

 AM GMBH

 PageBuilder
for  **strapi**

Content Management Guide

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Introduction

Chapter 1 - Introduction

This step-by-step guide will introduce you to all the functions that are important for using the PageBuilder. The PageBuilder is a WYSIWYG editor, which stands for "What you see is what you get" and means that the page looks the same when you edit it as it does when it is finished. This means that you can always see and check your process in real time.

We will start by showing you the user interface and the most important functions for uploading images and creating forms. In the last chapter of this documentation, you will also be introduced to the content elements that are essential for the structure of a page.

The general appearance of the page is predetermined by a developer or designer in the Strapi backend. As a content manager, you only have the option of selecting from predefined colors, fonts and spacing in the configuration pop-up of the respective content elements. You can read more about the various content elements in chapter 5.

Introduction

Let's start with the view of the user interface after logging in.

After the first login, you will see the root or in other words, a first configuration page, which acts as the first start page. Here you also have direct access to the functions from the context menu

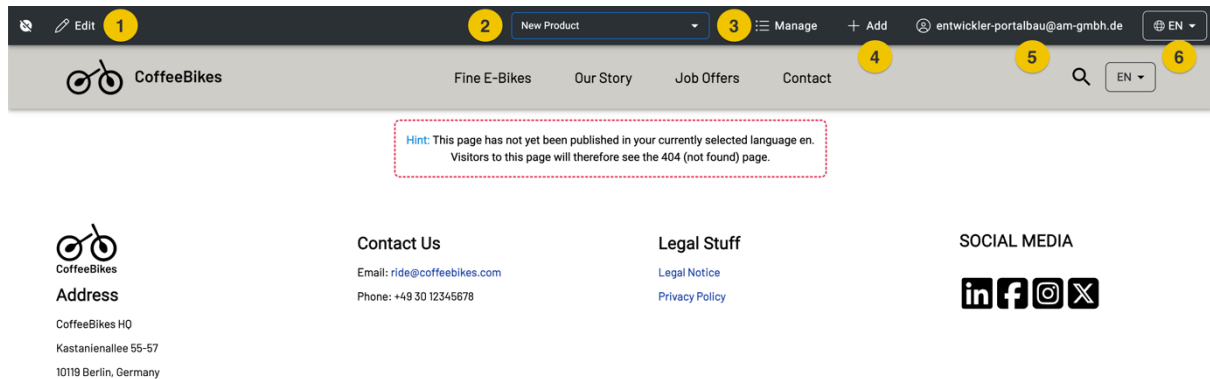


Figure 1 User interface after login

	1. Edit: Using the "Edit" button, the user interface switches to the editing mode of the page.
	2. (Pages) dropdown: Use this dropdown menu to access all pages created within your Strapi project. Non-published pages are also listed here. The globe symbolizes the start page in the dropdown.
	3. Manage: The "Manage" context menu gives you direct access to the "Pages", "Forms", "Media" and "Navigation" overview pages. More on this in the respective chapters.
	4. Add: New content is created by clicking on "Add". Currently, it is only possible to select "Add Page" via this selection.
	5. User profile: The profile picture and the login e-mail address of the logged-in profile. You can log out of your Content Manager account with one click.
	6. Language: You can choose from all activated languages via the drop-down menu. The default is English.

Chapter 2 - Edit mode

Use the Edit button to open the edit mode of the page you are currently on. Here you can edit all placed content elements, add more and make configurations. The footer can also be customized here.

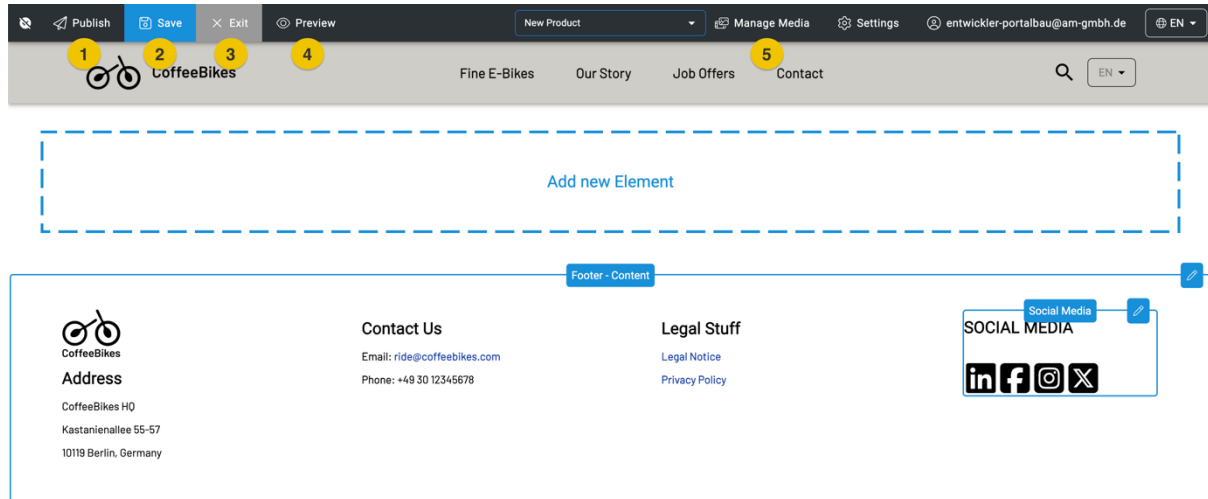


Figure 2 View of the editing mode after clicking on "Edit"

Learn: You can find out more about content elements and how to edit them in Chapter 5 - Content elements.

	1. Publish: Use the "Publish" button to save all the changes you have made and then publish the page.
	2. Save: Use the "Save" button to save your changes in draft mode. These are not yet published and do not affect the live version of the edited page.
	3. Exit: The "Exit" button closes the editing mode of the page. As a reminder, a pop-up appears with the message that you must save your changes before exiting, as they will not be applied automatically if you do not click on Save.
	4. Preview: In edit mode, it is possible to switch to the live preview of the current page at any time in order to check the changes to be made directly. This pure WYSIWYG preview of the page has no influence on the status of saving and publishing, this only happens via "Save" or "Publish" .
	4. Edit View: After clicking on "Preview", this button changes to "Edit view". To exit the preview mode, simply click on "Edit view".
	5. Manage Media: Even in edit mode, you can conveniently access the Media Manager at any time to upload additional images or create folders.

Edit Mode

Settings

Click on the gear wheel and use the settings to make the following options and meta settings for the page to be edited:

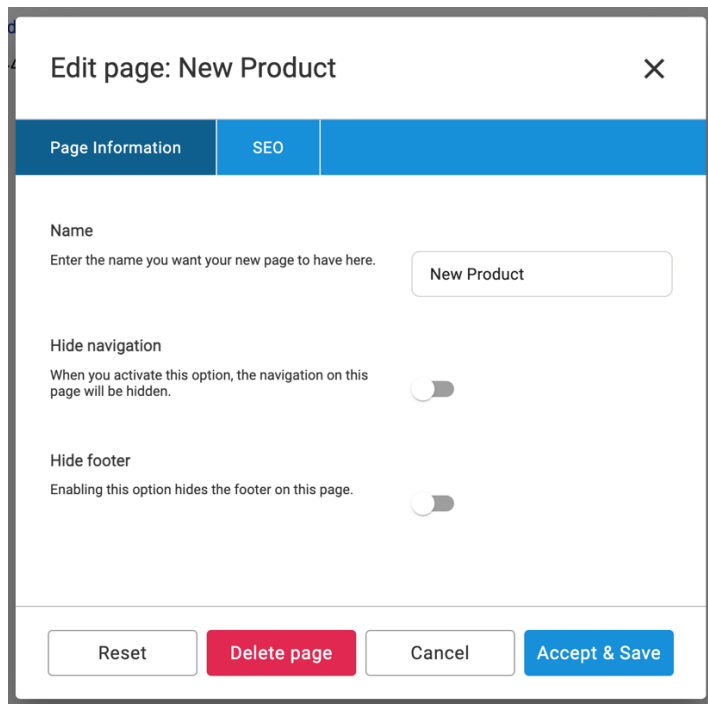


Figure 3 Settings of a page

Name	Name of the current page
URL	URL of the current page
Hide Navigation	Hide or show the navigation
Hide Footer	Hide or show the footer
SEO-Tab	The SEO tab with search engine optimizations and meta settings for the current page

Add new element

Add new content elements to your page in edit mode using the permanent "Add new element" button at the bottom of the page. This is only visible here in edit mode and is not part of the live page.

