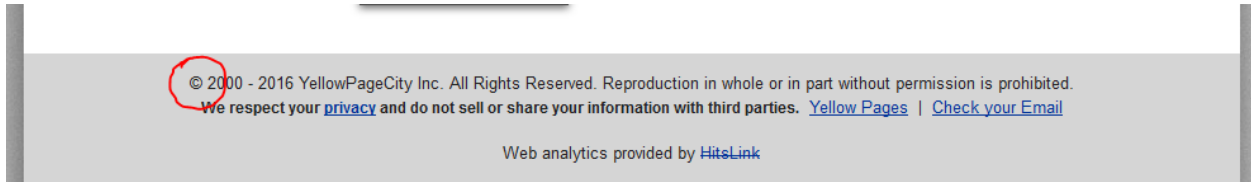




YPC Customer Documentation

In this document you will find instructions on
how to edit your YPC website.

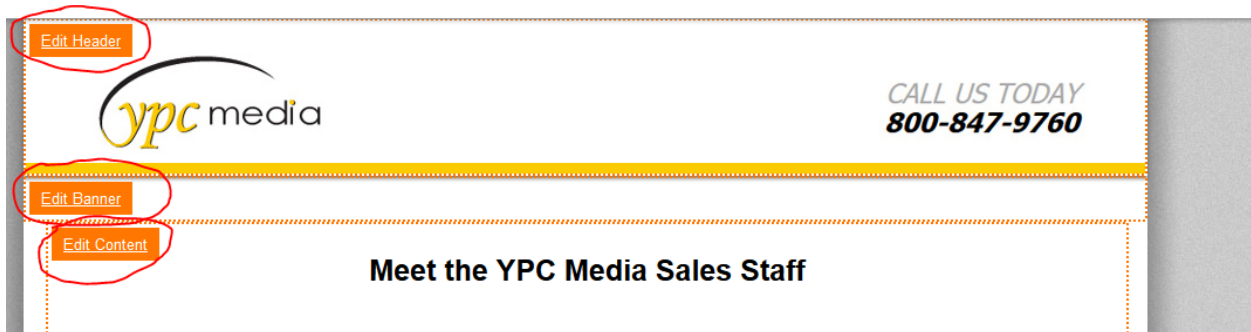
To log in to the site, scroll to the bottom where the copyright information is listed. Click on the copyright symbol.



A login prompt will appear. Enter your username and password.

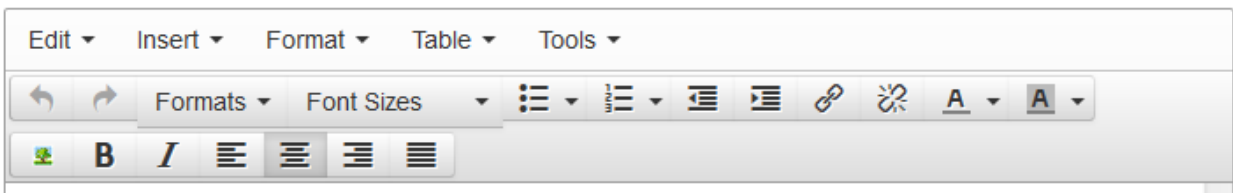
A screenshot of a login form. The title is "Please Enter Your Username And Password". It has two input fields: "Username:" and "Password:". Below the fields is a "Login" button.

Once you log in, you will see that your site is divided into sections denoted by orange dotted lines. Click on the orange boxes in the upper left corners to edit each section.

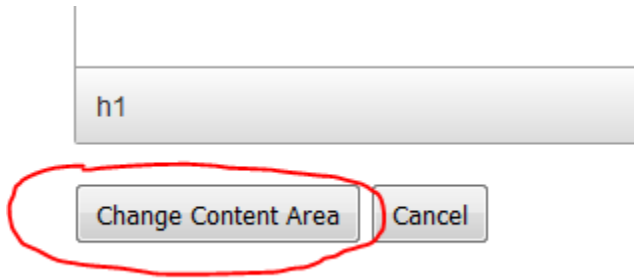


To edit text, simply enter the section you are interested in changing and retype or delete text as you would in word.

There are several buttons in the top tool bar that allow you to change font, size, and color.

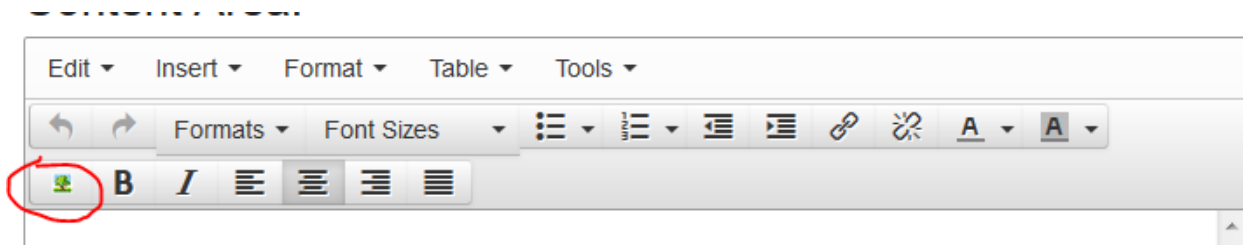


When you are finished, click the “Change...” button on the bottom left of the screen.

