

Log in at: **SiteDomain/SMC (ie. www.name.com/smc)**

Enter your **user:** and **password:**

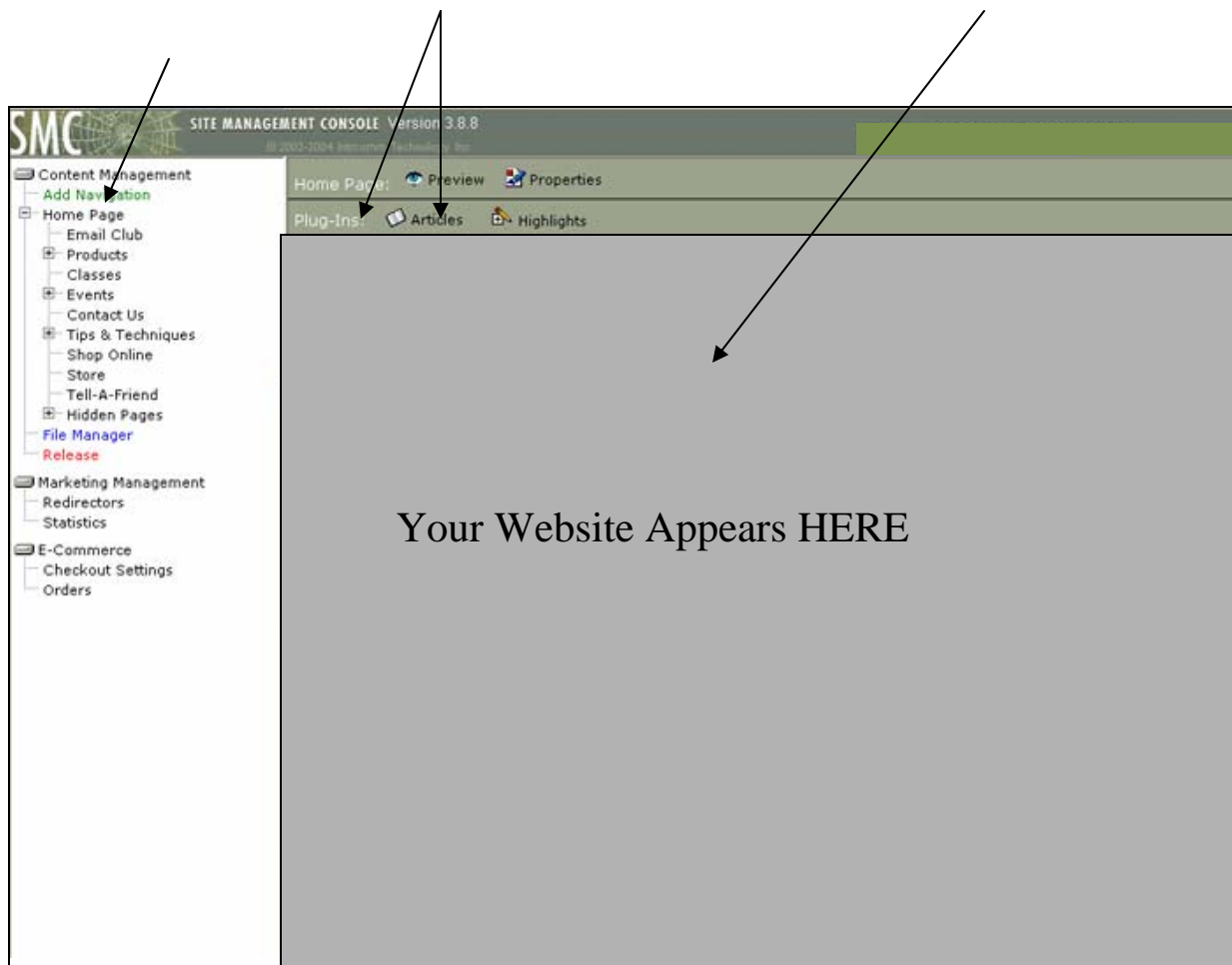
Navigation Tree

current page your in
is highlighted and
also appears in preview

Plug-Ins for management

Articles, Forms,

Preview Area



Some basic rules:

- Always **select the page** you want to change and then **select the Plug-in** for that page that contains the info you want to change (articles, forms, banner)
- The SAVE button in each plug-in is your best friend! Always save after your changes!
- Clicking RELEASE will update the site with changes you have made. They are instantly viewable on the internet.

