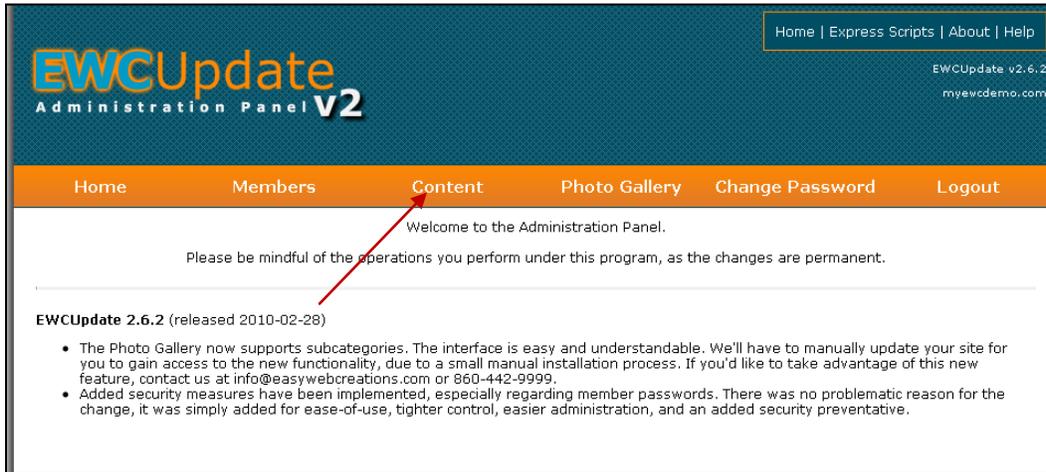


# EWCUpdate User Manual- Content

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



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



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.





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.

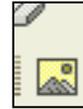


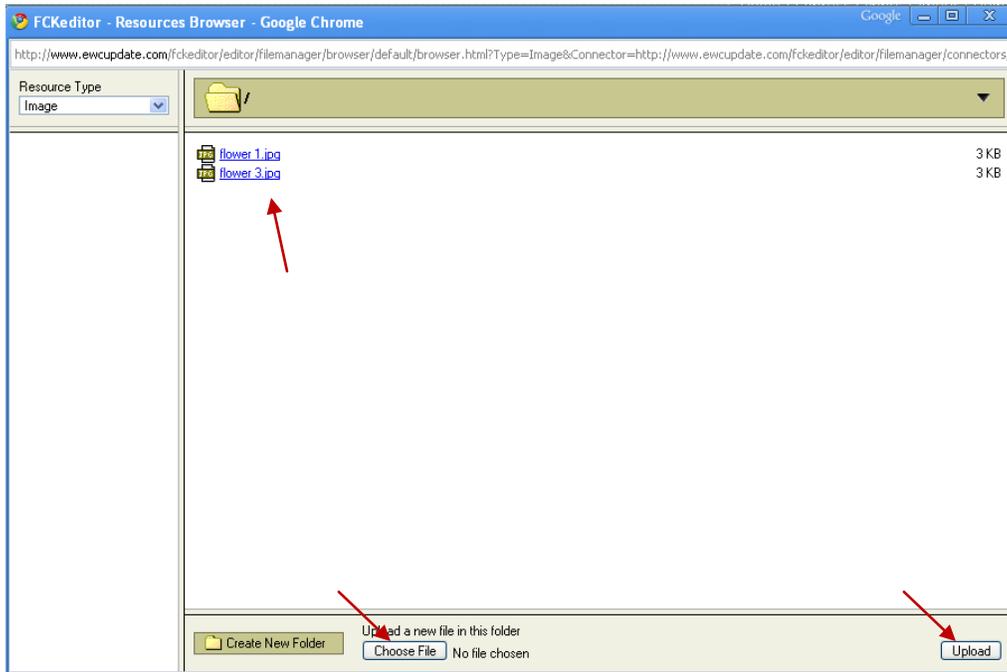
- (b) If you want to link to a PDF or word document, then click the “Upload” tab, search for the desired file, select it and choose, “Send it to the server”. We recommend opening these files in a new window, as the browser window changes when opening a word or pdf document. Follow instructions for 6a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

