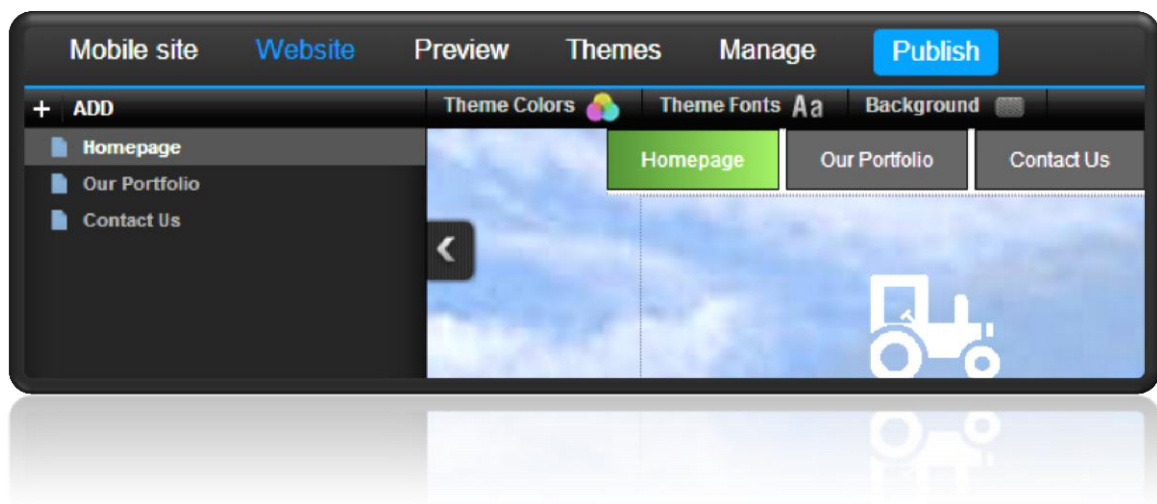

Customer Support

Website Builder Manual



This is a designed as a definitive guide to all the features and tools available within Website Builder .

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Introduction

Website Builder is a powerful and feature rich application that allows you to create websites without the need to learn the HTML language or web design skills. It comes with ready-made templates that can be modified with text or images, allowing you to create a website that suits your needs. Website Builder is offered in three packages, you can upgrade these at any time.

Adding Content

Text

Click a block of text to open the text options.

1 Settings Button: Click this to open the text box for editing.

2 Drag Handle: Use this to drag the Text to a different row.

3 Delete Button: Remove the text block from your web page.

4 Text Box: Double click to edit the content or style of this text box.

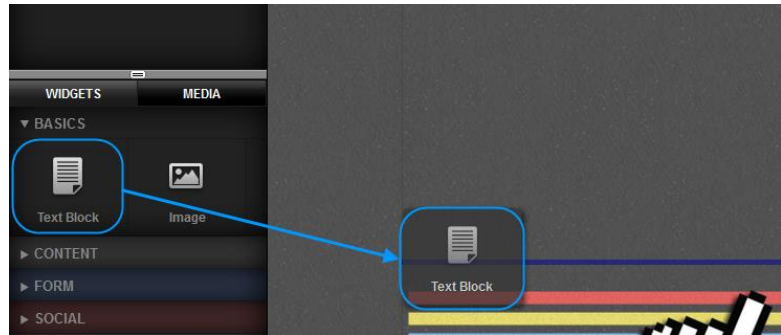
5 Drag Boxes: Drag these to alter the size and the shape of your text box.

Adding Text



Note: Some software (such as Microsoft word) will add hidden formatting code to your text. If want to copy and paste text into your website, make sure that you "Paste as Plain Text".

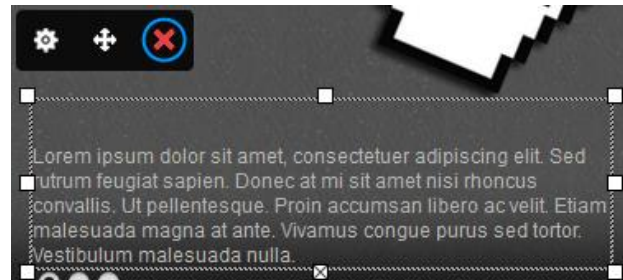
To add new text, Drag the Text block widget to the area on your website that you would like to enter your text.



A new text box will appear where you dropped it, You can still move this text box, or resize it by dragging the edges of the box to fit your needs.

Removing Text

Click the text you want to remove. An options menu will appear above the text. Click the Red Cross.



You will be asked to confirm you want to remove the text, click **Confirm** to delete your text.

Editing Text

Click the text you want to remove. An options menu will appear above the text. Click the cog to open the editing options.



Enter your text in the box.

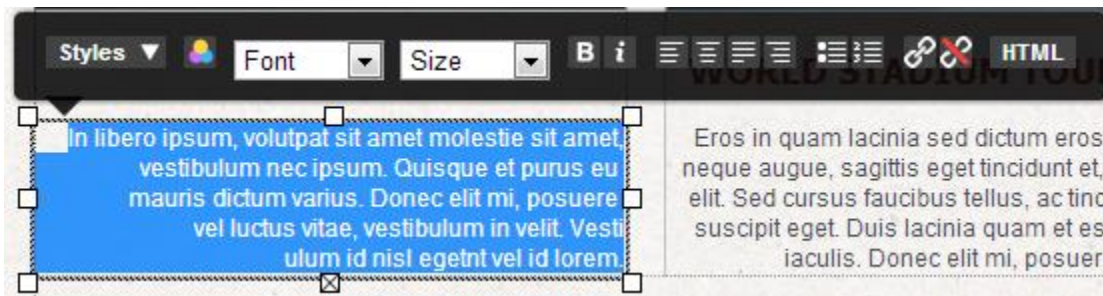
Formatting a block of Text



Quick tip: This will show you how to change one block of text. To change the styles of text across your site please see [Font Sets](#), and [Font Styles](#).

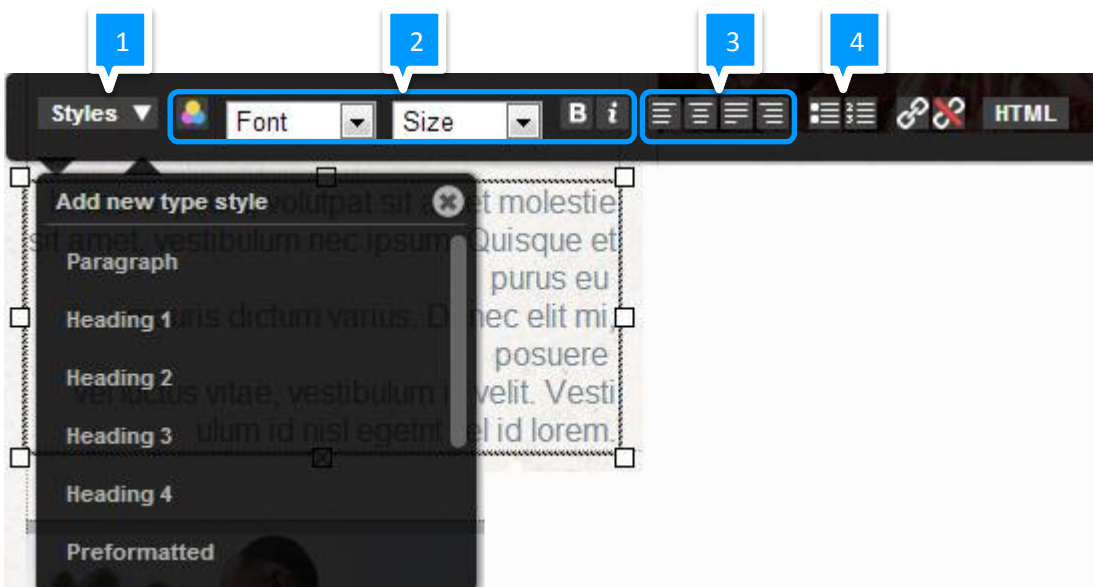
Step 1

Double click the text you would like to format.



Step 2

Select the text you want to re-format and choose how you would like to re-format your text.



1

2

Formatting tool: Adjust the font, size and style of your text.

3

Justify Text: Choose how to align your text within the text box.

4

Lists: Turn your selected text into an ordered or unordered list (bullet points).

Creating Links

Step 1

Double click the text box and select the text you want to turn into a link.

Step 2

Click the **Add Link** button.



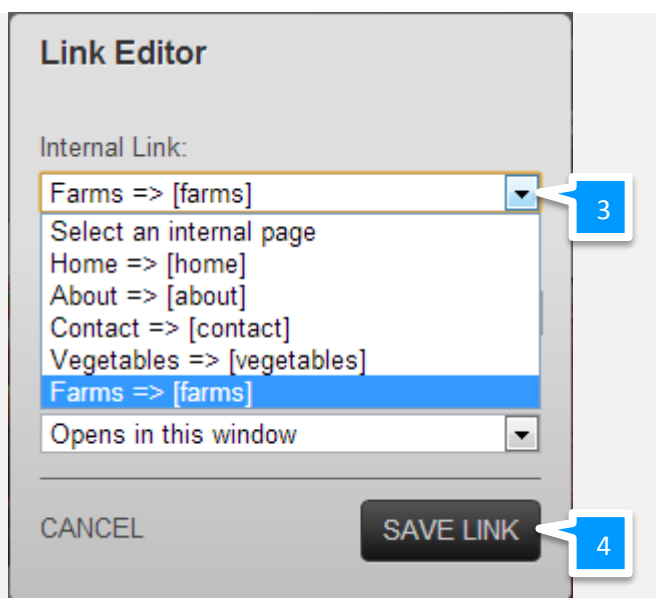
Add a link to another page on your website

Step 3

In the Internal drop down menu, select the web page you want to link to

Step 4

Click **Save Link**.



Add a link to another location

Step 3

Enter the URL you want to link to in the address box provided.

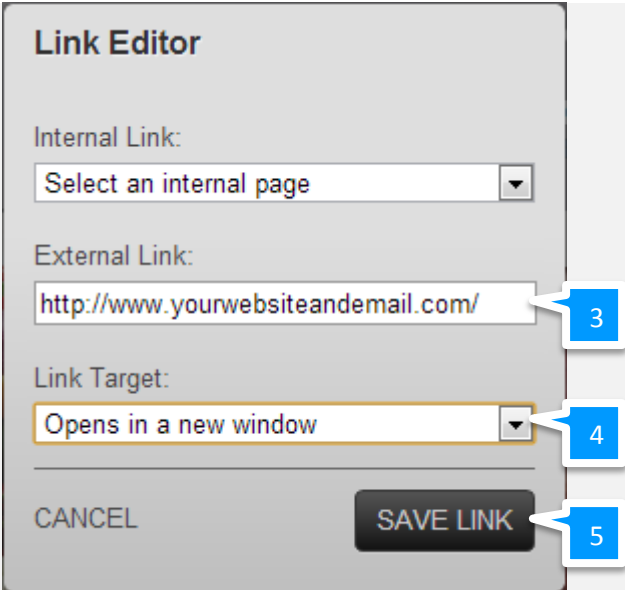
Step 4

Choose if you want the target link to open in a new window, or in an existing window.

Generally, it's better to open external links in a new window so that visitors can remain on your site.

Step 5

Click **Save Link**.



The screenshot shows a 'Link Editor' dialog box with the following fields and buttons:

- Internal Link:** A dropdown menu with the text 'Select an internal page' and a downward arrow.
- External Link:** A text input field containing the URL 'http://www.yourwebsiteandemail.com/'. A blue callout box with the number '3' points to this field.
- Link Target:** A dropdown menu with the text 'Opens in a new window' and a downward arrow. A blue callout box with the number '4' points to this field.
- CANCEL** and **SAVE LINK** buttons at the bottom. A blue callout box with the number '5' points to the 'SAVE LINK' button.

Images

Click an Image to open the image options.

1 Replace Image: Replace this image with another you have already

2 Settings button: Click this where you can add links, alt tag, title tag, rollover or lightbox to an image.

3 Resize Image: Reset your image to its original size.

4 Drag Handle: Drag an image to a different row.

5 Delete button: Remove the image from your website.

6 Drag Boxes: Drag these to alter the size and the shape of your image.

Best Practices

Images are important on a website, however large images (in file size, rather than area) can slow your website down and use up your visitors data transfer quotas (if they have any).

When you add an image to your website you should always look at reducing the file size of the image before you upload it. There are two main ways of reducing an images file size:

- **How large is the image?** Reduce the image to the size that you need it.
- **What quality do you need?** A camera may take a high resolution photo, but your visitors will not need that level of details, and their screens may not be able to display

that much detail. You can reduce the quality of photographs without any reduction to the quality of your visitors experience.

While many photo and image editing software will be able to do this for you. If you don't have access to any existing software, there are still plenty of free alternatives (such as <http://webresizer.com/resizer/>) available online.

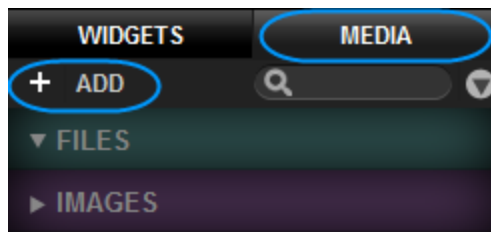


Important: <http://webresizer.com> is a third party website with no affiliation with Fasthosts.

Uploading images

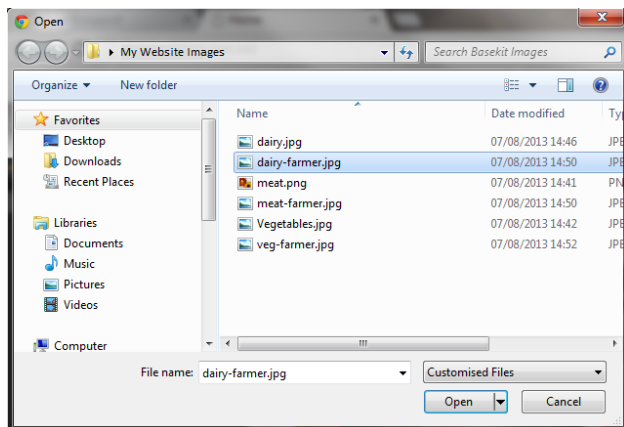
Step 1

Click in the **Media** tab in the left hand side of the page, then click **Add**.



Step 2

Browse to the image you would like to add and click Open.



Add an Image

Once your image is listed, simply drag it to the location you want it on your website.

You can move or resize the image by dragging the edges of the box to fit your needs.



Additional Image settings

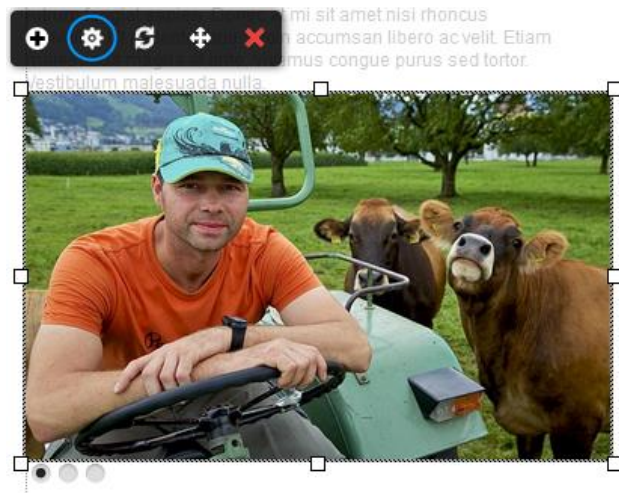
There are a number of additional options you can create with images. These are available within the image settings panel.

Step 1

Click on your image.


Step 2


Click the Image Settings cog.

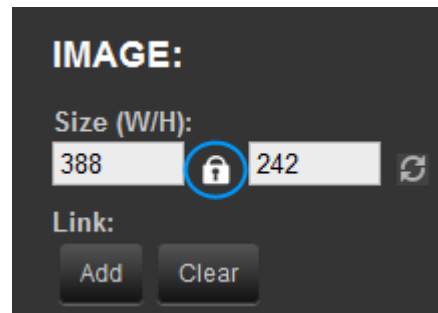


Locking the image aspect ratio


Locking the aspect ratio will stop your image being distorted if you are resizing it. To lock the aspect ratio, click the Padlock.

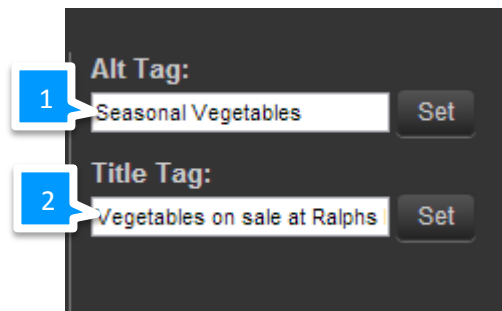
-  Shows that the aspect ratio is unlocked. The height and width of your image can be changed independently of each other.

-  Shows that the aspect ratio is locked. Changing the height of the image will affect the width of the image and vice versa.



Adding image tags

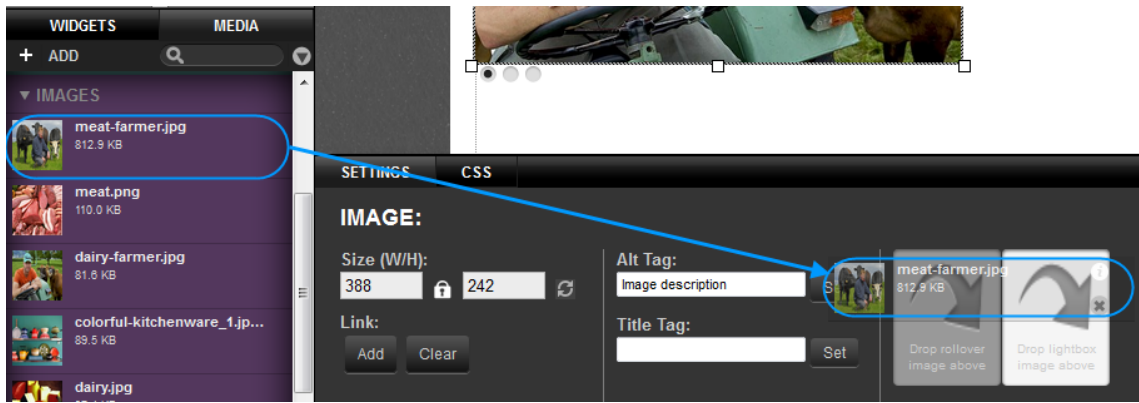
-  **Alt Tag:** Enter an alternative description of your image. This tag is used by speech reading devices, and browsers that are unable to display your image.



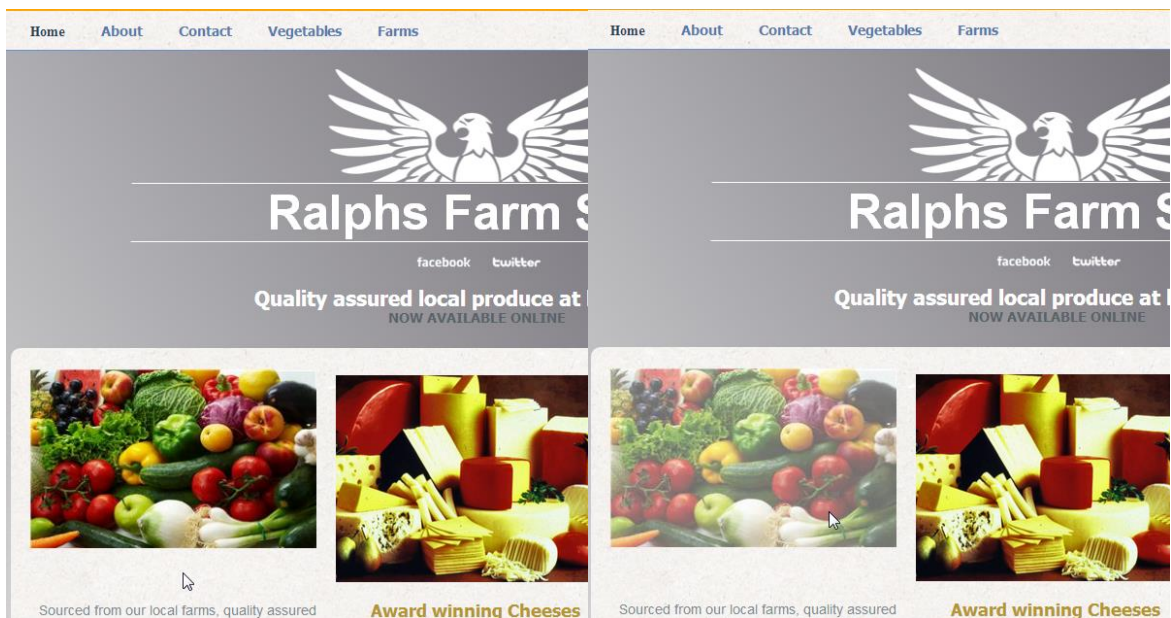
- 

Adding a rollover image

A rollover image can add movement to your site. To add a rollover image simply drag the image onto the rollover pane.



In this example, the rollover image is lighter to the image used, but otherwise identical. You can test your rollover image in the preview screen.

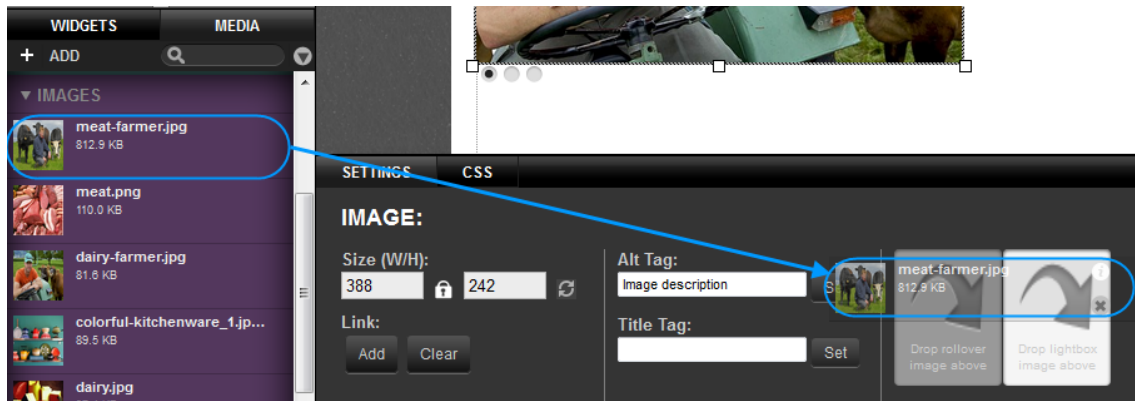


Standard Image

Image Rollover

Adding a lightbox

A lightbox allows customers to view a high resolution image if they want, without having it download on your web page by default. To add a lightbox image simply drag the image onto the rollover pane.



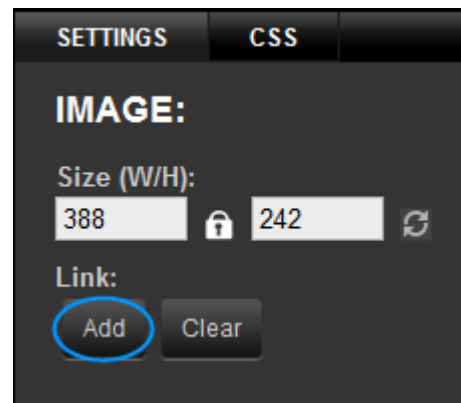
The image you add to the lightbox should be a large, high resolution version of the image you are editing. You can test your lightbox in Preview Mode.

Image Links

You can add links to images within the Image settings panel.

Step 1

Click the **Add** button to open the new links tool.



Add a link to another page on your website

Step 2

In the Internal drop down menu, select the web page you want to link to

Step 3

Click **Save Link**.

Link Editor

Internal Link:

Farms => [farms]

Select an internal page

Home => [home]

About => [about]

Contact => [contact]

Vegetables => [vegetables]

Farms => [farms]

Opens in this window

CANCEL SAVE LINK

*Add a link to another location***Step 2**

Enter the URL you want to link to in the address box provided.

Step 3

Choose if you want the target link to open in a new window, or in an existing window.

Generally, it's better to open external links in a new window so that visitors can remain on your site.

Step 4

Click **Save Link**.

Link Editor

Internal Link:

Select an internal page

External Link:

http://www.yourwebsiteandemail.com/

Link Target:

Opens in a new window

CANCEL SAVE LINK

“No Follow”

The no follow attribute tells search engines not to follow the links from your image when ranking your site. Setting the Link as *No Follow* shows that the link related to an unendorsed document, or a paid for link.



Quick tip: More information of this attribute can be found at:

<http://en.wikipedia.org/wiki/Nofollow>.

Simply toggle the no follow setting on and off to change the attribute in your image links.

Advanced:
`rel="nofollow"`

Off (default setting)

On ("nofollow")

Optimizing loading speeds

If your webpage is large and contains many images, you can improve performance by changing the way your images load. Asynchronous Loading has two settings.

- **Off:** All the images on your web page will load at the same time.
- **On:** Images will load as visitors try and view them by scrolling down the screen.

Asynchronous Loading:

Off (default setting)

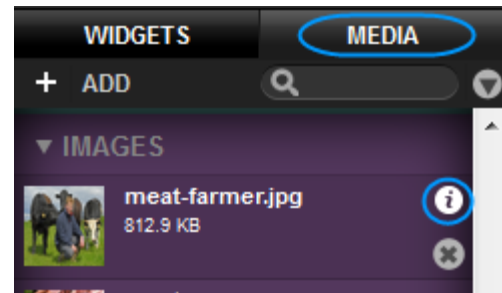
On

Finding the URL of an image you have added

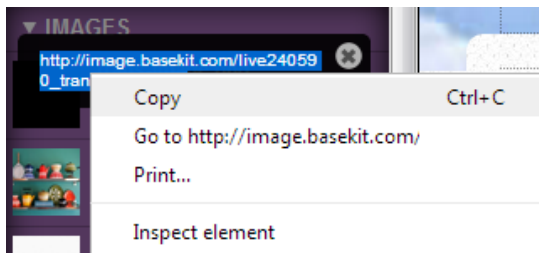
From time to time you may need to find the URL of an image you have uploaded (if you want to link to it from another site for example).

Step 1

Click Media, then hover over the image you want the URL for. An Information icon will appear, click this.



The image URL will be displayed, you can copy this link for use elsewhere.



Downloadable Files

Upload a file for visitors to download

You can upload the following file types for visitors to download on your site.

Documents:

'pdf', 'doc', 'docx', 'xls', 'xlsx', 'txt', 'ppt', 'pps', 'pptx',

Media:

'mp3', 'aac', 'ogg', 'wma', 'mp4', 'm4v', 'm4a', 'm4b', 'aiff', 'mov', 'wmv', 'flv', 'swf', 'ico'

Archive:

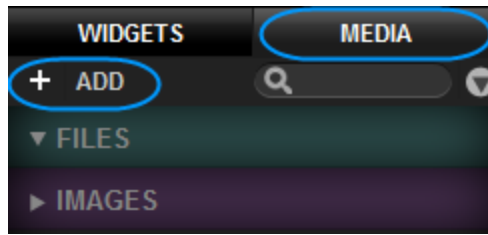
'tar', 'gz', 'zip'



Note: You can't upload a file larger than 20MB.

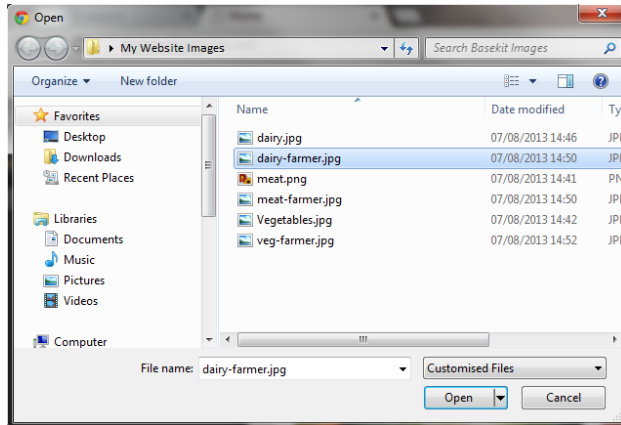
Step 1

Click in the **Media** tab in the left hand side of the page, then click **Add**.



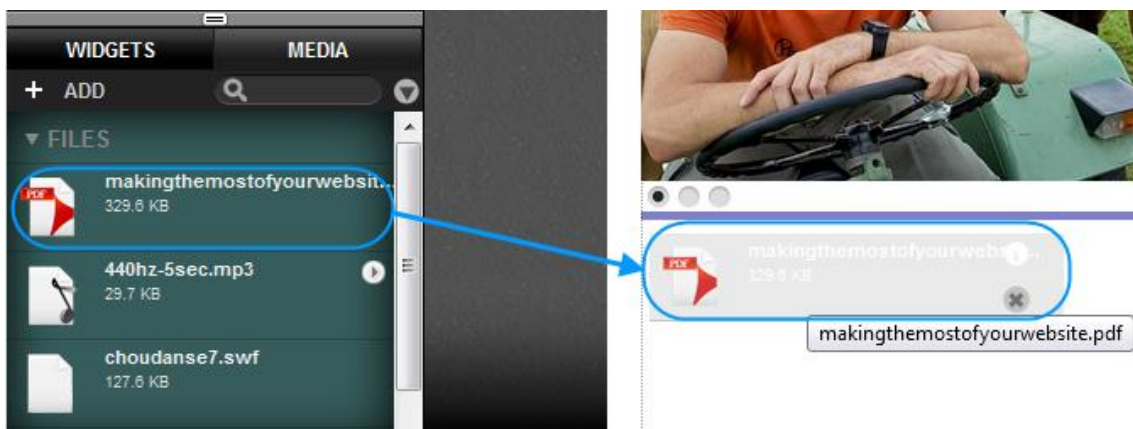
Step 2

Browse to the file you would like to add and click **Open**.

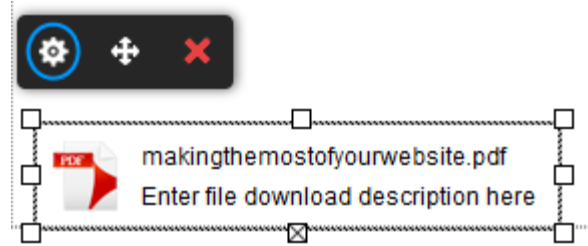


Add a file

To add a file to your website, simply drag it to the location you want it on your website.



To update the text describing your file, click on the file, then select the **Settings** cog.



Note: When you Publish your changes, this file will be available for visitors to download.

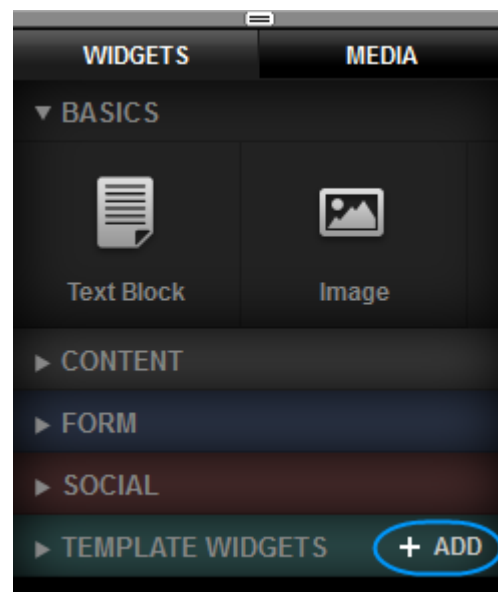
Working with Templates

Templates allow you to copy and edit content across several pages at once. By Default, you will have three templates already set up to use. These contain your Header, Logo and Footer information.

Creating a new template

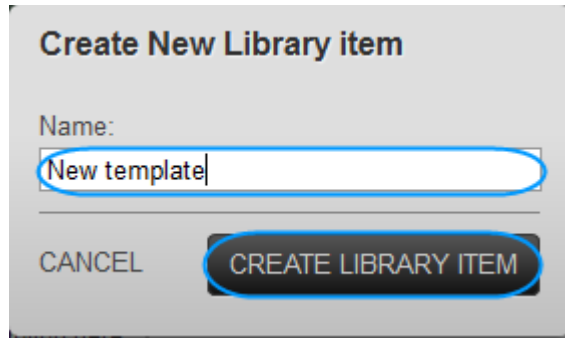
Step 1

Click Widgets, then click Add next to the *Templates* section title.



Step 2

Enter a name for your new template and click **Create Template widget**.



Create New Library item

Name:
New template

CANCEL CREATE LIBRARY ITEM

Editing a template

By Default, your templates are locked. To unlock them, simply double click the template.



You can then edit your content as you wish. Any change you make to your template will be reflected on other webpages that the template is used.

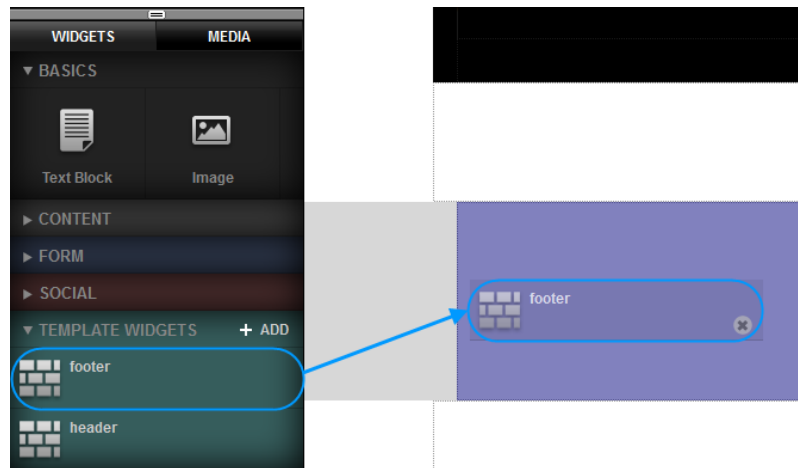
Adding a template to a web page

Step 1

Click **Widgets**, then expand the *templates* section to find the template you want to add.

Step 2

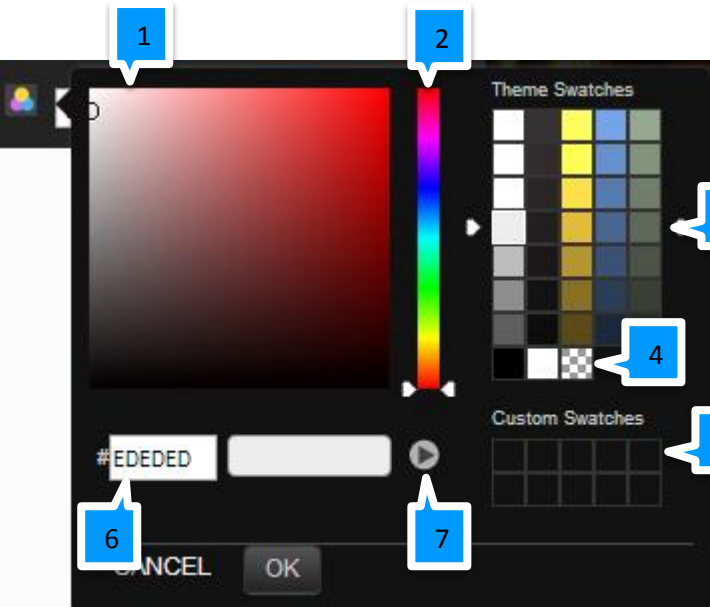
Drag the template onto your web page.



Themes - Changing the look and feel of your site

Colours

When changing colours, you will often see the colour picker. The colour picker has four main sections.



1 Click and drag to select a colour.

2 Move the slider to select a different hue.

3 Pick a colour from this colour swatch if you want the colour to change whenever you change the colour swatch.

4 Set the colour to Transparent.

5

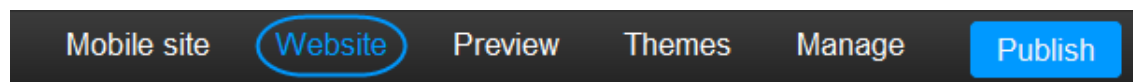
6

7 Add your chosen colour to the custom colours swatch.

Changing all the colours in a theme

Step 1

Click the **Website** button to enter the design mode.

