

Logging in and maintaining your website

In this issue you will learn how to:

1. Log in to you website
2. Update text on pages
3. Insert Images
4. Make new pages

Logging into you website:

Your website has been built within the eDIY content management system which allows you to log in and maintain your website. Once your software had been downloaded and installed onto your computer double click on the eDIY icon to open the login area and enter you details.



The login window for eDIY eBusiness Suite. It features the eDIY logo and the tagline 'Your eBusiness made easy.' Below this, there are input fields for 'Username:' and 'Password:'. At the bottom, there are two buttons: 'Create New Web Site Account' and 'Login to Existing Web Site Account'.





Your Login Details are:

Username:

Password:

**If you do not know your username or password please contact us for assistance*

Once you have logged you will see the site selection screen below, this may only have one site or many depending on the number of sites you have with us. To open you website for editing either click the gold key icon beside your website name or select it and click 'Login and Maintain this Website'.

Websites Linked to your Account		
Open		
Site Name ▲	Site Type	Actions
Equine Excellence	SHOP Plan	   

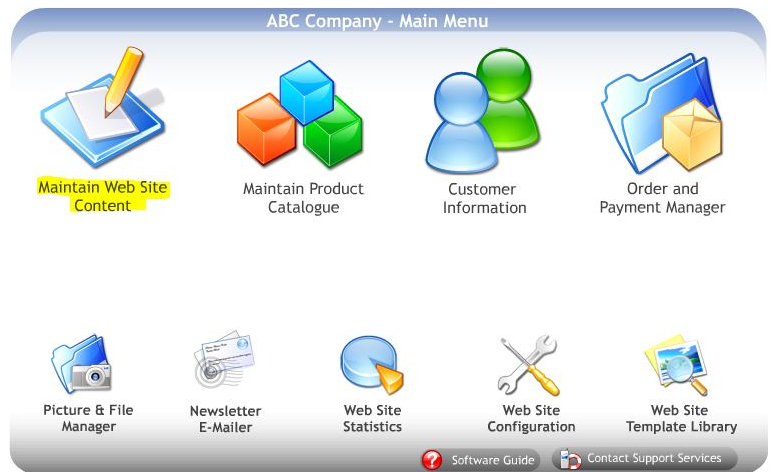


The 'Selected Actions' panel shows a 'Welcome!' message and a list of actions to choose from. The first action, 'Login and Maintain this Website', is highlighted with a yellow background. The other two actions are 'View Website Visitor Statistics' and 'View the Website Live on the Web'.

Updating Text on Pages:

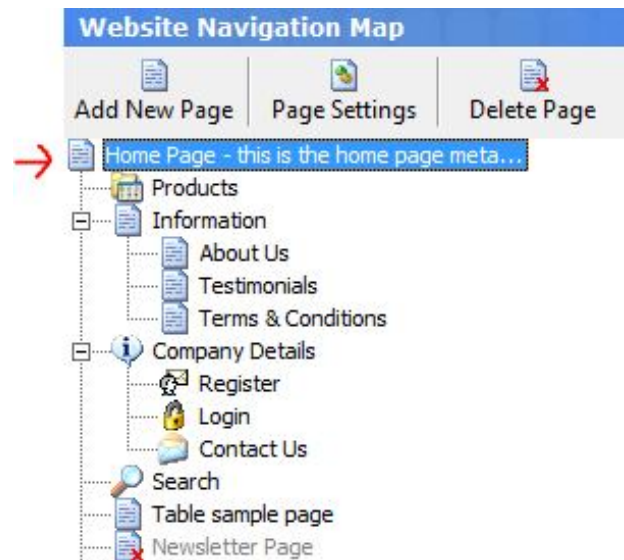
Adding new text or updating current text is simple and can be accomplished in a few easy steps.

