WebGenius
User Guide

Adding PDFs as Linked Images
To Editable Sections of Website

Welcome to **WebGenius,** a cloud-based, password-protected website management console designed to provide retailers with the ability to manage their website in one central online location. This portion of the user guide will explain how to add PDFs as linked images to your website.

Internet Browser Advisory: We recommend using **Internet Explorer 9 (IE9)** as your browser for all **WebGenius** editing. You can either install IE9 or emulate it using the **F12** button, then set your browser mode or emulation to IE9 at the bottom of the screen. Remember to return to your original browser mode when you are finished editing. We do not recommend using IE11 for editing as browsers like IE11 and Firefox may allow you to view your WebGenius Management Console, but **may not save your changes**.

WebGenius – Editable Sections
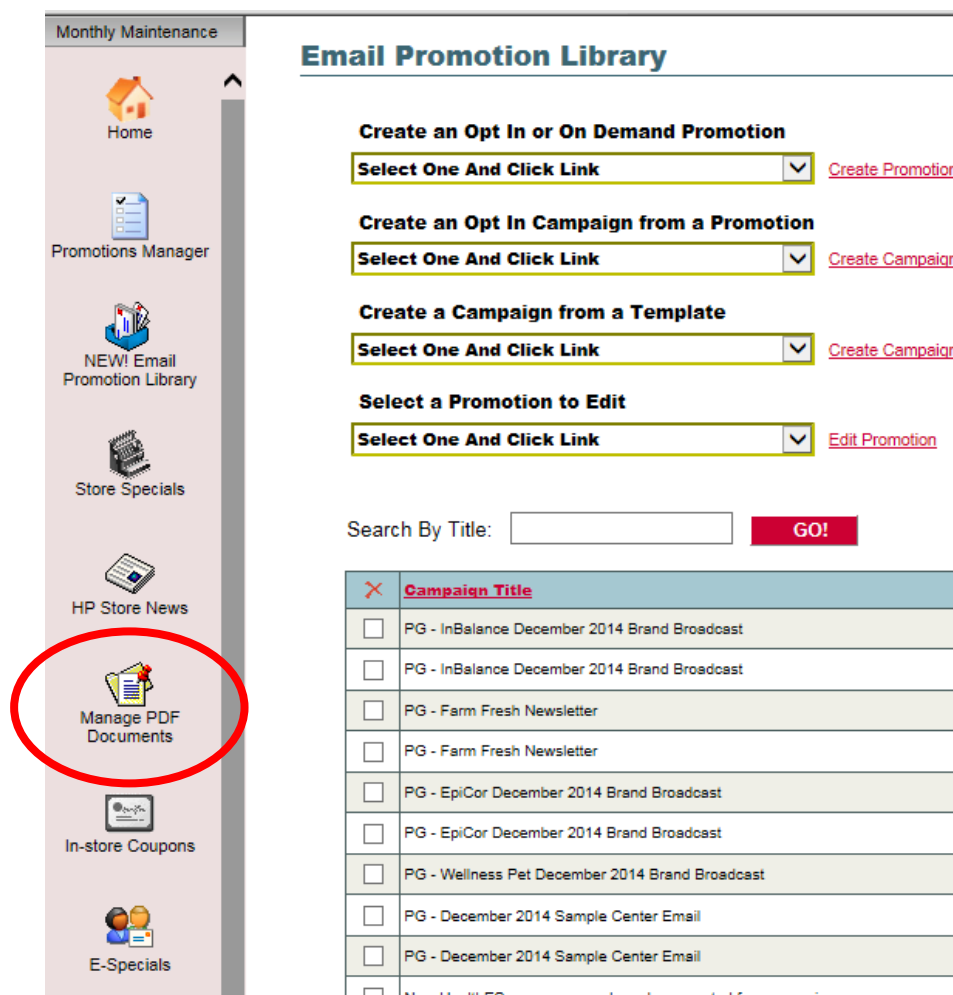
Step 1: Sections You Can Edit
Many of the sections of your WebGenius website are editable by you. You have the ability to add and format your own content, including adding links and images in the following sections:

- Website Management
    - HP Store Message
    - HP Store News
    - HP Store Announcement
    - Custom Pages
    - Store Events
    - Find a Local Practitioner
- Customers
    - Email Promotion Library
- Online Shopping
    - Store Specials
    - E-commerce Setup
- Store Information
    - About Our Store Picture/Description
    - About Our Store Employee Profiles
    - About Our Store Policies
    - About Our Store Job Openings
    - Store Map/Driving Directions

WebGenius – How to Add PDFs as Linked Images

Step 1
  ➢ Once you login to your WebGenius platform, click on **Manage PDF Documents**.

