
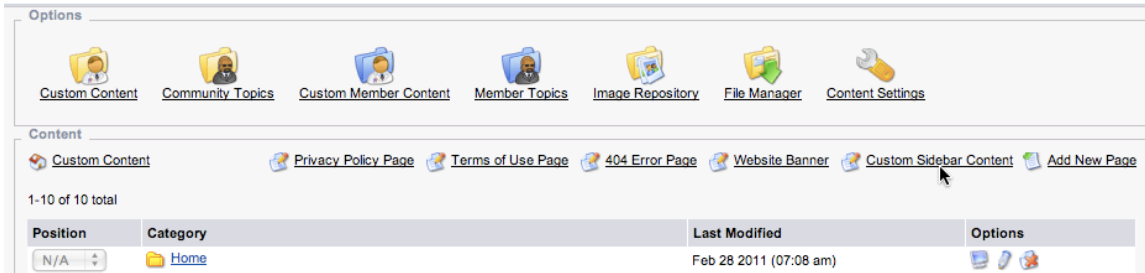


INSERT/EDIT SIDE MODULES:

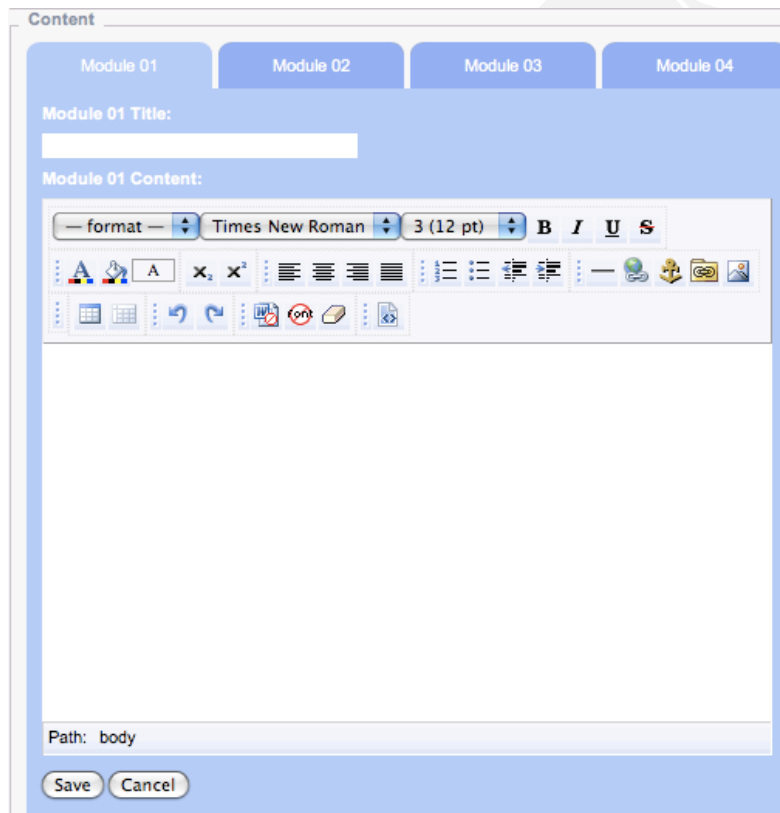
1. Login to iControl
2. Click on **WEBSITE CONTENT** on the left navigation menu
3. Click  Custom Sidebar Content on the second Navigation bar

Custom Content



The screenshot shows the 'Custom Content' management interface. At the top, there are several icons for different content types: Custom Content, Community Topics, Custom Member Content, Member Topics, Image Repository, File Manager, and Content Settings. Below this is a 'Content' section with a list of items: Custom Content, Privacy Policy Page, Terms of Use Page, 404 Error Page, Website Banner, Custom Sidebar Content, and Add New Page. A table below the list shows the details for the selected 'Custom Content' item, including its position (N/A), category (Home), last modified date (Feb 28 2011 (07:08 am)), and options (edit, delete, refresh).

4. Click on the tabs to edit each of the four modules
5. Depending on the desired design of your content, you may or may not want to include a title. The title will be formatted like a header and may vary depending on the skin of your website.
6. Click **Save** to save the changes in all four modules



The screenshot shows the 'Content' editor interface. It features four tabs labeled 'Module 01', 'Module 02', 'Module 03', and 'Module 04'. The 'Module 01' tab is active, showing a 'Module 01 Title:' field and a 'Module 01 Content:' area. The content area includes a rich text editor with a toolbar containing various formatting options like bold, italic, underline, strikethrough, font color, background color, text color, text size, text alignment, list creation, link, unlink, and insert image. Below the content area, there is a 'Path: body' field and 'Save' and 'Cancel' buttons.

Editing Tips

- **Content:** What you see in the editing screen may not be exactly how it will appear on your website. This is mainly because the space on the website is narrower than the size of the editing area. It is highly recommended to view your content on the website after saving it in iControl, making small changes and checking how it appears on the website as you go.
- **Copy & Paste:** Please first paste content copied from Microsoft Word or other programs into the Notepad program on your computer, then paste from Notepad into iControl. This will clear out any extra code that may cause problems displaying content on the website. Access Notepad by going to your Start Menu, All Programs, Accessories, then Notepad.
- **File Types:** The following file types can be uploaded using the file upload feature: .doc, .pps, .ppt, .pdf, .zip, .txt, .html, .htm, .swf, .xml, .xls, .wmv. For images, the following file types can be uploaded: .jpg, .gif, .png