

Getting Started



[www.webalistic](http://www.webalistic.co.uk)  .co.uk
content management

Welcome to Webalistic!

Welcome to **Webalistic**, the system that lets YOU take control of your website, but requires no special skills, expensive software or training.

Webalistic is specifically designed for small to medium sized businesses, organisations, societies and clubs that need a professional, effective website that they can keep up-to date simply and easily whenever and wherever they want.

Webalistic is a simple way to build a professional website. Your website can be created and edited from any computer connected to the internet, anywhere you happen to be, just by using your username and password.

Webalistic even includes web-based email using your own domain name, so you can get access to your email from any internet connected computer.

Please enjoy using this product. Your feedback is important to us. If you have any comments or questions, please use our support system as we would value your comments.

If you would like us to convert your existing website to **Webalistic**, please use the button on our website and we will contact you.

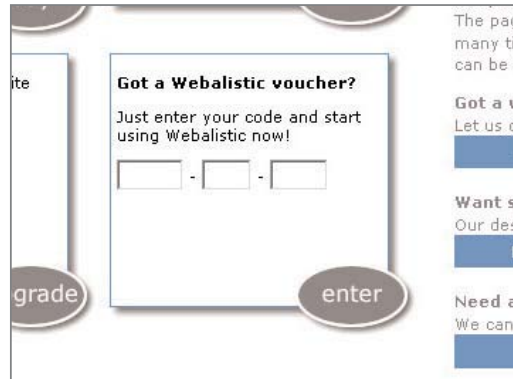
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Getting Started

If you have a voucher

If you have a voucher, go to www.webalistic.co.uk, enter your voucher number and click enter.



Enter your details on the **Sign-Up** form.

In the Account Details section you must enter an existing email address, so we can send you a password reminder if required.

A screenshot of the "Sign-up" form. The title is "Sign-up" and the instruction is "Enter your details below to get started." The form is divided into two sections: "Your Details" and "Account Details".
"Your Details" includes:
- Full Name: A dropdown menu with "Miss" selected, followed by two text input fields with an asterisk.
- Company: A text input field with an asterisk.
- Address 1: A text input field with an asterisk.
- Address 2: A text input field with an asterisk.
- Town: A text input field with an asterisk.
- County: A text input field.
- Postcode: A text input field with an asterisk.
- Telephone: A text input field with an asterisk.
- Fax: A text input field.
"Account Details" includes:
- Email: A text input field with an asterisk.

Make a note of your username and password and keep it safe. Click **Sign-Up**.

A screenshot of a checkbox with the text "I have read and agree to the terms of use and privacy policy." To the right of the checkbox is a "Sign-up" button.


In the **New Site Details**,



- A. If you want a new domain name:-
Enter your choice of domain name and click **Go**. We will check to see if this domain is available. If it is available please follow the on-screen instructions to purchase it. If it isn't available, please try again with a different name.
- B. If you have an existing web domain that you wish to use:-
Please enter the domain name in the space provided and click **Go**, and follow the on-screen instructions to find out how to configure your domain to point at this website.
- C. If you want to configure your domain preferences later:-
Please enter a subdomain name and click **Go**. The subdomain name is a "working title" that allows you access to your **Webalistic** website. Please note it will be given the suffix **.webalistic.co.uk**. You will be able to add domain names to your site at a later date.

