

Editing Your eWebExtra Site

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This document is a short guide that explains how to use the Eyefinity Website Editor to edit your eWebExtra site.

Editing Text

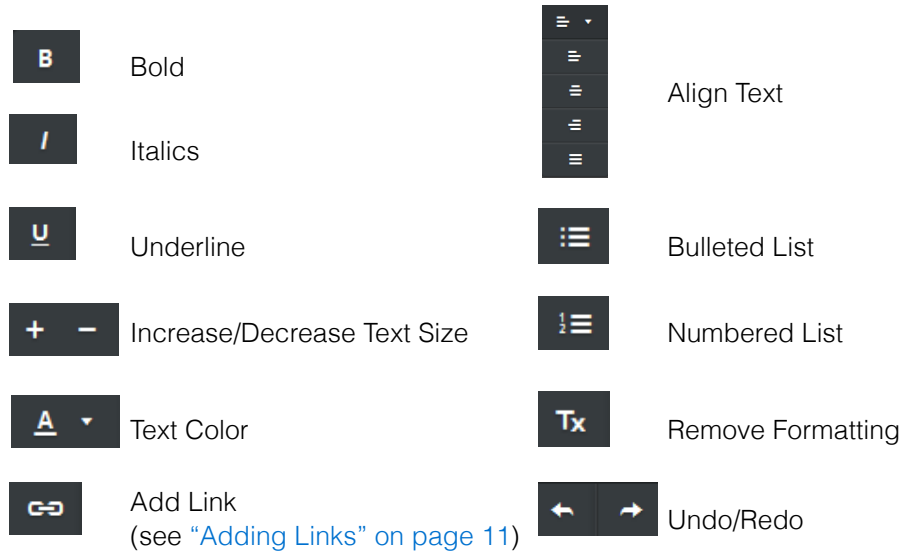
This section contains the following topics:

- [Editing Existing Text, 2](#)
- [Adding Text, 2](#)
- [Adding Titles, 3](#)

Editing Existing Text

Eyefinity has set up your eWebExtra site for you with your text. Use this procedure to edit your existing text.

1. Click the text element (heading, paragraph, list, etc.) you want to edit.
The Text Editing toolbar opens. The toolbar contains the following tools you can use to change the formatting of your text.



2. Type new text, as necessary.
3. To apply formatting to a section of text, select it and click the appropriate toolbar button.

NOTE You cannot change the font family using the Text Editing toolbar. Font families are set as part of the site design and cannot be changed.

4. When you are finished editing, click anywhere outside the text element to deselect it

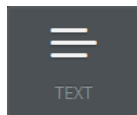
Adding Text

Use the Text tool to add additional text elements to your page. You can add as many text elements as you need.

1. Click and drag the **Text** tool to where you want to place the text.
The text element appears on the page.



2. Click **Click here to edit.**
The Text Editing toolbar opens. For more information on the toolbar, go to "Editing Text" on page 1.
3. Type the text you want to add.



4. When you are finished typing, click anywhere outside the text element to deselect it.

Adding Titles

You can add titles, or headings, to your site using the Title tool.

1. Click and drag the **Title** tool to where you want to place the title.
2. The text element appears on the page.



3. Click **Click here to edit.**
The Text Editing toolbar opens. For more information on the toolbar, go to ["Editing Text" on page 1.](#)
4. Type the title you want to add.
5. When you are finished typing, click anywhere outside the text element to deselect it.

Editing Images

This section contains the following topics:

- [Editing Existing Images, 3](#)
- [Adding Images, 6](#)

Editing Existing Images

Eyefinity has set up your eWebExtra site for you with your images. Use these procedures to edit your existing images.

