Lacepoint Admin Panel

Enter your username and password to access your admin centre
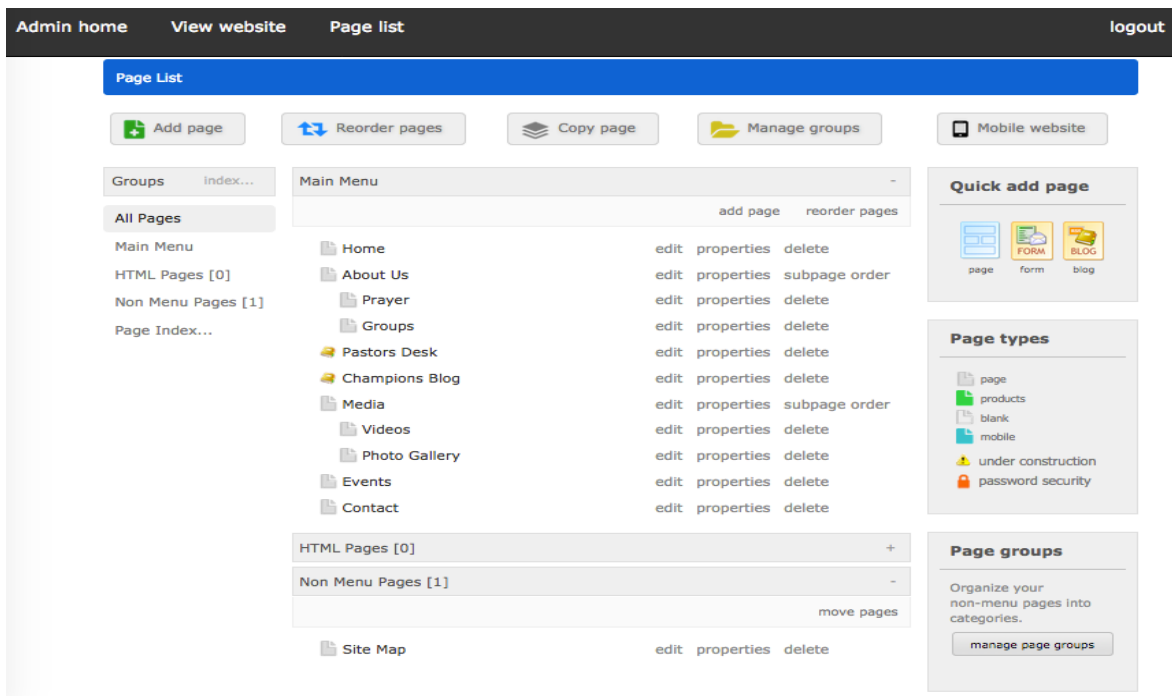

Page List

The Page List section of the Lacepoint Website Admin Panel application allows you to add, remove, reorder, or edit your site's pages. You can reach this section by clicking Page List in the horizontal menu on the Lacepoint Website Admin Panel page. The Page List main page provides the following options, which we will consider one at a time.

- ➢ Add page
- ➢ Reorder page
- ➢ Copy page
- ➢ Manage groups
- ➢ Quicklinks bar

The Page List main page is shown below.

Page List Page

On this page, you will find a list of all your site's pages, grouped under the following headings: Intro Page, Main Menu, HTML Pages, Store Category Pages, and Non-Menu Pages.

Many pages are listed below the Main Menu heading on the Page List main

page. You may edit these pages, view their properties, or delete them. To edit a page under the Main Menu heading, click Edit next to the corresponding page name to be directed to the following page.

Edit Page

On this page, you may add a site sidebar and/or a page sidebar to create columns on the right- or left-hand sides of the page. To select a site or page sidebar, click ADD ![ADD] next to the desired position. The sidebar will appear in the chosen position on the page. Note that material entered into a site sidebar will appear on every page on the site, while material entered into a page sidebar will only appear on that particular page.

You can also add material to the different sections in the central part of the page. Click ADD ![ADD] to add material to the corresponding sections to the page. These sections can be edited separately. You may change the alignment and/or remove or reorder the sections. For additional editing features, click Edit to modify section components.

