bildhive

Build a Website or a Landing Page with the Website & Landing Page Builder (WLPB)

Introduction:

The Website & Landing Page Builder (WLPB) allows you to create corporate websites, community-based microsites, landing pages, and multi-paged Static Sites without having to program.

Advantages of Website/ Microsite Configurator:

- **Leverages dynamic templates or widgets tailored to support today's real estate market needs**
- **Bildhive's API connects custom-created websites to Bildhive's platform and all its applications (Content Asset Management System, Amenity Configurator, Forms & Surveys Configurator, Reports & Analytics, Payment Gateway, etc.)**

Advantages of Landing Page Configurator

- **Design and create multiple landing pages to segment target customers**
- **Optimize the entire digital marketing strategy**
- **Improve SEO**
- **Integrated with Bildhive's applications (Forms & Surveys Configurator, Content Asset Management System, Customer Relationship Management, Email & Broadcast Builder, Reports and Analytics, etc.)**

Advantages of Static Site Configurator

- **Ideal for static multi-paged websites and landing pages**
- **Fast loading times due to static content, eliminating real-time data retrieval from other Bildhive Apps**
- **Efficiently supports multiple broker portals**

There are four chapters in this article:

Last Edited Dec 04/2023

Website & Landing Page Builder (Wlpb)

Table of Contents:

Chapter 1 – Select and Stylize Your Site Template

bildhive

Chapter 2 – Add New Sections and Pages to Your Site

Chapter 3 – Set and Adjust the Navigation, SEO, Analytics and Other General Settings

Chapter 4 – Edit and Navigate The Sites You've Created

View and Edit your Microsites, Landing Pages, Static Projects, and Published Projects

Chapter 1 - Select And Stylize Your Site Template

Get Started

1. **Launch the Website & Landing Page Builder (WLPB) App**

    1.1. Go to the project's **Workplace,**

    1.2. Under **Marketing & Communications Management,** find the **Website & Landing Page Builder (WLPB)**

    1.3. **Click** on it

    Info: *You will be redirected to the **Main Screen** of the App. There are two **Segments** in this screen**:** the **Navigation Bar** to the left and **the Main Stage.***

    *The **Left Navigation Bar** allows you to navigate to:*

    - ***All Projects***
    - ***Microsites***
    - ***Landing Pages***
    - ***Static Projects***
    - ***Published***

Back to Table of Contents

Create A New Site

2. Select Landing Page, Microsite, or Static Site (Type of Project) and Give it a Name

2.1. To start a new site, from the **Main Stage**, go to the top right and click **Create Site**
2.2. The **Create New Site** pop-up opens
2.3. From the **Select Project Type** Dropdown menu select **Landing Page, Microsite, or Static Site***
2.4. In the **Project Name** field, enter a **Name** *
2.5. Click **Ok**
2.6. Next, pick a **Template** from the **Theme Library**

* Mandatory fields.

Back to Table of Contents

3. Select a Blank Template or a Predefined Template

3.1. From the collection of **Templates** in the **Theme Library**, select the one that best fits your needs
3.2. **Roll** over a template and click the **Preview** button, to preview the template in a new tab
3.3. To **Select** a **Template** to work with, roll over it and **Click Inside** the template but **NOT** on the **Preview Button**
3.4. An **Orange Frame** indicates that the theme is **Selected**
3.5. Hit **Continue**
3.6. To **Create Your Own Template,** click **Add Blank**
3.7. Hit **Continue**
3.8. Next, **Set Up** the **Website Title & Logos**

!! ***Preview a Template Before Selecting it***
*That way you can make sure it is the **Right Type** of **Template** for your needs.*

Back to Table of Contents

4. Set up the Website Title and Logos

4.1. In the **Your Site Title** field, enter the **Title** you wish to appear in the **Browser** and in **Google** search results
4.2. Click on the **Dark Logo** field to open your **Media Library**
4.3. Select a logo to appear on **Light Surfaces**
4.4. Hit **Select**
4.5. Click on the **Light Logo** field to open your **Media Library**
4.6. Select a logo to appear on **Dark Surfaces**
4.7. Hit **Select**
4.8. Next, define the **Color Palette**

!! ***About Uploading to the Media Library:***
*If you have not uploaded the images to your Media Library yet, you can upload them now using the **Content Asset Management System** (CAMS). If you don't know how to upload to the Content Asset Management System (CAMS), please Follow These Steps. For **Optimal Performance**, please follow our Asset Preparation Guidelines when preparing your assets.*

!! ***About File Formats and Folders:***
*Different **Sections** in the **Bildhive Platform** require you to upload files in **Specific Formats**. When a section requires a **jpeg/png Format**, only those **Folders Containing jpegs/pngs** will be **Displayed** on the left-hand navigation bar. If the section requires **pdf format,** then only the **Folders** that **Contain** pdfs will be **Displayed** when accessing the **Media Library** from that **Specific Section** of the platform.*

!! ***Do You Need to Change the Logo?***
Follow These Steps.

Back to Table of Contents

5. Select the Color Palette for your Site

5.1. If you selected a **Predefined Template**, the **Primary, Secondary, Text,** and **Accent Colors** from the **Template** are displayed in the **Color Palette Screen**
5.2. To **Change** the **Primary**, **Secondary**, **Text,** or **Accent Color,** hit the button with the **Color Sample** and **Hex #**
5.3. In the color detail **Pop-up**, change the **Hex #**, the **RGB** numbers, move the **Color Slider**, or select a **Shade** from the **Color Gradient Bar**
5.4. To **Change** the whole **Palette,** select any one of the suggested **Color Schemes**
5.5. If none of the suggestions suit you, click **Randomize Suggestions** until you find the right one
5.6. Once you are happy with your selections, click **Next**

!! ***Do You Need to Make Adjustments to the Colors?***
Follow These Steps.

Back to Table of Contents

6. **Select the Typography for your Site**

6.1. If you selected a **Predefined Template**, the **Use Theme Defaults** slider is turned on
6.2. If the **Default Typography** is the right one for your **Website,** go to the bottom and click **Create Site**
6.3. If you need to make adjustments, slide the **Use Theme Defaults** to the **Left** and make the **Necessary Changes** then, at the bottom, click **Create Site**
6.4. You are redirected to the **Builder Screen**

!! ***Do You Want to Use Different Fonts or Change the Typography of the Site?***
Follow These Steps to Adjust the Site Typography.

Back to Table of Contents

Lay Out And Stylize Your Site

Introduction to the Builder Screen:

The Builder Screen is the place where you style and add content to your site. There are 4 Segments on the Screen. These are, from left to right:

- **The Main Stage -** where you **View** the design
- **The Editing Panel -** where you **Select** a **Section** and make **Edits** to the **Settings** of the section
- **The Right Navigation Bar -** where you can select to **view/edit** the **Pages** of your site, the **Sections** of a page, the **Blog Posts** (only applicable to microsites)**,** or the **Project Settings**
- **The Top Bar -** where you change the view to **Mobile / Desktop,** view your **Connection Status, Publish, Preview**, and **Save** the **Site.**

!! *Is Your Site Ready to be Connected or Published?*

You can do this with the Publishing Manager.

Back to Table of Contents

The Sections Editing Panel

The Sections Editing Panel is open by default. The name of the page you are adjusting appears at the top of the panel Under Current Page. Below, you can see the components or sections included in the page you selected, listed in the order that they appear.

The list is divided into 3 Segments:

- **The Header segment**
- **The Body segment**
- **The Footer segment**

Back to Table of Contents

7. Select & Stylize a Section of a Template

7.1. To **Open** the **Sections Editing Panel**, select **Pages** from the **Navigation Bar** to the **Right** of the screen
7.2. From the **List** of pages, **Select** the one you want to **Edit**
7.3. This opens the **Sections Editing Panel** of the **Page**
7.4. To **Select** a **Section** of the page**,** do one of the following:
7.5. From the **Sections List** in the **Editing Panel,** select the **Section**
7.6. **Or,** on the **Main Stage,** click **Directly** on the **Section**
7.7. An **Orange Frame** surrounds the **Selected Section**
7.8. At the **Top** of the **Editing Panel,** below the name of the **Page,** you can see the **Name** of the **Section**
7.9. A **List** of **Settings** for each of the elements in the section, **Opens-up**
7.10. **On** the **List** of **Settings,** select the **Setting** you want to **Adjust**
7.11. Make the **Adjustments**
7.12. **Continue** with the **Other Settings** in the **List**
7.13. Once you finish adjusting a **Section**, click on the **Back Arrow** next to the section's name to go back to the **Sections Editing Panel**
7.14. **Select** another **Section** and repeat the steps

!! ***In each Section, there are different Elements with different Settings.***

Back to Table of Contents

8. Change the Name of a Section

8.1. At the **Top** of the **Editing Panel,** below the name of the **Page,** you can see the **Name** of the **Section**
8.2. To **Edit** the **Name** of a **Section,** click on the **Pencil Icon** beside it
8.3. On the **Rename Section** pop-up, under **Section Name**, enter a new **Name**
8.4. Click **Ok**

Back to Table of Contents

Adjust/ Define General Settings

Below are some Common settings found within the General Settings of a Section:

9. **Define Background Color(s)**
    9.1. To adjust the **Background Color**, click on the **Color Circle**
    9.2. In the color **Pop-up**, move the **Slider** to change the color **Range**
    9.3. **Click** on a **Color Swatch**
    9.4. or **Enter** the **Hex** or **RGB** code
    9.5. To adjust the **Opacity**, move the **Opacity Slider**
    9.6. **Click Out** of the color **Pop-up**

10. **Define Border Color**
    10.1. To adjust the **Border Color**, click on the **Color Circle**
    10.2. In the color **Pop-up**, move the **Slider** to change the color **Range**
    10.3. **Select** a color swatch or **Enter** the **Hex** or **RGB** code
    10.4. **Click Out** of the color **Pop-up**

11. **Define Background Image**
    11.1. To add a **Background** image, click on the background **Image Field**
    11.2. This opens your **Media Library**
    11.3. From the Media Library, **Select** an **Image**
    11.4. Click **Select**
    11.5. Your **Template** is updated with the **New Image**

12. **Define Padding Vertical**
    12.1. Select from Extra Small-**XS,** Small-**SM,** Medium-**M,** Large-**LG,** Extra Large-**XL**
13. **Define Padding Horizontal**
    13.1. Select from Extra Small-**XS,** Small-**SM,** Medium-**M,** Large-**LG,** Extra Large-**XL**
14. **Define Margins**
    14.1. Select from Extra Small-**XS,** Small-**SM,** Medium-**M,** Large-**LG,** Extra Large-**XL**

15. **Define Heading Level**
    15.1. Select whether it is **Heading 1,2,3,4,5,** etc or **No Heading**
16. **Define Text Position**
    16.1. Select whether you want the text **Positioned** to the right or left in relation to the layout
17. **Define Text Alignment**
    17.1. Select whether you want the text **Left, Center** or **Right Aligned**

18. **Define Section Spacing**
    18.1. If one section has more than one element, use the **Slider** to define the spacing between them

Back to Table of Contents

Replace, Adjust, and remove Images and their Settings

Below are some common Image Settings to guide you if the section you selected contains one or more images.