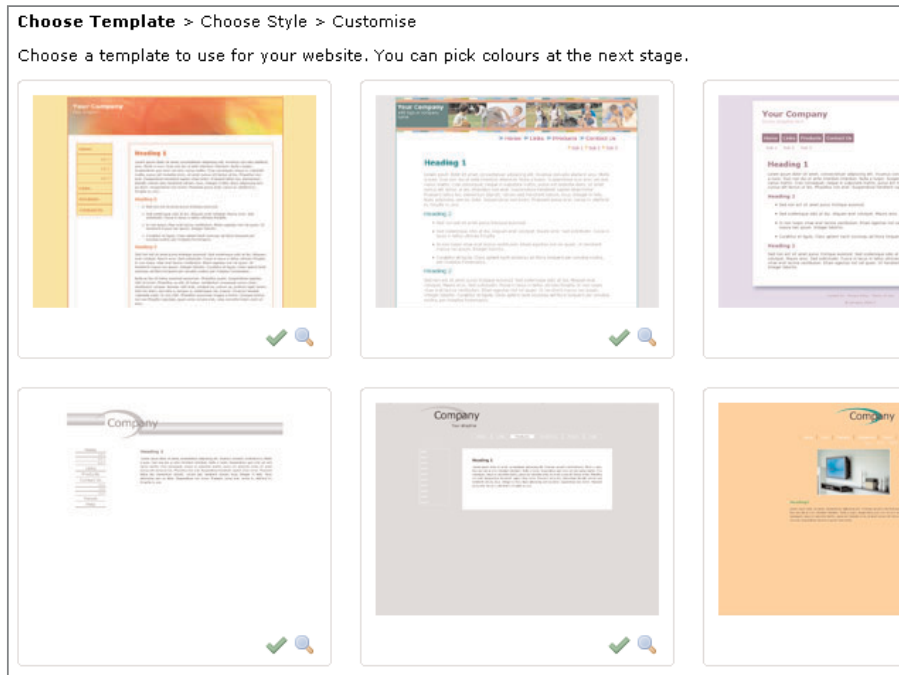
A screenshot of the "New Domain Name" form. It has three sections:
1. "New Domain Name": A heading followed by the text "If you don't have a domain name already, you can buy one using our online service. We'll handle all of the technical administration for you." Below this is a "Search" input field, a dropdown menu with ".com" selected, and a "Go" button.
2. "Existing Domain Name": A heading followed by the text "Already got a domain name? You can use it with our service, type the domain name below to get started." Below this is a "Domain" input field and a "Go" button.
3. "No Domain Now": A heading followed by the text "If you don't have an existing domain name, and aren't ready to buy a new one, you get a FREE subdomain from us!" Below this is a "Subdomain" input field, a dropdown menu with ".www.webalistic.co.uk" selected, and a "Go" button.

After completing this process you will be taken to the site builder to choose a template and style for your website.

Choosing a template

Enter the template chooser by clicking the  tab.

To select a template simply click on the  icon. To preview any template click the magnifying glass  .

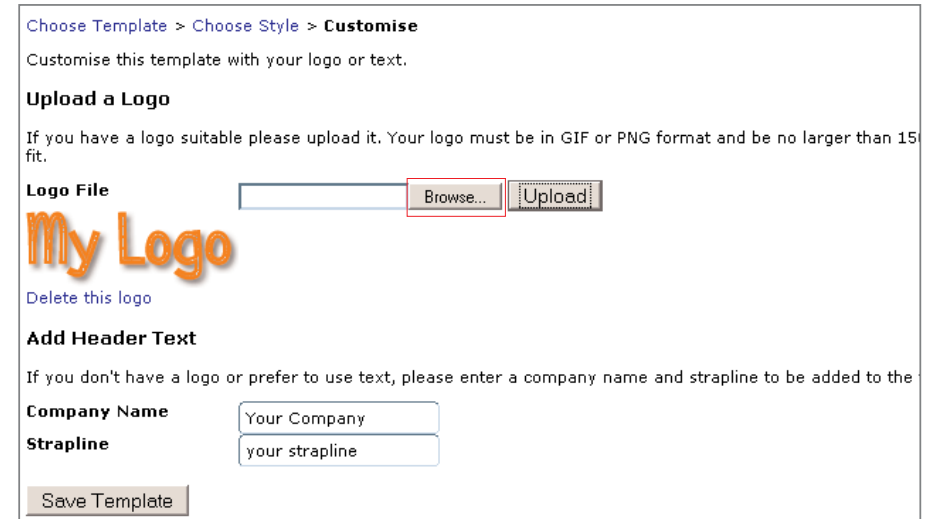


Select a colour variation of your choice.




