

Adding a new Season to the Televisual Timetable page

The aim of this short guide is to demonstrate how a new season might be added to the Magazine Timetable Features List & Events table at the top of the Televisual Timetable page.

WP Bakery Page Builder includes a tool called “Templates” and using this a template has been produced containing all elements needed to produce a new “Season” block, removing the requirement to recreate them from scratch.

NB. WordPress contains a “Revisions” tool to roll pages back if you make mistakes. It is also prudent if making a major change to a page to make a clone of it first that can be kept if needed as a snapshot of what the page looked like before. Cloned pages are created in Draft mode so do not appear on the site. They can also be deleted and put in the Bin if not needed later.

Fig 1

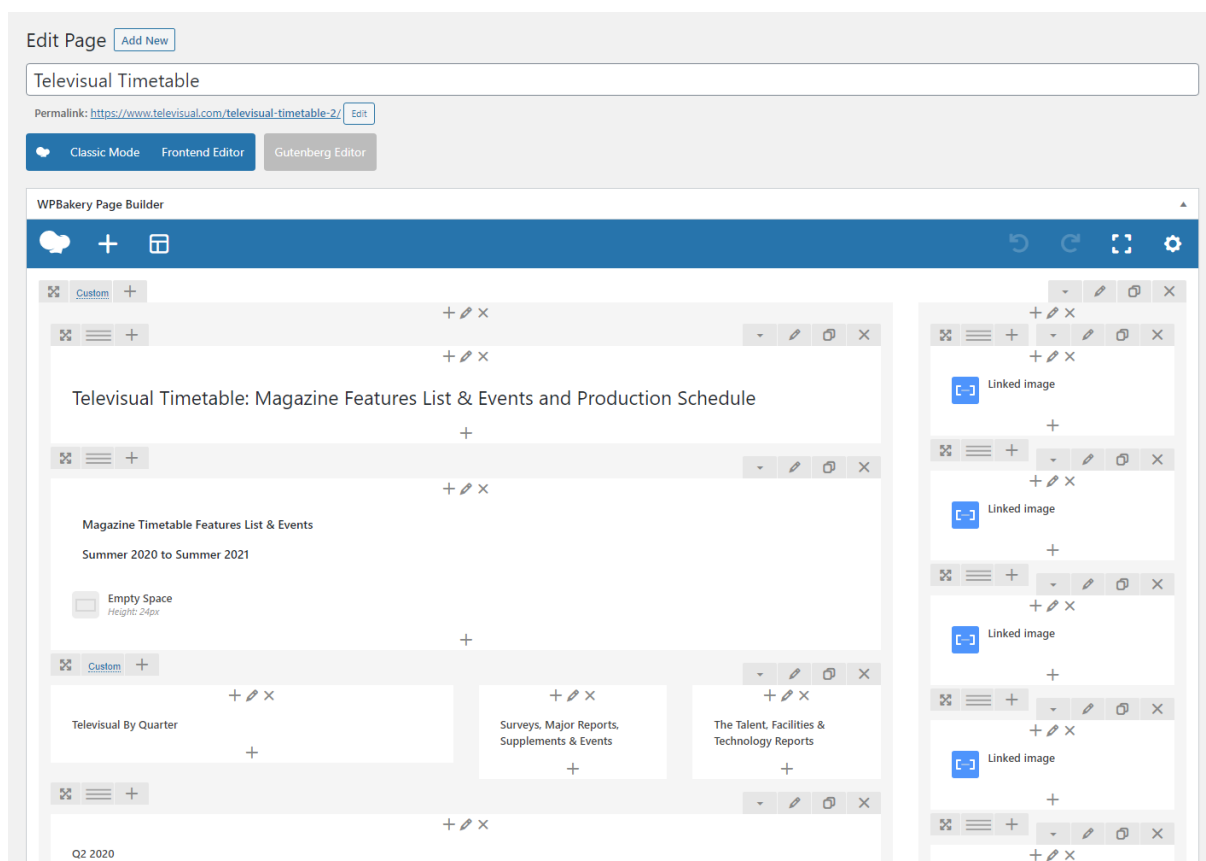
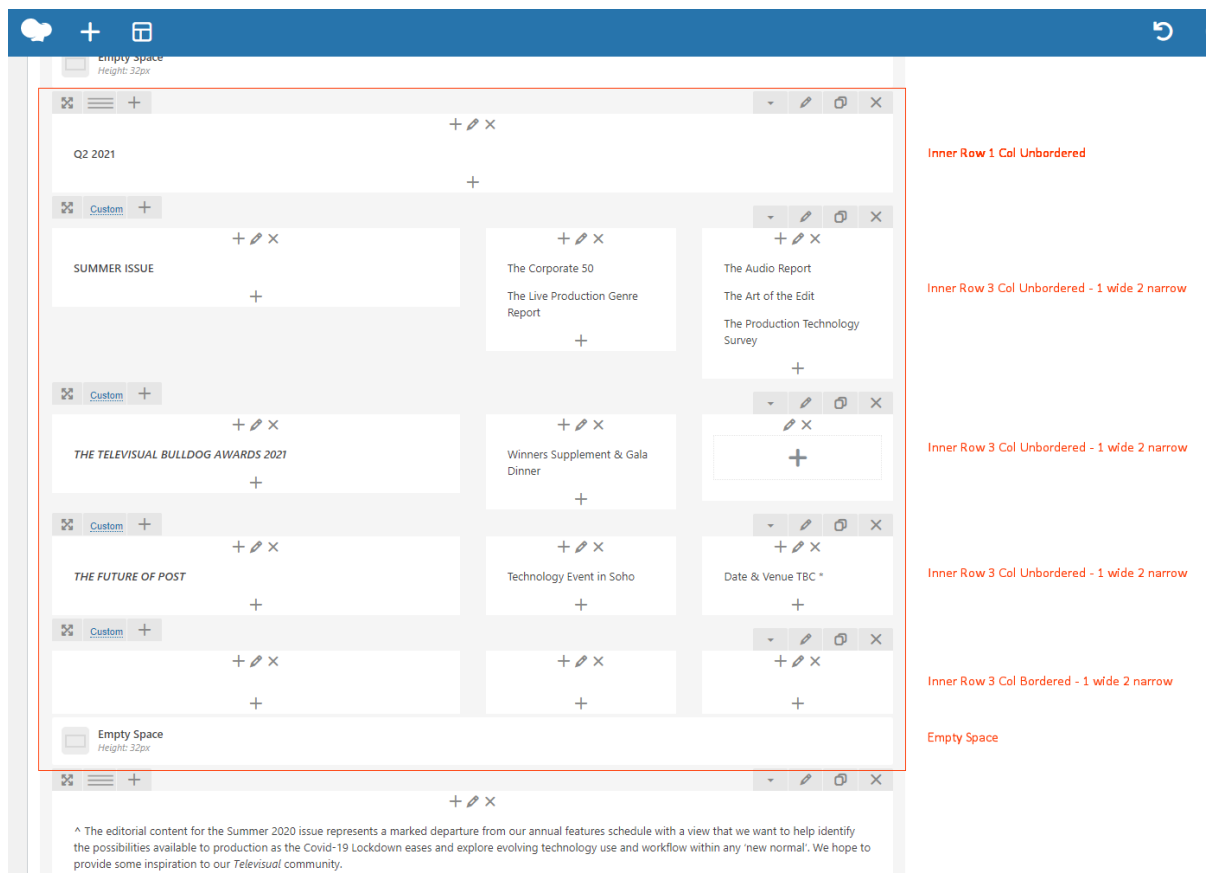


