

SiteMaker* Beginner's Guide



Step by step advice
on how to build
your website

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The estimated time for completion of this guide is about 1.5 hours, after which you'll have a basic knowledge of how to build and maintain your website.

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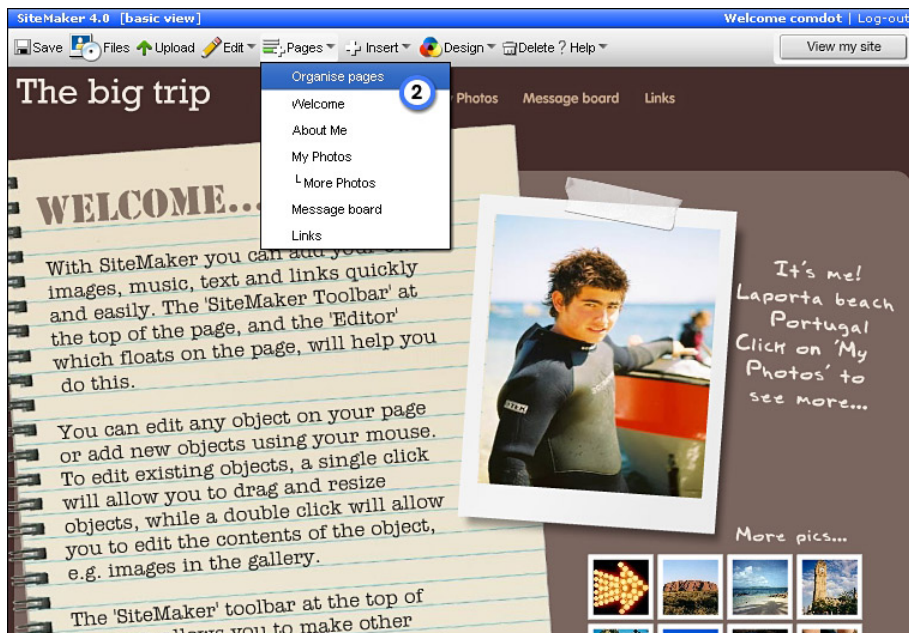
1. Navigation and menus



Screen 1

Your website is made up of a number of different pages, which are organised into your site's menu and form the main navigation for your site (Screen 1, Number 1). The menu will automatically display all the pages in your site and provide links to each of them.

Organise your pages



Screen 2

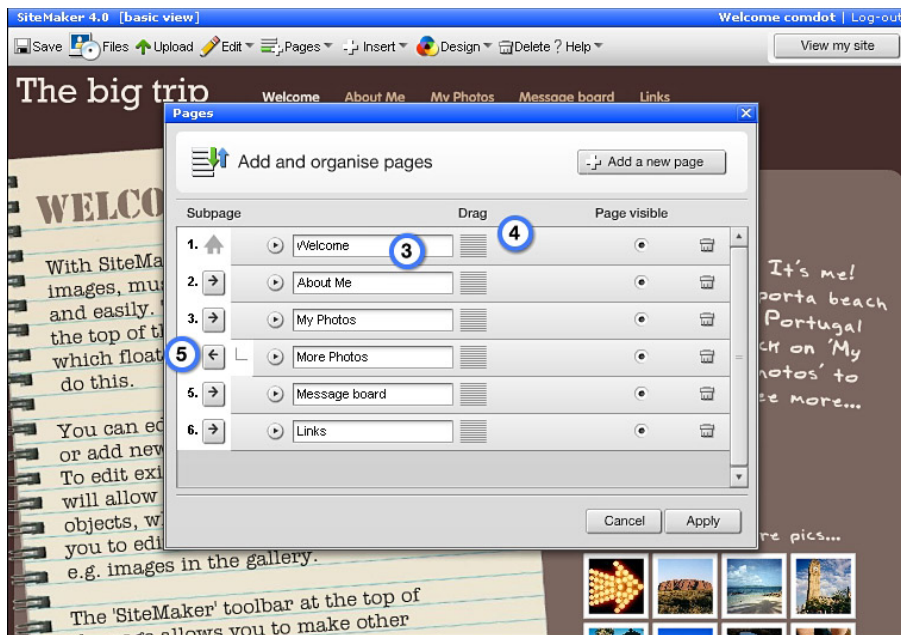
You can add new pages, change the name of existing pages, or change the order in which your pages are listed in your menu, by using the 'Organise pages' function (Screen 2, Number 2).

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This can be found in the 'SiteMaker toolbar' by clicking on the 'Pages' button, then the 'Organise pages' option. Once you have selected 'Organise pages', the 'Pages' panel will appear. This shows each of your pages in the order they appear in the menu.

Changing the name of your page in the menu

The name of your page as it appears in the menu, is displayed on the 'Pages' panel in a text box, e.g. 'Welcome'. You can click in this text box, delete the current text, and change the name of your page ([Screen 3, Number 3](#)). Remember to keep your page names short and relevant, as a long description won't always fit in the menu.



Screen 3

Changing the order of your pages

Your pages are shown in a numbered list indicating the order they are displayed in the menu. There is a 'drag' area in the centre of each page item, which you can use to change the order of the pages ([Screen 3, Number 4](#)). Simply click on the 'drag' area and drag the page up or down to the position you want it. The order of the other pages will then be adjusted so that they are renumbered correctly.

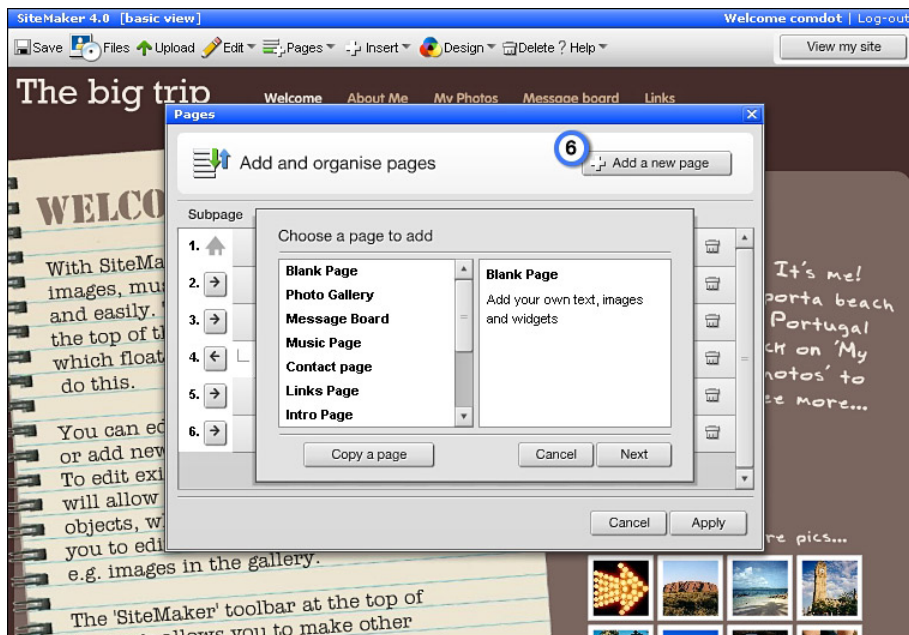
Making a page a sub-page

You can make one of your pages a sub-page of another page, meaning it is not displayed in the main menu initially, but will appear as another option when you roll over the 'parent' page. Next to the page number on the left is an arrow, one for each page, labelled 'sub-page' ([Screen 3, Number 5](#)). Simply click on this to make your page a 'sub-page' of the page above. This will be shown by indenting the page relative to its 'parent'.

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Adding a new page

You can add a new page to your site by clicking on the 'Add a new page' button in the top right hand corner of the page. (Screen 4, Number 6).



Screen 4

You will then be asked to select the type of page you want to add, e.g. 'Blank page', which will be a template for your new page. Pick the one that's closest to your purpose, but don't worry, you can add anything you like to your page later. Next you will be asked to give the page a name (which will appear in the menu), set the visibility (you can hide pages for privacy or while you work on them), and then click 'Next' and 'Finish' to complete the process. Your new page will now appear at the end of your page list, from where you can move it to the position you like.

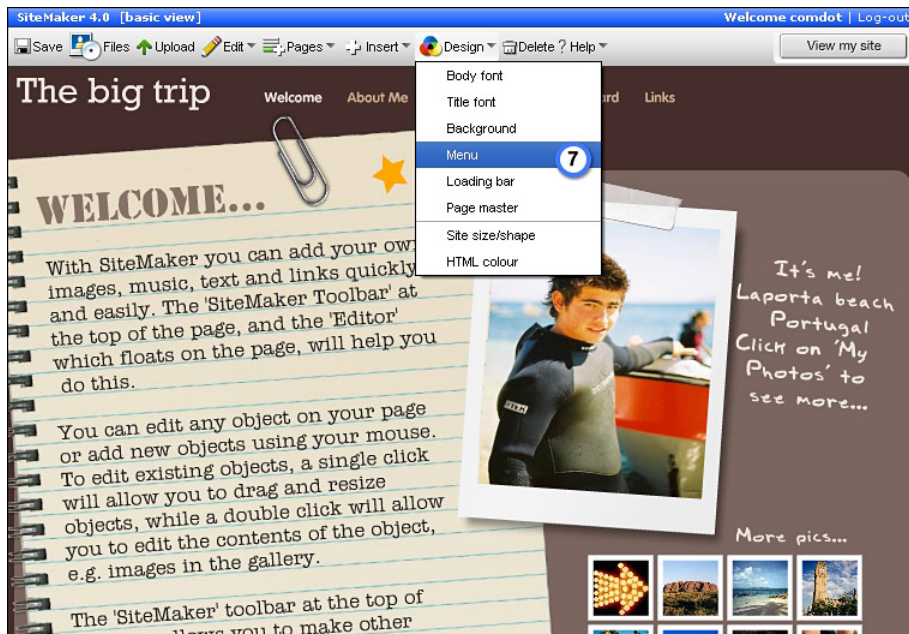
Click 'Apply' when you have finished making all your changes and your site will reload with the new menu in place. None of your changes will take effect until you have clicked 'Apply' and exited the 'Add and organise pages' panel.

