

Burgundysky

Burgundysky Demo :: Control Panel Help Topics

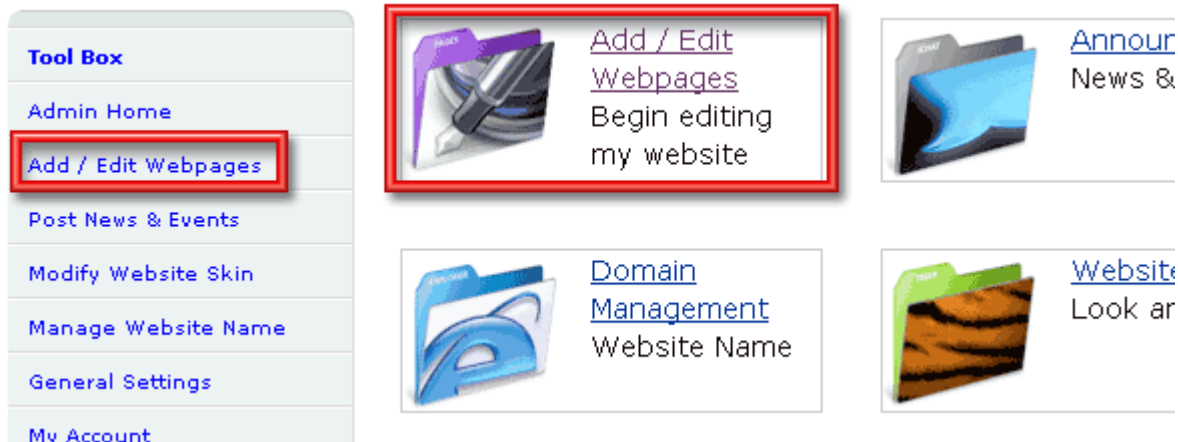
- **How Do I...**
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Creating Your Home Page

To start building your website its a good idea to create a home page first. The home page is where people land by default when they visit your site.

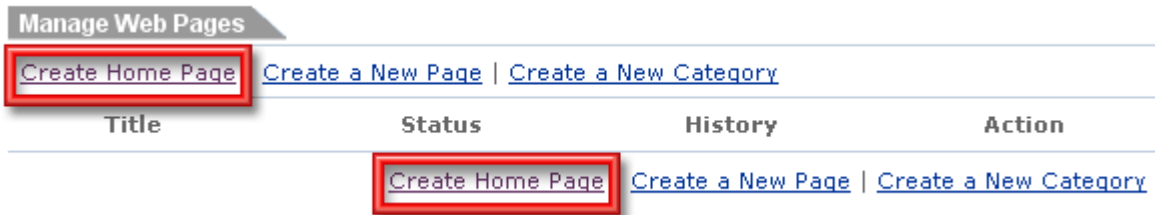
Once you have logged into the control panel, click on the **Add / Edit Webpages** link to start .

Add / Edit Webpages Links



The screenshot displays the control panel interface. On the left is a 'Tool Box' menu with the following items: Admin Home, Add / Edit Webpages (highlighted with a red box), Post News & Events, Modify Website Skin, Manage Website Name, General Settings, and My Account. To the right are three main action cards. The first card, 'Add / Edit Webpages', is highlighted with a red border and contains an icon of a folder with a pen, the text 'Add / Edit Webpages', and the subtext 'Begin editing my website'. The second card, 'Annour News &', features a folder icon and the text 'Annour News &'. The third card, 'Website Look ar', features a folder icon and the text 'Website Look ar'.

After selecting the **Add / Edit Webpages** link you'll end up at a page that will display all the pages listed on your site. If its your first time there you'll need to create a home page to get started.



The home page is the default page initially displayed when people access your site. Click on the **Create Home Page** link and enter a title for your home page. The page title is displayed at the top of the page.



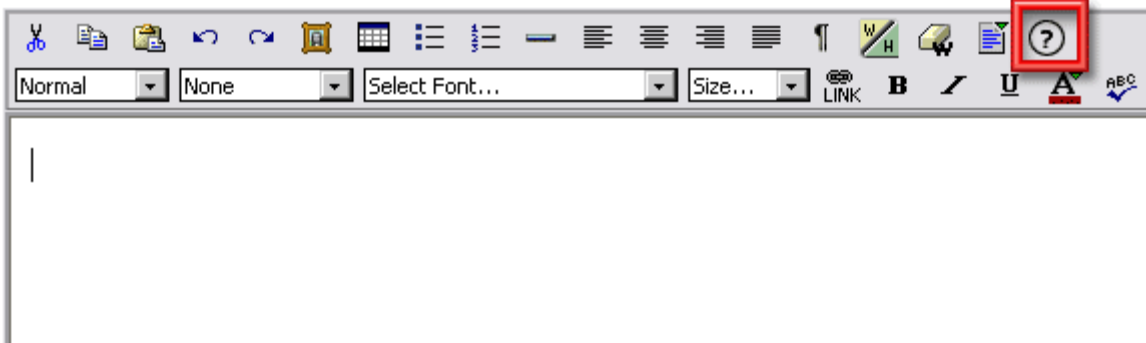
The home page is the only page that does not reside within a category (or folder) as all other pages do. So you don't need to select a category. To learn more about page categories see [creating page categories](#). For now, you just need to select a template for the home page to use. Templates determine the layout of your page. Choose a layout that will best suit the type of information you want to include. Choose a template **with news** to have a liist of links to your announcements appear within the page.