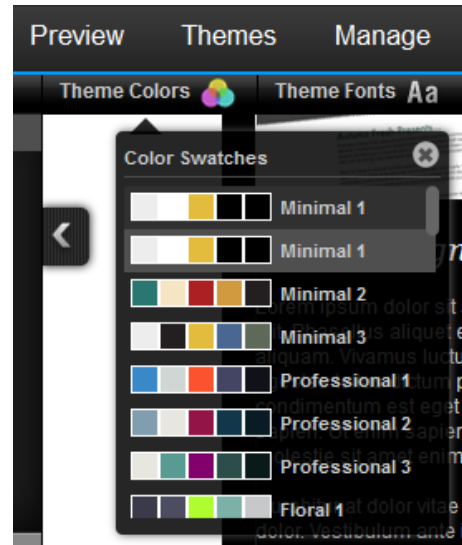


Step 2

Click **Theme Colors**. A drop down menu of colour swatches will appear.

Colour swatches are groups of colours designed to complement each other, they are used to set the colours for a theme.

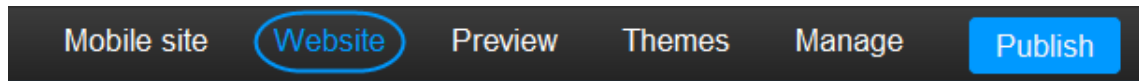
Simply click on a swatch to preview it on your site, once you have chosen your swatch click anywhere on your web page to close the menu.



Background

Step 1

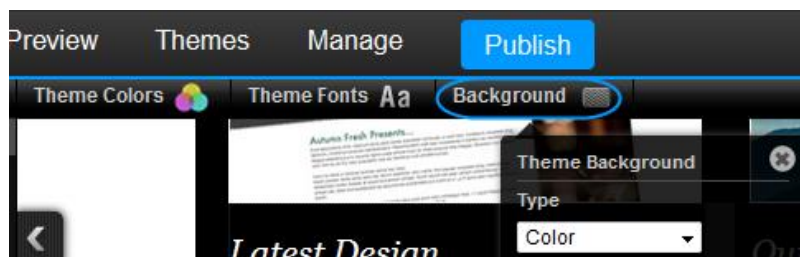
Click the **Website** button to enter the design mode.



Step 2

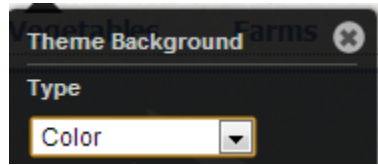
Click **Background**.

The background options will appear.

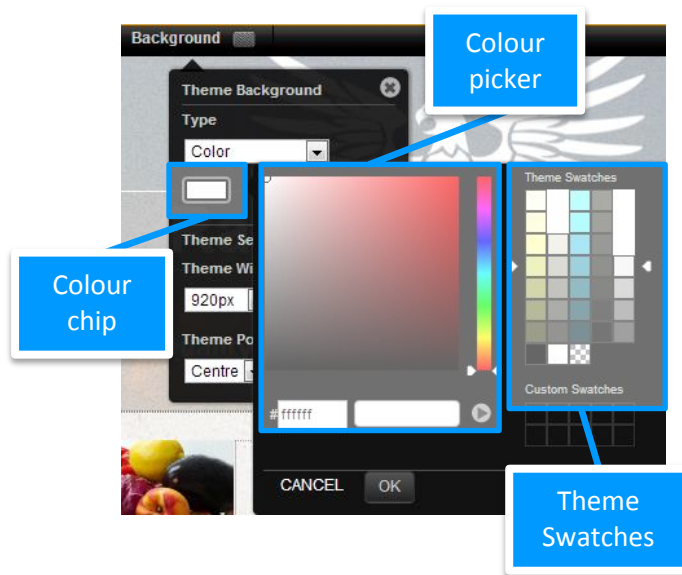


Changing background colour

Set a solid colour as your background.



Click on the colour chip then select a colour. You can either select a colour from the colour picker, or from the theme swatches.




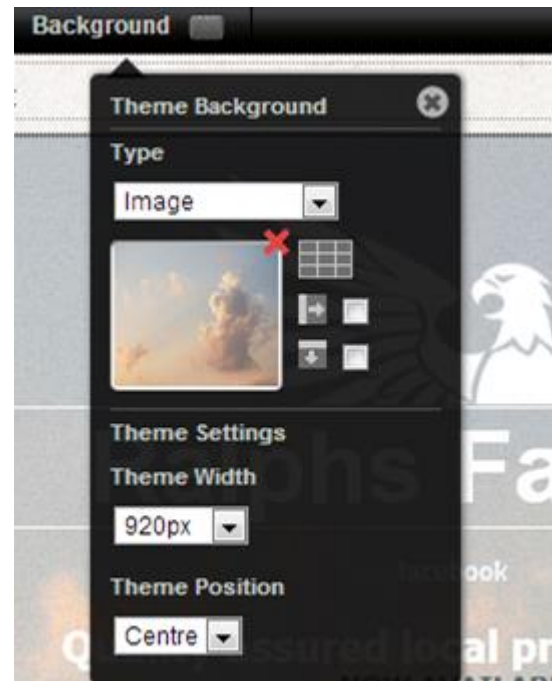
Quick tip: If you choose a colour from the colour swatch, this will automatically change whenever you change the swatch in Theme Colours.

Choose a background Image

Add an image as a background to your website.


To change the image, simply drag your chosen image onto the Image Preview. You can then choose how to align it on the page and if you want the image repeated horizontally, vertically or both.

- 1 Preview Image
 - 2 Align Image
 - 3 Repeat Horizontally
 - 4 Repeat Vertically
-  **Quick tip:** This option will show your image at its actual size, if you want your image to stretch to the entire background use the fullscreen mode.



Adding a two colour background

Change your background to a two colour gradient. Choose the two colours you want to use, then adjust the angle of the gradient using the drop down menu or slider provided.

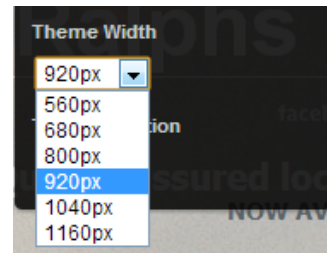
 **Quick tip:** If you choose a colour from the colour swatch, this will automatically change whenever you change the swatch in Theme Colors.

Changing a full screen background image

Adds an image to the background and stretches to fit your entire web page. To change the image, simply drag your chosen image onto the Image Preview.

Step 3

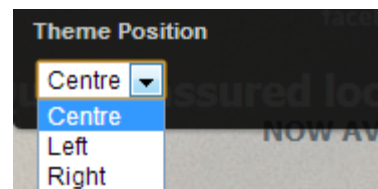
Click the **Theme Width** menu and choose a width for your theme. While you can add more information into a wider screen is visitors with lower resolution monitors will not be able to see your whole website.



Quick tip: At the time of writing, a width of 920-1040 will be usable for most visitors while filling a large areas of their screen.

Step 4

Click the *Theme Position* menu to choose the alignment of your website.



Creating a background pattern or texture

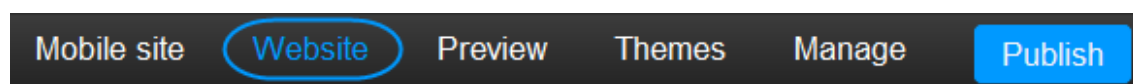
To create a pattern or texture you need an image that is tiled, or can be repeated. If you haven't already got one, you can create one at: <http://patterns.ava7.com>

Step 1

[Upload your tiled image.](#)

Step 2

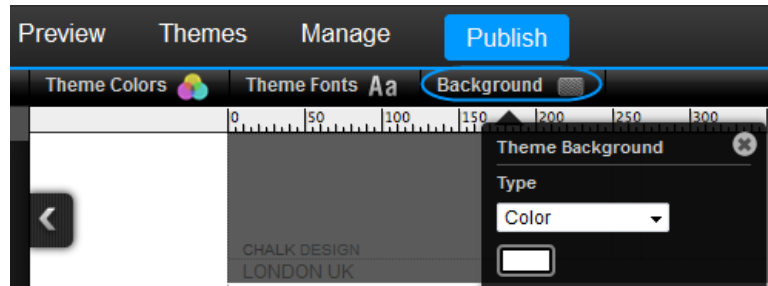
Click the **Website** button to enter the design mode.



Step 3

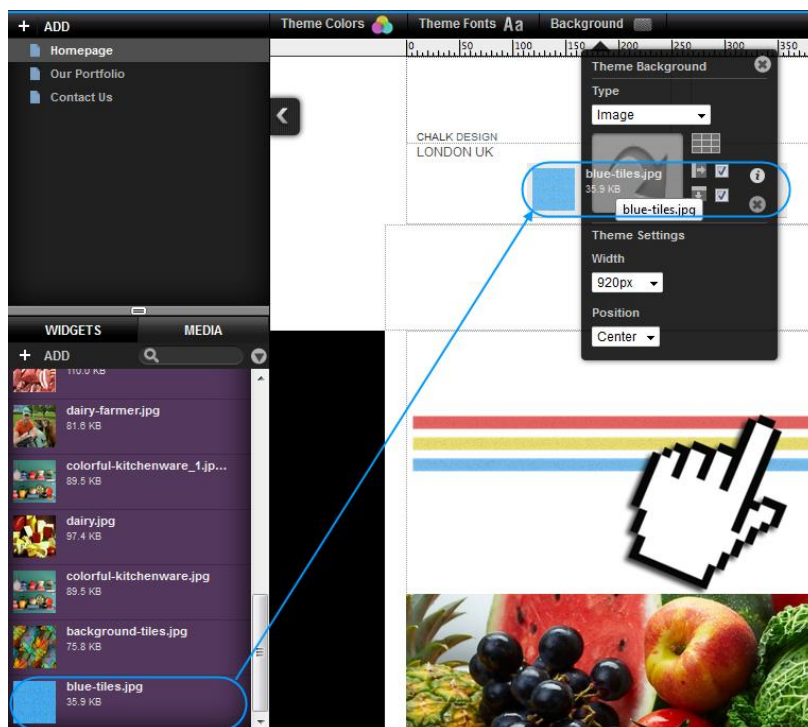
Click **Background**.

The background options will appear.



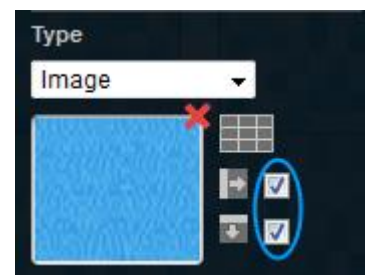
Step 4

In the type drop down menu, select *Image*, then drag your image into the Preview Window.



Step 5

Tick the boxes to repeat your image vertically and horizontally to fill your background.



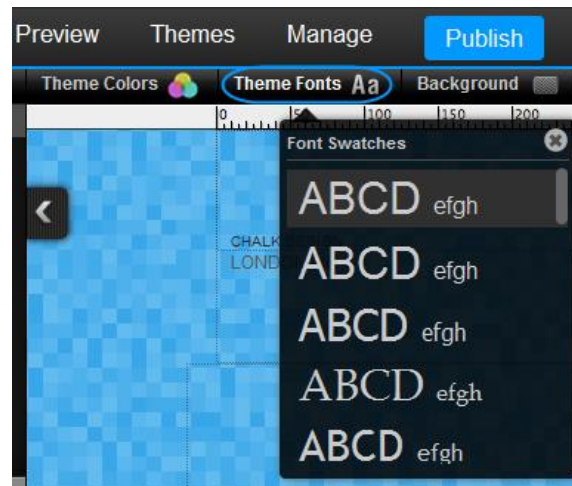
Click outside the background options menu to close the menu and continue editing your site.

Styles

Changing your websites font

Font sets allow you to change the default font of all the content on your website.

Simply Click **Theme Fonts**, then choose a new font from the drop down menu.



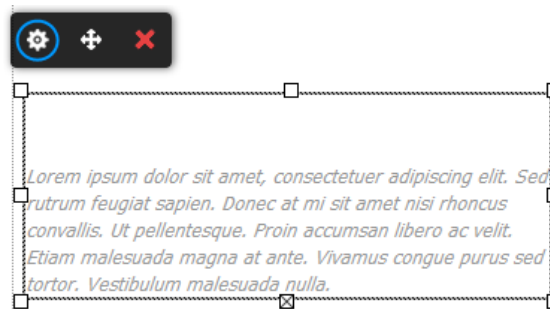
Changing Text Styles

There are a number of text styles that you can use to maintain a consistent look and feel across your website. You can edit these styles yourself or create new styles for your text.

Create a new style set

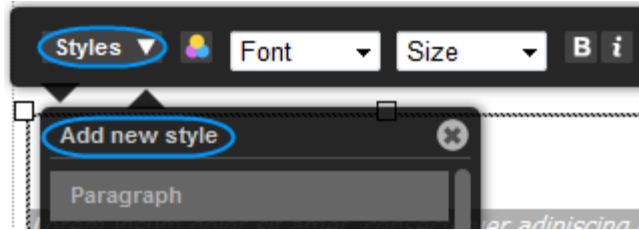
Step 1

Select a text box and click the **Settings** cog.



Step 2

Click **Styles**, then select **Add new type style** from the drop down menu.



1 Title: Give your new theme a name.

2 Clone Class: Choose how you will be using the style. For example: If it is to be used as a paragraph select paragraph from the list.

3 Element: Leave as set.

4 Class Name: Leave as is.

 A screenshot of the 'Add new type style' dialog box. It contains the following fields:

- Title:** A text input field containing 'Lead/Lede Paragraph' (callout 1).
- Clone Class:** A dropdown menu with 'Paragraph' selected (callout 2).
- Element:** A dropdown menu with 'p' selected (callout 3).
- Class Name:** A text input field containing 'leadlede_paragraph' (callout 4).

 At the bottom, there are 'CANCEL' and 'ADD STYLE' buttons.

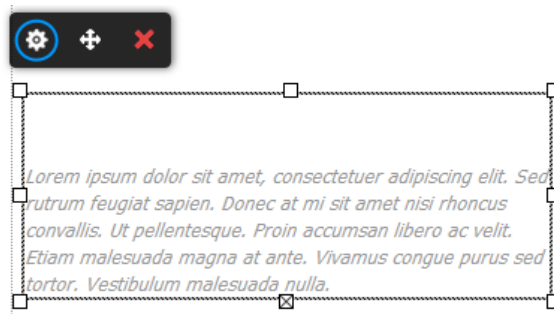
Once complete, click **Add Style**.

Your style will now be added to the styles list. You should now edit this style to meet your needs.

Editing a Text Style

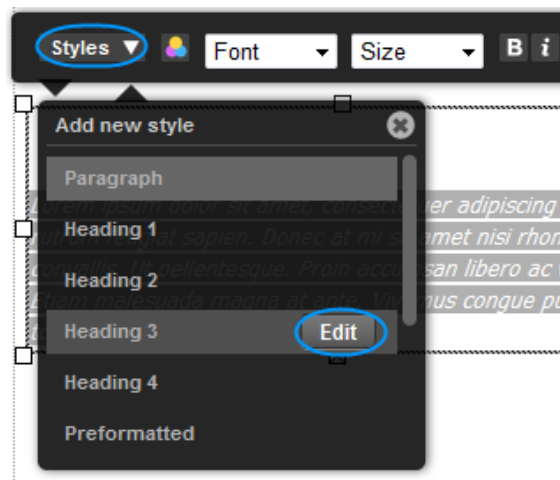
Step 1

Select a text box and click the **Settings** cog.



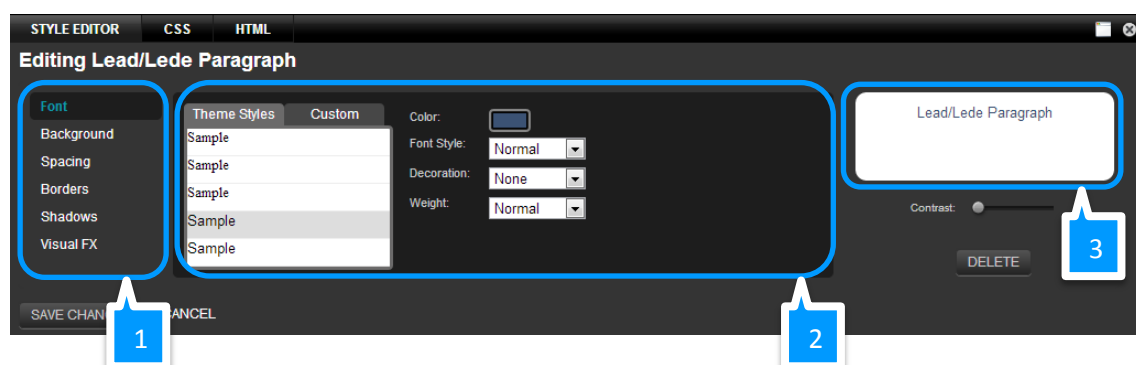
Step 2

Click **Styles**, In the drop down menu, click **Edit** next to the style you want to edit.



Step 3

The Style Editor will appear. Edit your text style.



1

Style Attributes: Choose an attribute to edit.

2

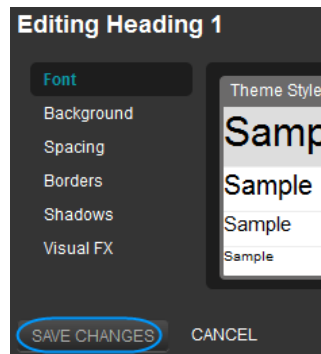
Settings: See and change the settings for each attribute.

3

Preview pane: View how the text will look on your website.

Step 4

Click the **Save Changes** button once you have finished editing your text style.

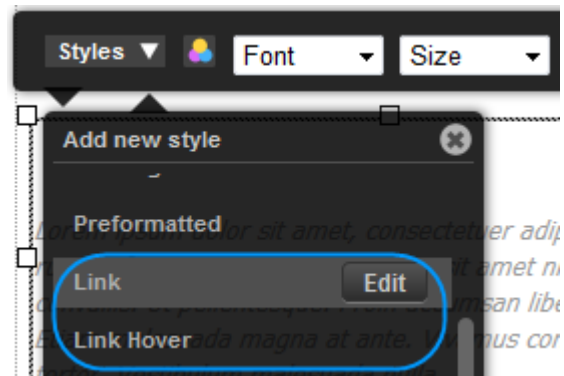


Changing the style of links

If your links don't stand out visitors won't click on them. The process for editing links is the same as for [editing text styles](#).

There are two link styles to edit:

- Link
- Link Hover

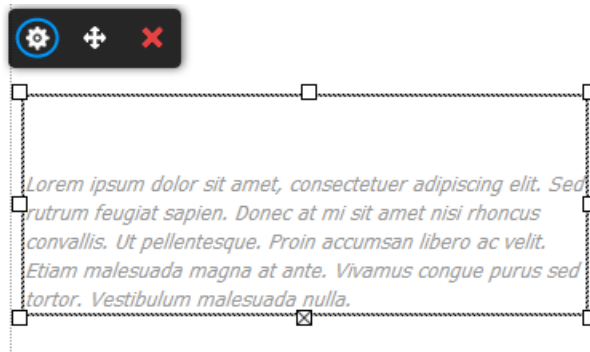


Making your links look like buttons

You can create images to use as buttons in your website, but a quicker way of creating and editing buttons on your website is to change your link style to look like a button.

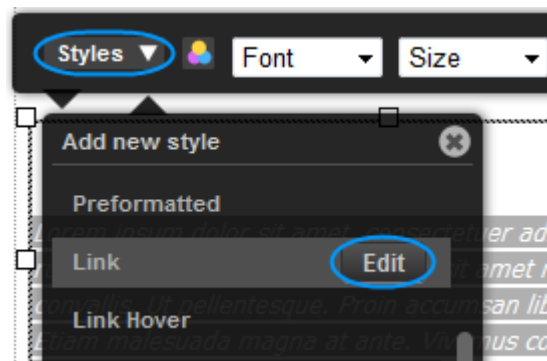
Step 1

Select a text box and click the **Settings** cog.



Step 2

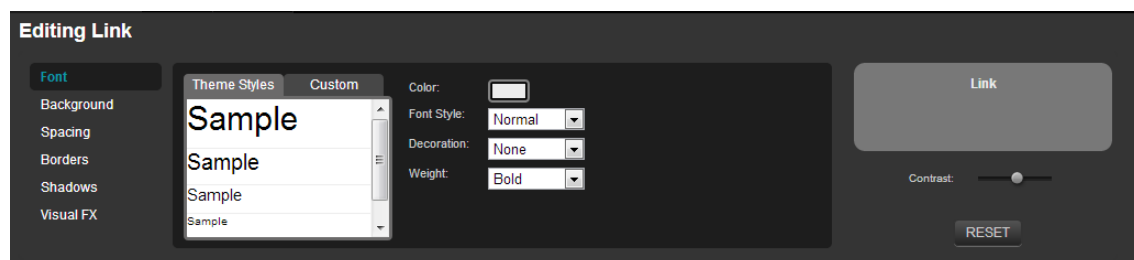
Click **Styles**, then click the **Edit** button next to the Link Style.



The look and style of your button is up to you. For demonstration purposes we will create a green button for our website.

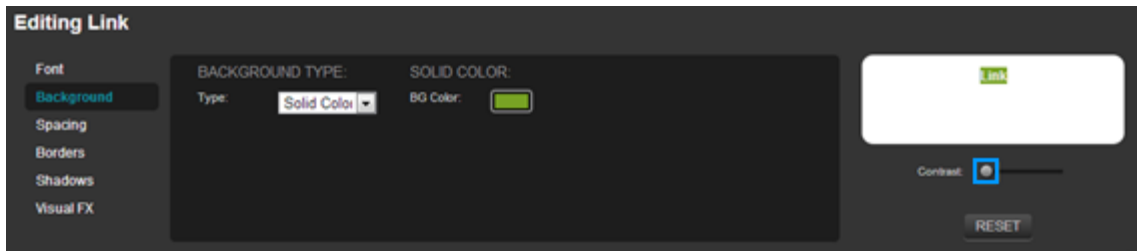
Step 3

On the Font button, choose how you want the button text to appear. You can view the text in the Preview Panel.



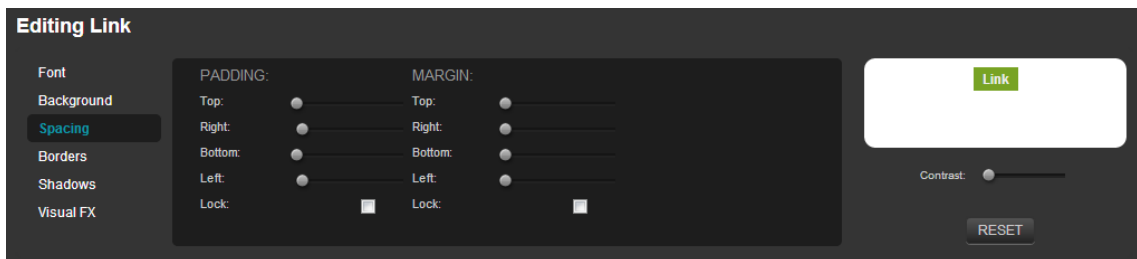
Step 4

Click **Background** and choose a color for your button. In this example we will select a solid green colour, but you could choose a two tone gradient or an image if you want.



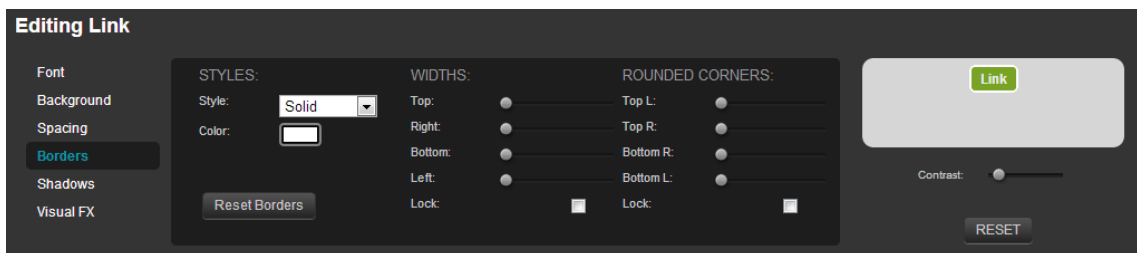
Step 5

Click **Spacing** and add some spacing around the text. In this example we have added a padding of 3px to the top and bottom, and a padding of 8px to the left and right.



Step 6

Click **Borders**. In this example we have added a solid White border, with a width of 3px. We then rounded the corners with a radius of 5px.



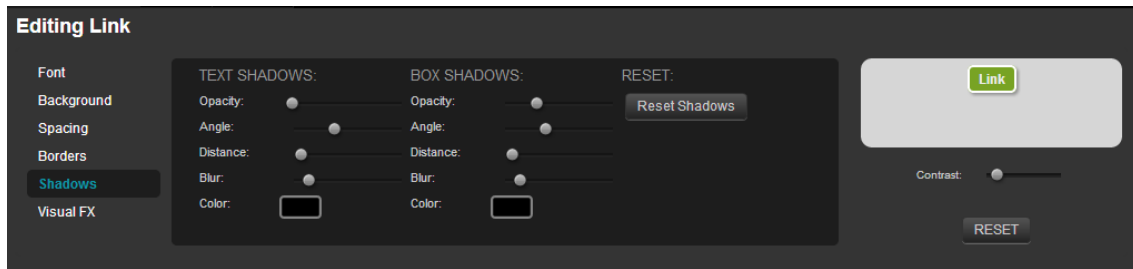
Step 7

Next click **Shadows**.



Note: Older web browsers are unable to display Shadows or Visual FX on your site.

In this example we have just increased the opacity of the Box shadow to 30.



Step 8

Click **Save Changes**.

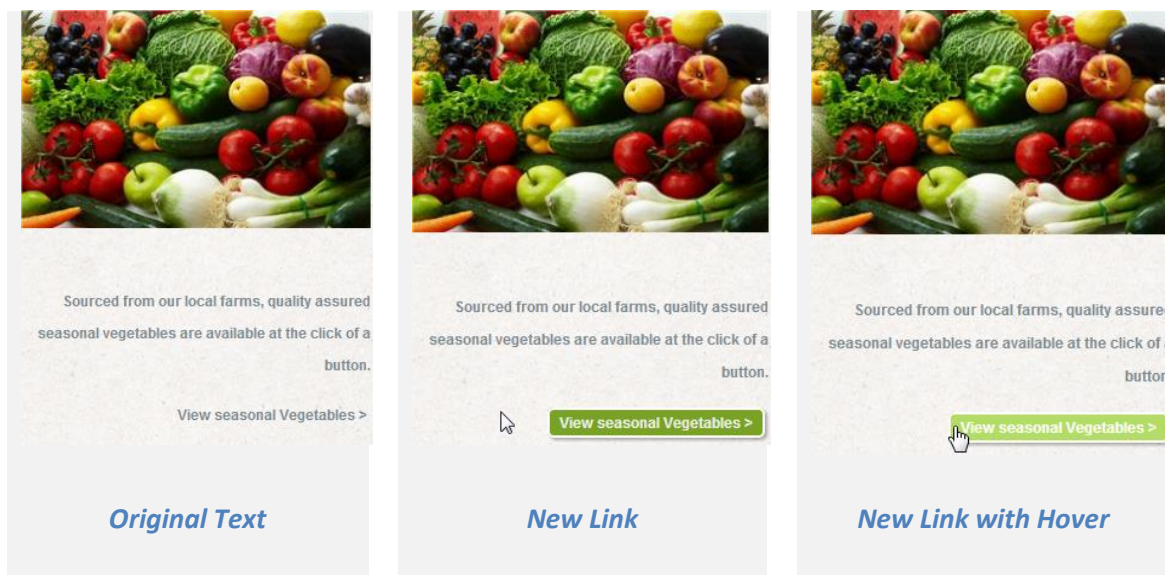
Step 9

Repeat the above steps, but this time modifying the *Link Hover* style in Step 2.



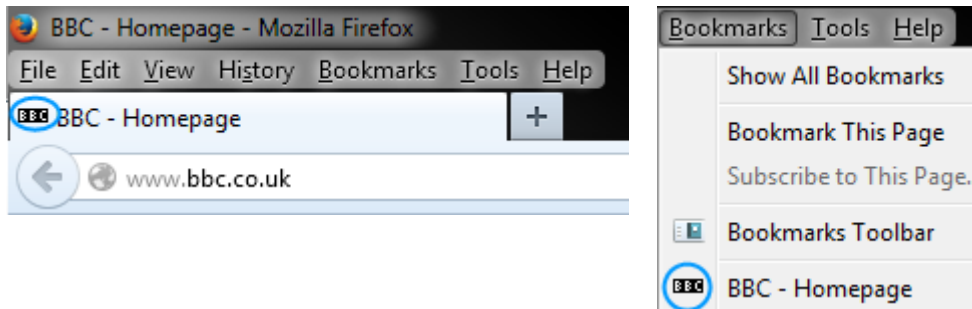
Quick tip: A nice effect is to use the same spacing's, borders and shadows for both styles. Only changing the font or background colours for between Link and Link Hover.

Once done, you can view your link in Preview mode.



Favicons

A favicon (Favourite Icon) is a small square icon that you can associate with your website. It is shown. An example Favicon can be found when visiting <http://bbc.co.uk>, or when viewing your bookmarked sites.



Creating a Favicon

A favicon is a special 16*16 or 32*32 icon that has a .ico file format. Your image software maybe able to create these images for you, if not there are a number of free online tools available such as <http://www.favicon.cc> and <http://www.favicon.co.uk>.

Uploading your Favicon

Step 1

[Upload your favicon](#), and then click **Manage** in the top menu bar.

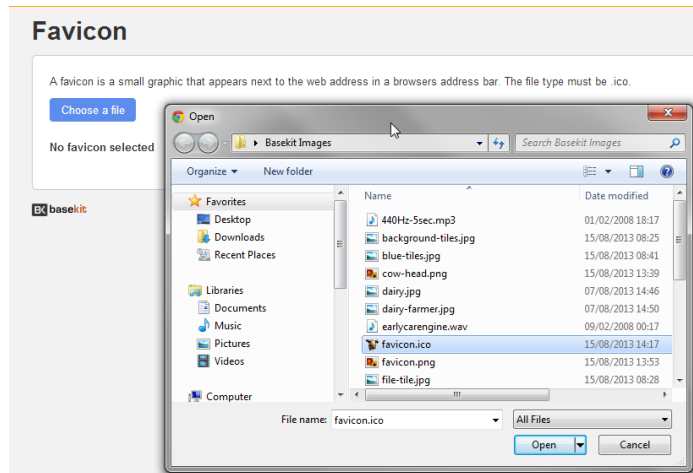
Step 2

Click **Favicon** in the left hand menu.

Step 3

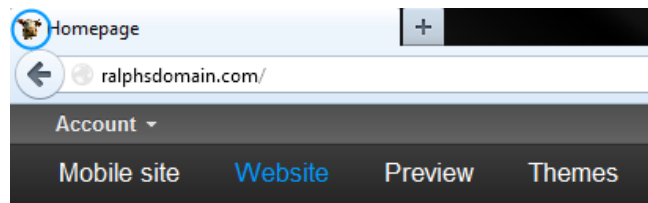
Click **Choose a file**, then select the favicon you have saved on your computer.

After a few seconds you will receive a message that your favicon has been loaded.



Click **Website** in the top left corner to return to the editor.

You will now see your Favicon in the web browser.



Editing pages

Page Structure

Each page is made from 8 rows.

4 Rows are available for your immediate use, if you want to add more rows to your site you can simply make and of the remaining 4 rows visible.

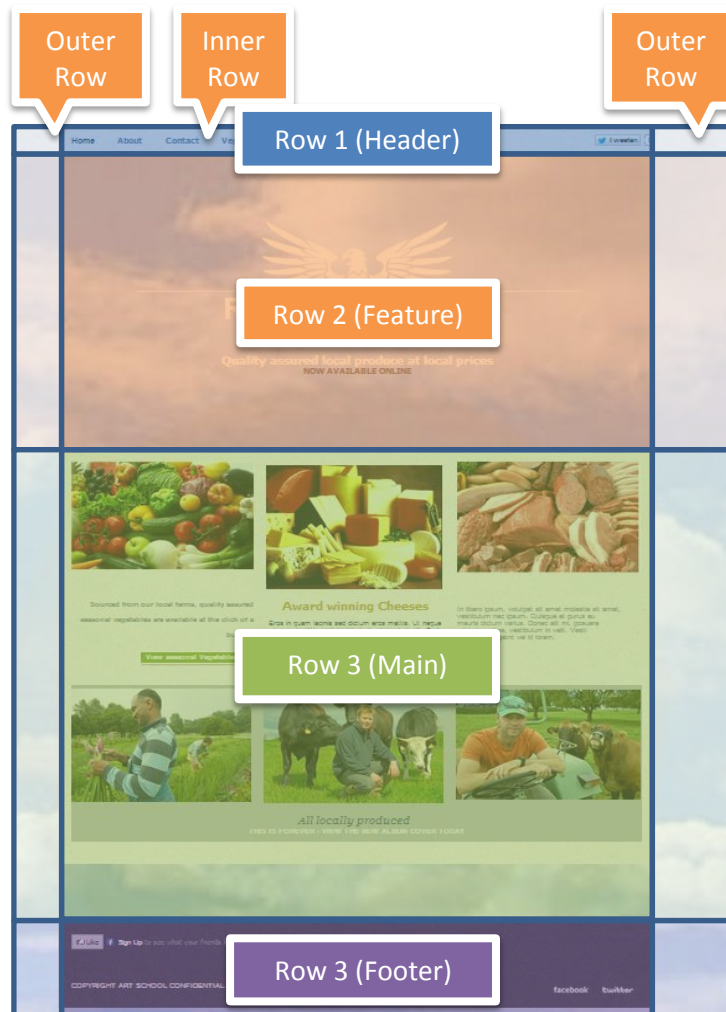
Click the *Row viewer* in the top right corner of the screen and use the check boxes to toggle rows on and off.

Only visible rows will appear on your website.



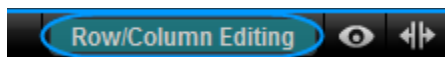
Each row has an inner and an outer part. The Inner part of your row contains all your website content while the outer part of the row stretches to the outside of the visitors browser window.

Unless you are designing specialist graphic effects, you can ignore the outer rows.



Editing Rows

By default, rows are locked so no accidental changes can be made to them. To unlock the rows ready for editing, click **Row Editing** in the top right of the screen.



Once row editing is enabled, the row menu will appear to the right hand side of any selected rows.



Reordering Rows

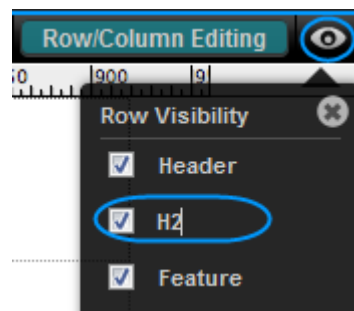
With [row editing enabled](#), press the *reorder row* button and drag your row to the new position.



Renaming Rows

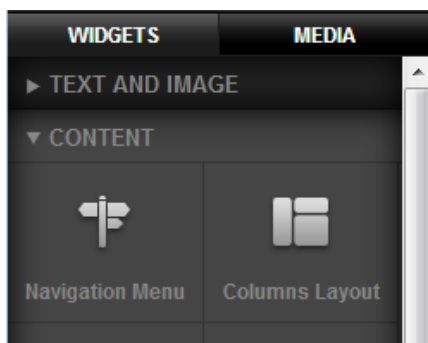
With [row editing enabled](#). Click the *Row viewer* in the top right corner of the screen and click on the row name.

Enter a new name for your row.

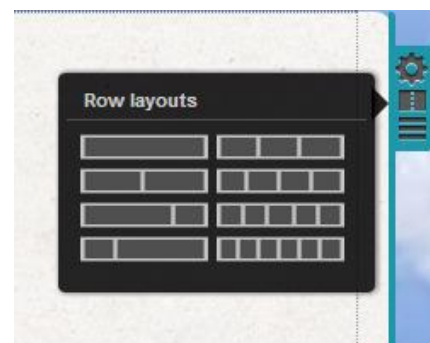


Adding columns

There are two different ways of creating columns.



Using the Columns Layout Widget



Using the Row Layout Menu

Advantages of using the Row Layout menu to create columns

While using the column widget is quicker, there are a number of limitations to this over columns created using the Row Layout menu.

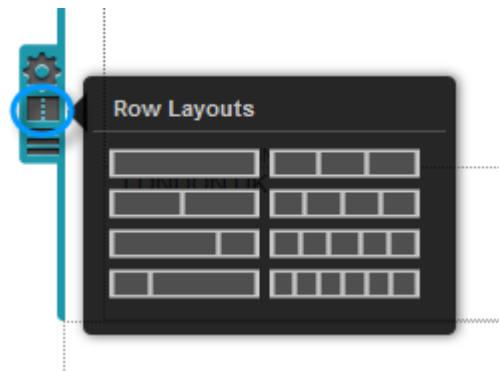
Columns created using the Row Layout menu are structural. You can add additional widgets into these columns, and apply different styles to each column of this type.

