

**yodelweb**<sup>TM</sup>  
NEW ZEALAND



# User Manual

A step by step guide  
in maintaining your  
Yodel Web website

**ADWORDS**<sup>®</sup>  
AUTHORIZED  
RESELLER  


**YAHOO!**  
CERTIFIED LOCAL  
AMBASSADOR

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## Introduction

### About Yodel Web Website Tool

Yodel Web Website Tool is a built in software that is easy to use and allows you to edit, view and customise your website to your requirements.

Yodel Web offers you significant advantages over other website software. It is a comprehensive package containing all you need to create an on-line business. You could probably get the same results by using traditional web tools and services drawn from here and there, but this approach is subject to several drawbacks.

The drawbacks of traditional web tools:

- You must have or develop skills with HTML and Java.
- You must deal with domain name registry and other providers.
- You may have to rebuild the entire site to implement changes.
- Any problems and you are on your own or must hire a designer to maintain the website.

The advantages of using Yodel Web Website Tool:

- You need no special programming skills.
- Manuals and online help guide you through the tasks.
- Many procedures are automatic or are handled for you.
- The software is integrated and does not suffer sudden incompatibility with your changes.
- Changes are implemented immediately.
- The low monthly fee includes backup, consultation and help if you need it.
- Yodel Web does much of the work for you.

### The User Guide Manual

Welcome to the Yodel Web Website manual. You have just joined thousands of small businesses committed to building a successful website. This manual gives you an introduction to the Yodel Web tool, so that you can start maintaining and developing your Website.

### Your Website Plan

We recommend you read this section – having a plan for your Website can make the whole process a lot more straight- forward and make your site more user-friendly for visitors. It is important to keep your Website up-to-date and "fresh" as this will ensure that visitors keep returning to your Website.

Use the checklist below to help you.

- **Look at your competitor's site.** Spend an hour or two surfing your competitor sites and work out what you would do better.
- **Who is your audience?** Think about who would visit your site and what type content they will get attracted to and continue to browse your website.
- **Simple text information on every page.**
- **Make your homepage represent your company image.** When you start building your Website start by including a brief explanation of what products or services you offer alongside an introductory visual and/or the logo of your company.
- **Type your words in draft form.** It is a good idea to create the text for your site on a word-processor so that it can be spell checked before being cut and pasted onto your site.
- **Include visuals in your Website.** Graphics are important as they create an immediate impact. Ensure that the pictures you use, whether photographs or downloaded images are of a good quality and appropriately sized (ideal 40kb). We recommend jpegs or gif image files.
- **Don't forget to add your contact details.** Your customers are more likely to take up your service if you are easily contactable. And, don't forget to include your e-mail address.
- **Consider copyright issues.** Remember you must have permission to display any information or pictures that you have not created yourself.

## Characteristics of a Winning Website

A good Website projects professionalism and reliability. It is important to maintain an up-to-date style and content.

Consider your customers as you update your Website. All they know of your business is what they see on your web pages.

Log into your site and look at it from the customer's point of view.

- Does it look professional?
- Is it easy to read?
- Is it easy to navigate?

## Style

- The style of a site is its general feeling and is the product of colours, types of photographs and graphics, and typeface (size and type).
- Stick to your style throughout the site. If you use right alignment for headers on the front page. You should use the same throughout the site.
- Choose fonts that are clear and easy to read.
- Use only one or two fonts, and try to keep to a small number of font sizes – say one for major headers, one for sub-headers and one for body text.
- Keep the use of italics and bold text to a minimum, to have the greatest impact where you do use them.
- Make sure that your graphics are appropriate, not just attractive.
- Use graphics to make the site look attractive, but always be aware that graphics take time to load. Balance speed of access against breathtaking spectacle.
- Do not be afraid to leave "white space" on your pages. Spreading your content out a little makes it easier to read.
- Put your company name and contact information on every page.
- Make navigation as simple for the customer as possible.
- Yodel Web has over 150 standard templates available for you or has the option to customise your own template.

## Content

The content of a site consists mainly of text and photographs. Consider everything you wish to put on the site carefully.

- Think about everything from the point of view of your visitors – what information do they need? What would they like to know about?
- Write out as clearly as possible what your business does for your customers.
- Write out the types of products and services you offer.
- To a certain extent, your content will be dictated by the needs of your business.
- Make sure that contact and ordering information is clearly visible and easy to follow.
- Give clear, simple instructions for visitors to follow.
- Use short, simple, to-the-point text where possible. A few words of good copy are worth far more than a page of waffle.
- Consider hiring a professional to write your catalogue copy.
- Think about any extra information, tips or advice you can give your customers around your product or service area.

You will come across as being more interested in their needs, you will also be perceived as being more of an expert.

Visitors may be attracted to visit you for the tips or advice and end up buying from you.

## Website Security

As the owner of your Website, you have full access and administrative privileges. This means that you can view, add, amend or delete anything on the site at any time. The general public is not able to do this. It is always best to secure your Log In username and password, and avoid sharing it to others who might access the website.

## Getting Help

At any time you can click the help button on the top navigation menu for detailed help relating to the page you are currently on. Alternatively you can also click the view instructions button to get a quick set of instructions for the page.

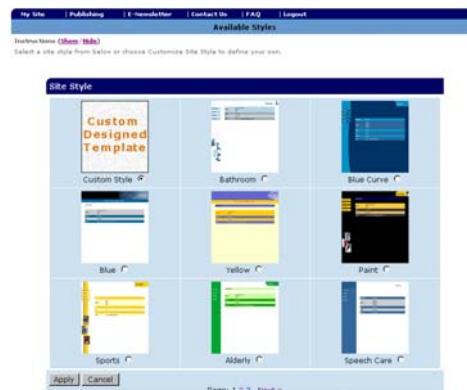
### How to Login

- Go to <http://www.yodelweb.co.nz> and click on Log In tab from the menu.

- Enter your User ID and Password, into the Yodel Web login box, and click the Login button.
- This will open your Homepage window as your default page in the Visual Editor.

