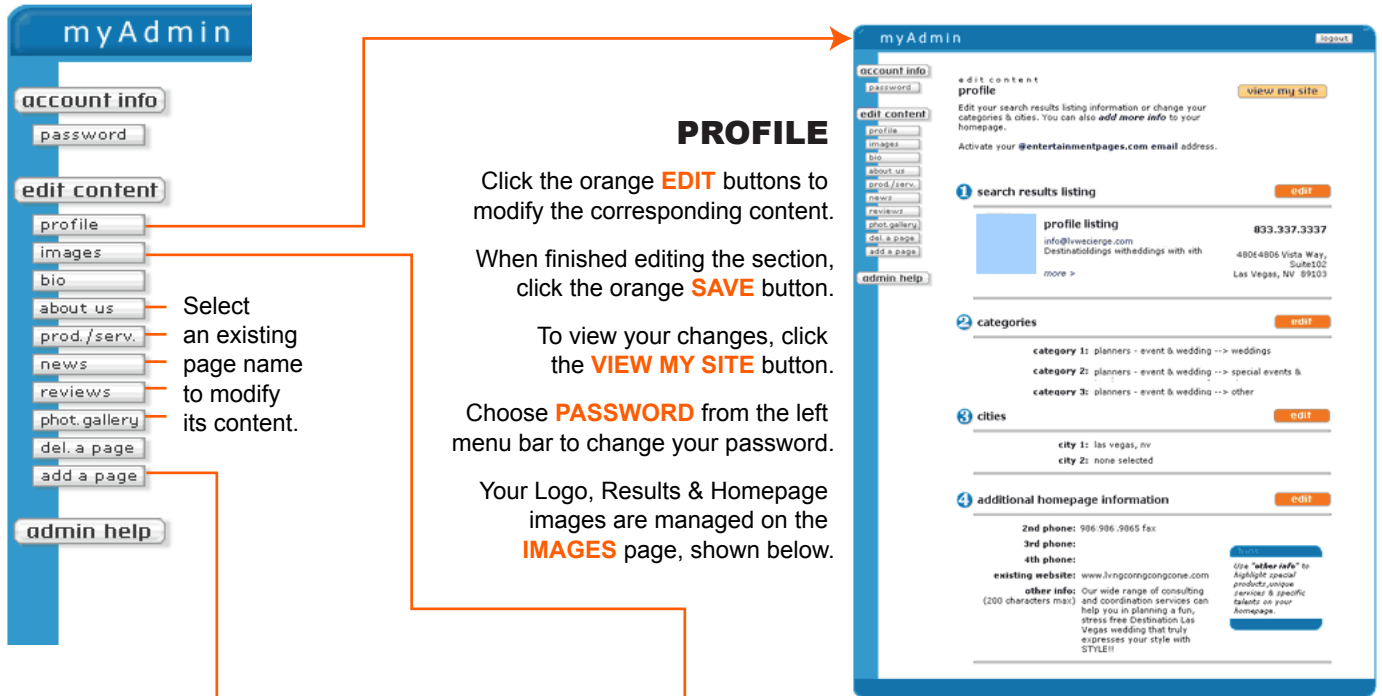


Instructions for modifying your new partyOh! site

You may update your Site content at any time. We've built an easy-to-use interface that will walk you through the process. If you'd like to preview how your changes have affected your Site, click the **VIEW MY SITE** button in the upper right corner at anytime. Your changes will take effect instantly. To begin, choose the section that you wish to change from the edit menu on the left.



PROFILE

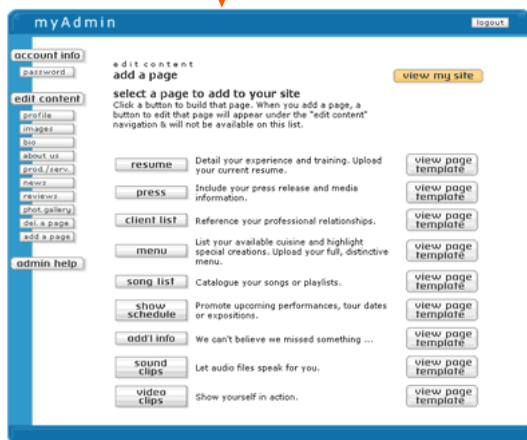
Click the orange **EDIT** buttons to modify the corresponding content.