Adding a new article or editing an article



- 1. Choose the page
- 2. Click on Articles Plug-In to add a new text/pictures to page or edit the text/pictures on the page

To Add a NEW Article

- Fill in the Article Name Blank, select the location and order (weights top to bottom numerically) and click the PLUS sign to add it.

To EDIT an existing Article

- Click the article name Link.
- To Delete an article click the trash can on the right
- To Show or Un-show an article click the checkbox in the "show" column. Checked boxes will appear on the website.

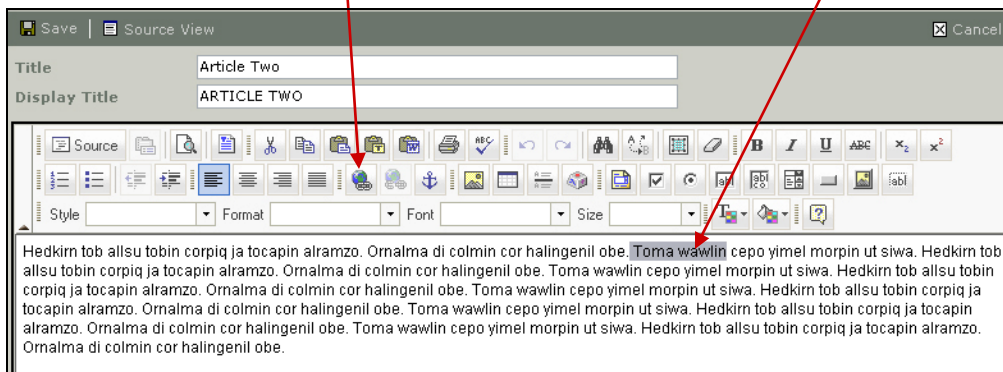


FYI: Some articles will have a specific LOCATION on the page like a column, top, bottom or overview area. You will need to select the proper area when specified.

Adding a Hyperlink to Article Text

Here you are in the Article Editor and you would like to hyperlink text in that article to another page of your website or maybe an external site (www.yahoo.com)

1. Highlight the text you wish to hyperlink
2. Click the Globe and Chain icon (hyperlink icon)



After clicking the hyperlink icon you will get a Pop-Up box such as the one to the right.

First select protocol then enter URL

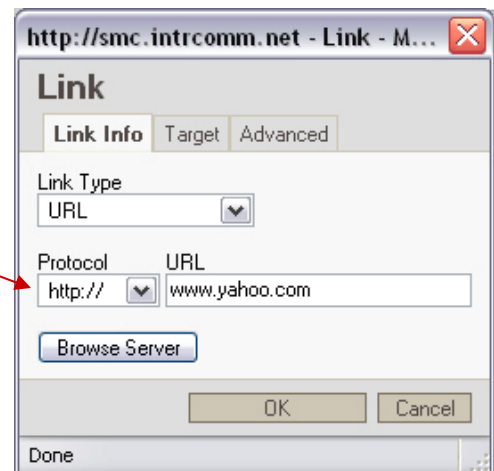
For an INTERNAL PAGE (in your website), you will select "other" protocol and enter in the following url:

/sitepages/pidxx.php

The pid # "xx" for each page can be found by mousing over the left navigation tree. (number will pop up or show in lower left corner of browser)

To link to an EXTERNAL webpage like Yahoo.com you will select "http://" protocol and type in the site address like example

When Finished hit OK and save



Uploading and Linking a PDF or other file

1. In the file manager select the proper folder where you want to upload your file.
2. Click the computer with arrow icon (Upload Icon)
3. Browse your computer for the file, select and then submit.
4. In the article type desired text for link like "Download file" Highlight that text to be linked. Then Click the HYPERLINK icon (globe)
5. The Hyperlink Pop-Up box will appear.
6. Select the "other" protocol
7. In the WEB ADRESSS area type in the folder you uploaded to and the filename

