

# ***User Manual***

**FOR ONLINE SITE BUILDER**

Last Updated on November 16, 2004

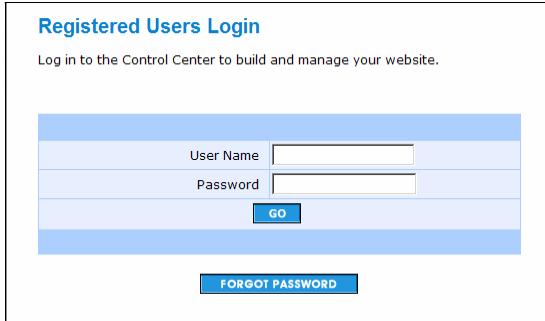
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# SECTION 1: LOGIN

Once you register successfully, your Password will be sent to your Email address that you had provided in the Sign Up form.

You may then login to the Site Builder to create, edit and publish your website right away. You can login to the Site Builder by entering your Username and Password in the LOGIN page that appears when you click on the 'LOGIN' link available on our website.



**Registered Users Login**  
Log in to the Control Center to build and manage your website.

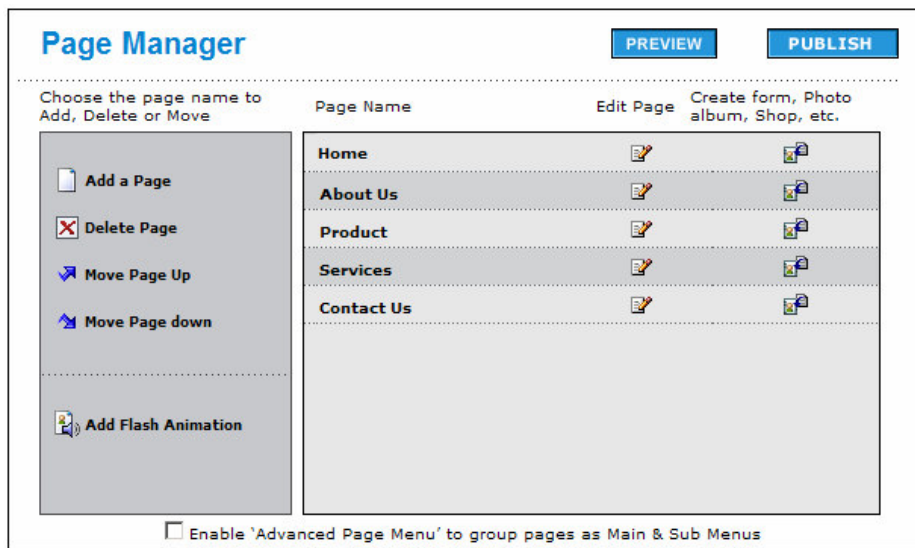
|                                   |                          |
|-----------------------------------|--------------------------|
| User Name                         | <input type="text"/>     |
| Password                          | <input type="password"/> |
| <input type="button" value="GO"/> |                          |

## Your First Login: The Quickstart Wizard

When you login to Site 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 Page Manager, which allows you to add more pages and/or modify and add content to existing pages.

## Subsequent Login: Page Manager

Once you complete the Quickstart wizard, from your next login, you will only be taken to your very own 'Page Manager' (see screenshot below). Your Page Manager has links to all the tools and features that you would need to build, modify, edit, preview or publish your website. The Page Manager allows you to create, edit and manage pages on your website completely. You can access the Page Manager only after you complete the Quickstart wizard. Please refer to Section 3 for details on using the Page Manager.



**Page Manager**

Choose the page name to Add, Delete or Move

|  | Page Name  | Edit Page                           | Create form, Photo album, Shop, etc. |
|--|------------|-------------------------------------|--------------------------------------|
| <input type="button" value="Add a Page"/>          | Home       | <input type="button" value="Edit"/> | <input type="button" value="Form"/>  |
| <input type="button" value="Delete Page"/>         | About Us   | <input type="button" value="Edit"/> | <input type="button" value="Form"/>  |
| <input type="button" value="Move Page Up"/>        | Product    | <input type="button" value="Edit"/> | <input type="button" value="Form"/>  |
| <input type="button" value="Move Page down"/>      | Services   | <input type="button" value="Edit"/> | <input type="button" value="Form"/>  |
| <input type="button" value="Add Flash Animation"/> | Contact Us | <input type="button" value="Edit"/> | <input type="button" value="Form"/>  |

Enable 'Advanced Page Menu' to group pages as Main & Sub Menus

# SECTION 2:QUICKSTART WIZARD

The Quickstart Wizard enables you to build a basic framework for your website in a few minutes, and involves a few easy steps.

The Quickstart Wizard involves the following steps:

## Step 1: Choosing the type of starting page (home page or splash page)

### Welcome to the Quick-start Wizard

How would you like the starting page (home page) on your website?

|  |   |
|--|---|
| Colorful, with attractive images & graphics? | Simple, with less graphics & more room for content? |
| <input type="button" value="GO"/>            | <input type="button" value="GO"/>                   |

**Note:** You can always edit or completely change your website's starting page later.





This is the first page of the Quickstart Wizard and appears as soon as you login for the very first time. Here you would need to decide on the type of the home page that you prefer for your website. You can choose between a “colorful homepage with attractive images and graphics” or a “simple home page, with less graphics and more room for content”.

Please note that you can always edit or completely change your website's starting page any time later, from your Website Manager.

## Step 2: Choosing the design Category for creating your website

### Choose a Category for Creating a Website

**NOTE:** If you can't find the category you are looking for, then please click either "Personal & Family Related" or "Business & Professional" headers, to display all the design templates available under these main categories.

|   |   |
|---|---|
| <b>Personal &amp; Family Related</b> <input type="button" value="View All"/>  | <b>Business &amp; Professional</b> <input type="button" value="View All"/>  |
|  <b>General Themes</b><br>Cool, Elegant, Emotional, Patriotic...                             |  <b>Computer Related</b><br>Computer Services, Software, Hardware, Internet, E-Commerce...   |
|  <b>Family &amp; Friends</b><br>Children, Grandparents, Friends, Baby, Family, Teenagers ... |  <b>Service Business</b><br>Food & Restaurants, Travel, Recruitment Agency, Day Care, Security, Caterer, Consulting, Courier/Messenger, Airconditioning, ... |

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.

Please note that you can't find the category you are looking for, then please click either "Personal & Family Related" or "Business & Professional" headers, to display all the design templates available under these main categories.






### Step 3: Choosing the website design

## Choose Your Website Design

Click thumbnail for an enlarged view. You can always change the colors and images on these design templates later.

[BACK](#)

Page **1** of 8 [View More Designs](#)

|   |   |  |
|---|---|--|
| <p><b>Jerseybay</b></p>        | <p><b>Goldengate Home</b></p>  | <p><b>Stabilo Home</b></p>      |
| <p><b>Avagandra Home</b></p>  | <p><b>Corpus Home</b></p>     | <p><b>Camouflage Home</b></p>  |

You can now choose a website design that you would like to have on your website. There are several pages of designs to choose from. You can also click on the "View More Designs" link to view more designs than are available on this page.

To select a design just click the thumbnail. Clicking a thumbnail also gives you an enlarged view of the design template. You can always change the colors and images on these design templates later.

### Step 4: Choosing the color and image for your website design

You can now choose the color options by simply clicking on the color boxes available just above the design and select an image option by using the drop down menu. You will notice that the options that you select get applied to the design immediately.

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

To proceed, just click on the "Next" button that appears on the top of the screen.



**Step 5: Start customizing the website name, slogan, email address**

You can now start customizing the Title, Slogan and email address that will be displayed on your website.

### Start Customizing the Website

|               |  |                    |
|---------------|--|--------------------|
| *Main Title   | <input type="text" value="Company or Website Name"/> | max. 53 characters |
| Sub Title     | <input type="text" value="Your slogan or by-line"/>  | max. 35 characters |
| Email Address | <input type="text"/>                                 | max. 50 characters |

**Step 6: Add pages to your website**

You can now start adding the pages that you want to have on your website.

To Add a page, simply click on a page name on the page names list that appears on the left of the page. You can choose pages from the Business page names or from the Personal page names. Once you click on a name, just click the (>>) arrow button next to

the topmost empty slot. You can repeat this until you have added all the pages you wanted 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, then you can do this by simply clicking on the specific page name slot on your right and typing in the name of your choice using your keyboard.

