

3.0 Quickstart Guide

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Getting Started with Version 3.0

Overview

Your web site comes with pages containing images, industry standard text, a contact form, an interactive map, etc. It also includes built-in tools to manage your site. You may change your site at any time you wish, as often as you wish, from any computer connected to the Internet. This is an introduction to using your Web site's editor and other tools. Click the "Learn More" text links for detailed information, which will open in its own window.

Before you begin making any changes, it's important to know how to undo a change. You may undo the last ten changes. You may also redo a change that you have undone. Some changes cannot be undone. You will be warned before you commit such a permanent change, for example when you are about to delete a page from your web site. Please read all warnings and prompts carefully.

Tutorials

Choose a tutorial from the following list by clicking its title, or click on the left and right arrows at the bottom of each tutorial's page to move from one tutorial to the next. All of the tutorials assume that you are in Advanced mode.

- Getting Around the Administration - [Learn more about navigating the Administration](#)
- Advanced Mode and Simple Mode - [Learn more about Advanced Mode and Simple Mode](#)
- Undoing and Redoing changes - [Learn more about Undo/Redo](#)
- Using your own images - [Learn more about using pictures](#)
- Using your own text - [Learn more about using text](#)
- Using buttons and text links for visitors to navigate your web site - [Learn more about using Web site navigation](#)
- Add new things to the Web page - [Learn more about adding to your Web page](#)

Click the arrow below to begin the first tutorial.



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Tutorial A

Getting Around the Administration

The 3.0 Administration has a Main Navigation Menu, a Secondary Navigation Menu, and an Options. Below is an illustration that demonstrates the general areas:

The screenshot shows the administration interface for a website. At the top right, there is a red-bordered area containing links: [My Account](#), [Cart](#), [Help](#), [Live Chat Support](#), [Contact Us](#), and [Logout](#). Below this is a green-bordered area containing the main navigation menu: [Website Editor](#), [Edit Pages](#), [Properties](#), [Ecommerce](#), [Change Website](#), and [Tool Box](#). The central part of the interface is a blue-bordered area containing the options area, which includes a table of page modifiers.

mynewwebsite
Template: **Abstract 1** Scheme: **Blue**
[[Activate Website](#)]

[[Create New Page](#)] [[Add Splash Page](#)] [[Pre Publish Checks](#)] [[Publish](#)] [[View Site](#)]
[[Delete Unused Components](#)] [[Delete Unused Images](#)] [[Change Page Order](#)] [[Change Template](#)]

Page Modifier

Select	Title	Filename	Menu Name	Status	Editor
<input type="checkbox"/>	Home	index.html	Home	Active	Edit / View
<input type="checkbox"/>	About Us	about.html	About Us	Active	Edit / View
<input type="checkbox"/>	Contact Us	contact.html	Contact Us	Active	Edit / View
<input type="checkbox"/>	cart	cart.html	cart	Active	Edit / View
<input type="checkbox"/>	catalog	catalog.html	catalog	Active	Edit / View
<input type="checkbox"/>	FAQ	faq.html	FAQ	Active	Edit / View
<input type="checkbox"/>	test form page	formtest.html	Test Form Page	Active	Edit / View
<input type="checkbox"/>	Long Test	longtest.html		Active	Edit / View
<input type="checkbox"/>	Test of Copy	copytest.html	Test of Copy	Active	Edit / View
<input type="checkbox"/>	splash	splash.html		Disabled	Edit / View
<input type="checkbox"/>	Template	TEMPLATE.html		Disabled	Edit / View

[[Delete Pages](#)] [[Set Pages To Active](#)] [[Set Pages To Disabled](#)] [[Select All](#)] [[Select None](#)]

[[Find Components](#)] [[Edit Style Sheet](#)] [[Edit Color Palette](#)]

MAIN NAVIGATION MENU

SECONDARY NAVIGATION MENU

OPTIONS AREA

To get an idea what the Administration looks like, click on the following links to get a simulated administration.

