



## **Elite Website Guide**

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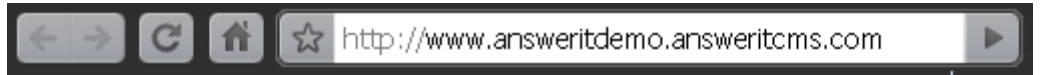
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## How to log into your control panel

### Stage 1 - First Stage

Go to your website by typing your website address into the address bar of your preferred browser.



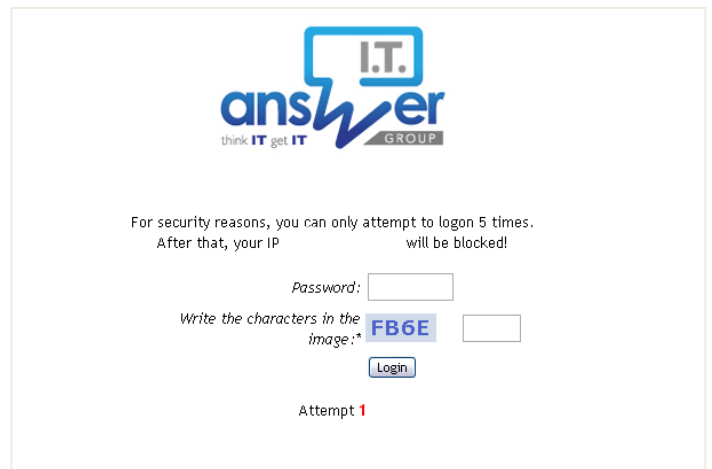
### Stage 2

Followed by: /backsite



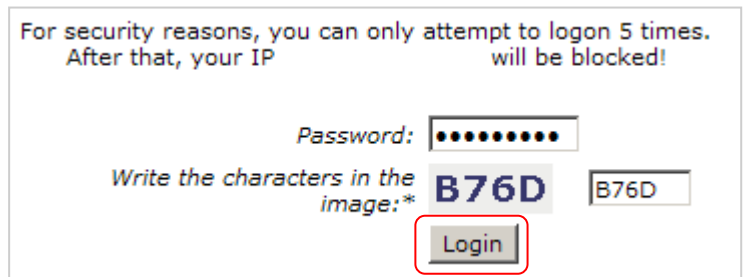
### Stage 3

This will take you to the login page for your control panel and will look like this:



### Stage 4

Enter your password and the characters shown on the screen. If you do not know your password please contact Software Assistance.



### Stage 5 - Last Stage

Click on the Login button

You should now be logged into you control panel. If you experience any difficulties please contact Answer IT Website Development Team at [@answerit-group.com](mailto:@answerit-group.com).

The top of the control panel will look like this:



## How to add a new page to your website

### Stage 1 - First Stage

Click on the 'Home' icon within your control panel



Home

### Stage 2

On the options bar select 'add item'.

Home | **New item** | Constants | ASP/VBScripts | Search

**! Please note** - pages are referred to as items.

### Stage 3

Select the type of page (item) you would like to add.

- Item with content**  
Items with content contain texts and images. They are the very basis of your website.
- Container Item**  
Container items do not contain any content (text nor pictures). They only 'contain' one or more items.
- External URL**  
External URLs redirect the visitor to another (external) website. You can choose whether the links must open in a new window or not.
- List**  
A list is an item with content, with the additional functionality of managing all sorts of lists (a newsletter, a list of job openings, activities, ...)
- Free page**  
A free page is an item with content that is not included in the left menu. You can however link to this page from everywhere in your site.

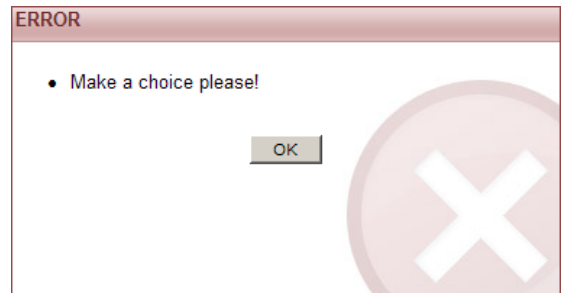
### Stage 4

Click the 'Continue' button.

Continue

**Stage 5**

If you did not make a selection an error message will appear. Just press 'OK' on the message, make your selection and press continue as in stages 3 and 4.



**Stage 6**

This tutorial assumes you have selected the 'Item with content' page type.

Add your new page title and select where in your menu you would like it to appear.

**Item with content:**

Title:\*

Place in menu:\* 9

Online:

Homepage

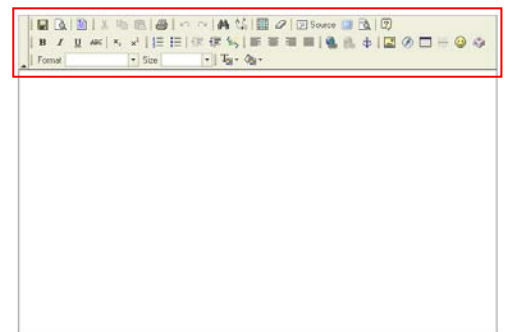
Menu works from left to right horizontally or top to bottom vertically depending on your design.

If you would like your page to show online make sure the 'Online' box is ticked.

If you would like this page to be your new home page then tick the 'Homepage' tick box.

