

USER MANUAL

FOR ONLINE WEBSITE BUILDER

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SECTION 1: LOGIN

Registered Users Login

Login to build and manage your website.

User Name	
Password	
GO	

Using your login details you can login to the website builder to create, edit and publish your website right away. The Registered Users Login page will appear when you click on the 'LOGIN' link available on our website.

SECTION 2: QUICKSTART WIZARD

When you login to the website builder for the very first time, you will be taken through the 'Quickstart Wizard'. This comprehensive wizard enables you to build a basic framework for your website in a few minutes, and involves a few easy steps. Remember that the Quickstart Wizard is available only when you login for the very first time to build your website. Once you complete the **Quickstart Wizard**, from the next login, you will be taken directly to the powerful Website Manager, which allows you to add more pages and/or modify and add content to existing pages.

2.1. Choosing the design Category for creating your website

Choose a Category for Your Website

Step 1 of 4

We have classified over 1,100+ designs into the following categories. Just click on a "Category" that is most similar to your line of business.

[Advanced Search](#)

Personal & Family Related View all	Business & Professional View all
 Health & Life Style	 Professional, Consultants, Agents, Lawyers
 Family & Friends	 Simple & Elegant (600 Designs) (For more text in home page)
 Simple & Elegant (600 Designs) (For more text in home page)	 Service - Photography, Plumbing, Electrical, Painting

Just click on a category that you think will be closest to the category that your business or website belongs to. You will then be shown the design templates that pertain to this category.

2.2. View All design templates

If you can't find the category you are looking for then click on the 'View All' link which is available in the top right corner of the screen, to display all the design templates available under the main categories of "Personal & Family Related" or "Business & Professional" headers.

2.3 Choosing your website design / template

Choose your template

[Change Category](#) | [Advanced Search](#)

[Website Manager](#)

Previous Designs Page 4 of 19 More Designs



You can choose the website design template that you would like to have on your website. There are several pages of design templates with hundreds to choose from. You can just mouse-over on any of the design template to enlarge them and you will also be able to choose the color and preview on the mouse-over design templates.

Choose your template

[Change Category](#) | [Advanced Search](#)

[Website Manager](#)

Previous Designs Page 4 of 19 More Designs



2.4. Changing the color, images and title for your website design



Click on 'Choose Design' to choose your template. You can now choose the color options by simply clicking on the color boxes in the 'CHANGE COLOR' link which is available above the design and choose an image by clicking on the choose from gallery or use your own image in the 'CHANGE IMAGES' link.

You can also start customizing the Title, Slogan and email address that will be displayed on your website by choosing the option by clicking on the 'CHANGE TITLE' link and click on the highlighted options to change the Title, Slogan and email address.

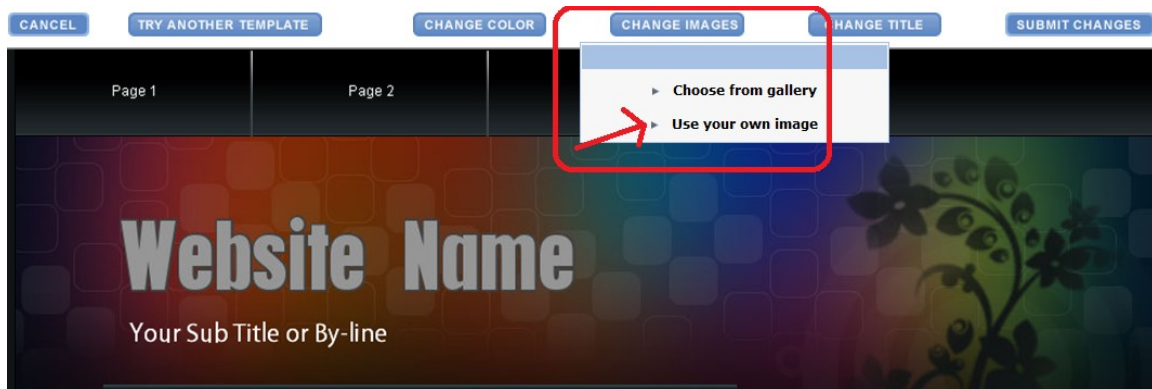
You will notice that the options that you select get applied to the design immediately.

Please note that you can change the selected color, image and title any time later from your Website Manager.

To proceed, just click on the 'SELECT THIS TEMPLATE' button that appears next to 'CHANGE TITLE' button in the top of the screen.

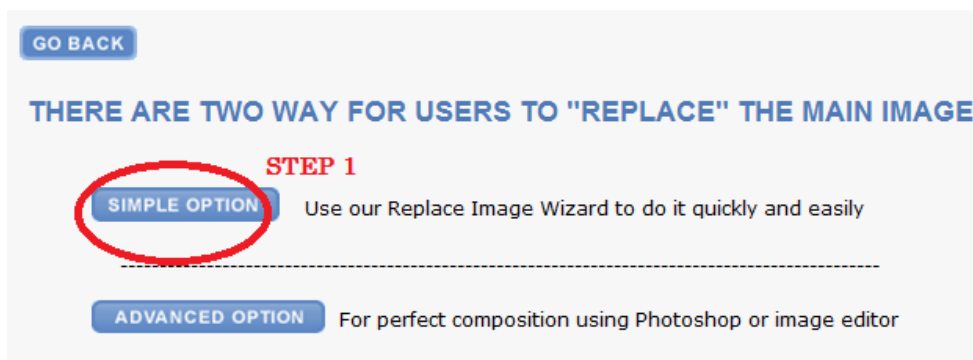
Changing the Home Page and Inner Page images - these images can be changed at any time later by selecting the Change/Edit Template option in the website manager.

In the Change/Edit Template option click on Change Images. There will be two options one for 'Choose from gallery' which will provide you with stock images. Or 'Use your own image' which will allow you to upload and insert your own image.



To add your own image click on 'Use your own image' and select either the 'Simple Option' or 'Advanced Option'. The Simple Option will allow you to upload the image and manipulate the size and portion of the image you want to use, initially you don't have to resize the image to a specific size if you only want to use part of it. The Advanced Option will provide you with a downloadable background image and the exact size dimensions of the image.

2.5 Steps to use the Simple image replacement option



Upload Your Own Image File

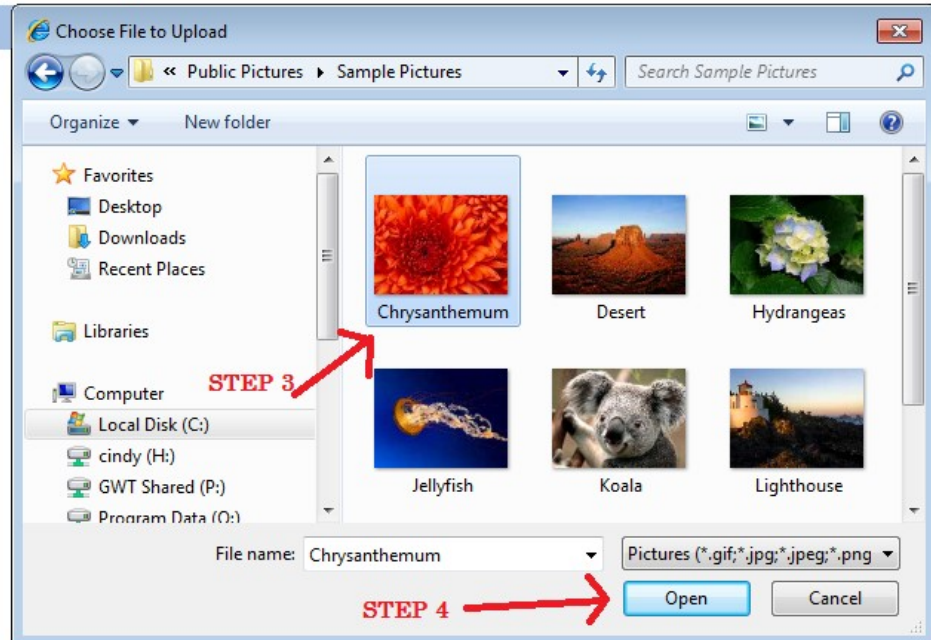
Upload your own image

C:\Users\Public\Pictures Browse...

STEP 2

UPLOAD

STEP 5



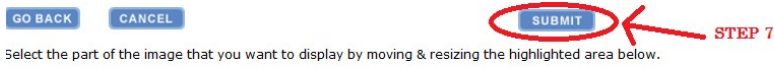
1. Click on Simple Option
2. Click on Browse to upload your image
3. When the navigation box comes up navigate on your computer to locate the image, once you have located the image click on it
4. Click on Open.
5. The image path will display in the text box next to 'Upload your own image'. Click on UPLOAD.

Select the part of the image that you want to display by moving & resizing the highlighted area below.

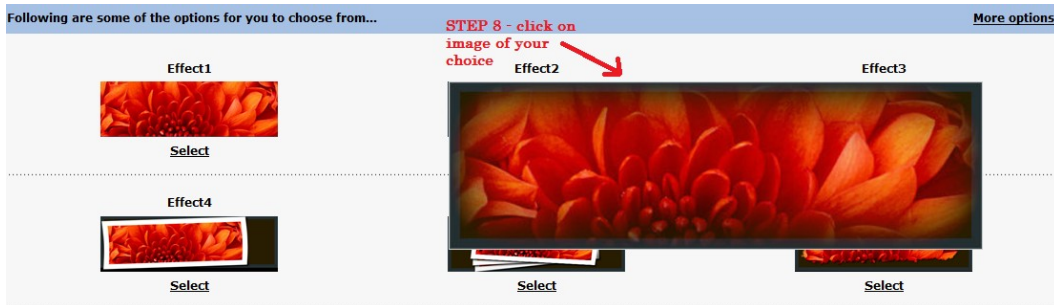
OK

STEP 6

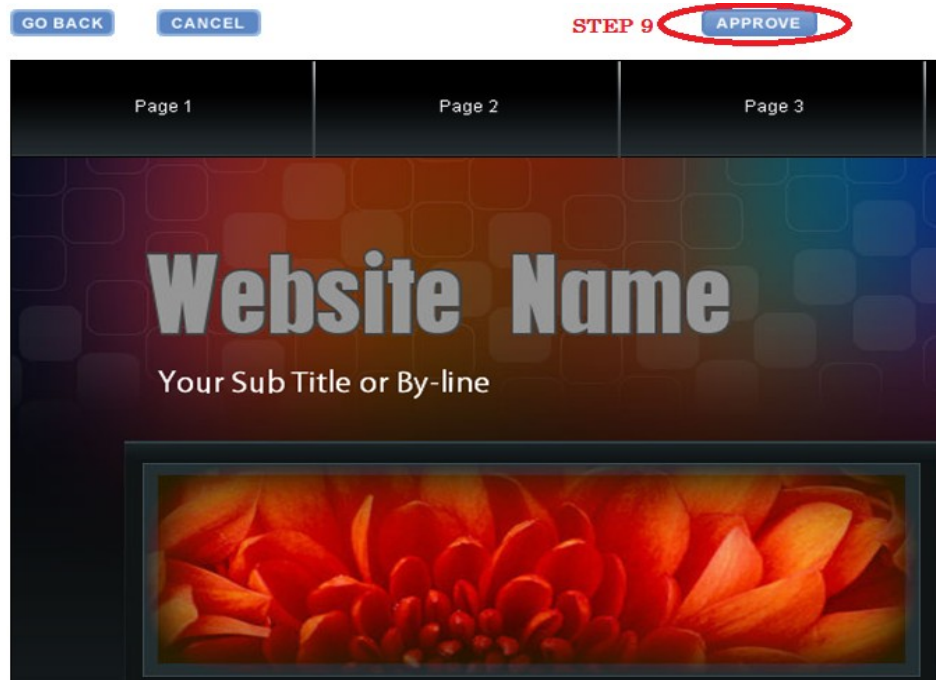
6. You will now get the option to select the part of the image to display and resize it. Click on OK



7. With your mouse click on the arrows to move and resize the image. Once finished click on Submit.



8. You will now have an option to select an effect, also to view more effects by clicking on 'More Options', click on your chosen image.



9. You will now be directed to the homepage that displays your image, click on Approve.

If the template you chose supports image changes on inner pages you will get a prompt to change the image on the inner pages.

