Welcome to the Web Site User Guide

Network Solutions.

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Welcome to the Network Solutions® Web Site User Guide

This guide will teach you how to create a Web site, from beginning to end, using Network Solutions® ImageCafé® Web Creator Tool. Throughout this guide, you will be given specific instructions and advice to help you give your Web site a professional appearance.

Please choose a topic from the menu on the left.
Accessing ImageCafé® Web Site Creator

Before you begin creating a Web site for your business or organization, you must log in to ImageCafé® Web Site Creator.

Whether you're new to Web site design or you have some experience, ImageCafé® Web Site Creator provides the tools necessary to build a professional Web site without having to learn complex computer code.

Depending on the Network Solutions® Web Site Package you've purchased, you will be able to choose from a variety of Web site templates, page layouts and Web Site Tools to add even more value to your Web site.

Many of the Web Site Tools offered by Network Solutions® may also be purchased a la carte if you did not purchase a Web site package specifically targeted to your business or organization.

Getting Started

To launch ImageCafé®, log in to Account Manager: http://www.networksolutions.com. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.
Initial Setup

Web Site Design
Web Site Name
Creating Additional Web Pages

Please note: If you've purchased a specialized Network Solutions® Web site package, please go to the section Initial Setup for Network Solutions Web Site Solutions Packages for instructions.
Web Site Design

In order to create a Web site using ImageCafé® Web Site Creator, you will have to first choose a Web site design.

Click Web Site Builder Tool to access ImageCafé.

Use the drop-down boxes provided to view preselected design templates from a variety of business or personal categories.

Please Note: If you purchased a specific Network Solutions® Web Site package, preselected Web site design templates will be shown based on the type of business/organizational package purchased. You do not have to choose from these preselected designs only.

Take some time to browse through these templates as they will give you plenty of design ideas that can be used later when designing individual Web pages.

To view more designs, click See More Designs.

When choosing a Web site design, consider the following:

- What message do I want to send visitors who come to my Web site?
- Is the design complementary to the type of content I want to put on my Web site?
- Is the design appropriate for the type of business or organization it will represent online?

Even though you will have to select a Web design in order to move through ImageCafé®, you can return at any time to select a new design.

To preview a specific design, click Preview. This will give you a better idea of how the design will appear on each page of your Web site. Click Close Window to return to the design templates.

To select a design template, click Select Design.
CHOOSE YOUR WEB SITE DESIGN

Design templates have been organized by themes. Select a drop down list in either the Business or Personal categories below to view themes, or choose to Browse All Designs. Click the PREVIEW link below each design for a larger view.

ImageCafe is convenient and flexible! Each template can be customized for colors, menus, buttons, fonts, images, etc.

Search Designs:  Search for Remodeling - OR - Select a Personal Category

Our Recommended Designs in this Category:

![Thumbnail for Architecture and Engineering Design](image1)
![Thumbnail for Business Design](image2)
![Thumbnail for Personal Design](image3)

Additional Designs in this Category:

![Thumbnail for Remodeling Design](image4)
![Thumbnail for Business Design](image5)
![Thumbnail for Personal Design](image6)
Web Site Name

Create a Web site name to be used on each page of your Web site. This may be your company name or slogan.

When creating a name, keep in mind the following:

- Does this name represent my business/organization in a positive way?
- Do any other businesses or Web sites use the same name or one that's similar?
- Will visitors understand the type of Web site they are visiting by name alone?
- Is this name easy to remember?

In the open field provided, type in the Web site name and click Continue.

Congratulations! You've just completed the basic set-up needed to build a Web site.

Click Go to Control Center to begin customizing your new Web site.
Creating Additional Web Pages

Creating a logical flow through your Web site will make visitors, customers and others feel more comfortable.

For example, all Web sites contain a Homepage. But beyond the homepage, what do you want visitors to see? About Us page? Contact Us page? Or do you want to showcase valuable information about the goods and services you provide?

Consider how visitors will navigate through your Web site when choosing the order of Web pages.

To add a page to your Web site:

1. Click Edit Your Web Site Pages from the Control Center. You will be redirected to Web Site Pages.

   This page contains five sections:
   
   - Add a Page to Your Web Site
   - Current Pages in Web Site Menu
   - Pages Not in Menu
   - Delete Pages
   - Password Protection (discussed in detail in Password Protection section of this guide)

   Please Note: If you purchased a specific Network Solutions® Web site package, the pages you selected earlier during the set up process will appear in under Current Pages in Web Site Menu. You can add additional pages as necessary.

2. To add a Web page, select a template from the page menu. An image showing the number of customizable content building blocks available on the page will appear.

3. Name the page to avoid confusion during the design process.

4. Click the Drag Me! icon and move the page to Current Pages in Web Site Menu. A Green or Blue bar will appear.

   Please Note: You will be able to create a Web site with a navigational menu that includes a main menu and a submenu (similar to a Table of Contents).

   The Green bar signifies the page will be included in the main menu on your Web site.

   The Blue bar signifies the page will be a submenu on your Web site.

   The design process is the same for each type of page, however.

   When creating a navigational menu, consider how visitors will use your Web site and set up pages accordingly.

   Drag any pages you're unsure about to Pages Not in Menu. If you decide not to use these pages, you can delete them permanently at any time. These pages will not show up on your Web site until you drag them back into the Current Pages in Web Site Menu.

   To delete a Web page, click and drag it over the Trashcan icon. When the trashcan highlights, release your mouse button to place the page into the trash.
Initial Setup – Network Solutions® Web Site Solution Packages

If you've purchased a specialized Network Solutions® Web site package, there are three steps you must take after logging into Account Manager:

1. Click **Updates and Alerts** and find **Set Up Your Services**.

2. Click **Step 3 > Go** to create your Web site and insert Web Site Tools. You will be redirected to Network Solutions® ImageCafé.

3. Click **Choose Your Design** to begin.

- [Web Site Design for Solutions Packages](#)
- [Web Site Name for Solutions Packages](#)
- [Web Site Pages for Solutions Packages](#)
- [Creating Additional Web Pages for Solutions Packages](#)
Web Site Design

In order to create a Web site using ImageCafé® Web Site Creator, you will have to first choose a Web site design.

Use the drop-down boxes provided to view preselected design templates from a variety of business or personal categories.

**Please Note:** Preselected Web site design templates will be shown based on the type of business/organizational package purchased. You do not have to choose from these preselected designs only.

Take some time to browse through these templates as they will give you plenty of design ideas that can be used later when designing individual Web pages.

To view more designs, click **See More Designs**.

When choosing a Web site design, consider the following:

- What message do I want to send visitors who come to my Web site?
- Is the design complementary to the type of content I want to put on my Web site?
- Is the design appropriate for the type of business or organization it will represent online?

Even though you will have to select a Web design in order to move through ImageCafé®, you can return at any time to select a new design.

To preview a specific design, click **Preview**. This will give you a better idea of how the design will appear on each page of your Web site. Click **Close Window** to return to the design templates.

To select a design template, click **Select Design**.
CHOOSE YOUR WEB SITE DESIGN

Design templates have been organized by themes. Select a drop down list in either the Business or Personal categories below to view themes, or choose to Browse All Designs. Click the PREVIEW link below each design for a larger view. Click the SELECT DESIGN link or on the Thumbnail to choose the design.

ImageCafe is convenient and flexible! Each template can be customized for colors, menus, buttons, fonts, images, etc.

Search Designs:  

Our Recommended Designs in this Category:

Additional Designs in this Category:
Web Site Name

Create a Web site name to be used on each page of your Web site. This may be your company name or slogan.

When creating a name, keep in mind the following:

- Does this name represent my business/organization in a positive way?
- Do any other businesses or Web sites use the same name or one that's similar?
- Will visitors understand the type of Web site they are visiting by name alone?
- Is this name easy to remember?

In the open field provided, type in the Web site name and click Continue.
Web Pages

Since all Web sites need a Homepage, select **Homepage** to add it to your design.

Other page possibilities found in specific Network Solutions® Web Site packages may include:

- Business hours
- Contact Us
- About Us
- Reservations
- Menu (Restaurants/Delivery services)

You will be able to add additional Web pages to suit your needs when you reach **Web Site Pages**.

Click **Continue** after selecting Web pages.

Congratulations! You've just completed the basic set-up needed to build a Web site.

You will be redirected to **Web Site Pages**.
Creating Additional Web Pages

Creating a logical flow through your Web site will make visitors, customers and others feel more comfortable.

For example, all Web sites contain a Homepage. But beyond the homepage, what do you want visitors to see? About Us page? Contact Us page? Or do you want to showcase valuable information about the goods and services you provide?

Consider how visitors will navigate through your Web site when choosing the order of Web pages.

To add a page to your Web site:

1. Click **Web Site Pages**.
   
   This page contains five sections:
   
   - Add a Page to Your Web Site
   - Current Pages in Web Site Menu
   - Pages Not in Menu
   - Delete Pages
   - Password Protection (discussed in detail in **Password Protection** section of this guide)

   **Please Note:** If you purchased a specific Network Solutions® Web site package, the pages you selected earlier during the set up process will appear in under **Current Pages in Web Site Menu**. You can add additional pages as necessary.

2. To add a Web page, select a template from the page menu. An image showing the number of customizable content building blocks available on the page will appear.

3. Name the page to avoid confusion during the design process.

4. Click the **Drag Me!** icon and move the page to **Current Pages in Web Site Menu**. A Green or Blue bar will appear.

   **Please Note:** You will be able to create a Web site with a navigational menu that includes a main menu and a submenu (similar to a Table of Contents).

   The Green bar signifies the page will be included in the main menu on your Web site.

   The Blue bar signifies the page will be a submenu on your Web site.

   The design process is the same for each type of page, however.

   When creating a navigational menu, consider how visitors will use your Web site and set up pages accordingly.

   Drag any pages you're unsure about to **Pages Not in Menu**. If you decide not to use these pages, you can delete them permanently at any time. These pages will not show up on your Web site until you drag them back into the **Current Pages in Web Site Menu**.

   To delete a Web page, click and drag it over the Trashcan icon. When the trashcan highlights, release your mouse button to place the page into the trash.
WEB SITE PAGES

Edit Web Site Pages
Click on a page name to add content or modify settings.

Move Pages
To move a page, drag it to a different location in the menu.

Current Pages in Web Site Menu:
- About
- FAQ

Pages Notice Menu:
Drag pages here to remove them from your web site menu without deleting them.

