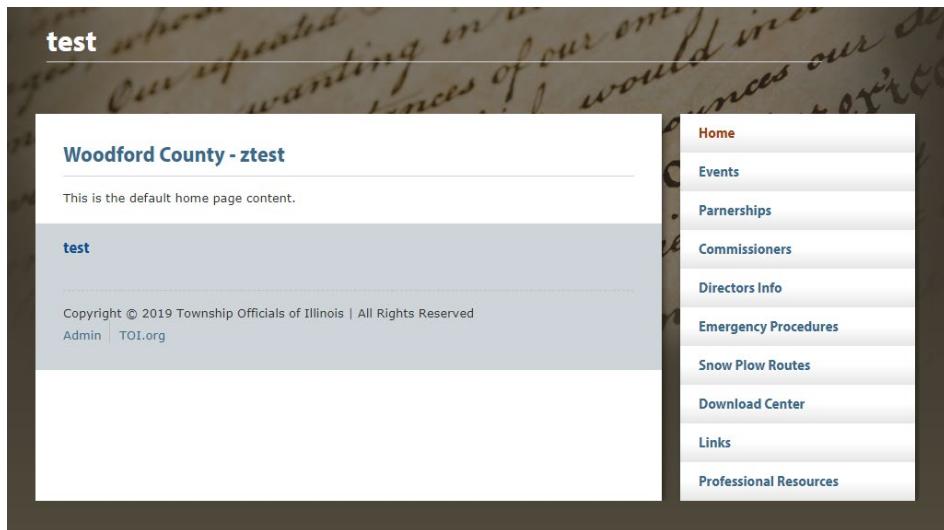


How to Use Pages

One of the first features of using your Township Website is manipulating the **Pages** that appear. To add, edit, or adjust the **Pages** of your Township Website you will follow these steps.

I. Pages Overview

By default, your website will resemble the following image.



Each **Page** can be individually edited. You can also add or delete **Pages** from the right-hand column.

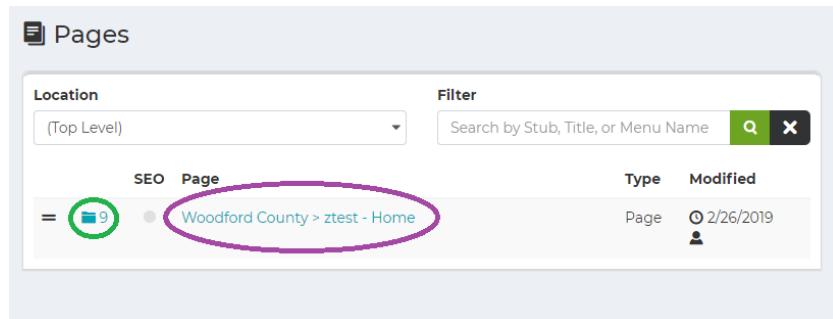
To do this, you will access the **Manage Pages** on the Antilles Dashboard. Locate the button that resembles the following, right-click on **Manage Pages**.



Once you do this, your screen will load a new page, that should resemble the following.

A screenshot of the "Pages" management interface. At the top, there's a header with a "Pages" icon and the word "Pages". Below the header are two search/filter sections: "Location" (set to "Top Level") and "Filter" (with a search bar and a green search button). The main content area shows a table with columns: "SEO", "Page", "Type", and "Modified". One row is visible, showing "Woodford County > ztest - Home" under "Page", "Page" under "Type", and "2/26/2019" under "Modified".