2.6. Add pages to your website

Add Pages to your Website

STEP 4 OF 4

[» View popular page names](#)

Business Page Names

Home	Add
About Us	Add
Company	Add
Products	Add
Services	Add
Contact Us	Add
Contact Us Form	Add View
Inquiry Form	Add View
Feedback Form	Add View
Complaint Form	Add View
Expertise	Add
History	Add
Awards	Add
Clients	Add
Testimonials	Add
Disclaimer	Add
Jobs	Add

Personal Page Names

About me	Add
Photos	Add
Friends	Add
Gifts	Add

Enter Page names for your Website

	SUBMIT

Note: You can add, rename or delete pages any time later

You can now start adding the pages that you want to have on your website. To add a page, simply click on a 'View popular page names' which will list categories of Page names. You can choose page names from the Business page names or from the Personal page names. Once you click on an "Add" option respective to the Page name, then the pages will be added to the top most empty slot. You can repeat this until you have added all the pages you want to have on your website.

In case you want to add a custom page name or if you want to rename a page name that you have included already, simply clicking on the specific page name slot on your right and typing in the name of your choice using your keyboard.

Please note that depending on the pack that you have signed up for, you can always add more pages later. You can also rename or delete pages any time later.

Thus the 'Quickstart Wizard' completes after finishing the above 4 steps.

SECTION 3: Website Manager



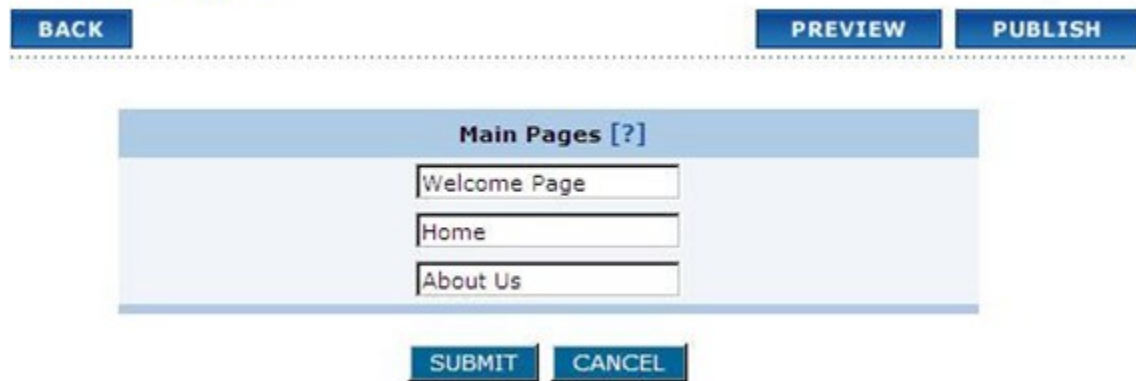
After you complete the Quickstart Wizard, the page that will display on every subsequent login is the Website Manager. The Website Manager allows you to quickly add, edit, rearrange or delete the pages on your website. You can even change the page type (that is from a text page to a shop page or photo album page), easily.

- [Website Manager](#)
- [Goodies & Addons](#)
Add Hitcounter, Maps, banner, Flash, Blog, SEO, Password, Image Editor, Site Stats, etc.
- [Edit Website Footer](#)
- [My Account Settings](#)
- [How can we make SiteBuilder even better? Tell us..](#)

Also in the Website Manager you can Change your design, Edit your website titles, Replace logo/Main image, Edit website footer, Add Goodies & Addons such as a HitCounter, Maps, Flash animation, Add a banner, Search Engine optimization, Password protect pages, Image editor, insert YouTube videos, add Driving Directions and more!

3.1. Rename a page name

Rename Pages



BACK PREVIEW PUBLISH

Main Pages [?]

Welcome Page

Home

About Us

SUBMIT CANCEL

By clicking on the 'Rename Pages' all the pages that have been selected or added to the site will appear and you can retype the new page name of your choice.

3.2. Add a new page



BACK PREVIEW PUBLISH

Add a New Page

» View popular page names

Enter Page name for your Website

SUBMIT

By clicking on the 'Add a New Page' link you will be taken to the page which allows you to add a new page by entering the page name or you can add a page as per the instruction in 2.6.Add pages to your website

3.3. Rearrange Pages

Rearrange Pages

BACK**PREVIEW****PUBLISH**

Click on the **↑ Up** and **↓ Down** buttons to move the corresponding page up or down.

☐ **Change Main Page to Sub Page & Vice Versa**

Home	↑ Up	↓ Down
About Us	↑ Up	↓ Down
Form_test	↑ Up	↓ Down
Shop_Test	↑ Up	↓ Down

SUBMIT**CANCEL**

By clicking on the 'Rearrange Pages / Sub-Pages' link the page loads to allow you to rearrange the pages as per your choice. Just click on the 'Up' or 'Down' button to move the corresponding page up or down.

3.4. Manage Main-Menu / Sub-Menu

Rearrange Pages / Sub-Pages

BACK**PREVIEW****PUBLISH**

Click on the **↑ Up** and **↓ Down** buttons to move the corresponding page up or down.

☒ **Change Main Page to Sub Page & Vice Versa**

Click on the  icon to change Main Page to Sub Page and vice versa.

Home	↑ Up	↓ Down
 Company	↑ Up	↓ Down
 Products	↑ Up	↓ Down
 Services	↑ Up	↓ Down
 Contact Us	↑ Up	↓ Down

SUBMIT**CANCEL**

By enabling the "Change Main Page to Sub Page & Vice Versa" you can categorize the pages as either Main menu or Sub menu.

3.5. Edit/Modify/Change web page type

Website Manager

[BACK](#)[PREVIEW](#)[PUBLISH](#)

» Do you want to edit the current page which is a Text Page?

[Yes, Proceed to Edit](#)

» [No, I want to change the Text Page to a different type of page like Form, Shop, Photo Album, Guest Book, etc.](#)

By clicking on the 'Edit' link corresponding to the page name in the Website Manager, the page loads requesting you to choose between the options, either edit the selected page with the existing page type or change the existing page to a different page type. By selecting the former you will be taken to the next page which will allow you to edit the page depending on the type of page chosen to edit, i.e. if a text page is chosen to edit then the page loads with an editor in order to edit the page or if a shop page is chosen for editing then the shop page features load for editing. This will vary as per the page type that is chosen to edit.

In case the latter is chosen the following page loads allowing you to change the page type from the existing type to a different page type of your choice.

3.6. Different types of pages

Choose the type of webpage

Company is currently a Text Page. You can change it to any of the following type of pages.

☒	Text Page
☐	Form Page [?]
☐	Page name with no link [?]
☐	Shop Page [?]
☐	Photo Album [?]
☐	Guest Book [?]
☐	External Link [?]
☐	Stand-alone Pages [?]

[Submit](#)[Cancel](#)

➤ **Text Page**

For pages containing just rich text content with photos, images, tables, etc.

➤ **Form Page**

Create page with a ready made feedback form.

➤ **Page name with no link**

For pages which are unfinished and therefore not to be displayed or linked to from the Main Navigation

➤ **Shop page**

For shop pages with storefront, shopping cart, etc. with or without payment gateway, meant for e-commerce

➤ **Photo Album**

For creating an attractive online photo album where you can upload your photos and make them available for your website visitors to see.

➤ **Guest Book**

Allows you to create an online guest book for your visitors so that they can leave a message or comment for you about your website, etc.

➤ **External Link**

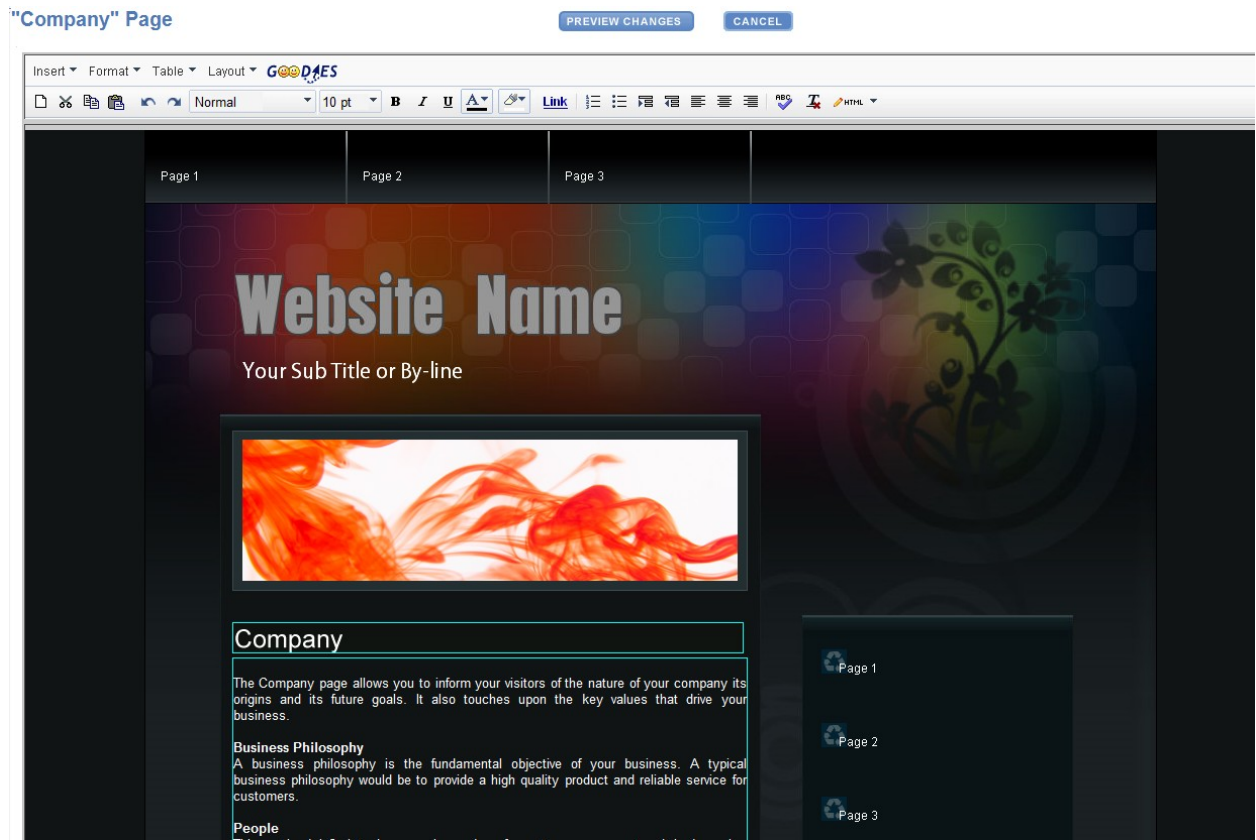
For directly linking to a page that is available on another website on the Internet

➤ **Stand-alone Pages**

Also called Hidden pages or Invisible pages. Stand alone pages are not listed in the regular site navigation links. Stand alone pages are used as landing pages or as pages that are not ready for public viewing.

Listed below are the details on how to create these individual page types once you change the page type.

3.7. ☒ Text Page Create / Edit a Text Page



The Website Manager allows you to create a Text Page with rich text content along with images. To create a Text Page, add a new page and select Edit or edit an existing page and select the 'Text Page' radio button in the 'Change Page Type' page, and click 'Submit' to load the page.

What you see above is a WYSIWYG (what you see is what you get) Rich Text Editor that functions similar to Microsoft Word or similar applications. Using this feature-rich editor, you can create an attractive web page with rich text content for your website. You can either type in the web page content, or even copy & paste the content from *Microsoft Word or other similar applications or even from a web page.

