

6. To Add the Contact Page to the Website

Before adding a Contact Page you must first add the category "Contact".

Adding the category "Contact"

The menu item "**Contact**" is also a category that contains only one article. It links to a page showing your organization's address, phone number, email address, etc. This page also has a Contact Form for the visitors to submit their questions, suggestions. Using this form, a visitor can send a message to the website without having to login to his mail box.

The Contact Page only works if you do both of the following:

1. First, add a new category to the website. And, you must select "Contact" as the Content Type of this category.
2. Then, you must add a Contact Info page.

If your website uses two languages, you must repeat the tasks for the second language.

Let us add category "Contact" to the Top Menu. This item normally appears only on the Top Menu because it is rarely used by the visitors.

In this example, you will create the **actual** category on the Top Menu. Here's how to do it.

- A. Login the **Control Panel** as usual.
- B. Click "**Website Manager**" on the top menu. Select "**Categories**" in the drop down list. You may, instead, click on the **Categories icon** in the center area.

A list of existing categories will appear.



- C. Select which language site to manage.

You are going to add category "**Contact**" to the English site, so you will click on the box near the upper left corner and select "**English Site**".

- D. Click the "**Record Edit**" button near the upper right corner. A blank record will appear.



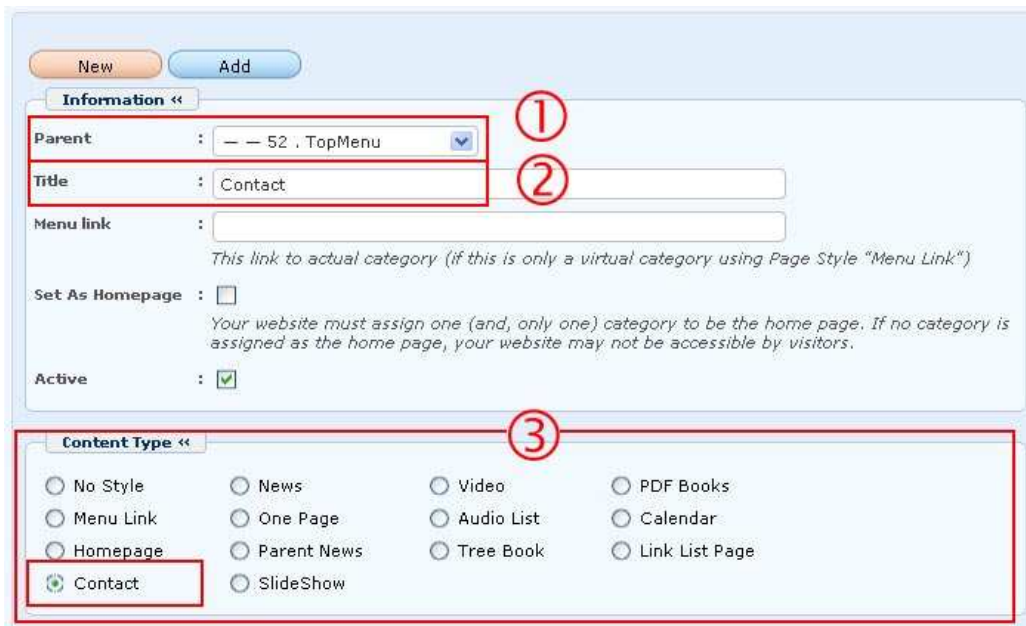
A screenshot of a web application interface. At the top, there are two buttons: 'New' (highlighted with a red oval) and 'Add'. Below them is a section titled 'Information <<'. Under this section, there are two fields: 'Parent' with a dropdown menu showing '- 40 : English' and a 'Title' field which is currently empty.

- E. Click the "New" button if the record is not blank. Otherwise, go on to the next step.

- F. Please focus on these 3 data: **Parent**, **Title** and **Content Type**.

1. **Parent.** Select "**Top Menu**" as the parent category.
2. **Title.** Fill in this box with "**Contact**".
3. **Content Type.** Select "**Contact**" as the content type for this category because there is only one article in this category.

- G. The record for category "Contact" on the Top Menu will look like the following after you have completed those 3 data.



A screenshot of the 'New' form in a web application. The form is titled 'Information <<' and contains several fields. The 'Parent' field is a dropdown menu showing '- 52 : TopMenu' and is circled with a red box and the number 1. The 'Title' field contains the text 'Contact' and is circled with a red box and the number 2. The 'Content Type' section is circled with a red box and the number 3, and it contains a grid of radio buttons. The 'Contact' radio button is selected. Other fields include 'Menu link', 'Set As Homepage', and 'Active'.

- H. Click the "Add" button at the top or bottom of the screen. The message "Data Added Successfully!" will appear near the upper left corner.
- I. Next, change the order of this category so that it is the last item on the menu. Find the **Order** box in the **Properties** group. Click on the arrow at the end of the box; then select "After : Writings" in the drop down list. The new category will come after "Writings".
- J. Click the "Update" button at the top or bottom of the screen. The message "Update Successful!" will appear near upper left corner.
- K. Go to your website and check if the item "Contact" has been added to the Top Menu and it is the last item in the menu. You must refresh the web page. Click the "Refresh" button of your browser, or hit the "F5" key on your keyboard.

You have finished adding category Contact to the Top Menu. In the next step, you add the Contact Info page to make this category work.

