

FAQ: How do I Edit a Page, Add and Edit Links?

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

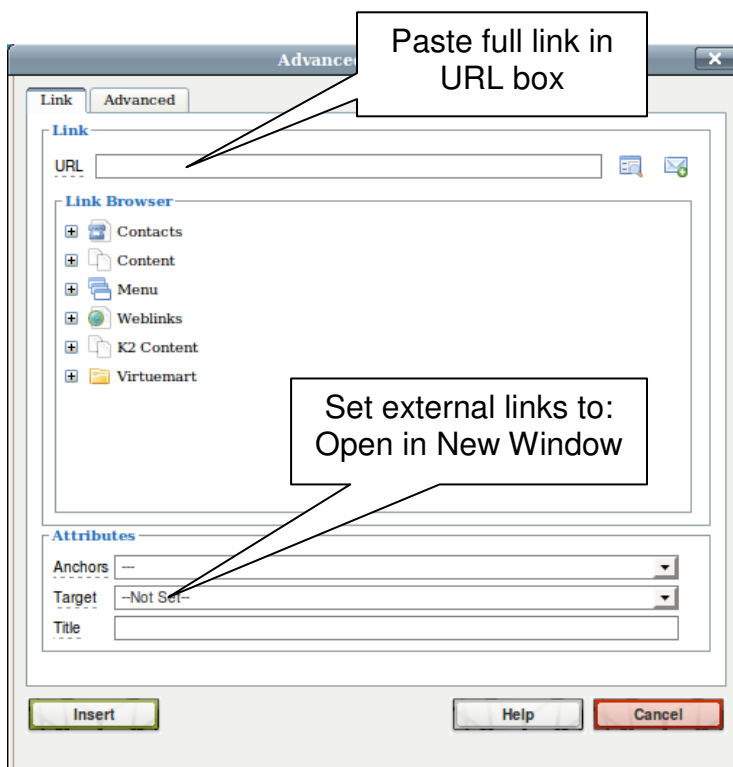
How to Add or Edit a Link from Your Page to an External Website

To add a link to an external website, first **highlight the text** or image you wish to link and click on the link symbol in the editing icons



This will bring up the Advanced Link dialogue box below.

ADVANCED LINK DIALOGUE BOX



Because the link is to an *external* website, simply type (or paste) the url of that website into the section labelled URL.

Look at the Attributes section in the lower portion of this dialogue box. We recommend that you then go to the right hand side of the line labelled TARGET and click on the drop down menu, and select the option *OPEN IN NEW WINDOW*. This ensures that when a visitor clicks on your link, that they open a new window on their browser, rather than dropping out of your website into a different website.

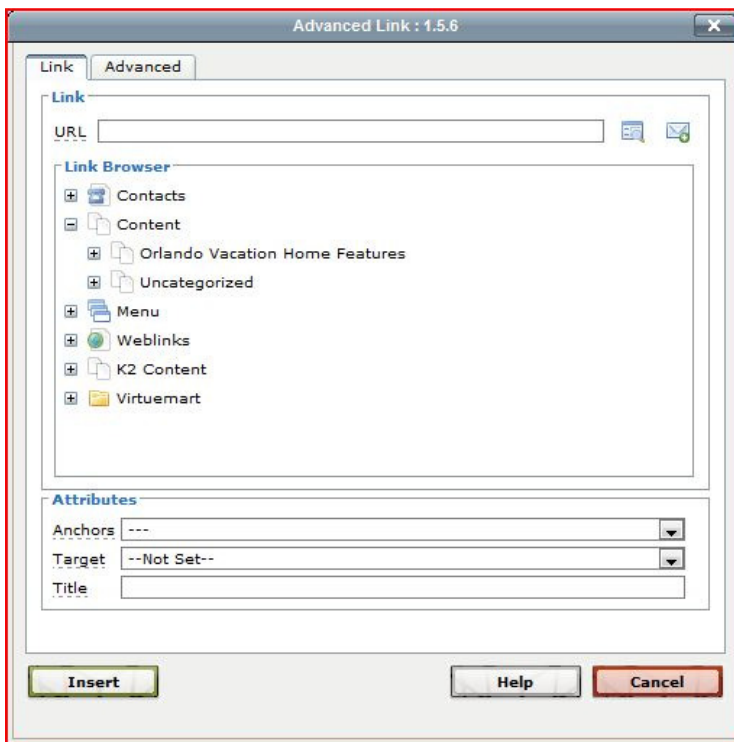
Once entered click on *INSERT*.

How to Add or Edit a Link from Your Page to a Page Internal to Your Website

This is a similar process to adding a link as described above - first **highlight the text** or image you wish to link and click on the link symbol in the editing icons



This will bring up the Advanced Link dialogue box below.



As the link is to a page inside your website you must first find that page using the "LINK BROWSER" function.

By clicking on the + sign against any of the folders listed you are able to view sub folders and search for the folder that contains the page to which you want to link.

The website pages are listed in the folder named "Content". Most pages will be listed in the 'uncategorized' folder.

Select the page to link, click *INSERT* and the system inserts the internal link into the URL.

Note that if you are inserting an email address, simply highlight the link as normal, and type the mail address in the URL section. The system will add the MAILTO: text and create the email link. This is useful for inserting contact information.

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