



PRODUCT MANUAL: WEBSITE PAGES & FILES

Table of Contents

Manage Website Pages & Files	3
Manage Website Pages	3
Page Types Definitions.....	3
Creating a New Page.....	3
Creating a Static Page	3
Creating a Dynamic Page	26
Creating a Static Link.....	44
Editing a Page.....	52
Editing a Static Page.....	52
Editing a Dynamic Page.....	72
Editing a Static Link	89
Managing Page Content.....	93
Format and Style dropdowns.....	93
Insert/Remove Bullet or Numbered List.....	93
Decrease and Increase Indent.....	93
Text Color	94
Background Color	94
Insert/Edit Table.....	94
Insert Symbol	95
Browse Images for your Organization.....	95
Insert a YouTube Video	99
Insert Text Anchors	99
Hyperlink to another page or file.....	99
Manage Website Files	105
Adding a New Folder	105
Adding a New File.....	106

Manage Website Pages & Files

Manage Website Pages

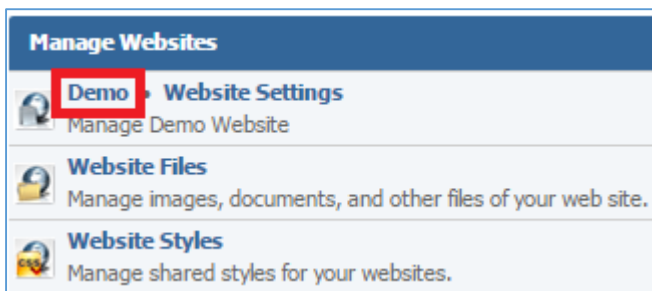
Page Types Definitions

- **Dynamic Module:** A dynamic module provides you with a template based page structure. This provides you a more efficient process of entering content while maintaining organizational and format consistency within the page.
- **Static Page:** A web page that is delivered to the user exactly as stored, in contrast to dynamic module pages which are generated by the website.
- **Static Link:** Static Link will create a navigational link within the website but redirect the user to another destination or file located within your website or redirect the user to another website.

Creating a New Page

Creating a Static Page

1. From the main page of the administrative website, select your website, located under the **Manage Websites** box.



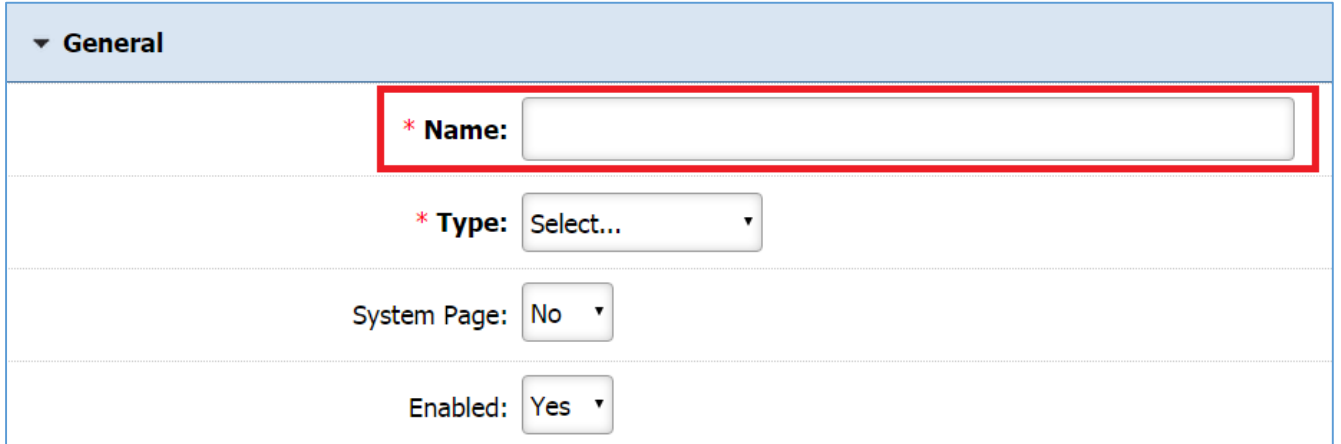
2. Select **New Page** located on the upper right of the page.



General Tab

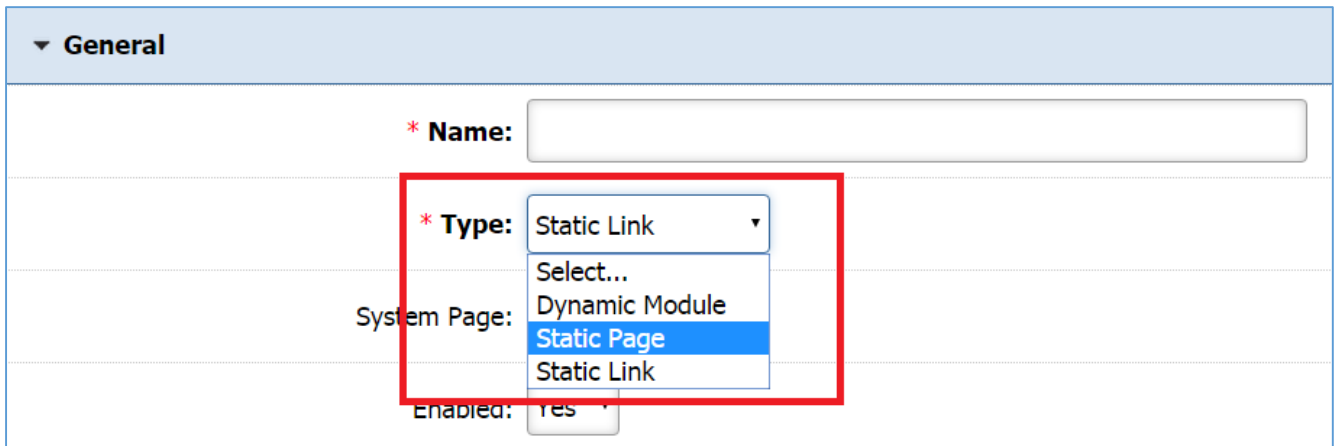
General Details

1. Enter the **Name** of your page.



The screenshot shows a form titled "General" with a dropdown arrow on the left. The form contains four fields: a required "Name" field (text input, highlighted with a red border), a required "Type" field (dropdown menu showing "Select..."), a "System Page" field (dropdown menu showing "No"), and an "Enabled" field (dropdown menu showing "Yes").

2. Under the **Type** dropdown list, select 'Static Page'.



The screenshot shows the same "General" form as above, but the "Type" dropdown menu is open. The menu items are "Static Link", "Select...", "Dynamic Module", "Static Page" (highlighted in blue), and "Static Link". The "Name" field is empty. The "System Page" field is set to "No" and the "Enabled" field is set to "Yes".

3. Under the **System Page** drop down, select 'Yes' if you want to make this page harder to delete, otherwise select 'No'. In case that you selected 'Yes' and you want to delete this page, you need to change this field to 'No' and then delete the page.

▼ General	
* Name:	<input type="text"/>
* Type:	Select... ▼
System Page:	No ▼
Enabled:	Yes ▼

4. Under the **Enabled** drop down, select 'Yes' if you want this page to be available in your website. Otherwise, select 'No'.





▼ General	
* Name:	<input type="text"/>
* Type:	Select... ▼
System Page:	No ▼
Enabled:	Yes ▼

Navigation

1. Under the **Show in Navigation** dropdown, select 'Yes' if you want people to be able to navigate to your page from your website menu, or select 'No' if you want the page to be hidden, meaning a person would require the page URL in order to find the page.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   






Navigation Name:

Default Page: No ▾

2. The **Breakpoints** are only available if the design of your website is responsive. By selecting all the types (mobile, tablet and pc), your website will respond according the device that a visitor uses.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   





Navigation Name:

Default Page: No ▾

3. Enter a Navigation Name for the page. If nothing is entered, the page name will also become the navigation name by default.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   




Navigation Name:

Default Page: No ▾

4. Select 'Yes' under the **Default Page** dropdown if you want this page to become the Homepage of your website. In this case, this field in your current Homepage will automatically be set to 'No'.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   

Navigation Name:

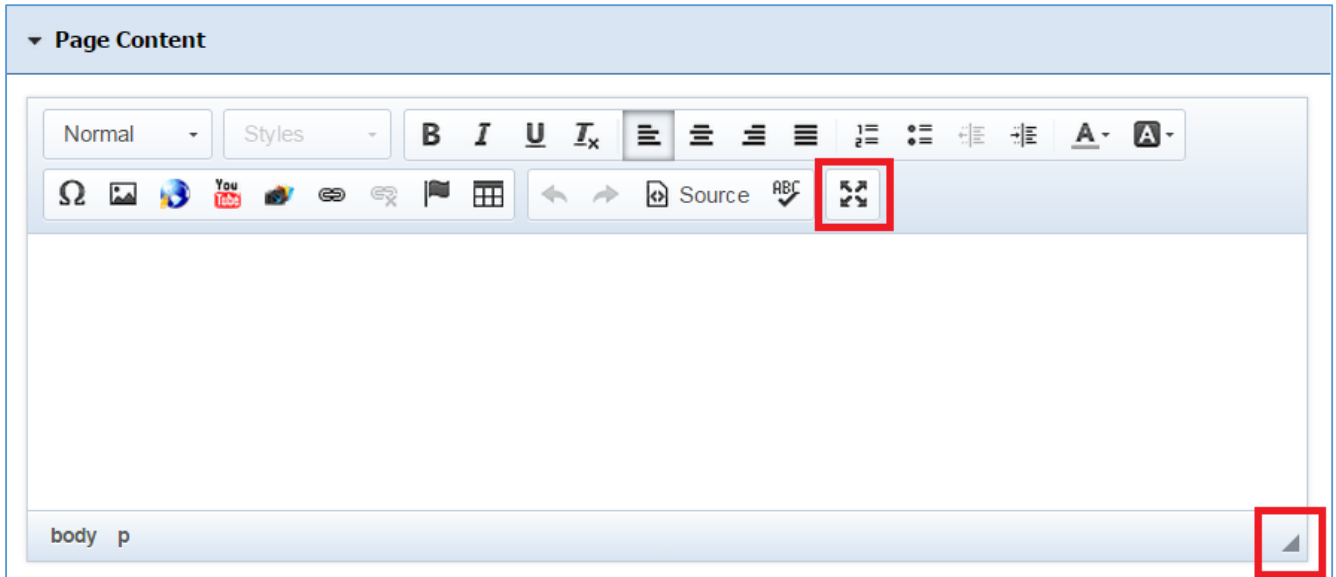
Default Page: No ▾

Page Content

1. Enter your page content in the **Page Content** section.

Notes:

- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



Content Optimization

1. Enter the **Windows Title**. This text appears at the top of a user's web browser when viewing this page.

The image shows a settings panel titled 'Content Optimization'. It contains several input fields and a dropdown menu. The first field is labeled '* Window Title:' and is highlighted with a red box. The second field is labeled '* Alias:'. The third field is labeled 'Visible to Search Engines:' with a dropdown menu currently set to 'Yes'. The fourth field is labeled 'Meta Description:'. The fields are arranged vertically and separated by horizontal lines.

2. Enter the **Alias** field. This feature allows you to provide a more understandable name to your page on the page URL.

▼ **Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▾

Meta Description:

3. Select 'Yes' under the **Visible to Search Engines** dropdown if you want your page to be visible to search engines.

▼ **Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▾

Meta Description:

4. Enter a **Meta Description** for your page. This description is used on search engine result pages (SERPs) to display preview snippets for your page.

▼ Content Optimization

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▾

Meta Description:

Save/Save and Publish

1. Click **Save** if you want to save your page but not publish it yet or click **Save and Publish** if you want to make your page available to the website visitors.

Approval Tab

Under the **Approval** tab, the administrator is able to manage the editors of this page.

Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Managing Access Rights

1. Next to the name of each group, check the access rights that the users of this group will have on this page. You can give either 'Editor' or 'Publisher' access to the group or both. If you do not check any box, then the specific group will have just Author access.

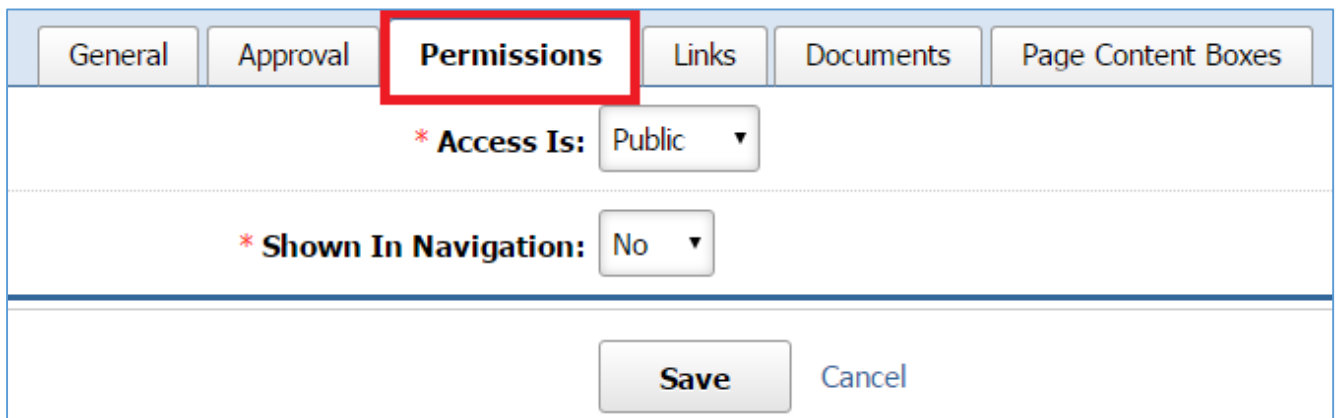
Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

2. Click **Save** at the bottom of the page.

Permissions Tab

Under the **Permissions** tab you are able to define who will be able to view this page.



General Approval **Permissions** Links Documents Page Content Boxes

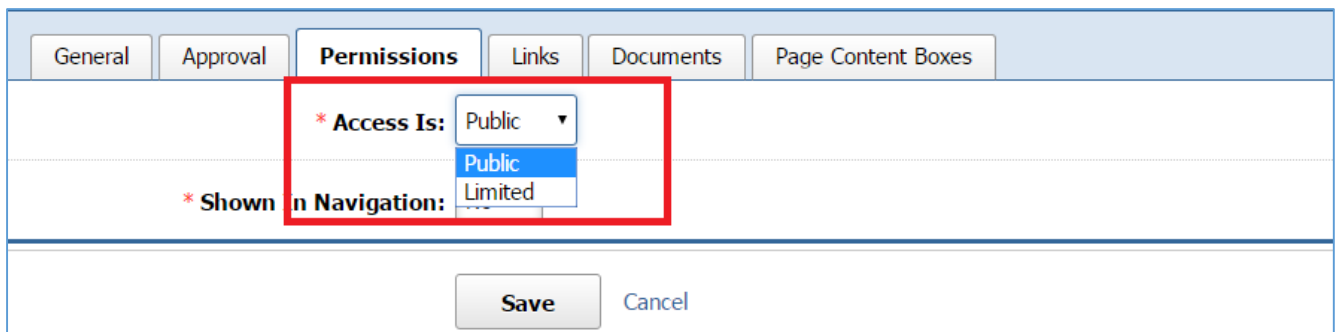
* Access Is: Public ▼

* Shown In Navigation: No ▼

Save Cancel

Managing Permissions

1. Under the **Access Is** dropdown list, either give access to any user by selecting 'Public' option or limit the access by selecting 'Limited'.



General Approval **Permissions** Links Documents Page Content Boxes

* Access Is: Public ▼
Public
Limited

* Shown In Navigation: No ▼

Save Cancel

Access Is: Public

If you selected 'Public' under the **Access Is** dropdown:

1. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
 - a. If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - a. If you selected 'No' in the Generals Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - b. If you selected 'No' in both tabs, the page will not be shown in Navigation
 - c. If you selected 'Yes' in both tabs, the page will be shown in Navigation.

General Approval **Permissions** Links Documents Page Content Boxes

* Access Is: Public ▼

* Shown In Navigation: No ▼
No
Yes

Save Cancel

2. Click **Save** at the bottom of the page.

Access Is: Limited

If you selected 'Limited' under the **Access Is** dropdown list:

1. Under the **To** dropdown list, select one of the following options:
 - a. 'ANY User': This means that nobody will have access to this page.
 - b. 'Users with AT LEAST ONE of the selected roles': In this case you will be asked to specify the user roles. The page will be available to the users that have at list one of the selected roles.
 - c. 'Users with ALL of the selected roles': At this case you will be asked to specify the user roles. The page will be available to the users that have all the selected roles.

General Approval **Permissions** Links Documents Page Content Boxes

* Access Is: Limited ▼ To: ANY User ▼
ANY User
Users with AT LEAST ONE of the selected roles
Users with ALL of the selected roles

* On Permission Denied: Display the default

* Shown In Navigation: No ▼

Save Cancel

2. If you selected either 'Users with AT LEAST ONE of the selected roles' or 'Users with ALL of the selected roles', specify the selected roles by checking the box next to the roles to which you wish to minimize the access:

General Approval **Permissions** Links Documents Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display the default permission denied page ▼

* **Shown In Navigation:** No ▼

Save Cancel

- Under the **On Permission Denied** dropdown, select what kind of message will be displayed in case of a denied access. You can choose either the default message by selecting 'Display the default permission denied page' or

General Approval **Permissions** Links Documents Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display the default permission denied page ▼
 Display the default permission denied page
 Display a custom error message

* **Shown In Navigation:** Display a custom error message

Save Cancel

- If you selected 'Display a Custom error message' under the **On Permission Denied** dropdown, select the custom message that you wish to be displayed.

General Approval **Permissions** Links Documents Page Content Boxes

* **Access Is:** Limited ▼ To: ANY User ▼

* **On Permission Denied:** Display a custom error message ▼

* **Error Message:** Select... ▼

* **Shown In Navigation:** No ▼

Save Cancel

5. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
 - a. If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - b. If you selected 'No' in the Generals Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - c. If you selected 'No' in both tabs, the page will not be shown in Navigation
 - d. If you selected 'Yes' in both tabs, the page will be shown in Navigation.

General Approval **Permissions** Links Documents Page Content Boxes

* **Access Is:** Limited ▼ To: ANY User ▼

* **On Permission Denied:** Display a custom error message ▼

* **Error Message:** Select... ▼

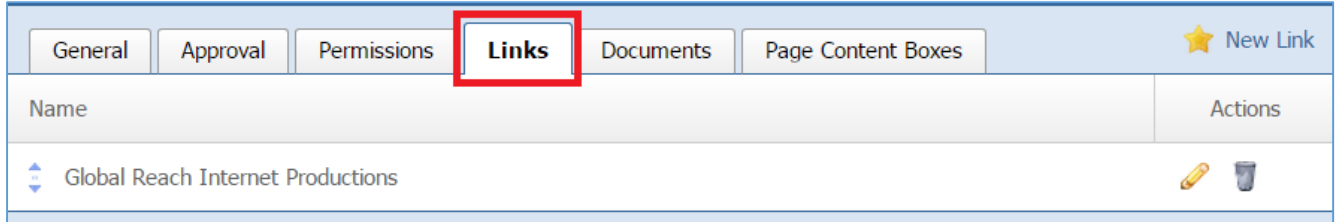
* **Shown In Navigation:** No ▼
 No
 Yes

Save Cancel

6. Click **Save** at the bottom of the page.

Links Tab

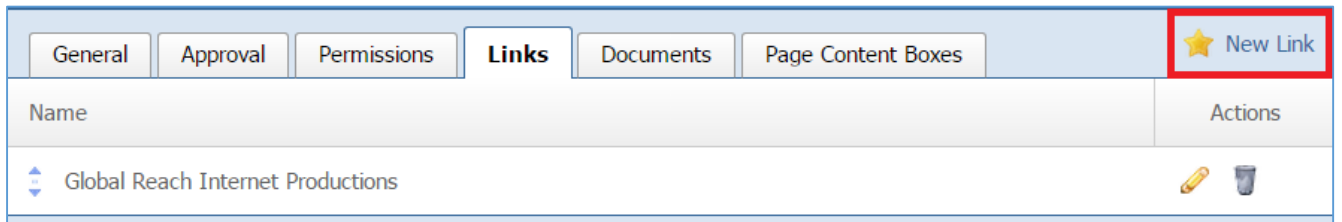
Under the **Links** tab you are able to create links to be displayed on your page as related links. These links can be external websites, pages of your website or website files.



The screenshot shows a software interface with a top navigation bar containing tabs: General, Approval, Permissions, **Links** (highlighted with a red box), Documents, and Page Content Boxes. On the far right of the navigation bar is a yellow star icon labeled "New Link". Below the navigation bar is a table with two columns: "Name" and "Actions". The table contains one row with the name "Global Reach Internet Productions" and two action icons: a pencil and a trash can.

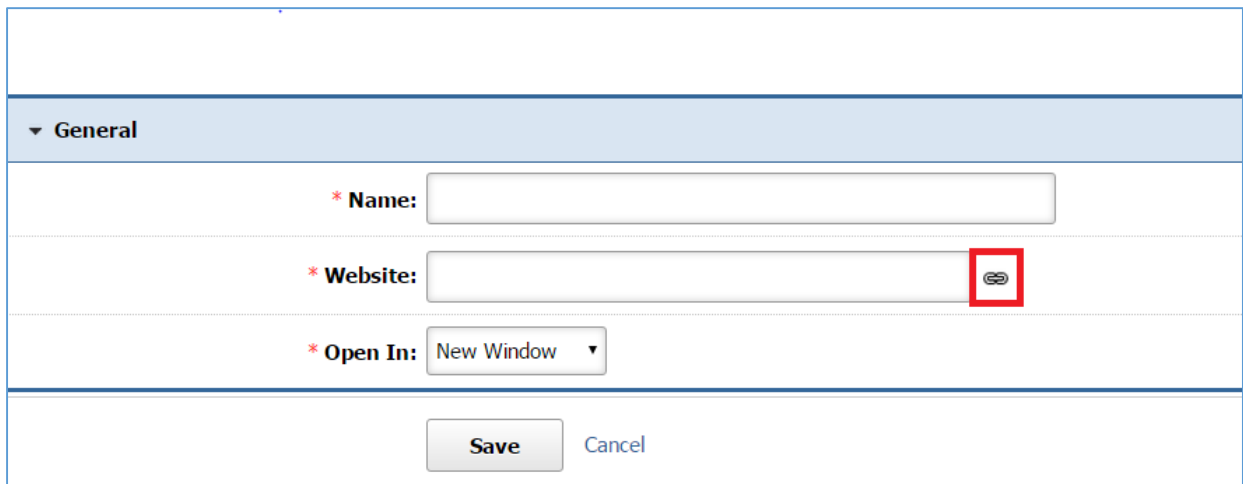
Creating a Link

1. Select **New Link** that is located next to the yellow star on the upper right of the page.



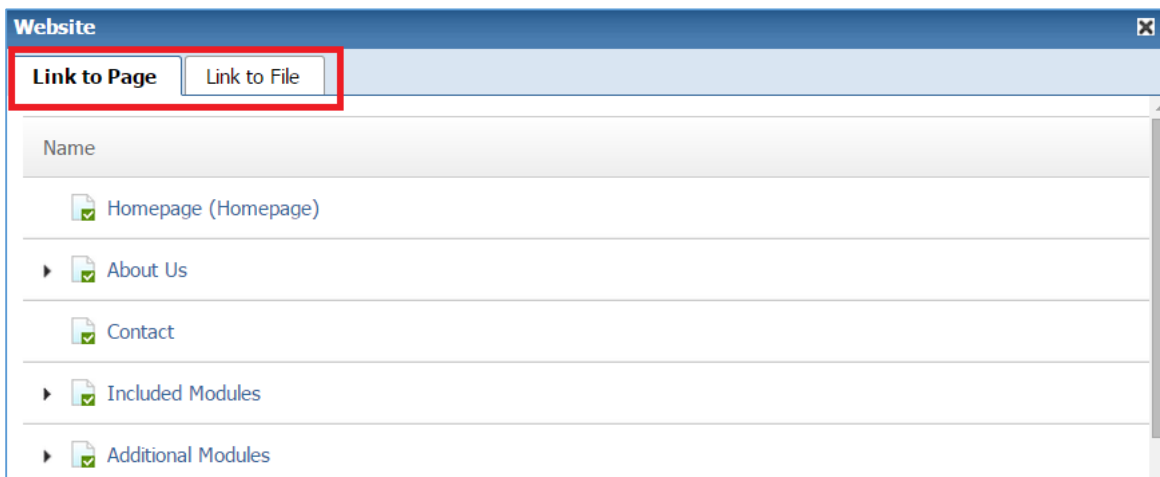
This screenshot is identical to the previous one, but the "New Link" button (yellow star icon) in the top right corner of the navigation bar is highlighted with a red box.

2. Enter, into the **Name** field, the name of the link, which is how it will be displayed on your page.
3. Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.
 - In case that the link is an external website, type the link of the website.
 - In case that the link will be a website file or a website page, use the link button at the right of the website field.

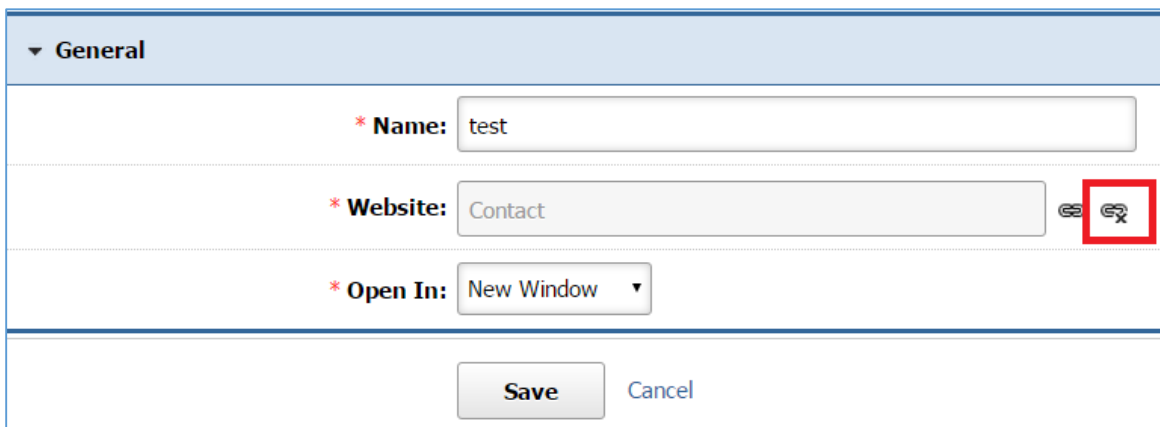


The screenshot shows a form titled "General" with three input fields: "* Name:", "* Website:", and "* Open In:". The "Open In:" field is a dropdown menu currently set to "New Window". The "Website:" field has a small link icon button on its right side, which is highlighted with a red box. At the bottom of the form are "Save" and "Cancel" buttons.

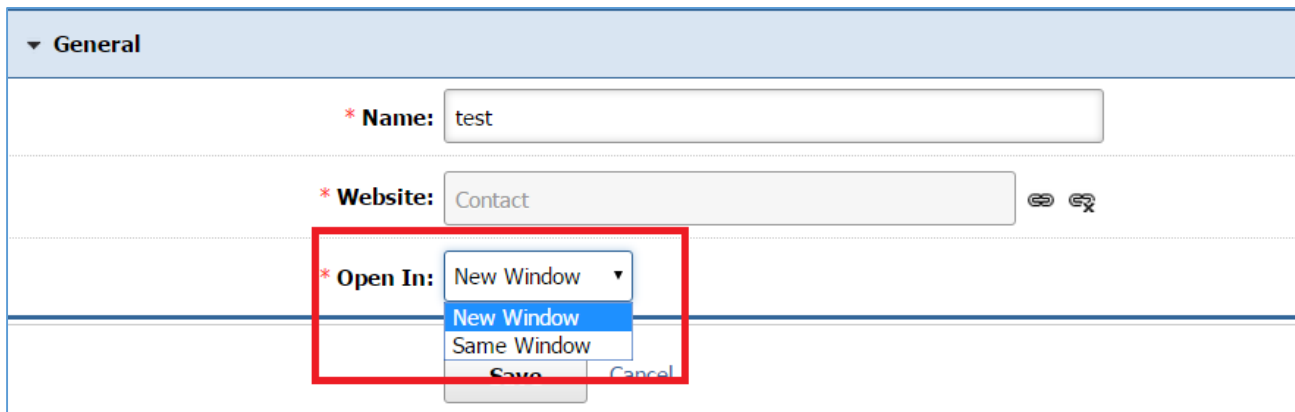
- a. On the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.