**Stage 7**

Edit your page using the inbuilt editing tool bar



## Stage 8

Once you have finished editing your page make sure you save your work by pressing either the:

save icon (found top left of the inbuilt editing tools) -



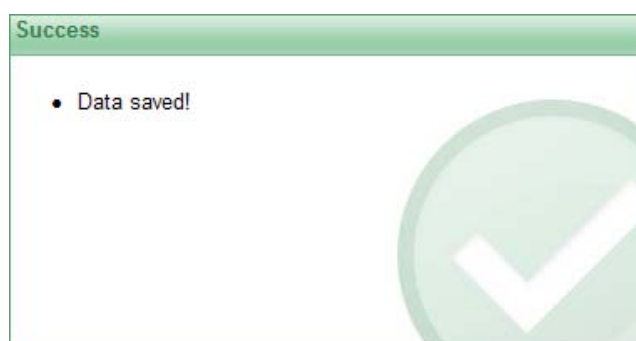
or by clicking on the:

save button at the bottom of the screen -

Save

## Stage 9

Once you have successfully saved the page you will see the following 'data saved!' success message. It only appears for a few seconds before automatically disappearing.



## Stage 10 - Last Stage

After saving your page you can return to the home area of the control panel or click on any other icon you wish.



## How to add text to your page

### Stage 1 - First Stage

Click on the 'Home' icon within your control panel



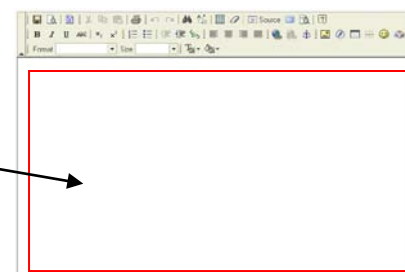
### Stage 2

Choose the page you wish to add text to.  
Just click on the page title.



### Stage 3

Click inside the editing box where you want your text to go.



### Stage 4

Start typing. You can use many common editing tools such as Bold, Italic and Underline. Also use bullets and left, centre, right and full text justification.



### Stage 5

Once you have finished editing your page make sure you save your work by pressing either the:

save icon (found top left of the inbuilt editing tools) -



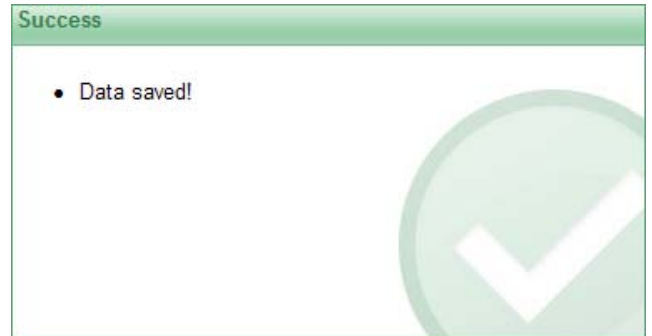
or by clicking on the:

save button at the bottom of the screen -



## Stage 6

Once you have successfully saved the page you will see the following 'data saved!' success message. It only appears for a few seconds before automatically disappearing.



## Stage 7 - Last Stage

After saving your page you can return to the home area of the control panel or click on any other icon you wish.



## How to add graphics and images to your page

### Stage 1 - First Stage

Click on the 'Home' icon within your control panel



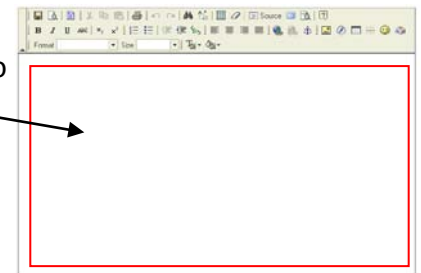
### Stage 2

Choose the page you wish to add graphics or images to. Just click on the page title.



### Stage 3

Click inside the editing box where you want your graphic / image to go.



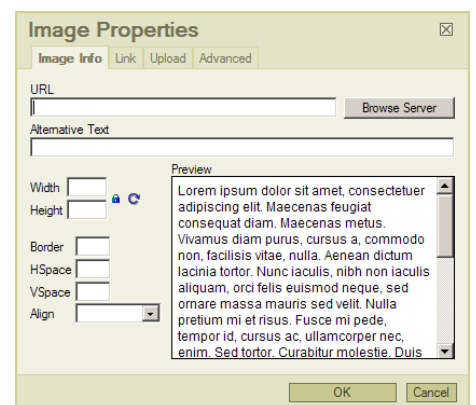
### Stage 4

Press the 'Insert / Edit Image' button.



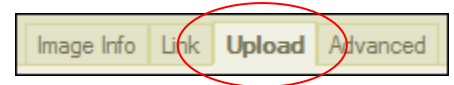
### Stage 5

The following pop up box will appear:



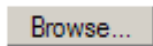
**Stage 6**

To upload a picture from your computer, select the 'Upload' tab:



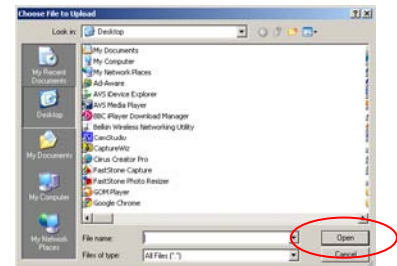
**Stage 7**

Select the 'browse' button:



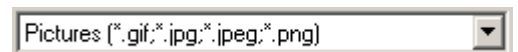
**Stage 8**

A window will appear. Navigate to the area on your computer where your picture is stored, select / highlight it, then select 'Open':



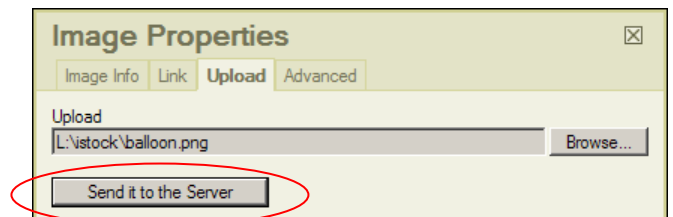
**Stage 9**

You can only select '.jpg', '.jpeg', '.gif' or '.png' pictures only.



**Stage 10**

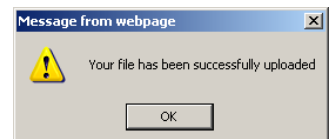
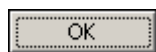
Your picture address will appear in 'image properties' box. Press the 'Send it to the Server' button.



