Image Manager
To use any pictures on your website, you will first need to upload them to the server. To begin the upload process, click the 'Add New Image' link in the 'Image Manager'. Click the 'Select' button to browse your computer for the picture you wish to upload, select it, and click open. Once you have clicked open, a new box should appear, giving you the option to upload more files (if you wish). If you prefer, you can upload a zip file of images instead of selecting each image one at a time.

Image Category: You can use this drop down list to select a category to place this image in. Click the 'Add Category' button if you wish to create a new category to use.
Add to Photo Gallery: This drop down will insert the uploaded image(s) into a previously created gallery.
Type Caption: Some special controls will use this field, but for the most part you can use it to help you find images later (through the search bar)
Image Options (advanced): Click the double arrows to expand/collapse this region. It will give you more advanced options for your upload.

Image Options (advanced)

- Full-sized Image Border
- Full-sized Image Drop-Shadow
- Thumbnail Image Border
- Thumbnail Image Drop-Shadow

Image Width:

- High Quality
- Medium Quality
- Low Quality
- Skip Image Processing

Click the 'Upload' link when you are finished and you will be brought back to the Image Manager.

Previously uploaded images can be edited from the Image Manager. Click the on 'edit' link below the desired image to edit. From here, you can change the caption or category that you previously set (either during upload, or editing). When you are done making changes, click the 'Update' link.

Images can be deleted in groups (like if you were to upload the wrong zip file). Use the check boxes to select the images you wish to remove and click 'Delete Selected Images'. You may also notice to the left of the delete link are two links, one to select every image on the current page, and the other to deselect every image.
You can sort through previously uploaded images by using the drop down category list (top-right) or by using the search bar (bottom-right) to filter your selection.

**Manage Image Categories**
Categories for your images can be created and edited here.

![Manage Image Categories](image)

Be careful when deleting categories, any images in the deleted category will be deleted as well. If they are being used on the site, the images will break. The number of images inside a category has been included in parenthesis next to the category name to help prevent this.

**Picture Gallery**
You can use your picture galleries for any number of purposes, from catalogs to company events. To begin, click the 'Add New Main Gallery' link to add a root level gallery. If you have already created a gallery, you can select that gallery in the list and click 'Add Sub Gallery' to create a gallery as a child of the selected gallery.
Gallery: The name of the gallery. This will display in EasyPost and on the front-end of the site.

Gallery Main Image: This image will display as a poster image for the gallery. In the gallery control it will be linked to the gallery.

Description: You can give a description for your gallery, this text will appear once the gallery has been selected (above the images).

When you are finished, click 'Add Gallery'.

To add images to the gallery you have created, select the gallery from the list and click the 'Edit Gallery' link. In the edit screen you will be presented with two sets of images, the images available to be added to your gallery, and the images already in the selected gallery. You can use the check boxes below the images to select them and then click the 'Add to Gallery' or 'Remove from Gallery' button. Images which have been added into your gallery can be given captions/titles using the text box which appears below them in the 'Current Gallery Images' list. While editing the gallery, you can also update the poster image, name, and description from creation. When you are finished editing, click the 'Update' link.

To reorder galleries in the list, select the desired gallery and move it using the up/down arrows. Sub galleries cannot be moved to be child elements of different galleries. To do this, you will need to recreate the gallery as a sub gallery of a different gallery.

To view the gallery as a client will see it, select the desired gallery and click 'Preview Gallery'. This will open a new tab or window of the selected gallery on the front-end of the site. You can also use this to get a link directly to a specific gallery: just click the preview gallery then copy the URL of the new tab/window.

Ad Rotator Images
Most sites will have at least one image rotator on their site. If you do have one, you can update the images here. As with the gallery, you will see two sets of images, the images available to use, and the images already being used in the selected rotator. Use the check boxes and the 'Add to Rotator' or 'Remove from Rotator' buttons to add and remove images.

You will see two drop-down lists. The first, in the top right of the available images, is used to sort between image categories. This is to help you find the images you wish to upload. The second, in the top right of the current rotator images, is used to select the image rotator position you are editing (if there is more than one on your site).
Each image which has been added to the rotator can be edited. From the edit screen, you can set the name, url, and description of the image. You can use the url field to turn the image into a click-able link, directing to a new page. You can either enter in the URL or click the folder to open up the EasyPost page selector. The description of the image will usually display as text over the rotator itself. This can be used for slogans or image relevant text.

