

Account Information

Locations

Site: <http://www.RENTthesite.com>

Administration

Administrator Access

This is the initial username and password for your website account.

Username: email address provided by user

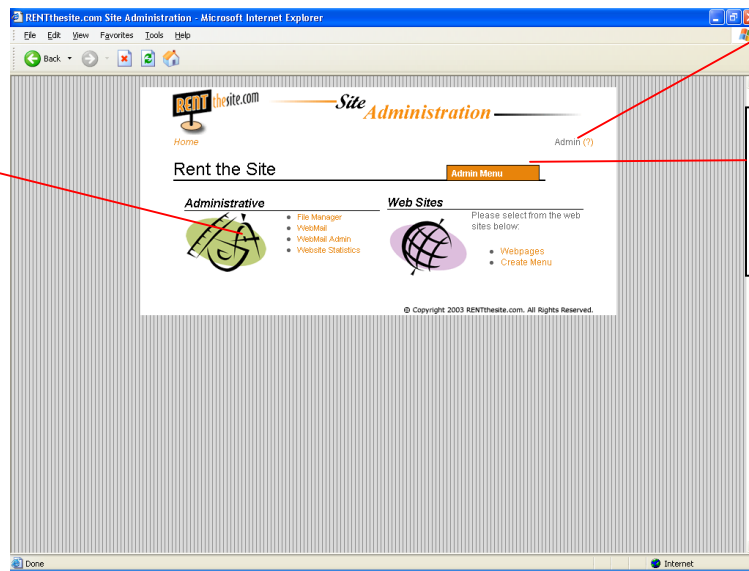
Password: password provided by user

Overview of Administration Page

There are two ways to access different areas:

1. Admin Section Areas
2. Admin Menu

Section areas allow the user to do many functions from the front of the administrative page.



Accesses the Help Guide

Admin Menus allow the user to do many functions from the front of the administrative page.

Managing Web Page Content

The **Web Pages** option under **Web Sites** Section is the key to the overall administration of your site. This area manages the site's content and layout, enabling you to add new pages, re-order pages and rename them very easily.

Web Sites



Please select from the web sites below:

- Webpages
- Create Menu

Click on **Web Pages** in the **Web Site** Section to begin content management.

Manages hyperlink information within the navigation of site

Create additional pages within a directory

Cuts a page to allow pasting to another directory

Inserts the cut page to selected directory

Deletes a page or directory

Shows access statistics for each page on web site

Enables updating of page content and titles

Please choose the page using the RADIO button on the left, then select the action from the icons below.

ID	Title	Position
<input checked="" type="radio"/>	1 > Home	
<input type="radio"/>	49 > About RTS	↓
<input type="radio"/>	52 > Sign Up Now!	↑ ↓
<input type="radio"/>	54 > Payment Terms	↑ ↓
<input type="radio"/>	55 > Support	↑ ↓
<input type="radio"/>	95 > Tools	↑ ↓
<input type="radio"/>	71 > Contact Us	↑