**Stage 11**

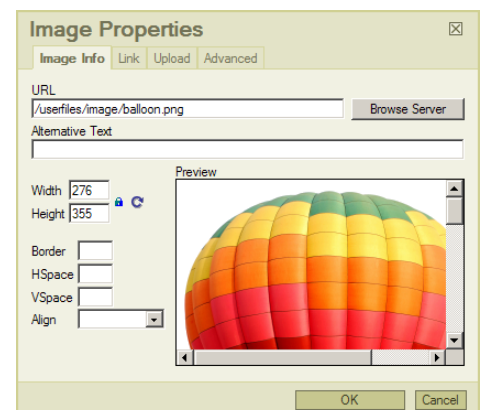
You will receive confirmation that it has been uploaded successfully.

Click on the 'OK' button.



**Stage 12**

Your picture will appear in the preview window of the image properties box.






**Stage 13**

Type in 'Alternative Text' for the image. This is used for screen readers for people who may be visually impaired .



**Stage 14**

Change either the **width** or the **height**. As you change one the other will automatically be changed as the ratio has been locked . Click on the  to unlock the ratio : . You can now change the **width** or **height** independantly.



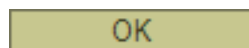
Select a **border** value between 0 - 5 (0 is no border, 5 is a thick border).

Set **HSpace** and **VSpace** - This is the spacing between the picture and the text both horizontally (top and botton) and vertically (left and right). Please note that random text is entered into the Preview Window.

Set the **Alignment**. This states where the picture will sit in relation to the text. Most common is **left** and **right**.

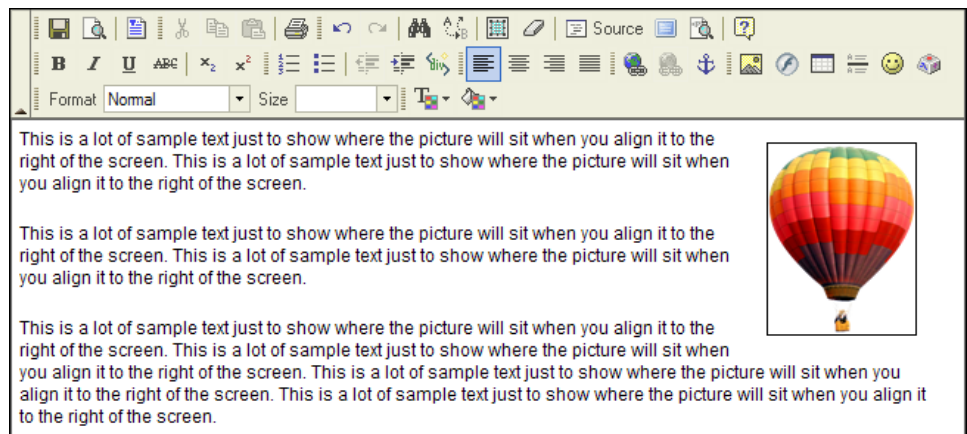
**Stage 15**

Select the 'OK' button:



**Stage 16**

Your image will appear in your editing screen:



**Stage 17**

To change the size or any of the settings for your image just select the image by left clicking on it. It will look like:

You can then either: right click the image and select 'Image properties' or click on the 'Insert / Edit Image' button.



**Stage 18**

Once you have finished editing your page make sure you save your work by pressing either the:

save icon (found top left of the inbuilt editing tools) -



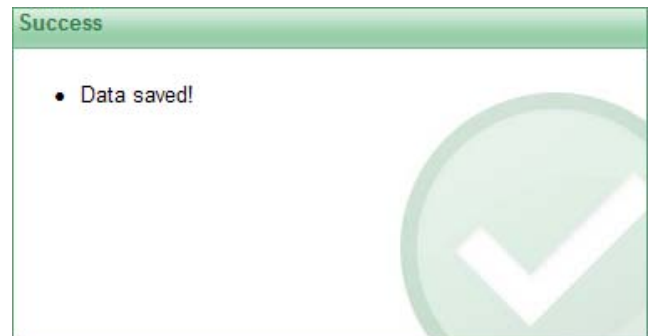
or by clicking on the:

save button at the bottom of the screen -



**Stage 19**

Once you have successfully saved the page you will see the following 'data saved!' success message. It only appears for a few seconds before automatically disappearing.



**Stage 20 - Last Stage**

After saving your page you can return to the home area of the control panel or click on any other icon you wish.



