WEBLite

Website Solutions

USER MANUAL
MANAGING YOUR SITE

Table of Contents

1. Introduction

Creating, publishing and updating website information, or "content" has in the past been a difficult and expensive process even after the website has been developed. **Weblite** is a new and innovative product designed to over come these hurdles, allowing you to create, edit and maintain your website with minimum fuss and most importantly very little expense.

Weblite can help businesses that currently do not have a website at all, to have their very own website live and online within a few hours. It is a simple matter of logging on to the **weblite** server from any Internet connected PC to create or modify your site in real time.

If you have an existing website and find it complex or expensive to maintain and update, then **weblite** is the right solution for you.

This manual will guide you through all the features that weblite has to offer so that you can edit and enhance your weblite website.

2. Getting Started

You will need to know a few basic functions to get started using WebLite. This section shows you how to login, logout and change your password. After your initial login it is a good idea for security to change your passwords. Another measure of security against unauthorized access to your weblite site is logging out. Make sure you log out when you have finished editing your site. Logging out will mean that next time someone access weblite they will have to submit their username and password again.

2.1 Account Details

Your account details (username and password) are issued to you upon purchase and setup of your weblite account. If you have not received these details yet you can contact either our Sales Team or our Technical Support Team. You can write them here if you need to remember them:

Username: _____

Password: _____

Contact the Sales Team
p: 1300 668 564,
e: sales@kcms.com.au

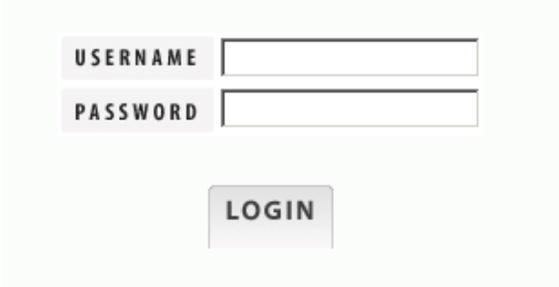**Contact the Technical Support Team**
p: 1300 668 564
e: websupport@kcms.com.au

2.2 Login

To access your weblite account you will need to login. Follow the simple instructions below to login:

1. Go to http://www.weblite.com.au/

2. Click on the login to weblite button located at the top of the page: » Login to Weblite

The login page will look like this:

3.   Enter your username and password in the corresponding fields. If you do not have your username and password, see section 2.2 for more details.

4.   Click the 'login' button.

5.   If your username and password was accepted you will be redirected to the weblite administration page ready to start editing your website.

Now you are ready to start customizing your website according to your business needs and preferences.

2.3 Logout

When you have finished your session with weblite you can logout by clicking on either of the following logos:

    The icon on the left is located on the main weblite administration page.

The icon to the right is located at the top right of the screen when editing

2.4 Change Password

1. Click on the link on the left hand side of the main page that reads "Change Password".

2. A form will appear, enter your new password.

Change Your Password
We suggest you change your password regularly as a precaution. Your password along with your username is your secure key to gain access to Site Administration.

Please Enter your Password
myNewPassword

3. Click 'submit'.

After the changes have been successfully made you will be redirected to the main website administration page.

3.   Your Site

3.1 Edit Your Site

All of the editing options in this section are done in the 'editing' mode of weblite. To get into the 'editing' mode of weblite follow the link (as shown below) that reads 'Edit Your Site' from the weblite administration site.

3.1.1   Pages

Add Pages

To add pages to your website you must be in the editing mode
Located on the navigation menu will be an icon called 'Add a Page'
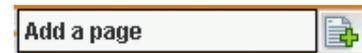
Click on this icon and a new page will be created and added to your website. By default your page will be called 'New Page'.

If your website has a message that says 'You have created the maximum number of pages that you are permitted,' and you wish to add a new page, please contact us to arrange this. New pages cost $110.

Delete Pages

If you no longer require a page to be part of your website you can delete it by clicking the cross icon located next to the menu item for the page you wish to delete.

Please note: Be careful when deleting your pages. They can be recovered; however this work will be invoiced.

Edit Pages

To edit your pages you must be in 'editing mode', to get into this mode simply click on the logo showed below. This logo will be present on the main page of the weblite administration page.

To find out more about editing your website pages refer to Section 3 which will guide you through using our Visual Editor.

3.1.2   Navigation Menu

Ordering Navigation menu

Weblite allows you to change the ordering of items on your website's navigation menu. Whilst in editing mode you can move items up or down by using the corresponding arrows located to the right of each menu item. Example:

Original menu ordering   Menu state after moving Singapore up by one:

3.1.3 Site Header

The site header is what appears at the top of your website on every page. You can modify three components of your site's header: site logo, site colour and site title. This section takes you through the processes required to edit your site header.

3.1.4 Adding and Changing Site Logo

To add or change your site logo you can follow the link from your site administration page that reads "Change Site Logo", this is located on the left hand side of the screen. If you are in 'editing' mode then there will be a 'Change Logo' on the top right hand side of your screen (See Below).

After following this path you will be presented with the following:

Click 'Browse' to select the site logo you wish to add to your site. After making your site logo click 'Submit' to confirm the site logo changes.

