WEB PAGES:

From here you can modify your web page's content. You can add or delete pages & change your page's configuration & content.

NOTE: You cannot delete protected pages such as the Home page & pages marked as protected.

- [Web Page Listing](#)
- [Web Page](#)
- [Web Page Options](#)
- [Content Editor](#)

WEB PAGE LISTING:

This is a listing of the page(s) you currently manage. This list shows:

STATUS:

 Online - The web page is online and functioning.

 Offline - The web page is currently offline.

 Under Construction - The web page is currently under construction.

ACCESS:
This shows if the page is password protected or not. A padlock image will be displayed if the page is currently password protected.

TITLE:
This is the title of your web page. This title will appear as the browser title when your page is viewed online. This title will be used when a visitor adds this page to their favorites.

MICROSITE:
This shows if the page is located within a microsite. If this field is blank, then the page is included in the main site.

PAGE ID:
This is an identification number generated by Element to specifically identify this page. This ID number will be discreetly located at the bottom right of the web page when viewed online.
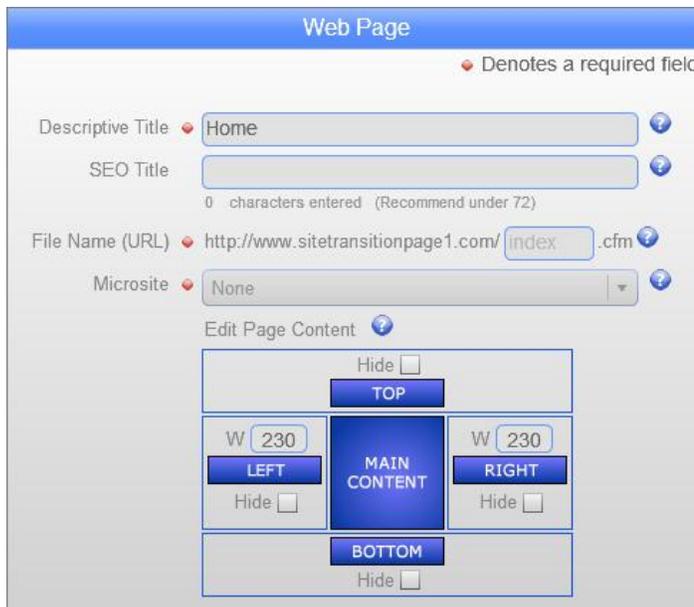
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WEB PAGE:

DESCRIPTIVE TITLE:

The Descriptive Title will be used throughout Element to identify this page. It is also used in the browser's title so that the visitor can identify the page they are currently on unless you have entered a value in the SEO Title field, then the SEO Title is used instead.

SEO TITLE:

The SEO Title allows you to use a more descriptive title for Search Engine Optimization without having your descriptive title be too complex for your site map, footer links and descriptive terms within Element.

FILE NAME (URL):

The File Name (URL) is the page's physical file name on the web server and is used in the web page's location address (the URL). An example would be: Let's say your domain (site) is www.yourdomain.com and you add a web page to that site called 'About Us'.

You would want the file name to represent that page so you could call it 'aboutus' (no spaces or special characters are allowed to be entered). That will create a web page URL of www.yourdomain.com/aboutus.cfm. You want to keep the file name as short as possible because it has to be used in the web page address whenever someone is going to the page directly or linking to the page.

MICROSITE:

The Microsite dropdown allows you to place this page within a microsite instead of the main website. For a definition of what a microsite is, please refer to the help file under the Administration section for Microsite. You can only select a microsite from this dropdown when adding the web page. Once the web page is created, the microsite cannot be changed.

EDIT PAGE CONTENT:

This section will allow you to edit the page's main content and the columns that surround the page's main content, for templates that allow for columns. You can show/hide all four columns and adjust the width of the left or right columns.