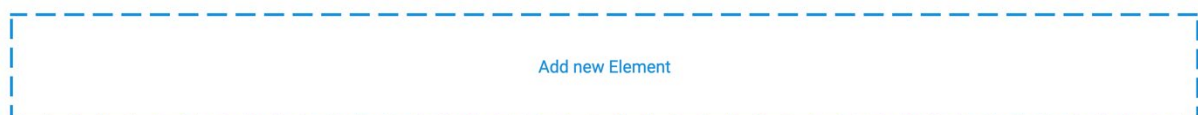


Figure 4 Add new element is used to add content elements

Edit Mode

Footer

The footer is located at the bottom of every page on your website. It is structured in columns and can usually contain images (such as logos, certificates, etc.), internal and external links, legal information or free text. An extra column for the social media area is also part of the footer.

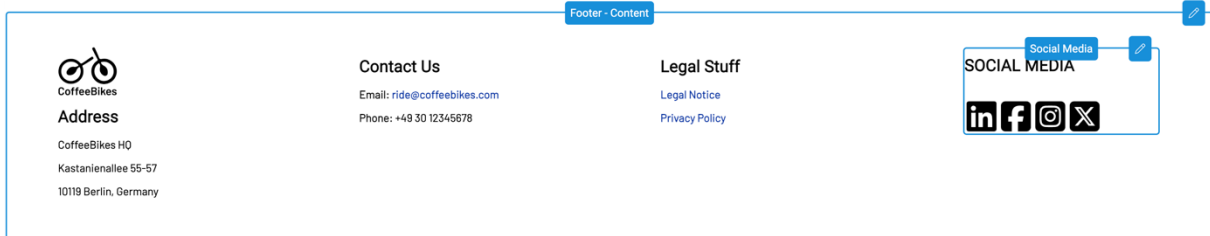


Figure 5 The footer allows you to add social media

Edit footer

The footer is structured similarly to a content element. The only difference is that changes to the footer are displayed on every page of the entire website and no more than one footer can be created per website.

Learn: You can find out more about settings in the Settings sub-chapter and more about content elements in Chapter 5 - Content elements.

You activate the separate editing mode of the footer below the large "Add new element" button. A mouseover activates the editing frame with buttons.

Click on the pencil icon on the far right to open the pop-up. If this is the first footer on your website, the "Create list" button will now be displayed. If a footer has already been created on your website, you will be redirected to edit the footer. Creating a footer is recommended, but optional.

The editing window for the footer contains a separate rich text editor for each column to be created and the option to add images. Additional columns are added using the "Create new element" button. As with content elements, the order of the elements can be changed using the two blue arrows on the left.

In the screenshot, you can also see that the social media area has its own pencil icon. Here, clicking on the pencil also opens a pop-up in which you can create images with links to social media or other pages. You can also freely define a title for this section.

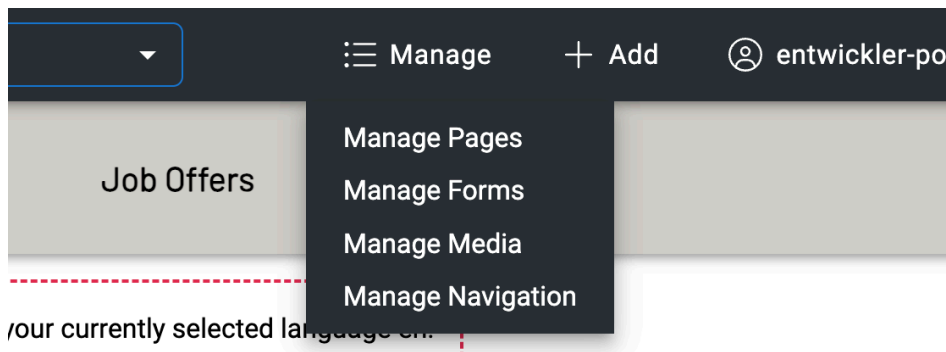
After editing, click on the "Accept & Save" button to save and exit the footer editing. There is a "Reset" button to discard your changes.

Manage

Chapter 3 - Manage

Manage all content on your website via the "Manage" context menu. This includes the following options:

- Manage Pages - Manage Pages
- Manage Forms - Form Manager
- Manage Media - Media Manager
- Manage Navigation – Navigation



After calling up Pages and Forms, an overview page with information and options for each element is displayed. With Manage Media, the PageBuilder Media Manager opens. Clicking on Navigation takes you to the intuitive editing tool for the main navigation for all menu levels and menu items.

Detailed information on the individual Manage options can be found in the following chapters.

Hint: The "Manage" option is only visible outside of edit mode. As soon as you are in edit mode, "Manage" no longer appears.

Manage

Manage Pages

Use the "Manage Pages" menu item to switch to the list view of all the content pages created for your project with further information.

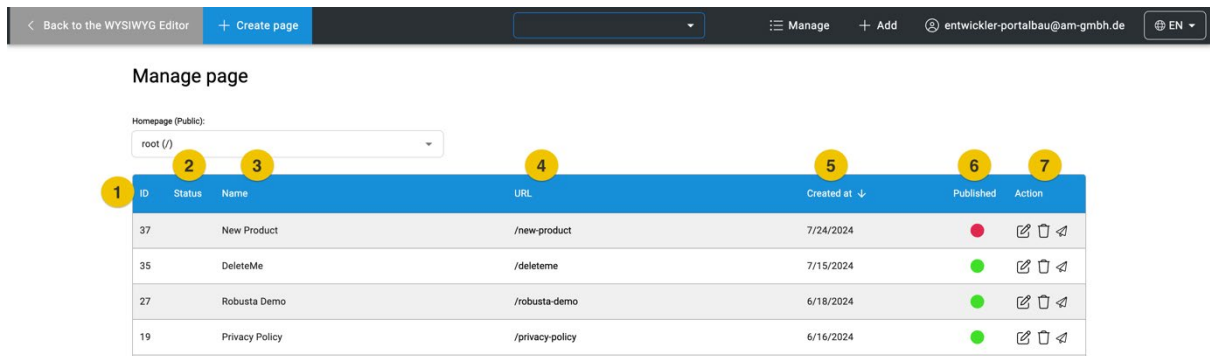


Figure 6 Overview of Manage Pages

The following columns are available in detail:

1. ID	ID - internal, unique, consecutively numbered number
2. Status	Status of the page - the globe indicates the start page.
3. Name	Name - searchable internal page name
4. URL	URL to page - links directly to the selected content page
5. Created at	Creation date of the page.
6. Published	Publication status - quickly recognizable by green (published) and red (not published) dots
7. Action	Actions consists of several buttons: <ul style="list-style-type: none">• Switch to edit mode (pencil icon) for this page• delete the page (trash can icon)• Withdraw the publication (paper airplane symbol)

Hint: The date format of the creation date in Strapi is based on the language set in each case.

