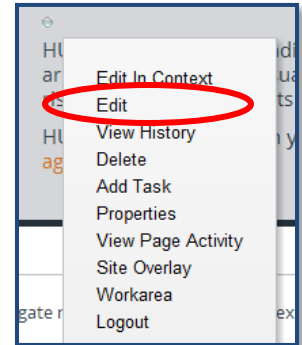


Ektron Training Guide

Getting Started

To login to the site, go to hubinternational.com/login.aspx. Once logged in, to make changes, either open the Workarea, or go to the website. When you hover, you have the functionality to edit, access the workarea and log out.

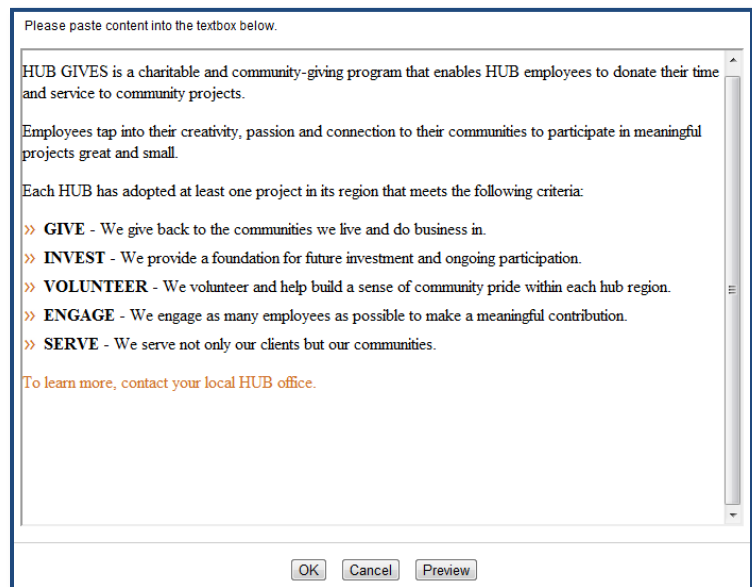


Creating a New Page without Tabs

Below are step by step instructions on how to create a new page. Ex:

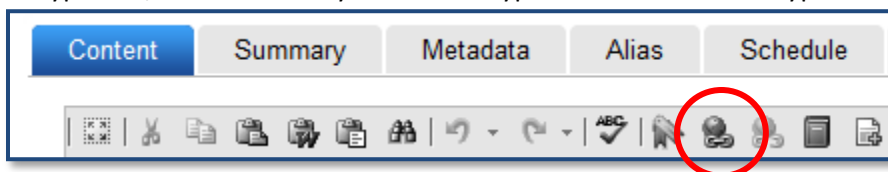
<http://www.hubinternational.com/hub-gives/>

1. Find the appropriate folder the page will be located.
2. Under “New” in the content area, select “New HTML Content”
3. Put in the title of the page in the “Title” textbox at the top. This will automatically become the header of the page.
4. Insert content using the “Paste from Word” option in the toolbar. Copy and paste into the box and select “OK.”
5. The content editor works similar to Word. Use the Style selections to add Bold or Italic fonts. Use the dropdown to select headers.
6. To insert bullets, highlight the section you want, and select the bullet button (second row in the toolbar).



Hyperlinking:

1. To hyperlink, select the text you want to hyperlink. Click on the “Hyperlink Manager” button.



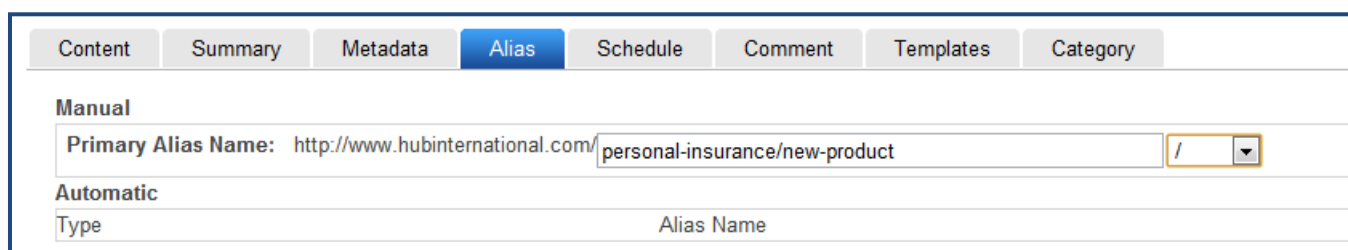
2. If the link is external, select “New Window” in the “Target” dropdown.

