GETTING STARTED WITH

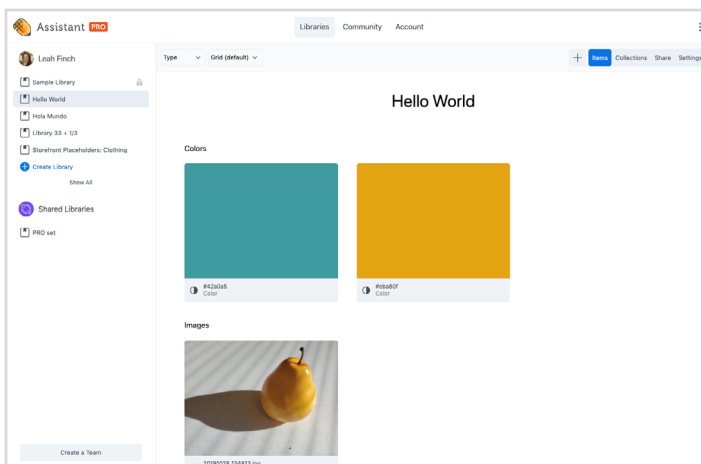# Assistant PRO

by beaverbuilder

Contents

Getting to Know Assistant Pro

What is Assistant?

Assistant is a tool that will help you keep your WordPress assets organized and easily accessible.

Assistant WordPress Plugin	Allows you to perform common WordPress tasks more efficiently using a sidebar on the frontend of your website.
Assistant Pro Cloud App	A cloud companion that connects to the WordPress sites you've installed the Assistant WordPress plug-in on. It allows you to easily access, share and organize design assets across multiple sites. It's kinda like a "Dropbox" for WordPress assets.

NOTE: Assistant's functionality is extended by using other Beaver Builder products, but Assistant also works on non-Beaver-Builder sites too.

Assistant Pro Interface
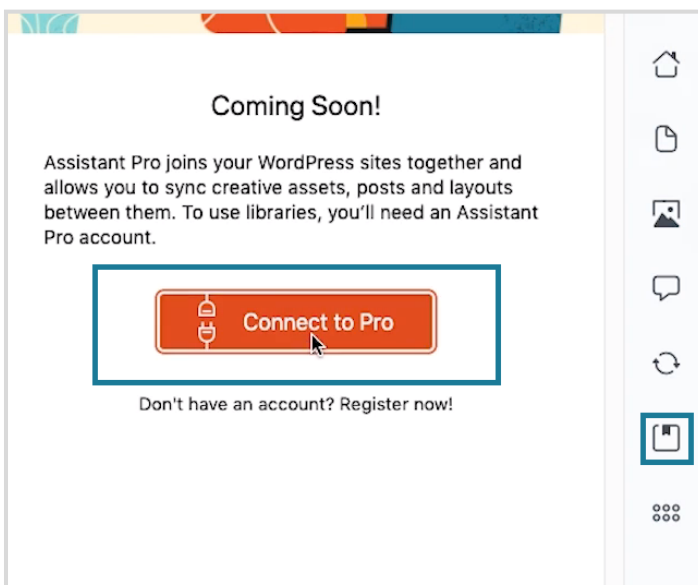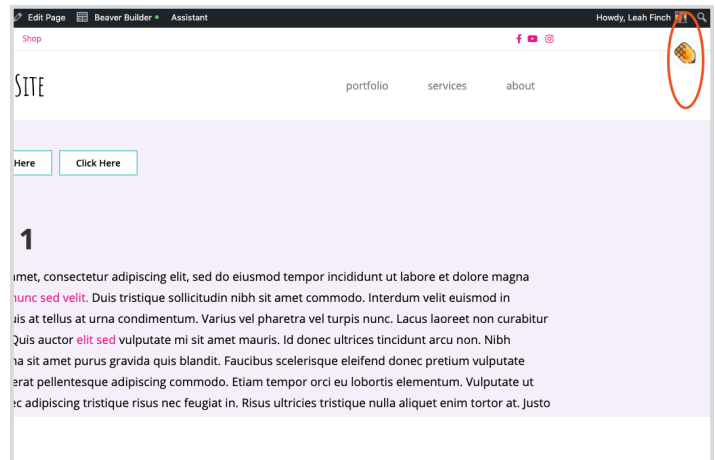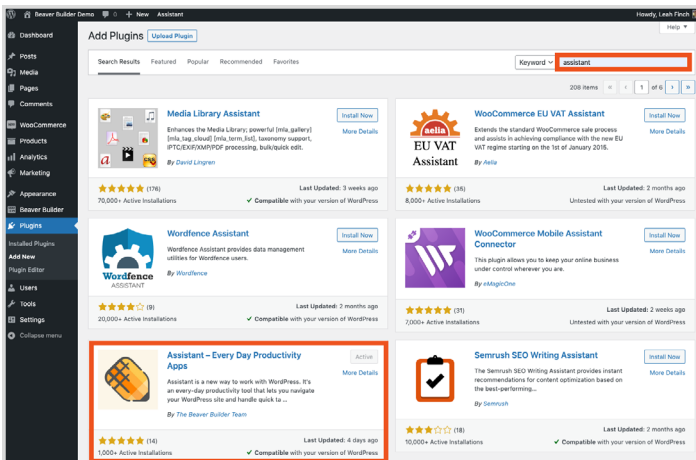

Assistant WordPress Plugin Sidebar

NOTE: You don't need to use the Assistant Pro Cloud App to enjoy the WordPress plugin. The cloud app extends the uses of the WordPress plugin.

Free vs. Premium

The Assistant WordPress Plugin is free to all users. The Assistant Pro Cloud App has both free and premium options. There are two premium options, one for individuals and one for teams. You can change your account type from the *Account Tab* under *Billing Information.*

Installing Assistant Pro and Linking to the Assistant Pro Cloud App

You can download the Assistant WordPress plugin from the WordPress Repository. Navigate to Plugins>Add New on your WordPress site. Search for "Assistant" and you'll see the yellow pencil icon and *by the Beaver Builder Team*. Open the Assistant Sidebar from your WordPress site's front-end pages by clicking the pencil icon in the upper right corner of the screen.

From the Assistant plugin's sidebar, navigate to the Libraries App. There you can create a new account and connect to Assistant Pro.
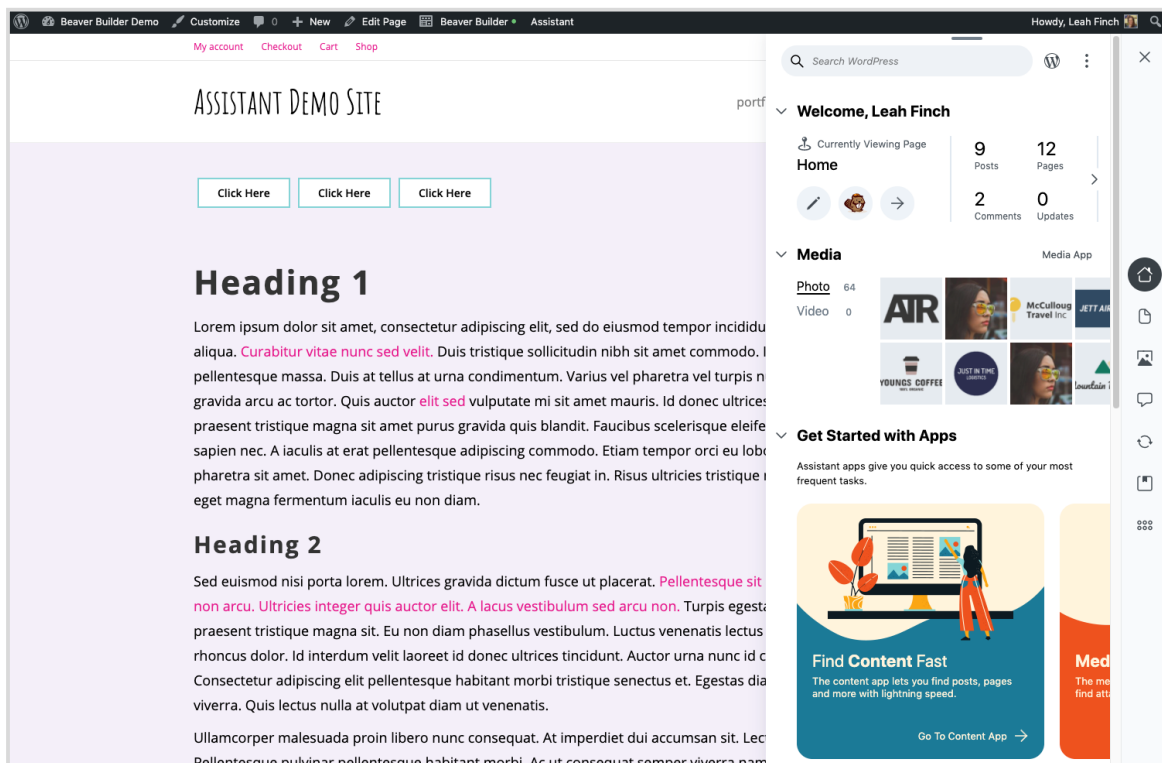
Assistant Plugin Overview

In Assistant, the tools we access from the right-side menu links are Apps.

Here's a list of the apps available in Assistant:

- Home
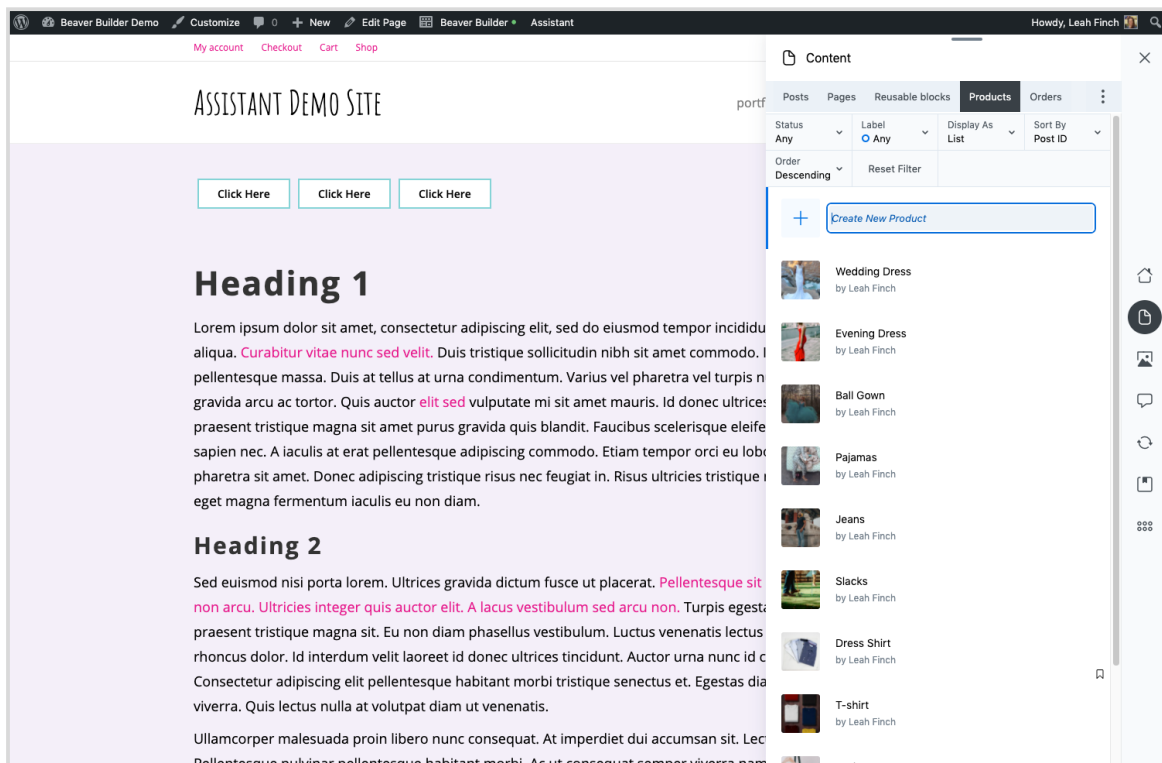- Content
- Media
- Comments
- Updates

Home App

The Home App gives you a birds eye view of your site's content and media.

