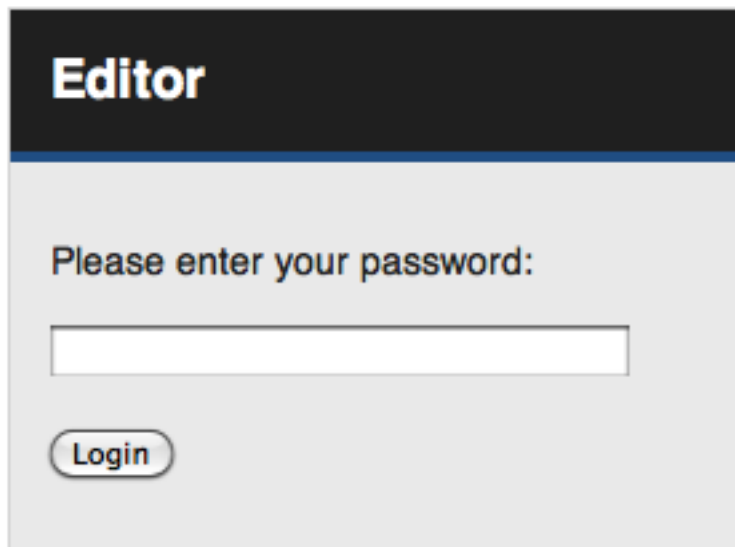


Editor

How to use the Editor to update editable content areas on your website.

Login

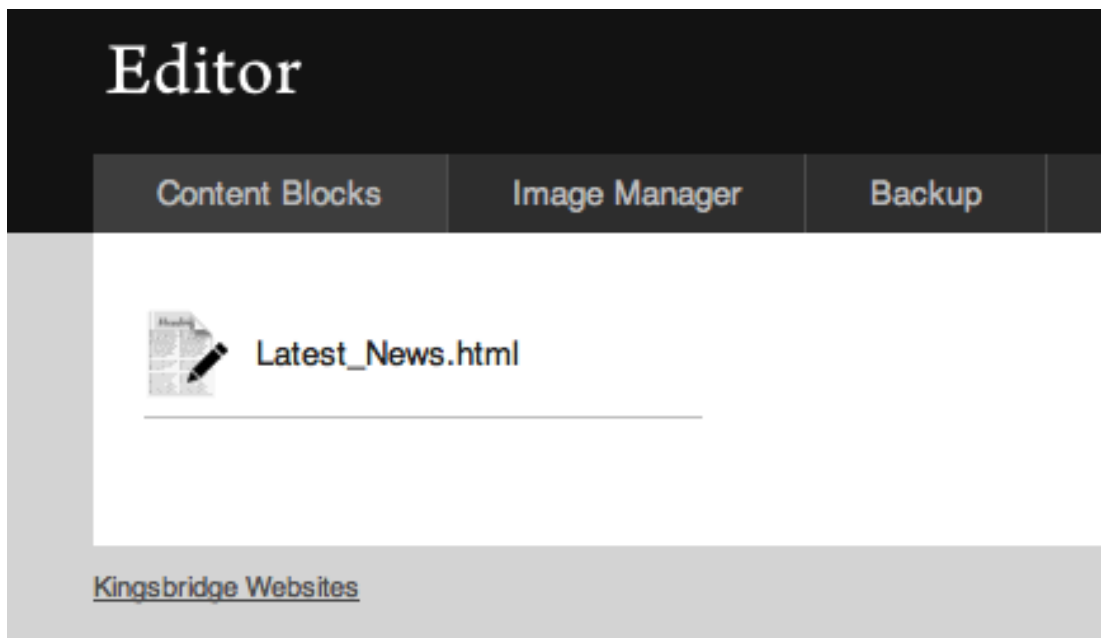


The screenshot shows a login interface for the 'Editor'. At the top, the word 'Editor' is displayed in white on a black background. Below this, the text 'Please enter your password:' is shown in a dark grey font. Underneath the text is a white rectangular input field. At the bottom of the form is a rounded rectangular button with the text 'Login' inside.

