



Company Website Builder (Ver. 3.x.x)

User Manual

GraFX Software Solutions

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Contents

Contents.....	i
About this User Manual.....	4
Who is this User Manual for?.....	4
The Different Parts of this User Manual.....	4
Part I:	
Introduction.....	5
What is Company Website Builder?.....	6
Features of Company Website Builder.....	7
Administration Features.....	7
User Features.....	7
PRO (Shopping Cart) Features.....	8
System Requirements.....	9
License Types.....	10
Community Edition (Free Version).....	10
Licensed Version.....	10
Delivery Methods.....	11
Part II:	
Installation.....	12
Installing the Software.....	13
Preparing to Install the Software.....	13
Using the Installation Wizard.....	13
Cleaning Up after the Installation.....	19
Manual Installation.....	19
Part III:	
Administrative Guide.....	22
Logging In and Out.....	23
Logging into the Administration Area.....	23
Logging out from the Administration Area.....	23
The Main Administration Screen.....	24
Configuring the Website.....	26
Setting General Site Settings and Meta Tags.....	26
Setting Developer Side Variables.....	28
Setting Home Page Variables.....	29
Setting Product, Vendor and Category Variables.....	29
Setting News, FAQ and Search Variables.....	31
Setting Image Width Variables.....	31
Managing your Category List.....	33
Adding Categories.....	33
Searching for a Category Entry.....	35
Viewing, Making Changes to, or Deleting a Category.....	36
Managing your Vendor List.....	39
Adding Vendors.....	39
Viewing, Making Changes to, or Deleting a Vendor Entry.....	40
Managing your Products.....	44
Adding Products.....	44
Searching for a Product Entry.....	47
Viewing, Making Changes to, or Deleting a Product.....	47

Product Options.....	50
Adding a Sub-Product or Variation.....	51
Viewing all Featured products.....	53
Viewing all Inactive products.....	53
Managing your Advertising.....	55
Adding an Advertisement Entry.....	55
Viewing, Making Changes to, or Deleting an Advertisement Entry.....	56
Managing Descriptions.....	59
Adding Description Entries.....	59
Viewing, Making Changes to, or Deleting a Description Entry.....	61
Managing News Items.....	62
Adding a News Type.....	62
Viewing, Making Changes to, or Deleting a News Type or Category Entry.....	63
Adding a News Item.....	64
Viewing, Making Changes to, or Deleting a News Item.....	66
Managing FAQ Items.....	68
Adding FAQ Types.....	68
Viewing, Making Changes to, or Deleting a FAQ Type or Category Entry.....	69
Adding an FAQ Item.....	70
Viewing, Making Changes to, or Deleting an FAQ Item.....	72
Managing Mail Templates.....	74
Creating Mail Templates.....	74
Viewing, Making Changes to, or Deleting a Mail Template.....	75
Managing User Entries.....	77
Viewing, Making Changes to, or Deleting User Entries.....	77
Deleting All Unconfirmed Accounts.....	79
Searching for a User's Entry.....	79
Managing Newsletters.....	81
Adding Newsletter Users.....	81
Viewing, Making Changes to, or Deleting Newsletter Users.....	82
Exporting the List of Newsletter Users.....	84
Deleting All Unconfirmed Newsletter Accounts.....	84
Deleting or Deactivating Newsletter Accounts.....	84
Sending Mail to All Users.....	86
Adding Newsletter Content and Sending Newsletters.....	86
Deleting Newsletters.....	88
Miscellaneous Tasks.....	90
Viewing the List of Contacts.....	90
Exporting the List of Contacts.....	90
Taking Backup Copies of the Data.....	91
Generating a Google Sitemap.....	92
Part IV:	
Developer's Guide.....	95
Introduction.....	96
Software Structure.....	97
HTML Templates.....	99
CSS Styles.....	101
Customizing Your Website.....	102
Using Additional Templates.....	102
Showing Advertisements on your Web Pages.....	103

Moving Sections between the Sidebar and Content Areas.....	103
Using the Template Editor.....	104
Appendices.....	106
Appendix A—About GraFX Software Solutions.....	107
Appendix B: Support Options.....	108
Free Support.....	108
Paid Support.....	108

About this User Manual

This User Manual describes how to install and use Company Website Builder (Ver. 3.x.x) to maintain your website. By reading this User Manual, you will learn how to:

- Install the software on your server.
- Log in and log out of the Administration Area.
- Configure and set up your website, products, FAQs, newsletters and more.
- Customize your website by modifying the provided templates and styles.

Who is this User Manual for?

This User Manual is for administrators and programmers of your website.

If you are...	You will find these sections useful...
A Systems Administrator	Part I: Introduction. Part II: Installation. Part III: Administrative Guide.
A Web Programmer or Designer	Part I: Introduction. Part IV: Developer's Guide.

The Different Parts of this User Manual

Since there are three different sets of people who will find this guide useful, we have divided this guide into a number of parts.

Part...	Read this section to...
I: Introduction	Learn more about GraFX Software Solutions and the features of Company Website Builder.
II: Installation	Learn how to install Company Website Builder.
III: Administrative Guide	Learn how to use the Administrative Area to configure, set up and manage your website.
IV: Developer's Guide	Learn more about the templates and styles provided with Company Website Builder and how you can design your website by customizing the templates.

Part I: Introduction

What is Company Website Builder?

Company Website Builder is a powerful, but simple to use, Content Management System that helps you build and maintain your company website. It is easy to install and manage and allows you to update your web pages online itself. With Company Website Manager, you can quickly build an **e-commerce** website that contains a shopping cart and allows credit card payments.

Features of Company Website Builder

Administration Features

- Is easy to install and set up.
- Provides web-based administration.
- Provides a configuration page for easy customization of your website.
- Contains a WYSIWYG editor for editing of the content.
- Provides a multi-language administration interface (supports two languages at the same time).
- Has facilities for Product, Vendor, and User management.
- Allows you to post, edit and delete products/items.
- Allows you to select Featured products which will be highlighted on the website to attract the viewer's attention.
- Allows you to preview your product page before publishing it to the website.
- Allows you to hide categories/products to remove them temporarily from your website.
- Products can be sorted by categories.
- Allows customization of the number of products and featured headlines displayed.
- Has a facility for Newsletter distribution and membership management.
- Allows you to disable members.
- Provides site statistics.
- Runs from a MySQL database allowing dynamic maintenance of your online store.
- Allows you to upload category details, product details, images and description pages via your web browser with the need for an FTP client software.

User Features

- Is optimized for search engines.
- Is XHTML compatible.
- Site design is based on HTML Templates (no PHP knowledge needed), and is Dreamweaver compatible. Templates can be modified with any visual HTML editor.
- Supports two parallel languages (i.e., the site can be translated into two languages).
- Has a newsletter subscription module with an e-mail activation feature to prevent anonymous account creation.
- Has a news module that allows you to provide news items on your website.
- Has a FAQ module to provide your website users with lists of frequently asked questions.
- Has a Search Engine that is based on keywords. Thus, you can search for content on your website, by using keywords.
- Has Feedback forms so that you can receive feedback from your users.
- Can display products in thumbnail-, as well as full-size
- Allows you to navigate back and forth through the pages of your site without refresh.

- Provides for an unlimited number of categories.
- Provides for an unlimited number of subcategories.
- Provides for an unlimited number of products and product attributes.
- Provides for an unlimited number of description pages.
- Allows you to send any page from the website to a friend via email.
- Has a facility for printing product details.
- Provides for member subscriptions with e-mail activation. Thus, fake or anonymous subscriptions will not be allowed).
- Provides a facility for your users to view the latest products.
- Allows different meta keywords for each product. By adding meta keywords to your product pages, they become search engine friendly.

PRO (Shopping Cart) Features

- Maintains complete Order history, so that you can review the details of the orders received from your users.
- Allows you to select Featured products which will be highlighted on the website to attract the viewer's attention and appear on the first page of your online store.
- Has a Shipping module.
- Has PROMOTIONS and COUPONS modules to manage special promotional schemes and offer discounts to your users.
- Provides for a Shopping cart with live credit card processing through third party payment gateways. (2checkout.com and PayPal, can be added by any retailer on request.)
- Allows offline payments via Wire Transfer.
- Users can use different currencies to make payments.
- Allows you to administer and keep track of the quantity of stock in hand.
- Allows you to specify a minimum order amount.
- Gives you up-to-date status reports on your orders.
- Allows addition of VAT (where applicable).
- Customers can view order status details and can view and print invoices.
- Customers are emailed a copy of the order.
- Customers are notified of changes in the order status (shipped, cancelled, etc.).

System Requirements

The following are the system requirements for Company Website Builder:

- Unix, Linux or compatible OS, Windows (though some authentication problems may occur on IIS).
- PHP 4.3.x or PHP 5.x.x. (May work with PHP3 or PHP 4.2.x, but we do not provide support for that version).
- Apache Server software, version 1.3.x or 2.x.
- MySQL database 3.x.x or 4.x.x.

License Types

Company Website Builder is available under two license types: Community Edition (Free Version), and Licensed Version.

Community Edition (Free Version)

The Community Edition is the free version of the software. This version always displays the “Powered by Company Website Builder” message with a link to <http://www.grafxsoftware.com/>.

Licensed Version

The licensed version of the software includes a single-domain license (which will work only on the requested domain), but does not display the “Powered by Company Website Builder” message. User of the licensed version will get priority on any kind of support and get discounted price for integrating their website design with the software.

Delivery Methods

Company Website Builder is available as a download only. The FREEWARE version can be used as soon as you download it. In the case of the LICENSED version, each order is verified and the license key is provided in a maximum of 24 hours.

Note: The only difference between the FREEWARE and the LICENSED version is that the FREEWARE version always displays the “Powered by Company Website Builder” message with a link to <http://www.grafxsoftware.com/>. We recommend our customers first try the FREEWARE version to learn whether the software fully meets their requirements.

Part II: Installation

Installing the Software

As mentioned in the previous section, Company Website Builder is available as a download only. Once you have downloaded the software, you need to install it on your domain. This section describes the installation process.

Preparing to Install the Software

There are certain tasks that you have to perform before installing the software.

1. Extract all the files from the downloaded zip file to some folder on your local drive, maintaining the folder structure.
2. Use any FTP client software to upload all the files to your web server, using the same folder structure as on your local drive.
3. On your web server, create a MySQL database and assign a user to the database.

Note: This may be done very easily using Cpanel, PLESK or any other Control Panel system, provided by your hosting company. If you are not sure about how to do this, ask your hosting company.

The name you choose for the database, as well as the username and password for it, will be used later, to complete the configuration process.

Once you have performed the above steps, you can use the Installation Wizard to install the Company Website Builder on your domain.

Using the Installation Wizard

Note: You need to perform certain steps before running the Installation Wizard. See the previous section, *Preparing to Install the Software*, for more information.

4. To open the Installation Wizard, use your internet browser to go to your domain web page (<http://www.yourdomain.com/>)

If `config.inc.php` is not detected or if a database connection cannot be made, the system will automatically run the Installation Wizard. The Installation Wizard will help you install the software on your website.

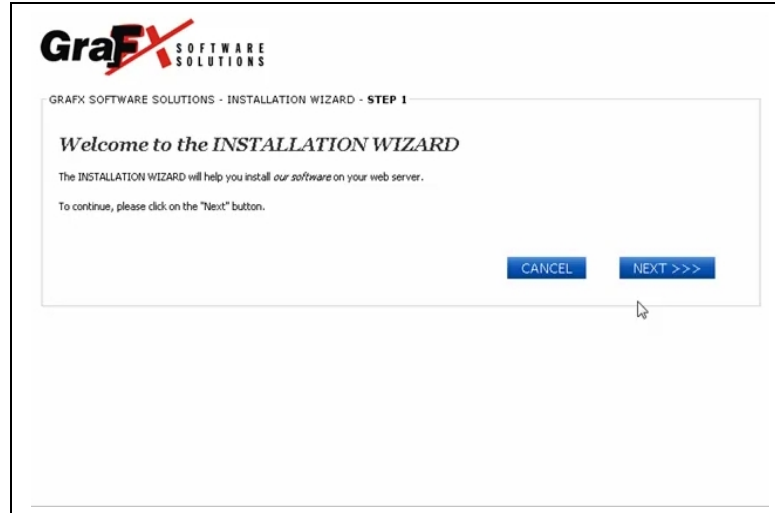


Figure 1: Installation Wizard Step 1.

5. Click on **Next>>>** to continue.

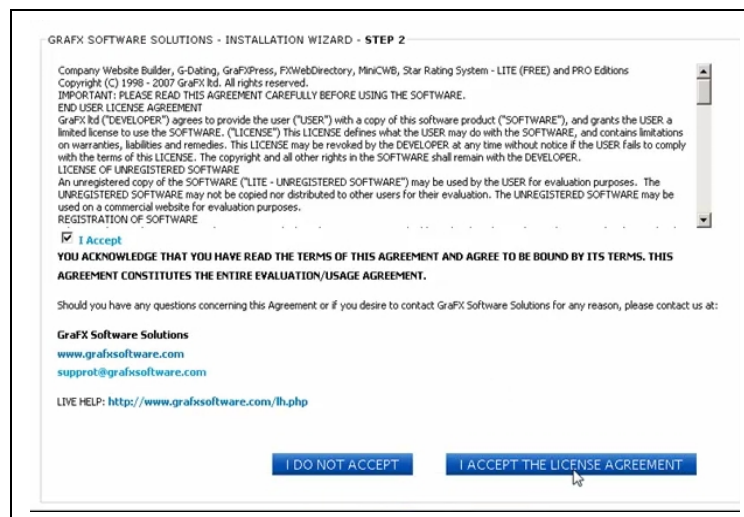


Figure 2: Installation Wizard Step 2.

6. Read the terms of the license agreement, and then click on the **I Accept the License Agreement** button.

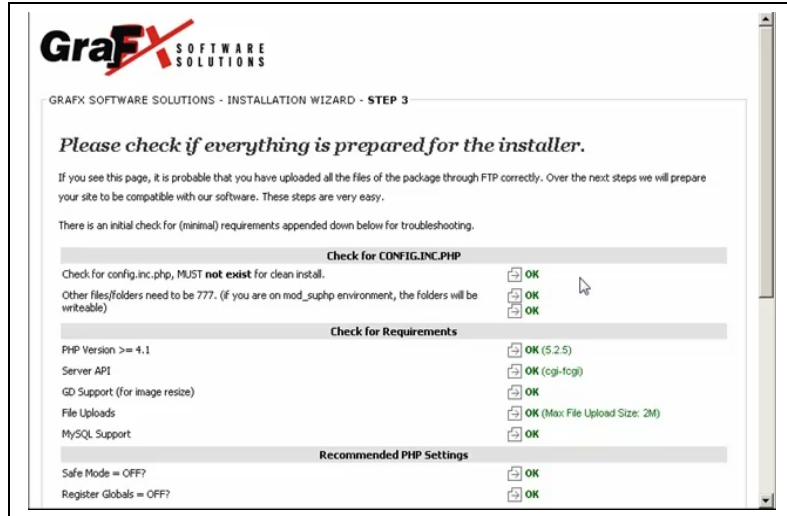


Figure 3: Installation Wizard Step 3.

In this step, the wizard checks to see if your site meets the minimum requirements for running the Company Website Builder software. If all is well, the wizard displays a green "OK" next to the items. If there is a problem with the settings of any particular item, the wizard will display an error message in red next to the item. You will need to correct the error and then continue with the installation.

For example, an error message will be displayed in a normal PHP environment, if the permissions for the folders are not "777". In this case, you will need to change the permissions for the folders and then refresh/reload the page.

7. Scroll down to the bottom of the page and click on **Next >>>**.

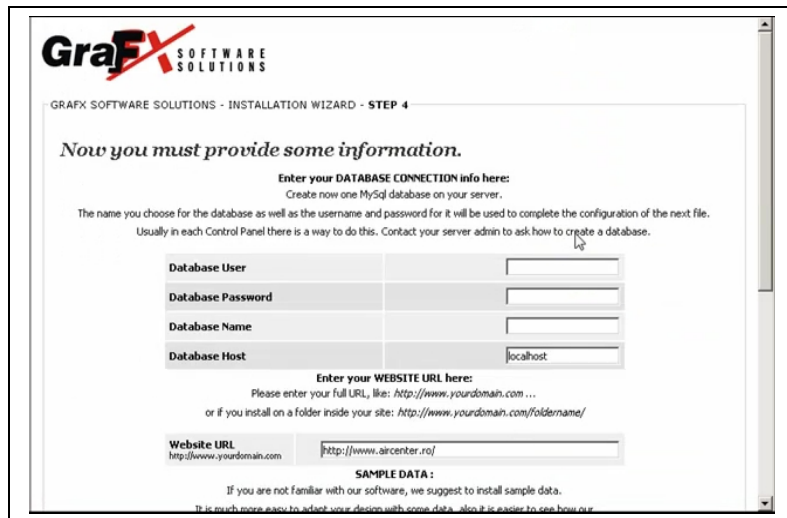


Figure 4: Installation Wizard Step 4a.

8. In this screen (see *Figure 4*), you have to provide the User name, Password and Name of the MySQL database file you created in the previous section.

Note: On some shared hosting systems, the **Database Host** is not 'localhost', but may be a domain name that could look something like db5.domain.com. Check with your hosting provider to find out what is being used in your system and put that value here.

or if you install on a folder inside your site: `http://www.yourdomain.com/foldername/`

Website URL
 http://www.yourdomain.com

SAMPLE DATA:
 If you are not familiar with our software, we suggest to install sample data.
 It is much more easy to adapt your design with some data, also it is easier to see how our software works. If you want to start from scratch, then you can disable this feature.

Install Sample Data
 Don't uncheck this option if you want some sample data for testing our software!

Free edition
 The free version is a fully functional software, but you cannot remove "Powered By" link. You can upgrade to a commercial version at any time.

Install software key (commercial)

HELP: If **Write Config** button is **visible** and **Next** button is **disabled**, it means that your `config.inc.php` needs to be set. Fill out the form and hit the **Write Config** button.
 If **Write Config** button is **NOT visible** and **Next** button is **enabled**, it means that your `config.inc.php` is ready to use. Click on **Next** button.

