



Web Training Course

Welcome! I know you're excited so let's get started. Go online and click on your new website url (ex: <http://www.haupt2it.com>) Looks like this at the bottom:

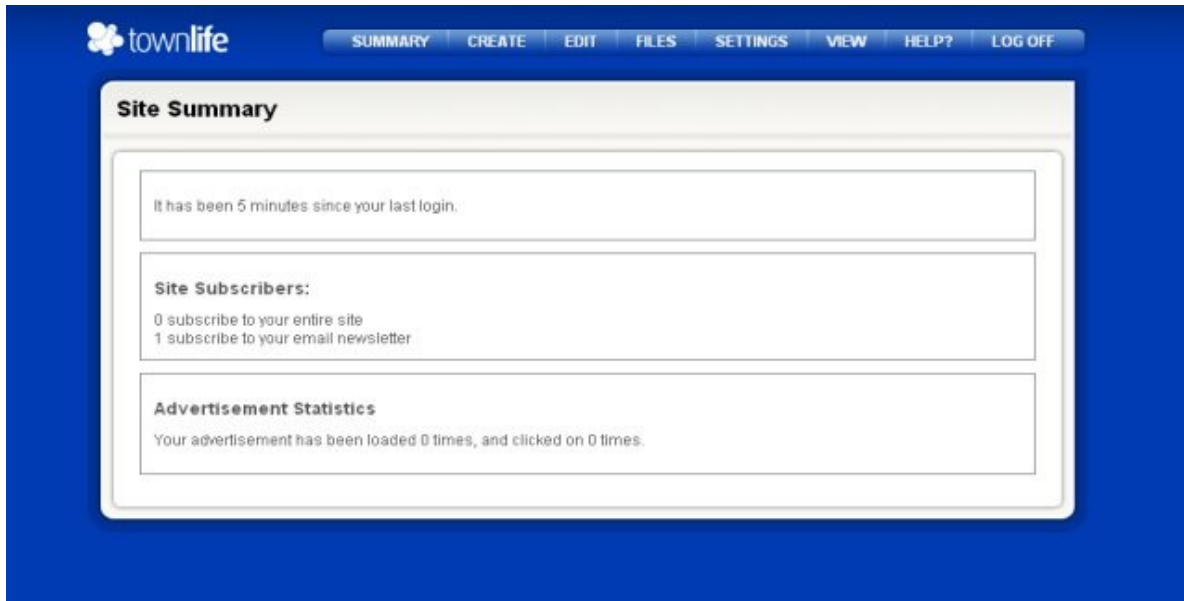


Click on the lock ...to open to this screen:



Enter in E-mail address and password as they were given to you. This allows you entry to the admin panel of your web site. There you create and edit. On the right hand side you can login to your webmail. There you can manage your e-mails.