Columns created using the Columns layout widget are not structural, you can't add styles or insert widgets into this type of column.

This chapter describes how to create structural columns using the Row Layout menu.

Step 1

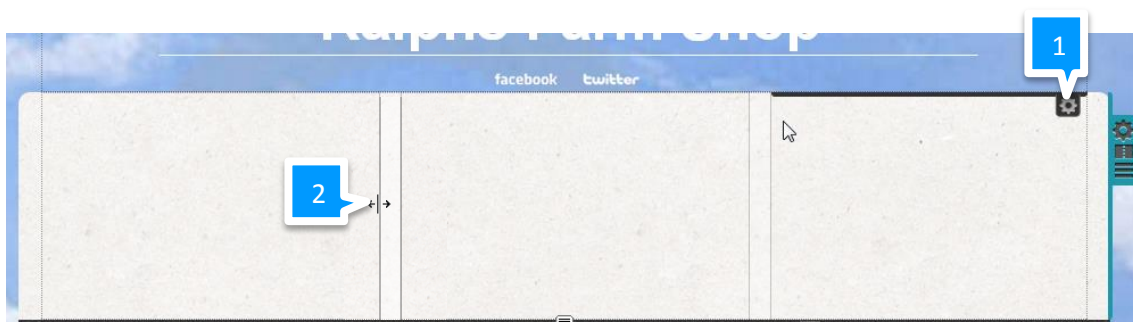
With [row editing enabled](#). Click the Row Layout button to the right of the row you are adding columns to.



Step 2

Select the number of columns you want. You can select up to 6 columns per row.

Your Columns will be added to the selected row.



1 The Columns setting button will appear for each column highlighted.

2 Drag the edges of your columns to resize them.

Changing the look of a page

Row styles

Each row has an inner and outer style, the inner style contains all your website content. The outer style will extend from your content to the edge of your visitors browser window.

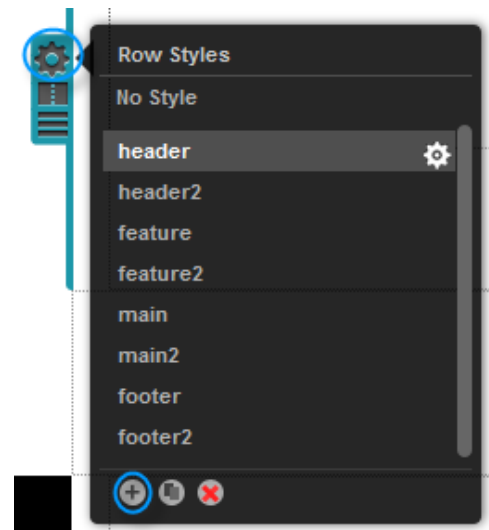
Creating a New style

Step 1

With [row editing enabled](#). Click the *Change Row Style* button to the right of the row you want to edit.

Step 2

Click the **+** button at the foot of the menu.



Step 3

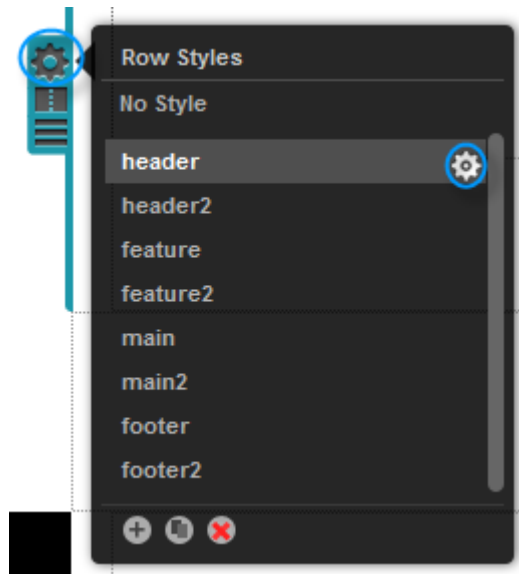
Enter a name for your new row and click **ADD ROW STYLE**.

The row style editor will open, see the section [Row Style Editor](#).

Editing an existing style

Step 1

With [row editing enabled](#). Click the *Change Row Style* button to the right of the row you want to edit.

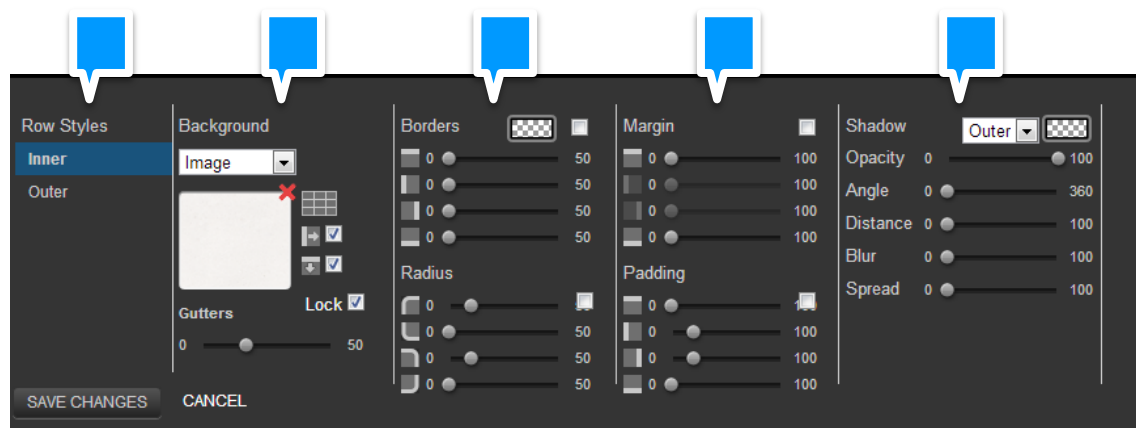


Step 2

Click the *Edit Row Style* cog next to the style you want to edit.

The row style editor will open, see the section [Row Style Editor](#).

Row Style Editor



1

Edit the inner or outer style. Unless you are designing specialist graphic effects, you should leave this set as inner style.

2

Choose a background style or image. This functionality is the same as described in our chapter: [Changing your background](#). The gutter slider controls the width between any columns that you may have in your row.

3

Choose the colour, width and radius of your row. Click the check box to apply the same value to each group of sliders.

4

Set the margin and padding for your row. Click the check box to apply the same value to each group of sliders.

5

Select and style a drop shadow for the row.



Note: Older web browsers will not be able to display drop shadow on your site.

Column styles

Creating a New style

Step 1

With [row editing enabled](#). Click the *Change Column Style* button at the top of the column you want to edit.

Step 2

Click the **+** button at the foot of the menu.



Step 3

Enter a name for your new column and click **ADD COLUMN STYLE**.

The column style editor will open, see

the section [Column Style Editor](#).

Editing an existing style

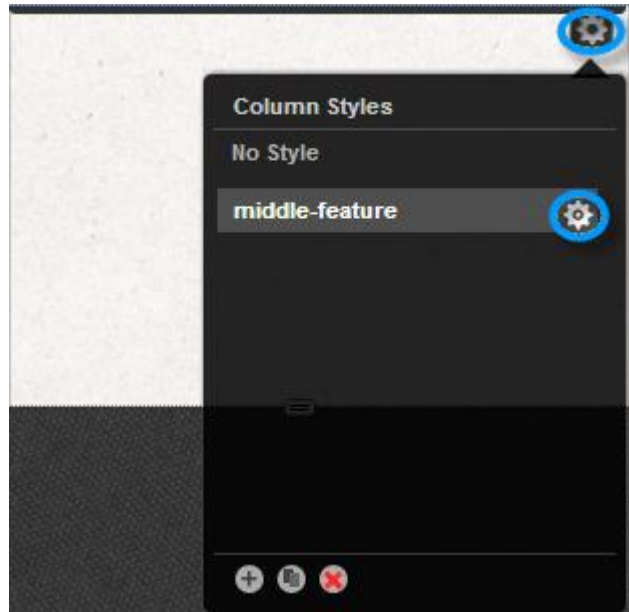
Step 1

With [row editing enabled](#). Click the *Change Column Style* button to the right of the column you want to edit.

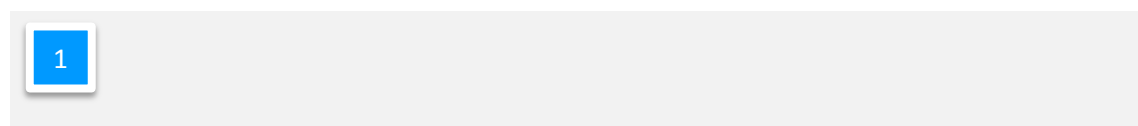
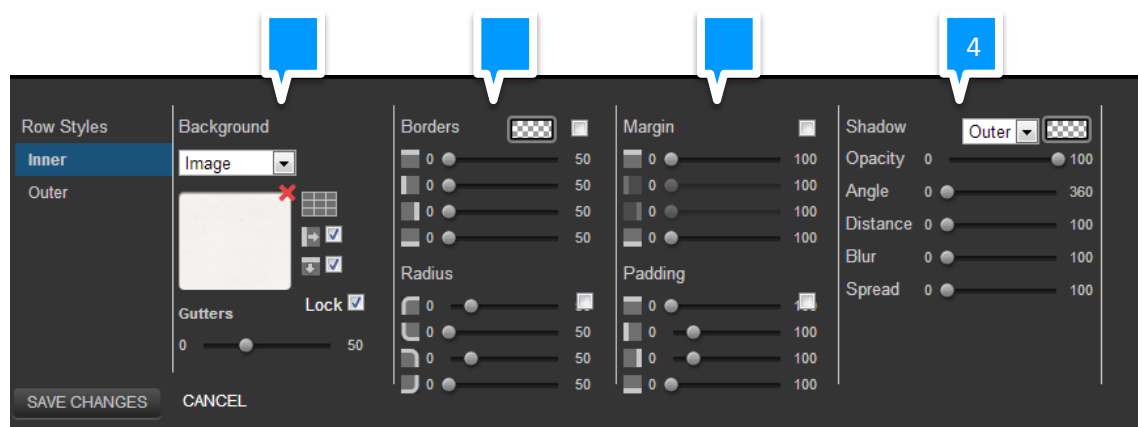
Step 2

Click the **Edit Column Style** cog next to the style you want to edit.

The column style editor will open, see the section [Column Style Editor](#).



Column Style Editor



2

Choose the colour, width and radius of your column. Click the check box to apply the same value to each group of sliders.

3

Set the margin and padding for your column. Click the check box to apply the same value to each group of sliders.

4

Select and style a drop shadow for the column.



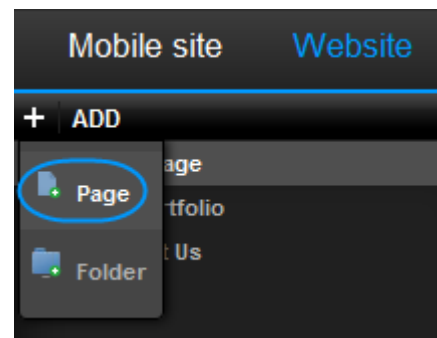
Note: Older web browsers will not be able to display drop shadow on your site.

Page management

Add a new page

Step 1

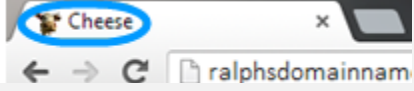
Click **Add** in the top left corner of the screen and click **Page** from the drop down menu.



Step 2

Enter the following:

1 Enter a Title for your web page, this will be shown in the browser tab.



2 You can leave this set for most purposes.

3 Check this box if you want this page to become the default page on your

4 This is the title that will be shown on your website navigation bar.

5 Uncheck this box if you don't want your site to appear in your navigation menu.

6 Choose a page status from the drop down menu. Active means that the page will be added to your website next time you publish your site. More information on the feature can be found in our chapter: [Choosing what to publish](#).

Create page

Page Title: Cheese **1**

Page URL: cheese **2**

Set this page as the homepage: **3**

Menu Title: Cheese **4**

Show in Navigation Menu: **5**

Page Status: Active **6**

CANCEL CREATE PAGE

Once done, click **Create Page** to save your changes.

Page Settings

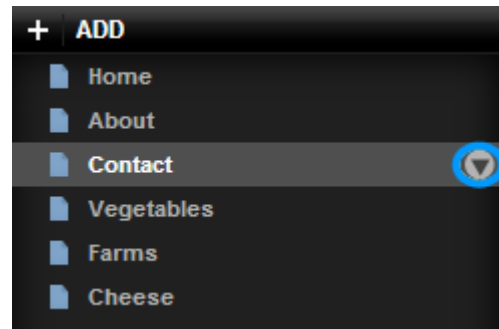
Rename a page

Step 1

Click triangle icon next to your page to display the page settings drop down menu.

Step 2

Select **Name and URL** from the drop down menu.



Step 3

Enter a new Page and Menu title in the text boxes provided and click **Save**.

 A light grey dialog box titled 'Name and URL'. It contains several input fields and checkboxes:

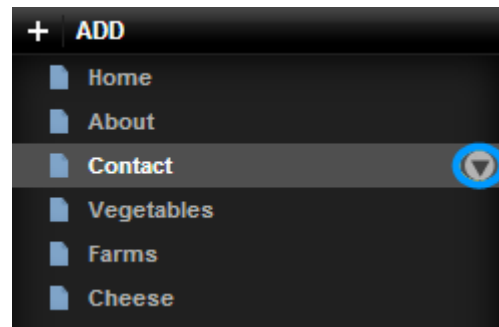
- 'Page Title:' with a text box containing 'Contact' (circled in blue).
- 'Page URL:' with a text box containing 'contact'.
- 'Menu Title:' with a text box containing 'Contact' (circled in blue).
- 'Show in Navigation Menu:' with a checked checkbox.
- 'Make Homepage:' with an unchecked checkbox.
- 'Page Status:' with a dropdown menu set to 'Active'.
- 'Move Page to :' with a dropdown menu set to 'Top Level (No Folder)'.

 At the bottom, there are 'CANCEL' and 'SAVE' buttons.

Copying a page

Step 1

Click triangle icon next to your page to display the page settings drop down menu.

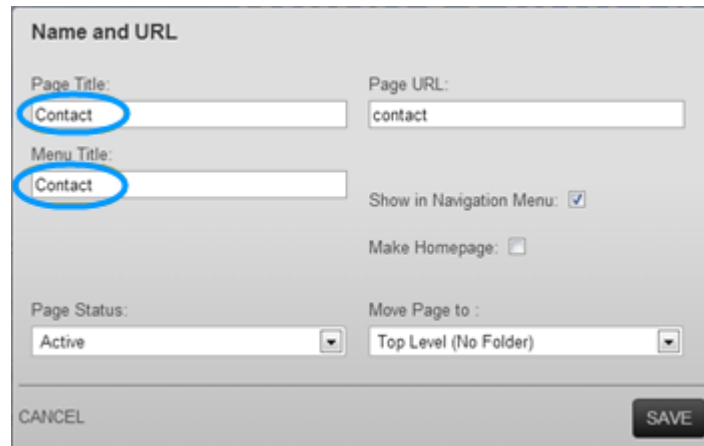


Step 2

Select **Duplicate page and contents** from the drop down menu.

Step 3

Enter a new Page and Menu title in the text boxes provided and click **Save**.



Name and URL

Page Title: Page URL:

Menu Title: Show in Navigation Menu:

Make Homepage:

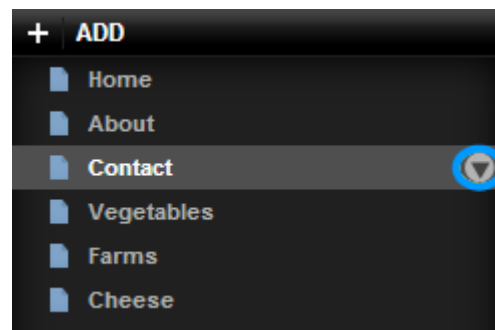
Page Status: Move Page to :

CANCEL **SAVE**

Remove a page

Step 1

Click triangle icon next to your page to display the page settings drop down menu.



Step 2

Select **Delete this page** from the drop down menu.

Step 3

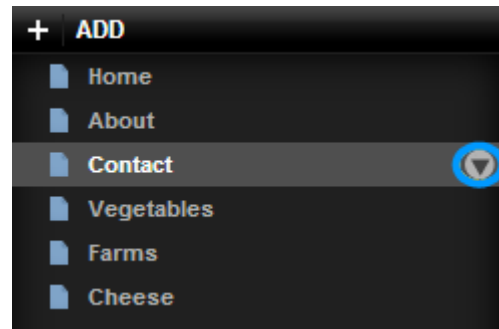
Click Confirm to delete the page.

Choosing your home page

Step 1

Click triangle icon next to your chosen home page to display the page settings drop down

menu.



Step 2

Select **Name and URL** from the drop down menu.

Step 3

Check the box marked **Make Homepage** and click **Save**.

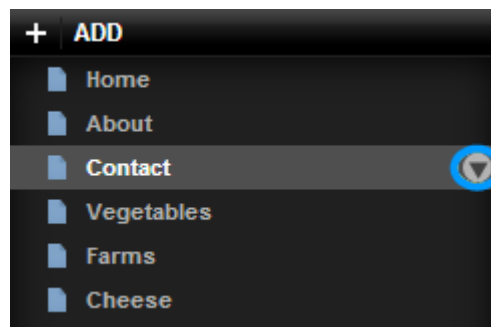
Choosing what to publish

When you publish your website, you will publish any changes made to *active* web pages. *Inactive* webpages will be removed during this process, while pages marked as *Draft* will be unaltered.

Note: Your home page will always have an Active status.

Step 1

Click triangle icon next to your page to display the page settings drop down menu.



Step 2

Select **Name and URL** from the drop down menu.

Step 3

Select a page status from the drop down menu and click **Save**.

Name and URL

Page Title: Page URL:

Menu Title:

Show in Navigation Menu:

Make Homepage:

Page Status: Move Page to:

Active
Draft
Inactive

SAVE

Add javascript to your page

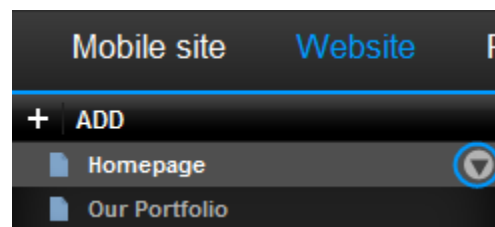
You can add javascript to any page on your website. You can add Javascript to the page, header, or the body of the page itself.



Important: Adding incorrect code to your site may cause your site to break. We are unable to provide a de-bugging service for faulty scripts on your site.

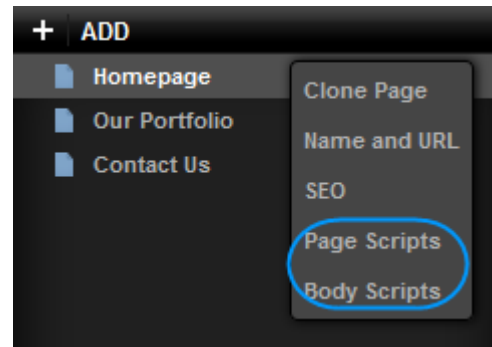
Step 1

Hover your mouse over the page you want to add Javascript to and click on the triangle.



Step 2

Depending upon where you want to enter your code, select **Page Scripts** or **Body Scripts** from the drop down menu.



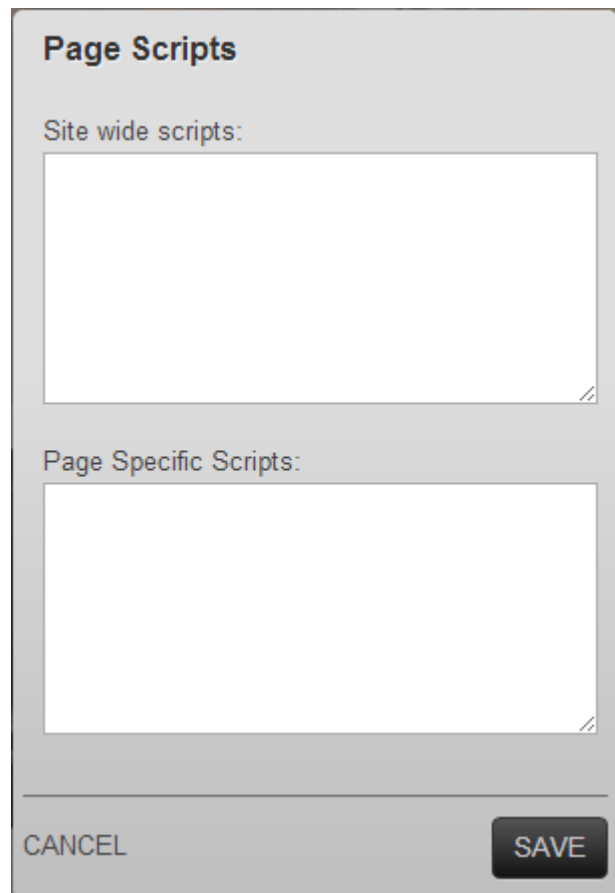
Step 3

You will be presented with two text boxes, to add Javascript to each page on your site enter your script into the top text box

To only add Javascripts to your chosen page in your site, enter your script into the bottom text box.

Step 4

Once done, click **Save**.

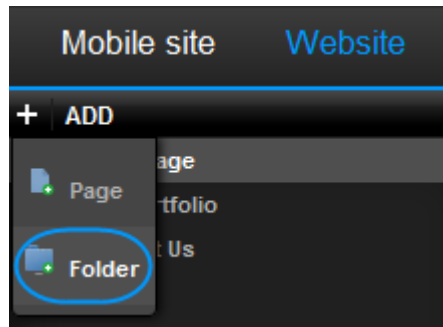
A screenshot of a dialog box titled 'Page Scripts'. The dialog has a light gray background. At the top, the title 'Page Scripts' is displayed. Below the title, there are two sections. The first section is labeled 'Site wide scripts:' and contains a large, empty white text box. The second section is labeled 'Page Specific Scripts:' and also contains a large, empty white text box. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'SAVE' on the right. The 'SAVE' button is highlighted with a dark gray background.

Organising your pages (Page Folders)

If you have a large number of pages, it's useful to create folders and organise your pages into groups. This feature is also used for two tier navigation menus.

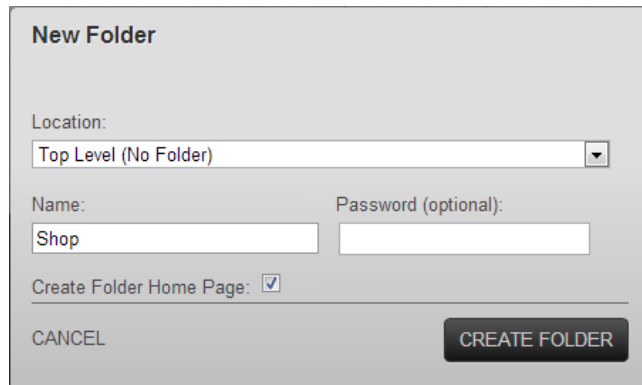
Step 1

Click **Add** in the top left corner of the screen and click **Folder** from the drop down menu.



Step 2

Enter a name for your folder. If you check the box marked *Create Folder Home Page* a page called 'index' will be created inside the folder. So if you create a folder called "Shop", anyone visiting <http://yourdomain.co.uk/shop> will be directed to this home page.

A screenshot of the 'New Folder' dialog box. It has a title bar 'New Folder'. Below the title bar, there is a 'Location:' dropdown menu set to 'Top Level (No Folder)'. There are two input fields: 'Name:' with 'Shop' entered, and 'Password (optional):' which is empty. Below these fields is a checkbox labeled 'Create Folder Home Page:' which is checked. At the bottom, there are two buttons: 'CANCEL' and 'CREATE FOLDER'.

Once done click **Create Folder**.

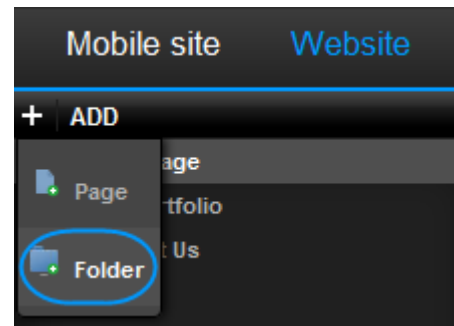


Note: By default your new page will not appear in the navigation menu. See the chapter titled: [Rename a page](#) to name your new page and allow it to appear in your navigation menu. Then follow the chapter on [Creating a sub navigation menu](#).

Password protecting pages

Step 1

Click **Add** in the top left corner of the screen and click **Folder** from the drop down menu.



Step 2

Enter the following:

 A screenshot of the 'New Folder' dialog box. It has a title bar 'New Folder'. Below the title bar are four fields: 'Location' (set to 'Top Level (No Folder)'), 'Name' (set to 'Special'), 'Password (optional)' (with a masked password field), and 'Create Folder Home Page' (with a checked checkbox). At the bottom are 'CANCEL' and 'CREATE FOLDER' buttons. Four blue callout boxes with numbers 1, 2, 3, and 4 point to the Location, Name, Password, and Create Folder Home Page fields respectively.

1

If you have already created folders you can place your password protected folder in here, if not you can only create your new folder at the top level.

2

Enter a name for your password protected folder.

3

Enter a password to use whenever you want to view content within this folder.

4

Click Create home page.

Once done click **Create Folder**.



Note: By default your new page will not appear in the navigation menu. See the chapter titled: [Rename a page](#) to name your new page and allow it to appear in your navigation menu. Then follow the chapter on [Creating a sub navigation menu](#).

Any [pages you add to this folder](#) will require the visitor to enter the password you created in Step 2 before they can view the page.

Page redirects

Page redirects allow you to direct customers who are visiting a URL on your site to be directed to another page on your site, or another website. For example you could direct customers who visit <http://ralphsdomainname.com/about-us> to <http://ralphsdomainname.com/contact-us>.

Adding a redirect

Step 1

Click **Manage** at the top of the screen, then select **Redirects**.

Step 2

Any redirects that you already have set up will be displayed. To add a new redirect click **New**.



Step 3

Enter the following:

- **From:** Name of a page on your site that does not currently exist.
- **To:** Choose the page that you would like visitors to be directed to.
- **Type:** Choose the type of redirection. This will usually be set to *301 Permanent*.

Once done, click **Create redirect**.

Your redirect will be visible on the Redirects summary screen.

Add a redirect

[← Back to redirects](#)

From

To

Visitors to ralphsdomain.com/about-us will be redirected to ralphsdomain.com/contact-us

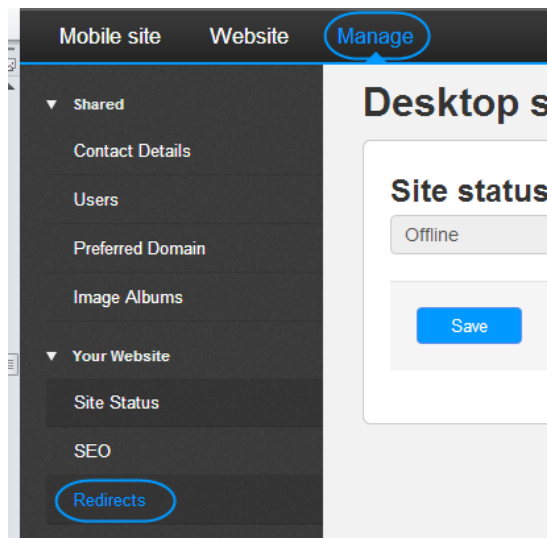
Type

Create redirect

Removing a redirect

Step 1

Click **Manage** at the top of the screen, then select **Redirects**.



Step 2

Click the **Change** dropdown. Then click **Delete**.

Page redirections for this site
Advanced feature: please read the documentation before proceeding.

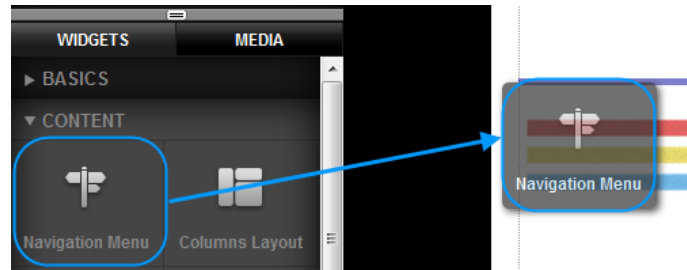
[+ New redirect](#)

Redirect from	Redirect to	Type	Action
ralphsdomain.com.websitebuilder.partnersitehosting.co.uk/ralphsdomain.com	ralphsdomain.websitebuilder.partnersitehosting.co.uk/home	301 Permanent	<div style="border: 1px solid #ccc; padding: 2px;"> Change ▾ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Edit </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Delete </div>

Navigation

Add a navigation widget to your page

In the left hand pane, click **Widgets**, then expand the *Content* section.



Drag the Navigation menu widget over to where you want it to appear on your web page.

Changing the order of pages

Step 1

Double click on the navigation menu to unlock it. Once unlocked, double click on the menu again to enter the settings.

Step 2

Drag the pages into any order by dragging and dropping them.

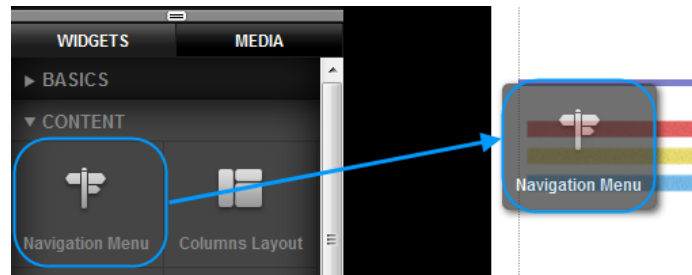


Create a sub navigation menu

Sub navigation menus allow you to show any pages within a folder. You must have already [created a folder for your pages](#) before you can create a sub menu.

Step 1

In the left hand pane, click **Widgets**, then expand the *Content* section.



Drag the Navigation menu widget over to where you want it to appear on your web page.

Step 2

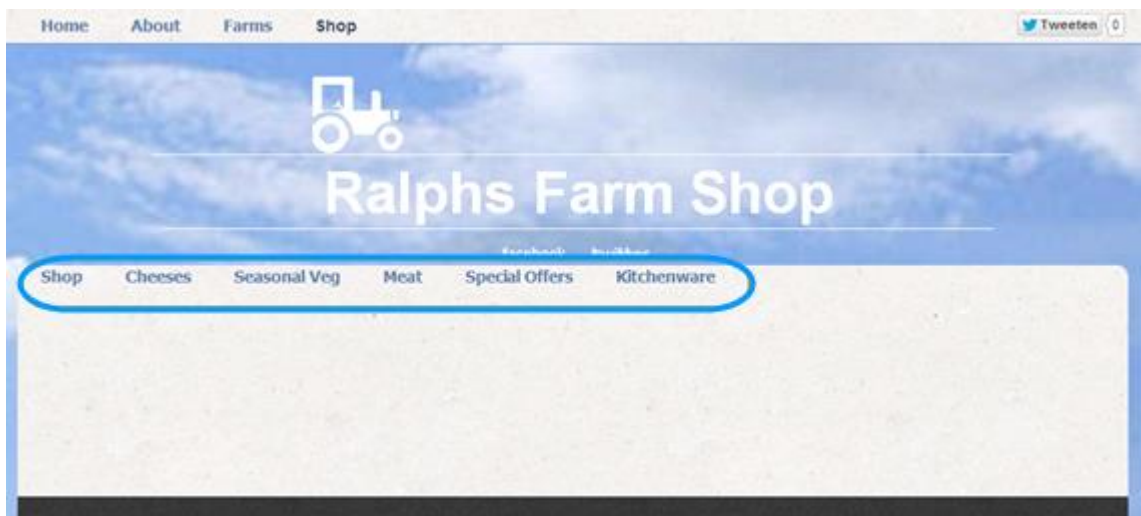
Double click on the navigation menu to open the settings.



Step 3

In the pages drop down menu, select the folder you would like to display.

Your Sub menu will be displayed on your page.

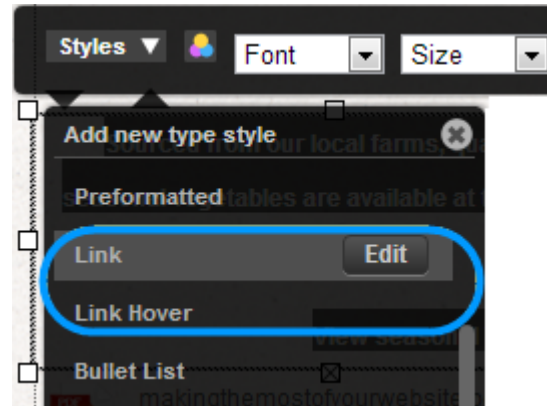


Changing the look of your Navigation buttons

You can style your navigation to look however you want. In this guide we will show two examples of styling your navigation menu.

There are three styles to edit:

- Page Link
- Page Link (Selected)
- Page Link (Hover)

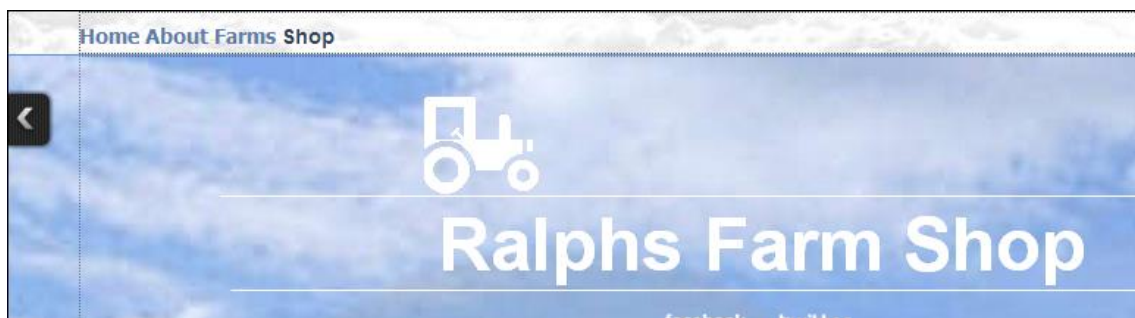


Double click on the navigation menu to unlock it. Once unlocked, double click on the menu again to enter the settings.

The settings options at the foot of the screen will allow you to change the look and style of your navigation menu.

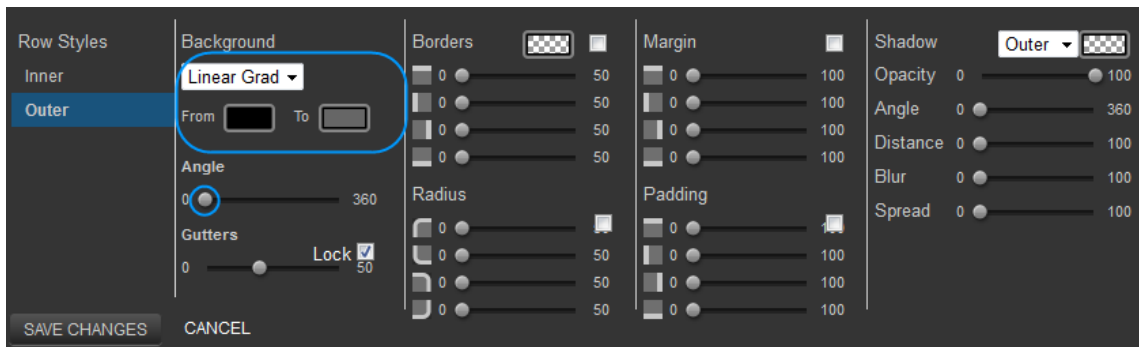
Creating a Button style menu

This example looks at the main menu, and shows you how to turn it into a classic button design.

