



*Information Pages*

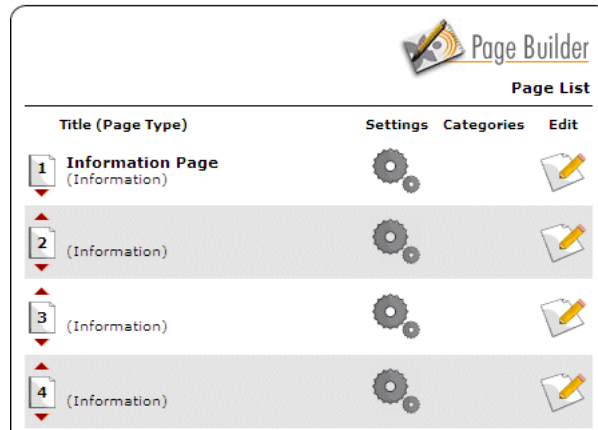
## Information Pages

This section will be a step by step tutorial on how to build an **Information Page**.

Click the **Page Builder** icon:



The **Page Builder, Page List** page:



Click on the **Settings** Icon on page 1: 

The **Page Settings** page:

Page 1

Page Builder

Page Settings

Titles/Keywords

Button Title:

Page Title:

Browser Title:

Meta Description:

Keywords:

Page Settings

Page Type: Information Page

Security Features

Security Type: None

User/Passwords:

(Please type username followed by '/' then the password, no spaces. Then enter to add another user)

Update Page List

Next, click the **Update** icon to store the information you have just entered:



Fill out as much information as possible:

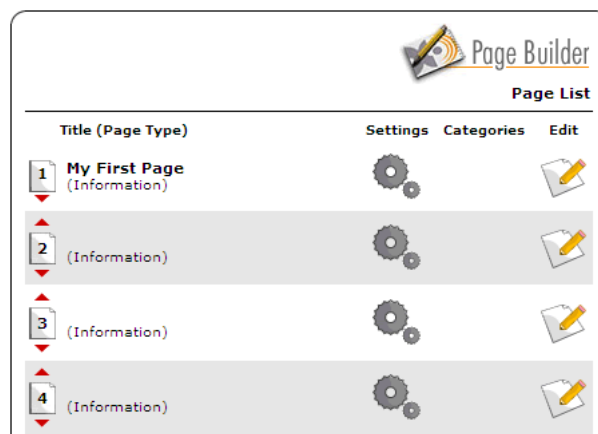
Button Title:	The title or name of your button for page 1
Page Title:	The title sits at the top of your webpage, use your wording constructively as the title is also used by Search Engines to list your web page.
Browser Title:	This does not appear on your web page but sits in the head section of the html code which is very important for indexing you web page within Search Engines.
Meta Description:	This also does not appear on the web page but sits in the code of your web page and is also vital for search engines as it describes your webpage.
Keywords:	As mentioned previous in the manual keywords are also needed by the Search Engines but only use keywords or key phrases that you are going to use in the text on your web page.
Page Type:	The default settings is set as an information page so we don't need to change anything here.
Security Type:	You can have two types of information page <b>public</b> or <b>private</b> at default the drop down box is set at <b>None</b> this means that everyone can view your information page, but if you wish to password protect your information page choose <b>Page</b> from the dropdown menu. Your information page then will only show with a login screen where you can only gain access by entering a username and password.
User/Passwords:	To allocate usernames and passwords to your visitors so they can gain access to your secure information page type: username followed by / then the password, no spaces. Then enter to add another user on a separate line.

For now leave user/passwords box empty as we are going to build a public **Information** page.

Next, click the **Page List** icon:



You will be returned back to the main **Page List** page:



Notice that your page 1 title has now changed to the wording you entered for your **Button Title**.

You can also see the changes 'live' on your website, to view your website click the **View Site** icon:




Your page one button should show the text you entered for your **Button Title**.

