

Site Creator

User's Guide



Version 1.0

National Rural Telecommunications Cooperative
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INTRODUCTION

Welcome to Site Creator, an online tool for building your Web site. Site Creator offers various design and layout templates to help you create Web pages quickly and easily. No design or programming skills are required. You can build up to ten pages and have a professional or playful Web site published within minutes.

This user guide contains step-by-step instructions for creating your Web pages and having your site published on the World Wide Web. The primary steps in the process are numbered. Within each step, substeps are indicated with bullets. To get started, refer to the modules below:

Module 1 – Site Manager. Introduces the many features of Site Creator and the tools available within the Site Manager.

Module 2 – Site Preview. Shows how to preview your Web site as you create, edit, or change it.

Module 3 – Edit Master. Explains how to add or delete pages as well as how to edit page elements.

Module 4 – Site Editor. Shows how to select the page layout, add or edit text and images, as well as adding Meta tag information for recognition by search engines.

Module 5 – Change Font. Illustrates the various font styles for titles and text.

Module 6 – Change Design. Displays how to modify or change site design and color scheme.

Module 7 – Import Images. Shows the steps for importing and uploading graphics to your site.

Module 8 – Publish Site. Explains the process of publishing your site to the World Wide Web.

Module 9 – HTML Basics. Provides basic HTML code samples to format your Web pages.

MODULE 1 – Site Manager

Overview

This module introduces you to the Site Manager and many of the features available within Site Creator. To start building your site, login to the Site Manager.

Site Creator is not browser specific. Examples used within this guide display Microsoft's Internet Explorer or Netscape, as they are the most commonly used browser applications.

Site Creator Log In

1. Launch your Internet browser.
2. Type in your Site Creator URL in the **Address** field.
3. The **Registered Users** screen appears.
 - ▶ Enter your **Login Name** (the name *before* the @ in your email address: username@azwildblue.com)
 - ▶ Enter your **Password**.
 - ▶ Click **Go**.



Site Creator Log In Screen

<http://sitecreator.azwildblue.com>

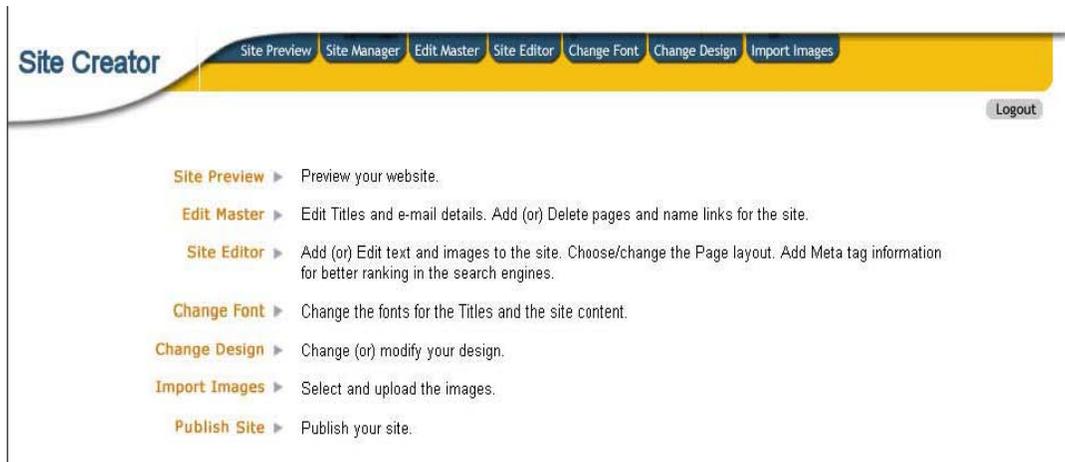
Features of Site Manager

Once in Site Creator, you will see the Site Manager screen. The Site Manager is the main menu of tools available for creating and modifying your site content. These tools include:

- Site Preview** – quickly preview the edits and changes made to your site.
- Edit Master** – edit your company name, slogan, e-mail, or page links information.
- Site Editor** – choose your page layout, customize forms, enter text, import images, as well as enter Meta tag information for search engine rankings.
- Change Font** – select from predefined font styles or make changes to your site text.
- Change Design** – select or modify your site design and color scheme.
- Import Images** – browse, select and upload the graphic images for your site.
- Publish Site** – publish your site to the World Wide Web.
- Online Help** – provides additional information for: Edit Master, Site Editor, Change Font, and Import Images tools.

To create your content, click on the titles within Site Manager. Work from the top of the list down (i.e. Site Preview through Publish Site). Once you have created a page, you select the tools you need to modify your content.

To logout of Site Creator, click on the **Logout** button.



Site Creator - Site Manager

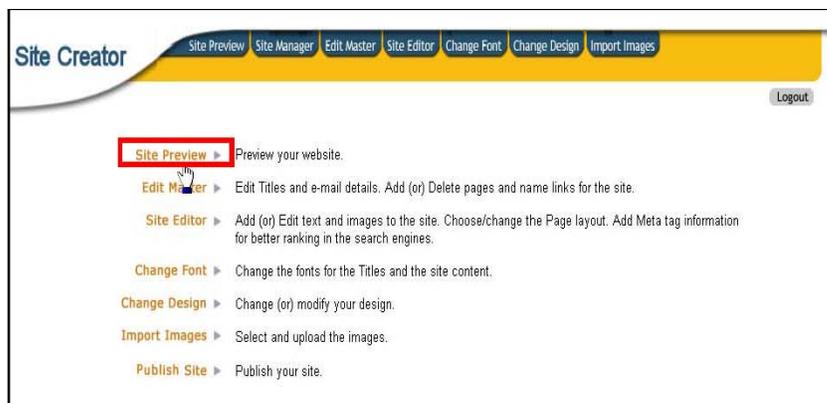
MODULE 2 – Site Preview

Overview

This module illustrates how you can use the Site Preview tool to quickly view your site as you make edits or changes to the content. By clicking on the Site Preview link from the Site Manager, your browser will open a new window to display your current Web site. As build your site and add pages, you can toggle back and forth between the Site Manager and the Site Preview window to view your work.

Preview Your Web Site

1. From the Site Manager main menu, click on **Site Preview**.



Site Manager Main Menu - Site Preview

2. A window will open, displaying your current Web site.



Site Preview of Current Web Site

MODULE 3 – Edit Master

Overview

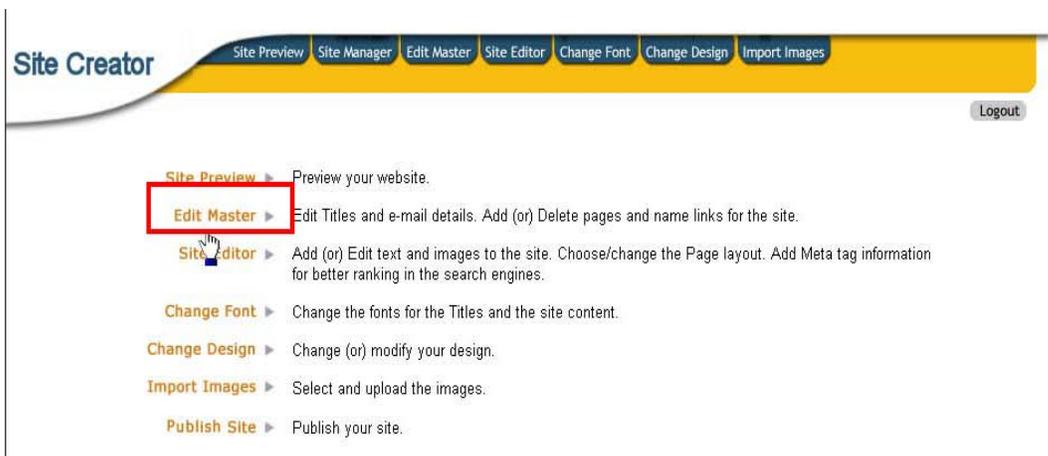
Within this module, you will be able to do the following:

Enter your company name, slogan and e-mail address.

Add or delete pages and name links for your Web site.

Enter Company Name, Slogan and E-mail

1. From the Site Manager main menu, click on **Edit Master**.



Site Manager Main Menu – Edit Master

2. The **Edit Master** screen appears.

The screenshot shows the 'Edit Master' screen in the Site Creator application. The top navigation bar includes 'Site Preview', 'Site Manager', 'Edit Master', 'Site Editor', 'Change Font', 'Change Design', and 'Import Images'. The main content area contains the following form fields:

- Your Company Name (or) Main Title for your site ***: A text box containing 'Welcome to my very o...' with a red arrow pointing to it from a red box.
- Your SubTitle (or) Company Slogan**: A text box containing 'Its as easy as 1. 2. 3!!'.
- Email ***: A text box containing 'sitedemo@trueband.ne'.
- Home**: A text box containing 'Home' with a '<<' button to its right.
- Page 2 Name**: A checkbox followed by a text box containing 'Page 1' and a '<<' button.
- Page 3 Name**: A checkbox followed by a text box containing 'Page 2' and a '<<' button.
- Suggested Page Titles**: A dropdown menu with options: 'About Us', 'Awards', 'Clients', 'Company', 'Contact Us', and 'Disclaimer'.

Below the form fields, there is a note: 'Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.' Below this note are buttons for 'Delete Page', 'Add a Page', and 'Submit'. At the bottom, there is a red instruction: 'Click on the Submit button to Update the changes' and a disclaimer: '**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.'