Deleting Site Logo

To delete the Site Logo you currently have on your website, follow the instructions above for adding and editing Site Logos except leave the field next to the 'Browse' button blank.

3.2 Web Statistics

Web statistics provide you with useful information regarding the traffic flow of your website. Here you can see how many people are visiting your website and how many times each page has been viewed. To view the web statistics for your website, select 'Web Statistics' from the menu shown on the left hand side of the screen.

Page	Hits
Home	3647
Website Design	762
Graphic Design	621
Graphic Design	2
Ecommerce	529
Content Management	614
Hosting	486

Keeping Track of your hits: You may like to keep a track of how many hits you receive in a month. To do this, you will need to create a Word Document or Excel Spreadsheet. Type in the pages you wish to track, and each month enter how many hits you have received from each page.

3.3 Site Map

Weblite provides you with a site map which allows you to view all the pages that make up your website. From here you can easily choose to delete or edit the pages by clicking on the appropriate link next to the page name that you wish to perform the action on. You can also choose to hide or display the page from the Navigation menu by the ticking the box on the right. If the box is not ticked the page title will not appear in the site navigation.

Page	Edit	Delete	Display in Menu
Home	Edit	Delete	☐
Website Design	Edit	Delete	☑
Graphic Design	Edit	Delete	☑
Graphic Design	Edit	Delete	☐
Ecommerce	Edit	Delete	☑
Content Management	Edit	Delete	☑
Hosting	Edit	Delete	☑

3.4 Meta Tags

What is a Meta Tag?

A Meta tag is a special NTHML tag that provides information about a web page. They provide such information as the author, date of creation or latest update for the page and keywords which indicate the subject matter. Search engines often use keywords from Meta tags to index their databases.

Customising your Meta Tags

After you have logged into the administration area of your website you will see the Meta Tags link on the left side of the page just underneath the Site Map heading.

Click on the word Meta Tag. This will take you to anew page with all the options for altering your Meta tags.

Site Title:

This field will allow you to modify the text that is shown at the top of the browser window while visiting your website. Adjusting this text will assist web spiders and robots to correctly index and list your web pages.

Imagine your company is called ABC Electronics and that you manufacture electric vehicles in Australia. Then the title of your site could be "Electric Cars and Vehicles Australia, ABC Electronics". Anyone searching for electric cars and vehicles would have a much greater chance of finding your site.

An example of this can be seen below:

Description:

This involves whole sentences that describe the content of the site, which gives more success with search engines based on how relevant it is to the content (which services you provide, etc.) A new line for each word is not necessary when using Meta tags.

Keywords:

Enter the words you want to be associated with your site. Put your self in the mind of your customer and use words they might use to search for your business.
When someone uses a search engine to look for sites, many of the sites that appear in the results contain these words in the keywords section of the Meta tags.
If you wish to be found if someone enters a series of words for example "dogs in Sydney", you should separate these words from the rest of the keywords with commas (e.g. Show dogs, dogs in Sydney, Easter show...).
Using commas in the keywords section is also a good idea if you use the same words twice. (E.g. Show dogs, dogs in Sydney, Easter show...). As this tells the search engine spider that you are not spamming in an attempt to gain a higher ranking.

Revisit After

This tells the search engines spider how often to re visit your site based on how often you will be changing the content or updating the Meta Tag data for your site. Enter a number (representing the number of days) and then the words days. (E.g. 30 days) if you want the search spider to return each 30 days.

Name	Value

description — [text area] Characters Remaining [box]

keywords — [text area] Characters Remaining [box]

revisit-after — [text area] Characters Remaining [box]

[Update]

Click on the update button once you have entered your website description, keywords and revisit time frame.

3.5 Image Resizer

The image resizer is useful for weblite sites that use a lot of images, the shopping cart or an image gallery. The resizer offers you the ability to upload large files from your computer and resizing down to a more web safe size. You will be able to select the size of the image from a range of preset sizes.

After logging into your website the image resizer can be found in the administration area on the left hand side under the Meta Tag heading. Click on the words Image Resizer to begin.

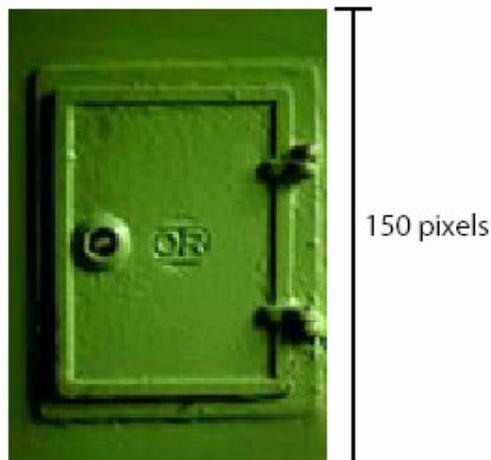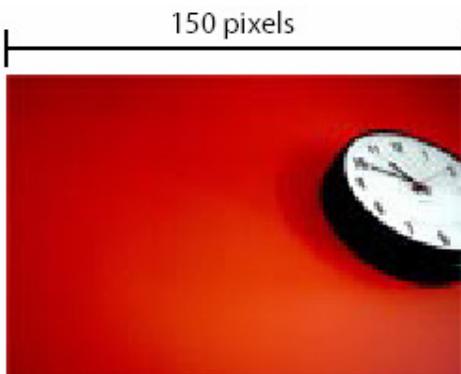Image Sizes

There are for image size options to chose from, see below.

