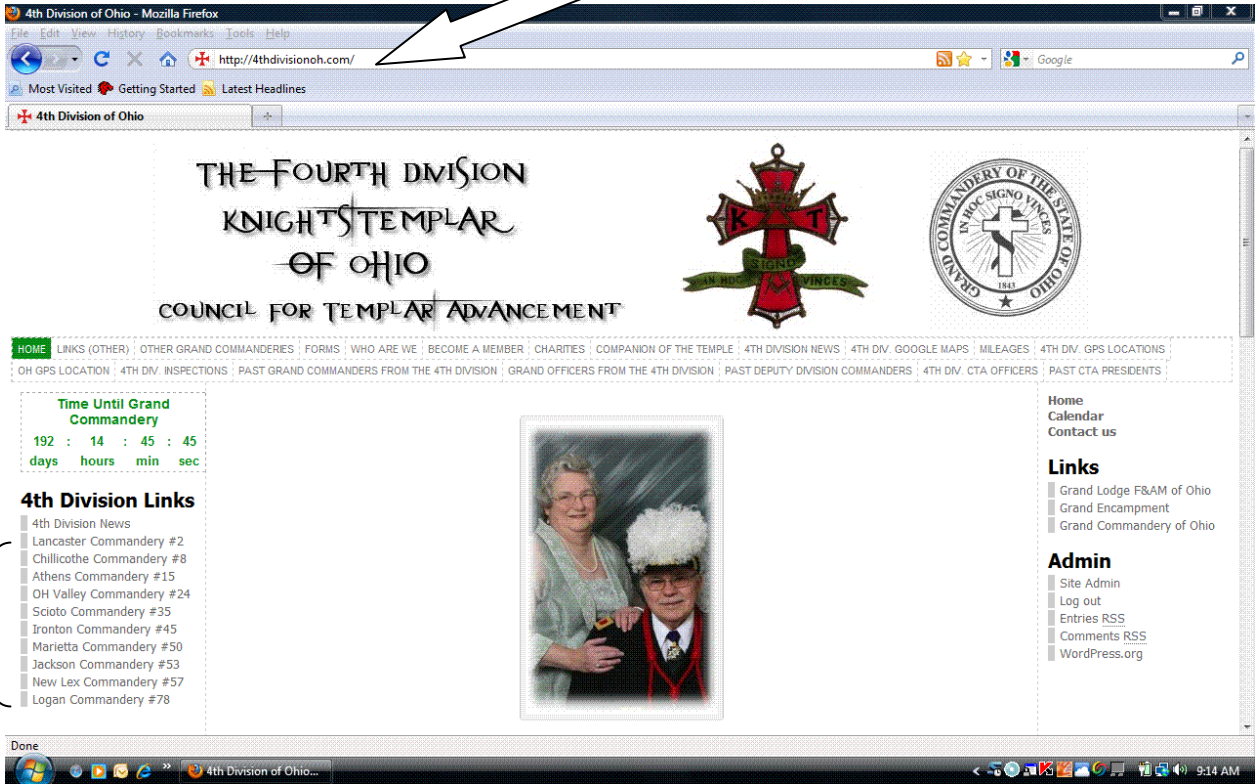


# QUICK GUIDE ON YOUR WEB PAGE

1.) Type in address <http://4thdivisionoh.com/> in address bar.