## How to set up folder with images for a photo gallery

PLEASE NOTE - PHOTOS ARE ADDED ONE AT A TIME

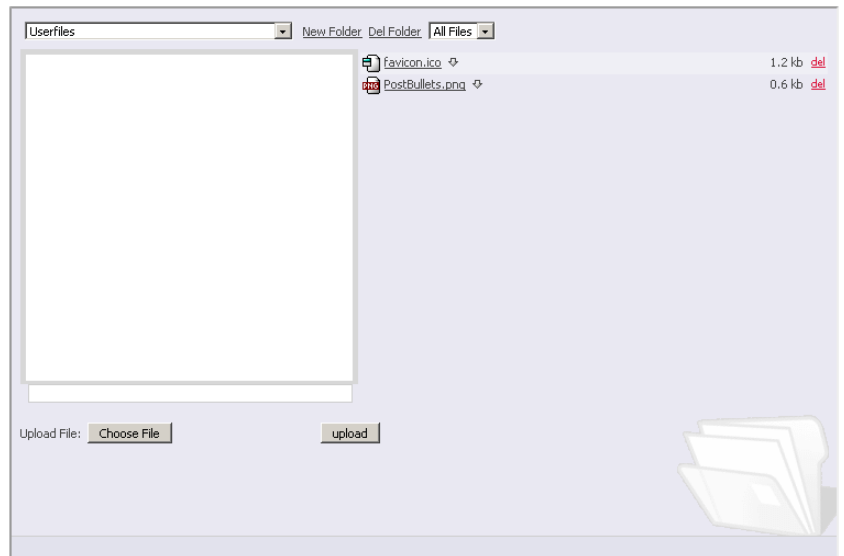
### Stage 1 - First Stage

Click on the 'Files' icon within your control panel



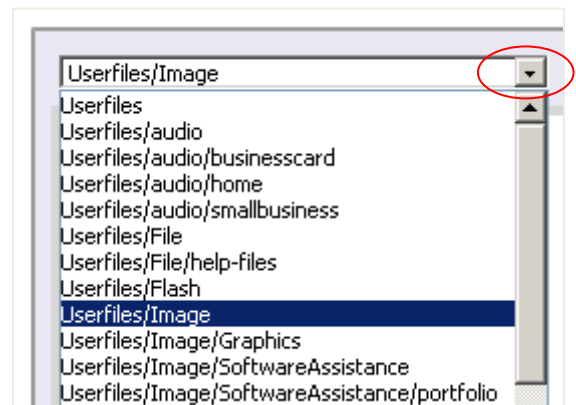
### Stage 2

The following file manager screen will appear:



### Stage 3

Using the drop down arrow select the 'Userfiles/Image' option. All galleries are best placed within the Image folder.



### Stage 4

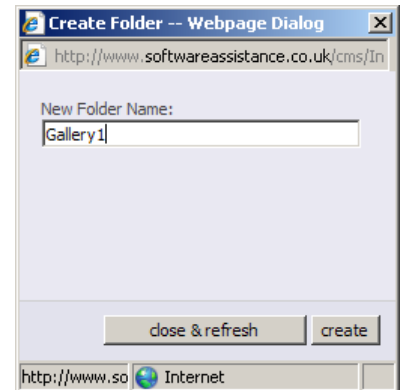
Press the option to create a new folder for your gallery.



### Stage 5

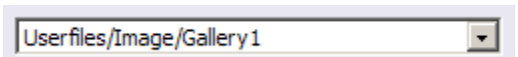
The following box will appear:

Give your new gallery folder a unique name.  
For example - Gallery1 then press  
the 'create' button followed by the 'close & refresh' button.



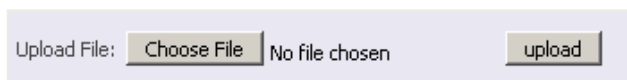
### Stage 6

Navigate to the folder you have just created as before  
using the dropdown option.



### Stage 8

You can now start uploading your images to the selected folder. Please note that depending on the internet browser you are using you may get slightly different options to upload your photos.



### Stage 9

Choose your images one by one and when selected press the appropriate 'upload' button.

### Stage 10 - Last Stage

Repeat step 9 for all images for that gallery.

#### PLEASE NOTE:

FOR BEST RESULTS YOU SHOULD RESIZE YOUR  
DIGITAL PHOTOGRAPHS BEFORE UPLOADING THEM

YOU CAN NOT UPLOAD IMAGES LARGER THAN 200K

PLEASE ATTEMPT TO RESIZE YOU IMAGE BEFORE CALLING TECHNICAL SUPPORT

Once you have finished you can return to the home area of the control panel or click on any other icon you wish.



## How to set up a photo gallery

**PLEASE NOTE - BEFORE YOU CREATE A PHOTO GALLERY YOU SHOULD HAVE ALREADY CREATED A FOLDER FOR YOUR GALLERY AND UPLOADED SOME IMAGES**

PLEASE SEE HOW TO SET UP A FOLDER WITH IMAGES FOR A PHOTO GALLERY

### Stage 1 - First Stage

Click on the 'Gallery' icon within your control panel



**Gallery**

### Stage 2

Select 'New Gallery' below the main menu.

**New Gallery**

### Stage 3

The following information screen will appear:

**General:**

Name:\*

Code:\* [QS\_GALLERY:  ]

Path to image folder:\*  ▼

Nmbr of pictures in row:  ▼

Browse images by:  ▼

Size thumbnails:  pixels

Thumb straight rectangle?

Resize big picture to:  px

Next:

Previous:

Full image hint:

Show filename?

Show images at random?

Add shadow to pictures

Auto-start slideshow??

Slideshow timer:  seconds

**Advanced:**

Style table:

Style table-cell:

Style image:

Custom onclick URL:

Variables that can be used: [FILENAME], [COUNTER], [PAGEID]  
(\*) Mandatory field

-> **Back** <-

**Stage 4**

Give your gallery a name (e.g. My Gallery):

Name:\*

**Stage 5**

Give your gallery a code (e.g. GALLERY1):

Code:\* [QS\_GALLERY:  ]

You will need to use this code to add your gallery to a page in your website. It will be used in the format: [QS\_GALLERY:GALLERY1]

**Stage 6**

Select from the drop down menu the folder that contains the photos for your gallery.

Path to image folder:\*  

PLEASE SEE HOW TO SET UP A FOLDER WITH IMAGES FOR A PHOTO GALLERY

**Stage 7**

Complete the rest of the gallery setup.

You can experiment to see what looks best. You can come back and make alterations after your gallery has been created.

'Thumb straight rectangle?' will crop your image without distortion into a perfect square for the thumbnail image.

