CMS Training Manual

A brief overview of your website's content management system (CMS) with screenshots.

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Logging In:

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	http://demo-manual.centralwebsites.com/lo	gin
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*Click images to see larger view. Click "Back to Section" in larger view to jump back to the section you were reading.

There are two parts to your site: the "front end" and the "back end". The "front end" is the public view of your website, everything that the visitors see.

- To login to the "backend" of your website, type in your full URL (website address), followed by **/login**.
- You will be brought to your login screen where you will enter your username and password.

Dashboard:

Dashboard Content Com	ponenta E-Commerce Configurat	tion Loginal
Quick Launch Das	hboard Menu Item	00
📝 View Page List	News Manager	👰 Edit Modules
👿 Event Manager	🖋 Menu Manager	image Manager
Show case Manager	🌮 Candidate Manag	er .

Once you login to the backend of your site, you will be brought to your **dashboard**. This is where you will find all of your quick launch tools. From your dashboard you can edit your Menus, Page List, Modules, Image Manager, News Manager, Event Manager, and Showcase Manager items, like Portfolio Pieces and Testimonials.

You can return to your Dashboard at any time by clicking on the **dashboard menu item** located in the top left corner of your CMS.

All of your quick launch options are also available in the top menu, so it isn't necessary to return to your dashboard when you want to move from component to component in the backend of your site.

Page List / Search Filter:

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					Click FILTER

• When you click on your **page list** icon, you will be brought to your **page list**.

Your pages are listed in alphabetical order by page name,15 pages at a time.

- You can toggle through your page list using the arrows located above the blue bar in the center of your screen.
- Or, you can click on the numbers located between the arrows to move forward or backward on your page list.

There is also a **search filter**, in case you don't want to toggle through your entire page list to find the page you want to edit.

 Type the page name, or part of the page name, into the search box and click filter. Your page will refresh and only pages with the word(s) you typed in the search box will display. To get back to your full page list, simply delete the text in the search box and click filter again.

Common Icons:

Throughout your training you will encounter familiar icons.

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	inth .	Jan 26, 2011 @ 12:50.54 pm	423
	its wood	Feb 10, 2011 @ 12:22:00 em	14 19 1

- Light Bulb On the left, you will find your light bulb icon. The light bulb is used to toggle pages, menu items, modules, and other items on and off on your website. A yellow light means that an element is "on." Click a yellow bulb to turn it off. When a light bulb is clear, or not lit, it means that page, menu item, or module is turned off on the front end of your website.
- Delete On the right side of your page list, you will find an orange X icon, which will delete a page. If you choose to delete something, you will be prompted with a message that asks, "Are you sure that you want to delete this page permanently?" Once you click "okay," the page or element that you chose to delete will be permanently deleted. If you decide you want that information back, you will have to recreate it from scratch.

Unless you are 100% sure that you want to delete an item from your site, we recommend that you use the light bulb to toggle that information off instead.

• Edit This Item – Next to the orange x is the edit this item icon. The edit this item icon allows you to edit a page or element that already exists in your system.

Adding a New Page:

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Add New Page				
Page Name :		Only i	n Category : Any	Cateq
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Page Na	ame (Refer	ence Name) 🔺		

🤨 New Page	
Page Name New	, Page
	Click Save.
Save & Continue	Close

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 To add a new page to your site, first click the "add new page" button located above or below your page list on the left hand side.

- Enter a **Page Name**. The page name is for your use only; it displays only in the backend of your site, alphabetically in your page list. You want to make sure that you name your pages logically with relevance to the page content so that they are easy to find when you want to edit them.
- Once you've named your page, click **Save**.

Next, your page information will display.

• Click the second tab, which is your **Content Editor** tab. (For information about the Content Editor, see the appropriate section).

Content Editor:

This is your WYSIWYG editor. WYSIWYG stands for "What You See Is What You Get." That just means that you can see all of your changes in the editor window as you make them.

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Once you've named and saved your page, you have the option to **Save and Close** your page at any time. This will save your changes and close your editor window.

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coolem to al Please check cP>	of your beauty needs in a related, but professional atmosphere. of our website for services and pricing. Call now to book your appointment. New custome

Like the Save and Close button, **Apply** saves all of your changes but leaves your editor window open so you can continue editing your page.

* It's important that you save your progress because your CMS will time out after 15 minutes if no work is done on a page.

Close - This will close your editor window but will NOT save any of your changes.

Paste:



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In your editor window you can **copy and paste** text. You can copy text from anywhere (a website, a Word document, or an email) and paste it right in your editor window.

- Place your cursor in the editor window.
 After you've copied your text, press CTRL V to paste it in the window.
- A **paste window** will open where you can paste your text. (The paste window opens to ensure that no bad characters or fonts that aren't safe for the web get pasted onto your site).
- Once you've pasted your text in the "paste as plain text" window, click **INSERT** to add your text to your page.

Once your text has been pasted in your editor window you can format your content. You have very basic tools like bold, italicize, and underline. You can also left, center, right align and justify your text.

