

FirmSite Publisher Reference Guide

The following instructions apply to sites released on FirmSite Publisher after December 1, 2008

FirmSite Publisher Reference Guide

This guide provides basic instructions to assist you in using key features of FirmSite Publisher, demonstrating fundamental steps in editing, publishing and publishing content. For more detailed instructions, and information on additional functionality, please refer to FirmSite Publisher's online help function.

The following instructions apply to sites released on FirmSite Publisher after December 1, 2008

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Logging in to Publisher or requesting a password

You may use either Internet Explorer or Mozilla FireFox go to: <http://www.firmsitepublisher.com/> to access the login screen, which may be used for general access or password retrieval.

How to log in

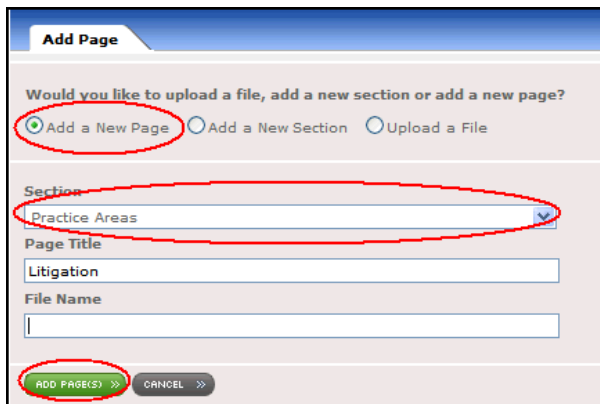
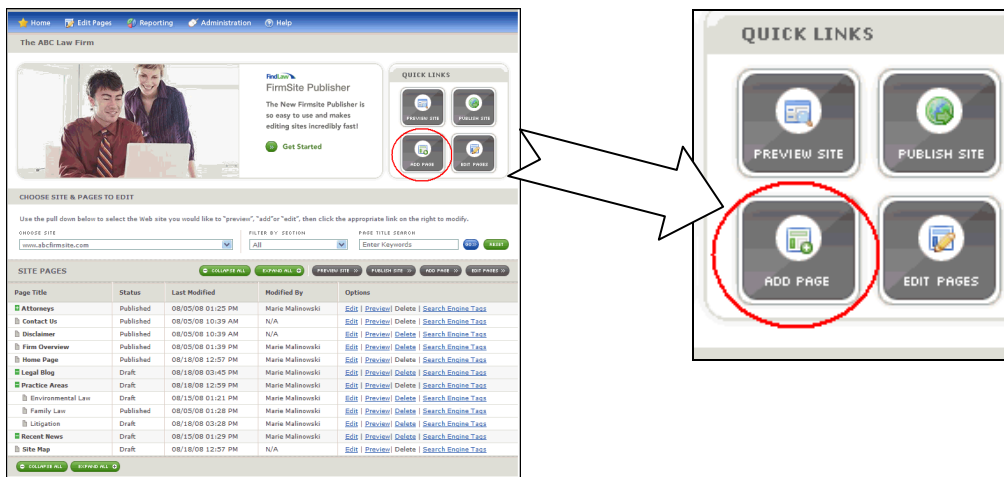
Enter your established FirmSite Publisher login name in the "Login" field. Your email address will serve as your Login ID.