<< WRITE CONFIG >> CANCEL NEXT >>>

Figure 5: Installation Wizard Step 4b.

- In the lower part of the screen (see Figure 5), enter the main URL of your domain (e.g. `http://www.yourdomain.com`). (The system will try to detect the correct URL, but in case it is unable to do so, you will need to type in the correct URL.) You can also specify whether you want some sample data installed. Lastly, you can select whether to install the Free Edition or the Licensed Version of the software.

Note: If you are a first time user of the software, it is recommended that you install the sample data. With the sample data, you will be able to see how the software works and it will be much easier to adapt the software to your requirements.

- If the **<<Write Config>>** button is visible and the **Next >>>** button is disabled, it means that your `config.inc.php` file needs to be set. After filling in the values in the screen, click on the **<<Write Config>>** button.

If the **<<Write Config>>** button is not visible, it means that your `config.inc.php` file is fine. Click on the **Next >>>** button to continue.

Note: If the installation program cannot write to `config.inc.php`, it will try to write the settings to `/tmp/config.inc.php`. You will then need to copy this file to the root folder and then refresh this page.

However, if the installation program is unable to create the `config.inc.php` file, it will display the details on the screen. You will then need to manually add these details to the `config.inc.php` file in your root folder (or create a new `config.inc.php` file with these details in your root folder, if one does not exist).

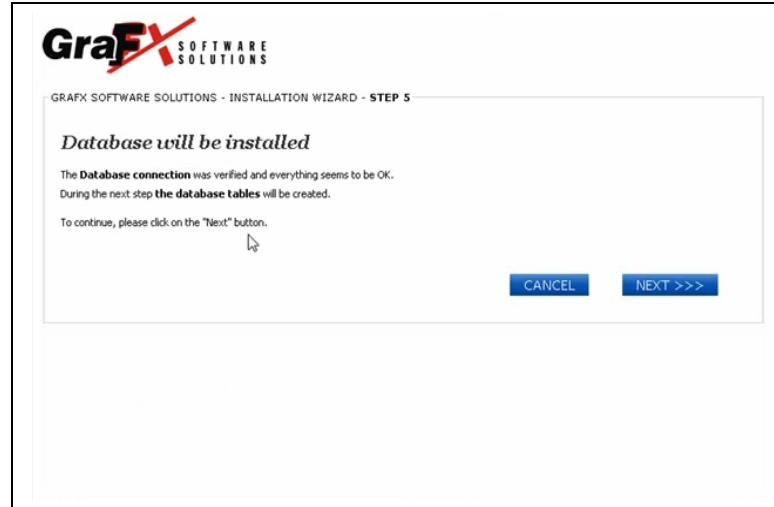


Figure 6: Installation Wizard Step 5.

11. The system is now ready to create the database tables. Click on the **Next >>>** button to continue.

Note: If you get an error message during the table creation process, it means that the tables required for our software already exist and cannot be replaced. This could probably mean that you have already installed our software previously. If this is not the case and you don't know what to do, visit www.grafxsoftware.com and login to our Trouble Ticket system. If you've been using a previous version, please contact us for upgrade information.

If all is fine, you will see the following screen:

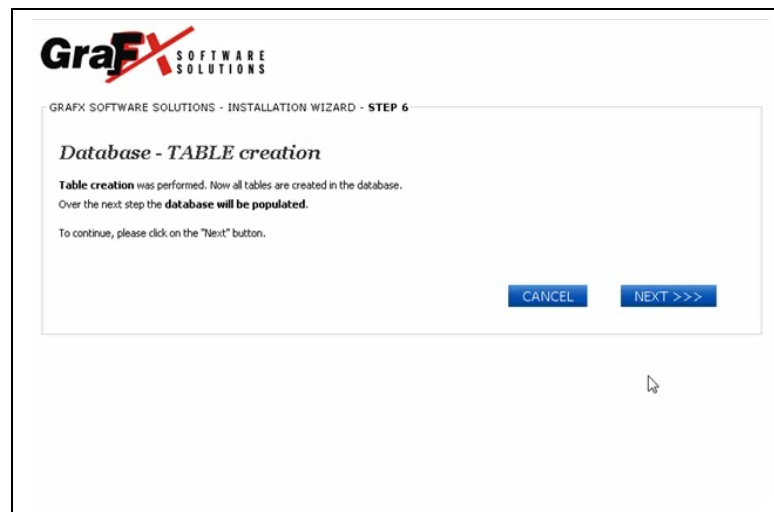


Figure 7: Installation Wizard Step 6.

12. The system is now ready to add sample records to the database (if you had selected that option in Step 4). Click on the **Next >>>** button to continue.

Note: If you get an error message during this step, it means that the data is already existing in the tables and cannot be replaced. This could probably mean that you have already installed our software previously. If this is not the case and you don't know what to do, visit www.grafxsoftware.com and login to our Trouble Ticket system. If you've been using a previous version, please contact us for upgrade information.

If all is fine, you will see the following screen:

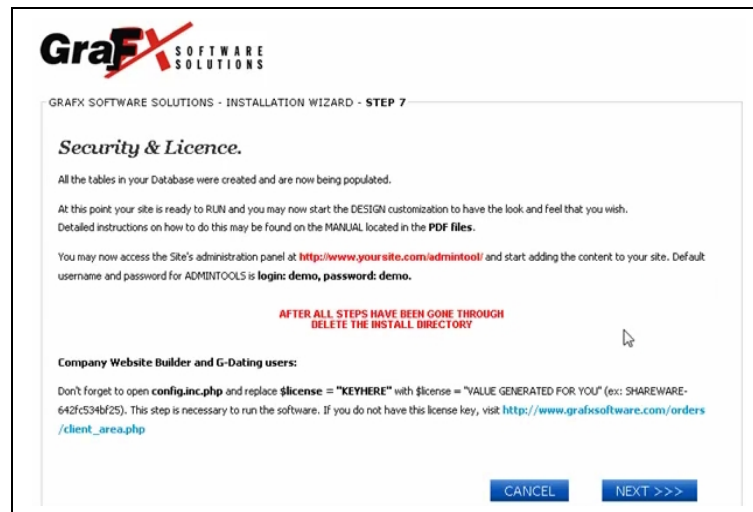


Figure 8: Installation Wizard Step 7.

13. The Company Website Builder has now been installed on your domain. Click on the **Next >>>** button to continue.

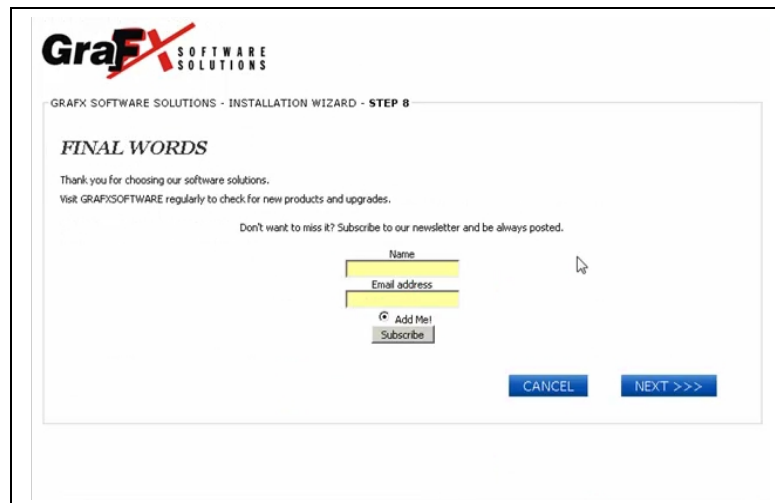


Figure 9: Installation Wizard Step 8.

14. Lastly, if you wish, you can enter your name and email address and click on the **Subscribe** button to subscribe to the GraFX newsletter.

Click on the **Next >>>** button to close the Installation Wizard.

Congratulations! You have now installed the Company Website Builder on your domain.

Cleaning Up after the Installation

After installing the Company Website Builder software, there are a few things that you need to do before you can start using the system.

1. First of all, using your hosting control panel (or an FTP client), delete the **Installer** folder from your web server. If you do not delete the **Installer** folder, the system won't allow you to log on to the **ADMIN AREA** to start adding content to your site.
2. Go to <http://www.yourdomain.com/admintool/> to login to the admin area and change the default *username* and *password*.

Note: For version 3.3.0 and later, the default *username* is 'admin' and the default *password* is 'setup'. For versions prior to this, the default *username* is 'demo' and the default *password* is 'demo'.

You will need to change the default username and password the first time you login to the system. The system will not allow you to do anything else until you change the default *username* and *password*. Remember to set a password that is difficult for others to copy.

(See *Setting General Site Settings and Meta Tags* for more information on changing the default admin username and password.)

3. If you are using the **Licensed version**, open the **config.inc.php** file and locate the statement **\$license = "KEYHERE"**. Replace 'KEYHERE' with the license key that was given to you when you purchased the software.

Note: If you do not have a license key, go to http://www.grafxsoftware.com/orders/client_area.php to purchase your license key.

Manual Installation

If for some reason the automatic installer does not work on your server, you can perform the installation manually.

1. Extract all the files from the downloaded zip file to some folder on your local drive, maintaining the folder structure.
2. Use any FTP client to upload all the files to your web server, using the same folder structure as on your local drive.
3. On your web server, create a MySQL database and assign a user to the database.

Note: This may be done very easily using Cpanel, PLESK or any other Control Panel system, provided by your hosting company. If you are not sure about how to do this, ask your hosting company.

- On your server, assign write permission (with 'chmod 777') to the **config.inc.php** file, **extraconfig.inc.php** file and the image folder (and all of its subfolders).

Note: This is a very important step. The application will work properly only if the **config.inc.php** and **extraconfig.inc.php** files and the **image** folder (and subfolders) are writeable.

The following directories should have 0777 rights:

- images/categoryimage/
 - images/previewproducts/
 - images/productimage/
 - images/productsmallimage/
 - images/vendor/
 - tmp/
 - publ_images
- Add the following lines to the **config.inc.php** file on your server (or, if the lines are already present, make the necessary changes to the lines):

Tip: If you cannot edit files online, edit the file on your local machine and then upload it.

Add these lines...	Notes
<code>define (INDEX_URL, "");</code>	Specify the URL for the index.php file (ending with a '/'). This is usually the same as your domain name. Eg: <code>define (INDEX_URL, "http://www.mydomain.com/");</code>
<code>define (DB_USR, "");</code>	Specify the username for the database.
<code>define (DB_PWD, "");</code>	Specify the password for the database.
<code>define (DB_NAME, "");</code>	Specify the name of the database.
<code>define (DB_HOST, "localhost");</code>	Specify the name of the database host, usually "localhost". However, on some servers, it could be a domain name such as "db5.domain.com". Ask your server administrator for the correct details.

- Create the required tables.
- Using your hosting control panel (or an FTP client), delete the **Installer** folder from your web server. If you do not delete the **Installer** folder, the system won't allow you to log on to the **ADMIN AREA** to start adding content to your site.

8. Go to <http://www.yourdomain.com/admintool/> to login to the admin area and change the default *username* and *password*.

Note: For version 3.3.0 and later, the default *username* is 'admin' and the default *password* is 'setup'. For versions prior to this, the default *username* is 'demo' and the default *password* is 'demo'.

You will need to change the default username and password the first time you login to the system. The system will not allow you to do anything else until you change the default *username* and *password*. Remember to set a password that is difficult for others to copy.

(See *Setting General Site Settings and Meta Tags* for more information on changing the default admin username and password.)

9. If you are using the **Licensed version**, open the **config.inc.php** file and locate the statement **\$license = "KEYHERE"**. Replace 'KEYHERE' with the license key that was given to you when you purchased the software.

Note: If you do not have a license key, go to http://www.grafxsoftware.com/orders/client_area.php to purchase your license key.

Part III: Administrative Guide

Logging In and Out

Logging into the Administration Area

1. In your web browser, go to <http://www.yourdomain.com/admintool/>.

The screenshot shows the authentication interface for GraFX Software Solutions. It includes a logo, the text 'Software Solutions', and the heading 'AUTHENTICATION'. There are two input fields for 'Login' and 'Password', a 'LOGIN' button, and a 'Password recovery' link. Two callout boxes provide instructions: 'a) Type in your username and password.' pointing to the input fields, and 'b) Click on Login.' pointing to the LOGIN button.

Note: For version 3.3.0 and later, the default *username* is 'admin' and the default *password* is 'setup'. For versions prior to this, the default *username* is 'demo' and the default *password* is 'demo'.

You will need to change the default username and password the first time you login to the system. The system will not allow you to do anything else until you change the default *username* and *password*.

(See *Setting General Site Settings and Meta Tags* for more information on changing the default admin username and password.)

Tip: In case you have forgotten your password, type in your *username* in the **Login** box and then click on the **Password recovery** link. The system will email the password to you (at the email you used while registering/purchasing the software).

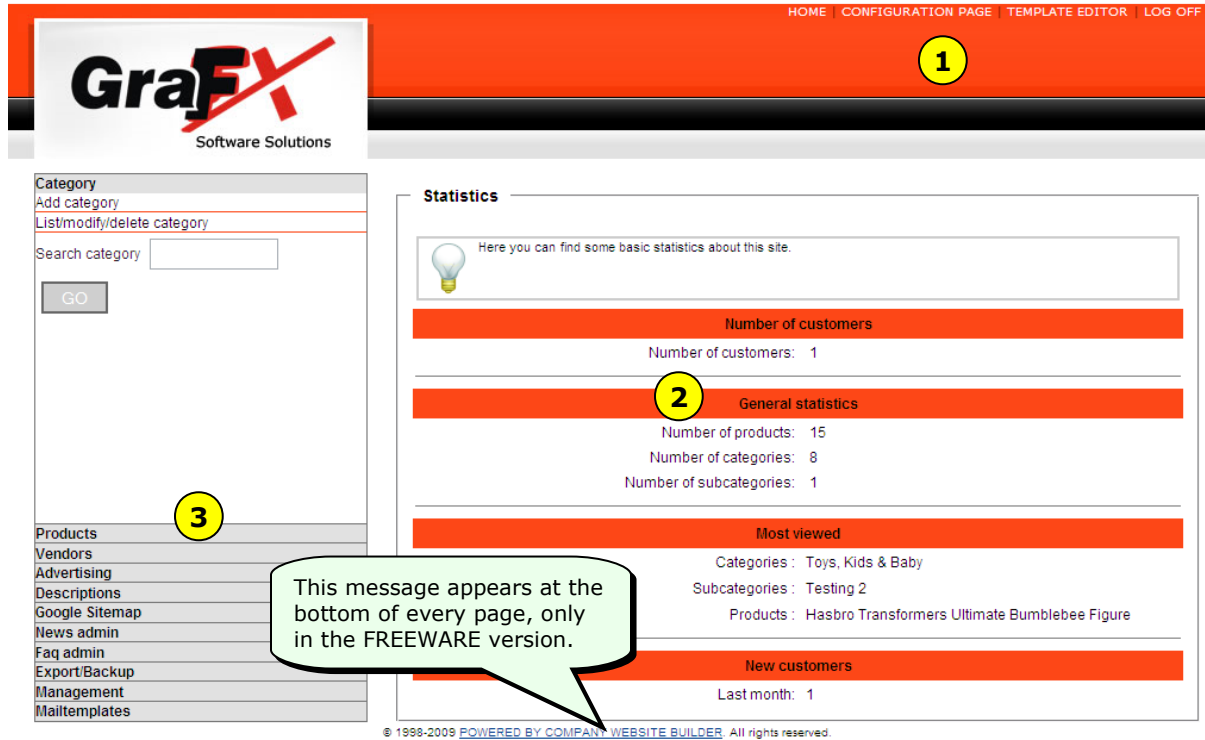
Once you login, the system will display the main administration screen.

Logging out from the Administration Area

1. At any time, click on the **LOG OFF** link at the top right corner of the screen to log out from the administration area.

The Main Administration Screen

The main administration screen is divided in to three parts as can be seen in the following figure—



The following table tells you more about each of these areas:

Area	Description										
1	<p>This area contains the following links—</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ff0000; color: white;">Link...</th> <th style="background-color: #ff0000; color: white;">Click on the link to...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">HOME</td> <td>Return to the main administration screen from any other screen in the application.</td> </tr> <tr> <td style="text-align: center;">CONFIGURATION PAGE</td> <td>Configure your website.</td> </tr> <tr> <td style="text-align: center;">TEMPLATE EDITOR</td> <td>Make changes to the formatting and layout of the pages of your website.</td> </tr> <tr> <td style="text-align: center;">LOG OFF</td> <td>Log out from the administration area.</td> </tr> </tbody> </table>	Link...	Click on the link to...	HOME	Return to the main administration screen from any other screen in the application.	CONFIGURATION PAGE	Configure your website.	TEMPLATE EDITOR	Make changes to the formatting and layout of the pages of your website.	LOG OFF	Log out from the administration area.
Link...	Click on the link to...										
HOME	Return to the main administration screen from any other screen in the application.										
CONFIGURATION PAGE	Configure your website.										
TEMPLATE EDITOR	Make changes to the formatting and layout of the pages of your website.										
LOG OFF	Log out from the administration area.										
2	<p>This area shows you some basic statistics about the site, such as the number of customers; the number of products, categories and subcategories; the most viewed product, category and subcategory; and the number of new customers who joined in the previous month.</p>										

Area	Description
③	This is the main administration menu. Click on the options in this menu to access the various screens of the administration area.

Configuring the Website

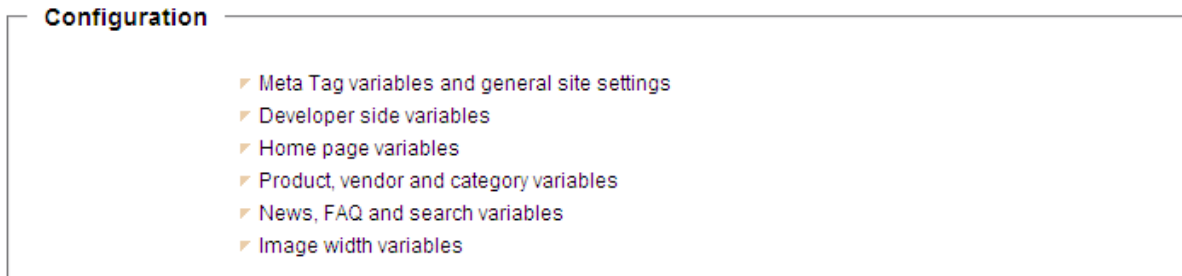
The first thing you need to do is configure your website. Depending on your website, you may need to specify values for one or more of the following—

- General site settings and meta tags
- Developer side variables
- Home page variables
- Product, vendor and category variables
- News, FAQ and search variables
- Image Width Variables

To configure the website:

1. Click on **CONFIGURATION PAGE** in the menu at the top of the screen.

The **Configuration Menu** will be displayed on your screen.