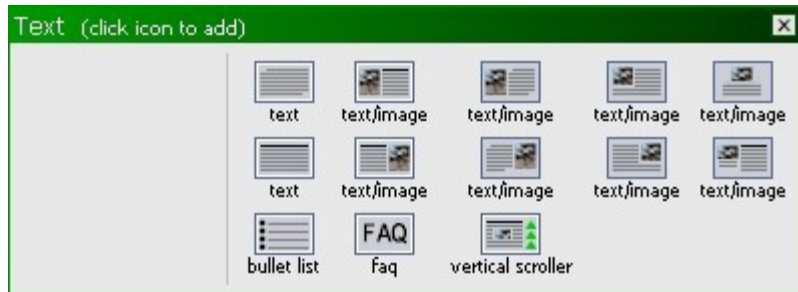**Add Components**

Each ADD ![ADD] drop-down menu offers several options, as shown below.
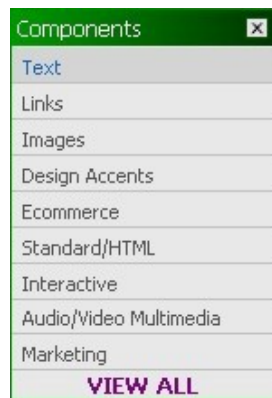
Add Drop-Down Menu

The Text option in the Add drop-down menu allows you to add text and image components in different layouts. Placing your cursor over the Text option displays the following icon options:
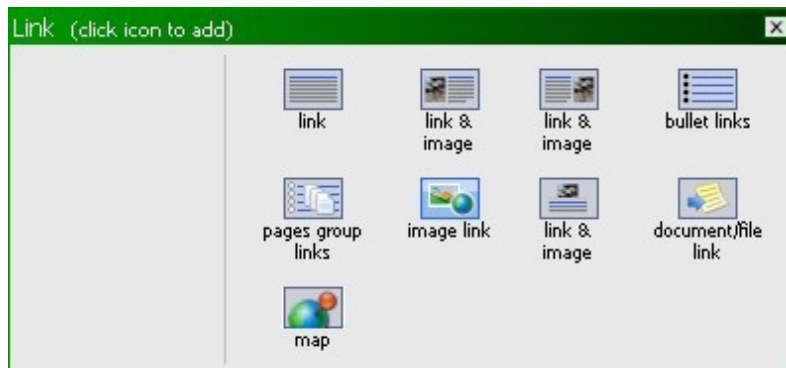
Text

Components Click on any one of the displayed

options to select it.

The Links option in the Add drop-down menu allows you to control the placement of links on the page. Placing your cursor over the Links option displays the following icon options:

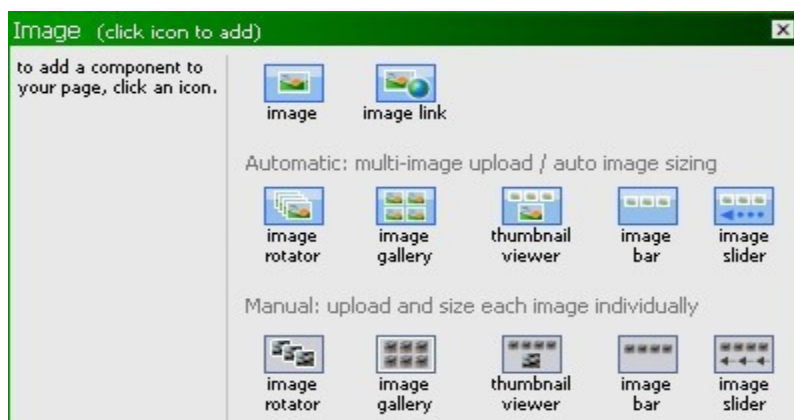Link

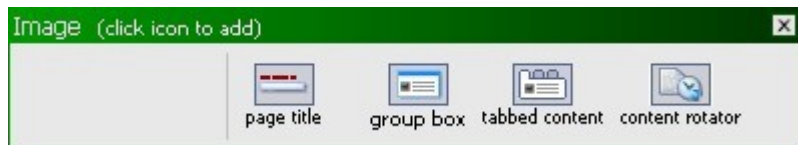Components Click on any one of the displayed

options to select it.