You can also add tables, videos, links, and forms.

Headings:

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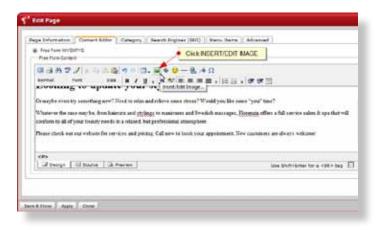
Your website has two or three **heading styles** that have been designed for you; Heading 1, Heading 2, and Heading 3 (sometimes you have more and sometimes you have less).

Think of your page content like a news article. At the top of the content there should be a headline, in this case a **Heading 1** style that introduces the page to the reader and gives them an idea of the information that they might see in the text that follows on the page.

Your Heading 1, or H1, text will be larger than the rest of your text and bold to stand out to readers and search engines. You can select a heading style from the drop down menu.

• To make text a Heading 1, select your text, click the **Styles menu** item, and select Heading 1.

Inserting a New Image:



- To insert an image on your page, place your cursor in the WYSIWYG editor window where you want your image to appear.
- Select the **Insert/Edit Image** icon to open your Insert/Edit Image window.

Uploading a New Image:



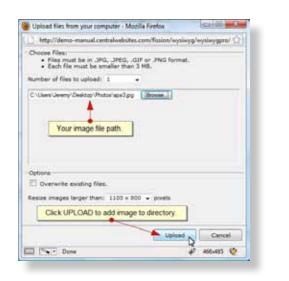


- In the left menu, **Images** should be highlighted in blue indicating that you are in your Images directory.
- To upload a new image to your directory, select the **Upload** icon to open your Browse window.

- Click the Browse button.
- You can also upload more than one image (up to 20) at a time by selecting the desired number from the drop down picker.

* Recommended image size: smaller than 3 MB.

 Find the image on your computer that you wish to upload to your system. Click **Open** and your file path will appear in the browse box.



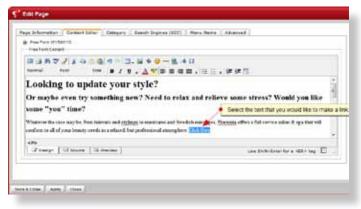
 Click upload and your image directory will refresh to show you a preview of your recently uploaded image(s).

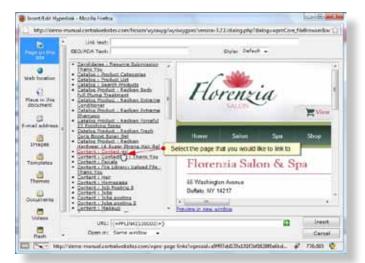


When you've uploaded your desired image, select by clicking on the image. An image preview will appear in the window to the right of your directory with dimensions, file type, and date modified information listed below it.

• Click **Insert** and your image will appear in your editor window.

Link List:





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Looking to update your style? Or maybe even try something new? Nee	d to relax and relieve some stress? Would you like
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There are three ways to create a **link** on your page. The first way to link is to a page on your website.

- Select the text or image that you would like to make a link.
- Select the Insert/Edit Hyperlink icon.
- In the left column, **Page On This Site** should be highlighted blue.

In the center column, you will find a list of all of your existing pages.

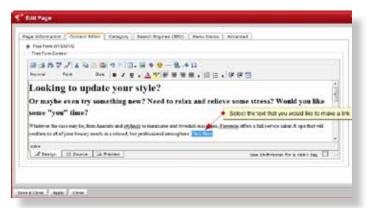
• Click on the **page** that you would like to link to.

In the right column, a preview of the page you've selected to link to will appear.

· Click Insert.

Your text will be linked in your editor window. If you hover your cursor over the linked text, your "Image Description" will appear.

External Links:



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The second way to link is to an **external** website.

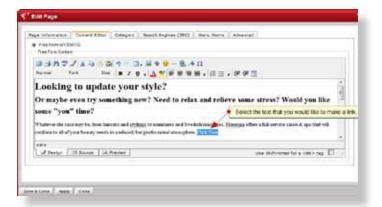
- Select the text or image that you would like to make a link.
- Select the Insert/Edit Hyperlink icon.
- In the left column, select Web Location.
- Below the preview window on the right, type in the full URL (website address) of the website that you wish to link to.
- Click the **Load Preview** icon to the right of the address bar to preview the website that you are linking to.
- From the **Open In** drop down, select **New Window**.

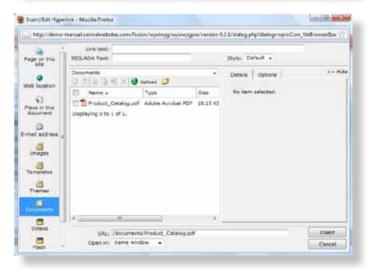
This is your link target, or where your new link will open when someone clicks on it.

It's very important that you choose to open an external link in a new window. If someone clicks on the link to open a site that they do not wish to visit, their first instinct is to "x" out of that site to close it. If your link opens in a new window, then your site will remain open even when they "x" out of the linked site.

