## What You Need to Know to Edit Your Website

Here's a roundup of a few sections of Website Builder Help articles. Use it as your guide—from the basics steps of building your website, right through creating an email campaign or full-fledged online store.

### Add and Link a Text Button

By adding linked text buttons, you can let customers jump straight to a page on your website — or any other site. For example, if you want to promote your newsletter, link a "subscribe" button to your email sign-up form. As one of the first things visitors see, such "action buttons" can boost the odds of visitors responding.

1. Log in to your Complete Media, Inc. account and open your product. ([Need help opening your product?](#))

2. Click Edit Site.

3. In the Sections panel, click Header.

4. In the Header panel's Content section, click Action Button.

5. Click the toggle next to the Show Action Button to turn it on.

6. Type in what you want the Button Label to say.

7. Click the Link to Page arrow to link the button to a page on your site or Another Website.

8. If you selected the Home page, you also can click the Section arrow to link to a particular section in the page.

9. Your changes are saved automatically so when you're finished, click Preview to see the results.

10. When you're ready to make the changes public, click Publish Site or Publish.

### Add or Replace a Photo

Great photos encourage visitors to explore your site, so use them liberally. They must be formatted as .png or .jpeg/.jpg files. While they can be as large as 30MB, smaller files download faster.

1. Log in to your Complete Media, Inc. account and open your product. ([Need help opening your product?](#))

2. Click Edit Site.

3. Click the photo you want to replace.

   • To add or replace the first section's cover image (or solid color), click anywhere in the section. When the Header panel opens, click Cover Image.

   • In other sections, click where you want to add an image or click the photo you want to replace. (You cannot do this in the Contact Us or Footer sections.)

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4. In the right panel:

   • Click Add Image.

   • Click Replace to use another photo.

5. The Image Library offers multiple ways to select a photo.

   • My uploads (default view): Select a photo from ones you've already uploaded to your site

   • Upload: Browse to a new photo on your computer to upload to your site

   • My Sites: Use a photo from another Website Builder site you've created

   • Stock Media: Select one of Website Builder's royalty free photos (For details, see Choose stock photo.)

   • Social Media: Select photos posted on your Facebook account. You need to log into Facebook to chose those photos.

   • Delete: Move selected photo to the trash

6. After making your choice, click Insert.

7. When the Selected image panel opens, edit the photo by clicking the crop or rotate buttons. Use the slider and green dot to set the photo's zoom level and focus point. (Click the trashcan to delete a previously uploaded photo.)

8. Enter a short description in the Describe this image box. The info not only improves your page's search engine rank, but also helps site visitors using screen readers or slower connections.

9. When you finish editing, click Done. Your new or replacement photo appears in the section you selected in Step 3.

Don't have quite the right photo? See Choose stock photo and search by keywords.

Want a less busy header? See Replace cover photo with solid color.

**Add a Page to My Website**

You have the choice of creating a single-page or multiple-page website. Each site can have up to 50 pages. For each page, you can choose to include it in the site navigation or not. Each page can display up to 20 sections, though having fewer sections enables visitors to see everything in a short scroll.

1. Go to your Complete Media, Inc. product page.

2. Scroll down to Websites and click the Manage button next to your website.

3. Click Edit Site.

4. Click Site Navigation

5. Click Add... in the upper right.

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6.  New page is automatically selected, so enter a Page Title, click Show in Navigation bar if that's your intention, and click Create Page at the bottom of the section.

7.  The new page will have no content, so click Add Section and see Add a section to begin adding content to your new page.

8.  Your changes are saved automatically so when you're finished, click Preview to see the results, and, if you like, use another of your domains or buy a new one.

9.  When you're ready to make the changes public, click Publish Site or Publish.

**Add a Section**

Your website comes with four sections already installed: Header, About Us, Contact Us, and Footer (plus Subscribe for the Online Store/eCommerce plan). You also can add new sections and customize them by renaming them, changing or removing the boilerplate text, and deleting or replacing the photos.

1.  Log in to your Complete Media, Inc. account and open your product. (Need help opening your product?)

2.  Click Edit Site.

3.  Scroll in the main view of your site to where you want to add a section, and click the plus button.

4.  Click one of the sections listed in the Add Section panel.

5.  Click the layout choice you want to use.

6.  When the Section Added confirmation appears, click the new section to customize its options, starting with the title.

7.  Your changes are saved automatically so when you're finished, click Preview to see the results, and, if you like, use another of your domains or buy a new one.

8.  When you're ready to make the changes public, click Publish Site or Publish.

**Duplicate a Section**

To quickly create multiple sections with similar content, start with an existing section whose basic content you'll want to use in other sections and make a copy you can then customize.

1.  Log in to your Complete Media, Inc. account and open your product. (Need help opening your product?)

2.  Click Edit Site.

3.  Click Pages in the My Site panel.

4.  Find the page containing the section you want to duplicate (Home in the example).

5.  Find the section you want to copy, click the three dots to the right of the section's name, and select Duplicate Section.

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6. The duplicated section is given the same name as the original section, so rename it by clicking the duplicated section's vertical dots and selecting Edit Section.

7. Enter a new name in the section's title field and click Done.

8. Click the new section to start customizing its content.

**Publish My Website**

After you review your website and get it looking just the way you want, you're ready to publish it.

1. Go to your Complete Media, Inc. product page.

2. Scroll down to Websites + Marketing and select Manage next to the website you want to change.

3. Click Edit Site.

4. Make any site changes you need.

5. Your changes are saved automatically so when you're finished, click Preview to see the results, and, if you like, use another of your domains or buy a new one.

6. When you're ready to make the changes public, click Publish Site or Publish.

Note: Once your website has been published, it cannot be unpublished. However, you can still edit and republish your website.

Browse online help articles from basic site setup to using share calendars and working with blogs here.

Source: Complete Media

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