



EasyPost Documentation v2.5

Introduction

EasyPost is a content management system that was developed by Element74 as a tool for managing websites and web content. Functioning as an HTML editor, EasyPost provides you with a powerful editing tool and an interface familiar to most computer users with toolbars and an editing window. In addition, the EasyPost system allows you to create new pages for your website and update the navigation; all from an Internet Explorer web browser. No special software is required.

Within the EasyPost application are modules with specific functions which are described in the table of contents.

Table of Contents

EasyPost Components

Site Editor.....pgs. 4-9

Most updates to your website will be done using the Site Editor option in EasyPost. Site Editor allows you to make text and picture changes to any page of your website. Page Editor contains a Rich Text Editor similar to those found in word processing applications. Page Editor also allows you to create new pages at any time.

Menus.....pgs. 9-11

Make changes at anytime to the menu on your website. Add the pages you created in Site Editor to the menu so visitors to your website can view them, or delete menu links so that they can no longer be viewed by visitors.

Files.....pgs. 12-13

Placing PDF, DOCs, or MP3s is easy to do using the EasyPost File Uploader. Once the file you want has been uploaded to the server hosting your website, you can place it anywhere within your website.

Staff Manager.....pgs. 13-14

The Staff Manager Component of the EasyPost system is a great way to introduce the managers and employees of your organization to your website's guests. You can display a picture of the staff member, as well as include an email address and bio.

User Manager.....pgs. 14-16

Here you can assign different people in your organization to help administer changes to your website. Keeping your website fresh and updated is important. The User Manager helps distribute the work load to others while limiting the updates they can make to only the areas specified by the Web Administrator.

Images.....pgs. 17-19

When using pictures and images on your website they must first be uploaded to the server hosting your website. When pictures and images are uploaded using Image Manager, two separate images will be created; one thumbnail image and one full size image. This gives you flexibility when placing images onto your site.

Picture Gallery.....pgs. 19-20

The Picture Gallery allows you to create different photo galleries within your website for visitors to view in a slideshow.

E-Newsletters.....pgs. 20-22

Staying in touch with your clients has never been easier. With the Newsletter option, you can create custom email newsletters and send them to each client registered on your email list. For those individuals no longer wanting to receive your newsletters, we include an unsubscribe feature as well.

Calendars.....pgs. 22-23

The Events Calendar is an area to post upcoming events happening in your Organization. When the event has passed you do not need to worry about removing it from your website, the calendar will do it automatically. Visitors also have the option of adding it to their Outlook calendar by simply clicking on the event.

News Manager.....pgs. 23-25

Add latest news and manage news articles posted on your website using the EasyPost News Manager. Just like Site Editor this component has a rich text editor. You can also specify the dates you want the article to be visible on your site.

Accessing EasyPost

To access the EasyPost section of your website, simply enter your website address into an Internet Explorer web browser followed by “/easypost”.

Example: <http://www.easypostdemo.com/easypost>

A screen similar to the one in Figure 1 will appear. Entering your email address and password will take you to the screen shown in Figure 2 with all of the available EasyPost components on the left hand side. The component list will vary depending on which ones you have purchased.



Figure 1

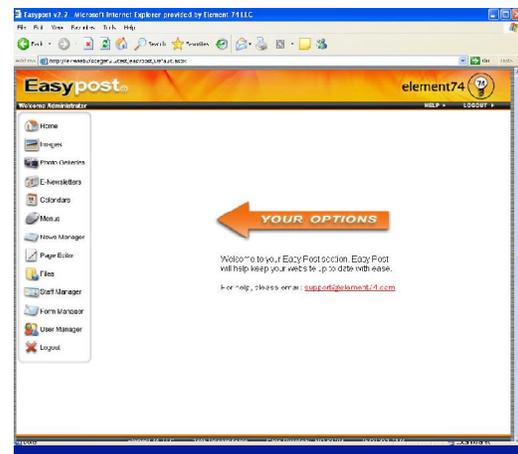


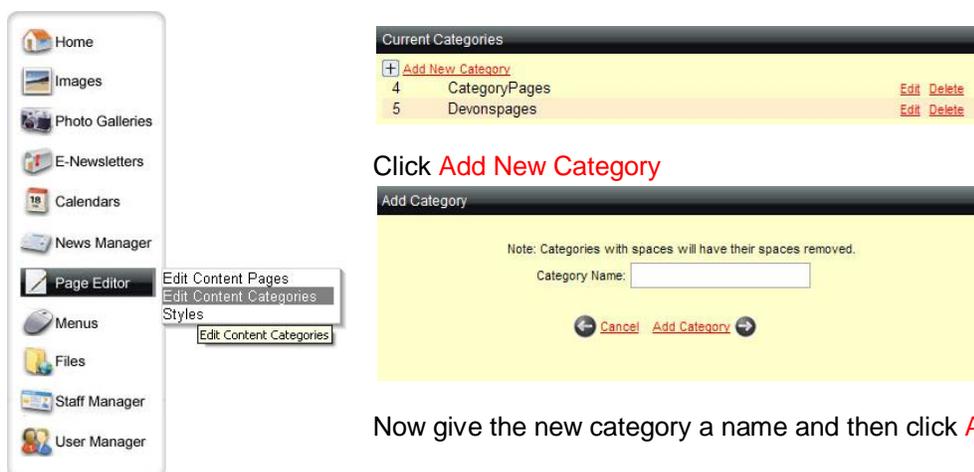
Figure 2

Site Editor

Because Site Editor is the component utilized the most to update your website, this is a better place than any to start. As indicated earlier, the Site Editor contains a Rich Text Editor. This editor allows you to do such things as change text styles, bold, italicize, underline text, and change the size of the text. This function can be utilized to justify your text to the left, right and center just like popular word processors, as well as give you the ability to place tables on the page. The tables function will help with formatting the page and will be described in detail later in the chapter.

We will begin by showing you how to create and edit the pages on your site using the Site Editor, but first you should create a category for your new page to be organized into.

To do this, place your mouse over the **Page Editor** graphic and then select **Edit Content Categories**.



Now give the new category a name and then click **Add Category**.

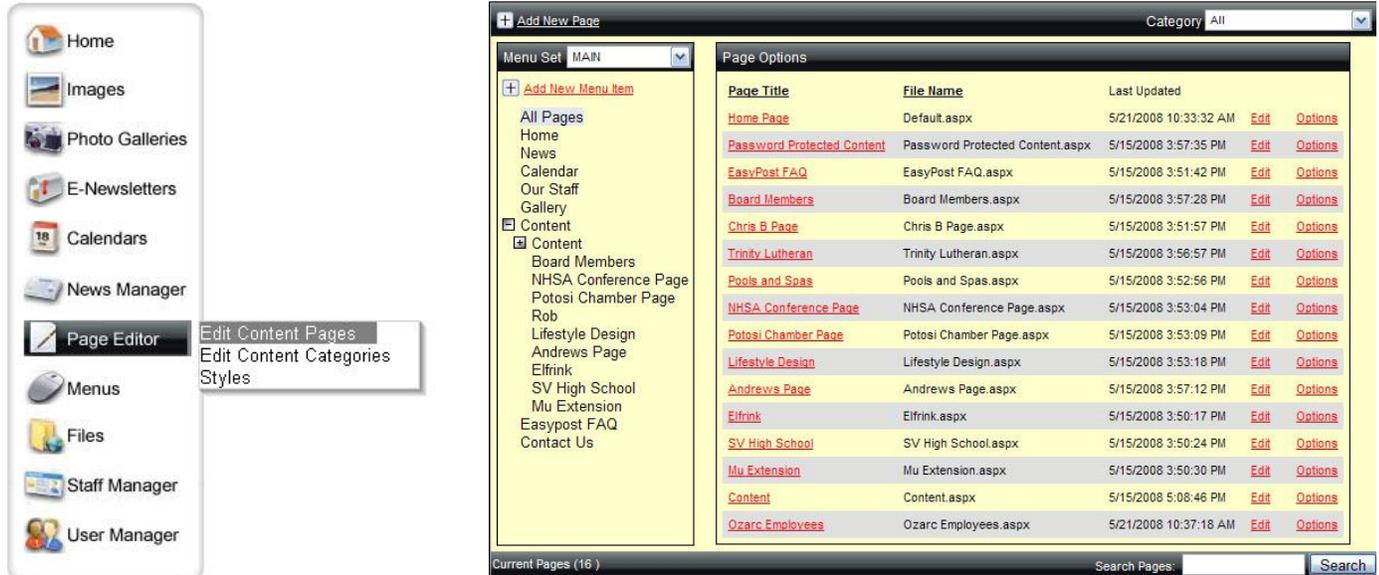
The new category will now be listed in the **Current Categories** menu.

