EasySiteWizard

PROFESSIONAL

EasySiteWizard Professional 8

User Guide

Contents

1. Introduction

EasySiteWizard 8 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 Professional allows you to drag and drop your way to a successful online presence.

1. To launch EasySiteWizard 8 take the following steps:

2. Log into your WebsiteOS control panel. Site Builders

3. Select "Site Builders" from the WebsiteOS main menu:

4. Then click on the EasySiteWizard Pro Version 8 icon located in the sub-menu.

The EasySiteWizard 8 welcome screen will display:

Welcome to

EasySiteWizard
PROFESSIONAL

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.

Start

To launch EasySiteWizard Pro 8, click "Start." The application will open in a new window:

Support   Feedback   Tutorial

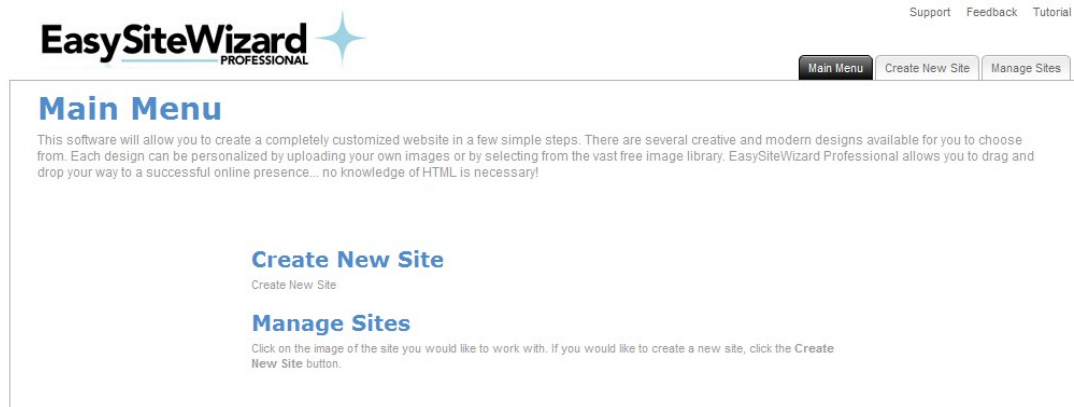Main Menu | Create New Site | Manage Sites

Main Menu

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!

Create New Site
Create New Site

Manage Sites
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.
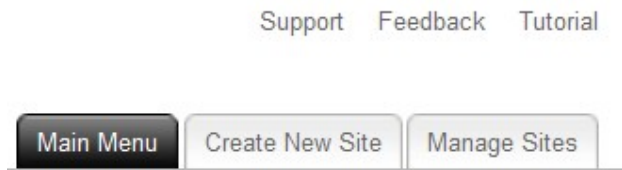
2.   Navigation

There are two ways to navigate within EasySiteWizard Pro 8. You may navigate using the Main Menu or navigate using Alternative Navigation.

3.   Main Menu

The main menu is located on the top right corner of EasySiteWizard 8.

Main Menu: Links you to the Main Page of EasySiteWizard Pro 8

Create New Site: Allows you to create new site.

Manage Sites: Allows you to publish/edit/delete the site.

Support: Opens online help files for EasySiteWizard Pro 8 in a new window.

Feedback: This option allows you to send a feedback concerning EasySiteWizard Pro 8

Tutorial: A flash demo will be presented to the user upon how to use the application.

4.   Alternative Navigation

At the base of every page you will find alternate navigation buttons. They will appear as follows:

< Go Back   Next >

These buttons will allow you to go back and forth between Sites and Designs.

5.   How to Create a New Site

1.   Click the "Create New Site" button
2.   You will find the two options: Landing Page which allows you creating a basic site with a single page and Multi-page site which allows you to create site with multiple pages and options.

EasySiteWizard PROFESSIONAL

Website type
Please select which type of site you would like to create.

Landing Page
Select this option if you would like to create a basic site, with a single page.

Multi-Page Site
Select this option if you would like to create a site with multiple pages and options.

6.   Landing Page

To create the new site in Lending Page take the following steps:

6.1   Step 1: Site Details

Fill in the following fields to build your site:

Please complete the fields below for your website. This information will be used to build your site.


- **Company Name**: the name of your company as it will be shown on your website's main page
- **Company description:** insert your company's description
- **Site URL:** this is the URL where people will be able to view your site when it is published
- **Publish To (directory):** if you do not want to publish your webpage to the main directory (e.g. http://www.mydomain.com/), you can specify a subdirectory, such as http://www.mydomain.com/anotherdirectory/
- **Enable syndication (RSS 2.0, Atom 1.0):** enabling this option will allow people to know when you have updated your website via RSS
- **Phone number**: you should indicate your contact phone number.
- **Toll free number**: you should indicate your toll free number
- **Address**: the address at which your company locates
- **City:** the city where your company locates
- **State/Province: state or province** where your company locates
- **ZIP / Postal Code**: you should indicate the ZIP / Postal Code of the region your company locates at.
- **Email address**: you should indicate the email address of the site's owner.
- **Contact Us Form**: select whether your site will contain "Contact Us Form" or not.
- **Google Map**: select whether your site will contain the link to Google Map indicating your company's location or not.

6.2   Step 2: Choose a landing page design

The "Choose a landing page design" screen allows you to select a design in order to use it as the starting point for your website.
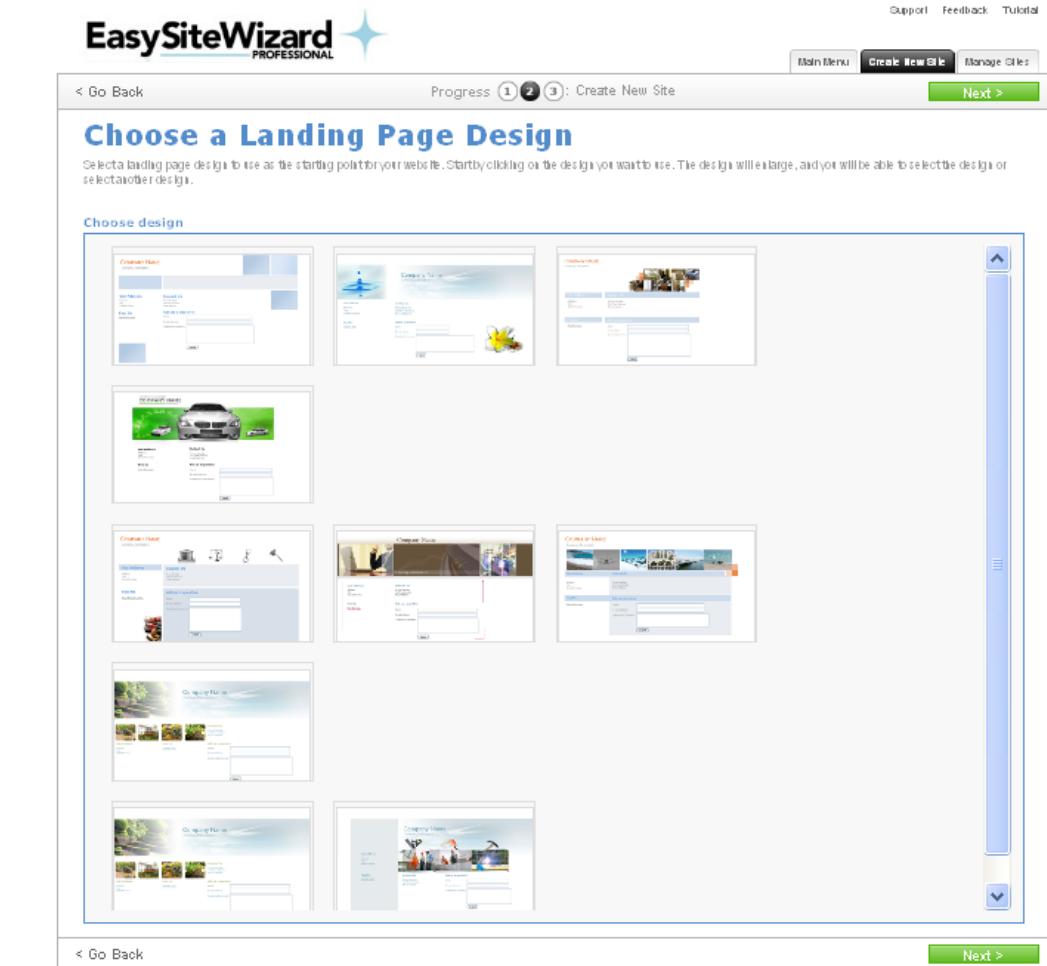

The Landing Page does not provide the design search function. You can select only among the designs offered by this screen.

Having selected the design you want to use click on it. The design will enlarge, and you will then be able to select the design or select another design.
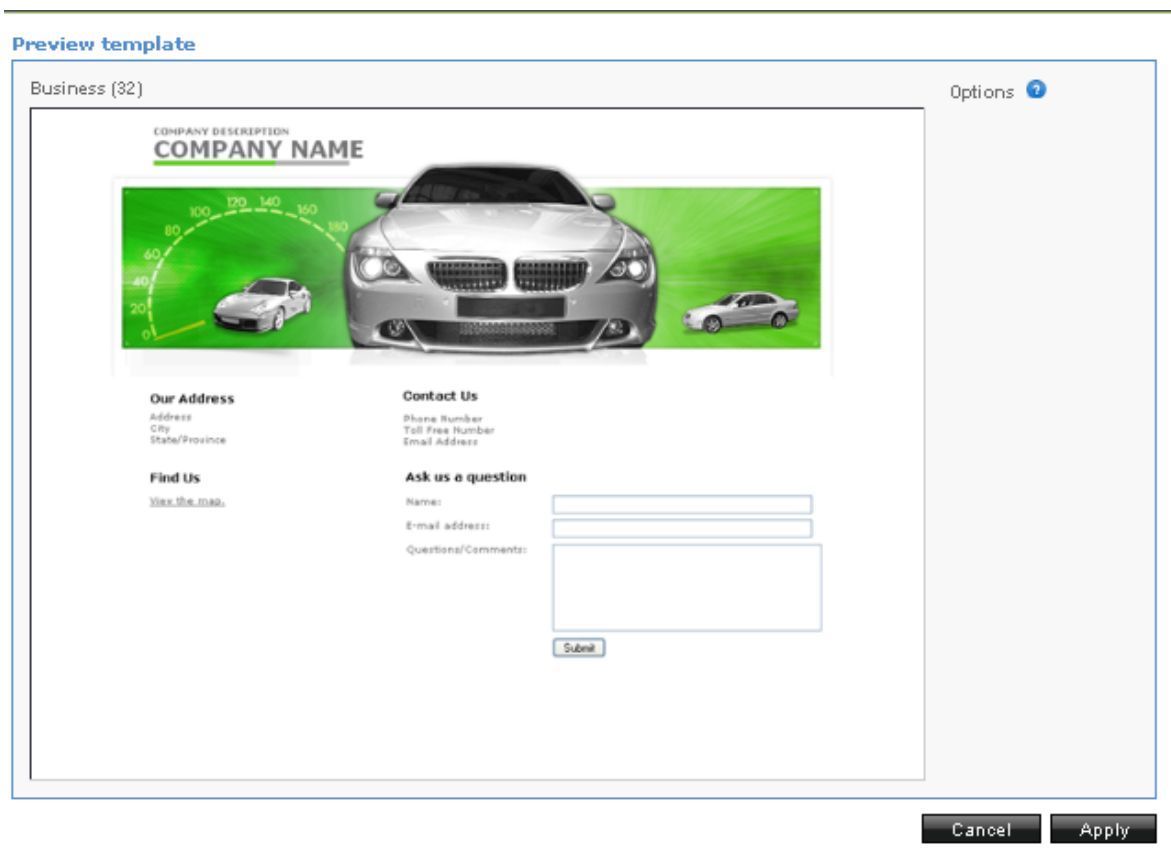
Using the "Add to Favorites" button you can add a template to your "Favorites"; this is an easy way to organize and choose between a smaller selection of templates that you like. You will be able to view

Favorites section by clicking the sign.