### Add Pages to your Website

Choose a Page Name and click on >>

**Business Page Name**

- About Us
- Company
- Expertise
- Product
- Services
- History
- Awards
- Clients
- Home
- Testimonials
- Contact Us
- Feedback

**Personal Page Name**

- About me
- Photos
- Friends
- Gifts
- Favorite Links
- Hobbies
- Interests
- GuestBook
- Biography
- Gallery
- Clubs
- Tell a Friend

**Page Names for your Website**

- >> About Us
- >> Product
- >> Services
- >> Contact Us
- >>
- >>
- >>
- >>
- >>
- >>

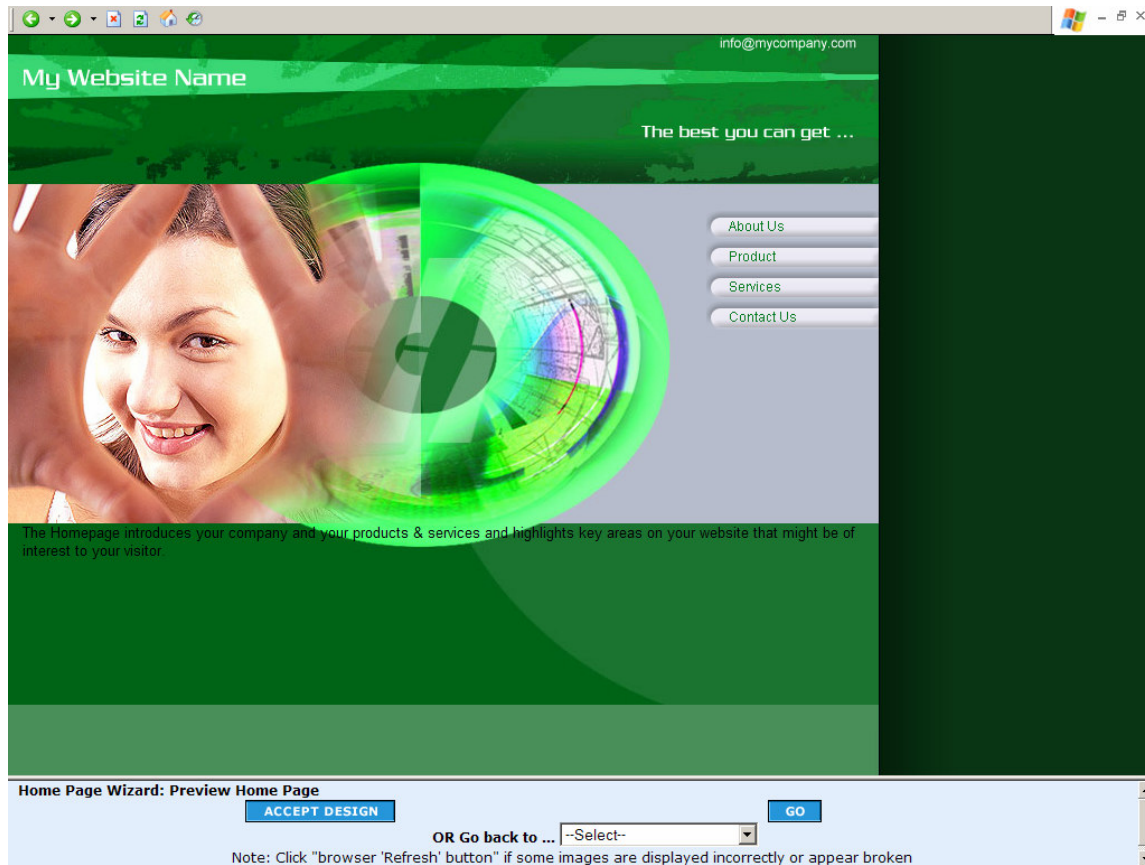
**Note:** You can rename or enter your own page name

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.

### Step 7: Preview your website

You can now preview the website that you have created. You can always go back to any of the previous 6 steps to make any changes that you require.

## Website Preview:



Please note that the preview is more than just a screenshot, you can actually click on the individual links available on the preview to view the inside pages complete with sample content.

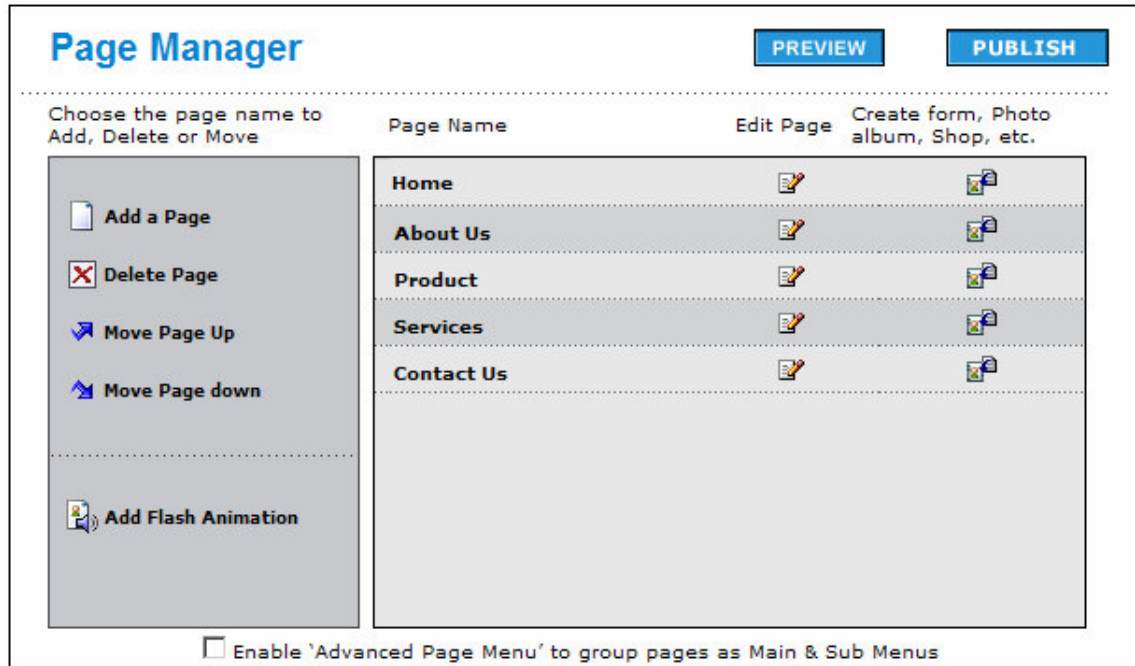
Once you are happy with the website design and options that you have chosen, just click on the “Accept Design” link to accept the basic framework for your website and end the Quickstart Wizard.



# SECTION 3: PAGE MANAGER

After you complete the Quickstart Wizard, the page that will displayed on every subsequent login is the Page Manager.

The Page 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.



## To Rename a page name:

Just click on the page name and retype the new page name of your choice.

## To Add a new page:

Just click on the 'Add a page' link. A new page will appear at the bottom of the list of Page Names. The new page will by default be a text page.

## To Delete a page:

Just click on a 'Page Name' and then click the 'Delete page' link

## To Rearrange or Re-order the pages:

Just click on the specific 'Page Name' that you want to rearrange and then click the 'Move Page Up' button to move that name UP the list or click the 'Move Page Down' button to move the page name DOWN the list.

## To Add a Homepage:

Just click on the Add Homepage link to add a Splash page (Homepage)

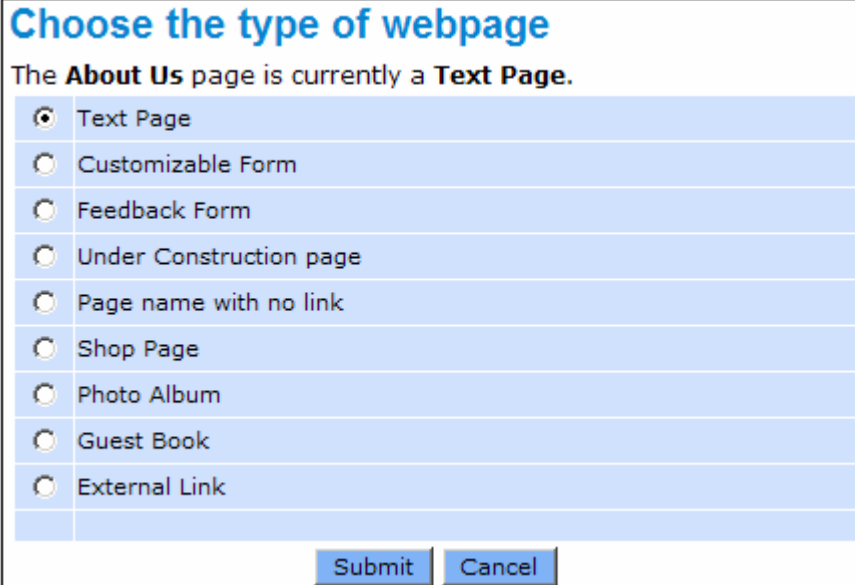
## To Edit or Modify the content on a Page:

Just click on the corresponding 'Edit Page' icon.

## To Change the Page Type to another page type:

Just click on the corresponding 'Change Page Type' icon to proceed to change the current page type to a shop, form or photo album page, etc.

The following page loads, allowing you to choose from among the available page types.



**Choose the type of webpage**

The **About Us** page is currently a **Text Page**.

|                                  |                         |
|----------------------------------|-------------------------|
| <input checked="" type="radio"/> | Text Page               |
| <input type="radio"/>            | Customizable Form       |
| <input type="radio"/>            | Feedback Form           |
| <input type="radio"/>            | Under Construction page |
| <input type="radio"/>            | Page name with no link  |
| <input type="radio"/>            | Shop Page               |
| <input type="radio"/>            | Photo Album             |
| <input type="radio"/>            | Guest Book              |
| <input type="radio"/>            | External Link           |

- **Text Page**
- for pages containing just rich text content with photos, images, tables, etc.
- **Customizable Form**
- for pages that request visitors to enter data in a custom form
- **Readymade Feedback Form**
- for pages which require a readymade form, like contact us, feedback, etc.
- **Under Construction**
- for those pages where you want to just display the “Under Construction” message
- **Page 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**
- which 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

Please refer to **Section 5** for details on how to create these individual page types once you change the page type here.

