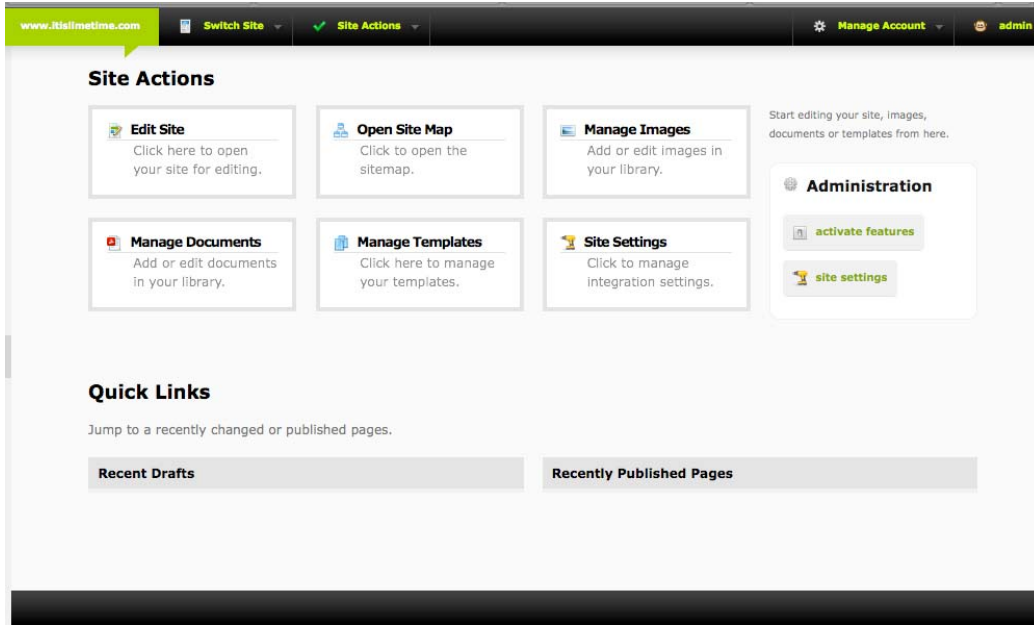


Once you have logged in you will see this Dashboard.

## Menu



The bar across the top of the system is where you can access all the features involved in the sites themselves. The Menu is available at all times. From here you can access all the items that are available on the site dashboard as well as make changes to your personal information.

## Site Actions

The Site Action dropdown shows you all of the general actions that you can utilize when managing your website. From uploading documents, managing images, creating templates, and simply editing your site content.

## Personal

The Personal dropdown is located where you see your name written in the upper right hand corner of the system. When you mouse over it, you will be able to change your password, and log out.

## Edit Site

The Edit Site button is the main place you will go to actually make changes to your website. Click this button whenever you want to edit text, images, documents, media, etc on your website.

## Open Site Map

When you click on Open Site Map you will be able to browse through all of the pages in your site by links. Here you are able to clone pages, create new pages and folders, and delete pages from the sitemap if they are no longer active. Most of this functionality is also available in the Site Map Pullout located at all times on the far left of your screen and opened by clicking on the small gray rectangle.

## Manage Images

The Manage Images button opens up the Image Manager. From here you can upload (individually or in batch) images that you would like to have available for use with your site. You can create new folders as well to better organize the images that you are adding to the system. You can change images on the fly from the Edit Site screen as well.

## Manage Documents

If you are looking to upload PDF's, MP3's, AVI's, basically anything that isn't an image, clicking on the Manage Documents button is the place to go. This will bring up the Document Manager which allows you to upload these files to your website for use.

## Recent Drafts

This section shows recent drafts that have been started and saved without going to publish.

## Recently Published Pages

This section shows all the pages that have had changes published recently. This is a really handy way of getting to the pages you change often efficiently.

## Site Map

Another option is to use the Site Map Pullout on the left side of your web browser. In the vertical middle of the page you will see a gray rectangle, clicking on this will open up the Site Map Pullout and allow you to click through all of your pages and folders.

## Address Bar

Just like with your web browsers Address Bar, you can enter the exact URL to the page you would like to edit. This may not take advantage of all the pretty features, but it sure does get the job done quickly!

