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## 1. MAIN MENU

The main menu in the site is positioned under or above the atmosphere main image and is used for navigation between the main content pages in the site (Home Page, About Us etc.).

### 1.1 Adding a category to the main menu

To add a category to the main category list press the  symbol and a dialog box will open. In the first field “Add/Edit a Category” add the category name (i.e. Home Page). In the second field “External Link” should be left empty unless you wish to open a web page in a different external site. (in that case insert the URL address for that page). Finally to save your changes Click on “Save” at the lower right side of the dialog box.


### 1.2 Editing the main menu category

To edit or delete a category press the  symbol next to the category name which will open the dialog box again. You can choose to change the category name in the top box or the external link (if there is one) and click “save”, there is another box added which is the page name box that the system assigned after creating that category, it can be changed as well, but it is not recommended to change after the site went on air.



### 1.3 change the main category position

to switch or change a main menu category position, click the category and hold the mouse button down while you drag it to the desired spot on the top menu.

### 1.4 Hiding a category

To hide a main menu category from the users view (it is only hidden in view mode not in edit mode) clicks the  symbol, and in the bottom right of the dialog box check the box next to “hide category”, then press save. This function used while your work is in progress , and the page is not ready for the surfers view. Once the page ready to air you uncheck the “hide category” box.

### 1.5 Deleting a main menu category

To delete a category from the main menu you must first delete the page content or gallery of that category (see chapter 2) by clicking the  symbol at the top of the content page (that related to the category to be deleted) then you click the  symbol next to the category itself and click on the red “delete” button in the pop up dialog box.



## 2. PAGE FORMATS

The eXite management system allows you 4 different page formats to choose from:

Content only page

Content + Image page

Photo gallery page

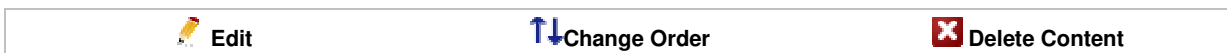
Video gallery page

The choice easily done by selecting the desired page from the following tools bar





### 2.1 Content Page


Content page is mostly used to write text only, however you do have the choice to add images as well if there are special needs that the photo gallery or the other content page feature does not include. (Content page is the system default choice when you add a new page to the site). To add a new content page use the following tools bar



Pressing the “Add New” button will open a new page editor where you can write and save a new content page to the site.

Pressing the  edit button will allow you to edit an existing content page, add photos, and change the title of the content page. (for detailed guide read the “editor” section in chapter 7).

Pressing the  “delete” button will delete the entire page content.

Holding down the left mouse button over the  “Change Order” symbol and dragging it up or down will change the position of that page in the site.

### 2.2 Content + Photo

Content + Photo page combines text and a pre set size and position photo.

That kind of page mostly used to display a product visually next to a short description.


That page contain the same tools bar as the content page above, however after saving the content portion a new **Add Photo** Button will appear below the text added.

Clicking the “Add Photo” will open a dialog box that will allow you to browse and add a



Photo saved in your computer files, then pressing the “upload” will upload the photo to the site. Do not click on the “save & Finish” until the file upload completed (you will notice a “complete” message showing). Once completed press the “save & finish” to save the photo and exit.




If you wish the viewer to have the option to enlarge the photo check the “enlarge” box before exiting the dialog box (that will enlarge the photo in a light box if pressed).



You can always go back and edit the photo, pressing the “edit photo” will allow you to replace the photo by repeating the same process, pressing the  symbol will delete the photo off the site.

### 2.3 Photo Gallery

The photo gallery page format allows you to place any number of photos on the same page that are pre sized by the system to a set and uniform smaller size.

Clicking the image in view mode will enlarge it in a light box (make sure to size the original image it is not larger than the screen).

To name your gallery click the Title “MyNewGallery” and type your gallery new title and then press “enter”. Pressing the  “Add Photos” button will allow you to browse and add photos from your computer, as well as you can add content text to the top of the page by clicking the  **Edit Content** button, as well as adding text to the bottom of the page by clicking the  **Edit Content** button at the lower part of the page.

You can also add text to each photo by clicking the  symbol at the lower right corner of the dialog box., or you can delete the image by pressing the  symbol at the lower left corner. The placement of the image in the page also can be changed by holding the mouse button over the image and dragging it to the desired location.