Manage

Form Manager

You use the Form Manager to create forms that can be placed on content pages using the "Form" content element.

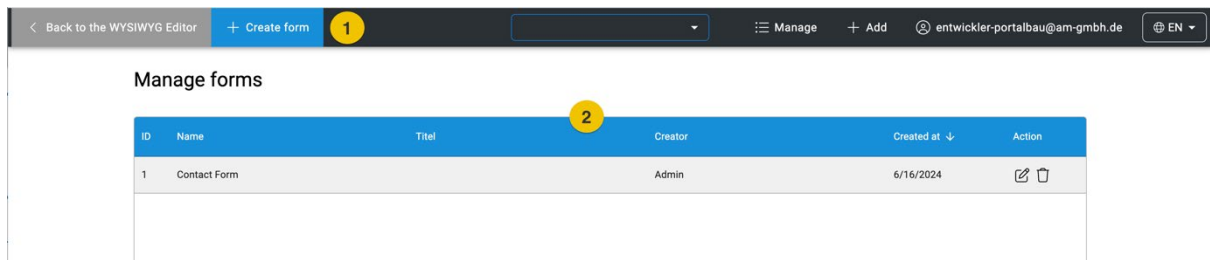


Figure 7 - Overview of form management

1. Create Form	Use the "+ Create form" button to create a new form.
2. Overview	This list contains the forms created to date with the following information: <ul style="list-style-type: none">• ID of the form• Internal name of the form• Title of the form displayed on the page• Creator: Who created the form• Creation date of the form• Actions: You can edit or delete the form using the buttons.

Clicking on the "Create Form" button opens the input mask with which you can create the form according to your requirements.

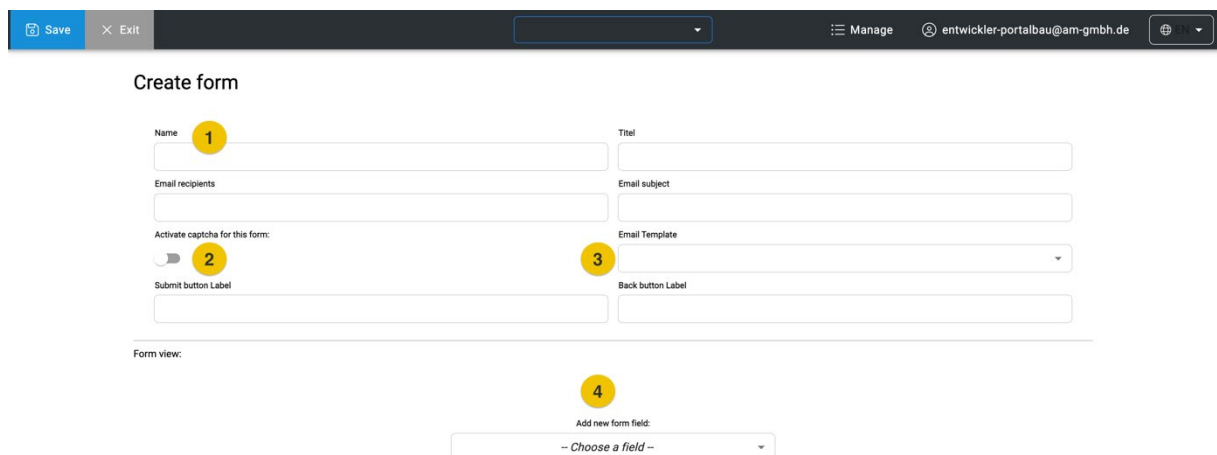


Figure 8 - Editing view of a form

1. Header	This is where you enter all the relevant data for receiving the form data, such as the name and email address of the recipient who is to receive the user's data. You also enter the names for your submit and cancel buttons here.
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Manage

2. Captcha	Optionally, you can activate captcha protection. This appears when the "Form" content element is placed on the page, provided a captcha has been configured by a developer or designer in the Strapi backend.
3. Email template	Drop-down menu for selecting existing templates for sending emails. The template is optional, as a default template is already stored. The designer or developer creates the email template in the backend.
4. „Add new form field“ drop-down	Drop-down menu for form elements

With your selection from the drop-down menu "Add new form field" you add all necessary fields to your desired form.

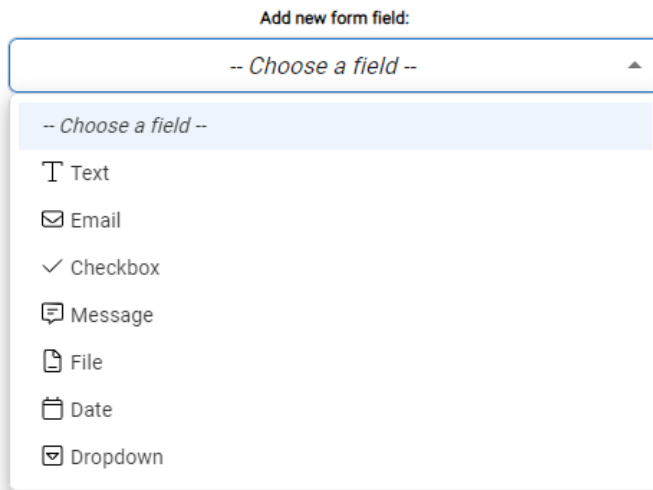


Figure 9 - Dropdown with all options that can be added to a form as fields

List of all form fields

These form fields are available in the dropdown.

Text	A simple, single-line text field.
Email	A single-line text field that you use to enter an email address
Checkbox	Checkboxes allow your user to make a single selection using a labeled button.
Message	A multi-line text field that allows for longer messages.
File	"File" allows users to upload documents, images and videos and send them using the form. Various file formats are possible, which you can set via the Validation tab.
Date	"Date" allows the user to select a date via a picker in a calendar.
Dropdown	If you want to provide the user with various selection options, such as salutations, use the dropdown form field.

Similar to the settings for content elements, you can make the various settings for the form fields here.

Manage

Learn: Further information on content elements can be found in Chapter 5 - Content elements

Hint: Fields such as the checkbox must be selected and configured again for each individual checkbox.

New fields appear directly above the drop-down menu and can be moved using the blue arrows on the right.

Form view: Vote for Apple or Oranges

Name
Add your first- and lastname here

Email
Please add your eMail-address here

Which flavor do you like more?

Apple

Orange

Add new form field:
-- Choose a field --

Figure 10 - Example form in edit mode

Let's take a closer look at one of the fields. In this example, the "Text" field has been selected.

Text

Figure 11 - Text field in edit mode

Little can be seen there yet. You can make further edits using the pencil

symbol. The settings differ depending on the type of field. However, there are always two tabs: "Field Settings" and "Validation".

"Field Settings" tab

The "Field Settings" tab contains the following settings for the text field:

Manage

Form field Text settings

Field Settings Validation

Field Label
Enter a name for the input field here.

Placeholder
Enter a placeholder text here, which will appear in the input field.

Notification in case of incorrect entry
Enter a message here that should appear if the user makes an invalid entry.

Use label as fieldname
Select whether the label should also be used as fieldname. The fieldname is displayed in the e-mail when the form is sent. The fieldname must be unique.

