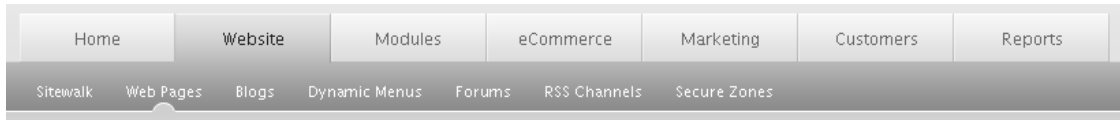


Website Management



Managing your website with Sitewalk

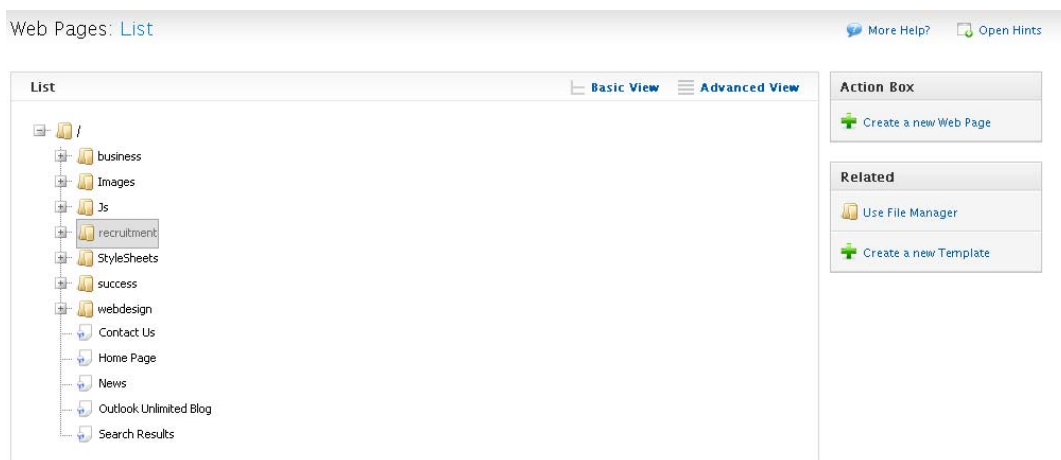
Sitewalk is a quick and easy way to navigate your site like your customers do, making changes as you go.

Sitewalk is smart and will notice if you hover over a Website Module, and will then allow you to alter that module within the Sitewalk view

Although Sitewalk is able to make almost all changes to the content in your site, it is often best suited to changing small areas of text and images.

Managing Web Pages

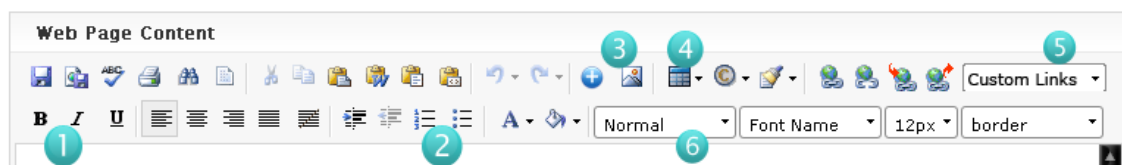
To manage your web pages, go to *Web Pages* under *Website*, where you're shown a list of pages. Simply click on a web page to edit it (Figure 10).



When you edit a webpage, you've got a word-processor-like editor (Figure 12) to edit your pages.

With the editor you can:

1. Make text bold, italic or underlined.
2. Create bullet points or change indentation.
3. Add images.
4. Create a table.
5. Create links to other pages in your site
6. Change the type of text format you use



Tips for using the HTML Editor

The HTML editor is mainly for content – Text and Images. The web page does most of the styling!