Current Categories		
+ Add New Category		
4	CategoryPages	Edit Delete
5	Devonspages	Edit Delete
10	test1	Edit Delete

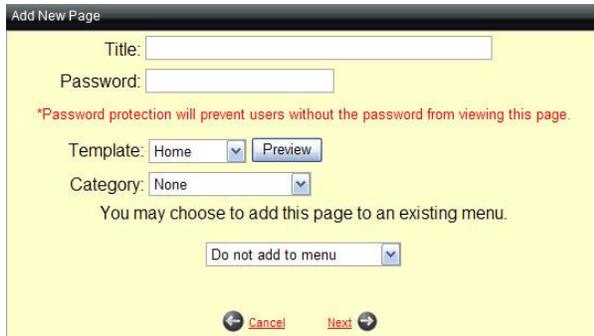
If at any time you need to change the name of a category, click on the **Edit** option to the right of the category name.

Now that you have created a category to help manage the pages you will create, let's learn how to create a page using the **Site Editor** tool.

To begin creating a page, mouse over the **Site Editor** graphic and select the **Edit Content Pages** option.



A refresh box will appear with a list of all of your current pages as well as all of your site's menu items. We will discuss how to manage your menu items as well as your accumulated pages later in this guide. First, let's create a new page. Click on **Add New Page** in the upper left hand corner.



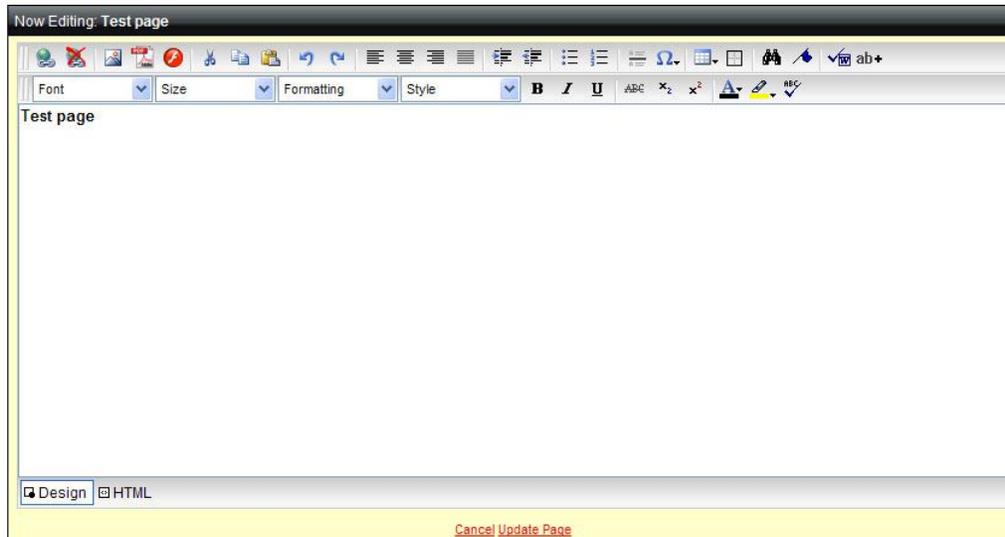
The 'Add New Page' form contains the following fields and options:

- Title:
- Password:
- *Password protection will prevent users without the password from viewing this page.
- Template:
- Category:
- You may choose to add this page to an existing menu.
-
-

Now you must give your new page a **Title**. You also have the option to **Password** protect the page, although this would make the page viewable only to those who knew the password.

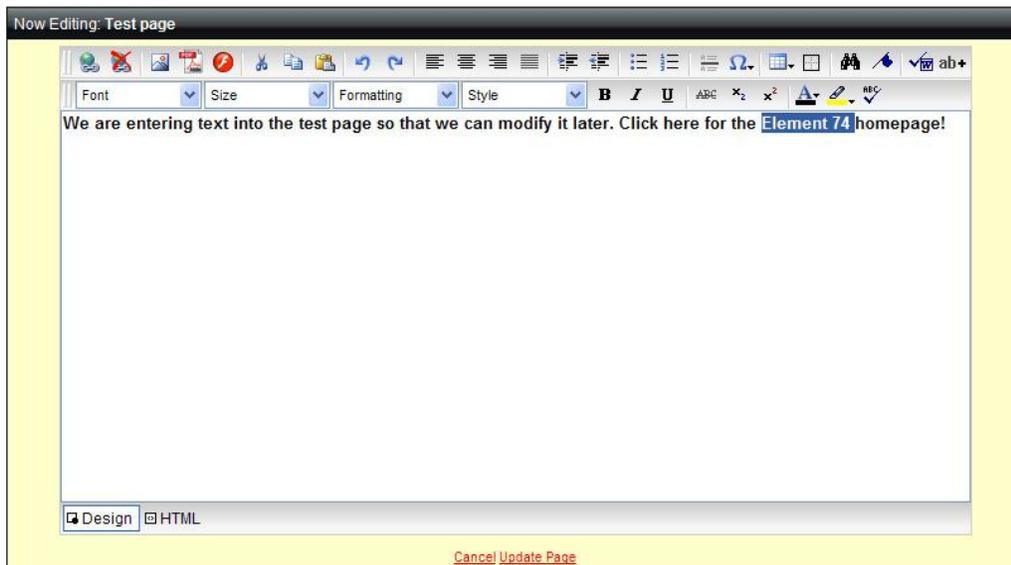
Now you must choose a **Template**. Leave the template option alone unless you know exactly which template you want to use. The **Category** option allows you select a category to place your new page into, for example, the category you just created.

Your last option is to add this page to one of your site's menu items. For example, on your home page you have your main menus listed at the top of the page. If you want to add this page as a submenu to any of your existing menus or even submenus, you have that option. The next chapter will discuss in detail how to add new menu items and then how to add the pages you have created to those menu items. Now let's finish creating the page. Click **Next** to continue.



You are now in the Rich Text Editor. This text editor has similar formatting options to other popular word processors. You'll notice you have a variety of text and page editing options in the top toolbar.

Now, let's get started by entering some text for our home page. You can also paste text from other documents or existing websites.



Note: Hitting ENTER once will produce a double spaced line between lines of text. To enter a single line return, hold SHIFT, then hit ENTER.

Now that you have entered in some text, let's learn about some of the more important toolbar options listed at the top of the editor.