### **To convert a Main Link to a Sub Link and vice versa:**

Just click on the checkbox at the bottom of the page “Enable Advanced Page Menu Options” , then click on the arrows that appear to alternatively convert a Main Navigation to a Sub Navigation and vice versa.

### **To 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 online. 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 Page 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.

### **To 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. In case you have problems publishing your website, just contact your administrator for help with this feature.

# SECTION 4:GENERAL SETTINGS

General Settings allows you to modify and customize the basic settings of your website.

## General Settings

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

- [Change Main Title, Sub Title & Email Address](#)
- [Change your Website Design](#)
- [Optimize your website for Search Engines](#)
- [Add/Edit Footer Content](#)
- [Include Banner on your website](#)
- [Incorporate Logo / Replace Main Image](#)

## Change Main Title, Sub Title & Email Address

Click on the 'Change Main Title, Sub Title & Email Address' link to reach the following page.

### Start Customizing the Website

[Click here to change font for main title, subtitle & email address](#)

|               |  |                    |
|---------------|--|--------------------|
| *Main Title   | <input type="text" value="My Website Name"/>         | max. 53 characters |
| Sub Title     | <input type="text" value="The best you can get..."/> | max. 35 characters |
| Email Address | <input type="text" value="info@mycompany.com"/>      | max. 50 characters |

[SUBMIT](#) [RESET](#)

This page allows you to add/edit the Main Title, Sub Title and the Email Address of your website. These titles will neatly blend within the design layout of your choice. The Main Title could be your company name or website name. You may choose to have slogans, phone numbers, promotional information, etc. for your Sub Title. The e-mail address that you enter here will be displayed as a ready link in all the pages of your site. Please ensure that you adhere to the no. of characters stipulated for each of these titles.

You can also change the fonts for the titles and email address by clicking on the link available on top of this page.

## Change Fonts for Main Title, Sub Title & Email Address

### Change Fonts for Main-Title, Sub-Title & Email Address

|   | Current Font Style | Current Font Size   | Change Font Style | Change Font Size |   |
|---|--------------------|---------------------|-------------------|------------------|---|
| Choose the font for your Main Title   | Style18            | 4                   | Style18 ▾         | 4 ▾              | Note: The Optimal size for the fonts is 4 |
| Choose the font for your Sub Title  | Style1             | 4                   | Style1 ▾          | 4 ▾              | Note: The Optimal size for the fonts is 4 |
| <b>Choose the font for your email</b>   |                    |                     |                   |                  |   |
| Arial   |                    | info@sweethomes.com |                   |                  | <input checked="" type="radio"/>          |
| Verdana   |                    | info@sweethomes.com |                   |                  | <input type="radio"/>                     |
| Times New Roman   |                    | info@sweethomes.com |                   |                  | <input type="radio"/>                     |
| Courier new   |                    | info@sweethomes.com |                   |                  | <input type="radio"/>                     |
| <b>NOTE:</b> The optimal font sizes are indicated above. Choosing a bigger font size/style may result in a distorted design layout. |                    |                     |                   |                  |   |
| <input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>   |                    |                     |                   |                  |   |

This page allows you to change Fonts, Font Style and Font Size for your website titles and email address.

To preview what a particular font would look like on your webpage, just scroll down to the font options table available at the bottom of the page. You can also choose the right size and styles for each font, to suit your preference.

## Change your Website Design

This option allows you to change the design template for your website by choosing from a wide range of available design template options. For detailed help on how to change the website design, please refer to Steps 1 to 5 of the Quickstart Wizard in Section 2.

## Optimize your website for Search Engines

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 under 'Website Settings' in your Control Center.

Once you click the 'Optimize for Search Engines' link, the following page is displayed.

## Optimize Website for Search Engines

[Need help with this page?](#)

| Pages  | Enter Title for the Page (Maximum 30 Char.) | Enter Description for the Page (Maximum 50 Char.) | Enter Key words for the Page (Maximum 1000 char., Words to be separated by commas) |
|--|---|---|--|
| About Us   | <input type="text" value="Title"/>          | <input type="text" value="Description"/>          | <input type="text" value="keywords, ..."/>   |
| Buy a Home   | UNDER CONSTRUCTION                          |   |  |
| Request a Home   | UNDER CONSTRUCTION                          |   |  |
| Contact Us   | UNDER CONSTRUCTION                          |   |  |
| <input type="button" value="SUBMIT"/> <input type="button" value="RESET"/> |   |   |  |

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.

**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.

The Footer, as you know, will appear at the bottom of all the pages on your website. The Footer can have a maximum of 300 characters spread across a maximum of 4 lines. The Footer may be truncated if it exceeds this limit.

### Add/Edit Footer Information

The Footer, as you know, will appear at the bottom of all the pages on your website. The Footer can have a maximum of 300 characters spread across a maximum of 4 lines. The Footer may be truncated if it exceeds this limit.

Click on the 'Add/Edit Footer Information' link to reach the following page.

**Add/Edit Footer Information** [Need Help with this Page?](#)

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

**B** / *I* / U Font | Size | [Icons]

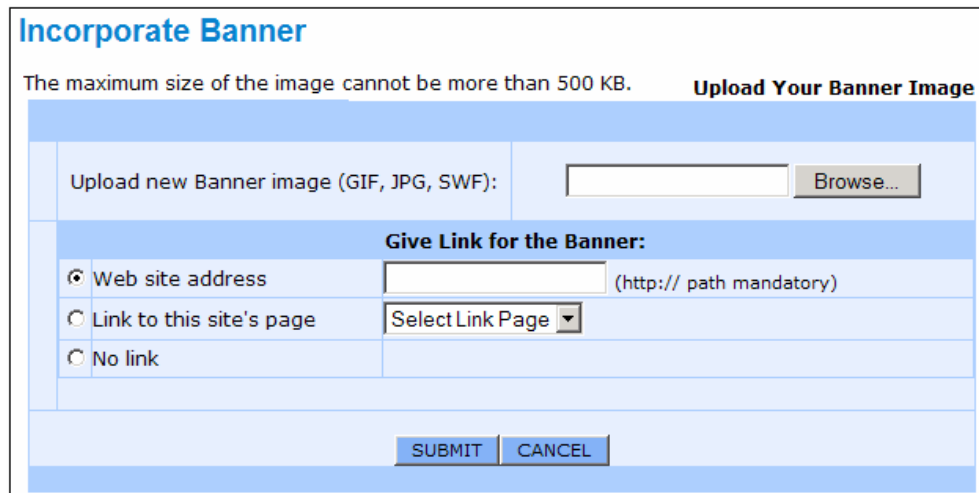
© Copyright 2004. All Rights Reserved.

HTML

What you see above is a WYSIWYG (what you see is what you get) Rich Text Editor. Using this feature-rich editor, you can create an attractive footer for your website. You can either type in the Footer content, or even copy & paste the content from Microsoft Word or other similar applications. For detailed help with the Editor, please click on the 'Need help with this page?' link, just above the Editor window.

## Incorporate Banner on your Website

Click on the 'Incorporate Banner on your Website' link to reach the following page.



The screenshot shows a web form titled "Incorporate Banner". At the top, it states "The maximum size of the image cannot be more than 500 KB." and "Upload Your Banner Image". Below this, there is a section for uploading a new banner image, with a text input field and a "Browse..." button. The next section is "Give Link for the Banner:", which contains three radio button options: "Web site address" (selected), "Link to this site's page", and "No link". The "Web site address" option has a text input field and a note "(http:// path mandatory)". The "Link to this site's page" option has a dropdown menu labeled "Select Link Page". At the bottom of the form, there are "SUBMIT" and "CANCEL" buttons.

The 'Incorporate 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.

When you upload your own banner you need to check the appropriate uploading options based on the hyperlink that you want to provide for the banner.

If you choose not to give a link to the banner, then you can select 'No Link'.

In case you plan to use a third party banner, then you need to paste the HTML code or the hyperlink in the text area of your web page.

## Incorporate Logo / Change Main Image

Click on the 'Incorporate Logo / Change Main Image' link to reach the following page.

The following page allows you to replace the existing image(s) on your website with any of your own images of your choice. The Main Image currently appearing on your website and the corresponding Plain Background Image are displayed on this page for your reference.

Just follow these simple steps to incorporate your Logo or change the Main Image.


## Incorporate Logo / Change Main Image

[Need help with this page?](#)

The maximum size of the Image-I that can be uploaded cannot be more than 300 KB.

[Click here](#) to Preview

IMAGE I



**Current Main Image**      **Plain Background Image**

**Upload mi.jpg ( Image I )**

**Locate Logo/Image File**

**Step 1:** Right click on the 'Plain Background Image' given alongside and save it to your Computer's hard disk using the 'Save Picture As' option.

**Step 2:** Composite your 'Logo' or any other Image of your choice with this 'Plain Background Image' using any of your favorite Image Editing software such as Photo Editor or Photoshop, etc. and save it in the same file format and file name as the original 'Plain Background Image'.

**Step 3:** Select the final composited image (Your Logo/Image + Plain Background Image) that you saved to your hard disk, by using the "Browse" button provided on the page.

