



EasyWeb User Manual

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What is EasyWeb?

EasyWeb is a complete drag and drop website building tool, letting you create professional, fast loading websites without any technical knowledge or coding skills.

EasyWeb not only makes it easy to create a website, but it also allows you to enhance your website with advanced widgets that lets you add anything you want to your website.

EasyWeb also includes one click publishing to get your website online, as well as simple custom email address setup.



Figure 1: EasyWeb's user interface. Clean, and simple, EasyWeb makes it extremely easy for anyone to build a beautiful website.

The Projects Window

The projects window will be the first thing you see each time you launch EasyWeb (Figure 2).

The projects window consists of your EasyWeb sites, and two buttons. One button for creating a new site, and another button to take you to the EasyWeb video tutorials page.

Whenever you want to create a brand new site in EasyWeb, you will click on the Create a new website button.

If you do not have any saved projects in EasyWeb, your recent projects list will be empty, but if you do have one or more saved projects, you will see them in the list. To open a saved project, simply highlight the project you want to work on, and click on the Open button.

If you have a project that you want to delete, just select the project and hit the delete key on your keyboard.

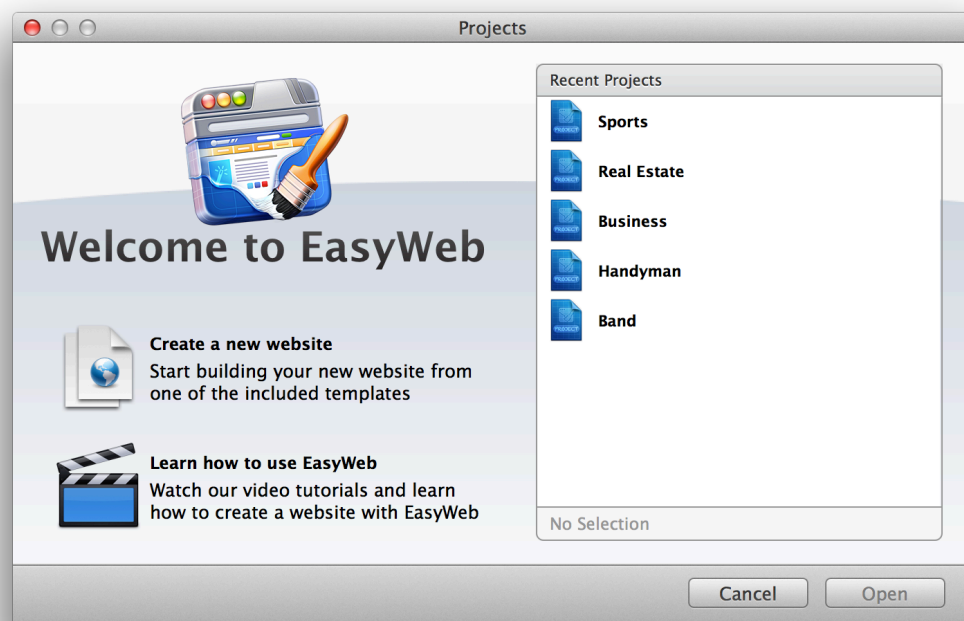


Figure 2: The Projects window can be accessed from the File menu->Projects. It lists your current websites and lets you create new website.

The User Interface

Before beginning to build your website, it is important to become familiar with EasyWeb's user interface (Figure 3).

On the left hand side of the window (Figure 3 - Section A), here is where all of the website's pages will appear. You can adjust the width of this area by hovering your cursor over the divider, and then clicking and dragging to the left or right.

Tip: To rename a page, or your website name, select the page you want to rename and press the 'Return' key on your keyboard. Page names should only contain letters and numbers. Any spaces will be converted to a '-' when publishing.

On the bottom of the window, you will see the toolbar (Figure 3 - Section B) which allows you to do things such as add a page, a shape, and a text box to name a few.

On the right hand side, you will see the Inspector window (Figure 3 - Section C) which has all of the features for modifying the elements on your website. We will talk about each of these features in more detail later on.

You also have the Assets section for managing all of your site's images.

Lastly, there is the Widgets section which contains all of the widgets for easily adding items to your website. We will also go over each of the widgets in more detail in later tutorials.

The main area of the window is the editor (Figure 3 - Section D) where you will be able to create or modify a website.

Tip: If you are using a computer with a small screen, you may want to hide the inspector window to give you a bit more room for editing your site. To hide the inspector window, just go to Window > Hide Inspector. You can also use the keyboard shortcut by holding down Command, Option and I. This will allow you to quickly hide or show the inspector.

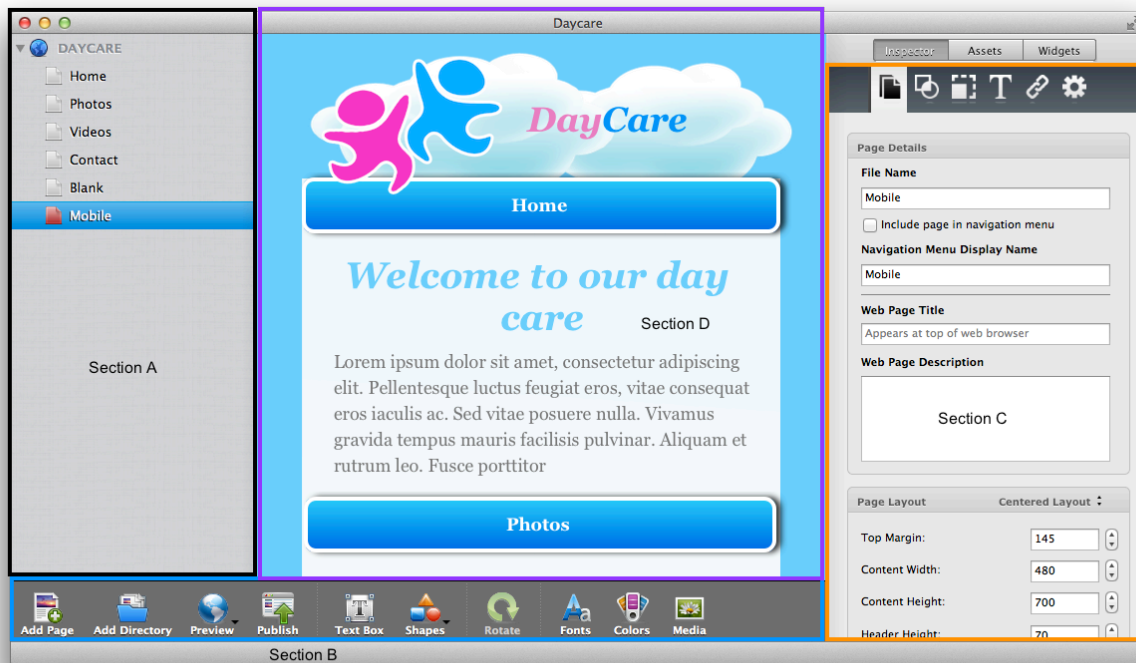


Figure 3: EasyWeb's user interface consists of 4 main sections. Not pictured is the Assets and Widgets windows, which can be accessed by clicking on the tab labeled Assets and the tab labeled Widgets, respectively.

Starting A New Site & Adding Pages

You can begin a new website by clicking on the 'Create a new website' button which is located on the Projects Window (See Figure 1 above).

Doing so will prompt EasyWeb's template selector to appear (Figure 4). Choose from one of the many templates in the template list on the left, and then select one of the pages for that template. Starting with one of the templates will make the most sense in most occasions. If you plan on building your site from scratch, use one of the pages from the Plain Black, or Plain White templates. Highlight the page and click the Select button.

