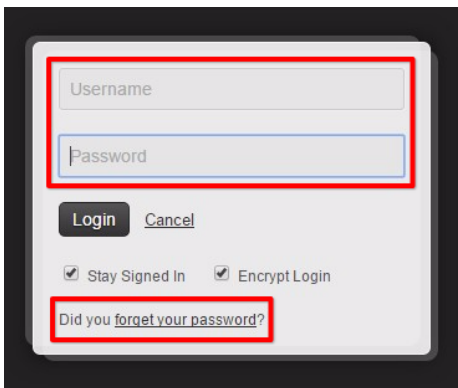


Table of contents

Logging in	1
Editing page content	2
Creating links	3
Inserting images	4
Creating a new page	5
Changing the site menu	6
Adding a new link	6
Reorder menu items	6
Remove a menu item	7

Logging in



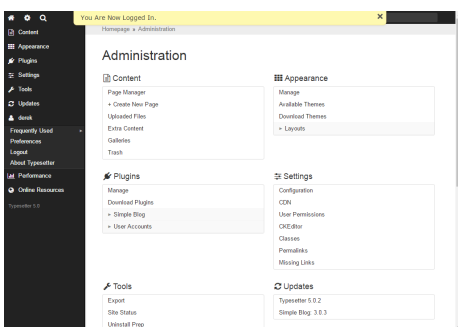
1. Access the login page by visiting <http://yourwebsite.com/admin>
2. Enter your username and password, then click the *Login* button.

If you've forgotten your password, click the 'Did you forget your password?' link to reset it.

If you've forgotten your username or don't know the email address registered on your account, please [contact us](#) for help.

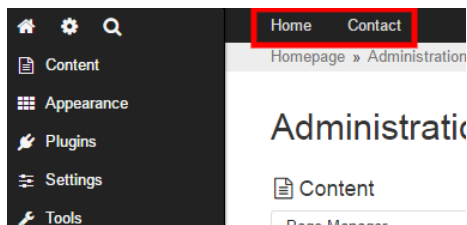


Tip: Check the 'Stay signed in' box to remember your password next time.



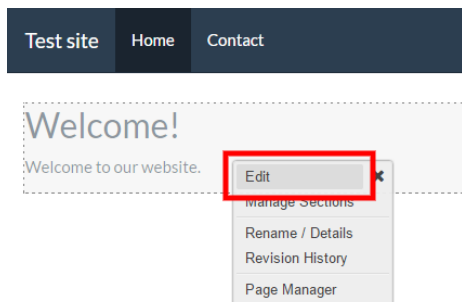
3. Once logged in, you will be taken to the *Administration* page.


Editing page content



1. From the Administration page, navigate to the page you wish to edit.

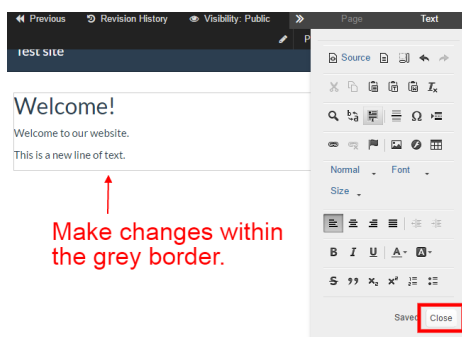
Do this by clicking on one of the page names across the top of the header.



2. Click on the content that you wish to edit, then move your mouse over the  icon which appears.

The text you are about to edit will be shaded grey with a dashed outline.

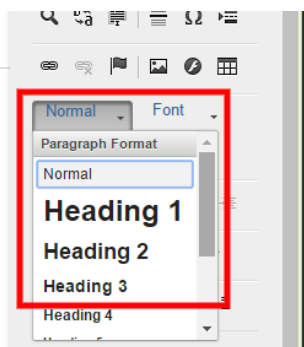
Click the *Edit* button to begin editing.



3. The section you're editing will have a light grey border.

Click inside the area to begin editing. Just type in the box as if you were editing a regular document or email.

