



## Website Software Customer Manual

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## Website Builder Software Manual

### A. Login

- a) Go to [www.mightymiramichi.com](http://www.mightymiramichi.com) and click on Member Log-in
- b) Enter Login ID: **miopen** Password: **55kmuseum**
- c) Select site to work on and click on it.

### B. Text:

1. To add text
  - a) Click "Add Text" on the toolbar.
  - b) Click "Add It Here" where you want to add the text.
  - c) Type your text into the editing box.
  - d) Click "Done".
2. To format text
  - a) Select the text you want to format by highlighting it with your mouse.
  - b) Edit the selected item by clicking any of the buttons within the text editor.
  - c) After making your changes click "Done".
  - d) Click "View as HTML" if you want to edit your text using the HTML language.

### C. Images

1. To upload pictures
  - a) Click the "Add Picture" button on the Toolbar.
  - b) Choose a location for the image and click the nearest "Add It Here" button.
  - c) If necessary, click the "My pictures" tab at the top of the page.
  - d) Click the "Upload" button.
  - e) Click "Browse" to select an image off of your hard drive.
  - f) Go through your hard drive and choose a .jpg or .gif image to upload.
  - g) Click "Open" when you find the image that you want to upload.
  - h) Either re-name the file or use the same name you had on your hard drive.
  - i) Click "Done".
2. To Edit Images
  - a) Go to the Picture Gallery. You can either view the images by either a text view or as thumbnails. The thumbnail view displays ten images at a time.
  - b) Click "Choose in the Picture Gallery" next to the image you want to edit.
  - c) Here you have the opportunity to change the picture settings for its size, title and caption, spacing and alignment. You can also add a frame to the picture or make it a link.
3. To adjust the size of a picture:

You have the option of choosing 6 different sizes for your image. Each size is measured in pixels. The more pixels, the larger the image. The default size for the image is "medium" at 240 pixels. You can choose to use the original size of an image by selecting "Actual size."
4. Making an image a link
  - a) Click "Link" on the "Change picture settings bar".
  - b) Insert the URL or web address of the link into the window. Note that "http://" has already been added.
  - c) Use the drop down menu to decide if you want the new page to display in the same browser window or to open a new one.
  - d) Click "Done" to see your changes.
5. To add pictures from the clipart gallery:

- a) Click the "Add Picture" button on the Toolbar.
- b) Click the "Clipart & Photos" tab at the top of the page.
- c) Use the scroll bar to find the category of your choice. Feel free to explore. There are a lot of great images in the gallery.
- d) Choose an image picture and click "Preview".
- e) Click "Choose this picture" under the picture.
- f) Make your edits using the same choices and options as explained previously in the section, "Editing Your Images."

**D. To create a URL link:**

- a) Choose a page for your link to go.
- b) Click the Add Link button on the tool bar.
- c) Click any "Add It Here" button.
- d) Click "To another web page (URL)" in the "Add a link" screen.
- e) Enter the text that your visitors will click in the text box. This will prompt your user to use your link.
- f) Enter the URL in the box labeled "Enter the URL your visitors will jump to."
- g) Click the "Done" button.

**E. To create a mail link:**

- a) Display the home page.
- b) Click the "Add Link" button on the Toolbar.
- c) Click any "Add It Here" button.
- d) Click "To a mail message".
- e) For "Enter the text that your visitors will click," type "Send me some mail!"
- f) Scroll to the bottom of the screen to format the text. If you leave this text block blank, the actual address appears in the page.
- g) For "Enter email," type your email address. Don't delete the "mailto" text that is in the "email address" box.
- h) Click the "Done" button.

**F. To link to another page:**

- a) Display the home page.
- b) Click the "Add Link" button on the Toolbar.
- c) Click any "Add It Here" button.
- d) Click "To another page in this site."
- e) Choose the page you want to link to.
- f) Click "Done".

**G. To add a link from the textbox area:**

- a) Click "Add Text" on toolbar.
- b) Select the link icon.
- c) Select "To another web page", "To a mail message", or "To another page in this site"
- d) Select "Done"

**H. To add a table from the table gallery**

- a) Click the "Add Table" icon on the Toolbar.
- b) Click any "Add It Here" button.
- c) Click "Choose from the table gallery"
- d) Select a table by clicking the "Choose" button below your selection.
- e) Click "Edit Table"
- f) Here you have the opportunity to Add/Delete rows/columns.
- g) Edit row/column information by clicking "Edit" beside each cell

**I. To build your own table**

- a) Click the "Add Table" icon on the Toolbar.

- b) Click any “Add It Here” button.
- c) Click “Build your own table”
- d) Select number of rows/columns required
- e) Click “Done”
- f) Edit row/column information by clicking “Edit” beside each cell

**J. To add a page**

- a) Navigate to a page of your choice in your web site.
- b) Click the “Add Page” button.
- c) Enter a page title in the “Page title” box.
- d) Check the radio button next to “Display this page on the Navigation Bar”.
- e) Add an alternative title if you want a shorter title for the navigation bar.
- f) Click “Done”

**K. To add a page that isn’t listed in your navigation bar**

- a) Click the “Add Page” button.
- b) Enter a page title in the “Page title” box.
- c) Select “Do not display this page on the Navigation Bar”.
- d) Click “Done”
- e) Link this page to another in your website.

**L. Moving, Copying, and Deleting Content:**

1. To move content in a page
  - a) Click the Move icon on the toolbar
  - b) Click the box or boxes next to the item(s) that you want to move.
  - c) Click “Continue.”
  - d) Select a location and click “Move It Here”
2. To copy content:
  - a) Choose the item that you want to copy from your home page.
  - b) Click “Continue.”
  - c) Choose another page on your site by clicking the destination from the navigation links on your page.
  - d) Choose a location on the new page and click “Copy it here”
3. How to Delete Content:
  - a) Go to the page that has the content you want to delete.
  - b) Click the “Delete” icon on your toolbar.
  - c) Select the items that you want to delete.
  - d) Click the "Done" icon in the toolbar.
  - e) If you want to cancel your deletion, click the “Cancel” icon.

**M. Moving, Copying, Renaming and Deleting a page:**

1. To move a page:
  - a) Click “Site Organizer” on the tool bar.
  - b) View the site organizer. Your site’s pages are listed with the current settings for its location, name, design and layout.
  - c) Find the listing of the page you want to move and click “move.”
  - d) Decide where you want your page to go and click “Move it here.”
2. To copy a page:
  - a) Click “Site Organizer” on the tool bar.
  - b) Select the page you want and click “Copy” under the “Page Options” column.
3. To rename a page:
  - a) Click “Site Organizer” on the tool bar.
  - b) Select the page you want and click “Rename” under the “Page Options” column.

- c) Click "Done".
- 4. To delete a page:
  - a) Click "Site Organizer" on the tool bar.
  - b) Select the page you want and click "Delete" under the "Page Options" column.  
Warning! Once you delete a page you cannot get it back.

#### **N. Previewing a Site**

When you preview your web site, a new screen pops up with your web site. Sometimes in editing mode, the preview doesn't always appear correctly, but in Preview mode, it will look and behave the same way as when Internet users come for a visit. To preview your site, click the "Preview Site" button in the Toolbar.

#### **O. Publishing a Site**

Publishing your site places it on the World Wide Web for everyone to see. If you make changes to your site after you publish, all you have to do is repeat this procedure to update the published site. Click the "Publish Site" button on the Toolbar to publish your site.

#### **P. Logging Out Of Website Builder Software**

Always log out when you are finished editing your site. To log out, click the "Log Out" icon on the toolbar.