

Website Builder User Guide

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Introduction

This user guide provides information on using **Website Builder**, which allows you to easily construct your own website. This guide explains the wizard which, if you are a first time user, walks you through the construction of your website. The guide also explains how to make content changes to your existing website.

Initiating the Wizard

To access the Website Builder, open your control panel by typing **yourdomainname/menu (for example, it-is-mysite/menu)** or **youripaddress/menu (for example, 1.2.345.678/menu)** in the **URL/Address** portion of your browser. Type your user name and password in the **Enter Network Password** box. A control panel similar to the one pictured below will appear. Scroll down until you see the **Site Builders** section and click on **Web Site Builder**.

The screenshot displays a control panel with two main columns. The left column contains account information and resource availability, while the right column lists various management tools categorized into sections like Account Management, Mail, Website Management, Ecommerce, Site Builders, and Help.

| ACCOUNT GLANCE | | |
|------------------|---------------|--|
| Domain Name: | | |
| Domain User: | | |
| Domain IP: | 208.56.137.18 | |
| Package: | Professional | |
| E-mail: | | |
| Contract Length: | 12 Month(s) | |
| Status: | Normal | |
| Signup Date: | 09/15/03 | |

| RESOURCES AVAILABLE | | |
|---------------------|------|------------|
| Unit | Used | Free |
| Disk Quota | 0.4 | 199.6 M |
| E-mail | 1 | 99 Address |
| Mailing List | 0 | 20 List(s) |
| Transfer | 0 | 5000 MB |

CONTROL PANEL LANGUAGE

English

| OPTIONS | | | | |
|------------------------------------|----------------------------------|-----------------------------------------|-------------------------------------|---------------------------------|
| Account Management | | | | |
| | | | | |
| Account Management | Billing History | Change Password | Newsletter | Site Statistics |
| Mail | | | | |
| | | | | |
| Formmail | Mail Manager | Mailing List | PGP | PGP Mail |
| | | | | |
| Quarantine Manager | Secure Mail | SpamGuard Manager | | |
| Website Management | | | | |
| | | | | |
| AnonFTP | Archive Manager | Counter | Error Manager | File Manager |
| | | | | |
| Mime Types | MySQL Database | Network trouble shooter | Protect Directories | Redirect URL |
| | | | | |
| Search Engine | SSH | | | |
| Ecommerce | | | | |
| | | | | |
| AiaCart Gold | AiaCart Platinum | AiaCart Silver | GeoTrust QuickSSL | |
| Site Builders | | | | |
| | | | | |
| MS Frontpage | Web Site Builder | | | |
| Help | | | | |
| | | | | |
| Help | | | | |

After clicking on the **Website Builder** icon, you will see the Website Builder **Wizard**. The wizard will take you through a step-by-step process. If you already have a website and are making changes, the wizard is not initiated, and you will follow the step-by-step process that starts on page nine (9).

The Steps

Step One: Choose from 17 Designs.



The screenshot shows the 'Site Builder 2.0' wizard interface. At the top left is a logo with a globe and a key. To its right, the text reads 'Welcome to Site Builder!' followed by a paragraph: 'This appears to be your first time here. We'll walk you through the wizard below and your site will be done and ready in no time. Follow the steps below...'. Below this is a large white box containing the wizard's steps. The first step is titled 'Step 1 Choose From 17 Designs' and includes the instruction: 'Choose a general design below. This design is a template that will be reflected across your entire site.' To the right of this text is a 'Next Step >>' button. On the left side of the wizard box is a vertical list of 17 design options in a scrollable menu, with 'Just Business' selected. The options are: 'The Green Machine', 'Red, White and Blue', 'White and blue', 'Modernist', 'Finance', 'Service with a Smile', 'Simply Black', 'Sailing Away', 'Technological', and 'The Blue Machine'. To the right of the list is a preview of the selected design, 'MEGASTORE'. The preview shows a dark blue header with the title 'MEGASTORE' and a slogan 'if we don't have it, it doesn't exist'. Below the header is a navigation menu with links for 'Home', 'Testimonials', 'Services', 'FAQ', 'About us', and 'Contact us'. The main content area features a 'Welcome to our Site!' message and a paragraph of promotional text: 'Now introducing the most innovative products available in the market at real competitive prices. From Computer Hardware and Software to Health care products. From DVD players to Fine China. Dare to compare! We offer to you all what you have dreamed of. Here at MEGASTORE. Everything you need in a single online Shopping Mall.' At the bottom of the preview is a copyright notice: '© Copyright 2000. All rights reserved.'

