# Content Management

Step 1: Choosing Your Layout

Using columns **A**, **B**, & **C** above, choose your *layout*, *design*, and *option*, in that order. Once you have chosen your layout, use the Quick Preview (**D**.) on the right hand side of the page to preview your design.

Now you are ready to begin editing your web content. Viewing the page below, you will notice that you now have two pages that have been created for your website automatically ("Home" & "Contact Me"). Use your cursor to select which page you could like to change the content of, then click on the window below (**A**, **B**, **C**, or **D**) to edit the information.
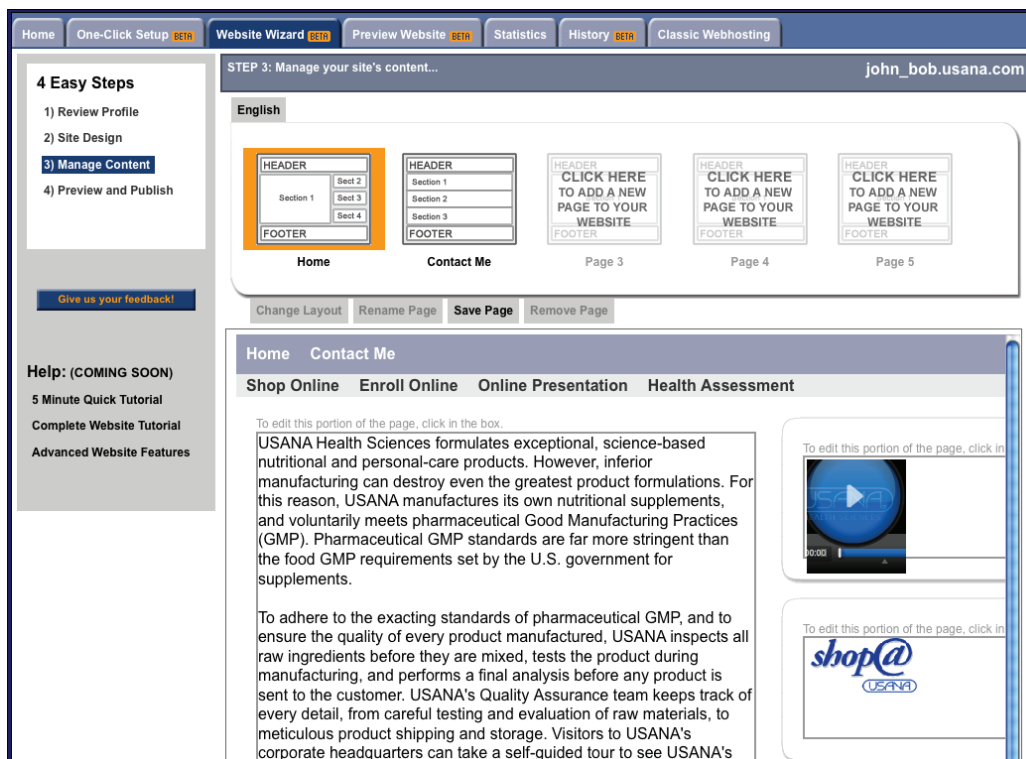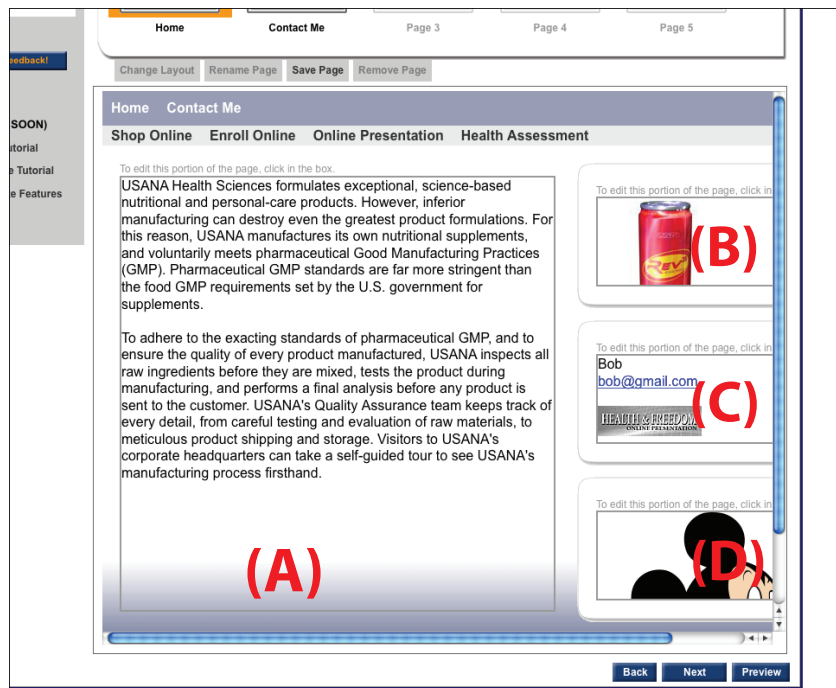
Home: The home template is chosen when you first build your site.
If you built your site in one-click, the default home template will be your current home. If you built your site using Website Wizard, you were given the option to choose a home layout, and design. You can change your home layout and design by going back to the "Site Design" link in the box to the upper left.
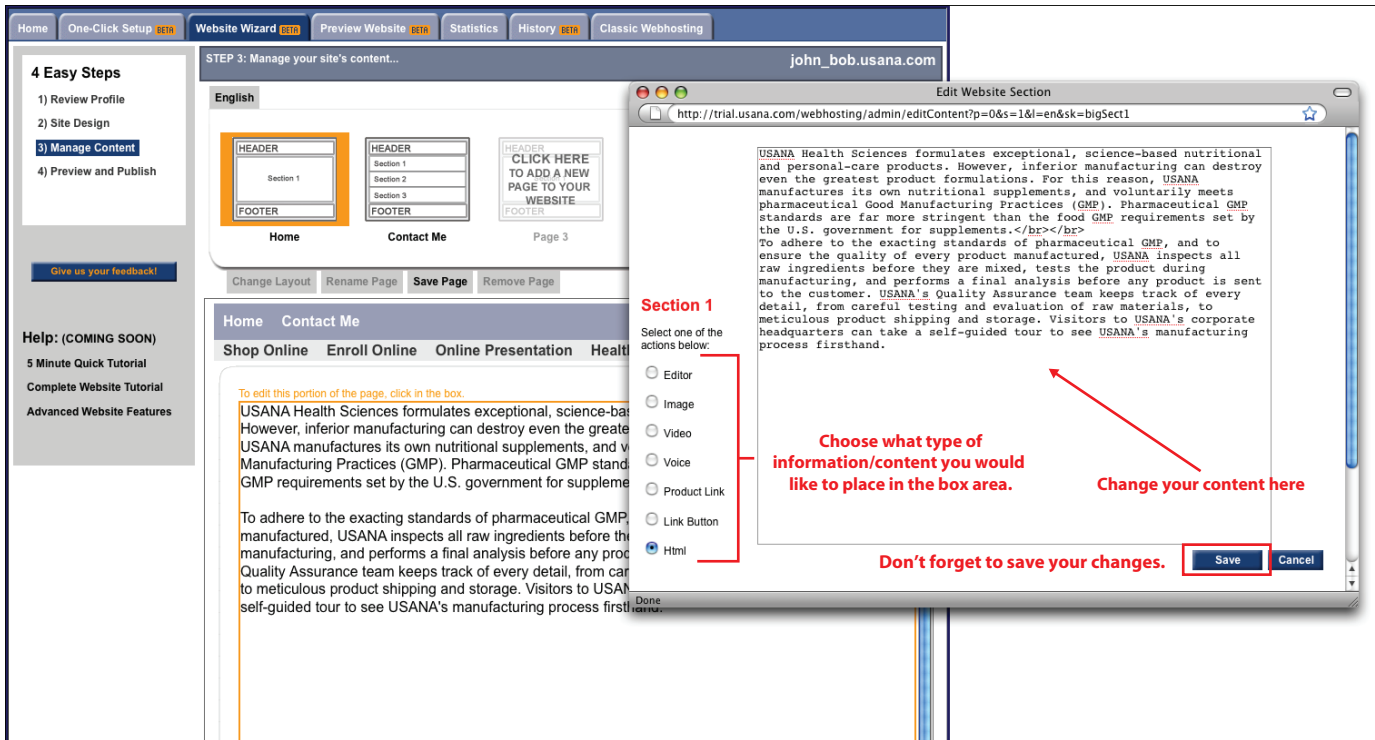
Contact Me: You cannot change the layout or design on your "Contact Me" page. This page is automatically generated based on the information that was filled out at the beginning of creating the site. You can review and edit your profile info (name, phone, fax, email, home page picture) in the "Review Profile" link in the box to the upper left.

Adding a new page: To add a new page, click one of the boxes that say "Click Here to add a new page to your website". A pop-up window will appear with an option to choose the layout. You must also name this page using the text box below the layout choices. Your header and footer will use original design scheme that was chosen (this can be edited in the "Site Design" section) for all pages that you create this way.

