each with a set of icons and a button:

- Copy Image:** Shows browser icons (Chrome, Edge, Firefox, Opera, Safari) and a button labeled "Copy Image".
- Print/Capture Screen:** Shows OS icons (Windows, Apple, Linux) and a button labeled "Print/Capture Screen".
- Keyboard Shortcut:** Shows application icons (Photoshop, Illustrator, Word) and a button labeled "⌘ / Ctrl + C".

Below these panels is a browser window showing a website layout. The browser window has a "Site.pro" logo and a "Publish" button. The website layout includes a large image of a woman and a child, a heading "Your Awesome Website Page", and a paragraph of placeholder text. Arrows indicate the flow of the process: from the "Copy Image" panel to the website image, from the "Print/Capture Screen" panel to the website image, and from the "Keyboard Shortcut" panel to the website image.

How to duplicate elements?

Website Builder: Website creation

1. Select element/layout you would like to duplicate.
2. Click in top right corner of the element.
3. Select duplicated element and drag it to section in which you would like it to appear.

How to add anchors?

Website Builder: Website creation

1. Select an element by clicking on it.
2. Choose "Advanced" category in right toolbar.
3. Write "Anchor name" (e.g., anchor)
(Optional) Write "Class name" and "Name".
4. Select element you want to link to anchor:
 - **For menu item:**
 - Select "Edit Menu" in right toolbar.
 - Click on "New Menu Item".
 - Select "Link" and write "Name".
 - **For image/button:**
 - Click icon below "URL" in right toolbar.
 - **For text:**

- Select text part you need to add anchor.
 - Click "Link" button in text editor.
5. Select "Page on your website".
 6. Choose Anchor name from dropdown list.
 7. Click on "Apply".

How to add animations to your website?

Website Builder: Website creation

You can add animations on all elements on your website:

1. Click on element in builder that will have animations.
2. Select "Animation" section in right toolbar.
3. Select "Effect" type and edit its properties if needed:
 - Direction.
 - Duration.
 - Delay.
 - Loop.
4. Set effect on "Default" or/and on "Hover".

How to use styles?

Website Builder: Website creation

Set text style for your website builder.

1. Select "Settings" and "Styles" at top right of the builder.
2. Select text style and select font, size, etc.
3. Select "Links" and set link text color and link hover.
4. Select "Advanced" to adjust additional features.

How to use "Favicon"?

Website Builder: Website creation

1. Select "Settings" at the top of builder.
2. Select "Favicon".
3. Click favicon.
4. Click "Add New" / "Upload New Picture" or drag and drop the file to upload or change favicon.
5. Click "Apply".

How to publish website?

Website Builder: Website creation

1. Login to your Building Blocks account.
2. Go to [My Websites](#)
3. Click "Edit Website" button next to domain you would like to publish.
4. Make necessary changes to your website.

5. Click "Publish" website at top of the builder to make your website visible to public.
6. You can publish ["Under construction" template](#) of website while you create your website.

How to reset template?

Website Builder: Website creation

1. Click "New/Reset" dropdown list at top of builder.
2. Select "Reset" and start from beginning.

Note: All your current progress will be lost if you choose to reset template.

How to manage a cookie policy?

Website Builder: Website creation

- **Adding Cookie policy:**

1. Go to "Settings" at the top of the builder and select "Settings".
2. Select "Cookie policy".
3. Click on "Enable cookie policy block".
4. Click on "Add new";
These cookies will be loaded only after visitor consents.
5. Write "Cookie name" and "Cookie description".
6. If necessary, check the box "Required functional cookie";
In this case, this cookie will be required.

- **Customizing Cookie policy:**

1. Write button text.
2. Write customize button text.
3. Select text font, size, background, message color, button color and button text color.
4. Write cookie policy message.
5. Click "Apply".

How to preview your website?

Website Builder: Website creation

1. Click "Preview" at top of the builder.
2. You can see how your website will look online through different formats (e.g., desktop).
3. Click "Close preview" in top right corner to close preview window.

How to make your website responsive?

Website Builder: Website creation

Your websites are automatically created to look good on all devices.

To check your website responsiveness:

- Select different size screens just above your website content.
- Select preview.
Select different size screens to see how it looks.

Note: If you need to adjust some elements only on a particular screen [see the link](#).

How to manage elements visibility?

Website Builder: Website creation

Elements visibility can be managed for:

1. Devices:

- Select an element/layout/page section.
- Select "Visibility" on right toolbar.
- Choose devices that you want to show/hide selected element/layout.

2. Pages:

- Select element/layout/page section.
- Select "Visibility" on right toolbar.
- Choose to "Show on current page only", "Show all pages" or "Show specific pages".

How to have different layout backgrounds on different devices?

Website Builder: Website creation

1. Select a layout you want to adjust.
2. Select layout color by clicking Background in right toolbar.
3. Select layout color or image/video for the background.

4. Select "Visibility" in the right toolbar.
5. Select devices that you want your layout to appear in (e.g., a wide screen, desktop, and tablet).
6. Select a different size of screen above your website content (e.g., phone).
7. Insert another layout in the same position where the previous was.
8. Select that layout and choose layout color by clicking "Background" in right toolbar.
9. Select different layout color or image/video for the background.
10. Select "Visibility" in right toolbar and set it to show for that layout only (e.g., phone).

How to create function to download a file?

Website Builder: Website creation

- Select element that will be used to download a file (example: image, button, text).
- Select "Advanced" tab in the right toolbar.
- Find "URL" on tab.
- Click next to "No link selected" button.
- Select "File from your Website".
- Click button.
- Click "Upload New File".
- Choose necessary file from computer.

- Click "Select".
- Click "Apply".

How to use multiple selection?

Website Builder: Website creation

1. Press Ctrl/Cmd key on your keyboard and select elements you want to edit.
2. Make changes to selected elements in right toolbar.

Note: If you choose same category elements you will have more features to edit.

Horizontal scrollbar on my website

Website Builder: Website creation

If you see horizontal scrollbar on your site, then it most probably caused by some elements on site which are placed too far to the right from site content. You can easily check this. Enter site builder and check all pages if they also have horizontal scrollbar in the editor. If it does, then scroll right to the end and you will most probably find an element there (note that it can be absolutely white - for example small white Shape - so that it can sometimes be hard to detect it). Position the element properly inside content bounds or delete it if is not needed. If this element is needed only in one version (Wide, Desktop, Tablet, Phone) then you can right-click it and choose to hide it in context menu.

If no such elements left on page in the editor the horizontal scrollbar must disappear. After that publish your site.

All my components (text, photos, buttons, etc.) disappeared when I changed the template

Website Builder: Website creation

Each template has its own default elements, and each element is placed differently per template.

So, after changing template, your created website will be lost.

How to edit my website while the "Under construction" page is online?

Website Builder: Website creation

Website has not been created:

1. Select the required "Under construction" template.
2. Edit website.
3. Click "Publish" at the top of builder.
4. Click "New / Reset" dropdown list at the top of builder and select "Change template".
5. Select new template.
6. Select the checkbox "Got it" and click "Yes, change template".
7. Edit your website, but don't publish it until it's finished.
Use "Preview" button to view your website.
Select "Publish" dropdown list at the top of builder and select "Save Draft" to save your progress.

Hiding website while it is being created / updated:

1. [Save backup](#) of your current website.

2. Select "New / Reset" dropdown list at the top of builder and select "Change template".
3. Select "Under construction" template.
4. Select the checkbox "Got it" and click "Yes, change template".
5. Edit website.
6. Select "Publish" dropdown list at the top of builder and select "Backup / Restore" option.
7. [Restore backup](#) of website you want to continue editing.
8. Edit your website, but don't publish it until it's finished.
Use "Preview" button to view your website.
Select "Publish" dropdown list at the top of builder and select "Save Draft" to save your progress.

Element is visible in the builder but not visible in the preview

Website Builder: Website creation

1. Select an element you want to edit.
2. Select "Visibility" in right toolbar.
3. If an element is not visible but should be:
 - Select devices that you want your element to appear in.
4. If it is still not appearing in the preview:
 - Find the element in Horizontal/Vertical (parental) layout and check for its "Visibility" option.

- Select layout's visibility for necessary devices so its inner element would be also visible in the preview.

How to use "Picture"?

Website Builder: Pictures

1. Adding picture:

- Drag & drop "Picture" from main toolbar.
- Choose picture composition.
- Select picture from free gallery or upload your picture.

2. Editing picture:

- Select picture and click "Change Picture" on context toolbar.
- **Select media:**
 - Click "Upload new picture" in "Template Gallery" tab.
 - Select "Free Gallery" tab and type in search bar which picture you need and click search icon.
 - Select "Picture URL" tab, write picture URL and click "Import into gallery" button.