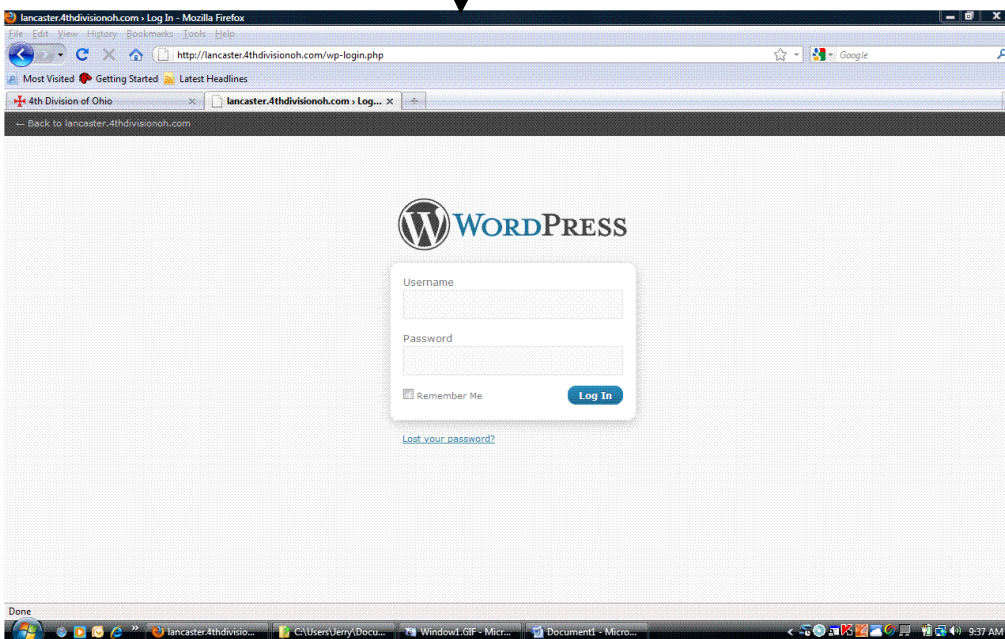


2.) Click on YOUR Commanderies Name



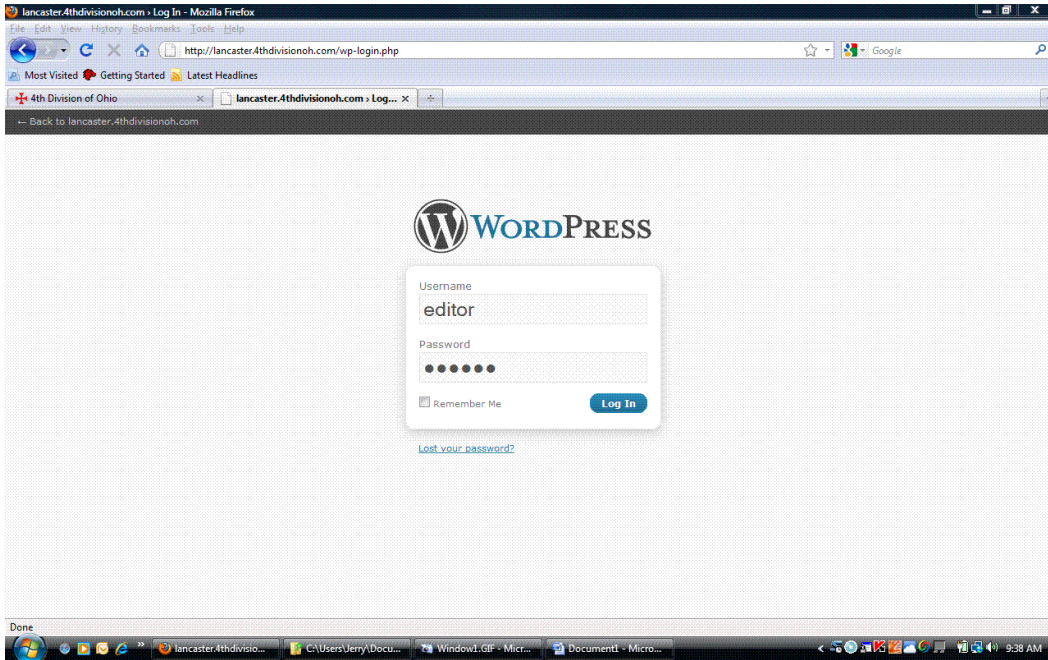
3.) Click on Log in (under the Admin)