When you have finished, click the **Website Control Panel** icon in the top right of your browser window:

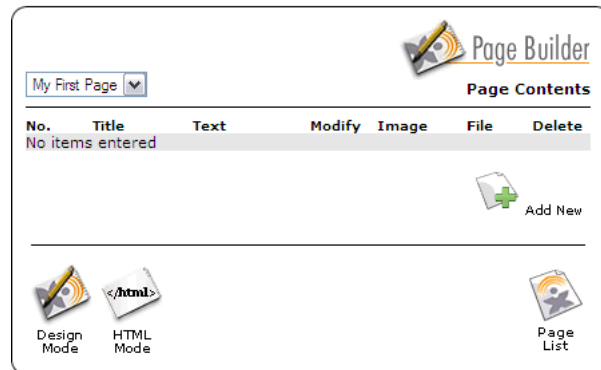


You will be returned back to the main **Page List** page.

We will now start adding content to your **Page One** information page.

Click the **Edit** icon for Page One. 

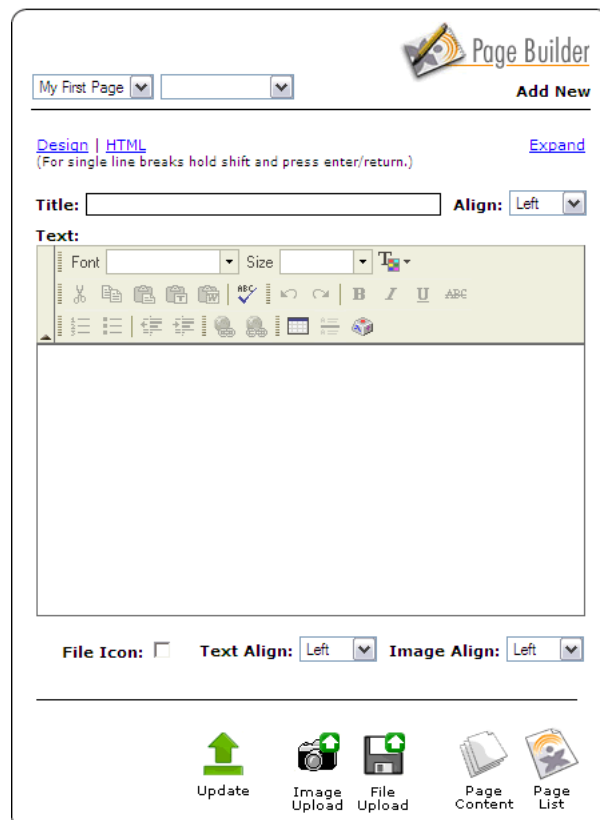
The **Page Content** page:



There are two ways to add content to your page either in **HTML** mode or **Design** mode. HTML mode should only be used if you are confident in writing in HTML code. The default setting is set to Design mode, this is the setting we will be using for the tutorial.

To start adding content click the **Add New** icon.  Add New

The **Add New** page:  
Let's become familiar with the page.



The drop down box at the top of the page allows you to move quickly between the fifteen pages of your website. This is quite useful if you are required to ammend several pages. The drop down box to the right is empty, this will display the paragraphs for each **Information** page as they are added.

Below that are two text links one for **Design** mode and **HTML** mode allowing you to move between the two modes quickly.

There is also an **Expand** link on the right hand side, by pressing this link your working area expands across the screen to allow you to add and ammend content more efficiently.

**Please note:** a whole page of information can be added right from this one page. But, we recommend that you add one paragraph at a time as this is a more efficient way of working. By adding a paragraph at a time you can also upload a picture and a file for every paragraph if needed, plus it makes it easier to edit at a later stage if you are not happy with your content.

Next enter a **Title** for your paragraph, you don't need to add a title to every paragraph, but because this is the first paragraph of a page it needs a title like a headline of a story in the newspaper. You can change the alignment of the title by choosing in the dropdown box to the right of the title field.

