

WebUnique WebMaster™
Training Manual 1.0

Introduction

Welcome to WebUnique's easy-to-use, online web-editing tool - the **WebMaster™** Version 1.0. Created by our professional web programmers with your interests in mind, the **WebMaster™** is designed to help you update and maintain your website in real time and without any hassles.

As long as you can get on the Internet, you can change the text on your pages, add/remove images, and adjust the page layout, to mention a few features. You'll be amazed at how user-friendly and intuitive it is to use this web-editing tool!

Remember, there are just two steps to using the **WebMaster™**:

Part One: Logging In

Part Two: Editing Your Website

What's more, asking for help is just as easy. Simply email us your questions at:

support@webunique.com

We'll respond within 2 business days.

Part One: Logging In

Using your browser, type in the following web address:

<http://webmaster.webunique.com>

Here you'll find our Login page. To begin editing your website in real time, simply enter in your Login Name and Password, and click Login.

Forget your password? No problem. Just click on "I forgot my login information," where you'll be asked to enter in your email address. From there, we'll email your login information via email right away.

One last thing, Windows 95 or 98 and Internet Explorer 4.0 or higher is required in order for all features to work properly. If you don't have Internet Explorer, you can download it for free at this address:

<http://www.microsoft.com/windows/ie/download/default.asp>

Part Two: Editing your Website

Welcome to the Main Menu. This is where you can begin making changes to your website in real time.

Generate Website Now

Once you've made a change to your website, be sure to save your changes and return to the Main Menu. Find Generate Website and click Generate Now. Instantly you should see Website Generation Complete!

To View your changes, on the top of the menubar find My Site. Click it and your website will appear. If you don't see your changes, don't worry. On your browser toolbar, click Refresh. Voila!

Editing Global Components

To make changes to your website components, referred to in the **WebMaster™** as “Global Components,” there are several areas to consider:

- the page layout (where the buttons go-north, south, east, or west),
- the “font” of the words (how big and what style of font),
- the search engine registration information (really important stuff so people can find your website when using search engines),
- the colors (what color should be used for the website background, text and links)
- the images (what banners, logos, or backgrounds do you want displayed)

Beginning at the Main Menu, find Edit Website Components and then select Edit Global Components.

Editing general information

Here you can edit the basic information about your company, from address to zip code. To change the text, click on the field area and begin to type.

Editing search engine registration information

There are two areas you can edit: keywords and company description. Most likely this information won't need to be changed. But if it does, use a maximum of 250 characters for each one.

Editing colors

The default background color on your website is white. To change the color, click Color Finder. A color palette will appear, offering you an assortment of colors to choose. Find the Color Square you like and select it with your mouse cursor.

To change the colors of your text and text links, use the same process. The default color for the text is black, the text link is blue, the active text link is red, and the visited link is purple.

Editing font style

There are three font choices for the text on your website. Click the drop down menu and choose one. Although it seems your choices are limited, that's one of the quirks about the Internet.

An interesting factoid: Since nearly every computer has Arial and Times on it, this allows for website visitors to read all Internet websites. Some like Times, others like Arial. It's just a matter of personal preference.

Editing font size

There are three sizes for the text on your website: 2 (small), 3 (medium), or 4 (large). Click the drop down menu and choose one.

Editing page layout

There are four layout styles for the buttons on your website (click styles for a preview): east (1), west (2), north (3), or south (4). Click the drop down menu and choose one.

Editing website alignment

There are three positions for the alignment of your website: left, right, or center. Click the drop down menu and choose one.

Editing Images

To edit images on your website, you can choose whether to have the image displayed. Also, to change the Top Banner, Bottom Banner, Company Logo, or Background Image, click the drop down menu and choose one.

Editing Web Page Components

The most commonly performed task is editing text on your website pages. For instance, let's say you want to make changes to the text on your home page.

At the Main Menu, find Edit Website Components and click on Web Page Components. You will now see a list of your pages. Choose one and click Edit.

Editing page name: To change the page name, click on the field area and begin to type.

Editing page tagline: To change the tagline, click on the field area and begin to type.


Editing page body: Since most of us aren't familiar with HTML (the programming language of websites), click Editor. Here you can begin to make changes to your website the same way you would make changes to a Microsoft Word document.

You can increase the font size, use bold text, underline words, align paragraphs, etc.

Remember, after saving any changes in the **WebMaster™**, you must return to the Main Menu and click Generate Now to implement the changes on your site.

Editing Page Body: Special Features


Color

To change the color of the text, highlight the word(s) and then click on the Font Color graphic . When the color palette appears, select a color square.

Insert Image

To insert an image on your page, click the Insert Image graphic . Then click on the drop down menu to view a list of images. Select one and then click Preview to see the image or click Select to add it to the page.

Create Link

Use the link command to create or modify a hyperlink. You can create a hyperlink to any page or the World Wide Web by highlighting a word or an image and then clicking the Create Link graphic . You will see a few different options to let you decide what you want the link to do.



The following URL will link to any address on the World Wide Web – After http:// type in the URL (i.e., www.yourcompany.com) and click Create.

This page on my site will link to any page of your website – Click on the drop down menu and select the page where the link will point. Then click Create.

This downloadable file will link to one of your downloadable files (you must have the Manage Downloadable Files accessory for this option to appear) – Click on the drop down menu and select a downloadable file. Then click Create.

This email address will prompt the viewer to send an email – In the field area, type in the email address where you want the message sent. Then click Create.

Insert Horizontal Rule

To insert a Horizontal Rule (a horizontal line that runs across the page to break up sections of a page) put your cursor where you want the Rule and click the Horizontal Rule Graphic . You can change the color of the Rule just as you would text by selecting it and clicking the Font Color graphic .

