

## Update Site Information

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How can I personalize the information on my site?

There are a number of pages on your Site which include dynamic content, that you'll want to customize with your own information. Here we'll describe how you can edit many of the items available in the default menus.

### Updating "Contact Us"

In your Site on Demand Administration, select the Components menu, then choose Contacts and then Manage Contacts. By default there is only one contact listed. To edit this contact, click on the name in the Name column. By editing this contact, you'll update the details listed on your Contact Us page.

### Updating Other Content

There are a few other areas where you'll want to update content, including the Newsflashes, FAQs, News, News Feeds and Links.

There are two ways that you can edit News, Newsflashes and FAQs. The easiest way is from the front of your site, by simply logging in using the login boxes there. You can then browse to the page which has the content you want to edit or modify, and click on the pencil icon to the right of the content item. This will allow you to edit, publish, or unpublish content which appears on your site.

The second way is by logging into your Administrator page, and then select the Content menu followed by Content By Section. Just select the appropriate area, and you'll then be able to view, edit, publish, unpublish or trash any of the content.

Your Links will be found under the Components menu by selecting Web Links and then Weblink Items. Similarly, News Feeds can also be found under the Components menu. This is an area where you can insert relevant RDF, RSS or XML syndications on your site. Please note that Links and News Feeds can't be edited from the front of your site, you'll need to log into the Administrator area.

### Managing Content

Content is managed in a similar way in each section. Most content management pages, including those for Newsflashes, FAQs, Links, Newsfeeds and others allow you to Create New content, Delete or Edit existing content. The other way to manage content is to Publish or Unpublish content. Unpublishing allows you to remove content from your website, but to save it on your site in case you ever need it again in the future. To display unpublished content on your site, you can simply Publish it again. This can be done easily on the front of your site by editing an item, selecting the Publishing tab and change it from Unpublished to Published. Or if you are in the Administration area, you can clicking on the green check mark or red X in the Published column to publish or unpublish any content item.

### Adding Images to your Content

With the Gallery 2 component, it's easy to add photos or images to your content. When typing or editing your content, you can simply select the G2 icon located in the top-right corner of the text editor. Then you can select the Album or Subalbum that your images are located in, and simply click on the desired picture to add insert it inline with your text content. It's that easy!