



Self Service Portal

Help Guide

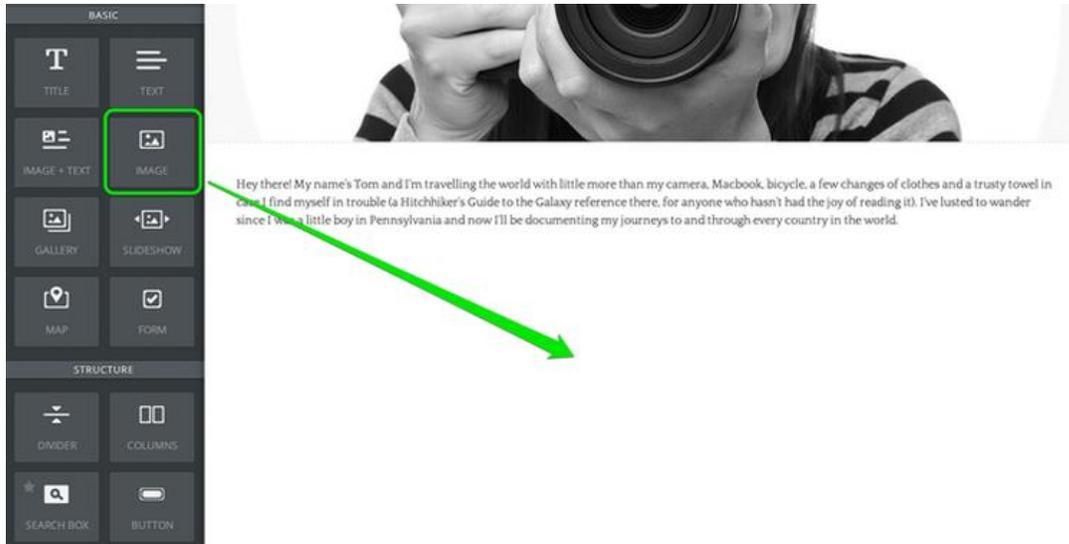
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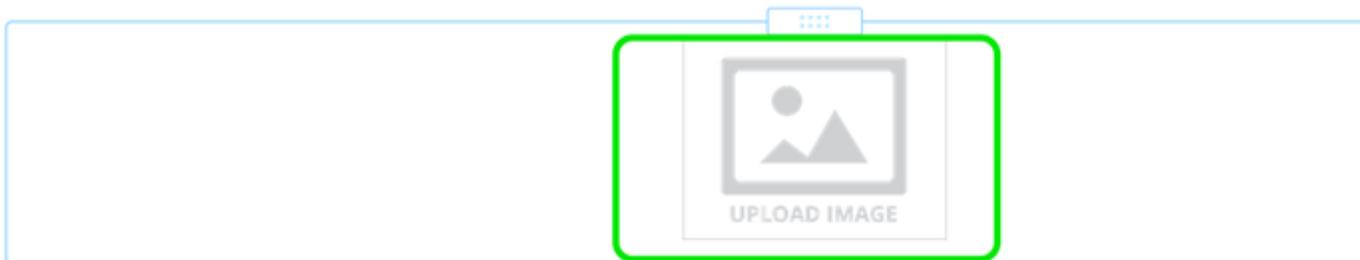


First Elements: Adding Pictures to a Site

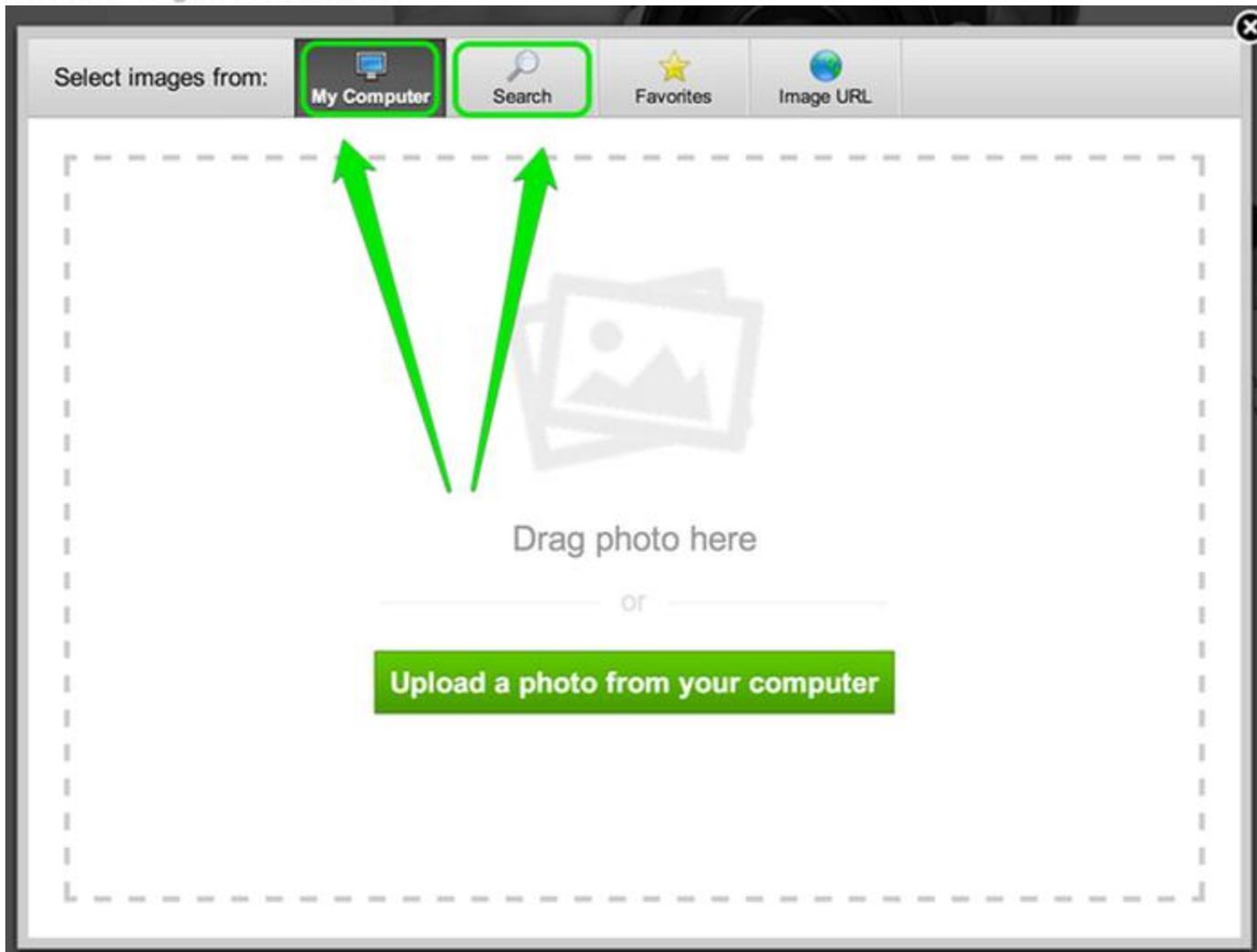
Adding pictures to your site works in much the same way as adding text: by dragging an image element to a page.



