

Updating Your Website

The Login Process

To login to the control panel area of your website, open your web browser and type your web address, then add “ /administrator” and click “Login”.

Your Website Login address is:

USERNAME

PASSWORD

Finding Your Web Pages

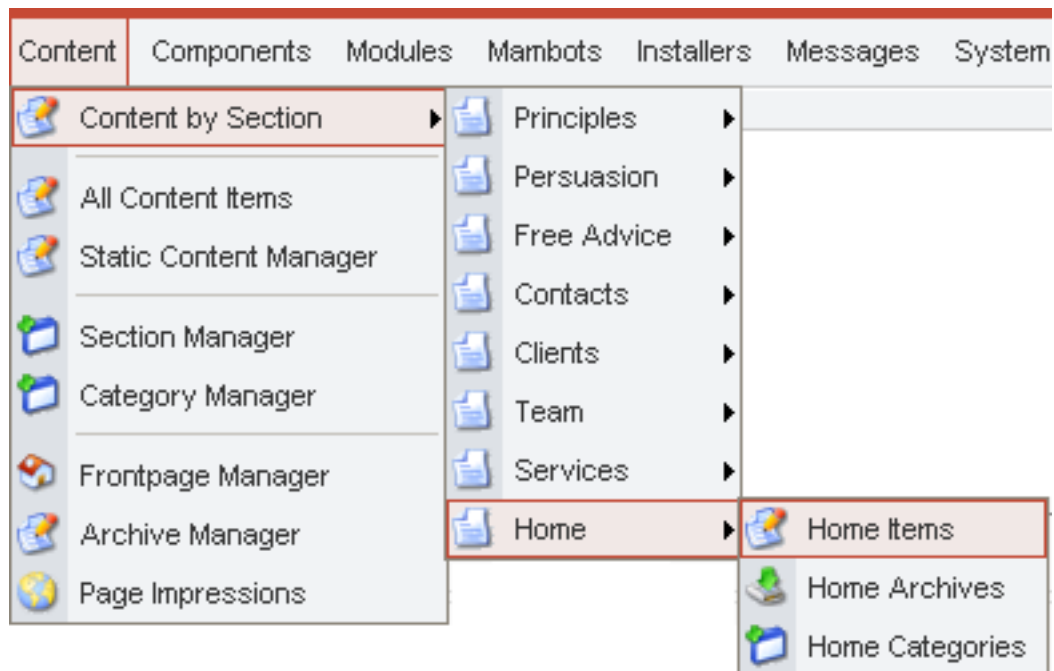
Once logged in to the Administrator, you can add, edit and delete web pages - format text, upload images, PDFs, audio and more.

The first step to editing a page in Administrator is using the menus at the top to find (or navigate to) your web pages. Basic Pages(page with no special functionality) are located under the “Content” menu.

We sometimes refer to this as a *path*. So for example, the *path* to the home page is:

[Content / Content By Section / Home / Home Items](#)

Once in “Home Items”, click on the “Home” page link and your page will open.



Finding Your Web Tools

Your web site may contain extras such as a Shopping Cart, eNewsletter, etc. Depending on the type of web tool you have, the path to the page may be different. Here is an example of a path to a shopping cart (online catalog).

[Modules > Site Modules > Shopping Cart](#)

Editing Your Web Pages

To edit and format your pages, use the following buttons in your word processor.





Button Reference

- | | |
|--|--|
| Bold text style (Ctrl+B). | Italic text style (Ctrl+I) |
| Underline text style (Ctrl+U). | Strikethrough text style |
| Align left. | Align center |
| Align right. | Align fully justified |
| Unordered list/bullet list. | Ordered list/numbered list |
| Outdent/decrease indentation. | Indent |
| Undo the last operation (Ctrl+Z). | Redo the last operation (Ctrl+Y) |
| Insert a new link. | Removes all selected links |
| Insert a new anchor | Insert a new image |
| Cleanup code - Removes formatting when you copy contents from Office programs. | Shows help information |
| Opens HTML source code editor. | Inserts a new table at the current location. |
| Adds a row above the current one. | Adds a row under the current one. |
| Removes the row. | Adds a column before the current one. |
| Adds a column after the current one. | Removes the current column. |
| Inserts a new horizontal ruler | Removes formatting from the selection. |
| Makes the selection to be subscript. | Makes the selection to be superscripted. |