• Click **Apply** and your link to the external site will be inserted.

Link to a Document:





http://demo-manual.ce	ntralivebsites.c	om/fision/	wysiwyg/a	iyalwygpiro/ 😭
Choose Files: • Files must be in .PC PPTX, .PPS, .PPSX, • Each file must be si	.ZIP, .TAR, .	GZIP, BZI	TXT, XLS 9, .SIT or	, XLSX, JPPT, DHG format.
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The third way to link is to a document.

- Select the text or image that you would like to make a link.
- Select the Insert/Edit Hyperlink icon.
- In the left column, select **Documents**.
- Click the **Browse** button.

You can upload more than one document (up to 20) at a time by selecting the desired number from the drop down picker.

Find the document on your computer that you wish to upload to your system.

- Click **Open** and your file path will appear in the browse box.
- Click Upload and your document directory will refresh to show you a preview of your recently uploaded document(s).

When you've uploaded your desired document, select by clicking on the image. A document preview will appear in the window to the right of your directory with document type, size, and date modified information listed below it.

 From the Open In drop down, select New Window. This is your link target, or where your new link will open when someone clicks on it.

It's very important that you choose to open a document in a new window. If someone clicks on the link to open a document that they do not wish to view, their first instinct is to "x" out of that site to close it. If your link opens in a new window, then your site will remain open even when they "x" out of the linked site.

• Click on **Apply** and your text will be linked to the document you chose.

Search Engines/Optimization:

Under your **search engines tab** you have the ability to control more of your page information. In the first section labeled Search-Friendly URL, you can give your page a file name that is "search friendly."

File Name:

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Search Option	In this Delails	
Default Tile	Wetcoler Waisad Berlei	
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Contains Construction	 This is a dema website used to create the user manual tor the CWI. 	

Your **file name** appears in the address bar at the end of your URL. All of your pages will have the prefix/content/pages. You have control over what comes next.

When adding a file name to your page, you want to use all lowercase letters and separate words with a hyphen.

Like adding a page name, you want your page title to be concise but relevant to the page content. For example, if you are creating an About Us Page, your file name could be "about-us."

Custom Title:

Search-Friendly URL (
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Med Description 42 19	in in a dome website used to corate the	ner manaal for the CMS.	

You can add a **Custom Page Title** to your page. Your title is displayed on the front end of your website, usually in the very top left corner of your browser window next to the browser icon.

Keywords:

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You can add **custom keywords** and **keyphrases** to every one of your pages.

 Select Custom Keywords from the drop down and type your keywords/keyphrases in the box.

Separate your keywords or phrases with a comma. We usually recommend using between 5 and 8 keywords per page.

META Description:

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Cikk SAVE & CLOSE	

You can add a custom **META Description** to every one of your pages.

 Select Custom Description from the drop down and type your META Description in the box.

META Descriptions display on the front end in search engine results under the page link. Try to keep your META Descriptions under 140 characters.

• Once you're finished, click **Save & Close**.

Menus:

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📝 View Page List	News Manager	Delit Modules		
💮 Event Manager	d ^T Mess Manager	🐴 lmage Manager		
Showcase Manager	🥩 Candidate Manager	Click on your MENU MGR. icon		

Dashboard	Content	Components	E-Commerce	Configuration	Logout
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• Click on the **Menu** that you would like to edit. (Click on the Text and not the Edit This Item icon.)

Like most of the other elements in the Fission CMS, you will notice your menu items have Light Bulbs, an Edit This Item icon, and a Delete This Item icon.

In addition, you will find **Blue Arrows** next to each of your menu items. The Blue Arrows will allow you to reposition your menu items.

Add New Menu Item:

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Select the Add New Menu Item button.

Name – Your menu name is for back end use only. It will appear in your menu item list.

You can tab down to auto fill your Caption field.

Caption – Your menu item Caption is the text that your menu item will display as on the front end of your website.

General	•				
	New Page				
Caption	New Page				
Sub-Caption			Select a F	ARENT.	
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Link	C) 😱 🖓	1.1		
Target	Current Window	Choose Parent Menu tem			
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Menu Item Editor

Link

Content - Inbe

Parent

General Info Parent Images Active Access

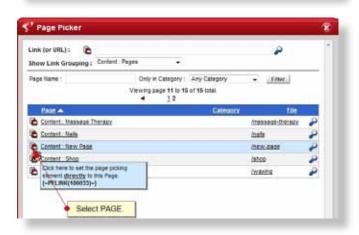
Parent – The Parent is where your menu item will show up. By default, every menu item is set to have Main Menu as the Parent. This means that your new Menu Item will show up in the Main Menu on your website.

You can add a Menu Item as a **Sub-Menu Item** (Child) of a menu item by selecting a new parent from the menu list. That means that your new menu item will appear in a dropdown menu under the menu item that you specify as the parent.





Innetext 100005 jobs



Link – When you create a new menu item, you need to assign a link to it, otherwise when a visitor clicks on the menu item it won't take them anywhere.