19. **Replace an Image**
    19.1. To **Replace** an image, Click on the **image**
    19.2. The **Media Library** opens up
    19.3. Select a replacement **Image**
    19.4. Click **Select**

20. **Add Alt Text for SEO and Assistive Technologies**
    20.1. Enter an **Alt Text**, a **Short Description** of the **Content** of an **Image**

21. **Image Spacing**
    21.1. If you have a **Series** of **Images**, use the **Slider** to define the spacing between the images

22. **Add Tint to your Image**
    22.1. To add a **Transparent Layer of Color** to your image**,** click on the **Color Circle**
    22.2. In the **Color Pop-Up,** select the **Color** that you want **Overlaid** on your image
    22.3. **Click Out** of the Pop-up

23. **Remove an Image**
    23.1. To remove an image, **Roll-over** it and click the **X**

!! TIP: ***Add ALT text to your images.***
*It is considered best practice. It can help with **Search Engine Optimization**, (**SEO**) and **Assistive Technologies**.*

Back to Table of Contents

Adjust Heading Settings

About Headings:
On a webpage or in a section within it, Headings introduce information and are a useful aid to Navigation. Below are some important facts about headings.

- **There are Six Levels of headings, Headings 1 to 6**
- **Heading 1 is the most important level, while Heading 6 is the least important**
- **On a page, heading levels Help Organize Information and provide Hierarchy**
- **Assistive Technologies, web Browsers, and Plugins all rely on them to Navigate web pages**

Back to Table of Contents

These are some common Header Settings:

24. Define Heading Level

24.1. From the **Dropdown**, select Headings 1 to 6 or **No Heading**

25. Header Copy or Text

25.1. **Enter** the **Text** you want to appear in the **Header**

26. Header Font Size

26.1. Select from **Extra Small** to **Extra Large**

27. Header Text Color

27.1. To adjust the **Header Text Color**, click on the **Color Circle**
27.2. In the color **Pop-up**, move the **Slider** to change the color **Range**
27.3. **Select** a color or **Enter** the **Hex** or **RGB** code
27.4. **Click Out** of the color **Pop-up**

Back to Table of Contents

Adjust Body Copy or Text Settings

The Body Text is the Copy Section of a web page that contains the Main Text. These are some common Body Text Settings:

28. Body Copy or Text
- 28.1. **Enter** the **Text** you want to appear in the **Body Text**

29. Body Font Size
- 29.1. Select from **Extra Small** to **Extra Large**

30. Body Text Color
- 30.1. To adjust the **Body Text Color**, click on the **Color Circle**
- 30.2. In the color **Pop-up**, move the **Slider** to change the color **Range**
- 30.3. **Select** a color or **Enter** the **Hex** or **RGB** code
- 30.4. **Click Out** of the color **Pop-up**

!! ***What Happens When There are Two Paragraphs?***
*If you have two paragraphs, the first one will be labeled as **Body Text 1** and the second one as **Body Text 2**.*

Back to Table of Contents

Adjust Block Settings

!! ***What are Blocks?***
*You will notice that some **Sections** contain **Blocks.** These are used to organize a **List** or **Series** of Items (like images, logos, links, etc.) Blocks keep items **Evenly Distributed**. When you add or delete a block, Bildhive will Automatically **Redistribute** the items. Depending on the template you choose, you can add a **Limited Number** of blocks to a layout. If you need to have more control over how to distribute the series of items, select a **Section Template** that does not contain blocks.The following are some common **Block Settings** to guide you if the section you selected contains **Blocks**:*

31. Block Settings

31.1. In the **Section's List,** select **Blocks**
31.2. A list of **Menus** appears, each containing the **Settings** for an **Item** on the List
31.3. To **Adjust** an item, click **Menu** to **Display** its **Settings**
31.4. Depending on their use, the Settings can be very different,
31.5. When the items in the Block are **linked**, you need to specify the **Type of Link**, whether it is a section of the page, a different page within the microsite, or an external link, as well as the **Text Label** and **Pages** to which the item links
31.6. Some **Types** of **Blocks** can include **Header** and **Body Text**

32. Remove a Block

32.1. To **Remove** a block from the layout, open the **Block Settings**
32.2. Click on the **Menu** of the block that you want to **Remove**
32.3. **Scroll Down** to the bottom of the **Block Settings** and click **Remove Block**
32.4. **Confirm** Remove Block

33. Add a Block

33.1. To **Add** a block, open **Block Settings**
33.2. At the **Bottom** of the list, click **Add Menu**
33.3. A new **Menu** will appear in the Block List and a **Block** will be added to the Layout

[Back to Table of Contents]

Adjust CTA Settings

Some pages contain CTA's (Calls to Action). These are Prompts to encourage the user to Take certain Actions. The following are some common CTA Settings to guide you if the section you selected contains one.

34. Choose a Link Type to Specify the CTA's Button Destination

34.1. Inside the **CTA Settings,** locate the **Link Type Field**

34.2. Click on the **Dropdown Menu** to specify whether you want your **CTA Button** to link to an **External Link,** a **Section in the Page,** or a **Different Page**

34.3. **You** will have to enter the **External Link URL,** select a **Section** from the **Dropdown**

34.4. If you need to link it to an **Internal Page and you already have that page configured,** just go to the **Select a Page** dropdown and select the **Page**

34.5. If you have not created the page, yet, follow these steps to **Create the Page First**, then, go back to the CTA Settings and select the **Page** from the **Select a Page** dropdown

35. Text Label

35.1. Inside the **CTA Settings,** locate the **Text Label** field

35.2. Enter the **Text** you want to appear in your **Button**

36. Define Button Colors (Text, Background, Border and Hover)

36.1. Inside the **CTA Settings**, locate the **Color Circle** you want to **Adjust**

36.2. In the color **Pop-up**, move the **Slider** to change the color **Range**

36.3. **Select** a color or **Enter** the **Hex** or **RGB** code

36.4. **Click Out** of the color **Pop-up**

37. Create a Transparent CTA Button

37.1. Inside the **CTA Settings,** locate the **Button Background Color Circle and Select it**

37.2. In the color **Pop-up**, move the **Opacity Slider** to the **Left**

38. Define Button Height, Length, Radius, Border Thickness

38.1. Inside the **CTA Settings, Scroll Down** to locate the **Slider** of the **Parameter** you want to define and **Adjust** as needed

Back to Table of Contents

bildhive

Adjust Social Media Settings

If the section you selected contains Social Media elements, these are some common Settings.

39. **Enter Facebook, Instagram, Twitter Links**
    39.1. Scroll down the **Settings List**, locate the **Social Settings Section** and **Select** it
    39.2. Enter the **Social Text**, if any
    39.3. Insert an **Image**, **Alt Text,** and **Valid** social **Links** for each one of your **social Media Platforms**

Back to Table of Contents

Add, Replace, Remove and Delete Sections

40. Add a New Section to a Page

40.1. To **Add** a **Section** to a Page, go to the **Page Sections List** and select the **Page** you want to add a section to
40.2. At the end of the **List** of **Sections in the Page,** click **Add Section**
40.3. The **Add Secion** pop-up opens
40.4. On the **Left Navigation Bar** of the **Add Section** Pop-Up, select the **Type** of **Section** you want to insert
40.5. Once you select the **Type** of **Section**, a series of **Options** is presented
40.6. From the **Options** presented, **Select** the one you need
40.7. Once the new **Section** is **Placed** in your template, its **Settings Drawer Opens**
40.8. This allows you to **Make** the necessary **Edits** to the newly placed section, including changing its name
40.9. The new section will be **Placed** at the **Bottom** of the **Body Section**
40.10. To **Move** the **Section, Close** the **Settings Drawer**
40.11. **Locate** the **Section** you want to **Move**
40.12. **Click** on the **Three Bars** to the right of the section and **Drag** it **Up** to the right **Spot**

!! ***It is NOT Possible to Add Sections to the Header or the Footer of the Template.***
*However, you can **Make Adjustments** to the existing ones or replace them with a **Different Option**.*

Back to Table of Contents

41. List of the Types of Sections you can Add in Low Rise Projects

Name of Section	Low Rise Projects		
	Microsite	Landing	Static
Saved Sections	Yes	Yes	Yes
Amenities	Yes	Yes	Yes
Appointment Booking	Yes	Yes	Yes
Banner Image	Yes	Yes	Yes
Blog	Yes	Yes	No
Contact	Yes	Yes	Yes
Content	Yes	Yes	Yes
Cookies	Yes	Yes	Yes
Custom	Yes	Yes	Yes
Error 404	Yes	Yes	Yes
Event Booking	Yes	Yes	Yes
FAQ	Yes	Yes	Yes
Features	Yes	Yes	Yes
Form	Yes	Yes	Yes
Gallery	Yes	Yes	Yes
Home Model	Yes	Yes	No
Iframe	Yes	Yes	Yes
Instagram	Yes	Yes	Yes
List	Yes	Yes	Yes
Login	Yes	Yes	Yes
Newsletter	Yes	Yes	Yes
Padding	Yes	Yes	Yes
PDF	Yes	Yes	Yes
Service	Yes	Yes	Yes
Single Model	Yes	Yes	Yes
Site Plan	Yes	Yes	No
Testimonials	Yes	Yes	Yes
Video	Yes	Yes	Yes
Restrictions	*None*	*Restricted to Home Page and Thank You Page*	*It is not possible to insert sections for Home Models, Site Plans, and Blogs.*

Back to Table of Contents

42. List of the Types of Sections that you can Add in High Rise Projects

Name of Section	High Rise Projects		
	Landing	Microsite	Static
Saved Sections	Yes	Yes	Yes
Amenities	Yes	Yes	Yes
Appointment Booking	Yes	Yes	Yes
Banner Image	Yes	Yes	Yes
Blog	Yes	Yes	No
Condo	Yes	Yes	No
Contact	Yes	Yes	Yes
Content	Yes	Yes	Yes
Cookies	Yes	Yes	Yes
Custom	Yes	Yes	Yes
Error 404	Yes	Yes	Yes
Event Booking	Yes	Yes	Yes
FAQ	Yes	Yes	Yes
Features	Yes	Yes	Yes
Form	Yes	Yes	Yes
Gallery	Yes	Yes	Yes
Iframe	Yes	Yes	Yes
Instagram	Yes	Yes	Yes
List	Yes	Yes	Yes
Login	Yes	Yes	Yes
Newsletter	Yes	Yes	Yes
Padding	Yes	Yes	Yes
PDF	Yes	Yes	Yes
Service	Yes	Yes	Yes
Testimonials	Yes	Yes	Yes
Video	Yes	Yes	Yes
Restrictions	*None*	*Restricted to Home Page and Thank You Page*	*It is not possible to insert sections for either Condo Units or Blogs.*