Go to: www.yourwebsite.co.uk/edit

Login using the password supplied by Kingsbridge Websites

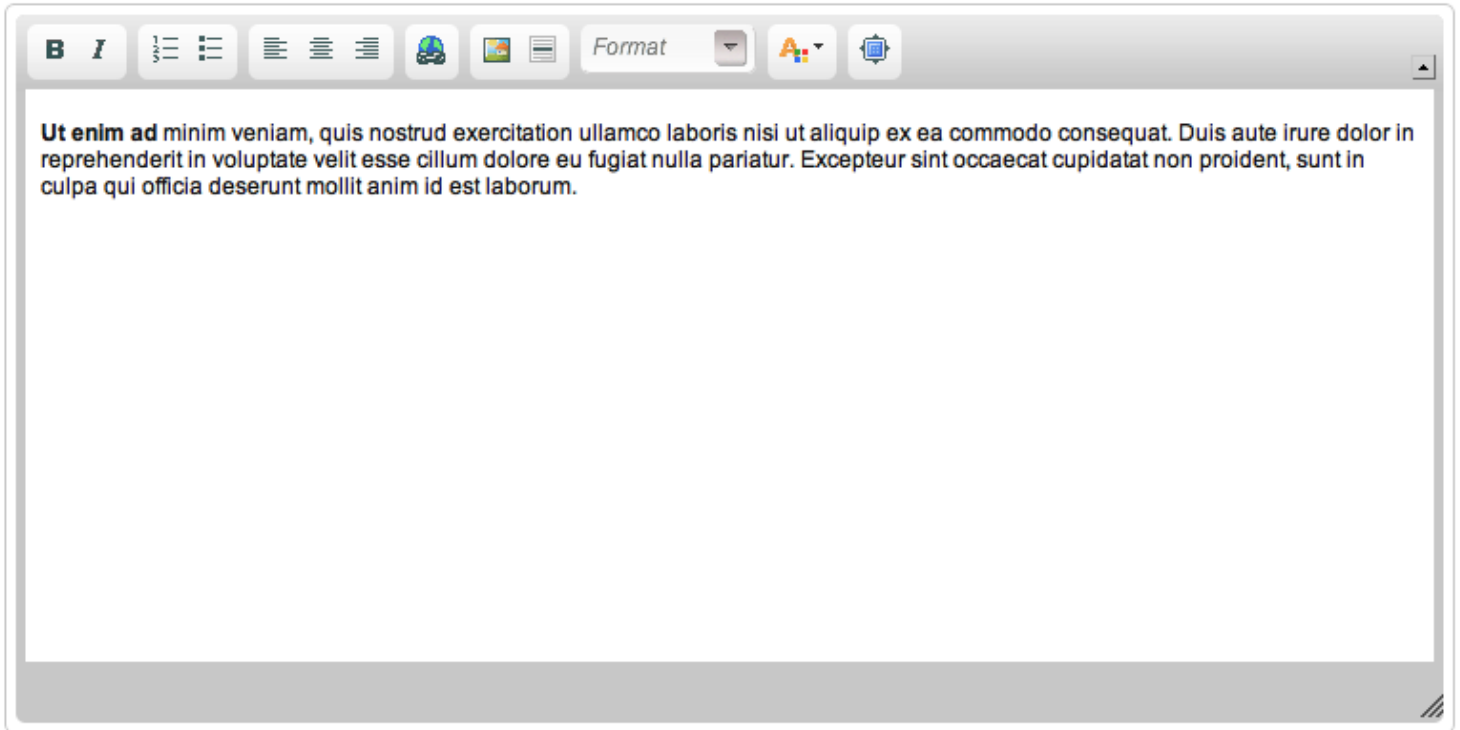
Select














Select the section you wish to edit.

Edit

[Home](#) | [blocks/Latest_News.html](#)



