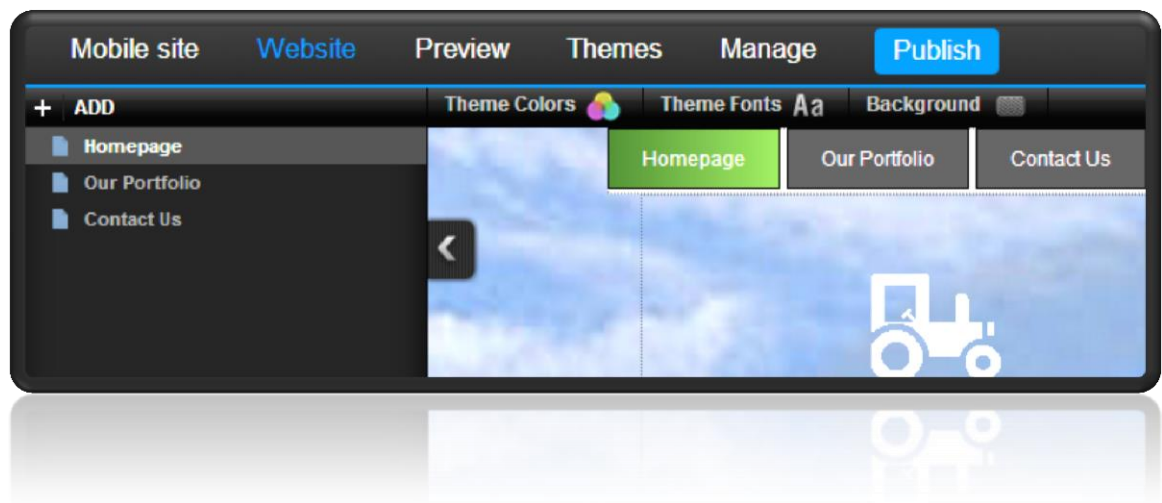


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Customer Support

# Getting started with Website Publishing Tool



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

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## Introduction

Website Publishing Tool 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 Publishing Tool is offered in three packages, you can upgrade these at any time.

# Accessing Website Publishing Tool

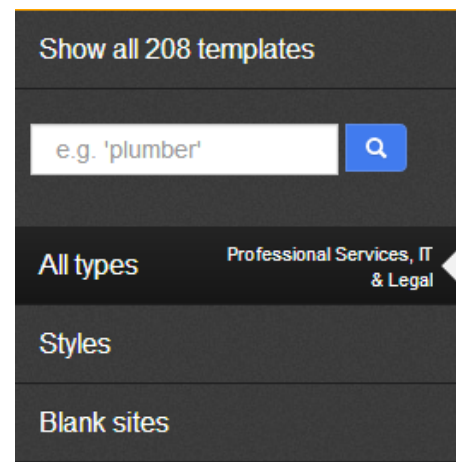
You can either access Website Publishing Tool by visiting <http://websitebuilder.prositehosting.co.uk> and logging in with the username and password.

## Choosing a template

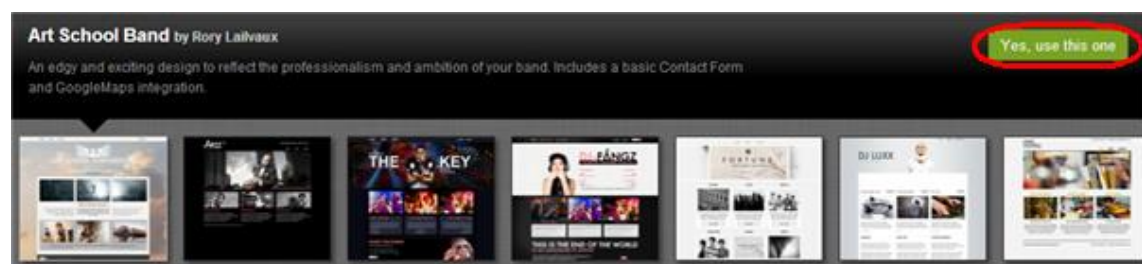
The first time that you log into Website Publishing Tool you will be asked to choose a template for your site.