You can also add more pages to your site by clicking on the Add Page button in the bottom left corner, and selecting the new page that you want to add. The page will then appear in the page list on the left.

Alternatively, if you just want to add a page that looks identical to one of your pages, you can do a secondary click on the page name, and select Duplicate. This is essentially copying and pasting an entire page. This feature works well for those who want to create a custom site and want to easily add a new page with the exact same design.

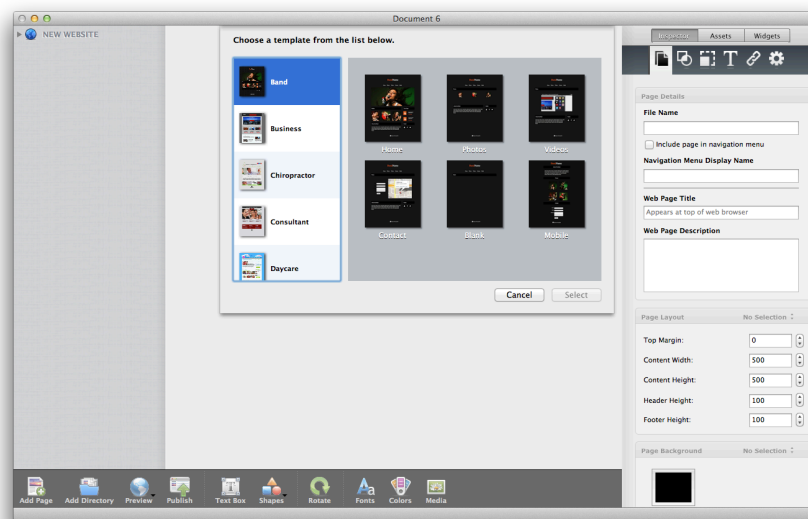


Figure 4: The template window is where you will select the page that you want to use for your site. Those building their sites from scratch should start with either the Plain Black or Plain White templates.

Adding Subpages For Drop Down Menus

EasyWeb comes with the ability for users to have directories. What this means is that a user can have a page that is one directory below another page and include that page in your navigation menu in drop down form. To further describe directories, let's take a look at an example.

Assume Josh is a real estate agent and has houses for sale, and houses for rent. Josh might have two URLs for his website for each of these products he offers. The two URLs might be

- 1) <http://www.joshsrealestate.com/forsale.html>
- 2) <http://www.joshsrealestate.com/forrent.html>

His navigation menu on his website might look something like this:

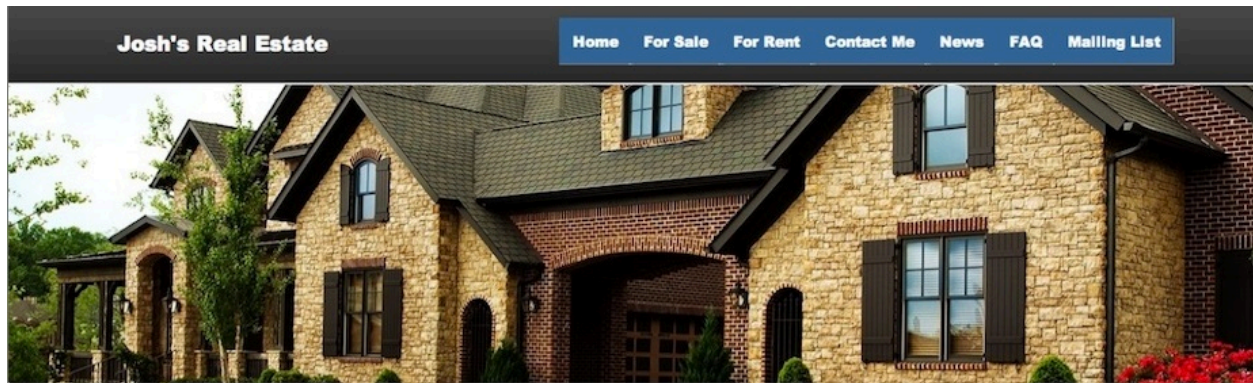


Figure 5: Navigation menu in EasyWeb. Take note of the links for "For Sale" and "For Rent"

But if Josh wanted to group these two items into one category, he can create a directory so that the URLs will be

- 1) <http://www.joshsrealestate.com/houses/forsale.html>
- 2) <http://www.joshsrealestate.com/houses/forrent.html>

And his navigation menu might look something like this:

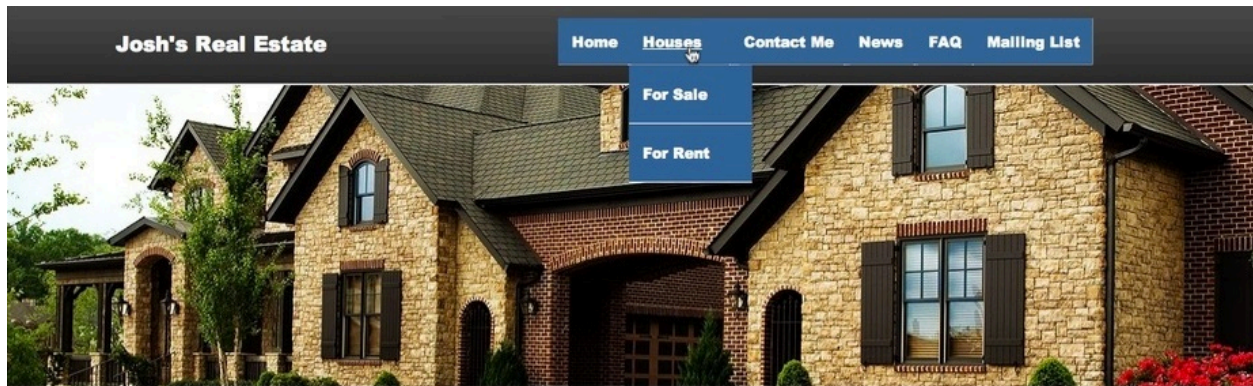


Figure 6: Drop-down navigation menu in EasyWeb. The “For Sale” & “For Rent” links are now in a drop-down menu.

This is a good way to organize items on your site and keep your navigation menu clean and simple while still powerful enough for your visitors to navigate with ease.

Please note that whenever the navigation menu is mentioned, the Navigation Menu widget that is included in EasyWeb is what is being referred to. The navigation menu widget will be discussed further, later on.



To add a directory, click on the Add Directory button (bottom left corner in the toolbar). Select the template you want to use from the templates window. You will now see that you have a new page, but it will not have the normal page icon you are used to. Instead, the icon will look like a folder, or a directory. Remember, this is still a page on your site, so you will need to treat it like any other page.

Now, you can begin adding pages within this directory. Simply select the directory, and click on the Add Page button and add a page. You will notice that this page is now beneath the directory, and slightly to the right.

If you hover your mouse over the parent page navigation menu link, you will see the drop down menu.

The Page List

On the left hand side of the application, you will see the website name, with all of the pages listed beneath it (Figure 7). Each page has an icon next to it. The icon will either be red or white. A white icon will mean that this page has not been modified since the last time you have published the site. A red icon will mean that this page has been modified since the last publish and will need to be published again in order for the changes to be reflected online. The same principle applies to the directory icons.

Remember, you can change the name of these pages by clicking on the Page tab in the Inspector window, and then changing the name under File Name. Alternatively, you can double click on the page in the page list and edit the name. You can also change the site name by double clicking on it.



Figure 7: The page list located on the left hand side of the application. Red icons indicate a modified page, a white icon indicates no modifications have been made.

