



# Site Builder User Guide

V3.3

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## Welcome

Welcome to your new Melbourne IT website. Your Site Builder software has been designed to allow you to quickly and easily create an online presence.

### Access the Site Builder

You will need the details that were emailed to you when your website went live on the internet.



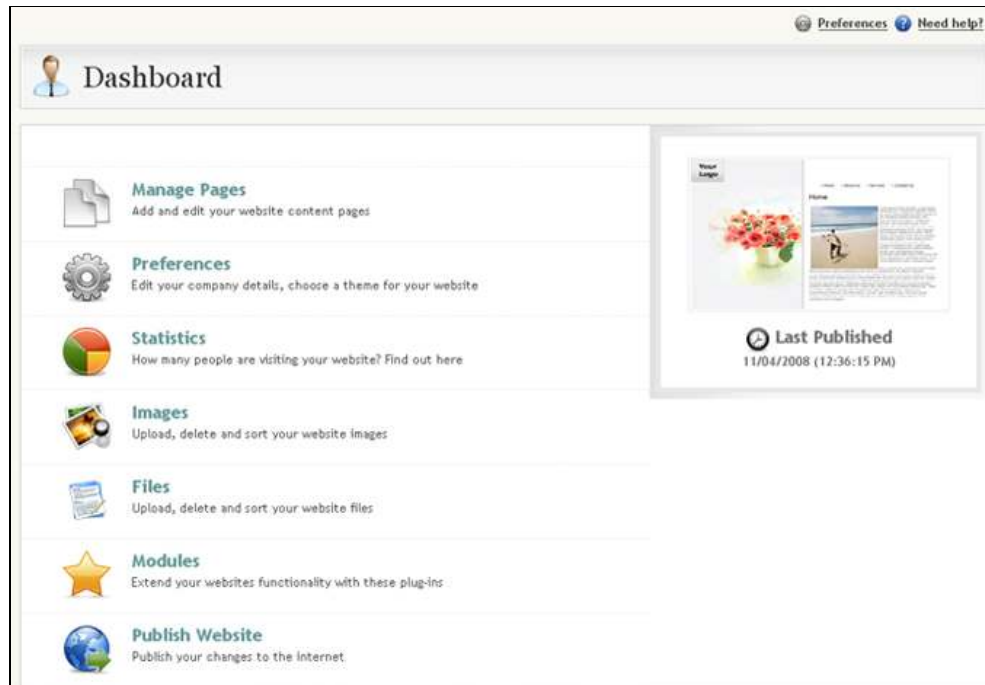
Login screen

1. Go to **[mydomainname].melbourneitwebsites.com/admin**  
For example, if you domain name is *www.mysite.com.au*, log into the Site Builder by going to <http://mysitecomau.melbourneitwebsites.com/admin>.
2. Enter your **Username** and **Password**.
3. Click **Login**.



**NOTE:** If you have forgotten your password, click **Forgot Password?** Enter in your email address and click **Get New Password**. A new password will be sent to your email address within 10 minutes.

## The Dashboard



*The Dashboard*

The **Dashboard** is a gateway to the tools in the Site Builder. You can also access them from the menu at the top of the page.

1. **Manage Pages:** Add, edit, move and delete website content pages.
2. **Preferences:** Edit your company details, default keywords and choose a template.
3. **Statistics:** View basic traffic statistics.
4. **Images:** Upload, delete and sort your website images.
5. **Files:** Upload, delete and sort your website files.
6. **Modules:** Access feature modules of your site, such as Photo Gallery, Catalogue, News Manager, etc.
7. **Publish Website:** Send any changes you have made to your site live on the internet.

## Preferences

The Preferences section enables you to create meta-tags (keywords and descriptions that some search engines use to find websites on the internet) and to set or change your website template.

### General website settings

Enter your company details (these do not appear on your site.)

#### General Website Settings

In this section you can edit your Company information.

|                    |                                 |               |                  |
|--------------------|---------------------------------|---------------|------------------|
| Website Name:      | Fresh Flowers                   |               |                  |
| Business Name:     | Fresh Flowers                   | ABN:          | 00000000000      |
| Address:           | Shop 1<br>1 Example Street      | Suburb/City:  | Melbourne        |
| State/Region:      | VIC                             | Post code:    | 3000             |
| Country:           | Australia                       | Contact Name: | Example Name     |
| Telephone:         | +61 3 0000 0000                 | Fax:          | + 61 3 0000 0000 |
| Default time zone: | Eastern Standard Time (GMT-5) ▼ |               |                  |

Company information

### Keywords and description

**Keywords** and **Description** help some search engines classify and rank your web pages. The code is hidden in the top of your website and is not visible to the naked eye.

#### Keywords & Description

The information you enter below will be applied as defaults for all pages of your website and can help increase your search engine positioning.

|                      |   |
|----------------------|---|
| Default Keywords:    | fresh flowers Melbourne, fresh flower delivery, birthday bouquets,  |
| Default Description: | Fresh Flowers provides all your fast flower delivery needs throughout Melbourne. The freshest flowers at market prices. |

Default Keywords & Description

### Default keywords

These are important words or phrases that describe the content found on your site. Use words that you would expect people to enter into a search engine to find your site. They should not include adjectives such as 'fantastic' or 'brilliant', as people will rarely search the web for 'fantastic products' or 'brilliant services'.

### Default description

This is a summary about your business or service. This appears in the search results of some search engines. They are used to identify the returned result.

### Add keywords

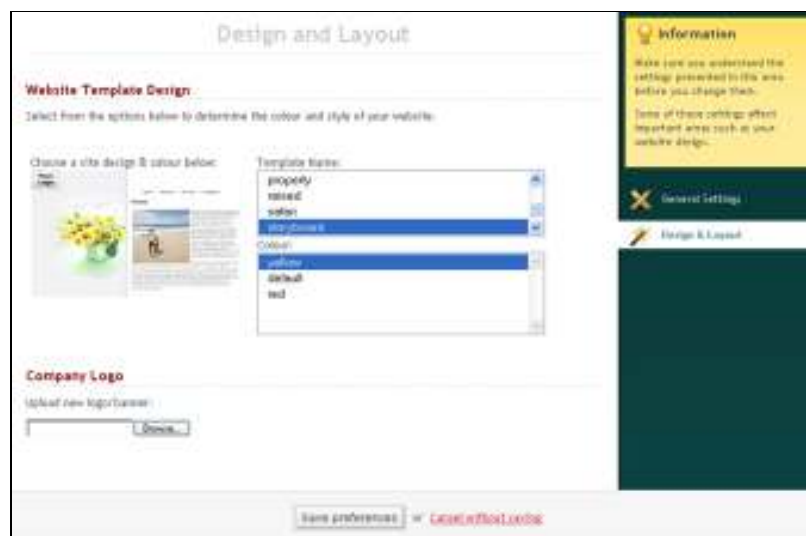
1. Enter words into the **Keywords** field.
2. Separate them with a comma and a space. Your keywords can be more than one word long.
3. Click **Save Preferences. Publish** your website to update all pages using default keywords (see *Publish Site* at page 18 ).

### Add description

1. Enter text into the **Description** field.
2. Use up to 25 words for your description. It should contain as many keywords as possible and be concise.
3. Click **Save Preferences. Publish** your website to update all pages using the default description (see *Publish Site* at page 18 ).

### Design and layout - templates and logos

The Design & Layout section enables you to set or change the default template of your site. All templates have a space for your logo. Through this section, you can upload your logo to the template.



Design & Layout



### Set or change the default template of your site

1. Select a template name from the list on the top right-hand side.
2. From the list below, choose a colour scheme. Each time you choose a template or colour scheme, a thumbnail of that template will appear in the preview pane.
3. Click the **Save Preferences** button to set the template.
4. **Publish** the site to send the change live to the internet (see *Publish Site* at page 18 ).

### Load your logo into the template

1. Click on the **Browse** button at the bottom of the screen.
2. This will open the Windows Explorer for your computer.
3. Locate the image file of your logo on your computer and double-click on it.
4. Click the **Save Preferences** button to upload the logo.
5. **Publish** the site to send the change live to the internet (see *Publish Site* at page 18 ).

### Delete a logo from the template

1. Place a tick in the box marked **Delete**.
2. Click the **Save Preferences** button to delete the current logo.
3. **Publish** the site to send the change live to the internet (see *Publish Site* at page 18 ).



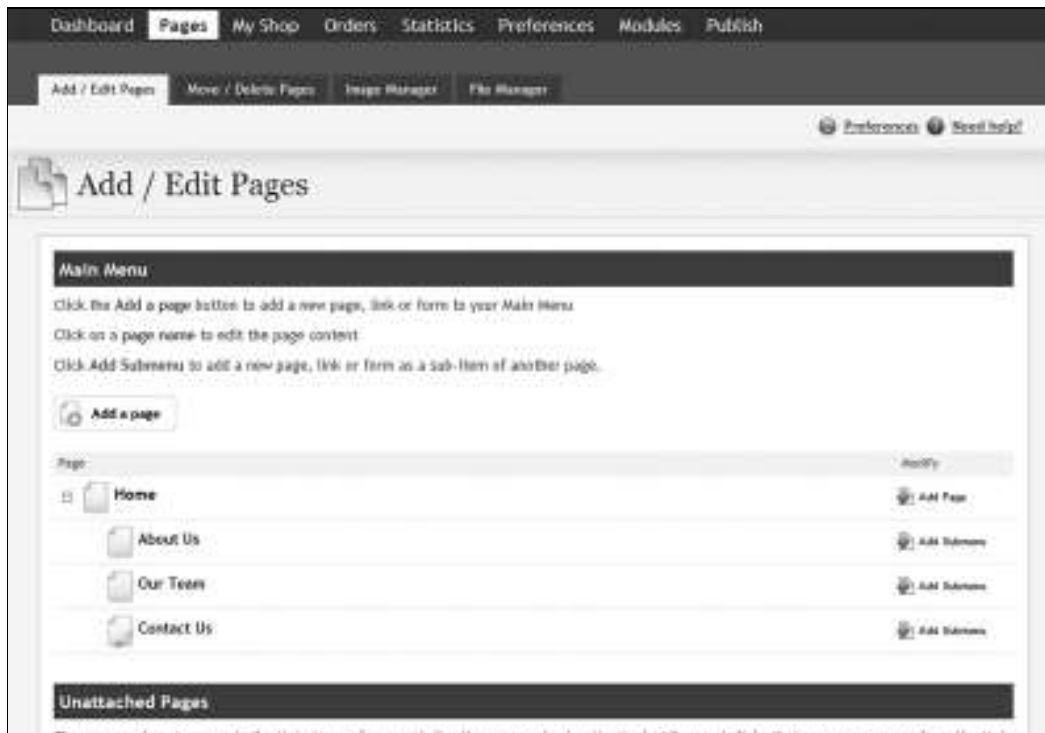
**NOTE:** You must publish your website to action any changes you make in the preferences section.

