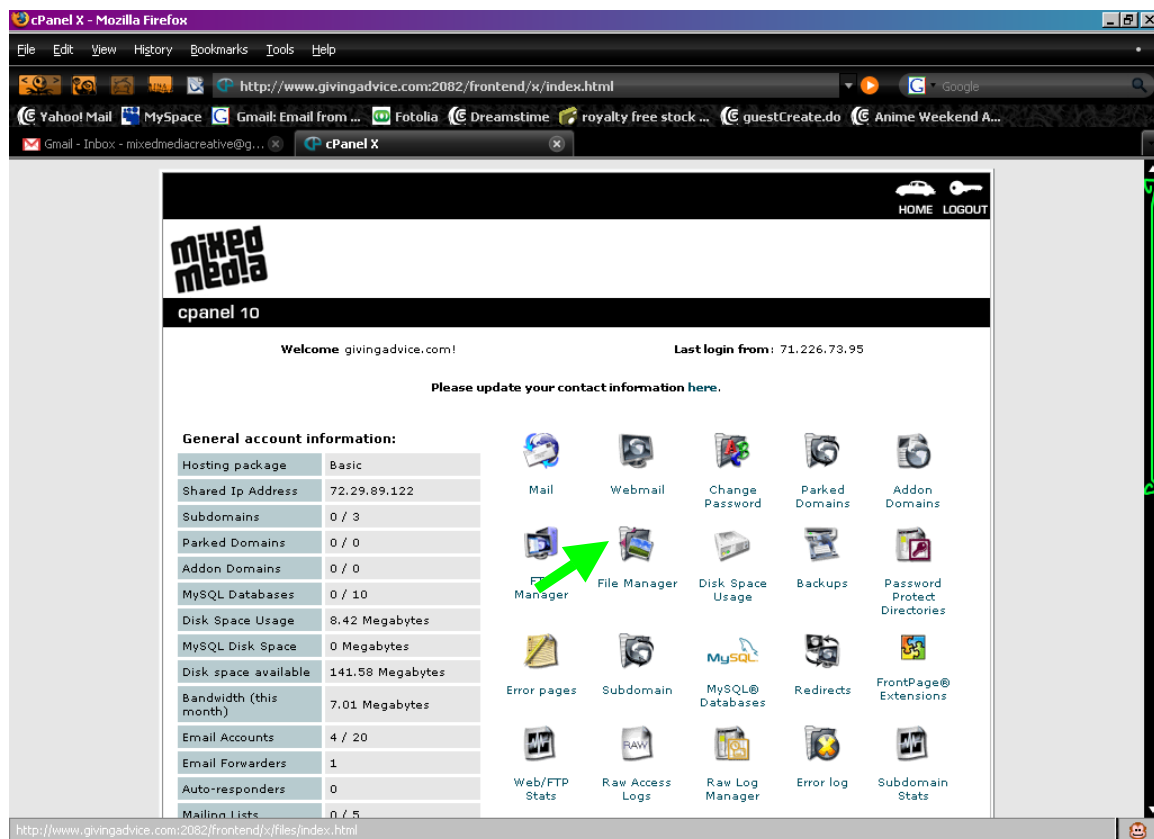


Accessing your cPanel File Manager

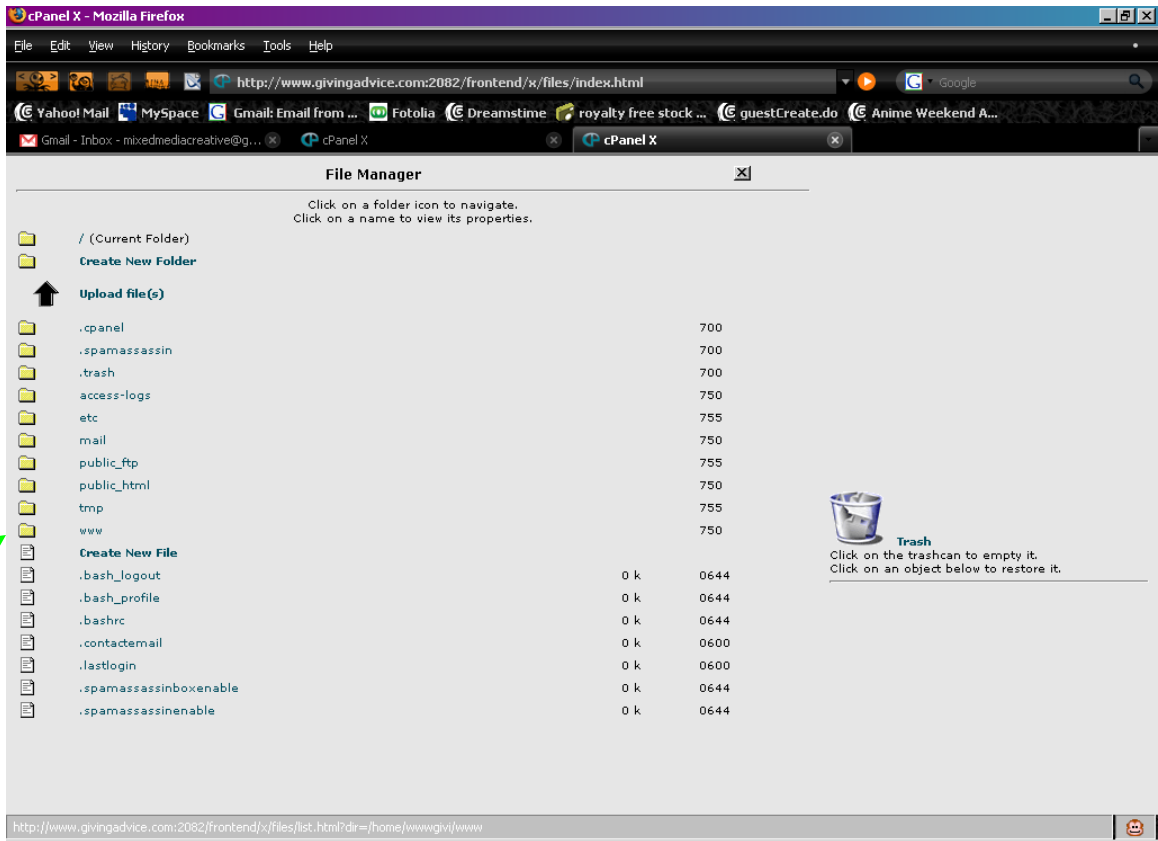
This tutorial shows you how to access your cPanel File Manager to make content changes to your website. Mixed Media Creative Group, Inc. is not responsible for client installs or changes within their cPanel. We recommend purchasing a maintenance package if you are unsure of your abilities. We also recommend making a backup of your files before making any content changes.

Login to cPanel using your provided user name and password.