Step 2: Editing Your Website Content

Clicking on the windows (ex. A, B, C, or D.) will then open another pop-up window (pictured below), which will give you a variety of editing options to choose from. On the left hand side of the box, there are several radio buttons indicating the different types of pages you can choose from. Refer to "Content Editor" tutorial for more in-depth information on web content editing.

STEP 3: Manage your site's content...   john_bob.usana.com

4 Easy Steps
1) Review Profile
2) Site Design
3) Manage Content
4) Preview and Publish

Give us your feedback!

Help: (COMING SOON)
5 Minute Quick Tutorial
Complete Website Tutorial
Advanced Website Features

English

HEADER
Section 1
FOOTER
Home

HEADER
Section 1
Section 2
Section 3
FOOTER
Contact Me

HEADER
CLICK HERE
TO ADD A NEW
PAGE TO YOUR
WEBSITE
FOOTER
Page 3

Change Layout | Rename Page | Save Page | Remove Page

Home   Contact Me

Shop Online   Enroll Online   Online Presentation   Health

To edit this portion of the page, click in the box.

USANA Health Sciences formulates exceptional, science-bas...
However, inferior manufacturing can destroy even the greate...
USANA manufactures its own nutritional supplements, and v...
Manufacturing Practices (GMP). Pharmaceutical GMP stand...
GMP requirements set by the U.S. government for suppleme...

To adhere to the exacting standards of pharmaceutical GMP,...
manufactured, USANA inspects all raw ingredients before th...
manufacturing, and performs a final analysis before any pro...
Quality Assurance team keeps track of every detail, from car...
to meticulous product shipping and storage. Visitors to USA...
self-guided tour to see USANA's manufacturing process firsthand.

Done

Edit Website Section

http://trial.usana.com/webhosting/admin/editContent?p=0&s=1&l=en&sk=bigSect1

USANA Health Sciences formulates exceptional, science-based nutritional and personal-care products. However, inferior manufacturing can destroy even the greatest product formulations. For this reason, USANA manufactures its own nutritional supplements, and voluntarily meets pharmaceutical Good Manufacturing Practices (GMP). Pharmaceutical GMP standards are far more stringent than the food GMP requirements set by the U.S. government for supplements.</br></br>
To adhere to the exacting standards of pharmaceutical GMP, and to ensure the quality of every product manufactured, USANA inspects all raw ingredients before they are mixed, tests the product during manufacturing, and performs a final analysis before any product is sent to the customer. USANA's Quality Assurance team keeps track of every detail, from careful testing and evaluation of raw materials, to meticulous product shipping and storage. Visitors to USANA's corporate headquarters can take a self-guided tour to see USANA's manufacturing process firsthand.

Section 1
Select one of the actions below:

○ Editor
○ Image
○ Video
○ Voice
○ Product Link
○ Link Button
● Html

Choose what type of information/content you would like to place in the box area.

Change your content here

Don't forget to save your changes.   Save   Cancel

**Editor works like most text editors,
You can:**

- Cut and paste
- Bold, italicize, and underline
- Choose font type, size, format, color
- Create links
- Bullet or number lists
- Align text
- Add images
- Edit HTML using the "source" button which can be toggled on and off
- And much more…

- **Image** allows you to manage images
- **Video** allows you to search and add Official USANA videos to your page.
- **Voice** allows you to create and add audio to your page.
- **Product link** will place a product link on your page.
- **Link button** are different graphical links to their respective information sites.
- **Html** allows you to write a pure HTML document
- **Themes** allow you to add a banner to your page

Step 3: Preview & Publish

Once you have chosen the items you would like viewed on your website, click **Save** in the bottom right of pop-up window, and then **Preview** in the bottom right of the main window to view your changes.

**Make sure to click "Publish" when you are finished editing each page, otherwise your changes will not be saved. Repeat this process for every page you would like to edit (i.e. Home, Contact Me, etc.).

Now that you have a basic understanding of how to edit the content of your default pages, you can now choose to add a new, or custom page to your website.

Using The Product Links Tool

Choosing A Product Link for Your Webpage

Clicking on the Product Link radio button in the Editor allows you to create a link on your web page to various USANA products. Choose the product you would like to feature on your site below, and click "Select" to add it to your page.

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Using The USANA Links Tool

Using The USANA Link Button Tool

Clicking on the Link Button radio button allows you to add a visual USANA products link to your page.

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
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- **Managing images**

Using The Video Tool

Clicking on the Video radio button allows you to add video content to your web page. This tool allows you to search and add Official USANA videos to your page. You can also choose the size you would like your video to be by choosing your dimensions from the drop down box below.

Choose the size and justification of your video

Add a caption to your video if desired

Search for a USANA video using keywords

Use the arrow buttons to scroll through the available USANA videos

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

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- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
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- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Managing Your Images

Step 1: Choose a box to edit

Step 2: Select the 'Image' radio button

Step 3: Upload Your Image

Click on the Browse button. This will open a pop-up window that you can use to navigate to the picture you want to upload to your site. Once you find the image to upload, click the Open button.
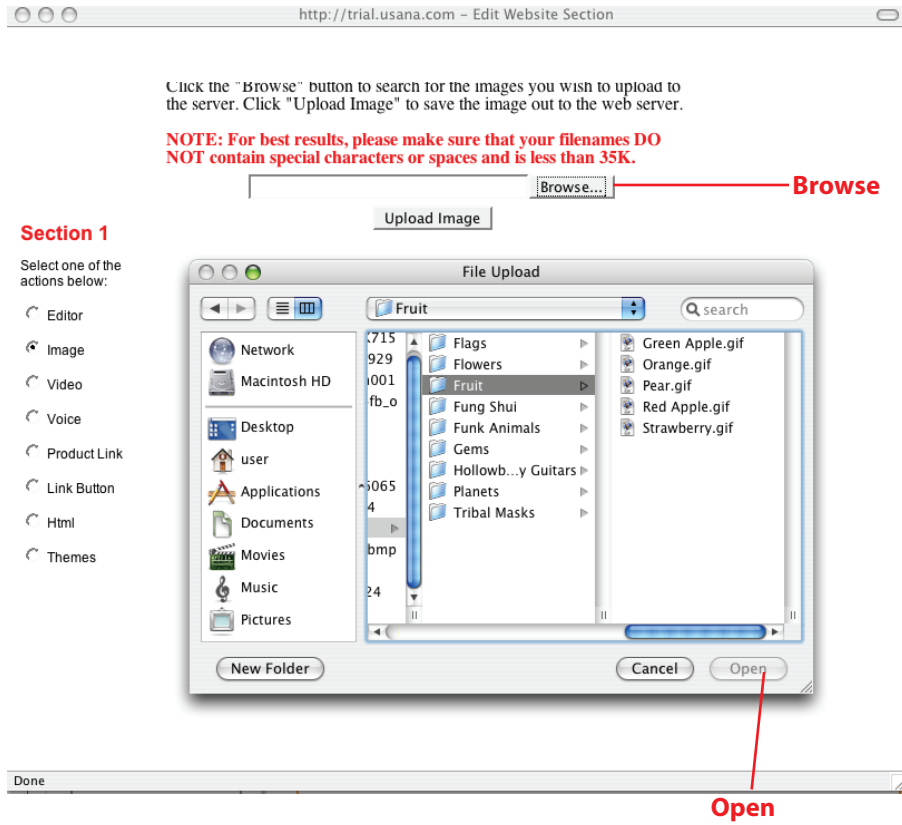
Step 4: Press Upload Image
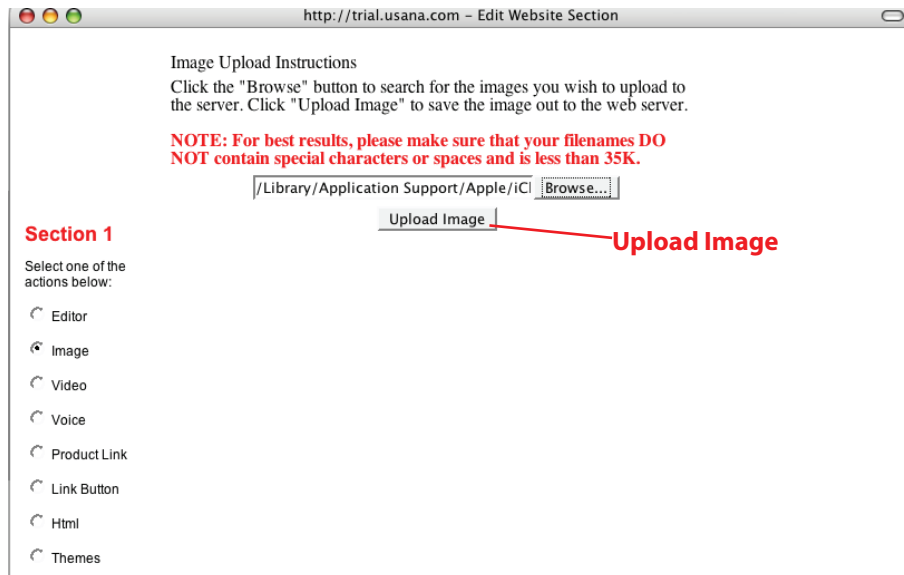
Step 5: Finding The Uploaded Image