## Content History

If Content History is enabled you will see a button that says "Content History" in the Page Tools drop down. When you click on this button a pullout will open from the left side of the preview screen. This will contain a list of drafts and published changes you have ever created with the system on the page you are editing.

Published pages are numbered by whole numbers; drafts are the numbers after the decimal point. For instance History 6.8 would be the 8th draft on the 6th publish.

When you click on a saved record it will load the way the page looked at that time into the preview window. You can then publish the older (or newer) version to your website. This will create a new history record starting from that point on.

## SEO

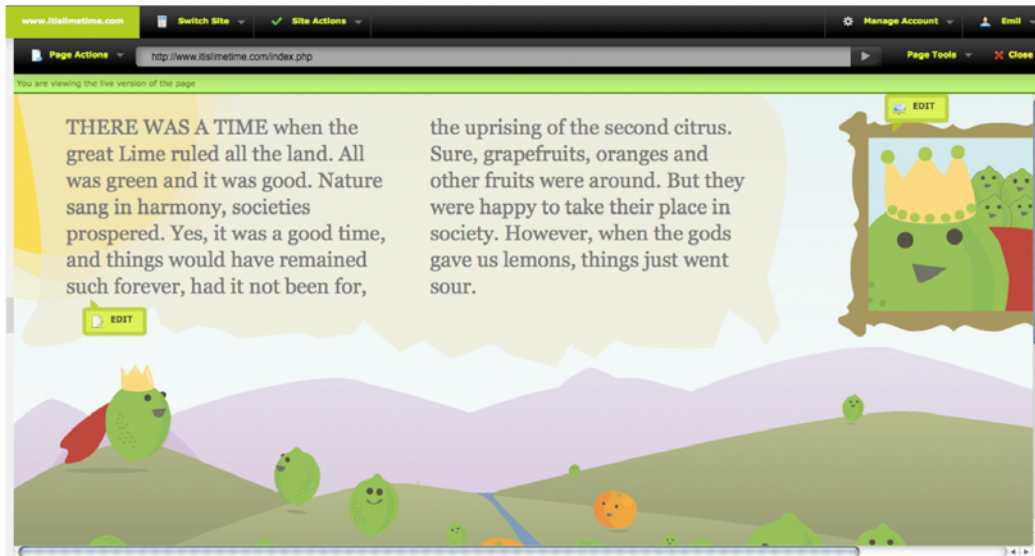
If this is enabled you will see a red bulls eye with the label SEO in the website preview window. When you click on this it will open up a small window that gives you this specific pages Meta information, which will help to target website search results.

**Page Title field:** This is where you would put the current pages title (i.e. Contact Us)

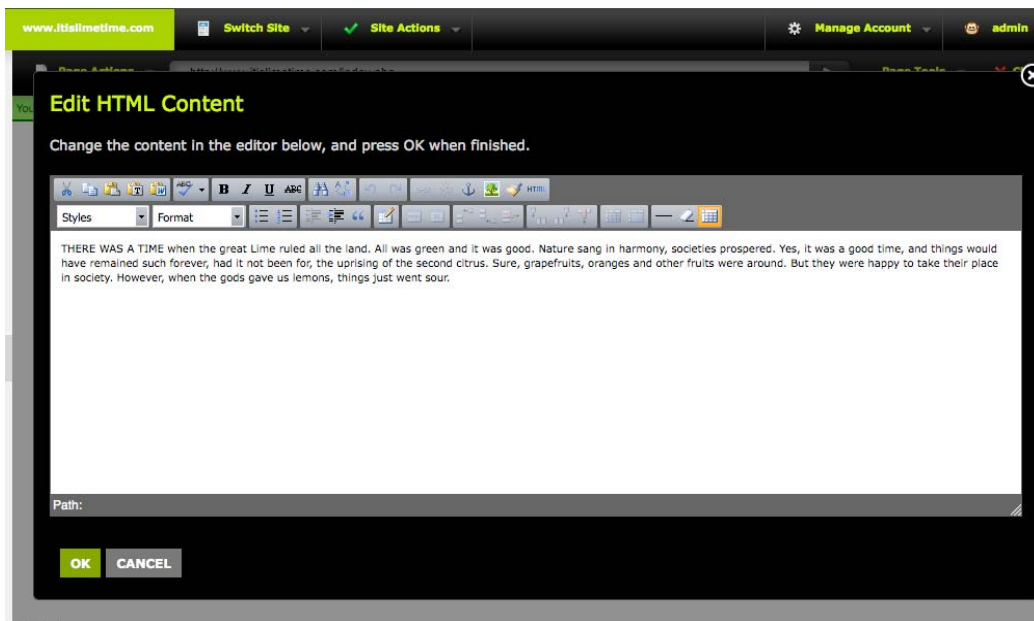
**Page Keywords field:** This is where you can place words that you would want search engines to associate this page in your website with. (i.e. communication, contact, phone number)