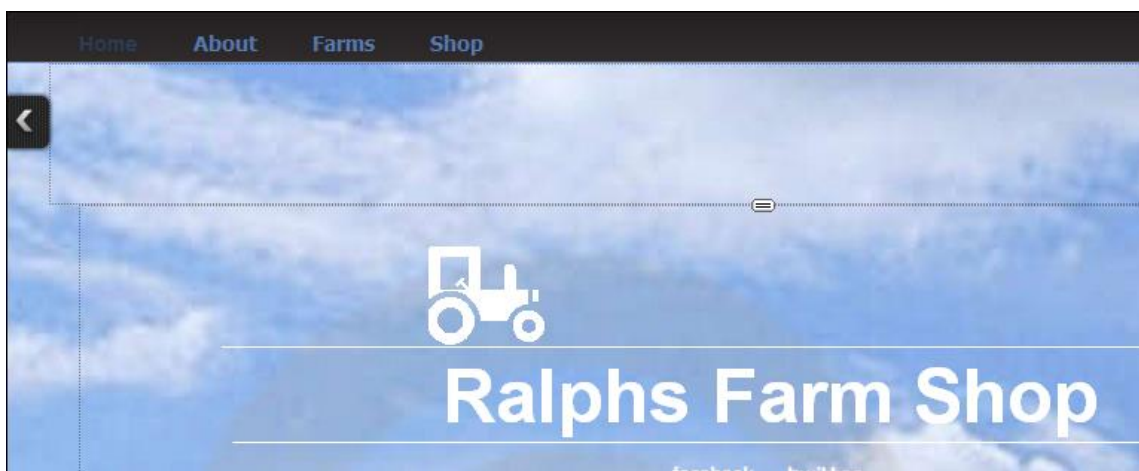


First we will change the background of the row. This is described in our chapter [Row styles](#).

We have changed the Header style. In this case we have added a Linear Gradient to the outer style (so that the header stretches across the whole screen).



The page looks as follows:



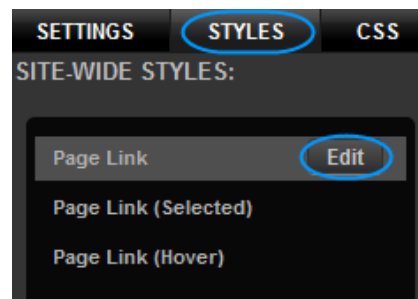
Now we can style the navigation widget.

Step 1

Double click the widget to unlock it, then double click on the widget again to open the settings menu.

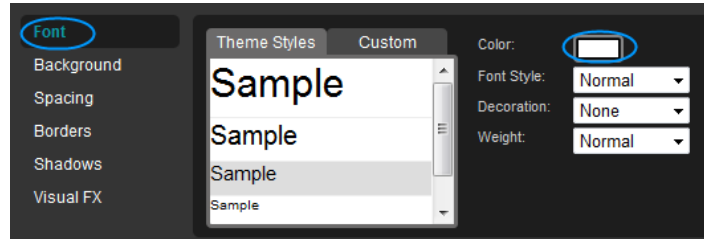
Step 2

Click **Styles**. Then select **Edit** next to the Page Link style.



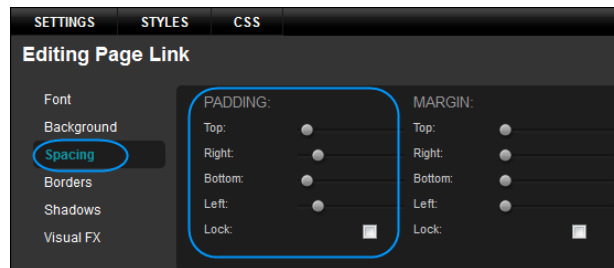
Step 3

In the font section, change the font colour to a light grey.



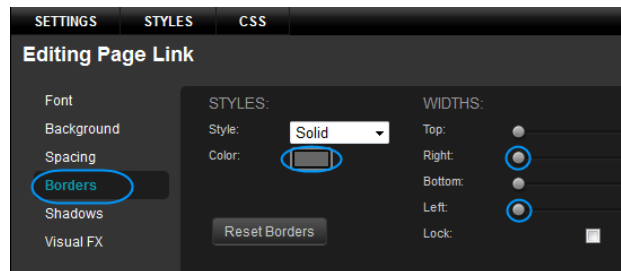
Step 4

Click Spacing, and add 20 points of padding to the Left and Right of your links. And 10 Points of Padding to the top and bottom.



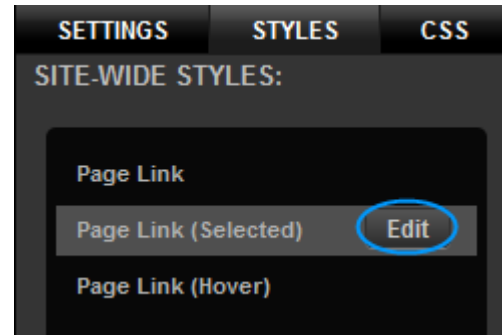
Step 5

Click Borders and choose a solid Grey border. Make the borders 1 point thick on the left and right.



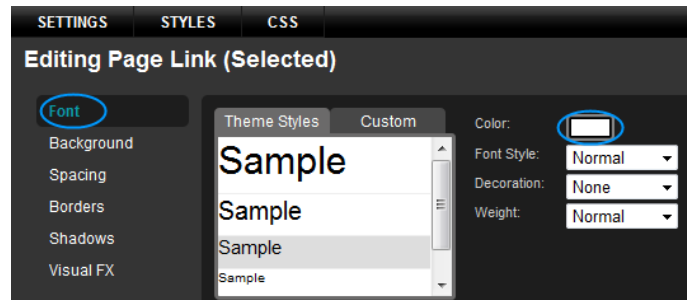
Step 6

Click **Save Changes**. Now, click edit next to the Page Link (Selected) link.



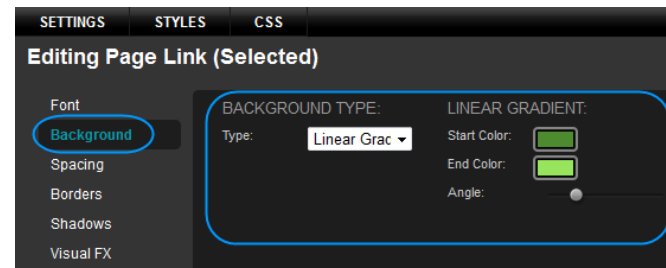
Step 7

Change the font colour to light grey.



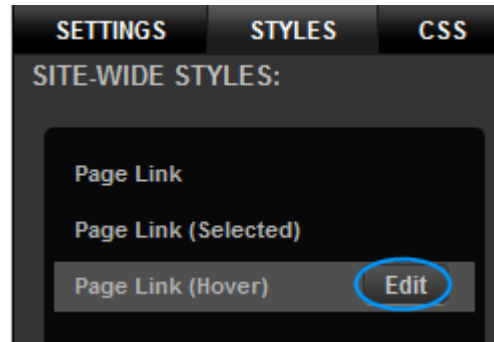
Step 8

Click **Background**. Select a Linear Gradient. In this example we have set the gradient to -90 to match the background.



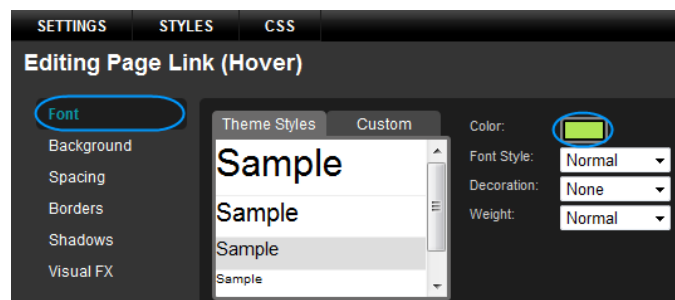
Step 9

Click **Save Changes**. Now, click **edit** next to the Page Link (Hover) link.



Step 10

Change the Font Colour to match the colour of the background you set in step 8.



Ecommerce

PayPal

You can connect your website to your PayPal account and make payments online.

Using the widget the first time

The first time you click on a PayPal widget you will be asked for your PayPal Business email address and default currency. Enter these in the boxes provided. This information will be used to connect to your PayPal account when a customer places an order with you.

Add to cart

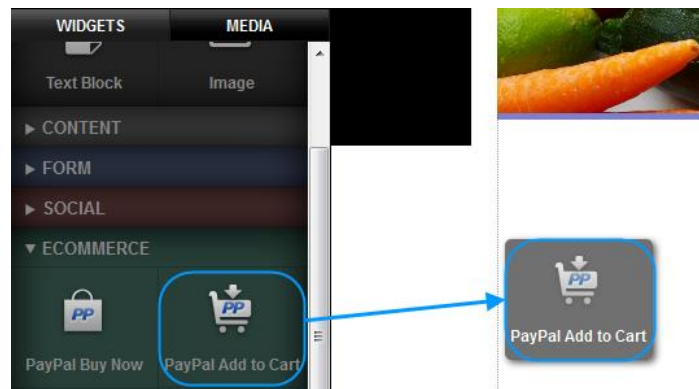
Step 1

Click **Widgets**, then expand the *Premium* section to find the *PayPal Add to Cart* widget.


Step 2

Drag the *Add to Cart* widget to the area of your web page you would like it to appear.

Double click on the Widget to open its settings.



The settings option allows you to enter product information.

<p>SETTINGS STYLES CSS</p> <p>PayPal Add to Cart</p> <p>Product Name:* Award Winning Edge Fa</p> <p>Price:* 5.99</p> <p>Shipping Price: 1.99</p> <p>SAVE</p> <p>Description: Sourced locally from Edge Farms, this award winning Stilton is Creamy with a slightly nutty overtone. Perfect with Steaks and Port.</p> <p>Drop product image here.</p>	 <p>Award Winning Edge Farm Stilton 100g</p> <p>£5.99 (plus £1.99 shipping)</p> <p>Sourced locally from Edge Farms, this award winning Stilton is Creamy with a slightly nutty overtone. Perfect with Steaks and Port.</p> <p>Add to Cart</p>
Product information settings	How this appears on your website

The Styles button will allow you to edit the look and feel of any of the following:

- Item Name
- Item Description
- Price
- Shipping

Cart

The PayPal Cart widget allows customers to view all the orders on their shopping cart before purchasing them. There are no settings for this widget.

Step 1

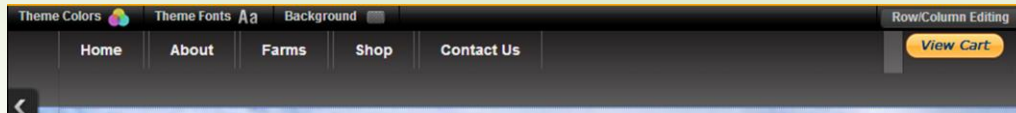
Click *Widgets*, then expand the *Premium* section to find the *PayPal Cart* widget.

Step 2

Drag the *Add to Cart* widget to the area of your web page you would like it to appear.



Quick tip: To add the widget to your header, simply double click the header to unlock the template and drag your widget across. This will update your header template and include the button on every page that displays your header.



Buy now

Buy now buttons allow customers to go directly to the PayPal payment page to purchase an Item. Each button must be configured with your product details to work.

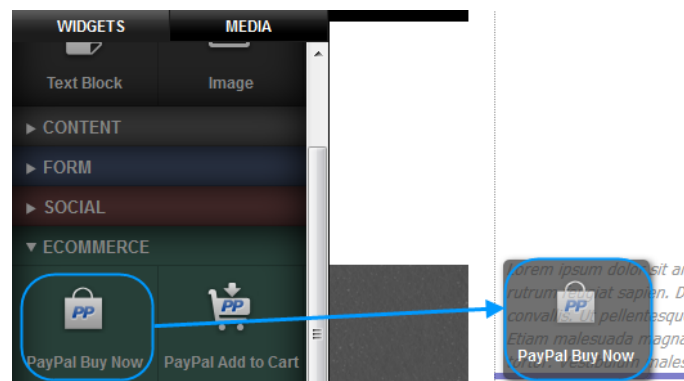
Step 1

Click Widgets, then expand the *Premium* section to find the *PayPal Buy Now* widget.

Step 2

Drag the *Buy Now* widget to the area of your web page you would like it to appear.

Double click on the Widget to open its settings.



Step 3

Enter a Product name, Price and Shipping price in the boxes provided and click **Save**.

Your Buy Now button is set up on your website.



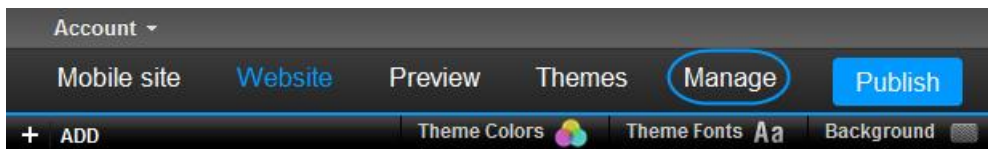


Changing your PayPal account

If you have already entered a PayPal Business email address, you can change this at any time within your Website Builder control panel.

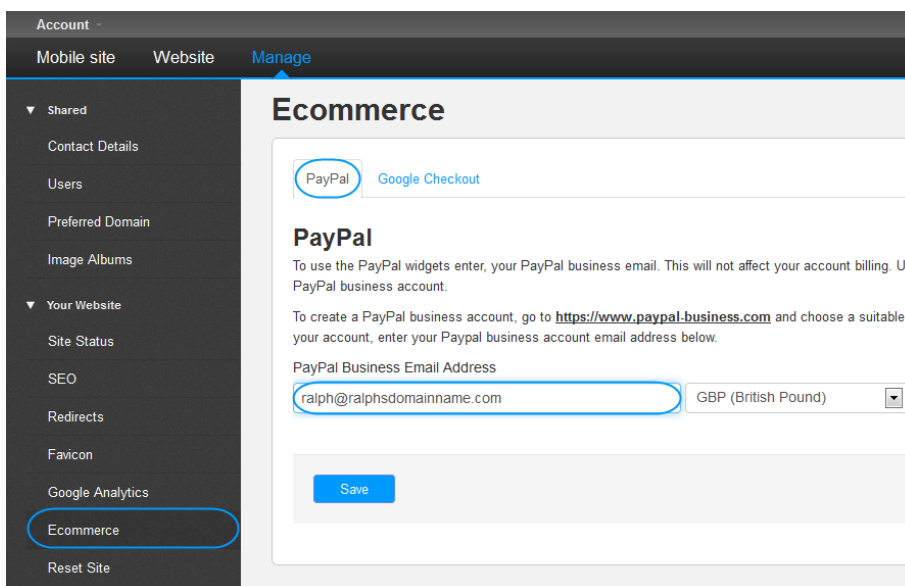
Step 1

Click Manage in the top navigation menu.



Step 2

In the left hand menu, click **Ecommerce**. Under the *PayPal* tab, enter your details in the text boxes provided.



Once done, click **Save**.

Social

Flickr

You can add thumbnail images from a particular user or from a collection by using the Flickr widget. Clicking on a thumbnail will display a larger image.

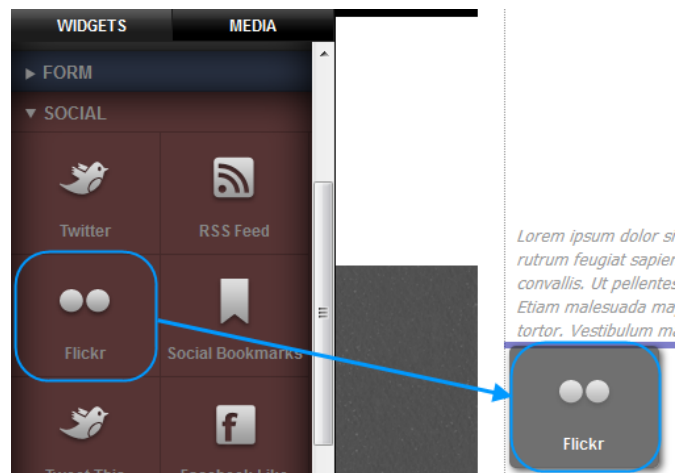
Step 1

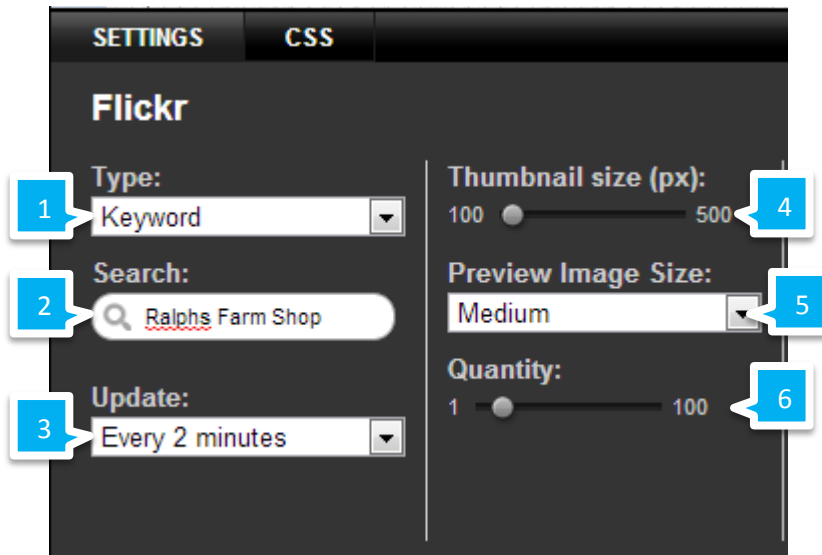
Click **Widgets**, then expand the *Social* section to find the Flickr widget.

Step 2

Drag the Flickr widget to the area of your web page you would like it to appear.

Double click on the widget, the settings screen will appear.





1

Choose the type of search you want to make; you can select Keywords, Users, or Sets.

2

Enter a keyword, user or a Set ID number for your search.



Note: When displaying images by set, you must use the set ID not the set name. This can be found in the last part of the set URL, so for the following URL, the set ID will be 72157626756485350.

<http://www.flickr.com/photos/WebsiteBuilder/sets/72157626756485350/>

3

4

Choose a size for your thumbnails.

5

Select how large you want the images to be when a visitor clicks on them.

6

Select how many thumbnails to display in the widget.

Twitter

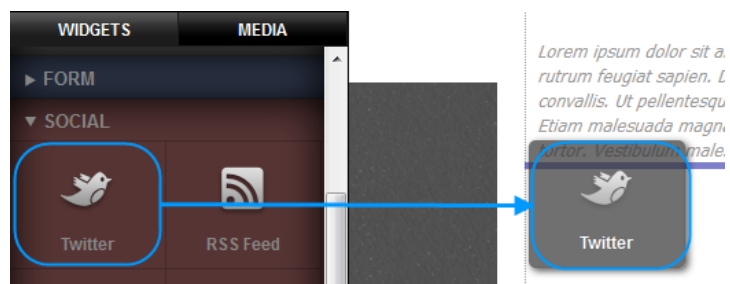
Twitter Widget

Step 1

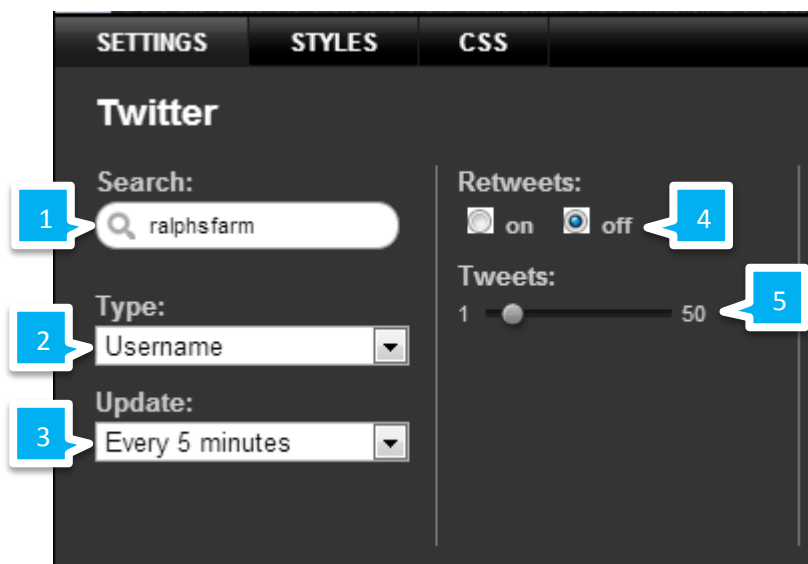
Click **Widgets**, then expand the *Social* section to find the Twitter widget.

Step 2

Drag the Twitter widget to the area of your web page you would like it to appear.



Double click on the widget, the settings screen will appear.



1

Enter a keyword, or a username to search for.

2

Select the type of search, you can select usernames or keywords.

3

Choose how often you want the widget to update.

4

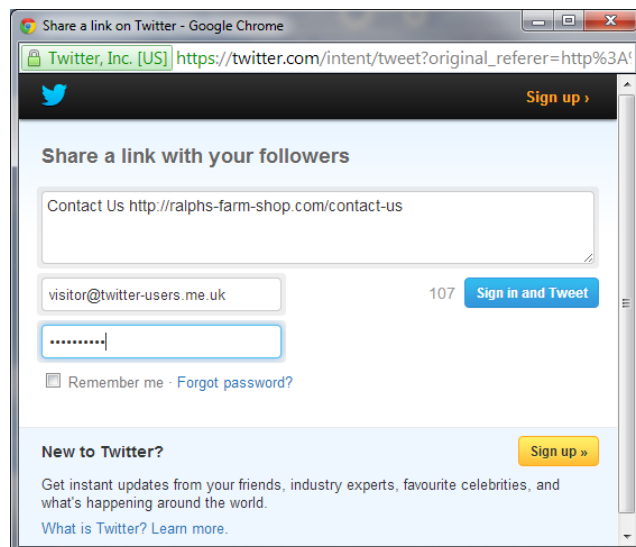
Decide if you want to show retweets in your widget.

5

Use the slide bar to choose how many tweets you want shown in your widget. The widget will always show the most recent tweets first.

Add a tweet

The Tweet this button will allow visitors to share links to your web pages on twitter easily and quickly.



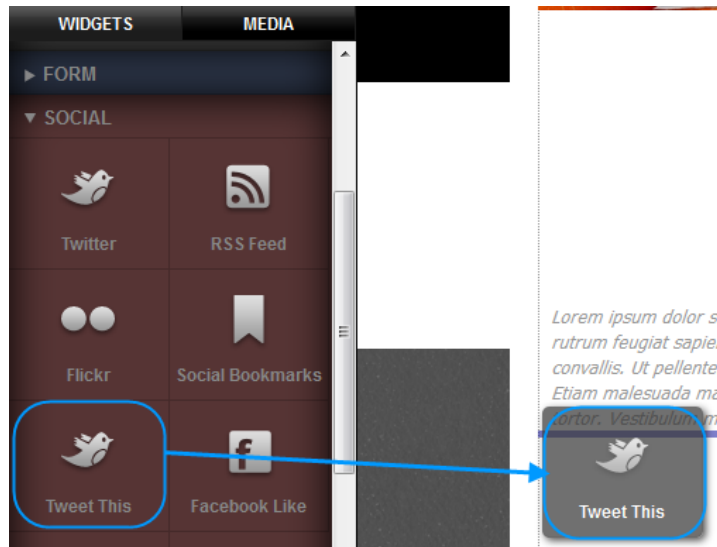
Step 1

Click **Widgets**, and expand the *Social* section to find the Tweet this widget.

Step 2

Drag the Tweet this widget to the area of your web page you would like it to appear.

The button will appear on your webpage. The callout icon next to the button records how many visitors have tweeted from your page.



Facebook

Like

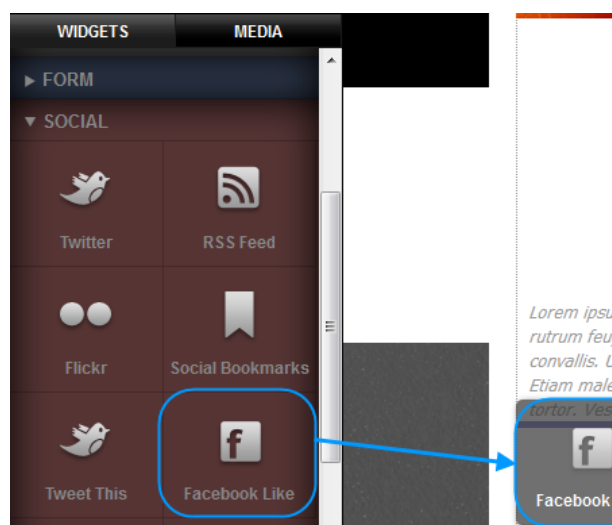
Step 1

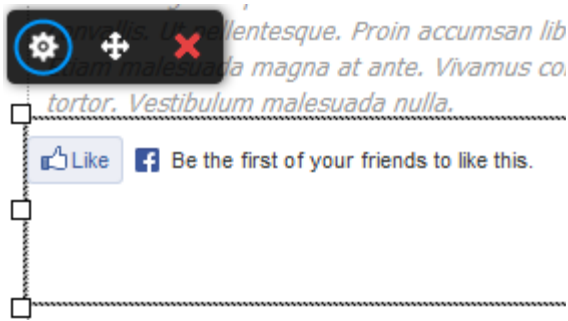
Click **Widgets**, then expand the *Social* section to find the Facebook Like widget.

Step 2

Drag the Facebook Like widget to the area of your web page you would like it to appear.

Click on the widget, then click the settings cog to open the settings options.





There are two types of settings to set.

How the button will appear on your website

1 Choose a layout style to match your design.

2 Choose a width for your button.

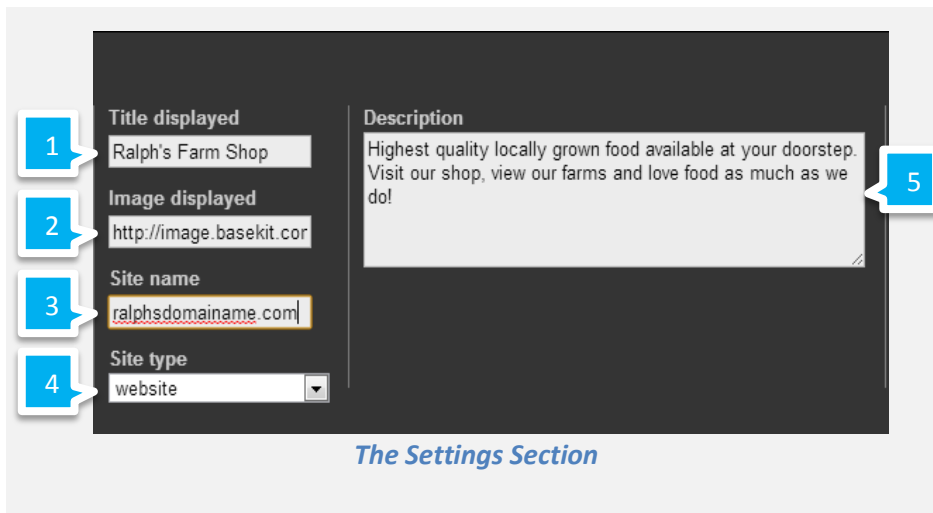
3 Checking this box will show the faces of visitors who like you.

4 From the drop down menu, select the label on the button. You can choose either *Like*, or *Recommend*.

5 Choose the colour theme to match your site.

How a like will appear on Facebook

When a visitor likes your page using the Facebook widget, their friends will be able to see this like. These settings allow you to choose how this like will appear to their friends.



- 1 Enter a title for the Link.
- 2 Enter the URL of the image to be used. If you have already uploaded the image, you can find its URL in our chapter: [Finding the URL of an image you have added](#).
- 3 Enter your site name, this will appear just under the title for the site.
- 4 Select **Website** from the drop down menu.
- 5 Enter a brief description of you r site and why people way want to visit it.

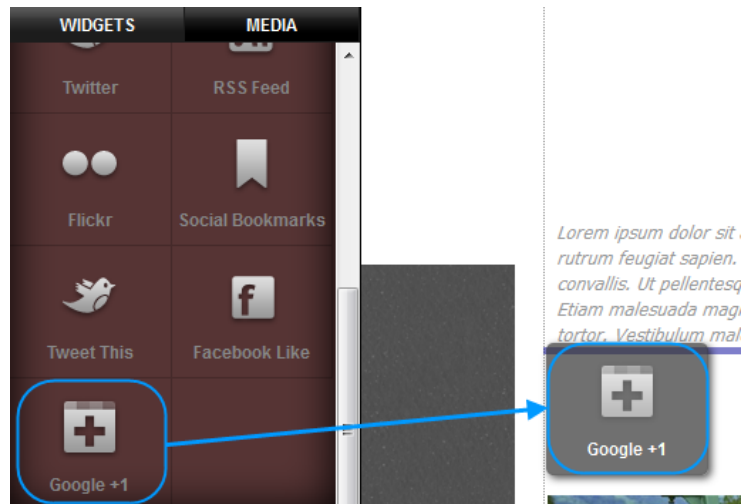
Google+

Step 1

Click **Widgets**, and expand the *Social* section to find the Google +1 widget.

Step 2

Drag this widget to the area of your web page you would like it to appear.



Visitors will now be able to recommend your page publicly on Google +. The callout icon next to the button records how many visitors have recommended your page.



Social Bookmarking

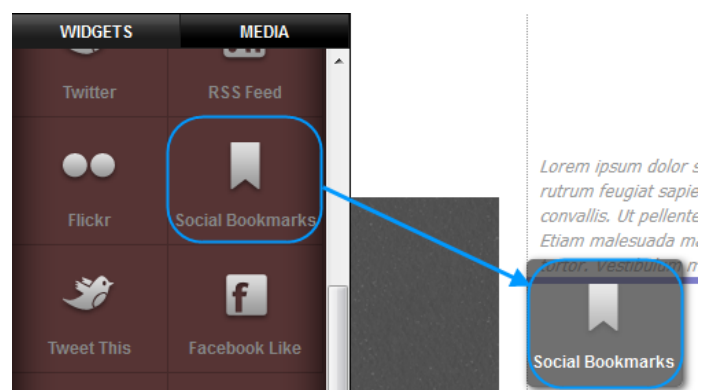
The social bookmarks widget allows visitors to share your page with friends and colleagues in a number of different ways.

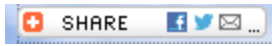
Step 1

Click **Widgets**, and expand the *Social* section to find the Social Bookmark widget.

Step 2

Drag this widget to the area of your web page you would like it to appear.





Click this button in preview mode to view the options available to your visitors.

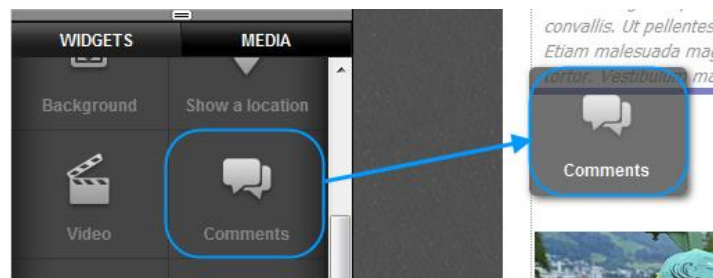
Add ons and Widgets

Comments

The comments widget allows visitors to post comments on your website. You have the option of approving or declining these comments. The comments widget can be added to multiple pages, comments created on one page will not be displayed on others, making this useful for reviewing products.

Step 1

Click **Widgets**, then expand the *Content* section to find the Comments widget.

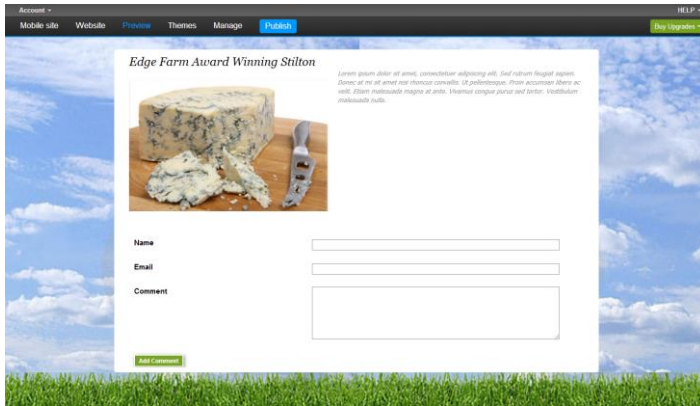


Step 2

Drag this widget to the area of your web page you would like it to appear.

Step 3

The comments widget will appear on your website. You are unable to use the widget in design mode, but you can enter preview mode to test this widget and post a test comment.



Any comments will be displayed above the comments form.

Managing Comments

Back in design mode, visit the page showing your comments form. Any comments made will be displayed above this form.



New comments will have an **Approve** or **Delete** button next to them.



1 Approve: Make the comment visible on your website.

2 Delete: Remove the comment.



Quick tip: If the comment has already been approved, this button will change to decline. The **decline** button will remove the post from the website but allow you to approve in the future.

Changing how comments look on your website

You can control each aspect of how customer comments will appear on your webpage. In this example we will make the comments stand out a little more to add depth to the site.

Step 1

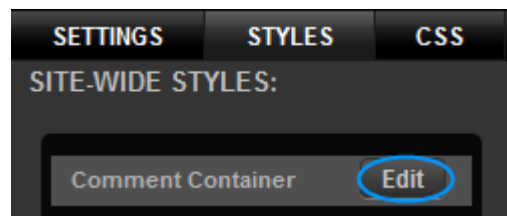
Click the comments widget, then click on the *Settings* cog.

Step 2

The settings section will open. Click **Styles**.

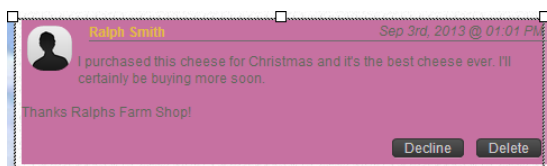
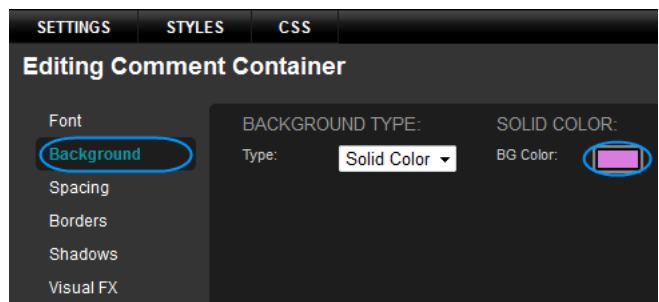
Step 3

First we will change the container for the comments. Click the **Edit** button next to *Comment Container*.



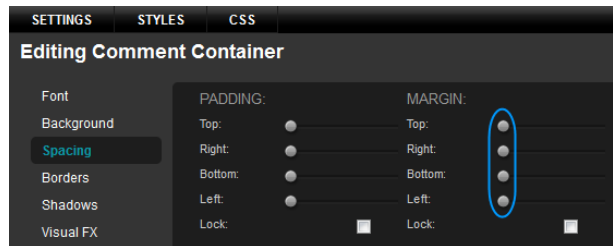
Step 4

Click **Background**, and select a light coloured background for the container.



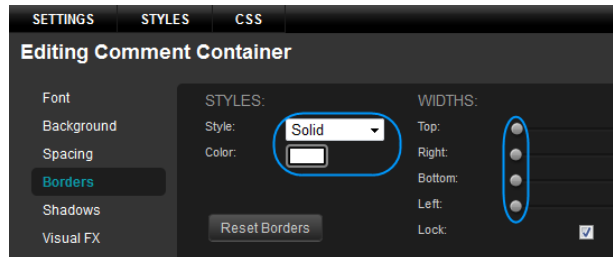
Step 5

Click Spacing and add a 5px Margin across the top, right, bottom and left of the container.

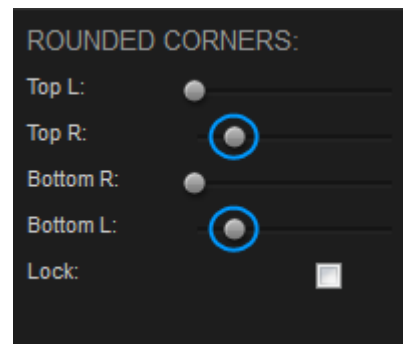
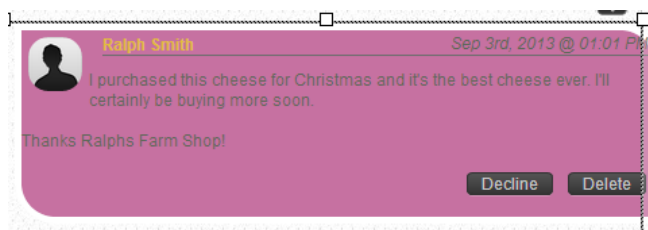


Step 6

Click Borders. We have added a Solid White Border with a width of 5px top, right, bottom and left.

