

# Setting up Your Site

## Your Site

Click on *Your Site* to begin building your web pages.

### Main Menu

#### Your Information

Make changes to your name and contact information here. Your merchant account information, shipping options, and tax options are here as well.

#### Your Library

The images that you wish to include for display or download on your website are stored in your library.

#### Your Warehouse

All of the products that you can sell on your website are stored here, in your virtual warehouse. You can add new products, delete old products, or update existing products.

#### Your Site

Build your web site!

#### Your Orders

View and add notes to orders that customers have made here.

#### Your Suggestions

Send us suggestions on how you would improve the builder.

#### Your Mailing Lists

Manage your mailing lists here.

#### Your Marketing

Access to marketing information and tools.



## Your Site Capabilities

### Your Site



Build your web site!

In the *Your Site* section of your uBuilder you have the ability to:

- Name your site
- Choose a template
- Add and edit pages
- Add content to your pages
- Set your home page
- Edit navigation buttons
- Change the order of navigation buttons
- Upload a custom banner
- Enter Meta information
- Edit continue shopping link...etc.

## Site Name

The first thing you will want to do is name your site. The name you enter into this box will be what appears at the top left or right corner of the site, depending on which template you choose. Just type the name you would like in the box and click "Rename Site" to save it. Try and keep the name short as you may run out of room, again depending on your template. (Instructions will be given later if you want to place a logo at the top of your site instead of the standard text.)

### Site Name

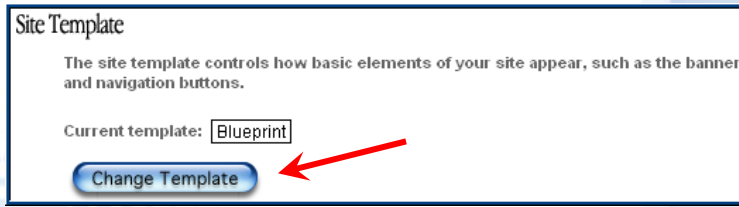
The site name appears on your site's banner and on the top of the web browser window. You should try to keep the name of your site shorter than 30 characters or even less, depending on which Site Template you choose.



Rename Site

## Change Template

The site template controls how basic elements of your site appear, such as the banner and navigation buttons. To change your template just click “Change Template”



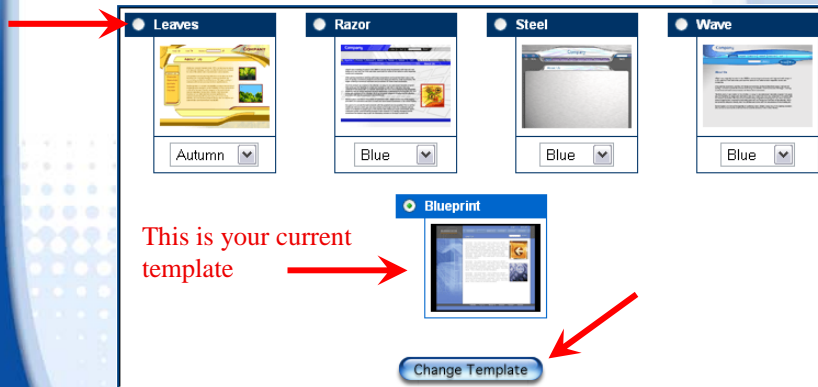
## Choosing a Template

Click on a blue book next to one of the template categories to see your template options.



## Choosing a Template (cont.)

Select the radio button next to the template you desire.  
Click on the “Change Template” button at the bottom of the page and your new template will be applied.



## Enlarging Template Examples

If you would like to view an enlarged version of a template you are considering, just click on the template image and a larger version will appear in the upper left corner of your browser.

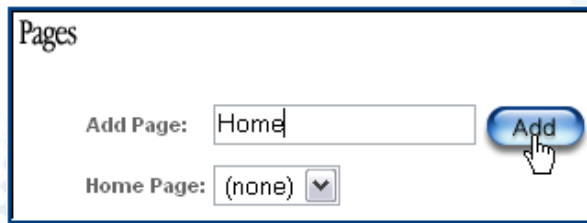
**Reminder:** Close the enlarged preview before clicking on another template image to preview.



## Adding a Page

To add a page, type the page name in the box under the heading *Pages* and click the “Add” button.

**Reminder:** You must first add a page before you can preview or add content to your site.

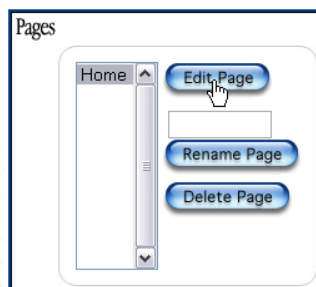


The screenshot shows a window titled "Pages" with the following elements:

- An "Add Page:" label followed by a text input field containing the word "Home".
- A "Home Page:" label followed by a dropdown menu currently set to "(none)".
- A blue "Add" button with a mouse cursor hovering over it.

