

## **Introduction:**

EditBureau Empower is a powerful single user content management solution. It allows a user to take full control of the content on a website, and provides many features which make managing content a breeze. Over and above the EditBureau Lite package, A comprehensive workflow system allows a user to store webpages and other files in a drafts area, where a user can work on them over a period of time before publishing them live to their website. Staging allows new webpages to be previewed in full, along with images before any of the files actually go live. Empower features a built in scheduler, which allows content to be automatically published at a specific point in time in the near future – Conversely, content can also be replaced using this feature. This is ideal for promoting special offers, or publishing a news article on a specific date. For greater control over content, a template system is also available, which allows template webpages to be defined which can then be used as a basis for creating new pages.

## **Features:**

### Overview:

- Easily select webpages to edit, using predefined filters, or by actually surfing your website and clicking an 'Edit this Page' button.
- Create / edit webpages, text files, and images – Use existing files as templates using 'Save As' functionality.
- Upload files from your computer to your website.
- Edit files and save them directly to your website – Quickly make changes to your website without outside assistance.
- Drafts area allows files to be saved in EditBureau until a later date
- Stage(preview) files before they go live, including webpages and the images within those webpages.
- Scheduler allows content to be automatically published on a specified date
- View a full changelog of all changes made using EditBureau
- View a full Audit trail of all actions performed in EditBureau (Cannot be cleared / altered for accountability reasons)
- Preview previous versions of a webpage, with the ability to rollback to a previous version at any time.
- Ability to rollback (undo) any changes made using EditBureau including deletions, renames, creations, edits.
- Access online tutorials, knowledgebase and tips on how to use EditBureau effectively to manage your website.
- Secure connectivity options such as secure FTP and FTP using SSL

## HTML editor features:

- Text formatting: Edit size, typeface, colour, style
- Undo and redo a number of last operations
- Tables – Change size, border, colours
- Links – Point and click link creation
- Image insertion – Point and click image insertion
- Insert Special characters easily
- Bullet lists
- Numbered lists
- Meta tags – Edit the keywords which search engines use to index sites
- Background colours
- Support for external stylesheets
- HTML Optimization
- Import content from Microsoft Word

## Image editor features:

- GIF, JPG, TIFF, PNG, BMP support
- Zoom using a slider or enter an exact percentage.
- Undo and redo a number of last operations.
- Use layers to create sophisticated and professional looking images. Opacity of each layer can be controlled, allowing the background to show through.
- Insert fully customizable geometric shapes (rectangles, ellipses, lines and arrows), text, which can be anti-aliased (smoothes edges)
- Import other images.
- Image modification to make the image look the way you want it. Smoothly resize the image or the working area as well as freely rotate, flip or crop it.
- Add artistic touches or easily correct imperfections caused by the camera or lighting conditions. Convert to grayscale, adjust brightness and contrast, blur, sharpen, draw/erase using the brush and eraser tools.
- Use advanced functions for extra precision and flexibility - Grid for exact placement and alignment of objects.
- Snapshot pane allows you to take snapshot of how your image looks at any time, so you can use it as a reference point to compare side by side what effect your modifications have.

# EditBureau Empower



## Productivity Features:

- Local Image editing: Use EditBureau's Image editor to work with images directly on your own computer – open and save images directly on your own computer.
- Send As HTML Email: Use EditBureau's *send as email* feature to send a webpage to yourself as a HTML email. Since EditBureau has all the tools for getting images live onto your website, and has great HTML editing features, you can use this feature for creating great marketing emails, which can contain images from your website and contain links directly to your pages on your website.