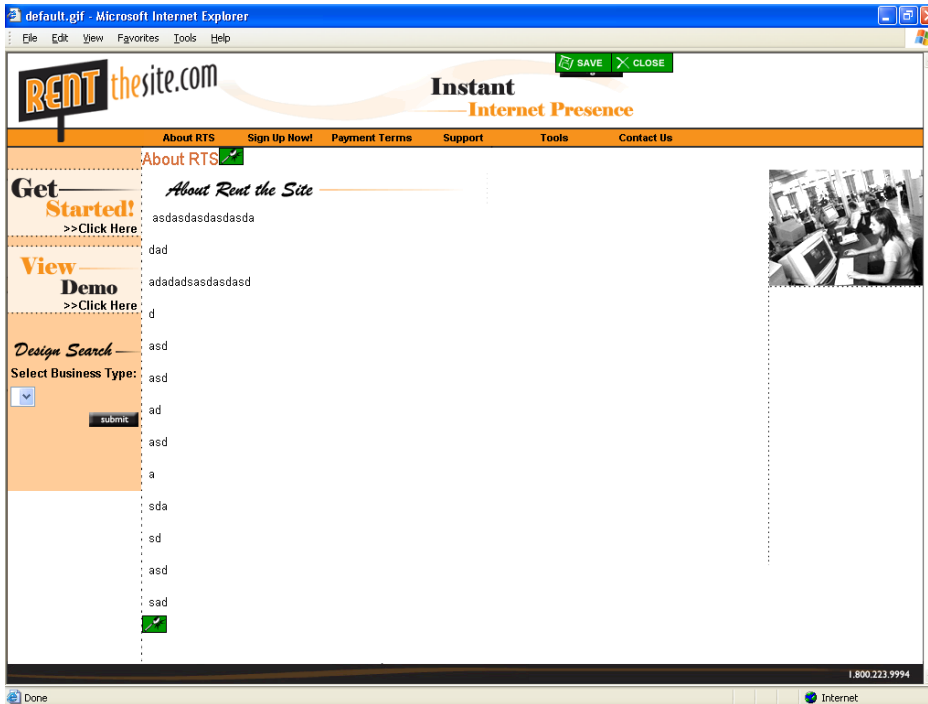
Options

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Content Edit

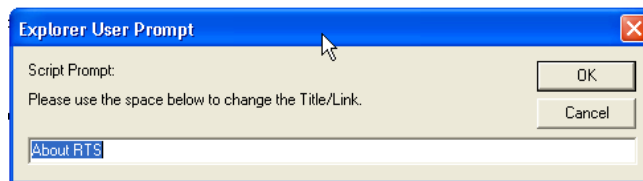
To edit the content of the page, you need to, first, select the page by clicking onto the radio button next to it, then clicking the **Content Edit** option.

This will open the page in Preview Mode.




To Edit Title

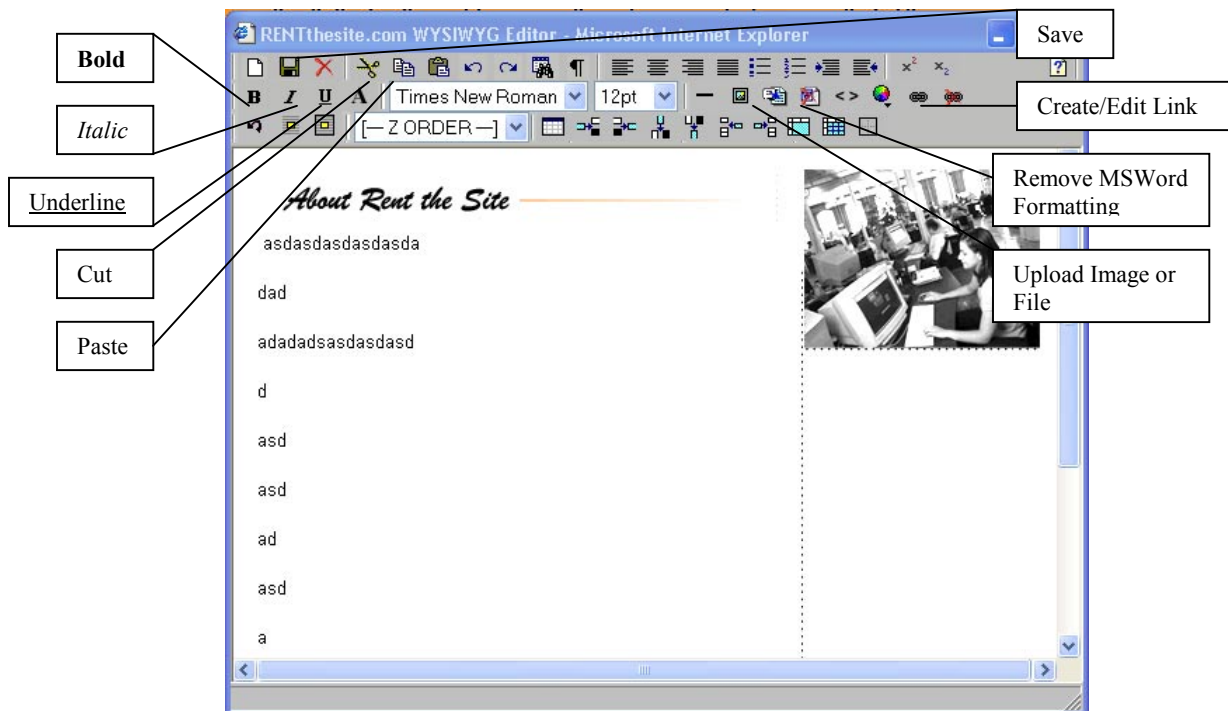
1. Click on the edit button --  -- next to the title.
2. Type in the new title for the page.



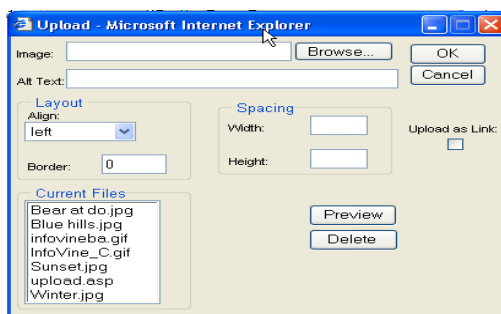
3. Click **OK** Button

To Edit Content

1. Click the edit button --  -- at the bottom of the page or content area. This will launch the WYSIWYG editor.
2. To enter text manually, simply type in the text in the WYSIWYG editor, click on the SAVE button when finished.