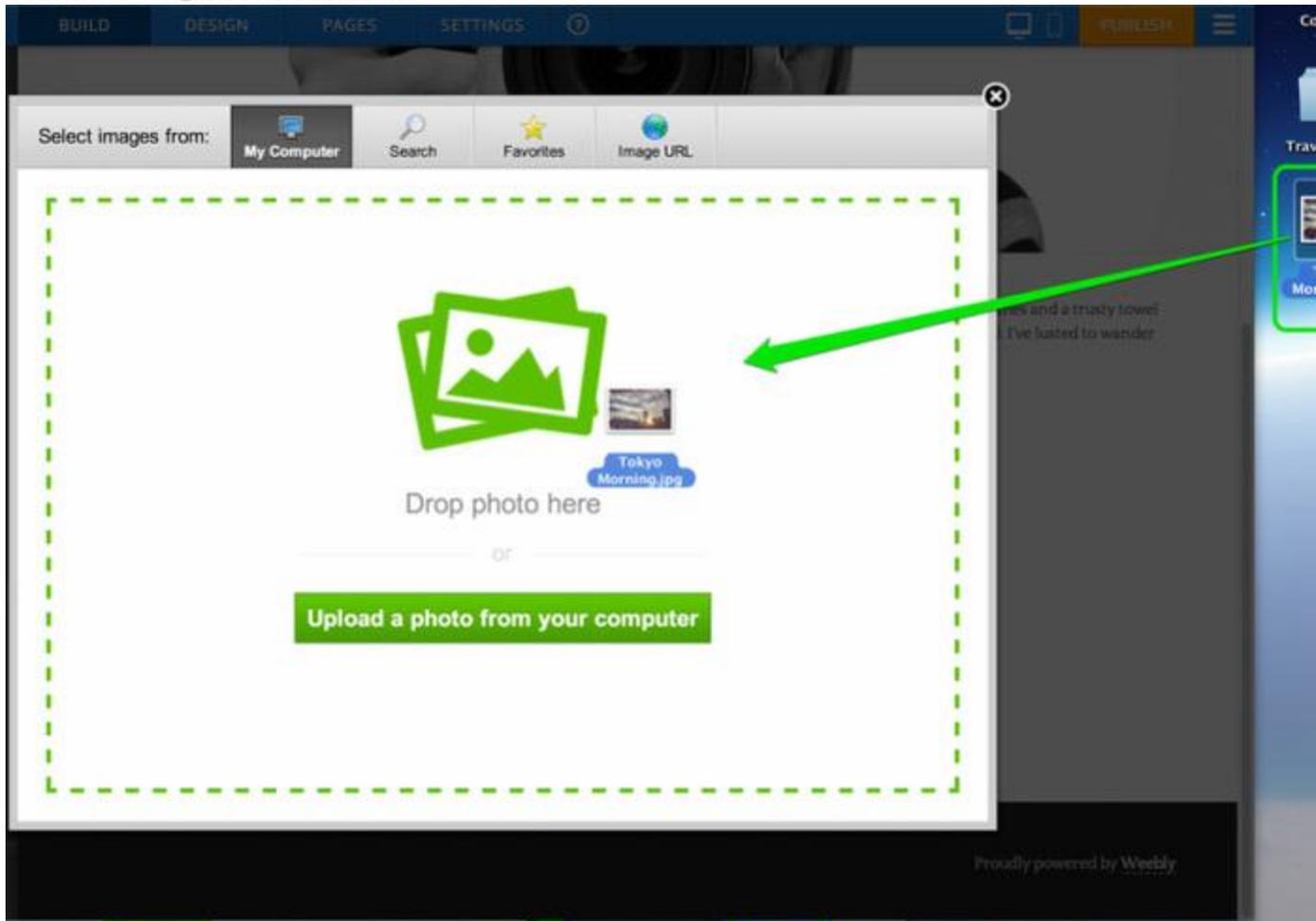
Click the Upload Image box to add a picture.



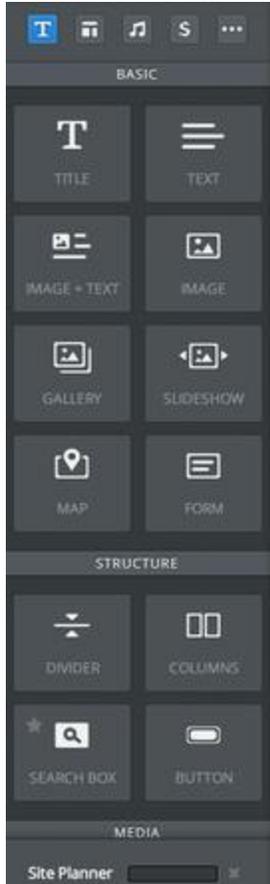
This opens up a dialog box presenting several ways to add a photo. The two key options are to either upload (or drag) an image from your own computer or to search through the stock photo database.