Close

Figure 12 - Field settings for text fields

Field Label	The name or heading of the input field.
Placeholder	A placeholder text that is displayed in the input field before users make entries.
Notification in case of incorrect entry	An error message that is displayed if the entry does not meet the validation requirements.
Use label as fieldname	Select whether the label should also be used as the field name. The field name is displayed in the email when the form is sent. The field name must be unique.

Validation" tab

The settings in the "Validation" tab are adapted to the field type. In the "Text" field, you can make several optional settings, while the "Email" field type only has the option of specifying the field as a mandatory field. This option is possible for every field.

Form field Text settings

Field Settings Validation

Figure 13 - Validation tab

The following settings are possible for the "Text" example:

Mandatory field	If activated, the user must fill in this input field, otherwise the form cannot be sent.
Minimum number of characters	Enter a numerical value here. The user must then enter at least this number of characters in the input field, otherwise

Manage

	the form cannot be sent. If the field remains empty, the form will not be checked.
Maximum number of characters	Enter a numerical value here. The user may not write more than this number of characters in the input field, otherwise the form cannot be sent. If the field is left blank, no validation will take place.
Do not allow letters	If this option is activated, the form cannot be sent as long as there are letters in the input field.
Do not allow numbers	If this option is activated, the form cannot be sent as long as there are numbers in the input field.
Do not allow special characters	If this option is activated, the form cannot be sent as long as the input field contains special characters.
Do not allow spaces	If this option is activated, the form cannot be sent as long as there are spaces in the input field.
Regular expression	Enter a regular expression to be used to validate the input (advanced validation option). Good knowledge of RegEx and extensive testing are essential here!

Hint: The setting options listed here can also be found in the other form fields, but there are a few special cases that are now listed.

Form field settings "File"

There are two additional fields in the "File" form field that do not appear in the other validation tabs.

Mandatory field	If activated, the user must fill in this input field, otherwise the form cannot be sent.
Allowed file extensions (.pdf, .png, ...)	Add file extensions here that should be allowed for uploading. You can use the standard checkboxes for file extensions, but you can also add additional extensions manually. The extensions are separated by a comma.
Max. file size in MB	Enter the maximum file size in MB here. If you leave the field empty, the maximum size is 4 MB.

Form field Settings "Date"

The form field "Date" also has additional fields that do not appear in the other validation tabs.

Mandatory field	If activated, the user must fill in this input field, otherwise the form cannot be sent.
Allow selection maximum X days in the past	Enter days (integer) here to define a period that extends from the current day into the past. Only entries that fall within this period are permitted. No start date may be defined parallel to the usage.

Manage

Allow selection maximum X days into the future	Enter days (integer) here to define a period that extends from the current day into the future. Only entries that fall within this period are permitted.
Start date	Entries before this date are not permitted.
Not allowed period beginning	Define the start of a period here. Entries within this period are not permitted. The check only works if a start and an end have been defined for the period.
Not allowed period end	Define the end of a period here. Entries within this period are not permitted. The check only works if a start and an end have been defined for the period.

Dropdown Values" tab

The "Dropdown" form field has an additional tab where you can manage and create the individual dropdown entries.

Figure 14 - Dropdown Values Tab

Dropdown options	Enter the options that should be available to the user in the dropdown list here. By default, the name and the value are identical. This means that the description of the option and the transferred value are identical. By activating the toggle switch, you can maintain different descriptions for the label and value.
Option Label and Value & add new option	Here you enter the value that is displayed in the dropdown. By activating the above-mentioned switch, you can enter different values for Label and Value.

Manage

Place form as content element

Once you have created and configured your desired fields, save the finished form with the "Save" button. It is placed on a content page via the "Form" content element.

Learn: Further information on content elements, such as the placement of content elements, can be found in Chapter 10 - Content elements

As you can create several forms, simply select your desired form from the drop-down menu.

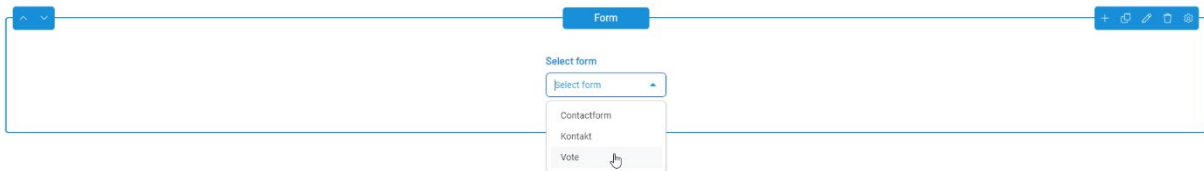


Figure 15 - Dropdown selection for Forms content element

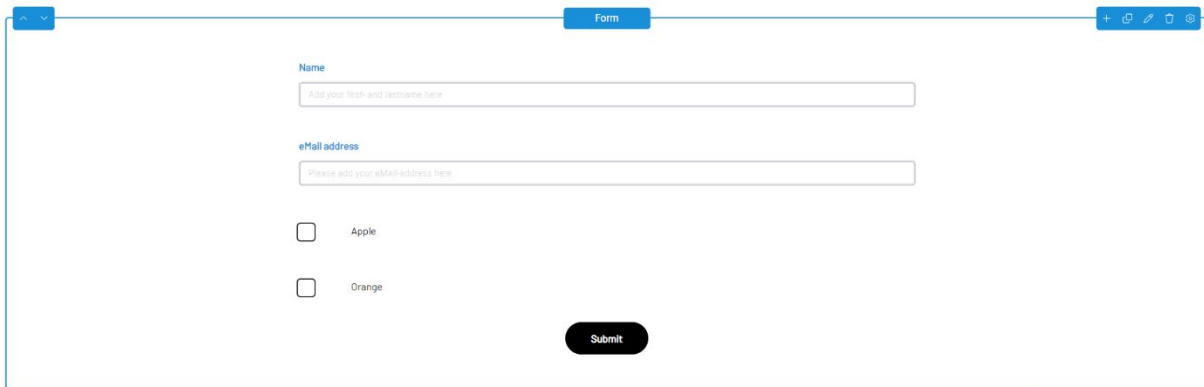
A screenshot of a content editor interface showing a form content element. The form is displayed within a blue-bordered container. At the top of the container, there is a blue bar with a 'Form' label and a dropdown arrow on the left, and a toolbar with icons for adding, editing, deleting, and refreshing on the right. The form itself consists of two text input fields. The first field is labeled 'Name' and has a placeholder text 'Add your first and lastname here'. The second field is labeled 'eMail address' and has a placeholder text 'Please add your eMail-address here'. Below the text fields, there are two radio button options: 'Apple' and 'Orange'. At the bottom center of the form, there is a black 'Submit' button.

Figure 16 - This is what the Forms content element looks like after the selection from the dropdown.

Manage

Media Manager

The Media Manager allows you to efficiently manage files such as images, videos, audio and documents. These are integrated via the respective content elements.