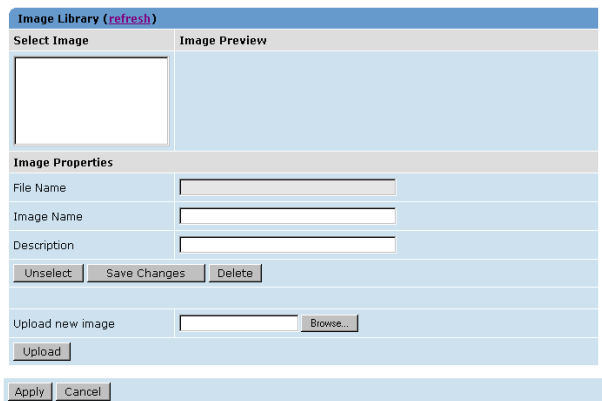
## How to Change your Site Style

- On the Yodel Web menu bar (at the top of the webpage), click on 'My Site'.
- From the drop down menu, click on 'Site Style'.
- Site Style page opens with a few template samples to choose from. (Ask our Yodel Web consultants for other available standard templates)
- Choose a template style by pressing the radio button underneath the desired style and then press the apply button at the bottom of the page – if you selected 'Custom Style', see the custom style section of this manual, for more info. Page 25.
- The Visual Editor should now appear with your new style.



## How to Add your Company Logo

- Roll your mouse over the sphere icon located at the top left of the visual editor.
- Select 'Change Logo Image' from the 'Logo Options' drop down menu that appears.
- This is the Image Library, which is also used when adding images to your pages. See the Image Library section for instructions. Page20.

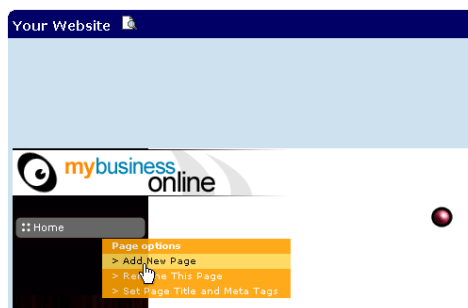
- Click on browse, select and upload your image. Give it a title name and click Apply. Your image will then be saved on the Image Library.
- Select the logo image from the Library and click Apply. You will then be returned to the visual editor, where your logo will have replaced the sphere icon.

**Note:** to change the logo again, the procedure is the same, except you roll the mouse over your current logo, instead of the sphere. You may also notice that the size of the heading bar has changed. Your logo image must be sized correctly as it's size affects the size of the header bar).

## How to Edit Pages

### Add a Page

- Roll your mouse over a page link in the navbar. Select "Add new page" from the drop down menu.



- In the dialogue box that appears, type the name of the page (up to 16 characters), and click the 'OK' button. ( No special characters ex. \_ \* ! ? )
- Your new page will now come up in the visual editor.



## Delete a Page

- Roll your mouse over the page in the navigation bar, that you want to delete.
- Click on 'Delete This Page' from the drop down menu.
- Click on 'OK' to confirm that you want to delete the page – all page content will be deleted, but images used on the page will remain in the image library.

## Rename a Page

- Roll your mouse over the page that you want to rename.
- Click on 'Rename This Page'.
- Enter the new name for your page in the dialogue box (up to 16 characters) and press 'OK'.

## Make a Page the Home Page

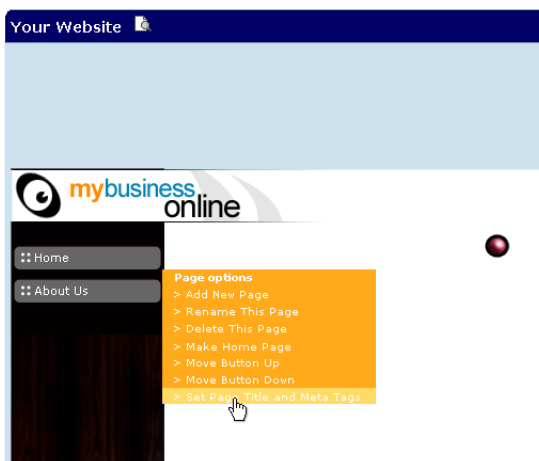
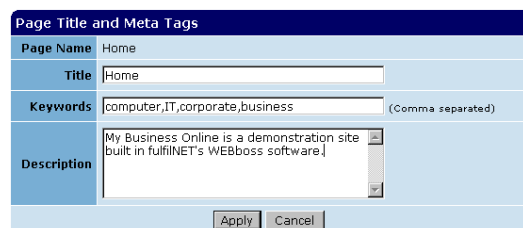
- You can make any page the default page which first comes up when you navigate to your website domain name.
- Roll your mouse over the page that you want to become the home page.
- Click on 'Make Home Page' from the drop down menu to make the selected page the home page.

## Move a Page Up/Down (the Navigation Bar)

- You can change the order of pages as they appear on the navigation bar by moving pages up or down the navigation bar.
- Roll your mouse over the page that you want to move.
- From the drop down menu click on 'Move Button Up' or 'Move Button Down' to move the page button up or down the navigation bar.

## Set a Page Title and Meta Tags

- The page title is what is displayed in the title bar of the web browser window. It is also used, along with the meta tags "Keywords" and "Description", by Search Engines to rank your website in search results.
- Roll your mouse over the page that you want to add or change the title and meta tags
- From the drop down menu click on 'Set Page Title and Meta Tags'.
- Enter a Page Title, Page Keywords (100 character limit) and a Page Description.
- Click the 'Apply' button to save your changes.

The screenshot shows a dialog box titled "Page Title and Meta Tags". It contains the following fields and text:

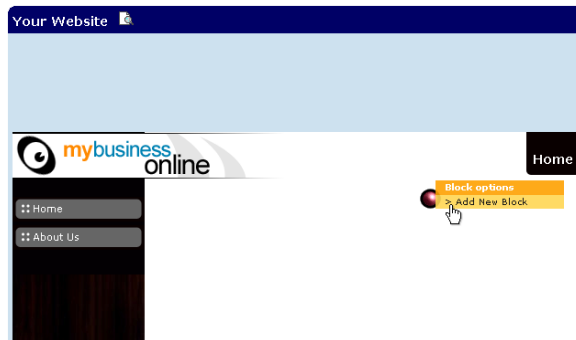
- Page Name:** Home
- Title:** Home
- Keywords:** computer,IT,corporate,business (Comma separated)
- Description:** My Business Online is a demonstration site built in fulfilNET's WEBboss software.

At the bottom of the dialog box are two buttons: "Apply" and "Cancel".

## How to Edit Content Blocks

### Add a Block

- Roll your mouse over the Sphere icon that's in the centre of the page. From the drop down menu, select 'Add New Block'.



This will bring up the select block screen. There are six types of blocks available:



- Title, Image and Text block - will be the main type of block used – it can contain text, images and tables. The most versatile block type.
- Scrolling Banner block - for adding simple scrolling animations of text and images to your website.
- Payment Details block - allows you to display a graphical list of accepted credit cards and other payment methods.
- Contact Details block - creates a table containing contact details for your business, formatting it in the same style as your chosen template.
- Multimedia block – Use this block to add multimedia to your website – it supports Flash animations, and video and audio files (Any media type that can be played in Media Player).
- Messaging block – places a simple form on the page that allows the user to email a message to a specified email address.

