



Content Management System - Basic Instructions

The below directions are a general information base for users. Since the websites built by Simple Website Creations, LLC are custom sites, some features may be different for select customers.

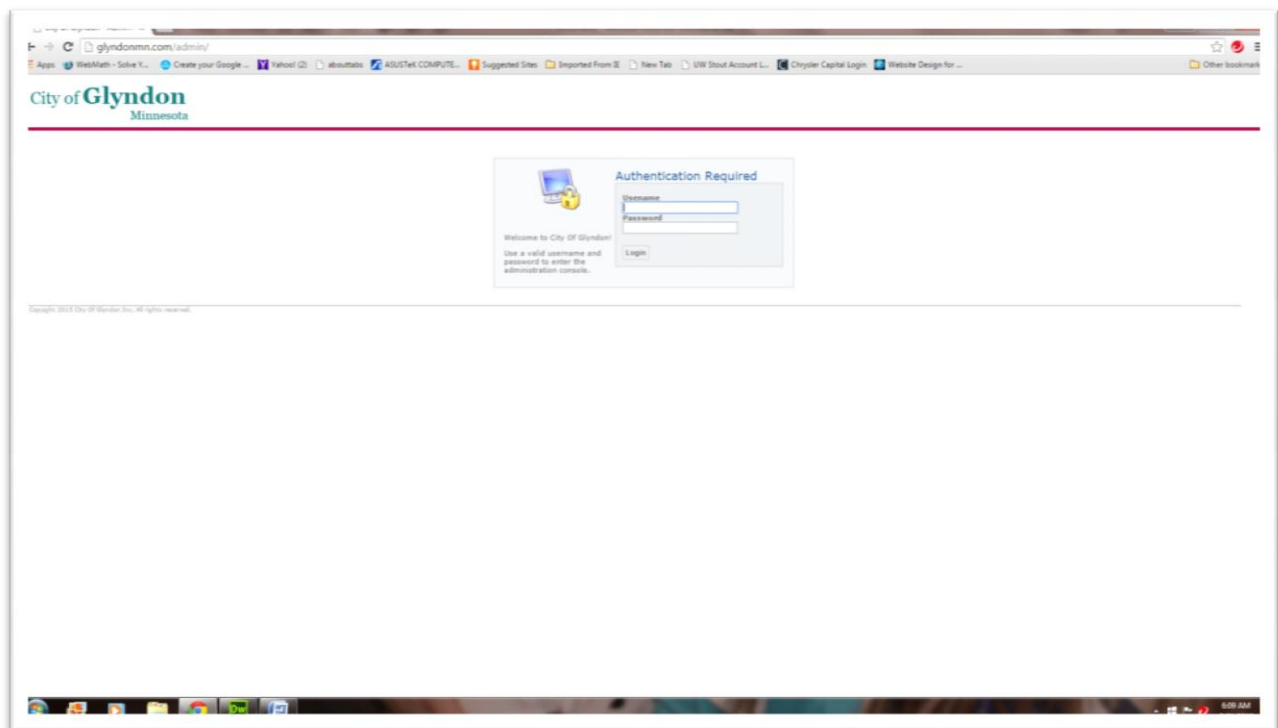
*It is recommended that you use the Google Chrome browser for your internet browser as some features of this Content Management System (CMS) may not function properly in other browsers.



* The *Google Chrome* Browser is recommended for these functions. You can download Google Chrome by [clicking here](#).

Access your Administrative Portal

- Type in the url bar: <http://www.yourdomain/admin> or for more current clients:
<http://www.yourdomain/swcadmin>
- Enter in your assigned username and password