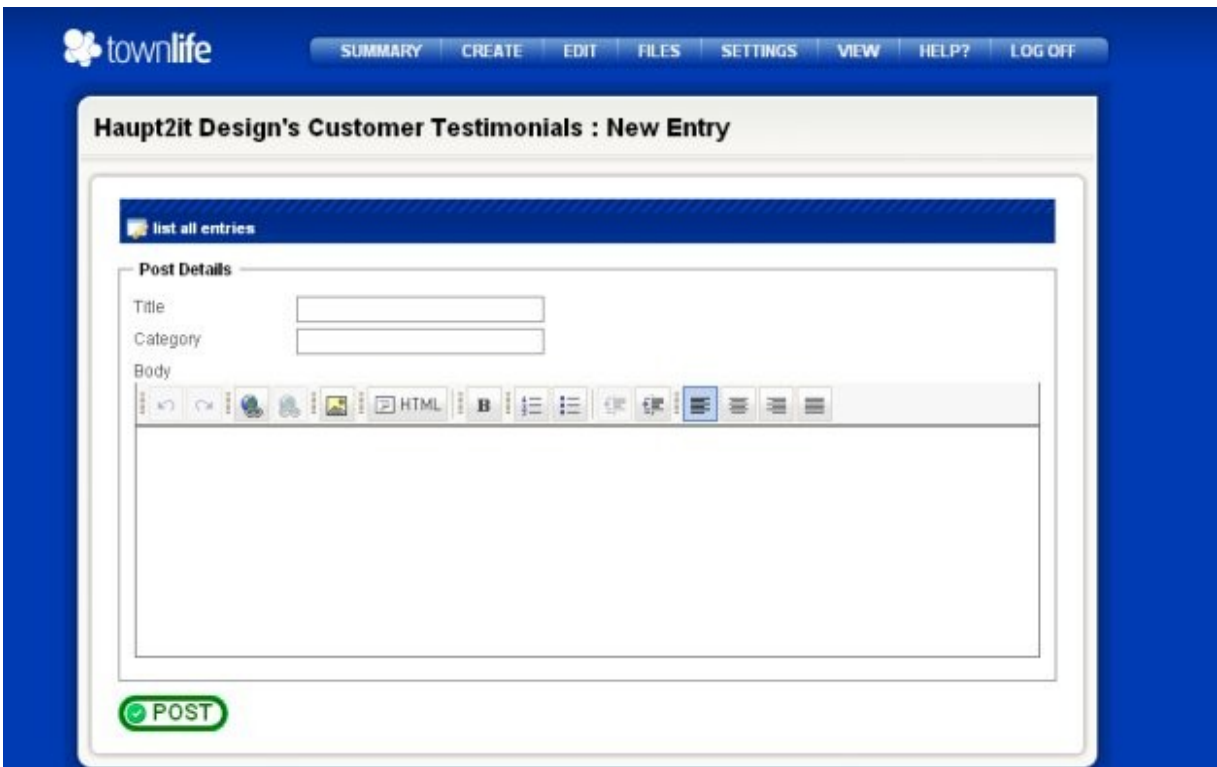
Once in the admin section you will see this **Summary Screen**: If you have blog posts to approve or outsider events, there will be a message here. Note the top bars, you will navigate through the site by clicking on them.



We will start with the **Create** section.

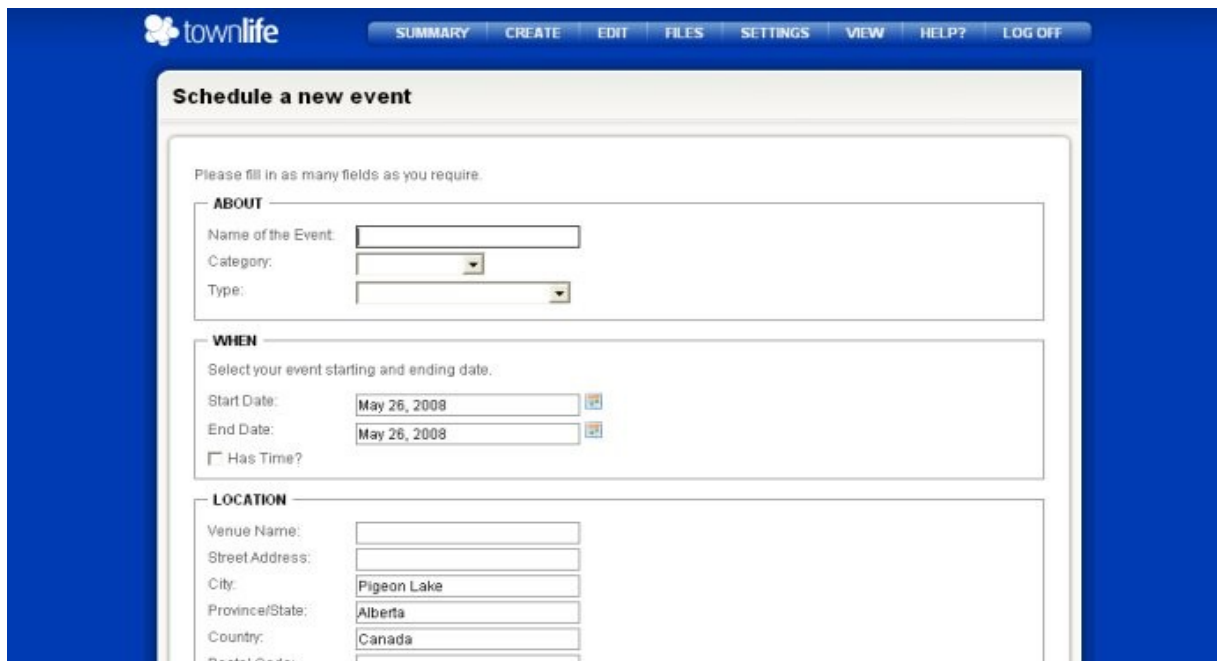


The top choice is your **blog**. I call mine my Customer Testimonials. In here you can create blogs (more than 1 topic like Testimonials...anything you wish to invite people to comment on and you can choose to make them public or not. This is a great tool you can use to interact with your customers, members etc. Click on it and you will see:



So here, just go ahead and create the name of your blog, put it in a category and write a brief explanation of what you want people to respond to... ie:water quality, health issues etc. Post & go...it's that simple! Now, go back to the create screen.

Click on **Calendar Event**...you will see:

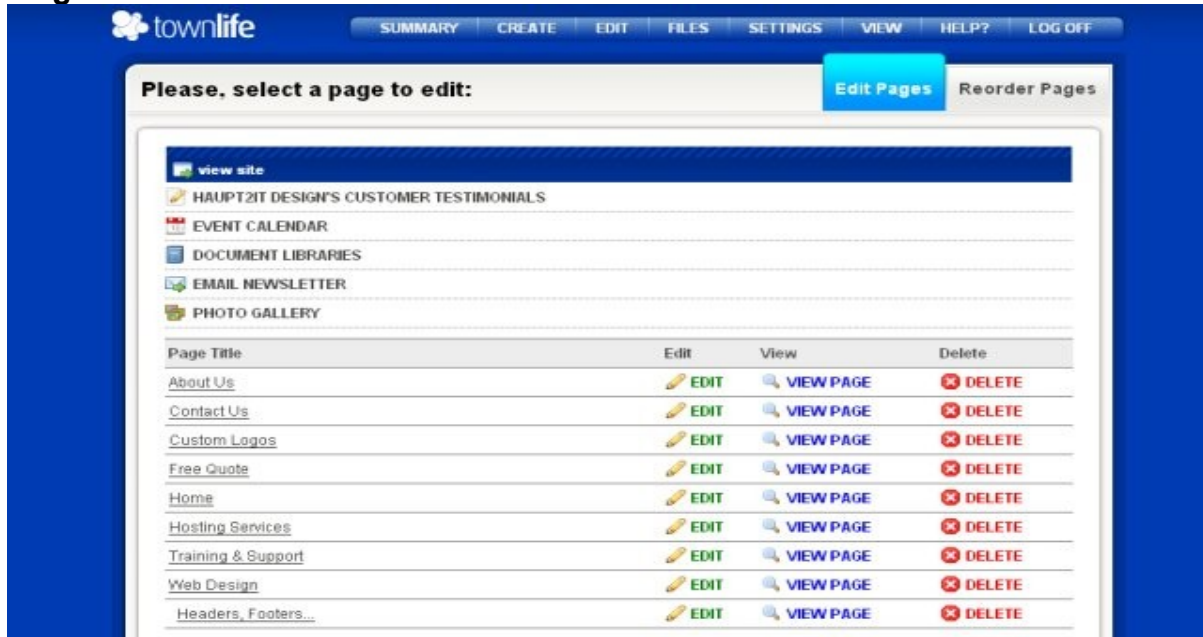


Simply fill in the blanks then click on the bottom button add event or post and your event is