Once you have opened your website for editing you will see the Dashboard screen, to begin editing pages click on the maintain website content icon



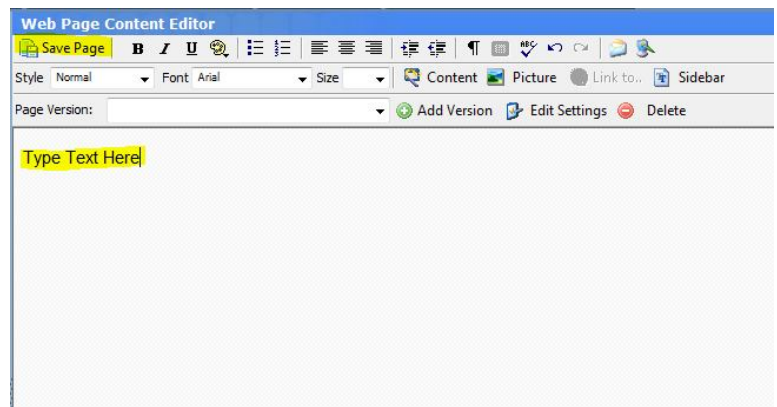
To begin editing a page simply select it from the list of pages in the left hand side panel.

E.g. to edit the home page click on home in the pages menu a shown.



Once the page has opened simply begin typing in the editing section as shown.

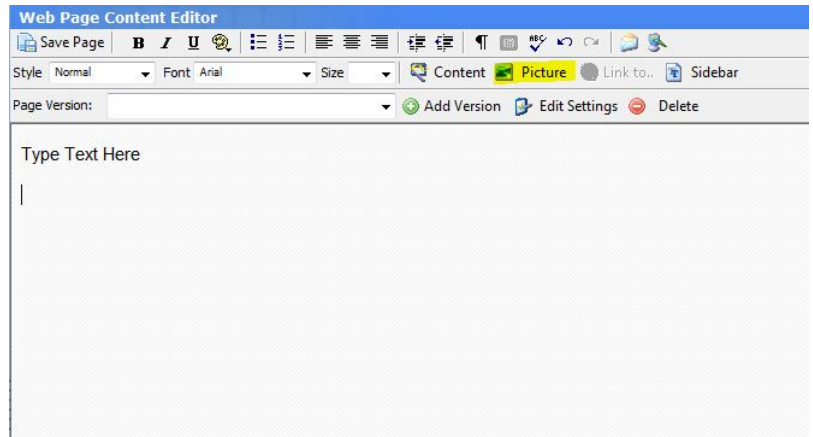
When you are ready to save your changes click Save Page at the top of the editing area and your changes will be made instantly live on your website.



Adding Images to Pages:

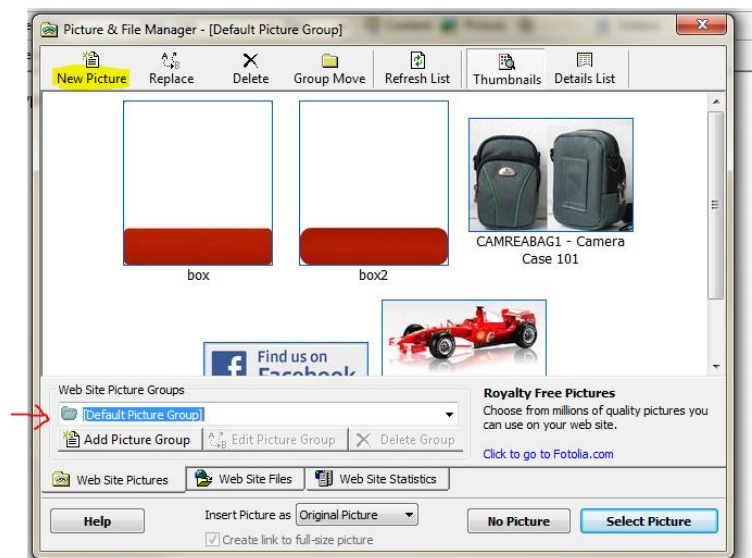
Once you have selected the page you wish to edit and are in the editing screen, place the cursor where you want the image to be inserted.

To insert the picture, click the picture icon as shown to bring up the picture and file manager.