Back to Table of Contents

43. Replace a Section on a Page

43.1. Open the **Page** that contains the **Section**
43.2. On the **Sections List**, scroll to the **Section** you want to **Replace** and **Select** it
43.3. Scroll to the **Bottom** of the **Section's Editing Panel** and click **Replace**
43.4. The **Replace Section Pop-Up** opens
43.5. On the **Left Navigation Bar** of the **Replace Section** Pop-Up, select the **Type** of **Section** you want to insert
43.6. From the **Options** presented, **Click** the one you prefer
43.7. When the new section comes in, its **Settings Drawer** is **Open**
43.8. This allows you to **Make** the necessary **Edits** to the newly **Replaced** section, including changing its name

!! ***It IS Possible to Replace both the Header and the Footer.***

Back to Table of Contents

44. Remove or Delete a Section from a Page

44.1. **Select** the **Page** that contains the **Section** you want to **Remove**
44.2. The **Sections List** opens
44.3. From the **Sections List**, scroll to the **Section** you want to **Remove** and **Select** it
44.4. The section's **Editing Panel** opens
44.5. Scroll to **the Bottom** of the **Section's Editing Panel** and click **Remove**
44.6. In the **Remove This Section Pop-Up**, confirm **Remove**

!! ***It is NOT Possible to Remove or Delete sections from the Header or the Footer of the Template, but it is possible to adjust them or replace them.***

Back to Table of Contents

45. Save a Section

45.1. To **Save** a section with its **Settings**, open the **Page** that contains the section
45.2. The page's **Sections List** opens up
45.3. Scroll to the **Section** you want to **Save** and **Select** it
45.4. Scroll to **the Bottom** of the **Section's Editing Panel** and click **Save** (disk icon)
45.5. In the **Save This Section**, enter a **Name**
45.6. Click the **Checkmark**
45.7. To close the **Pop-Up,** click **Outside** of it

!! *After you save a section, it can be used on any site within the same project.*

Back to Table of Contents

46. Insert a Saved Section

46.1. To **Insert** your saved section into the **Template**, open the **Page Sections List**
46.2. In the **Page Sections List**, scroll down to find the **Add Section** button
46.3. **Click** on it
46.4. On the **Left Navigation Bar** of the **Add Section Pop-Up**, select **Saved**
46.5. Find the **Section** and **Select it**
46.6. The new **Section** will be **Added** to the **End** of the list
46.7. **Drag** and **Drop** it into its **Right Spot** on the layout

Back to Table of Contents

Chapter 2 – Add New Sections and Pages to Your Site

Insert An Appointment Booking Section

!! ***About Bildhive's Appointment Booking Widget***

*You can **Add** the **Appointment Booking Widget** to your **Website** or **Landing** page so that **Prospects** or **Customers** can **Book Appointments** directly from there. To use this functionality, you must **First Define the Meeting Parameters** in the Customer Relationship Management (CRM) app and then **Link** it to the **Appointment Booking Section**.*

47. Select the Appointment Booking Widget from the Sections List

47.1. At the bottom of the **Editing Panel,** click **Add Section**
47.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Appointment Booking**
47.3. **Select it**
47.4. **Click** the Image of the **Appointment Booking Widget** to add it to your **Template**
47.5. When the new section **Comes In**, its **Settings Drawer** is **Open**

Back to Table of Contents

48. Choose the Instance or Project to Schedule / Link to the Appointment Booking Widget

48.1. From the **Dropdown**, select the **Instance or Project** you want **Linked** to the **Appointment Booking Widget**
48.2. Adjust the **General Settings**
48.3. In the **Text Settings** section, enter **Header, Duration,** and **Time Texts**
48.4. If you need to make **Adjustments** to the **Primary, Secondary,** or **Text Color,** open the **Color Settings**

Back to Table of Contents

49. Preview your Appointment Booking Calendar

49.1. To **Preview** the **Booking Calendar**, go to the **Top Bar** and **Save** your **Template**
49.2. Then, to the **Left** of the **Save Button**, click **Preview** to open a preview of your website
49.3. Once the **Preview** opens, open the **Page** where you placed your **Calendar** and **Locate** it
49.4. To open **Appointment Options** for a date**, Click** the **Date** in the **Calendar**
49.5. Once it opens, check the **Types of Meeting** buttons (Phone Meeting, Virtual Meeting, Sales Center Meeting) at the top of the Calendar
49.6. Check the **How Long Do You Need** (Time Duration) options
49.7. Check the **Time Zones** Options
49.8. Check the **Available Time** Options
49.9. To **Edit** the **Font**, **Headlines,** or **Colors**, go back to the **Appointment Section** of your **Template** and make the necessary **Adjustments**
49.10. To change the **Types** of **Meetings** offered, **Meeting Duration**, or **Available Time Slots**, open the Content Asset Management App and make the necessary adjustments there

!! ***Is There a Meeting Type Option that You Don't See?***
*A **Meeting Type** option does **NOT Appear** in the **Appointment Booking Calendar** if **NO Reps Selected** to offer that type of meeting. For example, if no rep selected to offer Sales Center Meetings, you wouldn't see that option on the Booking Calendar.*

Back to Table of Contents

INSERT AN AMENITY MAP SECTION

!! ***You can only Insert Amenity Maps configured with Bildhive's** Amenity Map Configurator.*

50. Select an Amenity Map Section from the Sections List

50.1. At the bottom of the **Editing Panel,** click **Add Section**
50.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Amenities**
50.3. **Select it**
50.4. From the **Options** presented**, Select** the option you **Prefer**
50.5. When the new section comes in, its **Settings Drawer** is **Open**

51. Select the Instance or Project from which to Pull Data

51.1. From the **Dropdown**, select the **Project** from which you want to **Pull** the **Amenities Data**

52. Define the Amenity Map Section's General Settings

53. Define the Placement of the Legend (Category Position)

53.1. From the dropdown, select if you want the **Categories List** to be placed to the **Left** or the **Right** of the **Map**

54. Define the Colors for the Legend (Categories List)

54.1. To adjust the **Category Text Color**, **Category Highlight Text Color,** and the **Background Color** for the **Category List**, click the **Color Circle** you want to adjust
54.2. In the color **Pop-up**, move the **Slider** to change the color **Range**
54.3. **Select** a color swatch or **Enter** the **Hex** or **RGB** code
54.4. **Click Out** of the color **Pop-up**

Back to Table of Contents

Insert A Site Plan Section

‼ ***You can only Insert Site Plans configured with Bildhive's** Site Plan Configurator.*

55. Select **Site Plan** from the **Sections List**

55.1. At the bottom of the **Editing Panel,** click **Add Section**
55.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Site Plan**
55.3. **Select it**
55.4. From the **Options** presented**, Select** the option you **Prefer**
55.5. When the new section comes in, its **Settings Drawer** is **Open**

56. Select the Instance or Project from which to Pull Data

56.1. **Scroll Down** and, Locate the **Site Plan Settings** and **Open** them
56.2. From the **Choose Instance to Pull Site Plan Data** dropdown, select the **Instance** or **Project** from which you want to **Pull** the **Site Plan Data**
56.3. **Repeat** this every time the **Site Plan** is **Updated** or if you **Replace** it with a different **Option** from the **Sections List**

57. Choose the Tags you Would like to Show in the Map

57.1. Click the **Dropdown Menu** to display the available **Tags** added when the Site Plan was configured
57.2. Select **All** the tags that **Apply**
57.3. To **Delete** a **Tag**, click the **X** next to it

58. Load Master Plan as Well?

58.1. Select **Yes** to **Load** the **Master Plan** of this **Community,** otherwise, select **No**

‼ ***What is the difference Between a Site Plan and a Master Plan?***
*A **Site Plan** shows a **Close-up View** of the area where the lots are located in a community so that the user can see the **Details**. A **Master Plan** shows a **Zoomed-out View** of an area around the community that can include previous or future phases, main roads, etc. Loading the two maps allows the user to **Toggle** between the two views. The Master Plan is configured using the Master Plan Configurator.*

Back to Table of Contents

59. Site Plan Link Label and Site Plan Link

‼ *If you select **Site Plan 2,** it offers you the **Option** to **Add** a **Link** below the **Map**. This link can be used for many things, for example, to open a new tab where you can **Download** the **Site Plan***

59.1. Open the **Site Plan Settings**
59.2. In the **Site Plan Link Label** field, enter the **Label** you want to add to the **Link,** for example, Download Site Plan
59.3. To enter the **Site Plan Link,** click on the Site Plan **Image** in the Editing Panel to open your **Media Library**
59.4. Find the **Folder** that contains the **Site Plan Image**
59.5. **Select** the **Image**
59.6. On the **Righ**t side of the screen**,** a **Thumbnail** of the image is displayed
59.7. **Hover** on the image to open the **Actions Menu**
59.8. **Click** the **Link Icon**
59.9. On the **File Link** pop-up, click the **Link Icon** to **Copy** the link to your **Clipboard**
59.10. **Close** the **Media Library**
59.11. Find the **Site Plan Link** field in the **Editing Panel** and **Paste** the **Link**
59.12. If you **Do Not Want To Add** a **Link,** simply leave the **Site Plan Link Label** field **Empty**

[Back to Table of Contents]

60. Make the Site Plan Interactive or Static

60.1. By default, the site plan is set to be **Interactive**, to make it **Static,** open the **Site Plan Settings**

60.2. Scroll down to the **Static Site Plan** slider and slide it to the **RIGHT**

!! ***You can't see the Lot Details when you click on a Lot?***
*Check that your **Static Site Plan** slider is off (slider button should be on the left side), this functionality is **only Available** on Site Plans that are set to be **Interactive**.*

Back to Table of Contents

61. Unit Container Position –Interactive Plans Only

Introduction:
On **Interactive Site Plans,** you can display a list of the **Available Homes**. To access the list, the user must go to the **Site Plan Menu** and click on the **House Icon**. The homes are set to display inside a container on the **Right** of the Site Plan. To change the **settings** so the list displays to the **Left** or the **Bottom**, follow the steps below.