Save often:

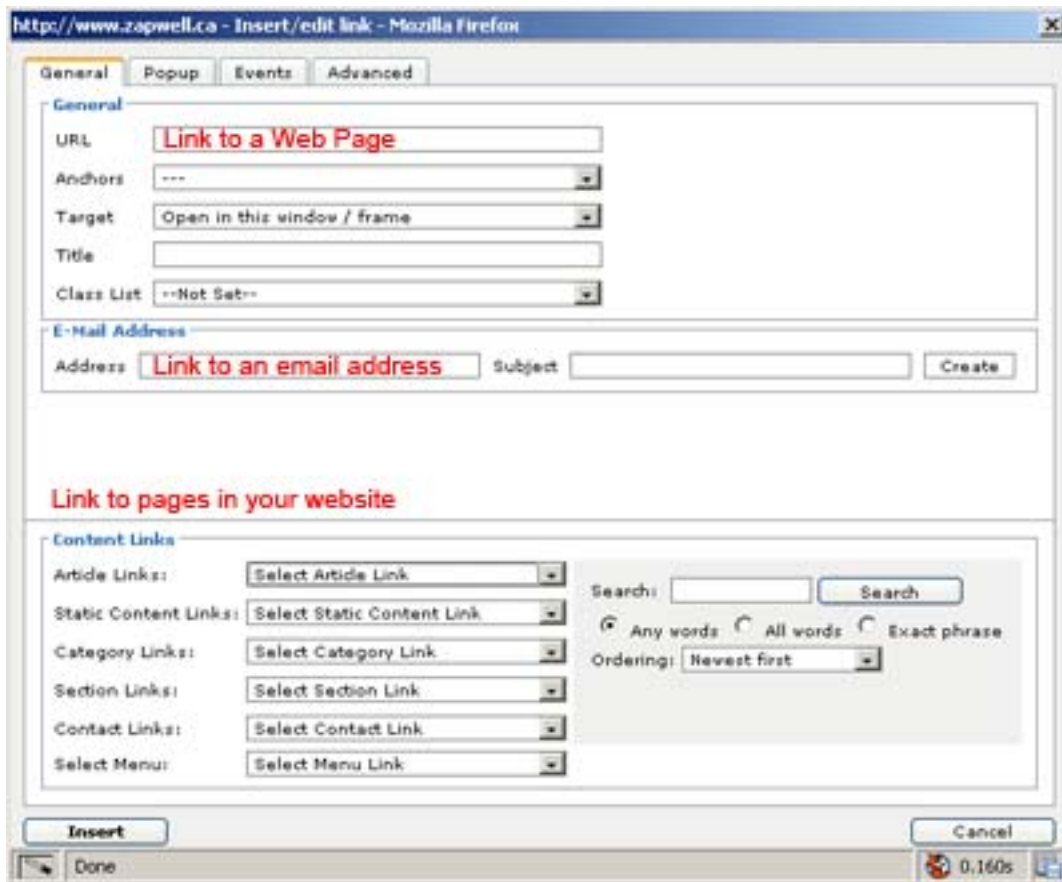
To protect yourself from losing your work, remember to click Save...often. Sometimes, the main navigation at the top will be greyed-out and un-clickable. Use the buttons at the top right such as Save, Delete, Close, Apply, etc before moving on to edit another page.

Inserting Images:


Click on the Insert Image Button () to open up the image dialog box. You can upload from a location on the internet or browse to an image on your computer. To upload, simply click on the Upload image button (), and the upload dialog box will open, prompting you to browse to the desired image you want to upload. Once uploaded, select the image and then insert it using the Insert button.

Creating Links:

You can create a link by either highlighting text, a block of text, or an image. Once you have selected the object you want to link, click on the Insert New Link button (). From here you can either link to a web page on the internet (General), or link to a web page within your site (Content Links). You can also link to an email address!



Pasting Content:

Most people paste their written content from Microsoft Word. For best results, use this button: (). This will open up a new dialog box, and you can paste the content from the Word file into this field. This will remove any auto-formatting Word does, and therefore make your pasted content web-safe. Otherwise you won't be able to properly format your paragraphs and text objects.