

# TUTORIAL OF HOMEPAGES.CO.IN EASY WEB EDITOR.

## Web Editor Features

What You See Is What You Get editor means- somewhat like a word processor where you can see what your page will look like (mostly) as you type

### Features of Web editor.

Rich-text, WYSIWYG ( what you see is what you get) editing, updating, deleting, adding.

Works with **Internet Explorer** (Windows) or **Firefox** (Windows or Mac OS X)

Unlimited additions, editing, updates, from anywhere at any time at no cost

Standard, easy-to-use toolbar buttons

No knowledge of HTML or programming experience required

Complete table support, including nested tables and formatting by cell, row, or entire table

Properties Editor allows you to change borders, colours and margins on almost any element

Add links and optionally make them open in a custom-sized window

**Cut and paste from Microsoft Word** and other programs, with options to remove or preserve formatting

Works with existing web sites.

You can start paypal based site with our full assistance.

Illustrated **documentation** and free support by email

Move and resize images and other elements

Complete File Manager to upload, move, rename or delete files

Insert animations, clipart, flashy images.

Insert images and other files from your computer

Display as many images by just one click.

HTML source code editing for experienced designers

Various professional site **templates and styles** to choose from

Add categories and sub-categories.

Easily add, rename, move or remove pages in two-level navigation system

Site menu links created and updated automatically throughout site

Navigate site easily through one admin.

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## Welcome!

Tutorial of Easy web editor teaches you to illustrate how you can maintain control over the look of your web site. You are Content Manager of your website.

# **GETTING STARTED**

## **Step 1 : -**

Simply click the <http://www.yourdomain.com/admin> at address bar. You will see the Login screen; Fill up the "User name" and "Password" fields in the dialog box. User name refers to email address and password that we have assigned to you at your email address. Click LOGIN.

## **Step 2: -**

1. You will be greeted with a window that contains left hand side menu.
2. Click **VIEW WEBSITE** in another window to view the changes when you start adding contents.
3. Click **PROFILE SETTINGS** and fill the whole information.
  - Company name information will be displayed on the main page
  - Sub-title will be punch line and will be displayed under title of the website.
  - EMAIL will be one where others can contact us by filling up feedback form if you had activated form in extra services.
  - **Refresh other window of your website to see the changes.**

## **Step 3: -**



Click **ADD MENU** to create link in the menu bar of the website. **Eg: - Products, Company profile, Clientele etc.**









## **Step 4: -**


Click **ADD CONTENT**.

- **Select Menu:** - Select from drop down menu and select the desired link to be filled up with content. **Eg: - Products.**
- **Title:** - Insert Title of the desired web page. EG: - if you have selected products from menu list, you can insert title as Product List of May 2007. Select the title to make it ***BOLD ITALIC UNDERLINE***, *text color*, *background color*, *text size*, *fonts*.

- **Keywords section:** - KEYWORDS sections are very important for the search engines like Google, yahoo, Msn. Fill up the keyword section relating to your website.
- **BODY:** - Add content in body.

Eg: - Products name and it's MRP. Select the text and choose from various options which are available to make the content right align, left, center align, font size, font types **B** *I* U, text colors , background color of text . The appearance of the text will instantly change if worked with above options

1. **Insert table**  with as many rows and columns
2. If you have **word documents** with you , then just CTRL C the content of word and CTRL V in our web editor. The same content will be pasted in web editor.
3. **Insert link**  by selecting the text and fill the targeted URL.
4. If you want to look at the HTML code that is generated from what you just typed, click the "HTML Source" tab at the bottom of the editor. Remember to uncheck to get back to normal mode when you've finished admiring the code. (ONLY SUGGESTED FOR THE PROGRAMMERS).
5. **Insert Image:** - Click the  image button. Pop up window will get open. Click BROWSE. Select the picture from your pc. Eg: - any of your product. After you selected the picture, click open. The destination of the image will appear on the blank bar. Click UPLOAD. If the size is big, then it may take little time. You will get intimation that "IMAGE UPLOADED SUCCESSFULLY" which means that image is uploaded in the gallery. Upload as many pictures at a time. After uploading all the pictures, close the image window. Place the cursor where you want your image to be placed. I.e. Center, left or right. After click again  button where you will see all the pictures uploaded. Click the image from the gallery. The image name would appear on SELECT IMAGE FROM ABOVE. Click OK to publish in body. Image will appear in the body. You can stretch image width and height.
6. **Background Color**  **and Text Color** . There may be occasions that you need to change the color of certain TEXTS and TEXT BACKGROUNDS. For example, you may wish to change the background color of your text. To do this, select the desired content. Click custom color from color dialog box. "Background". If you are changing the colors of your background and text, be sure to select colors that will contrast well so that your text can be easily read.
7. **Creating a Link**  **to Another Page.**