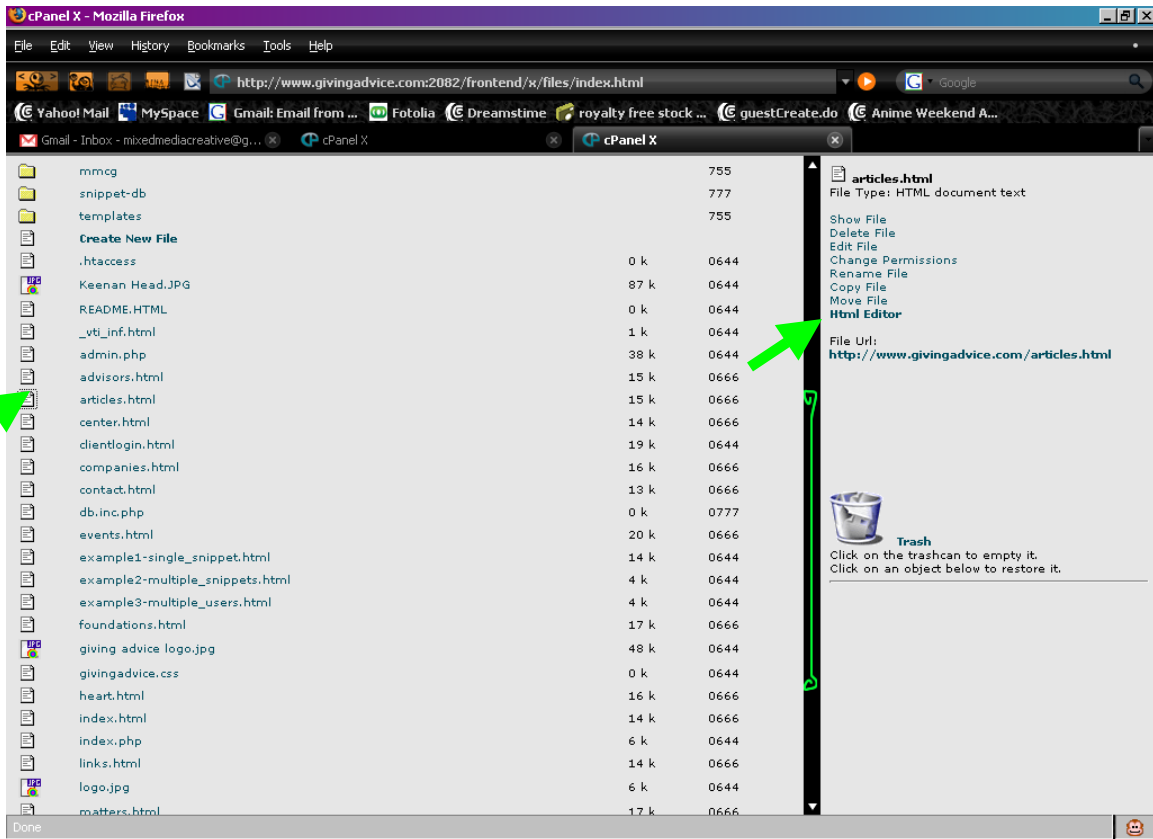


General account information:	
Hosting package	Basic
Shared Ip Address	72.29.89.122
Subdomains	0 / 3
Parked Domains	0 / 0
Addon Domains	0 / 0
MySQL Databases	0 / 10
Disk Space Usage	8.42 Megabytes
MySQL Disk Space	0 Megabytes
