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# DIY

## Training

### Guide – HUB

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# DIY Training Guide – HUB

## What pages are editable using the DIY editing tool?

The DIY editing tool includes pages that are specific to your practice, such as doctor information, staff information, about us, contests, and events.

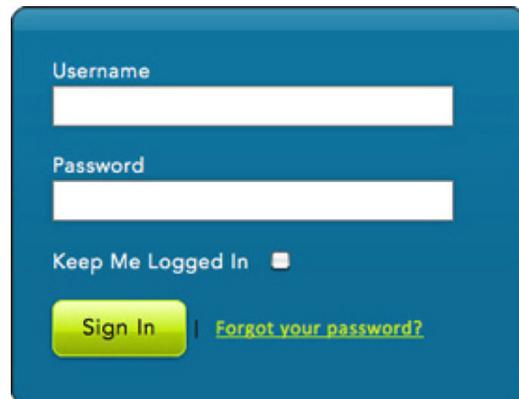
## What pages are not editable using the DIY editing tool?

To maintain the integrity of your site's framework and search engine optimization, the following pages are not accessible with the editing tool: your homepage, third-party product pages (Invisalign, etc.), Flash animations, or contact forms.

Some pages with Sesame library content may be locked in order to allow frequent content updates as they become available. Please note: if these pages are unlocked to allow editability, you will no longer receive updated Sesame library content.

## Signing in to your DIY account

Go to [www.sesamehub.com](http://www.sesamehub.com) where you will see the DIY editing login screen.

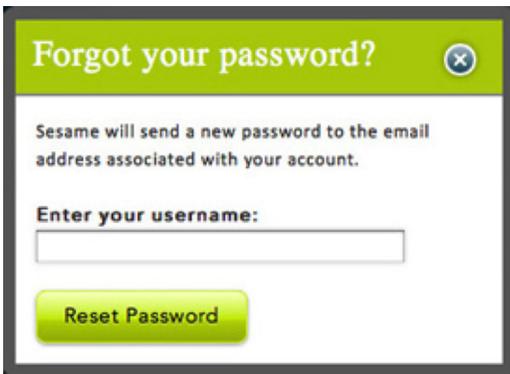
A screenshot of the login interface for the DIY editing tool. It features a blue background with white text and input fields. The fields are labeled "Username" and "Password". Below the password field is a "Keep Me Logged In" checkbox. At the bottom, there is a yellow "Sign In" button and a link for "Forgot your password?".

Username  
[Input Field]  
Password  
[Input Field]  
Keep Me Logged In   
Sign In | [Forgot your password?](#)

Enter your username and password, and click Sign In.

## Password Recovery

If you misplace your password, click on **Forgot your password?** on the opening screen.



Enter your username. Click on Reset Password to receive an email with your new password. (Hint: your username is nearly always lastname-firstname, and is always found within the link to your proof, if you have that handy. "**lastname-firstname**.sesamehub.com")

Once logged in to the DIY editing tool, we recommend changing your temporary password by clicking on edit your profile at the top of the page.

## Selecting a Page

Once logged in, you will see a list of pages available to be edited.

Edit Pages	Actions
Before and After	✓
Patient Forms	✓
Financial Information	✓
Office Tour	✓
What Sets Us Apart	✓
Meet Dr. Sesame	✓
Meet the Staff	✓
Pioneer Square	✓
Privacy Policy	✓
Meet Dr. Samantha Sesame	✓

To begin editing one of your webpages, select a page from the list.

## Editing Text

Working with the rich-text editor is very similar to working with popular word processing applications. The following sections review basic and more advanced features, such as how to structure your content, create links, and work with images.

## Adding Links to URLs

To create a hyperlink (or “link”) to another webpage or file, highlight the text you want to convert into a link and click the Link button.



**Link** ✕

Link Info Target Upload Advanced

Link Type  
URL ▾

Protocol URL  
http:// ▾

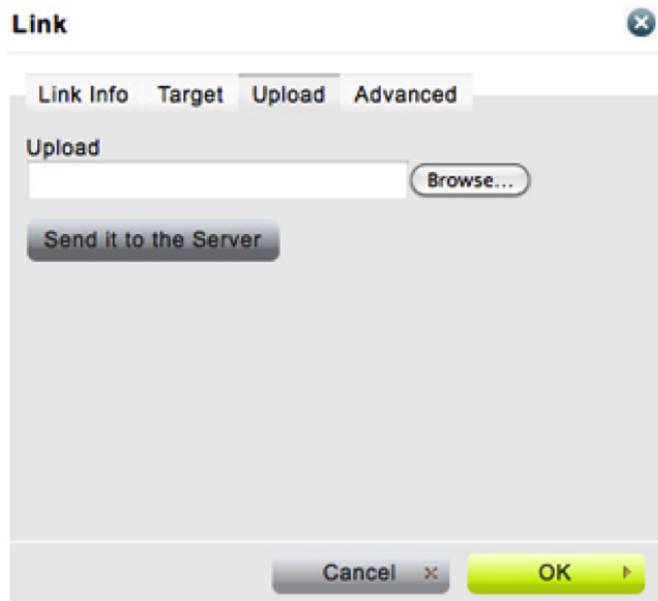
Browse Server

Cancel ✕ OK ▶

The following dialog box will appear. Enter the URL (website address) that you would like the link to point to, then click OK. The text you highlighted will now be linked to that address.