**Ad Rotator Positions**
From this tab, you can create, edit, and delete image rotator positions. This is usually only used by Element74 staff during the creation of your site (or when adding new rotator positions). If you delete an ad rotator position and it is still being used on the site, it will cause problems.

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**-Calendar-**
Create and edit calendar events to display on your site calendar.

**Manage Calendar Events**
To create a calendar event, double click on a calendar day to open the editor.

**Subject:** The title of your calendar event. This is visible on the main calendar screen.

**Start/End time:** Set the day(s) of your event. Un-check the box ‘All day’ to set a specific time for the event as well.

**Category:** Select a category for this event. Categories can be used to help sort your calendar events, and can be color coded.

**Recurrence:** Checking this box will set the event to repeat at a later time and will expand the recurrence details (frequency of recurrence and when to stop)
When finished, click the 'save' button.

You can edit or delete a previously created event. To edit the event, you can either double click the event, or right click and select 'edit'. To delete, click the red 'x' on the event bar, or right click and select delete. If the event is a recurring event, you can select to edit/delete just that one, or all of the events from that recurrence.

**Manage Calendar Categories**

From the Manage Calendar Categories page, you can create, edit, and delete categories for your calendar events. Each of these categories can be used to help organize your events. When creating or editing a category, you can select a color and font color for the event. These colors will affect each event in that category to aesthetically differentiate between each category.

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**-News Manager-**

Most sites will have a news feed on their site. It is usually located on the homepage and is a great way to keep visitors updated.

**Manage News Articles**

From the 'Manage News Articles' screen, you can add, edit, rearrange, and delete news articles. To create a new news item, click the 'Add News Article' link. You will then be presented with the news item editing screen.

**Add New Article**

**Start Date/End Date:** These fields are used to determine when this article should be visible on the news feed of your site.

**Start Time/End Time:**

**Event Date:** The event date is there to alert visitors as to when exactly the news item occurred or will occur.

**Headline:** The name of your article.

If you have any categories created, a check-box will appear above the Headline for each category. Check the desired category before clicking add or update article if desired. The main body of your article can be edited just as any other content region.

**Manage News Categories**

News categories can be created to help organize and sort through your news articles. Once created, articles can be assigned a category and the 'Manage News Articles' screen can be filtered by these categories.
-Site Editor-
Here we will go through the basic features of the Site Editor tab. Beginning in EasyPost version 3.0, we have been implementing a WY.S.I.W.Y.G. (What You See is What You Get) version of the page editor. With this editor, you will be able to see the page you are working on, and how the content should appear once you have clicked the update button. More information on these features will come later.

Adding a New Page
To create a brand new page you will click on the 'Add New Page' button just under the sub tab menu and above the Menu Set.

You will be given the following options for your page:

**Title:** This will determine the permanent url of the page as well as the title used by the browser and search engines.

**Clone Page:** You can choose to close a previously created page, including the content, template, and category. To do so, click on the folder to the right of this field and select the page you wish to clone (useful for creating pages with similar content or if you aren't sure which template you want).

**Template:** This drop-down list will display the available templates for your page. Many sites will only utilize one template, however, some will have more.

**Category:** Setting a category will also affect your page url (ex domain/category/title.aspx). Categories can also be used to help sort your pages if you have a lot of them.

**Existing Menu:** You can choose to create this page and create a menu item with the same name as a sub menu of another menu. This may save you a few clicks in some circumstances, but can usually be left to 'Do not add to menu'.

Once you have filled out this information, click next and you will be brought to the editor screen for your new page.

For more information on the editor click here.

Page Options
To the right of the page name on the Edit Content Pages, you will see the 'Edit' and 'Options' links. The 'Edit' link will bring you to the page editing screen. The 'Options' button will allow you to edit the specific details for your page. This is also where you will access the page backups and history.
Title: The page title is what people will see in web searches as well as at the top of their browser.

Password: You can set the password for this page. Once you have done so, users will be redirected to a login screen when attempting to access the page. This can be used for information that you want to put up, but do not want public. (note: since this uses cookies, do not log into pages from public access computers)

Meta Description: This field is used for Search Engine Optimization purposes. You can fill it out, but a background in SEO is recommended to do so.

