

# Getting Started Guide



## Welcome

The SimpleUpdates website Content Management System (CMS) was developed so that you can maintain your own website. The same knowledge that enables you to use word processor software, makes learning to create and maintain your website possible. One of the most frequent comments we hear when training a new SimpleUpdates customer is “Oh! I can do that?!!”

SimpleUpdates listens to the feedback from website managers. We keep an eye on Internet communications trends, and we are constantly updating our service based on this information.

Our goal is to keep website updating so simple that you can focus on your message rather than how you're going to get your message on the web.

This getting started guide is a quick outline of the basic editing elements of SimpleUpdates. For optimum results:

- Read through this getting started guide.
- View our help & training video clips.
- Check [help.simpleupdates.com](http://help.simpleupdates.com) for more assistance.

## Update Your Site – Regularly

Keeping the information on your website fresh and up-to-date is key to effective Internet communication. Have you ever revisited a website and discovered that it was the same as it had been the last time you were there? Have you gone back a third time? A site that is not regularly maintained is a site that won't get much attention.

The frequency with which you update your website should be determined by the audience you are trying to reach. News sites update constantly. Churches, schools, clubs, etc. may need to update weekly, while small businesses and online stores may only need to update when there has been a change to products or policies.

SimpleUpdates knows that website maintenance is a commitment, so we have made it easy to delegate maintenance to a team. Editing access to specific or limited areas of your website can be given to different people without compromising the security of the content.

Suggestions for fantastic websites (options included with every SimpleUpdates website):

- Update your site regularly with the graphical editor
- Utilize the Calendar module for your events
- Communicate via the Email Newsletters module
- Share pictures with the Gallery module
- Use RSS Digest, RSS Feeds, and/or Podcasting to share information dynamically

## Logging In

When you are ready to start working on your site, you will first login. At the bottom right of any screen, click on the “Login / Customize” link. Enter your user name (your email address) and your password.

A login form featuring a yellow padlock icon on the left. To its right are two input fields: the top one is labeled "User name:" and has a placeholder "(e.g. you@example.com)"; the bottom one is labeled "Password:". Below the fields are two buttons: a green "Login" button and a blue "Exit" button.

User name:  (e.g. you@example.com)

Password:

[Lost your password?](#)

If you ever forget your password, click on the link “Lost Password”, and a new password will be sent to your email address.

Once you complete the login, you will be taken to the Welcome Menu, where you can begin editing your site. We will talk more about this in the next section.

When you have finished your site edits, you can click the “logout” link at the bottom of the page. This will close your editing session.

## Welcome Menu

Each time you login, you will see the [Welcome Menu](#). From here you can publish new content, or browse your site and from any page edit its content. All of the administrative functions are close to your fingertips. The [Welcome Menu](#) has three tabs with functions organized in each tab: [Main](#), [Management](#) and [Administration](#).

After logging in, there are several ways to begin updating your site:

- Visit a page on your site, and click [Add](#) or [Edit](#)
- View the sitemap, and click [Add](#) or [Edit](#)
- Click into a module from the [Welcome Menu](#)

For articles or site pages, you can browse to the page and click the [Add](#) or [Edit](#) link at the bottom of the page. [Add](#) will create a new child page of the page you are on, and [Edit](#) would edit the page you currently see.

To add or edit content in a module, (for example, the photo gallery), click on the module icon from the [Welcome Menu](#). Inside the module, you will be able to configure it.

## Using The Editor

The editor in your SimpleUpdates website is like having a word processor with unique website abilities inside your website. You can type or paste new content into this window, and control the page layout. To apply text formatting or styles, highlight the text, and click the icon function you would like applied to your text. Note: The editor has a help tab that describes each icon and what function it does.

To get started, you will want to become proficient at adding text and images and in creating links.

The Main tab contains the required and basic information needed to create a webpage. Optional settings are tucked away in other tabs. Once you become proficient with the basic functions, you will enjoy exploring some of these additional features.

## Typing and Pasting Text

Adding text is as simple as typing directly into the graphical editor just like a word processor. Text can be copied and pasted into your website editor. Most often you will work with existing content from your local computer. You can copy this and paste it into your site.

When copying from another source, it is best to paste as “plain text”. You can easily do this by clicking the “Paste as Text” icon. This will strip out any word processor formatting codes before pasting to your website.

For formatting your text, we suggest using styles. Styles are pre-defined sets of text formatting options that will keep your text formatting consistent throughout your site. You may have any number of styles defined. If you want to select a new style, you will need to unselect the old style in the list before selecting the new one.

### Keyboard Shortcuts:

Copy - Select the text or graphic to copy; Press Ctrl + C.

Paste - Place the cursor where you want the text to be placed; Press Ctrl + V.

Cut - Select the text or graphic to cut; Press Ctrl + X.

