

A. Log in to Cushy CMS and select a page to edit

1. In your web browser type in <http://www.cushycms.com/sessions/new>
2. Type in your username and password (you got this in an email from Cushy)

CushyCMS

Email:

Password:

[Sign Up](#) | [Recover Password](#)

Login

Please enter your credentials below to proceed.
If you don't already have a login then you may [sign up for free](#).

Email:

Password:

[recover password](#)

3. Click on the web page that you want to edit.

CushyCMS

Content Editor [Logout](#) [Preferences](#)

Your web designer is

Instructions

Click on the name of the page you wish to edit.

Your designer can add additional pages to this list upon request.

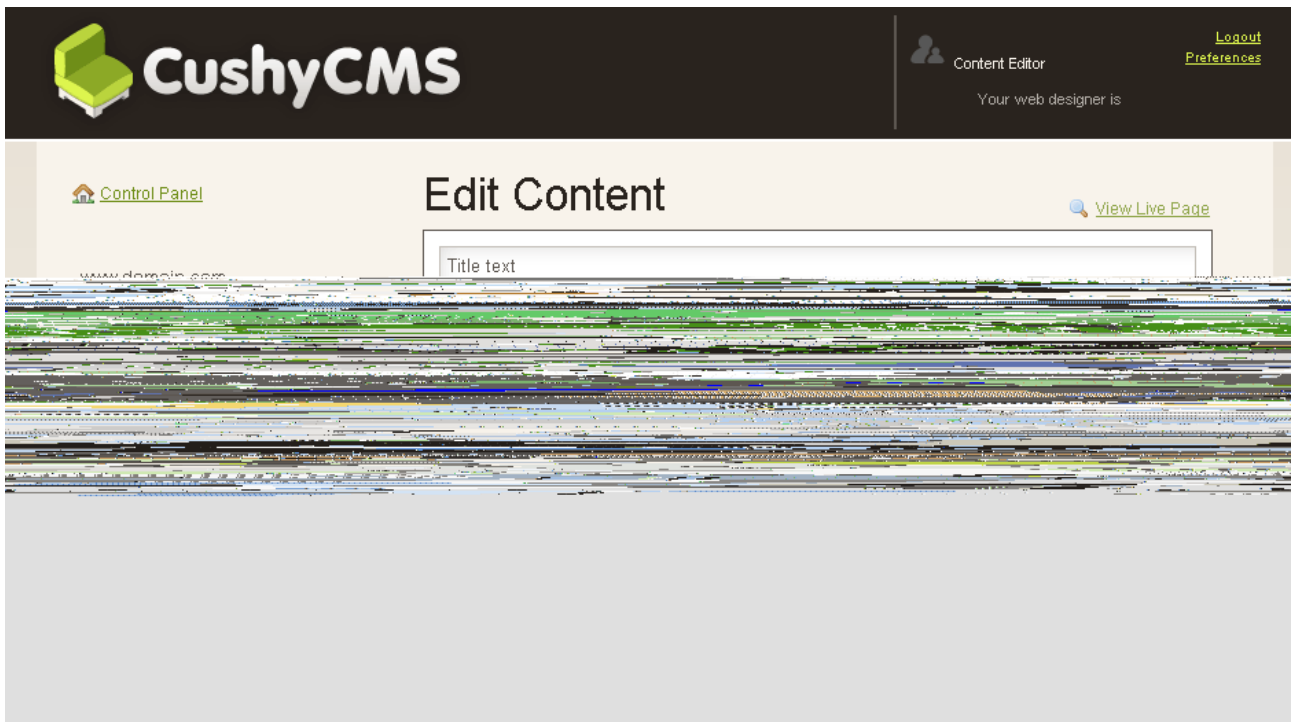
Control Panel


Sites & Pages

- www.domain.com
- Areas
- Contact
- Home**
- Prices


B. How to edit the content on your web page.


Editing your web page is much the same as using word. You can highlight text and click icons to change them. We advise you to only use the following icons for your website.