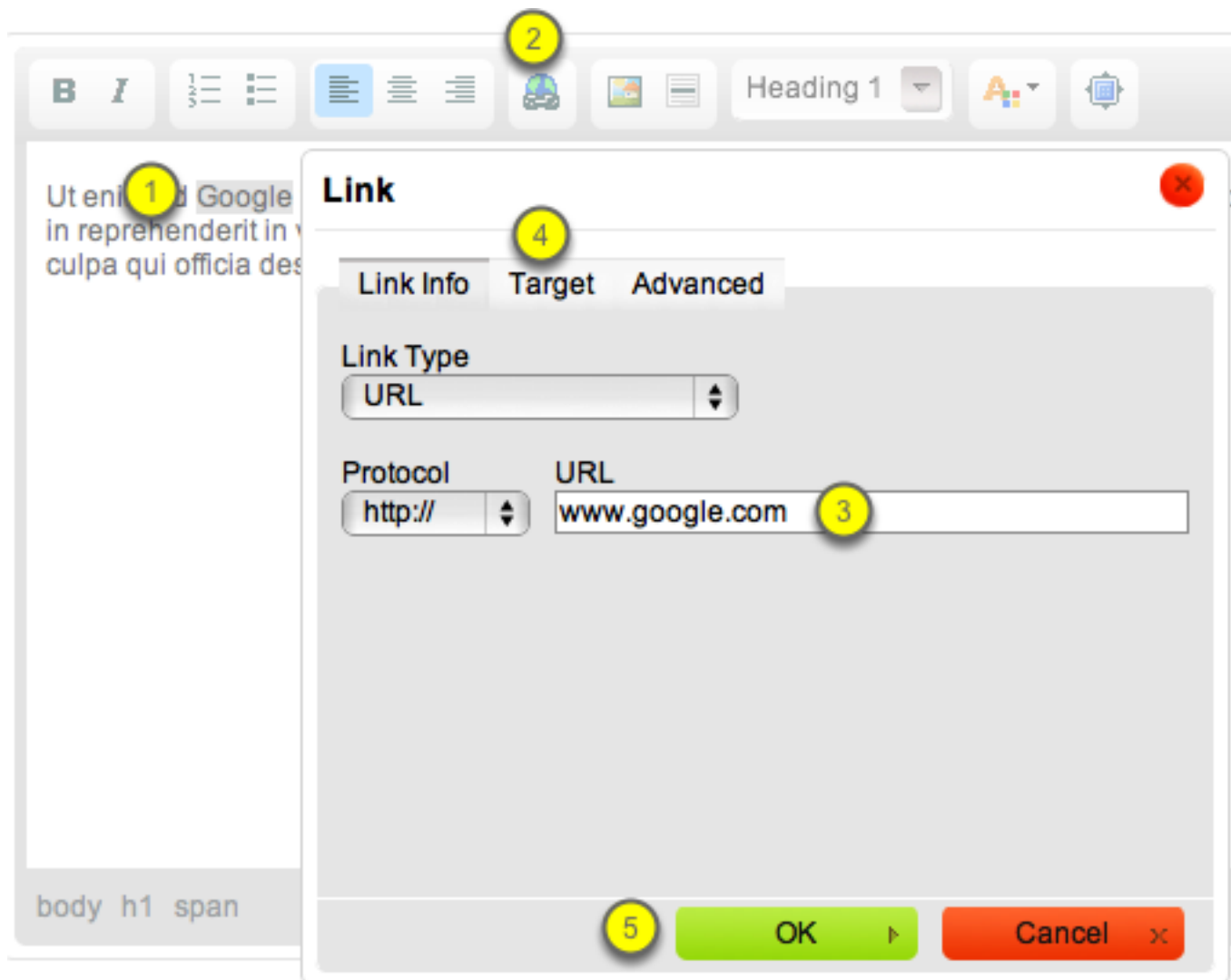
B *I*         **Format**   

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Save Saved: Jan 28, 2010 1:52 pm