'Resize big picture to' is the maximum size the image will be shown in. If an image is smaller than the size chosen it will remain small and will not be stretched.

|                           |   |
|---------------------------|---|
| Nmbr of pictures in row:  | <input type="text" value="3"/>                            |
| Browse images by:         | <input type="text" value="9"/>                            |
| Size thumbnails:          | <input type="text" value="150"/> pixels                   |
| Thumb straight rectangle? | <input type="checkbox"/>                                  |
| Resize big picture to:    | <input type="text" value="640"/> px                       |
| Next:                     | <input type="text" value="Next &gt;&gt;"/>                |
| Previous:                 | <input previous"="" type="text" value("&lt;&lt;=""/>      |
| Full image hint:          | <input type="text" value="Click image for full version"/> |
| Show filename?            | <input checked="" type="checkbox"/>                       |
| Show images at random?    | <input type="checkbox"/>                                  |
| Add shadow to pictures    | <input checked="" type="checkbox"/>                       |
| Auto-start slideshow??    | <input type="checkbox"/>                                  |
| Slideshow timer:          | <input type="text" value="4"/> seconds                    |

**Stage 8**

Experienced users can tweak the advanced settings. The only number you may wish to change is the width of the gallery. You can do this by changing the number shown.

**Advanced:**

Style table:

Style table-cell:

Style image:

Custom onclick URL:  Variables that can be used: [FILENAME], [COUNTER], [PAGEID]

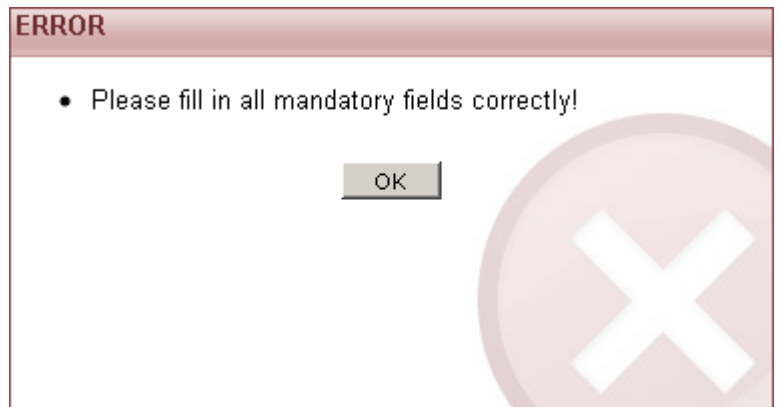
**Stage 9**

Once you have made your selections you need to save your gallery.



**Stage 10**

If you have not completed the form successfully you will receive the following error message:



**Stage 11**

If the save is successful you will be returned back to the mail Gallery screen and you will see your gallery has been added:



You will notice that the gallery code is have visable. You will need this code to add the gallery to a web page.

**Stage 12**

Click in the gallery code box and copy the contents (CTRL+C). Alternatively you can just remember the code. It will be in the format:



[QS\_GALLERY:GALLERY1]

**Stage 13**

Click on the 'Home' menu item.



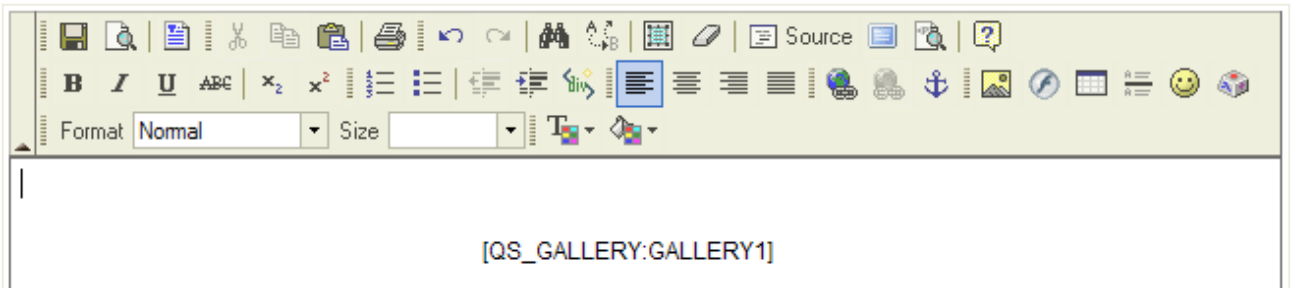
**Stage 14**

Select the page you wish to edit by clicking on the page name.



**Stage 15**

Paste or type in the gallery code into the page where you wish the gallery to appear.



**Stage 16**

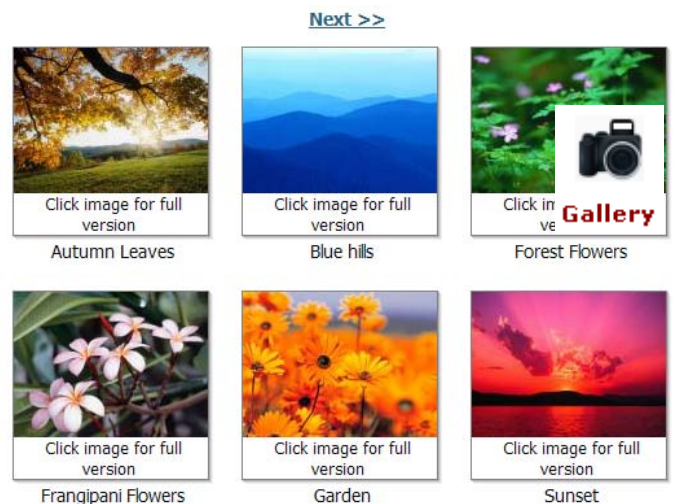
Once you have finished editing your page make sure you save your work by pressing either the

save icon (found top left of the inbuilt editing tools) -  
or by clicking on the save button at the bottom of the screen -



**Stage 17**

You can then view your web page and see the gallery.



**Stage 18 - Last Stage**

If you need to change any of your galleries settings you can go back into the 'Gallery' tab and select the gallery you wish to edit:

## New Gallery

[My Gallery](#)   [QS\_G/

Once finished you can return to the home area of the control panel or click on any other icon you wish.



