



Site Settings

Site Settings

Click the **Site Settings** icon from the menu on the left:



The **Site Settings**, **Site Details** page:

Name: Enter a title for your website i.e. your business name.

Hits: Tells you how many visitors have been to your website.

Slogan: Enter a description which best describes your business, hobby or website.

Keywords: Enter keyphrases (two words or more) separated by commas which best describes your business, hobby etc.
Keywords help you to get found in Search Engines by visitors who type in those specific words. Only use keyphrases that actually exist in the text on your homepage as some Search Engines may think you are trying to cheat. Search Engines generally relate to this as Spam. If you would like to add more keyphrases make sure that those words are represented in the text on your homepage.

Statistics/Tracker Code: Used for inserting third party tracking code which will give you more in depth statistics about your visitors. There are a number of free Tracker websites out there one we recommend is: <http://extremetracking.com>. Once you sign up for a free account you can simply copy code off their website and paste it into the **Tracker Code** box. An icon then will appear at the bottom of your homepage. Click on the icon to see your statistics.

Site Map:

A simple link which lists all your website pages. This does not have any real relevance to your visitors but it does help Search Engines index your pages. Once the Search Engine sees your **Site Map** it will automatically list all the web pages that are linked on the page.

The drop down box at default is set to **Hide**, we recommend that you activate the **Site Map** by switching to **Show**.

Terms & Conditions:

By selecting **Standard** from the drop down box a general Terms and Conditions page will be added to your website. Accessible by a link at the bottom of your web pages. Information from your Contact page ie Company Name, address and contact details plus your domain name will be inserted into your **Terms and Conditions** automatically.

Privacy Policy:

By selecting **Standard** from the drop down box a general **Privacy Policy** page will be added to your website. Accessible by a link at the bottom of your website. Information from your Contact page ie Company Name, address and contact details plus your domain name will be inserted into your Privacy Policy automatically.

Please note: If selected the **Terms and Conditions**, **Privacy Policy** and **Sitemap** pages will all appear together as small links at the bottom of every page of your website.

When you are happy with the information you have added click the **Update** icon:



If you wish to view the changes you have made to your website click the **View Site** icon:




To return back to the Control Panel, click the **Website Control Panel** icon in the top right of your browser window:





Next, click the **Contact Details** icon at the bottom of the **Site Details** page:



The **Contact Details** page:

 **Site Settings**
Contact Details

Title:	<input type="text"/>
First Name:	<input type="text"/>
Surname:	<input type="text"/>
Building No:	<input type="text"/>
Building Name:	<input type="text"/>
Street:	<input type="text"/>
Village:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text"/>
Include Map:	<input type="checkbox"/> (This is a link on your contact page.)
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Mobile:	<input type="text"/>
VAT Reg. Number:	<input type="text"/>
Company Reg. Number:	<input type="text"/>

 **Update**  **Site Details**

You can fill in as much or as little information as you wish but the information that is entered on this page will be added to your **Contact** page and some of the information will be used on the **Terms and Conditions** and **Privacy Policy** pages, if these pages have been activated.

The **Include Map** radio button, if this is ticked then a map link of your location will appear on your Contact page. The map can only be generated if the **Include Map** box is ticked and you have added your post code.

When you have finished adding your details click the **Update** icon to save your information:



If you wish to return or change anything on your **Site Settings** page click the **Site Details** icon:



If you wish to view the changes you have made to your website click the **View Site** icon:



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