3. Customizing picture:

- **Crop:**

Click button on picture and move / resize orange cropping area to change visible area of photo and click checkmark to save changes on lower right corner.
- **Opacity:**

Adjust picture opacity in right toolbar.

- **Alternative text:**

Write "Information for an image if a user can not view it".

- **Border:**

Click border in right toolbar. Select width, color, and style for border.

Also you can select to have different borders and different corners

- **Shadow:**

Click shadow in right toolbar. Select distance, size, blur, color, and style for shadow.

- **On click management:**

Select picture and click to "Enlarge picture on click" in right toolbar or select URL and write link properties in pop-up window.

- **Size:**

Adjust picture size or select "Allow to adjust size automatically" in right toolbar.

What "Gallery" types there are?

Website Builder: Pictures

Website builder gallery types:

1. [Thumbnails](#)
2. [Masonry](#)
3. [Background](#)
4. [List](#)

5. [Map](#)

6. [Slideshow](#)

- Slideshow.
- Slideshow with captions.

How to use "Gallery Thumbnails"?

Website Builder: Pictures

1. Adding gallery:

- Drag & drop "Gallery" from main toolbar.
- Choose Thumbnails gallery composition.
- Select gallery and click pictures editing button in right toolbar.
- Click "Add Pictures" to upload pictures.
- Click "Size" in right toolbar.
- Set gallery size or select "Allow to adjust size automatically".

2. Customizing gallery:

- **Gallery pictures:**

Select gallery and click pictures in right toolbar. Add pictures title, link, address, and description.

- **Background:**

Select gallery and click background to choose background color/opacity in right toolbar.

- **Thumbnails:**

Write thumbnails width, height, padding and align. Set animation effect and other configurations for default and / or hover.

- **Captions:**

Set how to show picture caption, background color and text style in right toolbar.

How to use "Gallery Background"?

Website Builder: Pictures

1. Adding gallery:

- Drag & drop "Gallery" from main toolbar.
- Choose Background gallery composition.
- Select gallery layout and click Background element editing button in right toolbar.
- Click "Gallery Pictures".
- Click "Add Pictures" to upload pictures.
- Click "Size" in right toolbar.
- Set gallery size or "Allow to adjust size automatically" in right toolbar.

2. Customizing gallery:

- Select gallery layout and click Background element editing button in right toolbar.

- **Gallery pictures:**

- Click "Gallery Pictures" to edit pictures title, link, etc.

▪ **Background:**

Click "Background color" to choose background color/opacity.

▪ **Border:**

Click "Border" to choose width, color, etc.

▪ **Gallery types:**

Change gallery type and adjust available features for each type.

▪ **Captions:**

Select "Captions" tab. Set how to show picture caption, caption background color, etc.

▪ **Options:**

Select "Options" tab. Write anchor name, class name, etc.

How to use "Gallery Slideshow"?

Website Builder: Pictures

1. Adding gallery:

- Drag & drop "Gallery" from main toolbar.
- Choose Slideshow gallery composition.
- Select gallery and click pictures editing button in right toolbar.
- Click "Add Pictures" to upload pictures.
- Click "Size" in right toolbar.
- Set gallery size or select "Allow to adjust size automatically".

2. Customizing gallery:

- **Gallery pictures:**

Select gallery and click pictures in right toolbar. Add pictures title, link, address, and description to have gallery with slideshow.

- **Background:**

Select gallery and click background to choose background color / opacity in right toolbar.

- **Thumbnails:**

Click thumbnails border to choose border width, color, and style in right toolbar.

- **Slideshow:**

Set picture change frequency and transition duration in right toolbar.

- **Captions:**

Set how to show picture caption, background color and text style in right toolbar.

How to use "Gallery List"?

Website Builder: Pictures

1. Adding gallery:

- Drag & drop "Gallery" from main toolbar.
- Choose List gallery composition.
- Select gallery and click pictures editing button in right toolbar.
- Click "Add Pictures" to upload pictures.

- Click "Size" in right toolbar.
- Set gallery size or select "Allow to adjust size automatically".

2. Customizing gallery:

- **Gallery pictures:**

Select gallery and click pictures in right toolbar. Add pictures title, link, address, and description.

- **Background:**

Select gallery and click background to choose background color/opacity in right toolbar.

- **Thumbnails:**

Write thumbnails width, height and padding in right toolbar.

- **Slideshow:**

Set picture change frequency and transition duration in right toolbar.

- **Captions:**

Set how to show picture caption, background color and text style in right toolbar.

How to use "Gallery Masonry"?

Website Builder: Pictures

1. Adding gallery:

- Drag & drop "Gallery" from main toolbar.
- Choose Masonry gallery composition.

- Select gallery and click pictures editing button in right toolbar.
- Click "Add Pictures" to upload pictures.
- Click "Size" in right toolbar.
- Set gallery size or select "Allow to adjust size automatically".

2. Customizing gallery:

- **Gallery pictures:**

Select gallery and click pictures in right toolbar and add pictures title, link, address, and description.

- **Background:**

Select gallery and click background to choose background color / opacity in right toolbar.

- **Thumbnails:**

Write thumbnails width, padding, align. Set animation effect and other configurations for default and hover.

- **Captions:**

Set how to show picture caption, background color and text style in right toolbar.

How to use "Gallery Map"?

Website Builder: Pictures

1. Adding gallery:

- Drag & drop "Gallery" from main toolbar.
- Choose map gallery composition.

- Select gallery and click pictures editing button in right toolbar.
- Click "Add Pictures" to upload pictures.
- Click "Size" in right toolbar.
- Set gallery size or select "Allow to adjust size automatically".

2. Customizing gallery:

- **Gallery pictures:**

Click pictures editing button in right toolbar and add pictures title, link, address, and description.

If picture has GPS coordinates data, map will recognize location automatically.

- **Google maps:**

Specify "Map center" by writing coordinates, address or setting marker and write "API Key" to set map location in right toolbar.

Customize map's zoom level, theme, map type, marker type and set other map options.

- **Captions:**

Set how to show picture caption, background color and text style in right toolbar.

Error uploading .png files

Website Builder: Pictures

Please try to enable PHP extension "Exif" and try to upload .png image again.

What free images are used in Building Blocks templates?

Website Builder: Pictures

All images used in templates are CC0 licensed. You can read more [here](#).

How to use "Video"?

Website Builder: Media

To insert video to the website you have several options:

Option 1 (insert media player, e.g., Youtube):

♣ Adding **YouT**ube:

- Drag & drop "Media" from main toolbar.
- Choose YouTube composition.
- Write "URL or ID" in right toolbar.

♣ Customizing **video**:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

Option 2 (upload video from your computers, will be played as a background):

- Select "Shape" widget and choose shape composition.
- Click background in right toolbar.
- Choose Image/Video and click.
- Click "Upload New File", choose video, click open, and click "Select".

- Under the video choose the backgrounds video settings: opacity; start time and end time.
- Video will be played with no sound.

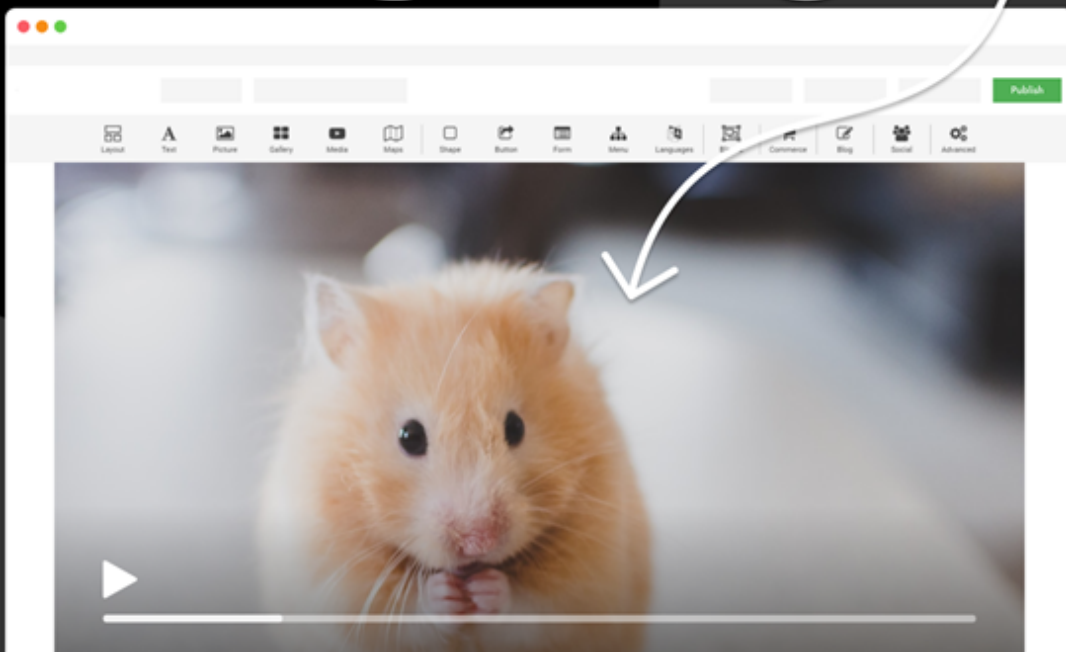
Option 3 (upload video from your computer)