Your image can now be found in your images area by using the scroll buttons on in the wizard for access now and/or later.
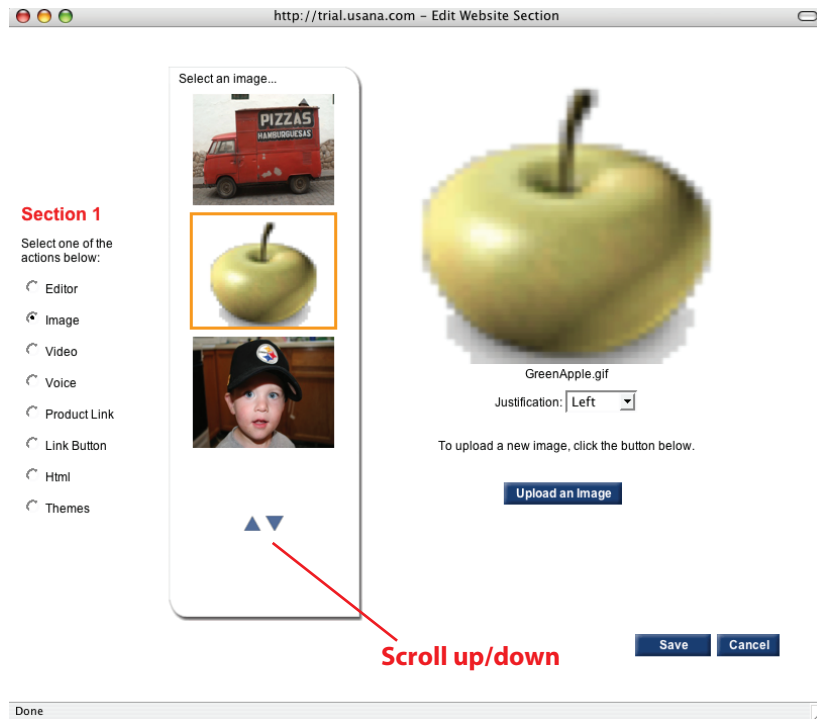
Note: You can also use the editor to manage images

Step 1: Using the Editor to Manage Images
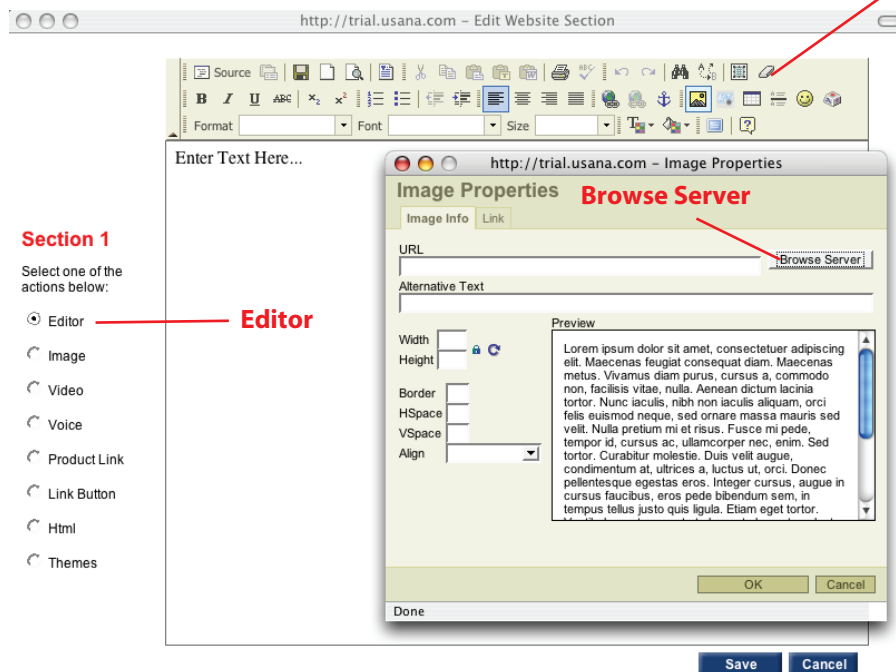
Step 2: Browsing For Your Image

The pop-up window will show you what is currently on your server to upload an image you can use the browse and upload buttons the same way it is explained above
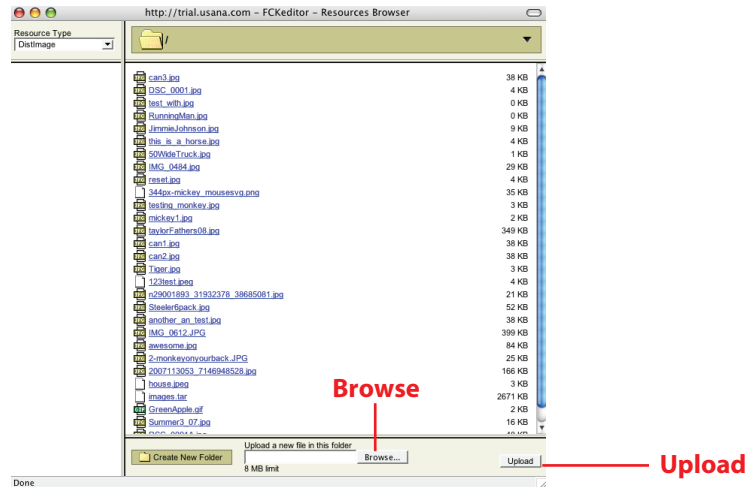
Congratulations! You have now completed the **Managing Images Tutorial**. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

More About Advanced Features & Choosing Your Template
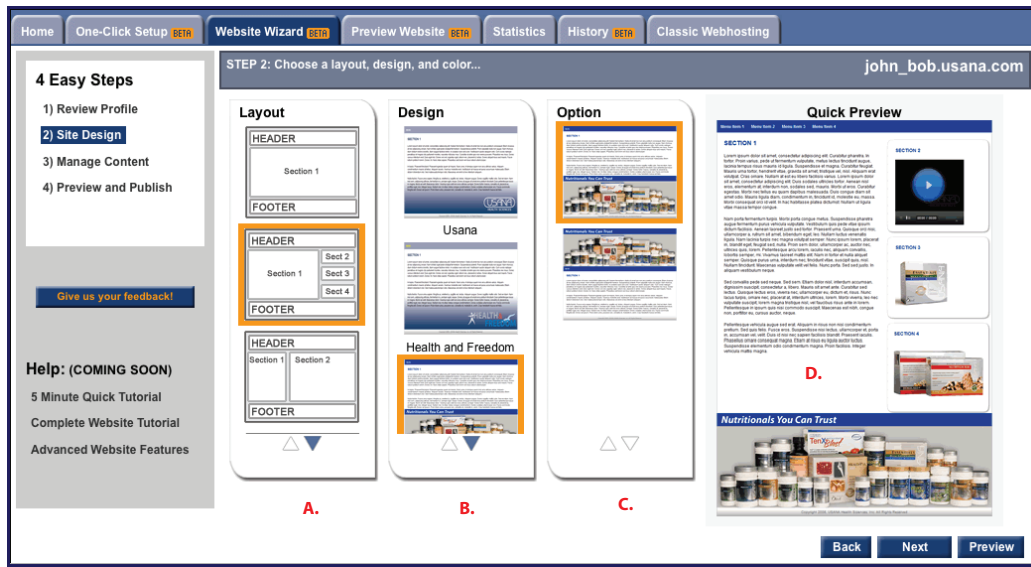
You can begin to create the look and feel of your website.

Using columns **A,** **B**, & **C** above, choose your *layout*, *design*, and *option*, in that order. Once you have chosen your layout, use the Quick Preview (**D**.) on the right hand side of the page to preview your design.

The most important item to note in the section is that your a combination of your choices in **B** will change your options in **C**. Your choice in **A** will be the layout for your Home, the other pages you create will have the same design and option, but give you a choice of layout at the time of its creation.

Once you are satisfied with your changes, use the Next button at the bottom right-hand corner of the page to begin editing your website's content.
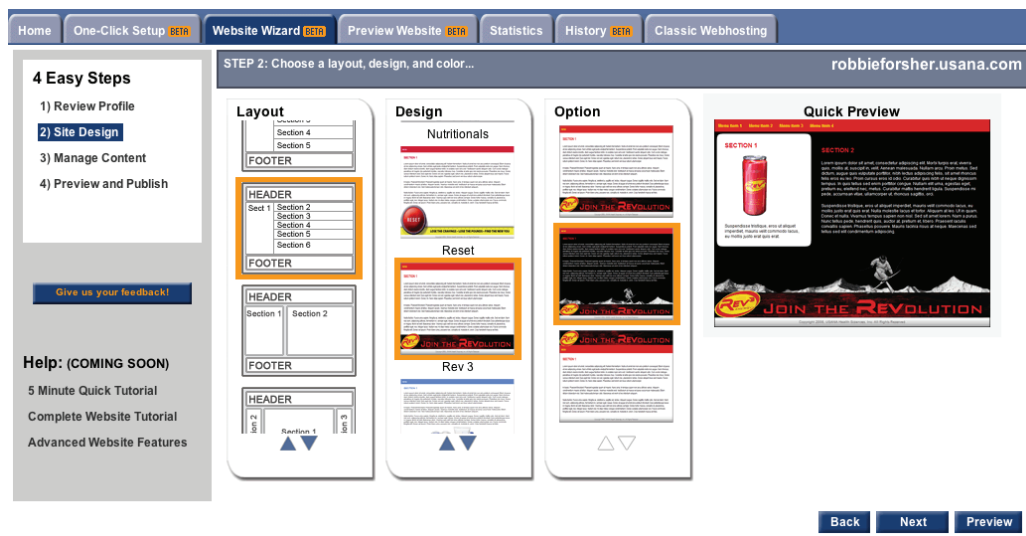
The picture above is an example of how changing **B** changes your options in **C.**

Using The One-Click Setup

Step 1: Edit Site Name

Begin by clicking on the "Edit Site Name" button. This will open a new pop-up window, prompting you to either create or confirm the name of your website. After you have chosen a name for your website, click save to close the pop-up box.

