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How to select a “Design” for the web site

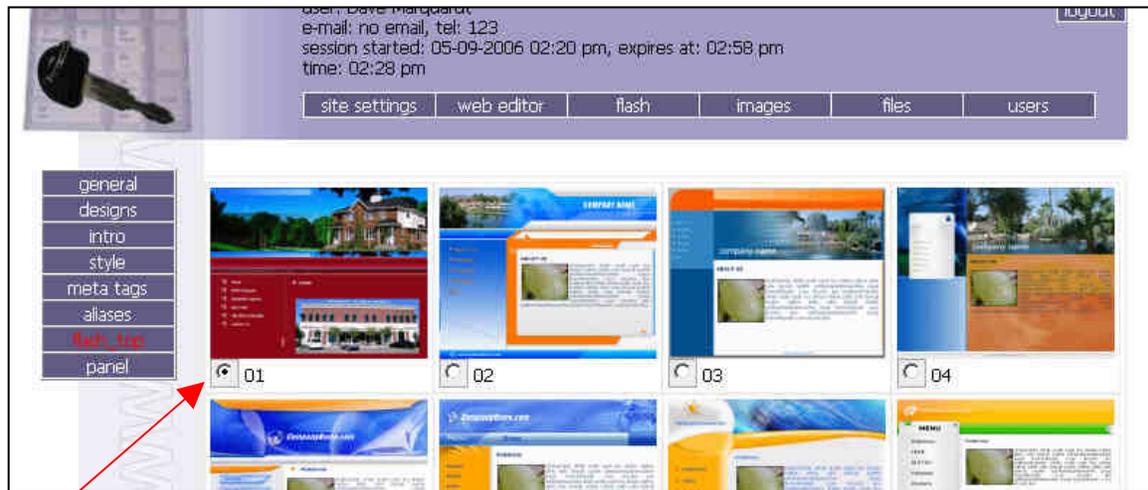
This is an important first step in setting up your website.

The website “Design” sets a number of items for your website:

- Button Layout (where it is on the screen)
- Button Font and Size
- Location of the Banner (top part of web page)
- General color schemes

It is important that you select a site “Design” that you are comfortable with. There are several “Designs” that are on the main website server for you to select from.

1. Click on “site settings” on the top menu bar (Figure 3).
2. Click on “designs” on the side menu bar.
3. Select one of the “designs” by clicking on the small button at the lower left of the design you would like to use.
4. When you are ready, scroll to the bottom of the screen and click on the “apply” button. The new design has now been applied to your website.



Selection Button
for this Design

Figure 3 – Design Screen

How to change background colors in the website

1. Click on “site settings” on the top menu bar.
2. Click on “style” on the side menu bar.
3. You should see the table shown in Figure 4. Each window controls the color of a particular part of the website itself.
4. To change a color, click on the blue “select” link on the right hand side of the field you would like to modify.
5. You will see a color palette as shown in Figure 5. Click on the color you want and you will be automatically return to the “style” page. The color type will automatically be entered in the field as shown in Figure 7. Do not modify this entry manually. Click “apply” when complete.