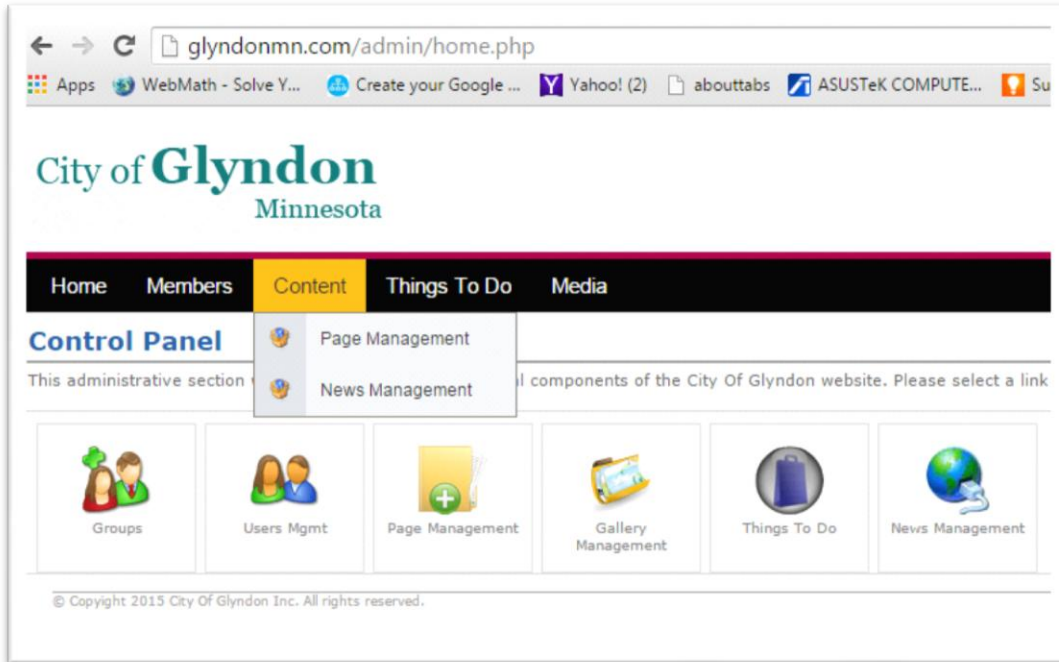
Your Administrative Panel "Home" Screen

Your Administrative Panel for your Content Management System will offer a home screen that utilizes icons to be able to direct you to what you will be able to access and utilize to maintain doing updates



and changes to your site. Each custom built site may have some minor differences in what they have as selections based on the needs of the site in which they had built.

You will also be able to access your site functions on each page of the content management system by using the links at the top and any corresponding "drop-downs".





Pages Management

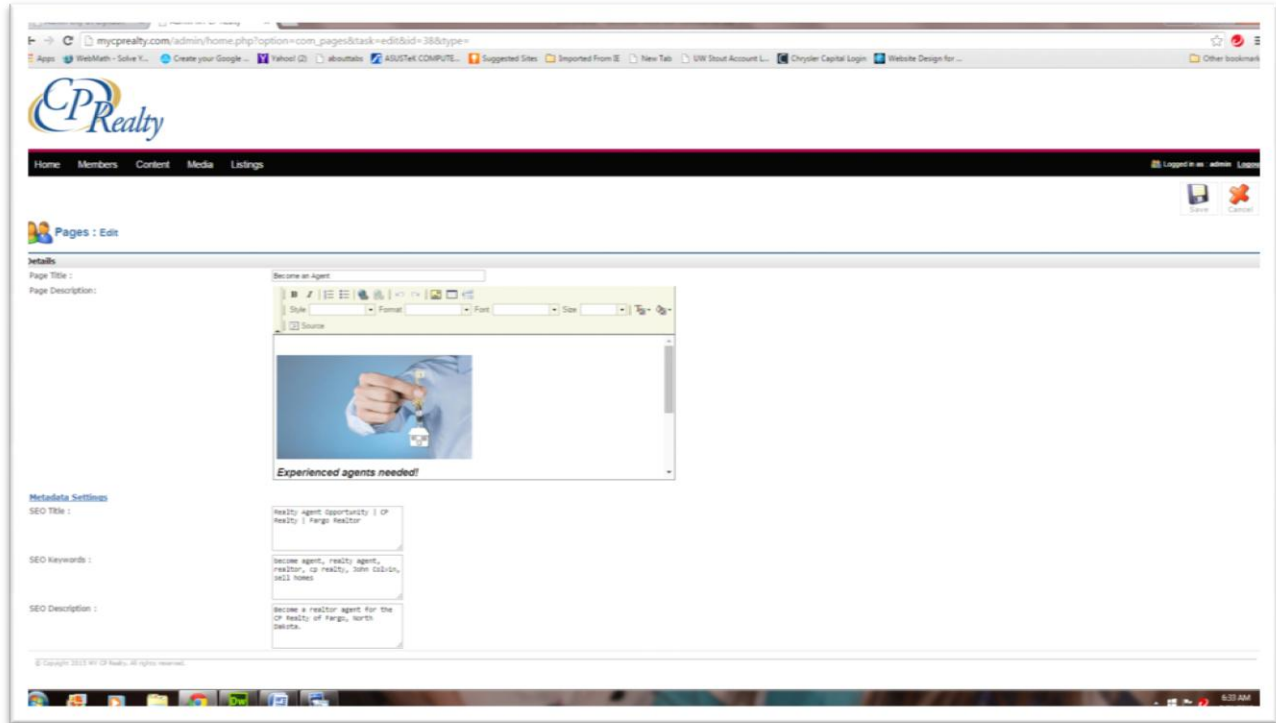
#	Pages
1	About CP Realty
2	Become an Agent
3	Contact Us
4	Dave Werth
5	Home Inspectors
6	Home Page text
7	John Colvin
8	Keith Berger
9	Mike and Donna Danielski
10	Our Agents
11	Privacy Policy
12	Rochelle Roesler
13	Sell Your Home
14	Terms & Conditions

