



Your website | Power to design | Simple to update

- ✓ create **DYNAMIC** interactive websites
- ✓ with incredibly **USER FRIENDLY** tools
- ✓ and super **FAST DESIGN** delivery



User Manual



**Get in the driver's seat
of your SUCCESS!**

Contents

Conceptualize your website	3
Log into your UDesign website	4
The Dashboard view of your website	5
Working with the Library	6
Creating your own Library folders structure.....	7
Pages	8
Creating a page	8
Editing a Picture	10
Placing your page as a Menu Item	11
Setting your Page attributes	11
Saving and Previewing your Page in the Front-end	11
Unpublishing a web page	12
Editing your Welcome page	13
Categories	14
Creating Categories.....	14
Applying Categories to existing pages	14
Comments	15
Allowing Comments on Pages and Moderating Comments	16
Menus	17
Creating a Page as a Main Menu Item	17
Creating a Page as a Sub-Menu (drop-down) Item.....	17
Creating a Menu Item and attaching existing Pages to it	18
Attaching an existing Page to a Menu Item	18
Attaching other elements to a Menu Item	19
Changing the order of Menu Items.....	20
Changing the position of your Main Menu	21
Creating multiple menus.....	22
Create a secondary menu	22
Placing your secondary menu on selected pages	23
Excluding the Main Menu from selected pages.....	24
What are Extensions?	25
Installing Extensions.....	26
Adding, Building and using Extensions.....	27
Adding an Extension in a Module Position	27

Inserting an Extension within a chosen layout	28
Important Extensions	30
The Logo Extension	30
Themes	31
Installing available themes and setting a default theme	31
Changing the appearance of your Theme.....	32
Changing the Background	32
Specifying the Typography.....	33
Menu styles	34
Specifying the Template size.....	35
Users	36
Creating New Users.....	36
Types of Users:	36
How do Users log in?	37
Website Settings	38
Site Settings.....	38
Page Settings	39

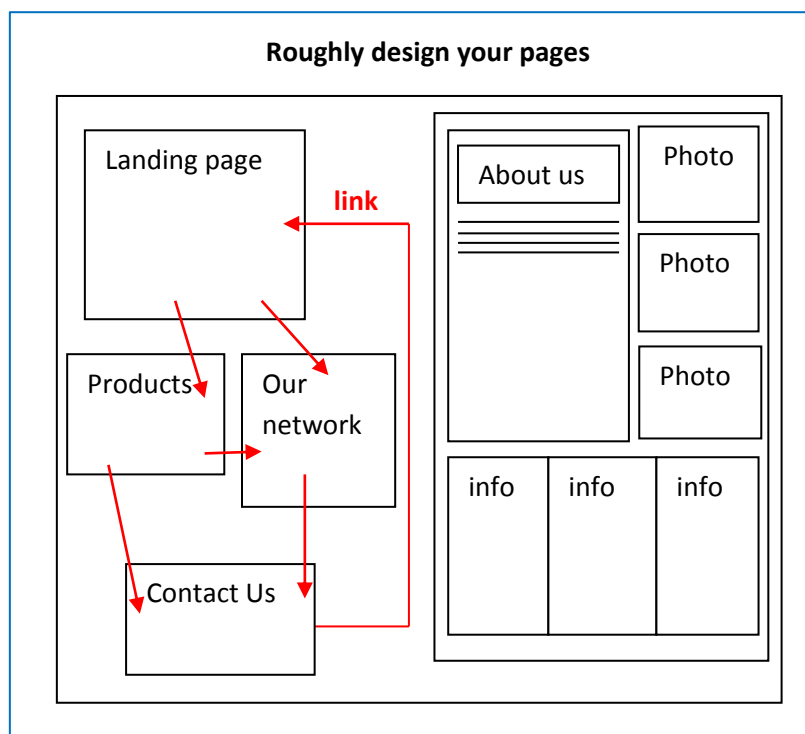
Conceptualize your website

Before you even log into your UDesign account, it is good to first conceptualize the design of your website. Some important points to consider:

- Decide on how many web pages and what the content for each page will be, i.e. Products, Contact Us, About Us etc. Think about how the pages will be linked in order to make browsing of your site natural and easy. How would you lead the audience to where you want them to be?
- Decide which page will be your landing page (home page). Which content do you want your audience to see upon entry of your site? The content and layout of the landing page will determine whether your audience will stay on your site or navigate back to their search engine results. Your landing page is where you get your audience interested enough to click through into the rest of your web site.

The landing page can be changed in order to keep the content fresh, as well as be used as a platform to advertise special offers that have an expiry date.

- Design roughly, on paper, what the layout for each page should be, and what content the pages will contain, including the placement of images. It is useful to type out the content separately in a word processor prior to uploading it onto the site. This gives you the freedom to chisel and change the content until you are happy to construct and publish each page. Also, collect all the pictures you would like to use in the site and decide which pictures will be published with which pieces of information.

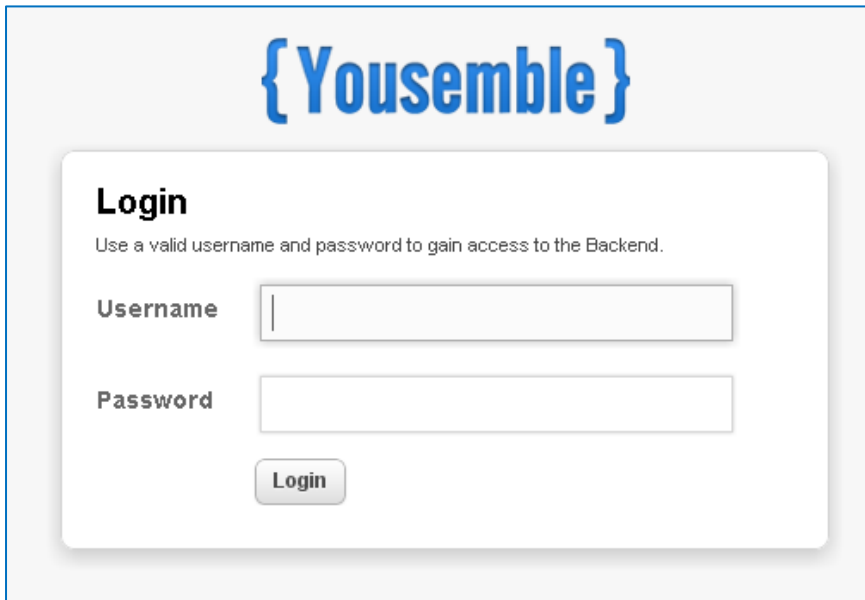


Log into your UDesign website

Your website has a “Back-end” and a “Front-end”. The back-end is where you build the website, and the front-end is what users of the internet see when they navigate to your website.

To access the back-end and start building the site, go to your website address and add “/administrator” to the end, for example www.yourwebsite.co.za/administrator

This brings you to your login screen:

The image shows a login screen for 'Yousemble'. At the top, the logo '{ Yousemble }' is displayed in blue. Below it, a white box contains the title 'Login' and a subtitle 'Use a valid username and password to gain access to the Backend.' There are two input fields: 'Username' and 'Password'. Below the password field is a 'Login' button.