## Edit a Page

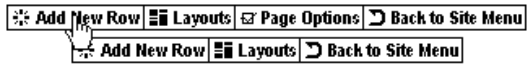
After you add a page, 3 new options will appear; Edit Page, Rename Page and Delete Page. If you want to see a quick preview of the template you have chosen or edit a page, select the desired page and click *Edit Page*. This will take you to where you can add content to that specific page.



The screenshot shows a window titled "Pages" with the following elements:

- A list box containing the page name "Home".
- Three blue buttons: "Edit Page", "Rename Page", and "Delete Page".
- A mouse cursor hovering over the "Edit Page" button.

## Edit a Page (cont.)



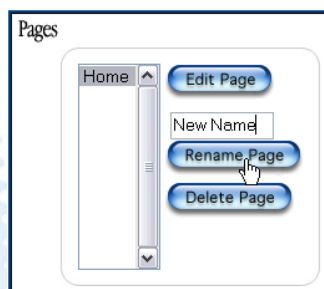
Click on *Add New Row* to be taken to the *Add Content to Your Site* page. This page displays the choices in content that can be added to your selected page. Your choices include:

- Text
- Library Item (images, music, ebooks or flash)
- Library Item and Text
- Product (from warehouse)
- Contact Form
- Opt-in Mailing List Form
- HTML (for those experts)
- Blank Spacer

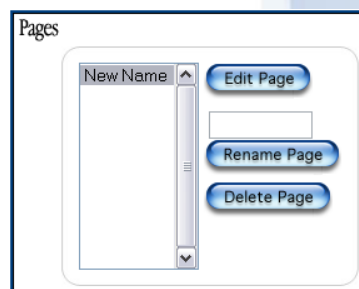
## Renaming a Page

To rename a page, select the page which needs to be renamed, type the new name in the box to the right of your page listing and click on *Rename Page*.

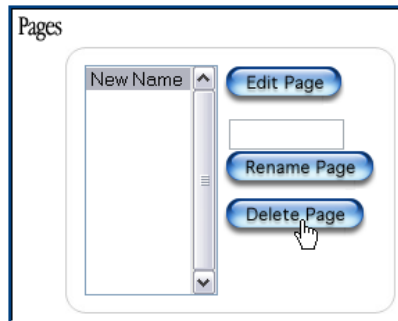
Before



After



## Deleting a Page

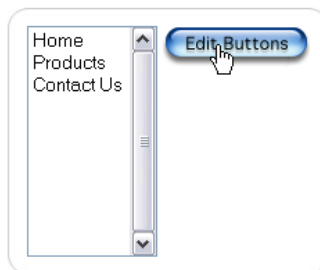


To delete a page, simply select the desired page from the page listing and click *Delete Page*. A prompt will appear asking if you are sure you want to delete this page. Click “Ok” and the page, along with all its content, will be removed.

## Edit Navigation Buttons

Navigation buttons are applied to your template and appear on every page of your site and are used to link customers to the main pages of your site. This section of the *Your Site* page allows you to choose which pages you would like to associate a navigation button with. You can also change the order in which they show up on your template.

### Navigation Buttons



## Site Settings

### Site Settings

Click here to upload a custom banner, enter in Meta information, or control other small attributes pertaining to your site.

[Edit Site Settings](#)

In this section you have the ability to upload a custom banner or logo that you have created, enter your meta information, deactivate the View Cart button and edit the continue shopping link for your shopping cart. Just click on the *Edit Site Settings* button to gain access to all of these options.

## Previewing Your Site

When you are done building your site and want to preview it, click on the *Preview Site* button at the bottom of the page.

### Publish Site

When you are done building your site, you need to publish it so that others may view it. You cannot "unpublish" a site once you have published it, so be sure that your site is ready before you publish it!

Last Publish Time: Your site has not been published yet.

[Preview Site](#)

[Publish Site](#)

**Reminders:** You first must have created a page in order to preview. Your shopping cart will not work in a preview of your site, only in a published site.

## Publishing Your Site

When you are done building your site and want to publish it, click on the *Publish Site* button at the bottom of the page. Once it is published you can still go back and make any changes that you need to and click the button again to publish your changes.



**Reminders:** Make sure that your Shipping Options, Merchant Gateway and Tax Options have been configured before you publish. Once your site is published you cannot “unpublish” it.

## Conclusion

This concludes our overview of the *Your Site* section of the uBuilder. We hope that this has been helpful in getting you more acquainted with the uBuilder. If have any questions regarding setting up your website through the builder, feel free to give us a call at (888) MYEBIZ-1.