Content App

The Content App is where you can view and edit content like posts, pages, Beaver Builder content, WooCommerce products and Gutenberg blocks. You can also add content to the Assistant Pro cloud from the content app.

Media App

From the media app, you can browse and sort media or upload new media. You can also add media from your WordPress library to the Assistant Pro cloud from the Media App.

Comments App
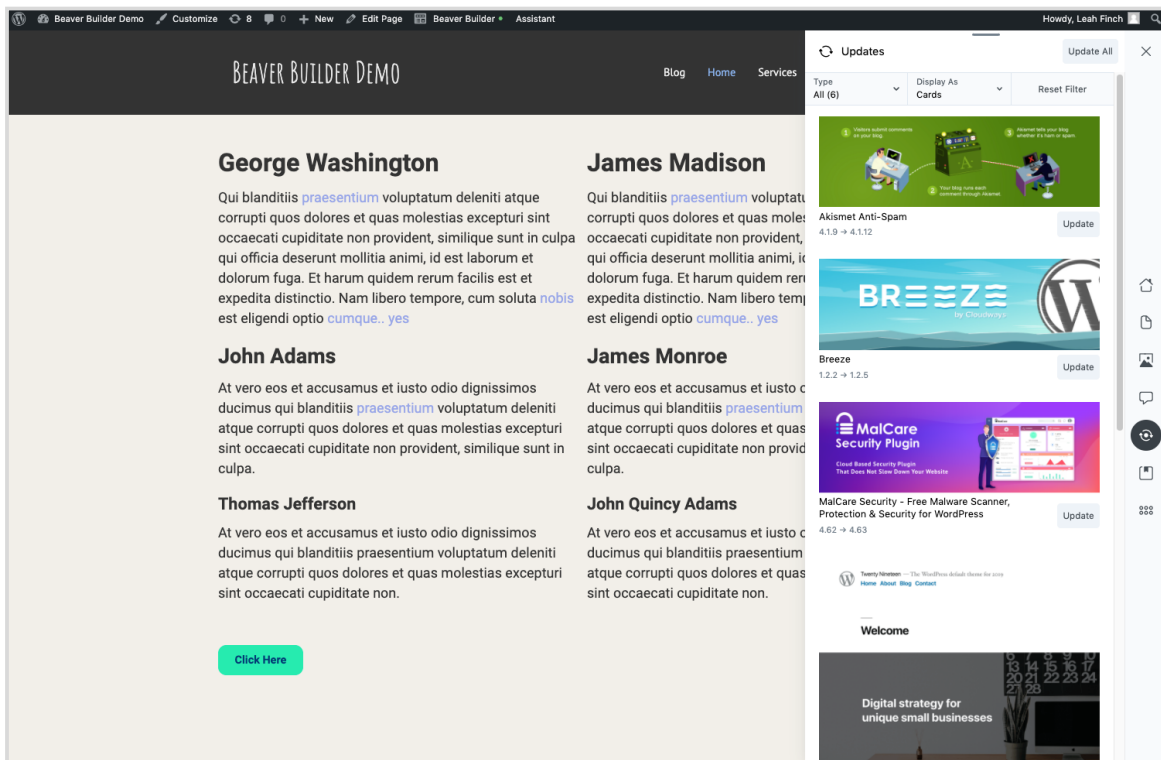
Use the Comments App to sort comments by pending, approved, spam and trash. Approve, unapprove, and move comments to the trash.
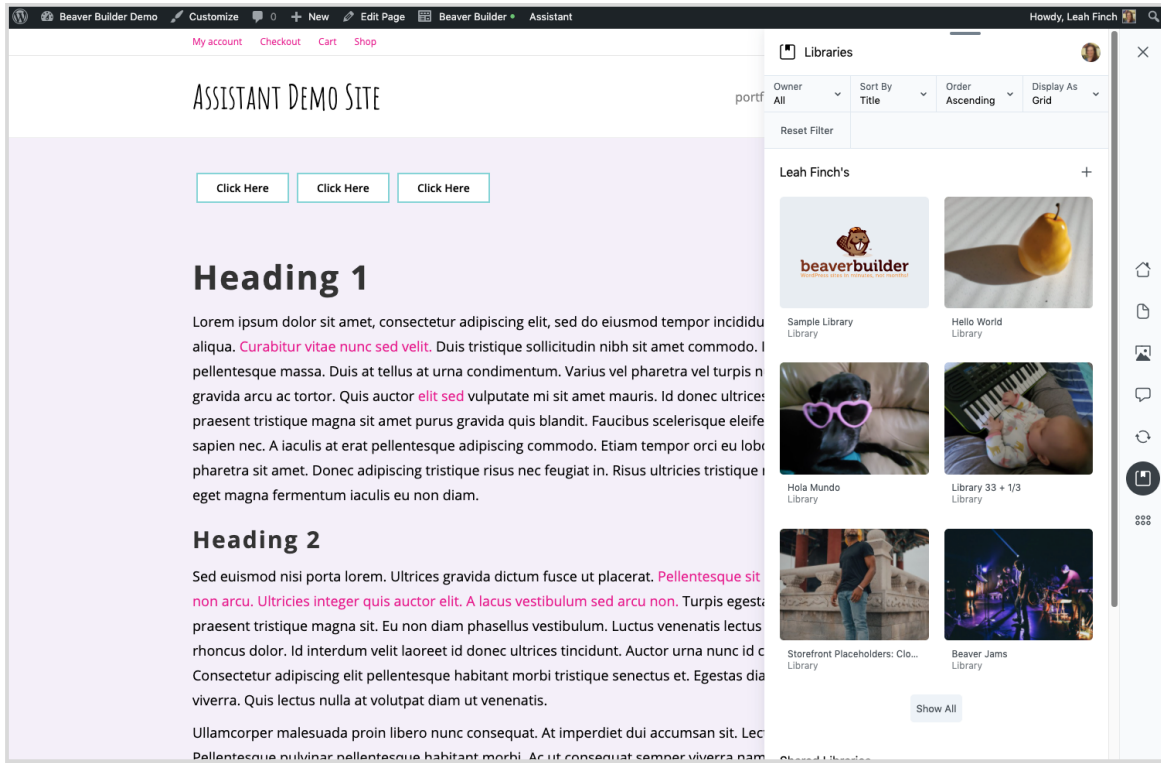
Updates App

The Updates App lets you update your theme and plugins.
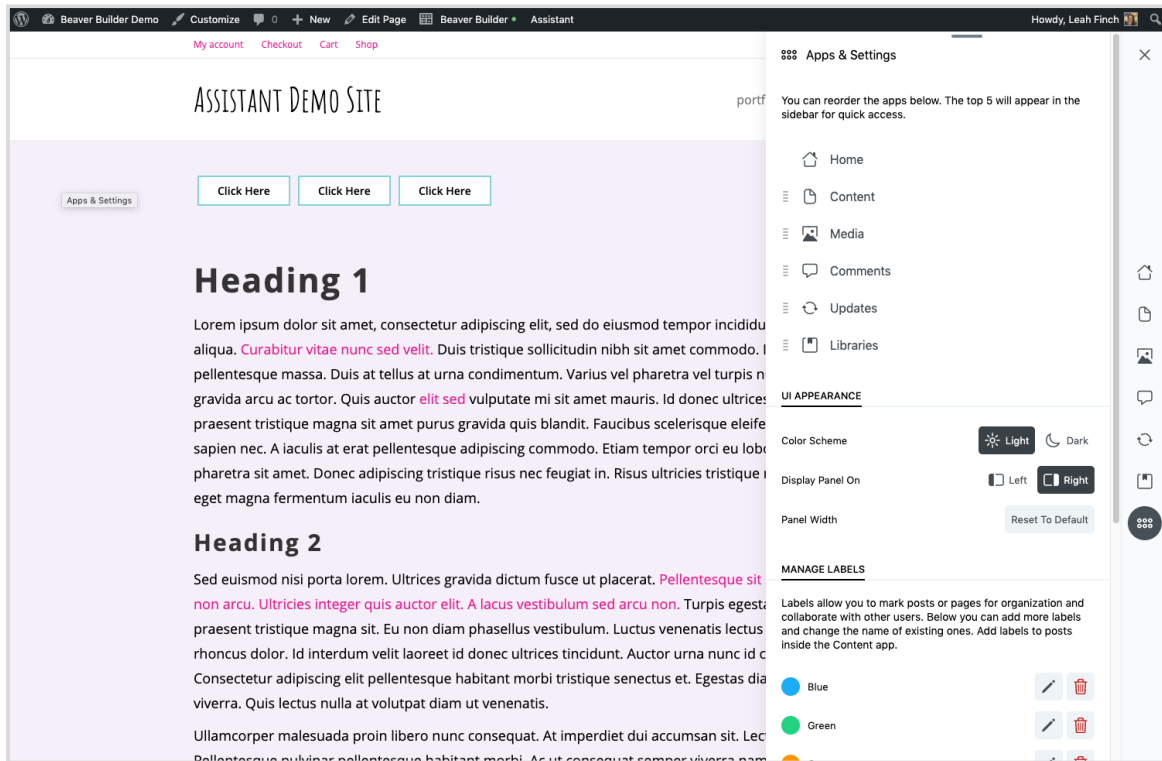
Libraries App

The Libraries App is where you can connect to Assistant Pro to access your assets from the cloud.