Disk space available	141.58 Megabytes
Bandwidth (this month)	7.01 Megabytes
Email Accounts	4 / 20
Email Forwarders	1
Auto-responders	0
Mailing Lists	0 / 5

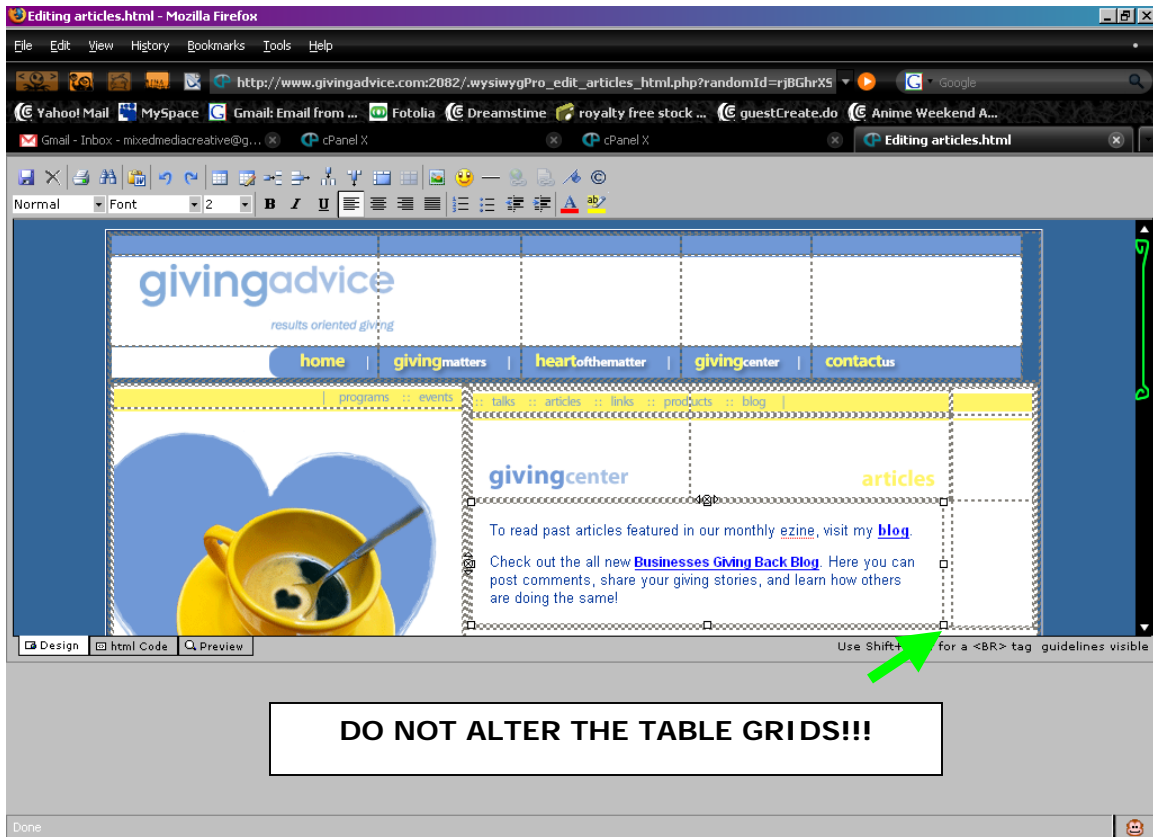
1. In your cPanel click on your **File Manager**.