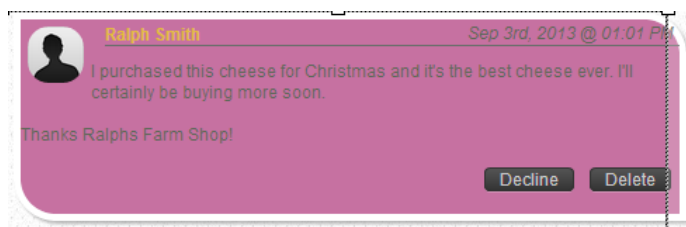
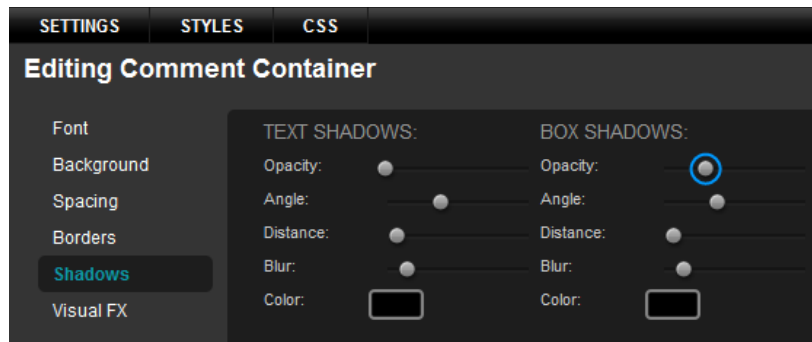


In this example, we have also added a rounded corner to the Top Left and Bottom Right.



Step 7

Click **Shadows**. In this example we have just increased the opacity of the Box shadow to 30.



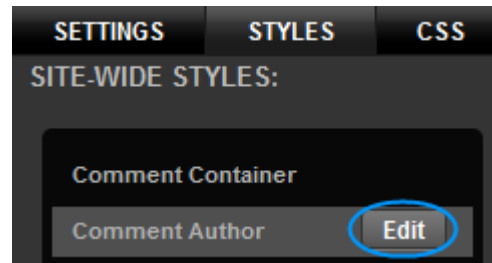


Note: Older web browsers are unable to display Shadows or Visual FX on your site.

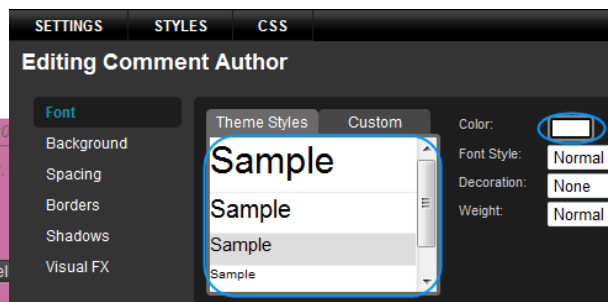
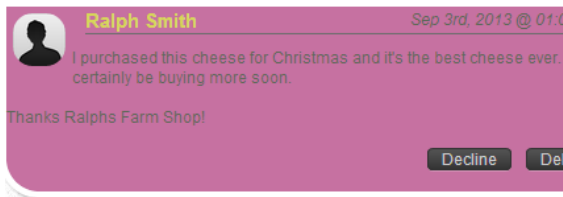
Once done, click **Save Changes**.

Step 8

Click the **Edit** button next to *Comment Author*.



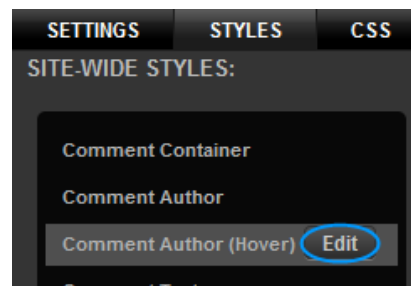
In this example, we are just changing the font size and the colour.



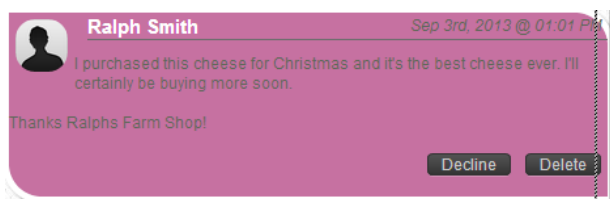
Once done, click **Save Changes**.

Step 9

Click the **Edit** button next to *Comment Author (Hover)*.



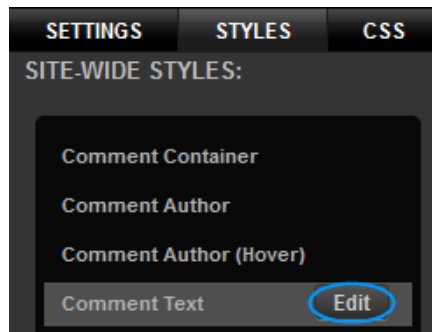
Again, we are just changing the font size to match the font we selected in Step 8, then choosing a complimentary colour.



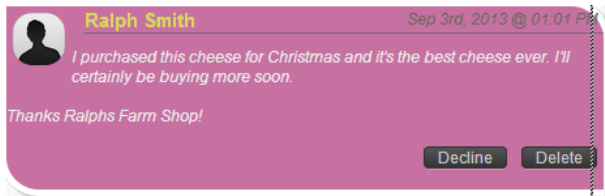
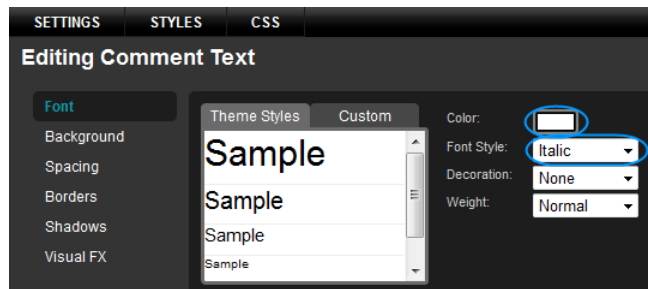
Once done, click **Save Changes**.

Step 10

Click the **Edit** button next to *Comment Text*.

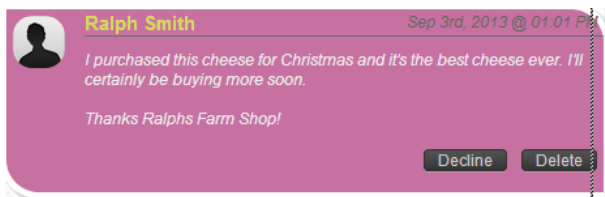
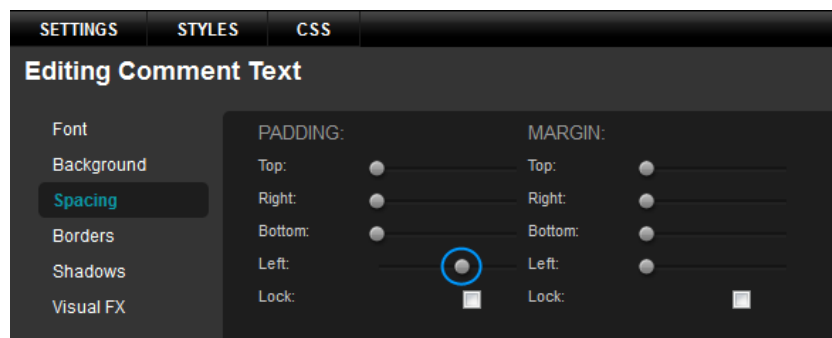


Update the colour of the font to a light grey and set the Font Style to Italic.



Step 11

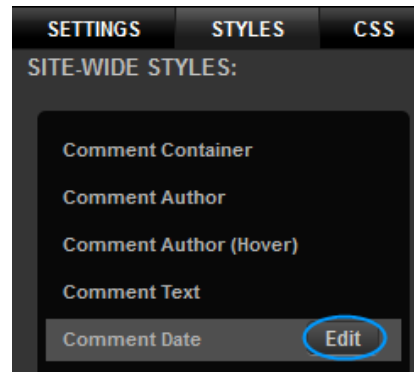
Next, we will move the text to the right so that it lines up with the author. Click **Spacing**, then add 60px of padding to the Left.



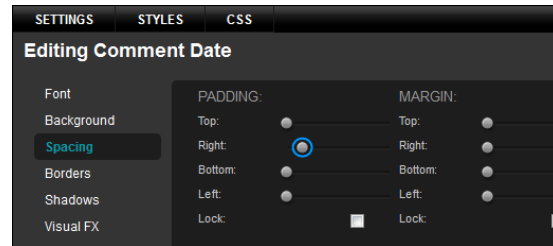
Step 12

Click the **Edit** button next to *Comment Date*.

In this example, we are going to leave the font unaltered, but move the date slightly to the left to stop it spilling out of the container.



Click **Spacing**, and add 15px of Padding to the right.

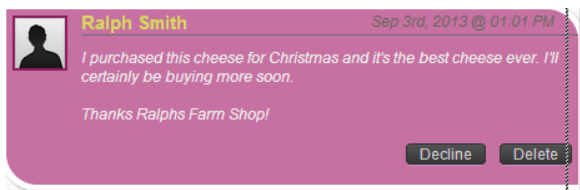
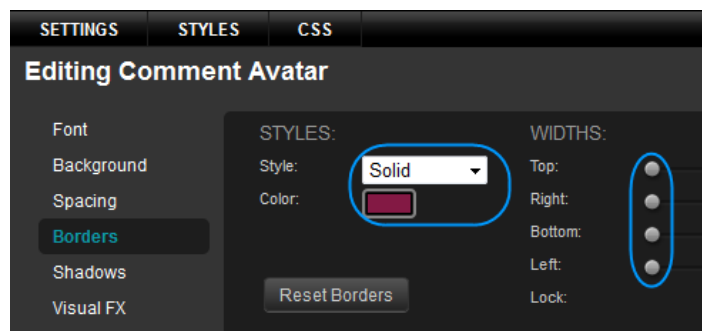
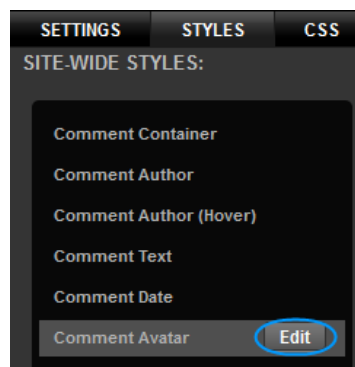


Click **Save Changes** once you are done.

Step 13

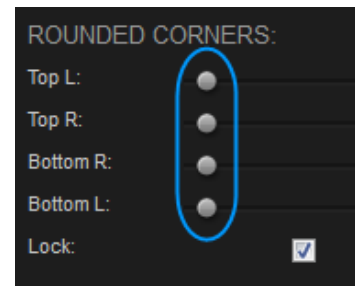
Click the **Edit** button next to *Comment Text*.

Click **Borders**. In this example, we have added a slightly darker solid border with a width of 2px all round.



Step 14

Finally, we have rounded each of the corners by 15px.

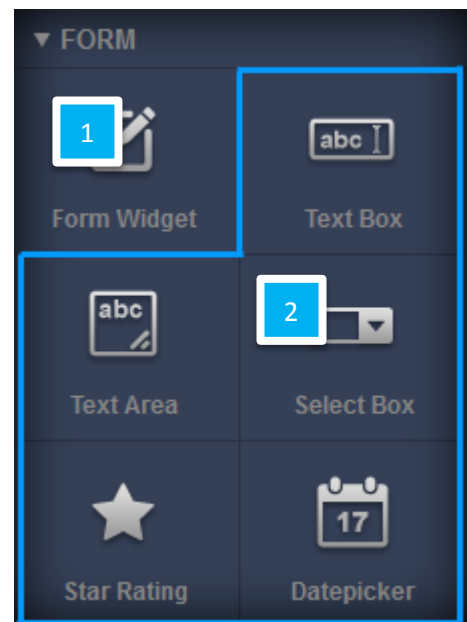


Once done, click **Save Changes**.

Forms

1 The Forms widget will create a wrapper for you form to use.

2 Once you have created a form, you can add fields for customers to fill in using the remaining widgets.



Creating a new form

The Forms widget will allow visitors to provide you feedback, contact you, or rate your products and services. Unlike the comments widget, the feedback cannot be displayed on your website automatically although you can configure your form to email you with the results, or download all comments onto your computer.

Step 1

Click Widgets, then expand the content section to find the Form widget.



Step 2

Drag this widget to the area of your web page you would like it to appear.

Step 3

The new form Screen will open.

1

Title: Enter a unique name for each form on your website.



Important: Creating two forms with the same name on your website will cause data collection problems on both forms.

2

3

Internal link - Optional: This will allow you to direct visitors to an internal page once they have completed a form and clicked submit. If you want to redirect to another page, select a page on your website in from the drop down menu.

4

Description - Optional: Enter a description for your form.

5

Email -Optional: If you would like to receive an email whenever a customer fills out a form, enter your email address in this box.

6

External Link - Optional: This will allow you to direct visitors to an internal page once they have completed a form and clicked submit. If you want to redirect to another page, enter the URL of the website you want to link to in the box provided.



Quick tip: You can alter these details after you have created the form. Simply double click on the form and enter your new details from the settings menu.

Once you have created your form you can start adding fields to it. To add a field, simply drag the field widget into your form.



Note: You must drag the form Field Widgets into your new form. If you see the *Create new Form* options appear you have dragged the widget outside the form. Click Cancel and drag the widget onto your form again.

There are 5 different field types you can add to your form.

Date Picker

The date picker provides visitors with a calendar that they can select a date from.



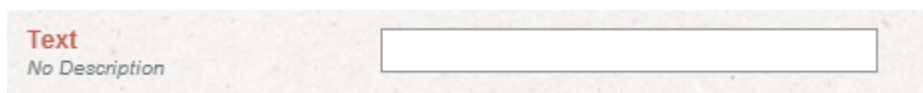
Star rating

The star rating allows visitors to rate an item



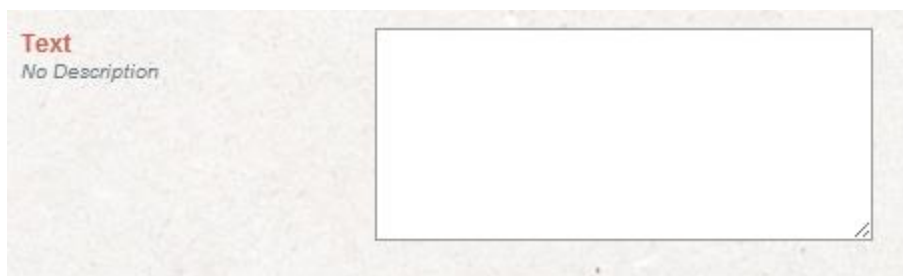
Text Box

This allows visitors to enter a short piece of text. This is useful for fields like Name, Email address, website, telephone number etc...



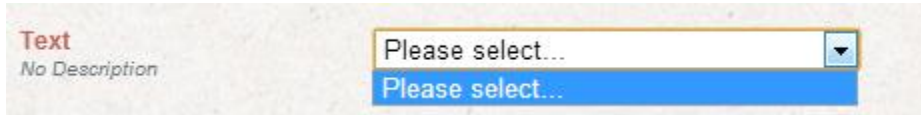
Text Area

This allows visitors to enter a large piece of text. This is useful for feedback, comments or messages to you.



Select box (Drop Down Menu)

This allows customers to select an item from a drop down menu. Useful for selecting products or services, or if you are creating an email form, for selecting the type of enquiry.



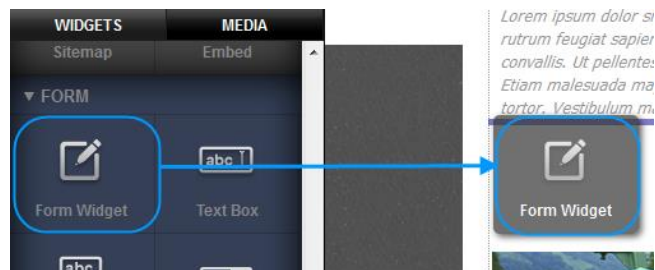
Example Form

In the following example, we will create a feedback form containing the following fields:

- Name
- Email Address
- Telephone Number
- Product
- Date of Purchase
- Rating

Step 1

Click **Widgets**, then expand the *Form* section to find the Form widget.



Step 2

Drag this widget to the area of your web page you would like it to appear.

Step 3

Enter a name for your form and your email address in the boxes provided. Then click **Create form**.

Create New Form

Title:	Description:
<input type="text" value="Product Feedback"/>	<input type="text" value="Allows customers to provide feedb"/>
Submit Button Text:	Email:
<input type="text" value="Enter"/>	<input type="text" value="ralph@ralphsdomainname.com"/>
Internal Link:	External Link:
<input type="text" value="Contact => [contact]"/>	<input type="text"/>
<input type="button" value="CANCEL"/> <input type="button" value="CREATE FORM"/>	

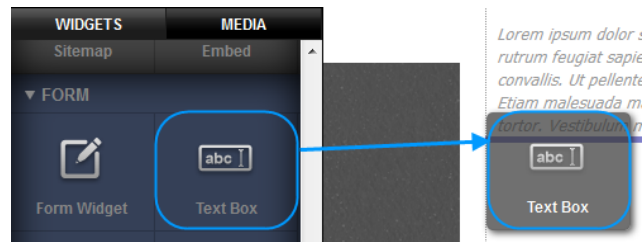
Add a Name Field

Step 1

Drag the Text Box Widget onto your new form.



Quick tip: Red dashed lines will appear around your form. Drop the widget within these lines. If the “Create new form” box appears, click cancel and try again.



Step 2

Double click the form to open up the settings menu and mouse over the text box and click the settings cog.



Step 3

Enter “Name” in the *Title* Text Box, then add a brief description in the box below.

Form Field Settings

Field Validation

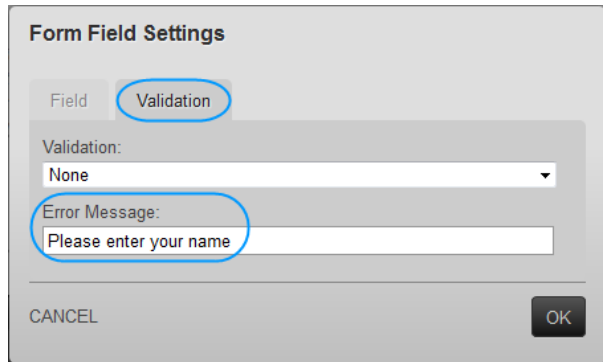
Title:
Name

Description:
What do you like the be called?

CANCEL OK

Step 4

Click the *Validation* tab, then enter an error message to be shown if the form is submitted and the field is blank.



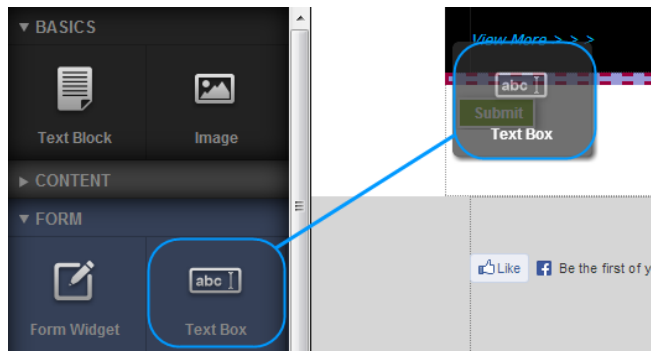
Step 5

Click **OK**.

Email Address

Step 1

Drag the Text box widget onto your form.



Step 2

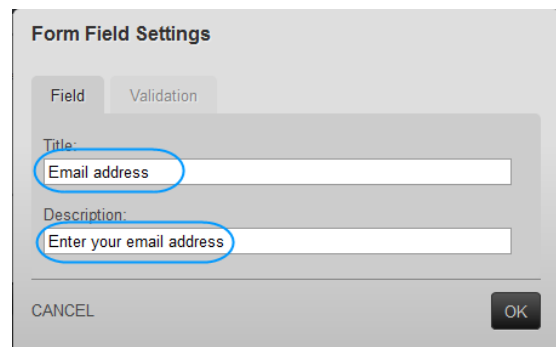
Double click on the Form to open the settings. Now when you hover the mouse over the text box another settings button will appear. Click this button.

Text



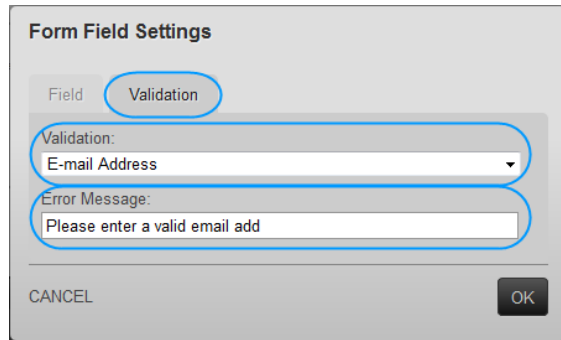
Step 3

Enter "Email Address" in the *Title* text box, and a description in the box below.



Step 4

Click the *Validation* tab, Select E-mail Address from the drop down menu then enter an error message in the text box provided.



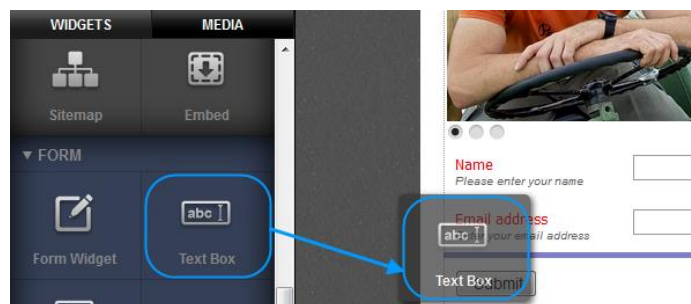
Step 5

Click **OK**.

Telephone Number

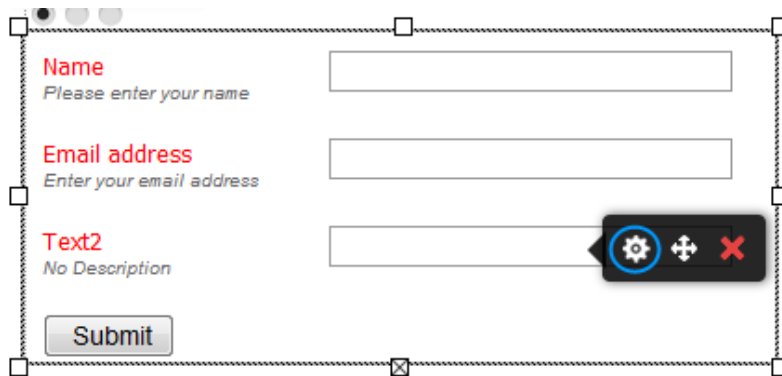
Step 1

Drag the Text box widget onto your form.



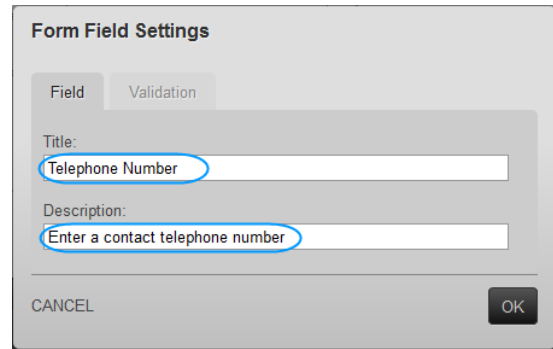
Step 2

Double click on the Form to open the settings. Now when you hover the mouse over the text box another settings cog will appear. Click this cog.



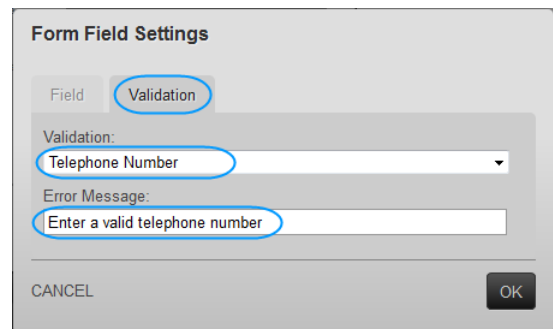
Step 3

Enter “Email Address” in the *Title* text box, and a description in the box below.



Step 4

Click the *Validation* tab, Select *Telephone Number* from the drop down menu then enter an error message in the text box provided.



Step 5

Click **OK**.

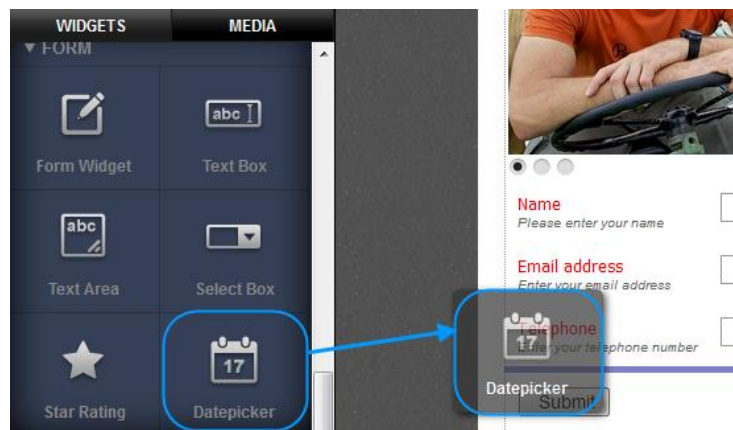
Date of Purchase

Step 1

Drag the Text box widget onto your form.

Step 2

Double click on the Form to open the settings. Now when you hover the mouse over the text box another settings button will appear. Click this button.



The screenshot shows a form builder interface with a dashed border. It contains four input fields: "Name" with the placeholder "Please enter your name", "Email address" with "Enter your email address", "Telephone" with "Enter your telephone number", and "Datepicker" with "No Description". A "Submit" button is at the bottom. A context menu is open over the Datepicker field, showing a gear icon (selected), a plus icon, and a minus icon.

Step 3

Enter "Date of Purchase" in the *Title* text box, and a description in the box below.

Step 4

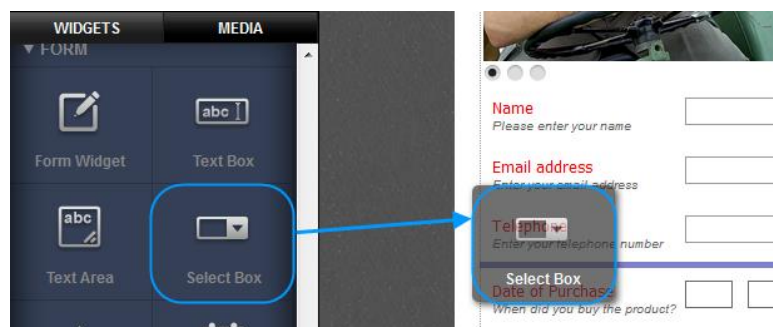
Click **OK**.

The "Form Field Settings" dialog box has two tabs: "Field" and "Validation". The "Field" tab is active. It contains two text input fields: "Title:" with the value "Date of Purchase" and "Description:" with the value "When did you buy the product?". At the bottom, there are "CANCEL" and "OK" buttons.

Product menu

Step 1

Drag the Select box widget onto your form.



Step 2

Double click on the Form to open the settings. Now when you hover the mouse over the text box another settings button will appear. Click this button.

A screenshot of a form with the following fields:

- Name**: Please enter your name
- Email address**: Enter your email address
- Telephone**: Enter your telephone number
- Select**: No Description, Please select... (with a settings icon overlaid)
- Date of Purchase**: When did you buy the product? (with three input boxes and a calendar icon)
- Submit**: A button at the bottom.

Step 3

Enter "Product" in the *Title* text box, and a description in the box below.

At the bottom of this window are the options for creating your drop down menu.

A screenshot of the 'Form Field Settings' window. It has two tabs: 'Field' and 'Validation'. The 'Field' tab is selected. It contains:

- Title:** Product
- Description:** What did you purchase from us?

A screenshot of the 'Select Options' dialog box. It shows a list of options with callouts:

- 1**: Points to the value field (empty).
- 2**: Points to the text field (Please select...).
- 3**: Points to the '+ Add new value to list' button.
- 4**: Points to the delete button (X) next to the second option.

 The second option is:

Product code 10	Cheese	X
-----------------	--------	---

1 Shows the Value associated with each product in the drop down menu. This will appear in any emails to you, or if you export the data. The top value is the default. Customers will not be able to see this value.

2 Shows the text that will appear in the drop down menu for customers to choose. The top value is the default.

3

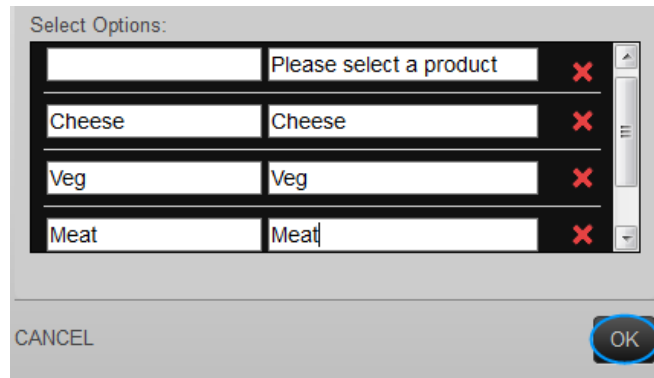
This button allows you to add a new value to your drop down menu.

4

This button will allow delete a value from your menu.

Step 4

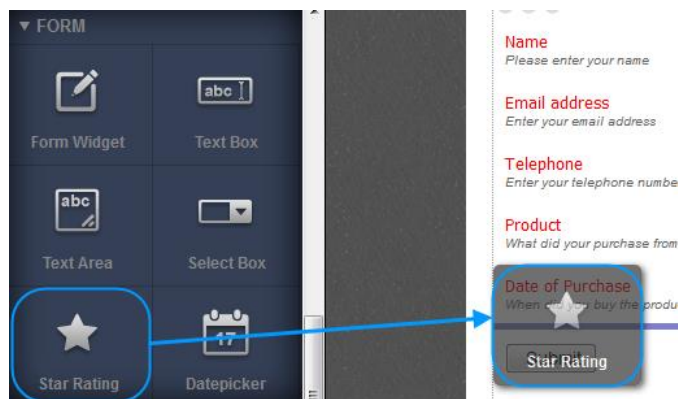
Add new values to your menu until complete. Once your values have been entered click **OK**.



Star rating

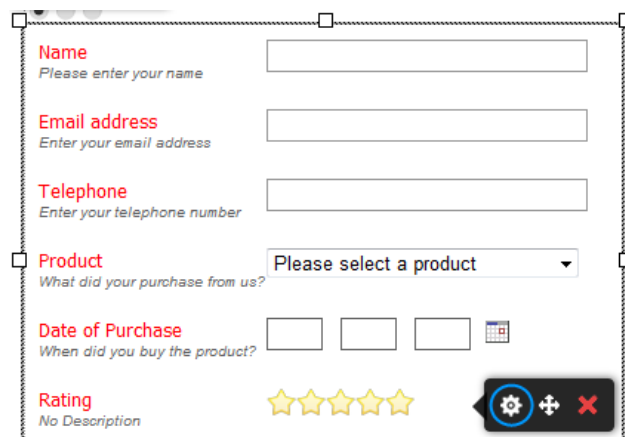
Step 1

Drag the Star rating widget onto your form.



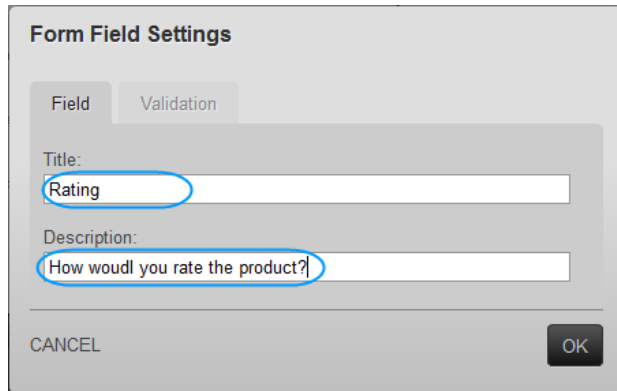
Step 2

Double click on the Form to open the settings. Now when you hover the mouse over the text box another settings button will appear. Click this button.



Step 3

Enter "Rating" in the *Title* text box, and a description in the box below.



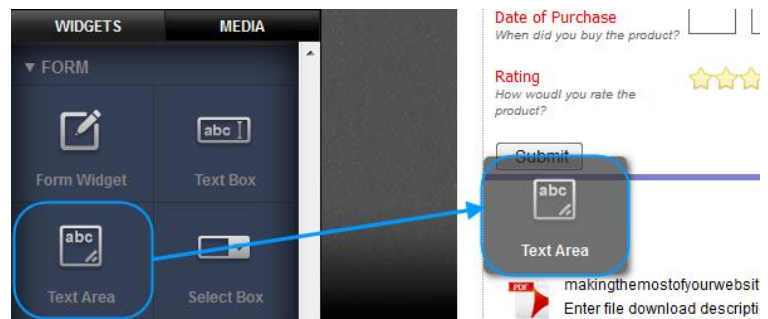
Step 4

Click **OK**.

Comments

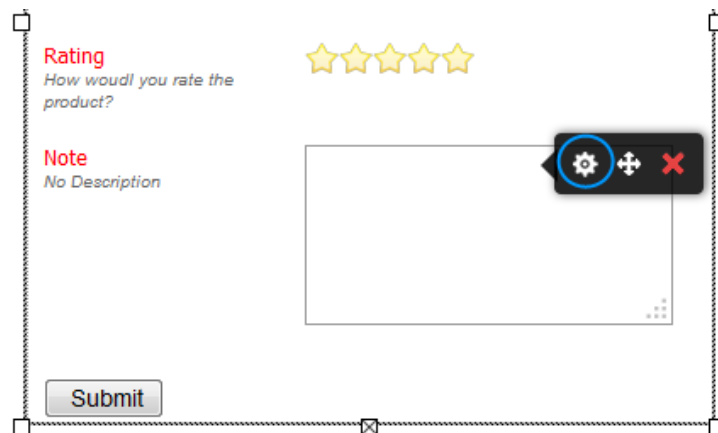
Step 1

Drag the Text Area widget onto your form.



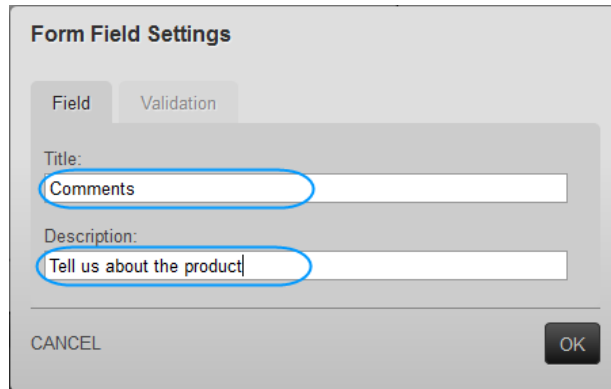
Step 2

Double click on the Form to open the settings. Now when you hover the mouse over the text box another settings button will appear. Click this button.



Step 3

Enter "Rating" in the *Title* text box, and a description in the box below.

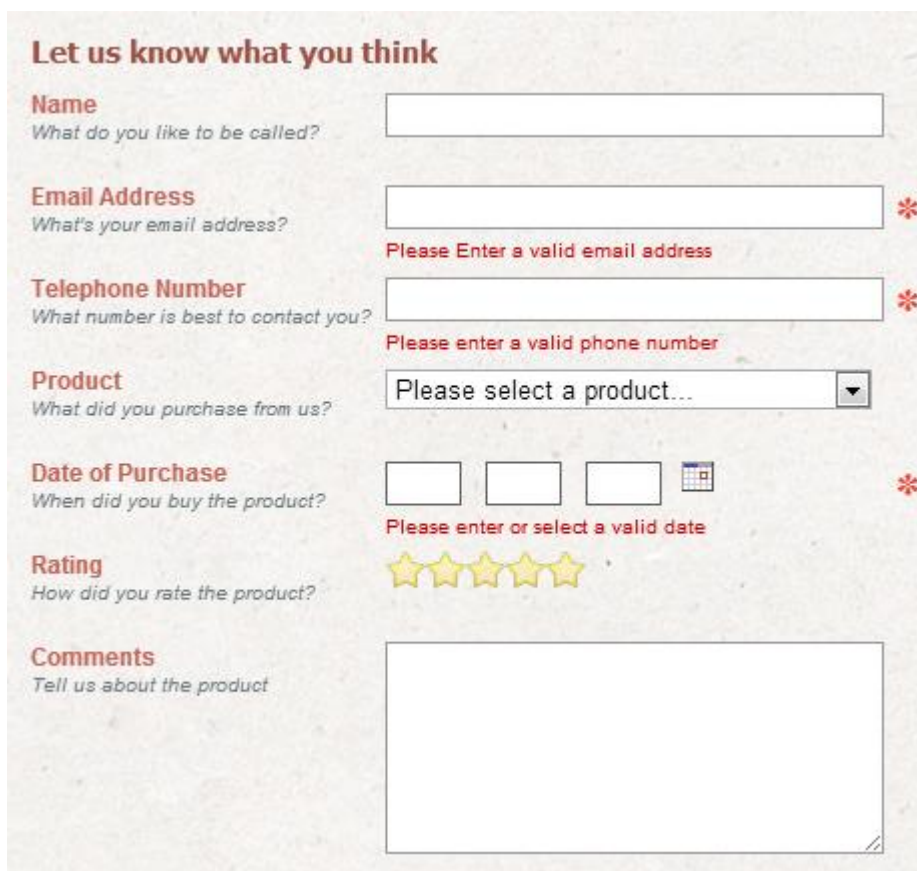


The image shows a 'Form Field Settings' dialog box with two tabs: 'Field' and 'Validation'. The 'Field' tab is active. It contains two text input fields. The first field is labeled 'Title:' and contains the text 'Comments'. The second field is labeled 'Description:' and contains the text 'Tell us about the product'. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'OK' on the right.