➢ Click on the link of the PDF document you would like to link to.

PDF Document Maintenance

The list below displays all the PDF Documents that you currently have defined.
The "Displayed On" column indicates where this document is displayed on the your web site.

Create a new 'Newsletter'

✕	Document Type	Document Label	Start Date	End Date	Displayed On
☐	Newsletter	ELS Retails Tax Info	Oct 16, 2014	Oct 16, 2014	Newsletter Page
☐	Newsletter	ELS Forms	Jan 30, 2014	Jan 30, 2014	Newsletter Page
☐	Newsletter	Clense_display	Aug 09, 2012	Aug 09, 2012	Newsletter Page

➢ Click on the **view PDF** link. This will open your PDF file in a new window.

Set Up/Edit PDF Document

Use this form to set up or edit a PDF Document. Fields with a Red Asterisk are required.
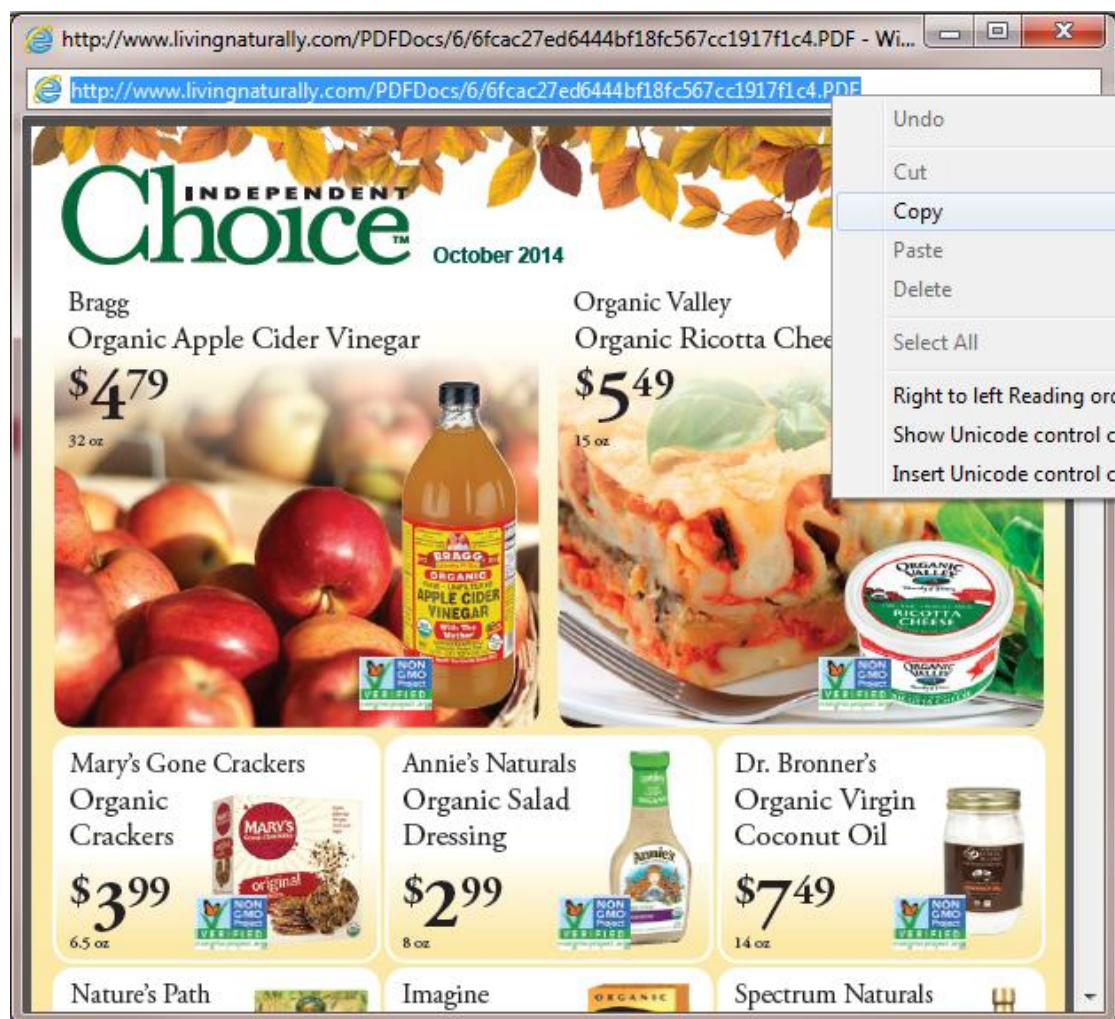
Document Type: **Newsletter**