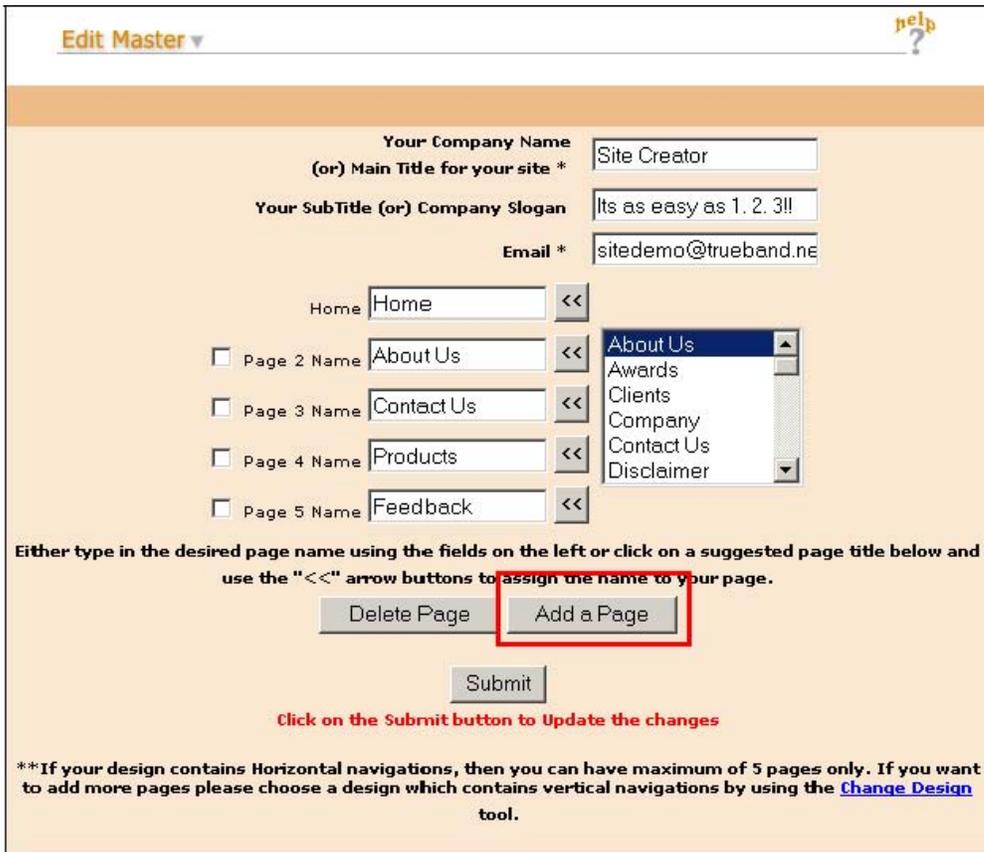
Edit Master

- ▶ In the **Your Company Name** field, enter your company name or the main title for your site. Your company name or main title will appear on all your Web pages.
- ▶ Enter **Your SubTitle or Company Slogan** in the text box provided. If you do not have a company slogan, you can use this text box to display other information you need to provide on all pages of your site.
- ▶ Enter contact information in the **Email** field. The contact e-mail address will be displayed on all your Web pages.

Enter your company name or site title, a slogan or subtitle, and your contact e-mail.

Add a Page

1. From the Edit Master screen, click **Add a Page**.



The screenshot shows the 'Edit Master' interface. At the top left is the text 'Edit Master' with a dropdown arrow, and at the top right is a 'help?' icon. The main content area has a light orange background and contains several form fields:

- Your Company Name (or) Main Title for your site ***: Text input field containing 'Site Creator'.
- Your SubTitle (or) Company Slogan**: Text input field containing 'Its as easy as 1. 2. 3!!'.
- Email ***: Text input field containing 'sitedemo@trueband.ne'.
- Home**: Text input field containing 'Home' with a '<<' arrow button to its right.
- Page 2 Name**: A checkbox, a text input field containing 'About Us', and a '<<' arrow button. A dropdown menu is open to the right, listing 'About Us', 'Awards', 'Clients', 'Company', 'Contact Us', and 'Disclaimer'.
- Page 3 Name**: A checkbox, a text input field containing 'Contact Us', and a '<<' arrow button.
- Page 4 Name**: A checkbox, a text input field containing 'Products', and a '<<' arrow button.
- Page 5 Name**: A checkbox, a text input field containing 'Feedback', and a '<<' arrow button.

Below the form fields, there is a red-bordered box containing two buttons: 'Delete Page' and 'Add a Page'. Below this box is a 'Submit' button. A red instruction reads: 'Click on the Submit button to Update the changes'. At the bottom, a note states: '**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.'

Edit Master – Add a Page

2. A new **Name** field for your page will appear. In this example, Page 6 is added. You may type in your page name in the text field or click on a predefined page title and use the "<<" arrow button to assign that name to your page. All the page names will appear as navigational links for your site.

Edit Master help ?

Your Company Name (or) Main Title for your site *

Your SubTitle (or) Company Slogan

Email *

Home <<

Page 2 Name <<

Page 3 Name <<

Page 4 Name <<

Page 5 Name <<

Page 6 Name <<

Either type in the page name or select from the list and click on the << button to assign the name to your page.

About Us
 Awards
 Clients
 Company
 Contact Us
 Disclaimer

Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.

Click on the Submit button to Update the changes

****If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.**



Edit Master – Entering a Page Name

3. Once you have added all the pages and entered the page names, click **Submit** to update your site.

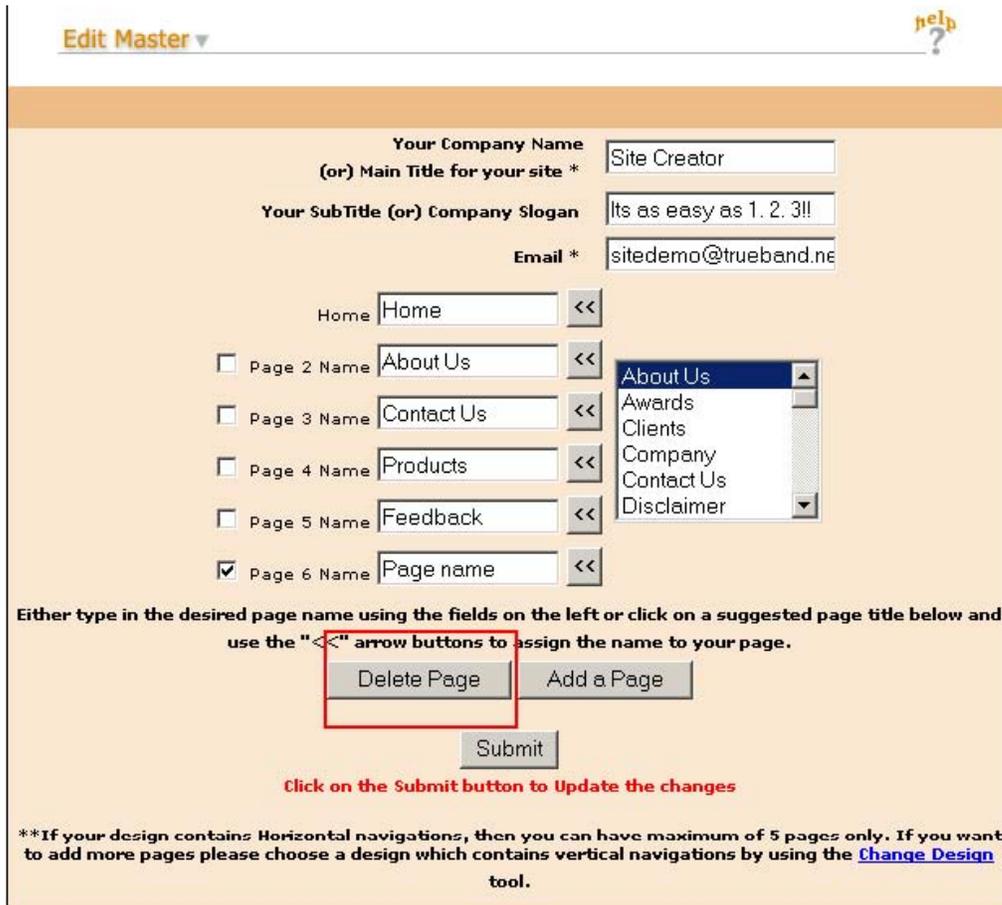
Please Note: If your design contains horizontal navigations, you have a maximum of five pages available for your Web site. If you want more than five pages, you will need to select a design with vertical navigations. (Refer to Module 6 for instructions on selecting designs.)

Either type in the page name or select from the list and click on the << button to assign the name to your page.

Delete a Page

1. To delete a page, select the check box next to the page number and click **Delete Page**.

In this example, Page 6 is being deleted.



The screenshot shows the 'Edit Master' interface. At the top left is the text 'Edit Master' with a dropdown arrow. At the top right is a 'help?' icon. Below this is a form with several fields: 'Your Company Name (or) Main Title for your site *' with the value 'Site Creator'; 'Your SubTitle (or) Company Slogan' with the value 'Its as easy as 1. 2. 3!!'; and 'Email *' with the value 'sitedemo@trueband.ne'. Below these are five page name entries, each with a checkbox and a '<<' button. The entries are: 'Home' (checkbox checked), 'Page 2 Name' (checkbox unchecked, value 'About Us'), 'Page 3 Name' (checkbox unchecked, value 'Contact Us'), 'Page 4 Name' (checkbox unchecked, value 'Products'), 'Page 5 Name' (checkbox unchecked, value 'Feedback'), and 'Page 6 Name' (checkbox checked, value 'Page name'). A dropdown menu is open next to the 'Page 2 Name' entry, showing a list of suggested page titles: 'About Us', 'Awards', 'Clients', 'Company', 'Contact Us', and 'Disclaimer'. Below the page name entries is a text instruction: 'Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.' Below this instruction are two buttons: 'Delete Page' (highlighted with a red box) and 'Add a Page'. Below these is a 'Submit' button. At the bottom of the form is a red text instruction: 'Click on the Submit button to Update the changes'. At the very bottom of the form is a note: '**If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.'