2. Click on one of the items in the **Configuration Menu** to open the relevant screen.

Setting General Site Settings and Meta Tags

Use the **Meta tag variables and general site settings configuration** screen to specify the general settings of your website such as the site title, description, keywords for search engines, site billing address and email ids, admin area login name and password, currency used, date format etc.

To set the general site settings and meta tags:

1. Click on the **Meta Tag variables and general site settings** option in the **Configuration Menu**.

The system will display the **Meta tag variables and general site settings configuration** screen.

The screenshot shows a 'Configuration' page with a table of settings. The table has two columns: 'Name' and 'Value'. The settings include: Site name and TITLE of your page (Site Demo), META TAGS (Description here, by metatags), META TAGS (meta tags here, meta tags here), Contact Addresses (Billing: Support|billing@yourdomain.com#T, Support|support@yourdomain.com#E, Department|sales@yourdomain.com), Define your e-mail name (Site Name, yourmail@domain.com), Control panel (CMS) login name (demo), Control panel (CMS) password (demo), Is your site a multilanguage site? (no), Do you want more than 2 layer left menu? (no), Is your site a shopping site? (yes), Currency used (USD), Product weight unit used (kg), and Select the date format (DD MONTH YYYY). A 'Submit' button is at the bottom, and a link 'Go back to configuration main page.' is below it.

Callout boxes provide the following instructions:

- Click on any of these links to see an example entry.
- Enter the title for your web site. This title will be displayed in title bar of your browser when you visit the website.
- Enter a description for your website. This description will be used by the search engines.
- Enter a keywords separated by commas. These keywords will be used by the search engines.
- Enter your billing address and support email addresses. These details will be used in the Contact us... page of your website.
- Specify a username for emails. This name will be displayed on all emails sent from your site.
- Specify whether login should be through a window or a web page.
- Specify whether login should be through a window or a web page.
- Specify whether it is a shopping site (see note below).
- Click on this link to return to the main configuration page without saving your changes.
- Click on the submit button to save your changes.
- Specify the email address to be used for receiving data from forms on your website.
- Specify the admin username and password.

Note: Earlier, there were two version of Company Website Builder—CWB (for non-shopping websites) and CWB-PRO (for shopping websites, with extra modules). Now, both the versions are combined into one program. Use the **Is your site a shopping site?** drop-down list to specify whether you want the extra shopping modules active or not.

Select **Yes**, if you want a site with all the extra shopping modules.

Select **No**, if you want to have a site without a shopping cart, but which displays prices of products.

Select **No & no price**, if you want to have a site without a shopping cart and without prices of products.

Setting Developer Side Variables

Use the **Developer side variables configuration** screen to specify the developer side variables of your website such as the page refresh rate, the maximum image size, etc.

To set the developer side variables:

1. Click on the **Developer side variables** option in the **Configuration Menu**.

The system will display the **Developer side variables configuration** screen.

Configuration

Name	Value
Select yes for error debugging or no for bo error debugging - useful for developers	yes <input type="checkbox"/> Example
Specify a unique id here for the session name for authentication security	SID Example
The uploaded image size in bytes, multiple of 1024 - 1K	409600 Example
Here you may set the speed of e-mail sending, and how fast the pages refresh.	10000 Example
The number of e-mail messages sent out in one package. We recommend no more than 20-30.	10 Example
Value 0 means that the links are generated as search engine userfriendly links i.e. /name/id; and value 1 means that the are generated as usual program variables i.e. ?id=...	0 Example

[Go back to configuration main page.](#)

[Click on this link to return to the main configuration page without saving your changes.](#)

Select 'yes' if you want some debugging information to be shown.

Click on any of these links to see an example entry.

Specify the maximum size for images (in multiples of 1024 bytes).

Specify a unique ID to be used for secure (https) sessions.

Specify when the pages should be refreshed (in milliseconds). Eg: 10000 means refresh every 10 seconds.

Specify how many email messages should be sent in one package.

Specify the type of links to be generated.

Click on the submit button to save your changes.

Setting Home Page Variables

Use the **Home page variables configuration** screen to specify what should be shown on the home page of your website.

To set the home page variables:

1. Click on the **Home page variables** option in the **Configuration Menu**.

The system will display the **Home page variables configuration** screen.

The screenshot shows a configuration screen titled "Configuration" with a table of variables. Each variable has a name, a value input field, and an "Example" link. Callouts provide instructions for each field.

Name	Value	Example
Number of featured products shown on the first page	<input type="text" value="2"/>	Example
Number of characters to limit the short description of the featured products on first page	<input type="text" value="300"/>	Example
Number of news items on the first page	<input type="text" value="10"/>	Example
Number of faq items on the first page	<input type="text" value="3"/>	Example
Number of top viewed or bestseller items on the first page	<input type="text" value="10"/>	Example
Number of latest products displayed on the latest products list	<input type="text" value="10"/>	Example
Number of table columns for displaying featured products on the first page	<input type="text" value="3"/>	Example
Number of advertising from the left side	<input type="text" value="5"/>	Example
Number of advertising from the right side	<input type="text" value="5"/>	Example

At the bottom of the screen, there is a **Submit** button and a link: [Go back to configuration main page.](#)

Setting Product, Vendor and Category Variables

Use the **Product, vendor and category variables configuration** screen to specify how the products should be displayed on your website.

To set the product, vendor and category variables:

1. Click on the **Product, vendor and category variables** option in the **Configuration Menu**.

The system will display the **Product, vendor and category variables configuration** screen.

Configuration

Name	Value	Example
Number of products displayed on a page displaying all the products	<input type="text" value="10"/>	Example
Number of products displayed on a page in a category where subcategories are displayed as well	<input type="text" value="8"/>	Example
Number of table columns for displaying the list of products in a category where subcategories are displayed as well	<input type="text" value="4"/>	Example
Number of products displayed on a page in a category	<input type="text" value="3"/>	Example
Number of table columns for displaying the list of products in a category	<input type="text" value="3"/>	Example
Number of other products listed below the detailed description page of each product, pertaining to the same category	<input type="text" value="5"/>	Example
Number of gallery images assigned to a product.	<input type="text" value="5"/>	Example
Number of categories displayed on a page	<input type="text" value="10"/>	Example
Number of table columns for displaying the list of categories	<input type="text" value="5"/>	Example
Number of subcategories displayed on a page in a category primary page	<input type="text" value="9"/>	Example
Number of table columns for displaying the list of subcategories in a category primary page	<input type="text" value="3"/>	Example
Number of subcategories displayed on a page in a category secondary page - see all subcategories	<input type="text" value="12"/>	Example
Number of table columns for displaying the list of subcategories in a category secondary page - see all subcategories	<input type="text" value="4"/>	Example
Number of vendors displayed on a page	<input type="text" value="10"/>	Example
Number of table columns for displaying the list of vendors	<input type="text" value="5"/>	Example

[Go back to configuration main page.](#)

Setting News, FAQ and Search Variables

Use the **News, FAQ and Search variables configuration** screen to specify how many news, FAQ or search items should be displayed at a time.

To set the news, FAQ and search variables:

1. Click on the **News, FAQ and search variables** option in the **Configuration Menu**.

The system will display the **News, FAQ and search variables configuration** screen.

Configuration

Name	Value
Number of other news items, when you are in a news type category	10 Example
Number of other faq items, when you are in a faq type category	10
Number of search results displayed on a page	23 Example

[Go back to configuration main page.](#)

Callout boxes:

- Specify the number of other news items to be displayed when you are reading a particular news item.
- Click on any of these links to see an example entry.
- Specify the number of other FAQ items to be displayed when you are reading a particular FAQ item.
- Specify the number of search results to be displayed when the user searches for some product.
- Click on the submit button to save your changes.
- Click on this link to return to the main configuration page without saving your changes.

Setting Image Width Variables

Use the **Image width variables configuration** screen to specify the maximum width of the various images such as product images, gallery images, vendor images etc. If the images are wider than what is specified here, the system will automatically resize the images.

To set the image width variables:

1. Click on the **Image width variables** option in the **Configuration Menu**.

The system will display the **Image width variables configuration** screen.

Configuration

Name	Value	
Width of the product small image (pixels)	<input type="text" value="135"/>	Example
Width of the product large image (pixels)	<input type="text" value="300"/>	Example
Width of the gallery small image (pixels)	<input type="text" value="135"/>	Example
Width of the gallery large image (pixels)	<input type="text" value="300"/>	Example
Width of the category image (pixels)	<input type="text" value="150"/>	Example
Width of the vendor image (pixels)	<input type="text" value="150"/>	Example
Width of the option large image (pixels)	<input type="text" value="300"/>	Example
Width of the option small image (pixels)	<input type="text" value="135"/>	Example

[Go back to configuration main page.](#)

Enter the widths in these textboxes.

Click on any of these links to see an example entry.

Click on the submit button to save your changes.

Click on this link to return to the main configuration page without saving your changes.

Managing your Category List

Company Website Builder allows you to assign categories for your products. Use the Category option in the menu at the left to manage your categories. You can add, modify or delete categories. You can also view the list of categories that have been defined.


Adding Categories

To add a product category:

1. Click on the **Category** option in the menu at the left of the Company Website Builder application screen, to open the Category menu.
2. Click on **add category** in the Category menu.

The system will display the **Add Category** screen.

Category



If you are adding a **main category**, please select "PARENT CATEGORY" from the drop-down menu.
 If you are adding a **subcategory**, please select the main category it will belong to from the drop-down menu.

Add category

New category name:

New category description:

Category where it belongs:

Order in menu:

Availability: yes no

Image:

Will be resized to: 150pixels (width)
 Try to select larger or equal. Also do not exceed 100-150K, problems may occur on upload.

Type a unique name for the category.

Click on this arrow to open the toolbar. (See **Note 1** below.)

Type the description of the category in this box.


Select the category to which the new category should be added. (See **Note 2** below.)

Specify whether this category is enabled or disabled.

Specify where the category should appear when it is displayed in the above drop-down list. (See **Note 3** below.)

Click on this button to upload an image for the category. (See **Note 4** below.)

Note 1: The text editing toolbar (shown below) will be displayed when you click on the arrow.



This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

Note 2: If you are adding a subcategory, select the main category from the drop-down list. For example, if you are adding a subcategory called "Mystery Stories" (for mystery story books), select "Books" as the main category from the drop-down list. "Mystery Stories" will then become a subcategory of "Books".

If you are adding a main category, select "PARENT CATEGORY" from the drop-down list.

Note 3: Usually, any new category that you add will be added to the bottom of the drop-down list. However, if you want a subcategory to appear directly after the main category, you can type the position where you would like the subcategory to appear. For example, if “Books” is 4th in the list, and you want “Mystery Stories” to appear directly after books, you would type 5 for **Order in menu**.

Note 4: Click on the **Browse...** button to upload a .jpg, .gif, or .png image as an icon for the category. The image will automatically be resized proportionately so that its width becomes 150 pixels. Therefore, we suggest that you use an image whose width is equal to or greater than 150 pixels. If you use too small an image, the image will not be clear when enlarged. Also, note that the system cannot handle image files that are larger than 150 KB in size.

3. After entering the above details, click on the **Add** button to add the new category.

Tip: If you change your mind and do not want to add the new category, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the Add button*.

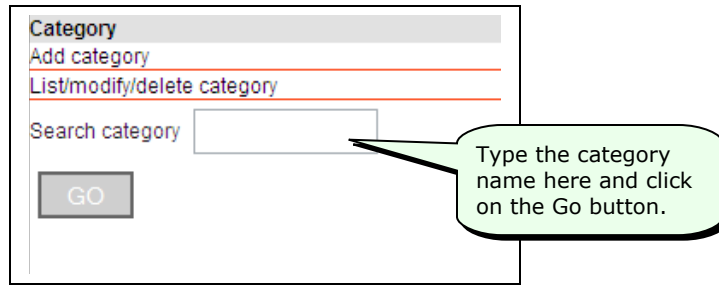
When you click on the **Add** button, the system will add the new category and display the following message—



Searching for a Category Entry

To search for a category entry:

1. Click on the **Category** option in the menu at the left of the Company Website Builder application screen, to open the Category menu.



Viewing, Making Changes to, or Deleting a Category

To view the list of categories, or to make changes to or delete a category:

1. Click on the **Category** option in the menu at the left of the Company Website Builder application screen, to open the Category menu.
2. Click on **List/modify/delete category** in the Category menu.

The system will display the **List of Categories**.

The screenshot shows the 'List of Categories' page with a table of categories. Callout boxes provide the following information:

- The number of categories that have been defined.** (Points to 'Category:(9)')
- The image for the category will appear here.** (Points to the 'Image' column header)
- This is the number of products available in the category.** (Points to the 'Nr. prod.' column header)
- Click here to go back to the previous screen.** (Points to the 'Back' button)
- Click on these arrows to change the sort order of the list.** (Points to the sort arrows in the 'Category name' header)
- This arrow indicates that it is a subcategory. Here, 'Testing 4' is a subcategory of 'Electronics'.** (Points to the arrow in the 'Category name' for 'Electronics --> Testing 4')
- To change the order of the category items in the menu, type the new order in these boxes and then click on the Save changes button.** (Points to the 'Order in menu' column and the 'Save changes' button)
- Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.** (Points to the 'Number of rows on page' input and 'Send' button)

No.	Category name	Image	Nr. prod.	Order in menu
1	Books	No Pict.	2	1
2	Toys, Kids & Baby	No Pict.	4	2
3	Electronics	No Pict.	2	3
4	Electronics --> Testing 4	No Pict.	0	5
	Apparel, Shoes & Jewelry	No Pict.	1	4
6	Sports & Outdoors	No Pict.	3	5
7	Home & Garden	No Pict.	0	6
8	Testing	No Pict.	2	7
9	Testing --> Testing 2	No Pict.	0	8


Number of rows on page:

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3. To make changes to any entry, click on the  button next to the entry.

The system will display the **Modify category** screen.

Category

 If you would like to change a **main category** into a **subcategory**, please select the main category it will belong to from the drop-down menu. In case you would like to change a **subcategory** into a **main category** please select "PARENT CATEGORY" from the drop-down menu.

Modify category

New category name:

New category description:

Test text, in LATIN, so do not worry to read it. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ipsum risus, eleifend sit amet, facilisis sit amet, sagittis et, augue. Vestibulum malesuada tristique elit. Maecenas eget erat. Vestibulum aliquet pede a tellus. Mauris purus. Fusce arcu. Sed velit. Maecenas lectus felis, elementum nec, ullamcorper ut, gravida vitae, nunc. Praesent ultricies mauris vitae nunc. Pellentesque pretium mauris at augue. Curabitur purus dui, elementum nec, viverra in, porttitor et, ante. Aenean ullamcorper. Aliquam eget odio. In a pede. Vestibulum nec risus in libero pellentesque mattis. Donec mattis nulla eu lectus. In interdum.

Category where it belongs:

Order in menu:

Availability: yes no

Current image:

Will be resized to: 150pixels (width)
Try to select larger or equal. Also do not exceed 100-150K, problems may occur on upload.


Delete yes no

Click on yes if you want to delete the uploaded image for the category.

Make the changes to the entry and then click on the Save changes button.

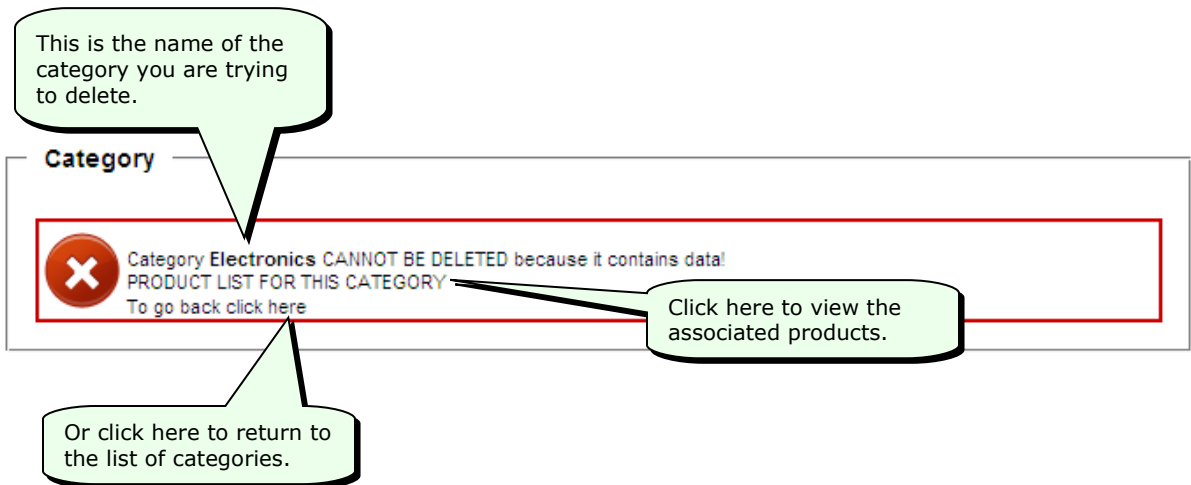
Tip: If you change your mind and do not want to save the changes you have made, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Save changes** button.*

Note: Since the **Modify category** screen is very similar to the **Add category** screen, see *Adding Categories* for more information about the items in the **Modify category** screen.

4. To delete a category entry, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

You cannot delete category entries if there are products associated with that category. If you try to delete a category that has associated products, the system will display the following message—



Managing your Vendor List

Company Website Builder allows you to maintain a list of vendors. Use the Vendors option in the menu at the left to manage your vendor list. You can add, modify or delete vendor entries. You can also view the list of vendor entries that have been entered into the system.