Fill in your username and password as given to you upon registering your website. This takes you to the “Back-end” of your website where you will be building the site from the Dashboard (more about the Dashboard later).

You’ll notice at the top-right of your screen a “Preview” and a “Logout” link. After editing and to log out, simple click on “Logout”.



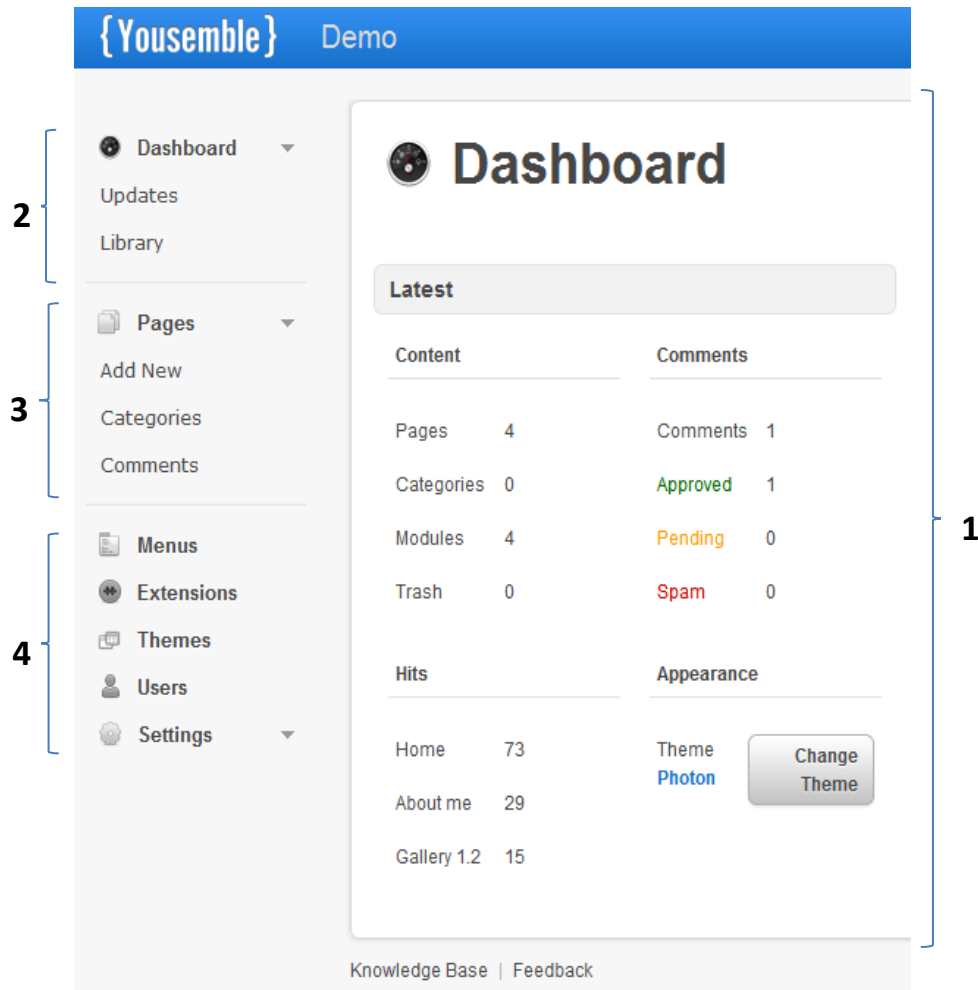
The “Front-end” is what users of the internet see when navigating to the website. To view the Front-end, click on “Preview” at the top-right of your screen.

You should now have two windows open – the back-end (with the tab name “Dashboard”) and the front-end. Click on the Dashboard tab to start building the website.



After having made any changes to your website, you can view the changes in the front-end by clicking on the front-end tab and pressing the function key F5 on your keyboard. Pressing F5 in the front-end will save you from opening a new Preview screen every time you wish to view a change that you have made.

The Dashboard view of your website



The dashboard view is where the design of your website starts. From this view you can also, at a glance, see the content of your website and change various settings and preferences.

1. Your site overview - How many pages you currently have, user comments that need approval, amount of hits per page, current website theme in use, etc.
2. Updates and Library – this is where you can view and install new tools for your website design and manage your site assets.
3. Pages – this is where you create, edit and maintain your website pages. It is also where you categorize your pages and manage and moderate user comments.
4. Menus – this is where you manage your site hierarchy and structure.

Extensions – here you install extra tools to enrich your site visitor’s experience.

Themes – here you choose or change the look and feel of your website.

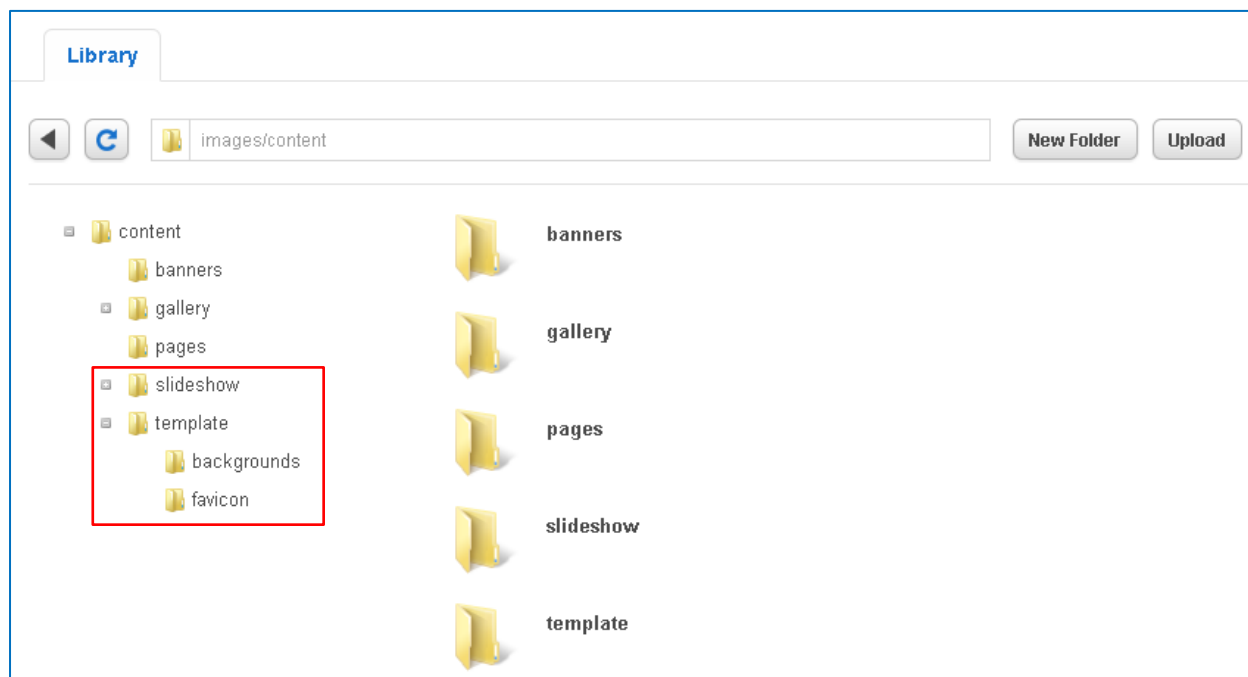
Users – this is where you can add administrative users to your site, and allocate various levels of authority to each user.

