

Changing Look And Feel

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How do I change the look and feel of my Site?

There are four different ways you can change the look and feel of your site, which we'll outline below including adding images, adding static pages, changing your menus and selecting a new site template.

Adding Images

From the Site on Demand Administration page, select the Site menu and select Media Manager. If you want to create a new folder to save media in, you can type the folder name in the Create Directory field and click on the Create button. To upload a media file, browse to the folder where you'd like to place it, click on the Browse... button and locate the file on your computer and then click on the Upload button.

Adding Static Pages

You can add new pages to your site easily by creating a new Static page. From the Content menu, select Static Content Manager. To create a new page, simply click on the New button. All that you'll need to enter is a Title and some Text. If you want to add your new page to your menu structure, simply select the menu you want it to appear in, and enter the Menu Item Name which you want (for example, the page name) and then click Link to Menu. When you are done creating your page, click the Save button. Your new static page will be published and linked to your menu right away.

Changing Menus

By default, there are 4 different menus which you may want to edit or update. To edit a menu, select the Menu menu, and then Menu Manager. To edit the contents of one of the 4 menus, select click on the icon in the Menu Items column beside the menu you wish to change. You should then see a listing of the items in that menu.

To remove an item from a menu, you can click on the icon in the Published column, or you can select the checkbox to the left of the menu item and then click the Trash button.

To add an item to a menu, click on the New button, and select the page from the list of options displayed, and then click Next to define the details and parameters for the menu item.

Selecting Templates

From the Site menu select Template Manager and then Site Templates. You should then see a list of approximately 20 templates which we've added for you. If you move your mouse pointer over the Name of the template, you may see a small preview of what it looks like. To change your template, select the radio button to the left of the Template's Name, and then click the Default button. This will change the default template for your entire site.

If you want to assign a template to only part of your site, click the Assign button instead of the Default button. This will allow you to choose which menu items will display in that different theme.