



Guidelines for the Content Management System

As a web site owner, you have been given complete permission to manage your Word Press web site. Our content management tools allow you to make changes to text, graphic, images or any other feature of the site. Basic editing of the web site can generally be done without a comprehensive knowledge of the Dashboard, Control Panel or related resources. However, if you would prefer to use a developer to make revisions to your site, a price list revision document can be found at customerpreview.com/revisions. Afterwards, contact your assigned Web Development Consultant for assistance.

General Guidelines for Word Press editing:

- Please use the user name and password provided to access your Word Press Dashboard.
- Click on the Home icon in the upper left-hand corner to visit the home page of your site.
- Choose the page that you would like to edit from the displayed menu.
- Click Edit Page from the top-level menu.
- Several horizontal rows will be displayed with labels identifying specific content. Click on the row that contains the content that you would like to edit.
- Make revisions using the Site Origin Editor. In most cases the Editor will display content in a format that is relatively easy to understand. (similar to what you might find in a basic Word document.) After making changes, click UPDATE on the upper right-hand side of the page.
- Click once again on the Home icon in the upper left-hand corner.
- Click the Refresh icon to view your changes.
- If changes are not seen, clear your Cache.
- To return to your Dashboard, click the Dashboard icon in the upper left-hand corner.
- Further editing and coding can be done using the more comprehensive tools and resources on the left-hand side of the page. (not recommended)

DISCLAIMER

Please note: Having access to the aforementioned editing tools brings a certain amount of risk to the functionality and performance of your web site. This includes the shopping cart and merchant's account if installed. Inappropriate revisions could cause the site to malfunction or even crash, incurring repair cost to the owner. Creative Business System does not provide technical support or tutorials for the web design, development or programming of the product beyond what is provided in these simple guidelines and our basic online videos.