Step 4

Click **OK**.

The form is now complete.



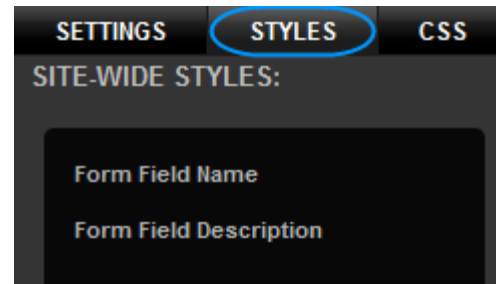
The image shows a customer feedback form titled 'Let us know what you think'. It contains several fields and a rating section:

- Name:** A text input field with the label 'Name' and the question 'What do you like to be called?'.
- Email Address:** A text input field with the label 'Email Address' and the question 'What's your email address?'. It has a red asterisk icon to its right and a validation message below it: 'Please Enter a valid email address'.
- Telephone Number:** A text input field with the label 'Telephone Number' and the question 'What number is best to contact you?'. It has a red asterisk icon to its right and a validation message below it: 'Please enter a valid phone number'.
- Product:** A dropdown menu with the label 'Product' and the question 'What did you purchase from us?'. The dropdown text is 'Please select a product...'.
- Date of Purchase:** Three text input fields for day, month, and year, with a calendar icon to the right. The label is 'Date of Purchase' and the question is 'When did you buy the product?'. It has a red asterisk icon to its right and a validation message below it: 'Please enter or select a valid date'.
- Rating:** A section with the label 'Rating' and the question 'How did you rate the product?'. It shows five yellow stars, with the first four filled and the fifth empty.
- Comments:** A large text area with the label 'Comments' and the question 'Tell us about the product'.

Changing the look of a form

You can change the Text styles using the styles editor, to change the look of the Submit button you will need to edit the CSS directly.

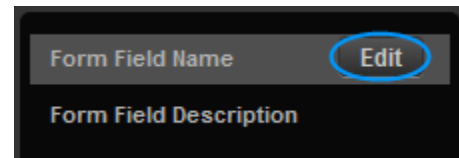
Double click on a form to open the settings options. Then click **Styles**.



Name and Description styles

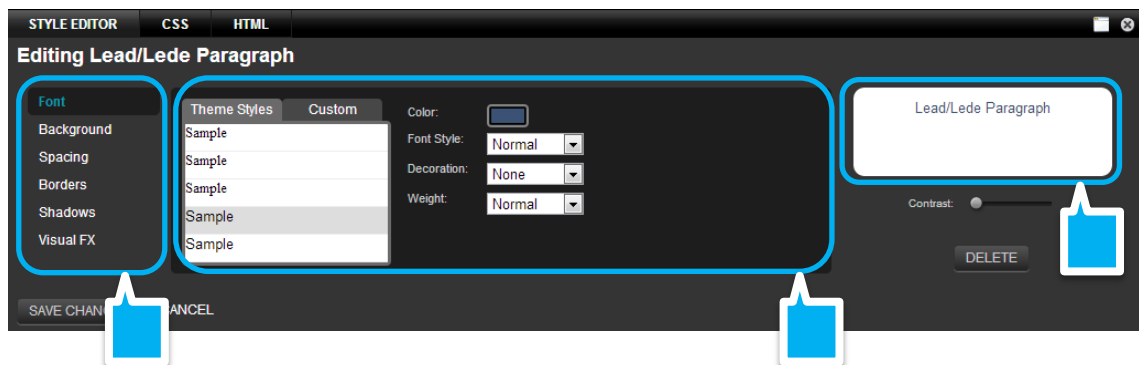
Step 1

Hover your mouse over the style you want to change and click **Edit**.



Step 2

The Style Editor will appear. Edit your text style.



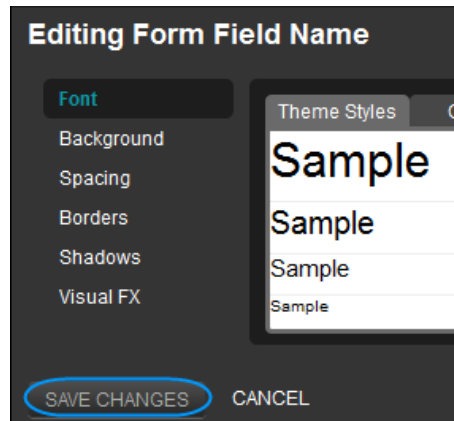
1 **Style Attributes:** Choose an attribute to edit.

2 **Settings:** See and change the settings for each attribute.

3 **Preview pane:** View how the text will look on your website.

Step 3

Click the **Save Changes** button once you have finished editing your text style.



Changing the Submit button

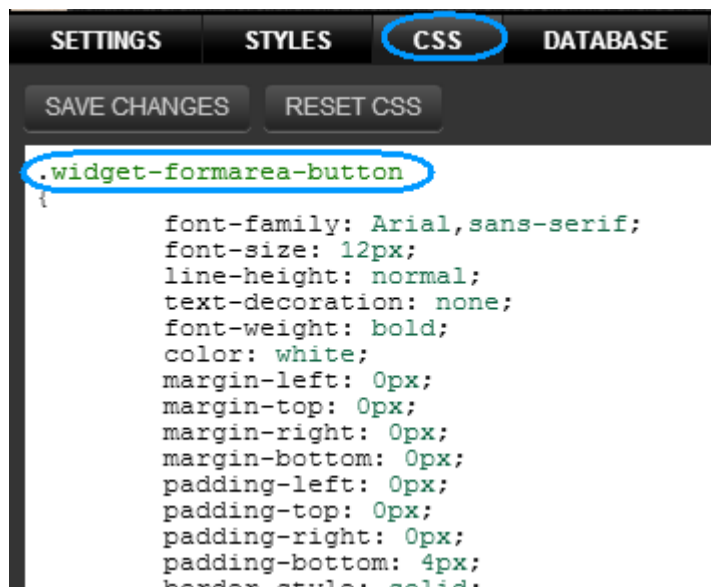
The submit button does not have a user interface to edit its style, however you can make changes to it by editing the CSS. As with links, there are two styles:

- `.widget-formarea-button` – *Standard button.*
- `.widget-formarea-button:hover` – *The button when the mouse is hovering over it.*

In this example we will make the button look the same as the links we created in the chapter [Making your links look like buttons](#).

Step 1

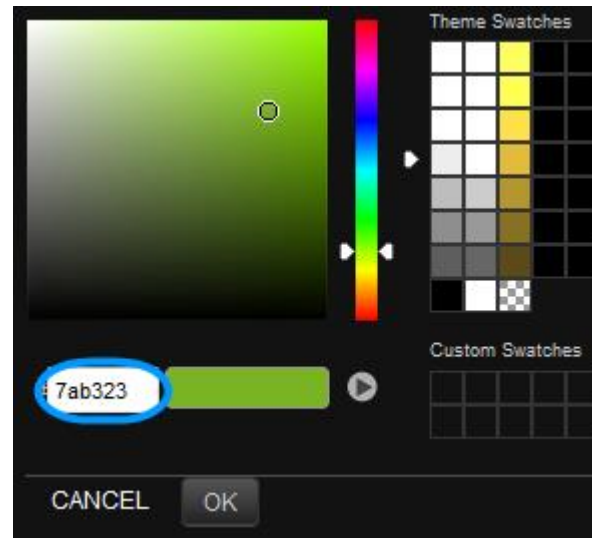
Click CSS, then find the text that shows `.widget-formarea-button`



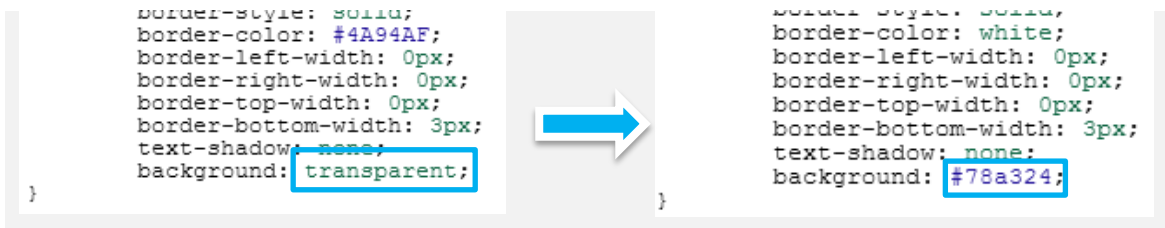
Step 2

First we will change the background colour. When we updated the links on the website we created a colour using the colour picker. Within the colour picker is the Hexadecimal value of the colour. In this example we will use this, you could also get a value of a colour using online tools such as:

http://www.w3schools.com/tags/ref_colorpicker.asp or <http://colorshemedesigner.com>

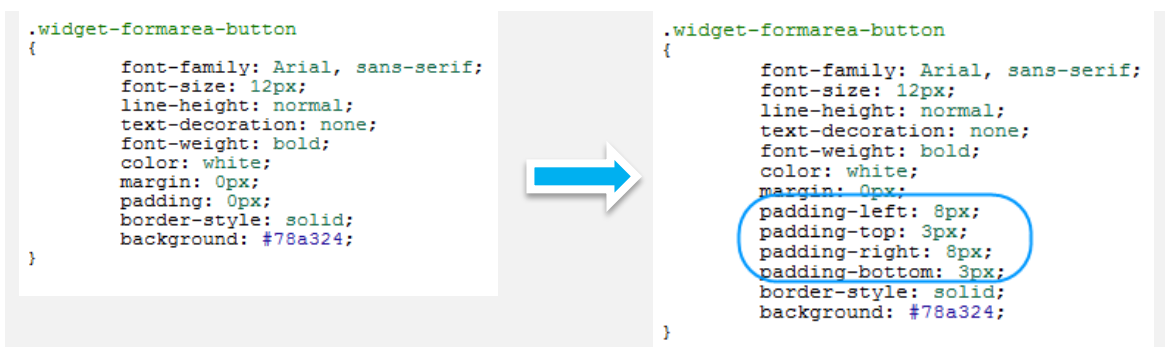


Find the background attribute and change the colour from transparent to the colour you choose.



Step 3


Next we added some spacing around the text. In this example we added 3 points of padding across the top and bottom and 8 points of padding to the left and right. Find the padding attributes and add the padding you want.



Step 4

Now add a white border to your style. Find the border-color attribute and change the border colour.

```
border-style: solid;
border-color: #4A94AF;
border-left-width: 0px;
border-right-width: 0px;
border-top-width: 0px;
border-bottom-width: 0px;
text-shadow: none;|
background: #78a324;
}
```




```
border-style: solid;
border-color: #ffffff;
border-left-width: 0px;
border-right-width: 0px;|
border-top-width: 0px;
border-bottom-width: 0px;
text-shadow: none;
background: #78a324;
}
```

Step 5

In this example the border has a width of 3px. Find the border-width attributes. There are four in total.

```
border-style: solid;
border-color: #ffffff;
border-left-width: 0px;
border-right-width: 0px;|
border-top-width: 0px;
border-bottom-width: 0px;
text-shadow: none;
background: #78a324;
}
```




```
background: #78a324;
border-color: #ffffff;
border-style: solid;
border-left-width: 3px;
border-right-width: 3px;
border-top-width: 3px;
border-bottom-width: 3px;
border-radius: 5px;
cursor: pointer;
}
```

Step 6

By default the CSS does not contain a radius attribute, so we need to add one. In this example we have set the radius to 5. Under the Border-bottom-Width attribute add a new line with the following: border-radius:5px;

```
border-style: solid;
border-color: #ffffff;
border-left-width: 3px;
border-right-width: 3px;
border-top-width: 3px;
border-bottom-width: 3px;
text-shadow: none;
background: #78a324;
}
```



```
border-left-width: 3px;
border-right-width: 3px;
border-top-width: 3px;
border-bottom-width: 3px;
border-radius: 5px;|
text-shadow: none;
background: #78a324;
}
```

Step 7

By Default the CSS doesn't contain an attribute for the shadow, so again we will need to add one.



Quick tip: More information regarding this attribute, and a tool to test your code is available at: http://www.w3schools.com/cssref/css3_pr_box-shadow.asp

In this example we have set the shadow to a grey colour, with a blur of 10px. We have added a new line under the text-shadow attribute.

```

margin-bottom: 0px;
padding-left: 0px;
padding-top: 2px;
padding-right: 0px;
padding-bottom: 0px;
text-shadow: none;
background: #4A94AF;
cursor: pointer;
}

padding-top: 3px;
padding-right: 8px;
padding-bottom: 3px;
border-style: solid;
box-shadow: 2px 2px 10px #888888;
border-color: #4A94AF;
background: #78a324;
}

```

Once complete the .widget-formarea-button section will look as follows:

```

.widget-formarea-button
{
    font-family: Arial,sans-serif;
    font-size: 12px;
    line-height: normal;
    text-decoration: none;
    font-weight: bold;
    color: white;
    margin-left: 0px;
    margin-top: 0px;
    margin-right: 0px;
    margin-bottom: 0px;
    padding-left: 8px;
    padding-top: 3px;
    padding-right: 8px;
    padding-bottom: 3px;
    border-style: solid;
    border-color: #ffffff;
    border-left-width: 3px;
    border-right-width: 3px;
    border-top-width: 3px;
    border-bottom-width: 3px;
    border-radius: 5px;
    text-shadow: none;
    box-shadow: 2px 2px 10px #888888;
}

```

```
background: #78a324;  
}
```

Step 8

Next we will update the `.widget-formarea-button: hover` section to show our hover style. In this example the button should look the same, but appear slightly lighter.

```
.widget-formarea-button: hover  
{  
    font-family: Arial, sans-serif;  
    font-size: 12px;  
    line-height: normal;  
    text-decoration: none;  
    font-weight: bold;  
    color: white;  
    margin: 0px;  
}
```

Click CSS, then find the text that shows `.widget-formarea-button`

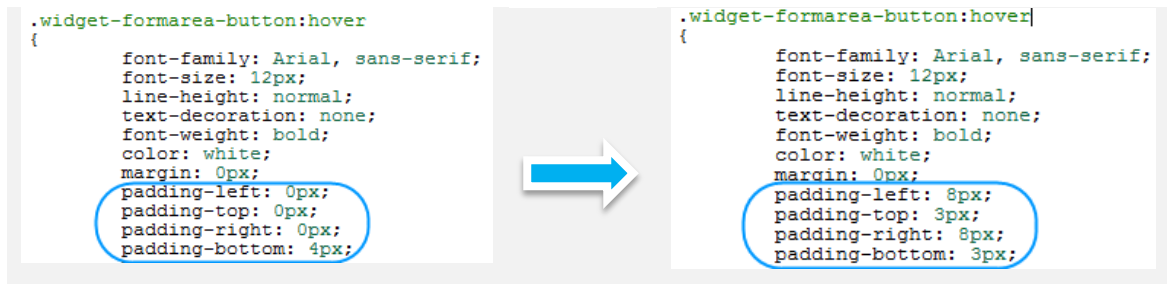
Step 9

Find the background attribute and change the colour. In this example we have chosen a slightly lighter shade of green.

```
border-style: solid;  
border-color: #4A94AF;  
border-left-width: 0px;  
border-right-width: 0px;  
border-top-width: 0px;  
border-bottom-width: 0px;  
text-shadow: none;  
background: transparent;  
}  
  
border-style: solid;  
border-color: white;  
border-left-width: 0px;  
border-right-width: 0px;  
border-top-width: 0px;  
border-bottom-width: 3px;  
text-shadow: none;  
background: #78a324;  
}
```

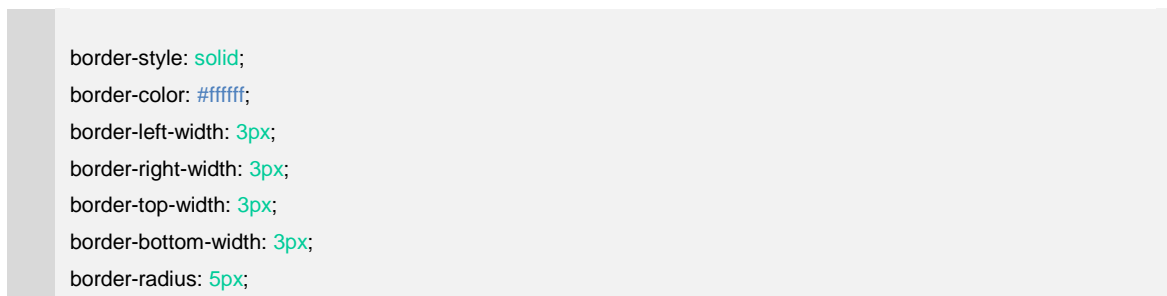
Step 10

Next we added some spacing around the text. In this example we added 3 points of padding across the top and bottom and 8 points of padding to the left and right. Find the padding attributes and add the padding you want.

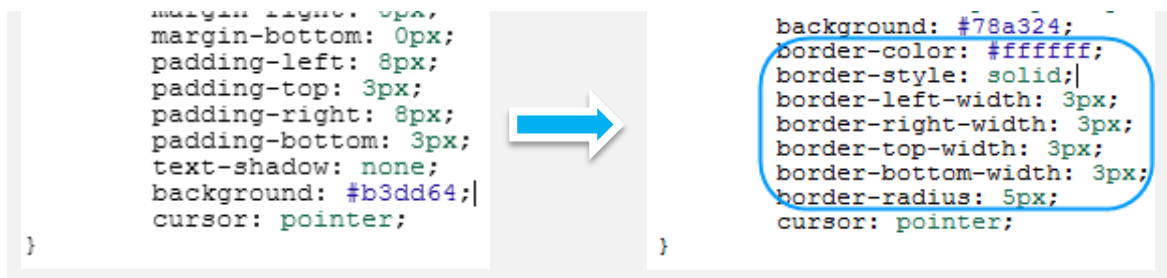


Step 11

Now add a white border to your style. The hover section does not have a border attribute by default so the following lines will need to be added.



In the example we have added them under the background attribute.



Step 12

By Default the CSS doesn't contain an attribute for the shadow, so again we will need to add one.



Quick tip: More information regarding this attribute, and a tool to test your code is available at: http://www.w3schools.com/cssref/css3_pr_box-shadow.asp

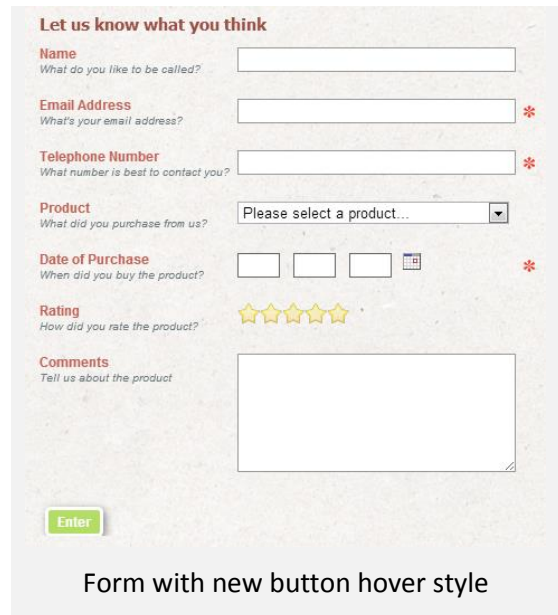
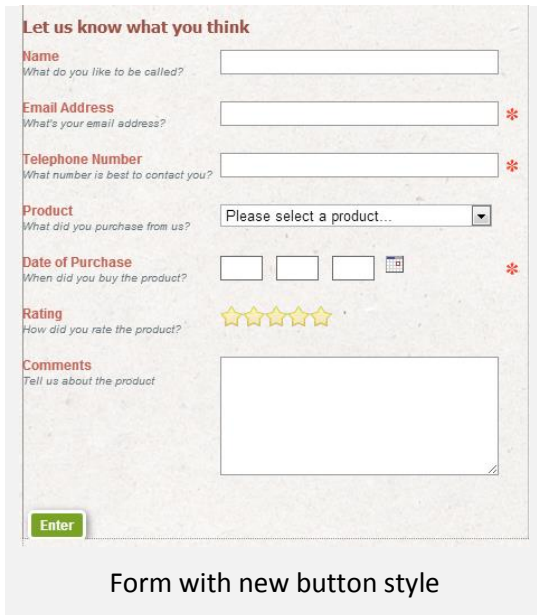
In this example we have set the shadow to a grey colour, with a blur of 10px. We have added a new line under the border-radius attribute.



Once done the `.widget-formarea-button:hover` section will look as follows:

```
.widget-formarea-button:hover
{
    font-family: Arial,sans-serif;
    font-size: 12px;
    line-height: normal;
    text-decoration: none;
    font-weight: bold;
    color: white;
    margin-left: 0px;
    margin-top: 0px;
    margin-right: 0px;
    margin-bottom: 0px;
    padding-left: 8px;
    padding-top: 3px;
    padding-right: 8px;
    padding-bottom: 3px;
    text-shadow: none;
    background: #b3dd64;
    border-style: solid;
    border-color: #ffffff;
    border-left-width: 3px;
    border-right-width: 3px;
    border-top-width: 3px;
    border-bottom-width: 3px;
    border-radius: 5px;
    box-shadow: 2px 2px 10px #888888;
    cursor: pointer;
}
```

Your form and button will look as follows:



Testing a form

You can test a form in preview mode.

Step 1

Click Preview at the top of the editor, and enter some details into the form.

Once done click the button to submit your details.

Name

Email address

Telephone

Product

Date of Purchase

Rating

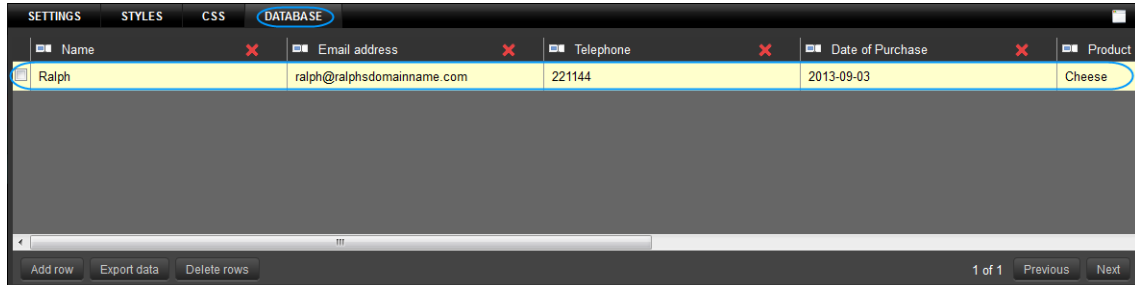
Quick tip: If you have configured the form to send you an email, you should receive an email at this point.

Step 2

Click **Website** at the top of the screen and double click on the form to open the settings.

Step 3

Click **Database**. The details you just entered will be shown as a row in the database settings.



Exporting completed forms

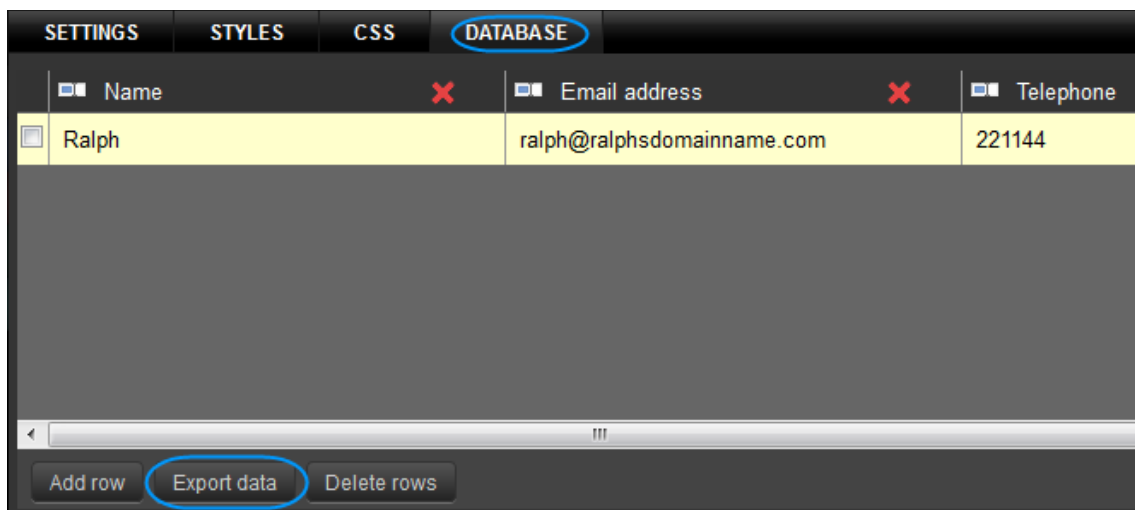
You can export all completed forms as a CSV file. This can then be opened in Excel for your use.

Step 1

In website editor mode, double click on your form to open the form settings.

Step 2

Click **Database**. A list of all your customer entries will be displayed. Click **Export Data** at the foot of the screen.



This will download a CSV file to your computer. You can open this in Excel or any other spreadsheet to view the data.

	A	B	C	D	E	F	G	H
1		Name	Email Add	Telephon	Date of Purch	Product	Rating	Comments
2		1 Ralph	ralph@ral	221144	03/09/2013	Veg		3 This is a test
3								

Adding Video

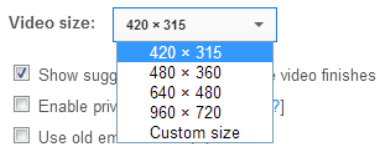
To ensure that any video is visible to iPhone and iPod users, it's best to embed a video from YouTube to your website. This guide assumes that you have already uploaded a video onto YouTube.

Step 1

Visit your video on YouTube, click **Share**, then **Embed**.

Step 2

Next, choose the size of your video player from the drop down menu.



Step 3

Make a note of the code shown in the text box.

![A composite image showing the YouTube interface for a video titled 'Four Seasons ~ Vivaldi' by Evan Bennet. The video player shows a tree with autumn foliage. Below the player, the 'Share' button is circled in red, and the 'Embed' button is circled in blue. A text box below the video contains the embed code: <code><iframe width=](//www.youtube.com/embed/GRxofEmo3HA)

Step 4

In your Website Builder control panel, Click **Widgets**, then expand the *content* section to find the Embed widget.



Step 5

Drag this widget to the area of your web page you would like it to appear.

Step 6

Double click on the widget to open the settings option. Remove the demonstration code, and copy in the code you retrieved in step 3.

Step 7

Click **Save Changes**.



Your video will be displayed on your website.

Adding Flash

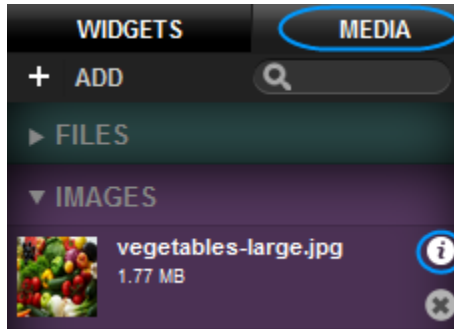
You can upload .SWF files and add them to your website using the embed widget.

Step 1

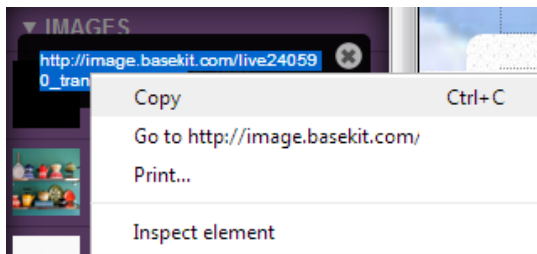
Upload your SWF file as described in the chapter: [Upload a file for visitors to download](#)

Step 2

Click **Media**, then hover over the .SWF file you want the URL for. An Information icon will appear, click this.



The file URL will be displayed, you can copy this link for use elsewhere.

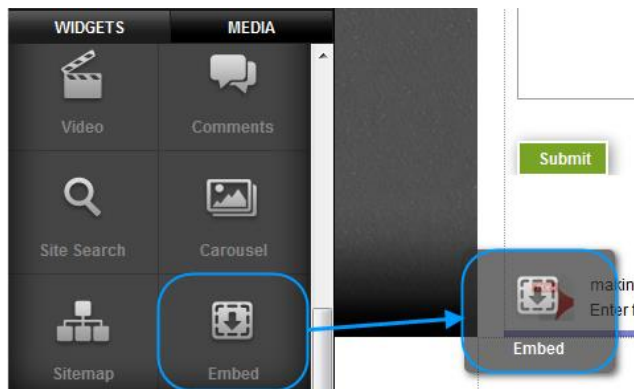


Step 3

Click **Widgets**, then expand the *Content* section to find the Embed widget.

Step 4

Drag this widget to the area of your web page you would like the Flash to appear.



Step 5

Double click on the widget to open the settings option. Remove the demonstration code, enter the following code.

```
<object width="550" height="400">
<param name="movie" value="Flash.swf">
<embed src="Flash.swf" width="550" height="400">
</embed>
```

</object>

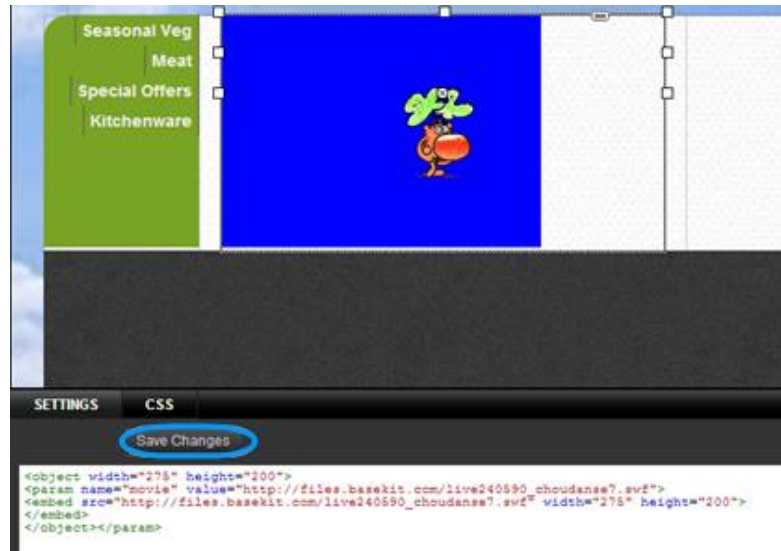
Step 6

Replace [Flash.swf](#) with the URL you noted in Step 2.

Step 7

Change the width and height to match your page and click **Save Changes**.

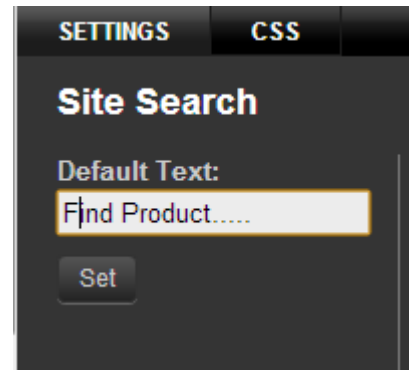
Your Animation will appear on your website.



Step 3

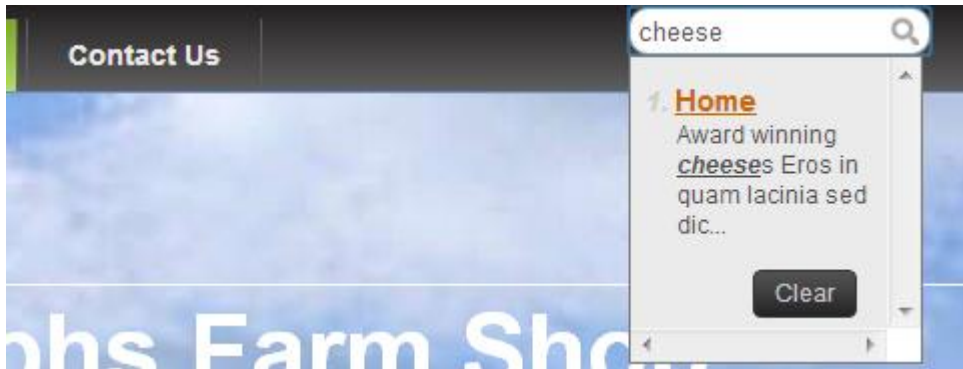
By default the text in the search box will be “Search...”
To change this double click on the widget and enter a new default text in the box provided.

Once done, click **Set**.



Step 4

To test the search, click **Preview** then enter a search in your new search box.



Embed

The embed widget allows you to embed javascript, <iframe> or HTML content directly into your website.



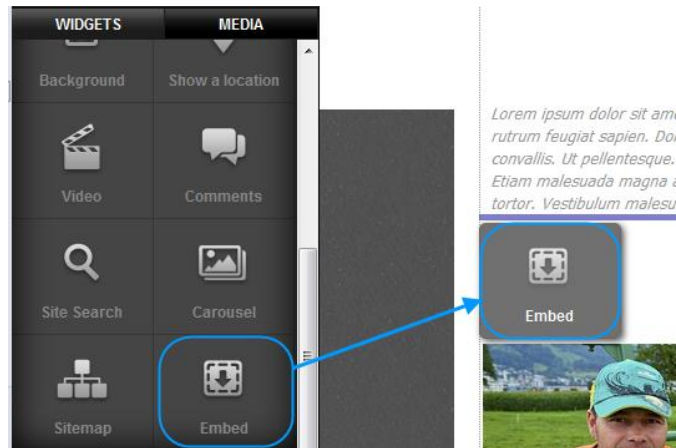
Important: Care must be taken in inserting code into your website. Broken or incomplete code may cause your site to stop working.

Step 1

Click **Widgets**, then expand the *Content* section to find the Embed widget.

Step 2

Drag this widget to the area of your web page you would like the Flash to appear.



Step 3

Double click on the widget to open the settings option. Remove the demonstration code, and enter your new code.



Quick tip: We have specific examples using this widget in the following chapters:

- [Add javascript to your page.](#)
- [Adding Video.](#)
- [Adding Flash.](#)
- [MP3 – Third Party.](#)

Carousel

The carousel widget is similar to the slideshow widget, but does not support transitions or customisable buttons.

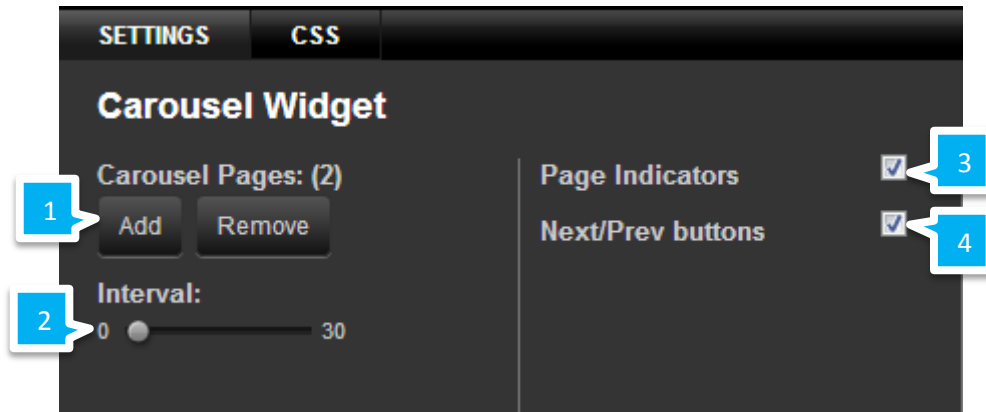
Step 1

Click **Widgets**, then expand the *Content* section to find the Carousel widget.

Step 2

Drag the Carousel widget to the area of your web page you would like it to appear.

Double click on the widget, the settings screen will appear.



