BRIGHT DIRECTORIES

A Directory Software You Awaited To Trust

Grow Your Business, Dominate The Market!

Launch your directory website, Travel sites, e-commerce business, Job Portal, or any other business with the most innovative Software with AI-based search and blockchain-based security

Get Started For Free >   Schedule A Demo >

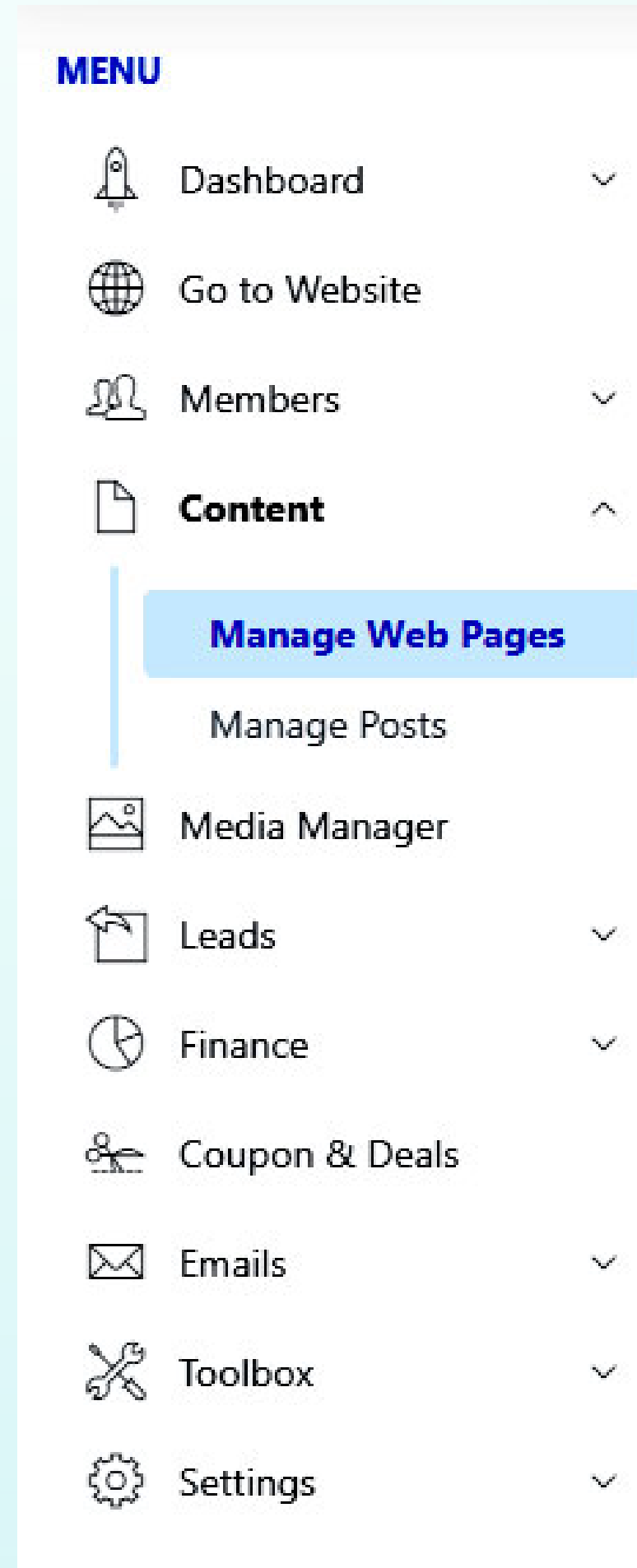LOGO   Search

Add and Edit Content on the Website
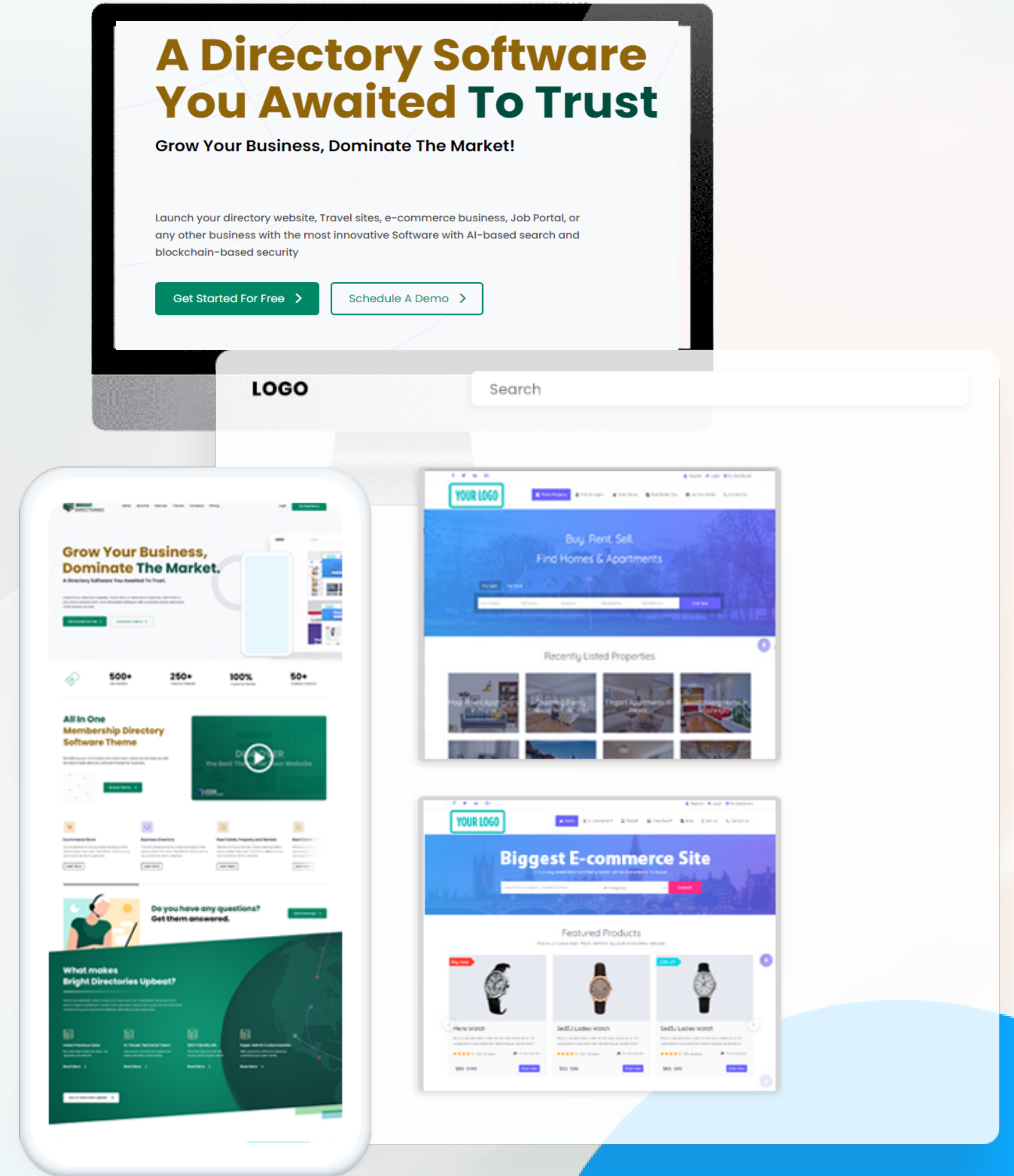
Manage Web Pages

This section lets you add a new web page to your website and make changes to the existing web pages.

When you click on "Manage Web Pages", you can see the option to add a new web page and a list of existing web pages.

MENU

- Dashboard
- Go to Website
- Members
- Content
  - **Manage Web Pages**
  - Manage Posts
- Media Manager
- Leads
- Finance
- Coupon & Deals
- Emails
- Toolbox
- Settings

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On the right side, you can see a search bar where you can type in or paste the web page you are looking for.

→ Now let's see the process of adding a new web page:

When you click on the "Add New Web Page" button, you will get this section where you have to provide certain details to create the web page you want.

The first ones are the H1 and H2 titles of the web page.

→ **The H1 title is the main title of the web page. It symbolizes what the page is about.**

→ **The H2 title is the sub-heading to break the H1 content into further categories.**