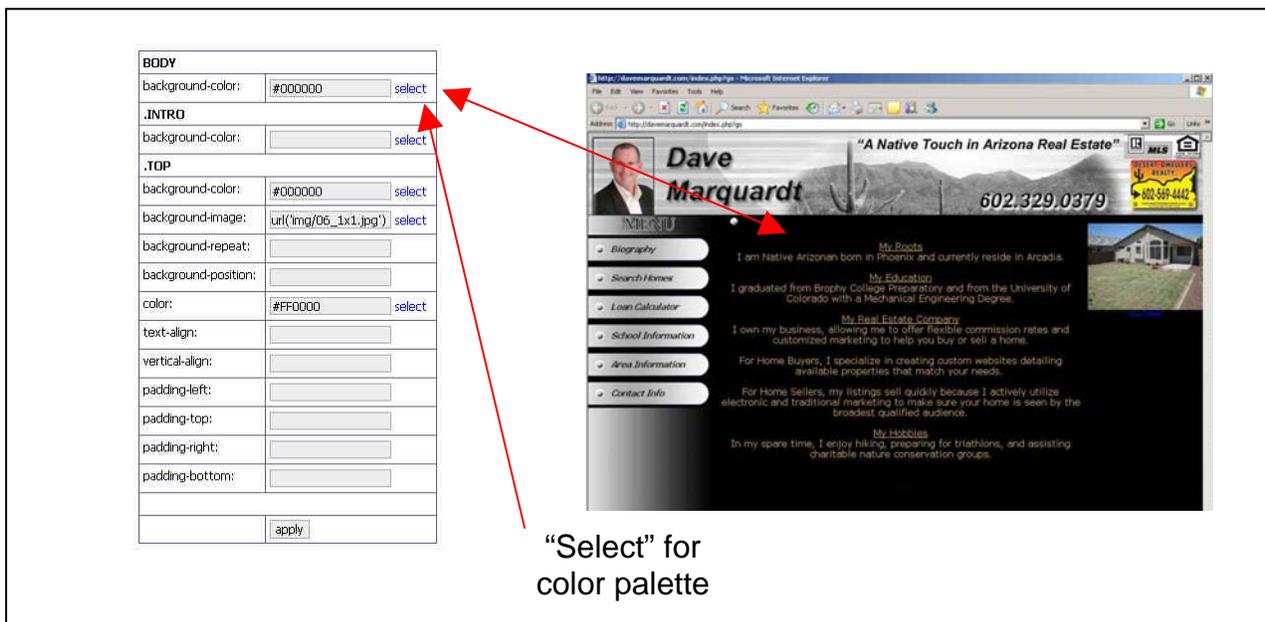


Figure 4 – Style Table and Corresponding Color Location on Web Page

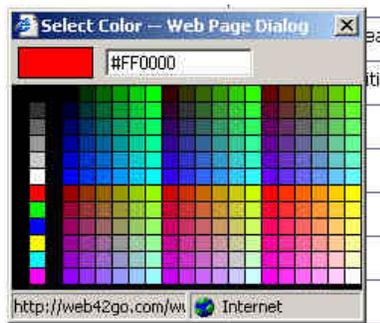


Figure 5 – Color Palette

How to change text content and colors in the website

1. Click on “web editor” on the top menu bar.
2. A new table will show up on the left hand side of the screen (Figure 6). This table reflects the “Buttons” you have on the left hand side of your web site, also know as the “Menu”. Each button will “link” to one of two types of web pages:
 - A page with text and images (Text Symbol)
 - A page that is linked to another web site (Globe Symbol)You can look at your list of buttons and be able to tell if this button is a text page, or a web site link by just looking at the symbol
3. To change the color of the text, the page **MUST** have the text symbol. Click directly on the name of the page you want to modify.
4. Click in the text window (Figure 7), type in new text if needed and highlight the text by dragging the mouse over the text.
5. Click on the “text color” icon and select a color from the color palette.
6. Click on “apply”.

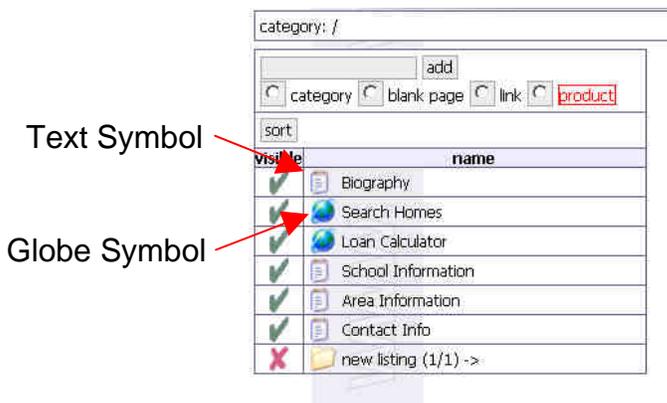


Figure 6 – Web Editor Screen

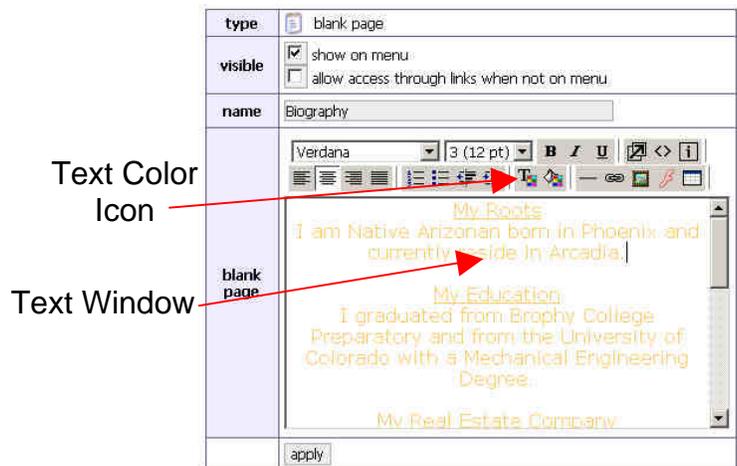


Figure 7 – Page Editor Screen

How to add a link in a web page

Links allow web site visitors to go to other web sites as well as e-mail people.