It is important to note that changing the name of your website will overwrite your website content, so make sure you are comfortable with your site name before customizing your content.
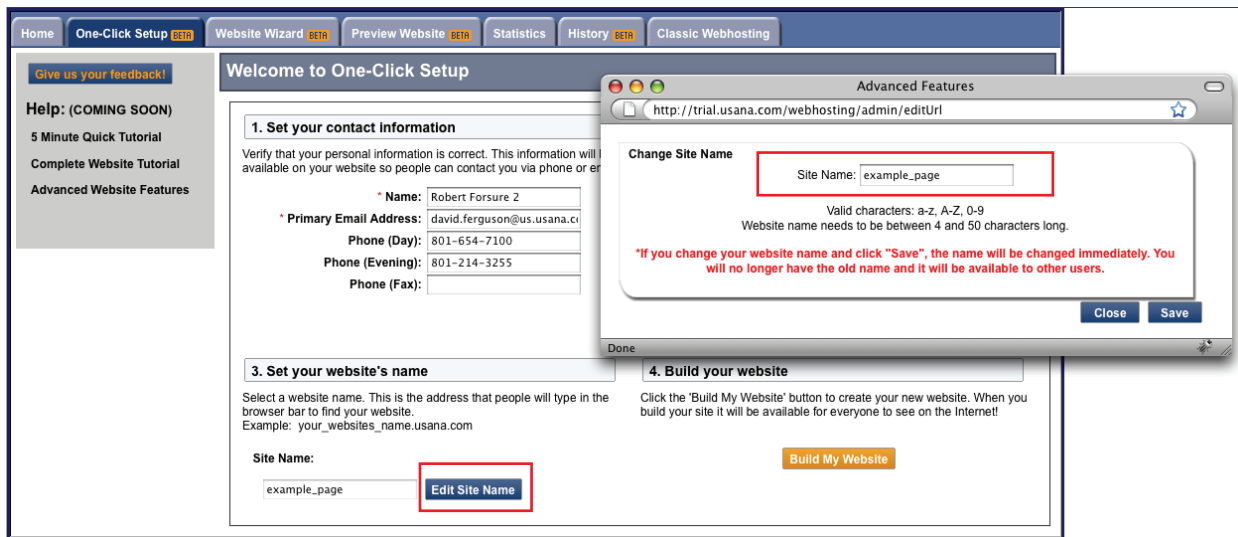
Step 2: Edit Your Profile Information
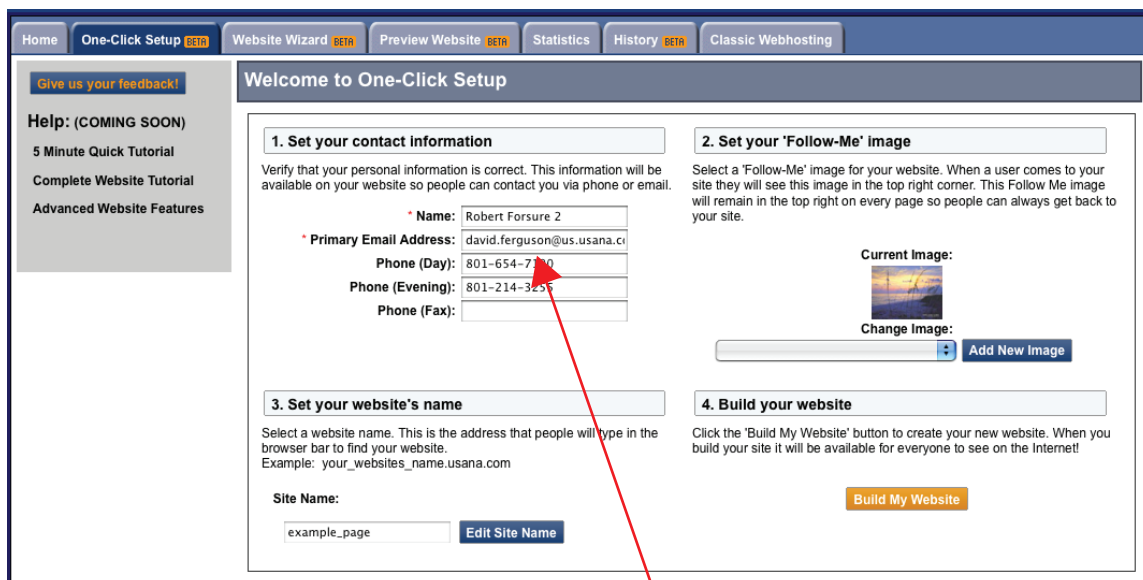
After confirming the name of your website, you must then fill in your Email Address, & Phone (Day, Evening & Fax). This will be the contact information for your customers to see when they visit your website. Please note items denoted with a red asterisk are required.

Step 3: Select A Profile Image

Now that you have entered in your contact information, you can choose to upload a profile photo.

Using the browse button, choose an image you would like to upload to your website.
(Refer to the managing images tutorial for more in-depth information on uploading and accessing images.)

After you are finished filling in your information and have chosen a profile picture, click on the
Build My Website button to finish creating your web page.

Step 4: Preview & Publish

You should now be able to see a preview of your website by clicking on the outlined link in the window below. When you are finished previewing, **make sure to click "Publish" in the middle of the page to save your website.** If you do not click "Publish" after previewiing, visitors will not be able to view your website.

Congratulations! You have now finished building your USANA webpage. Click on the link underlined above to see your published website, and to link others to it.

Please note that this is a basic walkthrough of the **One-Click Setup** system, and if you should refer to the **Website Wizard Tutorial** if you would like to customize your website further. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Publishing Website / Using History

Continue to Preview
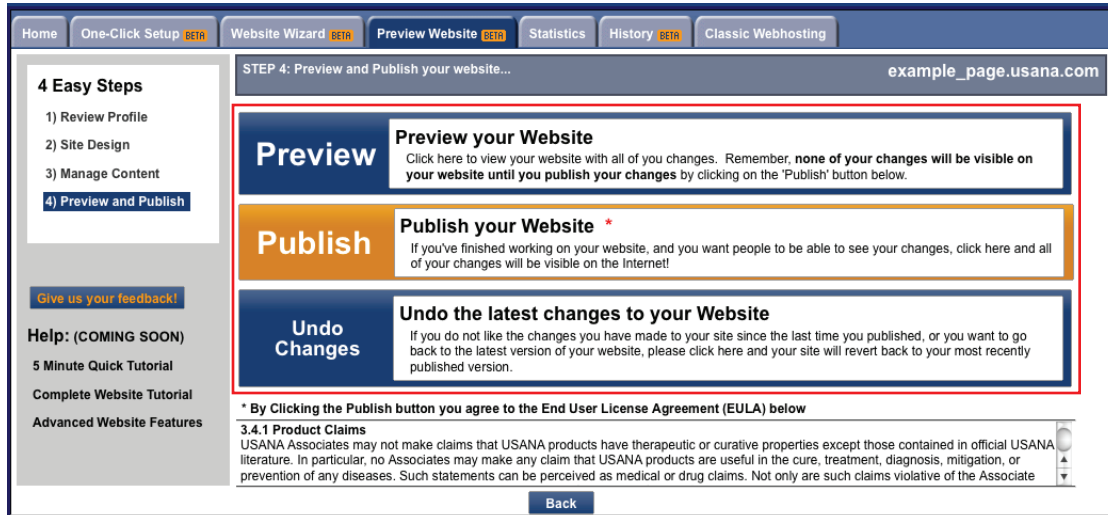
Once you have completed editing the content of your website, and clicked the "Next" button, you will be taken to a page that looks like the above screenshot. From here, you are able to choose to **preview** your site before you publish, **undo your changes**, or **publish** the changes you have made to your website.

The History Tab

The History tab will take you to a section that contains a restore tool. Just in case you made a mistake, or want to revert back to a website you made in the past for any other reason, you can view and restore it here.

      Step 1: Click the picture thumbnail of the page you would like to get a closer view of.
      Step 2: If this is the site you want to restore, press the Restore button, otherwise you can look at a different site by repeating Step 1
      Step 3: When you click the restore button it will restore you site, and take you back to the home page where you can navigate to the editor
           or log out.

Congratulations! You have now completed the **Publishing Your Website and Using History Tutorial**. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Transfer Classic Website To BETA

Step 1: Your First Login

When you log in to the new webhosting site for the first time, you will see the above page. Click on either of the outlined buttons to transfer your site to the new Webhosting system. Clicking the top button will allow you to demo the new system without changing your classic webshosting website, while the bottom button will transfer your existing web site to the new system.