Apps + Settings

Apps and Settings is where you adjust your appearance settings, choose what sidebar apps are displayed, create and manage labels...
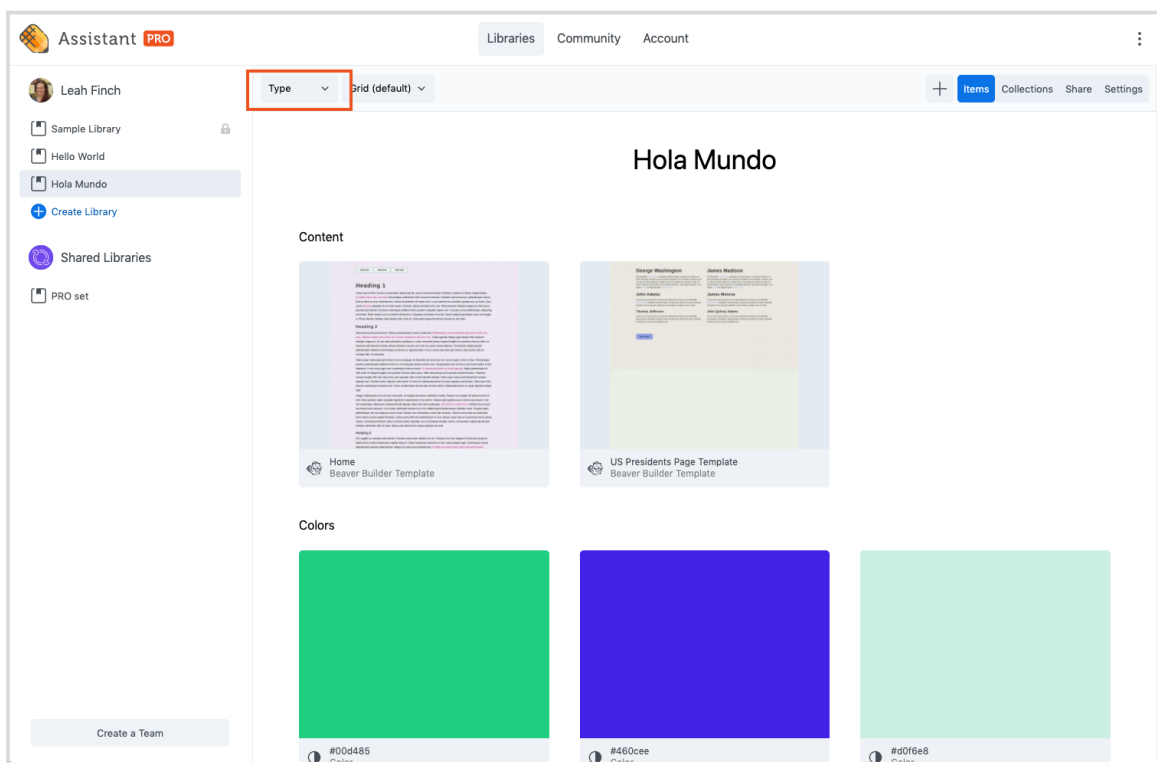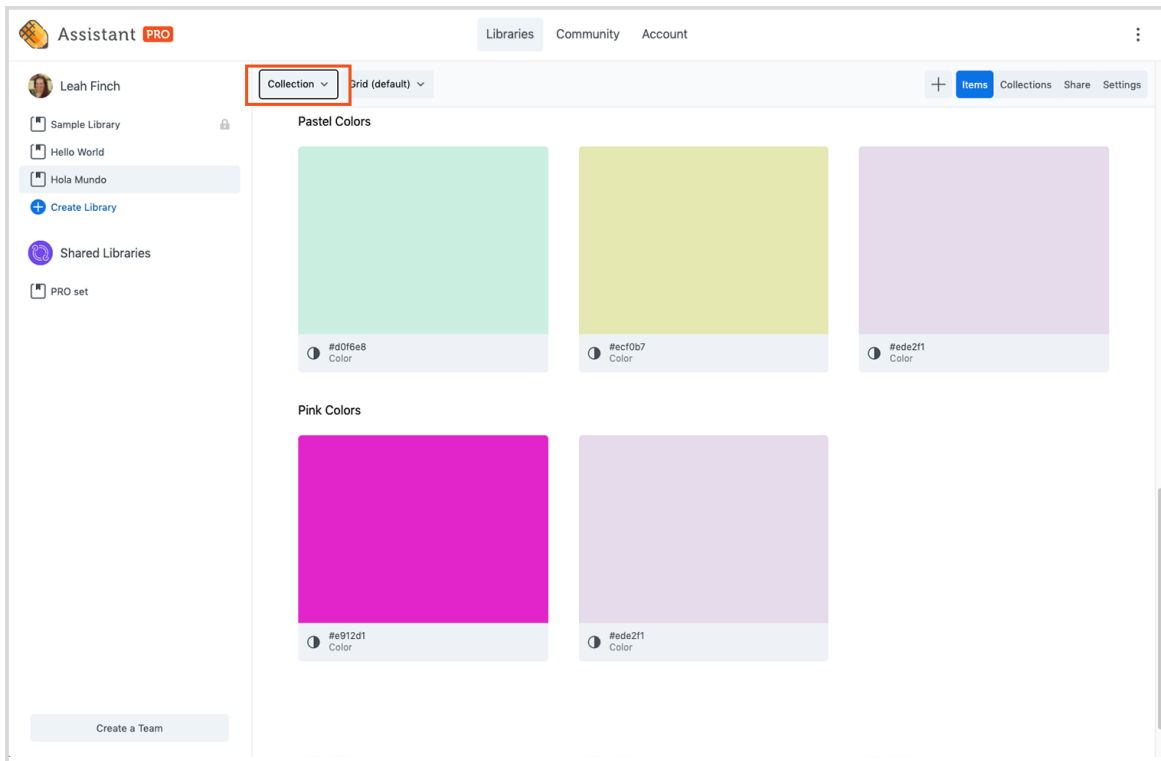
Assistant Pro Overview

Assistant Pro allows us to organize creative assets in *libraries* and *collections* so we can easily access them from the Assistant WordPress Plugin when we are building sites.
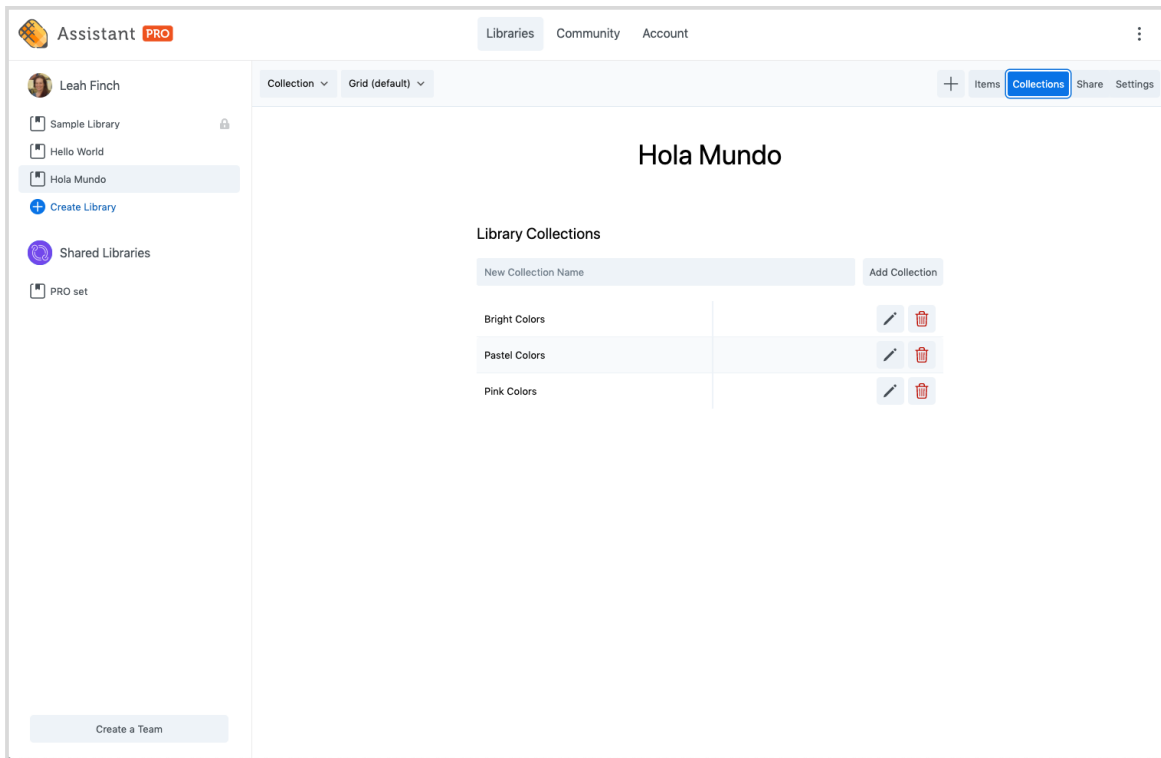
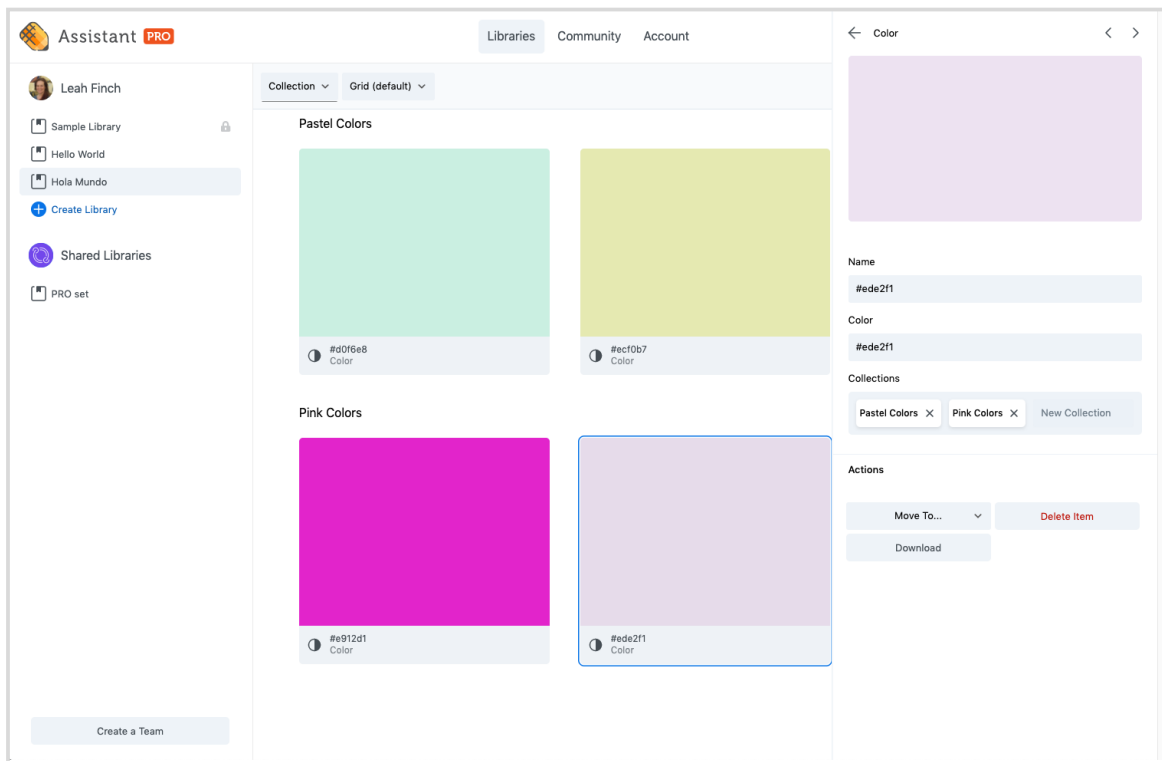| Assistant Pro Key Terms	
Creative Assets	Are the things you put inside Libraries. • Images (.png .jpg .svg .giff) • Content (Posts, Pages, Beaver Builder Saved Content, Themer Layouts, WooCommerce Content, Gutenberg blocks…) • Colors • Theme Customizer Settings
Libraries	Containers for your creative assets that allow you to easily share assets across all your sites. Libraries can be: • Public • Personal • Private • Shared • Team

By default libraries are sorted by file type…

Once you have added collections, you can also sort by collection...