First, let's learn about the Hyperlink button and how to utilize it. Select a portion of text within the body of the page. In the example above, Element 74 is selected so that we can create a hyperlink to the Element74 page.

Now click on the Hyperlink  button.



The Hyperlink window will appear. In the **URL** box, type the web address you wish to hyperlink to and then click **OK**.

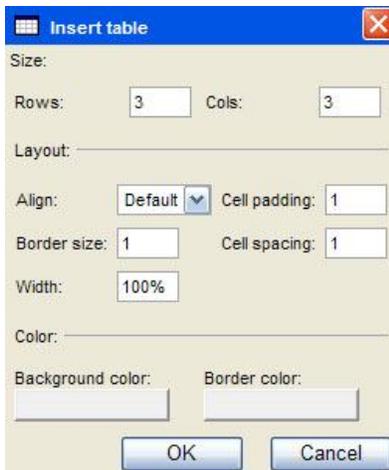
The text will now appear purple in the text editor indicating the hyperlink. (Note: The color of the text may vary depending on your website)

Using Tables

The Tables feature in EasyPost allows you to keep information in multiple columns. A table consists of rows and columns of boxes called cells that you can fill with text and/or images. Within each cell, text wraps as it does between the margins of a document. Tables also provide a convenient way to present text in side-by-side paragraphs or to arrange text beside graphics.

To use tables, first click on the Tables  icon.

Once you have selected to insert a table you need to provide some information:



Size: The number of Columns and Rows.

Layout:

Align: This will justify the text left, right, or centered

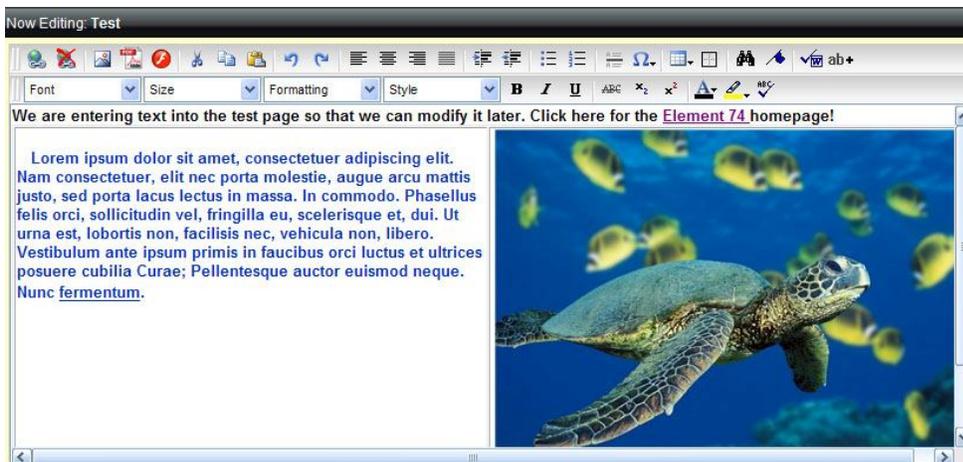
Border Size: This will place a border around the cell. A border size of 0 will make the border transparent. The larger the number the thicker the border.

Width: You can set the width of the table here. If you only want the table to cover half the web page, insert 50%.

Cell Spacing: This is used to add extra space between table cells
Cell Padding: Used to add extra space between the cell border and cell content.

Color: Use this option to add background color to the table's cells

Below is an example of how to utilize the Tables function.



When you have completed all of your updates, please make sure to click on **Update Page**. This is very important, as this will save the changes you have made. Be sure to update frequently during editing so that you do not lose your changes. Once you have updated, you will be directed back to the Site Editor main page. You should now see your new page in the **Page Title** list on the right. (in red)

Page Title	File Name	Last Updated	Edit	Options
Home Page	Default.aspx	5/22/2008 10:40:48 AM	Edit	Options
Password Protected Content	Password Protected Content.aspx	5/15/2008 3:57:35 PM	Edit	Options
EasyPost FAQ	EasyPost FAQ.aspx	5/15/2008 3:51:42 PM	Edit	Options
Board Members	Board Members.aspx	5/15/2008 3:57:28 PM	Edit	Options
Chris B Page	Chris B Page.aspx	5/15/2008 3:51:57 PM	Edit	Options
Trinity Lutheran	Trinity Lutheran.aspx	5/15/2008 3:56:57 PM	Edit	Options
Pools and Spas	Pools and Spas.aspx	5/15/2008 3:52:56 PM	Edit	Options
NHSA Conference Page	NHSA Conference Page.aspx	5/15/2008 3:53:04 PM	Edit	Options
Potosi Chamber Page	Potosi Chamber Page.aspx	5/15/2008 3:53:09 PM	Edit	Options
Lifestyle Design	Lifestyle Design.aspx	5/15/2008 3:53:18 PM	Edit	Options
Andrews Page	Andrews Page.aspx	5/15/2008 3:57:12 PM	Edit	Options
Efrink	Efrink.aspx	5/15/2008 3:50:17 PM	Edit	Options
SV High School	SV High School.aspx	5/15/2008 3:50:24 PM	Edit	Options
Mu Extension	Mu Extension.aspx	5/15/2008 3:50:30 PM	Edit	Options
Content	Content.aspx	5/15/2008 5:08:46 PM	Edit	Options
Ozarc Employees	Ozarc Employees.aspx	5/21/2008 10:37:18 AM	Edit	Options
test33	test33.aspx	5/22/2008 10:10:10 AM	Edit	Options
Test page	Test page.aspx	5/22/2008 11:01:20 AM	Edit	Options
Wildlife Figurine	Wildlife Figurine.aspx	5/22/2008 10:42:54 AM	Edit	Options
Test	Test.aspx	5/22/2008 1:23:09 PM	Edit	Options

Once you have located your new page in the list, if you look to the right you will see two links in red, **Edit** and **Options**. The **Edit** link will take you back to the Site Editor, where you can make direct changes to the page. We will be back in Site Editor shortly. For now, click on the **Options** link.

Page Options

Title:

Password:

*Password protection will prevent users without the password from viewing this page.

Category:

Link: <http://www.easypostdemo.com/Test.aspx>

[Delete this Page](#)

Available Backups (3)

Serial Number: 4 History (4)

You will notice that several different aspects of the page can be edited, including the **Title**, the addition of a **Password**, or the selection of a **Category** for the page to be added to.

At the bottom of the window there are two bars, Available Backups and Serial Number. Backups are stored each time a page is updated. The last ten updates you made to a page will be stored in here. At any time you can restore any page to one of the ten backups.

The second bar opens up the Serial Number window. This provides information on how many times the page has been modified, at what date and time, and by whom. To view either the available backups or the serial number of this page, click on the two arrows pointing downward to the right side of the bar. The list will then expand as shown below.

Backup Created	Preview Backup	Restore Backup
5/22/2008 11:00:35 AM	Preview Backup	Restore Backup
5/22/2008 11:18:31 AM	Preview Backup	Restore Backup
5/22/2008 1:13:30 PM	Preview Backup	Restore Backup

Action	Date	User
Page Updated	5/22/2008 1:23:09 PM	Administrator
Page Updated	5/22/2008 11:28:10 AM	Administrator
Page Updated	5/22/2008 11:10:14 AM	Administrator
Page Created	5/22/2008 11:02:51 AM	Administrator

In the **Available Backups** menu you can select to either **Preview Backup** from a particular date or **Restore Backup**.

