SiteBuildingSystem

User's Guide

Contents

Identify Yourself or Your Company on the Web

Are your customers and clients trying to find you? Would you like to display new family photographs to all your relatives instantly? Or how about advertising that new product or service you're offering?

If you need to share information with others – friends, family, clients or potential customers, building and posting a site with the SiteBuildingSystem makes perfect sense. In just a few easy steps, you will obtain your own domain name (such as *yourcompany.com*), up to ten e-mail addresses associated with that name that you administer yourself (*you@yourcompany.com*) and have Tier-1 hosting for a site you design yourself that will *uniquely* identify you on the World Wide Web.

Building a web site with SiteBuildingSystem is…

…Fast

With the easy-to-learn site building tool, you can quickly design a web site and post information on your web pages. Or you can upload files to the online file manager or photos to the online photo gallery. Never has the sharing of important documents, photographs, company information, sales and marketing literature or other information been so quick and easy to accomplish.

You can literally build a web site in minutes and update it just as quickly.

…Easy

You don't have to be a programmer, designer or have any web experience at all to construct a web site with our SiteBuildingSystem. You don't have to spend hours searching through manuals to find out how to use complicated software, buy web design software or deal with web site companies. You do this all on your own and at your own pace.

…Simple

Not only is creating your web site easy, but maintaining it is just as simple. Because you can access your web site at any time, 24 hours a day, 7 days a week, you can login and update your site as often as you would like. Our site building and editing tools are so user-friendly that making necessary changes to your site is a snap. You don't have to wait until you have enough changes to warrant hiring a web designer to update the site. If all you need to do is go in and change a telephone number, you can do that at no charge and with no complications.

SiteBuildingSystem Features

With SiteBuildingSystem, creating an identity and presence on the Internet has never been so easy! This solution for creating your very own web site features:

Drag and drop functionality for quick learning and use of the site building and editing tools.

A selection of hundreds of professionally-designed site themes.

The ability to design your own theme using your own artwork or company logo.

Move, resize and sharpen images on the site without sacrificing the quality permanently.

Create links at the click of your mouse.

Completely customizable site with built-in themes and the ability to upload your own background images for even further customization.

Your own personalized domain name (www.yourname.com).

Domain name registration included in monthly charge.

A variety of service-level plans starting with domain-name registration and adding varying numbers of e-mail addresses, website space, preview accounts and monthly web traffic.

System Requirements and Compatibility

We recommend Windows 98 or greater and the Internet Explorer 5.0 or greater web browser for running the SiteBuildingSystem. The system is also compatible with Netscape Navigator, Mozilla and Firefox and with Apple's Macintosh OS X and the Safari browser. All browsers require the Flash plug-in, version 6 or greater, to be installed. The speed at which the SiteBuildingSystem operates is largely dependent upon the speed of your connection to the Internet and to your processor speed. A fast connection and a fast machine are ideal, of course, but you can build sites with an average computer and a dialup connection.

SiteBuildingSystem Help

At any point, you are encouraged to click on the **Support** button (or, if you're on the main page, the **Questions?** button in the upper right portion of the screen) to access our extensive help system.

Live Support will take you directly to one of us via online chat where we'll be able to answer your questions on the spot and provide other useful information. The next section will tell you a little more about this valuable option.

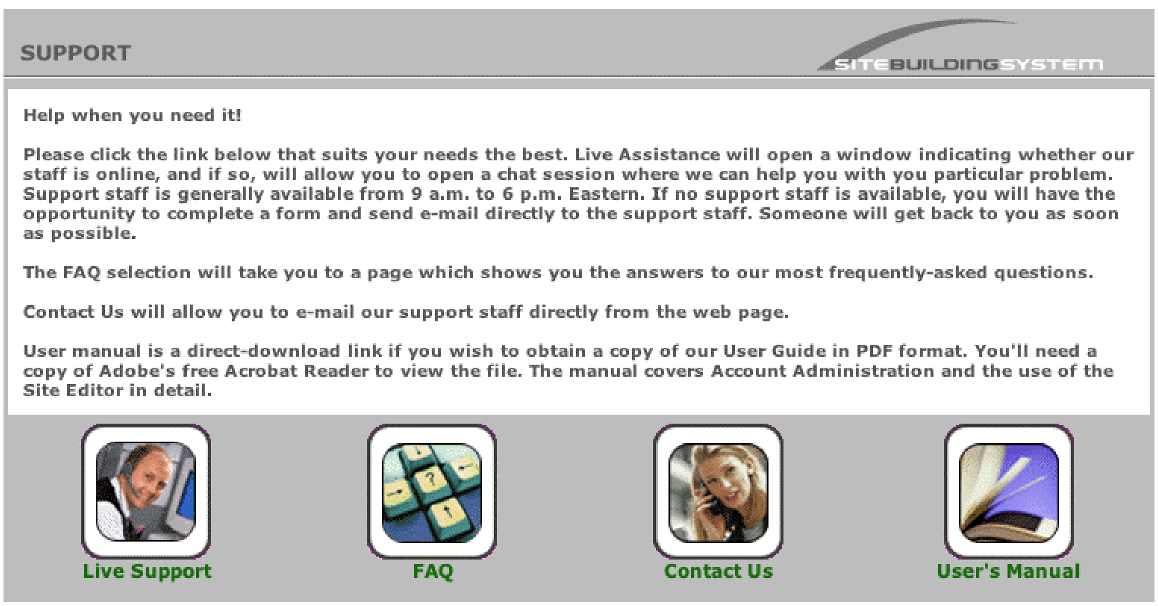
The **FAQ** option will show you our most Frequently Asked Questions which you can either browse or search for your topic of interest. Clicking on any question will take you to the answer that is further down on the page. This page is also available when you press the question mark icon in the Site Editor.

Contact us will take you to a page where you can enter your e-mail address, your domain name if you've set one up and your message which will be sent to us directly by e-mail.

The **User Manual** is what you're reading now. It is available online in PDF format and requires Adobe's free Acrobat Reader to view. You may download Acrobat Reader at this link:

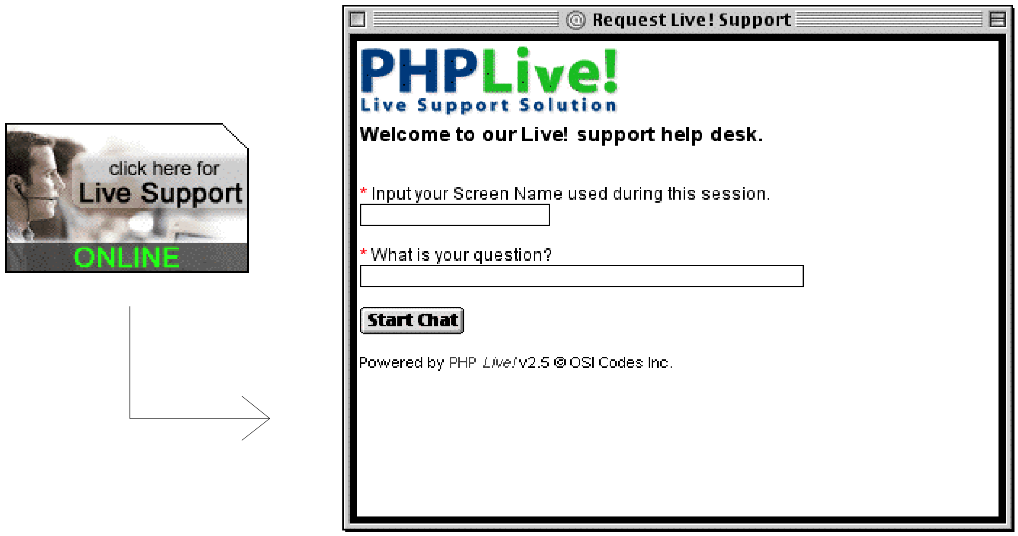
http://www.adobe.com/products/acrobat/readermain.html

New information in this manual will be in red type.



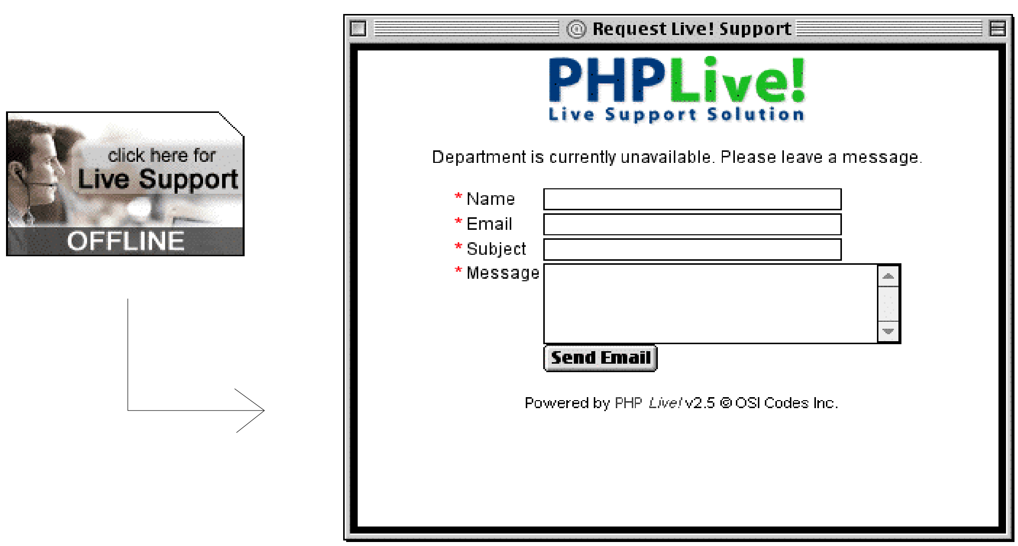
Live Assistance

If you cannot find the answer to your question in the Help pages, you can easily contact technical support through our live assistance application.



To access this application, choose **Live Assistance** button from the main toolbar, from among the options under the **Support** button or, from the Site Editor, click the **My Site** menu and choose **Live Assistance** under that. A window will pop up allowing you to directly message an on duty member of technical support with any questions.

If live assistance is offline for some reason, you can still easily get in touch with technical support. Simply clicking on the **Live Support** icon will lead you to a page where it will allow you to leave a message for our technical support department to get back in touch as soon as possible.

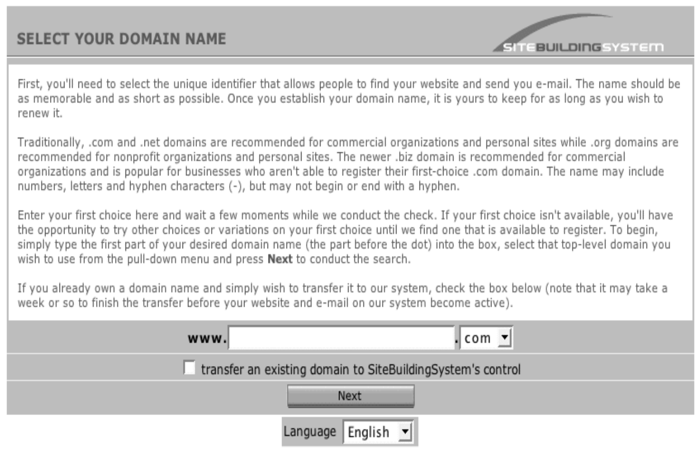


Getting Started

How easy can it be? With SiteBuildingSystem, a revolutionary site building and editing tool, you can easily construct, customize, and maintain any type of web site. But we don't stop there. We also provide Tier-1-level hosting and a complete e-mail and Personal Information Manager component. Following these steps, you will quickly be on your way to creating a professionally designed web site.

From the site's home page, click on any of the **Create Now** links to get started building your Online Identity.

Select Your Domain



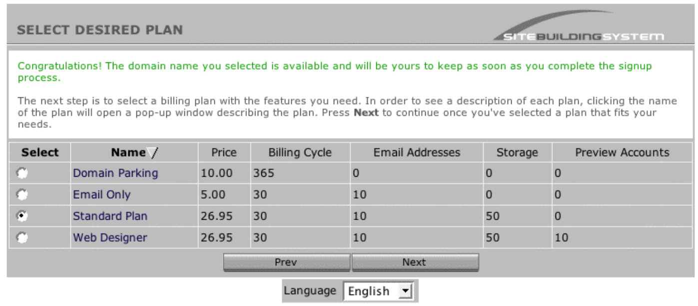
The first step along the way is to create your web address, also known as your domain name or URL. The domain name should be one that is easy to remember and one that people will easily identify, as this is the way you will be found on the World Wide Web.

In the text box at the bottom of the page, type the domain name you want to use. Be sure to select the ".com", ".net", ".org" or ".biz" portion from the drop-down menu after the domain name and don't include it in the middle box. For example, if your company name is Joe's Garage, type "joesgarage**"** into the box and then select .com from the pull-down menu. If you already have a domain registered with another registrar, you may click the box below the input field in order to initiate a transfer of your domain name to our system. You can also choose the language in which you wish to operate by selecting a choice from the drop-down menu below the domain-selection panel. Once you do this, the rest of your signup process will take place in the language you select.

Click **Submit** to begin a search of currently registered domain names. If the name you chose is already in use, an error appears. If you already own the name, remember to click the check box below the text box. Otherwise, you will be given the opportunity to try other combinations or variations on your first choice or other choices altogether. Simply type a new domain name in the text box and click **Submit** again to begin a new search.

Please note that in order to transfer a domain, you may need to contact current registrar to make sure there is no lock on the domain or to request an authentication code to complete the transfer. Our transfer system is verified by e-mail, so please make sure you have access to the e-mail account originally used to register the domain and check it in case your current registrar wants you to reply to a verification message. Domains fewer than 60 days old may generally not be transferred, and domains with fewer than two weeks remaining before expiration may be problematic to transfer in time, as well. A full year will be added on to the end of your domain registration period so that you do not lose any time for which you've already paid.

Choose your Plan



SELECT DESIRED PLAN

Congratulations! The domain name you selected is available and will be yours to keep as soon as you complete the signup process.

The next step is to select a billing plan with the features you need. In order to see a description of each plan, clicking the name of the plan will open a pop-up window describing the plan. Press **Next** to continue once you've selected a plan that fits your needs.

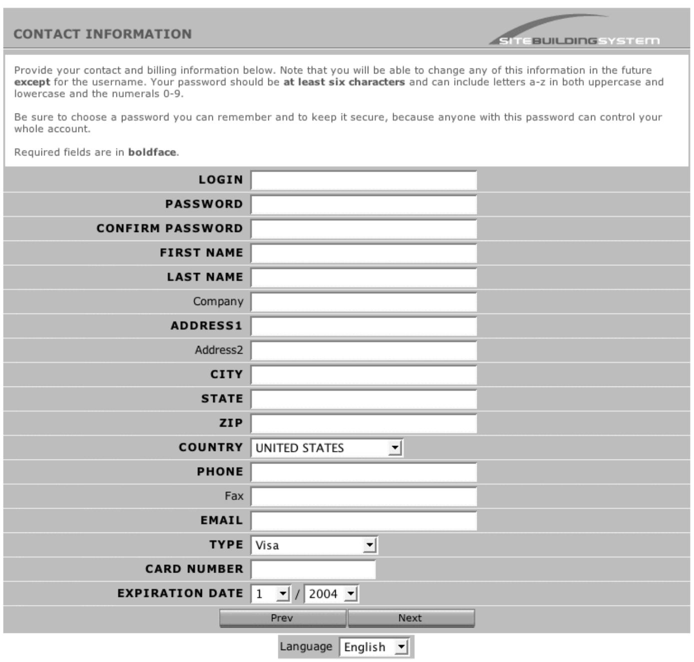
Select	Name	Price	Billing Cycle	Email Addresses	Storage	Preview Accounts
	Domain Parking	10.00	365	0	0	0
	Email Only	5.00	30	10	0	0
◉	Standard Plan	26.95	30	10	50	0
	Web Designer	26.95	30	10	50	10

Prev Next

Language English

Let's go ahead and assume that your chosen domain-name is available. The next step is to choose your level of service. On the next screen, you'll see a grid showing the various levels of service available to you. Plans typically range from domain-name parking only to accounts known as Web Designer Account which include the ability to create preview websites you can then transfer to other customers once they sign up with us. We'll talk more about **Preview Accounts** a little later. Click on the name of the plan to see a brief description of what's included in the plan. Select the plan that is right for you, keeping in mind that you can step up or down later if you wish to do so. Once you've decided on the right plan for you, click the **Next** button to proceed to the next step in the signup process.

Enter Your Information



CONTACT INFORMATION

Provide your contact and billing information below. Note that you will be able to change any of this information in the future **except** for the username. Your password should be **at least six characters** and can include letters a-z in both uppercase and lowercase and the numerals 0-9.

Be sure to choose a password you can remember and to keep it secure, because anyone with this password can control your whole account.

Required fields are in **boldface**.

LOGIN	
PASSWORD	
CONFIRM PASSWORD	
FIRST NAME	
LAST NAME	
Company	
ADDRESS1	
Address2	
CITY	
STATE	
ZIP	
COUNTRY	UNITED STATES
PHONE	
Fax	
EMAIL	
TYPE	Visa
CARD NUMBER	
EXPIRATION DATE	1 / 2004

Prev Next

Language English

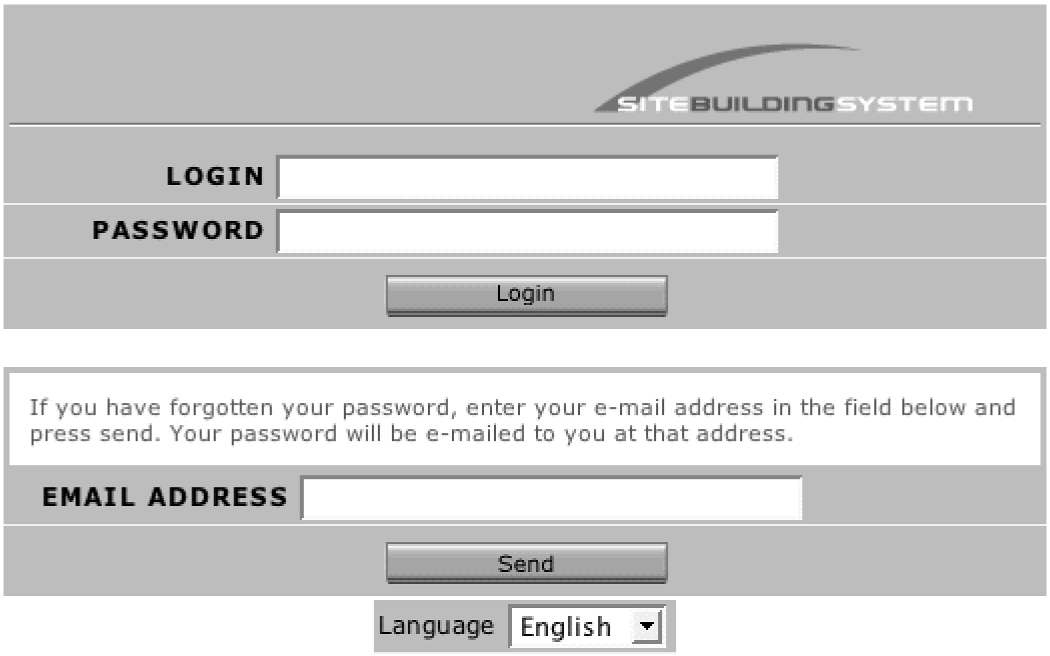
Before going any further, you need to enter your contact and billing information. The username you enter on the next screen **cannot be changed**, but everything else can. This is the username and password you'll use to access your account administration, from editing the website to adding and deleting e-mail accounts. Keep it safe, as anyone who has it has the same access.There is also a space where you can enter a signup code that may be offered through a third party on a promotional basis. If you don't have a promotional code, don't worry about entering anything in this space.

Fill out the form, using at least six characters for your password. Make sure you enter something for each item in **boldface**, because those are required fields. The e-mail address that you enter here should be an address that you check regularly, as we'll use this address to send you important information regarding your account. Don't worry, though, about our selling or giving away your personal information to anyone. We don't appreciate that, and we don't do it to our customers. Once you've filled out the form, check it over once more and then click the **Submit** button to proceed.

The next screen redisplays the information you just entered, giving you another opportunity to make sure it's correct. You'll also need to read and agree to our Terms of Service in order to continue creating your account. If you agree to the Terms of Service, check the box stating that you agree with them and click the **Next** button to proceed. If everything is in order, you'll be given the opportunity to Login with the username and password you just provided. Doing so will take you to our main **Account Administration** page which we'll describe in detail a little later.

Please note that it may take a couple of days for your domain name to propagate through the databases of the world-wide system of name servers which tell everyone else how to find your site. While you're waiting for that to occur, you're ready to login and begin creating your web presence so that when it does go live, there'll be something there to see. Remember that you can work and save all you want, but your site won't be visible to the world until you **Publish** what you've created. Click on the **Go to Editor** button, and then type in your new user name and password and you're there. Have fun editing your site, and read on if you need any tips.

Logging In



The next screen you see is our main Login screen. This is also accessible from the Member Login link from our main front page. Use the username and password you specified when you signed up to login here, and you will be taken to our main **Account Administration** page from which you can change your contact and billing information, administer your e-mail accounts, create Preview Accounts if you selected a plan that includes that feature and even see statistics detailing visits to your website. We'll explain **Account Administration** next.

Note that you can also continue to select your language throughout, and change it at any point.

Manage Your Account

The SiteBuildingSystem makes it quite simple to manage your account. At any time you can log in to edit your website, change your master password, add, delete or change e-mail addresses and passwords and manage **Preview Accounts**. Also, if you need to change your billing information or contact data, just a few simple clicks and keystrokes will do the job.

Instructions/Web Stats

This section displays a brief set of instructions for using **Account Administration** at first. You should probably print a copy of this intro because it will disappear when you publish a site and it begins to get hits. At that point, this will become a Webstats tab containing graphic breakdowns of your site's statistics about daily and monthly average visits. It displays raw data by month and also a bar graph. There is a link above the graph titled **How to interpret this report** which will tell all about what these stats mean.

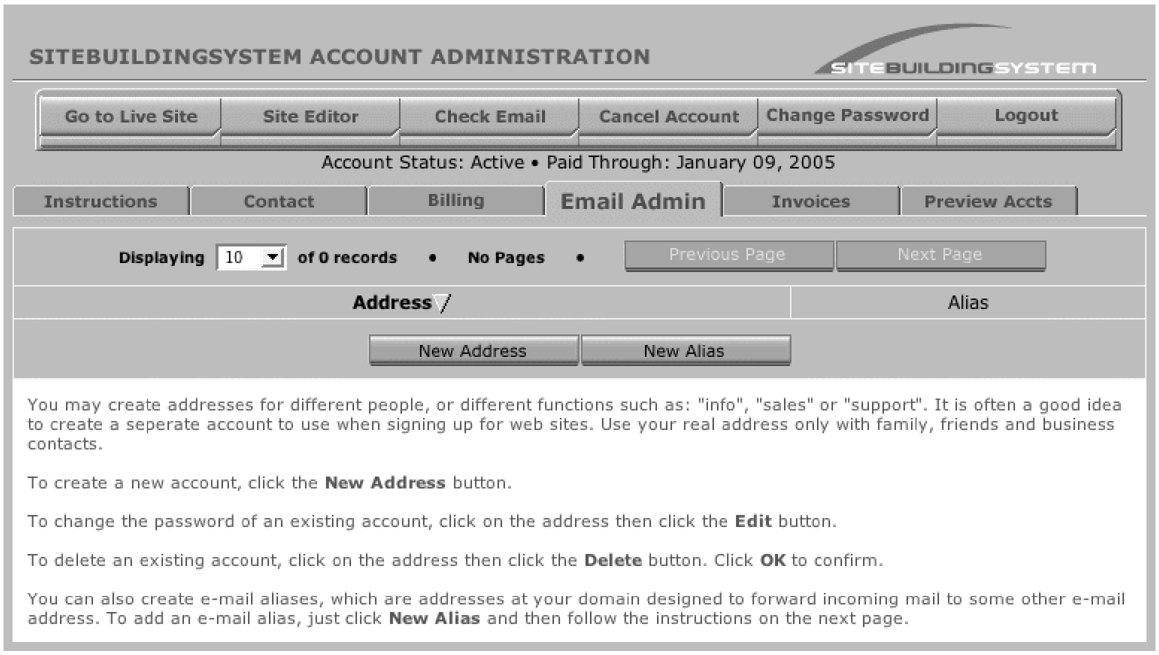
Maintaining Billing and Contact Information

To edit contact information, click the **Contact** tab, change the information there, and then press the Save button when you are complete.

To change credit card information, click the Billing tab, change the information there, and then press the **Save** button when you are complete.

Maintaining E-mail Accounts

Click the **Email Admin** tab.



To add a new address, click the **New Address** button, and enter a user name and password on the next page. Then, press **Save**.

To edit an existing Email, select the Email you want edit and click the **Edit** button. You can change the password in this new field. Press **Save** to save it.

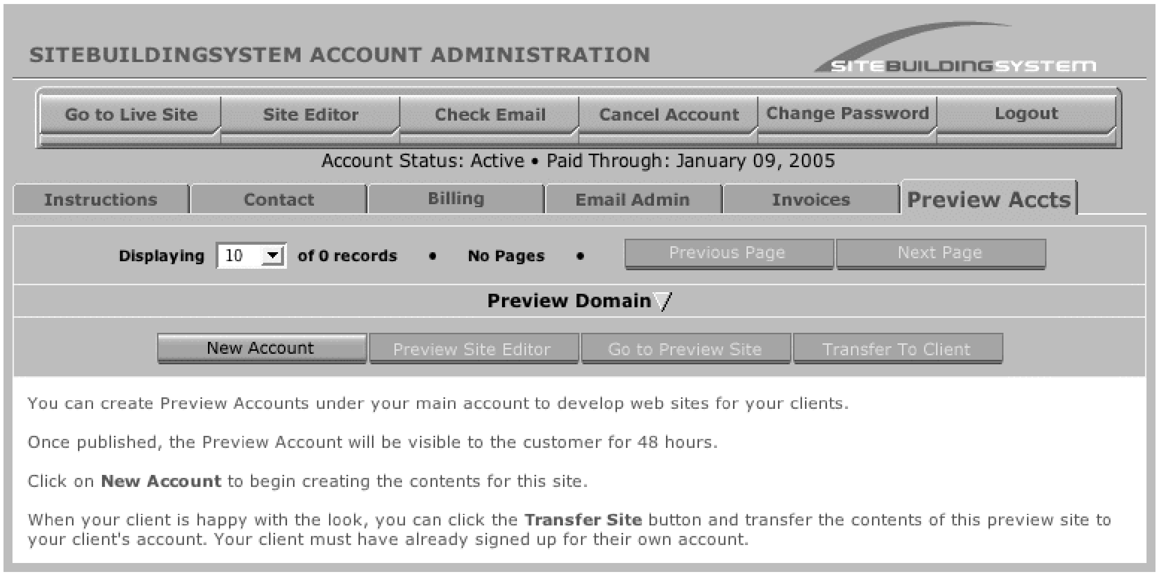
You can also add an e-mail address alias for an address by highlighting an existing e-mail address and pressing the **New Alias** button. This will allow you to set up an e-mail forward which will automatically relay any mail received for that address to whatever new address you specify. This can be useful for collecting all your e-mail into another account or temporarily relaying all your incoming mail to a colleague while you're on vacation, for example.

To delete an existing Email, select the Email you want delete and click the **Delete** button. If you do this all mail will be lost and the account will have to be remade to be reused.

Viewing Previous Billing Activity

You can review your entire billing history by clicking on the Invoices tab in the main Account Administration section. After clicking the tab, simply select a billing period and click Show Details to get more information about each transaction. When you're ready to return to the list of transactions, press Return To List.

Preview Accounts



If you selected a Web Designer Account when you initially signed up, you have ability to create Preview Accounts, which are demonstration websites that can be transferred in working order to new customers. An additional tab will be available to you from the main **Account Administration** page, called **Preview Accts.** Clicking this tab will take you to the page shown above. This page works very similarly to the E-mail Administration section, if you're already familiar with that.

To add a preview account, press the **New Account** button. You will be prompted to name the account, and the name will be a subdomain of your current domain, such as subdomain.yourdomain.com. Enter a name and press **Save.**

Now that you've set up a preview account, you can edit the site by selecting **Preview Site Editor** from the **Preview Accts** toolbar. The preview site will be started with a basic no-frills theme, but you can change it or do anything else you can do in the Site Editor. See the section called **Changing the Theme** on page 16 and the module **Create Your Own Theme** on page 31. Once you finish editing and are satisfied with the site, select **Publish My Site** and it will be visible to the world. To see the site, just enter the same name.yourdomain.com you specified above. The site will be visible for 48 hours.

If someone for whom you made the preview site is interested in signing up with us, he or she would go through our normal signup process. Then you would select **Transfer to Client** from the **Preview Accts** administration page, specify the domain name of the new account the person created in the space provided. The next time the person logs in to their new account, they will be presented with the option to accept the site transfer. If he or she accepts the transfer, then the contents of their site (if any) will be overwritten by the preview site you created

Visiting Your Website

The first button on the left in the top row on the main Account Administration page is marked Go to Live Site. Pressing this will take you directly to your website as it currently appears to any visitor to your domain. If you've published a site (more on this in a moment), you'll see the site you've published. If you're still building your website, or if you've selected an account level which doesn't include a website, you'll see an appropriate message instead. Please note that you'll need the Flash plug-in (version 6 or higher) installed in order to see the Flash version of your site. If you visit with a non-Flash-enabled browser, you'll see a page informing you of such and directing you to the stripped-down HTML-only version of your site.

Cancelling your Account

The Cancel Account button in the top row will allow you to cancel your entire account. This will remove any website's you've created from our system and will cause your e-mail accounts to cease functioning. Your domain name will continue to belong to you, of course, and you should receive e-mail from our top-level domain registrar when you initially sign up for an account that explains how to login to their system to effect any changes should you decide to cancel your account with us. Note that you don't need to ever worry about this as long as you maintain your account with us. We will take care of all domain-name renewals and configuration on your behalf as long as you have an account with us.

Changing your Password

Once you are logged into the **Account Administration** page, changing your master account password is as simple as clicking the tab and entering the new password twice in the spaces provided. This is the main password used to log into the Administration page. Note that it is not possible to change the master username associated with this password.

Creating Your Website

Click the **Site Editor** button on the main **Account Administration** page in order to open up the online tools and begin creating your site. This can be as involved a process as you wish, so we'll devote an entire section in the manual to the aspects of the Editor:

Customize Your Web Site

Once you have established an account with us, provided you selected a plan that includes a website, you can login to the **Members** section and edit the site any time you need or want to change the text, graphics or design of the site.

On the site home page, click **Login**. When the **Member Login** screen appears, type your user name and password. Then click **Login**. This will take you to our central **Account Administration** page, which you'll use for administering every aspect of your account.

Click the **Site Editor button** to begin the creation of your website. The first thing you'll see is the **Theme Selector**. You'll need to select a theme to begin, but keep in mind that you can always change your theme later on by selecting **Change Theme** from the Theme menu on the Site Editor.

Selecting the Theme

You'll be presented with a random selection from our collection of more than 400 professionally-designed themes. You can scroll through them at random by operating the green arrows at the top right, or you can refine your search by using the pull-down menu to select a broad category of themes or search for themes by keyword in the appropriate box. Just select a category or enter a search term and press the Search button to see the resulting subset of themes. You can scroll through the results using the green arrows the same as you'd scroll through the whole collection. You can also view a larger version of each theme in a pop-up window by simply clicking on the theme of interest.

When you find a theme you like, click the radio button next to the theme and press the **Select Theme** button below the thumbnail images in order to get started editing your site.

The web site you're creating opens in the **Edit Mode**. Notice the text boxes, graphics, header, and buttons have colored tool bars attached for editing. If you want to view the site as it will appear when published, click the **Preview Mode** button.

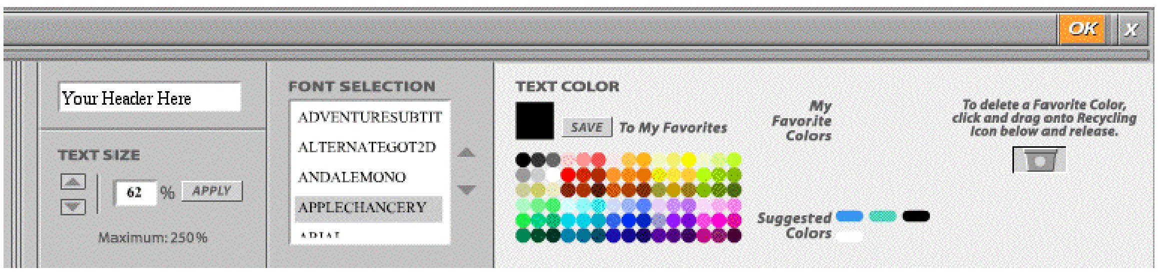
Keep in mind that you must be in the **Edit Mode** to make any changes to your site. It is easy to see when you are in the **Edit Mode** because each of the editable elements – header, text boxes, buttons and images – have different colored handles and tool bars.

Changing the Header

The header appears on each page of your web site. Any change you make to the header carries through and affects every page. You can change the text, font, type size and type color in the header area.

You can also move the header to a different location. To move the header, click on the handle and drag the header to another location on the page. Remember, the header will be in the same place on every page of your site.

In the **Edit Mode**, click the purple edit button on the tool bar to open **Header Editor**.

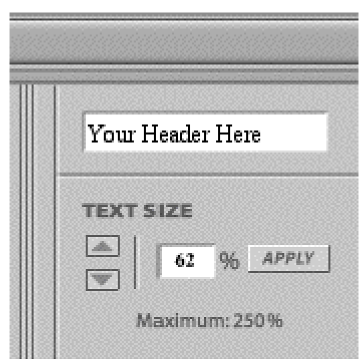


Type Effects

Change the font of the header text by scrolling up and down through the **Font Selection** list. To scroll through the list, click on the up or down arrows.

As soon as you click on one of the type effects, the font in the header changes immediately so you can see what it will look like on the finished page.

Header Text



Place the cursor in the **Header Text** box. When the cursor appears, you can type the new header information in the box.

Type Size

Click the up or down arrow button to increase the type size or manually type in the desired size. Click **APPLY** to set the desired size.

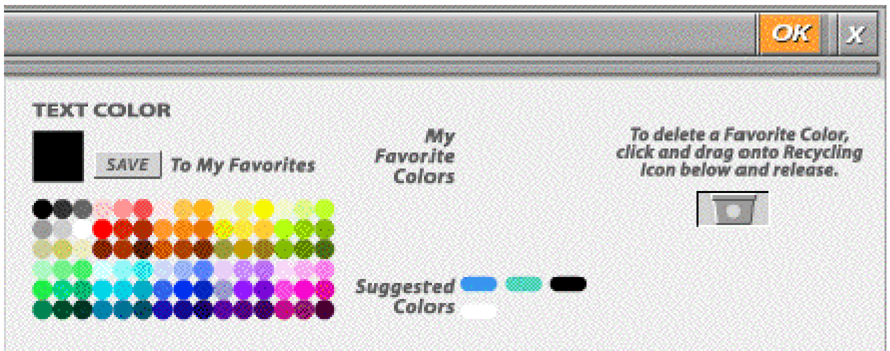
Type Color

Click on a color from the **Full Color List** or from the **Suggested Colors**. Suggested colors are based on the theme design you have selected. We present some suggested colors that will go well with the theme design.

If you like a particular color and want to save it for future usage, then click the **Save** button and add it to your list of **My Favorite Colors**. You can hold up to twelve of your favorite colors in this location.

To remove a color swatch from **My Favorite Colors**, just drag it to the **Recycle Color** bin.

When you are satisfied with your text, color, and size selections, you need to save the changes before they will take affect. Click the **OK** button to do this.



Changing the Theme

You can change the design theme of your web site at any time. This task is as simple and easy as any other. If you want to change the colors, background images and text styles of your web site, follow these simple steps:

Open you your site into **Edit Mode** as before. If it is in **Preview Mode** then click the **Edit** button at the top to change it back.

From the tool bar, select **My Site > Change Theme**.

You probably remember the theme selection pages from earlier. Select a theme category or search term in the spaces provided and then select a theme from among the thumbnail images of the themes that appear.

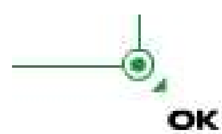
Click **Select Theme**, and there you go. Your theme is updated. Just press **Go to Editor** to return to the Site Editor and see your new theme.

You will need to re-edit the header, as the process of changing themes also changes the header style and text.

Adding Text to Your Site

To add text to a web page, insert text boxes. To do this, select **Content > Add Text Box** from the menu. A customizable text box appears.

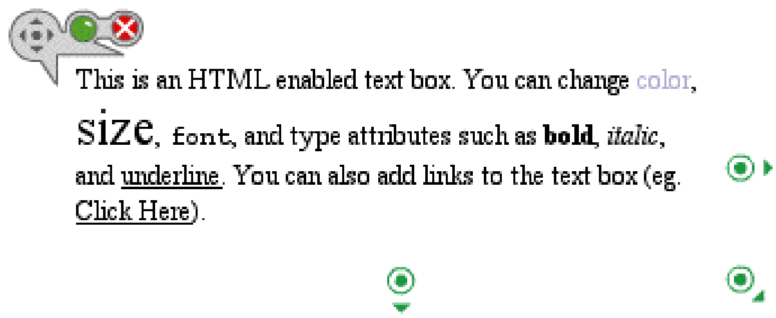
You can change the size of the text box by clicking and dragging one or more of the three green anchor points. If you type more text than will fit in the window, you can pull the anchor points outward and/or downward to increase the size of the box or not worry about it and our system will automatically insert a scroller. When you are satisfied with the text box size, click the flashing **OK**.



You can add as many text boxes to a page as you need. But try not to add too much text, or else the page will appear cluttered.

Editing Text

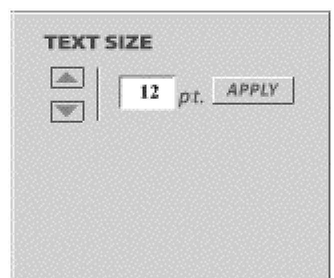
To edit the information in the text box, click the green button at the top of the box. This will open the editing window. You can change the content, increase or decrease the text size, change the font style and color and change the justification of the text within the box. Don't forget to delete the example text that's automatically inserted by the Site Editor.



Adding Text

To add text to the page simply type it within the text box in the editor.

Changing Text Size



Highlight the text in which you want to resize.

Select a new size by using the sliders or manually inputting a number between 10 and 98.

Click **Apply** to save the change to the text size. The Site Editor automatically inserts a scroll bar when the text is too large to fit completely inside the text box. You may want to change the size of the text box to make sure the entire text displays without having to scroll.

Design Tip

Make sure the text is large enough for the person visiting your site to view and read it comfortably. Fonts smaller than 12 or 14 points can be difficult to read online.

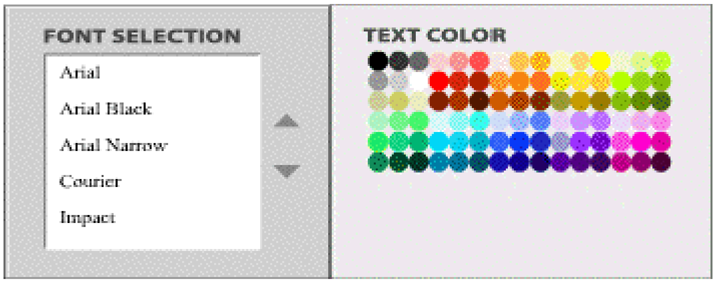
Changing the Font or Attributes

Select the text of which you want to change the font or attributes.

Click on the font you want to use or the **bold**, **italics** or **underline** buttons to change the attributes of the highlighted text.

Changing the Font and Text Color

Select the font area of which you want to change the color.



Choose the color from the color palette for the text.

Changing Text Justification

The Site Editor automatically left-justifies all text. To center or right-justify the text, click on the appropriate box in the bottom right corner of the text editor. There is no need to highlight the text.

Adding Links to Text

You can add links anywhere in text that you wish.

Select either the **External** or **Email** button depending if you want to link to another website or to an email address.

Select either the **http://** or **https://** button and enter a URL (if you don't know which it is then it is probably **http://**) or an email address in the corresponding text box.

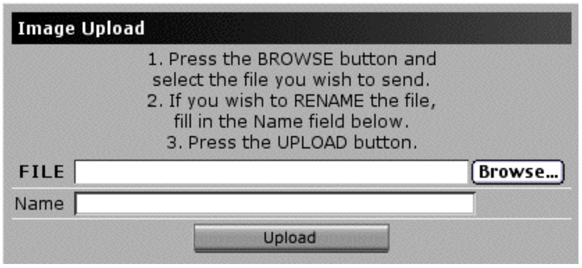
Select the text that you wish to turn into a link.

Click **Apply** next to the corresponding box. You may want to change the color of the text in that area or underline it somehow so that a visitor knows that it is a link contained there.

Adding Images

Before you can add an image to your web site, you must first upload the image file from your computer. The image must be of .jpg, .gif or .png file format. From the tool bar, select **Images > Upload Image**. The Image Editor opens.

Click **Upload a New File to the Archive**



Click the **Browse** button to open a pop-up window with the file directory of your computer. Select the image file from the directory that you want to upload. If you want to rename the image file for use on your web site, type the name in the second white text box.

Click **Upload**. It may take a few moments for the file to upload. When complete, a message appears stating that the file has successfully been uploaded.

After the image is uploaded, select **Refresh** in the pop-up window.

Scroll through the list and click on the image file you want to add. Then click **OK**. The image appears on the web page. You can move, resize, and edit the image so that it fits the page.

If you want to add the image on multiple pages or add it at a later time, simply go into the **Images > Add Image** menu. This will pop up the same window and you can select and image and press **OK** there to add it to another page.

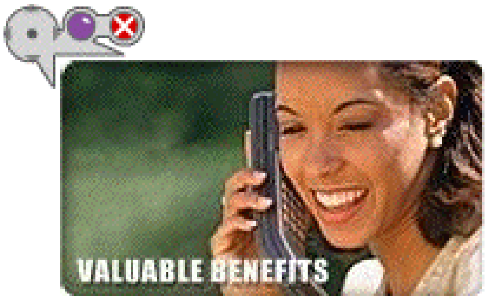
Warning: Adding an image in multiple locations means that each location must be edited to the same size/attributes in Image Editor. See the **Editing an Image** section for more details.

Editing an Image

If you choose to edit an image, the changes will affect each occurrence of that image file on the web site. For instance, if you want to use the same image on different pages, but would like it to appear smaller on one of the pages, you need to save two versions of the image file. To do this, upload the image file again and rename it. If the original file name is *company logo*, you may want to name the new file *company logo reduced.* You now have two different versions of the same image - or you can upload as many versions as you need.

Moving an Image on the Page

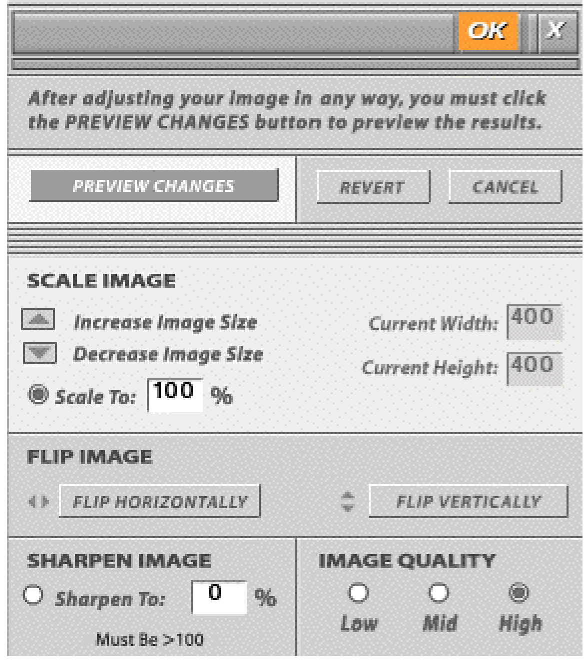
To move an image anywhere on the page, click and drag handle of the edit tool bar on the image.



Opening the Image Editor

To edit an image, click the purple button on the top left of the image. A message appears stating that unless you save now, recent changes will be lost. Click **Yes** if you want to save your changes.

If the image you are changing already is being used on more than one page of your site, a message box appears asking if you want to continue. As stated earlier, any change you make to an image will affect all instances of the image throughout the site. If you don't want the change to be universal, click **No** and then upload another copy of the image and rename it. If you want to go ahead and change the image, click **Yes**.



The Image Editor appears with the image open for editing.

If at any time you want to cancel any changes you've made without saving, click the **X** at the top right of the editor. This closes the Image Editor.

After any change to the image, whether you've changed the size, cropping, quality, orientation or resolution, you need to click **OK** to save the changes.

Changing the Size of an Image

In the Image Editor, type the percentage value to which you want the picture scaled or use the scroll bar to change the size.

Click **Preview** to see the changes you made. If you want to change the size again, click **Revert** and change the percentage in the **Scale To** box.

Cropping an Image

Click and drag the cropping arrows that are around the image. You will see pulsing lines that indicate where the picture will be cropped. You can use all four arrows to crop all sides or use a single arrow to crop just one side of the image.

Click on **Preview** in the Image Editor to see how the cropped image will appear. Notice the part of the image that you cropped disappears.

To get an image back to it's normal size, you must click **Revert**. This will take it back to it's full, pre-cropped size.

Flipping an Image Horizontally and Vertically

If you want to change the orientation of the image, click either the **Flip Horizontally** button or the Flip **Vertically** button in the Image Editor.

Sharpening an Image

If you want to increase the intensity of color in the image, use the sharpening tool in the Image Editor. Click the **Sharpen** button and then type the precise value you want in the box. This value is a percentage over 100 or it is set as such by default.

Adjusting the Quality of an Image

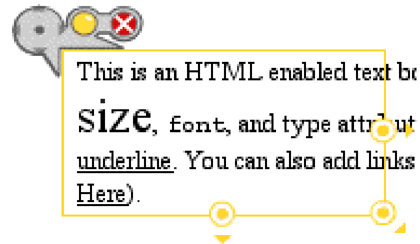
You can adjust the quality of the image that will appear on the site. To do this, click on **Low**, **Med** or **High** in the **Quality** section of the Image Editor. High quality image settings provide the best appearance, but will use more memory resulting in slower loading time.

Depending on the image you are using, a low or medium quality setting may be adequate. Try the different settings and decide for yourself if the load time and image quality are satisfactory.

Adding Links

You can add links from your web site to other pages within your site, to web pages outside your site or to open the email client and link to a specified email address.

Select **Links > Add Link** from the tool bar. A yellow link box appears on the page.



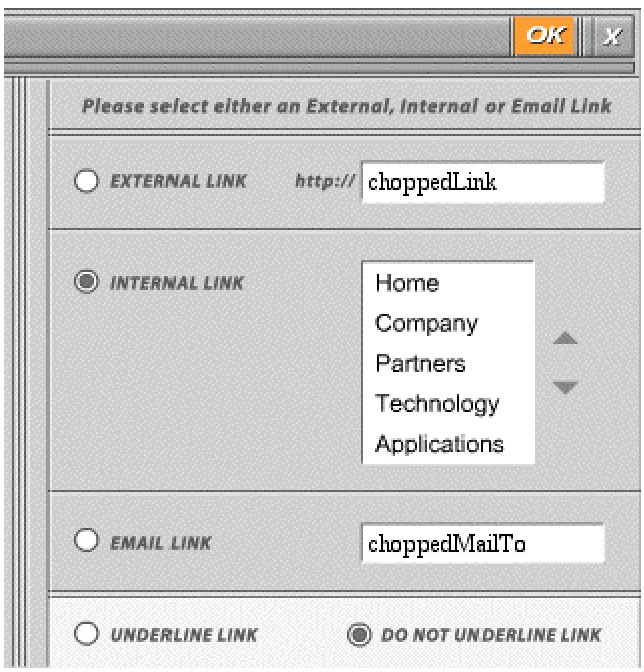
Click and drag on the anchor points to resize the link.

Drag the gray handle in the top right corner to move the link box so that encloses all the text, image or button on which you want to create a link.

Next, click the **Yellow** button to open the Link Editor. This is where you will assign the kind of link you want to create.

Create an external link to a web page outside your site by clicking **External** and then typing or pasting the web page address into the associated text box.

Link to another page within your site by clicking **Internal** and then selecting the page from the list to which you want to link.



If you want to link to an email address, click **Email** and then type the email address to which you want to link. When visitors to your site click on the link, their email client opens so that they can send an email to the linked address.

You can change the appearance of the link on your page. If you want the text, image or button to be underlined, indicating that it is a link, click **Underline Link**. Click **OK** to finish editing the link. When the site is published, the links will be active.

Deleting a Link

In the edit mode, click on the **X** in the editing tool bar. The link disappears.

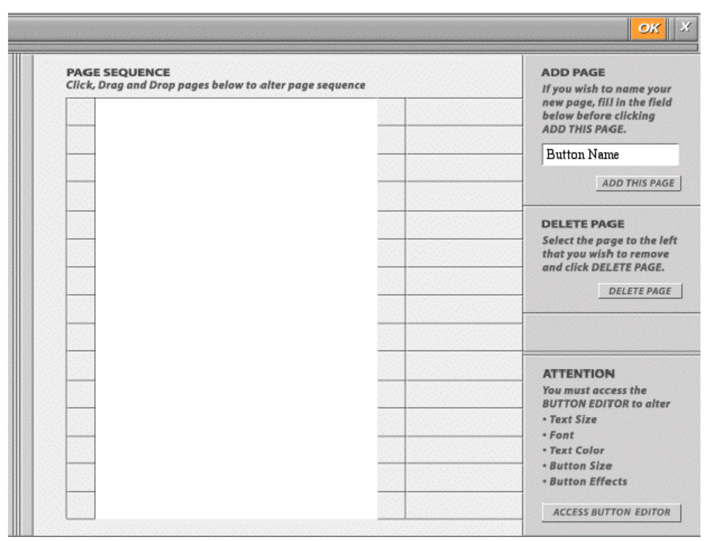
Add a Page to Your Site

Your web site can have as many pages as you need. Adding pages is a very simple process.

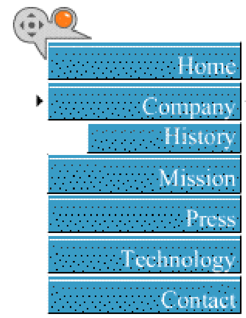
From the tool bar, select **Page > Add Page**. The Sequence Editor appears.

In the white text box, type a name for the page. Make the name short and descriptive, as this will be the button (or link) name on the other pages of your site.

Then click **Add Page.** The new page is added to the top of the list. Move it to any place in the list order you want by clicking and dragging it.



Designate whether you want the new page to be a main page or a sub page by clicking on **Main** or **Sub** buttons.



A main page is represented as a main button on each page of your site. A sub page is represented by a subordinate button under a main button, like the History button here.

After adding your page(s), click **OK**.

Changing the Sequence of or Deleting Buttons and Pages

You can change the order of the pages on your web site. This also changes the order of the buttons on each page.

From the menu bar, select **Pages > Page Sequence**.

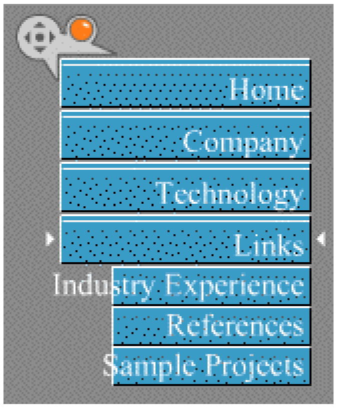
When the Sequence Editor opens, click on the page or button name you want to change. If you want to change its position in the sequence list, drag it to where you want it to occur.

If you want to delete a page, click the desired page and then click **Delete Page**.

Click **OK** to save the changes.

Editing Buttons

Making the Button Text Fit



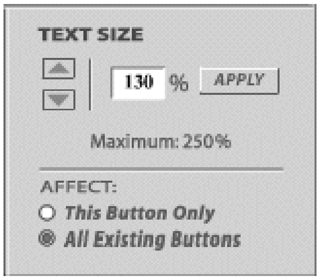
Look at the following example. New pages were added as subs to the main page Links. When you click Links to display the button link to the new page, Industry Experience, References, and Sample Projects, notice that the button names are too long for the buttons. It is very easy to remedy the situation.

Do this by selecting the **Orange** button, and choose **Access Button Editor** from the pop-in.

In the **Button Select** section, scroll through the list and select the button you want to change.

There are three ways you can solve the problem of the button name being too long for the button:

- Increase the size of the button
- Decrease the size of the text
- Change the name of the page to something shorter that will fit on the button.

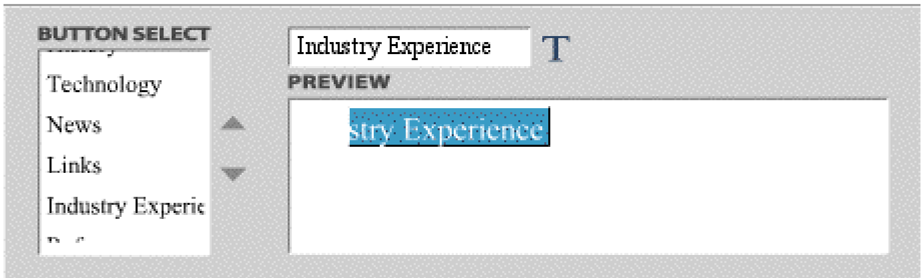


The best way to solve this problem is to decrease the size of the text on the button. In the **Type Size** section of the Button Editor, use the down arrow button to decrease the size of the text on the button. As you click the arrow button, you can see the text size change in the Button Preview area.

Now that this problem is fixed, let's look at some other ways to edit the buttons on your web page.

Choosing the Button You Want to Edit

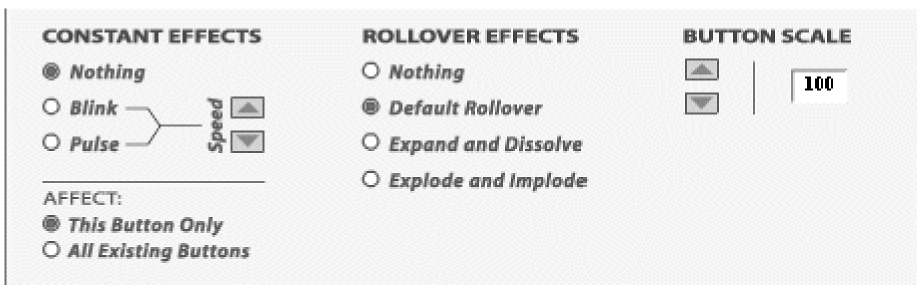
On the left side of the Button Editor is a section called **Button Select**. Click the scroll bar to reveal more buttons in the list. Click once on the button you want to edit.



Editing Text on a Button

Click in the **Button Text** box (the box at the top with the button name in it). Type the changes directly in here. The new text appears in the **Button Preview**.

Changing the Size of a Button



In the **Button Scale** section and click the scroll buttons. When you release the mouse, the button will change size accordingly.

Adding and Changing Button Effects

Note: This, unlike many other button effects, affects only one button at a time if you have **This Button Only** selected.

There are two types of effects you can apply to buttons – constant effects and rollover effects. With constant effects, you can assign the button to blink, pulse or do nothing. These effects are applied to the button all the time.

Click **Blink**, if you want the button to blink or **Pulse** if you want the button to pulse.

Change the rate of the blinking or pulsing by pressing up or down on the two arrows.

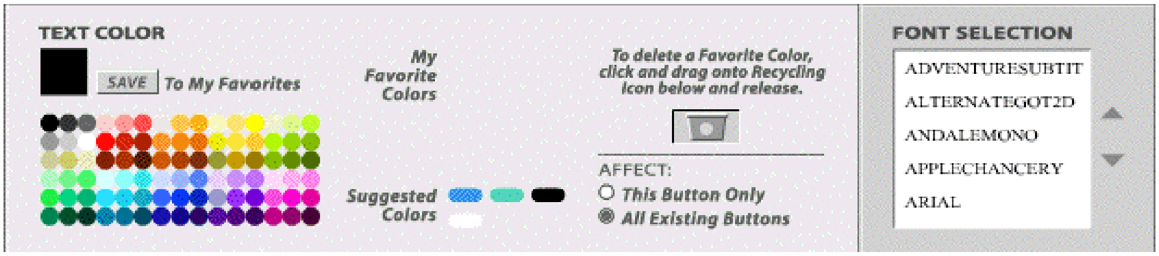
If you want the button to have no effect, click **Nothing.**

Note: Rollover effects only affect every button. There is no way to set this for only one button.

With rollover effects, the button doesn't change until you roll the mouse over it. When you apply rollover effects, the button can grow, shrink, animate or change color when the mouse rolls over it.

Try each of the rollover effects. Then pass your mouse over the button in the Button Preview area to see what the effect will look like on your web site.

Changing the Text Font on a Button



Scroll in the **Font Selection** box until you find a suitable font. Click on the font you want to use and look at the **Button Preview** to see how the text looks on the button.

Changing the Type Size

In the **Type Size** section of the Button Editor, use the up and down arrow buttons to change the size of the text on the button or type the value in manually. As you click the arrow button, you can see the text size change in the **Button Preview** area. The maximum amount you can increase the size of the button text is 250% and the smallest you can decrease it to is 50%. If you type the value manually, click **Apply** to apply the new size to the button text.

Changing the Type Color on a Button

Click on a color from the **Full Color List** or from the **Suggested Colors**. Suggested colors are based on the theme design you have selected. We present some suggested colors that will go well with the theme design.

If you like a particular color and want to save it for future usage, then click the **Save** button and add it to your list of **My Favorite Colors**. You can hold up to twelve of your favorite colors in this location.

To remove a color swatch from **My Favorite Colors**, just drag it to the **Recycle Color** bin.

Saving Changes to Button Edits

When you are satisfied with your text, color and size selections, you need to save the changes before they will take effect on your web site. Click the **OK** button to save your changes.

Saving Changes to Page

Any time you make changes to the page that you want to keep, click the **Save** button in the upper right corner. If you have made any changes that have not been saved, this button will be flashing.

The Site Editor will also ask on exit and major changes if you want to save your work.

Publishing Your Site

After you have finished your design, you can go ahead and publish the site. To do this, click **Publish My Site** button in the toolbar. If you haven't saved since you last made a change to the design, you will be prompted to save the changes now. Click **Yes**.

Another message box appears asking if you are sure you want to publish the site now. If you are certain that the site is ready to go live, click **Yes**.

Closing the Site Editor

At any time while creating or editing your web site, you can close the Site Editor and re-enter later to finish the site.

To close the Site Editor, select **Exit Site Editor** on the tool bar. The following dialog box appears warning that if you exit now and have not published, the changes you have made and saved will not appear live on your site. The changes will however, be preserved so that you can finish editing at a later time.

If you want your latest edits to appear live on your web site, click **No** and then go back and publish your site.

If you haven't finished your edits and don't want your partially completed web pages on display for the world to see, click **Yes** to go ahead and exit the site editor. You can come back in later and finish updating your site.

Modules

Photo Gallery

A photo gallery on your web site is an excellent method of sharing photos with family and friends. The photos can be accessed, downloaded, and printed directly from your web site. There are many different uses for the **Photo Gallery** module on a web site.

Some potential uses for the photo gallery module might include:

Professional photographers could create a photo gallery for displaying clients' proofs. Each client could have password access to a web page for viewing photograph proofs online.

Real estate agents could create a gallery containing photos of homes and land for sale.

Furniture restorers could easily display photographs of some their best pieces of work in a photo gallery.

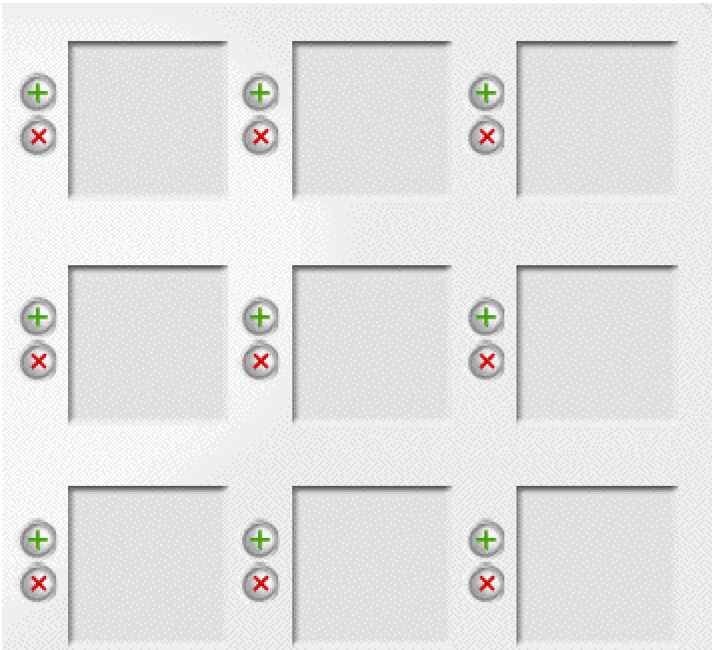
Artists could display an online portfolio.

Parents could post children's pictures online for grandparents who live far away to see anytime.

These are just a few examples of how a photo gallery could add substance to a web site.

Creating a Photo Gallery

From the tool bar, select **Modules > Photo Gallery**. A small box appears.



Click the **Play** button on that to make the gallery window appear with squares serving as placeholders for images.

Click on one of the green pluses next to the gray squares to add an image to the gallery.

Click on the image you want to add and then click **Add Image**.

To upload image files from your computer, click **Upload**. This works identically to uploading in the image editor.

1. Click the **Browse** button in this window to look for a file on your computer to upload.
2. If you want to rename the image file in the photo gallery, type the name in the second white text box.
3. Click **Upload**.
4. Once the file is uploaded, you need to refresh the photo gallery display. Click **Refresh**.

5. Once the image has been added to the gallery, you can embellish it with descriptive text. Click on an image from the gallery. When it enlarges, notice the text box beneath it. Click the **Edit Text** button and now you can type directly in the box beneath it. Once you are finished, press **Save Text** to save it.

Removing Photos from the Gallery

From the tool bar, select **Modules > Photo Gallery**.

Click the **x** to the left of the image you want to delete from the gallery.

Saving Your Photo Gallery

The photo gallery automatically updates after you exit it each time.

File Manager

The **File Manager** module provided by the SiteBuildingSystem is a tool that can prove to be very useful in dispersing information to a wide audience. Perhaps you are an attorney and need your client to review a document prior to the next meeting. You can create a secure web page, post a document to that web page, and provide access to that page to a specified client. You could then inform your client to go to the web site and review the document.

Consulting firms and service providers would also find this function quite useful. Suppose your company is working on a project that needs documentation reviewed by subject matter experts. You could upload the documents to a web page instantly for their review.

Does your company manufacture or sell products? The file manager feature is an excellent way of providing detailed information, marketing literature and specification sheets for your products to customers and potential customers. And one of the greatest benefits of providing information in an uploaded file is that just as quickly as the products change, you can update the marketing literature.

The **File Manager** module supports a variety of file types, with the maximum file size being 10 MB. You can upload and post on your web site any non-image files that you wish to post. Images should instead be uploaded with the image upload module.

When you upload a file to your web site, visitors can simply click on the file to open it. The files are represented on the web page as document icons with the name of the file underneath.

Posting Documents on Your Web Site

In the Edit Mode, open the web page on which you want to post the file.

Select **Modules > File Manager** from the tool bar. The File Upload window appears.

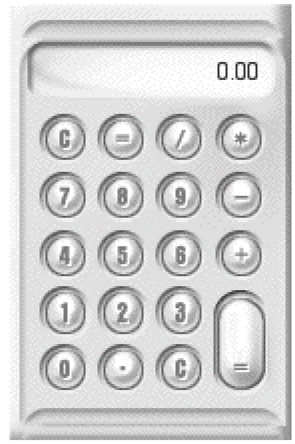
Click the **Upload File** button to open the File Upload window. Browse your directories and select the file you want to upload. Remember, the maximum file size you can upload is 10 MB.

Click **Upload**. When the file upload is complete, press the **Refresh** button in the pop-in window and the new file should appear.

To make the file available to visitors to your site, select the file in the list and click **Add File**. The file now appears on the web page.

You can move the file around on the page by clicking and dragging the gray handle on the tool bar.

If you want to change the file name, click the **Edit** button on the file's tool bar. In the pop-up window, type the new file name and then click **Rename**.



Calculator

You can add a calculator to your web site. To do this, select **Modules > Calculator**.

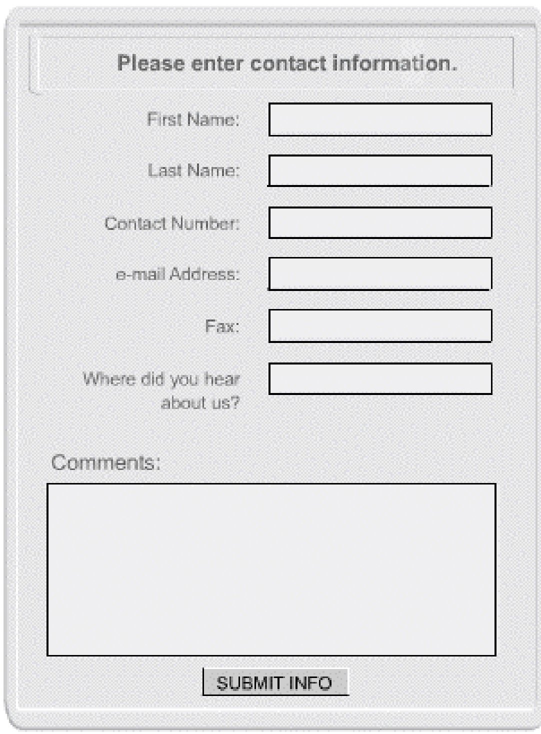
If you want to remove the calculator from the site, click the **X** in the editing tool bar.

Clock Module

Go to **Modules > Clock**. Select this and the clock appears on the page. It is not editable, but it can be moved.

Contact Form

Go to **Modules > Contact Form**. Select this and the contact form appears on the page. It is not editable and is already setup to send email to the email account in which you signed up for the service. It can be put anywhere on the page.


Please enter contact information.

First Name:

Last Name:

Contact Number:

e-mail Address:

Fax:

Where did you hear about us?

Comments:

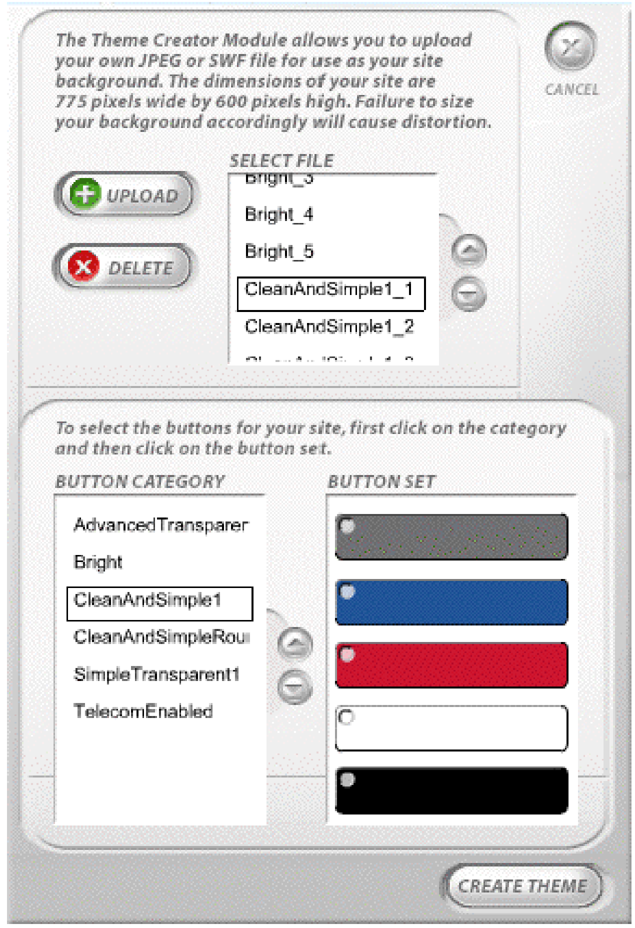
SUBMIT INFO

Locking and Unlocking Pages

To lock a webpage, go to **Modules > Lock This Page**. Select this and a pop up will come up that asks you to enter a password. Enter a password and press submit. Now any users that visit this webpage will have to enter the password to get into it.

To reverse this process, go to **Modules > Unlock This Page**. Now the page is unlocked and anyone can visit it.

Creating Your Own Theme



Now that you have designed your site and are feeling comfortable with the SiteBuildingSystem tools, you can customize your web site even further by creating your own theme. You can use your own colors, designs and graphics; and you can even add your own logo. In just a few simple steps, you can make your web site all yours!

From the tool bar, select **Modules > Create My Theme**.

Upload an JPEG image or SWF file that you want to use as the background or use an image you already uploaded in **Image Editor**. Don't forget that the file needs to be 775 pixels wide by 600 pixels high, or it will be distorted. Follow the directions in the Image Uploading section for uploading images.

If you uploaded any files, remember to press the **Refresh** button for the new images to show up.

Select the file you want to use from the list. Next, select the style of buttons you want to use on your site. In the **Button Categories** section, click on each of the styles to see what the buttons look like.

After choosing a category, select the color you want to use from the **Button Sets** group.

Click **Create My Theme**. The web site refreshes with the new background and buttons applied.

Because the background and buttons have changed, you may need to adjust the header, text, and images so that they fit well into the color scheme and layout.

