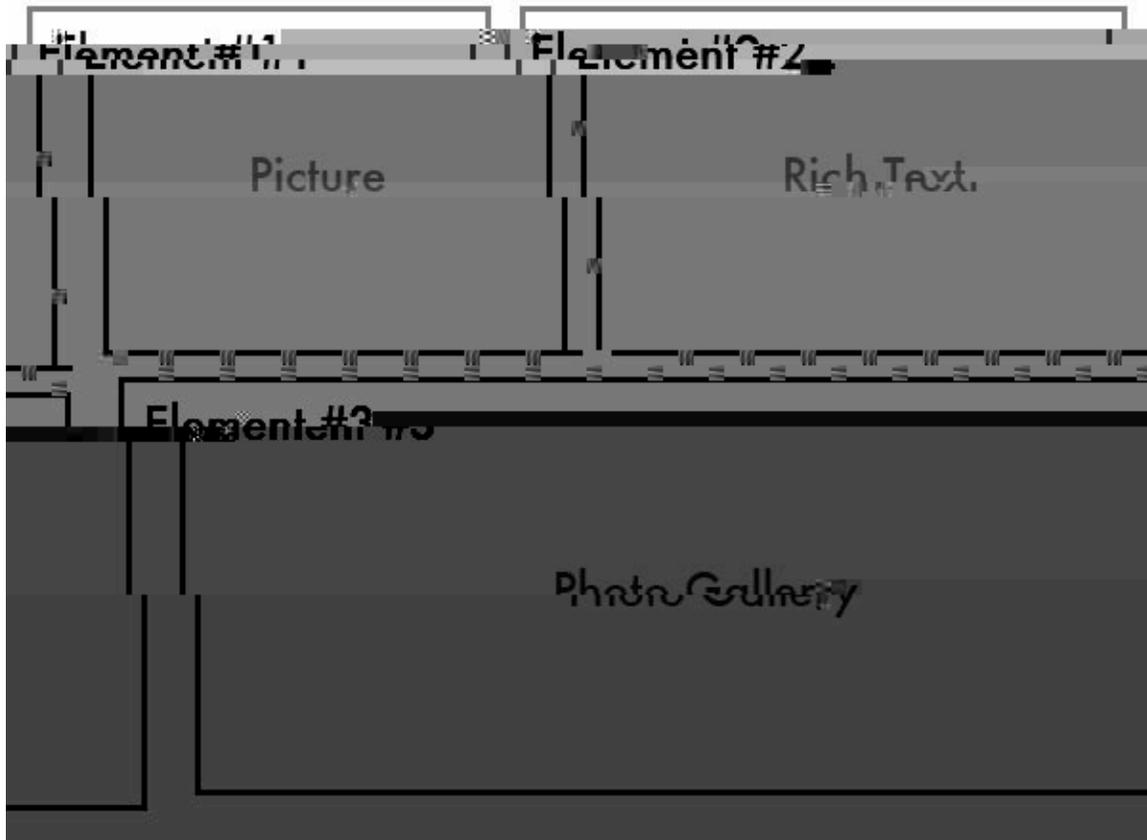


Content Management System
User Guide

Table of Contents Overview 3

Website Academy.....	3
----------------------	---

Automatic Navigation



As shown above, there are three elements: #1 Picture, #2 Rich Text, #3 Photo Gallery.

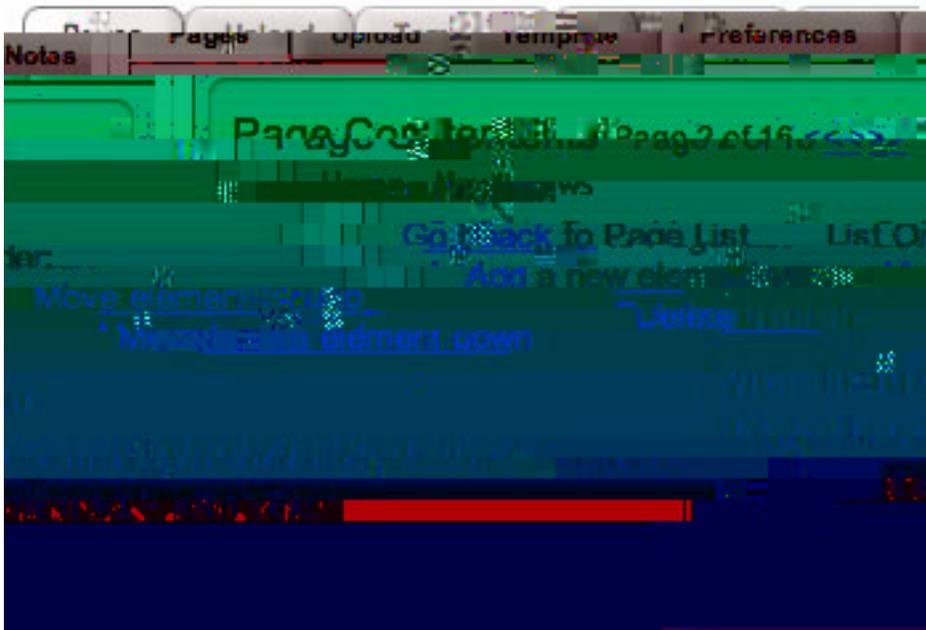
It is important to understand this concept before you add a page even if a page only has one element. The terminology might be confusing otherwise.

Edit a Page

Select a page to edit

- 1) Click on the **Pages**
- 2) Select the page you want to edit.
- 3) Click on the [Edit Page](#) link.

This will bring you to the page editor. On the left, there will be a list of one or more elements as show below:



Changing Element Types

In the example above, we have a single element type "Rich Text". You can change the type of the element by clicking on the drop down list box and selecting a new type as shown below:





Left Justify selected paragraph.



Right Justify selected paragraph.



Justify left and right on selected paragraph.



Add horizontal line



Change Page Order

Pages are organized by menu name. They must be grouped together in order to avoid creating duplicate tabs with the same name. The order in which they appear on your website is the same as the order in which they are listed. To change this order, press the [Move page up](#) or [Move](#)

Advanced Tags

You can add as many constants as you like. This is useful if you want to change several areas at once. For example, you can add a constant called: myname and set it to "Joe Smith." Then put %myname% in various pages on the website where you want "Joe Smith" to appear.

Notes

To-Do List

Steps

Repeat the previous step for any subsequent images