Let's focus on the option to upload a photo from your own computer. The easiest way to approach this is to drag the picture you want to use from your desktop into the box that quite helpfully says "drag photo here." You can also click the green "Upload a photo" button if it isn't convenient to drag the image over.



The size of a picture will vary after upload, but it'll usually show as wide as the entire site.



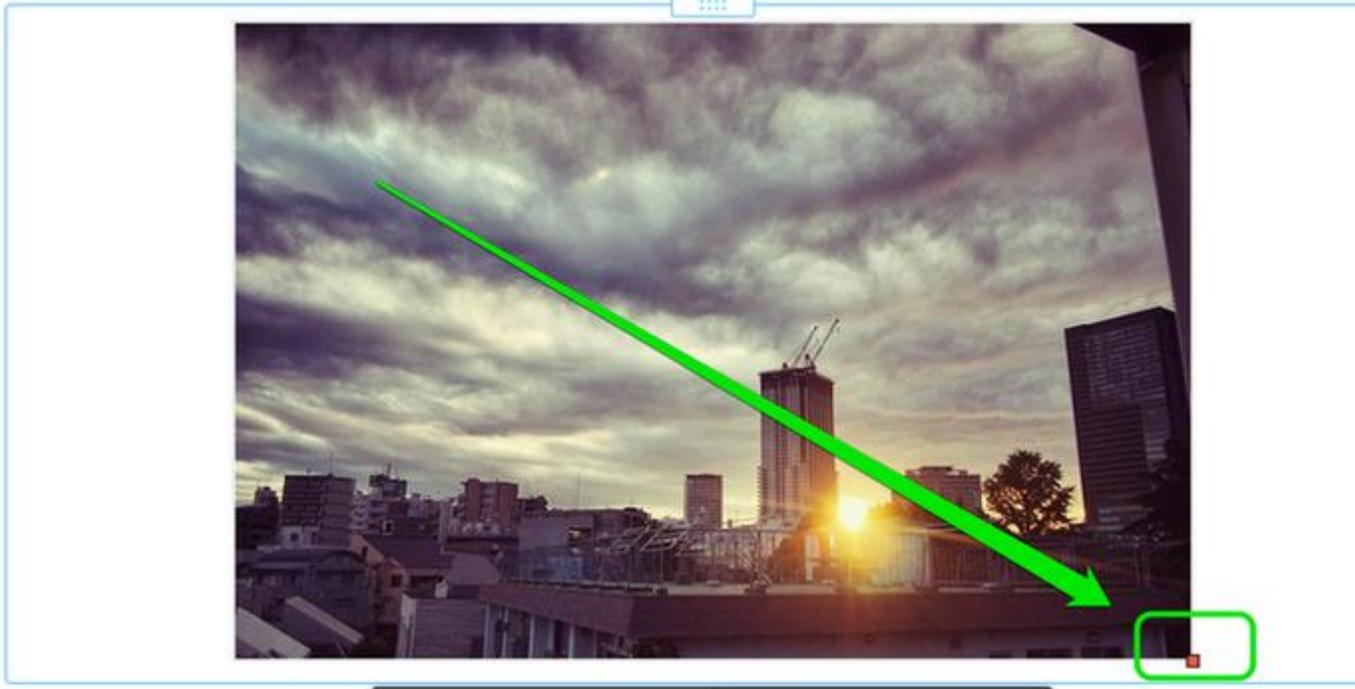
Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trunk in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.



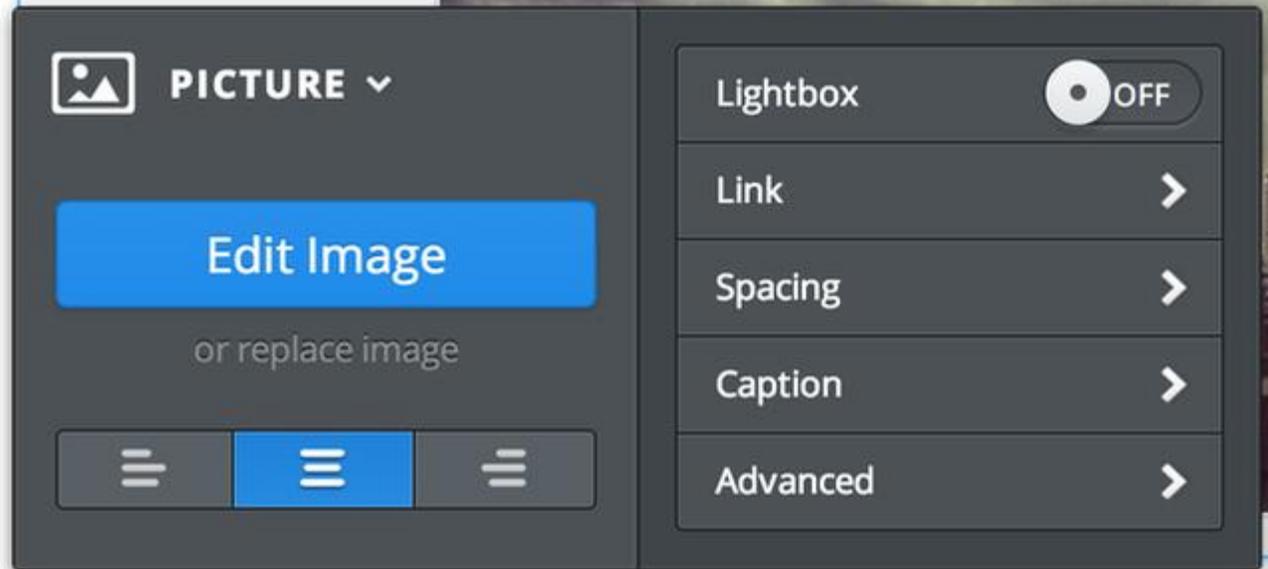
You can adjust the size of the image by clicking and dragging the little box that appears in the lower right corner of the image (you'll need to click on the picture to see it).



Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty tent in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to war since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.



Clicking on the photo also opens up a settings dialog box that you can use to make further changes.

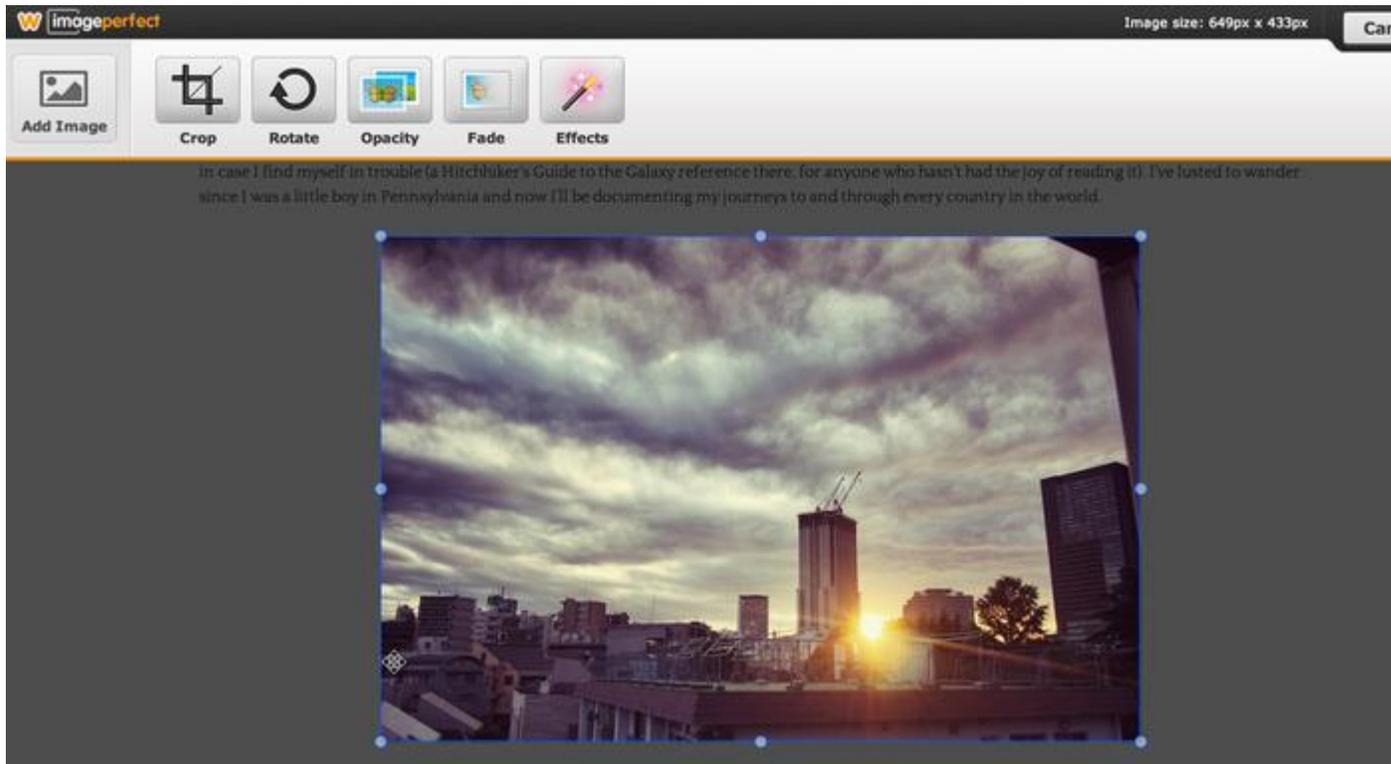


Some notable controls:

- **Lightbox:** If you turn this on then any visitor who clicks the image on your site will be shown a larger version.
- **Link:** This option turns the image into a link. We cover links later in this guide.
- **Spacing:** Makes minor adjustments to the amount of white space around the picture.
- **Caption:** Lets you add a basic text caption under the pic.
- **Advanced:** Allows you to adjust (or turn off / on) the border around the picture.



And the big blue "Edit Image" button opens up a simple image editor.



This editor provides some basic options for adding effects, lets you Rotate the image to any angle and has a Crop feature that can cut unwanted parts of the image away.



As an example of how these tools work, let's crop this picture a bit.



Crop

To crop, resize the white rectangle.
Then press OK.