Edit Master – Delete Page

2. A message window will appear asking “**Are you sure you want to delete the page(s)?**”

Click **OK** to delete the page.

Edit Master help ?

Your Company Name
(or) Main Title for your site *

Your SubTitle (or) Company Slogan

Email *

Home <<

Page

Page

Page

Page 5 Name <<

Page 6 Name <<

Microsoft Internet Explorer

Are you sure you want to delete the page(s)?

OK Cancel

Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.

Delete Page Add a Page

Submit

Click on the Submit button to Update the changes

****If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.**

Edit Master – Deleting the Page(s)

3. A listing of your current Web pages appears. Click **Submit** to update your changes.

Edit Master help ?

Your Company Name
(or) Main Title for your site *

Your SubTitle (or) Company Slogan

Email *

Home <<

Page 2 Name <<

Page 3 Name <<

Page 4 Name <<

Page 5 Name <<

<<

<<

Either type in the desired page name using the fields on the left or click on a suggested page title below and use the "<<" arrow buttons to assign the name to your page.

Delete Page Add a Page

Submit

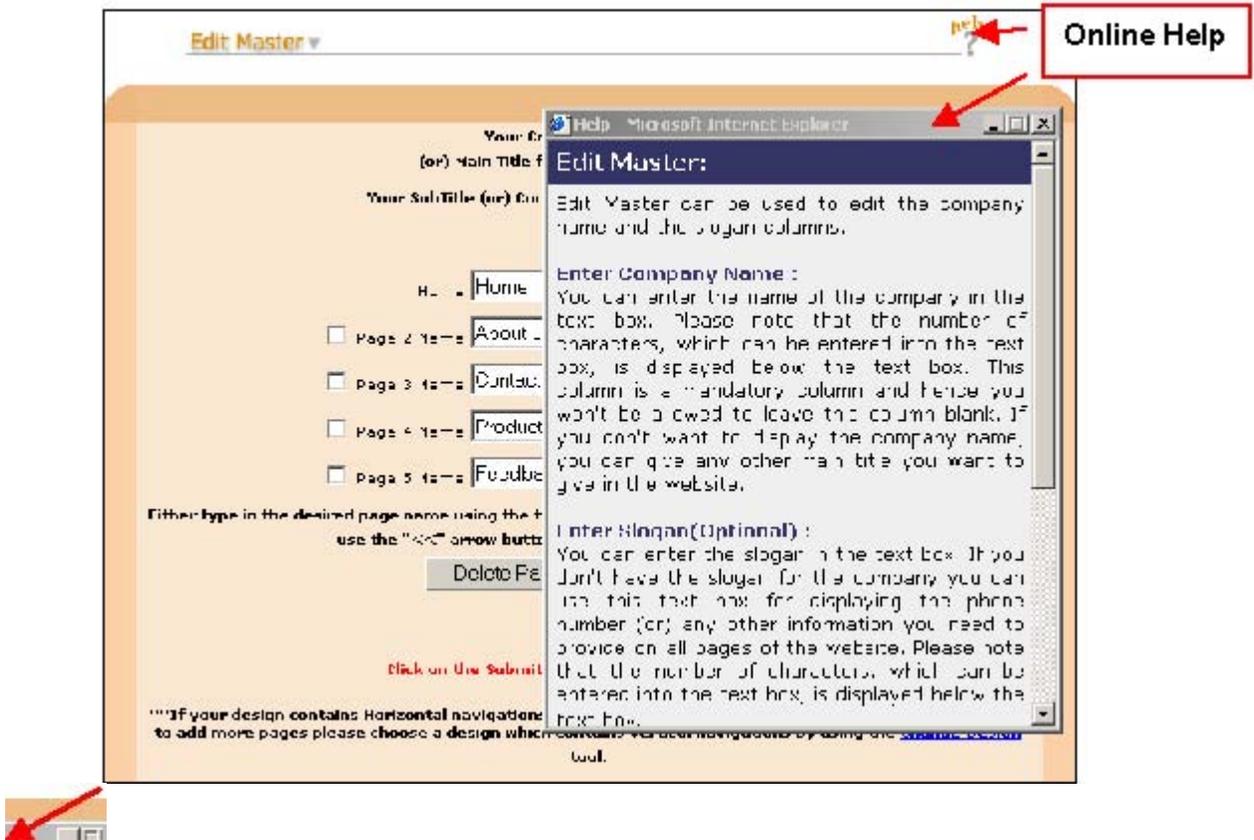
Click on the Submit button to Update the changes

****If your design contains Horizontal navigations, then you can have maximum of 5 pages only. If you want to add more pages please choose a design which contains vertical navigations by using the [Change Design](#) tool.**

Edit Master – Update Changes

Using the Online Help

1. From the **Edit Master** screen, click on the  icon.
2. A Help window appears with additional information pertaining to Edit Master.



Edit Master – Online Help

Online Help

MODULE 4 – Site Editor

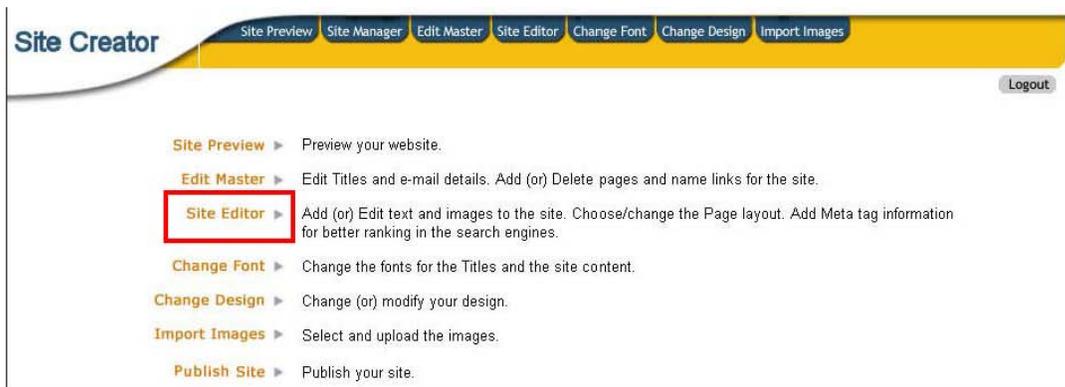
Overview

Within this module you will learn how to:

1. Choose or change the layout for your Web page.
2. Enter Meta tag keywords for search engine ranking.
3. Enter paragraph title and text.
4. Add images and captions to your page.
5. Add or customize forms for your site.

Choose a Page Layout

1. From the Site Manager screen, click **Site Editor**.



Site Manager Main Menu – Site Editor

2. A Site Editor screen appears displaying the Links listing for all current Web pages.

Please Note: The example below shows three pages already created. If you are creating a brand new site, only the Home page link will be displayed.



Site Editor – Links Listing

3. You have the option of selecting **Edit** or **View** for each page link. For this example, we will edit the **Home** page to select the page layout. Click **Edit** for the **Home** page link.

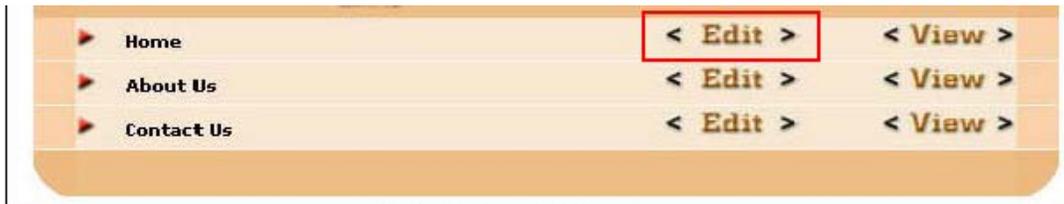


Site Editor – Edit Home



4. The **Page Editor** screen appears. To choose your page layout, click on the **Change Layout** icon.

Please Note: For editing purposes, this icon displays the current layout. You will need to select **Change Layout** to choose a new page layout. When a new page layout is selected, it will overwrite your previous layout and you will lose the text and image associated with that layout.