Some templates are available in more than one color scheme. Click the color buttons to select a general color scheme.
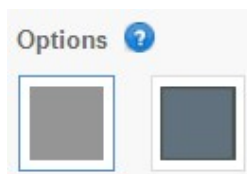
6.3   Step 3: Editor Section

When you have selected the design you want to use click the "Apply" button and you will get to the Editor Section. See the following screenshot.
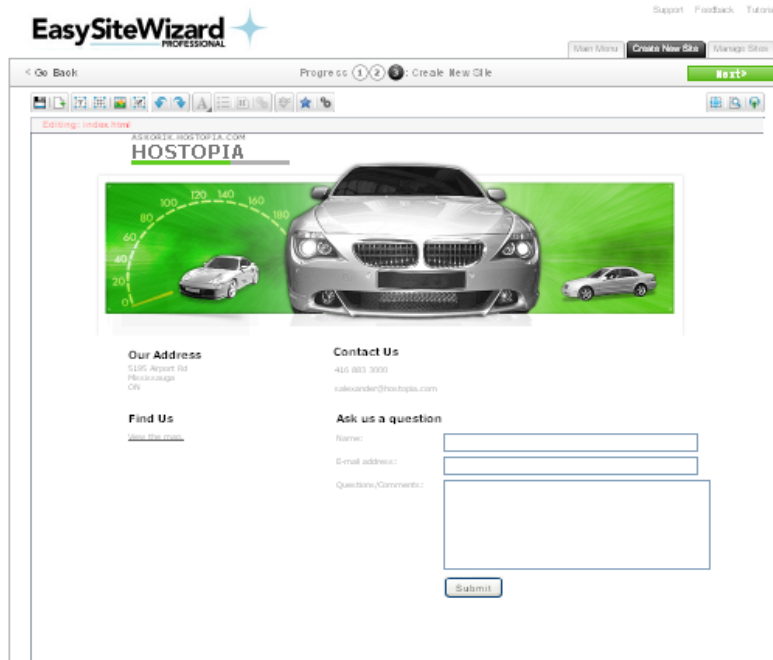
The Editor Section allows you to edit, manage and modify the design you have selected. Editor allows you to "Save page", "Create a new page", "Add a text block", "Add a table", "Add an image", "Create a web form", "Undo/Redo" actions, "Font properties", "Create a bulleted list", "Create a heading", "Create a hyperlink to another page or site", "Check spelling" add Widgets and Advanced Options to your page.

6.3.1   The Editor Toolbar

Some Editor Tools are grayed out, until a Text Block has been selected:

Please note that Editor Options like "Font properties", "Create a hyperlink to another page or site", "Create a heading", "Check spelling" can only be used when a Text Block is selected. To select a text block double left click on text block area.

6.3.2   Moving Objects within your Site

1. Left click and hold the object (i.e. Image, Text Block) you wish to move.

2. A grid overlay will appear, in order to assist you in aligning the object you are moving.

3. Move your mouse to the desired location.

4. Unclick.

When you double left click any objects (i.e. Image, Text Block) on the design you will have the ability to modify or copy its contents and place them anywhere on the page:

6.3.3   Menu editor

You can move the site's navigation to any location by single left clicking "Menu editor." "Menu editor" also gives you the option to add subcategory options within it.

6.3.3.1　How to Move Menu Editor

1. Single left click and hold the "Menu editor."
2. Move the "Menu editor" to the desired location.
3. Unclick.

6.3.3.2　Vertical/Horizontal menu orientation

Vertical view:

Horizontal view:

- In the "Editor" section click the button
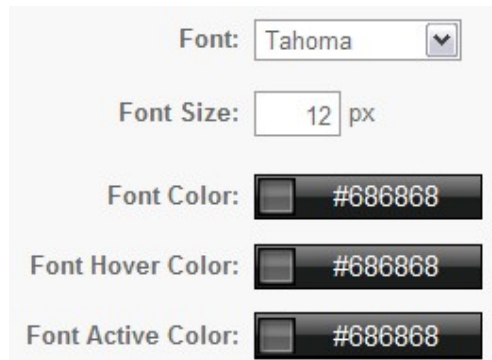- Select "Edit Site Menu" from the drop-down menu.

- A new window will open where the user can choose to display the menu vertical or horizontal by selecting the appropriate radio button.

- When done click "Apply" for the changes to take effect.

6.3.3.3 Font properties

In this section you may choose a font type by clicking on the drop down menu. You may also choose the font size by entering the desired size in the field provided.
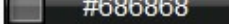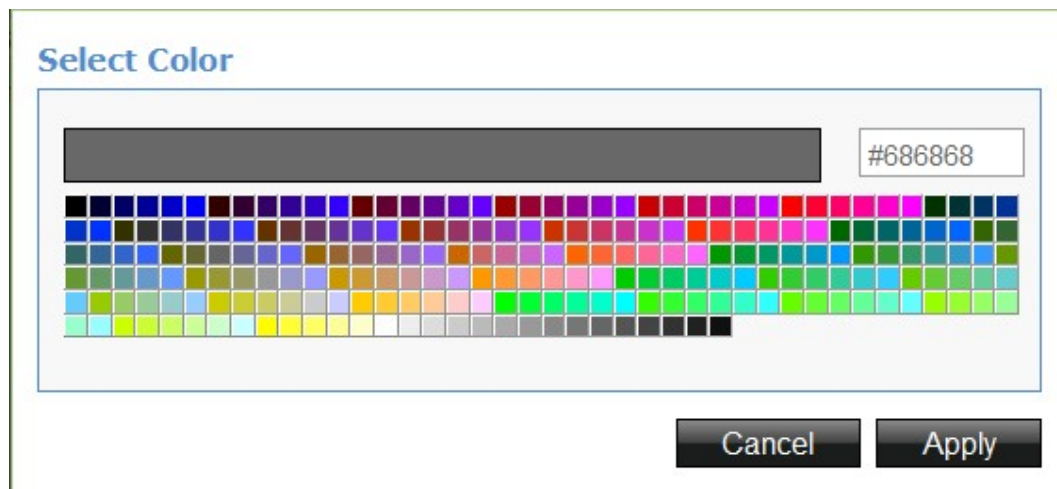

You can also choose a font color and a font hover/active color by clicking on the button. A color picker will be shown from where you can choose the desired color for your font as well as for your font hover/active color.

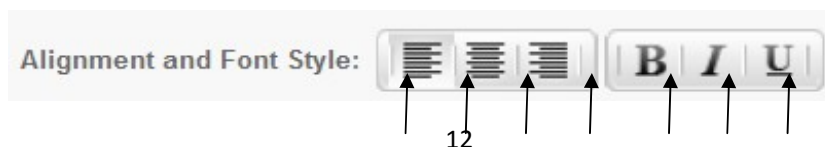You may also write color's HEX index in the respective field.

Click "Apply" to save the changes.

Click "Cancel" to dismiss all changes.

6.3.3.4 Alignment and Font Style

In order to choose an alignment, click on the appropriate button.

You may also choose to have your font bolded, italics or underlined by clicking on the appropriate buttons. The buttons function in the same way as in Microsoft Word.

left   centre right justify   bold italics underlined

Font style:

You may choose the appropriate font style and font size from the drop down menus provided.

6.3.3.5   Buttons Background

In order to choose a background display for your buttons you have 2 options available: either choose a color or choose to insert an image (available in your image library) from the drop down menu.
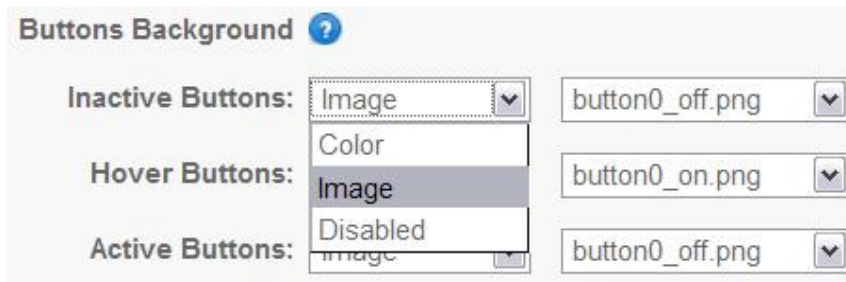
A third option is to select "disabled" in which case you will not have the choice of choosing neither a color nor an image for that button.

The color picker in Site Menu Editor gives the user an ability to change font and background color of the site menu items. Color picker is called once color field with HEX value it clicked on.

** If you were on the **Multi-page** section of this guide, click here to go back

** If you were on the **Manage Sites** section of this guide, click here to go back

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6.4   Step 4: Wizard Completed

When you are done adding your changes to your website press "Next" button to save changes. This screen offers you the following options:

- Preview your website;

- Publish your website (if you would like to make your website publicly available);
- Go to Manage Sites;
- Go back to Editor.

To return to Main Menu press "Cancel" button

7.   Multi-page site

To create the new site in Multi-page site take the following steps.

7.1   Step 1: Site Details

To indicate site details necessary to create your site fill in the following fields:

- **Site Title:** This is the name of your website, as it will appear on your website's main page.
- **Tagline:** This is a secondary text line which appears immediately underneath the website title. This section can be left blank.
- **Site URL:** This is the URL where people will be able to view your site when it is published.
- **Publish To (directory):** If you do not want to publish your webpage to the main directory (e.g. http://www.mydomain.com/), you can specify a subdirectory, e.g. http://www.mydomain.com/anotherdirectory/
- **Enable syndication (RSS 2.0, Atom 1.0):** Enabling this option will allow people to know when you have updated your website via RSS.

