MediaCor Editor Tutorial

Adding content and pages to your new site

This is a basic overview of the editor interface and how to add some of the most commonly used elements such as text and images to your new website.

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Elements

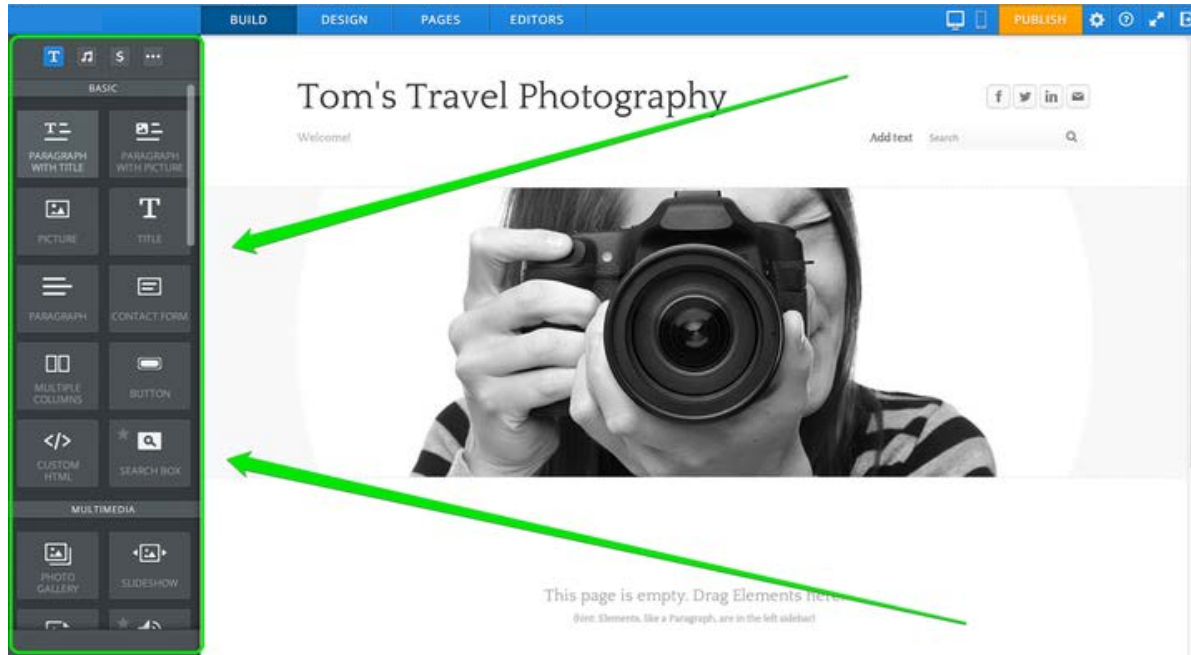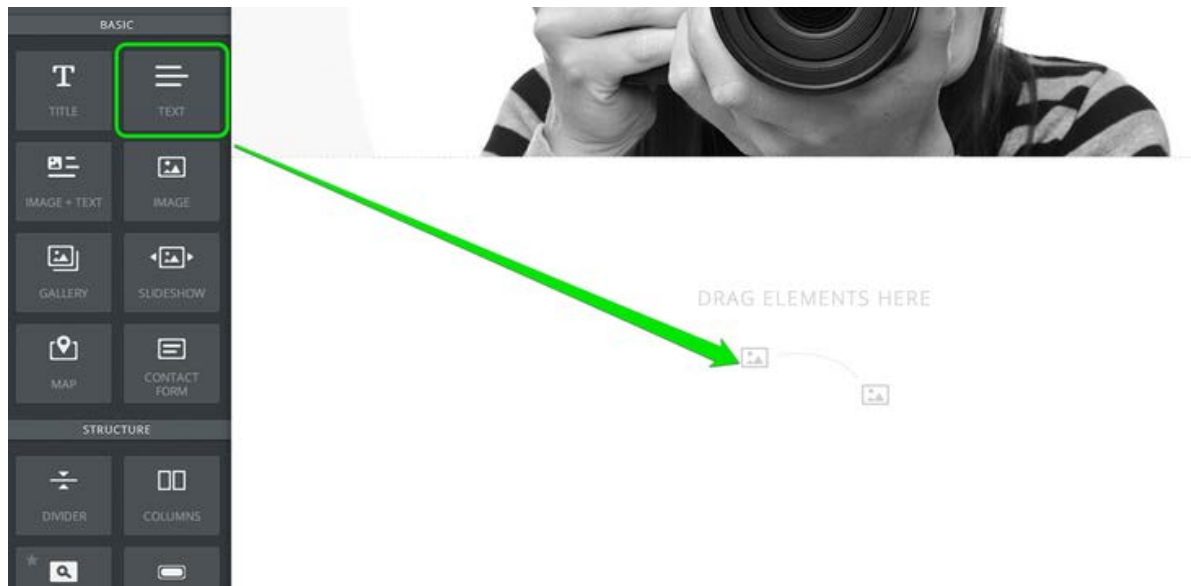Elements are the building blocks of a site. All of your text, pictures, videos and other great content (aside from a few exceptions like header images, which we'll cover later) are added via elements. Let's take a look at some of these elements to get the hang of how they work.
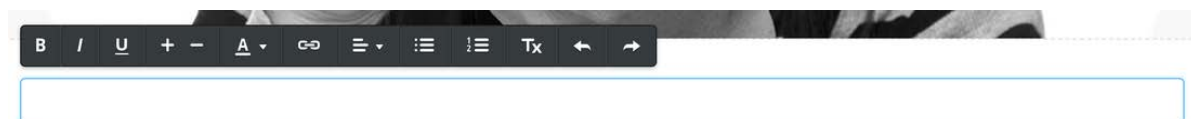