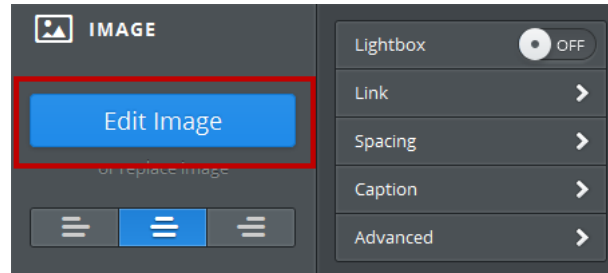
► To resizing an image

1. Click the image you want to edit.
2. Click and drag the blue square in the lower right corner of the image.



► To crop, rotate, and add effects to an image

1. Click the image you want to edit
2. In the Image dialog box that opens, click **Edit Image**.

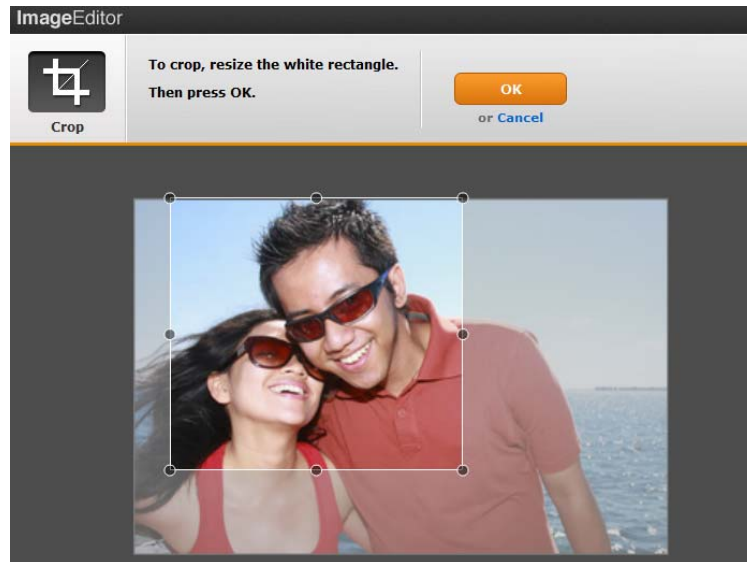


The image opens in the ImageEditor.



3. Click **Add Image** if you want to add an image to the current image. This is useful if you want to have two overlapping images in the same space.

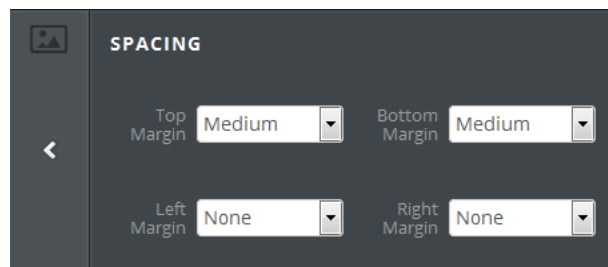
4. To cut unwanted parts of the image away, click **Crop**.
A box appears over the image.
 - a. Click and drag the circles in the corners of the box to move and resize it.
The area inside the box is the part of the image you want to keep.



- b. Click **OK**.
5. To rotate the image, click **Rotate**. You can turn the image left or right or flip it vertically or horizontally.
6. You can also change the **Opacity** of the image, or add a **Fade** or other **Effects** to it.
7. When you are finished editing the image, click **Save**.

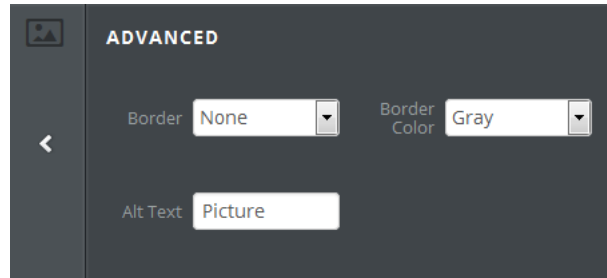
► To adjust the spacing and borders of an image

1. Click the image you want to edit
2. In the Image dialog box that opens, click **Spacing**.



- a. Select the size of margin you want around each side of the image.
- b. Click the arrow on the left side to return to the Image dialog box.