## Adding Links to Files (DOC, PDF, XLS, etc.)

To insert a link to a document, highlight the text that you want to convert into a link and click the Link button.



When the dialog box appears, first click Upload. Then click Browse to find the document on your computer, and click Send it to the Server. To finish up, click OK and your text will now be linked to that document.



## Undo · Redo

The undo and redo buttons allow you to step through your changes while editing.



## Bold · Italicize · Underline

As in many popular word processing applications, you can change the format of text by selecting one or more characters and clicking on the appropriate formatting option. For example, to make text **bold**, select the appropriate text and click on the B in the toolbar. Similarly, to make text *italic*, select the appropriate text and click on the I in the toolbar; to underline, click the U.



## Text Alignment: Left · Center · Right · Justify Left

You can choose to align your text left, center, or right, using the respective buttons in the editing toolbar. To do this, click to place your cursor inside a paragraph, then click the button for your desired text alignment.



## Font Size • Font Color – Background Color

To change the appearance of text, including the font size and color, simply select the text that you would like to format and choose the appropriate size and color.



## Unordered List (Bullets) • Ordered List (Numbering)

To create a list, select either the Unordered List or the Ordered List button from the toolbar. You can choose to create a new list by placing the text cursor inside of an empty paragraph, or you can select some text and turn the entire selection into a list.



## Decrease Indent • Increase Indent

To create a sub-list, highlight one or more list items and select the Indent button from the toolbar. You can use the Outdent button to remove a sub-list. To remove a list completely, highlight the entire list and click on the appropriate list button from the toolbar. This will convert the list to paragraph form.

## Paragraph Formatting

The default style for text is Paragraph. You can create a heading by selecting a line of text and choosing one of the heading options from the paragraph format dropdown menu. Heading 1 is the largest, while Heading 6 is the smallest.

To turn a heading back into a paragraph, select the appropriate text and choose paragraph from the paragraph format dropdown menu.

## Custom Formatting Styles

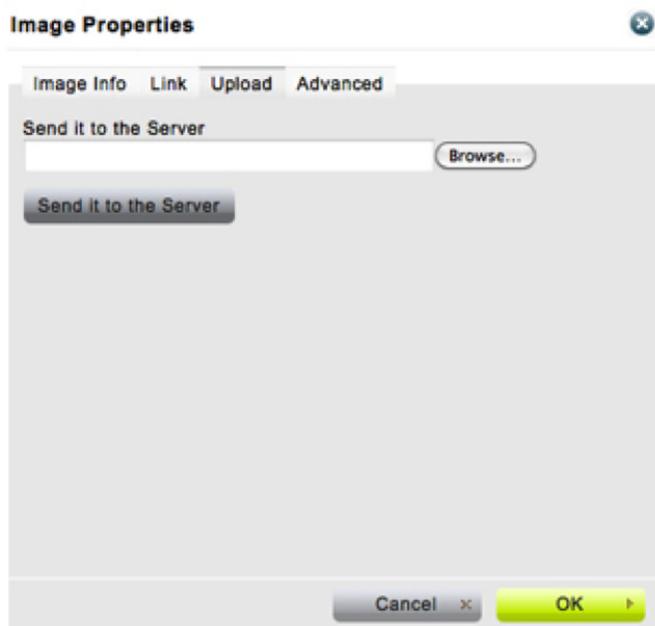
Your designer may provide you with custom styles to use in your webpages. If these styles are available, you will find them under the Styles dropdown. These styles will vary in both name and appearance, depending on how your designer has configured them. If style options are available to you, you can apply one or more styles to your content by selecting text, clicking the Styles dropdown, and choosing the style option you want.



## Adding Images

To insert an image onto your webpage, place the cursor where you would like the image to appear, and select the Image button.

The following dialog box will appear:



To upload a new image, click on the Upload tab and click Browse to search for the image you would like to upload.

Once you have selected the image you would like to upload, click on Send it to the Server. Your new image will now appear in the Image Properties dialog box.

You may want to write alternative text that gives a very brief description of the image. This description will be provided to people with disabilities if they are using a screen reader to view your site. Click OK to add the image to your webpage.

## Resizing Images

To resize the image without distorting it, place your cursor on one of the corners, click, and drag the image to the desired size. You can only decrease the size of an image because enlarging it will cause the image to become blurry.