Introduction To EasyWeb's Toolbar

The toolbar (Figure 8) lets you do common actions such as add new pages, add new design shapes or text, change text fonts and more.

- **Add Page:** Opens the template chooser and lets you add a new page to your website based on a template or with a blank page
- **Add Directory:** Directories are folders that contain sub webpages. They are mostly useful for organizing your website and creating drop down navigation menus which are discussed in more detail later on.
- **Preview:** Preview your website in different web browsers.
- **Publish:** See the Publishing section in this Manual. This button will publish your website.
- **Text Box:** The button lets you add text to your website. Text can be formatted however you'd like and dragged anywhere on your website.
- **Shapes:** EasyWeb comes with a number of Shapes built in to help you design your website. Shapes can be solid colors, gradients or images. See the Inspector-> 'Shape Options' for customization options
- **Rotate:** The Rotate button will rotate the select shapes by 90 degrees clockwise. Hold down the option key to rotate counter clockwise.
- **Fonts:** The Fonts button will open up the Font panel and let you modify the selected fonts of any selected text box.
- **Colors:** The Colors button will open your color selector and let you change the text color of any selected shapes
- **Media:** Allows you to access EasyWeb's Media browser



Figure 8: EasyWeb's tool bar located at the very bottom of the application.

Inspector Window

Page Settings

Page Details

The first tab in the inspector window is the page tab. Here is where we will make adjustments to the settings for each page on our site. Each page on the site can have different settings, or the same settings. It is entirely up to you.

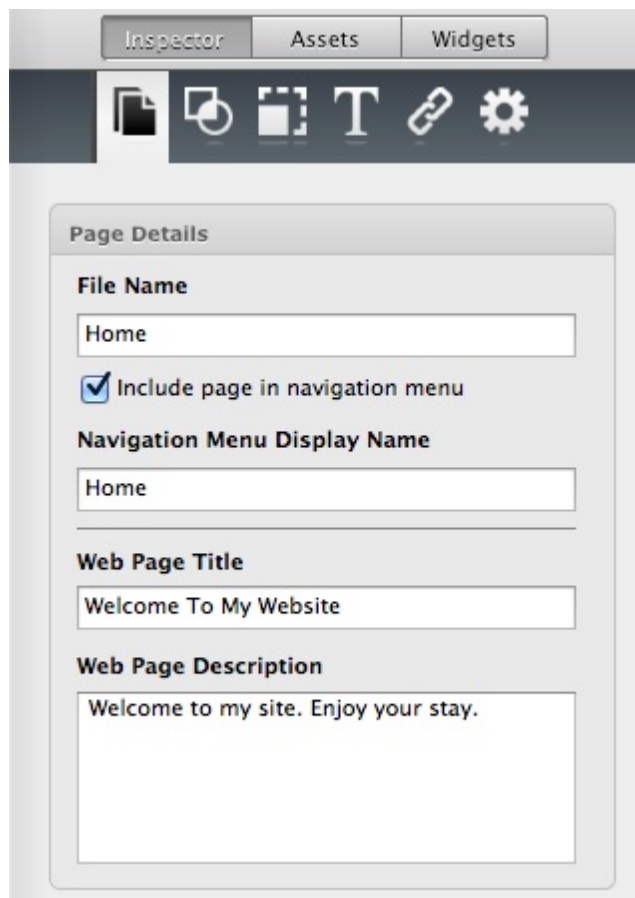


Figure 9: The Page Details section on the Page Settings tab.

The first option on the page details tab (Figure 9) is for the File Name. The File Name is what you will see in your web browser's address field. Some users might name the file name after what the page is about, for example, Home, About Us, Contact Us, Services, Products, etc. You will notice that as you change the file name, the changes will also appear in the page list. The File Name is one of the topics that we discuss in the SEO For EasyWeb Video Course, so if search engine optimization is important for your site, you may want to take a look at that tutorial before giving your page's file names.

The Navigation Menu Display Name is the text that will appear in your navigation menu should you decide to use EasyWeb's built in navigation menu. The navigation menu display name is another one of the elements to optimize for search engines so be sure to check out the navigation menu video tutorial in the SEO For EasyWeb Video Course.

We will be discussing the navigation menu in more detail in another tutorial. but you have the option of including each page on your site in the navigation menu or not. By

default, each page will be included in the navigation menu, however, if you do not want it to be, simply uncheck the “Include page in navigation menu” option.

The web page title will appear at the top of your page in the web browser. The Web Page Title is another element to optimize for search engines so make sure to watch that video for more extensive instructions on how to make a good page title.

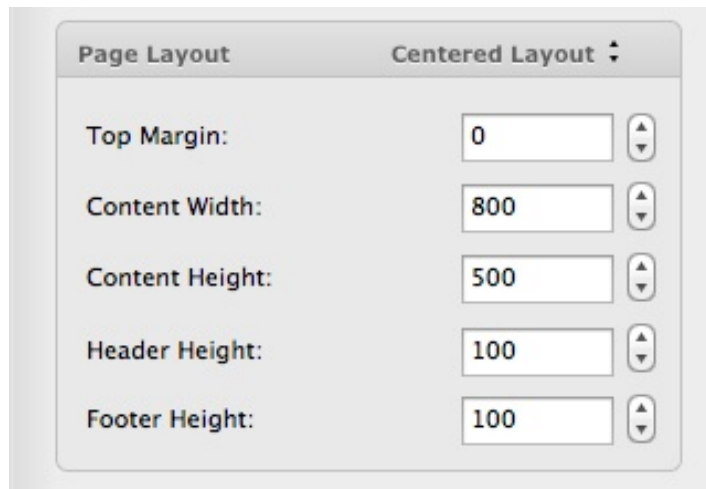
The web page description allows you to add a description for each page. This description will often appear in search engines when your page appears in a search. This is another element for search engine optimization so once again, be sure to watch that video in our SEO For EasyWeb video course.

Page Layout

The Page Layout section (Figure 10) is where you will define the specs of your page. First, you'll be able to choose from a Left Aligned page, a Centered page, and a Dynamic Width page.

The other page layout fields are for the boundaries for the website.

Specifying a value greater than zero in the top margin field will create a space between your website and the highest point of the browser window. For example, if you add a shape to the page, and move it into the header all the way to the top, you will see that there is a white space between the top of the page and where the page begins. This white space can be made something different, and we will get to that in just a moment.



The screenshot shows a 'Page Layout' settings panel with a dropdown menu set to 'Centered Layout'. Below the dropdown are five input fields, each with a numeric value and up/down arrow controls:

Field	Value
Top Margin:	0
Content Width:	800
Content Height:	500
Header Height:	100
Footer Height:	100

Figure 10: The Page Details section on the Page Settings tab.

The content width will determine how wide you want your website to be.