While you can customise any aspect of your website, choosing a template that resembles your design will be quicker to complete.

Search for relevant templates using the search box in the top left corner of the screen, or use the filters to display templates of a certain type or style.

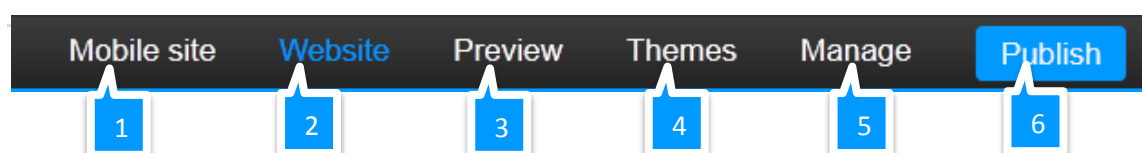


The templates that match your search will appear at the foot of the screen, Click on a template to preview it in the main window and read a brief description. Once you have found a template that matches your needs, click **Yes, use this one** in the description pane.

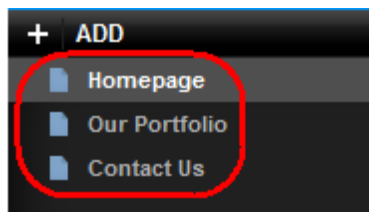


We'll now prepare your site and Website Publishing Tool control panel. This will only take a moment to complete.

Once done you will see your Website Publishing Tool control panel. At the top of your main navigation bar.



- |   |                                     |   |  |
|---|-------------------------------------|---|--|
| 1 | Build and edit your mobile website. | 2 | Build and edit your website.             |
| 3 | Preview your website.               | 4 | Choose a new theme for your site.        |
| 5 | Change the settings for your site.  | 6 | Make any changes to your website online. |



By default you will be on the design screen for the home page of your new website. To change page, simply click on the page you would like to edit in the top left corner of the screen.

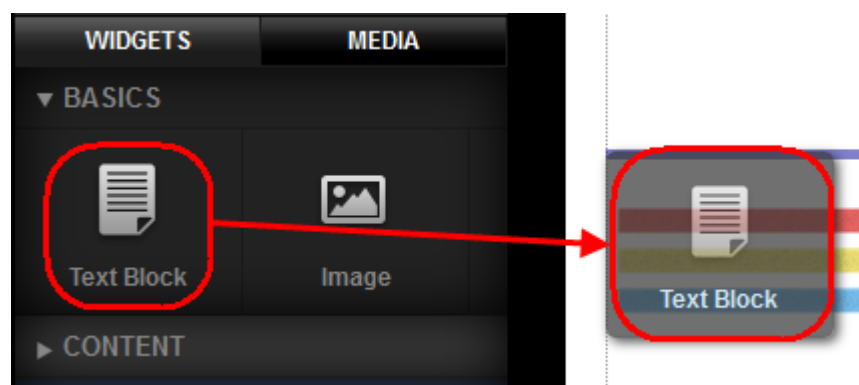
## Creating content

### Adding 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.

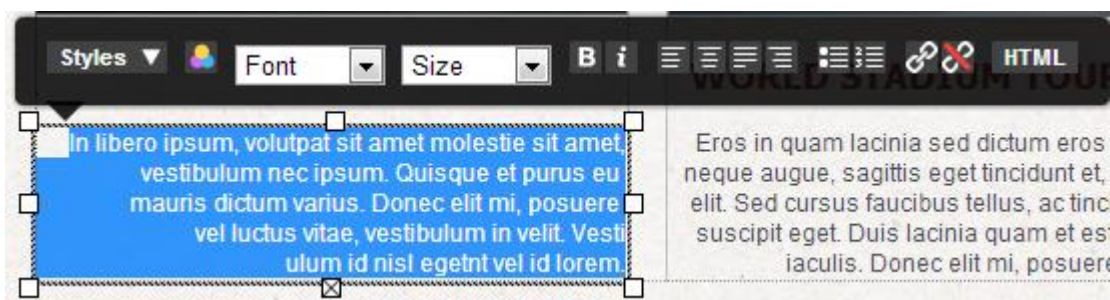
Enter your text in the box.



