

### *Updating, Editing and Deleting Entries*

The registered user who added the initial listing can delete, edit or update a Service Provider entry. This enables the registered user to add fee based enhancements, change the general information, categories, etc. If you need to change the editing capability for a particular registered user send us an e-mail at [CustomerService@eLawExchange.com](mailto:CustomerService@eLawExchange.com). This e-mail address is being protected from spambots, you need JavaScript enabled to view it with your listing information.

To edit your listing, log in to the member section of eLawExchange.com. Go to the "[Find a Service Provider](#)" page. After finding your listing click on the "More info" link (or the entry's title) to go to the "details" view. There should be two additional buttons on the bottom of the page labeled "Edit" and "Delete." Click on the applicable button to edit or delete your listing. Remember, you must be the registered member who initially added the listing to be able to edit, update or delete the entry.

If you wish to update or change your logo/banner simply click on the "browse" button while in the edit mode, locate the new banner/logo, check off the "terms and conditions" checkbox and click on "send."

Other logo/banner instructions:

To obtain the best results for posting your images:

- Open the original image file in an image editor.
- If the width of your image is greater than 170 wide and 65 pixels in height, resize it.
- Use your image editor's Save for Web & Devices (Photoshop) or Optimize (various programs) feature to choose a resolution setting that reduces the image's file size to less than 100KB, without noticeably reducing image quality.
- Save the file as a JPEG, GIF or PNG.
- Check the file size and dimensions of your JPEG, GIF or PNG file to ensure that it is no larger than 100KB or 170 wide and 65 pixels in height.
- Upload the image to eLawExchange in the "Add Entry" or "Edit" mode for your listing. If you have further questions or suggestions, feel free to contact us at [CustomerService@eLawExchange.com](mailto:CustomerService@eLawExchange.com).

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