When you have done this click the **Update** icon:



Next we need to add text, to do this type into the large box provided, for demonstration purposes only we've added some dummy text:

**Title:**  **Align:**

**Text:**

Font:  Size:

Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem

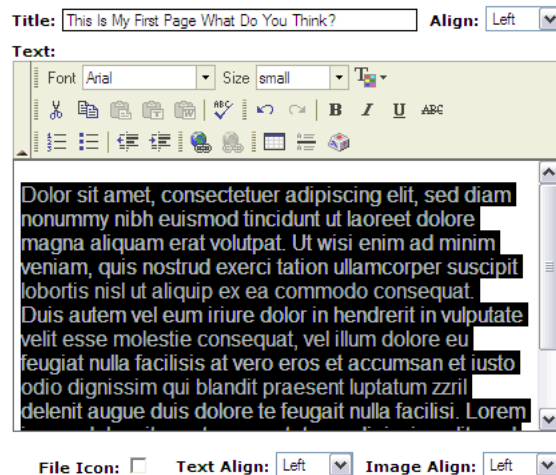
**File Icon:** ☐ **Text Align:**  **Image Align:**

When you have done this click the **Update** icon:



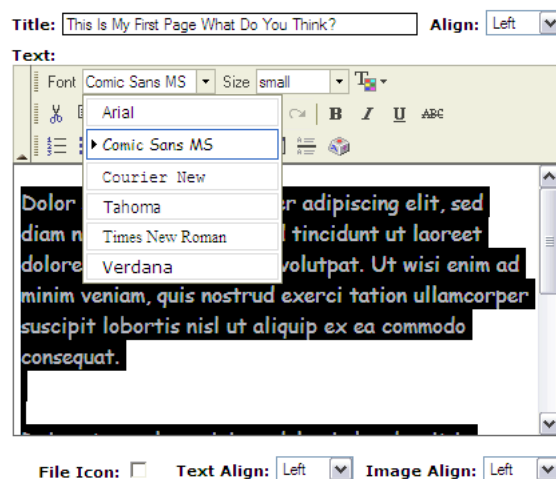
Please note: to make changes to your text you need to hold down the left mouse button and highlight the text you want to change with your mouse.

Highlight your text:



Next click the arrow on the font drop down box to change your font.

Click on the Comic Sans MS and watch your text change:




To deselect your text (remove the highlighting) click once inside the box with your mouse.

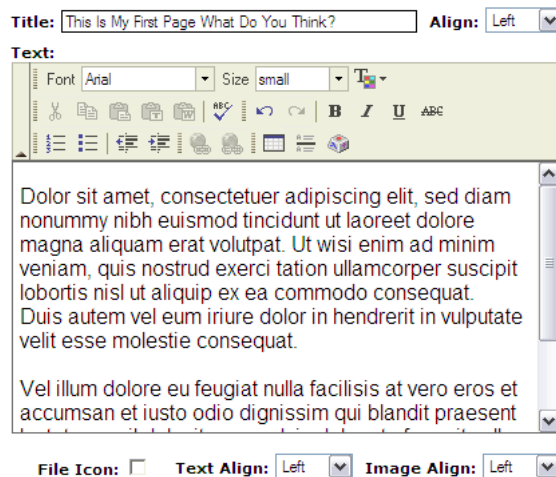
As previously mentioned in this manual at anytime you can update your website with your changes by clicking

the **Update** icon:  Update

We advice you to update your website on a regular basis just in case you loose any information either through loosing your connection to the internet or your computer crashes.

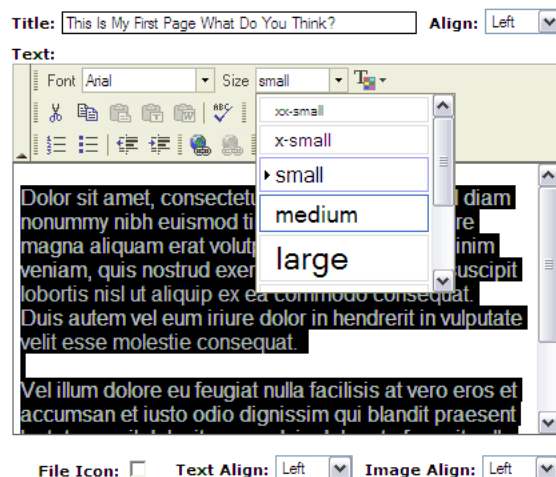
You can preview your changes live on your website anytime by pressing the **View Site** icon: 

If your paragraph becomes too large, by pressing the **Shift** key and the **Enter** key this will create a line break between the text of your choosing:

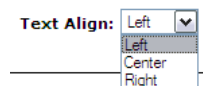


Please note: creating text this way is ok, but please remember only one image or one file can be added this way, no matter how long the text is. If you wish to add more files or pictures to an **Information** page separate your page into single paragraphs by clicking the **Add New** icon.