2. Click on the yellow folder icon to the left named **www**.

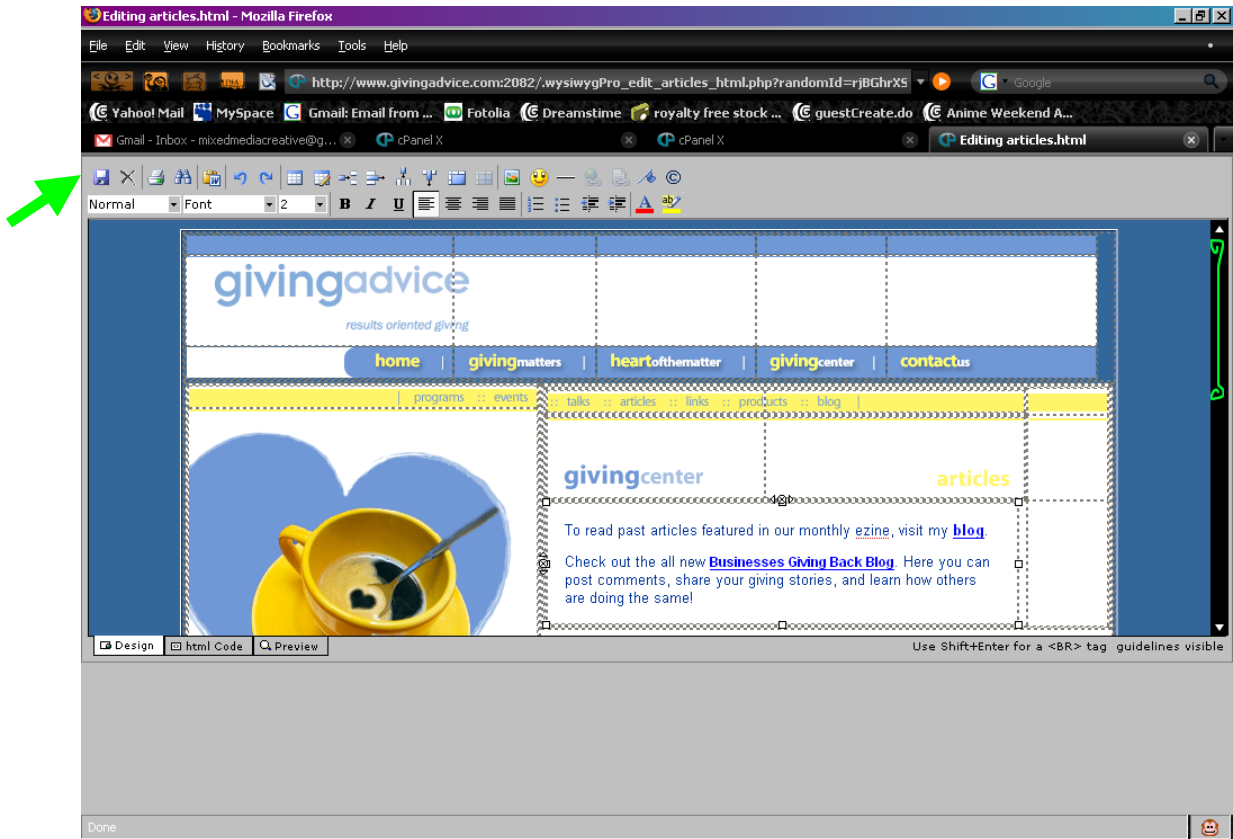


3. Locate the html file you want to edit and click on the document icon to the left of it. A window in the right appears listing the html document name and actions you can do.
4. Click on the HTML Editor.



