# Introduction

There is a lot to read and learn in the beginning, but you'll find the editing software easy to use pretty soon.  We've tried to provide lots of examples & explanation to help you 'do it yourself'.  If you find anything confusing, need more information, or have questions, please contact us at **Jen@glikstorm.com**.  Your feedback will help ensure our instructions are as helpful as they can be—thank you!

*NOTE:  When you see* **your-website.com***, replace it with your actual website domain name.*

# Step 1 - Review your starter website

The starting template for your website is here:   **your-website.com**
and currently has the following pages:  home, contact, and privacy.

If you provided your social media links and contact information (address, phone, email), we've already included these for you.

Please read the standard Privacy Policy that we have included for your website, found by clicking the link at the very bottom of your web pages. If you do not agree with the wording, please adjust it with your wording changes once you get into the self-editing program.

# Step 2 - Learn about Layout Styles

**IMPORTANT - Please visit the client area of our website:  www.glikstorm.com/help  and read the link for instructions about your website template.  These instructions show the different layouts provided with your template and other important information you'll need as you follow these instructions.**

Your website template comes with 3 pages that can be copied to make NEW pages. All pages have a wide top section and wide bottom section, in addition to the following layout choices:

- **Home** – has 2 columns in the middle section

- **Contact** – has 2 columns in the middle section

- **Privacy** – has 3 columns in the middle section

# Step 3 – Log Into Self-Editing

1. Go to: **http://cms.glikstorm.com** (there is no "www")

2. Enter your email and the temporary password we emailed to you
   (or your new password if you've changed it). Click the **Login** button.

   Your main screen, called the Control Panel, looks similar to this:



**NOTE: The first time you log into self editing, follow the rest of the instructions on this page. Otherwise, skip the rest of this page.**

4. On the far right, click the arrow next to your name (see red circle above),
   then click **Preferences**.

5. Enter the temporary password that was emailed to you.

6. **Choose a new, very strong password:**
   Try combining 2 words broken up with 2 or more numbers, and a few capital letters, then repeat the sequence 2 or 3 times. Also, make sure you choose capital letters that are obvious when you write them, such as "E" and "A", (not "S" or "O", which look similar when in capital and lowercase form).
   Here is an example of a strong password (no spaces):
   siL84veRdoG siL84veRdoG siL84veRdoG

7. Enter your new password in the bottom two boxes,
   **and write it down.**

8. Click the **Save Preferences** button

# Your Control Panel

Your main screen is called the Control Panel, and it lists all the editable pages in your website. *The pages you see will depend on your website and template, and may not match these examples.*
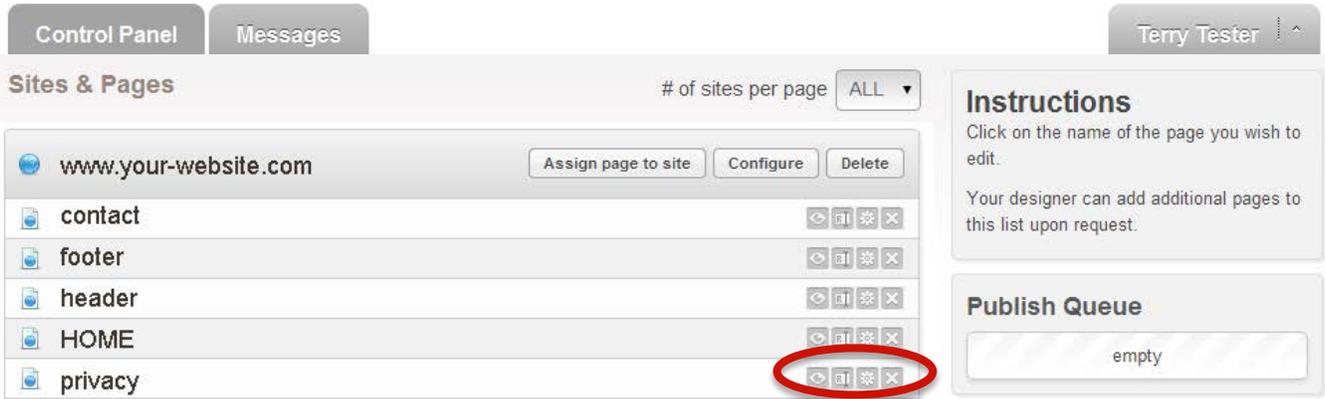


Click on one of the page names (contact, HOME, or privacy) to start editing.

*if your Internet browser pops up a security warning pops up about https, click YES or OK.*
*You don't need https unless you are buying something or looking at your banking accounts online.*

# CAUTION: The tiny gray icons

You'll notice a group of icons on the far right next to each page name (circled in the example above).  The number of icons you see will vary.  **Be careful with these, because you can accidently delete a page or cause broken links.** Here is what they mean:

 VIEW     CLONE     RENAME     DELETE

# Editing View

When the editing page opens, you'll see all the inner sections of that web page that are editable broken down into small windows.  You will only be adding words and pictures to SOME of the sections listed here, depending on the layout you'd like to use.

