

Web Link Help File:

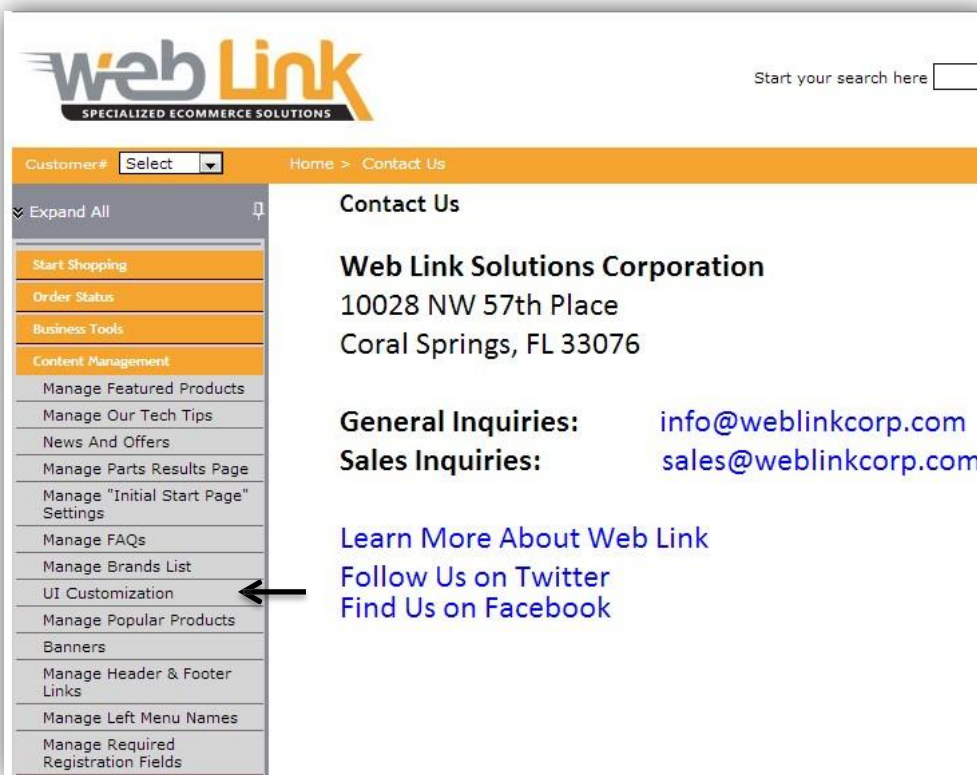
UI Customization

Abstract

- This help file will illustrate how to customize the content of your website.