- To add a link to a menu item, click on the **Select Page** icon to the right of the link box.
- From the Show Linking Group drop down, select Content : Pages.
- Find the page that you want to link to from the list provided.
- Click on the icon to the left of the page name to select the page.
- Click Save Item.

Modules:

Modules are dynamic blocks of content that you can move around your website. You can have a module be visible on every page of your site or specify pages to hide it on.

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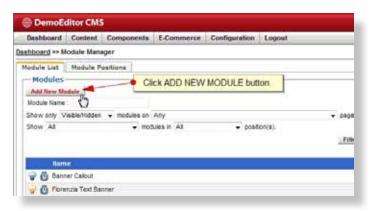
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footer_links	EDIT Module. 🛉 📝 🖻 🎾

Your **Module List** is laid out a little differently than your Page List. Rather than being listed alphabetically, your modules are grouped by Module Position.

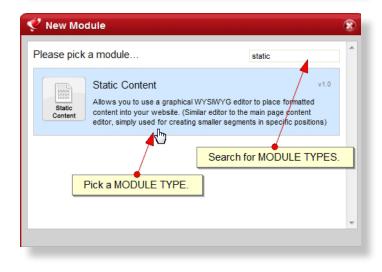
Like most of the other elements in the Fission CMS, you will notice your modules have Light Bulbs, the Blue Arrows, and a Delete This Item icon.

• To make changes to an existing module, click **Edit Module**.

Create a New Module:



🦿 New Moo	iule			۲
Please pick	a module	[•
	Catalog Categories		v1.0	
Catalog Catagories	Display a list of linked categories to catalog component	o products generated by the p	roduct	
Catalog Products	Catalog Products Display a list of products from you number of items and show only ite		v1.0	
15	Event List		v1.0	Ŧ



 Click Add New Module button to open your New Module window.

Module Type – It's especially important that you select the correct Module Type. Module Types are the only thing that you cannot edit once a module has been saved. Module Type defaults to Event List, as it is the first choice in the drop down menu.

• To select a different Module Type, use the drop down menu.

Most of the time you will want to create a Static Content Module.

🥙 New Module R Add Module « Chose a different module v1.0 Static Content Allows you to use a graphical WYSIWYG editor to place formatted Static content into your website. (Similar editor to the main page content Content editor, simply used for creating smaller segments in specific positions) Module Name New Module Position banner Name your module. Theme Default [BNI Default] 👻 Quick Add Add & Configure Cancel

Name – First, you will need to give your module a Name. Just like naming a content page, your Module Name is for your use only. Your module Name only appears in the back end of your website, but it is important that you keep your Module Name relevant to the module's content.



Position – Your module positions were defined in your template. You may have one or two module positions or you may have several defined, depending on your website design.

Theme – For now, you can leave the theme at default.

- 🥙 New Module Add Module « Chose a different module Static Content v1.0 Allows you to use a graphical WYSIWYG editor to place formatted Static content into your website. (Similar editor to the main page content Content editor, simply used for creating smaller segments in specific positions) Module Name New Module Position left Theme Default [BNI Default] 👻 Click ADD & CONFIGURE. Quick Add Add & Configure Cancel (")
- Once you've named your module, selected a module type, and a module position, you can choose to Add & Configure your new module.

Your **Configure Module Settings** window will open.

Configure Module Settings:

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Theme Default [BNI Default] 👻 🕐



🍚 💩 Main Menu	
New Module	
Module is	Toggle Module ON.
Disabled, Click to	Profile

Module Title – Below your Module Name, you will see a new box for **Module Title**.

Your Module Title will appear above your module on the front end of your website if you choose to include one.

* If you set your Module Theme to "Blank" then a Module Title will not appear above your module whether you provide one or not.

If you choose NOT to include a Module Title and just leave the field blank, the system will use the Module Name as the Module Title.

 If you decide not to include a Module Title, remember to check the Hide Module Title box.

Details Tab – Under the Details Tab, you can edit your module content. In a Static Content module, you will have a full WYSIWYG editor, just like you did when creating a Content Page. Which means you can add text, links, images, videos, and anything else that you can add to a full page of content.

• Once you've added your content, click **Save and Close** to close your module.

Light Bulb – Unlike creating a new Content Page, when you create a new module, its Light Bulb will remain "off" until you toggle it "on." This is just a safety feature, as you may not want your module to appear on every page of your site.

Assign Module to Page(s):

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Pages	Add specific pages	to the list below. The	ese pages will force	the module to be hidd
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	Exclude Page	EXCLI	UDE pages.	

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4	Your EXCLUSIONS Ist	

You can have your module show up on one page and be hidden on all of the rest of your pages OR you can have your module appear on every page on your site except for one.

• To change the visibility of your module, choose to Edit Your Module Settings.

Visibility Tab – Lets you know if the module is visible or hidden on every page by default.

If you want to **Show** a module on every page except for one, you will leave the module setting on **Visible On Every Page**.

Below you will see "Module is Hidden when..."