SAMPLE: /docs/filename.pdf

First part is the folder the item is in

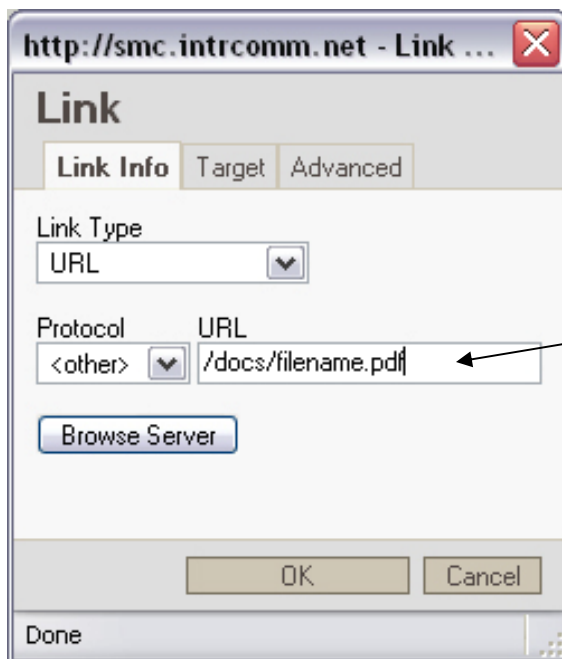
Second part is the FILE NAME and the correct extension

.pdf for a PDF

.doc for a Word Document

.ppt for a PowerPoint document

Example

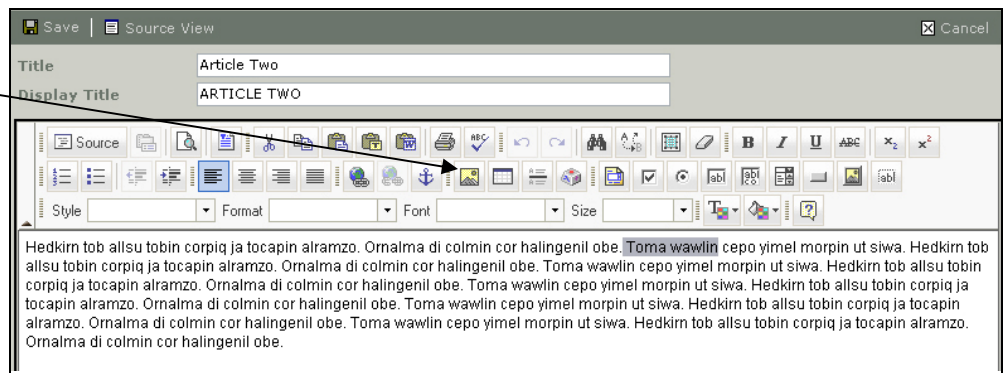


Example of PDF file link

Adding a Photo or Graphic to an Article

1. To insert a picture in an article click on the picture icon shown at right.

You can either upload one image at the time of inserting or upload multiple through the file manager directly as explained above.

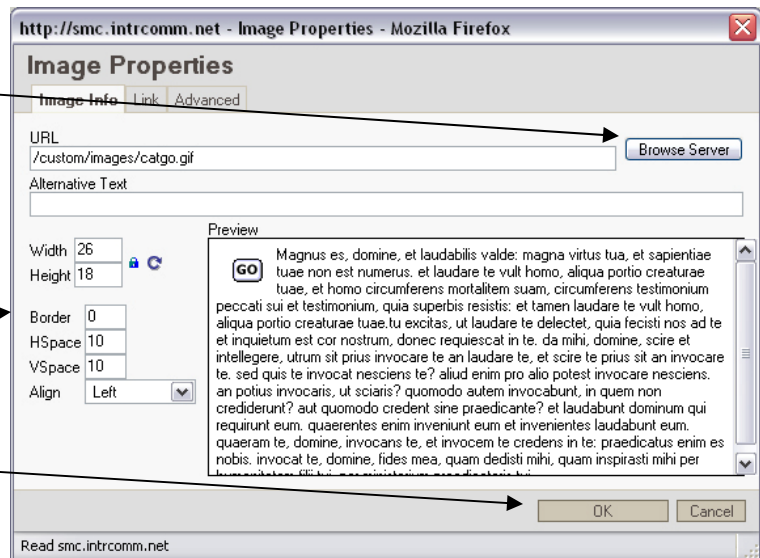


2. Click Browse Server to upload and/or select the image

3. Choose the proper folder(s) where the image is located and select the image.

4. Add properties (border, Hspace, Vspace, and Alignment

5. Hit OK and save



- All photos must be uploaded to the server
- Create appropriate folders for your pictures and graphics as over time you will have an easier time sorting through them all.
- Please correctly size all graphics and photos PRIOR to uploading and using for proper display and quality. (photoshop or other image editing program)