Procedure

1. Navigate to "Content Management" and then select "UI Customization" from the drop down menu.

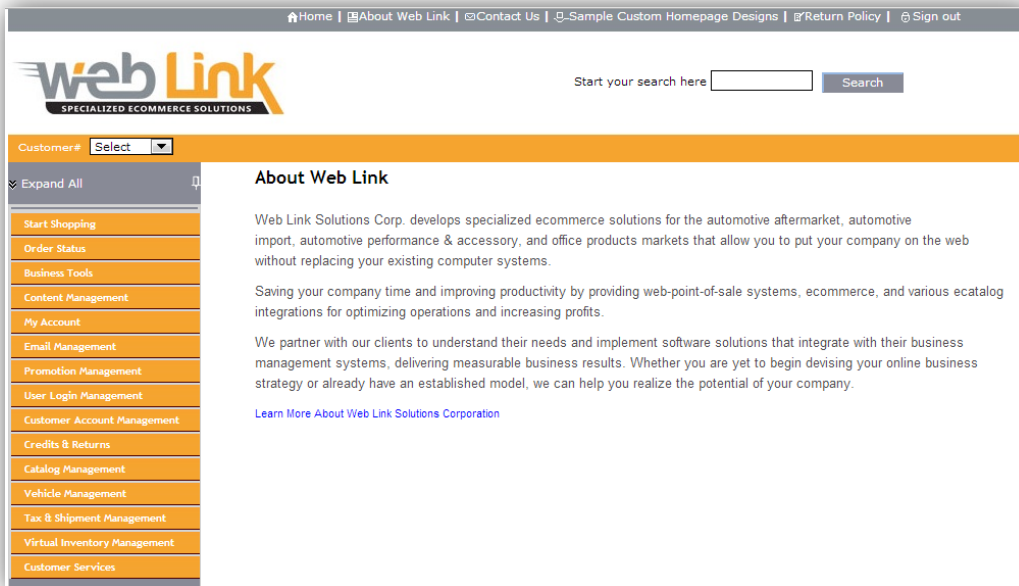
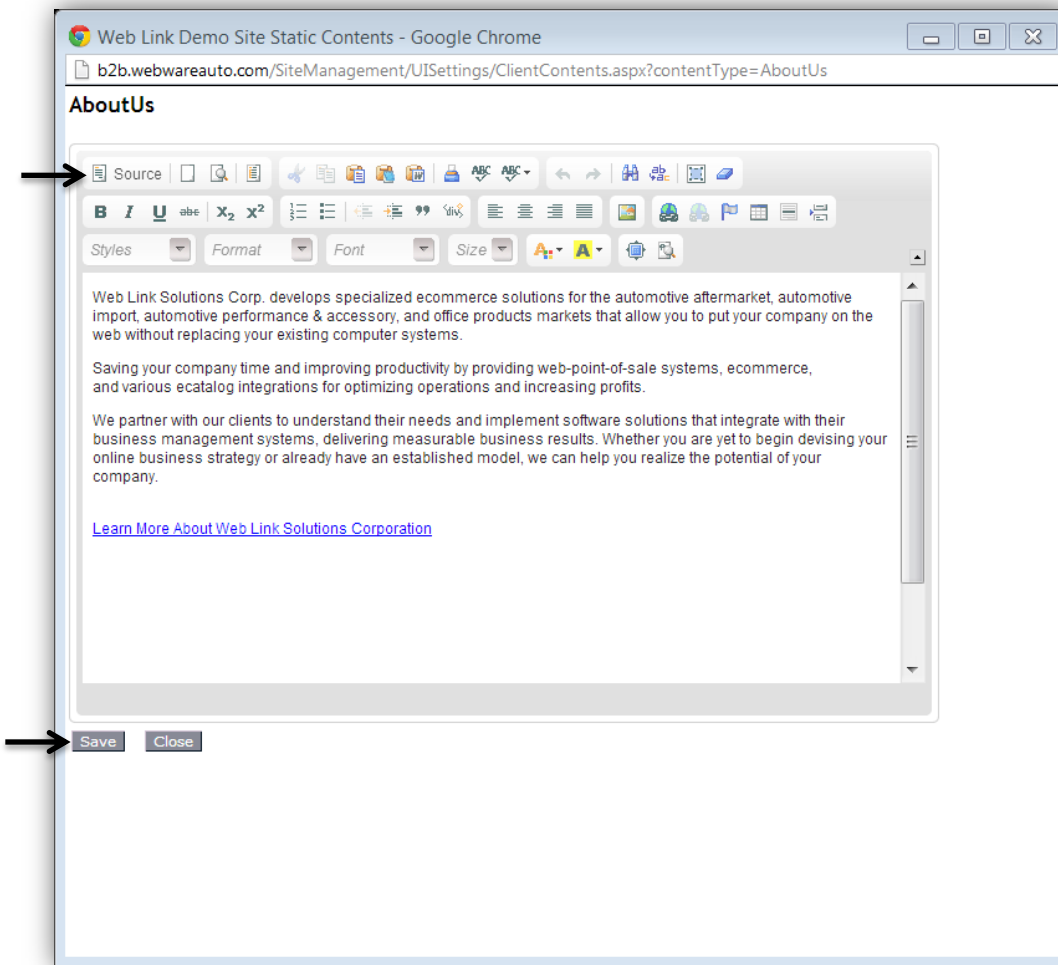


2. The UI Customization screen provides a place for the user to upload images that can be used for the site. Images can be assigned for the Header, Header Logo, Invoice Logo, and the Footer Background. Click on the "Browse" button to the right of each item to open an image file. Once the desired image is selected, click on the "upload" button to send the image to the site.



3. Below the image upload fields are links to several other editing screens that can be used to further customize the pages on the website. By clicking on any one of these links, a new pop up window will be opened. This window provides a WYSIWYG editor that can be used to enter appropriate information for the particular web page being created. In the below example, the "About Us" page has been selected. A formatting tool bar is located at the top of the window. Text can be entered in the text editor window directly below the tool bar. By default the editor opens up in "Design" mode. By clicking on "source" button the user can switch between "Design" mode and "HTML" mode which allows users to view and edit the web pages using HTML. Click the "save" button to save all changes. The modifications made can be reviewed by visiting the page.





4. All other pages are created and edited as outlined in step #2.