Once you have chosen your template you can now upload your logo or enter your company's name and strapline. To upload your logo click **Browse**, select your logo and click **Upload**.

Your logo must be in GIF or PNG format and no larger than 150x75 pixels. Anything larger will be scaled to fit.



Click **Save Template** to save your chosen template style for your website.

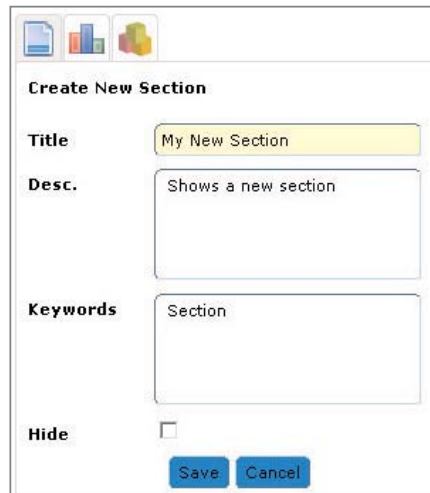
You can change your template at any time by clicking on the building block tab  and selecting a new one. Your whole website will be transformed but all content will be preserved.

Creating a new site section

Just click on the **Create New Site Section** button (on the  tab).



Tip
Complete the Create New Section form as the **Title**, **Description** and **Keywords** help to optimise your site for search engines like Google.

A screenshot of the "Create New Section" form. The form has a title "Create New Section" and four input fields: "Title" with the value "My New Section", "Desc." with the value "Shows a new section", "Keywords" with the value "Section", and "Hide" with an unchecked checkbox. At the bottom, there are "Save" and "Cancel" buttons.

The title will appear in the main menu.

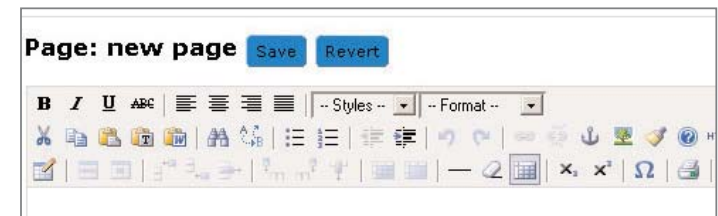


To edit, delete or see the properties of a section, click on the appropriate button to the right of the section you wish to change.



Click the **Save** button to keep these changes.

Changes will be lost if you don't click **Save** before moving to another page or section, or by clicking **Revert**.

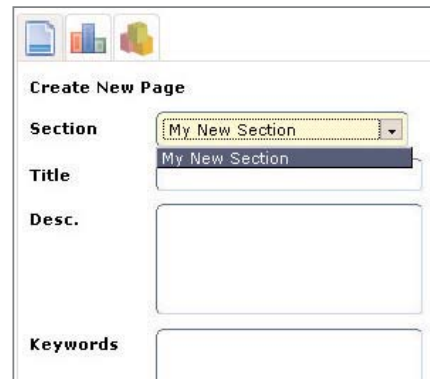


Creating a new page

Just click on the **Create New Page** button (on the  tab).

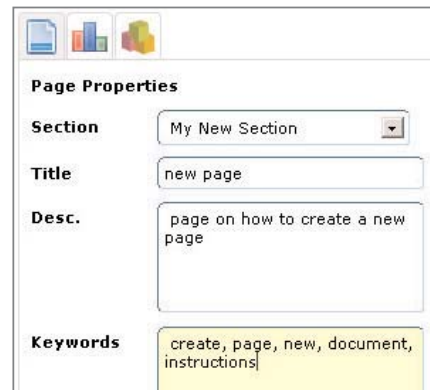


Select which section you would like this page to appear in.



Tip

Complete the Create New Page form as the **Title**, **Description** and **Keywords** help to optimise your site for search engines like Google.



The title will appear in the main menu.