Add a Page to Your Web Site
Choose one of the following to get started

- Suggested Page Layout or Blank Page
- Create a Page Layout
- Link to another Web site from navigation tree

You can change the page name to make it more meaningful to your web site.

new page name: [page name]

Then drag the icon into your web site and menu on the left.

998 pages remaining

Delete Pages
To delete a page, drag it to the trashcan.

Password Protection
Editing Your Web Site

Change Web site design
Set Web Site Width
Web Site Colors
Navigational Style
Title and Slogan
Text and Links
Featured Image
Change Web Site Design

To change your Web site design, click **Design Settings** located at the top of the page. Click **Change Web site Design**.

Preview other designs to find one that is more suitable for your Web site. Click **Select Design** to save your new design.

You can do this at any time during the design process and when updating your Web site after it has been published.
Set Web Site Width

Depending on your preferences, you can create a Web site with an expanded width. This will allow you to increase the amount of content shown on Web pages.

**Please note:** Not all Web site designs support the expanded width format.

To expand the width of your Web site:

1. Click **Design Settings** icon located at the top of the page.
2. Click **Web Site Width**.
3. Select **Expanded Width**.
4. Click **Save Changes**.

You can return to Standard Width at any time by following the same instructions. Keep in mind, however, that content added to Web pages may shift if you change widths while constructing individual pages.
Web Site Colors

Using complimentary colors throughout your Web site is a good way to present your business or organization in a professional, but personable manner. You can change the overall color scheme of the Web site or you can create a separate color scheme for each page.

Most Web site design templates have 2 to 4 color blocks that can be changed. To select a combination for your Web site:

1. Click Web Site Pages located at the top of the page.
2. Click the page you would like to edit from Current Pages in Web Site Menu.
4. Click the Colors tab at the top of the screen.
5. Choose from preselected blocks of color or use the color menu to create a unique palette.

Please note: By default, any color changes you make will be applied to the entire Web site. To change colors on a specific page, select Apply to this page only.

6. Select either Apply to this Page Only or Apply to Whole Web Site.
7. Click Save to apply color changes. Click the color tab to exit the color menu.

You can return to the color menu at any time to make changes while designing your Web site.
Navigational Style

Navigational style refers to Web site menu placement. Including a navigational menu on your Web site can help visitors easily reach specific pages on your site.

You can place this menu to the left of each page (left vertical) or to the right of each page (right vertical).

To select a particular navigational style:

1. Click Design Settings located at the top of the page.
2. Click Navigational Style.
3. Select Font and Font color of navigation buttons.
4. Select a navigational style.
5. Click Save Changes.

You can make changes to the navigational style at any time.
Title and Slogan

If you’re not satisfied with the title or slogan you’ve chosen for your Web site, you can change it.

To make changes to the Web site title or slogan:

1. Click Design Settings icon located at the top of the page.
2. Click Title and Slogan.
3. Choose which pages to include using the drop-down menu. All Pages is the default setting.
4. Fill in the appropriate field with a new title or slogan. You can select a new font, font size and font color. You can also enter in special preselected characters.
5. Preview changes before saving them.
6. Click Save.
Text and Links

Use this feature to customize the font, font size, color, and emphasis (bold, italics, underline) for the text used throughout your Web site or on individual pages. You can also customize the links on your pages.

To edit body text and body link style:

1. Click Design Settings icon located at the top of the page.
2. Click Text and Links.
3. Choose which pages to include using the drop-down menu. All Pages is the default setting.
4. Use the fields provided to make changes.
5. Preview changes before saving them.
6. Click Save.
Featured Image

To change the image that appears on your Web site:

1. Click Design Settings located at the top of the page.
2. Click Featured Image.

Choose which pages to include using the drop-down menu. All Pages is the default setting.

Use the drop-down menu to upload a new image from your computer, browse through ImageCafé® Image Library or browse through images you've uploaded into ImageCafé®.

You can also edit other images you've selected using the tools provided.

Add text to your image by selecting Show Text. You will be able to place text anywhere on the image.

Preview your changes before saving them.

Click Save to apply all changes.
Creating Web Pages

Web Page Editing Options
Designing/Editing Web Site Pages

Add/Delete Building Blocks
Text
Web Site Tools
Add Footer

HTML
Adding Images and Photos
Editing Images and Photos
Web Page Editing Options

To begin designing/editing Web Pages, click on the page you want to edit first. A menu will appear that includes the following:

- Edit Pages
- Change Page Name
- Delete Page
- Move Page
- Hide Page
- Change Search Engine Keywords

To edit pages, select **Edit Pages**.

To change page name, select **Change Page Name**. Enter the new name of the page into the field provided. Select **Save Changes**.

To delete a page, select **Delete Page** or drag the page to the Trashcan icon.

To move a page, select **Move Page**. Select where you would like to move the page. Click **Save Changes**.

By hiding pages, you will still be able to view and make changes to them. To hide a page, select **Hide Page**. Enter a message for the public to see when they land on the page after publishing the Web site. Select **Hide Page** to continue.

The hidden page will turn gray. You can reveal pages at any time by clicking **Unhide Page** located in the same menu.

If you want to add keywords and metatags to your Web site to attract search engines, click **Change Search Engine Keywords**. Fill out the form provided. You can also submit this information to Search Engines.
Designing/Editing Web Pages

Click **Web Site Pages** located at the top of the page.

Click on the Web page you want to design or edit. Select **Edit Pages** to add content, images, Web site tools or other items. You will be redirected to **Web Page Editor**.

Through Web Page Editor, you will be able to add content directly to the Web page template.

From Web Page Editor, you will be able to design/edit the following:

- Add/Delete Building Blocks
- Text
- Add Web Site Tools
- Add Footer

After saving these changes, you will be allowed to make additional changes at any time before and after your Web site is published.
Add/Delete Building Blocks

Building blocks are included to help keep you organized as you build individual Web pages. Preselected building blocks are displayed, but you can select different blocks using the menu directly above the Web page template. This menu includes the following:

- Building Blocks
- Pre-Built Layouts
- Saved Building Blocks

This menu is a useful tool when determining the best layout for your Web pages.

Building Blocks

To move single building blocks from the menu to the Web page template, click and drag one of the blocks shown above the building block menu. Drag the block to the appropriate section on the Web page template.

To customize single building blocks, click Menu located in the upper left hand corner of the block after moving it into place. Through this menu, you can name the block, change the color and thickness of the border or delete the block.

Even though some single building blocks include columns that cannot be altered, you can add or subtract columns on individual Web pages. To do so, click Column 1 located at the top of the first building block. Select the number of columns and select color and thickness of the lines surrounding the columns.

If you use a building block that contains an image, you can edit the image and align it within the block. Click Edit Image to make changes to the image. Click Align to move the image in the block.

To delete all types of building blocks, click Delete, located in the upper right corner of the block.

To reorder all building block types on a Web page, click the Gray bar that separates all blocks. Drag the block to the appropriate location.

Pre-Built Layouts

Instead of selecting single building blocks for your Web page, you can choose a pre-built Web page layout. Click the Pre-Built Layouts tab. Click and drag a layout as you would any other building block.
Please Note: When selecting from Pre-Built Layouts, keep in mind that each layout is meant to cover an entire Web page, not just replace one section. Pre-Built Layouts are comprised of blocks to be used as you would any other building blocks.

Saved Building Blocks

To save building blocks, click the Save Building Blocks tab and follow the instructions provided through Web Page Editor.
Text

To add or edit text on Web pages, choose the block where text should be placed. Click the **Edit Text button** found in the upper left-hand corner of the block.

You will be able to make changes to the appearance of the text using the text editing tools provided. Click **Continue** after making all changes.

**Please Note:** Building blocks used to insert items cannot support any type of text.
Web Site Tools

Add Web Site Tools to blocks that include **Insert Item buttons**. Click these buttons to search for the appropriate Web site tool.

**Please Note:** If you purchased a specialized Network Solutions® Web Site package for your business or organization, you will be given a select group of Web Site Tools to use and quick set up guides on how to apply them to your Web site.

You can purchase individual Web site tools a la carte to use on your Web site if you did not purchase a specialized Web site package.
Add Footer

A footer can include your Web Site address, company name and copyright or other information. To add a footer, click Add Footer located at the bottom of the Web page template. You will be able to create a customized footer using the editing tools provided.
Add HTML

To add your own HTML code to a Web page:

1. Click Web Site Pages.
2. Select a Web Page from Current Pages in Web Site Menu.
3. Click Edit Page.
4. Click and drag a single building block to the Web page.
5. Click Insert Item.
6. Click HTML > Continue.
7. Enter the code into the open field provided.
8. Select Show HTML or Hide HTML/View Formatting.
9. Click Continue.
Add Photos and Images

In addition to choosing a featured image, you may also include other images throughout your Web site. To add an image to a Web page:

1. Click Web Site Pages.
2. Select a Web page from Current Pages in Web Site Menu.
4. Click and drag a single building block to the Web page.
5. Click Insert Item.
6. Select Full-Size Image, Thumbnail Image, or Photo Album Creator > Continue.

Select the origin of the image from the drop-down menu. You will be able to preview the image before adding it to your Web site. Add a caption, ALT text or link and click Save Changes.

**Full-Size Image**

Full-size images are considered standard sized images. While you can make changes to the size, it will be downloaded to the Web page in its entirety.

**Thumbnail Image**

This is an image that will appear smaller on your Web site. To view it as a full-size image, visitors will have to click on it. Thumbnail images are used to save space on Web pages.

**Photo Album Creator**

If you want to upload a series of photos for friends, family, coworkers or others, creating a photo album is a good idea. When you choose this option, select which types of images to upload (images from your computer or images from the ImageCafé® Image Library). You will be redirected to the photo editing and uploading page.
Edit Photos and Images

After uploading photos and images or selecting them from the ImageCafé® Image library, use the editing tools provided to resize, rotate or readjust the brightness of a photo or image.

To edit photos and images:

1. Select a file folder.
2. Select a photo or image by clicking the box next to it.
3. Click Edit Image.
4. Use the tools provided to the left of the photo or image to make changes.

In addition to using the editing tools, you can also resize the photo or image by clicking Fit to Screen or View Actual Size located in the right-hand corner of the screen. Adjust the size by pressing the Zoom button.

If, after making changes, you aren’t satisfied, click Revert to Original located under the editing tools.

Please Note: Edits made to photos and images will be applied to all occurrences of the image on your Web site, unless you save it under a different file name.