To see the editor window used for editing the page's main content and columns content click here.
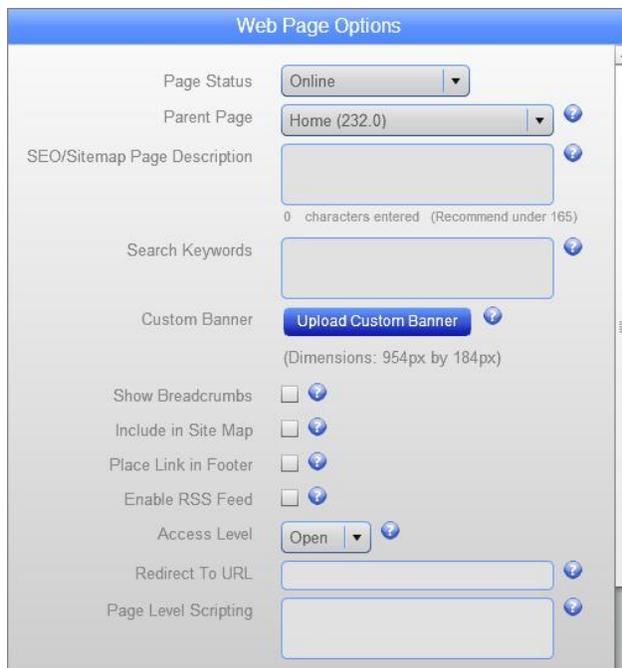
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WEB PAGE OPTIONS:

PAGE STATUS:
This is where you can change the web page's current status to Online, Offline or Under Construction. If you set your web page's status to offline or under construction, the page's main content will not be displayed and in its place your Status Page content will be displayed. You can change your Status Page content under [Administration] > [Site Options] > [Status Pages]

PARENT PAGE:
The default parent is already chosen for you (The site's Home page). The parent is the page that is above this page in the navigation hierarchy.

For example: If you create an About Us page, it would be positioned under the Home page in the hierarchy by default or you can choose to place it under a different page.

SEO/SITEMAP PAGE DESCRIPTION:
Many search engines use a page description that will be posted directly below the link for the page when listed. *NOTE: This description will also be placed in the site map (on your website) next to the link for the page.*

SEARCH KEYWORDS:
Search Keywords are used by search engines such as Google & Yahoo to identify the content of your page and list the page properly in their search results listing. You can enter in keywords, in a comma delimited list here. An example would be: one,two,three, etc.

CUSTOM BANNER:
You can upload your own custom image or Flash movie to be the banner for the page. Just click on the [Upload Custom Banner] button, select the image file or Flash movie from your local machine and it will be uploaded to the server.

SHOW BREADCRUMBS:
Breadcrumbs are used for navigational purposes. If breadcrumbs are available with your selected template, then you can choose to show breadcrumbs on this page by checking the box.

INCLUDE IN SITE MAP:
Every website you have comes with a standard site map page that will automatically list all the web pages within your site and microsite. If you don't want this page to be displayed in your site map, then uncheck this checkbox.

PLACE LINK IN FOOTER:

The footer is located at the bottom of every page in your website. If you would like to have a link to this page placed in the footer, then select this item.

ENABLE RSS FEED:

Selecting this will include this page in your RSS Feed under the web page channel.

ACCESS LEVEL:

This password protects the page. Set the level of access the member will need to view this page. Setting your access level to Open will allow all visitors to see the page and is the default level.

Level 1 is the lowest level and the default given to any member that registers.

REDIRECT TO URL:

This is used to automatically redirect this page to another page. Just enter in the URL of the page you would like to redirect this page to and it will automatically send your visitors to the redirect URL when they access this page.

NOTE: This DOES NOT perform a 301 redirect for SEO purposes.

PAGE LEVEL SCRIPTING:

Here you can enter in a script that will override the Sitewide Scripting found under [Administration] > [Sites] > [Site Options] > [Sitewide Scripting]. You can enter in JavaScript, Google Analytics code, etc.

