



APPLICATION USER GUIDE



Application: EasySiteWizard PRO

Version: 8.7

EasySiteWizard Professional allows you to create a completely customized website in a few simple steps. There are several creative and modern designs available for you to choose from. Each design can be personalized by uploading your own images or by selecting from the vast free image library. EasySiteWizard allows you to drag and drop your way to a successful online presence.

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Introduction

EasySiteWizard Professional allows you to create a completely customized website in a few simple steps. There are several creative and modern designs available for you to choose from. Each design can be personalized by uploading your own images or by selecting from the vast free image library. EasySiteWizard allows you to drag and drop your way to a successful online presence.

To Launch EasySiteWizard PRO:

1. Log into your control panel.
2. Click **EasySiteWizard Pro**.

The EasySiteWizard Professional welcome screen opens.

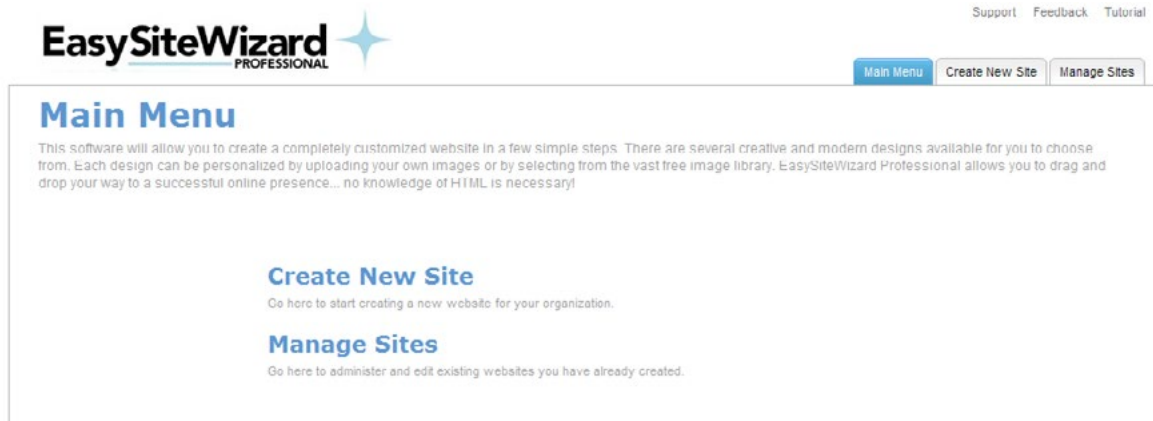


This software will allow you to create a completely customized website in a few simple steps. There are several creative and modern designs available for you to choose from. Each design can be personalized by uploading your own images or by selecting from the vast free image library. EasySiteWizard Professional allows you to drag and drop your way to a successful online presence... no knowledge of HTML is necessary!
If your browser features a popup blocker, please disable it before continuing.

Click "Start" to begin! The application will open in a new window.



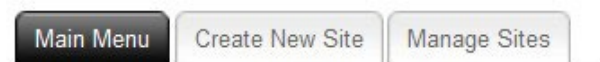
3. Click **Start**.
The application opens in a new window:



Navigating EasySiteWizard

EasySiteWizard Pro provides navigation options to create and manage your website. Primary navigation is provided through the menu tab options. Secondary, or supporting, navigation is provided through links. Both the primary and secondary navigation options are available on each page throughout the application.

Support Feedback Tutorial



Using Menu Tabs

There are three tabs located on the top right corner of the application, which provide the following:

- **Main Menu:** Displays a page with a general overview of the application and provides links and brief descriptions for the **Create New Site** and **Manage Sites** tabs.
- **Create New Site:** Displays a page, which provides links to create either a landing page or multi-page website.
- **Manage Sites:** Displays a list of previously created sites and allows you to publish/edit/delete the website.

Using Supporting Links

Supporting links provide the following assistance to help guide you through the application:

- **Support:** Opens online help files for EasySiteWizard in a new window. The online help provides an overview and basic explanations of the various EasySiteWizard functions.
- **Feedback:** Opens a Feedback dialog, which allows you to send questions or comments concerning EasySiteWizard.
- **Tutorial:** Opens a flash demo, which provides details on key elements of the application. The sun-shaped icons highlight important information for that particular page. Clicking these icons opens a dialog with more detailed information.

Using Wizard Navigation

EasySiteWizard Pro provides a wizard interface to create your website. The wizard progresses using the **Next** button located at the bottom right-hand side of the page. The wizard also provides a **Go Back** button, so that you can view or modify previously entered information.

Creating a New Site

Using the wizard, you can create either a single-page (landing) site or a multi-page site. The wizard guides you through the process of entering required information about your company, provides designs to choose from, aids in site menu set-up options (multi-site) and provides an editing section to personalize the look and feel of your site. The wizard also provides preview and publishing options once your site is complete.

This chapter includes information about the following topics:

- Creating a Landing Page Site
- Creating a Multi-Page Site

To create a new site:

1. From the Main Menu page, click **Create New Site**.
2. Click one of the following options:
 - **Landing Page** – Allows you to create a basic site with a single page. For step-by-step wizard instructions, see [Creating a Multi-Page Site](#).
 - **Multi-Page Site** – Allows you to create a site with multiple pages and options. For step-by-step wizard instructions, see [Creating a Multi-Page Site](#).

Creating a Landing Page Site

EasySiteWizard allows you to set up a single-page website. With this type of website, you can choose from one of the available templates to quickly publish your company information, services or products.

This section includes information about the following:

- Creating Your Website
- Using the Site Editor

Creating your Website

Setting up your site is the first step of the wizard. Here, you will choose your site design and enter your site details.

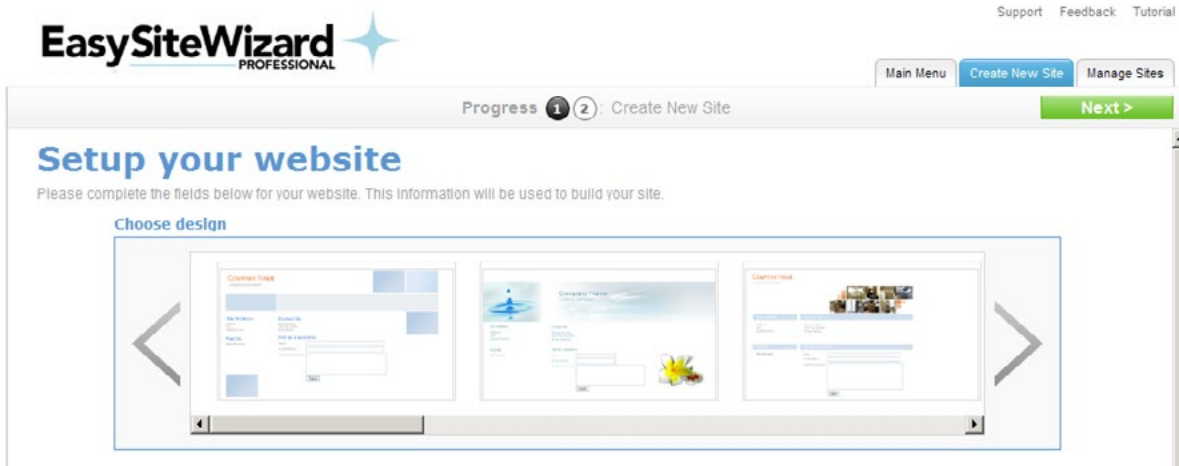
To Start the Wizard:

1. From the Main Menu, click **Create New Site**.
2. Click **Landing Page**.

Please Note: To create a multi-page site, see [Creating a Multi-Page Site](#).

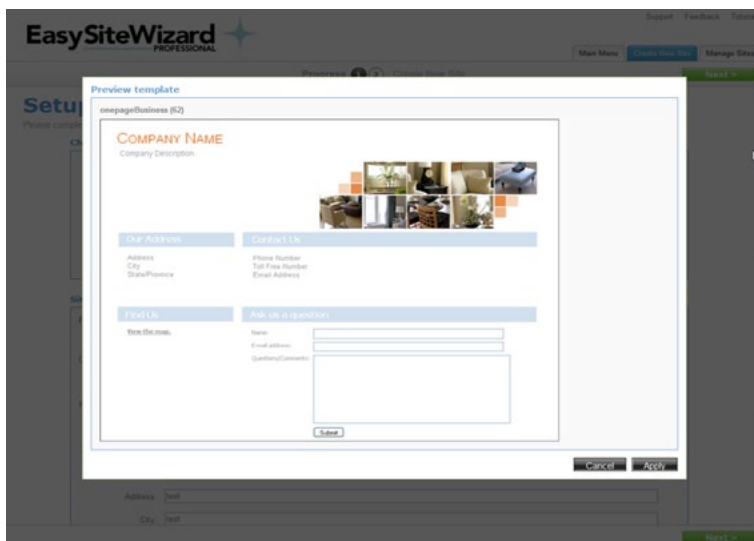
Site Design

There are several templates available to choose from as a starting point for your site. These templates can be modified later if you want to change the layout.



To Choose a Landing Page Design:

1. In the Choose Design section, click on the design you want to use. The Preview Template dialog opens.




2. To select a different design, click **Cancel**.
3. To use the site as your design, click **Apply**.
4. Proceed to Site Details section.

Site Details

Once you have selected the design for your site, you can enter your company information, which will be displayed on your site. You can also include site options such as a Google map, RSS feed updates and a contact form.

Site Details

Please fill in your site details:

Company Name:	<input type="text" value="test"/>	?
Company Description:	<input type="text" value="lake.hostopia.com"/>	?
Site URL:	<input type="text" value="http://lake.hostopia.com"/>	?
Publish To (directory):	<input type="text"/>	?
<input type="checkbox"/>  Enable syndication (RSS 2.0, Atom 1.0)		?
Phone Number:	<input type="text" value="23213213"/>	
Toll Free Number:	<input type="text"/>	
Address:	<input type="text" value="test"/>	
City:	<input type="text" value="test"/>	
State/Province:	<input type="text" value="test"/>	
ZIP/Postal Code:	<input type="text" value="test"/>	
Email Address:	<input type="text" value="lake@hostopia.com"/>	
Contact Us Form:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Google Map:	<input checked="" type="radio"/> Yes <input type="radio"/> No	

To enter site details:

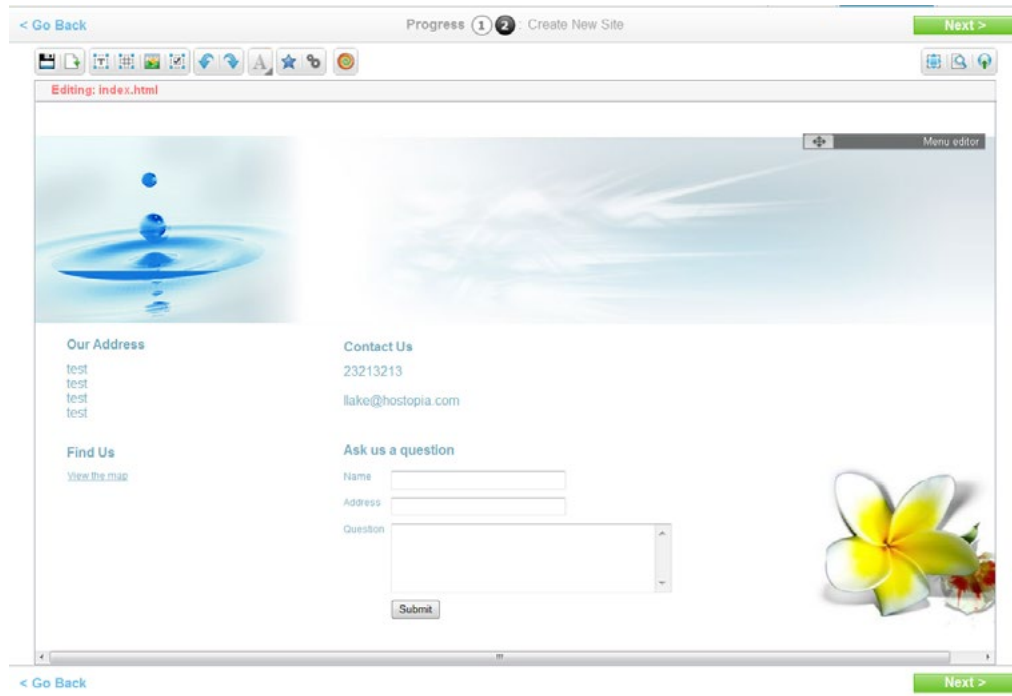
You can enter the following site details:

1. Enter the **company name**.
2. Optionally, you can enter a description for your company.
3. The **site URL** is pre-populated with your website address.
4. To specify the location where your site will be published, enter the URL in the **Publish To (directory)** field.
 - Examples:
<http://www.mydomain.com/> (top-level directory)
<http://www.mydomain.com/anotherdirectory/> (sub-directory level)
5. To allow updates via an RSS feed when changes are made to your site, select the 'Enable syndication (RSS 2.0, Atom 1.0)' checkbox.
6. To enter your company contact information, complete the following:
 - **Phone Number**
 - **Toll-Free Number**
 - **Street Address**
 - **City**
 - **State/Province**
 - **ZIP/Postal Code**
 - **Email Address**
7. If you want your site to contain a form that allows people to contact you, **select Yes** on the 'Contact Us Form' radio button.
8. If you want your site to contain a Google Map link indicating your company's location, **select Yes** on the 'Google Map' radio button.
9. Click **Next**.

Using the Site Editor

Step two of the wizard allows you to make modifications before previewing or publishing the site. Here you can edit the look and feel of your site using the editor and publisher toolbars.

Please Note: The main focus for the wizard is to create a basic site; however, advanced editing options to personalize your site are available. For detailed information about editing your site, please see [Managing Sites](#).



Using the Editor Toolbar

Using the editor toolbar, you can manage the look and feel of your site.



The editor toolbar allows you to perform the following actions:

- **Page Options** – Save page changes, or create a new page.
- **Add Page Element Options** – Allows you to add a text block, table, image, or web form.
- **Redo/Undo Options** – Undo/redo previous actions.
- **Font Property Options** – Opens a second toolbar, which allows you to modify the text.
Please Note: The font properties option is only available when a text block is selected.