## How to add a hyperlink to text on your page

### Stage 1 - First Stage

Click on the 'Home' icon within your control panel



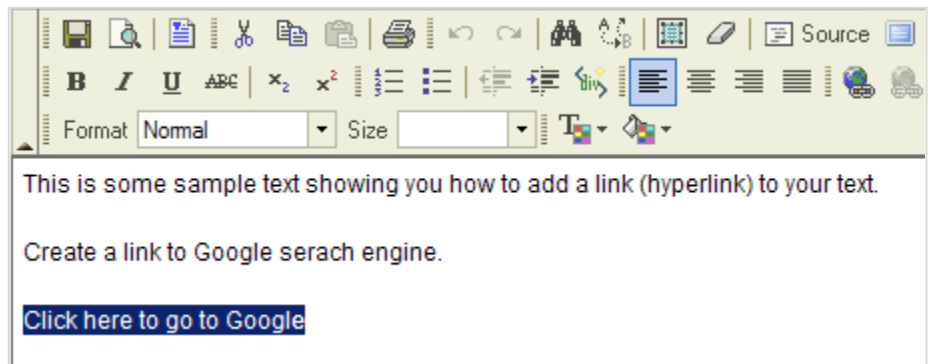
### Stage 2

Choose the page you wish to add the text hyperlink to.  
Just click on the page title.



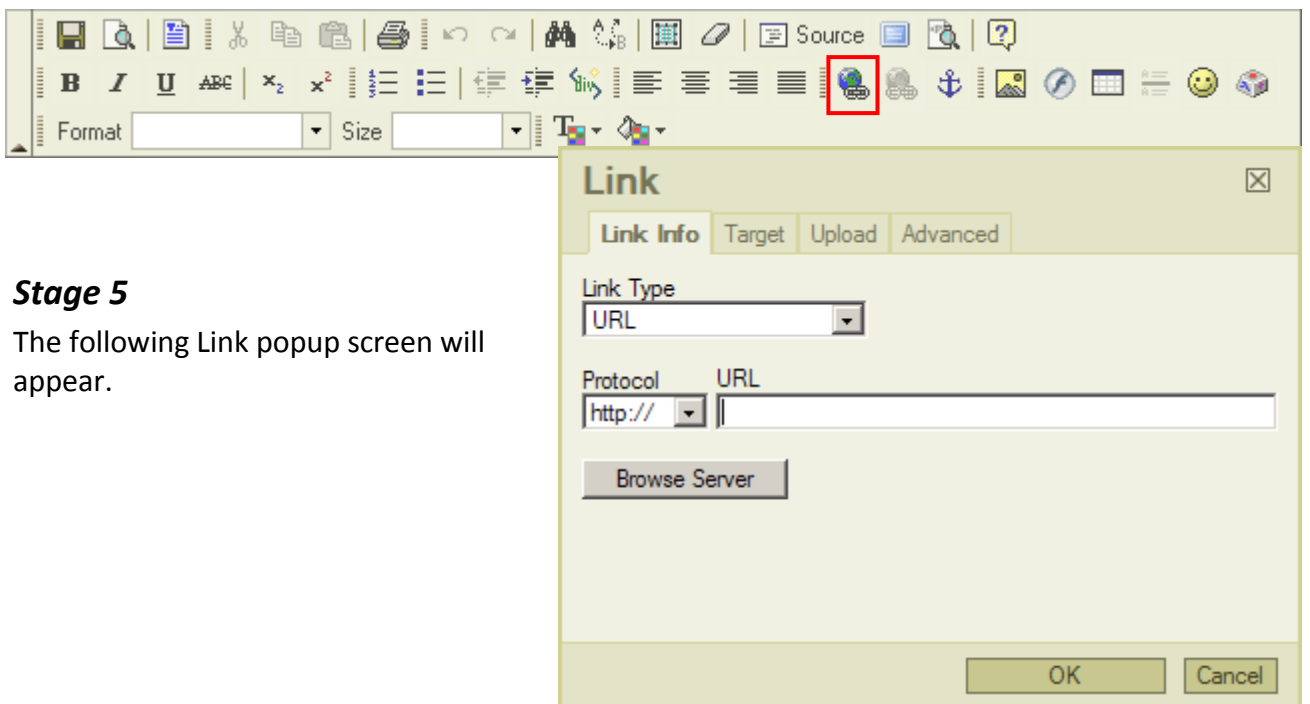
### Stage 3

Highlight the text that you would like to become the link / hyperlink.



### Stage 4

Click on the 'Insert/Edit Link' button in the editing menu.

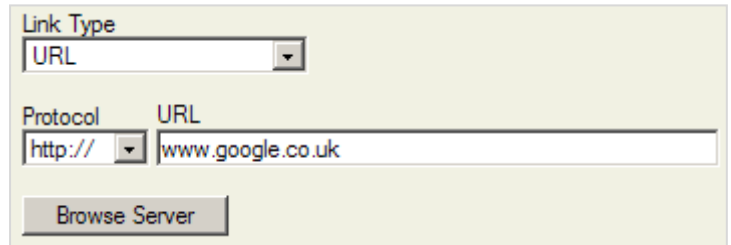


### Stage 5

The following Link popup screen will appear.

## Stage 6

Enter the URL or website address of the link you are targeting.



The screenshot shows a dialog box for configuring a link. It has a 'Link Type' dropdown menu set to 'URL'. Below it, there are two fields: 'Protocol' with a dropdown set to 'http://' and 'URL' with a text input containing 'www.google.co.uk'. A 'Browse Server' button is located at the bottom.

## Stage 7

Press the 'OK' button to return to the editing screen.



OK

## Stage 8

You'll notice that the text has been converted to a hyperlink.

This is some sample text showing you how to add a link (hyperlink) to your text.

Create a link to Google serach engine.

[Click here to go to Google](#)

## Stage 9 - Editing an Existing Link

To edit an existing link, highlight the linked text and select the 'Insert/Edit Link' button in the editing menu. Click the 'OK' button when you have made your changes.