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Page Management

To be able to make changes/updates to standard pages on your website, please utilize the "Page Management" icon or the "Page Management" under the "Content" header as shown above.

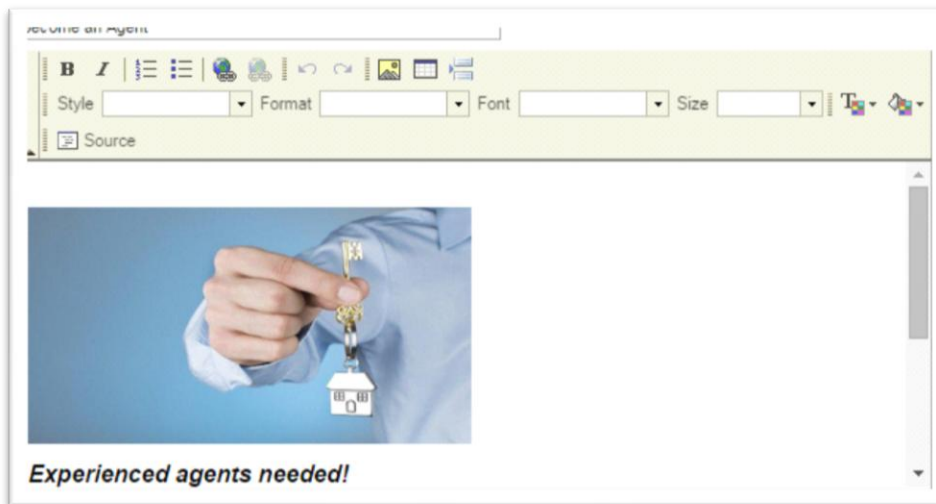
- Select the page you would like to change/update by simply clicking on that page link.
- Once you do this, you will be taken to that page's management page that will look as shown below.



Page Description Updates and Tools

This area will allow you to make updates and changes utilizing the tools of the Content Management System. You will be able to add content, change content, upload pictures as well as create links to other websites, files you upload or install email addresses.

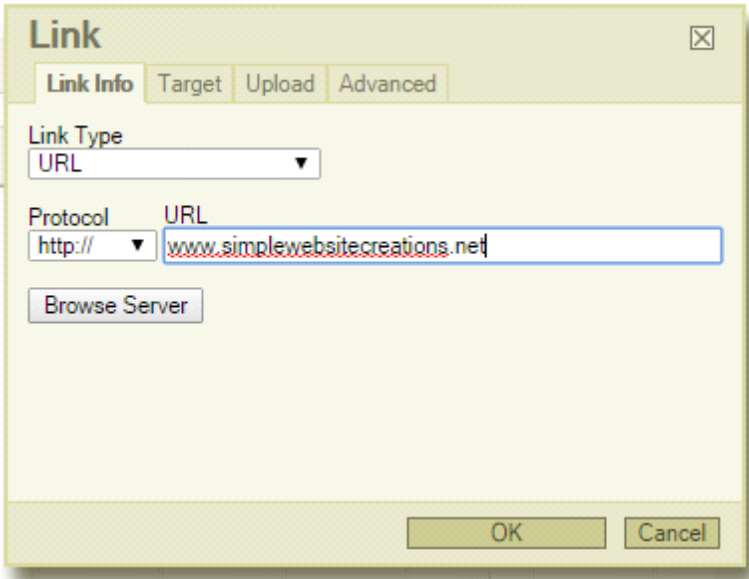
To make changes to content



Click Inside the "box" area or highlight the content you want to change. This area functions much like Microsoft Word and is very user friendly. Once highlighted or clicked in you may type whatever you want to type to alter the content.

