

Website Working Guide – Editing Controls Overview

Editing Controls

Your website pages are made up of a collection of **Editing Controls**. You build your pages by adding information and graphics to these Controls.

Website pages have **2 Modes**:

Normal Mode (top image)

This is how visitors see your pages.

Edit Mode (bottom image)

Used when you are logged-in for editing.

Note: Visitors never see your page in Edit Mode, even when you are editing.

Head Control

You can use this for information that identifies your website.

Section Control

Use this control to divide your website into Sections. The menu has a default section for "Home". You can add as many sections as you'd like.

Image Control

Used to add images. Images in this control are keyed to the Section Menu. The same image will show for any page in a particular Section.

Page Control

Use this menu to add additional pages within Sections. You can add as many of your own pages as you'd like.

Information Control

The Information Control is where you'll add text, images, links and more to the body of your pages. The information you enter in the content area can be modified as easily as if you were using Microsoft Word®.

Outside Links Control

Outside Link Controls give you a convenient place to group and display links to websites outside of your own.

Login / Logout

To edit your website, enter your Username and Password. Once you're logged-in, you will see your pages in **Edit Mode**.



Format Colors, Fonts & Backgrounds

Links for formatting the look of your site are at the top of the page. You can also use **Password Protection** to control who can view your website.