The Images option in the Add drop-down menu allows you to upload one or more images, which can be sized manually or automatically. Placing your cursor over the Images option displays the following icon options:

Components Click on any one of the displayed

options to select it.

The Design Accents option in the Add drop-down menu allows you to add page titles, group boxes, tabbed content, and a content rotator to the page. Placing your cursor over the Design Accents option displays the following icon options:

Design Accents

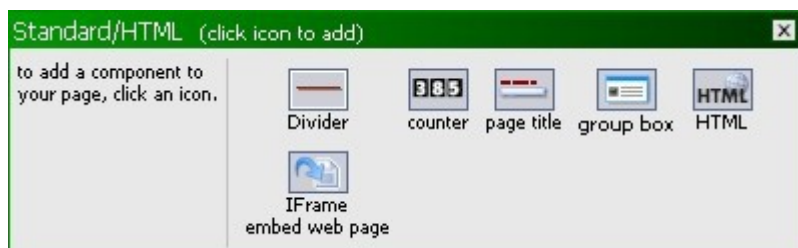Components Click on any one of the displayed

options to select it.

The E-commerce option in the Add drop-down menu allows you to add an e-commerce icon to the page. Placing your cursor over the E-commerce option displays the following icon options:

E-Commerce

Components Click on any one of the displayed

options to select it.

The Standard/HTML option in the Add drop-down menu allows you to add HTML components to the page. Placing your cursor over the Standard/HTML option displays the following icon options:

Standard/HTML
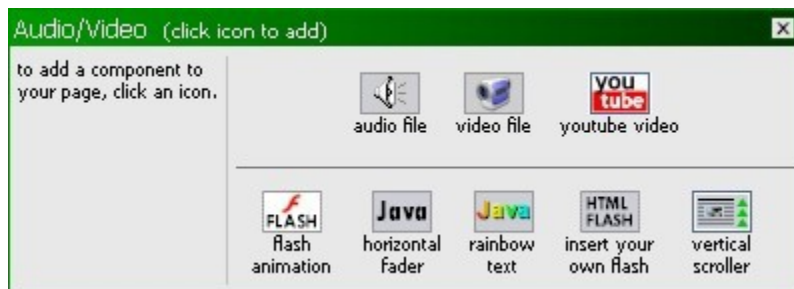
Components Click on any one of the displayed

options to select it.

The Interactive option in the Add drop-down menu allows you to add interactive icons to your page. Placing your cursor over the Interactive option displays the following icon options:

Interactive

Components Click on any one of the displayed

options to select it.

The Audio/Video option in the Add drop-down menu allows you to add various audio and/or video components to your page. Placing your cursor over the Audio/Video option displays the following icon options:

Audio/Video

Components Click on any one of the displayed

options to select it.

Click on the displayed option to select it.

Use the Page Settings box on the Edit page to enter the Page Name and Page Title. You can also see/change the properties of the page by clicking on the Properties link.

5.4 Add Page
The Add Page section allows you to create a new page by selecting the

desired page type and name. Select Add Page in the horizontal Site Builder menu to be directed to the following page.


The left-hand side of the page displays standard page layout options. To choose one, click on the desired layout image. The right-hand side of the page displays more interactive page layouts, such as form builder, blog, calendar, chat room and many others. Click on any one of them to make it your new page layout.

Click Go Back to return to the Page List page.