Once you have set up your keywords and description and have selected a template, you are ready to start adding or editing pages on your website.

## Pages: Manage pages

### Add/Edit pages

The Add/Edit Pages screen is the base screen from which you can create extra pages on your site, or add or edit content on a page. The Add/Edit Pages screen can be accessed by selecting **Pages** from the top menu.



Add/Edit Pages

### Main Menu

By default, the first page on your site is called the home page (i.e. *Home*). Beneath the home page, you will see the names of any existing pages on the site (i.e. *About Us* and *Our Team*). Any items in this section of your site will appear in the main navigation bar at the front of your website.

Beside each name is an icon that indicates what type of menu item it is. The icons are:



**Page:** The menu item is a content page to which you can add images and text.



**Link:** The menu item is a link. For example, a link to your photo gallery.



**Form:** The menu item is a form that visitors can complete and send to a specified email address.



### How the menu will be generated on the website

In the previous example, the home page is called *Home*, and the other menu items appear beneath it. The navigation menu shown on the website will be displayed as follows:

Home  
About Us  
Our Team  
Contact Us

Note that the first menu item is and always will be the home page. To change the order of the other pages in the main menu see the section called *Move / Delete Pages* at page 15.

### Unattached pages

Unattached pages are pages that do not currently appear in the navigation menu. These are still part of the website, but they can only be viewed by visitors if they are added to the navigation menu, or if a page from the navigation menu links to them.

An example of an unattached page is the *Thank You* page. This page will only appear on visitors' screens once they have submitted a form, such as a *Feedback Form*. Although you would not want this page name to appear in the navigation menu of your site the content it contains is important and it is necessary that the page exists on the website.

## Add a page

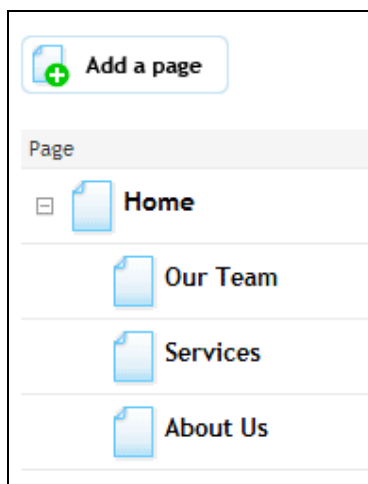
1. Click on the **Add a Page** button.
2. Select **Add a new page** and click the **Continue** button
3. Enter a **Page Title**: This will appear in the title bar of visitors' web browsers and helps search engines classify and rank your web pages.
4. Enter a **Menu Label**: This will appear in the navigation menu of your website. It should be short and succinct.
5. Enter the relevant content into the content editor (see the section of this manual called *The content editor* at page 22).
6. Click the **Save** button.

## Where the page will sit within the website

The first step in adding a new menu item is deciding where you want the page/link/form to appear in the navigation. You are given two broad choices:

- a. The page can appear as a **main menu item**. That is, the page name is always visible in the navigation menu.
- b. The page can be a **submenu** of a main menu item. This means a visitor must first roll-over or click on the main menu item to display the submenu items it contains. This is an effective way of creating a hierarchy of information on your site.

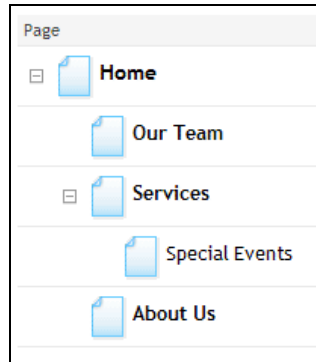
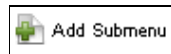
## Add a main menu item



To add a new main menu item, click on the **Add a page** button. The new page will be added to the end of the main menu. In the example on the left, we have added the new page called *About Us* to the main menu.

Each new page you add will automatically be added to the end of the navigation menu. See the section of this manual called *Move / Delete Pages* at page 15 for information on how to re-organise the pages once they are on your site.

### Add a sub-menu to an existing menu item



If you want to add a sub-menu item (in this example, beneath the Services page) then you must click on the **Add sub-menu** button to the right of the page name.

If the Services page has more than one sub-menu, each new page will be added to the bottom of the list. See the section of this manual called *Move / Delete Pages* at page 15 for information on how to re-organise the pages once they are on your site.

### Add an unattached page

1. Click on the **Add a page** button located under the unattached pages menu. An unattached page will not appear in the navigation menu of your website.
2. Select **Add a new page** and click the **Continue** button.
3. Enter a **Page Title**: This will appear in the title bar of visitors' web browsers and helps search engines classify and rank your web pages.
4. Enter a **Menu Label**: This will appear in the navigation menu of your website. It should be short and succinct.
5. Enter the relevant content into the **Content Editor** (see the section of this manual called *The content editor* at page 22).
6. Click the **Save** button.



**NOTE:** Whenever you click on a button with a page icon you are immediately taken to the content editor where you can re-name the page and add, edit or delete content.

### Forms

Forms are a valuable tool on your website. They allow your visitors to contact you, request information or provide feedback.

The basic feedback form consists of e-mail address, first name, last name, street address, city, postal code, phone number and a comments section. These details will be e-mailed to the e-mail address provided in the *recipient* field when the form is initially setup.

## Add a form

1. Click the **Add a page** button or **Add sub menu** option and select **Add a new form**.
2. Enter the **Menu Title**: This will appear in the title bar of a web browser.
3. Enter a **Menu Label**: This will appear in the navigation menu of the site.
4. Select the **Type of Form**: The default form type is **feedback**. This type of form has fields for the visitor's contact information and a text field in which they can enter comments and suggestions.
5. Enter the **Destination**: This is the page to which visitors will be redirected after they have submitted the form. By default, this is the *thank you* page. You can change the destination by entering a different page name in this field. (Note that the name entered must be in this format: /page/name\_of\_page.html)
6. **Email Recipient**: The email address to which the visitor's details will be sent once the form is submitted.



Create a new form

### Add a link to the navigation menu

The software gives you the ability to add links in the navigation menu of your site. These can be internal links (links to pages on your own website) or external links (links to websites other than your own, such as sites belonging to your associates or affiliates).



*Adding a new link*

The image above shows what your screen will look like when you select **Add a new link**.

To add a link in the navigation menu, click the **Add a page** button or **Add sub-menu** option and select **Add a new link**.

Add the link to the navigation menu of your site by completing the following fields:

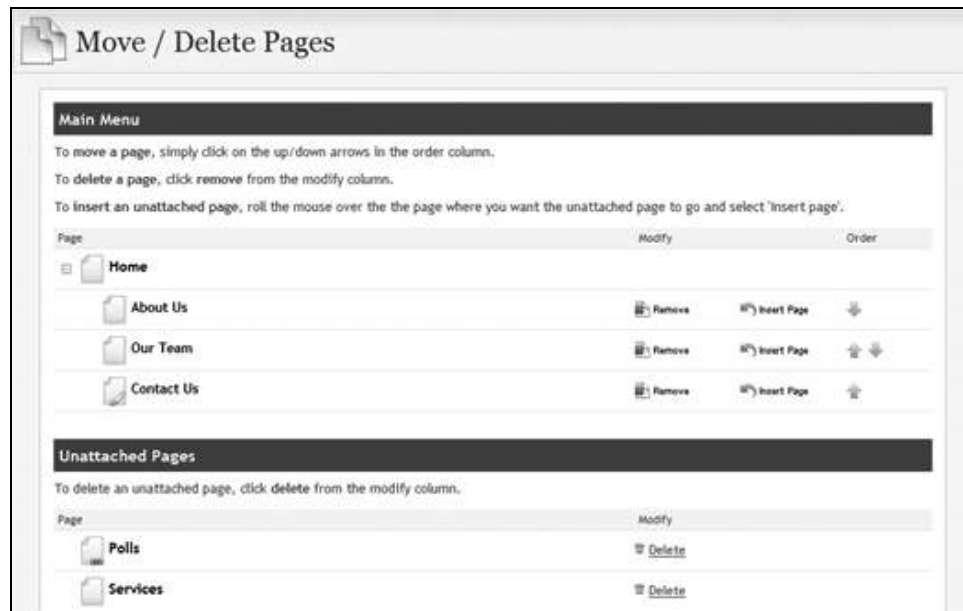
1. **Menu Label:** This is the page name that will appear in the navigation menu of your site.
2. **Link Address:** This is the web address that you want your visitors to be taken to when they click on the link. The address must include the *http://*
3. **Target:** Here you can select from two options. If you choose *Open link in the same window*, the destination of the link will open in the same window, so that visitors will have to click 'back' in their web browsers to return to your site. The other option, *Open link in new window*, will keep your site open and the destination of the link will open in a new window.



**HINT:** Links and forms that appear in your navigation menu do not count towards your page total.

## Move / Delete Pages

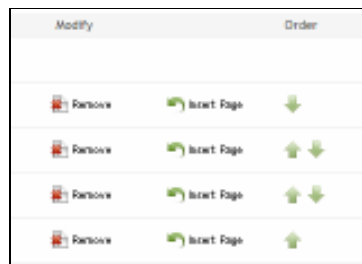
Occasionally, you may find that you need to change the order in which your pages appear in the navigation menu. This is especially so after adding a new page, as all new pages are added to the end of the navigation.



*Move/ Delete Pages*

### Move a page within the navigation menu

1. Go to **Pages > Move/Delete Pages**
2. Use the arrows in the **Order** column to move pages up or down in the menu. To move an item up the menu, simply click the arrow pointing up. Similarly, if you wish to move an item down the menu, click the arrow pointing down. You are able to move a particular page up and down the menu as many times as you wish.



