

## Build a Website with Site Delux

**Establish an account with Host Centric (This is the first major step...getting an account set up.)**

- Go to [www.hostcentric.com](http://www.hostcentric.com)
- Click on **Get Started**
- Decide on the Account Package you wish to purchase. Be sure to read all of information there. Follow the directions on the Host Centric Site to set up an account. If you need help, call their number that is given on the page. The support people will help you get the account and domain name set up. You also have the option of choosing the packages you wish to purchase.

After you get an account set up with a site address, then follow the steps below:

- In “Create a new site” choose **Choose from the gallery**
- The Web site template page opens. Click on Start **with an Express Site template**
- Click **Choose** on About My Organization.
- You can enter the name of your group now then click **Next**. (In order to stay with these instructions, it might be best to wait to add the rest of your information.)
- Click **Next** on the Site page 2 for now. (Add information later.)
- On Page 3 of the Site click on **Choose from all designs**. There are 313 designs available. You can choose from a design category or scroll through the All Designs pages. The Business and Professional Category might be a good one.
- **Click on the small template of your choice to load it.**
- If you are satisfied with it, click **Use this design**. Be aware that you always have the option of changing your design. We can do that later.
- Click on **click here to continue working**.
- On the All My Sites page, click on **About My Organization**.
- An editable website will appear.

**Edit and Add Your Own Personal Information.** You will be using the blue bar at the bottom of the website page to build your site from this point.

### **Add Pages to the Navigation Bar**

1. Click on **Add Page** from the blue bar at the bottom of the page. This page will be the first item on your navigation bar after the Home page. (The order can be rearranged later)
2. **Add a page title for this page.**
3. Fill the dot on **Display this page on the Navigation Bar.**
4. Click **Done**
5. **Continue to add the pages as many pages as you want and have them display on the navigation bar.** Remember, you can add more pages at a later time or delete pages you no longer wish to keep.
6. **After you have all of your pages made for now, click on one of them from the navigation bar.** The page will open. You are ready to work on this first page.

### **Editing Your Page**

1. You will notice options for **Editing Text, Editing Site Title, Editing Page Title and Editing Navigation.** Perhaps you don't want all of these Edit Text Boxes. **To get rid of the ones you want to delete, Click on Delete Items (on the blue bar at the bottom of the page, choose the one with the Trash Can Icon.)** Anytime you need to rid your page of items, this is how you do it.
2. **Scroll down the page and click on the little box of the right of any item you want to delete. Click Done.** The items will be gone. Wish you hadn't deleted one, you will learn how to quickly re-add as many as you want.
3. Back on your page, **click on an item to add text, title, page title or navigation, whatever you decide to do first.**

### **Editing Text**

1. Click on one of the **Edit Text** icons.
2. A text box appears. Note that the default is Bold and Italic. If can **override** this if you so desire by clicking the override button at the top of the box.
3. **Look through the two bars of options to familiarize yourself with them.** (Hold your curser over the icons you want to identify and be aware of their presence for later use.)
4. **Type your text.**
5. **If you want to remove space above and below this text, click on the box below the text.**
6. Click **Done**.
7. Your text appears on your page.
8. Not happy with it? Click on Edit text again and change the items you want to alter.

Note: You have the option to Copy and Paste text from Microsoft Word or other programs in the text box. There is a special Icon for Pasting Word Text in the second line of icons.

**BE AWARE THAT ANY TIME YOU NEED ADDITIONAL HELP ON ANY ITEMS LISTED HERE YOU CAN CLICK THE ?Help ICON AT THE FAR RIGHT OF THE BLUE BAR ON YOUR PAGE.**

### **Other Options:**

#### **Add a link to your page:**

- Click on the **Add a Link** icon on the blue bar at the bottom of the page.
- **Choose the place on the page where you want to add a link.**
- Choose the link you want to add (to a **website**, to a **mail message** (e-mail address) or to **another page in this site**.)

- **Follow the direction on the screen to add your link.** (Type the text your visitors will see, e.g. ORTA and add the required information) Note that you can alter the text appearance also.
- You have added a link.