**Step 4:** Click the Upload button to replace the new image with the current Main Image.

**Important:** Do not change the Background Image Size (Height or Width), File Name or the File Format, etc., as it will distort the final image



# SECTION 5: CREATING PAGES

This section will detail the steps involved in creating the different page types such as text, shop, form, photo album, etc., with the site builder. You can create the pages by first changing the respective page type using the Page Manager and then clicking on the corresponding Edit page link.

## Create / Edit a Text Page:

Page Manager allows you to create a Text Page with rich text content along with images. To create a Text Page, just select the 'Text Page' radio button in the Change Page Type' page, and click 'Submit' to load the following page.

**Add Webpage Content** Need help with this page?

**About Us**  
*quality, value, affordable living*

Since the beginning, Sweet Homes' Founder Jim Morrison has dedicated himself to building a company on these core values. His original mission was to provide quality, well-built homes at an exceptional value to first-time and other new homebuyers in the Boston area. Today, Sweet Homes still operates with quality, value and affordable living at the forefront of our business.

Our dedication to quality and affordability has differentiated and established us as a leader among homebuilders in the Boston area. We consistently build homes that exceed our customers' expectations, and we remain a trusted part of the home buying process well after the move-in date.

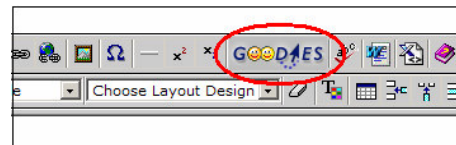
HTML

**SUBMIT**

What you see above is a WYSIWYG (what you see is what you get) Rich Text Editor that works the same way as your Microsoft Word or similar applications work. 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. For detailed help with the Editor, please click on the 'Need help with this page?' link, just above the Editor window.

## Add Attractive Goodies To Your Website:

By clicking on the 'Goodies' button available on the rich text editor's toolbar, you will be able to add attractive Goodie features to your website.



The following are some of the Goodies currently available on your Site Builder.

### Maps:

To add a map of a specific location to your web page, just click on the 'Maps' link on the Goodies page.



➤ [Maps](#): Add a map of a specific location (your office, home, etc.) to your web page.

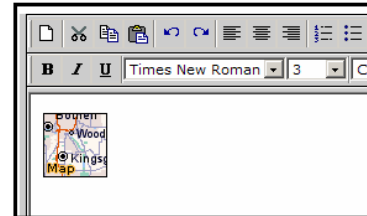
Then fill in the address and zip code of the location and click Submit.

**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)

Once you submit, your rich text editor will display a Maps Goodie Icon. This indicates that a map 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 map of the location will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.



### Calendar:

To add a Calendar to your web page, just click on the 'Calendar' link on the Goodies page.



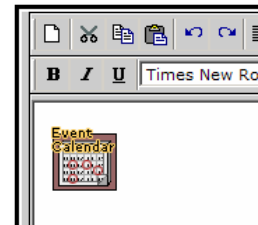
➤ [Calendar](#): Add a link on your web page leading to a comprehensive personalized Yahoo! Calendar.

Then fill in your Yahoo! User ID and click Submit.

**Goodies - Calendar**

Enter your Yahoo! User ID:

Once you submit, your rich text editor will display a Calendar Goodie Icon. This indicates that a Calendar has been inserted as part of your website. You can later edit the settings by double clicking this icon in the rich text editor. The actual Calendar will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.



### Animated Cursors:

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



➤ [Animated Cursors](#): Add an attractive animated cursor to your web page and surprise your visitors

Then select any one of the available attractive Animated Cursor from the list available and click Submit.

**Goodies - Animated Cursor**

**Remove all cursor animation**

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

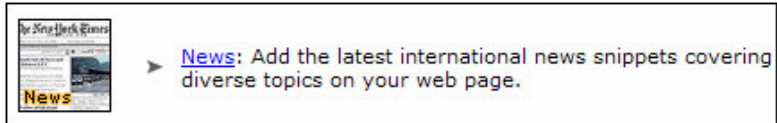
**Elastic Beads Cursor**  
A chain full of beads will trail behind the cursor

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

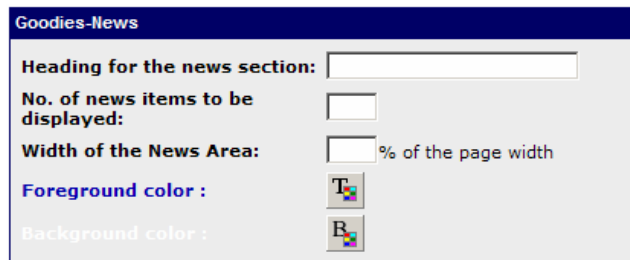
Please note that once you submit, your rich text editor will NOT display any Icon as confirmation. But the Animated Cursor will nevertheless automatically appear when your visitors browse your website. You can later edit the settings by clicking on the 'Animated Cursor' link on the Goodies page. The actual Animated Cursor will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

### News:

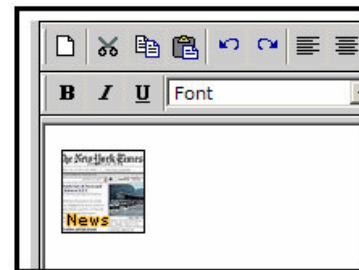
To add the latest international news snippets covering diverse topics on your web page, just click on the 'News' link on the Goodies page.



Then fill in the Heading, Number of news items required and the Width of the news area and click Submit. You can also choose a text and a background color for the news area on your website.

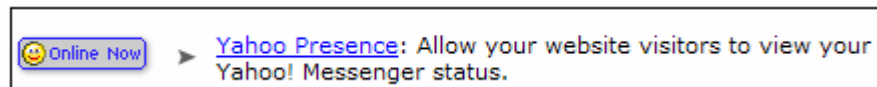
A screenshot of a configuration form titled "Goodies-News". It contains several input fields and color selection tools: "Heading for the news section:" with a text box; "No. of news items to be displayed:" with a text box; "Width of the News Area:" with a text box and "% of the page width" label; "Foreground color:" with a color selection tool; and "Background color:" with a color selection tool.

Once you submit, your rich text editor will display a News Goodie Icon. This indicates that the News area 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 News snippets will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

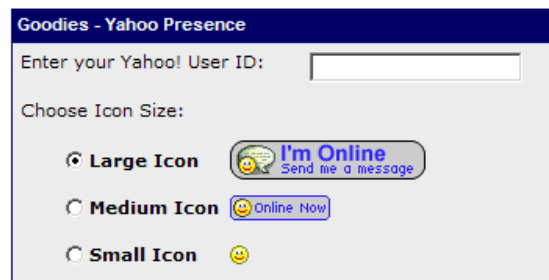


### Yahoo! Presence:

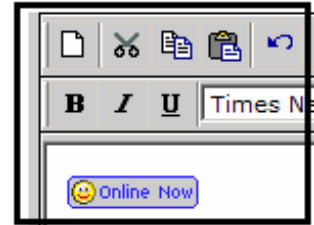
To add a Yahoo! Presence indicator on your web page, just click on the 'Yahoo! Presence' link on the Goodies page.



Then enter your Yahoo! ID and choose an Yahoo! Presence icon from the available options and click Submit. The icon that you choose here will be displayed on your web page when you are signed into Yahoo! Services online.

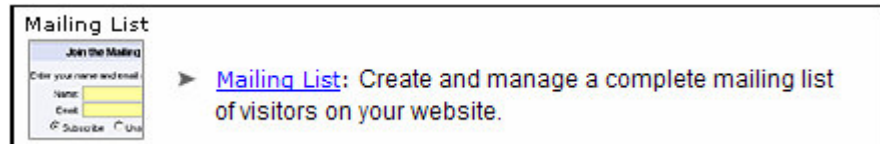
A screenshot of a configuration form titled "Goodies - Yahoo Presence". It contains: "Enter your Yahoo! User ID:" with a text box; "Choose Icon Size:" with three radio button options: "Large Icon" (selected), "Medium Icon", and "Small Icon". Each option is accompanied by a corresponding Yahoo! Presence icon.

Once you submit, your rich text editor will display the Yahoo! Presence Icon. This indicates that Yahoo! Presence indicator has been enabled as part of the website. You can later edit the settings by clicking on the 'Yahoo! Presence' link on the Goodies page. The actual 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.

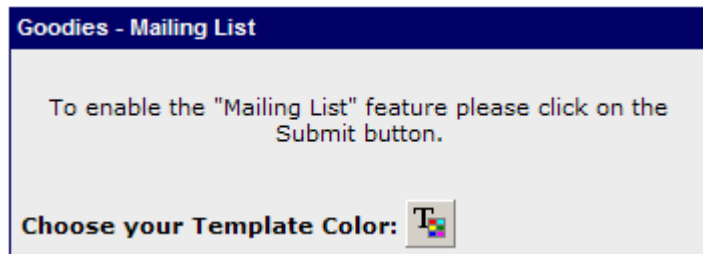


### Mailing List:

To create a complete mailing list of visitors on your website, just click on the 'Mailing List' link available on the Goodies page.



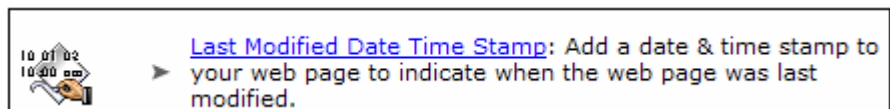
Then select an attractive template color for your Join Mailing List box from the list available and click Submit.