How to reset your password

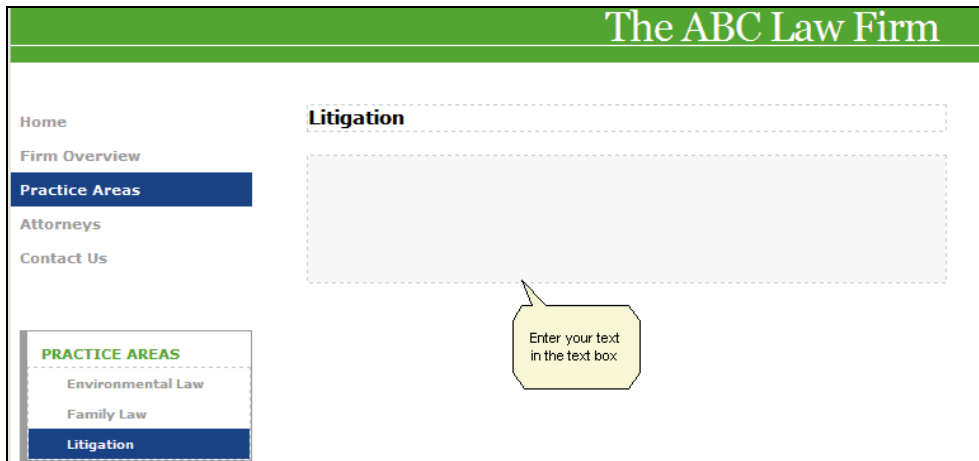
1. Request your password by clicking the "click here" link on the login screen. In the screen that appears, enter your login email address and the text code that appears below the "Login" field.
2. An email will be sent to the Login email address with additional steps to obtain a new password.

Adding Pages and Editing your FirmSite

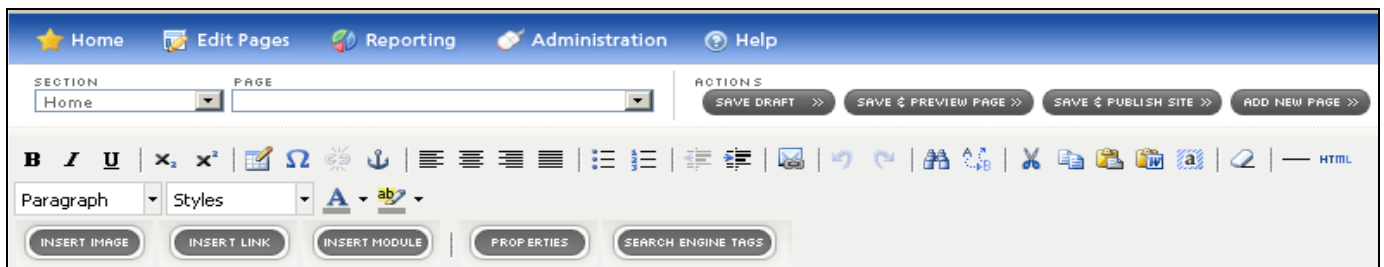
1. From the main menu, click **Add Page**.
2. Check the **Add a New Page** radio button.
3. In the "Section" drop-down, select the area of the site to which you would like to add a page. In the illustrated example, the user has selected **Practice Areas**.
4. Enter a name for the page in the "Page Title" field.
5. Enter a file name for the page in the "File Name" field only if it is to be different from the name appearing in the "Page Title" field. Otherwise, the File Name is generated automatically.



6. Click **Add Page(s)**.



7. Enter your desired content in the text box provided.
8. Edit your text, as required, with the formatting options provided on the tools menu. Functions include bold, italics, center text, and bulleted list. Icons will appear similar to corresponding options available in Microsoft Word.



9. Click **Save Draft** to preserve the page for future revisions, or click **Save and Preview Page** to view your completed work. See **Publish a Page** below to publish your page to the Internet.
10. To edit text within an existing page or return to a draft for editing, select the name of the page in the main screen, open the page and repeat the process above, performing any desired edits.