### Title, Image, Text Block

- Select the 'Title, Image and Text' radio button on the Select Block screen.
- Click the 'Apply' button to go into the Block Editor.
- Underneath the Title and Index section, is your workspace. This is where your website contents are placed.
- Using the word processor-style toolbar, you can format and arrange your content – this can also be used in conjunction with the Image Library (located below the block editor) to add images to your block. See the Text Editor section of this manual for more info. Page 13.

## Contact Details Block

Contact Details	
Description	my business online
Show Map	<input type="checkbox"/> (apply only within Australia)
Unit	
Street Number	123
Street	Some
Street Type	Street
Suburb/City	Sydney
State/Province	NSW
Post Code	2000
Country	Australia
Phone	02 12345678
Fax	02 12345679
Mobile	0400 000 000
Contact 1 Name	John Doe
Contact 1 Email	john.doe@mybusinessonline.com
Contact 2 Name	Jane Doe
Contact 2 Email	jane.doe@mybusinessonline.com
Contact 3 Name	
Contact 3 Email	
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	

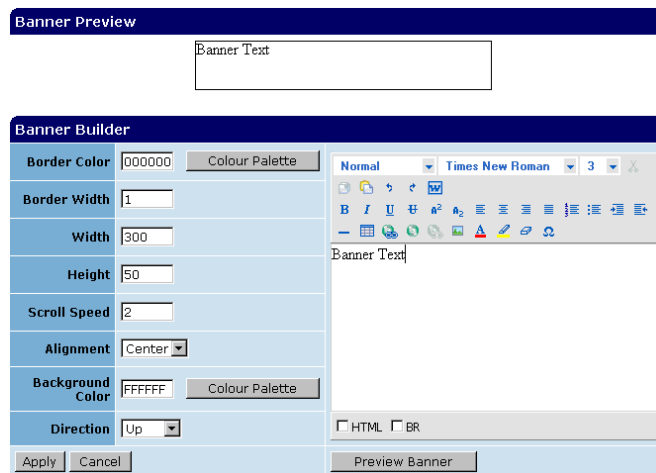
- Select the Contact Details radio button on the Select Block screen.
- Click the 'Apply' button to go into the Block Editor.
- Type in your contact details
- If you check the "Show Map" radio button, a link to a map of this address will be automatically created within the Block
- All emails links will be automatically created from the information you have provided us.
- Click "Apply" to create the contact details block
- Refer to "How to Customise your Site Style" section to see how to change the look of your contact details block. Page 25.

<b>Description:</b>	my business online
<b>Address:</b>	123 Some Street Sydney NSW 2000 Australia
<b>Phone:</b>	02 12345678
<b>Fax:</b>	02 12345679
<b>Mobile:</b>	0400 000 000
<b>Email</b>	John Doe ( <a href="mailto:john.doe@mybusinessonline.com">john.doe@mybusinessonline.com</a> ) Jane Doe ( <a href="mailto:jane.doe@mybusinessonline.com">jane.doe@mybusinessonline.com</a> )

## Scrolling Banner Block

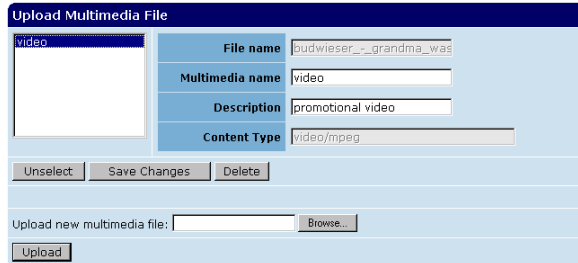
A Scrolling Banner is essentially a normal Title, Image and Text block that is animated to scroll horizontally or vertically on the screen.

- Select the 'Scrolling Banner' block from the Select Block screen, and click the 'Apply' button
- This will bring up the Banner Block screen, consisting of the Title and Index section, the Banner Preview, the Banner Builder, and the Image Gallery.
- Within the Banner Builder section, there is the Text Editor on the right, which is exactly the same as the text editor in a TIT block (see the Title, Image and Text section for more details), and the banner settings on the left.



- **Border Color:** changes the border colour of the banner. You can input a hexadecimal value, or use the colour palette to choose a colour.
- **Border Width:** changes the width of the banner border, measured in pixels.
- **Width:** Affects the width of the banner (in pixels).
- **Height:** Affects the height of the banner (in pixels – horizontally scrolling banners have a minimum height equal to the text height).
- **Scroll Speed:** The speed at which the banner scrolls – value from 1 to 20 (pixels per frame).
- **Alignment:** Alignment of the banner to the page, left, right or center.
- **Background Colour:** This is the background colour of the banner, can be input as a hexadecimal value, or picked using the Colour Palette.
- **Direction:** Controls the direction in which the banner scrolls – up, down, left, or right.
- **Preview Banner:** This button updates the Banner Preview with the current settings.
- Press the 'Apply' button to apply the current banner settings.

## Multimedia Block



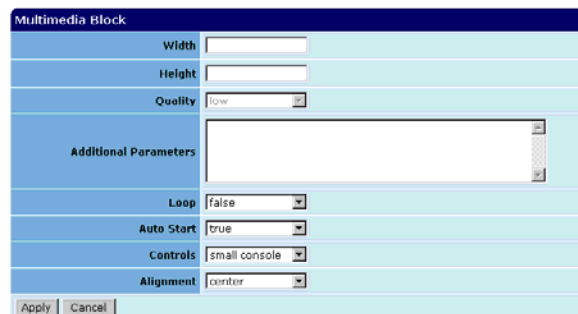
### Upload Multimedia File

- Click “Browse” to find the multimedia file you would like to upload.
- Insert a unique Filename and a Description.
- Click “Upload” to upload the file.
- Recommended size is no more than 2mb.

### Delete Multimedia File

- Select the file from the File Library then click “Delete”.