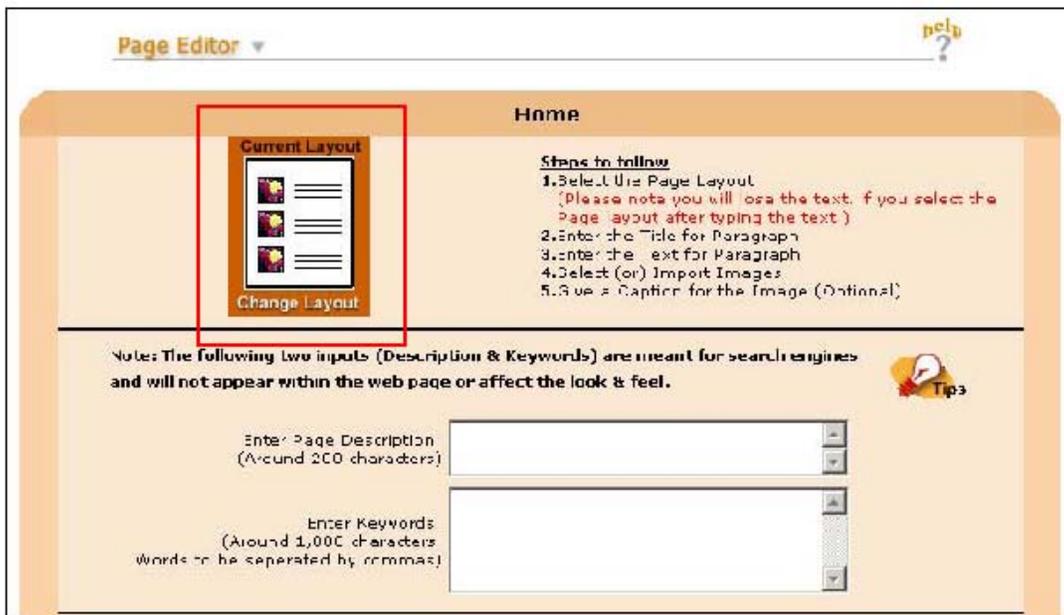


Site Editor – Edit Home



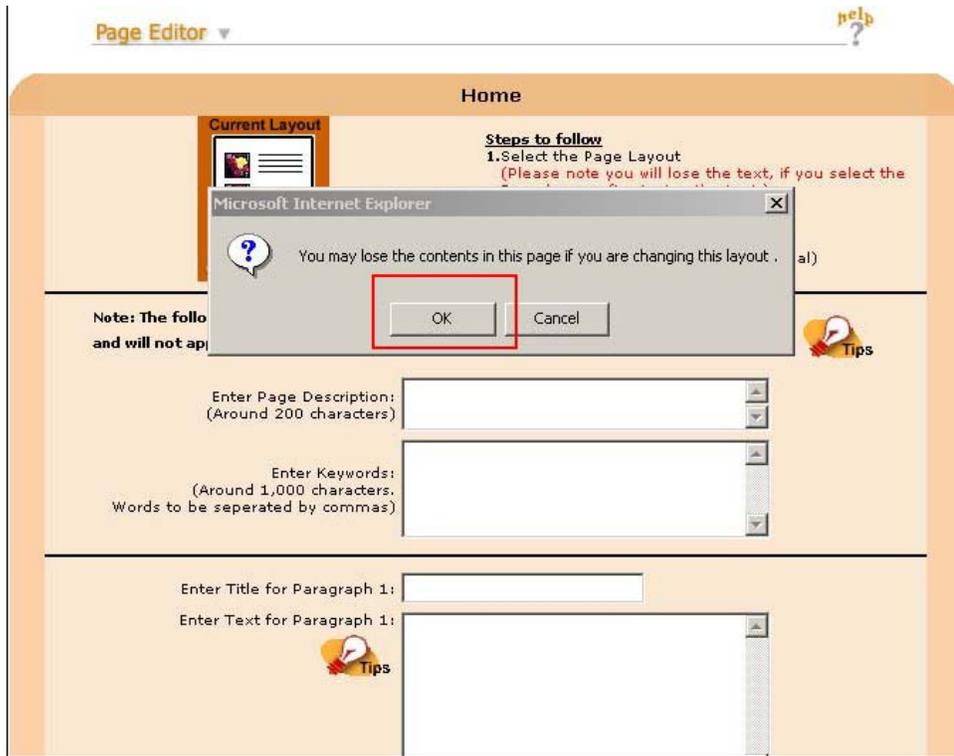
The **Page Editor** screen appears. To choose your page layout, click on the **Change Layout** icon.

Please Note: For editing purposes, this icon displays the current layout. You will need to select **Change Layout** to choose a new page layout. When a new page layout is selected, it will overwrite your previous layout and you will lose the text and image associated with that layout.



Page Editor - Home

5. A window appears with the notification, “You may lose the contents in this page if you are changing this layout”. Click **OK**.



Page Editor - Change Layout

6. The **Choose Layout** screen appears. Click on the thumbnail to select the layout for your page.



Choose Layout

Enter Meta Tags

Once you have selected the layout, you can add Meta tags to your Web page to increase your site ranking in some search engines. A Meta tag is a description or keyword identifying your site content to search engines. Meta tags are hidden instructions for search engines and do not appear on your Web page. Adding Meta tags can bring your site to the top of a search engine listing and draw in prospective Internet searchers.

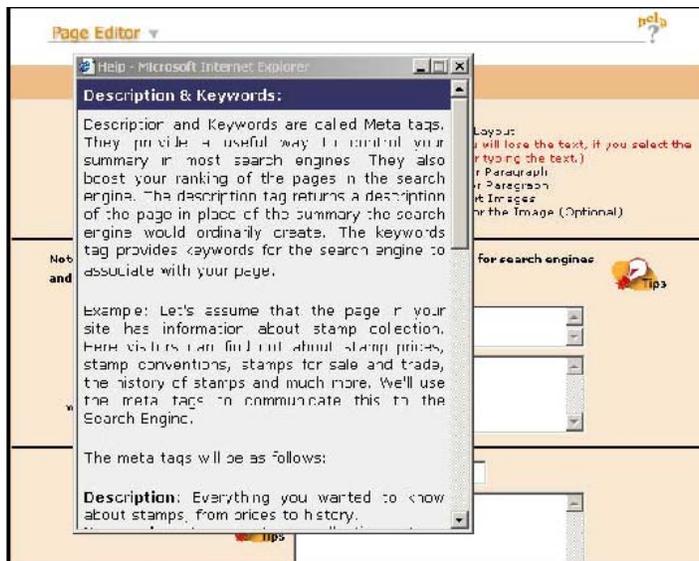
1. From the **Page Editor**, type in your **Page Description** in the text box provided.
2. Type in the **Keywords** in the text box provided.



The screenshot shows the 'Page Editor' interface. At the top, there is a 'Page Editor' dropdown and a 'help' icon. Below this is a 'Home' section with a 'Current Layout' preview and a 'Change Layout' button. To the right, there are 'Steps to follow' instructions. Below the instructions, a note states: 'Note: The following two inputs (Description & Keywords) are meant for search engines and will not appear within the web page or affect the look & feel.' There are two text input fields: 'Enter Page Description: (Around 200 characters)' containing 'Demonstration site for Site Creator application.' and 'Enter Keywords: (Around 1,000 characters. Words to be separated by commas)' containing 'Demo, Site Creator, NRTC, TrueBand'. A red arrow points from a 'Tips' icon to the description field. A red box on the right contains the text 'Enter description keywords'.

Meta Tag – Description and Keywords

Clicking on the  icon will open a window with additional information pertaining to Meta tags.



Meta Tag Tips

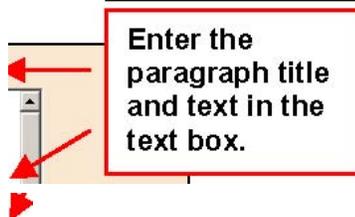
Enter Meta tag description and keywords.

Enter Paragraph Title and Text

Now that you have selected the page layout and entered Meta tags, you can add paragraph titles and text to your Web page. The number of paragraphs displayed on a page depends on the layout chosen. You have the option of typing directly in the text box for each paragraph title and text or include HTML code for special formatting. For basic HTML code samples, refer to Module 9 – HTML Basics.

The screenshot shows a web page editor interface with two paragraph input sections. The first section is for Paragraph 2, with a title field containing 'Welcome to Site Creator' and a text area containing HTML code: `

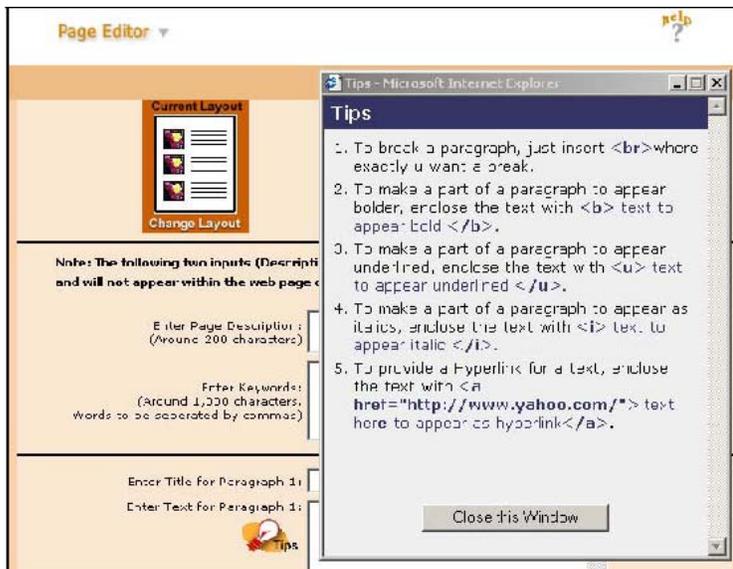
<I>This site is brought to you by trueband.net</I>`. Below the text area is a dropdown menu for 'Select Image 2' with 'Connect-blue.jpg' selected and an 'Import Images' button. The second section is for Paragraph 3, with a title field and a text area containing HTML code: `<P>This demo site is created using TrueBand's Online Site Creator tool. With our TrueBand offering, we make it easy to develop a professional quality website.</P>`. Below the text area is a dropdown menu for 'Select Image 3' with 'TBhorz.gif' selected and an 'Import images' button. A 'Submit' button is at the bottom. Red arrows point from a box labeled 'Enter paragraph and text' to the title and text input fields of both paragraphs.



Enter the paragraph title and text in the text box.

Paragraph Title and Text

Clicking on the  icon will open a window of paragraph and text formatting tips.