The Sizes listed are as follows:
Small: 75x75 pixels || **Medium**: 150x150 pixels || **large**: 250x250 pixels || **Mega!**: 400x400 pixels

The image resizer takes the longest side of an image and reduces it to the amount selected. In the example below the size selected was Medium 150 x 150 pixels,

150 pixels

150 pixels

Size examples

Small: 75x75 pixels   **Medium:** 150x150 pixels   **Large:** 250x250 pixels

Mega: 400x400 pixels

Resizing Images

The area below the image size list is where you select the size of the image as well as which image you wish to resize. There are enough spaces for you to resize three images at once, which can be useful if you have many images to resize.

To resize an image click on the browse button next to the words "image1", then locate the image you wish to resize. Once you have your image select the size you wish to resize the image to (Small, Medium, Large or Mega). See image below. **Please note: If your image name has spaces, hyphens, apostrophes or underscores the image resizer will not work. Please ensure you only have letters & numbers in the image name.**

If you want to resize more than one image at a time then simply repeat the same process in the "image2" and "image3" sections.

Once you are ready click on the Convert button to view your resized images. See below for an example.

The Sizes listed are as follows:
Small: 75x75 pixels || **Medium**: 150x150 pixels || **large**: 250x250 pixels || **Mega!**: 400x400 pixels

Image 1: [_____] [Browse...]
      ○ Small   ○ Large
      ● Medium ○ Mega!

Image 2: [_____] [Browse...]
      ○ Small   ○ Large
      ● Medium ○ Mega!

Image 3: [_____] [Browse...]
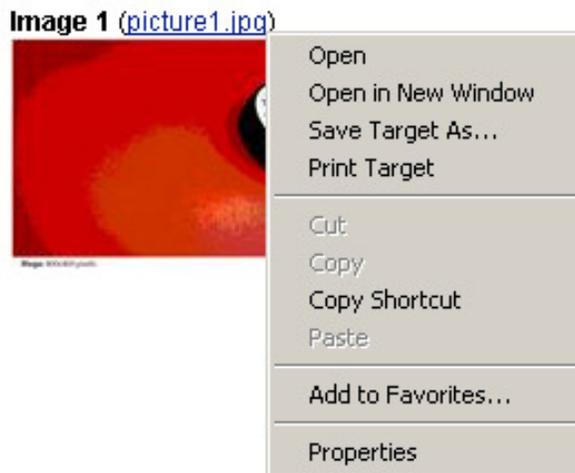   ○ Small   ○ Large
      ● Medium ○ Mega!

[Convert!]

After clicking on the convert button you will be taken to a page that will show you an example of what your images look like resized.

To save an image to your computer put your mouse cursor over the image name and right click. Click on the option "Save Target As", then choose the location on your computer where you want the images saved. See below.

Image 1 (click.jpg)

Image 1 (picture1.jpg)

| Open |
| Open in New Window |
| Save Target As... |
| Print Target |
| Cut |
| Copy |
| Copy Shortcut |
| Paste |
| Add to Favorites... |
| Properties |

To go back and resize more images click on the image resizer heading in the menu on the left hand side of administration page.

4. Visual Editor

Weblite's Visual Editor allows you to edit the body of the pages in your website. This section shows you how to use the various features to edit the content of your site.

To edit your website click on the icon edit your website or select the heading edit your website on the left hand side of the administration page.

Editing your website pages is made simple by using our visual editor. The visual editor has a tool bar at the top of the page for selecting editing options and has a similar feel to using a word processor.

The following section will outline each button and function of the visual editor.

4.1 Saving Changes

 Before you get started with the Visual Editor it is important to learn how to save the changes you have made so that when you view your site, the changes you have made will appear.
After you have edited any of your pages and you are satisfied with the changes made, click the 'Save ' button at the top left of the visual editor. You must save each page before you move onto the next. You should also save your work regularly – every 10 minutes or so.

4.2 Source

 When the source button is clicked on it will display all of the HTML code for the page. You switch back and forth between the HTML and normal view by clicking on the source button. The HTML code can be edited but this is only recommended for people that understand how the code works. After editing the HTML code simply click save to save the changes as normal.

4.3 Text

To edit the text simply start typing in the content area below the toolbar. To use the toolbar functions highlight the text and then select the appropriate tool bar button.
If you have a lot of text to be added, it is recommended that you type your text into Notepad first. This will allow you to save a copy. To access Notepad, on your computer click on Start > Program > Accessories > Notepad.
Microsoft Word has extra formatting information. If you copy your text straight from Microsoft Word it will affect how your pages look. Please copy the text into Notepad first, then into the editor. This will remove any unnecessary formatting.

Cutting text

 You can use this button to cut text and/or image(s) out of your website. To 'cut' text and/or image(s) simply highlight the text and/or image(s) you wish to 'cut' and then click on the scissor icon. Alternatively you can use the keypad shortcut Ctrl X. After highlighting the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'x' key. You can later use the paste tool to place the text or images in a new location.