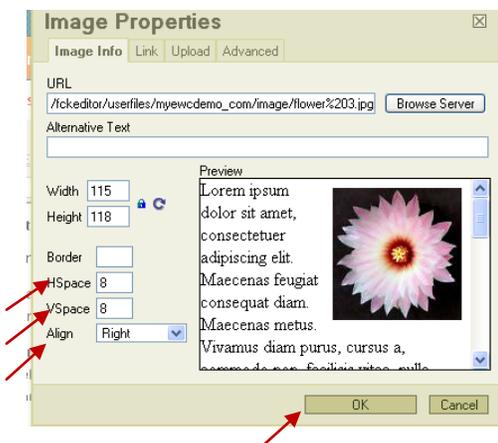




- The Editor allows you to insert a picture to your page. To do this, click on the  icon. At the bottom of the page click on the “browse the server” button. Click “Choose File” to find the picture you want to upload from your computer. Click “Upload” to upload the file. You will then see the file listed in the image properties box. Only images you have uploaded into the editor will appear on this list.



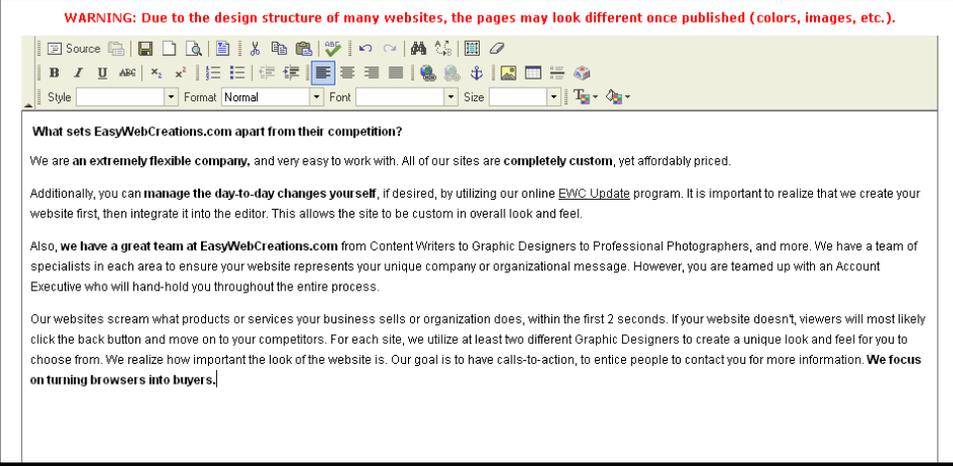
Click on that file and it will appear in the preview box. If you would like to put a border around the picture, type in the border size in the box. A thin border would have a value of (1) and a thick border would have a value of (10). “HSpace” means horizontal space or how much spacing, in pixels, you 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.”



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.

Left Alignment



WARNING: Due to the design structure of many websites, the pages may look different once published (colors, images, etc.).

What sets EasyWebCreations.com apart from their competition?

