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What is EasyWeb?

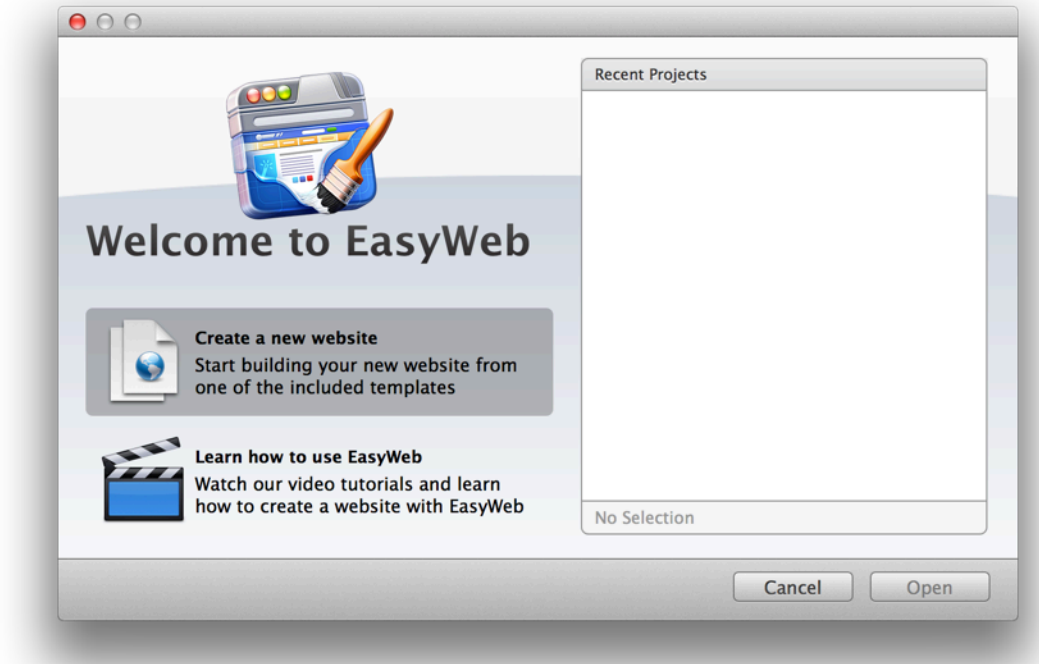
EasyWeb is a complete drag and drop website building tool, letting you create professional, fast loading websites without any technical knowledge or coding skills.

EasyWeb not only makes it easy to create a website, it also lets you extend your website with advanced widgets that let you basically add anything to you want to your website.

EasyWeb also includes one click publishing to get your website online and email support.

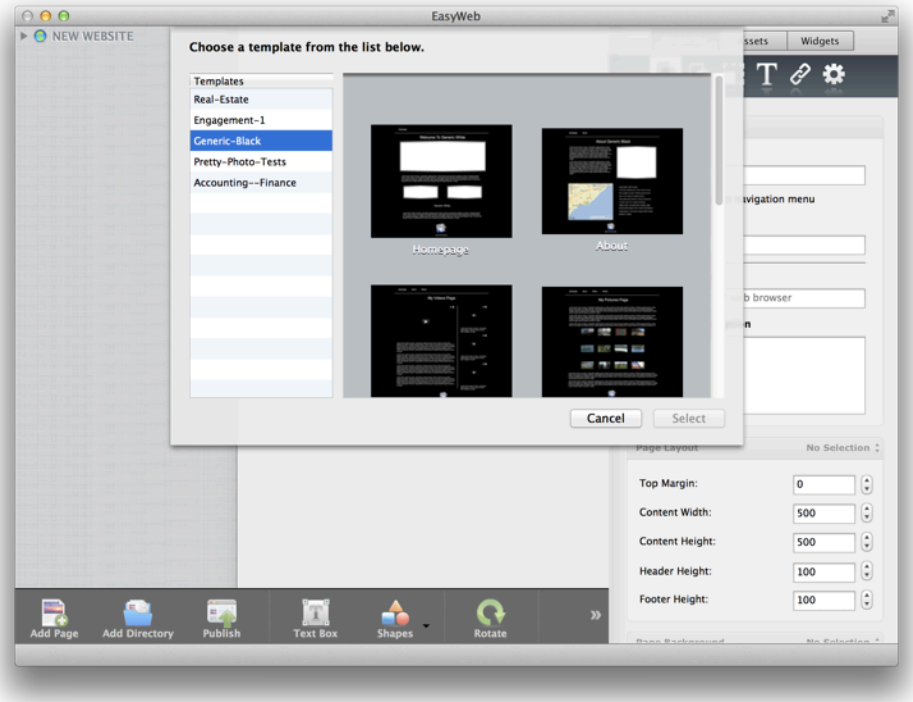
EasyWeb QuickStart

EasyWeb makes it very easy to start building a website. When you first launch EasyWeb you will see your ‘Projects’ window.