If the link is external,

3. If the link is internal, delete the “http://” and paste the alias of the page. The alias will be all text after www.hubinternational.com .
4. To link to a PDF, select the “...” button next to the right of the URL field. Select “Files” in the dropdown. Find the folder the PDF is located in. Once located, double to insert. Select “New Window” in the “Target” dropdown.
5. Select “OK” to insert link.

Alias

The “Alias” tab allows you to give the page a unique URL. The naming convention should stay consistent with the site. For example, if it is a new Personal product, the alias should be /personal-insurance/new-product/. All words should be separated by hyphens. Make sure “/” is selected the dropdown next to the alias.



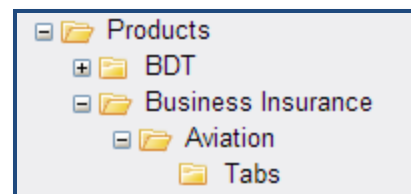
Type	Alias Name

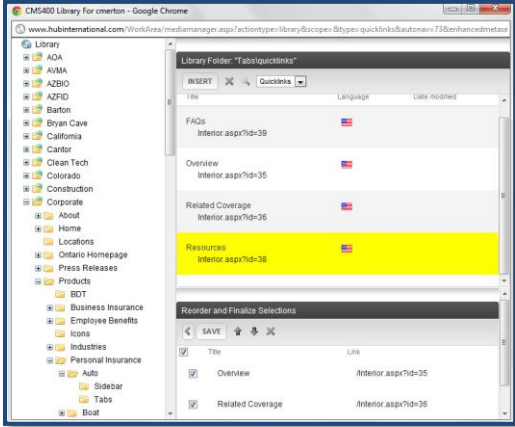
Creating a New Page with Tabs

Below are step by step instructions on how to create a new page with tabs. Ex:

<http://www.hubinternational.com/personal-insurance/auto/>

1. Open the appropriate folder the page will be located in. Pages with tabs should have a subfolder named “Tabs.”
2. Each tab will be an HTML content page. To create a new tab, select “New HTML Content.”
3. Enter the title of the tab in the “Title” textbox at the top. This will automatically become the label and header of the tab. To change the header of the tab, go into the “Metadata” tab and add a “Section Title.” This is usually done when you want a longer title that will not fit into a tab label.
4. Insert content using the “Paste from Word” option in the toolbar. Copy and paste into the box and select “OK.” Do not give tabs aliases.
5. Publish.
6. You can create up to 5 tabs per page. Once all tabs are created, create another “New HTML content.” This will act as a placeholder for all the tabs.
7. Insert in the title of the page. Under the Metadata tab, select “Edit” under the “Tabs” section.
8. Locate the tabs in the workarea folder. Make sure “Quicklinks” is selected in the dropdown.





9. Double click each tab you want on the page. To change the order of the tabs, use the arrows in the bottom pane of the window. To remove a tab, uncheck the checkbox of the tab.

10. Remember to include a header image, sidebar and alias for the page.

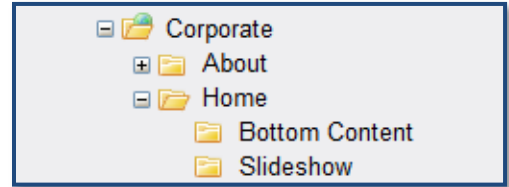
11. Publish.

Editing Content

On the website to edit most pages, hover over the bubble and select the “Edit” functionality. Another way to edit, is to locate the tab or page in the workarea. Hover over the arrow next to the title of the tab, and select “Edit.” Once finished, click “Publish” to save all changes.

Homepage:

All homepage content can be found in the Corporate folder in the workarea. The text below the coverflow will be located in the “Home” folder. The “Bottom Content” folder will include the bottom left box on the Homepage such as Announcements, About HUB, Learning Center, Join the Team and M&A. These can all be edited in Ektron.



