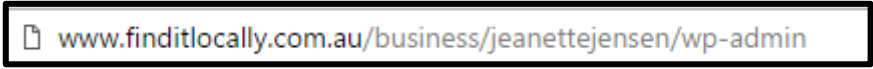


3. With this lesson you will learn how to work with

1. TEMPLATES 2. CONTENT BOXES (Format Text, Insert Images), MEDIA 3. SLIDE SHOW

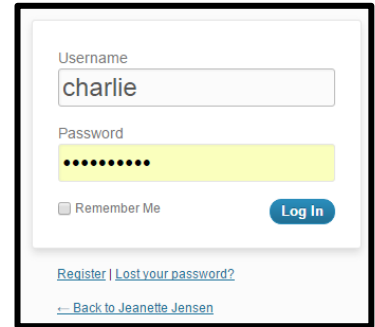
TEMPLATES

Step 1. Login to your website.



LOGIN

- a. Enter your **URL Login Address** to the Address bar
- * The Login Page appears
- b. Enter your **Username** and **Password**
- c. Click on **Log In** button



Step 2. Activate the Website Editor area so we can work with the website. (Click on Website Editor tag on the main menu (left))

Notice the Tags at the top and which Template applies to you.

Template 1.



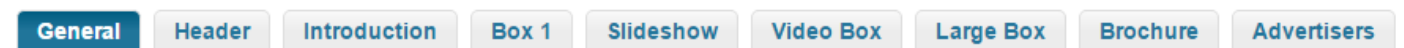
Template 2.



Template 4.



Template 5.



As you can see each Template operates many of the same features (General, Header, Brochure, Box 1 & Large Box Areas) Generally we offer Template 1, 2 or 4 as they are easy to operate. Template 2 & 4 have a Slide Show Feature.

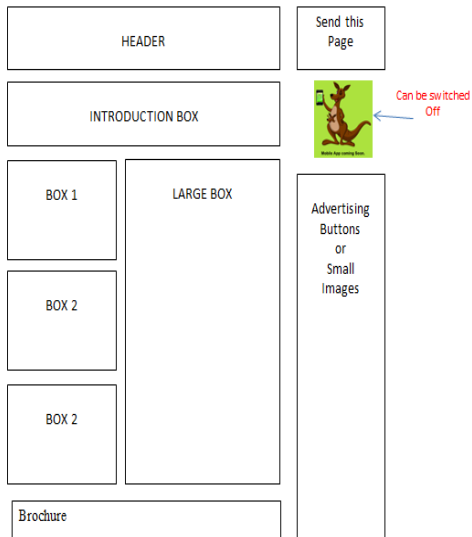
You have been given a Template based on our understanding of your business to work on, however you can change the Template at this point because each Template offers different features and not all features apply to all Templates. It is best to get the Template decided upon from the start.

Example. If you have been given Template 1 and you want to run a Slide Show then you should switch to Template 2 or 4. If you want to offer a Slide Show and Video then you should switch to Template 2 or 5.

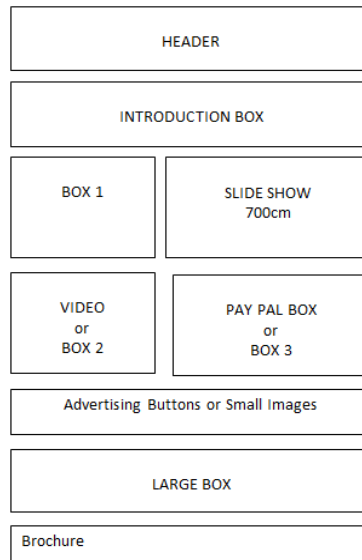
Template 5 is more complex to work with as it also offers a Menu Service offering you 5 Pop-up Boxes. (We offer a separate lesson on how to operate Template 5 meaning you will need to exit this training and go to Lesson 6. Working with Template 5 from www.finditlocally.com.au/website-lessons)

There is no limit to the length of the webpage however the width must fit most screens so we suggest don't go over 1150cm wide Images (eg. Header Images or Images to go into Introduction or Large boxes)

Template 1.