*Move/Delete Pages Order column*



### Remove a page from the menu

1. Go to **Pages > Move/Delete pages**.
2. Click the **Remove** button.
3. Select **Remove page from website menu** and click the **Remove** button. The page will now appear under **Unattached Pages**.



**HINT:** This is useful if you want the information to be unavailable for a short period of time, but don't wish to re-enter the content when you're ready to restore the page to the navigation menu.



Remove Page

### Delete a page from the website

1. Go to **Pages > Move/Delete pages**.
2. Click the **Remove** button.
3. Select **Delete page entirely** and click the **Remove** button. The page will now be permanently deleted from your website.



**NOTE:** Once a page has been deleted, you can not recover the page. The page and all of its content is permanently deleted.


### Insert an unattached page

1. Click **Insert Page** next to an item in your navigation menu.
2. Select the page from **Unattached Page** drop-down box (this drop-down box will contain only the unattached pages on your site).



*Insert an unattached page*

3. Select where you want the page to appear on the site:
  - a. **Ahead of menu item:** The unattached page will appear in front of the page name you selected in the **Move/Delete Pages** screen.
  - b. **Below menu item:** The unattached page will appear after the page name you selected in the **Move/Delete Pages** screen.
  - c. **As a sub-item:** The unattached page will appear in the sub-menu of the page name you selected in the **Move/Delete Pages** screen.
4. Click the **Insert Page** button.

 **NOTE:** Unattached pages count towards your page total.

## Publish Site

To send your website edits live to the internet, you must **publish** your website. Your website edits will not be visible at the front end of your website until you have completed this step.



*Publish Your Website screen*

### Preview your website

1. From the main menu, click **Publish**.
2. Click the **Preview Website** button to preview your changes before sending them live. This gives you an opportunity to make any edits before your changes are visible to the public. When you are satisfied with your website edits, publish your website.

### Publish your website

1. From the main menu, click **Publish**.
2. Click the **Publish Website** button to send your website changes live to the internet. The software will 'prepare' all the pages and then 'publish' all of the pages. Once that is complete, the website will pop up in a new window for you to view.
3. View the front of your website. Force refresh your browser cache so that you can see the updates (see below).



#### **TIP:**

- All saved edits to your site will remain saved until they are published.
- We recommend that you update your site on regular basis to keep your site interesting and encourage visitors to return. Search engines will recommend sites that are updated more regularly.

### Caching

As you surf the internet, your computer stores copies of pages you have visited on its hard drive to speed up the process of browsing the web. This means that if you have visited your own site recently, you may have a saved

or 'cached' version of your site stored locally on your hard drive. This will prevent you from viewing changes to your website that you have just published to the internet.

### Force your web browser to refresh

On a PC: Hold down the Control (CTRL) key on your keyboard and press the F5 key.

On a Macintosh: [Safari and Firefox] Hold down the Apple key and click Reload in the browser tool bar.

**!** **NOTE:** For those clients operating on an internal network you may be using a network cache, in which case you may need the help of your system administrator to refresh the cache.

## Image Manager

The Image Manager enables you to upload multiple images to your website at once. You can use .jpg and .gif and .png image files on your website.



Uploading an image

The example shown above is for demonstration purposes only. It has one image, called *tulips.jpg*, which is 37.7kb (kilobytes) in size. A thumbnail (a small preview) is shown in the bottom left corner.

By clicking the **View** button, you can see the image at its full size, and by clicking the **Delete** button you can remove the image file from the server. Click the arrow in the **File Name** column to sort the images in ascending or descending order according to file name. Click the arrow in the **Size** column to sort the images in ascending or descending order according to file size.

### Image rules

These are some guidelines to follow when adding images to your site:

1. Images can only be in .jpg, .gif or .png format.
2. Images must be less than 200kb (kilobytes) in file size.
3. Images should be edited to the correct dimensions for display on your website before you load them into the Image Manager.
4. Always give your images a file name that makes sense at a glance. If you have 200 images on your site, naming them *image1.jpg*, *image2.jpg*, etc, will create a lot of extra work!

### Upload multiple images to the Image Manager

1. Click **Pages > Image Manager**.
2. Click on the **Browse** button at the top of the screen.
3. Locate the image on your computer and click **Open**. You will see the file name of the image populate the **Upload** field.
4. You can queue up to six images at a time by repeating steps one and two in the remaining **Browse** fields.
5. Click on the **Upload Images** button.
6. The image/s will appear in the list of available images at the bottom of the screen.



**NOTE:** Once you have clicked on the **Upload** button, copies of the file(s) are transferred from your computer to the server. The time taken for this could vary depending on your internet connection speed and how large the images are. The newly uploaded image(s) will appear at the bottom of the list.

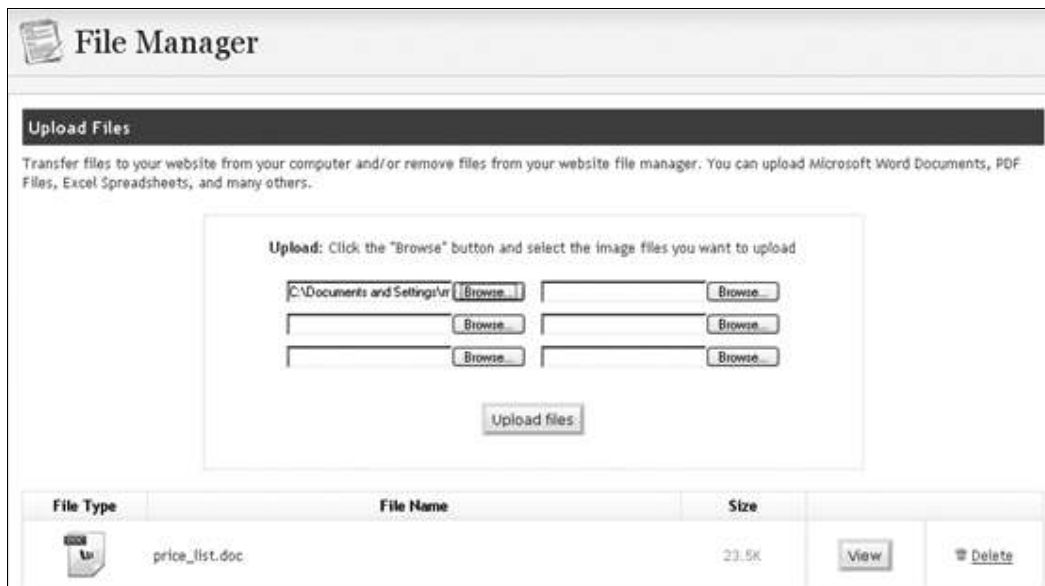
Once images have been uploaded to the Image Manager, they are ready to be added to a web page. See the section of this manual called *The content editor* at page 22.



**HINT:** Consistency is the most important consideration when laying out the content of your website. It is best to use only two or three image sizes throughout your site. This gives the site a consistent and professional appearance.

## File Manager

The File Manager enables you to upload multiple files to your website at once. You can use Word Documents, PDFs and Excel spreadsheets on your website and they need to be less than 200kb in file size so that visitors can download them quickly.



File Manager

The image above shows examples of files on the website that have been imported through the use of the File Manager. The example shown above is for demonstration purposes only. It has two files, one Microsoft Word document called *price\_list.doc* and a Microsoft Excel document called *deliverylocations.xls*, which are 23.5 kb and 13.5 kb respectively.

Click the **View** button to download and view the file at its full size, click the **Delete** button to remove the file from the server. Click the arrow in the **File Name** column to sort the images in ascending or descending order according to file name. Click the arrow in the **Size** column to sort the images in ascending or descending order according to file size.

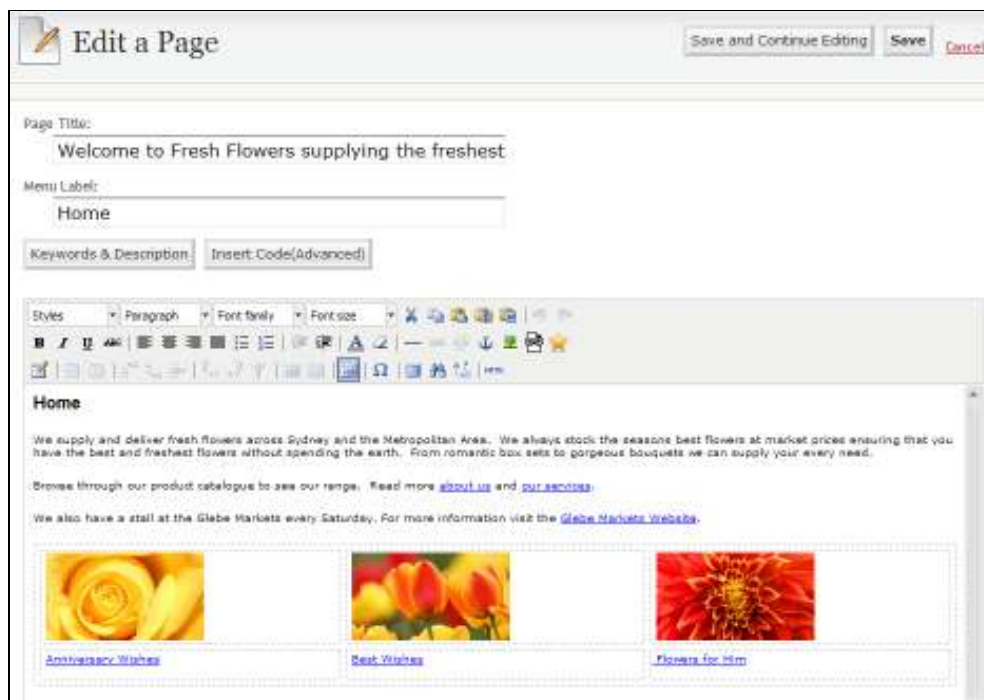
### Upload multiple files to the File Manager

1. Click **Pages > File Manager**.
2. Click on the **Browse** button at the top of the screen.
3. Locate the file on your computer and click **Open**. You will see that the file name now populates the **Upload** field.
4. You can queue up to six files at a time by repeating steps one and two in the remaining **Browse** fields.
5. Click on the **Upload files** button.
6. The file/s will appear in the list of available files at the bottom of the screen.

Once a file has been uploaded to the File Manager, it can be linked to a page. For more detailed information on this process, see the section of this manual called *Hyperlinks* at page 29.

