

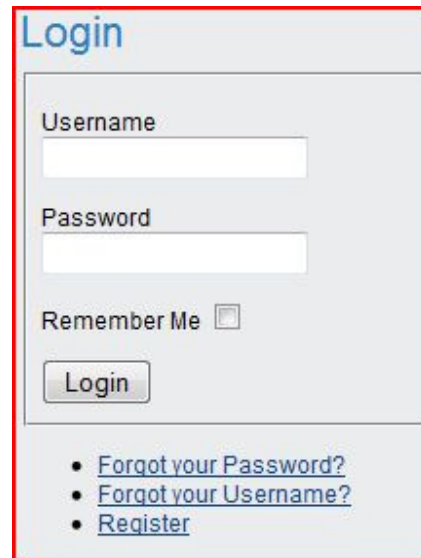
FAQ: How to Login to QuickEdit

This FAQ describes how to use the Internet Marketing Company's new Website Management system named "QuickEdit". "QuickEdit" mode is where one simple click allows you to easily and directly edit the text, images and links on any page in your website.

THE LOGIN DIALOGUE BOX

To do this, you first click on the *LOGIN* link at the bottom of any page on your website, and login.... this is the Login dialogue box. Your username is now set to "client" and we have added a robust password which was emailed to you. Once you have typed in your username and password click on the *LOGIN* button to enter your website.

The page that you were on as you logged in will appear.



The image shows a login form titled "Login" in blue text. It contains two input fields: "Username" and "Password". Below the password field is a "Remember Me" checkbox. A "Login" button is positioned below the checkbox. At the bottom of the form, there are three links: "Forgot your Password?", "Forgot your Username?", and "Register".

Problem?:

If you cannot remember your Username and / or Password, click the *FORGOT* section links and an automatic email will be sent to your email address on file.

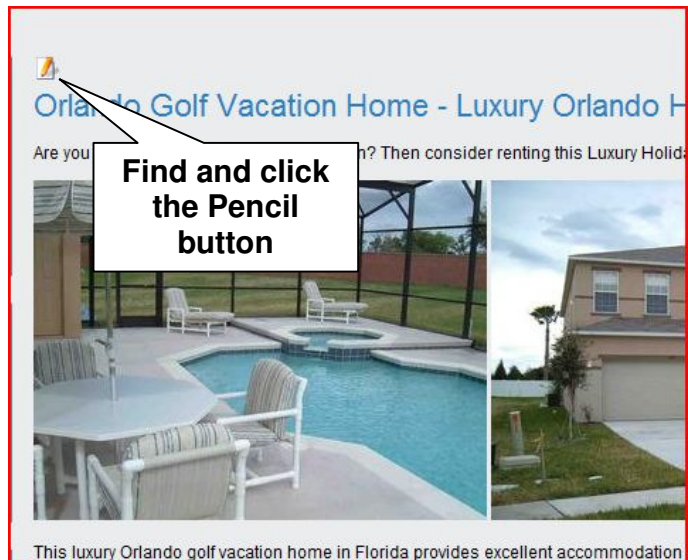
Note that you must type in your primary email address when requested. If you do not have this then email us at support@theinternetmarketingco.com

PENCIL LOGO SCREEN

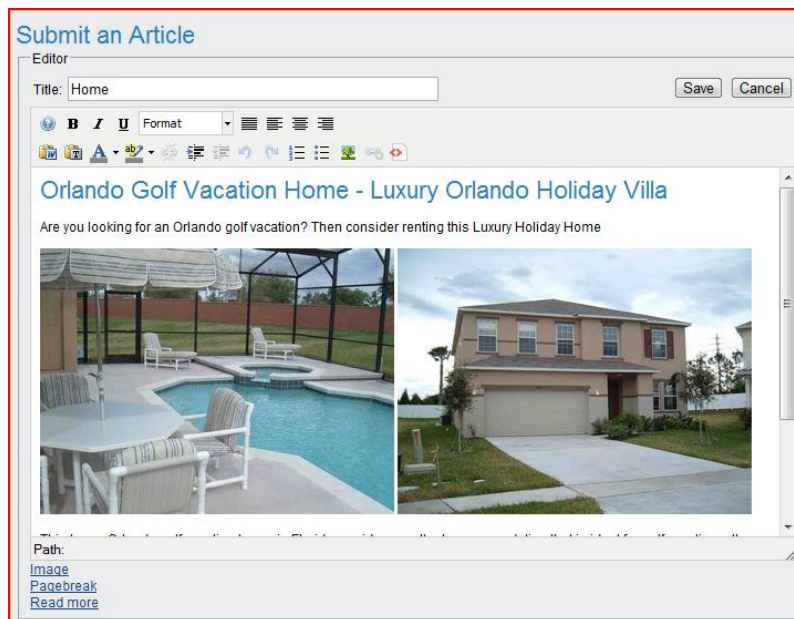
Look closely and you will spot the pencil logo near the top of the screen.