**Page Descriptions field:** This is where you can put a more descriptive sentence about this page (i.e. Please use this information to contact us anytime using the following methods.)

# Editing Text



When you navigate to a page you would like to make text changes on, you will see small green edit callouts (shown in above image.) These callouts indicate that the element they are hovering over can be edited. When it is a text element you will see a small paper and pencil icon in the callout. Click on the callout you would like to edit and it will load up a window containing a What You See is What You Get (WYSIWYG) editor.



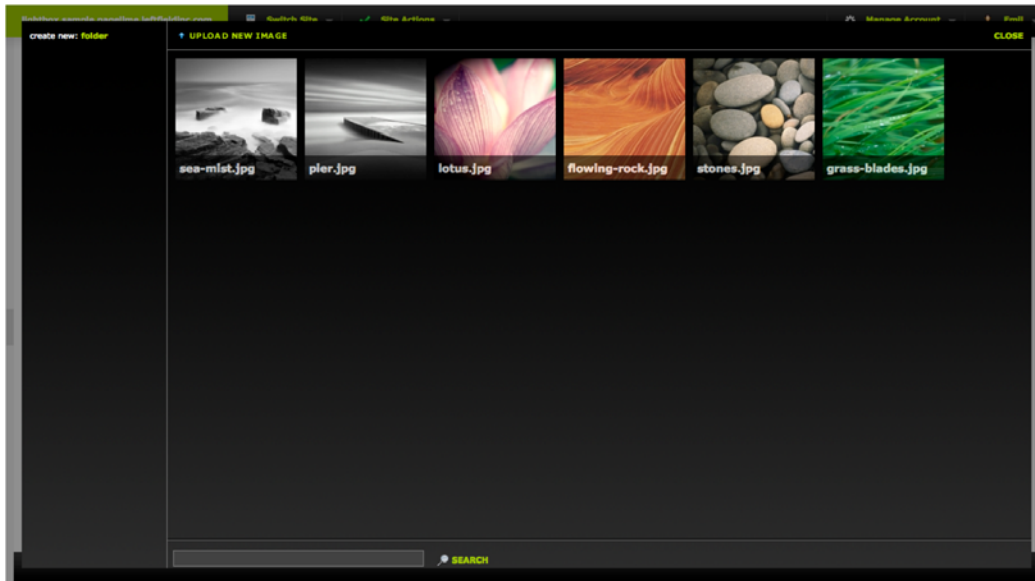
Once you have made a change, click the preview button at the lower left of the editor. This will show you a preview in the system of what your website will look like with you changes made. Your website has not been updated yet.

If you have decided you like what you see, you can mouse over the Page Actions button in the preview window, publish the changes immediately or save a draft that can be published or edited further at a later date.

## Text & Image Links

Once the editor box loads up you can change the display text of the link by editing the "Text" field. To change the image of the link, click the "Change Image" button. You can change the URL it links to by typing in a URL in the "URL" field. If you want to link to a Document or Image in your respective system libraries click either the "Document" or "Image Button" once you have selected the appropriate file click the preview button to see the update.

# Image Manager



The Image Manager is where you go to handle your image needs in the system. This powerful tool allows you to store, organize, edit, and insert any images that you want to use on your website. It has a myriad of features to help with your websites visual presence.