Inserting an Image

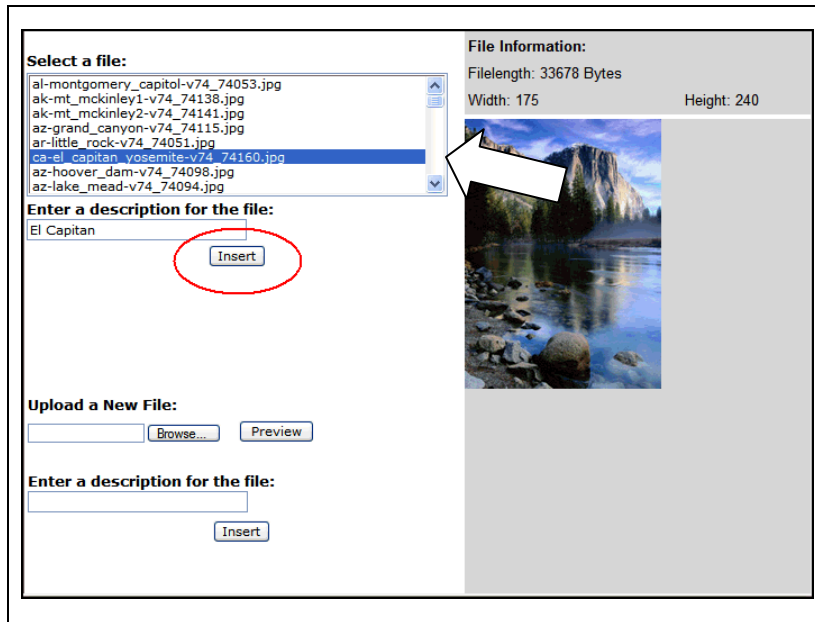
FirmSite Publisher gives you the option of inserting an image that already exists in the database, or, from a private directory.

Remote Computer: Files already on the internet i.e. your FirmSite html files and picture files (jpg, gif, png etc)

Local Computer: Files located on your computer hard-drive. You typically want to upload these to the online data base.

Insert an Image from the Remote Computer

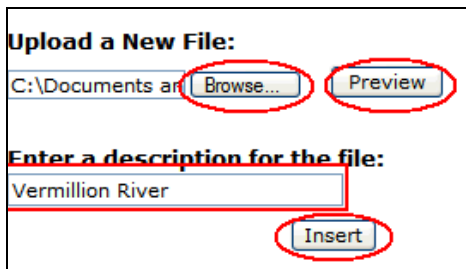
1. Position your cursor where you would like your image to display.
2. Click **Insert Image**. The following screen will display.



3. Select an image from the database. The image you select will display on the right side of the screen.
4. Enter a description of your image in the "Enter a description for the file" field.
5. Click **Insert**.
6. In the screen that follows, enter any desired spacing properties in the "Horizontal" and "Vertical" fields.
7. Select the desired Alignment from the drop-down e.g. left, right or center.
8. Click **Insert**. Your image will display within your text.
9. Click **Save Draft**.

Insert an Image from your Local Computer

1. Position your cursor where you would like your image to display.
2. Click **Insert Image**. The following screen will display:



3. Click **Browse** under "Upload a New File."
4. Select image from your directory.

5. Click **Open** from the "Choose File" screen.
6. Click **Preview** to preview the image.
7. Enter a description of the image in the "Enter a description for the file" field.
8. Click **Insert**.

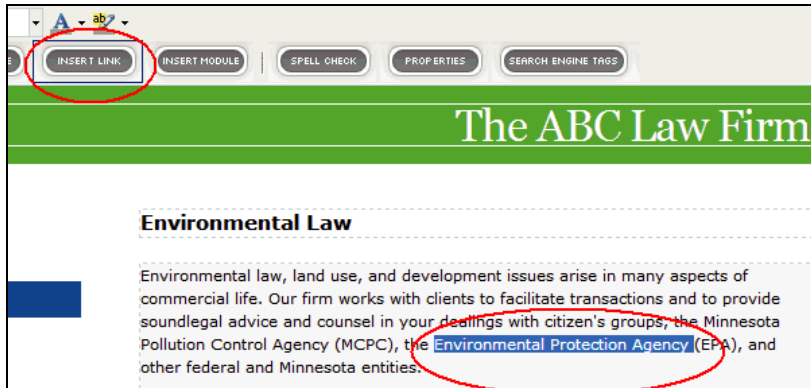
Adding a Link

1. On the main screen, click the **Edit** link for the page to which you would like to add a link. In the example below, the "Environmental Law" page has been selected by the user.