Make sure your text is highlighted and click inside the **Size** drop down box and choose a different font size from the one you are using. Your font size should change automatically:



The text is set at default to be text aligned left but if you wish you can change the alignment of the text by clicking in the **Text Align** box and changing it to either text align right or text align center:



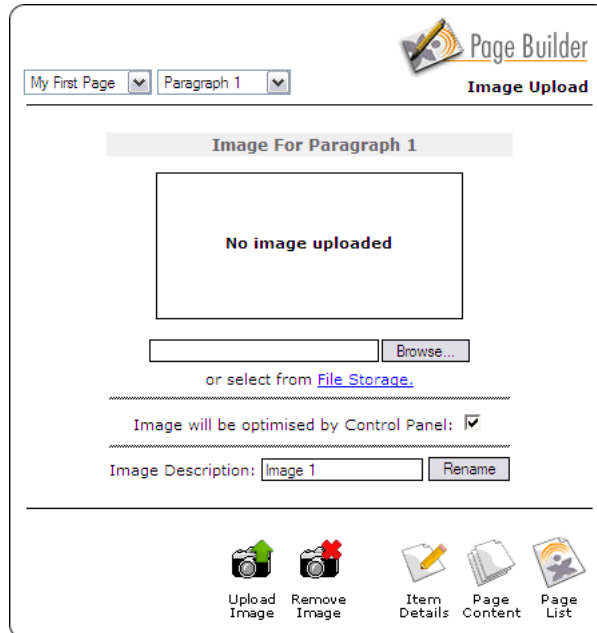
Deselect your text (remove the highlighting) by clicking once inside the box with your mouse.

**Please note:** there are a lot more things you can do with the WYSIWYG tool for example: change text colour, include lists or tabular data. For a full explanation of everything the WYSIWYG tool can do please download the **Wysiwyg Tool** pdf document.

Next, we are going to add a picture to our text.

Click the **Image Upload** icon: 

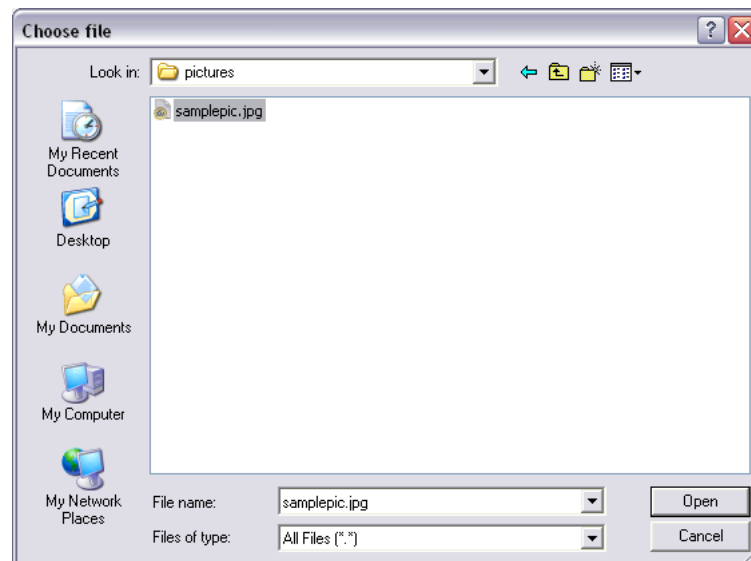
The **Image Upload** page:



The screenshot shows the 'Image Upload' page in the Page Builder interface. At the top, there are dropdown menus for 'My First Page' and 'Paragraph 1'. The main heading is 'Image For Paragraph 1'. Below this is a large rectangular box containing the text 'No image uploaded'. Underneath the box is a text input field and a 'Browse...' button. Below the input field is a link that says 'or select from [File Storage](#)'. Further down, there is a checkbox labeled 'Image will be optimised by Control Panel:' which is checked. Below this is a text input field for 'Image Description:' containing 'Image 1' and a 'Rename' button. At the bottom of the page, there are five icons: 'Upload Image' (camera with green plus), 'Remove Image' (camera with red X), 'Item Details' (pencil), 'Page Content' (document), and 'Page List' (list of pages).