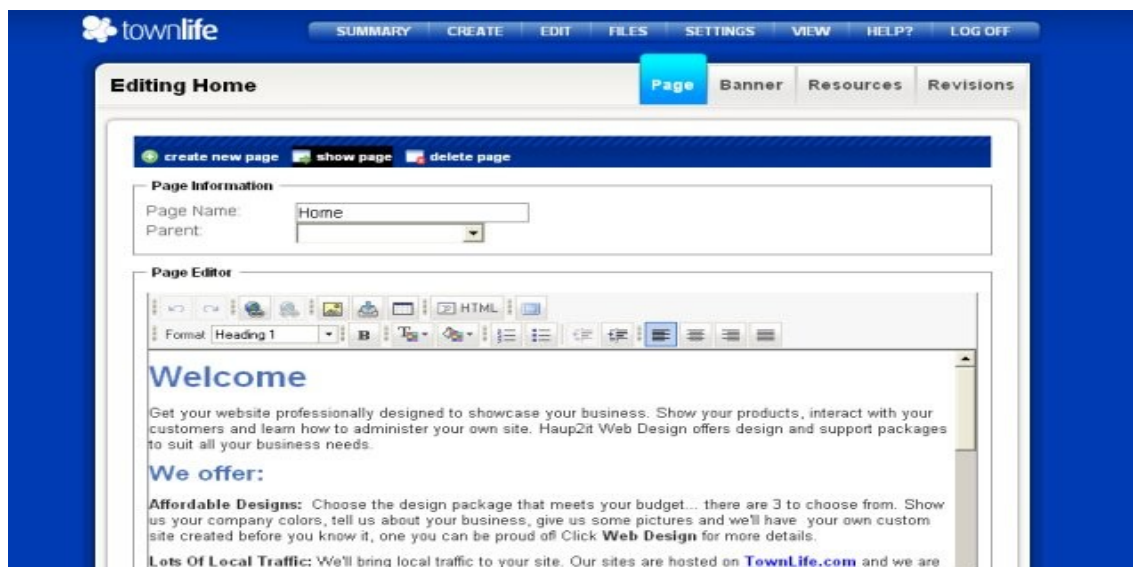
added to your “Events Calendar”. Follow the same procedure for each category and add newsletters, photo galleries document libraries etc. The system works on simple point and click functions.

Next category is **Edit**. From here you can edit anything you have created. You can edit all blogs, calendar events, documents, photo galleries, newsletters etc by clicking on the category and then follow the simple instructions.

Edit Pages.



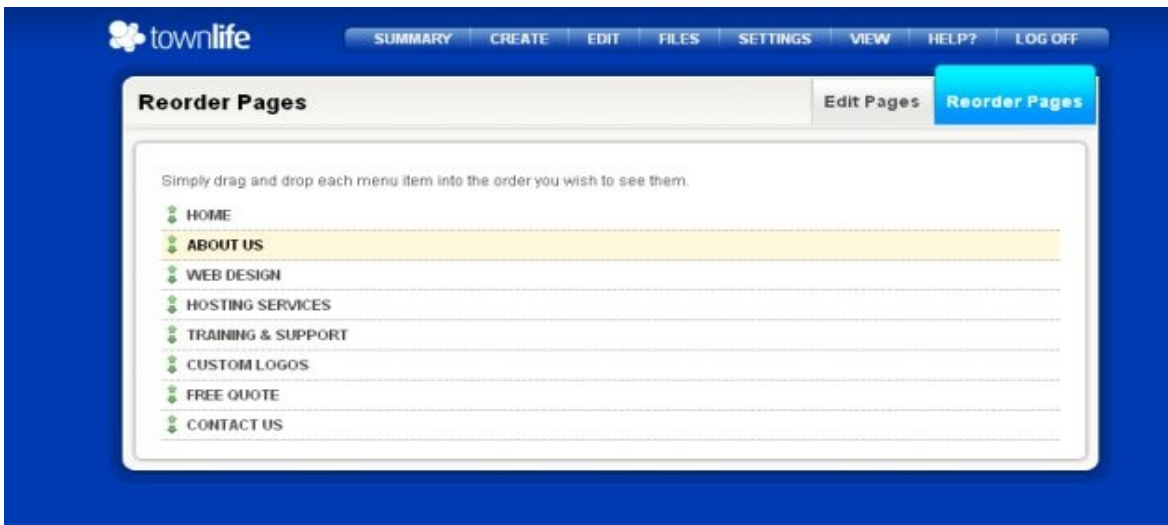
Simply click on any page, here I chose **Home**, and you will be taken to the edit section of that page. Here you can make changes to the web pages on your site.