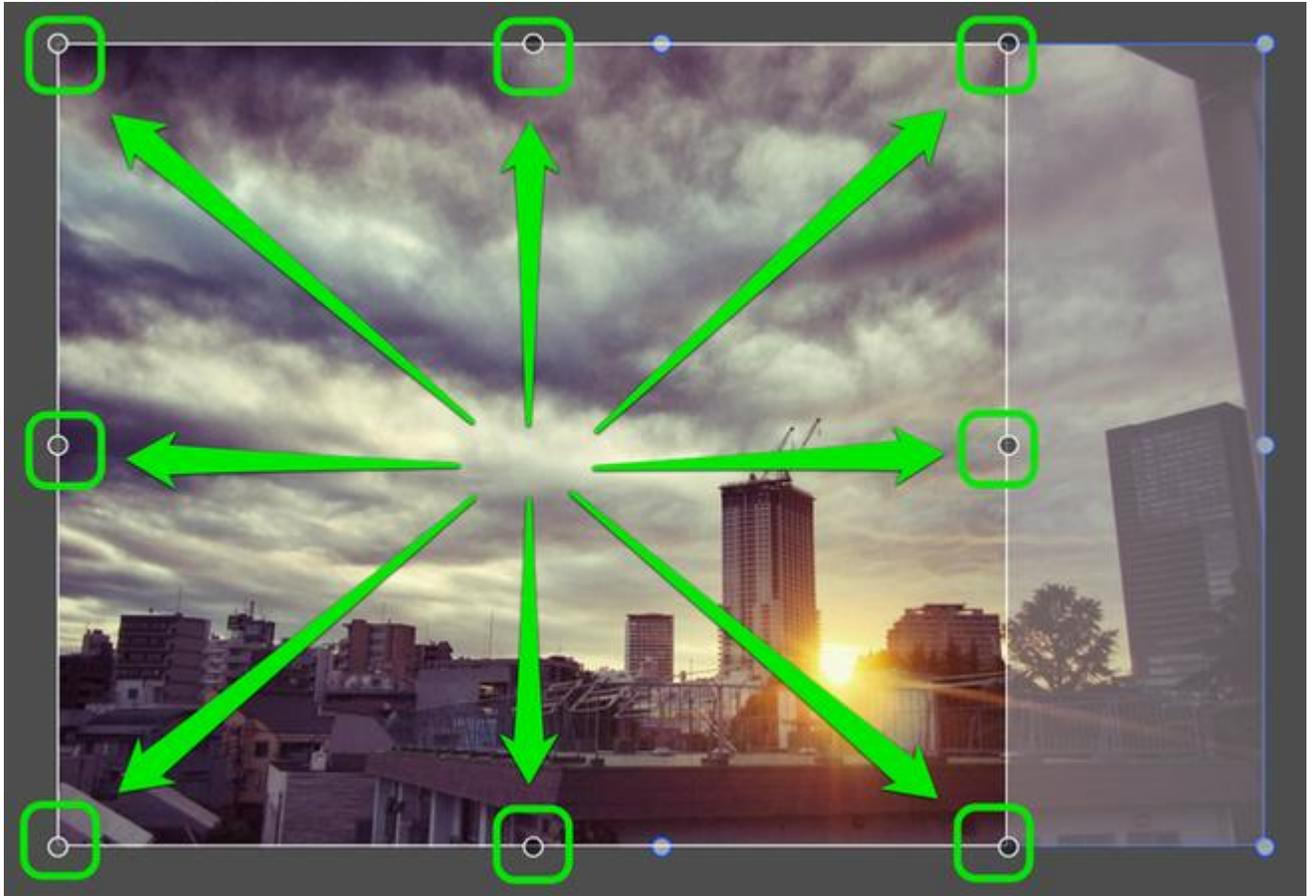
OK

or Cancel

in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the v



The Crop option places a box over the top of the picture. You can click on that box to drag it around and adjust the bubbles on the corners and sides to change the dimensions.



Once you've made changes click OK. If you don't like the changes you can click Crop again to readjust or click the grey Cancel button to drop out of the editor. We've cropped the example image down to more of a square; we'll keep this change and click the Save button in the upper right.

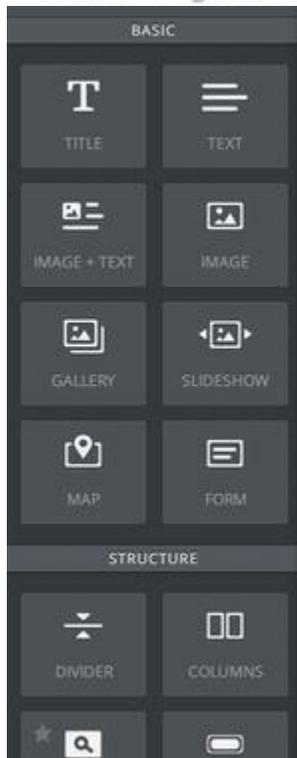


imageperfect Image size: 510px x 432px

Add Image Crop Rotate Opacity Fade Effects

in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've justed to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

And now the changes to the image are saved.



Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.



Create More Pages for Your Site

Creating a new page is a matter of going to the Pages tab and clicking the Add Page button.



The screenshot displays the 'Pages' management interface. At the top, there's a navigation bar with 'W PRO', 'BUILD', 'DESIGN', 'PAGES', 'SETTINGS', and a help icon. The 'Pages' section is highlighted with a green border. It includes an 'Add Page' button and a dropdown menu with three options: 'Standard Page', 'Blog Page', and 'External Link'. The main content area shows a 'Page Name' field containing 'Welcome!'. Below it, 'Page Layout' options are shown as thumbnails: 'Tall Header', 'Short Header', 'No Header', and 'Landing'. There are two checkboxes: 'Hide page in navigation menu' and 'Password protect this page'. At the bottom, there are 'Advanced Settings +' and two buttons: 'Save & Edit' and 'Copy Page'.

There is an option to Add a Standard Page or Add a Blog. For now let's focus on creating Standard Pages.

Selecting the Standard Page option adds a new page to your list.



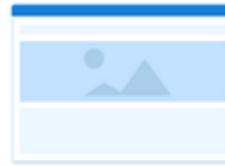
Pages Add Page ▾

- Welcome!
- New Page**

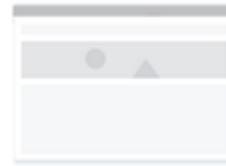
Tip: Drag pages up/down to reorder and left/right to create subpages.