4.) This will bring up this page

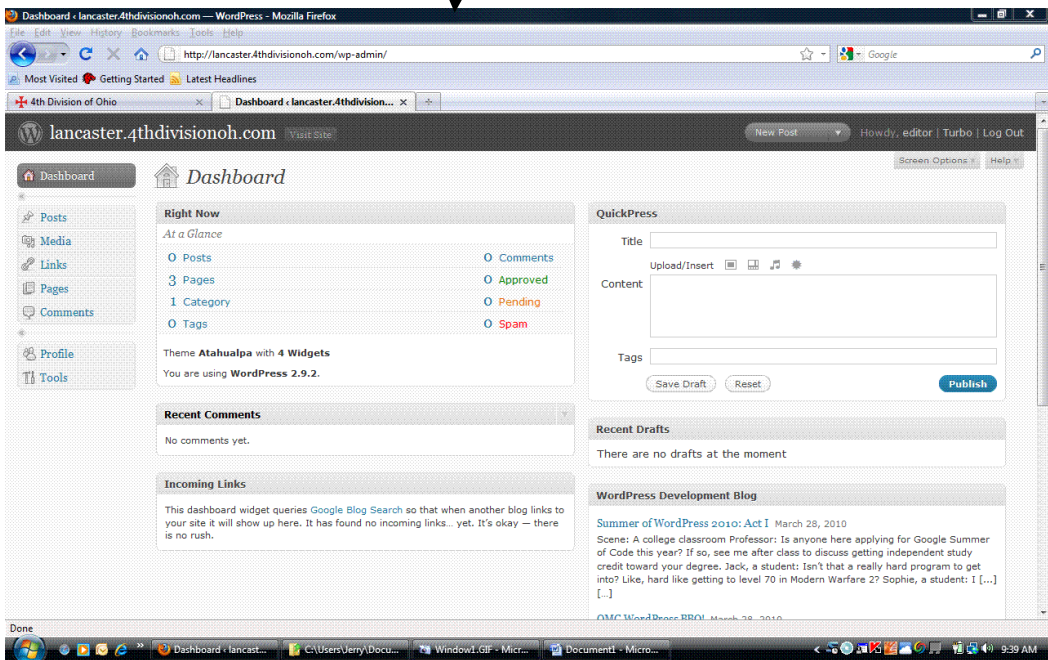


5.) Log in using your assigned log-in and click on the button labeled

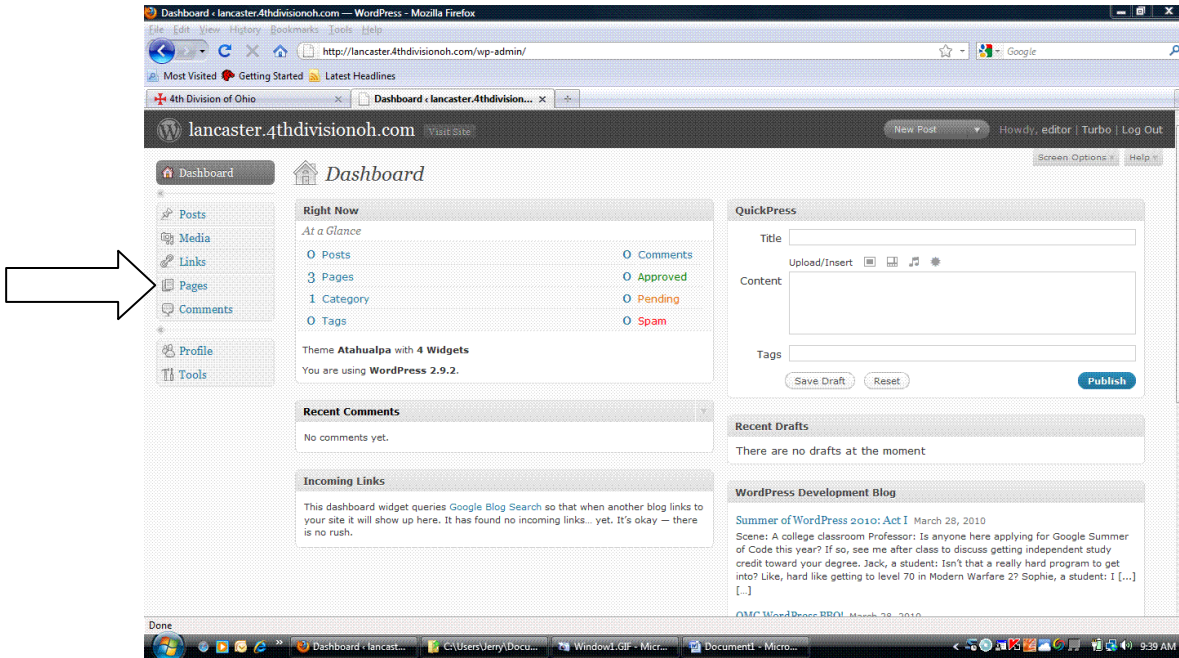