View a library's collections by clicking the collections tab...
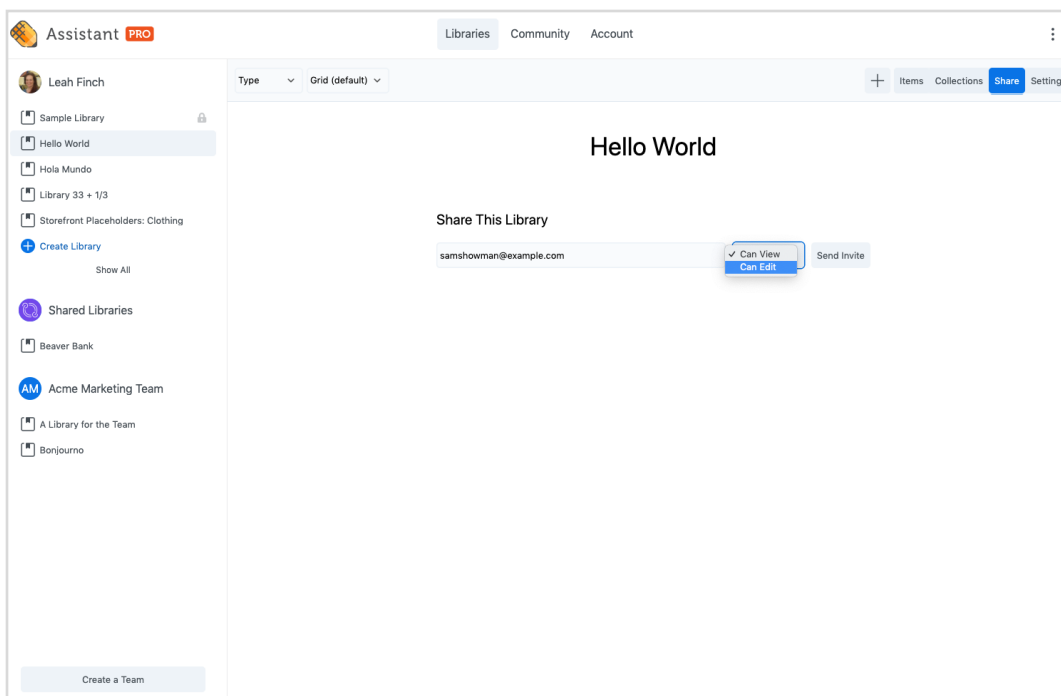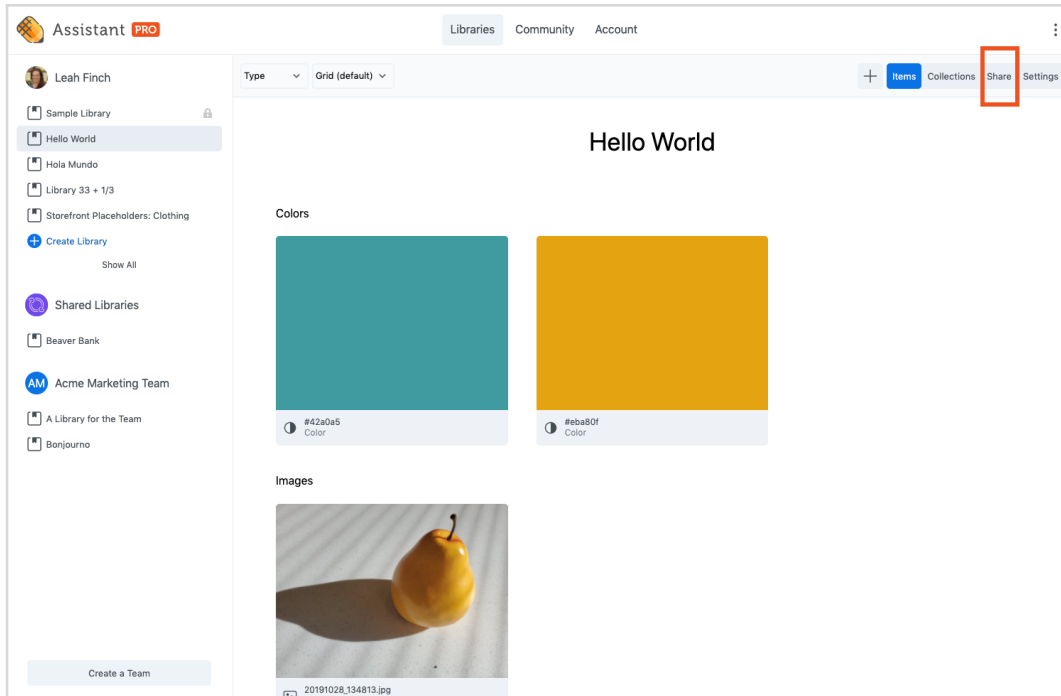
Click an item to open the sidebar. From there you can perform various actions including assigning collections. This item is assigned to two collections, *Pastel Colors* and *Pink Colors*.
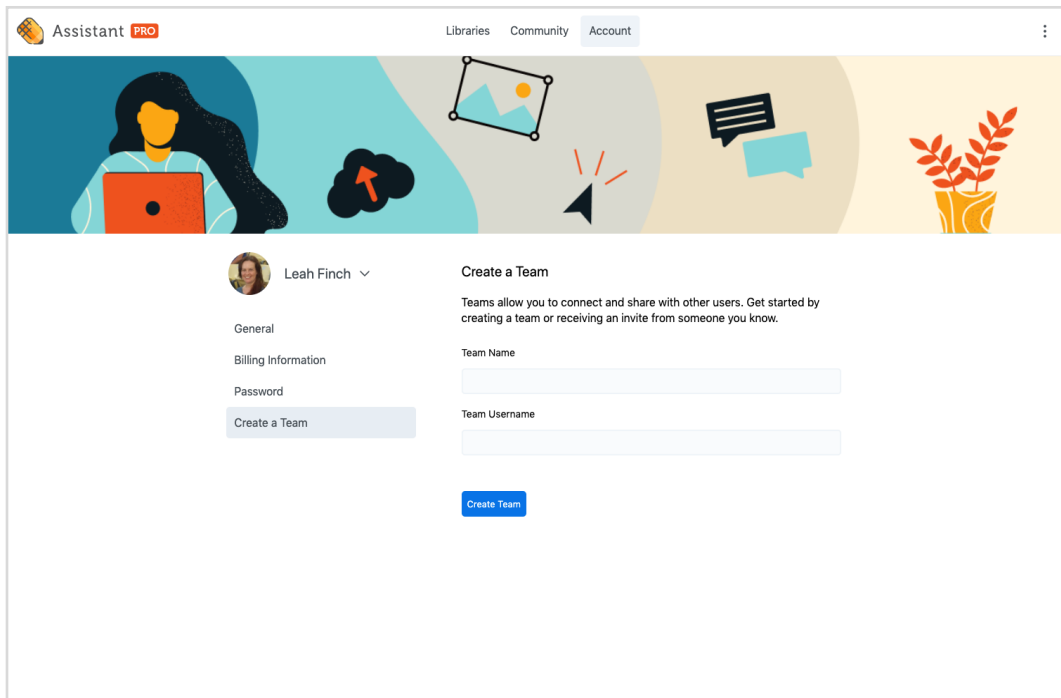
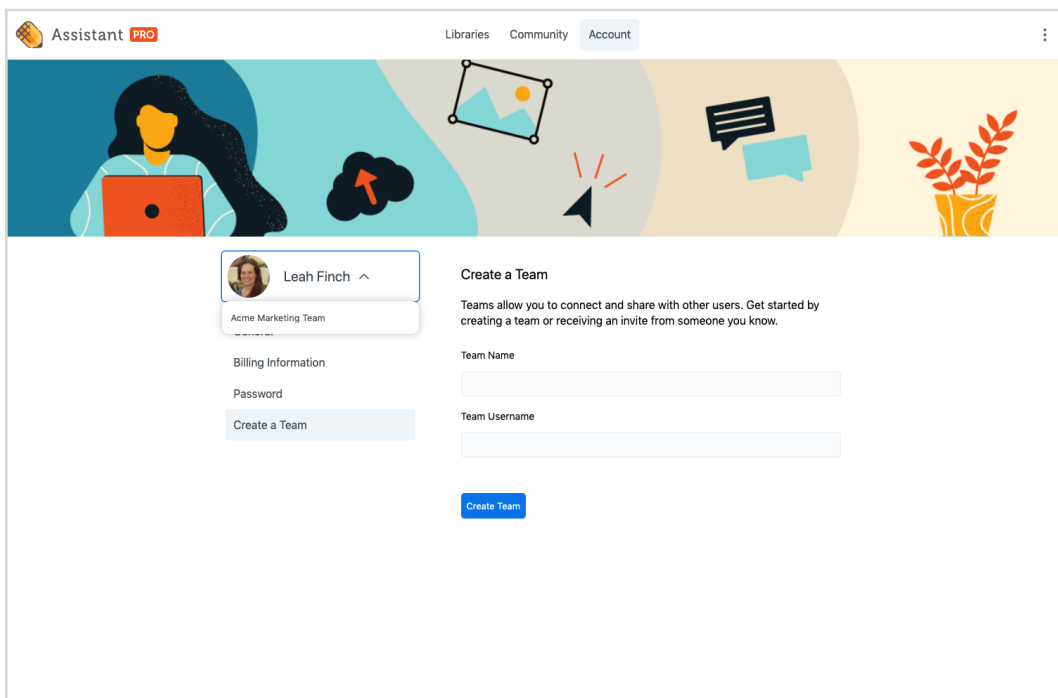# Shared Libraries and Teams