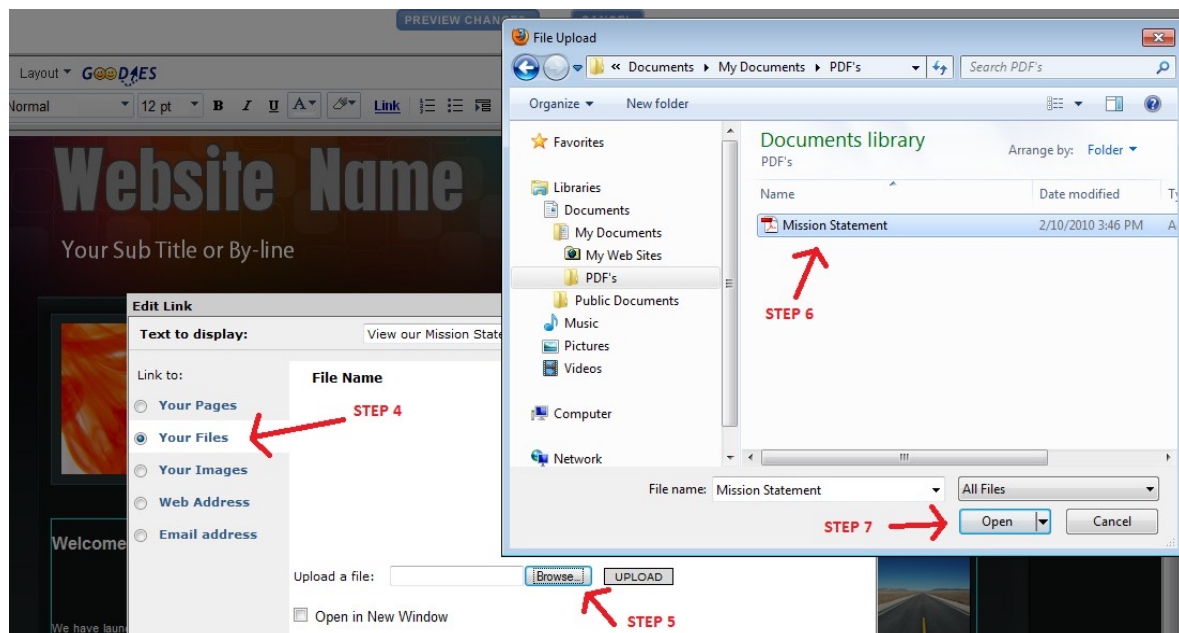
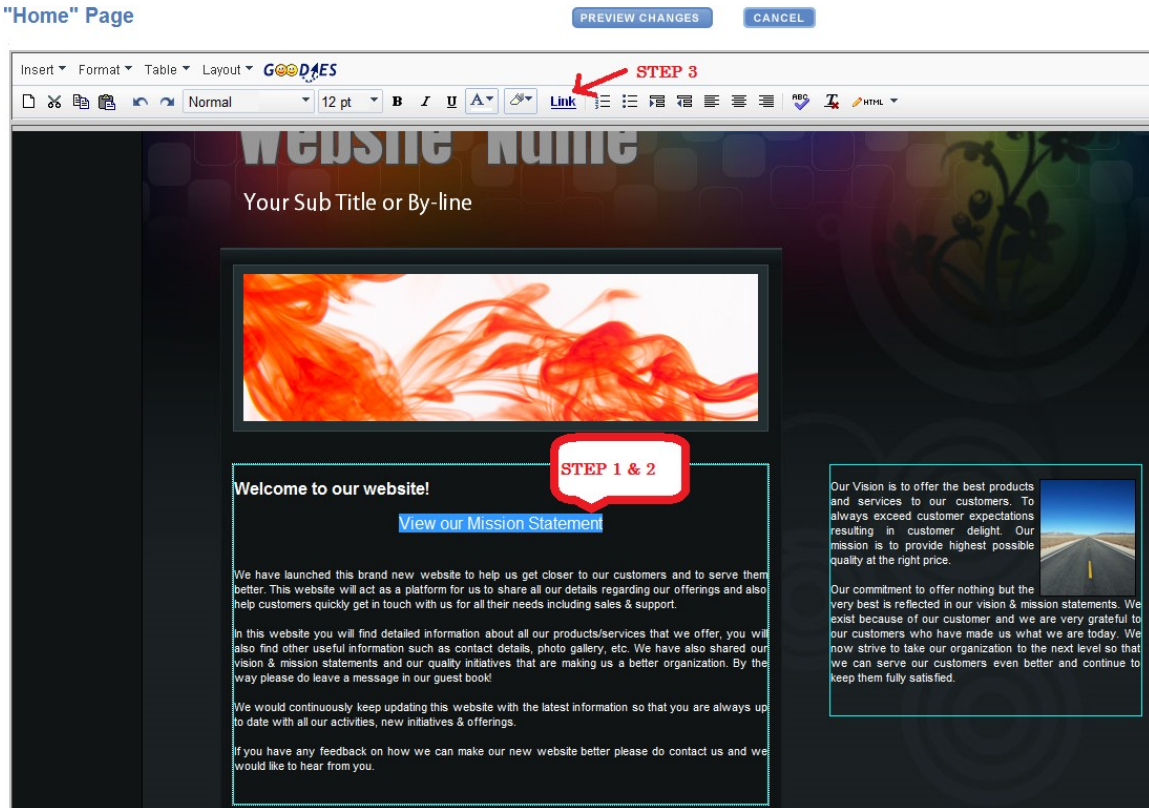
*Please Note: When content is copied and pasted from Microsoft Word or similar applications not all of the properties will function properly in the editor because some of the fonts, color classes, tags such as VML, MSO etc. are not supported in the website builder.

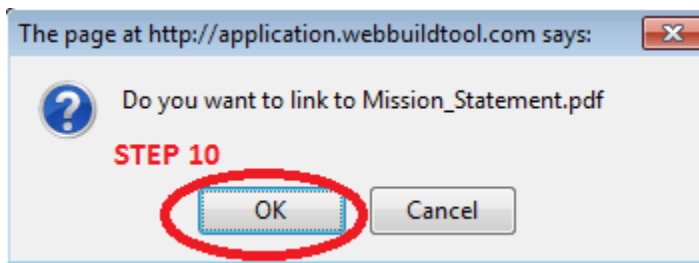
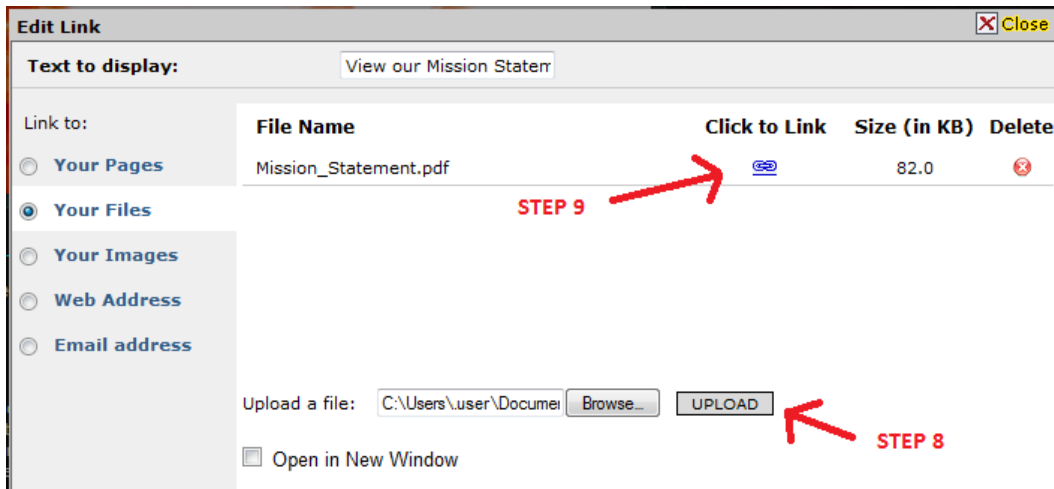
**Note the website builder does not support the use of dual monitors for editing.

Adding a Link to a Text Page

Link to other webpages on your website, upload files from your computer, link to images, another website address or an email address.

"Home" Page





STEPS

1. Type in the text that the file needs to be linked to
2. Highlight the text. To highlight aim your mouse pointer before the text, click and hold your left mouse button, drag your mouse over the text to highlight it.
3. With the text highlighted click on 'Link' in the text editor.

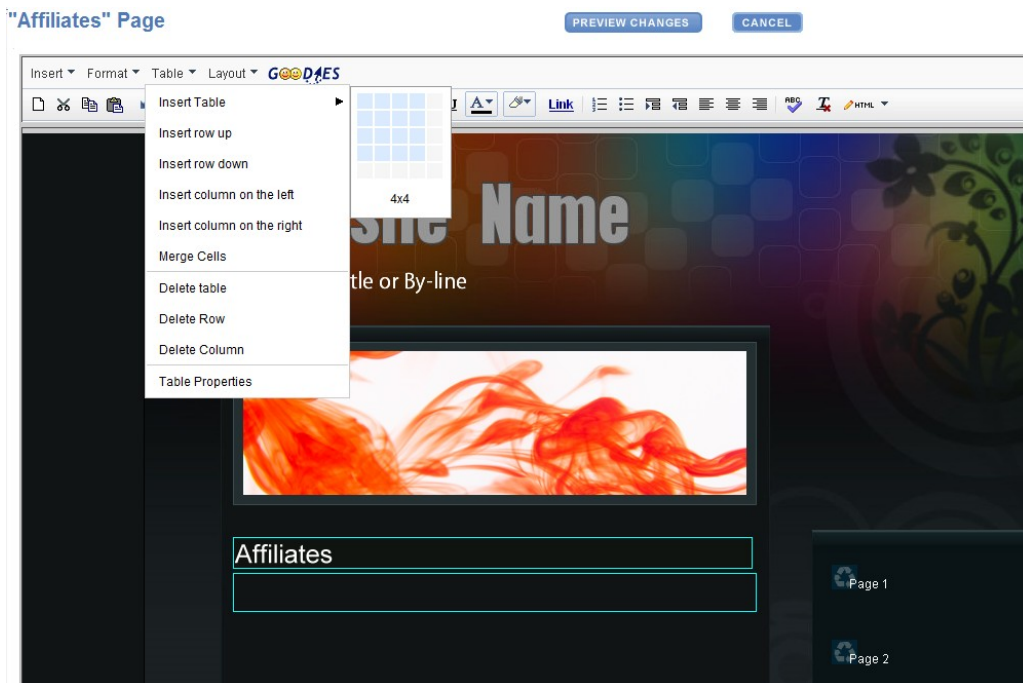
When the Link editor opens you can choose to link to other webpages on your website, upload files from your computer, link to images, another website address or an email address.

Example:

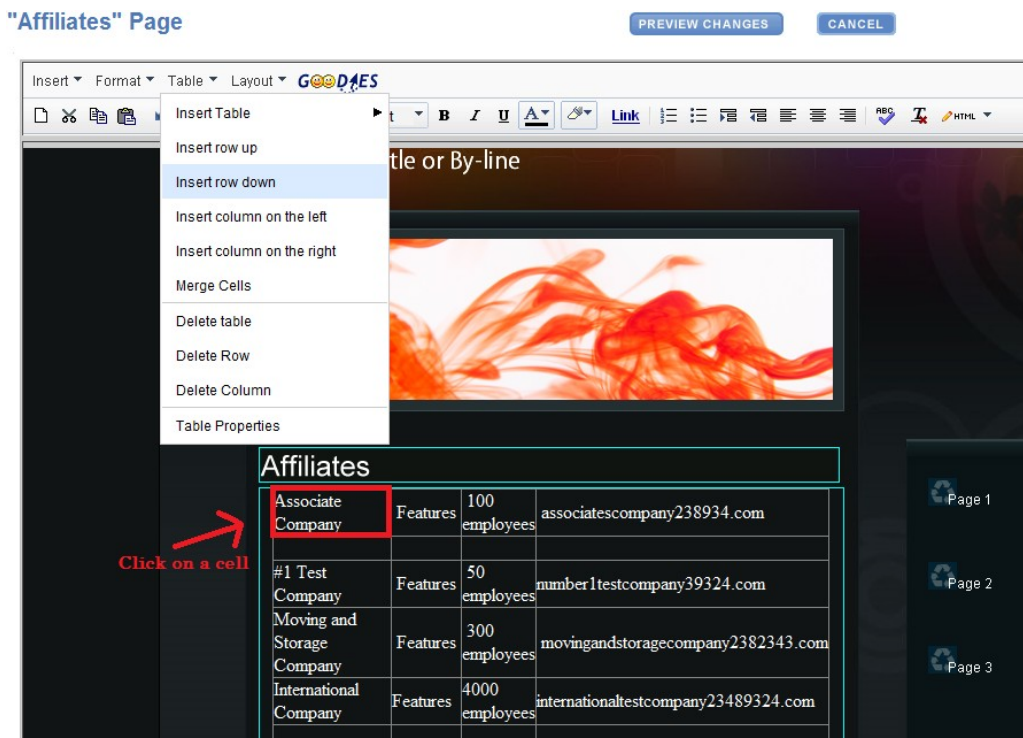
4. To upload a file from your computer to link to the text click on the button next to 'Your Files'.
5. Next to the 'Upload a file' box click on 'Browse'. The explore window will open to navigate and locate the file on your computer.
6. Once the file is located click on the file name to select it.
7. Click on Open
8. The file path will insert into the Link editor, click on Upload.
9. You will now see the file in the Link editor. In order to have the link open in a new browser window when your website visitors click on the link, check the box in front of 'Open in New Window'. To link it to the text on your site click on the chain link under 'Click to Link'.
10. A box will pop up to approve the link, click on OK.