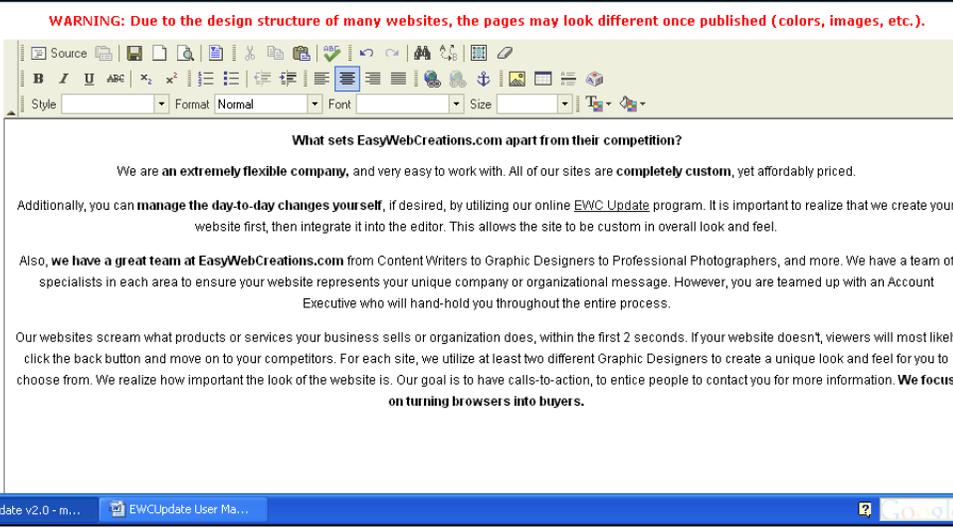
We are an **extremely flexible company**, and very easy to work with. All of our sites are **completely custom**, yet affordably priced.

Additionally, you can **manage the day-to-day changes yourself**, if desired, by utilizing our online [EWC Update](#) program. It is important to realize that we create your website first, then integrate it into the editor. This allows the site to be custom in overall look and feel.

Also, **we have a great team at EasyWebCreations.com** from Content Writers to Graphic Designers to Professional Photographers, and more. We have a team of specialists in each area to ensure your website represents your unique company or organizational message. However, you are teamed up with an Account Executive who will hand-hold you throughout the entire process.

Our websites scream what products or services your business sells or organization does, within the first 2 seconds. If your website doesn't, viewers will most likely click the back button and move on to your competitors. For each site, we utilize at least two different Graphic Designers to create a unique look and feel for you to choose from. We realize how important the look of the website is. Our goal is to have calls-to-action, to entice people to contact you for more information. **We focus on turning browsers into buyers.**

Center Alignment



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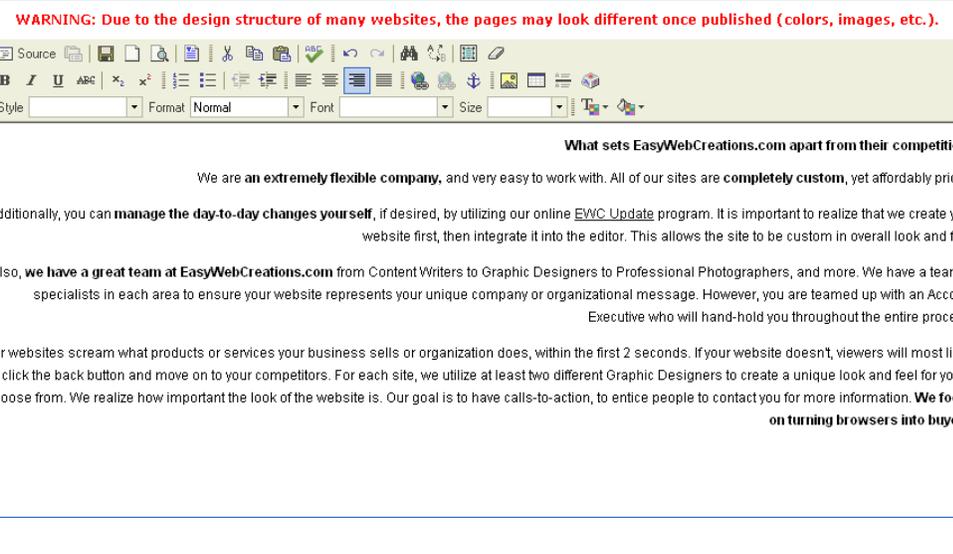
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Right Alignment



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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 [support@easywebcreations.com](mailto:support@easywebcreations.com), 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 [support@easywebcreations.com](mailto:support@easywebcreations.com), 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.