- Select "Advanced" widget and choose "Custom Html".
- In the right toolbar's "Custom Html" tab select HTML code by clicking on a pencil icon.
- Insert this code:

```
♣ <video style="width: 100%; height: 100%; position: relative; z-index: 2;"  
  src="VIDEO_FILE" controls>  
♣ Your browser does not support the video tag.  
  
</video>
```

- Select word "VIDEO_FILE" (without quotes) and delete it.
- Click "Click to add file(s)" button in top right corner to choose your video file.
- Click "Upload New File", choose video, open, click "Select", and click "Apply" button.
- Video will be played with a sound.

Upload Video to your Website Easily.



How to use "YouTube"?

Website Builder: Media

1. Adding Youtube:

- Drag & drop "Media" from main toolbar.

- Choose YouTube composition.
- Write "Youtube URL or ID" in right toolbar.

2. Customizing video:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

- Set to allow "Show player controls" or "Use no cookie domain" in right toolbar.

- **Start time:**

Write start time when your video will start playing in right toolbar.

How to use "Instagram video"?

Website Builder: Media

1. Adding Instagram:

- Drag & drop "Media" from main toolbar.
- Choose Instagram composition.
- Write "Instagram post URL or ID" in right toolbar.

2. Customizing video:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

How to use "Facebook video"?

Website Builder: Media

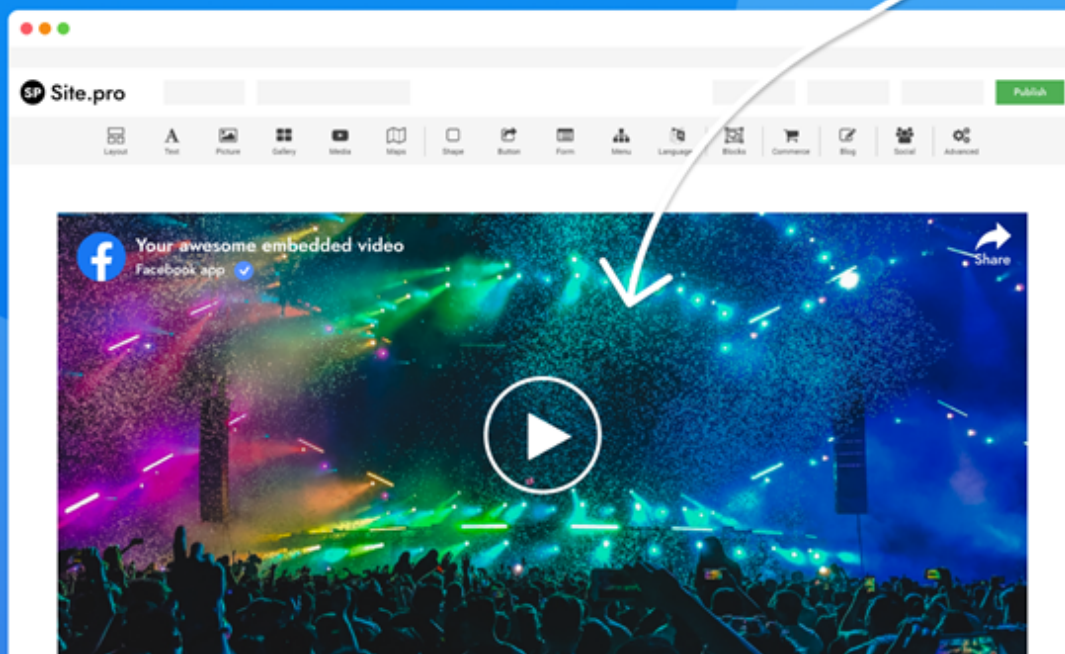
1. Adding Facebook:

- Drag & drop "Media" from main toolbar.
- Choose Facebook composition.
- Write "Facebook post URL or ID" in right toolbar.

2. Customizing video:

- **Size:**
Adjust video size or "Allow to adjust size automatically" in right toolbar.
- **Start time:**
Write start time when your video will start to play in right toolbar.

Add Facebook Video to Your Website.



How to use "Music Player"?

Website Builder: Media

1. Adding Music Player:

- Drag & drop "Media" from main toolbar.

- Choose Music Player composition.
- Click MP3 file(s) in right toolbar to upload file.

2. Customizing music player:

- **Size:**

Adjust music player size or "Allow to adjust size automatically" in right toolbar.

- **Start music player when page is loaded:**

Choose if you want to "Start playing when page is loaded" in right toolbar.

How to use "Spotify"?

Website Builder: Media

1. Adding Spotify player:

- Drag & drop "Media" from main toolbar.
- Choose Spotify player composition.
- Write "Spotify Link or URL" in right toolbar.

2. Customizing player:

- **Size:**

Adjust player size or "Allow to adjust size automatically" in right toolbar.

How to use "Vimeo"?

Website Builder: Media

1. Adding Vimeo:

- Drag & drop "Media" from main toolbar.
- Choose Vimeo composition.
- Write "Vimeo ID or URL" in right toolbar.

2. Customizing video:

- **Size:**
Adjust video size or "Allow to adjust size automatically" in right toolbar.
- **Show user's portrait or title:**
Set to show the user's portrait and title on the video in right toolbar.
- **Autoplay:**
Select the video to play automatically on load in right toolbar.
- **Set video controls color:**
Click to specify the color of the video controls in right toolbar.

How to use "Youku"?

Website Builder: Media

1. Adding Youku:

- Drag & drop "Media" from main toolbar.
- Choose Youku composition.
- Write "Copy full Youku video URL" in right toolbar.

2. Customizing video:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

- **Autoplay:**

Select to autoplay in right toolbar.

How to use "Aparat"?

Website Builder: Media

1. Adding Aparat:

- Drag & drop "Media" from main toolbar.
- Choose Aparat composition.
- Write "Aparat ID or URL" in right toolbar.

2. Customizing video:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

- **Start time:**

Set video start time in right toolbar.

How to use "Rutube video"?

Website Builder: Media

1. Adding Rutube:

- Drag & drop "Media" from main toolbar.
- Choose Rutube composition.
- Write "Rutube ID or URL" in right toolbar.

2. Customizing video:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

How to use "VK video"?

Website Builder: Media

1. Adding VK:

- Drag & drop "Media" from main toolbar.
- Choose VK composition.
- Write "Video embed code" in right toolbar.

2. Customizing video:

- **Size:**

Adjust video size or "Allow to adjust size automatically" in right toolbar.

Different backgrounds are shown in builder and on published website

Website Builder: Media

This issue is usually related to the fact that you have background image set for both layout element ("Vertical Layout" or "Horizontal Layout") and native background (option "Background"), and also, use Shape element as an extra background in that layout element (option "Background element").

You should use only one of these backgrounds either by:

- removing image from layout element native background.
- detaching Shape element as a background from that layout element.

How to use "Blocks"?

Website Builder: Additional

1. Adding blocks:

- Drag and drop "Blocks" from main toolbar.
- Choose from categories and then from compositions.

2. Customizing blocks:

- **Position:**

Change elements position in layout. Choose from "Horizontal Layout", "Vertical Layout" or "Floating Block" in right toolbar.

- **Alignment:**

Align elements in layout by selecting alignment for that layout in right toolbar.

- **Background:**

Add "Background" by inserting image, color, or video to layout in right toolbar.

- **Borders:**

Select layout and click border to add borders to layout and choose your width, style, or select to use different border / corners.

- **Size:**

Adjust layout size or "Allow to adjust size automatically" in right toolbar.

- **Shadows:**

Select layout and click shadow to add shadow to layout and choose your distance, size, blur, color, and style.

How to use "Shape"?

Website Builder: Additional

1. Adding shape:

- Drag & drop "Shape" from main toolbar.
- Choose shape composition.