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Changing the design and position of your menu

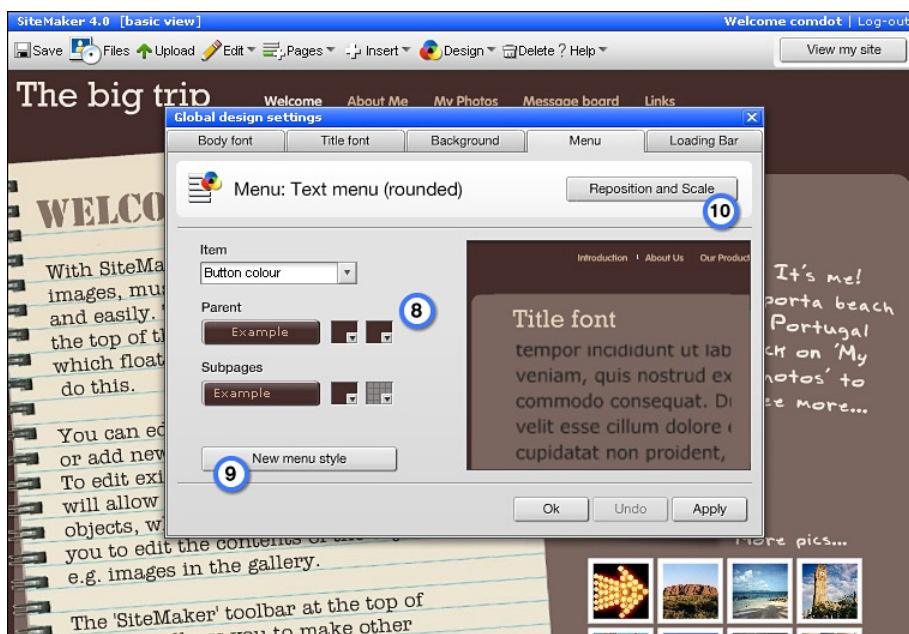
You can change the design style, colours, position and scale of your menu, by using the 'Design' section of the SiteMaker toolbar. Simply click on 'Design' --> 'Menu' to open the menu section.

(Screen 5, Number 7)



Screen 5

The 'Global design settings' panel will load and the 'Menu' tab will be displayed. You will see the design options for your menu on the left, and a preview of how it will look on the right.



Screen 6

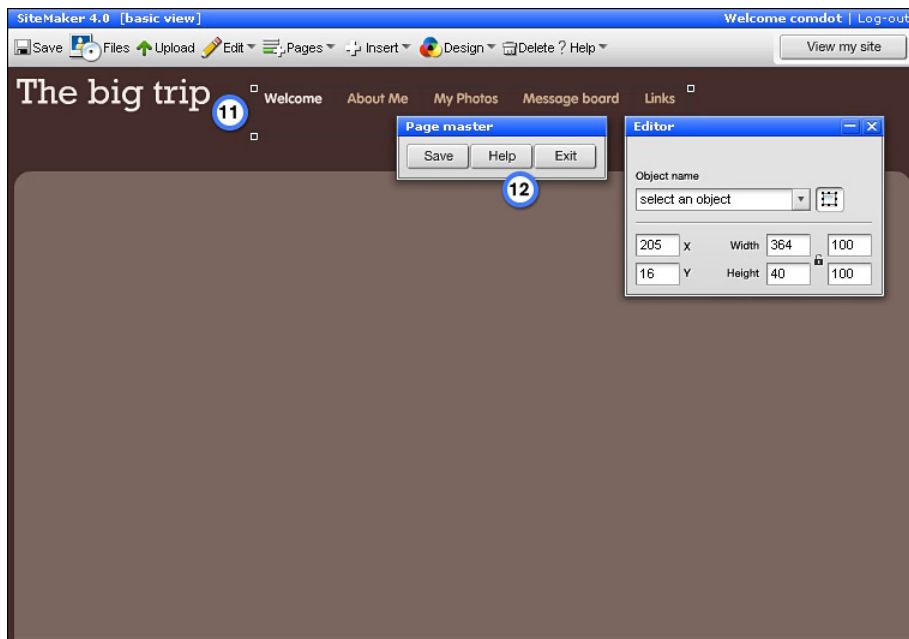
You can change the colour of your menu items, their rollover colour, and the colour of the text.

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The 'colour chip' icons ([Screen 6, Number 8](#)) display your current colours and allow you to click on them to choose from an alternative palette.

For an entirely new menu style, click on the 'New menu style' button ([Screen 6, Number 9](#)). This will open the 'File manager' and allow you to browse the different types of menus available, including horizontal menus.

To reposition or resize your menu, you will need to click on the 'Reposition and Scale' button in the top right hand corner of the panel ([Screen 6, Number 10](#)). This will open the 'Page master' which is where the menu is located on your site. (The 'Page master' is a layer that sits behind every page on your site. Any object that is placed on your 'Page master' will appear in the same place on every page in your site).

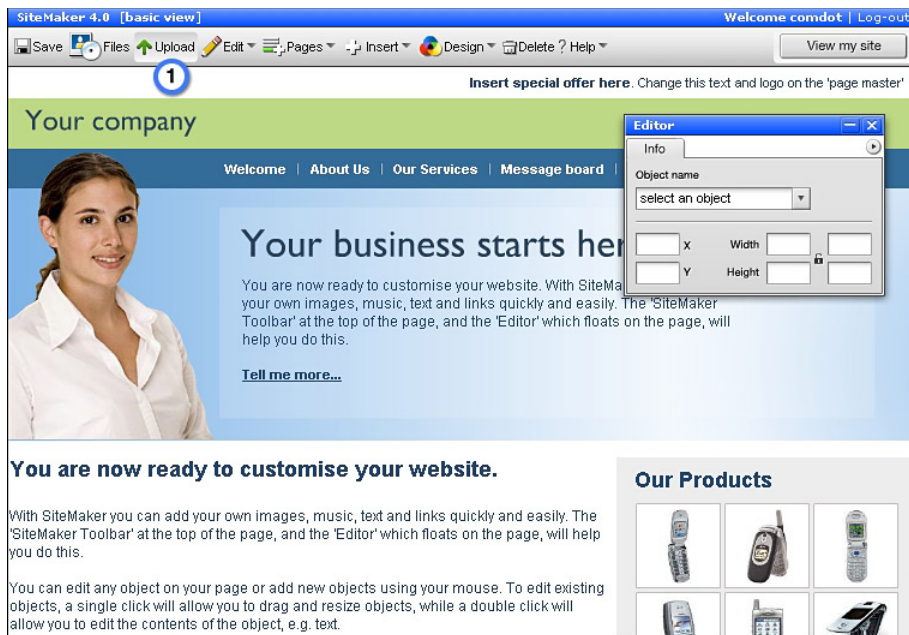


Screen 7

Simply click on your menu to select it ([Screen 7, Number 11](#)). Once selected the 'drag and scale' handles will appear. Now simply drag your menu to a different position on the page, or use the 'drag and scale' handles to make it bigger or smaller, by dragging one of the black squares in the corners in or out. NB. Remember that your menu will appear in the same place on every page in your site, so make sure you put it somewhere that won't interfere with your other content. When you have finished positioning and scaling your menu, click 'Save' on the 'Page master' panel, and then 'Exit' to go back to editing the other pages in your site as normal. ([Screen 7, Number 12](#))

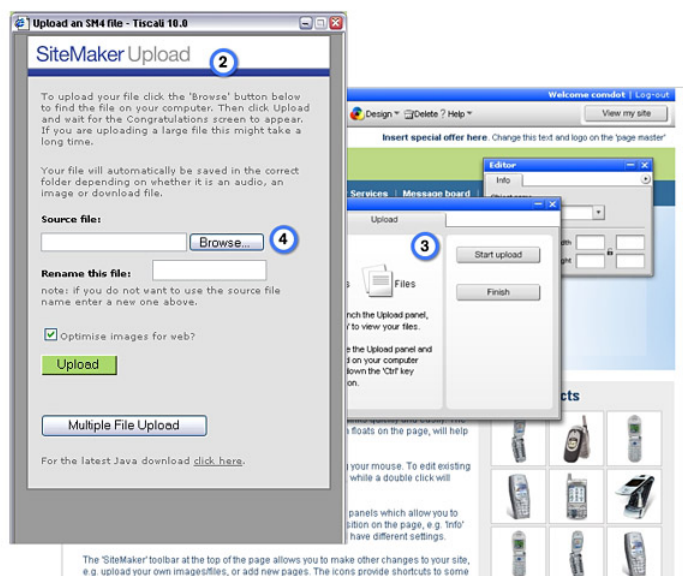
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2. How to upload an image



Screen 1

You can upload new images (or any other file) by using the 'Upload' function. This can be found in the 'SiteMaker toolbar' by clicking on the 'Upload' option. (Screen 1, Number 1)



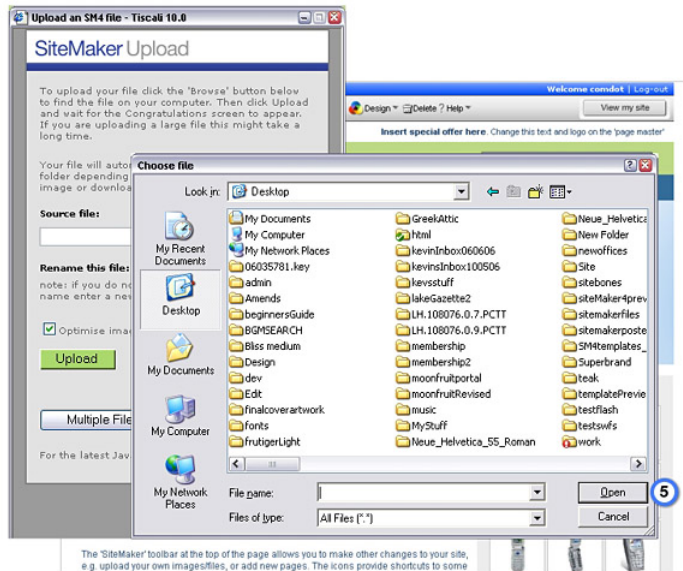
Screen 2

Once you have clicked 'Upload' two things will happen: i) a new window will open with the 'SiteMaker Upload' functions (Screen 2, Number 2), and ii) the File Manager will open on your site (Screen 2, Number 3). The 'SiteMaker Upload' window will allow you to browse (Screen 2, Number 4) and upload files from your computer, and the File Manager will allow you to organise these images on your website and add them to pages.