To choose a template you must click on the title of the template you wish to use. A preview of the template will be displayed to the right of screen.

Once you have entered a title and selected a template, click on the next button to move to the next step.

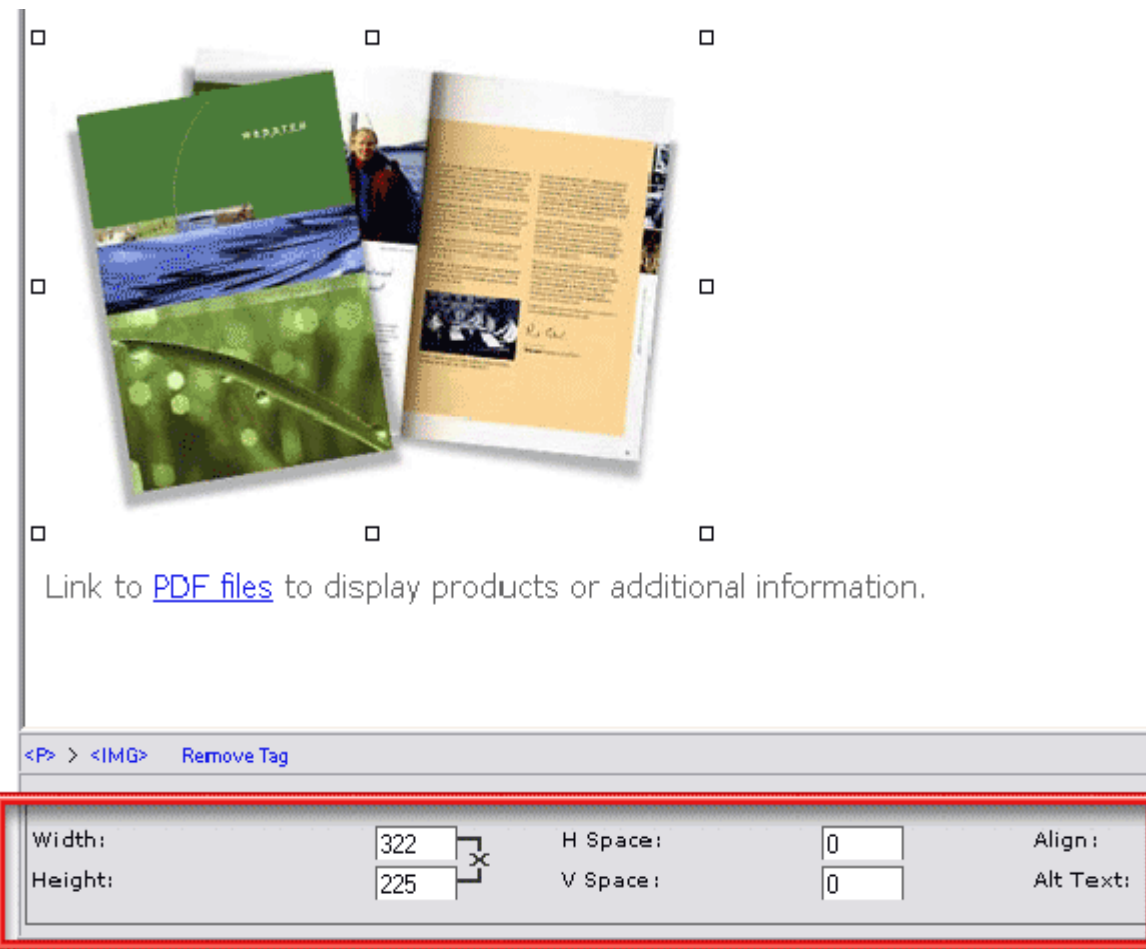
Step 2

Enter or modify content for the page titled: *Welcome*



You can enter the main content of the page using the inline editor that appears on the page. The editor makes it easier to create links, format text, add images and link to documents. To find out more about using the various features of the editor, click on the **help button (?)** located at the end of the top row of buttons on the editor toolbar.

Once the help button is activated, you can click on any other button in the toolbar and rather than perform a particular function, an explanation of what the button does will appear. **To begin using the editor, click on the help button again to deactivate the help feature.**



The bottom panel of the editor acts as a property inspector that allows you to view and set various attributes of items you place in the editor. If you click on a hyperlink within the editor the property inspector will display information associated with the hyperlink, such as the address the link point to and whether it will open in a new or the existing browser window. Selecting an image within the browser will prompt the property inspector to display information related to the selected image, such as the spacing around the image and its dimensions.

Related Topics

- [Publishing your page](#)
- [Creating draft pages](#)
- [Password protected pages](#)
- [Creating page categories](#)
- [Rolling back to previous versions of pages](#) Burgundysky



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