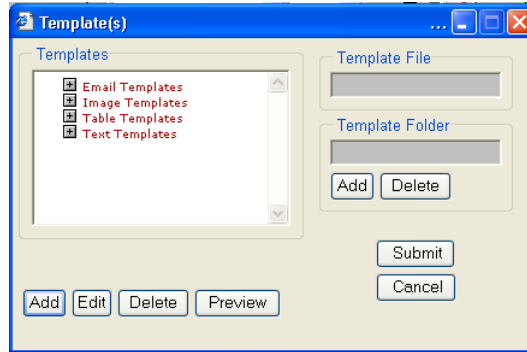


3. Use **Bold** on text – highlight the text and click on the **Bold** Button
4. Use *Italic* on text – highlight the text and click the *Italic* Button
5. Use Underline on text – highlight the text and click the Underline button
6. To cut and paste from Word (or other applications) into the editor
 - a. Highlight the text in Word
 - b. On your keyboard hold down the **Ctrl** then **C** keys simultaneously
 - c. Back on the editor place the blinking cursor where you want the text to appear.
 - d. On your keyboard hold down the **Ctrl** then **V** keys simultaneously or Click the **Paste** button on the editor.
 - e. Click on the **Remove MSWord Formatting** button
 - f. Click on **Save** button
7. To Upload files or images into the editor
 - a. Click on the **Upload Image or File** button

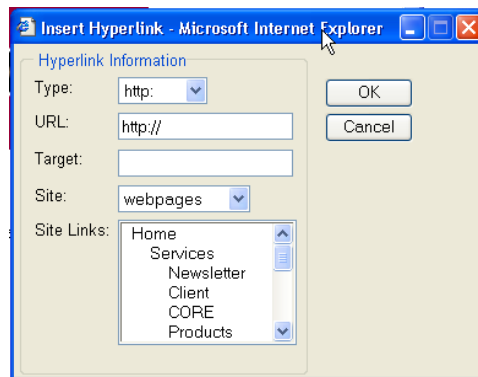


- b. Use **Browse...** to select image or file
 - c. (Optional) Set layout and spacing of image
- NOTE: If uploading file instead of graphic, the select the **Upload as Link** option

- d. Click **OK** button
- e. Click **Save** button on the editor
8. To use a Template – Predesigned Content Templates
 - a. Select a template from one of the folders
 - b. Click **Preview** to view the template.
 - c. Click **Submit** to use the content template.



9. To create a hyper link within the editor
 - a. Click on the **Create/Edit Hyperlink** button



- b. Select the type of link
- c. Type in the URL of the link
- d. (Optional) Type in Target – this will create a popup window when the link is clicked.
- e. Click **OK** Button
- f. Click **Save** Button

***NOTE:** After saving in the WYSIWYG editor, you will be taken back to the PREVIEW MODE window. Here you can view you changes before doing a final save – if approved click on SAVE on the upper right hand corner of the PREVIEW MODE window.

Link Edit

Allows for management of links to other web sites or links within your web site.

Edit A Link

1. Choose a page by selecting the button next to the name
2. Click on **Content Edit** option
3. Edit Link information as needed