Adding Vendors

To add a vendor entry:

1. Click on the **Vendors** option in the menu at the left of the Company Website Builder application screen, to open the Vendors menu.
2. Click on **add a new vendor** in the Vendors menu.

The system will display the **Add a new vendor** screen.

Vendors

You may add your vendors here. It is important to add at least one default vendor.

Add a new vendor

Vendor's name: Type a unique name for the vendor.

Vendor's logo: Browse... Click on this button to upload the vendor's logo. (See **Note 1** below.)

Will be resized to: 150pixels (width)
Try to select larger or equal. Also do not exceed 100-150K, problems may occur on upload.

Vendor description: Add your text here. Type a description for the vendor in this box.

Vendor url: Type the URL of the vendor's website or type a blank space if you do not know the URL.

Send

Click on this arrow to open the toolbar. (See **Note 2** below.)

Note 1: Click on the **Browse...** button to upload the vendor's logo (which can be a .jpg, .gif, or .png image file). The image will automatically be resized proportionately so that its width becomes 150 pixels. Therefore, we suggest that you use an image whose width is equal to or greater than 150 pixels. If you use too small an image, the image will not be clear when enlarged. Also, note that the system cannot handle image files that are larger than 150 KB in size.

Note 2: The text editing toolbar (shown below) will be displayed when you click on the arrow.



This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

- After entering the above details, click on the **Send** button to add the new vendor entry.

Tip: If you change your mind and do not want to add the new vendor entry, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send** button.*

When you click on the **Send** button, the system will add the new vendor entry and display the following message—



Viewing, Making Changes to, or Deleting a Vendor Entry

To view the list of vendors, or to make changes to or delete a vendor entry:


- Click on the **Vendors** option in the menu at the left of the Company Website Builder application screen, to open the Vendors menu.
- Click on **List/modify/delete vendors** in the Vendors menu.

The system will display the **List of Vendors**.

The screenshot shows a web interface for managing vendors. At the top, it says "List/modify/delete vendors" and "Number of existing vendors: (5)". Below this is a table with columns: "No.", "Vendor's name", "Image", and "Vendor url". The table contains five entries, with the first three visible: "1. Barbie", "2. Electric S...", and "3. H...". Each row has two icons on the right: a green checkmark in a blue box and a blue trash can. Below the table, there is a "Number of rows on page:" label, a text input box containing "10", and a "Send" button. A "Back" button is located at the top right of the table area.

Callouts provide the following information:

- "The number of vendors that have been defined." (points to "Number of existing vendors: (5)")
- "The vendor's logo will appear in this column." (points to the "Image" column header)
- "Click here to go back to the previous screen." (points to the "Back" button)
- "Click on these arrows to change the sort order of the list." (points to the sort arrows in the "Vendor's name" column)
- "Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button." (points to the "Number of rows on page:" input box)

- To make changes to any entry, click on the  button next to the entry.
The system will display the **Modify a vendor** screen.

Vendors

You may modify your vendors details here.

Modify a vendor

Vendor's name:

Old vendor's logo:

New vendor's logo:

Will be resized to: 150pixels (width)
Try to select larger or equal. Also do not exceed 100-150K, problems may occur on upload.

Vendor description:

Vendor url:


To change the vendor's logo, click on the Browse... button and upload a logo file.

The vendor's logo will be displayed here (if you had uploaded it while creating the entry).

Make the changes to the entry and then click on the Save changes button.

Tip: If you change your mind and do not want to save the changes you have made, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Save changes** button*.

Note: Since the **Modify a Vendor** screen is very similar to the **Add a Vendor** screen, see *Adding Vendors* for more information about the items in the **Modify a Vendor** screen.

4. To delete a vendor entry, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

You cannot delete a vendor entry if there are products from that vendor. If you try to delete a vendor entry that has associated products, the system will display the following message—

This is the name of the vendor you are trying to delete.

Vendors



Temp Vendor CANNOT BE DELETED because it contains products.
To go back click here

Click here to return to the list of vendors.

Managing your Products

Use the Products option in the menu at the left to manage your products. You can add, modify or delete products along with details such as the name and description of the product, the search keywords for the product, price in USD and discount etc. You can also view the list of products that have been defined.

Adding Products

To add a product:

1. Click on the **Products** option in the menu at the left of the Company Website Builder application screen, to open the Products menu.
2. Click on **Add product** in the Products menu.

The system will display the **Add Product** screen.

Products

You may add a product by selecting its basic properties here.

Add product

Choose the category: (Select from the list)

Product title:

Item number:

Short description: Add your text here.

Detailed description: Add your text here.

Vendor's name: (Select the vendor!)

Weight: (kg)

Image:

Position: 16

Featured product: yes no

Product option display type:
(This part can be used if you want to add to product, additional pages, descriptions. Here you can select how you want to appear on product page the links. Read more about this in manual.)

- Link only
- Link and short description
- Link and detailed description
- Link and small image

Keywords:

Price: USD

Discount: %

Callouts:

- Type a unique name for the product.
- Select a category for the product.
- Type the item number. **Note:** Every product has to have an item number.
- Click on this arrow to open the toolbar. (See **Note 1** below.)
- Type a short description of the product here. This description is used in the featured products and the product list pages.
- Type a long description of the product here. This description is displayed when the user views the actual product page.
- Select a vendor from this drop-down list.
- Specify the weight of the product (if applicable).
- Click on this button to upload an image for the product. (See **Note 2** below.)
- Specify the position of the product in the products list.
- Specify whether the product is a featured product.
- Specify how the product options should be listed. (See **Note 3** below.)
- Type keywords for the product here. These keywords are used when the user searches for products.
- Specify the price of the product (in US Dollars).
- If you are offering a discount on the product, type the rate of discount here.

Note 1: The text editing toolbar (shown below) will be displayed when you click on the arrow.



This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

Note 2: Click on the **Browse...** button to upload an image of the product (a .jpg, .gif, or .png file). The image will automatically be resized proportionately so that its width becomes 300 pixels. Therefore, we suggest that you use an image whose width is equal to or greater than 300 pixels. If you use too small an image, the image will not be clear when enlarged. Also, note that the system cannot handle image files that are larger than 150 KB in size.

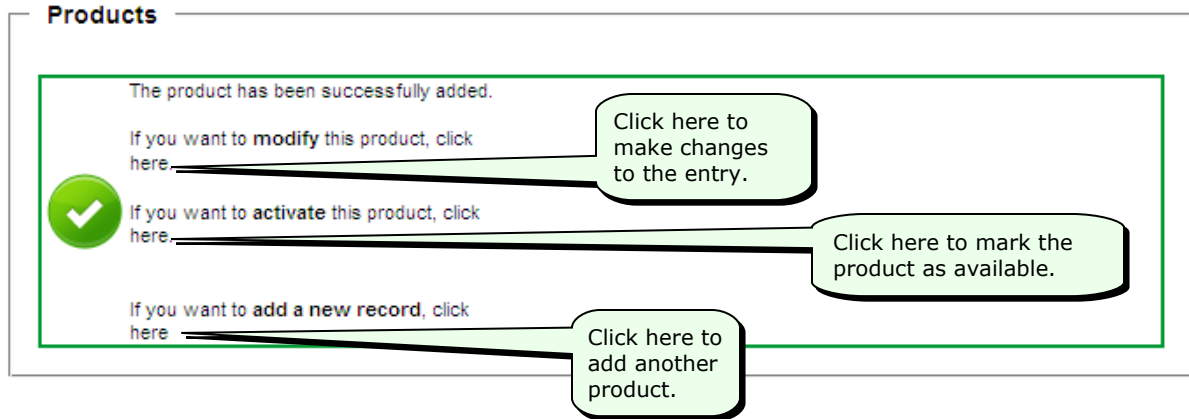
Note 3: Use these options to control how the product options will be displayed on the product pages (in your website). (See *Product Options* for more information about product options.)

<u>If you select...</u>	<u>The system will display...</u>
Link only..... Click	The title of the product option as a link. on the link to view the product details.
Link and short description.....	The title as a link and also a short description of the product option.
Link and detailed description.....	The title as a link and also the complete description of the product option.
Link and small image.....	The title as a link and an image of the Product option.

- After entering the above details, click on the **Add** button to add the new product.

Tip: If you change your mind and do not want to add the new product, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Add** button.*

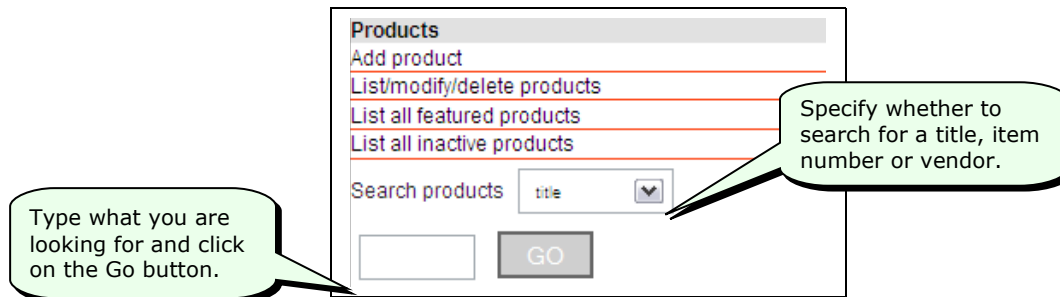
When you click on the **Add** button, the system will add the new product and display the following message—



Searching for a Product Entry

To search for a product entry:

1. Click on the **Products** option in the menu at the left of the Company Website Builder application screen, to open the Products menu.



Viewing, Making Changes to, or Deleting a Product

To view the list of products, or to make changes to or delete a product:

1. Click on the **Products** option in the menu at the left of the Company Website Builder application screen, to open the Products menu.
2. Click on **List/modify/delete products** in the Products menu.

The system will display the **List/modify/delete products** screen.

Products

The number of products that have been defined for the selected category.

Select a category from this drop-down list. (See **Note 1** below.)

Modify button to its right. In order to delete a product, click on the checkbox next to the product. In the same time you may change its featured status.

Number of existing products:(4)

Choose the category: Toys, Kids & Baby

Click here to change the "featured" status of the product. (See **Note 2** below.)

No.	Product's title	Vendor's name	Options	Thumbnail	
1.	Barbie® & The Diamond Castle Princess Liana Doll	Hasbro	Add List (1) You can add 1 more images.Add Gallery View Gallery List PDF files List cross selling products		
3.	Hasbro Transformers Ultimate Bumblebee Figure	Hasbro	Add List (0) You can add 5 more images.Add Gallery View Gallery List PDF files List cross selling products		

Click on these arrows to change the sort order of the list.

Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.

Number of rows on page: 30

This icon indicates an "inactive" item. Inactive products will not be displayed on the website. Click on the icon to mark it as an "active" item.

This icon indicates an "active" item. Only active items will be displayed on the website. Click on the icon to mark it as an "inactive" item.

To delete one or more products, click on the checkboxes to select the product(s) you want to delete and then click on the Delete button.

Note 1: If you select a category from the drop-down list, the system will display products only from the selected category. To view all the products select "(Select from the list)" in the drop-down list.

Note 2: You can mark a product as "featured" to drive special attention towards the product. Featured products appear in a special area at the top of the home page of your site. They also appear in the **Featured** tab of your website.

Click on...	To do this...
Make featured	To mark a product as a "featured" product.
Remove featured status	To mark a product as a "non-featured" product.

3. To make changes to any entry, click on the button next to the entry.

The system will display the **Modify product** screen.

Products

You may modify the properties of the product here.

Modify product

Choose the category: Toys, Kids & Baby

Product title: Wild Planet Hyper Dash

Availability: yes no

Item number: TK89239823

Short description: Hyper Dash is an award-winning fast-paced race course game from Wild Planet that encourages kids to be active and think on their feet. Designed to improve listening, coordination and math skills, this exciting game is easy to set up and is an ideal way to help kids aged six and above to practice addition and subtraction while exercising and having fun.

Detailed description:

Vendor's name: Barbie

Weight: 2 (kg)



Image:

Will be resized to: 300pixels (width)
Try to select larger or equal. Also do not exceed 100-150K, problems may occur on upload.

Delete yes no

Position: 5

Featured product: yes no

Product option display type: Link only
 Link and short description
 Link and detailed description
 Link and small image

(This part can be used if you want to add to product, additional pages, descriptions. Here you can select how you want to appear on product page the links. Read more about this in manual.)

Keywords: dash, toys

Price: 13.99


Discount: 0 %

Click on yes if you want to delete the uploaded image for the category.

Make the changes to the entry and then click on the Save changes button.

Tip: If you change your mind and do not want to save the changes you have made, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Save changes** button.*

Note: Since the **Modify product** screen is very similar to the **Add product** screen, see *Adding Products* for more information about the items in the **Modify product** screen.

4. To delete a product entry, click on the checkbox below the  icon next to the entry. (To delete multiple product entries, click on the checkbox next to each of the entries you want to delete.) Then, click on the **Delete** button at the bottom of the screen.

Note: The system does NOT ask for confirmation before deleting the selected product(s). It directly deletes the selected product(s) as soon as you click on the **Delete** button.

Product Options

In the **List/modify/delete products** screen, there are additional options that you can include with a product, such as additional images, an image gallery, cross-selling products, etc. You can make use of these Product Options to add sub-products, such as a .pdf file containing more information about the product (brochure, whitepaper, manual etc.). If you have a shopping site, you can even add product variations using the Product Options.

For example, if the product is a coat, you can add a winter coat, a summer coat, or a coat with a different price, color or size as a Product Option. So, while looking at the coat product page, a user can also see the variations of the coat and select one of them instead.

The following table describes these additional options—

Option...	What it does...
Add	Allows you to add product variations.
List (x)	Displays all the options defined for a product. You can then modify or delete any of the options. Note: The number in brackets is the number of options defined for the product.
You can add x more images	Tells you how many more images can be added for the product.
Add Gallery	Add another product image to the product image gallery. You can have upto five images in the product image gallery. These images are displayed at the bottom of the product details page on the website.
View Gallery	Displays all the images in the product image gallery. You can then modify or delete any of the images.

Option...	What it does...
List PDF files	Displays a list of all the PDF files uploaded for the product. You can then change or delete the files.
List cross selling products	Allows you to specify the cross selling products for the selected product if your site has a shopping cart. A cross selling product is a product that can be sold with the selected product as a special offer. E.g. Buy Product A and get Product B for x% discount.

Adding a Sub-Product or Variation

You can make use of these Product Options to add sub-products, such as a .pdf file containing more information about the product (brochure, whitepaper, manual etc.). If you have a shopping site, you can even add product variations using the Product Options.

To add a sub-product or variation:

1. Click on the **Products** option in the menu at the left of the Company Website Builder application screen, to open the Products menu.
2. Click on **List/modify/delete products** in the Products menu.

The system will display the **List/modify/delete products** screen.

3. Click on **Add** next to the product for which you want to add the sub-product or variation.

The system will display the **Add a new option** screen.

Options

You may add a product option item by filling out the form below.

Add a new option

Type a unique name for the sub-product.

Product title:

Type the item number. **Note:** Every product has to have an item number.

SKU:

Option text:

Option description:

Weight: (kg)

Image:

Will be resized to: 300pixels (width)
Try to select larger or equal. Also do not exceed 100-150K, problems may occur on upload.

Specify whether the sub-product window should have a close button.

Target window:

Specify how to display the sub-product, when the user clicks on the title. Select _blank to open in a new full-size window, _parent to open in the same window, and popup to open in a new window of the specified size.

Close button on target window: yes no

Target window width:

Specify the dimensions of the pop-up window.

Target window height:

Position:

Specify the position of this sub-product in the list of sub-products.

4. Fill in the items in the above form and then click on the **Send** button.

Tip: If you change your mind and do not want to save the changes you have made, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send** button*.

Note: Since the **Add a product option** screen is very similar to the **Add product** screen, see *Adding Products* for more information about the items in the **Add a product option** screen.

Viewing all Featured products

You can mark a product as “featured” to drive special attention towards the product. Featured products appear in a special area at the top of the home page of your site. They also appear in the **Featured** tab of your website.

To view all featured products:

1. Click on the **Products** option in the menu at the left of the Company Website Builder application screen, to open the Products menu.
2. Click on **List all featured products** in the Products menu.

The system will display only featured products in the **List/modify/delete products** screen.

Note: See *Viewing, Making Changes to, or Deleting a Product* for more information about the items in the **List/modify/delete products** screen.

Viewing all Inactive products





If a product is out of stock, you can mark the product as “inactive”. Inactive products will not be displayed on your website.

To view all inactive products:

1. Click on the **Products** option in the menu at the left of the Company Website Builder application screen, to open the Products menu.
2. Click on **List all inactive products** in the Products menu.

The system will display only inactive products in the **List/modify/delete products** screen.

Note: See *Viewing, Making Changes to, or Deleting a Product* for more information about the items in the **List/modify/delete products** screen.

Note: In the **List/modify/delete products** screen, inactive products have a  symbol, whereas active products have a  symbol. To mark an inactive product as active, click on the  symbol. The product will then become an active product, and will once again be displayed on the product pages of your website. (If you are viewing the list of inactive products, when you click on the  symbol, the product will disappear from the list, since the product is now an active product.)

Managing your Advertising

Company Website Builder allows you to add advertisements on your web pages. Only banner ads (flash files) or image ads are allowed. The advertisements will be displayed either on the right side or on the left side of your web pages.

Note: While configuring your website, you can specify how many advertisements should be displayed on either side of your web pages. See *Setting Home Page Variables* for more information.

Note: The images or flash files used for the advertisements are not resized in any way. Therefore, you have to ensure that the images are of the proper dimensions for your website.

Adding an Advertisement Entry

To add an advertisement entry:

1. Click on the **Advertising** option in the menu at the left of the Company Website Builder application screen, to open the Advertising menu.
2. Click on **Add advertising** in the Advertising menu.

The system will display the **Add advertising** screen.

Advertising

Complete here with text

Add advertising

Advertising name:

Advertising image:

Advertising URL:

Side: Left side Right side

Availability: yes no

Target window:

Type a unique name for this advertisement.

Click on this button to upload an image for the advertisement.

Specify the URL to go to when the user clicks on the advertisement.

