

# Notes for Lexwork Firm Website Admins

Version 2.0 - December 2, 2019

## Logging in

- Go to <https://lexwork.squareeye.net/login/> (note: this will change when the new site is launched)
- Enter your email address and password.
- If you don't know your password, then:
  - Click [Lost your password](#).
  - Enter your email address.
  - Check your Inbox for an email with a link to click. This will allow you set a new password.
- If the email doesn't arrive, or anything else doesn't work, then contact [ggoscomb@lexwork.net](mailto:ggoscomb@lexwork.net) or [KHafley@fosterswift.com](mailto:KHafley@fosterswift.com) for assistance.

## The members' area


Once logged in, you will arrive at the [Members' Area homepage](#); you will also see the Members' Area section on the main menu, which allows you to navigate to various pages with member-only content. That submenu also allows you to:

- [Change your password](#)
- [Edit your firm details](#)
- [Manage news items for your firm](#)

## Editing your firm details

[This screen](#) allows you to edit all the details that appear on your firm profile on the Lexwork website.

The first group of fields are simple text fields, with the exception of the logo:

<b>Title *</b> <input type="text" value="Fox Rothschild LLP"/>		
<b>Logo</b>  Fox Rothschild LLP ATTORNEYS AT LAW	<b>Website</b> <input type="text" value="https://foxrothschild.com/"/>	<b>News archive URL</b> Link to news archive on your firm's website. <input type="text" value="https://www.foxrothschild.com/news/"/>
<b>Number of attorneys</b> <input type="text" value="900"/>	<b>Languages spoken</b> <input type="text" value="English"/>	

## Changing your logo

You won't need to do this often, but if you do want to change the logo featured on your profile, hover over the existing one and click the Remove (X) button. Then upload a new image:

<b>Logo</b> No image selected <input type="button" value="ADD IMAGE"/>
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Logos should be in PNG, GIF or JPEG format, at least 72dpi in resolution, at least 500 pixels wide (and any height), on a white or transparent background, and without any empty space around the edges. Please see example below (note):

Correct:



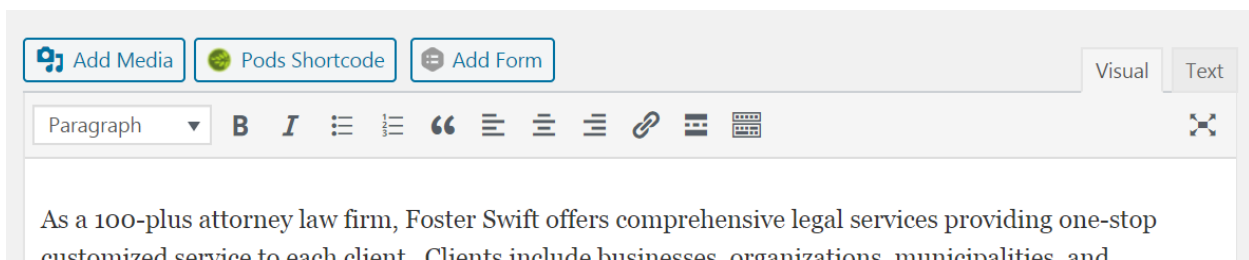
Incorrect – too much padding. This will result in logo appearing indented on members page.



Also, for consistency, please name your logo file with your at least the first name of your law firm, for example:

Preferred logo file naming	Discouraged logo file naming
FosterSwift-logo.jpg White-Taylor-Preston.jpg	FSCS.jpg Logo-WTP-100.jpg

## Narrative about your firm



There is no size limit to the narrative of your firm. However, the longer it is the more users will have to scroll. For SEO purposes you should have the firm name and the state/country name in the first paragraph.

You can use hyperlinks in the narrative. Tip on applying hyperlinks – rather than displaying the URL next to the relevant text, remove the URL then select the text you want to link, click the Insert Hyperlink button, and paste the link in there. On the settings, we recommend that you select "Open link in a new tab from "Link options."

