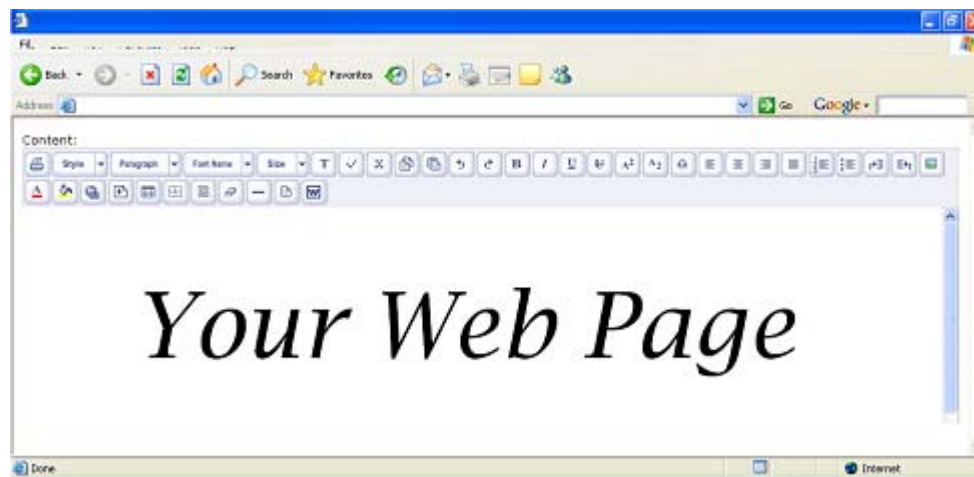


Web Site Content Manager Reference

1. Access the Internet and visit your **CONTENT MANAGEMENT HOME PAGE**. We recommend using Microsoft Internet Explorer as your Web Browser.
2. Your content management home page will have links to all the pages that you can manage. To update your Web site content, click on the page name that is highlighted. The editable page will open in a new Web Browser. Wait for the page to fully load in the new Web Browser window.
3. Use the tool bar functions to make updates to your Web page. Please see Tool Bar Functions, Working With Images, Tables & Cells and Text Features for more on updating your page.
4. Complete your update and click the **SUBMIT** button at the bottom of the page. This will SAVE the page and show it live on the Web.
5. Close the browser window that has your live Web page. Your **CONTENT MANAGEMENT HOME PAGE** will still be viewable for you to continue updating Web pages.



Tool Bar Functions:



Image – This feature will allow you to upload images, insert images, format images and more. Please see “**Working With Images**”



Show Border – This feature will show table borders, spacing and padding.



External Link – Use this to create hyperlinks.



Paragraph – This defines text headings



Select All – Selects complete page.



Cut – Use for text or images.



Copy – Use for text or images.



Paste – Paste text, images, tables and other Web page content.



Redo – This will redo most functions.



Undo – This will undo most functions.



Print – This will print the page.



Horizontal Line – Insert a horizontal line.



Superscript – Use only for text.



Subscript – Use only for text.



Page Properties – Here you make changes to the page title, background image and margins.



Symbol – Insert a symbol.



Table – This opens the Table and Cell feature. Please see “**Working With Tables**”



Justify Left – Use for text or images.



Justify Center – Use for text or images.



Justify Right – Use for text or images.



Justify Full – Use only for text.



Numbering – Use only for text.



Bullets – Use only for text.



Indent – Use only for text.



Outdent – Use only for text.



Foreground Color – Use only for text.



Background Color – Use only for text.



Bold – Use only for text.



Italic – Use only for text.




Underline – Use only for text.



Strikethrough – Use only for text.


Working With Images:

Uploading Images

Click the image icon  to open the Image Asset window. Click the **browse button** to look for the image you want to upload. You can browse for the image on your local computer hard drive, disk drive or removable drive. Select the image and it will appear in the Upload Image window. Click the **upload button**.

The image will be listed alphabetically in the file name window. Most types are files can be uploaded. Theses can include: gif, jpg, tiff, swf, txt, doc, pdf, xls, and more.

Inserting Images

Place your cursor where you want to insert the image. Click the image icon  to open the Image Asset window. Select the image from the alphabetic list and click insert.

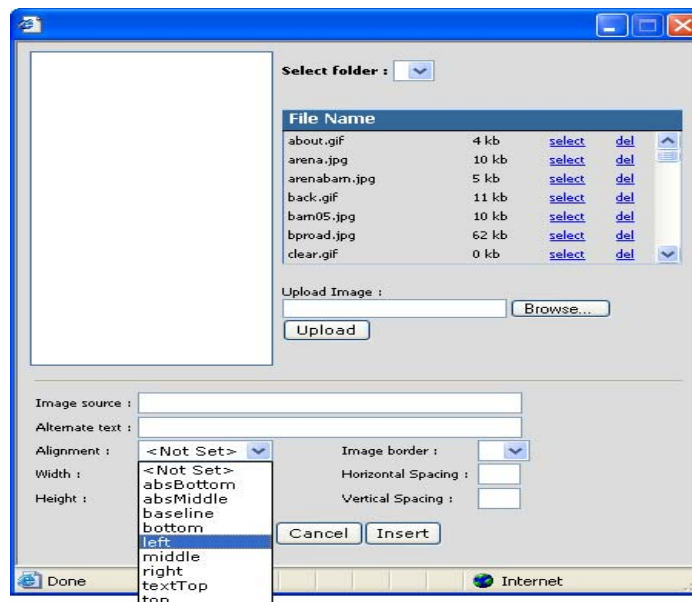
Editing & Moving Images

Select the image and work with the **Image Asset** window to:

- Set text position** – Use the alignment drop-down menu to set text position in relation to an image.
- Set image ALT Tag** – Alternate text helps define an image and can be found by search engines.
- Create Image Border** – This will make a solid border around the image.
- Create Spacing** – Spacing is used to create white space between the image and text.

Select the image and work with the **Toolbars** to:

- Move Images** – You can use justify or indent to move images within a cell.
- Create Hyperlink** – You can create a hyperlink to email, Web page, image or PDF file.
- Cut Images**
- Paste Images** – You can paste images directly into the content manager window only if it was copied from a live web page. It will need to reference a full URL path, i.e. <http://www.yoursite.com/images/image.gif>.



Text Features:


Adding text – You can add text by typing directly into **WEB SITE MANAGER** window or by pasting from another source such as Word, Excel, Notepad, FrontPage, etc.


Headings – Use the paragraph feature to define text headings.


Format – You can format text by using the Toolbar features.

Position – You can format text by using the Toolbar features.

Working With Tables & Cells:

Creating – Place your cursor where you want to insert a table. Click table  Choose the Create Table link. This will allow you to create a table and format it as needed.

Editing – Place your cursor inside the table or cell you wish to edit. Click table  Choose the Edit Table or Edit Cell link. This will allow you to update the table or cell column or row properties.


Removing Cells – To remove a cell row or column, place your cursor inside the cell. Click table  and click the Edit Cell link.

Removing Tables – To remove a table, select it by clicking its top left corner until the cursor becomes a cross. Click delete on your keypad.

Helpful Hints:

Starting Over – If you make a mistake, you can start over by reloading or refreshing your Web browser or closing the browser and starting over. No changes will be live until you click the SUBMIT button.

Spacing – The html editor double spaces by default. Hold the shift key down when hitting enter to single space.

Viewing Tables & Cells – Double click the show border  feature to view table and cell border, spacing and padding. This is helpful when making any Web site updates.