Fig 1 shows the top of the Televisual Timetable page as viewed within WP Bakery Page Builder in the Backend Editor

Fig 2

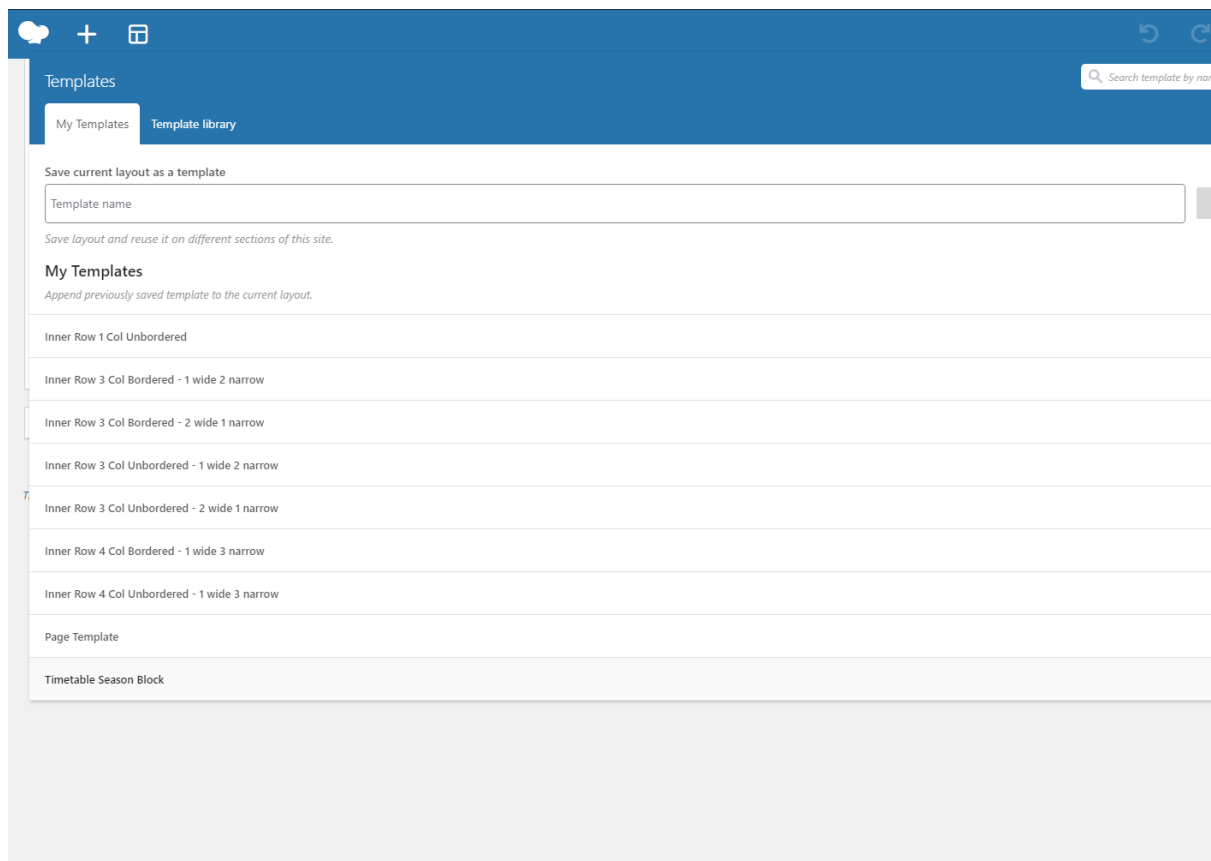


In Fig 2 we have scrolled down to the last block of rows within the page that constitute a Season – the current final Season. In this case it is Q2 2021 – the Summer Issue.

There are 5 styled rows shown and below them a single “Empty Space” element. Each of the styled rows has been created in a specific way that allows display of tabulated data that is consistent across desktop, tablet and phone screens. Each row continues to appear as a table row