Add and Edit Text

Adding text to your site is as easy as dragging any of our text elements to a page. The primary text elements are Text, Image+Text, and Title.
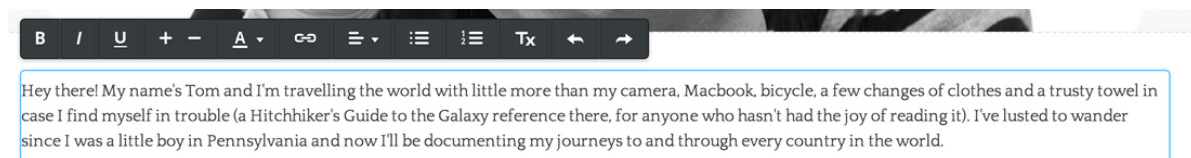
Let's drag the most commonly used text element -- the one with the rather appropriate name of "Text" -- to this sample site.

The text element is exactly what it sounds like: an element for writing text. Click inside the element to start writing.

You can write a word, a sentence, or multiple paragraphs in a single element.

Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

As you write, take note of the gray toolbar at the top of the element. This is the text toolbar and it allows basic changes to the formatting of your text. It works much like any other such toolbar normally works: select the text you want to change and click the appropriate button to make that change.

From left to right, you can bold your text, italicize it, underline it, make it bigger, make it smaller, change the color, create a link, adjust the alignment of all text within the element, create bulleted and numbered lists, and remove formatting.

To add more text to the page we could continue writing in this same element, drag on another paragraph element, or use one of the other text elements:
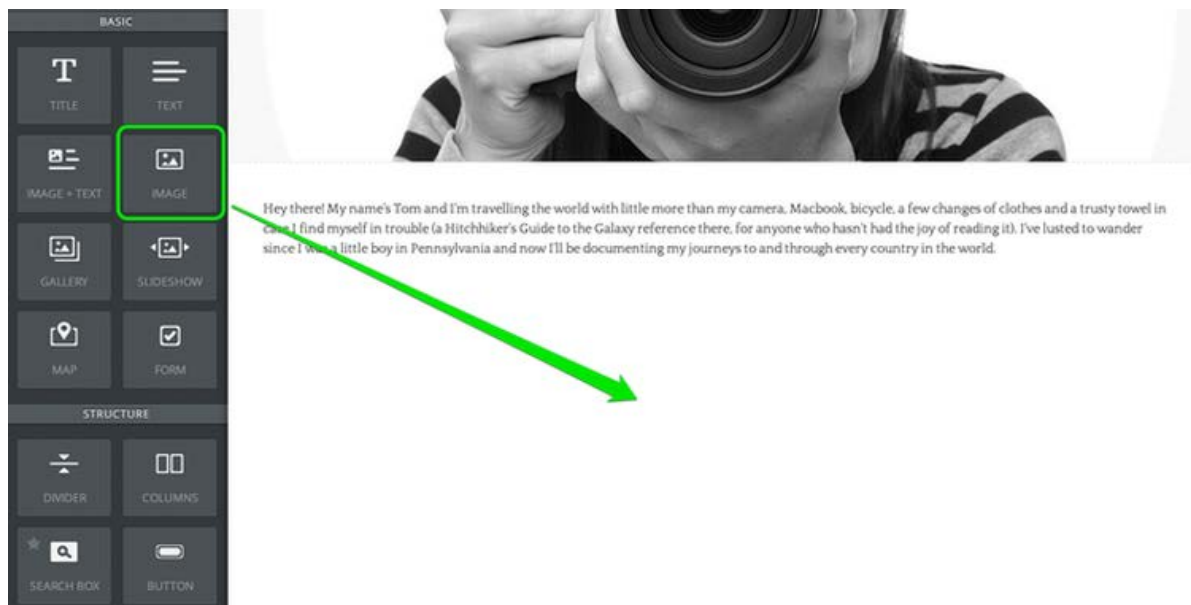
Title: Used for adding titles / headers to a page.

Paragraph w/ Title: A paragraph element with a place for title already built in.

Paragraph w/ Picture: A paragraph element with a place for both a title and an image built in.