Adding the Contact Info page

Following is how to add the **Contact Info page** to the English section of the website. Before adding this page, your website must already have the category "Contact".

- A. If you are still in the **Control Panel**, just continue the next step. Otherwise, login the Control Panel as usual.



- B. Click "Website Manager" on the top menu, then find the item "Contact Page Info" in the drop down list and click on it.

NOTE: If you **cannot find** the item "Contact Page Info", it means you are not permitted to add or edit this data! You must have the rights of an administrator to be able to add or edit this record. Ask your website administrator to do this for you.



C. Select which language site to manage.

You are going to add “**Contact Info page**” to the English site, so you will click on the box near the upper left corner and select “**English Site**”.



A list of existing pages will appear. This list may be empty now.

- D.** Click the “**Record Edit**” button near the upper right corner. A blank record will appear.
- E.** Please fill in the 4 most essential data for this record.

The screenshot shows a web administration form with the following sections and highlighted elements:

- Buttons:** 'New' and 'Add' (circled in red) at the top left; 'Data View' and 'Record Edit' at the top right.
- Information Section:**
 - Title:** 'Contact Info - English' (circled in red with arrow 1).
 - Email:** 'myemail@mysite.com' (circled in red with arrow 2).
 - Active:** (checked).
- Description Section:**
 - Rich text editor with a toolbar.
 - Text: 'EMPTY QUIETNESS', 'QUIET EMPITNESS', '1234 Cyber Lane', 'Cyber City, WD 00000', 'Tel: 000-000-000' (circled in red with arrow 3).
 - Path: (empty field)
- Category Section:**
 - TopMenu: Contact (circled in red with arrow 4).
 - Check all | Uncheck all
- Map Section:**
 - Empty map area (circled in red with arrow 5).
 - Text below: 'Location map of your company or association. Googleing of oodes which you may paste into this box.'

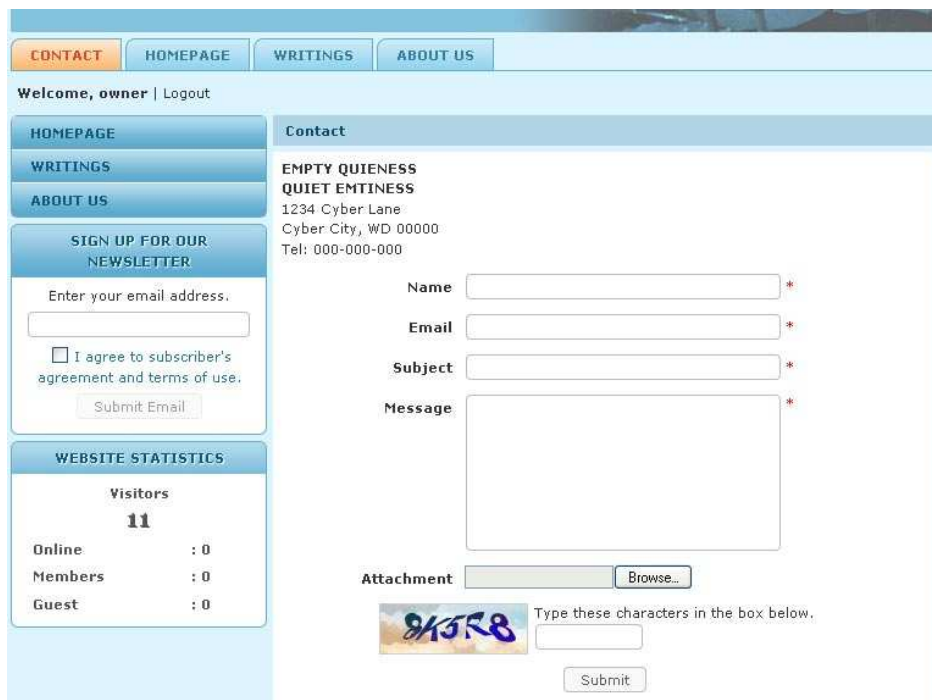
1. **Title.** Fill in a title for this record. This title will not be displayed on the website; so you may enter a title that helps you recognize this is the Contact page for the English site. Let's fill in "Contact Info – English"
2. **Email.** Fill in the email address of the administrator or any person who will receive all the messages submitted by using the Contact Form. Only one address may be entered here.
3. **Description.** Here is the information that will be displayed on the website. Please enter any information that you want the visitors to know about your organization. Normally, **name of the organization, address, phone number and email address** are entered here.
4. **Category.** You must check the box on the same line with category "Contact". This page will be displayed whenever a visitor clicks on "Contact" in the menu.
5. **Map.** If you want to add a map of your location in the contact page, visit Google Map site (<http://maps.Google.com>) and type in your address, you will see a map of your location. Then, click the "**Link**" button on that

page; you will get a string of codes in the box labeled "**Paste HTML to embed in website**". Copy this string and **paste it into this box**.

- F. Click the "Add" button at the top or bottom of the screen. The message "**Data Added Successfully!**" will appear near the upper left corner.



- G. Go to your website to check if the Contact page is OK. Then, click on "**Contact**" on the Top Menu. You should see the Contact page.



You have finished adding the Contact page to the website.

If your website has two languages, you need to repeat all the above steps for the other language.