



Additional Features You Should Know About XTOPIA

1. If you have any questions about features on XTOPIA, you can look them up at: <https://xtopia.zendesk.com/hc/en-us/>

NEED HELP?

Type in your question and we'll help you through the process.

SEARCH



ACCOUNT SETTING



PROJECT LIST



DASHBOARD



	Masterpage Last Modified 24 Jun 2016 by Josephine Toh	2
<input type="checkbox"/>	Blank Page Last Modified Feb 07, 2017, 3:13 PM by Josephine Toh	
<input type="checkbox"/>	About Us Last Modified Apr 20, 2016, 3:41 PM by Josephine Toh	15
<input type="checkbox"/>	Products & Services Last Modified Jun 20, 2016, 7:48 PM by Josephine Toh	
<input type="checkbox"/>	Revised Version News & Events Last Modified Jun 20, 2016, 7:49 PM by Josephine Toh	
<input type="checkbox"/>	Revised Version Resource Centre Last Modified Feb 07, 2017, 1:54 PM by	

- View Page
- Set as Homepage**
- Manage Page Settings
- Duplicate
- Unlock

2. You can always set any page as the homepage. Current homepage will come with the "Home" icon.

XTOPIA System



Masterpage

Last Modified 24 Jun 2016 by Josephine Toh

2



Blank Page

Last Modified Feb 07, 2017, 3:13 PM by Josephine Toh



About Us

Last Modified Apr 20, 2016, 3:41 PM by Josephine Toh



Products & Services

Last Modified Jun 20, 2016, 7:48 PM by Josephine Toh



Revised Version News & Events

Last Modified Jun 20, 2016, 7:49 PM by Josephine Toh



Revised Version Resource Centre

Last Modified Feb 07, 2017, 1:54 PM by



- View Page
- Manage Page Settings
- Duplicate
- Create Subpage
- Lock



10



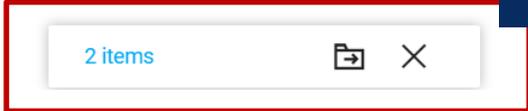
3. If you are editing the page and do not want anyone to access it, you can always lock the page.

NOTE: You will need to unlock it manually once you are done so that others can access the page again.



<input type="checkbox"/>	About Us - Layout 03 Last Modified Feb 07, 2017, 1:33 PM by	⋮
<input checked="" type="checkbox"/>	Revised Version About Us (Food) Last Modified Feb 07, 2017, 4:24 PM by	⋮
<input checked="" type="checkbox"/>	About Us (Photography) Last Modified Feb 07, 2017, 4:25 PM by	⋮
<input type="checkbox"/>	About Us (Florist) Last Modified Feb 07, 2017, 4:26 PM by	⋮
<input type="checkbox"/>	About Us (01) Last Modified Feb 07, 2017, 4:28 PM by	⋮
<input type="checkbox"/>	About Us (02) Last Modified Feb 07, 2017, 4:29 PM by	⋮
<input type="checkbox"/>	About Us (03) Last Modified Feb 07, 2017, 4:30 PM by	⋮
<input type="checkbox"/>	Revised Version About Us (Camping) Last Modified May 09, 2017, 10:34 PM by	⋮

4. To move / delete multiple page, click on the checkbox beside the page title.





← Last Updated ▾ All ▾ This folder only ▾ 🔍 |

<input type="checkbox"/>	Blank Page Last Modified Feb 07, 2017, 3:13 PM by Josephine Toh			⋮
<input type="checkbox"/>	About Us Last Modified Apr 20, 2016, 3:41 PM by Josephine Toh	🔒	15	⋮
<input type="checkbox"/>	Products & Services Last Modified Jun 20, 2016, 7:48 PM by Josephine Toh		7	⋮
<input type="checkbox"/>	Revised Version News & Events Last Modified Jun 20, 2016, 7:49 PM by Josephine Toh		10	⋮
<input type="checkbox"/>	Revised Version Resource Centre Last Modified Feb 07, 2017, 1:54 PM by		10	⋮

5. To search for a page, click on the “Search” icon on top right.

NOTE: Remember to change option to Entire Website if you wish to search through the entire project.