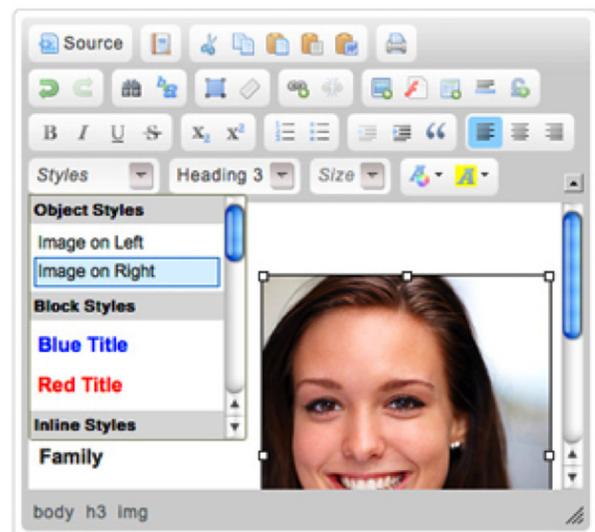
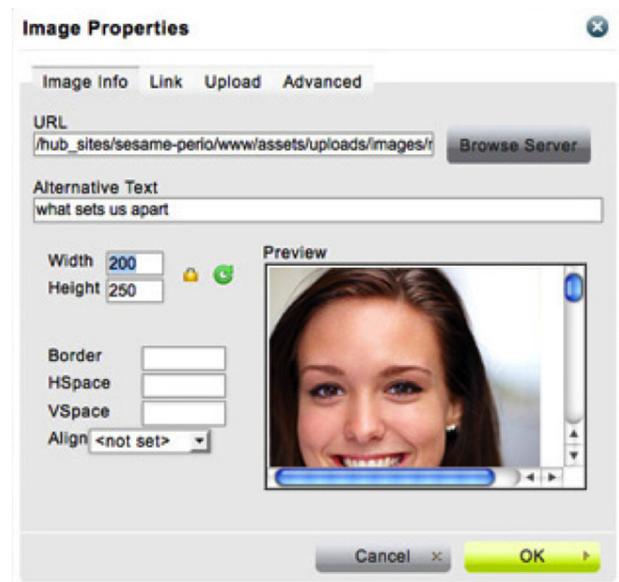
## Moving Images

You can drag the image to the desired location, right click on the image and select Image Properties to set its alignment, or use the built-in styles to move your image to the left or right side of the page.

## Custom Image Styles

Your designer may provide you with custom styles to use in your web pages. If these styles are available, you will find them under the Styles dropdown menu. These styles will vary in both name and appearance, depending on how your designer has configured them.

If style options are available to you, you can apply them by selecting the image, clicking the Styles dropdown menu, and choosing the style option you want. For example, Image on Left or Image on Right to move the image to the left or right side of the page.





## Previewing Your Changes

Preview allows you to see your changes exactly as they will appear after publishing. The preview opens in a new window so your changes will not be lost. Click the Preview button at the top of your tool menu to see the changes you have made before publishing.

## Publishing Your Changes

Clicking Save Page publishes the webpage to the server, making your changes immediately visible to all visitors to your site.

A rectangular button with rounded corners, a yellow-to-green gradient, and a subtle drop shadow. The text 'Save Page' is centered on the button in a bold, black, sans-serif font.

**Save Page**

You may need to refresh your browser if you do not see the changes immediately. Windows users can use CTRL + R; Mac users can use CMD + R.

# Troubleshooting

## Q. I've misplaced my password, how do I request a new one?

**A.** If you misplace your password, click on **Forgot your password?** on the opening screen. Enter your username, which is usually lastname-firstname, then click on **Reset Password** to receive an email with your new password.

Once logged into the DIY editing tool, you can change your temporary password by clicking on **edit your profile** at the top of the page.

## Q. What if I don't know my username?

**A.** Your username is nearly always the doctor's lastname-firstname, and is always found within the link to your proof. Example: lastname-firstname.sesamehub.com.

## Q. Do I need to be at my office or the same computer each time I want to edit my site?

**A.** You can sign in to edit your website from any computer that is connected to the Internet. Simply go to <http://www.sesamehub.com>

## Q. Can I create tables where I can place content side by side in rows and columns?

**A.** Yes. Click on the **Table** button



with your mouse. Select the number of rows and columns you would like and click **OK**. You can also add and remove rows and columns by right clicking in your table. You can insert images into your table if you wish to show images side by side in rows and columns.

## Q. Are there pages on my website that I cannot update using the DIY tool?

**A.** To maintain the integrity of your site's framework and search engine optimization, the following pages are not accessible with the editing tool: your homepage, third-party product pages (Invisalign, etc.), Flash animations, or contact forms.

Some Sesame library content pages may be locked in order to receive frequent content updates as they become available. Please note: if these pages are unlocked, they will no longer receive updated Sesame library content.

## Q. What pages are set up with the DIY tool?

**A.** The DIY tool includes pages that are specific to your practice. We will set up the **Meet the Doctor**, **Meet the Team**, **About Us**, and **Office Events** pages as long as they do not use Flash animations or interactive forms.

## Q. Will Sesame continue to provide me with professional web editing services?

**A.** Of course! While the DIY tool allows you to make many useful updates to your website, The Sesame Design team is available when you require more advanced website editing or graphic work, such as adding new pages to your menu or creating/editing photo slideshows. You may contact us by visiting our form at [www.sesameedits.com](http://www.sesameedits.com). The minimum billable time is 1 hour, so we recommend submitting all of your edits at once to be the most cost effective. We bill in 15-minute increments beyond the 1-hour timeframe. Our standard editing rate is \$75 per hour.