



## TAG Online Web Editor

The TAG Online Web Editor is a web-based interface that allows you to add, modify, and control the pages of your website directly over the web. Files may be uploaded, edited, copied, and deleted. This service is free of charge to our hosting clients.

### Getting Started

- To access the Web Editor, enter your domain name and add **/TAGeditor.cgi** to the end. For example: **http://www.yoursite.com/TAGeditor11.cgi**
- A box will appear on your screen asking for your username and password. Enter this information, then you will be logged into the Web Editor.

### **GENERAL:**

#### Copying Web Pages:

Copying is useful in making back up copies and in creating new web pages.

To copy a page:

1. Select the file you want to copy and click "Copy". (The top of the screen will say: *"Copy of file /filename.shtml to..."*)
2. Enter the name of the file you'd like to copy it to in the text field on the bottom of the screen below the list of files that says *"Either select or enter a path"* underneath it.
  - a. If you are making a copy of the file, we suggest using the file name + ".copy" + file extension; for example, if the file is "about.shtml," the copy of that file would be "about.copy.shtml". If you are making a back up copy of this file, we suggest using the file name + ".bak" + file extension; for example, the copy of the file would be "about.bak.shtml".
3. Click "Copy" again and your new copied file will appear in the list of files. The top of the screen will say: *"Successful Copy of /about.shtml to /about.copy.shtml"*

## Editing Web Pages:

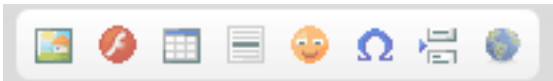
1. Select the page you want to edit. The page will either be in the main directory, which is notated with a "/" or in a subdirectory, that has a name followed by a "/". To locate a page within a subdirectory, select the desired subdirectory and click the button "Open".
2. Once you've located the page you want to edit, you'll want to make a copy of the file to work in, so the changes you are making don't appear on the live site until you are ready. See the section "Copying Web Pages" above to do this.
3. Select the copied file and click "Edit." Here, you can make any text or formatting changes you wish, as you would in a Word document. You can also use the 3 toolbars at the top of the editing screen to update the page.
4. To view the changes you've made, go to the bottom of the editing cell and click "Save and View," to save the changes without viewing them, click "Save Edit" and to save the changes and continue working in the document, click "Save and Continue."
5. When you are satisfied with your modified web page and want to make it live, first make a back up copy of the current live page. See the section "Copying Web Pages" to do this.
6. Make your edited page live. To do this, you will copy the edited page into the live page: Select the edited page ("about.copy.shtml "), click "Copy," then select the live page ("about.shtml") and click "Copy" again.

## Uploading Files (photos, PDFs, etc):

1. Go to the directory where you want to upload your file (this is typically a directory called "images").
2. In the text field on the bottom of the screen below the list of files that says "Either select or enter a path" underneath it, enter the name of the file you would like to upload. The file name MUST have a file extension, such as .pdf, .gif, .jpg, .html, .tif, etc. (If there is an existing file that you previously uploaded that you would like to upload new content to, you can also select this file, instead of entering a new file name.)
3. Click "Upload" to select the file you would like to upload. This will bring you to a new screen that allows you to browse through your local system and select a file, which will appear in a text field that says "Select File to be sent from the local system:".
4. Click "Send File," which will upload the file to your website.

## Adding Photos to Pages:

1. Upload the image to the website, following the “Uploading Files” instructions above. Copy the path to the image (for example: /images/newimage.jpg).
2. Go to the page where you want to add the photo.
3. Place your cursor where you want to add the photo and select the “image” icon from the toolbar (2<sup>nd</sup> row, last grouping of items, first item on the left):



4. In URL field, paste the path to the image you want to insert (example: /images/newimage.jpg).
5. Enter all data related to the image (Alternative text, width, height, border, HSpace, VSpace and Alignment). Note: changing the width will automatically change height and vice versa, as the system maintains image constraint proportions. You will also see a preview of what the image will look like.
6. If you'd like the image to be linked, click on the “Link” tab, enter the URL and select the target “New Window (\_blank)” (to open in a new window if link is to outside site).
7. Click OK to view image in page. You can always select the image and adjust specs by clicking on image icon again.

## Adding a Link:

1. Select the word(s) or image you would like to be linked.
2. Click on the globe icon with a chain link on it in the toolbar (2<sup>nd</sup> row, 2<sup>nd</sup>-to-last grouping of items, first item on the left):



3. In the “Link Info” tab, type or paste the path to the file, internal page or outside website where you want to link. Note:
  - For PDF files, for News page for example, enter path from root directory: /news/newarticle.pdf
  - For internal pages, to Firm Profile page for example, enter path from root directory: /aboutus.shtml
  - For outside websites, select http:// protocall and enter website, including www.



4. Click on the "Target" info tab; if link is to file or outside website, select "New Window (\_blank)". If link is to internal page, select Target <not set>.
5. Click "OK".

#### Creating Directories:

Type in the name of the directory you want to create in the text field and click "Make Dir". This will create a new directory.

#### Removing Files:

Select the file you wish to remove and click "Remove." This will permanently delete the file.\*

\*TAG Online does keep back ups of the information on your website (we make back up copies twice a day), so if you've accidentally, permanently removed a file, we can restore your web pages back to their original state. Please let us know the approximate time of the change and the exact file name to restore.

**Note:** Files are case sensitive and must not contain any spaces or special characters.