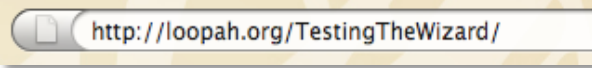


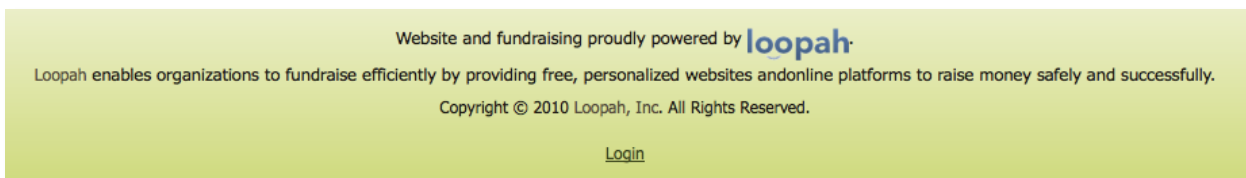
# Loopah Website User Guide

Once your site is complete, we set you up as an Editor so you can make changes and additions to your page over time. We are providing this guide to help you take control of your website.

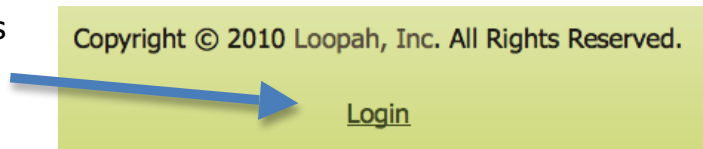
To get started, go to your Loopah powered website. The website address should look something like this, only with your Organization name in place of our test page.



Once you get to your website homepage, scroll down to the very bottom of the screen. You will see something similar to this:



See the little link that says *Login*? It's located right beneath the Copyright Information.



Click on the *Login* Link. You will be taken to a page that more or less looks like this:

*\*(The theme may be different for your page, but the structure of your website will look the same)*



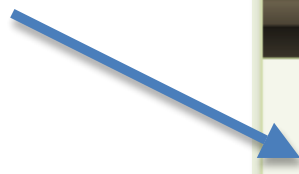
Type your Username and Password into the space provided and click *Login*.

*\*(You set your username and password when you signed up for an account with Loopah. If you cannot recall this information, contact us at info@loopah.com.)*

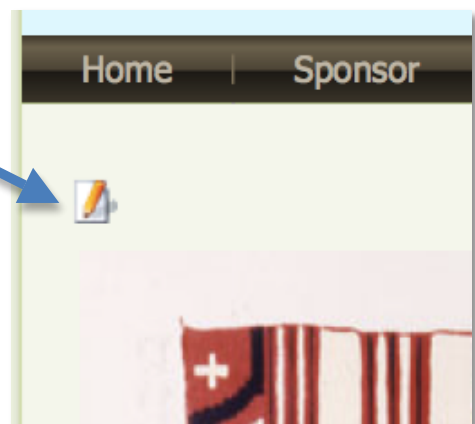
Once you login, the website will look very much the same except for one tiny difference. See the little icon of a paper and pencil in the upper left corner of the page, directly beneath the tab for *Home*?