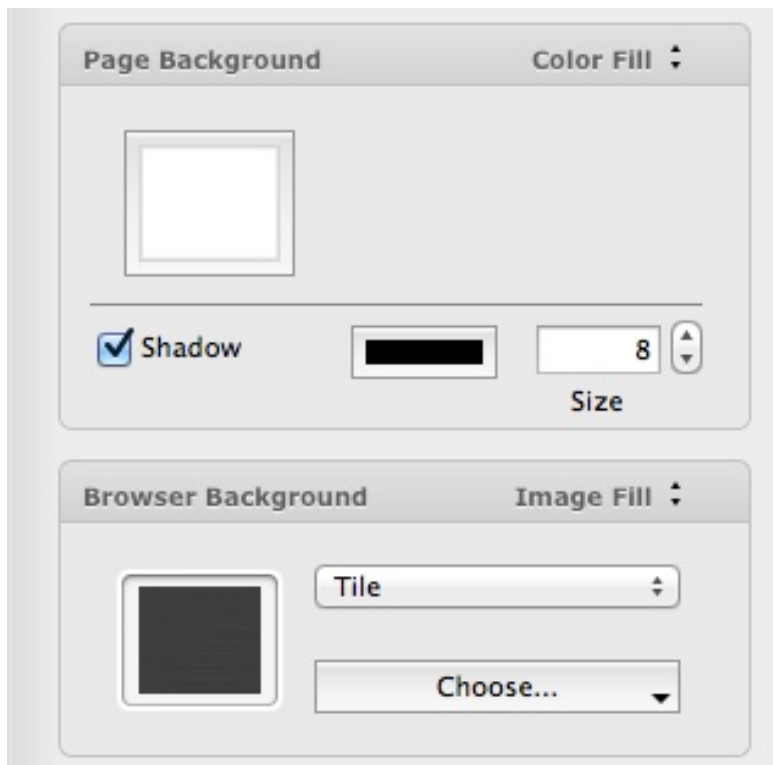
The content height will determine the minimum length the page's body. This value rarely needs to be changed because the height will automatically adjust based on where you place the objects on your page. For example, dragging an object down will increase the height. Though you will not see the value increase in this field, your page height will still be as long as you make it via the objects on the page.

The header height will determine how long the header will be. Like the content height, this will also adjust automatically based on what you have in the header. If you want the header to be smaller than the default given on the page, you will need to decrease the value.

Finally, the footer height will determine the length of the footer. Like the header and content heights, the footer will also adjust automatically based on where you drag the objects, and you will also need to decrease the value if you want your footer height to be less.

Page Background & Browser Background

The page background is what will appear behind all of your content on your page (Figure 11). You can choose from four options. 'None' will just leave the background as white, 'Color Fill' will allow you to give the background one solid color, 'Gradient Fill' will allow you to use two colors that will transition smoothly, or 'Image Fill' will allow you to have an image for the background.



As mentioned earlier, selecting None will have the page background be solid white. Color fill allows you to click on the color image which will prompt the color window to appear. You can make the background any color you want it to be.

Gradient fill will allow you to choose two different colors and have them blend together. Each color can be chosen by clicking on the color image for each respective color. Once you have your two colors selected, you can modify the way you want the gradient to appear. For example, you can flip the order of two colors by clicking on the arrows. You can notice the page

Figure 11: The Page Details section on the Page Settings tab.

background changing when doing this. You can also choose the direction of the gradient. Toggling between the horizontal and vertical arrows will change the direction of the gradient from either horizontal or vertical. Alternatively, you can manually change the direction by adjusting the angle with the toggle, or by clicking on the up and down arrows.

If you want to have an image for your background, you will need to choose the image from your list of Assets, or from your hard drive by selecting Choose to open the Finder window. Once your image has been set as the page background, you can either have it set to Scale to Fit, Scale to Fill, Stretch, Original Size, or Tile. The option you choose will depend on the image you want as your page background.

If you want, you can add a shadow to your page by clicking the Shadow option. You can select the color for your shadow, and how big you want the shadow to be. The shadow option works with any type of page background.

You can also add a browser background to your site. The browser background is the background you will see as the background for the website when viewing it in a web browser. For the browser background, there are two options. You can choose Color Fill which will allow you to choose a solid color for your browser background, similar to the page background. If you want this left as white, then you do not need to select anything.

You can also choose to Image Fill the browser background. Again, you can select the image from your assets list or choose to locate the image on your hard drive. When your browser background image has been set, you can leave it as Tiled or change it to original size. Again, the option you choose will be dependent on the image you have selected to use for your browser background.

Mobile Settings

EasyWeb allows users to create a mobile version of their website. If you are using one of EasyWeb's built in themes, just click on the Add Page button, and select the theme you want to use, and then select the mobile page from that theme.

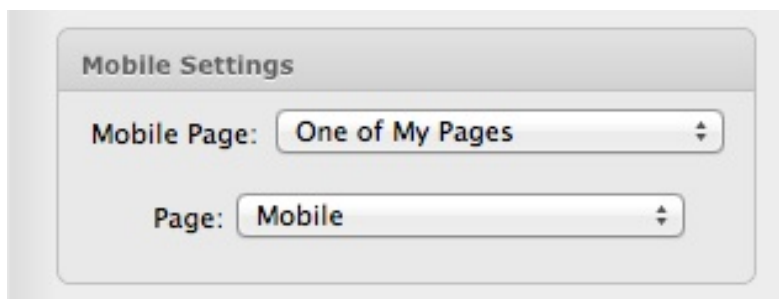


Figure 12: Mobile Settings

If you want to create your own mobile page, feel free to do so. Just make sure to set your page's content width to something mobile appropriate. All EasyWeb mobile theme pages are set to a Content Width of 480 pixels.

When your mobile page is ready, you must now set up the redirect.

You can do this by first selecting the page that you want to be redirected. Then, on the Page Settings tab in the Inspector window, once again locate the Mobile Settings section (Figure 12) and from the Mobile Page drop down menu, select One of My Pages, and then select the mobile page from the Page drop down menu.

If you have multiple pages for your mobile site, just repeat these same steps on those pages.

When you publish your website, the mobile redirect will be enabled and you will be able to test this by visiting your website on your mobile device.

Header/Footer Code

The header and footer code sections allows you to place any type of code or script. Just like the rest of the settings on the Page tab, any code or script entered into either of these fields will be applied to the respective page only, and not the entire site. Any codes placed in the header code section will be placed within the head tag. Any codes placed in the footer code section will be placed right before the closing body tag.

This section is more of an advanced feature, and is optional, so if you are not sure what to put in these fields, then you most likely do not need to include anything.

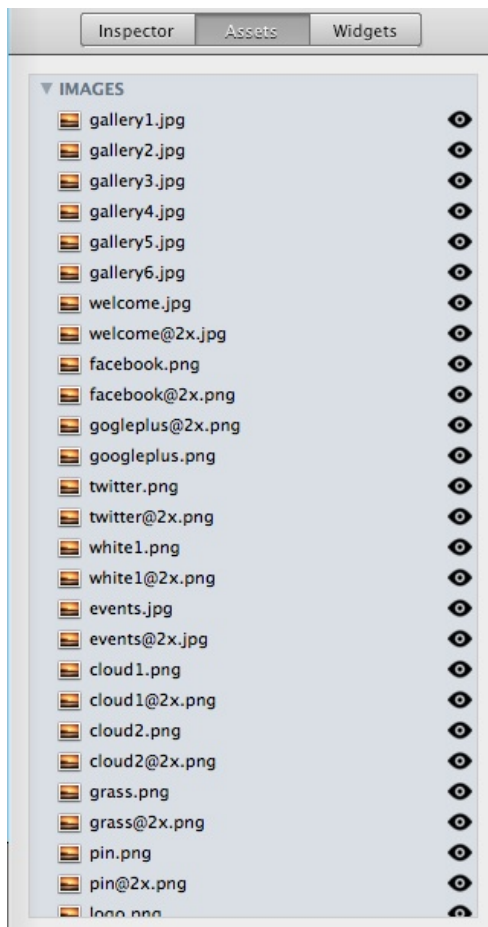
Assets

If you want to add images to your website in EasyWeb, there are many ways to do this. For example, you can drag the image from your desktop onto the editor. You can also drag the image from the Finder window onto the editor. You can also go to Insert in the menu bar and select Choose and then choose the image you want to add.