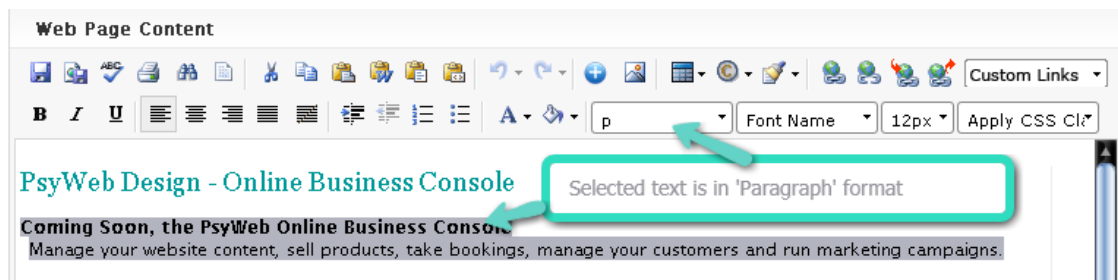
The web page that wraps this content is designed specifically to do large amounts of the styling for you. This is so that everything on your site looks nice and remains constant. Paragraphs look the same site-wide with the same font and using the same colour. Headers are sized bigger than Paragraphs by default which splits your content up nicely for the user to digest easily. Therefore, unless you specifically need to change the way your content looks, it is best to leave the Font Name, Text Size and Colour Settings well alone, or your site will become difficult to read and will confuse visitors to your site – as well the browsers displaying it. We've taken great care to design the site so that it looks good already, so you don't need to over-style it!

Nobody likes centred text!

Centred text is difficult to read and puts readers off actually reading the text. This is why you hardly ever see centred text in newspapers or magazines. Again, the website will usually decide for you which way the text is aligned.

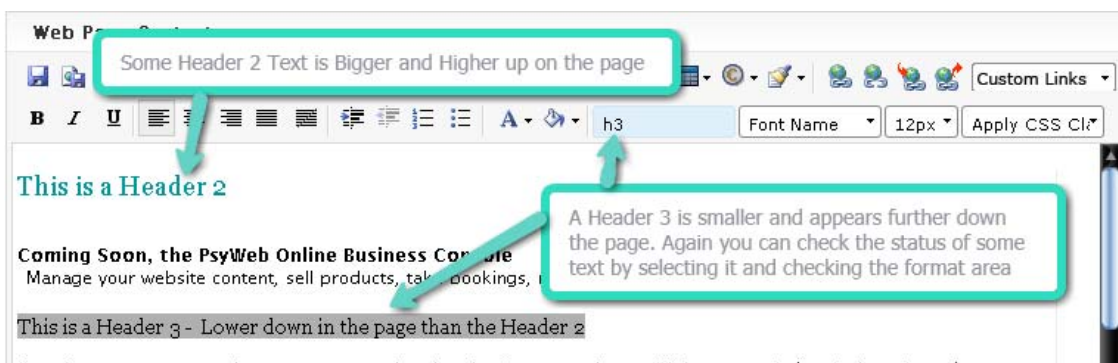
Header and Paragraphs

Text on your site is mainly in blocks of **paragraph** format (note – this is sometimes called 'p' or 'Normal' in the editor) you can see the current format of the text by selecting it in the editor and taking note of the status in the format selection box.



Headers are there to split up paragraphs and are numbered logically according to size and importance.

eg. Some **Header 2** text will be bigger than some **Header 3** text, and will appear higher up in the page.



Having your Headers and Paragraphs in the right order will help your pages look better, and will help with general Search Engine Optimisation of your site.

Important – Header 1 or h1 text should NOT be used in a web page – the reason being that a Header 1 should only be used once in every page and we often use Header 1 text to display as your logo and link to your homepage.

Adding more Header 1 tags may cause certain Search Engines to classify your site as spam and not index it.

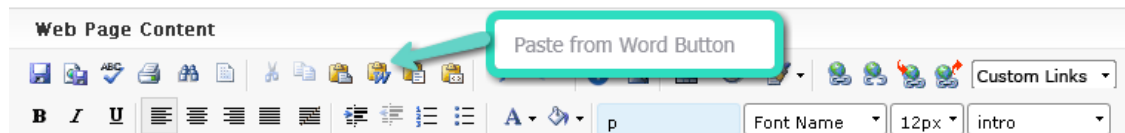
Copying and Pasting from Word

Microsoft Word contains its own styling code behind the scenes that is generally not accepted by most web browsers.