- **You are in the Classic Webhosting tab**, all other tabs are disabled at this point.
- **Classic Editor button**: Allows you to go to the Classic Editor and continue to host your site with those tools
- **Demo button**: Allows you to try out the new tools without losing any of your data
- **Transfer button**: Will move your URL (associate.usana.com), to the new webhosting site

Step 2: Clicking the Transfer Button

Clicking the Transfer button will move your URL and open this page. Use the buttons in the middle of the page to navigate.

- **One-Click Setup***: Creates a simple page with your information on it. Quick, but minimal web site customization.
- **Website Wizard***: Creates a more detailed page and contains tools that help you create pages, and add multimedia, text, and links.
- **Classic Webhosting***: Transfer your site back to the old system.

Clicking the Demo Button

Clicking the Demo button will allow you to try out the new tools without actually changing your website. If you decide you like it, you will need to go to the Classic Webhosting tab and click the transfer button to utilize the tools within this demo.

*Please note there are other tutorials that explain how to use each of the tools in the new Webhosting site.
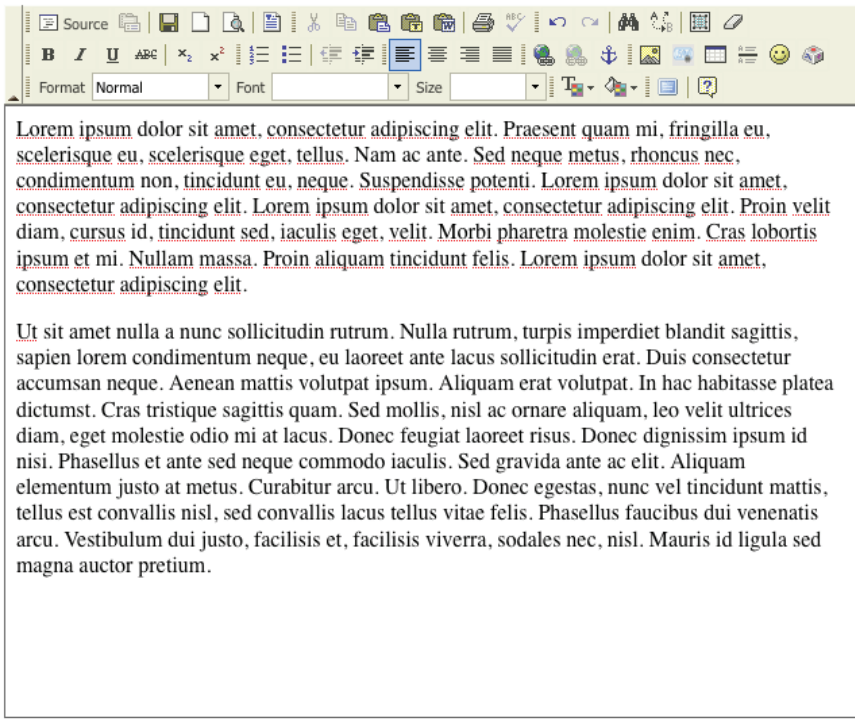
Using The Content Editor

Getting Aquainted With Your Tools

In the content editor that pops up when you select a box to edit on your page there are a variety of different tools you can use to edit your content. Please note that you can only use one action for every content box you edit. (i.e. If you choose to put in a video, you can not put an image in the same box.)

Section 1

Select one of the actions below:

- Editor
- Image
- Video
- Voice
- Product Link
- Link Button
- Html

Your web content editing tools

The Editor Tool

View/Edit Source Code · Save · New · Template · Cut · Copy · Paste · Paste Plain Text · Paste from Word · Print · Spell Check · Undo · Redo · Anchor · Select All · Erase Template · Insert Smiley · Insert Special Character

Format Text · Subscript/Superscript · Bold, Italic, Underline, Strikeout · Numbered/Bulleted Lists · Font Style · Align Text · Font Size · Create/Break Link · Font Color · Fill Color · Insert Picture · Make Table · Help

The Editor works like most text editors, and has most of the tools you're familiar with using when working with word processing. For instance, some of content editing tools available to you include:

- **Cut and paste**
- **Bold, italicize, and underline**
- **Choose font type, size, format, and color**
- **Create links to other websites**
- **Bullet or number lists**
- **Add images to your page**
- **Edit HTML using the "source" button which can be toggled on and off**
- **And much more…**

Creating A Web Link In Editor
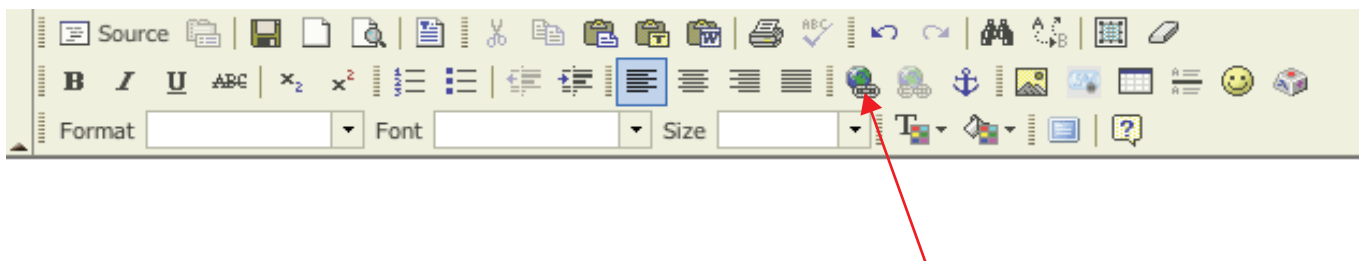
To create a link, highlight the text you would like to have as the link (i.e. click here) then click the world icon with the chain in front of it.

Inserting An Image Using Editor
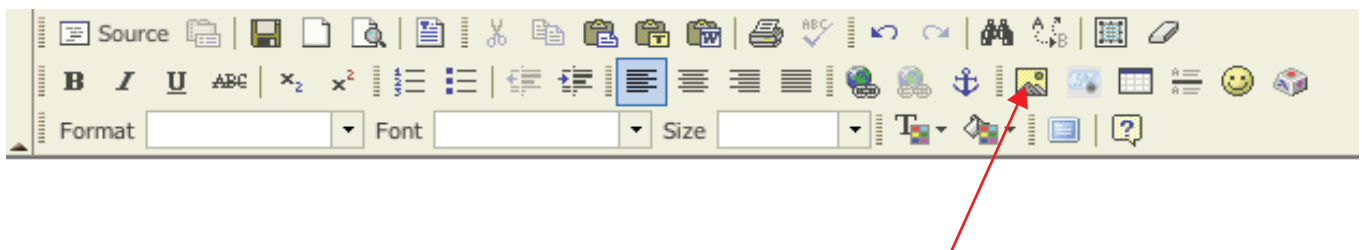
The Insert Image tool allows you to add images to your page content. By clicking on the icon, a dialogue window will pop up, allowing you to choose an image from your computer to add to your web page.

Using The Image Tool

Clicking on the Image radio button allows you to manage images within your web page. From here, you can pick and upload images to display on your website for the content box you selected.

Using The Video Tool

Clicking on the Video radio button allows you to add vieo content to your web page. This tool allows you to search and add official USANA videos to your page. You can also choose the size you would like your video to be by choosing your dimensions from the drop down box below.

Using The Voice Tool

Clicking on the Voice radio button allows you to create and add audio to your page.

Choose from the files you have created and preview them

Choose how you would like to create your recording (on a phone or computer mic)

- "**New Voice Recording**" will take you to another page. There, click on "Make Voice Recording". This option will record from the microphone on your computer. Click "Save" after naming and recording your message.

- "**New Phone Recording**" will give you the phone number and a PIN for the recording. Call and record your message using this automated system, then name the recording and click "Save" when you are finished.

Using The Product Link Tool

Clicking on the Product Link radio button allows you to create a link on your web page to various USANA products. Choose the product you would like to feature on your site below, choose your desired caption placement, and click "Save"to add it to your page.

*Please note you can only add one USANA item per content box

Using The Link Button Tool

Clicking on the Link Button radio button allows you to add a visual USANA products link to your page.

You may also choose to include your contact info in this area (i.e. email, phone)

Select one or multiple links using the check boxes

Make sure to choose your link's justification before saving

Using The HTML Tool

Clicking on the HTML radio button allows you to add your own HTML code to your web page.
Please note that unless you have an advanced knowledge of HTML, usage of this tool is not suggested for the average user.