1 Add and remove pages. Each page is a space for an image on your carousel.

2 Choose how many seconds you want to display each image for.

3 Toggle indicators on and off. These appear as small radio buttons at the foot of your carousel.

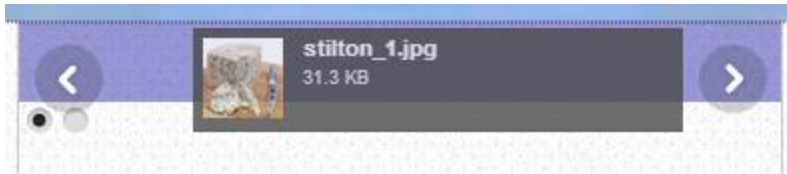


4 Toggle Next and previous buttons on and off.



Step 3

Once you have adjusted your carousel settings drag your first image onto the carousel.

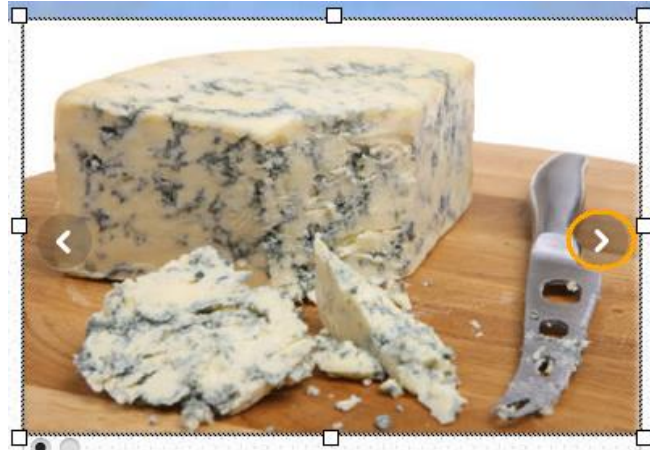


Step 4

Click the **Next** button on the carousel.

Step 5

Drag your next image onto the widget.



Repeat steps 4 and 5 until each page of your carousel contains an image.

RSS Feed

Step 1

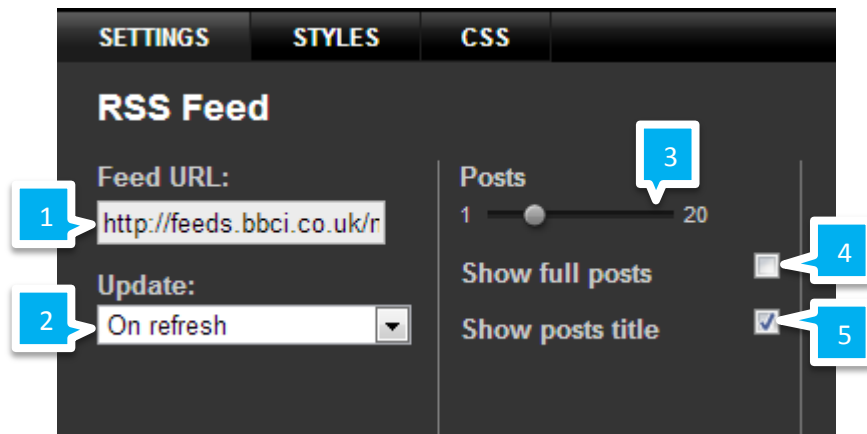
Click **Widgets**, then expand the *Social* section to find the RSS Feed widget.

Step 2

Drag the RSS Feed widget to the area of your web page you would like it to appear.



Double click on the widget, the settings screen will appear.



1 Enter the URL of your RSS feed.

2 Choose how often the RSS feed should update. This will depend largely upon how often new articles are added to the RSS feed.

3 Use the slider to choose how many posts to display. It will display the newest posts first.

4 Check this box if you would like to see the full posts. Leaving this unchecked will display only the posts titles.

5 This will toggle the title of the RSS feed on and off.

BBC News - UK

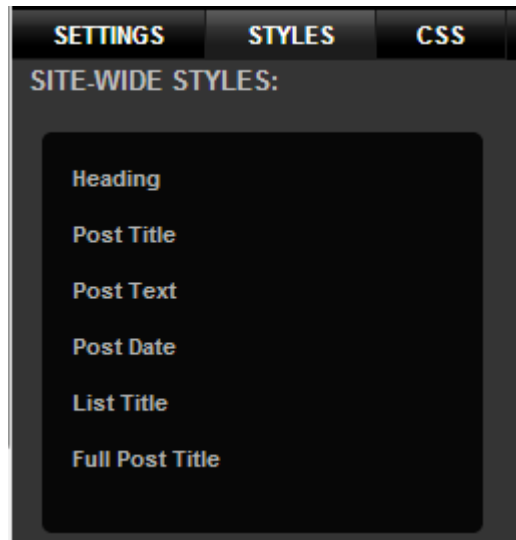


We are owed apology, says Daily Mail

A senior Daily Mail journalist says the paper is ow

Once you have configured the RSS Widget, click the Styles button to alter the look and feel of the Text displayed in the RSS feed.

You can edit the RSS text in the same way as editing the look and feel of text.



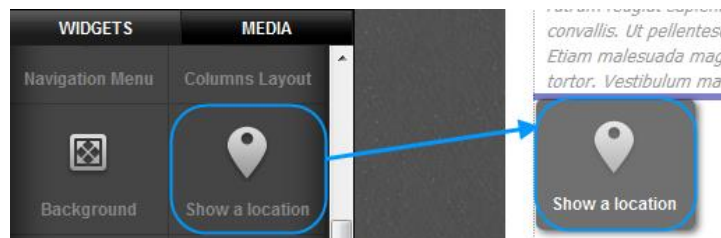
Google Maps

Step 1

Click **Widgets**, then expand the *Content* section to find the Show a location widget.

Step 2

Drag the Show a location widget to the area of your web page you would like it to appear.



Double click on the widget, the settings screen will appear.



1 Enter your postcode to centralize the map on your location.

2 Choose a map type from the drop down menu.

3 Select the default zoom settings on your map.

4 Check this box to allow visitors to zoom, view street view, or pan your map.

5 Drag a marker onto your map. This will appear on the map for visitors to see.

6 If you want to create a custom pointer on your map, upload an image and drag it to this location.

Slideshow

A slideshow can add movement and excitement to a web page, although care should be taken to ensure it doesn't become a distraction from your main website content.

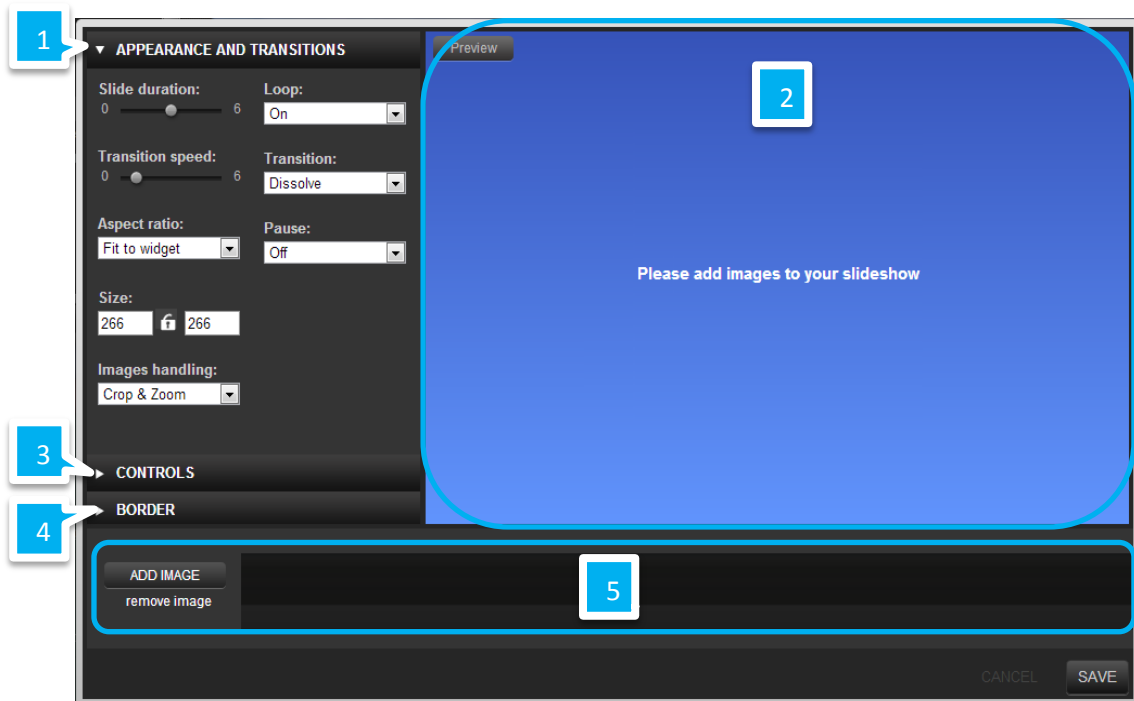
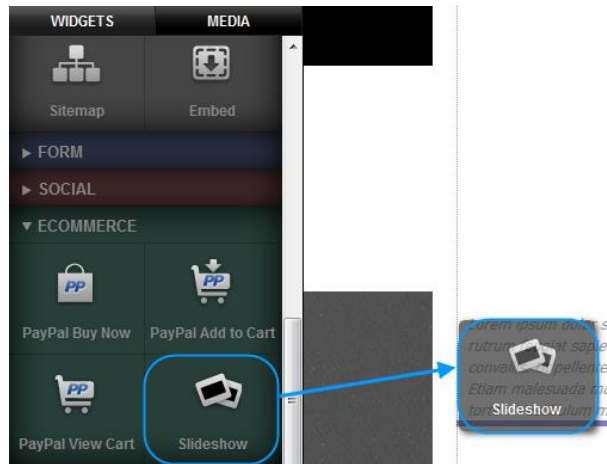
Step 1

Click **Widgets**, then expand the *Premium* section to find the Slideshow widget.

Step 2

Drag the slideshow widget to the area of your web page you would like it to appear.

Double click on the widget, the settings screen will appear.



1 Appearance and Transitions: This section allows you to control how your images appear with in the slideshow, the speed of the show and how to change from one image to another.

2 Preview Pane: This will show how your Slideshow will look. Click the Preview button in the top left of this window to view transitions from one slide to the next.

3

Controls: Buttons are used by website visitors to move your slideshow forwards or backwards. The dots are used to show where the image displayed is within your slideshow. Thumbnails will show small versions of the images in a film strip along the foot of your slideshow.

You can click on any of the button icons to replace the default icon with another image.

4

Borders: Allows you to create a border for the slideshow.

5

Images film strip: All the images within your slide show are displayed in this section. Click **add image** to add an image to your slide show. To re-order an image, simply drag it to its new location.



SEO, Sitemaps and Google Analytics

Sitemap

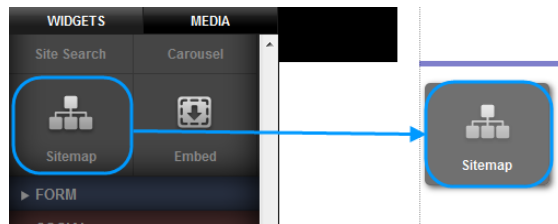
The sitemap widget creates a dynamic list of every page in your site that updates automatically as you add, edit or remove pages.

Step 1

Click **Widgets**, then expand the *Content* section to find the Sitemap widget.

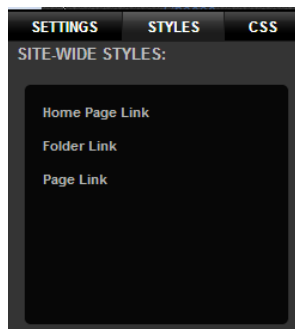
Step 2

Drag the slideshow widget to the area of your web page you would like it to appear.



While this widget has no settings that you can configure, you can alter the look of the links by double clicking on the widget and selecting

Styles.



SEO – Optimise your site

Google SiteMaps

Each time you publish your site, We'll generate a new sitemap for Google and other search engines to access. This gives you the same SEO results you would get from using the Google webmaster sitemap tools without lifting a finger!



Note: Only search engines are able to access this sitemap.

SEO Settings

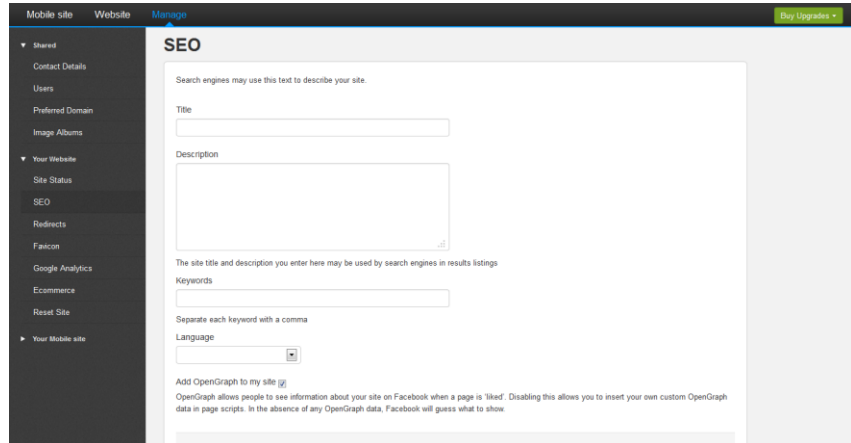
Adding additional information regarding your website can help understand search engines understand your site and improve your search rankings. There are three types of information you can add:

- **Title (Site only):** The title tells users and search engines what the topic of your site is. This should name your website or business and could contain other useful information such as its main focuses or offerings.
- **Description:** The description should contain a brief summary of your page, or site.
- **Keywords:** Add a few keywords that are used to describe your page or site.

You can edit these settings for each page, and enter global settings for your website as a whole.

Adding Site wide SEO data

Click **Manage** in the top navigation bar, then select **SEO settings** from the left hand menu. Enter a Title, Description and Keywords in the text boxes provided.

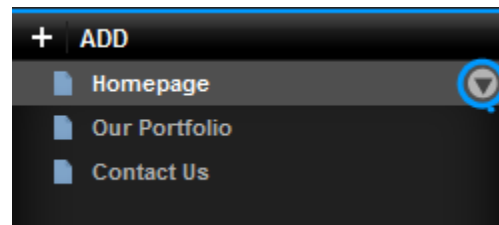


Once done, click **Save**.

Adding page specific SEO Data

Step 1

Click triangle icon next to your page to display the page settings drop down menu.

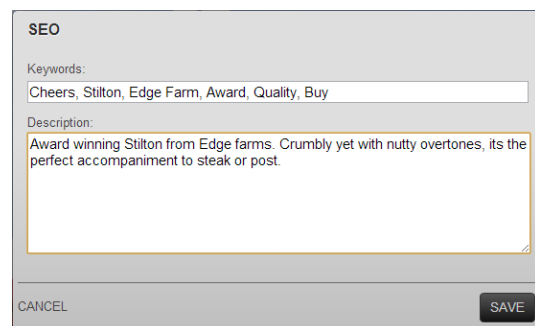


Step 2

Select **SEO** from the drop down menu.

Step 3

Page specific keywords and a description in the text boxes provided and click **Save**.





Quick tip: More information on SEO can be found in our guide: [Making the most from your website](#).

Google have also published a [PDF that relates specifically to their search engine](#).

Google analytics

[Create a Google Analytics account](#) and follow Google's instructions to find the Profile ID of your website domain.

	Visits	Avg Session Time	Bounce Rate	Goal Conversion Rate
yourwebsiteandemail.com				
http://yourwebsiteandemail.com				
yourwebsiteandemail.com	41	00:00:17	90.24%	0.00%



Quick tip: The profile ID will be a string of letters and numbers with the following format:

- XX-11111111-1

Make a note of this Profile ID, but don't follow Google's instructions for adding a tracking code into your site. Once you have the Profile ID, log into your Website Builder control panel and click **Manage**.

In the left hand menu, select **Google analytics** and Enter your Profile ID in the text box provided.



Important: Only enter the ID number. Do not paste the tracking script into this box.

Once done, click **Save**.

Google Analytics

Paste only the ID (UA-XXXXXXXX-X). Do not paste any code into any field only: Do not paste code in this field. This field is not required for normal u:

Code Script

Tracking Code

UX-11111111-1

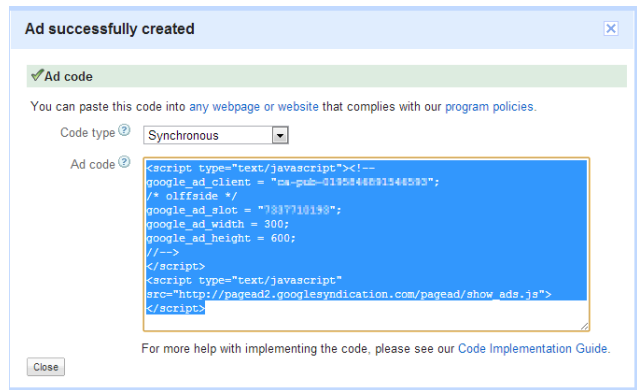
Save

Google AdSense

Once you have created a Google AdSense account, and created an advert unit, you can use the embed widget to add this advert to your website.

Step 1

Find your website code within AdSense.



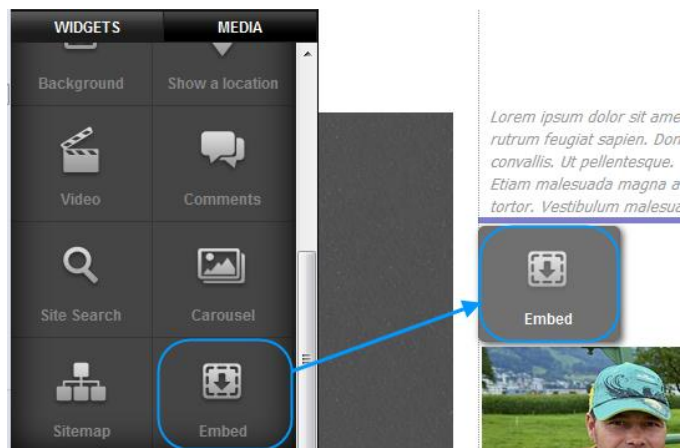
Step 2

Click **Widgets**, then expand the *Content* section to find the Embed widget.

Step 3

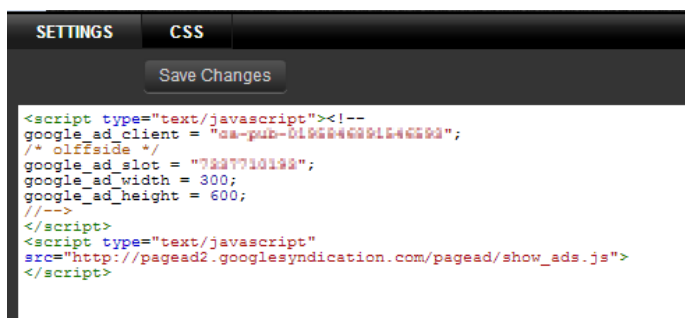
Drag the Embed widget to the area of your web page you would like it to appear.

Double click on the widget, the settings screen will appear.



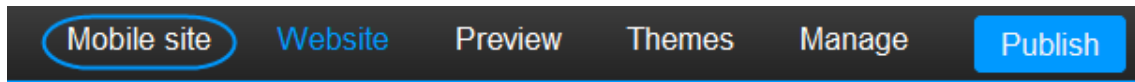
Step 4

Remove any code that's already in the Embed widget, then Copy and paste the code you retrieved in step 1 into the widget and click **Save Changes**.

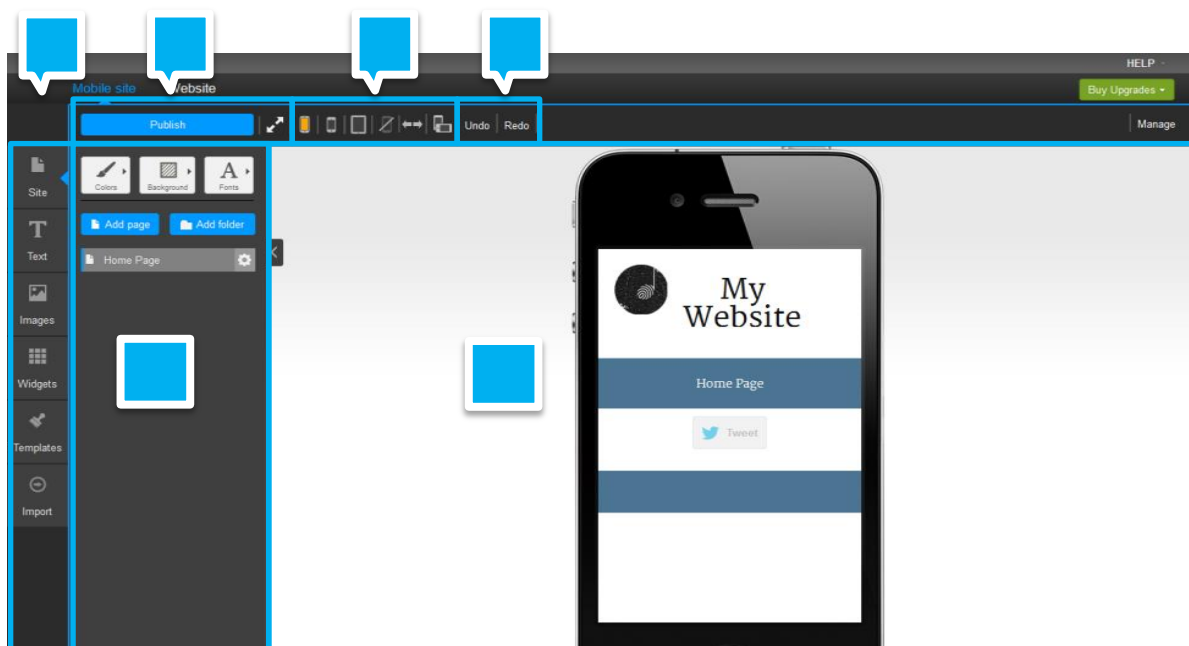


Creating your mobile site

Click Mobile Site in the top left corner.



Your mobile site editor will appear. The editor has six main sections.



1

Category menu: This will select the types of actions available in the actions menu. you can select Pages, text, Colours, Images, or Widgets.

2

Publish/Preview: Publish or preview your mobile site.

3

Mobile View: These buttons allow you to change the aspect ratio of the editor to show your site in a mobile held vertically, horizontally, or from a tablet.

- 4 **Undo/Redo:** Allows you to undo any changes you have made.
- 5 **Action menu:** Shows all the actions available to you.
- 6 **Designer:** Allows you to edit and view your mobile site.

Structure of a Mobile web page

The mobile editor is not a “Mobile Optimizer”, it’s designed from the ground up to allow you to create and edit a website designed for SmartPhones and Tablets.

Each web page is split into three sections:



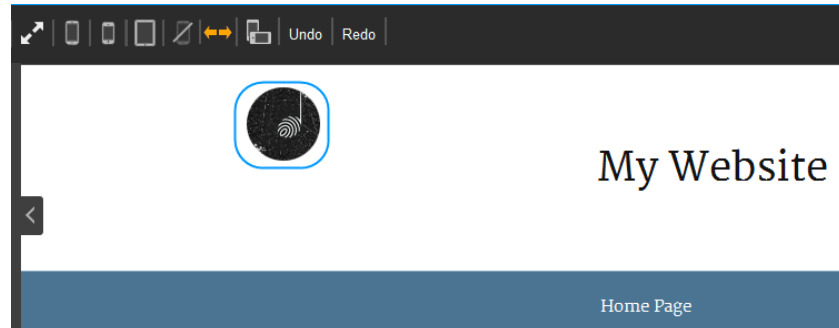
- 1 **Company information:** This acts like a header and displays your company details. Information you add here will be shown on every page on your mobile site.
- 2 **Content:** This is where you add your page content. This may include navigation menu’s, text, images and widgets.
- 3

Adding company details

Adding your Company Logo

Step 1

Click on the default logo at the top of the editor.



Step 2

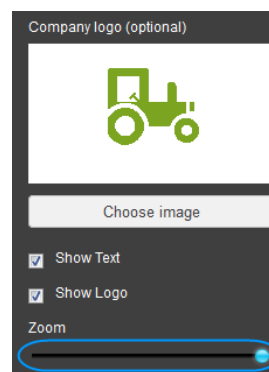
Click Choose image, and select your logo from the list of uploaded images. If you have not yet uploaded your logo, click **Add images** to upload your logo.



Note: The Mobile site does not support transparent colours in images. If your image contains transparent sections, edit this section to match your background colour and upload this new logo.

Step 3


Your logo will appear in the mobile editor. Use the Zoom slider bar to change the size of your logo.



Adding your company name

Step 1

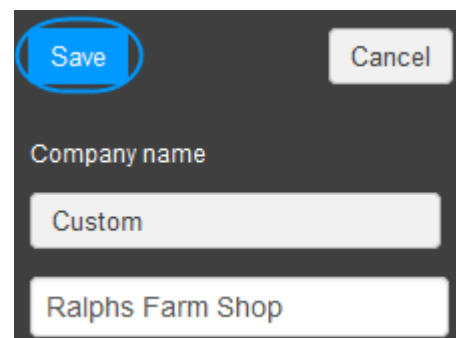
Enter your company name in the text box provided.



A dark-themed form titled "Company name" with two text input fields. The top field contains the word "Custom" and the bottom field contains "Ralphs Farm Shop".

Step 2

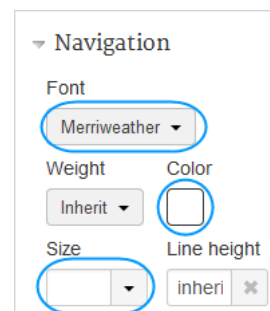
Click save at the top to save your changes.



The same "Company name" form as in Step 1, but with a blue "Save" button circled in the top left corner and a "Cancel" button in the top right corner.

Step 3

Click **Edit Style**. Ensure that the *Site Title* section has been expanded and change the font to match your design. In this example, we have changed the font, the Size and the colour.



A settings panel titled "Navigation" with a dropdown arrow. It contains four settings: "Font" set to "Merriweather", "Weight" set to "Inherit", "Color" with a color selection box, and "Size" with a dropdown menu. The "Line height" is set to "inheri" with a close icon.



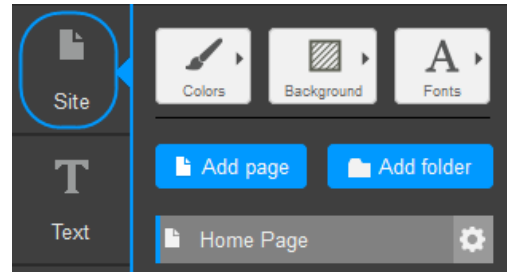
Note: By default this font is white, so unless you have a dark background colour you will not see it. You must change the Font Colour, or Background colour to view your company name.

Page management

Add a new page

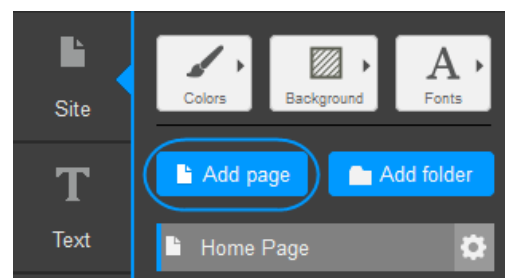
Step 1

Click on the **Site** icon in the top left.



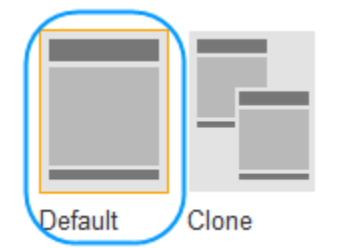
Step 2

Click the **Add Page** button.



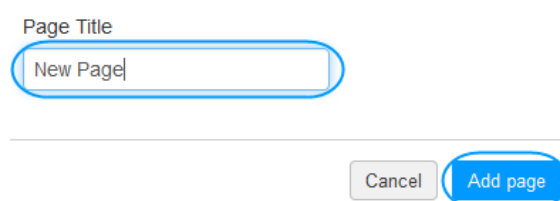
Step 3

Choose whether you want your new page to be a default page or a clone of the current page.



Step 4

Give your page a title and click **Add page**.

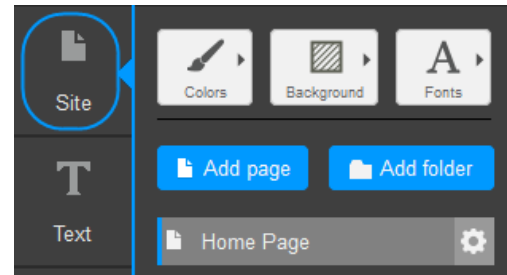


Page Settings

Rename a page

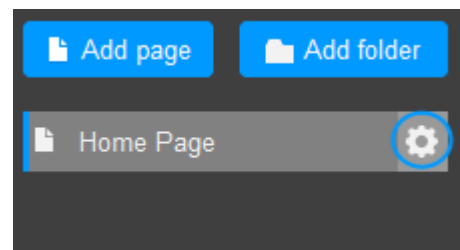
Step 1

Click on the **Site** icon in the top left.



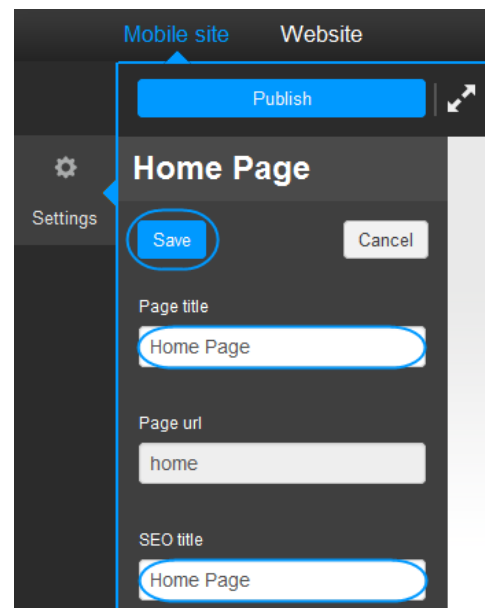
Step 2

Select the cog icon next to the page you want to rename.



Step 3

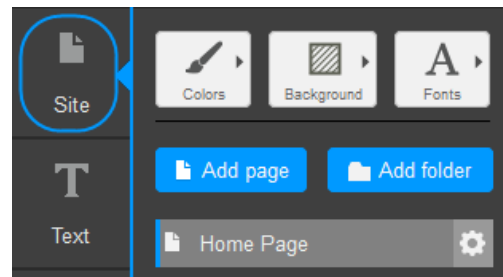
Rename your page by typing in a new name in the *Title in Navigation* and *Title in browser* boxes and click **Save**.



Copying a page

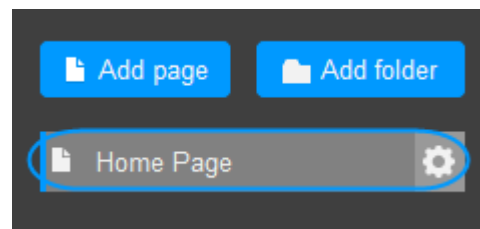
Step 1

Click on the **Site** icon in the top left.



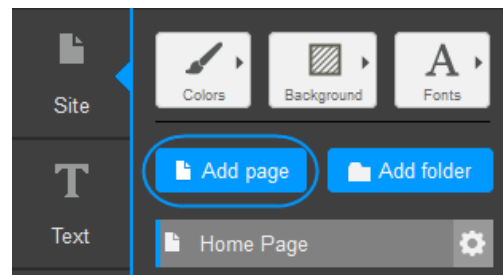
Step 2

Select the page you want to copy.



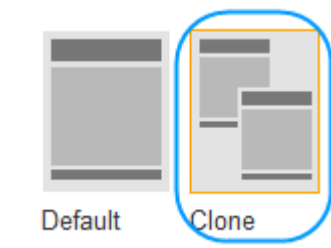
Step 3

Click the **Add Page** button.



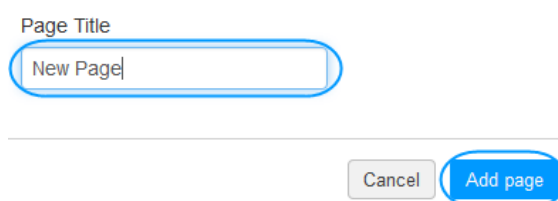
Step 4

Click **Clone current page**.



Step 5

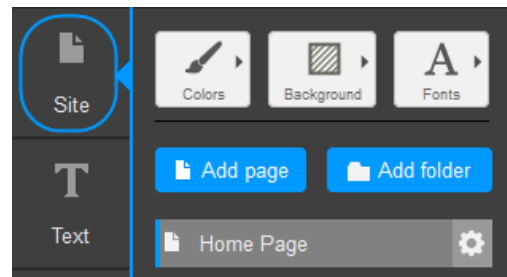
You can give the page a title within the *Page Title* box but this can also be left blank. Click the **Add Page** button.



Removing a page

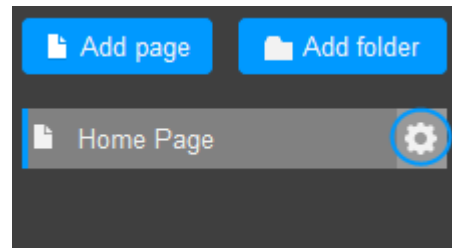
Step 1

Click on the **Pages** icon in the top left.



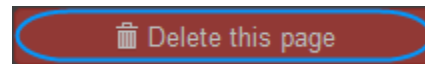
Step 2

Select the cog icon next to the page you want to rename.



Step 3

Scroll to the bottom of the settings and click **Delete this page**.



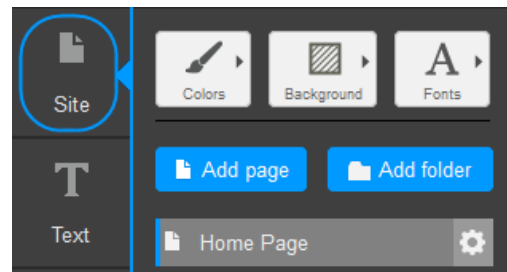
Changing the look and feel of your site

Colours

Use an existing swatch

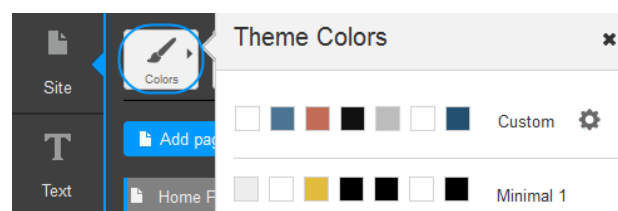
Step 1

Click the **Site** icon in the left hand menu bar.



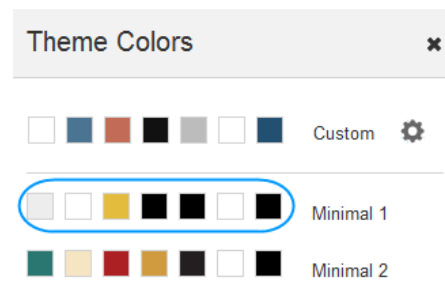
Step 2

Click the **Colors** icon, the *Theme Colors* menu will appear.



Step 3

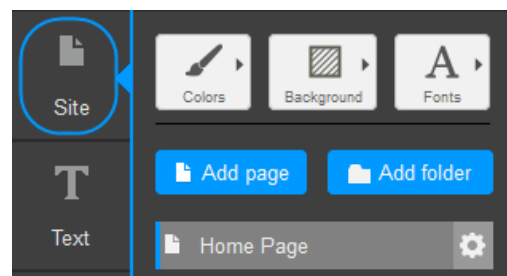
Select one of the pre made swatches from the list.



Create a custom swatch

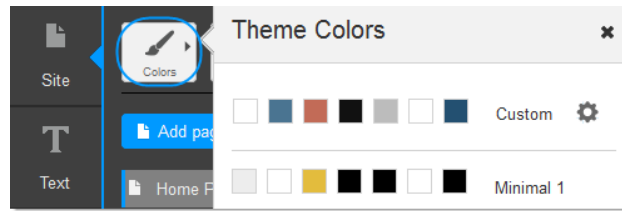
Step 1

Click the **Site** icon in the left hand menu bar.



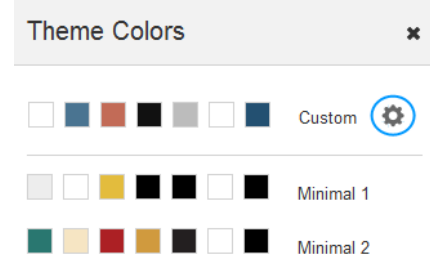
Step 2

Click the **Colors** icon to bring up the *Theme Colors* menu.