Meta Keywords: This field is used for Search Engine Optimization purposes. You can fill it out, but a background in SEO is recommended to do so.

Approval Email: If this field is filled out and the checkbox is checked, an email will be sent to the address entered requesting confirmation on the change before it is taken live.

Category: The category can be used to help group your pages and find them later if you have a lot.

Delete: This does as it says, deletes the page. Only do this if you are certain you do not want it back.

Available Backups: Every page will store the last 10 page updates done to it as a backup so that you can revert changes if needed. Just click the double arrow on the right of the bar to expand this menu. You can then preview and/or restore previous backups.

Serial Number/History: Clicking the double arrows on this bar will expand it to show the entire history of this page. Each time the page is updated, it will mark a time-stamp and which EasyPost user did the update.

Menu Items
Without menu items or on-page links, users will not know how to reach your pages. You can add these menu items by clicking the 'Add New Menu Item' button, or by clicking on another menu item and clicking 'Add Menu Item To Selection'. To create a new main menu item (root level), you will need to have the 'All Pages' section highlighted when you click 'Add New Menu Item'. If you have a different item selected, it will create the menu item as a Sub Menu Item of the selected menu item.
Text: This field is what will display on the left as the name of the menu item. If no image is selected, it will also be seen on the website. If an image is selected, in some browsers it may appear as hover-text.

URL: You can enter in a full url (http://www.example.com) or use the folder icon to link the menu to an existing EasyPost page.

Target: This drop-down list will give you a few options for how the link acts. The two options you will likely use, are _self and _blank. The _self option will change the current page to the new url. The _blank option will open a new tab/window with the new url.

Image: The image here will be the primary image for the menu item. If no image is used, the Text field will be used (text field will also be used in sub menu items). To select a new image here, click the 'tree' icon to the right of the field and click the desired image.

Hover Image: This field is the same as the image field in all but one aspect. It will only be seen when the mouse is hovering over the menu item.

Once the menu item has been created, you can edit it, move it up or down on the list, or delete it by clicking the respective link.

When editing a menu item, you will notice an additional field which is not part of the 'add' function: the Advanced Sub Menu. The Advanced Sub Menu can take the place of sub menu items. This should only be used by those with some HTML knowledge and is not used in most sites.

Content Categories
Categories can be created to help sort your content pages. You can do so through the 'Edit Content Categories' page. If a page is in a category, the URL will be altered (ex http://www.domain.com/page.aspx to http://www.domain.com/category/page.aspx). Once the category has been created, you can set the category of your pages when they are created, or through the Page Options.

Menu Sets
You will most likely not need to edit this section. The menu sets are used to split the menu items for use on your site. This can be done to have different header and footer menu sets, or if your site has page-specific menus.

Styles
Styles can be created in EasyPost to help standardize the look of your site as well as to facilitate faster editing. Each style that you create will be used across
the entire site. The style manager has many standard style elements built in such as font-size and color as well as a custom field for options that are not built in.

When creating a style, the name is vital. If you place a '.' at the start of the style name, you can use it in the Site Editor to quickly format content. If there is no '.', it will be read as an HTML element (such as a link or image). If you have previous HTML experience, you can use this to great advantage. Without previous HTML experience, you can still create new styles (with '.') to use in your content regions.

Manage Staff
If your site uses our built in staff control, you can access and edit the staff members here. The staff members can be reordered, but a category will need to be selected from the drop-down menu first.

Manage Staff Categories
Similar to the Menu Sets, you will most likely not need to edit this section. The staff categories are used to separate the staff members for different pages or controls.

-Media-
The media tab will grant you access to upload videos and other non-image files for use on your site.

Manage Files
Files uploaded to the site can be securely linked for visitors to view. To begin uploading a file, click on the 'Upload New File' link. When uploading, you will be presented with the following options.

Folder: Choose a folder to place the file in. This is used for organizational purposes and has no other effect.
Description: This will appear on the list of files. Also, when you insert a file on a page, the description will be automatically used as the text for your link.
Upload: Click the browse button to find and select the file you wish to upload. *
Password: A password can be assigned to the file to restrict access.

Once the file has been uploaded, you will see it in the list of current documents. Each of the featured listed above can be edited (including uploading a new file) by clicking on the edit button.