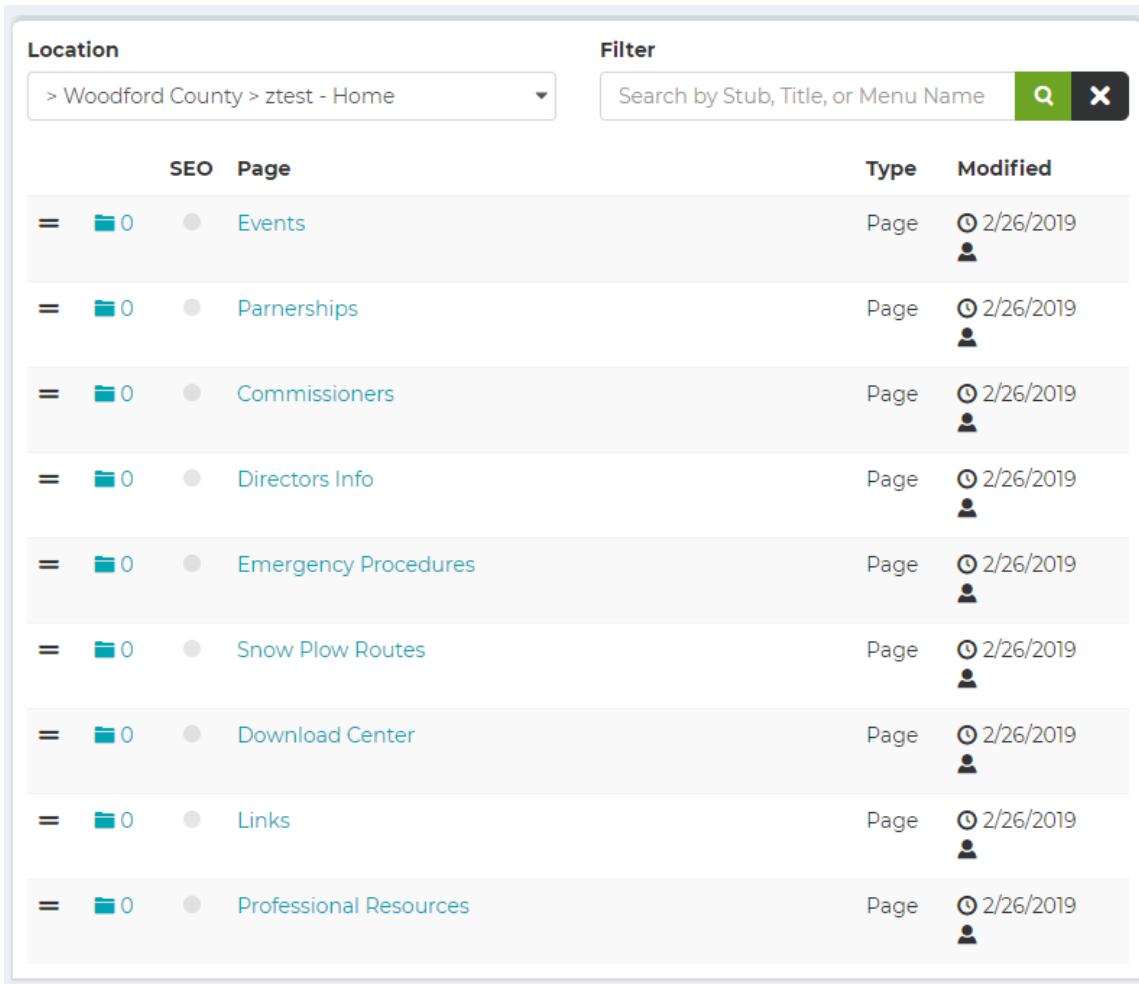
II. Editing Pages



The screenshot shows a software interface titled "Pages". At the top left is a "Location" dropdown set to "(Top Level)". To its right is a "Filter" bar with a search input field containing "Search by Stub, Title, or Menu Name" and a green search button. Below these are two tabs: "SEO" and "Page", with "Page" selected. The main content area displays a single row of data. On the left is a blue folder icon with a green circle containing the number "9". Next to it is a grey dot icon. The title "Woodford County > ztest - Home" is circled in purple. To the right are columns for "Type" (Page) and "Modified" (2/26/2019).

To edit the **Home Page** of your Township Website, right-click on the words on the screen above that say **[Your County] > [Your Township] – Home** circled above in purple for emphasis. Doing so will take you to the steps listed on Page 3 of this guide.

If you wish to edit one of the pages that are accessible in the right-hand column of your Township Website, you will right-click on the blue folder icon with the number, circled above in green for emphasis. Doing so will take you to a page that resembles the following image.



The screenshot shows a list of pages under the location "Woodford County > ztest - Home". The columns are "SEO", "Page", "Type", and "Modified". There are nine items listed:

SEO	Page	Type	Modified
=	Events	Page	2/26/2019
=	Partnerships	Page	2/26/2019
=	Commissioners	Page	2/26/2019
=	Directors Info	Page	2/26/2019
=	Emergency Procedures	Page	2/26/2019
=	Snow Plow Routes	Page	2/26/2019
=	Download Center	Page	2/26/2019
=	Links	Page	2/26/2019
=	Professional Resources	Page	2/26/2019

Right-clicking on any of the blue words with the title of **Page** you wish to edit will take you to a page that resembles the following.