Congratulations! You have now completed the Content Editor Tutorial. You should now have a basic understanding of the tools you can use to customize your content boxes. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
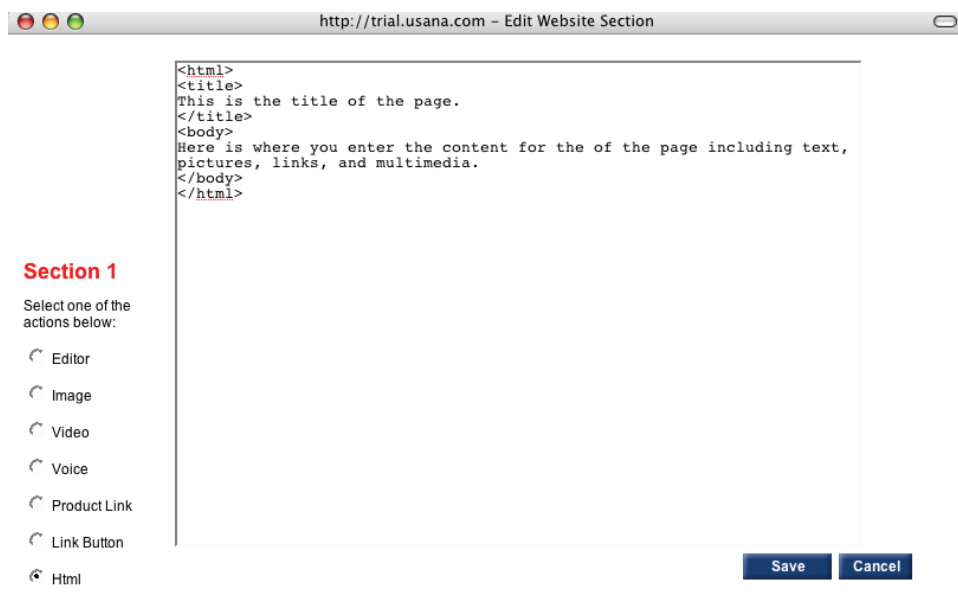- **Managing images**

Using the HTML Editor

## Step 1: Select the radio button titled 'Html'
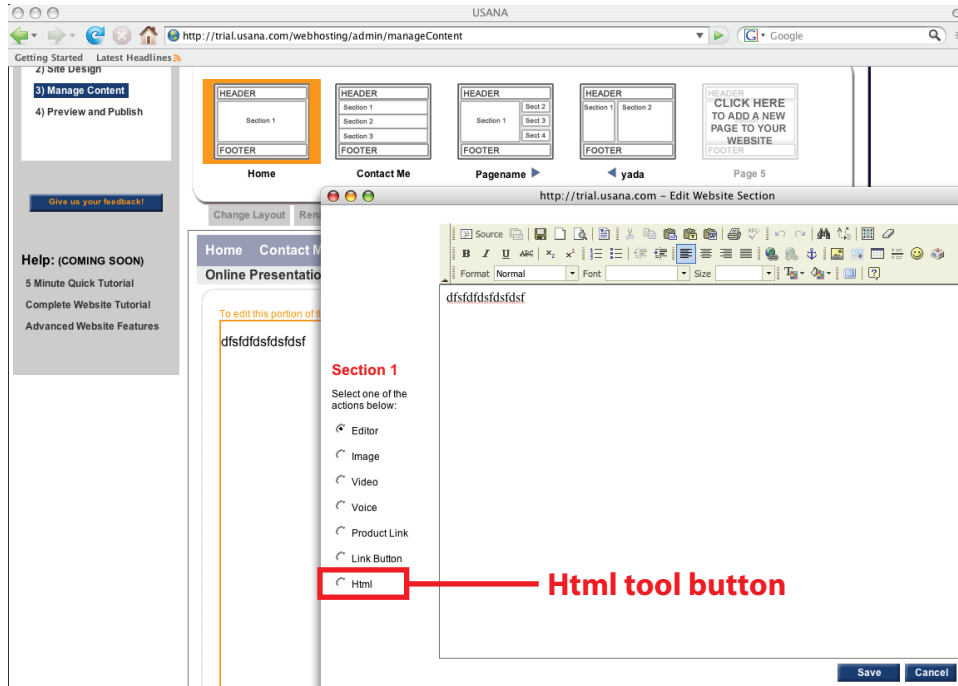
Step 2: Editing Your HTML Code

This will open a new text area that works like an HTML document for the box you selected to edit on the page. **Note:** There may or may not be existing content that would need to be deleted before you type your HTML code.

Step 3: Save Your Changes

Once you have entered in your custom HTML code, press Save in the bottom right hand corner, or Cancel to close the window without saving.
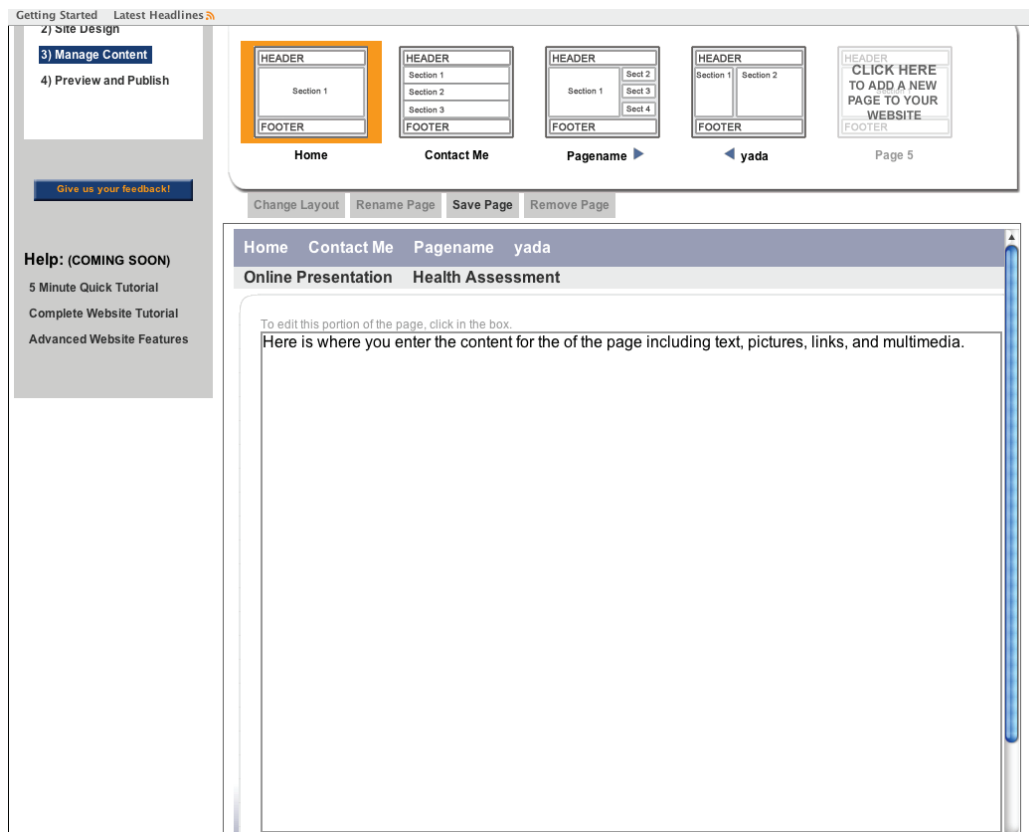
Please note that pressing Save or Cancel will close the window.
- If you pressed Save, the HTML document will be displayed in the box you edited.
- If you pressed Cancel, the box will revert back to its original content.

Congratulations! You have now completed the **Using the HTML Tool Tutorial**. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
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- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Using The Website Wizard

Step 1: Edit Site Name
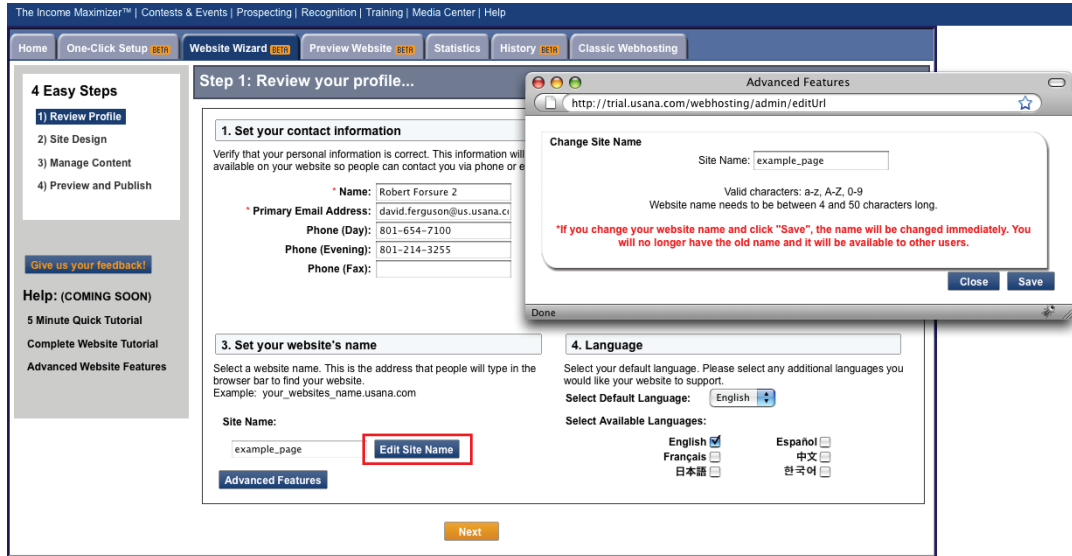
To change the name of your website, click on the "Edit Site Name" button. This will open up a new pop-up window. Here, you can edit the name of your site. After you have picked a name, click save to close the pop-up window.

