



Content MANAGER

User Manual

In the admin part the following options are available to you:

- Changing settings.
- Installing/Deleting the modules (is not recommended to modify without our assistance).
- Adding/editing/deleting the site's pages.

Settings

In the settings section you can modify Administrator E-mail, Administrator Login, Administrator Password. To do that, just enter the corresponding info into the fields and click on 'save settings'.

Modules

We do not recommend you to change anything in the 'Modules' sections. All modules need installation and adjustment, so we do not advise you to modify anything there without qualified assistance.

Pages

The "Pages" section of the back-end allows the administrator to **Add/Delete/Edit** pages, and **change** the pages order in the list of the pages.

- To add a page, click on the + sign at the bottom of the page. The form for page creation will load up. You can then fill in the content of the page, the file name, and the menu title, which this page will go under. You can view the page either in "DESIGN" or "HTML" mode. Click "Save" to save the page.
Please, note that even if you add a page, it cannot be accessed from the front-end using the navigation menu. To incorporate the page into the site, you will need the help of the site developer.
- To edit any of the pages, please find it in the list of the pages, then click on the "edit page" icon. The page will be loaded up in the editing module where you can make all the necessary changes or updates. Practically all features available in Microsoft Word or any other Word Processor are available in the editing mode. You can change, copy, paste text, modify the font style, size, color, alignment etc. You can add/remove/modify tables, add images and much more. Don't forget to save changes after editing. You can view the edited page by clicking "view the page" icon on the left hand side of the name of the page in the pages list.
- You can also delete a page by pressing the "delete page" icon, however, you won't be able to remove the link to this page at the navigation menu in the front-end. To do that, please contact the developer of the site.
- Use the green arrows to change the order of the pages in the pages list.
Please note, that the page order will not change at the front-end.