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## Before You Begin

### For Hosted Users

To jumpstart your Website, you need a user account with permissions. Check your Welcome e-mail.

### For Local Installations

Check that you can log in to CONTENTdm Administration and have permissions to **Setup Global Website**. (For more information, see [Managing Users](#).)

## About Saving, Previewing & Publishing

When you edit website configurations, you are working on a copy of your production style (.css) and configuration (.ini) files. The Website Configuration Tool makes a copy of the production settings files when it starts.

- When you click the **Save** button, you are saving your changes to the working copy, not to production. (You can revert to the last published version of your website.)
- When you click **Preview**, you are viewing your site using the working copy so you can verify your changes before pushing to production.
- When you click **Publish**, you are copying from your preview settings to your production settings.

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## Review Your Website

You can review what your existing collections (or the sample collection) look like by default without any configuration by going to your CONTENTdm Website URL.

- Hosted users:** Check your Welcome e-mail.
- Direct License users:** Check with your CONTENTdm Administrator.

For more information about the default CONTENTdm Website pages and structure, see [Website Overview](#).

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## Tailor Your Website

### Step 1: Brand & Describe

You can use the CONTENTdm Website Configuration Tool to create Home and About pages, collection descriptions, and a global, website header. No programming skills are required, but HTML skills might be helpful.

1. Navigate to your CONTENTdm Administration URL. (For Hosted users: Check your Welcome e-mail. For local installations: Check with your CONTENTdm Administrator.)
2. From CONTENTdm Administration, click the **Server** or **Collections** tab and then click **Website**. The Website Configuration Tool displays in a new window or tab.
3. Log in using the same user name and password that you use when accessing CONTENTdm Administration.
4. Choose whether you want to configure your CONTENTdm Website Version 6.x or your CONTENTdm Responsive Website.

To configure your CONTENTdm Website Version 6.x, make sure the toggle at the top of the screen is set to **6.x Website**. To configure your CONTENTdm Responsive Website, set the toggle to **Responsive**.

5. To configure the following elements of your website, use the options in the Website Configuration Tool:
  - Website header: Appearance > Header
  - Website description: Page Types > Home Page (global)
  - Collection descriptions: Page Types > Landing Pages (collection-level)

## Step 2: Refine Your Configurations

After your initial configurations are published, review your website again. If you need further changes, explore the options of the Website Configuration Tool, which enable you to configure more detailed global and collection-level settings.

For example, you may want to configure your collection landing page to display a representative image and Suggested Topics links.

For detailed information about these configurations, see [Configuring the Website](#).

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## More Info & Support

### Help Files:

<http://www.oclc.org/support/services/contentdm/help.en.html>

**Support & Training:** <http://www.oclc.org/support/services/contentdm.en.html>

**Tech Support:** 1-800-848-5800

Support is available 7:00 a.m.–9:00 p.m. US Eastern Time, Monday through Friday.

**E-mail:** [support@oclc.org](mailto:support@oclc.org)