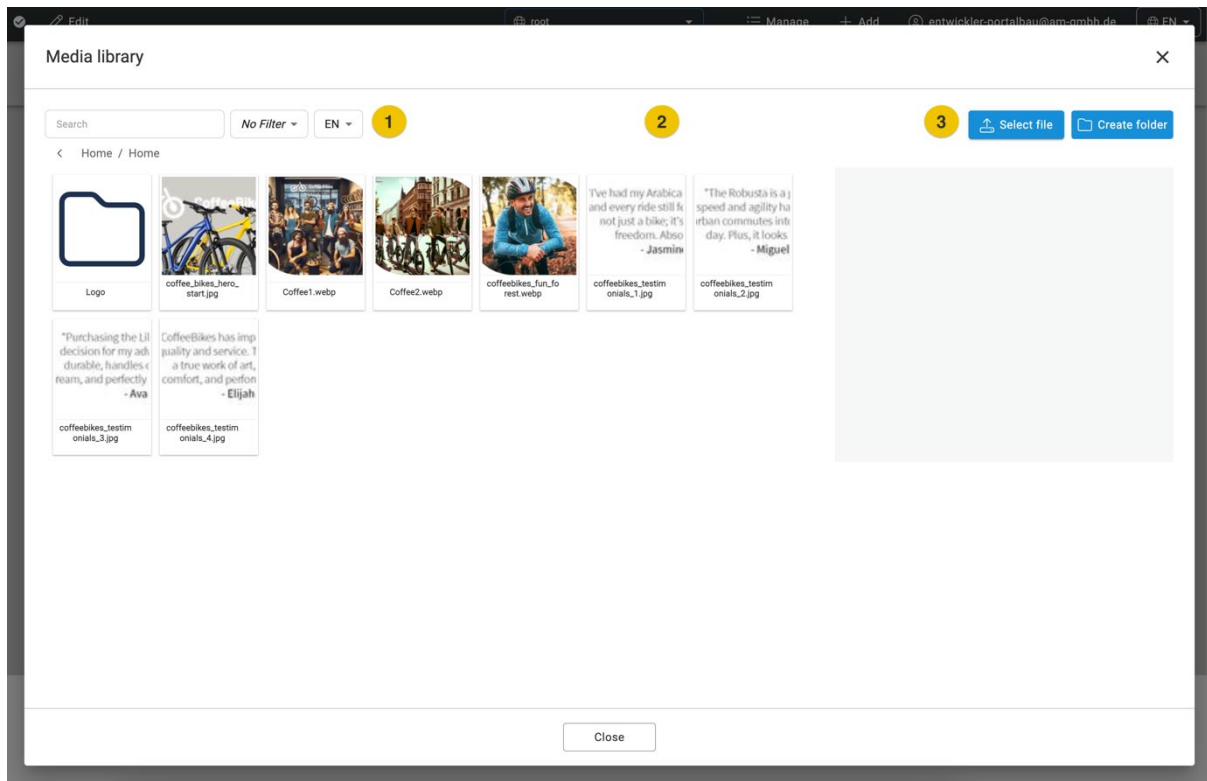


Figure 17 Overview of the Media Manager modal

1. Search and Filter	You can find the media you are looking for using the search function or filter the media to only display specific media types.
2. General overview	Your uploaded files and folders are displayed with a preview (or the file icon) and further file information. Folders can be opened by double-clicking.
3. Upload files and create a folder	The "Select file" button opens the input mask for uploading new files. The "Create folder" button allows you to create a new folder. It is currently only possible to create or upload a folder or a file individually.

Detailed view:

The Media Manager allows you to enter and edit metadata for uploaded files. This includes information such as title, alt text and internal notes.

If you click on an already uploaded media file in the overview, the corresponding input mask opens on the right.

Manage

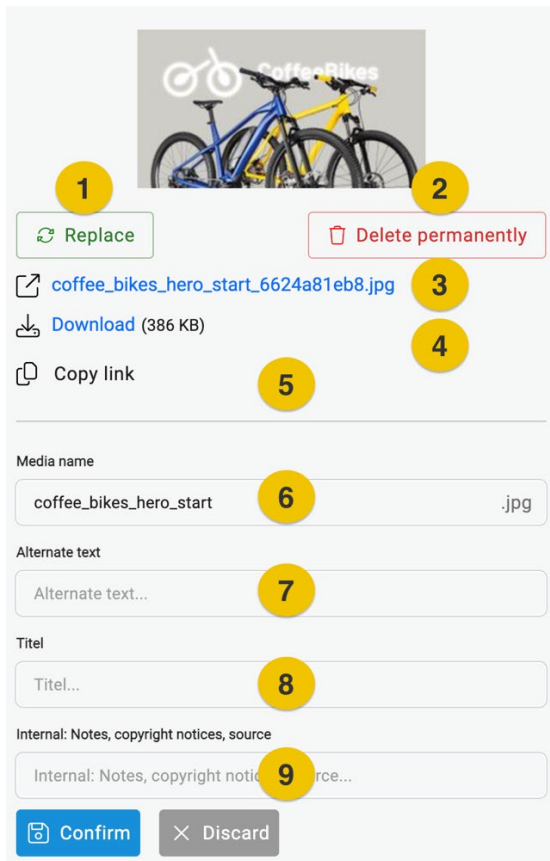


Figure 18 Detail view after clicking on an image

Various options and settings are available in this view.

1. Button Replace	The file can be replaced with another file using this button.
2. Button Delete permanently	Allows you to delete files permanently.
3. Open in a new tab	This link opens the image in full size in a new tab
4. Download	Allows you to download the selected file
5. Copy Link	The link to this file can be copied in this way
6. Media name	The name of the file
7. Alternate text	Alternative text that conveys the content of the image via Screen Reader or displays this text if the image is not displayed correctly
8. Titel	Title of the image
9. Internal: Notes, copyright notices, source	Notes, copyright notices, source Internal notes that are only displayed in this field, for example to note where a file comes from.

Manage

Navigation

The website navigation in PageBuilder consists of a maximum of three levels. The navigation bar can optionally also contain the search function and the dropdown for changing the display language if multilingualism is set up.

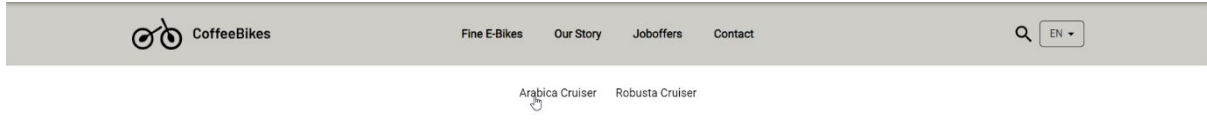


Figure 19 The finished view of a navigation with logo, two levels, search and language dropdown

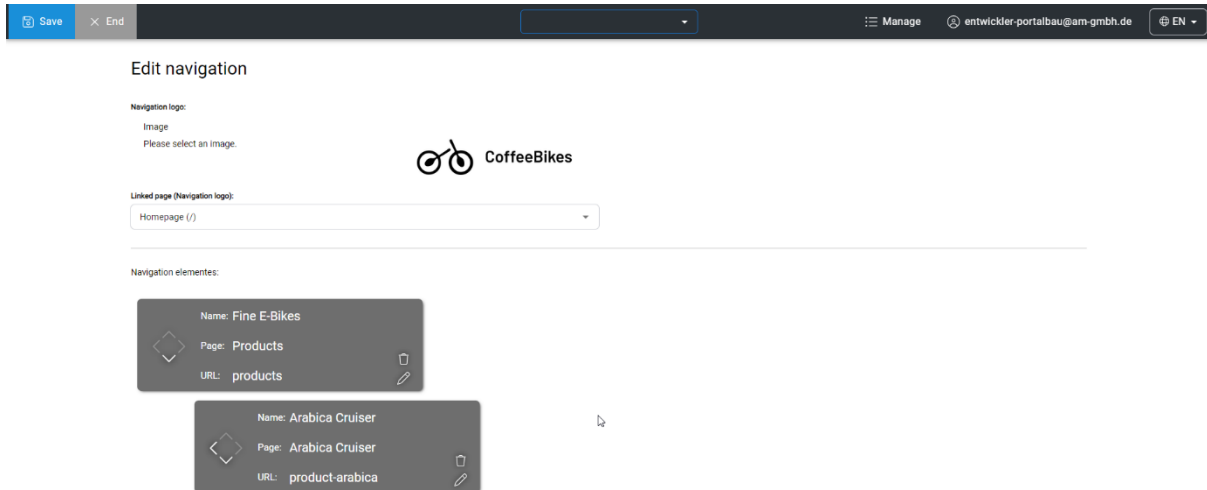


Figure 20 Editing view of the navigation to upload a logo, determine the start page and the levels

How to create and edit a new navigation

Use the "Manage" context menu to call up the navigation overview by clicking on "Manage Navigation". There you can also define the logo or another image, including a link, usually to the start page. Click on the image area to open the Media Manager, where you can select your logo or image. If you want to change your logo, you can do this by clicking on your logo again.