with the same number of columns at all screen sizes and has smaller text than the norm. Each may have a bottom border.

The “Timetable Season Block” template contains all of the above elements and the aim is to add a new “Timetable Season Block” to the page and to drag its rows (and the Empty Space) into place after the current final Season.

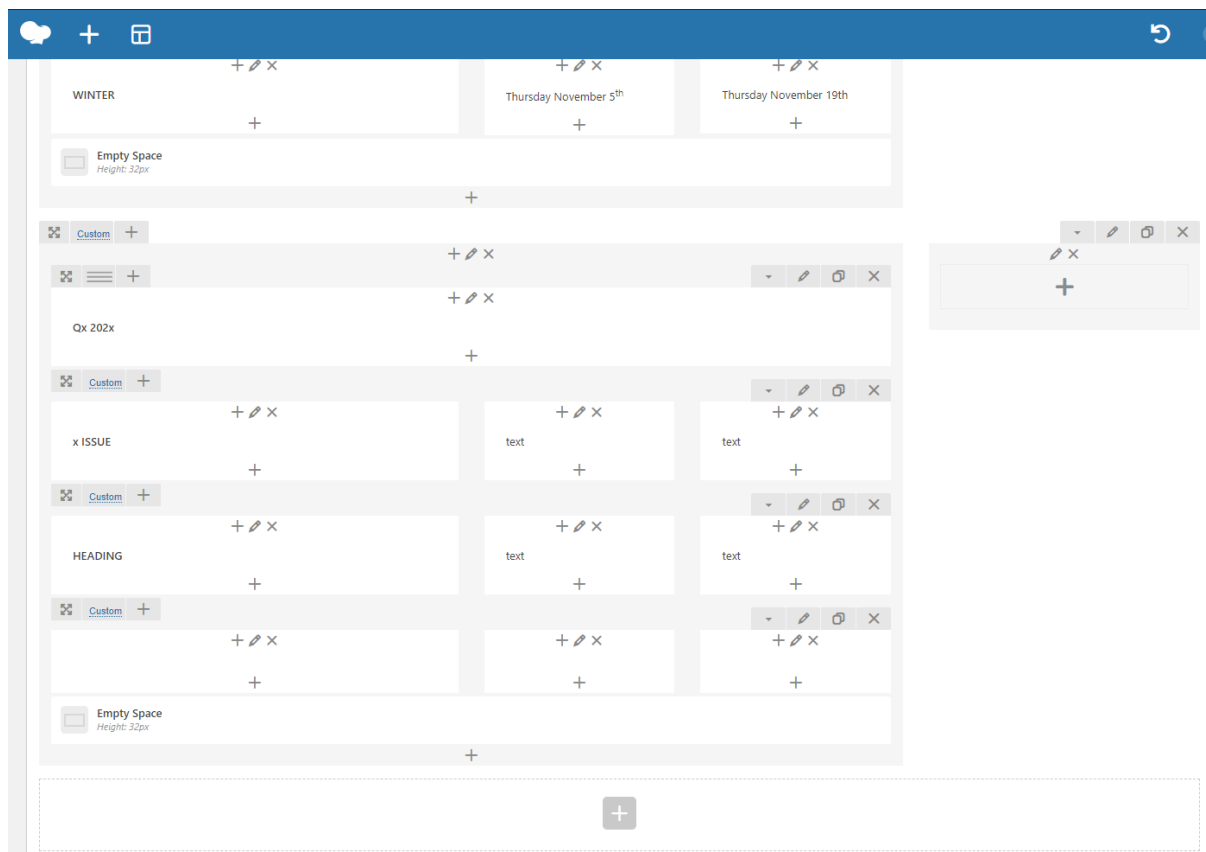
Fig 3



On the blue bar at the top of the screen next to the white chef's hat and the cross is a square icon with rounded edges. This is the "Templates" icon and clicking it brings up the Templates screen as shown in Fig 3 above.