Log In



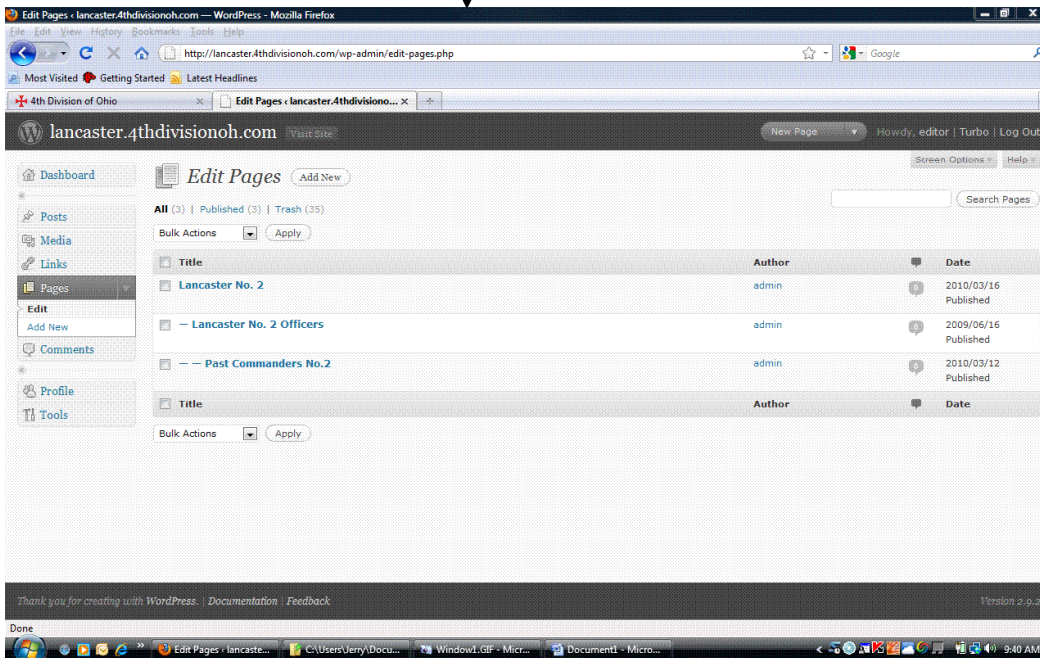
6.) This will bring up this box. ↓



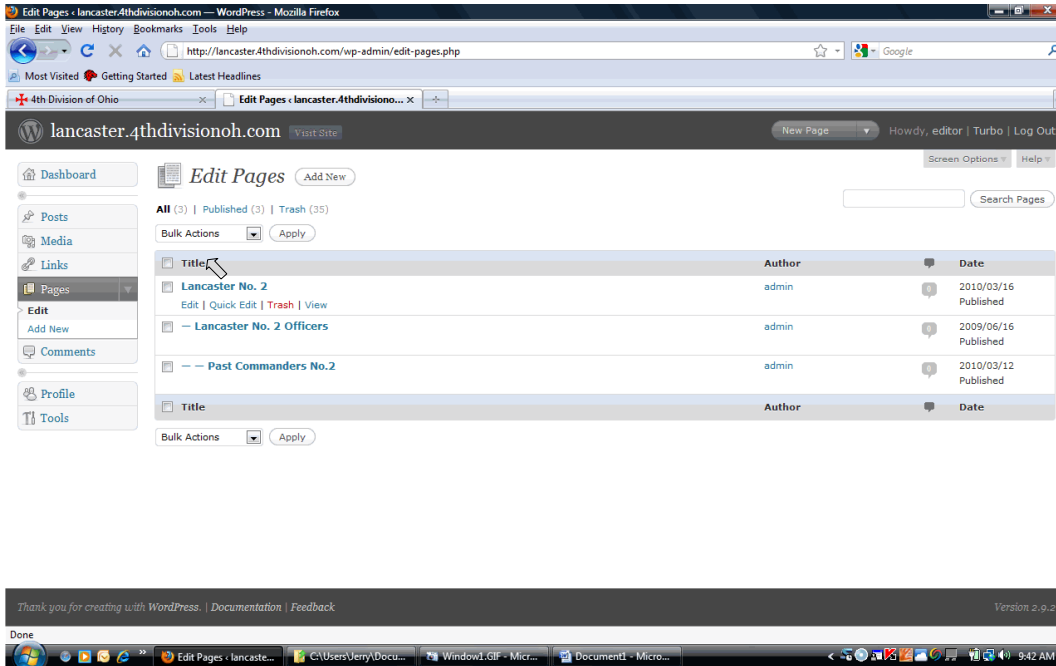
7.) Click on Pages NOTE: THIS THE ONLY BUTTON THAT YOU NEED!