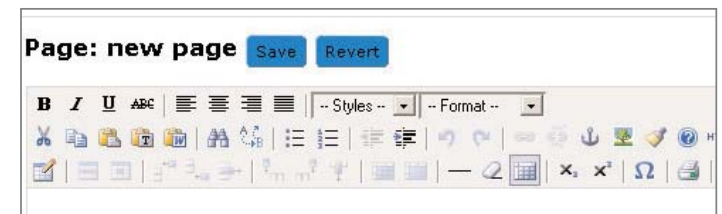


To edit, delete or see the properties of a section, click on the appropriate button to the right of the section you wish to change.



Click the **Save** button to keep these changes.

Changes will be lost if you don't click **Save** before moving to another page or section, or by clicking **Revert**.

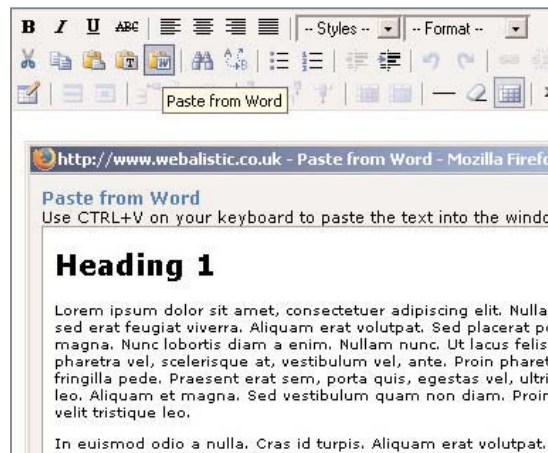


Adding text

Select the page or section that you want to add or edit text and click on the **Edit** button.



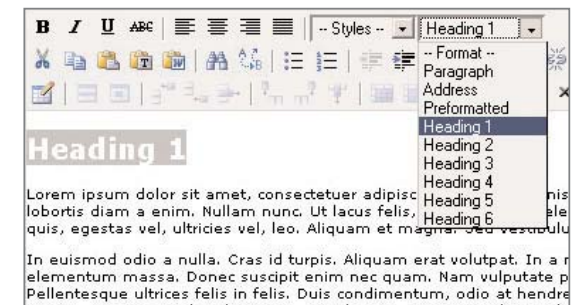
Text can be added by pasting from a Word or other text document, or by just typing straight into the editor. If you paste from Word, please ensure that you use the **Paste From Word** tool, once pressed a window will open asking you to paste the text into here first. Pictures in your word document must be added using the **Add Picture** tool (see the Adding Pictures section).



There are many other tools on the toolbar which allow you to insert or upload images, add links to other pages or other websites, use tables and perform a variety of other tasks. Roll the cursor over each icon for a brief description of its functionality.



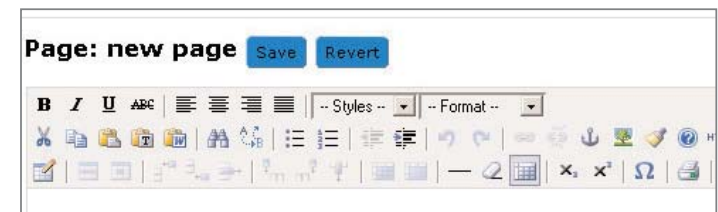
To format your text simply select the required text and choose a style from the drop down list. Using the predefined styles (like Heading, Paragraph, etc) will help to optimise your site for search engines like Google.



Content can be added to both sections and pages.

Click the **Save** button to keep these changes.

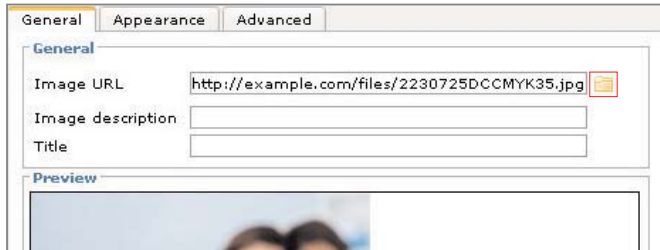
Changes will be lost if you don't click **Save** before moving to another page or section, or by clicking **Revert**.