### **Add a table to your page:**

- Click on **Add a Table** on the blue bar at the bottom of the page.
  - **Fill in the desired table properties.** (You can always edit these if you wish.)
  - Click **Done**.
  - Click **Edit table** and follow **the directions on the page to personalize your table.**
- Need help? Click on **?Help** on the blue bar.

### **Move Items**

- Click on the **Move Items** icon on the blue bar.
- **Click on the box beside of the item you wish to move.**
- Click **Continue**.
- Click on the **Move it here** box to place the item.
- Your item is moved.

### **Copy Items**

- Click on the **Copy Items** icon on the blue bar.
- **Click on the box beside of the item you wish to copy.**
- Click **Continue**.
- Click on **Copy it here**.
- Your item is copied to a new place.

### **The Picture Gallery**

**All pictures used in your site must first be uploaded to the Picture Gallery or you can choose from the clip art and pictures available from the Site Delux categories.**

- Click on **Picture Gallery**.
- Click on **Simple Picture Upload**. (I recommend using this rather than the Bulk Picture Upload but that can be your choice.)
- Click on **Browse** to find the picture on your machine.
- Click on **Done**. Your picture appears in the gallery.
- Continue loading the pictures you will use on your site.
- Click Done.

### **Add a Picture to a Page**

- Click on **Add Picture** from the blue bar at the bottom of the page.
- Click on **Add it here**.
- **Click on the box beside of the picture you wish to use. NOTE THAT YOU ALSO HAVE THE OPTION OF CHOOSING FROM SITE DELUX'S BUILT-IN CLIPART AND PHOTOS.**

This is really fun!

- Note the display options: size, alignment, title and caption, picture frame and linking possibilities. (Linking would allow your visitor to click a picture and go to a web site, page, etc. of your choice.)
- Make your choice and click **Done**. You have the option to Edit your picture if you would like to change its appearance. Many times I think actual size is a good size for choice, especially with the clip art.
- Want to remove the picture? Remember, just click on delete items and follow the instructions as we did earlier.

### **Site Add-Ons**

This is a very special place. You have options to do many neat things to your site here.

- **Click Site Add-Ons**
- Click on **Add it here**.
- There are four tabs: **Recommended, Business Tools, Site Extras and Multimedia**.

1. Recommended:

- Add a photo gallery
- Easy forms builder
- Add a map to your website
- Add an RSS feed to your site
- Recommend this site
- Page counter
- Weather viewer
- Add a Site Map
- Add your own html

2. Business Tools

- Weather viewer
- Add a site map
- Add Your own HTML

3. Site Extras

- Add a photo gallery
- Guestbook
- Page counter
- Weather viewer
- Add your own HTML
- Add a site map
- Date and time stamp
- Auto last updated stamp
- Table gallery

- Animated cursors
- Site search
- 4. Multimedia
- Add a photo gallery
- Add an RSS feed to your site
- Support for audio
- Support for video
- File download
- Add news feeds powered by Moreover
- Add your own HTML
- Support for Flash

To use any of the items in Site Add-ons, follow the instructions on the given page. We can help with this if you need it. Contact me at [dullmann@hickory-hills.net](mailto:dullmann@hickory-hills.net) .

**One that you are likely to use is FILE DOWNLOAD.** This allows you to upload files to your website that your visitors can download. E.g. you want to add your membership form to the site that you have created in Word or another word processor.

Steps:

- Click on **Site Add-ons**.
- Click on **Add it here**.
- Choose **Multimedia**.
- Click on add under **File Download**.
- Click on **Upload**.
- **Browse your computer to find the file you want to use.**
- Rename the file if necessary. (**There can be no spaces in the file name.**)
- **Type the text that your visitors will click.**
- Click **Choose** beside the file to use.

- **Test your link to open the file we have added.**

### **Preview Your Site:**

- Click **Preview Your Site** on the Blue Bar at the bottom of the page.
- Click through the pages to see how they look and find items you may want to change.
- To change items on a page, simply click the name of the page on the navigation bar and go to work.

### **Publish Your Site:**

- Click on **Publish to Web**.
- Use your site URL e.g. [www.noblerta.org](http://www.noblerta.org) to visit your new site on the web. (Note: It may take a few hours for a new site to appear at first publishing.)

Best wishes as you work with your new website.

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