### Insert Multimedia File



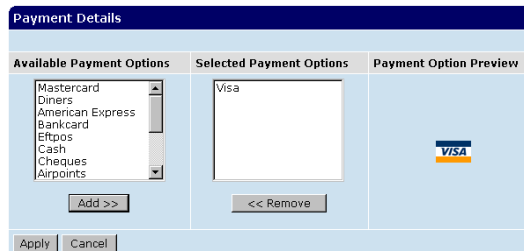
- Select the file to be inserted from the Upload Multimedia File section
- Resize the file by typing in the width and height of the file, or leave blank to maintain the dimensions of the original file.
- The quality and additional parameters options apply only to Macromedia Flash files – lowering the quality means it will display more smoothly on less powerful computers.
- The Loop option controls whether the media will loop continuously or just play once
- Auto Start and Controls options apply only to other media files such as video and audio. Auto Start picks whether the media will automatically begin playing, and the Controls options picks what player controls are visible. Experiment to decide which option is better for your site.
- Alignment controls whether the media is aligned to the left, the center, or the right of the page.
- Click the ‘Apply’ button to insert the selected multimedia into your page.

## Messaging Block

- Currently, Email is the only choice for receiving messages from customers.
- Select the Messaging Block. Type in the email address you would like customers to send the message to. You could also add some initial message to the customers that can be deleted later if the customers need to type in some information in this text box.
- Click “Apply” to add the message box on your web page.



## Payment Methods Block



- From the “Available Payment Options” list, select the payment options that apply to your business (hold down “Shift” or “Ctrl” key when select multiple options)
- Click “Add>>” to add these options to “Selected Payment Options” list. Click any item in this list to see image preview of this option.
- Options can be removed by selecting the options in “Selected Payment Options” and clicking “Remove<<”.
- Click “Apply” to add these payment details to your web page - the selected details will be shown on your page.



## Title and Index

The Title and Index option is a common feature to all block types. It allows you to add a Title to the block, formatted to the style of your template. It also allows you to add the block to the table of contents, which if selected, creates a link at the top of the page to that block within the page. This is useful if you have a very long page, so that users can click straight to the section of the page they require.

Title and Index	
Title	<input type="text"/> Highlight Title <input type="checkbox"/>
Table of content	<input type="text"/> Add to TOC <input type="checkbox"/> Insert 'Back to Top' <input type="checkbox"/>

### Add a Title

- When editing a block, Enter a block title into the 'Title' text box.
- Check the 'Highlight Title' option to have the title highlighted.
- Click the 'Apply' button at the bottom of the block editor.

### Add the Block to the Table of Contents

- Check the 'Add to TOC' option.
- Enter the text for the link into the Table of Contents text box (this is what will appear at the top of the page).
- Click the 'Apply' button at the bottom of the block editor.

### Edit Block

- Roll your mouse over the Sphere icon of the block to be edited.
- From the drop down menu, select 'Edit This Block'.
- The appropriate block editor will appear.

### Delete Block

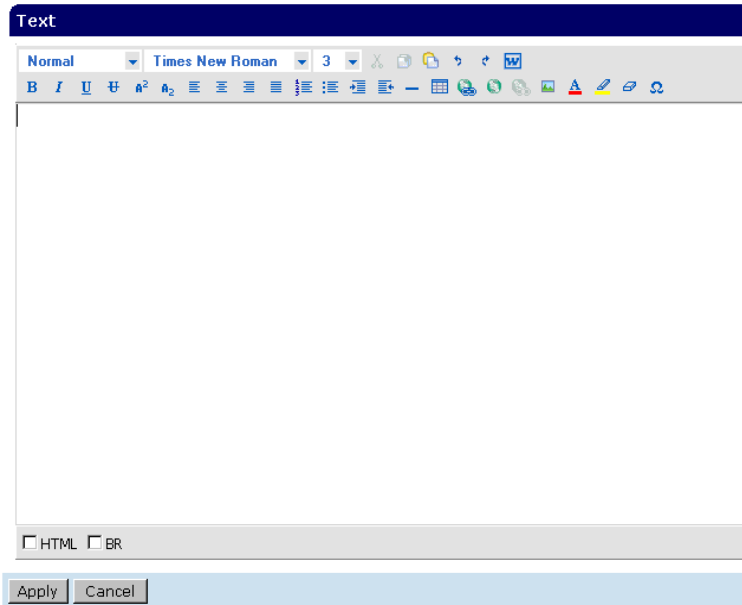
- Roll your mouse over the sphere icon of the block to be deleted.
- From the drop down menu, select 'Delete This Block'. A pop up window appears to confirm, click "Yes" to confirm deleting the block.

### Move Block Up/Down

- Roll your mouse over the sphere icon of the block to be moved.
- From the drop down menu, select "Move Block Up" or "Move Block Down" to move the block upwards or downwards within the order of blocks on the page. Repeat this action several times if necessary.

## How to Use the Text Editor

The Text Editor uses the familiar word processing interface that is found in software such as Microsoft Word, so that you can immediately start editing your website without having to learn new software. The full range of tools is outlined below:



<b>Paragraph Style:</b>	Choose from preformatted text styles.
<b>Font Name:</b>	Choose from available text fonts – these are common fonts which nearly all people viewing your website will have.
<b>Font Size:</b>	Select a font size – 1 (small) to 7 (large)
<b>Cut:</b>	Cut the current selection to the clipboard.
<b>Copy:</b>	Copy the current selection to the clipboard.
<b>Paste:</b>	Paste clipboard contents to the current cursor location, or over what is currently selected.
<b>Undo</b>	Undo last action.
<b>Redo:</b>	Redo action that was just Undone.
<b>Paste from Word:</b>	Paste text that was copied from word. It is important to use this button instead of the normal paste if copying text from a word document, to remove invisible formatting tags that may prevent you from changing the font style.
<b>Bold:</b>	Toggles selected text between bold and normal font.
<b>Italic:</b>	Toggles selected text between italic and normal font.
<b>Underline:</b>	Toggles selected text between underlined and non-underlined font (Note: underlining should be used sparingly, as it may be confused with hyperlinks).
<b>Strikethrough:</b>	Toggles selected text between strikethrough (crossed-out) and normal font.
<b>Superscript:</b>	Toggles selected text between superscript and normal font.
<b>Subscript:</b>	Toggles selected text between subscript and normal font.
<b>Justify Left:</b>	Aligns selected paragraph(s) to the left.
<b>Justify Center:</b>	Aligns selected paragraph(s) to the center.
<b>Justify Right:</b>	Aligns selected paragraph(s) to the right.
<b>Justify Full:</b>	Fully justifies selected paragraph(s) across the width of the page.
<b>Ordered List:</b>	Toggles the selected paragraph(s) between an ordered (numbered) list and a normal paragraph. Each paragraph becomes one list item.
<b>Unordered List:</b>	Toggles the selected paragraph(s) between an unordered (bulletpoint) list and a normal paragraph.
<b>Indent:</b>	Increases the selected paragraphs indent. For lists, it creates a sublist.

