

Welcome to our Online Software

the following pages will guide you through
step by step on how to use our
Site Control Panel

Instruction Manual

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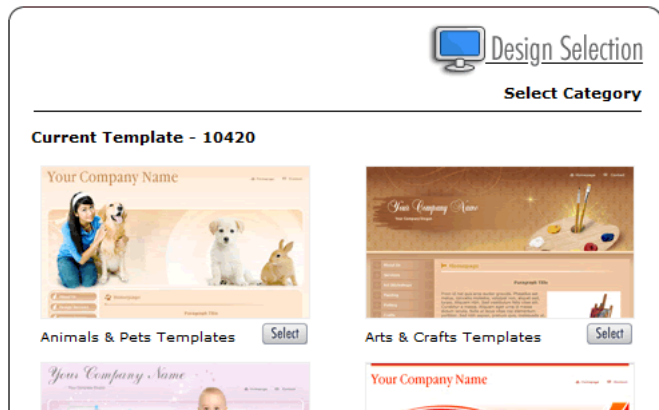
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Design Selection

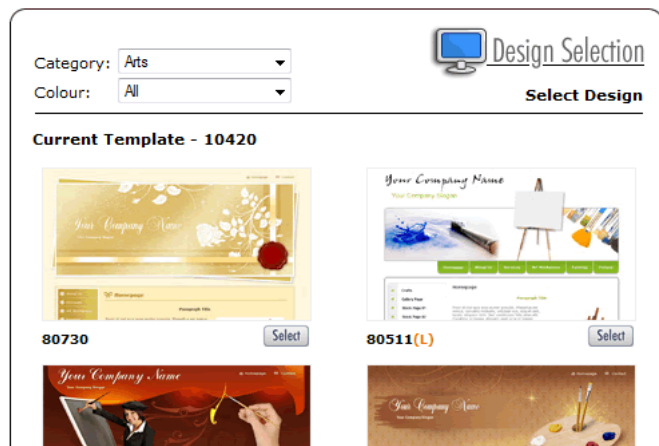
Click the **Design Selection** icon from the menu on the left: 

The **Design Selection, Select Category** page:



Choose the category which best suits you or your business by scrolling down the page and then press the **Select** button:

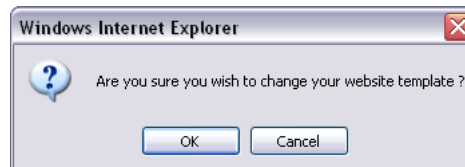
The **Design Selection, Select Design** page:



On a number of the template thumbnails there is an **(L)** symbol. This means the template will accommodate a logo within the design, which will appear at the top of the web page.

Choose a design by pressing the **Select** button:


The following popup box will appear:



If you are happy with your design click **OK**

The next popup box will appear:  click **OK**



You have now changed to a new template design. To preview your new design click the **View Site** icon: 

To return back to the Control Panel, click the **Website Control Panel** icon in the top right of your browser window:




If you are not happy with your design selection repeat the above until you find a design you like.

Site Settings

Click the **Site Settings** icon from the menu on the left:





The **Site Settings, Site Details** page:

 **Site Settings**

Site Settings

Name:	<input type="text" value="SDL Imports Limited"/>
Hits:	<input type="text" value="34082"/>
Slogan:	<input type="text" value="For all your giftware requirements"/>
Keywords:	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
Statistic/ Tracker Code:	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
Google Verification Code:	<input type="text"/>

Name: Enter a title for your website i.e. your business name.

Hits: Tells you how many visitors have been to your website.

Slogan: Enter a description which best describes your business, hobby or website.

Keywords: Enter keyphrases (two words or more) separated by commas which best describes your business, hobby etc.
Keywords help you to get found in Search Engines by visitors who type in those specific words. Only use keyphrases that actually exist in the text on your homepage as some Search Engines may think you are trying to cheat. Search Engines generally relate to this as Spam. If you would like to add more keyphrases make sure that those words are represented in the text on your homepage.


Statistics/Tracker Code: Used for inserting third party tracking code which will give you more in depth statistics about your visitors. There are a number of free Tracker websites out there one we recommend is: <http://extremetracking.com>. Once you sign up for a free account you can simply copy code off their website and paste it into the **Tracker Code** box. An icon then will appear at the bottom of your homepage. Click on the icon to see your statistics.


Site Map: A simple link which lists all your website pages. This does not have any real relevance to your visitors but it does help Search Engines index your pages. Once the Search Engine sees your **Site Map** it will automatically list all the web pages that are linked on the page.
The drop down box at default is set to **Hide**, we recommend that you activate the **Site Map** by switching to **Show**.

Terms & Conditions: By selecting **Standard** from the drop down box a general Terms and Conditions page will be added to your website. Accessible by a link at the bottom of your web pages. Information from your Contact page ie Company Name, address and contact details plus your domain name will be inserted into your **Terms and Conditions** automatically.

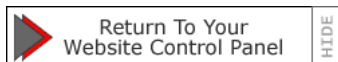
Privacy Policy: By selecting **Standard** from the drop down box a general **Privacy Policy** page will be added to your website. Accessible by a link at the bottom of your website. Information from your Contact page ie Company Name, address and contact details plus your domain name will be inserted into your Privacy Policy automatically.


Please note: If selected the **Terms and Conditions**, **Privacy Policy** and **Sitemap** pages will all appear together as small links at the bottom of every page of your website.

When you are happy with the information you have added click the **Update** icon: 
Update

If you wish to view the changes you have made to your website click the **View Site** icon: 

To return back to the Control Panel, click the **Website Control Panel** icon in the top right of your browser window:



Next, click the **Contact Details** icon at the bottom of the **Site Details** page: 
Contact Details

The **Contact Details** page:

 Site Settings

Contact Details

Title:	<input type="text"/>
First Name:	<input type="text"/>
Surname:	<input type="text"/>
Building No:	<input type="text"/>
Building Name:	<input type="text"/>
Street:	<input type="text"/>
Village:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>
Include Map:	<input type="checkbox"/> (This is a link on your contact page.)
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Mobile:	<input type="text"/>
VAT Reg. Number:	<input type="text"/>
Company Reg. Number:	<input type="text"/>


 Update  Site Details

You can fill in as much or as little information as you wish but the information that is entered on this page will be added to your **Contact** page and some of the information will be used on the **Terms and Conditions** and **Privacy Policy** pages, if these pages have been activated.

The **Include Map** radio button, if this is ticked then a map link of your location will appear on your Contact page. The map can only be generated if the **Include Map** box is ticked and you have added your post code.

When you have finished adding your details click the **Update** icon to save your information: 
Update

If you wish to return or change anything on your **Site Settings** page click the **Site Details** icon: 
Site Details

If you wish to view the changes you have made to your website click the **View Site** icon: 

To return back to the Control Panel, click the **Website Control Panel** icon in the top right of your browser window:



Information Pages

This section will be a step by step tutorial on how to build an **Information Page**.

Click the **Page Builder** icon:



The **Page Builder, Page List** page:

	Title (Page Type)	Settings	Categories	Edit
01	Information Page (Information)			
02	(Information)			
03	(Information)			
04	(Information)			

Click on the **Settings** Icon on page 1:



The **Page Settings** page:

Information Page

Page Settings

Titles/Keywords

Button Title: Information Page

Page Title:

Browser Title:

Meta Description:

Keywords:

Page Settings

Page Type: Information Page

Security Features

Security Type: None

User/Passwords:

(Please type username followed by '/' then the password, no spaces. Then enter to add another user)

Update **Page List**

Next, click the **Update** icon to store the information you have just entered:



Fill out as much information as possible:

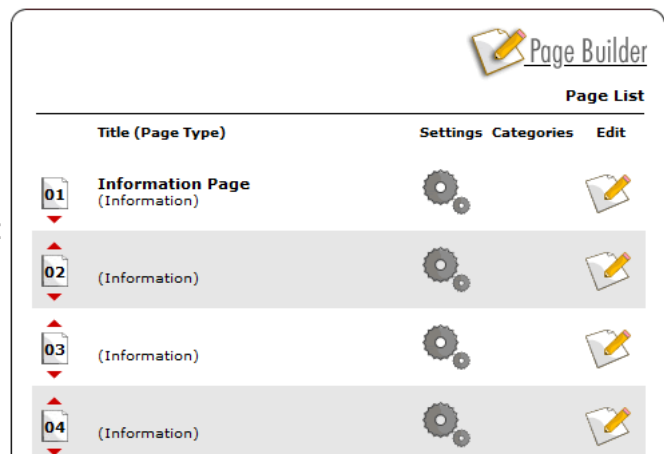
Button Title:	The title or name of your button for page 1
Page Title:	The title sits at the top of your webpage, use your wording constructively as the title is also used by Search Engines to list your web page.
Browser Title:	This does not appear on your web page but sits in the head section of the html code which is very important for indexing you web page within Search Engines.
Meta Description:	This also does not appear on the web page but sits in the code of your web page and is also vital for search engines as it describes your webpage.
Keywords:	As mentioned previous in the manual keywords are also needed by the Search Engines but only use keywords or key phrases that you are going to use in the text on your web page.
Page Type:	The default settings is set as an information page so we don't need to change anything here.
Security Type:	You can have two types of information page public or private at default the drop down box is set at None this means that everyone can view your information page, but if you wish to password protect your information page choose Page from the dropdown menu. Your information page then will only show with a login screen where you can only gain access by entering a username and password.
User/Passwords:	To allocate usernames and passwords to your visitors so they can gain access to your secure information page type: username followed by / then the password, no spaces. Then enter to add another user on a separate line.

For now leave user/passwords box empty as we are going to build a public **Information** page.

Next, click the **Page List** icon:



You will be returned back to the main **Page List** page:



Notice that your page 1 title has now changed to the wording you entered for your **Button Title**.

You can also see the changes 'live' on your website, to view your website click the **View Site** icon:



Your page one button should show the text you entered for your **Button Title**.

When you have finished, click the **Website Control Panel** icon in the top right of your browser window:

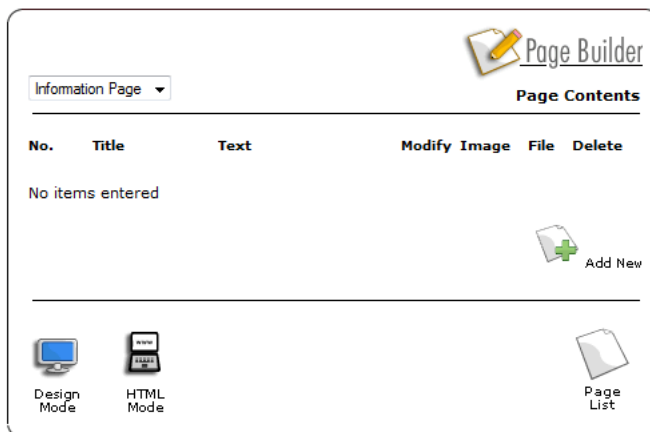


You will be returned back to the main **Page List** page.

We will now start adding content to your **Page One** information page.

Click the **Edit** icon for Page One. 

The **Page Content** page:

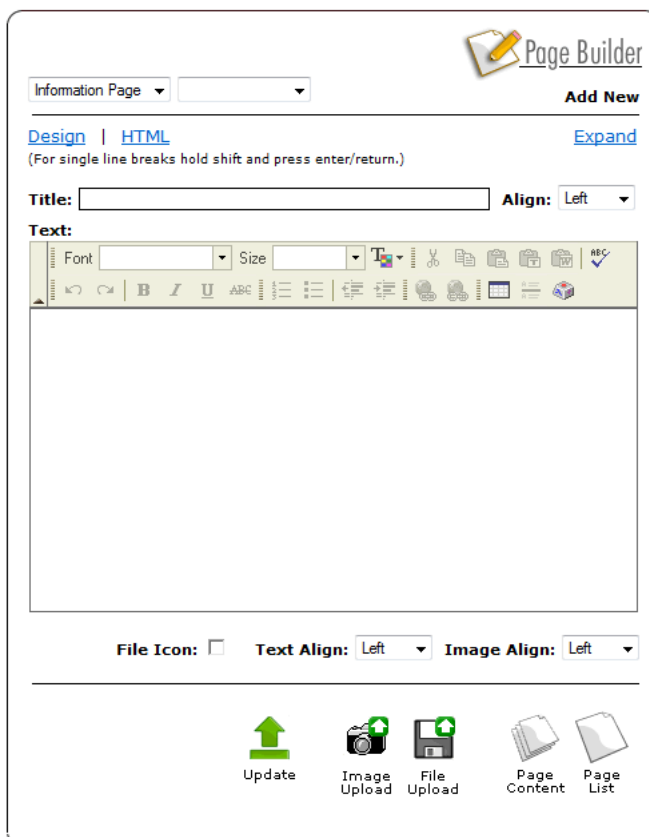


There are two ways to add content to your page either in **HTML** mode or **Design** mode. HTML mode should only be used if you are confident in writing in HTML code. The default setting is set to Design mode, this is the setting we will be using for the tutorial.

To start adding content click the **Add New** icon.  Add New

The **Add New** page:

Let's become familiar with the page.