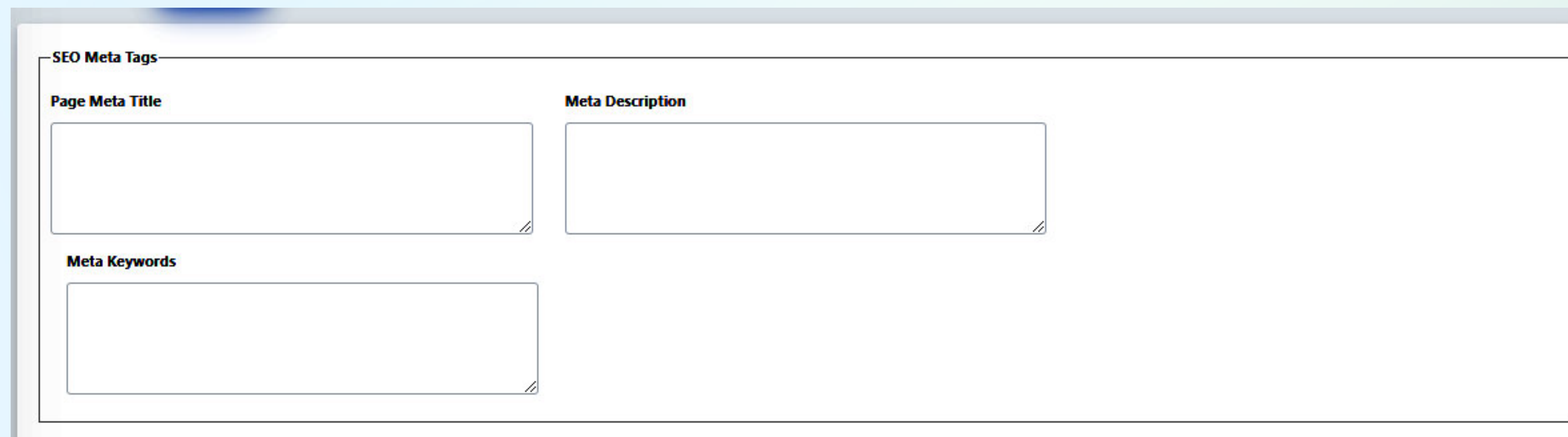Dashboard / Edit Web Pages / Add New Webpage
«Back

Enter Details

| https://www.brightdirectories.com/demo | Enter Page URL | Main Title H1 | Main Title H2 | Submit |

Page Content   SEO Settings   Page Details   Page options

Page Content

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Next, here you can see there are 3 sections – SEO Settings, Page Details, and Page options

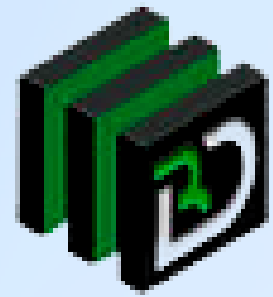| Page Content | SEO Settings | Page Details | Page options |
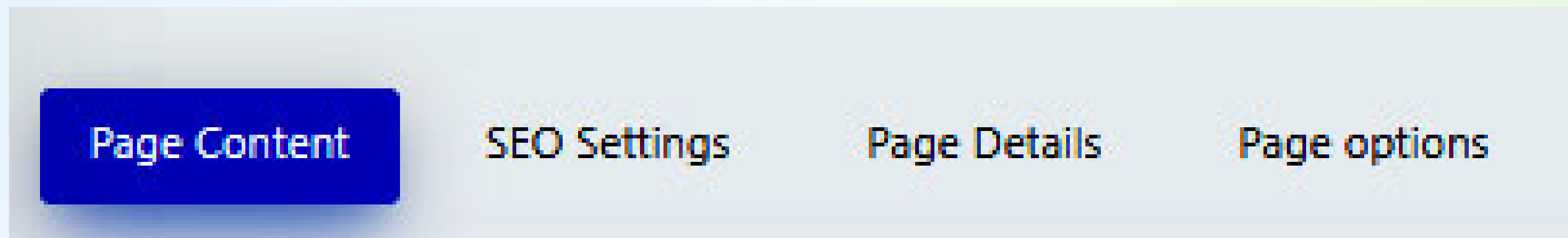
In "SEO Settings" you have to provide the Page Meta Title, Meta Description, and Meta Keywords. This content will help the web page in better search engine rankings.The H2 title is the sub-heading to break the H1 content into further categories.