<b>Outdent:</b>	Reduces the selected paragraphs indent. For lists, it turns the paragraph back into a normal paragraph.
<b>Horizontal Line:</b>	Creates a dividing line across the page.
<b>Create/Modify Table and Cells:</b>	This tool is used to create and modify tables. See the Table Editor section for details on its use.
<b>External Link:</b>	Creates (or modifies if a link is already selected) a hyperlink to another website. Aside from the default http:// link type, you can also create other types of links by selecting the appropriate option in the drop-down box, including ftp links ('ftp://') and email links ('mailto:'). Just enter the URL in the text box and click the 'insert' button. Change the 'Target' drop down box to change the target for the link. For example, change the target to "blank" to make the link open in a new browser window.
<b>Upload File:</b>	Upload files such as PDFs or Word Docs which you can link to in your website. For more information, see the File Upload Section of this manual.
<b>Unlink:</b>	When a hyperlink is selected, this will remove the hyperlink (but leave the text).
<b>Image:</b>	Places the image currently selected, in the Image Library (located below the text editor), into the current position of the cursor or it will replace whatever is selected. See Image Library section for more information.
<b>Font Colour:</b>	Changes the colour of the selected text.
<b>Font Bg Colour:</b>	Changes the background colour of the selected text.
<b>Remove Formatting:</b>	Removes all formatting from the selected text, including size, font face, colour etc. It does not remove paragraph styles.
<b>Insert Symbol:</b>	Inserts a selected special symbol. Eg. copyright, trademark and pound symbols.

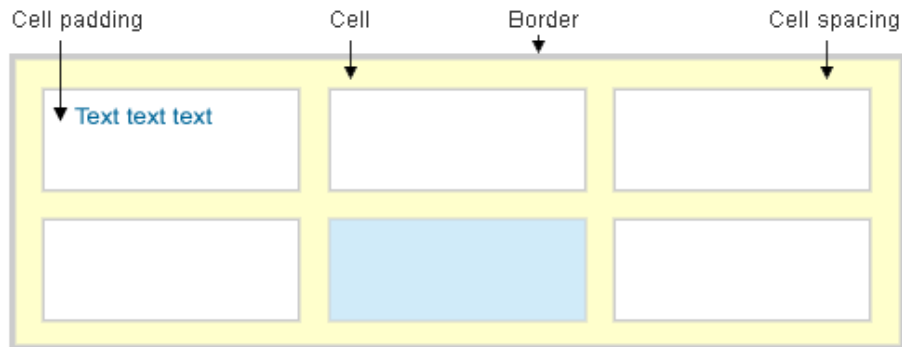
**There are also two checkbox options at the bottom of the text editor window:**

<b>HTML:</b>	When checked, displays the block contents as raw HTML code – for advanced users only, HTML knowledge required.
<b>BR:</b>	The default action when pressing the ENTER key is to create a new paragraph. When this option is checked, the default action when pressing ENTER only creates a line break (ie, it leaves no gap between lines). Alternatively, you can create a line break (without changing the default action) by pressing SHIFT + ENTER, instead of just ENTER.

## How to Use the Table Editor

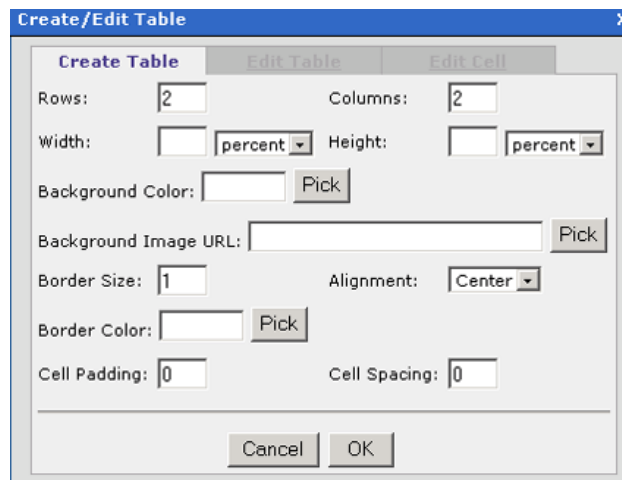
Some basic concepts about Tables

- **Cells:** Each single unit in a table.
- **Cellpadding:** The distance between the content in a cell and the cell border.
- **Cellspacing:** The distance between cells.



## Creating a Table

Click  on the Tool bar to display a pop up box as below.



- Click "Create Table" tab if it's not active.
- Create the table according to your requirements.

Rows:

Type in the number of rows of the table

Columns:

Type in the number of columns of the table

Width:  percent   
percent   
pixels

Type in the width of the table in either percentage or pixels. The table will expand to fit the content if you leave this attribute empty.

Height:

Type in the height of the table in either percentage or pixels. The table will expand to fit the content if you leave this attribute empty.

Background Color:



Click the "Pick" button next to Background Colour. A colour palette displays underneath. Pick a colour, the colour selected displays as a thumbnail next to the colour palette. Alternatively, you can manually enter in a colour, in hexadecimal format (RRGGBB). Click the "Pick" button to hide the colour palette.

Background Image URL:

Select the background image of the table in "Image Library" first, then click "Pick", the URL of the image appears in the text box or the URL can be typed into manually. If the background image is no longer needed, simply clear the text box.

Note: Background image is always on top of the background colour. They can be applied together, but the background colour won't be shown with background image applied.

Border Size:

Type in the border size in pixels

Alignment :

Select the position the table is to be placed.

Border Color:



Click the "Pick" button next to Border Colour. A colour palette displays underneath. Pick a colour, the colour selected displays as a thumbnail next to the colour palette. Alternatively, you can manually enter in a colour, in hexadecimal format (RRGGBB). Click the "Pick" to hide the colour palette.

Cell Padding:



Type in the value for Cell Padding, in pixels - controls the distance between the content in a cell and the cell border.

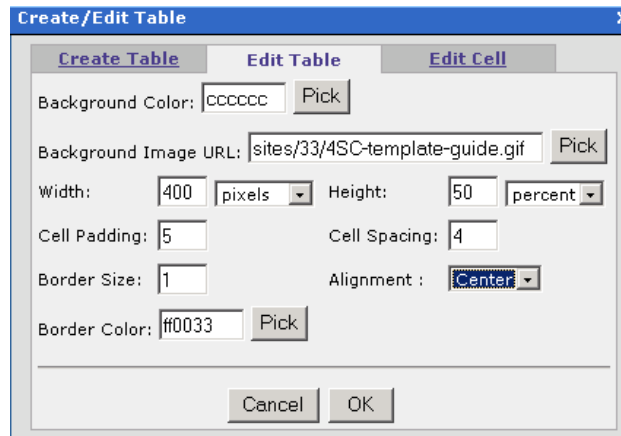
Cell Spacing:

Type in the value for Cell Spacing, in pixels - controls the distance between cells.