1. Click on “web editor” on the top menu bar.
2. Click directly on the name of the page you want to modify from the table.
The page editor should appear (Figure 7)
3. Click inside the text window and type in the name of the link as you would like it to appear on the web page (This example uses “My Link to Yahoo”).
See Figure 8.
4. Highlight the text you want to appear as a link with the mouse.
5. Click on the “web link” icon (Figure 9).
6. **To link to another web site:** Click on the pull down menu and highlight the <http://> selection (Figure 10). Enter the web address you want to link to in the window. Click on “OK”.
7. **To link to an e-mail:** Click on the pull down menu and highlight the “mail to:” selection (Figure 10). Enter the e-mail address you want to link to window. Click on “OK”.
8. The highlighted text should have changed color and have an underline.

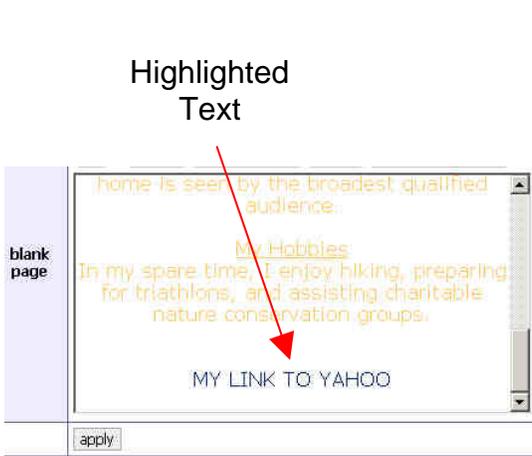


Figure 8 – Text Used for Link

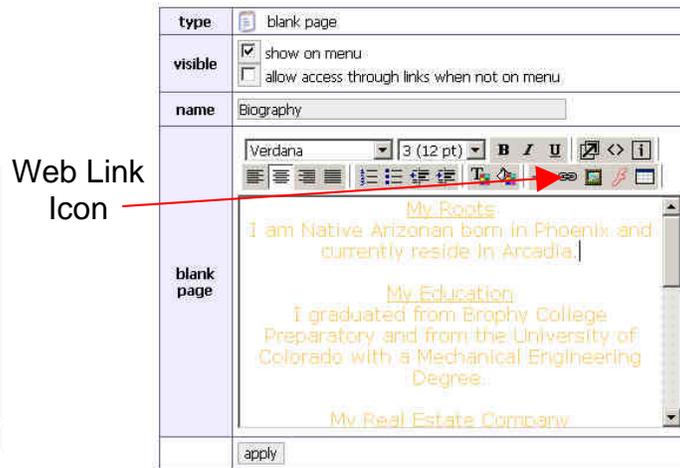


Figure 9 – Page Editor Screen



Figure 10 – URL Screen

How to add images to a page in the website

1. The image must first be uploaded to the internet server from your computer in order for you to be able to put images inside web pages and your banner. Click on “images” on the top menu bar.
2. Click on “add”, and then “Browse” as shown in Figure 11.
3. It will then ask you to locate the image file you want to upload. Select the file and click on open. It will then add it to the list.
4. Click on the “send” button. This image is now available on the server.
5. **To add images to a page:**
 - Click on “web editor” on the top menu bar.
 - Click on the page you want to add an image to by clicking on the name of the page in the web editor screen (Figure 12)
 - Move the cursor in the text window to the position you want the image to be and click on the “insert image” icon (Figure 13).
 - Scroll to the image you want to insert, click on it, and then click “OK” (Figure 14).

