

Content Management System Guide

Document revised: May 19, 2009

TABLE OF CONTENTS

SYSTEM REQUIREMENTS.....	3
LOGIN TO CONTENT MANAGEMENT SYSTEM.....	3
CONTROL PANEL, WEB SITE PANES, ADMIN AREA, MODES, AND ICONS.....	4
THE CONTROL PANEL	4
WEB SITE PANES.....	6
ACCESSING WEB SITE ADMINISTRATION AREA.....	7
MODES.....	7
ICONS	9
QUESTION MARK ICON IN PAGES TO FIND HELP	10
PAGE CREATION, SETTINGS AND REORDERING.....	10
CREATING NEW PAGES.....	10
MAKING A COPY OF A PAGE	14
REORDERING PAGES IN THE NAVIGATION.....	16
EDITING CONTENT	17
EDIT TEXT ICONS.....	17
TIPS & TRICKS TO EDITING CONTENT	19
APPLYING STYLES TO TEXT.....	20
FILE NAMING CONVENTIONS	21
UPLOADING & USING IMAGES.....	21
ADDING AN UPLOADED IMAGE TO YOUR CONTENT	26
UPLOADING A FILE.....	30
CREATING A LINK TO YOUR UPLOADED FILE	33
CREATING A LINK TO ONE OF YOUR WEB SITE PAGES.....	36
CREATING A LINK TO A WEB PAGE OUTSIDE OF YOUR SITE.....	38
LINKING TO AN EMAIL ADDRESS.....	41
REMOVING LINKS OF ANY KIND.....	44
SAVING CONTENT	45
SEEING YOUR WEB SITE UPDATES.....	45

System Requirements

- Personal Computer
 - Internet Connection
 - Internet Explorer 7.x
- Macintosh Computer
 - Internet Connection
 - Firefox

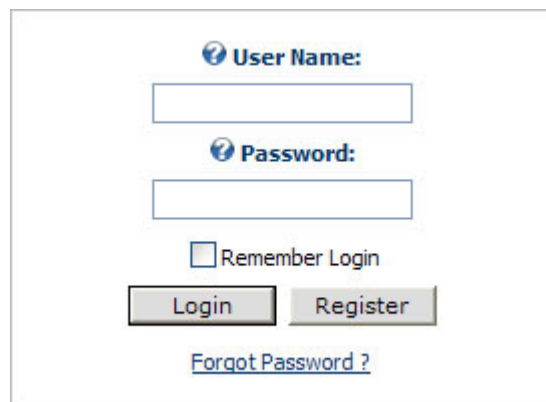
Login to Content Management System

The content management system (CMS) you are using is called DotNetNuke.

In your Content Management System training session by Platypi Designs you will have received the web address, user name and password that you require to access the tools to edit your web site. If you no longer have this information, please contact Platypi Designs.

On your personal computer, open the web browser Internet Explorer and type in the web address you were given.

You will get the following screen, as seen below. Enter your user name and password and click the login button.



User Name:

Password:

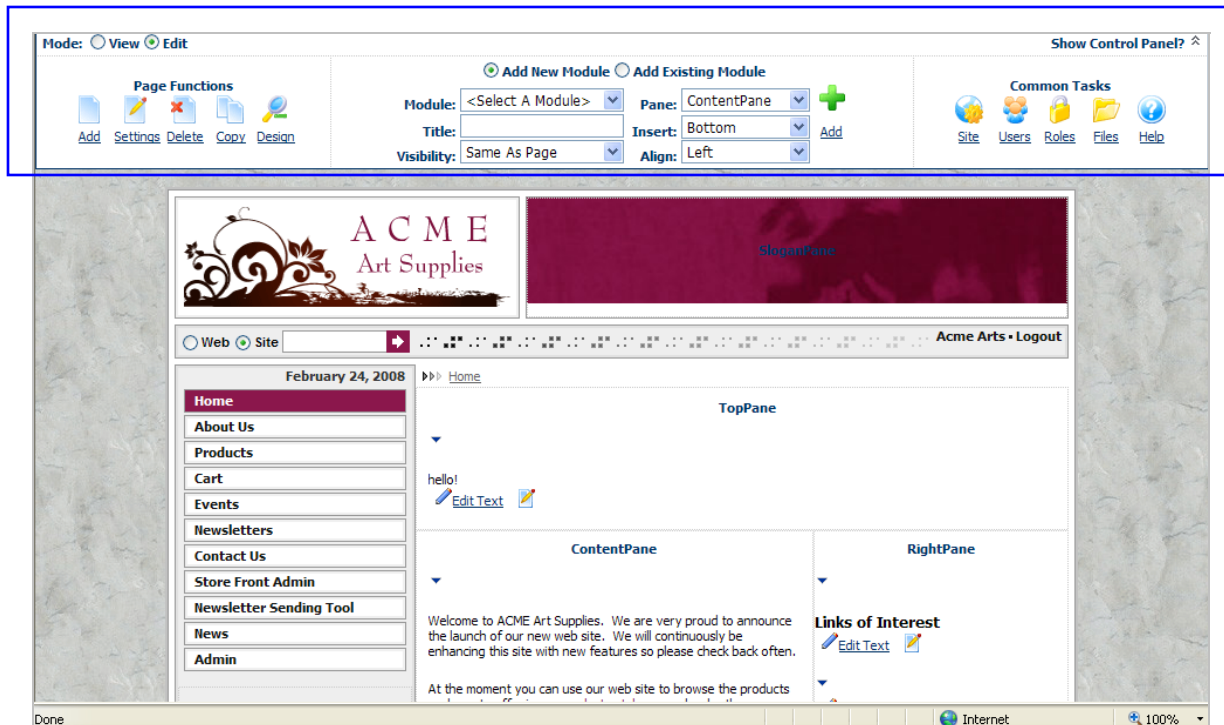
Remember Login

[Forgot Password ?](#)

Control Panel, Web Site Panes, Admin Area, Modes, and Icons

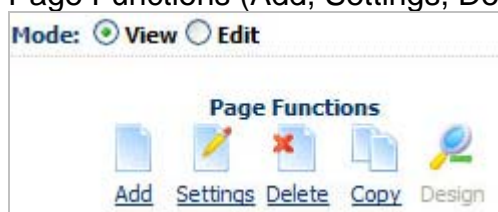
The Control Panel

After you have logged in your web site will look a little different. There will be a new panel at the top of your site which is called the Control Panel. As well you will notice that your site will have new icons, and web site panes which will be explained later on in this manual.




Your control panel exists of the following areas:

- Page Functions (Add, Settings, Delete, Copy, Design)



- Adding Modules

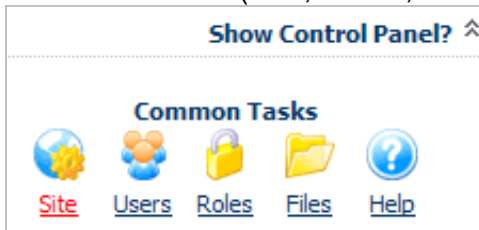
Add New Module Add Existing Module

Module: <Select A Module> ▼ Pane: ContentPane ▼ 

Title: Insert: Bottom ▼ [Add](#)

Visibility: Same As Page ▼ Align: Left ▼

- Common Tasks (Site, Users, Roles, Files, Help)

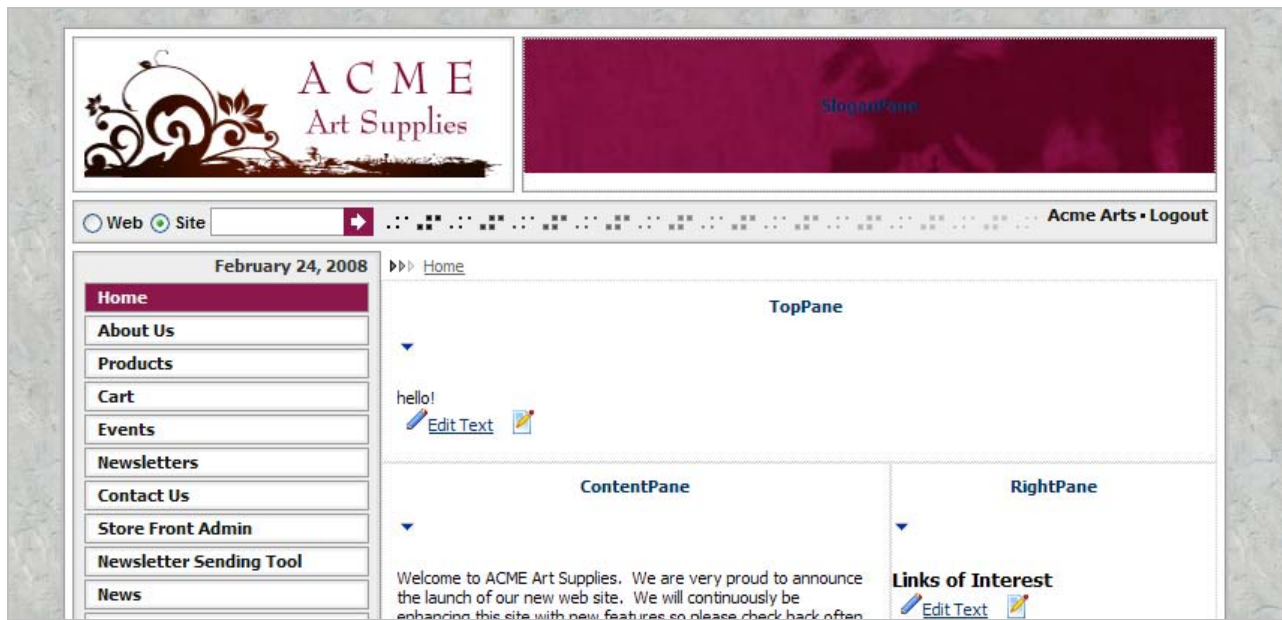


Web Site Panes

Each site that Platypi Designs creates will be customized to the client's needs. Not all web sites will have as many panes as the example in this manual will have.

Panes are used for many things. They are a way of breaking up information and adding in other modules of information to a page. In the sample below the TopPane and ContentPane contain regular content that welcomes the web site visitor to the site. The RightPane is used for Links of Interest and the LeftPane is a content block which has complimentary text.

Depending on the package you have with Platypi Designs your panes can display Brief event listings, brief news items, related links, etc.

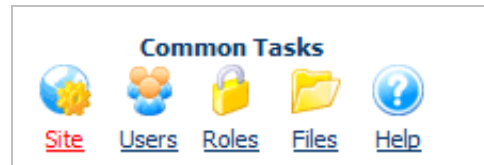
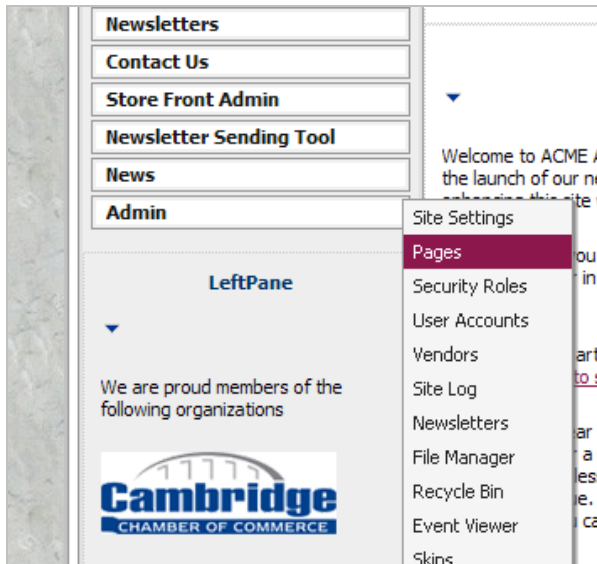


Accessing Web Site Administration Area

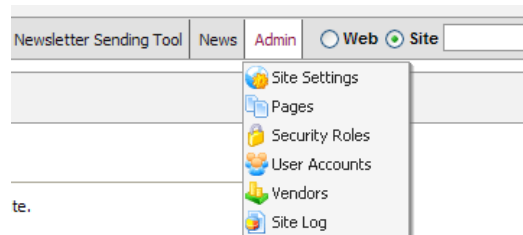
After logging in your navigation will change as well. You will get new options added into your current navigation that will give you more administrative ability.