## Changing the style of the text

### Step 1

Select the text.

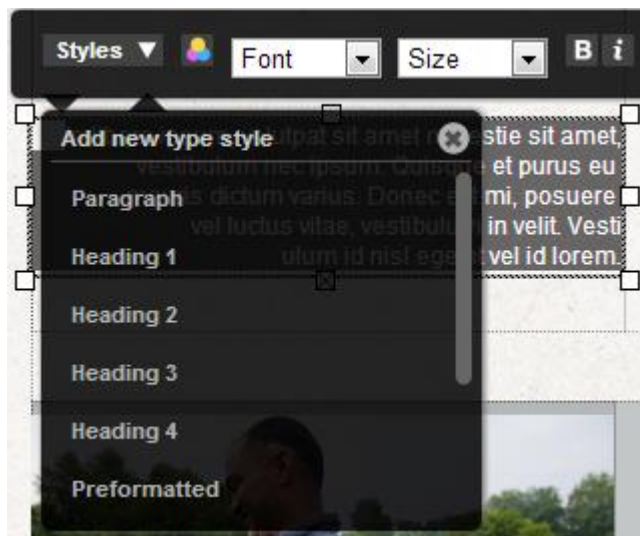


## Step 2

Click the Styles button and select a new style from the drop down menu.

## Step 3

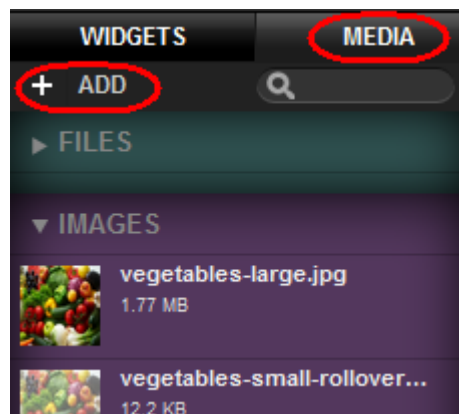
Click anywhere on the page outside the text block to finish editing your text.



## Adding images

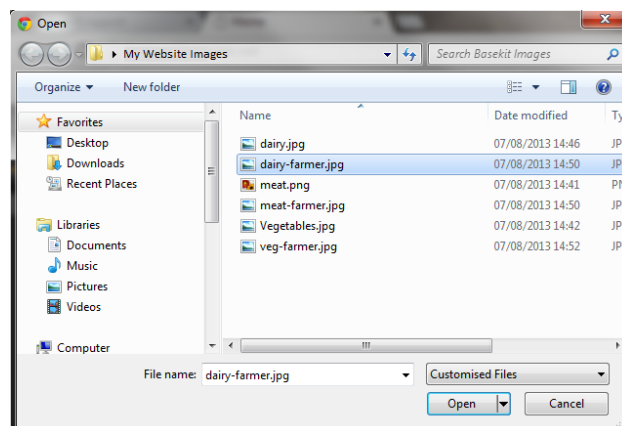
### Step 1

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



### Step 2

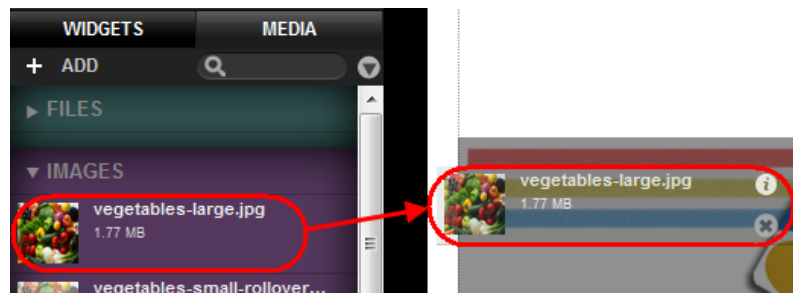
Browse to the image you would like to add and click Open.



