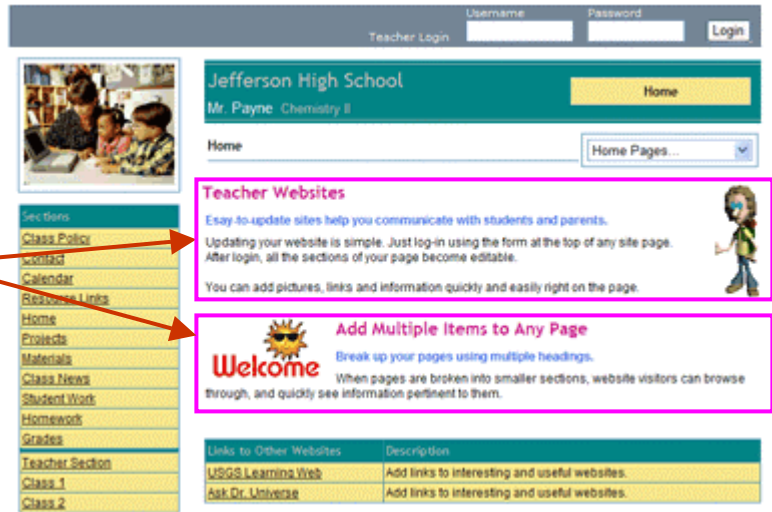


Information Control

The Information Control is where you'll add text and images for the body of your pages.

You can add as many Information Controls to your pages as you need - if you'd like multiple Headings and bold type, use additional Controls.

The example at right shows 2 controls.



Information Control Editing

The picture at right shows the control in **Edit Mode**.

The Control is made up of several distinct areas - **Text**, **Image**, **File Upload** and **Linked Page**.

Text Area

The text can be shown as Head Text, Sub-Head Text or Body Text. The text colors and fonts are set using the Format Pages (see the **Setting Colors, Fonts and Backgrounds Guide** for details.)

You can add text either by typing directly into the form, or copying from an existing document (such as Microsoft Word), and pasting here.

Head Text – Shows as large heading text. Has a limit of 125 characters.

Sub Head Text – Shows as a bold sub heading, and has a limit of 250 characters.

Body Text – Area has a limit of 2000 characters, so if what you are entering is longer, you can use additional Information Controls on your page. You can add as many Controls to the page as necessary.

Link to a New Page

Use this area to create a link at the end of the Body Text to a new page.

You might want to use this to add a separate page, or series of pages, that goes into further detail about the text on the current page.

See Next Page for Image and File upload.

The New Page Name will set the name of the new page, and the Page Type will determine the type of page.

See the **Page Types Guide** for more information on types.

Information Control, cont'd

Add Images

Information Controls include an **Image Control**. You can align the image to the right, or left of the text area, and add a caption if you choose.

Images are automatically sized to fit this control, but you can also add a link that will show the original image, at original size, in a new window if you'd like to show additional detail.

Please see the **Image Control Guide** for information on adding images.

You can use links on your **My Account Page** to view, and delete images and files you have uploaded, but no longer use.

Upload a File

You can upload files, such as PDF, Music, PowerPoint, and Movies from your computer using this part of the Control.

The uploaded file's name will automatically show as a link that the visitor can click to view the file.

NOTE for Macintosh users: If you are using a Macintosh PC, be sure the file name characters are the standard upper and lower case letters a - z, numbers, and an underscore only. A period is OK only for the file extension.

Also, please be sure all files have a file extension, (.doc). Without the proper file extension, the visitor's computer may not be able to view the file because the file extension tells the visitor's computer what application to use in order to open the file.

Change the file name to add the correct extension if needed before uploading.

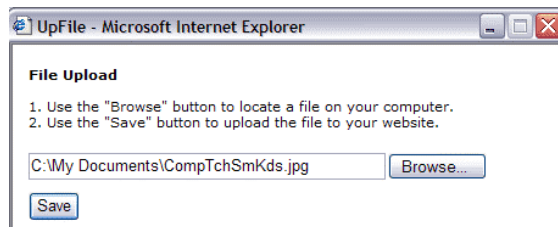
The screenshot shows a web control interface with several sections:

- Text Fields:** Head Text, Sub-Head Text, and Body Text, each with a text input area and up/down arrows.
- Add Image Section:** Includes a 'Clip Art' button, an 'Upload your own Image' button, a 'Caption (optional)' text area, and a checkbox for 'Add link to view image at actual size'.
- Image Placement Section:** Includes radio buttons for 'Image on Right Side' (selected), 'Image on Left Side', and 'Hide Image'.
- Link to a New Page Section:** Includes a 'New Page Name' text field and a 'New Page Type' dropdown menu set to 'No Link'.
- Upload a File Section:** Includes an 'Upload' button.

Red arrows indicate the following connections:

- From the 'Add Images' text box to the 'Add Image' section.
- From the 'Upload a File' text box to the 'Upload a File' section.
- From the 'You can use links...' text box to the 'Link to a New Page' section.

To upload a file, click the **Upload** button. You will be able to select a file from your computer using the dialog box that pops up (see below).



NOTE: The larger the file, the longer it will take to upload, and the longer it will take for the page to load when visitors try to open the file.

Also, even with a fast Internet connection, such as Cable Modem, or DSL, upload speeds are much slower than normal viewing speeds.

If a file takes too long to upload, an error may occur. Please choose another file, or reduce the file size of the current file.