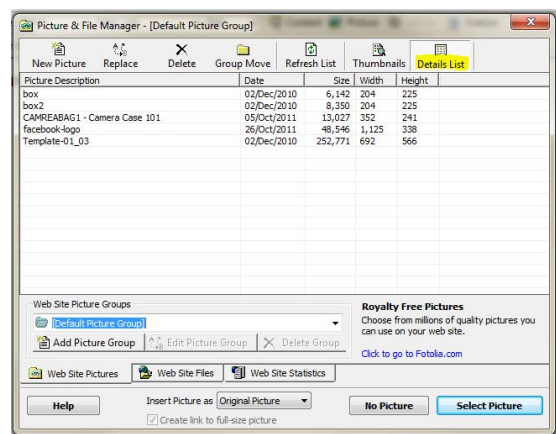
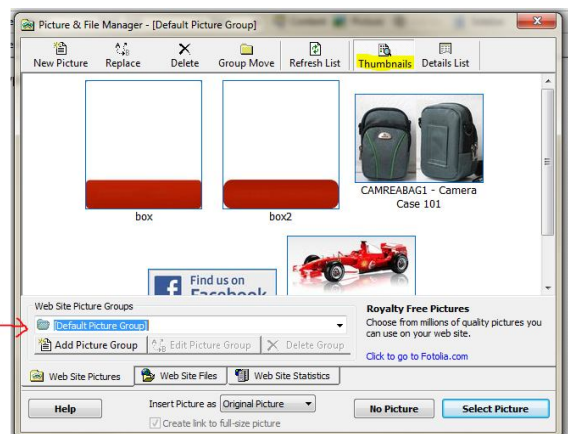
On the screen that pops up you will see any images that have been previously uploaded to your site. Images can be stored in different groups, you can see a list of all groups by selecting the dropdown box in the bottom left corner.

If you have not previously uploaded the image you want to display into eDIY, click the new picture button to do so now.



PLEASE NOTE:

There are two display options for the picture and file manager, details list and thumbnails view. Both views show the same information and you can easily switch between them by clicking on your preferred display as shown below.

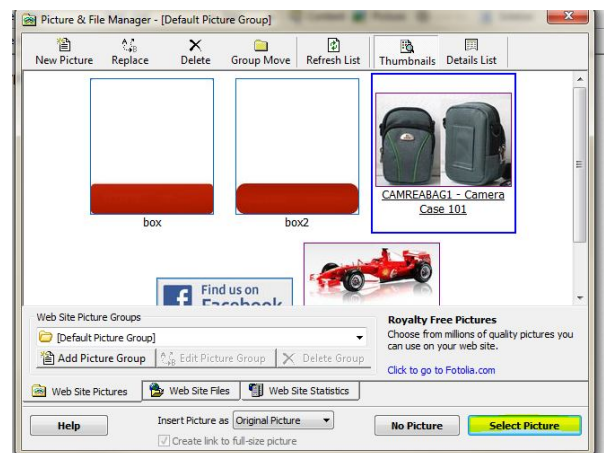
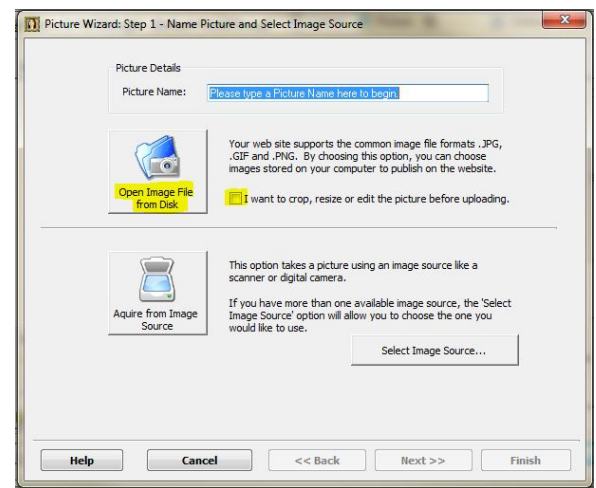


If you selected the add new picture button the file upload screen will now appear.

Click on the Open Image File from Disk to be taken into your computer where you select the picture you want to upload and press ok. Your file will now be uploaded.