As mentioned, the **Serial Number** menu gives information on when a page was updated and who made the update. The Serial Number will keep track of every update ever made to a page. When you are finished editing **Page**

Options, click **Next**.

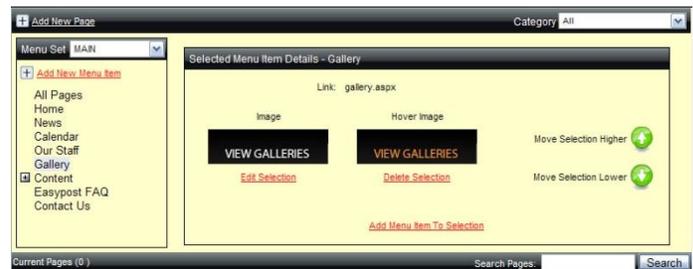
Although there are still a few important options in the toolbar of the **Site Editor** that are yet to be covered, the **Image** and **File Manager** components must be covered first so that you have images and files (PDF, etc.) uploaded for use on your pages.

Menus

Make changes at anytime to the menu on your website. Add the pages you created in Site Editor to the menu so visitors to your website can view them or delete menu links so that they can no longer be viewed by visitors.

In EasyPost 2.5, the **Menu Manager** is now also located in **Site Editor**. This guide will show you how to edit your menus the easiest way through the **Site Editor**, although you can use the **Menus** option to accomplish the same thing.

From the EasyPost homepage, mouse over the **Site Editor** graphic and select **Edit Content Pages**.

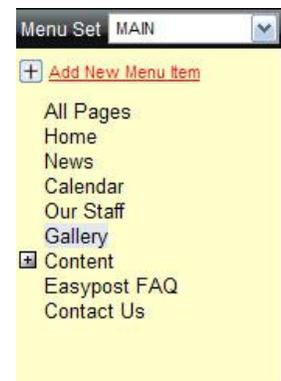
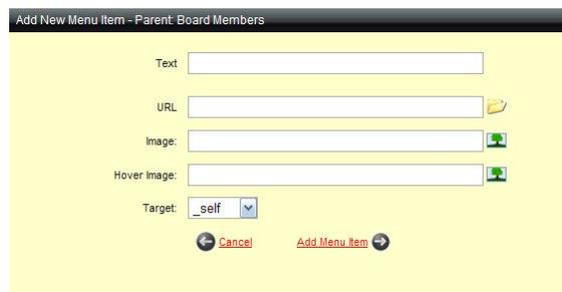


You will notice the menu items listed in the left hand column. Click on any one of the listed menu items and the **Selected Menu Item Details** window will appear in the refresh box. This information includes the page to which the menu is linked and the images associated with that menu item. Main menu items should never be edited, although you can create submenus to these main menu items.

To do this, click on the main menu item (from the list) you wish to create a submenu for and then click **Add New Menu Item**.

Now give the menu item a title in the first **Text** box.

For the URL, you can link to any page on your site by clicking on the small folder icon .



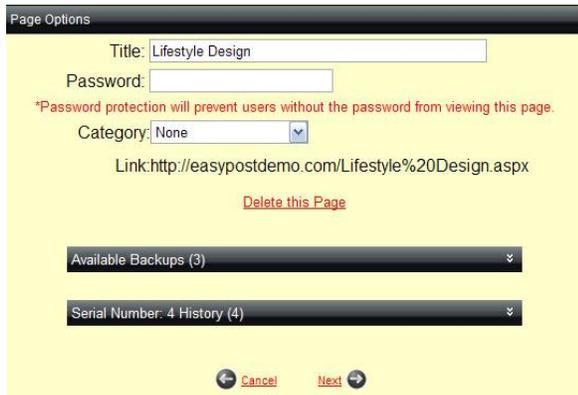
A visual list of all available pages will appear. Locate the page you want the submenu to link to and then simply click on the image. The URL text box will then be filled with the appropriate link. If you do not know the URL of the page you are trying to link to, simply skip this step. We will come back shortly to edit the menu. Finally, click **Add Menu Item**.



If you want to know the URL of any page on your website, from the **Menu Set** (the left column of **Site Editor**) click on **All Pages**.

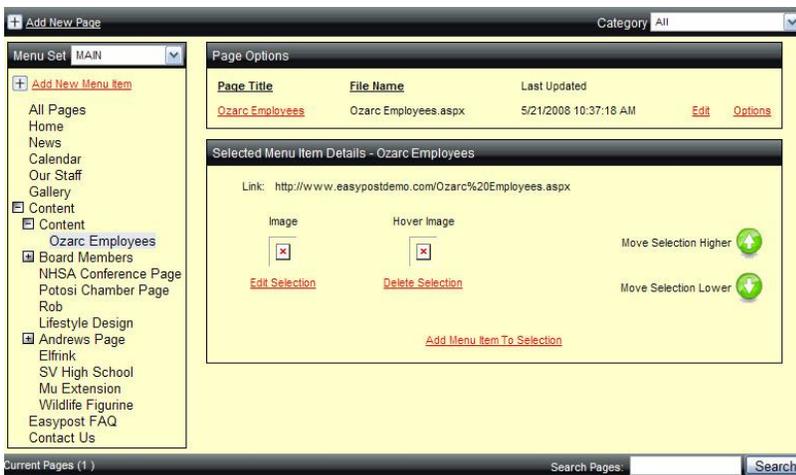
Every page on the site will be listed to the right. Locate the page you wish to edit (*Note: you can use the search bar at the bottom right corner to search for a specific page*) and then click **Options**.





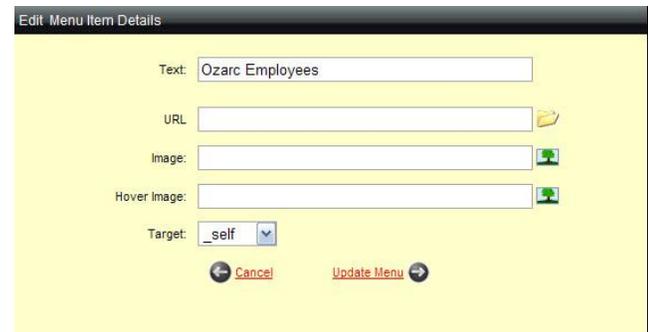
Locate the link in the middle of the Page Options window and then click on it once. The link will be copied to your clipboard for use later.

Now, if you enter this link into a menu item, that menu item will direct the user to the URL your specify.



To do this, simply click on the menu item in the Menu Set on the left hand side of the refresh box and then click **Edit Selection**.

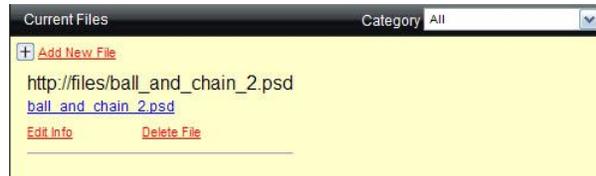
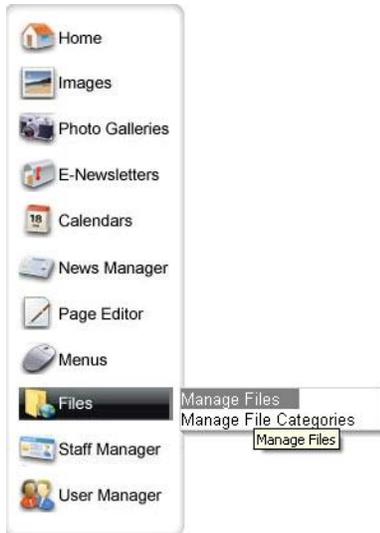
Now paste the link from your clipboard into the **URL** text box and then click **Update Menu**. The menu item will be linked to the specified URL.



