

How to Change the content of your main pages

Login with your admin settings and you will access your admin panel.

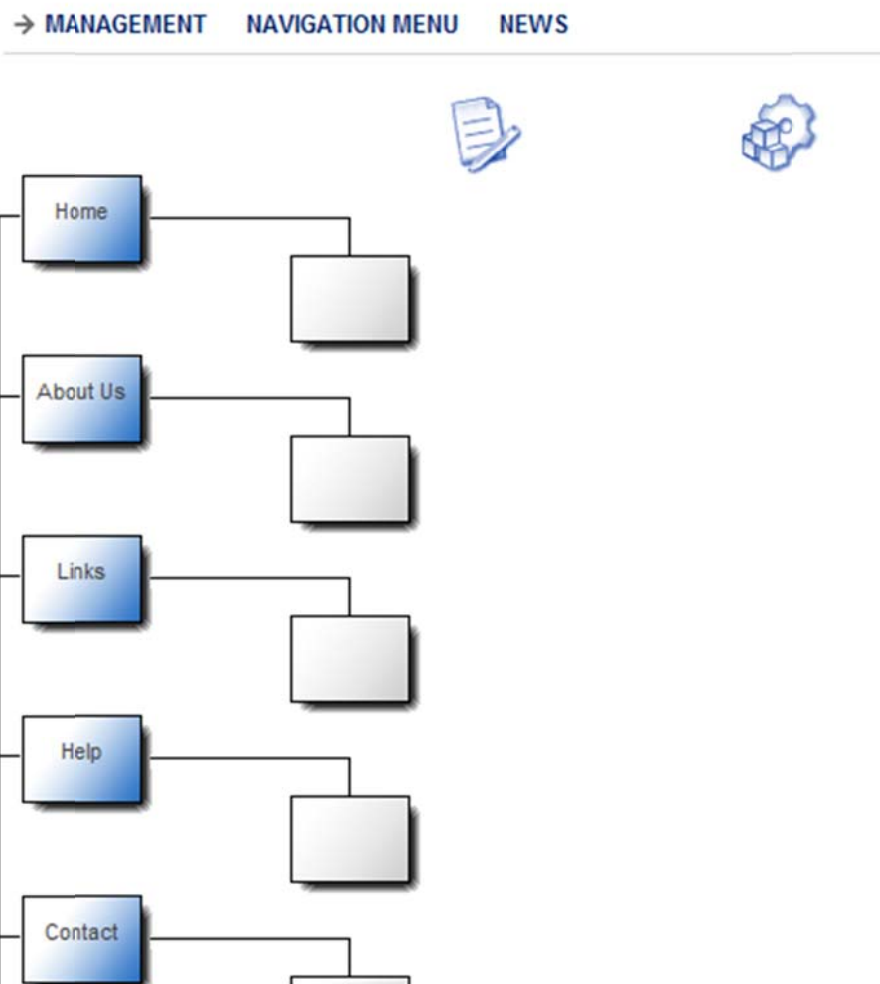
Then click on management (*see below*)

STRUCTURE AND CONTENT MANAGEMENT



Management

Once you click on management you will see the following



Use this icon to make changes to the content




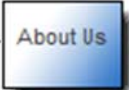
(see next page on how to use it)


Use this icon to make changes to the meta tags for seo



(see next page)

Example

To change the contents of your **About Us** pages, Drag the  icon onto the page onto the  icon which will open the page. Then simply type and use the tools to align, or change font etc.

When you have made changes, then press the save icon 

Then you can close the window.

Updates will appear next time you open your web page on your site

Making changes to the SEO of your pages (meta tags and page titles)

Begin by dragging the  icon onto the page eg 

You will see this

Link Text:	<input type="text" value="About Us"/>
Title:	<input type="text" value="About Us"/>
Active:	<input type="button" value="YES"/>
Default:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Custom extension:	<input type="text" value="NONE"/>
Meta Description:	<input type="text"/>
Meta Keywords:	<input type="text"/>


Link Text Refers to the words that will appear in your menu. **We suggest you do not change this**

Title refers to the title (same as title meta tag). We suggest you make the title descriptive of your products (we offer an SEO service for your pages for free – just ask us)

To get your web pages found, please ask us to assist and we will gladly do so for free. Send an email to info@1stplace.co.za

The active option allows you to activate or deactivate a page on your menu

Active:

Suggestion

We suggest changing only the Title box, Meta Description box and the Meta keywords box

When you have made changes be sure to press the Save button at the bottom.

Then you can go back to the options in the menu