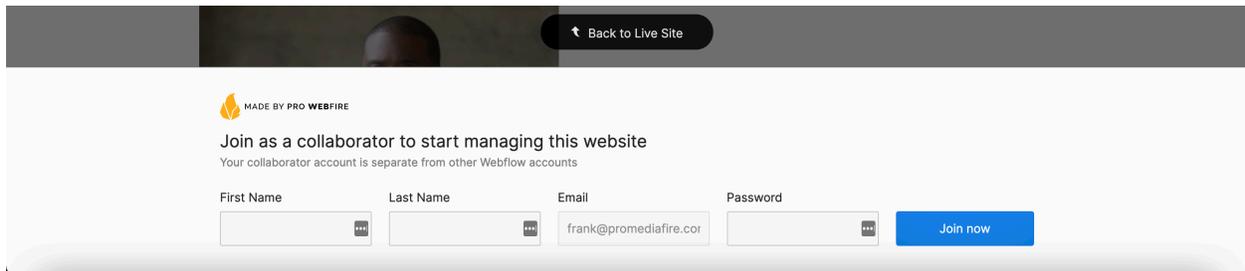


How Do I Access and Use my Editor?

What is Editor Access

Editor is a great tool we give to all of our clients so they can update their website instantly without having to contact a representative at Pro Webfire. We provide access to our clients by giving them a link to an editable version of their website(s). If you lose this link, you can type in your website url and add “/?edit”.

After following that link, you will be prompted to create log-in credentials for repeat access. It will auto populate your email, and you will have to fill in everything else.



The screenshot shows a dark header bar with a profile picture and a "Back to Live Site" button. Below is the Pro Webfire logo and the text "Join as a collaborator to start managing this website". A note states "Your collaborator account is separate from other Webflow accounts". The form includes fields for First Name, Last Name, Email (pre-filled with frank@promediafire.cor), and Password, followed by a "Join now" button.

How to Use Editor

You will then see your website with one addition: a box at the bottom right corner of the page that reads “Edit Site.”

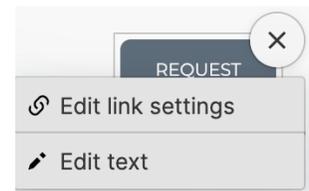
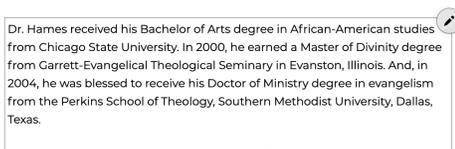


To Edit your website:

1. Click “Edit Site” (a bar should cover the bottom of the browser).



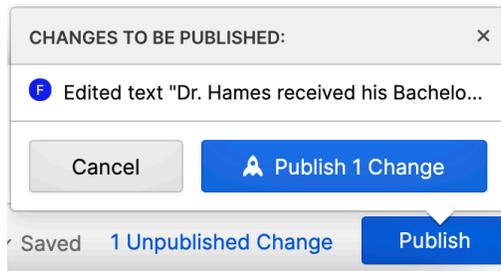
2. You may now click to change text, swap out images, or update links on the site. When you hover over sections on your website, you should see the icons listed below.



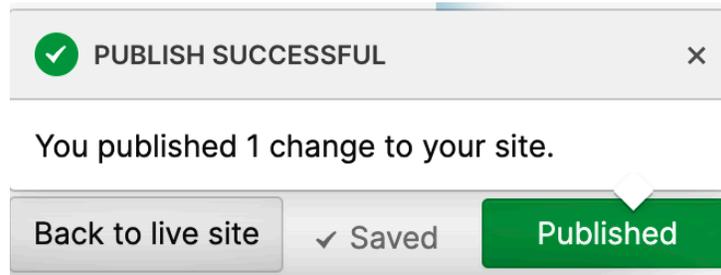
- When you edit any *section* of your website, it will be counted as one edit and display on the bottom right of your screen. A section is an image, a text box, etc. NOTE: *you may make multiple edits in a single text box, and the system processes this as one edit.*



- Once you complete all edits to the page, make sure your edits are published by clicking the "Publish" button. NOTE: when you publish changes, all changes to the site are published—even changes made by our developers, If you have requested changes from us, our team may also be working on your site and *incomplete work can be published.* If you see more edits listed than were made by you, this means somebody else is also making edits to your site.



- You will be notified once the change(s) have been published successfully.



If you have any further questions, let your Account Executive know!