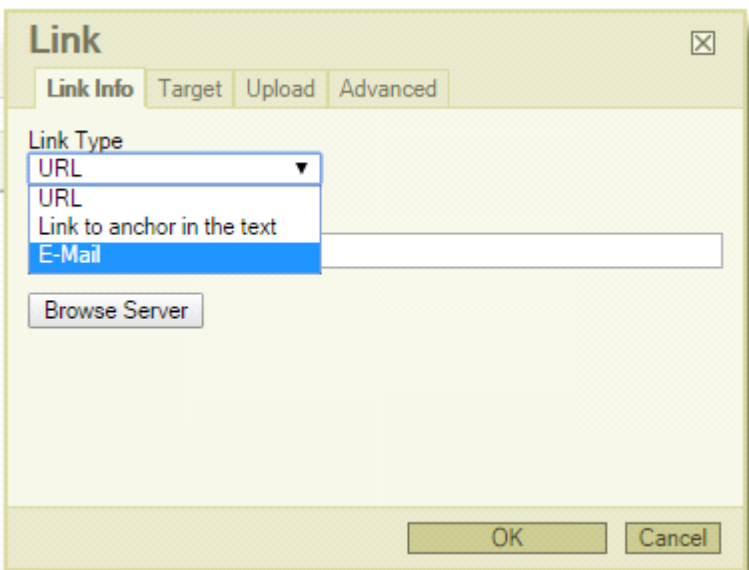
To add a link to another website

Click on the  icon.



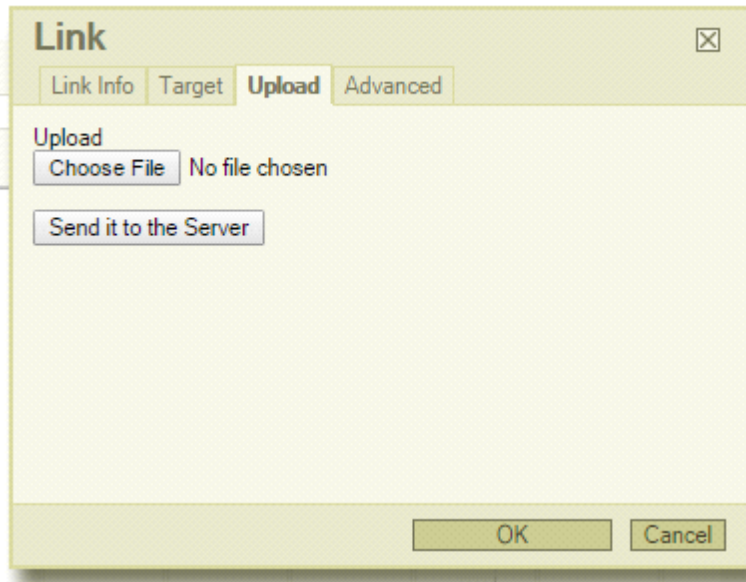
Type the URL you would like to access into the URL Box. We also encourage that you click on the "Target" tab and select the "New Window" under the drop down so that when activated it will have your web guest open up a new window for the website they have been directed to. Hence, when they close out of that window, they will still be in your website. Remember to select "OK" when you have completed.

To add an email link

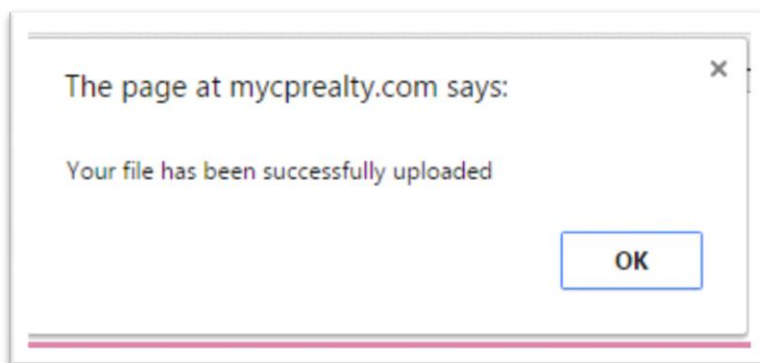


Select the dropdown under "Link Type", then enter in the corresponding email address that you would like your web guests to be able to email to. You may also include pre-selected subject lines or content that you would like to have show during the email creation process for your web guests. Remember to select "OK" when you have completed.

To Link to PDF



Go to the "Upload" tab and select choose file. Browse to the file you would like to upload, and then select it. Then select "Send it to the Server". This will start the upload process. Once the file has been uploaded you will see a message towards the top of your screen such as shown below. Select ok on that and then it is still suggested to go to the "Target" tab and select the "New Window".



This will allow you to insert a PDF document link into your website.