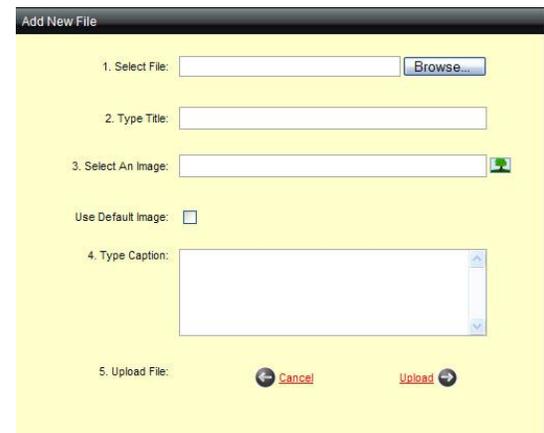
File Manager

Placing PDF, DOCs, or MP3s is easy to do using the EasyPost File Uploader. Once the file you want has been uploaded to the server hosting your website, you can place it anywhere within your website.

To begin uploading a file, place your mouse over the **Files** graphic and select **Manage Files**.

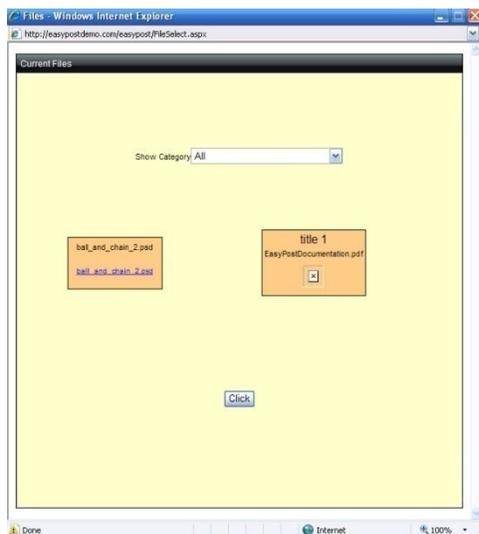


A list of all currently uploaded files will appear. Click **Add New File** to begin uploading a new file.



First, select the file you wish to upload by browsing your computer's files. Next, give the file a title in the second text box. In step 3 you can select an image for the file to help you better identify it when uploading it to a page in site editor. The same goes for the caption. When you are finished, click **Upload**.

After uploading a file, you can insert it into any page using the Site Editor's Rich Text Editor. Simply click where you would like the file to be placed and then click the **Insert File** icon.



Next, select the file you wish to insert and **Click** the bottom button.

Now let's create a file category to help organize the uploaded files. First place your mouse over the **Files** icon on the EasyPost home screen and click **Manage File Categories**.



Now click **Add New Category**.



Now give the category a name and choose an image to be associated with that category if you like. To choose an image, click on the tree icon.



When you are finished, click **Add Category**. Your category will now be listed in the **Current Categories** window. If you would like to place an

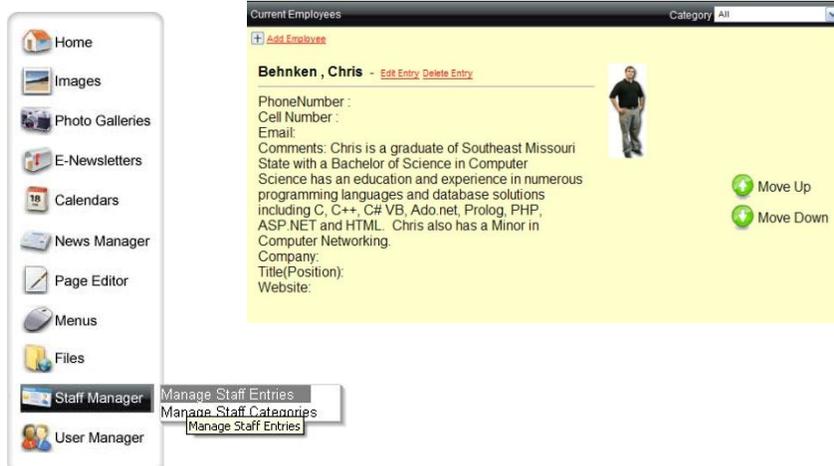
existing file into your new category, place your mouse over the **Files** icon and select **Manage Files**. Locate the file you wish to edit and then click **Edit Info** under the file. Finally, select the new file category and then click **Update**.



Staff Manager

The Staff Manager Component of the EasyPost system is a great way to introduce the managers and employees of your organization to your website's guests. You can display a picture of the staff member, include a bio, and an email address.

To begin using Staff Manager, place your mouse over the **Staff Manager** icon and select **Manage Staff Entries**.



The Current Employees menu will appear. Click **Add Employee** to create a new entry.

Now you must enter in all of the personal information concerning the employee. Once you are finished, if you would like you can select a category for the new employee entry. Finally, use the Rich Text Editor at the bottom to include biographical or other information about the individual and then click **Add Employee**.

The new entry will now be featured in the staff or employee section of your website. If you ever need to update a staff entry, simply place your mouse over the **Staff Manager** graphic, select **Manage Staff Entries**, and then click the **Edit Entry** link to the right of any staff entry's name.

Now let's create a staff category to help further organize the staff entries. Place your mouse over the **Staff Manager** graphic on the EasyPost homepage and then select **Manage Staff Categories**.

Current Staff Categories		
+ Add New Staff Category		
1	MAIN	Edit Delete
2	Fun	Edit Delete

Add Staff Category

Please enter a name to describe the staff category..

Staff Name:

[← Cancel](#) [Add Staff Category →](#)

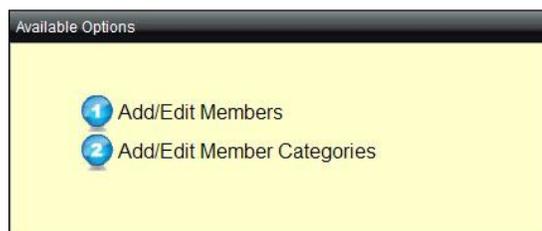
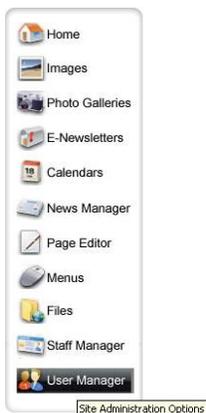
Click **Add New Staff Category**.

Give the new staff category a name and then click Add Staff Category.

User Manager

Here you can assign different people in your organization to help administer changes to your website. Keeping your website fresh and updated is important. The User Manager helps distribute the work load to others while limiting the updates they can make to only the areas specified by the Web Administrator.

To begin using User Manager, click on the **User Manager** graphic from the EasyPost homepage.



To add a new member to User Manager, click **Add/Edit Members**.

Current Members				
+ Add New Member				
Administrator		demo		
D	Andrew	andrew@element74.com	Edit	Delete
Smith	Tracey	tracey	Edit	Delete
Younghouse	Matt	matt	Edit	Delete
post	easy	demo	Edit	Delete

A list of Current Members will appear. To add a new member, click **Add New Member** at the top left.

Add Member	
FirstName:	<input type="text"/>
LastName:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Add Member"/>	

Enter in the information for the new user as well as a password to access EasyPost and then click **Add Member**.

Select a category that the user belongs in (if one has been created) and then click **Next**.