The text will look different when you are editing it than how it will look on the screen when you publish it.  The paragraph and heading styles (colors, fonts, spacing, etc.) will match the actual styles we have programmed once you publish a page.
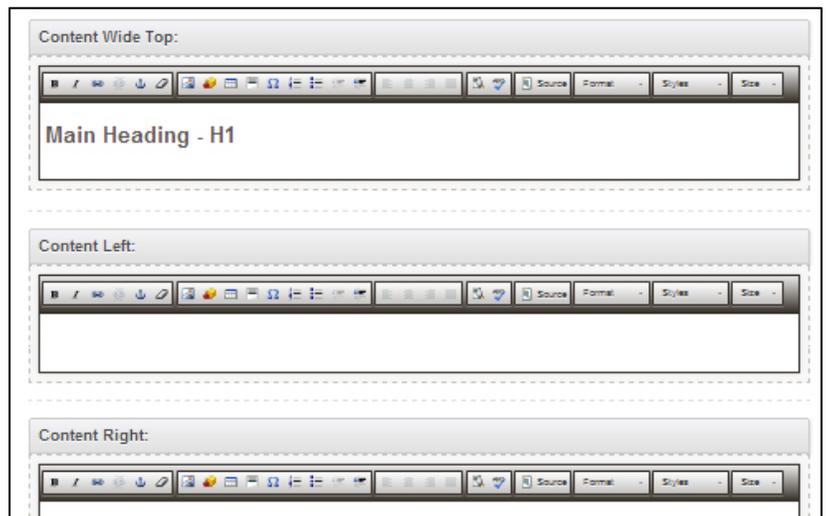
# Sections You Aren't Using

The many different sections are provided to give you flexibility in case you want to adjust your page with a different layout in the future.  Keep the sections you don't want to use empty. If you add words to a section and then decide not to use that section, just hit your **DELETE** and **BACKSPACE** keys until your cursor is all the way at the top of the section.

# Add Text/Words

Type in the text box.  For paragraphs, the type of text should show as **Normal** near the right side of the tool bar. If doesn't,  choose **Normal** from the drop down arrow.  When you hit the **enter** key, each additional line you type will also be a normal paragraph.

**NOTE:  If you want to copy and paste a selection from a writing program like WORD, please see page 5.**

# Styling the Text

Try to do this sparingly.

You can highlight a word and choose **B** to make it bold or *I* to make it  italic.

Please do not use these following options, because your web page styles are controlled by separate code instructions within your website:

# Add Headings

Type the words you want as a heading on their own line.  Highlight the words you want to change into a heading.  Near the right side of the tool bar, click the area circled below and choose  the appropriate heading:

**Heading 1**  is for the main heading of the page, it will be the largest
**Heading 2**  is for subheadings
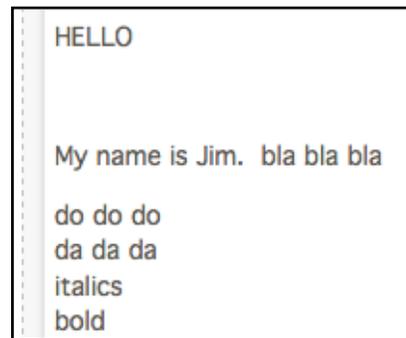**Heading 3**  is for smaller headings beneath subheadings
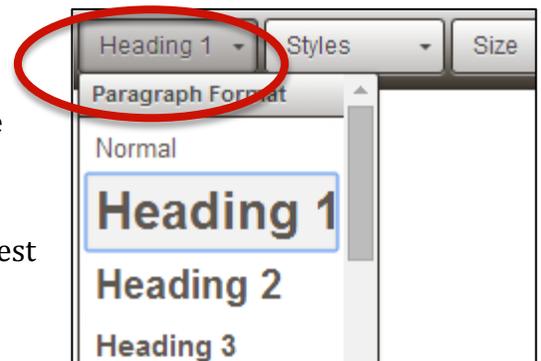
# Copy & Paste from a Writing Program (like Word)

You can copy and past wording into the self-editing software, but you will lose the formatting.  If you copy something like this from Word:

It will paste similar to this in the self-editing:

You would then select each word(s) to change them to bold, italic, the Heading 1, and the bulleted list.  You should also delete any extra line spaces, like below the word HELLO.

Your self-editing screen will then look similar to this:

When you publish the page, it will transform into the correct colors, fonts, and sizes of your website style.