61.1. To **Change** the **Position** to the left or the bottom**,** click on the **Unit Container Position** dropdown and select **Left** or **Bottom**

!! ***This function is NOT available on static site plans, so the Home Icon will NOT appear on the Menu.***

Back to Table of Contents

62. Sort Home Models inside the Unit Container –Interactive Plans Only

62.1. To sort the list of **Home Models** inside the **Unit Container** by **Alphabetical Order, Price,** or **Sq. Ft.,** scroll to the **Sort Home Models** section**,** click on the **Dropdown** and **Select** an option

62.2. To **View** the list, go to the **Site Plan,** locate the **Menu** at top of the Site Plan, and **click** the **Home Icon**

Back to Table of Contents

63. Hide Status Dots, Activate Pulsating Dots

63.1. A **Dot** is **Automatically Displayed** on a **Lot** when its **Status Changes** from available to sold, hold, sold conditional, etc.
63.2. To **Hide** the **Dots,** open the **Site Plan Settings** scroll down to the **Hide Dots Slider** and move it to the **RIGHT**
63.3. By default, the **Status Dots** are set not to **Pulsate** (increase and decrease in size)
63.4. To make the dots **Pulsate,** move the **Pulsate Dots** slider to the **Right**

Back to Table of Contents

64. Enable Pop-Up Mode and Premium Information –Interactive Plans Only

64.1. On interactive **Site Plans, Slide** the **Enable Popup Mode** slider to the **Right** so that **Lot Details**, including the models that fit on it, pop-up when you roll over a lot

64.2. To **Enable Pop-Up Mode** for **Model Details**, slide the slider to the **Right**

64.3. To **Include Premiums** in the **Lot Details,** slide the **Show Lot Premiums** slider to the **Right**

!! ***This function is NOT available on static site plans, so the Model Details Pop-Up will NOT appear on the Menu.***

Back to Table of Contents

65. **Select your Hide Lot Color and Legend Divider Color**

65.1. To adjust the **Hide Color** and the **Divider Color**, click on the **Color Circle**
65.2. In the color **Pop-up**, move the **Slider** to change the color **Range, select** a color or **Enter** the **Hex** or **RGB** code
65.3. **Click Out** of the color **Pop-up**

!! ***What is the Hide Color?***
*When a **Filter** is selected, this is the color of the **Overlay** that covers **Non-Applicable Lots**. For example, when a filter is applied to display only **Hold** lots, all other lots are **Covered** with the **Hide Color**.*

!! ***What is the Divider Color?***
*The **Divider Color** applies only to **Builder Group Site Plans**. It defines the **Color** of the **Line** that **Separates** the **Home Type** selector from the **Builder** selector.*

Back to Table of Contents

66. Preview your Site Plan

66.1. To **Preview** your site plan, go to the top of the screen, **Save** your work, then, to the Left click **Preview**
66.2. A **Preview** of your website opens in a **New Tab**
66.3. **Navigate** to the page where your **Site Plan** is located and scroll down until you find it
66.4. Locate the small **Menu**, and click the **Plus Sig**n to zoom in
66.5. Select **1:1** to **View** the **Entire Plan**
66.6. Select the **House Icon** to open the **Unit Container** and view a list of the **Home Models**
66.7. **Close** the **Tab** when you are done

!! ***Does your Interactive Site Plan have Empty Squares on the Site Plan Legend?***
Empty *or* ***White Squares*** *on a legend mean colors weren't assigned to Lot Types during configuration. Fix it in the* ***Site Plan Configurator.*** *Follow these steps –Assign Colors to the Lot Type.*

Back to Table of Contents

Insert A Section To Show The Home Models On A Low Rise Project

Introduction:

To show the home models, you need to add two different sections:
The Home Models Section, which displays thumbnails of all the Home Models in the Community and a Model Details Page which displays the elevations and all floorplans for each Home Model. In order to populate your website with all this information, you need to enter it first using the Home Model Configurator**.**

67. Select a Home Model Option from the Sections List

67.1. At the bottom of the **Editing Panel,** click **Add Section**
67.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Home Model**
67.3. **Select it**
67.4. From the **Options** presented**, Select** the option you **Prefer**
67.5. When the new section comes in, its **Settings Drawer** is **Open**

!! ***Did your Home Models Not Come In?***
*In order to populate your **Home Models Section** with all its information, you must **FIRST** Choose the Instance (or project) that contains the **Data**.*

Back to Table of Contents

68. Choose Instance(s) or Project(s) from which to Pull Home Model Data

68.1. **Open** the **Model Settings**
68.2. Under **Choose instance(s) to Pull Home Model Data,** click **Instance**
68.3. **Locate** the **Choose Instance to Pull Models Dropdown** and **Click**
68.4. From the **Dropdown,** select an **Instance**
68.5. If desired, enter a **Label** for the **Instance**
68.6. Once you select the **instance,** the **Home Models Populate** the **Section**
68.7. To **Add** an **Additional Instance,** click **Add Instance** and **Repeat** the process

Back to Table of Contents

69. Define the General Settings of the Home Model Section

69.1. Select **a Background Color** and or **Image**
69.2. Enter **Padding** and **Margins**
69.3. To show **All Home Models, Only Standing Inventory Models,** or **Non Standing Inventory Models,** select an **Option** from the **Filter Home Models** dropdown
69.4. To **Organize** the homes by **Alphabetical Order, Number of Beds, Price Point, Size (frontage), Square Footage,** or **None,** choose an option from the **Sort Home Models** dropdown**.**
69.5. To **Enable** users to **Filter** homes by **Frontage,** slide the **Filter by Frontage Slider** to the **Right**

Back to Table of Contents

70. Define the Header Settings

70.1. Define the **Heading Level** for **SEO** and **Assistive Technologies** purposes
70.2. Define Header **Text**, **Size** and **Color**

Back to Table of Contents

71. Define the Call to Action Settings

71.1. These include the **Call to Action Label** and **Color**

71.2. The **Labels** appear **Below** each **Home Model** and **Clicking** them **Takes** the **User** to the **Model's Detail Page**

Back to Table of Contents

72. Define the Model Settings and Show/Hide Price, Beds, Baths, etc

72.1. **Slide** the sliders to the **Right** if you want to show the **Price, Bed(s), Bath(s), Sq. Ft,** etc

72.2. Define the **Model Label, Model Header,** and **Model Body Font Sizes** by selecting **XS, Small, Medium, Large, XL, or XXL**

72.3. Define **Model Label, Model Header** and **Model Body Font Colors** by clicking the color **Circles,** adjusting the **Settings** in the In the color **Pop-up**, and **Clicking Out** of the **Pop-up**

Back to Table of Contents

73. Insert a Section to Show Only ONE Home

73.1. To insert a section showcasing only **One Home Model**, please select the **Single Model Widget** from the **Sections List**

[Back to Table of Contents]

Enable The Model Details Page

!! ***You can only insert this section into Low Rise projects.***

When you create a Microsite using Bildhive, the Model Details Page is automatically added. This page is locked and will not be visible if no Home Model Information is entered. However, if you are adding Home Model information, you need to add the Model Details Section to the Page. There are two sections that can be added:

- **The Exterior Rendering and Information Section (Model Details 1)**
- **The Floorplan Section (Model Details 2)**

74. Insert the Exterior Rendering Section

74.1. From the **Right Hand Navigation Bar,** open the **Page Menu**
74.2. Select **Model Details,** this **Opens** the Model Details **Sections List**
74.3. At the **Top** of the **List,** click on the **Model To Preview** dropdown and **Select** a **Model** to serve as a **Sample**
74.4. Go to the **Bottom** of the **Sections List** and click **Add Section**
74.5. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Model Details**
74.6. **Select it**
74.7. From the options that display**, Select** the **Option** with the **Rendering**
74.8. The **Rendering Option** will be **Inserted** into the **Layout**
74.9. **Adjust** the different **Settings** as needed

Back to Table of Contents

75. Insert the Floorplan Details Section

75.1. To insert the **Floorplan Details** section, **Close** the **Model Details** section to go back to the **Sections List**
75.2. Scroll down and click **Add Section**
75.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Model Details**
75.4. **Select it**
75.5. From the options that display**, Select** the **Option** with the **Floorplan**
75.6. The **Floorplan Option** will be **Inserted** into the **Layout**
75.7. **Adjust** the different **Settings** as needed
75.8. The **Floorplans** for the selected **Model** will appear in the **Layout**
75.9. **To** Preview your Models, go to the right navigation bar and select Pages>Home Page. Then, at the top, click **Preview**
75.10. To **Navigate** between floorplans, click the **Floor Tabs** at the **Top**

!! ***Do you Need to Change a Rendering or Adjust the Details of a Model?***
*The **Details** that appear below the rendering are the **Details** you entered in the Home Model Configurator for this **Model** and **Elevation**.To **Replace** the image or make any changes to the information, you will need to use the **Home Model Configurator.***

!! ***TIP:*** *If you wish to **See** the **Adjustments** you made, go to the right navigation bar and select Pages>Home Page. Then, at the top, click **Preview.** If you want to **Share** the **Preview Link** with a client, **Copy** the **New Preview Link.*** ***Please DO NOT use a Previous preview link as it will not reflect the changes.***

Back to Table of Contents

Insert A Section To Show Condo Units

‼ ***You can only insert this section into High Rise projects.***

To show the Condo Suites, you need to add two different sections:

The Suites Section, which lists all the Suites in the Condo and a Suites Details Page which shows floorplan, floorplate and details of each Suite. In order to populate your website with all this information, you need to enter it first using the Condo Unit Configurator and the Condo Grid Configurator.

76. Select the Condo Section from the Sections List

76.1. At the bottom of the **Editing Panel,** click **Add Section**

76.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Condo**

76.3. **Select it**

76.4. From the **Options** presented**, Select** the option you **Prefer**

76.5. When the new section comes in, its **Settings Drawer** is **Open**

‼ ***Is the Condo Section Empty?***

In order to ***Populate*** *your* ***Condo Section*** *with its information, you must* ***FIRST*** *Choose the Instance (or project)* *that contains the* ***Data****.*

Back to Table of Contents

77. Choose the Instance or Project from which to Pull the Condo Units Data

77.1. **Open** the **Condo Settings**
77.2. **Locate** the **Choose instance to Pull Condo Data** dropdown and **Click**
77.3. From the **Dropdown,** select an **Instance**
77.4. Once you select the **instance,** the **Suites Populate** the **Section**
77.5. **Depending** on the **Option** that you **Selected,** you will need to **Define** the rest of the **Condo Settings**
77.6. For options that show the **Units** in a **Condo Grid**, these options can include: **Filters, Status Color Overlay, Status Dots, Pulsating Status Dots, Showing Premiums** and selecting the **Color** to **Cover** the **Units** when filters are applied
77.7. For options that show the **Units** as a **List**, the options can include: **Show Available Only**, selecting the **Columns** that appear in the **List**, selecting the **Fields** that appear in the **Unit Detail Page**, defining the **Style** and **Colors** of the **Dropdown**

Back to Table of Contents

78. Define the General Settings of the Condo Units Section

78.1. Select a **Background Color** and or **Image**
78.2. Enter **Padding** and **Margins**

Back to Table of Contents

79. Define the Header Settings

79.1. Define the **Heading Level** for **SEO** and **Assistive Technologies** purposes
79.2. Define Header **Text**, **Size** and **Color**

[Back to Table of Contents](#)