You can also add an image by adding a text box or shape:

- 1) Add text box or shape to your page (any shape will do).
- 2) Click on the Shape tabs in the inspector window
- 3) Select Image Fill from the drop down menu.
- 4) Click the Choose drop down menu and select Choose which will open the Finder window, and then select the image that you want.

The same method can be applied for adding an image to the Page and Browser Backgrounds.



Any image added to the site will appear in the Assets section (Figure 13). You can add any image to this list by just dragging the image from your hard drive and dropping it in the assets list.

You can then add the image to any page on your site by dragging it from the assets list and dropping it on the editor.

You are able to see a preview for the image when you click on it in the assets list and begin dragging it. You can also see a preview of the image by clicking on the eye icon which is to the right of the image in the assets list.

The great thing about the assets list is if you want to use the same image multiple times throughout your site, you do not need to keep adding the image to the site using the methods outlined earlier. When the image is added once, it remains in the assets list and you can access it no matter what page on your site you are currently on.

Figure 13: The Assets list.

Tip: If a shape is using an Image asset, when you select that shape in EasyWeb's designer it will also be selected in the Assets list.

Media Browser



There is one other important, and powerful way of adding images to your site. If you click on the Media button, EasyWeb's media browser will appear (Figure 14). You can now add images to your site from media locations on your hard drive such as iPhoto, and your Pictures folder. If you want, you can drag and drop additional folders onto the media browser so that you can access images from any folder on your hard drive. Whenever you want to add an image from the media browser to your EasyWeb site, simply drag and drop the image either on the editor or in the assets section.

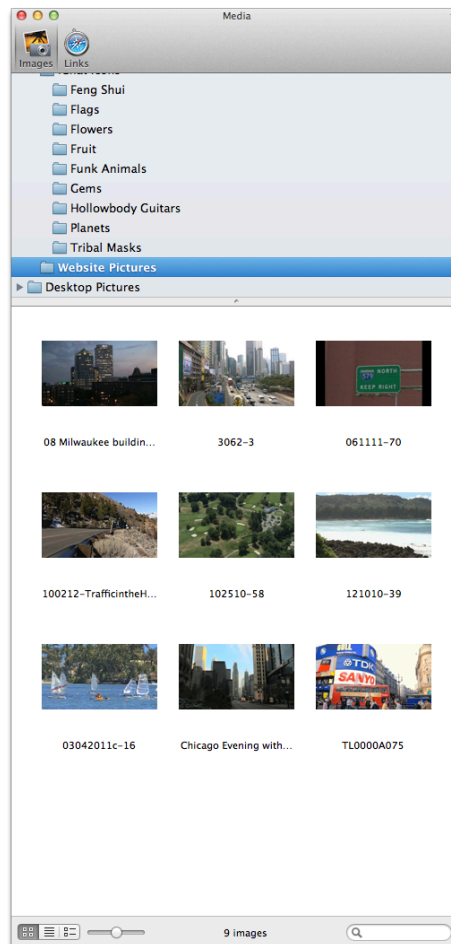


Figure 14: EasyWeb's Media browser

Shape Options

All About Shapes & Images

You can add a shape to your website by clicking on the Shapes button in the toolbar, and then selecting the shape you want to use (Figure 15). Shapes can be made bigger, and moved around to your desired location.



The shapes tab in the inspector window is where you will be able to make modifications to your shape.

You can change the type of shape you are using by clicking in the drop down menu and selecting the shape you want.

For each shape, there are three settings that you can make fill modifications for. Normal is how the shape will appear unless the mouse cursor is over it, or if it has been clicked on. Mouse over is how the shape will appear when the mouse cursor is hovering over it, and Mouse Down is how the shape will appear when the shape has been clicked on.

For the shapes appearance, you will have five options to choose from. None, will make the shape transparent. This is essentially what a text box is. Hint: Any shape can have text on top of it. Simply double click on the shape and begin typing.

Color Fill will allow your shape to have a color. You can click on the color icon to change the color of the shape. Gradient fill will allow the shape to be two different colors that will transition smoothly.

You can also choose Advanced Gradient Fill, which is similar to the Gradient Fill but is a more advanced feature that will allow you to include more than two colors.

Lastly, you can fill the shape with an image.

Shapes can also have a line stroke surrounding them. Simply select Line from the Stroke drop down menu. You can choose between a solid line, a dashed line, and a dotted line. You can make the line any color you want it to be, and then can also choose the thickness of the line.

Figure 15: Shapes

The shape can also be placed into a picture frame. You can choose from many different picture frames by clicking on the picture frame thumbnail (Figure 17). You can then modify the thickness of the picture frame by adjusting the scale.

You can also add a Shadow to your shape by clicking the Shadow option. You can then choose the color for the shadow, as well as the location of the shadow. You can then play around with the Offset, Blur, and Opacity until the shadow appears the way you want it to.

You can also add a reflection to your shape, and specify how large you would like the reflection to be.

Finally, you can adjust the opacity of your shape, which works similar to the reflection. Just drag the slider from left to right or from right to left, or use the up and down arrows. You can also type the value in the text field.

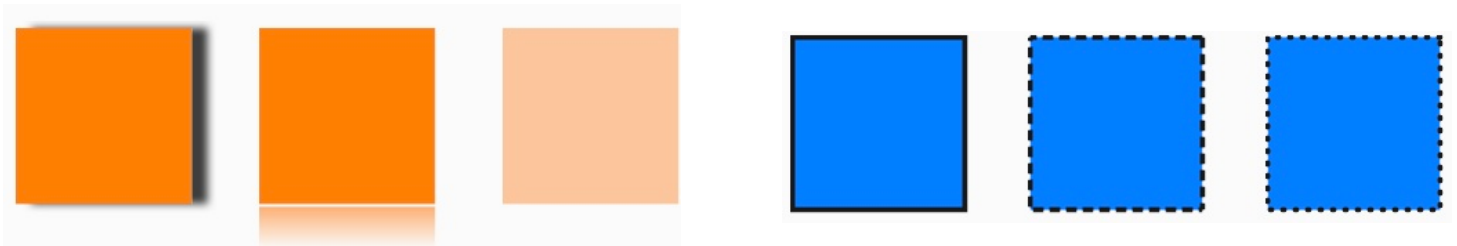


Figure 16: EasyWeb shapes with shadow, reflection, opacity, solid, dashed, and dotted lines.