All of these elements use the same text editing toolbar we examined above and you can stack as many of them as needed on the page.
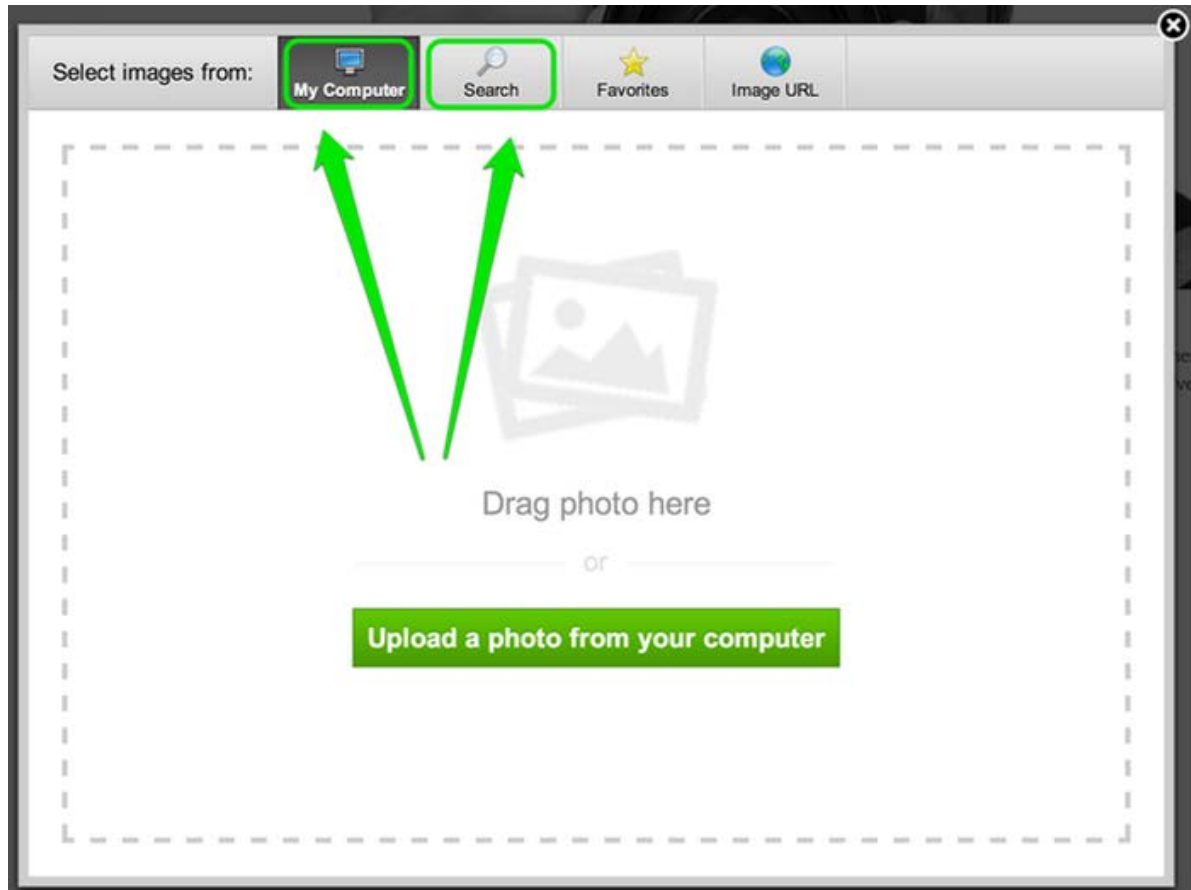
Adding Pictures to a Site

Adding pictures to your site works in much the same way as adding text: by dragging an image element to a page.
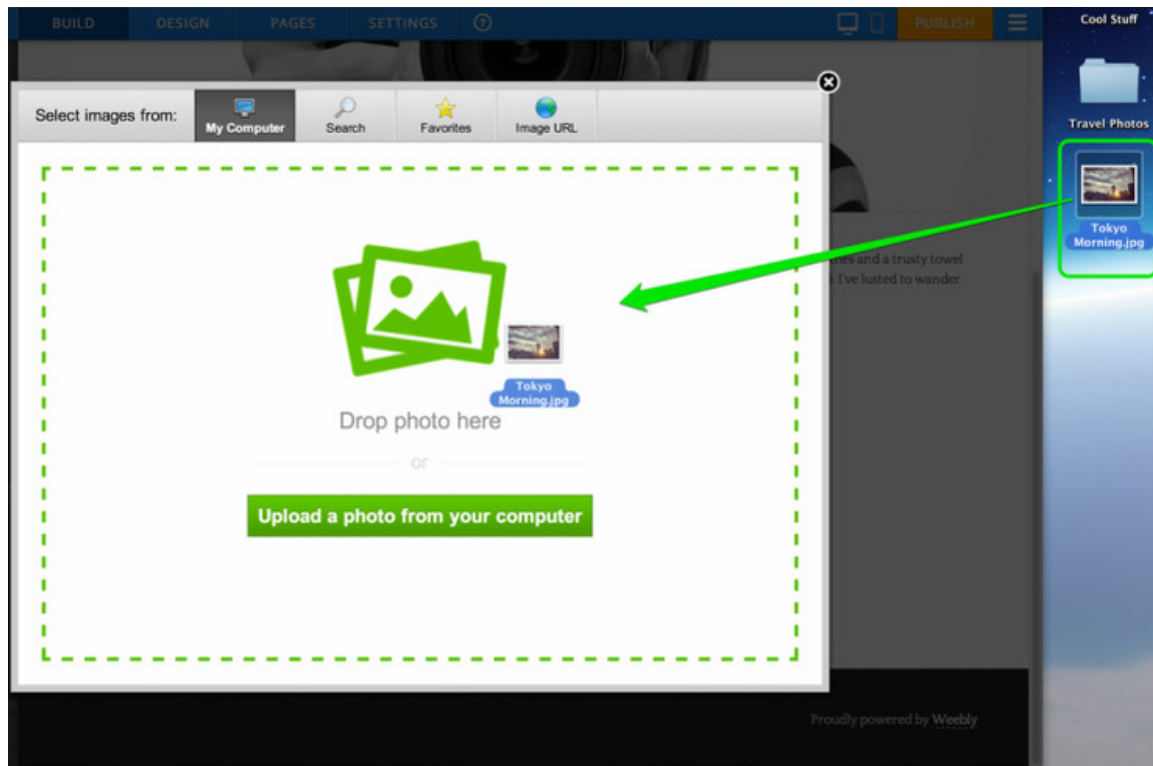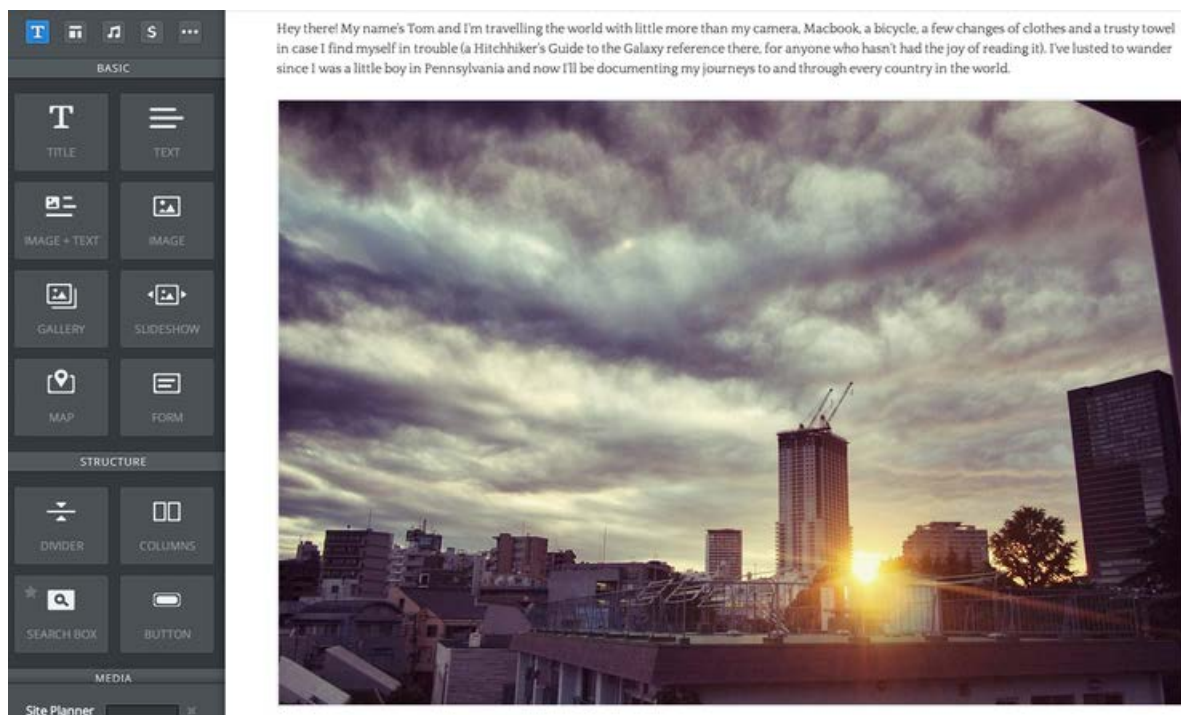