The drop down box at the top of the page allows you to move quickly between the fifteen pages of your website. This is quite useful if you are required to ammend several pages. The drop down box to the right is empty, this will display the paragraphs for each **Information** page as they are added.

Below that are two text links one for **Design** mode and **HTML** mode allowing you to move between the two modes quickly.

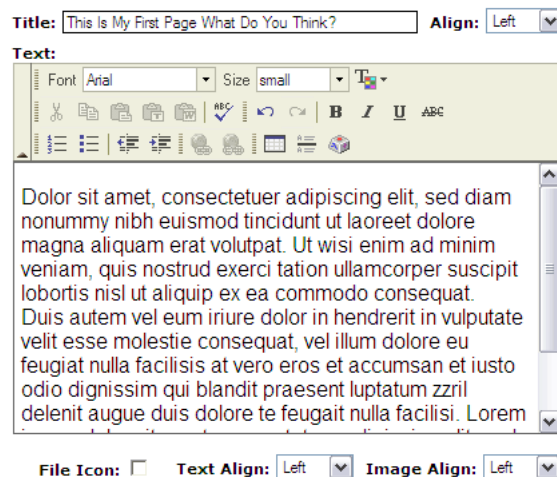
There is also an **Expand** link on the right hand side, by pressing this link your working area expands across the screen to allow you to add and ammend content more efficiently.


Please note: a whole page of information can be added right from this one page. But, we recommend that you add one paragraph at a time as this is a more efficient way of working. By adding a paragraph at a time you can also upload a picture and a file for every paragraph if needed, plus it makes it easier to edit at a later stage if you are not happy with your content.

Next enter a **Title** for your paragraph, you don't need to add a title to every paragraph, but because this is the first paragraph of a page it needs a title like a headline of a story in the newspaper. You can change the alignment of the title by choosing in the dropdown box to the right of the title field.

When you have done this click the **Update** icon: 

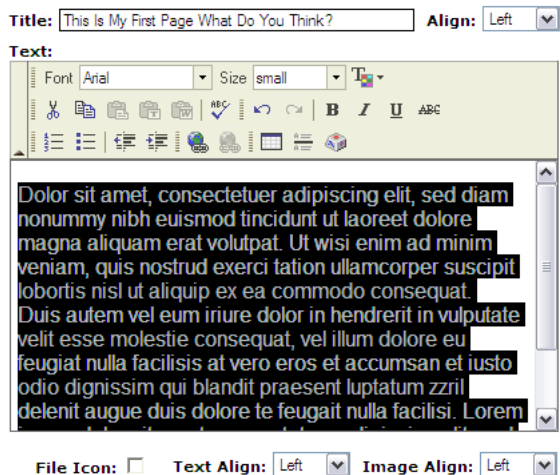
Next we need to add text, to do this type into the large box provided, for demonstration purposes only we've added some dummy text:



When you have done this click the **Update** icon: 

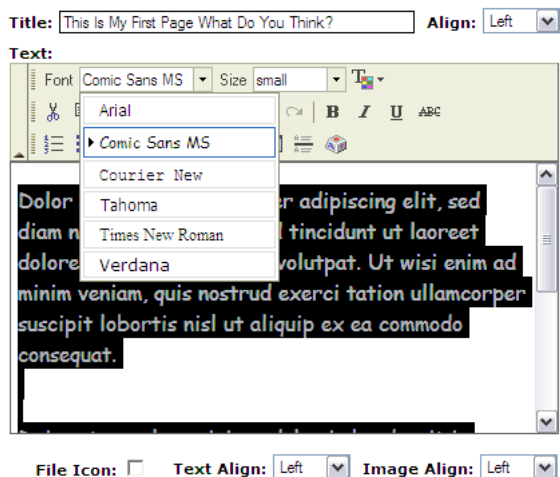
Please note: to make changes to your text you need to hold down the left mouse button and highlight the text you want to change with your mouse.

Highlight your text:



Next click the arrow on the font drop down box to change your font.

Click on the Comic Sans MS and watch your text change:



To deselect your text (remove the highlighting) click once inside the box with your mouse.

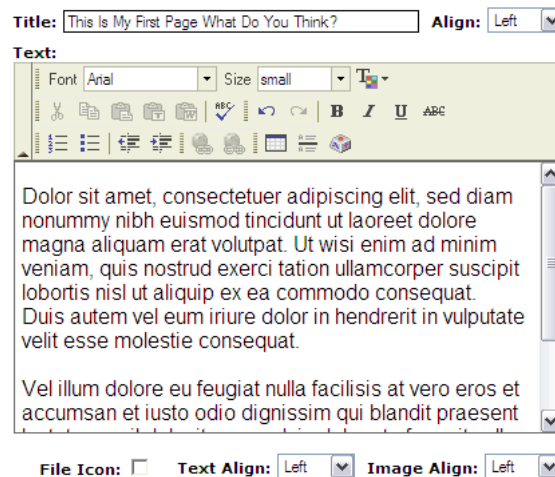
As previously mentioned in this manual at anytime you can update your website with your changes by clicking

the **Update** icon: 
Update

We advice you to update your website on a regular basis just in case you loose any information either through loosing your connection to the internet or your computer crashes.

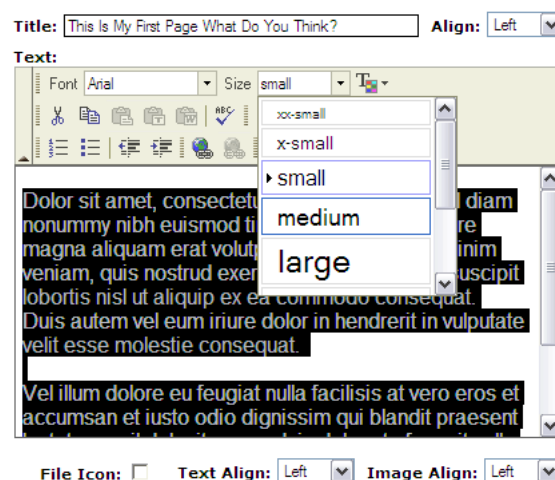
You can preview your changes live on your website anytime by pressing the **View Site** icon: 

If your paragraph becomes too large, by pressing the **Shift** key and the **Enter** key this will create a line break between the text of your choosing:

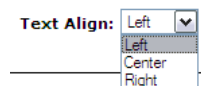


Please note: creating text this way is ok, but please remember only one image or one file can be added, no matter how long the text is. If you wish to add more files or pictures to an **Information** page separate your page into single paragraphs by clicking the **Add New** icon.

Make sure your text is highlighted and click inside the **Size** drop down box and choose a different font size from the one you are using. Your font size should change automatically:



The text is set at default to be text aligned left but if you wish you can change the alignment of the text by clicking in the **Text Align** box and changing it to either text align right or text align center:



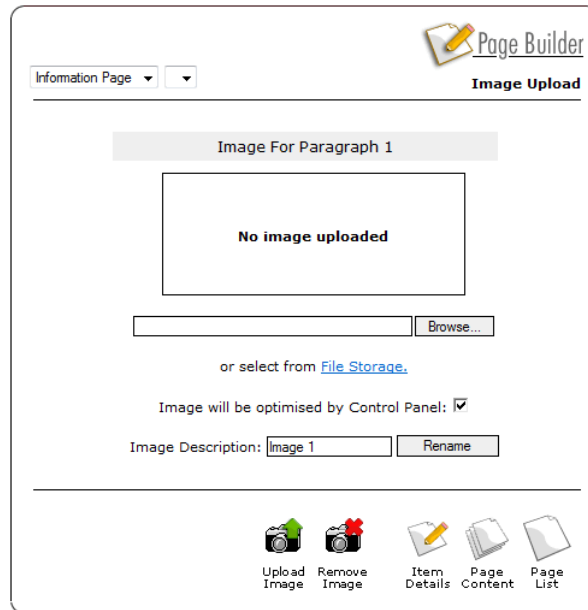
Deselect your text (remove the highlighting) by clicking once inside the box with your mouse.

Please note: there are a lot more things you can do with the WYSIWYG tool for example: change text colour, include lists or tabulour data. For a full explanation of everything the WYSIWYG tool can do see page 18 of this manual.

Next, we are going to add a picture to our text.

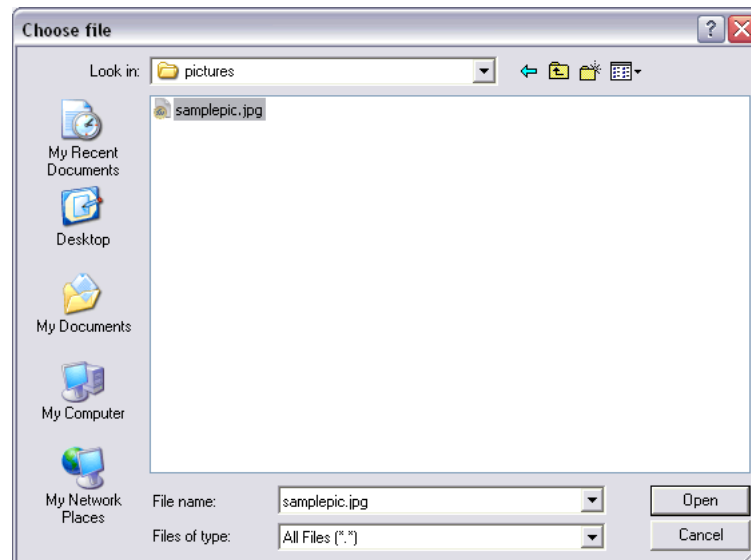
Click the **Image Upload** icon: 

The **Image Upload** page:



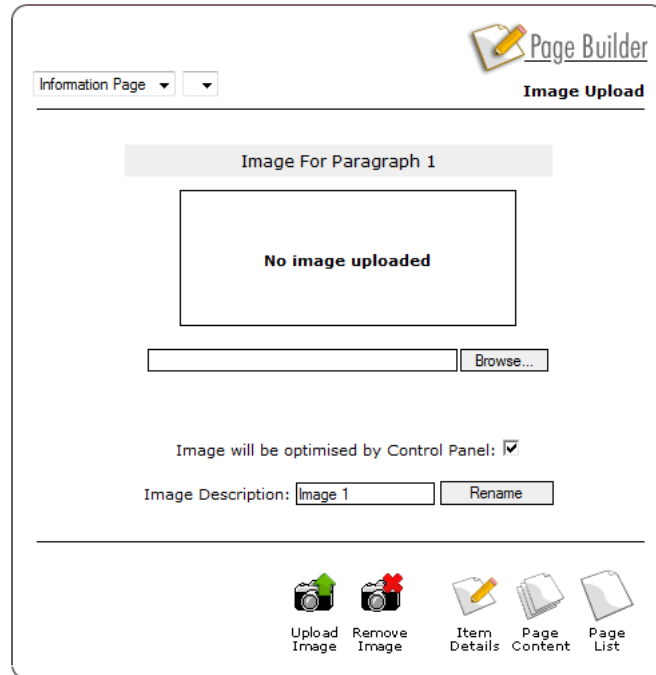
Click on the **Browse** button to browse to the location on your computer where the picture is that you wish to upload.

Click on the file with your left mouse button:



Then press the **Open** button.

The **Image Upload** screen:



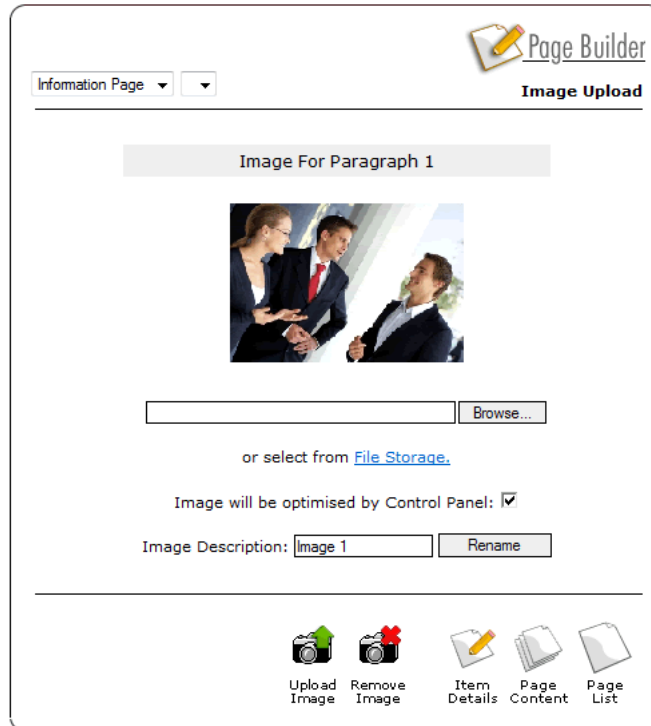
The box underneath the Browse button is at default ticked, this means that the image will be resized by our online software. If you would prefer the image to remain the same size as the original picture untick the box.

Next, click the **Upload Image** icon: 
Upload Image

Then, click **OK** on the Image Upload box:



Image Upload page:



In the **Image Description** box you can enter a description for your picture. This will produce an **Alt Tag**.