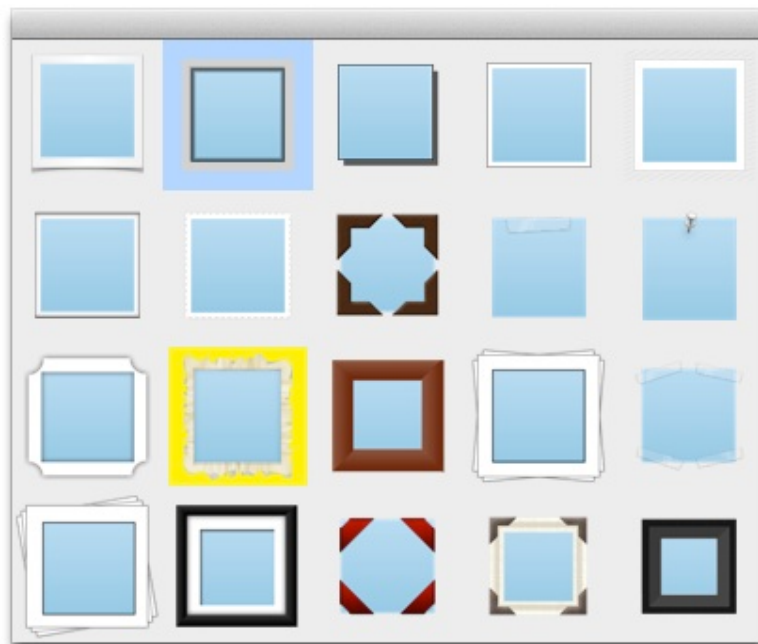


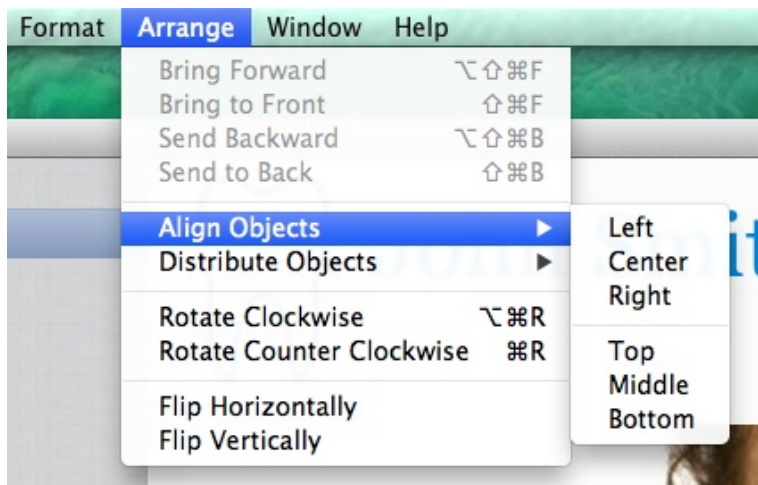
Figure 17: Picture frames can be added to any image, shape, or text box.

Metrics

Positioning Objects

When building your website, it will be important to position your text, shapes, and images in the proper places that you want them to be. There are different ways to position these objects. Let's go over each of those ways.

Keep in mind that the object can be a text box, an image, or a shape. It doesn't matter. The same principles apply.



Let's say you want an object to be centered on the page. Simply go to the menu bar, and select **Arrange > Align Objects**, and then select **Center**. Likewise, you can do the same if you want the object to be left aligned, or right aligned. You can also specify if you want the object to be placed at the top of the page, the bottom of the page, or directly in the middle of the page (Figure 18.)

Figure 18: Align objects to the left, center, or right of the page. Also can align objects at the top, middle or bottom of page.

Let's say you want to place the object in a specific location according to X and Y coordinates. Just click on the Metrics tab in the inspector window, and then you can modify the X and Y values under the position heading (Figure 19). This will move the objects to the specified coordinates. You will see that you can also click on the up and down arrows which will move the object as you are changing the values. This method can be especially helpful when you have multiple objects that you want lined up. Simply match the Y values for each object if you want them to be lined up horizontally, or the X values for each object if you want them lined up vertically.

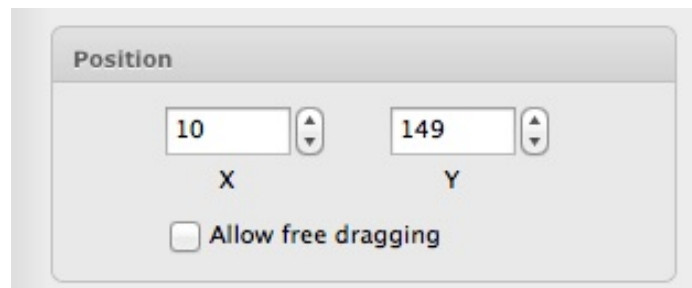


Figure 19: The position of objects can be changed by altering their x and y coordinates.

Let's say you have multiple objects beside one another and you want to space them evenly. Select all the objects either by using your mouse, or by selecting each object while holding down the Command key on your keyboard. Then go to Arrange > Distribute Objects > Horizontally (Figure 20).

If the objects were placed vertically, you would do the same thing but select Vertically.

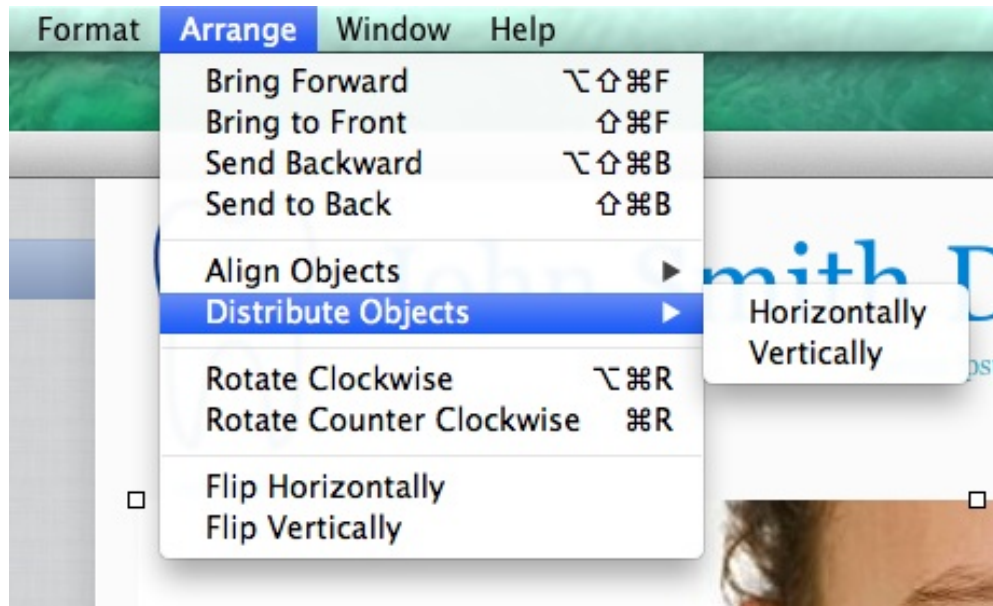


Figure 20: Multiple objects can be distributed evenly either horizontally or vertically.

All About Text



To add text to your website, simply click on the Text Box button, which is located in the toolbar. A text box will appear on the editor, and you can edit it by double clicking inside the text box. Alternatively, if you have text on the site already, which might be there from a template, you can also double click inside the box to edit the text.

There are two ways to edit your text. If you want to edit some of the text in the text box, highlight the text that you want to edit. If you want to edit all of the text in the text box, just select the text box on its own. If you want to change the font of your text click on the Fonts button, and then select the font you want to use. You, can also change the font size by adjusting the size using the scroll, or by typing in the font size.



You can also change the color of the text by clicking on the text color icon which will bring up the Colors window.

You can also change the text color by using the Colors shortcut located on the toolbar. You can also click on the Text tab in the Inspector window, and change the color by clicking on the color icon which will also bring up the Colors window (Figure 21).

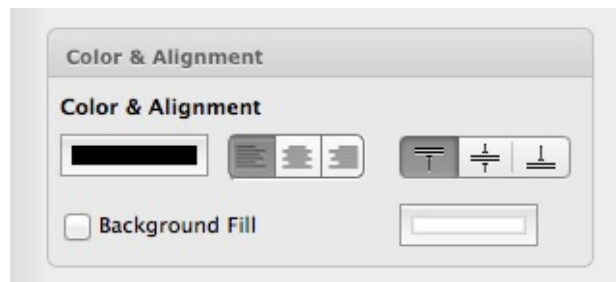


Figure 21: Modifying text color & alignment.

You can also align the text left, center or right. You can align the text to be at the top of the text box, the middle of the text box, or at the bottom of the text box.

If you want your text to have a colored background, you can select the Background Fill option, and then select the color image to change the color of the background.

You can alter the line space by adjusting the line height of the text. You can also set the before and after paragraph spacing. For example, if you want there to be a larger gap between two paragraphs, you can either click after the paragraph and then increase the After Paragraph value, or you can click before the paragraph and then increase the Before Paragraph value.