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NB. If the 'SiteMaker Upload' window does not open when you click on 'Upload', it may be being blocked by a pop-up blocker on your computer. Try holding down the 'Control' key (Ctrl) when clicking 'Upload' which will temporarily disable the pop-up blocker.

Browsing for your image



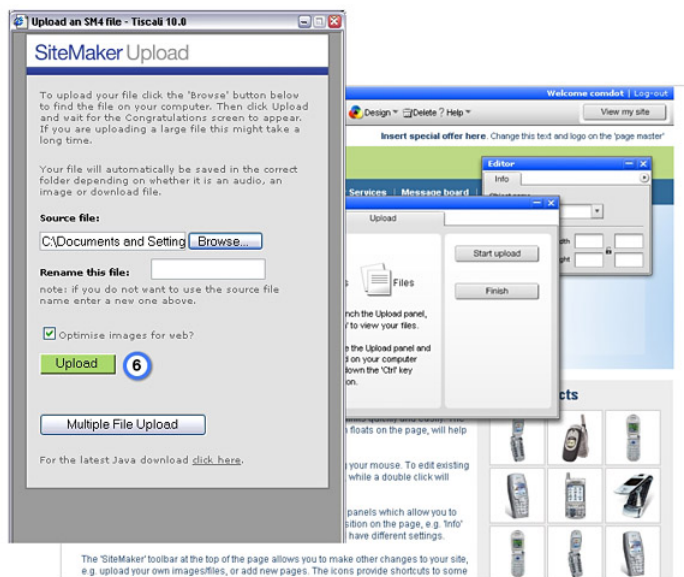
Screen 3

To upload an image, you will need to click the 'Browse' button in the 'SiteMaker upload' ([Screen 2, Number 4](#)) window to locate the file on your computer that you want to upload. When you have clicked 'Browse' another window will open showing the contents of your computer. You can use this to navigate to the file that you want to upload. When you have located the file you wish to upload, click on the file once and then click 'Open' on the browse (Choose file) window. ([Screen 3, Number 5](#)).

NB. SiteMaker only supports images in JPEG format. Most images taken with digital cameras should be in this format. Any image that is not in JPEG format can be easily changed using an image program on your computer.

You will now be returned to the 'SiteMaker Upload' window, with the file you have chosen listed in the source file field. Now click the green 'Upload' button to begin uploading your file. ([Screen 4, Number 6](#)).

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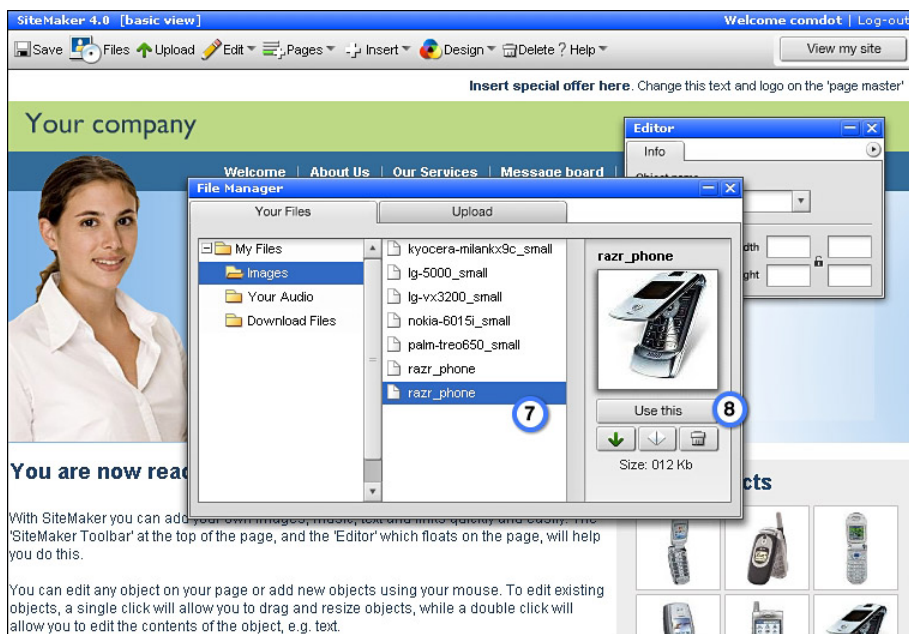


Screen 4

NB. Uploading a file can take between a few seconds and a few minutes depending on the speed of your internet connection and the size of the file that you are uploading.

When the file has been successfully uploaded, you will be given a congratulations message on the 'SiteMaker Upload' window. At this point you can either upload another file, or close the 'SiteMaker Upload' window to continue.

You will now see the 'File manager' open on your site with the 'Upload' tab selected. Click the 'Finish' button to indicate you have finished uploading your files, and you will be taken to the 'Your Files' tab on 'File Manager'.



Screen 5

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The 'Your Files' tab shows three folders: Images; Your Audio; and Download Files. Anything you upload will go into one of these folders depending on what type of file it is. Your image should have been uploaded into the 'images' folder (provided it was a JPEG).

To add the image to your page, select the image with a single click ([Screen 5, Number 7](#)), and then click the 'Use this' button in the 'File Manager' ([Screen 5, Number 8](#)). Your image will have been added to your page (it can sometimes be behind the File Manager, so watch out!). You can now close the file manager to start moving or scaling your image.



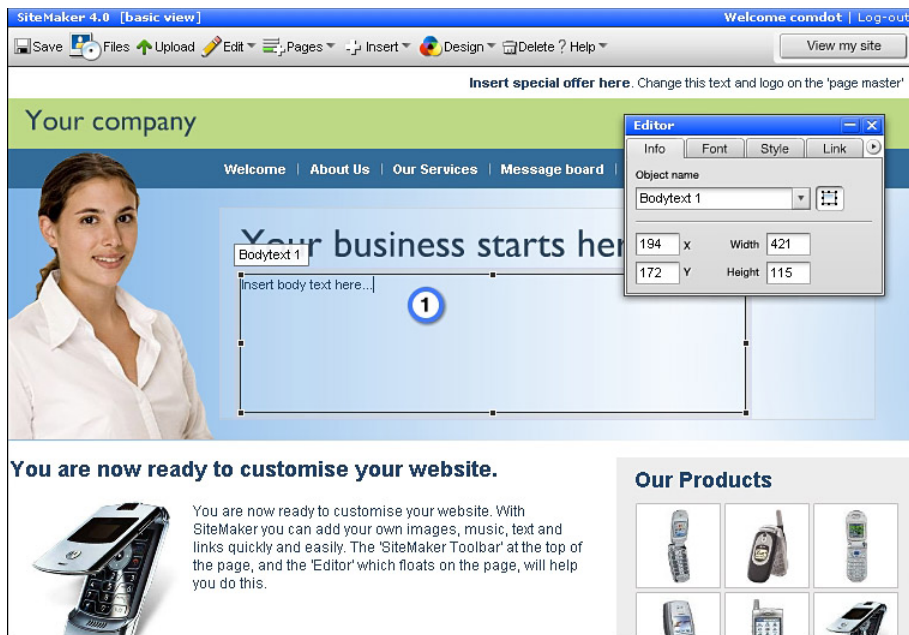
Screen 6

You can now select the image on your page by clicking on it once. The page 'Editor' will now display the image name as well as its details (e.g. size and position on the page) ([Screen 6, Number 9](#)). You move the image simply by clicking it once and dragging it around the page. You can resize the image by clicking on the black squares that appear around the borders of the image and dragging them inward or outward ([Screen 6, Number 10](#)). The corner squares will resize the image proportionally, while those on the sides (top and bottom, left and right) will squash or stretch the image.

When you have finished positioning and sizing your image, click 'Save' in the 'SiteMaker toolbar' to save your changes ([Screen 6, Number 11](#)).