Document Name: ELS Retails Tax Info *

Document URL: View PDF

Start Date: 10/16/2014 *

End Date: 10/16/2014 *

Save   Cancel   Upload PDF   Clear PDF
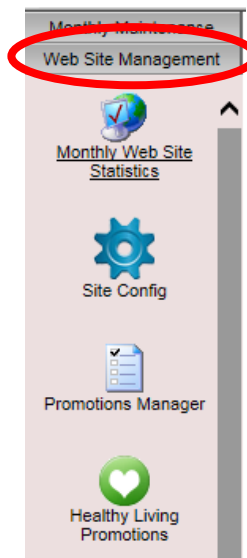
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➢ Click in the **address bar** on the top of the window and highlight the entire website address of the PDF file.

➢ Right click and choose **copy**.

- ➤ Close the PDF window and navigate back to your management console.
- ➤ Click on the website management tab on the left of your browser.
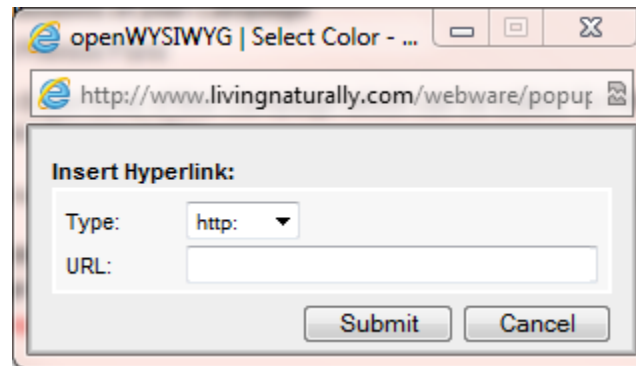- ➤ Choose the section of the website you would like to place the link (ex. HP Store Announcement).

- ➤ In the editor window, type in the text you would like to display on the website and highlight it with your mouse.
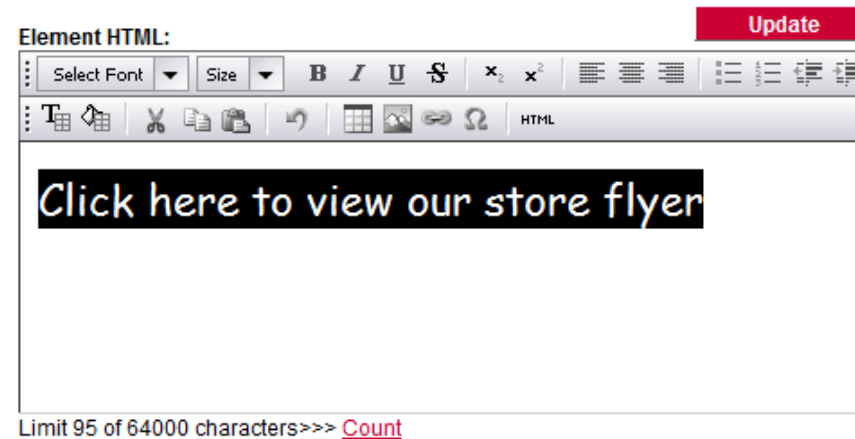
➤ Click on the button that looks like a chain link.
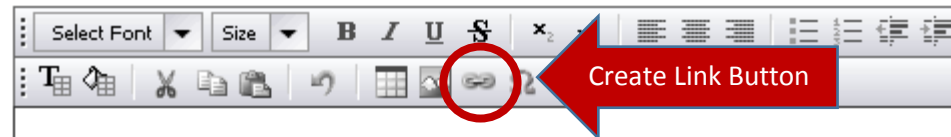
➤ This will open a new window.

