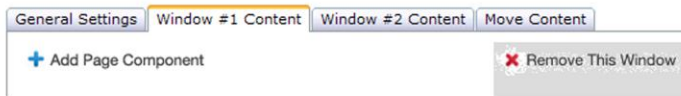
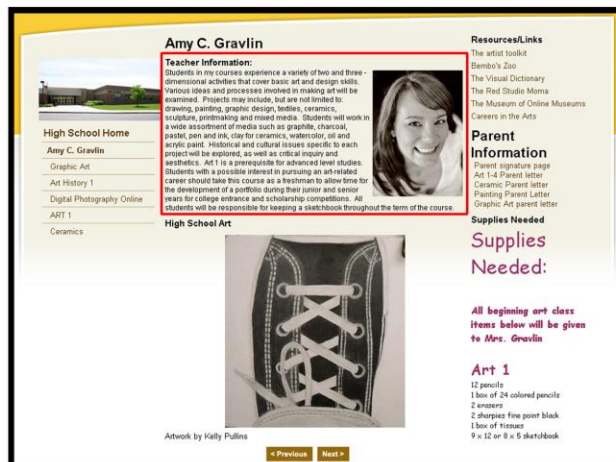


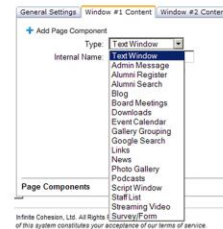
CREATING A TEXT WINDOW:

THE RED BOX TO THE RIGHT IS AN EXAMPLE OF A STANDARD TEXT WINDOW COMPONENT WITH ONE IMAGE. TEXT COMPONENTS ARE LIMITED TO ONE EMBEDDED IMAGE. ***THERE IS NO LIMIT ON THE NUMBER OF COMPONENTS YOU CAN CREATE ON A PAGE***

1. Choose the Window #1 tab and click + Add Page Component



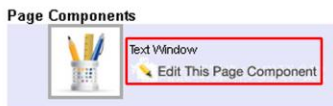
2. Select **Text Window** from the drop down menu
*Based on your security, you may not see certain components
3. The **Internal Name** is for your eyes only and will not show up on the page. This is useful when organizing components internally.



4. Your page component will be displayed in the list of Page Components.

5. Once you have created your text component, you can go in and add content to it.

Click **Edit This Page Component** to add your content.



6. You will now see the rich text box (RTB). You have the option to add as much text as you want to the component - but only *one* image. To do so, scroll down to **Embedded Image** and **Browse** to find your photo. Depending on the size of your photo, you may want to resize it. To do so, check the **Resize Photo** box and type in the pixel width of photo. A good starting size is 400 pixels. Try experimenting with size and see how it looks on your page - change it accordingly. You can also try experimenting with Photo Placement too (Note that it will align it in relation to the window, not the whole web page).

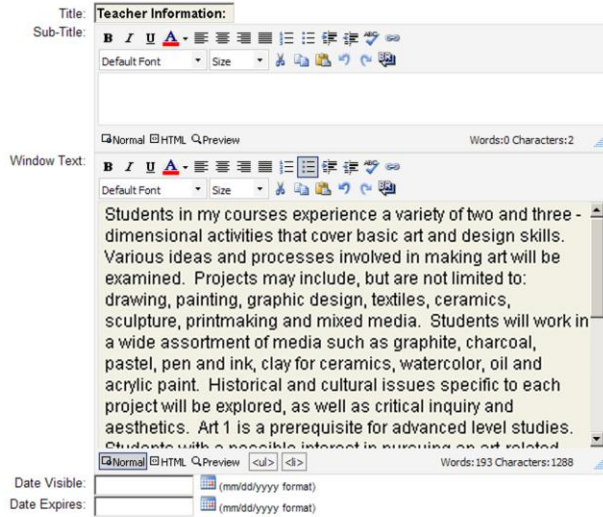


*Please note that every time you go to resize your photo, you must browse for it and upload it again because the system uploads and resizes simultaneously.

CONTINUED...

7. You can add Title, Sub-Title, and Window Text in this page. You can change font, color, text size, etc. You also have the option of adding a date you want the text to appear on your site, and a date you want it to disappear. If you don't alter these dates, the text/image will appear immediately and stay visible until you decide to change it.

INTERIOR VIEW (WITHIN THE CMS)



NORMAL VIEW (ACTUAL WEB PAGE)