The screenshot displays the XTOPIA user interface. On the left, a blue navigation sidebar contains the XTOPIA logo, a user profile for Jane Doe (email@email.c...), and menu items: Projects (33), Account Settings, Support, About XTOPIA, and Logout. A hand cursor points to a burger menu icon next to the user profile. A dark blue callout box contains the text: "6. To manage your password, click on the burger menu beside 'XTOPIA' logo. Alternatively you can find out more by clicking 'Accounts Settings'". The main content area is dimmed and shows a header with "TINGS" and "REPORTS", a search icon, and a red plus button. Below the header is a list of content items with icons, dates, and authors, such as "Feb 07, 2017, 3:13 PM by Josephine Toh" and "Apr 20, 2016, 3:41 PM by Josephine Toh".



Content & Data



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Online Pages

2

Master Pages

4

Data Sources

3

Preset Forms

Useful Tips



What Causes Users To Leave Your Website

One of the key success factor of a website is its ability to keep y... There are 3 things you need to avoid in order to retain your users pageviews.

7. Customise what you want to see on your dashboard by clicking on the "Add" button on top right.

[LEARN MORE](#)

Quote of The Day



"Four hostile newspapers are more to be feared than a thousand bayonets."

– Napoleon Bonaparte

Latest Announcements (Updated 08 March 2019)



Enhanced Features:

- Did you notice there are some new Smart Objects in your library? They them now by accessing the Page Editor.

New Features:

- Did you notice there are some new Smart Objects in your library? Try them now by accessing the Page Editor.
- Did you know XTOPIA is available on Microsoft AZURE hosting too? Get in touch to upgrade your plan today.

Capacity



GENERAL				SELECTION	
CTRL + S	Save	CTRL + SHIFT + S	Publish	CTRL + ▲	Parent Element
CTRL + Z	Undo	CTRL + ALT + P	Preview	CTRL + ►	Previous Element
CTRL + Y	Redo	CTRL + SHIFT + E	Share Page	CTRL + ▼	Child Element
CTRL + C	Copy			CTRL + ◀	Next Element
CTRL + X	Cut			ESC	Deselect
		HIDE / SHOW			
CTRL + D	Duplicate	ALT + ENTER	Setting Panel		
CTRL + V	Paste	CTRL + G	Guide		
DEL	Delete				

8. These are useful shortcuts to use when you are working on XTOPIA Editor

1

2

3

9. You can manage your layers by renaming the elements according to your preference.

1. Click on Layer icon
2. Pin the panel if you wish to keep the view as you edit
3. Hover on to the specific element you wish to edit
4. Click on edit icon to rename it

ABOUT US

WE CAPTURE BEAUTIFUL LIFE MOMENTS

A great photograph is one that fully expresses what one feels, in the deepest sense, about what is being photographed.

When words become unclear, I shall focus with photographs. When images become inadequate, I shall be content with silence. All

Page ▾

Page: About Us (Photography)

ROW LAYOUT

ABOUT US

WE CAPTURE BEAUTIFUL LIFE MOMENTS

A great photograph is one that fully expresses what one feels, in the details of what is being photographed.

OUR TEAM

When words become unclear, I shall focus with photographs. When images become inadequate, I shall be

PRO ENABLED

ROW LAYOUT General Properties

COLUMN SETTING

DISPLAY

Padding
Space inside the element

Margin
Space outside the element

Width
Object width

Min-Height
Object min-height

Height

Container Width
Object max-width

Default

0 px

Custom

0 px

auto

0 px

auto

100 %

initial

500 px

1240 px

10. More settings are available when you enable PRO Mode. Items with yellow dot are pro-enabled settings.

THANK YOU.



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