



Self-Editing Instructions

NOTE: When you see [your-website.com](#), replace it with your actual website domain name.

Try Self-Editing for the First Time

1. Go to: <http://cms.glikstorm.com> (there is no “www”)
2. Enter your email and the temporary password we emailed to you. Click the **Login** button.



4. On the far right, click the arrow next to your name (see red circle above), then click **Preferences**.

5. Enter the temporary password that was emailed to you.

6. **Choose a new, very strong password:**

Try combining 2 words broken up with 2 or more numbers, and a few capital letters, then repeat the sequence 2 or 3 times. Also, make sure you choose capital letters that are obvious when you write them, such as “E” and “A”, (not “S” or “O”, which look similar when in capital and lowercase form).

Here is an example of a strong password (no spaces):
siL84veRdoG siL84veRdoG siL84veRdoG

7. Enter your new password in the bottom two boxes, **and write it down.**

8. Click the **Save Preferences** button

Your Control Panel

Your main screen is called the Control Panel, and it lists all the editable pages in your website. *The pages you see will depend on your website, and may not match these examples.*



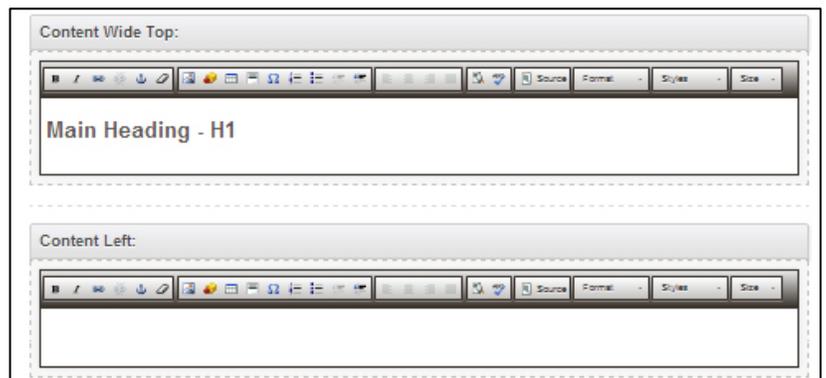
Click on one of the page names (contact, HOME...) to start editing.

CAUTION: Do not touch the tiny gray icons which you may see in the area circled in red above.

*NOTE: If your Internet browser pops up a security warning about https, click **YES** or **OK**. You don't need https unless you are buying something or looking at your banking accounts online.*

Editing View

When the editing page opens, you'll see all the inner sections of that web page that are editable broken down into small windows. You will only be adding words and pictures to **SOME** of the sections listed here, depending on the layout you'd like to use.



The text will look different when you are editing it than how it will look on the screen when you publish it. The paragraph and heading styles (colors, fonts, spacing, etc.) will match the actual styles we have programmed once you publish a page.

Add Text/Words

Type in the text box. For paragraphs, the type of text should show as **Normal** near the right side of the tool bar. If doesn't, choose **Normal** from the drop down arrow.



Styling the Text

You can highlight a word and choose **B** to make it bold or **I** to make it italic (use both sparingly)

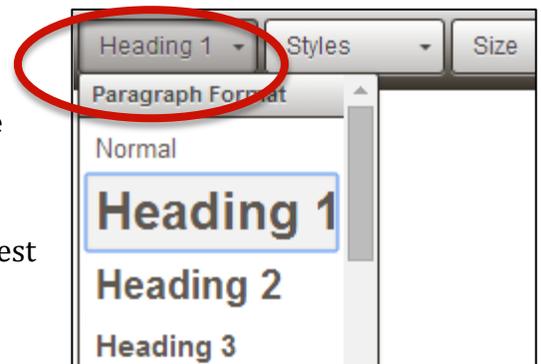
Add Headings

Type the words you want as a heading on their own line. Highlight the words you want to change into a heading. Near the right side of the tool bar, click the area circled below and choose the appropriate heading:

Heading 1 is for the main heading of the page, it will be the largest

Heading 2 is for subheadings

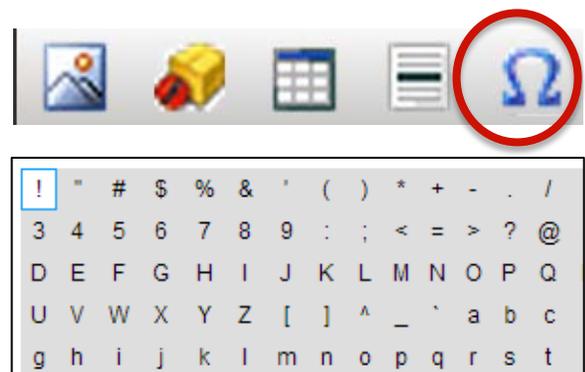
Heading 3 is for smaller headings beneath subheadings



Add Special Symbols

To add special symbols, like quotation marks ("), and dashes (—), click this button in the middle section of the tool bar:

A popup box will open. Click on the symbol you want, and it will be instantly inserted & the box will close.