You can access the same administration options by clicking on the Site icon in the Control panel and then mousing over the Admin navigation.

Access the Admin navigation options from your current web site navigation **OR** Click on Site icon and go to next page.

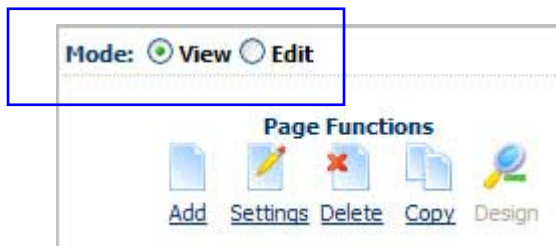


There find the Admin navigation option and mouse over.

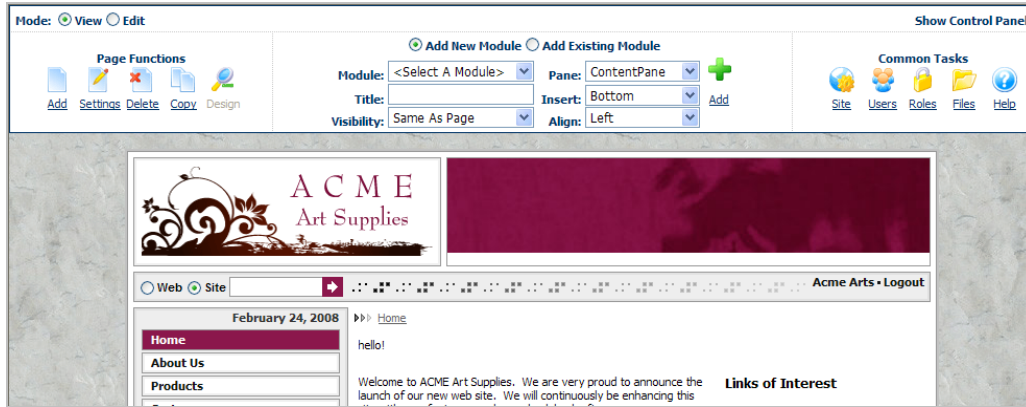


Modes

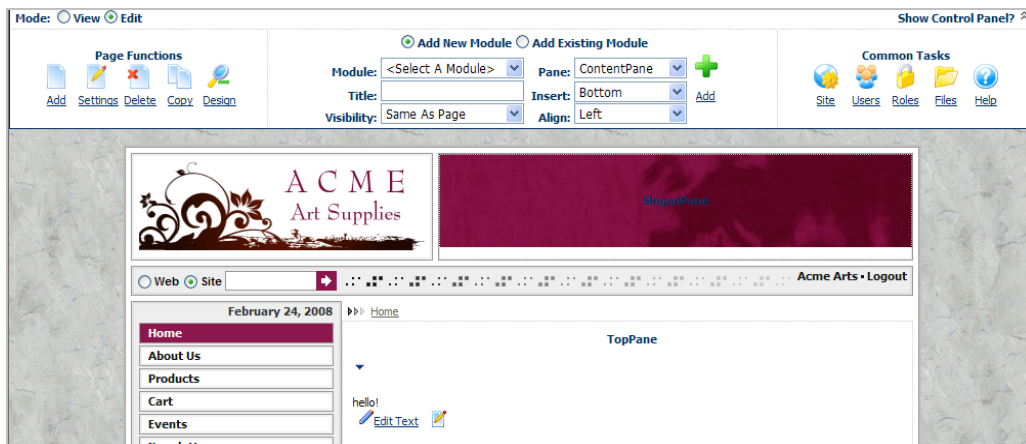
Upon successful login you will see your web site with the Control Panel at the top. Mode has two options: View and Edit.



In View mode your web site will look normal. All the pane specifications and additional icons will go away. The only item that is related to being logged in as a web editor is the Control Panel.



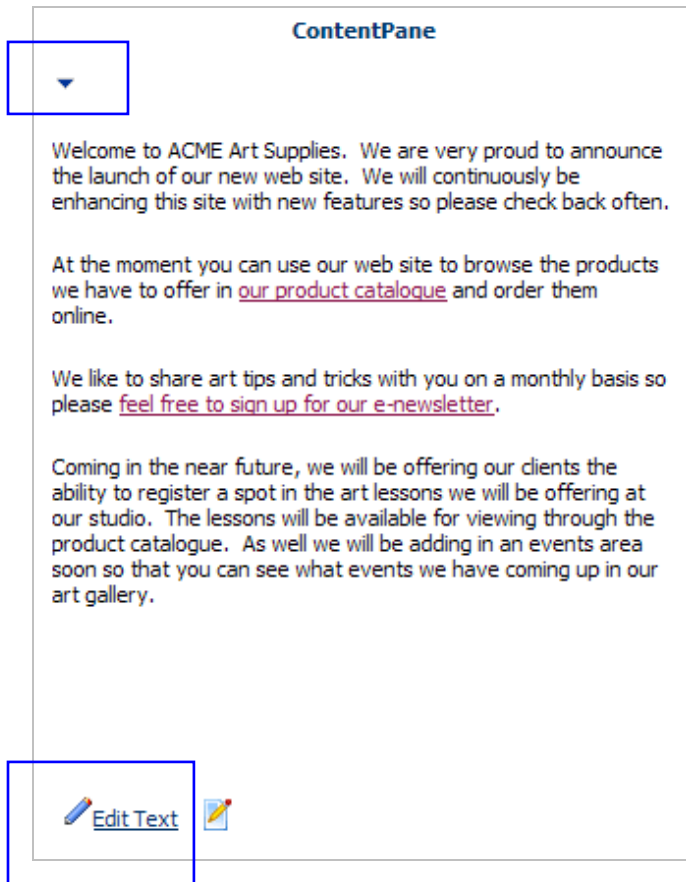
In Edit mode the web site will have all pane markings, edit icons and Control panel showing.



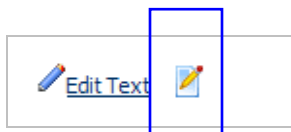
Icons

Most panes come with 4 icons.

To edit text you will want to use downward facing arrow in the top left hand corner, a pencil icon and Edit Text link in the bottom left hand corner. These options will all get to you the web editing tool to edit your text.

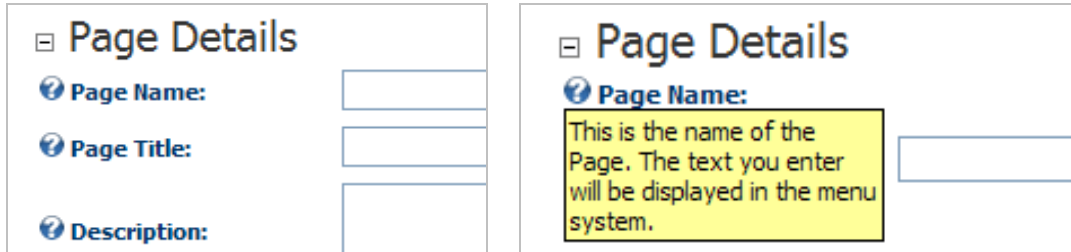


To change the settings of the pane that specific pane you can click on the page with the pencil icon. These are more advanced settings and will not be covered in this manual.



Question Mark Icon In Pages To Find Help

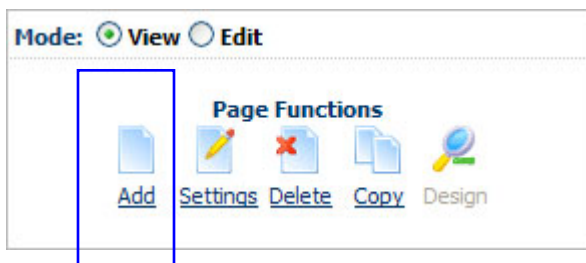
As you work through the different areas of the site you will find a question mark icon from time to time. Click on the question mark to reveal the tip and click on the question mark again to make it disappear.



Page Creation, Settings and Reordering

Creating New Pages

To create a new page, click on the Add button in the top left corner of the control panel.



You will be taken to the Page Management area of the CMS. This manual will cover the Basic Settings of creating a new page.

Page Details

Page Name:

Page Title:

Description:

Keywords:

Parent Page:

Include In Menu?

Permissions:

	View	Edit
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>

Username: [Add](#)

Copy Permissions to Descendants: [Copy Permissions](#)

Advanced Settings

[Update](#) [Cancel](#) [Delete](#)

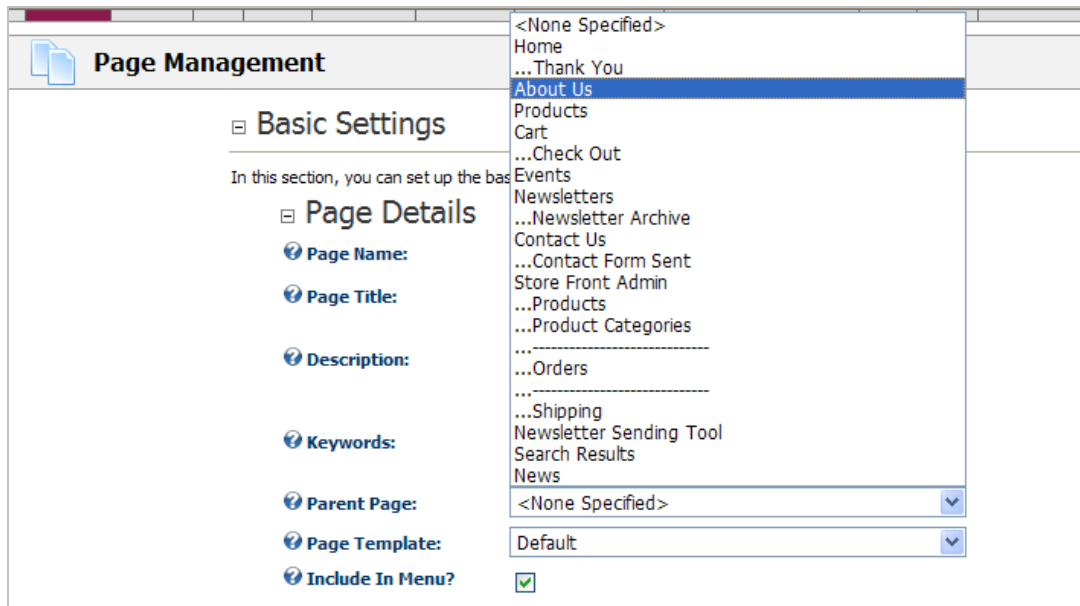
As you will see above you can fill in the following details for the new page you are creating.

- **Page Name**
Used for the text that appears in the navigation of your site
- **Page Title**
This is the text that is shown in the top left hand corner of your web browser and is very useful to search engines to define what your site offers. It is recommended to place keywords in this text but no more than 255 characters.
- **Description**
This text helps with search engine placement and can be what is displayed when you are found in search engines. Therefore use keyword phrases as well as marketing texts in this area. Keep texts short and sweet.
- **Keywords**
These texts are page specific. List the keywords and keyword phrases spaced out by commas in this section.