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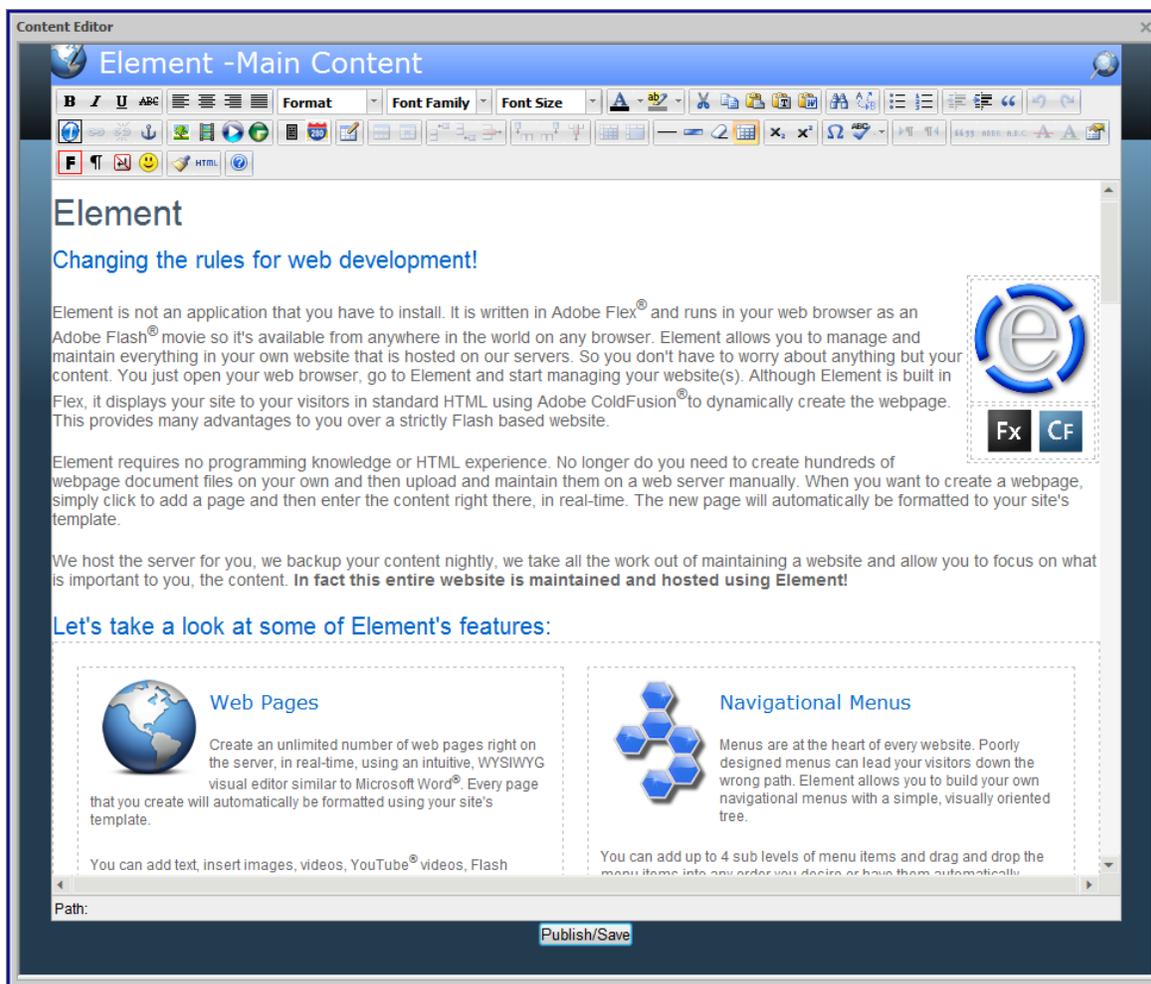molecular software
fusing technology with creativity

CONTENT EDITOR:

If you click on any of the editor buttons, a web page content editor will pop up that will allow you to edit the content of this web page. Below is an example of the editor window.

The editor will show the name of the page you are currently editing. The editor will adopt the same style that your web site is set at so that the editor represents the proper colors, fonts and formats of your site.

Once you have completed any modifications you would like to make to the page, just click on the [Publish] button at the bottom of the editor's window and the changes will be made to the page immediately. If you want to exit without publishing any changes, just click on the [X] button at the top right.

For help on any of the options within the Content Editor window, please refer to the help button located in the button bar of the editor for a full description of all the features available within the editor.