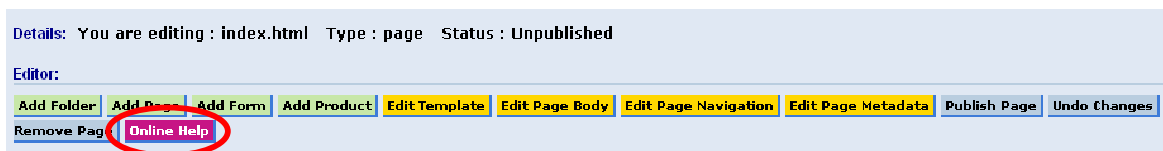


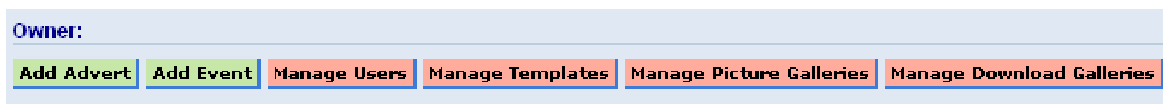
An Introduction to Your Web in a Box Website

To edit your Web in a Box website, you need to log on to your account. Once you have logged on, navigate to your website using the **Directory** and you will be able to view your website underneath the toolbar shown below, that indicates that you are able to edit your website.



Note: You will only see the toolbar above if you have been added as an editor to your website. If you are the owner of your website (the account holder who created the website) you will see both **Owner** options (below) and the **Editor** options.

(There is a comprehensive help facility on your Web in a Box website that can be accessed by clicking on the **Online Help** button on the toolbar).



If you have not added any content to your website you will be presented with the template that was chosen when your website was created. This shows you where the images and text will be placed. The template will also tell you what the size of the images will be when they are placed on the page.

Note: the images do not need to be the exact size as stated on the template, as they will be automatically resized but you should make sure that they are at least this size as a smaller image will be stretched and therefore lose its clarity and resolution.