The screenshot shows a 'Manage Content' interface with a 'Page Content' editor. At the top, there are tabs for Content, Settings, Security, and SEO. The 'Content' tab is selected. Below the tabs, there are two input fields: 'Title' (containing 'Commissioners') and 'Menu Name' (containing 'Commissioners'). Both fields are highlighted with colored boxes (red for Title, green for Menu Name). Below these fields is a rich text editor toolbar with various formatting options like bold, italic, underline, etc. At the bottom of the editor, there is a placeholder text: 'The commissioners content will be posted here when available.'

In the red emphasis box, you will see the **Title** of the page. In the green box, is the **Menu Name** of the page. By default, these two are the same. However, if you wish for the name appearing in the right-hand column on your Township Website to differ from the name appearing at the top of the page, this is where you would change it.

In the blue box, is where the actual body text of the **Pages** will go. You can create headings, change font color, use bold, italic, and underlined text. There is the option to have bullet point or numbered lists, create tables, embed videos, insert images or insert documents for download

(use the *How to Create and Insert Resources* guide to learn how).

Remember to right-click the blue save button in the bottom right hand corner to save any work done on the **Pages** you have edited.

III. Adding and Deleting Pages

If you wish to add a new page, or to delete existing pages you will need to follow these steps.

A. Adding a New Page

The screenshot shows a 'SEO & Page' management interface. At the top, there is a 'Location' dropdown set to '> Woodford County > ztest - Home' and a 'Filter' search bar. Below this is a table with columns for 'SEO' and 'Page'. The table lists nine items: 'Events' (Type: Page, Modified: 2/26/2019), 'Partnerships' (Type: Page, Modified: 2/26/2019), 'Commissioners' (Type: Page, Modified: 2/26/2019), 'Directors Info' (Type: Page, Modified: 2/26/2019), 'Emergency Procedures' (Type: Page, Modified: 2/26/2019), 'Snow Plow Routes' (Type: Page, Modified: 2/26/2019), 'Download Center' (Type: Page, Modified: 2/26/2019), 'Links' (Type: Page, Modified: 2/26/2019), and 'Professional Resources' (Type: Page, Modified: 2/26/2019).

To add a new **Page** to your Township Website, you will want to be first on the page that resembles the adjacent image.

On your screen, you will notice in the upper right-hand corner a blue button that reads **Add New Under +**.

Add new under +

Right-clicking on the button loads a page that has a drop-down menu where you can choose between a **Page** or a **Link**. Selecting **Page** creates a page like the ones shown in this guide, while **Link** creates a clickable link for users to click on and take them away from your Township Website.

When you have selected **Page**, right-click on the blue button that says **next ->** in the bottom right hand corner of your screen. You will be taken to a page that resembles the following.

The screenshot shows a web-based page editor. At the top, there are four tabs: 'Content' (selected), 'Settings', 'Security', and 'SEO'. Below the tabs, the title 'Page Content' is displayed. There are two input fields: 'Title' and 'Menu Name'. Underneath these is a toolbar with various editing options like 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The main area is labeled 'Content' and contains a rich text editor with a toolbar above it. This toolbar includes icons for Paragraph, Bold (B), Italic (I), Underline (U), Alignment, and other styling options. Below the toolbar is a larger text area where content can be typed. In the bottom right corner of the text area, it says '0 WORDS'. The entire interface has a clean, modern design with a light gray background.

On this empty page, you can create the **Title**, **Menu Name**, and the **Content** that will appear on your new page.

Remember to right click on the blue **save** button in the bottom right-hand corner of the screen when you are done making your changes.

B. Deleting a Page

If you wish to delete a **Page**, refer to the screen that was shown on both Pages 2 and 3 of this guide that is entitled **Pages**. When you hover your mouse (without clicking) over the name of the **Page** you wish to delete, a list of new words appears below it, as shown below.



One of the words is in red, shown here in a green emphasis circle, that you will right-click on. You are now prompted if you want to **Delete** the **Page**. If you wish to do so, right-click on the word **Ok**.

You have now successfully **Deleted** a **Page**.

If you have any additional questions from the conetne of this user guide, please contact the TOI office at 1-866-897-4688.