Shared Libraries

To share a library, select the share tab, then select the permissions you want to give the person your sharing with.
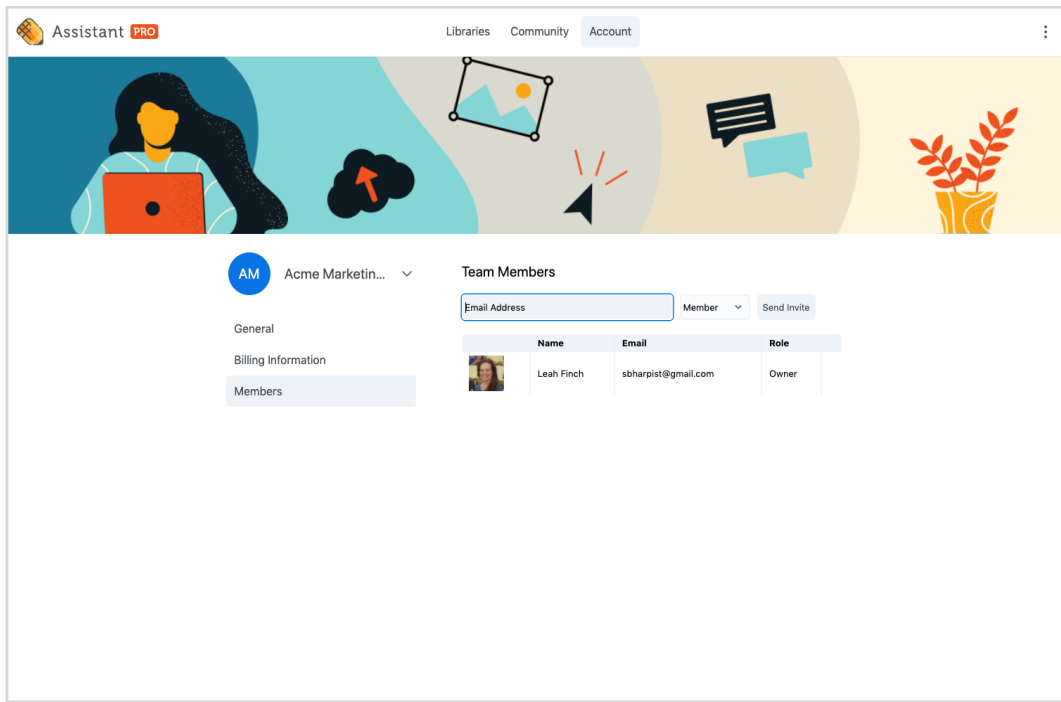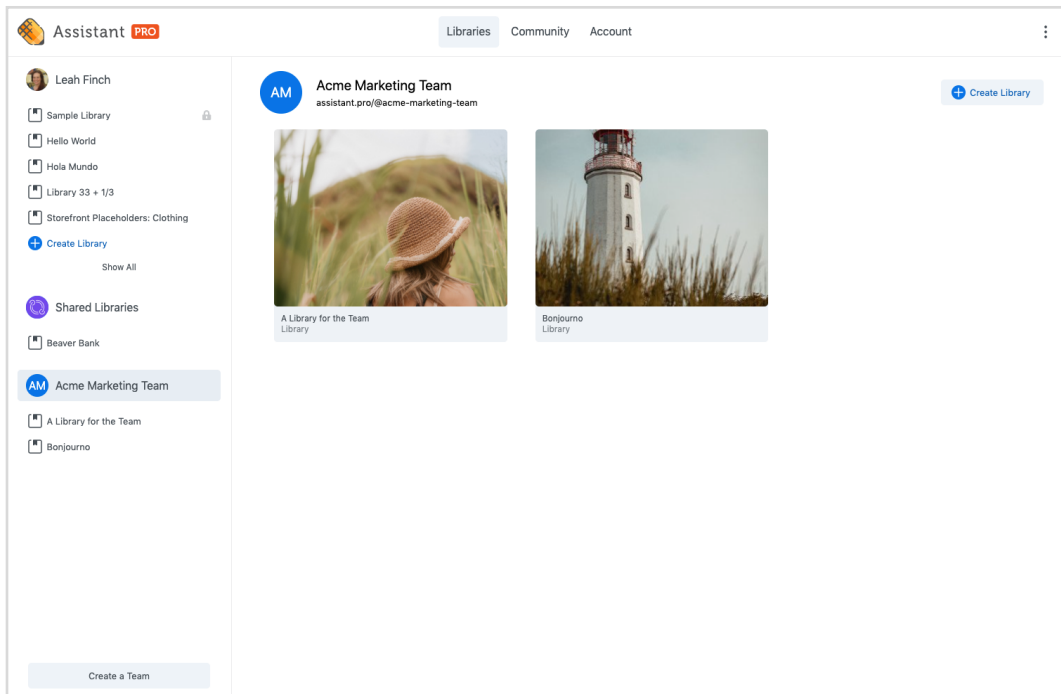
Teams

Teams are created from your account page.

The teams you manage are accessed by toggling a drop-down menu on your account user name.
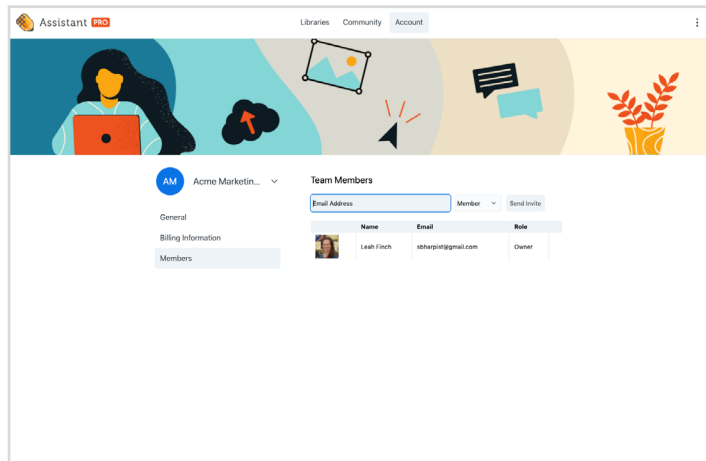
You can add members and choose their permissions from the Members tab on the team's account page.

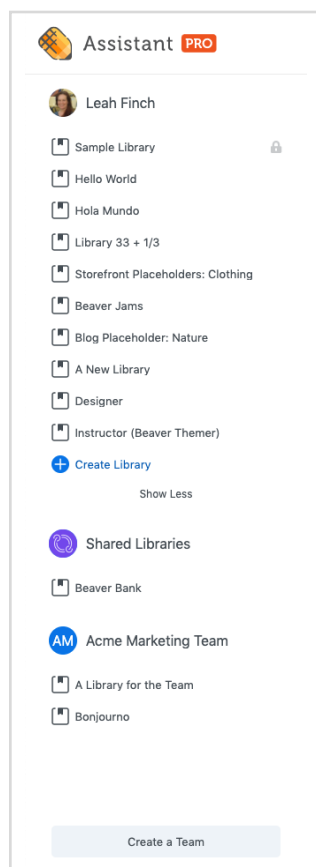Teams display on the sidebar under shared libraries.

Community Assets

The Assistant Community is a place where Beaver Builder designers can share and feature their work in the form of Templates and Themer Layouts. This part of Assistant is still being developed, so we'll be seeing more content added as time goes by.

You can either *subscribe* to a community library or *duplicate* it.

- **Subscribe** to a library if you'd like to get updates and see new content.
- **Duplicate** a library to have the ability to easily import the whole library.

Subscriptions are filed under *shared libraries* in the sidebar and are owned by the library's creator.
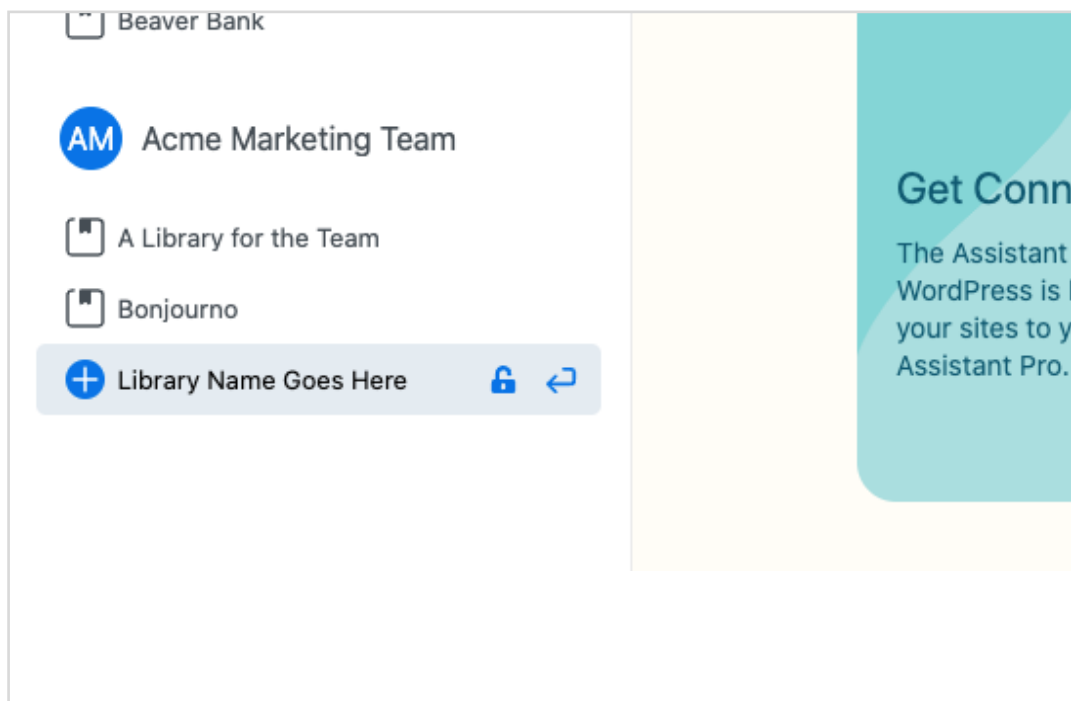
Duplicated libraries are filed under your libraries and you have ownership.
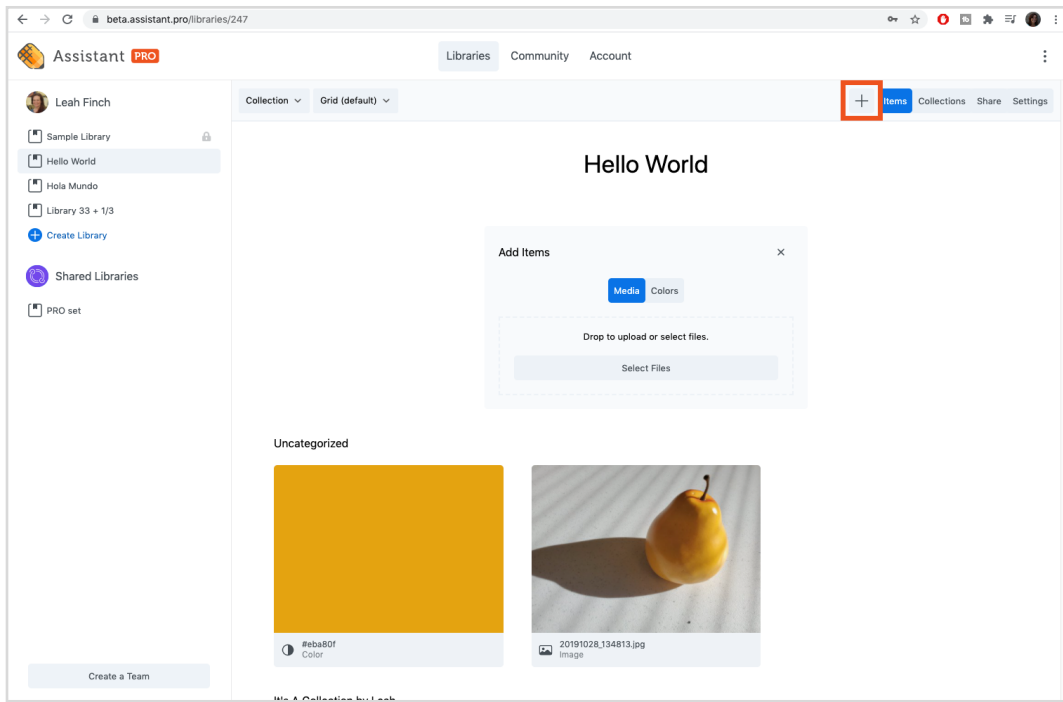
Adding Assets
to Libraries

You can add colors and images (.jpg, .png, .svg .giff) as well as templates shared by the community to your libraries from Assistant Pro. You can add images, colors, theme settings, and page content (posts, pages, Gutenberg Blocks and Beaver Builder Saved Content) to libraries from the Assistant WordPress Plugin.