An Alt Tag is a text description that shows within a small box when you mouse over the image in your browser window.

This has a number of functions:

1. Helps search engines when indexing your web page.
2. Visitors to your website that have a slow internet connection can switch the images off but can still read the Alt Tag so they know what the image is.
3. Visitors that are visually impaired can use a screen reader that will read the Alt Tag to tell the person what the image is.

Enter a description for your picture then click the **Rename** button:

Click **OK**:



Your new image description:

Click on the **Item Details** icon:

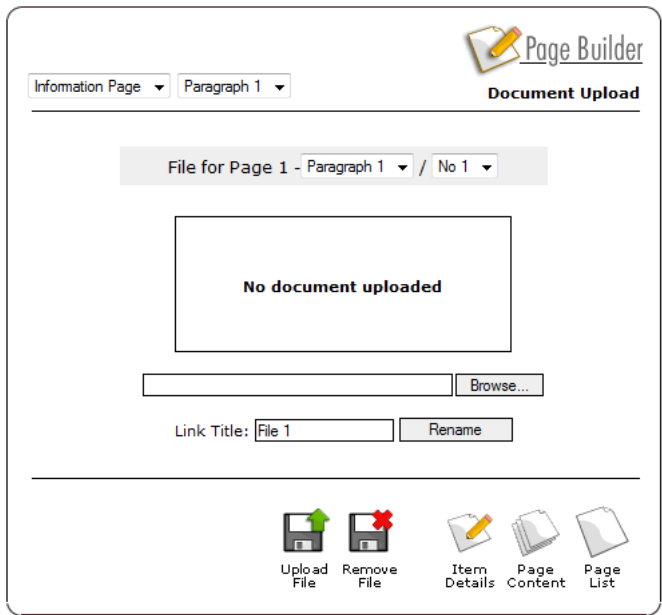


Next, we are going to upload a file to accompany the text and picture.

Click the **File Upload** icon:

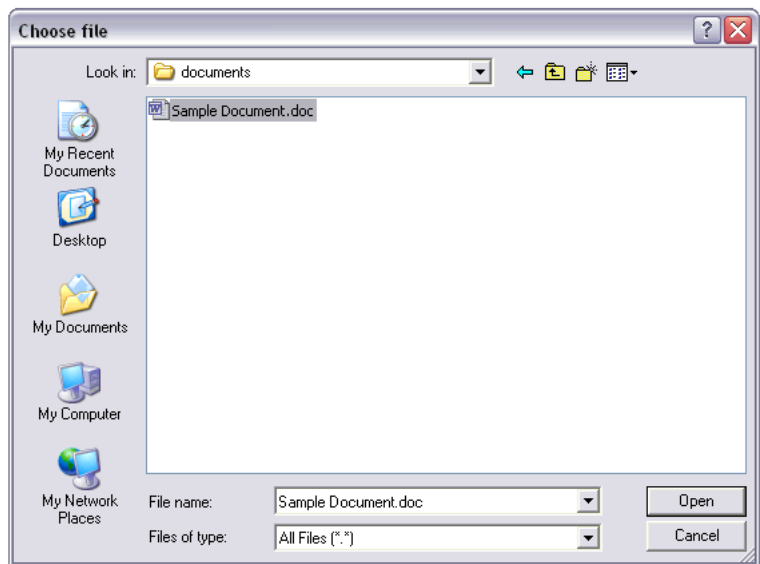


The **Document Upload** screen:



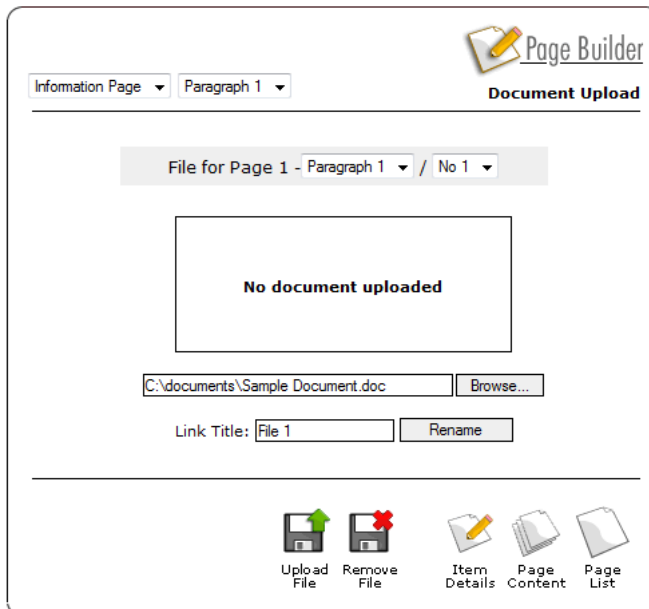
Click on the **Browse** button to browse to the location on your computer where the file is that you wish to upload.

Click on the file with your left mouse button:



Then press the **Open** button.

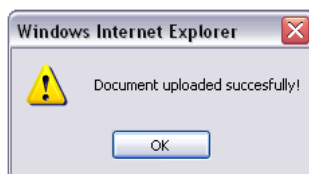
The **Document Upload** screen:



The path of the location of your picture will appear in the box to the left of the **Browse** button.

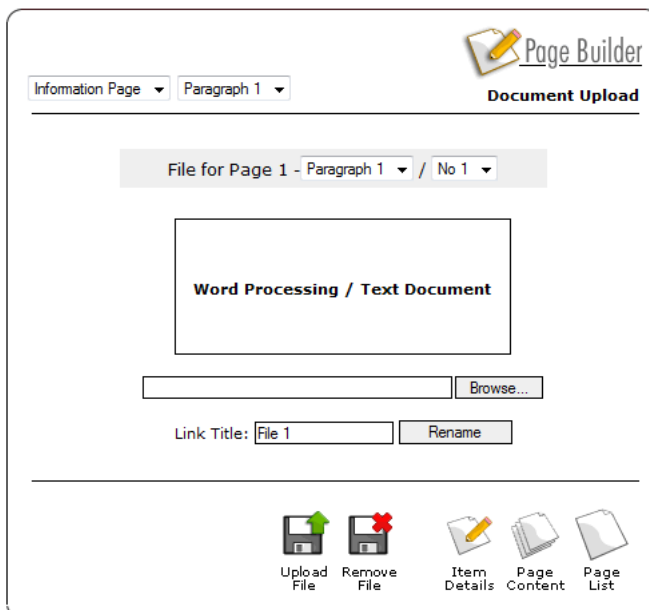
Next, click the **Upload File** icon: 

Document Uploaded box:



click **OK**

The **Document Upload** screen:



The **Document Upload** screen now has **Word Processing/Text Document** showing in the middle of the screen.

Those files can be accessed through your Control Panel. Ideal when you are on the move, you can access your files from any computer, anywhere with an internet connection.

Please note: only Word documents and pdf files can be uploaded to your website.

Next, in the **Link Title** box enter a title for your uploaded document: Link Title:

Then, click the **Rename** button.

This will appear on your website as a blue text link, when a visitor clicks on the link the document will be downloaded to their computer.

Next, click the **Item Details** icon: 
Item Details

Click the **File Icon** box underneath the main text window: File Icon:

Then click the **Update** icon: 
Update

Information has been updated, click **OK**:

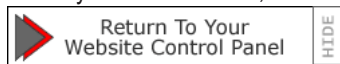


Depending on what kind of document you have uploaded, either a Word document or a pdf document an icon will be added to the document text link. Your visitors will instantly be able to tell what sought of document you have for downloading.

You have now added a text paragraph, a photograph and a downloadable file to your new website.

To preview your work click the **View Site** icon: 

When you have finished, click the **Website Control Panel** icon in the top right of your browser window:




You will be returned back to the main **Page List** page.

Wysiwyg Tool

This section is a step by step tutorial on how to use the **Wysiwyg Tool**.

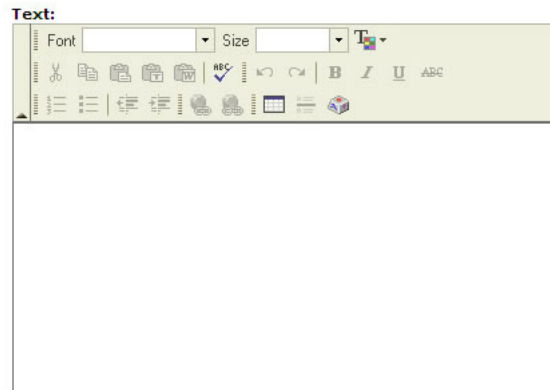
Choose any one of the 15 pages of your website that does not have any content.

At default all the pages in the Control Panel are set as **Information Pages**.

Click the **Edit** icon on one of your blank pages: 

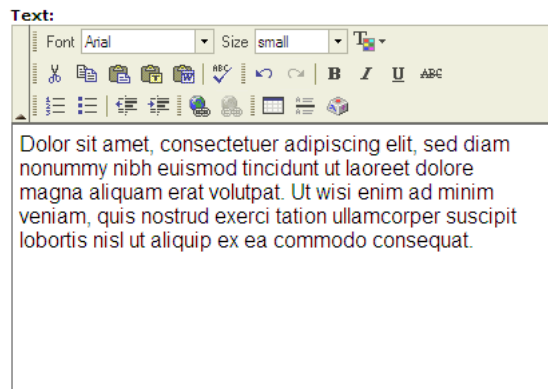
Next click the **Add New** icon:  Add New

The **Wysiwyg Tool**:



For demonstration purposes dummy text has been used.

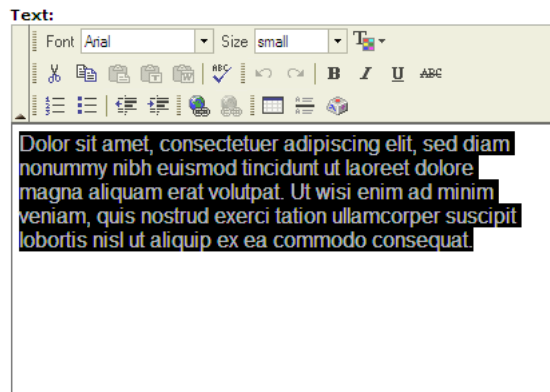
Type or paste a paragraph of text into the large box provided:



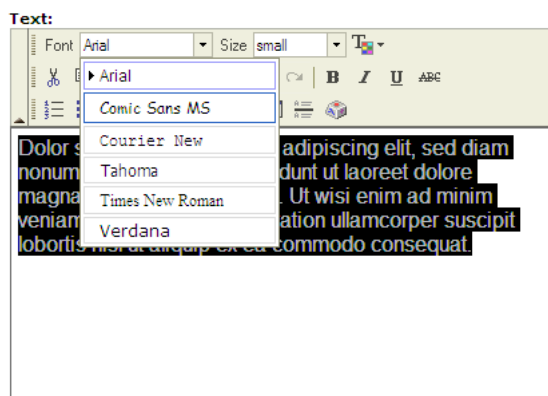
Next, click the **Update** icon to save your changes:



Highlight the paragraph by holding down the left mouse button and run your mouse over all the text while keeping the left mouse button pressed:



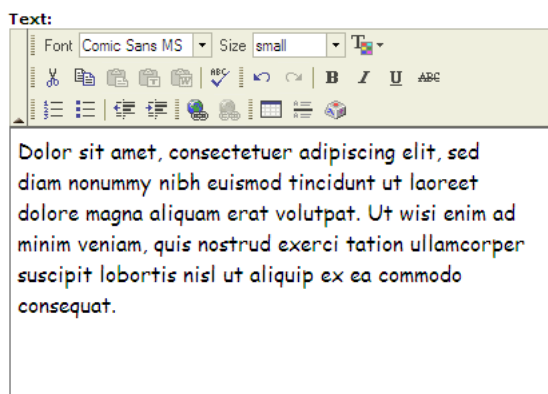
Change the font by clicking in the **font** drop down box and choose **Comic Sans MS**:



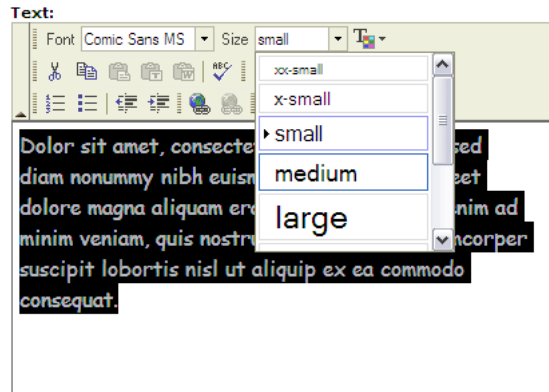
Click the **Update** icon:



Click once inside the large box to remove the highlighting, the font has now changed to Comic Sans:

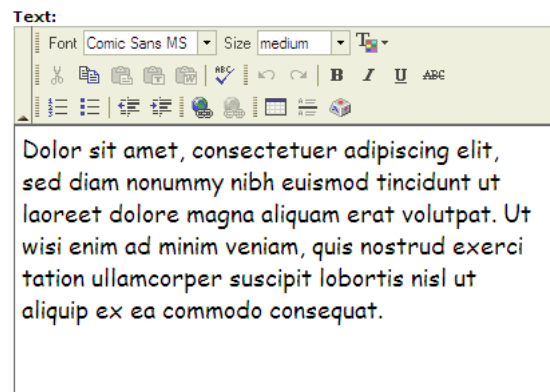



Highlight the text again by holding down the left mouse button and click inside the **Size** drop down box and choose medium:



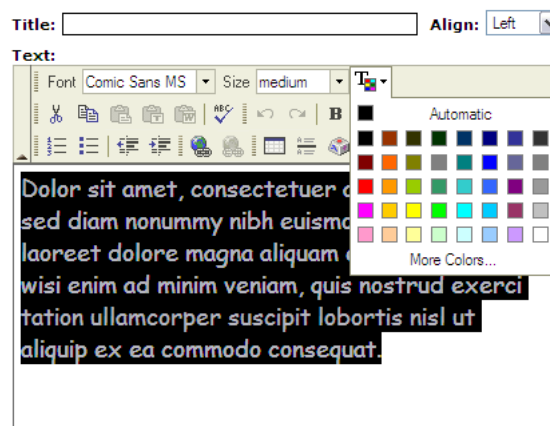
Click the **Update** icon: 

Click once inside the large box to remove the highlighting, the font size has now changed to medium:

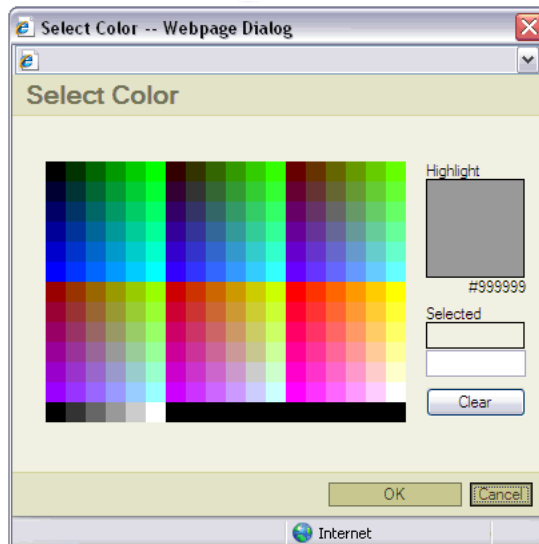


To change the color of your paragraph, highlight the text with your mouse and click the **Color** icon: 

The color is automatically set to black, to change to a different color just pick a colour box with your mouse:

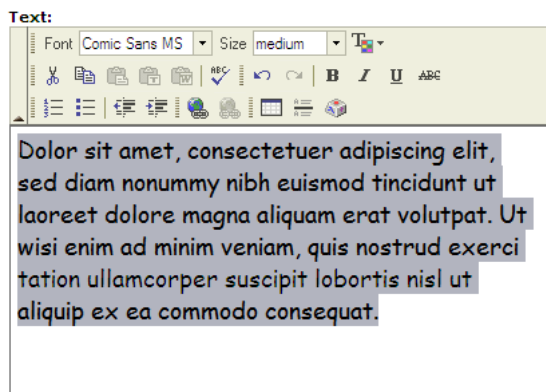


Choose from more colors by clicking the **More Colors** link:



When you are happy with your color click the **OK** button.

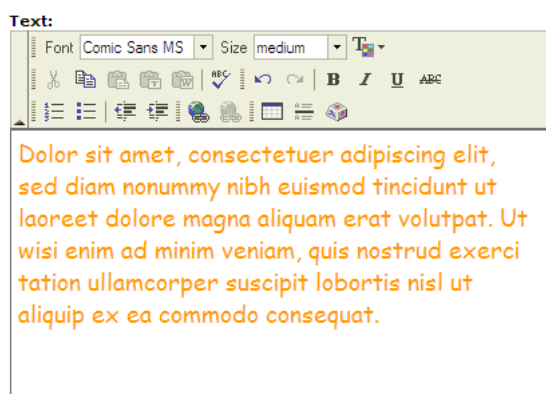
The next screen:



Click the **Update** icon:



Click once inside the large box to remove the highlighting, the text has now changed color:



The rest of the icons (most only work if you have the text highlighted with your mouse):



Cut

Cut text from the text box.



Copy

Copy text from the text box.



Paste

Paste text into the text box.



Paste As Plain Text

If you copy text from a website to use on your own pressing on this icon will paste the text into the text window and will remove any formatting (html code). Ensuring that your text looks clean without any unwanted line breaks or different text sizes etc.



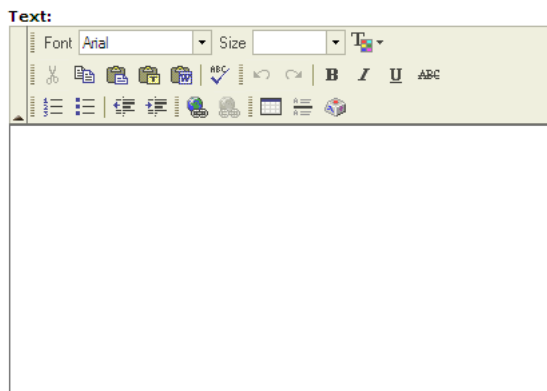
Paste From Word

If your wishing to use content from a Word Document on your website open your Word document and copy the text using your mouse.

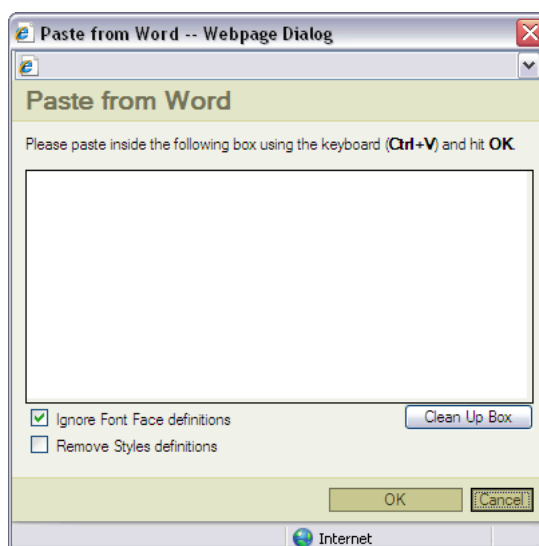
Click inside the main **Text** box with your mouse:

The **Paste From Word**  icon will be highlighted

Click the icon once.



The **Paste from Word** window:



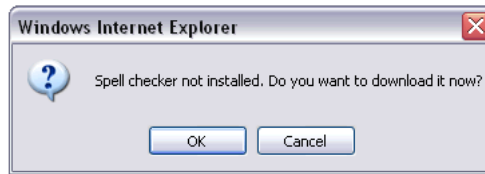
Click once into the large text box and paste by pressing the Keys **Ctrl** and **V** then press **OK**.



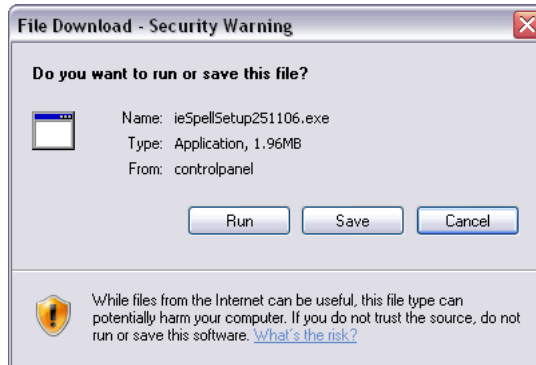
Check Spelling

Click the icon, if this is the first time you have used the spell checker the following button will appear:

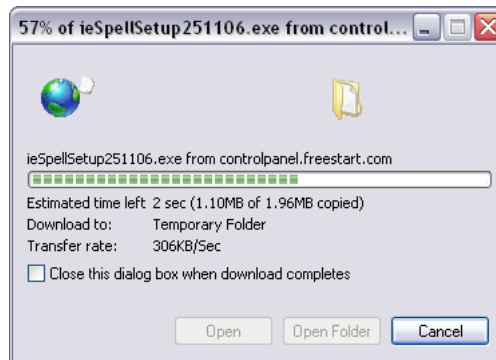
Click **OK**:



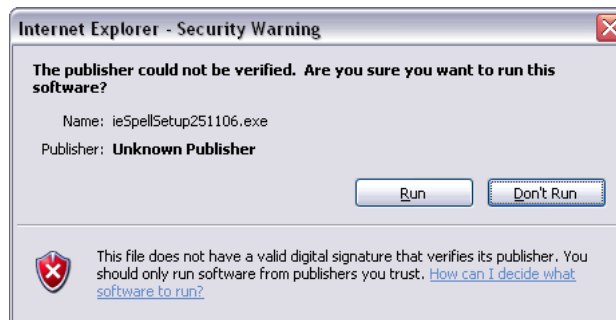
Click the **Run** button:



The file is downloaded:



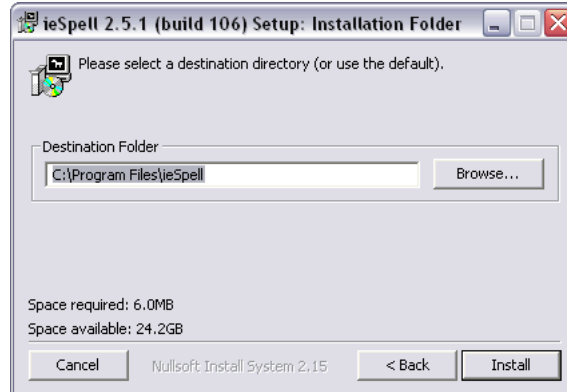
Click the **Run** button:



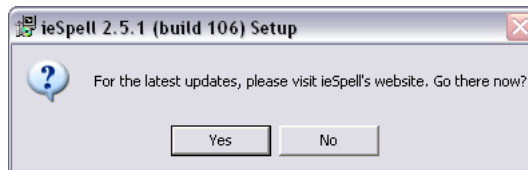
Click the **I Agree** button:



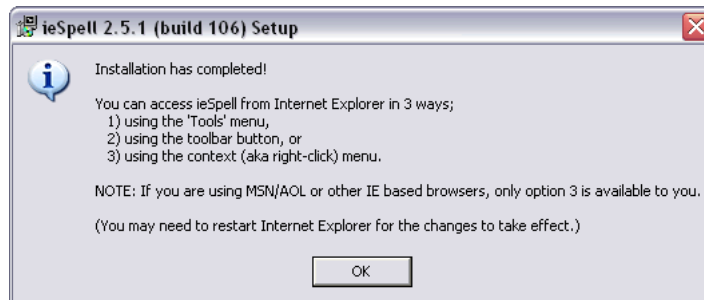
Click the **Install** button:



Click the **No** button:



Click the **OK** button:



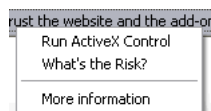
Next, click on the **Check Spelling** icon again.

You may have a **Popup Blocker** installed on your browser, which will block the spelling program. If you have the blocker software installed the following message will show in your browser window:

This website wants to run the following add-on: 'ieSpell Core Module' from 'Red Egg Software (unverified publisher)'. If you trust the website and the add-on and want to allow it to run,

click on the message to allow the **Spell Checker** software to run.

Click **Run ActiveX Control**:



Click the **Run** button:



Click the **Check Spelling** icon again.

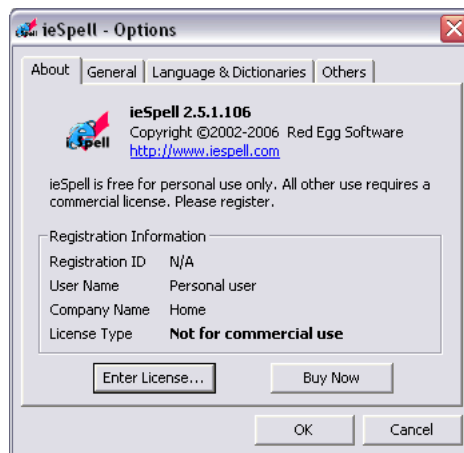
The Check Spelling window:



The words the Spell Checker is not sure of will show in the **Not in Dictionary:** bar and will automatically suggest a word and place it in the **Replace with:** bar. If the software has suggested the right word click the **Change** button if the word is not right you can choose from other words in the **Suggestions:** bar or add your own word straight into the **Replace with:** bar.

The Spell Checker will automatically go through all your text checking the spelling. When you have finished checking your spelling click on the **Options...** button.

The Options window:



Click the **Language & Dictionaries** button and make sure you have the right language selected in the **Current Language** drop down box.

When you have finished click the **X** button in the top right corner of the Spell Checker window.

**Undo**

To undo text changes

**Redo**

To redo text changes

**Bold**

change the text to bold

**Italic**

change the text to italic

**Underline**

Put an line underneath the text

**Strike Through**

Put a line through the middle of the text

**Insert/Remove Numbered List**

To add a numbered list highlight the text and click on the icon. The number 1 will be inserted at the beginning of the paragraph to add more numbers move your mouse pointer to where you want the number 2 to start and click the Enter key. Repeat this as many times as you like.