Copying Text

You can use this button to copy text and/or image(s) out of your website. To 'copy' text and/or image(s) simply highlight the text and/or image(s) you wish to 'copy' and then click on the scissor icon. Alternatively you can use the keypad shortcut Ctrl C. After highlighting the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'c' key. You can later use the paste tool to place the text or images in a new location.

Pasting Text

Paste - After coping or cutting text and/or image(s) you can then paste these items in a section of your website. To 'paste' text and/or images(s) which you have previously cut or copied, click on the area where you would like to paste the text and/or image (s) and then click on the clipboard icon (See Above).
**Alternatively you can use the keypad shortcut Ctrl + V. After selecting where you wish to place the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'v' key

Plain text paste – this paste will remove any formatting (e.g. Bold) associated with the text you had copied

Paste from Word – This paste will remove any word formatting and is recommended if copying directly from Microsoft word. It is recommended not to copy directly from word. Rather if you need to copy from word you should copy the text from word to a plain text editor (e.g. Word pad) and then paste it into the visual editor.

Undo

If you have made a mistake whilst editing your webpage and you wish to undo the changes then click on this button. This will reverse the last change that you made. You can do this several times.

**Alternatively you can use the keypad shortcut Ctrl 'Z'. After selecting where you wish to place the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'Z' key.

Redo

If you have used the undo function but wish to reverse the changes made then click on this icon.

**Alternatively you can use the keypad shortcut Ctrl Y. After selecting where you wish to place the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'Y' key.

Find

You can search for text within your document using this button. A screen like the one below will be displayed:
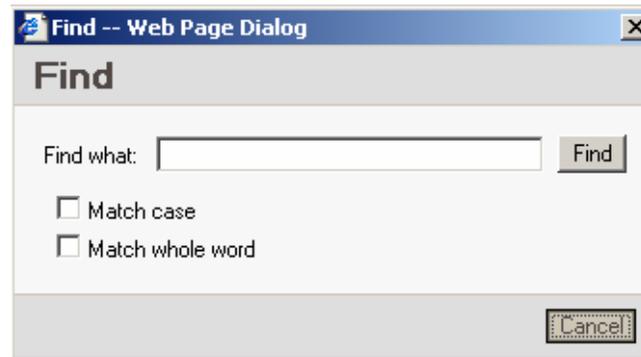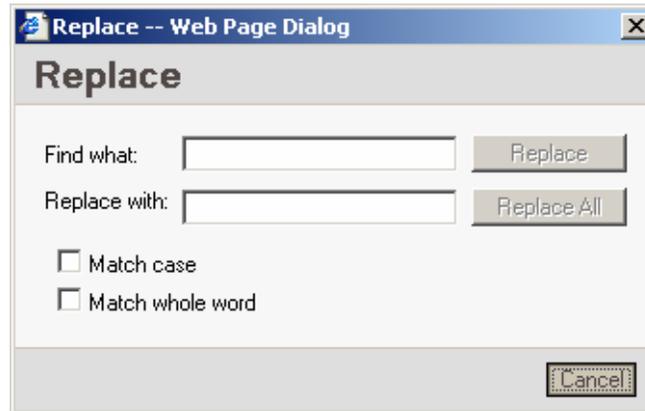

Enter the word you wish to find (select match case or whole word if required) and then press find. The editor will then highlight the word you are looking for. If the editor can not find the word the following dialog box will appear.

Find and Replace

 You can search for text then replace it with another word(s) within your document using this button. A screen like the one below will be displayed:

Enter the word you wish to find next to "Find:", if you wish to replace it with a new word then enter the new word next to "Replace with:". Or "Cancel" to finish using this function.

Subscript

 This icon will subscript the selected text.

E.g.
Before:

After:

You can undo the subscripting by clicking the icon a second time.

Superscript

 This button will superscript the selected text.
E.g.
Before:

After:

You can undo the subscripting by clicking the icon a second time

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Bold

Use this button to bold text. You can undo your bold by clicking the icon a second time.

**Alternatively you can use the keypad shortcut Ctrl V. After selecting where you wish to place the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'B' key.

Italics

Use this button to change the selected text into italics. You can undo the italics by clicking the icon a second time.

**Alternatively you can use the keypad shortcut Ctrl I. After selecting where you wish to place the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'I' key.

Underline

Use this button to underline selected text. You can undo you changes by clicking the icon a second time.

**Alternatively you can use the keypad shortcut Ctrl U. After selecting where you wish to place the text and/or image(s), hold the 'Ctrl' (Control) button down and then press the 'U' key.

Strikethrough

Use this button to add a strikethrough effect to the selected text. You can undo you changes by clicking the icon a second time.

Text Alignment

Use these three buttons to align the selected text to the right, left or centre.

4.4 Tables

You can use this button to easily create tables. The following box will appear.

Rows/Columns: Select how many rows and columns you need. This can be changed later.
Border size: Normally, you should select 0.
Alignment: You can select from Left, Centre & Right.
Width: You can choose to enter your size in pixels or percent. If you want the table to stretch the full width of the page, select 100%.
**Height:** You can leave this blank & it will auto size depending on the size of your text
**Cell spacing/padding:** You can leave this as 1.