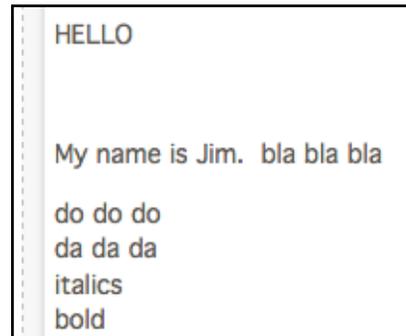


Copy & Paste from a Writing Program (like Word)

You can copy and past wording into the self-editing software, but you will lose the formatting. If you copy something like this from Word:



It will paste similar to this in the self-editing:



You would then select each word(s) to change them to bold, italic, the Heading 1, and the bulleted list. You should also delete any extra line spaces, like below the word **HELLO**.

Your self-editing screen will then look similar to this:

When you publish the page, it will transform into the correct colors, fonts, and sizes of your website style.



Add a Link

Highlight the text you want to link. Click this icon:



Web Page Link:

Choose the link type **URL**.

Type the link information in the box:

*If the link is to somewhere outside your web page, (like to your Facebook page) click the **Target** tab and choose **New Window**.*

Click **OK** at the bottom of the screen.

Link Info Target Upload Advanced

Link Type
URL

Protocol URL
http:// www.my-website.com

Link Info Target Upload Advanced

Target
New Window (_blank)

PDF Link:

You can link to your own, original PDF document.
Please keep PDF files under 800 KB.

Choose the **Upload** tab.

Click **Choose File**, and select your file.

Click **Send it to the Server**.

(A screen will pop up with a temporary link)

Click **OK** at the bottom of the screen.

Link Info Target Upload Advanced

Upload
Choose File bla-bla.pdf

Send it to the Server

Email Link:

Choose the link type **E-mail**.

Type the email address in the box:

Click **OK** at the bottom of the screen.

Link Type
E-mail

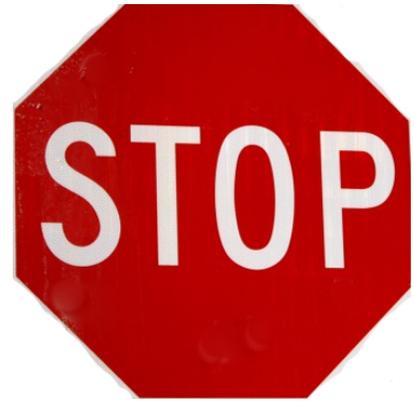
E-Mail Address
Jen@Pinksunk.us

To change a link: highlight the underlined (linked) word. Right click, then click "**edit link**".

To remove a link: highlight the underlined (linked) word. Click the **UNLINK icon** from the tool bar, just beside the link icon (looks like a broken chain).

Copyright Warning - IMPORTANT

You can't link to an image on someone else's website unless they specifically give you permission. You also can't put any images on your website that you 'found' on the Internet. All images posted on your website must either be created entirely by you, or you have a license or written permission to use them.



You also can't post words, blog posts, music and other things written by others without their permission. Here are some examples of things that you can't use without permission:

- a video you made with your film/photos that has copyrighted music playing in the background
- a PDF, brochure, or "How To" file that you 'found' on the internet
- newspaper and magazine articles that you have scanned (even if the articles are about you)

Spacing

Some pages that don't have a lot of content may have extra empty paragraphs at the bottom of the main content. If a page looks funny after you make changes and upload, try adding a few empty paragraphs at the bottom of your changes and re-upload. You can also always contact us for additional editing help.

Publish & Preview

Your changes won't be saved until you click the **Publish Page** button at the bottom left of the screen. You may want to publish after changing each section.



Click **View Live Page** in the upper right to see the page as it currently appears on the web (without the changes you haven't published yet). The live page may open in a new tab in your Internet browser. Click it closed when you're done and go back to editing. You won't lose any editing changes that you haven't published yet.

Log Out

On the far right, click the arrow next to your name, then click **Logout**