4. Click **Update Record** button

To Add a New Link

1. First add a new page – See Next Section *ADD NEW PAGE*
2. Follows the steps above for editing a link.

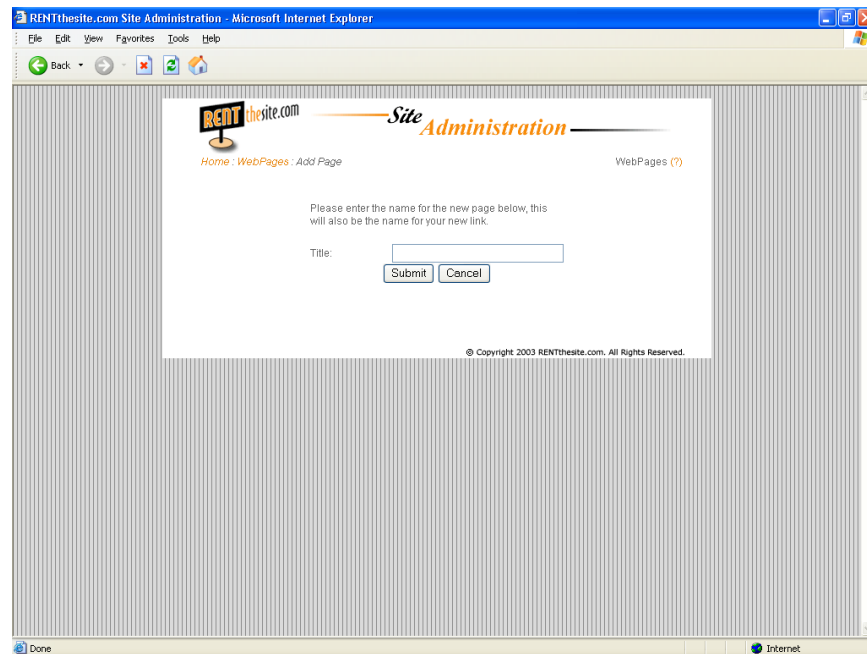
Deleting a Link

Follow the steps in **Delete Page** section

Add New Page

How to Add A New Page

1. Select which main page you wish to add a page to by clicking a dot on the button next to it. For example, if you wish to add a new page under News, select the dot or radio button next to News
2. Click on **Add**
3. Type in the title for the new page.



4. Click **Submit**

Cut/Paste Page

This feature allows you to cut and paste an entire page from one location of the site to another.

To Cut and Paste Pages

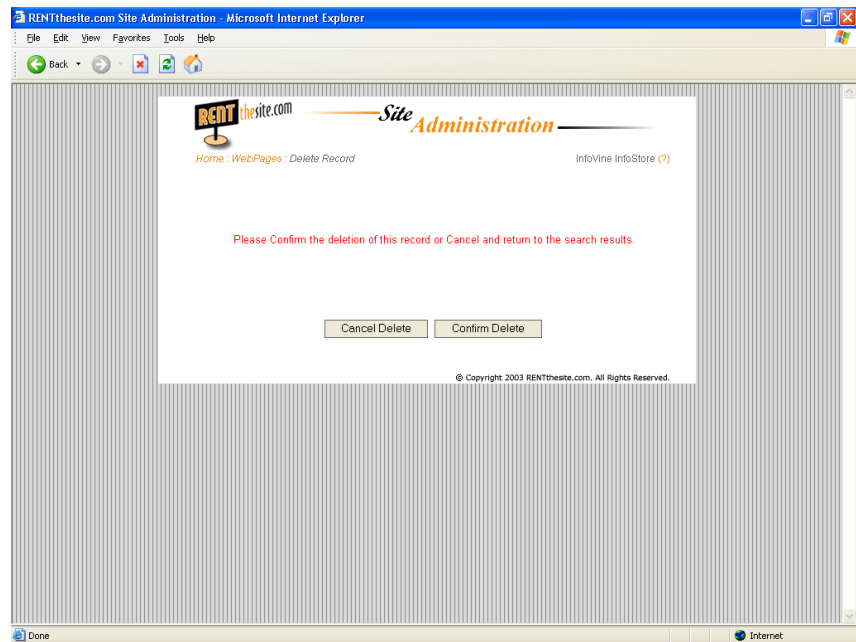
1. Select the page that you want to cut by selecting the button next to it.
2. Click on **Cut** option
3. Select the Main page that you want to move the page to by selecting the button next to it.
4. Click on **Paste**

Delete Page

This option will completely remove a page or directory from the web site.

To Delete Page/Directory

1. Select the page or directory that is to be deleted by selecting the button next to it
2. Click on **Delete** option



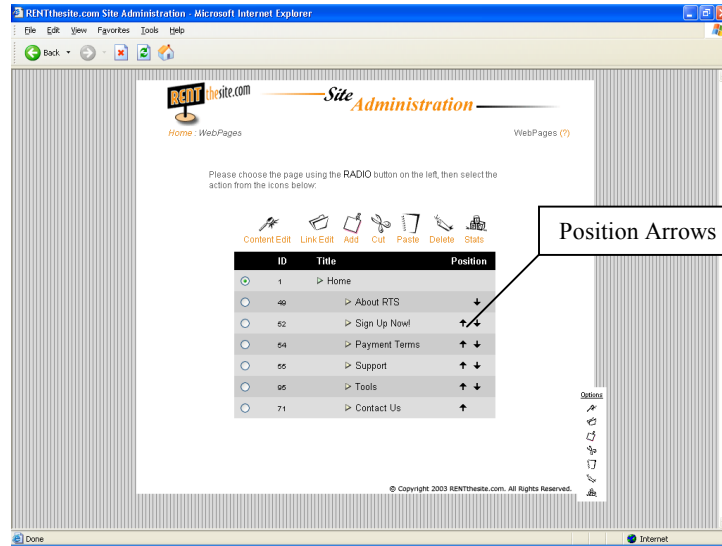
3. Click on **Confirm Delete**

Stats

This option will give you the number of hits that each page has received. Statistics that are more detailed can be seen under the Website Statistics area.

To View the statistics simply click on the **Stats** option, and the Statistics page will automatically load.

Repositioning Pages



To reposition a page click on the either position arrow next to the page that is to be moved.