Template 2.



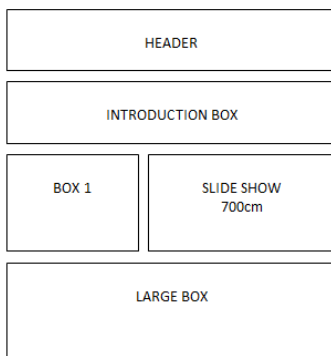
Template 3.

This option is for those who already have a website which is to be displayed.

The template is none active but there is access to

Dashboard (to see hits)
Business Details
Special Deal Voucher
Employment

Template 4.



Template 5.



- Home - Slide Show
- About Us - Box 1
- Visit - Box 2
- Contact - Box 3
- Services - Box 4
- Video

Step 3. Activate the Appearance area.

APPEARANCE

a. Click on the **Appearance Tag** from the main menu

The Template you currently have selected is presented at the top.

NOTE: Please only stick with selecting between templates 1, 2, 4 and 5. All other options on this page are not completely workable and will cause problems for your website.

You have two choices

Activate – which will change your current template.
 NOTE: once this is activated you will return to the Backend and when you click on Website Editor you will see the Tags at the top have changed.

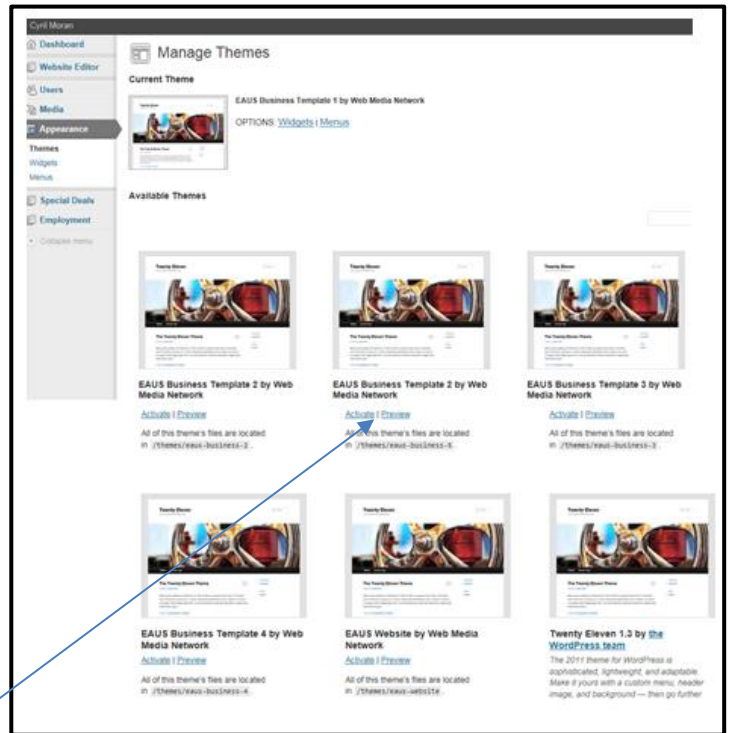
Preview – which will show you how your website will look. **IMPORTANT:** If you activate the Preview you will need to hit the Back Button to return to the Backend Login Area.

Step 4. Change to another Template if you wish. If you are unsure then stick with the Template we give you for now and when you feel more confident you can change the Template at a later date.

CHANGE TEMPLATE

a. Click on **Activate** for the **Template you desire 1, 2, 4 or 5**

* Notice the Template is now at the top showing you it is the active one



Step 5. Activate the Website Editor area again so we can work with the website. If you have changed the Template there will be different tags.

Step 6. View the Frontend of your website to see your website and notice the areas may differ. Return to the backend.

Now that you have selected the Template we will continue to work on our website.

The Introduction area sits just under the Header area and is as wide as the Header area, it can be as high as you want it to be, there is no limit.

Most people will read this intensively as it should inform them about what they are looking for. It is important to offer high quality content to communicate well. You may offer a list of options with bullet points showing them these are your offers. You may offer links to videos and ask them to view this first.