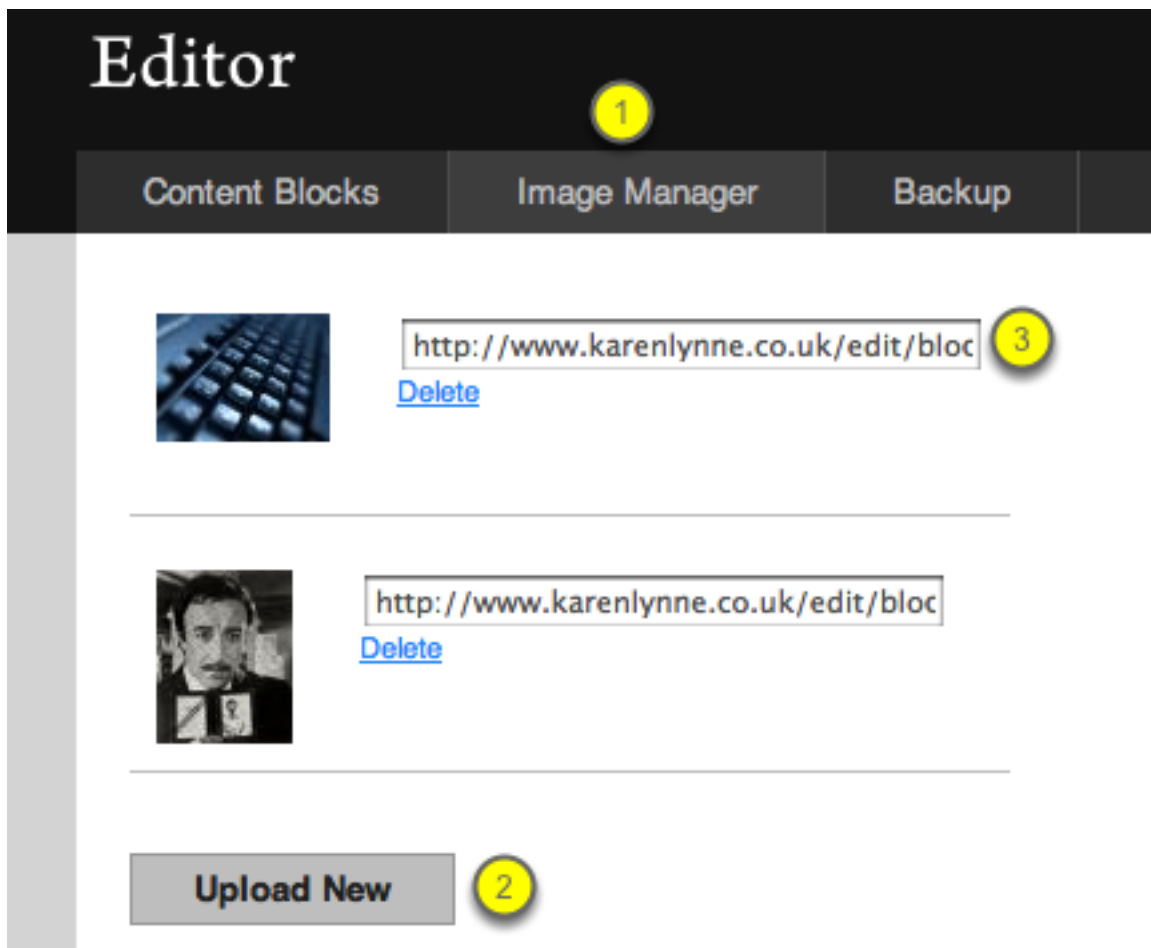
Edit the section, then click the **Save** button

Links



To make 'clickable' links:

1. Select the word(s) that you want to become a link.
2. Click the 'Link' icon
3. Put the web address here (for an email link change the 'Link Type' drop-down menu to 'E-mail')
4. If you want the link to open in a new window, click the 'Target' tab and select 'New Window' in the 'Target' menu.
5. Click the 'OK' button.



Inserting images is a 2-step process:

1. Select the 'Image Manager' in the menu.
2. Click the: 'Upload New' button > 'Choose File' button (select the image you wish to upload) > 'Submit' button > 'view images' link.
3. Copy the code then go to step 2

Images (step 2)

The screenshot shows a web editor interface with a top navigation bar containing 'Content Blocks', 'Image Manager', and 'Backup'. Below this is a breadcrumb trail 'Home | blocks/Latest_News.html'. A rich text editor toolbar is visible, with the 'Insert Image' icon highlighted. An 'Image Properties' dialog box is open, showing the following fields and options:

- Image Info** (selected tab)
- URL**: `http://www.karenlynne.co.uk/edit/blocks/img/sample1.jpg`
- Alternative Text**: (empty text box)
- Width**: 300
- Height**: 224
- Border**: (empty text box)
- HSpace**: (empty text box)
- VSpace**: (empty text box)
- Align**: <not set>
- Preview**: A small window showing a close-up of a computer keyboard.
- Buttons**: 'OK' and 'Cancel' at the bottom.

1. Select 'Content Blocks' from the menu, then choose the section you want to insert the image into.
2. Click the 'Insert Image' icon.
3. Paste the code from 'step 2' here.
4. Give the image a name (shows when image is hovered over).
5. Set the height and width here (in pixels).

6. Set a border, and horizontal/vertical padding here (in pixels).
7. Set the alignment of the image.
8. Click the 'OK' button to save.