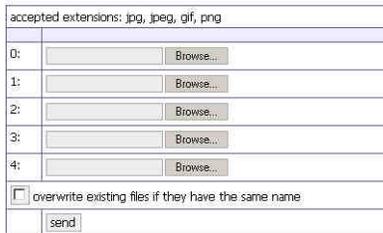


Figure 11 – Image “Add” Screen

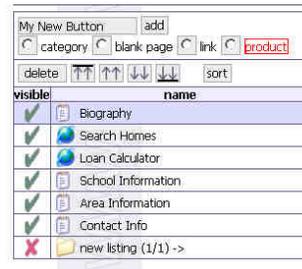


Figure 12 – Web Editor Screen

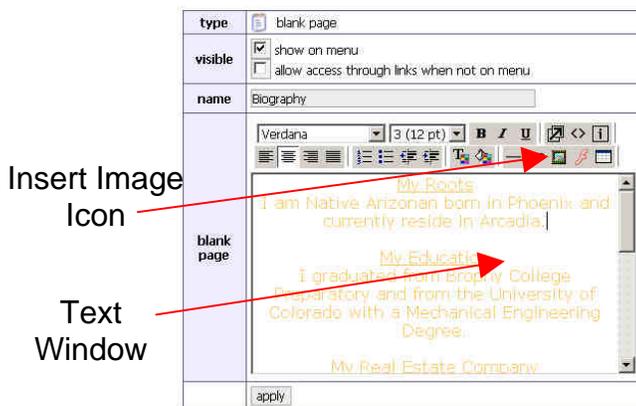


Figure 13 – Page Editor Screen



Figure 14 – Image Insert Screen

How to add or hide buttons/pages to the web site

1. Click on “web editor” on the top menu bar.
2. Click on the “add button window” and type in the name of the new button you want.
3. This button will become a link to a new page. Each button will “link” to one of two types of web pages:
 - A page with text and images that you will create. This is called a “blank page” under the area called the “type of web page” in Figure 15.
 - A page that is linked to another web site. This is called a “link” under the area called the type of web page in Figure 15.
4. **To create a button that links to your own page with text and images:**
 - Click on the “blank page” button.
 - Click on “add” next to the name window. The page editor screen will pop up on the right hand side of the screen (Figure 16). Follow the steps in “[How to change text content and colors in the website](#)” and “[How to add images to a page in the website](#)” to add contents to the page.
 - Click on apply when complete.
 - Go back to the web editor screen, Figure 15, and make sure the page has a green check mark to make it visible on your web site. Simply click on the symbol to change it.

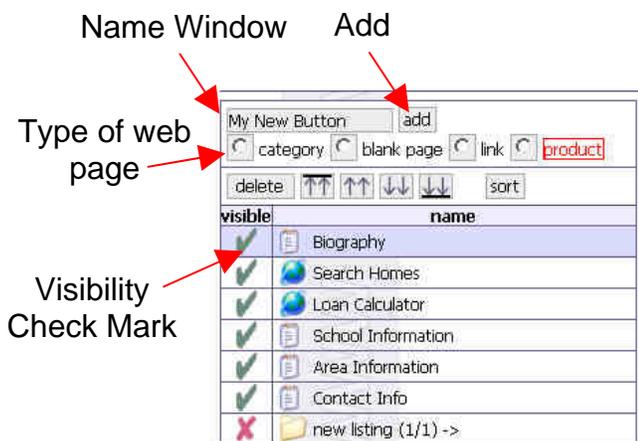


Figure 15 – Web Editor Screen

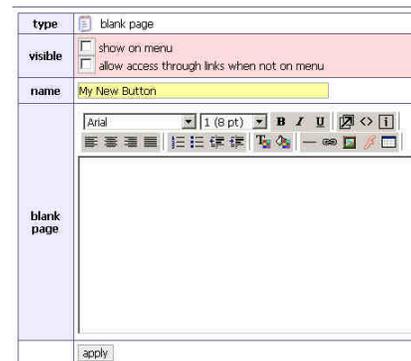


Figure 16 – Page Editor Screen

5. To create a button that links up another web site:

- Click on the “link” button in the “type of web page area” shown in Figure 17.
- Click on “add” next to the name window. The web link editor screen will pop up on the right hand side of the screen (Figure 18).
- Click in the link window and type in the full web address path to the web site you want to link to. For example: <http://yahoo.com>.
- Click on apply at the bottom of this window.
- Go back to the web editor screen, Figure 17, and make sure the page has a green check mark to make it visible on your web site. Simply click on the symbol to change it.

6. To create a button that links up another web site and have it show inside your web site: Follow all the instructions step 5 above and check the “show inside my website” button as shown in Figure 18. Click on apply. You should see the web site display as shown in Figure 19.

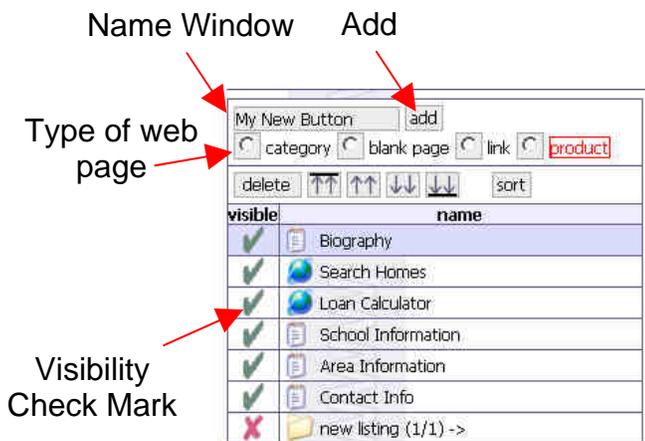


Figure 17 – Web Editor Screen



Figure 18 – Web Link Editor Screen



Figure 19 – Website inside my website