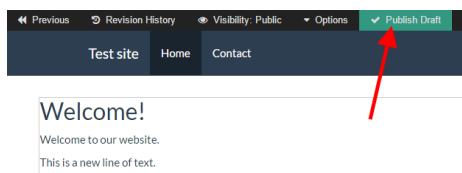
While you're editing, the content will be styled and formatted as it would if it were displayed to a regular visitor.



Use the formatting option on the right hand side to modify the style of your content.

There are some predefined styles such as headings and the normal font which can be used to maintain a consistent style throughout your site.

Changes are saved as you go. When you're done click *Close*.



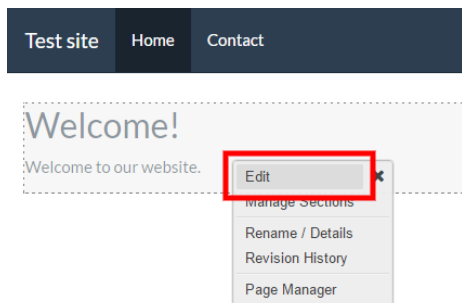
4. Before your changes are available to visitors, you need to publish the change.

If you're satisfied with how your content appears, click the green *Publish Draft* button at the top of the page.


Your changes are instantly visible to visitors.

To make further changes, repeat from step 2.

Creating links

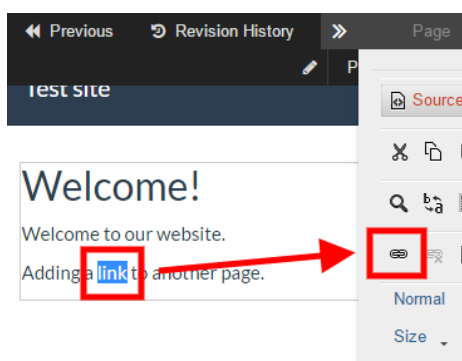



1. Navigate to the page you wish to edit.

Click on the content you wish to edit, then move your mouse over the  icon which appears.

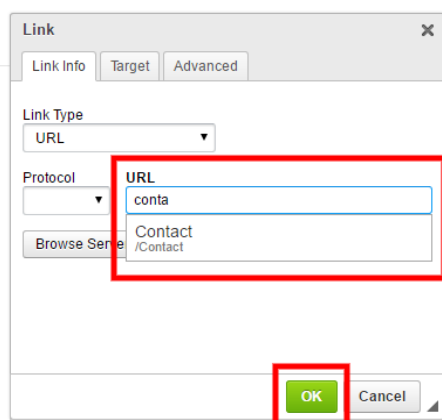
The section you are about to edit will be shaded grey with a dashed outline.

Click the *Edit* button to begin editing.



2. Select the text you wish to link from, then click the link  button.

The *Link* window will appear.



3. To link to an internal page

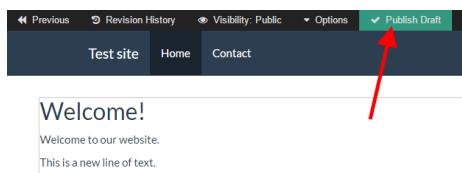
In the *URL* box search for the page you wish to link to.

Click the page name to complete the URL, then click *OK* to insert the link.

To link to an external page

Enter the full URL of the page you wish to link to including `http://` in the URL box - for example `http://google.com`

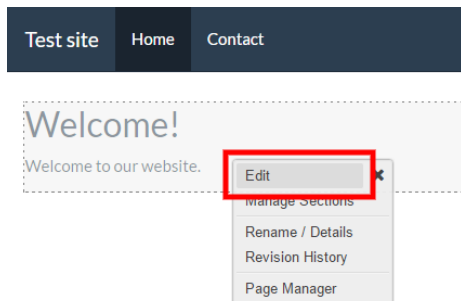
Click *OK* to insert the link.




3. When you're finished making changes click the *Close* button on the right hand menu.

Don't forget to *Publish* the changes when you're done.

Inserting images

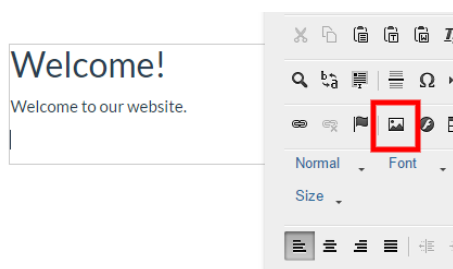



1. Navigate to the page you wish to edit.

Click on the content you wish to edit, then move your mouse over the  icon which appears.