# Add a Link

Highlight the text you want to link. Click this icon:

## Web Page Link:

Choose the link type **URL**.
Type the link information in the box:

*If the link is to somewhere outside your web page, (like to your Facebook page) click the* **Target** *tab and choose* **New Window.**

Click **OK** at the bottom of the screen.

## PDF Link:

You can link to your own, original PDF document. Please keep PDF files under 800 KB.

Choose the **Upload** tab.
Click **Choose File**, and select your file.
Click **Send it to the Server**.

(A screen will pop up with a temporary link)
Click **OK** at the bottom of the screen.

## Email Link:

Choose the link type **E-mail**.
Type the email address in the box:

Click **OK** at the bottom of the screen.

**To change a link:**  highlight the underlined (linked) word.  Right click, then click "edit link".

**To remove a link:** highlight the underlined (linked) word. Click the UNLINK icon from the tool bar, just beside the link icon (looks like a broken chain).

# Copyright Warning - IMPORTANT

You can't link to an image on someone else's website unless they specifically give you permission.  You also can't put any images on your website that you 'found' on the Internet.  All images posted on your website must either be created entirely by you, or you have a license or written permission to use them.

You also can't post words, blog posts, music and other things written by others without their permission.  Here are some examples of things that you can't use without permission:

- a video you made with your film/photos that has copyrighted music playing in the background
- a PDF, brochure, or "How To" file that you 'found' on the internet
- newspaper and magazine articles that you have scanned (even if the articles are about you)

**Please refer to the Website Agreement  for more information:**
**www.glikstorm.com/agreement.php**

# Prepare Your Pictures (Images)

When you take a photo with your camera or phone, it will normally be a large, print-quality image that is too big to use on your website without some optimization.  Online, images display at 72 pixels per inch (instead of 200-300 pixels per inch when printing on paper).

Images for your website will need to be edited so that they are less than **890 pixels wide.**
Most images on your website should be less than **40 KB** in memory size each.
The lower the memory size, the faster the image will open on the Internet.

The maximum limit for an image's memory size is  **150 KB**—but at that size it may open slowly and slow down your website.  If your image file size is measured in MB or GB, it is too big for Internet use.

You can use this free online service to optimize your own photos: **www.webresizer.com**
or contact us for additional help: **Jen@glikstorm.com**

# Add A Picture (Image)

Click a spot on the page where you would like the picture to appear. Click this icon:
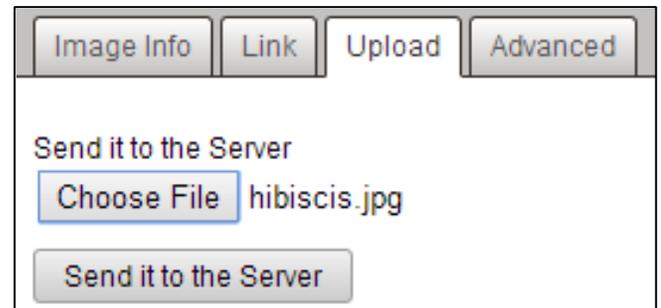
Click the **upload** tab

Click the **Choose File** button.

Choose the picture file on your computer.

Click the **send it to the server** button.

In the box under **Alternative Text** write a short explanation of what the image shows.

You can change the height and width if you choose. (if you change one number, the other will adjust)

You'll normally want to type "0" for the border.

*CAUTION- if you change the Hspace, VSPace or Alignment….strange things can happen.*

Near the bottom, click the **OK** button.
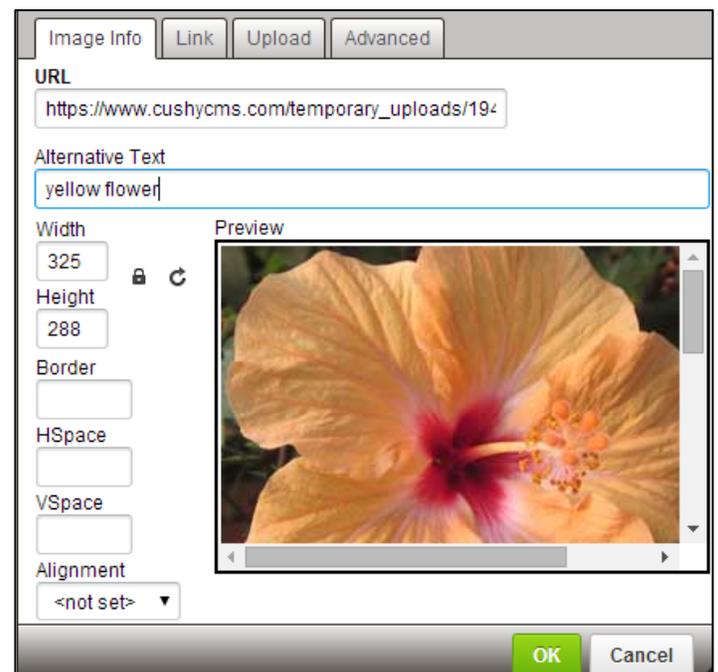
**ADVANCED**:  *Refer to the instructions for your specific website template for information about using  the  "left-pic", "right-pic", and "round-corners" styles:*
**www.glikstorm.com/help**