- **Widget Options** – Add widgets, such as a calendar, clock, or links to other web pages (such as maps and social media sites).
- **Advanced Options** – Edit HTML or CSS; add favicons (shortcut icons).

Using the Publisher Toolbar

Using the publisher toolbar, you can preview and publish your site.

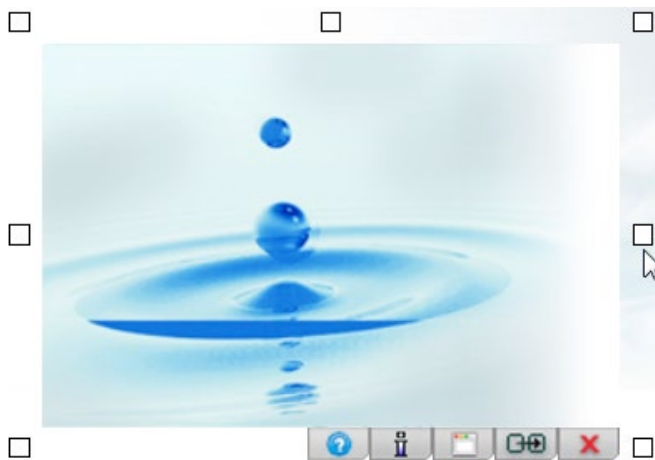


The publisher toolbar allows you to perform the following actions:

1. **Toggle** – Switches between full screen mode and edit mode.
2. **Preview** – Opens the site in a new window.
3. **Publish** – Publishes your site.

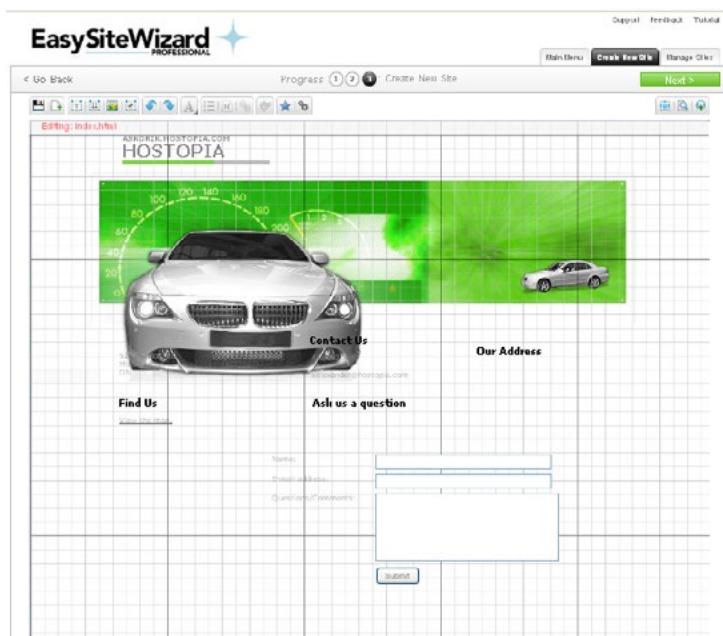
Editing Objects

Once your template has been selected, you can insert, copy or move objects around the page. Objects include both text blocks and images. You can also move an object so that it is in front of/behind all other objects or in front of/behind one specific item. For example, you may want to overlay an image with some additional text.



To Move an Object:

1. Click and hold the object that you want to move.
A grid overlay will appear in order to assist you in aligning the object you are moving.



2. Drag the object to the desired location.
3. Release the object.

To Copy an Object:

1. Double-click on the object.
2. Click the **Duplicate Element** icon.

To Delete an Object:

1. Double-click on the object.
2. Click the **Delete Element** icon.

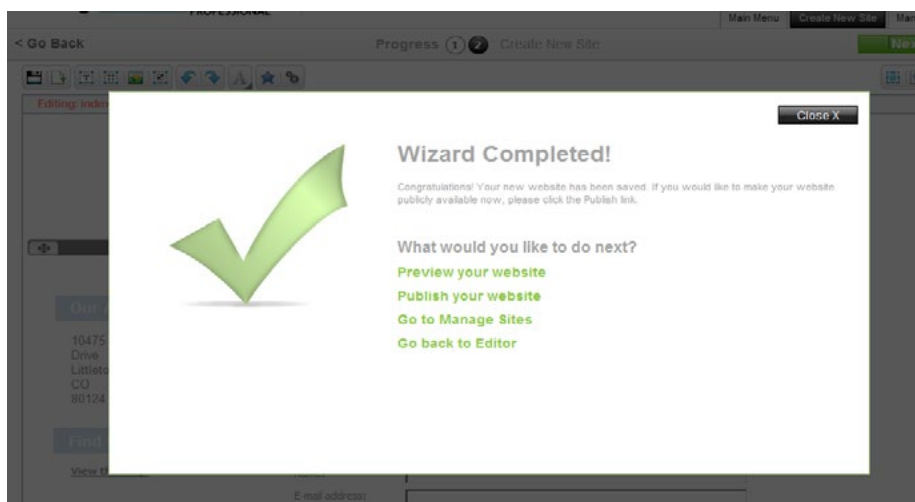
To Change the Object Placement:

1. Right-click on the object.
2. Select one of the following options:
 - **Bring to Front** – Moves the object to the top layer
 - **Move to Back** – Moves the object to the lowest layer.
 - **Move Forwards** – Moves the object up one layer.
 - **Move Backwards** – Moves the object down one layer.
 - **Lock** – Locks the object in place.
 - **Please Note:** When the object is locked, it cannot be moved to another location on the page; however, it can still be moved to another layer.

Wizard Complete

When you are done creating your website, the Wizard Complete page provides the following options:

- **Preview Your Website:** View your website before making it publicly available.
- **Publish Your Website:** Make your website publicly available as is.
- **Go to Manage Sites:** Make changes to your Website before publishing.
- **Go Back to Editor:** Change the page content before publishing.
- To return to the Main Menu, click **Close**.




Creating a Multi-Page Site

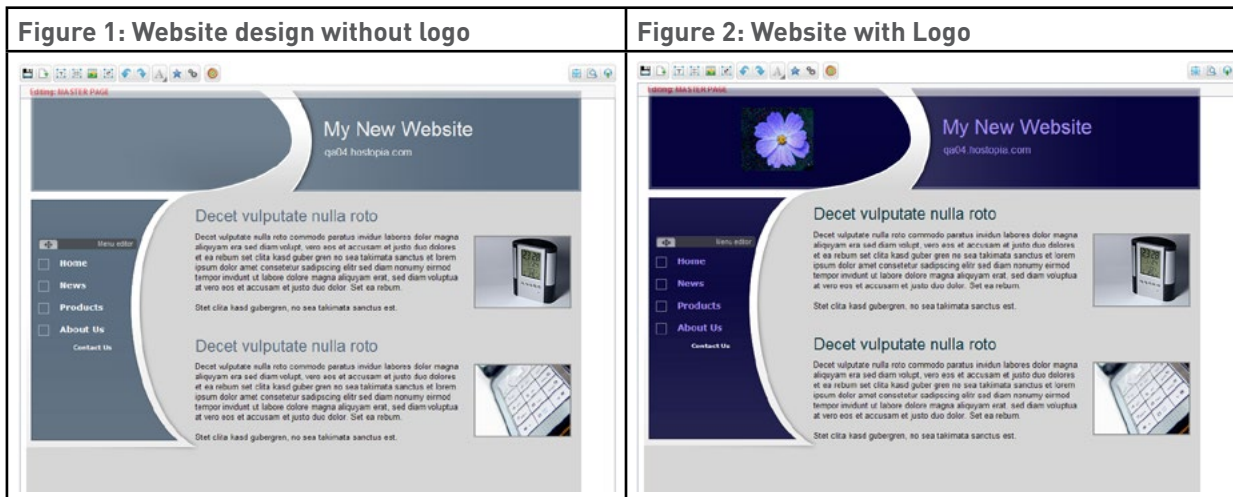
EasySiteWizard Pro allows you to build a website with multiple pages. You can build a site based on one of the many available templates. The templates include the flexibility to upload a custom logo, include a master page layout, and design the menu options that link customers to the pages within your site. EasySiteWizard Pro provides a wizard interface to guide you through the process of creating and publishing your site. At any time after completing the wizard process, you can make edits to the layout and content.

This section includes information about the following topics:

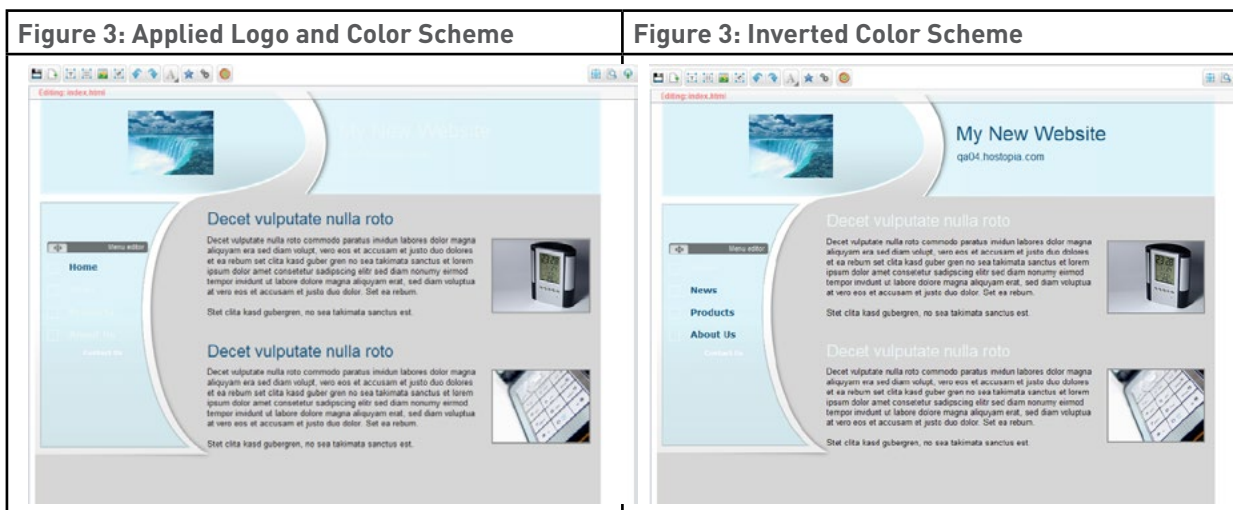
- Applying a Custom Logo
- Using a Master Page
- Developing the Site Menu
- Using the Site Editor

Applying a Custom Logo

EasySiteWizard allows you to upload and apply a custom logo to your website. The colors from your logo are then applied to the website color scheme – see Figures 1 and 2. The three most predominant colors in your logo are applied to the site elements, such as headings, menu options and background color. When creating a multi-page website with EasySiteWizard, there are several categories of templates to choose from. However, the custom logo feature is only available for sites within the Recommended Templates category. You can view the Recommended Templates category using the Recommended Templates icon .



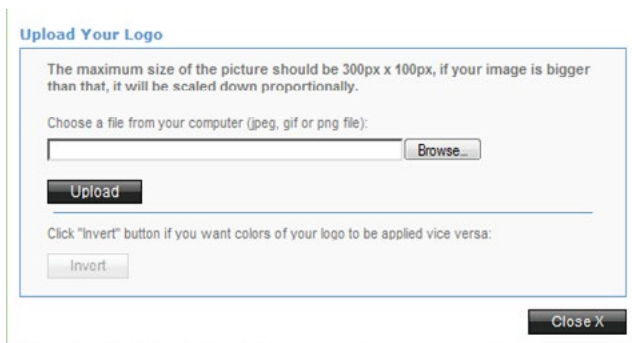
When the color scheme is applied, the background and heading colors may not be the best-suited. When this occurs, you can invert the color scheme – see figures 3 and 4.



To Upload a Logo:

After completing step two of the “Create New Site” wizard you will be prompted to upload your logo.

1. On the ‘Upload your Logo’ dialog, click **Browse**.



2. Locate your custom logo.
3. Click **Upload**.
The image is uploaded to your site and the color scheme is applied.
4. Click **Close**.

To Invert the Color Scheme:

1. Click the **Recommended Templates** icon.
2. In the 'Upload Your Logo' dialog box, click **Invert**.
The color scheme is inverted within the site.

To Remove the Logo:

1. Click the **Recommended Templates** icon.
2. In the 'Upload Your Logo' dialog box, click **Restore**.
The color scheme is reverted to the default settings and your logo is removed.

Using a Master Page

With the multi-page site, you have the option to create a master page. Creating a master page allows you to define page layout elements, such as the look and feel of the site title, tag line and menu editor placement, which will be consistent across all pages. All modifications made to the master page are saved as a site template and reflected throughout your site. When master page elements are defined, they are dimmed while editing content pages.



Using the Master Page you can set up a template page containing standard information to be shown on all pages that will be built based on this template page, e.g. logo of your company, standard text blocks, headers etc.

You can easily edit your Master Page at any time, accessing it from the save menu on the top pane ("Save" button). When editing ordinary pages, the elements pertaining to the Master Page will appear dimmed which enables you to distinguish the Master Page elements.

Please note that if you choose to skip the Master Page configuring step, your default pages (Home, Products, About Us..) will be built from a standard template.

OK

Please Note: All changes applied to your master page will be visible when previewing or publishing your final site.

Creating your Website

Setting up your site is the first step of the wizard. Here, you will choose your site design and enter your company information.

To Start the Wizard:

1. From the Main Menu, click **Create New Site**.
2. Click **Multi-Page Site**.

Please Note: To create a landing page site, see [Creating a Landing Page Site](#).

Site Design



Multi-Page Sites provide a vast array of design templates for you to choose from as a starting point for your website.