To remove the numbered list, highlight the text and click the icon.

**Insert/Remove Bulleted List**

The same as a numbered list except the numbers are replaced with bullet points.

**Decrease Indent**

Decrease the indentation of the list.

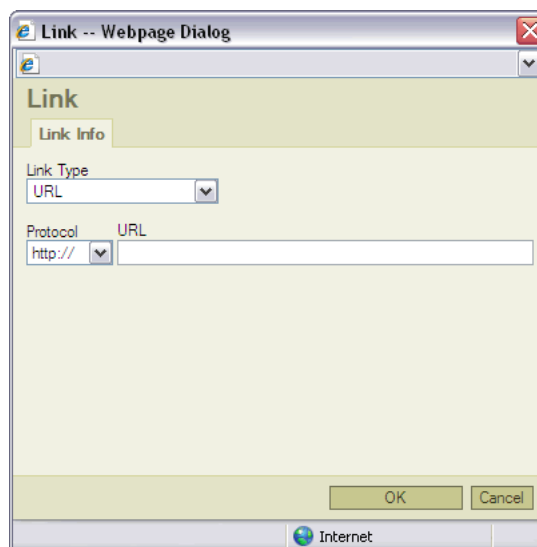
**Increase Indent**

Increase the indentation of the list.

**Insert/Edit Link**

Highlight the text you want to make into a link (hyperlink) then click the icon.

The **Link** screen:



You can make a text link that goes to a web site address (URL), an Anchor link which can be a link going to another web page or location on your site or a link which goes to an email address.



Remove Link

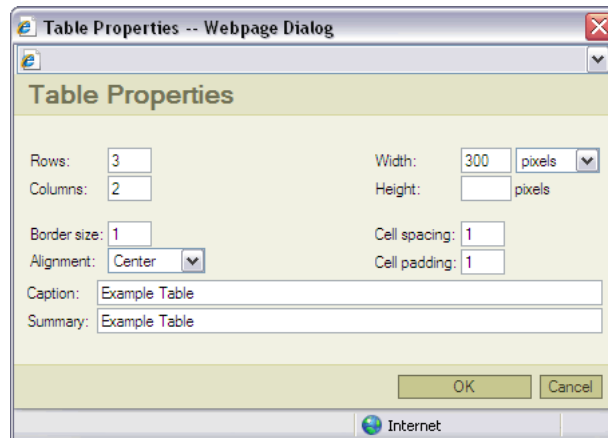
To remove the link click this icon.



Insert/Edit Table

You can add an html table to your text, great for creating tabular data. Click on the **Insert/Edit Table** icon.

The **Table Properties** screen:



Tables are made up of cells or blocks for adding information. **Rows** are vertical cells and **Columns** are horizontal cells. On the example screen above the table properties would contain a table with 2 cells wide x 3 cells deep with a table width of 300 pixels.

You can change the measurement of the table between pixels and percentages from the **Width** drop down box. Percentages is a percentage of the overall width of the page not the table but pixels is the actual width of the table.

For this tutorial we are going to leave the table width set to pixels. Add a height of 100 pixels in the **Height** box. We now have a table that is 300 pixels wide by 100 pixels high.

Border size

the width of the border surrounding the cells, set in pixels at default the border is 1 pixel but you can have any width of border starting from 0 pixels.

Cell spacing

The amount of spacing in pixels between each cell.

Cell padding

The amount of spacing in pixels from the inside edge of the cell to the content of the cell.

Alignment

The table can be aligned either **Left**, **Center** or **Right** of the page.

Caption

A header can be added to your table which will show on the page.

Summary

Information about your table which does not show on your web page only in the html coding of the page.

Word Wrap

At default Word Wrap is set to Yes, always keep this setting.

Horizontal Alignment

Sets the alignment of text within the cell, left justify, center justify or right justify.

Vertical Alignment

Sets the positioning of text within the cell, align top, align middle, align bottom or align baseline (the baseline of the text will align to the baseline of another element).

Rows Span

Allows you to merge multiple cells in a row into one cell.

Columns Span

Allows you to merge multiple cells in a column into one cell.

Background Color

Change the background color of the cell by clicking the **Select** button.

Border Color

Allows you to have a 1 pixel colored border on the inside of the cell. Click the **Select** button to choose or change the color.

An example of what your table could look like:

Name	D. O.B.	Country
John	20th May 1980	U.K.
Peter	12th Feb. 1976	U.S.A.



Insert Horizontal Line

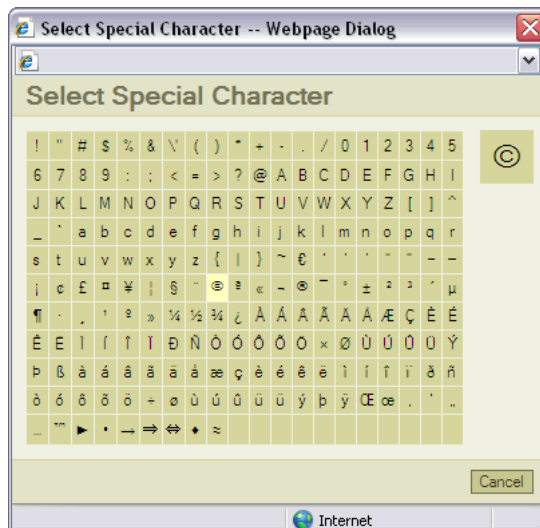
Move your mouse pointer where you would like to insert a 1 pixel horizontal line.



Insert Special Character

Place your mouse pointer where you want to insert a special character ie a copyright symbol or a registered symbol. Click the **Insert Special Character** icon.

Special Character window:



Move over the symbols with your mouse and they will appear in a larger box in the top right corner of the window. Click on the symbol of your choosing, the window will automatically close and your symbol will be inserted into your paragraph.

Gallery Pages

This section will be a step by step tutorial on how to build a **Gallery Page**.

Click the **Page Builder** icon:



The **Page Builder, Page List** page:

Page Builder			
Page List			
Title (Page Type)	Settings	Categories	Edit
01 Information Page (Information)			
02 (Information)			
03 (Information)			
04 (Information)			

Click on the **Settings** icon on page 2:

The **Page Settings** page:

Information Page ▾ **Page Settings**

Titles/Keywords

Button Title:

Page Title:

Browser Title:

Meta Description:

Keywords:

Page Settings

Page Type:

Security Features

Security Type:

User/Passwords:


(Please type username followed by '/' then the password, no spaces. Then enter to add another user)

Update Page List

Fill out as much information as possible:

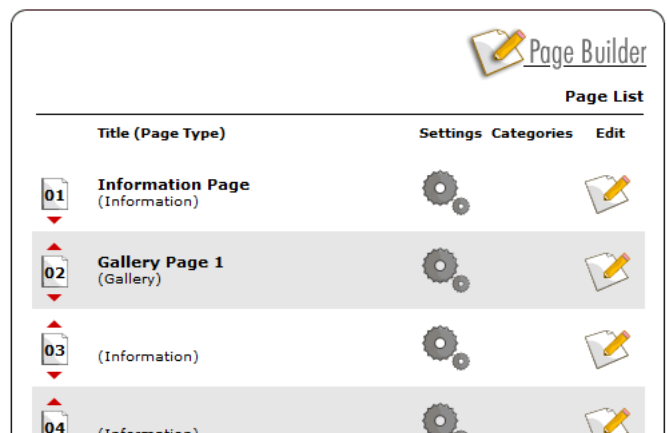
Button Title:	The title or name of your button for page 2
Page Title:	The title sits at the top of your webpage, use your wording constructively as the title is also used by Search Engines to list your web page.
Browser Title:	This does not appear on your web page but sits in the head section of the html code which is very important for indexing you web page within Search Engines.
Meta Description:	This also does not appear on the web page but sits in the code of your web page and is also vital for search engines as it describes your webpage.
Keywords:	As mentioned previous in the manual keywords are also needed by the Search Engines but only use keywords or key phrases that you are going to use in the text content on your web page.
Page Type:	The default settings is set as an Information page, we need to change it to Gallery Page
Security Type:	You can have two types of Gallery page Public or Private at default the drop down box is set at None this means that everyone can view your Gallery page, but if you wish to password protect your Gallery page choose Page from the dropdown menu. Your Gallery page then will only show with a login screen where you can only gain access by entering a username and password.
User/Passwords:	To allocate usernames and passwords to your visitors so they can gain access to your secure Gallery page type: username followed by / then the password, no spaces. Then enter to add another user on a separate line.

For now leave user/passwords box empty as we are going to build a public **Gallery** page.


Next, click the **Update** icon to store the information you have just entered:  Update

Next, click the **Page List** icon: 

you will be returned back to the main **Page List** page:



notice that your page 2 title has now changed to the wording you entered for your **Button Title**.

You can also see the changes live on your website, to view your website click the **View Site** icon: 

Your page two button should show the text you entered for your **Button Title**.

When you have finished, click the **Website Control Panel** icon in the top right of your browser window:

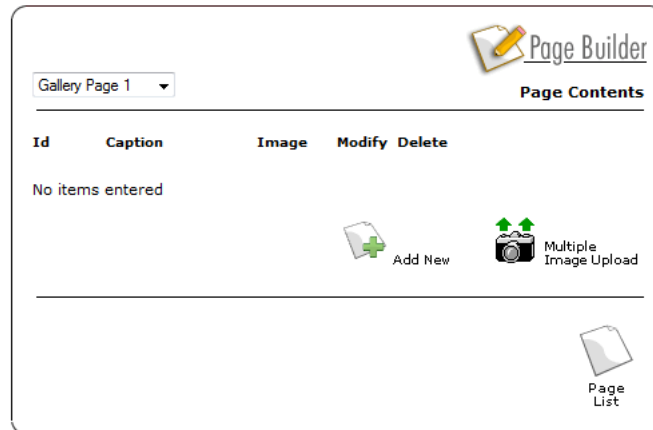


You will be returned back to the main **Page List** page.


We will now start adding content to your **Page Two Gallery** page.

Click the **Edit** icon for Page Two: 

The **Page Contents** page:



There are two ways to add pictures to your page either in **HTML** mode or **Design** mode. HTML mode should only be used if you are confident in writing in HTML code. The default setting is set to Design mode, this is the setting we will be using for the tutorial.

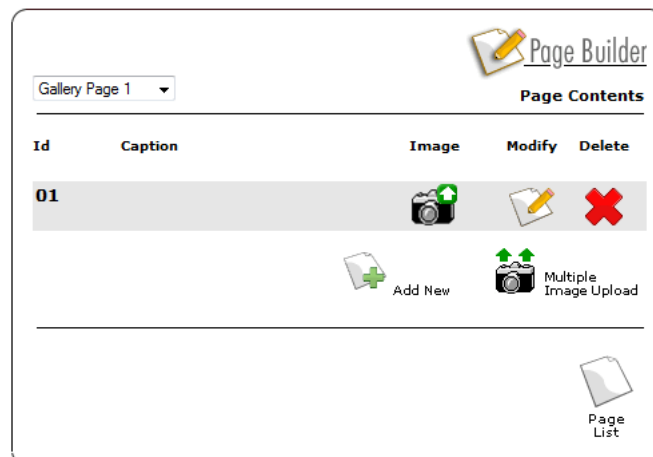
To start adding pictures click the **Add New** icon:  Add New

A popup button will appear:



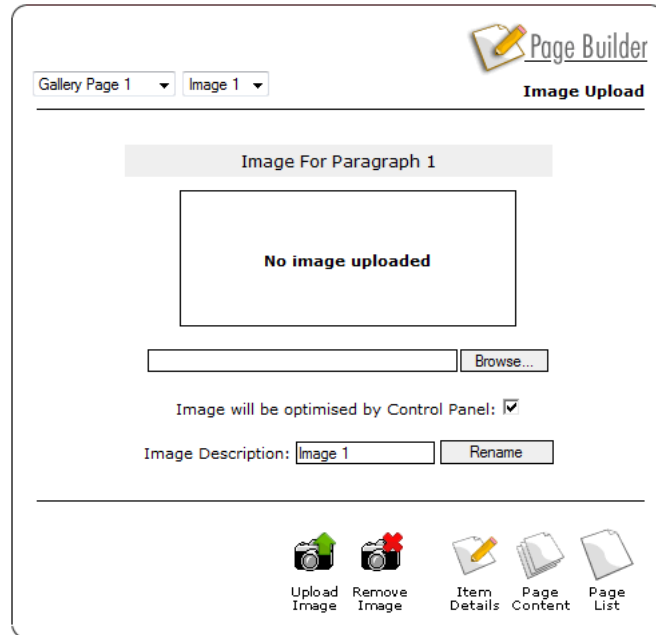
click **OK**.