At the heart of the navigation are the menu items in the three layers. The "Create Element (layer x)" button is used to create new menu items in the respective layers.



Figure 21 Levels 1, 2 and 3 displayed one below the other

Manage

In each element, you define the name (display name in the navigation) and the linked content page.

Hint: If a page does not yet have the status "Published", it can be selected at this point, but the link will not be displayed in the navigation until the page is published.

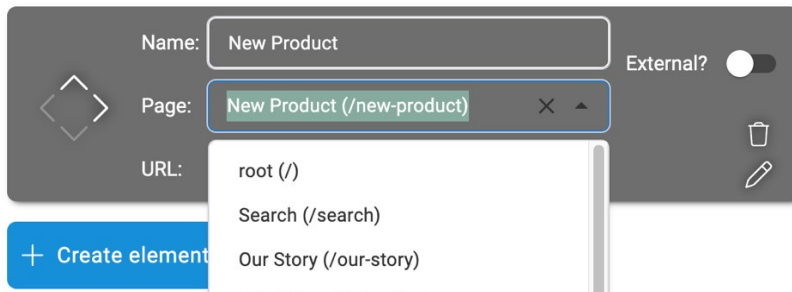


Figure 22 Creating and editing internal navigation elements

For external links, use the "External?" toggle and then enter the name and the external link.

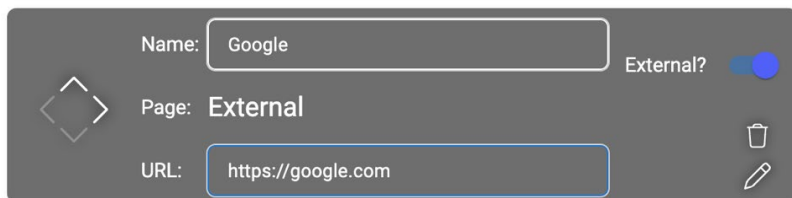


Figure 23 Creating and editing external navigation elements

You can move the elements within the navigation hierarchy by clicking on the four arrows. This also allows you to define levels 1 to 3 within the navigation by clicking on the arrows in the respective direction.

In the example below, "Fine E-Bikes" is the first element on the first level - the main level in the navigation. All arrows except the down arrow are grayed out in this case, as there is no level 0 and the element is already at the top of the ranking list. As only the down arrow is active, this element can only be moved down and would swap places with "Our Story". Only after this swap do the other arrows become active so that this element can also be moved to level 2 or 3 if necessary.

You can move the navigation element "Arabica Cruiser" to level 1 - the main level - using the left arrow or you can change the order between "Arabica Cruiser" and "Robusta Cruiser" to level 2.

Manage

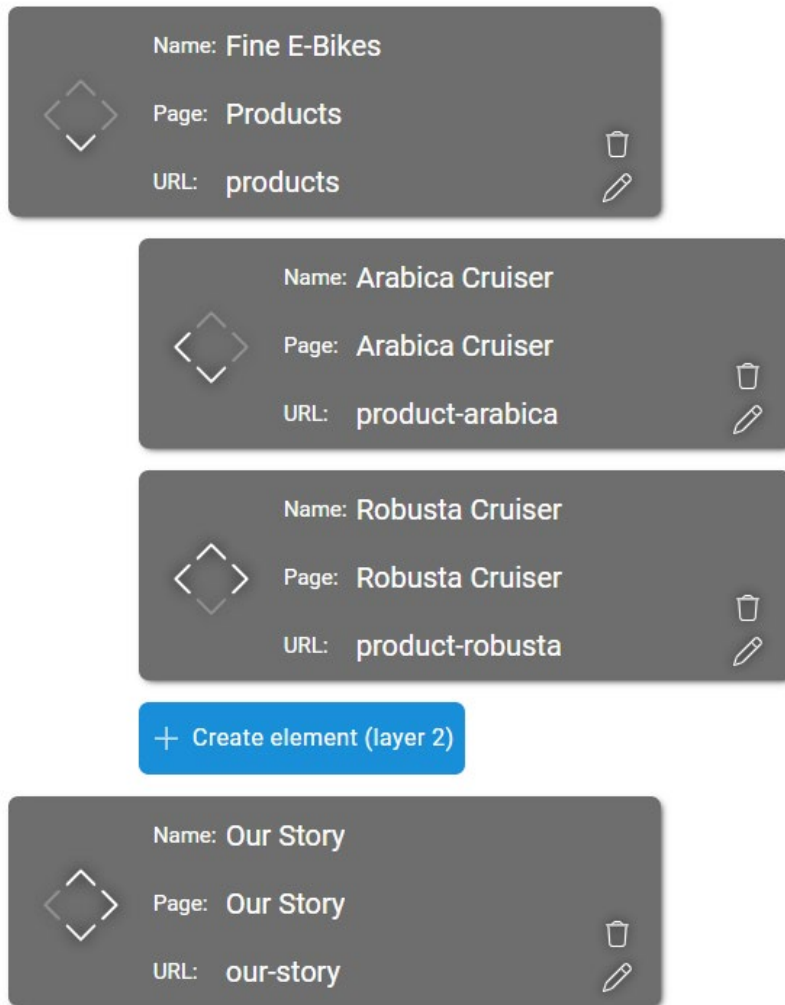


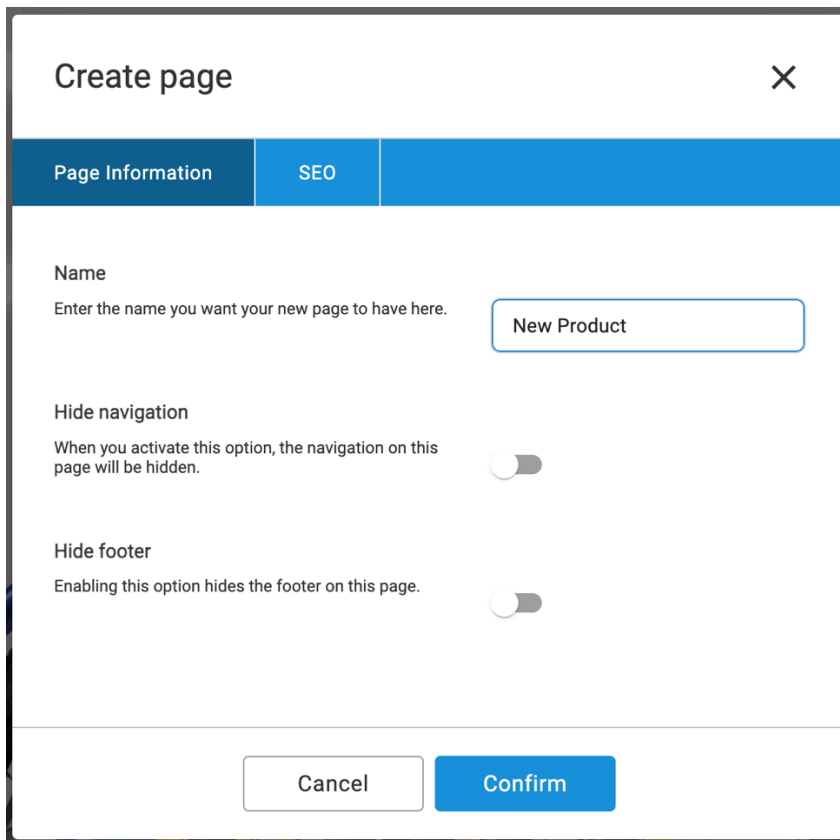
Figure 24 Example of moving the navigation elements