80. Enter the Footer or Legal Text that Appears on the Unit Details Page

80.1. Enter the **Text**
80.2. Define the **Font Size**
80.3. Define the **Color**

Back to Table of Contents

81. Define the Color Settings (If Applicable)

81.1. Define the **Color** for the **Price Slider**
81.2. Define the **Color** for the **Price Slider Handle** (the Dots in the Slider)

Back to Table of Contents

82. Define the Call to Action Settings for the Condo Units Page and the Unit Detail Page

82.1. These include the **Link Type, Text Labels,** and the **Page** where the link should take you to

!! ***The Condo Unit Details appear as a pop-up window.***
*The **Call to Action Settings** are the **ONLY Place** you can **Adjust** the pop-up. To preview the pop-up you must FIRST set up your Navigation Menu*

Back to Table of Contents

Insert A Form or Survey Section

!! *The **Website Builder** is used to **Lay Out and Style** forms and surveys. To incorporate a Form or Survey Section into your website, you must **first configure** the **Templates** using the [Forms & Surveys Configurator](#).*

83. Select a Form or Survey Section from the Sections List

83.1. At the bottom of the **Editing Panel,** click **Add Section**
83.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Form**
83.3. **Select it**
83.4. From the **Options** presented**, Select** the option you **Prefer**
83.5. When the new section comes in, its **Settings Drawer** is **Open**
83.6. Then, scroll down to the Choose a form/survey field, and from the dropdown, follow these steps to Select a Template

Back to Table of Contents

84. Choose the Template for your Form or Survey

84.1. Click **General Settings**
84.2. Scroll down to the **Choose a Form/Survey** field
84.3. **Click** the **Dropdown**
84.4. **Locate** the **Form Template** of your choice
84.5. **Select** it
84.6. Once you **Select** the **Template,** the **Template Fields** are **Imported** into the **Form**
84.7. To **Redirect** the user to a particular **Page** (for example, a **Thank You** page) once the form is **Submitted,** slide the **Redirect or Submit?** slider to the **Right**
84.8. Then, from the **Choose Page to Redirect To** dropdown, **Select** the **Page** you want them to be redirected to (for example, a Thank You Page)
84.9. Continue **Adjusting** the **Layout, Text** and **Color Settings** as needed

‼ ***You must first Add the Page so that it appears in the dropdown.***
*To add a page to the Website, follow These Steps, and then choose it from the dropdown menu under **Choose Page to Redirect To**.*

Back to Table of Contents

85. Create a Thank You Page

85.1. Go to the **Right Navigation Bar** and click the **Page** icon to open the **Pages Menu**
85.2. **Scroll** to the **Bottom** of the list and click **Add Page**
85.3. Enter a **Name*** for the page and copy a **Header Style** *
85.4. Click **Ok**
85.5. Go back to the **Pages Menu** and **Select** the **Page** you just created to open it's sections list
85.6. Locate **Add Section** below the Header, click it
85.7. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Content**
85.8. **Select it**
85.9. From the **Options** presented**, Select** the layout you **Prefer**
85.10. When the new section comes in, its **Settings Drawer** is **Open**
85.11. **Stylize** the page

Back to Table of Contents

Activate reCaptcha on your Form

Introduction to Google reCAPTCHA:

reCAPTCHA is a free service you can use to protect your site from spam and abuse. It uses technology to distinguish between bots and humans and allow only REAL PEOPLE to submit forms.

To set up reCaptcha, use the Form & Survey Configurator.

Back to Table of Contents

86. Check if reCaptcha is Working

86.1. To **Confirm** if **reCaptcha** is working**,** open the **Website Configurator** and select the **Site** where the **Form** or **Survey Resides**
86.2. Click **Preview** and **Navigate** to the **Form** or **Survey**
86.3. The **"Are you a Bot"** field should be **Visible** at the bottom of the form if **reCaptcha** is **working**

!! ***You can't see the 'Are you a Bot Field'?***
Open the Form & Survey Configurator to check the reCaptcha settings. Or contact support@bildhive.com.

Back to Table of Contents

Insert An FAQ Section

Introduction:

In order to add an FAQ section to your website, follow these three steps:

- **Step 1:** select the FAQ Section
- **Step 2:** Enter the Information you wish to appear in the FAQ section, including the Categories, the Questions and Answers
- **Step 3:** Adjust the Layout of the FAQ section

Back to Table of Contents

87. Step 1 –Select an FAQ Section from the Sections List

87.1. At the bottom of the **Editing Panel,** click **Add Section**
87.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **FAQ**
87.3. **Select it**
87.4. From the **Options** presented**, Select** the option you **Prefer**
87.5. When the new section comes in, its **Settings Drawer** is **Open**

Back to Table of Contents

88. Step 2 –Add, Edit, and Remove FAQ Categories, Questions, and Answers

88.1. To **Add** a **New Category, go to the FAQ Items** section and click **Add Category**
88.2. Select **New Category** then enter the **Category Name**
88.3. To **Add** a **New Category,** click **Add Category**
88.4. Once the **Categories** have been added, add the **FAQ Items** or questions that belong to each **Category**
88.5. In the **Categories Dropdown**, select all the **Categories** under which this item will fall
88.6. Enter a **Title** for the **FAQ Item** or the **Question**
88.7. Enter the **Body Text** for the **FAQ Item** or **Answer** to the question
88.8. **Repeat** these steps to add all your categories and questions
88.9. To Remove a **Category,** open the Category, and click **Remove Category**
88.10. To **Remove** a **Question,** scroll down to **FAQ Items,** locate the **Question** you want to **Remove,** open it and click **Remove Item**

Back to Table of Contents

89. Step 3 –Adjust the Layout of the FAQ Section

89.1. Once you finish entering the **Categories** and **Items**, adjust the rest of the settings

Back to Table of Contents

Insert A Video

90. Select a Video Section from the Sections List

90.1. At the bottom of the **Editing Panel,** click **Add Section**
90.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Video**
90.3. **Select it**
90.4. From the **Options** presented**, Select** the option you **Prefer**
90.5. When the new section comes in, its **Settings Drawer** is **Open**
90.6. Once the video section is in**,** Define the Video Settings

Back to Table of Contents

91. Define the Video Settings

91.1. Click the **Video Settings** section
91.2. To **Select** a **Video,** click the **Video** field
91.3. This opens your **Media Library**
91.4. Select an **.MP4 Video File**

‼ ***About Uploading to the Media Library:***
*If you have not uploaded the videos to your Media Library yet, you can upload them now using the **Content Asset Management System** (CAMS). If you don't know how to upload to the Content Asset Management System (CAMS), please [Follow These Steps.](#) For **Optimal Performance**, please follow our [Asset Preparation Guidelines](#) when preparing your assets.*

‼ ***About File Formats and Folders:***
*Different **Sections** in the **Bildhive Platform** require you to upload files in **Specific Formats**. When a section requires an .**MP4 Format**, only those **Folders Containing videos in this format** will be **Displayed** on the left-hand navigation bar. If the section requires **pdf format,** then only the **Folders** that **Contain** pdfs will be **Displayed** when accessing the **Media Library** from that **Specific Section** of the platform.*

‼ ***Heads-Up.*** *Only **MP4 Files** will be accepted.*

[Back to Table of Contents](#)

92. Place a Placeholder or Cover Image for the Video

92.1. To place a **Placeholder Image,** locate the **Placeholder Video Image** field, click, and select an image from your **Media Library**

!! *About Uploading to the Media Library:*
*If you have not uploaded the videos to your Media Library yet, you can upload them now using the **Content Asset Management System** (CAMS). If you don't know how to upload to the Content Asset Management System (CAMS), please Follow These Steps. For **Optimal Performance**, please follow our Asset Preparation Guidelines when preparing your assets.*

!! *About File Formats and Folders:*
*Different **Sections** in the **Bildhive Platform** require you to upload files in **Specific Formats**. When a section requires a **JPEG** or **PNG Format**, only those **Folders Containing images in this format** will be **Displayed** on the left-hand navigation bar. If the section requires **pdf format,** then only the **Folders** that **Contain** pdfs will be **Displayed** when accessing the **Media Library** from that **Specific Section** of the platform.*

Back to Table of Contents

Insert A Blog - Step 1: Create your Blog Posts

Introduction:

Blogs have two components: the Blog Section, which displays Highlights of your latest posts and provides links to them, and the Blog Detail Page, which contains the actual Blog Post (each post has its own detail page).

To add a Blog to your site, you must take these steps:

- **Select a Blog Section**
- **Enter, Adjust, and Publish the Content of your Blog Post**
- **Customize the Layout of a Blog Post by Adjusting the Settings on the Blog's Detail Page**
- **Adjust the Look and Feel of the Blog Section**

Back to Table of Contents

93. Select a Blog Section from the Sections List

93.1. To insert a **Blog Section** in a page, select the Pages Menu from the right Navigation Bar
93.2. Select the **Page** where you want to insert the Blog section
93.3. Go to the bottom of the **Sections Editing Panel** and click **Add Section**
93.4. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Blog**
93.5. **Select it**
93.6. From the **Options** presented**, Select** the option you **Prefer**
93.7. Insert a **Cover Image** for the Blog section and **Adjust the Style** of the section
93.8. To add your first blog, go to the **Right Navigation Panel** and select **Blog Posts** (paper and pencil icon)

!! ***Now you are ready to*** *Enter the Contents of the Blog Post*

Back to Table of Contents

94. Create, Adjust, and Publish a Blog Post

94.1. To **Enter** the contents of a **Blog Post,** go to the **Right Hand Navigation Bar** and click the **Pencil** and **Paper** icon to open your **Blog Posts List**
94.2. Click **Add Blog**
94.3. The **Add New Blog** drawer will **Open**
94.4. Add a **Title** for your **Blog Post,** a **Summary** and the **Content**
94.5. From the **Status Dropdown,** select **Draft** or **Published** and a **Date**
94.6. For **SEO** purposes, enter the **Site Title** and the **Site Description**
94.7. Once all the information is in, at the **Top Left,** click **Done** and, from the dropdown, select **Save, Save and Close,** or **Discard Changes**

!! *You can't find your blog post in the Blog Section?*
*For a **Blog Post** to be **Listed** in the **Blog Section**, it needs to be **Published** first.*

!! *Where do the Site Title and Site Description Appear?*
*These will be shown as the **Title** and **Description** when you do a **Google Search**. They do not need to be the same as the Blog Post Title or Summary.*

Back to Table of Contents

95. Stylize the Layout and Look of the Detail Page of a Blog Post

95.1. To stylize how your **Blog Post** looks, go to the **Right Navigation Bar** and select **Pages** (page icon)
95.2. From the **Pages Menu**, select **Blog Details**
95.3. This opens the **Blog Details Sections** list
95.4. Select the **Blog Post** you want to stylize
95.5. Adjust the **General Settings,** including how many blogs to show, **Text Settings**, **Blog Settings,** and **CTA Settings**
95.6. To **Adjust** a Blog Post, go to the **Right Navigation Bar**, select **Blog Posts**, then click on the **Post** you wish to edit and make the edits