If you have created file folders, you can select the folder from the list on the left-hand side to view only files from that folder. There is also a folder for 'favorites'. To assign a file as a favorite, click the start to the left of the file name.
When uploading files, make sure that there are no spaces in the file name. Firefox does not read the spaces in the file name, so clients using this browser will not know what type of file it is.

**Manage File Folders**
From the file folders page, you can create a filing system for your uploads. Use the 'Create New Main Folder' or the 'Create Sub Folder' links to add new folders for use. Select the Parent folder (for sub folders or choose none for a root folder) and give the folder a name. If the 'visible' check-box is selected, the folder will be available for use. Previously created folders can be reordered using the green arrows while the folder is selected.

**Manage Videos**
Use the Manage Videos section if you wish to embed clips on your site without using any third-party software. Any videos uploaded here can be inserted into pages with the editor. To begin the upload, click the 'Upload Video' link. You will be presented with the option to fill out the Title, Author, and Description, and to select a category for the video. A poster image will automatically be created from the first few seconds of the clip.

Click the 'browse' button to find and select the desired video, then click 'Upload' to begin the upload. Larger files will take longer to upload and process. After the video has been uploaded, you can edit the details from the upload by clicking the options button. You can also change the poster image for the video (displayed before the video starts).

**Manage Video Categories**
As with other systems in EasyPost, you can create and edit categories to help sort through your uploaded videos.

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**Admin Tools**
Admin Tools is where you will find your EasyPost administrators as well as the form generator/submissions.

Manage Members
Here you can add edit and delete your EasyPost admins (root admin cannot be deleted). Click 'Add New Member' to add a new EasyPost login.
Email: This is the user name that will be used to log into easypost. It does not need to be an email address.
Password: The password associated with this user

If you have created a member category, you will be given the chance to select one after clicking 'Add Member'. You will then be brought to a screen where you can assign the permissions this user has (you can also reach this screen by clicking 'edit' next to the desired user). In order to log in, a user will need at least the first permission (Grants Permission To Access Home Tab). For convenience, an 'all' and 'none' button have been added for the permissions (will not automatically select the Page Editor permission).
Edit Member

First Name: [First]
Last Name: [Last]
Email: [user]

Note: The password field below being blank does not indicate that the user's password is not set. The password is not displayed for security reasons.

If password field is left blank below user's password will not be updated and their existing password will remain active.

Password:
Confirm Password:

Select All | None

- Grants Permission To Access Home Tab
- Grants Permission To Access Image Tab
- Grants Permission To Access Image Manager
- Grants Permission To Access Image Manager Categories
- Grants Permission To Access Image Gallery Manager
- Grants Permission To Accesss Calendar Tab
- Grants Permission To Edit Calendar
- Grants Permission To Edit Calendar Categories
- Grants Permission To Access News Manager Tab
- Grants Permission Access News Manager
- Grants Permission Access News Manager Categories
- Grants Permission To Use SiteEditor Tab
- Grants Permission to Manage Content Categories
- Grants Permission to Manage Menu Sets
- Grants Permission To Access Style Manager
- Grants Permission To Access Media Tab
- Grants Permission To Access File Manager
- Grants Permission To Access File Manager Folders
- Grants Permission To Manage Staff
- Grants Permission To Manage Staff Categories
- Grants Permission To Ad Rotator Images
- Grants Permission To Ad Rotator Positions
- Grants Permission to Manage Videos
- Grants Permission to Manage Video Categories
- Grants Permission to Admin Tool Tab
- Grants Permission to Manage Members
- Grants Permission to Manage Member Categories
- Grants Permission to Access Welcome Page
- Grants Permission to Access Webmail
- Grants Permission to Access Livestats
- Grants Permission to Access Help Page
- Grants Permission to Contact Element 74 Page
- Grants Permission to Access Custom Website Forms
- Grants Permission to Access Form Submissions
- Grants Permission to Access Advanced Tab
- Grants Permission to Access Advanced Home
- Grants Permission to Access File Editor
- Grants Permission to Manage Rewrite Manager
- Grants Permission to change site settings
- Grants Permission to Access Blog

0: Grants Permission To Use Page Editor
By default, if a user has access to the Page Editor but no pages selected (last permission), they will have access to every page. If you specify which pages the user has access to, they will be limited to just those. Any newly created pages will remain hidden until assigned.