	<p>The pencil symbol allows you to edit the elements. Here you can adjust the name and link.</p>
	<p>Use the "Create element" button to add further elements to your navigation. This button appears for all layers that your navigation already has. (layer 1 and layer 2 in this example).</p>

Add

Chapter 4 - Add

Use the "Add" context menu to create a new content page by clicking on "Add Page".



The screenshot shows a 'Create page' dialog box with a close button (X) in the top right corner. The dialog is divided into two tabs: 'Page Information' and 'SEO'. The 'Page Information' tab is active. It contains a 'Name' field with the placeholder text 'Enter the name you want your new page to have here.' and a text input field containing 'New Product'. Below the name field are two toggle switches: 'Hide navigation' (disabled) and 'Hide footer' (disabled). At the bottom of the dialog are 'Cancel' and 'Confirm' buttons.

Figure 25 Settings through "Add Page"

At the beginning, you only need to enter a name (internal designation). This short process is confirmed via the "Confirm" button and the page is immediately listed in the dropdown of all content pages, even if the page has not yet been published and is not linked.

You can change the name and URL as well as hide the navigation and footer of the new page at any time using the Settings button in edit mode.

Learn: Further information on editing the settings can be found in Chapter 1 - Editing mode under Settings.

Chapter 5 - Content elements

Texts, media and the dynamic arrangement of images, videos and text blocks can be placed on a content page using placed content elements. Pure design elements are also possible. Content elements can be moved in their order, customized and also deleted again. This is only possible within the editing mode of the content page.

Adding a new content element

The large "Add New Element" button is located at the bottom of a content page in edit mode. This opens an overview of all available content elements that you can add to your page. Click on an element to place it above the button on the page.

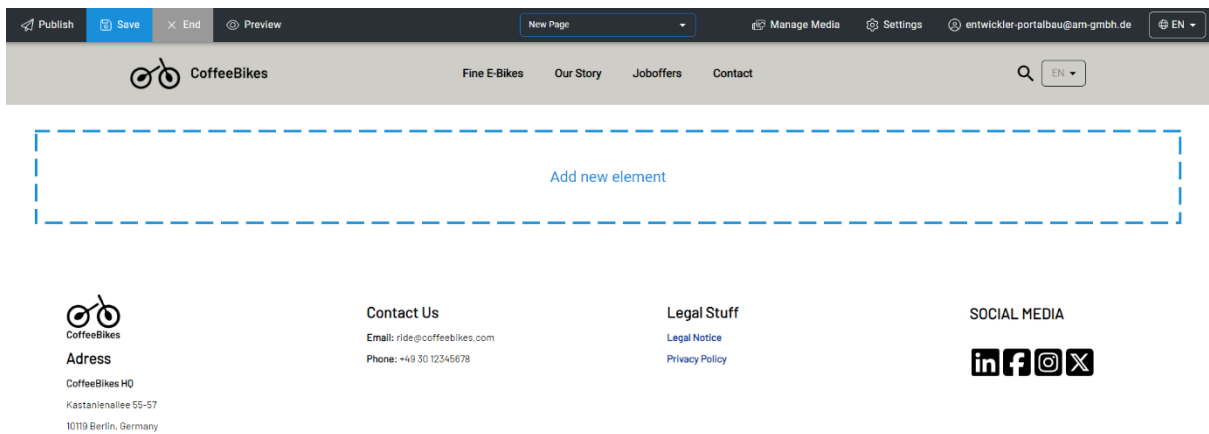


Figure 26 Overview of the editing mode to add new content elements

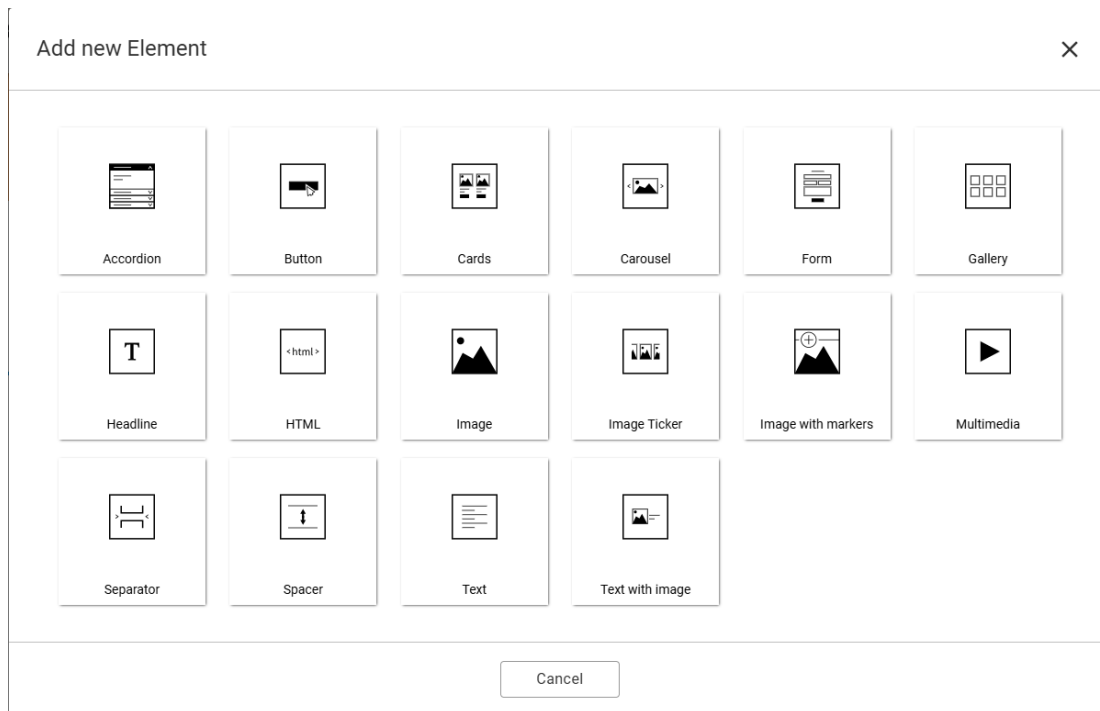

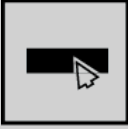



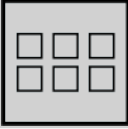








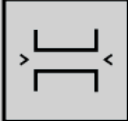
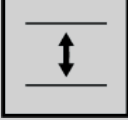


