



Website Editor Guide

Edit your website in just a few clicks. **Here's how.**

1. Log In

Go to the login link we sent you.
Use your email and password to log in.

*Tip: Can't find the link? Check your email inbox (or spam folder) for a message from Øresund.
Still stuck? Just reach out to us.*

Sign in to your account

Email address

Password

Sign in

2. The Editor Overview

Once logged in, you'll land in the website editor.

This is where you can:

- Change text
- Replace images
- Update lists
- Upload PDFs

Website Editor

What would you like to do?

Edit Text
Modify existing content

Edit Images
Replace existing images

Manage Lists
Add, remove or reorder items in lists

Manage PDFs
Upload, view and manage PDFs

2.1 Edit Text

- Select the text you want to change directly on the website. It will appear in the editor.
- Enter your new text in the bottom field of the editor.
- Happy with the change? Click **"Update Text"** to apply it in the editor preview.

Website Editor

Edit Text [Back](#)

How it works

How it works
header > howItWorks
Link: #how-it-works

How it works
howItWorks > title

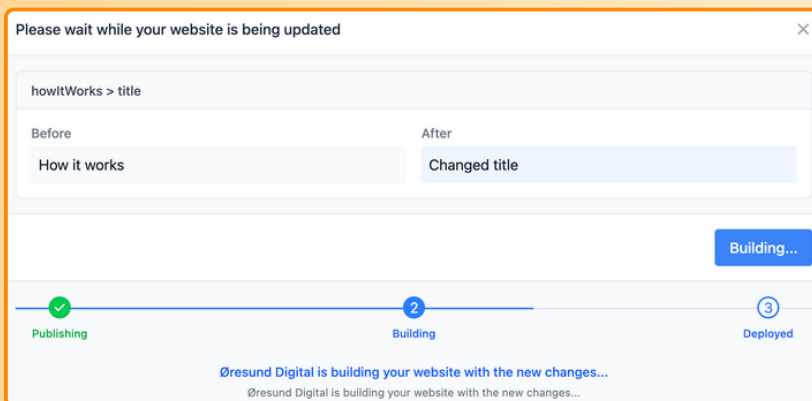
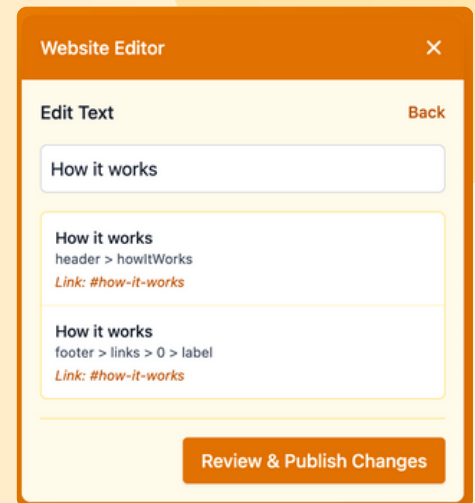
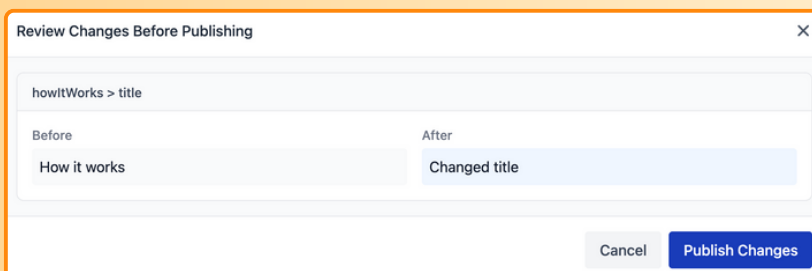
How it works
footer > links > 0 > label

