

A large, light blue, stylized swoosh that curves from the top right towards the bottom left, framing the central text.

Making Changes Made Easy



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Your business is constantly changing, and now you have a website that can keep up. You can add Internet-only specials, coupons, update your products and services list, add your own images, and much more. Keeping your website up-to-date is an important part of keeping visitors returning to your site again and again.

You can make changes to your website 24 hours a day, 7 days a week, with the Matrix Online Builder - the most advanced Web-building tool on the market. If you prefer that we make the changes for you, we're available Monday through Friday from 8:00 a.m. to 8:00 p.m. EST at (800) 311-2707 or simply by visiting our online form located at: <http://helpdesk.websitepros.com>.

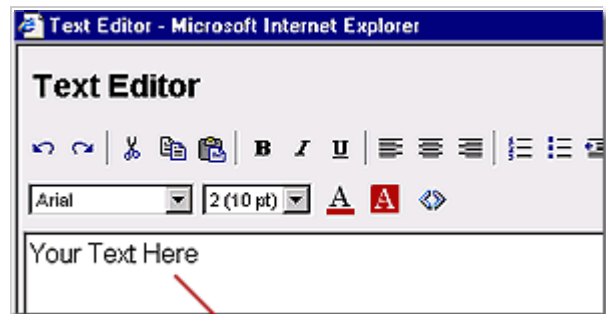
IMPORTANT: When you have made the changes to your website in the Online Builder, be sure to publish those changes so that they appear online.

I'd like to edit my site. How do I access the Online Builder?

1. The Web address for the Matrix Online Builder login page, as well as your individual User Name and Password, can be found in the materials that came with your Welcome Kit.
2. Misplaced or forgotten your User Name or Password? No problem! Simply contact our Customer Care Department at (800) 311-2707.

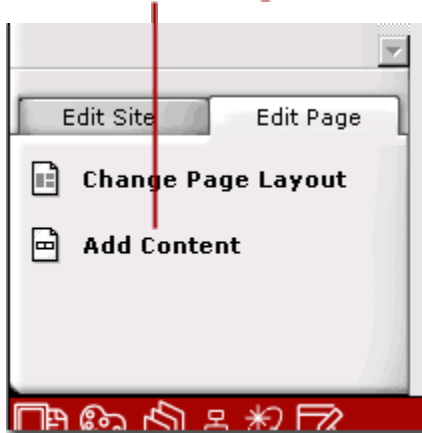
How do I edit the text on my website?

1. Place your cursor over the text area that you want to edit and then click that area to access the Text Editor.
2. The new window that pops up is the Text Editor. The Text Editor is similar in form and function to standard word processing applications. After you have completed editing your text, be sure to click the OK button.



Easy Online Text Editing

Add a new image or text



How do I add new text to my page?

1. Make sure you are on the page that you would like to add text to. In the lower left corner of the Online Editor, click the tab labeled "Edit Page".
2. Choose "Add Content". This will add a content block to your page.
3. Now you can choose how you would like to format the content block. If you would like to add text only, choose "1 block". If you would like to add text with an image next to it, choose "2 blocks". Click OK.
4. Choose what you would like to have appear in the block – you can choose text or image. Click OK.
5. Click the text block (it will say "click here to add text") to bring up the Text Editor. Type your text and click OK.

How do I add a link?

Add a link

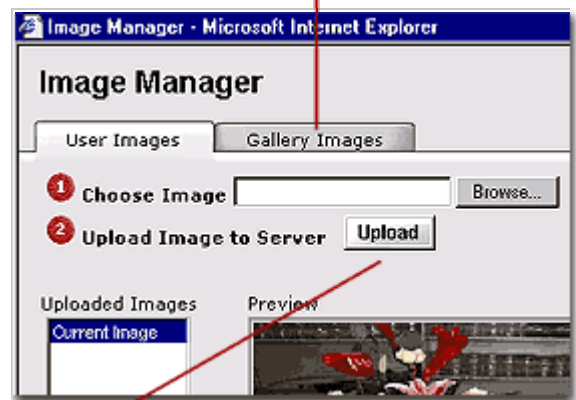


1. Links must be added in the Text Editor. Open the Text Editor by clicking on the text block that you would like to place the link into.
2. To add a link, highlight the text that you want to be the link, then click the Web button.
3. In the Link Manager window, choose your link type by selecting the internal, external, e-mail, or file label and then enter the text for that link. Then, select Same Window or New Window in the drop-down menu next to Open Link In. To add that link, click the OK button.

How do I change an image?