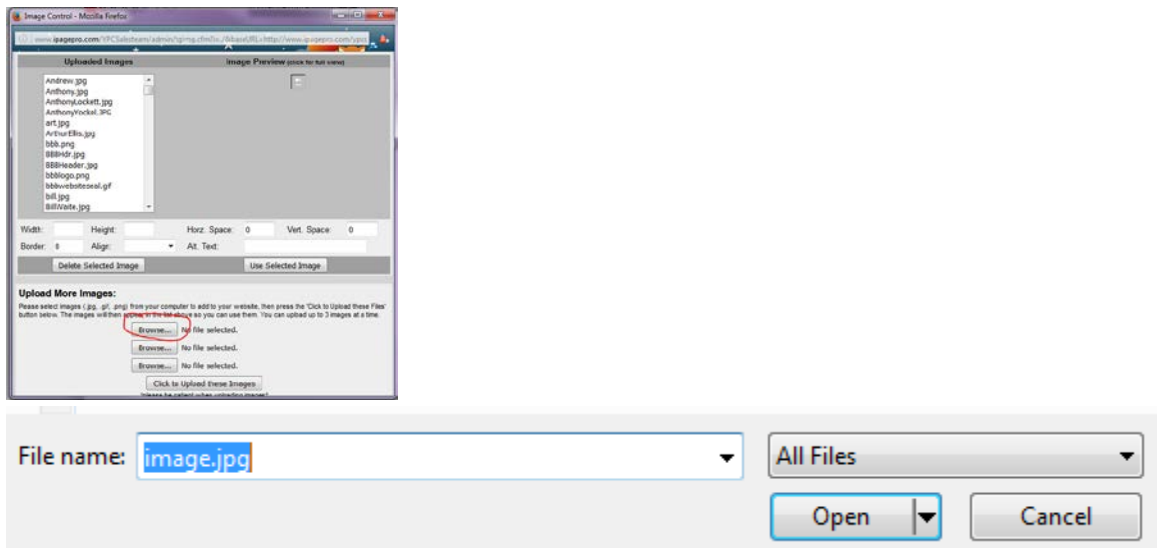


★ Please be aware that once you hit the change button there's no 'undo' button- the previous website will be overwritten. ★

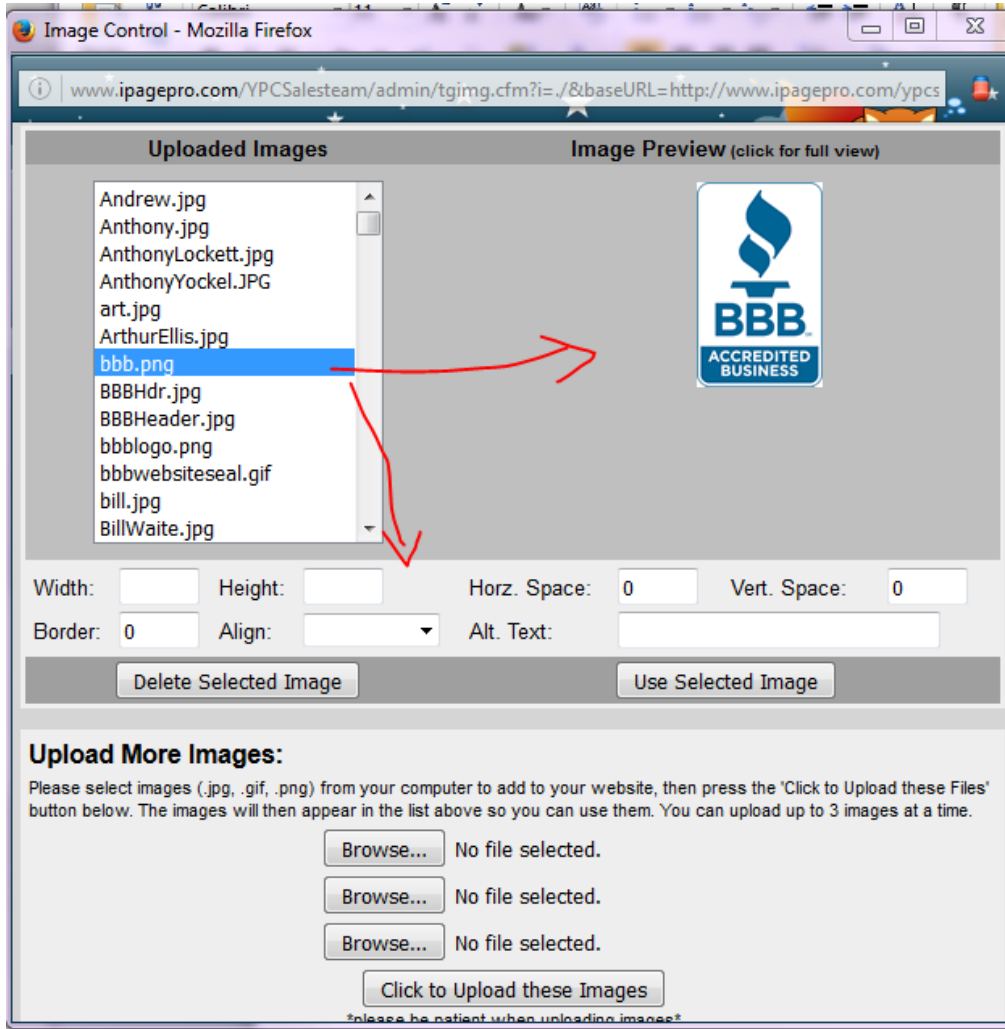
To add pictures, make sure whatever image you want to use is saved to your computer's desktop. Enter the section you want to modify. Place your cursor where you want the image to go and click the small button on the left side of the tool bar (it has a picture of a tree on it).



An Image Control box will appear. Click “Browse” to search for the picture on your desktop, then click “Open.”



The picture will load into the drop-down menu of uploaded images. From there, select the picture file and click “Use Selected Image.” The picture will now appear in the area you selected. You can also change image size and alignment in the Image Control box.



When you are finished, click the “Change...” button on the bottom left of the screen.