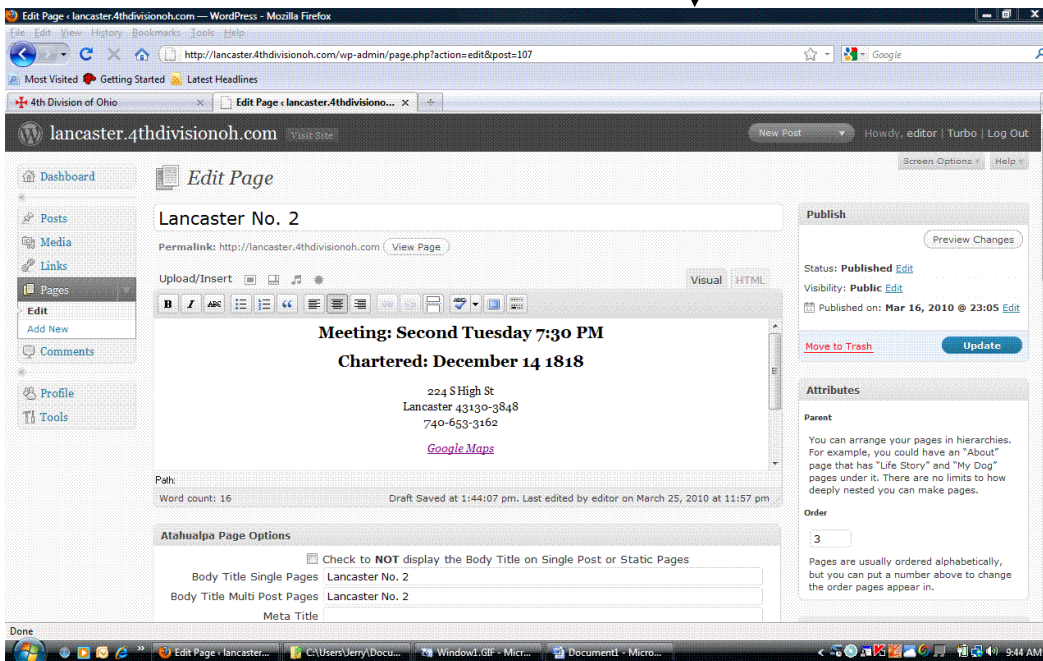
8.) This will bring up this box.



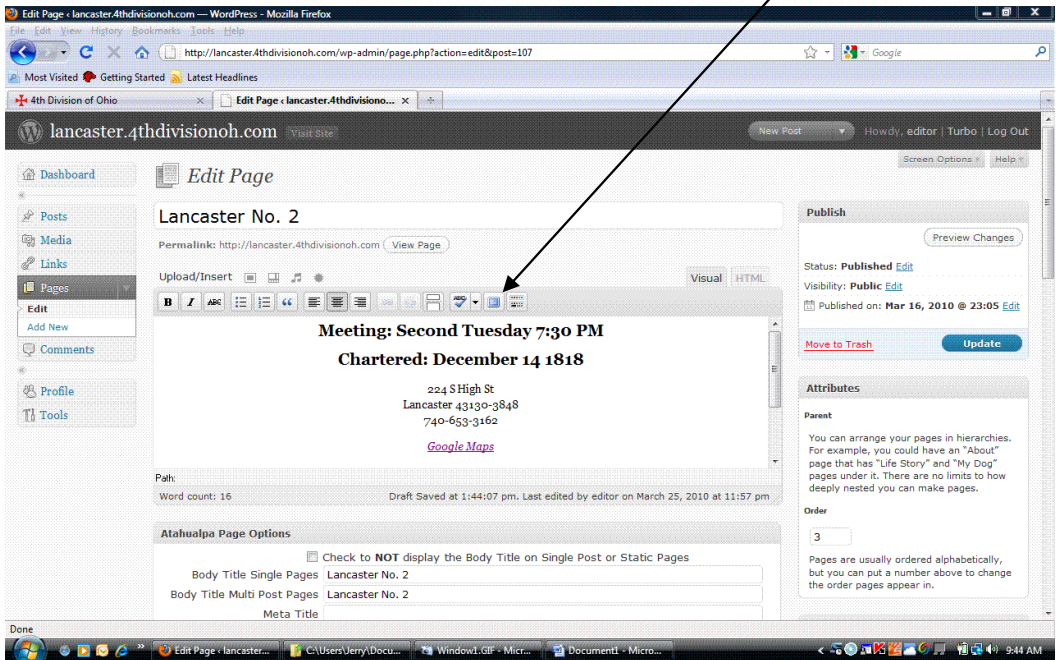
9.) You will notice that when you run your cursor (mouse) over the page name it will highlight three choices below page name.