Main Navigation Menu

[My Account](#) [Cart](#) [Help](#) [Live Chat Support](#) [Contact Us](#) [Logout](#)

Secondary Navigation Menu for My Account

Account Manager [Home](#) [User Profile](#) [Domains](#)

Secondary Navigation Menu for Website Editor

Website Editor [Edit Pages](#) [Properties](#) [Ecommerce](#) [Change Website](#) [Tool Box](#)

Learn More About...

- [My Account](#)
- [My Billing](#)
- [Domain Manager](#)
- [Website Editor](#)
- [E-commerce](#)



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Tutorial B

Advanced Mode and Simple Mode

The Quick Start Guide and the User Guide assume that you are making changes in Advanced Mode. There are more options and functionality in Advanced Mode than Simple Mode. Also, simple Mode will not allow you to add or remove components, it will only allow you to modify existing components.

Please keep in mind that you can only switch between Simple and Advanced Mode if you have at least one page for your Web site. To convert from Simple Mode to Advanced Mode, follow these steps:

- From the Administration home page, click on the blue text of your sitename. Click on the button "Edit" for any of your pages to enter the Page Editor. Click on the button "Options" in the top-left corner of the Web page.
- In the small window that appears, choose "Advanced Mode" in the menu next to the text "Admin Mode".
- When done configuring your options for the Administration, click on the button "Set Configuration" to save your options.



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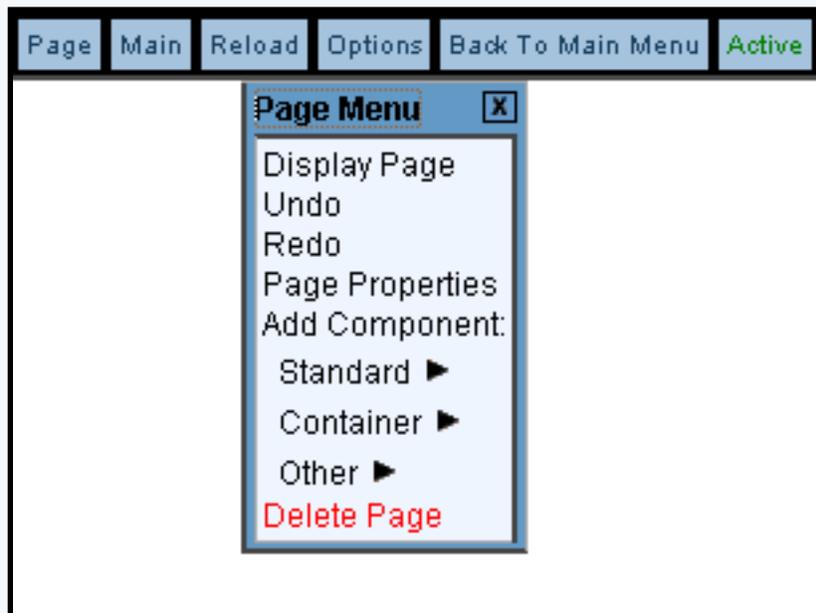
Tutorial #1

Undo

Before you get started with building your Web pages, you should know how to undo the changes you have made. When you are editing a Web page in the Page Editor, in the top-left corner you will see the following:



If you click on the button "Page", a pop-up menu will appear:



Click on "Undo" to undo the last change that you made. Version 3.0 will store the last 10 changes that you have made, and you will be able to undo those last 10 changes. Please keep in mind that not all changes or actions can be undone - for example, deleting components or deleting pages cannot be reversed. If a process or action cannot be reversed, you will be informed that continuing is irreversible.