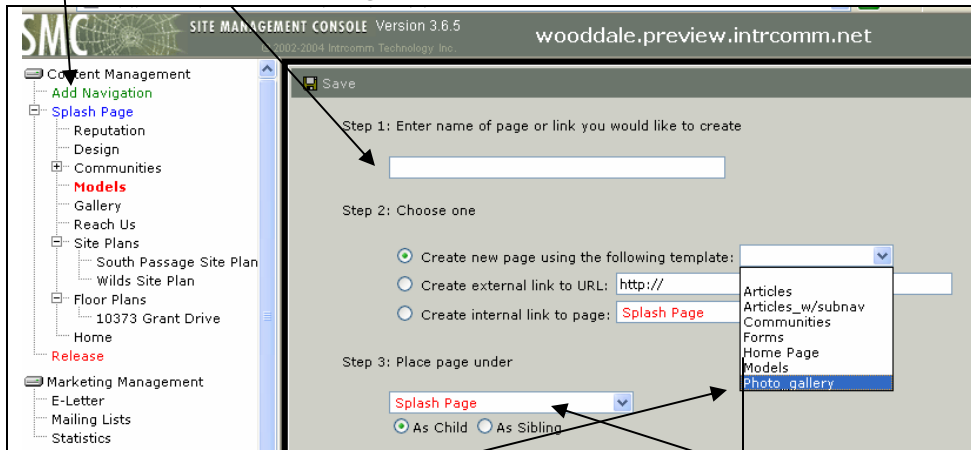
Creating a New Page

In creating a new page you will be Naming the page, choosing what type of page and then Placing the page where you want it in the Navigation tree.

Click on ADD NAVIGATION on left (text in green)

Set-up Step 1

2.. Name the Page as it will appear (short & direct name if appearing in main navigation, to the point.)



Step 2

Choose a Template for the Page:

Examples:

Article: This is a general page you can add text, links, graphics and pictures such as jpeg or gif

Forms: This is used to create a submission form like the contact form or to generate a survey that will auto-email a designated recipient.

Step 3

The main thing to keep in mind here is you are always selecting what page UNDER this new page will fall and at what level.

Child means a sub-level underneath. In the screen shot above 10373 Grant Drive is a Child of Floor Plans.

A Sibling means on the same level beneath. The Design page is a sibling to Reputation.

Page Properties

Page properties of each page will allow you to edit:

- page titles
- meta-tags for search engines
- where the page is located in navigation
- what template is used
- show or unshow the page
- other items.

CONTENT CONSOLE Version 3.6.5
wooddale.preview.intrcomm.net

Home: Preview Properties Delete Template

Plug-Ins: Articles Current User: aaron

Save Cancel

ID	14
Display Name	Home
Console Name	Home
Show on Navigation	<input checked="" type="checkbox"/>
Release Page	<input checked="" type="checkbox"/>
Secure Page	<input type="checkbox"/>
Move Page Under	Show Pages
Template	Articles
Username/Password	<input type="text"/> / <input type="text"/>
Title Bar	<input type="text"/>
Meta Tag Description	<input type="text"/>
Meta Tag Keywords	<input type="text"/>
Navigation Graphic	<input type="button" value="Browse..."/> <input type="button" value="Clear"/>
Header Graphic	<input type="button" value="Browse..."/> <input type="button" value="Clear"/>

To Change the page title edit these blanks. Display is what will show on the page, console is what show in the Nav Tree/Nav. Then hit SAVE!

To Show or Unshow the page use this box

To change the pages location in the Nav, click the Shoe Pages link and then select new location.

Title Bar
This is important for search engines. Use a title that has 3 to 8 words and describes the content of the page. Appears in top blue area of browser.

Meta Tag Description

Add 1 or 2 sentences about the page content for search engines to view. Use keyword or keyword phrases.