!! ***About the Layout of the Blog Detail Page***
*The **Layout** of the **Blog Detail Page** is defined by **Default**, but you can **Adjust** the **Settings** and/or add New Sections (or widgets). Alternatively, you can go to the **Sections List**, click Add Section, from the **Sections Menu**, select **Blog Details**, and **Choose a Different Layout.***

Back to Table of Contents

Insert A Blog - Step 2: Stylize The Appearance of the Blog Section

96. Stylize the Appearance of the Blog Section on the page

96.1. To **Stylize** the appearance of your **Blog Section,** select the **Page** where your Blog section is **Located**

96.2. Then, from the **Right Hand Navigation Bar** select **Page Sections** (list icon)

96.3. When the **Sections List** opens**, Scroll** down and select **Blog** to open the **Blog Section Editing Panel**

96.4. Adjust the **General, Header, Blog,** and **CTA Settings**

Back to Table of Contents

Add a Broker Portal on a Microsite

Introduction:

When you create a Microsite using Bildhive, the Broker Portal Page is automatically added. This page is locked and will not be visible if you do not add the Broker Portal to the Menu Items.
Broker Portals have two components. The Login Section and the Broker Portal Page

To activate the default Broker Portal to your microsite, you must take these steps:

- Stylize the Login Page
- Add Sections to the Broker Portal Page
- Add the Broker portal to the Menu Items

!! ***Is the Login section on the same page as your other Broker Portal sections?***
Don't worry*. Although the login appears at the top of the* ***Broker Portal Page*** *on the Website Builder, once the site is published,* ***it will appear on a separate page****.*

Back to Table of Contents

97. Configure the Broker Portal Login Page

97.1. To open the **Broker Portal Login** section, go to the **Right Navigation Bar** and select the **Pages Menu,** then select the **Broker Portal Page**
97.2. On the **Sections List,** select the **Login Section**
97.3. In the **Login Editing Panel, Adjust** the **Login Settings,** including adding a **Password and Unique Identifier**
97.4. Now you are ready to Start Adding Sections to your **Broker Portal Page**

!! *The login ensures secure access, restricting entry to those with the correct password.*

!! *Do you want to give your users access to multiple portals?*
*Simply **COPY / PASTE** the **password** into all the login widgets (or sections) of the portals. This allows the users to **Log In Once** and **Access ALL Portals**.*

*If, on the other hand, you want **Each Portal** to be accessible to **Different Groups**, you must create a **Unique Identifier** for **Each** one.*

Back to Table of Contents

98. Add Sections to Your Broker Portal Page

98.1. To start adding **Sections** open the **Section's List,** scroll to the bottom of the Sections List in the Broker Portal Page and click **Add Section**
98.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see the **First Section** you want to **Add,** maybe a **Banner Image**
98.3. From the **Options** presented**, Select** the option you **Prefer**
98.4. When the banner section comes in, its **Settings Drawer** is **Open**
98.5. In its **Settings Editing Panel**, make the necessary adjustments
98.6. To add your **Next Section,** go back to the **Sections List** and at the bottom**,** select **Add Section**
98.7. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **the Next Section** you want to **Add**

Back to Table of Contents

99. Configure the Broker Portal Login Page

99.1. Once the **Login** section comes in, the editing Panel is open

99.2. **Adjust** the **Login Settings,** including adding a **Password** and **Unique Identifier**

!! ***The login ensures secure access, restricting entry to those with the correct password.***

100. Insert a Section for Downloadable Assets

100.1. To add a section where the user can **Download Assets**,
100.2. Click **Add Section**
100.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Content**
100.4. Select it and scroll down the options rolling over them to see the names
100.5. Once you find **Content 49, Select** it
100.6. In its **Settings Editing Panel**, start by adding **Categories**, for example, Marketing Assets or Floorplans
100.7. And then add **Items** to each category, for example, add Logo Package to the Marketing Assets Category and different floor plan packages to the Floorplan category
100.8. Define the link information per item
100.9. Once you define all your **Categories** and **Items**, then adjust the **Look** and **Feel** of the **Portal** by adjusting the **General**, **Tab**, **Item** and **CTA Settings**
100.10. Then, continue **Adding Sections** as you need them
100.11. **Save** your work

Back to Table of Contents

Add One or More Broker Portals to a Static Site or Add Extra ones to a Microsite

Introduction:

To integrate Broker Portals into a Static Site or add extra ones to a Microsite, follow these two steps:

- **Create the Broker Portal Page**
- **And Insert and Configure the Login Section**

!! ***The login ensures secure access, restricting entry to those with the correct password.***

Back to Table of Contents

101. Add a Broker Portal Page

101.1. Start by going to the right navigation bar and selecting **Pages**
101.2. At the bottom of the list click **Add Page**
101.3. Enter a **Name**
101.4. Select a **Header** to copy from

[Back to Table of Contents]

102. Add the Login Section

102.1. Click on the **Page** you just created, and, below the **Header** click **Add Section**
102.2. From the **Section's List**, select **Login**
102.3. Once the **Login** section comes in, the editing Panel is open
102.4. **Adjust** the **Login Settings,** including adding a **Password** and **Unique Identifier**
102.5. Once you add a **Password,** the **Page** appears locked on the **Pages Menu**

!! ***The login ensures secure access, restricting entry to only those with the correct password.***

!! ***What is the Unique Identifier used for?***
*The **Unique Identifier** can be used if you have **multiple login sections** so that the users only need to enter their password once. **Copy/ Paste** the **Password** into each of the Unique Identifier fields.*

If you are working on a Corporate Website with several developments, you can create a Broker Portal page for each one of them and use different Unique Identifiers for each one of the Portals.

You can do the same with Group Projects that house more than one builder.

Back to Table of Contents

103. Insert a Section for Downloadable Assets

103.1. To add a section where the user can **Download Assets**,
103.2. Click **Add Section**
103.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Content**
103.4. Select it and scroll down the options rolling over them to see the names
103.5. Once you find **Content 49, Select** it
103.6. In its **Settings Editing Panel**, start by adding **Categories**, for example, Marketing Assets or Floorplans
103.7. And then add **Items** to each category, for example, add Logo Package to the Marketing Assets Category and different floor plan packages to the Floorplan category
103.8. Define the link information per item
103.9. Once you define all your **Categories** and **Items**, then adjust the **Look** and **Feel** of the **Portal** by adjusting the **General**, **Tab**, **Item** and **CTA Settings**
103.10. Then, continue **Adding Sections** as you need them
103.11. **Save** your work

Back to Table of Contents

104. Add the Rest of the Sections to your Portal Page

104.1. To open the **Section's List,** scroll to the bottom of the Sections List in the **Broker Portal Page** and click **Add Section**

104.2. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see the **First Section** you want to **Add**

104.3. **Adjust** its **Settings** and continue adding sections

Back to Table of Contents

Insert a Padding Section

Introduction:
The Padding Section lets you add space between sections on a page.

105. Insert a Padding Section

105.1. To insert a **Padding Section,** go to the **Right Navigation Bar** and select the **Page** where you want to **Add Space**
105.2. Scroll to the **Bottom** of the **Section's List** and click **Add Section**
105.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Padding**
105.4. **Select it**
105.5. Then, from the Main Stage, click the Padding Option
105.6. When the new section comes in, its **Settings Drawer** is **Open**
105.7. You can **Add** an **Image** and **Adjust Settings** like Background Color, adjust Vertical Padding to make the space Taller or Shorter, add Vertical Margins, etc.

Back to Table of Contents

106. Move the Padding Section Where you Need it

106.1. At the top of the **Padding Section's Editing Panel,** click the **Back Arrow** to go to the **Sections List**
106.2. **Scroll Down** until you locate the **Padding Section**
106.3. To the **Right** of the **Section,** find the **Three Horizontal Lines**
106.4. **Click** the lines, **Drag** the **Padding Section** up, and **Drop** it at the right spot

Back to Table of Contents

Insert an IFrame Section

Introduction:
An iFrame or Inline Frame, is a section where you can embed the Resimo Real Estate 3D Apartment sales application, videos or 3-D walkthroughs of homes

107. Insert an IFrame Section

107.1. To insert an **IFrame Section,** go to the **Right Navigation Bar** and select the **Page** where you want to **insert** it
107.2. Scroll to the **Bottom** of the **Section's List** and click **Add Section**
107.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **IFrame**
107.4. **Select it**
107.5. Then, from the Main Stage, click the **IFrame Option**
107.6. When the new section comes in, its **Settings Drawer** is **Open**
107.7. **Add** an **Image** and **Adjust** settings
107.8. In the **URL** section, enter the **URL** of your **3D Application**, ask your **Provider** for it
107.9. For more **Information,** contact support@bildhive.com

Back to Table of Contents

Insert a Features and Brick Package Section

108. Insert a Features Section or Brick Package Section

108.1. To insert a Section to Showcase **Features** or **Brick Packages,** go to the **Right Navigation Bar** and select the **Page** where you want to **insert** the section
108.2. Scroll to the **Bottom** of the **Section's List** and click **Add Section**
108.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **Features**
108.4. **Select it**
108.5. From the **Options** presented, **Select** one
108.6. When the new section comes in, its **Settings Drawer** is **Open**
108.7. From the **Choose Instance to Pull Features Data** dropdown, select an **Instance**

!! Did you Get a 'No Features Found' Notification?
*In order to **Populate** your website with this information, you need to enter it first using the Features Configurator.*

Back to Table of Contents

Insert a PDF Flip Book Section

109. Insert a Section for a Flip Book

109.1. To insert a section where you can showcase an **Electronic Book** that can be **Flipped** through**,** go to the **Navigation Bar** and select the **Page** where you want to **Insert** the section
109.2. Scroll to the **Bottom** of the **Section's List** and click **Add Section**
109.3. In the **Add Section Pop-up,** scroll down the **Navigation Menu** till you see **PDF**
109.4. **Select it and click on the Option Presented to Generate the Online Viewer**
109.5. **Select** one
109.6. When the new section comes in, its **Settings Drawer** is **Open**
109.7. Find the **Image Field,** and add a **Cover image** for the **Book**
109.8. Find the **PDF** field and add the **PDF** of the **Book**

Back to Table of Contents

Insert A New Page, Edit, Duplicate, or Delete An Existing Page

Info: *To insert a **New Page**, you must do it from the **Pages List.** To **Open** the **Pages List**, go to the **Right Hand Navigation Bar** and select **Pages** (page icon).*

!! ***Each page should have a UNIQUE name.***

110. Insert a New Page

110.1. From the **Right Hand Navigation Bar,** select the **Page Icon** to open the **Pages Menu**

110.2. **At** the bottom of the **Pages Menu,** click **Add Page**

110.3. In the **Pop-up,** enter a **Page Name** *

110.4. From the **Dropdown,** select a **Page** to copy the **Header** and **Footer** from *

110.5. Click **Ok**

* Mandatory fields.