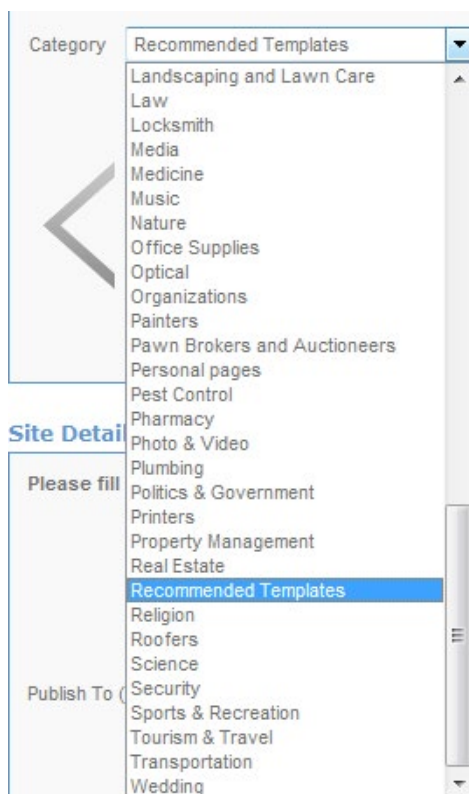
Choose design



Site designs are grouped into categories, such as businesses, café and restaurant, children, cleaning/maintenance, and so on. In addition to the standard categories, EasySiteWizard has created two additional categories: favorites, which displays only the templates that you have added from other categories; and recommended templates, which allows you to apply your custom logo and colors. Templates can be added to the favorites category from the Preview Template page.

You have the following category options:

- Display your favorite designs by clicking .
- Display your recommended templates by clicking .
- Narrow the displayed designs by selecting a category from the list.



If you are searching for a particular design for your site, you can search the library by keyword or template ID.

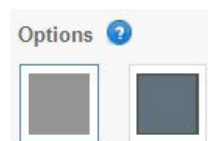
Please Note: The template keywords and IDs are provided when the mouse hovers over the design.



You have the following search options:

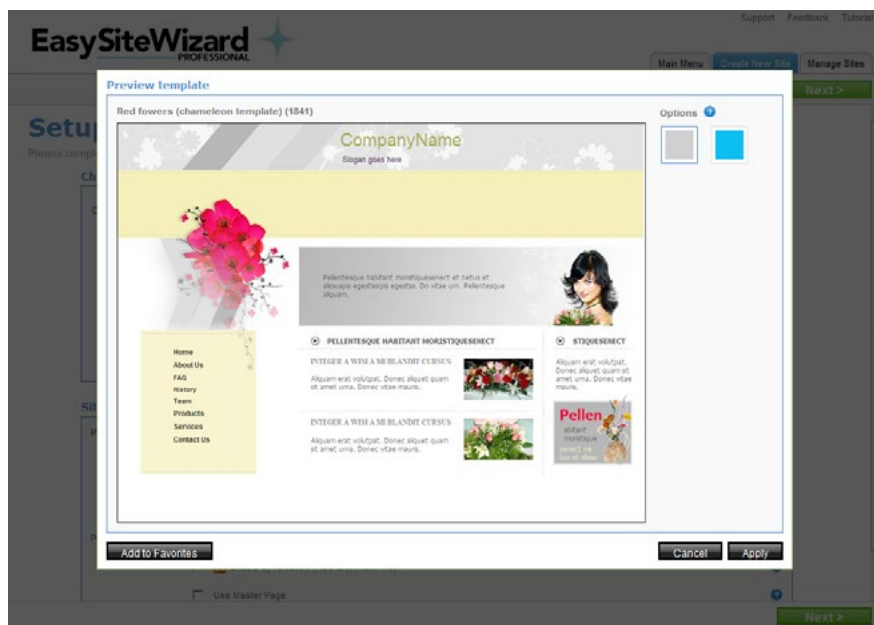
- Search by keywords or template ID.
- Refine searches by selecting a category, and then selecting **Current** from the search drop-down list.
- Broaden search results by selecting **all designs** from the search drop-down list.
- Start a new search by clicking the **Reset** button – this returns the library to its default settings.

Once a selection is made, your selection is displayed in the 'Preview Template' dialog box. Before saving your choice, you have the option to save the template to your favorites category. Also, if the template is available in more than one color scheme, you can change the general color theme for the website.



To Choose a Multi-Page Design:

1. In the Choose Design section, click on the design you want to use.
Please Note: To narrow your options, select one of the available categories or search for a specific template. The 'Preview Template' dialog opens.



2. To add this template to the favorites category, click **Add to Favorites**.
3. To change the color scheme, select one of the color pallets. Your changes are made dynamically.
4. To select a different design, click **Cancel**.
5. To use this site as your design, click **Apply**.
6. Click **Next**.

Site Details

Once you have selected the design for your site, you can enter your company information, which will be displayed on your site. You can also include site options such as RSS feed updates and a tagline.

Site Details

Please fill in your site details:

Site Title:	<input type="text" value="My New Website"/>	
Tagline:	<input type="text" value="lake.hostopia.com"/>	
Site URL:	<input type="text" value="http://lake.hostopia.com"/>	
Publish To (directory):	<input type="text"/>	
<input type="checkbox"/>	 Enable syndication (RSS 2.0, Atom 1.0)	
<input type="checkbox"/>	Use Master Page	

To Enter Site Details:

1. Enter the name of your website in the **Site Title** field.
2. Optionally, enter a short description in the **Tagline** field.
This is a secondary text line which appears immediately underneath the website title.
3. The site URL is pre-populated with your website address.
4. To specify the location where your site will be published, enter the URL in the **Publish To (directory)** field.
 - *Examples:*
<http://www.mydomain.com/> (top-level directory)
<http://www.mydomain.com/anotherdirectory/> (sub-directory level)
5. To allow updates, via an RSS feed, when changes are made to your site, select the 'Enable syndication (RSS 2.0, Atom 1.0)' checkbox.
6. To edit the master page, select the 'Use Master Page' checkbox.
7. Click **Next**.

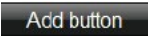

Developing the Site Menu

When creating a multi-page site, step two provides the interface to build the menu options for the pages within your site. Here, you can define the labels for the menu items as well as sub-menu options.

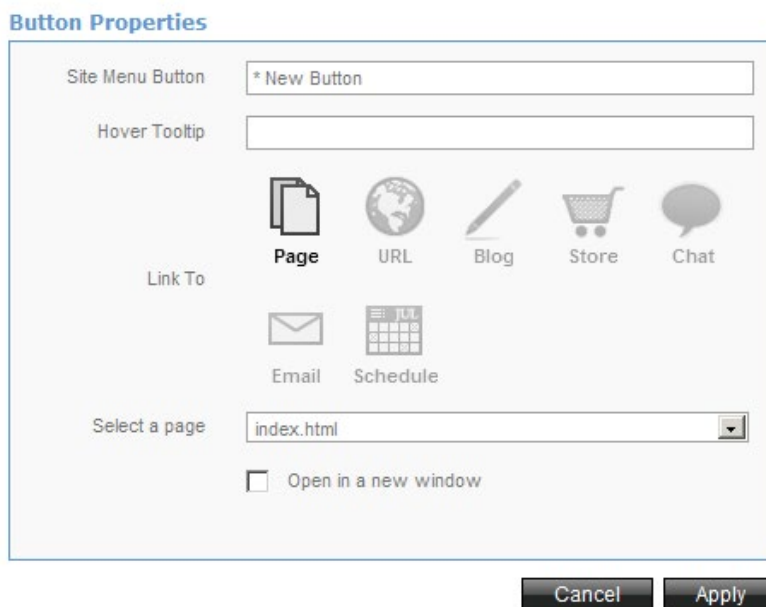
Main menu options are utilized for the initial topic or subject of the site. They are displayed as links and used as a focal point for those items that are most important in the navigation (i.e. Home, Contact Us, Furniture, etc.).

As the navigation branches off, subcategories become available. This allows you to go into detail about the particular topic or subject (i.e., **Main Category:** Furniture → **Sub-category:** Chairs, Couches, Tables, etc.).

To Add a Menu Option Link:

1. Do one of the following:
 - To create a main menu link, select **Add button**  on the lower left hand side.
 - To create a sub-menu link, select the **Add button**  from the menu-tree.

The 'Button Properties' dialog box opens.



2. Enter a name for the link in the **Site Menu Button** field.
3. Enter a brief description for the link in the **Hover Tooltip** field.
4. In the **Link To** section, do one of the following:
 - Click **Page** to link the button to a specific page within your site.
 - Select the page that will open when this menu option is clicked from the **Select a Page** drop-down menu.
 - Click **URL** to link to an external page.
 - Enter the URL.
 - Click **Email** to add an email recipient address.
 - Enter the email address.
5. If you want the link to open a new browser when this menu option is clicked, select the 'Open in a new window' checkbox.
6. Click **Apply**.
7. On the Site Menu page, click **Next**.

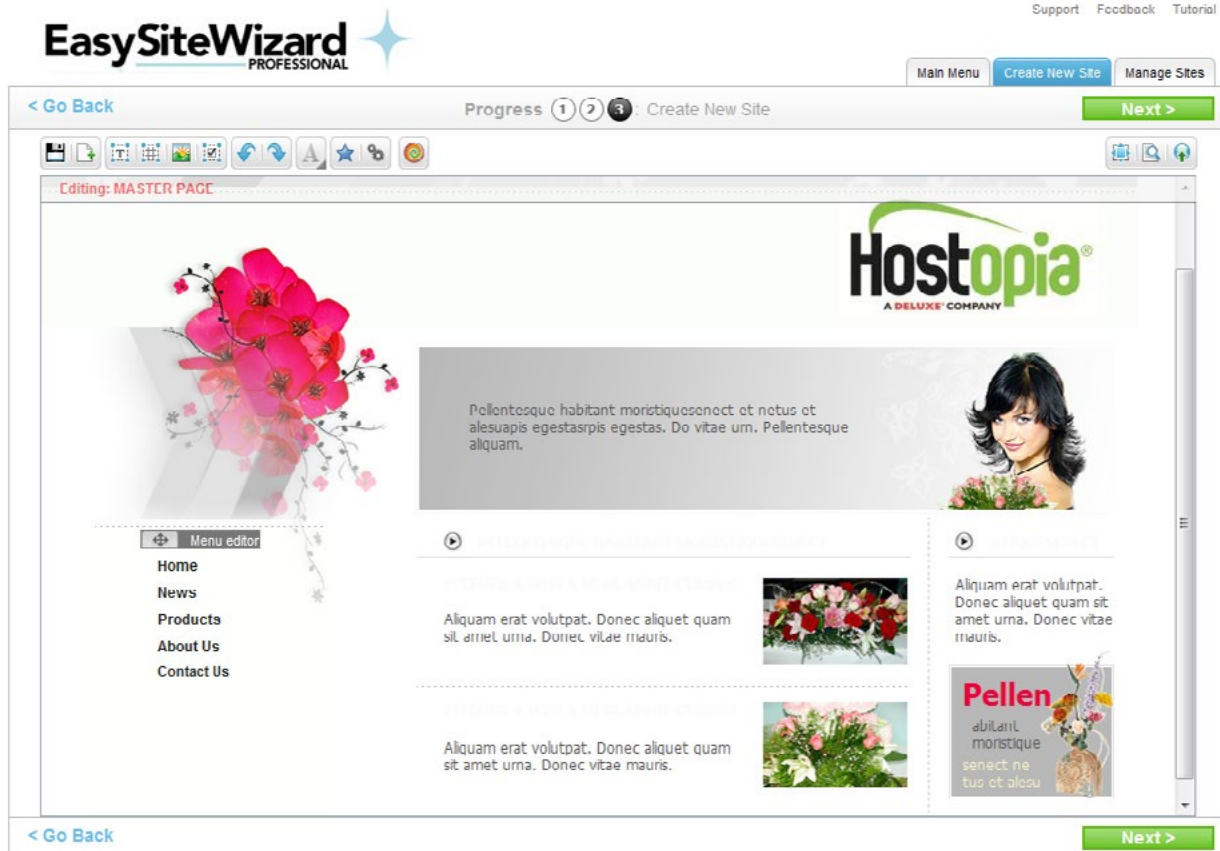
To Delete a Menu Option Link:

1. For the link you want to delete, click **Options**.

2. On the Button Properties dialog, click **Delete**.
3. To confirm deletion, click **Yes**.

Using the Site Editor

Step three of the wizard allows you to make modifications to your site before previewing or publishing the site. Here, you can edit the look and feel of your site.



Using the editor toolbar, you can manage the look and feel of your site.



The editor toolbar allows you to perform the following actions:

- **Page Options** – Save page changes or create a new page.
- **Add Page Element Options** – Allows you to add a text block, table, image, or web form.
- **Redo/Undo Options** – Undo/redo previous actions.
- **Font Property Options** – opens a second toolbar, which allows you to modify the text.

Please Note: The font properties option is only available when a text block is selected.



- **Widget Options** – Add widgets, such as a calendar or clock; or links to other web pages, such as maps and social media sites.
4. **Advanced Options** – Edit HTML or CSS; add favicons (shortcut icon).

Using the Publisher Toolbar

Using the publisher toolbar, you can preview and publish your site.

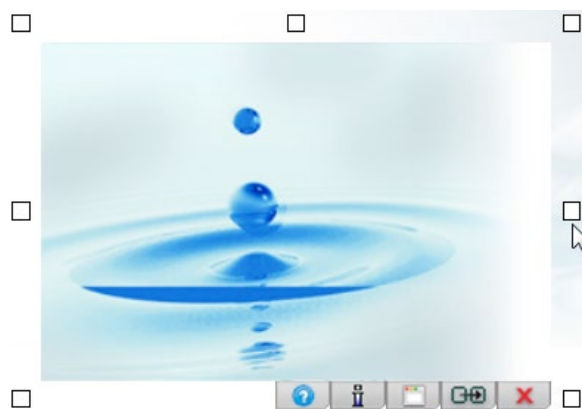


The publisher toolbar allows you to perform the following actions:

1. **Toggle** – Switches between full screen mode and edit mode.
2. **Preview** – Opens the site in a new window.
3. **Publish** – Publishes your site.