- Parent Page
If the page you are creating is going to be a subpage for a main navigation item you can choose the “Parent page”.

For example: You are creating a page called Our Team which is a sub-page for About Us, you would select About Us as the parent page for this new page you’re creating.

- Home
- About Us
 - Our Team



- **Page Template**
If you have multiple templates, then you can choose which template you want to use. Platypi Designs will inform you if you have multiple templates and when to use them.
- **Include in Menu?**
If you have a template that shows secondary navigations and you want people to see this page in the navigation be sure to check this box. Platypi Designs will let you know if your template allows for this ability.

An example of showing a secondary navigation is shown below. This example shows a fly-side navigation where when you mouse over the About Us page, the Our Team navigation appears to the right.

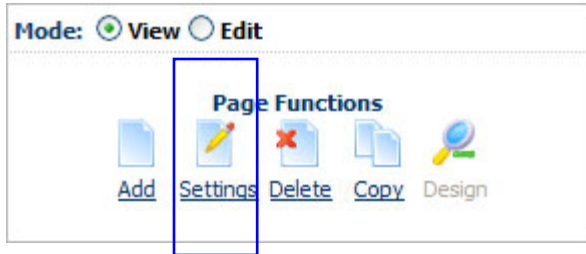


- **Permissions**
This area allows you to specify who can view AND/OR edit the page you are creating. Usually you will make the page viewable to all users. If you have groups or other people logging into your site for password protected information this is where the permissions would be defined. If you would like to have password protection on pages, please ask Platypi Designs for assistance.

	View Page	Edit Page
Permissions:		
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
Username: <input type="text"/>	<input type="button" value="Add"/>	

Click update at the bottom of the page to create the page, and save its settings.

To review or change these settings after the page has been created go to that specific page in the site, and click the Settings button in the top left corner of the Control Panel.

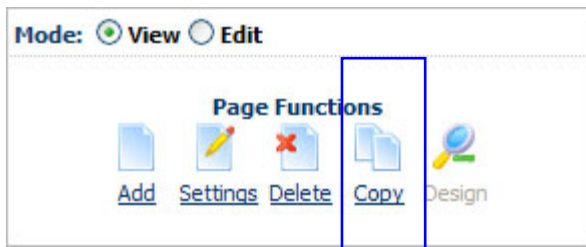


This completes adding a new page and getting all the settings in place for it. No content has been added to the page. See the Editing Content section of this manual to find out how to add content.

Note: If you are adding new page that is a new main navigation item you will notice that the new page will add into your navigation but perhaps not in the spot you want it to be. See Reordering Pages In The Navigation in order to move the page into the right area of the navigation.

Making a Copy of a Page

If you wish to copy the structure of a page go to the page that you would like to copy and click the Copy button in the top left corner of the Control Panel.



The Page Management area will open again and you will fill in the Basic Settings for the page.

The screenshot shows a web interface for page management. It is divided into two main sections: 'Page Details' and 'Copy Page'.

Page Details:

- Page Name:** A text input field.
- Page Title:** A text input field.
- Description:** A text area with up and down arrows on the right side.
- Keywords:** A text area with up and down arrows on the right side.
- Parent Page:** A dropdown menu currently showing 'About Us'.
- Include In Menu?** A checked checkbox.
- Permissions:** A table with two columns: 'View Page' and 'Edit Page'.

	View Page	Edit Page
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
- Username:** A text input field followed by an 'Add' link.

Copy Page:

- Copy From Page:** A dropdown menu currently showing '...Our Team'.
- Specify Modules:** A checked checkbox followed by a text input field containing 'Enter Title'.
- Three radio buttons: 'ContentPane' (unselected), 'New' (selected), 'Copy' (unselected), and 'Reference' (unselected).

The items that will copy over are the Parent Page and the Include in Menu? Settings. You will define the rest.

There is a new area called Copy Page that will indicate what page you're copying from and will ask you what you want to do with your Content Pane. Do you want a new one, copy or reference one?

Asking for a new ContentPane will give you a new page with your newly defined details but in the same structure as the page you have copied.

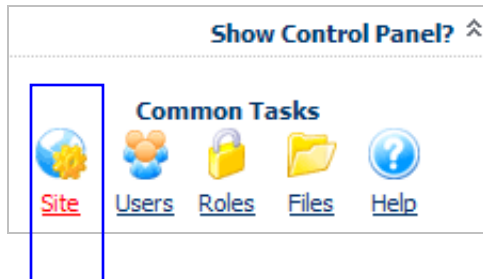
Asking for a copy of the ContentPane will completely repeat the text that is on the page that you're copying.

Click update when you have filled in the page details as you would like them to be.

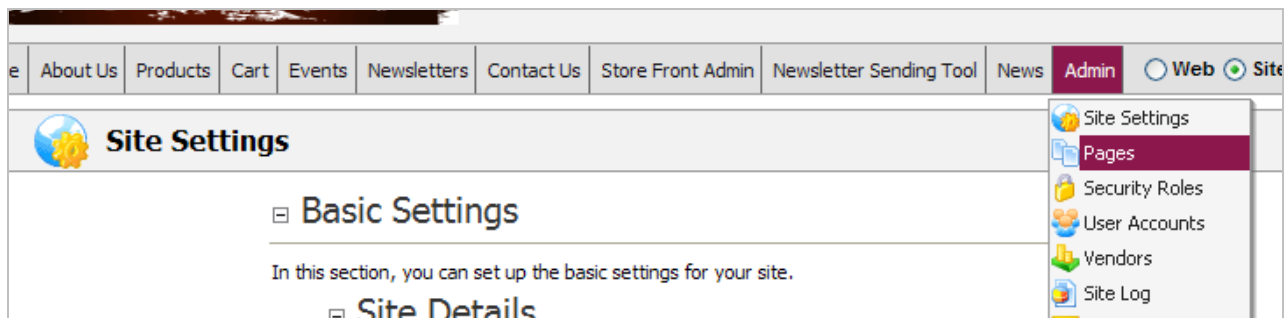
This completes making a copy of a page and getting all the settings in place for it. No content has been added to the page. See the Editing Content section of this manual to find out how to add content.

Reordering Pages In The Navigation

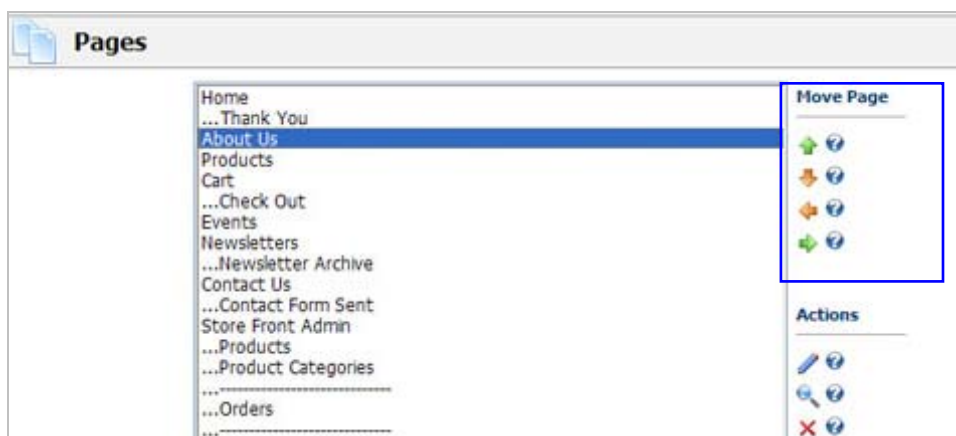
To reorder pages within your site navigation click on the Site button on the Control Panel. It is located on the right hand side of your site.



This will bring you to the Site Settings area. Mouse over the Admin button and select Pages from the drop down list.



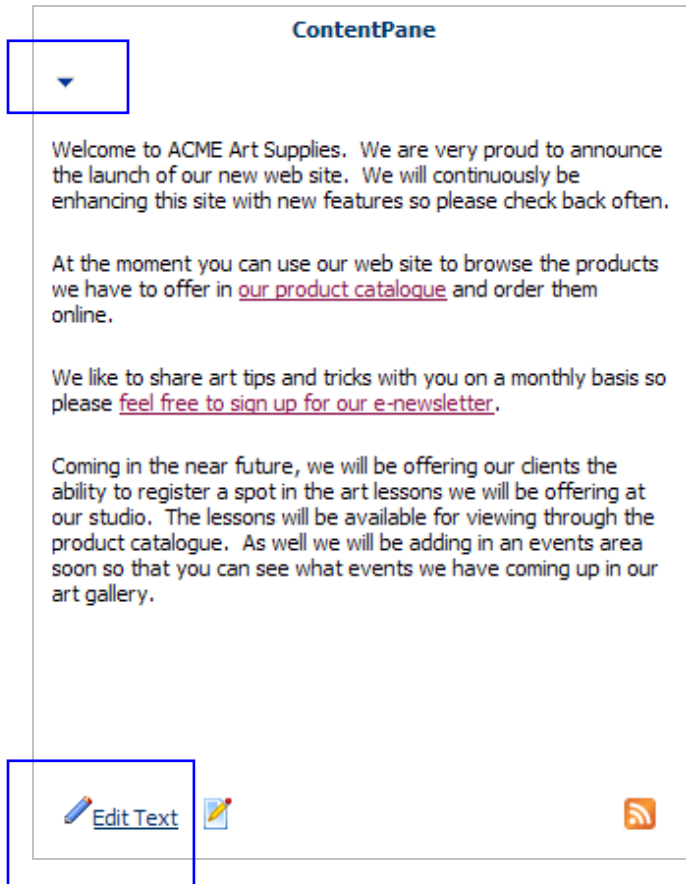
On the Pages page you will see a hierarchy of the web site. To move pages to a different spot in the hierarchy, select the page on the left hand side and use the Move page arrows on the right.



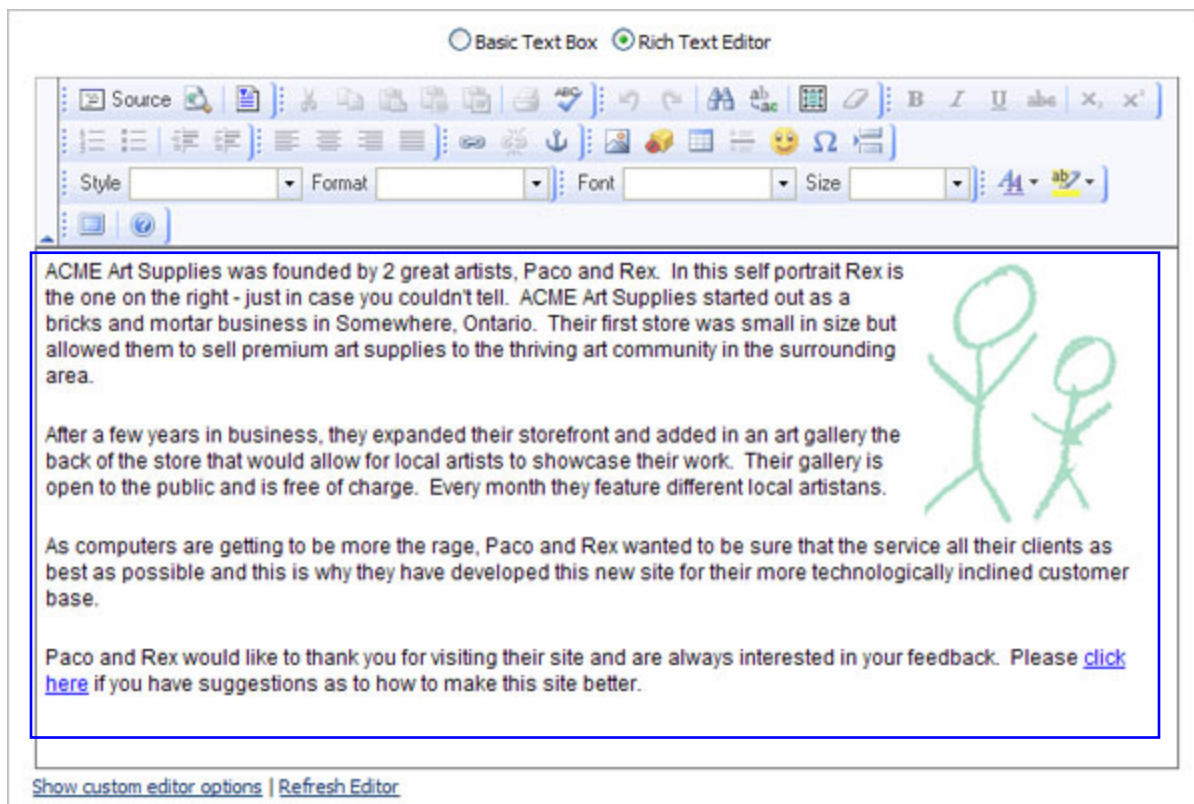
Editing Content

Edit Text Icons

There are several ways to get into the web editing tool to add/edit/remove web site texts. Most panes will come with a downward facing arrow in the top left hand corner, a pencil icon and Edit Text link in the bottom left hand corner. These options will all get to you the web editing tool to edit your text.