Click on this logo and the page will enter “QuickEdit” mode



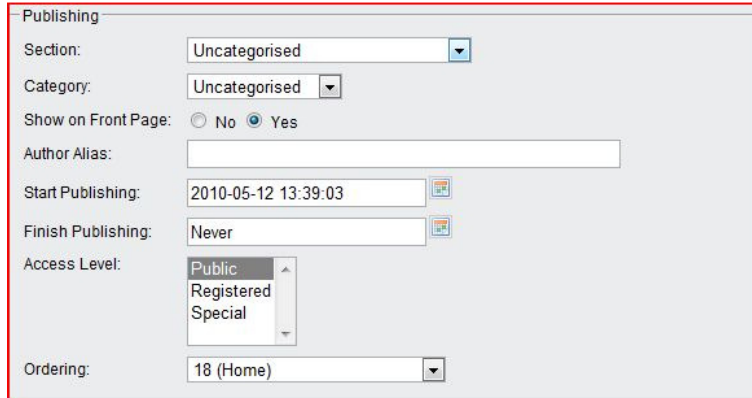
In QuickEdit mode you can edit the textual content on this page as described in the ‘FAQ: How do I Edit a Page, Add and Edit Links’. We can also upload single or multiple images. Once you have completed editing then click on the *SAVE* button to exit the editor and save your work.



Note that you can navigate around your website as normal. Every page will include a pencil QuickEdit logo, and you can make edits and save them on any page in your website.

Published Information

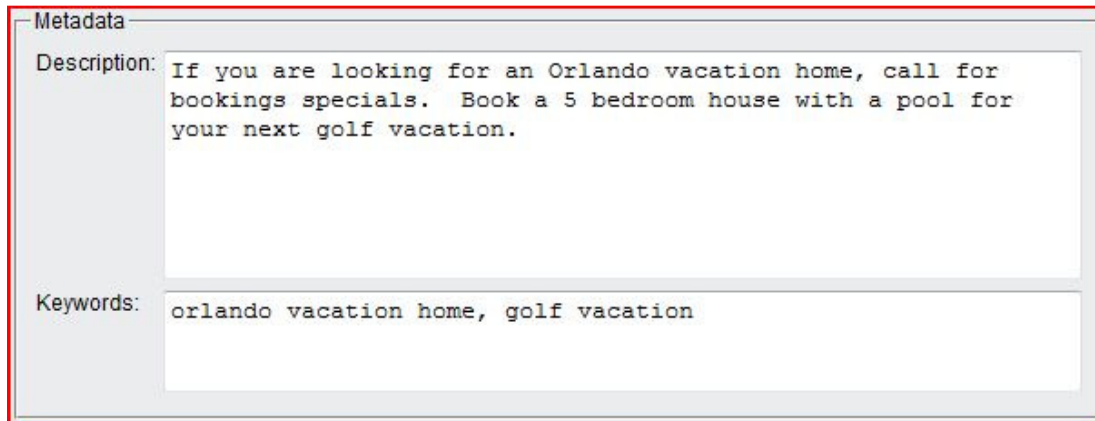
Below the QuickEdit screen you will see an area named “Publishing” as below. Do NOT make changes to this area.



DO NOT EDIT THIS PORTION

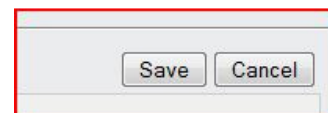
Metadata and Keywords View

Below the “Publishing” area is a section for Metadata and Keywords. The Internet Marketing Company offers Keyword Research services to examine and find the best keywords for your business and in your specific geographic territory. Contact us for more information. For all pages (except the home page) enter your keywords and description here. The description is what Google presents in their search results list.



Don't Forget –

You need to click the *SAVE* button when you are finished.



-end-