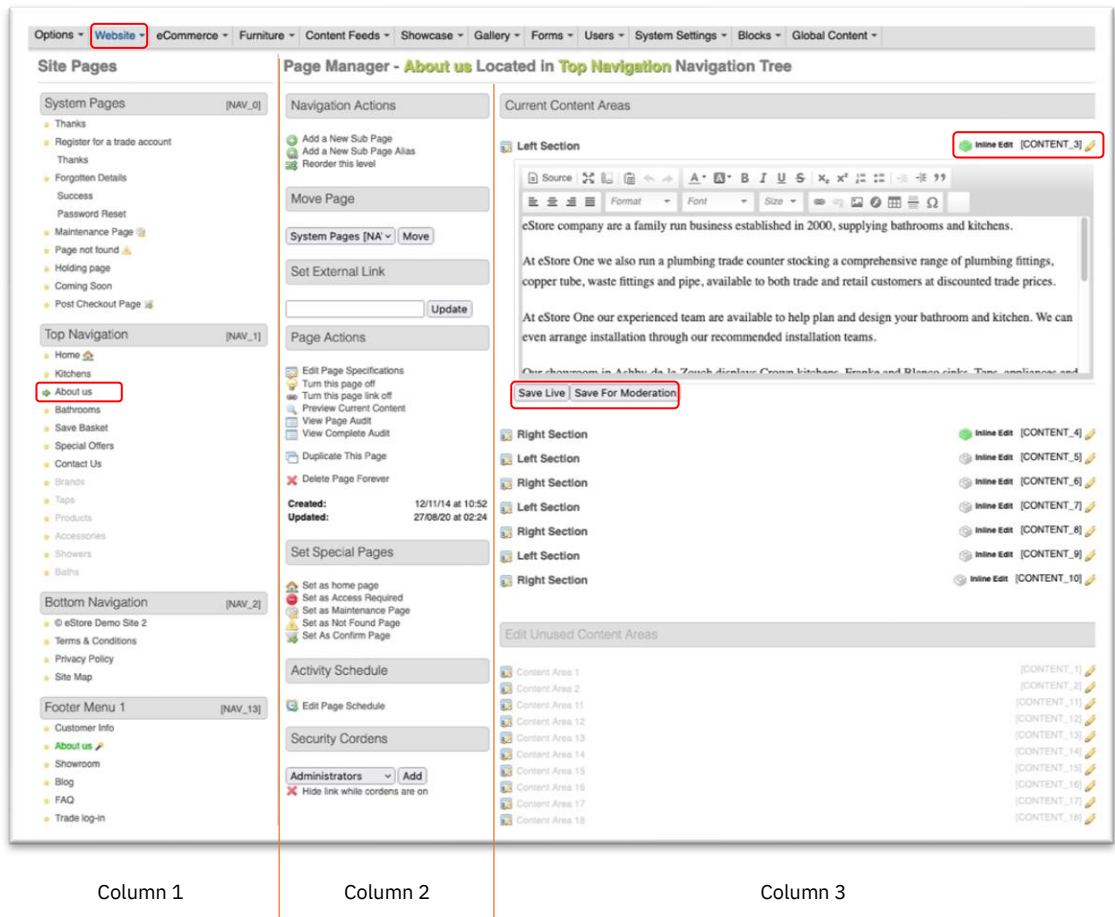


Pages

This guide will show you how to use the CMS Pages

Go to: **CMS > Website > Pages**

Example:
About us
page →



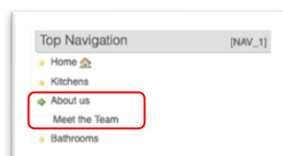
Column 1: From this section you can select any page you would like to edit, once selected it will have a green arrow → next to it.

Light grey text indicates that the page has been turned **Off**

Pages have been grouped in sections by the eStore designer **i.e. Top Navigation, Bottom Navigation, Footer menu 1 etc.**

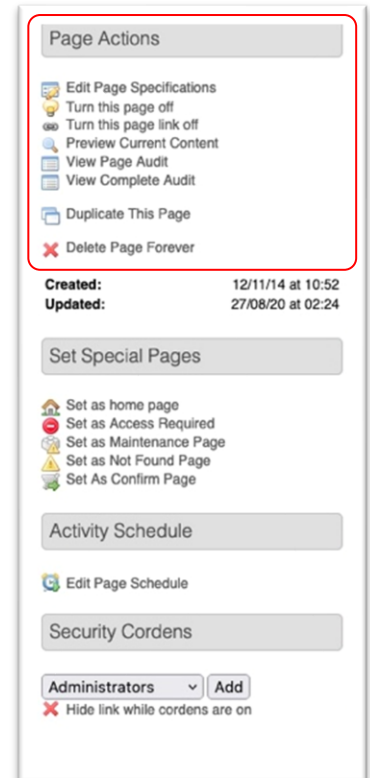
Subpages will be slightly indented to show that it is part of a main link, example below:

- About Us
 - Meet the team

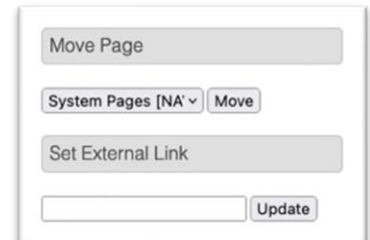


Column 2: From this section you can edit page options:

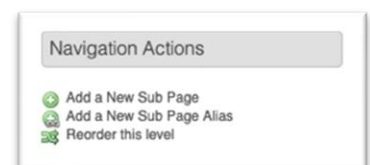
- **Edit Page Specifications**
 - This section lets you update page **URL & Title**
- Turn this page off
- Turn this page link off
- Preview Current Content
- View Page **Audit**
- **Duplicate This Page**
 - This feature is a good way to create a new page, using an existing page template, saving you time!
- **Delete Page Forever** ❌



- **Set External Link**
 - Paste in any Internal/External Link URL & then click on the **'Update'** button
- **Move Page**
 - Select any page from **Column 1**, then from the list, find a navigation header **i.e. Top Navigation** you wish to move that page to, by clicking on the **'Move'** button



- Add a **New Sub Page**
- Add a **New Sub Page Alias**
 - Alias is a shortcut copy link of an original page link, if you choose to add in the navbar.
- **Reorder this level**
 - Once clicked, it will then let you move pages **Up & Down** to reorder the pages



🔄 To view any new changes made to your site, Refresh your web page **i.e. About Us**.

Column 3: From this section you can edit content, add images & use dynamic tags:

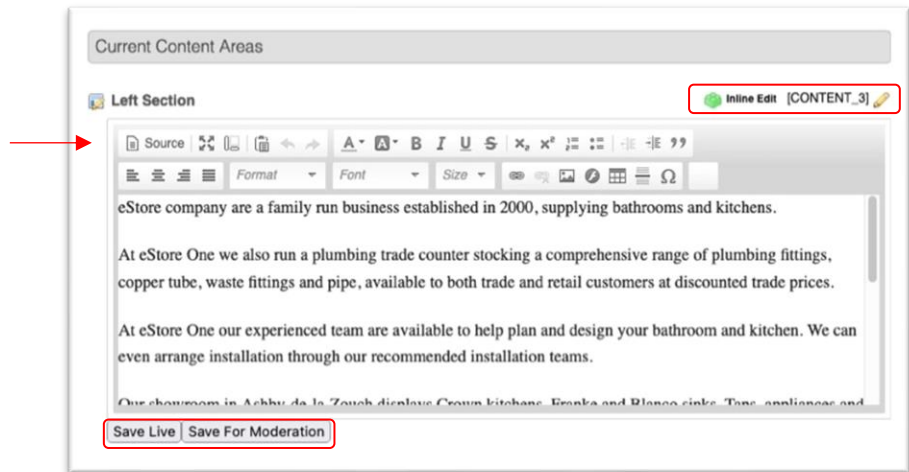
Click on **'Inline Edit'** button from any page to edit a section.
This section is a bit like Microsoft Word Editor, simply enter in the page content area below.

i.e. New content her, *Italic text*, **Bold text**



Click on the **Full Screen** icon to make the **Editor** full screen on your browser.

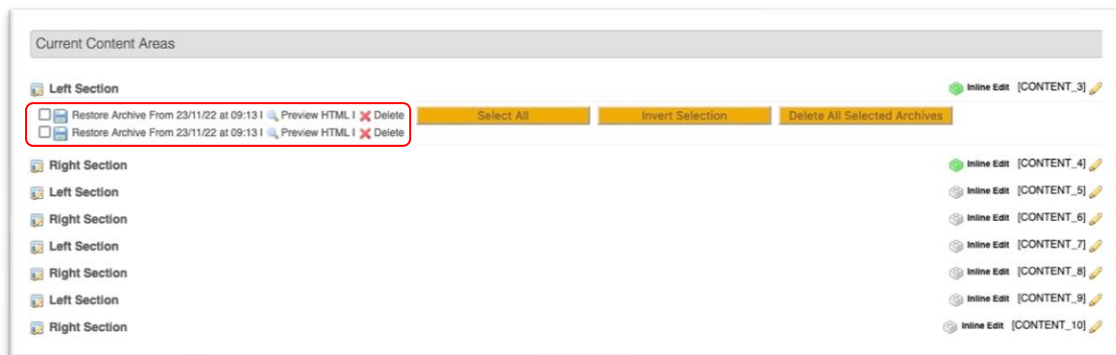
Click on the **Source Icon** to flip the **Editor** to view the advanced feature, which will allow you **Edit HTML source code**.