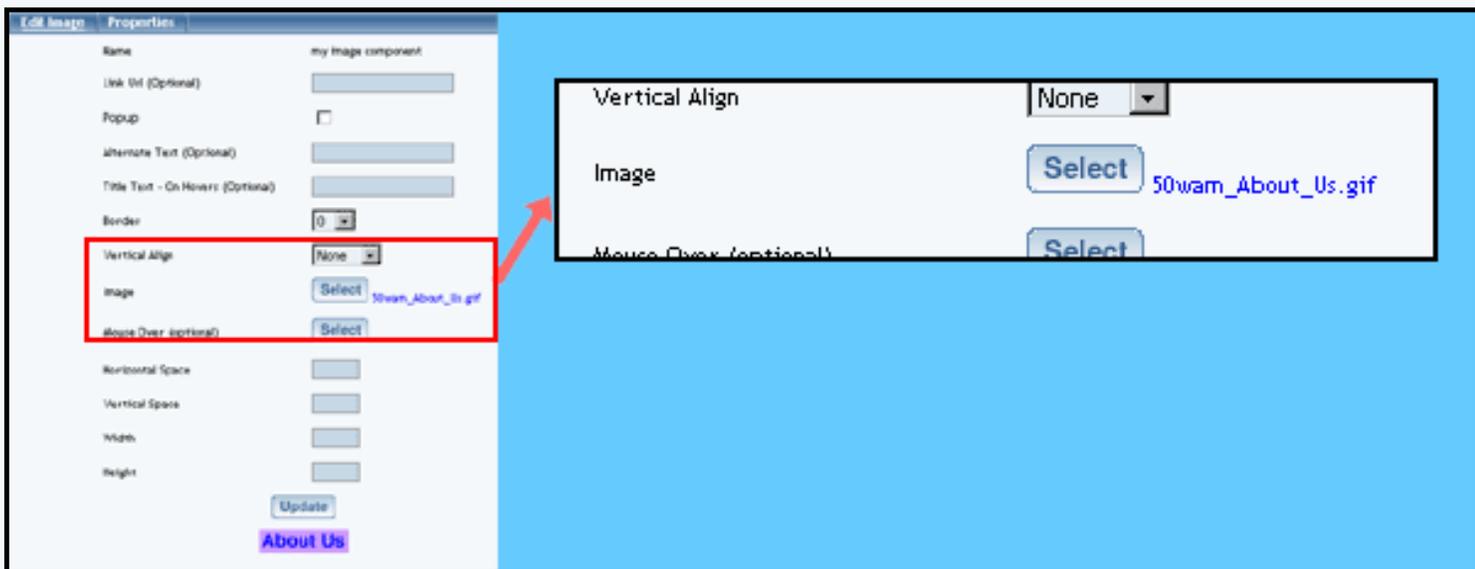
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Tutorial #2

Using Your Own Images on Your Web Site

You can replace any image on your website with your own images. You start by editing the page that the image is on and then selecting the existing image that you want to change. Here are the steps to upload your image to your Web site and use it on the page.

1. Log in to your Web site administration, select your Web site, and click the "Edit" link to the far right of the page whose image you want to change.
2. Move your mouse over the image that you want to change, and click your mouse button (the left button, on most systems). In the small option window that pops up, click "Edit".
3. In the new window that appears, you will see many options. Change the options that you desire. To select another image to use on the Web page, click on the button "Select" next to the text "Image".



4. In the new window that appears, click on "Upload Image" to upload the image file from your computer to the Web site.
5. Click on "Browse". In the new window that appears, search through your computer and click on the filename of the image you want to upload to the Web site. Click on "OK". Click on "Upload".
6. A preview of the image you uploaded will be displayed. Click on the button "Use".
7. Click on the button "Update".
8. Your image will now be shown in the editing window. Make sure to Publish the Web site so that Web site visitors will be able to see your new image.

Learn More About...

- [image options](#)
- [resizing, cropping, and adding transparency to your images using the Image Tool](#)
- [Publishing your Web site](#)
- [Selecting another location of your new image](#)



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Tutorial #3

Using Your Own Text on Your Web Site

You can replace any text on your website with your own words. You start by editing the page that the text is on and then selecting the existing text that you want to change. Here are the steps to place your own text on your Web page.

1. Log in to your Web site administration, select your Web site, and click the "Edit" link to the far right of the page whose text you want to change.
2. Move your mouse over the text that you want to change, and click your mouse button (the left button, on most systems). In the small option window that pops up, click "Edit".
3. In the new window that appears, you will see a blue box containing the text you want to change. Type or paste in your own text in to the blue box. When done editing the text with your own words, click on the button "Update".
4. Your text will now be shown in the editing window. Make sure to Publish the Web site so that Web site visitors will be able to see your new image.

Learn More About...