Click the Upload Image box to add a picture.

This opens up a dialog box presenting several ways to add a photo. The two key options are to either upload (or drag) an image from your own computer or to search through the MediaCor stock photo database.

Let's focus on the option to upload a photo from your own computer. The easiest way to approach this is to drag the picture you want to use from your desktop into the box that quite helpfully says "drag photo here." You can also click the green "Upload a photo" button if it isn't convenient to drag the image over.
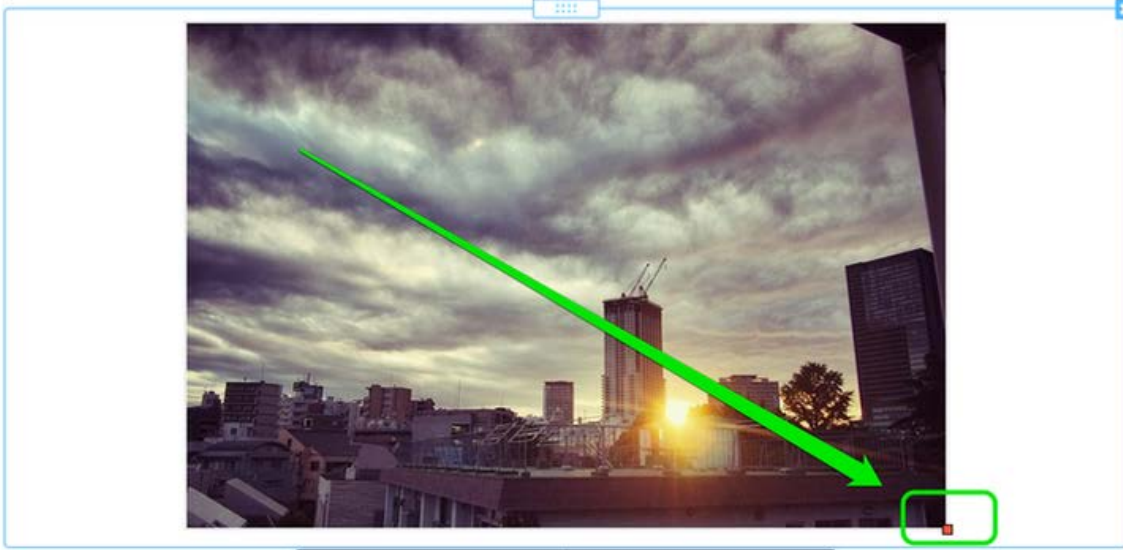
The size of a picture will vary after upload, but it'll usually show as wide as the entire site.
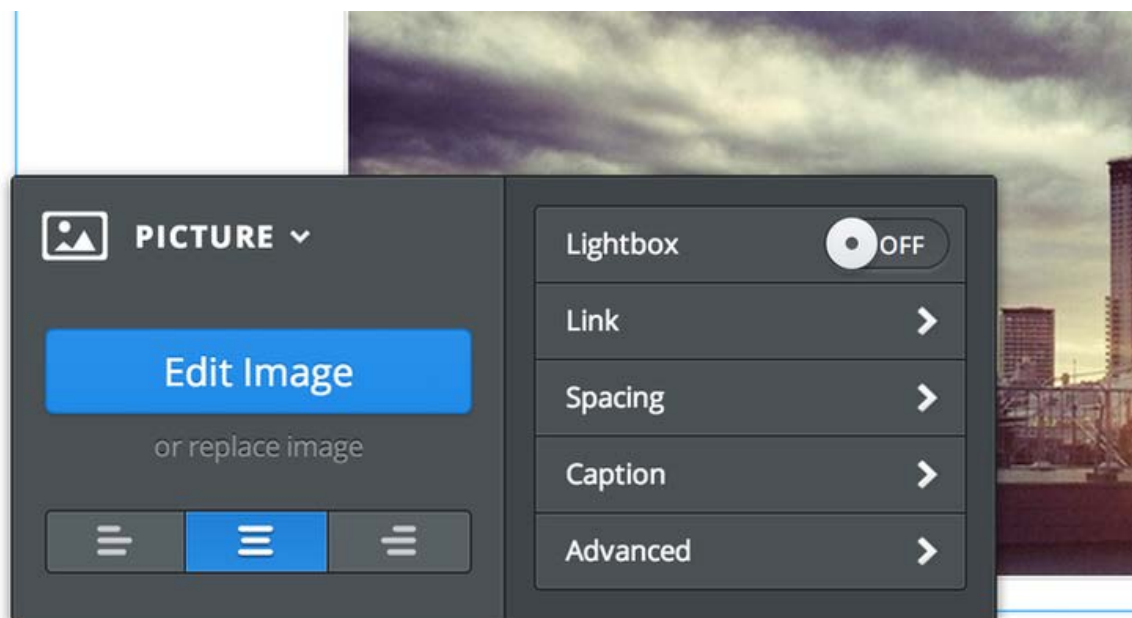

