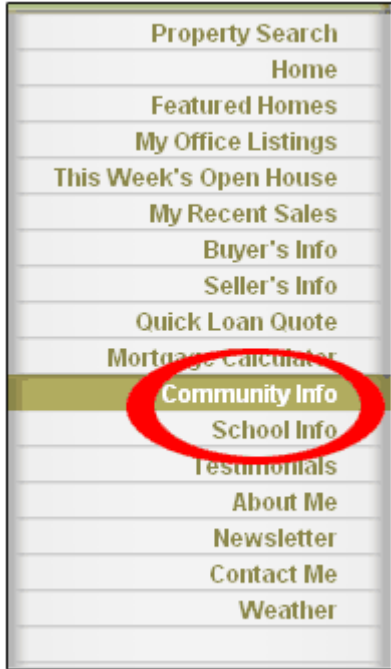


How to Setup Your Community and School Information Pages

Note: The "Community Information" and "School Information" pages work in the exact same way. The following instructions can be applied to either page.

To edit your Community or School page, click on either of the links in the left nav.

Note: Your pages may be titled differently depending on what you labeled them in the "Manage Pages" section. In order to edit these two pages, they must also be made visible, if they aren't already. This is done in the "Manage Pages" section.



Once the page refreshes you will see a page like:

A screenshot of a web page titled "COMMUNITY INFORMATION". The page has a white background with a dark header. The content includes: a title "COMMUNITY INFORMATION" with a pencil icon and a question mark; a sub-header "3." with a pencil icon and question mark; a paragraph "I make this area my home. Here are some resources from our local area."; a section "Local Info" with a paragraph "Click on a link below to see some local information (in a new window)."; a section "4." with a question mark and the text "Add new link"; a list of four links, each with a pencil icon, question mark, and a list of icons (up, down, X): "RealtyTech Inc.", "State and Local Government Info", "Local Movie Information", and "Local Restaurants"; and a footer "5." with a pencil icon and question mark and the text "Feel free to contact me I'd love to hear from you!". On the right side of the page, there is a sidebar with a photo of a woman, the name "Mary Y. Baumgartner", and a map of a region.

Edit the following options to customize your community pages. *The numbers below correspond to the image above.*

1. Click on the "✎" icon, to edit the heading of this page.
2. Click on the "✎" icon to [upload an image](#).
3. Click on the "✎" icon to [edit the main text](#) of the page.
4. Click on "Add new link" to add more community or school links. **SEE BELOW**
5. Click on the "✎" icon to edit your contact form text.

Once you click on "Add new link", the page will refresh and you will need to click the "✎" icon to edit that link. You will see this module:



The screenshot shows a module titled "Add new link" with a question mark icon. Below the title are two icons: a green checkmark and a red X. There are three input fields: "Title:" with an empty text box, "URL:" with an empty text box, and "Target:" with a dropdown menu currently set to "CurrentWindow". Below these fields is a list of existing links, each with up/down arrows, an X icon, and a pencil icon. The links are: "RealtyTech Inc.", "State and Local Government Info", "Local Movie Information", and "Local Restaurants". At the bottom of the module is a contact form icon and the text "? Feel free to contact me I'd love to hear from you!".

- Enter the title of the link into the "Title" box. This is what the link will say, i.e. "Los Angeles Schools".
- Enter the URL that the link will go to in the URL box, i.e. "<http://www.schoolwisepress.com>". Or make sure the URL is copied so it can be pasted.
- Choose whether to open the link in the "Current Window" or in a "New Window"
- Click on the "✓" icon to add your new link.

There is no limit to the number of links you can add. The more you add in, the more of a reason your clients have to keep coming back for all the valuable information you provide.