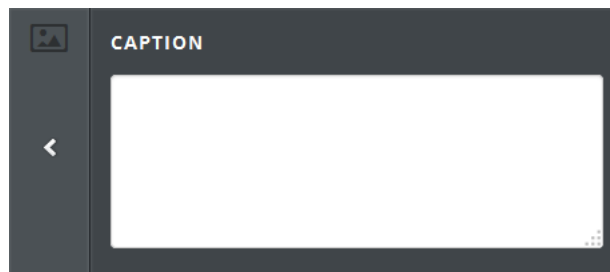
3. Click **Advanced**.



- a. Select the **Border** width and **Border Color**.
- b. Click the arrow on the left side to return to the Image dialog box.

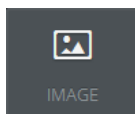
► To add a caption to an image

1. Click the image you want to edit
2. In the Image dialog box that opens, click **Caption**.



3. Type the caption you want to appear below the image.
4. Click the arrow on the left side to return to the Image dialog box.

Adding Images



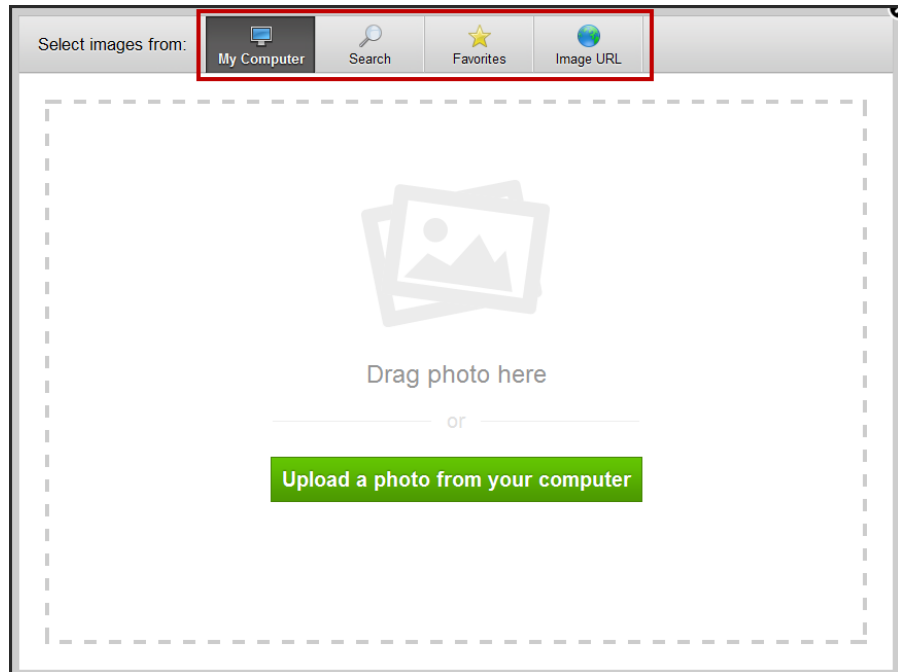
You can add individual images to your website, or you can add multiple images as a gallery or a slideshow. A gallery displays several images in one area of the page. A slideshow shows a sequence of images, one at a time.

► To add a single image

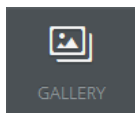
1. Click and drag the **Image** tool to where you want to place the image.
2. Click **Upload Image**.



3. Perform one of the following to upload the image:
 - Click and drag the image file into the window.
 - Click **Upload a photo from your computer** to browse your computer's directories for the image file.
 - Click **Search** to search the internet for an image.
 - Click **Favorites** to select an image from your browser favorites list.
 - Click **Image URL** to use an image from the internet if you know its URL.



To edit the image once you have uploaded it, go to [“Editing Images” on page 3](#).