Choose where this advertisement should appear.

Click on no if you do not want to this advertisement to be shown.


From this drop-down list, select whether the advertising URL should open in the same page ("parent") or in a new page ("blank").

- After entering the above details, click on the **Send** button to add the new advertisement.

Tip: If you change your mind and do not want to add the new advertisement, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send** button.*

When you click on the **Send** button, the system will add the new advertisement and display the following message—

Advertising



The advertising have been successfully added.
If you want to add a new advertising , click here

Click here if you want to add another advertisement entry.

Viewing, Making Changes to, or Deleting an Advertisement Entry







To view the list of advertisements, or to make changes to or delete an advertisement entry:

- Click on the **Advertising** option in the menu at the left of the Company Website Builder application screen, to open the Advertising menu.
- Click on **List/modify/delete advertising** in the Advertising menu.

The system will display the **List advertising** screen.

Advertising

Number of advertisements: (2) BACK

No.	Advertising name	Image	Side	Date	
1.	My Test Ad		Right side	2009-10-02	  
2.	Test Ad 3		Left side	2009-10-02	  

Number of rows on page:

The number of ads that have been defined.

The date when the advertisement was created.


Click here to go back to the previous screen.

Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.

3. To make changes to any entry, click on the  button next to the entry.

The system will display the **Modify advertising** screen.

Advertising

Complete here with text 

Modify advertising

Advertising name:

Current advertising image:

Advertising image:

Advertising URL:

Side: Left side Right side

Availability: yes no






Target window:


Callouts:

- The current advertisement will be displayed here.
- To change the advertisement image, click on the Browse... button and upload a logo file.
- Make the changes to the entry and then click on the Save changes button.

Tip: If you change your mind and do not want to save the changes you have made, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Save changes** button*.

Note: Since the **Modify advertising** screen is very similar to the **Add advertising** screen, see *Adding an Advertisement Entry* for more information about the items in the **Modify advertising** screen.

4. In the **List/modify/delete advertising** screen, inactive (or disabled) advertisements have a  symbol, whereas active (or enabled) ones have a  symbol. To enable an advertisement, click on the  symbol. Similarly, to disable an advertisement, click on the  symbol.
5. To delete an advertising entry, click on the  button next to the entry.

Note: The system will delete the entry as soon as you click on the  button without asking for confirmation.

Managing Descriptions

Use the **Descriptions** screen to add content for different parts of your website. For example, you can add a Contact Us page, a Terms and Conditions page etc.

Descriptions are used along with Templates to dynamically generate the web pages for your site.

You can enter content for different pages in different Description entries. You can then use special codes in your web page templates to display the content of these Description entries.

For example, if you place the code `{DESCRIPTION_TITLE1}` in your template or on any web page, the system will generate a link to the first description entry with the title of description appearing as a hyperlink.

Note: See *Part IV: Developer's Guide* for more information about Templates.


Adding Description Entries

To add a Description entry:

1. Click on the **Descriptions** option in the menu at the left of the Company Website Builder application screen, to open the Descriptions menu.
2. Click on **Add description** in the Descriptions menu.


The system will display the **Add description** screen.

Descriptions

 You may add a description by selecting its basic properties here.

Add description

Description title:

Description:  Add your text here.

Keywords:

Type a unique name for the Description entry.

Click on this arrow to open the toolbar.

Type the content matter here.


Type keywords for the entry here. These keywords are used in meta tags when the page is generated.

- After entering the above details, click on the **Add** button to add the new Description entry.

Tip: If you change your mind and do not want to add the new Description entry, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Add** button.*

When you click on the **Add** button, the system will add the new Description entry and display the following message—

Descriptions

 Description has been successfully added.
If you want to add a new record, click here

Click here if you want to add another Description entry.

Viewing, Making Changes to, or Deleting a Description Entry

To view the list of Description entries, or to make changes to or delete an entry:

1. Click on the **Descriptions** option in the menu at the left of the Company Website Builder application screen, to open the Descriptions menu.
2. Click on **List/modify/delete descriptions** in the Descriptions menu.

The system will display the **List/modify/delete descriptions** screen.

Descriptions

Here you may modify the properties of a description, you have to tick the checkbox to change the featured status by clicking on the link. Modify button to its right. In order to delete a description, click on the Delete button. In the same time you may also click on the Back button to go back to the previous screen.

List/modify/delete descriptions

Number of existing products: (4) Back

No.	Description title	Modify	Delete
1.	Contact details		<input type="checkbox"/>
2.	My Item 4		<input type="checkbox"/>
3.	Terms and Conditions		<input type="checkbox"/>
4.	Test Description Item		<input type="checkbox"/>

Number of rows on page:

Callout boxes:

- The number of Description entries that have been defined.
- Click here to go back to the previous screen.
- Click on these arrows to change the sort order of the list.
- To make changes to an entry, click on its notepad icon.
- Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.
- To delete an item, click on the checkbox and then click on the Delete button.

Note: The system does NOT ask for confirmation before deleting the selected product(s). It directly deletes the selected product(s) as soon as you click on the **Delete** button.

Managing News Items

Company Website Builder has a news module that allows you to provide news items on your website. You can even categorize the news items so that users can read only those items that are of interest to them.

Use the options in the **News admin** menu to manage your news types and news items.

Adding a News Type

To add a News Type or Category:

1. Click on the **News admin** option in the menu at the left of the Company Website Builder application screen, to open the News admin menu.
2. Click on **Add news type** in the News admin menu.

The system will display the **Add news type** screen.



News admin

You may add the types for your news items here. It is important to add at least one default type.

Add news type

New news type:

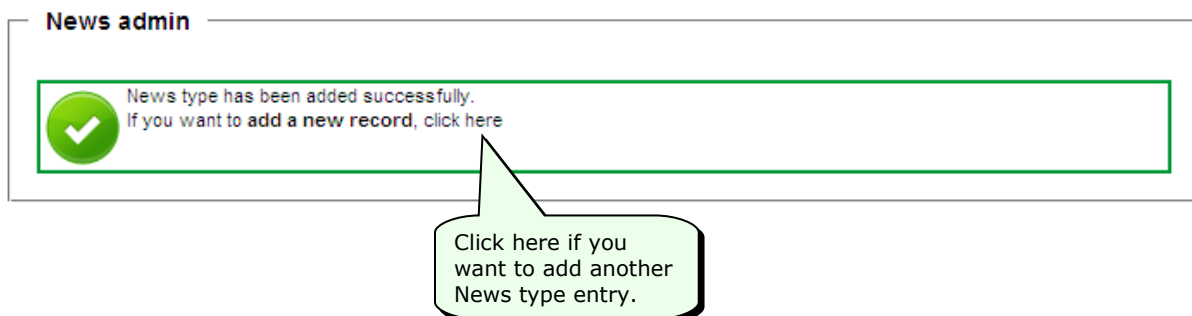
Add

Type a unique name for the News type or Category.

Click on the Add button to add the entry.

Tip: If you change your mind and do not want to add the new entry, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Add** button.*

When you click on the **Add** button, the system will add the new News type entry and display the following message—



News admin

News type has been added successfully.
If you want to add a new record, click here

Click here if you want to add another News type entry.

Note: In order to display news items, you have to define at least one news type entry.

Viewing, Making Changes to, or Deleting a News Type or Category Entry

To view the list of news type or category entries, or to make changes to or delete an entry:

1. Click on the **News admin** option in the menu at the left of the Company Website Builder application screen, to open the News admin menu.
2. Click on **List news type** in the News admin menu.

The system will display the **List/modify/delete news type** screen.

The screenshot shows the 'News admin' interface. At the top, there is a lightbulb icon and the text 'Here you may modify'. Below this, a table lists news types. The table has columns for 'No.', 'News type name', and 'No. news'. Each row has a 'List news' link and two icons (a notepad and a trash can). Below the table, there is a 'Number of rows on page' field with a 'Send' button. Callouts provide instructions: 'The number of News type entries that have been defined.' points to the '(3)' next to 'NEWS TYPE:'. 'To make changes to an entry, click on its notepad icon.' points to the notepad icon. 'Click here to go back to the previous screen.' points to the 'Back' button. 'Click on these arrows to change the sort order of the list.' points to the arrows in the 'News type name' column. 'Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.' points to the 'Number of rows on page' field. 'The number of news items of a particular category or type.' points to the 'No. news' column.

News admin

Here you may modify

The number of News type entries that have been defined.

To make changes to an entry, click on its notepad icon.

Click here to go back to the previous screen.

NEWS TYPE: (3) Back

No.	News type name	No. news	List news	
1.	CWB News Category	3	List news	
2.	My Test News Type	1	List news	
3.	Sports News	0	List news	

Click on these arrows to change the sort order of the list.

Number of rows on page:

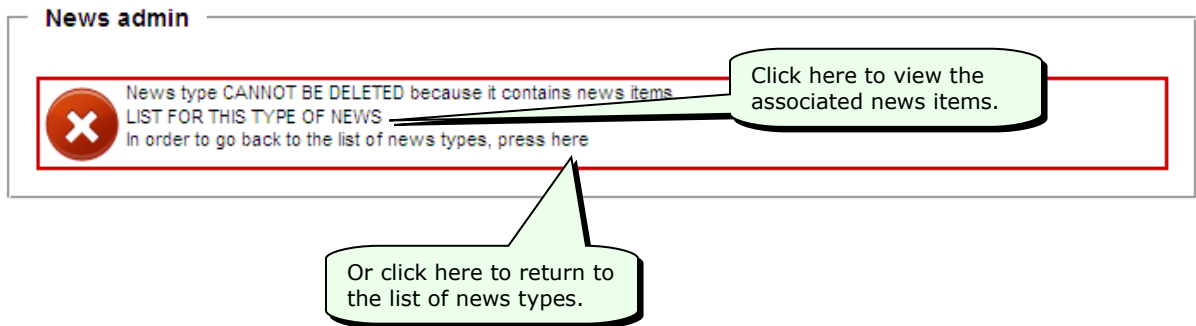
Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.

The number of news items of a particular category or type.

3. To delete a category entry, click on the button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

You cannot delete category entries if there are news items associated with that category. If you try to delete a category that has associated news items, the system will display the following message—



Adding a News Item

To add a news item:

1. Click on the **News admin** option in the menu at the left of the Company Website Builder application screen, to open the News admin menu.
2. Click on **Add news** in the News admin menu.

The system will display the **Add news item** screen.

News admin

You may add a news item by filling out the form

Add news item

Date: 2009 October 06 today

(Ex: yyyy-mm-dd)

News type: (Select from the list)

Title:

News:

Source:

Keywords:

Add

Select the year, month and date of the news item from these drop-down lists.

If the news item is of the current date, click on this button to set the date drop-down lists to the current date.

Type a unique title for this news item.

Select the news type from this drop-down list.

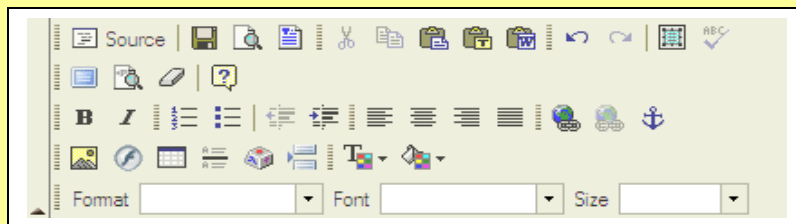
Click on this arrow to open the toolbar. (See **Note 1** below.)

Type the content matter here.

Type the name of the source of the news item.

Type keywords for the entry here. These keywords are used in meta tags when the page is generated.

Note 1: The text editing toolbar (shown below) will be displayed when you click on the arrow. Use the buttons of this toolbar to format the content matter.




This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

- After entering the above details, click on the **Add** button to add the new news item.

Tip: If you change your mind and do not want to add the new news item, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Add** button.*

When you click on the **Add** button, the system will add the new news item and display the following message—

News admin



News item has been successfully added.
If you want to add a new record, click [here](#)

Click here if you want to add another news item.

Viewing, Making Changes to, or Deleting a News Item

To view the list of news items, or to make changes to or delete an entry:











1. Click on the **News admin** option in the menu at the left of the Company Website Builder application screen, to open the News admin menu.
2. Click on **List news** in the News admin menu.

The system will display the **List/modify/delete news** screen.

News admin

Here you may modify or delete an entry. Click on the **Modify** or **Delete** button.

Latest News: (No news) Back

No.	Date	Type	Title	Source	
1.	06 October 2009	Sports News	Formula One Becomes Two		 
2.	29 August 2009	My Test News Type	Testing news without date and type		 
3.	21 May 2006	CWB News Category	News with picture	NO source	 
4.	12 February 2006	CWB News Category	News from GraFX Software	Origin of the News Source	 
5.	12 February 2006	CWB News Category	Second News is from USA	USA NewsPaper	 


Number of rows on page:

Click on these arrows to change the sort order of the list.

Click here to go back to the previous screen.

To make changes to an entry, click on its notepad icon.


Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.

3. To delete a news item, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

The system will display the following message—

News admin

 **Formula One Becomes Two** from date 2009-10-06 00:00:00 News item has been successfully deleted.
In order to go back to the list of news, press here

Click here to return to the list of news items.

Managing FAQ Items

Use the **Faq admin** menu to maintain your list of Frequently Asked Questions (FAQs). The Company Website Builder allows you to maintain different sets of FAQs.

Adding FAQ Types

To add an FAQ Type or Category:

1. Click on the **Faq admin** option in the menu at the left of the Company Website Builder application screen, to open the Faq admin menu.
2. Click on **Add faq type** in the Faq admin menu.

The system will display the **Add faq type** screen.

Faq admin

 You may add the types for your faq items here. It is important to add at least one default type.

Add faq type

New faq type:


Type a unique name for the FAQ type or category.

Click on the Add button to add the entry.

Tip: If you change your mind and do not want to add the new entry, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Add** button.*

When you click on the **Add** button, the system will add the new FAQ type entry and display the following message—

Faq admin

 Faq type has been added successfully.
If you want to add a new record, click here

Click here if you want to add another FAQ type entry.

Note: In order to display FAQ lists, you have to define at least one FAQ type entry.

Viewing, Making Changes to, or Deleting a FAQ Type or Category Entry

To view the list of FAQ type or category entries, or to make changes to or delete an entry:

1. Click on the **Faq admin** option in the menu at the left of the Company Website Builder application screen, to open the Faq admin menu.
2. Click on **List faq type** in the Faq admin menu.

The system will display the **List faq type** screen.

The screenshot shows the 'Faq admin' interface. At the top, there is a lightbulb icon and a message: 'Here you may modify the FAQ items by clicking on the notepad icon to the right of the row.' Below this, the text 'List faq type' is displayed. The main content is a table with the following structure:

No.	FAQ type name	No. faq	
1.	Installation FAQ	0	List faq items [notepad icon] [trash icon]
2.	Test FAQ	2	List faq items [notepad icon] [trash icon]
3.	Test Help FAQ	1	List faq items [notepad icon] [trash icon]

Below the table, there is a 'Number of rows on page:' field with a dropdown menu set to '30' and a 'Send' button. A 'Back' button is located in the top right corner of the table area.

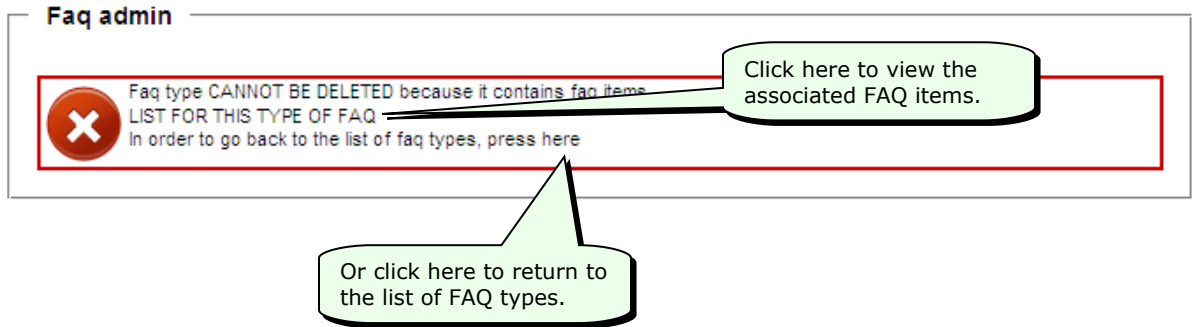
Callouts in the image provide the following instructions:

- The number of FAQ type entries that have been defined. (Points to 'FAQ TYPE: (3)')
- To make changes to an entry, click on its notepad icon. (Points to the notepad icon in the first row)
- Click here to go back to the previous screen. (Points to the 'Back' button)
- Click on these arrows to change the sort order of the list. (Points to the sort arrows in the table header)
- Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button. (Points to the 'Number of rows on page:' field)
- The number of news items of a particular category or type. (Points to the 'No. faq' column)
- Click here to view the FAQ items of a particular type. (Points to the 'List faq items' link in the first row)

3. To delete an FAQ type or category entry, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

You cannot delete category entries if there are FAQ items associated with that category. If you try to delete a category that has associated FAQ items, the system will display the following message—



Adding an FAQ Item

To add an FAQ item:

1. Click on the **Faq admin** option in the menu at the left of the Company Website Builder application screen, to open the Faq admin menu.
2. Click on **Add faq** in the Faq admin menu.

The system will display the **Add faq item** screen.

Faq admin

You may add a faq item by filling out the form below.

Add faq item

Date: (year) (month) (day) today

(Ex: yyyy-mm-dd)

Faq type: (Select from the list)

Title:

FAQ: Add your text here.

Keywords:

Add

Select the year, month and date of the news item from these drop-down lists.

If the FAQ item is of the current date, click on this button to set the date drop-down lists to the current date.

Type a unique title for this FAQ item.

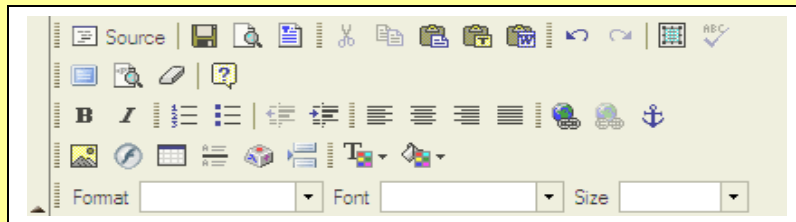
Select the FAQ type from this drop-down list.