To rename a photo or image, fill in the open field next to Rename Your Image with the new name of the file.

Click Save or Cancel.
Organize Photos and Images

Using a variety of photos, images, live video and other media can make your Web site more fun for visitors.

All images you save from ImageCafé® Image Library will be stored for you to use at any time.

Click Photos and Files located at the top of the page.

You will be redirected to photo and image storage.
Sort Files

To sort through photos and images, use the Sort By drop-down box found to the right of the images. You can sort by name, file size, date modified, and file type.

To move from page to page, use the Prev/Next buttons.

To rename, move or delete selected files, click the box next to specific photos or images. Use the buttons above to organize your files.
Upload Files

You can also upload photos and images to be stored in ImageCafé®.

To upload photo and image files, create a new folder.

1. Click Photos and Files located at the top of the page.
2. Click New Folder under Working with Folders. Choose a name for your folder and click Create New Folder.

Please Note: All folders must have a unique name.

Click Upload Files to upload photos and images from your computer. Choose a folder in which to store the files. Click Add to browse files. Click Upload to begin the upload process.

File Size Restrictions:

Images, graphics, compressed files or documents – maximum file size allowed 10MB.

File types: gif, jpg, jpeg, psd, mid, dxf, pdf, doc, wri, ppt, xls, txt, zip, sit

Multimedia, Flash or Shockwave – maximum file size allowed 50MB.

File types: mp2, mp3, ra, wav, wma, 3gp, avi, mov, mp4, wmv, asf, asx, mpg, mpeg, rm, swf

To retrieve files, click on the appropriate folder.
Interact with Customers

There are several ways to interact with customers through your Web site. Creating a message board, polls or using visitor feedback forms are all ways to gather additional information about visitors while providing a little entertainment.

Message Boards
EZ Polls
Visitor Feedback Forms
Message Boards

Message boards allow visitors to post their comments and read comments posted by others.

To generate a steady flow of communication, create interesting posts for visitors to respond to:

1. Ask questions
2. Provide additional information about your business or organization
3. Share interesting stories or other tidbits
4. Encourage visitors to post their own questions and topics as well.

To create a message board:

1. Click Web Site Pages.
2. Select a Web page from the Web site menu. This should be the page where you intend to include the message board.
3. Click Edit page.
4. Click Insert Item if building blocks are already in place. If not, drag a building block to the page. An Insert Item button will appear.
5. Select Message Board (BoardServer). Click Continue.
6. After reading the information provided, click Continue.
7. Read the Service Agreement and select the box next to it.
8. Click Continue. To customize your message board, follow the instructions provided through ImageCafé®.
EZ Polls

Creating a web poll is a good way to gather information about visitors while entertaining them.

To access EZ Polls:

1. Click **Web Site Pages**.
2. Select a Web page from the Web site menu. This should be the page where you intend to include the EZ Poll. Click **Edit page**.
3. Click **Insert Item** if building blocks are already in place. If not, drag a building block to the page. An **Insert Item** button will appear.
4. Select **EZ Polls**. Click **Continue**. Follow the instructions provided in the EZ Polls Set Up Wizard.

After you've customized your EZ Poll, an image of it will appear as a placeholder on the Web page you selected.
Visitor Feedback Forms

Please Note: Visitor feedback forms will no longer be offered to new customers. Only Customers who have been able to use this feature previously will still have the option to do so.

Visitor Feedback Forms allow you to collect valuable information about those who visit your Web site. Create questions to collect prequalified sales leads as well as gather personal comments from your visitors.

This form also allows visitors to request more information about a product or service directly from your Web site.

Customize your Visitor Feedback Form by:

- Selecting fields from the provided list
- Creating fields specific to your Web site
- Selecting the order in which the fields are displayed
- Deleting feedback fields if you determine they are ineffective
- Selecting different field types, to specify character length and appearance, when new fields are created
- Selecting the e-mail address to receive the Visitor Feedback Form

Follow the instructions provided on the form to customize it to suit your needs.
Promote Your Web Site

To further promote your Web site, click **Web Site Tools** located at the top of the screen.

You will be able to learn more about Search Engine Optimization, how submit your Web site to search engines and review site stats that can tell you information such as the number of visitors each page within your Web site receives, how often people are visiting your site and where they are coming from.
Track Your Web Site

Web site Counter
SuperStats® Pro
Turning SuperStats On/Off
Web Site Counter

Adding a web site counter allows you to track how many visitors you receive each day, each month or maintain a total count. You will receive daily or weekly reports that tell you how many hits were received.

Web site counters can be viewed by the public and serve as one way to measure Web site popularity.

To add a Web site counter to a Web page:

1. Click Web Site Pages.
2. Select a Web page from Current Pages in Web Site Menu.
4. Click and drag a single building block to the Web page.
5. Click Insert Item.
6. Select Counter > Continue.
7. After reading the introductory information provided, click Continue.
8. You will have to agree to the terms of your service agreement by clicking the box provided before adding a Web site counter. Click Continue.
9. Your order will be processed.
10. Click Continue.

To customize the counter:

1. Select Customize Now. You can also choose to customize the counter at a later date.
2. Click Continue.

To edit Web site counter functions, click General Features.

To customize the appearance of the counter, click Customize. Follow the prompts in both sections. Click Continue or Finish when you’re done.

To change the frequency of e-mail reports received, click E-mail Reports. You will be able select Daily or Weekly reports. Click Finish.

To view daily stats, click View Stats.
SuperStats® Pro

SuperStats® Pro is a useful tool that can tell you pertinent information about your Web site. Reports include:

- The number of people who visit your Web site each day
- Which Web pages visitors viewed the most
- Which Web pages visitors viewed the least
- How visitors navigate through your Web site (site menu, internal links, Web page URL)
- Where visitors are coming from to get to your Web site (Web site URL, search engines, external link)

To access SuperStats Pro, click the Web Site Tools icon located at the top of the page. Select Site Stats to view reports.
Turn SuperStats Pro On/Off

You can choose to create reports using SuperStats Pro. To activate this feature, click the Web Site Tools icon located at the top of the page. Select Options located underneath the SuperStats Pro icon. Click Enabled to turn SuperStats Pro on. Click Save Changes.
Publish Your Web Site

You can publish your Web site to the Internet at any time.

“Publish” means that your Web site will be available for everyone on the World Wide Web to see. Once you publish your site, it is “live.”

Simply click the Publish Web Site link at the top of the screen. You can re-publish your changes and edits each time you update your Web site and you can save versions of your Web site in order to revert to an earlier creation.
Restore Site

You can save up to three (3) published versions of your Web site at any time. You can return to any of these versions, in order to make changes to your current working version.

Please Note: You will only be able to save one (1) unpublished version of your Web site.

To restore your Web site to a previous version, click Restore Version located at the top of the screen.

Click Preview the Version to see the version before restoring it.

You can also undo all recent changes you make by clicking UNDO.
Password Protection

Password Protect Your Web site or Single Web Pages
Add User Access to Your Web site
User Limit
Unassign/Delete Pages
Password Protection Activation/Troubleshooting
Moving Password Protected Pages
Password Protect Your Web site or Single Web Pages

**Please Note:** On a multi-page Web site, you can add password protection to the entire Web site or to individual pages. On a one-page Web site, you can only apply password protection to the entire site.

Password Protection can be found by clicking **Web Site Pages**. Scroll down until you see **Password Protection**.

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To turn password protection on, click the **Click Here** button. Select **Turn Password Protection On**.

**To password protect your entire Web site:**

1. Select **Password Protect All Pages > Continue > OK**.
2. Create a **Username** and **Password** to use when accessing password protected Web pages.
3. Click **Save**.

**Please Note:** You must have at least one user name on your password-enabled list before assigning password protection to your Web site. You will be prompted to add a user if you haven't done so already.

You can add users or edit username information at any time. If you have multiple users on your list, you will have to check the boxes next to their usernames in order to allow them to view pages on the Web site.
To password protect a specific page:

1. Select Password Protect Select Pages > Continue > OK.

**Please Note:** Individual Web pages will not be protected until you select them. To do so, click on a Web page and select **Page Password Protection**.

2. A **Page Password Protection Control Panel** will open. Click **Enabled**. At this time, you can also choose which users on your list will be able to view the page.

3. Click **Save > OK**.

**Please Note:** Password Protection will not be enabled until you publish your Web site.

Before adding content to a password-protected Web site that’s already been published, test the password protection settings.

**Please note:** there could be a time gap between publishing your Web site and the activation of your password protection settings.

**Tip:** The first page of your Web site will not show the link **Page Password Protection**. When you elect to password protect your entire Web site, the first page will also be protected.
Add/Assign User Access to Your Web Site

If your Web site is password protected for the entire site:

1. Go to Password Protection.
2. Click the Click Here button located after Add or Modify User Accounts.
3. Click Add New User. The new username and password will appear in the Username list.
5. Check the box next to usernames to allow these users to view your entire Web site.
6. Click Save.

Please Note: To activate usernames and passwords you must publish or re-publish your Web site by clicking Publish in the top menu bar.

There could be a time gap between publishing your Web site and the activation of your password protection settings.

If your Web site is password protected for specific pages:

1. Go to Password Protection > Status.
2. Click Password Protect Select Pages > Continue.
3. Click on a Web page and select Page Password Protection.
4. Click on a password protected Web page to add a new user, then click Enabled.
5. Click Add New User.
6. Create new Username and Password and click Add User.
7. Assign specific pages the new user will be allowed to view by selecting the boxes next to usernames.
8. Click Save.

Please Note: To activate this user you must publish or re-publish your Web site by clicking Publish in the top menu bar.

There could be a time gap between publishing your Web site and the activation of your password protection settings.
User Limit

If you are using ImageCafé® with a Unix® Hosting package or a Do It Myself Web Site package, you can have a maximum of 20 users.
**Unassign/Delete Users**

You can deny users access to your Web site or select pages on the site at any time. To unassign users on your entire Web site:

1. Go to **Password Protection**.
2. Click the Click Here button located after **Add or Modify User Accounts**.
3. Uncheck boxes to unassign usernames and passwords. You can also remove the user completely by selecting **Delete**.
4. Click **Save**.

To unassign users from specific pages on your Web site:

1. Go to **Password Protection > Status**.
2. Click **Password Protect Select Pages > Continue**.
3. Click on a Web page and select **Page Password Protection**.
4. Click **Enabled**. Uncheck boxes to unassign usernames and passwords. You can also remove the user completely by selecting **Delete**.
5. Click **Save**.
Password Protection Activation/Troubleshooting

To activate password protection or update your password protection list, you must publish or re-publish your Web site by clicking Publish in the top menu bar.