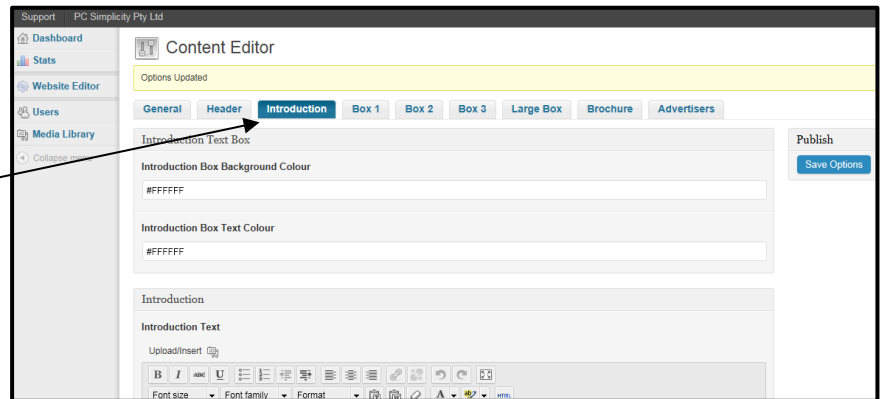
2. CONTENT BOXES (Introduction, Box 1, 2, 3, Large Box), MEDIA

Step 7. Activate the Introduction area and insert your information and/or Images to the Content Box.

INTRODUCTION AREA

- Click on **Website Editor** from the left
- Click on the **Introduction Tag** at the top

Again at the top you have access to change the Background, Border and Text Colours.



There may be some text already entered into the Introduction Content Box designed to help you. You can delete this using the Select All function.

DELETE ALL TEXT IN A TEXT BOX

- Right-click** within the **Text Box** (A menu appears)
- Click on **Select All** from the menu (Notice all the text is selected)
- Press the **Delete** key

THINGS YOU MUST KNOW ABOUT ENTERING CONTENT

- To move the cursor down to the next line directly underneath – Press **Shift+Enter** keys at the end of the line to insert an enforced new line break (do not do this if you are adding Bullets to the text afterwards)
- To insert a new paragraph break (two lines) – Press **Enter** key
- To apply Bullets to each line of text, you must use the Paragraph Break to divide the rows (Enter key), then select the text and apply the Bullet function
- Select text by click-dragging over it before you apply a Bold, Italics, Font Colour function
- Remember if you leave plenty of blank rows at the end the box height it will increase the height of the box, to decrease it you will need to delete these blank rows by pressing the Backspace or Delete keys
- When Inserting Images ensure to have a place to move your cursor to afterwards a good idea is to type some text and insert the image above the text so you can place your cursor on the text afterwards
- You can use functions such as Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V) should you wish to move things around or duplicate them. You can cut & copy images once they are inserted.

Step 8. Enter your introduction message into the Content Box and perform various formatting to make it look good. Remember that this is a website and not a word processor so there are some rules & restrictions.

The Text Box contains various functions such as: Bold Text, Italic Text, Align Text, Colour Text, Create Hyperlinks, etc. You can also insert images.

Step 9. Once you have entered content perform the Save Option function.



Step 10. View the Frontend of your website to see your progress then return to the backend of your website. (Click on the Tab)

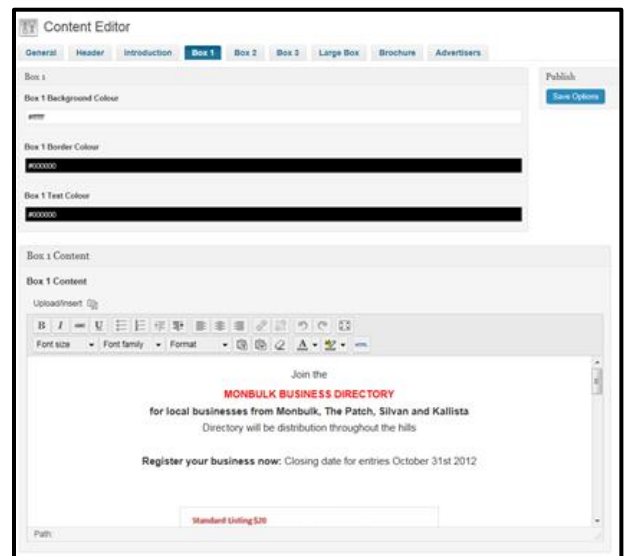
All the Content Boxes operate with the same method, the only thing that varies is the Width dedicated to these Areas. The Introduction Box is as wide as the Header. Other Content Boxes are narrow and fitted to half the page as they may sit side-by-side to a Slide Show Area, Video Area, Large Box Area.

