Training Exercise – Renaming Website Links

Say you want to rename your products and services link to accommodation and information:

Log into your website's management portal using your username and password.

Click Manage Website Content

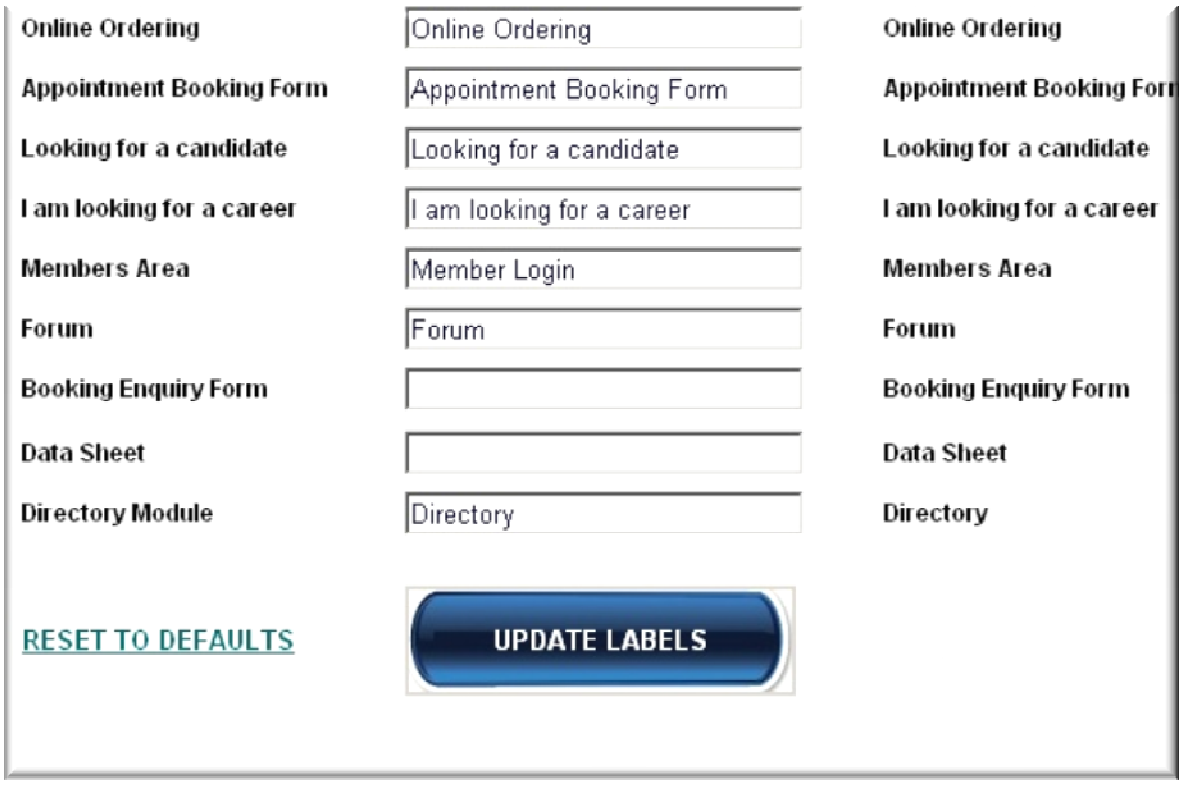
Click Rename Website Links (Bottom Left of the Manage Website Content Menu Bar)

The following screen will appear in the middle of the website:

Home	Home	Home
Company Profile	Get a complete website for R2,50	Company Profile
Products & Services	Services	Products & Services
Additional Pages	Website examples	Additional Pages
Documents & Brochures	Documents & Brochures	Documents & Brochures
Photo Gallery	Photo Gallery	Photo Gallery
FAQ's	FAQ's	FAQ's
Newsletter / Blog	Newsletter / Web Development Ti	Newsletter / Blog
About Us	About us	About Us
Contact Us	Contact us	Contact Us
Search Additional Contacts:	Search or View All Contacts	Search Additional Contacts
Links	Links	Links
Events Calendar	Events Calendar	Events Calendar
Specials & Promotions	Specials & Promotions	Specials & Promotions
Estate Agent Module	Property Listings	Property Listings
Auto Dealer Module	Vehicle Listings	Vehicle Listings
Bike Dealer Module	Motorcycle Listings	Motorcycle Listings
Caravan Dealer Module	Caravan Listings	Caravan Listings
Online Ordering	Online Ordering	Online Ordering
Appointment Booking Form	Appointment Booking Form	Appointment Booking Form
Looking for a candidate	Looking for a candidate	Looking for a candidate

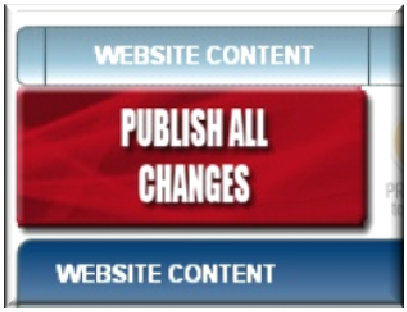
You can now rename the default website links to what you would like them to be.

When you are done look at the bottom of the screen.



Click on the link which says Update Labels.

Now look to the top left hand corner where you will see the Publish all changes red button flashing:



Click on the button and wait for the website to finish publishing. +- 10 seconds provided you have a fair internet connection.

You can now open your website and refresh the website by clicking on F5 (once or twice). You need to reload the website to see the changes.