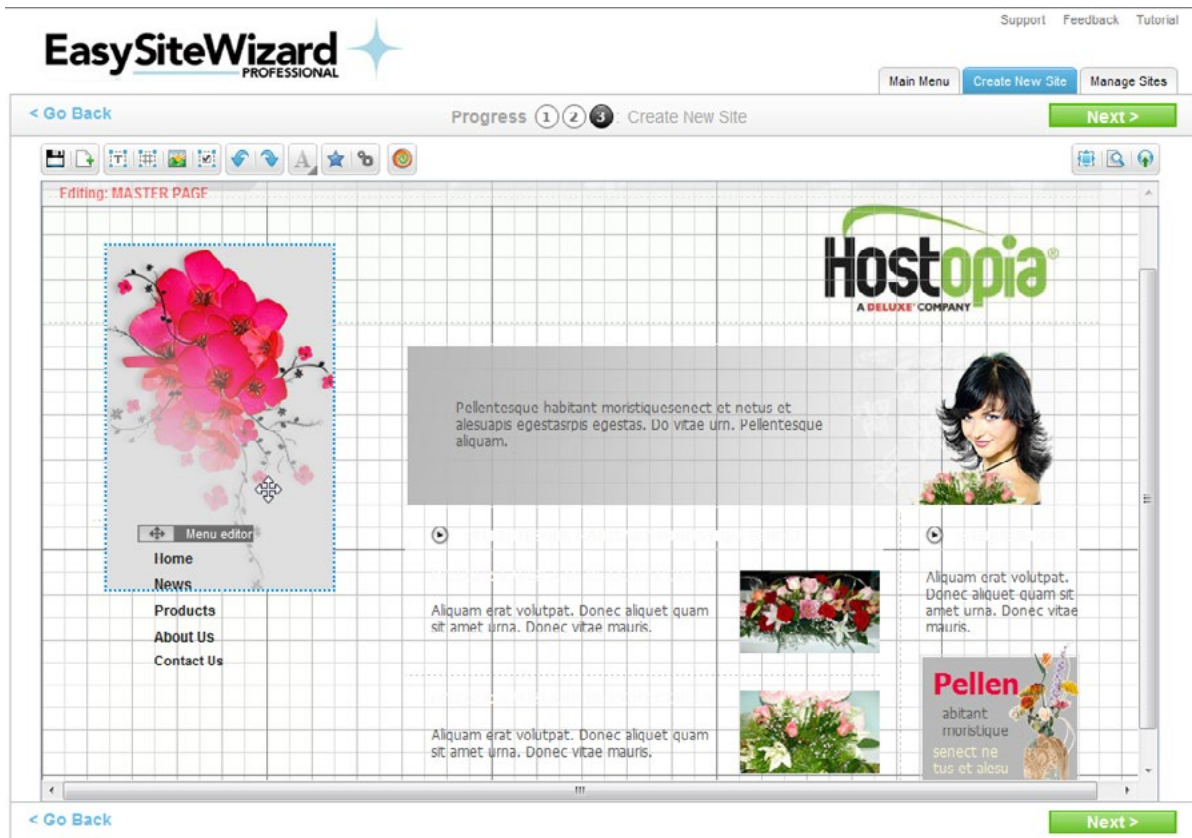
Editing Objects

The template designs allow you to insert, copy or move objects on the page. Objects can be either a text block or an image. You can also move an object so that it is in front of/behind all other objects or in front of/behind one specific item. For example, you may want to overlay an image with some additional text.



To Move an Object:

1. Click and hold the object that you want to move.
A grid overlay will appear in order to assist you in aligning the object you are moving.



2. Drag the object to the desired location.
3. Release the object.

To Copy an Object:

1. Double-click on the object.
2. Click the **Duplicate Element** icon.

To Delete an Object:

1. Double-click on the object.
2. Click the **Delete Element** icon.

To Change the Object Placement:

1. Right-click on the object
2. Select one of the following options:
 - **Bring to Front** – Moves the object to the top layer
 - **Move to Back** – Moves the object to the lowest layer.
 - **Move Forwards** – Moves the object up one layer.
 - **Move Backwards** – Moves the object down one layer.

- **Lock** – Locks the object in place.

Please Note: When the object is locked, it cannot be moved to another location on the page; however, it can still be moved to another layer.

To Move the Site Navigation:

1. Click and hold the **Menu Editor**.

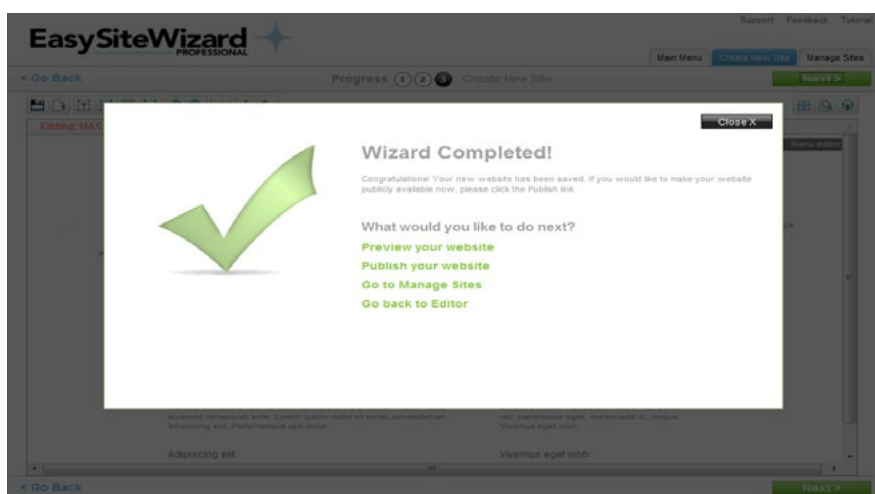


2. Move the **Menu Editor** to the desired location.
3. Release the **Menu Editor**.

Wizard Complete

When you are done creating your website, the Wizard Complete page provides the following options:

- **Preview Your Website:** View website before making it publicly available.
- **Publish your Website:** Make your website publicly available as is.
- **Go to Manage Sites:** Make changes to your website before publishing.
- **Go Back to Editor:** Change the page content before publishing.



Managing Sites

Once a site is created, you can make changes to the site details, publish the site, edit the site, or delete the site.

The screenshot shows the 'Manage Sites' page in EasySiteWizard Professional. At the top, there are navigation links for 'Support', 'Feedback', and 'Tutorial'. Below that are tabs for 'Main Menu', 'Create New Site', and 'Manage Sites'. The main heading is 'Manage Sites' with a sub-instruction: 'Click on the image of the site you would like to work with. If you would like to create a new site, click the Create New Site button.' Below this is a section titled 'Sites' containing three site entries. Each entry includes a thumbnail image, site details (Title, Tagline, URL, Syndication), and last modified/published dates. Action buttons like 'Site Details', 'Publish', and 'Edit' are visible for each site.

Site Thumbnail	Site Title	Tagline	Site URL	Syndication	Last modified	Last published	Actions
	My New Website	demo.twtc-hosting.com	http://demo.twtc-hosting.com	Off	04/20/2011 13:22:26 GMT	Never	Site Details, Publish, Edit
	tw telecom	demo.twtc-hosting.com	http://demo.twtc-hosting.com	Off	04/20/2011 13:21:48 GMT	Never	Site Details, Publish, Edit
	tw telecom	demo.twtc-hosting.com	http://demo.twtc-hosting.com	Off			Site Details, Publish, Edit

To access the Manage Sites page:

- Click the **Manage Sites** tab.
- Or -
- Click the **Main Menu** tab, and then click the **Manage Sites** link.

The Manage Sites page displays a list of all created sites (both published and unpublished).

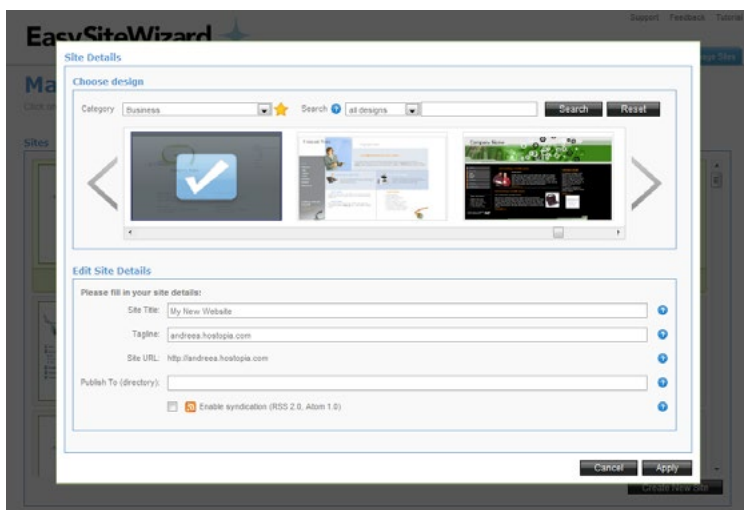
- If you would like to create a new site, click the **Create New Site** button on the bottom right-hand corner of the page.

Editing Site Details

Editing the site details allows you to change the selected design and site information. For example, you can change the site title, tagline, URL or the directory where the site is published.

To Edit the Site Details:

1. Click **Site Details**.



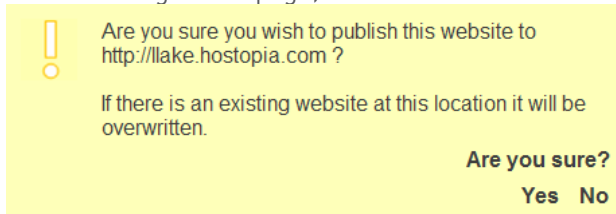
2. Make the required changes.
3. Click **Apply**.

Publishing a Site

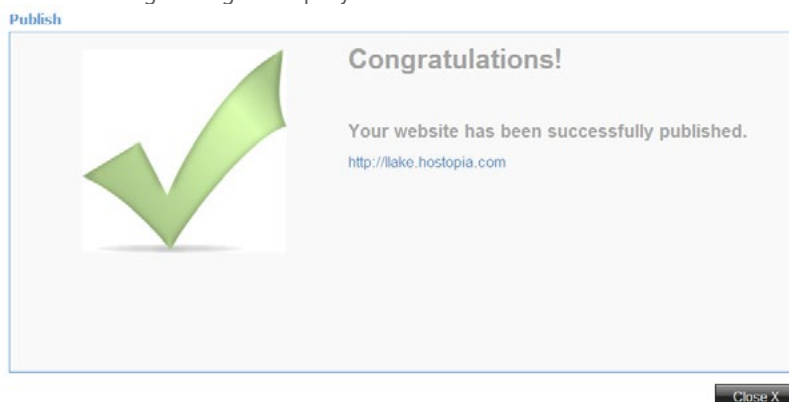
If you have made changes to a site and left it in an unpublished state, you can publish a site through the Manage Sites page

To Publish a Site:

1. On the Manage Sites page, click the **Publish** button.



2. Click **Yes** to confirm.
The following dialog is displayed.



3. Click **Close**.

Closing a Site

Closing a site allows you to take a site offline.

To Close a Site:


1. On the Manage Sites page, click the **Close Site** button.
2. Click **OK** on the confirmation page.

Deleting a Site

You can delete a site in the Manage Sites page by clicking on the trash can in the upper-right corner of the site dialog.



To Delete a Site:

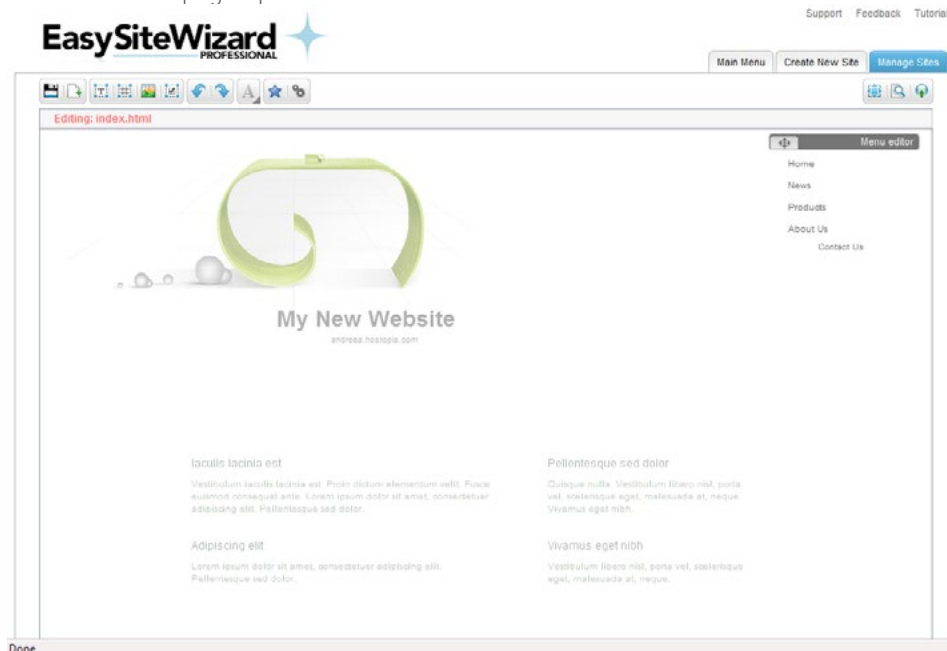
1. Click on the Trash Can icon .
2. On the confirmation page, click **Yes**.

Editing a Site

Editing a site can be performed during site creation, but edits are often performed after the site is created and/or published.

To Edit a Site:

- On the Manage Sites page, click the **Edit** button.
The Site Editor page opens.



- To edit the master page, click the **Save Page** icon and select **Edit Master Page**.
- To edit one of the individual pages, select it from the list under the Menu editor.

The page being modified is identified in the top-left corner of the page.



Layer Control

Layers are a common method for determining which objects should cover (or obscure) another object. Objects such as text fields and images on a higher layer can cover objects on a lower layer. Although this is supported in some drawing applications, in EasySiteWizard no two objects can be at the same layer level.

Layer control can be managed in EasySiteWizard by right-clicking on an object that the user would like to move to another layer. Right-clicking an editable object (text area or image) provides the following menu options:

- **Bring to Front:** This will put the selected object on top of all other objects. If a second object is selected and this option is used, the second object will be positioned on top of the first one.
- **Send to Back:** This will put the selected object behind all other objects. When this option is used, all overlapping text areas or images will obscure the object sent to the back.