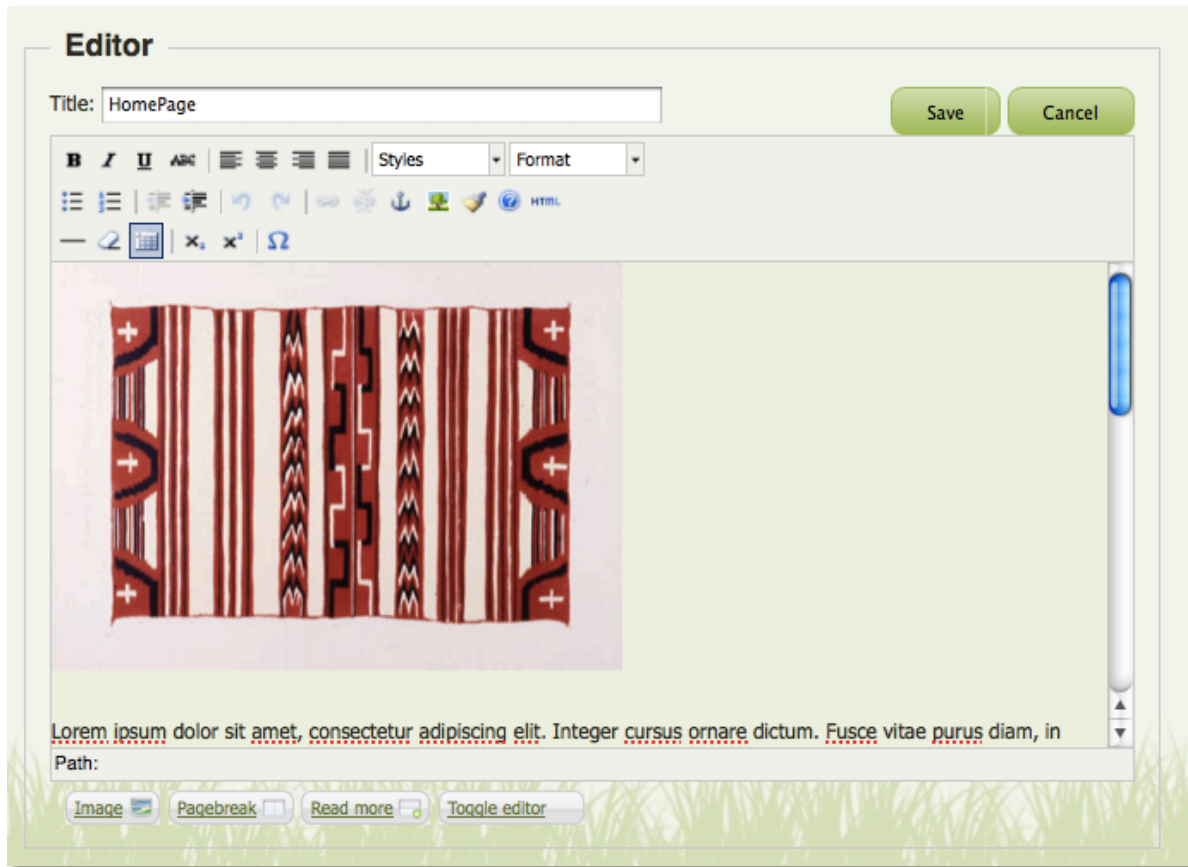
This little guy right here:



Clicking on this icon on any of your pages will open the editor for that specific page. To switch pages, simply click on the appropriate tab, just like you normally would to navigate through a website.