## The content editor

The content editor is the interface for adding and editing content on your website. Through this interface, you are able to add text, images, files and hyperlinks to your site and format the content in almost any way you choose. The editor is designed to be familiar to anyone who has used a word processing program. This section of the handbook will talk about the editor and its functionality.



The content editor

### Access the content editor

1. Go to **Pages > Manage Pages > Add / Edit Pages**.
2. Click on a page name to edit a page, or click on **Add a Page** to create a new page.

### Add a page title and menu label

Add a **Page Title** and **Menu Label** for the page. These fields can be found at the top left of the content editor.

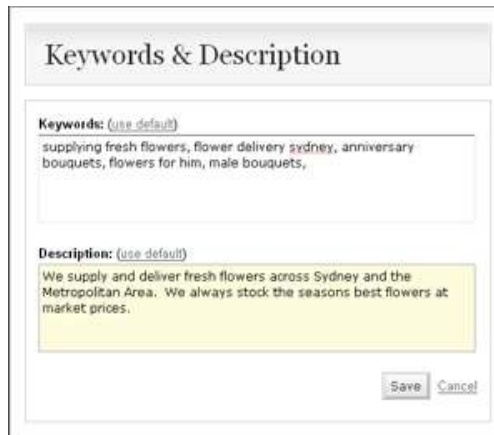
The **Page Title** is the name that will appear in the top blue bar in a visitor's web browser. You can type 60 characters (approximately 10 words, including spaces and punctuation) in here to describe the content on your page. This field is very important for search engines.

The **Menu Label** is the actual name of the page. It will also appear in the navigation menu of your site and in the list of pages in the **Add / Edit Pages** section of the Site Builder. This should be one to two words.

### Add page specific keywords and description (Meta-Tags)

Keywords and Description are also known as Meta-Tags. They can help to improve your search engine positioning. You can set default keywords and a default description throughout the entire site by applying these tags in the *General Settings* tab of the *Preferences* section (see the section of this manual called *Preferences* at page 6.) You also have the option to add specific keywords and descriptions that will apply to a particular page.

1. Click the **Keywords and Description** button.
2. Enter keywords into the **Keywords** field. Separate multi-word keywords with a comma and a space.
3. Enter a description into the **Description** field. Type a 20-word description that uses the keywords entered into the **Keywords** field. Remember to make it specific to the content on your page.
4. Click the **Save** button to apply the keywords and description to your web page.



*Keywords and Description*

### Insert code (advanced users only)

This is for website owners with more advanced skills to embed scripts that need to be loaded in the header part of the HTML page. Code entered into this section is included within the `<head>` `</head>` tags in this particular web page.



### Save and cancel buttons

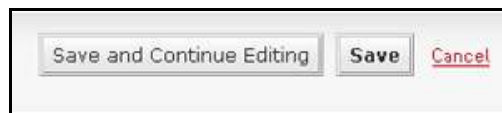
Click the **Save and Continue Editing** button to save the edits that you have made while you continue to edit the page. You can undo changes that were made prior to clicking the button.

Click **Save** to save all of the changes you have made to the page and return to the **Add/Edit Pages** screen.

You will need to **Publish** your site to send your changes live to the internet (see *Publish Site* at page 18).

Click **Cancel** to abandon all changes made to your page in the current session and return to **Add/Edit Pages**.


This can be useful if you make a mistake or wish to start again.



Save and Continue Editing, Save and Cancel buttons

### Add text to a page

Adding text to a page is as simple as clicking in the content area (white space) of the editor and typing. If you are familiar with MS Word or any other type of word processing program, you will find much of the same functionality in the content editor.

 **NOTE:** Pressing the **Enter** key creates a double-line space. The **Enter** key is mostly used to create a paragraph break. To move down a single line, you must hold down the **Shift** key and then press **Enter**.

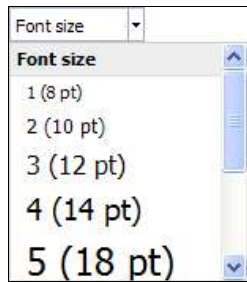
### Menu bar

The next section of the editor you need to become familiar with is the menu bar. Each component in this menu bar is described individually below.



Menu Bar

### Edit font size



Font Size

Font sizes are numbered 1 to 7, as they are listed in HTML (web code) sizes. One (1) is the smallest; seven (7) is the largest. Next to each of these sizes is the corresponding MS Word size. The default is 2 (10pt).

Highlight the text you wish to edit and select the font size from the *font size menu*.

### Edit text format















Format

The format function allows you to choose from a number of pre-formatted text types, such as *numbered list* and *heading types*. These are useful in maintaining consistency throughout the pages of your site.

Highlight the text you wish to edit and select the format from the *format menu*.

## Editor tools

These options allow you to format the text in the content area of your page.

|  |   |  |  |
|--|---|--|--|
|  <p><b>Cut</b></p> <p>Enables you to remove content from the page in preparation to paste it elsewhere.</p> <p>Note: Firefox and similar browsers do not support these tools; you must use the keyboard short cut Control + 'X' to cut content.</p> |  <p><b>Copy</b></p> <p>Enables you to duplicate content from the page in preparation to paste it elsewhere.</p> <p>Note: Firefox and similar browsers do not support these tools; you must use the keyboard short cut Control + 'C' to copy content.</p> |  <p><b>Paste</b></p> <p>Relocate the content that you have cut or copied.</p> <p>Note: Firefox and similar browsers do not support these tools; you must use the keyboard short cut Control + 'V' to paste content.</p> |  <p><b>Paste as Plain Text</b></p> <p>Paste content that you have cut or copied, stripping out any formatting (bold/italics/underline, etc) in the process.</p>                               |
|  <p><b>Paste from Word Document</b></p> <p>Paste content that you have cut or copied from an MS Word document.</p>   |  <p><b>Undo:</b></p> <p>Undo the last editing command. The undo is sequential; clicking it repeatedly will step back through all of the changes you have made in the current session.</p>   |  <p><b>Redo</b></p> <p>When you have performed an <i>Undo</i> on your content, you can redo the last editing command. This is useful if you have clicked on <i>Undo</i> too many times.</p>                            |  <p><b>B</b></p> <p><b>Bold</b></p> <p>Increase the weight, or thickness, of the selected text.</p>  |
|  <p><b>I</b></p> <p><b>Italic</b></p> <p>Italicize the selected text.</p>   |  <p><b>U</b></p> <p><b>Underline</b></p> <p>Draw an unbroken line beneath the selected text.</p>   |  <p><b>ABC</b></p> <p><b>Strikethrough</b></p> <p>Draw an unbroken line through the centre of the selected text.</p>  |  <p><b>Justify</b></p> <p>This feature allows you to justify the selected text. The options are justify left (default), centre, right and block (all text lines end at the same margin)</p> |

|  |  |  |   |
|--|--|--|---|
|  <p><b>Bulleted List</b></p> <p>Each new line will start with a bullet and the text will be indented. To end a bulleted list, either press the Enter key twice or click on the <i>Bulleted List</i> button again.</p> |  <p><b>Numbered List</b></p> <p>Places a number before each line of selected text. Each new line will start with the next consecutive number. To end a numbered list, either press the Enter key twice or click on the <i>Numbered List</i> button again.</p> |  <p><b>Decrease Indent</b></p> <p>This feature decreases the indent on the current selected line.</p>   |  <p><b>Increase Indent</b></p> <p>This feature increases the indent on the current line.</p>                                     |
|  <p><b>Font Colour:</b></p> <p>This feature enables you to change the colour of the selected text inside the editor.</p>  |  <p><b>Remove Formatting</b></p> <p>Remove formatting from the selected text. When using this feature you remove all styles and colours.</p>  |  <p><b>Horizontal Rule</b></p> <p>This function allows you to draw horizontal lines across the page of varying thickness.</p>   |  <p><b>Insert Hyperlink</b></p> <p>Add a hyperlink to the page. Links are discussed in more detail below.</p>                    |
|  <p><b>Remove Link</b></p> <p>Remove a hyperlink from a currently linked image or section of text.</p>  |  <p><b>Insert Anchor Link</b></p> <p>This type of link is used to link from one place on a page to a specific point on the same page. For example a 'back to top' link.</p>   |  <p><b>Image Manager</b></p> <p>This tool is used to add images to your web page from your Image Manager. This icon is discussed in more detail below.</p>  |  <p><b>Link to a File</b></p> <p>Link to a File or Document in your File Manager.</p>  |
|  <p><b>Insert Table</b></p> <p>This feature allows you to insert tables into the content. Tables are very useful for formatting and placing text and images on a page.</p>  |  <p><b>Row Properties</b></p> <p>Set table row properties, such as height, width and vertical alignment.</p>  |  <p><b>Cell Properties</b></p> <p>Set height, width and vertical alignment properties for the selected cell. Setting the width of the top cell in a column will set the width for all cells in that column.</p> |  <p><b>Insert Row Before</b></p> <p>Add a new row to your table. The new row will appear above the currently selected row.</p> |

|   |   |  |   |
|---|---|--|---|
|  <p><b>Insert Row After</b></p> <p>Add a new row to your table. The new row will appear below the currently selected row.</p>                                  |  <p><b>Delete Row</b></p> <p>Remove an entire row from your table.</p>                       |  <p><b>Insert Column Before</b></p> <p>Add a new column to your table. The new column will appear to the left of the currently selected column.</p> |  <p><b>Insert Column After</b></p> <p>Add a new column to your table. The new column will appear to the right of the currently selected column.</p>      |
|  <p><b>Split Cells</b></p> <p>Divide a previously merged cell.</p>   |  <p><b>Merge Cells</b></p> <p>Combine two or more cells in a row to form one large cell.</p> |  <p><b>Display Guides</b></p> <p>Show guidelines for 'invisible' tables. That is, tables that have a border width of '0'</p>                        |  <p><b>Insert Special Character</b></p> <p>Add a non-standard text character to your content. These include fractions, symbols and accented letters.</p> |
|  <p><b>Insert Module Content</b></p> <p>Display the feed from your News Manager, Poll or Photo Gallery within the content area of one of your web pages.</p> |   |  |   |

## Hyperlinks

Hyperlinks are valuable tools for directing visitors around your site. There are three basic types of link; internal, external and anchor links. Internal links connect to other pages within your own site. External links connect to other websites, such as sites owned by your affiliates or associates. Anchor links help visitors move from one section of your web page to another section of the same page. The most common anchor links are 'Back to Top' links.