If a second object is selected and send to back is used, the second object will be positioned behind the first one.

- **Move Forward:** This will move the object one layer to the front.
- **Send Backward:** This will move the object one layer to the back.

Editor Toolbar

Using the editor toolbar, you can manage the look and feel of your site.



The editor toolbar allows you to perform the following actions:

- **Page Options** – Save page changes, or create a new page.
- **Add Page Element Options** – Allows you to add a text block, table, image, or web form.
- **Redo/Undo Options** – Undo/redo previous actions.
- **Font Property Options** – Opens a second toolbar, which allows you to modify the text.
Please Note: The font properties option is only available when a text block is selected.



- **Widget Options** – Add widgets, such as a calendar or clock, links to other web pages (such as maps and social media sites).
- **Advanced Options** – Edit HTML or CSS; add favicons (shortcut icon).

The following list describes the features of each menu item in the toolbar:

- Save Page Options
- Create Page Options
- Text Block Options
- Table Options

- Image Options
- Web Form Options
- Undo/Redo
- Formatting Options
- Widget Options
- Advanced Options

Save page options


The Save Page menu allows you to save your website changes or edit the master page.

The following options are available:

- **Edit Master Page** – Opens master page for editing (saves current changes).

Please Note: Saving your work is recommended throughout your session of EasySiteWizard.

To save your website changes:

1. Click on the  button.
2. From the extended menu, select one of the following options:
 - **Save Page** – Save the page you are working on.
 - **Restore from Auto Save** – Retrieve your work from auto save (when switching from one page to the next, EasySiteWizard will automatically save).
 - **Restore from Backup** – Retrieve your work from backup.

Please Note:

- When switching from one page to the next, EasySiteWizard will automatically save your work.
- You can review, roll back, and roll forward changes for ever web page. Every version is saved with date/time so that it can be selected., and a history is kept of each save. When you save your website the current save will be published. The previous save will then be put in a directory as a backup that can later be restored.

To Edit the Master Page:

1. Click on the **Save** icon.
2. From the extended menu select **Edit Master Page**.

You will be returned to the master page where you may continue to edit the elements within the master page.

Create Page Options

This option allows you to create a new page, rename, edit, delete and duplicate existing pages.

To Create a New Page:

1. Click **Create a New Page**.

The screenshot shows a dialog box titled "Create a new page" with two tabs: "Basic" and "Advanced". The "Basic" tab is selected. It contains the following fields and options:

- Page Name:** A text input field followed by ".html".
- Menu Button Name:** A text input field with a help icon (?) to its right.
- Use master page**

At the bottom of the dialog box are "Cancel" and "Apply" buttons.

2. On the Basic tab, enter the following:
 - **Page Name** – The URL for the page (do not add .html).
 - **Menu Button Name** – This option will automatically add a menu item to your navigation bar.
 - **Use Master Page** – This option will use the master page that was designed for this site.
3. On the Advanced tab, enter the following:

The screenshot shows the same "Create a new page" dialog box, but with the "Advanced" tab selected. It contains the following fields and options:

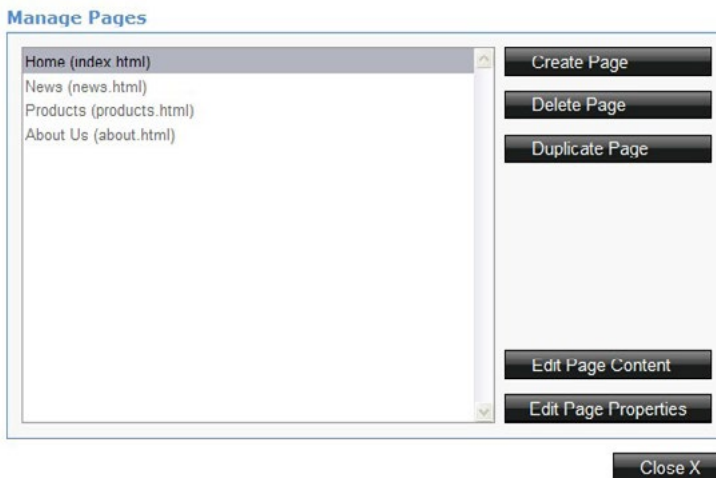
- Page Title:** A text input field with a help icon (?) to its right.
- Page Summary:** A text input field with a help icon (?) to its right.
- Page Keywords:** A text input field with a help icon (?) to its right.

At the bottom of the dialog box are "Cancel" and "Apply" buttons.

- **Page Title** – This should be related and relevant to your page content. The page title appears on top of your browser and is a significant element in the search engine optimization.
 - **Page Summary** – This should include relevant keywords as some search engines will use this summary as part of the website results. This summary will not be visible on your page; its purpose is to provide a clear definition of what your page contains with a significant relation to search engines.
 - **Page Keywords** – This is how you would like your page to be found. These keywords can also be phrases containing words found on your main site as well as on this newly created page. Please make sure that the keywords chosen are found on your page, as these keywords will be used by search engines to locate your page.
4. Click **Apply**.

To Manage Existing Pages:

1. From the 'Create a New Page' dialog box, click **Cancel**.



2. Click one of the following options:

a) Delete Page

- Select one of the pages from the list on the left-hand side of the 'Manage Pages' dialog box.
- Click **Delete Page**.
- Confirm deletion.

b) Duplicate Page


- Select one of the pages from the list on the left-hand side of the 'Manage Pages' dialog box.
- Click **Duplicate page**.
The new page (with the same page name) is added to the list.

c) Edit Page Content

- Select one of the pages from the list on the left-hand side of the 'Manage Pages' dialog box.
- Click **Edit Page Content**.
The page opens in edit mode.

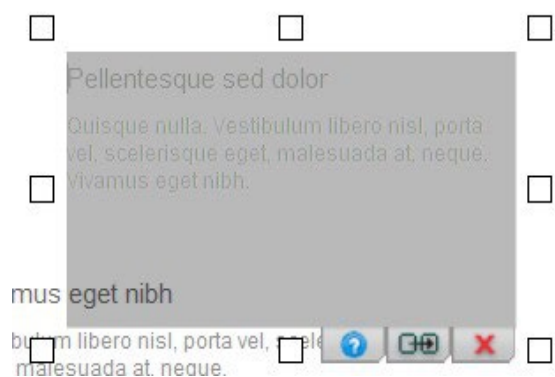
d) Edit Page Properties

- Select one of the pages from the list on the left-hand side of the 'Manage Pages' dialog box.
- Click **Edit Page Properties**.
The 'Edit Page Properties' dialog box opens and you can edit the page title, summary or keywords.

3. When you are finished managing your pages click **Close**. 

Text Block Options

Adding text allows additional customization to your site. Many of the text blocks that exist in each of the designs are placeholders that require editing.




To Add a Text Block:

1. Click the **Add a Text Block** icon.
To help you find the initial location of the new text block, the border around the new text block will flash for a moment after it appears.
2. Enter text into the text block.
3. Once you are finished adding text, click outside of the text block.


To Edit a Text Block:

1. Double-click on the text; a grayed boxed area will appear on the text block.
You will be able to edit the text once the outline is visible.
2. Enter text into the text block.
3. Once you are finished adding text, click outside of the text block.


To Resize a Text Block:

1. Double-click on the text block.
2. Mouse over the smaller boxes for cursor needed to increase the size of the text block.
3. Click and hold your mouse on the small box .
4. Move the mouse in the direction you want to resize the text block.

To Delete a Text Block:

1. Double left-click on the text block.
2. Click  on the bottom-right corner.
The text block should now be removed.

To Duplicate a Text Block:

1. Double left-click on the text block you want to duplicate.
2. Click on  located on the bottom-right corner.
The text block should now be duplicated.
3. Click and hold the duplicate text block to the desired location.
4. Release text block.

To Move a Text Block:

1. Select the text you want to move.
2. Click and hold the mouse.
3. Move your mouse to the location where you want to place your text.
4. Release text block.

Table Options

To Add a Table:

1. Click on the **Add Table** button.
2. Specify the parameters and click the **Apply** button.

To Edit a Table:

1. Double-click the table.

Table Editor

Total number of rows:

Total number of columns:

Height: px

Width: px

Border:

Cell Padding: px

Cell Space: px

2. In the 'Table Editor' dialog, set the following parameters:
 - a) The number of columns and rows
 - b) The height and width in pixels
 - c) The border type
Click on the button next to the Border section.

Table border

Style:

Thickness:

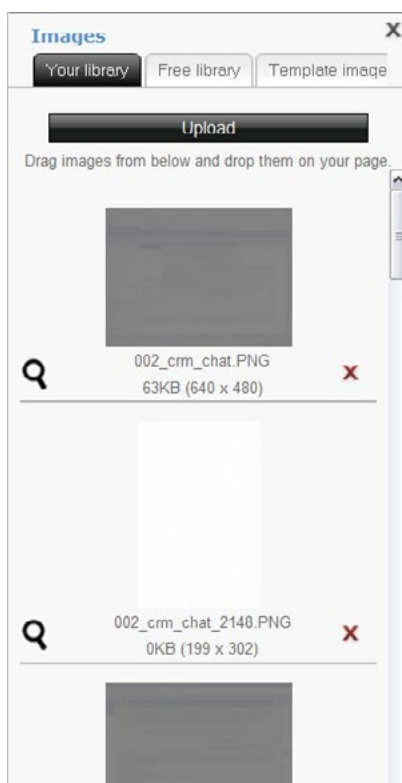
Color:

- i. Select the border style.
- ii. Select the border thickness.
- iii. Choose a color by clicking on the button next to the color section.
- iv. Click **Apply**.

3. Click **Apply**.

Image Options

When you click on the icon a menu will open on the left side of the screen, allowing you to add additional images to your site. You can build your own library of images by uploading the image files or you can utilize the free image library to place additional images into your site.

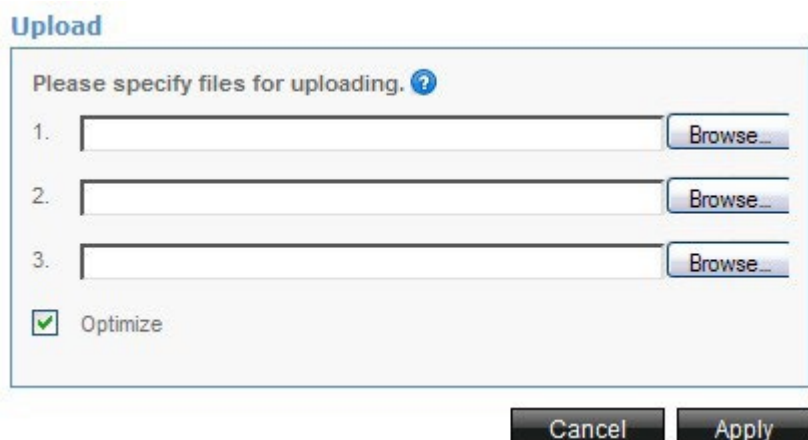


There are 3 types of libraries:

- Your Library
- Free Library
- Template Images

To Upload an Image to Your library:

1. Click the **Add an Image** button.
2. Click the **Upload** button.

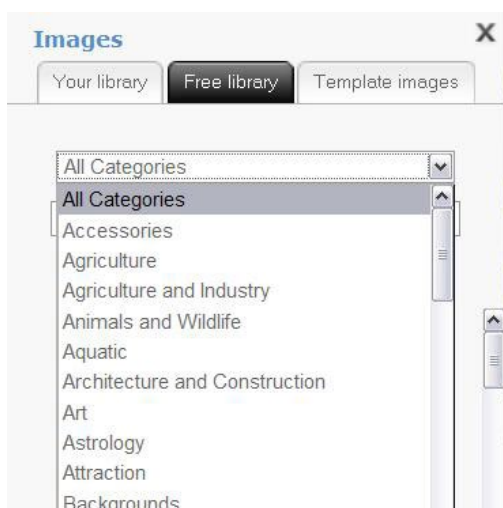


- a) In the 'Upload' dialog box, click **Browse** to search for an image on your computer.
 - b) Select the 'Optimize' checkbox to scale down your image size and keep the aspect ratio.
 - c) Click **Apply**.
Once your image is uploaded, it will be located in a panel underneath 'Upload.'
4. To view a larger version of your image, click on the magnifying glass.
 3. Click and hold the image you want to insert into your site.
 4. Move your mouse to the desired location of the image.
 5. Release the image.
 6. To close the 'Images' dialog box, click the X located in the top-right corner.

To Add an Image from the Free Library:

The free library stores approximately 10,000 stock images available for you to use on your site.

1. Click on the **Free Library** tab.
2. Select the category best suited for your site (i.e. Nature).



- You can search through the entire image library by keyword by selecting the 'All Categories' drop-down menu and conducting a keyword search.
 - You can refine your search by selecting a specific category and then searching by keyword.
3. Click and hold the image you want to place onto your site.
 4. Move your mouse to the desired location.
 5. Release the image.

To Delete an Image from your Site:

1. Double-click on the image to be deleted.
2. Click on the red X.

To Resize an Image:

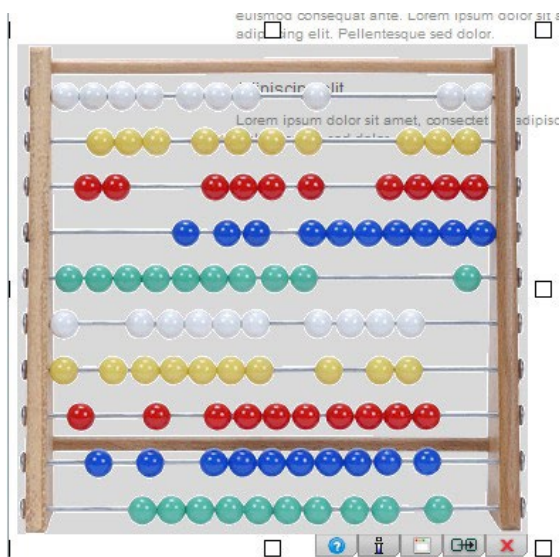
1. Double-click the image to be resized.
2. Mouse over the smaller boxes for the direction you want to increase the size of the image.
3. Click and hold your mouse on the small box
4. Move the mouse in the direction you want to resize the image.