**Member Categories**
You can add a member category to help quickly create users with the same permission set. First, go to the Member Categories page and click 'Add New Category'. Give the category a name and description and then click the add button. Now, set the desired permissions for this category and click the update button. You can now use this member category when creating EasyPost users to assign this set of permissions (useful when creating many admin accounts with similar access levels).

**Website Forms**
We have seen a growing need for custom web submission forms and have responded in fold. You can create your own custom contact form for use on your site, or edit a previously created form. You can click the 'Add New' link to begin creating a new form.

**Name:** The name of the form. This will be the file-name of the page when it is first created (aka contact form.aspx)

**Template:** If you site uses multiple template, you can select which one to use here.

**Clone Existing Form:** You can choose to copy a previously created form (such as the standard contact form) in order to save some time.

**Recipients:** Determines who will receive the form when a client clicks submit. Separate addresses with a comma and space.

After you have created the new form, you will be taken to the form editing screen. The left side of this screen will act just like a standard content region. On the right you will see additional fields.
Please fill out contact form below

First Name %%_FirstName_1%%
Last Name %%_LastName_2%%
Email Address %%_Email_3%%
Day Phone %%_Day Phone_4%%
Evening Phone %%_Evening Phone_5%%
Preferred Method of Contact
%%_ContactMethod_6%%
Comments:
%%_Comments_7%%

Name: The name of the form.
Recipients: Determines who will receive the form when a client clicks submit. Separate addresses with a comma and space.
Redirect URL: When a user clicks submit, you can choose to redirect them to a different page here (by entering in a url)
Add New Field: Select the desired field type and click GO to add a new available field to the form.
Available Fields: Clicking the name of an available field will insert the placeholder for this field wherever you have selected in the editor. Can also Edit and Delete.

Fields

TextBox
This is a standard one line text box (ex name).
Name: The name of the field. Seen as a placeholder and in the email that is sent
Width: Set width of the field (set to 0 for the default)
Height: Set height of the field (set to 0 for the default)
Required: Check this box to make the field a required field (cannot submit without info)

Multi-Line Text Box
This is a text box with multiple lines (ex comments)
Name: The name of the field. Seen as a placeholder and in the email that is sent
Width: Set width of the field (set to 0 for the default)
Height: Set height of the field (set to 0 for the default)
Required: Check this box to make the field a required field (cannot submit without info)

Multiple Choice
This is a multiple choice answer, allowing the user to select one option.
Name: The name of the field. Seen as a placeholder and in the email that is sent
Answer: Fill out this field and click 'Add' to create another possible answer for this question
Width: Set width of the field (set to 0 for the default)
Height: Set height of the field (set to 0 for the default)
Required: Check this box to make the field a required field (cannot submit without info)

Multiple Answer
This is a multiple choice answer, allowing the user to select more than one option.
Name: The name of the field. Seen as a placeholder and in the email that is sent
Answer: Fill out this field and click 'Add' to create another possible answer for this question
Width: Set width of the field (set to 0 for the default)
Height: Set height of the field (set to 0 for the default)
Required: Check this box to make the field a required field (cannot submit without info)

Drop-Down List
This is a drop down list, allows the user to select one option
Name: The name of the field. Seen as a placeholder and in the email that is sent
Answer: Fill out this field and click 'Add' to create another possible answer for this question
Width: Set width of the field (set to 0 for the default)
Height: Set height of the field (set to 0 for the default)
Required: Check this box to make the field a required field (cannot submit without info)

Department Selection
This is a drop down list that will add an email address to the recipient list based on the selected answer.
Name: The name of the field. Seen as a placeholder and in the email that is sent
Answer: Fill out this field and the Emails field and click 'Add' to create another possible answer for this question
Emails: The email(s) associated with this answer.
Width: Set width of the field (set to 0 for the default)
Height: Set height of the field (set to 0 for the default)
Required: Check this box to make the field a required field (cannot submit without info)

When you are finished editing the form, remember to click the update link.

Form Submissions
Any previous form submissions can be found here. The list will show which form was used, who received the form, and when it was sent. You can click the view link or export the submission (excel sheet) to view the details. The details will include each field and the information filled out for that field. If you fill out some test submissions, or find spam, you can delete a submission via the delete link as well.