Copying and Pasting content directly from a Word file into your HTML Editor can give

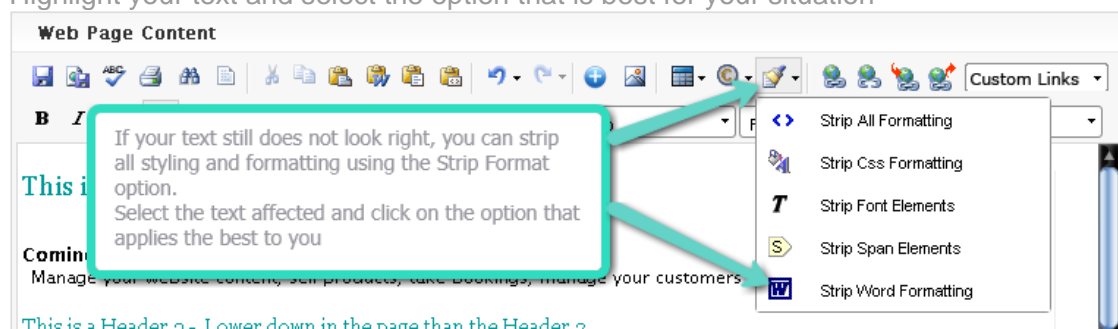
unexpected results on your web page because of these hidden styling rules. Therefore, if you want to copy and paste from Word, you should do so in a slightly different way than you normally would.

1. You should copy your text from Word as normal
2. In the HTML Editor, click the “Paste from Word” button in your Tool Panel.



This will strip any of the code that Microsoft Word adds to your text and will paste it into your HTML Editor. It should now display correctly in your site.

If this hasn't worked, or if you have made a mistake in formatting some of your text, you can strip all styling and formatting using the Strip Formatting button in the HTML Editor. Highlight your text and select the option that is best for your situation

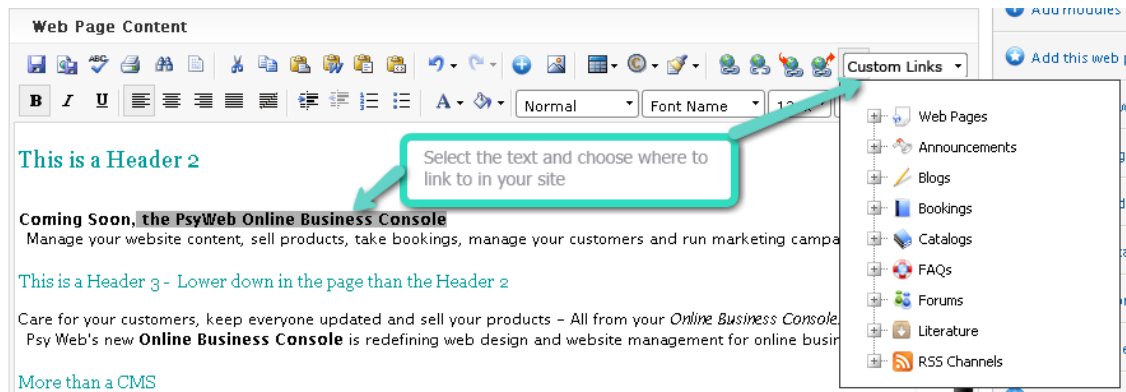


Hyperlinks

Hyperlinks allow you to link to other pages in your site.

Using the 'Custom Links' selector in your HTML Editor Tool Panel allows you to link to pages, modules, blogs, catalogues and anything else contained within your site.

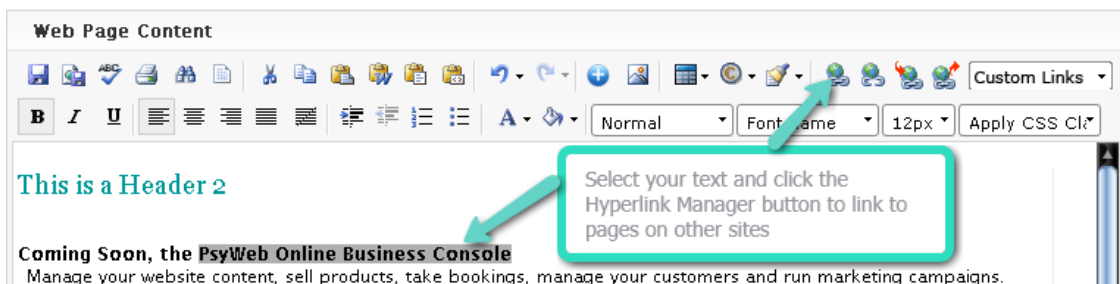
To use this, simply highlight the text you want to act as a link in the Editor, then choose an option from the 'Custom Links' selection box.