You can adjust the size of the image by clicking and dragging the little box that appears in the lower right corner of the image (you'll need to click on the picture to see it).

Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

Clicking on the photo also opens up a settings dialog box that you can use to make further changes.

Some notable controls:

Lightbox: If you turn this on then any visitor who clicks the image on your site will be shown a larger version.
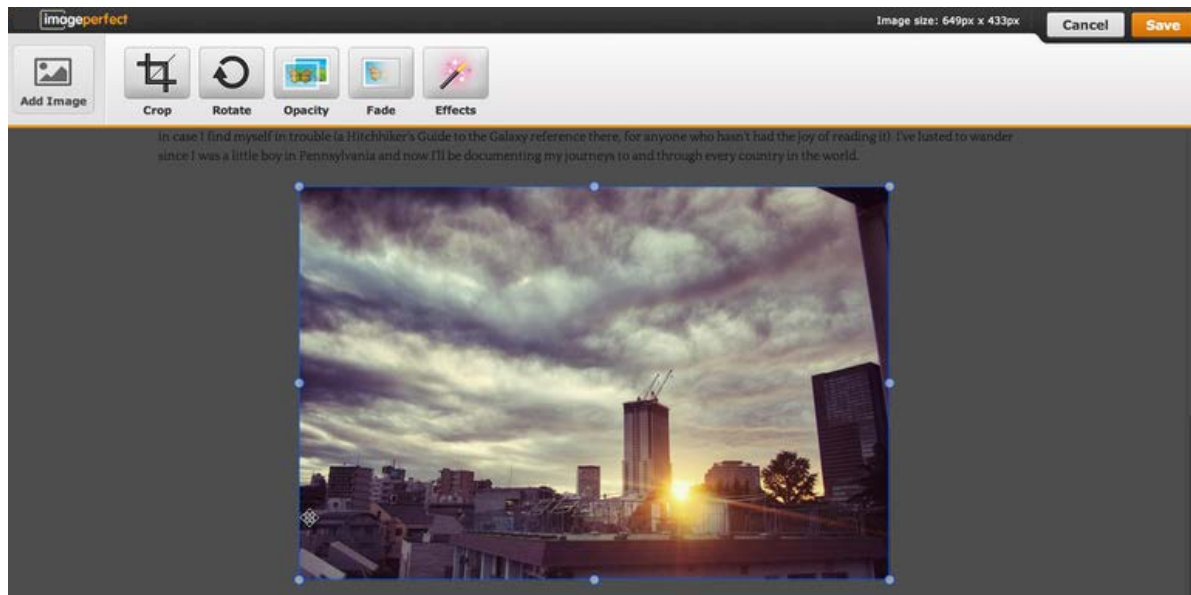
Link: This option turns the image into a link. We cover links later in this guide.

Spacing: Makes minor adjustments to the amount of white space around the picture.

Caption: Lets you add a basic text caption under the pic.

