

## 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 table contains one row with the title 'Footer' and an 'Active Footer' status. The 'Actions' column for this row contains an 'Edit' button, which is highlighted with a red box. Below the table, a preview of the footer content is shown. It includes three columns of text: 'About the Purple Metro Club', 'At a Glance', and 'Contact Us'. The 'About' section describes the club's members and their passion for community service. The 'At a Glance' section describes the organization's mission and volunteer leaders. The 'Contact Us' section encourages reaching out via social media, with icons for LinkedIn, YouTube, Twitter, and Facebook. At the bottom of the preview, there is a logo for the Purple Metro Club and a copyright notice: 'All materials and photos, unless otherwise specified, copyright of the Purple Metro Club. Website Copyright 2018.'

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

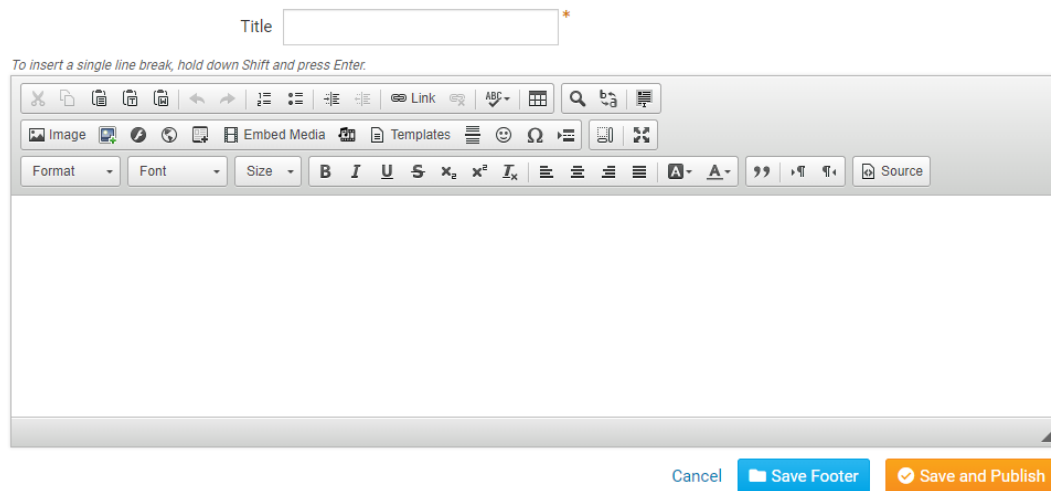
Online Editor, please read the article named [Explain The Online Editor/Tool Bar](#).

## 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

- [How do I publish changes to the homepage?](#)
- [How to choose a new Theme](#)