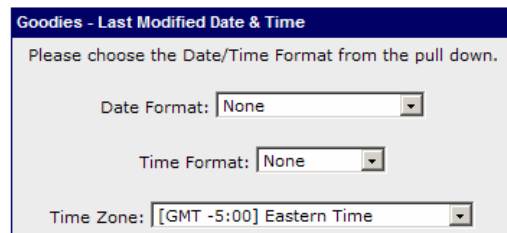
Please note that once you submit, your rich text editor will NOT display any Icon as confirmation. But the Join Mailing List module will nevertheless automatically appear when your visitors browse your website. You can later edit the settings by clicking on the 'Mailing List' link on the Goodies page. The actual Join Mailing List module will appear on your final website once you Submit this page, accept all changes to the design, and Publish it 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



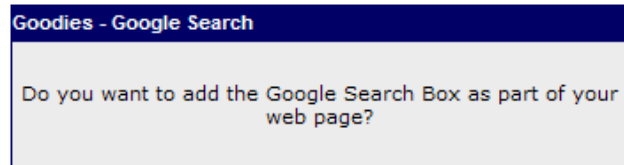
rich text editor. The actual Last Modified date and time details will appear on your final website once you Submit this page, accept all changes to the design and Publish to your live website.

### Google Search:

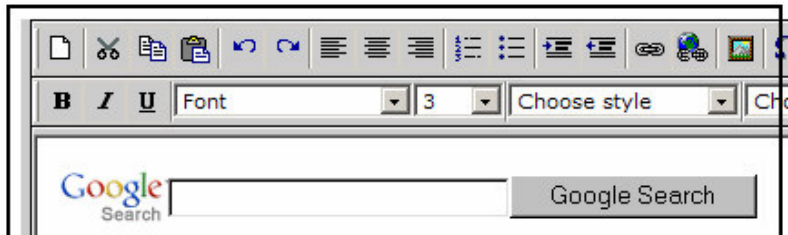
To add a Google Search box on your web page, just click on the 'Google Search' link on the Goodies page.



Then click Submit to confirm that you want to add a Google Search box to your web page.

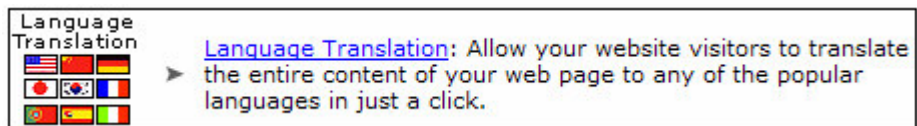


Once you submit, your rich text editor will display the Google Search box. This confirms that Google Search has been enabled as part of the website. You can later edit the settings by clicking on the 'Google Search' link on the Goodies page. The actual Google Search box will appear on your final website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

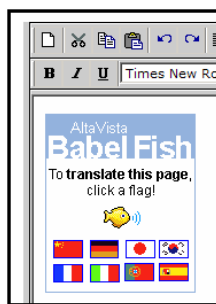
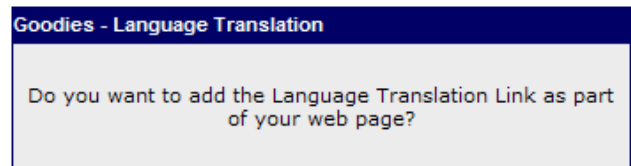


### Language Translation:

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.

### Driving Directions:

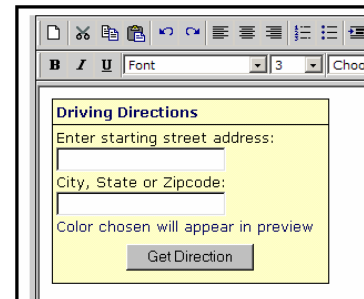
To enable your visitors to query and view the driving directions to reach a specific location (your office, home, etc.) on your web page, just click on the 'Driving Directions' link on the Goodies page.



▶ [Driving Direction](#): Add a map to your web page showing the driving directions to reach a specific location (your office, home, etc.)

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.



### Current Date & Time Stamp:

To add the 'Current Date & Time Stamp' on your web page, just

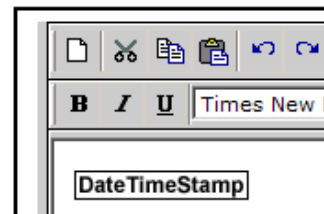


▶ [Current Date & Time Stamp](#): Allow your website visitors to view the current date and time, every time they visit this page.

click on the 'Current Date & Time Stamp' link on the Goodies page.

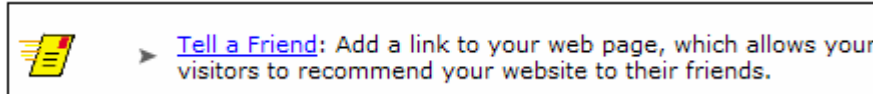
Then choose a Date/Time format and your Time Zone from the available options and click Submit. The format that you choose here will be used to display the current date and time when your visitor will be on your website.

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.

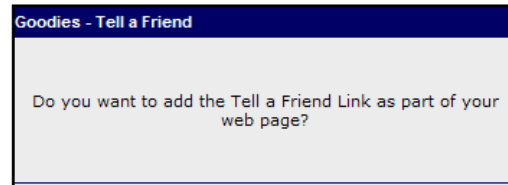


### Tell a Friend:

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.

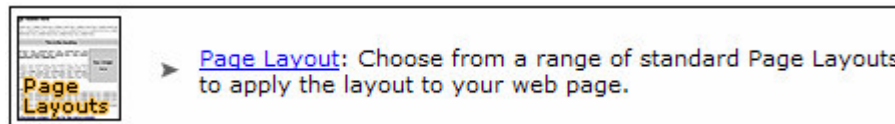


Once you submit, your rich text editor will display a Tell a Friend icon. This indicates that the Tell a Friend feature has been inserted as part of the website. You can later edit the settings by double clicking this icon in the rich text editor. The actual Tell a Friend box will appear on your final 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.

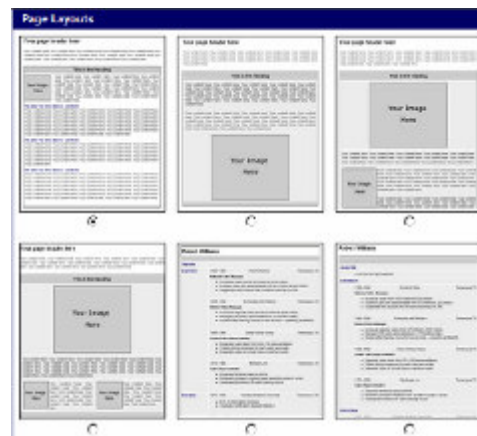


### Page Layout:

To apply one of the many attractive pre-designed Page Layouts to your web page, just click on the 'Page Layout' link on the Goodies page.



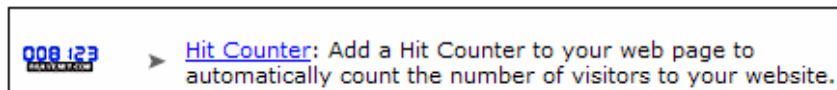
Then choose from one of the many pre-formatted page layouts available for your web page, and click Submit. You may also choose a resume layouts as your page layouts if you want to create a resume page. Just click on the Layout thumbnails for an enlarged view of the layout with greater detail.



Once you submit, your rich text editor will load the pre-designed layout along with the default sample content. You may then add, edit, or modify the content as your prefer using the rich text editor. You can later change the layout by clicking on the 'Page Layout' link on the Goodies page. The actual page with the new layout will appear on your final website once you Submit this page, accept all changes to the design and Publish it to your live website.

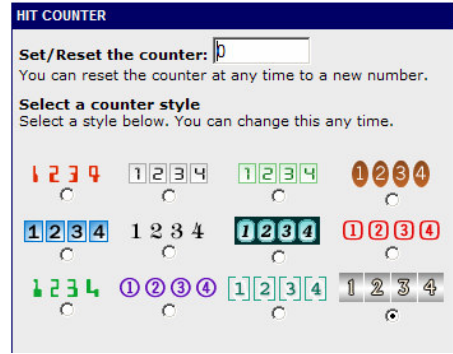
### Hit Counter:

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.



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.





## Create / Edit a Shop page

Page Manager allows you to create an entire ecommerce shopping page complete with shopping carts and integrated payment gateways. To create a Storefront, just select the 'Storefront' radio button in the Change Page Type' page, and click 'Submit' to load the following page.

**Setting Shop for the First Time:** When you begin to create a shop for the very first time, you will automatically be taken to the Shop Settings page to set the basic details about your shop, before you actually start creating your shop page using the Page Manager.

### Shop Settings

The Shop Settings page allows you to set the Payment Gateway details, the shipping options and freight rates for your online shop. When you begin to create a shop for the first time, you will be automatically prompted to enter this information before you actually start creating your shop page using the Page Editor.

The following page loads once you click the "Shop Settings' link on your Control Center.

### Shop Settings Add a Shop Page

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.