- Click "OK" to create the table.


## Editing a Table

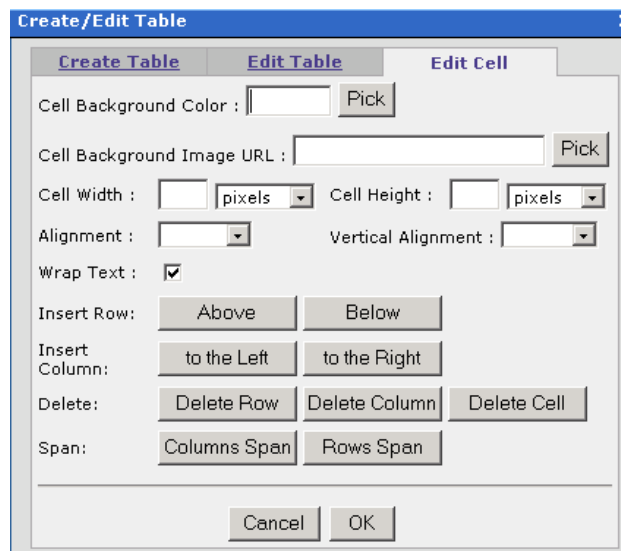
- Select the table and click the  to display the pop up box, the “Edit Table” tab if it’s not active; or click anywhere within the table, then click the  to display the pop up box and click the “Edit Table” tab.




- All current information of the table is displayed, change the value as you wish, and refer to “Create A Table” section for more information if needed.

## Editing a Cell

- Click anywhere within the individual cell that needs to be edited, click  to display the pop box, click the “Edit Cell” tab if it’s not active.



Cell Background Color :



Each individual cell can be coloured. Click the “Pick” button next to Cell Background Colour. A colour palette displays underneath. Pick a colour - the colour selected displays as a thumbnail next to the colour palette. Alternatively, you can manually enter in a colour, in hexadecimal format. Click the “Pick” button to hide the colour palette.

Cell Background Image URL :

Select an image from “Image Library” and click “Pick” or simply type in another image URL. Clear the text box by deleting the image URL.

Note: Background image is always on top of background colour. They can be applied together, but the background colour won’t be shown with background image applied.

Cell Width :

Type in a number to specify the width of the cell. This change will affect the width of the column that contains this cell.

Cell Height :

Type in a number to specify the height of the cell. This change will affect the height of the row that contains this cell.

Alignment :

Select the position the text in the cell to be placed.

Vertical Alignment :

Select the vertical position the text in the cell to be placed.

Wrap Text :

If checked, the text will automatically wrap; if not checked, the cell will expand to accommodate text.

Insert Row:

Click “Above” to add a row above the one currently selected.

Click “Below” to add a row below the one currently selected.

Insert Column:

Click “to the Left” to add a column to the left of the one currently selected.

Click “to the Right” to add a column to the right of the one currently selected.

Delete:

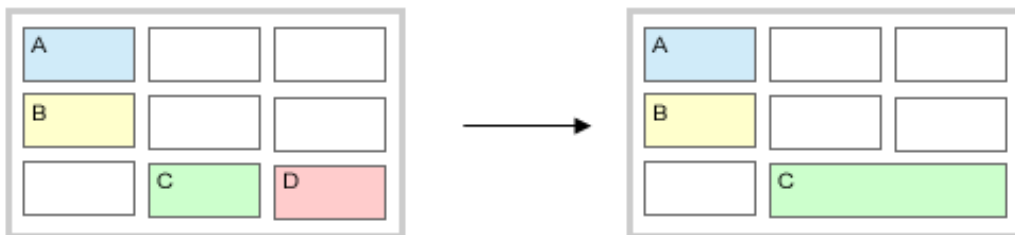
- Delete Row:** Click anywhere within the row to be deleted, then Click "Delete Row".
- Delete Column:** Click anywhere within the column to be deleted, then Click "Delete Column".
- Delete Cell:** Click anywhere within the cell to be deleted, then Click "Delete Cell". The cells left in the row will automatically align to the left.



The green cell has been deleted

Span:

**Column Span:**



If you would like to merge cell C and cell D, Click cell C, then click "Column Span".

**Row Span:**



If you would like to merge cell A and cell B, Click cell A, then click "Row Span".

- Click "OK" to save changes to the table.

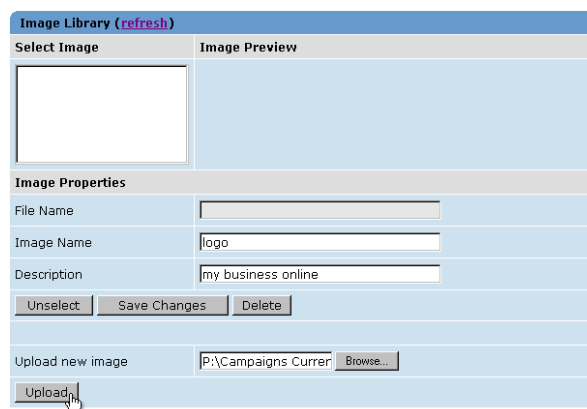
**Deleting a Table**

Select the table, and click "Delete" on your keyboard.


## How to Use the Image Library

### Uploading an Image

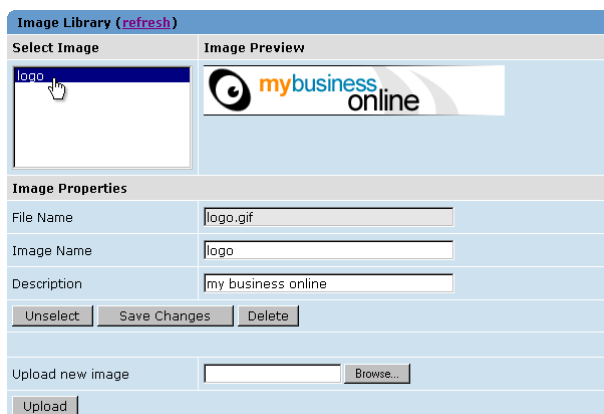
- Click the 'Browse...' button located next to the title 'Upload new image'.
- Within the dialogue box that appears, locate and select the image you want to upload on your computer's hard drive, either in GIF or JPEG/JPG format, then hit the 'Open' button. The path to the image should now be in the upload new image text field.
- Enter an image name in the 'Image Name' text box. This name must be unique to the Image Gallery.
- Enter an image description in the 'Description' text box. This text will appear before the image loads, or in browsers that don't support images.
- Click the 'Upload' button.