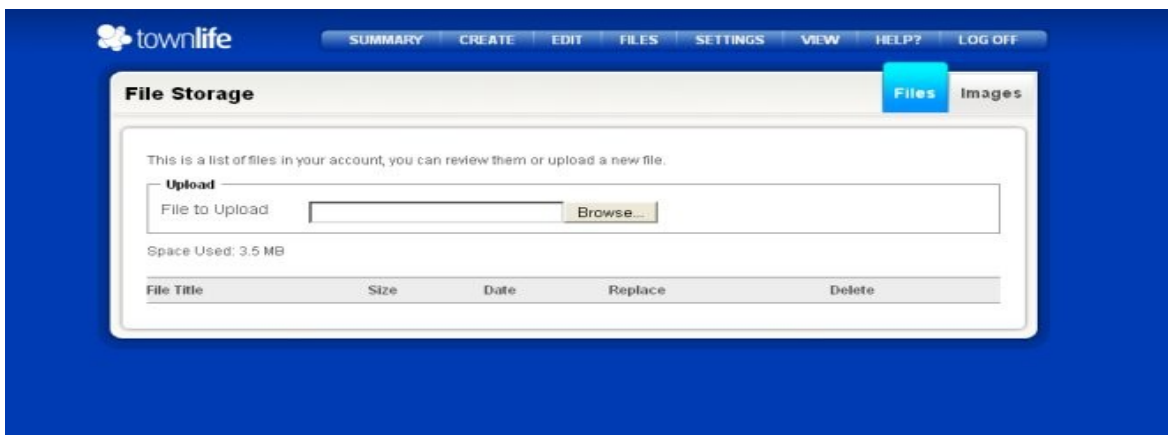
Note the Page Editor is a basic word editor so if you are familiar with Microsoft Word you will find the same features that allow you to format your font, choose colors, add bullet & number lists etc. Here you can also add images by clicking on the yellow box and you can create Hyperlinks by clicking on the blue globe. Simply upload images & files such as pdfs or text documents from your computer and follow the directions. At the top of this page you can also add banners and resources.

Please Note: In-depth training is also available through our “Training Packages”.

You can also **Re-Order** your pages, go back to Edit then click on Reorder Pages and you will see: Follow the instructions, simply drag & drop the pages in the order you would like them to be on your site.

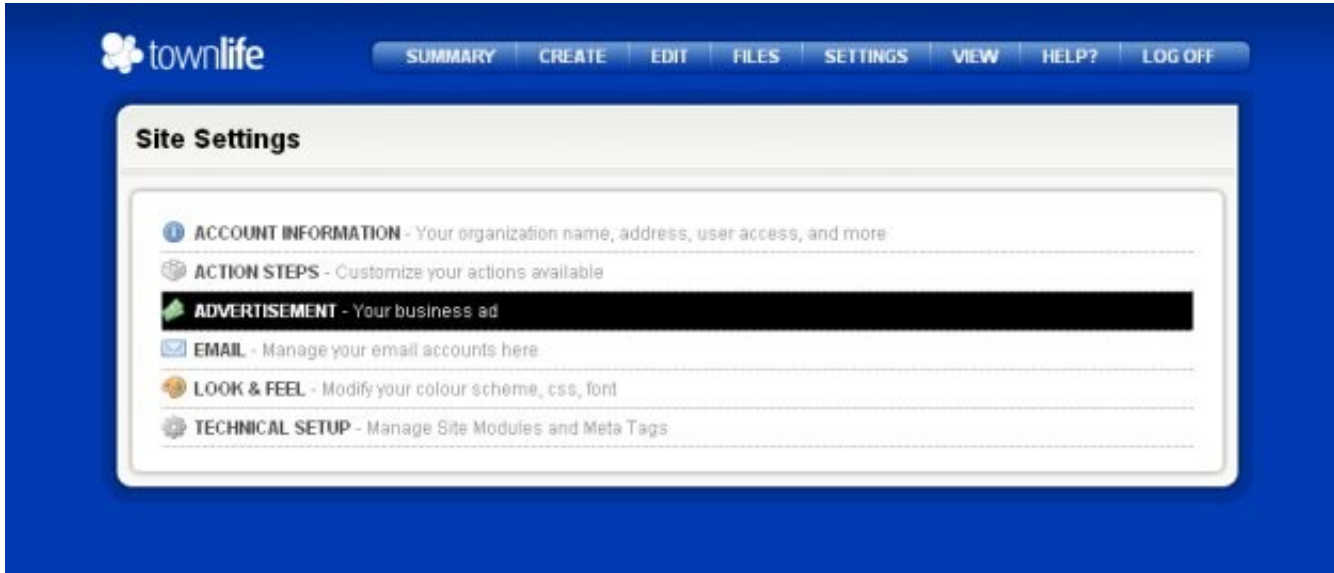


Next is **Files**. Here you can choose to upload files and images. Once uploaded you can show images on your pages and you can create links to view your pdfs and word documents. If you have the Document Library feature you can store them separately (for advanced users & large sites)