Uploading Press Releases

Press releases are organized within the Press folder: Corporate > Press Releases folder. Press releases are smart forms that are managed in folders organized by year (2009, 2010, etc).

1. To add a new press release, go to the appropriate year folder. Under “New” in the Content Area, select “Press Release.”
2. Fill out all appropriate fields in the Content tab. When filling out the title tab, make sure the title is in all caps to stay consistent with all the other releases. The date can be selected by clicking on the small calendar to the right of the “Date” field.

3. Paste from word the press release content, starting after the date. Copy and paste from word, the media contacts into the contact box.

Press releases

Please, inside of the following boxes, enter a title for the press release, location and date.

Add Title: HUB INTERNATIONAL ACQUIRES ASSETS OF ASSOCIATION BENEFITS

Subtitle:

Location: Chicago

Date: Tuesday, May 01, 2012

Please, in the following box below, enter the text for the press release. There is not limit of words. You can always go back and re-edit it.

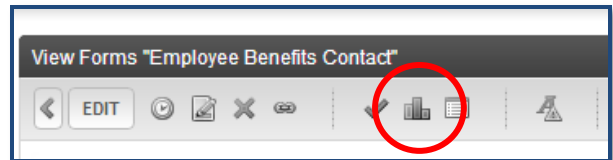
Hub International Limited (Hub) announced today that it has acquired the assets of Association Benefits Insurance Agency, Inc. (ABIA), a Lynnfield, Massachusetts-based insurance brokerage firm. Terms of the acquisition were not disclosed. The ABIA operation will become part of Hub International New England LLC (Hub New England). Co-Principals Frank Venuto and Frank Michaud will join Hub New England, reporting to Michael S. Chapman, Chief Sales Officer.

Founded in 2000, ABIA specializes in arranging commercial lines insurance programs for the members of a wide range of endorsed associations. Currently working with a dozen groups throughout the New England region, ABIA's mission is to help develop and grow associations through the marketing and sales of insurance products to niche based industries. Some of the

4. When you publish, the press release will appear in the bottom right corner of the homepage in the "HUB in the News" document.
5. Use the "Schedule" tab to post press releases to be published at a later time. Insert the publish time and date in the "Start Date" field.
6. Publish.

Exporting Form Submissions

1. Locate the form to be exported, and click to open.
2. Open "Reports" in the toolbar.
3. Select the date range for exports.
4. Change the "Report Display" drop-down to "Table of Values."
5. Export Report.



Inserting ClickDimensions Scripts on Forms

1. Ensure the contact form has a confirmation page.
2. Open the form to edit in HTML view.
3. Add the ClickDimensions script as the final tag for in the form. This will be added before the paragraph close: `</p>`
4. Switch back to Design View.
5. There should be three fields at the bottom of the form. The last field should have the ClickDimensions URL.



Blogs: Creating a New Post

1. In the “Posts” folder, select “New HTML Post.”
2. Add Title, this will be the title of the blog post.
3. Add the post under the “Content” tab.
4. Add a summary of the blog below the “Summary” tab. Try to keep this between 1 – 2 sentences.
5. Add an alias. The alias should always follow /blog/title.
6. Under “Schedule” add a start date for the blog. This must be added for the blog to appear.
7. To add an image thumbnail, select “Edit” under the Icon section in the Metadata.

Library Items

PDFs and images can be uploaded through the Library area. The Library tab can be access through the top navigation.

Uploading Images

1. At the top navigation, click the “Library” tab.
2. Open a folder that has content relating to the image you are going to upload. To stay organized, images should go accordingly with their section. If it is from a Personal header image, it should go in the Personal folder.
3. Once the folder is selected, click “Add” in the Workarea. Make sure “Images” is selected in the drop down to the left of the “Add” button.
4. To upload the image, click “Choose File” and locate the image on your computer.
5. Add a title to the “Title bar,” and click “Save.”

Uploading PDFs

1. At the top navigation, click the “Library” tab.
2. Open a folder that has content relating to the image you are going to upload. To stay organized PDFs should go accordingly with their section.
3. Once the folder is selected, click “Add” in the Workarea. Make sure “Files” is selected in the drop down to the left of the “Add” button.
4. To upload the PDF, click “Choose File” and locate the PDF on your computer.
5. Add a title to the “Title bar,” and click “Save.”