2. Editing shape:

- **Background:**

Select shape and click background in right toolbar. Select background color, image / video, opacity.

- **Boarder:**

Select shape and click border in right toolbar. Select border width, color, style or select to use different border / corners.

- **URL:**

Select shape and click URL in right toolbar. Fill in link properties and click "Apply".

- **Size:**

Set shape size or "Allow to adjust size automatically" in right toolbar.

How to use "Line"?

Website Builder: Additional

1. Adding line:

- Drag & drop "Shape" from main toolbar.
- Choose line composition.

2. Customizing line:

- **Orientation:**

Select horizontal or vertical orientation in right toolbar.

- **Style:**

Select line style by click an option in right toolbar.

- **Color:**

Select line and click color in right toolbar to choose color and opacity.

- **Size:**

Set line size or "Allow to adjust size automatically" in right toolbar.

How to use "Button"?

Website Builder: Additional

1. Adding button:

- Drag & drop "Button" from main toolbar.
- Choose button composition.

2. Editing button:

- Write button text in right toolbar.
- **Link:**
Select button and click URL in right toolbar. Write link properties and click "Apply".
- **Text font:**
Select button and click font in right toolbar. Adjust text font style, size, line height, align, letter spacing.

3. Customizing button:

- **Default/Hover/Active settings:**
Set button default style, color, background, border, and shadow options in right toolbar.
- **Size:**
Set button size or "Allow to adjust size automatically" in right toolbar.

How to edit size?

Website Builder: Additional

Set size to all elements:

1. Select element you want resize.
2. Choose element's width measurement type from dropdown list in right toolbar:
 - Select "Min" to have a minimum width size.
 - Select "Max" to have a maximum width size.
3. Choose element's height measurement type from dropdown list in right toolbar:
 - Select "Min" to have a minimum height size.
 - Select "Max" to have a maximum height size.
4. Select "Allow to adjust size automatically" to have your element automatically sized.

How to use "Text"?

Website Builder: Text

1. **Adding text:**

- Drag and drop "Text" from main toolbar.
- Choose text composition.
- Write your text.

2. **Editing text:**

- Select text and click "Edit Text" on context toolbar.
- Highlight text area you want to edit.

- Choose from options in rich text editor.

3. Customizing text:

- **Links:**

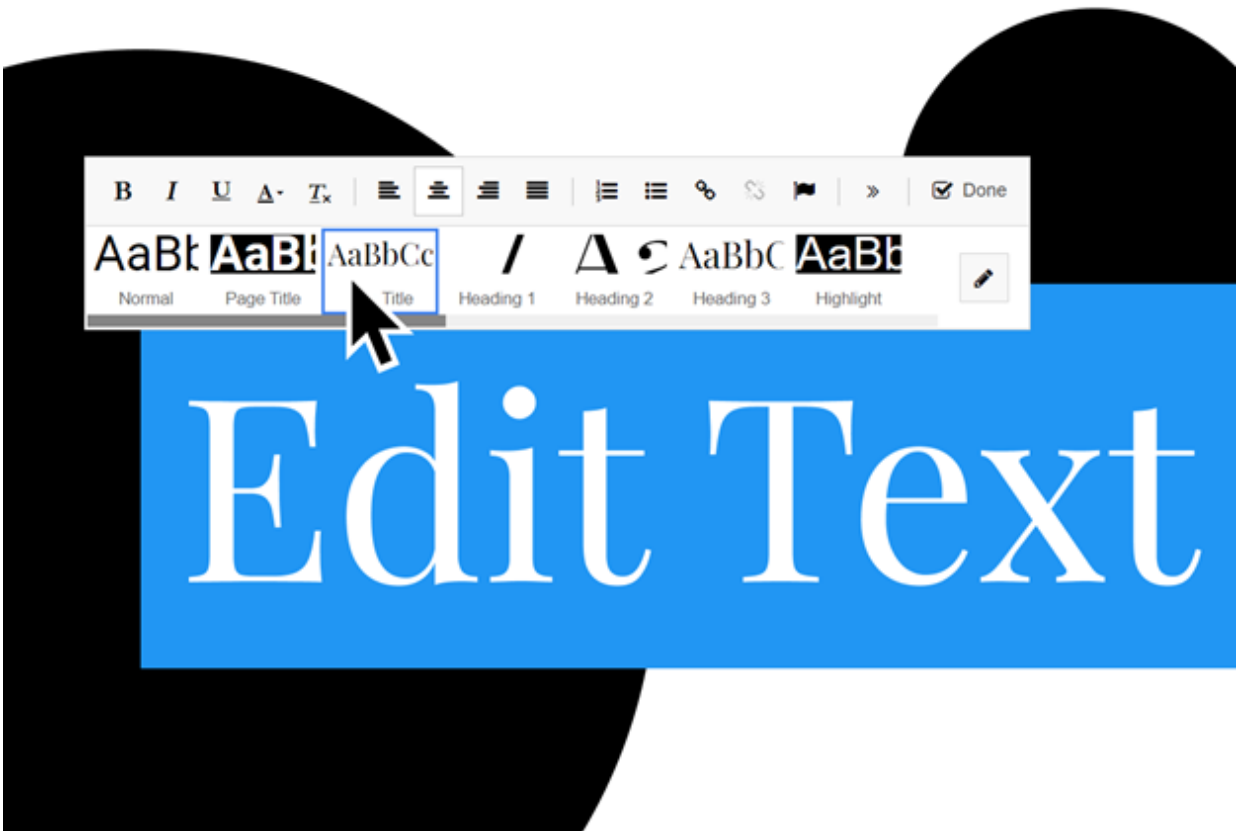
Highlight area where you want link to appear, in rich text editor click icon and fill in link properties.

- **Adding anchor:**

Highlight area where you want anchor to appear, in rich text editor click icon and fill in anchor name.

New Text Editor:

Fast, Visual, Customizable



"googleFontsApiKey is not set"

Website Builder: Text

In order to fix this problem just create API key from Google by going to this link https://developers.google.com/fonts/docs/developer_api and put key in

file "config.json" located in builder web root folder - you need to set it to parameter "googleFontsApiKey".

Note. Most probably Google Maps widget also does not work in your builder. To make it working do the same as for Google Fonts but use this link for key creation <https://developers.google.com/maps/documentation/javascript/get-api-key> and parameter "googleMapsApiKey" in file "config.json".

Fonts in builder and on websites differ

Website Builder: Text

When adding Google fonts to your website, sometimes you may notice that font differs in the editor and on published websites (or when previewing the website).

Each added Google font has extra options, like Regular, Italic, Bold, etc. Each of these options may have its separate width, which is defined in number, like 400, 700, etc.

Usually, the problem is caused by some style options not being enabled in Fonts Editing dialog in the editor. To fix it, make sure that all font versions (variants) which you use on your website are enabled.

For example, you connect a font which provides the following options:

Regular 400

Regular 400 Italic

Bold 700

Bold 700 Italic

Then, if you use italic text with this font on your page, then make sure that option "*Regular 400 Italic*" is enabled for the font.

If you use bold text with this font on your page, then make sure that option "**Bold 700**" is enabled.

Finally, if you use text which is bold and italic together, then enable option "***Bold 700 Italic***".

Inside the editor all font versions are loaded at once, therefore you can see text with a correct font. But published website gets only those versions, which are enabled in Font Editing dialog.

How to insert an image nearby text?

Website Builder: Text

1. Drag and drop "Layout" from main toolbar.
2. Select layout composition.
3. [Add image](#) to required layout.
4. Add text to desired layout.

Note: To add text next to picture, select layout with column.

How to make a multilingual website?

Website Builder: Text

1. **Adding languages:**

- Drag and drop "Languages" from main toolbar.
- Choose languages customization.
- In popup, click "Add language".
- Select the languages you needed and click "Apply".

2. Editing languages:

- Click on necessary language flag (e.g., English) to edit content (e.g., type text, menu, etc.).
- Select another language (e.g., Chinese) and make changes to that language the same way.

3. Deleting languages:

- Select "Languages" element in the builder.
- On the right "Languages" toolbar hover the mouse cursor on the language that you want to remove.
- Click on the cross that appears on the right side from the language to remove it.
- To remove all languages, select language in "Page structure" and press delete on your keyboard.
Select "Delete all languages and all language items".
- Note: If languages were deleted only in website content, they will be only invisible but not fully deleted.

How to create a link?

Website Builder: Text

1. Adding link:

- Mark text to create link.
- Press icon.
- Select one of the link settings options.

- Select link opening options.
- Write "Link Title".
- Click "Apply".