### 2.4 Video Gallery

The video galley is used to upload video clips into the site such as YouTube and more. You can name your video gallery by clicking the “MyNewGallery” text and typing in your new gallery name or description and then clicking the enter key.

Clicking the “add video” will open a dialog box that will allow you to browse and select a video clip from your computer, and add text to the clip in the “add text” box.

Uploading the video is done at the same manner as the add photo procedure, as well as selecting a preview image for the video by clicking the “choose a thumbnail image” and browse your computer for the desired image.

Another recommended way to add videos to your site is to use YouTube clips (if the video was uploaded to YouTube) by typing the Youtube URL link in the assigned box. You can change the video clip position on the page by holding the mouse over the clip, pressing the left mouse button and dragging it to the desired spot.





### 3. PAGE STRUCTURE




The page structure or style can be determine according to the content design needs. Pressing the **Page Style** button will open 3 choices to choose from:


1. Page with a side menu where the page is divided in 2 coulombs, the left side is used to add sub categories, news, or just content, and the right main page side is used for content, photos or video galleries.
2. One part page where the whole page is used for content, photos or video galleries.
3. Page separated in 2, where the page is divided like the first possibility, however the difference between the 2 is that both sides are free standing and independent of each other which can be colored separately designed in looks and content.

#### 3.1 left side of the page

The left side of the page is used for sub categories and or news by selecting one of the following choices from the following tool bar **Show News** **Show Menu** and under the tools bar you can type a title for the right side of the page.

Under the title you can click the  **Add New** to add news, where you can also choose to have them scroll or static in the view mode by clicking the  symbol.

You can edit, delete or move the content or images by clicking the corresponding button in the toolbar provided below it  **Edit**  **Delete**  **Change Order**.

At the bottom of the page there is another “Edit Content” button  that allows you to add content which is separate and apart from the News/ Categories options.

Another feature of the smart system is that you can switch at anytime between the news and categories content without losing either one.


### 4. SUB-MENU


The sub-menu section is also located on the left side of the page and used to navigate to other pages in the site from the main menu category page.

The right portion of the page is an option by choosing “with side menu” from the page style drop menu on the top right of the page, and by choosing the option “show menu” as indicated in chapter 3, and then add category.




#### 4.1 Adding, editing, and deleting a category

To add a category to the sub menu press the “Add Category”  symbol and a dialog box will open where you can Add/ Edit the Category Title, external link field should be left open (unless you want to navigate away from the site to an external URL) and finally click on the “Save” Button to save your changes.


To edit the category name press the  symbol next to the category in edit mode and delete or edit the category name.

#### 4.2 Moving or Hiding a category

To move a category position, simply hold the mouse over the category and drag it to the desired position (it can move only up or down).

To hide a category in the view mode, simply press the  “edit” symbol and check the Hide category box at the bottom of the dialog box, then click on save changes.

#### 4.3 Adding a sub-category to the sub-menu

to add a sub-category to a category in the sub-menu click on the “Add”  symbol located on the left side of the category.

In the opened dialog box add the Sub-Category name in the space next to “Add sub-category”. Then follow the same as in the “adding a category” section above.

### 5. TOP CONTENT SECTION (Header)

The top content section is located between the main page content and the mood image of the site that appears in all the site pages.

That section can be used for important information display such as the name of the business, phone numbers, contact information, deals and sales, link to other networks group like Facebook, Twitter or others.

Pressing the “Edit” button will open the editor dialog box where you can add your text, images, and links as needed. (see the “Editor” section in chapter 7).

To display the same information in all the site pages, check the box next to the “always show the home page”, however if you wish to change that information, alter it, or delete it, you can do so at the page you want to change.

To delete the top content click the “Delete” button.



## 6. BOTTOM CONTENT SECTION (Footer)

The bottom content section is located under the main page content and used for the same purpose as the top section, and by selecting the “Edit” option you can add, edit, or delete any information.