If you click on "Timetable Season Block" a "Timetable Season Block" of rows and an Empty Space will be added to the **bottom** of the page as shown in Fig 4 overleaf.

Fig 4



As can be seen in Fig 4 the “Timetable Season Block” is created within an outer row with two columns, emulating the arrangement of the rest of the page above. This is due to the fact that it is not possible to create a Template solely made up of inner rows – there must always be an outer row.

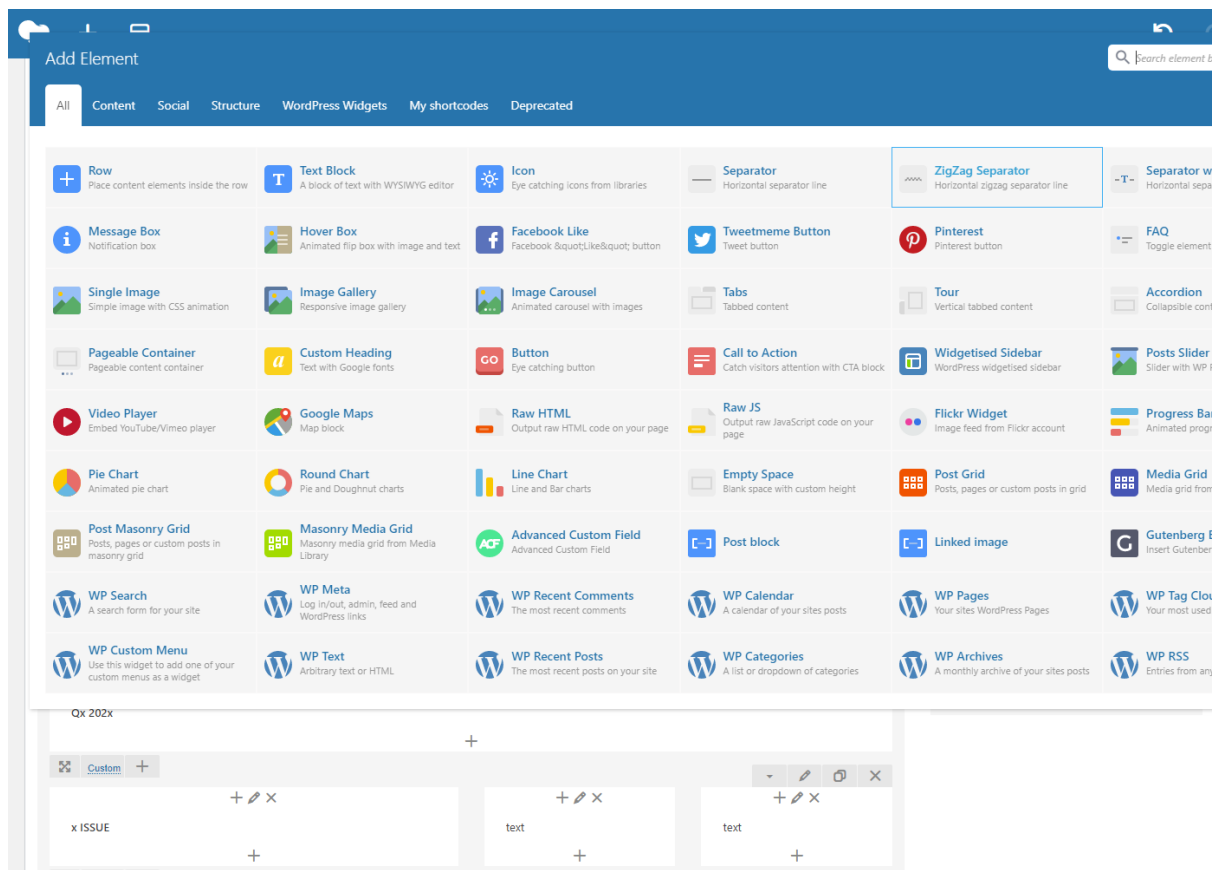
The task now is to drag each inner row (and the Empty Space) into place after the current final Season.

Dragging rows around within what is already quite a complicated page is difficult and can be confusing, particularly when the landing sites that appear can jump about. For this reason the suggestion is to add a couple of obviously anomalous page elements to the page first between which our new “Timetable Season Block” will go.

These page elements will stand out when dragging and make it clearer where the “Timetable Season Block” should start and end. They can be deleted after use.

In this guide we suggest using a page element called “Zigzag Separator” which otherwise would not be used in a page.