External Links and Email Addresses

You can also link to pages externally hosted on the internet, provided you have the web address. Also, it is possible to link directly to an email address, so that an email can be sent directly to the recipient from your webpage.

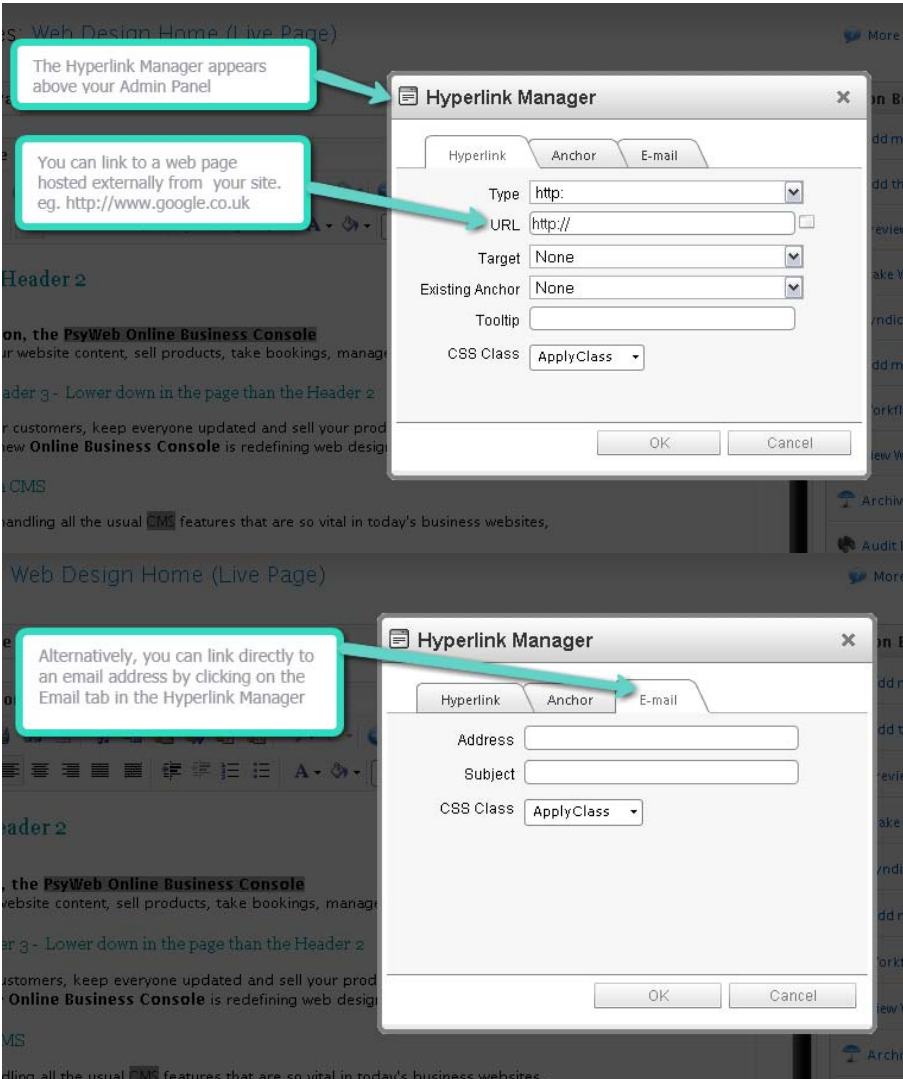
This can be achieved by using the Hyperlink Manager Button in your HTML Editor.



The Hyperlink Manager appears above your Admin Panel

You can link to a web page hosted externally from your site. eg. <http://www.google.co.uk>

Alternatively, you can link directly to an email address by clicking on the Email tab in the Hyperlink Manager



The image shows two screenshots of the 'Hyperlink Manager' dialog box. The top screenshot shows the 'Hyperlink' tab selected, with fields for Type (http://), URL (http://), Target (None), Existing Anchor (None), Tooltip, and CSS Class (ApplyClass). The bottom screenshot shows the 'E-mail' tab selected, with fields for Address, Subject, and CSS Class (ApplyClass). Red callout boxes with arrows point to the dialog box and the 'E-mail' tab.