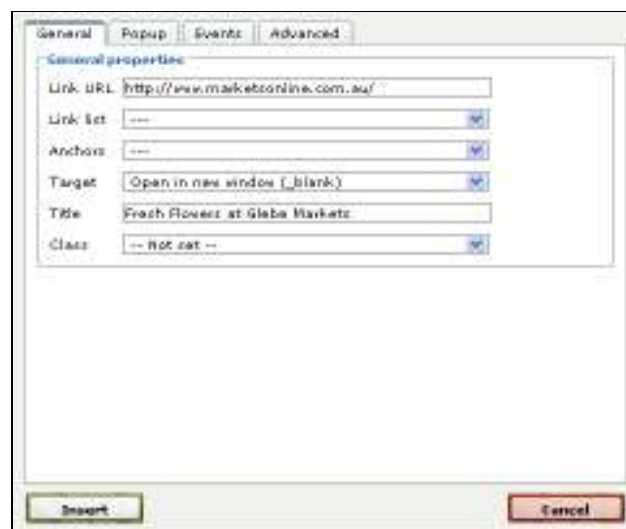
### Link to a website or page

The simplest type of link is a web address or an e-mail address typed directly into the content editor. The editor recognises that anything that starts with a "www" and ends in a ".com" etc must be a web address and as such, automatically turns it into a hyperlink. Links addresses can also be hidden behind images or words in your content. The following instructions show you how to create links in this format.

### Create an external link

An external link transports users from a page on your website to a page on a different website.

1. Highlight the word that you want visitors to click on to open the link.
2. Click on the **Insert/edit Link** icon.
3. In the **Link URL** field, type the full web address of the site you want to link to, including the http://.
4. In the field marked **Target**, select from the drop-down box the option **Open in new window (\_blank)**. This will make the external site appear in a separate browser window. When a visitor closes the linked site, your website will still be running in the background.
5. Click on the **Insert** button.



*Inserting an external link*

### Create an internal link

An internal link transports a visitor from one page of your website to another page within your website.

1. Highlight the word that you want visitors to click on to open the link.
2. Click on the **Insert/Edit Link** icon.
3. Click on the drop-down box marked **Link List**.
4. This will display a list of all of the pages on your website. Click on the required page name.
5. Click on the **Insert** button.


### Create an anchor link

Anchor links, also sometimes called *bookmarks*, are a special kind of link that allows you to jump from one part of a page to a specific point either further up or down the same page. The example of an anchor link we will use is a "Back to Top" link for an extremely long page.

1. Place your cursor at the destination, that is, the area of the page you want your visitors to be taken to when they click on the link (i.e. at the very top of the page).
2. Click on the **Insert Anchor Link** icon.
3. This will bring up the **Insert/edit anchor** dialogue box, as shown below.



*Anchor name*

4. Enter in a one-word name for this anchor. It must be a unique name on this page. In this example, name it "top".
5. Click on **Insert**. Note that this anchor will be indicated by a small **Anchor** icon that appears in the content editor (  ).
6. Now that you have the destination, you need to add the launch. This is the word or image that your visitors will click on (i.e. *Back to Top*). Highlight the word or image and click on the **Insert/edit Link** icon. The **Insert / Edit Link** box will appear.
7. Click on the drop-down box called **Anchors**. This will display a list of all of the anchor points on this page. Select the anchor and click the **Insert** button.



**HINT:** Anchor Links, like all other hyperlinks, are not active in the content editor. To check the links, you must first generate a preview or publish the site.

**HINT:** As mentioned earlier, the term *Target* is synonymous with *web browser window*. When left at default, the link will open in the same window as your website. When linking to an external website, it is advisable to click on the drop-down box and select *New Window*. This will cause the link to open in a new browser window while your site remains in the background.

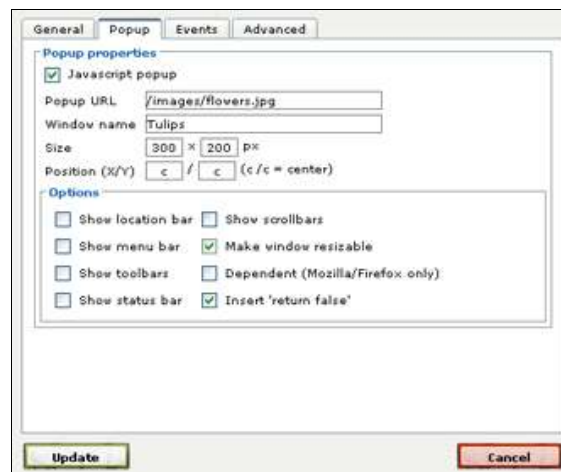
**HINT:** When working with multiple anchor links on one page, hold your mouse over a previously added anchor icon to display a small pop-up with the name of that particular anchor.

### JavaScript pop-up links (advanced users only)

The *Pop Up* function of the links tab enables you to create new window pop-ups that appear in a specified size. This is especially effective when linking to an image. This way, the image will appear in a window that is exactly the same size as the image. It creates a neat and professional effect.

#### To create a JavaScript link

1. Highlight the text or image that you want visitors to click on.
2. Click on the **Insert/edit Link** icon.
3. Select the **Pop-up** tab. The screen shown over the page will appear.



Pop-up links

1. Place a tick in the **JavaScript popup** box.
2. In the **Pop-up URL** field, enter the web address of the object (image/website) you wish to link to.

**HINT:** If you are linking to an image in your Image Manager, you simply need to type:  
/images/name\_of\_image.jpg



3. Enter a **Window name**. The Window name will appear in the blue bar at the top of the pop-up window. Do not enter any spaces.
4. Enter the **Size** of the pop-up window in pixels. If you are using the JavaScript pop-up link to open an image, set the size to the same dimensions as the image.
5. Set the **Position** for where the pop-up will appear in the screen. Setting this at 'c /c' will make the new window appear in the centre of the screen.

**Options:** Using these tick boxes, you can set options for the parameters of the pop-up window.

- *Show Location Bar:* This will display the URL of the link in an address bar at the top of the pop-up window.
- *Show Scroll Bars:* If the image/link destination is larger than the size specified in Step 4, scroll bars will appear to enable the visitor to scroll around the pop-up window.
- *Show Menu Bar:* Tick this box to display the standard 'File, Edit, View' toolbars at the top of the pop-up window.
- *Make Window Resizable:* Tick this box to enable visitors to resize the pop-up window on their screen.
- *Show Toolbars:* Tick this box to display the standard 'Back, Forward, Refresh' browser buttons at the top of the pop-up window.
- *Dependant (Mozilla, Firefox only)*
- *Show Status Bar:* Tick this box to display the status bar at the bottom of the pop-up window.
- *Insert 'return false':* You must place a tick in this box to enable the JavaScript pop-up.

Once you have selected all of your options, click on the **Update** button to add the link to your page. Remember that links only become active on the published site.



**NOTE:** You must place a tick in the **Insert Return False** box to enable the JavaScript pop-up.



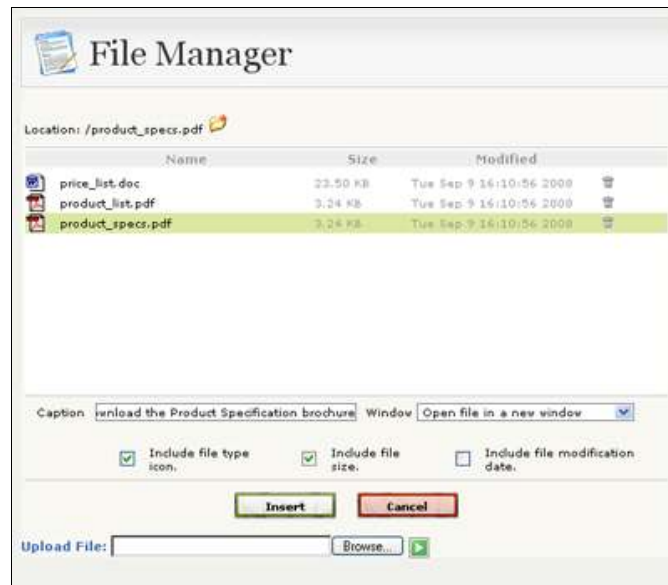
**NOTE:** As mentioned earlier, when talking about hyperlinks, the term *Target* is synonymous with *web browser window*. When left at **Default**, the link will open in the same window as your website. When linking to an external website, it is advisable to click on the drop-down box and select **New Window**. This will cause the link to open in a new browser window while your site remains in the background.

### Link to a file

The Link to a File option is used to link an image or text to a file stored in your File Manager (see the section of this manual called *File Manager* at page 21).

### Add a link to a file

1. Place your cursor where you would like the link to appear.
2. Click on the **Link to a File** icon. A dialogue box listing all of the documents stored in your **File Manager** is displayed.



*Link to File Window*

3. Click on the desired file in the list.
4. Enter a **Caption** for the file.
5. From the drop-down box marked **Window**, select *Open file in a new window*.
6. Tick **Include file type icon** and **Include file size**.
7. Click the **Insert** button.

Your hyperlink will appear in the editor with a file type icon to the left of the caption and the file size to the right of the caption.



*Link to a File*

**!** **HINT:** Links to files, like all other hyperlinks, are not active in the editor. You can check the link once you have published your site.

## Working with images

Images are an important part of your website. Used and formatted correctly, images can display your products and services and enhance the design of your website. Adding images is a three-step process; The first is to prepare the image, the second is to upload a copy of the image from your computer to your website. The third is to add the image to a page.



**NOTE:** To make your website as user-friendly as possible, see the section called *Content tips* at page 40. Follow the image tips before you perform the following steps to insert an image on your page.

### Prepare Images

You may have images already on your computer that you would like to put on your website. If you have hard copies of images, you will need to scan them to turn them into a digital file. Follow the tips below to do this.

#### Scanning tips

Everyone's scanner has different properties, so you will need to learn how to use your scanner. As to what size, resolution and file type to create, the best options for website content are listed below.

- Scan your image in at about 150 dpi (dots per inch), as this will allow you to edit the image later without any loss of quality.
- Make sure you are scanning in at 24 bit colour.
- Save your picture as a 'high' quality jpeg to give you a good quality image to work with.
- Make sure your scanner is clean and the picture you are scanning from is of good quality. There can be problems scanning from computer printed images, as the quality tends to be poor.