Advanced: Allows you to adjust (or turn off / on) the border around the picture.
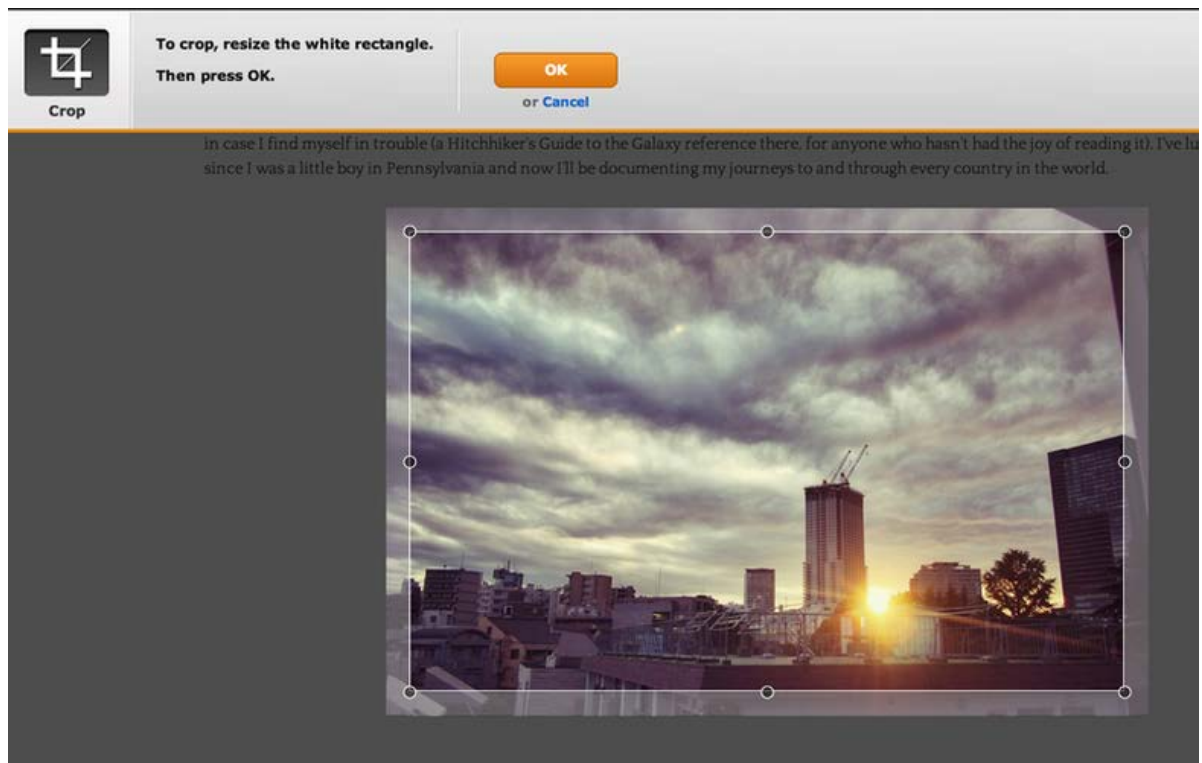
And the big blue "Edit Image" button opens up a simple image editor.
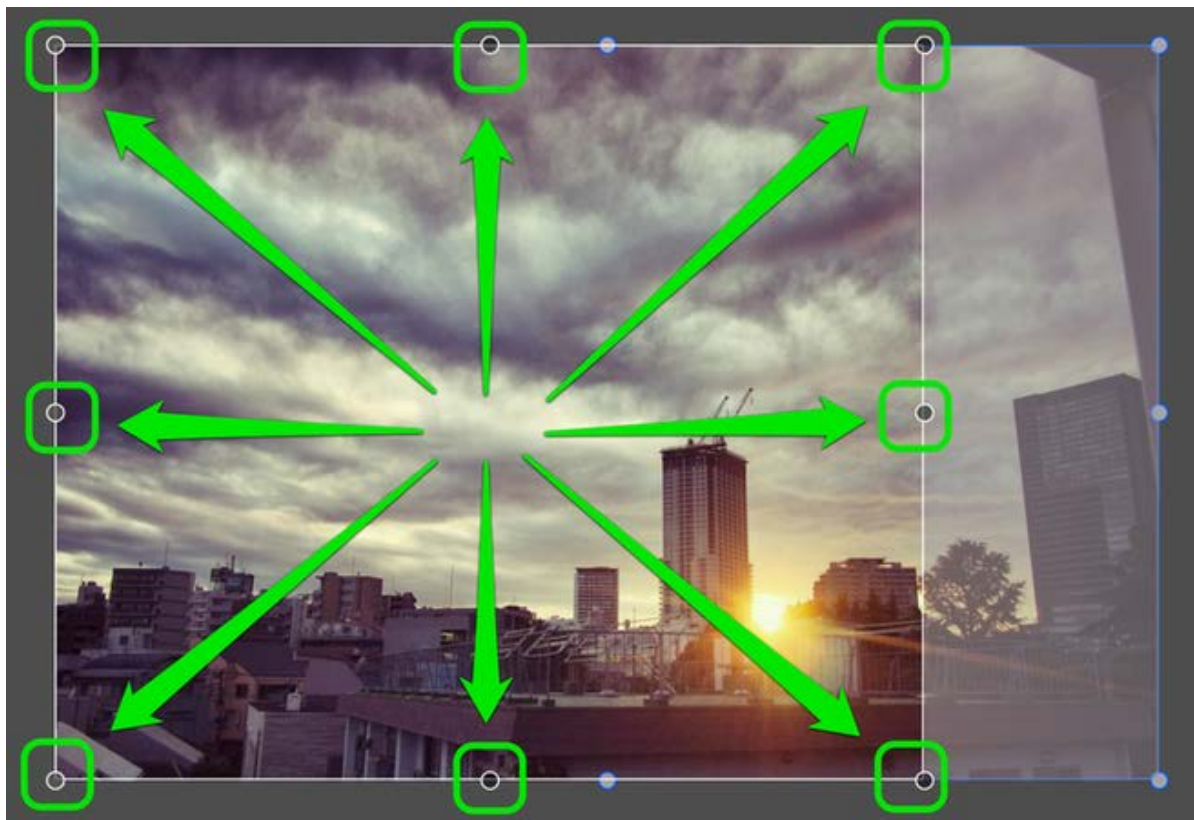

This editor provides some basic options for adding effects, lets you Rotate the image to any angle and has a Crop feature that can cut unwanted parts of the image away.