Select Member Categories
Select the Categories that this user belongs in.
<input type="checkbox"/> Admin
<input type="button" value="Cancel"/> <input type="button" value="Next"/>

Edit Member
Devon Edmonds
<input checked="" type="checkbox"/> Grants Permission To Access Home <input type="checkbox"/> Grants Permission To Access Image Manager <input type="checkbox"/> Grants Permission To Access Image Gallery Manager <input type="checkbox"/> Grants Permission To Create and Send Newsletters <input type="checkbox"/> Grants Permission To Edit Calendar <input type="checkbox"/> Grants Permission Access News Manager <input type="checkbox"/> Grants Permission To Access Menu Manager <input type="checkbox"/> Grants Permission To Access File Manager <input type="checkbox"/> Grants Permission To Edit Staff <input checked="" type="checkbox"/> Grants Permission To Use Page Editor
<input type="button" value="Cancel"/> <input type="button" value="Update Member"/>

Now you must grant permissions to the new user. Click the check box to grant appropriate permissions. The + sign to the left of the Site Editor permission will list every page in EasyPost. You can then select the pages you want the new user to have access to and leave out the ones you don't. You must select every page that you want to grant permissions to. When finished, click **Update Member**.

If you need to update or edit a member's info or permissions, click on the **User Manager** graphic on the EasyPost homepage and select **Add/Edit**

Members. Locate the user you wish to edit and click on the **Edit** link to the right of the username.

Now let's create a **Member Category** to help organize all of the users as well as instantly grant all of the permissions you set for the category to the user. First, click on the **User Manager** graphic on the EasyPost homepage, then select **Add/Edit Member Categories**.

Current Categories		
+ Add New Category		
1	Admin	Edit Delete

Click **Add New Category**.

Add Category

Note: Categories with spaces will have their spaces removed.

Category Name:

Category Description:

Now give the new category a name and description and then click **Add Category**.

Select the permissions you want to be associated with this category (*Note: adding a user to this category grants all the permissions that you set for the category*) and then click **Update Category**.

You can add a user to this new category by going into the Add/Edit Members section and clicking on the **Edit** link to the right of the username.

Edit Category

Edit Permissions for: new category

Category Name:

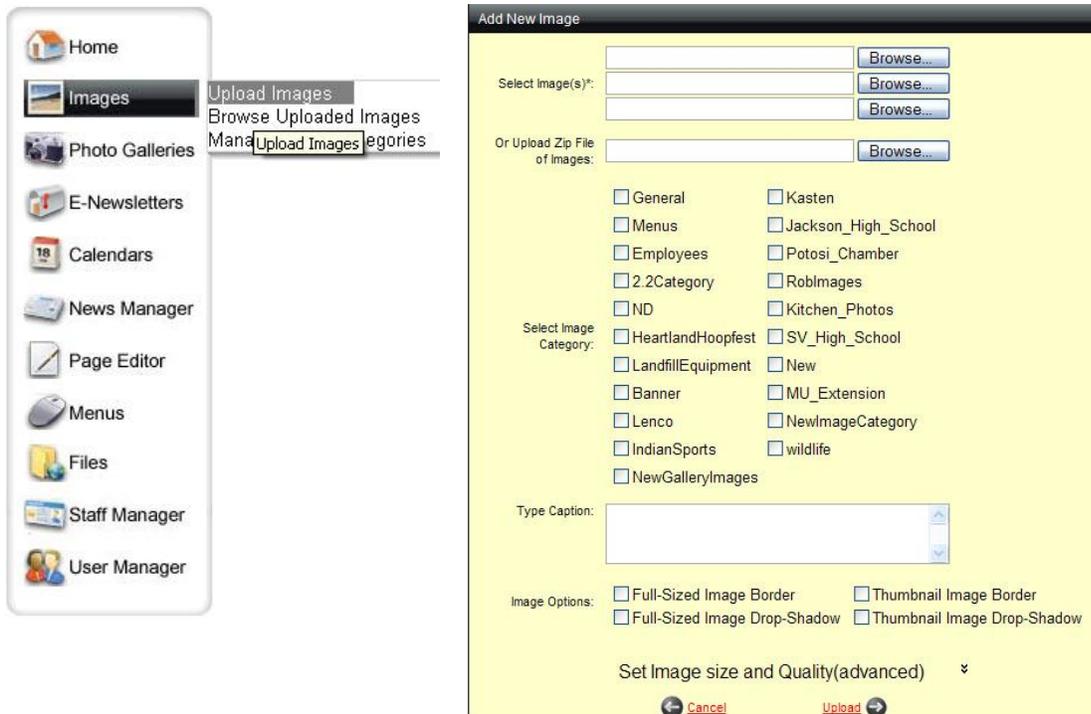
Category Description:

- Grants Permission To Access Home
- Grants Permission To Access Image Manager
- Grants Permission To Access Image Gallery Manager
- Grants Permission To Create and Send Newsletters
- Grants Permission To Edit Calendar
- Grants Permission Access News Manager
- Grants Permission To Access Menu Manager
- Grants Permission To Access File Manager
- Grants Permission To Edit Staff
- Grants Permission To Use Page Editor

Image Manager

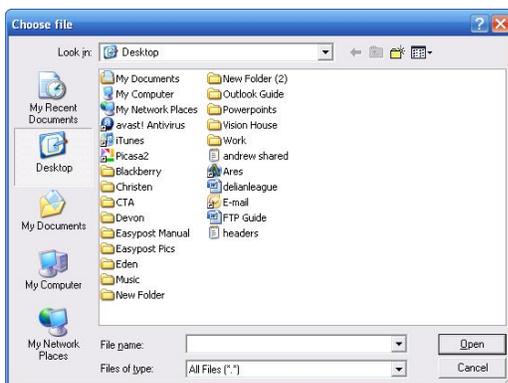
In order to use images on your website, you must first upload them to the server hosting your website. The Image Manager component was specifically designed to size the images appropriately for your site and to help manage and utilize all of your uploaded images.

To begin uploading images, first mouse over the **Images** graphic and select **Upload Images**.



From this window you have two choices. You can either upload pictures 3 at a time or you can upload pictures from a .zip file. Uploading pictures using the zip function will allow up to upload numerous pictures at once. This is a great option when you are first populating your website with pictures.

Click on the top **Browse** button.



From here you can browse for the image you would like to upload. You can upload images from your local Hard Drive, Jump Drive, or CD. (For additional information on browsing files in windows; please consult your Windows Manual)

Once you have located the image file, click open. The file path will be listed in the first **Browse** text box. Next, select an image category that you would like that image (or

images) to be placed in. If you like, you can enter a caption for the image. This caption can only be seen when viewing the image in the **Image Manager**. For the **Image Options**, you can choose to upload the image either as a Full Size image with a drop shadow or border or as a Thumbnail with the same options, although you do not have to choose either. Finally, if you click on the double arrows pointing downward to the right of **Set Image size and Quality (advanced)**, you can specify an image quality and an exact image size. If you are uploading an animated GIF, be sure to check the **Treat As Animated GIF** checkbox. When you are finished, click **Upload**.

