

## Explanation of Terms

### Content Pages

Each page or menu item that appears on your website is considered a "Content Page"

### Content Managed

By using our CMS (Content Management System) you have the ability to insert and update your own content on the pages that have been defined as manageable.

### Random Images

Images, illustrations of photos that appear on your website. When the user visits a page a random image is displayed from a pool of images. If the user refreshes the page, another image will appear.

### Color Choices

On the Municipal and Municipal PLUS packages, you have your choice of website colors.

### Email Addresses

YourName@YourTownship.com

### Domain Name or Transfer

Each new Townships Online website includes either transferring your old domain name or creating a new one. New domain names are renewable every year.

### Home Page News or Blogs

A section on your home page that you can update (i.e. Special Events, News, What's New)

### Editable Events Listing

A listing of upcoming events that you edit.

### Uploadable Photo Gallery

The photo gallery is viewable by the public. You can easily upload photos using our CMS system. The gallery creates thumbnails and resizes your pictures for you.

### Online Document Center

The online document center is a place where you can upload frequently used documents. Users can then download these documents from your website.

### Cascading Menu System

For packages starting at \$1199, your home page can have animated "pull-down" menus for cleaner, easier navigation.

### User-Based Security

Each department or section of your website must have an "Owner." These owners are the only people that can edit their content with the exception of the designated administrator.

### Setup Price

The setup price is a one-time fee. It is the actual creation of your website.

### Monthly Hosting Price

Your website must be hosted on KnowledgeGuard's public web servers. These servers are connected to a fast, secure, Internet backbone. This is where your website will live. The hosting fee also includes a robust statistics tracking package that allows you to see statistics about the traffic you are receiving.

### Document to PDF Conversion

KnowledgeGuard will convert any document to Adobe's Acrobat format. Your documents will download faster, but most of all, not editable from your users. This is very handy when distributing sensitive documents over the internet.

### CMS Training (1/2 day)

A KnowledgeGuard representative will visit your location and train your users on how to use the Content Management System.

### Meeting Minutes and Archiver

An option for your CMS, the Meeting Minutes Archiver will allow you to publically post your agendas or meeting minutes online. Once new minutes documents are posted, the old ones become a part of the Archive. Users can still access the archives.