
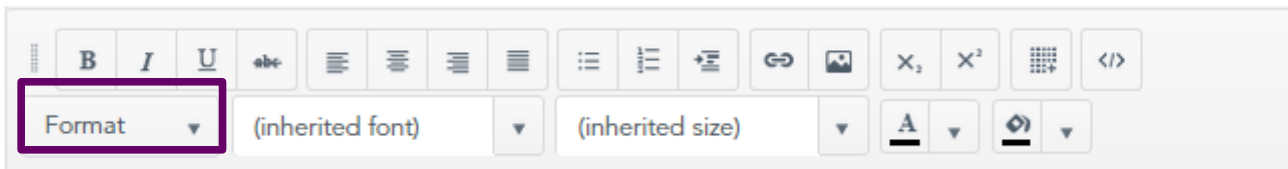


How To: 'Services' Module

1. Login to the CMS
2. From the menu to the left of the screen, click: 
3. This page displays the full list of services.
4. Click 'Add new record' and type a title in the 'Page Title' field. The 'Page Long Title' is the title which will appear at the very top of the browser, inside the tab.
5. The 'Page Intro' field is a small snippet of text taken from the article which will display as a preview on the front end. If you wish to leave this field blank and publish the article, a snippet will be generated automatically.
6. Click into the text editor box. The formatting menu below will appear:



- Using 'Corporate Commercial' as an example, this guide will show you how to properly format content within the Services module.

A. **Corporate Commercial** Share This

B. Our Corporate/Commercial Department brings together a wealth of experience in every aspect of commercial transactions, corporate structures and funding mechanisms, and contractual arrangements of all kinds. We base our service on commercial knowledge, insight and a practical understanding of each client's business so that our advice adds value beyond the deal or issue at hand.

C. **Corporate/Commercial department**

Our energetic and innovative team is widely known for its capacity to tackle even the most complex transactions in a client focused and approachable manner. We have particularly strong relationships with entrepreneurial businesses and investors of all kinds; our partners are trusted business advisers as well as first-rate legal practitioners. The ability to coordinate sector-specific and specialist input from within the corporate department and other parts of ByrneWallace is a key factor in the group's success.

Corporate/commercial services

Public company services

D.

- IPOs: experience in acting for companies, underwriters and shareholders in ISE/Nasdaq flotations
- DCM / AIM and OFEX admissions
- Post-IPO fundraisings and secondary placings
- Stock Exchange (ISE and Nasdaq) advisory and compliance services for publicly quoted clients
- Mergers and acquisitions services for publicly quoted clients
- Corporate structuring and restructuring






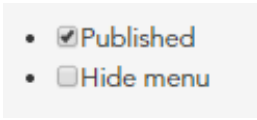
Recommendations

The Corporate / Commercial department is recommended by Chambers and Partners International.

Chambers Global 2010:

E.

“ Clients say: "It really delivers and its advice is always clear and instructive." "The firm is extremely pragmatic, and the speed of response and availability of senior lawyers are impressive."

7. Highlight sections of text and, using the 'Format' dropdown menu, style the content as follows:
- A. The main title in purple is generated from the 'Page Title' field.
 - B. 'Paragraph' formatting.
 - C. 'Heading 2' formatting.
 - D. Click  and type a sentence. Press return to create another bulletpoint on the next line. To disable the bulletpoint setting, click  again. To indent a bulletpoint further to the right, click .
 - E. 'Quotation' formatting.
8. To insert a link, highlight any word or sentence and click the hyperlink button: 
Paste the destination URL into the 'Web Address' field and click 'Insert'.
To insert an email address hyperlink, simply insert an email address into the 'Web Address' field and click 'Insert'.
If you would like a note to appear when a user hovers over a link (eg. 'Click here to open in a new window'), type it into the 'ToolTip' field when inserting a link.
9. To insert an image or PDF, click  to open the media upload library. Click the '+Upload' button to select an image or PDF from your device.
10. To publish the service tick the 'Published' box. This will make the page visible on the site, should a user find a link to it. 
If it is not a main service and you wish to hide it from the top dropdown menu, tick 'Hide menu'. As 'Hide menu' is not ticked for the 'Corporate Commercial' service, this means that it does appear in the dropdown menu.
11. Click the Save button.