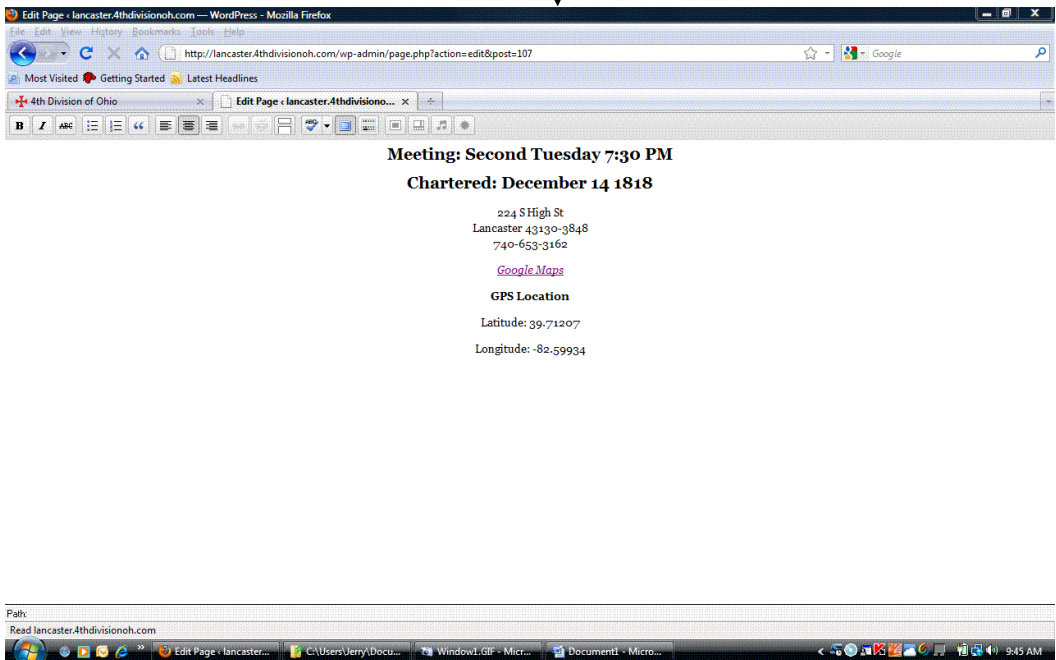
10.) Click on Edit and it will bring up this box



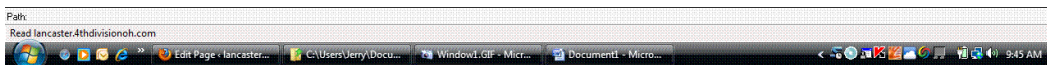
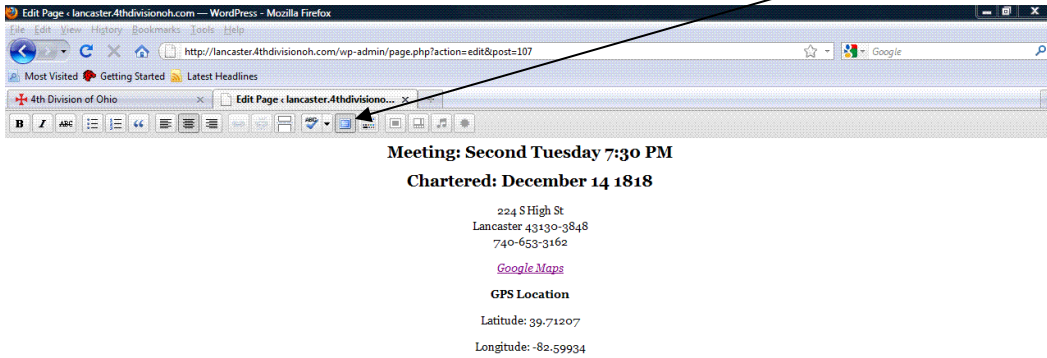
- 11.) This is where you will do all your editing or changes.
- 12.) If you want to make the box larger click on this button



- 13.) The box should now look like this. Now you can make any changes You would like.