Please note: There could be a time gap between publishing your Web site and the activation of your password protection settings.

Before adding new content to a password-protected page, first test the password protection settings on your live Web site by clicking on a page that is password protected. If password protection is working, you will be prompted to log in with a password.

If your password protection settings are not yet activated, please wait a while and test again. If it is not activated within two hours, please return to the ImageCafé® Control Panel. Check to see that you have correctly set up the password protection settings, and publish your Web site again.

Username Problems

The user name should contain between 3 and 20 alphanumeric characters. If you get an error message that the user name is already in use, please choose another name.

Password Problems

The password is case sensitive and should be between 3 and 12 alphanumeric characters.
Moving Password Protected Pages

Move a password protected page the same way you would move any of your Web site pages.

**Please Note:** Password protection settings will move with the page as long as you are not moving the page to the first page of your Web site or moving it into a submenu location.

If you move the page to the first page of your Web site, the password protection settings are automatically removed. Moving the page to a submenu location will cause the password protection settings to inherit the same settings as the main page.

Complete your page reorganization, reset your password protection settings if necessary, and republish your Web site for the changes to take effect.

**If your entire Web site is password protected, moving pages will not affect the password protection.**
Tools Setup Guides

Blog
Contact Management
Coupon Creator
Customer Site Search
Document Library (Basic)
Donate Button
eBusiness Card Sender
E-referrals
Event Calendar
Form Creator
MapQuest
Polls
Real Estate MLS Search
Real Estate News
Real Estate Property Listings Manager
RSS Feeds
Time Tracker
Setup Guide: Blogs

Creating and maintaining a blog is a great way to communicate with clients, customers and others who visit your Web site. Blogs can be used to:

- Introduce new products or services
- Inform visitors about upcoming events
- Offer a unique perspective into your business or personal life

The blog you received with your Web Site Solutions package is called an embedded blog. This means all visitors will be able to view blog posts on your Web site instead of having to visit a third-party Web site.

In addition to being able to add regular blog posts, you can also give visitors the opportunity to post comments. This can generate even more interest in your Web site.

This guide will show you how to create and manage blog posts, upload images and video clips and manage blog comments.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool after completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Edit Your Web Site Pages in the main window of the Web page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the Blog will be placed.


Step 4: Add a Blog to Your Site

1. Click the building blocks menu item.
2. Click and drag a block onto your page.

**Step 5**: Click Insert Item. Select Tools > Continue. Select Blog > Continue.

**Step 6**: Enter a Display Name, Username and Password. Click Create Blog.

**Another way to add a blog to your Web site:**

1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the Blog icon (located under Tools) and drag it to the building block.

3. Follow the prompts provided to complete installation.

**Creating a Blog Post**

**Please Note**: You must publish your Web site first before you will be allowed to add blog posts.

To add a new blog post:

1. Go to your Web site and click the Admin Login button located on your blog.

2. Enter Your Username and Password and click Continue.

3. Click Write to create a new blog post.

Each time you add information to your blog, you will be creating a new blog post. Blog posts are usually conversational in tone and speak directly to the reader. The reasons for starting a blog may determine how each post will be written, however.

For example, if you want to update visitors about goods and services you provide, blog posts may be formal and businesslike. If you manage an organizational or personal Web site, you may want to speak to visitors in a more casual tone.

When writing a new post, choose a specific topic to write about so the reader will remain engaged from beginning to end. You can write as many blog posts as you want each day, depending on your needs.

Compose your blog post within the blog editor.
Use the editing tools provided to enhance your blog. Editing tools include:

- **Cut**, **Copy**, **Paste**, **Undo**, **Redo**
- **Bold**, **Italics**, **Underline**, **Strikethrough**
- **Left**, **Center**, **Right**, **Full**
- **Paragraph Justification / Text Alignment**
- **Unordered List**, **Ordered List**, **Outdent**, **Indent**
- **Text Highlight (Background) Color**
- **Font family**, **Font size**
- **Select Font Color**
- **Choose Font Style**
- **Select Font Size**
- **Superscript**, **Subscript**, **Insert Symbol (special characters)**
Managing Your Blog

Change Your Password

To change your password:

1. Go to ImageCafé® Web Site Creator.
2. Click Web Site Pages and select the web page where your blog has been placed.
3. Click Edit Item in the left-hand corner of the building block that includes the blog icon.
4. Type in a new password in the open field provided and click Save.

Edit/Delete Blog Posts

To edit/delete blog posts:

1. Log in to the blog.
2. Locate the blog post you want to edit/delete from the list of blog posts provided.
3. Click Edit to make changes to the blog post. You will be redirected to the blog editor. After making your changes, click Preview or Publish Now!
4. To delete a blog post, click Delete.

Please Note: When you edit an existing blog post, the date and time of the blog post will not change from the original publication date.

Managing Blog Comments

Even though visitors have the opportunity to add comments to your blog posts, these comments will not appear on your Web site unless you allow them.
To edit comments posted by visitors:

1. Log in to the blog.
2. Locate the comments attached to blog posts.
3. Review the comments and click **Approve** or **Delete**.

Comments that have been approved will be published on your Web site. You can delete comments, published or unpublished, at any time.

**Adding an Image or Video**

**Capturing Image URL’s**

**Please Note:** Use only royalty-free Internet photos and images or obtain written permission by the owners of all photos or images you want to use.

An image URL is needed in order to add an image to your blog post. Depending on the Web site browser you use, there are several ways to capture an image URL.

If using Microsoft® Internet Explorer, right-click on the image and select **Properties**.

![Right-Clicking with Internet Explorer](image.png)

Using your mouse, highlight the entire **URL**. Press the right-click button on the mouse and select **Copy**.

![Image Details](image2.png)
If using Firefox®, right-click on the image and select **Copy Image Location**.

![Firefox right-click menu](image)

If using Safari®, right-click on the image and select **Copy Image Address**.

![Safari right-click menu](image)

**Inserting Images into a Blog Post**

To insert an image into a blog post, click **Insert/edit image** located in the blog editor:

![Blog editor menu](image)

In the window that appears, right-click and select paste to place the URL into the **Image URL** field.

**Please Note:** Adding an image description and modifying the other settings is optional.
Click **Insert** and the image should appear within the blog editor.

**Using Images Stored in ImageCafé®**

See the ImageCafé User Guide for more information on sorting and filing images and photos.

To upload stored images and photos from ImageCafé:

1. Go to ImageCafé and click **Web Site Pages**.
2. Select a **Blank Page** from the page menu and give it a name.
3. Drag the page to **Pages Not In Menu**.

5. Publish your new page. This page will remain invisible to visitors.
6. Type http://www.mywebsite.com/myimages.html (fill in your own domain name/webpage name) into your Internet browser. This page will contain the images and their URL's.
7. Using your mouse, highlight an Image URL. Right-click on the highlighted text and select copy.
8. Click **Insert/edit image** located in the blog editor.
9. Right-click and select paste to place the URL into the **Image URL** field.

10. Click **Insert** and the image should appear within the blog editor.

**Inserting Video**

The easiest way to insert Internet video clips is to use popular online video Web sites such as **YouTube** or **Vimeo**.

**YouTube Videos**

To add a video clip from YouTube™:

Copy the URL of the movie from the YouTube Web site. Using your mouse, highlight the Image URL and press right-click. Select copy.

Click the **Insert /edit embedded media** button in your blog editor:

Paste the URL into the **File/URL** field on the blog editor. Using your mouse, right-click on the field and select paste.
Click **Insert**. A placeholder for the video will appear within the blog editor.

![Insert/edit embedded media button](image)

In the **File/URL** field of your blog editor, paste the video URL. Using your mouse, right-click on the field and select paste.

Click **Insert**. A placeholder for the video will appear within the blog editor.

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**Vimeo Videos**

To add a video clip from Vimeo:

Copy the URL of the vimeo video you want to use. The number at the end of the URL is the unique identifier for your video, so make sure you copy the entire URL. Using your mouse, highlight the Image URL and press right-click. Select copy.

In the blog editor, click the **Insert/edit embedded media** button:

![Insert/edit embedded media button](image)

In the **File/URL** field of your blog editor, paste the video URL. Using your mouse, right-click on the field and select paste.

Click **Insert**. A placeholder for the video will appear within the blog editor.
Check out this video:

Too funny!

Click **Preview** to view your blog post to see the video clip. Click **Publish Now!** to allow visitors to view the blog post and the video clip.

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Contact Management

Welcome! This guide will help you use Network Solutions® Contact Management System. This system is useful for those who want to create and manage leads and contacts as well as email marketing campaigns.

Getting Started

If you’ve already created your web pages, go to Adding Contact Management Forms.

Step 1: Log in to Account Manager

1. Log in to Account Manager at: http://www.networksolutions.com. The login can be found in the upper right corner of the page. If you’ve forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, enter ImageCafé® Web Site Creator by clicking Web Site Builder Tool within the left column of the page. Click the Web Site icon to begin.

2. Click on the Updates and Alert Tabs. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool.

Step 2: Create a Page

Follow the instructions for creating a Web page.

Adding Contact Management Forms

Adding contact management forms to your Web site helps to generate additional business information. Visitors to your site will be able to fill out a simple form that provides you with their contact information. This information will be added to your contacts or leads lists.

To add a form:

1. Click Insert Item > Tools.

2. Click Form Generator to view the types of forms available. Select the type of form to display on your Web site and click Continue.

Please note: Within Form Generator there are two types of forms: Customizable forms to collect Web site visitor data and forms for lead and contact management.

Another way to add a contact management form:

1. Click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the Form Generator icon (located under Tools) and drag it to the appropriate building block.
3. Select the type of form to display and follow the prompts provided to complete installation. You will be able to choose from two types of forms: Customizable forms to collect Web site visitor data and forms for lead and contact management.

**Please Note:** If the forms you are looking for cannot be found under Form Generator, locate the Contact Manager icon (under Tools). Drag and Drop this icon into your building block to see which forms are available.

**How to Use the Contact Management System**

The first screen in the contact management system is called the Dashboard. From here, you can manage all the components that make up your particular content/campaign management package.

At the top of the dashboard, there are three (3) tabs: My Home Page, Marketing and Tools. Use these tabs to navigate through the system.

**Contacts (or Leads)**

To manage your contacts (or leads), click Marketing > Contacts.