You can then proceed to Preview and Approve the text page.

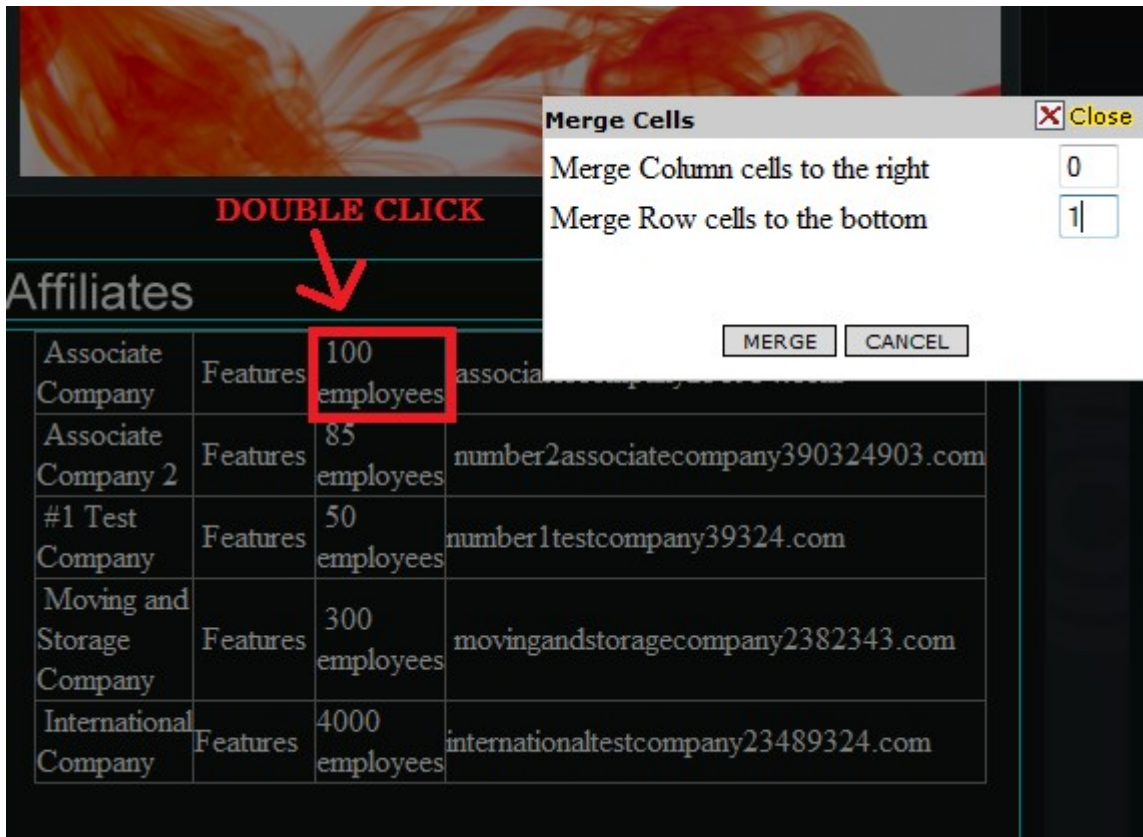
Inserting a Table into a Text Page



To insert a table click on Table, choose Insert Table from the list of options. Using your mouse drag over the number of columns and rows you would like included in the table. When the table is created you will be able to type text into each cell.



To add rows or columns using your mouse click on the cell that you would like to add a row under or a column next to, click on Table and choose from one of the options to insert a row or column.



To Merge cells using your mouse double click on the cell to merge, click on Table under the options click on Merge Cells. In the example above I want to merge the cell containing '100 employees' with the cell containing '85 employees'. Choose the option to merge the number of cells, here 1 cell is chosen, click on Merge. I edited the text to '185 Total Employees'. View the merged cells in the screenshot below.

Affiliates

Associate Company	Features	185 Total Employees	associatescompany238934.com
Associate Company 2	Features	85 employees	number2associatecompany390324903.com
#1 Test Company	Features	50 employees	number1testcompany39324.com
Moving and Storage Company	Features	300 employees	movingandstoragecompany2382343.com
International Company	Features	4000 employees	internationaltestcompany23489324.com

Table Properties Close

Table attributes

Width(%): Alignment:

Border size: Border color: ...

Cell spacing: Cell padding:

Cell Attributes

Background color: ... Vertical alignment:

To edit the table properties such as the background color, border color, size and alignment double click inside of the table then click on Table in the editor and select Table Properties. Once your changes are made click on OK.

"Affiliates" Page

Insert ▾ Format ▾ Table ▾ Layout ▾ **GOO** **DAES**
↓

Normal ▾ 10 pt ▾ **B** *I* U A ▾ Link List Table Image HTML

Your Sub Title or By-line

Affiliates			
Associate Company	Features	185 Total Employees	associatescompany238934.com
Associate Company 2	Features	50 employees	number2associatecompany390324903.co
#1 Test Company	Features	300 employees	number1testcompany39324.com
Moving and Storage Company	Features	4000 employees	movingandstoragecompany2382343.com
International Company	Features		internationaltestcompany23489324.com

Page 1
 Page 2
 Page 3

To change the color of the text in the table double click into the cells, hold down your left mouse button using the mouse pointer drag over the text, in the editor click on the Font color option A ▾ and select the color of your choice from the box.

3.8. ☐ Form Page [?] Create / Edit a Customized Form Page

Add Form Page

[BACK](#)

What type of Form do you need?

Simple Form
Please help us get back to you by filling in the following details:

Name:	
Address:	
City:	
Phone:	
Comments:	
SUBMIT CANCEL	

Advanced Form
Please fill in the details of your Order.

Your Name:	
Address:	
Phone:	
Email:	
Burger Size:	Small: ☒ Medium: ☐ Large: ☐
Burger Topping:	Beef: ☒ Lamb: ☐ Chicken: ☐
Payment Mode:	Cash: ☒
SUBMIT CANCEL	

Simple Form
(quick & easy to add)
[GO](#)

Advanced Form
(with powerful features like radio buttons, checkboxes, pull down menu, etc.)
[GO](#)

From the Website Manager, the application allows you to create a Simple Form page or an Advanced Form Page.

To create a Form, add a new page and select edit. Then select the 'Form Page' radio button in the 'Choose the type of web page' page, and click 'Submit' to load the page with the Simple Form or Advanced Form Options.

Add Simple Form:

Add a Simple Form

[BACK](#)

Title for Form Page:

Contact Us

Text message to be displayed below Title:

Please click on the Submit button to submit the form details.

[Advanced Text, Link & Image Insertion »](#)

Inputs that you require from your visitors (Form Field Names):	
	Name
	Address
	City
	ZIP/PIN
	Email
	Phone
	Feedback

Note : Please use advance form option if you need textareas, pulldown menus, radio buttons, checkboxes etc.

Text message to be displayed below the form:

Please click on the Submit button to submit the form details.

[Advanced Text, Link & Image Insertion »](#)

The visitor inputs will be sent to this email address:(This will not be shown to the visitor)

senprabhaa@mailcity.com
Use comma to separate multiple email addresses.

Message to be displayed after the Form is successfully submitted by the visitor:

Thank you for the details. We will get back to you shortly

[Advanced Text, Link & Image Insertion »](#)

[SUBMIT](#)

[CANCEL](#)

This page allows you to start providing the details of the form that you want to create with the 'Form Title'. The 'Form Title' that you enter here will be displayed alongside the Form on the final web page. The 'Form Field Names' is the name of the final form field. The Field Type will be a Text Field.

You may choose to use the "Advanced Text, Link & Image Insertion" to add more robust content below the Title.

Once you provide all the values for the individual field options, you can then proceed to preview your form as it would appear on your website and later publish it to your website once you are satisfied.

Advanced / Customized Form:

Form Wizard: Define Form Details

[BACK](#)[Help Movie](#)

[What is a Text field, Text area, Radio Button, Pull down?](#)

Title for Form Page:

Text message to be displayed below Title:

[Advanced Text, Link & Image Insertion »](#)

Make field Mandatory [?]	Field Name* [?]	Field Type* [?]	No of Options	Select to delete
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐
☐		-select- ▼		☐

Text message to be displayed below Form:

[Advanced Text, Link & Image Insertion »](#)

The visitor inputs will be sent to this email address: (This will not be shown to the visitor)

Use comma to separate multiple email addresses.

Message to be displayed after the Form is successfully submitted by the visitor:

[Advanced Text, Link & Image Insertion »](#)

[SUBMIT](#)[CANCEL](#)

To create an advanced form, just click on the “Advanced Form” in the “Add Form Page”.

This page allows you to start providing the details of the customized form that you want to create with the ‘Form Title’. The ‘Form Title’ that you enter here will be displayed alongside the Form on the final web page. The ‘Field Name’ is the name of the final form field. The ‘Field Type’ could be a Text Field, Text Area, Check Box, Radio Button, or a Pull down Menu. ‘No. of Options’ denotes the number of check boxes or radio buttons or number of entries in the pull down menu that is required by you. You can also make your visitors to compulsorily fill up a particular field, by clicking the appropriate check box under the ‘Mandatory’ field column (first column).

You can also add a new field to your form and/or even delete a particular field at any time. Once you submit all the required information for your Form, you can then proceed to provide the individual values for each of the field category options that you had created.

Once you provide all the values for the individual field options, you can then proceed to preview your customized form as it would appear on your website and later publish it to your website once you are satisfied.

3.9. ☐ Page name with no link [\[?\]](#) Page Name with No Link Page

Nolink

The link for the Navigation you had chosen has been De-Activated.

GO

The Website Manager allows you to remove an external link added to a page. To add a page name with no link page, select edit on the external link page, go to 'Choose the type of the web page' page and select 'Page name with No Link' radio button and click submit.

3.10. ☐ Shop Page [\[?\]](#) Create / Edit a Shop page

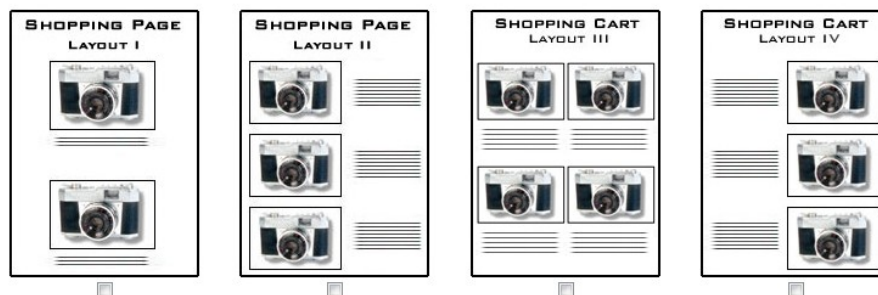
Website Manager allows you to create an entire ecommerce shopping page complete with shopping carts and integrated payment gateways. To create a Shop Page, add a new page and select edit then select the 'Shop Page' radio button in the 'Change the type of the Web page' page, and click 'Submit' to load the following page.

You will be then prompted to choose a page layout. Just click on the shop page layout that is most appropriate to the kind of shop that you want to set up.

Choose Shop Page Layout

[Help Movie](#)

Choose a Shop Page Layout that is most appropriate to the kind of online shop that you want to setup.



Enter the number of products you want to display per page : 10

SUBMIT CANCEL

Add Product to Shop Page

Send Email to *

:

(When you give multiple email addresses separate them with commas)

☐ Make this a Product Catalog page

[Set payment & shipping options](#)

☐ Apply Tax to this product

[Import CSV file](#)

Product Details

* indicates mandatory field

* Product Id	
* Product Name	
* Brief Product Description	
Detailed Product Description	 Add more product details with text & images
* Units	(Nos, Pounds, Kilos, etc.)
* Currency	\$
* Price per Unit	
Product Weight	 The value of Weight entered here should match the Unit of weight used in Shipping calculation.
Product Image	-Select Image- Click here to Upload a new Image Browse... Upload

Product Variations/Options

Field Name	Field Type	No. of Options
	Select	
	Select	
	Select	
	Select	
	Select	

Payment Gateway & Shipping Fee Option:

Shop Settings

[Help Movie](#)

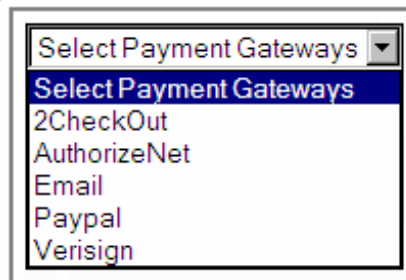
This page allows you to set the options for the Storefront and Payment Gateway. The Payment Gateway will be connected when the user comes to your website for shopping.