- [text options](#)
- [applying different formatting for your text](#)
- [Publishing your Web site](#)



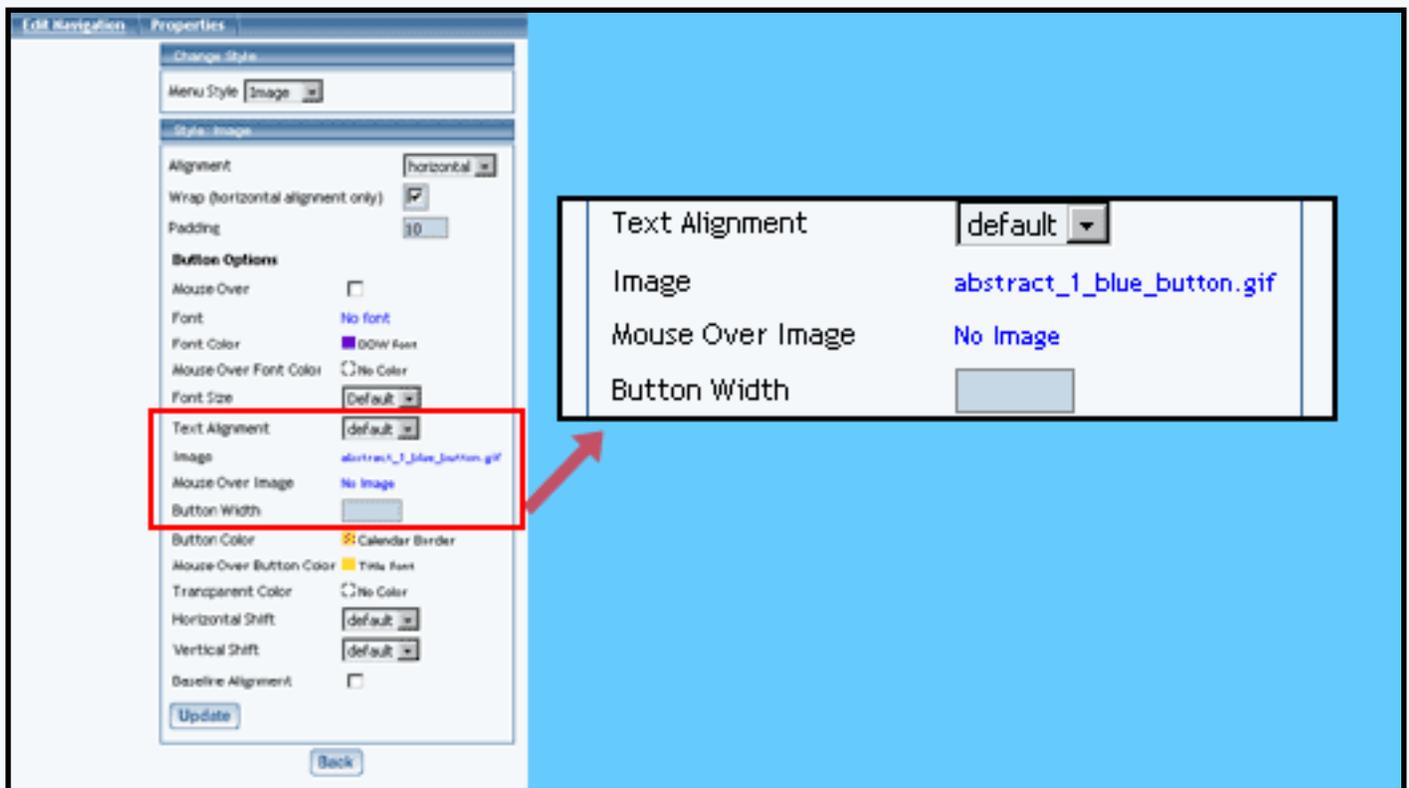
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Tutorial #4

Using Your Own Buttons on Your Web Site (so customers can get around your Web pages)

Buttons are used on Web pages to allow your Web site visitors to navigate around your Web site. The buttons can be as simple as a color rectangle with text or as complex as moving images. You may place a single button or a group of buttons. Here are the steps to place your own buttons on your Web page.