You can experiment with your tables until you are happy with the result. To change any of these settings, hover your mouse over the bottom border of the table and right click. You can change the settings by clicking 'Table Properties'.

4.5 Colours

All the functions below require the colour picker for you to select your desired colour. When you select one of the options below a basic colour chart will be displayed. To select a colour use your cursor by clicking on the colour.
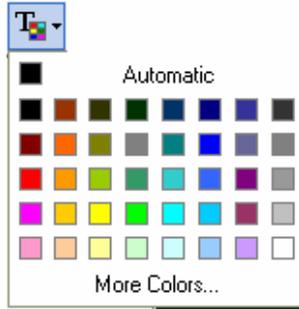
If you wish to have more colors to select from or wish to enter the HTML colour code select the "More Colours" selection at the bottom of the box. This will open a new colour chart with more colours plus a larger view of the colour when you move your mouse over a colour. It also displays the HTML colour code for the selected colour. If you know the HTML code or want to reuse it you can enter the code in the box below the larger colour display/
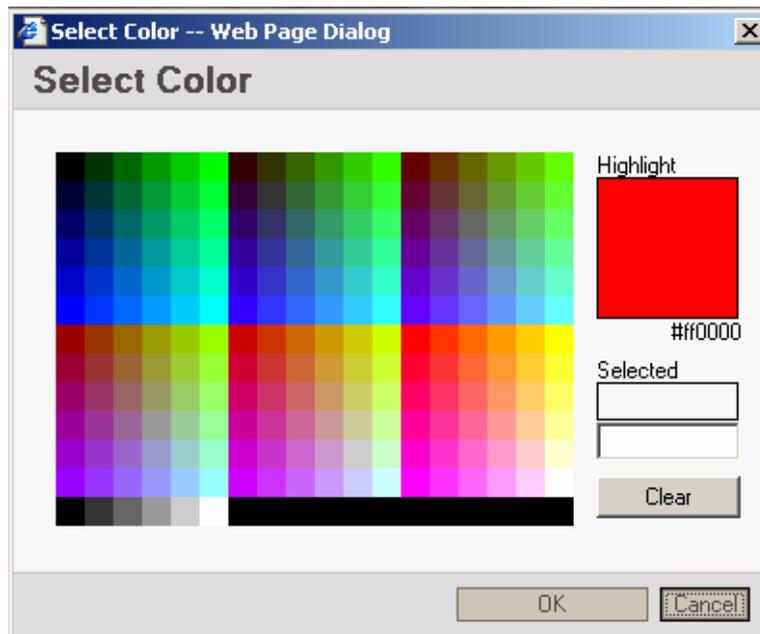
Text Colour

This button can be used to change the colour of the selected text. Select the text you wish to change the colour of and click on the icon as shown above. This will open up the colour picker where you can choose the colour as described above.

Background Colour

This button can be used to change the background of your page or table cell. To change the background colour of the page click on the icon, this will open up the colour picker where you can choose the colour as described above.

To change the background colour of a table cell see the section on tables below

4.6 Links

Within your website you have the capability to create a link to both internal and external sites (hyperlinks), to documents, images, as well as creating links so that your visitors can send you emails.

Insert a link

To create a link highlight the text or select the image you wish to become the link. Then click the Insert a link button. This will open the following dialog box where you select the type of link you wish to create. Listed below are the different types of links you can add to your page and their associated icons.

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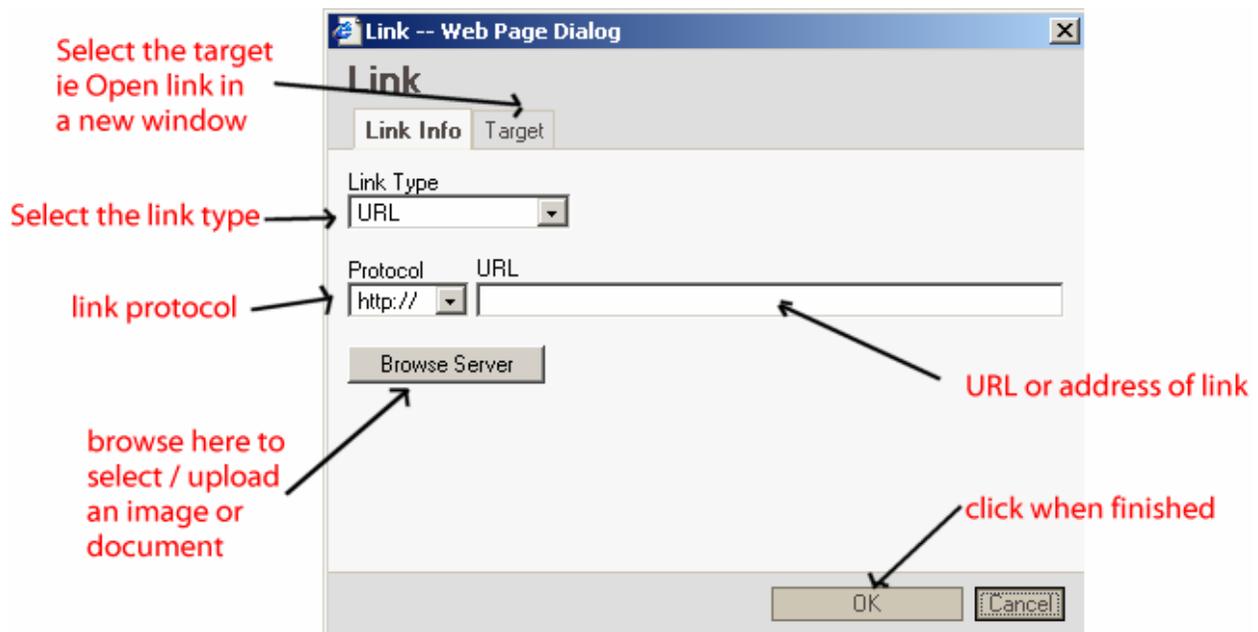
There are 5 types of links you can insert. The first 4 are selected from the "Link Type" drop down box and the last by selecting the "Browse server" button. They are:

1. URL or Hyperlink
2. Anchor
3. Email
4. Internal Link
5. Insert a document / image

To create a link to the first 4 types activate the drop down box and then select the link type. The dialog box will change to offer the options relevant to the link type selected. By default it is ready for a URL or hyperlink.

For the 5th option, leave the link type as URL and click the 'Browse Server' button. You select your document or image the same way as you would Inserting a Photo. See section 4.7

To insert a hyperlink type or paste the destination URL (website address) into the URL box. The default hyperlink protocol is http:// so you only need to enter the address starting with www.

When you have entered the URL type along with the URL you can then click 'OK' to proceed with adding the hyperlink or 'Cancel' to not add the hyperlink.

There are many different types of hyperlinks you can choose to add to your page. Listed below are the type options available and an explanation of their functionality.

ftp: This hyperlink option will link to a file stored on an anonymous FTP server. FTP stands for "File Transfer Protocol".

http: This hyperlink option will link to a file stored on an http server. HTTP most important protocol on the World Wide Web and is used for moving hypertext files across the Internet.

https: This hyperlink option will link to a file stored on an https server. HTTPS (HyperText Transfer Protocol (Secure)) is the standard encrypted communication mechanism on the World Wide Web

news: This hyperlink option will link to a file stored on an https server. News is the Internet protocol for retrieving files from an Internet newsgroup
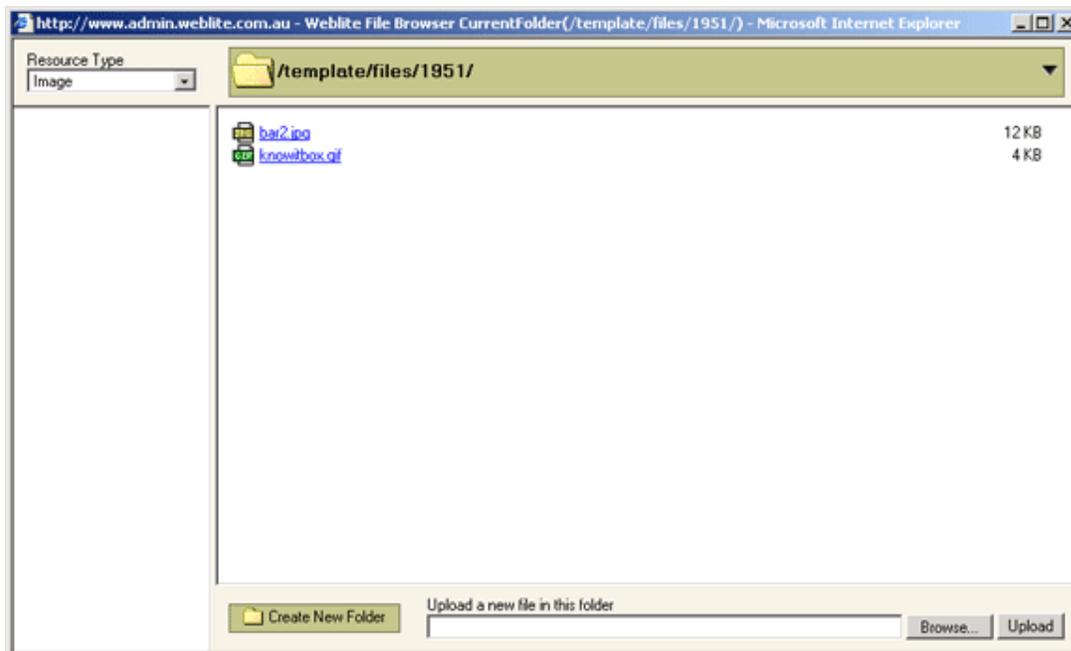
(other): If the hyperlink type you wish to use is not listed then select this option and manually enter the prefix for your hyperlink.