Please Note: You cannot resize any of the default images provided by the design.

To Edit Image Properties:

Image editor allows you to modify images from your library or the free library.

1. Double-click on the image you want to modify.
2. Click **Image Properties**.
The 'image properties' dialog box opens.



- In the 'image properties' dialog box, do any of the following:

Image properties

The 'Image properties' dialog box includes the following elements:

- Add Link** section with a 'URL' text box containing 'http://' and a 'Description' text box.
- An unchecked checkbox labeled 'Open in a new window'.
- A 'Border' field displaying '0px none #000000'.
- 'Cancel' and 'Apply' buttons at the bottom.

- Add a link (URL) to the image.
- Enter alternative text for the image (displayed if the user's browser is not set to automatically load images).
- To open the image in a new window when clicked, select the 'Open in a new window' checkbox.
- To edit the border properties, click the **Border** button. The 'Image Border' dialog box opens.

Image border

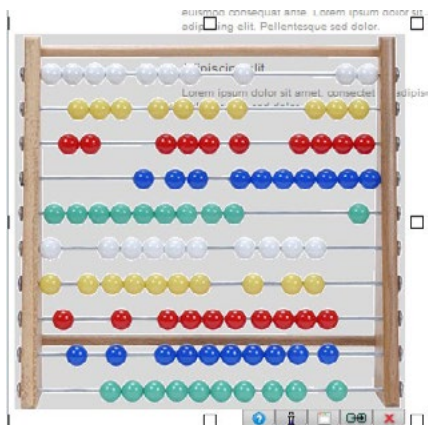
The 'Image border' dialog box includes the following elements:

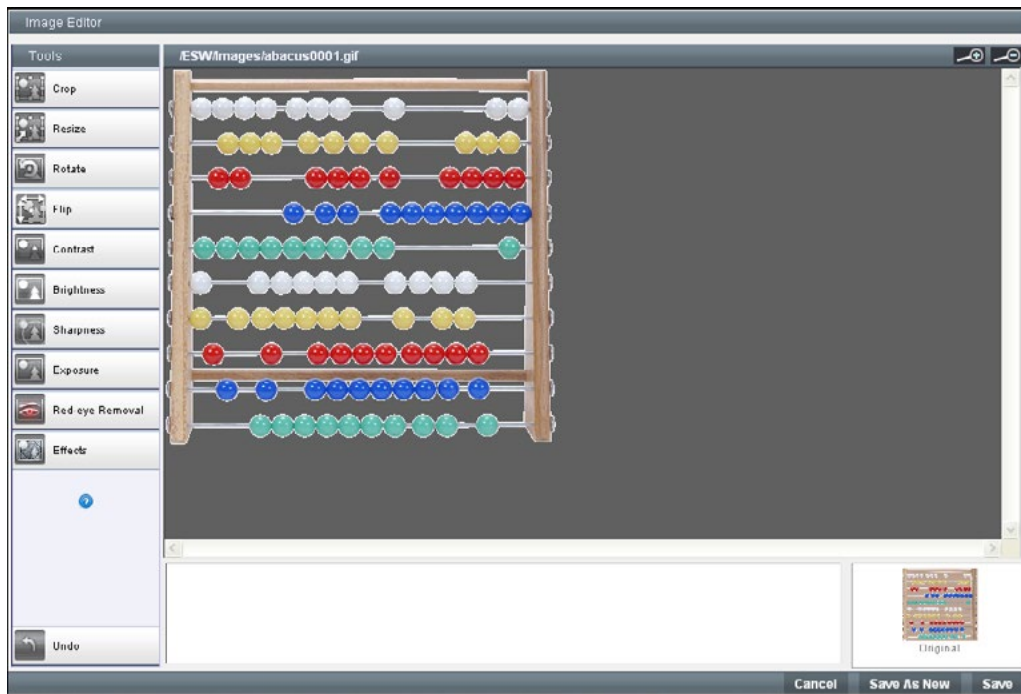
- 'Style' dropdown menu set to 'None'.
- 'Thickness' dropdown menu set to 'None'.
- 'Color' field with a black color swatch and '#000000' text.
- 'Cancel' and 'Apply' buttons at the bottom.

- In the 'Image Border' dialog box, complete the following:
 - Select the style from the drop-down list.
 - Select the border thickness from the drop-down list.
 - Click the **Color** button to change the border color.
- Once you have made the changes to the border and/or color, click **Apply**.

5. To Edit an Image:



- Double-click on the image you want to modify.
- Click **Edit**. The 'Image Editor' dialog box opens.


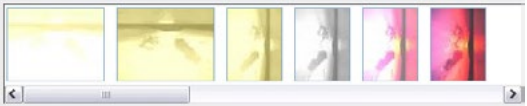
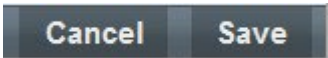








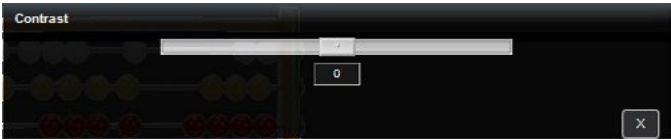
The image Editor allows you to modify images you have uploaded or selected from the library.




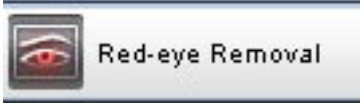
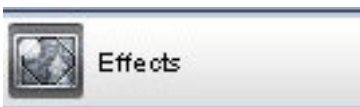


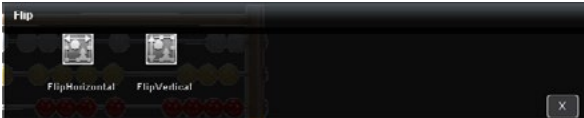
The following table highlights the available options:

Icon	Description
	<p>Tools: A tool bar that allows you to modify the image.</p> <p>The following can be found under Tools:</p> <p>Crop, Resize, Rotate, Contrast, Brightness, Sharpness, Exposure, Red-Eye Reduction, Effects, and Undo.</p>
	<p>Image View</p> <p>This allows you to zoom in and out of the image.</p>

 <p>Original</p>	<p>Thumbnail (Original Image) Allows you to revert back to the original image.</p>
	<p>History Bar This shows the past steps of the resulting image. You can return to a specific step by click on the thumbnail.</p>
	<p>Cancel and Save You must click Save if you want to keep all modifications made to the image. Click Cancel if you want to exist and dismiss all changes.</p>

The following table provides detailed descriptions for the Image Editor options:

Icons	Descriptions
 <p>Crop</p>	<p>Crop</p> <ol style="list-style-type: none"> 1. Click Crop to select the portion of the image you want to keep. 2. Highlight the section you want to crop by dragging your mouse over the desired portion of the image. 3. Click Crop. <ul style="list-style-type: none"> • If you do not want to crop an image that has been highlighted, click on the image again.
 <p>Resize</p>	<p>Resize</p> <ol style="list-style-type: none"> 1. Click Resize to modify the size of the image. 2. A screen will pop up allowing you to specify height and width of the image in pixels. 3. Check Preserve Aspect Ratio to maintain the ratio of height and width of the image. 4. Click Apply.
 <p>Rotate</p>	<p>Rotate</p> <ul style="list-style-type: none"> • Click Rotate to turn image counter clockwise.
 <p>Contrast</p>	<p>Contrast</p> <ol style="list-style-type: none"> 1. Click Contrast to either increase or decrease the gradient of color within the image. 2. You can change the contrast by selecting the bar and moving from left (decrease, -100) to right (increase, 100), or by entering a number into the text block (-100, 0 100). 3. Click X to exit if you do not want to make any modifications. 

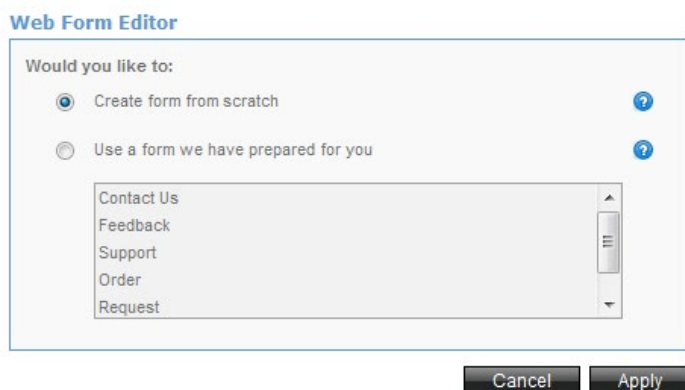
	<p>Brightness</p> <ol style="list-style-type: none"> 1. Click Brightness to either increase or decrease the amount of light in the image. 2. You can change the brightness by selecting the bar and moving from left (decrease, -100) to right (increase, 100), or by entering a number into the text block (-100, 0 100). 3. Click X to exit if you do not want to make any modifications.
	<p>Sharpness</p> <ol style="list-style-type: none"> 1. Click Sharpness to increase or decrease the density of the image. 2. You can change the density by selecting the bar and moving from left (decrease, -100) to right (increase, 100), or by entering a number into the text block (-100, 0 100). 3. Click X to exit if you do not want to make any modifications.
	<p>Exposure</p> <ol style="list-style-type: none"> 1. Click Exposure to increase or decrease the amount of light allowed in the image. 2. You can change the degree of light in the image by selecting the bar and moving from left (decrease, -100) to right (increase, 100), or by entering a number into the text block (-100, 0 100). 3. Click X to exit if you do not want to make any modifications.
	<p>Red-eye Removal</p> <ol style="list-style-type: none"> 1. Click Red-Eye Removal to enable crop feature. 2. Highlight the section you want to reduce red eye in by dragging your mouse over the desired portion of the image. 3. Click Red-Eye Removal to modify image. 4. Click X to exit if you do not want to make any modifications.
	<p>Effects</p> <ol style="list-style-type: none"> 1. Click Effects to select different color effects to be used on the image. 2. Select one of the following two options: <ul style="list-style-type: none"> • Grayscale • Sepia (shades of brown, similar to grayscale) 3. Click X to exit if you do not want to make any modifications to effects.
	<p>Undo</p> <p>This button allows you to retract the last step that was done. By clicking Undo twice, you will revert two steps back. The number of times Undo is selected will be equivalent to the number of steps reverted back. This is based on how many steps you have done.</p>
	<p>Flip</p> <p>This button lets you flip the image horizontal or vertical.</p> 

Web Form Options

You can add a web form to your site based on one of the EasySiteWizard forms, or you can create your own design.

To Create a Web Form:

1. Click the **Create a Web Form** icon.



2. Select the type of form that you want to add.
3. Click **Apply**.

Undo/Redo

You can undo/redo as many steps as you want based on the current section and actions done per session.

To Undo an Action:

- Click on  to undo the last action you have taken.

To Redo an Action:

- Click on  to redo the last action you have taken.


Formatting Options

Formatting can be applied to any text block. It can be within a master page or an individual page.

The editor toolbar contains a sub-menu, which is available when a text block is selected. You can use the following sub-menu options to format your site content:



To Edit the Font Style:

1. Double-click on the text block; a boxed grayed area will appear on the text block.
You will be able to edit text once the  button is visible.

2. Click the **Font Properties** button and complete any of the following:
 - Select the font type, size and line spacing for the text.
 - Select the justification.
 - Select the emphasis, if any.
 - Add a bullet list, heading or hyperlink, if required.
 - For more information about creating a bullet list, see section 5.7.
 - For more information about creating a heading, see section 5.8.
 - For more information about creating a hyperlink, see section 5.9.
 - Perform a spellcheck. Remove formatting, paste as plain text, or insert an emoticon.
 - Change text color.

Please Note: Default fonts (Tahoma, Arial, Helvetica, etc.) allow a browser to display the font you have specified. However, there is the possibility that the user viewing your site may not have the specified font on their local PC. When that happens, it goes to the next default font available.

Widget Options

Widgets are special plug-ins that can be inserted into your website to provide advanced features for your site. You can add applications such as maps, timers, quotations and polls; or you can add links to your favorite social media sites, such as Facebook, YouTube, and Twitter.

You can insert the following applications:

- Google Map
- Analog Clock
- Digital Clock
- Countdown
- Visitor Countdown
- YouTube
- Random Quotation
- Calculator
- Poll
- RSS Feed
- Facebook
- Twitter

To Add a Google Map

1. Click the **Widgets** icon and select **Google Map**.
This will place a Google map onto your site.
2. Enter an API (Application Program Interface) key.
 - To get an API key, click **Get a Key**.
 - Register for a free API key.
An API key must be created in order for Google to allow linking to their maps.

3. Enter the address you want to use for the map.
4. Select a map size (i.e. Small, Medium, Large).

Google Map

API Key:

To add a Google Map to your page, Google requires use of a free API key. Once you have your API Key enter it in the box above.
[Get A Key](#)

Address:

e.g. "1600 Amphitheatre Pkwy, Mountain View, CA"

Map size: Small Medium Large

5. Click **Apply**.

To Remove a Google Map from your Site:

1. Double-click the grey bar on top of your Google Map. A red X should appear on the bottom right hand corner.
2. Click the **X**.

To Add an Analog Clock

1. Click the **Widget** icon and select **Analog Clock**.

Analog Clock

Width:

Height:

2. Choose the width and height.
3. Click **Apply**.

To Add a Digital Clock:

1. Click the **Widget** icon and select **Digital Clock**.

Digital Clock

Width:

Height:

2. Choose the width and height.
3. Click **Apply**.

To Add a Countdown:

With this widget you can set up a countdown to a specific date.

1. Click the **Widget** icon and select **Countdown**.

Countdown

With this widget you can set up a countdown to a specific date.
Good for counting down the number of days before a specific event, holiday, movie release, etc.

Background:

Text color:

Font:

Enter the date: / /

Text:

Preview

Hurrah

2. Select **Color**, or **Transparent** from the 'Background' drop-down menu.
3. To change the default color, click the color, select the new color from the pallet dialog, and then click **Apply**.
4. Select the font style from the drop-down menu.
5. Enter the specific date that you want to be notified.
6. Enter the text which should be displayed when notified on the specified date.
7. Click **Apply**.