Step 2: Edit Profile Information

Begin by filling out your information: Name, Email Address, & Phone (Day, Evening & Fax). Please note items denoted with a red asterisk are required.

Step 3: Select An Image

Using the "Add New Image" button, choose an image you would like to upload to your website.
(Refer to the managing images tutorial for more in-depth information on uploading and accessing images.)

After you are finished filling in your information and have chosen a picture, click on the
Next button to begin editing your site's design.

Step 4: Choosing Your Layout

Now that you have completed your profile information, you may choose from a selection of pre-designed websites to start out with using the selection box above. After making a selection, you should see a preview of your website on the right hand side of the screen.

However, if you would rather design your own template from scratch, click on the "Advanced Features" button on the bottom left-hand side of your screen and follow the instructions below:

Using The Advanced Features To Create Your Own Template

Using columns **A**, **B**, & **C** above, choose your *layout*, *design*, and *option*, in that order. Once you have chosen your layout, use the Quick Preview (**D**.) on the right hand side of the page to preview your design.

Once you are satisfied with your changes, use the Next button at the bottom right-hand corner of the page to begin editing your website's content.
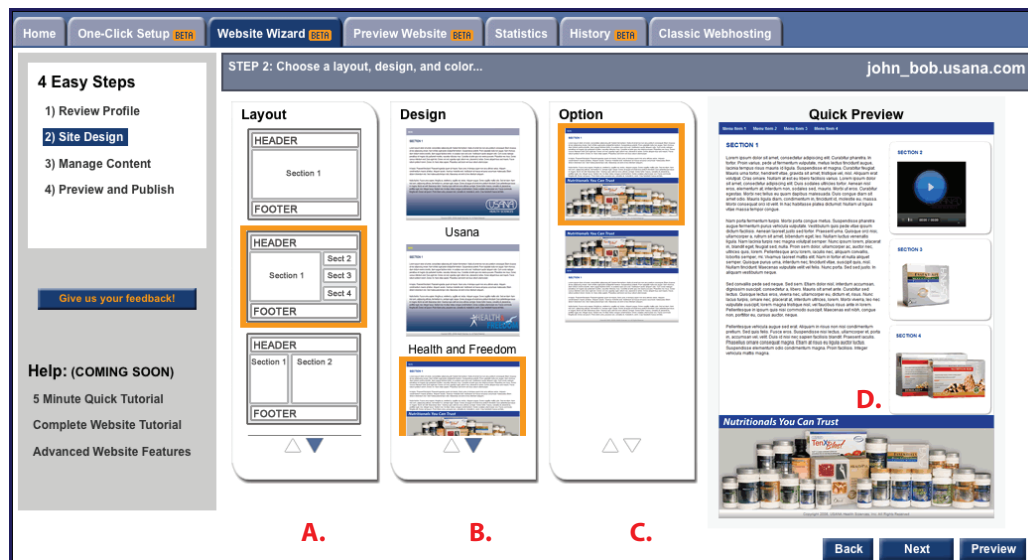
Step 5: Editing Your Website Content

Now you are ready to begin editing your web content. Viewing the page below, you will notice that you now have two pages that have been created for your website automatically ("Home" & "Contact Me"). Use your cursor to select which page you could like to change the content of, then click on the window below (**A**, **B**, **C**, or **D**) to edit the information.
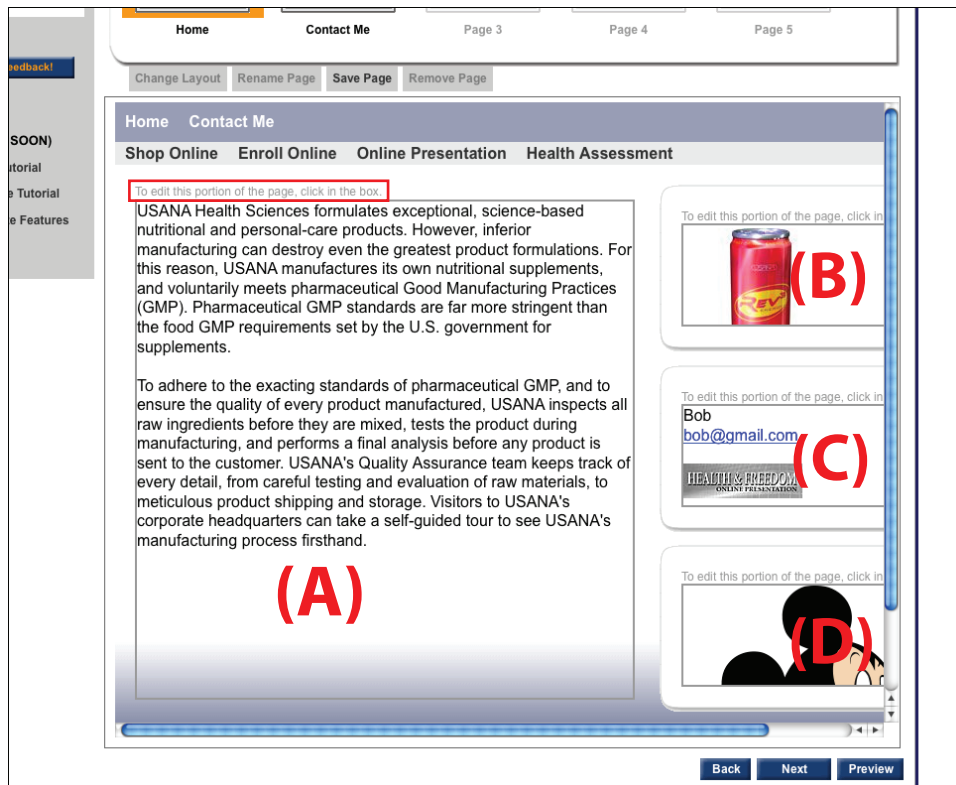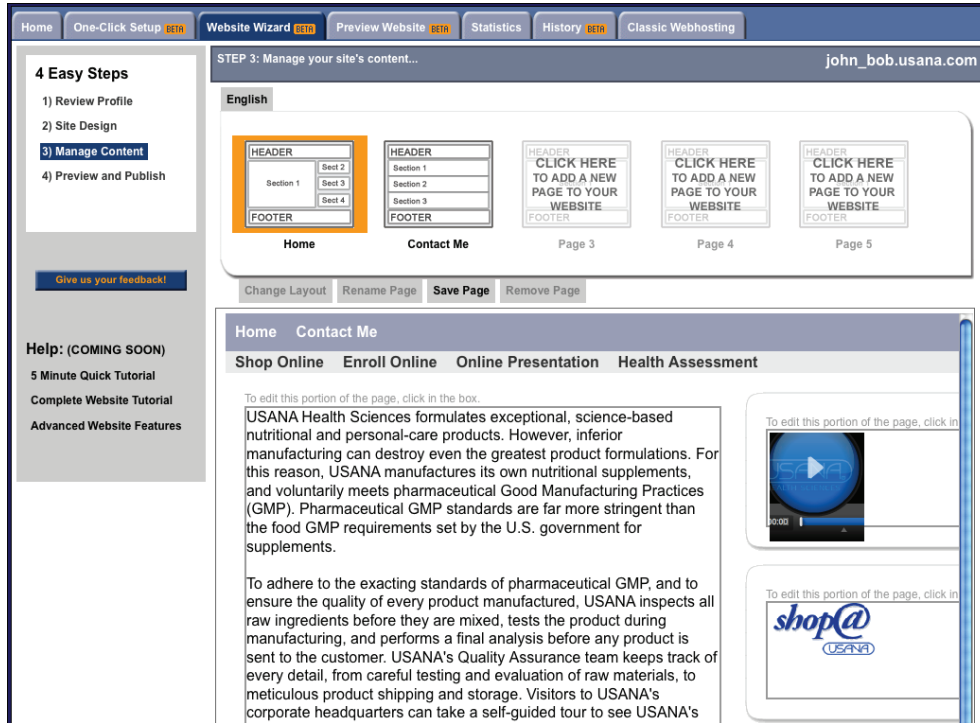
Clicking on the windows (ex. **A, B, C, or D**.) will then open another pop-up window (pictured below), which will give you a variety of editing options to choose from. On the left hand side of the box, there are several radio buttons indicating the different types of pages you can choose from.
Refer to "Content Editor" tutorial for more in-depth information on web content editing.

