



CMS How to ... Website Page Editing Process

Logging into the Online Editor

- ? Open the Demo page
- ? Click once anywhere on the text area of page
- ? Hold down the "control" key and depress the "Y" key
- ? Enter the
 - o Name: guest
 - o Password: guest
- ? Click on "Login"

Adding Content

- ? Click anywhere in the editing area where you want to add content
- ? Key in the desired text
- ? Format the text using the editing tools provided
- ? You can upload and add images, upload and link to .txt or .pdf files, add hyper-links to other web pages, etc. using the applicable button provided.

NOTE: If you are uploading images, make sure they are optimized for use on a Website (sized, compressed and saved in the proper formatjpg, .png, .gif). Your total image size in kb (kilobytes) should not be larger than about 25 kb or less. The more you put on a page the smaller each image should be.

If you are going to create the content in MS Word first

Prepare MS Word Document

- ? Enter content into a new or existing MS Word document
- ? Do NOT include any images
- ? Select ALL and choose "normal" from the style selection drop down box
- ? Format all paragraphs as desired leaving one line between each paragraph, including the headings
- ? Avoid using spaces for indenting and/or text alignment

Insertion into Website

- ? Place your cursor where you want to add the content
- ? Click on "Paste from Word..." button. This will open another small window
- ? Go back to Word document and select ALL and copy it
- ? Go to "Paste From Word" small window, click once in the text area and paste using "CONTROL+V" on your keyboard
- ? Make sure the "Remove Styles" box is checked
- ? Click on "Insert"

Save the Insertion/Changes

- ? Click the "SAVE" button
- ? To view the web page click the top tab, the one with the magnifying glass over the sheet of paper

Note: You must click on the "Back" button in your browser twice to return to the editing page.