

Modifying Web page Content on a real.leads Website

To modify a content page on a real.leads website, do the following:

1. Sign in to the real.leads admin tool using your office admin credentials.
2. Using the **Folders** links along the left side of the page, navigate to the **Web Site :: Topics** folder. Note that each its subfolders correspond to a menu heading on the real.leads site, and that the subfolders under each topic folder correspond to drop-down menus on your real.leads site.

Locate the topic or menu item of interest and select it. Along the right half of the page, you will see the Contents of the selected folder, which is often a single item "overview.htm". Click this item.

3. From the Content View page, select the **Modify HTML content** option at the bottom of the page.
4. A basic HTML editor will appear, and can be used to make any modifications desired. Similar to a basic word processor, you can format text (fonts, colors, size, etc.), insert hyperlinks to other sites or pages, use special characters, format bulleted lists, etc., using the buttons in the toolbar at the top of the editor.


To save your changes, click the **Update HTML content link** at the bottom of the page.

Any changes made should be reflected on the website immediately.

Adding Images


To add images to the page, there are a few more steps:

5. First, you must upload all the pictures to the real.leads server. To do this, navigate to the topic folder as described in #2 above. Then select the **Create a new content item in the [topic] folder** option at the bottom of the page.
6. Choose the **Content Item (File)** option for **Type Of Content** and then click **Continue**.
7. Click the **Select File(s)** button and browse to the location on your computer or network of the image file(s) you wish to upload. Once you have them selected, click the **Upload files** option at the bottom of the page.
8. When the upload process completes, you will be returned to viewing the contents of the selected folder, which should now include all of the uploaded images.
9. To add an image to a page, navigate to the folder containing the image uploaded in step #7. Click the name of the desired image to display the Content Detail page. Locate the **Reference URL** link in the middle of the page, *right-click* on it bringing up a pop-up menu, and then choose the **Copy Shortcut** command.

10. Open the “overview.htm” document as described in #2 above. Place the cursor where you desire the image to appear and click the image button () on the toolbar. A pop-up window will appear. *Right-click* in the **URL** field and select **Paste** from the pop-up menu. Click the **OK** button and the image should appear in the editor.

Resizing Images (advanced topic)

To alter the displayed size of an image, do the following:

11. Open the Content item that displays the image as described in steps #1-3 above. Click on the image you wish to resize and choose the image button () on the toolbar to bring up the Image Properties window. Click anywhere in the **URL** field and press the [End] key. You will notice the original filename of the image appears at the end of a long string of cryptic codes. To resize the image, *replace* the original name of the file with the desired dimensions (W x H) as follows:

Original URL Entry: ...14b15888a3803a4582f35/broker_logo_lg.gif

Resized URL Entry: ...14b15888a3803a4582f35/200x100.gif

In the above example, the *broker_logo_lg.gif* image will be resized to a maximum of 200 pixels wide by 100 pixels tall. Note that image will not be distorted – its original aspect ratio will be maintained, but be resized to as necessary to fit within the dimensions you specify.