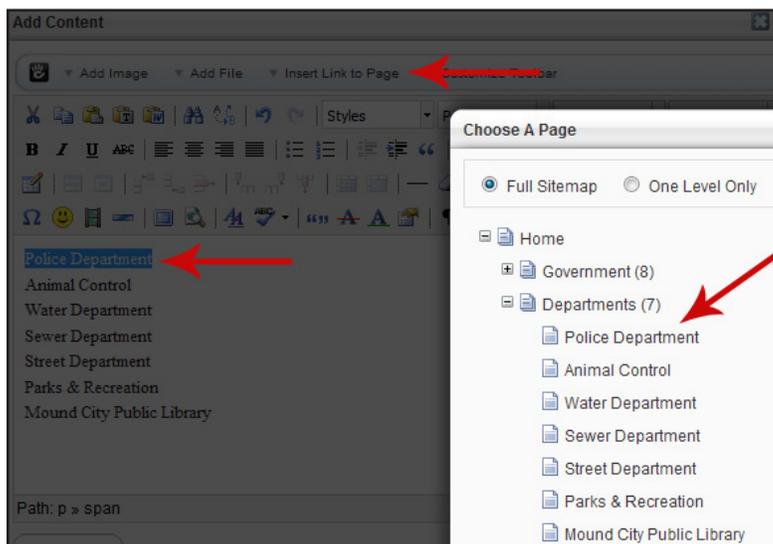
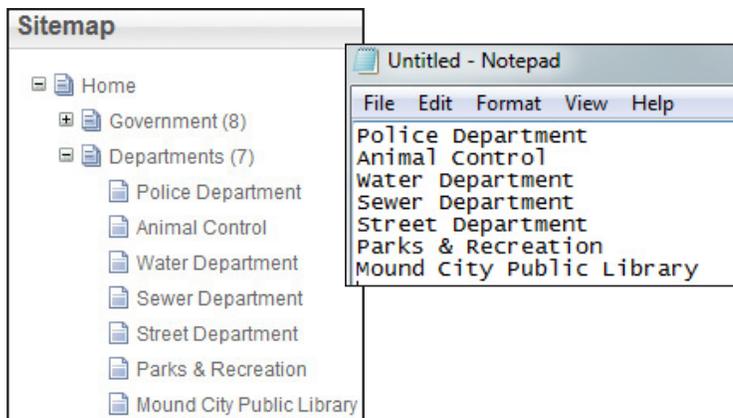


Adding an Auto-Nav box:

1. Edit mode, select where you want to “Add to..” > Add Block > Auto-Nav
2. The ‘Auto-Nav’ window displays, select options that you want depending on how you want the navigation to appear.
3. There is a ‘preview’ option tab within the box where you can see how the navigation will display.
4. Once changing your options, click ‘Add’ in the bottom right of the box, Exit Edit Mode and Publish.

Creating a ‘Custom’ Navigation:

1. Login to Edit the site, go to the Dashboard, click on Sitemap to display the Sitemap. Open all pages to show the map for the menu you are creating.
2. Open up ‘Notepad’ or another basic text program and record the pages in the menu as you want them to display in the navigation.
3. Go to the page where the menu begins. Get into Edit mode, Add a ‘Content’ box where you are wanting to display the navigation menu. Copy the text from your Notepad into this Content box.

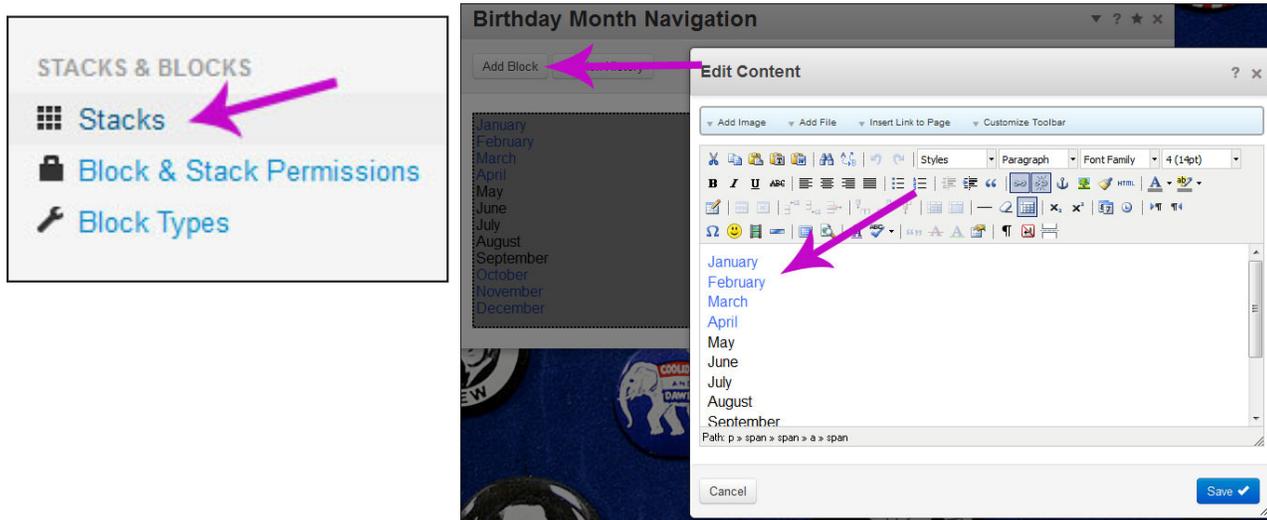


4. Format the text.
5. Selecting one line of text (which will become a link to a page) and select ‘Insert Link to Page’ from the menu. This will bring up the Sitemap window, select the corresponding page to create the link.
6. Do this for all items w/in this Navigation. Once complete, ‘Add’, ‘Exit Edit Mode’, ‘Publish My Edits’.

Stacks are used to place the same information in multiple places. This enables you to edit the information ONE time. Make sure you edit the stack from the Dashboard.

Create & Add a Stack:

1. Log in to Edit the site and go to the Dashboard,
2. Go to the Dashboard, Under Stacks & Blocks, click 'Stacks'.
3. A 'Stack' menu will pop up, under Add Stack, create a name for your stack and click 'Add'.
4. Select the Stack you just created from the list and select 'Add Block'.
5. Select the Content (or other box) option, and add your information.



6. In the top right hand corner there will be a button 'Approve Changes', click this.
7. In the top left of the navigation bar, you can 'Return to Website'. Choose this. Go to the page where you want to add this information.
8. Get into Edit mode. Now, 'Add to..' where you want to add the Stack. Select 'Add Stack' from the menu, then select the stack from the list of options. If there's only one box in your stack then click 'Add Stack'. **Note: You do have the option to add more than one box to a stack this is where the 'Individual Block' option comes into play. You can add a part or whole of the stack depending on what you're wanting to achieve.**
9. In the top left hand Navigation Menu, where it says, "Editing" hover over and 'Publish My Edits'.
10. Edit & add the Stack to all pages where you want this stack to display.

Edit a Stack:

1. Go to the Dashboard, then click 'Stacks'.
2. Select the stack that you want to edit from the list.
3. All of the blocks or block within the stack are displayed. Click to 'Edit', make changes to the Stack, then click 'Save'.
4. Click 'Approve Changes' when you're finished editing the stack contents.
3. 'Return to Website' when finished making changes. The block will be updated everywhere.