To Add a Visitor Counter:

The visitor counter provides you with a very basic measure of your site's traffic.

1. Click the **Widget** icon and select **Countdown**.
Select the font style from the drop-down menu.
2. Enter the font size.
3. Select the font style from the drop-down menu.
4. To change the default text color, click **Text Color**, select the color from the pallet dialog, and then click **Apply**.
5. To change the default background color, click **Background Color**, select the color from the pallet dialog, and then click **Apply**.
6. To add spacing around the counter, choose **Off** next to the 'Zero Padding' checkbox.
7. Click **Apply**.

To Add a YouTube Video:

Insert a YouTube video on your page by providing the relevant URL.

1. Click the **Widget** icon and select **YouTube**.

YouTube

Insert the YouTube video into your web page.

YouTube URL:

Size:

Width:

Height:

2. Enter the URL for the YouTube video.
3. Select the size for the video from the 'Size' drop-down menu.
4. Enter the width.
5. Enter the height.
6. Click **Apply**.

To Insert a Quotation:

This widget lets you define a series of quotes which will display randomly on your site.

1. Click the **Widget** icon and select **Random Quotation**.

Random Quotation

This widget lets you define a series of quotes which will display randomly on your site.

Click "Add" button to create new option:

Style:

2. Click the **Add** button and enter a quote.
3. Choose the color from the style drop-down menu.
4. Click **Apply**.

To Add a Calculator:

This widget will insert a calculator on your page.

1. Click the **Widget** icon and select **Calculator**.



2. Click **Apply**.

To Add a Poll:

When a poll is added to your website, customers can choose their reply from a list of options, submit their vote and view the results.

1. Click the **Widget** icon and select **Poll**.

Poll

Question:

Click "add" button to create new option:

Font color:

Width:

2. Enter the topic for the poll in the **Question** field.
3. Click the **Add** button to enter an optional answer.
4. Click the **Add** button for every additional optional answer.
5. Select the font color.
6. Enter the width.
7. Click **Apply**.

To Add an RSS Feed:

1. Click the **Widget** icon and select **RSS Feeds**.

RSS Feeds

URL:	<input type="text"/>
Width:	<input type="text" value="300"/>
Height:	<input type="text" value="300"/>
Style:	<input type="text" value="Blue"/>

2. Enter a URL.
3. Enter the width and height.
4. Select color from the style drop-down.
5. Click **Apply**.

Publishing your Site with RSS Feeds

You must first enable RSS Feeds in the Sites section and select the existing or new website you would like to use.

To Enable RSS Feeds:

1. Enable RSS.
2. Click on the checkbox next to the orange RSS icon.
3. Click **Apply**.

To Update RSS Feeds:

1. Once RSS is enabled you will be able to click **Publish**.
2. Enter information into the following fields:
 - a. Headline
 - b. Content
3. Select from the dropdown menu you want to link RSS to.
4. Click **Update Fields**. Once the fields are updated, you will be provided with the links for your RSS Feeds.

To Add Facebook:

Configure the look and feel of Facebook on your page by adding a **Like** button or a **Like** box. With the **Like** button, you can display either **Like** or **Recommend**. With the **Like** box, you can display an entire stream.

To Add a Facebook Like Box:

1. Click the **Widget** icon and select **Poll**.

Facebook

Please select a type of widget:

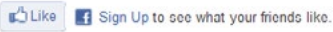
Like Button: 

Like Box: 

2. Click **Like Button**.

The Facebook Like Button dialog opens.

Facebook Like Button



URL to Like: ?

Layout Style: ?

Show Faces: ?

Width: ?

Verb to display: ?

Font: ?

Color Scheme: ?

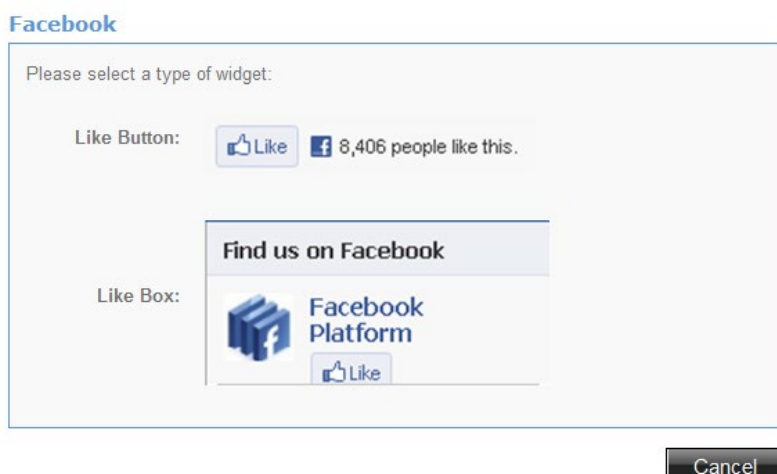
Language: ?

3. Enter the URL for the Facebook page that will be “Liked” or “Recommended.” Select one of the following layout styles:
 - **Standard** – Provides the **Like** button, as well as a Facebook link.
 - **Button Count** – Provides only the **Like** button.
 - **Box Count** – Provides the **Like** button, as well as the number of people who have also indicated that they liked the page.
4. To display profile pictures below the button, select the ‘Show Faces’ checkbox.
5. Enter the width for the plug-in.
6. In the **Verb to Display** drop-down menu, select **Like** or **Recommend**.
7. Select the font style.

8. Select the color scheme.
9. Select the language.
10. Click **Apply**.

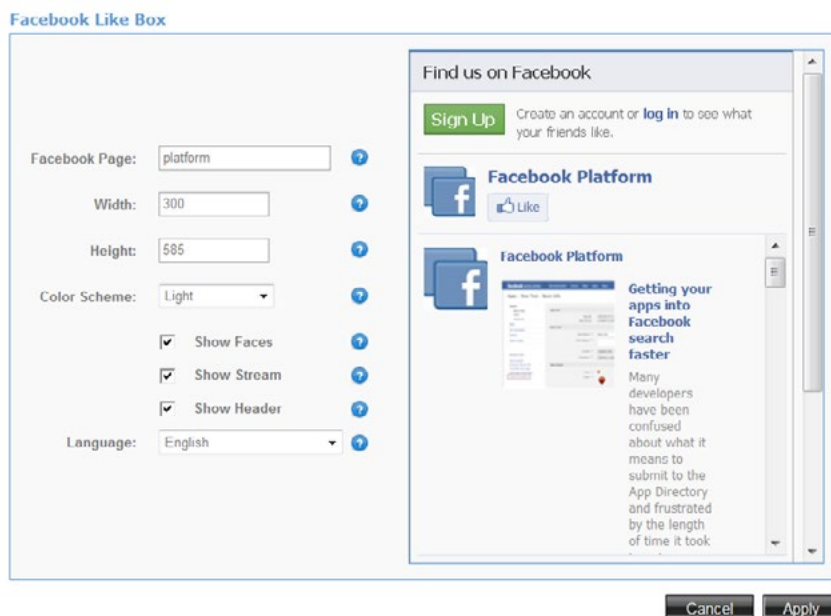
To Add a Facebook Box:

1. Click the **Widget** icon and select **Facebook**.



2. Click **Like Box**.

The Facebook **Like** Box dialog opens.



3. Enter the page name or URL of the Facebook Page for this **Like** box.
4. Enter the width for the plug-in.
5. Enter the height for the plug-in.
6. Select the color scheme.

7. To display profile pictures, select the 'Show Faces' checkbox.
8. To display profile stream, select the 'Show Stream' checkbox.
9. To display the "Find us on Facebook" bar at the top of the Like Box, select the 'Show Header' checkbox.
10. Select the language.
11. Click **Apply**.

To Add Twitter:

Configure the look and feel of twitter on your page by adding a **Tweet** button or a **Twitter** box.

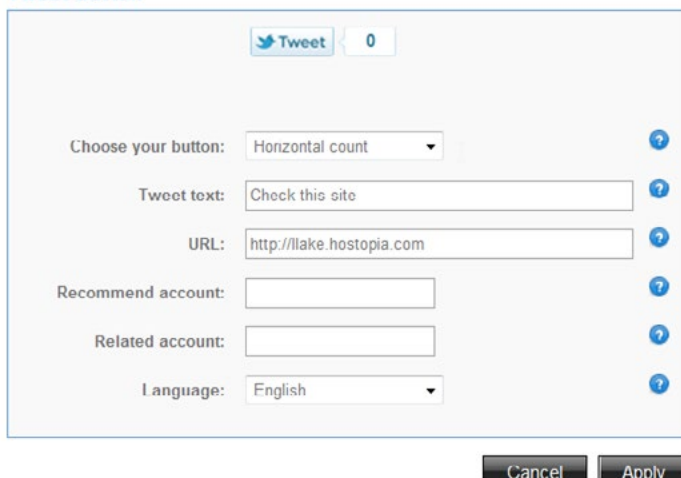
Twitter



To add a Tweet Button:

1. Click the **Widget** icon and select **Twitter**.
2. Click **Tweet Button**.
3. The **Tweet** Button dialog opens.

Tweet Button

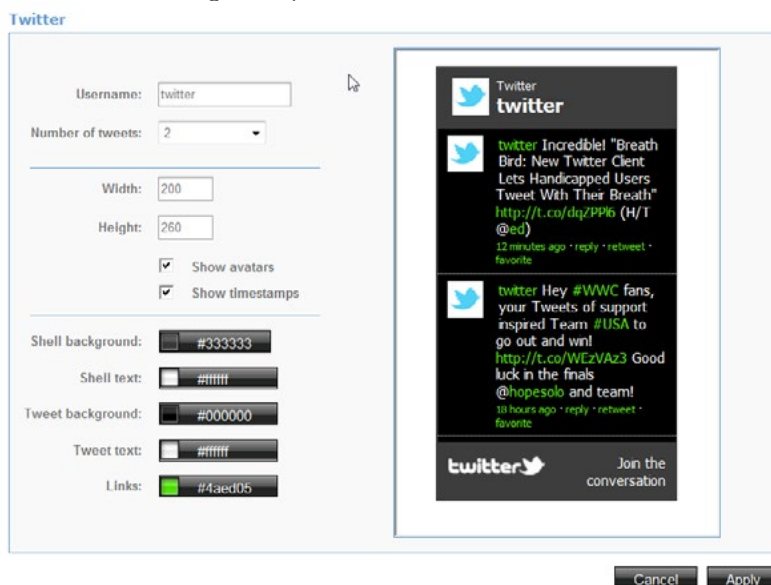


4. Select, **Horizontal**, **Vertical**, or **No Count** from the Choose your button drop-down.
5. Enter the text that will appear in the twitter feed when the tweet button is clicked.
6. Enter the URL of the page you are sharing.
7. Enter a follow-up account in the **Recommended Account** field.
8. Enter an additional account that people may want to follow after clicking the **Tweet** button.
9. Select a language from the drop-down menu.
10. Click **Apply**.

To add a twitter box:

1. Click the **Widget** icon and select **Twitter**.
2. Click the **Twitter** Button.

The 'Twitter' dialog box opens.



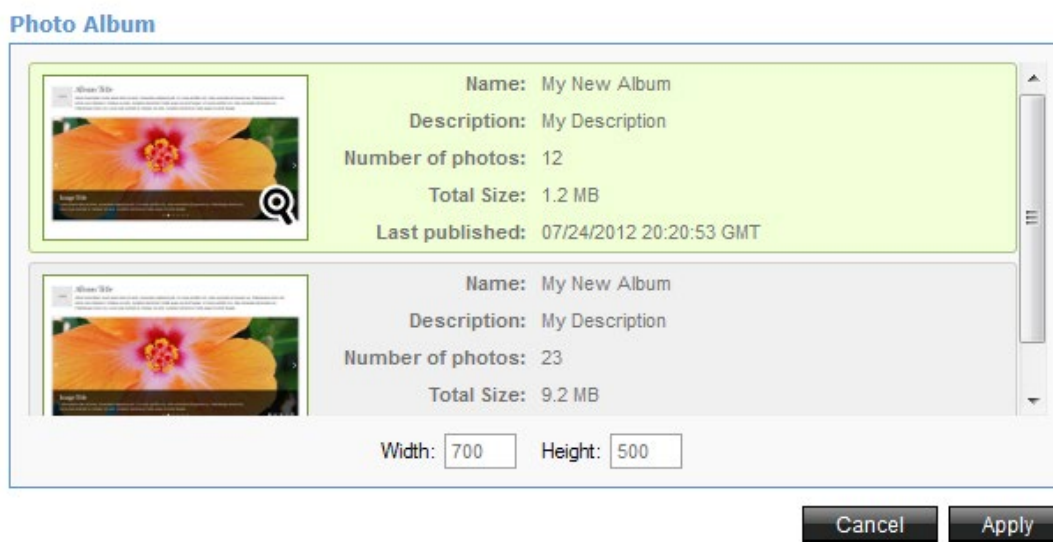
3. Enter the username for your Twitter account.
4. Select the number of tweets you want to display.
5. Enter the width.
6. Enter the height.
7. To display your personal avatar, select the 'Show avatars' checkbox.
8. To display how much time has passed since your tweet was posted, select the 'Show timestamps' checkbox.
9. To change the header and footer color, click **Shell Background**, select the color from the pallet, and then click **Apply**.
10. To change the header and footer text color, click **Shell Text**, select the color from the pallet, and then click **Apply**.
11. To change the background color, click **Tweet Background**, select the color from the pallet, and then click **Apply**.
12. To change the tweet text color, click **Tweet Text**, select the color from the pallet, and then click **Apply**.

13. To change the color for the links, click **Links**, select the color from the pallet, and then click **Apply**.
14. Click **Apply**.

To Add a Photo Album:

1. Click the Widget icon and select **Photo Album**.

The Photo Album dialog opens.



2. Select the Photo Album that you want to add to your site and click **Apply**.
The site page is now loaded with your Photo Album, and you can position it anywhere on the page.
3. Click the **Publish** icon.

Advanced Options

Edit HTML Source

Editing the HTML source allows you to edit the HTML source code.