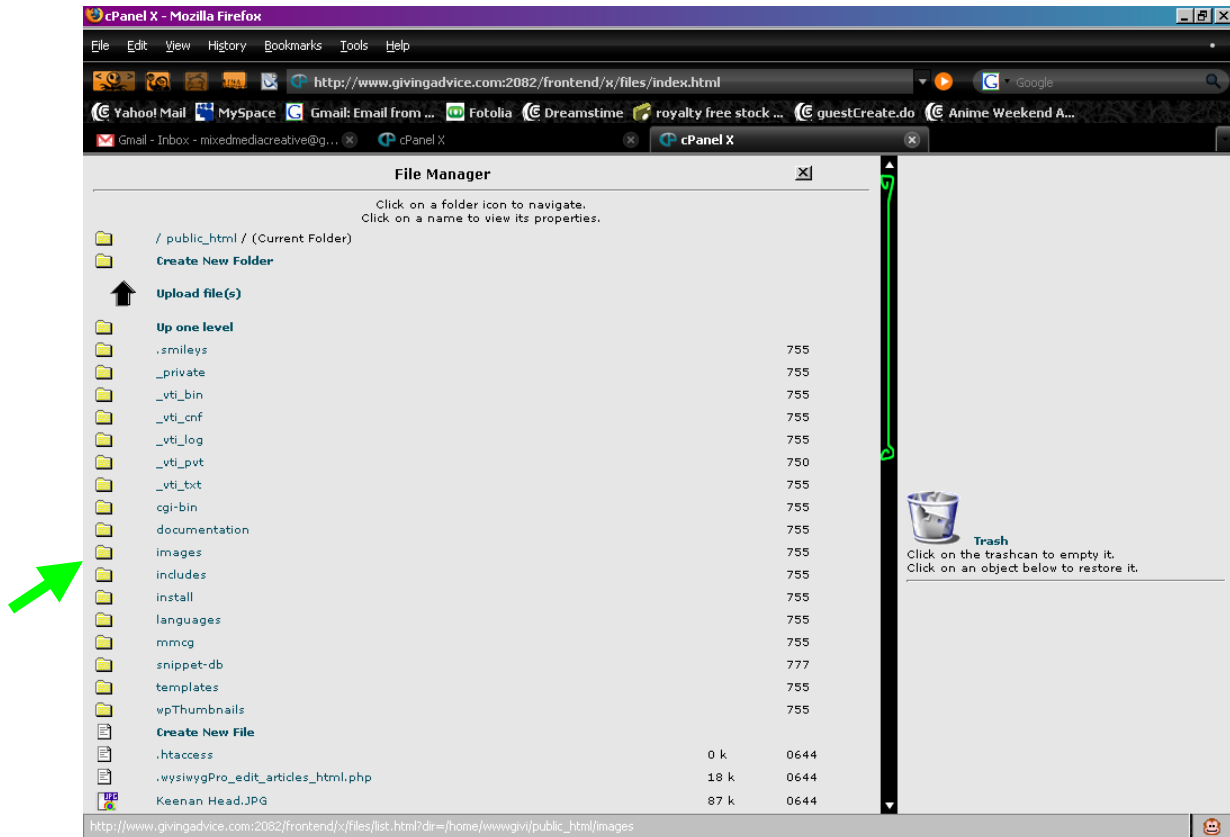
5. Another window will open where you are able to edit your content. Use caution when editing your content as you can alter the appearance of your website. Make sure that you do not enlarge the sizes of the table grids as this can break apart your website.

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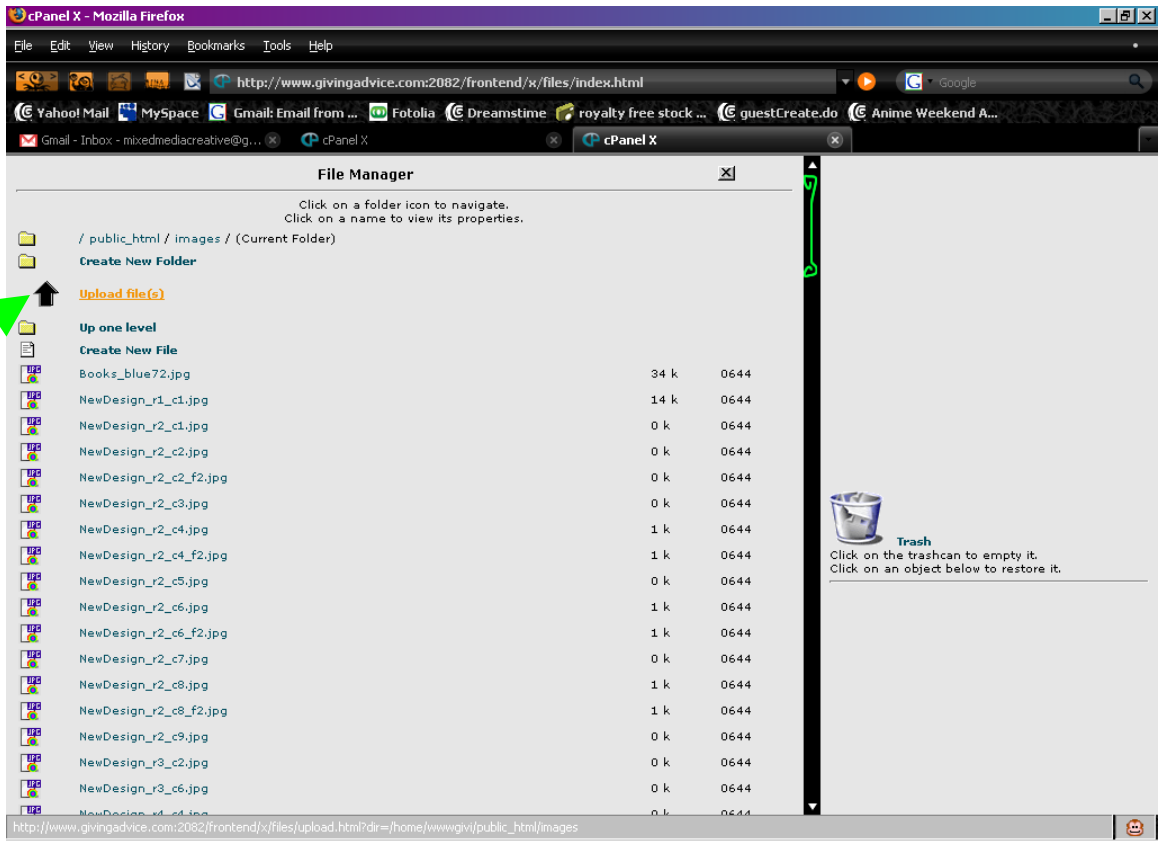