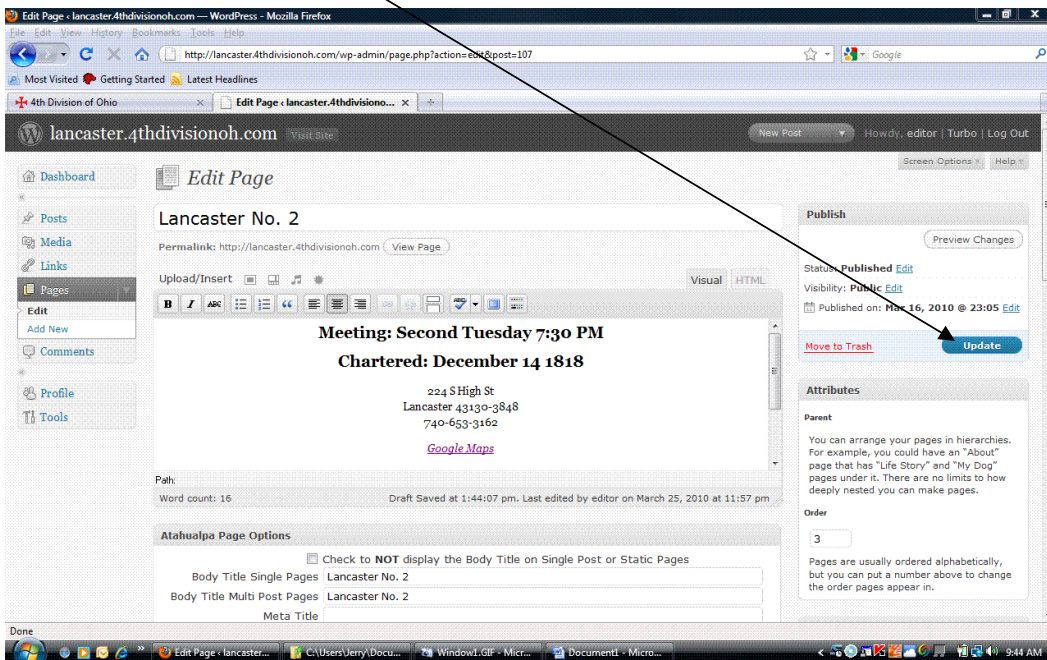


14.) After you have made your changes click on the same button that made the box bigger

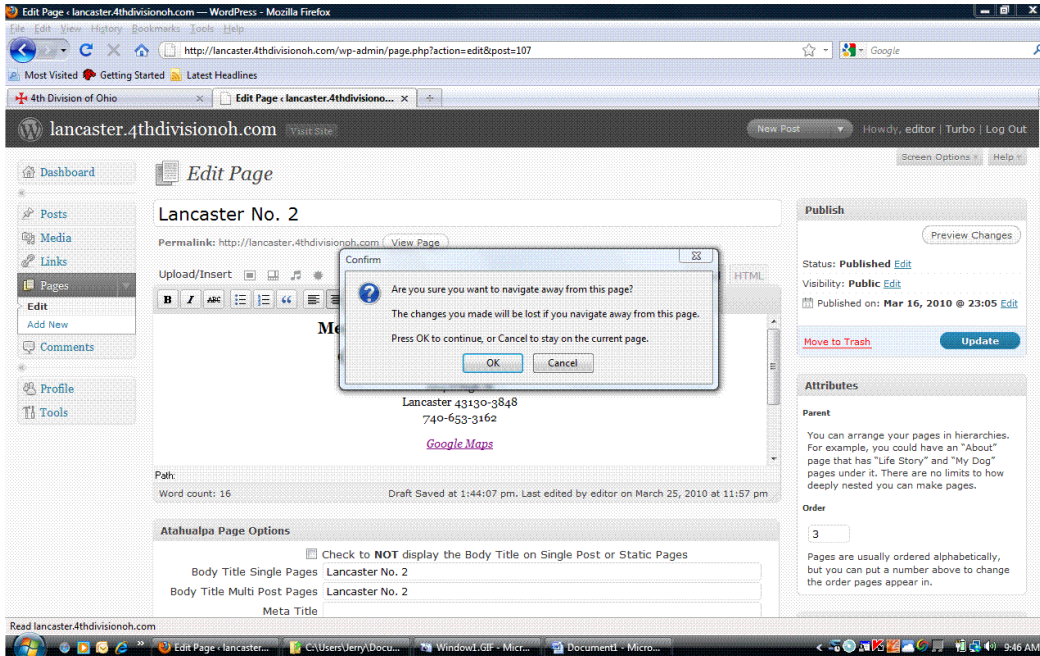


15.) It will minimize the box to the original size.

16.) Click on the Update button, and you have just edited your page.

