



Step 1: Login

- 1) Visit www.cushycms.com.
- 2) In the upper right-hand corner, enter your username and password, as provided by your website designer. Click the Key button to login.
- 3) You will be directed to the Control Panel.

Step 2: Control Panel

- 1) Your websites will be visible in the Control Panel box. Select the website you wish to edit, then select the page you wish to edit.
- 2) You will be directed to the Edit Content page.

Step 3: Edit Content

- 1) Enter your text in the Edit Content box. If you wish to Copy and Paste text, right click inside the Edit Content box and select Paste. A Paste box will appear. Paste your text and click on OK.
- 2) There are many options to format your text. First, select the text you wish to format, then choose your options from the list below:

Bold - The 1st button in the top left-hand corner is the Bold button. Selecting this option will make your text darker and thicker than the surrounding text.

Italic - The 2nd button, indicated by an *I*, is the Italic button. Selecting this option will make your text slant to the right for emphasis.

Insert Link - The 3rd button is the Insert Link button, indicated by a globe and chain links. First, select the text you wish to convert to a link and click the Insert Link button. The Insert Link window will appear. There are three main choices for inserting links, listed below:

- 1) First choose a link type in the Link Info tab. URL will direct the link to another web page or document. Link to Anchor in Text will direct the link to a certain position on the same web page. E-Mail will direct the link to send an e-mail message to the specified e-mail address.

- 2) **URL** - First enter the address of the link. Be sure to include www. and .com when typing the link address. Next select the Target tab. The target describes the action of the link. The <frame> target opens the link in a frame on a web page; the <popup window> target opens the link in a Pop-Up window; the _blank target opens the link in a new window; the _top target opens the link in the topmost window; the _self target opens the link in the same window; the _parent target opens the link in the parent window.

If you wish to create a link to a document, such as a Microsoft Word or Adobe PDF document, select the upload tab. Click Browse to select your document, then send it to the server.

- 3) **Link to anchor in the text** - Only your web designer can insert anchors in the text. If anchors are specified, select the anchor you wish to link to.
- 4) **E-Mail** - To create a link to an e-mail address, select the E-Mail option. Enter the information you wish to include.
- 5) **Upload File** - To upload a file onto your web page, such as a .PDF, select the Upload tab in the link menu. Simply select your file and send it to the server.
- 6) Click OK to save your link attributes.

Remove Link - The 4th button is the Remove Link button, indicated by a broken chain link. Click this button if you would like to remove a certain link.

Remove Format - The 5th button is the Remove Format button, indicated by a brush and paper. Click this button if you wish to remove any text formatting, such as Bold, Italics, etc.

Insert / Edit Image - The 6th button is the Insert / Edit Image button. There are multiple options for inserting and editing images:

- 1) **Image Info** - If the image is hosted on another website, enter the URL of the image. The alternative text is displayed if the image does not load properly, so a description of the image is suggested. You can define the size of the image in the Width and Height boxes, but it is not necessary. If you wish to have a border on your image, define it in the border box with a value between 1 and 20. The HSpace and VSpace define the horizontal and vertical spaces around your image. Enter a value between 1 and 30 to define the spaces. The align box defines how the image will be placed among the text of the web page.

- 2) Link - Any image can be converted to a link. To make your image a link, simply insert the address of the link (be sure to include <http://www.> and the [.com](http://www.)). Select the Target you would like to use (see **URL** section).
- 3) Upload - If you wish to upload an image from your computer, click the browse button and select the image. Click “Send It to the Server” to upload your image.
- 4) Click OK to save your image attributes.

YouTube - The 7th button is the YouTube upload button. To insert a YouTube video into your website, simply enter the URL of the video and choose the size of the video.

Insert / Edit Table - The 8th button is the Insert / Edit Table button. Click this button to add a table to your web page, and fill in the necessary information.

- To edit an existing table, simply right-click inside the table and select Insert Cell, Insert Row, etc.

- This feature will be important for the Out for Bid and Bidding Results pages.

Insert Horizontal Line - The 9th button simply inserts a horizontal line if you wish to break your web page into sections.

Insert Special Character - The 10th button inserts special characters.

Insert / Remove Numbered Lists and Bulleted Lists - The 11th and 12th buttons insert organized lists into your web page.

Increase / Decrease Indent - The 13th and 14th buttons increase and decrease the indent of your text.

Text Align - The 15th - 18th buttons define the text align of your webpage.

- 3) After editing your text, click the “Publish Page” button to update your web page.

Step 4: Logout

- 1) After you have completed all changes you wish to make to your websites, click “Logout” in the top right-hand corner of the CushyCMS page.