The wizard welcomes you with the following sentence:

“This appears to be your first time here. We’ll walk you through the wizard below and your site will be done and ready in no time. Follow the steps below:”

Step one, **as pictured above**, allows you to choose a design from 17 choices that are listed in a drop down box on the left side of the screen. Once you’ve made your choice, click **Next Step**.

Step Two: Enter Your Company Information



Welcome to Site Builder!

This appears to be your first time here. We'll walk you through the wizard below and your site will be done and ready in no time. Follow the step below...

Step 2 Enter Your Company Information

Enter in your general company information below. This information will be displayed on all pages of your site.

<< Prev. Step

Next Step >>

Business Name:

Company Slogan:

Company E-Mail Address:

This step allows you to enter your **Company Information**. This includes your **Business Name**, **Company Slogan**, and **Company Email Address**. Once you have entered this information, click **Next Step**.

Step Three: Create Your Pages



Welcome to Site Builder!

This appears to be your first time here. We'll walk you through the wizard below and your site will be done and ready in no time. Follow the steps below...

Step 3 Create Your Pages

Your site can have up to 6 pages. To rename a page simply type over the page name below. To delete a page click on the "Yes" radio button.

[<< Prev. Step](#) [Next Step >>](#)

| | Delete this page? | |
|--------------|---------------------------|-------------------------------------|
| Home | <i>(Cannot Remove)</i> | |
| About us | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Services | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Testimonials | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| FAQ | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Contact Us | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

This step allows you to design up to six (6) pages on your website. It allows you to design the following pages for your website:

- **Home**
- **About Us**
- **Services**
- **Testimonials**
- **FAQ**
- **Contact Us**

If you do not want any or all of the above pages, you may rename a page by simply typing over any of the above page names with any name you choose. If you wish to delete any of the above pages, and not have them appear on your website, simply go to **Delete this Page?** and click on the **Yes** button. When you click on the page the **No** button will be checked, if you wish to keep your pages, simply leave it as is. Once you have chosen the pages you want, click **Next Step**.

Step Four: Add Content to Your Pages



Welcome to Site Builder!

This appears to be your first time here. We'll walk you through the wizard below and your site will be done and ready in no time. Follow the steps below...

Step 4 Add Content to your pages
Now you can add text to your pages. Click on each of your pages below to go into Page Edit mode.

[<< Prev. Step](#) [Next Step >>](#)

Select each page below...

- Home
- About us
- Services
- Testimonials
- FAQ
- Contact Us**

Contact Us

Page Title:

Title Alignment:

Title Color: (Click palette to choose) ?

Page Content:

Text Alignment:

Text Color: (Click palette to choose) ?

Background Page Color: (Click palette to choose) ?

This step allows you to add **Page Content** to each of the pages you have chosen for your website. You will fill out this information for each of the pages you have on your website; the screenshot above uses the example **Contact Us**, where you add contact information for your company. This step allows you to add the following for each page:

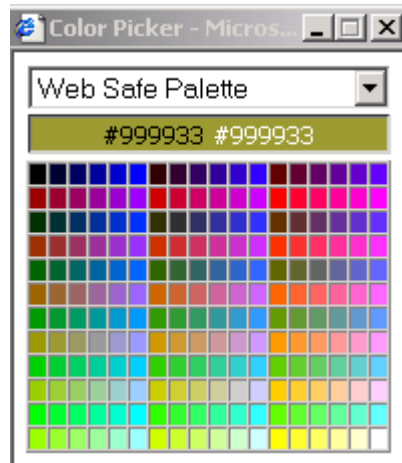
- **Page Title**
- **Title Alignment**
- **Title Color**
- **Page Content**
- **Text Alignment**
- **Text Color**
- **Background Page Color**