[Add a Shop Page](#)

Mode of receiving payment:	
*Select the Payment Mode	Select Payment Gateways ▼
Shipping Details	
*Select the Option for Shipping calculation	Select Shipping Methods ▼
Unit of Weight & Currency	
*Enter Unit of Weight for your Products	(Ex: Pounds, Kilograms, etc.)
*Enter Currency	(Ex: \$, GBP, Euro, Yen, etc.)
Tax Calculation	
☒ Apply Tax	
SUBMIT RESET	

This section allows you to choose a payment gateway and enter shipping fee details or it displays the current payment gateway and shipping fee option that has been previously selected by you. This is for your reference only and you may continue with the same settings or modify them as and when you prefer.

Mode of Receiving Payment:



The image shows a dropdown menu titled "Select Payment Gateways". The menu is open, displaying a list of payment gateway options: "2Checkout", "AuthorizeNet", "Email", "Paypal", and "Verisign". The "Select Payment Gateways" text is highlighted in blue at the top of the dropdown.

You need to select one of the available payment gateways for receiving online payments from your customers. The available online payment gateway options include Authorize.NET, 2Checkout, Verisign, Paypal or through Email. Depending on your choice of payment gateway, you will be asked to enter the relevant payment gateway parameters in the subsequent page.

If you choose 2CheckOut, then you will be prompted to enter your 2Checkout Account Number. If you choose Authorize.NET, then you will prompted to enter your Login ID,

Transaction Key and your choice of currency. If you choose Paypal, you will be prompted to enter your Paypal Email Address and your choice of currency. In case you choose Verisign, you will be prompted to enter your Verisign Login Name and the Partner's Name. You may also choose to receive your payment offline via email by choosing Email as your Mode of receiving payment.

Shipping Details:



You need to select one of the shipment methods from the drop down menu for calculation of shipping charges. The options provided are 'flat fee', 'flat fee & weight fee', 'percentage of total order' and 'total weight'. Also you can select the 'no shipping charges' option if you decide not to charge any shipping fee.

Unit of weight:

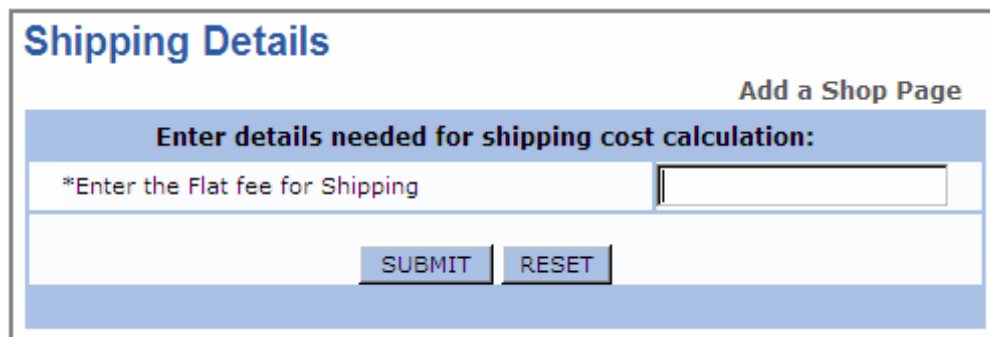
You need to enter the unit of weight for your product like pounds, kilograms etc.

Currency:

You need to enter the currency to be used for your shop (Ex: \$, GBP, Euro, Yen, etc.).

Tax Calculation:

Enabling this feature 'Apply Tax' allows you imply tax on items that are purchased from the shopping page. Disabling the 'apply tax' option does not allow you add tax on any of the products purchased.



Once you fill in the above details and submit, the following page loads prompting you to enter the Shipping Fee Details.

This is where you enter the actual fee for calculating the shipping charges for your customers.

Once the shipping fee details are submitted, if the 'Apply Tax' feature was checked the 'Tax Calculation' option is enabled, the page will load prompting you to enter the

percentage of tax to be added. This can be fixed at a flat rate or it can be customized to vary based on State or Status.

Tax Calculation

Option 1:

Tax

%

This will be added for all buyers irrespective of which State they belong.

SUBMIT

RESET

Option 2:

Tax calculated based on State or Status (Government buyer, Educational inst, etc)

State or Status	Tax %	Check to Delete
		☐
		☐
		☐
		☐
		☐

ADD A FIELD

DELETE

SUBMIT

RESET

Note: Only one option can be selected.

Once you submit this detail, your shop would be all set and ready for you to create the actual online storefront, which your customers would be visiting. You can visit the Shop Settings page at any time in future to change your fee, currency and freight options.

Importing data using a CSV file

You will also be able to import data directly from a CSV (comma separated values) file, instead of manually typing in the individual data for each product. To do this just click on the “Import CSV file” link available on the top of the page, then select and upload the particular CSV spreadsheet file which contains the shop data.

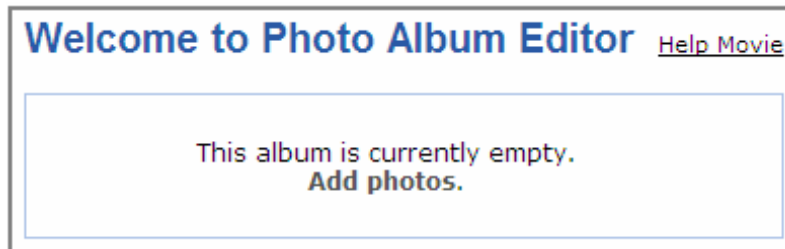
Setting as a Product Catalog page

You will also be able to set your shop page as a product catalog page by checking the “Make this a product catalog page” option available on the top of the page. This option creates a simple catalog page where your users can only view and browse the items in your shop but will not be able to ‘add to cart’ or purchase the item.

3.11. Photo Album Photo Album Page

To create a Photo Album page, select edit on the page you would like to add the Photo Album to and select the option “Photo Album” in “Choose the Type of web page” page.

Photo Album Editor allows you to create an online photo album and make it a part of your website quickly and easily. With Photo Album Editor you can add, edit, organize, generate thumbnails, print and share your own online digital photo album with your family and friends!



When you visit the Photo Album Editor for the first time, you will be prompted to add photos to your currently empty album. You may then click on the ‘Add Photos’ link to start adding your photos.

The ‘Add Photos to Album’ page allows you to add your own photos to the photo album.

Please note that you can upload a maximum of 6 photographs at a time with a total upload size of no larger than 5 MB.

Add Photos to Album

Photo Album Page: Images

Locate photo file(s) on your computer using the 'Browse' button and click 'Submit' once you are done

NOTE: Total upload size <= 5 MB.

Photo name <= 30 characters.

Photo Description <= 100 characters.

In case you do not enter a name for your photograph, the filename of the photograph be used as default name.

Photo 1		Browse...
Name		
Description		
Photo 2		Browse...
Name		
Description		
Photo 3		Browse...
Name		
Description		
Photo 4		Browse...
Name		
Description		
Photo 5		Browse...
Name		
Description		
Photo 6		Browse...
Name		
Description		
SUBMIT CANCEL		

NOTE: We will automatically create small and medium sized copies of your photos for better viewing

You can also add a Photo name and description individually for each photo in your album.

In case you do not enter a name for your photograph, the filename of the photograph be used as the default name. Once you upload your photos you can then proceed to the 'Edit Photo Album' page to compose your photo album.

Note: The application will automatically create small and medium sized copies of your photos for better viewing.

Edit Photo Album

[Help Movie](#)

[Add Photo](#) | [Rearrange Photos](#) | [Edit Header/Footer](#)

1 - 6 of 6

View: [Thumbnail](#) | [List](#) | [Slide Show](#)

[SEND EMAIL INVITATION](#)

[MOVE](#) | [COPY](#) | [DELETE](#)

[Check All](#) | [Clear All](#)

Click on thumbnail to view larger version

 ☐ Florist	 ☐ Kids	 ☐ Roses	 ☐ Sporty
 ☐ Education	 ☐ Music		

[Check All](#) | [Clear All](#)

Click on thumbnail to view larger version

[SEND EMAIL INVITATION](#)

[MOVE](#) | [COPY](#) | [DELETE](#)

1 - 6 of 6

View: [Thumbnail](#) | [List](#) | [Slide Show](#)

The 'Edit Photo Album' page allows you to view the photos in your album as Thumbnails, or as a List or even as a Slide Show. You may also add more photos to your album, edit the header and footer for the photo album or even move or copy the selected photos to another album or even delete them. The 'Edit Photo Album' page also allows you to send an email invitation to your friends or family requesting them to visit your Photo Album at the specified address on the Internet. After you are satisfied with the settings for your Photo Album, you can then visit your Website Manager and click on the 'Publish Website' link to make the photo album available on your LIVE website.

3.12. ☐ Guest Book [?] Create / Edit a Guest Book Page

Website Manager allows you to create an online guest book where your website visitors can leave their questions, comments, suggestions or feedback about your website. To add a Guest Book, select edit on the page you would like to add the Guest Book to and select the 'Guest Book' radio button in the 'Change the type of the web page' page, click 'Submit' to load the following page.

Guest Book Editor

Add/Edit Guest Book Heading SUBMIT CANCEL [Help Movie](#)

Clear | Cut | Copy | Paste | Undo | Redo | | | |

B | *I* | U | Font | Size | Text Style | | | Table Properties | | | | |

☐ HTML

Add/Edit Guest Book Messages

Clear | Cut | Copy | Paste | Undo | Redo | | | |

B | *I* | U | Font | Size | Text Style | | | Table Properties | | | | |

You can then create the heading and introduction for your guest book using the 'Add/Edit Guest Book Heading' editor. Once you click 'Submit', the Guest Book page with your custom heading and introduction will be created.

You can then proceed to preview your Guest Book as it would appear on your website and later publish it to your website once you are satisfied.

When your website visitors post a comment or message to our Guest Book, these comments will appear in the 'Add/Edit Guest Book Messages' editor. You can then add/remove/edit the comments or messages posted to your Guest Book by simply visiting this page available from the Website Manager.

3.13. ☐ External Link [?] External Link Page

The Website Manager allows you to add an external link page. To add an External link page, just create a new page and select 'External Link' radio button from 'Choose the type of the web page' page and click submit to load the following page. This page can be changed to any of the available page types from the 'Choose the type of web page' page at a later time. The external link page allows you to add an external link to your website. When a visitor clicks the link he will be guided to the external link provided. You can either provide a Webpage address (URL) or an email address.

Add/Edit Link-to Page

A Link-to page allows you to directly link to another page available on the Internet

Page Name	Services	
Link-to Type	Choose Link Type	
Link-to URL		(leave blank for no link)
☐ Open Link-to page in a new window		

3.14. ☒ Stand-alone Pages [?] Standalone Pages

Success!

"Company" page was changed to a Stand-alone page successfully.

This page will not appear as part of the Main Navigation Links (main menu) anymore. You can link to "Company" page using the following direct link after publishing.

`http://your domain name/company_2.html`

[Continue ...](#)

The Website Manager allows you to change from normal to a standalone page. This page will not appear as part of the Main Navigation Links (main menu) anymore. You can link the page using the following direct link after publishing.

PREVIEW

Preview the Website

Just click on the 'Preview' link. This option allows you to Preview your website to see exactly how it would appear before publishing it to the live server. You can preview your website at any time during your site building process to immediately check and see how your recent changes will be reflected on your final website. The Preview opens in a new window so you can always continue working with the Website Manager without disturbing your flow.

Note: What you see in a Preview is still not part of your live website. You will need to Publish it to make it live for your visitors to see the changes.

3.15. **PUBLISH** Publish the website

Just click on the 'Publish' link. This will publish the entire website online. 'Publish Website' allows you to publish and make live all the recent changes that you have made so far to your website, making it available for all your visitors to see. You can always Preview your website to see how it would actually appear before publishing it online.

Section 4: ADD GOODIES AND ADDONS

Goodies are a collection of some really cool features that can jazz up your website. By clicking on the 'Goodies and Addons' link available in the main navigation the following page loads allowing you to choose the goodies of your choice and add them in any of the web pages within the site. When a Goodie is submitted from the main navigation link you will get a prompt to choose the page where you would like the Goodie added to. The Goodies option will also be available in the rich text editor's toolbar from where you will be able to add Goodie features to your website. The following are some of the Goodies currently available on your website builder.