When finished editing the section, click the orange **SAVE** button.

To view your changes, click the **VIEW MY SITE** button.

Choose **PASSWORD** from the left menu bar to change your password.

Your Logo, Results & Homepage images are managed on the **IMAGES** page, shown below.



ADD A PAGE

Select a page to add to your site. Click a button to build that page. When you add a page, a button to edit that page will appear under the "edit content" navigation & will not be available on this list.

resume	Detail your experience and training. Upload your current resume.	view page template
press	Include your press release and media information.	view page template
client list	Reference your professional relationships. List your available cuisine and highlight special creations. Upload your full, distinctive menu.	view page template
menu	List your available cuisine and highlight special creations. Upload your full, distinctive menu.	view page template
song list	Catalogue your songs or playlists.	view page template
show schedule	Promote upcoming performances, tour dates or expositions.	view page template
add'l info	We can't believe we missed something ...	view page template
sound clips	Let audio files speak for you.	view page template
video clips	Show yourself in action.	view page template

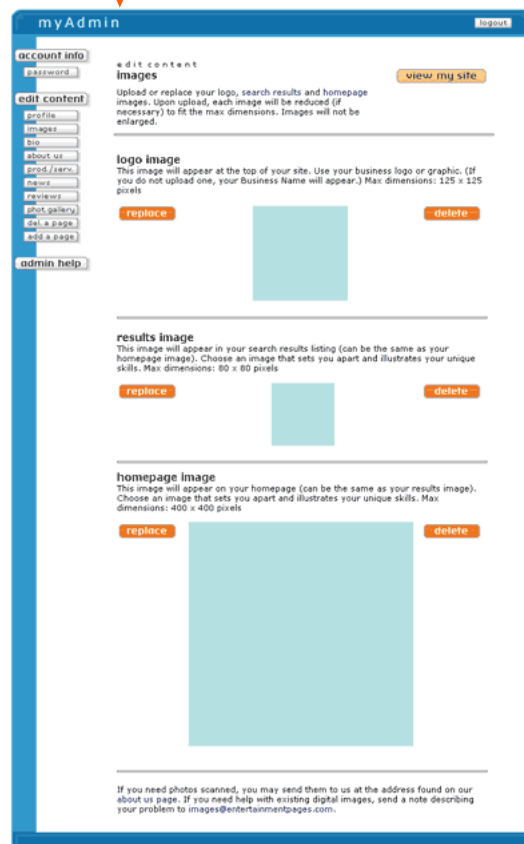
ADDING PAGES

Each page has a unique format to organize your content consistently.

From the **ADD A PAGE** menu select a page title to open up a blank template.

You may preview your page as you are building by clicking the **VIEW MY SITE** button at any time.

To remove a page, follow the directions in the **DELETE A PAGE** section.



IMAGES

Upload or replace your logo, search results and homepage images. Upon upload, each image will be reduced (if necessary) to fit the max. dimensions. Images will not be enlarged.

logo image
This image will appear at the top of your site. Use your business logo or graphic. (If you do not upload one, your Business Name will appear.) Max dimensions: 125 x 125 pixels

results image
This image will appear in your search results listing (can be the same as your homepage image). Choose an image that sets you apart and illustrates your unique skills. Max dimensions: 80 x 80 pixels

homepage image
This image will appear on your homepage (can be the same as your results image). Choose an image that sets you apart and illustrates your unique skills. Max dimensions: 400 x 400 pixels

IMAGES

Your site has three main images which you can replace at any time: Logo Results and Homepage.

Click the **ADD** or the **REPLACE** button. Click **BROWSE** to select your image on your computer's hard drive.

Next, click **UPLOAD**. Please be patient; the upload may take a few minutes. Once the upload is completed, the image will be active on your Site.

To preview your changes, click the orange **VIEW MY SITE** button.

Up to 12 more images may be uploaded by adding a Photo Gallery via the **ADD A PAGE** feature.