- b. If you want to remove your selection, use the remove button at the right of the **Website** field.



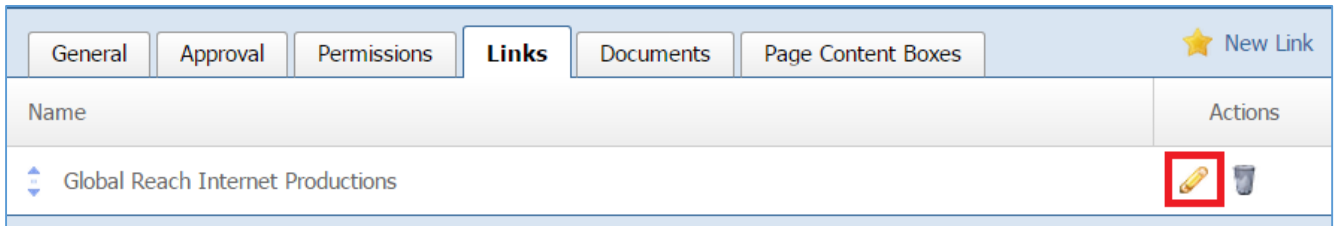
4. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.



5. Click **Save** at the bottom of the page.

Editing a Link

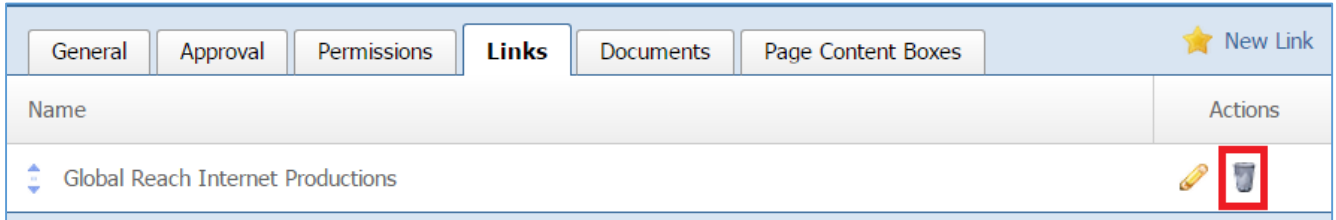
1. Select the **Pencil** icon located to the right of the link you wish to edit.



2. Edit the link fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Link

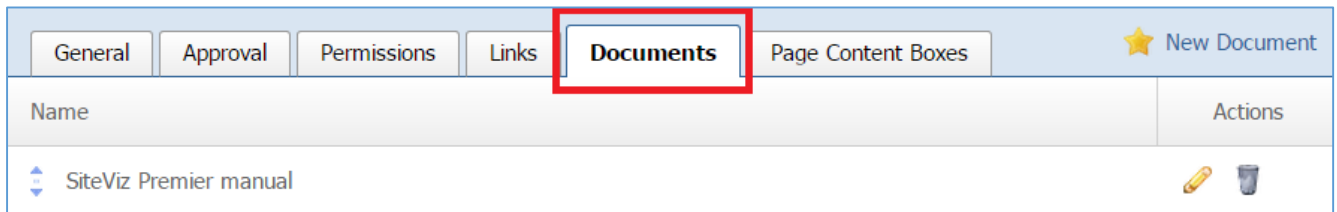
1. Select the **Trash** icon located to the right of the link you wish to remove.





2. You will be asked to confirm that you wish to remove the link. Click **OK**.

Documents Tab

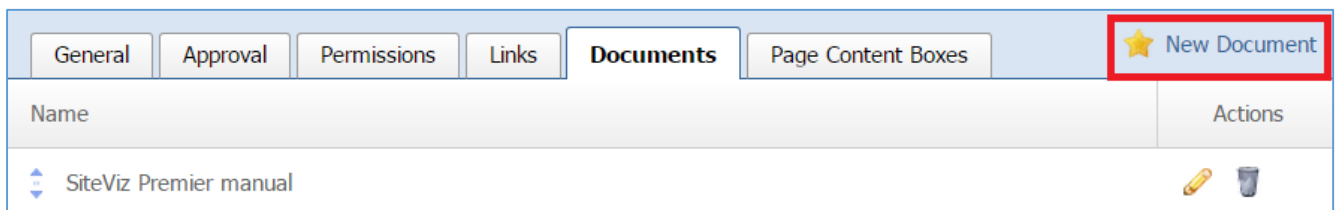
Under the **Documents** tab you are able to enter documents to be displayed on your page.





Name	Actions
SiteViz Premier manual	 

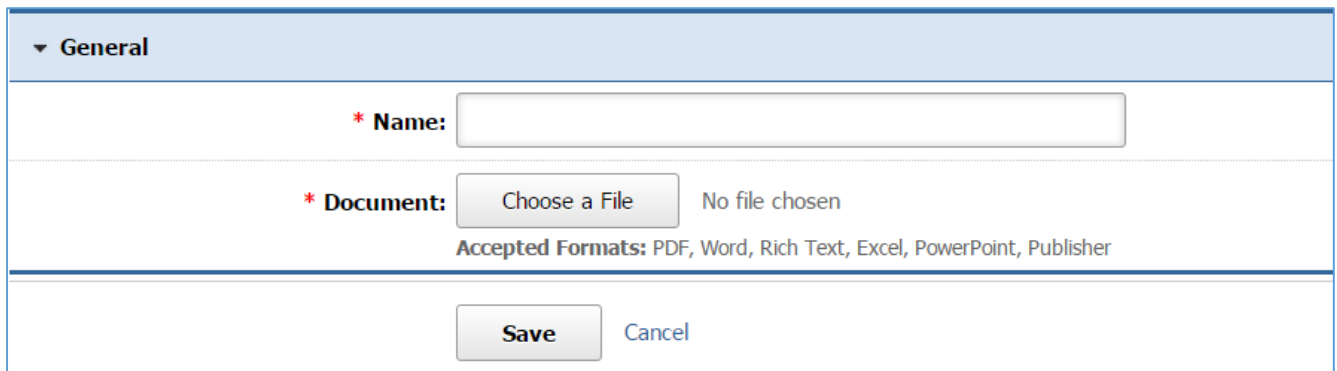
Creating a Document

1. Select **New Document** that is located next to the yellow star on the upper right of the page.



Name	Actions
SiteViz Premier manual	 

2. Enter, into the **Name** field, the name of the document, which is how the document will be displayed on your page.
3. Click **Choose a File** to select a file located in your PC. Under the button you can view the different file formats that you can select. In case that you want to replace the document you chose, just click the button again and select another document.



General

* **Name:**

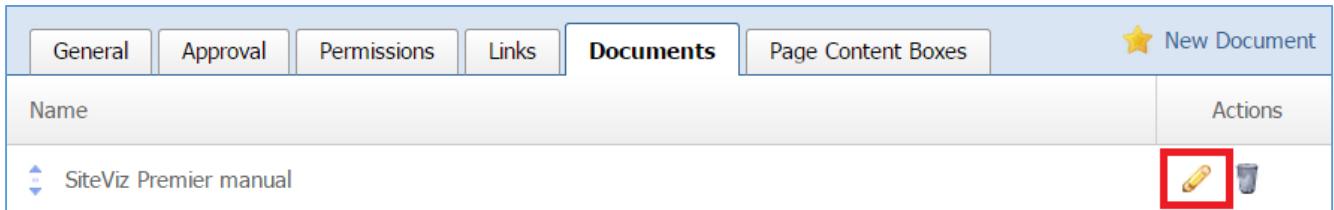
* **Document:** No file chosen

Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint, Publisher

4. Click **Save** at the bottom of your page.

Editing a Document

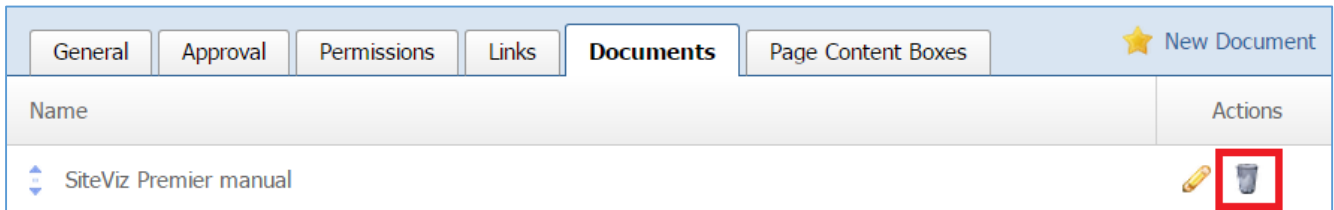
1. Select the **Pencil** icon located to the right of the document you wish to edit.



2. Edit the document fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Document



1. Select the **Trash** icon located to the right of the document you wish to remove.



2. You will be asked to confirm that you wish to remove the document. Click **OK**.



Page Content Boxes Tab

Under the **Page Content Boxes** tab you are able to create content boxes to be displayed on your page.

Page Content Boxes				★ New Page Content Box
Internal Title	Type	Location	Actions	
Global Reach Logo	Image and Link	Right Column	 	

Creating a Page Content Box

1. Select **New Page Content Box** that is located next to the yellow star on the upper right of the page.

Page Content Boxes				★ New Page Content Box
Internal Title	Type	Location	Actions	
Global Reach Logo	Image and Link	Right Column	 	

General Details

1. Enter, into the **Internal Title** field, the name of the content box.

▼ **General**

* **Internal Title:**

* **Type:**

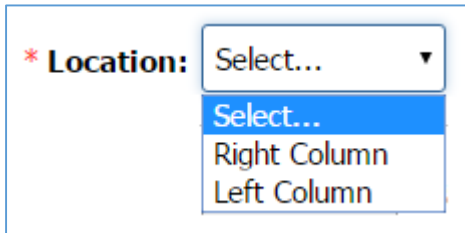
* **Location:**

2. Under the **Type** dropdown menu select the type of the content box which can be either 'Image and Link' or 'Text'.

* **Type:**

- Select...
- Image and Link
- Text

- Under the **Location** dropdown menu select the location of the content box on the screen which can be either at the 'Right Column' or at the 'Left Column'.

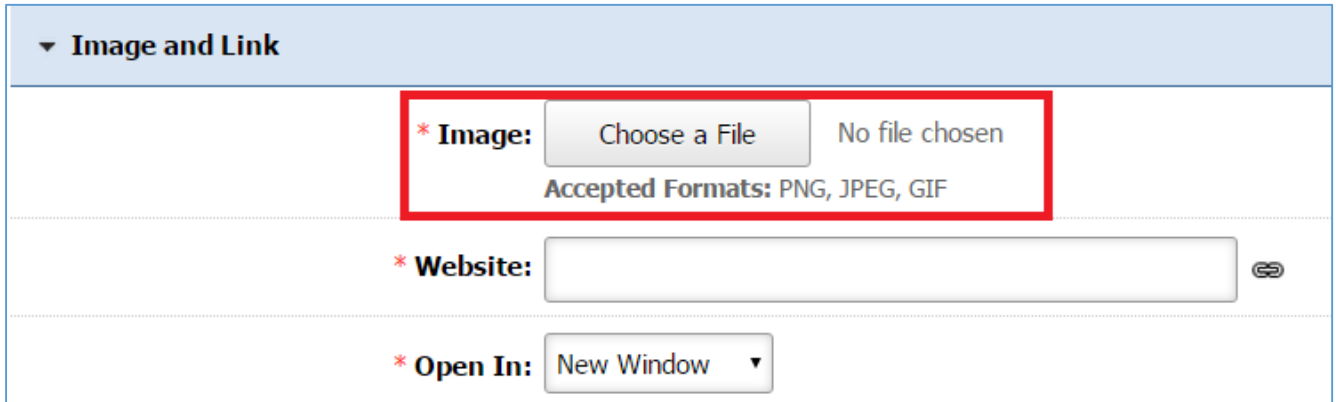


A screenshot of a dropdown menu for the 'Location' field. The menu is open, showing three options: 'Select...' (highlighted in blue), 'Right Column', and 'Left Column'. The label '* Location:' is visible to the left of the dropdown.

Type: *Image and Link*

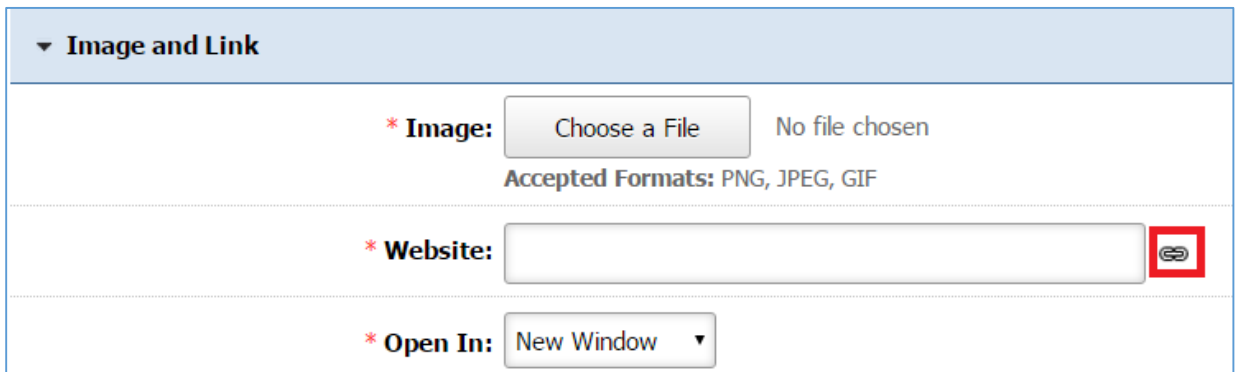
If you selected 'Image and Link' as the type of the content box:

- Click **Choose a File** to select an email located in your PC. Under the button you can view the different image formats that you can select. In case that you want to replace the image you chose, just click the button again and select another image.



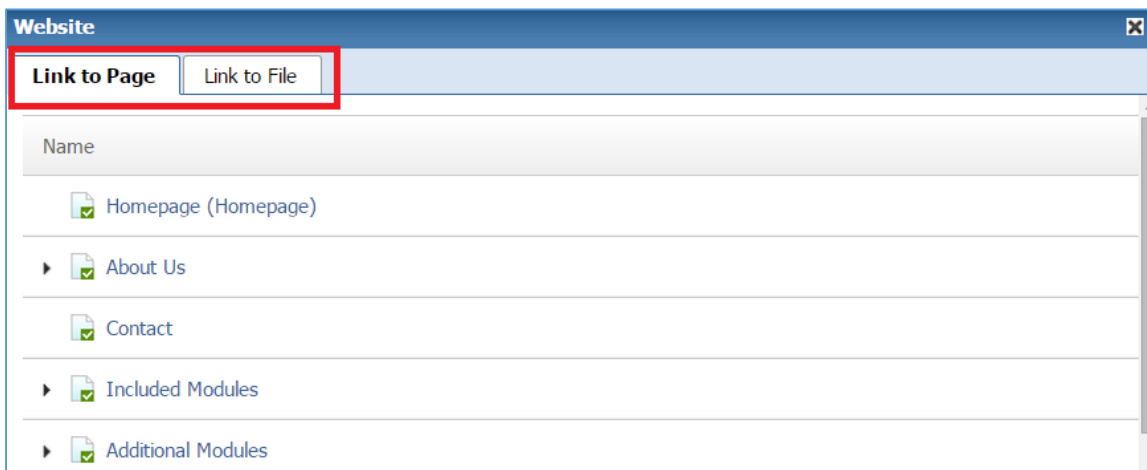
A screenshot of the 'Image and Link' configuration panel. The panel has a light blue header with a dropdown arrow and the text 'Image and Link'. Below the header, there are three sections: 1. '* Image:': A button labeled 'Choose a File' and the text 'No file chosen'. Below this is the text 'Accepted Formats: PNG, JPEG, GIF'. 2. '* Website:': A text input field with a link icon button on the right. 3. '* Open In:': A dropdown menu with 'New Window' selected.

- Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.
 - In case that the link is an external website, type the link of the website.
 - In case that the link will be a website file or a website page, use the link button at the right of the website field.

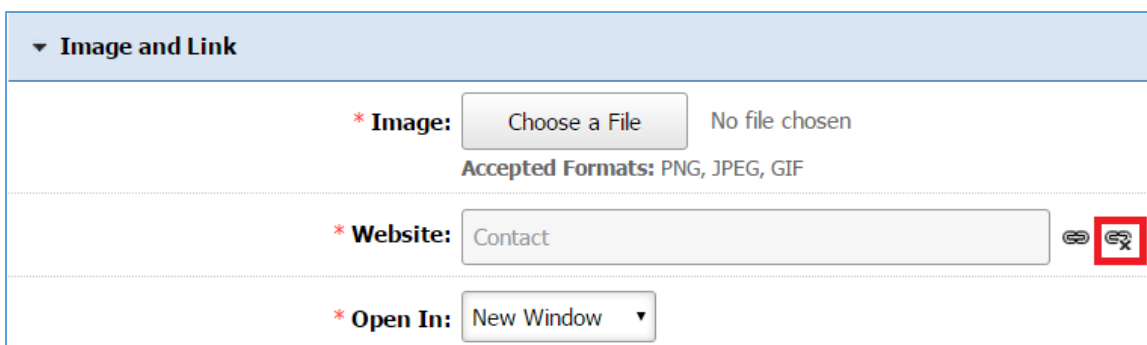


A screenshot of the 'Image and Link' configuration panel, similar to the previous one. In this version, a red box highlights the link icon button on the right side of the 'Website' input field.

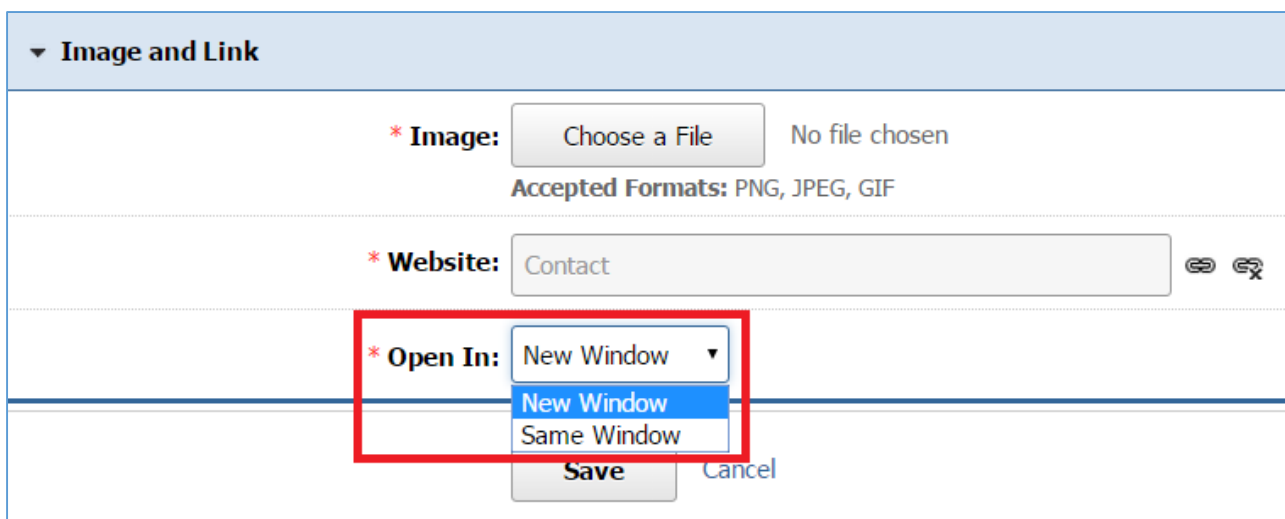
- a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.



- b. If you want to remove your selection, use the remove button at the right of the **Website** field.



3. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.



4. Click **Save** at the bottom of your page.

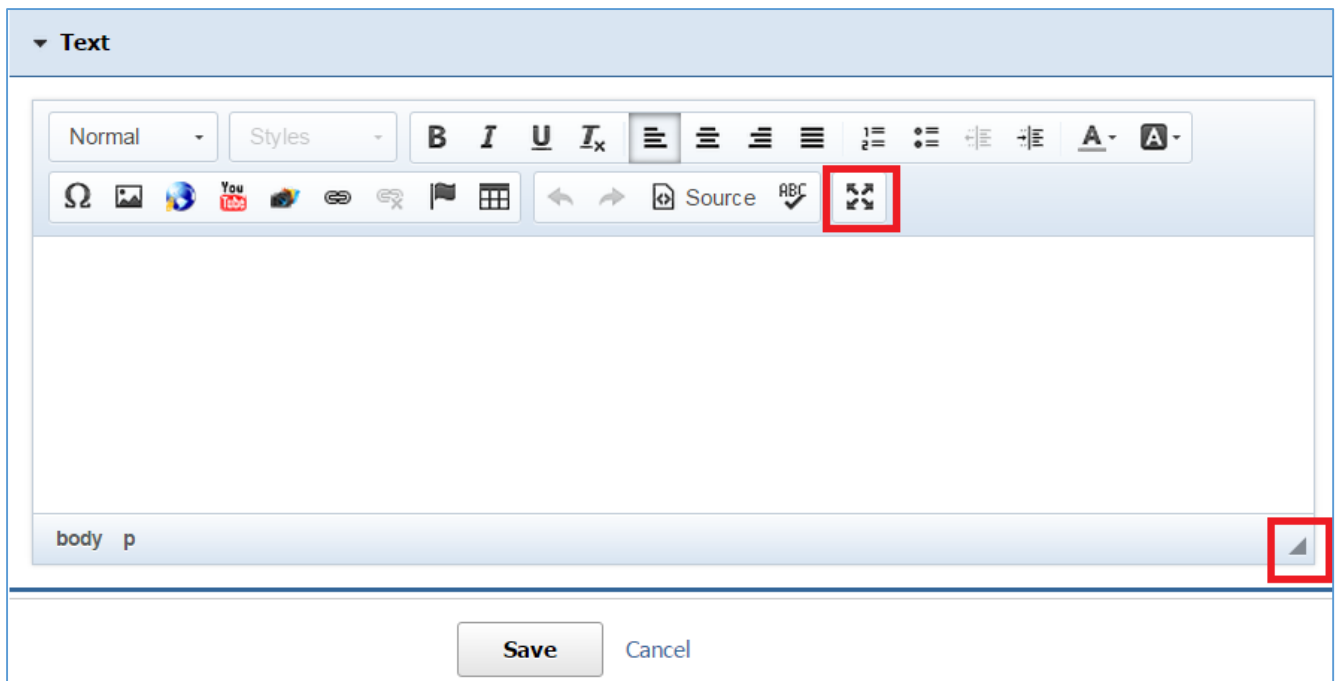
Type: Text

If you selected 'Text' as the type of the content box

1. Enter the text you wish to be displayed into the content box in the **Text** section.

Notes:



- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



2. Click **Save** at the bottom of your page.

Editing a Page Content Box



1. Select the **Pencil** icon located to the right of the content box you wish to edit.

General					Approval					Permissions					Links					Documents					Page Content Boxes					★ New Page Content Box				
Internal Title										Type					Location					Actions														
Global Reach Logo										Image and Link					Right Column					 														

2. Edit the content box fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Page Content Box

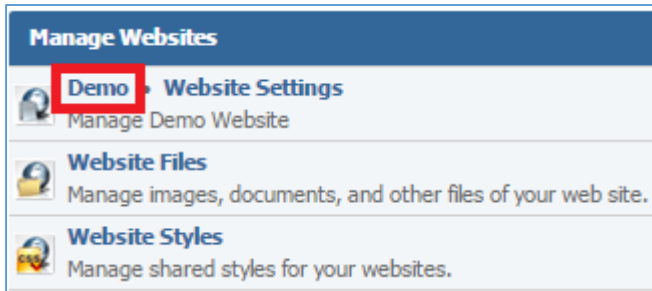
1. Select the **Trash** icon located to the right of the content box you wish to remove.

General					Approval					Permissions					Links					Documents					Page Content Boxes					★ New Page Content Box				
Internal Title										Type					Location					Actions														
Global Reach Logo										Image and Link					Right Column					 														

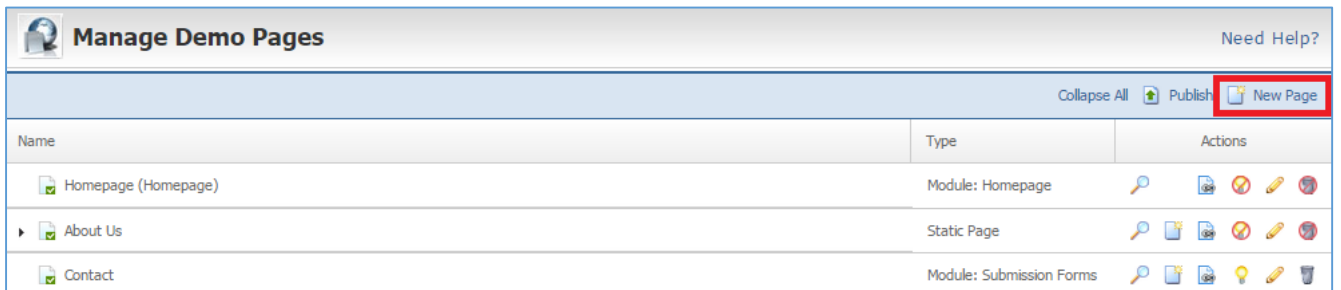
2. You will be asked to confirm that you wish to remove the content box. Click **OK**.

Creating a Dynamic Page

1. From the main page of the administrative website, select your website, located under the **Manage Websites** box.



2. Select **New Page** located on the upper right of the page.



General Tab

General Details

1. Enter the **Name** of your page.

The screenshot shows the 'General' tab of a configuration form. The 'Name' field is highlighted with a red box. Below it are four other fields: 'Type' (a dropdown menu with 'Select...' selected), 'System Page' (a dropdown menu with 'No' selected), and 'Enabled' (a dropdown menu with 'Yes' selected).

2. Under the **Type** dropdown list, select 'Dynamic Module'.

▼ **General**

* **Name:**

* **Type:**

- Select...
- Dynamic Module
- Static Page
- Static Link

System Page:

Enabled:

- Under the **Module** drop down, select the dynamic module that this page will be connected to.

▼ **General**

* **Name:**

* **Type:**

* **Module:**

- Select...
- Advertisements
- Alerts
- Blog Reader
- Calendar of Events
- Classifieds

System Page:

Enabled:

- Under the **System Page** drop down, select 'Yes' if you want to make this page harder to delete, otherwise select 'No'. In case that you selected 'Yes' and you want to delete this page, you need to change this field to 'No' and then delete the page.

▼ General	
* Name:	<input type="text"/>
* Type:	Dynamic Module ▼
* Module:	Select... ▼
System Page:	No ▼
Enabled:	Yes ▼

5. Under the **Enabled** drop down, select 'Yes' if you want this page to be available in your website. Otherwise, select 'No'.