➤ Right click on the URL field and select paste. The address of the PDF that you previously copied should now appear in the URL field.
➤ Using your arrow on the keyboard, move your cursor to the beginning of the URL and **remove http://www**. The URL should begin with the actual website address such as geniuscentral.com, not http://www.geniuscentral.com
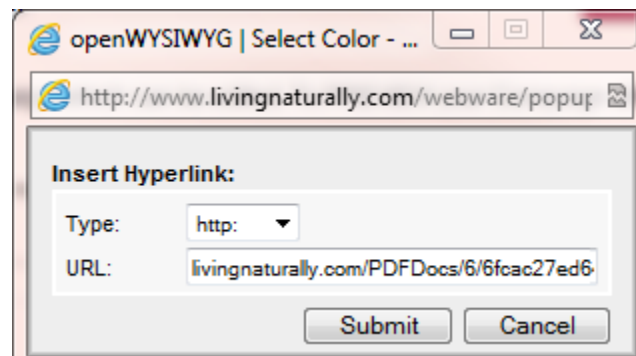
➢ Click submit.
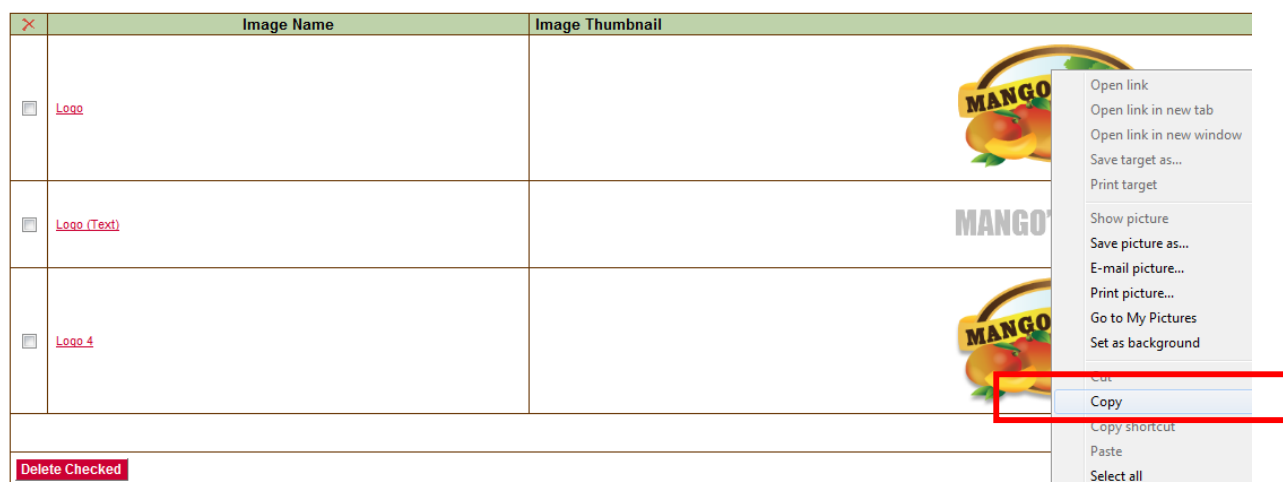➢ Your text will now appear as a link (underlined and blue).

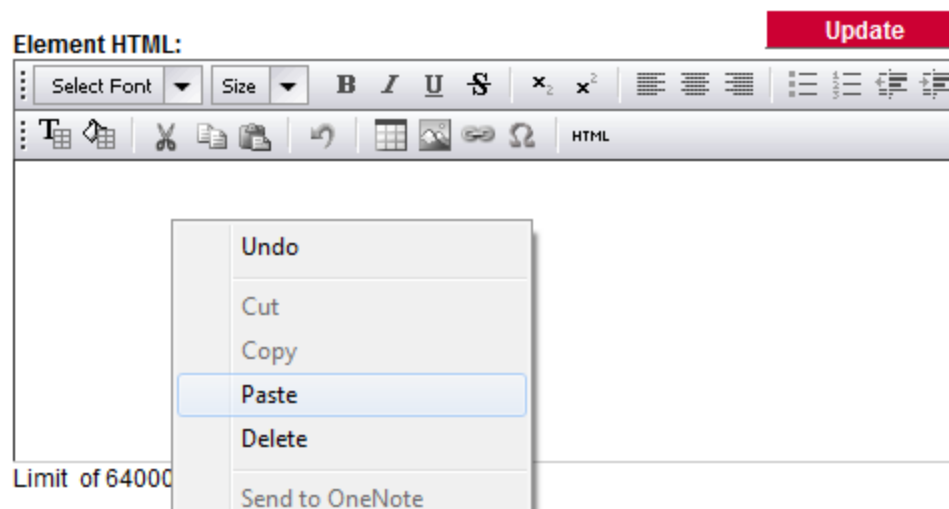➢ Update or save your changes.