When you arrive at the Rich Text Editor (seen below), you are now ready to make content edits to the page.



This Rich Text Editor has all the functions of any other word processor that you might be used to, whether it be Microsoft Word or Corel WordPerfect. You will probably recognize some icons like Save, Preview, Copy, Paste, Undo, Redo, Print, Bold, Italic, and Underline to name a few.

To edit content you can just copy and paste information from other sources (i.e., Word, WordPerfect, Notepad) to the text area, as seen above in blue outlines.

Note: Please use the icon that looks like this when pasting text from another Word Document. This button will clean up the invisible code that Microsoft Word uses. You will see this in the top row of icons. 

The key to any web editing tool is to have time to play with all of the functions and figure out what it does. This is the best way to learn how to use this system to the best of its ability.

Tips & Tricks To Editing Content

The following are items that could help you work with Rich Text Editor tool more efficiently.

To control paragraph spacing and to allow you to just move your cursor to the next line there are a couple of hints that we can give you.

To start a new paragraph you will want to hit your Enter key. This will give you a space between your last sentence and the sentence you are about to write.

Example:

This is text.

This is new text

To get your cursor to move to the next line rather than start a new paragraph you will hold down the Shift key and hit the Enter key.

Example:

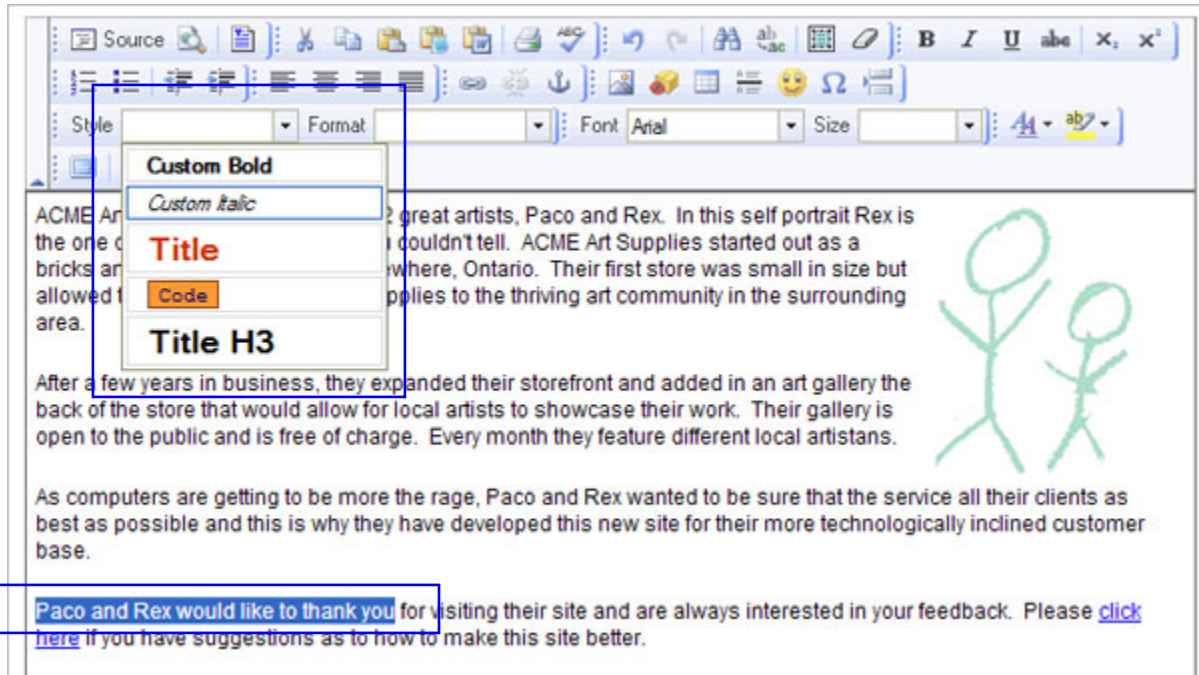
This is text.

This is new text.

Applying Styles to Text

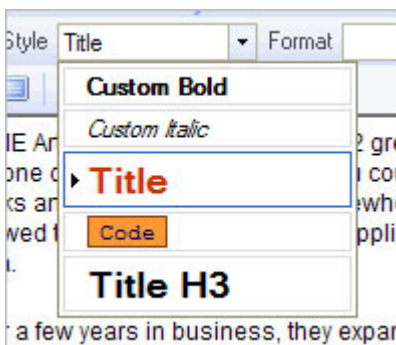
First select the text (with the mouse, or the arrow + Shift key) that you wish to effect.

Once selected find the Style drop down menu and click on the downward facing arrow to see the options that you can select from. Then click on the style you want.



If you wish to remove a style from text it is the same procedure.

Select the text you want to remove the style from then click on the Style drop down menu. The style that has the black arrow front of the style name is the one currently selected. If you click on that one, it will remove the style from your text.



File Naming Conventions

Whether you are uploading images or files to the CMS library we recommend that file names stick to a standard naming convention. File names that go outside of this convention might cause unexpected errors on your site.

File naming specifications:

- Keep file names short
- Accepted file names are any combination of letters, numbers and underscores i.e. 2008_JaneDoe.jpg
- Avoid using any unusual characters including spaces

Uploading & Using Images

From time to time you will want to implement images that relate to your content and compliment the site.

To get an image onto the web site you will have to upload the image and then place it into your editing area.

NOTE: An image is a .jpg or a .gif file format.

When uploading images; please make sure that your images are sized properly so that you're not using images that are too large in file size, or physical size, for the web site.

Resizing images can be done through a variety of graphics programs, such as Adobe Photoshop, or good image resizing software can be found on the internet for free.

We recommend Paint.Net Software (<http://www.getpaint.net/download.html>). Paint.Net demos are available at:

<http://www.platypidesigns.ca/home/support/imageediting/tabid/83/Default.aspx>

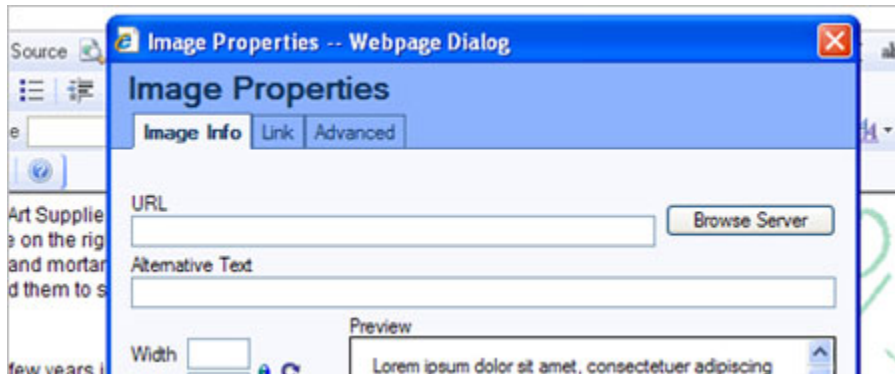
If you would like more information as to why you should resize your images and how to do it please contact Platypi Designs.

To upload an image you will do the following:

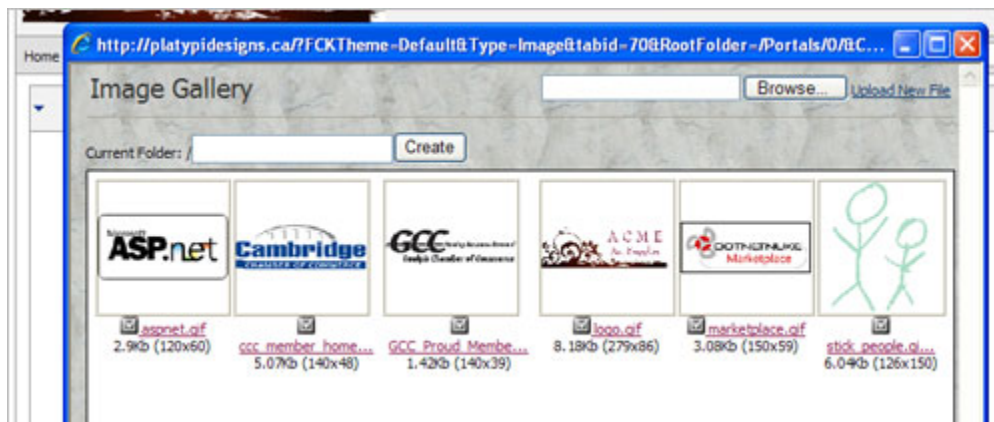
1. Click the Insert/Edit Image icon.



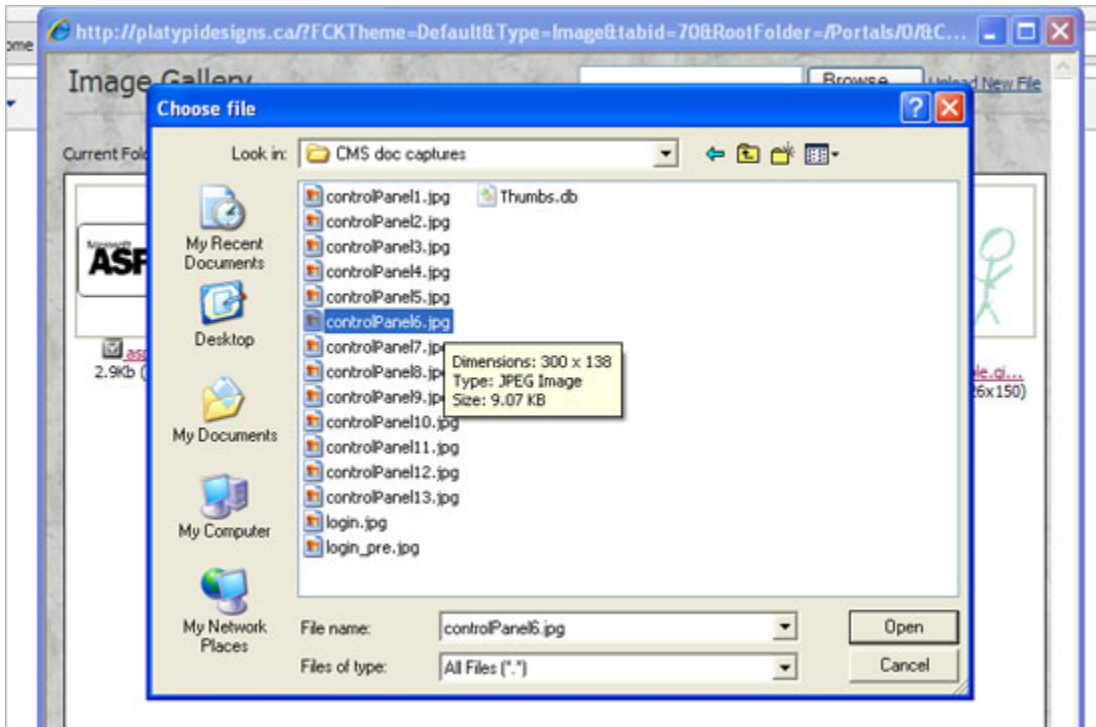
2. You will get an Image Properties pop up window and you will want to click on the Browser Server button.