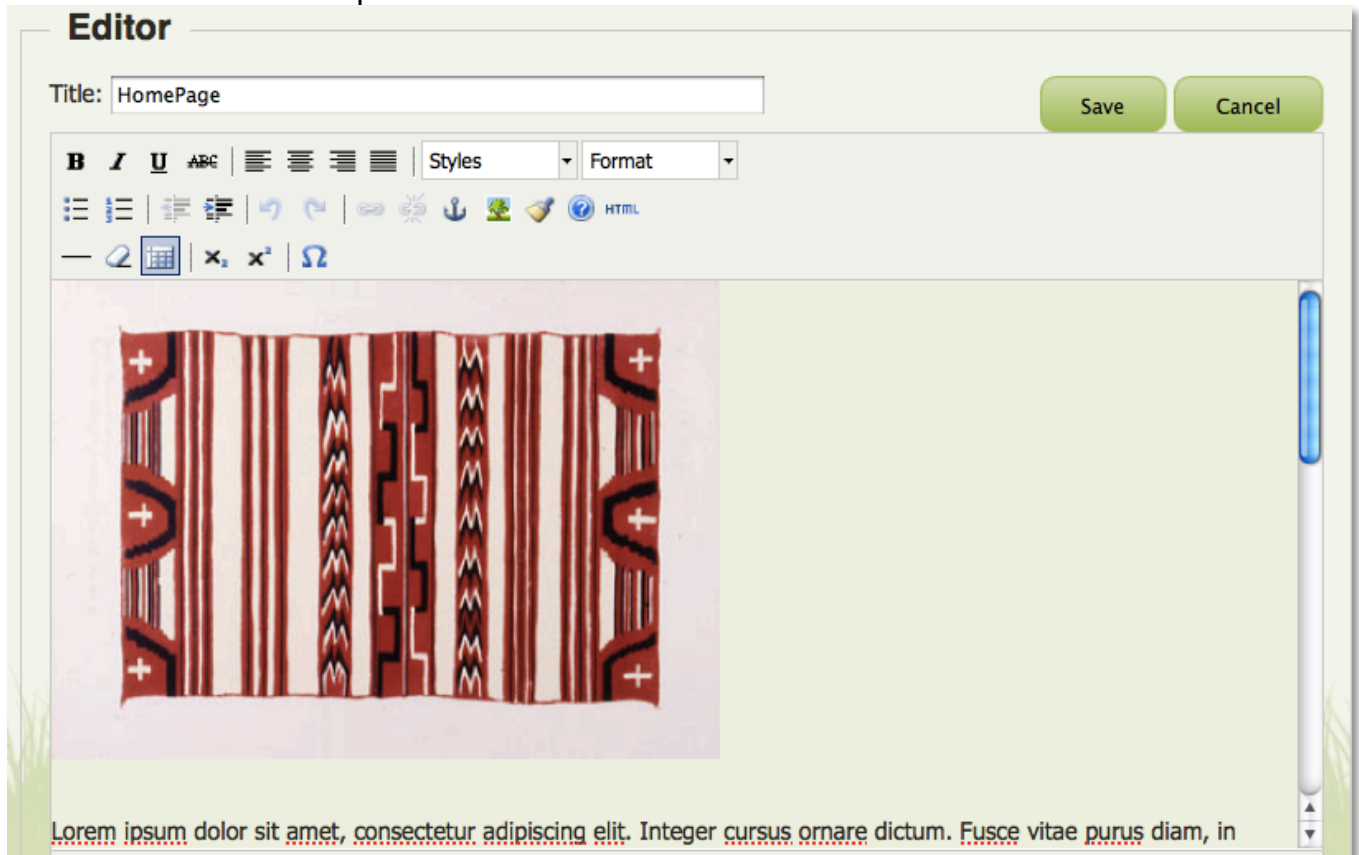
So, this is what you will see when you click on that icon:



Further down the page you will also see these boxes:

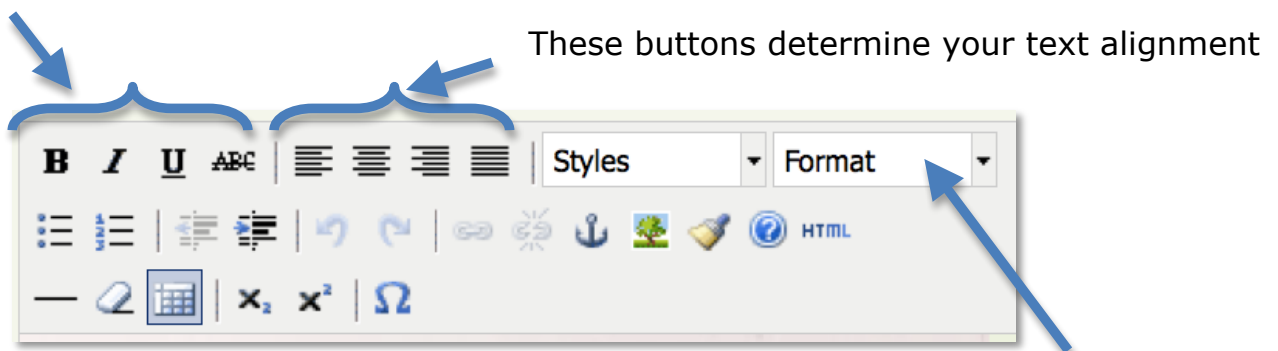
The image shows a form with two main sections: "Publishing" and "Metadata". The "Publishing" section includes fields for "Section:" (Uncategorised), "Category:" (Uncategorised), "Show on Front Page:" (radio buttons for No and Yes), "Author Alias:" (text input), "Start Publishing:" (datetime input: 2010-11-16 12:50:53), "Finish Publishing:" (text input: Never), "Access Level:" (dropdown menu with options: Public, Registered, Special), and "Ordering:" (dropdown menu: 1 (tab 3)). The "Metadata" section includes a "Description:" text area and a "Keywords:" text area.

But lets start at the top.