Meta Tag Keywords

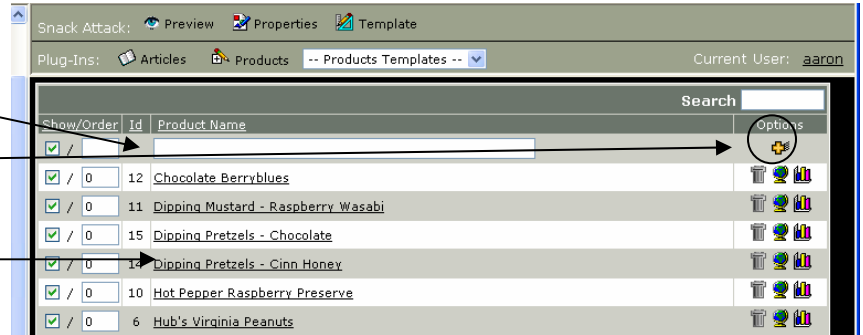
Up to 15 "keywords" separated by a coma. Multiple words can be used in a phrase and the separated by a coma.

Example: builder, custom homes, custom home builder, home builder Eden Prairie

You can always click the question marks for a pop-up box explanation!

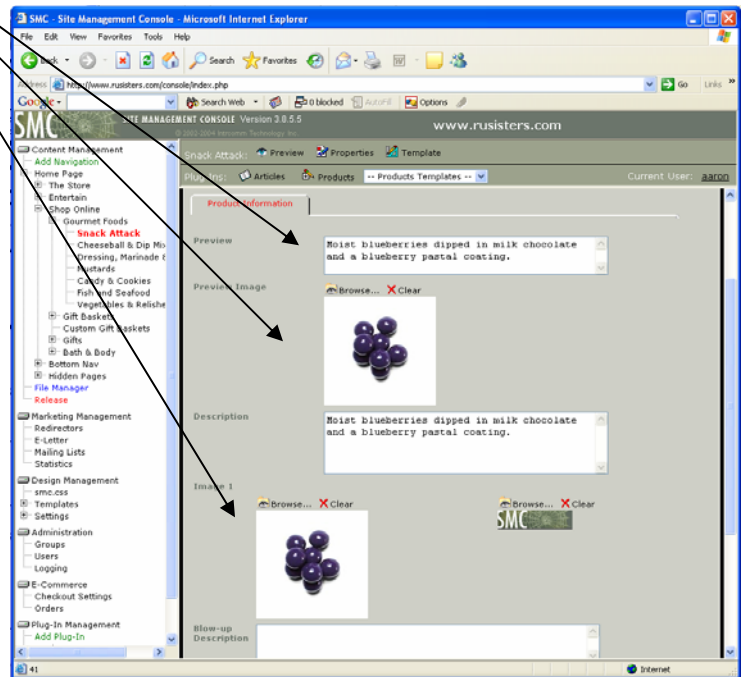
Custom Plug-In: Change, Add & Edit Items

1. Select the page where the item appears on or will appear on.
2. To add an item, title it in the top blank and click the PLUS sign.
3. To edit information on a specific item, click on that item's title.



From there you can change any other fields or images.


If ordering is available at the bottom of the page you will notice you can add pricing, options, and select if it is taxable .



SMC E-commerce Order Retrieval

Follow the steps below to obtain the order information from your SMC website.



1. You will be notified by email that you have received an order for a class or product in your email inbox.
2. Log onto The SMC console
3. Enter your **user:** _____ and **password:** _____ (case sensitive)
4. In the left side frame, click on ORDERS in the E-commerce Section.
5. Click on the Edit Order Icon  and you will view the customer & order info. The trash can DELETES! Be careful not to hit that.
6. Hit “Decode” to get their credit card number.
7. Once you have completed the order you can check the ORDER COMPLETE box on this screen, then hit SAVE and it will be added to the completed orders list. You can reverse this by un-checking the box in the completed orders and saving.
8. The COMPLETED ORDERS list is linked on the ORDERS page in the upper left of the main viewing area. The same link takes you back.

These steps are all that need to be done to retrieve orders. Your initial email will also cover almost all of this info except for the credit card #.

Checking Your Website Statistics

1. Click on “STATISTICS” in the left menu.
2. Enter your user and password of
USER: _____ **PASS:** _____ (all lower case)|
3. Select the areas you wish to view statistics for.