Click on this arrow to open the toolbar. (See **Note 1** below.)

Type the content matter here.

Type keywords for the entry here. These keywords are used in meta tags when the page is generated.

Note 1: The text editing toolbar (shown below) will be displayed when you click on the arrow. Use the buttons of this toolbar to format the content matter.

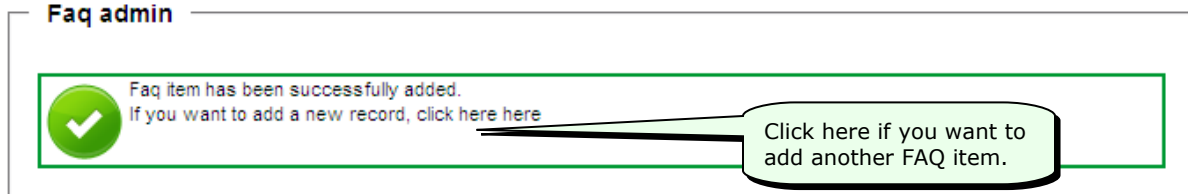


This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

3. After entering the above details, click on the **Add** button to add the new FAQ item.

Tip: If you change your mind and do not want to add the new FAQ item, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the Add button.*

When you click on the **Add** button, the system will add the new FAQ item and display the following message—

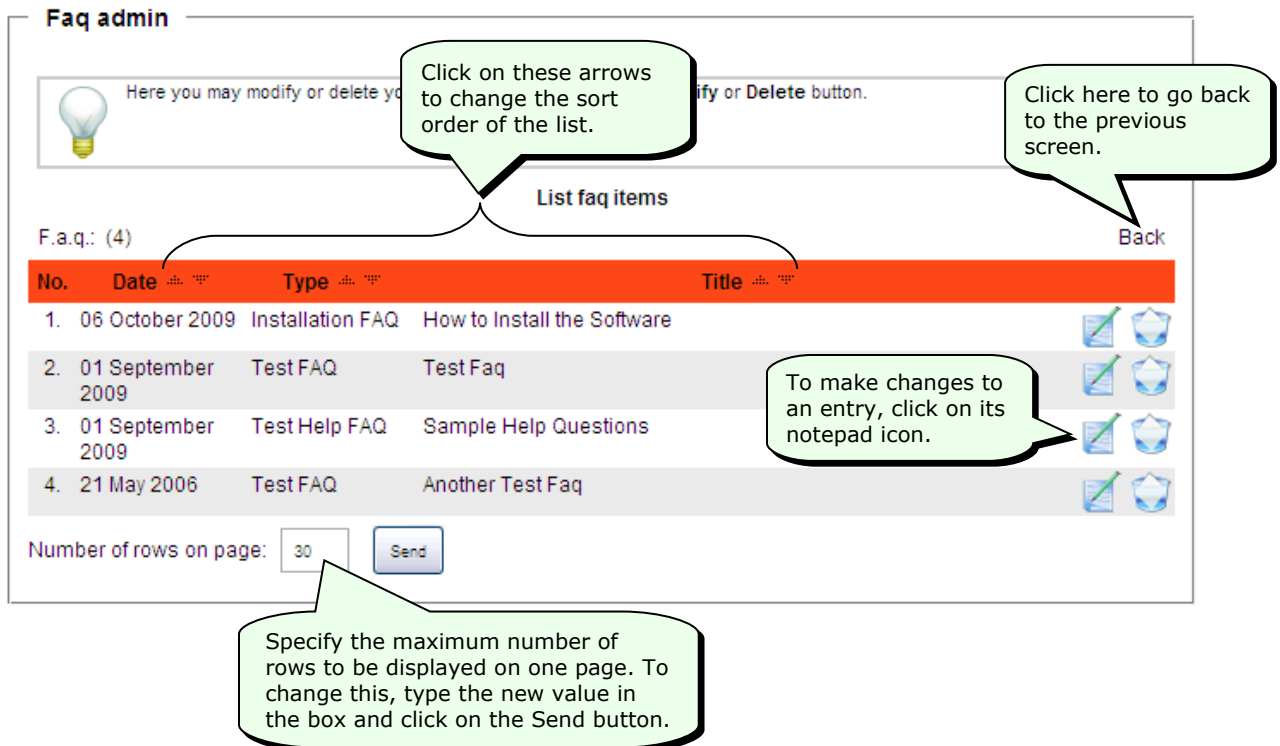



Viewing, Making Changes to, or Deleting an FAQ Item

To view the list of FAQ items, or to make changes to or delete an entry:

1. Click on the **Faq admin** option in the menu at the left of the Company Website Builder application screen, to open the Faq admin menu.
2. Click on **List Faq items** in the Faq admin menu.

The system will display the **List Faq Items** screen.




3. To delete an FAQ item, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

The system will display the following message—

Faq admin



How to Install the Software from date 2009-10-06 Faq item has been successfully deleted.
In order to go back to the list of faq items, press here

Click here to return to the list of FAQ items.

Managing Mail Templates

With Company Website Builder, you can create predefined mail message templates. Once you have created the mail templates, you can quickly and easily send messages to your members or subscribers, by selecting a message and adding some custom text to it.

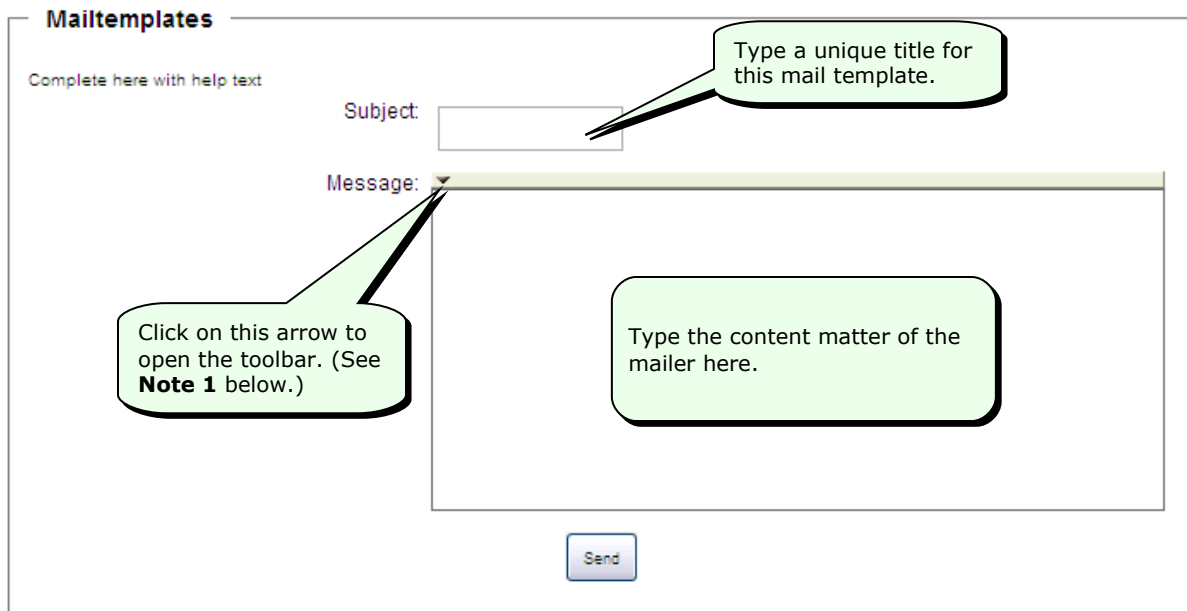
Note: See *Sending Mail to All Users* for more details about how to send mail to your members or subscribers.

Creating Mail Templates

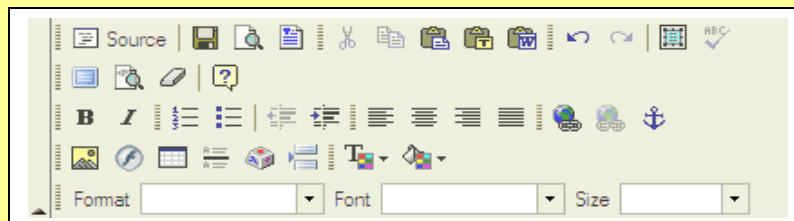
To create mail templates:

1. Click on the **Mailtemplates** option in the menu at the left of the Company Website Builder application screen, to open the Mailtemplates menu.
2. Click on **Add a new mailtemplate** in the Mailtemplates menu.

The system will display the **Mailtemplates** screen.



Note 1: The text editing toolbar (shown below) will be displayed when you click on the arrow. Use the buttons of this toolbar to format the content matter.

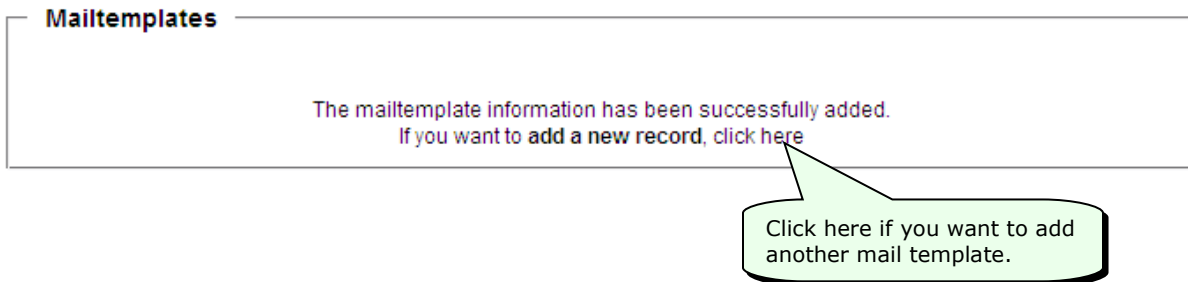


This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

- After entering the above details, click on the **Send** button to add the new mail template.

Tip: If you change your mind and do not want to add the new mail template, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send** button.*

When you click on the **Send** button, the system will add the new mail template and display the following message—

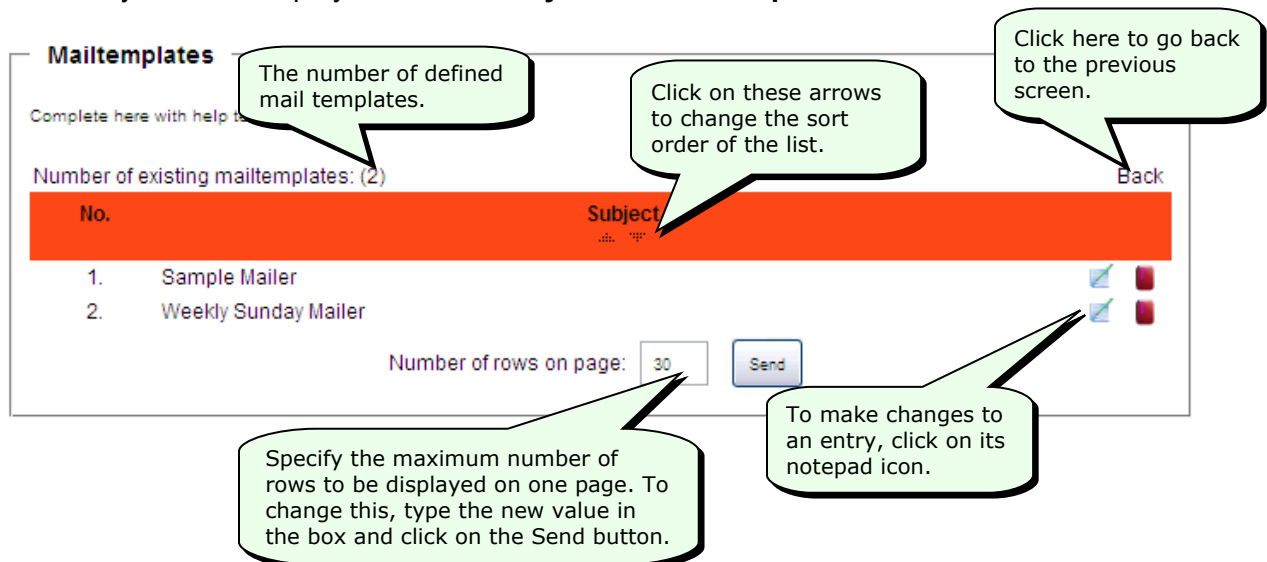



Viewing, Making Changes to, or Deleting a Mail Template

To view the list of mail templates, or to make changes to or delete an entry:

- Click on the **Mailtemplates** option in the menu at the left of the Company Website Builder application screen, to open the Mailtemplates menu.
- Click on **List/modify/delete mailtemplates** in the Mailtemplates menu.

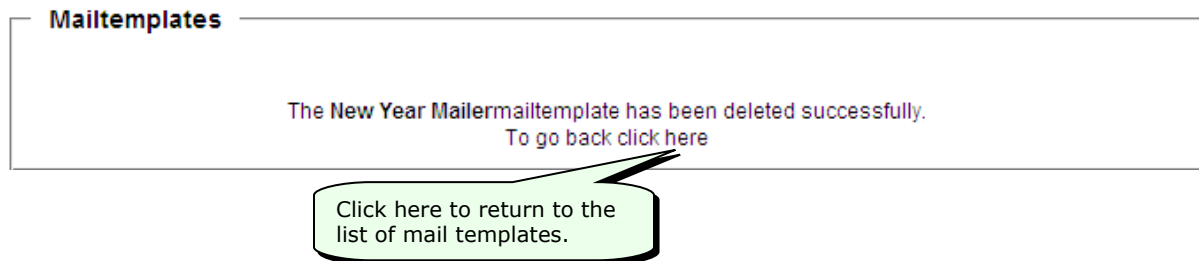
The system will display the **List/modify/delete Mailtemplates** screen.



3. To delete a mail template, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

The system will display the following message—



Managing User Entries

Company Website Builder allows you to set up special content or features on your website for register members of your website. To become a member, one has to use the **Register** link on the website to complete and send the registration form.

Use the Management menu at the left of the Company Website Builder application screen, to manage the list of registered members.

Viewing, Making Changes to, or Deleting User Entries

Registered members can themselves make changes to the details of their membership. However, at times when they are unable to do so, they may request you to make the changes. At times, you may need to deactivate a member's account or mark an account as 'unconfirmed'.

To view the list of members, or to make changes to or delete an entry:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **List all users** in the Management menu.

The system will display the **List all users** screen.

Management

Here you may modify the list of the users by clicking on the arrows to the right. In the account link.

The number of existing members.

Click on these arrows to change the sort order of the list.

Click here to go back to the previous screen.

Number of existing users: (6) [List all users](#) [Back](#)

No.	Name	Last Name	City	Country	
1.		aaaa			Enable account unconfirmed
2.	dtynnbi	dtynnbi	solpHAMJzTH		Enable account unconfirmed
3.	Endymarbel	Endymarbel	Riohacha		Enable account unconfirmed
4.	Jack	Jill	Poem Land		Disable account confirmed
5.	Jordanhoper	Jordanhoper	Loja		Enable account unconfirmed
6.	oruhmarirhz	NyJptZutRzQqovwdb	New York		Enable account unconfirmed

Number of rows on page:

Click on this link to enable or disable a member's account.

Click on this link to mark a member's account as confirmed or unconfirmed. (See **Note 1** below.)

Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.


Note 1: To avoid spam accounts, whenever a new member account is created, a confirmation email is sent to the member. This email contains a confirmation link. When the member clicks on this link, the member's email id is confirmed and the account is automatically marked as 'confirmed'. However, if the automatic marking of 'confirmed' status is not possible, you can manually mark an account as 'confirmed' by clicking on the **unconfirmed** link.

Similarly, you can manually mark an account as 'unconfirmed' by clicking on the **confirmed** link. When an account is marked as 'unconfirmed' the user will not be able to log in and will have to contact you (the administrator) for confirmation of the account.

- To make changes to any entry, click on the button next to the entry.

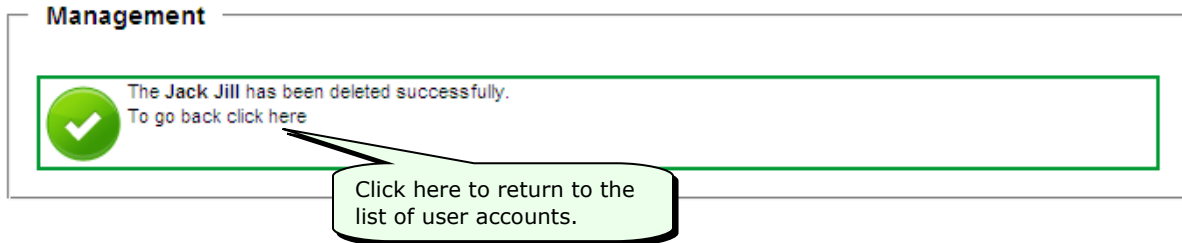
The system will display the **Modify user information** screen.

Note: See *Modifying Personal Data* in Part IV: User's Guide for more information about changing the user information.

4. To delete a user account, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

The system will display the following message—

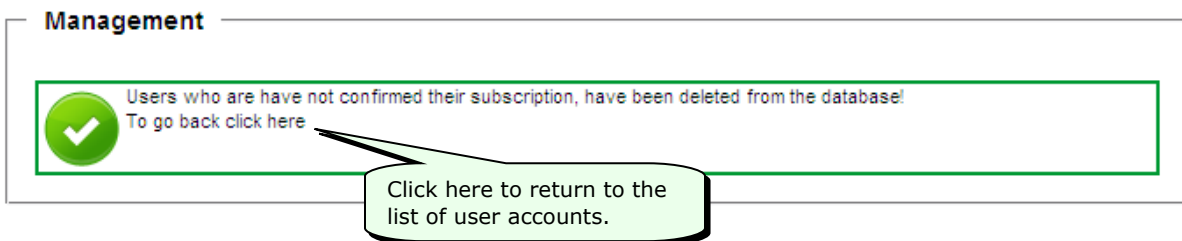


Deleting All Unconfirmed Accounts

To delete all unconfirmed accounts:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **Delete all unconfirmed accounts** in the Management menu.