▼ General	
* Name:	<input type="text"/>
* Type:	Dynamic Module ▼
* Module:	Select... ▼
System Page:	No ▼
Enabled:	Yes ▼

Navigation

1. Under the **Show in Navigation** dropdown, select 'Yes' if you want people to be able to navigate to your page from your website menu, or select 'No' if you want the page to be hidden, meaning a person would require the page URL in order to find the page.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   






Navigation Name:

Default Page: No ▾

2. The **Breakpoints** are only available if the design of your website is responsive. By selecting all the types (mobile, tablet and pc), your website will respond according the device that a visitor uses.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   






Navigation Name:

Default Page: No ▾

3. Enter a Navigation Name for the page. If nothing is entered, the page name will also become the navigation name by default.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   






Navigation Name:

Default Page: No ▾

4. Select 'Yes' under the **Default Page** dropdown if you want this page to become the Homepage of your website. In this case, this field in your current Homepage will automatically be set to 'No'.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   


Navigation Name:

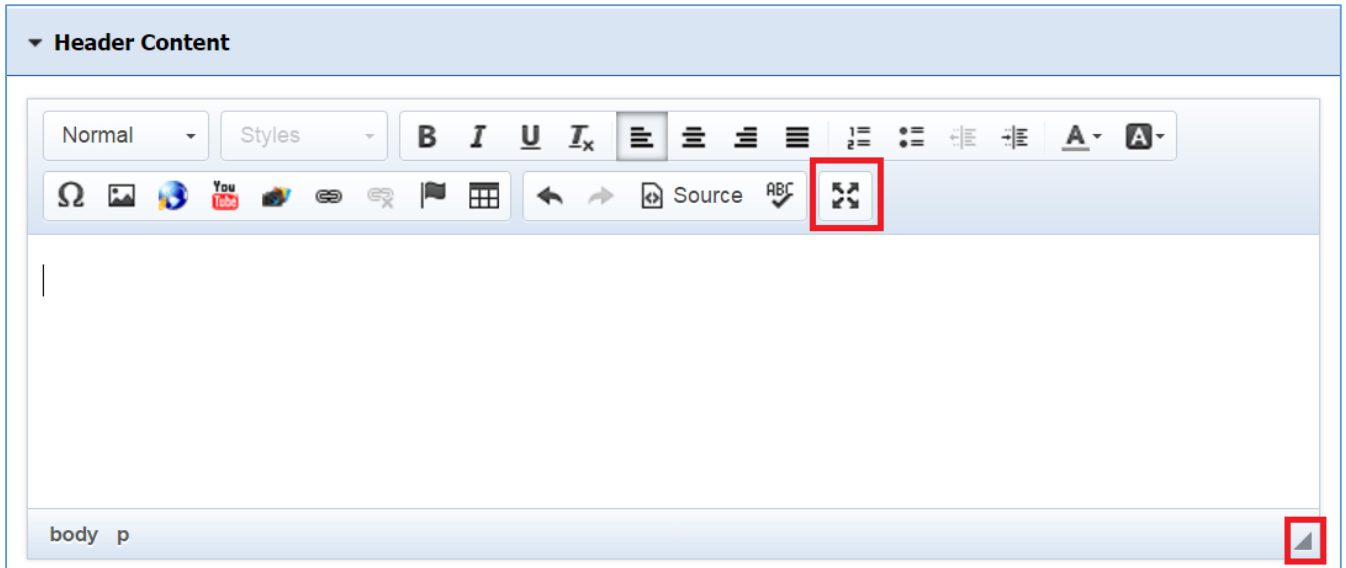
Default Page: No ▾

Header Content

1. Enter the content of the page's header under the **Header Content** section. This content will be available before all the dynamic entries that will be created for your page.

Notes:

- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.

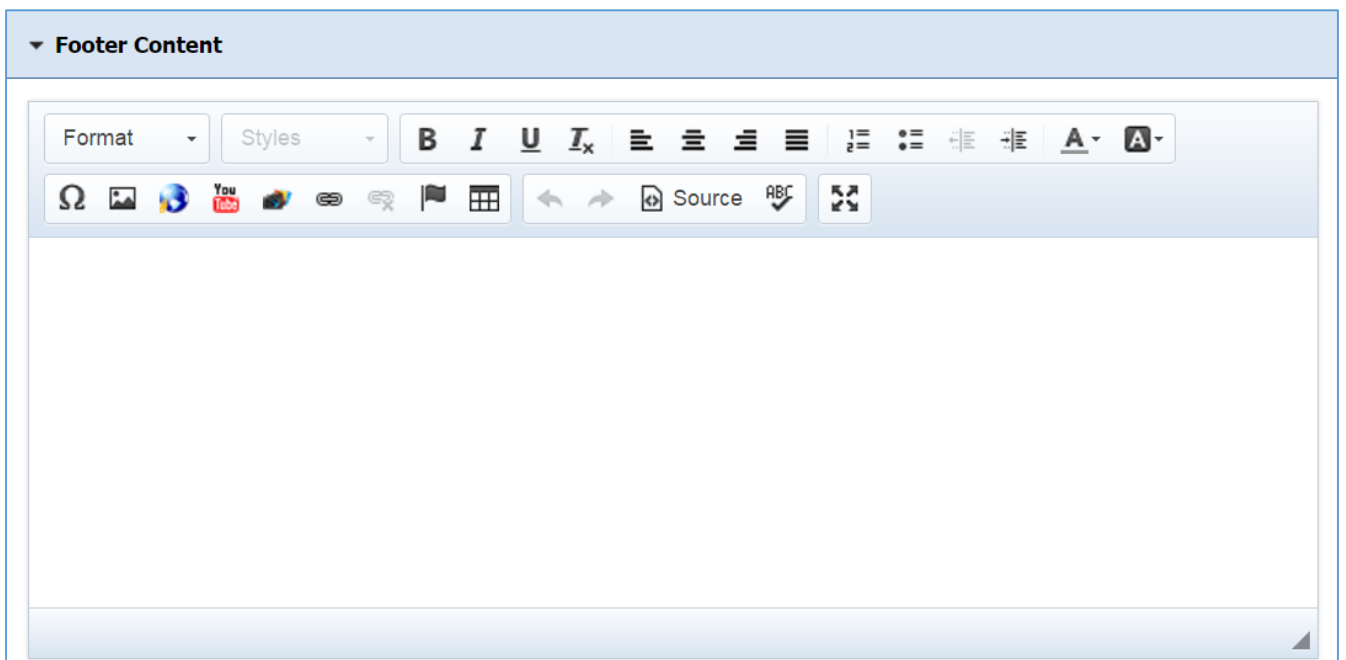


Footer Content

1. Enter the content of the page's footer under the **Footer Content** section. This content will be available after all the dynamic entries that will be created for your page.

Notes:

- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



Content Optimization

1. Enter the **Windows Title**. This text appears at the top of a user's web browser when viewing this page.

▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▾
Meta Description:	<input type="text"/>

2. Enter the **Alias** field. This feature allows you to provide a more understandable name to your page on the page URL.

▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▾
Meta Description:	<input type="text"/>

3. Select 'Yes' under the **Visible to Search Engines** dropdown if you want your page to be visible to search engines.

▼ **Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▾

Meta Description:

4. Enter a **Meta Description** for your page. This description is used on search engine result pages (SERPs) to display preview snippets for your page.

▼ **Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▾

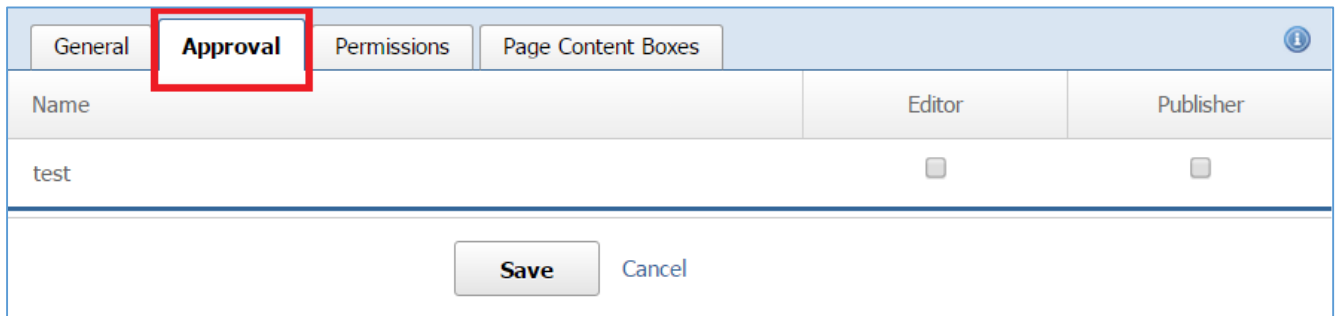
Meta Description:

Save/Save and Publish

1. Click **Save** if you want to save your page but not publish it yet or click **Save and Publish** if you want to make your page available to the website visitors.

Approval Tab

Under the **Approvals** tab, the administrator is able to manage the editors of this page.

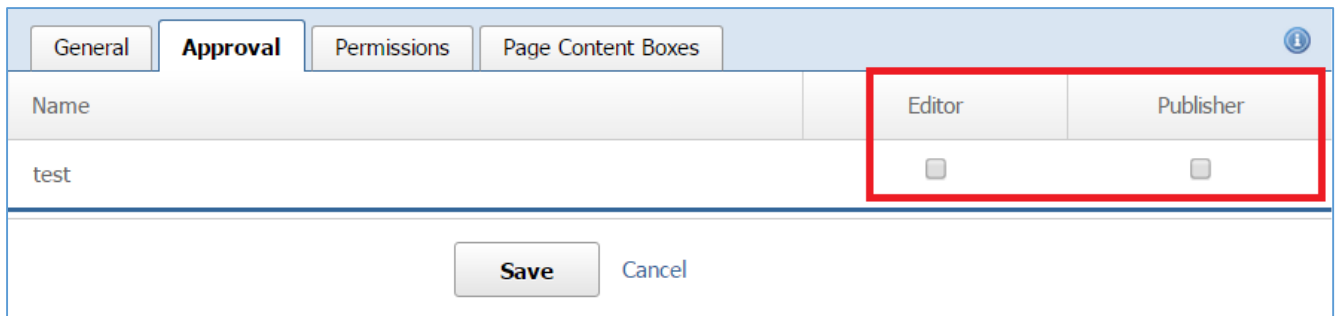


Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save [Cancel](#)

Managing Access Rights

1. Next to the name of each group, check the access rights that the users of this group will have for this page. You can give either 'Editor' or 'Publisher' access to the group or both. If you do not check any box, then the specific group will have just Author access.



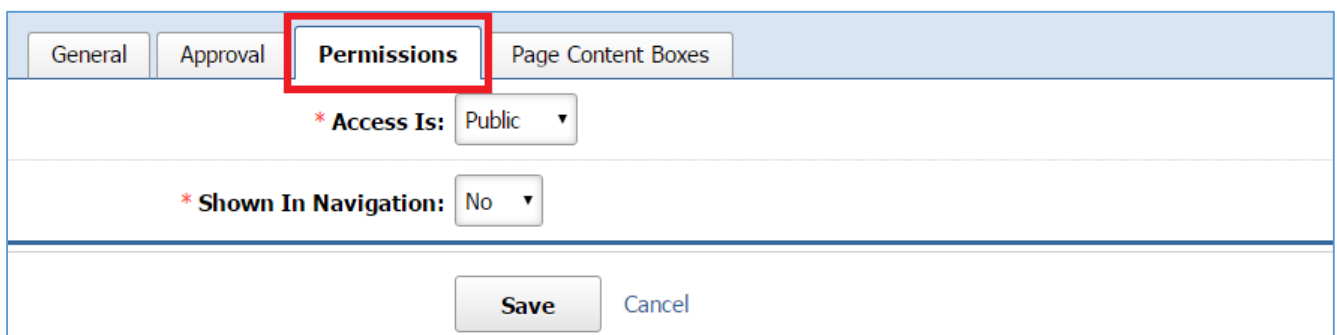
Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save [Cancel](#)

2. Click **Save** at the bottom of the page.

Permissions Tab

Under the **Permissions** tab you are able to define who will be able to view this page.



* **Access Is:**

* **Shown In Navigation:**

Save [Cancel](#)

Managing Permissions

1. Under the **Access Is** dropdown list, either give access to any user by selecting 'Public' option or limit the access by selecting 'Limited'.

The screenshot shows the 'Permissions' tab of a configuration window. It features two dropdown menus: '* Access Is:' and '* Shown In Navigation:'. The 'Access Is:' dropdown is currently set to 'Public', and the 'Shown In Navigation:' dropdown is set to 'Limited'. Both dropdowns are highlighted with a red rectangular box. Below the dropdowns are 'Save' and 'Cancel' buttons.

Access Is: Public

If you selected 'Public' under the **Access Is** dropdown:

1. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
 - If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - If you selected 'No' in the Generals Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - If you selected 'No' in both tabs, the page will not be shown in Navigation.
 - If you selected 'Yes' in both tabs, the page will be shown in Navigation.

The screenshot shows the 'Permissions' tab of a configuration window. It features two dropdown menus: '* Access Is:' and '* Shown In Navigation:'. The 'Access Is:' dropdown is currently set to 'Public', and the 'Shown In Navigation:' dropdown is set to 'No'. The 'Shown In Navigation:' dropdown is highlighted with a red rectangular box. Below the dropdowns are 'Save' and 'Cancel' buttons.

2. Click **Save** at the bottom of the page.

Access Is: Limited

If you selected 'Limited' under the **Access Is** dropdown list:

1. Under the **To** dropdown list, select one of the following options:
 - 'ANY User': This means that nobody will have access to this page.
 - 'Users with AT LEAST ONE of the selected roles': At this case you will be asked to specify the user roles. The page will be available to the users that have at list one of the selected roles.

- *'Users with ALL of the selected roles'*: At this case you will be asked to specify the user roles. The page will be available to the users that have all the selected roles.

2. If you selected either *'Users with AT LEAST ONE of the selected roles'* or *'Users with ALL of the selected roles'*, specify the selected roles by checking the box next to the roles to which you wish to minimize the access:

3. Under the ***On Permission Denied*** dropdown, select what kind of message will be displayed in case of a denied access. You can choose either the default message by selecting *'Display the default permission denied page'* or

General Approval **Permissions** Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display the default permission denied page ▼
 Display the default permission denied page
 Display a custom error message

* **Shown In Navigation:** Display a custom error message

Save Cancel

- If you selected 'Display a Custom error message' under the **On Permission Denied** dropdown, select the custom message that you wish to be displayed.

General Approval **Permissions** Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display a custom error message ▼

* **Error Message:** Select... ▼

* **Shown In Navigation:** No ▼

Save Cancel

- Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:

- If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
- If you selected 'No' in the Generals Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
- If you selected 'No' in both tabs, the page will not be shown in Navigation

- If you selected 'Yes' in both tabs, the page will be shown in Navigation.

The screenshot shows the 'Permissions' tab of a configuration interface. It includes fields for 'Access Is' (Limited), 'To' (Users with AT LEAST ONE of the selected roles), 'Roles' (view files page, View Special Pricing Page), 'On Permission Denied' (Display a custom error message), and 'Error Message' (Select...). The 'Shown In Navigation' dropdown is open, showing 'No' and 'Yes' options. The 'Save' button is highlighted.

6. Click **Save** at the bottom of the page.

Page Content Boxes Tab

Under the **Page Content Boxes** tab you are able to create content boxes to be displayed on your page.

Internal Title	Type	Location	Actions
Global Reach Logo	Image and Link	Right Column	

The screenshot shows the 'Page Content Boxes' tab with a table containing one row: 'Global Reach Logo', 'Image and Link', 'Right Column'. A 'New Page Content Box' button is visible in the top right.

Creating a Page Content Box

1. Select **New Page Content Box** that is located next to the yellow star on the upper right of the page.

Internal Title	Type	Location	Actions
Global Reach Logo	Image and Link	Right Column	

The screenshot shows the 'Page Content Boxes' tab with a table containing one row: 'Global Reach Logo', 'Image and Link', 'Right Column'. A 'New Page Content Box' button is visible in the top right, highlighted in a red box.

General Details

1. Enter, into the **Internal Title** field, the name of the content box.

▼ **General**

* **Internal Title:**

* **Type:**

* **Location:**

- Under the **Type** dropdown menu select the type of the content box which can be either '*Image and Link*' or '*Text*'.

* **Type:**

Select...

Image and Link

Text

- Under the **Location** dropdown menu select the location of the content box on the screen which can be either at the '*Right Column*' or at the '*Left Column*'.

* **Location:**

Select...

Right Column

Left Column

Type: *Image and Link*

- If you selected '*Image and Link*' as the type of the content box:
- Click **Choose a File** to select an email located in your PC. Under the button you can view the different image formats that you can select. In case that you want to replace the image you chose, just click the button again and select another image.

▼ **Image and Link**

* **Image:** No file chosen
 Accepted Formats: PNG, JPEG, GIF

* **Website:**

* **Open In:**

3. Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.

- In case that the link is an external website, type the link of the website.
- In case that the link will be a website file or a website page, use the link button at the right of the website field.

▼ **Image and Link**

* **Image:** No file chosen
 Accepted Formats: PNG, JPEG, GIF

* **Website:**

* **Open In:**

a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.

Website [X]

Name

- Homepage (Homepage)
- ▶ About Us
- Contact
- ▶ Included Modules
- ▶ Additional Modules

- b. If you want to remove your selection, use the remove button at the right of the **Website** field.

▼ **Image and Link**

* **Image:** Choose a File No file chosen
Accepted Formats: PNG, JPEG, GIF

* **Website:** Contact [Remove icon]

* **Open In:** New Window ▾

4. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.

▼ **Image and Link**

* **Image:** Choose a File No file chosen
Accepted Formats: PNG, JPEG, GIF

* **Website:** Contact [Remove icon]

* **Open In:** New Window ▾
New Window
Same Window

Save Cancel

5. Click **Save** at the bottom of your page.

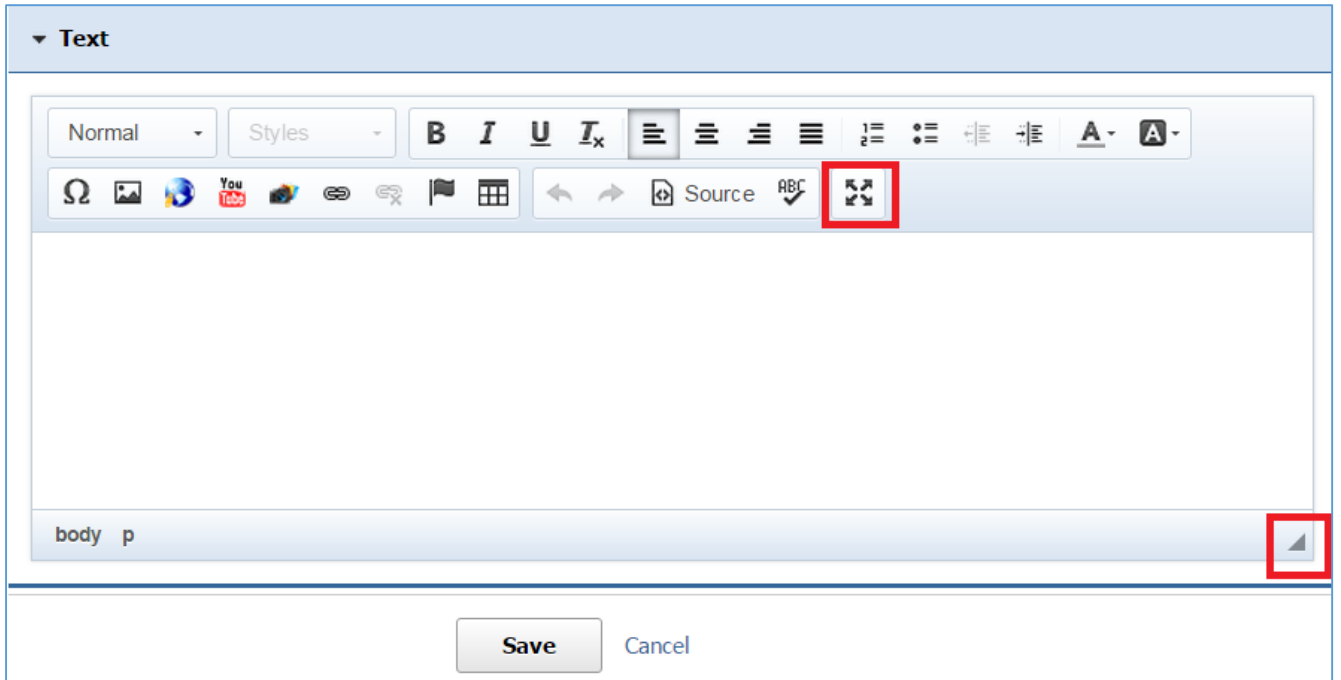
Type: Text

If you selected 'Text' as the type of the content box

1. Enter the text you wish to be displayed into the content box in the **Text** section.

Notes:



- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



2. Click **Save** at the bottom of your page.

Editing a Page Content Box



1. Select the **Pencil** icon located to the right of the content box you wish to edit.

General			Approval			Permissions			Page Content Boxes			★ New Page Content Box		
Internal Title				Type		Location		Actions						
↑ ↓ Global Reach Logo				Image and Link		Right Column		 						

2. Edit the content box fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Page Content Box

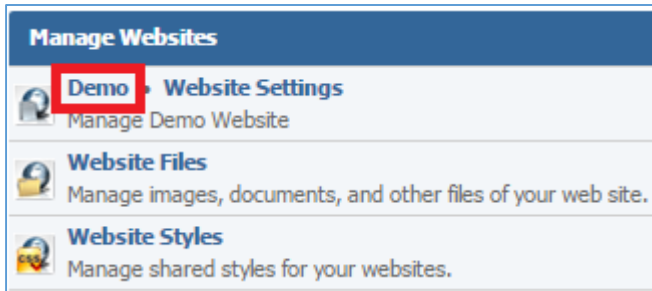
1. Select the **Trash** icon located to the right of the content box you wish to remove.

General			Approval			Permissions			Page Content Boxes			★ New Page Content Box		
Internal Title				Type		Location		Actions						
↑ ↓ Global Reach Logo				Image and Link		Right Column		 						

2. You will be asked to confirm that you wish to remove the content box. Click **OK**.

Creating a Static Link

1. From the main page of the administrative website, select your website, located under the **Manage Websites** box.



2. Select **New Page** located on the upper right of the page.



General Tab

General Details

▼ **General**

* **Name:**

* **Type:**


* **Website:**

* **Open In:**

System Page:

Enabled:


1. Enter the **Name** of your page.
2. Under the **Type** dropdown list, select 'Static Link'.

 **Manage Demo Pages** Need Help?
New Page

▼ General

* **Name:**

* **Type:**

* **Website:** 

* **Open In:**

System Page:

Enabled:

▼ Navigation

Show in Navigation:

Navigation Name:

Default Page:

▼ Content Optimization


* **Alias:**

3. Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.
 - In case that the link is an external website, type the link of the website.
 - In case that the link will be a website file or a website page, use the link button at the right of the website field.

▼ General

* Name:

* Type: Static Link ▼

* Website: 

* Open In: Same Window ▼

System Page: No ▼

Enabled: Yes ▼

- a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.

Website

Link to Page Link to File

Name

Homepage (Homepage)

About Us

Contact

Included Modules



Additional Modules

- b. If you want to remove your selection, use the remove button at the right of the **Website** field.

▼ General

* Name:

* Type: Static Link ▼

* Website: Contact  

* Open In: Same Window ▼

System Page: No ▼



Enabled: Yes ▼

- Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.

▼ **General**

* **Name:**

* **Type:** Static Link ▼

* **Website:** Contact  

* **Open In:** Same Window ▼
New Window
System Page: Same Window

Enabled: Yes ▼





- Under the **System Page** drop down list, select 'Yes' if you want to be able to delete the page, otherwise leave it as 'No'. If you mark 'Yes', whenever you want to delete the page, you must edit the page and set this field to 'No'.
- Under the **Enabled** dropdown, select 'Yes' if you want the page to be available on your website, or 'No' if you plan to enable the page at a later date.

Navigation

- Under the **Show in Navigation** dropdown, select 'Yes' if you want people to be able to navigate to your page from your website menu, or select 'No' if you want the page to be hidden, meaning a person would require the page URL in order to find the page.

▼ **Navigation**

Show in Navigation: Yes ▼

Breakpoints:   






Navigation Name:

Default Page: No ▼

- The **Breakpoints** are only available if the design of your website is responsive. By selecting all the types (mobile, tablet and pc), your website will respond according the device that a visitor uses.

▼ **Navigation**

Show in Navigation: Yes ▾

Breakpoints:   






Navigation Name:

Default Page: No ▾

- Enter a Navigation Name for the page. If nothing is entered, the page name will also become the navigation name by default.

▼ **Navigation**



Show in Navigation: Yes ▾

Breakpoints:   


Navigation Name:

Default Page: No ▾

- Select 'Yes' under the **Default Page** dropdown if you want this page to become the Homepage of your website. In this case, this field in your current Homepage will automatically be set to 'No'.

▼ Navigation	
Show in Navigation:	Yes ▾
Breakpoints:	 
Navigation Name:	<input type="text"/>
Default Page:	No ▾

Content Optimization

1. Enter the **Windows Title**. This text appears at the top of a user's web browser when viewing this page.

▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▾
Meta Description:	<input type="text"/>

2. Enter the **Alias** field. This feature allows you to provide a more understandable name to your page on the page URL.

▼ **Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▼

Meta Description:

3. Select 'Yes' under the **Visible to Search Engines** dropdown if you want your page to be visible to search engines.

▼ **Content Optimization**

* **Window Title:**

* **Alias:**

Visible to Search Engines: ▼

Meta Description:

4. Enter a **Meta Description** for your page. This description is used on search engine result pages (SERPs) to display preview snippets for your page.

▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	<input type="button" value="Yes"/> ▾
Meta Description:	<input type="text"/>

Save/Save and Publish

1. Click **Save** if you want to save your page but not publish it yet or click **Save and Publish** if you want to make your page available to the website visitors.

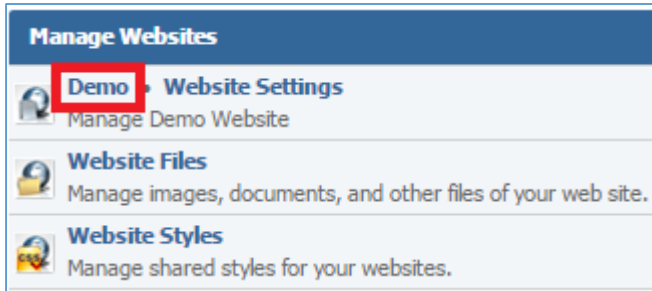
<input type="button" value="Save"/>	<input type="button" value="Save and Publish"/>	<input type="button" value="Cancel"/>
-------------------------------------	---	---------------------------------------

Editing a Page

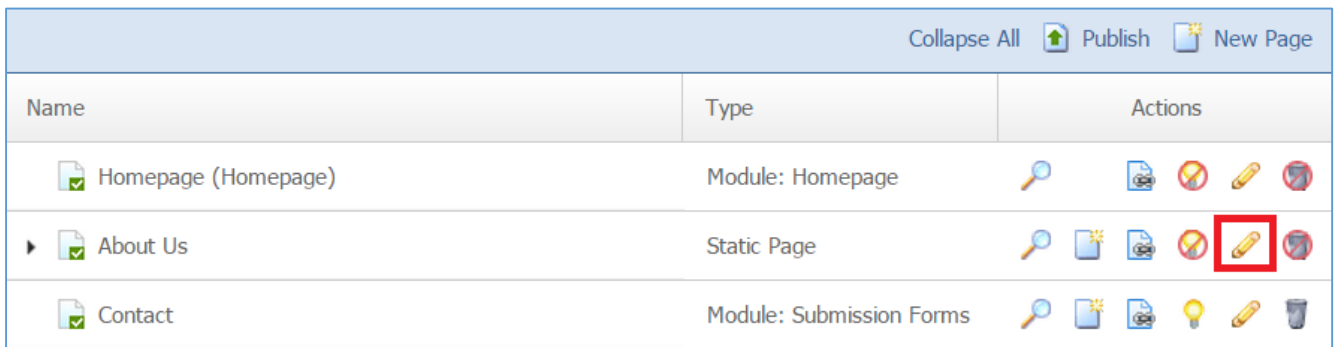
Editing a Static Page

In the case that you selected **Static Module** for the type of your page, you can use the following instructions to setup your page.