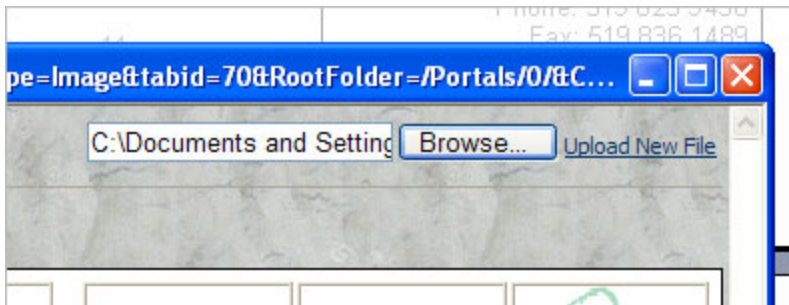
3. The Browse Server Button will take you to another pop up window where you will click the Browse... button at the bottom. This will allow you to find the image file on your computer that you want to upload.



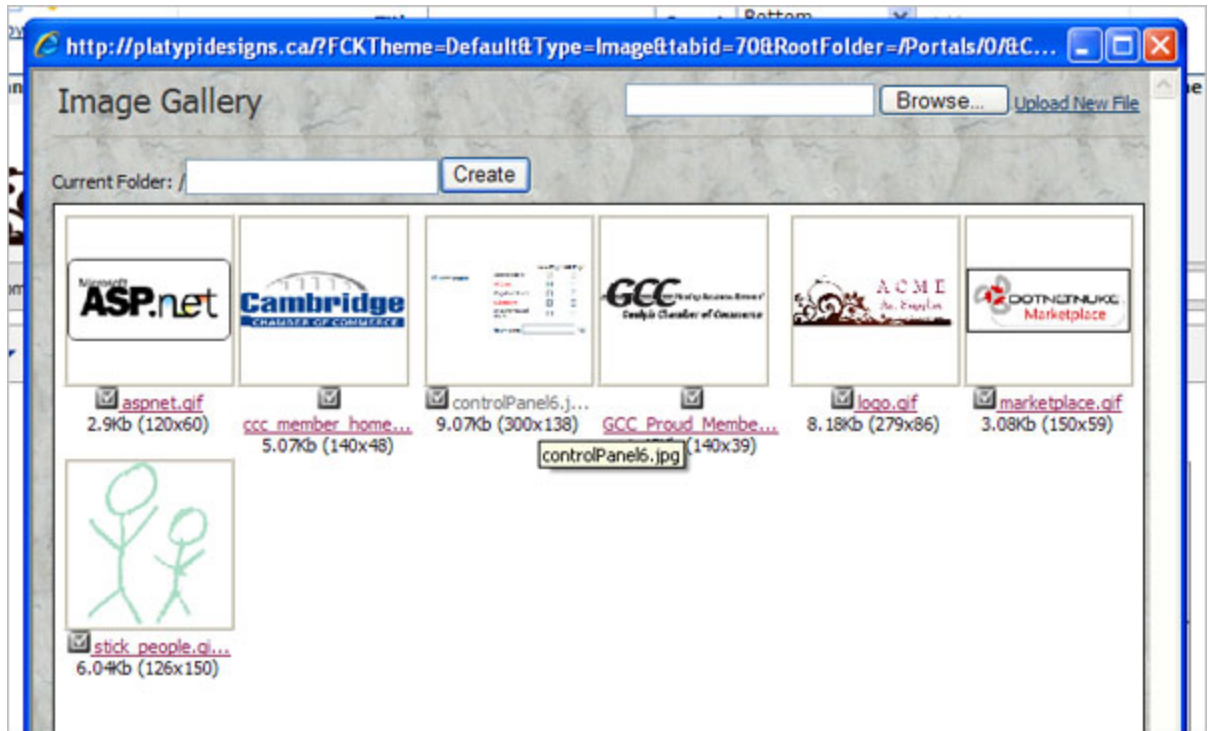
4. Find the image file on your computer through the Choose File pop up, select it and click the Open button. Clicking the Open button will then return you to the previous pop up window.



5. The previous pop up window where you had clicked the Browse button now has a file path and you are ready to upload this file. Click the Upload New File button.

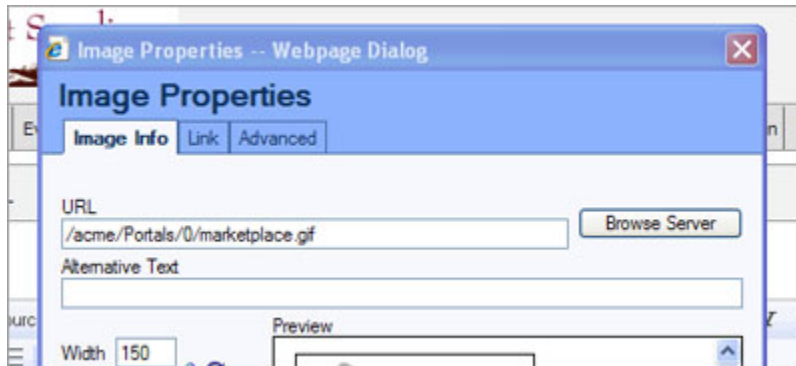


6. Clicking the Upload button will upload the image to the web server where you will be able to use it on your web site. When the image has uploaded it will be added into your thumbnail list of images.



From this screen you can select the image that you want to use and click on the file name.

7. This will close down the screen shown above and put the image into the original Image Properties pop up that you started with.



Within this Image Properties pop up you can add Alternative Texts, which people will see if they mouse over an image or have their images turned off in their web browser.

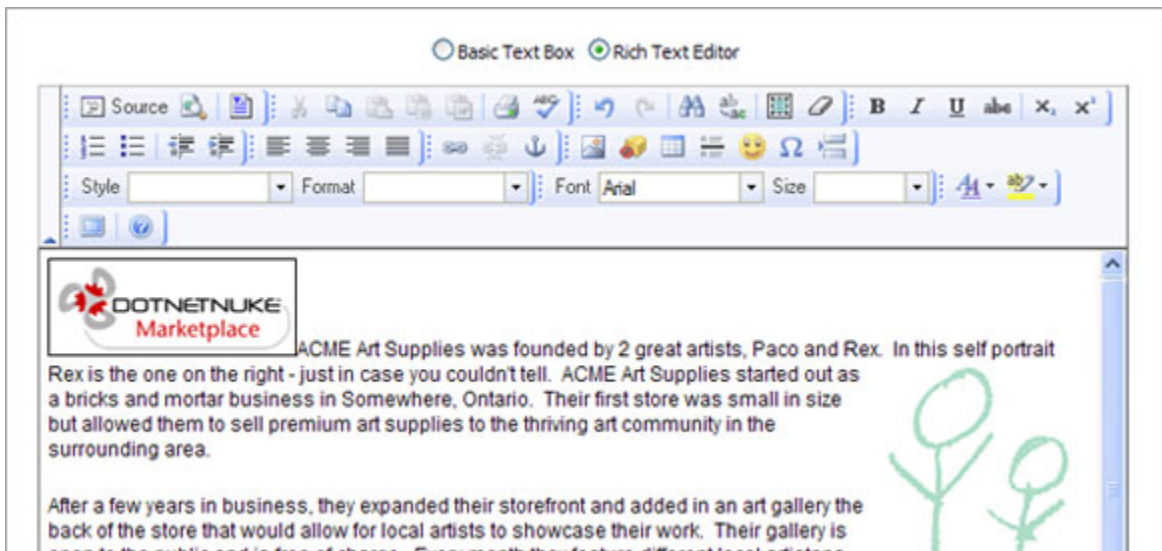
You will notice that you can change the width and height of an image here. We do not recommend that you resize your images here. Changing the height and width of an image in this area is only changing the physical size of the image on the screen it does not affect the file size. It is best to upload images to the server that are the size you want them for optimal web site delivery.

You can play around with adding borders or spacing, vertically or horizontally around the image. As well you can choose to align your image to the left and right of your text as well as many others.

We recommend that you try these features and see what the results are in order to get an understanding of what they do.

With the align option, you will most likely use left and right most often. Left means that the image aligns to the left of the text that is on the page. The words will wrap accordingly. Align right is the same idea but the image aligns to the right of the text.

- When you are done adding your extra Alternative Text and alignment options you will click OK. This will place the image as requested into your web site content editing area.



In this example I have chosen to align my image to the right.

- Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

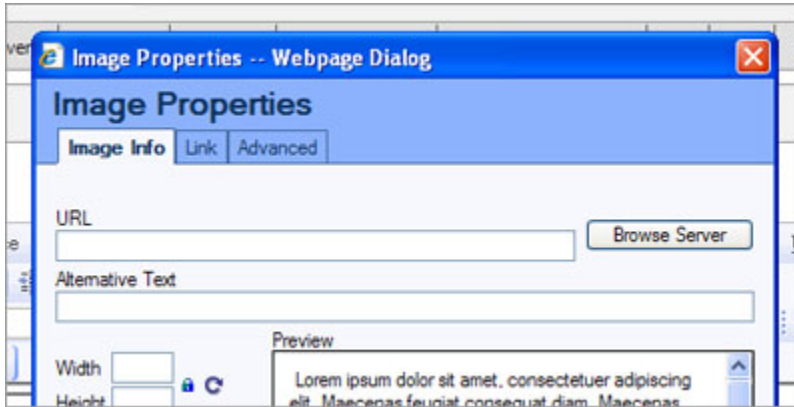
Adding An Uploaded Image To Your Content

To add an image that you have already uploaded to the server at another time you will have to do the following:

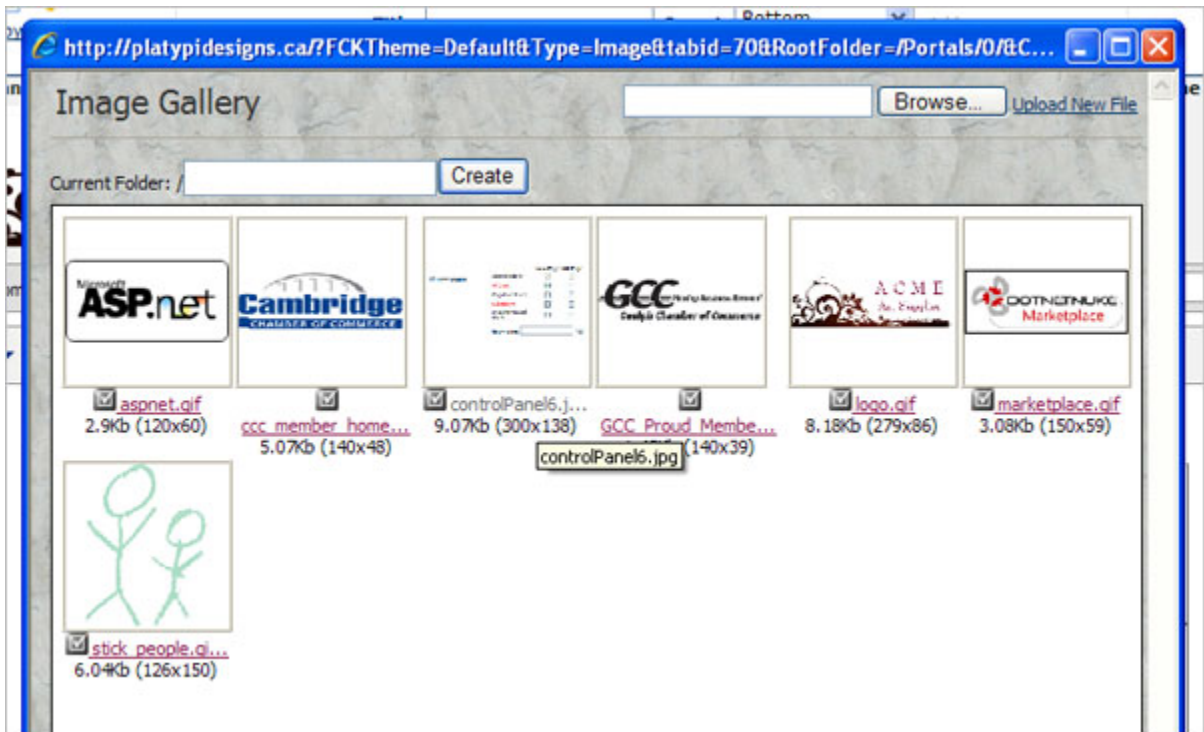
- Click the Insert/Edit Image icon.



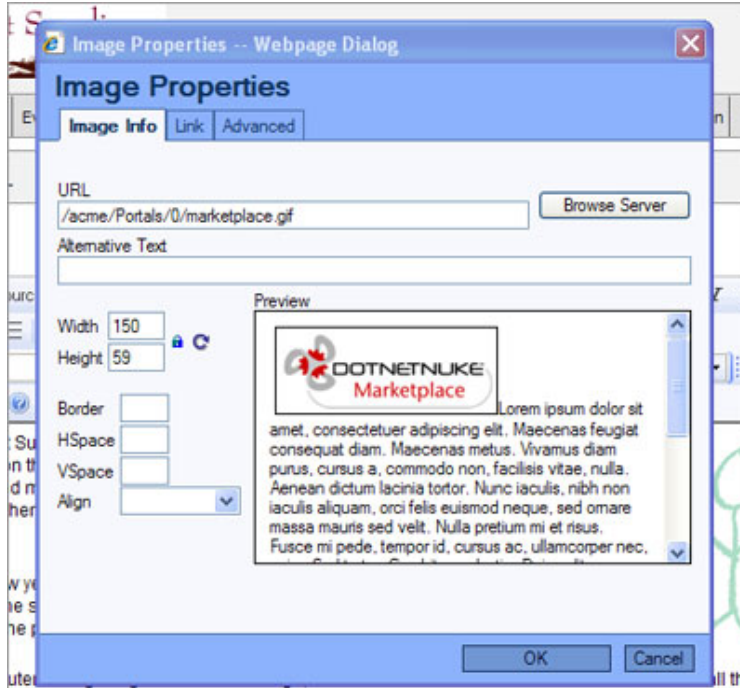
2. You will get an Image Properties pop up window and you will want to click on the Browser Server button.



3. The Browse Server button will take you to another pop up window where you find a gallery of the image files that you have already uploaded to the server. Click on the image file that you want to add into your web content.



4. This will bring the image into the Image Properties pop up.



Within this Image Properties pop up you can add Alternative Texts, which people will see if they mouse over an image or have their images turned off in their web browser.

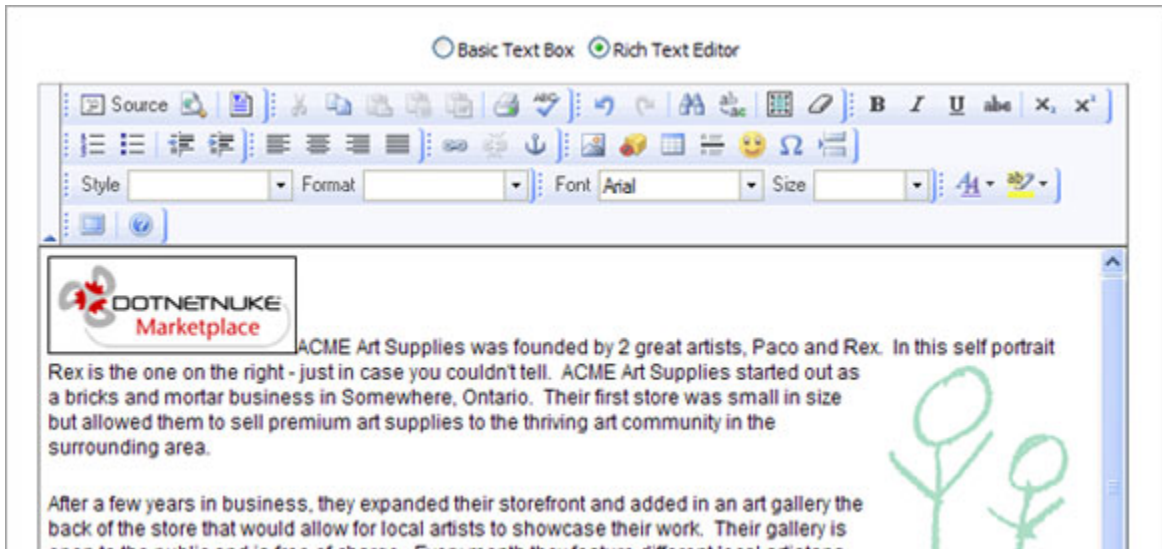
You will notice that you can change the width and height of an image here. We do not recommend that you resize your images here. Changing the height and width of an image in this area is only changing the physical size of the image on the screen it does not affect the file size. It is best to upload images to the server that are the size you want them for optimal web site delivery.

You can play around with adding borders, or spacing vertically or horizontally around the image. As well you can choose to align your image to the left and right of your text as well as many others.

We recommend that you try these features and see what the results are in order to get an understanding of what they do.

With the align option, you will most likely use left and right most often. Left means that the image aligns to the left of the text that is on the page. The words will wrap accordingly. Align right is the same idea but the image aligns to the right of the text.

5. When you are done adding your extra Alternative Text and alignment options you will click OK. This will place the image as requested into your web site content editing area.



6. Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Uploading A File

From time to time you will want to link to files that you have which relate to your content.

To implement a link to a file you will need to upload the file to the server and then create a link to it in your editing area

NOTE: A file is a .pdf, .doc, .xls, .wpd, .ppt, .html

Uploading to the server and linking to .doc or .wpd isn't recommended because these file formats are not web safe. You cannot guarantee that everyone will have the appropriate program to view the file you are linking to. It is better practice to put .pdf files on the server and link to them. PDF files are the standard for web safe documents and they cannot easily be altered by the general public.

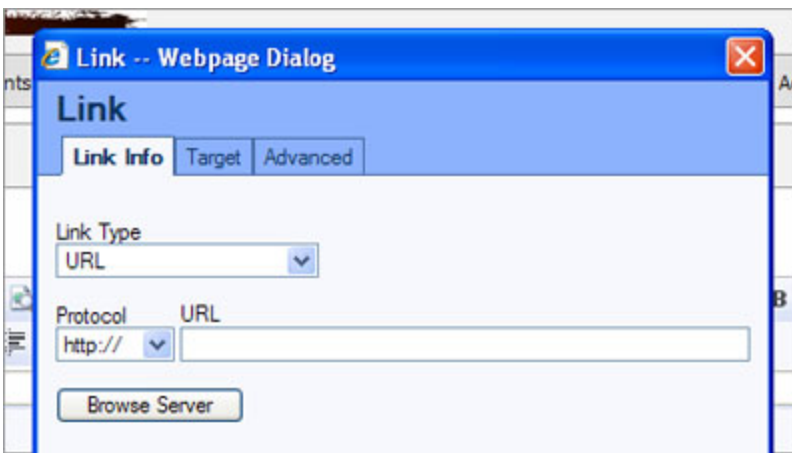
If you would like more information about file formats, please contact Platypi Designs.

To upload a file you will do the following:

1. Click the Insert/Edit Link icon.



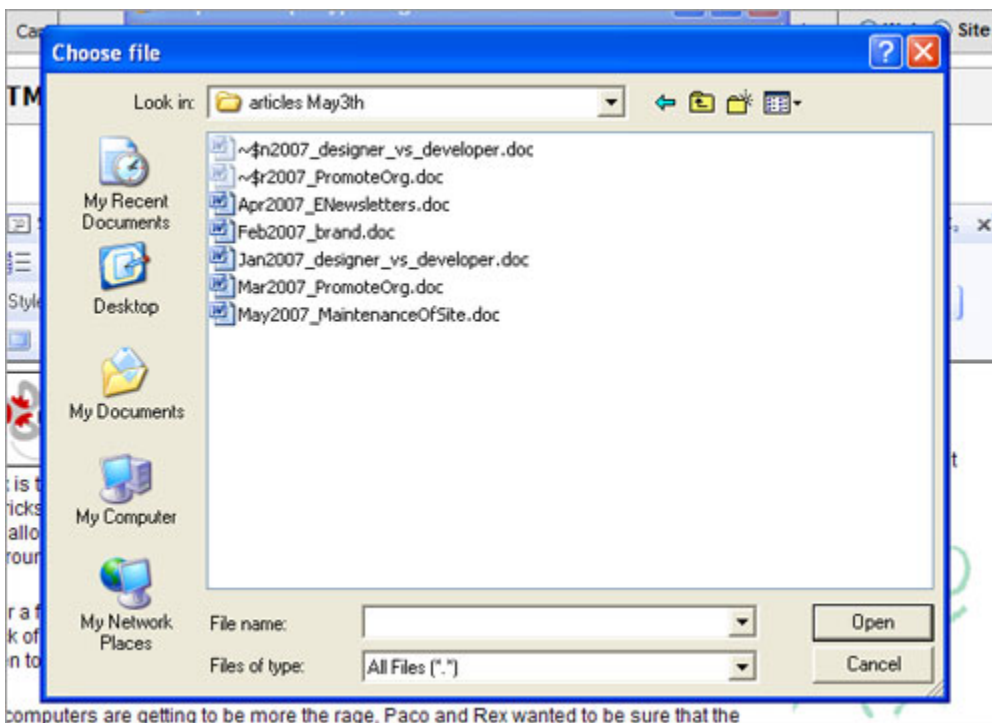
2. You will get a Link pop up window and you will want to click on the Browser Server button.



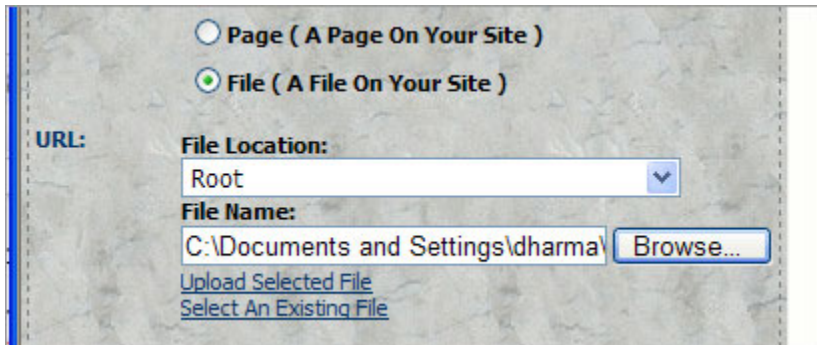
- The Browse Server button will take you to another pop up window where you will click the Browse... button at the bottom. This will allow you to find the file on your computer that you want to upload.