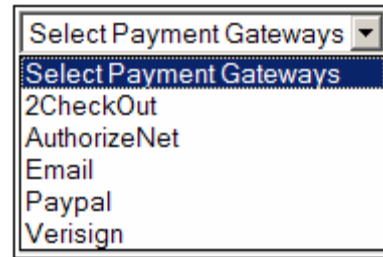
| Current Payment Gateway and Shipping settings:                             |   |
|--|---|
| <b>Mode of receiving payment:</b>  |   |
| *Select the Payment Mode   | Select Payment Gateways ▾                           |
| <b>Shipping Details</b>  |   |
| *Select the Option for Shipping calculation                                | Select Shipping Methods ▾                           |
| <b>Unit of Weight &amp; Currency</b>                                       |   |
| *Enter Unit of Weight for your Products                                    | <input type="text"/> (Ex: Pounds, Kilograms, etc.)  |
| *Enter Currency  | <input type="text"/> (Ex: \$, GBP, Euro, Yen, etc.) |
| <input type="button" value="SUBMIT"/> <input type="button" value="RESET"/> |   |

### Current Payment Gateway & Shipping Fee Option:

This section provides 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 you prefer.

**Mode of Receiving Payment:**

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.



Select Payment Gateways ▾  
Select Payment Gateways  
2CheckOut  
AuthorizeNet  
Email  
Paypal  
Verisign

Depending on your service provider, some of these options may not be available to you. Your service provider will choose the gateways that they support in their environment. Please contact your service provider for additional details.

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 be 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', 'total weight', etc.. You can select the 'no shipping charges' option also if you decide not to charge any shipping fee.

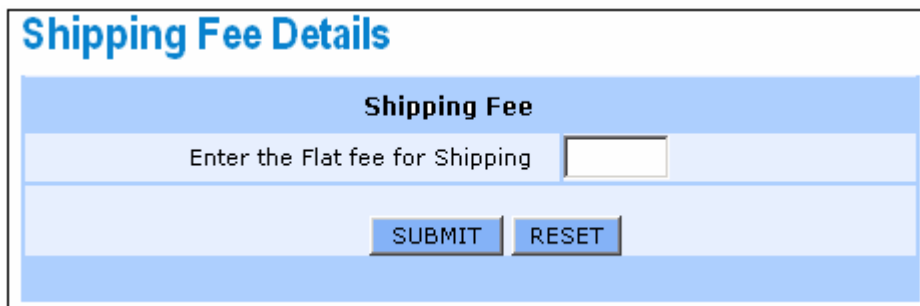
**Unit of weight:**

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 (USD, Euro, etc.).

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



**Shipping Fee Details**

**Shipping Fee**

Enter the Flat fee for Shipping

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

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.

Once you have provided the basic Shop Settings, you can now proceed to create the shop page.



Just click on the shop page layout that is most appropriate to the kind of shop that you want to set up. Once you click, the following page is displayed.

**Shop Page** [Set payment & shipping options](#)

Make this a Product Catalog page [Import CSV file](#)

**Enter Product Details** \* indicates mandatory field

\* Product Id

\* Product Name

\* Brief Product Description - (up to 100 chars.)

Detailed Product Description - (up to 2000 chars.)

\* Units  (Ex: Dozens, Pounds, Kilos, etc.,)

Currency

\* Product Price  (Ex: 123, 12.50, etc.,)

Product Weight  Input a Numeric Value (Ex : 123, 12.50 etc.,) Note : Please ensure that the value of Weight entered here matches with the Unit of weight (if mentioned) in the Shipping calculation details

**Enter Product Variations/Options (if available)**

| Field Name           | Field Type                  | No of Option         |
|----------------------|-----------------------------|----------------------|
| <input type="text"/> | Select <input type="text"/> | <input type="text"/> |
| <input type="text"/> | Select <input type="text"/> | <input type="text"/> |
| <input type="text"/> | Select <input type="text"/> | <input type="text"/> |
| <input type="text"/> | Select <input type="text"/> | <input type="text"/> |
| <input type="text"/> | Select <input type="text"/> | <input type="text"/> |

**Select Product Image**

Product Image

This above page allows you to start adding the details of each of your products that you want to sell online. All the mandatory fields are marked by a '\*'. You need to fill in the details for each product that you want to display on your Storefront, separately.

If a particular product has variations (like size, style, color, weight, flavors, etc.), then you can just fill in the main details for the actual main product and the many product variations thereof as category options for your customer. You can do this by filling in the 'Field Name', 'Field Type' and 'No. of Options' fields provided at the bottom of the main product details. You can choose between a check box, pull-down menu (or) even a radio button as appropriate for your product. In the 'No. of Options' field, you need to enter the number of variations available for each product field.

This allows your customer to indicate his/her preference by choosing one of pre-defined options that you have set. Example: Suppose you sell shirts, you would fill in the details of Cotton Shirts as one of your main products. And within cotton shirts, you would create Fields (or categories) such as Size, Sleeve, Color, etc. Once you submit all the required information about your product on this page, the following 'Edit Field Properties' page is displayed which allows you to add the predefined value options for each of the field names (categories) that you have chosen.

| Fill in the Values for the fields      |  |
|--|--|
| Size                                   | <input type="text" value="38"/>            |
|  | <input type="text" value="40"/>            |
|  | <input type="text" value="42"/>            |
|  | <input type="text" value="44"/>            |
|  | <input type="text" value="46"/>            |
| Color                                  | <input type="text" value="Black"/>         |
|  | <input type="text" value="White"/>         |
|  | <input type="text" value="Blue"/>          |
|  | <input type="text" value="Red"/>           |
|  | <input type="text" value="Grey"/>          |
| Sleeve                                 | <input checked="" type="radio"/> No Sleeve |
|  | <input type="radio"/> Half                 |
|  | <input type="radio"/> Full                 |
| <input type="button" value="PREVIEW"/> |  |

The values that you enter here will appear as choice options for your online customers when they visit your web page. Once you enter the details, you can preview your product along with the details and options, as it will appear on your final online shop page. If you are satisfied with the design template you can then proceed to either add more products or publish the shop page right away.

### 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.

## Create / Edit a Customized Form Page

Page Manager allows you to create a Customized Form page (such as Survey Form, Polling Form, Registration Form, etc.) for your website.

To create a Customized Form, just select the 'Customized Form' radio button in the Change Page Type' page, and click 'Submit' to load the following page.

**Define Form Details**

Enter Form Title\*:  [Need help with this page?](#)

| Mandatory                           | Field Name*                                 | Field Type*                               | No of Options                  | Check to Delete          |
|-------------------------------------|---|---|--------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="text" value="Name"/>           | <input type="text" value="Text Field"/>   | <input type="text"/>           | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="text" value="Age"/>            | <input type="text" value="Pull Down"/>    | <input type="text" value="5"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="text" value="Sex"/>            | <input type="text" value="Radio Button"/> | <input type="text" value="2"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="text" value="Address"/>        | <input type="text" value="Text Area"/>    | <input type="text"/>           | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="text" value="Income"/>         | <input type="text" value="Pull Down"/>    | <input type="text" value="4"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="text" value="Marital Status"/> | <input type="text" value="Check box"/>    | <input type="text" value="3"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="text"/>                        | <input type="text" value="--select--"/>   | <input type="text"/>           | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="text"/>                        | <input type="text" value="--select--"/>   | <input type="text"/>           | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="text"/>                        | <input type="text" value="--select--"/>   | <input type="text"/>           | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="text"/>                        | <input type="text" value="--select--"/>   | <input type="text"/>           | <input type="checkbox"/> |

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 webpage.

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 checkbox under the mandatory field column (first column).

You can also add a new field to your form 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.

### Edit Field Properties

Fill in the Values for the fields

|                |                                     |                      |
|----------------|-------------------------------------|----------------------|
| *Age           | <input type="checkbox"/>            | 0 - 10               |
|                |                                     | 11 - 15              |
|                |                                     | 16 - 20              |
|                |                                     | 21 - 35              |
|                |                                     | > 35                 |
| *Sex           | <input checked="" type="radio"/>    | Male                 |
|                | <input type="radio"/>               | Female               |
| Income         | <input type="checkbox"/>            | up to \$5000         |
|                |                                     | \$5001 to \$10,000   |
|                |                                     | \$10,001 to \$30,000 |
|                |                                     | > \$30,000           |
| Marital Status | <input checked="" type="checkbox"/> | Single               |
|                | <input checked="" type="checkbox"/> | Married              |
|                | <input checked="" type="checkbox"/> | Divorced             |

[PREVIEW](#)

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.

## Create a Readymade Feedback Form Page

Page Manager allows you to add a readymade feedback form page to your website. To add a feedback form, just select the 'Feedback Form' option in the corresponding 'Assign Page Type' drop down menu, and click 'Go' to load the following preview page. To add this form page to your website, just click on the 'Approve' button.

### Preview Feedback Form

Feedback Form

|                   |                      |
|-------------------|----------------------|
| Name              | <input type="text"/> |
| Organization      | <input type="text"/> |
| Designation       | <input type="text"/> |
| Address           | <input type="text"/> |
| Country           | <input type="text"/> |
| * Phone           | <input type="text"/> |
| Fax               | <input type="text"/> |
| * EMail           | <input type="text"/> |
| Feedback/Comments | <input type="text"/> |

[SUBMIT](#)

[Approve](#) [Cancel](#)

## Create / Edit a Guest Book Page

Page 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, just select the 'Guest Book' radio button in the Change Page Type' page, and click 'Submit' to load the following page.