From the contact list, you can send e-mail to individual contacts, view contact information and filter contacts to generate specific e-mail lists based on the types of contacts and leads you have.

**Add a contact (or lead)**

1. Click the Green Plus Sign located above your contacts (or leads) list.

2. Fill out the form provided and click Save.

You can now send e-mail, edit, duplicate or delete their information. To return to your contacts list, click Contacts (or leads) at the top of the page.

**Edit Contact (or lead) Information**

Click edit/del next to individual contacts (or leads) on your list to make changes to their information.

Click on the name of a contact (or lead) to send e-mail or to edit, delete or duplicate their information. You can also locate the contact (or lead) on a map.

Click More Information to view e-mail sent to the contact (or lead) or to view other administrative tasks performed.

**Create Contact (or lead) Views**

Grouping similar contacts (or leads) together helps you determine the best marketing strategies for those on your contacts list. Use the Filters drop-down menu to select specific contact (or lead) views.

1. Click New located next to the Filters drop-down menu to add a new contact (or lead) view.
2. Click **Edit** or **Delete** next to the **Filters** drop-down menu to add restrictions or to include other contacts in a specific view.

**Campaigns**

To create or manage your campaign, click **Marketing > Campaigns**.

**Create a campaign**

1. Click the **Green Plus Sign** located at the top of the leads list.

2. Fill out the form provided and click **Save**.

To return to your campaigns list, click **Campaigns** at the top of the page.

Click **edit/del** next to individual campaigns to make any changes.

**Create Campaign Views**

Creating campaign views is an easy way to manage multiple e-mail campaigns. Use the **Filters** drop-down menu to select specific campaign views.

1. Click **New** located next to the **Filters** drop-down menu to add a new campaign view.

2. Click **Edit** or **Delete** next to the filter drop-down menu to make changes to this list.

**E-mail Campaigns: Sending E-mail**

1. Click on the **name** of an e-mail campaign.

2. Click **More Information**.

3. Click **Load List** after selecting the contacts or leads view you want to send mail to.

To add existing contacts (or leads) included in another campaign, click **Select Contacts**.

To add new contacts (or leads) not assigned to a specific campaign, click **Add Contacts**.

4. Click **Send Mail** after selecting the individual contacts and leads within the view. *(Mark the checkbox at the top of this list if you want to include every contact in the view.)*

**Please Note:** You can only send e-mail from the e-mail account you created when purchasing your Network Solutions® package.

1. Create a message or click **Select E-mail Template** to choose from a variety of e-mail and newsletter templates.

2. Click **Browse** to upload attachments.

3. Specify the e-mail box portion of the "From" address. You will **not** be able to change the domain portion of the address – this will be determined based on your Network Solutions® account.

4. Click **Save, Send** or **Cancel** when finished.
Notes

Please Note: This section is used create notes about individual contacts, campaigns or other areas of your business. These notes are for administrative use and cannot be sent to anyone on your leads or contacts list.

To create or view notes, click Tools > Notes.

Create a note

1. Click the Green Plus Sign (+) at the top of the notes list.

2. Select a contact name to attach the note to. Use the search function provided to find the contact or lead.

3. Choose the type of account the note relates to.

4. Give your note a title by entering it into the open field provided.

5. Click Browse to upload any files to upload attachments.

6. Compose your note in the open field provided.

7. Click Save after you're finished.

Click Notes to return to the notes list.

To view a note, click on the note title in your list.

Edit/delete notes by clicking Edit or Delete next to individual titles.

Calendar

To create or manage your calendar, click My Home Page > Calendar.

Add New Event

1. Click the Events tab.

2. Click Add and select the type of event.

3. Fill out the form provided and click Save.

Add To Do

1. Click the To Dos tab.

2. Click Add and select the type of To Do.

3. Fill out the form provided and click Save.

View Events and To Dos
Click **Day, Month, Week** or **Year** tabs to view events or to dos. Use the **arrows** on either side of the date heading to move between dates.

Click the **Settings** icon located next to the date heading to share your calendar with others or to create time settings.

**Reports**

**Create a Report**

1. Click **My Home Page > Reports**.

2. Click the **Green Plus Sign (+)** to create a new report. Choose a category from the list provided. Fill in the appropriate information.

   To view a report, click on a report listed in the reports list.

   You will be able to customize the report by choosing the format or by exporting the report to PDF or Excel. You will also be able to print the report.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Set Up Guide: Coupon Creator

Welcome! This guide will teach you how to use Network Solutions® Coupon Creator. If you want to promote your business, new product or service, offering a discount coupon or free gift coupon is a great way to increase sales.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool after completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where Coupon Creator will be placed.


Step 4: Add Coupon Creator to Your Site

1. Click the building block tab. Drag a building block to the location on your Web page that you would like to add a coupon creator to.

2. Click Insert Item within the building block you just added.

3. From the Insert Items list, click Tools > Continue.

Another way to add a coupon creator to your Web site:

1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the Coupon icon (located under Tools) and drag it to the building block.
3. Follow the prompts provided to complete installation.

**Using Coupon Creator**

**Step 1: Card Information and Display**

To create a coupon for your Web site, use the fields provided to add promotional information. You are not required to enter information for every field.

To change font, font size or font color, use the drop-down boxes provided, which are indicated by the icons to the right of the appropriate field.

**Step 2: Include Image or Logo**

To add your business or organization logo, click **Browse** and follow the prompts provided to upload the image.

**Step 3: Add Background Color**

To select coupon background color, click the **color selector** located next to the open field.

**Step 4: Save and Preview Your Coupon**

Click Save once you're satisfied. To preview your coupon, click Preview Web Site at the top of the ImageCafé® tool.

**Step 5: Edit Your Coupon**

To change your coupon, go to the **Web Page Editor** and click **Edit Item** within the same building block.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Customer Site Search

Welcome! This guide will teach you about Customer Site Search. When you add search capabilities to your Web site, users will be able to search through your site for specific products or services as well as conduct local searches. Customer Site Search is powered by Google®.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to Account Manager at http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click Updates and Alerts and find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be redirected to the Web Site Builder Tool upon completion of this setup.

Step 2: Begin Creating a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Page

1. Click Web Site Pages located at the top of the screen. Follow the instructions provided to choose specific Web pages to edit.

2. Click the Web site page where the Site Search will be placed.

Please Note: Web pages can be found under the heading Current Pages in Web Site Menu. Select Edit Page and you will be redirected to Web Page Editor (which will display the current design of your Web page).

Step 4: Add Site Search

1. Click the Web Site Tools icon found at the top of the page.

2. Click Edit next to Site Search.

Configuring Customer Site Search

After clicking Edit, you will be given the opportunity to create a Site Search that best compliments your site.

Step 1: Customizing Site Search for Your Site
1. Use the color selector to choose Button Text color and Button Background color.
2. Choose the alignment (Left/Center/Right) of the search field and the search button.
3. Choose where to display Site Search on your Web site. (Show on Home Page Only, Show on All Pages, Do Not Show). Click **Save Changes**.

**Step 2: Save and Preview Your Site Search**

1. Once satisfied with your customized choices, click **Save Changes**.
2. To preview your site search, click Preview Web Site at the top of the ImageCafé® tool.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Document Library (Basic)

Welcome! This guide will teach you how to upload important documents (contacts, spreadsheets, presentations, etc.) to share with those who visit your Web site. This function is beneficial if you have forms or important information you want to share with customers and others.

Getting Started

If you’ve already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you’ve forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you’ve already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Edit Your Web Site Pages in the main window of the Web page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where documents can be found by visitors.


Step 4: Add Documents to Your Site

1. Click the building blocks menu item.

2. Click and drag a block onto your page.

Step 5: Click Insert Item. Select Document Library > Continue.

Another way to add documents to your Web page:

1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the Documents icon (located under Texts and Docs) and drag it to the building block.
3. Follow the prompts provided to complete installation.

**Creating and Uploading Documents**

**Step 1:** To add documents to your document library, click **Add New**.

**Step 2:** Name the document by filling in the open field under **Name**.

**Step 3:** Create a description of the document and enter it in the open field under **Description**.

**Step 4:** Click **Browse** to upload a document. Click **Upload**.

**Step 5:** Click **Save Changes** when you're finished.

To edit or delete a document, click Edit or Delete next to the document menu.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Donate Button

Welcome! This guide will teach you how to create a Donate button on your Web site. If your business or organization accepts donations, adding this button on your Web site allows visitors to make donations quickly and safely.

You must have an active PayPal® Premier or Business Account associated with your e-mail address in order to accept credit card donations. When visitors click on the donate button, they will be taken to the PayPal Web site to complete the transaction.

Getting Started

If you’ve already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you’ve forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you’ve already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Edit Your Web Site Pages in the main window of the Web page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the PayPal Donations button will be placed.


Step 4: Add the Donate Button to Your Site

1. Click the building blocks menu item.

2. Click and drag a block onto your page.

Step 5: Within the building block, click Insert Item.

Step 6: Select PayPal Donation. Click Continue.

Another way to add a donate button:
1. After adding a building block, click the **Insert Item** tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the **Site Search** icon (located under **Tools**) and drag it to the appropriate building block.

3. Follow the prompts provided to complete installation.

**Step 7**: Configure the button by entering the e-mail address you use to access your PayPal account, the Donation Name, and Select Currency.

**Step 8**: Choose a **Style Button**.

**Step 9**: Click **Create Button**.

Once your Web site has been published, click the Donate Button to make sure it works properly.

You will be redirected to the PayPal Web site.

You must have an active PayPal Premier or Business Account associated with your e-mail address in order to accept credit card donations.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: eBusiness Card Sender

Welcome! This guide will teach you how to create an online business card that you can include in e-mail correspondence. Communicate with customers in a professional manner by sending an electronic business card complete with your business or organization's logo and contact information.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

   **Please Note:** If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the eBusiness Card will be placed.

   **Please Note:** Web pages can be found under the heading Current Pages in Web Site Menu. Select Edit Page and you will be redirected to Web Page Editor (which will display the current design of your web page).

Step 4: Add the eBusiness Card to Your Site

1. Click and drag one of the building blocks located at the top of the screen to the appropriate section of the Web page.

2. Click Insert Item within the building block you just added. Choose Tools from the insert items list, then Continue.

3. Select eBusiness Card Sender from the tools list, then Continue to include this in your page.

Another way to add an eBusiness card to your Web page:
1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the eBusiness Card icon (located under Tools) and drag it to the building block.