7.2   Step 2: Choose Design

The "Choose design" screen allows you to select a design in order to use it as the starting point for your website.
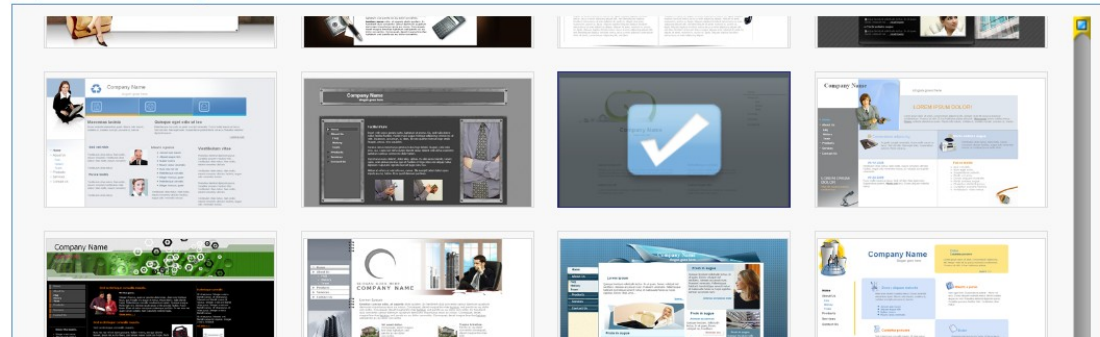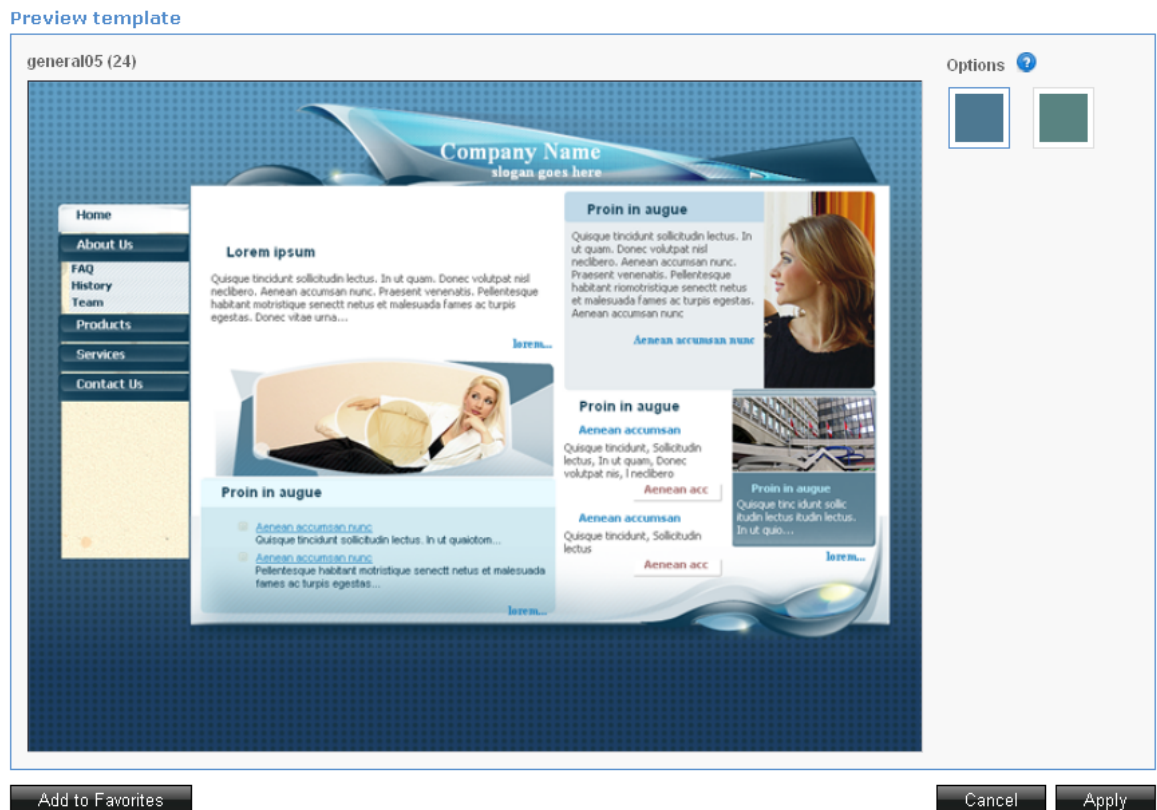
Start by selecting a category of designs.

Then, click on the design you want to use. The design will enlarge, and you will then be able to select the design or select another design.

Using the "Add to Favorites" button you can add a template to your "Favorites"; this is an easy way to organize and choose between a smaller selection of templates that you like. You will be able to view Favorites section by clicking the ⭐ sign.

Some templates are available in more than one color scheme. Click the color buttons to select a general color scheme.
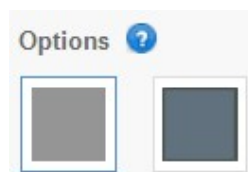
### 7.2.1 Search function

You can also search for a template within the selected design category by entering a keyword or the corresponding template ID. You may also search for a template within all the design categories by selecting the "all designs" option from the drop down menu.

7.3 Step 3: Site Menu

Having selected the design you want to work with press "Apply" to create your site menu.

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The following screen will appear:
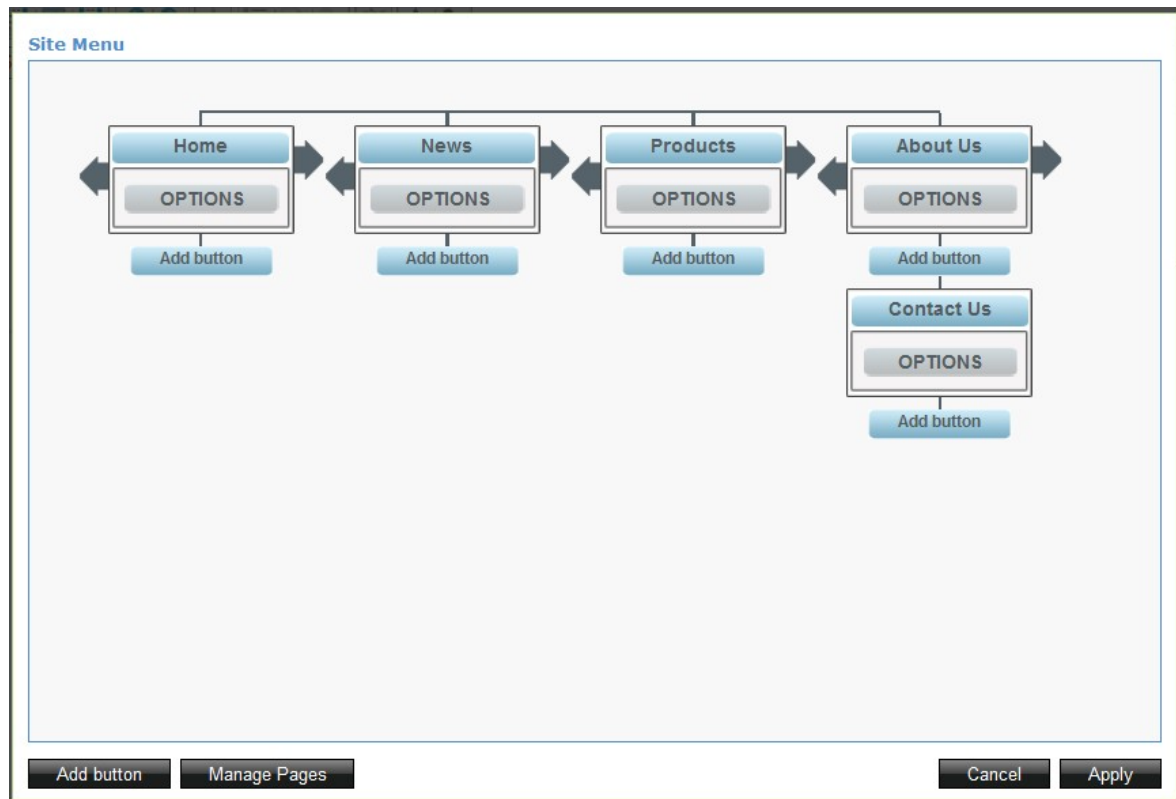
7.3.1   Menu Buttons

Main buttons are utilized for the initial topic or subject of the site. Generally used as a focal point of what items are most important in the navigation (i.e. Home, Contact Us, Furniture etc.)

7.3.2   Subcategory Buttons

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 => **Subcategory:** Chairs, Couches, Tables, etc.)

7.3.3   Creating a Main Category/Subcategory Button

1. Click "Menu editor"

2. Select the **Add button** button

3. In Button Properties, label the button.

4. Label Hover Tooltip

5. Select "Link to" and click Page (drop down menu will appear to select pages within your site)

   URL, Blog, Store, Chat, Email, and Schedule

6. Check "Open in a new Window" if you wish the button to open a new browser.

7. Click "Apply"/"Cancel" to accept/dismiss changes.

7.3.4   Deleting a Button

1. Click on the Button you wish to delete

2. Click "Delete this button."

7.4   Step 4: Edit your site

When you are done creating your site menu press "Next" to move to "Editor" section: The Editor Section allows you to edit, manage and modify the design you have selected. Editor allows you to "Save page", "Add a text block", "Add a table", "Add an image", "Redo/Undo" actions, "Create a hyperlink to another page or site", "Create a bulleted list", "Create a heading", "Check spelling," "Create a web form" and add a Google Map to your page.

Click here in order to view the following sections:

- The Editor Toolbar
- Moving Objects within your Site
- Menu editor
- How to Move "Menu editor"
- Vertical/Horizontal menu orientation
- Font properties
- Alignment and Font Style
- Buttons Background

## 7.5   Step 5: Wizard Completed

When you are done adding your changes to the website press the "Next" button to save changes. This screen offers you the following options:

- Preview your website;
- Publish your website (if you would like to make your website publicly available);
- Go to Manage Sites;
- Go back to Editor.

To return to Main Menu press "Cancel" button

8. Manage Sites Section

This section contains sites you will be able to work with.
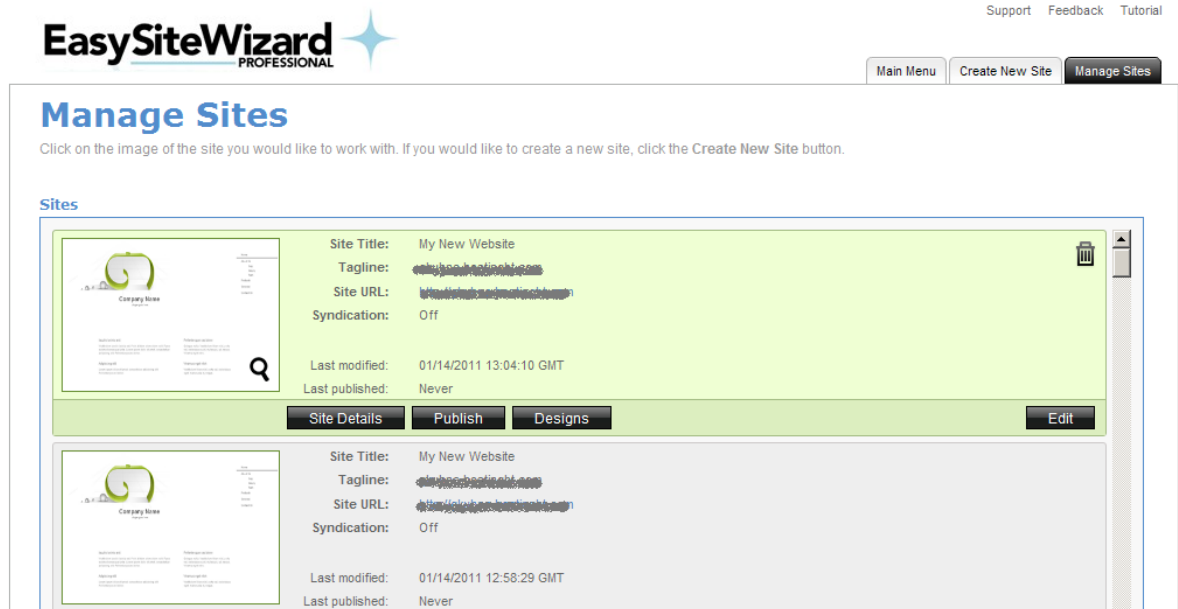
Under this section you will be able to edit site details, choose new designs for your site, close/delete site.


Mentioned features will be described below, under the Editor Section.

If you would like to create a new site, click the [Create New Site] button. To edit your site, click the [Edit] button.