1. Log in to your Web site administration, select your Web site, and click the "Edit" link to the far right of the page whose buttons you want to change.
2. Move your mouse over the current buttons that you want to change, and click your mouse button (the left button, on most systems). In the small option window that pops up, click "Edit".
3. In the new window that appears, click on the button "Customize" to make changes to your buttons.
4. The system will show you more information on the buttons. Click on the blue text next to the word "Image".



5. In the new window that appears, click on "Upload Image" to upload the image file of your own

button from your computer to the Web site.

6. Click on "Browse". In the new window that appears, search through your computer and click on the filename of the image you want to upload to the Web site. Click on "OK". Click on "Upload".

7. A preview of the image you uploaded will be displayed. Click on the button "Use".

8. Click on the button "Update". Make sure to Publish the Web site so that Web site visitors will be able to see your new image.

Learn More About...

- [navigation options](#)
- [single buttons](#)
- [different styles of buttons \(image, text, three images\)](#)
- [Publishing your Web site](#)



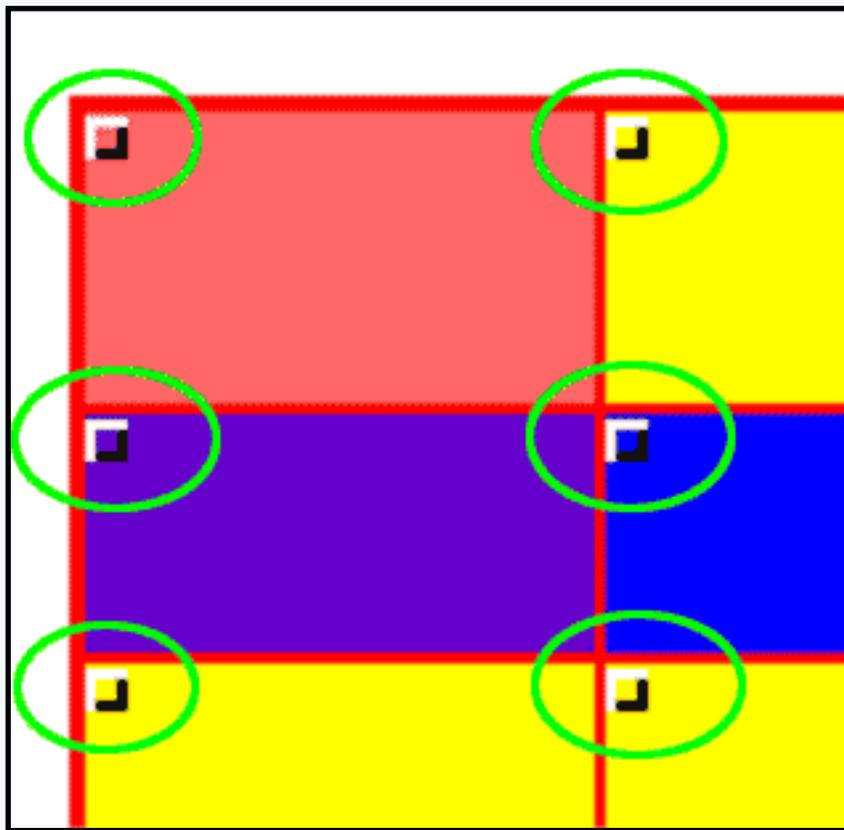
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Tutorial #5

Adding to Your Web Pages

To add new material to your Web page, you will need to be in Advanced Mode. Advanced Mode allows you to add and remove material from your Web pages. The following tutorial will walk you through adding new text to your Web page.

1. Log in to your Web site administration, select your Web site, and click the "Edit" link to the far right of the page whose text you want to change.
2. In the section that you want to add your new text, find the editing square that is within the area:



Click on the editing square.

3. In the menu that appears, click on "Standard". Click on "Text".
4. A new window will appear. In the top-section labelled "Create New Text Component", enter in a descriptive name for your text in to the text field "Name". Click on the button "Create New Text".
5. In the blue textbox, enter in your new text. When done, click on the button "Update".

Learn More About...

- [formatting your text](#)
- [the Page Editor](#)
- [Standard components](#)
- [Container components](#)
- [Other types of components](#)
- [the differences in copying and using](#)
- [Simple and Advanced Mode](#)
- [Publishing your Web site](#)



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