Page Name

Page Layout:



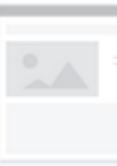
Tall Header



Short Header



No Header



Landing

- Hide page in navigation menu
- Password protect this page

[Advanced Settings +](#)

Save & Edit

Copy Page

Delete Page

Adding more pages is a matter of clicking Add Page and choosing Standard Page again (and again).



Pages [Add Page](#) ▾

- Welcome!
- The Americas**
- Asia
- Europe

Tip: Drag pages up/down to reorder and left/right to create subpages.

Page Name

Page Layout:

- Tall Header
- Short Header
- No Header
- Landing

Hide page in navigation menu

Password protect this page

[Advanced Settings](#) +

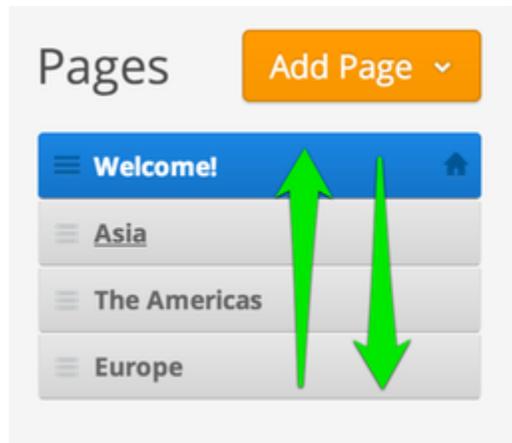
[Save & Edit](#) [Copy Page](#) [Delete Page](#)

As you add (and name) each of your pages, they'll automatically become part of your site's navigation bar.



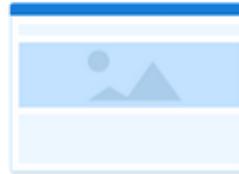


You can re-arrange the order of the pages by clicking and dragging them up and down the Pages list. Dragging a page to the top of the list will make that page your Home. The Home page can be renamed to whatever you like; the name for this site's Home has been changed to Welcome. Changing the order of pages in the list will also change the order in which they're displayed in the navigation.

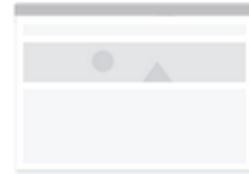


Page Name

Page Layout:



Tall Header



Short Header



No Header

You're also able to create subpages of other pages.

You can do this by dragging a page or pages underneath and to the right of another page.



Pages Add Page ▾

- ≡ Welcome! 
- ≡ Asia
 - ≡ Japan 
 - ≡ Vietnam 
 - ≡ Tibet 
 - ≡ China 
- ≡ The Americas
- ≡ Europe

Tip: Drag pages up/down to reorder and left/right to create subpages.

These subpages appear in a drop-down menu when you scroll over the page to which you connected them.



Tom's Travel Photography

Welcome! / Asia / The Americas / Europe

Japan

Vietnam

Tibet

China

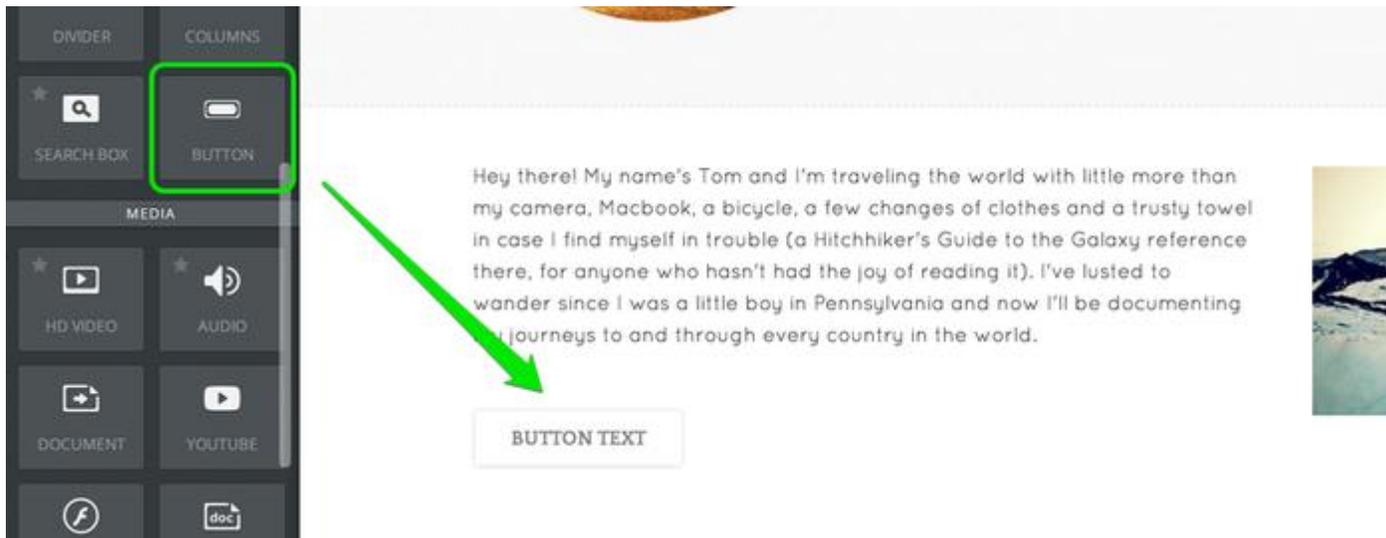
To edit the content of a page just click on its link from the navigation menu or go to the Pages tab, select the page from the list and click the Edit Page button.

Create Button Links

The button element enables you to create call-to-action buttons that link to other pages on your own site, pages on other sites, or files like PDFs and documents.



As with any other element, you can add a button to your site by dragging it to a page.



