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Getting Started: webPRINT System

1. Login to your website.

2. Once logged in, there is a black administration bar at the top of the site, click the link reading "shortcuts"

☰ Manage	⭐ Shortcuts	👤 Publisher	Admin Toolbar quick search
📄 Content	🖧 Structure	🔧 Configuration	👥 People 📊 Reports ❓ Help
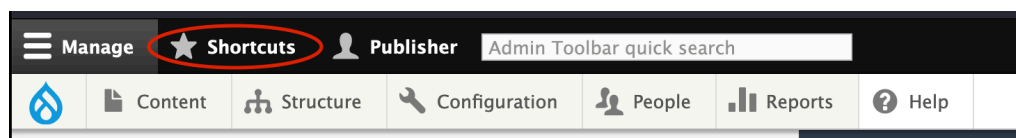
3. Once the shortcut open, you can click the Add Content link to add the various types of content to the site, such as Articles.

Adding Content

Title = Headline of Article

Category = Article Section

Body = Article Content

Lead Summary = Summary
Paragraph at Top of Article

— — —

Simple Ad Reference = Add an
in-content ad by typing in name
of ad on site

Adding Images

• Use the file upload field to up-
load an image.

• Use the file browser link to add
in images already uploaded to
previous articles

• Drag and drop images into the
body area of an article

Additional Media

Dropdown link to add
galleries or videos to article.

Add Gallery	▲
Add Video	
Add Text	
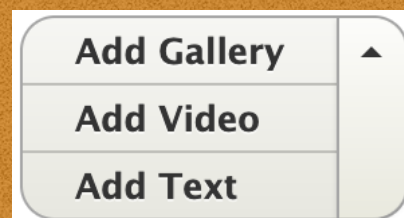
Tags and Post Type

Tags = Keywords for Article

Featured = Add article to top
banner of front page

Body = Article Content

Slider = Front Page Slideshow

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Advanced Layout & Article Options

▼ **NODE SETTINGS**

Layout settings

- None -

Breadcrumb settings

- None -

▼ **SCHEDULING OPTIONS** (Not scheduled)

Publish on

mm / dd / yyyy   -- : -- : -- --

Enter a date and time. Leave the date blank for no scheduled publishing.

Unpublish on

mm / dd / yyyy   -- : -- : -- --

Enter a date and time. Leave the date blank for no scheduled unpublishing.

Layout Options: The webPRINT system is built with advanced layout features to remove the sidebar on a per-article basis. If you would like your article to not have a sidebar (essentially making the article and photos the full width of the site), change the Layout settings dropdown link to: No Sidebar

Article Scheduling: Use the Scheduling Options to automatically post or unpublish an article on the site at certain dates and times.

Managing Users / Subscribers

To add a user, click on the manage users link in the shortcut bar.

Add a User = Click the Add User Link at the Top of the Page

Edit a User = Find the Username of the User and Click the Edit Link

You can change a user's name, password and more on this page.

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The Shortcut Bar

| Add Content | Add a Web Ad | Manage Site Content | Manage Ads | Scheduled Content | Manage Users | Site Statisitics | View Orders |

Add an ad to the site

Add Articles and other content to the site

Manage ads on the site

View / Add and Edit users on the site

View and manage all content on the site

See site statistics, such as visitors, site pages and more

See all content that is scheduled for future publishing

See all orders on the site along with customer information