8.1   Editor Section

The Editor Section allows you to edit, manage and modify the design you have selected. Editor allows you to "Save page", "Add a text block", "Add a table", "Add an image", "Redo/Undo" actions, "Create a hyperlink to another page or site", "Create a bulleted list", "Create a heading", "Check spelling," "Create a web form" and add a Google Map to your page.
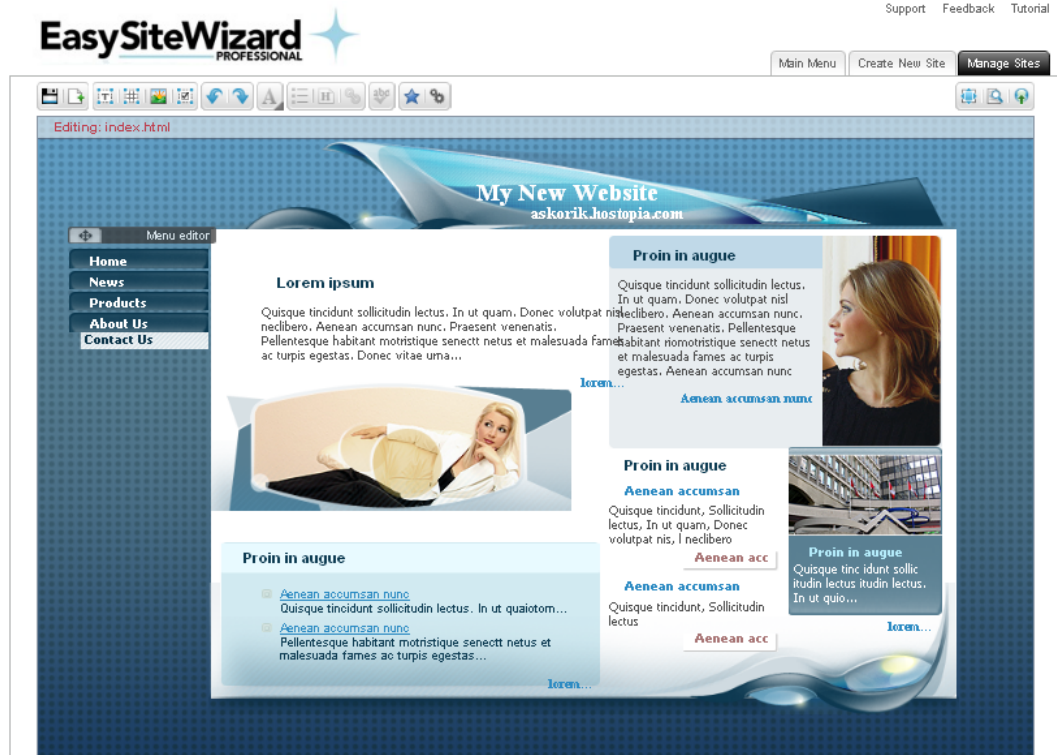
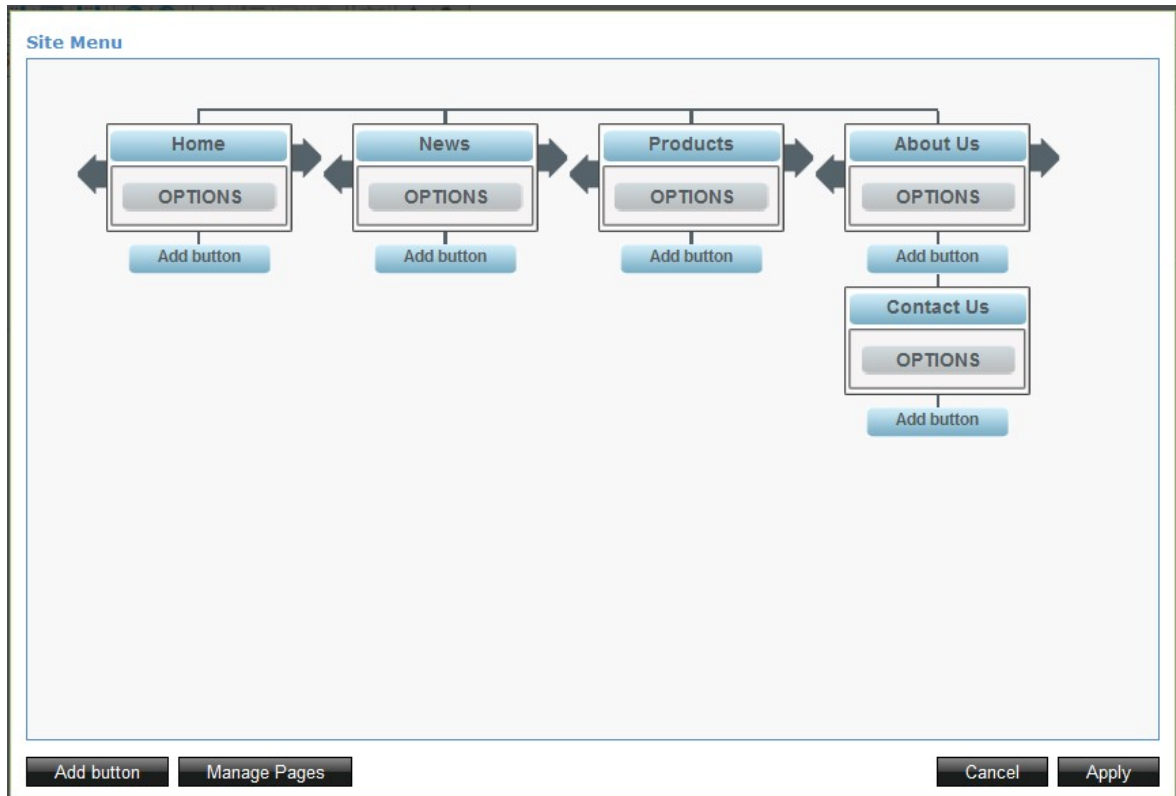**Click here in order to view the following sections:**

- The Editor Toolbar
- Moving Objects within your Site
- Menu editor
- How to Move "Menu editor"
- Vertical/Horizontal menu orientation
- Font properties
- Alignment and Font Style
- Buttons Background

8.2   Create a Menu for your Site

1. Click "Menu editor" to edit buttons.

The following screen will appear:

Click here to view the following sections:

- Menu buttons
- Main Category Buttons
- Subcategory Buttons
- Creating a Main Category/Subcategory Button
- Deleting a Button

8.3   Site Menu Editor

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 was also added to the Site Menu Editor, so you can see the changes of properties on the fly without having to exit the Menu Editor.

8.3.1 Preview panel and check mark "Apply settings to all buttons"

Site buttons preview is added to easily review changes made without exiting Site Menu Editor every time properties are changed.

The "Apply settings to all buttons" feature will be checked by default. It allows you to apply same parameters for all buttons at once. If unchecked – buttons can be configured separately.

1. Select the "Apply settings to all buttons" checkbox in order to apply all the changes to all buttons.
2. Click "Apply" in order to save the changes.

8.3.2 Buttons dimensions option

Option to set button dimensions. You can modify button **height** and **width**. Both are set in pixels.


1. Enter the number of pixels desired in the provided boxes for both the **height** and the **width** of a button.
2. Click "Apply" in order to save the changes.

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8.3.3 Button Border option

Option to set border dimensions to a particular site button. Pressing the respective button calls a pop-up menu. User can configure three parameters of button border – style, thickness and color.

Button Border: 0px none

Button Border

Style: None
Thickness: None
Color: #000000

Cancel   Apply
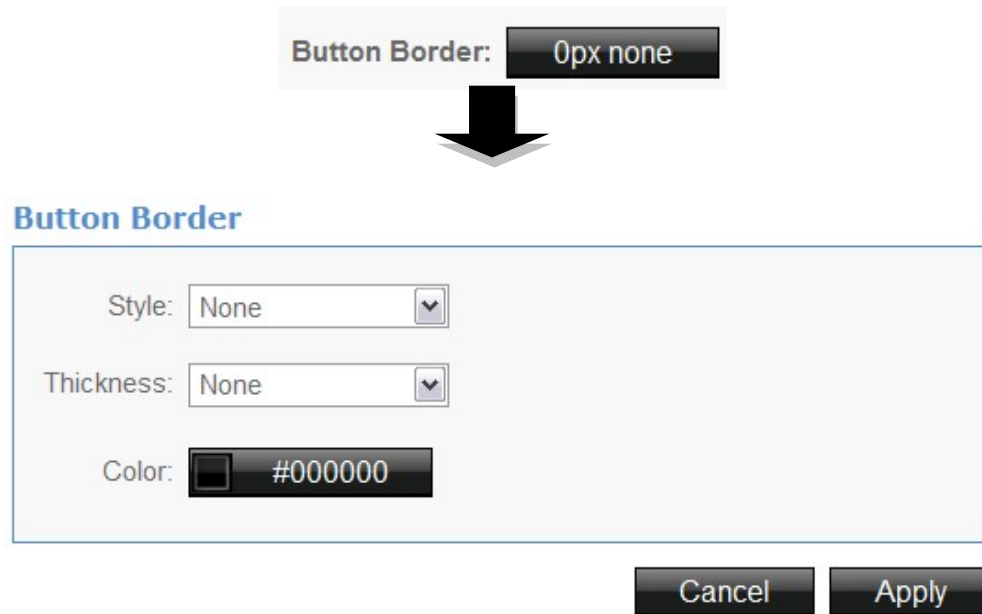
1. In order to set the border of a button click the 0px none button located next to the "Button Border" section.

2. A border button menu pop up will open where you can set the border style, thickness and color of the button. While setting these parameters you will be able to see a border preview on the right side of the pop-up menu. Use the drop down menus to select a border style and thickness. For choosing a color click on color picker and a color palette will open from where you will be able to choose a color for the button border.

3. Click "Apply"/"Cancel" to save/dismiss all the changes.

8.3.4 Interior Padding option

Option to set interior padding of the button. Pressing the respective button calls a pop-up menu. You can adjust top, bottom, left and right parameters.

Interior Padding: 5px 10px 5px 20px

Interior Padding

Top:	5 px	Left:	20 px
Bottom:	5 px	Right:	10 px

Cancel   Apply

1. In order to set the interior padding of a button click the **5px 10px 5px 20px** button located next to the "Interior Padding" section.

2. The Interior padding menu pop up will open where you can set/adjust the top, left, bottom and right parameters of a button.

3. Click "Apply"/"Cancel" to save/dismiss all the changes.

8.3.5 Button Margin option

Option to set margin of the button. Pressing the respective button calls a pop-up menu. You can adjust top, bottom, left and right parameters.
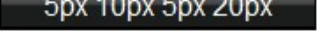
Button Margin: 0px 0px 0px 0px

Button Margin

| Top: | 0 | px | Left: | 0 | px |
| Bottom: | 0 | px | Right: | 0 | px |

Cancel   Apply

1. In order to set the margins of a button click the 0px 0px 0px 0px button located next to the "Button Margin" section.

2. The Button Margin menu pop up will open where you can set/adjust the top, left, bottom and right margins of a button.

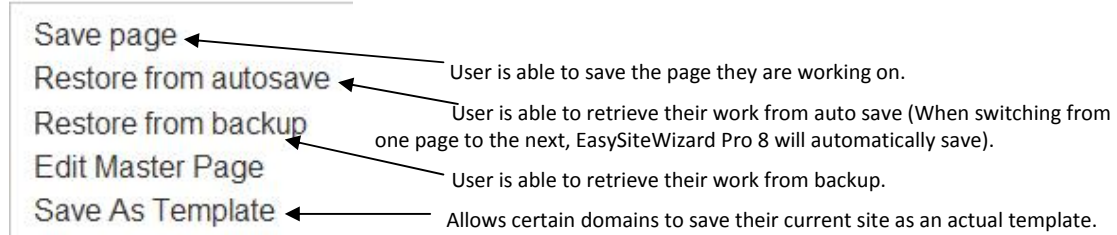3. Click "Apply"/"Cancel" to save/dismiss all the changes.

8.4   How to save your website

Saving your work is recommended throughout your session of EasySiteWizard Pro 8   Please take the following steps to save your website changes.

1. Click ⊟ to save.

2. You will be prompted with a drop down menu with four saving options: "save page", "restore from auto save", "restore from backup" and "save as template".

Save page ◄————————————— User is able to save the page they are working on.

Restore from autosave ◄—————— User is able to retrieve their work from auto save (When switching from one page to the next, EasySiteWizard Pro 8 will automatically save).

Restore from backup ◄————— User is able to retrieve their work from backup.

Edit Master Page

Save As Template ◄————— Allows certain domains to save their current site as an actual template.