All unconfirmed accounts will be deleted and the system will display the following screen —

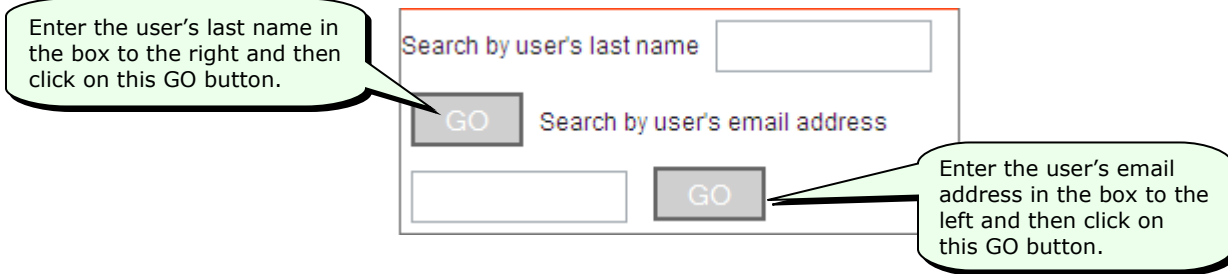


Searching for a User's Entry

When there are a lot of users, it may be easier to search for a user's entry, rather than browse through the list of members. Company Website Builder allows you to search for users by their last name or by their email address.

To search for a user's entry:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. At the bottom of the Management menu, type either the last name or the email address of the user.



Managing Newsletters

Company Website Builder allows you to set up and send newsletters to users who have subscribed for the newsletter via the website. The application allows you to manage and maintain the newsletter subscriber accounts, create or edit newsletter content and send newsletters to all subscribers.

Adding Newsletter Users

Visitors to your website can subscribe to newsletters by providing their name and email address on the site. You can also manually add users by using the **Add newsletterusers** screen.

To manually add newsletter users:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **Add newsletterusers** in the Management menu.

The system will display the **Add newsletterusers** screen.

Add newsletterusers

Here you may add users to the newsletter subscription list.

Add newsletter users: Example:
(username 1;e-mail address 1
username 2;e-mail address 2)

Type the usernames and email addresses of the persons you want to add to the newsletter subscription list here. Type each name and address on a separate line, and put a semicolon (;) between the name and the email address.

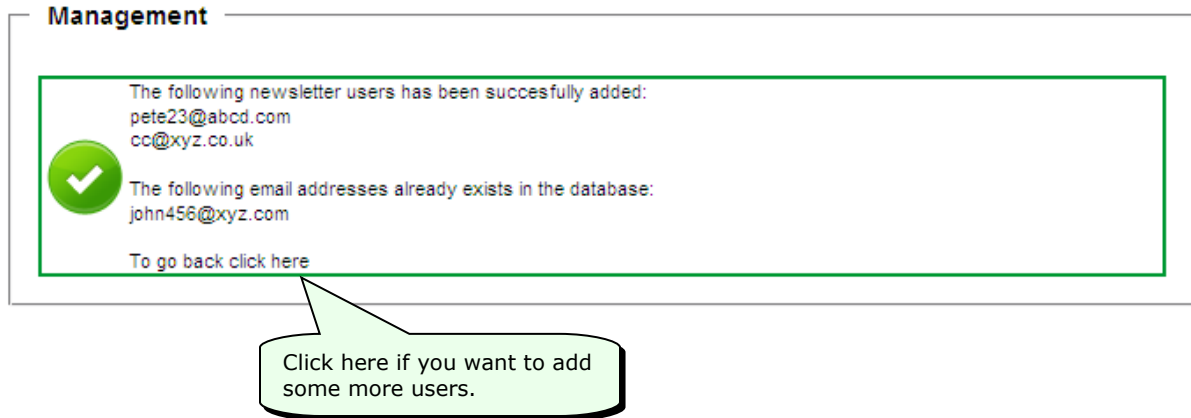
Eg:
John456;john456@xyz.com
RacyCat;rrc@abc.co.uk

Send

3. After typing the list of usernames and email addresses, click on the **Send** button to add the new names to the newsletter subscription list.

Tip: If you change your mind and do not want to add the names, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send** button.*

When you click on the **Send** button, the system will add the names to the newsletter subscription list and display the following message—



Viewing, Making Changes to, or Deleting Newsletter Users

To view the list of newsletter users, or to make changes to or delete an entry:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **List all users subscribed for newsletter** in the Management menu.

The system will display the **List of all users subscribed for newsletter** screen.

Management

Click on these arrows to change the sort order of the list.

The number of newsletter subscribers.

Click here to go back to the previous screen.

List all users subscribe for newsletter

Number of existing users subscribe for newsletter: (158) Back

No.	Name	E-mail			
1.	A Sunil1	cxnbvcb@cnvn.cmo			
2.	A Sunil2	vcmv.com.cmcv A SDunil3 xxx.xxx.xxx.xxx			
3.	acillapeFalia	johncsevnsprings@gmail.com			
4.	Aidan	tcqdgub@hxfezku.com			
5.	alex85	john393@aol.com			
	alexa545	johna172@aol.com			
	alexe754	johne631@aol.com			
	alex461	johnf599@aol.com			
	alexk549	johnk226@aol.com			
10.	alibighrzq	alibighrzq@gmail.com			

Pages 1 2 3 4 5 6 7 8 >> >

Number of rows on page:

Click on these numbers to view the other pages of the list. Click on >> to view the next page, and on > to view the last page.

To make changes to an entry, click on its notepad icon.

Indicates whether the subscription is active or not. (See **Note 1** below)

Note 1: Inactive (or disabled) subscriptions have a symbol, whereas active (or enabled) ones have a symbol. To enable a subscription, click on the symbol. Similarly, to disable a subscription, click on the symbol.

- To delete a subscription entry, click on the button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

Exporting the List of Newsletter Users

To export the list of newsletter users:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **Export newsletter user** in the Management menu.

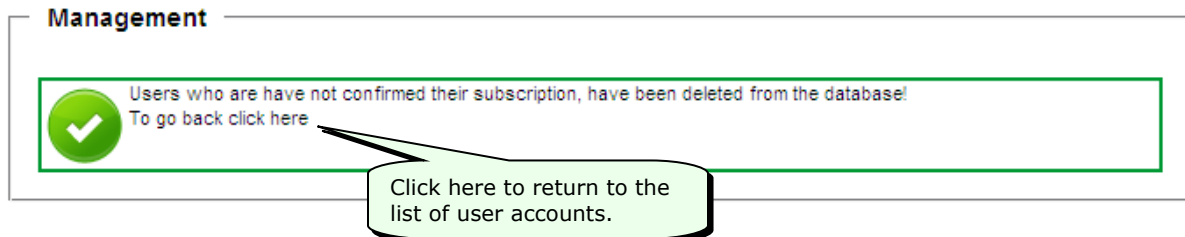
Deleting All Unconfirmed Newsletter Accounts

To avoid spam subscriptions, whenever a user subscribes using the 'Newsletter' form on the website, a confirmation email is sent to the user. This email contains a confirmation link. When the user clicks on this link, the user's email id is confirmed and the subscription is automatically marked as 'confirmed'. Otherwise, the subscription is 'unconfirmed'. Newsletters are mailed only to confirmed accounts.

To delete all unconfirmed newsletter accounts:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **Delete all unconfirmed newsletter accounts** in the Management menu.

All unconfirmed newsletter accounts will be deleted and the system will display the following screen—



Deleting or Deactivating Newsletter Accounts

To delete or deactivate one or more newsletter accounts:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **Delete newsletter accounts** in the Management menu.

The system will display the **Delete newsletter accounts** screen—

Delete newsletter accounts

Here you may delete or deactivate users from the newsletter subscription list.

Delete newsletter users: Example:
(e-mail address 1
e-mail address 2 ...)

In this box, type the email addresses of the newsletter subscribers you want to delete or deactivate. Type each address on a separate line.

Eg:
john456@xyz.com
rrc@abc.co.uk

Select whether to deactivate or delete the accounts.

Deactivate newsletter accounts
 Delete user accounts


3. Finally, click on the **Send** button to either delete or deactivate the newsletter accounts (depending on the choice that you have made).

Tip: If you change your mind and do not want to delete or deactivate the accounts, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send** button*.

When you click on the **Send** button, the system will delete or deactivate the newsletter accounts and display the following message—

Management

The following newsletter users has been succesfully deleted:

 mgxseb@nmdirj.com
ss786@vsnl.com

[To go back click here](#)

Click here to go back to the list of newsletter subscribers.

Sending Mail to All Users

You can send from this tool mail to all users, like a newsletter, just will be sent to all users.

Adding Newsletter Content and Sending Newsletters

With Company Website Builder, you can add new newsletter content and send it to the active subscribers. Alternatively, you can once again send an existing newsletter to the subscribers.

To send newsletters:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **Send newsletter** in the Management menu.

The system will display the **Send newsletter** screen—

Management

The below newsletter is sent to all of the subscribers.

Send newsletter

Newsletter subject:

Newsletter content:

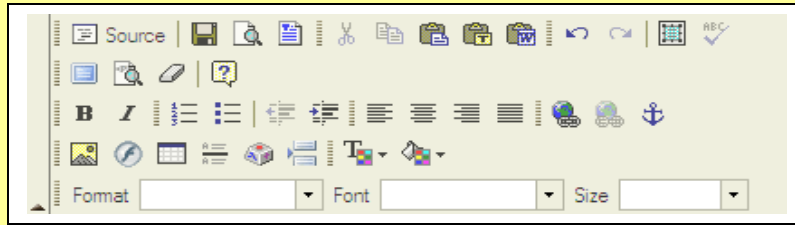
Newsletter content..

Newsletter subject: (Select from the list) ▼

Send newsletter to admin Click on this button to send the above freshly written newsletter.

Send newsletter to admin Click on this button to send the selected newsletter.

Note 1: The text editing toolbar (shown below) will be displayed when you click on the arrow. Use the buttons of this toolbar to format the content matter.



This toolbar is similar to the toolbar of other word-processing programs. To use this toolbar, first select the text and then click on the desired button in the toolbar.

Note 2: Once you have entered a newsletter, there is no way to make changes to the content of the newsletter. Therefore, ensure that you enter the content properly.

3. When you click on one of the **Send newsletter to admin** buttons the newsletter will be sent to your email address (since you are the systems administrator). You can then check your mail and see how the newsletter looks. If everything is alright with the newsletter, you can send the newsletter to all the subscribers (see next step); however, if there is any problem with the newsletter, you can go back and make further changes to it.
4. When you click on the **Send newsletter to admin** button, the system will send the newsletter and then display the following message—



Tip: If you change your mind and do not want to send the newsletter, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Send newsletter** button.*

When you click on the **Send newsletter** button, the system will send the newsletter to the active subscribers and display the following message—

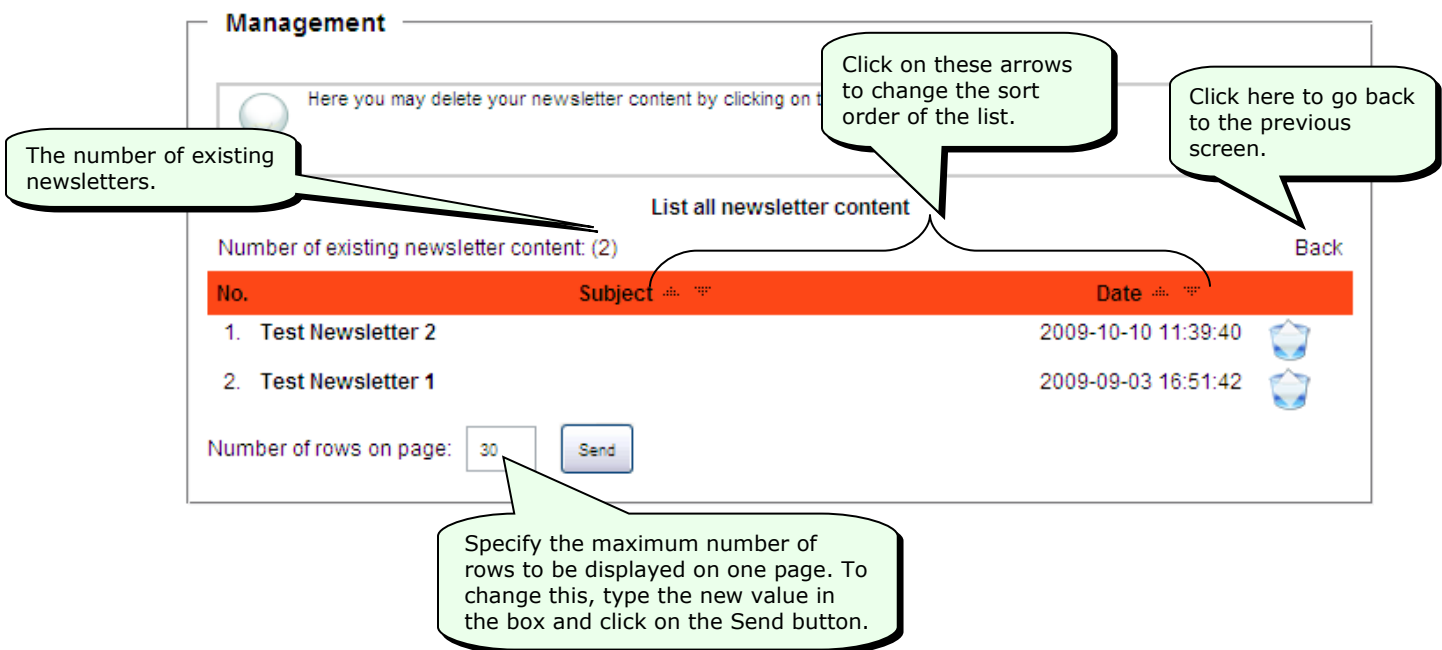



Deleting Newsletters

To delete an existing newsletter:

1. Click on the **Management** option in the menu at the left of the Company Website Builder application screen, to open the Management menu.
2. Click on **List all newsletter content** in the Management menu.

The system will display the **List of all newsletter content** screen.



3. To delete a newsletter, click on the  button next to the entry.

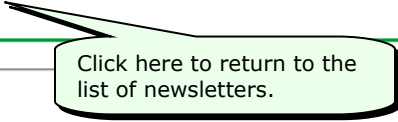
The system will ask you if you are sure. Click on the **OK** button to delete the entry.

The system will display the following message—

Management



Newsletter content with **Test Newsletter 1** from date **2009-09-03 16:51:42** has been successfully deleted.
In order to go back to the list of newsletter content, press here



Click here to return to the list of newsletters.

Miscellaneous Tasks

Viewing the List of Contacts


Users or visitors to your website can send messages to you, by using the **Contact** tab on the website.

To view the list of email addresses of persons who contacted you from your website:

1. Click on the **Export/Backup** option in the menu at the left of the Company Website Builder application screen, to open the Export/Backup menu.
2. Click on **List contacts** in the Export/Backup menu.

The system will display the **List all contacts** screen.

The screenshot shows the 'Contact admin' interface. At the top, there is a header 'Contact admin' and a sub-header 'List all contact'. Below the header, there is a text area: 'Here you may modify the list of the contacts. Use the arrows to change the sort order of the list. Use the buttons to the right.' There are two callouts pointing to arrows: 'Click on these arrows to change the sort order of the list.' and 'Click here to go back to the previous screen.' pointing to a 'Back' button. Below the header, there is a text area: 'Number of existing contact users: (1)'. There is a callout pointing to this text: 'The number of contacts.' Below the text area, there is a table with the following columns: 'No.', 'Name', 'E-mail', 'Website', and 'Subject'. The table has one row with the following data: '1.', 'Name', 'sssc@abcd.com', 'Website', and 'Subject'. Below the table, there is a text area: 'Number of rows on page: 30' and a 'Send' button. There is a callout pointing to this text: 'Specify the maximum number of rows to be displayed on one page. To change this, type the new value in the box and click on the Send button.' Below the table, there is a 'Want More Details' link and a trash can icon.

3. To delete a contact entry, click on the  button next to the entry.

The system will ask you if you are sure. Click on the **OK** button to delete the entry.

Exporting the List of Contacts

You can export the list of contacts to a CSV file. The data from this CSV file can then be imported into other software applications for analysis or other purposes. While exporting the list of contacts, you can select the fields you want to export. You can also save your selection as a template for future use.

To export the list of contacts:

1. Click on the **Export/Backup** option in the menu at the left of the Company Website Builder application screen, to open the Export/Backup menu.
2. Click on **Export contacts** in the Export/Backup menu.

The system will display the following screen—



cwb_reg_business	cwb_reg_homeaddress	cwb_reg_shippingaddress	Export Template list
<input type="checkbox"/> companyname	<input type="checkbox"/> name	<input type="checkbox"/> apartment	
<input type="checkbox"/> occupation	<input type="checkbox"/> salutation	<input type="checkbox"/> house	testing_ss <input type="button" value="Delete"/>
<input type="checkbox"/> telephoneday	<input type="checkbox"/> lastname	<input type="checkbox"/> streetname	
<input type="checkbox"/> extensionday	<input type="checkbox"/> apartment	<input type="checkbox"/> city	
<input type="checkbox"/> telephoneevening	<input type="checkbox"/> house	<input type="checkbox"/> province	
<input type="checkbox"/> extensionevening	<input type="checkbox"/> streetname	<input type="checkbox"/> state	
<input type="checkbox"/> fax	<input type="checkbox"/> city	<input type="checkbox"/> postalcode	
<input type="checkbox"/> email	<input type="checkbox"/> province	<input type="checkbox"/> zipcode	
	<input type="checkbox"/> state	<input type="checkbox"/> country	
	<input type="checkbox"/> postalcode		
	<input type="checkbox"/> zipcode		
	<input type="checkbox"/> country		
	<input type="checkbox"/> shipping_address		
	<input type="checkbox"/> businessorresidence		
	<input type="checkbox"/> DATA		
	<input type="checkbox"/> activ		
	<input type="checkbox"/> login		
	<input type="checkbox"/> PASSWORD		
	<input type="checkbox"/> confirmemail		
	<input type="checkbox"/> expiredate		

Select the fields to export and then click on this button.