6. Click on the SAVE icon when you are finished.
7. Close the window and logout when you are done editing.

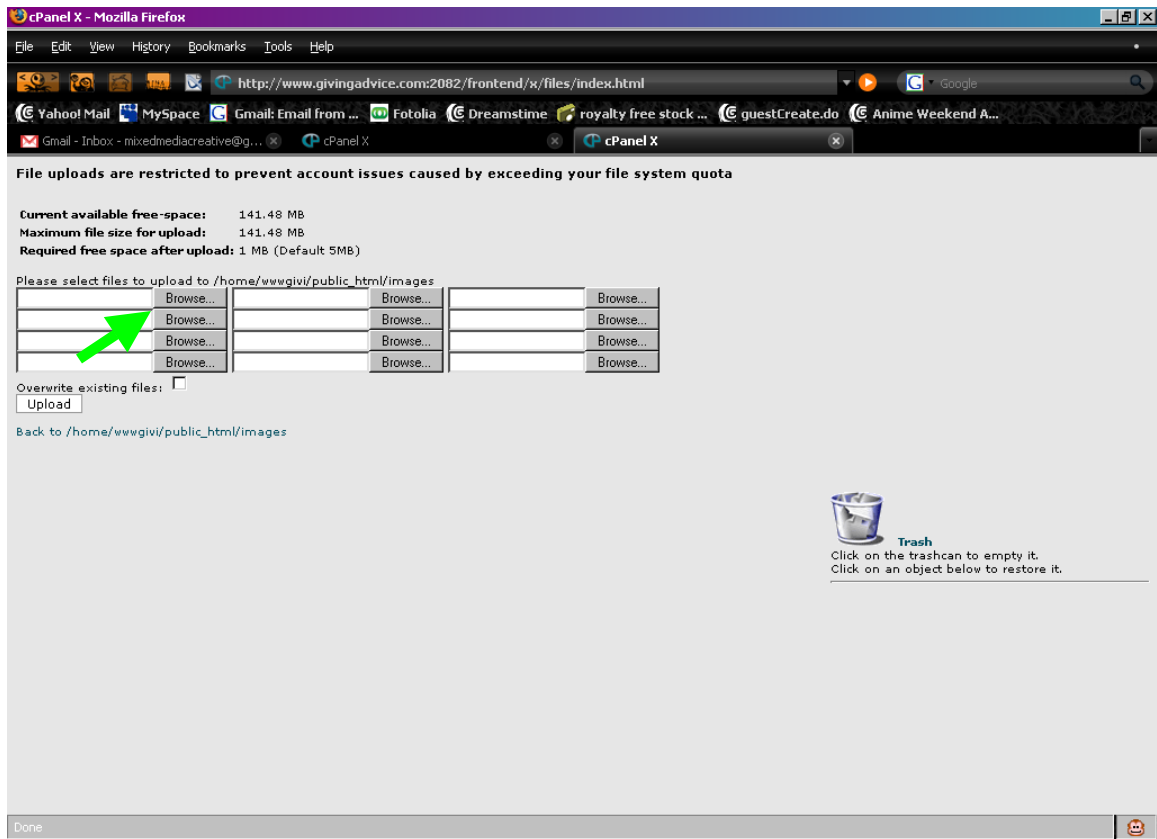
To add additional images.



