

## How to Add More Pages or Sections

You are able to add pages or create sections that will appear on the left hand menu of your member home page. These sections are new pages other than your home page. You can use these pages to organize the information that you would like to give to the visitor. For example you can create a section on History, Product Information, Services, Hours, Store Information, etc.

### Examples:

[www.winterfeast.ca](http://www.winterfeast.ca)

[www.golftrail.ca](http://www.golftrail.ca)

### Instructions:

-> go to [www.thehillsofheadwaters.com](http://www.thehillsofheadwaters.com) ->tourism association

-> Member Log In

1. Log In and you will be taken to the 'member home' page which only Headwaters members can see.
2. Click on **edit content** at the top right of the screen
3. This will take you to the 'admin page'. On the left of the screen you will see 'to begin select a section to edit\*', click the little down arrow and select **sections**.  
\*this is called a drop down menu
4. A blank table will appear. Click **add new** to create a category.
5. A blank form will appear and this is where that you add your information.
6. Add a title of the section - this will be what appears on the left hand side Menu of your home page and as the title of your page
7. Add an introduction - It can be up to 255 characters long, including spaces.
8. Add the body of the section. This is where you can add information that is the main content of your page. It can be any length you would like and you can use the buttons at the top of the field to format the text and link to other pages.
9. Optional - Adding Search engine keywords. In this space please add any words that pertain to the information in this section. It can either be one word or a phrase that someone might search for. These words need to be comma separated and you should have about 25 of them. For example: Headwaters, Hills, Hills of Headwaters, tourism, association, tourism association, information, Orangeville, Dufferin, Erin, Caledon, Shelburne, Mono, town, township, Amaranth. Please be truthful about the keywords.
10. Adding a Search Engine Description. This description will show in a search engine if your page is displayed on the list of search options. Try to be concise and descriptive, 2-3 sentences long with about 25 words max.
14. When you have completed all of the necessary information click **submit** at the bottom of the page. When it has successfully submitted it will take

you back to the table that you started from, except that your new section or page will be there.

**You should always open a new browser window and preview your work:**

- refresh your browser to get the most current files - button with two arrows
- check for accuracy and formatting
- spelling and grammar
- test your links to make sure they work

## Text Editing Tips

### How to Copy and Paste

Highlight text - control c

Place cursor where you want the text - control v

OR

Highlight text - menu -> edit -> copy

Place cursor where you want the text - menu -> edit -> paste

OR

Highlight text - right click mouse -> edit -> copy

Place cursor where you want the text - right click mouse -> edit -> paste

## Other Helpful Keyboard Commands

Control x - cuts the text

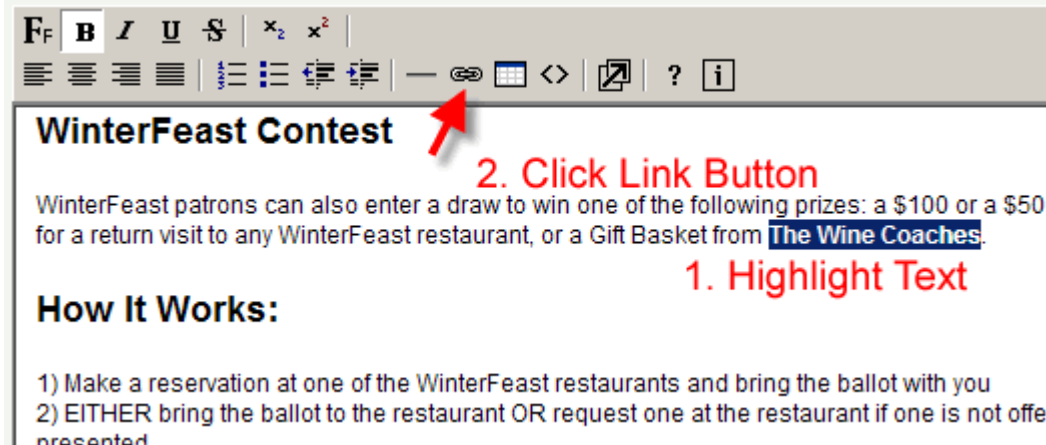
Control z - undo your last move

Control y - repeat your last move

## Linking

Create the experience and lead people around by the hand - make it easy

Don't make them think, LINK them!



**WinterFeast Contest**

WinterFeast patrons can also enter a draw to win one of the following prizes: a \$100 or a \$50 for a return visit to any WinterFeast restaurant, or a Gift Basket from [The Wine Coaches](#).

**How It Works:**

- 1) Make a reservation at one of the WinterFeast restaurants and bring the ballot with you
- 2) EITHER bring the ballot to the restaurant OR request one at the restaurant if one is not offered

3. **Enter URL of page you want to link to (copy and paste)**  
**Tool tip -> Visit the Wine Coaches**
4. **Click OK – Preview in browser, test your link!**