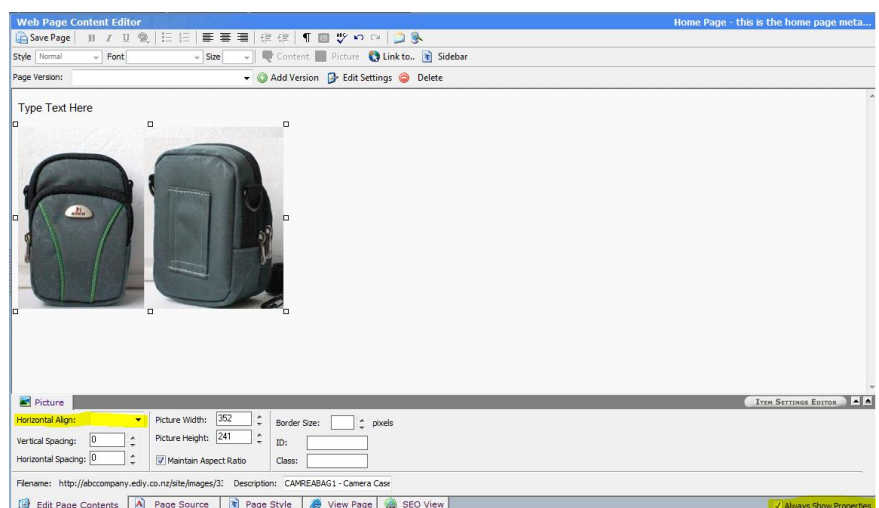
If you wish to directly upload the image and do not need to resize it make sure the checkbox shown is unchecked.

To insert the image into you page click on it and then click Select Picture as shown.



You will now see the image appear on you page. To move the image up and down the page simply select it and drag it to the new location.

To see additional settings for your image select it while the Always Show Properties box is checked in the right hand corner of the screen.



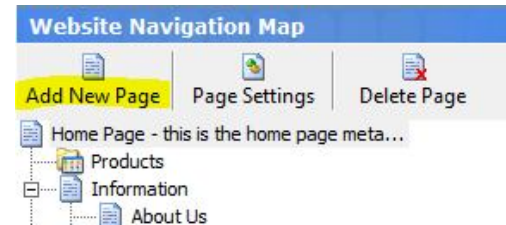
The Horizontal Align box refers to how the image will behave in relation to the text—if none is selected then the text will break before the image and continue after, if left is selected the image will be aligned on the left hand margin and the text will move to the right and if right is selected then the image will be aligned to the right hand margin and the text will move to the left.

Remember to click the save button to make the changes live.

Making New Pages:

Over time you may wish to add new content and pages to your website. There are two options when making new pages the first which happens by default is that new pages are displayed in the main navigation of you site but there is also an option to hide them so they are not displayed here.

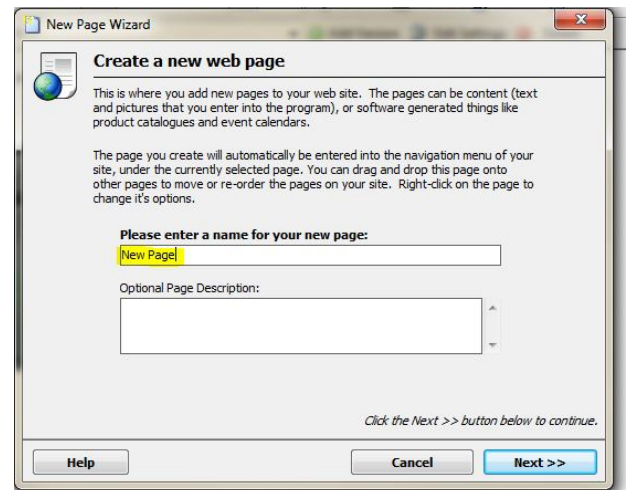
When in the maintain content area of your website click the Add New Page link at the top of the pages menu along the left hand side.



The page creation box will now pop up which will step you through the process of creating a page.

Type the page name in the text box as shown—this will be what displays in the main menu of your site.