3. It is recommended that you save every page that is modified.

Please note:

- When switching from one page to the next, EasySiteWizard Pro 8 will automatically save work done. You have the ability to switch between saved sites.

- You can review roll back/ roll forward changes per web page (every version is saved with date/time so that can be selected) - There is a history kept of each save. When you save you website site (this is the current save the one that would be published). The previous save would then be put in a directory, as a backup, which could then be restored.

8.5   Master Page Enhancements

This feature implies the inability to edit master page elements when on ordinary pages (Home, News, etc.), hence site title, tag line, menu editor are only editable on Master Page.

The Master Page elements are dimmed when viewing ordinary pages.

Functionality

Choose create a New Site within the "Sites" section.

1. Select a design to be used for your website form within the "Designs" section.

2. When you proceed to the "Editor" section you will be prompted with a message asking whether you would like to configure Master Page.

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.

Do you want to configure the Master Page?

Yes   No

You should note that all changes applied to your master page will be visible when previewing or publishing your final site.

3. After clicking "Yes" you will be able to start editing your Master Page as shown below.

Site Menu Editor   **Site Title and Tagline**
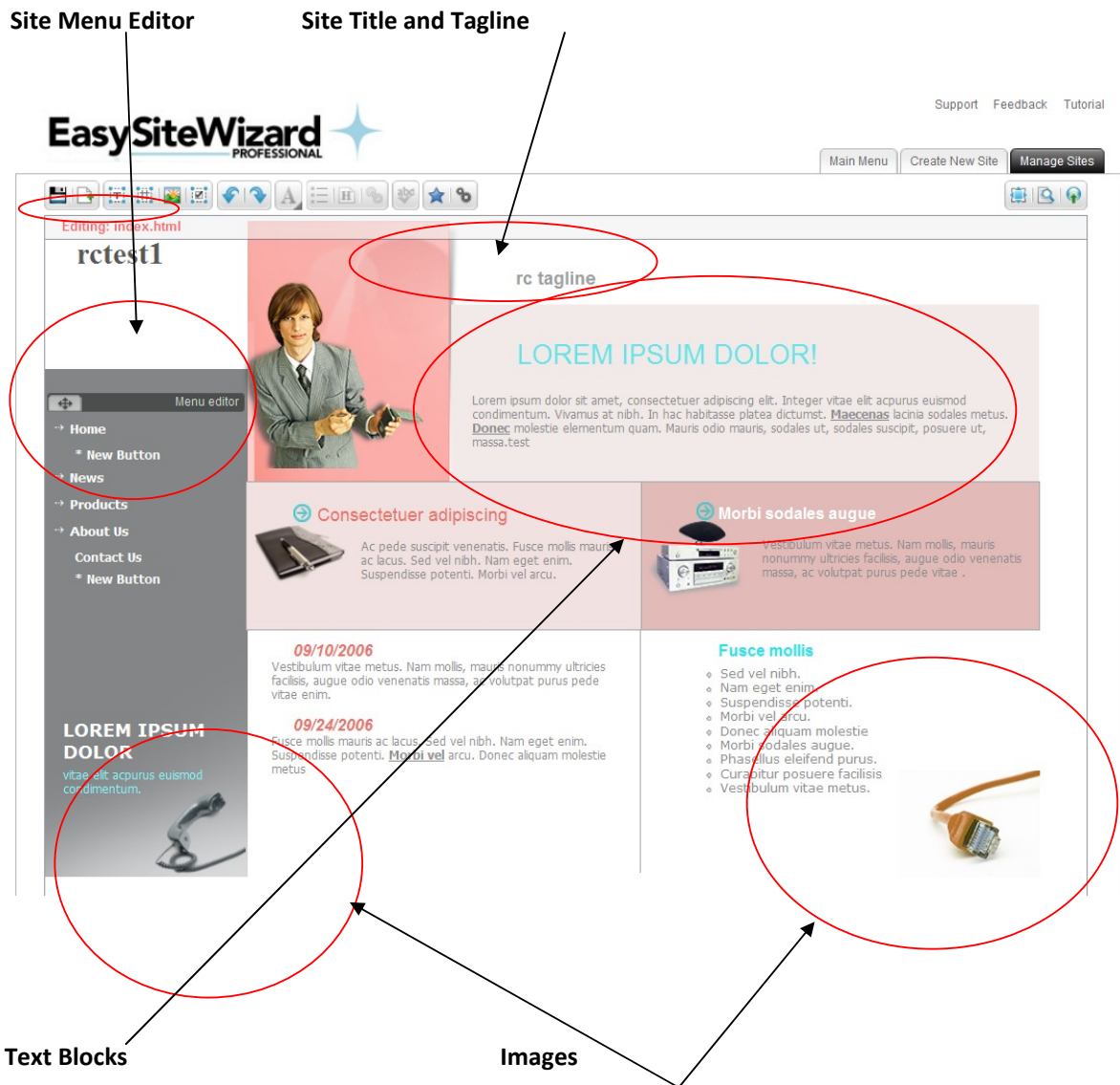
Text Blocks   **Images**

Within the Master page the following elements can be edited:

   a) <u>Text blocks and images</u>

   You may insert images and text blocks within the Master Page. Please note that the images and text blocks inserted on the Master Page can only be edited within the Master Page.

   b) <u>Site Menu Editor</u>

   The position of the Site Menu Editor can be changed on the Master Page only. When in ordinary pages, Site Menu Editor can be accessed (new pages can be added, existing ones – deleted), but its position is locked.

   c) <u>Site title and tag line</u>

   If the site is build off the Master Page, site title and tag line are considered as Master Page elements and are not editable when in ordinary pages.

4. Please note that after finalizing the editing of the Master Page and when clicking on any other page within the site (example: the user may click on "Products" or "Contact" page to start editing) the master page elements will appear dimmed to enable the user to distinguish the master page

elements. This allows the user to view the location of the Master Page elements, and position other elements accordingly.
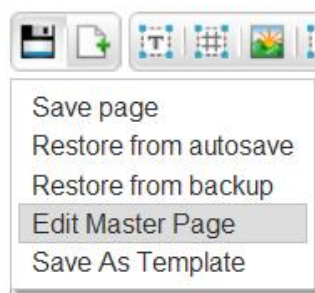
5. In order to review the site page without dimmed elements click on "Preview" or "Publish".

You will be able to see the final site including both Master Page elements as well as ordinary page elements.

If you would like to return to edit the Master page elements:

1. Click on the "Save" button.
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.

8.6   Manage Pages

 Manage Pages allows you to create, rename and duplicate pages.

This section allows you to structure and organize the naming conventions you wish to utilize on your site.

To "Manage Pages"

Click on the

8.6.1   How to Create a New Page

1. Fill in the name of the page.

2. Enter a page title. The page title 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 with regards to rankings.

3. Enter a summary of your new page and try to 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 being to provide a clear definition of what your page contains with a significant relation to the search engine.

4. Enter several keywords that you would like your page to be found by. 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 to be found in your page content as these keywords will be used by search engines to find your page.

5. Click" Apply" to create the new page.

8.6.2   How to Delete a Page

1. Select from Existing Pages the name of the page you wish to delete.

2. Click "Delete Page" button.

8.6.3   How to Duplicate a Page

1. Select from Existing Pages the name of the page you wish to duplicate.

2. Click "Duplicate page".

8.6.4   How to Edit a Page

1. Select from Existing Pages the name of the page you wish to edit

2. Click "Edit Page Properties" or "Edit Page Content"

8.6.5   Complete Your Edit

When you are finished managing your pages click "Close"   Close X

## 8.7   Adding or Editing a Text Block

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

8.7.1   Adding a Text Block

1. Click the   icon; a text block will appear.

2. In order to help you find the initial location of the new textbox, the border around the new textbox will flash for a moment after it appears.

3. Type/Paste text into the text block.

4. Once you are finished adding text, click outside of the text block within the Page.

8.7.2 Editing a Text Block
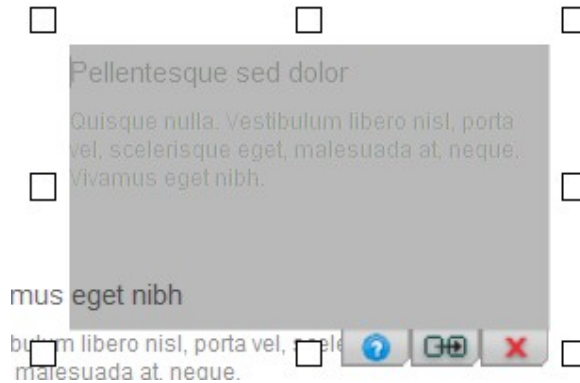
1. Double left click on the text; a grayed boxed area will appear on the text block.

2. You will be able to edit text once the outline is visible

3. Type/Paste text into the text block.

4. Once you are finished adding text, click somewhere on the page outside of the Text Block.

8.7.3 How to Resize a Text Block

1. Double left click on the text block.

2. Mouse over the smaller boxes for the direction you wish 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 wish to resize the text block.

8.7.4 How to Delete a Text Block

1. Double left click on the text block.

2. Click on the bottom right corner.

3. The text block should now be removed.

8.7.5 How to Duplicate a Text Block

1. Double left click on the text block you wish to duplicate.

2. Click on located on the bottom right corner.

3. The text block should now be duplicated.

4. Click and hold the duplicate text block to the desired location

5. Unclick.

8.7.6 How to Move a Text Block

1. Put your mouse over the text you wish to move

2. Click and hold the mouse.

3. Move your mouse to the location where you wish to place your text.

4. Unclick
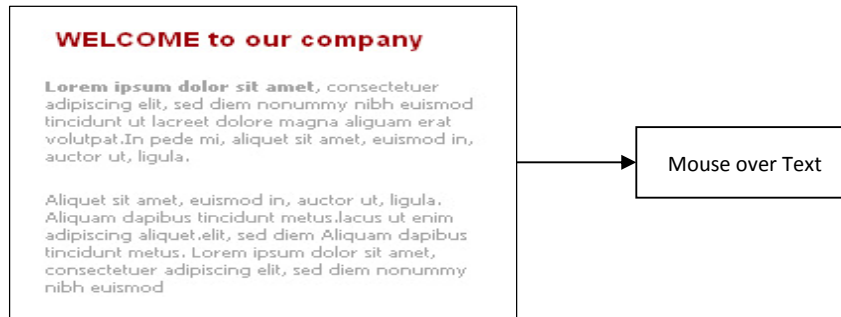
8.8   Layer Control

Layers are a common method for determining which objects should cover (or obscure) another object. Layers determine if objects should overlap (or one is directly on top of the other). Objects such as text fields and images which are on a "higher" layer can cover objects which are 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) should bring up the following menu options:

- Bring to front: This will put the selected object "on top of" all other objects. All other images and text fields, if moved so they overlap the object which has been "sent to front" will not obscure this field.

    If a second object is selected and "bring to front" is used, then this second object would be considered "on top of" the first one.

- Send to back: This will put the selected object "behind" all other objects. Essentially, the opposite of "bring to front"; all overlapping text areas or images will obscure the object that was sent to the back.

    If a second object is selected and "send to back" is used, then this second object would be considered "behind" the first one.

- Move forwards: This will move the object one layer closer to the front.

- Send backwards: This will move the object one layer closer to the back.

8.9   Add a table

 You can add a table by simply clicking on the "add table" button within the Editor Toolbar.

When you click on "Add table" icon the following table editor pop up will be displayed:

Table Editor

Total number of rows: 4

Total number of columns: 4

Height: 200 px

Width: 400 px

Border: 1px solid black

Cell Padding: 0 px

Cell Space: 0 px

Cancel   Apply

Here you can set the number of columns and rows of your table as well as the height, width and border type by entering the values in the provided boxes. You may set up the border of your table by clicking on the button next to the "Border" section. The following table border editor will be displayed:

Table border

Style: Solid

Thickness: 1px

Color: #000000

Cancel   Apply

1. Choose the style of your border from the drop down menu.
2. Choose your thickness from the drop down menu.
3. Choose a color by clicking on the button next to the color section.
4. Click "Apply"/"Cancel" to save/dismiss the changes made.