## Step 3

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.



## Adding a rollover or lightbox to your image

A rollover image is an image that will be displayed when you hover your mouse over another image. Often this is used in buttons and navigation menus, where the image will look identical but a slightly different colour.

A lightbox image is usually a larger, higher resolution image that can be displayed if a visitor on your site clicks an image. This allows you to show small optimized images on your site, but giving customers a chance to view a high resolution image if they want.

## Altering the look and feel of your site

Themes define the appearance of your site, they set backgrounds, fonts and colours for your site. While you can change each of these options manually, it's quicker to find a theme that matches your design as closely as possible save time customizing each option later.

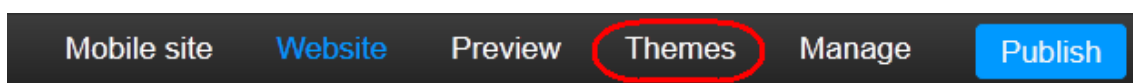
### Choosing a theme



**Quick tip:** Themes don't change website layout, when choosing a theme consider the fonts and colours being used on the site rather than the layout.

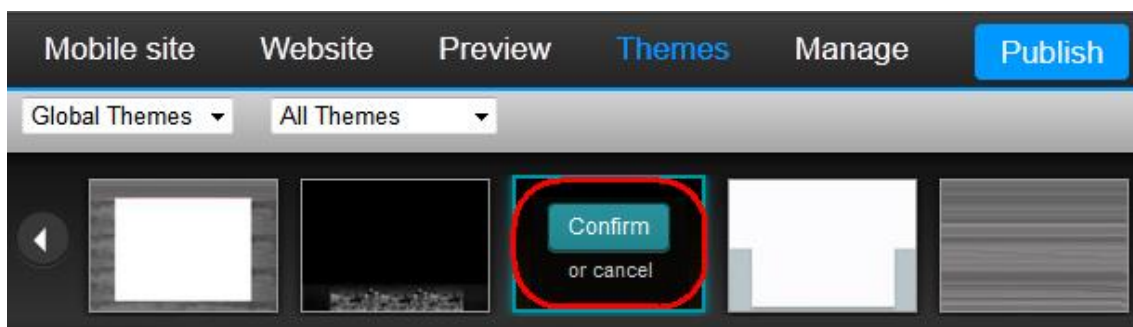
#### Step 1

Click Themes.



#### Step 2

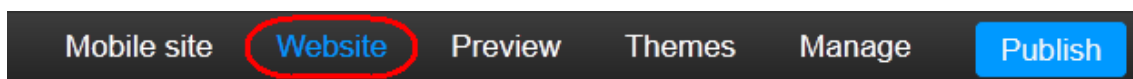
All available themes will be shown below the navigation bar. Click on a theme to preview it. You can click any themes you want. To Choose a new theme click **Confirm**, to return to your original theme click **Cancel**.



### Changing a themes colours

#### Step 1

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



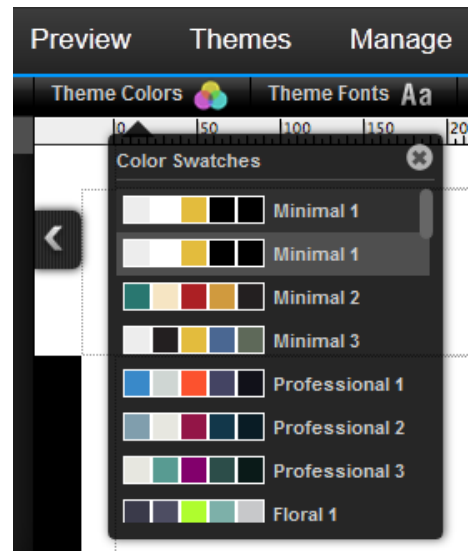
#### Step 2



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.