Settings – here you can change and manage your website settings.

Working with the Library

It is wise to upload all the pictures you want to use in your website before you start to build any pages. It just makes the process easier and more efficient. You can however upload pictures at any time.

- Clicking on “Library” on the left of your Dashboard screen will open this window:



A set of pre-installed folders is ready for you to upload pictures into. Some important folders that should not be deleted as they function with the structure of the site is:

The Templates folder and its sub-folders

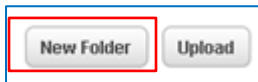
- upload the pictures that you want to use as an image background to the entire site into the “backgrounds” folder.
- The image that you would like to use as the miniature image on the title tab of the web pages is uploaded into the “favicon” folder – make sure the image is named “favicon.ico” in order for it to work

The Slideshow folder

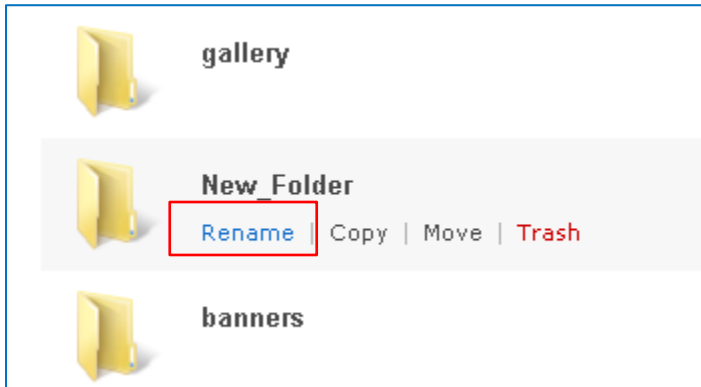
- Use this folder to upload sets of pictures into that you would like to be displayed as an animated slideshow

Creating your own Library folders structure

You can also create your own folders and subfolders to organise your pictures, videos and any other multimedia.

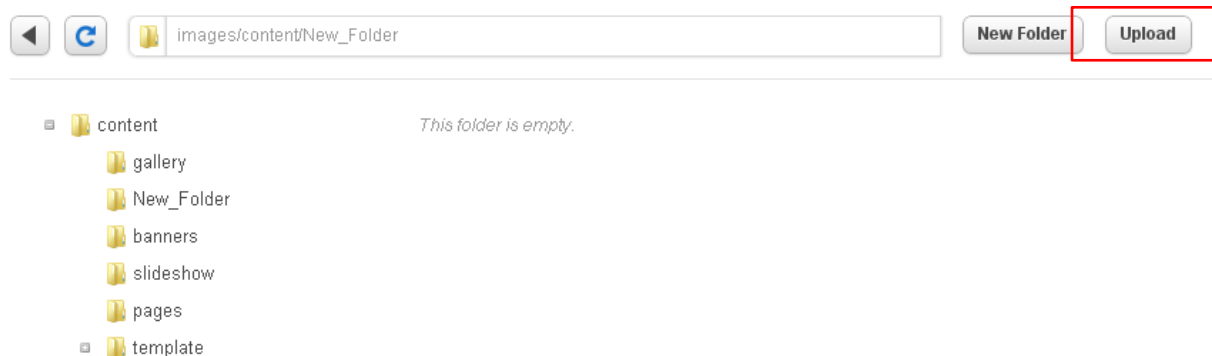


Clicking on the “New Folder” button top-right of your Library screen creates a folder for you to upload pictures to:



Hover your pointer over “New_Folder” to have the option to rename the folder, copy, move or delete (Trash).

Clicking on the folder name indicates that the folder is currently empty. You can now upload your pictures directly from your hard drive – click on “Upload”.



You can have as many folders and sub-folders as you need to store your multimedia content into.

Pages

Creating a page

Clicking on “Add New” in the Pages section on the left of the Dashboard will open the below screen:

Add New Page Save

Enter page title

Uncategorised

B **I** **U** **ABC** [List Icons] **Format** **Font family** **Font size** [Link Icon]

Add a Layout

Editor HTML

Enter the appropriate Page Title and then click on the “Add a Layout” button.

Choose the layout that you want and then click on the “Insert” button at the bottom of the Layout screen.

Layout

1	1 2	1 2
1 2 3	1 2	1 2
1 2	1 2 3	1 2 3 4
1 2	1 2	1 2 3

Full Page

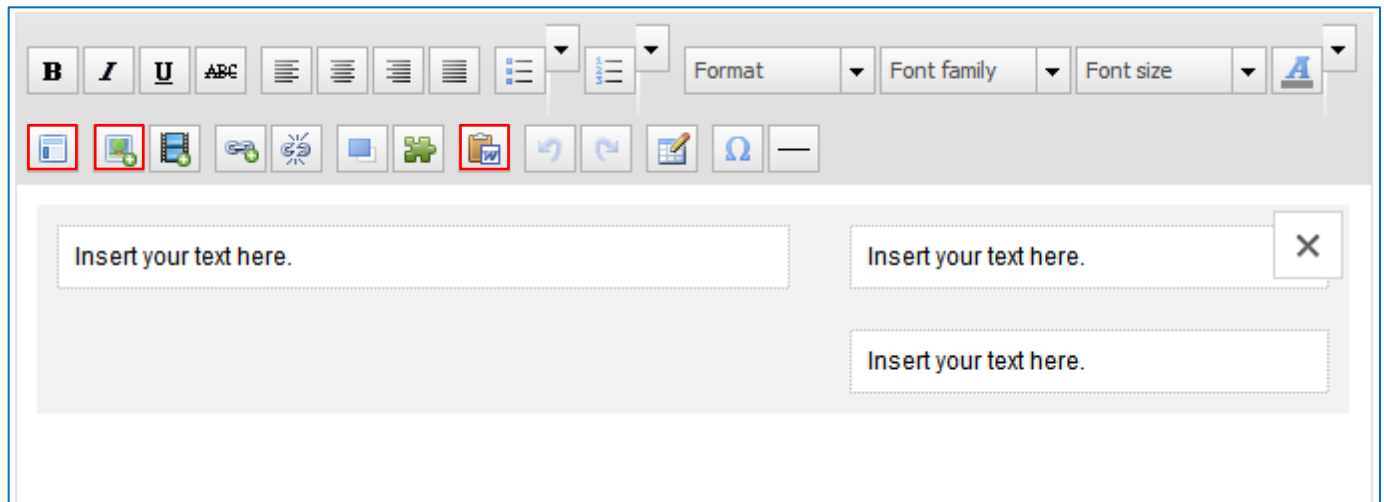
1 3	1 2
2 3	1 3

Insert

Now you are ready to add content.

Each placeholder box in a layout can contain text or images, or a combination of text and images.

The top tools bar contains regular character and paragraph formatting tools.



Use the bottom tool bar to change the layout, add pictures, videos, hyperlinks, lightboxes, extensions, table etc.