The image shows a screenshot of the 'Guest Book Editor' interface. It is divided into two main sections:

- Add/Edit Guest Book Heading:** This section features a rich text editor toolbar with icons for bold (B), italic (I), underline (U), font selection, size (3), and text style. Below the toolbar is a large text area for entering the heading. At the bottom of this section is an unchecked checkbox labeled 'HTML'.
- Add/Edit Guest Book Messages:** This section is identical in layout to the heading section, with a rich text editor toolbar and a large text area for entering messages. It also has an unchecked 'HTML' checkbox at the bottom.

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 Page Manager.

# SECTION 6: WIZARDS & EDITORS

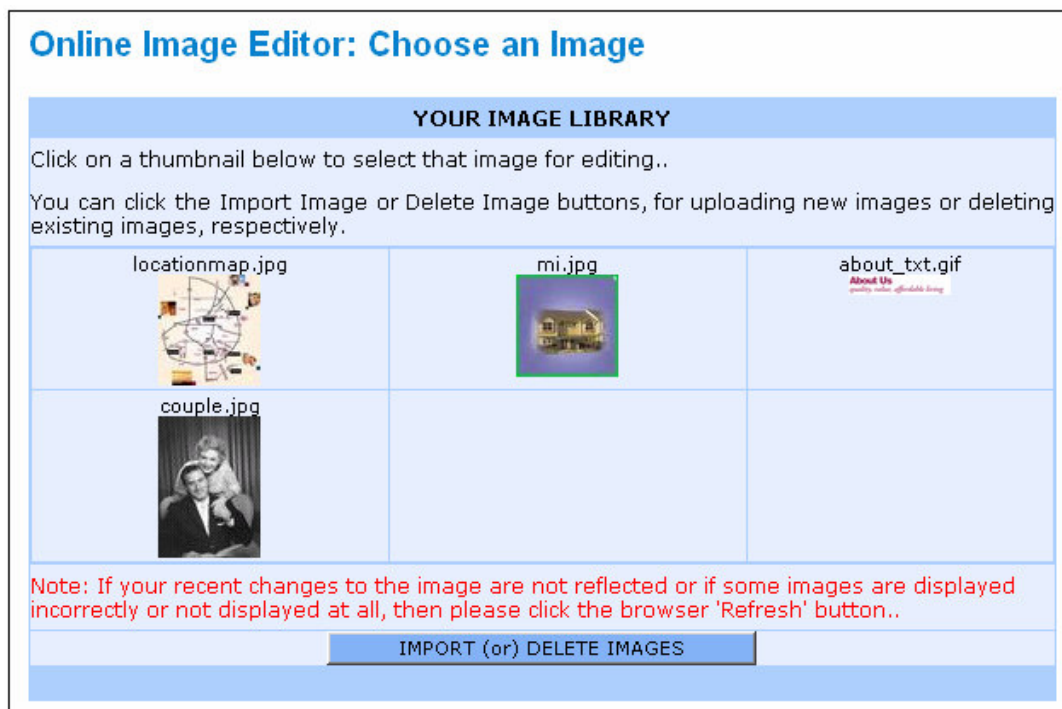
You can access the Wizards and Editors from the menu available on the left of your Page Manager.

## Online 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.

The following page loads once you click on the "Online Image Editor" link on your Control Center.



**Note:** The above 'Image Library' page would be empty when you visit it for the first time. 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 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.



## Online Image Editor: Edit Image

[BACK](#)

[Need help with this page?](#)



Image name: mi

Type: jpg

Size : 6.474 KB

Just click a button below to perform that operation on the above image:

[Flip](#) | [Flop](#) | [Crop](#) | [Resize](#) | [Rotate](#) | [Brightness](#) | [Contrast](#) |  
[Raise](#) | [Frame](#) | [Border](#) | [Composite](#) | [Annotate](#) | [Save As](#)

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

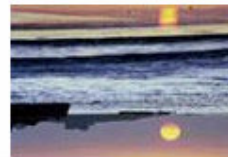
### FLIP

**Flip:** Create a mirror image by reflecting the image scanlines in the vertical direction



Original Image



Image after Flip





## FLOP

| Flop: create a mirror image by reflecting the image scanlines in the horizontal direction |  |
|---|--|
| Original Image  | Image after 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.



| Crop: Displays only the portion of the image that you want and deleting rest of the image. |   |
|--|---|
| Original Image   | Image after Crop  |
|           |  |

### How to Crop:

- Step 1:** Decide on which rectangular or square portion of the image you want to retain.
- Step 2:** Use the mouse to click the left top corner of this imaginary rectangle and keep the mouse button pressed.
- Step 3:** 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.
- Step 4:** 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.
- Step 5:** 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.

| Resize: Reduce or increase the size of the image. Note that if you increase the size of the image it will result in loss of quality. |  |
|--|--|
| Original Image   | Image after Resize   |
|   | Original image Width x Height : 120x81<br>Resized Width x Height : 80x60 Pixels<br> |

### 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 or Percent) 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.

| <b>Rotate:</b> Rotate the image.  |  |
|---|--|
| Original Image  | Image after Rotating 90 degrees clock wise   |
|  |  |

### **How to Rotate:**



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

**Step 2:** Select the direction of rotation. That is, either clockwise or anti-clockwise.

**Step 3:** Click 'SUBMIT' to proceed.

=====

### **BRIGHTNESS**

| <b>Brightness:</b> Increase or decrease brightness to the image                     |  |
|---|--|
| Original Image  | Image after Applying Brightness  |
|  | Brightness value:140<br> |



### **How to adjust Brightness:**

**Step 1:** Type in a value for Brightness. Any number in multiples of 10 is recommended.

**Step 2:** Click 'SUBMIT' to proceed.

=====

## CONTRAST

| Contrast: Increase or decrease contrast for the image                             |  |
|---|--|
| Original Image  | Image after Applying Increase Contrast   |
|  |  |

### How to adjust Contrast:



**Step 1:** Type in a value for Contrast. Any number in multiples of 10 is recommended.

**Step 2:** Click 'SUBMIT' to proceed.

=====

## RAISE

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

| Raise: This gives an embossed effect to the image.                                |  |
|---|--|
| Original Image  | Image after Applying Raise   |
|  |  |

### How to Raise:


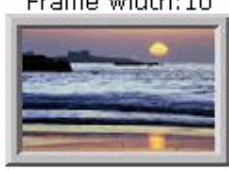
**Step 1:** Type in the Raise value. (Any number in multiples of 10 and below 90 is recommended)

**Step 2:** Click 'SUBMIT' to proceed.

=====

## FRAME

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

| Frame: A gray frame effect to the image.  |  |
|---|--|
| Original Image  | Image after Applying Frame   |
|  |  |



### How to create a Frame:

**Step 1:** Type in a value for Frame Width (Any number in multiples of 10 and below 50 is suggested).

**Step 2:** Click 'SUBMIT' to proceed.

=====

## BORDER

| Border: A colored border for the image  |  |
|---|--|
| Original Image  | Image after Applying Border  |
|  | Border width: 10<br> |

### How to create a Border:

**Step 1:** Click on the color palette to choose a Border color. The selected color will be displayed in the small rectangular box on the left.



**Step 2:** Type in a value for Border Width (Any number in multiples of 10 and below 50 is suggested).

**Step 3:** Click 'SUBMIT' to proceed

=====

## 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: Text on image  |   |
|--|---|
| Original Image   | Image after Applying Annotation   |
|  | <br>Annotation text : "Annotation" |

### How to Annotate:

**Step 1:** Decide on the area in the image where you want to add text.

**Step 2:** Click a point on the image from where you want the text to begin.

**Step 3:** Type the text in the textbox provided.

**Step 4:** Choose a color for the text from the color palette. The selected color is displayed in the small rectangular box on the left.

**Step 5:** Select a font style for the text from the list provided.

**Step 6:** Type in a font size for the text.

**Step 7:** Click 'SUBMIT' to proceed.

=====

## SAVE AS




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

**Save As:** Export the image into other image formats.

=====

## COMPOSITE

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

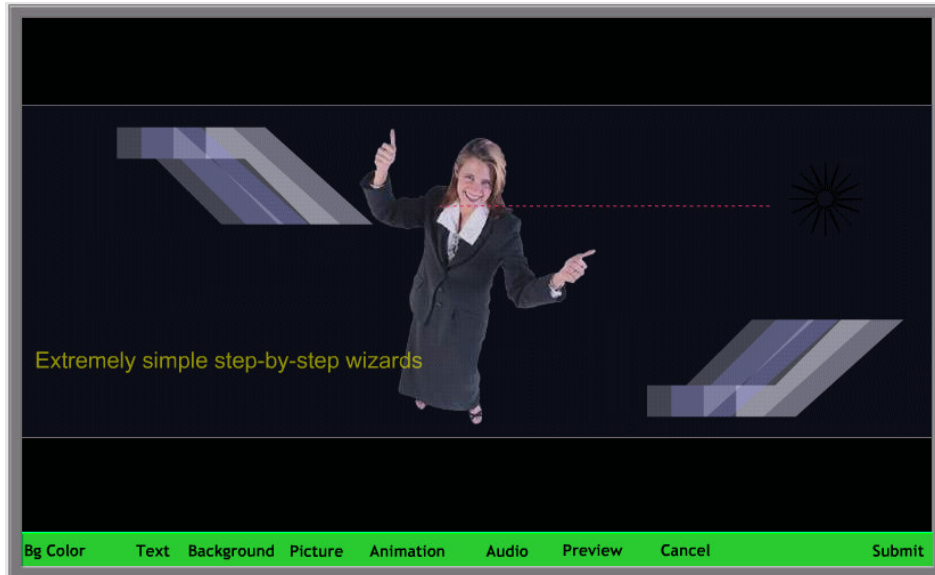
| Composite: Composition of two images  |   |  |
|---|---|--|
| Original Images   |   | Image after Composition  |
| Image 1   | Image 2   |  |
|  |  |  |

---

---

## Flash Wizard

Flash Wizard 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:

1. 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.
2. 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
3. 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.
4. Insert, Edit and Remove Pictures.  
This can be done by clicking the **Picture** button in the Flash wizard. Various picture options are available category wise for the users to select. The two basic 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.
5. 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.