**Image Library (refresh)**

Select Image	Image Preview
	
<b>Image Properties</b>	
File Name	<input type="text"/>
Image Name	<input type="text" value="logo"/>
Description	<input type="text" value="my business online"/>
<input type="button" value="Unselect"/> <input type="button" value="Save Changes"/> <input type="button" value="Delete"/>	
Upload new image	<input type="text" value="P:\Campaigns Currer"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	

- Your image should now appear in the Image Library.
- To preview your image, select your logo in the image library list – when you do this, it should appear in the image preview area (depending on how long it takes the image to upload, you may have to click the 'refresh' link next to the 'Image Library' title before it is available for preview) .



**Image Library (refresh)**

Select Image	Image Preview
<ul style="list-style-type: none"> <li>logo </li> </ul>	
<b>Image Properties</b>	
File Name	<input type="text" value="logo.gif"/>
Image Name	<input type="text" value="logo"/>
Description	<input type="text" value="my business online"/>
<input type="button" value="Unselect"/> <input type="button" value="Save Changes"/> <input type="button" value="Delete"/>	
Upload new image	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	

## Using an Image on your Website

The Image Library occurs in two places, in the Title, Image and Text block editor, and when changing the logo image for your website.

### Title, Image and Text block

Select the image you want to use from the Image Library.  
Click the Image button in the Text editor.

### Change Logo

- Select your logo image from the Image Library.
- Click the 'Apply' button at the bottom of the page.

### Changing an Image's Name/Description

To change the name and/or description of an image:

- Select the image in the Image Gallery - The image name/description should appear in the Image Properties section of the Image Gallery.
- Edit the Name and Description fields of the Image Gallery.
- Click the 'Save Changes' button (If the name was changed, the new name will appear in the image list).

## To Delete an Image from the Image Library

Images which are no longer being used on the website can be removed to avoid overcrowding of the image gallery. To delete an image from the Image Gallery:

- Select the image you wish to delete in the image list.
- Click the 'Delete' button.

Note: If you delete an image from the Image Gallery that is referenced in a page block, you must delete the image from the block as well. If you do not, a missing image place marker will appear in its place.

## How to Use the File Library

Uploading a file is similar to uploading an image. You click on "browse" to find the file you want to upload, add in a name and description, then hit upload to upload the file to the server. The only addition is the 'Link to text' button which is used to create a link to the file from whatever text or image is selected in the text editor.

## How to Preview your Site

To Preview your site (ie view it as the live site will appear), click on the Magnifying Glass icon next to the "Your Website" title.



## How to Publish your Site

After building the web site, the site needs to be published in order to make the site 'live' on the Internet, ie. to be viewable by Internet users.

- On the Yodel Web menu bar (at the top of the web page), move the mouse cursor over "Publishing".
- From the drop down menu, click on "Publish Site".

Site Publish	
<b>Site Information</b>	
Site being publish	Shireen
Site domain name	demo.sitebuilder.webboss.com.au
Pages available	2
Total pages publish	<input type="text" value="1"/>
<b>Pages to be published (Selected at least one page)</b>	
Home	<input checked="" type="checkbox"/>
About Us	<input type="checkbox"/>
	<input type="checkbox"/> (Select   Unselect All)
<input type="button" value="Submit"/>	

- Check the boxes next to the pages to be published, click "Submit" to publish the selected pages.
- Message "Site Published Successfully" appears on top the dialogue box, which indicates that the site is now live.
- Publish the site every time the site has been updated (Only the pages updated need to be published.)

## How to View your Live Site

Once you have published your website, your live site will be up and running, ready to be viewed by the world. If you have setup a domain name with us, you can simply enter it into your web browser to view your site. Within Yodel Web, you can also access your live site by doing the following:

- On the Yodel Web menu bar (at the top of the web page), move the mouse cursor over "Publishing".
- From the drop down menu, click on "View Live Site".
- A new window containing the live site will open. Congratulations, you now have your own website!

## E-Newsletter Function

### Create a Newsletter

- On the Yodel Web menu bar (at the top of the web page), move the mouse cursor over "E-Newsletter".
- From the drop down menu, click on "ENews Manager".

Pending E-Newsletters			
<a href="#">Delete</a>	E-Newsletter Name	Group Name	Date Created
<a href="#">Delete</a>	<input type="button" value="Create E-Newsletter"/>		

- Click "Create E-Newsletter" under "Pending E-Newsletters" title. Give this new e-newsletter a name and select the page to be attached for the receivers to read.
- Select a group the E-Newsletter is sending to.
- Click Apply to create the new E-Newsletter, or click "Cancel" to go back to the previous screen.

**Create New E-Newsletter**

E-Newsletter Name:

---

**Include pages**

Home

About Us

Create Index

---

**Destination Group**

Group:

- All newly created e-newsletters will be put on pending automatically wait to be sent.

**Pending E-Newsletters**

[Delete](#)

	E-Newsletter Name	Group Name	Date Created	
<input type="checkbox"/>	<a href="#">January Newsletter</a>	All Subscribers	Wed Oct 13 12:06:58 EST 2004	<input type="button" value="Send"/>

[Delete](#)

## Sending a Newsletter

- Click on the E-Newsletter Name to view the content
- Click "Schedule" next to the newsletter, reselect a group this newsletter it sending to if needed.

**Summary**

Name:

Current Time: Wed Oct 13 12:10:58 EST 2004

Select group:

- Click "Send" to send this newsletter to the selected group, all group members will receive this newsletter immediately. Click "Save Changes" to send it later or Click "Cancel" to restore the original information.
- If the newsletter is sent, it will be deleted from "Pending E-Newsletter" category and added into ENews Archive, which can be reached by rolling over "E-Newsletter" on the menu bar and selecting "ENews Archive" from the drop down menu.

**E-Newsletter Archive**

[Delete](#)

	E-Newsletter Name	Group Name	Date Sent	
<input type="checkbox"/>	<a href="#">January Newsletter</a>	All Subscribers	Wed Oct 13 12:29:06 EST 2004	<input type="button" value="Schedule"/>

[Delete](#)

- All newsletters that have been sent are here. They can be edited by clicking the name of the newsletter, resent by clicking "Schedule" or delete by checking the box next to the name and clicking "Delete". The process is the same as dealing with a pending newsletter.

## Deleting a Newsletter

- Delete a pending newsletter: Under "Pending E-Newsletter" category, select the newsletter to be deleted by checking the box next to it, then click "Delete".
- Delete a sent newsletter: Under "ENews Archive" category, select the newsletter to be deleted by checking the box next to it, then click "Delete".

