

# SOS Webpages



## Getting Started: Three Basic Changes

### 1) Edit a Content Page

1. Click "Edit Page" at the bottom of a page.
2. Login with username "demo" and password "demo".
3. Click "Edit the Above Section."
4. Change the text and click "Update Page."
5. Click "logout".

### 2) Change an Image

1. Click "Edit Page" at the bottom of a page.
2. Login with username "demo" and password "demo".
3. Click a picture in the content area.
4. Click a new picture to replace the current one.
5. Click "logout".

### 3) Add a Page

1. Click "Edit Site" at the bottom of a page.
2. Login with the username "demo" and password "demo".
3. Click "Add Page" on the menu.
4. Complete the form and choose "Content Page" for page type.
5. Edit your page (see #1).
6. Click "logout".

## Walkthrough: Six More Changes

### Update Login Information

1. Click "Edit Site" at the bottom of a page.
2. Login with username "demo" and password "demo".
3. Click "Site Info"
4. Complete the form at the bottom of the page to choose a new username and/or change your password and email address.

### Upload an Image

1. Click "Edit Page" at the bottom of a page and login.
2. Click "Add an Image Here."
3. Click "Upload a New Image."
4. Click "Browse" and find the image on your computer.
5. Click "Upload File."
6. Click "Use this image on the page."
7. Click "logout".

### Change Menu

1. Click "Edit Page" at the bottom of the page and login.
2. Click "Edit Menu" on the menu.
3. Number the menu items in the order you want them to appear and submit.
4. Click "logout".

### Update Site Information

1. Click "Edit Site" at the bottom of a page and login.
2. Click "Site Info".
3. Change your site name, site tagline, and site long description.
4. Click "Update Site Info".
5. Click "logout".

### Change Template

1. Click "Edit Site" at the bottom of a page and login.
2. Click "Look of My Site" on the menu.
3. Click "Change Template".
4. Click on the template of your choice.
5. Click "logout".

### Find Help Online

- Visit How-To Guide by clicking "How-To Guide" in the Management Area.
- View the Frequently Asked Questions by clicking "FAQ" in the management area.
- Visit SOS Webpages Forum by clicking "Forum" in the management area.