

Webflow User Guide

1. Logging In and Dashboard

visit webflow.com/login



Log into my account



Sign in with Google

or

Email or username

Password



Log in

[Don't have an account?](#)

[Forgot password?](#)

[Login with SSO](#)

Enter username and password.

Open your authentication app and enter the code

☐ Remember this computer for 30 days

Continue

Lost your authentication device? [Verify via email](#)

Enter your TOTP Token.

- After logging in, you will be directed to the dashboard.
- The dashboard provides an overview of all pages in your project.

2. Page Settings

- Navigate to "Settings" for each page.
- Here you can make important settings:
 - SEO settings (title, meta tags)
 - OpenGraph info (images for sharing)

3. Designer

- Click on "Designer" to enter the editing mode.
- In the designer, you can visually edit pages and manage content from static pages.

3.1 Design Options

- Various design options are available.
- Tip: Group related elements in boxes for structural changes.

3.2 Components

- Pre-built elements like banners or navigation bars can be found here.

3.3 Variables

- Define global color schemes here.

3.4 Style Selectors

- Useful for development and styling.

3.5 Images

- Manage all images on your website from here.

4. CMS Functions

- Click on the "CMS" tab.
- Here you can manage dynamic content like events, news, etc.

4.1 Collections

- Each collection (e.g., News, Events) has its own data structure.

- Click on a collection to view and edit its entries.

4.2 Creating and Editing Items

- Select a collection.
- Click on "New Item" or an existing item.
- Fill in the fields:
 - Title
 - Slug (URL)
 - Date
 - Content
 - Images
 - etc.

4.3 Text Formatting

- Double-click on text fields for formatting options.
- Available options: Bold, Italic, Headings, etc.

4.4 Image Upload

- Upload images in the specified sizes.
- Tip: Prepare images in the correct dimensions before uploading.

5. Multilingual Support

- Webflow supports multilingual websites.
- Note that images with text may need to be created separately for each language.

6. Video Integration

- Go to "Video Resources".
- Add the video link (supports YouTube, Vimeo, etc.).
- Webflow will automatically embed the video.

7. Customizing Fields

- Click on the gear icon next to a field.
- Select "Custom Fields".
- Here you can add or change options (e.g., for categories).

8. Publishing

- Click on "Publish" if you want to go live with your changes.
- Choose between Staging and Production.
- Click on "Publish to selected domains".

9. SEO and Social Media Optimization

9.1 SEO Settings

- Go to page settings.
- Fill out the SEO fields (title, description).

9.2 Open Graph Settings

- Configure Open Graph settings for better sharing on social media.
- Upload a specific image for social media shares.

9.3 Testing

- Use tools like the "Facebook Sharing Debugger" to test your social media preview:
<https://developers.facebook.com/tools/debug/>

Tips and Tricks

- Utilize the staging environment to test changes before publishing them.
- Ensure consistent image sizes for a uniform design.
- Regularly check your SEO and Open Graph settings for optimal visibility.

-
-
-
-
-
-
-

Revision #3

Created 23 September 2024 19:13:59 by Admin

Updated 23 September 2024 19:29:30 by Admin