3. Follow the prompts provided to complete installation.

**Using eBusiness Card Sender**

**Step 1: Card Information and Display**

To create an electronic business card, fill in the appropriate fields with the information you would like to include. You are not required to enter information for each field.

To change font, font color or font size, use the drop down boxes provided, which are indicated by the icons immediately to the right of the appropriate field.

**Step 2: Include Image or Logo**

To add your business or organization logo, click Browse. Follow the prompts provided to upload your image.

**Step 3: Select Background Color**

To select eBusiness Card background color, click the Color icon located next to the open field.

**Step 4: Save and Preview Your Card**

Click Save once you are satisfied.

To preview your card, click Preview Web Site at the top of the ImageCafé® tool.

**Step 5: Editing Your Card**

If you would like to change or edit your card, go to the Web Page Editor and click the Edit Item button within the same building block.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: e-Referrals

Welcome! If you generate business mostly from referrals of satisfied customers, e-Referrals can help.

Customers can instantly refer your services to their friends, family and coworkers by clicking the e-Referrals button on your Web site and forwarding your business contact information and Web site URL in the easy-to-use form.

Adding an e-Referrals button to your Web site is a great way to attract new business and persuade customers to spread the word about the goods and services you have to offer.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool after completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Page

1. Click Web Site Pages located at the top of the screen. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the e-Referrals button will be placed.

Please Note: Web pages can be found under the heading Current Pages in Web Site Menu. Select Edit Page. You will be redirected to Web Page Editor (which will display the current design of your Web page).

Step 4: Add e-Referrals to Your Site

1. Click and drag one of the building blocks located at the top of the screen to the appropriate section of the Web page.

2. Click the Insert Item button within the building block you just added. Choose the eReferral Link from the insert items list, then click Continue.
Another way to add an e-Referral form to your Web site:

1. After adding a building block, click the **Insert Item** tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the **e-Referrals** icon (located under **Tools**) and drag it to the appropriate building block.

3. Follow the prompts provided to complete installation.

**Using eReferrals**

**Step 1: Referral Button Type**

You can choose from three different colors: **blue**, **green** or **gray**. You can also choose from three different messages: **Invite to Site, Recommend or Invite Friends**.

**Step 2: Invitation Details**

The eReferral will be sent via e-mail from your site to the designated user. The subject line, body and web site URL are all pre-filled; however, you can create your own customized message.

**Please Note:** e-Referrals is meant to send invitations to encourage people to visit your Web site. You cannot use e-Referrals to receive email of any kind.

**Step 3: Adding to Your Web Site**

Click **Add Invite to Site** to add an e-Referrals button to your Web site.

**Step 4: Preview the Referral**

Preview the placement of the eReferrals button on your Web site by clicking Web Site Preview at the top of the ImageCafé® tool.

After you publish your Web site, customers and others will be able to use e-Referrals to inform others about your business at any time. A text e-mail will be sent to those invited to visit your Web site.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Event Calendar

Welcome! This guide will show you how to use your event calendar. Placing an event calendar on your Web site is a good way to alert visitors about upcoming events and other information.

Getting Started

If you’ve already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you’ve forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

   Please Note: If you choose not use Network Solutions® Web Hosting or you’ve already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the event calendar will be placed.


Step 4: Add Event Calendar to Your Site

1. Click the building block tab. Drag a building block to the location on your Web page that you would like to add an event calendar to.

2. Click Insert Item within the building block you just added.

3. From the Insert Items list, click Tools > Continue.

   Another way to add an event calendar to your Web site:

   1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

   2. Click on the Event Calendar icon (located under Tools) and drag it to the building block.

   3. Follow the prompts provided to complete installation.
How to Use Event Calendar

To begin using your event calendar, click Edit Item in the building block where you placed the event calendar.

You will be redirected to the calendar's administrative view. From here, you will be able to:

- View daily, weekly and monthly calendars
- Update/Delete/Copy events
- Schedule recurring and one-time events
- Search for existing events

Changes made to the administrative view will appear on a public calendar view that is located on your Web site. Visitors will not be permitted to make changes to your calendar from this view.

Adding Events

Step 1: Select Event Day

1. Use weekly or monthly calendar views to add an event. To view weekly or monthly calendars, use the Week or Month tabs located at the top of the calendar.
   
   a. To switch from week to week, click the Week tab and use the arrows located at the top of the calendar.
   b. To switch from month to month, click the Month tab and use the arrows located at the top of the calendar.

2. Click the Add Event button at the top of the calendar to add an event.

Step 2: Fill Out Event Calendar Form

1. To add a one-time event:
   
   a. Select one-time event.
   
   b. Click the calendar icon located next to the date field if you change your mind and want to schedule the event on another day.
   
   c. Select a time frame for the event. Click start/end time if the event is not an all-day event. Use the drop-down menu to select the start time (end time is optional).

2. To add a recurring event:
   
   a. Select recurring event.

Please Note: Recurring events may not be scheduled for more than one day at a time.

   b. Click the calendar icon located next to the date field if you change your mind and want to schedule the event for another day.
c. Select one of the following: daily, weekly, monthly, or yearly.

d. Select a specific day when adding weekly or monthly recurring events. Select a month and day when adding yearly recurring events.

3. Select a time frame for the event.

Click start/end time if the event will not be an all day event. Use the drop-down menu to enter in the start time (end time is optional).

4. Create a category name for the event.

   a. Click Manage to add or edit category names. Click Edit to change the name of a category. Click on the field to remove existing category names. Type in a new category name and click Save.

   b. Click Delete to remove category names.

   c. Click Add New to create a new category.

After creating categories, use the drop-down menu to select a category for the new event. Once you create a category, it can be used each time you schedule an event.

5. Choose a title for the event and enter it into the space provided.

The next steps are optional, but can help you provide more information to those interested in attending the event.

1. Add an event description that provides additional information such as a list of event speakers, event schedule or directions for attending the event.

2. Enter the location of the event.

3. Add your Web site URL or another Web site URL so people can find additional information about the event.

4. Click Save to add the event to the calendar.

To exit the event calendar, close the window by clicking the X in the upper right hand corner of your screen.

Update/Delete/Copy Events

From the administrative view, you can update, delete or copy events from daily, weekly or monthly calendar views.

To update scheduled events, click the Yellow Pencil located next to the event title.

To delete scheduled events, click the Red Subtract Sign located next to the event title. You will be shown the event details. Click Delete this event to remove it from your calendar.

To add an additional date to a scheduled event, click the Green Plus Sign located next to the event title. Select a new date and click Save. The event will appear on the new date in your calendar.
Event Search

To search for a particular event:

1. Click the Search button located at the top of the event calendar.

2. Enter the title of the event or the category name the event has been placed under into the keyword search box provided.

3. Choose a starting date to create a range for your search and click Search.

A list of events that match the keyword will be shown. From this list, you can view event details or edit, copy or delete events.

Additional Information

For additional information, please visit http://customersupport.networksolutions.com/

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Form Generator

Welcome! This guide will teach you how to create simple forms you can use on your Web site. By adding customizable forms such as "Contact Us" or "Reservations", you will be better able to gather information needed to fulfill customer expectation.

Getting Started

If you’ve already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to create your Web pages.

2. Click on the Web page you want to add a form to and click Edit Page.

Step 4: Add a Form to Your Web site

1. Click and drag one of the building blocks located at the top of the screen to the appropriate section of the Web page.

2. Click the Insert Item button within the building block you just added. Choose Tools from the Insert Items list and click Continue.

3. Select Form Generator to view the types of forms available. Select the type of form to display on your Web site and click Continue.

Please note: Within Form Generator there are two types of forms: Customizable forms to collect Web site visitor data and forms for lead and contact management.

Another way to add a form:
1. After adding a building block, click the **Insert Item** tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the **Form** icon (located under **Tools**) and drag it to the building block.

3. Select the type of form to display and follow the prompts provided to complete installation. You can choose from two types of forms: ![Customizable forms to collect Web site visitor data](image) ![Forms for lead and contact management](image).

   **Please Note:** If the forms you are looking for cannot be found under Form Generator, locate the **Contact Manager icon** (under **Tools**). Drag and Drop this icon into your building block to see which forms are available.

### Types of Forms

#### Customizable Forms

At the top of the form, you will see a toolbar that includes the following:

- ![Save](image): Saves changes made to your form.
- ![Properties](image): Opens tools bar on the right where you can edit some basic form properties.
- ![Finish](image): Saves the form, closes the window, and inserts the form into your web page.
- ![Reports](image): Query for form submissions

#### Build Form

1. Click and drag one of the form features from the **Toolbox** (located to the right of the form) to the form.

   Toolbox options include:

   ![Toolbox Options](image)

   - **Text**: Add text
   - **Heading**: Add Heading section
   - **TextBox**: Add text input box question
   - **TextArea**: Add long text input box question
   - **DropDown**: Add dropdown field. You can include single or multiple selections
   - **CheckBox**: Add checkboxes. User can choose multiple options
   - **RadioButton**: Add radio buttons.
   - **DatePicker**: Add date picker. A pop-up calendar will open.
   - **Submit Button**: Add a submit button

2. Click **Click me to edit** to add/customize text.

Depending on the type of form you want to create, some of the essential information fields such as name, e-mail and phone number may already be in place. You can customize these fields by clicking on them.