Tips – Formatting Paragraph Title and Text

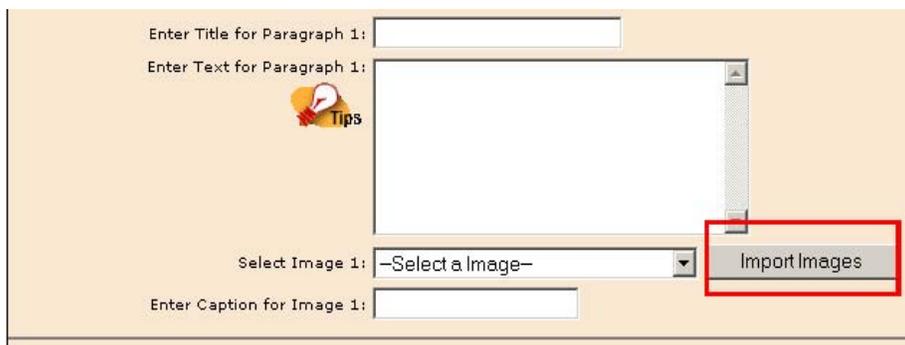
Enter the paragraph title and text in the text box.

Adding Images and Captions

In addition to paragraph title and text, Site Creator allows you to incorporate static or animated GIF and JPEG image formats to your site. For optimal viewing, it is recommended that you use images a minimum resolution of 72 dpi (dot per inch) and a file size less than 1 MB. Many graphics editing software such as PhotoShop or Paint Shop allow you to customize image size and resolution settings. Reducing the physical size of the image allows the image to load more quickly.

For this example, we will assume this is your first time incorporating images to your site. You may not have any image files to select from so you will need to import images. To add images to a Web page, follow these steps:

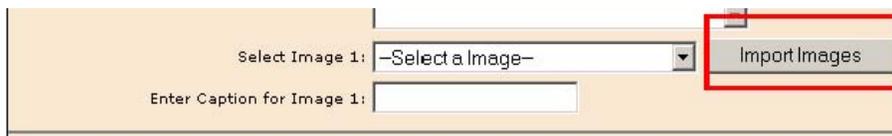
1. From the Page Editor screen, click **Import Images**.



The screenshot shows the 'Page Editor' interface. At the top, there are two text input fields: 'Enter Title for Paragraph 1:' and 'Enter Text for Paragraph 1:'. Below the text input is a 'Tips' icon. Further down, there is a dropdown menu labeled 'Select Image 1:' with the text '-Select a Image-'. To the right of this dropdown is a button labeled 'Import Images', which is highlighted with a red rectangular box. Below the dropdown is another text input field labeled 'Enter Caption for Image 1:'.

Page Editor – Import Images

2. The **Import Images** screen appears. Click **Browse**.



This screenshot is a zoomed-in view of the 'Import Images' button from the previous screenshot. The button is labeled 'Import Images' and is highlighted with a red rectangular box. Below the button, the text 'Enter Caption for Image 1:' and its corresponding input field are visible.

Page Editor – Import Images

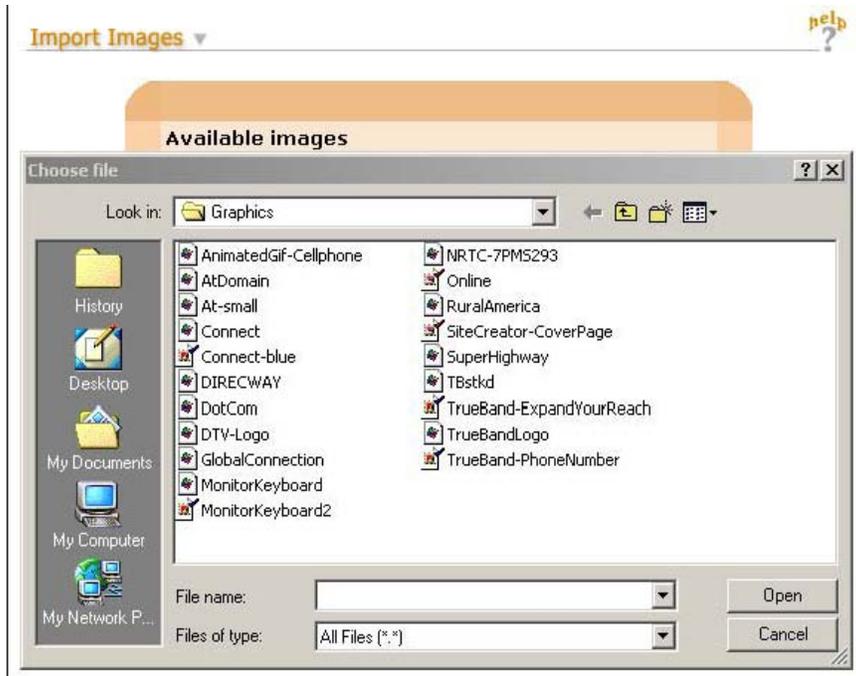
The **Import Images** screen appears. Click **Browse**.



The screenshot shows the 'Import Images' screen. At the top left, there is a header 'Import Images' with a dropdown arrow. At the top right, there is a 'help?' icon. The main content area is titled 'Available images' and contains a vertical list box. To the right of the list box is a 'Delete Image' button. Below the list box, there is a text prompt: 'Import Images of your choice from your computer :'. Below this prompt is a text input field and a 'Browse...' button, which is highlighted with a red rectangular box. At the bottom of the screen, there are two buttons: 'Upload Image' and 'Go Back'.

Import Images – Browse for Image File

3. Locate your image files and select the image to import.



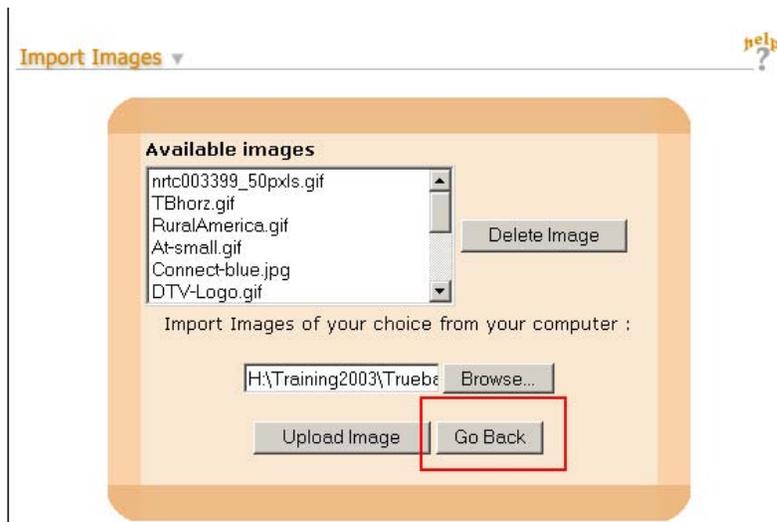
Select Image File

4. The path to the image file will be displayed. Click **Upload Image**.



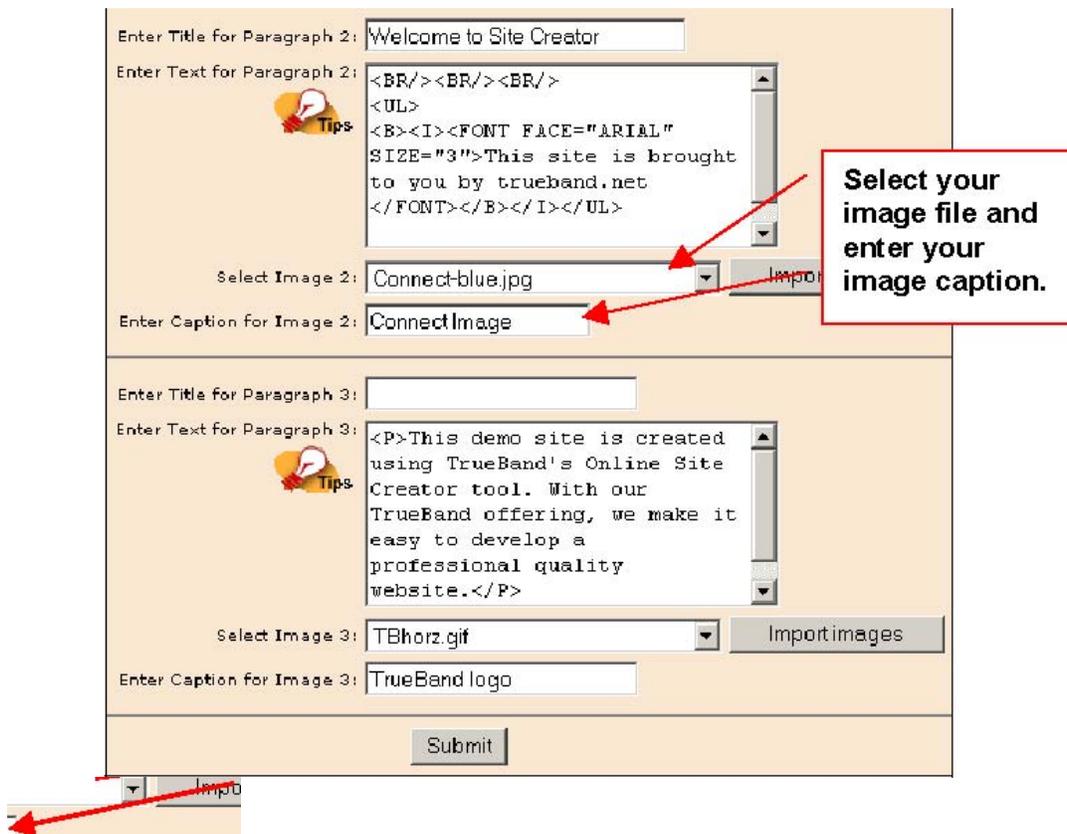
Upload Image

5. Once uploaded, your image file will appear in the **Available Images** window. Click **Go Back** to the Page Editor screen to select your images.



