

Drag and Drop

Step 1: Click and drag the page element from the right to the canvas on the left.

Step 2: Elements on the canvas can be repositioned by dragging the "move" icon up or down. (Ref. 24 above)

Descriptions

- 1 The page builder will automatically load when you are inside the page details.
- 2 Button to view all the QR codes created for the page.
- 3 Button to create a QR Code that takes you out of the page builder and into the QR code generator.
- 4 Edit page details to change the name of the page, the site it belongs to, description, or page thumbnail. This is the universal icon for 'edit' throughout Tappinn.
- 5 Duplicates the page to make a copy but with a different page ID. Also referred to as 'cloning' the two elements that will not duplicate are user submissions and vCards.
- 6 Page 'analytics' icon. Click to view stats for the page.
- 7 This icon is used to delete your page. By deleting your page, the codes will also be deleted.
- 8 Page title is important. The title you give a page does not appear anywhere on the page visibly, rather it is the description that shares to everyone by tweet, email and Facebook using the share elements. Also, it is used as the web meta description.
- 9 Page colors. Set the background and button colors inside this area. Within the color scheme window, you can adjust the colors manually or set to default in 'Site Details' section.
- 10 Add logo image, also referred to as a 'page header'. This page element can only be used once per page. The image used can be set as a default page element to automatically show up throughout your site.
- 11 Add text to your page. The text editor will appear when the element is dragged to your canvas. You can use multiple text boxes within a page.
- 12 Add an image to your page. We recommend optimizing at 800 pixels wide to include tablets and desktop viewing. All images can be linked to a webpage, email address, or phone number. Note that all images will stretch fully across the page.
- 13 Add Video to your page by embedding a YouTube video. Drag this element and enter the YouTube ID for your page. The YouTube ID can be found in the URL of your video. (Ex: http://www.youtube.com/watch?v=n3HE7ZDn_Hc. The ID is highlighted in red after v=).
- 14 Add a button to your page that links to a website outside of your hosted Tappinn pages. (ex. www.facebook.com) . The link will appear as the default button style that you selected in "site details" edit area. You can link to any web URL, email, or phone number.
- 15 Add a button to your page that links somewhere within your other Tappinn hosted pages. This link will appear as the default button style that you have selected in "site details" edit section. To change the button style that appears on the page, view the button selection gallery in the 'site details' edit section.
- 16 Incorporate Twitter updates into your mobile page. You can embed profiles and # searches. Choose how many tweets appear on the page This is awesome for adding conversation and news updates to the experience.
- 17 Facebook commenting will allow people to leave comments on your page using their Facebook profile. The comment will also appear on the users own profile wall. Viral!
- 18 Add a submission form inside your page. The form fields and response email must be constructed prior to adding this page element. To create a User Submission Form, simply click the [+] icon next to User Submission in your menu to enter the form builder. See video '[how to create a submission form.](#)'
- 19 Add a vCard that downloads directly to a phones address book (virtual address card). The vCard must be created prior to adding the button on the page. To create a vCard simply click the [+] icon next to vCards in the menu. The "add new vCard" page will display. Fill out the information you would like to supply and click "add." If you have any further questions please view the video "how to add a vCard."
- 20 Social sharing links that appear as icons horizontally on your page. These links allow users to share the page easily via Facebook, Twitter, email, and by creating a QR code.
- 21 This saves any changes that have been made to your page. Once you save the elements, the page will be updated on the live version. You **must save your changes** in order for them to appear live.
- 22 Oops. Click the revert button to remove any changes you have made to your mobile page. Note that the elements will only revert if you have not saved them. Reverting the mobile page will revert the canvas back to how it was when you last saved it.
- 23 The Preview mode button will display the elements exactly how they will display on a device screen.
- 24 Curser to re-position existing page elements on a canvas.

Extras

Certain page elements can only be added to a page once. Those elements are Logo, Twitter Embed, Facebook comments, and user submission forms. These icons will appear grayed out once they have been added.

All page elements can only be stacked vertically.