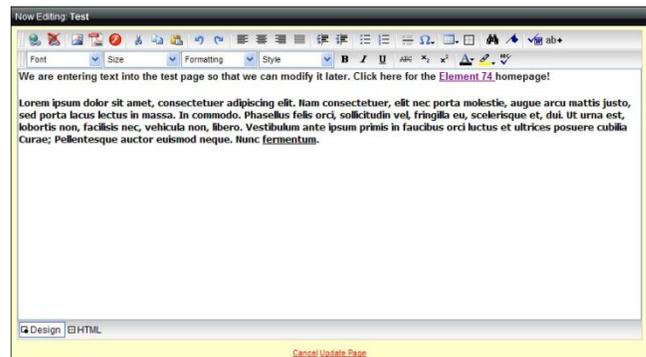


You are now browsing all of you currently uploaded images. A **Category** drop down box is located at the top right of the window. You can use this to list images located in a particular category. At the bottom right corner you'll notice a search box. This enables you to search for images by either their file name or caption. This makes finding specific images much simpler. You can also edit or delete images in the browser. This browser can be reached from the EasyPost Home screen. Simply place your mouse over the **Images** graphic on the homepage and select **Browse Uploaded Images**.

Now that you have an image uploaded, let's go back to **Site Editor** and insert it into the page that was created earlier. First, mouse over **Site Editor** at the **EasyPost Home** screen and select **Edit Content Pages**.



Now locate the page that you wish to upload an image to and click **Edit** on the right hand side.



You should now be back in **Site Editor**. To insert an image, first select where you would like to place the image.

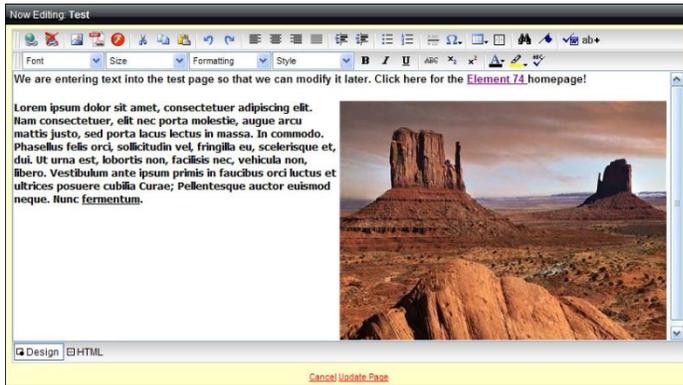
Next, click on the **Insert Image** icon.

The **Image Manager** window will appear with a list of all of your uploaded images.

Select the image you want to upload by clicking on it once.



Choose an **Image Size** and **Alignment** and then **Click** the button at the bottom.



The image should now be placed in **Site Editor**. In the example, the image was full size and aligned right of the text.

Click **Update Page** when you are finished.

Now let's learn how to create and manage image categories. To begin, mouse over the **Images** graphic and choose the **Manage Image Categories** option.

Current Categories		
+ Add New Category		
2	General	Edit Delete
5	Menus	Edit Delete
17	Employees	Edit Delete
33	2.2Category	Edit Delete
35	ND	Edit Delete
37	HeartlandHoopfest	Edit Delete
45	LandfillEquipment	Edit Delete
47	Banner	Edit Delete
51	Lenco	Edit Delete
52	IndianSports	Edit Delete
53	NewGalleryImages	Edit Delete
54	Kasten	Edit Delete
55	Jackson_High_School	Edit Delete
56	Potosi_Chamber	Edit Delete
57	RobImages	Edit Delete
58	Kitchen_Photos	Edit Delete
59	SV_High_School	Edit Delete
60	New	Edit Delete
61	MU_Extension	Edit Delete
62	NewImageCategory	Edit Delete
63	wildlife	Edit Delete

A list of all of the current image categories will be displayed. To create a new category, click the **Add New Category** link.

Add Category

Note: Categories with spaces will have their spaces removed.

Category Name:

[← Cancel](#) [Add Category →](#)

Give the new category a name and click **Add Category**.

The new image category will now be in the **Current Categories** list. If you ever want to change a particular category name, click the **Edit** link to the right of the category.

Photo Gallery



The Photo Gallery function allows you to create and manage photo galleries within your website, which can be viewed by visitors in a slideshow.

To begin using the Photo Gallery component, click on the **Photo Galleries** graphic on the **EasyPost Homepage**.

[+ Add New Main Gallery](#)

Gallery I

Selected Gallery - Gallery I

Title: Gallery I

[Edit Gallery](#) [Delete Selection](#)

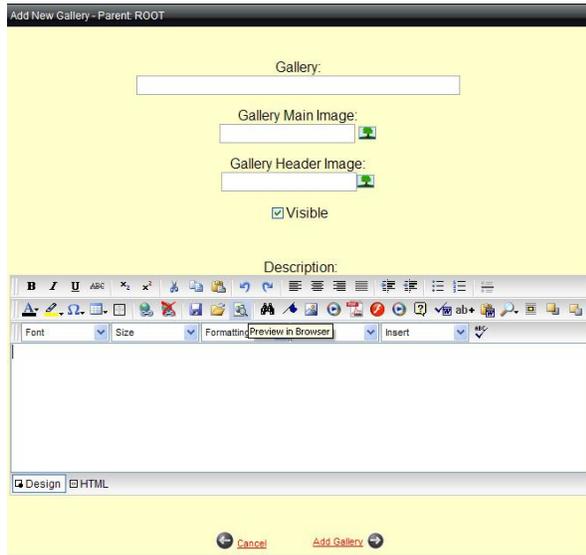
[Add Sub Gallery](#)

[Preview Gallery](#)

 Move Selection Up

 Move Selection Down

A list of existing galleries will appear. To create a new gallery, click on the [Add New Main Gallery](#) link.

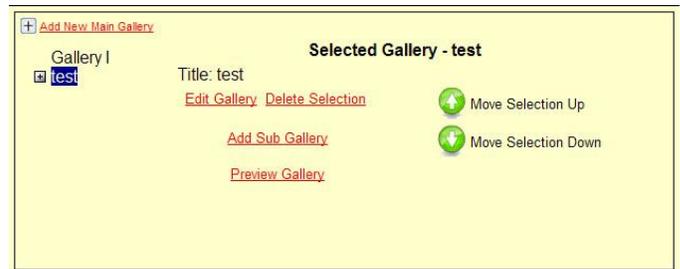


First, give your new gallery a name in the first text box (**Gallery**). If you would like the gallery to have a main image that you would click on to view the gallery, select an image by clicking on the small  button to the right of the **Gallery Main Image** text box and choose an image.

Also, you can give the gallery a **Header Image**. This image will appear at the top of the gallery you are creating.

Finally, give the gallery a description using the Rich Text Editor and then click [Add Gallery](#).

You should now see your new gallery listed on the left hand side. If you ever need to edit an existing gallery, select the gallery you want to edit from the list and then click [Edit Gallery](#). You can also add sub galleries to an existing gallery by clicking [Add Sub Gallery](#). The sub gallery link will appear directly beneath your main gallery on the gallery page. If you would like to preview a gallery before opening it click on the [Preview Gallery](#) link.



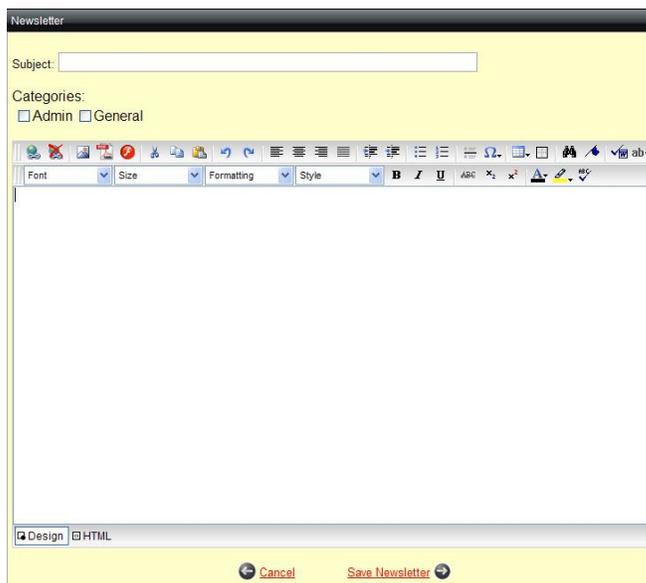
E-Newsletters

Staying in touch with your clients has never been easier. With the Newsletter option you can create custom email newsletters and send them to each client registered on your email list simultaneously. For those individuals no longer wanting to receive your newsletters, we include an unsubscribe feature as well.