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4.7 Insert Picture

1. Select the section in your document where you wish to add the text.
2. You will be prompted to select the location:
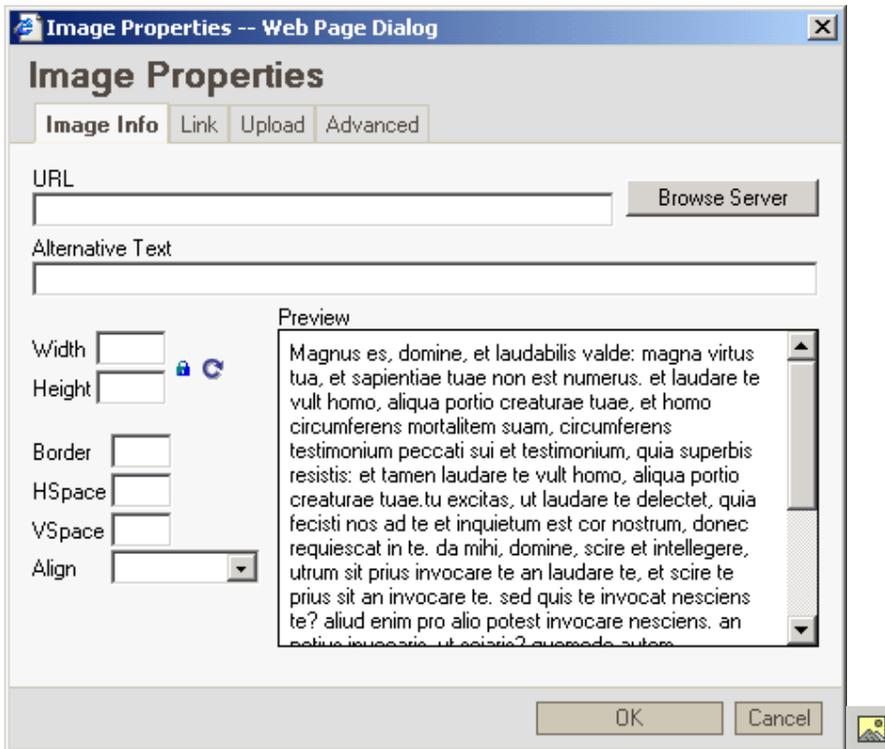
3. Now click on the "browse server" button
4. This will bring up a second menu - Seen below

Now click on the "browse" button on the bottom right of the menu. You use this to browse for the image you would like to put on your website.

5.   After this click on the "upload" button on the bottom right to upload the image to the server.
     When the image has been uploaded it will appear in the list of files as blue underlined text as seen in the image above

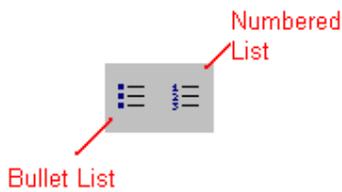6.   Now click on any file in the list that you want to insert into your page.

This will now take you back to the first menu shown right.

Now click on the "OK" button to go ahead with inserting that image into your website.
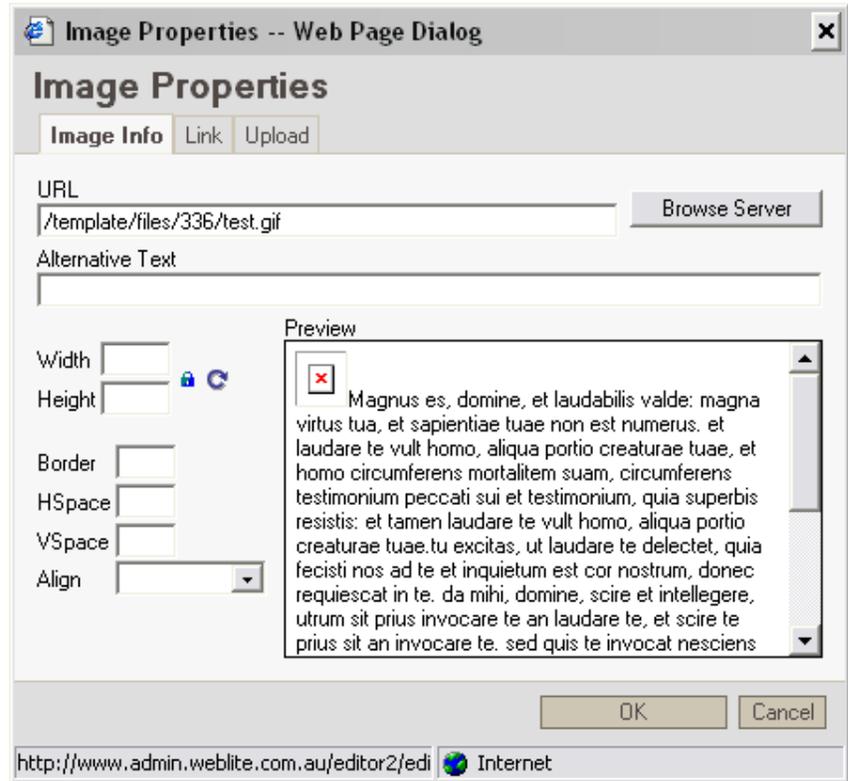
4.8 Lists

4.8.1 Creating a list

You can quickly add a list to your document by selecting where you wish to add the list and clicking on one of the two icons listed above depending on your preference for numbered or bulleted list. If you have text you wish to convert to a list you can do this by selected the text you wish to convert to a list before clicking on one of the list icons.

4.8.2 Deleting a list.

You can change a list back into a normal text format by highlighting the list and clicking one of the list icons. Alternatively, you can press delete and remove the entire list.

