

## Website Editing:

Once your website and its pages are ready, you can edit them while you're browsing.

There are some exceptions to what you can or can not edit through this program such as:

- contact forms
- request for quote forms
- shopping cart pages
- checkout pages

where these such pages are coded to perform specific tasks.

You are assigned a specific edit code: 123

and you are welcome to request a change for this code by notifying WebCityPages.

To start editing, first click on the link you want to edit, example: "Home".

You should see something like this in the address bar: [mywebsite.com/index.cgi](http://mywebsite.com/index.cgi)

at the very end, append `?e=123` so it looks like: [mywebsite.com/index.cgi?e=123](http://mywebsite.com/index.cgi?e=123)

then hit [enter] or click the [Go] button.

you should now be in the editing mode.

The *first* box is [Title]: this is the descriptive page name that search-engines value most.

*Second* you may have [Label]: this is what goes on the very first line before your main content (optional, but I recommend using it).

*Third*, is where all the main [Content] goes. It's almost like using a word processor. Type up your text, highlight sections and click above in the tools to apply your formatting. You can even add your own pictures, links, tables etc. (more details below).

*Fourth* box is for page [Description]. this is also for search-engines (robots) to introduce you by.

*Fifth* and final is for [Keywords], this is also for robots to help categorize this page.

Note: keep your description and keywords specific to your content and between 20 - 35 words for best performance.

Here is the general look of your content editing tools. When you hover your mouse over these tools for a second, you will get a small note that says what the tool is for.



Starting from the top left these are:

Undo, Redo, Cut, Copy, Paste, Paste as plain text, Paste from MS Word, Bold, Italic, Underline.

Strike through, Insert/Remove number list, Insert/Remove bullet list, Insert/Edit link, Remove link,

Left justify, Center justify, Right justify, Block justify, Insert/Edit image, Insert/Edit table, Insert horizontal line, Insert smiley faces, Insert special characters.

Maximize to full screen, Find, Replace, Select all, Remove format, Show blocks, View as HTML

Text color, Background color, Apply standard formats, Apply standard fonts, Apply standard size settings.

When you're all done, click the "Save and update..." button and you will see the actual results.

Final important note: Be sure not to use your browser's back button for re-editing, you may loose some previous changes. Instead, always append your editing command and code in the address bar.

**Webmail:**

You can access your email from any browser, any computer with internet access. Simply type in your domain in the address bar and append webmail after the forward slash:

[mywebsite.com/webmail](http://mywebsite.com/webmail)

After doing that and hitting enter, type in your full email address e.g. [info@mywebsite.com](mailto:info@mywebsite.com) and your assigned email password. Click the [OK] button and you're in. From here you can setup auto-responders, change your password and a few other things. On top, you will get two interface options: Horde and RoundCube. Try RoundCube first. This interface is fairly easy to understand and use, contact us if you need further help.

**Email for Outlook or Thunderbird:**

If you want to setup a mail client on your computer or hand-held device: you can use similar settings to the following, replacing [mywebsite.com](http://mywebsite.com) with your own domain:

POP3: mail.mywebsite.com

SMTP: mail.mywebsite.com

Username: myname@mywebsite.com

Password:

Outgoing Server may require authentication

POP3 Port: 110

SMTP Port: 25 or 26 (both will work)

You may want to turn on "Leave a copy on server" and turn on "Remove after [XX] days".