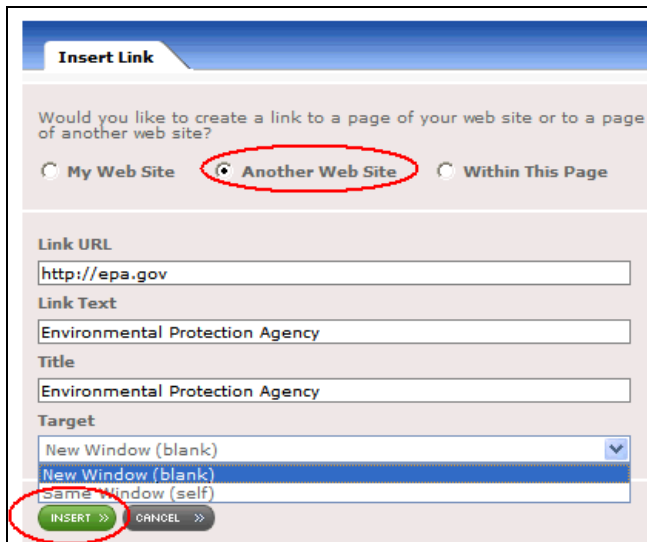
The screenshot shows the FirmSite Publisher interface for 'The ABC Law Firm'. It features a navigation menu, a main content area with a 'FirmSite Publisher' announcement, and a 'CHOOSE SITE & PAGES TO EDIT' section. Below this is a table of 'SITE PAGES' with columns for Page Title, Status, Last Modified, Modified By, and Options. The 'Environmental Law' page is highlighted in green, and its 'Edit' link is circled in red. An arrow points from this circle to a magnified view of the 'Edit | Preview' links for the selected page.

Page Title	Status	Last Modified	Modified By	Options
Attorneys	Published	08/05/08 01:25 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Contact Us	Published	08/05/08 10:39 AM	N/A	Edit Preview Delete Search Engine Tags
Disclaimer	Published	08/05/08 10:39 AM	N/A	Edit Preview Delete Search Engine Tags
Firm Overview	Published	08/05/08 01:39 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Home Page	Published	08/18/08 12:57 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Legal Blog	Draft	08/18/08 03:45 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Practice Areas	Draft	08/18/08 12:59 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Environmental Law	Draft	08/15/08 01:21 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Family Law	Published	08/05/08 01:28 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Litigation	Draft	08/19/08 09:14 AM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Recent News	Draft	08/15/08 01:29 PM	Marie Malinowski	Edit Preview Delete Search Engine Tags
Site Map	Draft	08/18/08 12:57 PM	N/A	Edit Preview Delete Search Engine Tags

2. The screen below displays. Highlight the text "Environmental Protection Agency."
3. Click **Insert Link**.



4. The screen below will display:



5. Click the **Another Web Site** radio button to indicate that the link will connect to an external location.
6. Enter the link address in the "Link URL" field.
7. Enter a title in the "Link Text" field. By default, the title you enter will populate the "Title" field once you click **Insert**
8. In the "Target" drop-down, select how you would like the linked page to open. You may allow the page to open within the same browser window or a new window.
9. Click **Insert**. The text you originally selected is now an active link.



Deleting a page

1. On the main screen, click the **Delete** button that corresponds to the page you would like to delete. In this example, the DUI page has been selected for deletion.
2. A second screen will appear with the message "Are you sure?"
3. Confirm the page's deletion by clicking the "Yes" button.

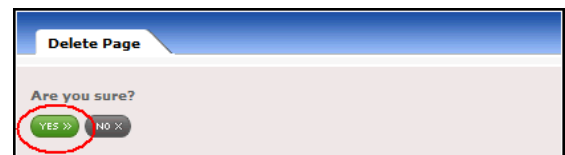
CHOOSE SITE & PAGES TO EDIT

Use the pull down below to select the Web site you would like to "preview", "add" or "edit", then click the appropriate link on the right.