Adding Assets via the Cloud

Create a new library:
Enter the library's name then click the arrow icon. Premium users can also make the library private by clicking the lock icon (or make private under library settings).
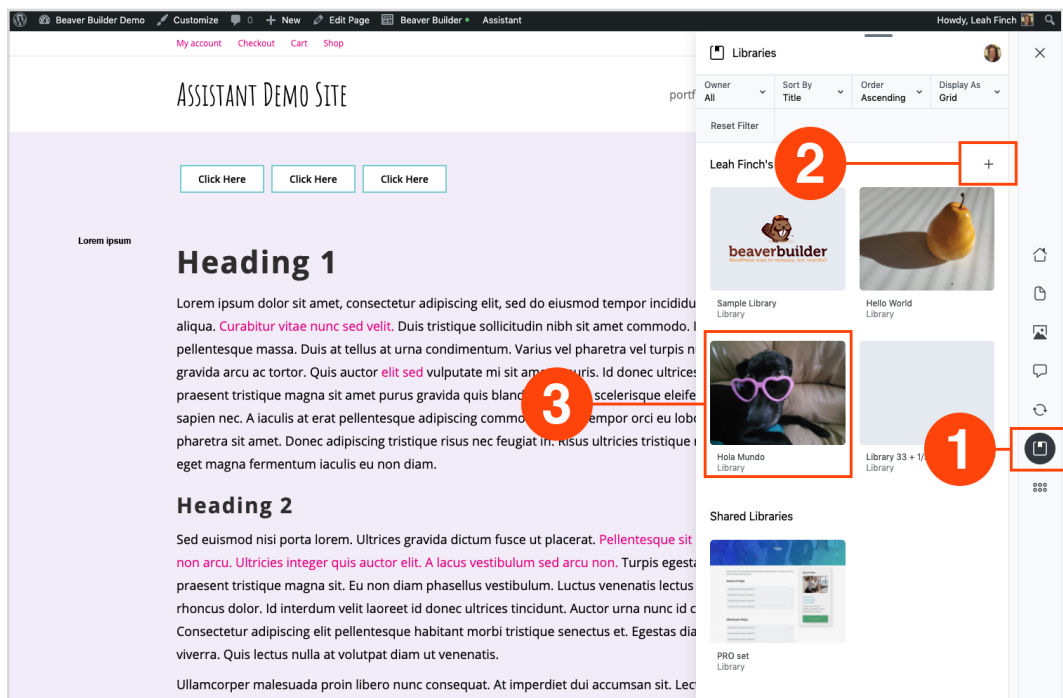
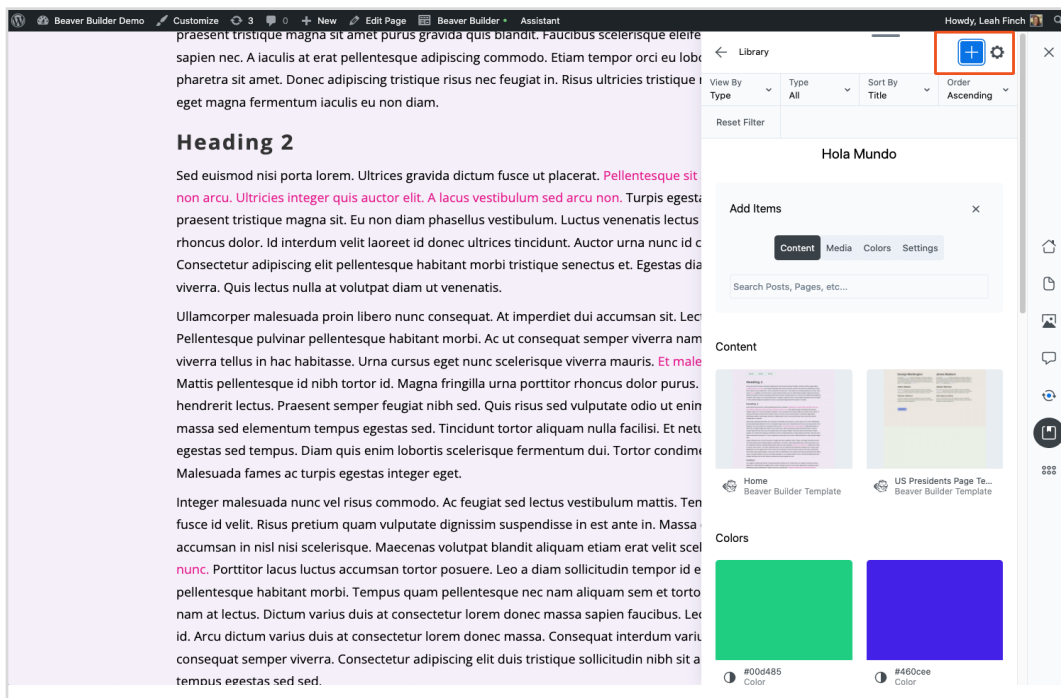Click the Plus Sign to add items to a library.

Adding Assets via WordPress

You can add page content like posts, pages, Beaver Builder Templates, etc. from the *Content App* or the *Libraries App*.
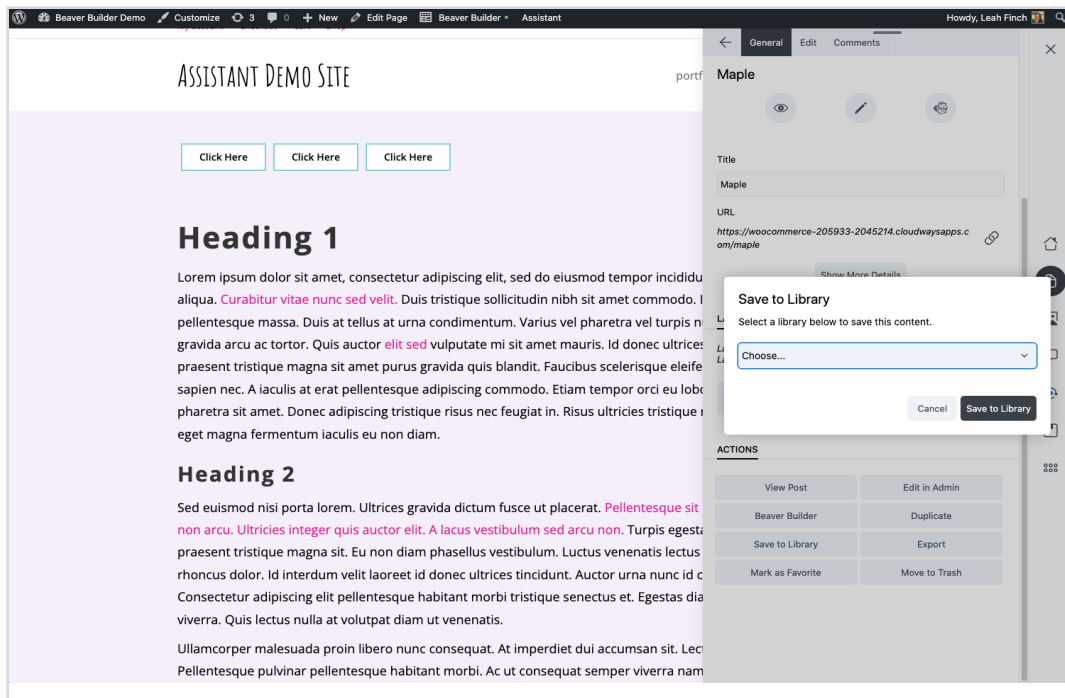
Adding Content From the Libraries App

1. Click to open the Libraries App.
2. Add new libraries
3. Click a library to view contents and add items

Once you have clicked into a library to view the contents, click the plus sign to add new items to that library.
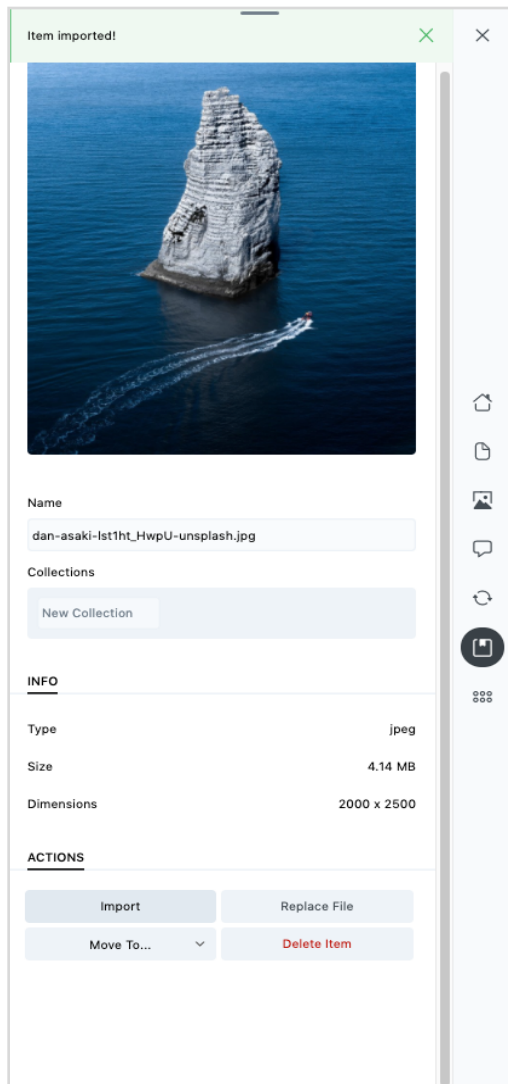
Adding Content From the Content App

To add content from the *Content App*, click the piece of content you want to add, then select the *Add to Library* button. You'll be prompted to select which library you'd like to add the content to.

Using Assets
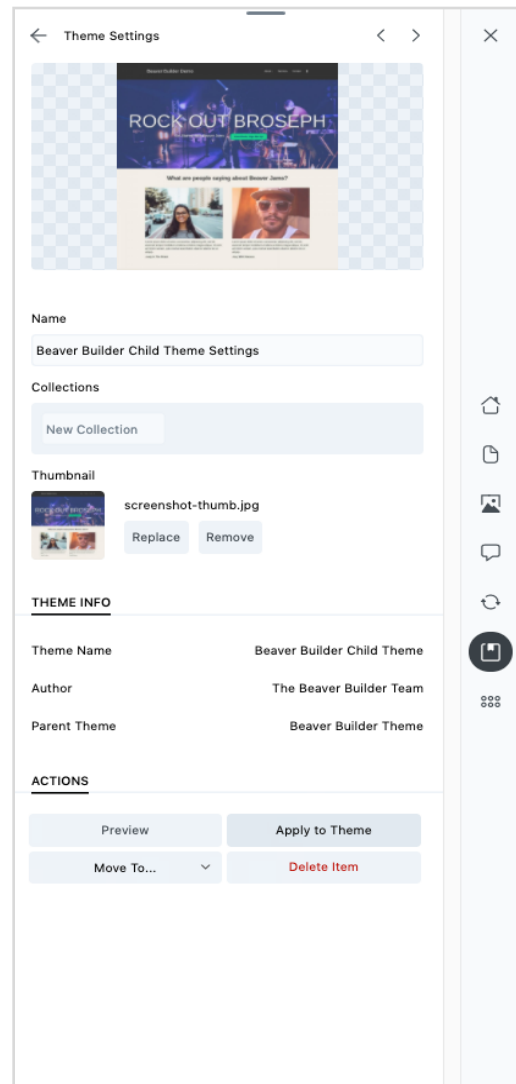# On Sites

Adding Single Items

Images

Navigate to the image you want to import from your Libraries App.

Click the *Import* button.

The image will now be available in your WordPress Media Browser and Assistant Media App.