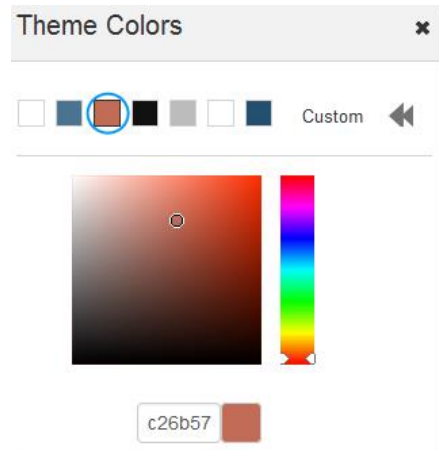
Step 3

Click on the cog icon next to the swatch at the top.



Step 3

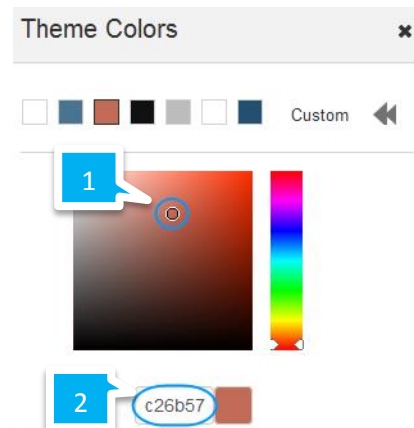
Click on the colour in the swatch that you want to change.



Step 4

Choose a colour using either:

- 1 The colour picker.
- 2 A colour code.

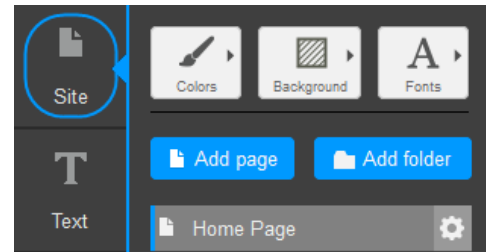


Background

Solid Colour

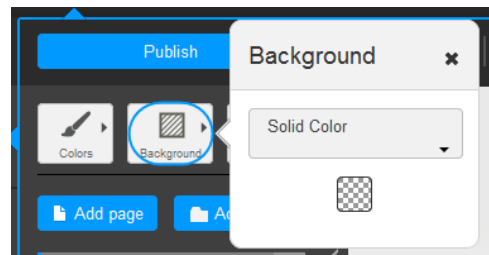
Step 1

Click the **Site** icon in the left hand menu bar.



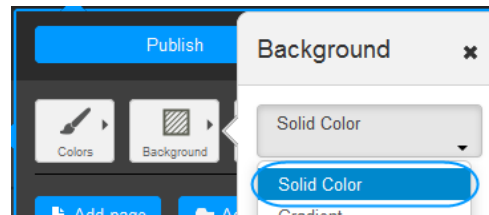
Step 2

Expand the **Background** menu.



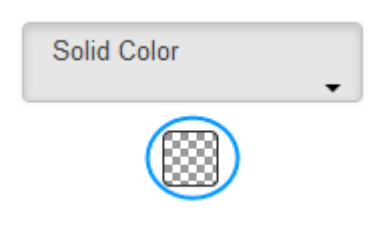
Step 3

Select **Solid Colour** from the drop down menu.



Step 4

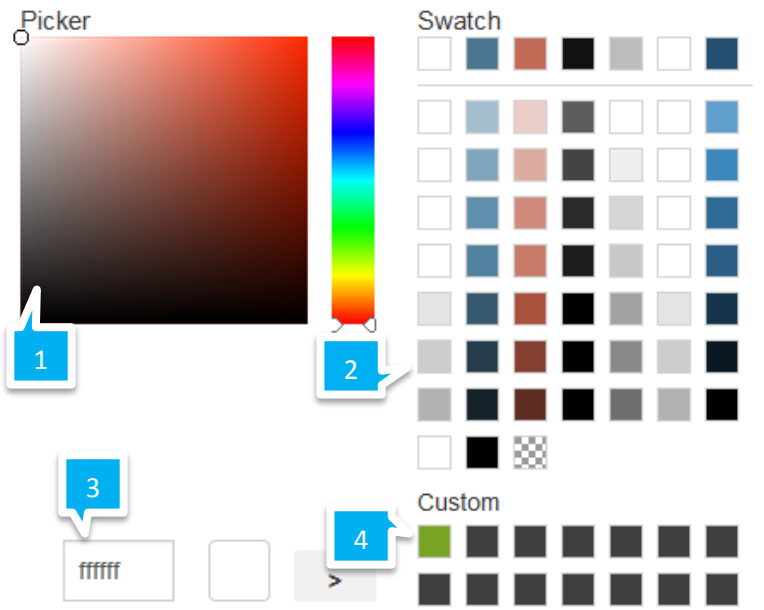
A small square will appear showing the current background colour. Click on it to change the background colour.



Step 5

Pick your background using either:

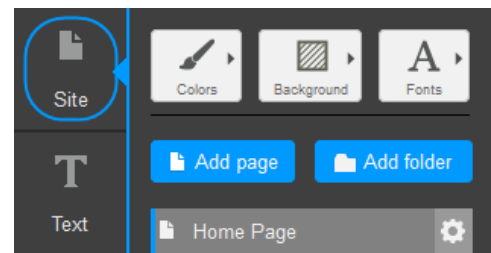
- 1 The colour picker.
- 2 A colour from a swatch.
- 3 A colour code.
- 4 A custom colour.



Gradient

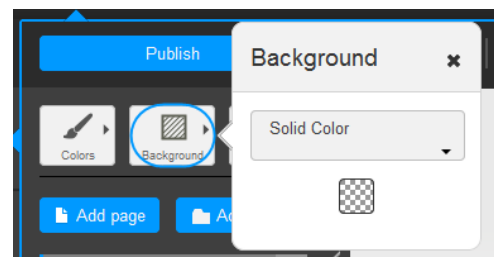
Step 1

Click the **Site** icon in the left hand menu bar.



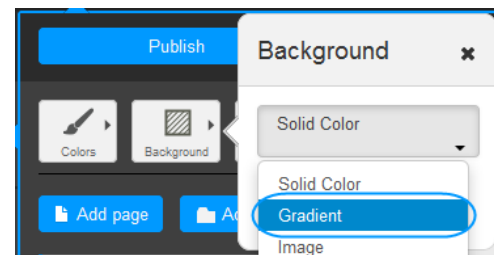
Step 2

Expand the **Background** menu.



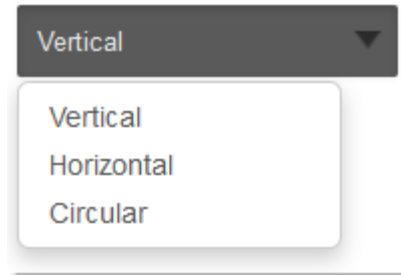
Step 3

Select **Gradient** from the drop down menu.



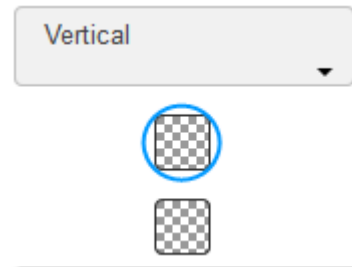
Step 4

Another drop down menu will appear, from this you can choose if you want a *vertical*, *horizontal* or *circular* gradient.



Step 5

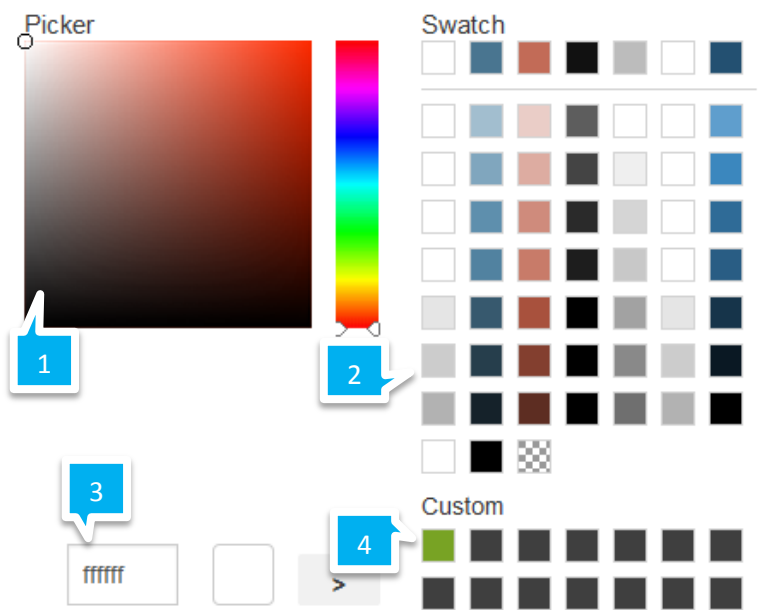
Two boxes will appear, each one represents a colour in the gradient. Click the one that you want to edit.



Step 6

Pick your background using either:

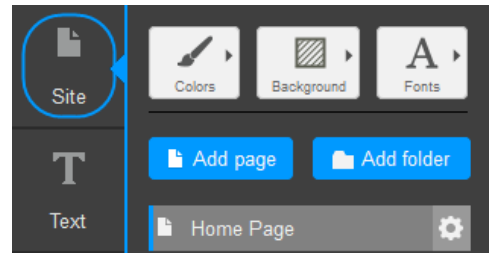
- 1 The colour picker.
- 2 A colour from a swatch.
- 3 A colour code.
- 4 A custom colour.



Images

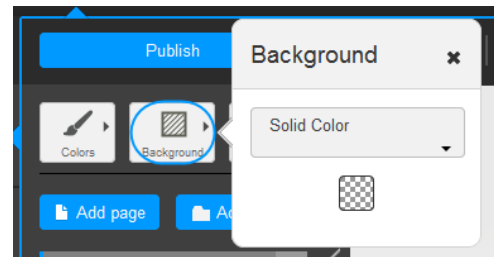
Step 1

Click the **Colors** icon in the left hand menu bar.



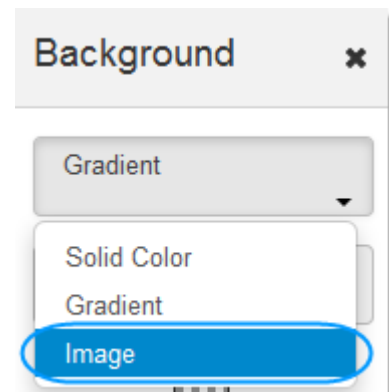
Step 2

Expand the **Background** drop down menu.



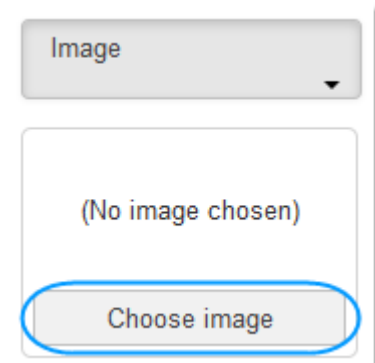
Step 3

Select **Image** from the drop down menu.



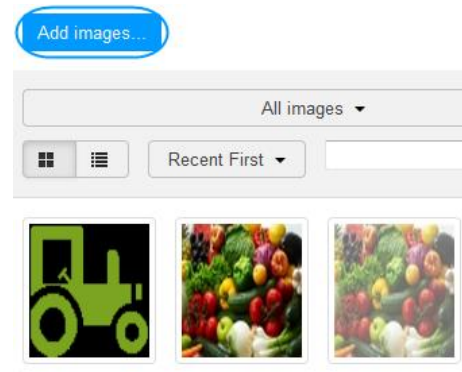
Step 4

Click **Choose image**.



Step 5

Select an image either from the existing images or upload a new one by clicking the **Add images** button.



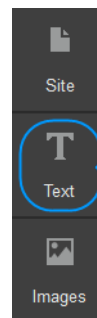
Adding content

Text

Adding Text

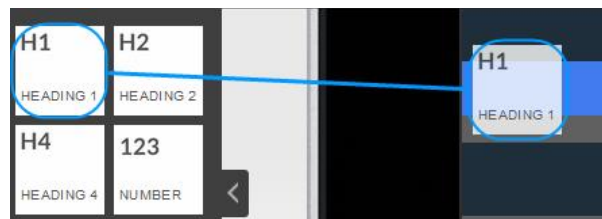
Step 1

Click the **Text** icon in the left menu bar.



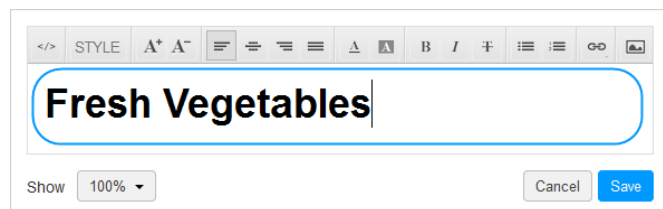
Step 2

Choose the style of text you want to add and drag it over to the area of the page that you want to add it to.



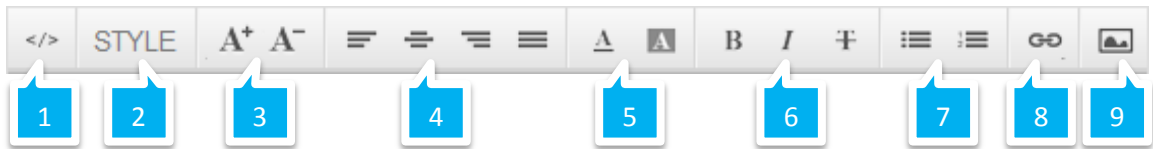
Step 3

Type your heading into the box provided.



Step 4

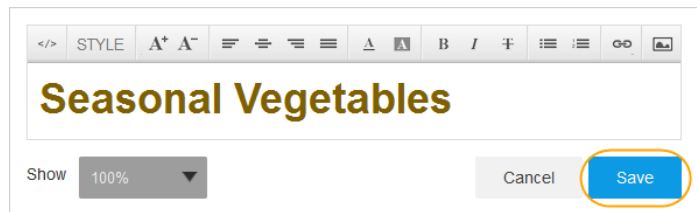
Format the text how you want using the toolbar.



- | | |
|--|--|
| <p>1 Edit the raw HTML of the text.</p> <p>2 Choose a theme style for your text.</p> <p>3 Increase or decrease text size.</p> <p>4 Align your text to the left, right or center.</p> | <p>5 Change the colour of the text and the background.</p> <p>6 Make your text Bold, Italic or apply a strikethrough.</p> <p>7 Create an ordered or unordered list.</p> <p>8 Create external, internal or e-mail links.</p> <p>9 Insert an image from your local computer or a URL.</p> |
|--|--|

Step 5

Click **Save** to make your changes.

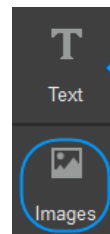


Images

Adding an Existing Image

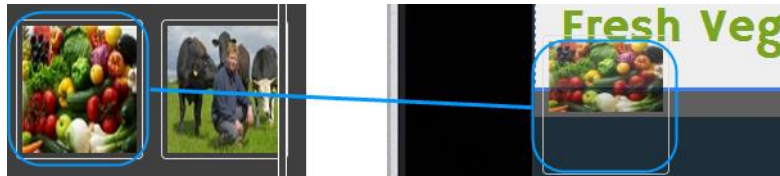
Step 1

Click the **Images** icon in the left menu bar.



Step 2

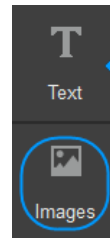
Select and drag the image that you want onto the page.



Adding a new Image

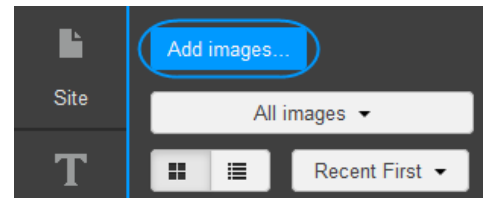
Step 1

Click the **Images** icon in the left menu bar.



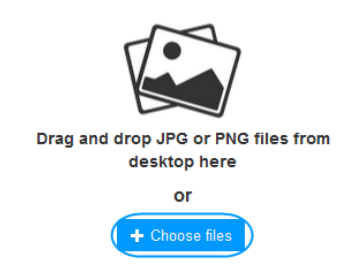
Step 2

Click the **Add images** button.



Step 3

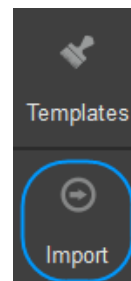
You can drag and drop images from your desktop or upload them using the **Choose files** button.



Importing Content

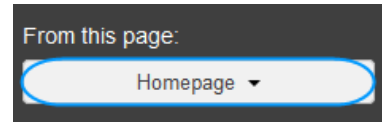
Step 1

Click the **Import** icon in the left menu bar.



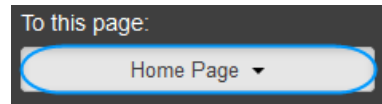
Step 2

From the **From this page** drop down menu select the page from the full website that you want to copy the content from.



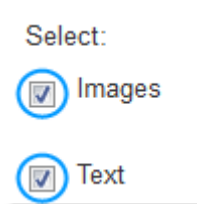
Step 3

From the **To this page** drop down menu select the page from the mobile website that you want to copy content to.



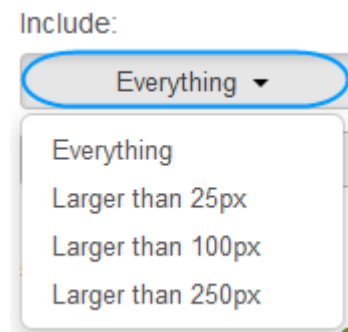
Step 4

Tick the boxes depending on the type of content that you want to import.



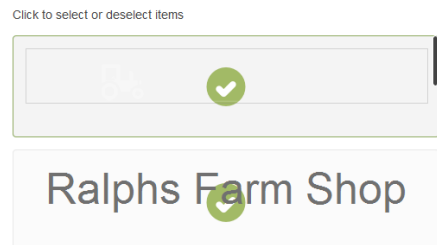
Step 5

You can select to copy everything that is either text or images or only content that meets a defined limit.



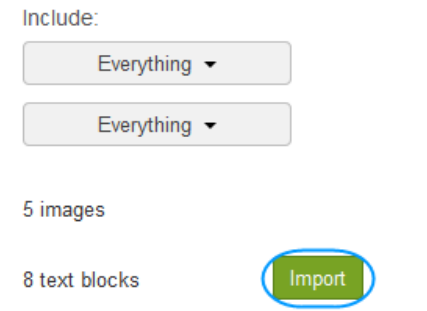
Step 6

Scroll down, ticking the content that you want to import to your mobile site.



Step 7

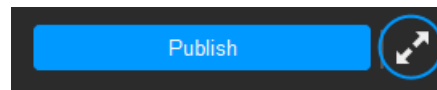
Click the **Import** button.



Previewing your site

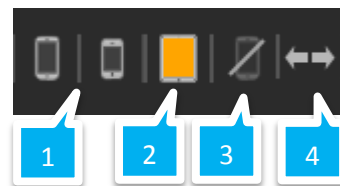
Step 1

Click the **Preview** button in the top bar.



Step 2

Click through the different icons to change the view of the site.



1 Mobile View.

2 Tablet View.

3 Device Toggle.

4 Full Screen View.

3

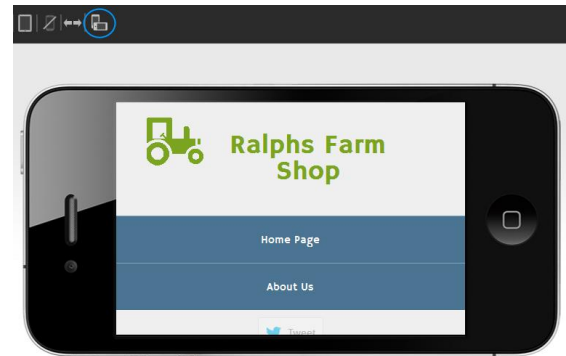
Device toggle.

4

Full Screen view.

Step 3

Click either the *phone* or *tablet* icon to switch between landscape and portrait view.

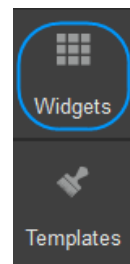


Widgets

Adding Widgets

Step 1

Click the **Widgets** icon in the left hand bar.



Step 2

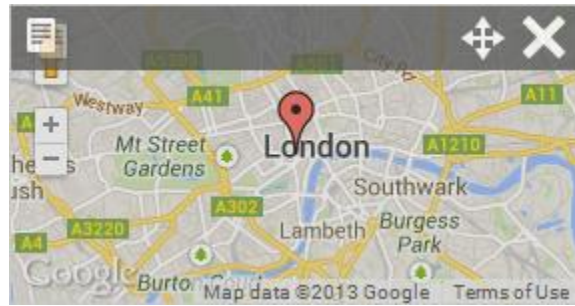
Drag and drop the widget you want to add onto your page.



Customising Widgets

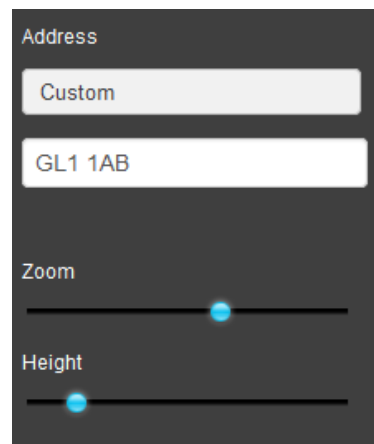
Step 1

Click the widget on your webpage that you want to customise.



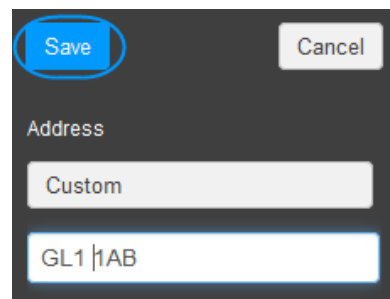
Step 2

The settings for the widget will appear on the left hand side.



Step 3

Adjust the widget settings and click **Save** at the top.



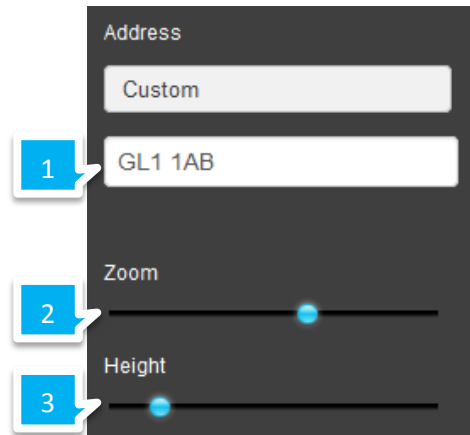
Types of Widgets

Map

The *Map* widget allows you to embed a map within a page on your website.



- 1 Enter the postcode of the location you want the map to show.
- 2 Set the level you want the map to zoom in.
- 3 Set the height of the map widget.



Form

The *Form* widget allows you to embed a contact form within your website.

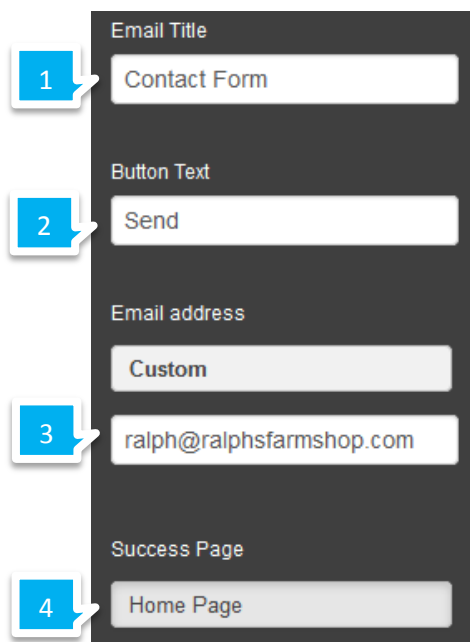
Your email:

Type your email

Message:

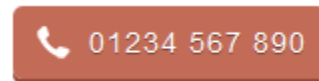
Send

- 1 Enter the title you want to give the form.
- 2 Enter the text you want the submit button to display.
- 3 Enter the email address that the form will send to.
- 4 Choose what page to show after submission.

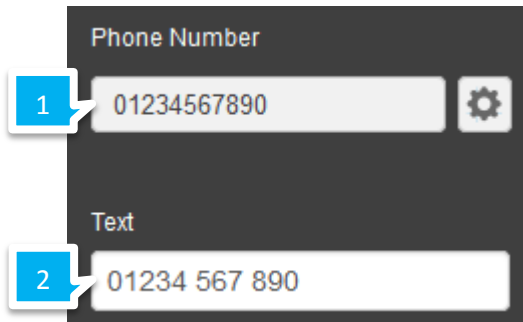


Call Me

The *Call Me* widget allows you to embed a widget that allows a mobile device to contact you via a phone number.

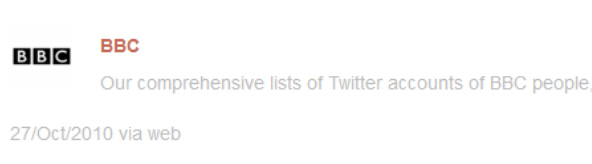


- 1 Enter the phone number you want to use.
- 2
- 3 Enter the text you want the widget to display.

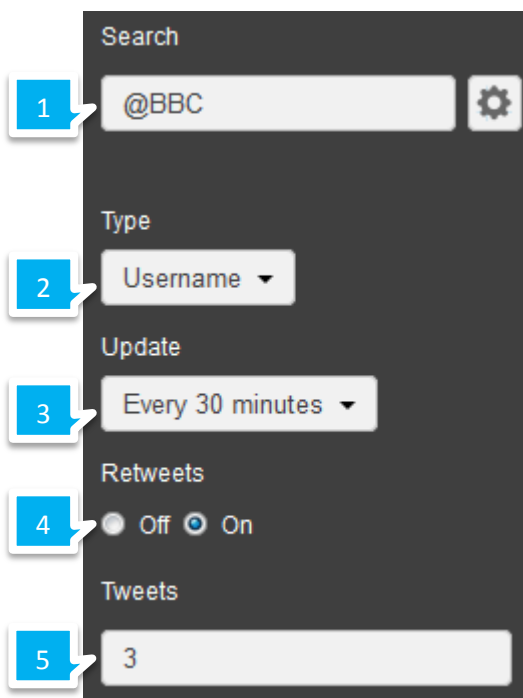


Twitter

The *Twitter* widget allows you to embed a Twitter feed within your website.

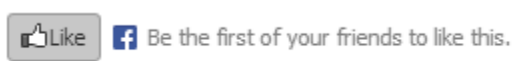


- 1 **Search:** Enter the search term you want to search twitter for.
- 2 **Type:** Select to search for a *Username* or *Topic*.
- 3 **Update:** Choose the frequency to update the feed.
- 4 **Retweets:** Choose to display retweets or not.
- 5 **Tweets:** Choose the number of tweets to be displayed.



Facebook

The *Facebook* widget allows you to embed a



Facebook widget that will allow users to *Like* your website.

<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p>1 Facebook Like:</p> </div> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p>2 Description: Enter a description for Facebook to display.</p> </div> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p>3 Site name: Enter a site name for Facebook to display.</p> </div> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p>4 URL to like: Enter the URL for the Like widget.</p> </div> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>5 Image Displayed: The URL of an image you would like Facebook to display.</p> </div>	<div style="background-color: #333; color: #fff; padding: 10px;"> <p>1 Title displayed Home</p> <p>2 Description Fresh local produce</p> <p>3 Site Name Ralphs Farm Shop</p> <p>4 URL to like http://ralphsfarmshop.com</p> <p>5 Image displayed http://ralphsfarmshop.com/logo</p> </div>
---	--

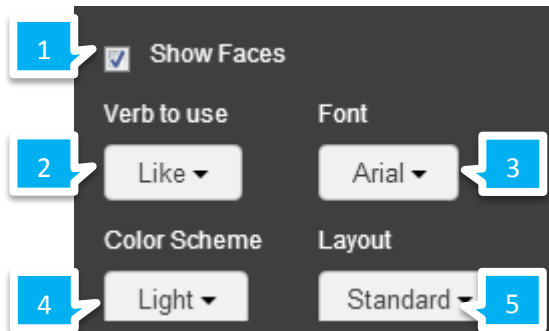
1 Show Faces: Choose whether you would like to show the faces of people that have liked your site on

2 Verb to use: Select *Like* or *Recommend*.

3 Font: Select the font for the widget to use.

4 Color Scheme: Choose from a *Light* or *Dark* colour scheme.

5 Layout: Choose from a *Standard*, *Horizontal* or *Vertical* layout.



Tweet

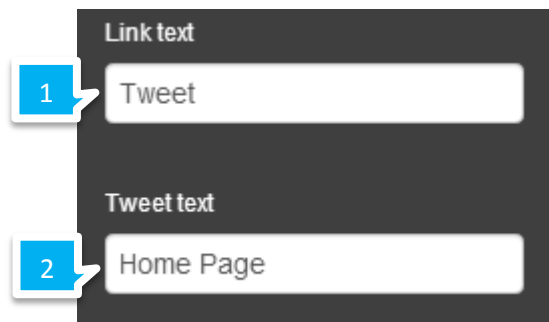
The *Tweet* widget allows you to embed a widget that will allow users to *tweet about* your website.



1 Link Text: Enter the text you want shown on the Widget.

2 Tweet text: Enter a prefix for the tweet.

3 Alignment: Align the widget to the left, right or center.

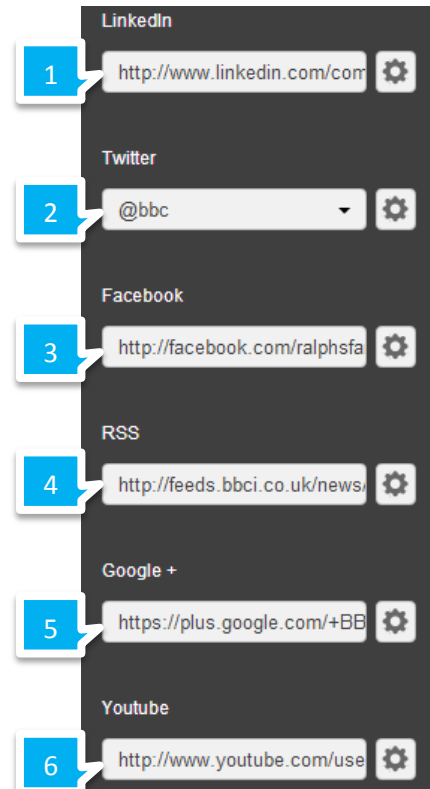


Social Bar

The *Social Bar* widget allows you to embed a widget that displays small icons linking to all your social network pages.



- 1 **LinkedIn:** Enter the URL of your LinkedIn page.
- 2 **Twitter:** Enter your twitter profile address.
- 3 **Facebook:** Enter the link to your Facebook profile.
- 4 **RSS:** Enter the URL to your RSS feed.
- 5 **Google:** Enter the URL of your Google + account.
- 6 **Youtube:** Enter the URL of your youtube page.

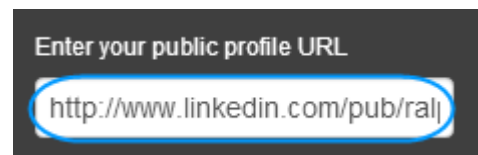


LinkedIn Personal

The *LinkedIn Personal* widget allows you to embed a widget that displays basic information from your personal LinkedIn profile.



Simply enter the URL of your LinkedIn public page.



LinkedIn Business

The *LinkedIn Personal* widget allows you to embed a widget that displays basic information from your personal LinkedIn profile.



1

Type: Select whether to use the *Company Name* or *LinkedIn Company ID* to lookup your LinkedIn profile.

2

Enter your details: Enter the details depending on what *Type* has been selected.

1

Type

Company Name ▾

Enter your details

2

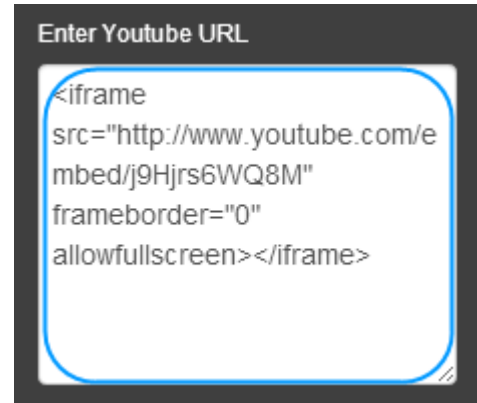
BBC

YouTube

The *YouTube* widget allows you to embed a YouTube video into your website.



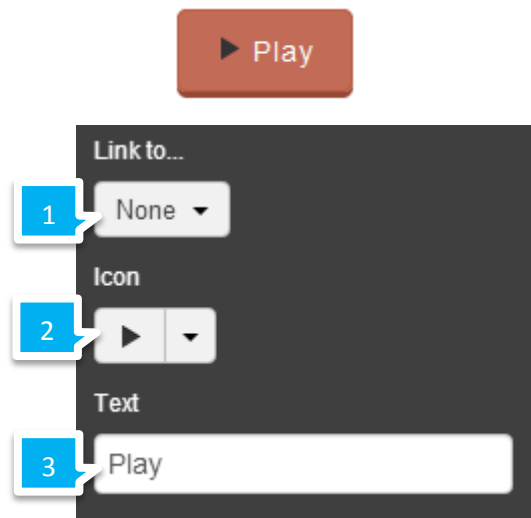
Enter the URL of the video you want to embed.



Button

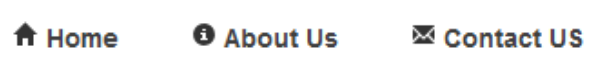
The *Button* widget allows you to place a button on your page.

- 1 **Link to:** Select what you want the button to link to. You can choose from an Internal, External or Mail link.
- 2 **Icon:** You can pick an icon to display on your button.
- 3 **Text:** Set the text and formatting of the button text.



Nav Menu

The *Nav Menu* widget creates a navigation menu on your page.



1

Alignment: Align you widget on the left, right or in the center of your page.

2

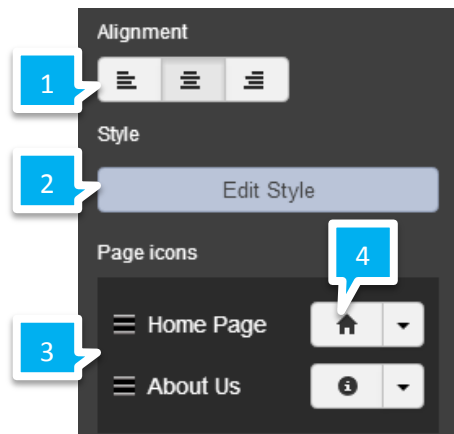
Edit Style: Edit the style of the text in the nav menu.

3

Pages: Drag and drop your pages in the order you want them to appear.

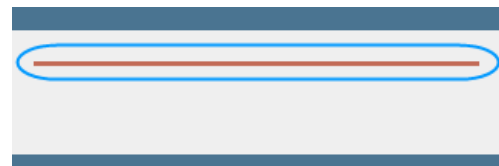
4

Page Icons: Choose an icon to display in your navigation menu.



Divider

The *Divider* widget can be used to create a horizontal line on your page.



1

Alignment: Align you widget on the left, right or in the center of your page.

2

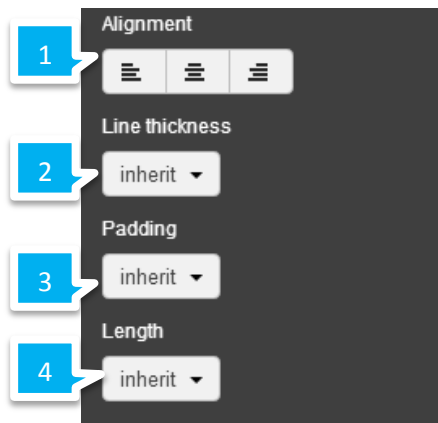
Line thickness: Set the line thickness.

3

Padding: Set the amount of padding.

4

Length: Set the length of the widget.



Spacer

The *Spacer* widget can be used to create space between content on your page.

Seasonal Vegetables



Set the height of the widget.

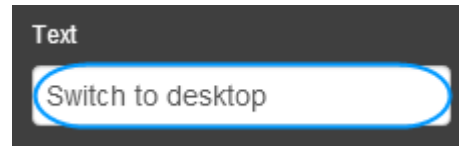


Redirect

The *Redirect* widget can be used to create a redirect to the non-mobile version of your website.

Switch to desktop 

Enter the text you want the widget to display.



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