To delete a form feature, click the **Red X**.
Customize Form

1. Click **Power Tools** located to the right of the form to view additional features you can use to customize the form. Power Tools include:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captcha</td>
<td>Add CAPTCHA check to protect the form from spam.</td>
</tr>
<tr>
<td>StarRating</td>
<td>Add a star rating question. User can choose stars from 1-5.</td>
</tr>
<tr>
<td>PasswordBox</td>
<td>Add a password question. User can choose characters from 1-5.</td>
</tr>
<tr>
<td>FormCollapse</td>
<td>Add a separator. This allows you to hide some questions.</td>
</tr>
<tr>
<td>AutoComplete</td>
<td>Add a text field that can detect what user is trying to enter and complete it.</td>
</tr>
<tr>
<td>BirthDatePicker</td>
<td>Add a birthday picker. The user will be able to choose day, month and year.</td>
</tr>
<tr>
<td>Image</td>
<td>Add an external image inside your form.</td>
</tr>
</tbody>
</table>

2. Click **Properties** to further customize your form. You can choose from:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>Set the background color of your form.</td>
</tr>
<tr>
<td>Font</td>
<td>Set Font Type for your form.</td>
</tr>
<tr>
<td>Font Size</td>
<td>Set Font Size for your form.</td>
</tr>
<tr>
<td>Font Color</td>
<td>Set Font Color for your form.</td>
</tr>
<tr>
<td>Header URL</td>
<td>Integrate your site design within your form by adding your site Header URL.</td>
</tr>
<tr>
<td>Footer URL</td>
<td>Integrate your site design within your form by adding your site Footer URL.</td>
</tr>
<tr>
<td>ThankYou URL</td>
<td>Set your own post-submission page from your site. Thank You URL must be a URL.</td>
</tr>
<tr>
<td>Send E-mail</td>
<td>Set &quot;yes&quot; if you would like to receive an email every time there is a new submission.</td>
</tr>
<tr>
<td>E-mail</td>
<td>Insert an email address to receive emails from your form.</td>
</tr>
<tr>
<td>Form Status</td>
<td>To disable your form, set form status to &quot;Disabled&quot;. Users will not be able to see or submit this form.</td>
</tr>
<tr>
<td>Spam Check</td>
<td>A silent spam check makes sure the form is being submitted from a real browser.</td>
</tr>
</tbody>
</table>

E-mail Alerts

To receive an e-mail each time a user fills out and submits one of your forms:

1. Click **Properties**.

2. Find **Send E-mail** and choose **Yes** from the drop-down menu.

3. Enter the e-mail address into the open field below Send E-mail.

4. Click **Save** at the top of the page to save the information.

Click the **Finish** icon located at the top of the form to add a placeholder to the web page building block.

Edit Form

1. Click **Edit Item** in the building block that includes the form placeholder.
2. Make changes to your form using form features from the Toolbox, Power Tools and Properties. Click Save when you’re finished.

Preview Form

Preview your form by clicking Web Site Preview at the top of the ImageCafé® web site creator tool.

Contact Management Forms

Adding contact management forms to your Web site is a good way to compile contact information about prospective clients and others.

While contact management forms are not as customizable as other forms, you will still be able to choose text size, color, font, and other properties. You will not be able to add fields.

Please Note: Deleting a field on contact management forms is not recommended. If you decide to delete a field, you will not be able to add it later on.

Assigning Campaign Names

By assigning campaign names to your forms, all contact information collected will be automatically stored within the contact management system. The campaign name you assign will not appear on the form after you publish your Web site. You can use existing campaign names or create a new campaign.

Please Note: New campaigns are created in the system upon receipt of the first completed form from a Web site visitor.

Additional Information

For additional information, please visit http://customersupport.networksolutions.com/

Contact a Network Solutions® Customer Service Representative 24/7 via email or by calling 1.800.333.7680
Setup Guide: MapQuest®

Welcome! This guide will show you how to add a map to your Web site. Maps that provide directions to your storefront business can increase customer visits and hopefully increase sales. This Web Site Tool is also useful if you have multiple locations.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the map will be placed.


Step 4: Add a Map to Your Site

1. Click the building block tab. Drag a building block to the location on your Web page that you would like to add a coupon creator to.

2. Click Insert Item within the building block you just added.

3. From the Insert Items list, click MapQuest.

Another way to add a map to your Web page:

1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the Map icon (located under Tools) and drag it to the appropriate building block.
3. Follow the prompts provided to complete installation.

**Adding a Map**

**Step 1:** Fill in the address form provided. Click **Add Location to List**.

**Please Note:** To add multiple locations to your map, fill in the address form with additional address locations. Click **Add Locations to List** after entering the address of each additional location. Each location will be listed below the form.

To delete a location from your list, click the **minus sign (-)** to the left of the entry.

1. Select **Location Market Style** and click **Continue**.

2. Preview your map and click **Save Changes**.

**Step 2: Edit MapQuest**

To make edit your map, click the **Edit Map** button located in the right-hand of the building block where the map has been placed. You can add new locations or delete old locations and change location marker styles.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: EZ Polls

Welcome! This guide will show you how to create Web polls on your Web site that can be used to create an interactive experience for visitors. Use EZ Polls to learn more about visitors or to simply entertain them. You can customize the way your poll looks and create your own questions and answer choices. Send poll results to those in your email list if you want and archive poll results as well.

Getting Started

If you’ve already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you’ve forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool after completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Edit Your Web Site Pages in the main window of the Web page. Follow the instructions provided to choose specific Web pages to edit.

2. Click the Web site page where EZ Polls will be placed.

Please Note: Web pages can be found under the heading Current Pages in Web Site Menu. Select Edit Page. You will be able to redirected to Web page Editor (which will display the current design of you Web page.)

Step 4: Add EZ Poll to Your Site

1. Click and drag one of the building blocks located at the top of the screen to the appropriate section of the Web Page.

2. Click the Insert Item button within the building block you just added.

3. Choose EZ Poll from the insert items list, then Continue.

Another way to add an EZ Poll to your Web page:
1. After adding a building block, click the **Insert Item** tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the **EZ Poll** icon (located under **Tools**) and drag it to the building block.

3. Follow the prompts provided to complete installation.

**Managing an EZ Poll**

**Step 1: Creating an EZ Poll**

1. Click **Continue** after reading the Welcome Message about EZ Polls.

   **Please Note:** While your first EZ Poll is free, to upload new polls, refer to your current **Service Agreement** to learn more about monthly costs and fees.

2. You will be redirected to a checkout page. Read the **Service Agreement**, then check the box next to it. Click **Continue**.

3. Click **Continue** on the purchase confirmation screen.

4. Select **Customize Now** if you want to create your poll immediately. Click **Continue**. This will take you to the EZ Poll dashboard.

   **Please Note:** If you want to create a poll at another time, select **Customize Later**. A default version will be used as a placeholder on **Web Page Editor**. To customize your poll later, go to **Web Page Editor** and click **Insert Item** in the appropriate block.

5. Click **Configure Poll** on the EZ Poll dashboard to create a new EZ poll.

   **Please Note:** From this page, you will be able to reset polls, email poll results and archive poll results. You can also edit email reporting addresses or view current polls.

**Step 2: Customize Your EZ Poll**

1. Use the form provided to create your poll. Create a poll title, poll questions and answer choices.

2. Select the remainder of the options including colors, font type and poll width.

3. Click **Finished** when you’re done.

**Step 3: Preview your EZ Poll**

1. To preview your EZ Poll, click Preview Web Site at the top of the ImageCafé® tool.

2. You can also preview on the EZ Poll dashboard by clicking **View Poll**.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions Customer Service Representative 24/7 via email or by calling 1.800.333.7680.
Setup Guide: MLS Search

Welcome! This guide will teach you how to insert an MLS Search Link to your Web site. By adding an MLS Search link, visitors will be able to search for properties available in your area.

Getting Started

If you've already created your Web pages, skip to the next section.

Step 1: Log in to Account Manager


2. Click the Go button located under Set Up Your Services.

Follow the prompts provided to get started.

Please Note: If you choose not to use Network Solutions® Web hosting or you've already created a Web site, you can enter ImageCafé® Web Site Builder Tool from the left navigation menu. Click the Web site image to begin.

Step 2: Edit Web Pages to Insert Items

1. Click the Web Site Pages icon located at the top of the screen.

2. Select the Web page you want to add MLS Search to. Available Web pages can be found under Current Pages in Web Site Menu.

3. Click Edit Pages.

4. Click and drag a building block to the Web page.

5. Click Insert Item.

6. From the Insert Items list, click Tools > Insert a Link to Your MLS Page > Continue.

Configuring MLS Search

1: Select a state to view relevant MLS Search links.

2: Select an MLS Search link to add to your Web site.

3: Enter the URL of an MLS Search link you would like to add to your Web site.

4: Create a short description of the link (optional).

5: Choose the type of MLS Search button to use on your Web site.

6: Click Save Changes when you're finished.

Please Note: An MLS Search placeholder will appear in the building block until you publish your Web site.

Additional Information
For additional information, please visit http://customersupport.networksolutions.com/.

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Real Estate News

Welcome! This guide will teach you how to add real estate news sources to your Web site.

By providing up-to-date news stories about the real estate market, you will be able to inform and educate visitors.

Getting Started

If you've already created your Web pages, skip to the next section.

Step 1: Log in to Account Manager


2. Click the Go button located under Set Up Your Services.

Follow the instructions provided to get started.

Please Note: If you choose not to use Network Solutions® Web hosting or you've already created a Web site, you can enter ImageCafé® Web Site Creator by clicking Web Site Builder Tool from the left navigation menu. Click on the Web Site image to begin.

Step 2: Edit Web Pages to Insert Items

1. Click the Web Site Pages icon at the top of the screen.

2. Select the Web page you want to add real estate news sources to. Available Web pages can be found under Current Page in Web Site Menu.

3. Click Edit Pages.

4. Click and drag a building block to the Web page.

5. Click Insert Item.

6. From the insert items list, click Tools > Insert News Source > Continue.

Configuring Real Estate News Sources

Please Note: Real Estate News sources will not appear on the Web page until your Web site is published.

Step 1: Select News Sources

Select from the list of real estate news sources available. You can select more than one news source to display on your Web site.

Step 2: Customize Headline Display

1. Select the number of news articles to display at any one time.
2. Customize the headline display further by selecting font size and color, alignment, and border color and width.

3. Click **Save Changes** once you've finished.

**Please Note:** A Real Estate News placeholder will appear in the building block until you publish your Web site.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Property Listings Manager

Welcome! This guide will show you how to use the Property Listings Manager tool included in your Real Estate Web Site Package. Using this tool, you will be able to:

- Present up-to-date property listings for homes for sale, vacation rentals and rental properties
- Add/delete properties as your inventory changes
- Include detailed descriptions of properties and communities
- Showcase specific listings
- Include multiple photos, links to virtual tours and videos of properties

Managing available properties using Property Listings Manager will enhance your ability to communicate with clients and present listings in a professional manner.

Getting Started

If you've already created your Web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager


2. Click Updates and Alerts from the left navigation menu and find the Set Up Your Services section.

3. Follow the prompts provided to get started.

Please Note: If you choose not to use Network Solutions® Web hosting or you've already created a Web site, you can enter ImageCafé® Web Site Creator by clicking Web Site Builder Tool from the left navigation menu. Click the Web Site image to begin.

Follow the instructions provided for creating a Web site.