You can also modify the Inset Margin value for the text box, so that you can control where in the text box your text will be placed.

Hyperlinking Objects

Linking any object in EasyWeb is very easy to do. Simply select the object, and click on the Hyperlink tab in the inspector window (Figure 22). Check the box to enable as Hyperlink. You will then be able to select where you want to link the object to.

You can choose to link one of your website pages by selecting One of My Pages, and then choosing the page that you want to link to from the second drop down menu.

You can choose to link to an external page by typing in the URL you would like to link to. If you want the link to open in a new window when the user clicks on the link, select the option to Open in New Window.

You can choose to link to a file, which you can choose from on your hard drive.

You can also choose to link to an email message by inputting the destination email address and subject. When a user clicks on the link, their default email client will open with the email address and subject already plugged in.

If you are linking text, you can edit the hyperlink format for that text. You can change the color for how the text will appear normally, how it will appear when the user hovers their cursor over the link, how it will appear if a user has visited the link before, and how it will appear if the link has been disabled. For each of these options, you can also specify whether or not you want the link to be underlined by clicking on the underlined U.

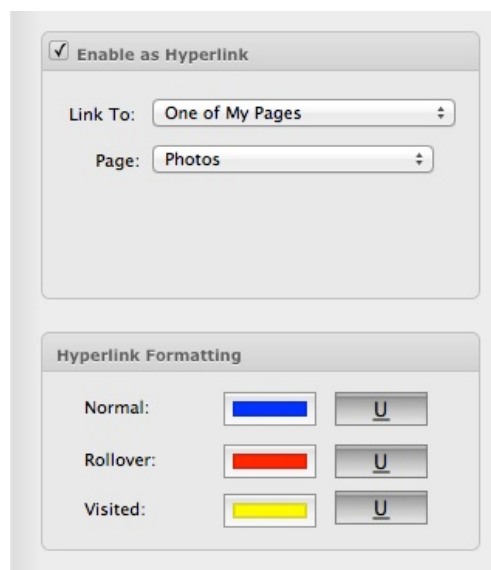


Figure 22: The hyperlinks tab.

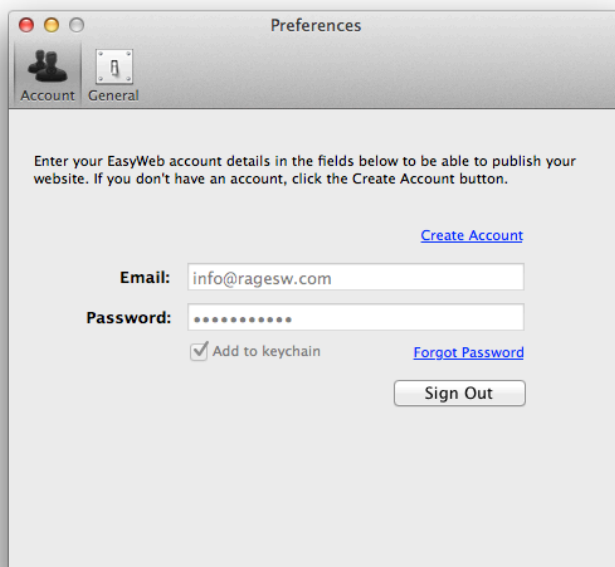
The Publish Window

How To Publish A Site In EasyWeb

When you are ready to publish your website in EasyWeb, you can click on the Publish button in the toolbar.

If this is your first time publishing in EasyWeb, you will see a popup window appear. This window will indicate to you that you must sign into your EasyWeb account in order to publish your website.

If you do not have an EasyWeb account and wish to create one, you can do so by clicking on the Create Account button where you will be able to register for an account.



The screenshot shows a 'Preferences' window with two tabs: 'Account' and 'General'. The 'Account' tab is active. It contains the following elements:

- A header message: "Enter your EasyWeb account details in the fields below to be able to publish your website. If you don't have an account, click the Create Account button."
- A "Create Account" link in blue text.
- An "Email:" label followed by a text input field containing "info@ragesw.com".
- A "Password:" label followed by a password input field with masked characters (dots).
- A checkbox labeled "Add to keychain" which is checked.
- A "Forgot Password" link in blue text.
- A "Sign Out" button.

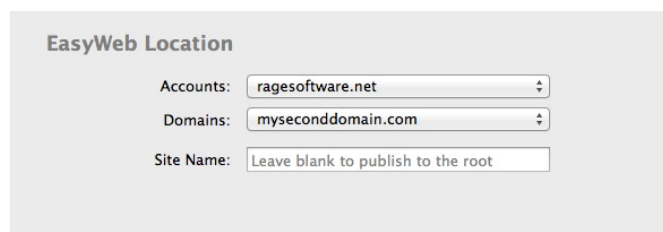
Figure 23: Login to your EasyWeb account in order to publish your site.

If you have an EasyWeb account, you can click on the Sign In button, which will bring up the Preferences window. In this window, you will be able to enter your EasyWeb email login and password. When you are done, click on the Sign In button.

Once you are signed in to your EasyWeb account, you will be signed in until you sign yourself out. This means that you will not need to enter your login information for any other website you wish to publish.

Once logged in, you can click on your website name to bring up the publishing settings. Under the Publishing heading, you can choose to publish to your EasyWeb hosting account, or to a local folder.

If you are publishing to EasyWeb, you will see the EasyWeb Location



The screenshot shows a panel titled "EasyWeb Location" with three settings:

- "Accounts:" with a dropdown menu showing "ragesoftware.net".
- "Domains:" with a dropdown menu showing "myseconddomain.com".
- "Site Name:" with a text input field containing "Leave blank to publish to the root".

Figure 24: Users publishing to their EasyWeb Hosting account will be able to select from their multiple accounts (if applicable) and their multiple domains (if applicable).

settings. Under Accounts, you can choose which EasyWeb hosting account you wish to publish to. Most of you will only have one account so you can leave this as is. If you have more than one domain on the account, you will see a Domains drop down, which will allow you to choose which domain to publish to. If you only have one domain, you will not see this menu.

The Site Name field allows you to publish your website to a different location on your server. This is mostly used for testing purposes. For this example, entering the word 'temporary' would publish the site to ragesoftware.net/temporary, rather than just at ragesoftware.net. The current website published at ragesoftware.net would not be overwritten.

If you want to publish your site without the site name, you will just need to leave the Site Name field blank.

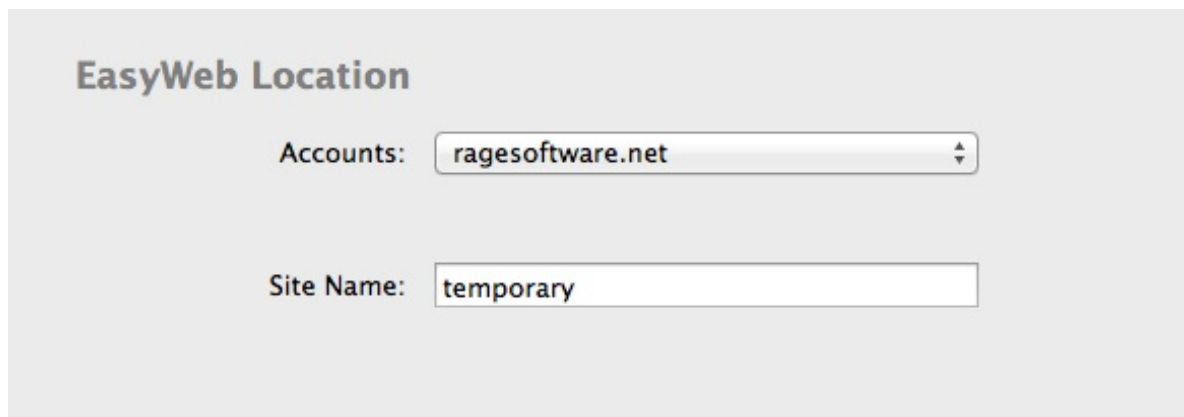
A screenshot of the 'EasyWeb Location' settings panel. It features a title 'EasyWeb Location' in a bold, dark font. Below the title, there are two input fields. The first is labeled 'Accounts:' and contains a dropdown menu with 'ragesoftware.net' selected. The second is labeled 'Site Name:' and contains a text box with the word 'temporary' entered.