Available Images

6. From the **Select Image** drop down menu, click on the image file name. The image file will appear in the Select Image box. You may also type in a caption for your image in the **Enter Caption for Image** text box. Click **Submit** to incorporate the image to your page.



Select Image – Enter Image Caption

Select your image file and enter your image caption.

Adding Forms

Within Site Editor, you have the option of adding a feedback or customizable form to your Web page. Follow these steps to add a form to your Web page:

Feedback Form

1. Refer to Module 3 – Edit Master and follow the instructions on how to add a page. Give the page a title such as “Feedback.”
2. From the **Site Editor** screen, click **Edit** for the link to the Feedback page.



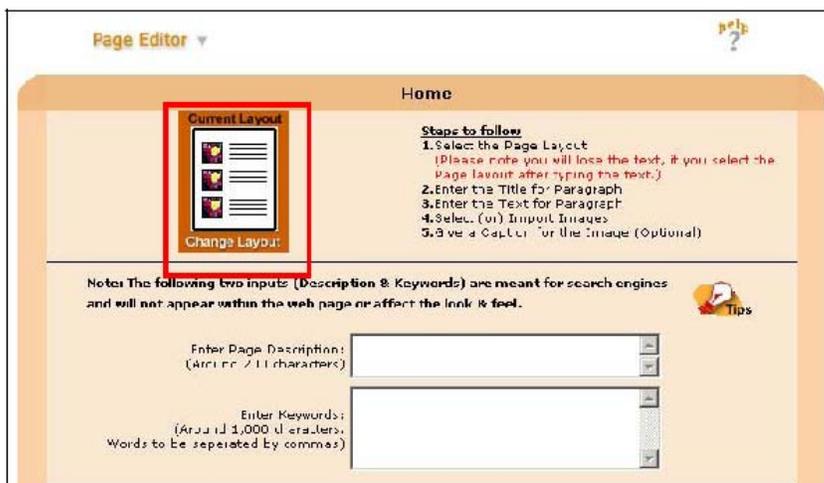
Site Editor – Edit Feedback Link

3. The **Page Editor** screen appears. Click **Change Layout**.



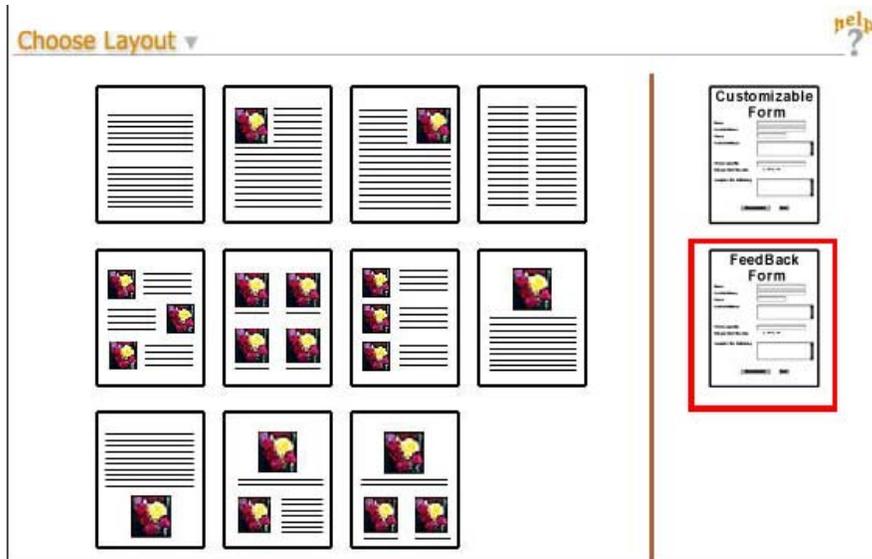
Site Editor – Edit Feedback Link

The **Page Editor** screen appears. Click **Change Layout**.



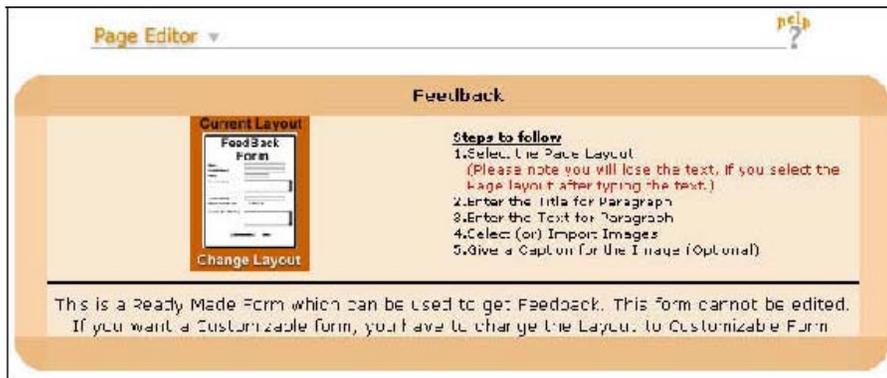
Page Editor – Change Layout

4. From the **Choose Layout** screen, select **Feedback Form**.



Choose Layout – FeedBack Form

5. Notice the **Current Layout** is now the **Feedback Form**.



Page Editor – Feedback Form

6. Your Web page will display a Feedback form with the fields shown below.

Please Note: The Feedback Form cannot be edited. To customize your form, you will need to change the layout to Customizable Form.

The screenshot shows a feedback form titled "Feedback Form" on a light blue background. It contains the following fields: "Name", "Organisation", "Address" (with a vertical scrollbar), "Country", "Phone", "Fax", "EMail", and "Comments" (with a vertical scrollbar). At the bottom of the form are two buttons: "Submit" and "Cancel".

Feedback Form

Customizable Form

1. From the **Choose Layout** screen, select **Customizable Form**.



Choose Layout – Customizable Form

2. The **Form Manager** screen appears.

The screenshot shows the 'Form Manager' interface. At the top, there is a 'Form Manager' dropdown menu and a 'help ?' icon. Below this is a text input field labeled 'Enter the Heading for your Form:'. The main area contains a table with three columns: 'Field Name', 'Field Type', and 'No of Options'. Each row in the table has a text input field for the field name, a dropdown menu for the field type (all set to '-select-'), and a text input field for the number of options. At the bottom of the table are two buttons: 'Submit' and 'Add more Fields'.

Form Manager – Customizable Form

3. Click on the  icon for instructions on entering the heading, field name, field type, and options for your form. Once finished entering your fields, click **Submit**.

This screenshot shows the 'Form Manager' interface with a help window open. The help window is titled 'Dynamic Form: Form Manager:' and contains the following text: 'This is an online tool for developing forms. You can customize the forms to your requirement using this tool. You will have 3 columns, where you need to give your inputs to develop your form. The inputs you need to give are' followed by a bulleted list: 'Field Name', 'Field type', and 'No of options (Required only for Pull down, Radio Button and Check box)'. Below the list, it says 'Field Name: In this column you need to enter the name of the fields you want in the form. For ex: Name, Address, Organization Etc. The maximum number of characters you can give for field name is 30 characters. You will not be allowed to enter more than 30 characters.' A red box highlights the 'Submit' button in the Form Manager interface. A red arrow points from the 'help ?' icon in the Form Manager to the help window. Another red arrow points from the help window to the 'Submit' button. A red box highlights the 'Submit' button and the help window. A red arrow points from the 'Submit' button to the help window. A red box highlights the 'Submit' button and the help window. A red arrow points from the 'Submit' button to the help window.

Form Manager – Customizable Form Help

Click on Help for additional instructions on

customizing your form.

4. Below is an example of field entries for a customized form.

The screenshot shows the 'Form Manager' interface. At the top left is the text 'Form Manager' with a dropdown arrow. At the top right is a 'help' icon with a question mark. The main area contains a table with the following columns: 'Field Name', 'Field Type', and 'No of Options'. Below the table are buttons for 'Add a Field !!', 'Delete a Field !!', 'Update a Field!!', 'Create New !!', and 'Back !!'. To the right of the table is a preview window titled 'Current Layout' showing a 'Customizable Form' with a 'Change Layout' button below it.

Field Name	Field Type	No of Options
Name	Text Field	1
Company Name	Text Field	1
Address	Text Field	1
Country	Text Field	1
Phone Number	Text Field	1
Email	Text Field	1
Comment	Text area	1

Form Manager – Customized Form Fields

5. Your Web page will display a form with your customized fields.

The screenshot shows a web page with a light blue background. At the top left is the text 'Feedback'. Below it is a blue header bar with the text 'Site Evaluation'. The form contains the following fields: 'Name', 'Company Name', 'Address', 'Country', 'Phone Number', 'Email', and 'Comment'. The 'Comment' field is a text area. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

Customized Form

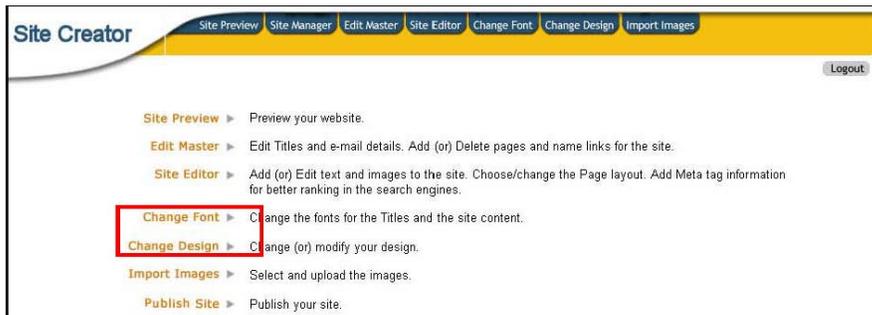
MODULE 5 – Change Font

Overview

This module shows how to change the fonts for your Web site’s title, subtitle or slogan, and the text setting for your site content.