2. Customizing link:

- Go to "Settings" at top right corner of builder, select "Styles" -- "Links".
- Click to select link text color and customize text.
- Click to select link hover color and customize hover text.

How to add additional fonts on your website?

Website Builder: Text

1. Select text you would like to edit in the builder.
2. Click in rich text editor.
3. Click font to edit fonts.
4. Click "Add font", choose from the list or upload your font and click "Apply".

Upload Your Fonts for Better Website

Sp

WOFF
WOFF2
OTF
TTF
EOT
SVG

How to make website responsive after import?

Website Builder: Import

Imported websites sometimes need additional adaptation for different devices.

1. Go to Page structure on the right side of your website builder.

2. Go through whole the structure and check all elements of horizontal and vertical layout type.
3. In the right toolbar select "Size", all elements should be with:
 - Specify "Width" preferably in "100%" or "auto".
 - "Height" is "auto".
 - All "Min" and "Max" checkboxes in Size section should be off.
4. Check elements for each page.
5. Click on the "Preview" to check the result.

How many pages from a website I can import in my builder?

Website Builder: Import

The number of the pages that can be imported is up to 20 pages.

What SEO features does website builder have?

Website Builder: SEO

Building Blocks provides **ALL the features** to make your website maximum friendly for search engines:

1. **Meta information:**
 - Title.
 - Description.
 - Keywords.
2. **Pages:**
 - User-friendly URL.

3. Tracking tools:

- [Facebook Pixel](#)
- [Google Analytics](#)
- [Yandex Metrika](#)
- [Google Tag Manager](#)

4. [Content](#):

- Titles and subtitles.
- Alternative text for images, anchors for elements, etc.
- Links.
- Multilingual content.

5. [robots.txt](#)

6. [.htaccess](#)

7. [HTML](#)

How to add HTML Meta tags?

Website Builder: SEO

To add custom meta information to your website you need to:

1. Go to "Settings" (on the top of the website builder).
2. Go to "Settings" menu items there and switch to "Meta information" tab.
3. Add Custom Meta Tags and click "Apply".

How to make a user-friendly URL?

Website Builder: SEO

To make your URL user-friendly:

1. Go to "Settings" (on top of builder).
2. Go to "Pages" and switch to "SEO" tab.
3. Customize name in "User friendly URL":
 - You can specify alias for each page except for homepage.
 - Homepage does not have any alias.
 - Words need to be separated with a hyphen.

How to add a Yandex.Metrika to my website?

Website Builder: SEO

To add a Yandex metrika you must:

1. Go to "Settings" (on the top of the builder).
2. Go to "SEO" and switch to "Analytics".
3. Paste the Yandex Metrika Tracking ID.
4. Click "Apply".

How to add Google verification code?

Website Builder: SEO

To add a Google search console, you must:

1. Go to "Settings" (on the top of the builder).

2. Go to "Settings" and switch to "Analytics".
3. Paste the Google Search Console Verification Code.
4. Click "Apply".

How to optimize website content for SEO?

Website Builder: SEO

1. Use titles and subtitles on your pages:
 - Use headers to create better textual content.
 - Choose text and on top toolbar choose "Edit Text". Choose heading type.
 - Each page can have only one H1, it is title of your page.
 - H2 and H3 tags is for new sections and subsections.
 - Key phrases should be included in heading.
2. Use alternative text for images:
 - Before uploading image change name of file to better represent image.
 - Space bar needs to be changed to hyphen in file name (e.g., "good-day.jpg").
 - Add image.
 - On right toolbar add "Alternative Text".
3. Add elements names:
 - Add element.

- Scroll down to "Advanced" in right toolbar and add "Anchor name".

4. Add links:

- Highlight text and press icon in main toolbar.
- In "Link properties" choose type of link.
- Click "Apply".

5. Multilingual content:

- You can [add multiple languages](#) to your website.
- Change "Alternative Text" for images in each language.
- [Change description](#) for each language.

How to add robots.txt?

Website Builder: SEO

To add your robots.txt to your website:

1. Go to "Settings" (on the top of the builder) and select "Settings".
2. Select "robots.txt".
3. Press enable robots.txt.
4. Insert your script and click "Apply".

How to add .htaccess?

Website Builder: SEO

Note: .htaccess is a server configuration file and should be used with utmost care. Read more about [.htaccess](#).

To add your hypertext access to your website:

1. Go to "Settings" (on the top of the builder).
2. Go to "Settings" and switch to "Custom .htaccess".
3. Press "Enable .htaccess".
4. Insert your script and click "Apply".

How to add Google tag manager?

Website Builder: SEO

1. Go to "Settings" (on the top of the builder).
2. Go to "Settings" and switch to "Page".
3. Switch to the tab "Scripts".
4. Paste Google Tag Manager code in the "Before </head>" field.
5. Click "Apply".

How to connect Google Analytics?

Website Builder: SEO

1. Go to "Settings" (on the top of the builder).
2. Go to "SEO" and switch to "Analytics".
3. Insert "Google Analytics Tracking ID" and click "Apply".

How to add a Facebook pixel?

Website Builder: SEO

To add a Facebook pixel, you have two options:

Option 1:

1. Go to "Settings" (on the top of the builder).
2. Go to "Settings" and switch to "Analytics".
3. Paste the Facebook Pixel Tracking ID.
4. Click "Apply".

Option 2:

1. Go to "Settings" (on the top of the builder).
2. Go to "Pages" and switch to "Scripts".
3. Paste the Facebook pixel code in the "Before </head>" field.
4. Click "Apply".

How to maintain SEO Ranking after the website imported to Building Blocks?

Website Builder: SEO

When your website has been already imported to Building Blocks, before Publish:

- Recheck SEO of each page. Check that Title, Description, Keywords, User friendly URL etc. field are filled.
- Recheck if main keywords appear in each page content. Use keyword variations and related terms on the page to avoid repeating the same phrases over and again.

When the SEO setup is done:

- Publish your website.

- As the website code changed, you should republish your website to Google console (Google take the imported website as completely new one).

NOTE: If the SEO Ranking won't change, please inform Building Blocks support, our team member will analyze this issue and provide some tips to improve it.

How to optimize my website and get a high-quality score on Google?

Website Builder: SEO

1. Websites built with Building Blocks Website Builder usually get a high Google score
2. Your website's google score depends on your content:
 - use images with optimal size.
 - don't use a lot of third-party widgets.
3. Fill in the information for the [search engine \(SEO\)](#);
4. To index your website in google search, we recommend you connect your website to a [Google Search Console](#) and submit a sitemap.
5. To find a link to your sitemap:
 - Go to "Settings" (on the top of the builder).
 - Go to "Settings" and switch to "Analytics".
 - See your link in "Sitemap URL"

How to optimize SEO with meta information?

Website Builder: SEO

1. Go to "Settings" (on the top of the builder).
2. Go to "Pages" and switch to "SEO" tab. There you can specify:
 - "Title" (visible as a browser's tab name for every page); It is the most important for search engines.
 - "Description" is set to advise to a search engine what every page is about.
 - "Keywords" are still used by some search engines, but Google ignores them (write keywords in line, separate with commas or semicolons, spaces between words are not important).
 - "User-friendly URL" is the optional field if you want to specify a custom URL path to a page. The default value is taken from the page name specified in the menu.
3. See how to add [custom meta tags](#).

How to integrate "Facebook comments"?

Website Builder: Social

1. **Adding comments:**
 - Drag & drop "Social" from main toolbar.
 - Choose Facebook comments composition.
 - Write "URL" in right toolbar.
2. **Customizing comments:**
 - **Items shown:**

Write number of items shown in right toolbar.

- **Color scheme:**

Choose light/dark color scheme from dropdown list in right toolbar.

- **Comments sorting:**

Choose how to sort comments from dropdown list in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Facebook fans"?

Website Builder: Social

1. Adding Facebook fans:

- Drag & drop "Social" from main toolbar.
- Choose fans composition.
- Write "Page URL" in right toolbar.

2. Customizing fans:

- **Cover photo:**

Set to show / hide cover photo in right toolbar.

- **Friends faces:**

Set to show / hide faces of friends in right toolbar.

- **Timeline:**

Set to show / hide page timeline in right toolbar.

- **Header:**

 - Set to have smaller / larger header in right toolbar.

- **Size:**

 - Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Facebook Like"?

Website Builder: Social

1. Adding Facebook Like:

- Drag & drop "Social" from main toolbar.
- Choose Like composition.
- Write "URL to Like (required)" in right toolbar.

2. Customizing Facebook Like:

- **Verb to display:**

 - Set to show verb "Like" or "Recommend" in right toolbar.

- **Layout style:**

 - Select layout style from dropdown list in right toolbar.