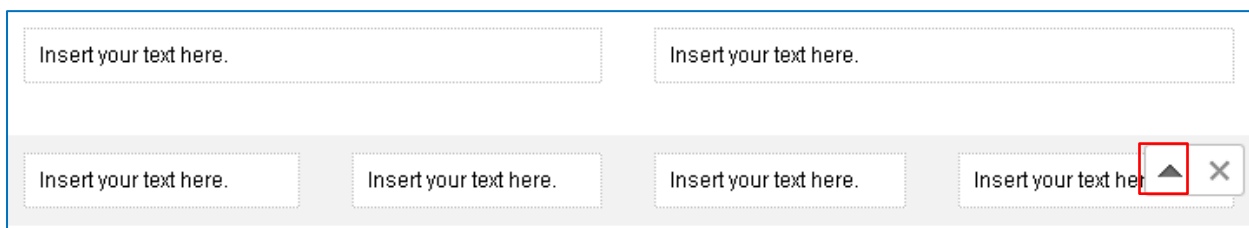
To insert text, simply delete the placeholder text and type your own content, which you can then format using the tools in the top formatting toolbar.

You can also copy and paste text from a Microsoft Word document. To do this, be sure to use the "Paste as Plain Text" button to keep your formatting clean. Highlight the text in MS Word and copy it, then click on the "Paste as Plain Text" button and "Control + V" to paste.

To insert an image:

Click inside the placeholder that you want to edit and use the second button on the bottom toolbar to insert an image from your selected folder in the Gallery.

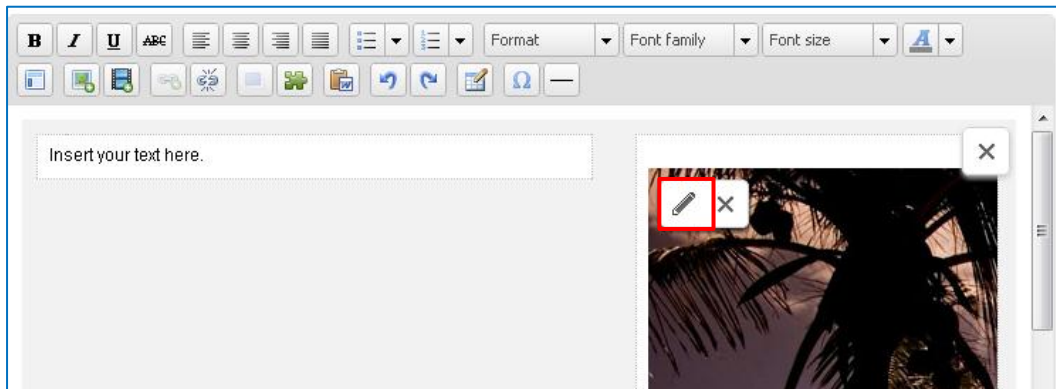
More than one layout can be placed into a page to get the desired positioning of elements.



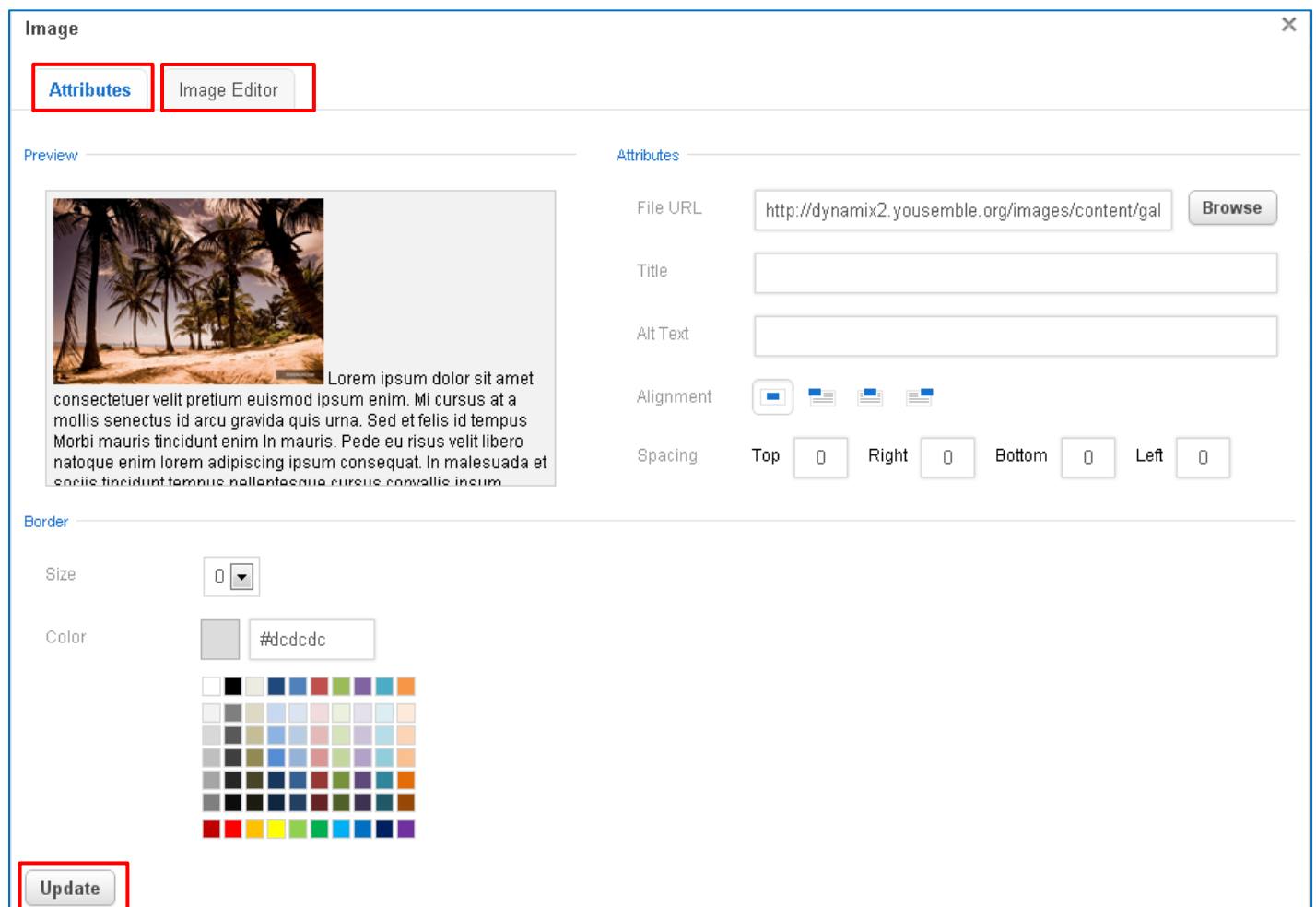
If you want to move a layout up or down in a page, click the up or down arrow to move the layout. If you do not see your new layout, be sure to scroll down in your page – it may be hiding at the bottom!

Editing a Picture

After having inserted a picture, hovering your pointer over the inserted picture will allow you to edit the picture



In “Attributes” you can change the picture alignment, give it a coloured border, control the spacing around it etc. In “Image Editor” you can change the picture’s size and dimensions. Please be sure to click back to “Attributes” and at the bottom of the screen click on “Update” – otherwise you will lose all your changes and will have to do everything all over again.