Step 6: Preview & Publish

Once you have chosen the items you would like viewed on your website, click **Save** in the bottom right of the pop-up window, and then **Preview** in the bottom right of the main window to view your changes.
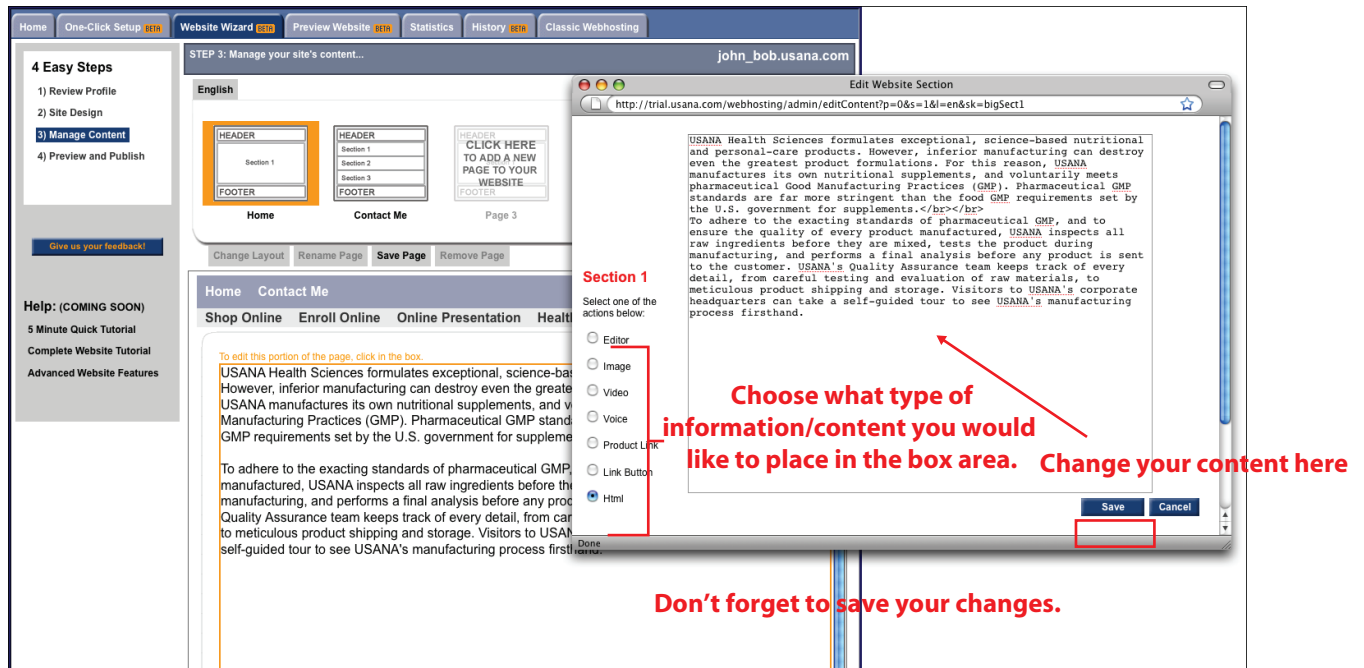
**Make sure to click "Publish" when you are finished editing each page, otherwise your changes will not be saved. Repeat this process for every page you would like to edit (i.e. Home, Contact Me, etc.). Additionally, you may preview your website or undo any history by pressing the appropriate buttons in outlined in the screenshot below.
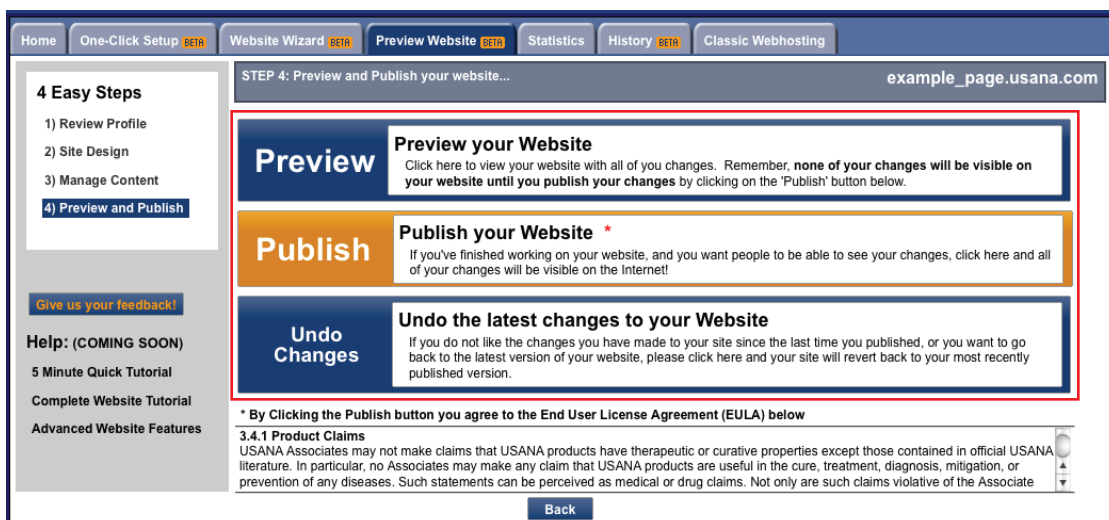
Now that you have a basic understanding of how to edit the content of your default pages, you can now choose to add a new, or custom page to your website.

Step 7: Creating A New Page

Begin by clicking here

Then, select which layout you want to use.
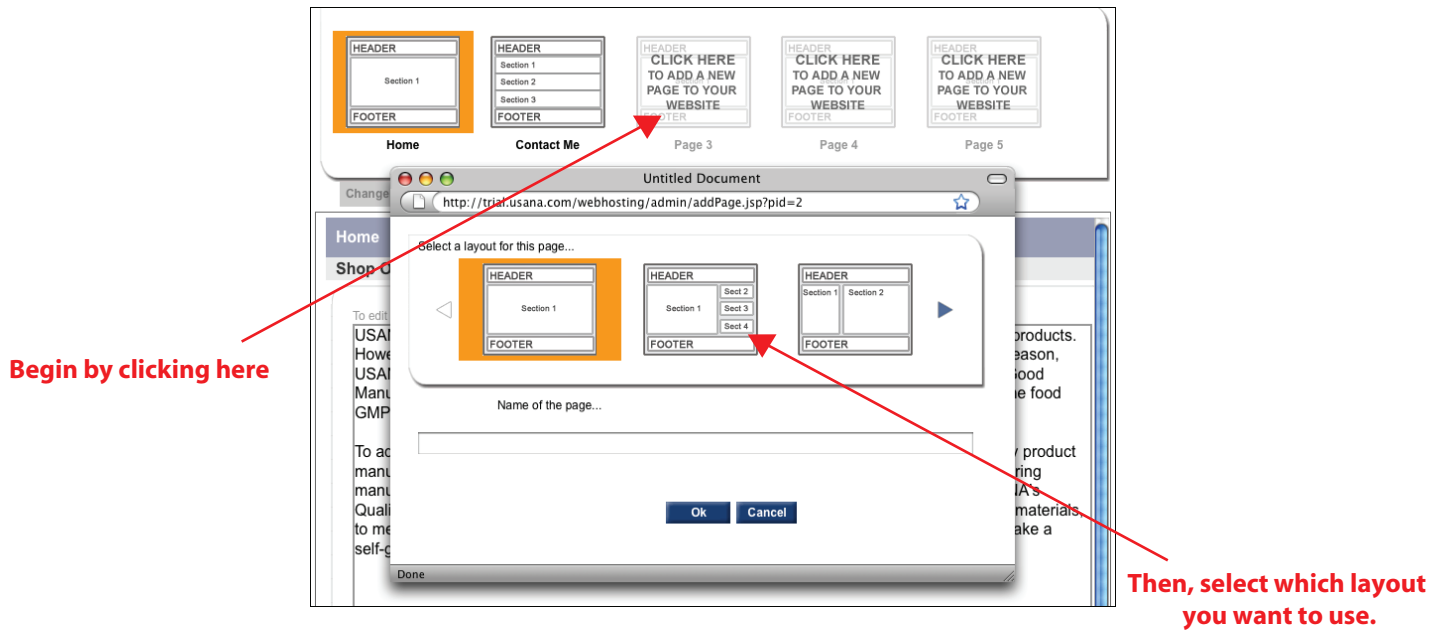
Click on "Manage Content" in the menu on the left side of your page. Begin by clicking on the "Click Here To Add A New Page" button, which will open a new window prompting you to choose a layout style for your new page. Click the layout you want, and then click OK to continue.

Repeat the same process as shown in **Step 5** in order to edit the content of your new page. Once you have finished editing, make sure to **Publish** and then **Preview** to view your edited content.

If you are successful in publishing your changes, you should see the message displayed in your browser below:

USANA Webhosting   **example_page.usana.com**

Your website example_page.usana.com has been built and is available on the Internet!
Click here to view your website on the Internet.

Do you want to make changes to your website? There are 3 ways to do that. Please choose from the options below.

Option 1 **One-Click Website**
This is the easiest way to build a website. If you have never built a website before, One-Click is a great place to start. One-Click will build you a website in one easy click. When your website is all done, you can still use the Website Wizard to make unlimited changes to your website.

Option 2 **Website Wizard**
The Website Wizard is a powerful tool with a simple interface. It is designed for people that already have a USANA website and for people with some experience in building websites. The Website Wizard has many new features, including videos, voice recordings, and product links.

Option 3 **Classic Webhosting**
This is our old website building software and eventually will be phased out.

Manage Language Specific Content

Step 1: Select Languages

You can make your website content available to prospects in different languages, simply by selecting the check box for each of the languages you want to use. Note: Language specific pages will initially contain default content. To edit content, please check step 2.

Step 2: Edit Language Specific Content

When in 'Manage Content' mode, click on the language tab to select the language specific content you want to edit.

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Congratulations! You have now finished learning how to edit the content of your USANA website. Please note that this is a basic **Website Wizard Tutorial,** and you may visit our other tutorials for more in-depth information about any of the following aspects of the web content manager:

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**