Fig 5

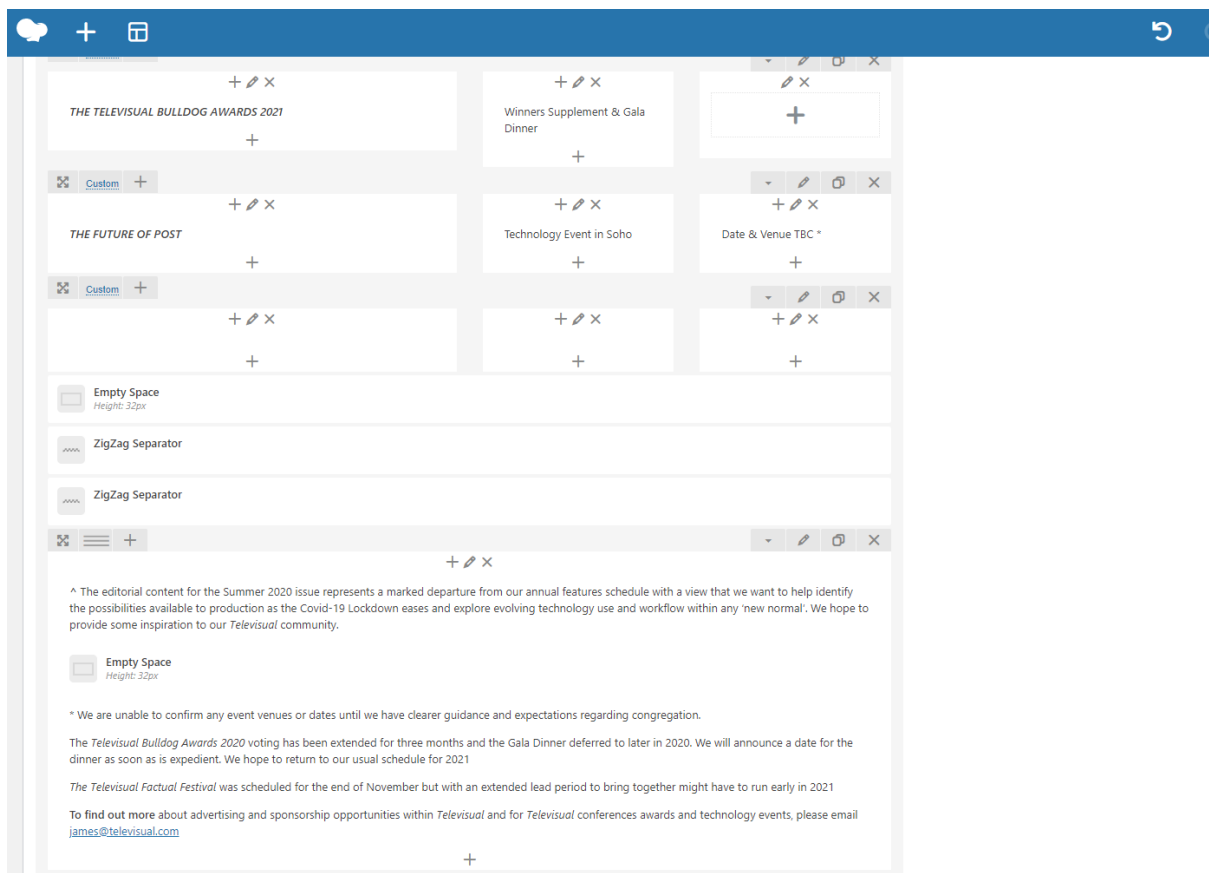


On the blue bar at the top click the white cross next to the white chef's hat to add a new page element to the page. As in Fig 5 choose ZigZag Separator.

In the dialog that appears leave all settings as they are and just click "Save Changes".

A completely new row containing a ZigZag Separator will appear at the bottom of the screen.