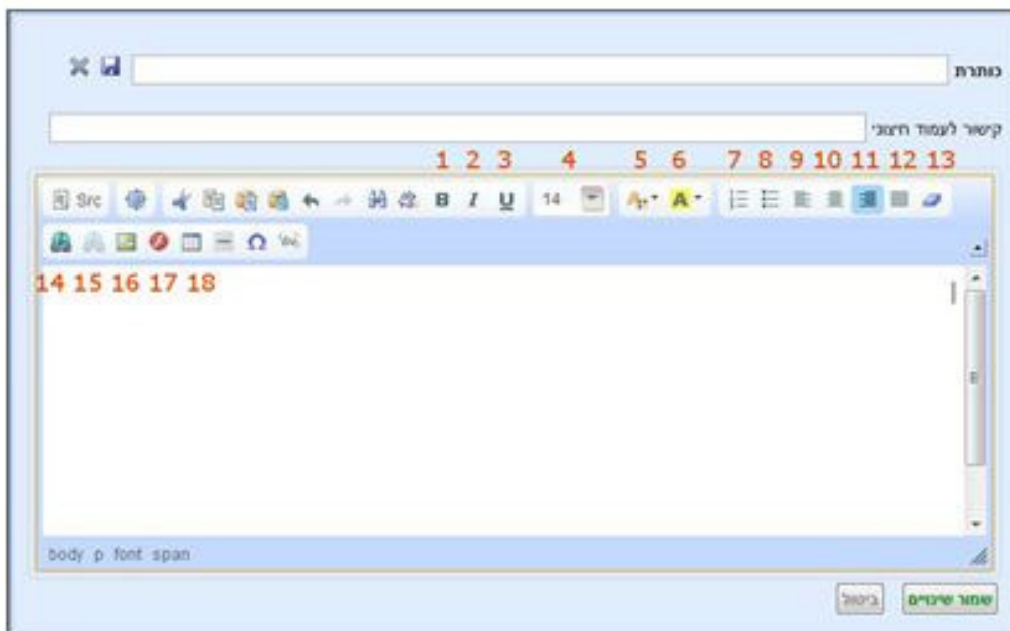
**NOTE:** it is recommended not to change the pre-set Title line in the editor window in order not to alter the functionality of that section.

## 7. THE EDITOR

The editor is your main working tool in the site. It allows you to insert Text, Photos, Flash, Links, and more.

The editor is functional in every page of the site by choosing the “Edit” or “Edit Content” option in the main body of the page.

Figure 1 below illustrates the functionality of each corresponding button on the editor as describes below, which also similar to the familiar Microsoft Word editor:





1. Clicking on “**B**” will make the selected text **bold**.
2. Pressing the “*I*” will make the selected text *Italic*
3. Pressing the “U” will underline the selected text
4. Pressing the down arrow will allow you to change the selected font size
5. Pressing the “**A**” symbol will change the selected text color
6. Pressing the next “**A**” symbol will change the selected text background color.
7. Pressing the numbers symbol adds numbers to the selected text, and pressing again will omit the numbering.
8. Pressing the Bullets symbol will add bullet marks to the selected text, and pressing again will omit it.
9. Pressing the left justify symbol will align the selected text on the left side
10. Pressing the center justify will align the selected text in the middle
11. Pressing the right justify symbol will align the selected text on the right side
12. Pressing the Block symbol will align the selected text in a uniform blocks
13. Pressing the format symbol will eliminate all preformatted text like font style and size, and will revert the text back to the system pre set characteristics
14. Pressing the web symbol allow you to link the selected text to a URL or E mail address, selecting the target tab in that dialog box will let you select a new window for the selected URL address.
15. Pressing that web symbol following the selection of a linked text, will eliminate the link that was selected previously.
16. Selecting the image symbol let you upload a new image, the image dialog box will have an “upload” tab that will let you browse your computer for the selected image an upload it to the server (if the image does not exist yet in the server). The image display size can be changed by typing the desired pixel size, keeping the lock symbol (next to the size) in the locked position will keep the image in proportion, unlocking it might distort the image, pressing the “align” symbols will align the mage to the left, right, or middle. Finally press the OK button to save your changes.
17. Pressing the” Adobe “red symbol will let you upload Flash to the page in the same manner you upload an image (Parag.16 above).
18. Pressing the table symbol allow you to insert a table to the page, in the table dialog box you can choose the number of rows and columns, boarder size, width of table, and alignment. You can insert any content in the table such as text or images. To finish press OK.