4.9 Other Features

4.9.1 Inserting a horizontal rule.

Clicking this icon will insert a horizontal rule into your document. Horizontal rules are good to divide your page into defined sections.

4.9.2 Inserting a special character.

Use this icon to insert a special character into your document.
1. Click on special character icon.
2. A chart will appear allowing you to select the special character you wish to insert into your document. To make a selection, click on the desired special character.
3. If you do not wish to enter a special character you can click the 'close' button to close the special character window.
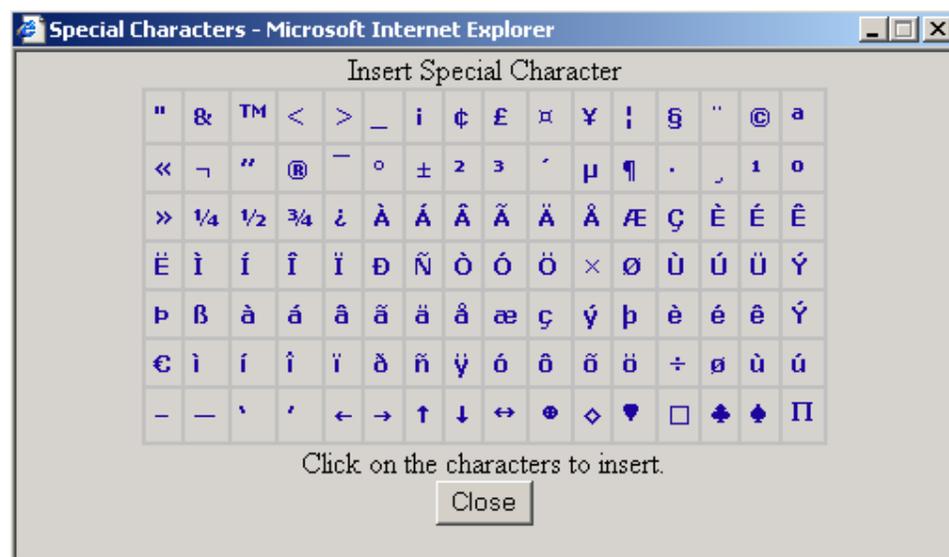
4.9.3 Removing Tags

When copying text from a web browser to the visual editor use this icon to remove any unnecessary html tags.

5 Trouble shooting

5.1 I can't log in

Check you are using the correct username and password for the   weblite administration site you are trying to enter and attempt to log in again.

If you still cannot log in you can contact the Weblite's Technical Support Team:

Contact the Technical Support Team
Phone: 1300 668 564, e-mail support@weblite.com.au

5.2 The changes I made to my page aren't appearing on my weblite site

When editing your pages it is important to recognise that changes must be saved before the changes will appear on your website. If you do not save your changes then any editing made to the pages will be lost. To save the changes you have made simply click the 'save' button located centre bottom of the visual editor window. It is a good idea to perform this save task periodically to avoid losing changes should the running of weblite be interrupted.

If you have saved your changes and the changes aren't appearing on your website try refreshing your page by holding the ctrl button and pressing f5.

5.3 Trouble shooting item

When editing your pages it is important to recognise that changes must be

If you have encountered any problems while using weblite that you haven't been able to resolve please contact our technical support team 1300 668 564 or email support@weblite.com.au.

6. Terms and Definitions

Term	Definition
CMS	CMS stands for Content Management System.
Ctrl	Ctrl is the abbreviation used for 'Control'. When you see this throughout the document it refers to pressing the Control button, which is referenced by 'Ctrl' on your keyboard.
Download	Download is the action performed to transfer files from a main server to one's computer. In terms of knowIT the term is used when files are being copied from knowIT CMS to the computer you are currently using.
HEX Colour	A Hex colour is the six-digit hexadecimal representation of a colour in the form #RRGGBB where RR, GG and BB are the hexadecimal values for the red green and blue values for the colour. A HEX colour can be used to define a colour in a HTML file and is presented as an option for colour selection in the Colour Chooser. To learn more about the colour chooser refer to Section 4.4.

HTML	HTML stands for Hypertext Markup Language. HTML is the format for creating hypertext documents on the Internet. It effects how the web pages appear.
HTML tags	HTML tags within a html document defines how a web browser should display the page.
Hyperlink	A hyperlink is a link from within a hypertext file to another location or file. Hyperlinks are generally activated when a user clicks on a pre-defined icon, keyword or a particular location/image on the screen.
Internet Browser	An Internet browser is used to find the location and to display web pages. The most commonly used browsers are 'Netscape Navigator' and Microsoft 'Internet Explorer". These are graphical browsers that allow you to view both graphics and text.
Visual Editor	Visual Editor allows you to edit the pages within your weblite system as well as create new pages for adding to your weblite system. It provides tools to add visual formatting to your document such as text alignment, add an image and bolding text. To learn more about the Visual Editor see Section 3.4.
Website	A website consists of a group of web pages which are interconnected and are generally stored on the same server. Websites tend to have a central home page and a clear navigational system to assist in finding your way around the site.
Word Document	A word document is a document that has been created using a word processing application such as Microsoft's MS Word.
Word tags	Word documents are made up of word tags that tell the word document viewer how to display the content within that file.