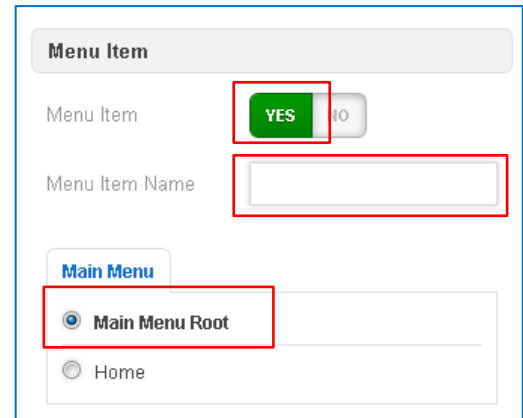


You can also edit pictures in the Library – navigate to the picture in your Library folders, hover over the picture name and click on “Edit”. This will take you to the same picture editing screens.



Placing your page as a Menu Item

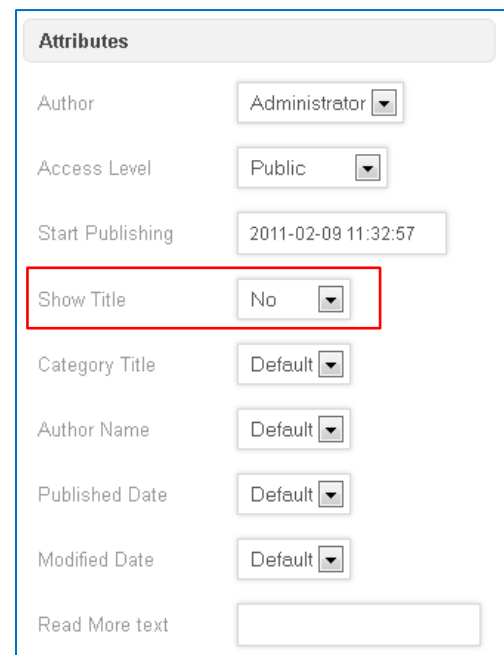
On the right of your screen are the settings for the page's menu allocation. Make sure that "Menu Item" is set you Yes and that you have inserted a Menu Item Name. The page name will be the default Menu Item Name, but can also be changed to what you want it to be. With the Main Menu Root selected, this page will be a menu item on the main menu. Later we will learn how to create drop-down menus.



Setting your Page attributes

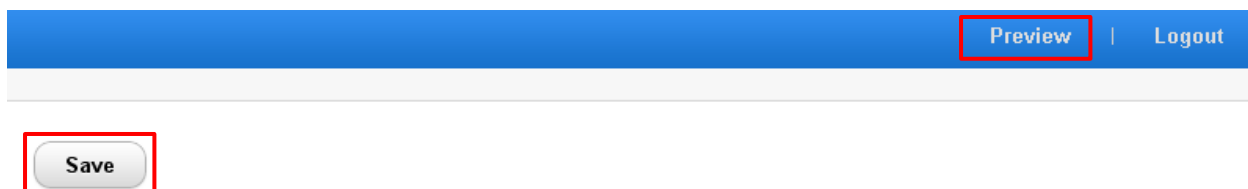
Below the menu allocation section, on the right of your screen is where you can set the page attributes.

If you do not want the Page Title to appear in the front-end of the website, set the "Show Title" to "No".



Saving and Previewing your Page in the Front-end

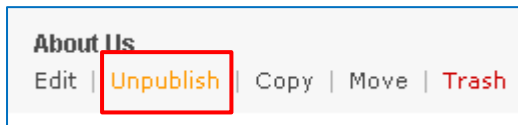
When you have made your final changes, click on "Save". Click through to the front-end and press F5 on your keyboard to refresh the page with your changes.



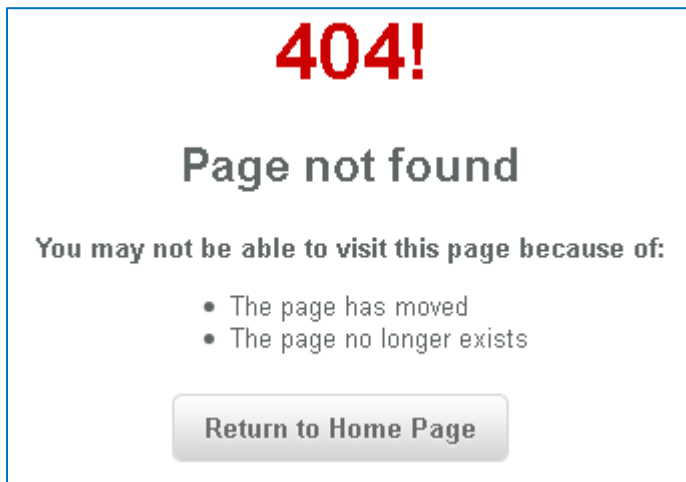
Return to the Back-end to make any changes, save and refresh your front-end until you are happy with your page.

Unpublishing a web page

In some cases we want to temporarily disable a web page without completely deleting it. To do this, go to your Pages screen (by clicking on Pages in your Dashboard navigation on the left of your screen).



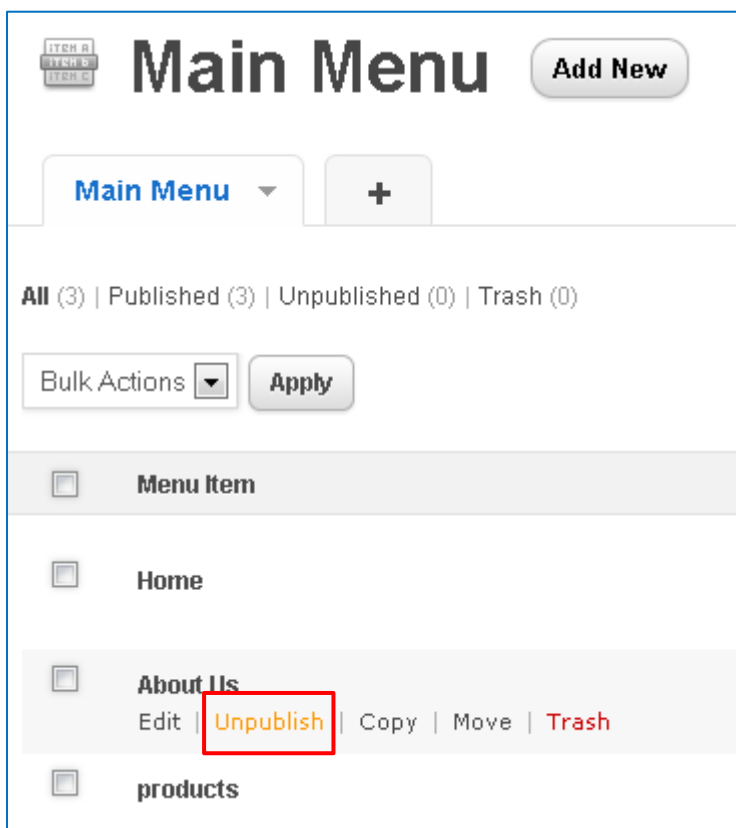
Hover your mouse pointer over the name of the page you would like to disable and click on “Unpublish”. When you are ready to publish the page again, simply click on “Publish” in the same screen.