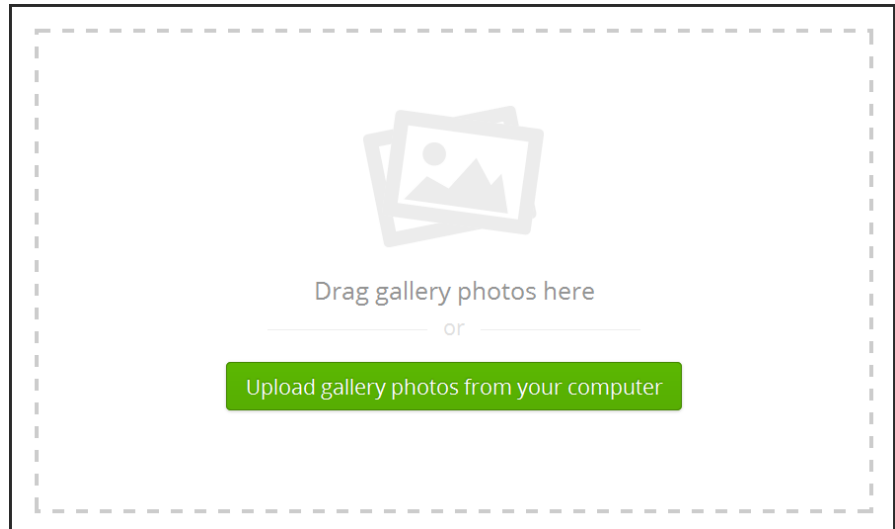
► To add multiple images as a gallery

1. Click and drag the **Gallery** tool to where you want to place the gallery.
2. Click **Upload Images**.

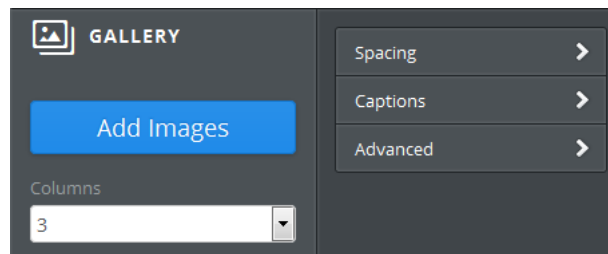


3. Click and drag image files into the window or click **Upload gallery photos from your computer** to browse for image files.

NOTE To upload multiple files at once, hold the **Ctrl** or **Command** key down when you click to select them.

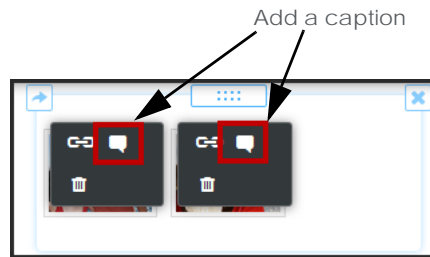


4. To edit the gallery once you have uploaded your images:
 - a. Click any image in the gallery.
The Gallery dialog box opens.



- b. Click **Add Images** to add more images to your gallery.
 - c. Select the number of **Columns** for the gallery.
 - d. Click **Spacing** to set the spacing above and below the gallery.
 - e. Click **Captions** to select whether the image captions will be visible only in Lightbox mode (when the user clicks on an image), or in both Lightbox and Thumbnail modes.
 - f. Click **Advanced** to set the spacing, border, and cropping for the gallery.

- To add captions to the gallery images, click the Add Caption icons.



- When you are finished editing the gallery, click anywhere outside the gallery element to deselect it.

► To add multiple images as a slideshow

- Click and drag the **Slideshow** tool to where you want to place the slideshow.
- Select a slideshow style and click **Continue**.

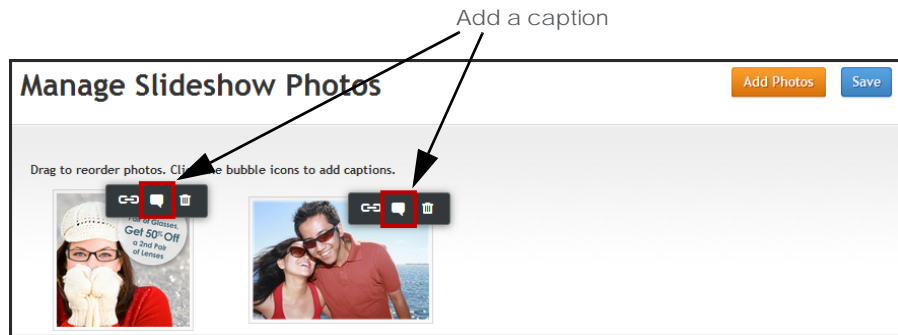


- Click and drag image files into the window or click **Upload photos from your computer** to browse for files.

