

# TEST: How to Edit Articles on docs.builderpal.com

## How to Edit Articles on docs.builderpal.com

**Summary** This tutorial covers how to edit existing articles and pages in the BuilderPal documentation site at **docs.builderpal.com**. Admins and authorized team members can update titles, summaries, steps, images, and other content to keep help articles accurate and useful for contractors and team members.

### Prerequisites

- You must have edit permissions (usually Admin GC, Team Project Manager, or Team Business Manager roles).
- Be logged in to docs.builderpal.com with your authorized BuilderPal account.
- Know the article you want to change (via URL, search, or category).

### Steps

1. **Navigate to the article.** Go to <https://docs.builderpal.com/> and find the page you want to edit. Use the search bar, browse categories, or go straight to the URL (example: /books/hire-trades-manage-bids/page/create-a-bid-package-basics).

**Screenshot: Finding and opening an article** (Insert screenshot here showing the docs homepage with search bar, categories, or direct URL in browser)

2. **Enter edit mode.** On the article page, look in the **left sidebar**. If you have permission, you will see the **Edit** button. Click **Edit** — the page will switch to edit mode

The screenshot shows the BuilderPal Help Center interface. At the top, there is a 'Help Center' header with a search bar and navigation links for 'Categories', 'Topics', and a user profile 'Mikey'. Below the header, a breadcrumb trail reads: 'Topics > Hire Trades & Manage Bids > Bid Package Creation > Create a Bid Package (...)'. On the left, an 'Actions' sidebar lists various editing tools: Edit, Copy, Move, Revisions, Delete, Favourite, and Export. Below these are role-based filters: 'Admin GC', 'Team Project Manager', and 'Team Business Manager'. The main content area displays the article title 'Create a Bid Package (Basics)' and a 'Summary' section. The summary text states: 'This tutorial covers how to create and release a bid package in BuilderPal, allowing you to invite subcontractors to bid on specific trades for your project. Bid packages streamline subcontractor hiring by organizing requirements, trades, and invitations in one place, ensuring efficient bidding and project progression.' Below the summary is a 'How-To Video (Full Walkthrough)' section featuring a video player with a thumbnail that says 'Create a Bid Package Watch on X' and 'Make it easy for trades to bid on your jobs.' The video player has a play button and a close button. At the bottom of the video player, a URL is visible: <https://docs.builderpal.com/books/hire-trades-manage-bids/page/create-a-bid-package-basics/edit>.

3. **Make your changes.** In edit mode you can update:

- The main **Title** at the top
- The **Summary** paragraph
- All content sections (headings, steps, text, bold items, lists, images, video embeds, links) Use the left sidebar tools to manage the page:
- **Copy** – Make a duplicate
- **Move** – Change location
- **Revisions** – See old versions and restore if needed
- **Delete** – Remove the article (be careful)
- **Favourite** – Save for quick access
- **Export** – Download the content

Help Center Search Categories Topics Mikey

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### Create a Bid Package (Basics)

Editor

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1 ## Summary
2
3 This tutorial covers how to create and release a bid package in BuilderPal,
4 allowing you to invite subcontractors to bid on specific trades for your
5 project. Bid packages streamline subcontractor hiring by organizing
6 requirements, trades, and invitations in one place, ensuring efficient bidding
7 and project progression.
8
9 ## How-To Video (Full Walkthrough)
10 <blockquote class="twitter-tweet" data-media-max-width="560">
11 <a href="https://twitter.com/builderpalhelp/status/20017722294655370?
12 ref_src=twsrc%5Etfw"></a>
13 </blockquote>
14 <script async src="https://platform.twitter.com/widgets.js" charset="utf-8">
15 </script>
16
17 ## Prerequisites
18
19 - You must have an active project set up in BuilderPal.
20 - Ensure you have access to relevant contacts or documents for attachment.
21 - For Pro users, decide if the bid package should be private.
22
23 ## Steps
24
25 1. **Navigate to the Bidding page.** Go to the **Bidding** page within your

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Preview

## Summary

This tutorial covers how to create and release a bid package in BuilderPal, allowing you to invite subcontractors to bid on specific trades for your project. Bid packages streamline subcontractor hiring by organizing requirements, trades, and invitations in one place, ensuring efficient bidding and project progression.

## How-To Video (Full Walkthrough)

## Prerequisites

- You must have an active project set up in BuilderPal.

4. **Save your changes.** When finished, click the **Save, Update,** or **Publish** button (usually at the top or bottom). The changes go live right away.

Help Center Search Categories Topics Mikey

Back Editing Article Set Changelog Save

### Create a Bid Package (Basics)

Editor

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8 </blockquote>
9 <script async src="https://platform.twitter.com/widgets.js" charset="utf-8">
10 </script>
11
12 ## Prerequisites
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14 - You must have an active project set up in BuilderPal.
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21 project.
22
23 
24 !\[\]\(b93c3e1add16fe46100bba7a6da1e82f\_img.jpg\)
25 \(https://colony-recorder.s3.amazonaws.com/files/2025-09-15/8d5f967a-
26 949d-46be-ab86-4a7b27754916/stack\_animation.webp\)
27
28 2. \*\*Start a new bid package.\*\* Click \*\*New\*\* in the top right corner.
29
30 
31 !\\[\\]\\(e03fe9a24fe5105c8f59e912ae7b8724\\_img.jpg\\)
32 \\(https://ajeubhvhr.cloudimg.io/https://colony-recorder.s3.amazonaws.com/files/2025-09-15/624ffff1-5179-4d72-90d7-
33 4336b16f96f2/File.jpeg?t1\\_px=0,0&br\\_px=2602,1454&force\\_format=jpeg&a=100&width=1120,0&wat=1&wat\\_opacit

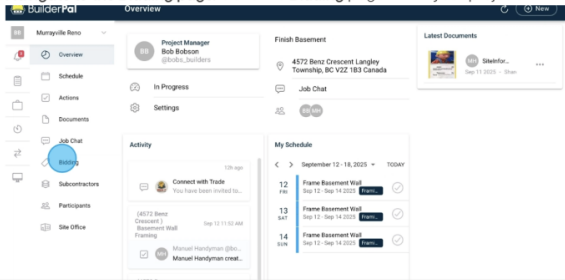
```

Preview

## Prerequisites

- You must have an active project set up in BuilderPal.
- Ensure you have access to relevant contacts or documents for attachment.
- For Pro users, decide if the bid package should be private.

## Steps

- Navigate to the Bidding page.** Go to the Bidding page within your project.
 

**Confirmation** Refresh the page after saving to make sure your updates show up correctly. The article is now updated for everyone on your BuilderPal team and subcontractors.

## FAQ

**What if I don't see the Edit button?** You need the right permissions. Contact your team admin (Admin GC) to get access added to your BuilderPal account.

**Can I undo a mistake after saving?** Yes. Use the **Revisions** option in the sidebar to look at previous versions and go back to an older one.

**How do I add or update images and screenshots?** In edit mode, use the image upload tool in the content editor to add new screenshots. Place them right after the step they relate to for clear visual help.

## Related Articles

- [Create a Bid Package \(Basics\)](#)
- [Invite Bidders](#)
- [FAQs & Troubleshooting](#)

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Revision #3

Created 14 January 2026 21:27:46 by Mikey

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