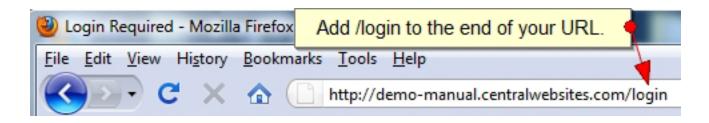
This is where you can **Exclude pages** (or tell your module what pages not to show up on).

- To exclude a page click on the **Exclude Page** button.
- Find the page on the list. Click Assign This Page to the Exclusions List icon to the right of the page.

Your page will appear in your Exclusions List.

Press Save and Close when you are done excluding pages.

Logging In:





Dashboard:

Dashboard	Content	Components	E-Commerce	Configuration	Logout	
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My Pages	/content/pages/contact-us-thank-you	Sep 09, 2008 @ 11:24:06 pm	8 🗷 🏓
	/facials	Jan 19, 2011 @ 04:45:17 pm	8 🛛 🏓
	/content.100012.hair	Jan 26, 2011 @ 12:58:14 pm	8 🗷 🏓
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	/job-posting-3	Nov 01, 2010 @ 05:32:25 pm	8 🗹 🏓
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	/jobs-posting	Oct 21, 2010 @ 09:49:26 am	

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Back to Section

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Paste Options
This will clean up HTML source code before pasting it into your document. Paste or drag content from Office documents, web pages and other programs into the box below (To paste use the keyboard shortcut, Ctrl + v on Windows or Command + v on a Mac). Please be patient, pasting from Office documents can take a considerable amount of time. When the paste is complete press Insert.
Looking to update your style?
Or maybe even try something new? Need to relax and relieve some stress? Would you like some "you" time?
Whatever the case may be, from haircuts and stylings to manicures and Swedish massages, Florenzia offers a full service salon & spa that will conform to all of your beauty needs in a relaxed, but professional atmosphere.
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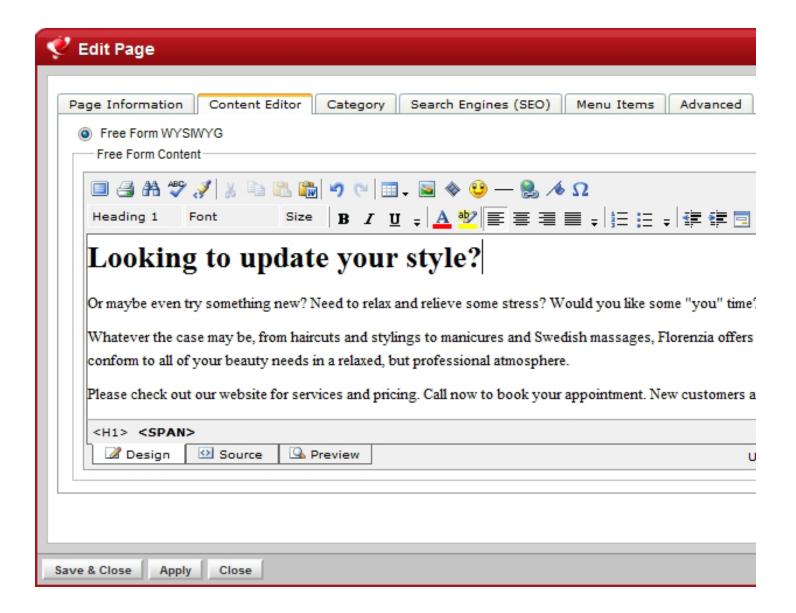
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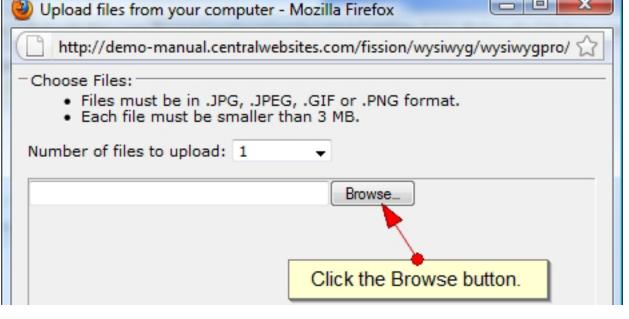


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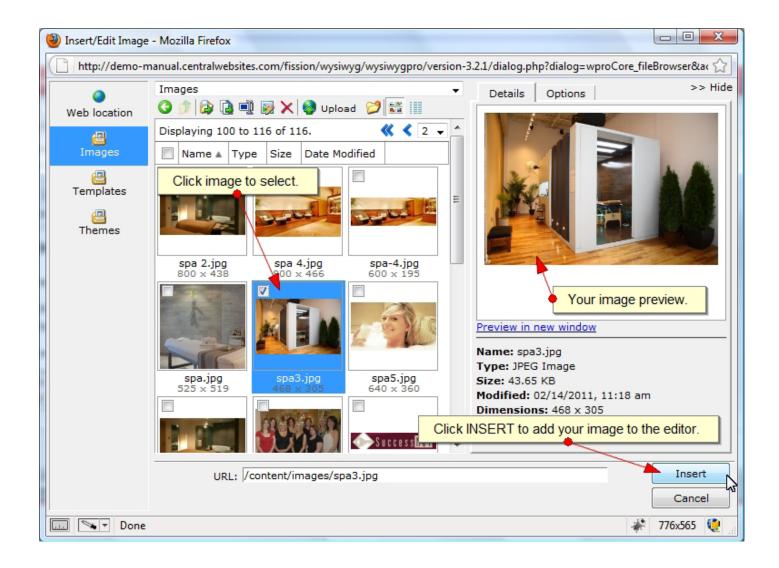
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Back to Section	CMS 41 Manual