Figure 27 Overview of the content elements that can be added

Content elements

Overview of all content elements

	Accordion: The content element is used to present extensive information in a small space, perfect for an FAQ. The user interface is not overloaded thanks to collapsible text sections. You can configure whether this happens automatically.
	Button: Certain functions such as navigating to other pages or triggering actions are activated on the website using the button element.
	Cards: Whether as teasers with links to other content or for clear data in the grid - cards can consist of images, headings, text and buttons. The integrated rich text editor gives you a free hand when designing the text.
	Carousel: A dynamic presentation of images within a content element is possible via the carousel. In addition to the classic function as a static header image, the carousel also provides a text editor and call-to-action elements for scrollable content teasers.
	Forms: Your forms can be configured with the form manager and integrated on any number of content pages via the content element in the PageBuilder.
	Gallery: The gallery is perfect for presenting numerous media contents in a visually appealing way in a small space. The necessary image and video material is imported from the Media Manager. Several display formats offer you good integrity in your layout.
	Headline: In PageBuilder, it is possible to create an SEO-friendly headline hierarchy. With just a few clicks, page titles (H1) and subheadings (H2, H3, etc.) can be created in the content elements used.
	HTML: For more flexibility in the design and placement of elements, PageBuilder offers the option of placing HTML elements directly on the page. You can insert all valid HTML elements, including iframes, scripts and styles.
	Image: This content element is used to place individual images. Images are selected here via the MediaManager. The size can be changed afterwards. Small captions are also possible.
	Image ticker: Either as an animated ticker tape or static image display, the image ticker shows many images in a row. Ideal for partner logos and references. The images can contain internal or external links.
	Image with markers: After selecting a suitable image via the options, you can place individual markers on the image and, if required, display text by clicking on the marker. Ideal for maps, floor plans and plans.

Content elements

	Multimedia: Multimedia elements are a basic and important element on pages. They are used to display visual content and improve the user experience. Possible media in the multimedia element are images, playable audio files, YouTube and self-hosted videos.
	Separator: The section separator is a graphic element with CSS markup and therefore differs from the spacer. It is used to stylishly separate sections of a content page. This is achieved using predefined patterns such as waves, which enable a visual hierarchy to maintain the aesthetics of your content.
	Spacer: With the spacer, you create space so that content elements can be placed at a comfortable distance from each other. With individual dimensions and colors, nothing stands in the way of a modern UX design.
	Text: Simple text editing is possible with our rich text editor (RTE). This allows users to format and design texts without having to work directly with the HTML code. The integrated link chooser provides internal and external links in the text.
	Text with image: The text with image element consists of a rich text editor combined with a media element. Information can be presented in a visually appealing and understandable way. The use of subheadings is also possible.

Editing content elements

Mouse over the element to be edited to reveal the blue editing frame with several buttons. Each element has different editing options depending on its type.

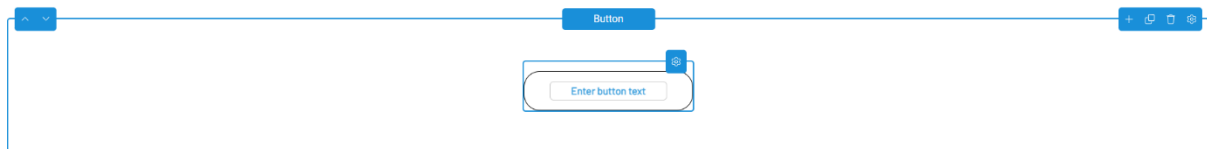










Figure 28 Content element button in edit mode

General editing options:

	Top left: The two arrows on the left-hand side allow you to change the order of the content element up or down.
	Top center: The name of the selected content element is always displayed in the middle. In the example, this is the content element "Button".
	Top right: At this point, there are various options for further editing the content element. You will find the following buttons there:
	Add: Another element is placed below the selected content element - the element selection window opens.
	Duplicate: The selected content element is copied and placed again below the selection, including settings, text and media.
	Edit: Behind the pencil is a window for further editing options. Example. For the content element Carousel, create the slides here.

Content elements

	Delete: After clicking, a confirmation window appears. After your confirmation, the selected content element is deleted.
	Settings: Further options for the selected content element. For more information, see the subchapter Settings: The "Options" tab and Settings: The "Animations" tab.

Settings: The "Options" tab

Each content element has additional options via Settings that influence the appearance and behavior of the respective content element.

Learn: For more information on settings in the Strapi backend, please use the complete Settings documentation for the PageBuilder.

Each content element has different settings in some cases. For this reason, the most important settings that can be found in each content element are listed here.

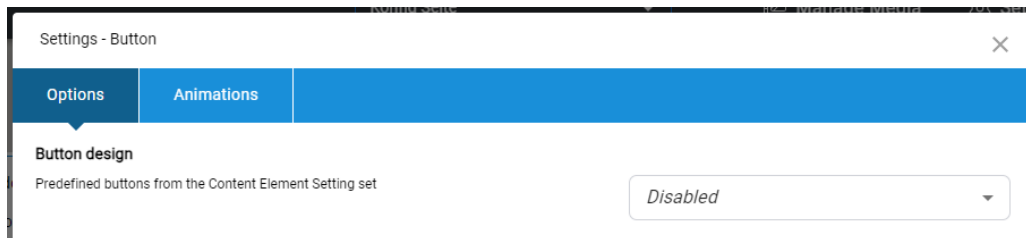


Figure 29 - Example of settings options using the content element button

Content-Element design	In this example, "Button design". Predefined appearance for content elements that have been defined by a designer or developer in the Strapi backend.
Background color	Selection of background colors that can be selected via a dropdown. This color only affects the background color of the selected content element.
Use as an anchor	Activate this option and assign a unique name to be able to jump directly to this element via a link.
Custom classes	Custom classes can be entered for content elements. This is done via Custom CSS, which is set by a developer or designer in the Strapi backend. This person will then also provide you with the class to enter.

Warning: Only the most important options that are essential for the design of a content element or can be found in all content element options are listed here!

Hint: Some options under "Options" only appear if they have been configured by a developer or designer in the Strapi backend.

Content elements

Settings: The "Animations" tab

Get your content elements moving! Use the "Options" cogwheel button to access the "Animations" tab in the window. You can select the desired behavior from preconfigured animations in the dropdown to create dynamic movements. Testing is possible via the preview mode.

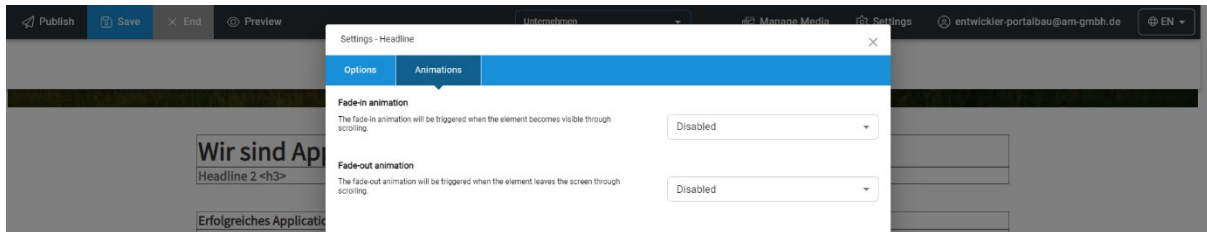


Figure 30 - Animation modal

Fade-in animation	As soon as a user has reached the height of the respective content element when scrolling the page, the selected animation is triggered and the element appears on your page in this way.
Fade-out animation	If users scroll past the content element, the fade-out animation is triggered and the element leaves the display area of your page.
Dropdown-Optionen	A wide range of options is available for both fade-in and fade-out animations.

Animations must first be activated by you. They are switched off by default. If you would like to deactivate previously activated animations, please select "disabled" in the dropdown.