
Contents of Website Training Manual

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Title Page

- What's Included In Website + Marketing Program
- What the Training Manual Contains
- Log-In
- Dashboard
- Delegate Access

Edit Content

- *Where To Edit*
- *How To Get To The Page You Want To Edit*
- *Editing Existing Text*
- *Tool Bar*
- *Done Button*
- *Auto Save*
- *Undo Typing*
- *Colors*
- *Events Page*
- *Forms*
- *PDF Files*
- *Blog*
- *Theme*
- *Restore Site To a Previous Version*
- *Publish*
- *Return to Dashboard from "Edit Website"*

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- *Add New Sections*
- *Move a Section to Another Page*
- *Duplicate and Delete Sections*
- *Re-Name Sections*
- *Re-Arrange Order of Sections*
- *Include Hyperlinks to Other Pages/Sites*

Manage Pages

- *How To Get to Manage Pages*
- *Duplicate and Delete Pages*
- *Change Name of Page*
- *Add Pages*
- *Navigation Bar*
- *Change order of pages and how they appear on the Navigation Bar*
- *Private Page and Footer Settings*

Photos

- *Manage Photo Library from Dashboard*
- *Add Photos to Website Pages*
- *Remove Photos from Website Pages*
- *Replace Photos on Website Pages*
- *Photo Gallery Layout*

Links, Buttons, & More

- *Subscriber Button*
- *Message Box*
- *PopUp*
- *Paypal (Two Options)*
- *Videos*
- *Social Media*
- *Google Calendar*

Email Marketing

- *Manage Subscribers*
- *Create Newsletters/Announcements*
- *View Statistics on Sent Emails*

Appointments/Services

- *Book Appointments*
- *Schedule Services and/or Events*
- *View Customers*

Private Member Page

- *Make a Page Private*
- *Add Members to Private Page*
- *Access Members Page*

Please let us know if you find any errors in this manual or would like to offer suggestions for improvement. Jacki@jackirose.com