Step 2: Edit Web Pages

1. Click on the Web page you want to add a Web Site Tool to. Web pages are located under Web Site Pages to Edit.

2. Click Edit Pages.

Step 3: Add Property Listings Manager

1. Click the building block tab. Drag a building block to the location on your Web page you want to add a property listing to.

2. Click Insert Item in the building block you just added.

3. From the insert items list, click Tools > Property Listings Manager > Continue.

Please Note: You will only be able to include one type of property listing per Web page in your Web site. To add more than one type of property listing to your Web site, select a new Web page by clicking Web Site Pages at the top of the screen.

Select or create a new Web page and insert Property Listings Manager on the page. Select the type of property listing to display.

Using Property Listings Manager

From the Property Listings Manager administrative view, you can review and edit existing properties or add new properties.

Clients and prospects will only see the public view once you’ve published your Web site and will not be permitted to make any changes to property listings.

Updating and Maintaining Property Listings

To update and maintain property listings, log into ImageCafe® and click Web Site Tools located at the top of the page. Click the Property Listings Manager icon.

After publishing your Web site, property information added to Property Listings Manager will be automatically updated and published to your site unless you want to keep it hidden from public view. See Tips for Enhancing Property Listings below to learn more.

Property List Summary View

At the top of the page in the administrative view, you will see two tabs: Properties and Layout.

The Property List Summary View is located under the properties tab and will be displayed when you enter the administrative view of the Property Listings Manager.

To begin:

1. Select the type of property listing you want to view (choose from Properties for Sale, Property Rentals or Vacation Rentals).
2. Click the Green Bar above current listings to add a new property listing.
3. To edit an existing listing, find the property and click Edit Listing Details.

For either task, you will be redirected to Edit Property Listing Details.

Add/Edit Listing Features

Use the fields provided on the Edit Property Listing Details page to enter property information.

Fill in all required fields.

From the public view, site visitors will be able to use these helpful tools: Print, Email, Map It and Calculate Mortgage. These tools are not functional from the administrative view.
To edit your e-mail information:

Please Note: From the public view, clients will see a Contact Agent button that provides e-mail address information.

1. Click the pencil/paper icon next to the e-mail address shown at the top of the details page.
2. Type in the e-mail address you want to use and click Save.

Please Note: The default e-mail address shown is the e-mail address that's on file with Network Solutions®. The e-mail address used will be displayed on all property listings.

Tips for Enhancing Property Listings

1. Fill in as many open fields as possible to give clients a detailed overview of the property. Non-required open fields will disappear from the public view if left unfilled.
2. Use virtual tours, video and images to increase interest in a property. Add thumbnail images to showcase special aspects of the property.
3. Highlight important properties by selecting Yes in the Spotlight Listing field.

In the public view, spotlight listings have a colored border and appear at the top of the property list.

4. Check Show in the Display this Listing field to allow visitors to view details about a property. If you want to add a listing, but not display the details of the listing, check No. You can edit this information at any time.

5. Add remarks about special features associated with a property and list other information that may prompt increased interest from site visitors.

6. To save the information you've entered, click Save. Click Save and Exit when you're ready to leave Property Listings Manager.

If you forget to save the information, you will be asked to do so before exiting.

Layout

In addition to providing information about available properties, you will be able to select a layout in which to feature them.

There are four (4) Listings Detailed View options and four (4) Listings Summary View options to choose from.

Please Note: The layouts you select will be applied to all property listings.

Select the layout options that suit your needs and click Save Changes.

Additional Information

For additional information, please visit http://customersupport.networksolutions.com/
Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: RSS Feed

Welcome! This guide will show you how to use Network Solutions® RSS Feed. If you want to feature news alerts or specific industry news and articles on your Web site in real time, RSS Feed is a way to provide a constant stream of information.

What is RSS Feed?

RSS stands for 'Real Simple Syndication'. By adding RSS feed to your Web site, you will be able to receive a steady stream of web content from a variety of Web sites that allow their content to be shared over the Internet.

Web content shared via RSS feed includes world, national and local news, industry specific news, blogs and Internet articles.

What are the Benefits of RSS Feed?

Adding RSS feed to your Web site is a way to provide visitors with a continuous stream of content without having to spend hours writing the content yourself.

For example, if your Web site caters to those who work in a specific industry, adding RSS feed is a way to help these visitors stay current in what is happening within that industry.

Now that you know more about RSS feed, follow the instructions below to add RSS feed to your Web site.

Add RSS Feed to Your Web site

Visit Web sites that offer the types of web content you want to feature on your Web site. You can also visit online RSS feed directories to find Web sites that offer RSS feed.

Enter 'RSS feed directory' into your search engine to view lists of available directories that include URL information.

An example of an RSS feed URL shortcut: http://www.nnn.com/nnn.rss

Cut and paste the URL shortcuts found in RSS feed directories or on Web sites that provide RSS feed into the RSS Feed Web Site Tool.

Please Note: You can only add Web content via RSS feed to your Web site from Web sites that offer RSS feed.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.
Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool after completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where RSS Feed will be placed.

Please Note: Web pages can be found under Current Pages in Web Site Menu. Select Edit Page. You will be redirected to Web Page Editor (which will display the current design of your Web page).

Step 4: Add RSS Feed to Your Site

1. Click and drag one of the building blocks located at the top of the screen to the appropriate section of the Web page.

2. Click the Insert Item button within the building block you just added. Choose RSS Feed from the insert item list, then Continue.

Another way to add RSS feed to your Web site:

1. After adding a building block, click the Insert Item tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the RSS icon (located under Tools) and drag it to the building block.

3. Follow the prompts provided to complete installation.

Configuring RSS Feed

Please Note: You will not be able to view RSS feed until your Web site is published.

Step 1: Insert URL Feed

In the space provided, cut and paste the URL provided on the Web site whose content you want to use. This is not the URL of the Web site, but a URL provided by the Web site to give you access to their feed.

Please Note: To add multiple RSS feeds, insert a plus sign (+) between each URL.

Step 2: Select RSS Feed Setting Options
1. Choose the number of news articles or other content to show at any one time. Keep in mind how much space is available so you don't overcrowd the Web page.

2. Choose the font and font size using the drop-down menu provided.

3. Select alignment.

4. Choose font color, background color, border color and border width.

**Please Note:** Your selections will be shown on your Web site after you publish it.

**Additional Information**

For additional information, please visit [http://customersupport.networksolutions.com/](http://customersupport.networksolutions.com/)

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Setup Guide: Time Tracker®

Welcome! This guide will show you how to use Network Solutions® Time Tracker. If you bill hourly for your services or you want to show customers how long it takes to complete certain tasks, Time Tracker® can be a useful tool.

Getting Started

If you've already created your web pages, skip to the next section of this guide.

Step 1: Log in to Account Manager

1. Log in to your account: http://www.networksolutions.com. The login link can be found in the upper right hand corner of the page. If you've forgotten your log-in information, please visit: https://www.networksolutions.com/manage-it/forget-login.jsp.

Please Note: If you choose not use Network Solutions® Web Hosting or you've already created a Web site, click the Web Site Builder Tool tab on the left navigation menu. Click on the Web Site image.

2. Click the Updates and Alerts tab. Find the Set Up Your Services section on the page.

3. Click the Go button to select a domain name and set up e-mailboxes. You will be rerouted to the Web Site Builder Tool upon completion of this set up.

Step 2: Create a Page

Follow the instructions provided for creating a Web page.

Step 3: Edit Your Web Site Pages

1. Click Web Site Pages located at the top of the page. Follow the instructions provided to choose specific Web pages.

2. Click the Web site page where the Time Tracker will be placed.

Please Note: Web pages can be found under Current Pages in Web Site Menu. Select Edit Page. You will be redirected to Web Page Editor (which will display the current design of your Web page).

Step 4: Add Time Tracker to Your Site

1. Click and drag one of the building blocks located at the top of the screen to the appropriate section of the Web page.

2. Click the Insert Item button within the building block you just added. Choose Tools from the insert item list, then Continue.

3. Select Time Tracker from the tools list, then Continue to include this in your page.

Another way to add time tracker to your Web page:
1. After adding a building block, click the **Insert Item** tab at the top of the page to choose the appropriate Web Site Tools.

2. Click on the **Time Tracker** icon (located under **Tools**) and drag it to the appropriate building block.

3. Follow the prompts provided to complete installation.

**Configuring Time Tracker®**

**Please Note:** You will not be able to view Time Tracker until your Web site is published.

**Step 1: Managing Users**

1. Go to **Web Site Tools** located at the top of the page.

2. Scroll down and click **Use** beneath the Time Tracker icon.

3. Time Tracker will default to the **Manage Users** dashboard.

4. To add users, click the **Add New** button.

5. Fill in the user’s information (first, last, username, password, email and whether they are an admin, user or reporting user).

6. Click **Save**. This will also send the user an email with their username and password included.

**Step 2: Generating Reports**

1. Go to **Web Site Tools** at the top of the ImageCafé® tool.

2. Scroll down and click **Use** beneath the Time tracker icon.

3. Click the **Reports** button in the top-right corner.

4. Select whether you would like to report on **All Activity** or if you would like to narrow it down by choosing **By Category**.

5. Enter the **Start Date** and **End Date** for the report.

6. Click **Download**.

**Step 3: Widget Options**

1. Go to **Web Site Tools** at the top of the ImageCafé tool.

2. Scroll down and click **Use** beneath the Time tracker icon.

3. Click the **Widget** button in the top-right corner.

4. Use the field provided to create a title that will appear above Time Tracker. If you don’t want to include a title, leave the default text.

5. Click **Save** when you have entered a satisfactory title.
Using Time Tracker

To begin using Time Tracker, view your published page or preview your page by clicking Preview Web Site.

Step 1: Creating a New Entry
1. Click Add New to create new tasks.
2. Complete the fields (client, project, task, description, start date, end date) pertaining to your specific entry.
3. Click Save once the information has been entered.
4. Click the Play button to start the stopwatch.

Step 2: Editing or Viewing Existing Entry
1. Click View/Edit to make changes to existing tasks.
2. Click the down arrow to view more details about each event.

Step 3: Exporting a Report
1. Click Export to move information about tasks to another area.
2. Click Download to view a report on each task.

Please note: This will export to a Microsoft® Excel spreadsheet.

Additional Information

For additional information, please visit http://customersupport.networksolutions.com/

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680.
Resources

For additional information, please visit http://customersupport.networksolutions.com/

Contact a Network Solutions® Customer Service Representative 24/7 via e-mail or by calling 1.800.333.7680