CHOOSE SITE: FILTER BY SECTION: PAGE TITLE SEARCH:

SITE PAGES

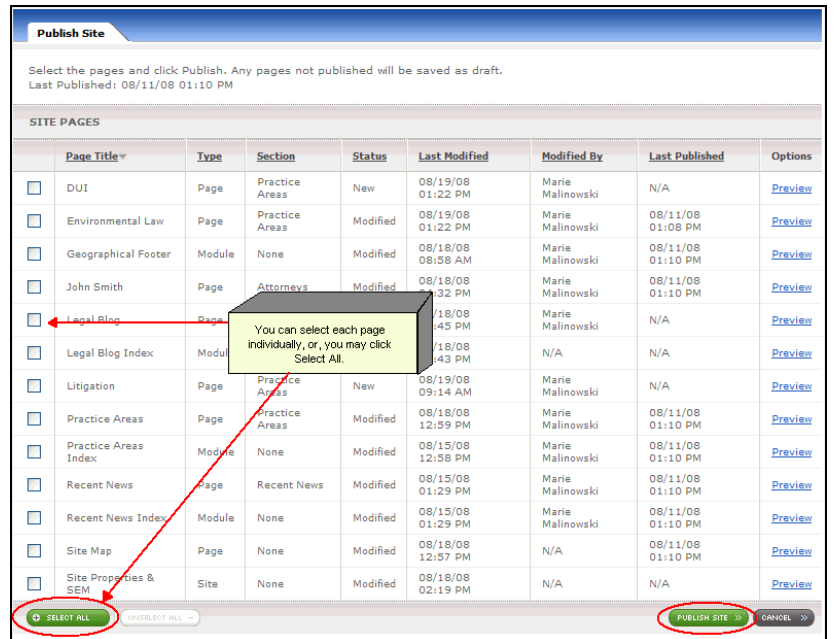
Page Title	Status	Last Modified	Modified By	Options
Attorneys	Published	08/05/08 01:25 PM	Marie Malinowski	Edit Preview Delete Su
Contact Us	Published	08/05/08 10:39 AM	N/A	Edit Preview Delete Su
Disclaimer	Published	08/05/08 10:39 AM	N/A	Edit Preview Delete Su
Firm Overview	Published	08/05/08 01:39 PM	Marie Malinowski	Edit Preview Delete Su
Home Page	Published	08/18/08 12:57 PM	Marie Malinowski	Edit Preview Delete Su
Legal Blog	Draft	08/18/08 03:45 PM	Marie Malinowski	Edit Preview Delete Su
Practice Areas	Draft	08/18/08 12:59 PM	Marie Malinowski	Edit Preview Delete Su
DUI	Draft	08/19/08 01:22 PM	Marie Malinowski	Edit Preview Delete Su
Environmental Law	Draft	08/19/08 01:22 PM	Marie Malinowski	Edit Preview Delete Su
Family Law	Published	08/05/08 01:28 PM	Marie Malinowski	Edit Preview Delete Su
Litigation	Draft	08/19/08 09:14 AM	Marie Malinowski	Edit Preview Delete Su
Recent News	Draft	08/15/08 01:29 PM	Marie Malinowski	Edit Preview Delete Su
Site Map	Draft	08/18/08 12:57 PM	N/A	Edit Preview Delete Su



Publishing a Page

Once you have created or edited pages, you will need to publish them. A page will only be available for public viewing after you have published it.