NOTE: If you have created a page as a menu item and the name of the page appears on the main menu, you have to also “Unpublish” the menu item. Not doing this will result in any visitor of your site getting a “Page not found” error when navigating to the unpublished page via the main menu.

To do this, in your Dashboard navigation on the left of your screen, click on Menus.

This takes you to the Main Menu screen:

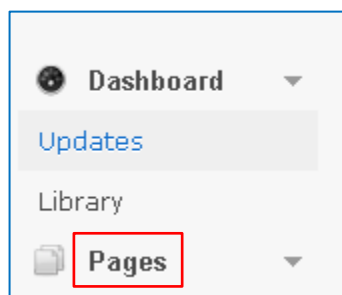


Hover your mouse pointer over the menu item you would like to disable and click on “Unpublish”

Whenever you are ready to publish the page and its related menu item again, simply navigate to your Pages screen and click on “Publish” for the page in question. Remember to do the same for the related menu item, otherwise the page will be published but will not be available to click through to on the Main Menu.

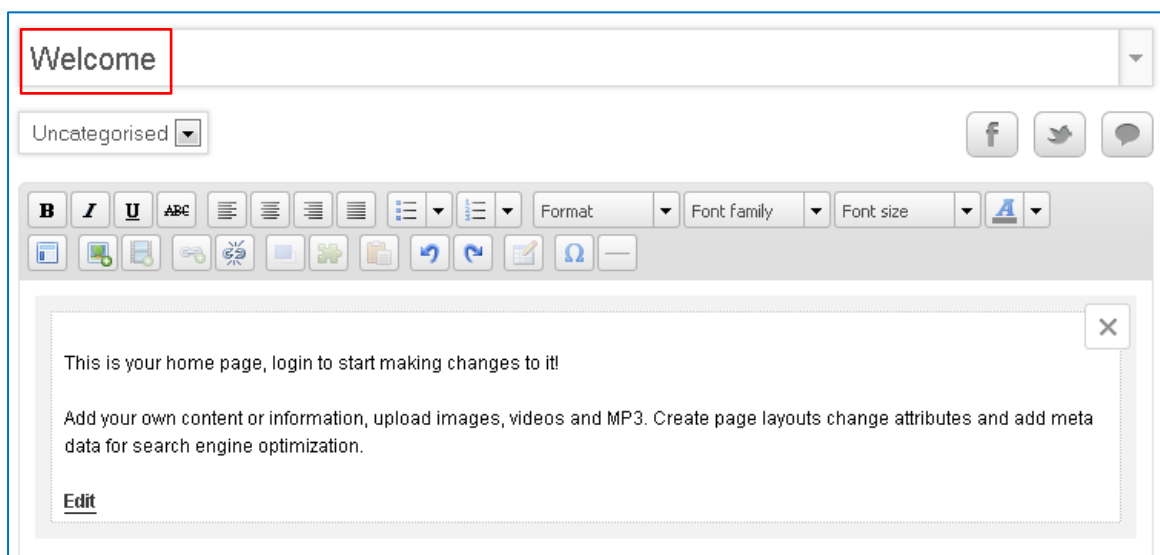
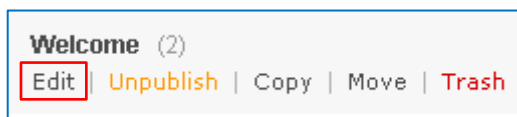
Editing your Welcome page

A newly registered website will have a default page named “Welcome”. This page can be edited to be your website’s “Home” page, also referred to as your website’s “landing page”, in other words the page a visitor to your website “lands” on when they navigate to your website address.



In your Dashboard navigation on the left of your screen, click on “Pages”.

Then , in your main screen on the right hover your mouse pointer over the “Welcome” page name and click on “Edit”.



Remember to change the name of the page from “Welcome” to “Home” or whatever name is appropriate for you to serve as a home or “Landing” page.

You can then go ahead and change the content, change the layout, add more layouts, whatever you prefer and would want to have on your landing page.

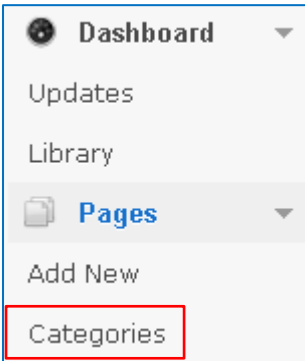
If you navigate to Menus in your Dashboard navigation, you will see a yellow star to the right of the current landing page. To change the landing page to be one of the other pages, click in the empty star to the right of the page name. This changes to a yellow star to indicate that it is now the new landing page.

Menu Item	Default
☐ Home	☒
☐ About Us Edit Unpublish Copy Move Trash	☐
☐ products	☐

Categories

When you have created many pages in a website it is a good idea to allocate a category to each page. This will make it easier to arrange your pages in the back-end of the website and be better organised.

Creating Categories



To create categories, click on Categories in your Dashboard navigation on the left of your screen.



Click on “Add New”

A screenshot of the 'Add New Category' form. It contains three input fields: 'Title' with a placeholder 'Enter category title', 'State' with 'PUBLISH' and 'UNPUBLISH' buttons, and 'Access' with a dropdown menu currently set to 'Public'.

Enter the name of the category, and make sure that it is set to “Publish” to ensure that the category is active.

Applying Categories to existing pages

Navigate to your Pages screen and go into the Edit Page screen of the page.

A screenshot of the 'Edit Page' screen. It shows a page titled 'About Us' and a 'Save' button. At the bottom, there is a dropdown menu for selecting a category, which is currently set to 'Uncategorised'. This dropdown menu is highlighted with a red rectangular box.

Click the drop-down to change the page from “Uncategorised” to the chosen category. All created categories should be reflected in the drop-down list.

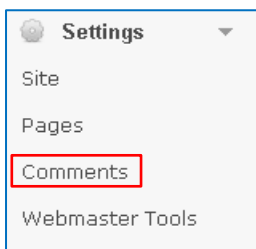
Comments

Enabling comments on your website can open great new opportunities to interact with visitors to the website. A potential client may ask a question that you can proactively answer, which may turn into a sale. Other visitors to the website can reply on previously left comments and in this way spark an online conversation around your brand. Commenting even helps the Search Engine Optimization (SEO) for your website, but more about SEO later.

Comments Settings

Although Comments can be a useful tool, it can also be a thorn in your side, as many users of the internet use it as an opportunity to spam your site with links to their own websites.

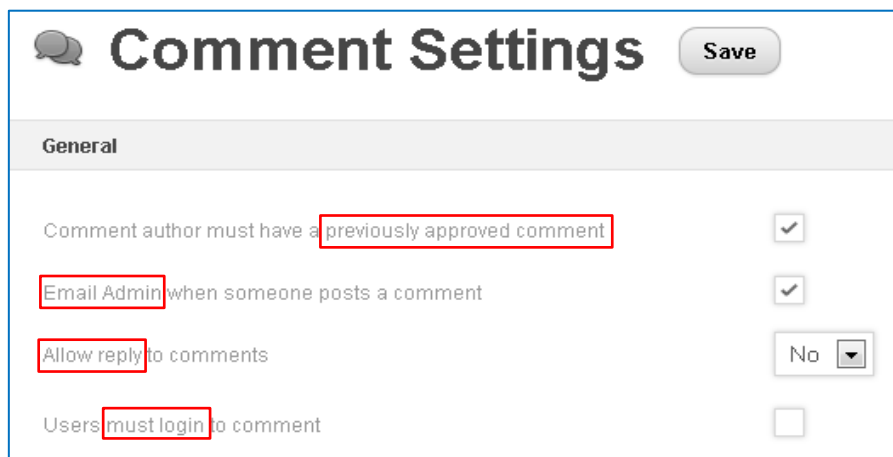
Another thing to watch out for is visitors to your website leaving negative or undesirable comments that could be damaging to your brand.