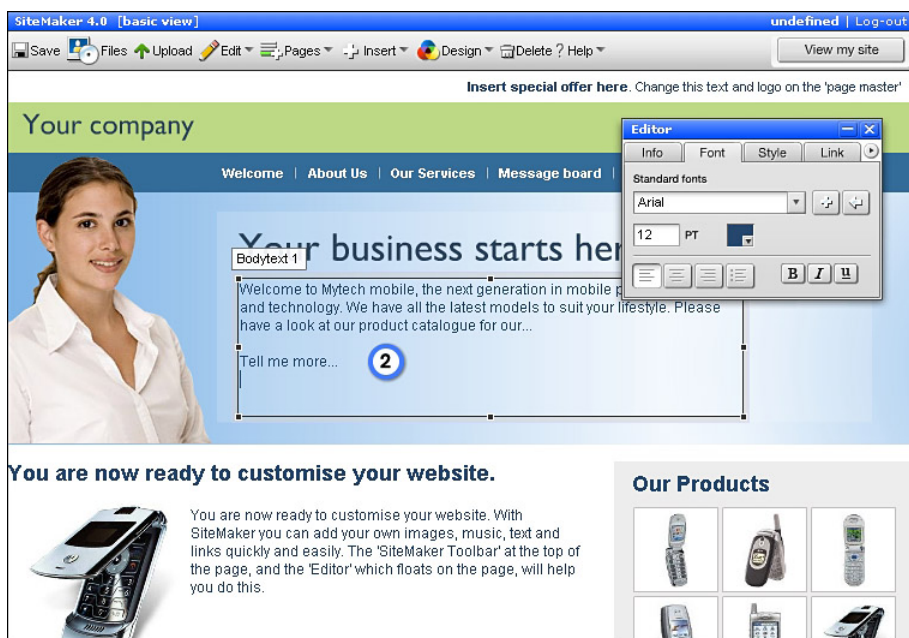
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3. How to input and edit text



Screen 1

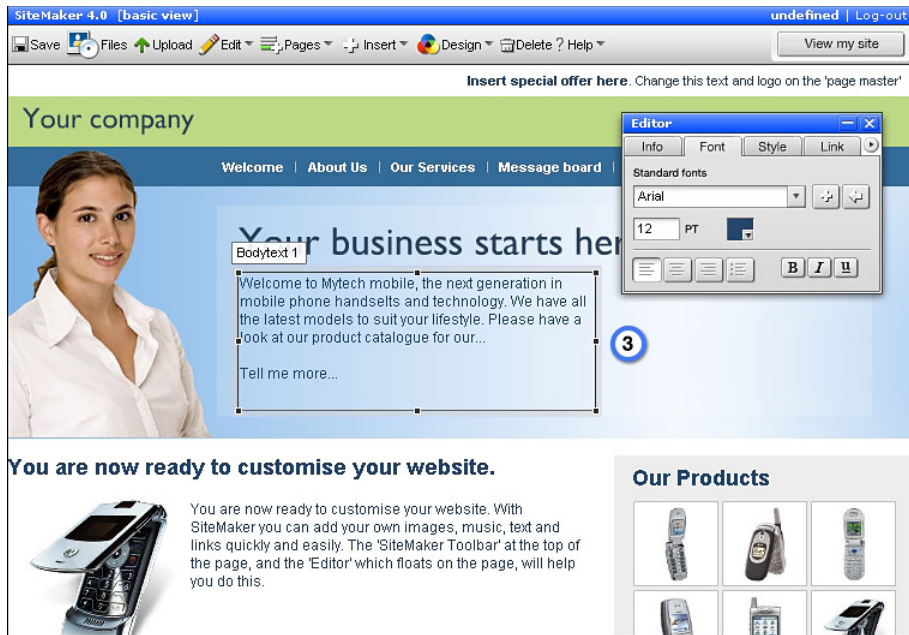
Double-click on an existing text box to start adding or editing text (Screen 1, Number 1). When you have selected your text box, you can type directly into the text box and delete any of the existing content using your keyboard.



Screen 2

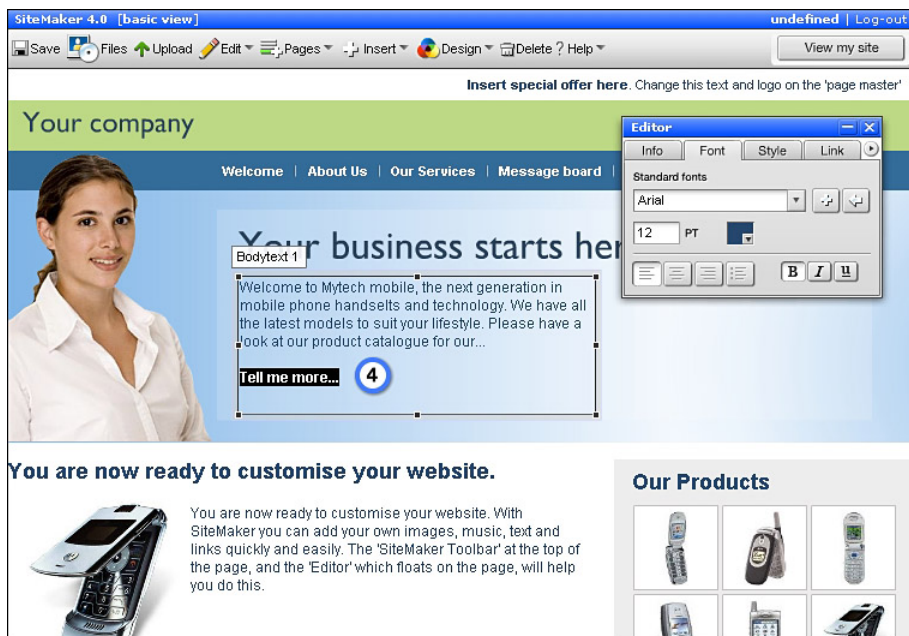
You can type as much text as you like, which you can separate onto different lines or paragraphs (Screen 2, Number 2).

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Screen 3

If you want to change the shape of your text box, to create a narrow column for example, just use the black square drag handles to squash or stretch the text box ([Screen 3, Number 3](#))



Screen 4

To change other properties of the text box, including font, point size, and colour, you will need to use the page 'Editor'. When the text box is selected the page 'Editor' will display the different properties of the text box depending on which tab you use. The 'Font' tab shows specific settings for the text box that you are editing.

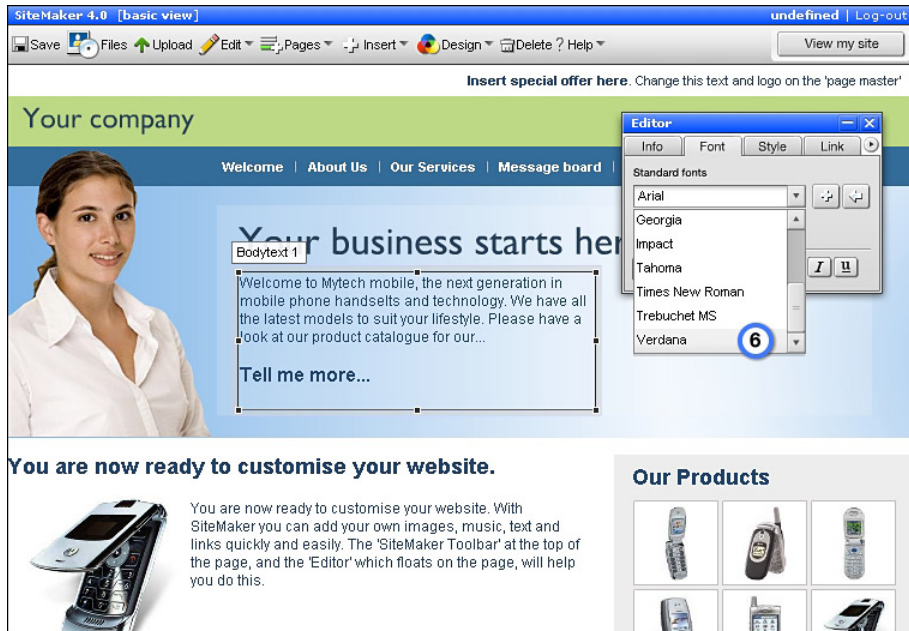
For example, to make text bold, simply select (or highlight) the text in the text box, and click the 'B' (Bold) button on the 'Font' tab ([Screen 4, Number 4](#)). The selected text will now be bold.

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Screen 5

To change the size of your text, select (or highlight) a section of text, and on the 'Font' tab, change the number in the point size 'PT' field, e.g. to 20 (Screen 5, Number 5). NB. When you click on the 'PT' field to change the size, your text will no longer appear selected. Don't worry; it will still remain selected, even if the text is no longer highlighted.

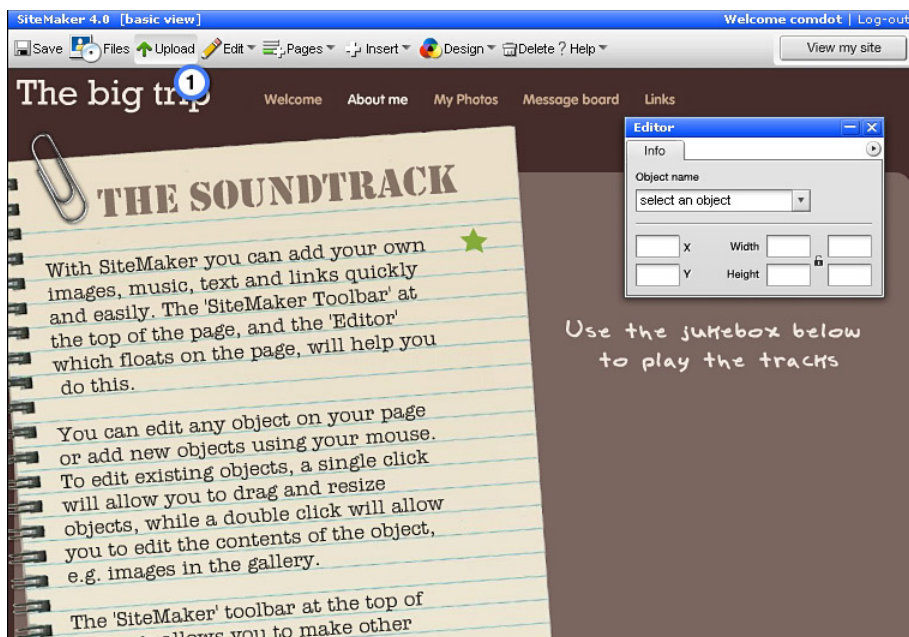


Screen 6

To change the font of your text, use the 'Standard fonts' drop down on the 'Font' tab (Screen 6, Number 6). When you select a new font, e.g. Verdana, all the text in your text box will change to this new font i.e. you cannot select individual words or paragraphs to change font and colour.