!! *By Default, all **Microsites** include these pages:*

- ***Homepage***
- ***Blog Details Page*** **
- ***Model Details Page*** **
- ***Broker Portal*** **

** *These pages are **LOCKED** and **CAN'T BE DELETED**. However, If you **DO NOT ADD INFORMATION** to these pages, they will **NOT BE VISIBLE** in the published website.*

!! *By Default, all **LANDING PAGES** include these pages:*

- ***Homepage***
- ***Thank You Page***

!! *By Default, all **STATIC PAGES** include these pages:*

- ***Homepage***

Back to Table of Contents

111. Edit a Page

111.1. To **Edit** a page, click the **Pages** from the **Right Hand Navigation Bar**
111.2. **Roll over** the page you want to **Edit**
111.3. Click the **Three-dot Action Menu** located to the right
111.4. From the **Dropdown** select **Edit Page**
111.5. From the **Editing Panel,** select the **Section** you need to edit
111.6. Make the edits and **Save**

Back to Table of Contents

112. Set a Page as the Home Page

112.1. To **Set a Page** as the **Home Page**, open the **Page Menu** from the **Right Hand Navigation Bar**
112.2. **Roll o**ver the **Page** you want to set as **Home Page**
112.3. Click the **Three-dot Action Menu** located to the right
112.4. From the **Dropdown** select **Set as Home**
112.5. Click **Okay**

Back to Table of Contents

113. Duplicate a Page

113.1. To **Duplicate** a **Page**, open the **Page Menu** from the **Right Hand Navigation Bar**
113.2. **Roll-over** the **Page** you want to **Duplicate**
113.3. Click the **Three-dot Action Menu** located to the right
113.4. From the **Dropdown** select **Duplicate**

!! *Your site will be **Saved** before **Duplicating** a Page. The new page will be added at the **Bottom** of the **List**.*

Back to Table of Contents

114. Delete a Page

!! *The **Blog Details** and **Model Details** pages are **LOCKED** and **CAN'T BE DELETED**. However, If you **DO NOT ADD INFORMATION** to these pages, they will **NOT BE VISIBLE** in the published website.*

114.1. To **Delete** a **Page**, open the **Page Menu** from the **Right Hand Navigation Bar**
114.2. **Roll-over** the **Page** you want to **Delete**
114.3. Click the **Three-dot Action Menu** located to the right
114.4. From the **Dropdown** select **Delete**
114.5. Confirm **Delete**

Back to Table of Contents

115. Edit the Page TItle and other General Settings of a Page

Info: *The **General Settings** of a **Page** include the **Title**, the **Slug** and the option to show / hide the **Header** and or **Footer.***

115.1. To **Edit** the **Settings** of a **Page**, open the **Page Menu** from the **Right Hand Navigation Bar**

115.2. **Roll-over** the **Page** you want to **Edit**

115.3. Click the **Three-dot Action Menu** located to the right

115.4. From the **Dropdown** select **Settings**

115.5. The **General** settings **Tab** is open by **Default**

115.6. Adjust the **Name** of the **Page** (the slug will be automatically generated)

115.7. **Show** or **Hide Header** and **Footer**

!! ***Heads up: Don't mix up the process of defining Page Settings*** *(described above)* ***with Project Settings (****described here:* *Set and Adjust the Navigation, SEO, Analytics and Other Project Settings)***.**

Back to Table of Contents

116. Edit the SEO Settings of a Page

Info:** The **SEO Settings** of a Page include The **Page Description** and the option to **Disable** the **SEO Index

116.1. To **Edit** the **Settings** of a **Page**, open the **Page Menu** from the **Right Hand Navigation Bar**

116.2. **Roll-over** the **Page** you want to **Edit**

116.3. Click the **Three-dot Action Menu** located to the right

116.4. From the **Dropdown** select **Settings**

116.5. At the **Top** of the **Pop-up**, select the **SEO Tab**

116.6. Add a page Description

116.7. To **Disable** the **SEO Index**, slide the button to the **Right**

!! *A green checkmark next to the Page title indicates the name is Unique and no other page shares that Title.*

!! *Heads up: Don't mix up the process of defining Page SEO Settings* *(described above)* ***with Project SEO Settings (****described here: Set and Adjust the Navigation, SEO, Analytics and Other Project Settings)***.**

Back to Table of Contents

Chapter 3 – Set and Adjust the Navigation, SEO, Analytics and other Project Settings

Define / Adjust The Project Settings

Intro: The Project Settings are the general Site Settings, which include:

- **SEO Settings**
- **Navigation Menu**
- **Logo Settings & Site Title** *
- **Colors** *
- **Typography** *
- **Legal Settings**
- **Analytics / Trackers**

* *These **Settings** are defined when you **Configure** the site for the **First Time**, but any subsequent **Changes** must be made from the **Project Settings**.*

117. Access the Project Settings Menu

117.1. Go to the **Right Hand Navigation Bar**
117.2. Select **Settings (gear icon)** to display the **Project Settings Menu**
117.3. From the **Project Settings Menu,** select the **Setting** you want to **Adjust/ Define**

Back to Table of Contents

118. Project SEO Settings

118.1. **To Set-up** your **SEO Settings** **,**go to the **Right Navigation Bar** and select **Settings** (gear icon)

118.2. From the **Project Settings Menu,** select the **SEO Settings**

118.3. **Review the Site Title**

__Info:__ This is the __Title__ that will appear in __Search Engine Results__ or on the __Browser__.

118.4. **Upload a Social Share Image**

__Info:__ __Social Networks__ display your __Social Sharing Image__ along with your __SEO Title__ and __Description__. If you don't add a social sharing image, we'll use your __Social Sharing Logo__ or __Site Logo__ instead.

118.5. **Manage Redirects**

__Info:__ This is an __Advanced Setting__ to __Prevent SEO Duplicate Errors__ with __Redirects__ (301 and canonical links).

Back to Table of Contents

Set Up the Navigation Menu

Info: *In order for your Site to have a navigation menu you **MUST** do two things:*

- *Check to see if the **Header Section** on the template that you selected includes a **Navigation Menu .** If it doesn't, Replace It with one that does*
- *Configure your Navigation Menu in the Project Settings*

119. Do This To Replace Your Header Section If It Doesn't Have a Navigation Menu

119.1. From the **Right Navigation Menu,** select **Page Sections** (list icon)
119.2. From the **Sections Menu,** select **Header**
119.3. At the **Bottom** of the **Header Settings List,** select **Replace**
119.4. In the **Replace Header Pop-up,** select a **Widget** that has a **Navigation Menu**

!! ***Your Navigation Menu will NOT be Visible until you*** *Configure it.*

Back to Table of Contents

120. Do This to Make the Header Follow the User When Scrolling

120.1. To make a **Header Static**, so that it scrolls with the user, click on the **Header** to Open the Header **Editing Panel**

120.2. Open the **General Settings**, find the **Slider** called **Fixed Header** and slide it to the **Right**

Back to Table of Contents

121. Configure Your Navigation Menu

121.1. To **Set Up** your **Navigation Menu,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
121.2. From the **Settings List,** select **Navigation Menu**
121.3. In the Navigation Menus **Editing Panel, click Add Menu Item**
121.4. In the **Add Menu Pop-up,** enter **Menu Name**
121.5. **Slide** t**he Link or Button Slider** to define if you want to have the menu item as a link or as a **Button**
121.6. From the **Menu Type Dropdown,** select if you want the **Menu Item** to **Link** to a **Page Within** the website or to an **External Page**
121.7. From the **Choose** a **Page** dropdown**, Select** a **Page** or **Enter** the **URL** of the **External Page** that you want the item to link to
121.8. **Repeat** the process with **All** the **Menu Items**
121.9. Once you have all your items, you can **Edit, Delete,** or **Drag and Drop** them into the **Order** you want
121.10. To **Drag** an item, grab it from the three lines on the right

!! ***Your Navigation Menu should now be Visible.***

Back to Table of Contents

122. Stylize Your Navigation Menu

122.1. To Stylize your Navigation Menu, go to the **Right Navigation Bar** and Select **Pages** (page icon)
122.2. From the Page Menu**,** select **Home Page**
122.3. From the **Sections List**, select **Header**
122.4. On the **Header Editing Panel**, adjust the **Settings**
122.5. To Adjust the **Colors** of the **Menu,** open the **CTA Settings**

Back to Table of Contents

Logo Settings

Replace Site Logo and /or Site Title

122.6. To **Replace** the **Site Logos** or **Change** the **Title** of the **Site,** go to the **Right Navigation Bar** and select **Settings** (gear icon)

122.7. From the **Settings List,** select **Logos Settings**

122.8. Make the necessary **Adjustments**

Back to Table of Contents

Colors

123. Adjust Site Colors

123.1. To **Adjust** or **Change** the **Colors** used in the **Site,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
123.2. From the **Settings List,** select **Color**
123.3. Make the necessary **Adjustments**

Back to Table of Contents

Typography

124. Adjust Site Typography

124.1. To **Adjust** or **Change** the **Typography** used in the **Site,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
124.2. From the **Settings List,** select **Typography**
124.3. Make the necessary **Adjustments**

Back to Table of Contents

Advanced (Scripts CSS)

125. For Users who want to enter their own custom script

125.1. **Advanced scripts** are used in conjunction with the **Custom HTML widget**

!! ***For more information, contact*** *support@bildhive.com*

Back to Table of Contents

Legal Settings

126. Enter or Adjust the Privacy Policy

126.1. To **Enter** the **Policy,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
126.2. From the **Settings List,** select **Legal Settings**
126.3. Click **Edit Content**
126.4. **Enter** the **Terms & Conditions**
126.5. **Stylize** the **Text** or add a **Link**
126.6. Click **OK**

!! ***You don't see the Privacy Policy?***
Follow these steps to activate it and make it visible.

Back to Table of Contents

127. Enter or Adjust the Terms & Conditions

127.1. To **Enter** the **Terms** & **Conditions,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
127.2. From the **Settings List,** select **Legal Settings**
127.3. Click **Edit Content**
127.4. **Enter** the **Terms & Conditions**
127.5. **Stylize** the **Text** or add a **Link**
127.6. Click **OK**

!! ***You don't see the Terms and Conditions?***
Follow these steps to activate them and make them visible.