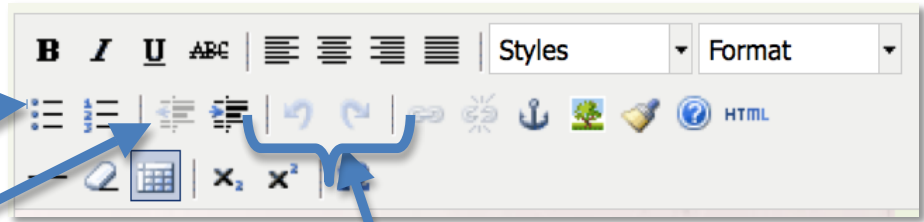
This *Editor Box* is where you can add or edit your website text and images. It may be helpful to think of it as a word processor, just like Microsoft Word or Text Editor, or another program you may have. It is just as simple.

These buttons make your text **bold**, *italic*, underlined, or ~~crossed through~~.



You don't need to worry about the *Styles* menu, but you can change the size and boldness of your font by highlighting your desired text and selecting a type from the *Format* menu.

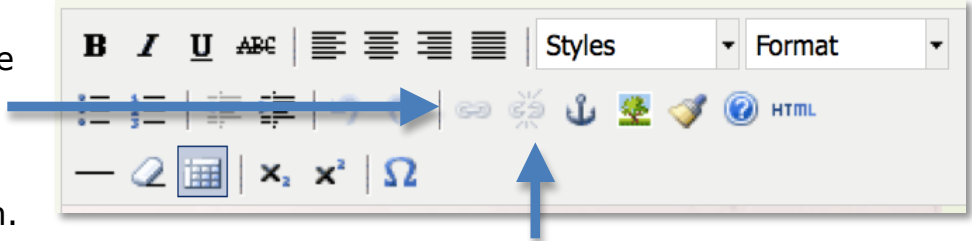
You can also have *bulleted* or *numbered* lists on your page...



As well as *indents* or *outdents*.

If you need to *undo* or *redo* something, these two buttons will be highlighted.

Creating a link to another page is possible by highlighting your



desired text and then clicking on this link icon.

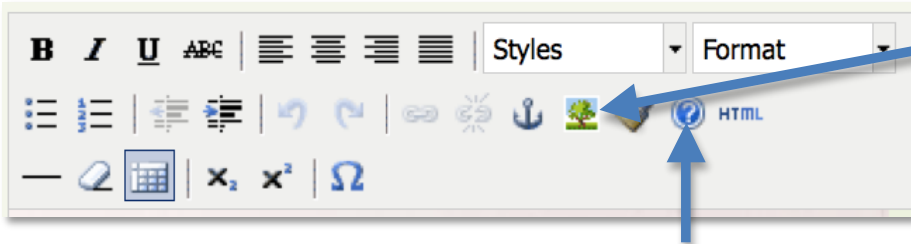
Deleting the link is just as easy, just click on the broken chain icon.



Don't worry about these icons:

They deal with html and code, things that aren't necessary to know.

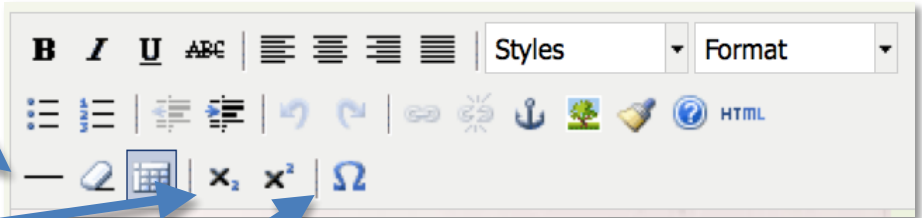
*\*(In fact, resist the temptation to mess around with the code of your page, it could cause a lot of issues with your website.)*



You can definitely get some mileage out of this button, which lets you add images to your page.

And if you get stuck, this little question mark is the help button.

Also, you have your: Horizontal Ruler button which adds a horizontal bar across your page



Subscript and Superscript Buttons

Insert Special Character Button

And that is how you edit your website!

Those other Boxes below the Editor can be left untouched. When you are finished editing your page, scroll to the bottom like you did when you logged in. Now you will see a little link at the bottom that reads *Logout*. Click that, and you are done!

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Logout

Congratulations! And remember, there is a learning curve, so don't be afraid to try things; you can always go back later and edit them.

*\*(If you have any questions feel free to email us at [info@loopah.com](mailto:info@loopah.com))*