Editing Menubar Components

Now that you know how to edit the individual pages and global components of your website, it's time to show you how to edit the Menubar Components. For instance, you can change the order of your buttons or even choose whether the button is displayed (this is great for seasonal information)!

Beginning at the Main Menu, find Edit Website Components and then select Edit Menubar Components.

To change the order of your buttons (notice the arrows), click on the arrow, which will move the button up or down.

All of your buttons are initially displayed. If you would like to “not display” one of your buttons, click edit.

Editing buttons

If you don't want a particular button to appear, click the Display Button? checkbox. A blank checkbox means the button won't be displayed.

Button Name: The name of the button.

Image Path: The file name of your button image. To select a different image, click the drop down menu and choose one.

Link: Where the button takes the website visitor then they click on the button. To change this direction, click the drop down menu and choose another page. Selecting Other allows you to link to another website (i.e., www.yahoo.com), type in the link after http://

Be sure to select Other from the Link drop down menu.

Website Accessories

This section depends on whether your website has any accessories. If so, a list of your accessories will be shown. From there, click on the link and begin editing them.

Guestbook

Show Guestbook?: Choose whether to have the Guestbook displayed.

Form Location: Where the Guestbook will appear in your site.

Email Address: Where the information entered by the website viewer will be sent.

Email Subject: What the subject of the email being sent will be.

Redirect To: Where the website visitor will be directed once the information has been submitted.

Position: Where the guestbook will appear on the page.

Ticker Tape

You can have multiple Ticker Tapes on your website. To edit one, click on the appropriate link.

Show Ticker Tape?: Choose whether to have the Ticker Tape displayed.

Page: On what page the Ticker Tape appears. Click the drop down menu and choose one.

Message: The message that appears. Click on the field area and begin to type.

Font: The size of your type ranges from 12 to 18.

Font Color: The color of the text.

Background Color: The color of the background.

Link: Choice of having the text link to a page on the website.

Position: Where the message displays on the page.

Store

This will link you to the administration tool of your store.

Web Calendar

This will link you to the administration tool for your calendar.

Manage Downloadable Files

View Downloadable Files

To view a downloadable file from your Online File Directory, click the drop down menu and select a file. Then click Open File.

Upload New Files

To upload a file to your Online Directory from your computer, click the drop down menu and select a file. Then click Open File.

Note: Files cannot be larger than 1MB in size.

Delete Files

To delete a file from your Online File Directory, under Accessories click Manage Downloadable files, then click the drop down menu and select a file. Then click Delete File.

Manage Images

Create Button

To change your buttons you must first create new buttons. This is done by selecting Create Button.

Then, choose a button style by clicking on one with your mouse. To browse through all of the available banners, click on Next or one of the other button ranges.

You will need to select the following options for your button.

File Name: File name of the button so you can choose it under Menu Bar Components.

Text: Click on the field area and type in the text you want to appear on the button.

Horizontal: Select a number to adjust the horizontal position of the text on the button. The greater the number, the further right its position.

Vertical: Select a number to adjust the vertical position of the text on the button. The greater the number, the further down its position.

Font: Choose font style of the text.

Font Size: Choice of font size of the text.

Text Color: Choice of font color of the text. Click on the Color Finder and select a color square.

Image Quality: Ranging from low to high (0 to 100), this determines the quality of the image. Note: A higher image quality will increase the time it takes for your website to load.

When you have set all the options for your button click Write Image! You should now see the button as it will appear on the site. You can now make any changes to the button settings and click Write Image! again. Repeat this process until your button looks the way you want it.

Note: If after clicking Write Image! you don't see your changes, hit refresh on your browser. You may get a popup box. Click Retry. You should now see your changes.

Create Top Banner

To change your top banner, select Create Top Banner.

Then, choose a banner style by clicking on one with your mouse.

Now select the following options for your banner.

File Name: Because there will always be one banner, as opposed to multiple buttons, you don't have to create a file name for the newly created banner.

Text: Click on the field area and type in the banner text.

Horizontal: Select a number to adjust the horizontal position of the text on the banner. The greater the number, the further right its position.

Vertical: Select a number to adjust the vertical position of the text on the banner. The greater the number, the further down its position.

Font: Choose font style of the text.

Font Size: Choice of font size of the text. .

Text Color: Choice of font color of the text. Then click on the Color Finder and select a color square.

Image Quality: Ranging from low to high (0 to 100), this determines the quality of the image. Note: A higher image quality will increase the time it takes for your website to load.

When you have set all the options for your banner click Write Image! You should now see the banner as it will appear on the site. You can now make any changes to the banner settings and click Write Image! again. Repeat this process until your banner looks the way you want it.

Note: If after clicking Write Image! You don't see your change, hit refresh on your browser. You may get a popup box. Click Retry. You should now see your changes.

Upload a Bottom Banner

Click here to select a Bottom Banner for use in your site.

Upload a Stock Photo

Click here to select one of our stock photos for use in your site.

Upload New Images

To upload your own images, click Browse and select an image file from your computer. Then click Upload Image.

Note: Images must be in either .gif or .jpg format and a resolution of 72 dots per inch (dpi) is recommended.

View/Delete Images

To view or delete an image in your Online Image Directory, click the drop down menu and select an image. Then click View Image or Delete Image.

Edit Profile

Edit Profile

To edit your profile, go to the Main Menu and find Edit Profile. Then select either Change Login Password or Change Email Address.

Current Password: Type in your current password.

New Password: Type in your new password.

Confirmed New Password: For verification, retype your new password.