Figure 25: The Site Name field allows users to publish their website to brand new directories on their servers. This is especially helpful when a user wants to publish to a temporary location for testing purposes.

When you are ready, click on the Publish button in the toolbar, and EasyWeb will publish your website.



Head and Footer Code

You will notice that there is a field for Head and Footer code. This is an advanced feature that lets you add custom code that gets place within the Head section of your website or right at the bottom of your website.

Adding Google Analytics

The Footer field can be used to add your Google Analytics code. Just copy and paste your Google Analytics to this field.

EasyWeb Hosting Account

If you don't yet have an EasyWeb account [create your account here](#). EasyWeb account pricing start at \$99.95/year and provide web space and personal email addresses.

When you create an account you will be asked to make a password. This password, with your email address, is all you need to publish your website.

Once your account is created enter your Email address in the 'Email' field and your password in the 'Password' field and click Sign In. Under the 'EasyWeb Location' header you will see your website address (also known as your domain name) in the 'Accounts' drop down menu. It should be automatically selected for you.

The 'Site Name' field should only be used if you have multiple websites under one account. It lets you have a unique website address for each website and will prevent any websites from being overwritten.

If you want to have multiple websites you don't have to worry about your website being overwritten. Just enter a unique site name for your second website. EasyWeb will warn you if you are overwriting an existing website previously published through EasyWeb.

Setting Up An Email Address

To setup an email address to be associated with your domain name, scroll to the bottom of the page. In the Email Addresses section (Figure 26), click on the Add button. In the popup window, type in your desired email and select the domain you want to associate it with from the drop down menu. If you only have one domain, you will not need to select the domain.

Type in your desired password and then re-type it to confirm. When you are done, click on the Create button.

You should now see your email address in the list.

If you wish to configure your email address in Apple's Mail application, select the email address from the list and then click on the Configure in Mail button.

You will then see a popup window letting you know that incoming and outgoing were successfully setup. Click on the Ok button.

Now, open up Mail, and you will see that your email address has been added.

Tip When you click on the Send Email button, you might see a Verify Certificate popup appear. You can either click on the Connect button to continue, or click on the Show Certificate button, and then check the option to Always trust the server when connecting your email. This is perfectly safe to do and we recommend it.

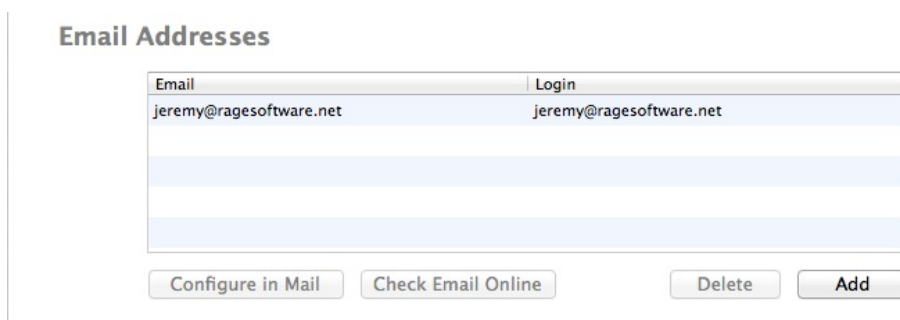


Figure 26: Setup personal email addresses in EasyWeb.

Widgets

Navigation Menu



EasyWeb's built-in navigation menu makes it easy for users to have a navigation menu with links to some or all of the pages on the website. Simply drag and drop the Navigation Menu widget onto the editor, and a menu with links to all pages on your site will appear.

Tip: If you do not want one or more of your pages included in the navigation menu, make sure to disable the 'Include in navigation menu' option while on the page. This option is found on the Inspector area, on the Page Settings tab, and under the Page Details section.

You can modify the settings of your navigation menu on the Widget Settings tab. On this tab, you will be able to change the navigation menu's alignment, padding, spacing, and minimum width. You can also change background color and the mouse over color for the submenu. Please note that this feature is only applicable to those who are utilizing EasyWeb's drop down menus.

If you would like to change the font type and font size of the text, you can do so the way you normally would, which is by clicking on the Fonts button in the toolbar and making your changes.

If you would like to change the color of the text, including the Rollover and Visited colors, you can do so on the Hyperlinks tab. You will be able to do this under the Hyperlink Formatting section, by clicking on the color icon next to the format option and selecting the color you would like. You can also select if you would like the links to be underlined.

RSS Feed



The RSS Feed widget allows you to place a third-party website's RSS feed on your website. This allows you to provide your website visitors with updated content, without having to do anything.

To use the RSS Feed widget, simply drag and drop the widget onto the editor. On the Widget Settings tab, paste or type in the URL for the feed you want displayed on your website.

You can adjust the widget on your site so that it is bigger, smaller, wider, or more narrow. You can also play around with the rest of the settings on the Widget Settings tab until you are satisfied with the way the RSS feed is displayed on your website.

Contact Form



To add a contact form to your website, you can drag and drop the Contact Form widget onto the editor. On the Widget Settings tab, it is very important to enter your email address in the Email Address field. This is the email address that will receive any of the messages submitted using this contact form. You can edit the fields on the contact form if you want to add different fields other than the default fields on your form. For example, if you wanted users to submit their full names, you could change the Name field from “Name:” to “Full Name:” This will display Full Name and users using your form will know to enter their full names.

Facebook Like



If you or your business has a Facebook page, you can place a Facebook Like button on your website. Just drag and drop the Facebook Like widget onto the editor. On the Widget Settings tab, enter the URL for your Facebook page.

Google Maps



To add a map to your website, drag and drop the Google Maps widget onto the editor. On the Widget Settings tab, enter the address for the location you want the map to display. When you are done, click the Apply button. You can increase, or decrease the size of the map to suit your needs.

Google Plus



To add a Google Plus button to your website, drag and drop the Google Plus widget onto the editor. On the Widget Settings tab, type in or paste the URL for the page that you want the Google Plus button to be associated with.

HTML Snippet



The HTML Snippet is the most powerful widget as it allows users to add almost anything to their website. Anytime you want to embed, or add an item to your website, if you are given an HTML script for that item, you will paste it in the HTML Snippet widget.

Tip: The HTML Widget lets you add any type of code to your website which makes it both powerful and having the potential to cause publishing problems if your enter incorrect HTML Code. Make sure you know what the code is doing when using the HTML Widget.

Twitter Follow Me



This widget allows you to add a Twitter Follow Me button to your page. Simply drag and drop the widget on the editor, and on the Widget Settings tab, enter your Twitter handle.

YouTube Video



If you wish to embed a YouTube video on your website, you can drag and drop the YouTube Video widget onto the editor. On the Widget Settings tab, type in or paste the link for the YouTube video you want to embed. When you are finished, click the Apply button. You can modify the size of the video to suit your needs.