Click on the **Browse** button to browse to the location on your computer where the picture is that you wish to upload.

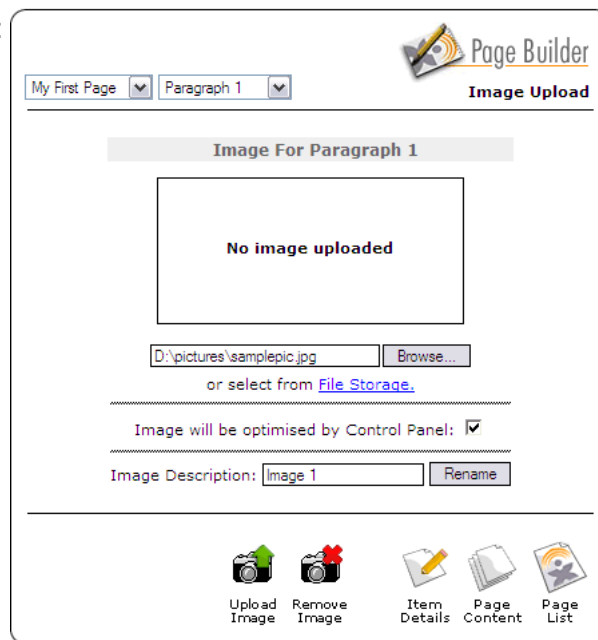
Click on the file with your left mouse button:



Then press the **Open** button.



The **Image Upload** screen:



The screenshot shows the 'Image Upload' interface within the 'Page Builder' application. At the top, there are dropdown menus for 'My First Page' and 'Paragraph 1'. The main heading is 'Image For Paragraph 1'. Below this, a large box contains the text 'No image uploaded'. Underneath the box is a text input field containing 'D:\pictures\samplepic.jpg' and a 'Browse...' button. Below the input field is a link that says 'or select from [File Storage](#).'. Further down, there is a checkbox labeled 'Image will be optimised by Control Panel:' which is checked. Below this is an 'Image Description' field containing 'Image 1' and a 'Rename' button. At the bottom of the interface, there are five icons: 'Upload Image' (a camera with a green arrow), 'Remove Image' (a camera with a red X), 'Item Details' (a notepad and pencil), 'Page Content' (a document), and 'Page List' (a folder with a person icon).

The path of the location of your picture will appear in the box to the left of the **Browse** button.

Underneath this box is the text link **File Storage**. This is an extra service provided by Freestart. File Storage is what it says a file storage area on Freestart's servers, which allows you to access your online pictures and files. Those files can be accessed through your Control Panel. Ideal when you are on the move, you can access your files from any computer, anywhere with an internet connection.

The box underneath File Storage is at default ticked, this means that the image will be resized by our online software. If you would prefer the image to remain the same size as the original picture untick the box.

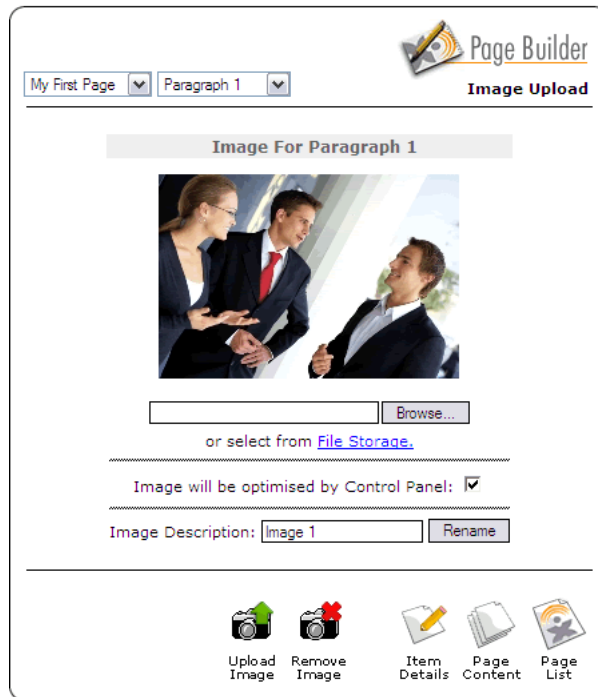
Next, click the **Upload Image** icon:



Then, click **OK** on the Image Upload box:



Image Upload page:



In the **Image Description** box you can enter a description for your picture. This will produce an **Alt Tag**.

