

# Specials Page Tutorial

## How to operate the self-updateable specials page

22603 West Main Street  
Sussex, WI 53089

Ph: 262.820.8201 Fax: 262.820.8202  
Outside Metro Milwaukee Call Toll Free: 800.747.3399

[www.OnYourMark.com](http://www.OnYourMark.com)  
[office@OnYourMark.com](mailto:office@OnYourMark.com)

### Overview

Self-updateable specials pages allow you to add text and images to your website. Post new products, articles, technical support information and more!

### Accessing Specials Admin

Your specials page admin is located at: \_\_\_\_\_

You will be prompted for a user name and password to access your specials page admin.

Your user name is: \_\_\_\_\_ Your password is: \_\_\_\_\_

### Posting a Special

To enter a new special, fill in the fields as shown:

Please enter problem/solution information in the fields below:

The Industry:	All	Image files must be .jpg type
Problem:	Eliminate Manual Loading of	Photo/Figure 1
Text:	A military drug screening laboratory was generating enough urine vials that the Vylester was being operated 4 hours a day. While the disposal savings were significant, the operators were	C:\Documents\image1.jpg Browse...
Solution:	Automatic Feeder Conveyor	Caption 1
Text:	An electric-powered belt feeder, integrated with the controls of the Vylester allows the operator to load as many as 500 vials at one time. The Feeder now continually loads vials into the Vylester at a	Feeder with Auto-Feeder option
		Photo/Figure 2
		C:\Documents\image2.jpg Browse...
		Caption 2
		Feeder holds 500 vials at one
		Photo/Figure 3
		Browse...
		Caption 3

Enter information

In this example, the fields that will be shown on the public specials page are "The Industry", "Problem" and "Solution". When a visitor clicks on the special, the full posting will be opened including the descriptive text and images.

To upload an image, click the Browse button to the right of the image fields. Browse your hard drive to locate the images you wish to upload. Click open, and the path to this image will be inserted into the "Photo" field. Enter a caption for the image to be displayed. All images must

be in ".jpg" format!

If a field is left blank, it will not appear on the public posting of the special. It is not necessary to upload images

When all information has been entered, click the Enter information button at the bottom of the screen. Your text and images will be uploaded. Please be patient, as uploading images may take several minutes.

## Modifying or Deleting a Special

The Industry	Problem	Delete
All	<a href="#">Eliminate Manual Loading of vials</a>	<a href="#">Delete</a>
Diagnostic Laboratories	<a href="#">Reduce disposal cost related to ThinPrep® disposal</a>	<a href="#">Delete</a>

All specials currently posted on your website will be listed in the table at the top of the specials page admin.

To delete a special, click [Delete](#) next to the special's title.

To modify a special, click the highlighted text under the "Problem" column. The special will open in the admin view, allowing you change any text or images that you wish.

Image files must be jpg type

**Photo/Figure 1**

Current Image: [vyl\\_feed.jpg](#)

Remove Image

**Caption 1**

The Vyleater with Auto-Feed

To change an image, check the "Remove Image" box under the image that you would like to change. Browse your hard drive to locate the new image that you would like to upload. Change the caption of the image, if applicable. When you click [Enter information](#) at the bottom of the screen, the old image will automatically be deleted and replaced with the new image.

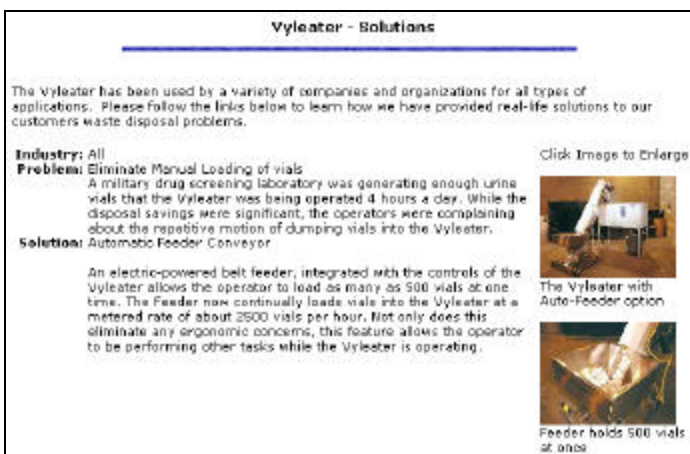
## Viewing the Public Specials Page

Your public specials page is located at: \_\_\_\_\_

This is the page on your website where the specials you have posted are displayed to the public.



Visitors to the page will be able to see a list of the specials that you have posted. Clicking the highlighted links will open the full specials article.



The full article will display the text you have entered for the special, along with any images that you have uploaded.

## Questions?

If you have any questions, comments or suggestions on your Special Page or this tutorial, please feel free to call us at 262-820-8201 (or 800-747-3399 outside greater Milwaukee). We are happy to help!