How it works

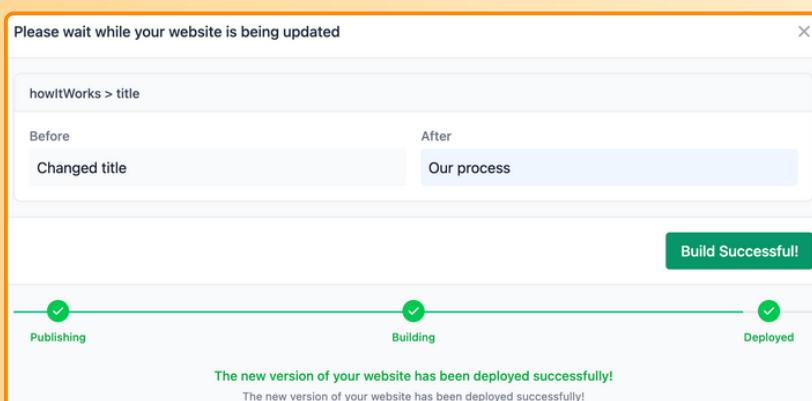
Update Text



- To make it live, click **“Review and publish changes”** > **“Publish Changes”**
- Now you wait for a moment for the updated website to load.



- Your changes are being published to your website. This may take a moment, please don't refresh or close this window.



- Once it's done, your site will be updated with the latest changes.



2.2 Edit Images

- Click on any image in your site.
- In the editor the image will open.
- Upload a new one or choose from your library.

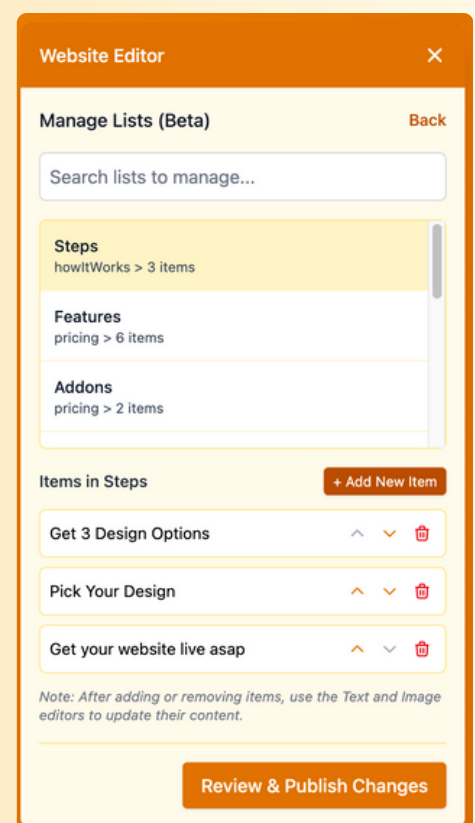
Tip: Use high-quality images (JPG or PNG) up to 5MB



2.3 Manage Lists

- Click the list area (e.g. services or pricing).
- Add, remove, or reorder list items easily.

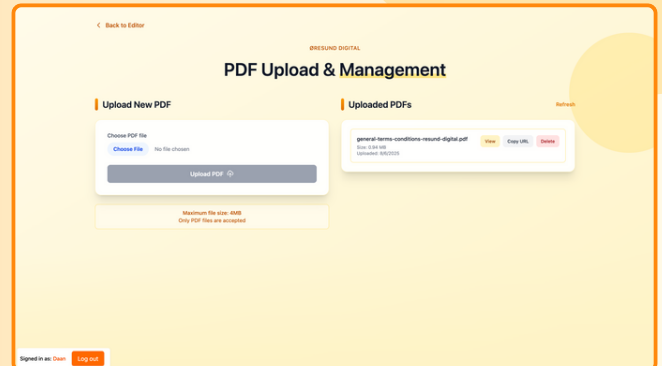
Tip: Keep lists consistent (same style and length).





2.4 Upload PDFs

- Click on the “manage pdf”.
- You will be directed to the PDF Upload & Management.
- Here you can upload your PDF (e.g. brochure, menu, price list).
- After uploading a PDF you can copy the URL (Link) and add it to a button or text.



Tip: Give your PDF a clear name (like price-list-2024.pdf).

✓ **Don't Forget: Review + Publish**

Made some updates? Nice! Just two final steps:

- *Hit “Review Changes” in the top right.*
- *Then click “Publish” to make your changes live.*

! *If you don't publish and close the page, your changes will not be stored. Therefore we recommend always to publish on time.*

Need a hand? We're just a message away!

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