## **EWCUpdate User Manual- Content**

1. Content of some or all of your web pages can be edited in the "Content" area of the EWCUpdate.

				Home   Express So	ripts   About   Help
Administrat	pdate				EWCUpdate v2.6.2 myewcdemo.com
Home	Members	Content	Photo Gallery	Change Password	Logout
EWCUpdate 2.6.2 (re • The Photo Galle you to gain acc feature, contad • Added security change, it was	Please be mindful of the p leased 2010-02-28) irry now supports subcater ess to the new functionali L us at info@easywebcrea measures have been impl measures have been impl simply added for ease-of-	Welcome to the A perations you perform gories. The interface is 1 cy, due to a small manu tions.com or 860-442-9 emented, especially re- use, tighter control, eas	Administration Panel. under this program, as th easy and understandable lal installation process. If 1999, garding member passwor sier administration, and a	e changes are permanent. 9. We'll have to manually upda you'd like to take advantage ds. There was no problemation n added security preventative	ate your site for of this new reason for the 3.

2. To edit content, find the page you would like to edit and click the Pencil Icon.

Home	Members	Content	Photo Gallery	Change Password	Logout
Title Username		Actions			
Test	test				*
				/	

3. A tool bar is available to help with your editing needs with features such as spell check, insert links, and insert photos. Additionally, you can use alignment icons to align your text.



4. The spell check feature, can easily detect spelling errors. To access the spell check feature simply click on the



icon. A dialog box will appear showing spelling errors with an "underline" mark. Simply click the underlined word. The spell check feature will make suggestions for the correct spelling of the word. Click the desired "change" button to make the change.

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Style Format	Normal 🔻 Font 💌	Size 🔽 🔻 🖓 🕶	
What sets EasyWebCreations.com	n apart from their competition?		
We are an extremely flexible comp	Spell Check		$\boxtimes$
Additionally, you can manage the da	Purchase Hosted/Licensed SpellCh Hosted SpellChecker	ecker to remove this banner ad Licensed SpellChecker	ortant to realize that we create your
Also, we have a great team at Easy	<ul> <li>SpellChecker engine runs on our server</li> <li>Popup without advertisements</li> <li>\$150 per year (up to 10,000 sessions)</li> </ul>	<ul> <li>SpellChecker engine runs on your server</li> <li>Unlimited usage at fixed price</li> <li>Spell Check As You Type solution</li> </ul>	ers, and more. We have a team of
specialists in each area to ensure y who will hand-hold you throughout t	SpellChecker Thesaurus	English	amed up with an Account Executive
Our websites scream what product	who will hand-hold you throughout the e	mire process.	site doesn't, viewers will most likely
click the back button and move on to choose from. We realize how impor	organization does, within the first 2 seco	<u>servicies</u> your business sells or onds. If your <u>website</u> doesn't, viewers will	a unique look and feel for you to you for more information. We focus
on turning browsers into buyers.	most likely click the back button and mo utilize at least two different Graphic Des	we on to your competitors. For each site, we igners to create a unique look and feel for	
	you to choose from. We realize how imp Change to: DEC	oortant the look of the <u>website</u> is. Our goal Change to Ignore	
	Suggestions: DEC	Change All Ignore All Add Options	
	Powered By SpellChecker.net	Finish Checking	
Can			ere:
Connect		Cano	
Cancer			Preview Save
WARNING: Due to the de	esign structure of many websites, th	he pages may look different once pu	blished (colors, images, etc.).

5. To add a link to your page, highlight the text you would like to link, click the \_\_\_\_\_\_ icon. Type the URL (website address) for the link in the required field of the dialog box, (notice that http:// is already given).

Link					$\times$
Link Info	Target	Upload	Advanced		
Link Type URL		~			
Protocol	URL				
Browse Se	rver		/		
				OK	Cancel

6. (a) If this is an external link, (going to another website outside of yours), then you will need to also click the *"Target"* tab and select (new window\_blank) from the dropdown menu, under "Target". This will open a new window when the link is clicked. Therefore, your website will remain open after the user closes out of the external window.



(b) If you want to link to a PDF or word document, then click the "Upload" tab, search for the desired file, select it and choose, "Send it to the server". We recommend opening these files in a new window, as the browser window changes when opening a word or pdf document. Follow instructions for 6a to complete this task.

Usability testing has proven that people generally exit out of the window when opening a word or pdf file. Therefore, you want your website to remain open after they close the word or pdf file.

Link	$\times$
Link Info Target Upload Advanced	
Upload Choose File No file chosen	
Send it to the Server	
OK Can	cel



7. The Editor allows you to insert a picture to your page. To do this, click on the

page click on the "browse the server" button. Click "Choose File" to find the picture you want to upload from your computer. Click "Upload" to upload the file. You will then see the file listed in the image properties box. Only images you have uploaded into the editor will appear on this list.

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http://www.ewcupdate.com/fd	keditor/editor/filemanager/browser/default/browser.html?Type=Image&Connector=http://www.ewcupdate.com/fckeditor/editor/file	emanager/conr	nectors,
Resource Type Image			•
	超 flower 1.jpg 超 flower 3.jpg		3 KB 3 KB
	Create New Folder Utility of the chosen		load

Click on that file and it will appear in the preview box. If you would like to put a border around the picture, type in the border size in the box. A thin border would have a value of (1) and a thick border would have a value of (10). "HSpace" means horizontal space or how much spacing, in pixels, you want to give the picture horizontally. Use this feature to create space between a picture and adjacent text. "VSpace" applies to vertical spacing above and below the picture. We recommend (8) as a general number for those fields. To align the picture on the left or right side of the page, use the "Align" dropdown; you will force adjacent text to wrap around the image. When you have set the desired settings click "OK."

Image Propert	ies 🛛
Image Info Link Uple	ad Advanced
URL /fckeditor/userfiles/myewc	demo_com/image/flower%203.jpg Browse Server
Alternative Text	
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Width 115	Lorem ipsum
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HSpace 8	Maecenas feugiat
VSpace 8	consequat diam.
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	Vivamus diam purus, cursus a,
	leannada non tècchain miteo nullo
н	OK Cancel

In this example, the picture (flower) is justified to the right, the text is wrapped around the picture to the left, and the H and V Space is set to 8.

8. Text within the content area of EWCUpdate can be set to align text to the left, center, or right. Examples of these are show below.



Additionally, we offer free monthly continuing education classes on how to update your website, at our location in Waterford, CT. If you have any questions or need help with the editor you can always open a support ticket by emailing <a href="mailto:support@easywebcreations.com">support@easywebcreations.com</a>, or call us directly at 860.442.9999.

If there is something you cannot update within the editor or to add a page, please email <u>support@easywebcreations.com</u>, or call us directly at 860.442.9999. Be sure to include your customer pass code to verify your account. Keep in mind these requests may be billable.