Goodies & Addons

General	Date/Time
 Hit Counter Add a Hit Counter to your web page to automatically count the number of visitors to your website.	 Current Date and Time Stamp Allow your website visitors to view the current date and time, every time they visit this page.
 Google Analytical Code Add Google Analytics Tracking Code to your Website	 Last modified Date and Time Stamp Add a date & time stamp to your web page to indicate when the web page was last modified.
 Password protect Pages Lock pages on your website by setting passwords to enable only select visitors to view your web pages	 Calendar Add a link on your web page leading to a comprehensive personalized Yahoo! Calendar.
 News Add the latest international news snippets covering diverse topics on your web page.	Payment
 Google Search Add a Google search box to your web page.	 Paypal Add a link that allows visitors to click and pay you through Paypal.
 Language Translation	 Google Checkout Add a link that allows visitors to click and pay you through Google Checkout.

GENERAL :

Gener

 Hit C		Flash Intro Animation A Flash Intro Animation is a short animated movie that you can play for your visitors before they enter your website.
 Analytic		Blog Page A Blog is a quick & easy way to publish, share and discuss your thoughts, news and happenings on the web
 Pas		Image Editor Perform basic image editing operations like Cropping, Resizing, Increasing/Decreasing Brightness or Contrast, Superimposing images, etc. .
 New		Search Engine Optimization Add Title, Description & Keywords to your web pages to allow Search Engines to find and index your website easily .
 Seal		Add Banner A Banner allows you to prominently display important messages for your website visitors.

4.1  Hit Counter: To add a Hit Counter to your web page to automatically count the number of visitors to your website, just click on the 'Hit Counter' link on the Goodies page.

HIT COUNTER
Set/Reset the counter:
You can reset the counter at any time to a new number.
Select a counter style
Select a style below. You can change this any time.

1234

☐

1234

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Then select any one of the available attractive Hit Counter formats from the list available and click Submit. Once you submit, your rich text editor will display the Hit Counter icon.

This confirms that the Hit Counter has been enabled as part of your website. You can later edit the settings by clicking on the 'Hit Counter' link on the Goodies page. The actual Hit Counter will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

4.2.  **Google Analytical Code:** To track user traffic on your website using the tools in your Google Analytics account.

Add Google Analytics Tracking Code to your Website

[New to Google Analytics? Sign Up »](#) | [Help »](#)

Copy and Paste the Tracking Code from your Google Analytics account:

Note: This feature requires prior sign up with Google Analytics service (www.google.com/analytics). After you sign up just Copy the Google Analytics Tracking Code from your account and Paste it in the text box below to add the Tracking Code to all the pages of your website. Once added, you can track user traffic on your website using the tools in your Google Analytics account.

4.3.  **Password-Protect Pages**

To add Password Password-Protect Pages enables you to password protect your entire website or particular pages in the website. This page also allows you to password protect every single page created in the website and also reset or remove the same.

Password-protect Entire Website

Once you set this password, your website visitors can view your website ONLY if they type in the correct password.

► [Click here](#) to password-protect individual web pages

Set Password for the website	 max. 10 characters
Re-Enter Password	
SUBMIT CANCEL	

Password-protect Individual pages

Once you set these passwords, your website visitors can view the respective pages ONLY if they type in the correct password.

Pages	Enter password for the Page (max. 10 characters)	Retype Password for the Page (max. 10 characters)	Remove Password
Welcome Page			REMOVE PASSWORD
Home			REMOVE PASSWORD
About Us			REMOVE PASSWORD

Once the password is set the users can view pages that are not password protected and to view the protected pages they would have to type the correct password.

4.4.  **Google News:** To add Google News in your web page, please click on the “Google News” link in the Goodies page.

Goodies-News

Heading for the news section:

No. of news items to be displayed:

Width of the News Area: % of the page width

Foreground color :

Background color :

4.5.  **Google Search:** To add a Google Search box on your web page, just click on the ‘Google Search’ link on the Goodies page. Then click Submit to confirm that you want to add a Google Search box to your web page. Once you submit, your rich text editor will display the Google Search box.

Goodies - Google Search

Do you want to add the Google Search Box as part of your web page?

This confirms that Google Search has been enabled as part of the website. You can later edit the settings by clicking on the ‘Google Search’ link on the Goodies page. The actual Google Search box will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

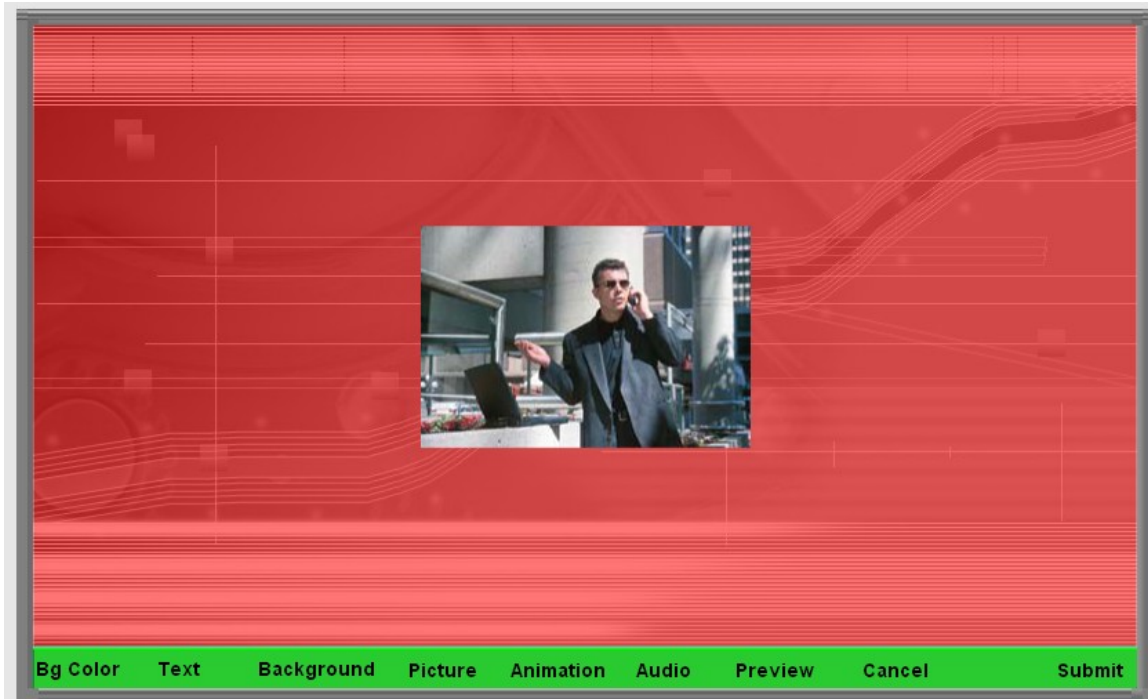


4.6. Language Translation: To allow your website visitors to translate the entire content of your web page to any of the popular languages, just click on the 'Language Translation' link on the Goodies page. Then click Submit to confirm that you want to add a Language Translation feature to your web page.

Once you submit, your rich text editor will display the Language Translation icon from AltaVista's Babel Fish. This confirms that Language Translation has been enabled as part of your website. You can later edit the settings by clicking on the 'Language Translation' link on the Goodies page. The actual Language Translation icon will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.



4.7. Flash Intro Animation: Flash animation helps you add customized Flash animation to your website. A Flash intro is the first thing that you customers get to see before moving on to your website's Homepage. With Flash animation you can communicate your ideas with rich graphics and music.



The following operations can be performed using the Flash Wizard in any sequence:
I. Select / Change Back Ground color of the animation.
This can be done by clicking on the BG Color button in the Flash Wizard and

Selecting / changing the color from the given options.

II. Incorporate text like Main Title, Sub Title and various messages to be displayed in the flash animation (10 options available for displaying messages).

This can be done by clicking on the Text button in the Flash wizard. You can also select/change colors for the Text for better clarity with various backgrounds.

III. Choose the Background for the animation. Various backgrounds with attractive designs are available to choose from.

This can be done by clicking on the Background button in the Flash wizard, where you will have various options for choosing the background of the Flash intro.

IV. Insert, Edit and Remove Pictures. This can be done by clicking the Picture button in the Flash wizard. Various picture options are available to select from. The two basic picture categories are Business & Professional and Personal within which various sub categories are available. On clicking a particular sub category various thumbnail images relevant to that category are displayed.

V. The images incorporated in the animation can be edited to suit your requirements. Images can be centered; rotated, scaled and even visibility improvements can be done. These functions can be seen on clicking the Picture button, where you will have three buttons Insert, Remove and Edit.

VI. Users can select the animations of their choice from the available options.

This can be done by clicking the Animation button in the Flash Wizard. On clicking the animation button, the user will be provided with the various animation options, from which they can select the animation of their choice.

VII. Users can select Background Music of their choice from the available options this can be done by clicking the Audio button in the Flash Wizard. On clicking the animation button, the user will be provided with the various audio options, from which they can select the audio piece of their choice.

VIII. Users can also preview the final Flash animation with the selected, background, background color, text, pictures and audio by clicking the Preview button. Once you are satisfied, you can click on the Submit button to submit your Flash intro for publishing on your website.

4.8. BLOG PAGE

Add Blog Page allows you to create, publish and edit a complete Blog page on your website. When you visit a Blog page for the very first time, you will need to provide some basic details like name, email address, etc. You will also need to choose a Blog password to be able to publish to the Blog.

Login to SiteGalore's BlogZone

New User? Sign-up to proceed ...		Already Registered? Login to proceed ...	
First Name		Email Address:	
Last Name		BlogZone Password:	
Email Address		LOGIN	
BlogZone Password	 (4 to 10 characters)	Forgot BlogZone Password?	
Re-Enter Blog Password:		NOTE: if you have already Signed-up as a Member for any of SiteGalore 's BlogZone earlier, you can use the same Email Address & BlogZone Password to Login here and contribute to this Blog.	
SIGN UP			

Once your signup is successful, you will see the following screen. Click on "Proceed to BlogZone..." link to go into the blog area.

Blog Signup - Success

Congratulations!!

You have successfully signed-up.

Please make a note of your Email Address and your BlogZone Password.

You will need them to:

- 1: Directly Post to BlogZone by clicking on the Post to Blog link available on the Blog page.
- 2: Contribute to any other Blog created under SiteGalore's BlogZone on invitation

Proceed to BlogZone ...

When you log into the blogzone for the first time, there will not be any blogs available in the drop down menu. You can go ahead and add a New Blog.

Welcome To BlogZone

Please select a Blog to proceed...

[Add a New Blog](#)

[Update Your BlogZone Member Profile](#)

Note: You can add a Blog only after the website is published.

Once you click on the Add a New Blog link, the following page is displayed. This above Blog Settings page allows you to set the basic aspects of your Blog. The details you enter here would decide how your Blog page looks, behaves and functions.

Once you submit these settings, you can then move on to the 'Blog-Zone Central' which is specific for the particular Blog that you had just created.

BlogZone - Central	
for My Blogs	
View / Edit Blog Posts	View / Edit the posts on this Blog
Publish Recent Changes	Publish recent changes only to this Blog
Publish FULL Blog	Publish the whole Blog afresh
Blog Settings	Change the current settings for this Blog
Edit Header / Footer	Edit the Header and footer for this Blog
Post To Blog	Add a new post to this Blog
Email	Email features
Members	Add New Contacts to the List of Contacts
Delete Blog	Completely remove this Blog and all the contents

The BlogZone Central is specific to each Blog. From the BlogZone Central you can view all Blog postings to the current Blog, change Blog settings, Post to the Blog or even invite people to your Blog.

Once you publish your Blog, you and your users can access it from your published live website to read Blog postings and/or to contribute.

4.9. IMAGE EDITOR

Online Image Editor allows you to perform various image manipulation/editing and retouching features to refine/correct and enhance your existing images before including it in your website.

With Image Editor, you can perform various image editing operations like Flip, Crop, Rotate, apply Frames & Borders, change Brightness & Contrast, Resize, Annotate (text on image), Change Image Format, etc. **PLEASE NOTE: In order to use some of the Image Editing features you must have JAVA enabled in your web browser (Internet Explorer, Firefox, etc). Download JAVA from www.java.com.**

Choose an Image to Edit

YOUR PERSONAL IMAGE LIBRARY

Click on a thumbnail below to Edit that image.