Fig 6



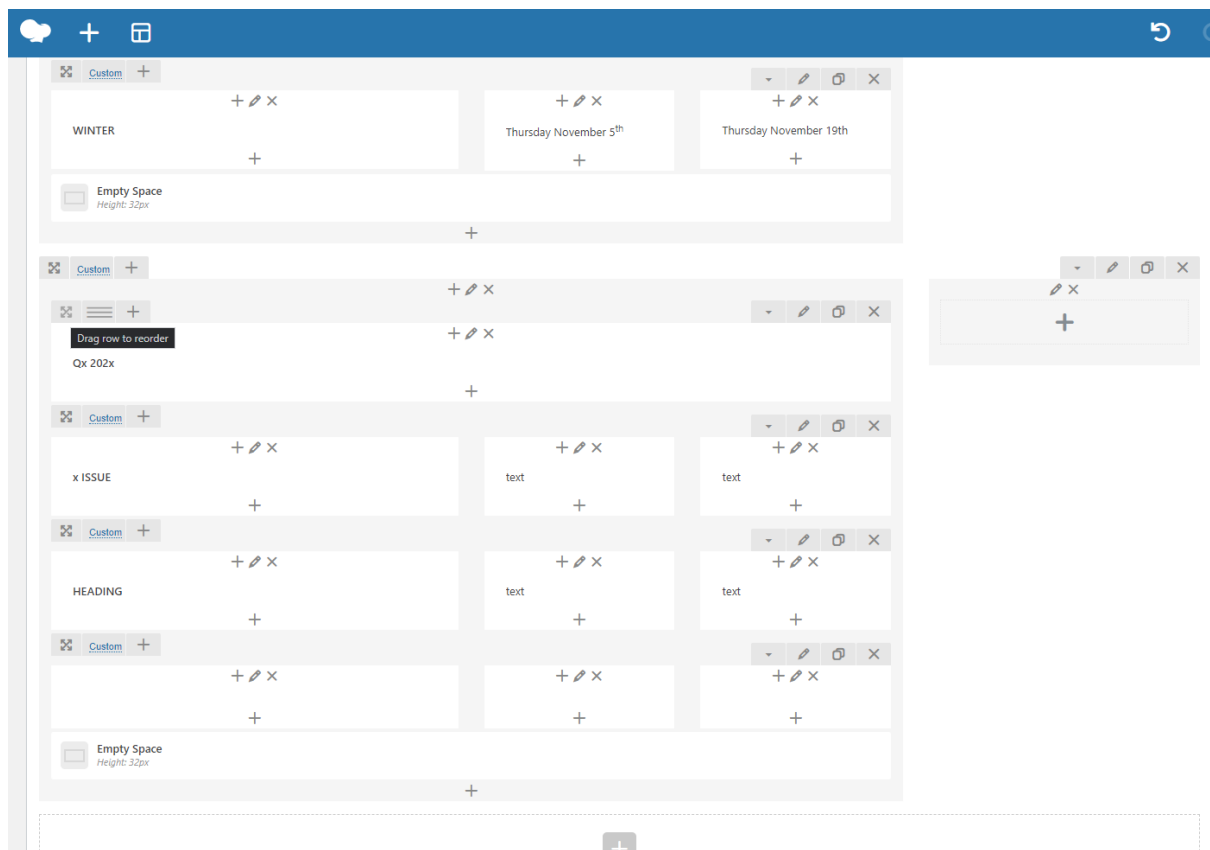
Drag the ZigZag Separator element out of its row and up through the content so that it sits after the final Empty Space element of the current final “Timetable Season Block” (not your new “Timetable Season Block”, the last one showing within the main body of the page).

Once you have put the ZigZag Separator in place, hover your cursor over it and using the small green dialog box that appears duplicate it so that there are two showing one above the other as in Fig 6 above.

You have now created a clear visual start and stop point within which you can proceed to drag your new “Timetable Season Block” inner rows and its Empty Space.

Return to the bottom of the screen and delete the empty row that was left behind when you dragged your first ZigZag Separator from it.