# Add Special Symbols

To add special symbols, like quotation marks ("), and dashes (—), click this button in the middle section of the tool bar:

A popup box will open.  Click on the symbol you want, and it will be instantly inserted & the box will close.
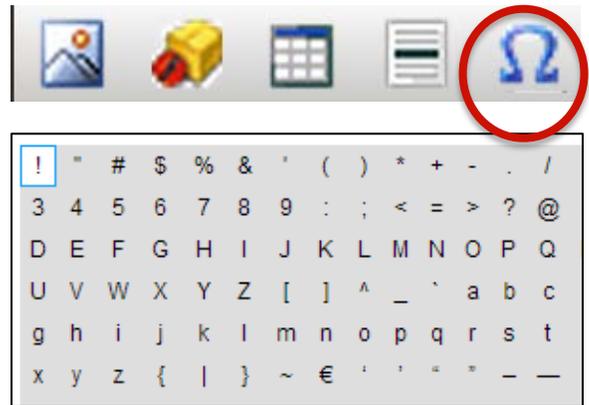
# Spacing

Some pages that don't have a lot of content may have extra empty paragraphs at the bottom of the content.  This is so the inner part of the page will display at an appropriate size, especially if there is a side menu or multiple images on the page.  If a page looks funny after you make changes and upload, try adding a few empty paragraphs at the bottom of your changes and re-upload.  You can also always contact us for additional editing help.

# Publish & Preview

Your changes won't be saved until you click the **Publish Page** button at the bottom left of the screen. You may want to publish after changing each section.

Click **View Live Page**  in the upper right to see the page as it currently appears on the web (without the changes you haven't published yet). The live page may open in a new tab in your Internet browser.  Click it closed when you're done and go back to editing.  You won't lose any editing changes that you haven't published yet.

# How to Log Out

On the far upper right, click the arrow next to your name, then click **Logout**

# Partial Pages – Header, Footer, Menu & Banner

Changes you make here change ALL of your web pages to keep your website looking consistent.

- **header** - contains everything at the top of each of your web pages
- **footer** – contains the editable information at the bottom of each of your web pages

CAUTION: Any links you add into these special pages should show the full URL,  meaning  they should look  like this:  **http://www.bla-bla.com/schedule.php**   and not like this: **schedule.php**

## Social Media Section

**If you provided social media links to Facebook and Twitter, we've already connected those for you.**  If you don't have Facebook, Twitter, etc. or don't want them on this part of your page, simply delete them from this section. To add the links yourself, see page 5.
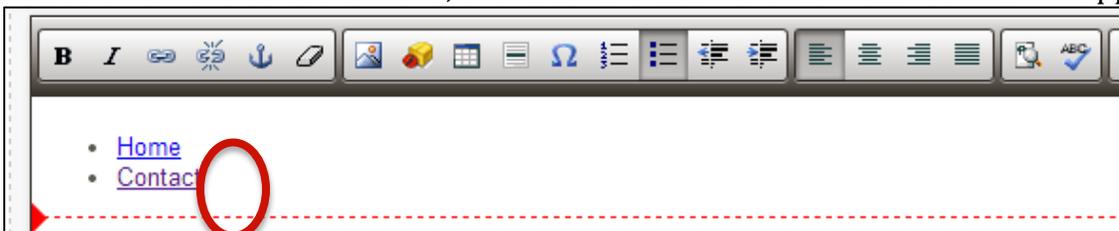
## Banner Section

This is where your company name and logo should go, with a link to your HOME page. If you replace the wording of your company name with an image/logo, change the heading style from **Heading 1** to **Normal** .

## Menu List Section

To add a new choice to the menu, click after the last menu item & a red line will appear:

Hit the **ENTER** key, then type the name of the new page.  Stay on that same line, then add in the link to the new page.  Your new page must be published before you can add it to the menu. (If you see an empty bullet point underneath, hit your **backspace** key to go back up to the new menu link you're creating).

# Clone (Copy) a Page to create a new page

1. In your Control Panel view, click the icon that looks like this next to the page you want to clone



2. You will see a screen like this:



Type a new page name in LOWERCASE letters.

Don't use any spaces, numbers, or symbols other than ▬ or ▬ .
Leave the filename as it suggests.

Click the **CLONE PAGE** button.

## An error/warning might pop up—just ignore it.
*(We are using advanced programming, and there is no problem with the new page).*