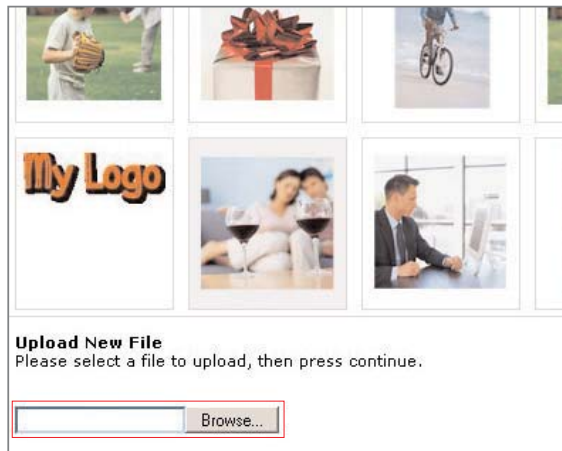
Adding Pictures

Pictures and logos can be added to pages and sections. Select the section or page you require and click the **Edit** button. Click on the text where you want the image to appear and then select the **Add/Edit Image** button. To select an image to insert, click on the **Folder** icon to the right of the Image URL box.

Now you can browse through any images you have already uploaded, or upload a new one.



To upload a new image, click **Browse** and select the image you want. Images must be GIF, JPEG, or PNG format to display. Click **Continue** to upload this image.



To insert an image, scroll through the thumbnails on the image browser and double click the one you want.

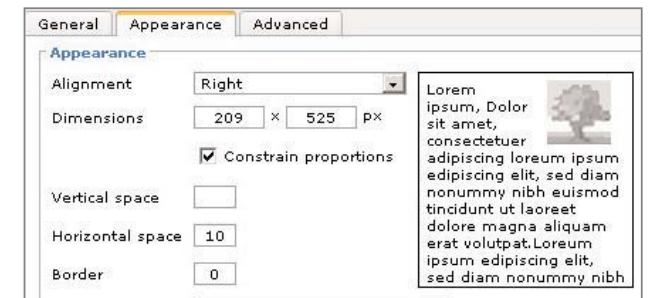


Tip

Enter the **Image Description** and **Title** to optimise your site for search engines like Google and to make sure your site complies with accessibility rules.



The **Appearance** tab can be used to control how the image will be displayed and positioned.



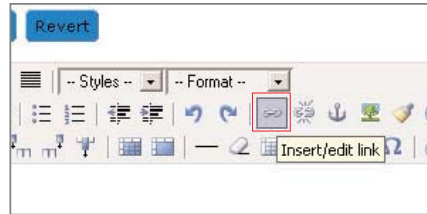
Click the **Save** button to keep these changes.

Changes will be lost if you don't click **Save** before moving to another page or section, or by clicking **Revert**.

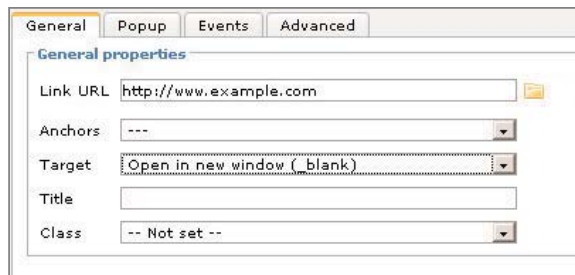
Creating a web and email link

Any piece of text, or picture can become a clickable link to another page, another website or an email address.