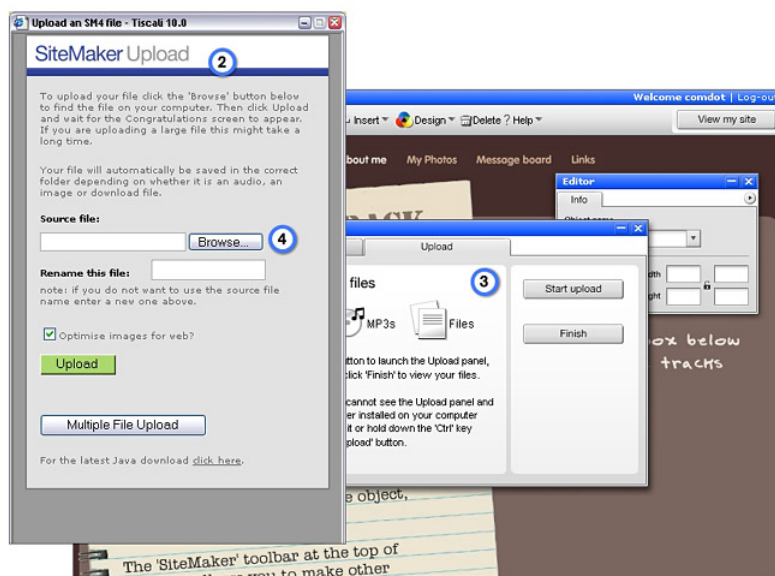
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4. How to upload audio or video files



Screen 1

You can upload an audio or video file, by using the 'Upload' function. This can be found in the 'SiteMaker toolbar' by clicking on the 'Upload' option. (Screen 1, Number 1)



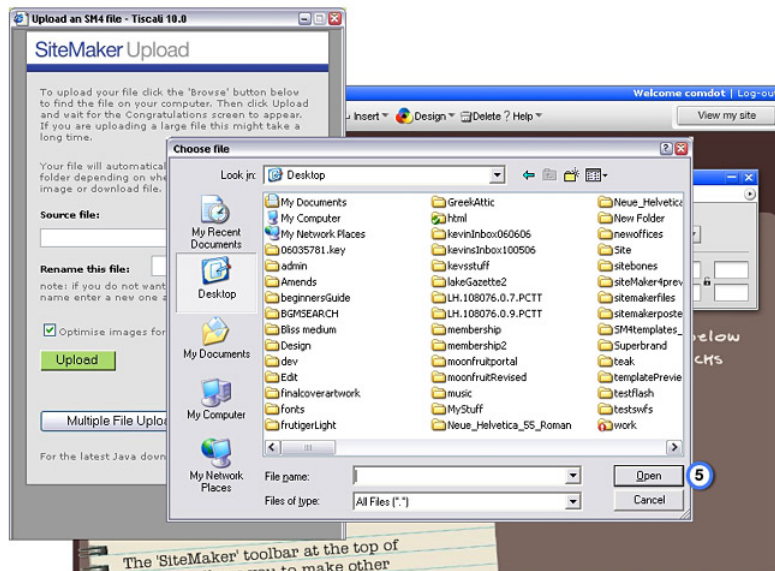
Screen 2

Once you have clicked 'Upload' two things will happen: i) a new window will open with the 'SiteMaker Upload' functions (Screen 2, Number 2), ii) the 'File Manager' will open on your site (Screen 2, Number 3). The 'SiteMaker Upload' window will allow you to browse (Screen 2, Number 4) and upload

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files from your computer, and the 'File Manager' will allow you to organise these files on your website, and add them to pages.

NB. If the 'SiteMaker Upload' window does not open when you click on 'Upload', it may be being blocked by a pop-up blocker on your computer. Try holding down the 'Control' key (Ctrl) when clicking 'Upload' which will temporarily disable the pop-up blocker.

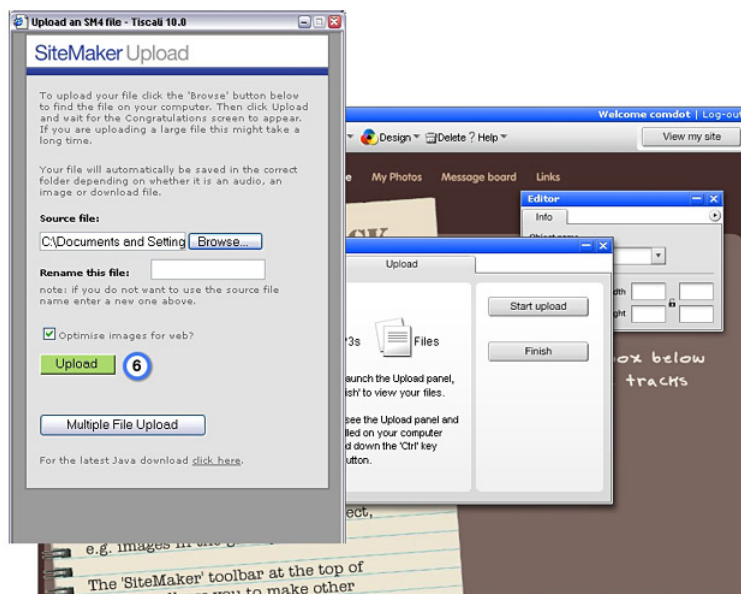


Screen 3

To upload an audio/video file, you will need to click the 'Browse' button in the 'SiteMaker Upload' window (Screen 2, Number 4). When you have clicked 'Browse' another window will open showing the contents of your computer. You can use this to navigate to the file that you want to upload. When you have located the file, click on it once and then click 'Open' on the 'Choose file' window (Screen 3, Number 5).

NB. SiteMaker only supports audio files in MP3 format. MP3s are the most common form of music files, though other types of audio may be in different formats. You can upload different audio file types, including music files in different formats, but they will only be usable as 'Download' links i.e. they won't play on your site but can be downloaded by visitors (refer to section 'How to play video on your site').

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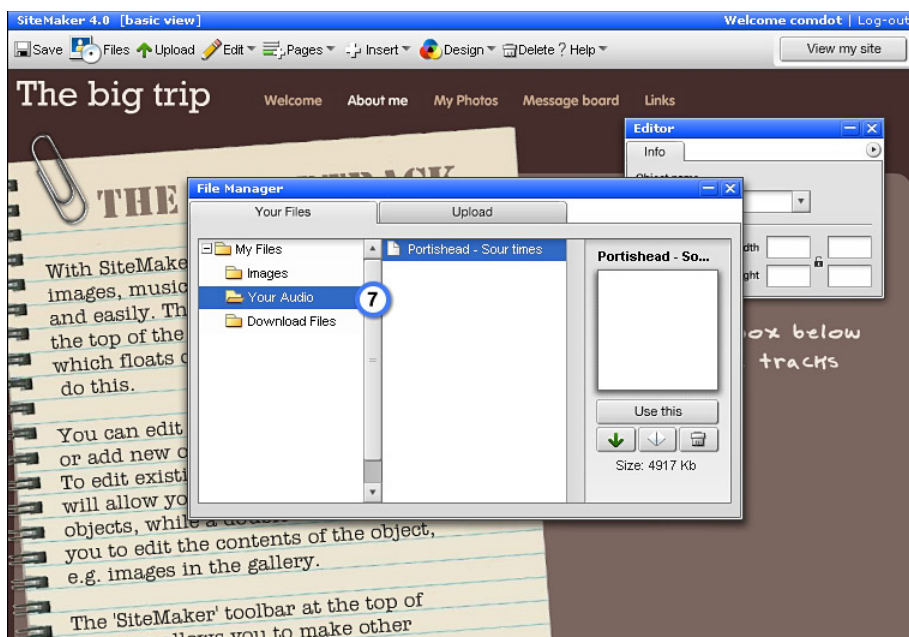


Screen 4

You will now be returned to the 'SiteMaker Upload' window, with the file you have chosen listed in the 'Source File' field. Now click the green 'Upload' button to begin uploading your file. (Screen 4, Number 6)

NB. Uploading a file can take between a few seconds and a few minutes depending on the speed of your internet connection and the size of the file that you are uploading!

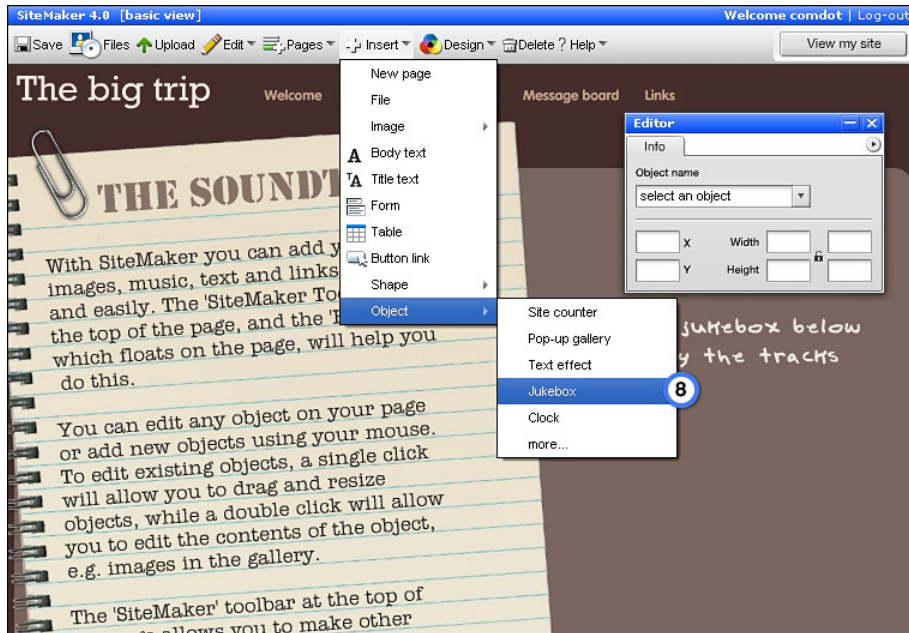
When the file has successfully been uploaded, you will be given a 'Congratulations' message on the 'SiteMaker Upload' window. At this point you can either upload another file, or close the window to continue.



Screen 5

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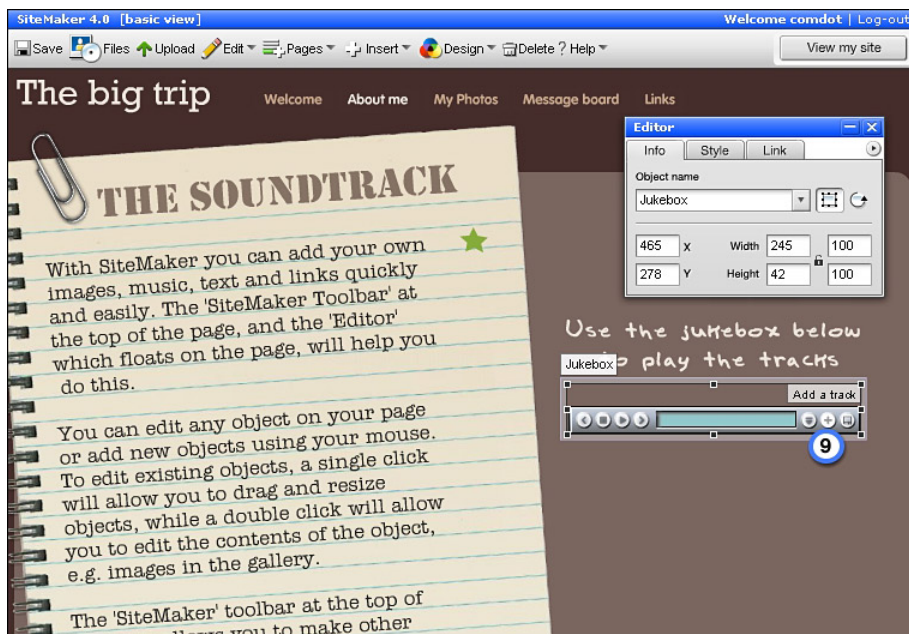
You will now see the 'File Manager' open on your site. Click the 'Finish' button to indicate you have finished uploading your files, and you will be taken to the 'Your Files' tab. The audio file you uploaded will now appear in the 'Your Audio' folder ([Screen 5, Number 7](#)), while music files in other formats (non-MP3) and video files will appear in your 'Download Files' folder.



Screen 6

How to play an MP3 on your site

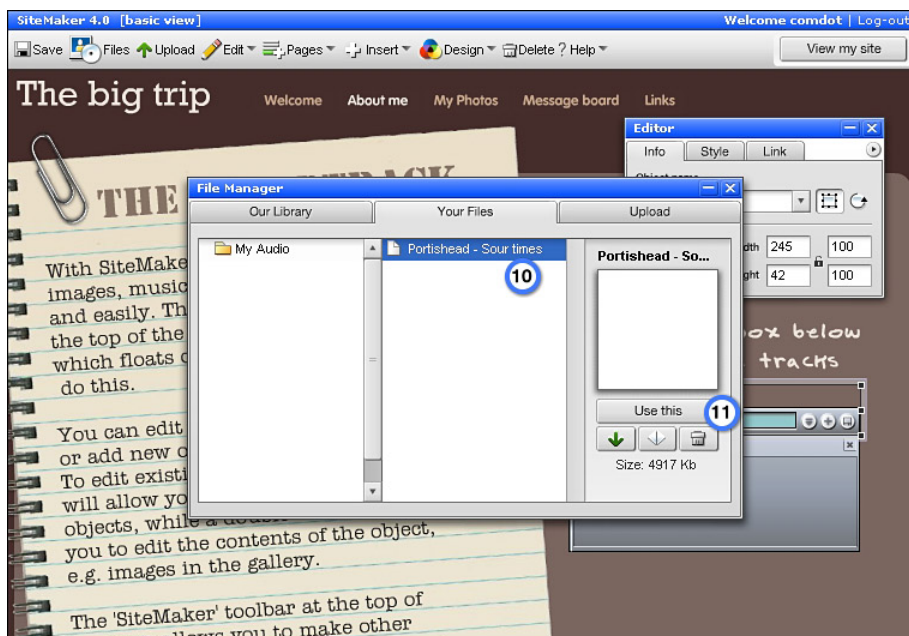
Once you have successfully uploaded an MP3 music file, you can get it to play in a jukebox on your site. To do this, first you will need to add a 'Jukebox' tool to your page. You can do this from the 'SiteMaker toolbar' by clicking, 'Insert' --> 'Object' --> 'Jukebox'. ([Screen 6, Number 8](#))



Screen 7

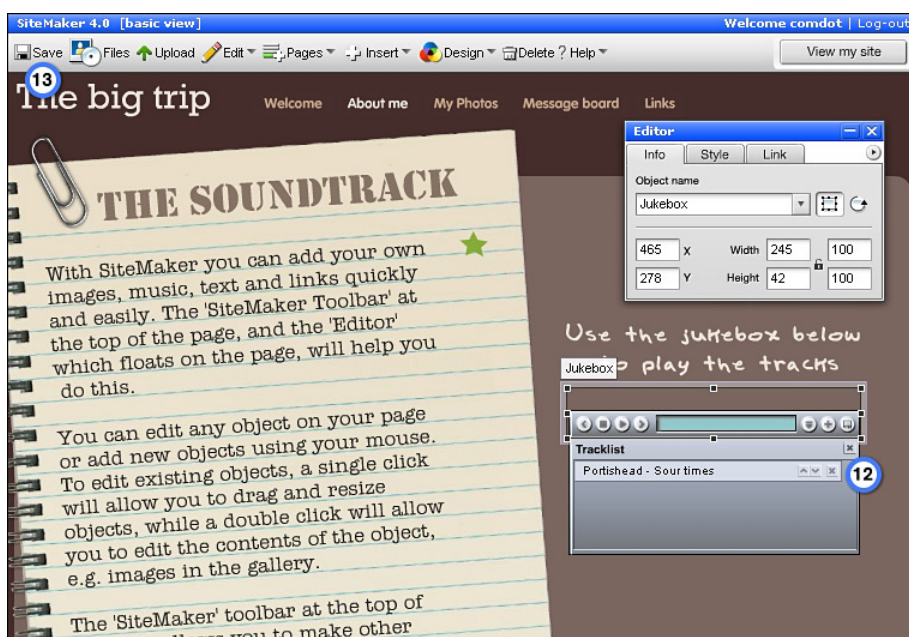
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The jukebox will now be added to your page. Clicking once will highlight the 'grab handles' which will allow you to move it around the page. To begin editing, simply double-click on the jukebox. In edit mode, a number of buttons will appear on the right hand side of the jukebox allowing you to add and edit the track list ([Screen 7, Number 9](#)). When you click 'Add a track' (the '+' button), the 'File Manager' will open to the Audio section – 'Our Audio' in the 'Our Library' tab which displays a number of default MP3s.



Screen 8

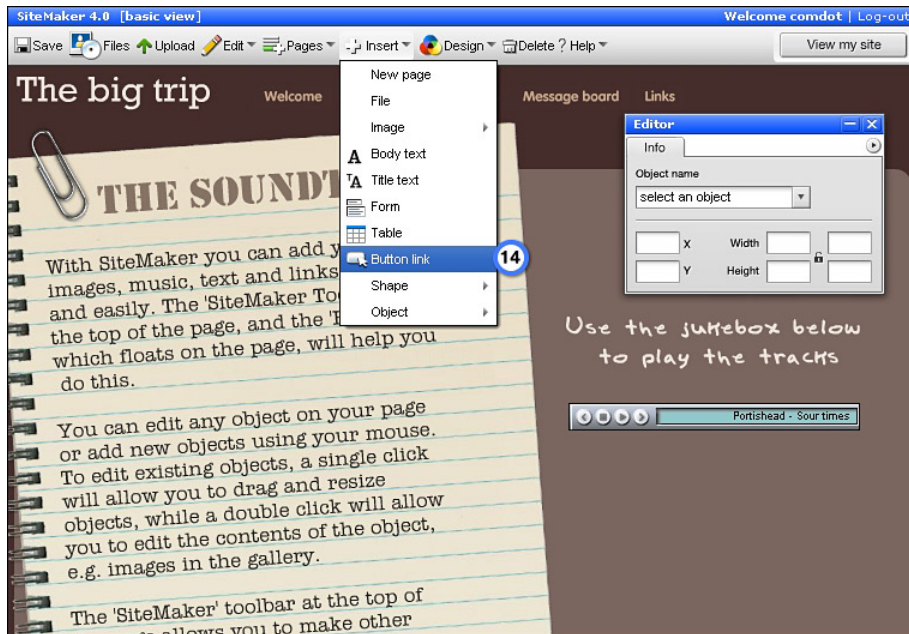
Click the 'Your Files' tab at the top of the 'File Manager' and you will see the contents of the 'My Audio' folder, and all the MP3 tracks that you have uploaded. Select an audio file with a single click ([Screen 8, Number 10](#)), and click 'Use this' to add it to the jukebox ([Screen 8, Number 11](#)). The 'File Manager' will automatically close, and the track will appear in your track list.



Screen 9

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You can add more tracks to your jukebox by repeating the process above. Use the 'Open track list' button to access your tracks ([Screen 9, Number 12](#)) and organise the order in which they play or to remove any. Press 'Save' (diskette icon on right hand side) on the jukebox to save the tracks and then 'Save' in the 'SiteMaker Toolbar' ([Screen 9, Number 13](#)) to save your jukebox changes. If you want to make the music automatically play when a visitor views your page, click 'Play' on the jukebox before you save it.

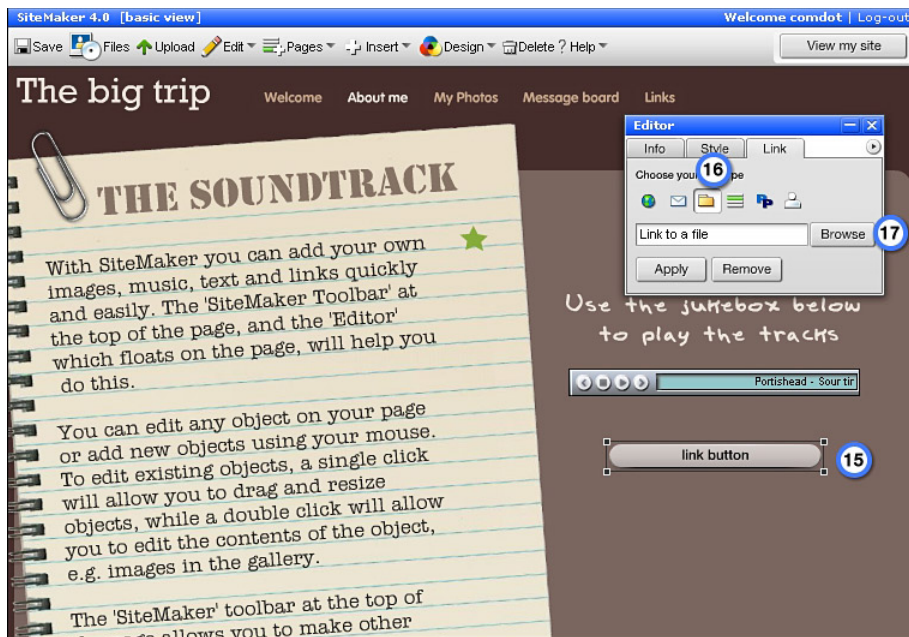


Screen 10

How to play video on your site

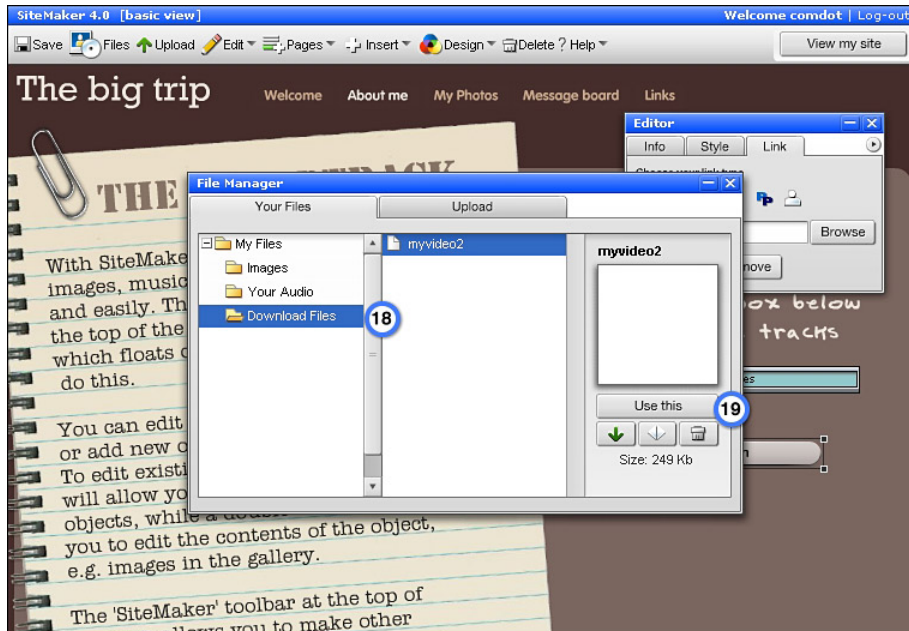
Uploading a video file uses the same process as image and audio files. Once you have successfully uploaded your video file, you can create a link on your site to allow visitors to play it. To do this you will first need to add a 'Button link' to your page. You can do this from the 'SiteMaker toolbar' by clicking, 'Insert' --> 'Button link' ([Screen 10, Number 14](#)).

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Screen 11

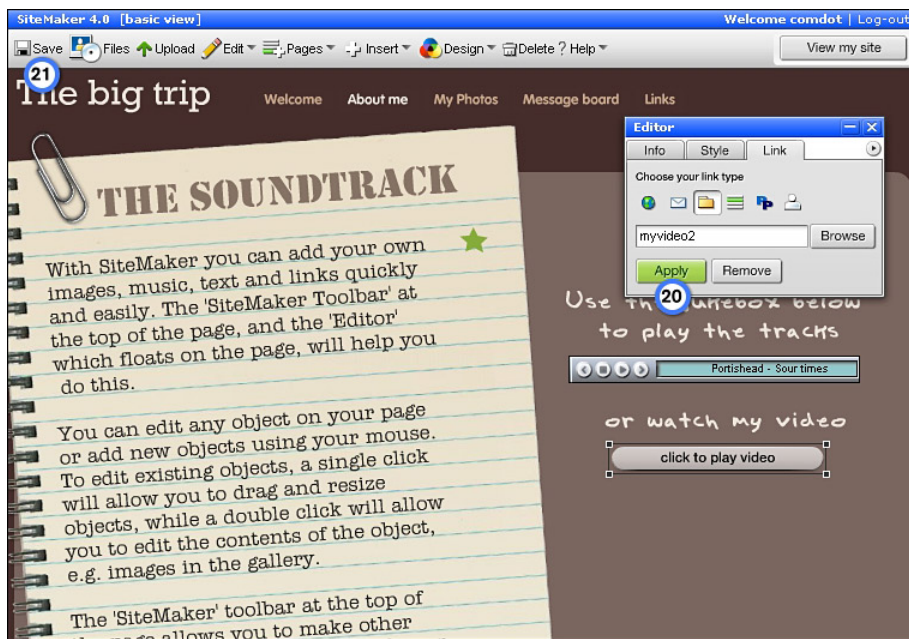
The link button will now have been added to your page (Screen 11, Number 15). Click once on the button link to either position it on your page or to edit it. Once selected, the 'Editor' will open, and you can then click on the 'Link' tab which will enable you to configure the link. Click on the 'folder' icon, which will point the link to one of your files (Screen 11, Number 16). Next, click the 'Browse' button (Screen 11, Number 17) to open the 'File Manager' to find your uploaded file.



Screen 12

When the 'File Manager' opens and you can click on the 'Download Files' folder to find your video file (Screen 12, Number 18). Click 'Use this' to select the file and close the 'File Manager' (Screen 12, Number 19).

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Screen 13

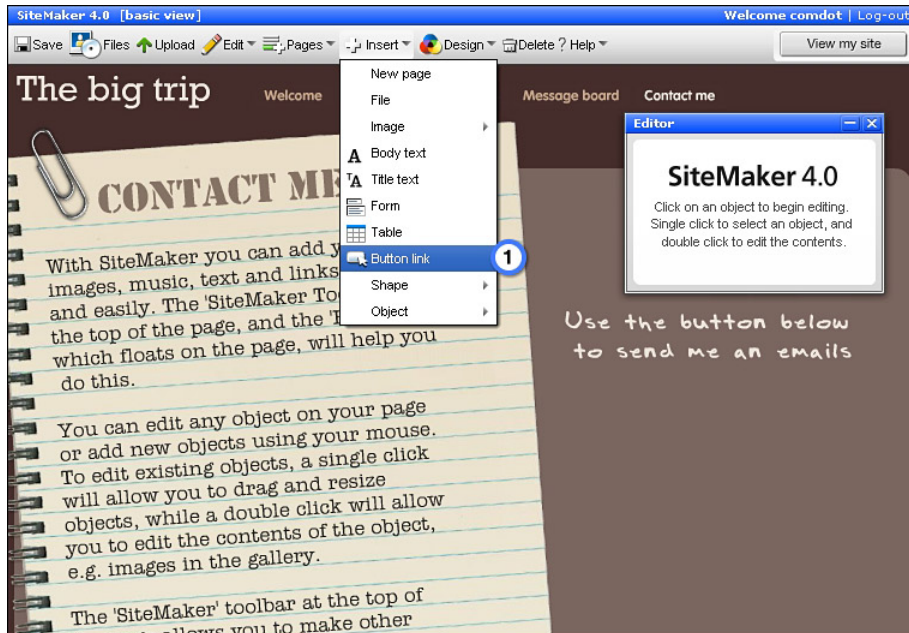
Lastly, click the green 'Apply' button on the 'Link' tab in the 'Editor' to set the link (Screen 13, Number 20) and then click 'Save' on the toolbar (Screen 13, Number 21) to save your changes.

NB. You cannot test the link while in edit mode. To test the link click the 'View my site' button in the top right hand corner of the page. When in 'View mode' you can click on the link which will open a new window where the video file will play on your computer's video player.

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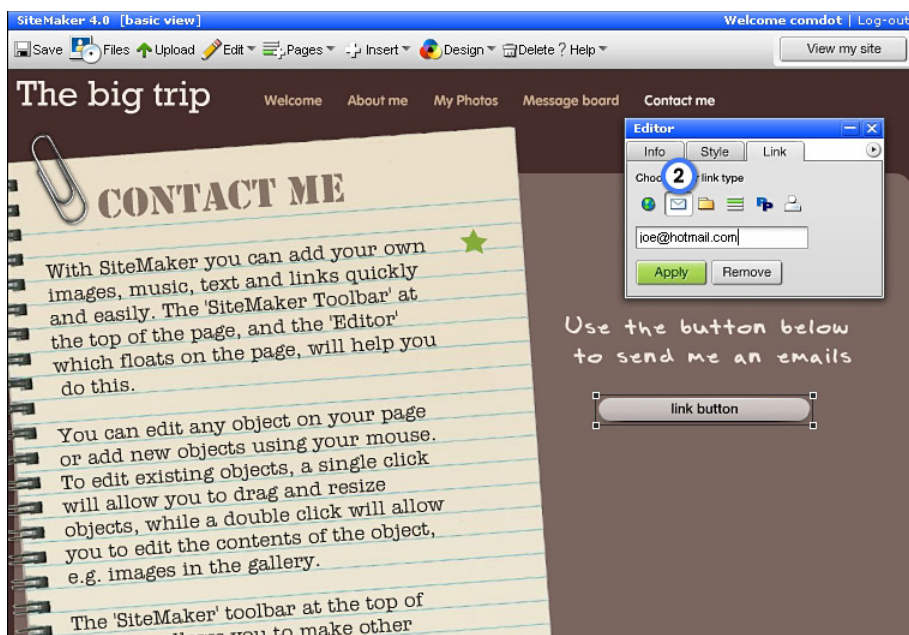
5. How to create a contact me link

To do this you will first need to add a 'Button link' to your page. You can do this from the 'SiteMaker toolbar' by clicking, 'Insert' --> 'Button link'. (Screen 1, Number 1).



Screen 1

The link button will now have been added to your page. Click once on the link button to either position it on your page or to edit it. Once selected, the 'Editor' will open, and you can then click on the 'Link' tab which will enable you to configure the link. Click on the 'letter' icon (Screen 1, Number 2), which will set the link to be an email link.

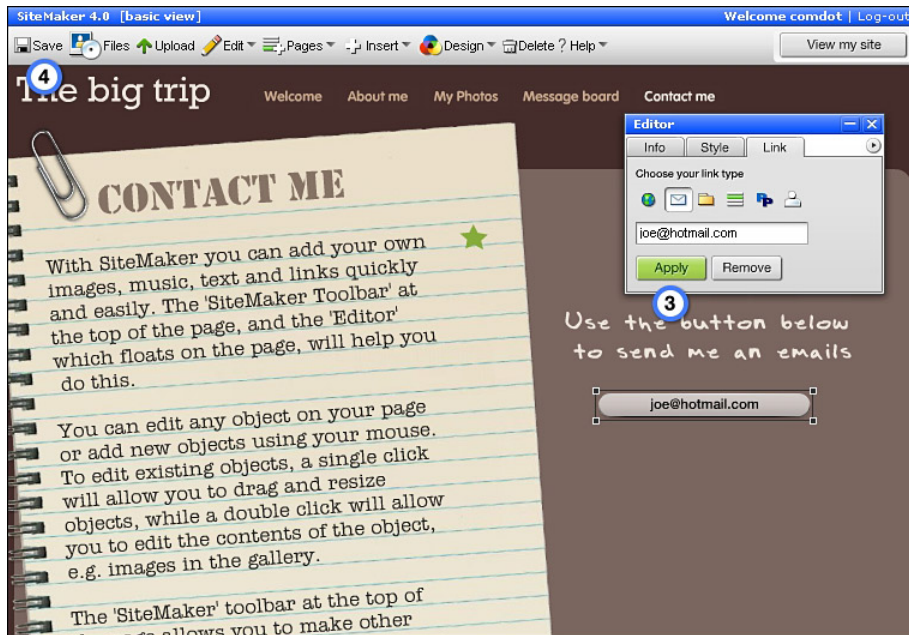


Screen 2

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It will automatically use the email address that you used to register to create the link. If you are happy using this address you can click the green 'Apply' button (Screen 3, Number 3) on the 'Link' tab in the 'Editor' to set the link. You can then click 'Save' (Screen 3, Number 4) on the toolbar to save your changes.

NB. You cannot test the link while in edit mode. To test the link click the 'View my site' button in the top right hand corner of the page. When in 'View mode' you can click on the link which will launch your default email application (e.g. Outlook, Thunderbird), and open a new email addressed to the email address you used in the link.

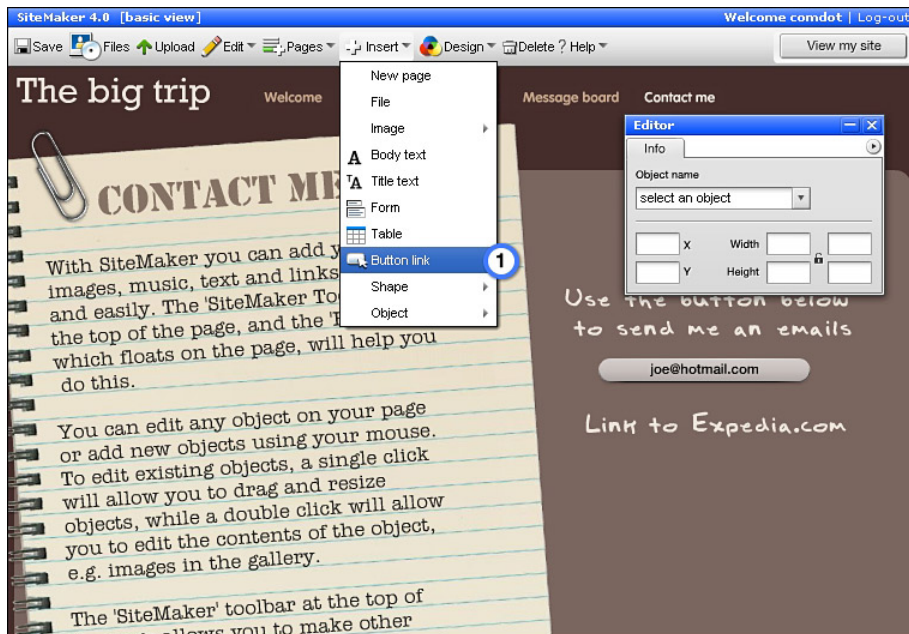


Screen 3

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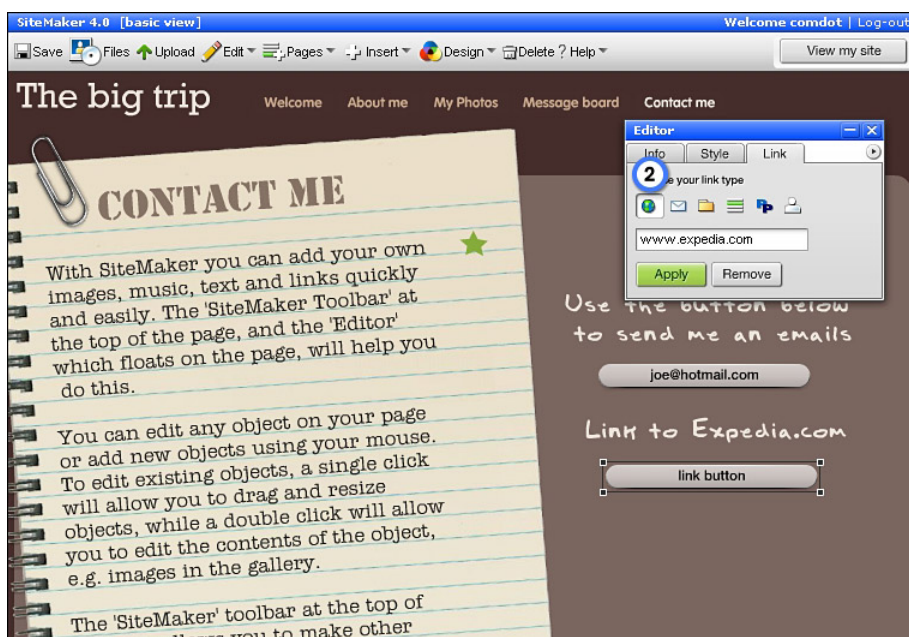
6. How to create a link to a webpage

To do this you will first need to add a 'Button link' to your page. You can do this from the 'SiteMaker toolbar' by clicking, 'Insert' --> 'Button link'. (Screen 1, Number 1).



Screen 1

The link button will now have been added to your page. Click once on the link button to either position it on your page or to edit it. Once selected, the 'Editor' will open, and you can then click on the 'Link' tab which will enable you to configure the link. Click on the 'globe' icon (Screen 2, Number 2), which will set the link to be a webpage link.

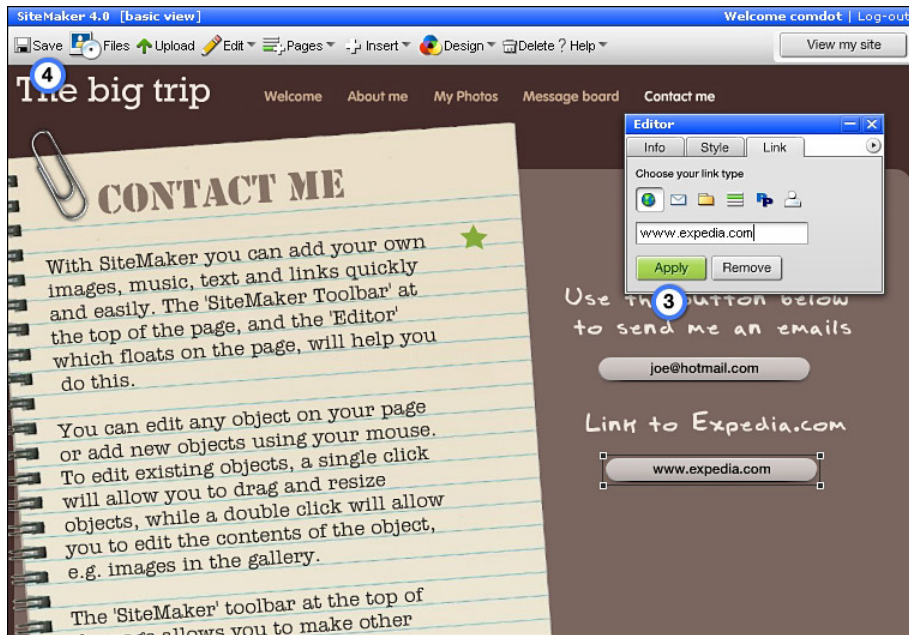


Screen 2

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Now you can enter the website address in the link box provided, e.g. www.expedia.com. When you are finished click the green 'Apply' button (Screen 3, Number 3) on the 'Link' tab in the 'Editor' to set the link. You can then click 'Save' (Screen 3, Number 4) on the toolbar to save your changes.

NB. You cannot test the link while in edit mode. To test the link click the 'View my site' button in the top right hand corner of the page. When in 'View mode' you can click on the link which will open a new window with the webpage you have chosen.



Screen 3