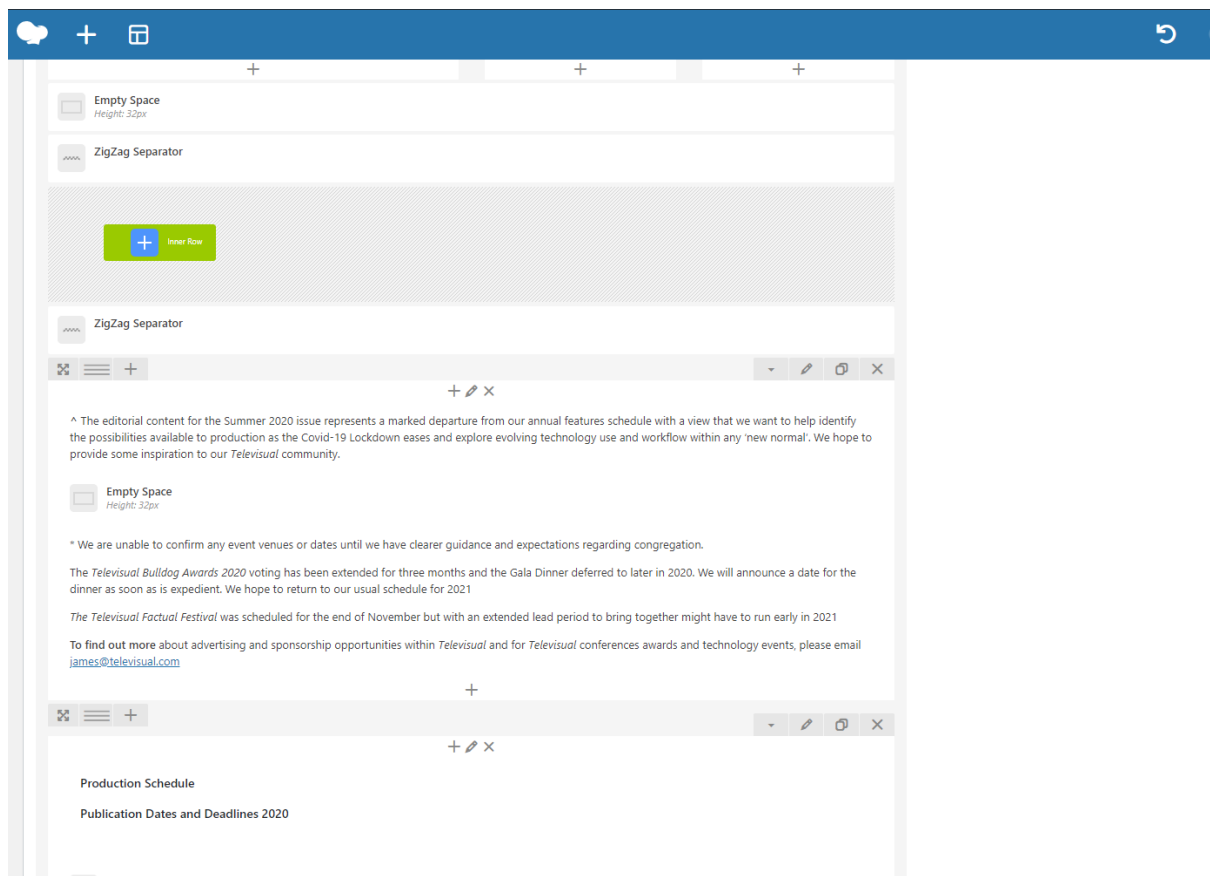
Fig 7



As in Fig 7, return to the bottom of the screen. Using the crossed arrows icon at the top left of the first inner row in your new “Timetable Season Block” drag it upwards towards the ZigZag Separator pair that you created earlier.

The aim is to drop it between the ZigZag Separator pair as in Fig 8 overleaf.

Fig 8

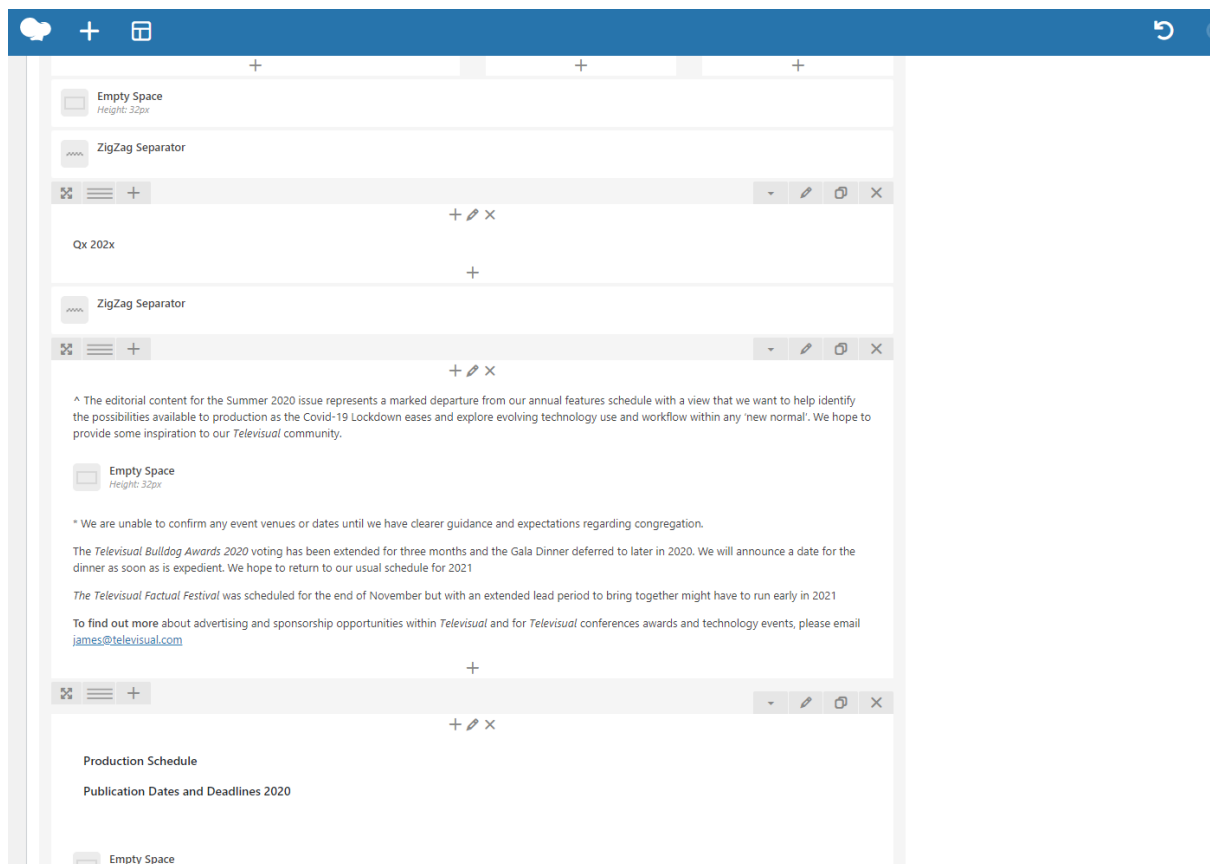


As in Fig 8 when you are dragging the inner row between the ZigZag Separator pair a landing site should appear within which the inner row can be dropped.