Step 11. Activate Box 1 (Click on the Box 1 tag), select a Background and Border Colour, then enter some content into this box.

Remember this box is only around 17cm wide So you will need to make it long and skinny.

Note: If you are performing the Copy and Paste function to add your text you may run across some problems if the formatting is not compatible.

If you insert images (jpg files) that are larger than the Text Box it may cause the page layout to change to accommodate the image.



The best websites have been created over time as you find more interesting features and content to place on it.

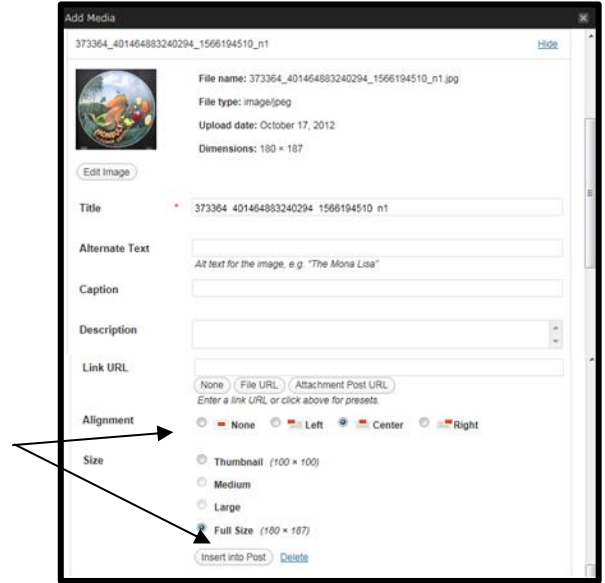
Step 12. If you have an image to insert feel free to do so. Your image must have gone through the correct Image Formatting Process taught in our 'working with images' lesson so it loads quickly. You cannot insert a photo file taken from your camera were the file is larger than 200kb.

See instructions on the next page

INSERTING IMAGES



- a. Click on the **Upload/Insert** link located top left of the Text Box
 - * The Select Image window appears
- b. Click on the **file** then click on the **Open**
 - * The image is uploaded (wait until the process is finished)
 - The Add File window appears once it is fully uploaded
- c. Check the Title as all image Titles are read by 'Spider Programs'
- d. Select an **Alignment (None, Left, Centre, Right)**
- e. Delete the **Link Url** address (ensure it is blank)
- f. Select a **Size**
- g. Scroll down and click on **Insert into Post** button
 - * The Image is inserted into your Box



All images that you upload to your website are stored in the Media Library so it is easy to upload them again if you accidentally delete one. It is also easy to delete an Image.