Changing Fonts

1. From the **Site Manager**, click **Change Font**.



Site Manager – Change Font

2. The **Change Font** screen appears. You will see a menu of different text styles for your company name or site title, company slogan or subtitle, and the text for your Web pages. Choose the fonts by clicking on the drop-down menu and selecting the styles you prefer.



Click on the drop-down menu and select your font styles.

Change Font – Select Text Styles

Click on the drop-down menu and select your font styles.

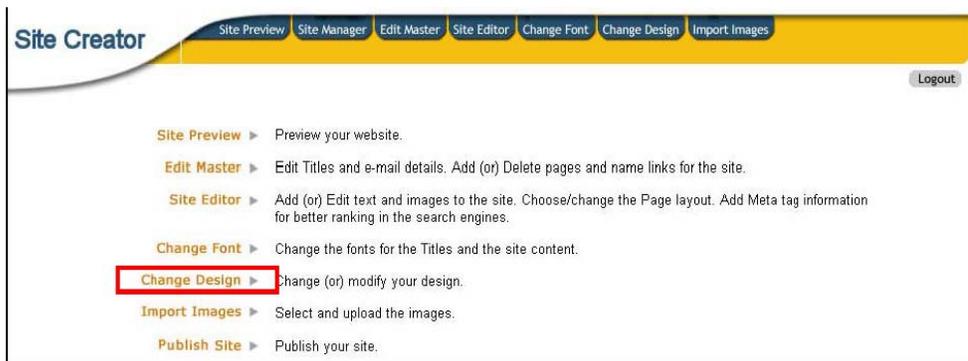
MODULE 6 – Change Design

Overview

Site Creator offers over thirty-five different design templates for your Web site. Within this module, you will be able to change or modify your site design.

Change or Modify Design

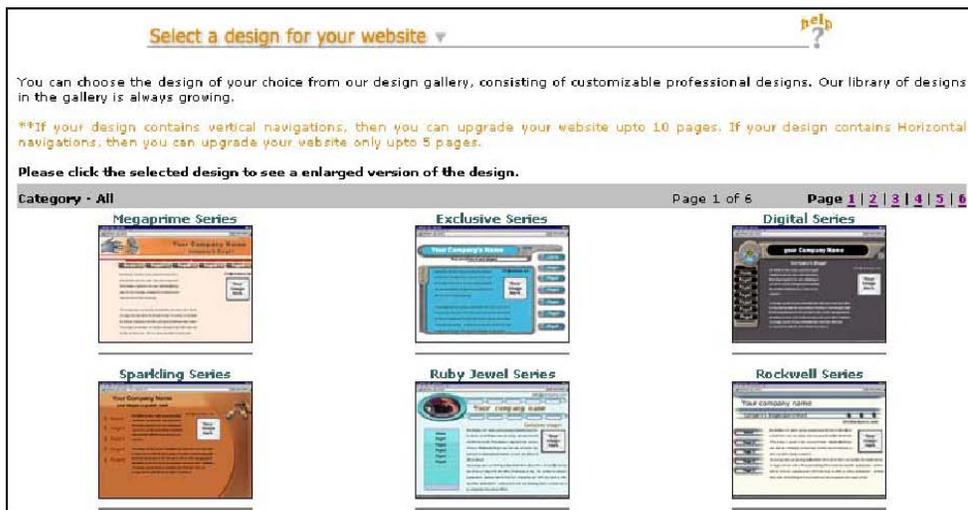
1. From the **Site Manager**, click **Change Design**.



Site Manager – Change Design

2. You will see a design gallery of templates available. To select your design, click on the thumbnail to see an enlarged version.

Please Note: If the design template contains vertical navigations, you are able to build up to ten Web pages. If your design template contains horizontal navigations, you are able to build up to five Web pages.



Change Design - Design Templates

3. You can modify the color and image within the design template. To select your color and image, click on the drop-down menu for **Select Color** and **Select Image**.

This is how your Site look like.. This portion will not appear as part of your design !!

ACCEPT DESIGN
CHOOSE AGAIN
If the changes dont appear please click the RELOAD button of your browser.

Site Creator

Its as easy as 1. 2. 3!!

info@company.com

- Home
- Page 2
- Page 3
- Page 4
- Page 5
- Page 6

This is how the basic website design will look like, which you can customize by adding unique elements according to your needs. You can use "Site Manager" to build your complete web site by adding text to your site and uploading images of your choice. Through the Site Manager, you can edit your site at any point of time, to keep your site updated.

Sample names have been given to the navigation buttons and would be replaced by the navigations you choose and the image placeholder can be replaced with the images of your choice. You can add (or) delete pages through the Edit Master. You can also change the fonts for the Main Title/Company Name and Sub Title/Slogan and the text appearing in the site through the Site Manager.

The arrangement of text and image in this area can have different layouts of your choice, which you will be choosing from our wide range of pre-defined page layouts.

If you wish to add a feedback form, then you can choose between the options of selecting a ready-made form available (or) can create a form of your choice with our customizable form developer tool.

Design Template – Accept Design

6. From the **Site Manager**, click **Site Preview** to see your new design.

Site Creator

Its as easy as 1. 2. 3!!

sitedemo@trueband.net

- Home
- About Us
- Contact Us
- Products
- Feedback

Welcome to Site Creator

This site is brought to you by trueband.net

This demo site is created using TrueBand's Online Site Creator tool. With our TrueBand offering, we make it easy to develop a professional quality website.

Site Preview of New Site Design

MODULE 7 – Import Images

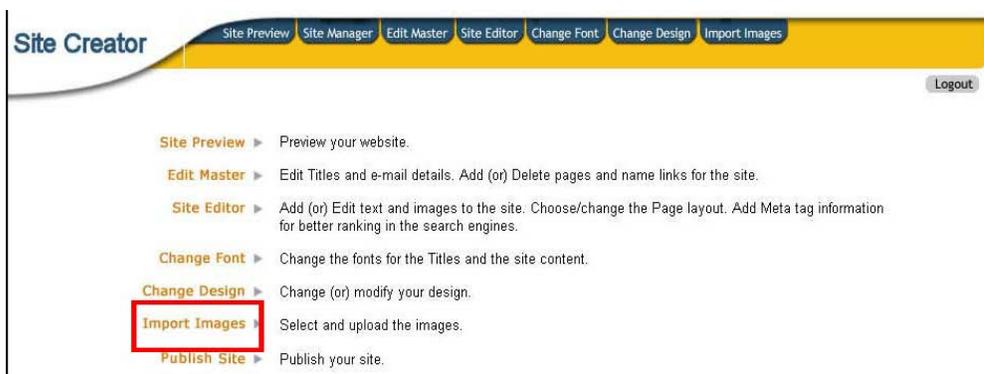
Overview

Site Creator allows you to incorporate static or animated GIF and JPEG image formats to your site. For optimal viewing, keep the image file size less than 1 MB and a minimum resolution of 72 dpi (dot per inch). Many graphics editing software such as PhotoShop or Paint Shop allow you to customize image size and resolution settings. Reducing the physical size of the image allows the image to load faster.

Module 7 shows how the Import Images tool is used to import and delete image files.

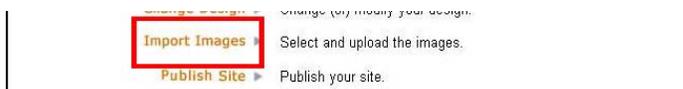
Importing Image Files

1. From the Site Manager, click **Import Images**.



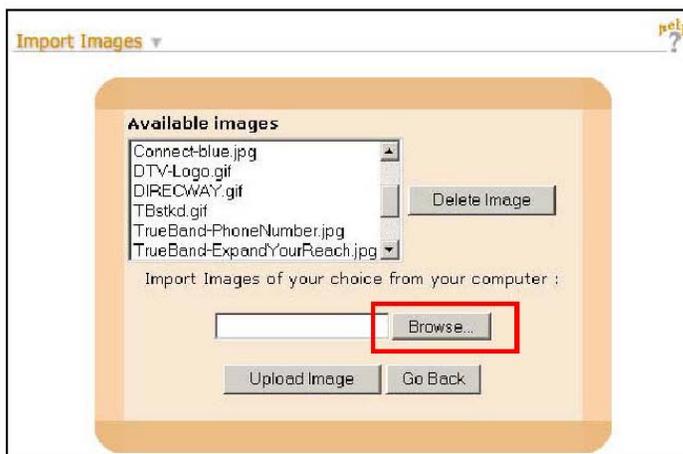
Site Manager – Import Images

2. The **Import Images** screen appears. Click **Browse** to locate the image file to be imported from your computer.



Site Manager – Import Images

The **Import Images** screen appears. Click **Browse** to import from your computer.