5.5 Image Upload
In this section, you may modify an existing image or upload a new image. Click Modify Image to be directed to the following page.
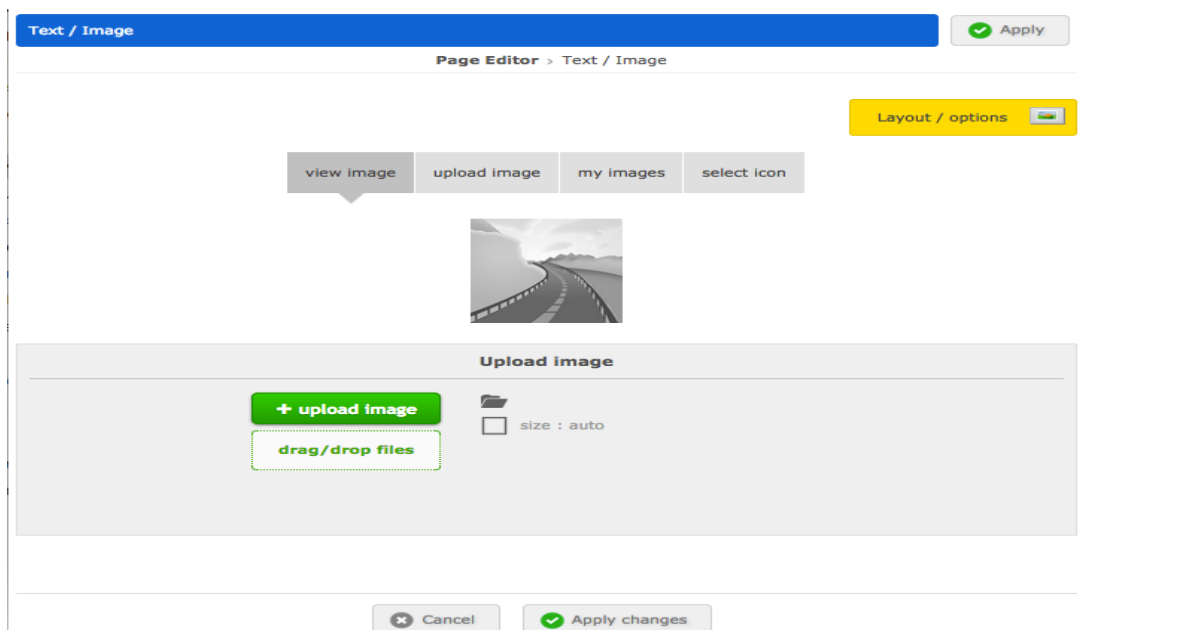
Image Upload Page

On the Image Upload page, you have many options to modify an image.

View Image

Under the View Image tab, the upper half of the page displays the currently selected background image. You can upload an image from your computer or choose one from the Image Library or from the My Images section. Under the Image Library tab in the upper right-hand corner of the page, you can find many links that direct you to different sections of the Image Library.

Use the Image Border Size drop-down menu to select a border size for your image. Type in the alt text (text that appears when the cursor is placed over the image) for your image in the Alt Text field.

The Create Thumbnail option allows you to create a thumbnail of your image.

The speed meter estimates the amount of time users will need to download your page with the current image settings. Clicking SPEED METER will direct you to the following page.

Advanced Upload

To upload an image from your computer, click Advanced Upload to reach the following page.

Advanced Upload Page

On this page, you can upload images to specific directories, resize them, and create thumbnails. Type the path of the filename of the image into the File field and click Upload Upload , or click Browse... to locate the file on your computer and click Upload. To resize the image, select an appropriate option from the Resize

Image drop-down menu. For more options, click Customize to open the following pop-up window.

Customize Image Pop-Up Window

On this page, you may define a standard size for all of your site's images. You can choose either a fixed size from the Image Sizes drop-down menu, or submit image Width and Height specifications under the Add Image Sizes heading. With either method, you can preview the image size in the space under the PREVIEW SIZE heading. Click Add Size under the Add Image Sizes heading to set the indicated size as the standard image size.

If you have chosen one of the fixed image sizes, you may click Remove
Remove to undo your selection, or Apply ✅ Apply to save your selected

image size. If you are dissatisfied with your changes, you may click Reset

to Default to undo your changes. Click ❌ Close to close the window.

On the Advanced Upload page, you can create image thumbnails by setting
the size specifications under the Thumbnail heading. For additional options,
click Customize to open a window that is similar to the Customize Image
pop-up window for image resizing. You can select a fixed or customized
thumbnail image size as the standard thumbnail image size by following the
procedure described above.

5.5.1 Resize/Tools
To access more dynamic and faster resizing options, click Resize/Tools to be
directed to the following page.