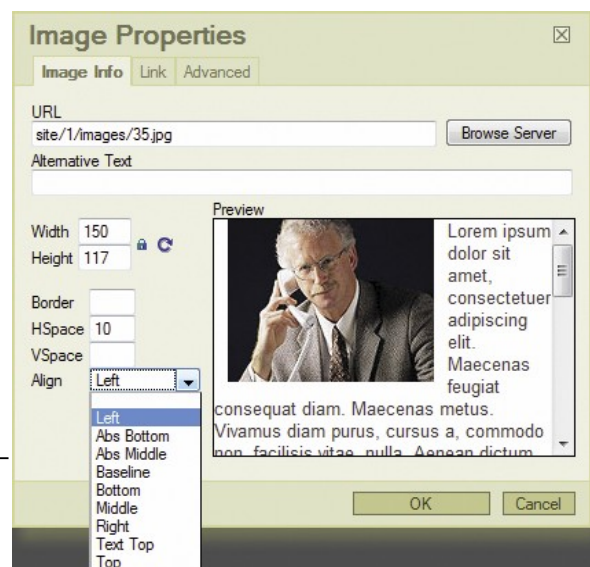
Undo - Undo the last edit; Press Ctrl + Z.

## Adding Images

Adding images to your website helps to personalize it, add interest and bring it to life. For best results, images should be added after text is already on the page.

Ideal image management consists of three steps:

1. Size your images appropriately. While it is possible to use large graphics and squeeze them into small spaces on webpages, the results are distorted and the load time is long. Generally, 300px width or less at 72dpi is a good size.
2. Upload your image using the [Image and File Management](#) link from the [Management](#) tab of the [Welcome Menu](#).



3. Edit the page where you want to add the picture and use the “insert image” icon to place the picture.

An image can be styled with borders, text wrapped to the left or right. It can also be used as a link.

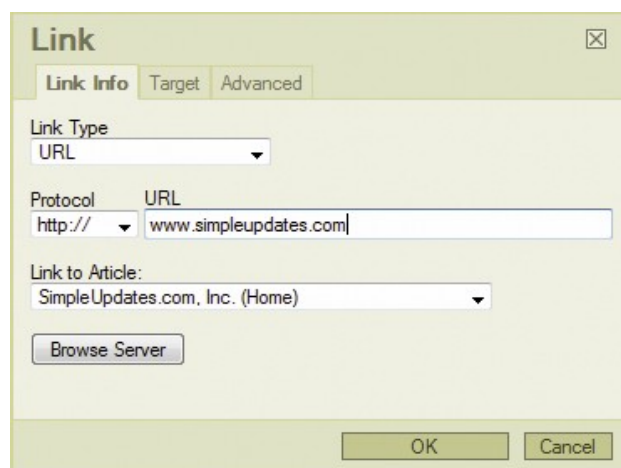
Note: Using images is good, but don't over do a good thing. If you want more than three images on a page consider using the Photo Gallery module.

## Adding Links

Adding/Editing Links to your website can make it easier for your website visitors to more easily navigate to the information they are looking for. Links can entice them to look at information they may not have been looking for too. Links – especially between websites – can also attract more attention from search engines.

Creating a link is simple. Select the text or graphic you would like to make into a link. Click the Add/Edit Link Icon.

Notice the “Link to Article” select field. This field contains all of the articles in your sitemap. Selecting any page will make a link to that page directly.



Verify the action of all your links. After saving the page, click the link to make sure it works like you want it to. Links can be modified or removed as needed without affecting the text or graphic used for the link.

## Additional Modules

There are many modules available for you to activate. A sample of popular modules includes:

- Calendar
- Photo Gallery
- E-mail Newsletters
- RSS Digest
- Media

To learn more about available modules, you can visit the [Administration](#) tab of your [Welcome Menu](#), and go to [Module Configuration](#).

To activate a module, select its name and then in the status line at the upper right, set the module to active, and click save at the bottom of the page

The online help site will have more detailed information on the setup, configuration and use of each module you may want to use.

## Testimonials

We have had more business from referrals than any other source. We are proud that our customers spread the news about SimpleUpdates with their friends and co-workers. Our goal is to provide the support and tools that our customers need. We look forward to working with you on your website.

Some customers have offered their testimonials:

“Ease of use could not be better.”

“You spoil us with your responsiveness!”

“Our church website brings in new members on its own.”

“Sales increased...”

“Support, when needed, is fantastic.”

These and many more describe SimpleUpdates.

## Your Account

If you need to contact billing or accounting, you can do so at: [payments@simpleupdates.com](mailto:payments@simpleupdates.com) or by calling: 269-473-3687, option #3. We have automated recurring eCheck or credit card billing options for your convenience.

## We are Here to Support You!

We look forward to your contact and the opportunity to provide you the support you need.

Contact us via:

- Online ticket – help module on the Welcome Menu
- Email – [support@simpleupdates.com](mailto:support@simpleupdates.com)
- Phone – 269-473-3687

Try the online ticket system first, as it is the most efficient way to track and answer your question.

We hope this getting started guide has opened the door to many successful website edits for you and your site.

Thank you for choosing SimpleUpdates.com.