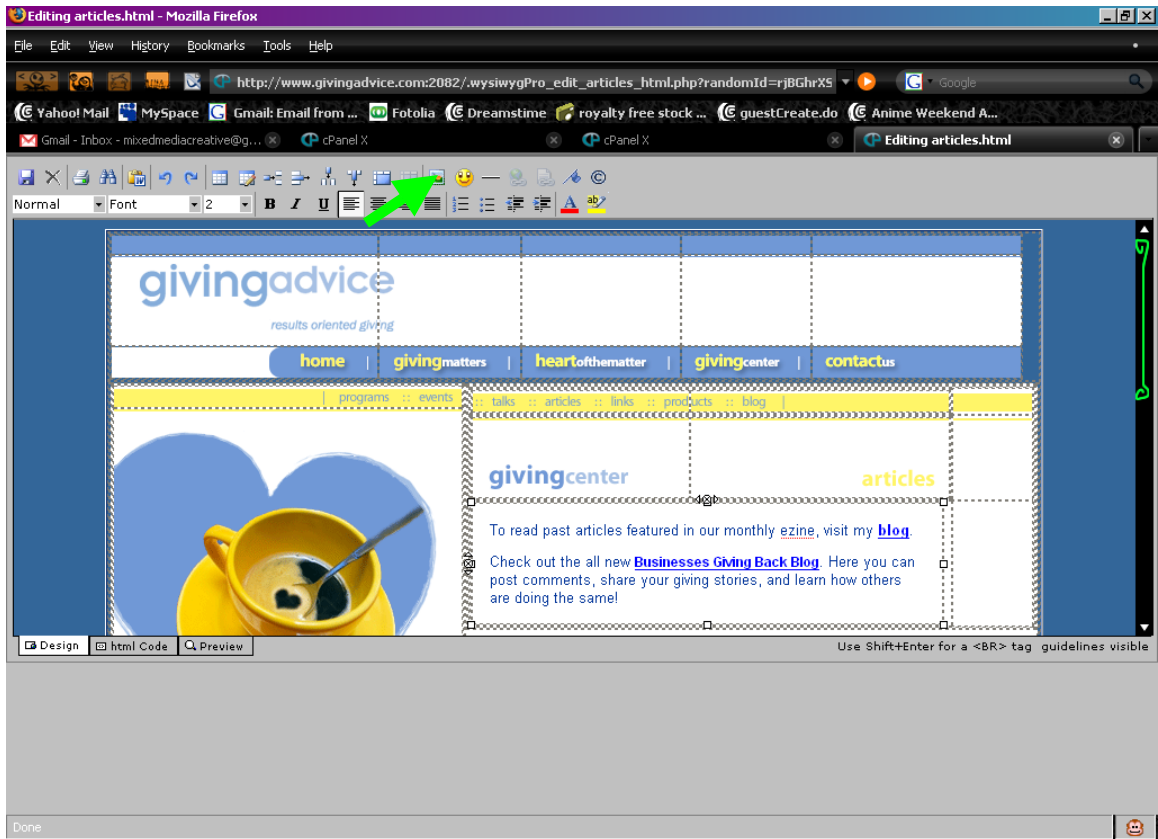
8. Click on the yellow folder icon to the left named **images**.



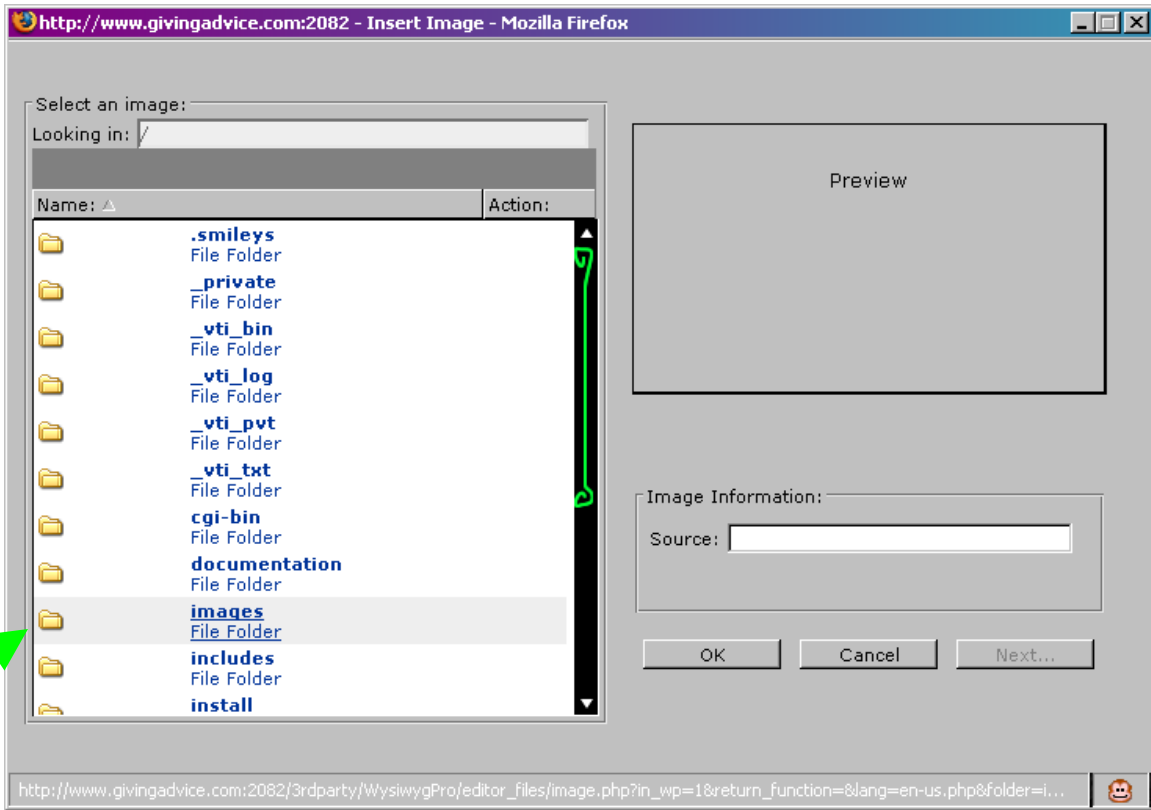
9. Click on ^ Upload Files.