Now go to **Settings**. Check your **account information** to be sure everything is set up correctly. You can add action steps here, change your business ad, but you do not need to change or add anything here. This section is for advanced users and I strongly advise you not

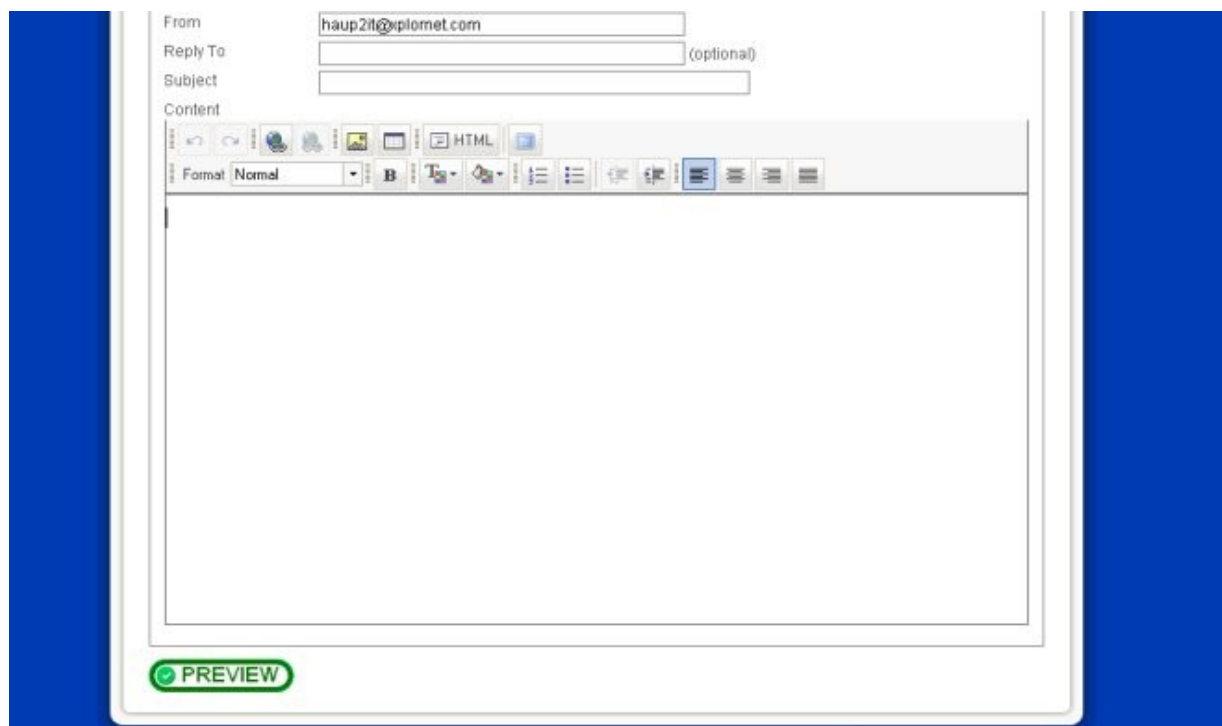
to change any of the css code or settings. If there is something you want changes and you don't know how...please contact me for help. You will be responsible for programming time if you loose data that needs to be re-formatted.



Lastly, click on **View**. You can view your work while in edit mode. Note the blue bar with Edit Page, Create New Page or delete page, simply click on your choice to continue.



When making changes, always remember to click on the green button at the bottom of the page to publish or save your changes while in edit mode.



You're done! This should get you through the basics of the site. If you require further training please call me to set up an online training session where we will walk through the site together.

Please Contact Me At 586-2377 for Online Training!

Thank you for using Haup2it Web Design. I sincerely want you to be happy with your site. Do not be afraid to contact me for help at any time. I am available Mondays & Fridays for training sessions. You can e-mail me at shirley@haup2it.com

I Appreciate Your Business!
Shirley Hauptman