Theme Settings

Navigate to the theme setting you want to import and click *Apply to Theme.*
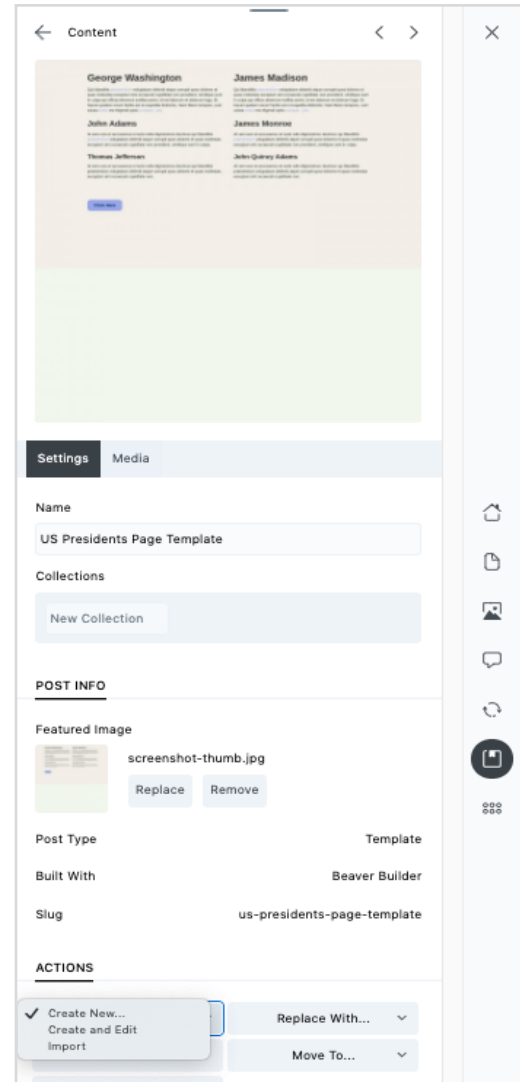
Posts, Pages, Blocks, Beaver Builder Content and WooCommerce Content

Navigate to the piece of content you'd like to import to your site from the Libraries App.

Select *Create and Edit* or *Import* from the *Create New* drop-down menu.

Create and Edit will import the content and open the content for you to edit.
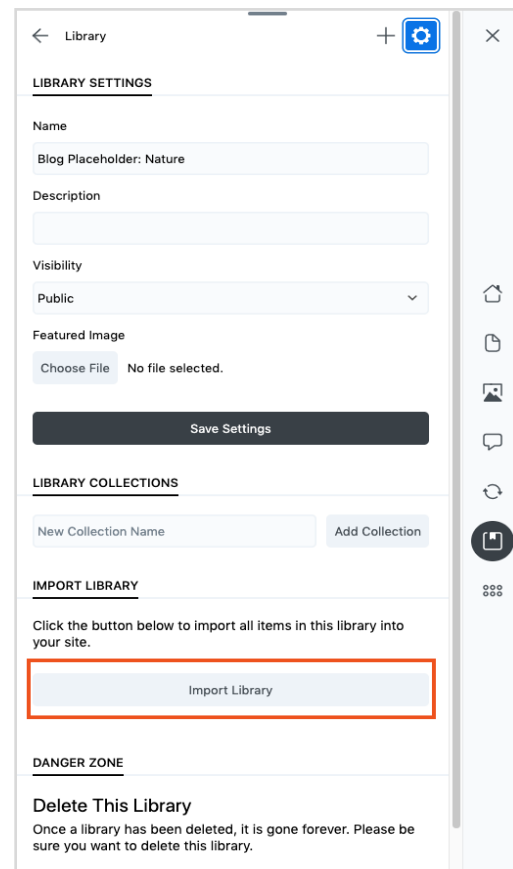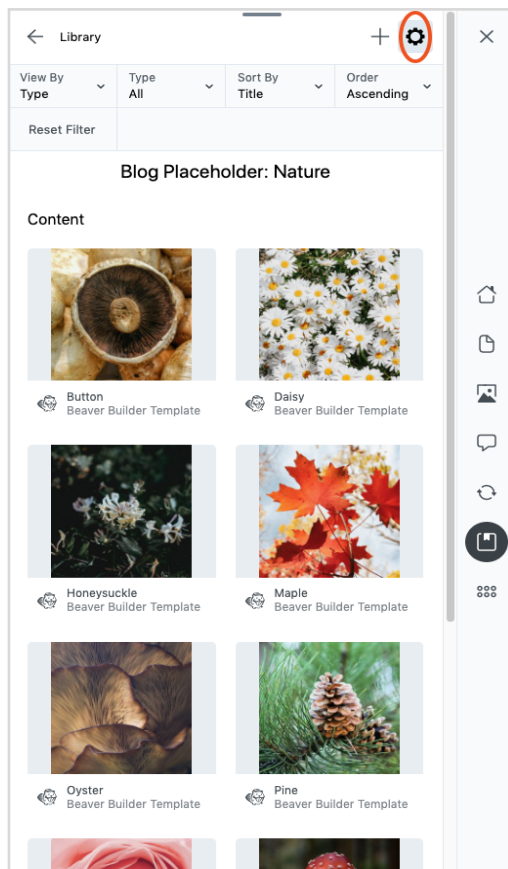
Import will add the content to the backend of your site.

Adding Entire Libraries

Navigate to the library you'd like to import to your site from the Libraries App and click the *settings icon*.
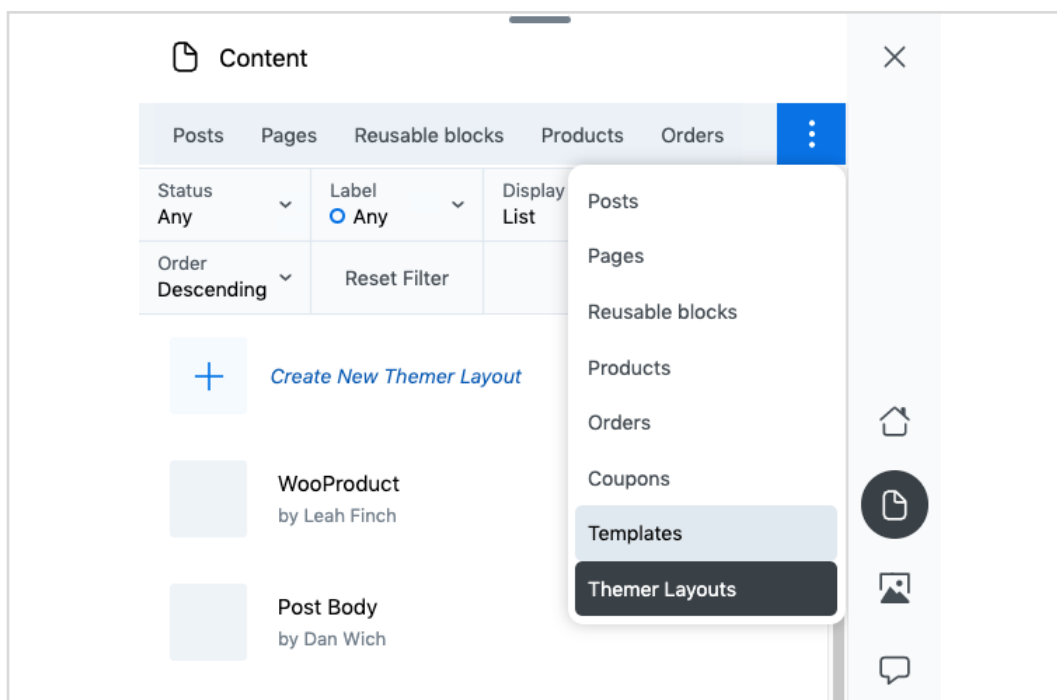
Select *Import Library.*

Beaver Builder Integration

Assistant isn't just for Beaver Builder, but there are some cool functions available specifically for Beaver Builder's Page Builder, Theme, and Beaver Themer.

Accessing Your Site's Beaver Builder Content From the Assistant Plugin

You can access your Beaver Builder site's saved content and Themer layouts from Assistant's Content App.
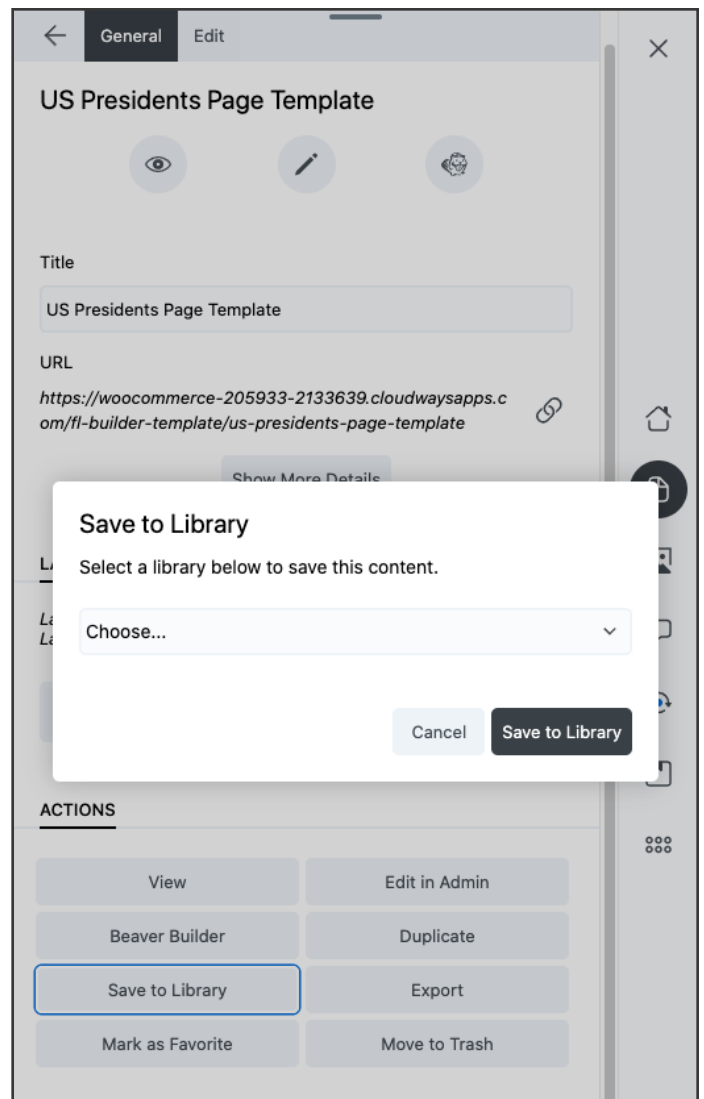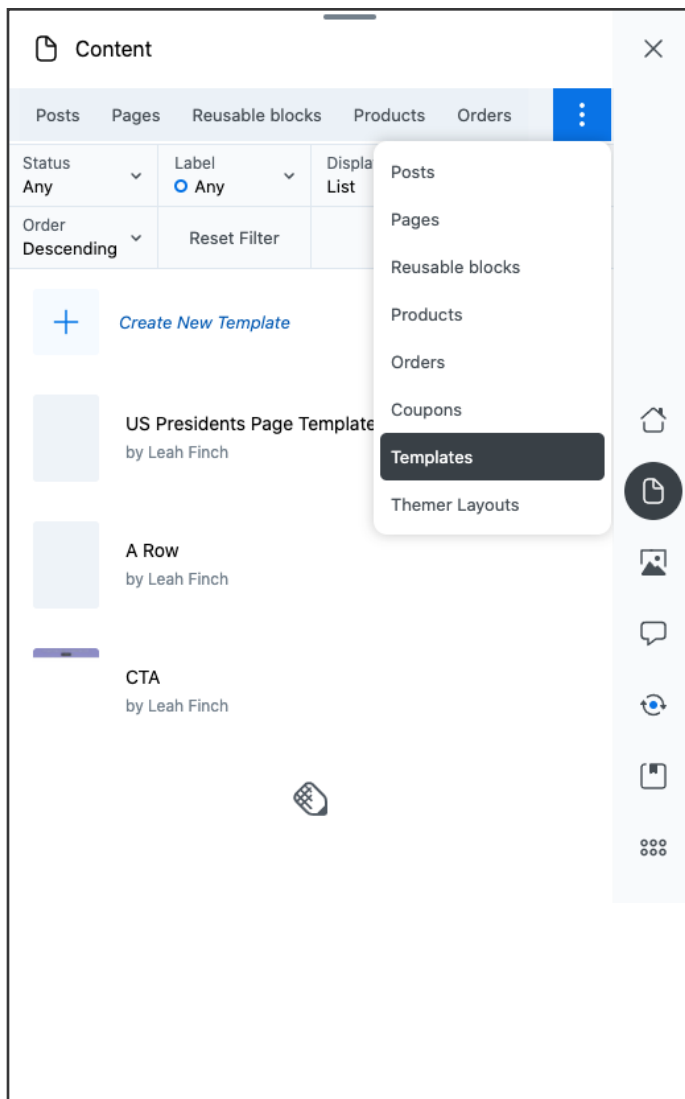
Adding Beaver Builder Saved Content and Themer Layouts to Your Assistant Pro Library