6. 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.
7. 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.
8. 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.



# Photo Album Editor

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!

**Page Editor**  
Page Editor allows you to define each page on your website [Need help with this page?](#)  
and Add/Edit the content of these pages.

**Link Manager** - Add, Edit, Arrange or Delete Main/Sub links with Link Manager

| Page Title | Current Status    | Assign Page Type  |    |
|------------|-------------------|-------------------|----|
| Form       | Customizable Form | Customizable Form | Go |
| Title2     | Shop Page         | Shop Page         | Go |
| Page4      | Photo Album       | Photo Album       | Go |

- Text Page
- Customizable Form
- Feedback Form
- Under Construction
- No link
- Shop Page
- Photo Album**
- Guest Book

To create a Photo Album page on your website start by clicking on the Photo Album link on your Page Manager. Then select the 'Photo Album' page type radio button in the Change Page Type' page, and click 'Submit' to proceed to the Photo Album Editor.

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.

**Welcome to Photo Album Editor**

This album is currently empty.  
[Add photos.](#)

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

|             |                      |  |
|-------------|----------------------|--|
| Photo 1     | <input type="text"/> | <input type="button" value="Browse..."/> |
| Name        | <input type="text"/> |  |
| Description | <input type="text"/> |  |
| Photo 2     | <input type="text"/> | <input type="button" value="Browse..."/> |
| Name        | <input type="text"/> |  |

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 not more than 5 MB. 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.

## Edit Photo Album

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

1 - 1 of 1 View: [Thumbnail](#) | [List](#) | [Slide Show](#)

[Check All](#) | [Clear All](#) Click on thumbnail to view larger version

|   |   |  |   |
|---|---|--|---|
| <br><input type="checkbox"/> Image 1 | <br><input type="checkbox"/> Image 2 | <br><input type="checkbox"/> Image 3 | <br><input type="checkbox"/> Image 4 |
|---|---|--|---|

[Check All](#) | [Clear All](#) Click on thumbnail to view larger version


1 - 1 of 1 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 select 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 Control Center and click on the 'Publish Website' link to make the photo album available on your LIVE website.

## My Photo Album




Tour Photo

Title1 Title2 Title3

 You can see all my photo collections here.  
This is the header This is the header This is the header This is the header This is the header This is the header This is the header This is the header This is the header This is the header

1 - 16 of 31 | [Next](#) | [Show All](#) View: [Thumbnail](#) | [Slide Show](#)

Click on thumbnail to view larger version

|  |  |  |  |
|--|--|--|--|
| <br>PHOTO.1 | <br>PHOTO.2 | <br>PHOTO.3 | <br>PHOTO.4 |
|--|--|--|--|

# BlogZone

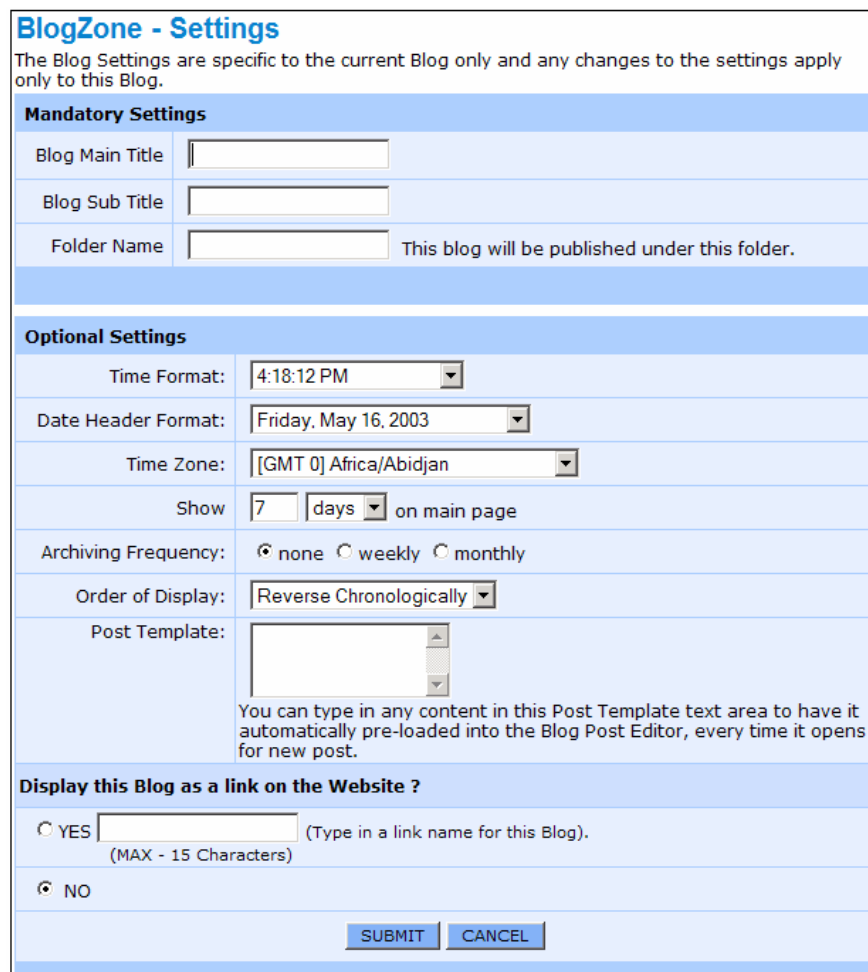
BlogZone allows you to create, publish and edit a complete Blog page on your website.



When you visit BlogZone 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.

Once you fill in these basic details you will be taken to the 'Welcome to BlogZone' page. Since there are no Blogs in the dropdown to choose from, you can go ahead and Add a New Blog.

Once you click on the Add a New Blog link, the following page is displayed.



The 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.

| <b>BlogZone - Central</b>     |  |
|-------------------------------|--|
| <b>for Gee Blog</b>           |  |
| <b>View / Edit Blog Posts</b> | View / Edit the posts on this Blog               |
| <b>Publish Recent Changes</b> | Publish recent changes only to this Blog         |
| <b>Publish FULL Blog</b>      | Publish the whole Blog afresh                    |
| <b>Blog Settings</b>          | Change the current settings for this Blog        |
| <b>Edit Header / Footer</b>   | Edit the Header and footer for this Blog         |
| <b>Post To Blog</b>           | Add a new post to this Blog                      |
| <b>Email</b>                  | Email features                                   |
| <b>Members</b>                | Add New Contacts to the List of Contacts         |
| <b>Delete Blog</b>            | 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.

# SECTION 7: ACCOUNT SETTINGS

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

## Upgrade Pack

The Upgrade Pack page allows you to request your service provider to upgrade your current site building Pack to a more feature-rich Pack. This allows you to create more attractive websites with a whole lot of new and exciting features.

## Edit Your Profile/Account

This page allows you modify your contact details, account-related information, set your choice of language for the Website Builder, the domain name for your website and other details that you had provided at the time of registration.

| Sign Up Form (Fields marked * are compulsory)                              |  |
|--|--|
| <b>Your Profile Details:</b>   |  |
| * First Name   | <input type="text" value="Mary"/>  |
| * Last Name  | <input type="text" value="Jane"/>  |
| * Your Designation   | <input type="text" value="Producer"/>  |
| Address 1  | <input type="text" value="test address"/>  |
| * Email Address<br>(Your password will be mailed to this Email Address)    | <input type="text" value="info@company.com"/><br>Example: yourname@company.com (50 characters allowed) |
| * Phone  | <input type="text" value="342342343"/>   |
| <b>Language Settings:</b>  |  |
| Current Language   | English  |
| Change Language  | <input type="text" value="Choose Language"/>   |
| <b>Your Account Details:</b>   |  |
| Package  | E-Commerce Pack  |
| Domain Name  | http:// <input type="text"/>   |
| User Name  | testv1   |
| <input type="button" value="SUBMIT"/> <input type="button" value="RESET"/> |  |

## Change Password

This page allows you to change your access password for the online Site Builder.

## Email Administrator

This page allows you to email your service provider regarding any support issues that you may have or even to send feedback regarding your account.

# SECTION 8: WE-Build SERVICE

## WE-Build Service

### WE-Build Service

Let our webdesign experts quickly build your complete website with all your content and images in place, using the design template of your choice.

Once your website is built, you can update it by simply logging into your Control Center.

I have read and accepted the [Terms and Conditions](#)

Sign Up for WE-Build Service Now!

CANCEL

This page allows you to sign up for the WE-Build Service. WE-Build is a unique service that allows you to get your entire website quickly built by our WE-Build experts with your choice of design template and with all your content, for a nominal one-time fee.