IMPORT / DELETE IMAGES

Realestate.jpg 	Cellphone.jpg 	flower.jpg 
Business.jpg 	Business_people.jpg 	education.jpg 
ship.jpg 	animals.jpg 	Finance.jpg 
Businessman_with_phone.jpg 	florist.jpg 	Engineer.jpg 

Note: If your recent changes to the image are not reflected or if some images are displayed incorrectly or not displayed at all, then please click the browser 'Refresh' button.

IMPORT / DELETE IMAGES

The Image Editor page loads once you click on the “Online Image Editor” link on your Website Manager.

Note: The above ‘Image Library’ page may or may not be empty when you visit it for the first time, it may contain stock images.

You will need to Import your own images from your computer's hard disk before you proceed to edit the image with the Image Editor. You can import images by clicking on the Import/Delete button at the top or bottom of the page. To edit an image in your Image Library simply click on the particular image to proceed to the following Image Editor main page.



The various image-editing operations that you can perform on the image are provided as links at the bottom of the page.

While editing an image, a Check box with 'Save the image in a different name' option appears at the bottom of the image, by checking the same the website builder allows you to save the edited image with an alternate name.

Also the options 'Accept & continue editing', 'Accept & finish' and 'Undo' allows you to manage your image editing process.

FLIP FLOP



CROP

The Crop operation lets you cut or crop the image leaving only that part of the image that you want to retain. Please note that you can only select rectangular or square portions of the image.



How to Crop:

- Decide on which rectangular or square portion of the image you want to retain.
- Use the mouse to click the left top corner of this imaginary rectangle and keep the mouse button pressed.
- With the mouse button pressed, drag the mouse diagonally down to the bottom right corner of this imaginary rectangle. Release the mouse button only after you reach the bottom right corner.
- As you release the mouse button, a rectangular box with Cyan border appears. Only the part of the image which falls inside this rectangle will be retained.
- When you are convinced that the rectangle/square box is the portion that you want to crop then click 'SUBMIT' to proceed.

RESIZE

The Resize operation lets you increase or decrease the dimensions of the image based on the width and height values that you type in.

Confirm Resize

Original Image	Image after Editing
	

☐ Save the image in a different name

ACCEPT & CONTINUE EDITINGACCEPT & FINISHUNDO

RESIZE Image

BACKHelp Instructions



Current Width x Height : 349 x 285 Pixels

Enter the Width and Units Pixels

Enter the Height and Units Pixels

SUBMIT

ANNOTATE: Please ensure that the height and width are changed proportionally to avoid distorting the image.

How to Resize:

Step 1: Enter the values for the Width and Height to which you want to resize the image.

Step 2: Select the Units (Pixel) for Width and Height.

Step 3: Click 'SUBMIT' to proceed.

Note: These values could be more than or less than the actual width and height of the image. Normally if the values are greater than the original then the image is likely to lose its visual clarity.

ROTATE

The Rotate operation lets you rotate the image to an angle specified by you. You can also choose the direction in which the image will be rotated - that is, either clockwise or anti-clockwise.



How to Rotate:

I. Type in the Angle (in degrees) to which you want to rotate the image. Only whole numbers from 1 to 360 are allowed.

II. Select the direction of rotation. That is, either clockwise or anti-clockwise.

III. Click 'SUBMIT' to proceed.

ROTATE Image

[BACK](#) [Help Instructions](#)



Rotate image by degrees Clockwise

Clockwise
Anti-Clockwise

[SUBMIT](#)

BRIGHTNESS

Confirm Brightness

Original Image	Image after Editing
	

☐ Save the image in a different name

[ACCEPT & CONTINUE EDITING](#) [ACCEPT & FINISH](#) [UNDO](#)

Image BRIGHTNESS

[BACK](#)[Help Instructions](#)

Original image



Image with Brightness value 50



Image with Brightness value 100



Image with Brightness value 150



Enter your BRIGHTNESS Value for the image

SUBMIT

How to adjust Brightness

- I. Type in a value for Brightness. Any number in multiples of 10 is recommended.
- II. Click 'SUBMIT' to proceed.

CONTRAST



How to adjust Contrast

- I. Select the desired level of contrast from the options available.
- II. Click 'SUBMIT' to proceed.



RAISE

By Raising, you can give an embossed effect to your image.

Confirm Raise

Original Image

Image after Editing

☐ Save the image in a different name

ACCEPT & CONTINUE EDITING

ACCEPT & FINISH

UNDO

RAISE Image

BACK

[Help Instructions](#)

The RAISE operation gives an embossed effect to your image.

Original image

Image with Raising value 10

Image with Raising value 20

Image with Raising value 30

Enter the RAISE Value by which you want to raise the image

SUBMIT

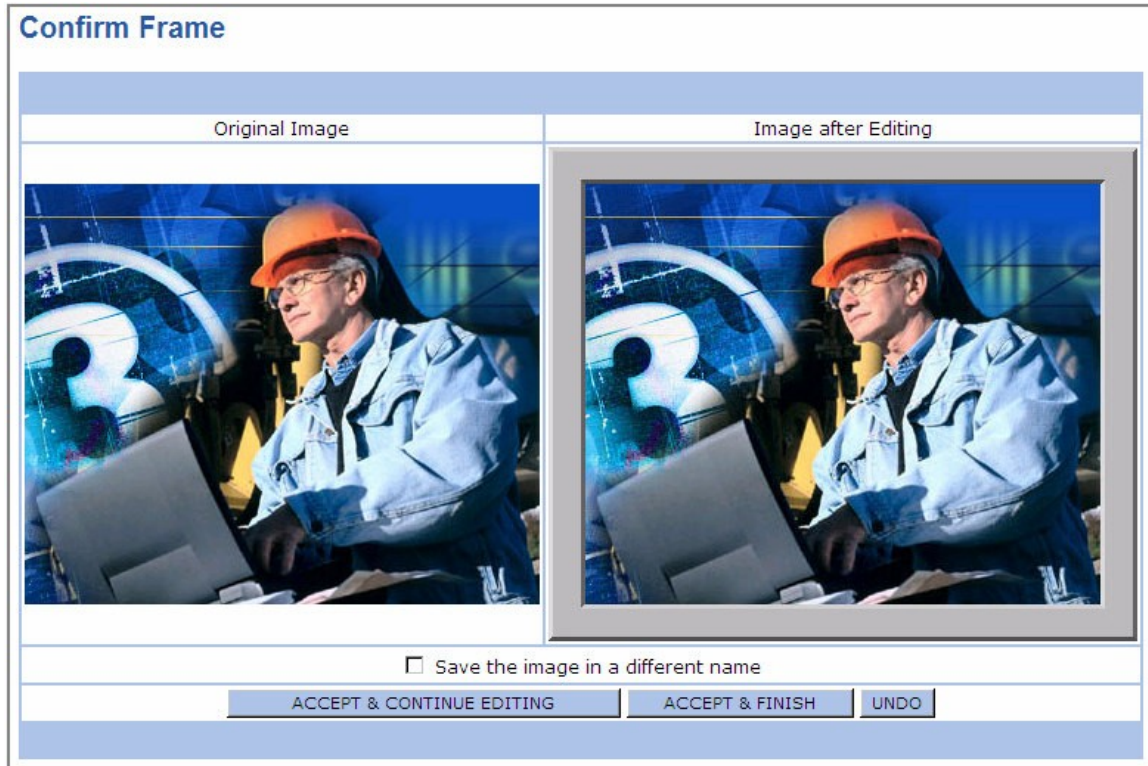
How to Raise

I. Type in the Raise value. (Any number in multiples of 10 and below 90 is recommended)

II. Click 'SUBMIT' to proceed.

FRAME

You can create a Frame for the image by specifying the width of the Frame.



How to create a Frame

I. Type in a value for Frame Width (Any number in multiples of 10 and below 50 is suggested).

II. Click 'SUBMIT' to proceed.

FRAME Image

BACK

Help Instructions

The FRAME operation provides a frame (relief) around the image.

Original image

Image with Frame Width 5

Image with Frame Width 10

Image with Frame Width 15

Enter your FRAME width:

SUBMIT

BORDER:

You can create a Border for the image by choosing the different color of the Frame.

How to create a Border

- I. Click on the color palette to choose a Border color. The selected color will be displayed in the small rectangular box on the left.
- II. Type in a value for Border Width (Any number in multiples of 10 and below 50 is suggested).
- III. Click 'SUBMIT' to proceed

Image BORDER

[BACK](#)[Help Instructions](#)

The BORDER operation provides a border around the image.

Original Image



Image with Border width 5



Image with Border width10



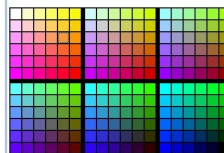
Image with Border width15



Enter your Border width:

Choose the Border Color :

Selected Color :



SUBMIT

Confirm Border

Original Image



Image after Editing



☐ Save the image in a different name

ACCEPT & CONTINUE EDITING

ACCEPT & FINISH

UNDO

ANNOTATE

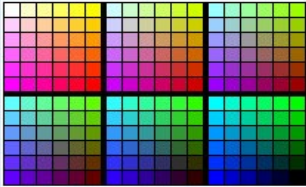
By Annotating, you can place any text with a specified color and font on the image, at a specific position of your choice.

ANNOTATE Image

[BACK](#)[Help Instructions](#)

ANNOTATE operation allows you to place text of a specified color and font at a specific position on the image.



Enter your text	Site Builder
Select a Font	Style 17 Click Here to view available Font Styles
Enter Font Size	25 Click Here to view example Font Sizes
Choose the Text Color :	
Selected Color :	

Confirm Annotate

Original Image	Image after Editing
	

☐ Save the image in a different name

How to Annotate

- I. Decide on the area in the image where you want to add text.
- II. Click a point on the image from where you want the text to begin.
- III. Type the text in the textbox provided.
- IV. Choose a color for the text from the color palette. The selected color is displayed in the small rectangular box on the left.
- V. Select a font style for the text from the list provided.
- VI. Type in a font size for the text.
- VII. Click 'SUBMIT' to proceed.

SAVE IMAGE

You can also choose to save the final image file in any other filename or file format.

SAVE Image

[BACK](#)[Help Instructions](#)



Save Image Name As:

Save Image Format As:

JPG

JPG
GIF

NOTE: Changing the format of the image may affect the quality of the image.

COMPOSITE



By Compositing, you can juxtapose one image over another image and combine both into a single image file with changes.

4.10. SEARCH ENGINE OPTIMIZATION:

It is important that you provide Titles, Descriptions and Keywords to boost the ranking of your pages by search engines. This ensures that whenever a browser searches for the words in your title, description or keyword ... your website will be returned with higher priority.

To optimize your website for Search Engines, just click on the 'Optimize for Search Engines' link and the following page loads.

Optimize for Search Engines

[BACK](#) [Help Movie](#)

- [Submit to Top Search Engines: Google», Yahoo», Live.com»](#)
- [How to Optimize your website? Learn how»](#)

[SUBMIT](#) [CANCEL](#)

Page Name	Title [?] (150 Characters)	Description [?] (150 Characters)	Keywords [?] (Use comma to separate) 2000 Characters	Filename [?]
Welcome Page	Company or Website Name-Welcome Page			index.html
Home	Home	Home	Home	home.html
About Us	About Us	About Us	About Us	about_us.html

[SUBMIT](#) [CANCEL](#)

This page allows you to provide meta-tags; titles, descriptions and keywords for each page on your website in order for Search Engines to locate and index your website easily and efficiently.

Also, you can submit your webpage to the top search engine like "Google", "Yahoo", "Live.com" using the links provide in this page.

Note: The details you enter here cannot be seen on your website. It is only for the purpose of optimizing your site for better results during searches.

4.11. ADD BANNER

Click on the 'Add Banner' link to reach the following page.

ADD BANNER

Banner to be added to all Home and Inner pages.

Enter any code like AdSense etc

Top of page:

(optional)

Bottom of page:

(optional)

SUBMIT

CANCEL

The 'Add Banner' page allows you to add/change a Banner on your website. You can either upload your own banner or use a third party banner for this purpose.

4.12.ADVERTISING GOODIES:

Advertising



Google AdSense

Display Google advertisements on your web page and earn additional revenue.



Google AdSense: To enable Google AdSense, just click on the AdSense goodie from the goodies section.

Google AdSense Ads

[Help »](#)

AdSense code:

[New to AdSense? Sign Up »](#)

While pasting the code inside the box, make sure to paste a proper AdSense code, else it will throw error. This goodie is used to display Google advertisements and earn an additional income to you.