## Head office

Ensure the details for your head office are correct in the next group of fields:

**Head office**

**Street address**

2000 Market St.  
20th Floor

**City**  
Philadelphia

**County / state**  
PA

**Postal / ZIP code**  
19103-3222

**Country**  
USA

**Phone**  
+1 215 299 2000

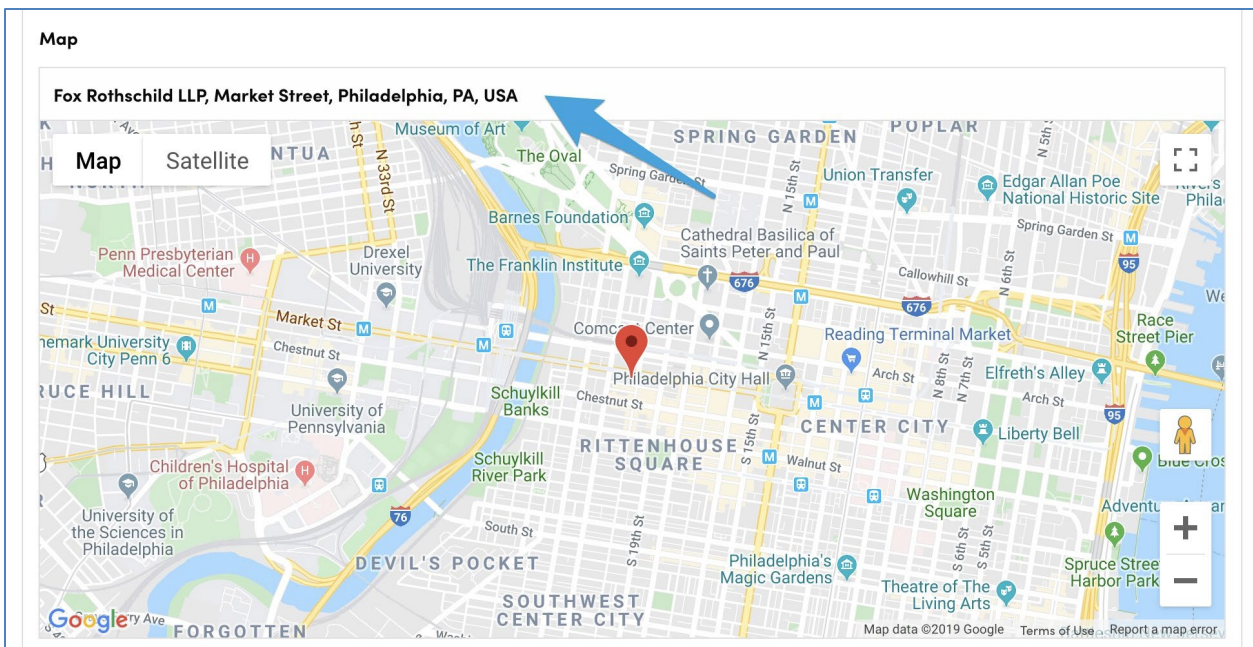
**Fax**  
+1 215 299 2150

**Email**

If you are adding a US office, make sure to use the 2 letter abbreviation for the state.

## Map



You can place a marker at the location of your head office. At time of writing, these markers aren't displayed on the website, but they may be used in future so do make sure yours is correctly placed. The easiest way to place a marker is to search for your address, here:



## Main contacts

Your firm profile can list one or two people as main contacts; add their details under the map. To add a second person, use the Add Contact button at the bottom right.

**Contact person(s)**

Name	Job title / role	Photo
Abraham C. Reich	Partner	
areich@foxrothschild.com	+1 215 299 2090	

ADD CONTACT

## Photos

To change the photo for an existing contact, hover over the current image and click the Remove (X) button. Then upload your new photo, which should be square, in JPEG format, at least 72dpi in resolution, colour, and at least 600px wide x 600px high. If you upload a photo that is not square, the website will crop it for you, but you may get some odd results, so you can get absolute control by cropping it before upload.

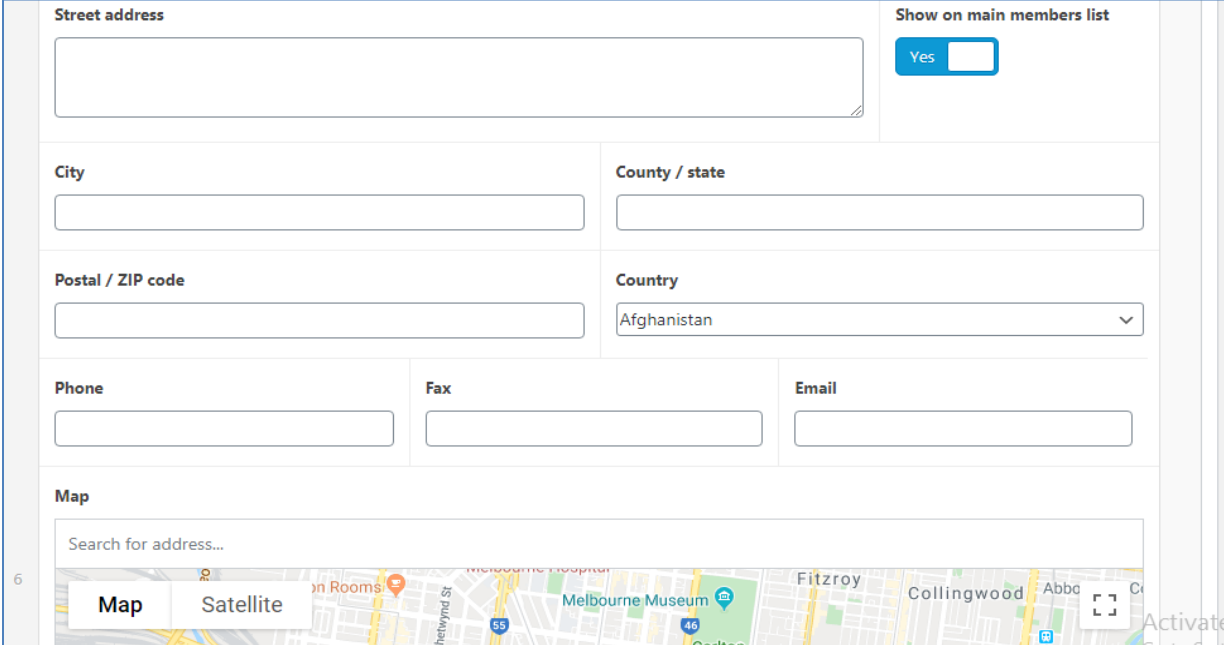


### Good examples of cropping

The goal is for the face sizes to be similar regardless of the background. There should be a small amount of space – approximately 3-5% above top of hair. For the bottom of the photo for men, the goal is to crop right below the knot. For women right at the top of the sternum

## Secondary offices

Further down you can add any number of secondary offices. Each one has its own set of contact details:



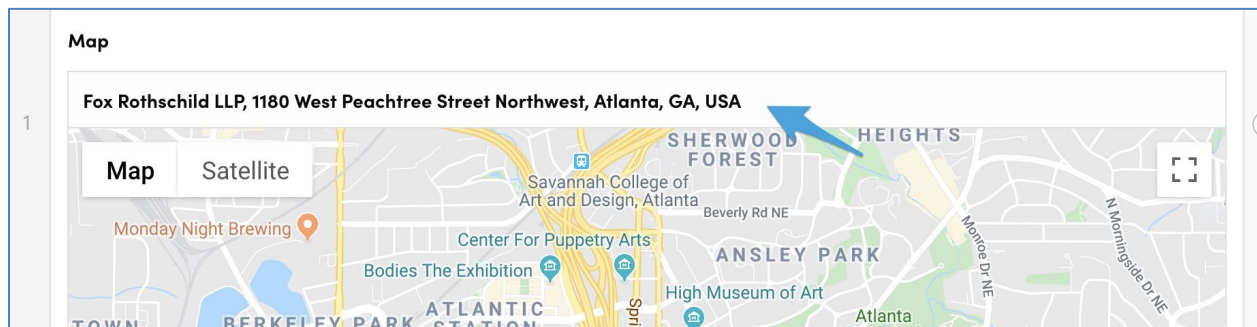
The form contains the following fields and controls:

- Street address:** A large text input field.
- Show on main members list:** A toggle switch with a "Yes" label and an unchecked checkbox.
- City:** A text input field.
- County / state:** A text input field.
- Postal / ZIP code:** A text input field.
- Country:** A dropdown menu currently showing "Afghanistan".
- Phone:** A text input field.
- Fax:** A text input field.
- Email:** A text input field.
- Map:** A map interface with a search field "Search for address...", "Map" and "Satellite" buttons, and a red location pin marker.

If an US office, make sure to use the 2 letter abbreviation for the state.

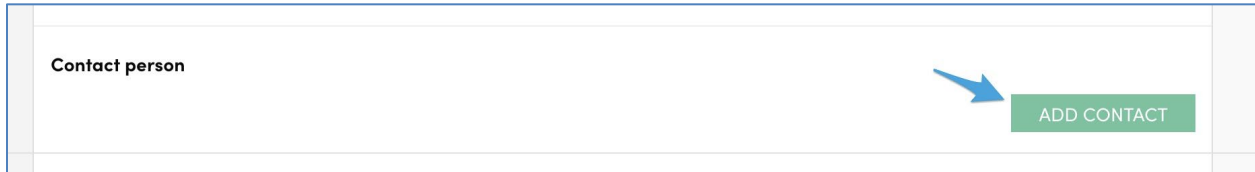
Please note for secondary offices there is a toggle switch "Show on main member list." This should be yes if the secondary office is in the same geographic region as the primary office or if there is not any designated primary Lexwork firm for the geographic region. It should be "no" if there is another Lexwork firm that is the primary Lexwork for the region.

And a map - again use the search field to find your exact address, and place the marker that way.



## Secondary office contacts

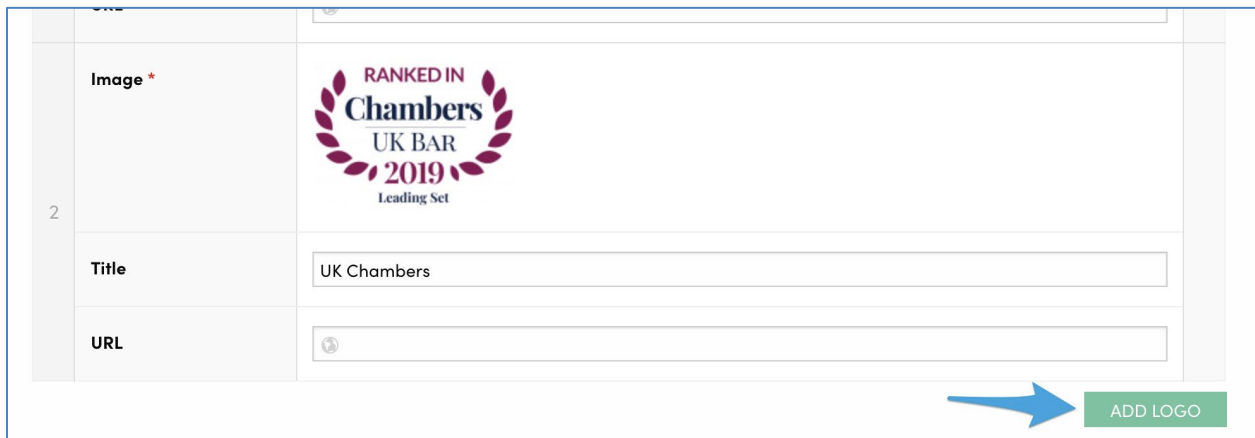
If any of your secondary offices has a contact person different to the main firm contacts, you can add them. You can also add a photo of the **secondary office contact** :



A screenshot of a form field labeled "Contact person". To the right of the field is a green button labeled "ADD CONTACT". A blue arrow points from the text "secondary office contact" in the previous paragraph to this button.

## Award and Recognition Logos

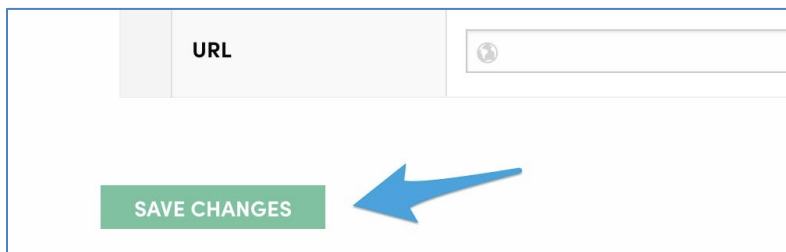
At the bottom of the screen you can upload or manage any award or recognition logos to feature on your profile. As a general rule, awards and recognitions should be national or international in nature. Use the URL field if you want to link the logo to an external website, e.g. more information about the award or another profile. If you are adding the award logo, please make sure to follow the governing body's rules for use of the logo.



A screenshot of a form for adding an award logo. It includes an "Image" field with a preview of a "RANKED IN Chambers UK BAR 2019 Leading Set" logo. Below the image are "Title" and "URL" fields. The "Title" field contains "UK Chambers". A green button labeled "ADD LOGO" is at the bottom right, with a blue arrow pointing to it from the text "adding the award logo" in the previous paragraph.

## Saving your changes

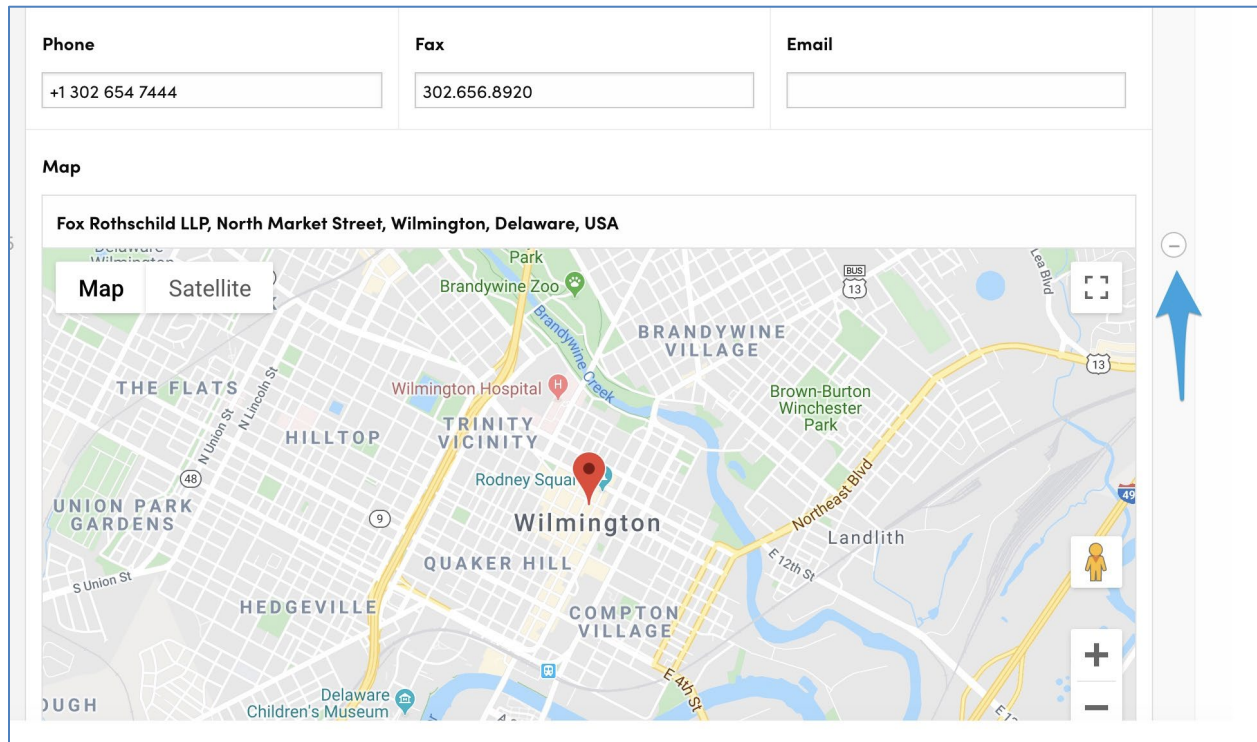
Once your data is all correct, don't forget to hit **Save Changes** at the bottom.



A screenshot of the bottom of the form, showing a green button labeled "SAVE CHANGES". A blue arrow points to this button from the text "hit Save Changes" in the previous paragraph.

## Removing offices and contacts

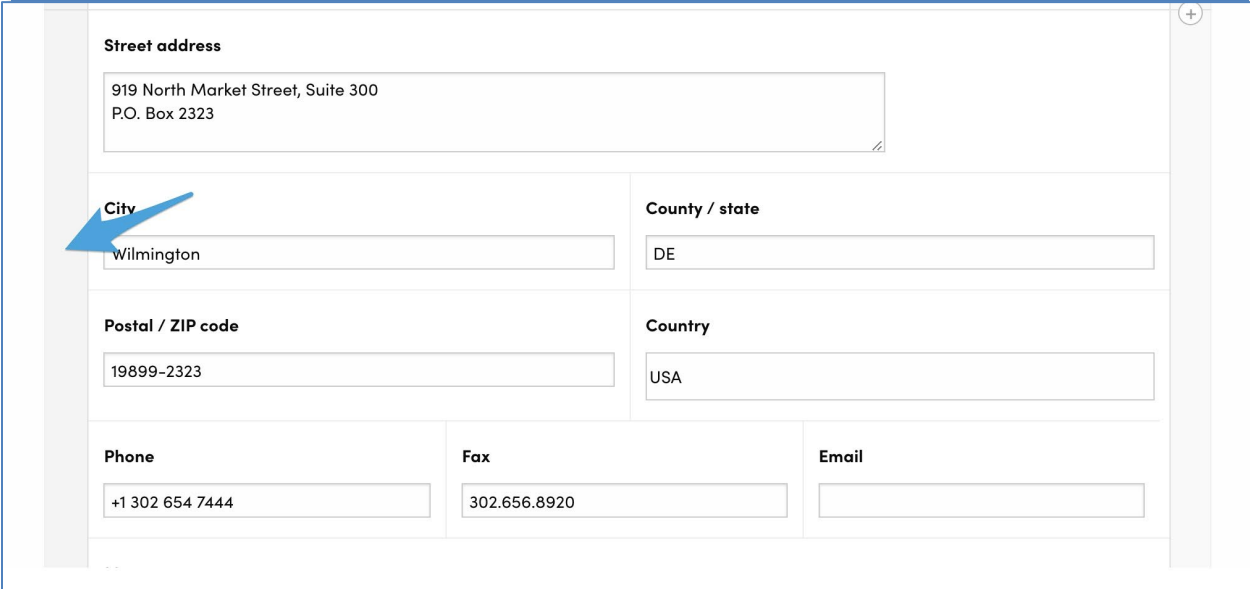
If you need to remove a contact person or a secondary office, hover over the grey bar down the right hand side and look for the Remove (-) button:



## Reordering offices or contacts

If you want to change the order of two contact people, your secondary offices or logos, then hover over the grey bar down the left hand side. Your cursor will change to a crosshairs, and you'll be able to drag the current item into a new position.





**Street address**  
919 North Market Street, Suite 300  
P.O. Box 2323

**City**  
Wilmington

**County / state**  
DE

**Postal / ZIP code**  
19899-2323

**Country**  
USA

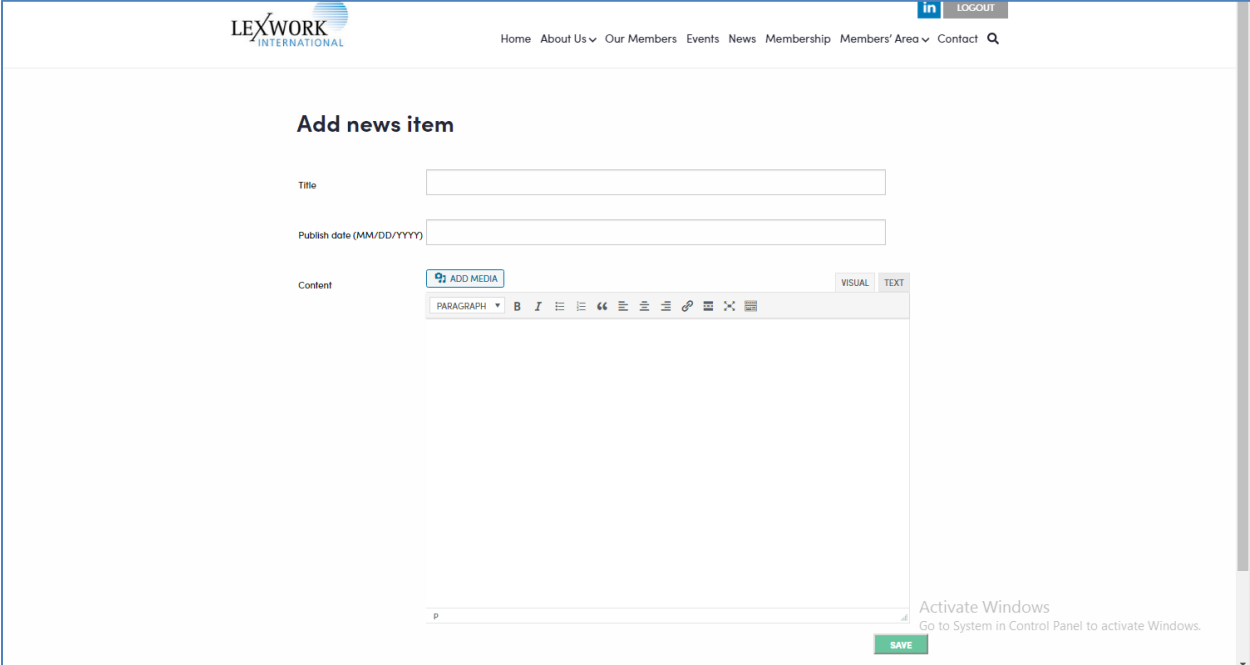
**Phone**  
+1 302 654 7444

**Fax**  
302.656.8920

**Email**

## Adding News Items

Click on the Member' Area and click the "Member News" on the drop down menu. Click the "Add Firm News" button. The following screen will appear.



**LEXWORK INTERNATIONAL** Home About Us Our Members Events News Membership Members' Area Contact

**Add news item**

Title

Publish date (MM/DD/YYYY)

Content

ADD MEDIA VISUAL TEXT

PARAGRAPH B I [List] [List] [List] [List] [List] [List] [List] [List] [List] [List]

Activate Windows  
Go to System in Control Panel to activate Windows.

SAVE

Enter the Title. Please try to limit headlines to less than 10 words and capitalize the first letter of each word.



Date. Please enter the date you post.

Content. There is no limit to length. Approximately the first 200 characters will show on the News entry with a link to all of the content. Pictures and Video can be added by clicking the "Add Media" button. You can also add hyperlinks in the content.

## Questions

If you have any questions, please email [ggoscomb@lexwork.net](mailto:ggoscomb@lexwork.net) or [KHafley@fosterswift.com](mailto:KHafley@fosterswift.com).