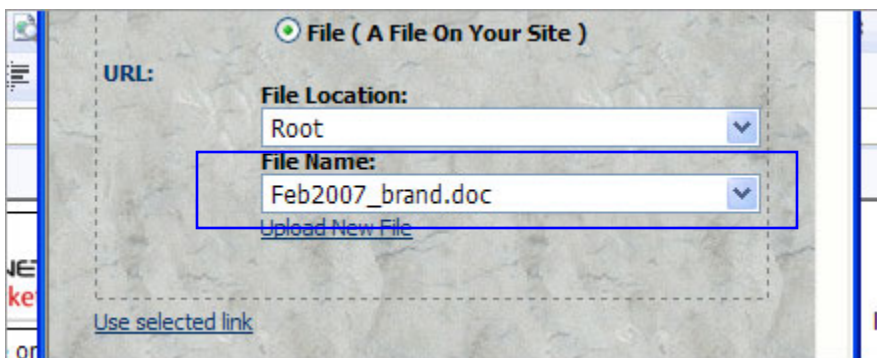
- Click the Upload New File button, then select Browse, to open the choose file window. Clicking the Open button will then return you to the previous pop up window.



5. The previous pop up window where you had clicked the Browse button now has a file path and you are ready to upload this file. Click the Upload button.



6. Clicking the Upload Selected File button will upload the file to the web server where you will be able to use it on your web site. When the file has uploaded it will be added into your File Name Drop down list.



7. When you get to this screen and you see the file you have uploaded you can close this pop up window down as well as the File pop up window. You will now go onto linking a file to a piece of text or an image.

Creating A Link To Your Uploaded File

When you want to link to a file that you have uploaded to the server, you will want to do the following:

1. Highlight the text that you want to become the hyperlink to the file.



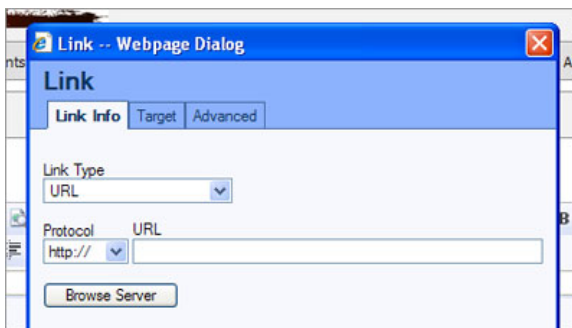
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

2. Then click on the Insert/Edit Link icon.



3. You will get a Link pop up window and you will want to click on the Browser Server button.

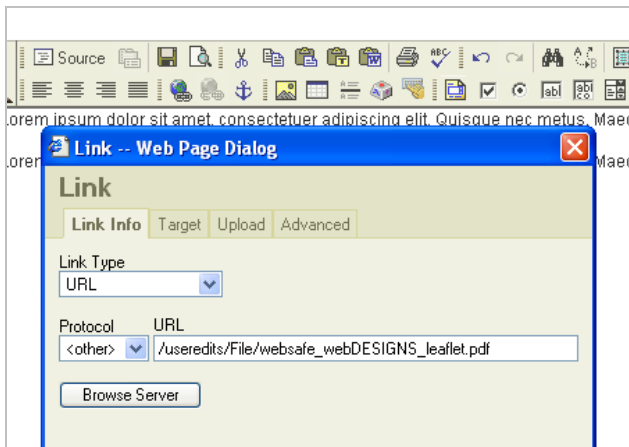


4. The Browse Server Button will take you to another pop up window where you find a list of the files that you have already uploaded to the server. Click on the file that you want to link to.



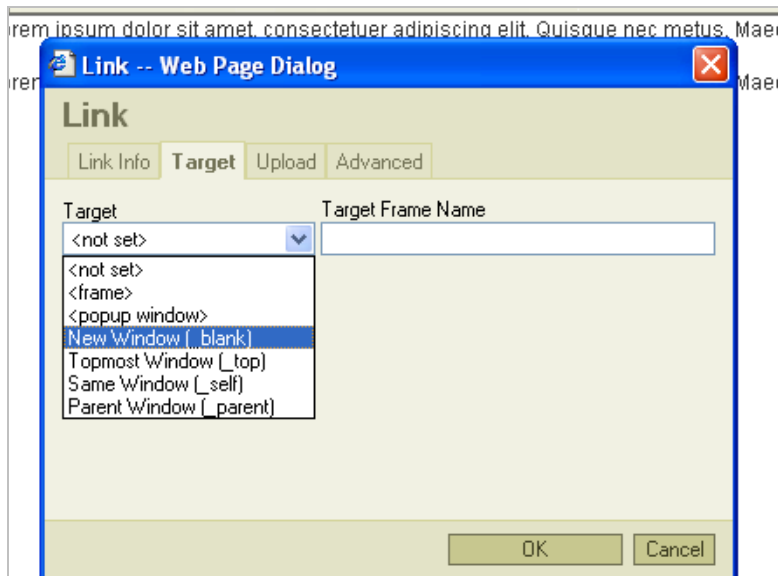
Either select the file from the drop down or click Upload New File, if the file is not uploaded yet, and follow instructions.

When you have clicked on the file you will be taken back to the File pop up window and the URL area will have filled in with the path to your file.



5. *NOTE: When linking to a file you will want to have that file pop up into a new window when a web site user clicks on the link. This way they are not taken off your web site to view the file.*

In order to make the file pop up into a new window, you will click on the Target tab in the Link pop up. Then select New Window (_blank) from the drop down list. You will not have to worry about the Target Frame Name.



When you have selected the New Window item from the drop down then click OK.

6. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

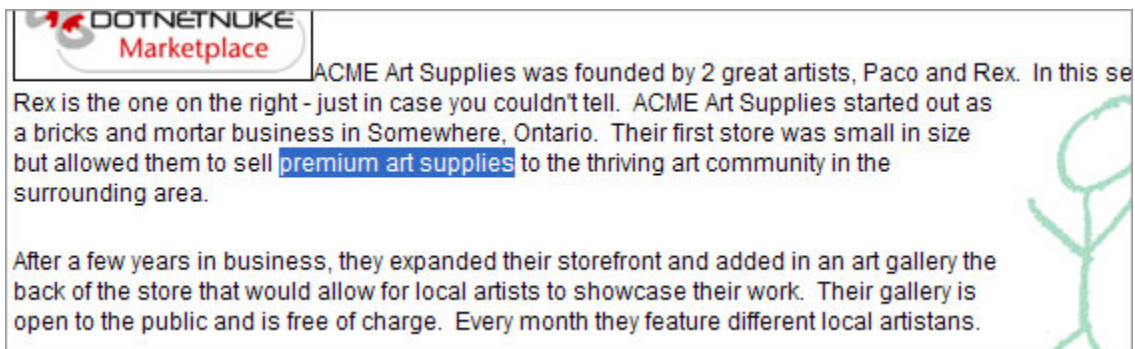
7. Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Creating A Link To One Of Your Web Site Pages

If you have a multiple page web site you will want to know how to link one page to another. For example on the About Us page you might want to have a link that goes to the Contact Us page.

To create a link to one of your web site pages you will have to do the following:

1. Highlight the text that you want to become the hyperlink to a page of your web site.



NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

2. Then click on the Insert/Edit Link icon.

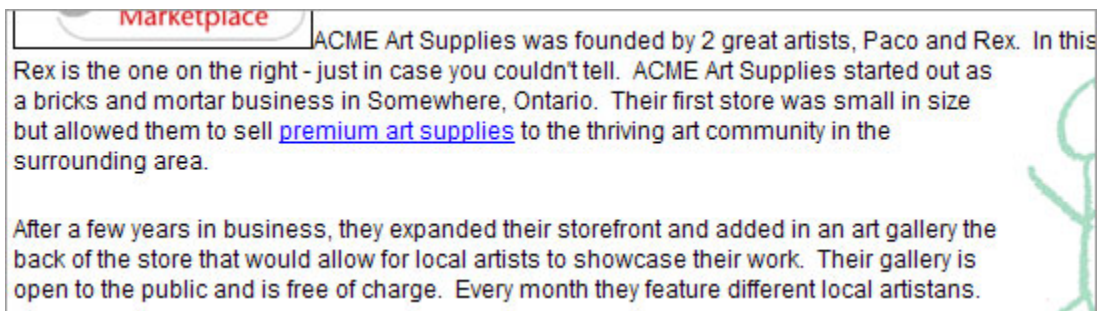


3. You will get a Link pop up window. Within the first window click on the “Browse Server” button, to get a second pop up screen as seen below. Select the page radio button as below, and then select the page you wish to link to from the drop down menu.



Then click the “Use selected Link” button. This will bring you back to the first pop up window, where the information will be filled in for you. Simply click Ok to complete the link.

4. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



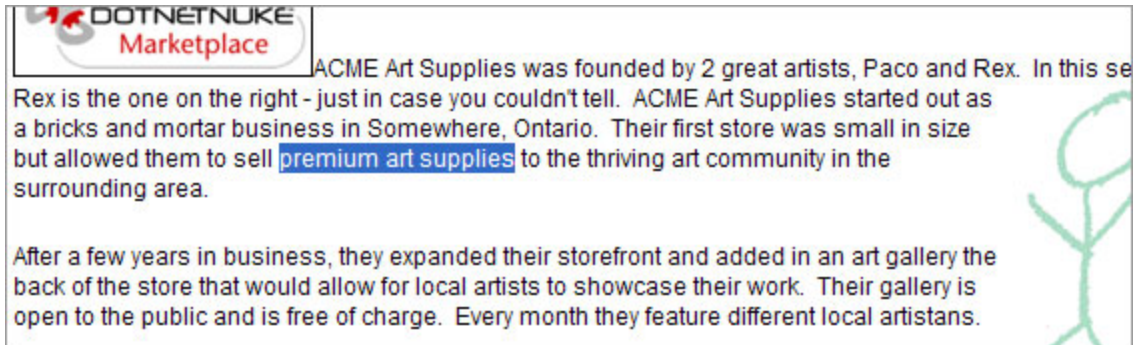
NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

5. Continue to make web site content edits and then save your changes. View the Saving Content area of this document.

Creating A Link To A Web Page Outside Of Your Site

When you want to link to a web site that is outside of your web site, you will want to do the following:

1. Highlight the text that you want to become the hyperlink to the external web site.



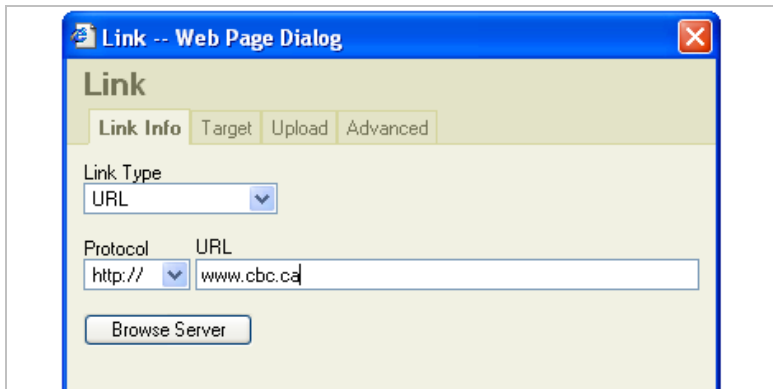
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

2. Then click on the Insert/Edit Link icon.



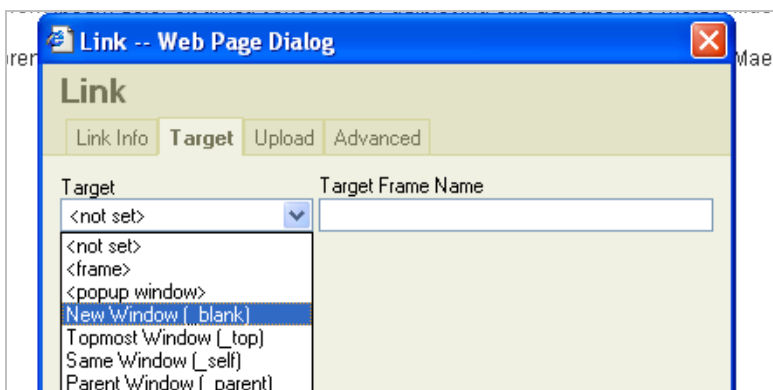
3. You will get a Link pop up window. The Link Type remains URL. The Protocol most likely should as http:// (See note below image). You will need to add in the web address in the URL area.