 = Bold

 = Insert a link

 = Bullet list

 = Insert an image

Using Bold

Please use bold sparingly. Use it to emphasize particular words or phrases. It loses its effect when used too often. Try to keep the use of bold to a maximum of one bolded item per paragraph.

Inserting a link

When inserting a link, ensure that you highlight the text that you want as the link. NEVER use 'click here' for the text. Ensure that the 'link' text describes the link, such as a website.

Bullet list

People often scan down webpages looking for key words. Use a bullet list to aid people to pick out these words.

Inserting an image

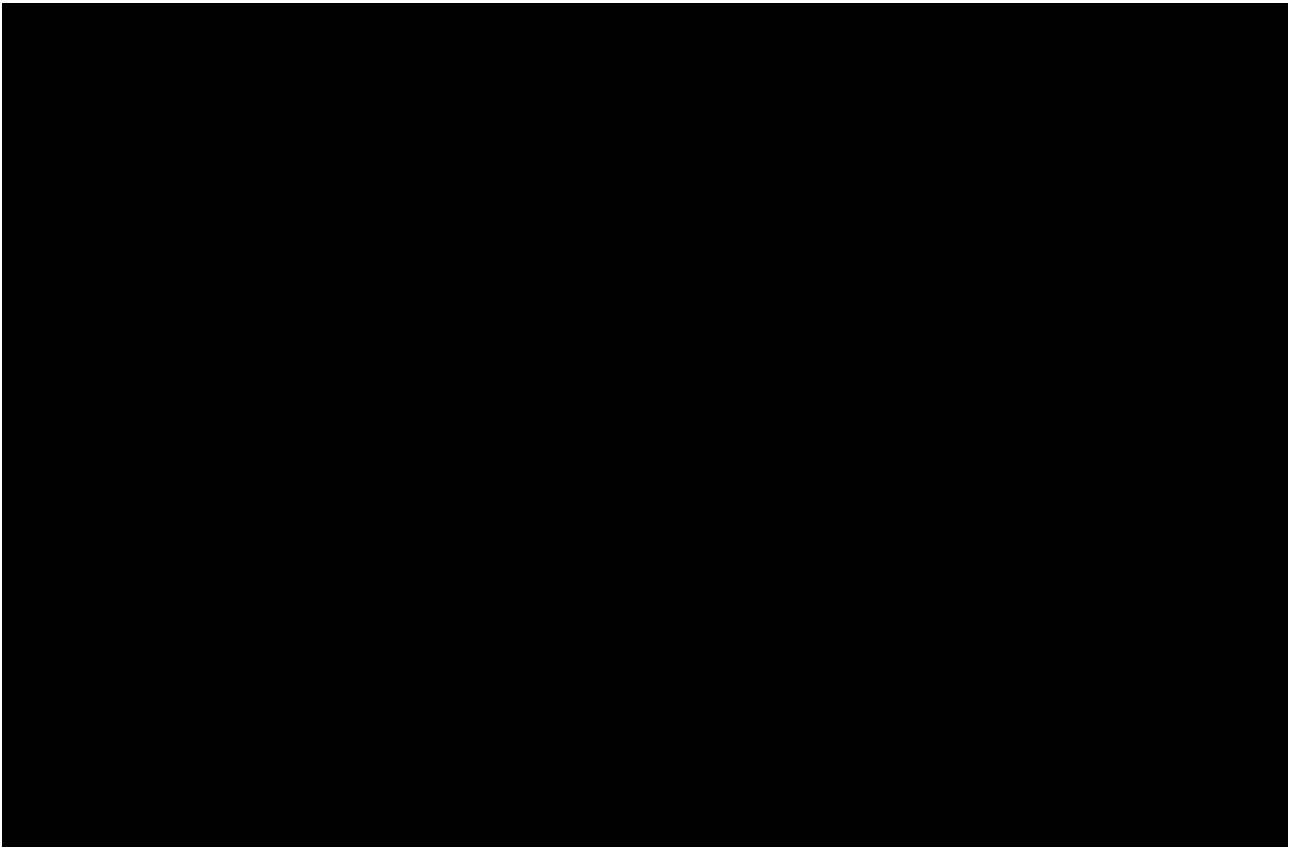
We do not recommend that you insert images, but if you feel you need to, ensure that:

- the image is a maximum of 50kb in size
- a maximum of 400px in width
- you dont use too many images on a page (5 at most) unless they are small images
- you follow the guide below for inserting an image onto your web page

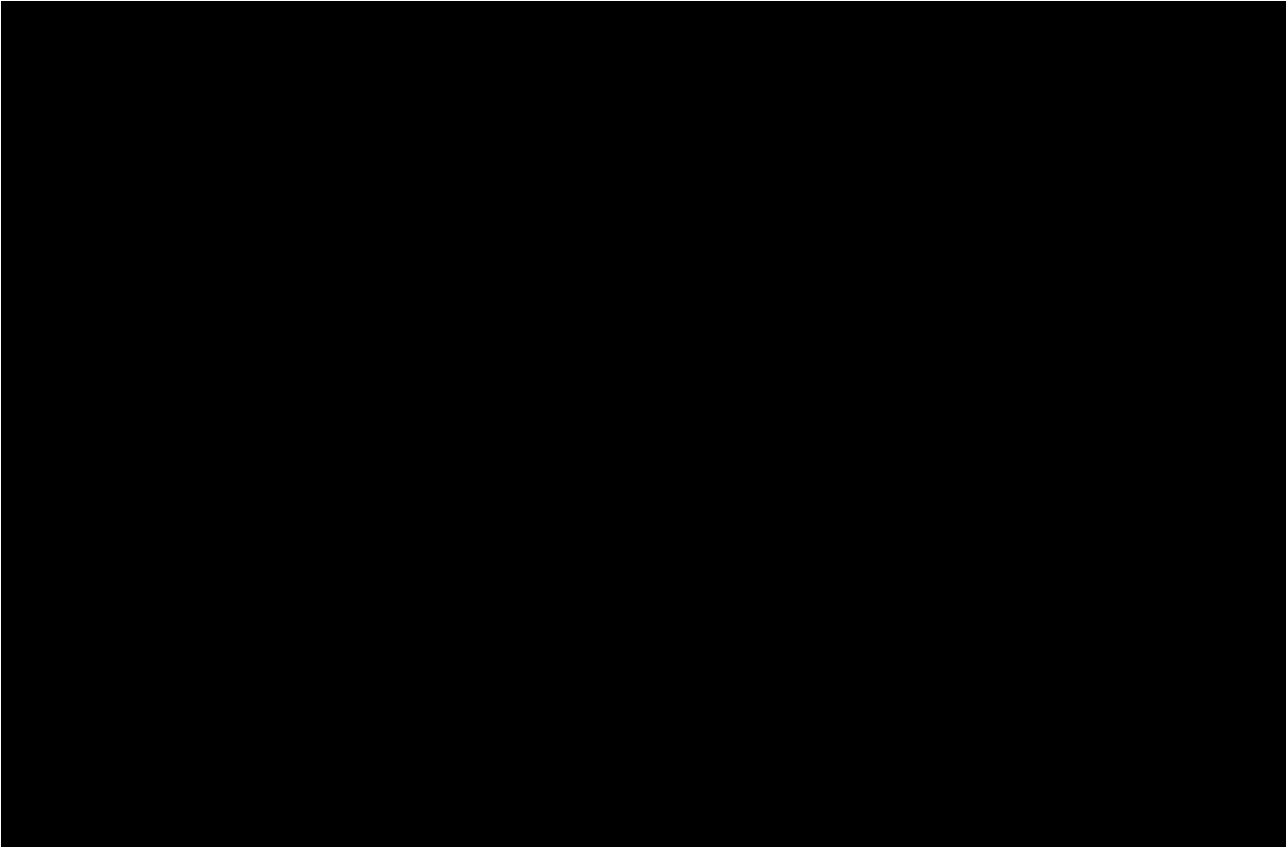
C Inserting an image instructions



1. Select the image icon (a new box will appear).
2. Left click on upload image at the top.
3. Click 'Browse' and select the image you would like to put on your website from your folders.
4. Click 'Send it to the Server'. This stores your image ready to use.



