Help

How to Create Page

- go to Manage Content -> Add Page
- enter Title
- click on Menu settings and enter Menu Link Title
- select Parent Item (menu where page will be added). For top menu use "Primary links"
- enter content in the body
- add images as applicable (see below how to do that)
- click the Preview button to see the new page
- click the Save button to save the page and wait for the "Page xxx has been created message"

How to Add an Image

- open page in Edit mode
- go to the Body section
- in the editor click on the Insert/Edit image button (first button in the third row)
- Image Properties pop-up window will appear.
- click Brows Server and the new window "File Browser" will open where you can select the image that is already uploaded.
- Click on Upload link the top menu.
- The Browse... button will show bellow the top menu. Click on it and select the image from your local drive.
- Click on the black Upload button and the image will show in the bottom portion of the screen after loading.
- Select the image name in the list. the line will be highlighted after doing so.
- Click on the right mouse buttone and select Send to FCK editor from the pop-up menu
- Properties window will open. Set the Alternative Text, Width and height, if necessary
- Click OK and the image will appear
- Click Save to save the page and wait for confirmation message

How to Unpublish the Page

- go to page you want to unpublish
- Edit the page, by clicking on the Edit Tab
- go to Publishing Options at the bottom of the page
- uncheck the Publish check-box
- Click Save to save the page and wait for confirmation message

How to Delete the Page

- go to page you want to delete
- Edit the page, by clicking on the Edit Tab
- go to the bottom of the page and click onDelete
- Confirm delete action when asked
- Wait for confirmation message