### Resize and edit images

It is essential that you resize your image to the size it needs to appear on a web page **before** you upload it to your website. This will ensure that your web page will download as quickly as possible for your visitor.

To resize a picture, you will likely find the function to do this under the *Image menu* or the *edit menu*. It is usually called *resize* or *resample*. By adjusting the number of pixels or inches, you can adjust the size of your image. It is important to ensure you are viewing your picture at 100% to get a true representation of how large your image is and how it will appear on your site. You might also like to crop your image to decrease its size.

It is best to choose two or three image sizes to use throughout your site and to stick to those. This creates a more consistent and professional appearance for your site.

### Save images for the internet

Save your images to the following specifications before uploading your image to your website.

#### Image specifications for the internet:

1. **Resolution:** 72 dpi (dots per inch)
2. **Dimensions:** The recommended maximum width for the web is 600 pixels, so that all visitors can see the image without needing to scroll across the page.
3. **File Type:** Ensure that you save your image as a **.jpg** or **.gif** before you upload it to your website. This will ensure that *all* visitors can view your image.

### Insert an image

1. Place your cursor where you would like to insert the image into the page.
2. Click the **Insert/Edit Image** icon.
3. Select the desired image from the list; this will produce a full-sized preview of the image in the window on the right. N.B If your image has not yet been uploaded to your website via the Image Manager, click the **Browse** button to locate the image on your computer. Select the image and then click on the **green arrow** to upload the image to the website.



Insert an image

4. Specify how you wish the image to appear on the page. You can specify:

- **Title:** This field enables you to name your image. When a user holds their mouse over the image, a yellow box will appear with the text entered into this field. This will also help search engines locate the image in an image search.
  - **Description:** The text added to this field helps search engines to find your content. It also assists vision-impaired visitors to access your content as their screen reader reads out this field to them. If visitors set their browser to *not display images* the text entered here will be seen by them, so that they may choose to view the image.
  - **Alignment:** If you choose to align your image to the **Left** or **Right**, the text that appears in the vicinity of the image will 'wrap' around the image, creating a magazine-style layout. If you leave the **Alignment** at **Default**, the image will take up the entire text line.
  - **Vertical & Horizontal Spacing.** These values dictate how much blank space will be left around the edges of the image. If this value is left at zero, text near the image will touch the edge of the image. This value is expressed in pixels.
  - **Dimension:** Add a number into either the **Height** or **Width** fields to resize the image. When you only specify one field, the other will be automatically calculated so as to avoid distorting the image.
  - **Border thickness:** If a number is entered into this field, a border will appear around the outside of the image. The higher the number, the thicker the border. This value is expressed in pixels. If you would like to have a border around your images, 1 pixel is the recommended border width.
5. Click **OK**. The image will now appear onscreen.
  6. **Save** the page and **Publish** the website.



**HINT:** Some recommended settings for images:

Recommended spacing: 10 pixels. This is approximately 5 mm.

Recommended border width: 1 pixel. Thick borders tend to dominate an image.

## Advanced formatting: tables

The layout of information on your site is of prime importance. The content should be easy to read, neat and tidy. Tables are an important content formatting tool that enables you to structure the information presented on your site in a clear and logical way. You can create blocks of text and images and make the most of your available space. Even though pages will continue to scroll as you add more and more content, it is important to ensure that visitors are presented with as much information in one place as possible



The content on this page has been formatted into rows

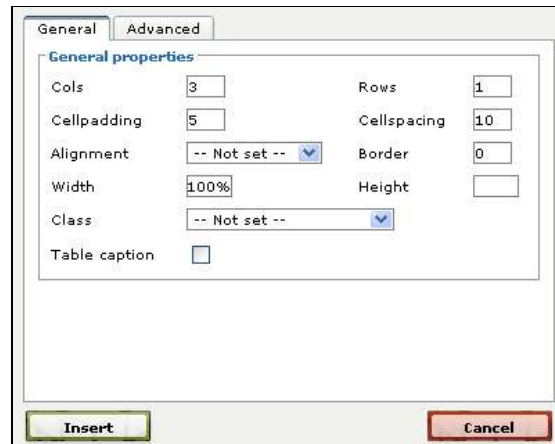


The content on this page has been formatted into columns

**!** **HINT:** It is a good idea to first sketch the page layout you want to create before placing and editing tables. That way, you will have a clear idea of the number of columns and rows required.

## Add a table to your page

Click on the **Insert a New Table** icon in the content editor toolbar.



The image shows a dialog box titled "Insert table" with two tabs: "General" and "Advanced". The "General" tab is selected. Under "General properties", there are several fields: "Cols" (3), "Rows" (1), "Cellpadding" (5), "Cellspacing" (10), "Alignment" (dropdown menu showing "-- Not set --"), "Border" (0), "Width" (100%), "Height" (empty), "Class" (dropdown menu showing "-- Not set --"), and "Table caption" (checkbox). At the bottom, there are "Insert" and "Cancel" buttons.

Insert table dialog box

**Columns:** Enter the number of columns you would like in your table. You can increase and decrease the number of columns after your table has been inserted.

**Rows:** Enter the number of rows you would like in your table. You can increase and decrease the number of rows after your table has been inserted.

**Cell Padding:** You can set the distance (number of pixels) between the edge of the cells and the text in the cells.

**Cell Spacing:** You can set the distance (number of pixels) between each cell.

**Width:** Insert the width of your table. It is recommended that you enter a percentage value.

**Alignment:** You can set where the table is to be positioned within the content area by using this feature.

**Border:** You can set the width of the border (number of pixels) for the table. If the border is set to a number other than 0, the border will appear for every cell in the table. If the border is set to 0, no border will be visible on the page. This is very useful if you are using the table to format and place text and images on the page. You can view the invisible borders in the content editor.



**HINT:** Always set the table width as a percentage rather than in pixels. This will ensure that the table fits within the content area of the template and also allows the table to be scaled to different monitor sizes.

Click **Insert**. The table will appear on your screen.



**HINT:** If you have set the Border width to '0', the table will appear in the editor as a dotted outline. When the site is published the table will be invisible. You can preview what the table will look like on the published site by using the **Display Guide** icon in the content editor. See the section of this manual called *Editor tools* at page 26.

### Edit table/cell/row/column properties

Once the table is placed on the page, you are able to edit it. Place your cursor within a table cell. Right click and select the relevant action or property.

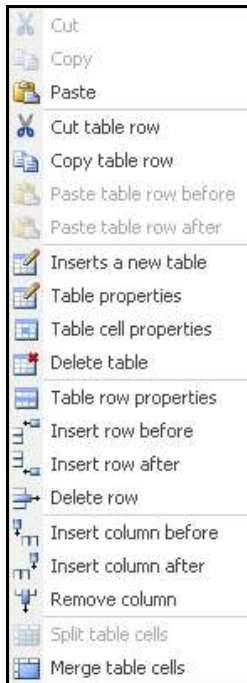



Table operations

The **Table Operations** option is used to create even more advanced formatting. You can use table operations to add extra columns or rows, or delete unwanted cells.

Click **Table Properties** to change any of the original settings from the **Insert Table** box, or add background colours or images.

Click **Table Cell Properties and Table Row Properties** to set the vertical alignment for the content in the cells. The most common use for this is changing the setting from middle to top, as this will make all of the content in the row appear to start on the same line.

Click **Merge Cell** to combine any cell with the cell to the immediate right.



**HINT:** While tables can appear daunting at first, they are a valuable tool. Look to other websites and even magazines for inspiration on effective and coherent ways to lay out the content on your site.



## Content tips

The content you add to your site represents your business. We have listed a few helpful points below to maintain your site and present the best possible online image to your visitors.

### Do the following:

- keep the layout simple and consistent across all related pages
- keep content clear and concise; don't use too many words when fewer will do. Fifty to one hundred words are a lot on a web page.
- organize pages so readers can quickly scan for the information they need
- group related information together (using headings and rules)
- read the content out loud to ensure no mistakes are missed
- brush up on your grammar; many of the old rules have been relaxed, but keep up-to-date on the ones that are still relevant
- use images that are relevant to the content and keep image sizes to a minimum
- design pages for slow internet connections
- keep a dictionary, thesaurus and style manual to hand

### Avoid the following:

- overusing text emphasis (bold, underline, italics, all capitals, large size text)
- using blinking or glowing text for emphasis
- cluttering a page with unnecessary images
- linking to irrelevant pages
- using a technology for its own sake; make sure it has an application

### Remember that:

- the home page is the most important. It should lead visitors to the rest of your content.
- a web page is fundamentally different to a printed page; you already have your visitors attention
- a successful website is one that contains good content. Keep yours up-to-date.

## News Manager

The News Manager allows you to add, edit and archive news items as they need to appear on your site.



*An example news page*

The News Manager creates a list of items on a news page. This list displays your *current* news items. Once news items reach a certain age, they are automatically moved into *archived items*. Visitors can search through the archives and retrieve any previous news items. The News Manager also creates a news feed that can be inserted onto any page through the content editor (see *Add news feed to website content page* at page 45)

The news items will appear on the news page in the order that you add them to the manager. The news items have four main parts:

1. **The Headline:** This is the title of the news item.
2. **Summary:** This is a 'teaser' from the main story. It should be short and interesting, encouraging your visitors to read more.
3. **Preview Image:** This is a small image that will appear next to the summary.
4. **The Article:** (*not shown*) The news story. It can contain images, text and hyperlinks. Visitors can access the main item by clicking on the *Headline* or the small *more >* that appears beneath the summary. The item then opens in a new window.

## Access the News Manager

To access the News Manager, click **Modules** in the main navigation and select **News Manager** from the list of modules.