Let's begin by creating a Newsletter. Mouse over the **E-Newsletters** graphic and select the first option, **Create Newsletters**.



Click on the **Add New Newsletter** link.



In the **Subject** box, enter a subject title. You can then choose to add the newsletter to a category. Finally, use the Rich Text Editor to create your newsletter. Once you are finished, click **Save Newsletter**.

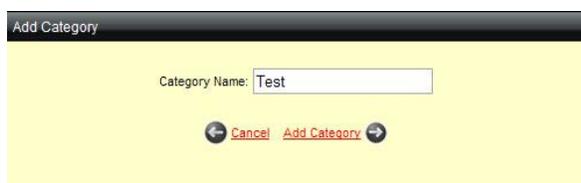


You now have the option to either send the newsletter, or return to the **Current Newsletters** menu. If you do not have a recipient list, click **Back to Newsletters**.

Now let's create an E-newsletter category to help better organize your newsletters. Place your mouse over the **E-newsletters** graphic and select **Manage Newsletter Categories**.



Click **Add New Category**.



Now give the category a name and click **Add Category**. You will then be directed back to the **Current Categories** window and your new category will now be listed.

Now let's add a new recipient to receive the newsletter. Go back to the **EasyPost Homepage**, mouse over the **E-newsletters** graphic, and select **Manage Newsletter Recipients**.



Now click **Add New Receptient**.



In the **Add Receptient** window, type in the recipient's first and last name and finally their e-mail address. When you are finished, click **Add Receptient**.

If you wish to add the recipient to a category, select the category and then click **Update Receptient**. If not, just click **Cancel**.



The recipient's name will now be listed in the **Current Receptients** list.

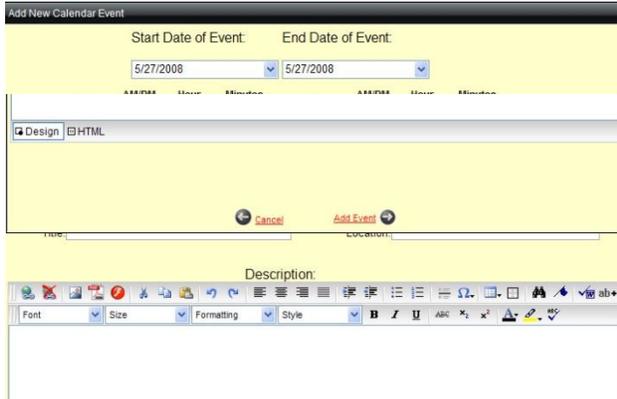
Calendars

The Events Calendar is an area to post upcoming events happening in your organization. Any event that you add in Easypost will appear on your website's calendar. When the event has passed you do not need to worry about removing it from your website, the calendar will do it automatically. Visitors also have the option of adding it to their Outlook calendar simply by clicking on the event.

To create or edit a calendar event, first mouse over the **Calendars** graphic and select **Manage Calendar Events**.



You will now be in the **Calendar Events** menu. All of your calendar event entries will be listed here. To the right of each entry you have the option to either **Edit** or **Delete** the entry. If you want to delete multiple entries, select them using the check boxes and then click **Delete Selected Events** at the bottom of the page. First, let's create a new calendar event by clicking on **Add Event**.



You will now be in the **Add New Calendar Event** window. First select a start and end date for the event, as well as a start and end time. If the event is recurrent, select either **Weekly** or **Monthly** and then set a **Recurrence End Date**. The next step is to add a **Title** as well as **Location** info. Finally, enter in a description for the event. When you are finished, click **Add Event**. You will now see the event listed in the **Calendar Events** menu as well as on your website's calendar.

If you would like to create a **Calendar Category** to help organize all of you calendar events, at the

EasyPost homepage, mouse over the **Calendars** graphic and select **Manage Calendar Categories**.



Once in the **Current Categories** menu, click **Add New Category**.



Give the new category a name and then click **Add Category**.

The new category will now be listed in the **Current Categories** window.

News Manager

Add latest news and manage news articles posted on your website using the EasyPost News Manager. Just like Site Editor, this component has a rich text editor. You can also specify the dates you want your article to be visible on your site as well.

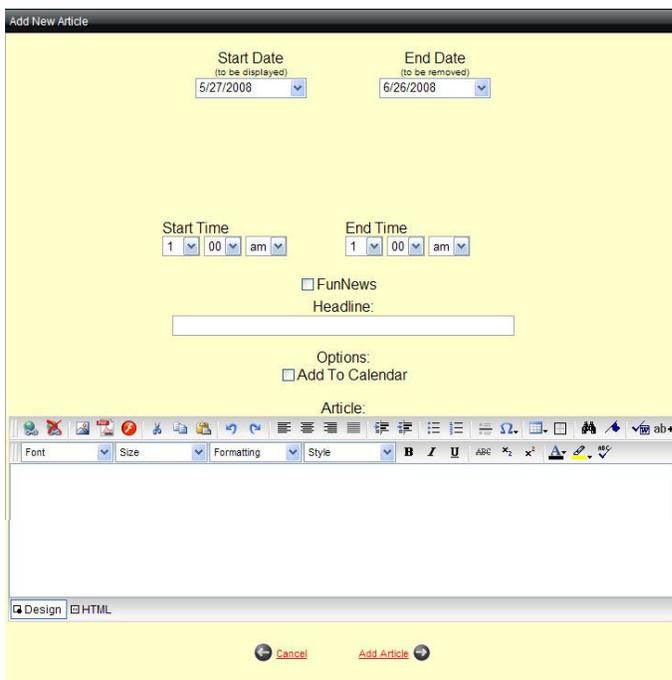
To begin using News Manager, click on the News Manager graphic at the EasyPost homepage. You will then be given three options.



To create a new News Article, click the first option **Create News Articles**.



A list of current news articles will appear. To create a new news article, click the **Add News Article** link in the top left corner.



First, set a **Start** and **End** date for the article. The start date indicates when the article will first appear on your webpage and the end date will be when it is automatically removed. You can also set a start and end time for the article. Next, select the category you want the news article to be listed in and create a **Headline**. You also have the option to add the article to your calendar. Finally, using the Rich Text Editor, create your article and then click the **Add Article** link.

Your newly created news article will now be listed in the **News Manager**.

Now let's create a **News Category** for this new article. First click on the **News Manager** graphic on the EasyPost homepage.

Select the third option, **Manage News Categories**.



Give the category a name and then click **Add Category**. The new category will now be listed in the **Current Categories** window.

Now that you have created a category for your news articles, you can add existing articles to this category by clicking on the **News Manager** graphic at the EasyPost homepage and then selecting the second option, **Edit Existing Articles**.

Click **Add New Category**.



All available articles will be listed here. Locate the news article you wish to edit and then click **Edit Entry** to the right of the article name. In the news article editor (same as when you first create an article) you can edit all aspects of the article, including category placement. When finished, be sure to click **Update Article**.