Please note: You will be able to see a preview of your border on the same page under the "Border Preview" section.

Please note: Once you have created your table by double clicking on it you will be able to change the table settings.

8.10   Adding an Image

You can build your own library of images by uploading the image files; and or utilize the free image library to place additional images into your site. When you click on the icon a menu pops up on the left side of the screen, this allows you to add additional images to your site.

There are 3 Types of Libraries:

1. Your library.
2. Free library
3. Template images

8.10.1 How to Upload an Image to "Your library"

1. Click on the top menu icon [icon] to add an image.

2. Click "Upload" button. New window will appear allowing you to browse your local computer for the images you would like to put on your site.

3. Click "Browse".

4. Search for image on your computer.

5. Check off "Optimize" if you wish to scale down your image size and keep the aspect ratio.

6. Click "Upload." Once your image is uploaded it will be located in a panel underneath "Upload" to view a larger version of your image, click on the magnifying glass [icon] .

7. With your mouse, click and hold the image you wish to insert into your webpage.

8. Move your mouse to the desired location of the image.

9. Unclick.

10. Click the [icon] on the bottom right corner to close Images.

8.10.2 How to Use the "Free library"

Free library houses 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 you site (i.e. Nature).
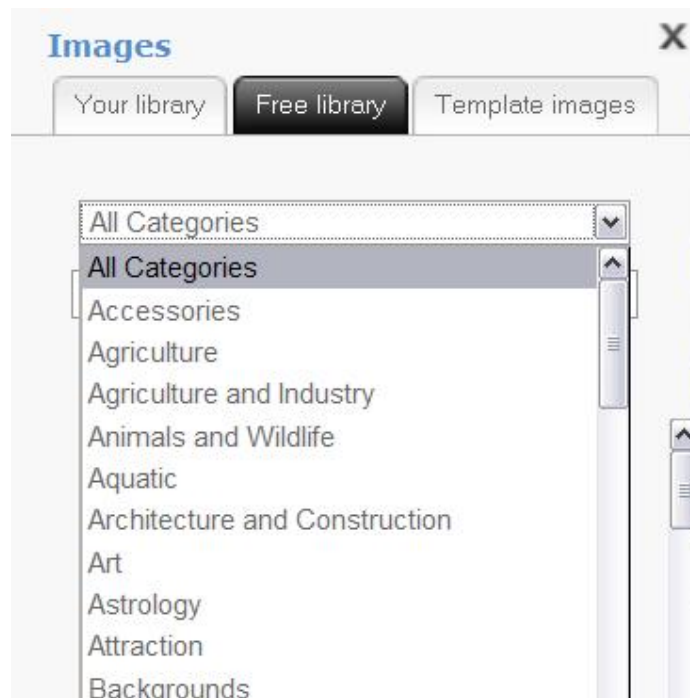
a. You can search through the entire image library by keyword by selecting "All Categories" and conducting a keyword search.

b. You can refine your search by selecting a specific category and then searching by keyword.

3. Click and Hold the image you wish to place onto your site.

4. Move your mouse to the desired location. Unclick.

8.10.3 How to Delete an Image from your Site

1. Double left click the Image.
2. Click on the Red X

8.10.4 How to Resize an Image from "Your library" or "Free library"

1. Double left click the image.
2. Mouse over the smaller boxes for the direction you wish 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 wish to resize the Image.

Please note, that you cannot resize any of the default images provided by the design.

8.10.5 Image Properties

Image Editor allows you to modify images from "Your library" or "Free library."

Adding Image Properties

1. Double click on the image you wish to modify.
2. Click "Image Properties."
3. The image properties screen will pop up.
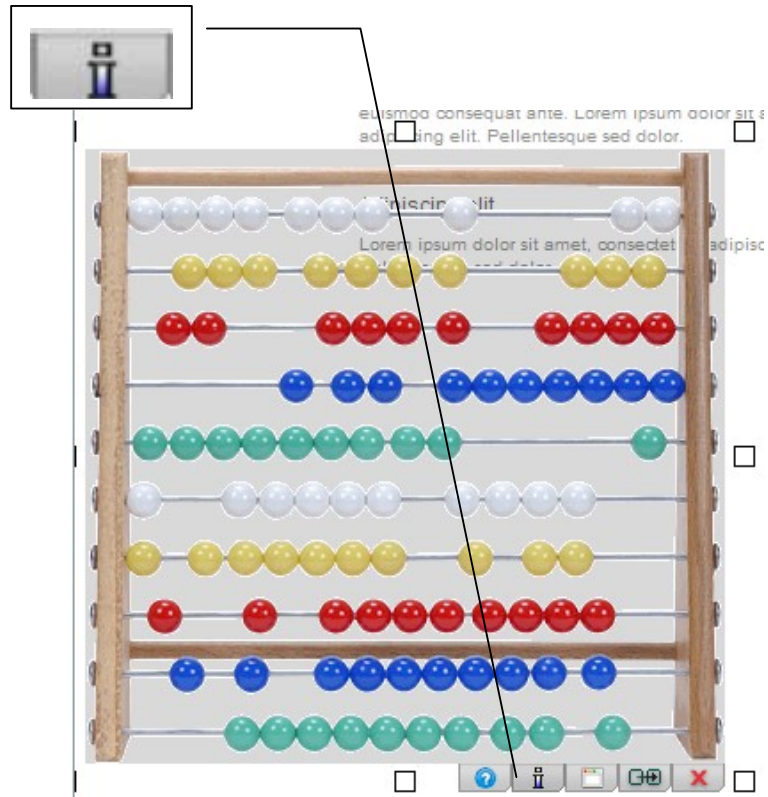
In the image properties interface, you can add a clickable link (URL) to the image, as well as alt text which will be displayed if the user's browser is not set to automatically load images. If you add a link, you can also specify that the link should open in a new window by placing a checkmark beside "open in a new window".

Image properties

Add Link

URL: http://

Description:

☐ Open in a new window

Border: 0px none #000000

Cancel   Apply

Image border

Style: None

Thickness: None

Color: ☐ #000000

Cancel   Apply

8.10.6 Editing Images
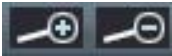
Modifying an image with Image Editor
1. Double click on the image you wish to modify.
2. Click "Edit."
3. The image editor screen will pop up.
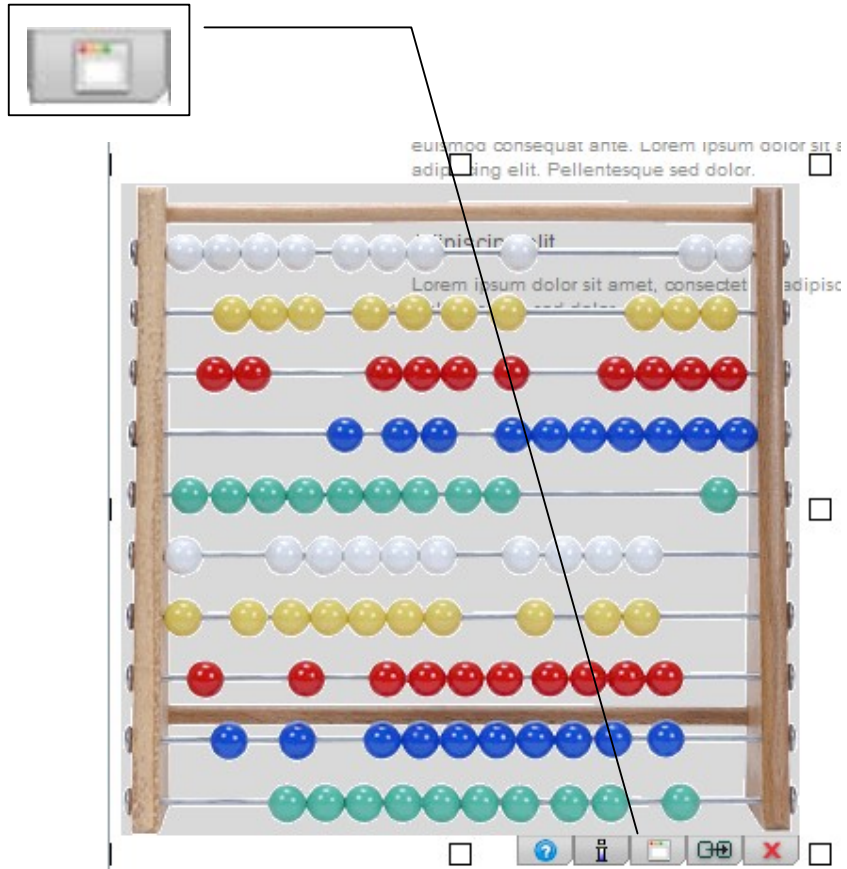
8.10.7 Image Editor
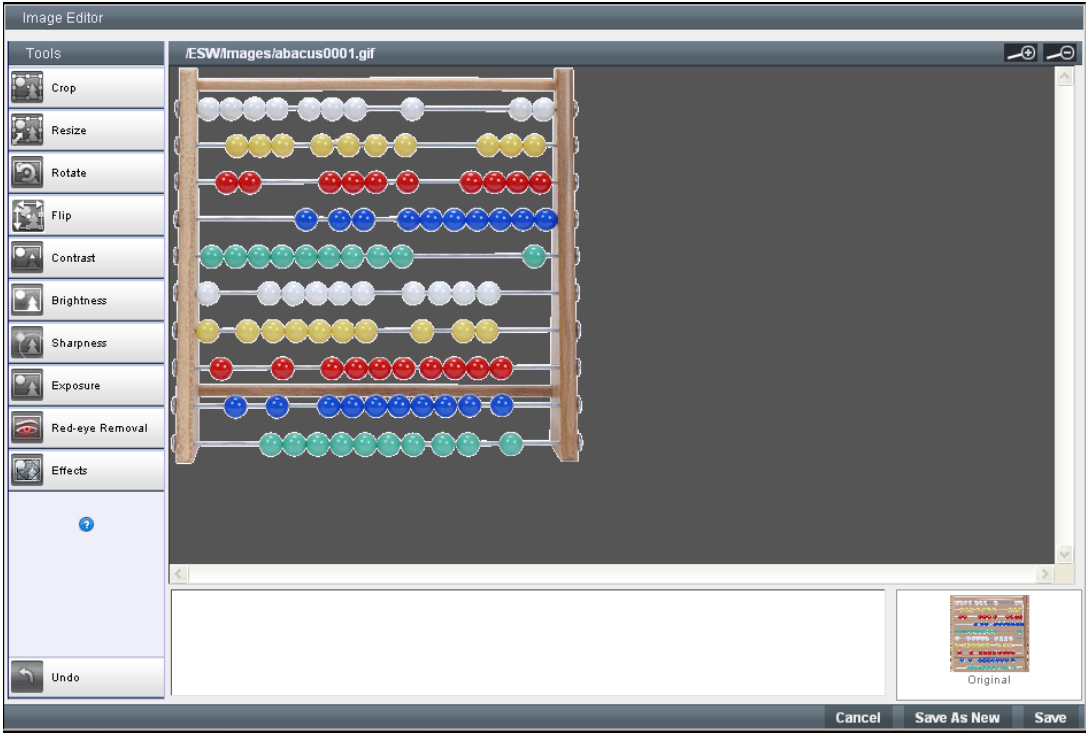
The Image Editor allows you to modify images you have uploaded or selected from the library. The Image Editor consists of the following:

Icon	Description
	Tools: A tool bar that allows you to modify the image. **The following can be found under Tools:** Crop, Resize, Rotate, Contrast, Brightness, Sharpness, Exposure, Red-eye Reduction, Effects, and Undo.
	Image View: This allows you to zoom in and out of the image.
	Thumbnail (Original Image): Allows you to revert back to the original image.