To Edit the HTML Source:

1. Click the **Advanced Options** icon.
2. Select **Edit HTML Source**.

The HTML Source page opens.

HTML source

```
<div eswid="ESWUserMenuPosition" style="z-index: 106;" id="ESWUserMenuPosition" class="draggable"><div style="position: absolute; top: -15px; left: 0px;" id="userMenu_label"><span class="userMenu_label">Menu editor</span></div><div id="ESWUserMenu"><a class="ESWUserButtonActive" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_324" title="Home" class="ESWUserButton0">Home</div></a><a class="" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_604" title="News" class="ESWUserButton0">News</div></a><a class="" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_910" title="Products" class="ESWUserButton0">Products</div></a><a class="" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_376" title="About Us" class="ESWUserButton0">About Us</div></a><a class="" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_974" title="Contact Us" class="ESWUserButton1">Contact Us</div></a><a class="" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_2971" class="ESWUserButton1">schedule</div></a><a class="" style="position: relative; text-decoration: none; border: medium none;" href="#"><div id="menuButton_6278" class="ESWUserButton1">* New Button</div></a></div></div><div style="z-index: 3;" id="image1" class="draggable art"></div><div style="z-index: 4;" id="bolls_1" class="draggable art"></div><div style="z-index: 5;" id="bolls_2" class="draggable art"></div><div id="ESWpageTitle" class="draggable editable">My New Website</div><div id="ESWpageTitle" class="draggable editable">andrea hostopia.com</div><div eswid="ESW_GEN_ID_0" id="ESW_GEN_ID_0" style="z-index: 6; height: 146px; left: 160px; top: 362px; position: absolute;" class="ESWpageContent draggable editable"><h1>laculis lacinia est</h1><h1>Vestibulum laculis lacinia est. Erro dictum elementum velit. Fusce euismod consequat ante. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque sed dolor. </h1></div></pre>
```

3. When editing is complete, click **Apply**.

Edit CSS Source

Editing the CSS source allows you to edit the HTML source code.

To Edit the CSS Source:

1. Click the **Advanced Options** icon.
2. Select **Edit CSS Source**.

The CSS Source page opens:

CSS source

```
/*  
===== TAGS =====  
*/  
body {  
  background-color: #FFFFFF;  
  margin: 0px;  
  padding: 0px;  
}  
a {  
  color: #006CAF;  
  text-decoration: none;  
  font-family: Arial;  
  font-size: 10px;  
}  
/*  
===== HEADER =====  
*/  
#ESW...-TAG #ESW...-TAG
```

3. When editing is complete, click **Apply**.

Edit Metadata

Editing the Metadata allows you to edit the HTML source code.

To Edit the MetaData:

1. Click the **Advanced Options** icon.
2. Select **Edit Metadata**.
The CSS Source page opens.

Edit Meta Data items

Page Title:

Meta Description:

Meta Keywords:

3. When editing is complete, click **Apply**.

Edit Site Menu

The position of the site menu editor can be changed on the master page only. When on ordinary pages, the site menu editor can be accessed (new pages can be added, existing ones can be deleted), but its position is locked.

This allows you to set properties for individual buttons of the site (font, background, button border, padding of text inside the button, button margin). A preview feature is available on the site menu editor, so you can see the changes of properties without having to exit the menu editor.

To Edit the Site Menu:

1. Click the **Advanced Options** button.
2. Select **Edit Site Menu**.
The Edit Site Menu page opens.

Edit Site Menu

Menu Visibility: Show Hide

Menu Orientation: Vertical Horizontal

Button Height: px

Button Width: px

Font:

Font Size: px

Font Color:

Font Hover Color:

Font Active Color:

Alignment and Font Style:

Button Border:

Interior Padding:

Button Margin:

Buttons Background

Inactive Buttons:

Hover Buttons:

Active Buttons:

Apply settings to all buttons

Site buttons preview allows you to easily review changes made without exiting the site menu editor every time properties are changed.

- To apply the changes to all menu items, select the 'Apply settings to all buttons' checkbox.

Apply settings to all buttons

The feature will be checked by default. It allows you to apply the same parameters for all buttons at once. If the checkbox is cleared, the buttons can be configured separately.

- To apply changes to individual menu items, select the button from the preview pane.

Apply settings to all buttons

Editing: News

The menu button affected by changes is listed below the 'Apply settings to all buttons' checkbox.

- Adjust the visibility and orientation.

Menu Visibility: Show Hide

Menu Orientation: Vertical Horizontal

- Show or hide the menu.
- Display the menu vertically or horizontally.

Vertical Display

Home

News

Products

About Us

Contact Us

Horizontal Display

Home

News

Products

About Us

Contact Us

- Adjust the button dimensions.
These buttons allow you to set button dimensions.

Button Height: px

Button Width: 0 px

- Modify button **height** and **width**. Both are set in pixels.
- Edit the font properties.
This option allows you to choose the button font properties.

Font: Tahoma

Font Size: 12 px

Font Color: #686868

Font Hover Color: #686868

Font Active Color: #686868

- Select the font type from the drop-down list.
- Enter font size in pixels.
- Click the color button, select the font, font hover, and/or font active colors, and then click **Apply**.
Please Note: You can also write the color's HEX index in the respective field.

Select Color

#686868

Cancel Apply

8. Edit the alignment and font style.

Alignment and Font Style:

9. Modify the button border.
- This option allows you to set border dimensions to a particular site button.
- Click the **Button Border** button.
- The 'Button Border' dialog box opens.

Button Border

Style: None

Thickness: None

Color: #000000

Cancel Apply

- Select the style, thickness and color.
10. Set the interior padding.
- This option sets the interior padding of the button.
- Click the **Interior Padding** button.

Interior Padding

Top:	<input type="text" value="5"/> px	Left:	<input type="text" value="20"/> px
Bottom:	<input type="text" value="5"/> px	Right:	<input type="text" value="10"/> px

- Set or adjust the top, left, bottom and right parameters of a button.
11. Set the button margin.
This option is used to set the margin of the button.
- Click **Button Margin**.

Button Margin

Top:	<input type="text" value="0"/> px	Left:	<input type="text" value="0"/> px
Bottom:	<input type="text" value="0"/> px	Right:	<input type="text" value="0"/> px

- Adjust top, bottom, left and right parameters.
12. Set the button's background.
This section allows you to set the background color for the button.

Inactive Buttons:	Color <input type="text" value=""/>	<input type="button" value="#FFFFFF"/>
Hover Buttons:	Color <input type="text" value=""/>	<input type="button" value="#FFFFFF"/>
Active Buttons:	Color <input type="text" value=""/>	<input type="button" value="#FFFFFF"/>

- Set the color for inactive, hover, and active buttons.
13. Click **Apply**.

Browser Centering

Enabling browser centering allows you to center your web site, displaying it in the middle of the screen, no matter what resolution is set.

To Enable the Browser Centering:

1. Click the **Advanced Options** icon.
2. Select **Browser Centering**.
The Browser Centering page opens.

Browser Centering

When enabled, this feature centers your web site, displaying it in the middle of the screen, no matter what resolution is set. You can see your site centered with the Preview button or when it is published.

Enable Browser Centering

Cancel

Apply

3. Select the 'Enable Browser Centering' checkbox.
4. Click **Apply**.

Edit Head Tag

To Edit the Head Tag:

1. Click the **Advanced Options** icon.
2. Select **Edit Head Tag**.
The Edit Head Tag page opens.

Edit Head tag

Please enter the HTML code you wish to be included in the <HEAD> tag of your page, in the field below.
Note: You do not need to include <head> or </head> in the text area.

Apply to All Pages

Cancel

Apply

3. Enter the HTML code you want to be included in the <HEAD> tag of your page.
4. Select the 'Apply to All Pages' checkbox if you want this information displayed in the head section of all pages.
5. Click **Apply**.

Hyperlink to a Page or Site

With the 'Hyperlinks Properties' dialog box, you can link a page within your site, an external website, a document or email. You can configure the links to open in the same window or in a new window.

Hyperlink properties

1. What type of link do you want to create?

External website

Internal page on my site

Document or other file

Send Email

2. Enter the address of the web site.

Open in a new window


To Insert a Hyperlink:

1. Highlight the text you want to link from.
2. Click on the **Hyperlink** icon.
3. In the 'Hyperlink Properties' dialog box, complete one of the following:
 - To link to a website, choose **External Website** and enter the URL address.
 - To link to a page within your website, choose **Internal Page** on my site and select the page from the drop-down menu.
 - To link to a file, choose **Document or Other File**, click **Browse**, and then select the file you want to upload.
 - To provide an email address for the link, choose **Send Email** and enter the email address.
4. To open the link destination in a new window, select the 'Open in a new window' checkbox.
5. Click **Apply**.


Bulleted Lists

Bulleted lists help organize text when sentences or paragraphs are not required. There are two ways to create bulleted lists: use existing text to create your lists or create a fresh list with a new text block.

To Create a Bulleted List with Existing Text:

1. Double-click on an existing text block.
2. Highlight the text you want to put in your bulleted list.
3. Click .

To Use a New Text Block to Create a Bulleted List:

1. Create a new text block .
2. Click .
3. A bullet will appear; type in your text.
4. Press the enter key on your keyboard to set your next bullet.
5. Repeat steps 3-4 until bulleted list is complete.


Please Note: Each new sentence/fragment is bulleted by default. If you want to break a paragraph into an additional bullet, place your mouse on the text of an existing bullet and hit enter.

Original Paragraph	Bulleeted List (default)	Existing Paragraph broken into Bulleted List
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod.</p> <p>Tincidunt ut lacreet dolore magna.</p> <p>Aliquam erat volutpat.In pede mi, aliquet sit amet, euismod in, auctor ut, ligula.</p>	<ul style="list-style-type: none"> • Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod. • Tincidunt ut lacreet dolore magna. • Aliquam erat volutpat.In pede mi, aliquet sit amet, euismod in, auctor ut, ligula. 	<ul style="list-style-type: none"> • Lorem • ipsum • dolor • sit • amet • consectetur • adipiscing • Etc.


Headings

Headings are primarily used as titles to indicate the meaning of a section of text. There are two ways to create headings: use an existing line of text or create a brand new heading.

To Use an Existing Line of Text to Create a Heading:

1. Double-click an existing text block.
2. Highlight the text you want to make into a heading.
3. Click .

To Create a New Heading:

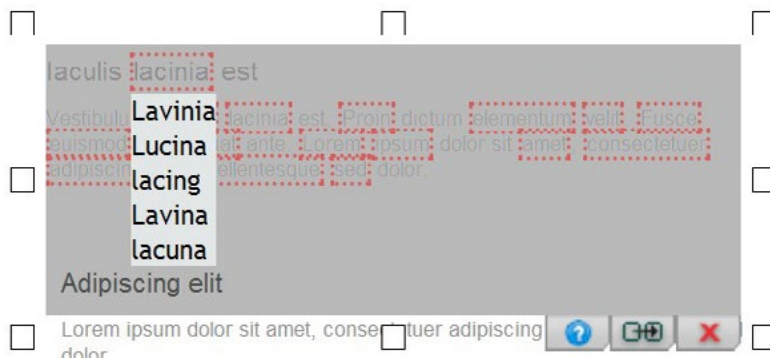
1. Create a new text block.
2. Click .
3. Type in the text you want to use for your heading.
4. Once you satisfied with your heading, press enter to begin a new line.

Spell-Check

Spell check is available to verify the spelling within each text block.

To Check Spelling within a Text Block:

- Double-click on the text block you want to spell check.
- Click on the **Check Spelling** icon in the editor toolbar.
- Words which appear to be spelled incorrectly are outlined in red. Click on the red outline and select from the option list for the correct word. It will automatically be corrected.



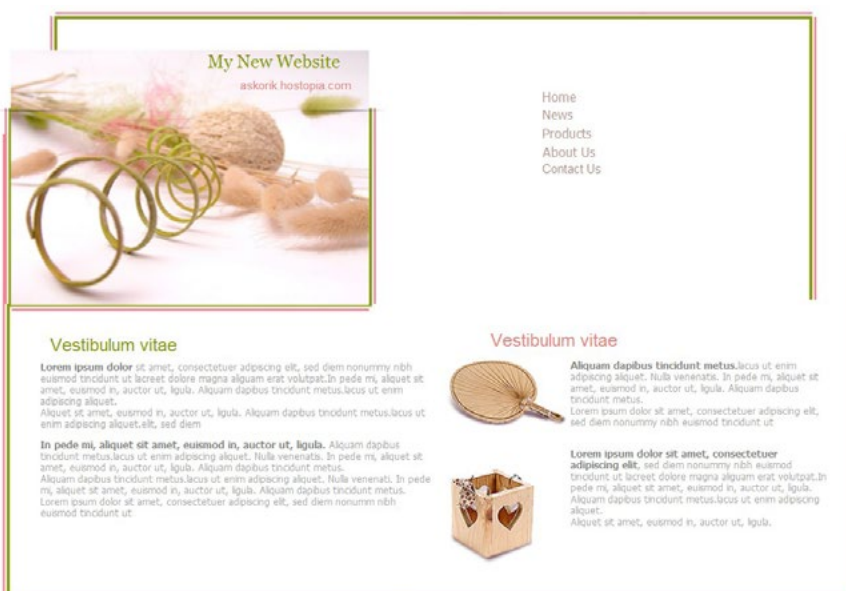
Publishing your Website

Full Screen Mode

Full screen mode provides you with the ability to open the editor's screen to the full monitor size in order to facilitate the editing process.


Preview

Preview launches a new browser which allows you to view the site prior to publishing. To preview the site, click on **Preview**.



Publish

Once you are satisfied with the content that you have created with EasySiteWizard, you may want to publish the site.

1. Click  to publish your site.
2. Check the URL location (i.e. <http://screenshots.company.com>).
3. Click **Yes**.
4. On the Congratulations dialog, click **Close**.



Connecting and Protecting
the Networked WorldSM

ABOUT LEVEL 3

We build, operate and take end-to-end responsibility for the network solutions that connect you to the world. We put customers first and take ownership of reliability and security across our broad portfolio.

1.877.2LEVEL3
info@level3.com
level3.com