Adding Colors to Your Content:

During the process of adding content to your pages, you may also add color. In order to do this, you click on a **palette** icon, such as the one pictured below:

Title Color: (Click palette to choose) 

Clicking on the palette icon will open the following color box:



The Color Box has a drop-down box with the following choices:

- **Web Safe Palette**
- **Windows System Palette**
- **Grey Scale Palette**

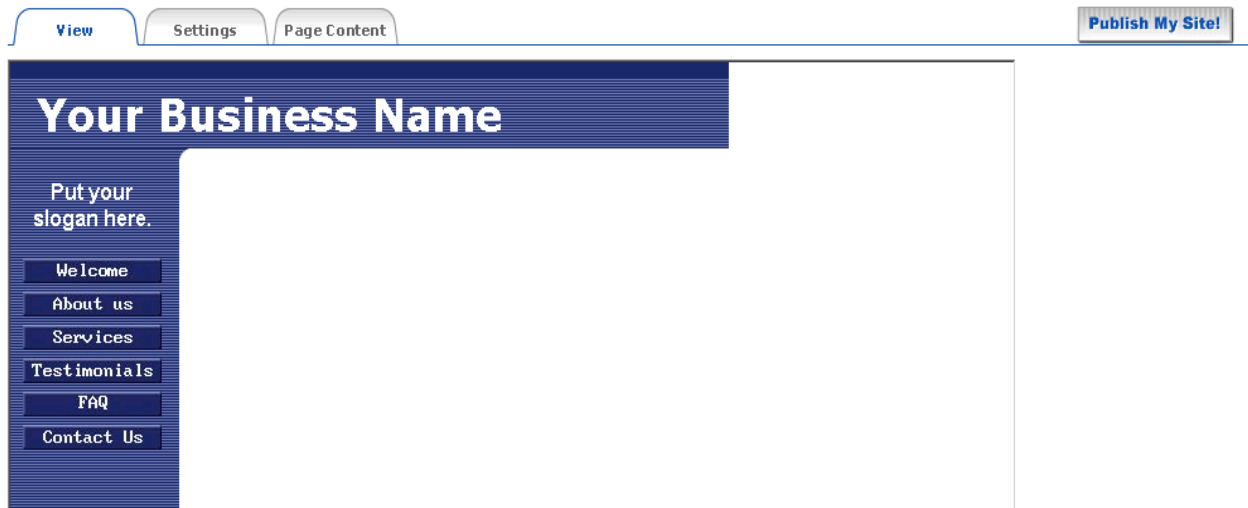
Each of these offers you a slightly different color selection; once you choose your colors and finish the page content, click on **Next Step**.

Final Step: Make Site Changes



Make Site Changes.

Click on a tab below to make changes to your site. When you are ready to publish the changes live, simply click on the "Publish My Site!" button.



The final step in the Wizard allows you to make any changes that you would like to your pages. Once this is complete, click the **Publish My Site** button, and the following message appears:

Congratulations, your website is online and fully functional!

The website URL is: `http://1.2.3.4/yourusername`

This gives you the URL for your website.

Making Changes to Existing Websites

As mentioned earlier in the guide, if this is not your first time on Website Builder the Wizard will not be initiated. In this case, you will follow a different set of screens that are shown on the following pages:



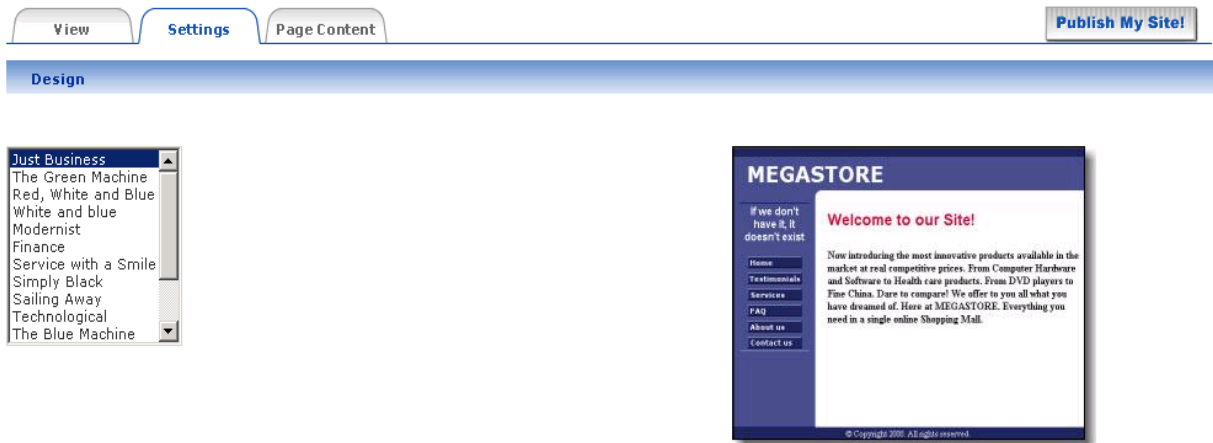
This page shows your existing site. It has three tabs that allow you to make changes to the site. These tabs are **View**, **Settings**, and **Page Content**. The above screenshot is of the **View** tab. If this were your site, your current information appears upon the screen. To make any changes to your information, click on the **Settings** tab.

The Settings Tab:



Make Site Changes.

Click on a tab below to make changes to your site. When you are ready to publish the changes live, simply click on the "Publish My Site!" button.



The above page appears when you click on the **Settings** tab. This page has three sections, which are **Design**, **Company Information**, and **Create your Pages**.

Design- Allows you to make changes in the color and theme of your site by choosing from a variety of choices in the drop-down box.

Company Information- Allows for changes in your **Business Name**, **Company Slogan**, and **Company Email Address**.

Create your Pages- Allows you to change the pages you wish to include on your site. It will allow you to keep or delete **Home**, **About Us**, **Services**, **Testimonials**, **FAQ**, and **Contact Us** pages.

Once you have made the changes click on the **Save Changes** button, or to publish the changes immediately, click on **Publish My Site**.



Make Site Changes.

Click on a tab below to make changes to your site. When you are ready to publish the changes live, simply click on the "Publish My Site!" button.

The screenshot shows the Site Builder interface with the 'Page Content' tab selected. At the top, there are three tabs: 'View', 'Settings', and 'Page Content'. A 'Publish My Site!' button is located in the top right corner. On the left side, there is a section titled 'Select each page below...' with a dropdown menu containing the following options: Home, About us, Services, Testimonials, FAQ, and Contact Us. Below this is a section titled 'Select a file to use as logo:' with a text input field, a 'Browse...' button, and an 'Upload' button. The main content area is titled 'Welcome' and contains the following fields: 'Page Title:' with a text input field; 'Title Alignment:' with three radio buttons and corresponding alignment icons; 'Title Color:' with a color palette icon and the text '(Click palette to choose)'; 'Page Content:' with a large text area; 'Text Alignment:' with three radio buttons and corresponding alignment icons; and 'Text Color:' with a color palette icon and the text '(Click palette to choose)'. A horizontal line separates the title fields from the page content field.

This step allows you to change **Page Content** to each of the pages you have chosen for your website. You will fill out this information for each of the pages you have on your website; the above screenshot uses the example "Home" and you would add in content relative to your company. This step allows you to add the following for each page:

- **Page Title**
- **Title Alignment**
- **Title Color**
- **Page Content**
- **Text Alignment**
- **Text Color**
- **Background Page Color**

By clicking on the **palette** box you may also make changes in the color of your pages and content.

Uploading a Company Logo

Select each page below...

- Home
- About us
- Services
- Testimonials
- FAQ
- Contact Us

Select a file to use as logo:

If you wish to add or change your company logo on your website this can be done during the **Page Content** step. Click on **Browse** next to the **Select a file to use as logo** box, to search your computer files, choose your logo, and click on **Upload**.

Once you have completed all of the steps in either the Wizard, or made changes to your existing website, click **Publish My Site**, and your site will be immediately published.