These landing sites tend to jump about and it takes some practice to drop things correctly. If you drop and miss a landing site the element or inner row may jump back all the way to where you originally moved it. Be patient and don't release until you are sure.

If you have dropped the inner row correctly the result should be as in Fig 9 overleaf.

Fig 9

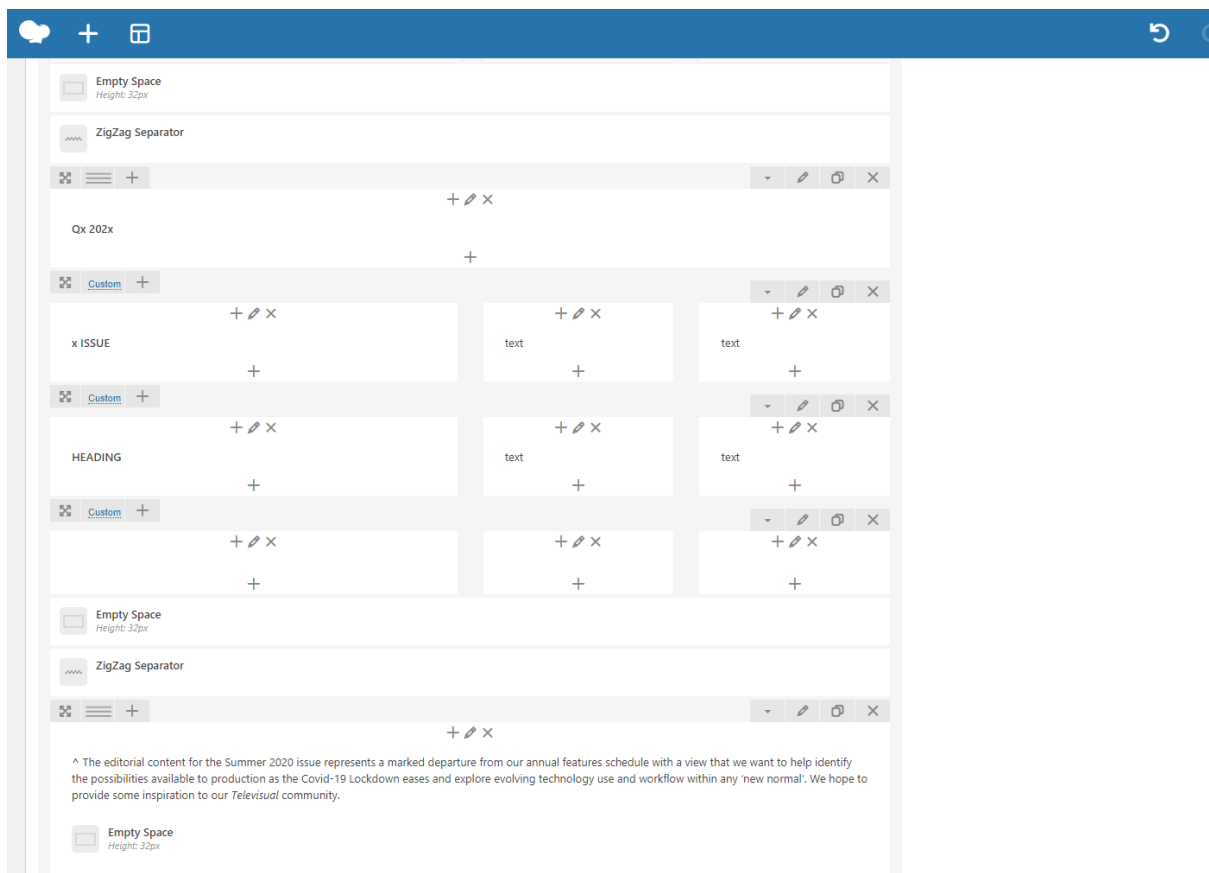


Once you have your first new “Timetable Season Block” inner row in place between the ZigZag Separator pair (as shown) move back to the bottom of the page and do the same with the second.

If you find that the inner row you are dragging does not want to land in the right place and a landing site will not appear then in most cases you will be able to drop it **above** the position where you want it to go. If this is the case you can then drag the inner row back down into the correct order afterwards.

Repeat for the remaining “Timetable Season Block” inner rows and finally the Empty Space and the page should appear as in Fig 10 overleaf.

Fig 10



Return to the bottom of the screen and delete the empty row that remains from which you have just dragged each of your new “Timetable Season Block” inner rows and the Empty Space.

Scroll back up to your new in-situ “Timetable Season Block” and delete the two ZigZag Separators at top and tail it since they are no longer needed.

Edit the content of your new “Timetable Season Block” so that it contains the correct new content for your new Season.

If you want your “Timetable Season Block” to contain additional rows just duplicate one of the its inner rows and then edit the content of that.

If you want to hide some of your “Timetable Season Block” for now edit the settings of the inner row that you want to hide and choose “Disable Row”. Once the page is saved the inner row will remain editable but will be hidden from the website itself.

Save your page by clicking “Update”.