1. On the main screen, click **Publish Site**.



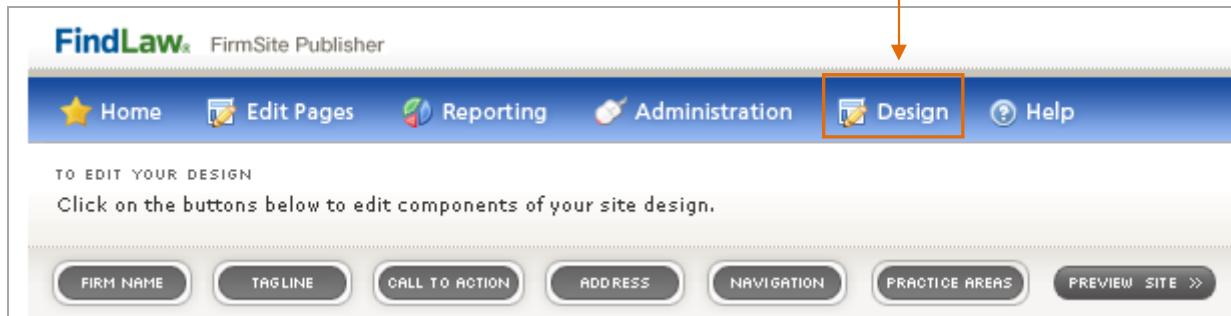
2. Select the box of the page you wish to publish. You may also click **Select All** to select all pages for publishing.
3. Click **Publish Site** and **View Live Site** to see your changes live on the Internet.

Edit FirmSite Design (Template FirmSites Only)

If you have a FirmSite with a template design, you may edit the following through FS Publisher:

- FirmName
- TagLine
- Call to Action (not available to standard templates)
- Address
- Navigation
- Practice Area (Available to Premium sites displaying sub-navigation and not available to standard templates)

To access design components of your FirmSite click "Design"



The screen below (pg.11) indicates the general areas that may be edited.

Editing Design Elements

To change your design elements:

1. Click on the appropriate button for the text you would like to edit.
2. A popup window will allow you to enter text/edit the respective fields.
3. Click the green "save" button when complete.
4. **Note:** Design changes will not appear on the Internet until you re-publish the site. Please refer to the instructions on "Publishing a page" in this document.

FirmName: A maximum of 2 lines of text will animate when the page first loads*.

Tagline: Consists of up to 4 lines of text, which will animate in sequence*.

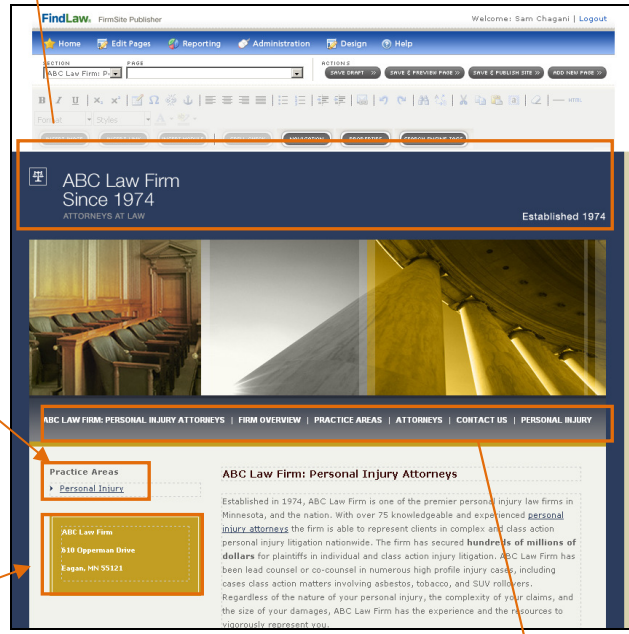
Call to Action: Consists of up to 4 lines of text, which will animate in sequence*.



Practice Areas: You may opt to display or hide your secondary practice area navigation.



Address: Displays your address/contact information on every page.



Navigation: You may change the order of main navigation menu items according to preference.



* If your design features Flash, FirmName, TagLine and Call to Action animation can be turned on or off by contacting your Account Manager. Only the first line of text will display, if Flash is turned off.