SEO Meta Tags

Page Meta Title

Meta Description

Meta Keywords

Below the Meta Section, you can see there is a Social Media Sharing Option.
If you want to share this webpage that you are creating on various social media platforms
like Facebook, Instagram, etc., it will ask you for a title and description for the web page.
You can pre-integrate this title and description here only for better convenience.
When sharing, an image is also shared with the web page, if you want to pre-integrate the image
that would get shared with the web page, click on this "Choose File" button and upload your preferred image.
If you don't upload any images, the sharing will automatically fetch an image present on the web page that
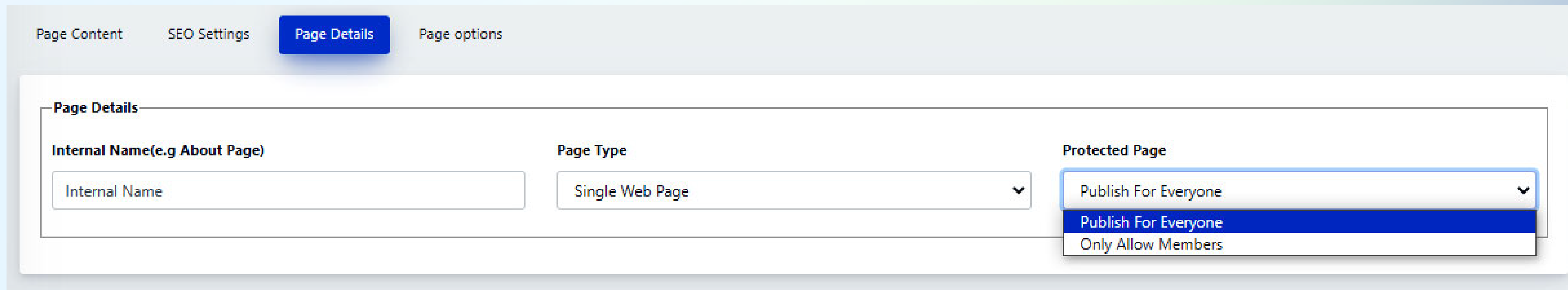you create.

Social Media Sharing

Social Media Title

Social Media Description

Social Media Shared Image | Choose File | No file chosen

Next is the "Page Details" section. This section consists of only one button - "Protected Page". When you click on this button, you will get 2 options -

> → Publish For Everyone
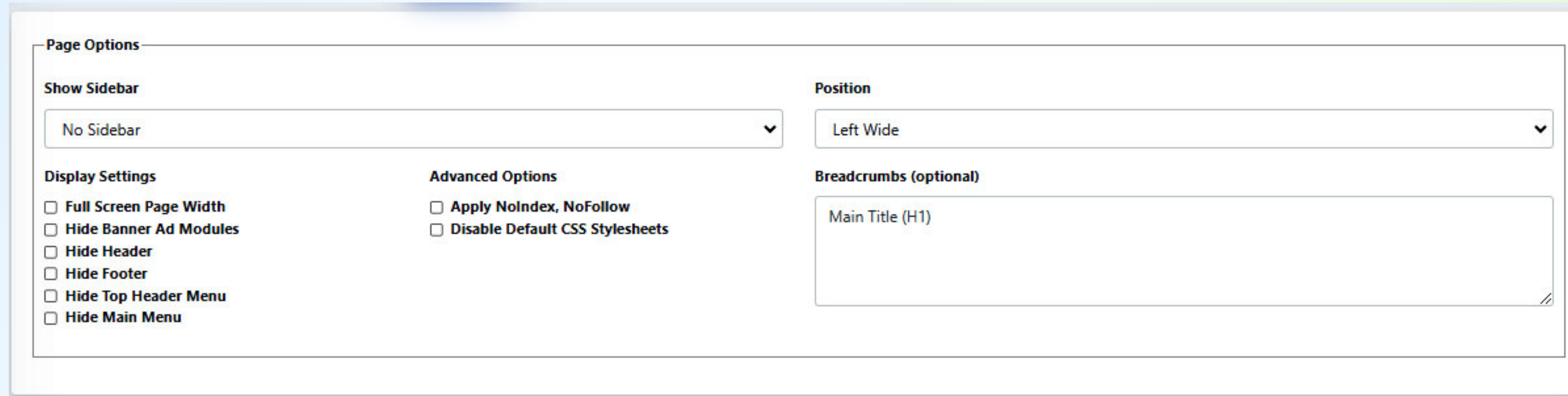> → Only Allow Members

Choose the preferred visibility option for the web page you are creating.

This section also has 2 more options - Internal name and Page Type - These are to be deleted from the Admin Panel.

Page Content	SEO Settings	Page Details	Page options

Page Details

Internal Name(e.g About Page)	Page Type	Protected Page
Internal Name	Single Web Page ⌄	Publish For Everyone ⌄
		Publish For Everyone
		Only Allow Members

Now comes the "Page Options" section. This section has quite a few options related to the display and positioning of the web page.