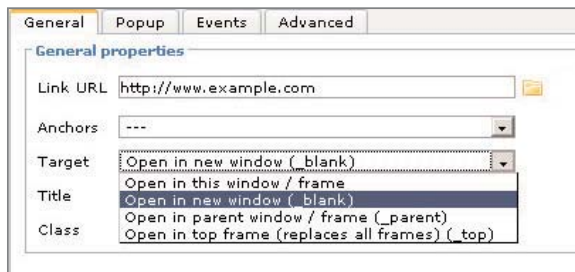
To insert a link to a website, select the text/picture/etc. that you want to be clickable, and click on the **Insert/Edit Link** icon.



In the Link URL box type the full URL you want to link to, remembering to start with **http://**.



Change the Target option to your choice and click **Insert**.



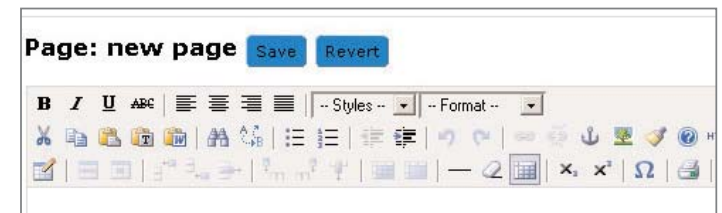
To insert a link to an email address, follow the instructions above but type **mailto:** followed immediately by the email address (like this - `mailto:name@example.com`).



If you would like to use an email link that doesn't reveal your email address, or would like to get responses from home or small business users who don't use professional email software, our "Email-me" module is available for purchase.

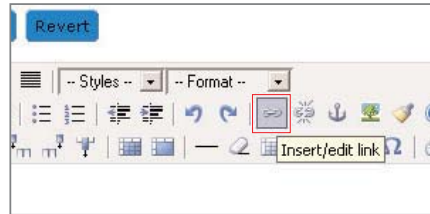
Click the **Save** button to keep these changes.

Changes will be lost if you don't click **Save** before moving to another page or section, or by clicking **Revert**.



Creating a direct link to a picture or document

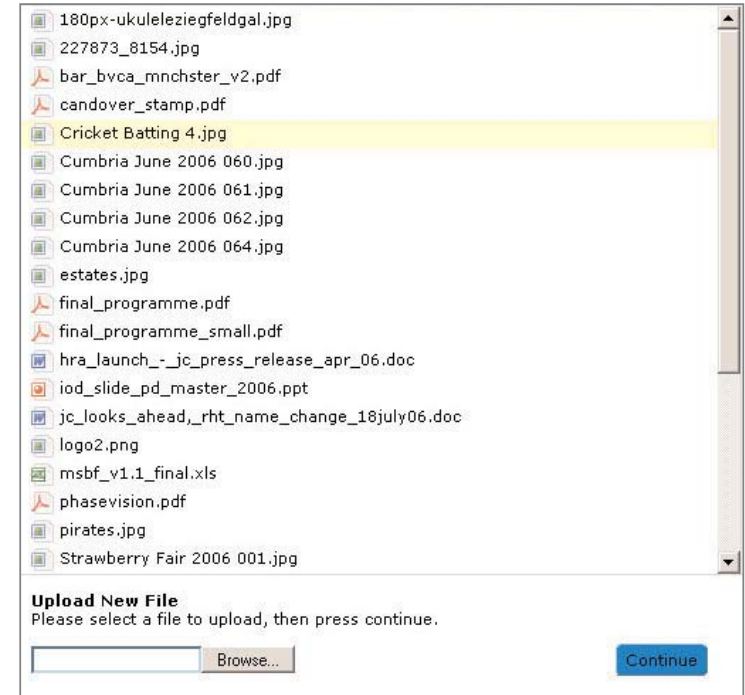
To insert a direct link to a document or picture, select the text/picture/etc. that you want to be clickable, and click on the **Insert/Edit Link** icon.



Click the **Folder** icon to the right of the Link URL box to browse the list of files available to link to, or upload a new file.