- **Color scheme:**

 - Select color scheme from dropdown list in right toolbar.

- **Friends faces:**

 - Set to show/hide faces of friends in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Share"?

Website Builder: Social

1. Adding Share:

- Drag & drop "Social" from main toolbar.
- Choose to share composition.
- Choose from dropdown list icon size in right toolbar.
- Choose which social media pages your page can be shared on in right toolbar.

2. Customizing Share:

- **Profile ID:**

Write "Addthis.com" "Profile ID" to get statistics in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "VK community"?

Website Builder: Social

1. V Kontakte community pridėjimas:

- Drag & drop "Social" from main toolbar.

- Choose Vkontakte community composition.
- Write "ID for Page or Group" in right toolbar.

2. Customizing Vkontakte community:

- **Layout:**

Choose the layout for community in right toolbar.

- **Background, text, and buttons color:**

Click to set background text or buttons color in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "VK Like"?

Website Builder: Social

1. Adding "Vkontakte like":

- Drag & drop "Social" from main toolbar.
- Choose Vkontakte like composition.
- Write "Group ID" in right toolbar.

2. Customizing "Vkontakte like":

- **Button height:**

Choose button height from dropdown list in right toolbar.

- **Button name:**

Choose button name from dropdown list in right toolbar.

- **Button layout:**

Choose button layout in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Twitter"?

Website Builder: Social

1. Adding Twitter:

- Drag & drop "Social" from main toolbar.
- Choose Twitter composition.
- Write "Widget ID or profile URL" in right toolbar.

2. Customizing Twitter:

- **Number of tweets:**

Write number of visible tweets in right toolbar.

- **Color scheme:**

Choose light / dark color scheme in right toolbar.

- **Other options:**

Choose to add header, footer, scrollbar, transparent background, borders in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "OK"?

Website Builder: Social

1. Adding Odnoklassniki:

- Drag & drop "Social" from main toolbar.
- Choose Odnoklassniki composition.
- Write "Group ID" in right toolbar.

2. Customizing Odnoklassniki:

- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Class"?

Website Builder: Social

1. Adding Odnoklassniki share:

- Drag & drop "Social" from main toolbar.
- Choose Odnoklassniki share composition.
- Write "URL" in right toolbar.

2. Customizing share:

- **Size:**
Select size from dropdown list in right toolbar.
- **Style:**
Select style from dropdown list in right toolbar.

- **Counter position:**

Select counter position from dropdown list in right toolbar.

- **Text:**

Select text on button from dropdown list in right toolbar.

How to integrate "Pinterest"?

Website Builder: Social

1. Adding Pinterest:

- Drag & drop "Social" from main toolbar.
- Choose Pinterest composition.
- Select "Widget type" from dropdown list in right toolbar.

2. Customizing Pinterest:

- **Save Button:**

Select "Button type" from dropdown list in right toolbar and select icon type.

Write "Image source URL" and "Image URL".

Write "Description", select "Show pin count" and "Language" from dropdown list.

- **Follow:**

Write "Pinterest user URL" and "Full name" in right toolbar.

- **Pin:**

Write "Pin URL" in right toolbar. Select "Pin size" from dropdown list.

Select to "Hide description".

- **Board:**

Write "Pinterest board URL" in right toolbar. Set board height, width, and width of images.

- **Profile:**

Write "Pinterest user profile URL" in right toolbar. Set profile height, width, and width of images.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Instagram"?

Website Builder: Social

1. Adding Instagram:

- Drag & drop "Social" from main toolbar.
- Choose Instagram post composition.
- Write "Instagram post ID or URL" in right toolbar.

2. Customizing Instagram:

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

What E-commerce features does website builder have?

Website Builder: Commerce

1. Different customer experience:
 - a. 1-click-purchase.
 - b. Catalogue with Inquiry form.
 - c. Full E-commerce with Cart.
2. Product Management:
 - a. Products (images, SKU, price, etc.).
 - b. Categories (for menu and filters).
 - c. Item Types (e.g., phones, monitors, etc.).
 - d. Product variations (e.g., colors).
 - e. Different listing options.
 - f. Different filters.
3. Store Management:
 - a. Order management.
 - b. Currencies and formats.
 - c. Automatic invoice system.
 - d. Shipping and delivery options.
 - e. Stock management (Qty).
 - f. Customizable tax system (neto/bruto prices).
4. 40+ payment gateways.
5. E-commerce Templates:
 - a. Ready Templates.

- b. Designing from scratch.
- c. Easy integration to any template.

6. Additional features:

- a. Terms and conditions.
- b. Multiple languages.
- c. SEO (including microdata).

How to use "Bank Transfer"?

Website Builder: Commerce

1. Adding Bank Transfer with store module:

- Drag & drop "Commerce" from main toolbar.
- Choose shopping cart composition.
- Select "Payment Gateways" in right toolbar.
- Click Bank Transfer to add to payment gateways.

2. Customizing Bank Transfer with store module:

- Write information to display when order is placed.
- Click "Apply"
- Select "Contact Form" in right toolbar.
- Select "E-mail settings" and write "Form will be sent to this E-mail" and "Form will be sent from this E-mail".
Write email subject, form sent message and maximum size of attachments.

How to add free shipping to some orders?

Website Builder: Commerce

1. Select "Store Cart" and select "Shipping Methods" in right toolbar.
2. Select "Add item".
3. Write "Item Name".
4. Select "Destination Zone" from dropdown list.
5. Select type "By subtotal" or "By weight".
6. Select "Add Range"
7. Write range value and add price
8. Select to add additional range.
9. Write range value and set price to 0.

How to track your orders?

Website Builder: Commerce

1. Select your store and click "Check orders" in right toolbar.
2. Select "Filter" dropdown menu to see order.
3. See how to [change order status](#).

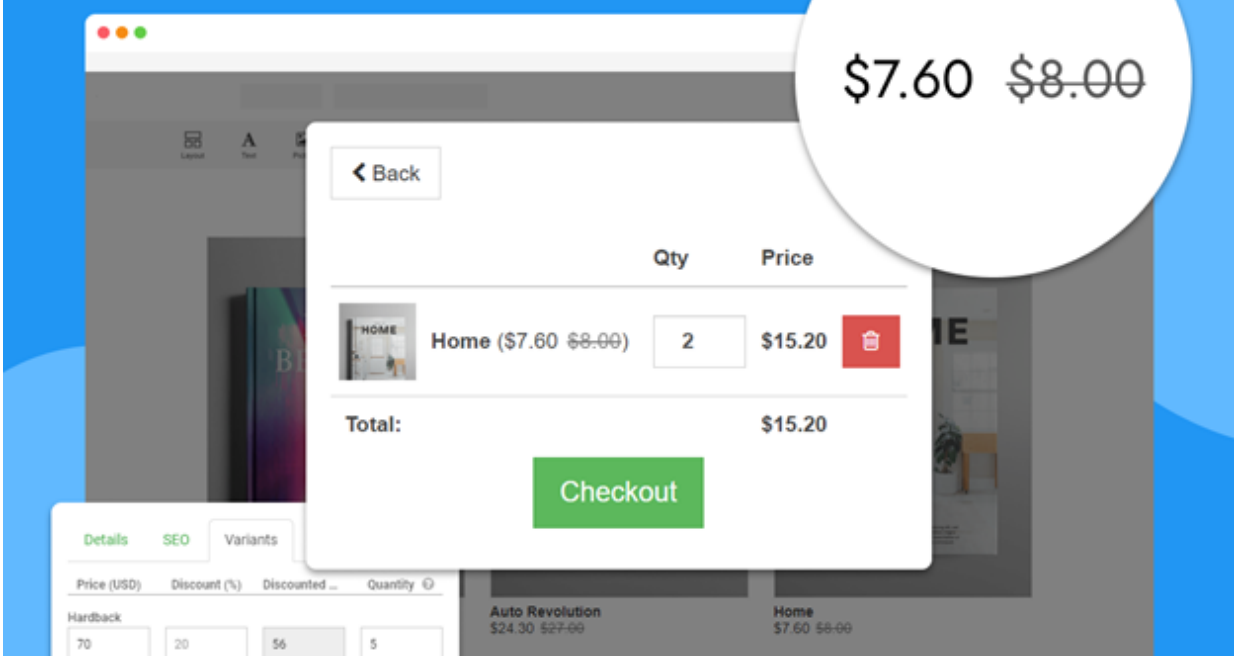
How to add discount for your products?