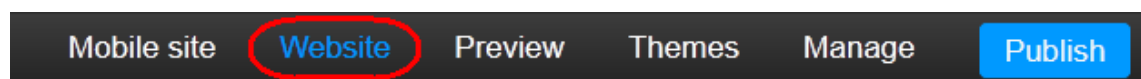


**Quick tip:** If you want to change the colour of any individual part of the theme you can do that too. This is covered in our [User Guide](#).

## Changing a themes fonts

### Step 1

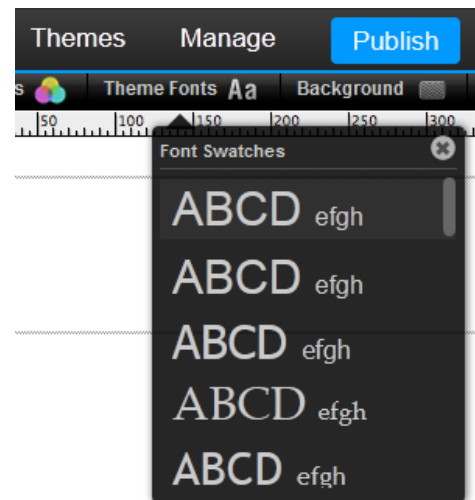
Click the **Website** button to enter the design mode.



## Step 2

Click **Theme fonts**. A drop down menu of fonts will appear.

Simply click on a font to view it on your site. Once you have chosen a font, click anywhere on your webpage to close the menu.



**Quick tip:** If you want to change the font of any individual part of the theme you can do that too. This is covered in our [User Guide](#).

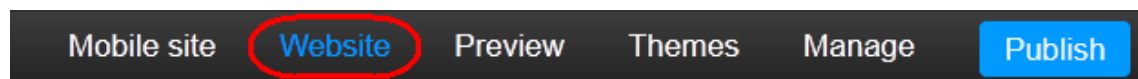
## Changing your theme background



**Note:** Changes to the background will affect all the pages on your website. It's not possible to set the background for an individual page.

## Step 1

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



## Step 2

Click **Background**. The background options will appear. There are five different types of Background for you to choose:

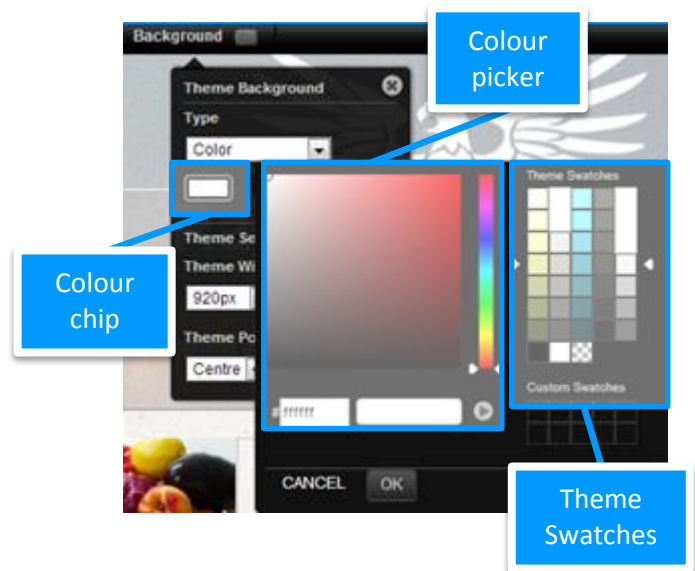
- Color
- Image
- Flex

- Linear Gradient
- Fullscreen

## Color

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.