Resize/Tools Page

The Resize/Tools page provides the following options:
  - ➢ Resize
  - ➢ Quick resize
  - ➢ Crop
  - ➢ Resize(-)
  - ➢ Resize(+)
  - ➢ Thumbnail generator

The Resize/Tools page automatically opens to the Resize tab. Here you can
access both dynamic and manual resizing options. The dynamic option
requires clicking on and dragging the dotted border to resize the image. The
manual option requires submitting Width and Height specifications in the

corresponding fields and then clicking Update update to save your changes.

Click Preview to view the image as it will appear to your site visitors.
Once you have finished, click Apply
Changes ✅ apply changes to save your changes.

To resize an image more quickly, click Quick ☰ quick resize to be directed
to the following page.
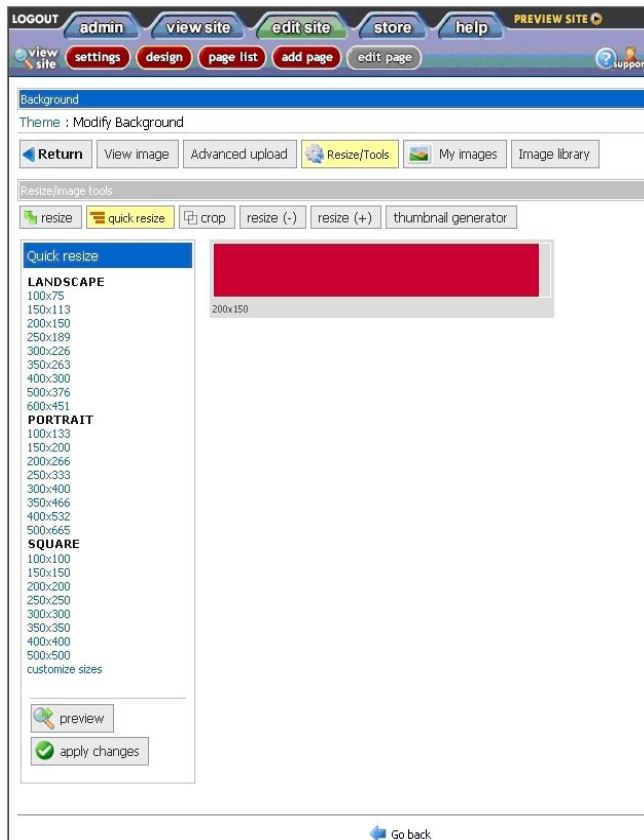
Here you can select the appropriate image type and size from the options under the Quick Resize heading. The selected image size will be displayed on the right-hand

side of the page. Clicking Preview will direct you to the following page.

On this page, you can preview how the image will appear with the changes you have made. If you are satisfied with the image, click Apply Changes. Otherwise, click Go Back to return to the Quick Resize page. On that page,

click Apply Changes ✅ apply changes to save your changes.

To crop images, click Crop 🗇 crop to be directed to the following page.

Crop Image Page

To crop the image, click on and drag the white dotted border to the desired image

edges. Then click Preview 🔍 preview to view the image as it will appear to site visitors.

To make an image smaller, click Resize (-) and you will be directed to the following page.
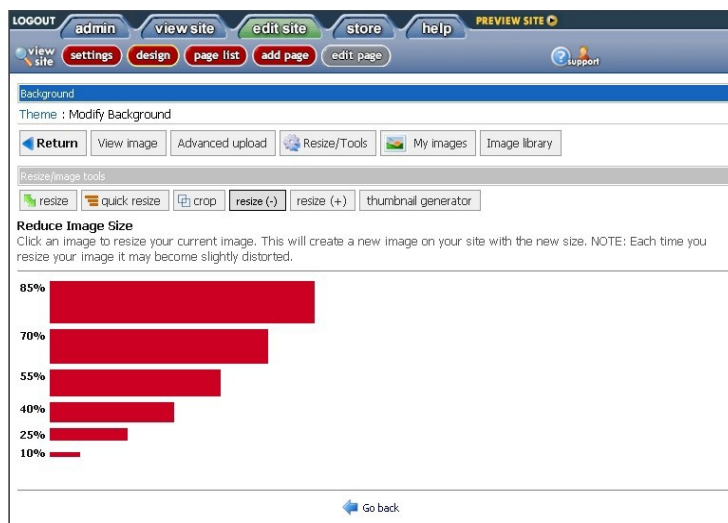
<div align="center">Resize (-) Page</div>

To make an image smaller, click on one of the options in the displayed image size scale. Click Go Back to return to the Modify Background page.