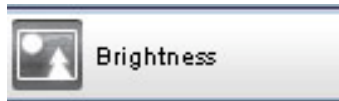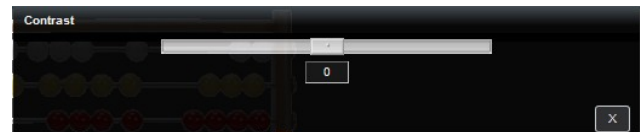|	
	History Bar: shows the past steps of the resulting image. You can return to a specific step by click on the thumbnail.
	Cancel & Save You must click "Save," if you wish to keep all modifications made to the image. Click "Cancel," if you wish to exist and dismiss all changes.

8.10.8 An in-depth look at Image Editor Tools

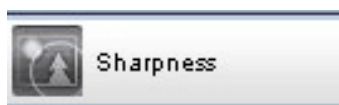| Icons	Descriptions
	Crop 1. Click "Crop," select the portion of the image you wish to keep. 2. Highlight the section you wish to crop by dragging your mouse over the desired portion of the image. 3. Click "Crop," to modify image. a. If you do not wish to crop an image that has been highlighted, click on the image again.
	Resize 1. Click "Resize," to modify size of the image. 2. A screen will pop up allowing you to specify height and width of the image in pixels. a. Check Preserve aspect ratio, to maintain the ratio of height and width of the image. 3. Click "Apply," to accept changes. 4. Click "Close" to exit screen without accepting changes.
	Rotate Click "Rotate," to turn image counter clockwise.

Contrast	**Contrast** 1. Click "Contrast," to either increase/decrease gradient of color within the image. 2. You can change the contrast by selecting either the bar which will allow you to move from left (decrease, -100) to right (increase, 100). a. Or you can specify the intensity of the gradient by entering a number into the text box (-100, 0 100) 3. Click "X" to if you do not wish to make any modifications. Contrast 0 X
Brightness	**Brightness** 1. Click "Brightness," to either increase/decrease the amount of light in color of the image 2. You can change the brightness by selecting either the bar which will allow you to move from left (decrease, -100) to right (increase, 100). a. Or you can specify the intensity of the light by entering a number into the text box (-100, 0 100) 3. Click "X" to if you do not wish to make any modifications.
Sharpness	**Sharpness** 1. Click "Sharpness," to either increase/decrease the density of the image. 2. You can change the density by selecting either the bar which will allow you to move from left (decrease, -100) to right (increase, 100). a. Or you can specify the density number into the text box (-100, 0 100) 3. Click "X" to if you do not wish to make any modifications.

Exposure [Exposure button icon]	**Exposure** 1. Click "Exposure," to either increase/decrease the amount of light allowed in the image 2. You can change the degree of light in the image by selecting either the bar which will allow you to move from left (decrease, -100) to right (increase, 100). a. Or you can specify the intensity of the exposure by entering a number into the text box (-100, 0 100) 3. Click "X" to if you do not wish to make any modifications.
Red-eye Removal [Red-eye Removal button icon]	**Red-eye Removal** 1. Click "Red-eye Removal," to enable crop feature. 2. Highlight the section you wish to have red eye reduced; by dragging your mouse over the desired portion of the image. 3. Click "Red-eye Removal," to modify image.

Effects [Effects button icon]	**Effects**
	1. Click "Effects," to select different color effects to be done to the image.
	2. Select one of the following two options:
	    a. Grayscale
	    b. Sepia (Shades of brown, similar to grayscale)
	3. Click "X" to exit if you do not wish to make any modifications to effects.

Undo [Undo button icon]	**Undo** 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.
Flip [Flip button icon]	**Flip** This button lets you flip the image horizontal or vertical.

8.10.9 Undo/Redo

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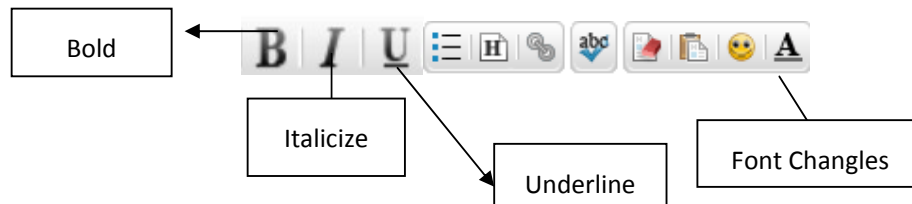
1) Undo

Click on _____ to undo last action you have done.

2) Redo

Click on _____ to redo last action you have done.

Bold, Italicize, Underline, Font Properties
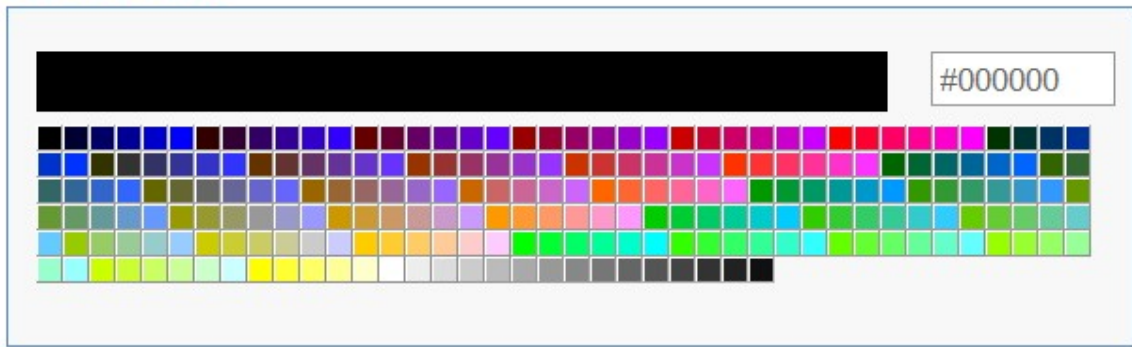
Bold

Italicize

Underline

Font Changles

Modifying Text

1. Double left click on the text block; a boxed grayed area will appear on the Text Block.

2. You will be able to edit text once the **A** button is visible. Click this button in order to edit the text.

3. Highlight the text you wish to **Bold,** *Italicize*, and or Underline.

4. Click the corresponding icon: **B** *I* U

5. Once you are finished modifying text, click somewhere on the page outside of the text block.

8.11   Modifying Font Style, Colors, and Text Size

1. Double left click on the text block you wish to modify.

2. Highlight the text you wish to modify.

3. Click the **A** icon.

4. A screen will pop up allowing you to Select Colors.

Select Color

#000000

Cancel   Apply

5. Use the bar below in order to select the Font Style and Font Size.

Arial   ▼   1 ▼   default   ▼

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.

8.12 Create a Hyperlink to another Page or Site

Hyperlinks allow you to refer to pages that exist within your website and sites outside of your own domain.

1. Highlight the text you wish to link from.

2. Click on ![link icon] to insert a link onto your page.

8.12.1 External Website

1. Type in the desired URL.

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 adress of the web site.

    http://

☐ Open in a new window

Cancel   Apply

Click "Apply" to insert the link on your page.

8.12.2 Internal page on my website

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. Choose a page in your site.

About Us (about.html) ▾

☐ Open in a new window

Cancel   Apply

1. Choose an existing page on your website from the drop down menu.
2. Click "Apply" to insert the chosen link.

8.12.3 Document or other file

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. Click "Browse" to choose a document or other file from a local storage device.

[   ] Browse...

☐ Open in a new window

Cancel   Apply

1. You may also upload a file by clicking on "Browse". The pop up will prompt you to localize the file on your computer.
2. Once you have localized the file you wish to upload click on "Apply".

8.12.4 Send Email

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 email adress for send

☐ Open in a new window

Cancel   Apply

1. Enter an email address.
2. Click on "Apply" to insert the link.

8.13   Create a Bulleted Lists

Bulleted lists help organize text when sentences or paragraphs are not required. There are two ways to create bulleted lists. You can either use existing text to create you lists, or you can create a fresh list by creating a new text block.

8.13.1 Creating a Bulleted List with Existing Text

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

8.13.2 Using 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. Hit the "Enter" key on your keyboard to set your next bullet
5. Repeat steps 3-4 till bulleted list is complete

Note:

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

Original Paragraph	Bulleted List (default)	Existing Paragraph broken into Bulleted List

51

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diem nonummy nibh euismod. Tincidunt ut lacreet dolore magna. Aliguam erat volutpat.In pede mi, aliquet sit amet, euismod in, auctor ut, ligula.	• Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diem nonummy nibh euismod. • Tincidunt ut lacreet dolore magna. • Aliguam erat volutpat.In pede mi, aliquet sit amet, euismod in, auctor ut, ligula.	• Lorem • ipsum • dolor • sit • amet • consectetuer • adipiscing • elit, • sed • diem • nonummy nibh euismod. • **Etc.**

8.14   Create a Heading

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

8.14.1 Using an Existing Line of Text to Create a Heading

1. Double left click an existing Text Block.
2. Highlight the Text you wish to make into a Heading.
3. Click

8.14.2 Creating a New Heading

1. Create a new text block.
2. Click
3. Type in the text you wish to use for your heading.
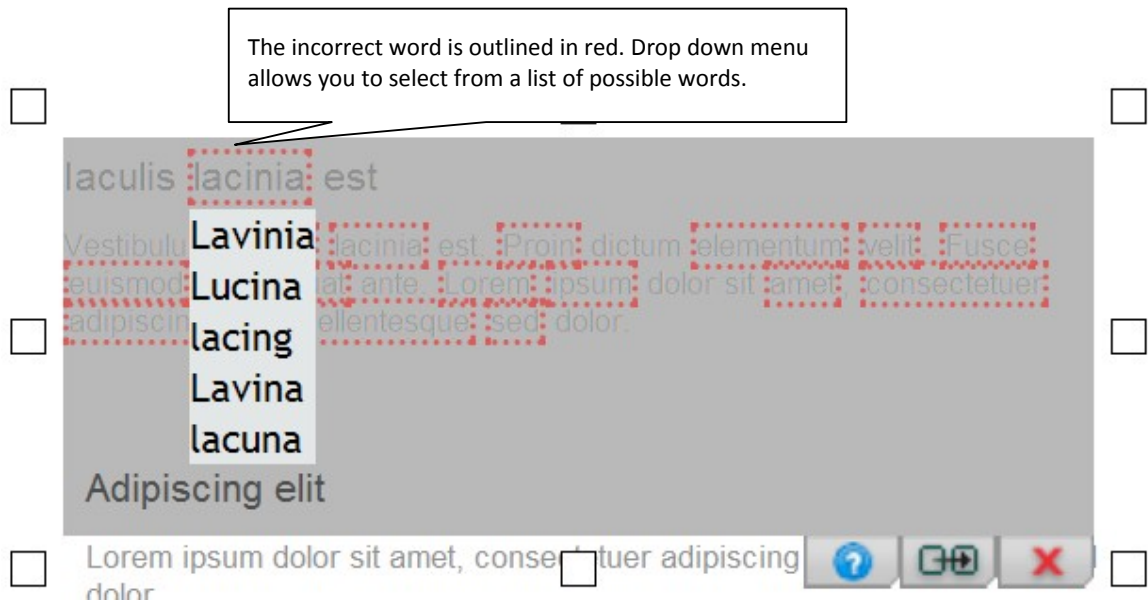4. Once you satisfied with your Heading, Click "Enter" to begin a new line.

8.15   Check Spelling

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

8.15.1 How to Check Spelling within a Text Block

1. Double left click on the text block you wish to check spelling for.

2. Click on the "Check spelling" tool in the Editor Toolbar.

3. 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.

