



Cheaper Domains: Site Builder Quick Start Instructions

To start working with Site Builder go to

<http://sitebuilder.cheaperdomains.com.au>

You can play with the full Site Builder program for up to 30 days. All features are active although you cannot open the shopping cart in a trial account. After 30 days the account is removed from the server automatically if you do not choose to upgrade to a paid account.

Here is a rundown of how the Site Builder Wizard works. I will go through the steps one at a time. Don't worry if you don't get something right the beauty of the program is you can go back and forward to make changes even after you publish. You can even select a new template at a later date to give the site a new look and feel.

Step 1: Start

Select the type of site you would like to create. For most clients you should select 'Create your site' at the top. Once you have made your selection, it will have a tick next to it, click the next button at the bottom right of the page to continue.

Step 2: Design

Pick a template, colour scheme, banner and logo. There are over 500 templates in the system and more will be added as they become available, to make finding the right template for you easier they are broken down into categories - top Left. Down the bottom of the page you can change the number of template thumb nails displayed per page.

Colour schemes in the upper right, generally there are 3 available per template to select from.

Banners just below colour schemes. There are two types of templates some allow custom banners and others which only allow you to select from the available banners in the drop down list, again in most cases 3 banner options are provided. You will find a 'browse' button directly below the banner selection window on the right which allows you to upload custom banners. If the 'browse' button is greyed out that particular template does not support custom banners. Note that images you upload as a banner should be roughly 4 wide for every 1 high with a maximum size of 1024 x 350 pixels. If required we can create a custom banner for your site, provided the template supports custom banners, from photos you provide. Generally you would be looking at about \$65.00 for this service.

Menu Styles you should have 3 different menu styles to choose from per template which you can change at any time.



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Logo all templates come with a logo and the ability for you to upload a single custom logo. If you do not want a logo on your website click the 'clear' button. Logos should be very small max of 320x320 pixels.

Site Info just below logo. Allows you to enter the site title, subtitle and any footer message you may wish to add to your website. Again don't worry too much about getting this right first time as you can always come back and fix it up later.

Once you have made your selections click next down the bottom right of the screen.

Step 3: Pages – create and edit the structure of your website

On the upper left you will find Page Sets, choose a page set which most closely fits the page layout you would like for your site. Each page set gives you a different list of standard pages which you will see in the upper middle of the page. Don't worry you can add, remove, move and rename pages. On the right you will see 'Your site structure' which is what will be used for your website.

Add / remove - Pages are manipulated by ticking the box next to a page and then clicking the < or > arrows to either add a page or remove it from 'Your site structure'

Rename a page - tick one of the pages in 'Your site structure' and click the 'rename' button in the bottom right just above the next button will become available.

Page position - click a page in 'Your site structure' and on the very right the page position options available will be shown. Move a page up or down to change its order. Left and right allow you to make subpages.

Special Pages - these pages perform specific functions such as shopping carts, blogs, basic forums, picture galleries & flash intro's

Once you have made your selections click next down the bottom right of the screen. Step 3 and 4 will be the ones you revisit most often as you build your website.

Step 4: Edit

Now that you have worked out the website structure it's time to add content to the pages.

Each page can be selected from the 'site map' in the upper left. Just below this you will be able to enter details for each page, such as its title, file name and most importantly enter key words so people can find you on Google once the site is published. On the right hand side you will have a number of modules which can be dragged and dropped onto your website to add functionality, perhaps the most useful of which the 'feedback form' If you do add a feedback form make sure you click on all 3 tabs at the top to configure your form.

In the middle of the screen you will see the basic website and have at least one area on each page where you will be asked to 'type content here' You can adjust fonts, insert pictures and create

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hyperlinks to external pages using the toolbar at the top of the page with most icons being the same as a standard word processor.

To link a form to your site: create some text like "click here to down load the application form." In this example highlight the word "here" and click the insert/edit link button in the toolbar, it's on the 2nd toolbar line and looks like a planet with an 8 on its side. Click the browse server button and on the next page down the bottom click browse. Locate the file on your computer to be uploaded to the server. Click upload once you have found the file to send it to the server. Once it's uploaded the file will be available for use in a hyperlink. Simply click on it to select the one you want.

At any time you can preview the site before it is published with the preview button at the top. Also note that saving content is not the same as publishing the content to the web server, it only becomes visible once published. Saving keeps the content in the offline Site Builder vault so you can continue working on it at a later date.

Once you have made your selections click next down the bottom right of the screen.

Step 5: Publish

Make your website available on the web, if you have a paid account.