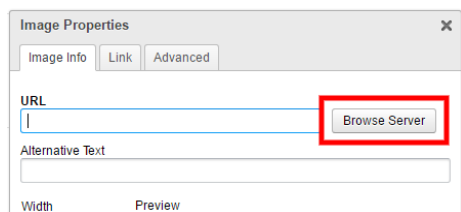
The section you are about to edit will be shaded grey with a dashed outline.

Click the *Edit* button to begin editing.

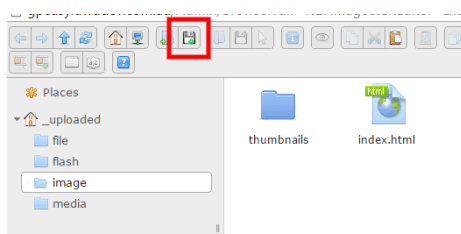



2. Position the cursor where you wish to insert the image, then click the insert image  button.

The *Image Properties* window will appear.



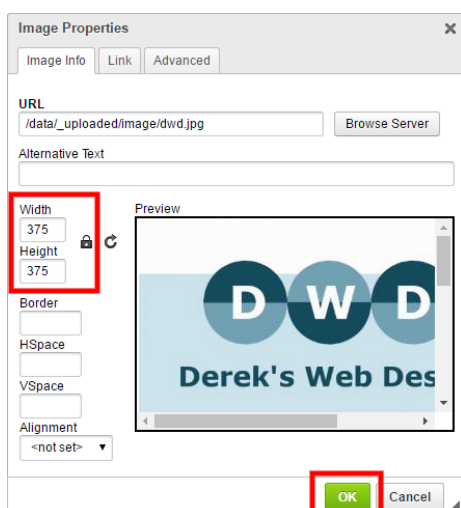
3. Click the *Browse Server* button to locate your image.




4. To upload a new image file, click the *Upload file* button  and select a file from your computer.

Otherwise, you can select an existing image from the thumbnails available.

Once you have chosen an image, double click the thumbnail to insert it into the page.



5. You can adjust the *height* and *width* in the *Image Properties* window.

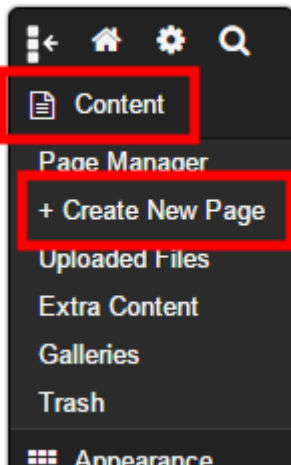
The locked padlock icon  next to the height and width locks the aspect ratio of the image. Changing one dimension will automatically scale the other to prevent the image from becoming distorted.

You can also select an alignment for your image in the bottom left corner.

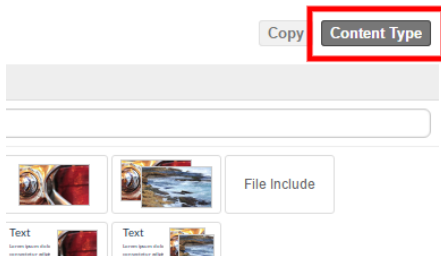
Once you're ready, click *OK* to insert the image.

Remember to *Publish* the changes when you're done.

Creating a new page



1. On the admin menu click the *Content* section and select the *Create New Page* button.

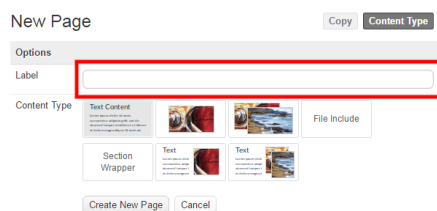


2. There are two options to choose from when creating a new page.

Copy - Create a copy of an existing page

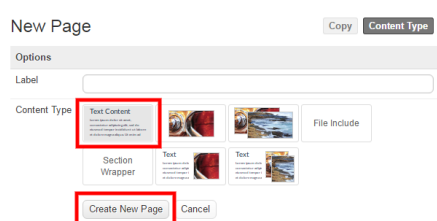
Content Type - Create a new page with placeholder content.