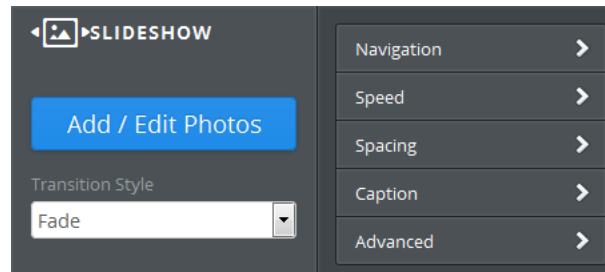
NOTE To upload multiple files at once, hold the **Ctrl** or **Command** key down when you click to select them.

- Click and drag the images to change the order they will appear in the slideshow.

5. Click **Add Caption** to add captions to the images, if desired.



6. Click **Save**.
7. To edit the slideshow once you have uploaded your images:
 - a. Click the slideshow.
The Slideshow dialog box opens.



- b. Click **Add/Edit Photos** to add more images to your slideshow, or change the order in which they appear.
 - c. Select the **Transition Style** to use when switching between images (e.g., Fade, Slide, etc.).
 - d. Click **Navigation** to select whether you want to use thumbnails, numbers, or no navigation.
 - e. Click **Speed** to determine how fast the slideshow should play.
 - f. Click **Spacing** to set the spacing above and below the images.
 - g. Click **Caption** to select the location for the image captions.
 - h. Click **Advanced** to set whether you want the slideshow to play automatically, and whether it should start at the first image or at a random image each time the show is loaded
8. When you are finished editing the slideshow, click anywhere outside the slideshow element to deselect it.

Adding Links

You can add links to the text elements, image elements, and buttons on your site to make it easier to navigate.

► To add a link to a text element

1. Select the text you want to use for the link.
2. Click the **Link** tool in the Text Editing toolbar.



The Link to: dialog box opens.

3. Select the type of link to create.
 - a. To link to an external website, select **Website URL** and type the URL. Select whether you want to **Open the link in a new window**.

NOTE Opening the link in a new window is recommended, because it allows visitors to easily return to your website.

A screenshot of the 'Link to:' dialog box. The 'Website URL' option is selected with a radio button. The text input field contains 'http://www.google.com/'. There is a checkbox labeled 'Open link in new window' which is checked. Below the input field are three other options: 'Standard Page', 'File', and 'Email Address', each with an unselected radio button. A 'Save' button is located at the bottom right of the dialog.

- b. To link to another page on your site, select **Standard Page** and select the page from the drop-down menu.

A screenshot of the 'Link to:' dialog box. The 'Standard Page' option is selected with a radio button. A drop-down menu below it shows 'Patient Forms' selected.

- c. To open a file when the link is clicked, select **File** and select the file from the drop-down menu. Click **upload a file** to browse for a file to upload.

A screenshot of the 'Link to:' dialog box. The 'File' option is selected with a radio button. A drop-down menu below it shows 'medicalhistory.pdf (52kb)' selected. To the right of the drop-down menu is a link that says 'or upload a file'.

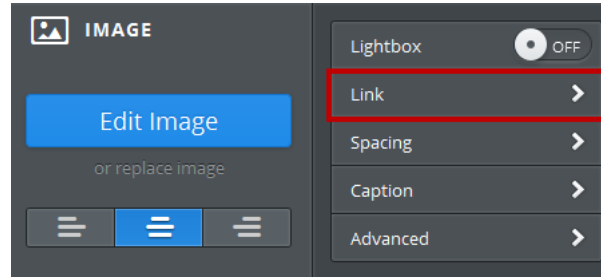
- d. Select **Email Address** to open a new message the visitor's email program so they can send an email directly to you. Type the email address you want to appear in the To field of the email.

A screenshot of the 'Link to:' dialog box. The 'Email Address' option is selected with a radio button. The text input field contains 'you@eyefinity.com'.