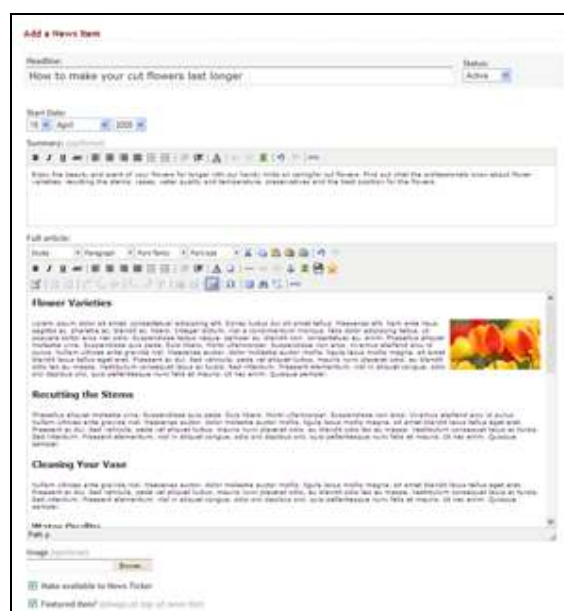
News Manager

This will bring up News Manager. The front page shows a list of all current news items listed on your site. News items are automatically archived after 30 days (by default). To access news items older than that, click on **View Archived Items**.

The News Manager will allow you to create more news items, edit previous items, view and edit archived news items, and change the settings on the news page, including how many items are displayed and how long news items will stay on the main news page before being archived.

## Add a news item

To add a News Item, click on **Add News Item**.



Add / Edit News item

Fill in the fields as explained below:

1. **Headline:** This will appear as the heading of the news item. Visitors will be able to click on it to read the entire news item.
2. **Status:** *Active* means that the news item will be displayed on the site as soon as you have entered all of the details into the News Manager. *Inactive* means that all of the details will have been saved, but the news item will not be visible to visitors to your site. You can later edit this news item and change the *status* to *Active* to make it available. This allows you to work on a news item over time.
3. **Start Date:** This is the date that the news item will appear in the news page. By default, 30 days after this, the news item will be archived.
4. **Summary:** The summary will appear beneath the headline of the item on the news page. This is a great way to pique visitors' interest in the item. The summary is optional, but stories with summaries look more professional. If you are stuck for ideas for a summary, the first sentence of the news item is always a good idea.
5. **News Item Text:** This is the news item. Enter the full text of the news item into this field. You will notice that the news item text area has a content editor. You can format the text in this item as you would a normal web page, including adding images and links to files.
6. **Image (optional):** This field enables you to add a small image beside the headline and summary that appears in the news feed. The image will be automatically scaled down to an appropriate size to fit near the item. The image will also appear beneath the article text on the detailed news page.
7. **Item Display Options:** These tick boxes determine the way in which the news item will be displayed on the site.

**Make Available to News Feed** – The news feed is a short list of the latest news items that can appear on one or more pages of your site (the most common use for this is the home page). It is useful to draw visitors' attention to your news items so that your website appears active and current. Place a tick in this box to make a story appear in the news feed.

**Featured Items** – Featured items are considered important news stories. These items will always appear at the top of the news feed and the news archive page. Place a tick in this box to make this story a featured item.

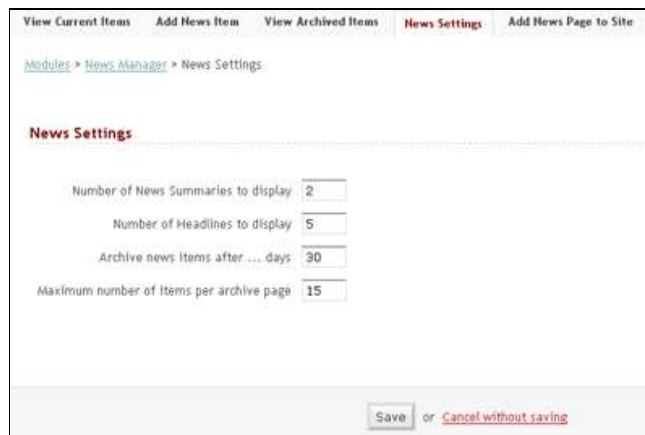
8. **Save:** Once all of the information is loaded into the item, click **Save** to update the news item and make it available to site visitors. You will be returned to the list of current news items.

## Edit a news item

1. Click the **Edit** button next to the name of the news item at the front page of the News Manager. This will bring up the same screen as shown above, with all of the existing information already completed.
2. Edit the content.
3. Click **Save**. The amended item will be updated instantly. To update the item in the News Feed **publish** your site (see *Publish Site* at page 18 ).

## News settings

The News Settings section allows you to alter the standard settings that will affect every news item.



News Settings

The first three options refer to the **News Feed**. The News Feed is a way of displaying selected news items on a specific page, usually the home page.

1. **Number of News Summaries to Display:** Placing a value in this field means that only the first few items on the news page will be accompanied by a summary.
2. **Number of Headlines to Display:** If you choose to add a value in this field, then the specified number of headlines will appear beneath the Summaries nominated above. *Note: If you add a value of 5 in News Summaries and a value of 5 in Headlines, there will be a total of 10 news items in the feed.*
3. **Archive items after ... days:** Adding a value into this section will set the number of days that items will be considered *Current*. After that date, items will be moved into the *Archive Section*.
4. **Maximum number of items per archive page:** This determines how many items will appear per page within the archive. The higher the number, the more news items will appear on a single page.

### Add news feed to website content page

Use the **Insert Module Content** button in the content editor to insert the news feed onto a web page.

1. Go to **Pages > Add / Edit Pages**
2. Choose a page from your main menu or unattached pages
3. Click on the **Insert Module Content** tool.
4. Select **News Feed** from the **Current** drop down menu.
5. Click **Preview** to preview the news feed before it is inserted.
6. Click **OK** to insert the news feed into the page.
7. Publish the website (see *Publish Site* at page 18 ).

### Add news manager page to website navigation

Once you have added news items, the next step is to add your News Page to the website navigation. You will only have to do this the first time that you create news items.



*Add a news page to the website navigation*

1. Click the **Add News Page to Site** button.
2. Enter the **Menu Label**. This label will appear in the navigation menu of your website.
3. Click **Save New Link** button. The **News** link is now added to your site at **Pages > Add/Edit Pages > Unattached Pages**.
4. Go to **Pages > Move/Delete Pages** to insert the **News** link into your navigation menu. (For more details, see the section of this manual called *Move / Delete Pages* at page 15.)
5. Publish the web site (see *Publish Site* at page 18 ).



**HINT:** Do not edit the **Link Address** field as this is automatically generated by the software.

## Photo Gallery

The Photo Gallery enables you to create online image galleries. The system is designed to allow you to upload images to your site and add text and descriptions to the images.



*Photo Gallery example*

The images that you upload will be automatically scaled down to what are called 'thumbnails'. These are small images that give visitors to your site a preview of the full image. When a visitor clicks on one of the thumbnails, the full-sized image will pop up in a new window. Each gallery can appear as a web page (this does not contribute to your page count) or it can be inserted onto an existing page using the content editor.

### Access the Photo Gallery

Click **Modules > Photo Gallery**

This will bring you to the front page of the Photo Gallery, **List Galleries**. If galleries already exist on your site, they will appear here (see image below).



*Photo Gallery > List Galleries*

### Create a new gallery

1. Click **Add a Gallery**.
2. Enter a name for the gallery. It must not contain any spaces. Use underscores instead (e.g., flower\_arrangements).
3. Click **Save**.

### Add images to a gallery

1. Click **Manage Images**.
2. Click **Browse** to find the image on your computer that you want to upload. Select the image and click **Open**. The file name of the image will now appear in the field. You can queue up to ten images at a time by repeating these two steps in each empty field.
3. Click **Upload Images**. This will upload the images from your computer to your website. They will appear in the Image List at the bottom of the screen.

### Add/Edit image descriptions

Once the images are loaded into your **Photo Gallery**, you can add descriptions to the images. These descriptions will appear beneath the images on your site.

1. Click the **Manage Image Descriptions** button. Enter the description of your image into the **Image Description** field next to each image.
2. Click the **Submit** button. The descriptions will be updated.
3. Publish the website (see *Publish Site* at page 18 ).

### Preview photo gallery

1. Return to **Modules > Photo Gallery**.
2. Click the **View** button next to the gallery name.
3. You will see the gallery preview within your site template. Click the **Back** button of your web browser to return to the Site Builder.

### Add photo gallery to website content page

Use the **Insert Module Content** button in the content editor to insert the gallery onto a web page.

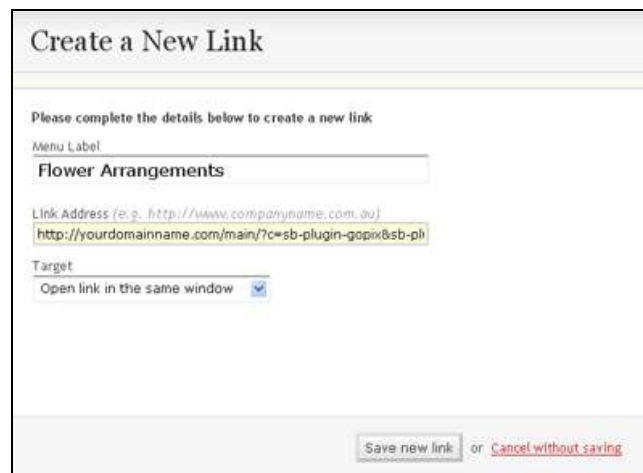
1. Go to **Pages > Add / Edit Pages**
2. Choose a page from your main menu or unattached pages.
3. Click on the **Insert Module Content** tool.
4. Select **Gallery** from the **Current** drop down menu.



5. Select the **Gallery** name you wish to display. Select the **Gallery-Style** used to display the images. You can choose from **Carousel, Random image, Thick box**.
6. Click **Preview** to preview the gallery content before it is inserted.
7. Click **OK** to insert the gallery content into the page.
8. Publish the website (see *Publish Site* at page 18 ).

### Add photo gallery page to website navigation.

Once you have added images and descriptions to your gallery, you can also add the **Photo Gallery** to the website navigation.



*Add Photo Gallery to site*

1. Click the **Add Link to Website** button.
2. Enter the **Menu Label**. This label will appear in the navigation menu of your website. While it doesn't need to have exactly the same name as the gallery, making it so can avoid confusion.
3. Click **Save New Link**. The gallery link is now added to your site at **Pages > Add/Edit Pages > Unattached Pages**.
4. Go to **Pages > Move/Delete Pages** to insert the gallery link into your navigation menu (for more details, see the section of this manual called *Move / Delete Pages* at page 15).
5. Publish the website (see *Publish Site* at page 18 ).