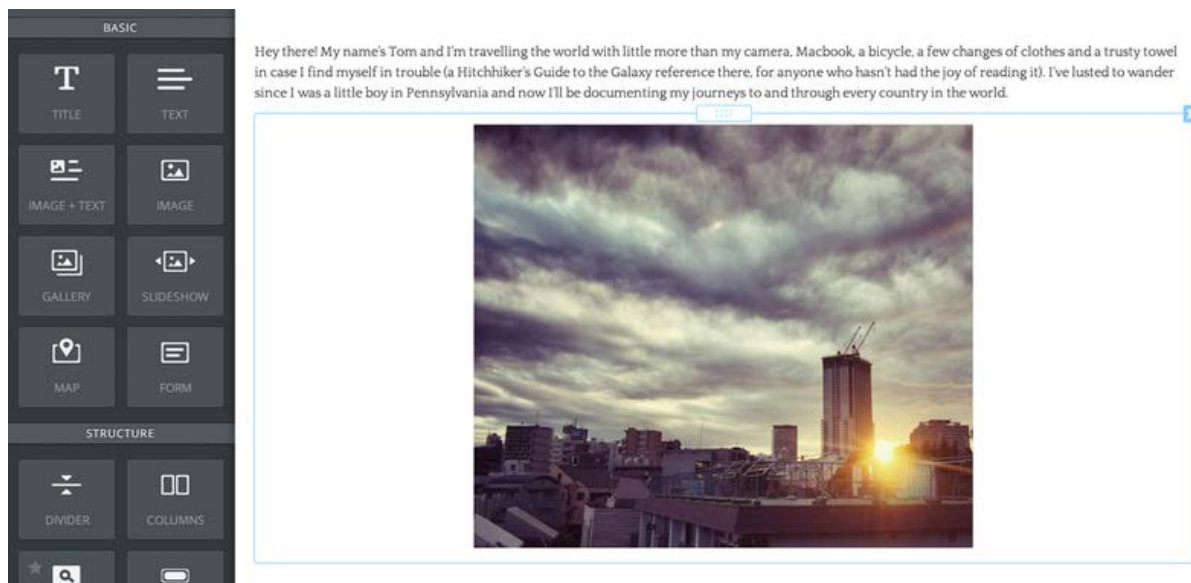As an example of how these tools work, let's crop this picture a bit.

To crop, resize the white rectangle.
Then press OK.

OK
or Cancel

Crop

in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lu since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

The Crop option places a box over the top of the picture. You can click on that box to drag it around and adjust the bubbles on the corners and sides to change the dimensions.

Once you've made changes click OK. If you don't like the changes you can click Crop again to readjust or click the grey Cancel button to drop out of the editor. We've cropped the example image down to more of a square; we'll keep this change and click the Save button in the upper right.
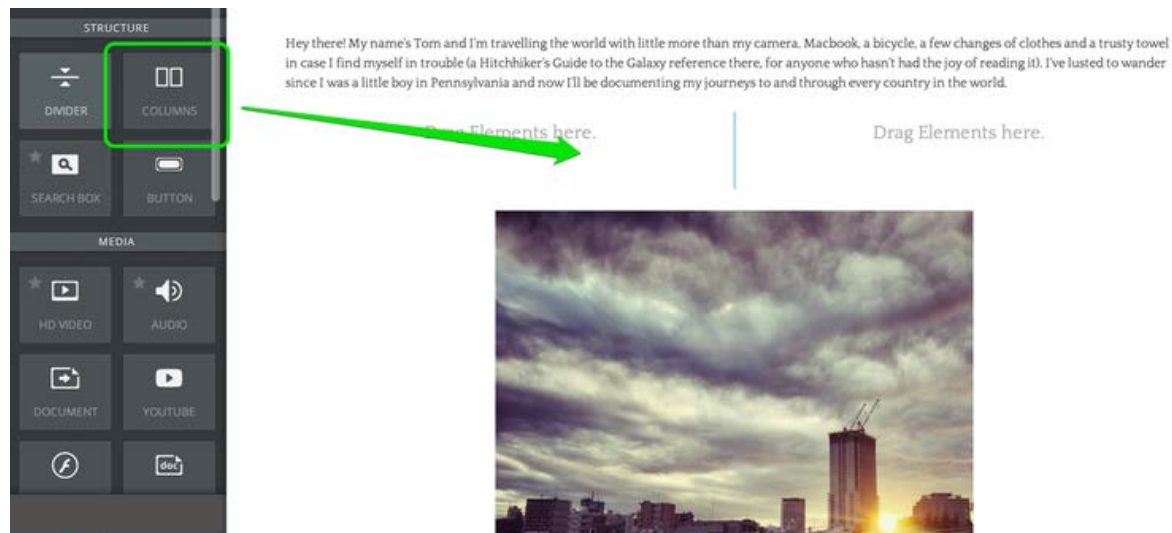

And now the changes to the image are saved.

Place Elements Side-by-Side with the Columns Element

When you start adding elements to a page, you'll likely notice that they stack one on top of each other automatically. At first glance this may make it appear there's no way to place elements side-by-side.

But the good news is that our Columns Element can be used to add up to five columns to a page. This enables you place elements right alongside each other. The Columns Element is dragged to a page just like any other element.