The button is essentially nothing more than a link that stands out because of it's



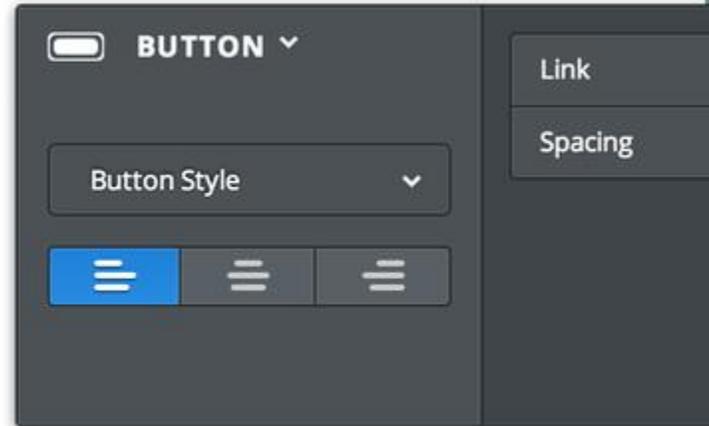
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size and how it looks. You can edit the text of a button so that it says whatever you like. Though buttons ideally should contain no more than five or six words.



You can link the button to a page, another website, a file or an email address via the rather appropriately named Link option. This will open up a dialog box that functions in exactly the same way as a standard text or image link.



Link to: Remove link ✕

Website URL Open link in new window

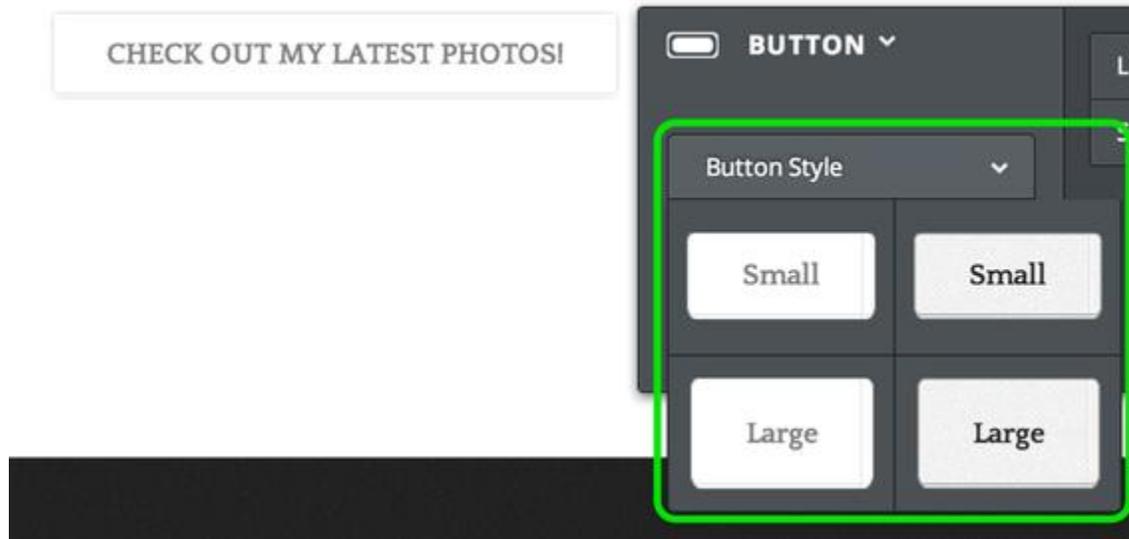
Page on Your Website

File on Your Website
 or [upload a file](#)

Email Address

Save

The style of the button can be altered via four preset options. Each button has two colors and two sizes specifically designed for the specific theme you're using.



When should you use a button instead of a regular link? When a very strong call to action is needed (like leading visitors to a page where they can purchase a product) and you want to make the link stand out more than usual.

How Can I Copy or Move a Set of Columns?

It's not immediately obvious, but you can quickly and easily move or copy an entire set of columns (and all the content within those columns) with just a few clicks of your mouse.

How can you do that?



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Scroll over an area of your site that has columns.

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Click directly on any of the column dividers. This will cause a number of options and controls to appear.