4. Click **Save**.

► To add a link to an image element

1. Select the image you want to use for the link.
2. Click **Link** in the Image dialog box.

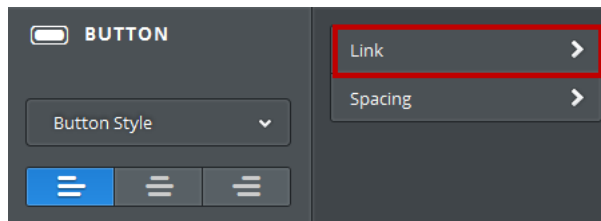
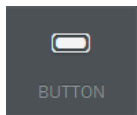


The Link to: dialog box opens.

3. Select the type of link to create, as described in step 3 of [“To add a link to a text element” on page 11.](#)
4. Click **Save**

► To create a button link

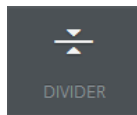
1. Click and drag the **Button** tool to where you want to place the button.
2. The button element appears on the page.
3. Select the **Button Style**.
4. Click **Link** in the Button dialog box.



The Link to: dialog box opens.

5. Select the type of link to create, as described in step 3 of [“To add a link to a text element” on page 11.](#)
6. Click **Save**.

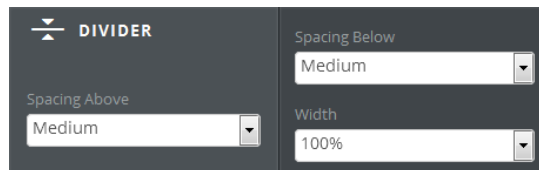
Adding Dividers and Spacers



Use the Divider and Spacer tools to add horizontal lines and white space to your pages.

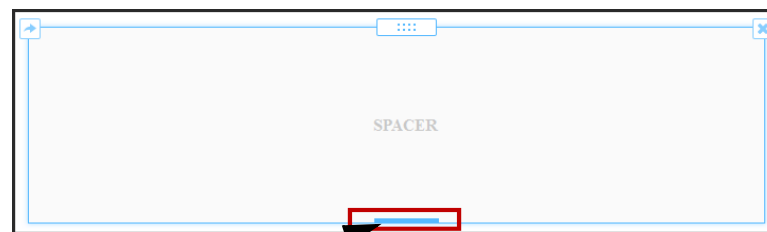
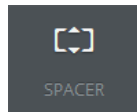
► To add horizontal dividers to a page

1. Click and drag the **Divider** tool to where you want to place the divider.
2. Click the divider to set the **Spacing Above**, **Spacing Below**, and **Width**.



► To add white space to a page

1. Click and drag the **Spacer** tool to where you want to place the divider.
2. Click and drag the blue bar at the bottom of the spacer to change its size.



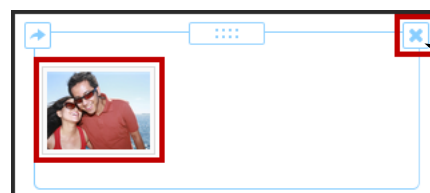
Click and drag to resize

Deleting Page Elements

You can delete text, images, dividers, and spaces.

NOTE Deleting page elements cannot be undone.

1. Hover over the element you want to delete. A blue box appears around the element.
2. Click the **x** in the upper right corner of the element.



Delete element from site

3. A message appears, asking if you are sure you want to delete the element. Click **Delete**.

Organizing Your Site

This section contains the following topics:

- [Setting the Page Order and Navigation, 14](#)
- [Adding a New Page, 14](#)

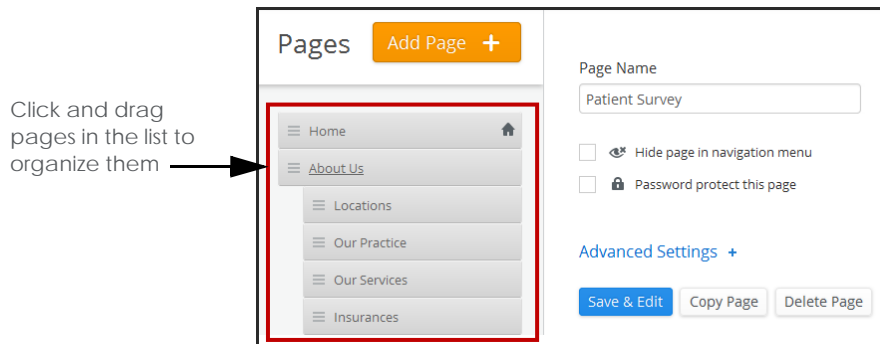
Setting the Page Order and Navigation

Use the Pages screen to quickly organize your website pages. The pages list shows the order the pages currently appear in the navigation bar on your web site.

1. At the top of the editor window, click **Pages**.
The Pages window opens.
2. On the left side of the Pages screen, click and drag the pages in the list to move them.
 - Drag pages up and down to reorder.

NOTE Dragging a page to the top of the list makes it your site's Home page.

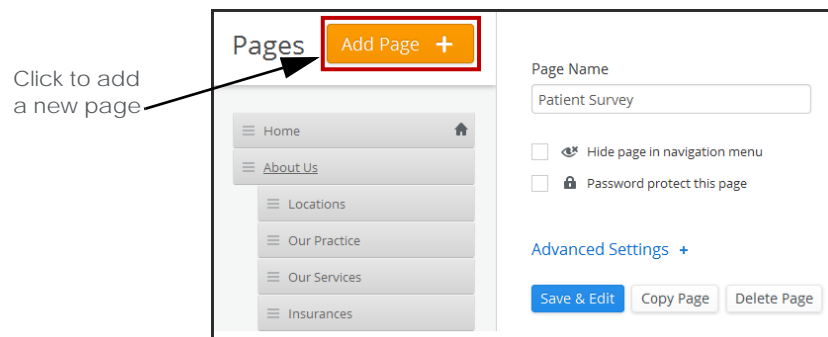
- Drag pages left and right to create subpages.



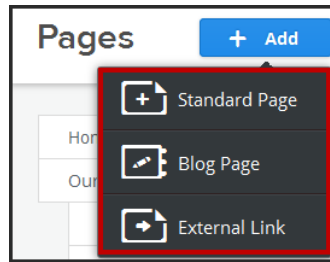
The changes you made are reflected in the site's navigation bar.

Adding a New Page

1. At the top of the editor window, click **Pages**.
2. Click **Add Page +** to add a new page.

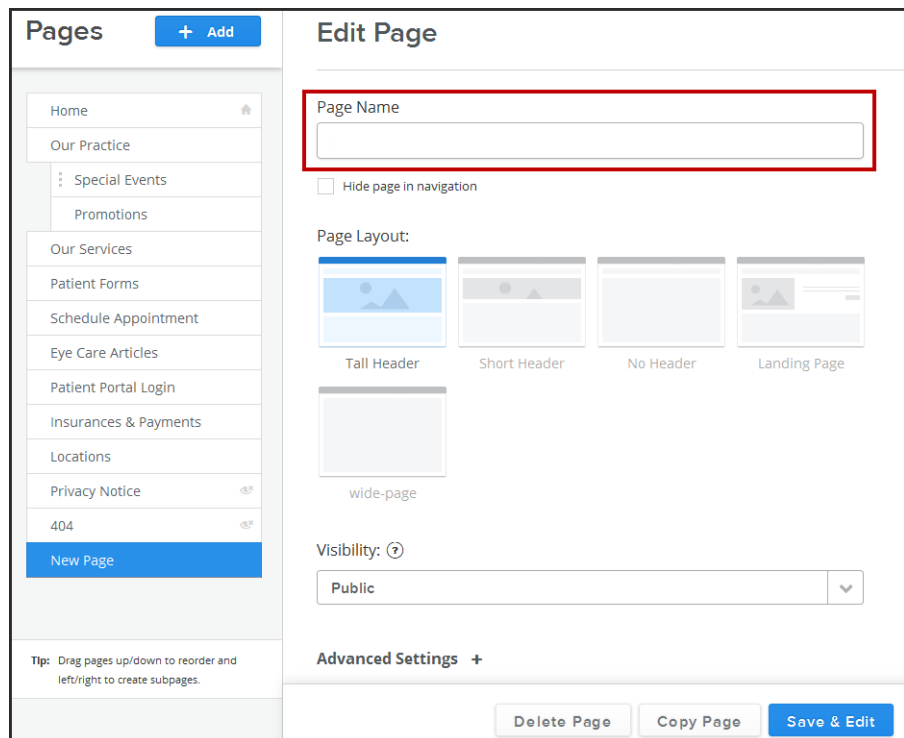


3. Select whether to add a **Standard Page**, **Blog Page**, or **External Link**.



A new page with the format you selected appears at the bottom of the page list and the site's navigation bar.

4. Drag the new page to the appropriate location in the page list. For more information, go to ["Organizing Your Site" on page 14](#).
5. Under **Edit Page**, type the **Page Name**.



6. Select a **Page Layout**. For more information go to ["Editing Page Layouts" on page 16](#).
7. Click **Save & Edit**.

Editing Page Layouts

You can change the layout of a page at any time. This section contains the following topics:

- [Selecting a Page Layout, 16](#)
- [Editing the Header Image, 16](#)

Selecting a Page Layout

1. At the top of the editor window, click **Pages**.
The Pages window opens.
2. Select the page you want to edit.
3. Under **Edit Page**, select the **Page Layout** you want to apply to the page.

NOTE

The layout types are part of your site design and cannot be edited. The following are descriptions of some of the layouts your site design may include.

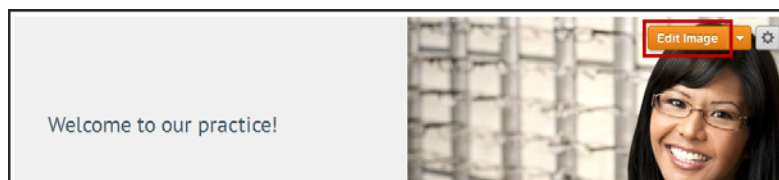
- Tall Header is the default layout for all new pages. It has an area at the top where you can upload a large header image.
- Short Header includes a smaller header area at the top.
- No Header does not have a space for a header image.
- Landing Page includes space for a header image, a title, a subtitle message, and an action button that can be linked to any other page on your site. This layout is a good choice for your site's home page.

4. Click **Save & Edit**.
5. Click **Build** and view the page to see if the layout is appropriate.

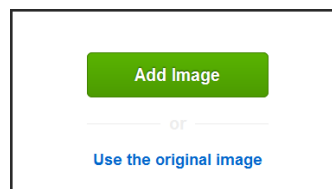
Editing the Header Image

Most page layout types include a header image area. This procedure explains how to edit the header image.

1. To edit the header image, if applicable, click the image and then click Edit Image.



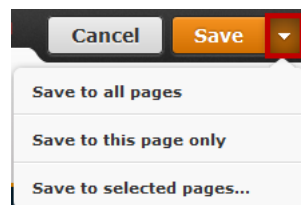
2. Click **Add Image** to upload a new image, or click **Use the original image** to edit the existing image.



3. Click and drag the circles in the corners of the image to change its size.
4. Click and drag the image to change its position in the header.
5. Use the ImageEditor tools to edit the image, as necessary. For more information on the tools, go to [“Editing Existing Images” on page 3](#).
6. When you are finished editing the header image, click OK.



7. Click **Save** to save the edited image, or click the down arrow next to the Save button and choose one of the following options.
 - Click **Save to all pages** to save the image as the header on every page of the website.
 - Click **Save to this page only** to save the image as the header on the current page only.
 - Click **Save to selected pages...** to select the pages in the site where you want the image to appear.



Saving and Publishing Changes

Changes you make to your pages are automatically saved in the editor when you exit. The changes are not visible to your site visitors until you publish them. To publish the changes to your web site, click **Publish** in the upper right corner of the editor.