1. From the main page of the administrative website, select your website, located under the **Manage Websites** box.



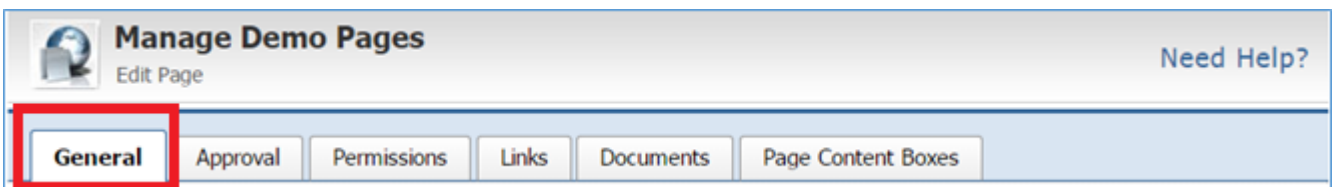
2. Find the page you wish to edit and select the **Pencil icon** located to the right of the page.



Name	Type	Actions
Homepage (Homepage)	Module: Homepage	
About Us	Static Page	
Contact	Module: Submission Forms	

3. At this point you will be able to edit your page

General Tab



General Details

1. Under the **System Page**, select 'Yes' if you want to be able to delete the page, otherwise leave it as 'No'. If you mark 'Yes', whenever you want to delete the page, you must edit the page and set this field to 'No'.
2. Under the **Enabled** dropdown, select 'Yes' if you want the page to be available on your website, or 'No' if you plan to enable the page at a later date.

▼ General	
* Name:	<input type="text"/>
* Type:	Static Page ▼
System Page:	No ▼
Enabled:	Yes ▼

Navigation

1. Under the Show in Navigation dropdown, select 'Yes' if you want people to be able to navigate to your page, or select 'No' if you want the page to be hidden, meaning a person would require the page URL in order to find the page.
2. Enter a Navigation Name for the page. If nothing is entered, the page name will also become the navigation name by default.
3. Default Page can be left as 'No'.

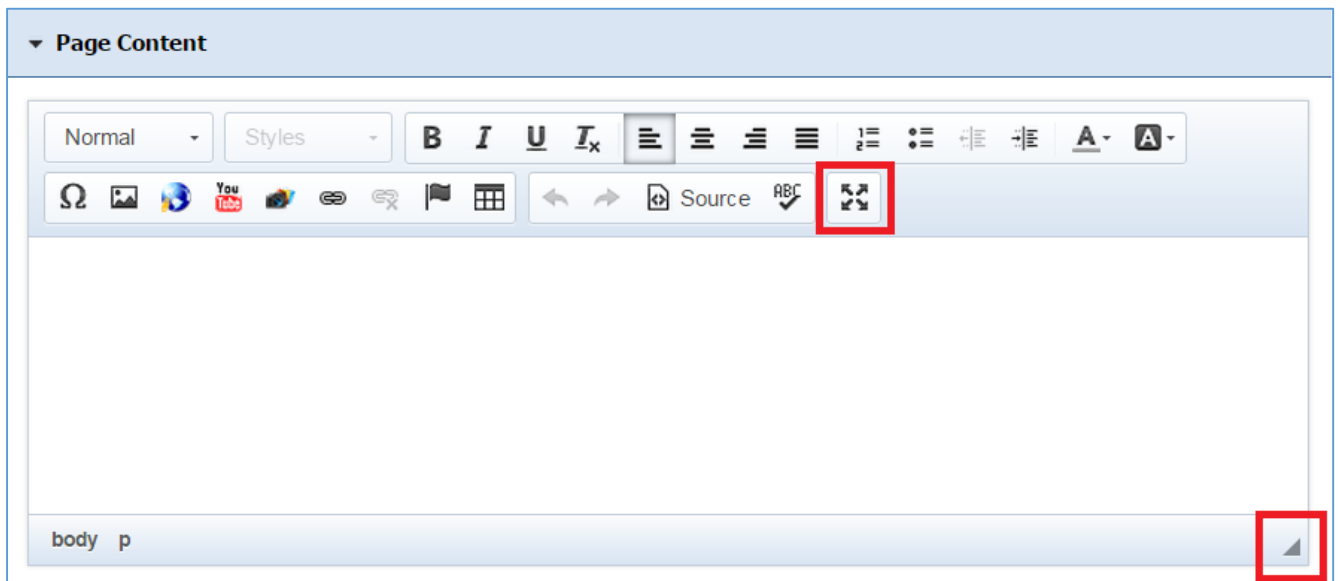
▼ Navigation	
Show in Navigation:	Yes ▼
Navigation Name:	<input type="text"/>
Default Page:	No ▼

Page Content

1. Enter your page content in the **Page Content** section.

Notes:

- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



Content Optimization

1. It is recommended that you leave the content optimization fields as is. However, you can add a **Meta Description** for your page which will be used by the search engines.

Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▾
Meta Description:	<input type="text"/>

Windows Title: This text appears at the top of a user's web browser when viewing this page.

Alias: This feature allows you to provide a more understandable name to your page on the page URL.

Visible to Search Engines: Select 'Yes' if you want your page to be visible to search engines.

Meta Description: This description is used on search engine result pages (SERPs) to display preview snippets for your page.

Version Control

1. Use the version control if you would like to view any of the previews revisions of your page.
2. If the current editing of your page is an important change, select 'No' under the **This is a minor edit** dropdown.

▼ Version Control	
This Revision: 3	
Note: You are viewing the most recent revision of this page.	
Available Revisions:	3 9/10/15 1:58 PM globalreach\ritsa.pitta (This Revision) ▼
<input type="button" value="Use Revision"/>	
This is a minor edit:	No ▼

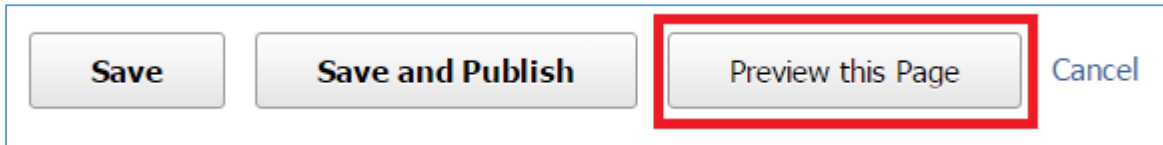
Approve and Publish

1. You can view the **Status** of the page and the **Actions** you have to do to make the page available to people. The Actions can be 'Approve Page', in case that the page is not approved, and 'Publish Page' in case that the page is not published.

▼ Approve and Publish	
Status: This page has been approved but has not been published.	
Action: Publish Page	

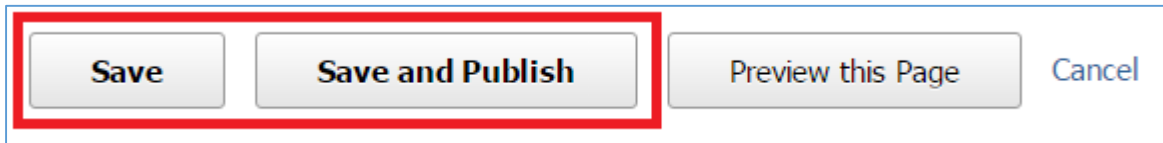
Preview this Page

1. At any point while you are editing your page, you can always preview it by selecting the **Preview this Page** button at the very bottom of the page.



Save or Save and Publish

1. Once you are finished editing the page, scroll to the very bottom of the page and click **Save** to save the changes you have made without publishing them to your website, or click **Save and Publish** to have the changes published to your live website.



Approval Tab

Under the **Approvals** tab the administrator is able to manage the editors of this page.

Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save [Cancel](#)

Managing Access Rights

1. Next to the name of each group, check the access rights that the users of this group will have for this page. You can give either 'Editor' or 'Publisher' access to the group or both. If you do not check any box, then the specific group will have just Author access.

Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save [Cancel](#)

2. Click **Save** at the bottom of the page.

Permissions Tab

Under the **Permissions** tab you are able to define who will be able to view this page.

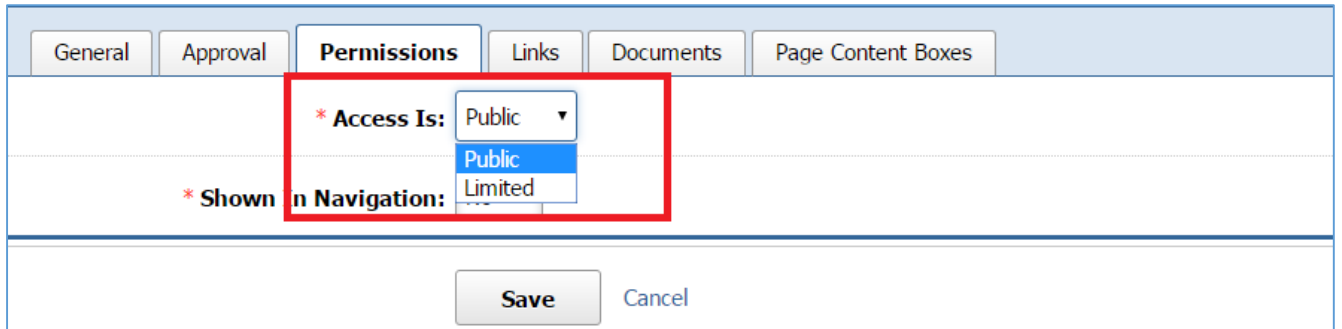
*** Access Is:** Public ▼

*** Shown In Navigation:** No ▼

Save [Cancel](#)

Managing Permissions

1. Under the **Access Is** dropdown list, either give access to any user by selecting 'Public' option or limit the access by selecting 'Limited'.

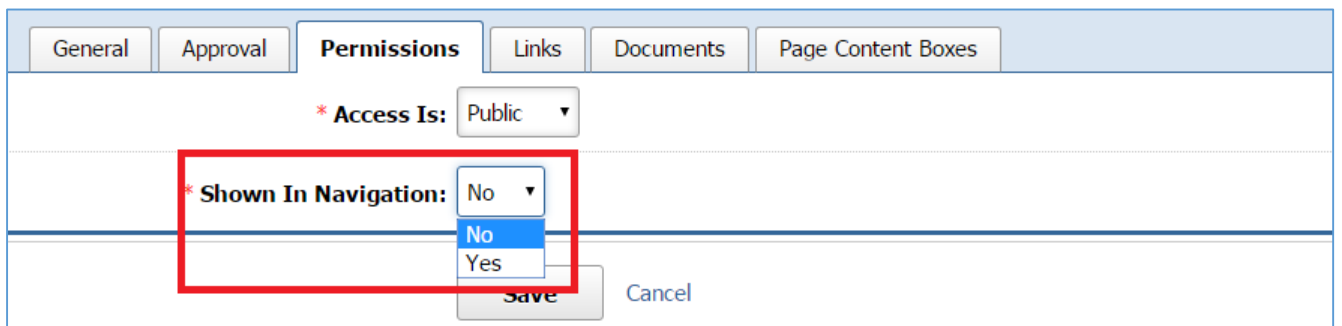


The screenshot shows a software interface with several tabs: General, Approval, Permissions, Links, Documents, and Page Content Boxes. The 'Permissions' tab is active. In the 'Permissions' section, there are two dropdown menus. The first is labeled '* Access Is:' and is currently set to 'Public'. The second is labeled '* Shown In Navigation:' and is currently set to 'No'. A red box highlights the 'Access Is' dropdown menu and its label. Below the dropdown menus are 'Save' and 'Cancel' buttons.

Access Is: Public

If you selected 'Public' under the **Access Is** dropdown:

1. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
 - a. If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - b. If you selected 'No' in the General Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - c. If you selected 'No' in both tabs, the page will not be shown in Navigation.
 - d. If you selected 'Yes' in both tabs, the page will be shown in Navigation.



The screenshot shows the same software interface as the previous one, but with the 'Shown In Navigation' dropdown menu open. The dropdown menu shows 'No' and 'Yes' options. A red box highlights the 'Shown In Navigation' dropdown menu and its label. The 'Access Is' dropdown menu is still set to 'Public'. Below the dropdown menus are 'Save' and 'Cancel' buttons.

2. Click **Save** at the bottom of the page.

Access Is: Limited

If you selected 'Limited' under the **Access Is** dropdown list:

1. Under the **To** dropdown list, select one of the following options:
 - 'ANY User': This means that nobody will have access to this page.

- *'Users with AT LEAST ONE of the selected roles'*: At this case you will be asked to specify the user roles. The page will be available to the users that have at list one of the selected roles.
- *'Users with ALL of the selected roles'*: At this case you will be asked to specify the user roles. The page will be available to the users that have all the selected roles.

General Approval **Permissions** Links Documents Page Content Boxes

* **Access Is:** Limited ▼ To: ANY User ▼

* **On Permission Denied:** Display the default ▼

* **Shown In Navigation:** No ▼

Save Cancel

2. If you selected either *'Users with AT LEAST ONE of the selected roles'* or *'Users with ALL of the selected roles'*, specify the selected roles by checking the box next to the roles to which you wish to minimize the access:

General Approval **Permissions** Links Documents Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display the default permission denied page ▼

* **Shown In Navigation:** No ▼

Save Cancel

3. Under the **On Permission Denied** dropdown, select what kind of message will be displayed in case of a denied access. You can choose either the default message by selecting 'Display the default permission denied page' or

The screenshot shows the 'Permissions' tab with the following configuration:

- Access Is:** Limited
- To:** Users with AT LEAST ONE of the selected roles
- Roles:**
 - view files page
 - View Special Pricing Page
- On Permission Denied:** Display the default permission denied page (highlighted in a red box)
- Shown In Navigation:** Display a custom error message

Buttons: Save, Cancel

4. If you selected 'Display a Custom error message' under the **On Permission Denied** dropdown, select the custom message that you wish to be displayed.

The screenshot shows the 'Permissions' tab with the following configuration:

- Access Is:** Limited
- To:** ANY User
- On Permission Denied:** Display a custom error message
- Error Message:** Select... (highlighted in a red box)
- Shown In Navigation:** No

Buttons: Save, Cancel

5. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
- a. If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - b. If you selected 'No' in the General Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - c. If you selected 'No' in both tabs, the page will not be shown in Navigation.
 - d. If you selected 'Yes' in both tabs, the page will be shown in Navigation.

The screenshot shows a configuration window with several tabs: General, Approval, Permissions (selected), Links, Documents, and Page Content Boxes. The 'Permissions' tab contains the following settings:

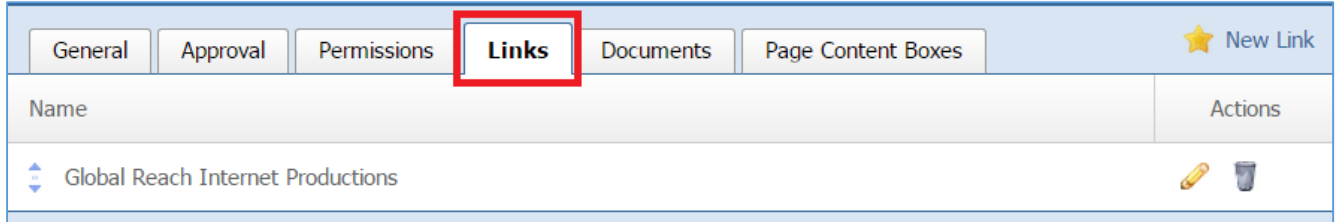
- * Access Is:** Limited (dropdown)
- To:** ANY User (dropdown)
- * On Permission Denied:** Display a custom error message (dropdown)
- * Error Message:** Select... (dropdown)
- * Shown In Navigation:** No (dropdown, highlighted with a red box and open menu showing 'No' selected)

At the bottom of the window, there are 'Save' and 'Cancel' buttons.



6. Click **Save** at the bottom of the page.

Links Tab

Under the **Links** tab you are able to create links to be displayed on your page as related links. These links can be external websites, pages of your website or website files.

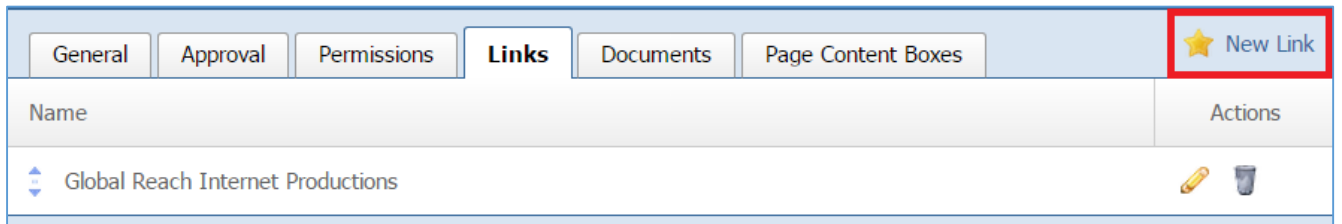


The screenshot shows the 'Links' tab selected in a software interface. The tab is highlighted with a red box. Below the tabs, there is a table with the following structure:

Name	Actions
Global Reach Internet Productions	 

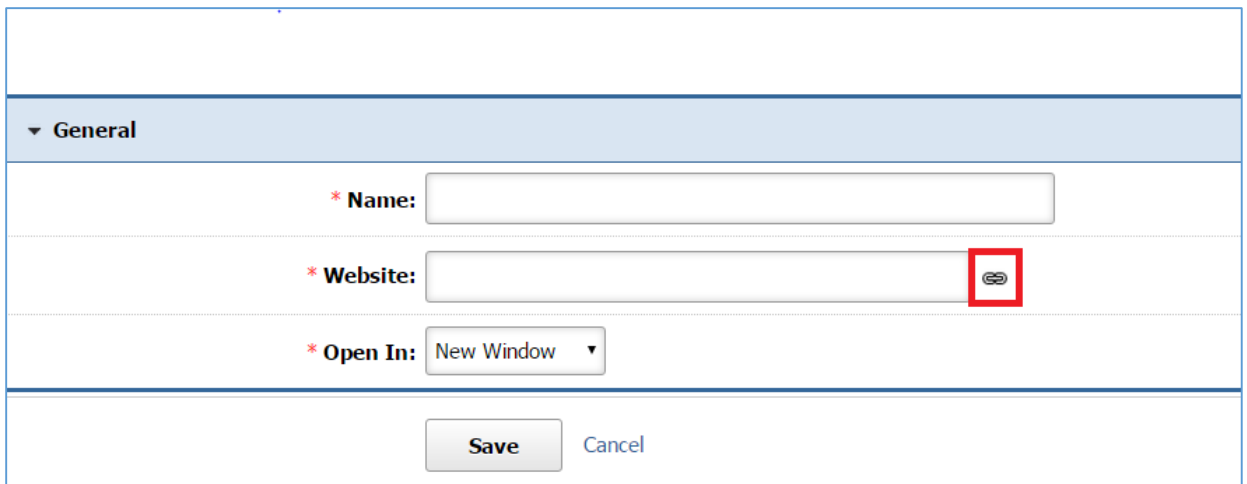
Creating a Link

1. Select **New Link** that is located next to the yellow star on the upper right of the page.



The screenshot shows the 'Links' tab selected. The 'New Link' button, located in the top right corner next to a yellow star, is highlighted with a red box.

2. Enter, into the **Name** field, the name of the link, which is how it will be displayed on your page.
3. Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.
 - In case that the link is an external website, type the link of the website.
 - In case that the link will be a website file or a website page, use the link button at the right of the website field.

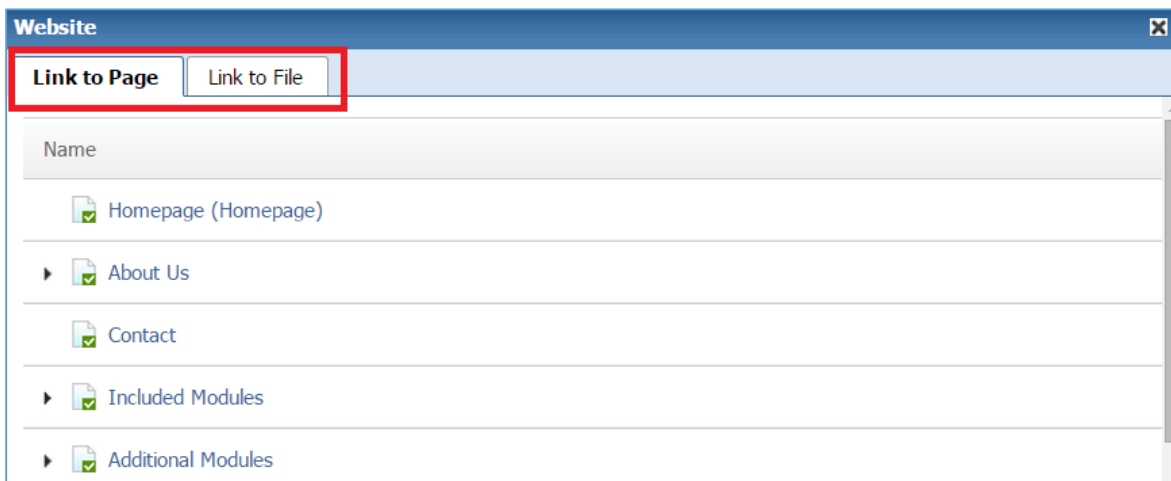


The screenshot shows the 'General' form for creating a link. The form has the following fields:

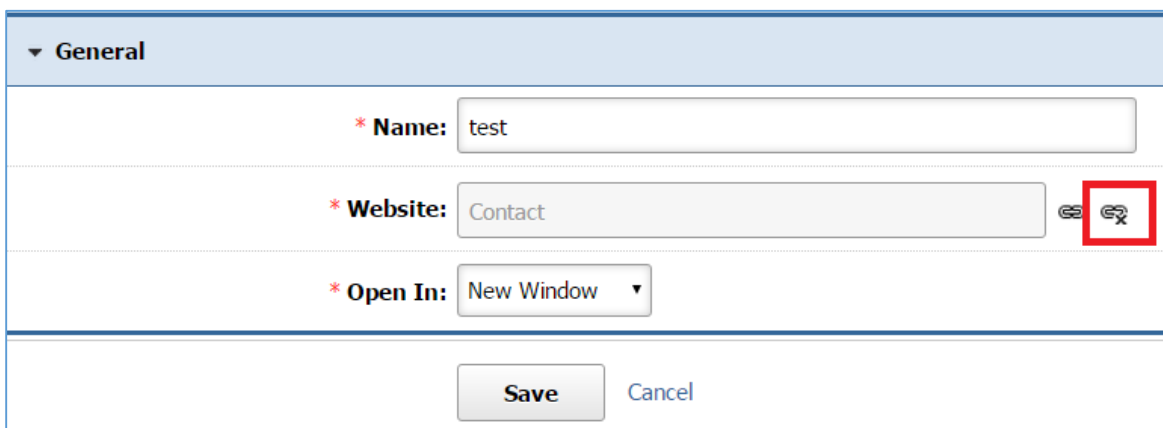
- Name:** A text input field.
- Website:** A text input field with a link icon button on the right, highlighted with a red box.
- Open In:** A dropdown menu currently set to 'New Window'.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

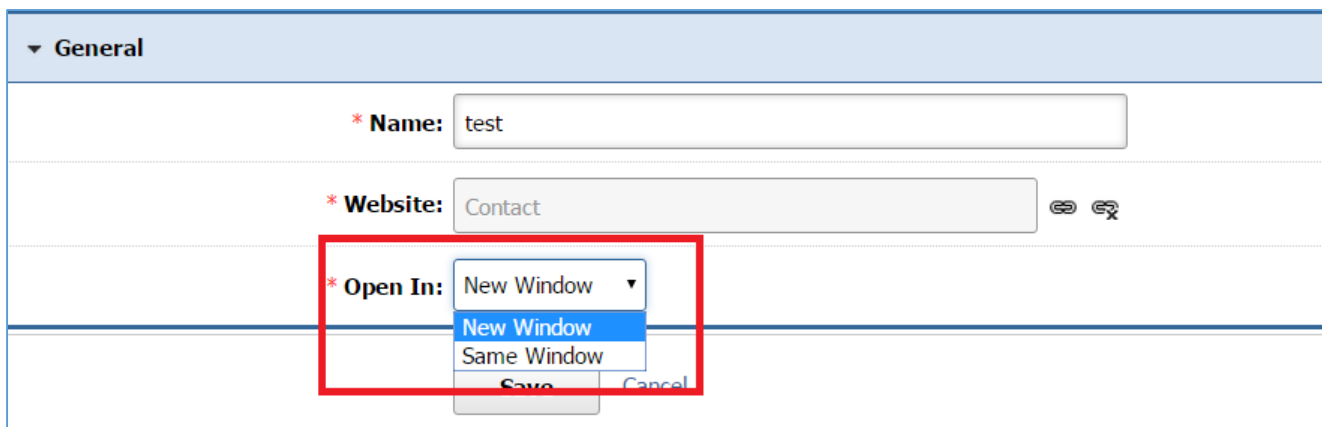
- a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.



- b. If you want to remove your selection, use the remove button at the right of the **Website** field.



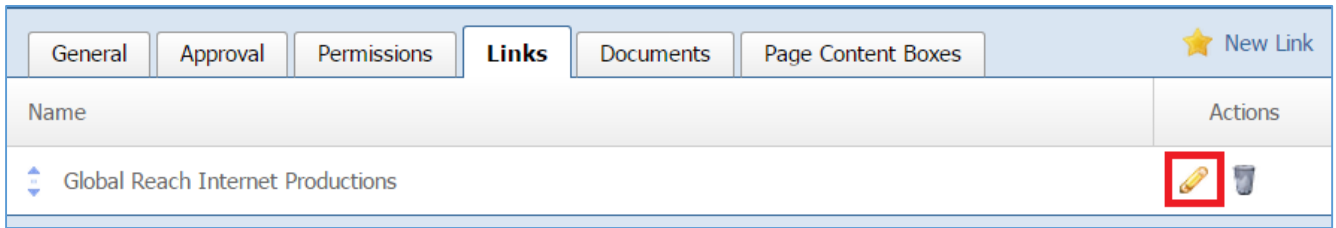
4. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.



5. Click **Save** at the bottom of the page.

Editing a Link

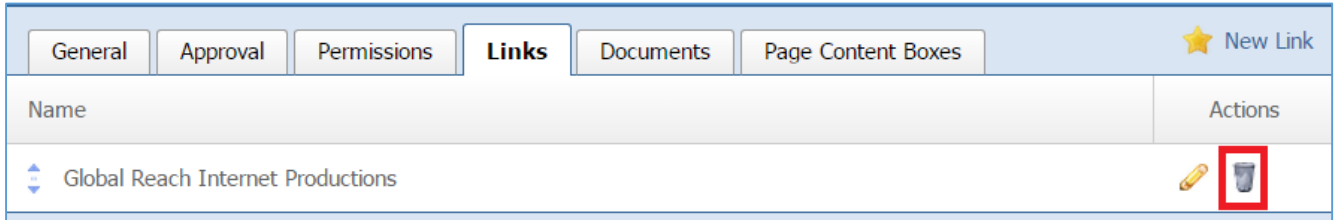
1. Select the **Pencil** icon located to the right of the link you wish to edit.



2. Edit the link fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Link

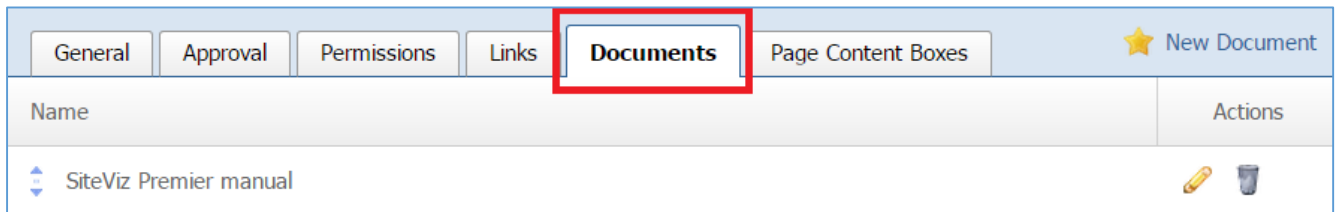
1. Select the **Trash** icon located to the right of the link you wish to remove.