**HINT:** Do not edit the **Link Address** field as this is automatically generated by the software.

## Polls Manager

The Polls manager is a module designed to enable you to poll your visitors on a topic. You can add a question and up to six answers. Visitors who open the poll will see a screen similar to the image below.

**Poll**

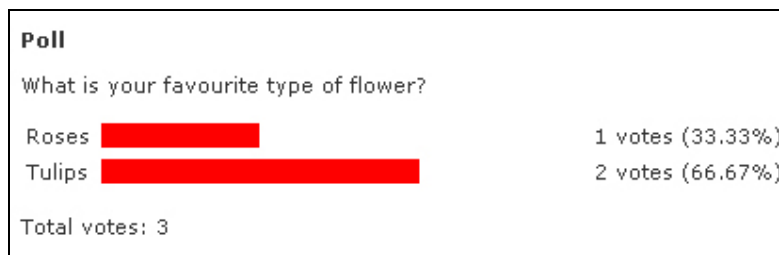
What is your favourite type of flower?

Roses

Tulips

*Poll Question*

Once a visitor has voted, they will see the results of all previous votes on this poll, as shown below.



*Poll results*

### Access the Poll Manager

Click **Modules > Polls Manager**.

This will bring you to the front page of the Polls Manager Module, the **List All Polls** page.



*List all Polls*

## Add a poll


1. Click **Add a Poll**. This will bring up the screen shown below.



The screenshot shows the 'Polls Manager' interface. At the top, there are navigation links: 'List All Polls', 'Add a Poll', and 'Add Polls to Site'. Below this is the 'Edit a Poll' section. It contains a 'Poll Question' field with the text 'What is your favourite type of flower?' and a 'Status' dropdown menu set to 'Active'. There are six 'Answer Options' fields, each with a text input and a 'Delete' button. The first four fields contain the text 'Carnations', 'Roses', 'Daisies', and 'Pinks'. At the bottom of the form, there is a 'Save' button and a 'Cancel/Edit Poll' link.

*Add a Poll*

2. Enter your poll question.
3. Enter up to six poll answers for your visitors to choose from.
4. Click the **Save** button.



**HINT:** To prevent your poll from being active immediately select **Status > Inactive**.

The poll will now appear under **List all Polls** as shown below:



The screenshot shows the 'List All Polls' table. It has columns for 'Poll Name', 'Status', and 'Action'. The first row contains the poll question 'What is your favourite type of flower?' with a status of 'Active' and an 'Edit' button. There is also a 'Delete' button in the 'Action' column.

| Poll Name                              | Status | Action  |
|--|--------|---|
| What is your favourite type of flower? | Active | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

*List all Polls*

## Edit a poll

You can update the question or answer options of the poll.

1. Click the **Edit** button next to the poll question.
2. Click the **Delete** button to remove the poll from the website completely.

### Add poll to website content page

Use the **Insert Module Content** button in the content editor to insert the poll onto a web page.

1. Go to **Pages > Add / Edit Pages**.
2. Choose a page from your main menu or unattached pages.
3. Click on the **Insert Module Content** tool.
4. Select **Polls** from the **Current** drop down menu.
5. Click **Preview** to preview the active polls content before it is inserted.
6. Click **OK** to insert the poll content into the page.
7. Publish the website (see *Publish Site* at page 18 ).

## Catalogue Manager

**Catalogue Manager** enables you to create a simple catalogue of your products. The system is designed to allow you to upload product images to your site and add descriptions and prices to the product images.

The product images that you upload will be automatically scaled down to what are called 'thumbnails'. These are small images that give visitors to your site a preview of the full image. When a visitor clicks on one of the thumbnails, the full-sized product image will pop up in a new window.

### Access the Catalogue Manager

Click **Modules > Catalogue Manager**

This will bring you to the front page of the Catalogue Manager, **List Products**. If products already exist on your site, they will appear here (see image below).



*Catalogue Manager > List Products*

### Add products to the catalogue

1. Click **Add a Product**.
2. Enter the **Product Name**.
3. Enter the product **Description**.
4. Enter the product **Price**.
5. To determine the order in which products will be displayed in the catalogue, type a number in the **Sorting (number)** field. Lower numbers appear first in the list.
6. Click **Browse** to find the image on your computer that you want to upload. Select the image and click **Open**.
7. Click **Save Product**. This will upload the image from your computer to your catalogue. You will now see the product and its image under **List Products**.
8. Publish the website (see *Publish Site* at page 18 ).




### Add catalogue to website navigation

Once you have added product images, prices and descriptions to your catalogue, the next step is to add the catalogue to the website navigation. The catalogue page will automatically update with any edits that you make so you will only have to do this the first time that you add products.



*Add Catalogue to site*

1. Click the **Add Catalogue to Site** button.
2. Enter the **Menu Label**. This label will appear in the navigation menu of your website.
3. Click **Save New Link** button. The **Catalogue** link is now added to your site at **Pages > Add/Edit Pages > Unattached Pages**.
4. Go to **Pages > Move/Delete Pages** to insert the **Catalogue** link into your navigation menu (for more details, see the section of this manual called *Move / Delete Pages* at page 15).
5. Publish the website (see *Publish Site* at page 18 ).

 **HINT:** Do not edit the **Link Address** field, as this is automatically generated by the software.

## Media Manager (Optional Module)

**Media Manager** enables you to upload audio and video files and stream them through a wide range of media players, directly from your dedicated media page.

Media Manager will automatically scale down images of your videos to what are called 'thumbnails'. These are small images that give visitors a preview of the full video image.

Media Manager will automatically select which media player to use, according to the type of file you have uploaded. The maximum file size you can upload is 10 MB.

Media Manager supports these types of files:

|        |   |
|--------|---|
| Audio: | aif, aac, au, gsm, mid, midi, mov, mp3, m4a, snd, ra, ram, rm, wav, wma |
| Video: | asf, avi, flv, mov, mpg, mpeg, mp4, qt, ra, smil, swf, wmv, 3g2, 3gp    |

### Access the Media Manager

Click **Modules > Media Manager**

This will bring you to the front page of the Media Manager, **View Video Items**. If you already have any videos on your site, they will appear here. If you already have any audio files on your site, click **View Audio Items** to see them listed (see image below).

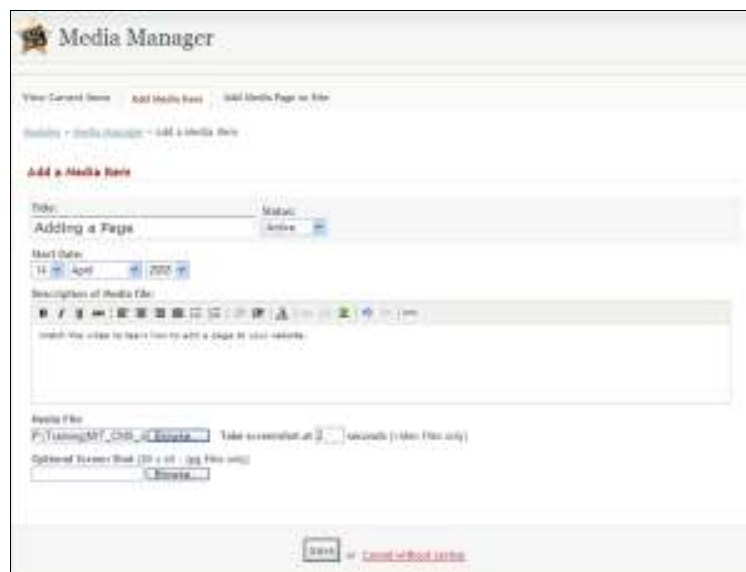


Media Manager > View Audio Items



### Add video or audio files to Media Manager

1. Click **Add Media Item**.
2. Enter the **Title** of the video or audio file.
3. Select the **Status**. **Active** files will be displayed on your site. **Inactive** files will not be displayed. **Archived** files will be listed in the Media Manager archive.
4. Select the **Start Date** to determine when the file will start being displayed on the site.
5. Enter a **Description** of the media file.
6. Click **Browse** under **Media File** to find the video or audio file on your computer that you want to upload. Select the file and click **Open**.
7. This step is optional. Click **Browse** under **Optional Screen Shot** to find an image of the video file on your computer that you want to upload. Select the file and click **Open**. The image must be a JPG file no larger than 80 pixels wide by 60 pixels high.
8. Click the **Save** button. This will upload the video or audio file to your website. To see the file listed in your Media Manager, click on **View Video Items** or **View Audio Items**.



The screenshot shows the 'Media Manager' interface with the 'Add a Media Item' form. The form has the following fields and options:

- Title:** A text input field containing 'Adding a Page'.
- Status:** A dropdown menu set to 'Active'.
- Start Date:** A date picker set to '14 April 2008'.
- Description of Media File:** A large text area with a rich text editor toolbar.
- Media File:** A file selection field showing 'F:\Testing\MT\_CMS\_C\Exports' and a 'Browse...' button.
- Optional Screen Shot (20 x 60 - jpg file only):** A file selection field with a 'Browse...' button.
- Buttons:** A 'Save' button and a 'Cancel without saving' link.

Media Manager > Add Media Item

### Add media manager content to website content page (not available yet).

Use the **Insert Module Content** button in the content editor to insert the media feed onto a web page.

1. Go to **Pages > Add / Edit Pages**.
2. Choose a page from your main menu or unattached pages.
3. Click on the **Insert Module Content** tool.
4. Select **Media Feed** from the **Current** drop down menu.
5. Click **Preview** to preview the media feed before it is inserted.
6. Click **OK** to insert the news feed into the page.

### Add Media Manager page to website navigation

Once you have added videos and /or audio files, you can add the **Media Manager Page** to the website navigation. The media page will automatically update with any edits that you make so you will only have to do this the first time that you add media items.

1. Click **Add Media Page To Site**.
2. Enter the **Menu Label**. This label will appear in the navigation menu of your website.
3. Click the **Save New Link** button. The **Media Page** link is now added to your site at **Pages > Add/Edit Pages > Unattached Pages**.
4. Go to **Pages > Move/Delete Pages** to insert the **Media Page** link into your navigation menu (for more details, see the section of this manual called *Move / Delete Pages* at page 15).
5. Publish the website (see *Publish Site* at page 18 ).



*Add Media Page to site*



**HINT:** Do not edit the **Link Address** field, as this is automatically generated by the software.