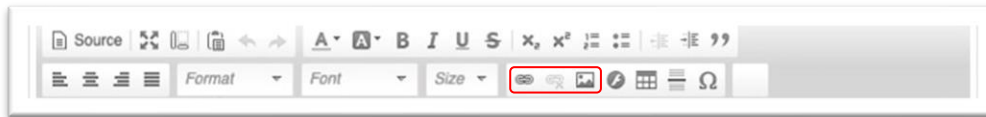
On the **Editor** section you also add dynamic tag, which will pull in the following information:

- Global Content tags = i.e. **[GLOBAL:type=global&id=1]**
- My Company Details tags = i.e. **[MY_COMPANY], [MY_ADDRESS]**
- Blocks tags = **[SLIDER:id=38], [FAQ:id=1], [Tabs:id=1], [CONTENTBLOCKS:id=2]**

If you make a mistake, you can also **'Restore Archive'** from a backup date.

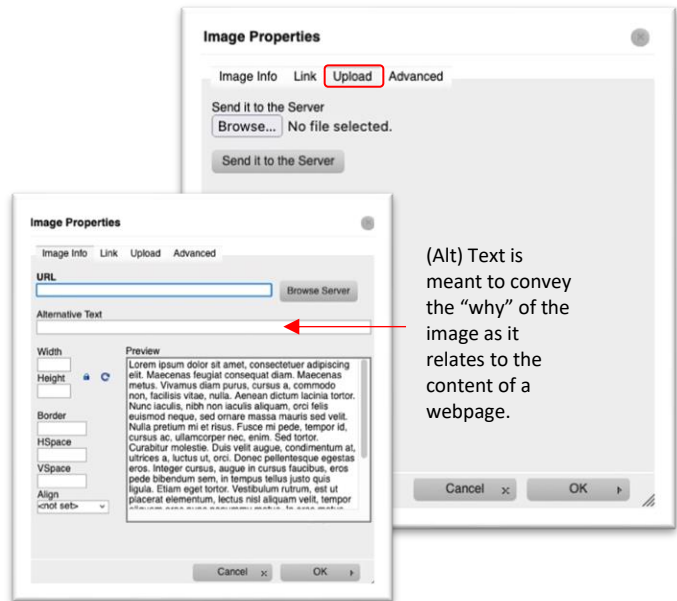
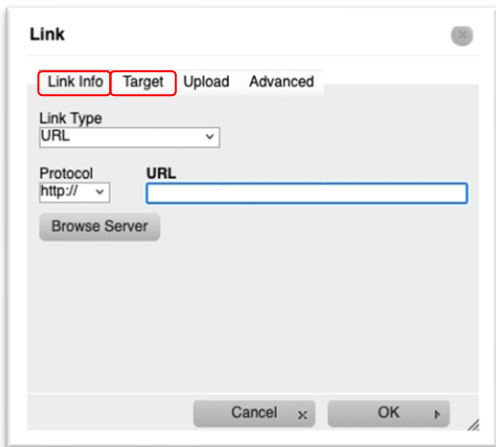


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Editor section: Click on the **Link** icon to add a link.

Editor section: Click on the **Image** icon to upload an image from your computer or use an existing image from your website **'Browser Server'** section.

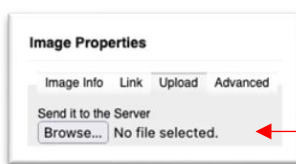


(Alt) Text is meant to convey the "why" of the image as it relates to the content of a webpage.

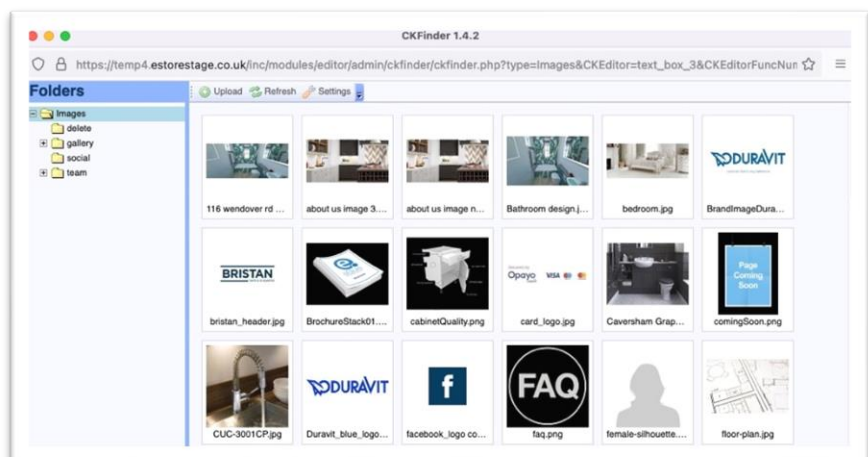
Target Tab section:

_blank will open the linked document in a new window or tab.

_self. will open the linked document in the same frame as it was clicked (this is default)



Click on the **Browse...** button to display a pop-up file manager, which you can **upload & delete** old stored images, which are kept online on the website folder.



To view any new changes made to your site, Refresh your web page **i.e. About Us.**