1. Simply click on the image that you would like to change to bring up the Image Manager.
2. The Image manager allows you to choose an image from our gallery of more than 8,000 images. To access the gallery, click the "Gallery Images" tab at the top of the Image Manager window.
3. Choose a category that you would like to view in the first drop-down menu. Then simply scroll through the list of available images until you find one that compliments your business.
4. In the space labeled "Alternate Text" type a brief description of the image. This is used both by sight-impaired Internet users but also search engines to help rank your site.
5. You can change the size of the image by using the "Scale Image" function. Images can be scaled down to 5% of their original size.
6. ...or you can use your own images. See the section on "How do I upload an image?" for instructions on using your own images.

Choose from over 8,000 images...



...or upload your own pictures

How do I add a new image to a Web page?

1. Make sure you are on the page that you would like to add an image to. In the lower left corner of the Online Editor, click the tab labeled "Edit Page".
2. Choose "Add Content". This will add a content block to your page.
3. Now you can choose how you would like to format the content block. If you would like to add a single image, choose "1 block". If you would like to add an image with text beside it, choose "2 blocks". Click OK.
4. Choose what you would like to have appear in the block – you can choose text or image. Click OK.
5. Click the gray image icon to bring up the Image Manager. You can choose an image from the Image Gallery or upload your own image.

How do I upload my own image to my website?

1. Click on the image or image block that you want to change. This will bring up the Image Manager window.
2. Option 1 will prompt you to "Choose Image." Clicking the "Browse" button will allow you to choose an image from your hard drive. Select the image that you would like to place on your Web page and click OK.
3. Click the button marked "Upload." Your image is now in your website and a preview of the image should be on your screen.
4. Don't forget to type in a description of your image in the "Alternate Text" space. Large images may need to be resized with the "Scale Image" option. Click OK.

5. **A note about image sizes** – In order to make your page both attractive and easy to view, images should be no larger than about 250 pixels. You can resize large images with any image editing software.

How do I add a page to my website?

Add a new page



Rename the current page

1. There is a panel on the left side of the Online Editor labeled "Site Structure" where you will find a row of 5 icons. To add a new page, choose the icon that looks like a page with a plus sign in front of it. It is the first icon in the row.
2. Choose a layout style that looks like the page that you would like to create. Click OK.
3. You now have a blank new page. To name your new page, click on the icon under "Site Structure" that looks like a page with a row of blocks in front of it. (It is the last icon in the row.)

How do I create a thumbnail that uses the click-to-enlarge feature?

1. Click on the image that you want to have this feature.
2. In the Image Manager window, select an image from the Uploaded Images box or upload a new image.
3. Select "thumbnail" in the Scale Image drop-down menu.
4. Directly under the image, click on the text that reads "link image to . . ."
5. You now have a new window called the "Link Editor." From the File Asset drop down menu, choose the file that you want to appear when a visitor clicks on the thumbnail image. If you have not already uploaded the full-sized image, choose the "upload" option. For the sake of fast download times for your visitors, we would recommend that the full-sized image not exceed 300 to 400 pixels in any direction.
6. Now, decide whether you want the full sized image to appear in a new window or in the same window. Most people choose to have the image open in a new window. Click OK on the Link Editor window.
7. Click OK in the Image Manager window. Your thumbnail image will now display a full-sized image when a visitor clicks it.

How do I put my logo in the logo box?

1. The logo area on your website can accommodate an image that is 135 pixels wide by 50 pixels tall. You can use any image editing software to size your logo correctly.
2. To place your logo on your Web page, click in the area in the upper left corner that reads "Insert Your Logo."
3. In the Image Manager window, option 1 will prompt you to "Choose Image." Clicking the "Browse" button will allow you to choose your logo image from your hard drive. Click OK.
4. Click the button marked "Upload." Your logo is now uploaded into your website and a preview should be on your screen.
5. Click OK on the Image Manager window. Your logo will now appear on every page of your website including any pages that you create in the future.

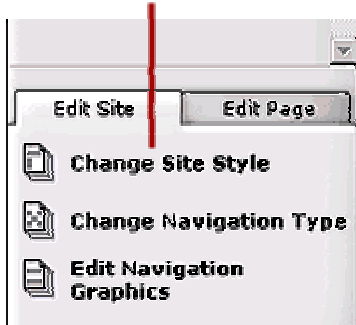
Upload your logo





How do I change the color or style of my website?

Change your site's style and colors



1. On the lower left corner of the Online Editor, choose the Edit Site tab and then select "Change Site Style."
2. In the Change Site Style window, you can change the style, color, and key image for your entire website to best match your business image. Any change made here will affect all of the pages on your site.
3. Select a combination of style, color, and key image and then click the OK button to make your change.

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Questions?

Contact Our Website Support Team Today 1-800-311-2707

Website Pros. Accelerating Your Business. Online.

Website Pros
Helping you build, maintain, and
promote a successful Internet presence.

website Pros, Inc., is a provider of Internet solutions for small and medium-sized businesses. From website design to Internet marketing to personal touch customer support, website Pros does it all for your growing business.

Website Pros Whitepaper Series