2. You will be asked to confirm that you wish to remove the link. Click **OK**.

Documents Tab

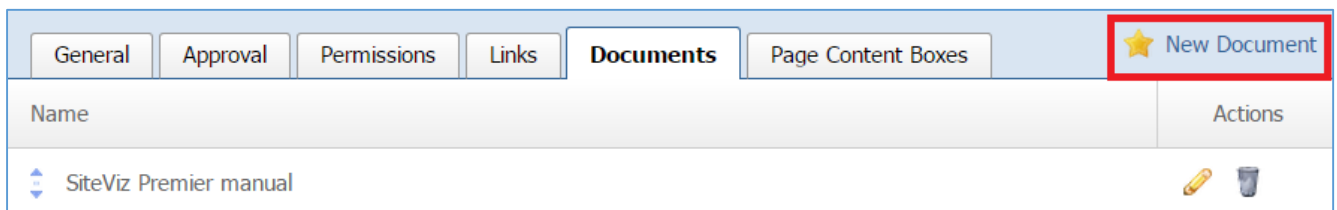
Under the **Documents** tab you are able to enter documents to be displayed on your page.





Name	Actions
SiteViz Premier manual	 

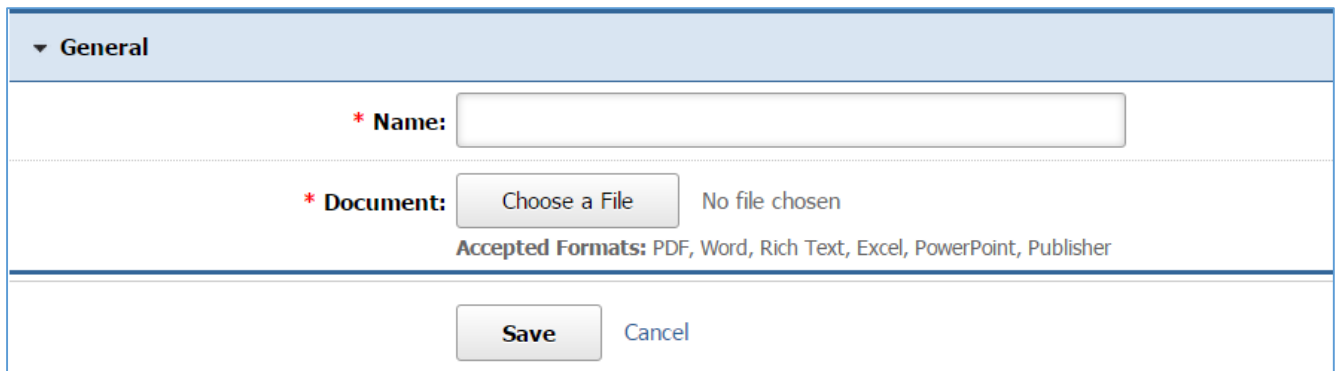
Creating a Document

1. Select **New Document** that is located next to the yellow star on the upper right of the page.



Name	Actions
SiteViz Premier manual	 

2. Enter, into the **Name** field, the name of the document, which is how it will be displayed on your page.
3. Click **Choose a File** to select a file located in your PC. Under the button you can view the different file formats that you can select. In case that you want to replace the document you chose, just click the button again and select another document.



General

* **Name:**

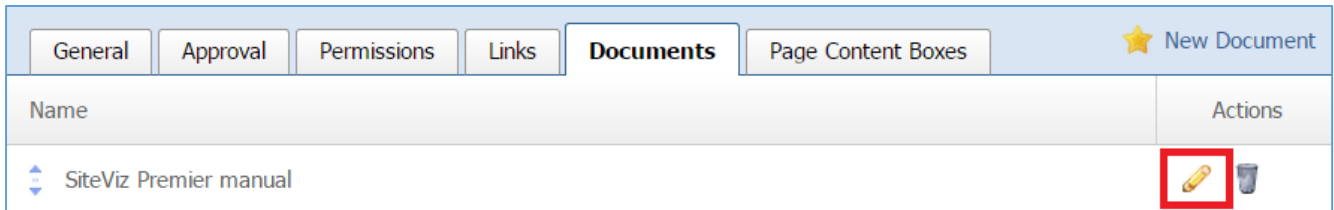
* **Document:** No file chosen

Accepted Formats: PDF, Word, Rich Text, Excel, PowerPoint, Publisher

4. Click **Save** at the bottom of your page.

Editing a Document

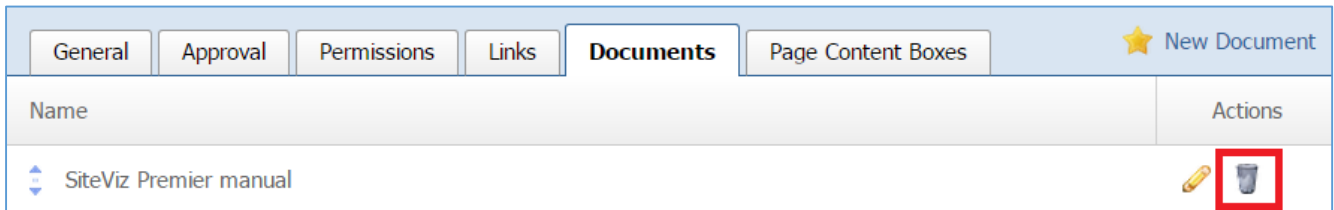
1. Select the **Pencil** icon located to the right of the document you wish to edit.



2. Edit the document fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Document



1. Select the **Trash** icon located to the right of the document you wish to remove.



2. You will be asked to confirm that you wish to remove the document. Click **OK**.



Page Content Boxes Tab

Under the **Page Content Boxes** tab you are able to create content boxes to be displayed on your page.

Page Content Boxes				★ New Page Content Box
Internal Title	Type	Location	Actions	
Global Reach Logo	Image and Link	Right Column	 	

Creating a Page Content Box

1. Select **New Page Content Box** that is located next to the yellow star on the upper right of the page.

Page Content Boxes				★ New Page Content Box
Internal Title	Type	Location	Actions	
Global Reach Logo	Image and Link	Right Column	 	

General Details

1. Enter, into the **Internal Title** field, the name of the content box.

▼ **General**

* **Internal Title:**

* **Type:**

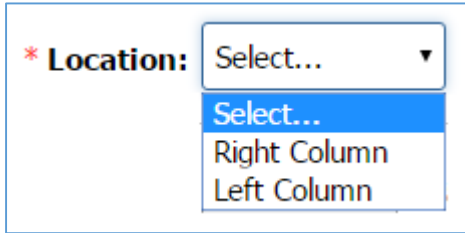
* **Location:**

2. Under the **Type** dropdown menu select the type of the content box which can be either 'Image and Link' or 'Text'.

* **Type:**

- Select...
- Image and Link
- Text

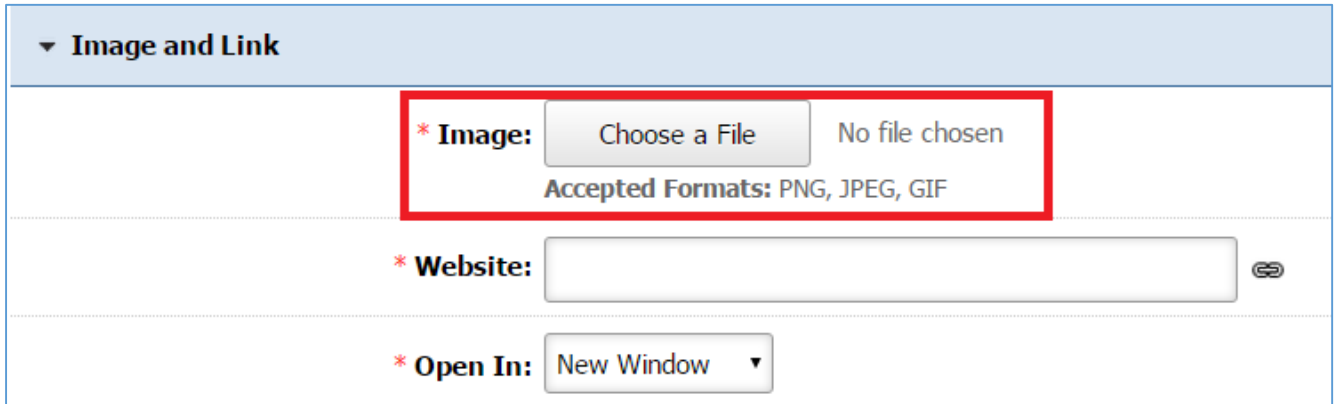
- Under the **Location** dropdown menu select the location of the content box on the screen which can be either at the 'Right Column' or at the 'Left Column'.



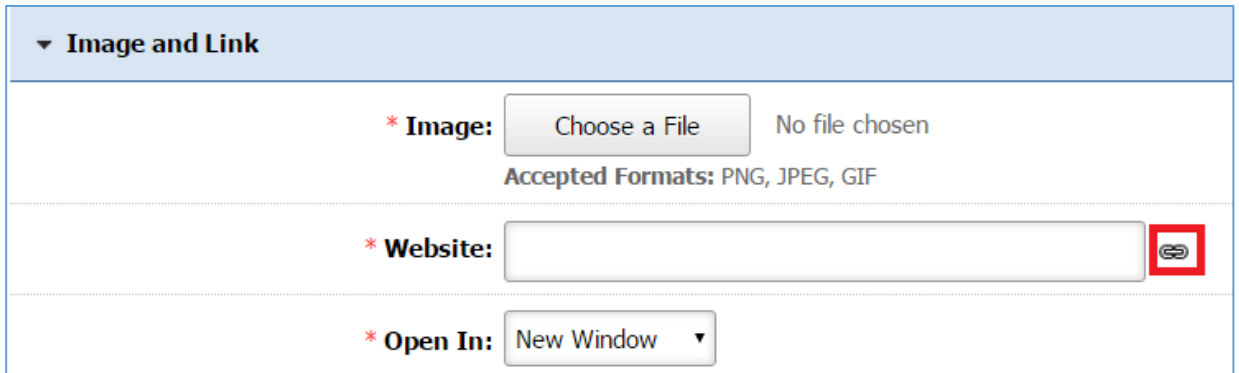
Type: *Image and Link*

If you selected 'Image and Link' as the type of the content box:

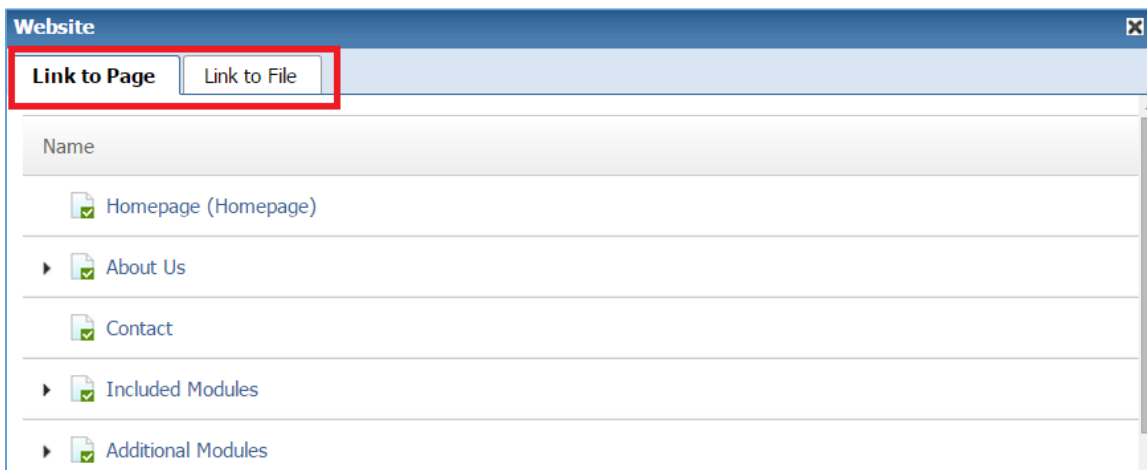
- Click **Choose a File** to select an email located in your PC. Under the button you can view the different image formats that you can select. In case that you want to replace the image you chose, just click the button again and select another image.



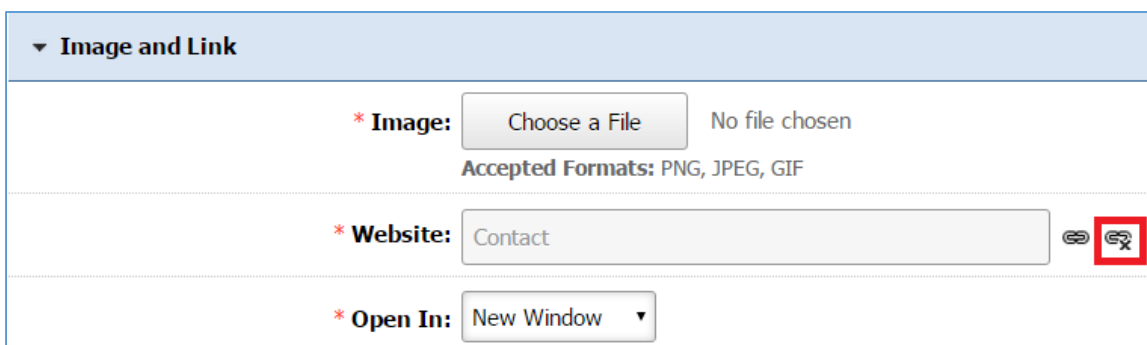
- Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.
 - In case that the link is an external website, type the link of the website.
 - In case that the link will be a website file or a website page, use the link button at the right of the website field.



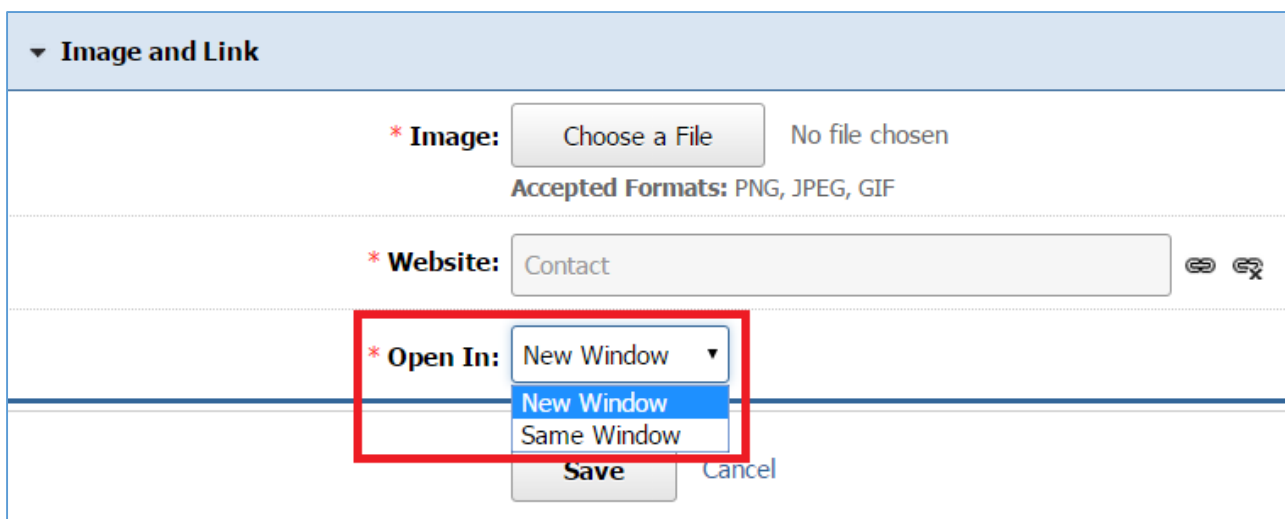
- a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.



- b. If you want to remove your selection, use the remove button at the right of the **Website** field.



3. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.



4. Click **Save** at the bottom of your page.

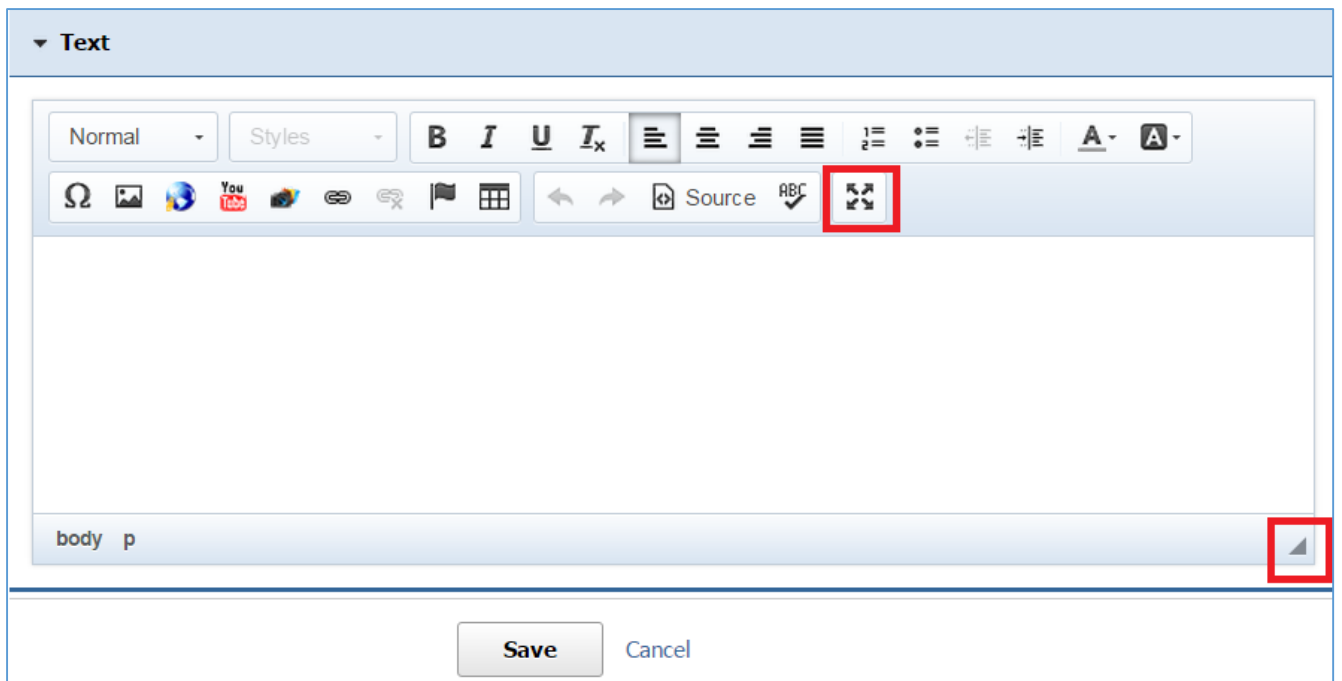
Type: Text

If you selected 'Text' as the type of the content box

1. Enter text you wish to be displayed into the content box in the **Text** section.

Notes:



- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



2. Click **Save** at the bottom of your page.

Editing a Page Content Box



1. Select the **Pencil** icon located to the right of the content box you wish to edit.

General					Approval		Permissions		Links		Documents		Page Content Boxes		★ New Page Content Box
Internal Title				Type		Location		Actions							
Global Reach Logo				Image and Link		Right Column		 							

2. Edit the content box fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Page Content Box

1. Select the **Trash** icon located to the right of the content box you wish to remove.

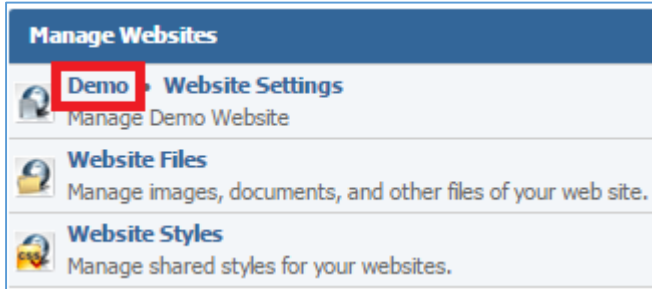
General					Approval		Permissions		Links		Documents		Page Content Boxes		★ New Page Content Box
Internal Title				Type		Location		Actions							
Global Reach Logo				Image and Link		Right Column		 							

2. You will be asked to confirm that you wish to remove the content box. Click **OK**.

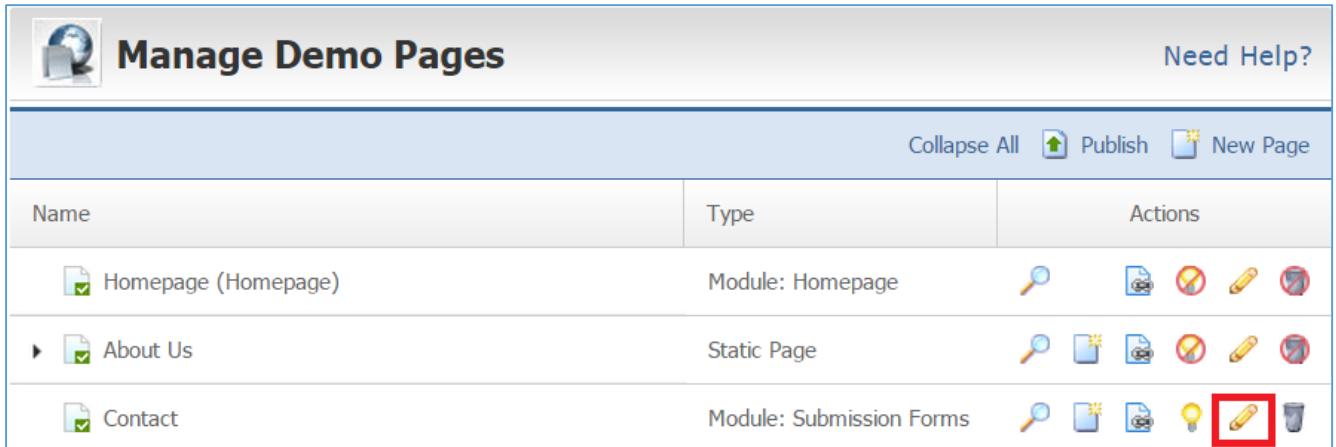
Editing a Dynamic Page

In the case that you selected **Dynamic Module** for the type of your page, you can use the following instructions to setup your page.

1. From the main page of the administrative website, select your website, located under the **Manage Websites** box. In the Manage Website box you are able to view all your websites.

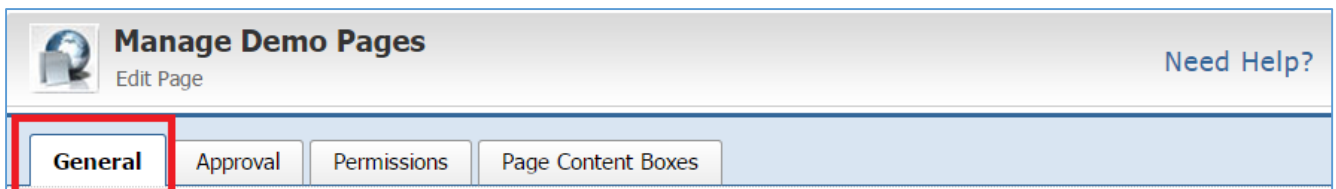


2. Find the page you wish to edit and select the **Pencil icon** located to the right of the page.



3. At this point you will be able to edit your page

General Tab



General Details

1. Under the **System Page**, select 'Yes' if you want to be able to delete the page, otherwise leave it as 'No'. If you mark 'Yes', whenever you want to delete the page, you must edit the page and set this field to 'No'.
2. Under the **Enabled** dropdown, select 'Yes' if you want the page to be available on your website, or 'No' if you plan to enable the page at a later date.

General	Approval	Permissions	Page Content Boxes
* Name:	<input type="text" value="Contact"/>		
* Type:	<input type="text" value="Dynamic Module"/>		
* Module:	<input type="text" value="Submission Forms"/>		
System Page:	<input type="text" value="No"/>		
Enabled:	<input type="text" value="Yes"/>		

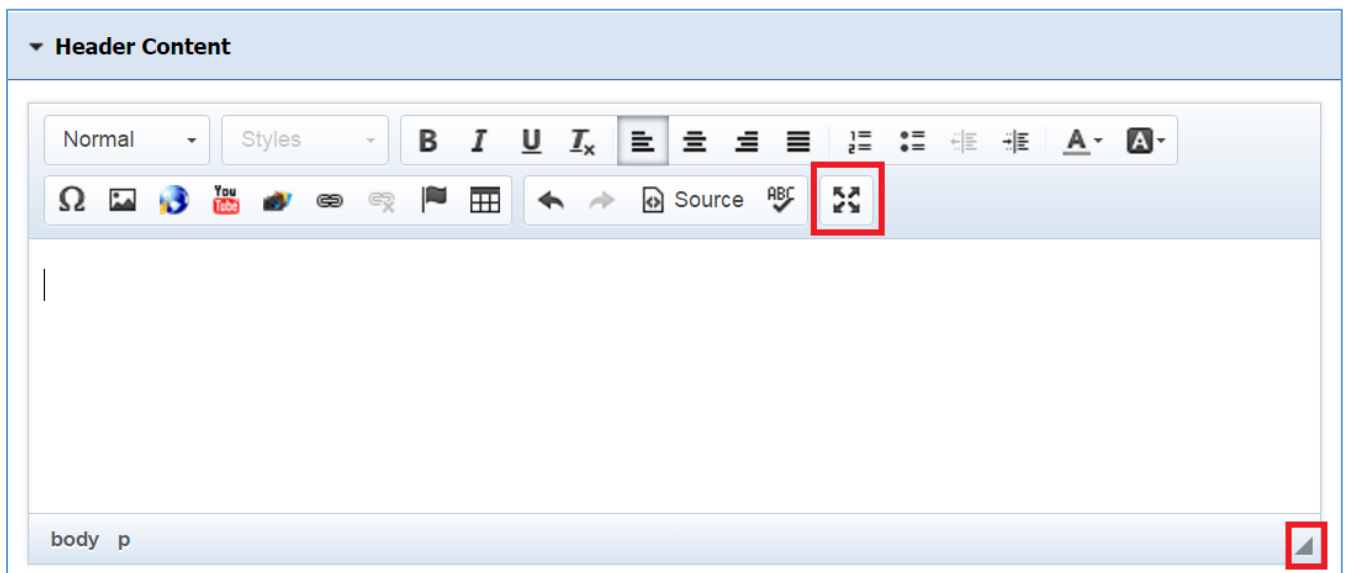
Navigation

1. Under the **Show in Navigation** dropdown, select 'Yes' if you want people to be able to navigate to your page, or select 'No' if you want the page to be hidden, meaning a person would require the page URL in order to find the page.
2. Enter a **Navigation Name** for the page. If nothing is entered, the page name will also become the navigation name by default.
3. **Default Page** can be left as 'No'.