In this example we will create a new page by clicking the *Content Type* button.



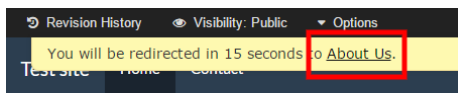
3. Provide a page name in the *Label* text box.

This will be used in the URL of the page and will be the initial title.



4. Select the type of content you wish to use. Typically this will be *Editable text*, which you can edit later to include images and other content.

Click *Create New Page* to create the page.



5. You will be redirected to the new page, or you can click the link in the yellow banner to go directly to the new page.

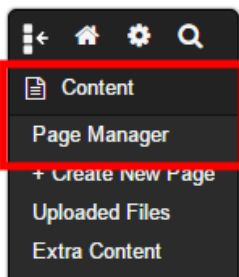
Welcome!

Welcome to our website.



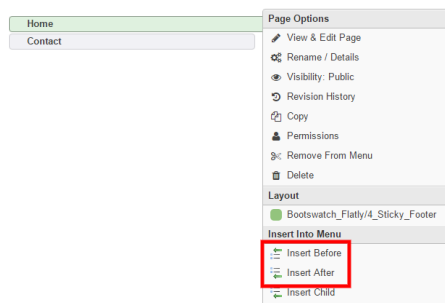
6. Initially the page will be filled with placeholder text. You can now edit this like any existing page.

Changing the site menu

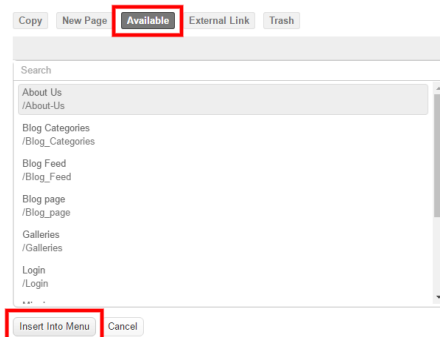


The site menu is managed via the *Page Manager*. To access this, on the admin menu click the *Content* section and then select the *Page Manager* button.

Adding a new link



1. To add a new item to the menu, select a position in the menu then click the *Insert Before* or *Insert After* button.



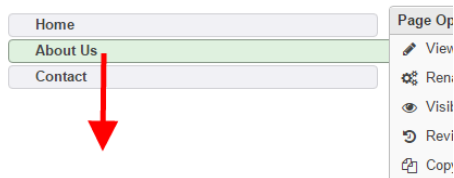
2. From here you can create a link to a new page or select an existing available page.

Click the *Available* option to view the pages available to be added.

Search for the page you wish to add then click to select it.

Click the *Insert Into Menu* button to insert the page.

Reorder menu items



1. To reorder a menu item, click and drag the item to its new location.

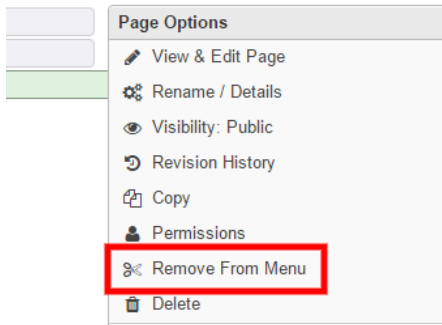


2. Your changes will save automatically.

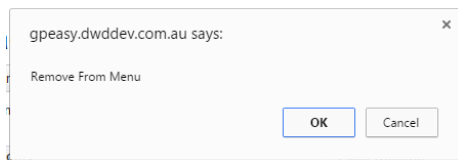
Remove a menu item



1. Select the item you wish to remove.



2. Click *Remove From Menu*.



3. You will be asked to confirm removal of the page. Click *OK* to confirm.

The item will be removed and your changes saved automatically.



Tip: After a page is removed from the menu it still exists within the site and can still be accessed by visitors who know the URL. Any other links to the page will also remain active.