The element starts with two columns, but you can add up to five via the toolbar that appears when you scroll over the element. Just click the appropriate number.
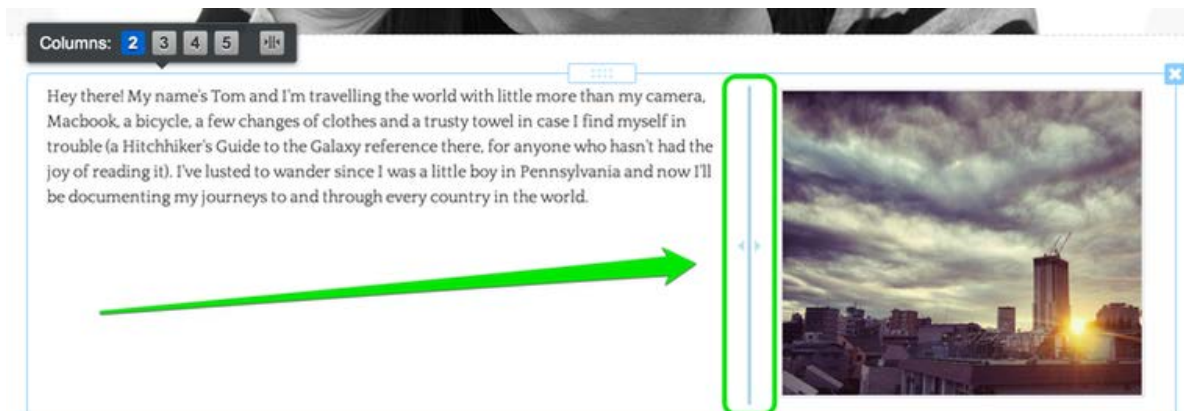

We'll stick with only two columns for this example, but regardless of the number of columns they all work the same way: you drag other elements into the columns.
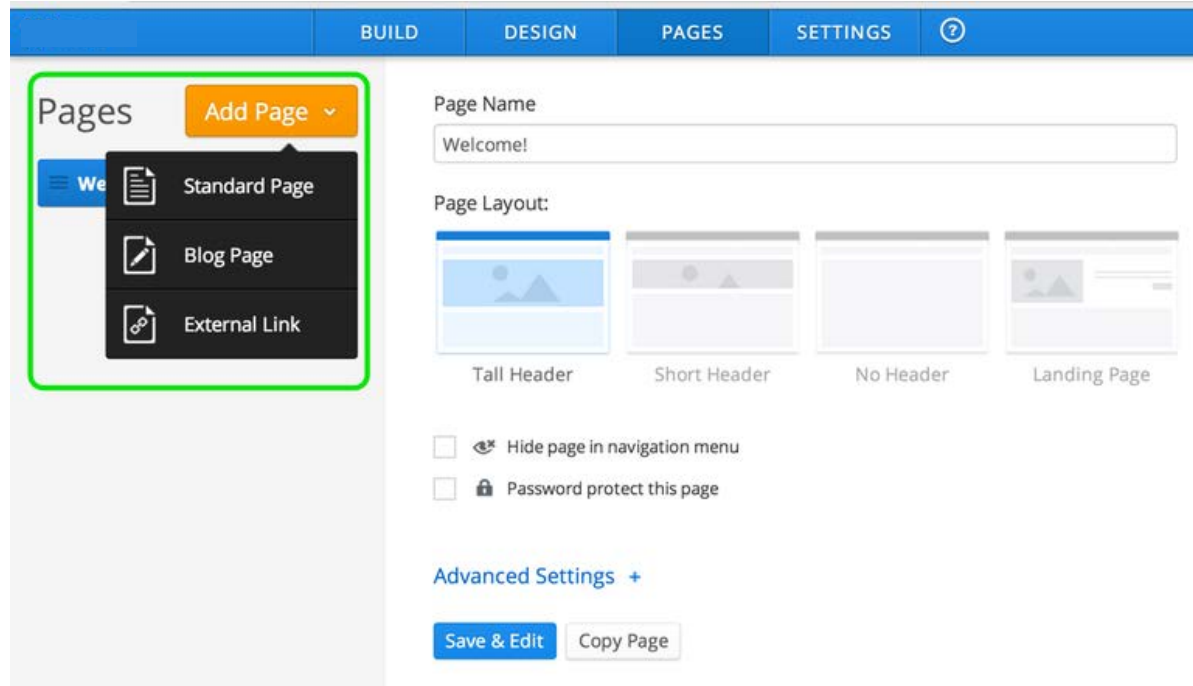
Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

Drag Elements here.

You can drag as many elements into each column as needed, and use the blue bar between the columns to adjust the width of each. Elements inside the columns will expand or contract as you change the column size.

Columns: 2 3 4 5

Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

The divider between the columns doesn't show up on the published site so none of your visitors will see that.

Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

You can add as many elements as you like to each column; they'll just stack on top of each other as usual. And you can add elements above and below the Columns element too, so part of the page can have two columns, another part one column, and another could have five. That's entirely up to you.

Create More Pages for Your Site

Regardless of whether you're a free customer or a subscriber to our Pro service, your site can have as many pages and sub-pages as needed; we place no limits whatsoever on the number of pages that can be added to a site. Creating a new page is a matter of going to the Pages tab and clicking the Add Page button.

There is an option to Add a Standard Page or Add a Blog. For now let's focus on creating Standard Pages.

Selecting the Standard Page option adds a new page to your list.

Adding more pages is a matter of clicking Add Page and choosing Standard Page again (and again).

As you add (and name) each of your pages, they'll automatically become part of your site's navigation bar.

Tom's Travel Photography

Welcome! / The Americas / Asia / Europe

You can re-arrange the order of the pages by clicking and dragging them up and down the Pages list. Dragging a page to the top of the list will make that page your Home. The Home page can be renamed to whatever you like; the name for this site's Home has been changed to Welcome. Changing the order of pages in the list will also change the order in which they're displayed in the navigation.

You're also able to create subpages of other pages.

You can do this by dragging a page or pages underneath and to the right of another page.

These subpages appear in a drop-down menu when you scroll over the page to which you connected them.

To edit the content of a page just click on its link from the navigation menu or go to the Pages tab, select the page from the list and click the Edit Page button.