Website Builder: Commerce

1. Select store and in right toolbar click "Edit products".
2. In "Discount (%)" field write the percentage of discount.
3. "Discounted Price" field appears and shows current product price.
4. If you have variants and want to add different discounts for variants:
 - Select store and in right toolbar click "Edit products".
 - Select variants at the top of window.
 - Add discounts to every different variant.

Add Discounts in E-commerce

For Store Items and Variants



How to add a payment gateway to your online store/shop?

Website Builder: Commerce

- Go to Page structure on the right side of your website builder.
- Click on the "StoreCart".

- In right toolbar select "Store cart" and click "More properties" button.
- Check the box for the payment gateway that you want to apply.
- Fill in the payment information and click "Apply".

How to use "Cash on Delivery"?

Website Builder: Commerce

1. Adding Cash on Delivery with store module:

- Drag & drop "Commerce" from main toolbar.
- Choose shopping cart composition.
- Select "Payment Gateways" in right toolbar.
- Click Cash on Delivery to add to payment gateways.
- Write Cash on Delivery message that you want your clients to see. Include seller details to connect payment gateway to your Cash on Delivery account.
- Click "Apply" to save the progress.

2. Customizing Cash on Delivery with store module:

- **Send order confirmation:**

Select store cart and in right toolbar select "Contact Form".

Select e-mail settings and write "Form will be sent to this E-mail" and Form will be sent from this E-mail".

How to integrate "PayPal"?

Website Builder: Commerce

1. Adding PayPal as single-order button:

- Drag & drop "Commerce" from main toolbar.
- Choose PayPal composition.
- Write "Email address to receive payments" in right toolbar.

2. Customizing a single-order button:

- **Item description:**

Write "Item Name" in right toolbar.

- **Price:**

Write product price and currency in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

- **Shipping:**

Write "Shipping" in right toolbar.

3. Adding PayPal with store module:

- Drag & drop "Commerce" from main toolbar.
- Choose shopping cart composition.
- Select "Payment Gateways" in right toolbar.
- Click PayPal to add to payment gateways.
- Write PayPal "Email address to receive payments" to connect payment gateway to your PayPal account.

4. Customizing PayPal with store module:

- **Style:**

Click PayPal and select "Style" to customize PayPal button.

5. Adding PayPal test mode:

- Select PayPal "Test mode" in your payment gateways/right toolbar.
- Read PayPal how to [turn on test mode](#).

How to integrate "Stripe"?

Website Builder: Commerce

1. Adding Stripe as single-order button:

- Drag & drop "Commerce" from main toolbar.
- Choose Stripe composition.
- Write "API Key" and "Secret Key" in right toolbar.

2. Customizing a single-order button:

- **Item description:**

Write "Item Name" and "Product description" in right toolbar.

- **Price:**

Write product price and currency in right toolbar.

- **Size:**

Set element size or "Allow to adjust size automatically" in right toolbar.

3. Adding Stripe with store module:

- Drag & drop "Commerce" from main toolbar.

- Choose shopping cart composition.
- Select "Payment Gateways" in right toolbar.
- Click Stripe to add to payment gateways.
- Write Stripe "Publishable Key" and "Secret Key" and "Webhook Secret" to connect payment gateway to your Stripe account.

Login to your Stripe account, select "Developers" and see "API keys" and "Webhooks".

Click Stripe to get webhook endpoint URL, write it in Stripe. Add event type "checkout. session. completed" for webhook endpoint.

4. Customizing Stripe:

- **Style:**

Click Stripe and select "Style" to customize stripe button.

How to change your order status?

Website Builder: Commerce

1. Select your store and click "Check orders" in right toolbar.
2. Click "Details" to see order details.
3. Click next to "Status".
4. Choose order status from dropdown menu.

Store buttons appear in a different language on published website

Website Builder: Commerce

Sometimes there can be an issue that after publishing website some built-in words/buttons of Store or Store Cart modules appear in a different language as opposed to desired.

The language of such words/buttons depend on a language of a website, whereas the language of a website depends on these factors:

- when using **Languages module** and having multiple languages on the website, the website is considered multilingual. In this case all Store words/buttons will be translated to a chosen language in Languages selector ("flags" or "dropdown") by a customer on published website.
- when using no Languages module, then the language of currently opened website builder is taken for published website. For example, if the website is built as a Spanish website (have all entered words and texts in Spanish), but using builder in French, then all Store words/buttons will be translated to French rather than Spanish.

How to add "Terms and Conditions" checkbox?

Website Builder: Commerce

- ♣ Click on "StoreCart" in the right in Page structure section.
- ♣ In the right toolbar below image press tick to "Require customer to agree to terms and conditions".
- ♣ A text box appears, write required terms and conditions.

How to add tax rules?

Website Builder: Commerce

1. Click "Store cart" and in the right toolbar press "Tax Rules".

2. Fill in the item name and click "Add rate".
3. Click "Edit" button (with pencil icon) to change or add new countries:
 - Click "Add item".
 - Fill in the item name.
 - Choose the country in the drop-down menu.
 - Add all the countries to the list.
 - Click "Apply".
4. Select each country in your created "Destination zone" dropdown list and write the tax rate.
5. Add additional tax rules by pressing "Add item".
6. Click "Apply".

Note: If several tax rules used for one country (e.g., 1st tax rule for USA is 15%, and 2nd tax rule for USA is 7%) - it will be added together in billing (so in this example customer from USA will have to pay 22% tax).

[Receive mail notifications from your online store/shop](#)

Website Builder: Commerce

Building Blocks builder Store module supports mail notifications. Mail notifications can be sent both for the merchant and for the customer. There are 2 cases when notifications are sent: when the order is submitted and when the payment for order is received.

To configure mail notifications for yourself (merchant) add email address:

- Click on any product in your online store/shop.

- In the right toolbar select "Store".
- Click "pencil" icon in contact form block and switch to "E-mail settings" tab.
- Type your email address in field "Form will be sent to this E-mail" where you want to receive mail notifications.
- Switch to the "SMTP" tab to configure SMTP options if it needs.

How to add different options for product (example: size, color, material)?

Website Builder: Commerce

To add an option (example: material) for the item in the store:

- Click on any product in your online store/shop.
- In the right toolbar select "Store" and press "Edit products" button.
- Click on the arrow "Item Type", choose "Edit".
- Click on "+Add option".
- Specify "Name" (example: material) in the first column and click on the arrow in the second column choosing "Edit"
- Click on "Add item", specify "Item Name" (example: list of materials).
- Choose necessary "Type" (example: "Check Box").
- "+Add Option", enter "Item Name" (example: "Cotton" and. etc.).
- Apply changes.
- If you want to make it searchable in the filter field, click on the magnifier.

In the description add note that the customer should specify his selected option, when checking out.

Show the particular products' category on the specific page

Website Builder: Commerce

To categorize your products:

- Select "Store" composition.
- Select store and click "Edit products" in right toolbar.
- Select categories for each product.
- (Optional) Select icon in Categories (Filter) section to edit categories.
- Click "Apply".

To show the products' category on the specific page:

- Open page where you want to show products' category in website builder.
- Select "Store" and select "Listing" in right toolbar.
- In "Category" dropdown list choose what category to show on that page.

How to modify product type properties?

Website Builder: Commerce

- Click on any product in your online store/shop.
- In the right toolbar select "Store" and press "Edit products" button.

- Go to "Item Type" dropdown list and choose "Edit" option by clicking on it.
- Go through Lists Option dropdowns and choose "Edit" option by clicking on it.
- You can Rename/Delete/Change options.
- Click "Apply" button after all the needed changes.

Earlier Store orders disappeared

Website Builder: Commerce

All orders are saved in published website in one of the data files. The only reason of missing orders may be related to file deletion (possibly you deleted website files and then re-published website).

The older file having all orders may be returned by restoring published website backup from hosting control panel of earlier version. After restoring the client should check in builder if earlier orders appeared. However, note that website backup restoring on hosting will restore the whole earlier website version. So, to make it up to date again just re-publish website in builder (builder will have up-to-date version). The re-publication will not delete restored orders.

How to integrate "Google maps"?

Website Builder: Maps

1. Adding Google maps:

- Drag & drop "Maps" from main toolbar.
- Choose Google maps composition.

- Write "Address" and "API Key" in right toolbar.

2. Customizing maps:

- **Zoom level:**

Set zoom level in right toolbar.

- **Size:**

Set map size or "Allow to adjust size automatically" in right toolbar.

- **Map theme and type:**

Choose map theme and map type in right toolbar.

- **Options:**

Choose options that you would like to show or allow in right toolbar.

How to integrate "Bing maps"?

Website Builder: Maps

1. Adding Bing maps:

- Drag & drop "Maps" from main toolbar.
- Choose Bing maps composition.
- Write "Coordinates or address" and "API Key" in right toolbar.