4.13.DATE / TIME GOODIES:

Date/Time



Current Date and Time Stamp

Allow your website visitors to view the current date and time, every time they visit this page.



Last modified Date and Time Stamp

Add a date & time stamp to your web page to indicate when the web page was last modified.



Calendar

Add a link on your web page leading to a comprehensive personalized Yahoo! Calendar.



Current Date/Time Stamp: To add the 'Current Date & Time Stamp' on your web page, just click on the 'Current Date & Time Stamp' link on the Goodies & Addons page.

CURRENT DATE TIME STAMP

Please choose the Date/Time Format from the pull down.

Date Format:

Time Format:

Then choose a Date/Time format and your Time Zone from the available options and click Submit. The format that you choose here will be used to display the current date and time when your visitor will be on your website. Once you submit, your rich text editor will display the Current Date & Time Stamp Icon. This indicates that Current Date & Time Stamp has been enabled as part of the website. You can later edit the settings by double clicking the 'Current Date & Time Stamp' icon on the rich text editor. The actual current date and time details will appear on your final website once you Submit this page, accept all changes to the design and Publish to your live website.



Last Modified Date & Time Stamp: To add a 'Last Modified Stamp' on your web page, just click on the 'Last Modified Stamp' link on the Goodies page.

Then choose a Date/Time format and your Time Zone from the available options and click Submit. The format that you choose here will be used to display the date and time when you had last updated your web page. Once you submit, your rich text editor will display the Last Modified Stamp Icon. This indicates that Last Modified Stamp has been enabled as part of the website. You can later edit the settings by double clicking the 'Last Modified Stamp' icon on the rich text editor. The actual Last Modified date and time details will appear on your final website once you submit this page, accept all changes to the design and Publish to your live website.



Calendar: To add "Calendar" to your website, just click on the "Calendar" icon in the goodies section.

This calendar is associated with your Yahoo calendar, for enabling this goodie you need to have a "Yahoo" account. Once you enter your Yahoo ID in the space provided, it will enable the calendar from your Yahoo account.

4.14.PAYMENT GOODIES:

Payment



Paypal

Add a link that allows visitors to click . pay you through Paypal.



Google Checkout

Add a link that allows visitors to click . pay you through Google Checkout.



Paypal: To add a Paypal goodie into your website, just click on the Paypal goodie and fill in the necessary details.

Add Paypal Link[Help >](#)

***Paypal A/c Email:**

***Item Name :**

***Item Number :**

***Amount:**

***Currency Code:**

***Link Type:** ☒ Image ☐ Text Link

[New to Paypal? Sign Up >](#)

If you do not have a paypal account, you can also sign up for the same, using “New to paypal? Sign up” link.



Google Checkout Goodie: To add a Google Checkout goodie into your website, just click on the Google Checkout goodie and fill in the necessary details.

Google Checkout Link [Help »](#)

*Merchant ID:

*Item Name:

*Item Description:

*Item Price:

*Quantity sold:

*Currency Code:

*Link Type: ☒ Image ☐ Text Link

[New to Google Checkout? Sign Up »](#)

If you do not have a Google Checkout account, you can also sign up for the same, using “New to Google Checkout? Sign up” link.

4.15.LOCATION GOODIES:

Location



Map

Add a map of a specific location (your office, home, etc.) to your web page.



Driving Directions

Add a map to your web page showing the driving directions to reach a specific location (your office, home, etc.)



Maps: To insert a “Map” click on the map goodie, from the goodies section. Fill in the address or intersection of the location and also the city, state & zip code of the location.

Goodies - Maps

Address or Intersection of the Map:
(e.g. 901 San Antonio Road)

City, State, & Zip Code of the Map:
(e.g. California, 94303)

This goodie is used to add a map of a specific location to your web page.



Driving Directions: To enable your visitors to query and view the driving directions to reach a specific location (your business, office, home, etc.) on your web page, just click on the 'Driving Directions' link on the Goodies page. Then fill in the address and zip code of your location and click Submit. You may also choose a template color that will be used to display the actual driving directions on your website.

Once you submit, your rich text editor will display a Driving Directions box. This indicates that the Driving Directions feature has been inserted as part of the website. You can later edit the settings by double clicking this icon in the rich text editor. The actual Driving Directions request box will appear on your final website once you submit this page, accept all changes to the design and Publish it to your live website. Your visitors can then type in their location and view the driving directions map.

4.16.DESIGN / LAYOUT GOODIES:

Design/Layout



Embed IFRAME Window

Add an IFRAME within this web page.[For advanced users only]



Animated Cursor

Add an attractive animated cursor to your web page and surprise your visitors.



Hcard

Add an hCard to your website to enable software on your visitors computer such as MicrosoftOutlook to automatically read and store your contact information.



Yahoo Presence

Allow your website visitors to view your Yahoo! Messenger status.



Mailing List

Enable your website visitors to subscribe to your e-mailing list.



Tell a Friend

Add a link to your web page, which allows your visitors to recommend your website to their friends.



Embed IFrame: To enable IFrame in your website, please click on the “IFrame” from the goodies section.

Goodies - IFrame Window

URL
(e.g. http://www.website.com/iframe.html)

Width pixels (Leave this blank if you are not sure)

Height pixels (Leave this blank if you are not sure)

Scrolling

Border

Provide the URL that you want to display within your website, in the URL section. Specify the height and width for the IFrame and then submit the inputs.



Animated Cursor: To add an Animated Cursor to your web page, just click on the ‘Animated Cursor’ link on the Goodies page.

Goodies - Animated Cursor

☒ **Remove all cursor animation**

☐ **Elastic Text Cursor:** 
The text you type in here will trail behind the cursor.

☐ **Elastic Beads Cursor**
A chain full of beads will trail behind the cursor

☐ **Magic Wand Cursor**
The cursor turns into a magic wand.

Please Note:

- You can always return to this page to change your cursor.
- The ‘Elastic Beads Cursor’ only works when viewed using Internet Explorer.
- Please note that the changes you made to the animated cursor options will not appear as part of your Rich Text editor.

HCard:



The image shows a web form titled "Create hCard". It contains several input fields for personal and contact information. The fields are arranged in a vertical list, each with a label and a corresponding text input box. The labels are: * Given Name, Middle Name, Family Name, Organization, Street, City, State/Province, Postal Code, Country Name, Phone, Email, URL, Photo URL, AIM Screen Name, and YIM Screen Name. The first field, "Given Name", is marked with an asterisk, indicating it is required.

To enable hCard, select the hCard goodie from the Goodies list. Add an hCard to your website to enable software on your visitor's computer such as Microsoft Outlook to automatically read and store your contact information.



Yahoo Presence: To enable this feature, click on the Yahoo presence goodie from the goodies section.



The image shows a web form titled "Goodies - Yahoo Presence". It contains a text input field for "Enter your Yahoo! User ID:". Below this field is an example: "Example: If your email address is: MyName@yahoo.com, then your user id is: MyName". Below the example is a section titled "Choose Icon Size:" with three radio button options: "Large Icon", "Medium Icon", and "Small Icon". To the right of each radio button is a preview of the corresponding icon. The "Large Icon" preview shows a yellow speech bubble with a green smiley face and the text "I'm Online" and "Send me a message". The "Medium Icon" preview shows a yellow speech bubble with a green smiley face and the text "Online Now". The "Small Icon" preview shows a yellow speech bubble with a green smiley face.

Once you submit your Yahoo! ID, and your size preference, the icon will be incorporated within your web page. Every time you are logged in to your Yahoo messenger, this icon on your website will indicate your online presence by lighting up. This allows your visitors to initiate a chat conversation with you immediately.



Mailing List: To enable this feature, click on the mailing list goodie from the goodies section.

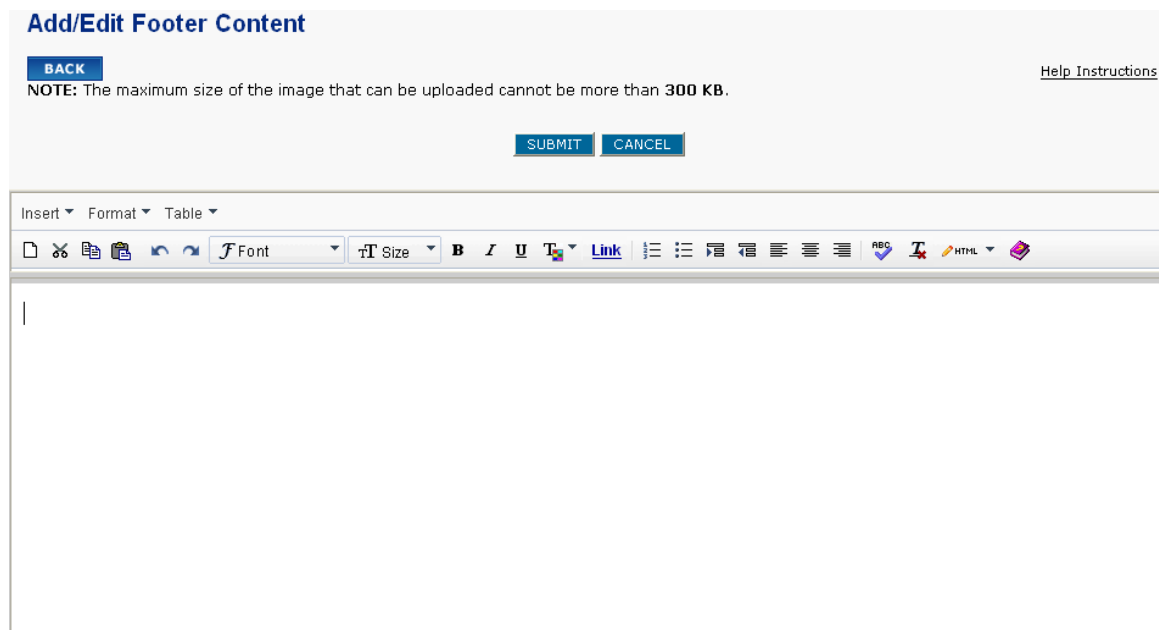
This feature enables visitors to subscribe to your e-mailing list. You can also change the template color by using the  icon, from the same window.



Tell a Friend: To add a link to your web page, which allows your visitors to recommend your website to their friends, just click on the 'Tell a Friend' link available on the Goodies page. Then click Submit to confirm that you want to add a Tell a Friend box to your web page.

Once you submit, your rich text editor will display a Tell a Friend icon. This indicates that the Tell a Friend feature has been inserted as part of the website. You can later edit the settings by clicking the icon and then the goodies icon in the rich text editor. The actual Tell a Friend box will appear on your final website once you submit this page, accept all changes to the design and publish it to your live website. Your visitors can then type in their friend's email address to recommend your website to them.

5. ADD / EDIT WEBSITE FOOTER:



Website Manager allows you to Add/ Edit Footer Content with rich text content along with images.

Note: The maximum size of the image that can be uploaded cannot be more than 300 KB

To Add/ Edit Footer, just select the → [Edit Website Footer](#) link in the Website Manager Page. By selecting this option you will be directed to the WYSIWYG (what you see is what you get) Rich Text Editor (see the example above) that works the same way as your Microsoft Word or similar applications work. Using this feature-rich editor, you can Add/Edit the Footer with rich text content for your website. You can either type in the web page content, or even copy & paste the content from Microsoft Word or other similar applications or even from a web page. For more help with the Editor please click on the 'Help Instructions' link on the WYSIWYG page.

6.MY ACCOUNT SETTINGS

The Account Settings page allows you to perform the following tasks that help you manage your website builder account.

My Account Settings

Current Design: Lechosos Opal
Current Category: Real Estate, Architects & Home decor

User Name: demo2
Pack: Starter Package

You can view Live Website after publishing

- | | |
|-----------------------|---|
| » Upgrade Pack | Request your administrator to upgrade to a more feature-rich Pack, by email |
| » Downgrade Pack | Request your administrator to downgrade to a less feature pack, by email |
| » Website FTP Details | Website FTP details are required to publish the website |

Upgrade Pack: This option will allow you to submit an upgrade request for a different Website Builder package. To compare packages and their features click on the link “Click here to view all available Packs and their features”. Your ISP will receive and process the upgrade request.

Downgrade Pack: This option allows you to downgrade to a different Website Builder package. If you have a feature on the website that is not compatible with the downgrade you will be prompted to remove the feature(s). Once the features are removed go back and submit the downgrade request. Your ISP will receive and process the downgrade request.

Website FTP Details: This page contains the FTP (File Transfer Protocol) server information to transfer the website files to the web server. This page cannot be edited.