The **Item Added** page:



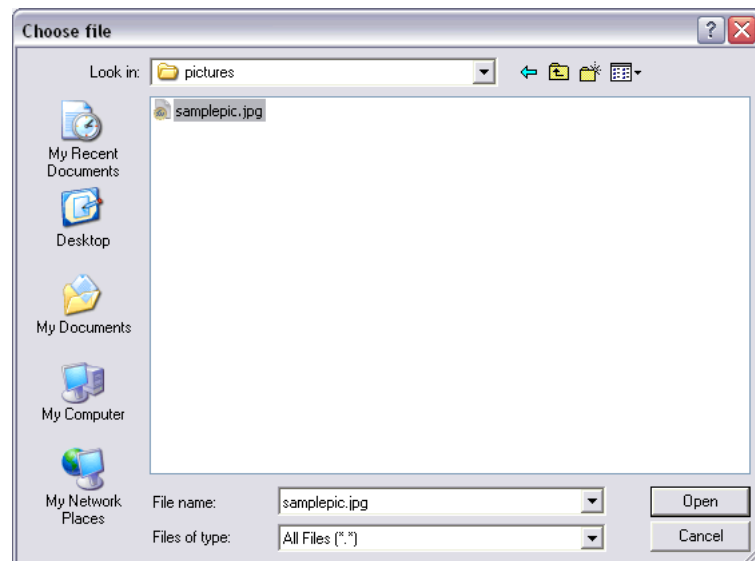
Next, click the **Image Upload** icon: 

The **Image Upload** page:



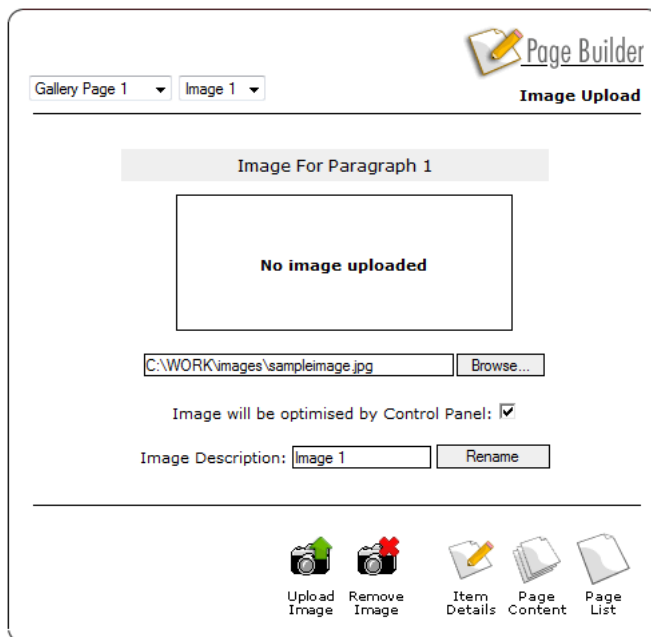
Click on the **Browse** button to browse to the location on your computer where the picture is that you wish to upload to your gallery.

Click on the file with your left mouse button:



Then press the **Open** button.

The **Image Upload** screen:



The path of the location of your picture will appear in the box to the left of the **Browse** button.

The box underneath the Browse button at default is ticked, this means that the image will be resized by our online software. If you would prefer the image to remain the same size as the original picture untick the box.

Next, click the **Upload Image** icon: 
Upload Image

Then, click **OK** on the Image Upload box:



Image Upload page:



In the **Image Description** box you can enter a description for your picture. This will produce an **Alt Tag**.

An Alt Tag is a text description that shows within a small box when you mouse over the image in your browser window.

This has a number of functions:

- 1. Helps search engines when indexing your web page.
- 2. Visitors to your website that have a slow internet connection can switch the images off but can still read the Alt Tag so they know what the image is.
- 3. Visitors that are visually impaired can use a screen reader that will read the Alt Tag to tell the person what the image is.

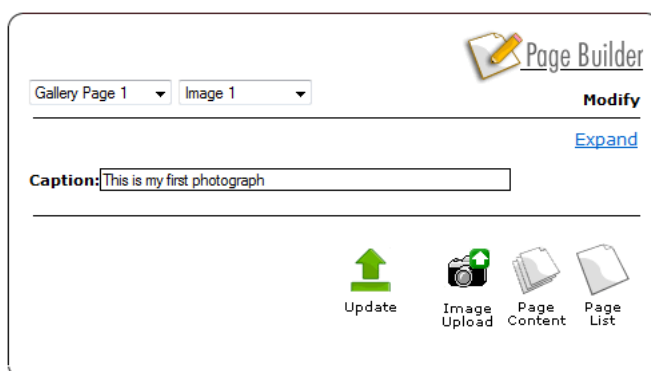
If you are not happy with the image you can delete it by clicking on the **Remove Image** icon:




When you are happy with the image click on the **Item Details** icon:



In the **Caption** box enter a caption for you image:



Click the **Update** icon: 

To view your new image click on the **View Site** icon: 

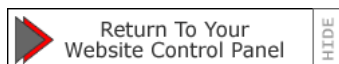
Then click on your **Gallery** button.

You will be taken to your Gallery page.

You will see that the Freestart's software has produced a thumbnail for your image. If you click on the thumbnail your image will show up inside a popup window at full size, with the Caption underneath:





Click on the **Website Control Panel** icon at the top right of your browser window to return to the Control Panel:



If you want to change your Caption click on the **Modify** icon: 

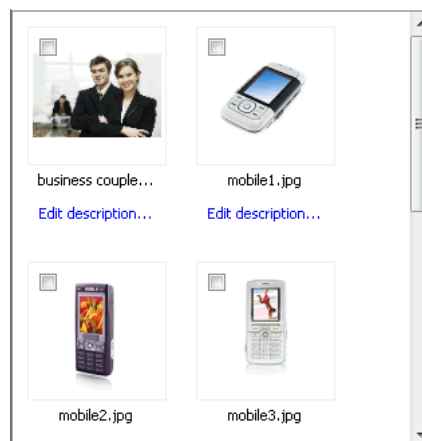
If you want to upload a different image click on the **Image** icon: 

If you want to delete both your image and your caption click on the **Delete** icon: 

If you wish to upload another image and/or caption click the **Add New** icon.  Add New

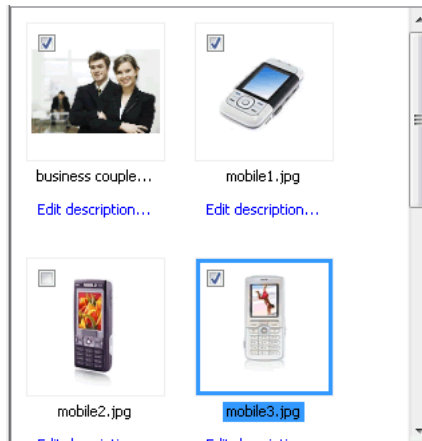
To upload more than one image at a time click the **Multiple Image Upload** icon:  Multiple Image Upload

The **Multiple Image Upload** page:



Browse to the location on your computer where you have stored your images for uploading.

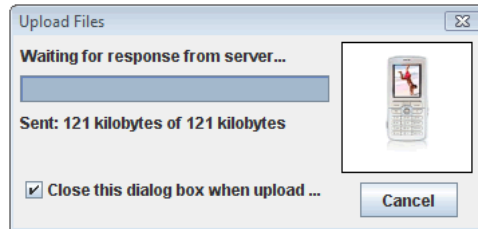
Open the folder and the thumbnails will show. To select the images you wish to upload click the small tick box in the upper left-hand corner of the thumbnail:



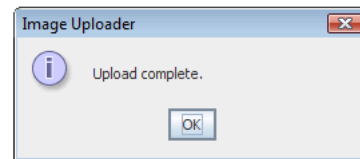
When you are happy with your image list that you want adding to your gallery click the **Upload** Button:



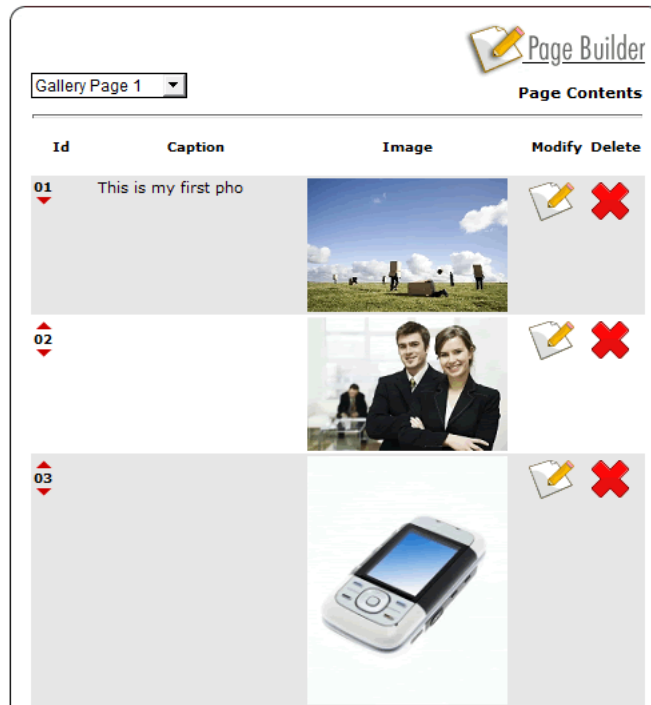
The upload image screen:




Once the images have been uploaded click the **OK** button:




The **Page Content** screen:



To add **Captions** to each picture click on the **Modify** icon for each image: 

To delete a picture and caption click the **Delete** icon: 


There are small red arrows  above and below the ID numbers. Pressing on the arrows will change the order of the pictures on your gallery.

Example: pressing on the up arrow of ID 2 will move the second picture up and will replace ID 1 and the top picture ID 1 will move down and replace ID 2:

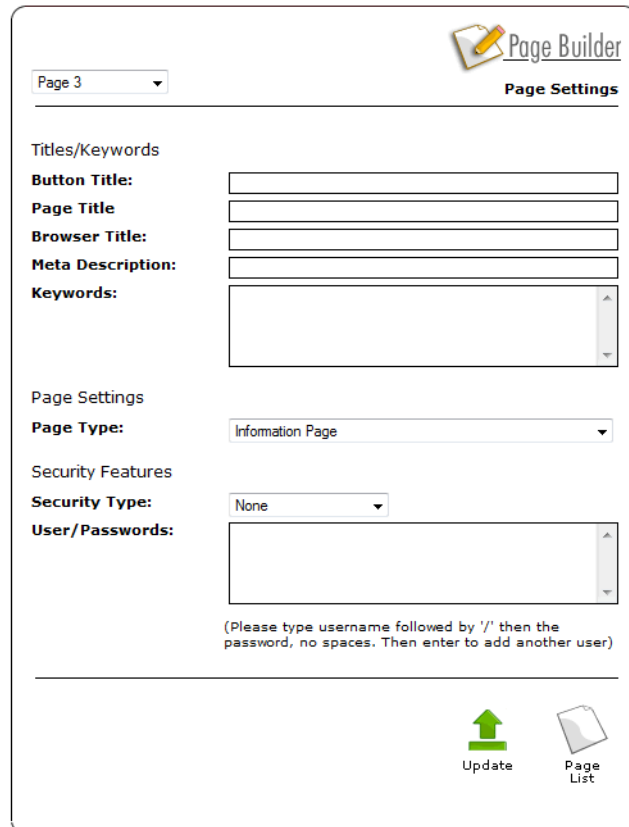
By clicking on the bottom arrow the picture will swap places with the image below.

Stock Pages

This section will be a step by step tutorial on how to build a **Stock Page**.

Click **Settings** for the page you want to have as a **Stock Page**: 

The **Page Settings** page:



The screenshot shows the 'Page Settings' interface for 'Page 3'. It includes sections for 'Titles/Keywords' with fields for Button Title, Page Title, Browser Title, Meta Description, and Keywords. The 'Page Settings' section has a dropdown for Page Type (set to 'Information Page'). The 'Security Features' section has a dropdown for Security Type (set to 'None') and a text area for User/Passwords. A note at the bottom of the security section reads: '(Please type username followed by '/' then the password, no spaces. Then enter to add another user)'. At the bottom right, there are 'Update' and 'Page List' buttons.

Fill out as much information as possible:

Button Title:	The title or name of your button for your stock page
Page Title:	The title sits at the top of your webpage, use your wording constructively as the title is also used by Search Engines to list your web page.
Browser Title:	This does not appear on your web page but sits in the head section of the html code which is very important for indexing you web page within Search Engines.
Meta Description:	This also does not appear on the web page but sits in the code of your web page and is also vital for search engines as it describes your webpage.
Keywords:	As mentioned previous in the manual keywords are also needed by the Search Engines but only use keywords or key phrases that you are going to use in the text on your web page.

Page Type: The default settings is set as an information page so we need to change the setting to a **Stock** page.

There are 4 Stock Page options to choose from the drop down list:

Stock Page

Basic Stock Page for none ecommerce websites (no buy options available).

Stock Page with Search

Same as above (no buy option) but with Search button on page for searching through stock items.

Stock Page with Shopping Cart

Purchase option enabled on the stock page.

Stock Page with Shopping Cart and Search

Purchase option enabled with Search button.

For this tutorial choose **Stock Page with Shopping Cart and Search** as this contains all the available options.

