

MAKE SURE YOU KEEP THIS FOR FUTURE REFERENCE

Direct Link for logging into your front end content management system (CMS):

<http://keyweb.updating.net/account/login>

Email: your assigned email

Password: Same as your maintenance password

Edit Pages by selecting them from Page List in upper left corner marked Sitemap, not from the navigation within the pages when you are in the edit process.

Always remember to save your work and publish.

When you hover over sections edit bubbles will appear, click on edit bubbles to make changes to desired areas.

Image Squares on Home Page:

Log on to CMS via above link. Use your email address and your standard maintenance password.

Here is a short video with instructions <https://youtu.be/OoDbfUtrMyw>

Click on image to edit.

Click on little mountain icon to change image.

Image properties box should open. Click upload tab to navigate to your new image to upload. Your images should be sized the same as the existing images. Send new image to server. Fill alt text with keywords, make sure the measurements are correct for the replacement image space. Click on link tab and make sure you have the correct link in the URL. Target should be not set. Click OK. Save draft

It is VITAL that you remove the Cart ID following the instructions below.

Removing Shopping Cart ID for linking directly to products within your shopping cart

: IMPORTANT : If you do not remove shopping cart IDs in links it will cause problems with multiple client carts issues....

[http://www.yourdomainnamehere.com/cgi-](http://www.yourdomainnamehere.com/cgi-bin/Store/store.cgi?cart_id=2215077.IP70.208.192.62IP.15462.s0&product=batik_1&productid=100&keywords1=boho+vibe&sales=0&lastmenu=)

[bin/Store/store.cgi?cart_id=2215077.IP70.208.192.62IP.15462.s0&product=batik_1&productid=100&key](http://www.yourdomainnamehere.com/cgi-bin/Store/store.cgi?cart_id=2215077.IP70.208.192.62IP.15462.s0&product=batik_1&productid=100&keywords1=boho+vibe&sales=0&lastmenu=)

Remove everything between cgi?.....&product - it will not be highlighted in yellow when you copy it, this is only for your viewing ease.

The resulting link should look like this:

[http://www.yourdomainnamehere.com/cgi-](http://www.yourdomainnamehere.com/cgi-bin/Store/store.cgi?&product=batik_1&productid=100&keywords1=boho+vibe&sales=0&lastmenu=)

[bin/Store/store.cgi?&product=batik_1&productid=100&keywords1=boho+vibe&sales=0&lastmenu=](http://www.yourdomainnamehere.com/cgi-bin/Store/store.cgi?&product=batik_1&productid=100&keywords1=boho+vibe&sales=0&lastmenu=)

SAVE YOUR WORK!!! -Once done, click on Publish Changes in top bar.

When you go to your main page via the web, you may need to Refresh your browser, press F5 if you do not see the new information.

OTHER HELP----

Online Image Resizer:

<http://www.webresizer.com/> or Google - change image size online if you do not like this one, there are lots of options

BELOW ITEMS ARE EDITED IN CATALOG MAINTENANCE SIDE--

Rotating Image Gallery on Home Page:

To change the images upload images *via the old image upload system in your edit non-catalog*

pages. Go to Edit Non-Catalog Pages and scroll down to Image Upload. Name the new images slideshow1.jpg, slideshow2.jpg, slideshow3.jpg, slideshow4.jpg, slideshow5.jpg etc. depending on how many images are in your front page gallery. Make them approx 740px wide X 330px tall for best results. Make sure your dpi is set to web 72 dpi.

Usually an image editing program has an option to save for the web. Web files are reduced in size for quicker loading. Images not optimized for the web will slow your site down. The files you upload with the proper names will OVERWRITE the old files.

ShopHop Bunny - has a designated position in the footer of your website. This area is not accessible to you. To remove or add your ShopHop Bunny this **must be done from the promotions section of your catalog maintenance system** other wise it creates problems within the system. For current month **Select "install next to".**

To install coming months Bunny select install under

The process to have 2 on the front page...

1. Uninstall both from front page
2. Install Coming Month Next to...
3. Install Current Month Under....

Always uninstall promotions that have expired in a timely fashion to keep from having system problems. Key to the Web and Dreamweaver Studios programming allows for only two ShopHop icons to be installed at any one time. If you are in the April Hop, the May Hop, AND the May Blowout sale, you will need to wait until May 1st to install the Blowout Sale icon (after removing April).