Accessing Mail

If you signed up for a package which includes e-mail accounts associated with your unique domain name, you can access those accounts and your mail (which is stored securely on our servers unless you specifically download it to your local machine) from anywhere in the world at any time! Managing the accounts is done via the **E-mail Admin** tab on the main **Account Administration** page (see page 13), and you can access your e-mail either through a slick **Webmail** interface or using any IMAP-aware client software. Here's how to do that:

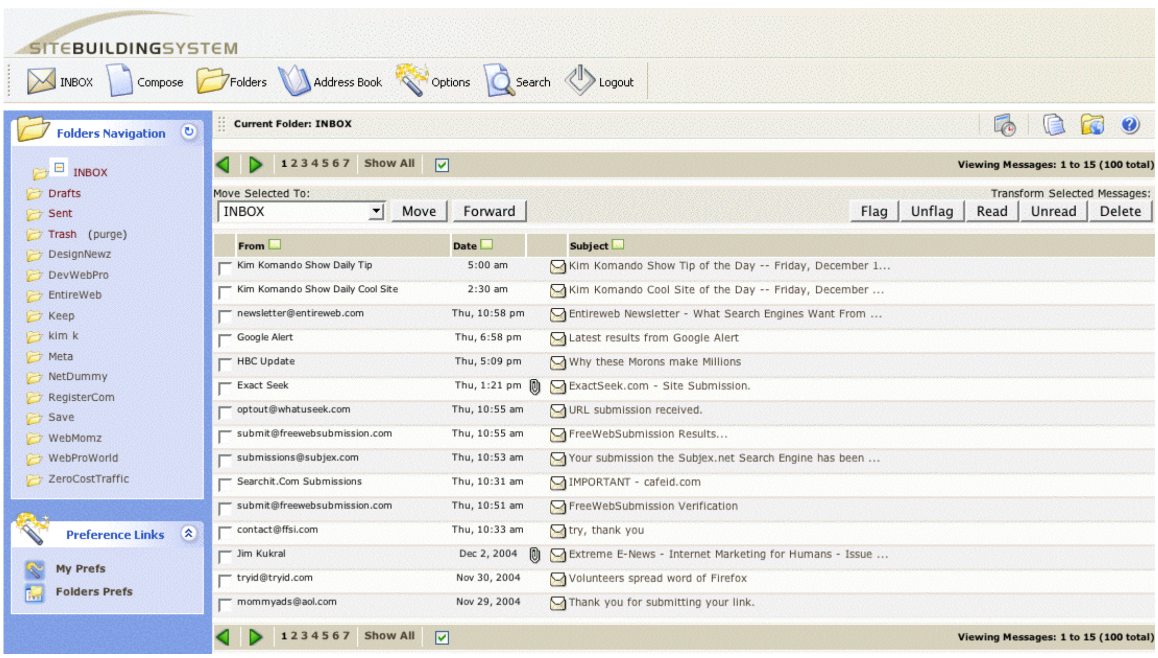
Logging into Webmail

To login to your **E-mail** account, point your web browser of choice at **mail.sitebuildingsystem.com.** There you will need to login to your email account. To login do the following:

Enter the username@yourdomain.com combination that you created in E-mail Admin. Say your name is Susan and you have a website clubnashi.org. You might have created an e-mail account called susan@clubnashi.org, and that's what you'd enter into this box.

In the password box you will enter the password you or your administrator setup for this e-mail.

Press the **Login** button to continue.



Basic Options

Flagging Messages

You can select a message or messages in your inbox and press the **Flag** button to put a flag next to it and make it stand out more. Selecting the same message and clicking **Unflag** makes the flagging disappear.

Unread and Read Messages

You can select a message or messages in your inbox and click **Read** to make them appear as though they were read even if they were not. On the same token, you can select messages and click **Unread** to make read messages appear again as unread.

Deleting Messages

To delete messages, select them and press the **delete** button. It will then go to your trash can. To totally get rid of it, click the **purge** selection next to the trash or delete messages manually from the trash.

Calendar

The calendar function is easy to use and straightforward if you've used desktop calendar systems before. At the bottom of this month's page you can select a month and year in which you wish to view.

On any date, you can click and it will take you to a page listing the hours of the day with **Add** functions next to them.

Click one of these to go to the add page. Here you can select the start time, length, priority of an activity. Enter these along with a title and description of the activity at hand.

Click the **Set Event** button to continue.

Now you can return to the day view and edit the activity or delete it. You always get a chance to confirm a choice so that you will not accidentally mess up a days plans.

Notes

This is a function that allows you to leave a note for yourself to help remind you of something. To add a note, click **Add a Note**, enter a title and text, and click **Submit Note**. It will save it with the date you added it.

You can edit or delete any note, and you probably should when they pass because you only have 10000 bytes of note space which could end up being used quickly.

Folders

This area lets you do a lot of things with folders. The first option is to create a folder. You enter a name and then decide if you wish to create this as a top level folder or instead as a sub folder of an existing one. Press **Create** to finish.

You can also rename folders, pick a folder you wish to rename, click **Rename**, change the name on the next screen and click **Submit** to finish.

You can delete a folder by selecting it and pressing **Delete**. It asks you if you are sure, and if you are then press **Yes**.

The final portion is **Subscribe/Unsubscribe**. If you wish to not have a folder visible to you, but still do not want to delete the contents you can unsubscribe from it. Things in that folder will not show up, but they still exist in your account. You are subscribed to all created folders by default, but if you click **Unsubscribe** on one you no longer will be. You may change this back by clicking the folder in the new text area and clicking **Subscribe**.

Address Book

Add to Personal Address Book

Adding to an address book is as easy as it gets. All you have to do is choose a unique nickname, enter their e-mail, first and last name, and any additional info you wish to remember. Press **Add Address** and it is done.

Address Management

Address management is as easy. All you have to do is select the address you wish to edit or delete. Click **Edit** to change information about this address in exactly the same way as adding a new one, or press delete to get rid of it.

Changing Preferences – Preferences Toolbar

My Prefs

On the left frame of the website you will see a toolbar containing **Preference** links. Click on the **My Prefs** button to change your preferences. Now, you can change the full name, Email address (not your real one, but the one that it says you are sending from), Reply to address, or add or change a signature.

Some farther down options include choosing a time zone, selecting a Citation Style, and whether to use a signature by default as well as if it should be spaced with a dividing line.

Citation Style

A Citation Style basically tells how to quote received emails when replying. You can pick from a couple defaults or choose User-defined. If you choose that, then you can set anything you want to start and end the quoted material.

Whenever you are done setting options here, click **Submit** to save them.

Folder Prefs

Pick **Folder Prefs** in the Preference Links to get to this window. Here you can change the special folders (trash, sent, and drafts) as well as disable these folder functions.

Following that is a long list of **Folder List Options**. Most of them are aesthetic options about how you wish for them to appear on the page, but some have to do with the notification of Unread messages based upon the folder location.

Of special note is memory search. If you search a mailbox, the search will be saved for quick access later. The number you select defines how many mailbox searches will be saved.

Press the **Submit** button after any changes to save them.

Changing Preferences – Options

Personal Information

The same as clicking **My Prefs** in the preferences toolbar. See above for more information.

Display Preferences

This section contains a lot of options that will make your mail client get a particularly “you” feel to it. You can change things from text size to language to the number of messages per page.

Message Highlighting

This sections allows you to setup highlighting of certain messages based upon defined criteria. To create a new highlight, click new.

First you want to select an identifying name. Make it something you can remember and possibly descriptive of what you want to do with the filter.

Next, select a color. There are three ways to do this. The first was is to choose from the drop down list including basic colors, the second way is to enter a color manually with hexadecimal. You can sometimes find the codes for colors on other websites if you wish to go this route. Otherwise, you have a list of nearly 100 colors below from which to choose.

Finally, set what the highlight is going to look for. You have a few choices here. You can match criteria from the From, To, CC, To or CC, or the subject. Select which you want to match, and then enter the matching criteria whether it be a subject name or an email address. Click **Submit** to finish your filter.

Now that you have a filter defined you can edit or delete it. Editing it is the same as making a new one except you are changing a preexisting one. Click **Edit** to do this. Deleting one is merely a matter of clicking delete and it is gone.

SpellChecker Options

Here you can edit your personal dictionary, set up international directories, and encrypt or decrypt your personal dictionary.

Setting up international dictionaries allows you to spell check more than one country, but you still have a default selection which you can change between the boxes you have checked.

Encrypting or decrypting allows you to protect your personal dictionary. Go into that section, click the check box, and submit to have it encrypted, but do read the warning on the page before doing so.

Folder Preferences

This is the same as **Folder Prefs** in the side toolbar. See above for more information on this section.

Index Order

This section allows you to add, remove, or change the order of the listing of attributes in your message list. To move an attribute down, click down, to move one up click up, and to remove it click **Remove**. If you want to add an attribute that has been removed then click **Add** and it will be appended to the bottom.

Translation Options

This selection allows you to select a translator if you wish to use one on foreign emails you receive. There are a few choices with information about each one. The options you have here are to select which translator you want, decide where you want to translation box on the page when reading and decide if you wish to translate inside the frame. You can click submit to finish this selection.

Address Groups

This option is only useful if you already have names in your address book. Do so first if you wish to use this.

You will start out with no groups, to add a new group click **Add New Members**.

Now search for an address to add to a new group or click **List All** to list your complete address book.

Select any amount of addresses you wish to add.

Enter a group name and press **Add**. If you already have a group specified, you can instead add it to that existing group.

Back on the main page, you can modify the name, delete the group, or list all members for it. The selection **List All Groups** gets you back to this main page.

SpamAssassin Configuration

This is where you can configure the settings to customize your level of anti-spam and anti-virus protection. The default configuration will work great for most people, but you may decide to investigate the possibility of fine-tuning your options. This is an extensive package called SpamAssassin, which has a manual of its own. You can get more information about it at http://www.spamassassin.org.

There is one feature of note that you need to know about for the moment. You have the ability to add e-mail addresses to either a whitelist, which lets any messages from that address through, or to a blacklist, which automatically blocks all messages from that address.

NewMail Options

This section allows you to set it up so that you get a notification sound when new email comes into your box so that you don't have to keep clicking back to the screen to check. Each option is explained on that page, click **Submit** when you are done.

Logging Out

To log out, simply press **Log Out** and then you can go back to the **Login** page if you wish or exit the site.

Configuring Outlook to Use Our Mail

If you do not like webmail or otherwise want cohesion between all of your email addresses, you can configure Outlook or other mail programs to check your email.

Open Outlook. Instructions are similar for other IMAP-aware e-mail clients.

Go to **Tools > Accounts** on the menu bar at the top.

Click **Add > Mail** on the pop in that comes up.

Enter your name or nickname you wish your email to be sent as.

Enter your full email address in the standard format.

Change “My incoming mail server is a... server” to **IMAP**.

Specify your incoming mail server as mail.sitebuildingsystem.com and make sure that Outlook wants to talk to our server on port 143 and not 993. You don't need to specify secure password authentication.

We do not provide an outgoing mail server. For this you must use the SMTP server provided by your ISP. This varies by ISP, and you must contact them for the server if you do not know it. Typically, it is something like “smtp.earthlink.net” or “smtp.bellsouth.net”.

For your account name, change this to reflect not just your username, but your full e-mail address as others would see it. For example, if your email is brandon@foo.com, enter brandon@foo.com into this field.

For the password field enter your password, and you may decide if you wish for it to save it or not.

You shouldn't need to click the SPA button, so leave that unchecked.

Click **Finish** and you are done.

It may ask you after you exit the mail setup area. “Would you like to download folders from the mail server you added?” If so, press **Yes**.

Press **Ok** after it finishes downloading the folders.

Now you're ready to go. You can send and receive email through Outlook.