## 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

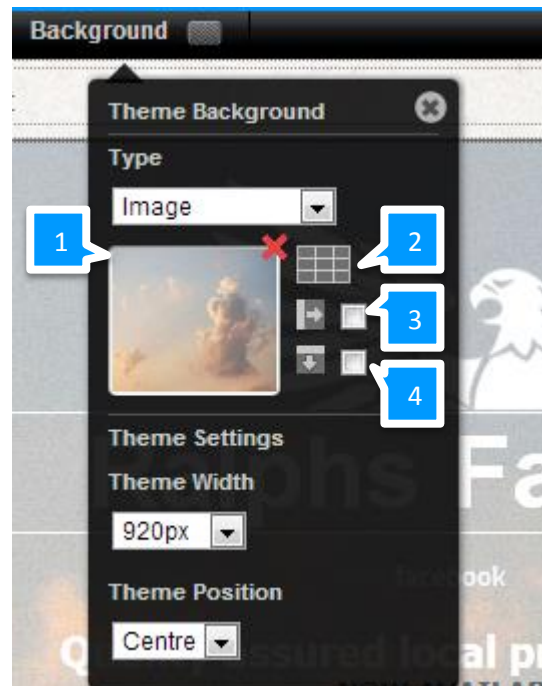
Repeat Horizontally

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.



### *Linear Gradient*

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.



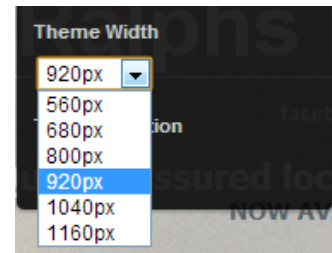
**Quick tip:** If you choose a colour from the colour swatch, this will automatically change whenever you change the swatch in Theme Colours.

### *Fullscreen*

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

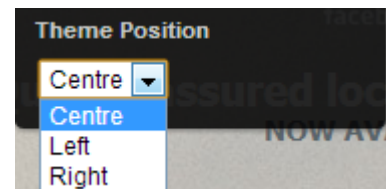
Click the **Theme Width** menu and choose a width for your theme. While you can add more information into a wider screen is visitors with lower resolution monitors will not be able to see your whole website.



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

## Step 4

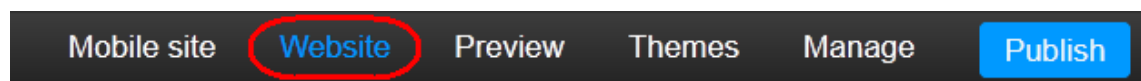
Click the Theme Position menu to choose the alignment of your website.



# Creating page properties

## Step 1

Click **Website** in the top navigation bar.

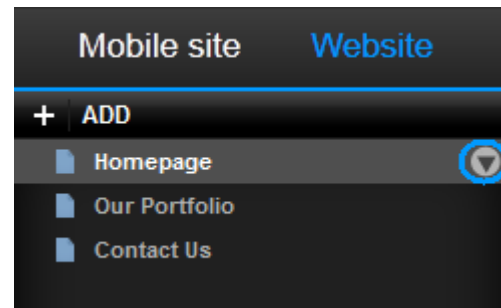


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## Step 2

In the left hand menu, hover over the page you would like to add keywords or a description to and click on the expand button.



## Step 3

Click **Name and URL**.

## Step 4

The Page Properties screen will appear. From this screen you can alter how the page looks in you're the navigation menu.

1

Enter the name of the page you want to appear in the page selection panel of the site editor.

2

This is the title that will appear in your navigation bar.

**Name and URL**

1

Page Title:  
Contact

2

Menu Title:  
Contact

3

Page Status:  
Active  
Active  
Draft  
Inactive

4

Page URL:  
contact

5

http://fasttest26.bksites.net/contact

5

Show in Navigation Menu: ☒

6

Make Homepage: ☐

7

Move Page to :  
Top Level (No Folder)

SAVE

3

Set the status of your web page.

- **Active:** will be published the next time the Publish button is clicked.
- **Draft:** Not published but any previous version remains visible.
- **Inactive:** Not published and any previous versions are removed from the active site.

4

This is the name of the page used in URLs. You can't change the name of your home page.

5

Select to stop the page from appearing in your navigation menu.

6

Select this option to turn this page into the home page for your site.

7

This allows you to move groups of pages into folders. This is useful for large sites and if you want to create multi layered navigation bars. More information of this feature is in our [User Guide](#).

Once you have entered chosen the properties for your web page, click **Save**.

## Search Engine Optimization (SEO)

### Adding Keywords, a Title and description to your website

You can add tags to your website that will help search engines understand your website and rank it in search results. More information regarding SEO is available in our guide: [Making the most from your website](#).

#### Step 1

Click **Manage** in the top navigation bar.



#### Step 2

Click SEO in the left hand menu.

#### Step 3

Click **SEO** and enter information about your website in the text boxes provided.

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The screenshot shows a form for setting up a website. It has four numbered callouts: 1 points to the 'Title' field (containing 'Ralphs Farm shop'), 2 points to the 'Description' text area (containing 'Find the best quality locally produced products at reasonably products. You can pop in, or order online for a range of quality meats, vegetables, cheeses and more.'), 3 points to the 'Keywords' field (containing 'local, quality, meat, cheese, farm, hereford, sausages, hop'), and 4 points to the 'Language' dropdown menu (set to 'British English'). Below the form is a 'Save' button. To the right of the form are four grey boxes with numbered callouts 1-4 explaining the fields: 1. 'Should include the name of your organisation and what', 2. (empty), 3. 'Include words that your users will most likely use to search for your site. It's often good to include your location.', and 4. 'Choose the language that your website is written in.'

1 Title  
Ralphs Farm shop

2 Description  
Find the best quality locally produced products at reasonably products. You can pop in, or order online for a range of quality meats, vegetables, cheeses and more.

3 Keywords  
local, quality, meat, cheese, farm, hereford, sausages, hop

4 Language  
British English

Save

1 Should include the name of your organisation and what

2

3 Include words that your users will most likely use to search for your site. It's often good to include your location.

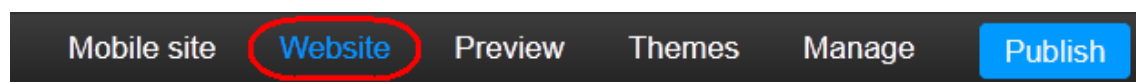
4 Choose the language that your website is written in.

Once done click **Save**.

## Adding keywords and a description to individual pages

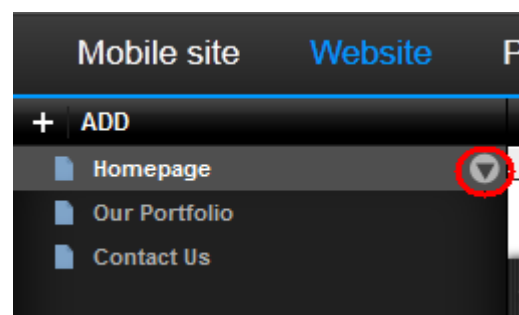
### Step 1

Click **Website** in the top navigation bar.



### Step 2

In the left hand menu, hover over the page you would like to add keywords or a description to and click on the expand button.





### Step 3

Enter your keywords and description in the text boxes provided. Click **Save** when you are done.

## Publishing your website

To publish your website, click the **Publish** button. Click **Publish Site** to confirm you want to make your changes available on the internet.

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



**Quick tip:** The chapter on [Creating page properties](#) explains how to set the publish settings for a page on your website.