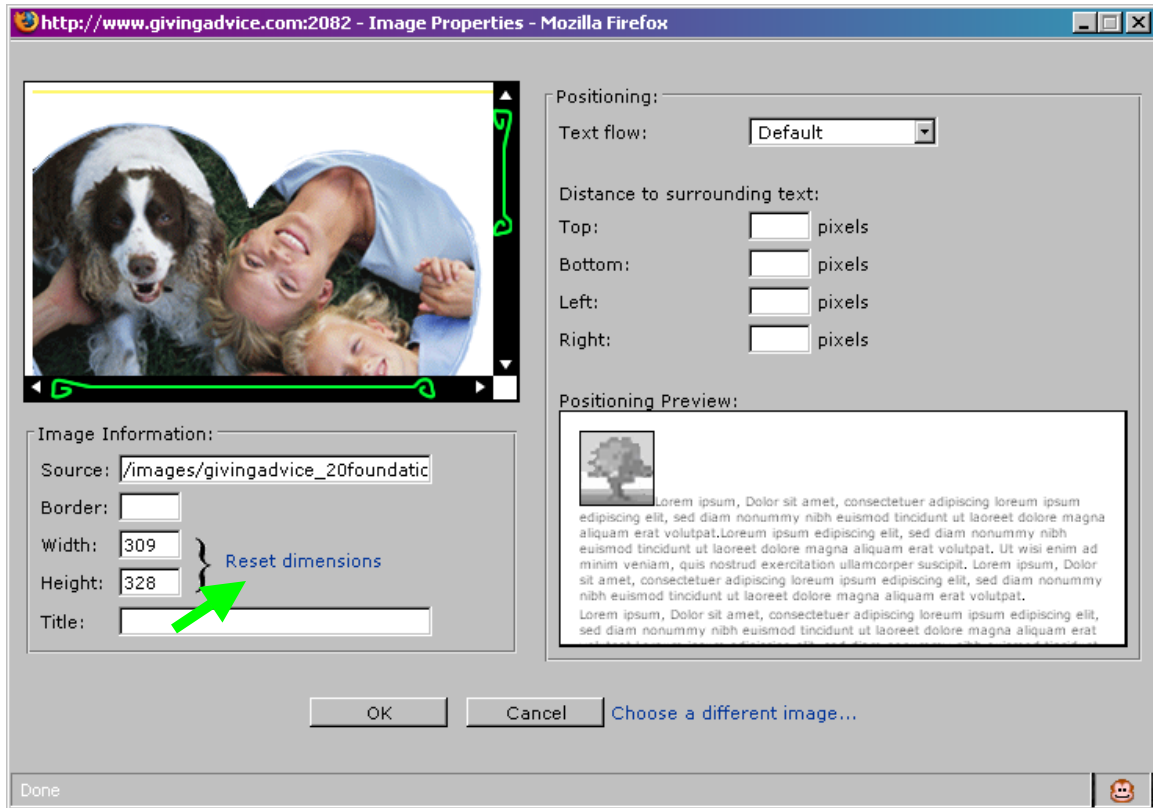
10. Click on Browse to locate the file you want to upload.
11. Click on upload.



12. Within the HTML Editor click on Insert/Edit Images. The image window pops up.



13. Click on the images folder and locate your image. Click on Next.



14. Edit the width and height of the image and click on reset dimensions. Make sure you have resized your image file before uploading to the width of your table grid / site size in order not to disrupt your site. Please ask a representative from Mixed Media Creative Group, Inc. if you are unsure of your site width. For best results resize your images before uploading to the server.

15. Click on **OK**.

16. Save your changes.