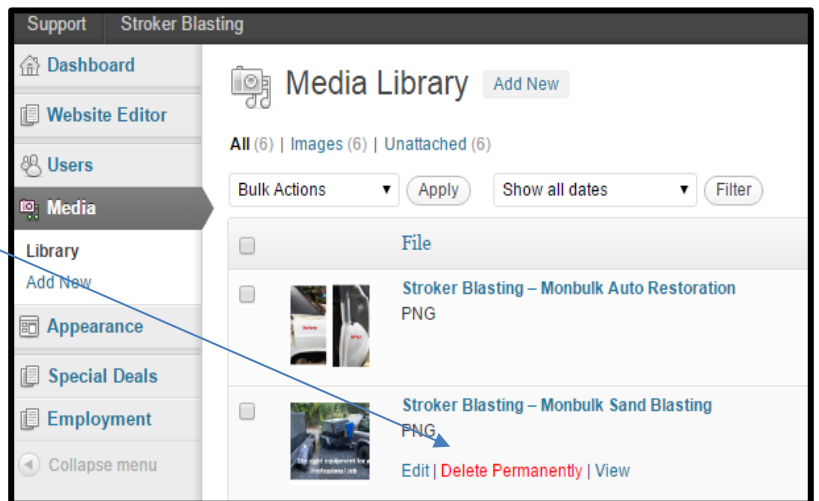
DELETE IMAGE

- a. Click on **Image** to select it
- b. Press **Delete** key

If you really don't need the image anymore we suggest you delete it from the Media Library as it is just wasting space.

DELETING AN IMAGE FROM THE LIBRARY

- a. Click on the **Media** tag from the main menu
- b. **Point to the image** or file
- c. Click on **Delete Permanently** from the pop-up menu



This Text Box can be as long as you want but you must be careful with the width.

Step 13. Perform the Save Option function then view the Frontend of your website, click on the Image.

Because you have deleted the URL Link the reader stays on this page. If there is an address in the URL Link area then the reader will be taken somewhere else.

Step 14. Return to the Backend.

If you don't need any of the Boxes you can hide them by changing their Border, Background colour to the same colour as the website.

Step 15. Go to the various Boxes and enter some text eg. Box 1, 2, 3 or Large Box. Practice using the functions available and remember to perform the Save function every now and then and view the Front End to see your progress.

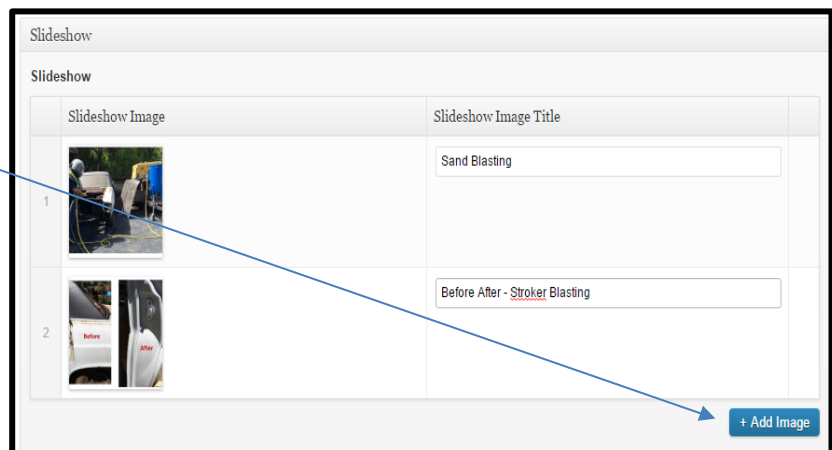
3. SLIDE SHOW

For Template 2 and 4 the Slide Image Size will need to be 600pxls (16.5cm) wide x 400pxls (10.5cm) high. For Template 5 the Slide Image Size will need to be 900pxls (24cm) wide x 280pxls (7.5cm) high.

Step 16. Add a few Images to the Slide Show.

SLIDE SHOW

- a. Click on the **Slide Show Tag** from the top menu
 - b. Click on the **Add Image Button** to add a new Image area
 - c. Click on the **Add Image icon button** and go through the process of selecting your file
 - d. Enter a **Slide Image Title**
- * Repeat so you have a few slides (often 3,4 is good)



Step 17. Perform the Save Option function then view the Frontend of your website and wait for the slides to show to roll through the slides. Evaluate each slide ensuring it is a great image you are presenting.

Step 18. Remove unwanted Slides and their Slide area. (Click on the - symbol on the right)

REMOVE SLIDE AREAS

- a. Point to the slide and the Insert/Remove symbols will appear
- b. Click on the **Minus Symbol**



Step 19. Perform the Save Option function, then Logout of your service.

You can now move onto the next lesson 4. FIL Lesson - Advertisers, Brochures, Hyperlinks