Navigation
Show in Navigation: <input type="text" value="Yes"/>
Navigation Name: <input type="text"/>
Default Page: <input type="text" value="No"/>

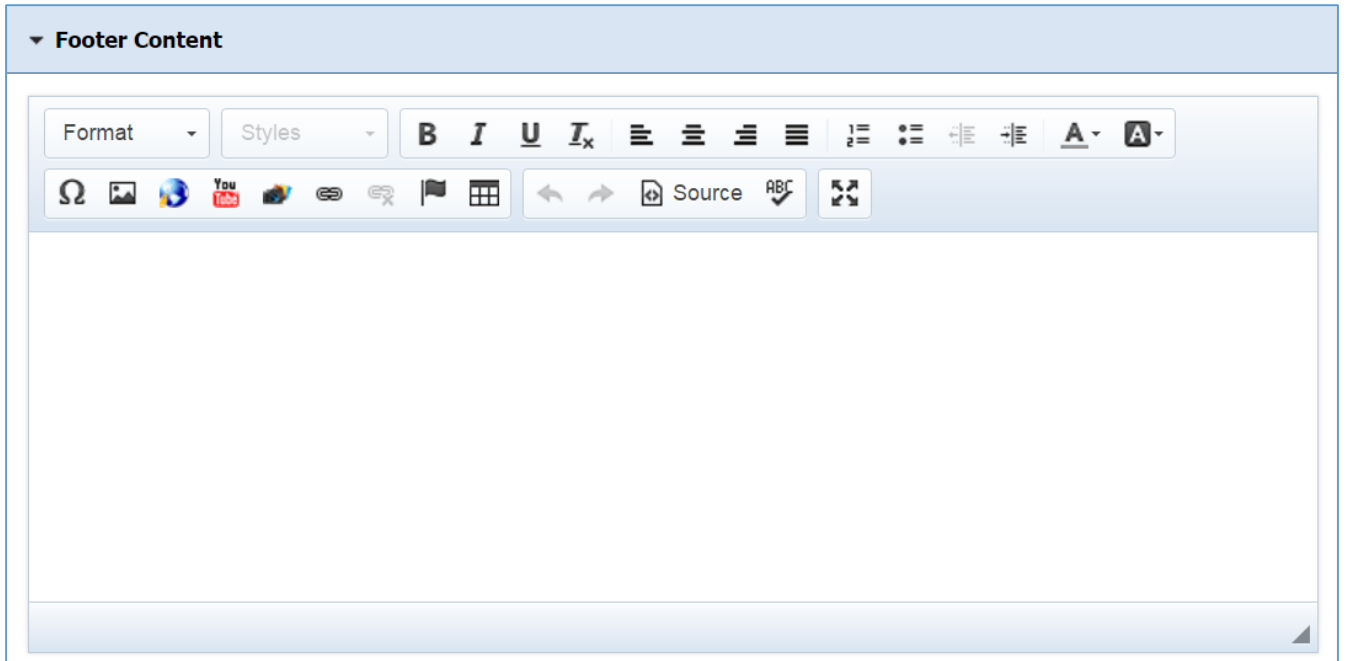
Header Content

1. Enter the content of the page's header under the **Header Content** section. This content will be available before all the dynamic entries that will be created for your page.
2. Notes:
 - You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
 - You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
 - For more details on how to use the editor, you can refer to **Managing Page Content** section.



Footer Content

1. Enter the content of the page's footer under the **Footer Content** section. This content will be available after all the dynamic entries that will be created for your page.
2. Notes:
 - You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
 - You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
 - For more details on how to use the editor, you can refer to **Managing Page Content** section.



Content Optimization

1. It is recommended that you leave the content optimization fields as is. However, you can add a **Meta Description** for your page which will be used by the search engines.

▼ Content Optimization	
* Window Title:	<input type="text"/>
* Alias:	<input type="text"/>
Visible to Search Engines:	Yes ▼
Meta Description:	<input type="text"/>

Version Control

1. Use the version control if you would like to view any of the previews revisions of your page.
2. If the current editing of your page is an important change, select 'No' under the **This is a minor edit** dropdown.

▼ Version Control	
This Revision: 3	
Note: You are viewing the most recent revision of this page.	
Available Revisions:	3 9/10/15 1:58 PM globalreach\ritsa.pitta (This Revision) ▼
<input type="button" value="Use Revision"/>	
This is a minor edit:	No ▼

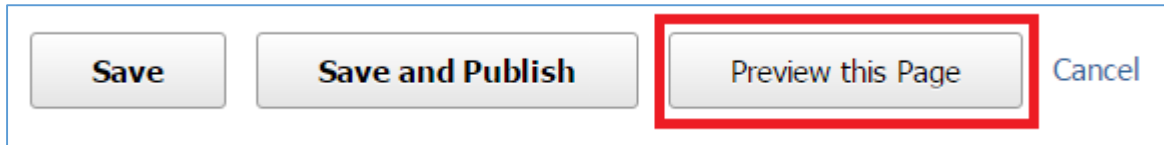
Approve and Publish

1. You can view the **Status** of the page and the **Actions** you have to do to make the page available to people. The Actions can be 'Approve Page', in case that the page is not approved, and 'Publish Page' in case that the page is not published.

▼ Approve and Publish	
Status:	This page has been approved but has not been published.
Action:	Publish Page

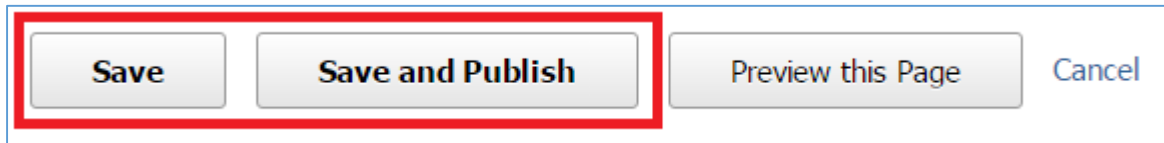
Preview this Page

1. At any point while you are editing your page, you can always preview it by selecting the **Preview this Page** button at the very bottom of the page.



Save/Save and Publish

1. Once you are finished editing the page, scroll to the very bottom of the page and click **Save** to save the changes you have made without publishing them to your website, or click **Save and Publish** to have the changes published to your live website.



Approval Tab

Under the **Approvals** tab the administrator is able to manage the editors of this page.

General Approval Permissions Page Content Boxes ?		
Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Managing Access Rights

1. Next to the name of each group, check the access rights that the users of this group will have for this page. You can give either 'Editor' or 'Publisher' access to the group or both. If you do not check any box, then the specific group will have just Author access.

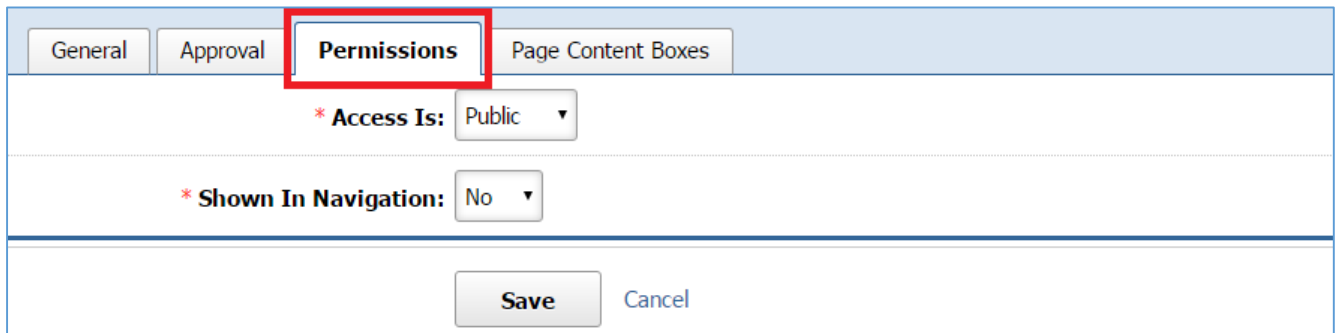
General Approval Permissions Page Content Boxes ?		
Name	Editor	Publisher
test	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

2. Click **Save** at the bottom of the page.

Permissions Tab

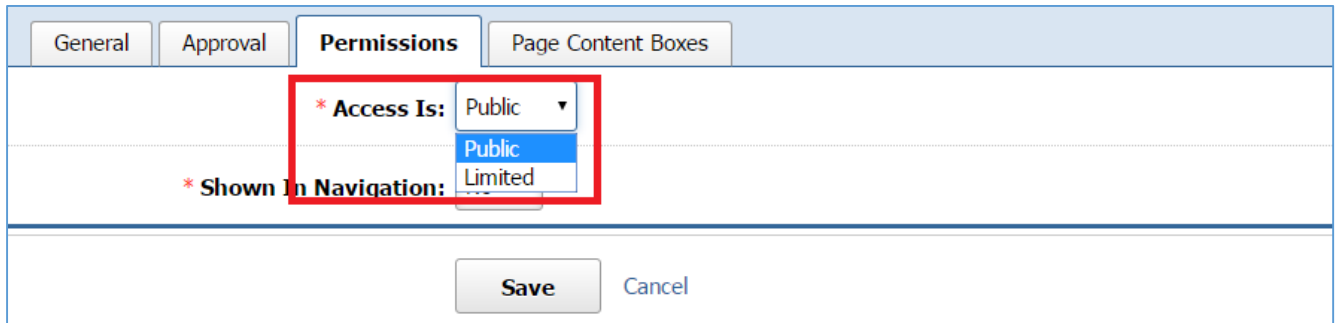
Under the **Permissions** tab you are able to define who will be able to view this page.



The screenshot shows a tabbed interface with four tabs: 'General', 'Approval', 'Permissions', and 'Page Content Boxes'. The 'Permissions' tab is selected and highlighted with a red border. Below the tabs, there are two dropdown menus. The first is labeled '* Access Is:' and is set to 'Public'. The second is labeled '* Shown In Navigation:' and is set to 'No'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Managing Permissions

1. Under the **Access Is** dropdown list, either give access to any user by selecting 'Public' option or limit the access by selecting 'Limited'.



This screenshot is similar to the previous one, but the '* Access Is:' dropdown menu is open, showing two options: 'Public' and 'Limited'. The 'Public' option is highlighted in blue. The 'Permissions' tab is still highlighted with a red border.

Access Is: Public

If you selected 'Public' under the **Access Is** dropdown:

1. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
 - a. If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - b. If you selected 'No' in the General Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - c. If you selected 'No' in both tabs, the page will not be shown in Navigation.
 - d. If you selected 'Yes' in both tabs, the page will be shown in Navigation.

General Approval **Permissions** Page Content Boxes

* Access Is: Public ▾

* Shown In Navigation: No ▾

Save Cancel

2. Click **Save** at the bottom of the page.

Access Is: Limited

If you selected '*Limited*' under the **Access Is** dropdown list:

1. Under the **To** dropdown list, select one of the following options:
 - a. '*ANY User*': This means that nobody will have access to this page.
 - b. '*Users with AT LEAST ONE of the selected roles*': At this case you will be asked to specify the user roles. The page will be available to the users that have at list one of the selected roles.
 - c. '*Users with ALL of the selected roles*': At this case you will be asked to specify the user roles. The page will be available to the users that have all the selected roles.

General Approval **Permissions** Page Content Boxes

* Access Is: Limited ▾ To: ANY User ▾

* On Permission Denied: Display the default ▾

* Shown In Navigation: No ▾

Save Cancel

2. If you selected either '*Users with AT LEAST ONE of the selected roles*' or '*Users with ALL of the selected roles*', specify the selected roles by checking the box next to the roles to which you wish to minimize the access:

General Approval **Permissions** Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display the default permission denied page ▼

* **Shown In Navigation:** No ▼

Save Cancel

- Under the **On Permission Denied** dropdown, select what kind of message will be displayed in case of a denied access. You can choose either the default message by selecting 'Display the default permission denied page' or

General Approval **Permissions** Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display the default permission denied page ▼
 Display the default permission denied page
 Display a custom error message

* **Shown In Navigation:** Display a custom error message

Save Cancel

- If you selected 'Display a Custom error message' under the **On Permission Denied** dropdown, select the custom message that you wish to be displayed.

General Approval **Permissions** Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display a custom error message ▼

* **Error Message:** Select... ▼

* **Shown In Navigation:** No ▼

Save Cancel

5. Under the **Show in Navigation** dropdown, select either 'Yes' or 'No'. Note that there is another **Show in Navigation** dropdown box in the **General** tab. In order to set up this setting correctly, you need to have in mind the following rules:
- If you selected 'Yes' in the General Tab and 'No' in the Permissions tab, the page will not be shown in Navigation.
 - If you selected 'No' in the Generals Tab and 'Yes' in the Permissions tab, the page will not be shown in Navigation.
 - If you selected 'No' in both tabs, the page will not be shown in Navigation
 - If you selected 'Yes' in both tabs, the page will be shown in Navigation.

General Approval **Permissions** Page Content Boxes

* **Access Is:** Limited ▼ To: Users with AT LEAST ONE of the selected roles ▼

Roles: view files page
 View Special Pricing Page

* **On Permission Denied:** Display a custom error message ▼

* **Error Message:** Select... ▼



* **Shown In Navigation:** No ▼
 No
 Yes

Save Cancel

6. Click **Save** at the bottom of the page.



Page Content Boxes Tab

Under the **Page Content Boxes** tab you are able to create content boxes to be displayed on your page.

Page Content Boxes				★ New Page Content Box
Internal Title	Type	Location	Actions	
Global Reach Logo	Image and Link	Right Column	 	

Creating a Page Content Box

1. Select **New Page Content Box** that is located next to the yellow star on the upper right of the page.

Page Content Boxes				★ New Page Content Box
Internal Title	Type	Location	Actions	
Global Reach Logo	Image and Link	Right Column	 	

General Details

1. Enter, into the **Internal Title** field, the name of the content box.

▼ **General**

* **Internal Title:**

* **Type:**

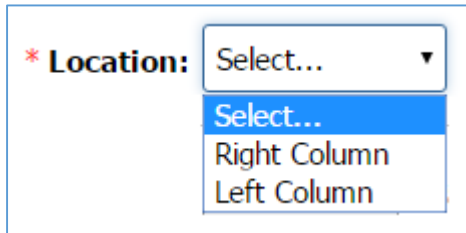
* **Location:**

2. Under the **Type** dropdown menu select the type of the content box which can be either 'Image and Link' or 'Text'.

* **Type:**

- Select...
- Image and Link
- Text

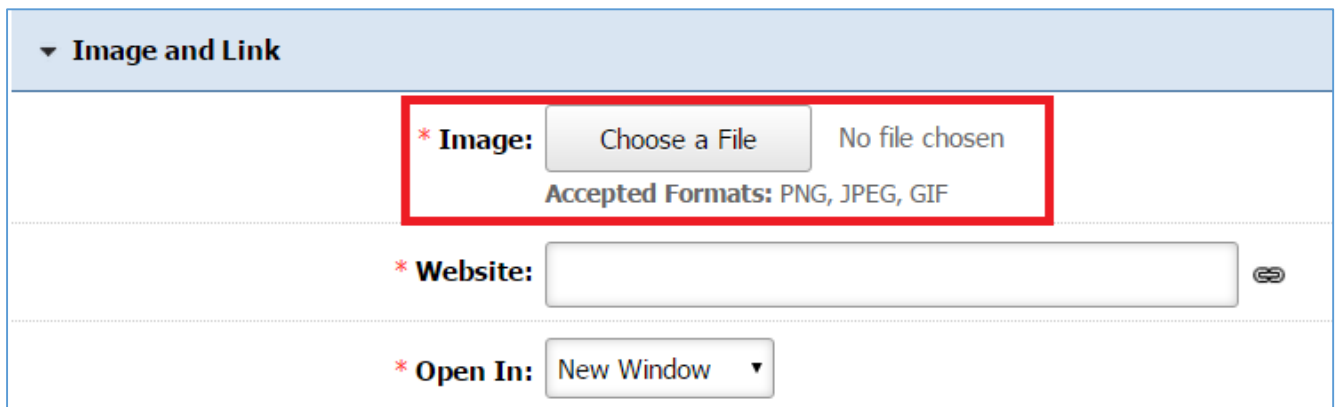
3. Under the **Location** dropdown menu select the location of the content box on the screen which can be either at the 'Right Column' or at the 'Left Column'.



A screenshot of a dropdown menu for the 'Location' field. The menu is open, showing three options: 'Select...' (highlighted in blue), 'Right Column', and 'Left Column'. The label '* Location:' is visible to the left of the dropdown.

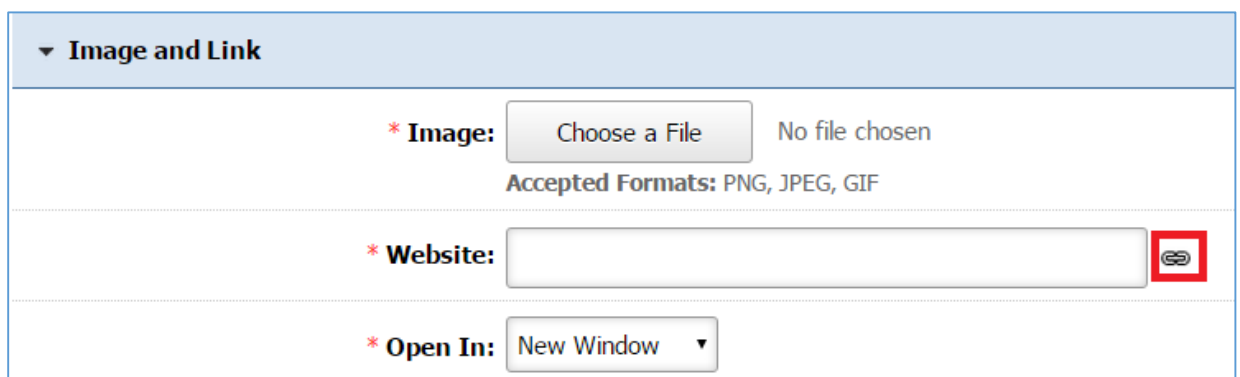
Type: *Image and Link*

1. If you selected 'Image and Link' as the type of the content box:
2. Click **Choose a File** to select an email located in your PC. Under the button you can view the different image formats that you can select. In case that you want to replace the image you chose, just click the button again and select another image.



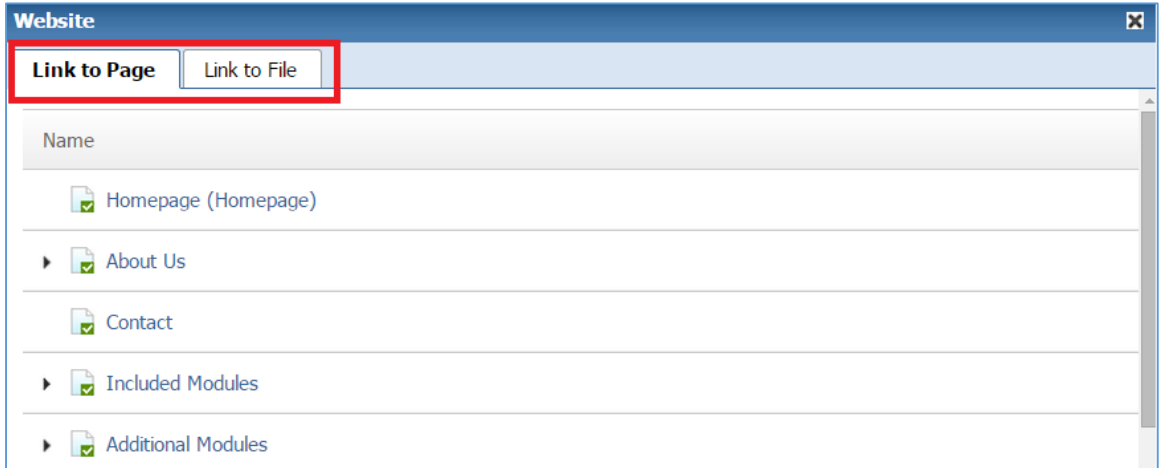
A screenshot of the 'Image and Link' form. The form has a header 'Image and Link' with a dropdown arrow. Below the header, there are three fields: '* Image:' with a 'Choose a File' button and 'No file chosen' text, and 'Accepted Formats: PNG, JPEG, GIF' below it; '* Website:' with a text input field and a link icon button; and '* Open In:' with a 'New Window' dropdown menu. A red box highlights the 'Image' section.

3. Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.
 - In case that the link is an external website, type the link of the website.
 - In case that the link will be a website file or a website page, use the link button at the right of the website field.

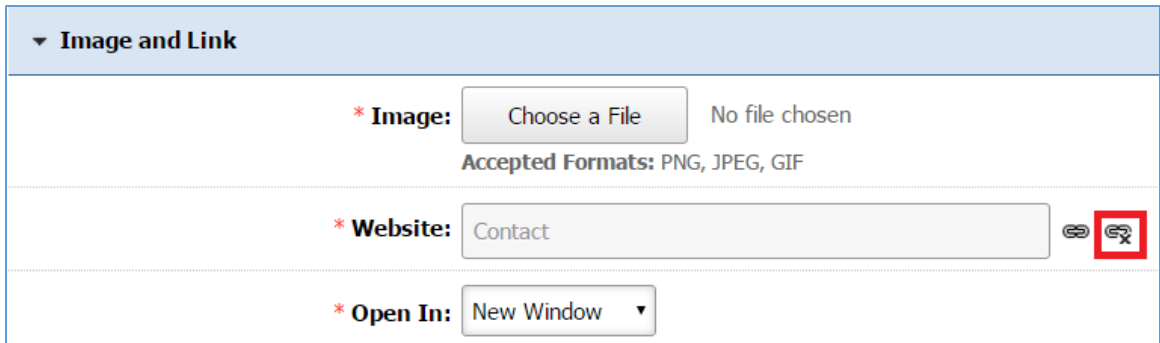


A screenshot of the 'Image and Link' form, similar to the previous one. The 'Website' field is highlighted with a red box, and the link icon button is also highlighted with a red box. The 'Image' section is no longer highlighted.

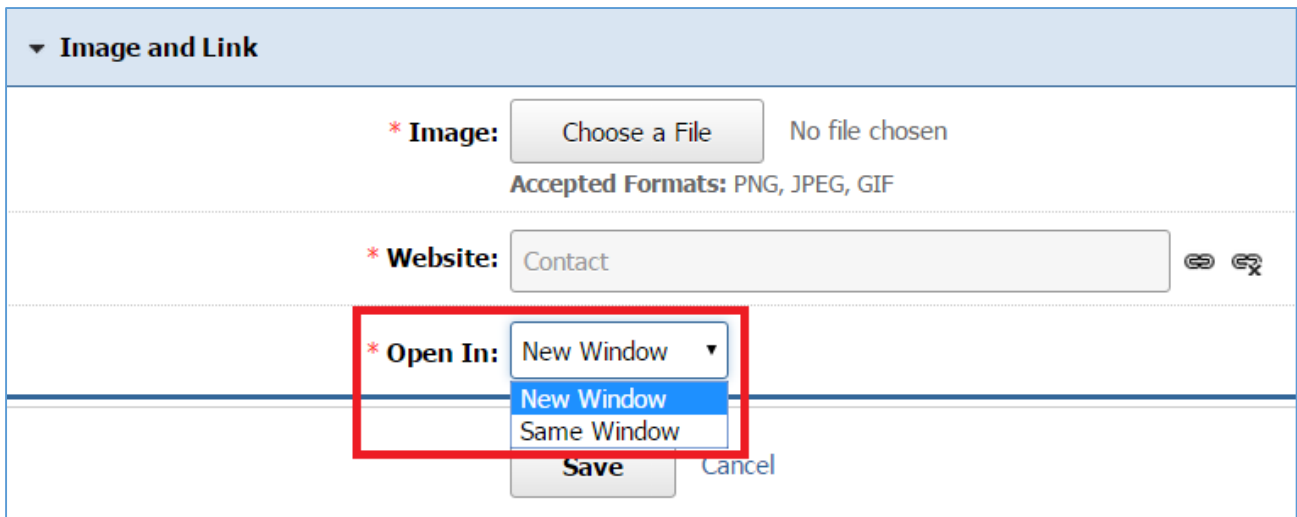
- a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.



- b. If you want to remove your selection, use the remove button at the right of the **Website** field.



4. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' or in the 'Same Window'.



5. Click **Save** at the bottom of your page.

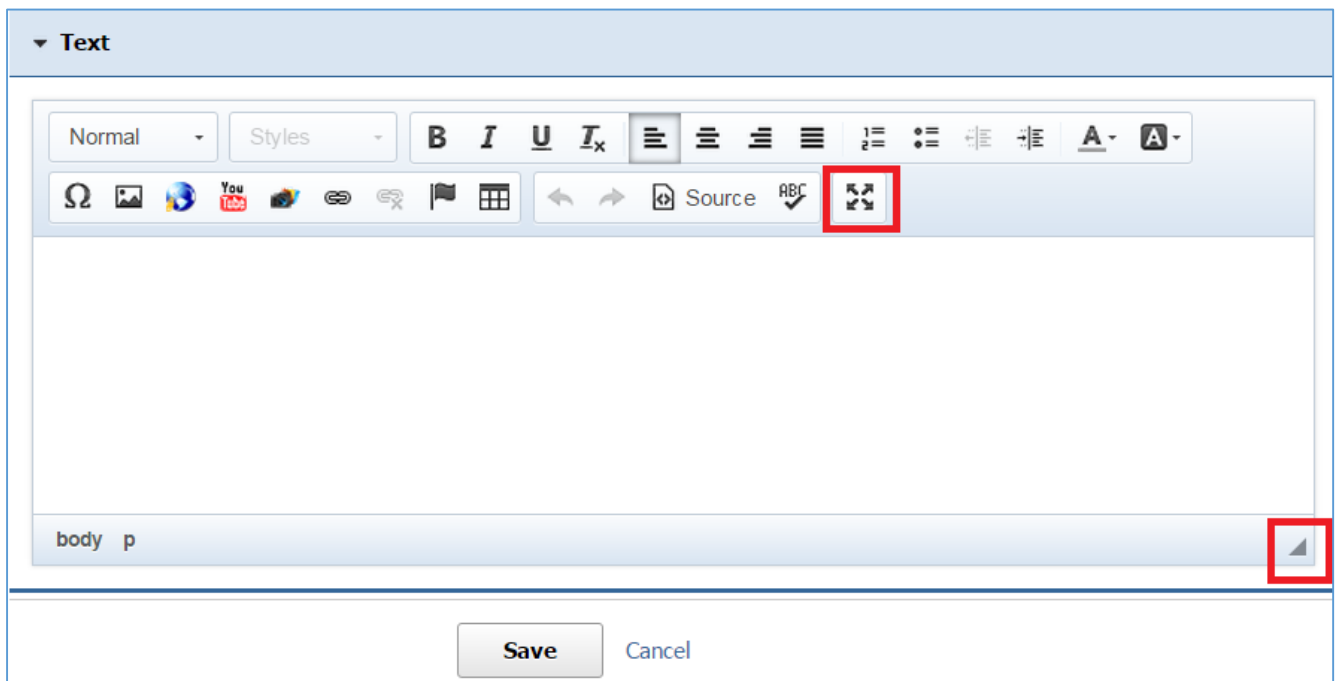
Type: Text

If you selected 'Text' as the type of the content box

1. Enter text you wish to be displayed into the content box in the **Text** section.

Notes:



- You can make the content box bigger or smaller by using the arrow (click, hold and drag) at the bottom right of the box.
- You can use the content box in full screen by clicking on the full screen icon that is available in the toolbox. You can use the same tool to exit the full screen.
- For more details on how to use the editor, you can refer to **Managing Page Content** section.