Comments Settings will enable you to allow only the comments you want on your website.

In your Dashboard navigation click on the drop-down arrow next to “Settings” and then click on “Comments”.

This opens the Comments Settings screen, where you can elect to have new comments placed in a moderation queue to be approved before it appears on the website.

A screenshot of the 'Comment Settings' form. The form has a title 'Comment Settings' with a speech bubble icon and a 'Save' button. Below the title is a 'General' section. It contains four settings: 1. 'Comment author must have a previously approved comment' with a checked checkbox. 2. 'Email Admin when someone posts a comment' with a checked checkbox. 3. 'Allow reply to comments' with a dropdown menu set to 'No'. 4. 'Users must login to comment' with an unchecked checkbox. The text 'previously approved comment', 'Email Admin', 'Allow reply', and 'must login' are highlighted with red rectangular boxes.

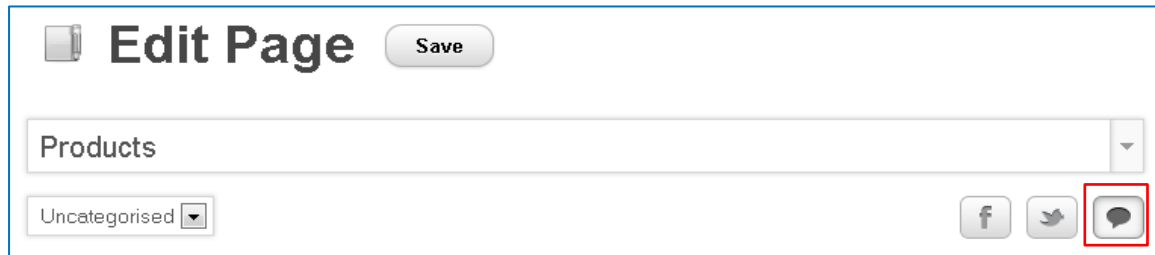
- Previously approved comments – checked this means that once a user’s comment has been approved, all subsequent comments of that user will automatically be approved without moderation.
- Email admin – checked this means that when someone leaves a comment on a page, the administrator of the website will be alerted by email.
- Allow replies – when set to “Yes” it means that visitors to the website can comment on each other’s comments, and like this start a conversation around the topic on the web page.
- User must login to comment – the administrator of the website can allocate user rights to registered users of the website and checking this means that only those registered users will be able to leave comments.

The Moderation filter and the Blacklist filter prevent unwanted comments from filtering through. Here you can specify that if a comment contains a website address or certain words, the comment must be placed into the queue for moderation and approval before it is displayed on the web page. This prevents spammers from abusing your website to get their message across.

Considering these spamming techniques, one must then re-evaluate whether comments from a user with a previously approved comment will automatically be approved. In other words, all a spammer needs is to be approved on their first comment before they can start spamming your website.

Allowing Comments on Pages and Moderating Comments

Create a new page or go to the Edit Page screen of an existing page.



Click the “Allow Comments” button at the top right of your Edit Page screen. Switch to the front-end of the page where there should now be fields where a user can leave a comment.

The Name and Email fields are compulsory. If this is a brand new visitor to the website, and if the Settings require (as seen in the previous section), as soon as the user clicks on “Post Comment”, the comment will go into the queue for the administrator’s moderation and approval.

Name *
Web User

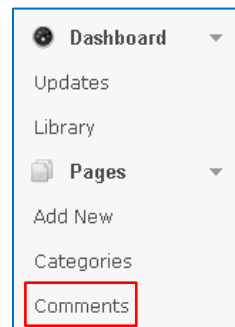
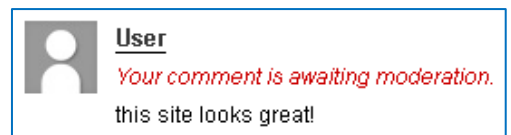
Email *
info@domain.co.za

Website

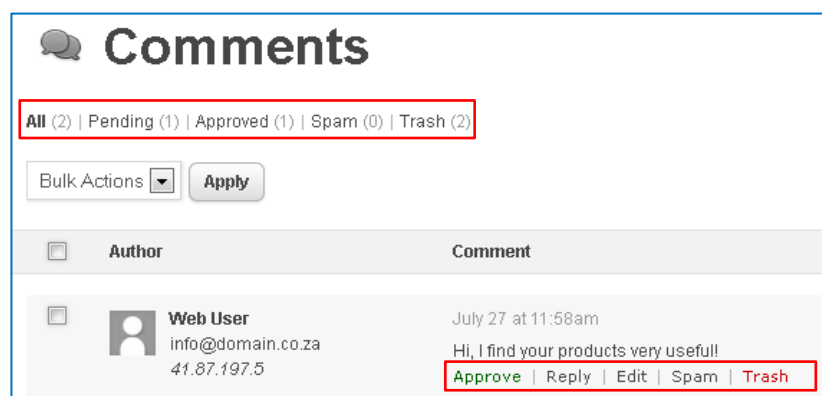
Comment
Hi, I find your products very useful!

Post Comment

The user in the front-end is notified that their comment is awaiting moderation. They will be able to see their own comment but any other visitor to the site will only see the red text.



To approve a comment, in your Dashboard navigation, click on Comments.



- The website administrator is now able to approve, reply to, edit, mark as Spam or Trash (delete) the user comment.
- Comments that have been approved or replied to, will reflect in the front-end.
- Editing is where the administrator might want to change inappropriate words in a comment.
- Trashed comments and comments marked as spam will not reflect in the front-end of the page.
- To filter the comments by pending, approved, spam or trashed comments, simply click on the links at the top of your Comments screen.

Menus

Your main menu is your primary navigation within the website. There are two ways in which a menu item can be created:

- Specify a new page as a menu item – here you create navigation to the page on the menu when you create the page.
- Create the menu item and attach an existing page or other items to the menu item – this we will cover shortly.