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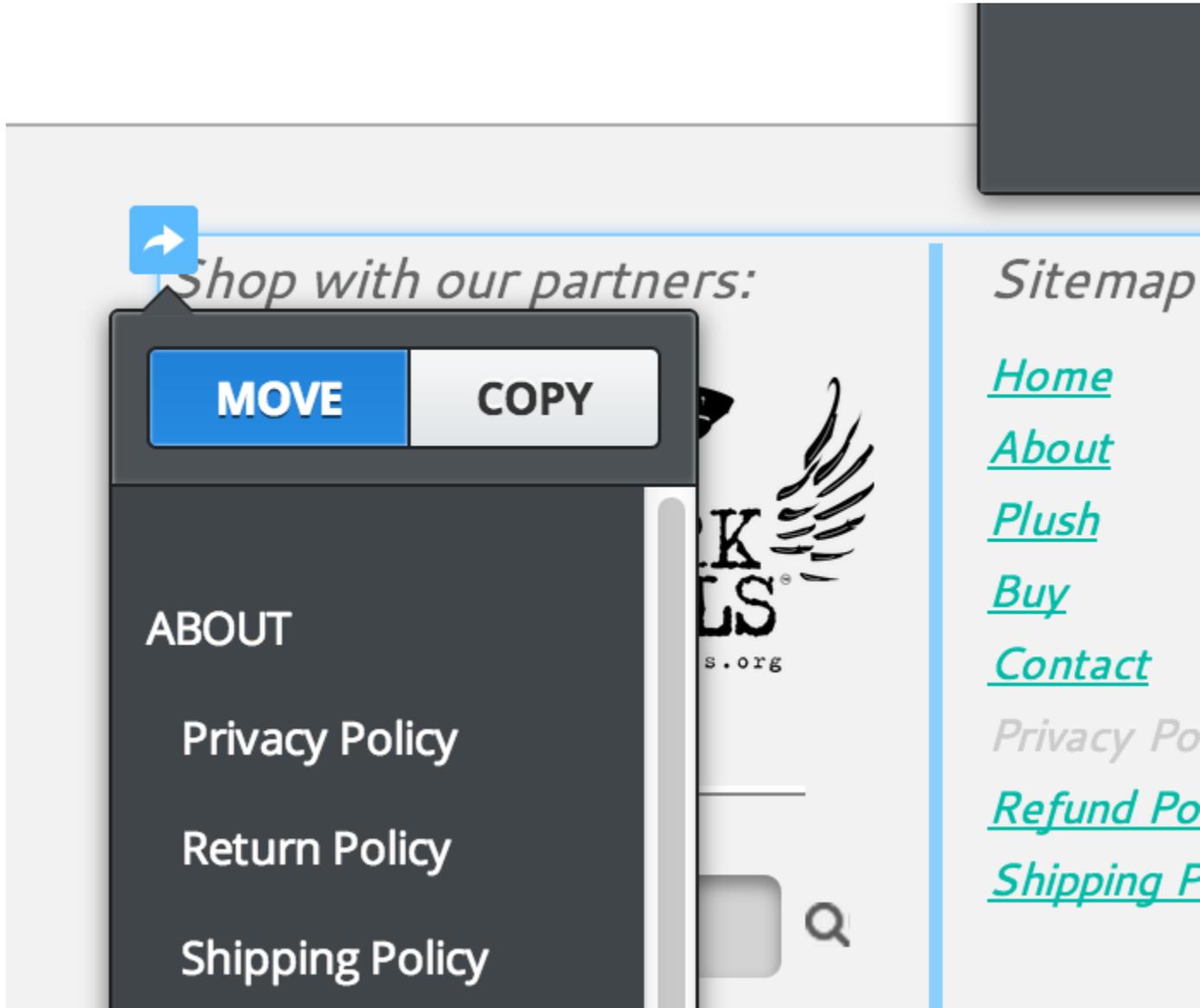
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The one you should focus on if you're looking to copy a set of columns (or move those columns to another page) is the arrow in the upper left. When you click on it, you're provided the option to move these columns to another page or to create an



But what if you simply want to move all these columns around in the page itself?

Then click on the little box right at the top of the columns and you can move them



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And if these options aren't visible to you, remember: just click on one of the column dividers and all of the options will pop right back up.



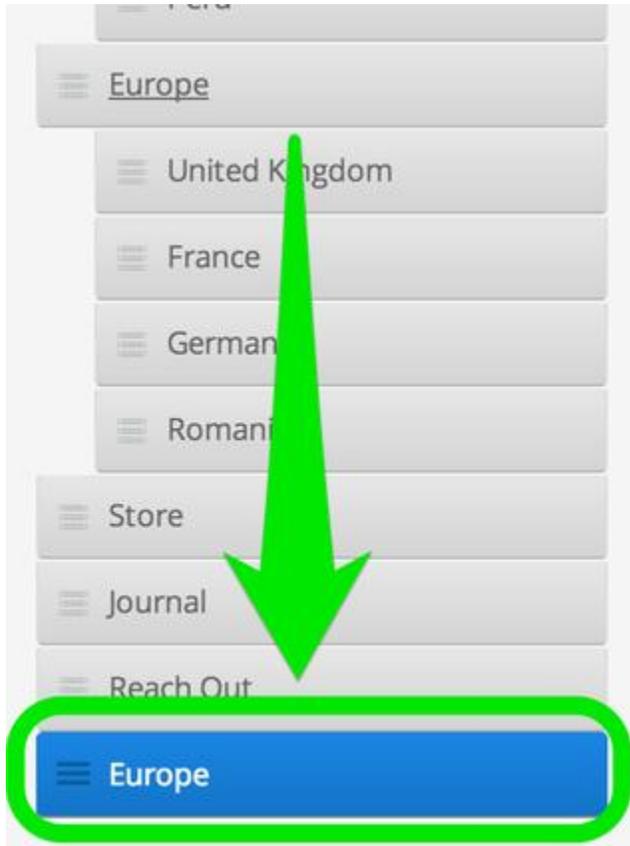
Copy a Page

A page can be copied and used as the basis for a new page. To do this, just go to the Pages tab and select the page you want to copy from your list of pages, then use the Copy Page button to generate a copy of the page.

The screenshot displays a web management interface. On the left, a sidebar titled 'Pages' contains a list of pages: Welcome!, Asia, Japan, China, Tibet, Vietnam, The Americas, United States, Canada, Brazil, Peru, Europe (highlighted with a green circle), and United Kingdom. An orange 'Add Page' button is at the top right of the sidebar. On the right, the 'Page Name' field is set to 'Europe'. Below it, 'Page Layout' options are shown: Tall Header, Short Header, No Header, and Landing Page. Two checkboxes are present: 'Hide page in navigation menu' and 'Password protect this page'. At the bottom, there are three buttons: 'Save & Edit', 'Copy Page', and 'Delete Page'. A green arrow points to the 'Copy Page' button.



This will generate a new page at the bottom of your list of pages. This new page will have the same name as the original page.



Give the page a new name and then click Save & Edit to make changes to it.



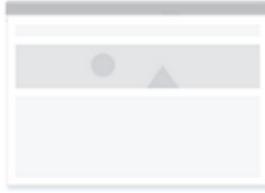
Page Name

Australia

Page Layout:



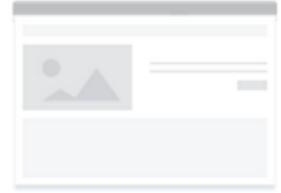
Tall Header



Short Header



No Header



Landing Page

 Hide page in navigation menu

 Password protect this page

Advanced Settings +

Save & Edit

Copy Page

Delete Page