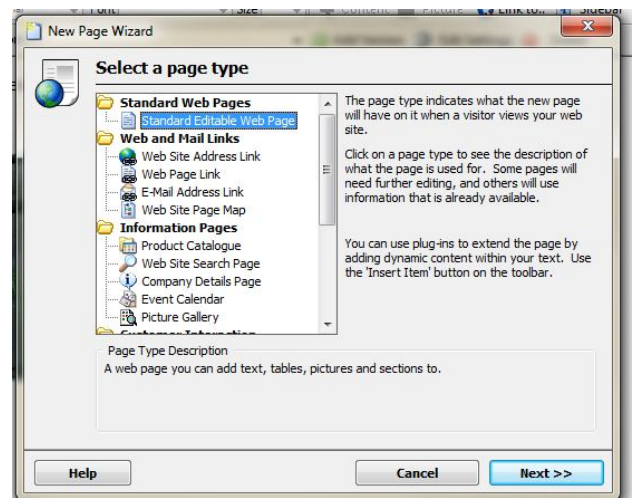
Click Next.



On this screen you can choose what type of you want to create.

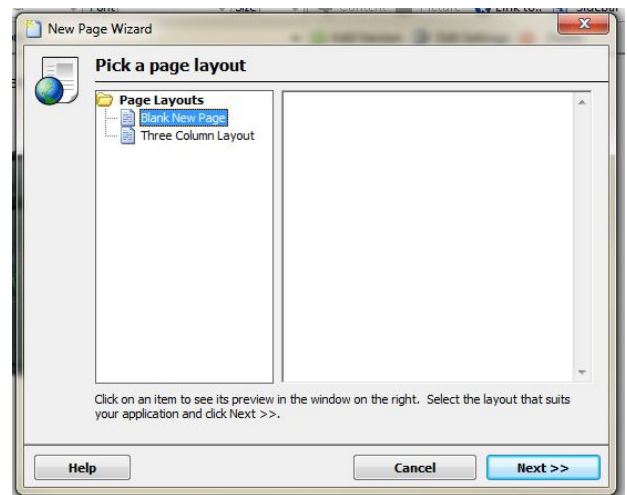
By default it will create a standard page which will be the majority of pages on your website, other options include a Customer Feedback Form which creates a page on your website with a standard email contact form and a Picture Gallery page which will display all the images from a selected folder.

Click Next.



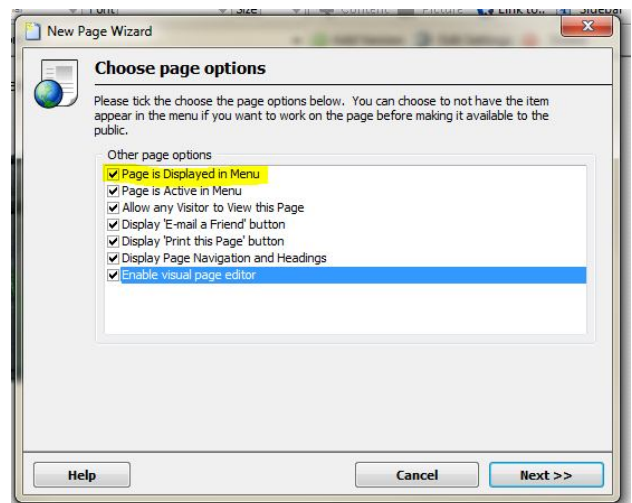
On this screen you can select what layout style you want the page to be, We recommend leaving this as Blank New Page

Click Next.



This screen shows you all the options for creating this page. By default all the text boxes are ticked and this will give you a standard page on your web-site.

If you do not wish the new page to be displayed in the main navigation of your site un-tick the top checkbox but bear in mind that if it is not in the main menu users will not be able to view the page unless you create a link to it.



Clicking the next button will create the new page in your site. To begin adding content to it simply select it in the left hand pages list and begin typing in the content area.

Well done you have completed your basic training, by now you should be equipped for the basic management of your website. For additional tutorials and information on updating your website please check out our website at

<http://www.ediy.co.nz/video-tutorials>

If you have any questions relating to the topics covered or would like help with something else please do not hesitate to contact us and a member of our support team will be in touch.



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