Back to Table of Contents

128. Activate the Terms and Conditions and/ or Privacy Policy

128.1. To make the **Terms and Conditions** visible**,** go to the **Right Navigation Bar** and select **Pages** (gear icon)

128.2. From the **Pages Menu,** select **Home Page**

128.3. On the **Home Page Sections List,** select **Footer**

128.4. Open **General Settings,** scroll down**,** locate the **Show Privacy Policy** slider, and **slide** it to the **Right**

128.5. To activate the **Terms and Conditions**, locate the **Show Terms and Conditions** slider, and **slide** it to the **Right**

128.6. **Privacy Policy** and **Terms** should appear as **Links** on the **Footer** of the page, and the text will appear as a **Pop-Up** when the links are clicked

Back to Table of Contents

Analytics and Trackers

129. Enable Google Analytics

129.1. To **Enable Google Analytics,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
129.2. From the **Settings List,** select **Analytics/Trackers**
129.3. Slide the **Google Analytics Enable** slider to the **Right**
129.4. **Enter** the **GTag/ GTM code(s)**
129.5. If **Multiple,** separate the codes by a **Comma**

!! Good News. You do not need to do any coding to enable Google Analytics.
*By inserting the **ID code(s)**, Bildhive automatically inserts a script that analyzes/tracks website activity, enabling analytics/tracking with **No Coding Required.***

!! Go to your Google Tag Manager to get the Codes.

Back to Table of Contents

130. Enable Facebook Pixel

130.1. To **Enable Facebook Pixel,** go to the **Right Navigation Bar** and select **Settings** (gear icon)
130.2. From the **Settings List,** select **Analytics/Trackers**
130.3. Slide the **Facebook Pixel Enable** slider to the **Right**
130.4. **Enter** the **Pixel ID**

!! Good News. You do not need to do any coding to measure the Effectiveness of your Advertising.
*By inserting the **Pixel ID**, Bildhive automatically embeds a script to measure the effectiveness of your advertising through insights into visitor actions on your website. **No Coding Required.***

!! Want to know how to get your Pixel ID?

- *Log in to Facebook and go to your Ads Manager account.*
- *Open the Navigation Bar and select Events Manager.*
- *Copy your Pixel ID from underneath your Site Name and paste it in Bildhive.*

Back to Table of Contents

Chapter 4 - Edit and Navigate The Sites You've Created

Introduction to the Main Navigation Bar:

In addition to your **Settings**, the **Main Navigation Menu** allows you to navigate to the following **Lists**:

- All Projects
- Microsites
- Landing Pages
- Static Projects
- Published

!! *If you are on the **Edit Screen**, just click the **X** to the right of the **Top Bar.***

Back to Table of Contents

131. Preview, Rename, Edit, Duplicate Export to Project, Delete a Site

131.1. To take any of these **Actions**, go to the **Left Navigation Bar** and select an **Option**

131.2. Locate the **Project** you are interested in and on the **Bottom Right** of the project **Card**, find the **Three-Dot Action Menu**

131.3. Click on the **Menu** and **Select** the **Action** you want to take

!! ***Under Published, you can see the live sites.***
*A **Green URL** indicates the site is **Connected** as opposed to **Not Connected.***

Back to Table of Contents

Date	Reviewer	Status	Activities
Jan 19/2023	Gildie	Done	- [x] ~~Add Header and Footer.~~ - [x] ~~Insert Table of Contents~~ - [x] ~~Insert Back to Table of Contents~~ - [x] ~~!! double and not in italics~~ - [x] ~~*For **Optimal Performance**, please follow our Asset Preparation Guidelines when preparing your assets.*~~ - [x] ~~Three dot instead of three dot~~ - [x] ~~Make sure to say List instead of Menu: Highlight List, Amenity List, etc~~ - [x] ~~Change intro for Introduction~~ - [x] ~~Add get started as a title for Launch~~ - [x] ~~Turn Info headlines to gray~~ - [x] ~~Check table of contents links~~ - [x] ~~Check relevance with App.~~ - [x] ~~Check spelling~~ - [x] ~~Check continuity of numbers~~ - [x] ~~Update Last Edited~~ - [x] ~~Add Internal Links page 10,~~
May 30th, 2023	Gildie	Done	Additions to the website - [x] ~~Inside the home Model widget, we added a couple of new fields like dens and powder rooms (it does not appear in the all model's page. (Model info text setting you select what you want to show). Check if you listed it.~~ - [x] ~~In the Form and surveys, now you can write the form title and subheads. Check if you even mention it.~~ - [x] ~~Appointment Widget check if you mentioned that if no reps selected a form of meeting, then it should not appear as an option~~ - [x] ~~Standing inventory widget. If you want one widget with only the standing inventory you can filter (non standing, only standing or all) it inside General Settings of the Home Models Widget.~~ - [x] ~~You can also sort them by alphabetical, etc. (Check if you~~

			~~menytioned it) maybe you need to.~~ ☑ ~~Site Plan, every time you replace your widget, make sure to indicate the instance.~~ ☑ ~~Check all the details in the siteplan see if you need to talk about them.~~ ☑ ~~You can adjust the font size in the lot numbers.~~ ☑ ~~The legend colours come from the site plan configurator. If the squares are white in the site map widget, it means you did not do it in the Site Plan Configurator.~~ ☑ ~~Heads up if you are in HMC and you put in some new models and you use your preview link, it is not going to show it. You need to go into the website builder, hit preview and you will be able to see the changes you added in HMC.~~ ☑ ~~Padding widget to separate sections.~~ ☑ ~~Check the list of widgets~~ ☑ ~~Captcha Widget.~~ ☑ ~~Condo Widget. You can view them as a regular list or as a grid view~~ ☑ ~~The detail page shows as a pop-up. To adjust it go into General settings and then go into CTA Settings (Unit Detail Page)~~ ☑ ~~Broker Portal. If you had selected a microsite (does not work on landing pages). BP works like the locked pages. Inside broker,all you can do is give a title, show header, show footer. It only appears when you link it to the navigation.You addd login settings (you can add a password). Keep on adding more sections. It will show the login in a different page. And then, everything appears in the one page.~~ ☑ ~~Iframe. Is to show the condos in 3d mode. Speak to a Bildhive rep to learn more.~~
Nov 29/2023	Gildie	Done	☑ ~~Open up builder~~

			☑ ~~Create site Landing Micro and Static~~ ☑ ~~Static is used to create sites with a unique URL? Because they can put several broker portals as pages. They are not using data~~ ☑ ~~User can add more than one broker portals.~~ ☑ ~~Used for generating the broker portals.~~ ☑ ~~Maybe VIP brokers or regular brokers. A static just provides information.~~ ☑ ~~Some widgets are not allowed in the static: like home model , site plan, blog. Its more than a landing and less than a website. It does not have an interactive widgets. We need a sample from Justin to see what they are putting in there.~~ ☑ ~~Brokers only download.~~ ☑ ~~Under Published, we can see what is live~~ ☑ ~~When a sites is connected the URL appears in green instead of Not connected (under the website)~~ ☑ ~~In the 3 dot action we have new options, like export to project.~~ ☑ ~~MICROSITES~~ ☑ ~~Inside a microsite with the same domain as the microsite, you can still add a broker portal~~ ☑ ~~The static one is hidden because it is a separate URL.~~ ☑ ~~Within the Microsite~~ ☐ At the top Not Connected, publish takes you to domain manager, preview, responsive and screen ☑ ~~You can adjust the section even from the mobile(responsive) view~~ ☑ ~~We can edit the name of the section~~ ☑ ~~SAve option. You can save a section, close the project and still be saved in your sections. You can delete it from the saved Sections~~ ☑ ~~In project settings, blogs are the same~~

			☑ ~~In the settings sections, all is the same. Research about Manage redirects. Ask Justin to explain.~~ ☑ ~~Check navigation menu to see if something changed.~~ ☑ ~~In the settings you can set your navigation menu~~ ☑ ~~You can copy the same navigation from page to page. But you have the op[tion to change one page's header from inside the page and go to header.~~ ☑ ~~It is good because some pages require register now and some don't~~ ☑ ~~Check legal settings~~ ☑ ~~Check analytics and tracking~~ ☑ ~~Inside the widgets, we have added new things go back to the unique widgets and compare what we had and what we have added.~~ ☑ ~~Inside all settings, he added in the body, header, etc copy a few more options Line height, superscript subscript. Check if you detailed that in the write 0up~~ ☑ ~~Model settings, he gives people way more options to show baths, beds, etc.~~ ☑ ~~Site plan Settings there are a few changes:~~ ☑ ~~Unit container position is new. it controls where the pop up appears when you click on the lot.~~ ☑ ~~Shift dots horizontal and shift dots vertical so that they get away from the lot number.~~ ☑ ~~Brick package widget or features section pulls in information from the Features configurator~~ ☐ You can add a video feature, besides images. ☑ ~~The home Model and siteplan make sure it is accurate to what we have.~~ ☑ ~~Custom code widget~~ ☑ ~~New content 49 widget you can wither lik to a page or add items for downloading assets. Mainly used for broker portal~~ ☑ ~~PDF flipper widget to flip through the pages of a pdf document (for flip book)~~

			☑ ~~When dots are on, you can't adjust lot number. When they are off, you can adjust the lot number.~~
Nov 29/2023	Gildie	Done	Answers from Justin: ☑ ~~Call to action Go to a section of the page con can specify a section.~~ ☑ ~~Login shows everywhere~~ ☑ ~~IFrame URL it displays a website it takes a url from somewhere. The company that creates your 3D video provide3s the URL.~~ ☑ ~~Static is mainly for content and home model, site plan, blog~~ ☑ ~~Master Plan: correct~~ ☑ ~~I need to add 'select instance'.~~ ☐ Broker Portal Instructions: ☑ ~~Create multiple broker portals:~~ ☑ ~~Any microsite~~ ☑ ~~Start with login page~~ ☑ ~~Add unique identifier that needs to match with any other login widget that you have on another page~~ ☑ ~~Homepage and broker page let's say you have 6 pages for broker portal, the unique identifier says that they are the same~~ ☑ ~~'Add another page as a broker portal as long as you add a login page to it.~~ ☑ ~~Static isn't necessarily for broker portal. The main purpose is when we are only showing static content. We don't need heavy loads of content. We recommended CW to use the static for broker portals so as not to have to load all the data in the microsite, it expedites the use.~~ ☑ ~~Advanced scripts the purpose is when someone wants their own custom styles on the website, they can inject their own script. Inject it into the website. It would need to be used in conjunction with the Custom HTML widget.~~ ☐ Static Header so that it scrolls with the user. It is called Fixed Header inside the Settings…

Dec 04/2023	Nancy	Done	☑ ~~Ready to drop into FD~~
Dec 11/2023	Gildie	Done	☑ ~~Static Header so that it scrolls with the user. It is called Fixed Header inside the Settings…~~
Dec 11/2023	Nancy	Done	☑ ~~Have Jay add this in FD~~ **Set Up the Navigation Menu** ☐ Do This to Make the Header Follow the User When Scrolling
Dec 27/2023	Jay	Done	☑ ~~Added latest Article into the Freshdesk~~
		Not started	Notes from meeting with Lucas: ☐ If landing page is going to transform into full website, set it up as website ☐ Add inspect sc reed to adjust the dimensions of mobile ☐ Add note to redirects ☐ Add how to access your Google code (like I did for Facebook ☐ Confirm Home model instructions… with nancy ☐ Check the how many blogs slider to make sure you put it in