Extra options become available after you click on **Stock Page with Shopping Cart and Search**:

Page Settings

Page Type:	Stock Page with Search & Shopping Cart
Paging:	None
More Info:	No
Stock Page Style:	Traditional Layout
Page Sort By:	Product ID

Category Options

Categories:	Off
Categories Style:	Catalogue


Paging: Choose how many stock items are displayed per page (Selecting **None** will display all items on the page at once). If you have many items on this page then it would be best to select a limit to the amount displayed at once, this will then create sub pages within this stock page which can be browsed through to view the rest of the items.

More Info: Selecting this option will add an extra information field named **Intro** to the stock items you add to this page. This **Intro** information will be displayed when visitors initially view your **Stock** page and there will be a **More Info** button in the stock item they can click to view extra information about the item.

Stock Page Style: There are 4 layouts of stock page to choose from. Choose **Catalogue** Layout for the purpose of this tutorial.

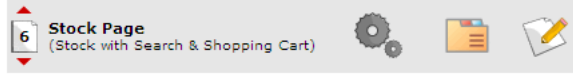
Page Sort By: This option lets you set how the stock items are ordered when viewed on your website. Choose and option.

Categories:	Categories is an option you can enable only on a stock page. Categories allow you to split a stock page into sub categories. For example: a car sales business may sell many types of cars and may wish to have a stock page for Ford cars, but have sub categories for 'New' Ford Cars, 'Secondhand' Ford Cars and 'Special Offer' Ford cars. Choose On from the category menu.
Security Type:	You can have two types of Stock page public or private at default the drop down box is set at None this means that everyone can view your Stock page, but if you wish to password protect your Stock page choose Page from the dropdown menu. Your Stock page then will only show with a login screen where you can only gain access by entering a username and password. For this tutorial leave the Stock page set to None .
User/Passwords:	To allocate usernames and passwords to your visitors so they can gain access to your secure information page type: username followed by / then the password, no spaces. Then enter to add another user on a separate line.

Click the **Update** icon to save your changes: 

Now click the **Page List** icon: 

There should now be an orange folder to the right of your new **Stock** page:



Click the folder icon, the **Categories List** page:

Stock Page
Page Builder

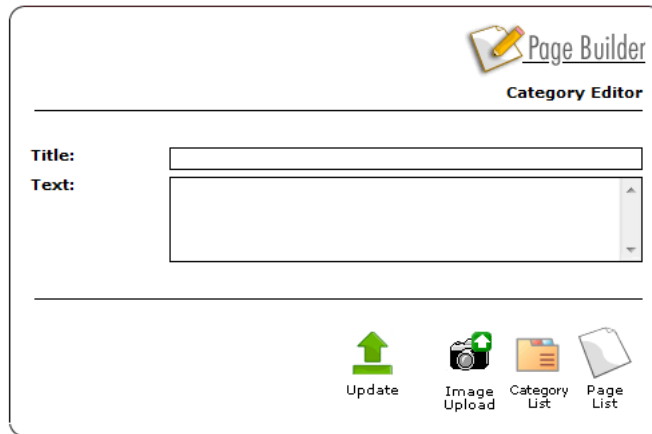
Categories List

ID	Title	Text	Modify Image Delete
	Show All	Show All	  
			 Add New

 Page List

Click the **Add New** icon: 

The **Category** screen:



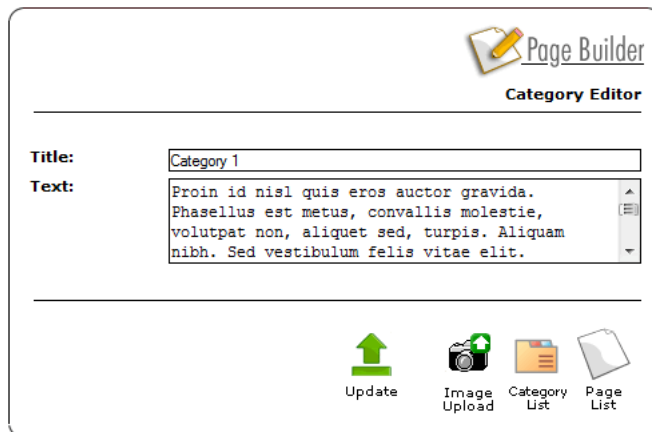
Page Builder
Category Editor

Title:

Text:

Update Image Upload Category List Page List

For demonstration purposes enter a dummy heading and some text like the screen shot below:



Page Builder
Category Editor

Title:

Text:

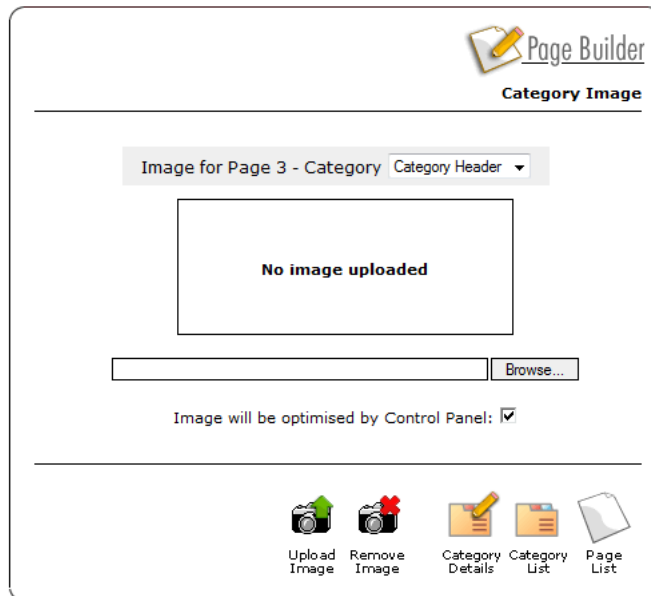
Update Image Upload Category List Page List

Next, click the **Update** icon to save your information:

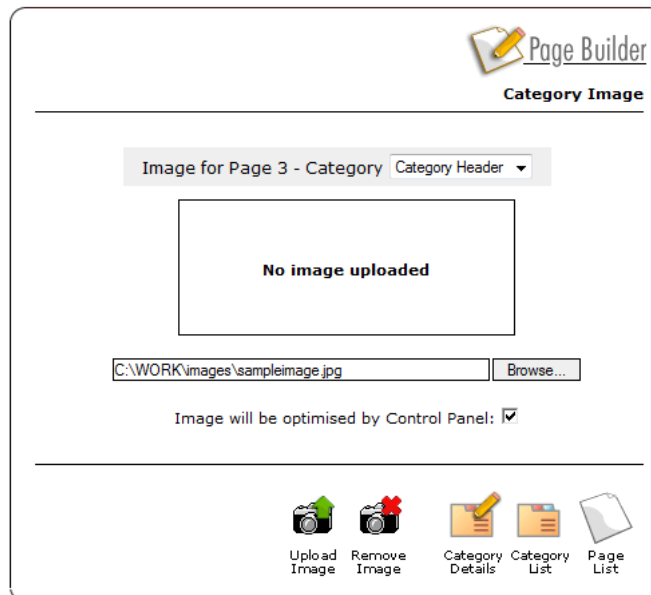


Click the **Image Upload** icon: 

The **Category Image Upload** screen:



Click the **Browse** button to locate the image you want to upload to your category:

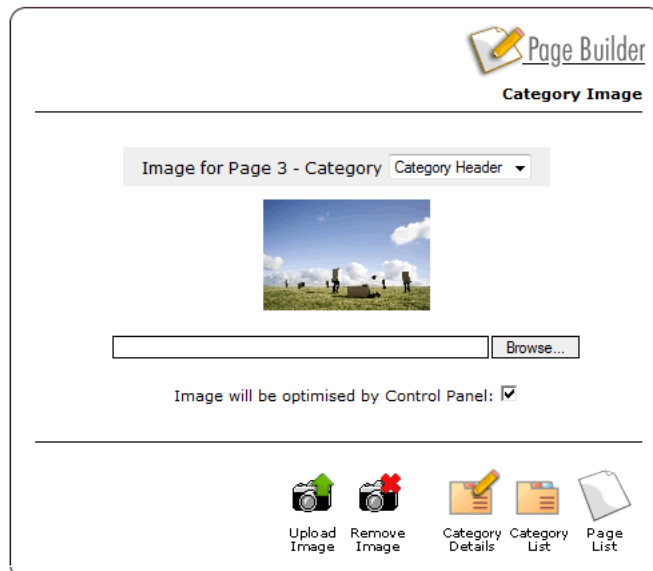


The check box below the **Browse** button is ticked at default, which means the image you are about to upload will be automatically resized by the Control Panel. If you wish to upload the image and keep it's original size uncheck the box.

Click the **Upload Image** icon:



Image uploaded:



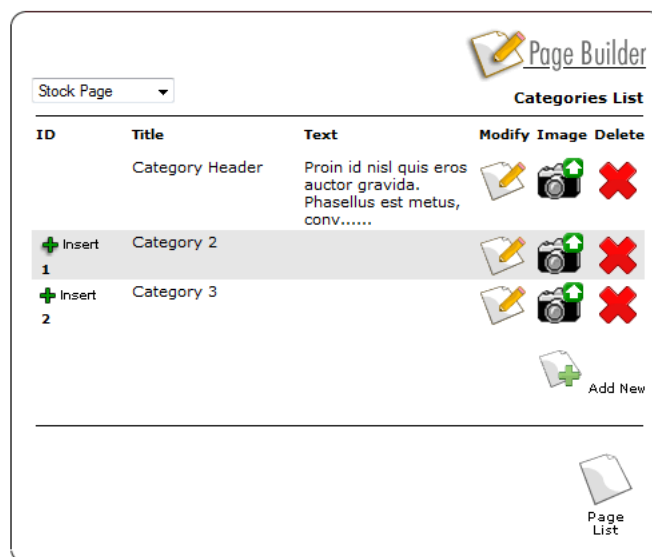
To edit the category click on the **Category Details** icon:




To add more **Categories, Modify** or **Delete** click on the **Category List** icon:



The **Category List** screen:



We have added some more **Categories**, you can add as many as you like by clicking on the **Add New** icon. You can also insert categories between other categories by pressing on the **Insert** icon: 

Please note: a **Category** is automatically added when you activate the categories called **Show All**. This category allows you to see all individual categories together.

Next, click the **Page List** icon:



You will be taken to the main **Page List** screen.

To view the changes you have made click the **View Site** icon:



Next, click on the **Stock** page you have created, your page should look something like this:

My very first stock page

Quick Jump

Please click one of the images, for items within this category



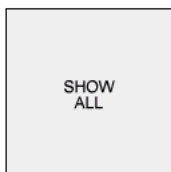
Category 1



Category 2



Category 3



Show All

When you have finished click on the **Website Control Panel** bar in the top right corner of your browser window to return back to the Control Panel:



Click the **Edit** icon for your new **Stock** page:



The **Page Contents** screen:

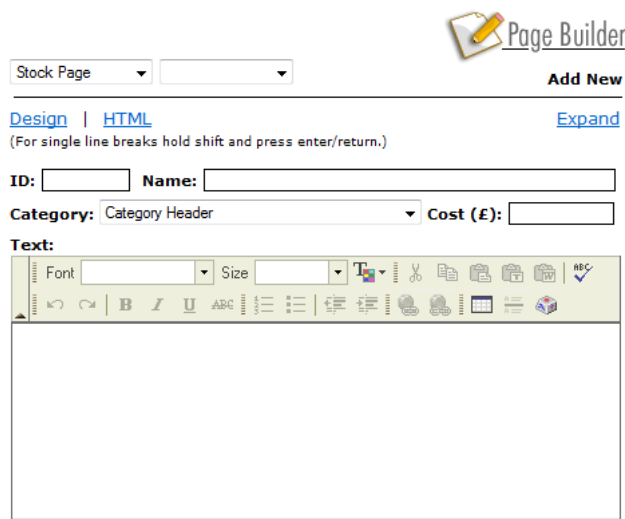
Prod ID	Name	Cost	Modify	Image	File	Delete
		£0.00				

The **Filter by Category** box is set at default to **Show All** which means all stock items will show on the **Page Contents** screen. If your stock page has many items you can use the **Filter by Category** box and only view items by category.

Click the **Add New** icon:



The **Add New** screen:



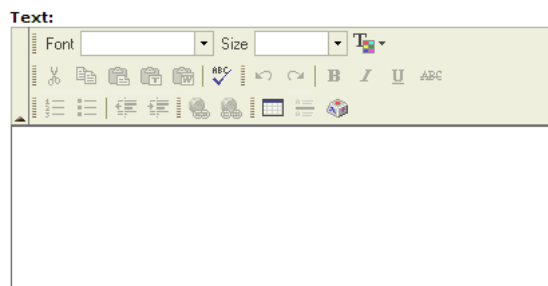
Give your stock item a unique **ID** code, only use characters and numbers.

Title your stock item in the **Name** box and choose a **Category** from the drop down box. If you choose **Show All** the stock item will only be able to be viewed in the **Show All** category, then enter the **Cost** for that item.

Please note: V.A.T., Currency, Orders and Postage and Packaging are explained in the Webstore Section of the manual.