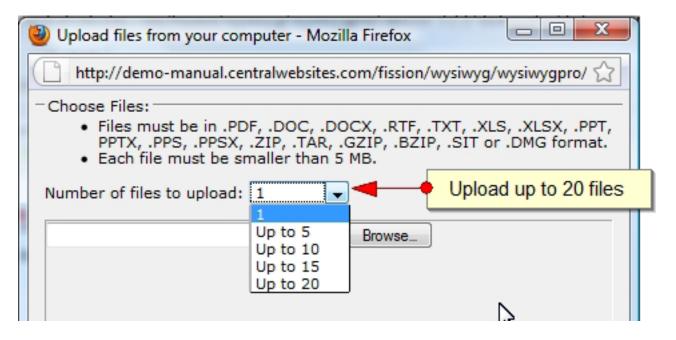
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Link to a Document:

	link - Mozilla Firefox manual.centralwebsites.com/fission/wysiwyg/wysiwygpro/ve	rsion-3.2.1/dialog.php?dialog=wproCore_fileBrowser&a‹ 🏠
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Search Engines/Optimization:

File Name:

🔮 Edit Page
Page Information Content Editor Category Search Engines (SEO) Menu Items Advanced Search-Friendly URL (Web Address) Image: Content advector advec
Search Optimization Details Default Title Website Manual Demo Default Keywords Website Demo Default Description This is a demo website used to create the user manual for the CMS.

Custom Title:

<	🖉 Edit Page
	Page Information Content Editor Category Search Engines (SEO) Menu Items Advanced Search-Friendly URL (Web Address) Image: Category Menu Items Advanced http://demo-manual.centralwebsites.com/ new-page Image: Category Image: Category Image: Category This page also has 0 aliases. (Alternative Web Addresses That Point Here) Image: Category Select CUSTOM TITLE. Search Optimization Details Select CUSTOM TITLE. Select CUSTOM TITLE.
	Custom Title Custom Title Custom Title Custom Title Custom Title Custom Title Default Description This is a demo website used to create the user manual for the CMS.

Keywords:

-	Edit	Pad	-	
*	Lanc	u ag	-	

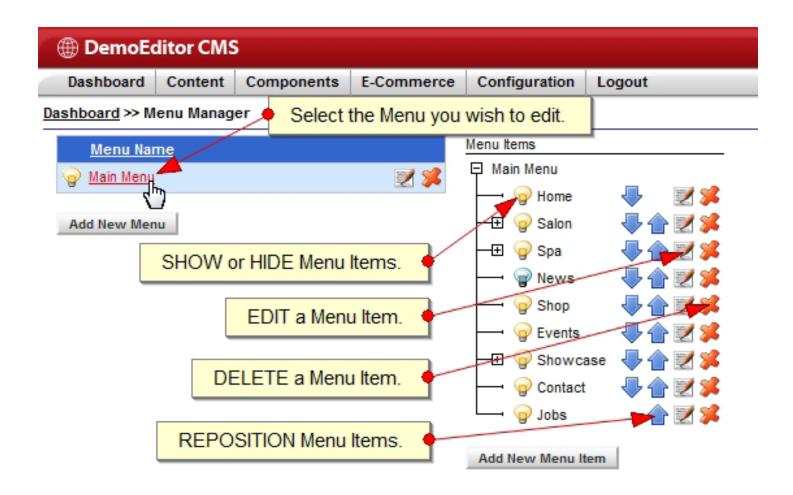
Page Information	Content Editor	Category	Search Engines (SEO)	Menu Item	s Advanced		
-Search-Friend	lly URL (Web A	ddress) —					
http://demo-manua	I.centralwebsites.	com/ new-pag	je		2		
This page also has 0	aliases. (Alternative	Neb Addresse	s That Point Here)				
Canonical 🕐 Use C	Current URL	▼ ● Sel	ect CUSTOM KEYWC	RDS.			
Custom Title	 Type your 	custom page tit	le here.	?			
Custom Keywords Default Keywords	keyword 1	keyword 2, ke	eyword 3, keyword 4, keywo	rd 5 🕜			
Custom Keywords				Ad 🔶	d CUSTOM KE	WORDS, sep	arated by comma.
Default Description	This is a d	emo website	used to create the user r	nanual for the	CMS		

META Description:

🔮 Edit Page
Page Information Content Editor Category Search Engines (SEO) Menu Items Advanced Search-Friendly URL (Web Address) Interview Meb Addresses Intip://demo-manual.centralwebsites.com/ new-page Image also has 0 aliases. (Alternative Web Addresses That Point Here) Image also has 0 aliases. (Alternative Web Addresses That Point Here) Canonical Image Use Current URL Image aliase Im
Add your CUSTOM DESCRIPTION.
Click SAVE & CLOSE.
Save & Close Apply Close

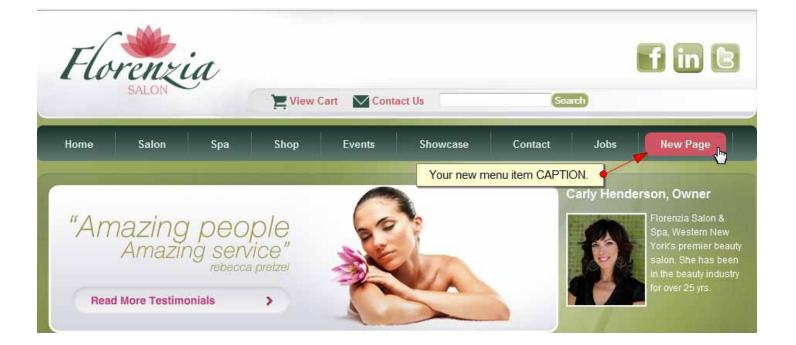
Menus:

Dashboard	Content	Components	E-Commerce	Configuration	Logout		
Quick Launc	h						
📝 Vie	w Page Lis	st	News N	Aanager	Ø	Fdit Modules	
17 Eve	ent Manage	er	8 Menu N	Aanager .	b	🕯 Image Manager	
🔁 She	ow case Ma	anager	🥩 Candida	ate Manager		on your MENU MGF	



Add New Menu Item:

DemoEditor CMS						
Dashboard	Content	Components	E-Commerce	Configuration	Logout	
Dashboard >> Menu Manager						
Menu Name Menu Items						
💡 <u>Main Menu</u>			1	D Main Menu	_	
				- Grand Home		
Add New Men	u			- 🕀 🌚 Salon	V	
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🔮 Menu Item Editor 🛞	
General Info Parent Images Access General Name New Page Select a PARENT. Sub-Caption Select a PARENT. Parent Main Menu Link Choose Parent Menu Item Menu Item	
Save Item Cancel	

Back to Section

🔮 Menu Item Editor	۲
General Info Parent Images Active Access Parent Images Main Menu Home Images Active Access Parent Images Active Access Parent Images Active Access Parent Images Active Access Images Images Parent Images Active Access Images Images Active Access Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images <th></th>	
Save Item Cancel	

🔮 Menu Item Editor	۲
General Info Parent Images Active Access General Name New Page Select Page Sub-Caption Parent Home Select Page Link Target Current Window (_self)	*
Save Item Cancel	Ŧ
Save Item Cancel	

🦿 Page Picker

Link (or URL) : 🗈		2	*
Show Link Grouping : The 'Direct Link' Group is u to an article at CNN.com, v pages from within your w	Direct Link (Typed Above) Content : Pages Content : Categor	ss of where you wish to link to. For example: to link web address, paste it into the box here. To link to it grouping from above.	
	Content : Calendar/Events Component : File Library	SHOW LINK GROUPING drop down	
	Component : My Account Component : Product Catalog Component : Job Board Components : Other	Select CONTENT : PAGES.	

▼ Filter File	
File	
1.000	
/massage-therapy	\gg
/nails	P
/new-page	P
<u>/shop</u>	P
/waxing	P
	/nails /new-page /shop

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Modules:

DemoEditor CMS				WEB COMPAN
Dashboard Content Components E-Commerce Configura	tion Logout			A Autolian
lashboard >> Module Manager				
Hodule List Hodule Publicite				
Modules				
Add New Module				
Module Name :				
Show only VaibleMidden + nodules on Any	+ pape(s)			
Show All	position(s)			
	Filmer.			
Marine	samp	odule 1 to 29 of 29 total. Type	Position	
🗑 👸 Banner Callout		State Contant	banner	4 M B 4
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- 0 AM		Static Contant	content_right	4 2 B #
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Address & Info		Static Content	toler	N B S
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V D Footer Links			tocoer_keks	12 la \$
😈 🕒 Home Text		Static Content	int.	12 B 34
💡 🙆 Logo		Static Centent	hige	12 B 🗱 🗱
🐨 🌀 Man Menu		Menu	matumenu	12 B \$
🐨 🙆 Home - Flash bannar		Static Centert	strong_cellout_art	🔶 🗹 🗃 🎽
🝚 🙆 Lett Calcut		Static Content	strong_callout_left	1 1 k 🖬 🖈
😌 🙆 Home - Founder Pröfile		Static Content	strong_calout_right	****
💡 🙆 Contacti Hours (copy)		Static Contant	strong_calleut_right	1 1 1 k k k

Position		
banner	REORDER modules	🗾 🚽 🖉 🚺 🗱
banner	w/ in their position.	👚 🗹 🗈 烯
content_rig	ht	- 🚽 📝 🐚 🎉
content_rig	ht	🦊 👚 🗾 🛸
content_rig	ht	👚 🗾 🐚 郑
footer		
footer_links	EDIT Mo	odule. 🍯 📝 🗈 🎉

💡 💩 Main Menu	
New Module	
Module is	Toggle Module ON.
Disabled, Click to Cable Profile	

Create New Module:

🕀 DemoE	ditor CMS	;				
Dashboard	Content	Components	E-Commerce	Configuration	Logout	
Dashboard >> M	lodule Mana	iger				
Module List	Module P	ositions				
- Modules			ck ADD NEW	MODULE butt	on.	
Add New Mo	lb-					
Module Name			-			
	/isible/Hidden	✓ modules on	-			 page(s)
Show All		✓ mod	ules in All		on(s).	Filter
						Filter
Nam	ie					
🝚 🙆 Bann	ner Callout					
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Please	e pick a r	nodule				E
	C C	atalog Cateo	gories		v1	.0
0	Di	splay a list of link	ked categories to	products genera	ted by the produc	:t
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Pro	ducts		in the state of th	and the second sec		
e la compañía de la c	E	vent List			v1	.0
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奖 New Mod	ule	
Add Module	« Chose a different module	*
Static Content	Static Content v1.0 Allows you to use a graphical WYSIWYG editor to place formatted content into your website. (Similar editor to the main page content editor, simply used for creating smaller segments in specific positions)	
Mod	Iule Name New Module Position banner Theme Default [BNI Default] Name your module.	
Quick Add Ad	d & Configure Cancel	Ŧ

🦿 New Moo	dule		0	8
Add Module			« Chose a different module	^
Static Content	content into	to use a graphical W your website. (Simila	v1.0 YSIWYG editor to place formatted ar editor to the main page content smaller segments in specific positions)	
	dule Name Position Theme		Select a Module POSITION.	-
		right strong_callout_left strong_callout_right strong_footer strong_footer2 tall_logo toolbar		

🔮 New Module		۲
Add Module	« Chose a different module	*
Static Content content into	to use a graphical WYSIWYG editor to place formatted your website. (Similar editor to the main page content y used for creating smaller segments in specific positions)	
Module Name Position Theme	New Module left	
Click A	DD & CONFIGURE.	Ŧ
Quick Add Add & Configu	Cancel	

Configure Module Settings:

V Configure Module Settings	8
Common Details Schedule Access Visibility Adjust Common Module ? Module Module ? Module Name New Module ? Module Title ? Module Title ? Module Title ? Module Title ? Add a MODULE TITLE. Module Title ? Module Type Static Content Add a MODULE TITLE. Module Title ? ? Theme Default [BNI Default] ? ? ? ?	×

🦿 Configure Module Settings
Common Details Schedule Access Visibility Adjust Common
Module Name New Module ?
Module Type Static Content Check box to HIDE Title.
Position left 👻 🕜
Theme Default [BNI Default] 👻 🕜

Configure Module Settings	8
Common Details Schedule Access Visibility Adjust Details DETAILS tab. Image: Common information of the service of the se	*
Click SAVE & CLOSE.	
Design 🖸 Source Use Shift+Enter for a tag 🔛	
Save & Close Apply Close	-

Assign Module to Page(s):

Common Details Schedule Access Visibility This module is Visible on every page by default. VISIBILITY tab. Module Is Hid Hid Show module on most pages. Pages Add specific pages to the list below. These pages will force the module to be hidden. Tags This list is currently empty.	🦿 Conf	ïgure Module Settings
Exclude Page	This mo Module Pages	dule is Visible on every page by default. e Is Hic Show module on most pages. Add specific pages to the list below. These pages will force the module to be hidden. This list is currently empty. EXCLUDE pages.

Content : Contact Us : Thank You	-	
	Sec. 19	•
Content : Facials	-1 🔑	
Content : File Library: Upload File - Thank You	- 🛃 🔑	
Content : Hair Select Page(s) to EXCLUDE.	-1 🔎	
Content : Homepage	- 🛃 🔑	
Content : Job Postin	-1 🔎	
Content : Jobs Assign this page http://demo- manual.centralwebsites.com/	- 🛃 🔑	
Content : Jobs posting	-1 🔑	
Content : Jobs posting 2	- 🛃 🔑	Ξ
Content : Makeup	-1 🔎	
Content : Massage Therapy	- 🛃 🔑	
Content : Nails	-1 🔎	
Content : New Page	- 🛃 🔑	Ŧ

Confi	gure Module Settings	8
Commor	Details Schedule Access Visibility	^
This mod	lule is Visible on every page by default.	
Module	Is <u>Hidden</u> When	
Pages	Add specific pages to the list below. These pages will force the module to be hidden.	
Tags	Viewing module pages 1 to 1 of 1 total.	
	Group : Page Name	
	Content : Homepage	
	Exclude Page	
L		1
	Your EXCLUSIONS list.	
	Click SAVE & CLOSE.	
ave & Clos	e Apply Close	