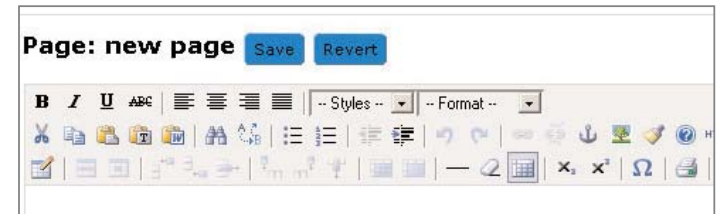


Select the file you wish to link to and choose your preferred target option.



Click the **Save** button to keep these changes.

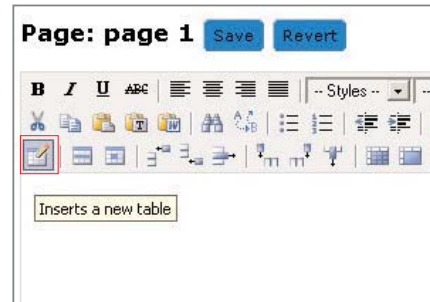
Changes will be lost if you don't click **Save** before moving to another page or section, or by clicking **Revert**.



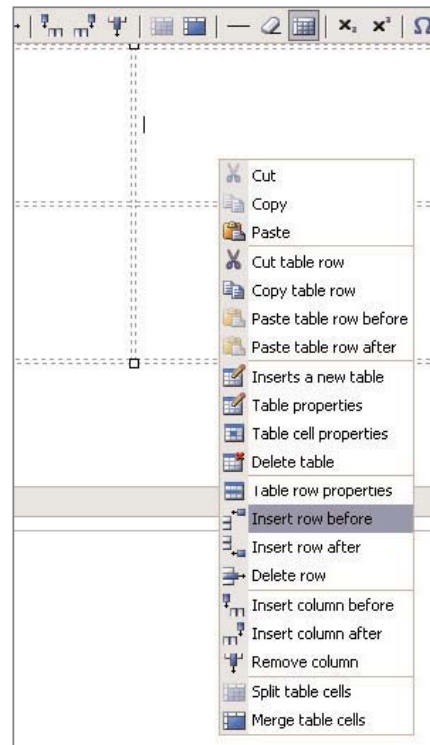
Working with tables

To control the layout of text on your webpages you may want to use tables.

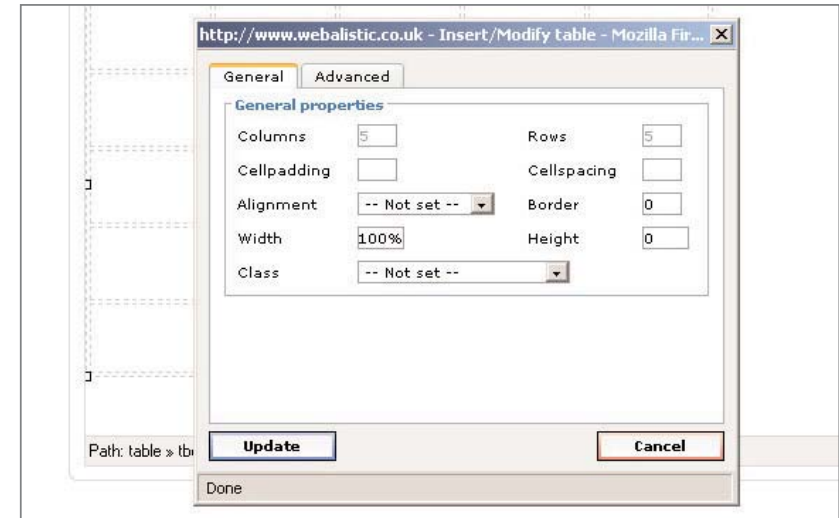
Insert a table by clicking the **Insert New Table** icon.



Tables in **Webalistic** work in a similar way to most word processors. **Right** click on the table or individual cell to see the available options.



For the best display of tables on your website, always set the widths of columns or tables in percentages rather than pixels. Table width should be set to 100% or less, and column widths should never add up to more than 100%.



Previewing your website

You will be sent an email with a link to preview your website. There is also a preview button on the control panel.