When you click on this section,

The first one is the "Show Sidebar" option. It has 8 sidebar options like No Sidebar, Custom sidebars, member search results, etc. Select the preferred one from the dropdown.

Next is the "Position" section. Choose one among "Left Wide, Left Slim, Right Wide, and Right Slim" from the drop-down.

Position

| Left Wide | ⌄ |

Left Wide
Left Silm
Right Wide
Right Silm

Next, there are 6 Display Settings options and 2 Advanced Options. Tick the box you prefer.

Display Settings

☐ Full Screen Page Width
☐ Hide Banner Ad Modules
☐ Hide Header
☐ Hide Footer
☐ Hide Top Header Menu
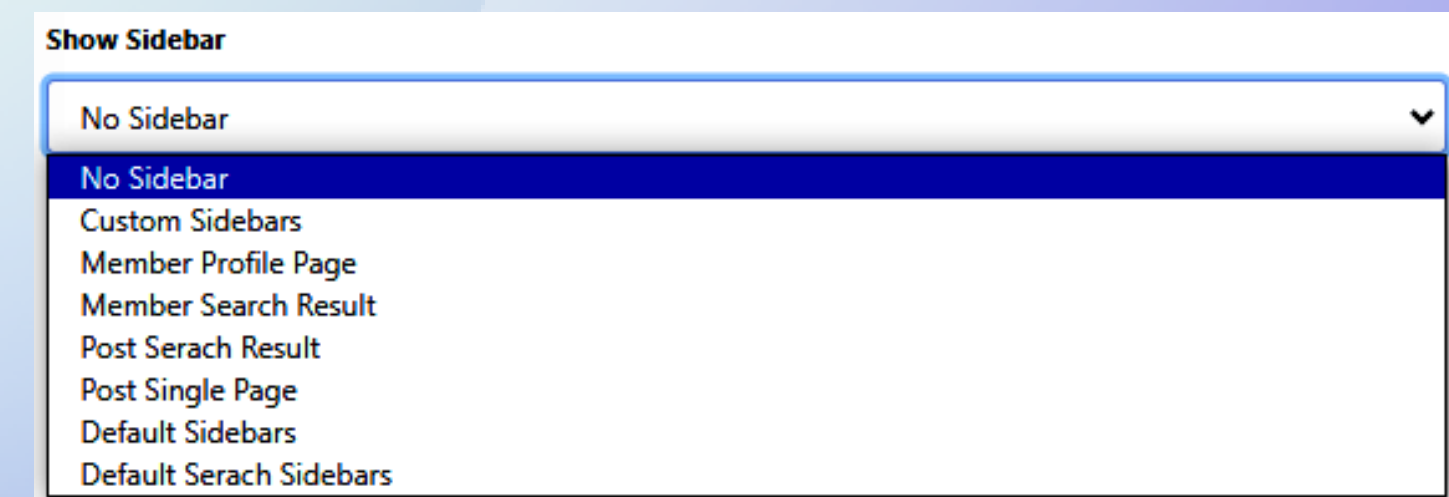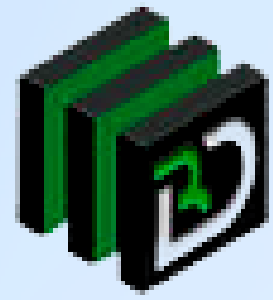☐ Hide Main Menu

Advanced Options

☐ Apply NoIndex, NoFollow
☐ Disable Default CSS Stylesheets

You will also get the option to add a "Breadcrumbs" section if you want.
Just provide the H1 or main title in this box.

Breadcrumbs (optional)

Main Title (H1)

Once again go through all the details you have provided to verify.

Finally, click on "Submit"

Your new web page has now been created.

Manage Web Pages

This section on the Dashboard lets you edit and manage posts that are being uploaded to the website.
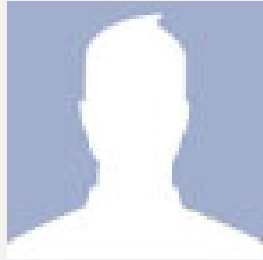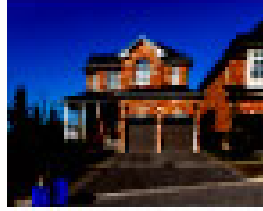
When you click this option, you get transported to a page where all the posts on the website are listed.

→ As you can see the posts are listed according to various categories starting from "All Posts" to individual categories such as Classified, Event, Blog, Properties, Photo-Albums, Video, Audio, etc.