The incorrect word is outlined in red. Drop down menu allows you to select from a list of possible words.

laculis lacinia est

Vestibulu **Lavinia** lacinia est. Proin dictum elementum velit. Fusce euismod **Lucina** at ante. Lorem ipsum dolor sit amet, consectetuer adipiscin **lacing** ellentesque sed dolor.
Lavina
lacuna
Adipiscing elit

Lorem ipsum dolor sit amet, conse~~c~~tuer adipiscing dolor

8.16   Adding a widget to your page

Widgets are special plug-ins which you can insert into your website, which provide advanced features to your site that are easily configured.

Google Map
BT Tradespace
Superpages.com Maps
ACCA RSS Feed
Analog Clock
Digital Clock
Twitter
Countdown
Visitor Counter
YouTube
Random Quotation
Calculator
Poll
RSS Feeds
Facebook

8.16.1 Google Maps

Click the "Widgets" icon and select "Google Map"; this will place a Google map onto your site.

1. Enter an API Key.

    a. To get an API Key click on "Get A Key" link.

b. Register for a Free API Key.

c. An API Key must be created in order for Google to allow linking to their maps.

2. Enter the Address you wish to use for the map.

3. Select 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

[Cancel] [Apply]

Once you are satisfied with the location of your map, click "Apply"

8.16.2 Remove 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**."

8.16.3 Analog Clock

Analog Clock

Width: [200]

Height: [200]

[Cancel] [Apply]

Choose the width and height and click on "Apply".

8.16.4 Digital Clock

Choose the width and height and click on "Apply".

8.16.5 Twitter
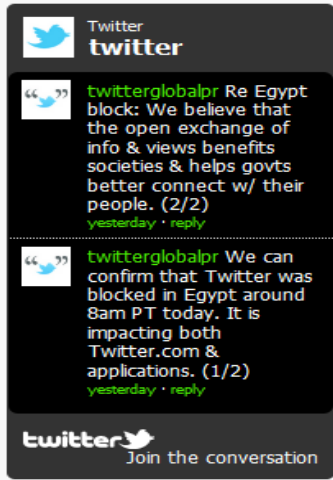
Configure the look and feel of twitter on your page by choosing the desired design such as background and text color.

8.16.6 Countdown

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

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: Transparent

Text color: #000000

Font: Arial

Enter the date: 1 / 1 / 2011

Text: Hurrah

Preview

Hurrah

Cancel   Apply

1. Choose the background and text color and size from the available options.

2. Enter the specific date on which you should be notified.

3. Enter the text which should be displayed when notified on the specified date.

8.16.7 Visitor Counter

You can customize the counter's font, size and color to suit the design of your site. The hit counter provides you with a very basic measure of your site's traffic.

Visitor Counter

Insert a simple hit counter on your page. You can customize the counter's font, size and color to suit the design of your site. The hit counter provides you with a very basic measure of your site's traffic.

Font: Arial

Font size: 12 pt

Text color: #ffffff

Background color: #000000

Zero padding: ● On   ○ Off

☐ Reset this counter now

Cancel   Apply

8.16.8 YouTube

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

8.16.9 Insert a quotation

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

1. Click the "add" button to enter a quote.
2. Choose the style.
3. Click "Apply" to display it on your page.

8.16.10   Calculator

This widget will insert a calculator on your page.

8.16.11   Poll

1. Enter a question to be displayed on your page.
2. Click the "add" button to enter a new option.
3. Choose the font color and width.
4. Click "Apply" to display it on your page.

8.16.12   RSS Feed

1. Enter a URL.

2. Choose the width, height and style.

3. Click "Apply" to save the changes.

8.16.13   Facebook
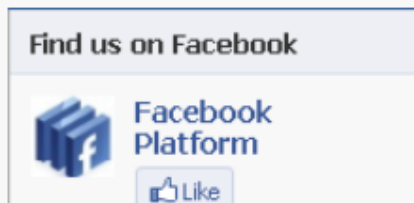
1. Press "Like button" to set the widget's configuration;

2. The screen appears that offers options to input detailed settings that will be used to create the widget

3. Fill in the offered fields to create a widget:

> **URL to Like:** Insert the URL to like;
>
> **Layout Style:** Determines size and amount of social context next to the button.
>
> **Show Faces:** Check the box if you want the profile pictures to be shown below the button.
>
> **Width:** Set the width of the plugin, in pixels.
>
> **Verb to display:** Select the verb you want to be displayed near the button
>
> **Font:** Select the font of the plugin
>
> **Color Scheme:** Select the color scheme of the plugin.

4. When all the fields are filled in press "Apply" to save the changes; Press "Cancel" to return to the Editor.

5. At the site page you will see the widget created.

8.16.13.1 Configure widget

1. Press "Like box" to set the widget's configuration;

2. The screen appears that offers options to input detailed settings that will be used to change the widget

3. Fill in the offered fields:

     Facebook Page: Insert the page name or URL of the Facebook Page for this Live box.

     Width: Set the width of the plugin, in pixels.

     Color Scheme: Set the color scheme of the plugin.

     Connections: Shows quantity of facebook users who like this page.

     Show stream: Check the box if you want to show the profile stream for the public profile.

     Show header: Check the box if you want to show the "Find us on Facebook" bar at top. Only shown when either stream or connections are present.

4. Press "Apply" to save settings and return to Editor with the widget on the page; Press "Cancel" to return to the editor.

8.17 Fullscreen Mode

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

8.18 Preview

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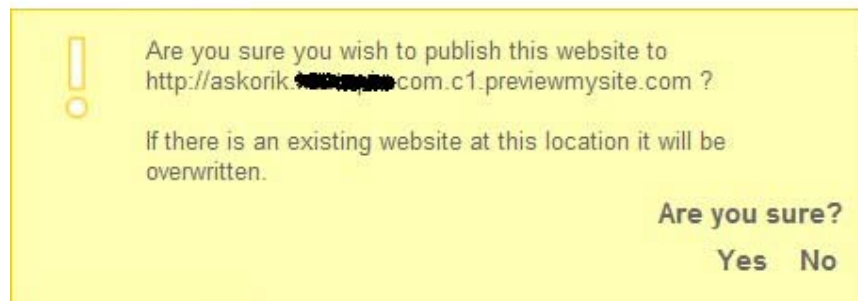
8.19   Publish

Once you are satisfied with the content you have created with EasySiteWizard Pro 8, you may wish to publish the site.
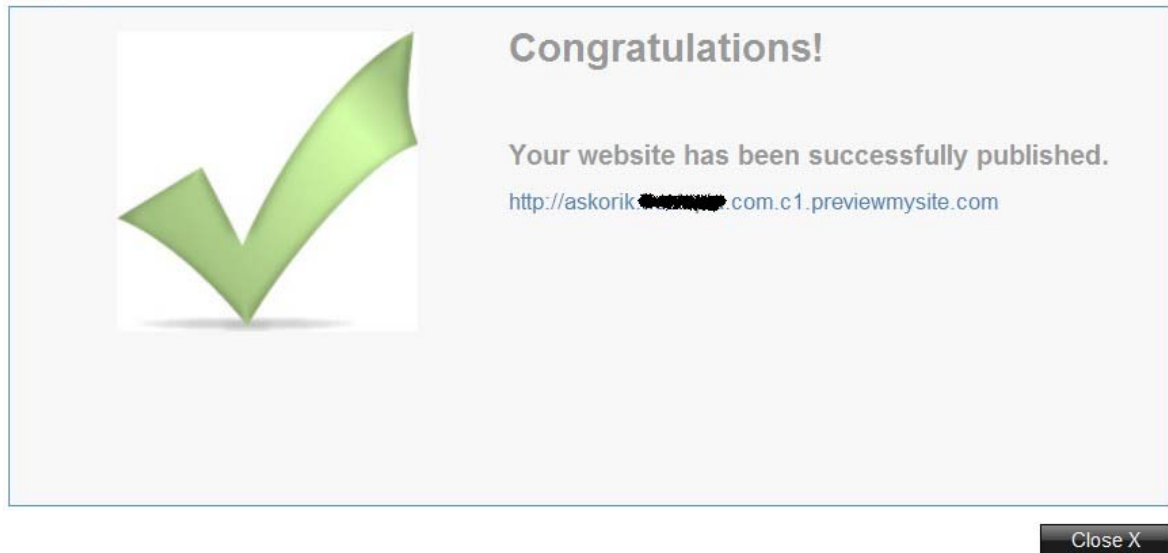
8.19.1 Publishing Your Site

1. Click to publish your site.
2. A prompt will appear, indicating that any existing content will be overwritten.

3. Check the URL location (i.e. http://screenshots.company.com).
4. Click "Yes"/"No" to accept/dismiss publishing the site
5. A prompt will appear notifying you that your site has been published to specified URL.

Publish

Congratulations!

Your website has been successfully published.

http://askorik██████.com.c1.previewmysite.com

Close X

8.19.2 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.

Enabling RSS

1. Enable RSS

2. Click on the check box next to the orange RSS icon.

3. Click Apply.

Updating 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 drop down menu you wish to link RSS to.

4. Click "Update Fields." Once the fields are updated, you will be provided with the links for your RSS feeds.

9. Tutorial

Tutorial   Clicking on this button you will be presented with a flash demo on how to use EasySiteWizard Pro 8 application.
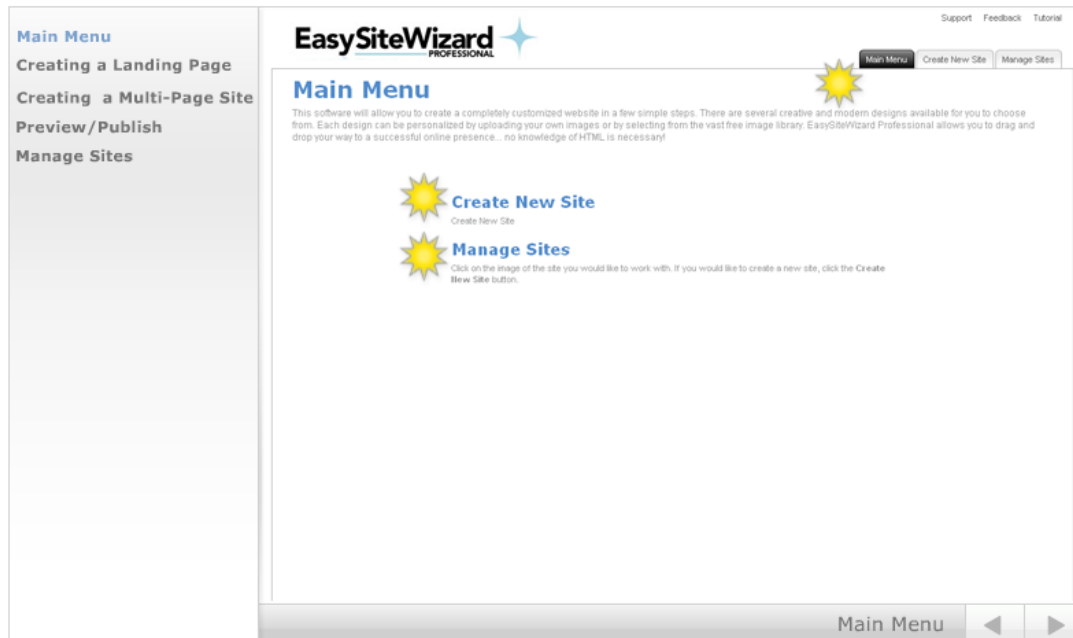
Click on [star] to see a flash demo of the particular heading, icons and buttons within the document. The user will find these yellow stars all throughout the tutorial and they are meant to give the user a "live" demonstration of the functionality of this application.