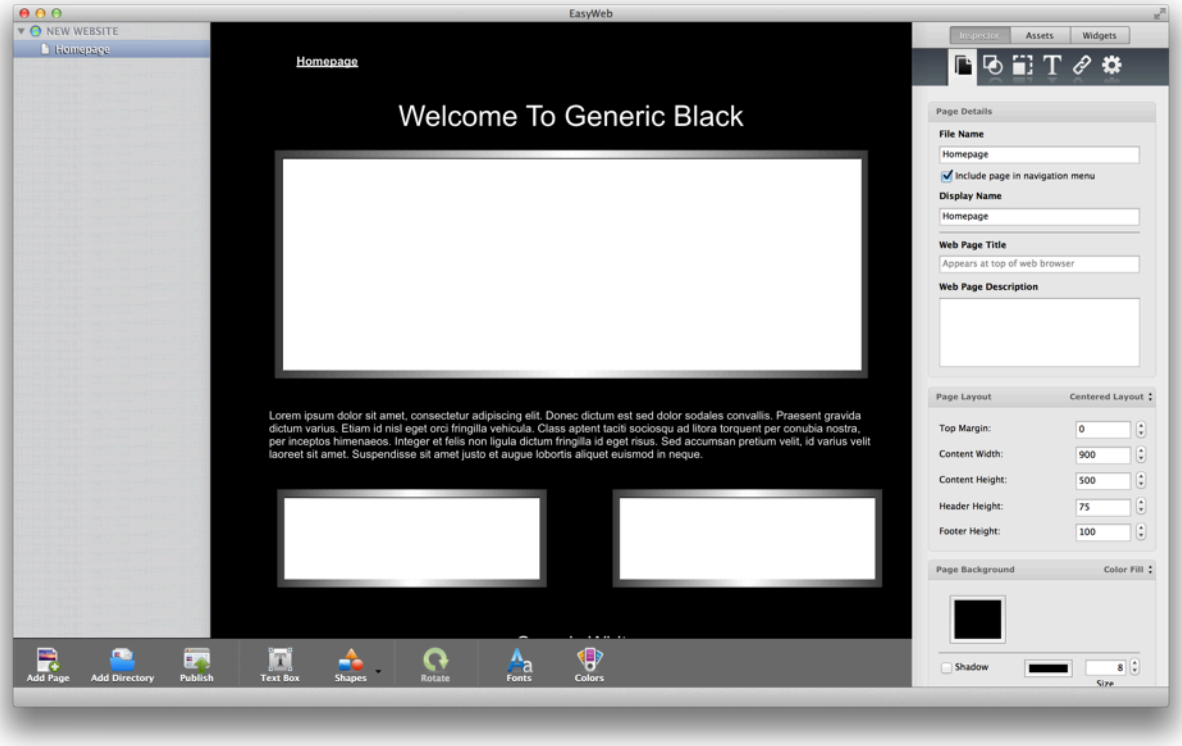
The Projects window can be accessed from the File menu->Projects. It lists your current websites and lets you create new website.

Once you start creating websites, the ‘Recent Projects’ list will show all of your current website. For now, you can click the ‘Create a new website’ button to create a new website.



EasyWeb lets you start your website off from one of the built in templates, or you can select a blank template to design everything from scratch.

Once you have selected your template you can start working in EasyWeb. Let's explore EasyWeb's main interface. As you continue using it, you will become more and more family with it.



Website List
On the left hand side you have all of your web page files. Select a web page to modify it. If you select the first item labeled ‘New Website’ in this list, you will get to your publishing settings which we will discuss in more detail in a later section.

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 a numbers. Any spaces will be converted to a ‘-’ when publishing.

Toolbar
The bottom toolbar lets you do common actions such as add new pages, add new design shapes or text, change text fonts and more.

- Add New 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.

- 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 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

Inspector, Assets and Widgets

The Inspector is where you will find all the tools to modify the look and feel of your website. There are many options here so it is best to explore the Inspector and see what it can do.