## Subscriber Groups

### Default group

- An “All Subscribers” group was created automatically for your site when you first arrive the site.

### Creating a custom group

- On the Yodel Web menu bar (at the top of the web page), move the mouse cursor over “E-Newsletter”.
- From the drop down menu, click on “ENews Manager”.
- Under “Group Manager” title, the default “All Subscribers” group has been created automatically.

Group Manager	
<a href="#">Delete</a>	
Group Name	Number Of Subscribers
<a href="#">All Subscribers</a>	0
<a href="#">Delete</a>	<input type="button" value="Create Subscriber Group"/> <input type="button" value="Add New Subscriber"/>

- Click “Create Subscriber Group” to start creating a new custom group.
- Type in the new group name and click “Apply” to create or click “Cancel” to go back to the previous screen.

E-Newsletter Subscriber Group	
Group Name	<input type="text" value="Clients NSW"/>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	

Subscribers
No subscriber in this group.

### Add subscribers to a group

- On the Yodel™ Australia menu bar (at the top of the web page), move the mouse cursor over “E-Newsletter”.
- From the drop down menu, click on “ENews Manager”.
- Under “Group Manager” title, click “Add New Subscriber”.
- Enter the information about the subscriber, all fields with “\*” are mandatory.

E-Newsletter Subscriber	
Title *	<input type="text" value="Miss"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Job Title *	<input type="text"/>
Email Address *	<input type="text"/>
Street *	<input type="text"/>
Suburb *	<input type="text"/>
State *	<input type="text"/>
City *	<input type="text"/>
Post Code *	<input type="text"/>
Country *	<input type="text" value="Australia"/>
Phone *	Country Code <input type="text"/> * Area Code <input type="text"/> * Local Phone <input type="text"/>
Fax	Fax Country Code <input type="text"/> Fax Area Code <input type="text"/> Fax Number <input type="text"/>
Mobile	<input type="text"/>

Group:	
Group Name	Number Of Subscribers
<a href="#">All Subscribers</a>	0
<input checked="" type="checkbox"/> <a href="#">Clients NSW</a>	0
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	

- Select one or several group(s) for this subscriber by checking the box next to the group.
- If no group is selected, the subscriber will be the member of the default group “All Subscribers”; if one or more group(s) is(are) selected, the subscriber will be the member of this selected group(s) and the default group.
- Click “Apply” to add the new subscriber or “Cancel” to go back to the previous screen.

### Edit subscribers’ information

- Click on the group name that the subscriber belongs to.
- Click on the subscriber’s name.
- Update the information as needed, then click “Apply” to confirm the changes or click “Cancel” to go back to the previous screen.

### Delete a subscriber from a group

- Click on the group name that the subscriber belong to.
- Check the box next to the subscriber, then click “Delete”.

### Edit a group

Group Manager		
<a href="#">Delete</a>		
	Group Name	Number Of Subscribers
	<a href="#">All Subscribers</a>	1
<input type="checkbox"/>	<a href="#">Clients NSW</a>	1
<a href="#">Delete</a>	<input type="button" value="Create Subscriber Group"/>	<input type="button" value="Add New Subscriber"/>

- Click on the group name that to be edited.
- Change the group name or edit the information of the group members.
- Click “Apply” to confirm the changes or “Cancel” to go back to previous screen.

### Delete a group

- Under “Group Manager” category
- Select the group by checking the box next to it
- Click “Delete”

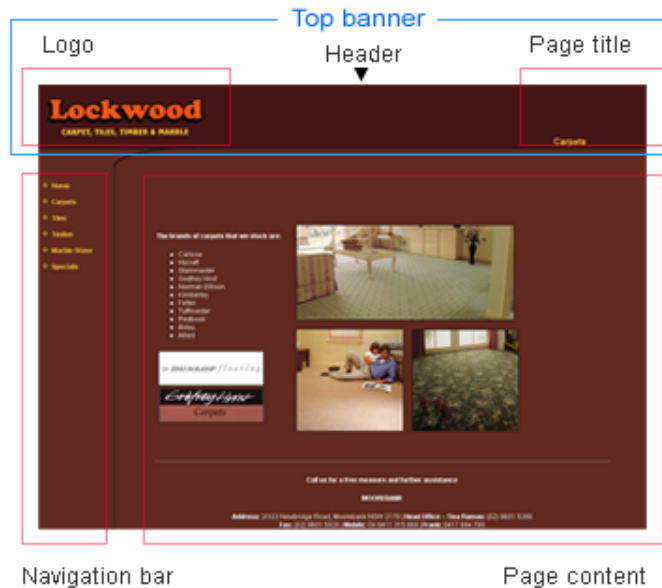
## How to Customise your Site Style

This section is for more experience users who have basic knowledge about web page and graphic design skills.

### To go into the Site Style editing mode

- On the Yodel Web menu bar (at the top of the web page), move the mouse cursor over “My Site”.
- From the drop down menu, click on “Site Style”.
- The web page created by this software is divided into three main parts:
  - Top Banner
  - Navigation bar
  - Body text
- There are three main layout styles available:
  - Standard
  - Top Buttons
  - Top Text

## Standard



## Top Banner

- Head Title:** Click “Browse” to select the image for Header Title on the top right hand side. The standard size is 208px width x 52px height; it has to be in .gif format.
- Header Background:** Click “Browse” to select the image for Header Background. Click the symbol next to “Colour” field to open a colour palette and pick up a colour.
- X coordinate:** The distance from the right edge of Header Title to the first letter of title.
- Y Coordinate:** The distance from the top edge of Header Title to the title text.

Experience the difference by changing the value of all parameters.

## Navigation Buttons

- Navigation Bg:** Click “Browse” to select the background image for the navigation bar. The standard size is 144px width.
- Image (on)** This is the image background for a button when rollover. The standard size is 144px width x 27px height, it has to be in .gif format.
- Image (off):** This is the image background for a button. The standard size is 144px width x 27px height, it has to be in .gif format.

Experience the difference by changing the value of all parameters.

## CSS Style Sheets

- Select the layout style in this section.
- Format the contact details block by changing the value of colours.
- Page background colour and body text background colour can also be changed
- Experienced users can even add in their own custom CSS styles here.

## Top Buttons



- The difference between “Top Button” and “Standard” is that the background image of the left side navigation is no longer applied. Only solid colour can be applied as the background colour of the horizontal navigation bar.

## Top Text

The only difference between “Top Text” style and “Top Button” is that no background images will be applied to buttons on navigation bar.