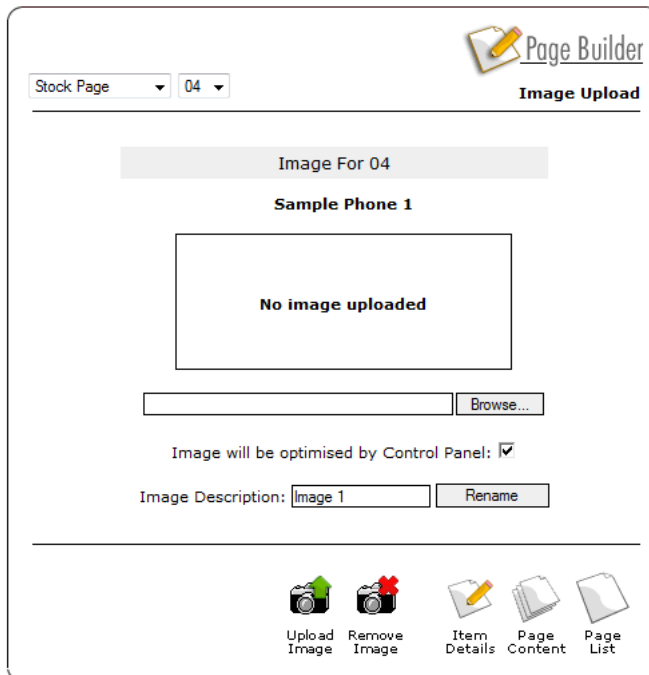
Enter a description for your stock item in the **Intro** box. To learn more about the text box or **Wsiwyg Tool** go to that section.

Next, add some text in the **Text** box provided telling your potential customer all about your product item:



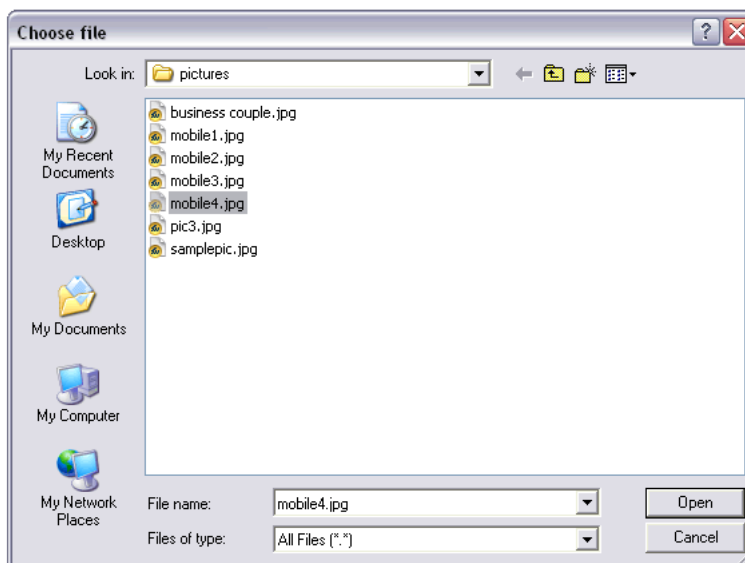
Next, click the **Upload Image** icon to add an image to the stock item: 

The **Image Upload** screen:



The check box below the **Browse** button is ticked at default, which means the image you are about to upload will be automatically resized by the Control Panel. If you wish to upload the image and keep its original size uncheck the box.

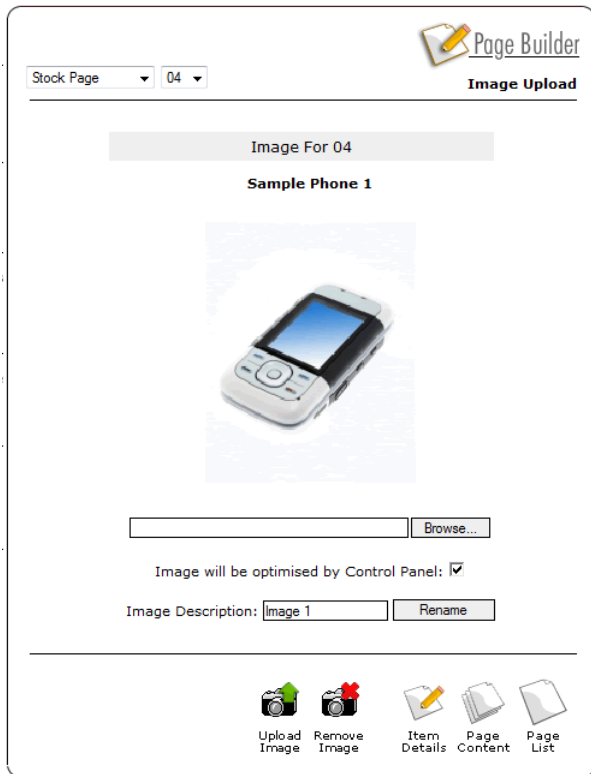
Click the **Browse** button to locate the product image on your computer.



Left click on the image you want to use and click the **Open** button:

Next click the **Upload Image** icon: 

The **Image Uploaded** screen:



Enter a description in the **Image Description** box and click the rename button.

Next, click on the **Item Details** icon to return to our **Modify Item Details** screen:



Scroll down to the bottom of the **Modify** page and click on the **Image Align** box: **Image Align:**
align the image you have just uploaded either **Left**, **Center** or **Right**.

Next, click the blue icon for **Stock Items Option:** [\(+\)](#) **Stock Item Options**

For this tutorial the **Stock Item Options** have been filled in to show you how the options can be used:

Option 1	
Name: <input type="text" value="Color"/>	<input type="text" value="Red"/>
Type: <input type="button" value="Drop Down Box"/>	<input type="text" value="Green"/>
	<input type="text" value="Blue"/>
	<input type="text" value="Pink"/>
	<input type="text" value="Purple"/>
	<input type="text" value="Silver"/>
	<input type="text" value="Black"/>
Option 2	
Name: <input type="text" value="Free accessory"/>	<input type="text" value="Carrying Case"/>
Type: <input type="button" value="Drop Down Box"/>	<input type="text" value="MP3 Music Maker"/>
	<input type="text" value="Bluetooth Headset"/>
	<input type="text" value="Extra Memory Card"/>
	<input type="text" value="Extra Battery"/>
Option 3	
Name: <input type="text" value="Free Voucher"/>	<input type="text" value="Smiths"/>
Type: <input type="button" value="Drop Down Box"/>	<input type="text" value="Debenhams"/>
	<input type="text" value="Boots"/>
	<input type="text" value="Tesco's"/>

Next, click the **Update** icon:



A screenshot of how the options look like on the website:

My very first stock page

[Stock Page](#) > Show All

Quick Jump

Sort this list by

ID: cat101 **Sample Phone 1**

A beautiful and economical sample phone which comes in various colours.



Color:

Free accessory:

Free Voucher:


Price: £90.00 (ex vat) £105.75 (inc vat)

Search



Click the **Webstore** icon:




The **Order** page:



Orders for: **Orders**

Date	Order Number	Customer Name	View	Delete
01/06/2007	2843001062007144658	Mr John Smith		



Webstore Settings

For demonstration purposes we have added a dummy order to show what a typical order looks like in the **Control Panel**.

Click the **View Order** icon:



The **Order Details**:




Orders for: **Order No.**
2843004062007111451

Customer Details
Name: Mr Joe Smith **Tel:** 01234 123456 **Fax:** Not Entered
Email: icesmith@mydomain.com
Address: my street , my town , my country , my1 123 , uk

Order Details
Order Number: 2843004062007111451 **Delivery Method:** Not Entered

Prod. ID	Prod. Name	Qty	Each (£)	Sub Tot. (£)
cat101	Sample Phone 1 (Red , Carrying Case , Smiths)	1	105.75 inc VAT (90.00 ex VAT)	105.75 inc VAT (90.00 ex VAT)
Delivery (£)				5.88 inc VAT (5.00 ex VAT)
Total (£)				111.63 inc VAT (95.00 ex VAT)

Comments: Please leave the parcel with next door if no one answers , ,
thanks , Joe


Webstore Orders

Click the **Webstore Orders** icon to return to the **Order** page:



Next, click the **Webstore Settings** icon:



Price Settings

Currency: Choose between **Pound, Euro, US Dollar, Yen** or **Australia Dollar**.

Prices: You can choose to **Include** or **Exclude** VAT.

VAT: **Show** or **Hide** VAT

E-Commerce Settings

E-Commerce Provider: At default the setting is set to **None** but to accept credit card payments you need to choose from one of the four providers in the dropdown box.

PayPal - You need a valid email address and a PayPal account to use this option. Your **Signup Account** will be the email address you used to setup your account.

WorldPay - You need an Installation ID from WorldPay to use this option.

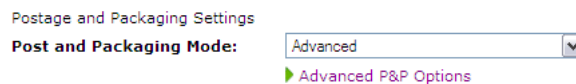
Postage and Packaging Settings

Post and Packaging Mode: At default the setting is set to **Basic**. With this option you can choose from the drop down box below the type of postage and packaging you require. Either **None**, a fixed price **Per Order**, **% Of Order Cost** or **Free P&P Threshold** (which means free delivery if the price is over a certain amount. See below for **Advanced P&P Options**.

Shopping Cart Settings

Shopping Cart Style: By switching between **Traditional Layout** and **Modern Layout** you can change the look of your Shopping Cart.

Click the **Advanced** Post and Packaging option in the drop down box:




Click the **Advanced P&P Options** link.

The Advanced Post and Packaging screen:

Delivery Calculation Method

Each product in your store can be assigned a weight and the total delivery cost worked out based on the total weight of the order. Alternatively each product can be assigned a delivery cost and then all the products individual delivery costs are added up giving you a total delivery cost.

Please select how you would like your shops delivery to be calculated...

Product Based Delivery Charge 

Product Based Delivery Charges

Your shop will work out the total delivery charges based on the individual delivery prices specified for each of your products.

You can set the delivery cost for each product by editing the product and entering a delivery price.

Delivery Method/Zone or Area

Here you can specify the different Delivery Method/Zone or Area you want your online shop to support, for example some delivery zones might be UK, Europe, USA or 1st Class Postage, 2nd Class, etc.

You can also attach a default delivery value for each of these zones, so regardless to how many items are in the order they will always get charged this initial fee.

	Delivery Zone Name	Default Cost (£)
1	UK	5.00
2	Europe	10.00
3	Rest of World	15.00
4		0.00
5		0.00
6		0.00
7		0.00
8		0.00

Free Delivery

If your customers order value is above a set amount you can offer free delivery.

Offer Free Delivery if Sub Total is over amount specified below?

Sub Total Amount needed for Free Delivery (£):

If you have made any changes click the **Update** icon to save:



Email Accounts

You can quickly and easily add email addresses through the Control Panel.

Click the **Email Accounts** icon:



The email **Account List** page:


Click the **Add New** icon:



The **Email Account Editor** page:


Please note: when you purchased your website it came with a domain name. The domain name will appear on the **Account Editor** page. You can add as many emails as you wish.

Email Address box:	Enter your preferred email ie info@yourdomain.com.
Full Name:	Enter a name, this will add a title to your emails so people receiving mail from you will know from who the mail has been sent from.
Password:	Enter a password, this is used to setup your email account with Outlook Express.
Forward To:	If you wish to use an existing email address that you have. You can forward any new emails that you have setup to your existing email or preferred email address.
Internet Provider:	If you are using the domain name purchased from us for your emails leave the dropdown box as as this is the default Internet provider. If you have an Internet Provider that is in the drop down box then choose that provider. It is crucial that you have the right domain name provider otherwise you will not be able to send emails.


When you have filled in the required information click the **Update** icon: 


Next, click the **Email List** icon: 

Your email has now been added to the control panel.

You can add as many email addresses as you wish by clicking on the **Add New** icon: 

To make changes to an email address click the **Modify** icon: 

To delete an email address click the **Delete** icon: 

If you wish to use Outlook Express to send and receive your new email click the **Modify** Icon: 

Next, click the **Outlook Express** icon: 

The following popup window will appear:



You can either click the **Run** button to run the configuration program straight away or click the **Save** button to download the program to your computer for installation at a later date.

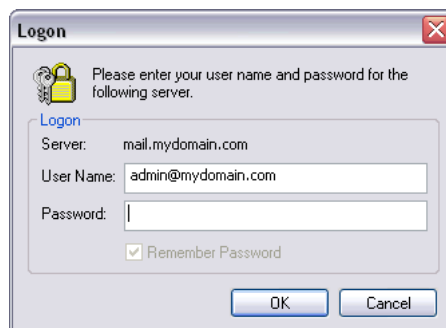
For this tutorial click the **Run** button.

The **Registry Editor** box will show, click **OK** and click **OK** again on the next screen.

Your Outlook Express has now been configured to use your new email address.

To check that your new email address has been added to Outlook, open Outlook Express. If Outlook is already open, close the program down and restart Outlook.

A login window will appear:



Enter your password and click **OK**.

Your Outlook Express has now been configured to use your new email address.