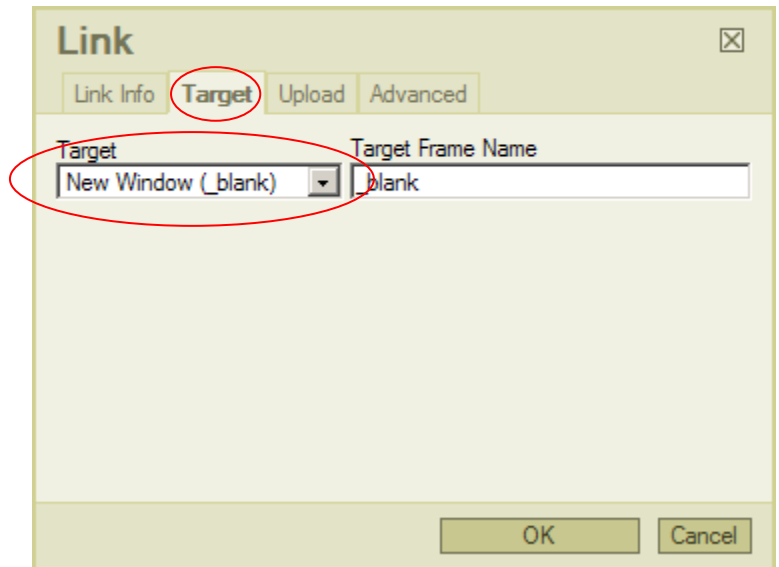
## Stage 10 - Removing a Link

To remove a link, highlight the linked text and select the 'Remove Link' icon in the editing menu.



### Stage 11 - Open Link In a New Window

If you wish for the link to open up a new window you need to select the 'Target' tag and select the 'New Window (-blank)' option in the drop down menu. Then collect the 'OK' button.



### Stage 12

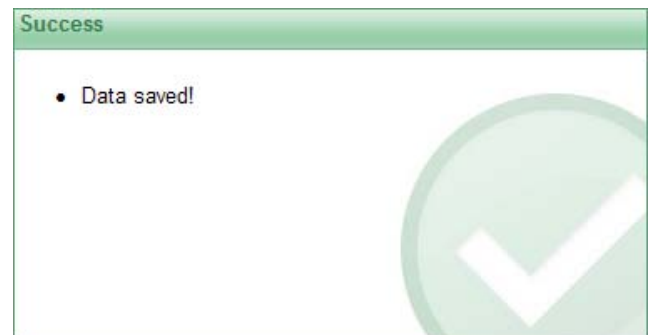
Once you have finished creating your links make sure you save your work by pressing either the: save icon (found top left of the inbuilt editing tools) - or by clicking on the save button at the bottom of the screen.



Save

### Stage 13

Once you have successfully saved the page you will see the following 'data saved!' success message. It only appears for a few seconds before automatically disappearing.



### Stage 14 - Last Stage

After saving your page you can return to the home area of the control panel or click on any other icon you wish.



## How to add a hyperlink to an image on your page

### Stage 1 - First Stage

Click on the 'Home' icon within your control panel



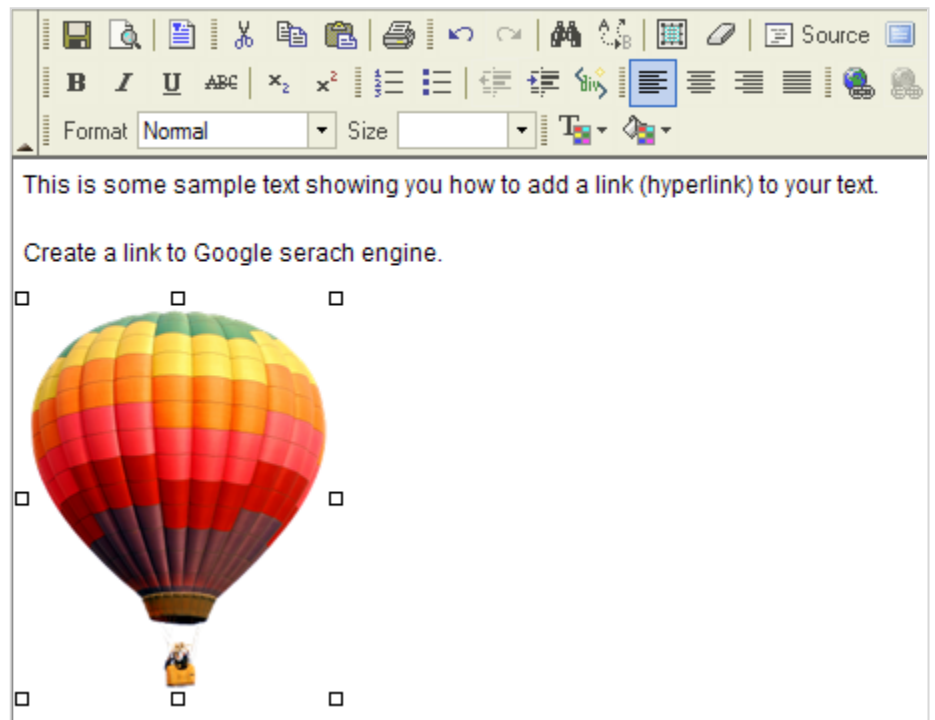
### Stage 2

Choose the page you wish to add the image hyperlink to.  
Just click on the page title.