WebGenius – Adding Images

➢ In your management console, under the Web Site Management tab, click on the Image Catalog icon.

➢ Locate the image you'd like to use in your Image Catalog.
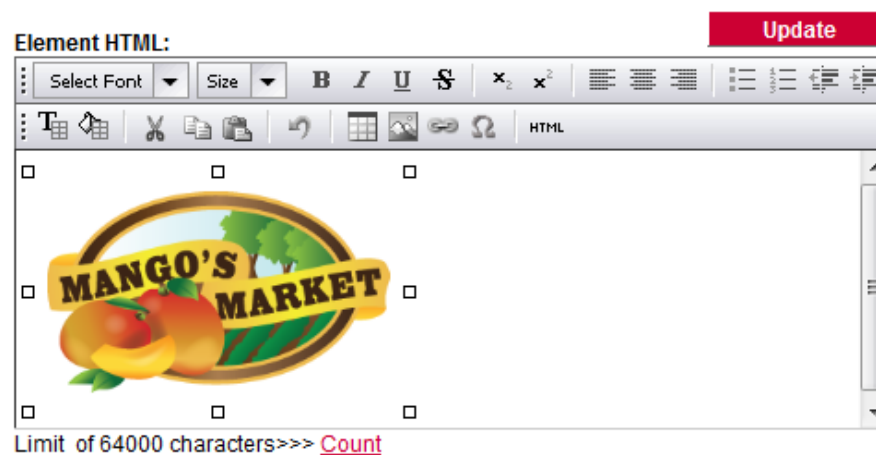➢ Right click on the image and select copy.

➢ Navigate in your Management Console to the section where you would like the image to appear.

➢ Right click and select paste.

Resizing Your Image
  ➢ Your image can be resized. Click on the image to select it.

➢ Images can be sized by hovering over one of the little square outlining the image, then dragging the image in to make it smaller or out to make it bigger. *To keep the image proportionate, hold down the shift button while dragging.*

➢ Due to the size of the editor window, you may not see your entire image. This is ok. It should still display properly on your website.
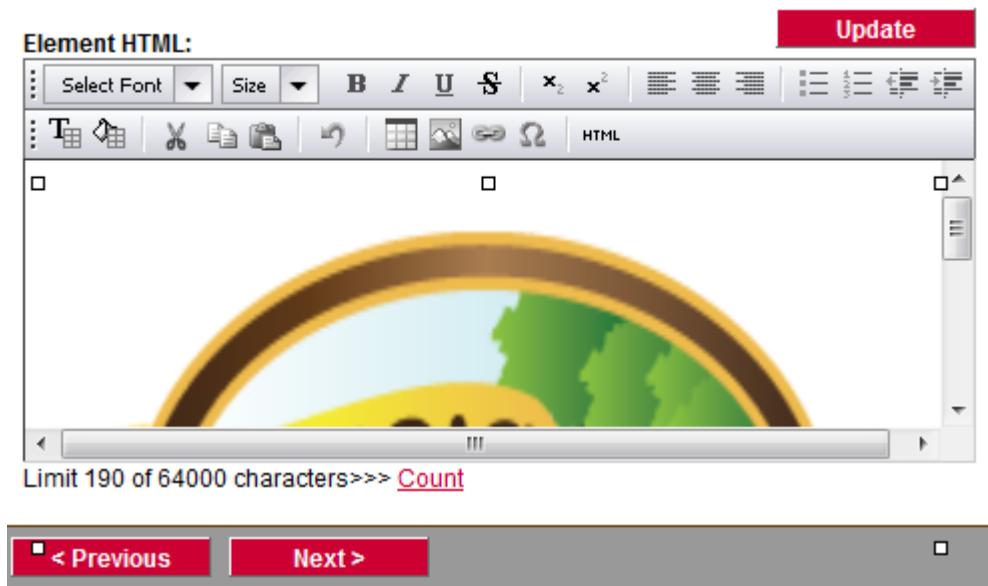
This is the bottom edge of the image

> Update or save your changes.

Using an Image as a Link

> With your image selected, click on the **insert link** icon.
> Either type or paste in the link to the web page that you would like to link to.
> > o Be sure to remove the beginning **http://www.** before submitting.
> > o This is great for linking PDF files or other pages on your website.

Note: *Please refer to other documentation for help on loading images and PDF files into your management console.*

For Further Assistance

For further assistance with any aspect of your **WebGenius account,** please contact GeniusCentral support at **800-360-2231** or by email at **CustomerService@LivingNaturally.com**