To make an image larger, click Resize (+) resize (+) and you will be directed to the following page.

<div align="center">Resize (+) Page</div>

To make an image larger, click on one of the options in the displayed image size scale. Click Go Back to return to the Modify Background page.

The Thumbnail Generator option allows you to produce a thumbnail image. Click Thumbnail Generator to be directed to the following page.

Create Thumbnail Page

Under the Thumbnail Generator heading, you may select a specific size for the thumbnail image. The Preview option allows you to view and save the changes you have made.

5.5.2 My Images
Clicking My Images provides access to the images directory by opening the following page.

My Images Page

On this page, you can select an image category from the alphabetical list. You can also choose to display the image files by their filenames, small icons, or images. To select an image from the displayed list, simply click on the image. To preview the

image, click View and the image will appear in a pop-up window. To view image property details, click Propertiesand the details will appear in a pop-up window. Click Delete if you wish to delete the corresponding image.

To create a new directory, type the name of the new directory in the Create Directory field at the bottom of the page and then click Create Directory

The new directory will appear in the list. Clicking File Upload Utility directs you to the Configure File Upload Utility section of Settings.

5.5.3 Image Library
You may also select an image from the image library by clicking Image Library to be directed to the following page.

Image Library Page

On this page, you can select an image category from the alphabetical list, or you may choose to view a list of all the image files by their filename, small icons, or images. The images can be sorted according to their filename, size, or date. Choose your preferred option from the Sort by drop-down menu. To select an image from the displayed list, click on the image. Click Go Back to return to the Image Upload page.

E-mail Accounts

This section allows you to create an e-mail account at your own domain name. The E-mail Accounts section opens in the following page.

E-mail Accounts Page

To create an e-mail account, click Add Mail Account. This will direct you to the following page.

Create E-mail Account Page

Enter an account name in the Account Name field and select a domain name from the adjoining drop-down menu. Enter a password in the Password field and retype

the same password in the Verify Password field. Be sure to choose a password that is easy for you to remember, but difficult for other people to guess. Finally, click Create Mail Account to create the e-mail account.

After you create an email address, the E-mail Accounts page (shown below) will have many new features.

E-mail Accounts Page

You can use this page to edit or delete your e-mail account. To edit the e-mail account, click Edit, which will direct you to the following page.

Edit E-mail Account Page
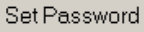
On this page, you can modify your e-mail account settings.
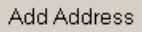
Under the E-mail Forwarding heading, use the E-mail Address field to enter the e- mail address where you would like to receive all the e-mails that are sent to this
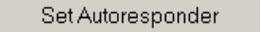
account. Once you check the Enabled Box and click Set Forwarding [Set Forwarding], all emails sent to the account will be forwarded automatically to the e-mail address that you have specified.

To change your account password, enter the new password in the Password field under the Mailbox Password heading and then click Set [Set Password].

Under the Mailbox Addresses heading, you can register a new e-mail account under the existing e-mail account. Enter the new account name in the Address field and then click Add Address [Add Address].

Under the Auto Responder heading, you can set up an automatic response to all the e-mails your receive by checking the Enabled box. Then enter an appropriate subject in the Subject field and type the automatic response in the Message box. You may want to use this feature when you are traveling and will be away from your e-mail for a certain period of time. Click Set Autoresponder [Set Autoresponder] to activate the autoresponder feature.

Click Go Back to return to the E-mail Accounts page.

To view additional account information, click Setup/Help, which will direct you to the E-mail account settings and instructions page.

To delete the e-mail account, click Delete.

To activate the spam filter, which will prevent many (but not all) unwanted messages from reaching your e-mail inbox, click Configure. This will direct you to the following page.