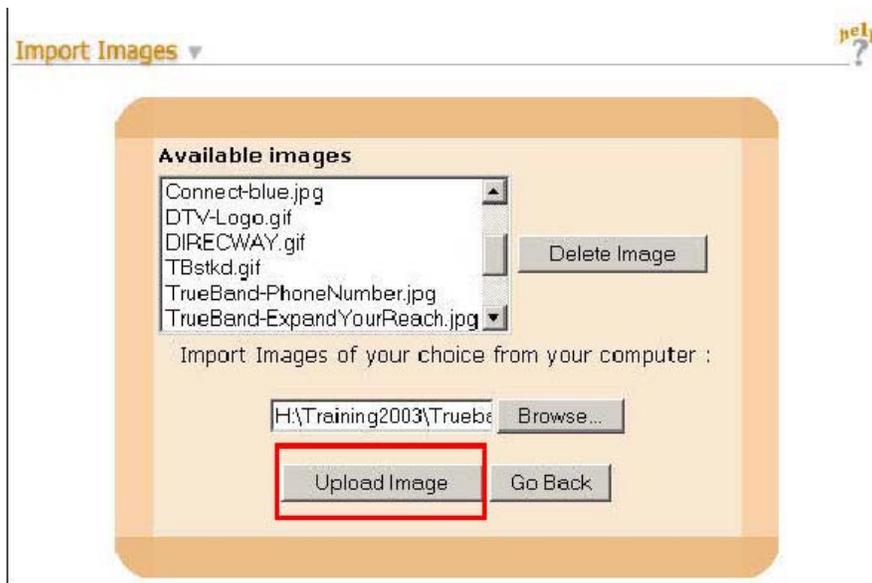
Import Images

3. Select the image file to be imported.



Select Image File

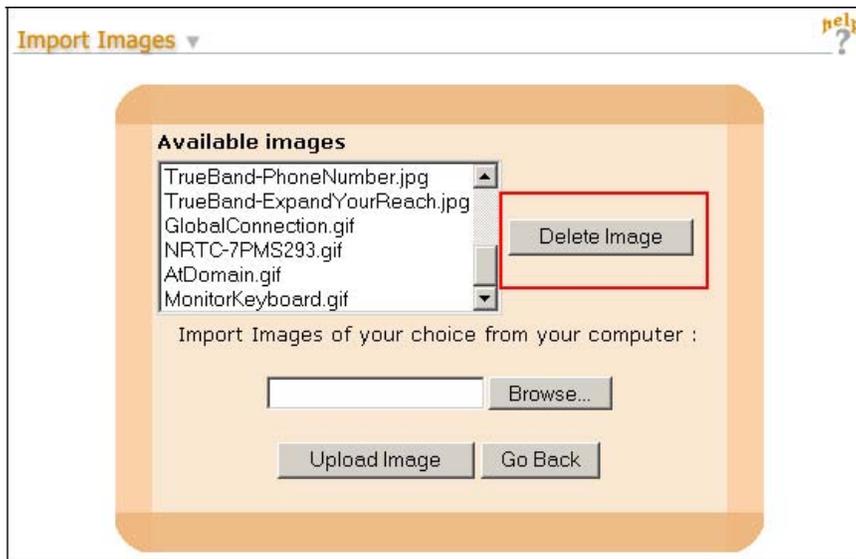
4. The path to the image file will be displayed. Click **Upload Image**. Once uploaded, your image file will be listed within **Available Images**.



Upload Image

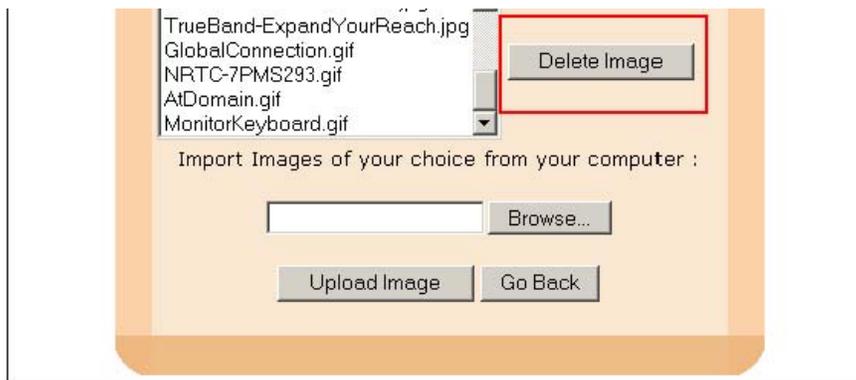
Deleting Image Files

1. From the **Import Images** screen, select the image file and click **Delete Image**.



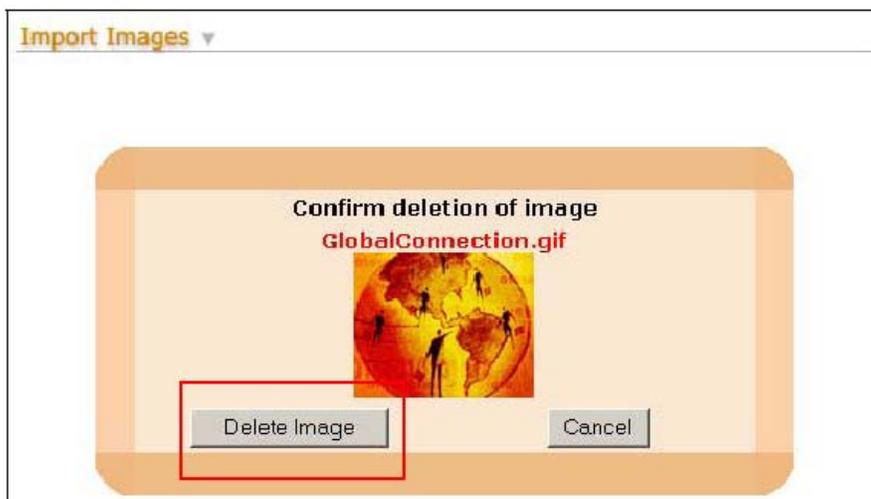
Import Images – Delete Image

2. A confirmation screen appears. Click **Delete Image**.



Import Images – Delete Image

A confirmation screen appears. Click **Delete Image**.



Import Images – Confirm Deletion of Image

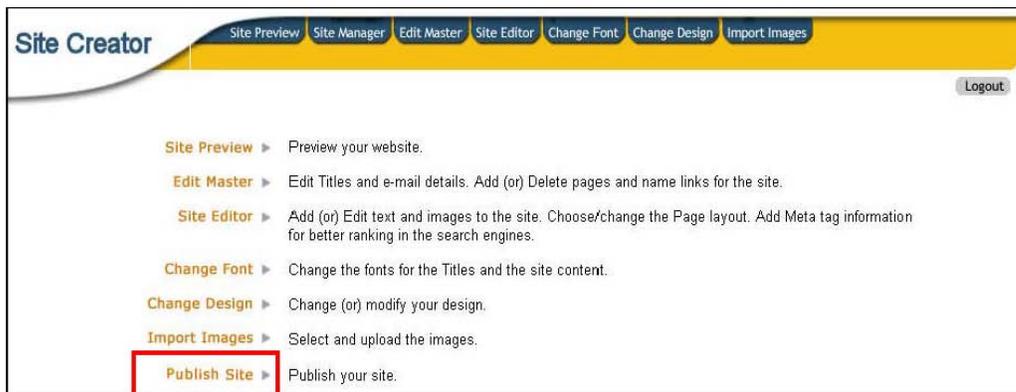
MODULE 8 – Publish Site

Overview

Module 8 shows the procedure for publishing your site to the World Wide Web.

Publishing Your Site

1. From the Site Manager, click **Publish Site**.



Site Manager – Publish Site

2. You will need to verify your password. Enter your password in the text box and click **Verify**. **Please Note: Publishing your site overwrites any previous Web content.**



Publish Site - Verify Site Password

3. Once published, you can view your site by clicking on the URL.

Please Note: The URL shown below is an example. You will have a different URL based on your account set up with your Internet Service Provider.



Publish Site – View Your Site

MODULE 9 – HTML Basics

Overview

Site Creator makes it possible to create your Web site without any programming. However, to format some page elements, you need to insert HTML code. This module provides some basic HTML code samples for formatting your content.

HTML Code Samples

Line Break

To break a line of text, insert the `
` where you want a break. See the example below:



HTML Code for Line Break



Line Breaks on a Web Page

Formatting Fonts

To bold your text, insert the following code: `the text to appear bold goes here`

To have text appear as italics, use: `<i>the text to appear italic</i>`

To change font face, use: `the text to display in arial font`

See the examples below:

Enter Text for Paragraph 2:

 **Tips**

```
<B><I><FONT FACE="ARIAL"
SIZE="3">This site is brought
to you by trueband.net
</FONT></B></I>
```

HTML Code – Bold, Italic, Font Face



Formatting Text on Web Page

Hyperlinks

You can add links to other Web pages. To provide a hyperlink on your page, use the **a** tag:

The text that will be linked in the Web page.

See the examples below:

Enter Title for Paragraph 3:

Enter Text for Paragraph 3:

 **Tips**

```
<A
HREF="http://www.nrtc.org/">NR
TC Corporate Web Site</A>
<BR>
<A
HREF="http://www.trueband.net/"
">TrueBand.net Site</A>
```

Select Image 3:

Enter Caption for Image 3:

HTML Code for Hyperlinks



Site Creator

Its as easy as 1. 2. 3!!

sitedemo@trueband.net

- Home
- About Us
- Contact Us
- Products
- Custom Feedback
- Feedback Form

About Us

TrueBand Internet Services is a business unit of The National Rural Telecommunications Cooperative. Our mission is to bring technology to Rural America and provide products and services to meet the telecommunication needs of our electric and telephone cooperative members.



Visit our other Web sites...

[NRTC Corporate Web Site](#)
[TrueBand.net Site](#)

Hyperlinks on a Web Page