2. Click **Save** at the bottom of your page.

Editing a Page Content Box



1. Select the **Pencil** icon located to the right of the content box you wish to edit.

General			Approval			Permissions			Page Content Boxes			★ New Page Content Box		
Internal Title					Type		Location		Actions					
↑ Global Reach Logo					Image and Link		Right Column		 					

2. Edit the content box fields.
3. Once you have made the desired changes, click **Save** at the bottom of the page.

Removing a Page Content Box

1. Select the **Trash** icon located to the right of the content box you wish to remove.

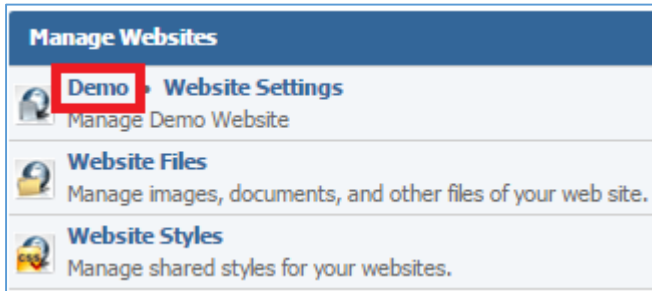
General			Approval			Permissions			Page Content Boxes			★ New Page Content Box		
Internal Title					Type		Location		Actions					
↑ Global Reach Logo					Image and Link		Right Column		 					

2. You will be asked to confirm that you wish to remove the content box. Click **OK**.

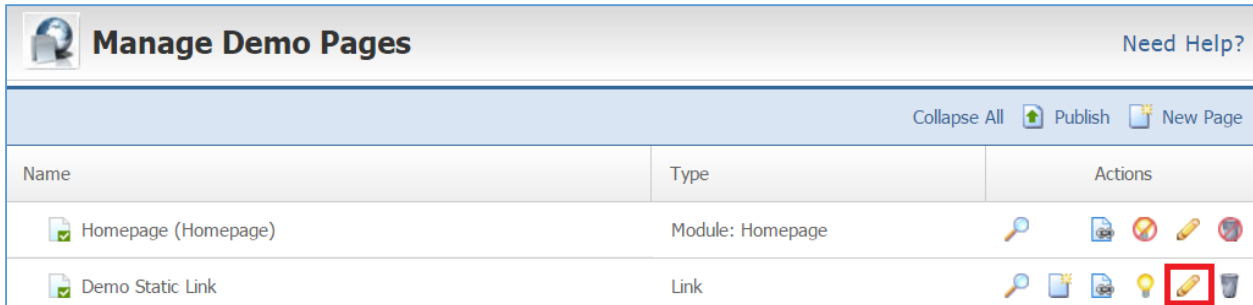
Editing a Static Link

In the case that you selected **Static Link** for the type of your page, you can use the following instructions to setup your page.

1. From the main page of the administrative website, select your website, located under the **Manage Websites** box.

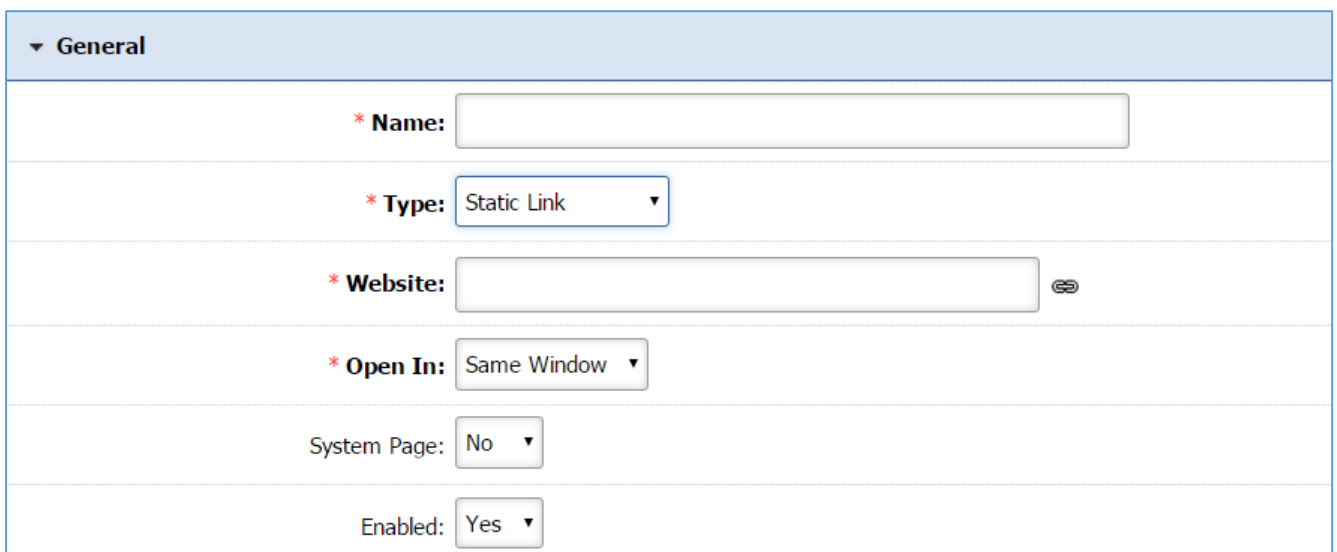


2. Find the page you wish to edit and select the **Pencil icon** located to the right of the page.



3. At this point you will be able to edit your page.

General Details




The image shows a form titled "General" with the following fields:

- * Name:
- * Type: Static Link (dropdown)
- * Website:
- * Open In: Same Window (dropdown)
- System Page: No (dropdown)
- Enabled: Yes (dropdown)

1. Enter the **Name** of your page.


2. Under the **Type** dropdown list, select 'Static Link'.

 **Manage Demo Pages** Need Help?
New Page

▼ General

* **Name:**

* **Type:**

* **Website:** 

* **Open In:**

System Page:

Enabled:

▼ Navigation

Show in Navigation:

Navigation Name:

Default Page:

▼ Content Optimization

* **Alias:**


3. Enter, into the **Website** field, the link that you want to be displayed. This can be either a link or a file.

- In case that the link is an external website, type the link of the website.
- In case that the link will be a website file or a website page, use the link button at the right of the website field.

▼ General

* Name:

* Type: Static Link ▼

* Website: 

* Open In: Same Window ▼

System Page: No ▼

Enabled: Yes ▼

- a. From the pop up page, select either **Link to Page** or **Link to File** tab and select the page or a file you wish to add as a link.

Website ✕

Link to Page | Link to File

Name

Homepage (Homepage)

About Us

Contact

Included Modules



Additional Modules

- b. If you want to remove your selection, use the remove button at the right of the **Website** field.

▼ General

* Name:

* Type: Static Link ▼

* Website: Contact  

* Open In: Same Window ▼

System Page: No ▼



Enabled: Yes ▼

4. Under the **Open With** dropdown, indicates whether you want this link to open in a 'New Window' on in the 'Same Window'.

▼ **General**

* **Name:**

* **Type:** Static Link ▼

* **Website:** Contact  

* **Open In:** Same Window ▼
New Window
System Page: Same Window

Enabled: Yes ▼

5. Under the **System Page** drop down list, select 'Yes' if you want to be able to delete the page, otherwise leave it as 'No'. If you mark 'Yes', whenever you want to delete the page, you must edit the page and set this field to 'No'.
6. Under the **Enabled** dropdown, select 'Yes' if you want the page to be available on your website, or 'No' if you plan to enable the page at a later date.

Version Control

1. Use the version control if you would like to view any of the previous revisions of your page.
2. If the current editing of your page is an important change, select 'No' under the **This is a minor edit** dropdown.

▼ **Version Control**

This Revision: 3

Note: You are viewing the most recent revision of this page.

Available Revisions: 3 9/10/15 1:58 PM globalreach\ritsa.pitta (This Revision) ▼

Use Revision

This is a minor edit: No ▼

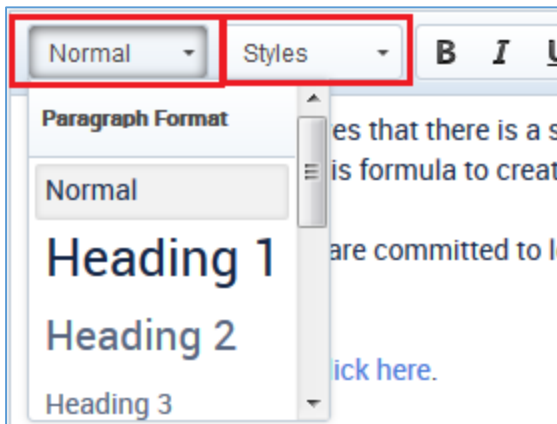
Managing Page Content

From the Page Content Toolbox, we've selected and explained the tools you are likely to use the most.

Format and Style dropdowns

Once you have entered your content, you may want to assign different headings to different parts of your text. You can do that using the Format dropdown.

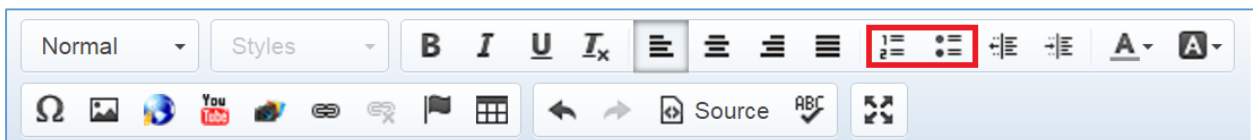
1. Highlight the text you wish to format.



2. From the dropdown, you can choose from a number of style types.
3. Experiment with the style options and select one that fits your purpose.

Insert/Remove Bullet or Numbered List

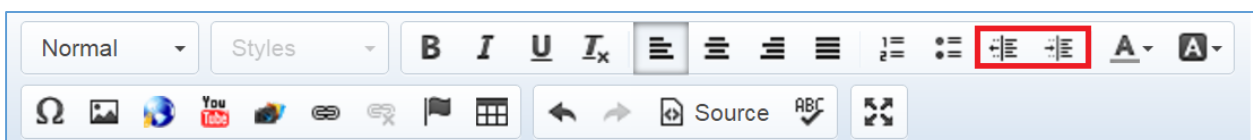
The Bullet and Number tools may be used to assign bullets or numbers to a list, or to remove them. Simply highlight your list and click the desired tool.



1. If you have entered a list of items and would like the items to be bulleted, simply highlight the list and then select the bullet icon from the page content toolbox.
2. If you have entered a list of items and would like the items to be numbered, simply highlight the list and then select the numbering icon from the page content toolbox.

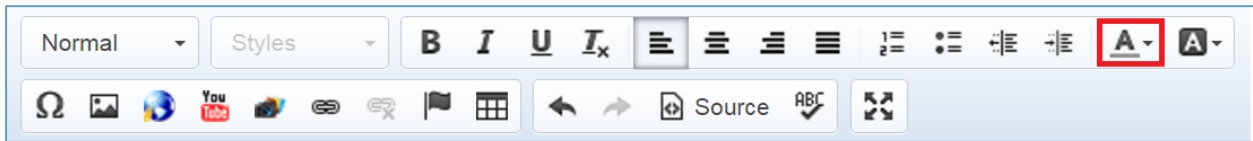
Decrease and Increase Indent

These tools should be used to increase and decrease indents in text and images within your content.



Text Color

The Text Color tool can be used to change the color of your text. However, in order to preserve the overall colors and theme of your website, we recommend that you do not change the color of your text unless it is absolutely necessary.



Background Color

This tool can be used to highlight your text.



Insert/Edit Table

Tables can be used to help organize information. To insert or edit a table, simply click this tool.

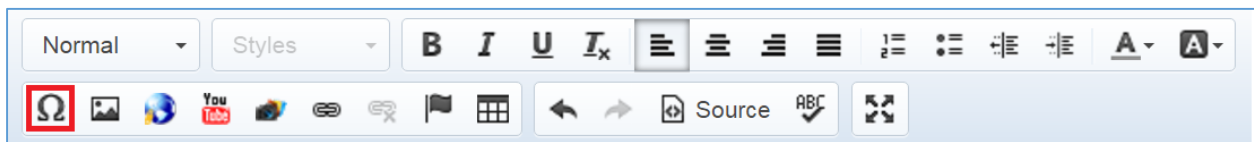


1. Within the content entry field, use your cursor to select the location where you'd like your table to appear.
2. Select the Insert Table icon.
3. Determine the required number of rows and columns your table will need and enter them in to the corresponding fields.
4. If your table should need a header, select an option from the Header dropdown. You may select whether you'd like your header to display in the first row or first column. You may also choose to have no header at all.
5. If you'd like a border for your table, enter a number in the Border Size field. Enter 0 for no border, or increasing numbers for more pronounced borders. We recommend going no higher than 3.
6. From the Alignment dropdown, select whether you'd like the table to appear in the right, center, or left of your page.
7. To caption your table, enter your desired caption in the Caption field.
8. If needed, you may adjust the width and height of your table by pixels.

9. Cell Padding will determine the space between the cell wall and the cell content. You can adjust these numbers until you find a combination that suits your needs.
10. The Cell Spacing field is where you can experiment with the amount of space that exists between the cells themselves.
11. Click OK when you are done creating your table.
12. Once you have created the initial table, you may edit it by right clicking the table and selecting Edit Table.

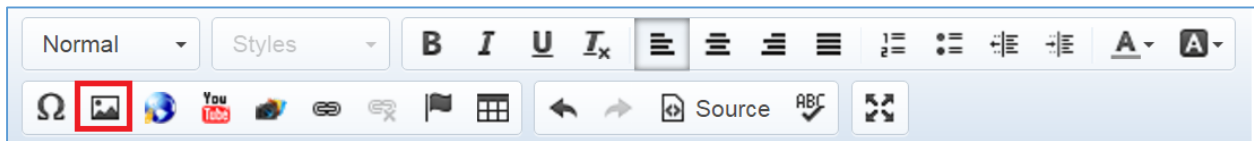
Insert Symbol

The Insert Symbol tool can be used to insert special symbols not found on keyboards.

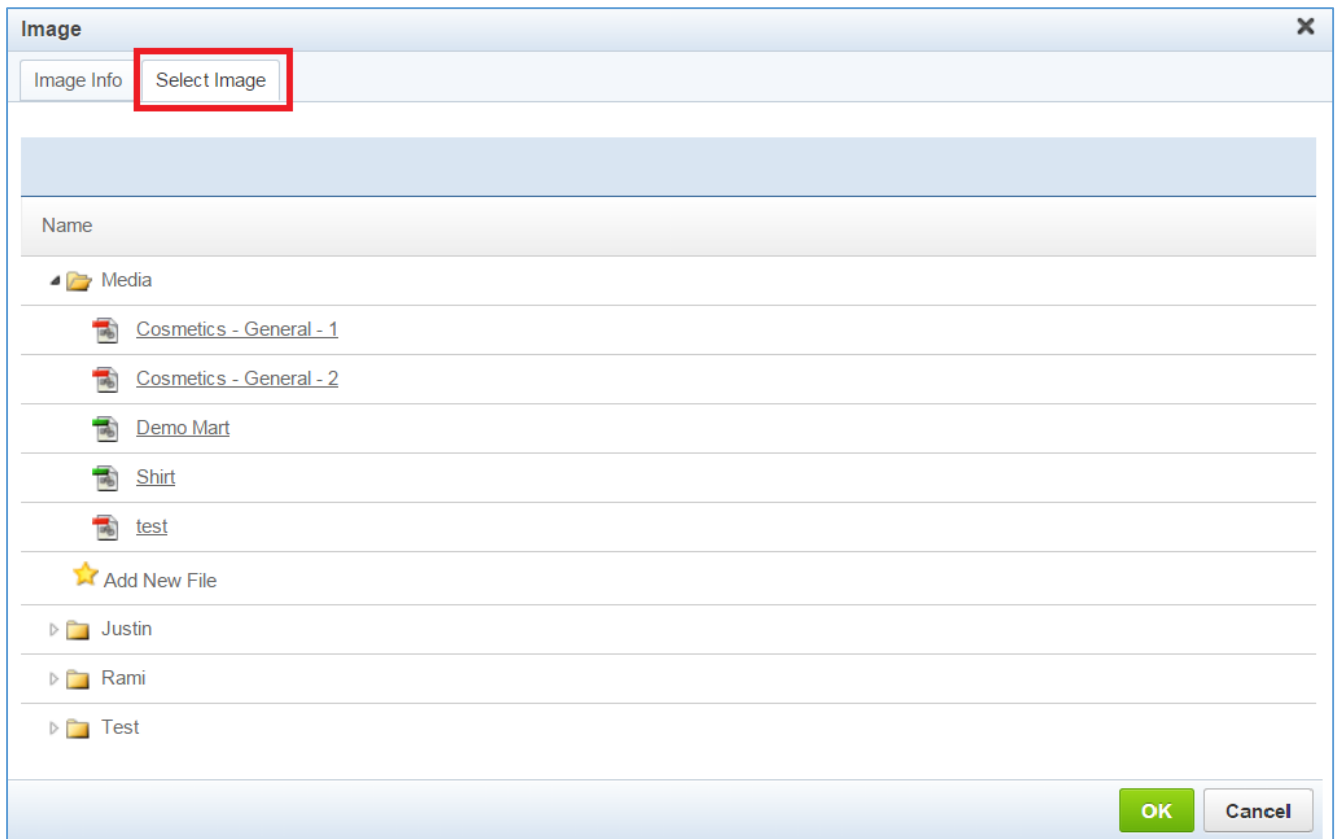


Browse Images for your Organization

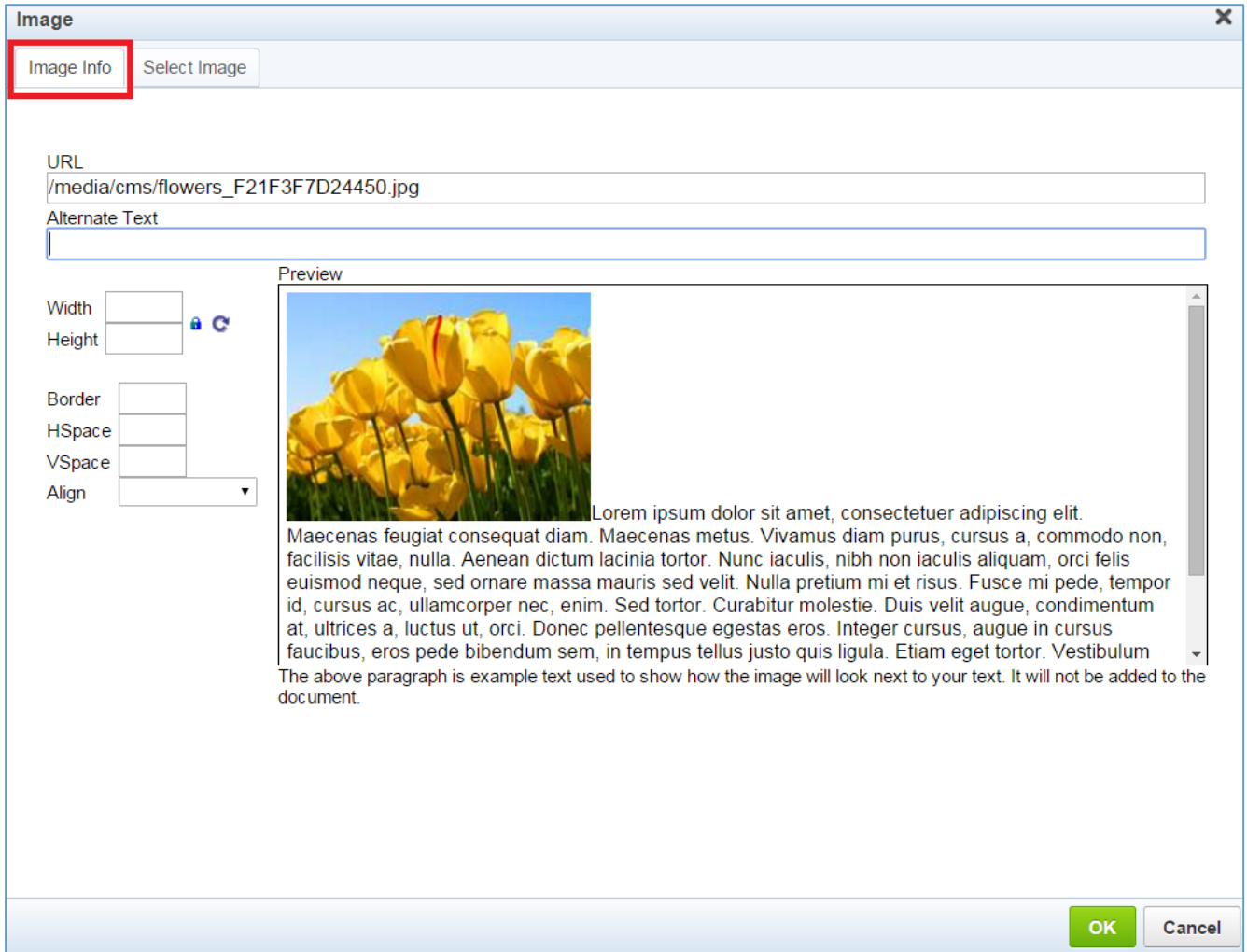
You will use this icon to insert photos or graphics onto your page. Note: In order to insert an image into your page, you must first add upload the image to Website Files.



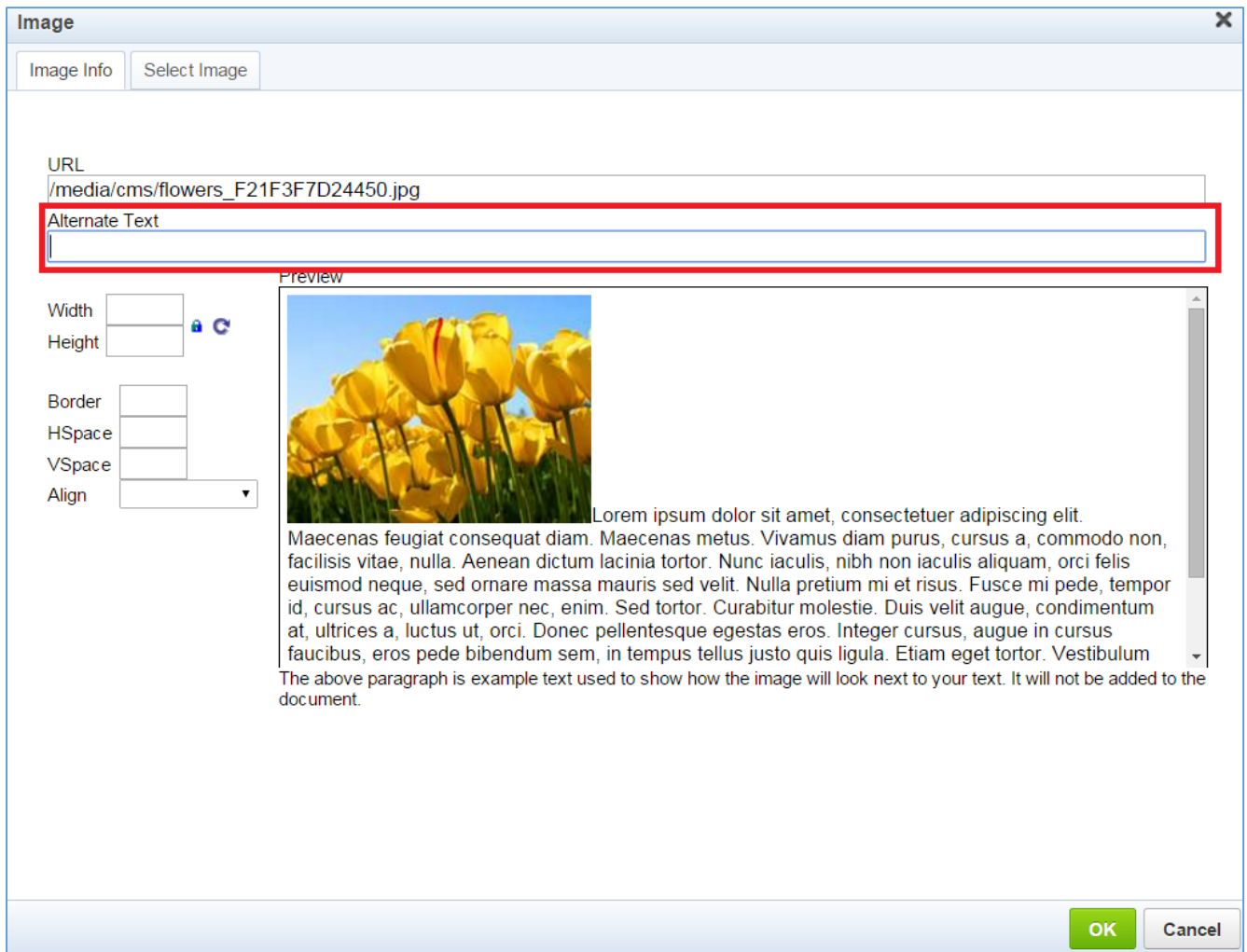
1. Use your cursor to select the point in the content field where you wish to add an image.
2. Select the Image icon to browse images from your website files.
3. Go to the **Select Image** tab of the **Image** popup window.



4. Choose the file you want to add from the files that are in your website files and click **OK**.
5. Under the **Image Info** tab you will be able to Preview the image you selected.



6. Enter an **Alternate Text** that it will be displayed on mouse over. Otherwise the URL will be displayed.



7. You are able to change the following settings of your image:

Width and **Height**: You can resize your image by changing the default width and height but it is recommended that any resizing to be done outside the SiteViz, before adding the image in the Website Files. To allow the dimensions to respond to the screen proportionally, you must leave these values blank, so it uses the image original height and width.

Border: Enter a border to the image. The default border size is set to zero (0).

HSpace: Change the horizontal space of your image, which is the white space between the image and any other content at the right or left of the image. The default border size is set to zero (0).

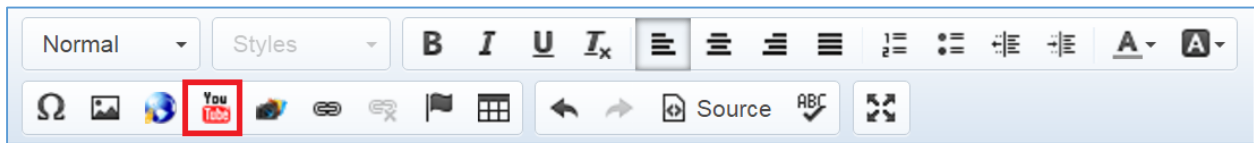
VSpace: Change the vertical space of your image, which is the white space between the image and any other content above or below the image. The default border size is set to zero (0).

Align: Under the align drop down, select where you want to place your image. The default is set to be the left of the screen.

8. Click **OK** at the bottom of the window.

Insert a YouTube Video

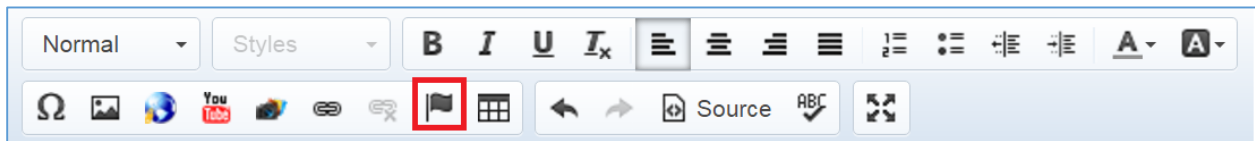
You will use this tool when embedding YouTube videos onto your page.



1. Use your cursor to select the place in the content field where you'd like your video to appear. You can do this by selecting a point in the text, or by inserting a table. (See *Insert/Edit Table instructions*.)
2. Select the YouTube icon from the Page Content Toolbox.
3. Paste in the URL of the YouTube video you wish to feature on your page.
4. Select a size and color scheme for your video.
5. Click OK.

Insert Text Anchors

This tool allows you to create text anchors. Text anchors are used when you need to create a hyperlink to an item that's further down on a page.

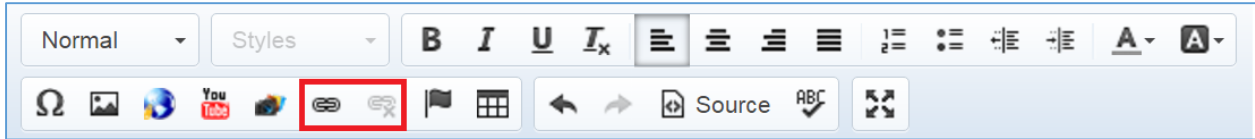


1. Within the content entry field, use your cursor to select the location where you'd like to place your text anchor. Then select the Insert Anchor icon.
2. Enter a name for the Anchor, then hit 'OK'
3. Highlight the text that you'd like to have link to the location of the anchor you've created. Then select the Hyperlink icon.