To insert a Picture

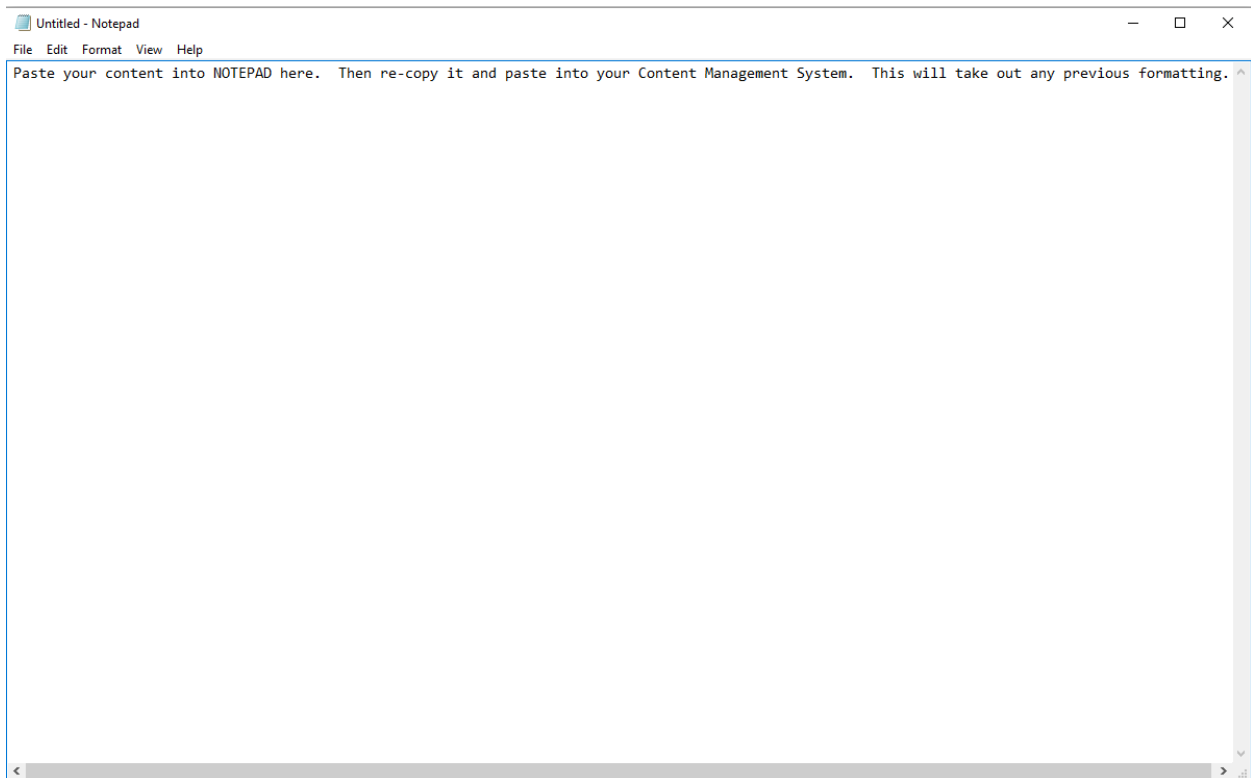
Click on the  icon.



- Go to the "Upload" tab
- Select "Choose File"
- Browse to the picture you would like to upload (It is recommended that your picture not be more than 800 pixels wide)
- Select "Send it to Server". This will begin the upload process.
- You will again see the "Your file has been successfully uploaded" box. Select OK.
- Select "OK" again.

Pasting Content Into Website

Many websites, Word Documents and other forms of media may have "formatting" that is attached to its content. So when you Cut and Paste this content into your own website Content Management System it causes a formatting issue in your own website. Perhaps it creates a problem with Font Type, Spacing or any other number of issues. Unfortunately we are unable to control the format from other types of sources such as websites, Word Documents that you may be copying content. Our suggestion is to first paste this content into the program called "Notepad" that most computers have available. (See picture below) When pasted into Notepad, all formatting is dismissed and the content becomes "clean" of formatting issues. Then re-copy out of "Notepad" and paste into your chosen CMS page and then that content should default to the correct format for your website. Then utilize your formatting tools to be able to alter header types etc. *Always remember to save before exiting the CMS page.





Specialty Sections

Your website may or may not have specialty areas that were designed specifically for you. These areas may be things like Photo Galleries, News Feeds, and Feature Listings etc. These systems, though different are also very similar in how they function. These are user friendly sections and if you need special assistance in these areas, please contact Simple Website Creations, LLC as needed at 701-371-1724 or by emailing us at shawn@goswc.net.