The Inspector has 6 tabs which include;

- Page Settings: These are settings that modify your actual webpage
- Shape Options: These options will modify any selected shape by changing their fill options, line strokes, shadows and more.
- Metrics: From here you can modify a shape's position, size and rotation
- Text: The Text Inspector lets you change the formatting of the selected text objects. More text formatted options can be found in the Font panel by clicking 'Fonts' in the toolbar or by going to the Format menu and selecting 'Font'->'Show Fonts'.
- Hyperlinks: From here you can make any object a hyperlink, or select text and link it to a page on your website, a file, an external webpage not on your site, or an email address.
- Widget Settings: Some shapes, and any Widget (discussed further down), may have extended options unique to that selected item. From this tab you can modify those unique settings.

You will notice three tabs at the top labeled ‘Inspector’, ‘Assets’, and ‘Widgets’ above the Inspector.

Assets
The assets tab lists all images attached to your website as well as External Files.

Any time you add an image to your site, whether through drag and drop, or by selecting ‘Choose’ from one of the image fill options in the Inspector, it will get added here. Likewise, anytime you select a file under the Hyperlinks tab, it will be added here as well.

Images and External files can also be dragged onto this list for future use. When we discuss the powerful HTML Widget we will show how you can use External files to add just about any thing to your website.

Click the ‘eye’ icon or press the spacebar on your keyboard while an Asset is selected to open a QuickLook preview of it.

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.

Widgets
Widgets provide advanced options for your website such as image galleries, Facebook Like’s, Google Maps, and much more. The HTML Widget is particularly useful because it allows you to add virtually anything to your website. The HTML Widgets is an advanced feature and is discussed in greater detail later on.

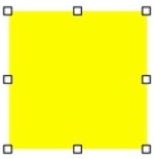
The HTML Widget lets you add any type of code to your website which makes it both powerful and having the potential to cause publishing problems if your enter incorrect HTML Code. Make sure you know what the code is doing when using the HTML Widget.

EasyWeb’s Web Page Designer
Now let’s focus on the most important part of EasyWeb, it’s web page designing interface.

The Web Page Designer provides a point and click interface for dragging and dropping text, shapes or other objects around your screen so you can design your webpage exactly as you want.

When designing a webpage, you can select an object and use the Inspector to modify the look of the object.

For example, click the ‘Shapes’ button in the Toolbar and select the Rectangle shape as shown in the image on the left. You should see a rectangle appear in the Designer. Select this rectangle by clicking it with your mouse so that it is highlighted as shown on the right.



You will know an object is selected if it has the 8 resizing boxes around it.

Now with this object selected go to the Inspector and select the ‘Shape Options’ tab (the second tab from the left.

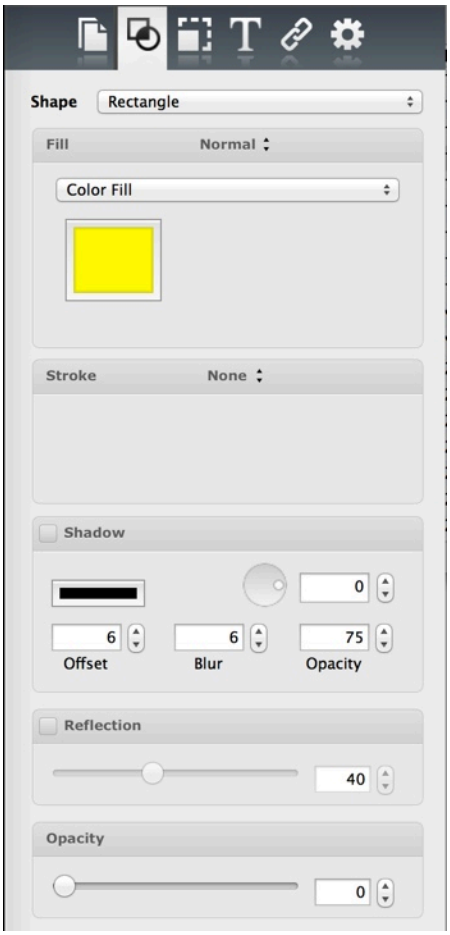
The options you see there let you change what the shape object looks like. The ‘Fill’ box lets you change the fill color, gradients or images. Click the color selection box to change the color.

Further down you will see options to add a line stroke, shadow, reflection or change the shape’s opacity settings.

If you double click a shape you can begin typing in it. Once you have text entered in a shape you can highlight the text and click the ‘Text’ tab in the Inspector.