A screenshot of the 'Anchor Properties' dialog box. It has a title bar with 'Anchor Properties' and a close button (X). Below the title bar is a text input field labeled 'Anchor Name' with a cursor inside. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Hyperlink to another page or file

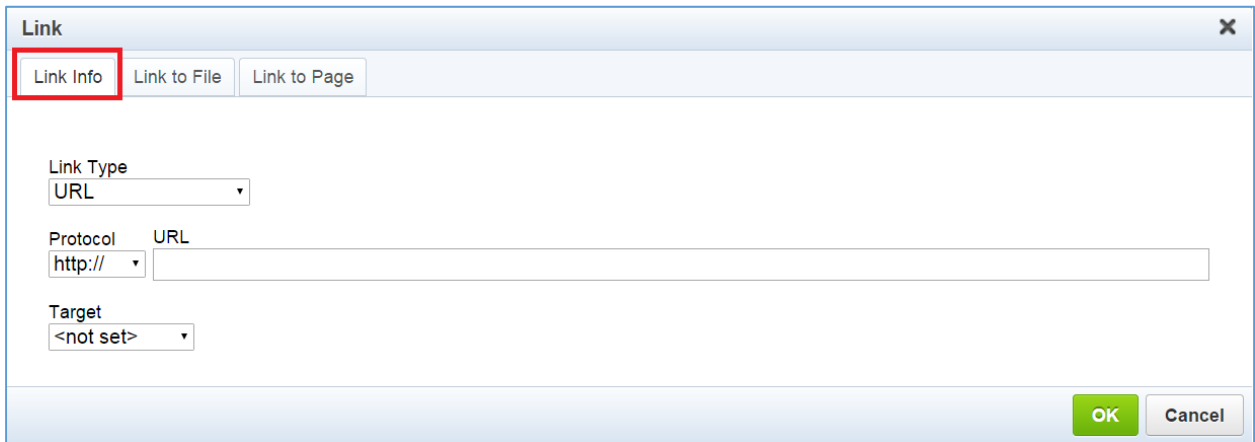
This tool allows you to create or remove in-text hyperlinks to other webpages (either inside or outside of your website), or to documents or image files.



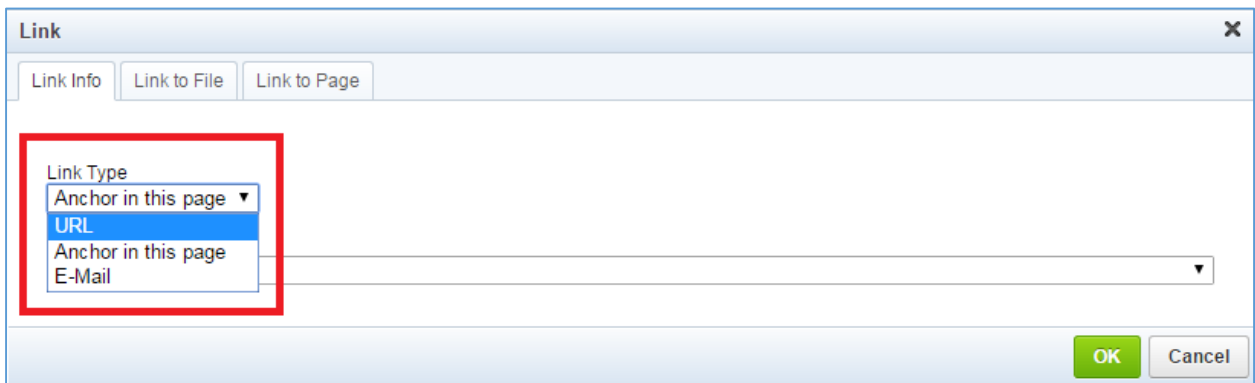
1. On the Edit Page screen, use your cursor to highlight the text you wish to link.
2. In the Page Content toolbox, select the Link icon, located to the right of the YouTube icon.
3. You will need to select a tab depending on the type of link you will be linking. You may link to an external site or email address, a file, or another page within your website. See instructions below.

Link to a URL, E-Mail or Anchor

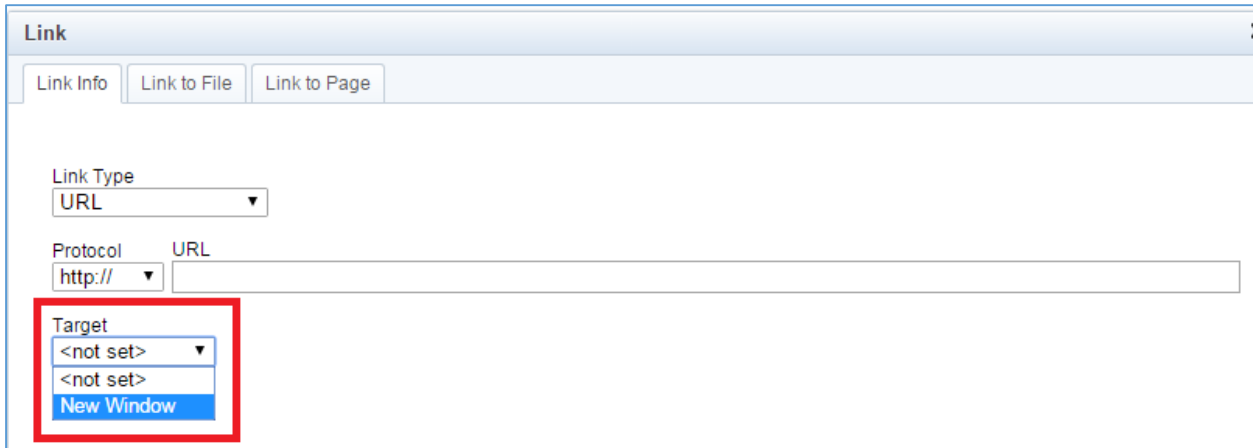
1. Select the **Link Info** tab.



2. From the **Link Type** dropdown, select 'URL' if you are linking to another website, 'Anchor in this page' if you are linking to an anchor and 'E-Mail' if you are linking to an email address.



3. Enter the URL or email address in the specified field or select an anchor.
4. If you choose URL, you will have a Target dropdown menu. This will determine if your link will open in the same window or if it will open up in a new window. To open in a new window, select New Window. To open in the current window, select <not set>.

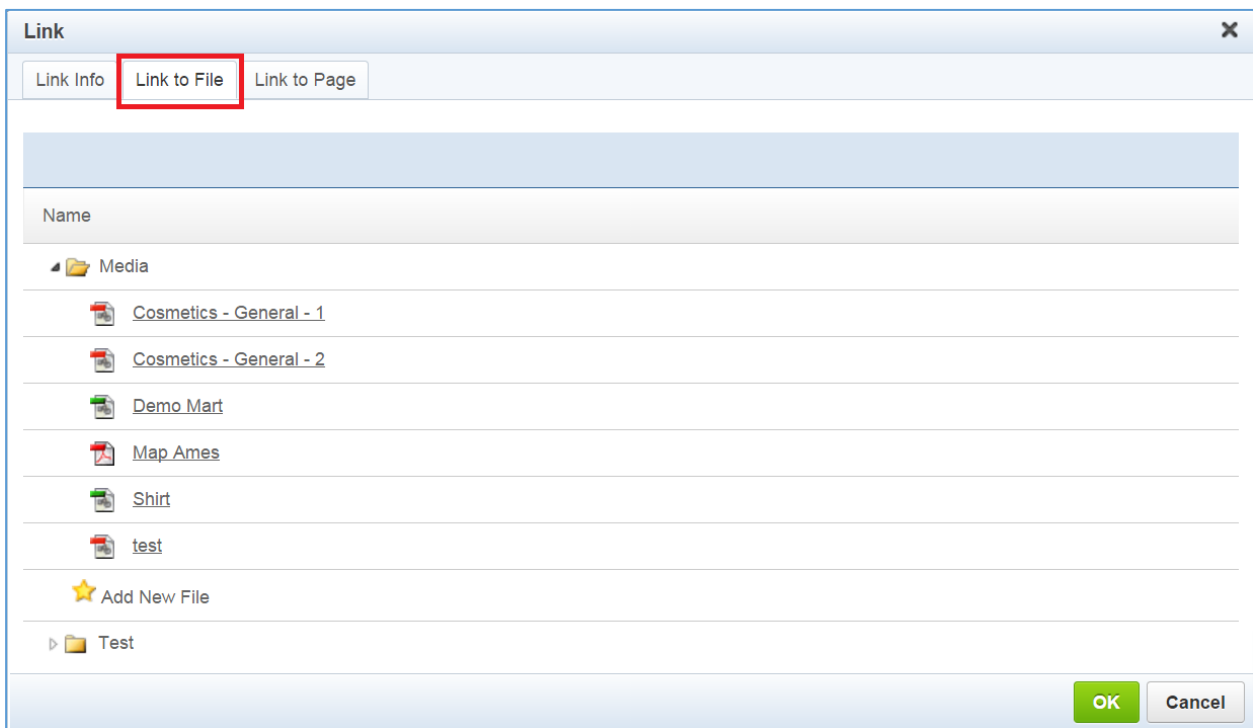


5. Click OK.

Link to File

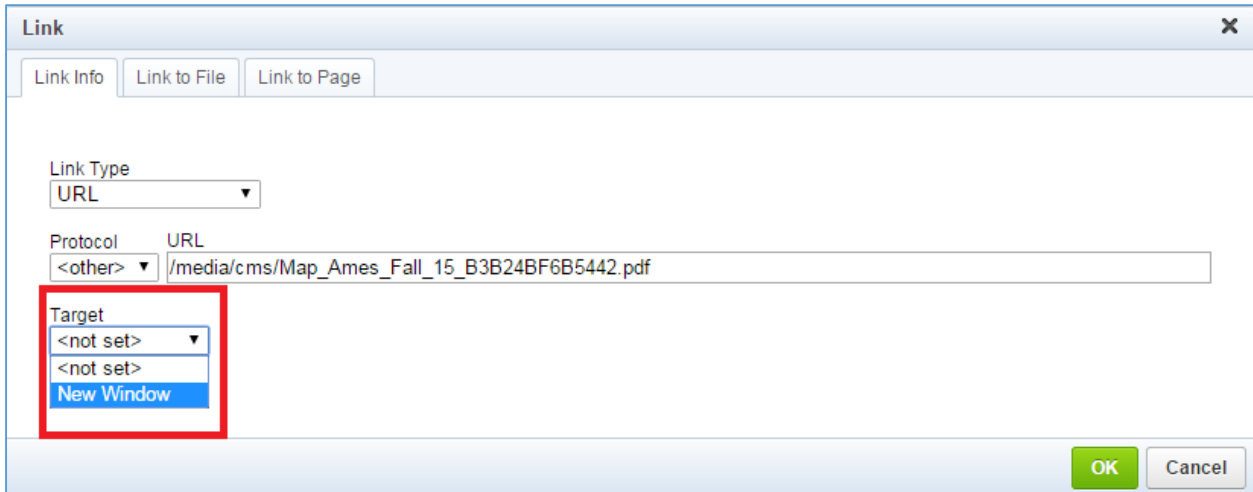
Note: In order to link to a file, you must first upload that file to your website files.

1. Select the **Link to File** tab.



2. From the files directory with all the files in your **Website Files**, select the file you want to hyperlink.

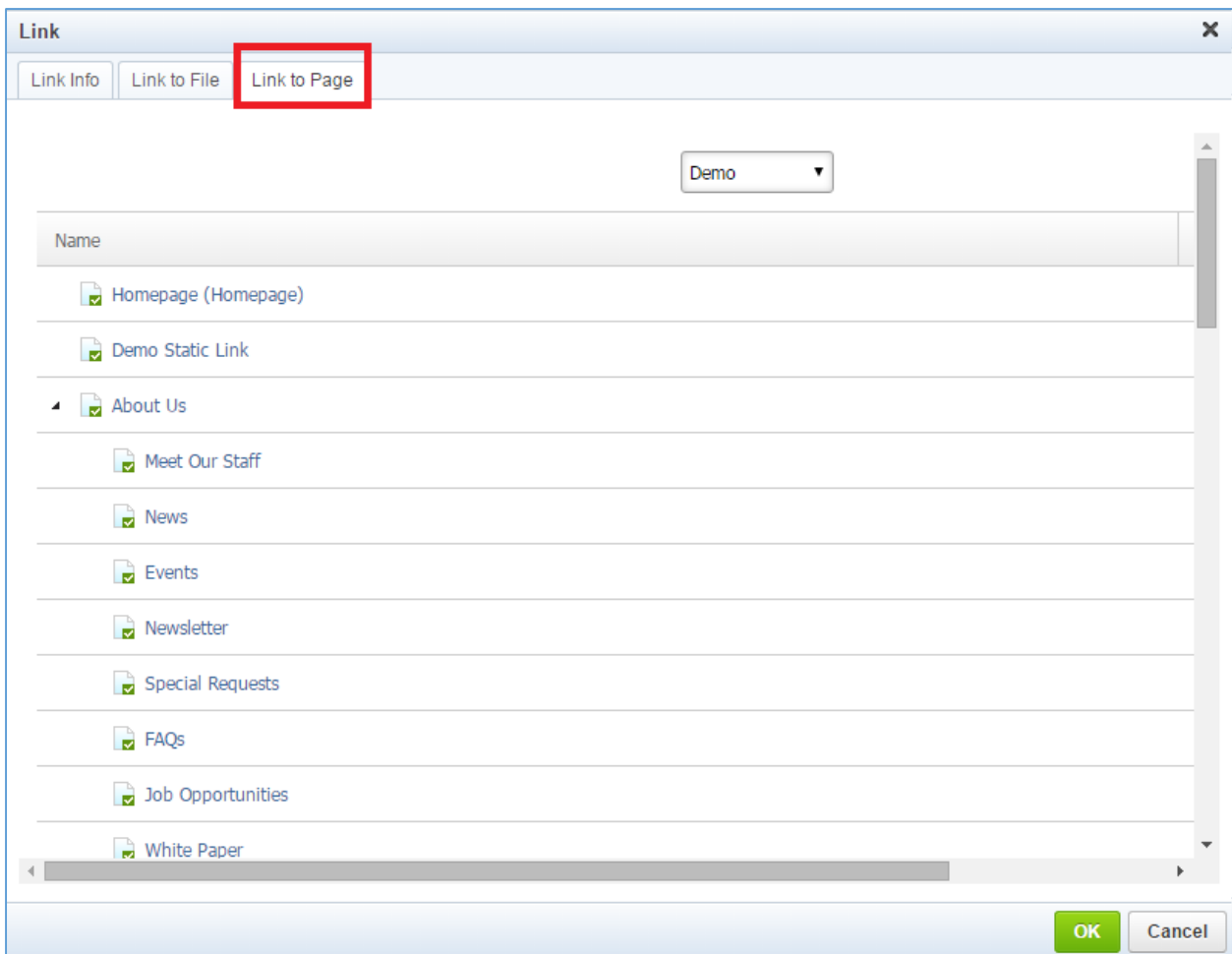
3. You will be redirected to the **Link Info** tab. Under the **Target** drop down menu, select 'New Window' if you would like your file to open up in a new window. To open in the current window, select '<not set>'.



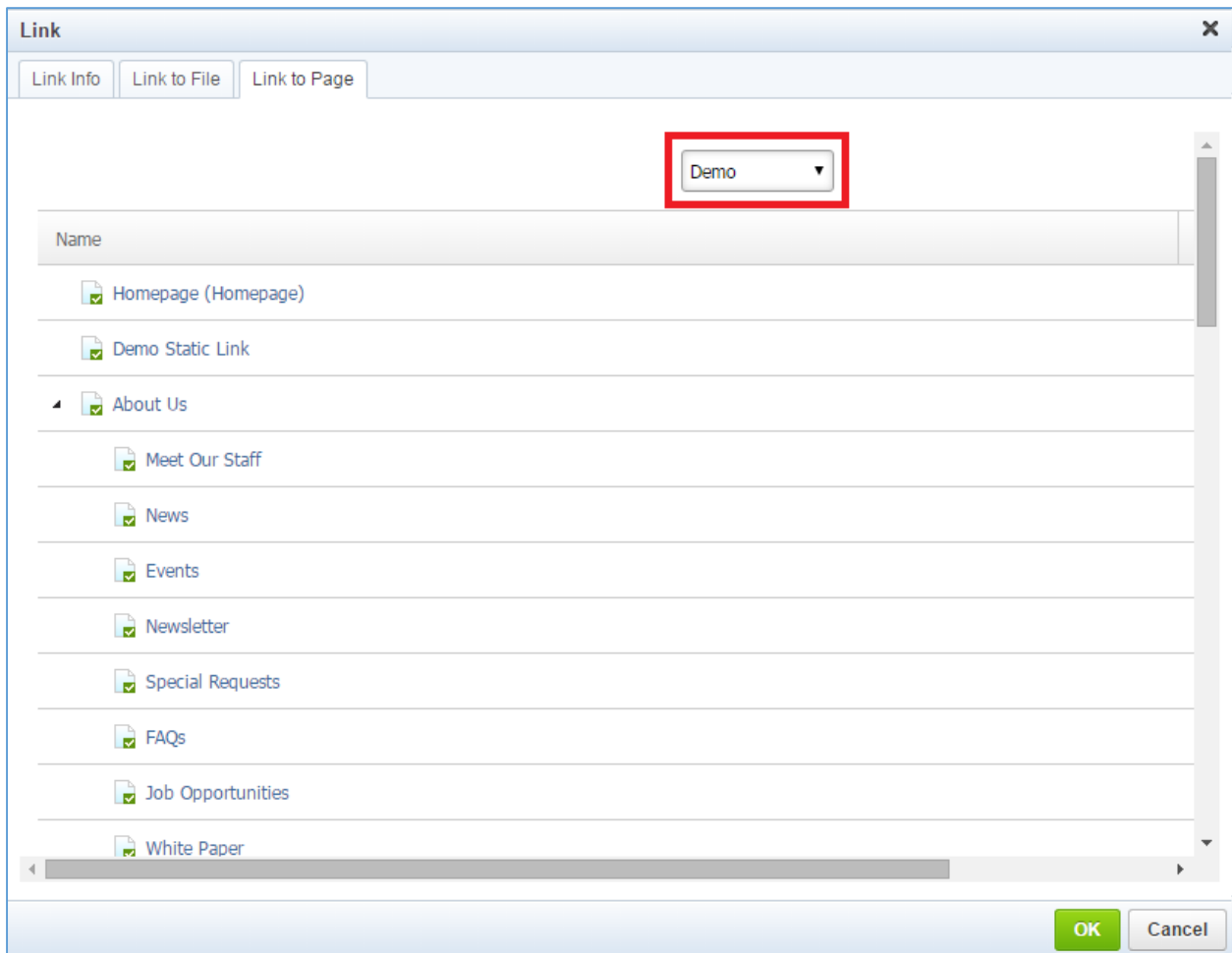
4. Click OK.

Link to Page

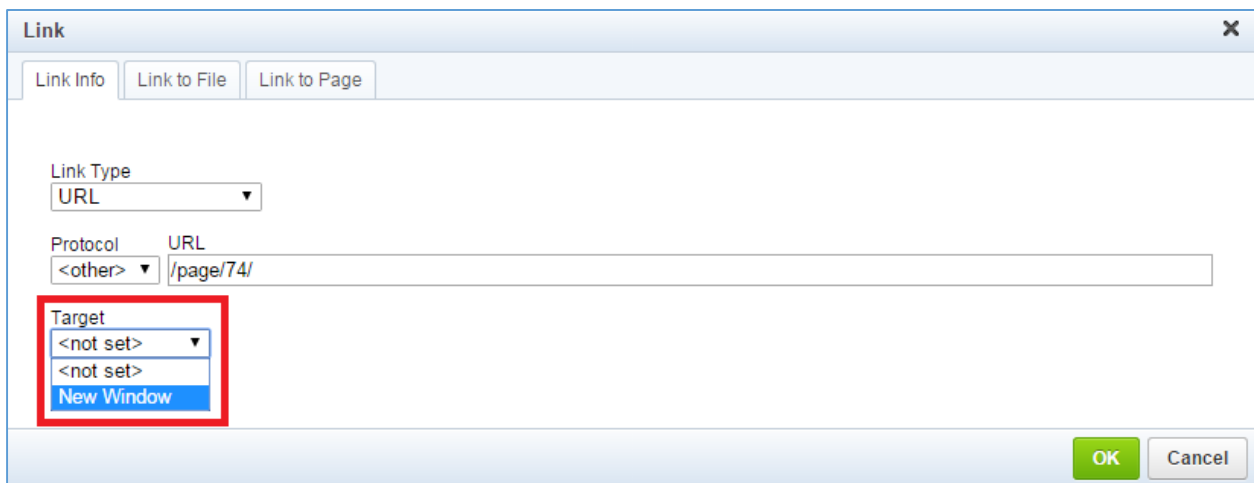
1. Select the **Link to Page** tab.



2. Be sure that the correct website is selected from the top dropdown box.



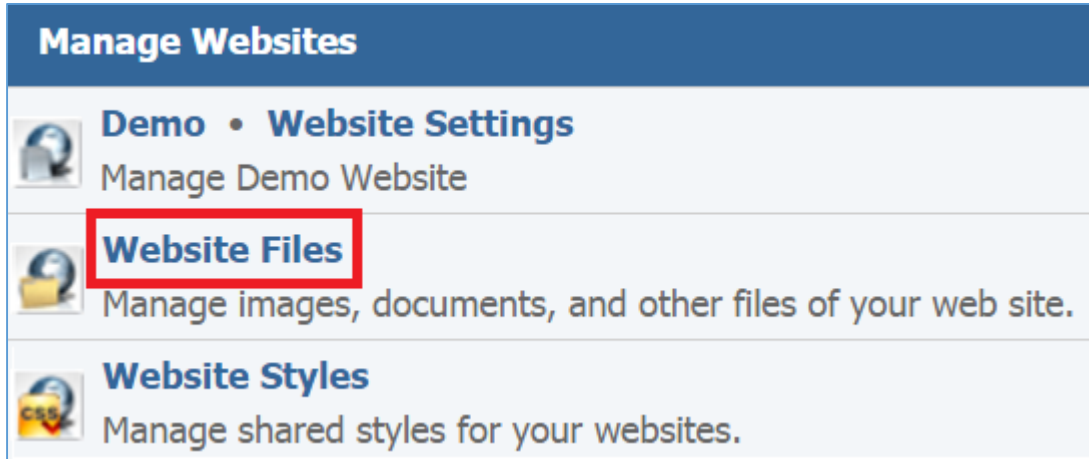
3. From the pages directory with the pages of your website, select the page that you want to hyperlink.



4. You will be redirected to the **Link Info** tab. Under the **Target** drop down menu, select '*New Window*' if you would like your page to open up in a new window. To open in the current window, select '<not set>'.
5. Click OK.

Manage Website Files

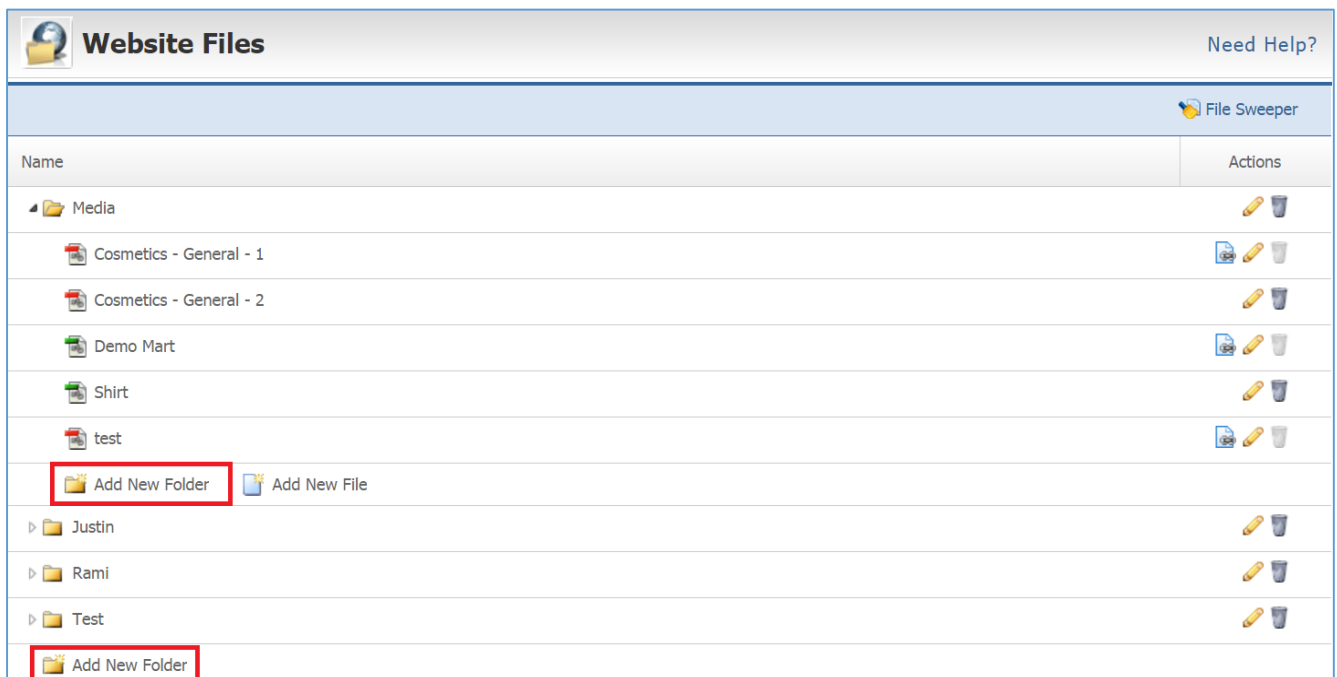
1. From the main page of the administrative website, select **Website Files**, located under the **Manage Websites** box.



2. Choose under which folder/subfolder you want to add a new file. You can choose an existing folder/subfolder or add a new folder.

Adding a New Folder

1. A new folder can be added either as a subfolder of an existing folder, or as a root folder. Click **Add New Folder**



2. Enter the **Name** of the folder.

▼ **General**

* **Name:**

Folder: Home » Media

Save [Cancel](#)

3. Click **Save** at the bottom of the page.

Adding a New File

1. Under the folder that you want to add your file, choose **Add New File**.

Website Files Need Help?	
File Sweeper	
Name	Actions
Media	
Cosmetics - General - 1	
Cosmetics - General - 2	
Demo Mart	
Shirt	
test	
Add New Folder Add New File	
Justin	
Rami	
Test	
Add New Folder	

2. Enter a Name for your file.

The screenshot shows a dialog box with a 'General' section. The 'Name' field is highlighted with a red border. Below it, the 'Folder' is set to 'Home » Media'. The 'File' section shows a 'Choose a File' button and 'No file chosen'. Underneath, there is a list of 'Accepted Formats' including Audio (MP3), Documents (PDF, Word, Rich Text, Excel, etc.), Images (PNG, JPEG, GIF), Illustrations (AI, EPS), and Videos (Flash, QuickTime, etc.). The 'Photo Editing' section has options for Resize, Sharpen, and Blur. At the bottom are 'Save' and 'Cancel' buttons.

3. Click the **Choose a File** button to browse your PC for a file. The file formats that are accepted here are listed under the button.

This screenshot is identical to the one above, but the 'File' section, including the 'Choose a File' button and the list of 'Accepted Formats', is highlighted with a red border. This highlights the area where the user would click to browse for a file.

4. In case the file you chose is an image file, you are able to resize, sharpen and blur the image.

▼ **General**

* **Name:**

Folder: Home » Media

* **File:** No file chosen

Accepted Formats:
Audio: MP3
Documents: PDF, Word, Rich Text, Excel, Excel (Macro-Enabled), PowerPoint, PowerPoint Open XML Slide Show, Publisher, iBooks, ZIP Archive
Images: PNG, JPEG, GIF
Illustrations: AI, EPS
Videos: Flash, QuickTime, Windows Media, AVI, MPEG, MPEG-4, iTunes, SWF

▼ **Photo Editing**

Resize: Pixels ▼

Sharpen: ▼

Blur: ▼

5. Click **Save** at the bottom of the page.