## Uploading a New Image

To get started with the Image Manager click the “Manage Images” button from either your Site Dashboard or the Site Actions drop down list in the menu. Once the window has popped click the button labeled “Upload New Image” in the upper left of the Image Manager. Browse to the image or images on your computer you would like to upload and click OK (or Select on a Mac).

## Changing Images

The process for changing images starts out very similar to Editing Text, only the green callouts have a small image preview icon in them. Clicking on an image you want to edit loads up the Image Manager.

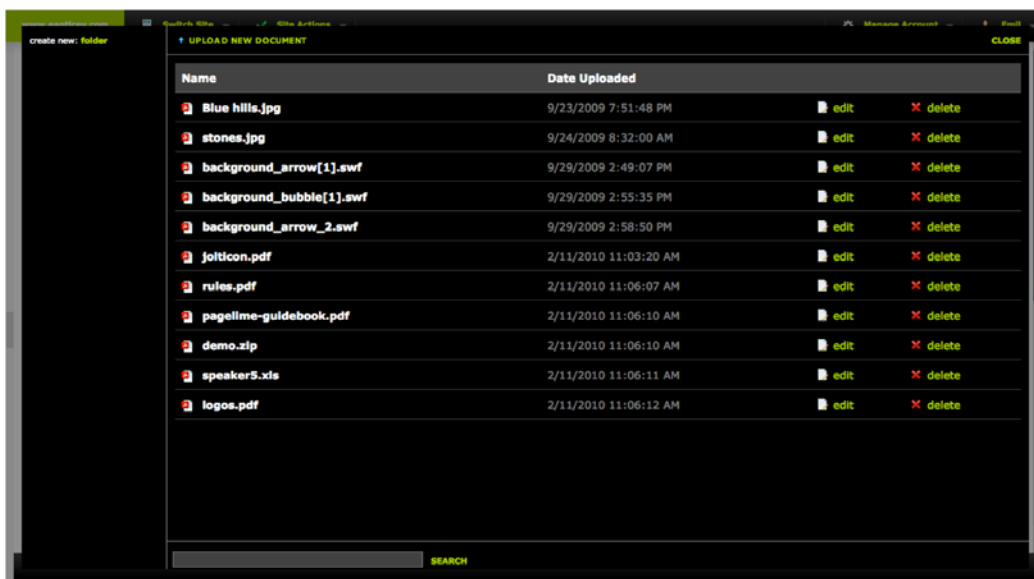
The Image Manager lets you upload a new image or choose from images you have already uploaded to the system. Once you have selected an image, the Zoom Crop window will load up letting you crop that image to fit perfectly in the place of the image that already existed. This way you never have any stretching or distortion, and your website always looks crisp.

You can click to preview your changes then save or if you have decided you like what you see, you can mouse over the Page Actions button in the preview window, publish the changes immediately or save a draft that can be published or edited further at a later date.

## Editing Image Details

If you want to edit the details of an image that you have uploaded into the system, all you have to do is mouse over an image and click the “Edit” button. From here you can edit the “Image Name” and the “Description”. In more advanced integrations these are used to get the Image details into galleries.

# Document Manager



To access the Document Manager click on the Manage Documents button on the dashboard. This will load up the Document Manager. From here you can upload and manage files that you would like to have access to on your website. For example these could be PDF's, Music, or Video files. Once they have been added to the Document Manager you will have full access to them for linking within your website.

## Uploading a Document

Uploading documents is very similar to uploading an Image. Click on the "Upload a New Document" button. Browse to the file you would like to upload, and then click "OK" (or "Select" on a Mac) to upload the file.

## Editing Document Details

Editing Document details is functionally for cosmetic use. It allows you to give your own name for a file, instead of being forced to use the actual filename. To change the details, mouse over the file, click the EDIT button, change the "Document Name", and then click the SAVE button.

## Using Documents

Once you have uploaded a file you are ready to use it in your website. Click on an editable element in the systems editor. Highlight the text you would like to make as a link and click the "Make Link" button in the WYSIWYG toolbar. Click on the browse icon to the right of the LINK URL section, this will load up the Document Manager. Click the document that you want to link too. Click the "Insert" button, and then publish your changes to commit the file linkage to your website.