- Select the content to be linked.
- Click  link button in editor.
- Pop up window will open.
- Target will have two options. Current window means the targeted link will be open in same window and new window means the targeted link will be open in new window.
- Enter the desired link using “http”
- Click OK.

## 8. Creating Tables to Display Your Data. Eg: - Products List with Price.

Price	Products (w.e.f. 2007)
100.00	Product A
1600.00	Product B
247.00	Product C
300.00	Product D
500.00	Product E.
900.00	Product F

You can add as many rows and columns.

After you are done with content and images, Click Add content. Content and images will be immediately uploaded on your website.

Refresh other window to see the changes in the web page you added.

### **Step 4: -**

**ADD USER:** - This means to give authority to some person from your side to enter the admin panel of the website. After adding user email address and password of the person, the person can access, edit, update, delete, and add content, images in your whole website just as you. This is very confidential.

## Step 5: -

**Template settings:** - Here you will see two links

1. THEMES
2. THEMES OPTIONS.

### 1. THEMES: -

Themes are the web design for your website. CURRENT THEME signifies your present design. Available themes are other web designs for your website displayed below. Click in any of the available themes to change the design of your website. Refresh it in other window. If you don't like the design, again just click the old theme. You can change the web design in one click.

### 2. THEMES OPTIONS: -

**Your Logo:** -Select yes to display logo. Browse and select the image from your pc. Click open button and click UPLOAD button.

Click yes to display your website name.

Select the align of your website title to be in right, left or center.

Click **CHANGE SETTINGS** to save the changes done.

## Step 6: -

**Edit Menus / Content:** - Go to Edit Menus/Content to edit menu names and contents of the website.

You will see 2 options.

**Click Edit menu.** In ACTION TABLE, there will be small edit and delete button link. Click the desired edit menu link to change the name of the menu. Eg. Products list to Products. Delete if you don't want that menu name. But before deleting, please take the content of the menu in word file.

**Click Edit content.** Title under the menu name of all the web pages will be displayed. Choose Edit to edit the contents and make the necessary changes. Refresh the window to see the changes. To see how your page appears in an actual web browser, click the "Preview" tab to enter.

## Step 7: -

**EXTRA SERVICES:-**

Here you will see 2 options: -

1. Extra services and
2. Create /Edit services.

**Feedback form:** - Select yes to activate feedback form in CONTACT US webpage.

**Survey Poll:** - Select yes for online survey poll Eg: - for your products. If selected yes, go to Create/ edit services to create poll of your desired question.

**Autoreponder message:** - Select yes to Autoresponder to thanks customers / visitors who had sent you inquiry via feedback form. If yes, Go to Create/ Edit services to write the autorespond message. The main purpose of such a page is to provide feedback to the visitor that his comments had been successfully submitted. You can write anything you wish for this page. For example, you might want to say something like "Thank you for your comments.

### **Step 8: -**

**Change password:** - Change password of your admin panel. You can retrieve the password by clicking forget password link on admin page.

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### **Overall Goals of this Tutorial**

By the end of this tutorial, you will have set up a working website with multiple pages, including a main page, a feedback form, a Reciprocal Links page, an About Us page, Products page etc. Your pages will contain images, multiple columns, a form, links to other pages within your site, links to other sites, text in different font sizes, etc. In other words, you will have a fully functional website.

More importantly, you will know how to use your web editor to create, design and publish your site so that you can design new sites any time you want.