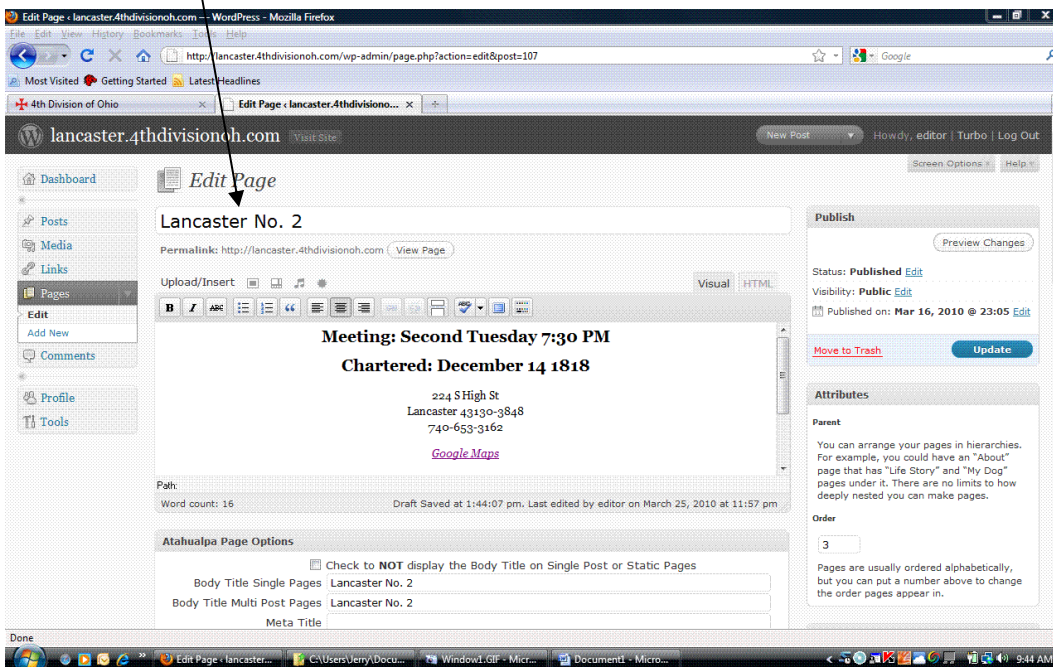


17.) Don't worry! If you forgot to click on the Update button an information box will appear and ask if you are sure.



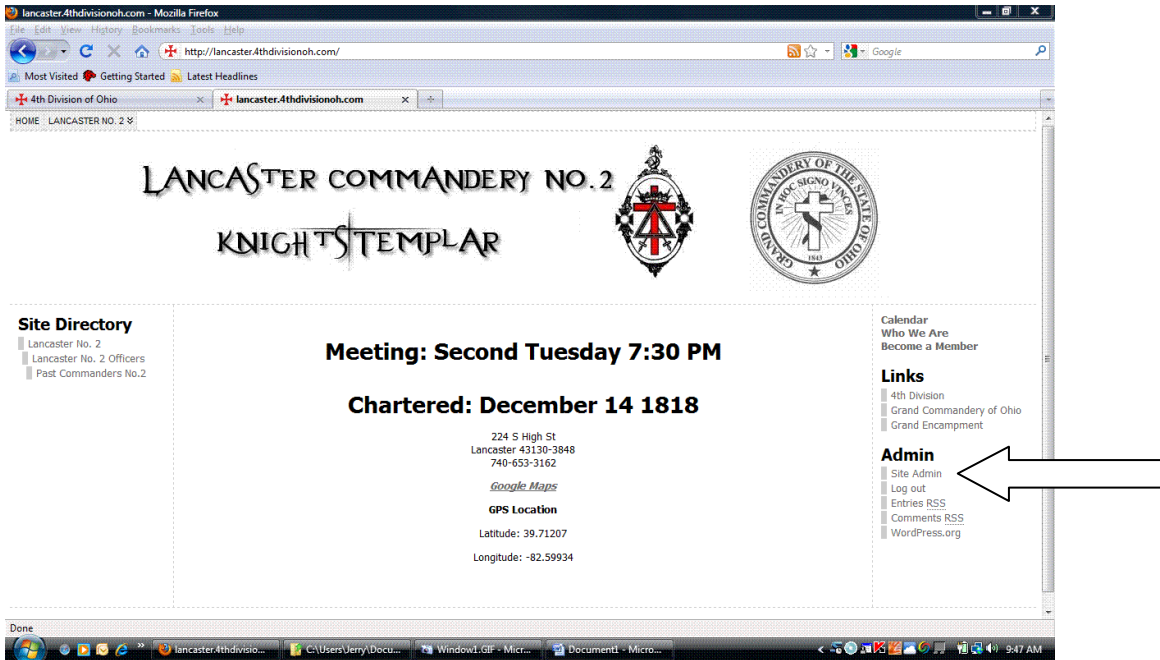
18.) Just a couple of notes. Please do not change the name in the box under the *Edit Page Logo*. We are trying to keep aspects of these sites uniformed. If you would like to add Commandery Pictures to your site let me know and we'll help you get up and going with that.

19.) You may add any information that you would like to the home page (which is currently shown) examples of info would be maybe your Commandery history. THIS IS YOUR WEB SITE. But, I would ask that we keep it to Commandery info.





21.) If you are on your Home Page and are logged in and need to make a change just click on the Site Admin under the Admin header.



21.) Don't forget to log out. Please keep your password to a limited number of Sir Knights.