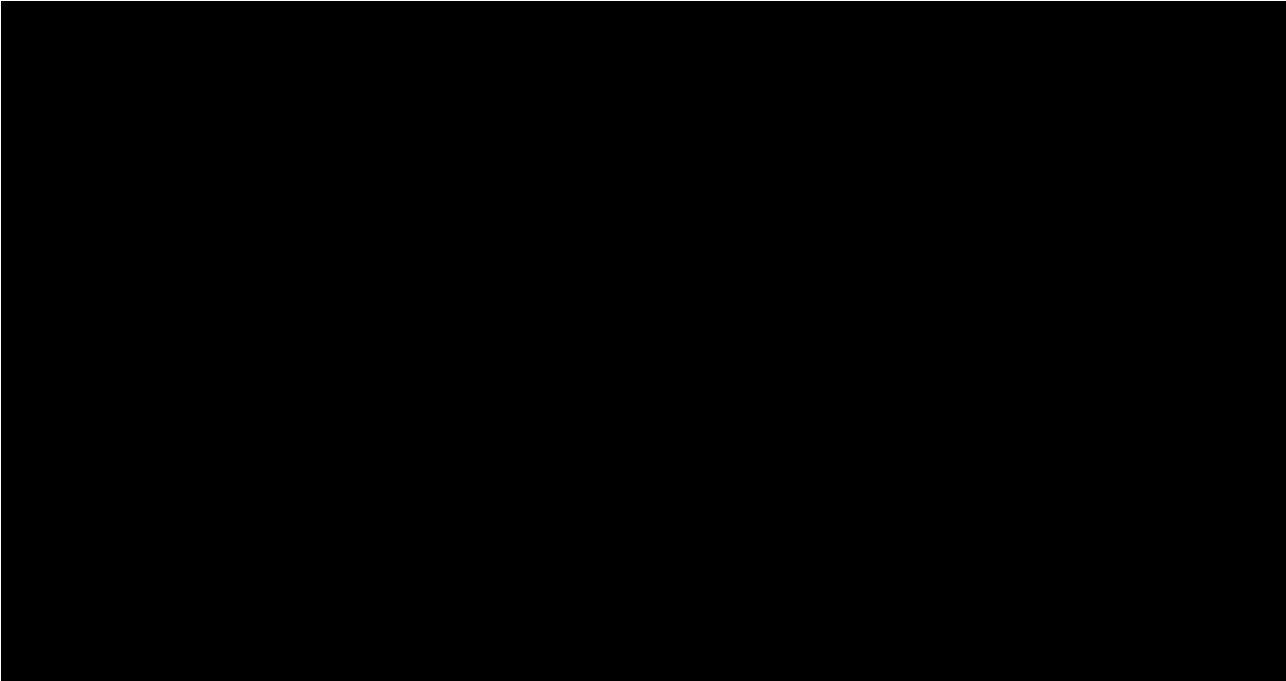
5. Click Image info.
6. Enter your alt text for your image. This is a maximum of 5 words describing the image.
7. Click 'ok'



8. Your new image has been inserted onto your page.

D. Making your web page appear live on the web.

Just click 'Publish page' at the bottom of your page and you're all done. You then have the opportunity to view your live page or edit another.



All done! You can view your page and/or edit another!



✔ Page was saved. Please allow a few moments for the changes to be published to the hosting server. [View page >](#)