An Alt Tag is a text description that shows within a small box when you mouse over the image in your browser window.


This has a number of functions:

1. Helps search engines when indexing your web page.
2. Visitors to your website that have a slow internet connection can switch the images off but can still read the Alt Tag so they know what the image is.
3. Visitors that are visually impaired can use a screen reader that will read the Alt Tag to tell the person what the image is.

Enter a description for your picture then click the **Rename** button: 

Click **OK**:



Your new image description: **Image Description:**  

Click on the **Item Details** icon:

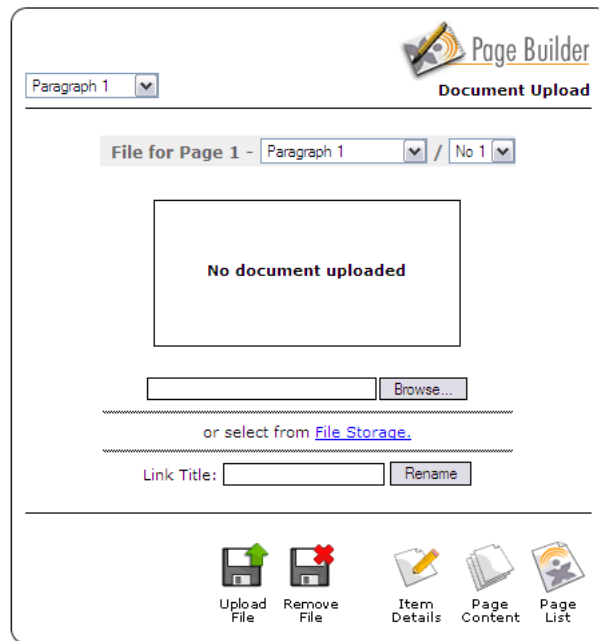


Next, we are going to upload a file to accompany the text and picture.

Click the **File Upload** icon:

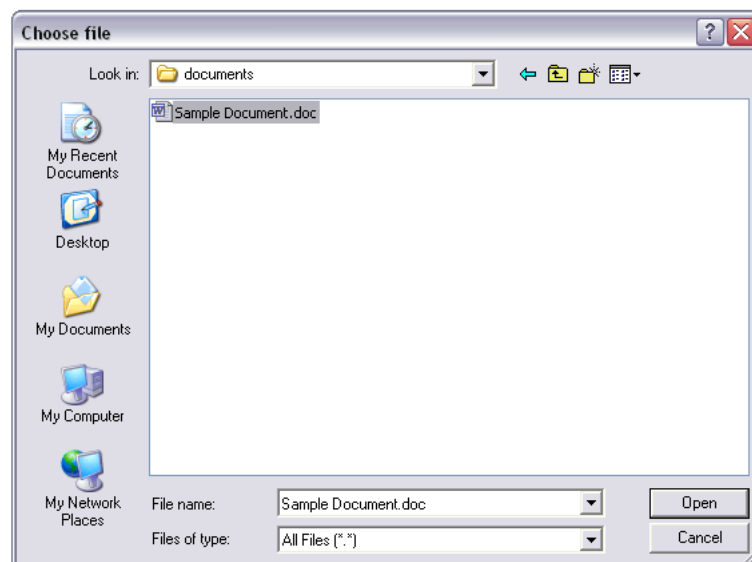


The **Document Upload** screen:



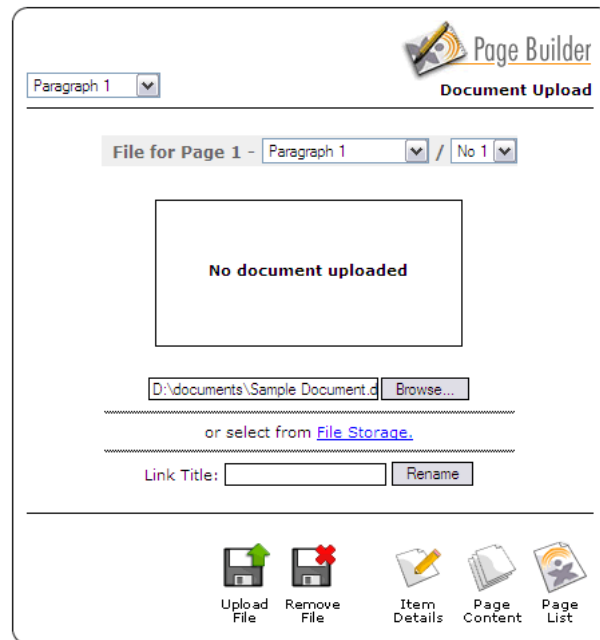
Click on the **Browse** button to browse to the location on your computer where the file is that you wish to upload.

Click on the file with your left mouse button:



Then press the **Open** button.

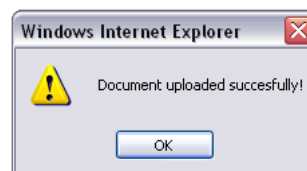
The **Document Upload** screen:



The path of the location of your picture will appear in the box to the left of the **Browse** button.

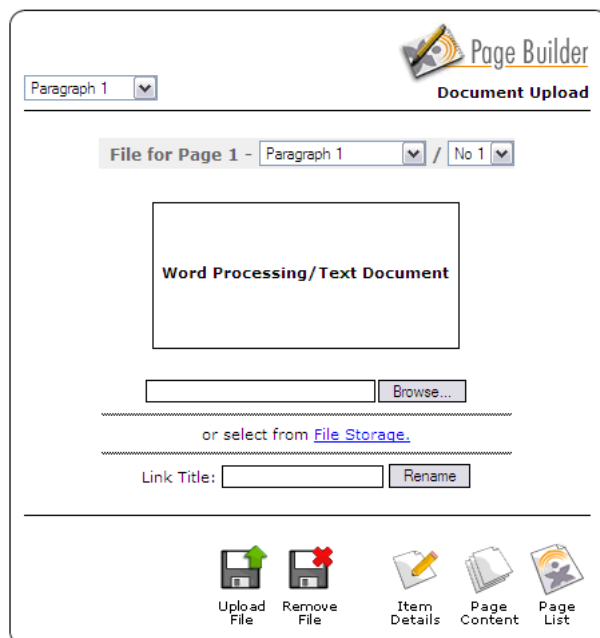
Next, click the **Upload File** icon: 

**Document Uploaded** box:



click **OK**

The **Document Upload** screen:



The **Document Upload** screen now has **Word Processing/Text Document** showing in the middle of the screen.

Underneath this box is the text link **File Storage**. This is an extra service provided by Freestart. File Storage is what it says a file storage area on Freestart's servers, which allows you to access your online pictures and files.

Those files can be accessed through your Control Panel. Ideal when you are on the move, you can access your files from any computer, anywhere with an internet connection.

Please note: only Word documents and pdf files can be uploaded to your website.

Next, in the **Link Title** box enter a title for your uploaded document: Link Title:

Then, click the **Rename** button.

This will appear on your website as a blue text link, when a visitor clicks on the link the document will be downloaded to their computer.

Next, click the **Item Details** icon:



Click the **File Icon** box underneath the main text window: File Icon: ☐

Then click the **Update** icon:



Information has been updated, click **OK**:



Depending on what kind of document you have uploaded, either a Word document or a pdf document an icon will be added to the document text link. Your visitors will instantly be able to tell what sought of document you have for downloading.

You have now added a text paragraph, a photograph and a downloadable file to your new website.

To preview your work click the **View Site** icon:



When you have finished, click the **Website Control Panel** icon in the top right of your browser window:



You will be returned back to the main **Page List** page.