All	Classified	Event	Blog	Properties	Photo-Albums	Video	Audio	Jobs	Coupons	Products
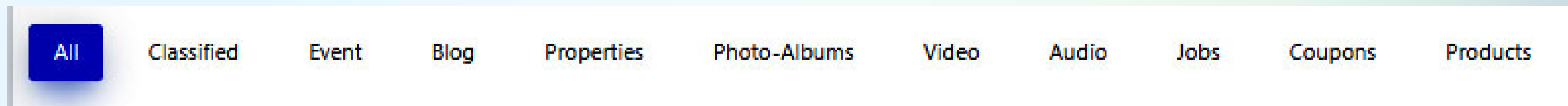
→ You can choose your preferred category to view the post you want.

→ Below each category, you can see the total number of posts in the particular category.

Total 80 Records.

☐	THUMBNAIL	POST DETAILS	STATUS	MEMBER	ACTION
☐ 35		shirt	Published	Member Id: #35 **Posted By** Name: Robert Moracco Login as Member ☐ Ex (Active)	Action ▾
☐ 33		**Multi Family House For Rent**	Published	Member Id: #35 **Posted By** Name: Robert Moracco Login as Member ☐ Ex (Active)	Action ▾

→ According to the theme you have purchased and the categories you have created, the posts will be segregated.

→ There is also a search bar on the right side, which will help you find a particular post according to its keyword.

→ Here you can scroll to see all the posts along with their basic details.

→ On the extreme right of each post listing you can see an "Action" menu.
This menu contains 2 options - "View" and "Delete"

Action ▾
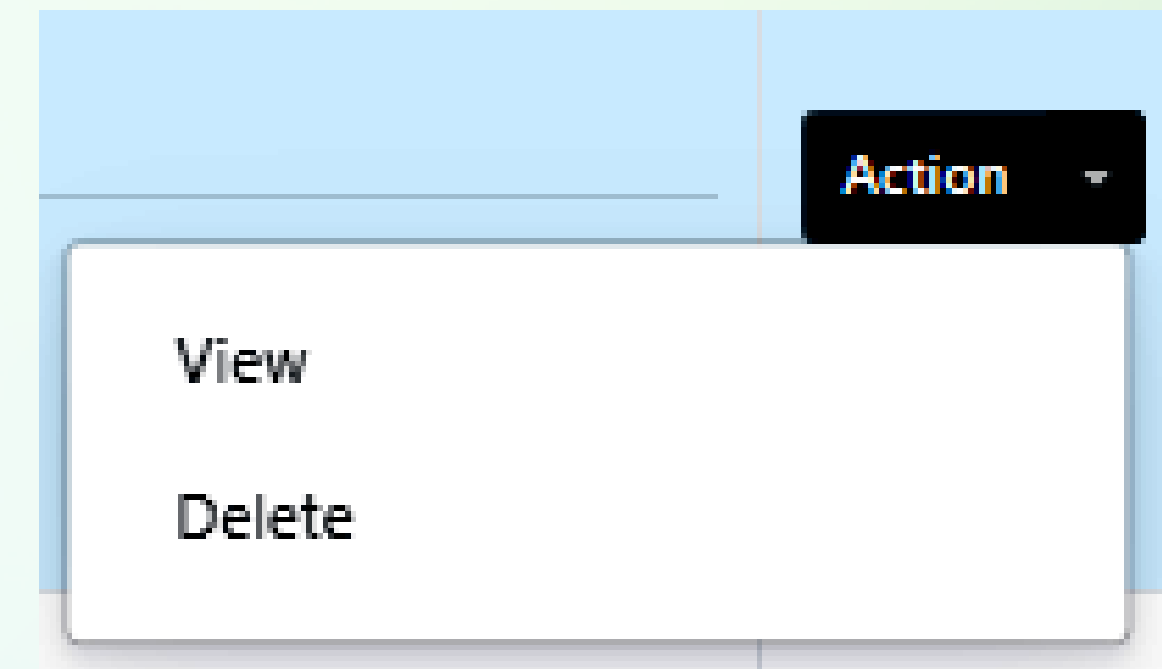
View

Delete

→ When you click on "Delete" you can delete the post permanently.

→ When you click on the "View" option, a new tab will open where you can see the post in real-time as visible to the visitors.

Contact Us

Call Us: 503-928-5984

Email Us: support@brightdirectories.com

Web: www.brightdirectories.com

Reach us if you need technical support:

https://support.brightdirectories.com/