From here you can change some text formatted options, and as mentioned earlier, you can press the ‘Fonts’ button in the Toolbar to change even more Font formatting options.

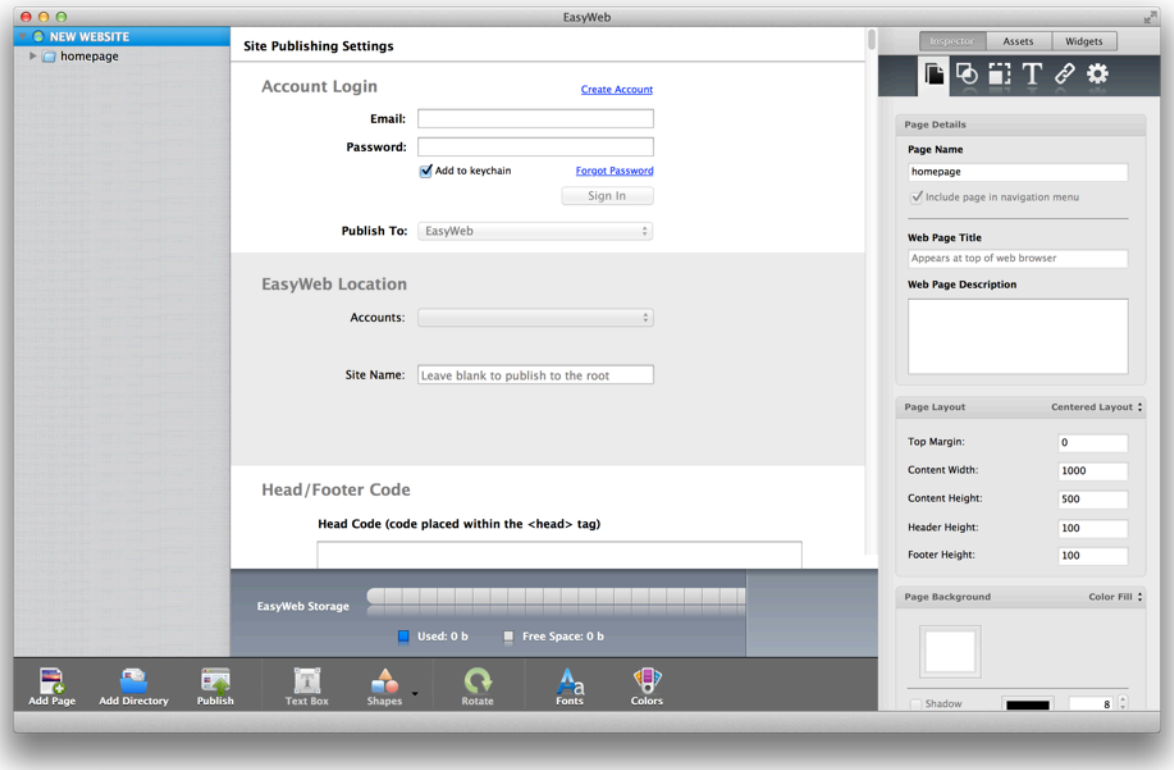
Explore EasyWeb’s Webpage Designer by adding more shapes and modifying their appearance from the Inspector window.



Publishing Your Website

EasyWeb comes with one-click publishing which lets you get your website online without worrying about any technical issues such as FTP details. All you need is your email address and your password.

To start the publishing process select your Website name in the upper left hand corner of the EasyWeb window.



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.

Once you are signed in you can just select the 'Publish' in the bottom toolbar to publish your website. Once publishing is complete, you will be given the option to Visit your website in your web browser.

Head and Footer Code
You will notice that their is a field for Head and Footer code. This is an advanced features 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.

Setting Up Email Addresses
If you scroll to the bottom of the Publish window you will see a list for email address. Click the 'Add Email' button to add your email address. Once you have added your email address you can select it in the Email list and press the 'Configure in Mail' option.

This will automatically add your email to Apple's Mail.app program which is installed on your computer.

If you get any dialogs or warnings in Mail after setting up your email just select the default highlighted option. They are standard issues that Mail will take care of for you.

You can also check your email online by clicking the 'Check Mail Online' button. You will need to enter your email address and Password.

If you forget your Email password it will be stored in your Keychain. Search your computer for Keychain using Spotlight in the top right corner of your screen. In Keychain, enter you email address in the top right corner and double click the entry listed.