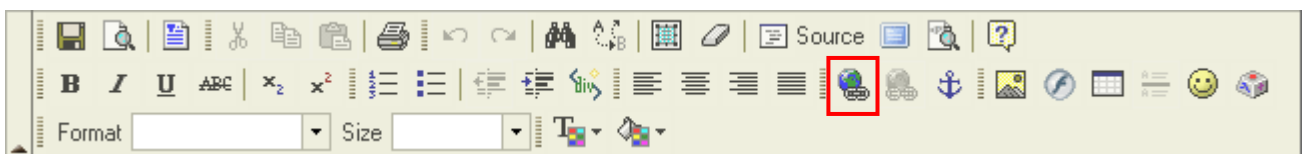
### Stage 3

Click on the image to highlight the image that you would like to become the link / hyperlink.



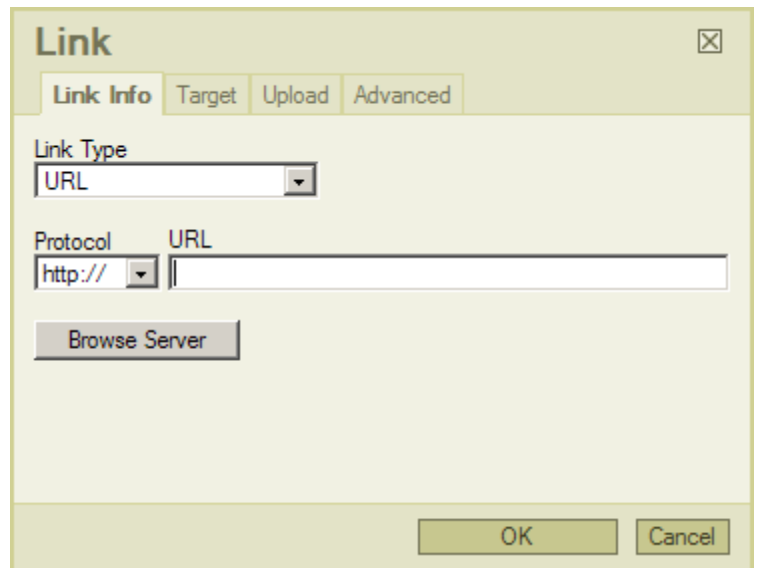
### Stage 4

Click on the 'Insert/Edit Link' button in the editing menu.



**Stage 5**

The following Link popup screen will appear.



**Stage 6**

Enter the URL or website address of the link you are targeting.



**Stage 7**

Press the 'OK' button to return to the editing screen.



**Stage 8**

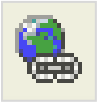
You'll notice that the image has been converted to a hyperlink.

If it has a border that you don't wish to see, click the 'Insert/Edit Image icon and set the border to zero (0).



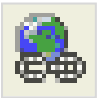
**Stage 9 - Editing an Existing Link**

To edit an existing link, highlight the linked text and select the 'Insert/Edit Link' button in the editing menu. Click the 'OK' button when you have made your changes.



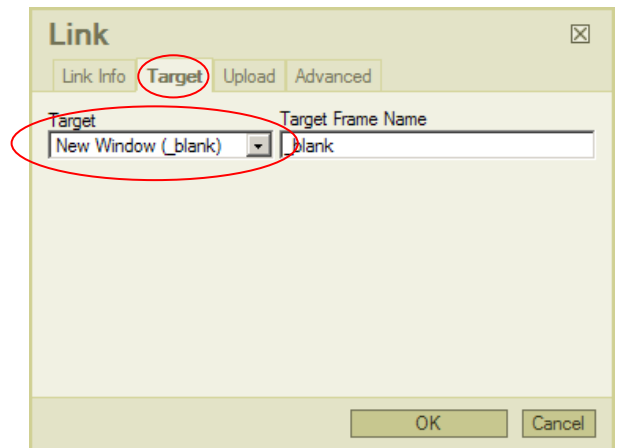
**Stage 10 - Removing a Link**

To remove a link, highlight the linked text and select the 'Remove Link' icon in the editing menu.



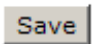
**Stage 11 - Open Link In a New Window**

If you wish for the link to open up a new window you need to select the 'Target' tag and select the 'New Window (-blank)' option in the drop down menu. Then collect the 'OK' button.



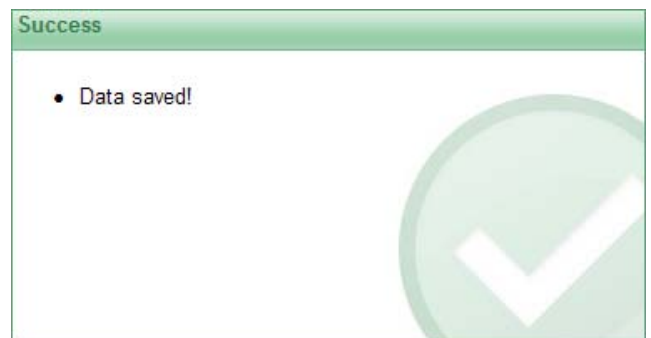
**Stage 12**

Once you have finished creating your links make sure you save your work by pressing either the: save icon (found top left of the inbuilt editing tools) - or by clicking on the save button at the bottom of the screen.



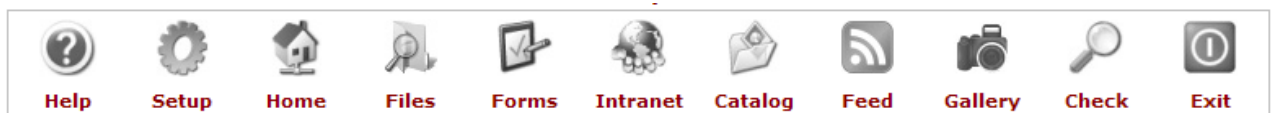
**Stage 13**

Once you have successfully saved the page you will see the following 'data saved!' success message. It only appears for a few seconds before automatically disappearing.



**Stage 14 - Last Stage**

After saving your page you can return to the home area of the control panel or click on any other icon you wish.



## Your log in details

Domain name / website address:

Admin control panel:

Control panel password: