



## Website Builder Software Customer Manual

### A. Login

- Go to [www.mightymiramichi.com](http://www.mightymiramichi.com) and click on Login
- Under Website Builder Login enter your username and password
- You will enter the Dashboard and then select your site to work on and click on it.

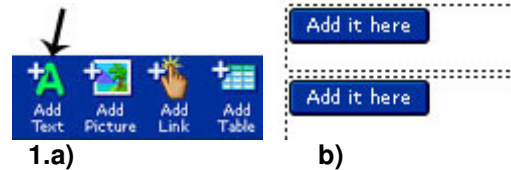


When you enter your website in edit mode, you will see a blue toolbar at the bottom of the page that looks like this one. This is what you will use to make changes to your website.

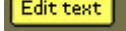


### B. Text:

- To add text
  - Click "Add Text" on the toolbar.
  - "Add It Here" buttons will appear on your screen. Click on the button where you want to add your text.
  - A new page will open with a text box where you type your text. You can also edit your text by making it bold, smaller/bigger, different font ect.
  - Click "Done".



- To edit text

- Select the "edit text" button 
- The edit text box will appear and you can select the text you want to edit by highlighting it with your mouse.
- Edit the selected item by clicking any of the buttons within the text editor, such as B-Bold, I-Italics, Underlined, ext.
- After making your changes click "Done".
- Click "View as HTML" if you want to edit your text using the HTML language.

### C. Images

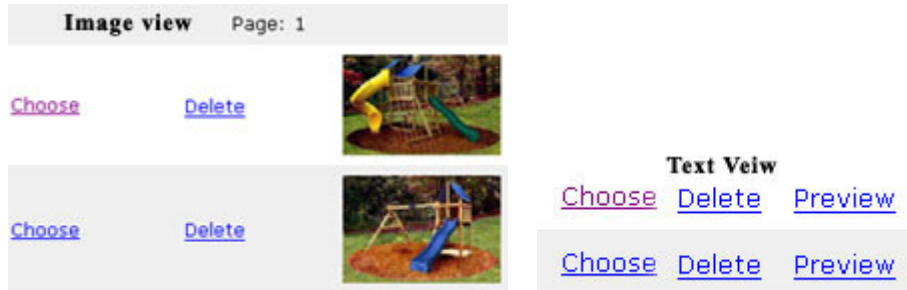
1. To upload pictures
2. a) Click the "Add Picture" button on the Toolbar.  
b) Add it here buttons will appear on your screen. Choose where you want you picture by clicking on one of the "Add It Here" buttons.  
c) After you click the "Add it here" button it will take you to the Picture Gallery. This is where all your pictures you upload and use in your website are stored. If necessary, click the "My pictures" tab at the top of the page.



c)

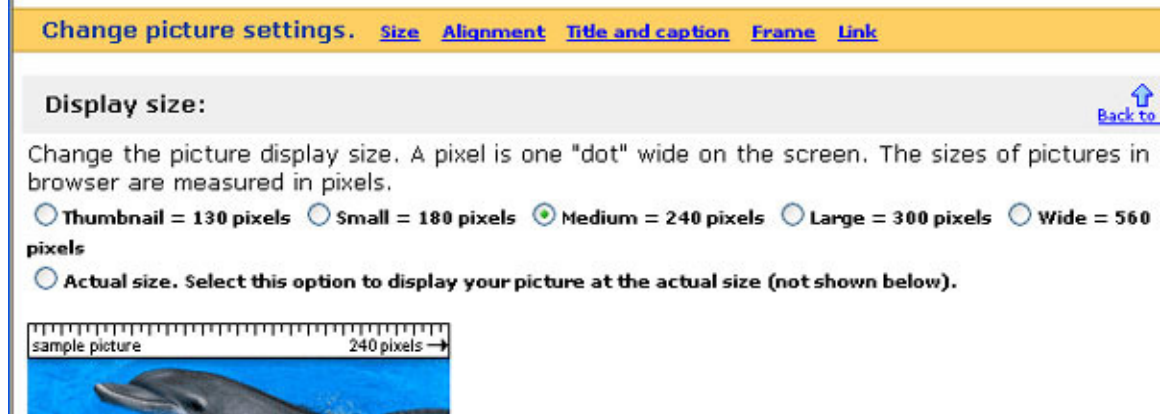


- d) Click the "Upload" button.
  - e) Click "Browse" to select an image off of your computer.
  - f) Go through your computer files and choose a .jpg or .gif image to upload.
  - g) Click once on the file so it is highlighted blue. Click "Open" to upload the image.
  - h) Either re-name the file or use the same name you had on your hard drive.
  - i) Click "Done".
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3. To Edit Images  
a) While in the Picture Gallery. You can either view the images by either a text view or as thumbnails. The thumbnail view displays ten images at a time.



- b) Click "Choose" in the Picture Gallery next to the image you want to put into your website.
- c) This will take you to the "Add a Picture" page. Here you have the opportunity to change the *picture settings* for its size, title and caption, spacing and alignment. You can also add a frame to the picture or make it a link.

- 4. While still in "Add Picture" page, you can change your picture settings. To adjust the size of a picture:  
 You have the option of choosing 6 different sizes for your image. Each size is measured in pixels. The more pixels, the larger the image. The default size for the image is "medium" at 240 pixels. You can choose to use the original size of an image by selecting "Actual size."



- 5. Making an image a link  
 a) Click "Link" on the "Change picture settings bar". Or scroll down to the bottom of the page.



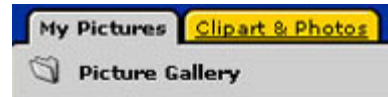
- b) Insert the URL or website address of the link into the window. Note that "http://" has already been added.
- c) Use the drop down menu to decide if you want the new page to display in the same browser window or to open a new one.
- d) Click "Done" to see your changes in Edit mode.

- Link to a web site address. Enter the URL your visitors will jump to:

Show the linked page in:

- 6. To add pictures from the clipart gallery:  
 a) Click the "Add Picture" button on the Toolbar.

- b) Chose were you want the picture to be by clicking on one of the “Add it here” buttons
- c) This will take you to your Photo Gallery Page. Click the “Clipart & Photos” tab at the top of the page.
- d) Use the scroll bar to find the category of your choice. Then click “View Category”. Feel free to explore. There are a lot of great images in the gallery.



### Clipart Gallery

**Photos To Go**®

This will insert pic into website      This shows picture in box to the right

[Clipart and Photo Gallery](#) > [Photos To Go](#) > **Agriculture**

141074e.jpg	Drought	<a href="#">Choose</a> <a href="#">Preview</a>
231671.jpg	Fall harvest	<a href="#">Choose</a> <a href="#">Preview</a>
271825.jpg	Windmill on farm	<a href="#">Choose</a> <a href="#">Preview</a>
308736b.jpg	Weathered farm building	<a href="#">Choose</a> <a href="#">Preview</a>
347478.jpg	Raspberry	<a href="#">Choose</a> <a href="#">Preview</a>

ALT text description  
Drought  
[Choose this picture](#)

- e) To see a picture in the preview box on the right click “Preview”.
- f) To choose a picture click “Choose” beside the preview button or “Choose this picture” under the preview picture.
- g) You can edit the picture using the same choices and options explained previously in the section, “Editing Your Images.”

### D. To create a URL link:



- a) Go to the page you want the link on.
- b) Click the Add Link button on the tool bar.
- c) Add it Here buttons will appear on the page. Click any “Add It Here” button.
- d) Click “To another web page (URL)” in the “Add a link” screen.
- e) Enter the text that your visitors will click in the text box. This will prompt your user to use your link.
- f) Enter the URL in the box labeled “Enter the URL your visitors will jump to.”
- g) Click the “Done” button.

<p><b>d)</b></p> <p><b>Add a link</b></p> <p>What kind of link do you want to add?</p> <p><a href="#">To another web page (URL)</a></p> <p><a href="#">To a mail message</a></p> <p><a href="#">To another page in this site</a></p>	<p><b>e) f) g)</b></p> <p><b>Link to another web site (URL).</b></p> <p>Enter the text that your visitors will click:</p> <p>Visit the Mighty Miramichi Website</p> <p>Enter the URL your visitors will jump to:</p> <p>http://www.mightymiramichi.com</p> <p>Show the linked page in: <span>New browser window</span></p> <p><a href="#">Test this link now</a> <span>Done</span></p>
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### E. To create a mail link:

- a) On the home page.
- b) Click the “Add Link” button on the Toolbar at the bottom.
- c) Click any “Add It Here” button.
- d) Click “To a mail message”.
- e) For “Enter the text that your visitors will click,” type “Send me some mail!”
- f) If you leave this text block blank, the actual address appears in the page. Scroll to the bottom of the screen to format the text.
- g) For “Enter email,” type your email address. Don’t delete the “mailto” text that is in the “email address” box.

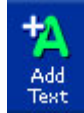


h) Click the “Done” button.

**F. To link to another page:**

- a) Display the home page.
- b) Click the “Add Link” button on the Toolbar.
- c) Click any “Add It Here” button.
- d) Click “To another page in this site.”
- e) Choose the page you want to link too.
- f) Click “Done”.

**G. To add a link from the textbox area:**



- a) Click “Add Text” on toolbar.
- b) Select the link icon.
- c) Select “To another web page”, “To a mail message”, or “To another page in this site”
- d) Select “Done”

**H. To add a table from the table gallery**



- a) Click the “Add Table” icon on the Toolbar.
- b) Click any “Add It Here” button.
- c) Click “Choose from the table gallery”
- d) Select a table by clicking the “Choose” button below your selection.
- e) Click “Edit Table” at the bottom left of your table.
- f) Here you have the opportunity to Add/Delete rows/columns.
- g) Edit row/column information by clicking “Edit” beside each cell

**I. To build your own table**

- a) Click the “Add Table” icon on the Toolbar.
- b) Click any “Add It Here” button.
- c) Click “Build your own table”
- d) Select number of rows/columns required
- e) Click “Done”
- f) Edit row/column information by clicking “Edit” beside each cell



**J. To add a page**

- a) Navigate to a page of your choice in your web site.
- b) Click the “Add Page” button.
- c) Enter a page title in the “Page title” box.
- d) Check the circular button next to “Display this page on the Navigation Bar”.
- e) Add an alternative title if you want a shorter title for the navigation bar.
- f) Click “Done”



**K. To add a page that isn't listed in your navigation bar**

- a) Click the “Add Page” button.
- b) Enter a page title in the “Page title” box.
- c) Select “Do not display this page on the Navigation Bar”.
- d) Click “Done”
- e) Link this page to another in your website.

**L. Moving, Copying, and Deleting Content:**

1. To move content in a page
  - a) Click the Move icon on the toolbar
  - b) Click the box or boxes next to the item(s) that you want to move.
  - c) Click “Continue.”
  - d) Select a location and click “Move It Here”



2. To copy content:

- a) Click the Copy icon on the toolbar
- b) Choose the item that you want to copy from your home page.
- c) Click "Continue."
- d) Choose another page on your site by clicking the destination from the navigation links on your page.
- e) Choose a location on the new page and click "Copy it here"



3. How to Delete Content:

- a) Go to the page that has the content you want to delete.
- b) Click the "Delete" icon on your toolbar.
- c) Select the items that you want to delete.
- d) Click the "Done" icon in the toolbar.
- e) If you want to cancel your deletion, click the "Cancel" icon.



### M. Moving, Copying, Renaming and Deleting a page:

1. To move a page:

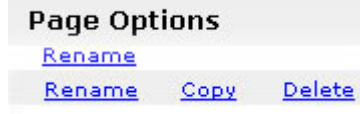
- a) Click "Site Organizer" on the tool bar.



- b) View the site organizer. Your site's pages are listed with the current settings for its location, name, design and layout.
- c) Find the listing of the page you want to move and click "move."
- d) Decide where you want your page to go and click "Move it here."

2. To copy a page:

- a) Click "Site Organizer" on the tool bar.
- b) Select the page you want and click "Copy" under the "Page Options" column.



3. To rename a page:

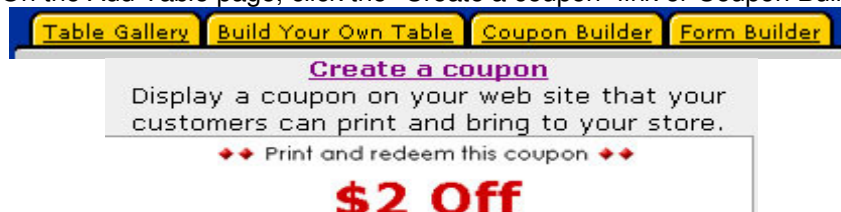
- a) Click "Site Organizer" on the tool bar.
- b) Select the page you want and click "Rename" under the "Page Options" column.
- c) Click "Done".

4. To delete a page:

- a) Click "Site Organizer" on the tool bar.
  - b) Select the page you want and click "Delete" under the "Page Options" column.
- Warning!** Once you delete a page you cannot get it back.

### N. To add coupons

- a) Click on the "Add Table" on the toolbar
- b) Select one of the "Add it here" buttons where you want to add a table.
- c) On the Add Table page, click the "Create a coupon" link or Coupon Builder tab.



- d) On the Choose a coupon style page, click the "Choose" button beneath the style you wish to use.  
The coupon appears on your web site.
- e) You can edit the coupon by clicking "edit coupon" button.

## O. Adding a Guest Book

- Click the "Site Add-On" button in the toolbar.
- Click the "Add it here" button where you want to add the guest book.
- On the Site Add-On page choose "Recommended". Click on the Add link for the Guest book Site Add-On.
- On the Guest book screen that displays, define your guest book settings.
- Click the "Done" button to add the new guest book and return to the page.



## P. Allow Visitors to Download your Brochure, Price List or any Other Document.

- Click the "Site Add-On" button in the toolbar.
- Click the "Add it here" button where you want the text to be on your page, to download the file.
- On the Site Add-On Gallery page that displays, click on the Multimedia tab and click the "Add" link for "File download".

### File Download

[Add](#) [More Info](#)

Add files that your visitors can download from your site.

- To upload a file to the My Site Builder files gallery, click the "Upload" button or "Upload a file" link. Click on "Browse" to find the file on your computer.
- In the text box provided, type the text that site visitors will click to download the file.
- To select a file, click its "Choose" link.
- To remove a file from the gallery, click its "Delete" link.
- Click the "Done" button to add the new file and return to the page.



## Q. Previewing a Site

When you preview your web site, a new screen pops up with your web site. Sometimes in editing mode, the preview doesn't always appear correctly, but in Preview mode, it will look and behave the same way as when Internet users come for a visit. To preview your site, click the "Preview Site" button in the Toolbar.



## R. Publishing a Site

Publishing your site places it on the World Wide Web for everyone to see. If you make changes to your site after you publish, all you have to do is repeat this procedure to update the published site. Click the "Publish Site" button on the Toolbar to publish your site.



## S. Logging Out Of Website Builder software

Always log out when you are finished editing your site. To log out, click the "Log Out" icon on the toolbar.