NOTE: In some cases you will want to link to an https://. In order to find out what kind of Protocol you need just look at the web site address of the web site you want to link to. If the address starts with http:// then you choose http:// from the Protocol drop down. You will select https:// if you find that the site you're linking to has https:// in the web address. The https:// signifies a secure, encrypted site.

NOTE: When linking to a web site page outside of your web site you will want to have that web site pop up into a new window when a web site user clicks on the link. This way they are not taken off your web site to view the file.

In order to make the web site pop up into a new window, you will click on the Target tab in the Link pop up. Then select New Window (_blank) from the drop down list. You will not have to worry about the Target Frame Name.



When you have selected the New Window item from the drop down click OK.

4. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



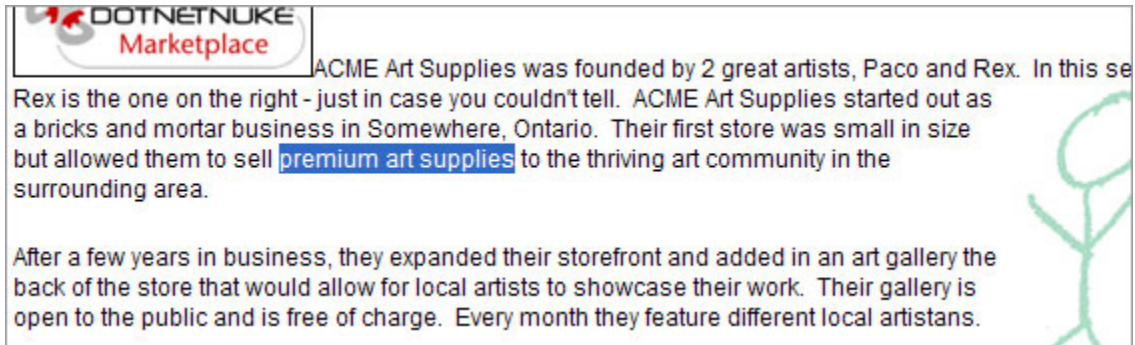
NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

5. Continue to make web site content edits and then save your changes. View the Saving Content area of this document for more information.

Linking To An Email Address

To create a link to an email address you will want to do the following:

1. Highlight the text that you want to become the hyperlink to the external web site.



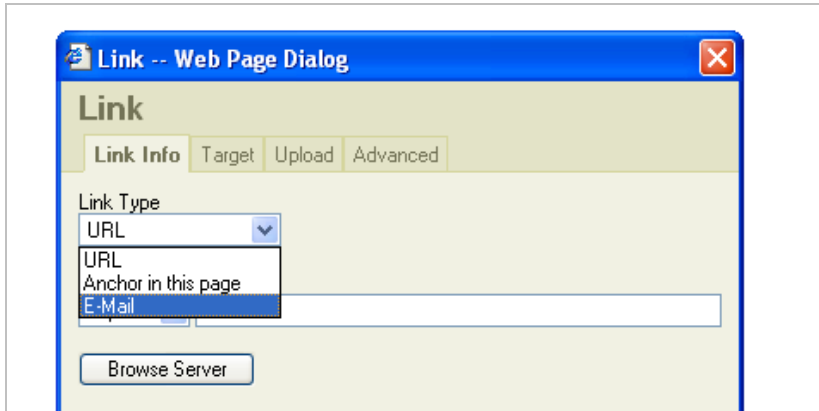
NOTE: Be sure to only highlight the word or words that you want to link to and avoid highlighting any extra spaces before or after the word/words you want linked.

NOTE: To create a link from an image rather than a piece of text, insert the image and then left click it to select it. Then follow the rest of the instructions below.

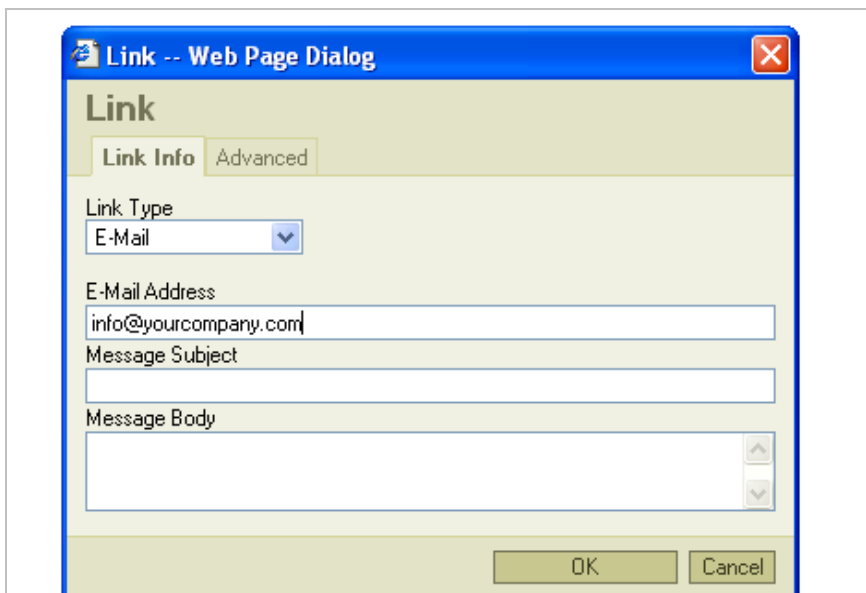
2. Then click on the Insert/Edit Link icon.



3. You will get a Link pop up window. Change the Link Type to Email from the drop down menu.



4. When you have changed the Link Type to Email the pop up window changes so that you can write in the email address.



You can also add in a Message Subject and Message Body but they aren't required. If you fill in the Message Subject, when someone clicks on the email link you have created and sends you an email, the email subject that you get will be the one that you wrote in. The Message Body text is a way of adding text to the body of the email that the web site user is about to send you. For instance if you want to remind them to put in their phone number you could write text that says – Put your content here and please don't forget to include your phone number.

When you are done with adding in the Email address, subject and body message, click OK.

5. The File pop up window will go away and you will be back to your web editing area and the word that you had highlighted will now be underlined.



NOTE: You will notice that when you mouse over the underlined text you will not get a hand that signifies a link. You will also not be able to click on the link to see if it works. This is because you are in the editing environment. You will have to Save your edits and then view the page to test the link.

6. Continue to make web site content edits and then save your changes. View the Saving Content area of this document for more information.

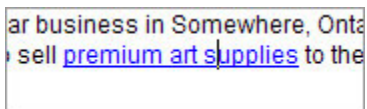
Removing Links Of Any Kind

This will give you instructions on how to remove any kind of link you have, whether it be to a file, to a page within your web site, to a page outside of your web site or to an email address.

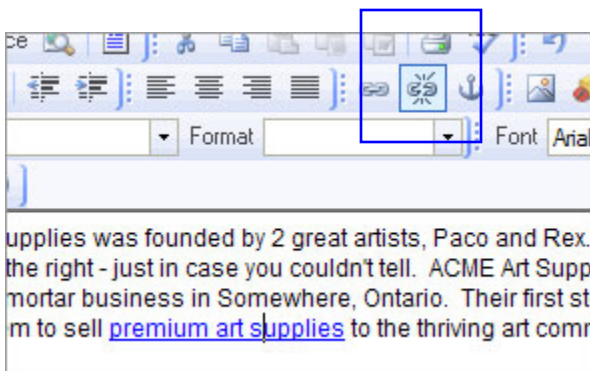
To remove a link you will NOT want to just delete the text that is underlined in your web editor. This does not guarantee that the link has been removed.

When you want to remove a link please do the following:

1. Place your cursor over the link you want removed. Left click somewhere in the middle of the underlined text.



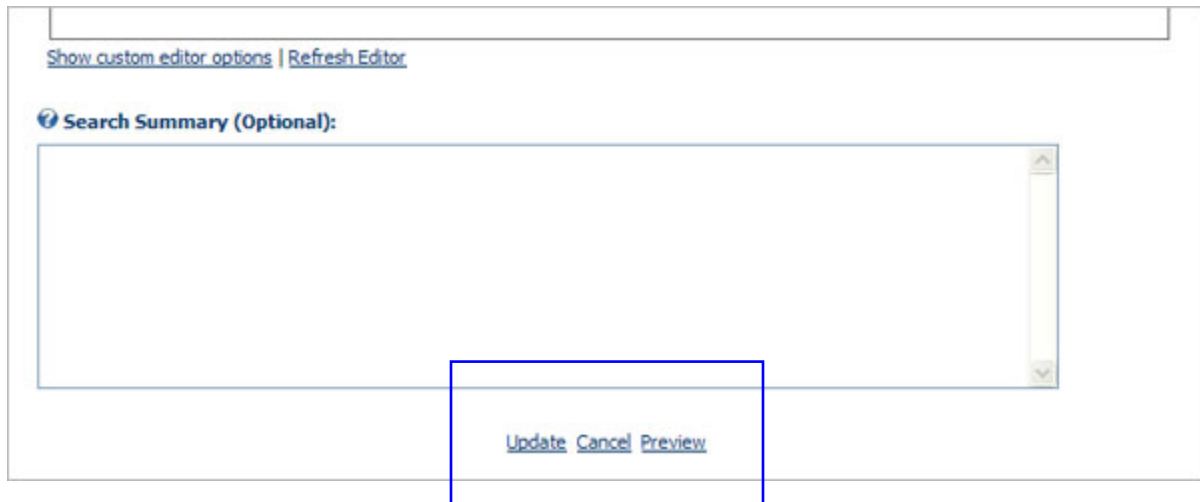
2. With your cursor now blinking in the middle of the underlined text click the Remove Link icon.



3. The text will then lose its underline and you will have successfully removed the link.

Saving Content

Save content clicking on the Update button at the bottom of the editor page. If you wish to Preview the work before saving, click on the preview. This will give you a quick view of just this content area. It will appear just below the 3 buttons seen in the image below. If you are satisfied with your work then proceed with the Update Button. If you wish not to save your work and leave the page with no updates click to Cancel Button.



NOTE: When you hit the Update icon you are saving your web site edits and they will immediately go live to your web site for the public to see. This means that you want to be sure of the content you're saving is correct and the way you want it.

When you have successfully saved your content you will see the following screen.

Seeing Your Web Site Updates

Once you have saved the page you can then view the page, as a user will see it, by clicking the view option in the top left corner of the Control Panel.