-Advanced-
In addition to EasyPost's standard feature set, we have included an 'Advanced' section to allow more technically sophisticated users the ability to manage certain global aspects of the website, along with root level HTML code.
Only users who are skilled and knowledgeable in these areas should use the tools within this section.

Any modifications made in the Advanced settings are the responsibility of the client and any problem(s) that occur as a result of these modifications are subject to restoration/repair fees at our current billing rate of $95 per hour.
Element 74 is not responsible for any losses incurred due to downtime or defacement of your website due to changes made in the advanced area.

File Editor
The file editor grants root level HTML access to your site. Each file on your site can be found here.

Rewrite Manager
The rewrite manager can be used to rewrite URL strings as users navigate your site (aka url/campus to url/campus.aspx)

Site Settings
Site settings claims home to many global features for your site, including some rotator settings and news control settings.

-The Editor-
You will probably be spending most of your time with this component. The editor can be found in several sections of EasyPost and functions very similar to a standard rich text editor (such as word pad). Here we will go over the controls found in the editor. Beginning in EasyPost version 3.0, we have been implementing a WJ.S.I.W.JG. (What You See is What You Get) version of the page editor. With this editor, you will be able to see the page you are working on, and how the content should appear once you have clicked the update button. More information on these features will come later.

Hyperlink Manager: The hyperlink manager allows you to easily set and edit links to other sites or different parts of your own site. Select the text you wish you link and click the hyperlink manager icon (to the left). Enter in the address of the page you wish to link to into the URL field. You can use the 'Target' to set whether or not the link opens in a new page/tab or if it redirects the current page/tab. The tooltip will display as hover text (in some browsers) for the link.

Anchors: If you wish to link to a specific spot on your page (or another page), you can create an anchor. Select the text you wish to link, then use the Hyperlink Manager. Go to the Anchor tab and give it a name, then click ok. You can then use the 'Existing Anchor' field of the Hyperlink Manager on a different part of the page to create the link to the anchor. Alternatively, you can add #anchor (replace the text anchor with the name of the anchor you created) to the url of the page.

Remove Link: If you wish to remove a link, you can select it and then click the Remove Link button show to the left.

Insert Images: To place an image on the page, click where you would like it to be and click the Insert Images button. On the screen that pops up you can go through the process of adding, editing, and deleting images. To insert an image, click on the image itself, select the Image Size, and alignment then click 'click'.
Image Map Editor: Select an image and click the Image Map Editor button. You can then create map areas and link them to other pages.

Insert Videos: You can embed videos into your page through the EasyPost video uploader by clicking the Insert Videos button.

Insert Documents: Upload, edit, delete, and insert document links through the Insert Documents button.

Insert Table: You can create a table using the grid to quickly form a table or you can use the table wizard for a specific setup giving you much more control.

Insert Symbol: You can use this drop down to insert special characters in your page.

Superscript: Click this button to set the selected text as a superscript to the surround text (smaller and positioned further up).

Subscript: Click this button to set the selected text as a subscript to the nearby text (smaller and positioned below).

Format Stripper: You can use this tool to clean specific formatting from selected text. Use the drop down to select the type of formatting you would like removed.

Spellchecker: Checks for typographical errors.

Undo

Redo

Cut

Copy

Paste

Paste from Word: Pastes content from your clipboard but removes some specific Microsoft Word formatting which can be detrimental to your site.

Paste Plain Text: Pastes content from your clipboard without any styling on the text.

Print

Find And Replace

Insert Groupbox

New Paragraph

Horizontal Rule: Creates a horizontal line across the content width as a divider.

Show/Hide Border: Toggles gridlines/borders for editing

Bold

Italic

Underline

Strikethrough

Align Left

Align Center

Align Right

Justify

Indent

Outdent

Numbered List

Bullet List

Foreground Color

Background Color

Font Name

Font Name

Real font size

Paragraph Style

Apply CSS Class: Sets a pre-created CSS class to the selected text (created in the Styles section).

While editing your site, you can right-click on a link to give you the options to either remove the link or edit the link properties (Hyperlink Manager). You can also right-click on images to either open the Image Map Editor or edit the image properties (such as size, margins, float, css styles, borders, etc). Right-clicking in tables will bring up a quick-edit menu for the table (insert, delete, merge, properties). You can use these tools for further control over your content.

If you have any questions or issues while updating your site, feel free to send us an email at support@element74.com.