

How to use or create Website Footers?

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You can create a Footer for the website. This gives you the ability to have the same content at the bottom on every web page on the site. You can access the **Manage Footers page** at any time to create new footers or edit existing ones.

1. To access the Manage Footers page, you must first login to the website. Then, click on **Member Area**.
2. Click on the **Website** tab on the grey menu bar near the top.
3. Then select **Designer Home** on the blue menu bar.
4. Click on the **Footers** link on the left side of the page under the **Designer** heading.
5. You are now on the **Manage Footers** page, where you may preview and edit existing Footers (if any) or create a new one. To create a new Footer, click on the **Add New Footer** button near the top right.

Edit a Footer - If you would like to edit a Footer, click on the **Edit** button to the right of the footer.

Manage Footers

The screenshot displays the 'Manage Footers' interface. At the top right, there is a red-bordered button labeled 'Add New Footer'. Below this is a table with two columns: 'Title' and 'Actions'. The first row in the table has the title 'Footer' and an 'Active Footer' status. In the 'Actions' column, there is a red-bordered 'Edit' button. The main content area shows a preview of the footer, which includes three columns of text: 'About the Purple Metro Club', 'At a Glance', and 'Contact Us'. There are also social media icons for LinkedIn, YouTube, Twitter, and Facebook, and a copyright notice at the bottom.

6. After clicking **Add New Footer** or **Edit**, you can enter or change the **Title** of the Footer. Then you can use the Online Editor to create or Edit the content. To learn more about the

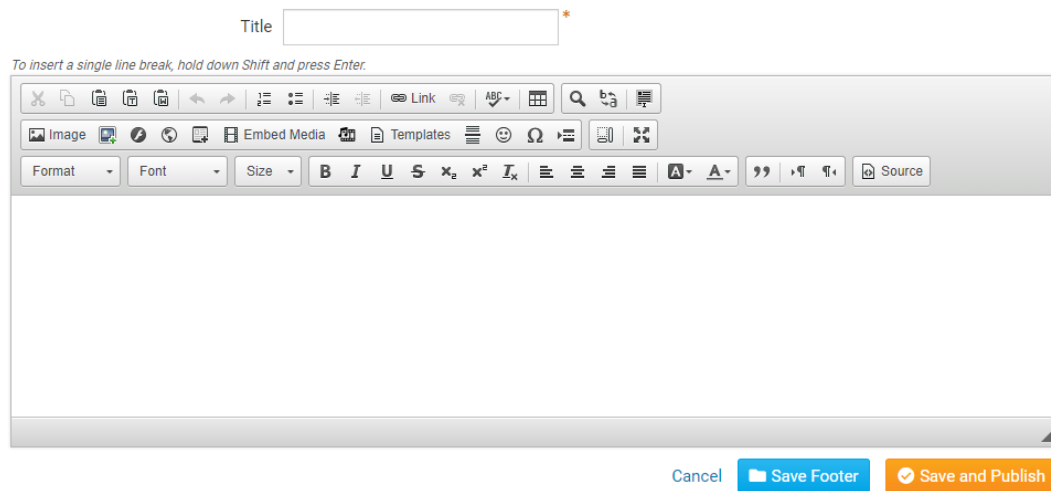
Online Editor, please read the article named [Explain The Online Editor/Tool Bar](#).

Add New Footer

Footer Text

Title

To insert a single line break, hold down Shift and press Enter.



Cancel

7. Once you have finished making the Footer, you can click on one of the following options:

- **Save and Publish** - Saves the footer and makes it appear live on the website.
- **Save Footer** - Saves the footer and does not makes it appear live on the website.
- **Cancel** - Cancels the changes you did.

Related Content

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