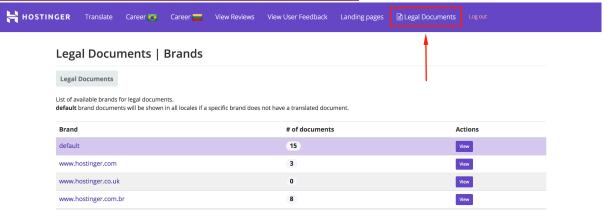


User Guide

# 1. Where is it?

https://www.hostinger.com/admin/documents/brands



# 2. Who can access it?

Legal Documents | default

Only people who are allowed to access the document editor will be able to see and use it. Ask **Hostinger Devs** to allow access for your email address if you need to access it.

# 3. Default brand

TLD Registry Policies

**Default** brand holds all the documents that will be displayed in every brand. So if you create a document there, it will be available in all Hostinger, Hosting24, Weblink, Hostmania websites.

#### Legal Documents / default List of documents for default brand Active Actions Type Last updated **Expired Registration Recovery Policy** /expired-registration-recovery-policy policy 2019-02-27 15:43:09 Ø û Domain Name Dispute Resolution /domain-name-dispute-resolution policy 2019-02-27 10:54:48 linas.levanas@hostinger.com Trademark/Copyright /trademark-copyright-infringement policy 2019-02-27 10:52:06 Brand Guidelines and Permissions /brand-guidelines-permissions 2019-02-27 10:49:31

/tld-registry-policy

2019-02-27 10:48:06 linas.levanas@hostinger.com

# 4. Translations (overrides)

If it is needed to translate or override a document for a specific brand you can easily do it by creating a new document in that specific brand using **the same slug** as default document has.

#### Legal Documents | www.hostinger.com.br Legal Documents / www.hostinger.com.br List of documents for www.hostinger.com.br brand mportant! To override (translate) default document, use THE SAME slug. Active Туре Last updated Universal Terms Of Service Agreement Overrides default /universal-terms-of-service-agreement 2019-02-27 15:22:07 agreement linas.levanas@hostinger.com 2019-02-27 12:33:25 Migration Terms Custom /migration-terms agreement linas.levanas@hostinger.com Trademark/Copyright Overrides default 2019-02-27 12:29:43 /trademark-copyright-infringement policy

linas.levanas@hostinger.com

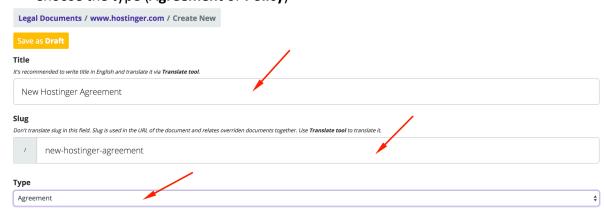
# 5. Custom documents

If you need to have a custom document for a specific brand, simply create a new document with a unique slug that wasn't used before. This document will now show up only for that brand.

# 6. Basic usage

### 6.1. Creating a document

- Click Create New when you are in brand document list.
- Fill in the **Title** of the document (in English, translate the title later via Translate tool if needed).
- Fill in the Slug of the document (it will be in the URL of the document page).
  Don't add / symbol in the slug, as it will be added automatically.
  Don't translate the slug
- Choose the type (Agreement or Policy)

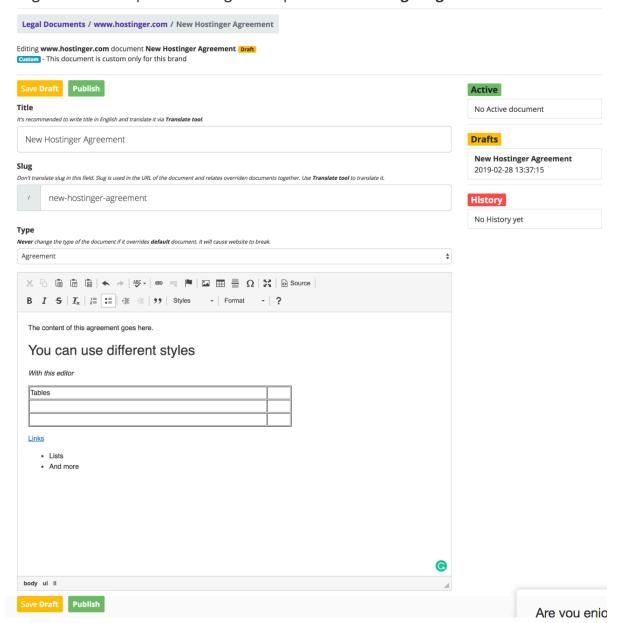


- At this point you can already save document as Draft and fill the content later.
- New documents are always saved as drafts first and doesn't show up in Live website until you publish them.

# 6.2. Editing a document

- Open a draft or an active document and you can edit it there.
- Editor has many features which allow you to format the document as you want.

# Legal Documents | www.hostinger.com | Edit New Hostinger Agreement



### 6.3. Saving a document

There are two options of saving a document:

- Save as Draft (yellow button)
- Publish (Save) (green button)

While you are still not finished editing your document you can just save it as a draft and come back to it anytime later.

When you are ready to Publish the document just click the Green button and it will be published to live website.

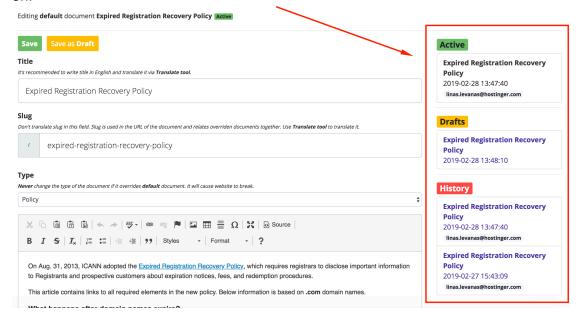
# 6.4. Deleting a document

At some point you will surely need to delete some draft documents or even ones which are live. There is a button for deleting a document in the list of documents:

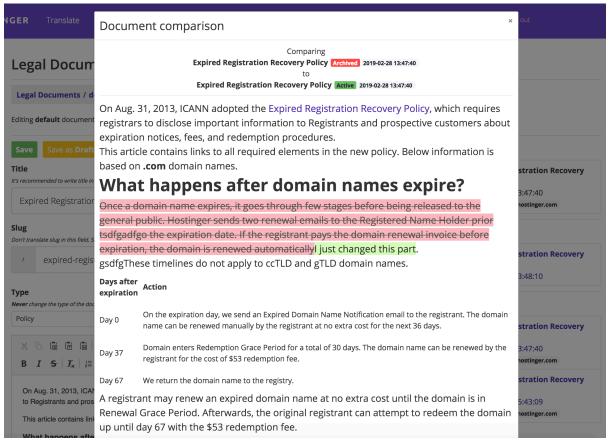


#### 6.5. Document sidebar tools

Information in the right sidebar shows you available Active and Draft documents of the document you are editing for this brand. You can jump to them just by clicking on.



History tool allows you to see the history of changes for this document. Clicking on Archived document name in this toolbar shows you a **comparison with the next version.** 



# 7. **IMPORANT** Notes!

- **Don't** translate **Title** and **Slug** in the Editor. Use Translate tool for that.
- Don't change the type of document (Agreement, Policy) IF document overrides default document. This will cause the website to break.
- Don't type slash symbol (/) in the slug field because it will be added there automatically.
- If you are not sure about something, do not hesitate contacting developers and asking © It is always better than breaking stuff.