2. Customizing maps:

- **Zoom level:**

Set zoom level in right toolbar.

- **Size:**

Set map size or "Allow to adjust size automatically" in right toolbar.

- **Map type:**

Choose map type in right toolbar.

This page can't load Google Maps correctly

Website Builder: Maps

If you see this message on published website, it means that your used API key lacks some requirements on Google Console account.

To see details of the problem:

- Open Developer console in browser on your website page with Google map (usually key F12).
- Switch to tab "Console".
- Find a red error message from Google with problem details. Follow specified recommendations to fix the problem.

How to use "Form"?

Website Builder: Forms

1. Adding form:

- Drag & drop "Form" from main toolbar.
- Choose form composition.

2. Customizing form:

- **Add simple fields:**

Select form and in right toolbar choose which simple fields to show.

Select which fields are required.

- **Add options fields:**

Select form and in right toolbar choose option fields.

Write question and options as separate line and select which fields are required.

- **Add additional fields:**

Add additional fields message, attachments, or checkboxes in right toolbar.

- **Submit button:**

Write submit button text.

- **URL after submitting:**

Select URL after submitting and write URL or select a page on your website.

Select if required to "Open in a New Window".

- **Labels:**

Select "Label Style" from dropdown menu and "Label Column Width" in right toolbar.

- **Email settings:**

Write which email/emails form will be sent to and form will be sent from.

Write email subject, form sent message.

Set maximum size of attachments or set to "Submit to URL instead" to have your form data send to URL.

- **SMTP:**

Click "SMTP Enable" to enable SMTP in right toolbar.

Write "SMTP Host" and "SMTP Port" in right toolbar.

Select "SMTP Encryption" in right toolbar.

Write "SMTP Username" and "SMTP Password" in right toolbar.

- **Google reCAPTCHA (v2):**

Write "Site key" and "Secret key" in right toolbar to add google reCAPTCHA.

- **Size:**

Set form size or "Allow to adjust size automatically" in right toolbar.

"Form sending failed. (4): SMTP connect () failed"

Website Builder: Forms

When you get this error when sending mail from your website then it usually means one of these:

- SMTP data is incorrect (double-check username and password, make sure that you specified correct host and port).
- Firewall on your hosting server blocks outgoing connections from specified SMTP host and/or port. Contact your hosting support and describe this problem to fix the issue.
- Specified SMTP host (in case if it is a domain & not IP) is not resolved on your hosting server or resolved to a wrong IP address. Contact your hosting support and describe this problem to fix the issue.

For more details on this issue please refer [this page](#).

"Form sending failed. (4): Could not instantiate mail function"

Website Builder: Forms

The reason of this error during form sending on published website appears since PHP function "mail" is not working properly. There can be multiple reasons for that. The most common reason is that you do not have mail service running on your server (e.g., sendmail or postfix) and/or you do not have it properly configured in configuration of PHP the website is running on.

To fix this error, try to install sendmail service to your server and specify correct value for PHP parameter "sendmail_path" (by default it has value "/usr/sbin/sendmail -t -i" which might be correct in your case as well).

I am not receiving mails from contact form

Website Builder: Forms

The problem may occur when you are using field **Form will be sent from this Email** in form configuration in builder. For example, you use address in this field **example@mysite.com**. Then mails may not be received on your email account due to the fact that domain **mysite.com** does not have DNS record of type SPF (for more details please see https://en.wikipedia.org/wiki/Sender_Policy_Framework). Due to these mails can be blocked by mail servers. If you are an owner of domain "mysite.com" you need to add SPF record in DNS configuration of your domain.

When you do not have field "Form will be sent from this Email" filled in then the address **no-reply@mysite.com** is used (where "mysite.com" is replaced with your website domain name). In this case the reason of not receiving mails is the same as described above.

How to integrate "Skype"?

Website Builder: Advanced

1. Adding Skype:

- Drag and drop Advanced from main toolbar.
- Choose "Skype IM Online" composition.
- Write your "Skype Name".

2. Customizing Skype:

- **Button label:**
Write button text in right toolbar.
- **Style:**
Select button style from the drop-down menu in right toolbar.
- **Button color:**
Select button color and select if you want to "Show Icon" in right toolbar.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to use "Banner"?

Website Builder: Advanced

1. Adding Banner:

- Drag and drop "Advanced" from main toolbar.
- Choose Banner composition.

- Upload your banner click picture in right toolbar.
- Write Banner URL in right toolbar.

2. Customizing Banner:

- **Script:**
Insert your script by clicking script in right toolbar.
Script content should be "Deactivate content while in builder (recommended)" for it not to interfere with builder.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "AdSense"?

Website Builder: Advanced

1. Adding AdSense:

- Drag and drop "Advanced" from main toolbar.
- Choose AdSense composition.
- Click HTML code and write AdSense code.
Code content should be "Deactivate content while in builder (recommended)" for it not to interfere with builder.

2. Customizing AdSense:

- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to integrate "Google Calendar"?

Website Builder: Advanced

1. Adding Google Calendar:

- Drag and drop "Advanced" from main toolbar.
- Choose Google Calendar composition.
- Write your Google calendar ID in right toolbar.

2. Customizing Google Calendar:

- **Calendar name:**
Write calendar name in right toolbar.
- **Language:**
Select language from dropdown list in right toolbar.
- **Time zone:**
Select time zone from dropdown list in right toolbar.
- **First day:**
Select first day from dropdown list in right toolbar.
- **Background color:**
Click Background color in right toolbar.
- **View mode:**
Select week / month / agenda in the right toolbar.
- **Options:**
Select additional options in right toolbar.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to use "Table"?

Website Builder: Advanced

1. Adding Table:

- Drag and drop "Advanced" from main toolbar.
- Choose Table composition.
- Write your "Cell padding" in right toolbar.

2. Customizing table:

- **Insert row / column:**
Right click mouse, select "+Insert" and choose one of the options.
- **Remove row / column:**
Right click mouse, select "remove" and choose one of the options.
- **Edit text:**
Right click mouse and select "Edit cell text".
- **Clear cell(s):**
Right click mouse and select "Clear cell(s)".
- **Background:**
Click background in right toolbar and choose color and opacity.
- **Border:**
Click border in right toolbar and choose width, color, or style.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to use "Countdown"?

Website Builder: Advanced

1. Adding Countdown:

- Drag and drop "Advanced" from main toolbar.
- Choose Countdown composition.
- Write your "End date" and "End time" in right toolbar.

2. Customizing Countdown:

- **Countdown display:**
Click countdown in right toolbar and select font, color, and style.
- **Text:**
Click text in right toolbar and select font, color, size, and style.
- **Caption spacing:**
Write caption spacing in right toolbar.
- **Caption position:**
Select caption position top or bottom in right toolbar.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to use "Getbutton"?

Website Builder: Advanced

1. Adding Getbutton:

- Drag and drop "Advanced" from main toolbar.

- Choose Getbutton composition.
- Connect your button to one of the platforms in right toolbar.

2. Adding Getbutton-PRO:

- **Activating Getbutton-PRO:**
Write "Pro version key" in right toolbar.
- **Greeting message:**
Write greetings message in right toolbar. It will appear 5 seconds after the page is loaded.
- **Company logo:**
Write company logo to greetings message in right toolbar.
- **Getbutton branding:**
Disable button branding in right toolbar.
- **Google Analytics:**
Enable google analytics to track clicks.
- **Color:**
Click color and select button color in right toolbar.
- **Position:**
Adjust vertical and horizontal position of button in right toolbar.

3. Customizing Getbutton:

- **Call to action:**
Write call to action message that appears only on desktop in right toolbar.
- **Position:**
Select button position in right toolbar.

- **Color:**
Select button color from dropdown list in right toolbar.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to use "Count Up"?

Website Builder: Advanced

1. Adding Count Up:

- Drag and drop "Advanced" from main toolbar.
- Choose Count Up composition.
- Write your "From" and "To" numbers in right toolbar.

2. Customizing Count Up:

- **Duration:**
Select duration of count in right toolbar.
- **Text:**
Click text in right toolbar and select font, color, size, style, align and letter spacing.
- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.

How to use "Smartarget Whatsapp"?

Website Builder: Advanced

1. Adding Smartarget Whatsapp:

- Drag and drop "Advanced" from main toolbar.
- Choose Smartarget Whatsapp composition.
- Write your Smartarget User ID in right toolbar.

2. Customizing Smartarget:

- **Size:**
Set element size or "Allow to adjust size automatically" in right toolbar.



Add Smartarget Whatsapp to Your Website.