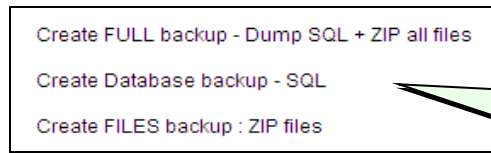
Taking Backup Copies of the Data

To take a backup copy of the data:

1. Click on the **Export/Backup** option in the menu at the left of the Company Website Builder application screen, to open the Export/Backup menu.

2. Click on **Backup** in the Export/Backup menu.

The system will display the following screen—



Click on one of these options to create the backup SQL or ZIP files and then download the created file(s) to your local computer.

The following table provides more details on the three types of backup—

Backup Option...	What it does...
Full Backup	Exports the database into an SQL file and also creates a zip file of all the other (non-database) contents of the site.
Database Backup	Only exports the database into an SQL file.
Files Backup	Only creates a zip file of all the non-database contents of the site.

Generating a Google Sitemap

Company Website Builder allows you to generate a sitemap.xml file of your website that can be used by Google to index your website for its search engine.

To generate a Google sitemap:

1. Click on the **Google Sitemap** option in the menu at the left of the Company Website Builder application screen, to open the Google Sitemap menu.
2. Click on **Generate Google Sitemap** in the Google Sitemap menu.

The system will display the **Set sitemap settings** screen—

Sitemap

You may set here values which will be generated in the sitemap xml file

Set sitemap settings

Contact page: Priority: Change frequency:

Registration page: Priority: Change frequency:

Category pages: Priority: Change frequency:

Products pages: Priority: Change frequency:

Newstype pages: Priority: Change frequency:

News pages: Priority: Change frequency:

Faqtype pages: Priority: Change frequency:

Faq pages: Priority: Change frequency:

Description pages: Priority: Change frequency:

Notify Google

Generate Gzip (archive)

Specify the priority and frequency of the various types of pages on your site. (See **Note 1** for more details.)

Select this option to zip or compress the sitemap.xml file. Google suggests that if your xml file is huge (e.g., if your site has more then 500 products), you should gzip the xml file.

Select this option to notify Google that a new map has been created for your site. Google will then refresh its indexes using the new sitemap.

3. After filling the above details, click on the **Send** button to generate the sitemap.xml file and notify Google (if you have selected the **Notify Google** option).

Part IV: Developer's Guide

Introduction

Note: This section of the User Manual is for web developers—persons who are responsible for the development (design and programming) of the content of your website.

You can create any type of website using Company Website Builder, including shopping and non-shopping sites. Sites created with Company Website Builder can have one or more of the following features—

- User Registration;
- Newsletters;
- Products for sale;
- Featured and non-featured products;
- Shopping cart;
- News articles;
- FAQ Lists;
- Search facility to search for items on the site; and
- Forms for contacting customer support.

Company Website Builder gives you total freedom to customize the look and feel of your website as per your requirements. The application comes with a set of templates for setting up your website. You can also download more templates from the Support->Download section of the GraFX software website (<http://www.grafxsoftware.com>).

In this section we will—

- Take a look at the folder structure of the application;
- Learn more about the Company Website Builder program templates; and
- Find out about the various styles used by the templates.

Software Structure

The files of the Company Website Builder application are stored in various subfolders of the main application folder on your server.

Note: By default, the main application folder is called `Company-Website-Builder\`.

The following table describes the contents of the subfolders—

Subfolder...	Contains...
<code>addon\</code>	???
<code>admintool\</code>	PHP files that store the settings made in the admin area of your website. The HTML templates of the admin area are stored in the “ <code>admintool\programtemplates\</code> ” folder.
<code>css\</code>	CSS files. These are the styles and skins used by the system.
<code>design\</code>	5 free templates that are provided with Company Website Builder.
<code>docs\</code>	The user manual of the software (this file).
<code>emailtemplates\</code>	Email HTML template files. These are templates of the emails that are sent by the system. Edit these files to change the format or content of the emails.
<code>images\</code>	Various images and icons used by the Company Website Builder application. Replace the <code>logo2.gif</code> image in this folder with your company logo.
<code>include\</code>	Various class php files.
<code>installer\</code>	The Installation Wizard files. As noted in <i>Part II: Installation</i> , you have to delete this folder after you have successfully installed the software.
<code>javascript\</code>	JavaScript files. These are the JavaScript files used by the various templates.
<code>language\</code>	<p>Language files. The default language file has to be named as <code>en.inc.php</code>, and the secondary language has to be named as <code>fr.inc.php</code>. This variable is set in <code>config.inc.php</code>.</p> <p>To add another language—</p> <ol style="list-style-type: none"> 1) Make a copy of the <code>en.inc.php</code> file and name the file according the new language. (e.g.: <code>ru.inc.php</code> for Russian) 2) Edit this file and add the language text.

Subfolder...	Contains...
	3) Specify the correct language file name in the config.inc.php file.
<code>programtemplates\</code>	HTML template files. These are the files that make up your website. Edit these files to change the look of your website.
<code>publ_images\</code>	Images that you have uploaded. If you do not want to keep the images that you have uploaded in the images\ subdirectories, you may move them here. However, if you do this, you will need to edit the config.inc.php file to inform the system that the images are stored in this folder.
<code>tmp\</code>	Temporary files. These files are stored on the hard disk for faster loading. Files such as extraconfig.inc.php and other files are stored in this folder.

The following table identifies some of the important files of the application and describes their usage—

File...	Description...
<code>config.inc.php</code>	This is the main configuration file of the application. Most of the application's settings are stored in this file.
<code>en.inc.php</code>	This is the main language file. It contains all the language elements of the application (such as onscreen prompts, menus etc.) in the primary language, by default, English.
<code>extraconfig.inc.php</code>	This file contains all the settings of the website. When you save the settings using the configuration pages of the administrative area, they are stored in the <code>cwb_config</code> table as well as in the <code>extraconfig.inc.php</code> file. To speed up access, the website reads the settings from the <code>extraconfig.inc.php</code> file. (See <i>Part III: Administrative Guide</i> for more details on configuring your website.)
<code>fr.inc.php</code>	This is the secondary language file. It contains all the language elements of the application (such as onscreen prompts, menus etc.) in the secondary language.

HTML Templates

The template files that make up your website are stored in the `programtemplates\` folder. You also get some free sample templates with Company Website Builder, which are stored in the `design\` folder.

These template files are all HTML files that contain special tags that are used to generate the files for the website. You will need to edit these template files to change the look and content of your website.

Note: You can also download more templates from the Support->Download section of the GraFX software website (<http://www.grafxsoftware.com>).

The PSD and PNG sources for these templates can be downloaded separately from <http://www.grafxsoftware.com/download.php>

When customizing your website, in many cases, there are two files that primarily have to be edited—`template_firstpage.html` and `template_index.html`.

Note: The template html files contain special tags enclosed in braces "{ }". When the website is generated, these tags are replaced by the actual content taken from the database. For example, `{LANG_TOPVIEWED_TITLE}` is replaced by the actual title of the top viewed page.

`template_firstpage.html`

This file is used by `index.php` and it represents the homepage of your site.

- All dynamic parts of the homepage are merged with `#include` statements. For example—

```
<div class="content">
  <!--#include file="product_topviewed.html"-->
  <!--#include file="product_latest.html"-->
  <!--#include file="headline_giftprod.html"-->
</div>
```

Uncomment the sections that you want to use in your site. For example, if you want a latest products section on your home page, uncomment the `<!--#include file="product_latest.html"-->` statement, and add the details of your latest products in the `product_latest.html` file.

- Menu items, like `PRODUCTS`, `VENDORS` etc. are included using language file variables, e.g. `{LANG_PRODUCTS}`. These variables are substituted with text taken from the language file.

- {CONNECT} — include/conect1.inc.php and include/conect2.inc.php (both are HTML files in PHP). Most people use it as we offer it.
- You can have as many DESCRIPTION PAGE titles as you want, like Terms, About Us etc. These titles may be managed using the Descriptions menu in the Administration area. (See *Managing Descriptions* in *Part III: Administrative Guide* for more details.)

There are two display modes for titles:

- Using the `#include file="description_menu.html"` statement – this displays the titles in a dynamic block in rows; and
- Using one or more `{DESCRIPTION_TITLEx}` statements (where 'x' is the ID no. of the title).

The first display mode is the default one. If you decide that the second fits best your needs, just unhide that part in the template after removing `<!--#include file="description_menu.html" -->` statement. Additionally, you need to edit the `includes/description.inc.php` file and comment these lines—

```
$descr = new Description(0);
$ft->assign("description_menu.html",$descr-
>getDescriptionsMenu_Dynamic($NEWLANG));
```

and uncomment the rest by removing the `/*` and the `*/` signs.

- The Newsletter and Search modules are in this template as well

template_index.html

This file is used by the rest of the .php files as the main frame for the remaining pages on your website.

CSS Styles

The following table lists the names of the various CSS styles used by the application—

Style Name...	Description...
Body	This is used for the text of the website.
Input, Select, Textarea, Option	These styles are used to format the components of forms.
HR	Defines the format of the horizontal rule separators.
A:Hover, A:Visited, A:Active, A:Link	Defines the format of links.
H1 and H2	These heading styles may be used on the first page to mark important text for search engines.
Text, A.Text:Link, A.Text:Hover	These styles are used for regular text.
Textbold, A.Textbold:Link, A.Textbold:Hover	These styles are used for bold text and some subheadings.
Txtbox, .Txtbox:Hover, .Txtbox:Link	These styles are same as the text styles, but are grey in color; used mostly in tables.
Error, A.Error:Link, A.Error:Hover	These styles are used for showing errors and alerts.
HyperText	The registration page require this style. Please do not remove it.
TableWithHeading, YellowTDHeader	These styles are used for tables.
form div, form label, form label.required, form label.problem, form label.completed div#submitdiv input#subject, textarea, input#email, input#phone, input, textarea, input:focus, textarea:focus	These styles are used by the Contact Us page.

Customizing Your Website

Using Additional Templates

A collection of web page templates are available for free download on the GraFX Software website. You can download any of these templates and integrate the design of the templates into the software.



Web Template #00001 (CWB Compatible)

PSD SOURCE AVAILABLE:Photoshop layered, 980 pixel designed. ...[Details](#)



Web Template #00002 (CWB Compatible)

PSD SOURCE AVAILABLE:Photoshop layered, 980 pixel designed. ...[Details](#)



Web Template #00003

PSD SOURCE AVAILABLE:Photoshop layered, 980 pixel designed. ...[Details](#)



Web Template #00004

PSD SOURCE AVAILABLE:Photoshop layered, 980 pixel designed. ...[Details](#)



Web Template #00005

PSD SOURCE AVAILABLE:Photoshop layered, 980 pixel designed. ...[Details](#)



Web Template #00006

PSD SOURCE AVAILABLE:Photoshop layered, 980 pixel designed. ...[Details](#)



Note: The templates are available as Photoshop layered .psd and .jpg files. You can use these files to create the HTML/CSS designs for your website. If you do not have knowledge of HTML/CSS and would like us to integrate the template of your choice into our software, write to us for a quotation.

Also, five free templates have been provided with Company Website Builder. These templates are stored in the design/ subfolder. You can adapt these designs and use them for your websites.

To use the sample templates:

1. Copy all /css/style*.css files into the /css/skinX/ folder on your domain (where 'X' is the number of the skin or template you have chosen).

2. Copy all the HTML files from the design/skinX/programtemplates/ subfolder to the programtemplates/ subfolder on your domain.
3. Copy all the files from the design/skinX/images/ subfolder to the images/skinX/ subfolder on your domain.

Note: A lot of free web page templates are available on the Web. These templates are downloadable in HTML and CSS format, but have to be integrated into the Company Website Builder software. This may be an easy job for those who have HTML/CSS knowledge, but harder for those without any experience. If you do not have knowledge of HTML/CSS and would like us to integrate the template of your choice into our software, write to us for a quotation. (See <http://www.grafxsoftware.com/description.php/Web-Design-Integration/14/> for more details.)

Showing Advertisements on your Web Pages

To show advertisements on your Web pages, add the following two lines of JavaScript code to each of your HTML files:

```
<script type="text/javascript" language="javascript" src="advertising_left.php"></script>
<script type="text/javascript" language="javascript" src="advertising_right.php"></script>
```

Moving Sections between the Sidebar and Content Areas

There are two main sections where all the content of your website appears. The main matter of your website appears in the Content area, and other matter, such as the newsletter subscription form, the login link, the top news stories etc. appear in the Sidebar.

If you wish, you can change the location of any of the items on the website by editing the main template file.

The content of the website is controlled by the following lines of code:

```
<div class="sidebar">
<!--#include file="minishowcart.html"-->
<!--#include file="conect.html"-->
<!--#include file="newslettersub.html" -->
<!--#include file="smallsearch.html" -->
<!--#include file="news_top_daily.html" -->
<!--#include file="faq_top_daily.html" -->
</div>

<div class="content">
<!--#include file="headline_prod.html"-->
<!--#include file="product_topviewed.html"-->
<!--#include file="headline_giftprod.html"-->
<!--#include file="product_latest.html"-->
</div>
```

To change the location of the sections on your website, simply move the relevant `#include` statement from one division to another. For example, if you want the **Search** box to appear in the main content area, move the following line from the “sidebar” division to the “content” division—

```
<!--#include file="smallsearch.html" -->
```

Using the Template Editor

Company Website Builder also includes a template editor in the administration area of your website. You can use this template editor to make changes to the templates and other files on your domain.

To use the template editor to make changes to the template files:

1. Login to the administrative area of your website.

Note: See *Logging In and Out* in Part III: Administrative Guide for more details on logging into the administrative area.

2. In the menu at the top of the screen, click on **Template Editor**.

The system will display the **Modify Template** screen.

Modify Template

Variables to use in template. It is very important for some parts of the template, otherwise will not work.

```
#_ ==> {
  _# ==> }
(ex: #_VARIABLENAME_#)
textarea# ==> textarea
BDYB ==> BEGIN DYNAMIC BLOCK
EDYB ==> END DYNAMIC BLOCK
```

Select a template from this drop-down list.

Select template

The name of the template you have selected.

Selected template name `programtemplates/template_firstpage.html`

The content of the template you have selected.

You can type normal HTML and script code (just like with any other html or css page).

You can also add special variables that will be replaced by the actual content when the web pages are displayed. (See **Note 1** below.)

Template Source

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN" "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml" dir="ltr" lang="en-US" xml:lang="en">
<head>
<!--
  Created by Artisteer v#_artisteer_version_# modified for Company Website Builder
  Base template (without user's data) checked by http://validator.w3.org : "This page is valid XHTML 1.0 Transitional"
-->
<meta http-equiv="X-UA-Compatible" content="IE=EmulateIE7" />
<title># CONF_SITE_NAME </title>
<meta http-equiv="Content-Type" content="text/html; charset=# CONF_SITE_CHARSET" />
```

This variable will be replaced with the site name when the HTML page is displayed in the browser.

Make the desired changes and then click on the Save changes button to save your changes.

Save changes

Tip: If you change your mind and do not want to save the changes you have made, simply move away from this page (by clicking on one of the other options in the menu at the left) *without clicking on the **Save changes** button*.

Note 1: When users view your website, Company Website Builder will generate the web pages to be displayed to the users. While generating the web page, it will replace all the `#_..._#` variables with the content of those variables. However, *be careful while editing or inserting these variables as some of them will only work in certain fixed areas of the template pages*.

Appendices

Appendix A—About GraFX Software Solutions

GraFX Software Solutions is a unique Web development company that specializes in innovative online applications. We deliver high-quality solutions based on the latest technologies to help our clients enhance their presence on the Web.

Our background is rich in experience. GraFX was established in April 1998, with a principal focus on Web development. In 1999, we co-developed a popular portal with the Norwegian-based Mobile Media, whose client list includes Eurosport, BBS and Nokia. A year later, we created our own local portal (www.acasa.ro), which has positioned itself as one of the top five portals in Romania. We also created innovative banner exchange software (www.grafstat.ro) that currently provides more than 20,000,000 banners for more than 500 active sites each month.

Since 2001, we have earned certifications from Macromedia, initially for Macromedia Dreamweaver 4.0, and this year we have been re-certificated as Certified Dreamweaver MX 2004 Developers.

In 2004, we were selected as a WINNER of PHP Classes Innovation Award. The award aims to honor developers who share components in the form of PHP classes of objects that provide innovative features or solve problems with approaches that provide additional value to the PHP applications of other developers.

Our core competency evolved over the years, leading to the development of our first software product: Company Website Builder. Today, GraFX offers a full spectrum of quality products and services to help businesses capitalize on Internet technology.

Our offerings include:

- Innovative software
- Website designing services
- Web hosting (www.impex.ro)
- Domain name registration (www.impex.ro)
- Pre-launch/post-launch Website support
- Website promotion
- Search Engine Optimization (SEO)
- Online research
- Online marketing and advertising campaigns

In addition to high-quality products and services, GraFX specializes in high-level customer service. We maintain a customer-oriented working style that delivers cost-effective solutions to meet the needs and budget of our clients. Our goal is simple: to provide high-tech software and services that help our clients stay ahead of the curve—and competition.

Appendix B: Support Options

Free Support

If you need further help with using the Company Website Builder, visit the following pages on the GraFX Software website:

- Visit the GraFX Software Forum at <http://www.grafxsoftware.com/forum/> for solutions to problems faced by users. You can also post a question in the forum.
- You can also search the GraFX Software Knowledge Base at <http://www.grafxsoftware.com/faq.php>.
- If neither of the above give an answer to your queries, you can directly write to us by filling up the form at <http://www.grafxsoftware.com/contact.php>. Please describe in details your issue/problem to help us to solve the problem as soon as possible. Note that we usually take 24-48 hours to respond.

Paid Support

Everyone who uses our software can get free online support. For organizations or individual developers with greater support needs, we offer paid support, providing you with direct access to our knowledgeable, professional team.

We can also help you with any aspect of software development, including server setup and configuration (PLESK), template development and integration, customization of the Company Website Builder software and more. Short-term support arrangements can be as small as one hour, or up to a multi-month development project. We'll work with you to come up with a custom plan that matches your specific needs and budgets.

Visit <http://www.grafxsoftware.com/description.php/Paid-Support/22/> for further details.