You can add Beaver Builder Page Builder Templates and Themer Templates from the *Content App* or the *Libraries App*.
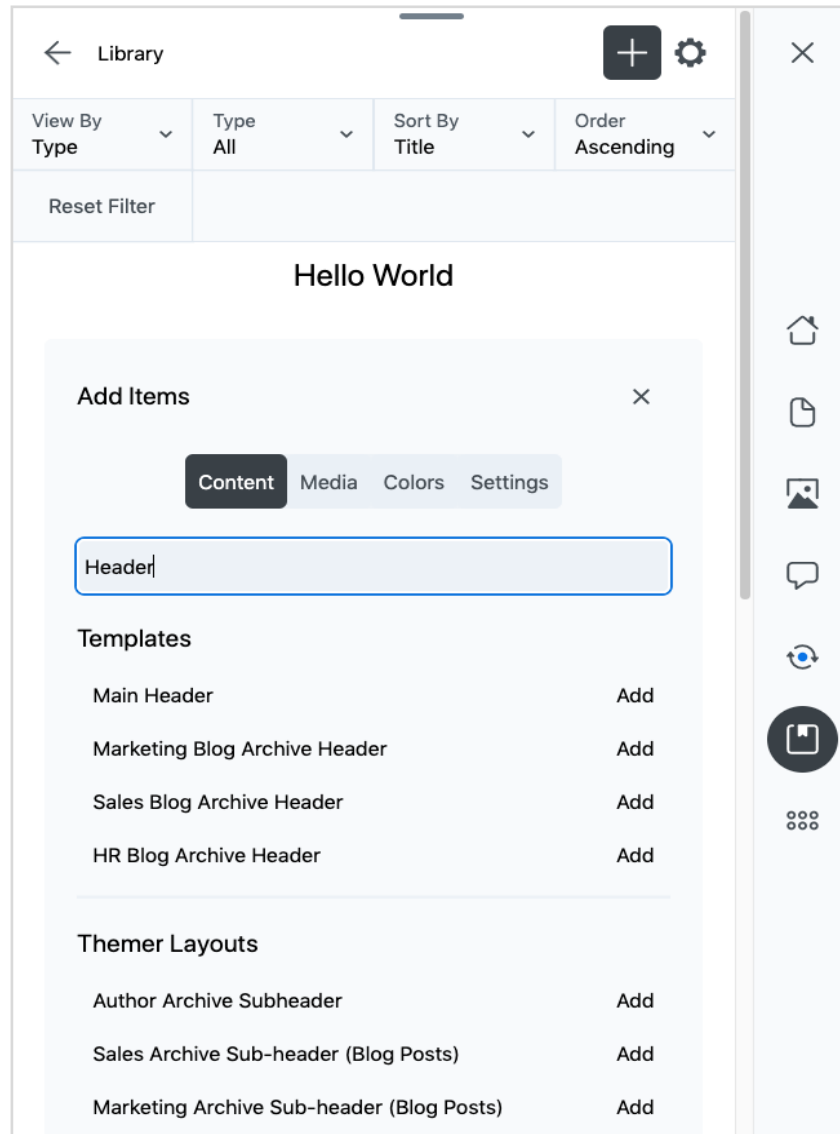
From the Content App

- Select Templates or Themer Layouts from the dropdown menu.
- Navigate to the piece of content you'd like to add to your library.
- Click save to library and select the library you'd like to save the content to.

From the Libraries App

- Click the Library App icon on the right menu
- Navigate to the library you want to add content to
- Click the *plus sign* to open the *add items* search dialogue

Saved page layouts, rows, columns, and modules will show up on your search results under *Templates*. You'll also see results for saved Themer layouts.
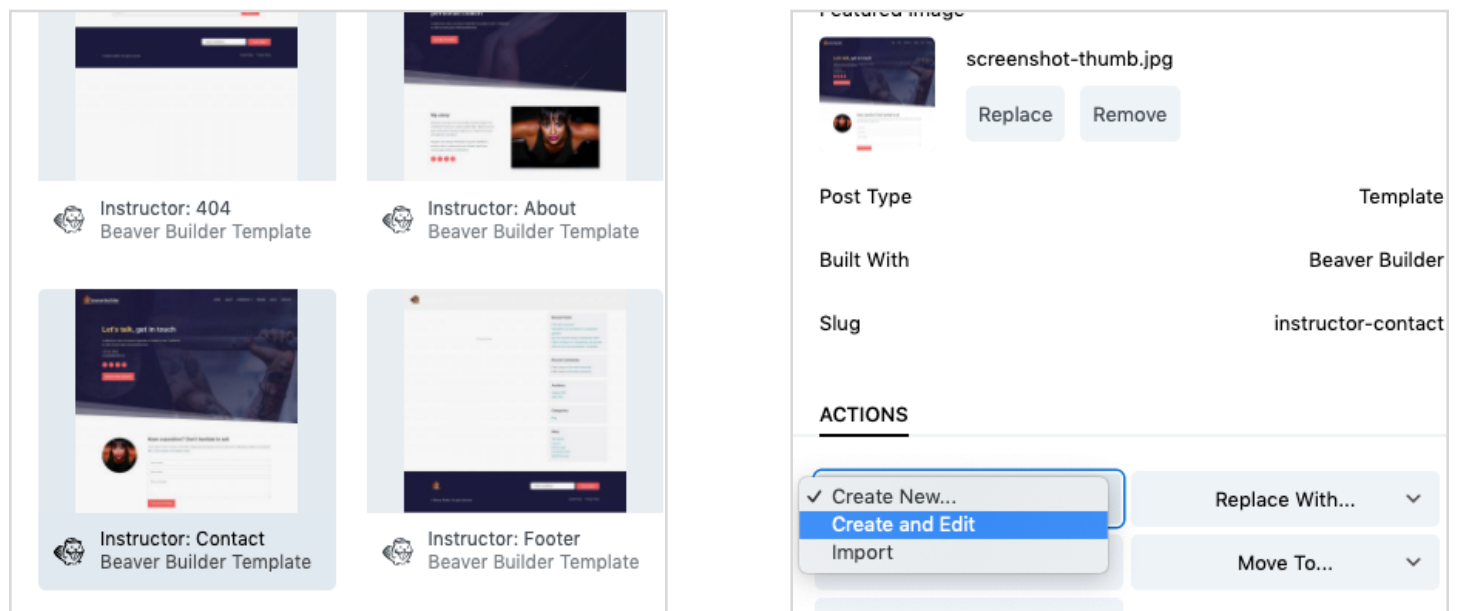
Utilizing Content Created by the Assistant Pro Community

You've already heard a little bit about the Assistant Pro Community in the *Assistant Pro Overview Chapter*. Now let's explore how to utilize Beaver Builder assets shared by the community.
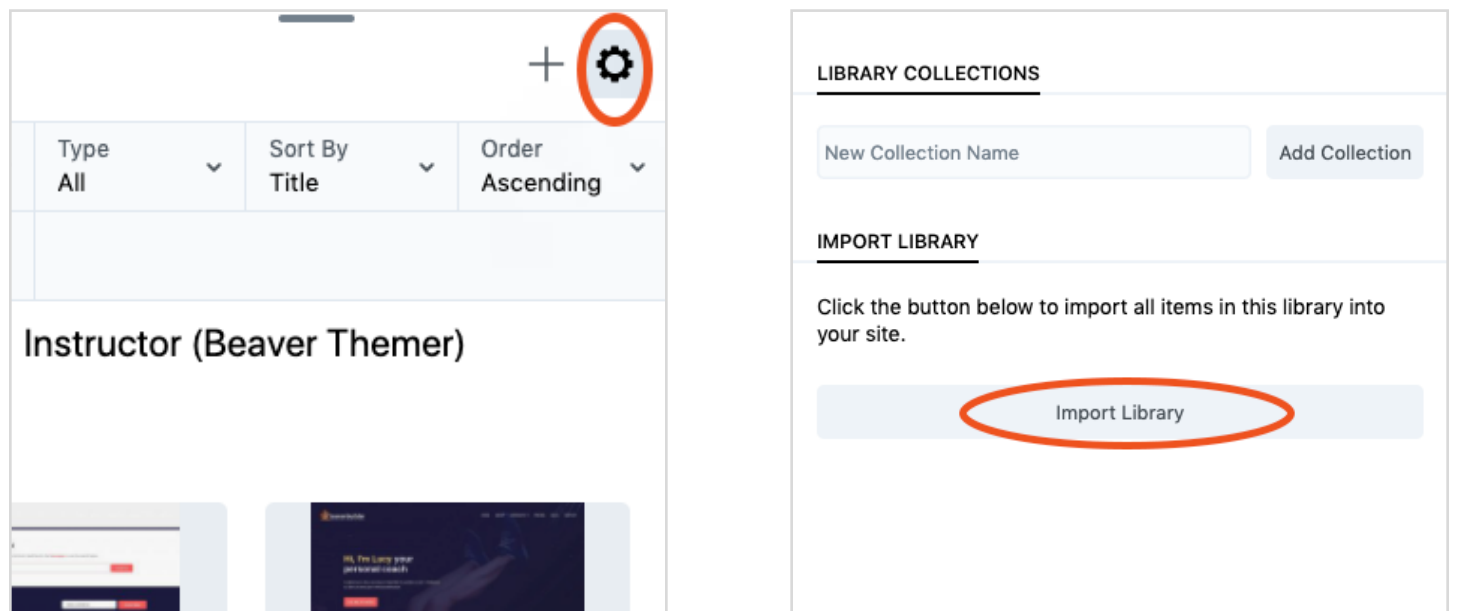
To use assets from a shared library, either subscribe to or duplicate it from that library's page on your Assistant Pro dashboard.

Once you've *subscribed* to or *duplicated* community assets, navigate to the library in your libraries app, and click the template or themer layout you want to add to your site. Then select either *create and edit* or *import*.

If you've duplicated the community library, you'll have the option to import the whole library. To do so, Navigate to the library you want to import and click the gear icon in the upper right corner. Then scroll down and select *Import Library*.

Thanks For Using Assistant Pro. You're Going to Love It!

Creating a brand-spankin-new piece of technology is fun and exciting, we're glad you're here to share in the experience.

A Friendly Welcome to Assistant Pro and the Beaver Builder Community