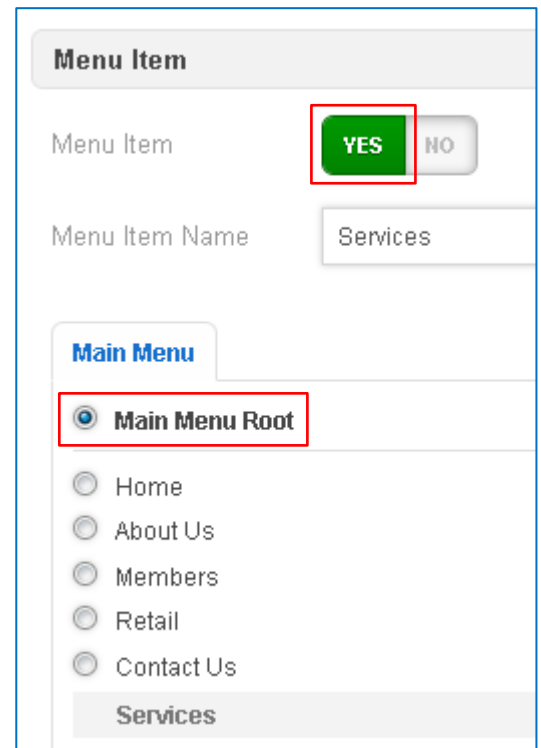
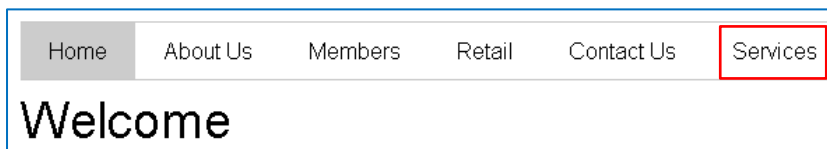
Creating a Page as a Main Menu Item

When creating a new page or editing an existing page, the Menu Item options appear on the top right of the screen.

Selecting “Yes” under Menu Item will automatically create a menu item for this page.

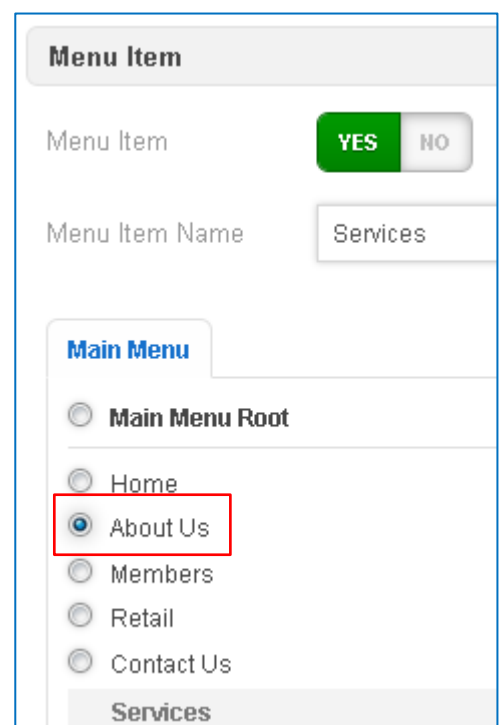
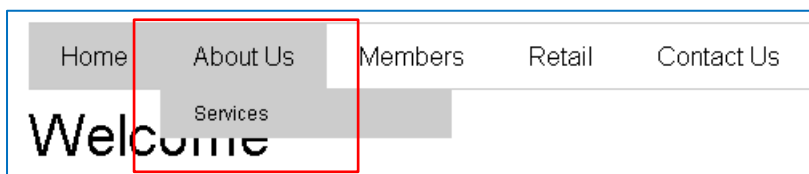
The Menu Item name is by default the same as the Page name, but you can specify a different name if you wish to.

Selecting “Main Menu Root” under Main Menu will place this menu item at the top level, on the main navigation menu:



Creating a Page as a Sub-Menu (drop-down) Item

Following exactly the same steps as in the above example, selecting another menu item as the “parent” to the page will create a “drop-down” or sub-menu item:



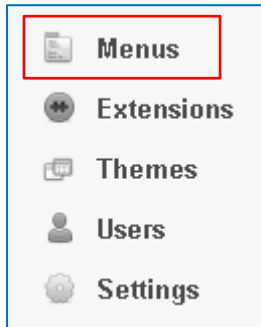
Creating a Menu Item and attaching existing Pages to it

Another way is to create the menu item first and afterwards attaching a Page to the menu item. The reason to do it this way is that sometimes we want to assign other elements besides pages to a menu item.

Attaching an existing Page to a Menu Item

To attach an existing page to a menu item, make sure that the page is set to NOT be a menu item.

Menu Item	
Menu Item	☐ YES ☒ NO



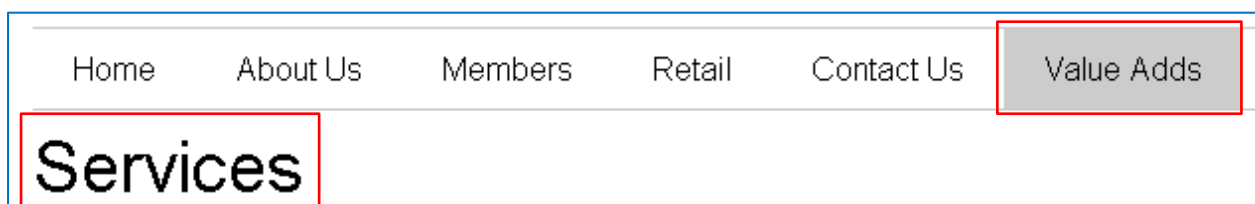
In your Dashboard navigation click on “Menus”. This takes you to the Main Menu screen. Click on “Add New”.



Title	Value Adds	Attributes	
Type	Page	Select Page	Services <input checked="" type="button" value="Select"/>
State	PUBLISH UNPUBLISH		
Access	Public		
Menu Selection	Main Menu ☒ Main Menu Root ☐ Home ☐ About Us ☐ Members ☐ Retail ☐ Contact Us		

- Here, give your menu item a name. Note that it can be a completely different name to the page that you are going to attach to the menu item.
- In Type, make sure you have selected “Page” and on the right, click on “Select” to select the page you want to attach to the menu item.
- In the Menu Selection area, decide whether you want the menu item on the Main Menu or as a drop-down or sun-menu.

In the front-end of your website you will now have the Page attached to the menu item:



Attaching other elements to a Menu Item

As in the above example, create a new Menu Item.

In Type, click the drop-down and select the type from the drop-down list.

For this example, we have chosen a User Registration type, which will allow visitors to the website to become a registered user of the site. This can be used as a data mining tool to build a database of interested visitors to your website and special access to premium content can be given to these registered users.

The screenshot shows a configuration interface for a menu item titled 'Members'. The 'Type' dropdown is open, showing options: User Registration (selected), Page, Category, User Form, Wrapper, and External Link. The 'Menu Selection' section shows a tree structure with 'Main Menu Root' selected, and sub-items 'Home', 'About Us', 'Members' (highlighted), 'Retail', 'Contact Us', and 'Value Adds'.

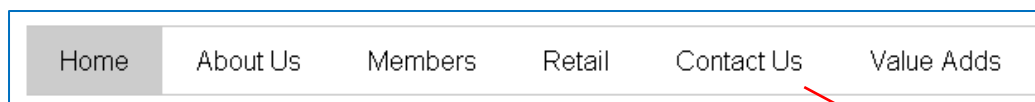
In the front-end of the website, clicking on the menu item in this case will load a user registration form:

The screenshot shows a user registration form with the following fields: Name, Username, E-mail, Password, and Verify Password. Each field is marked with an asterisk (*). A 'Register' button is at the bottom. A note states: 'Fields marked with an asterisk (*) are required.'

When a visitor to the website has completed the form and clicks on "Register", they are created as a registered user of the website.

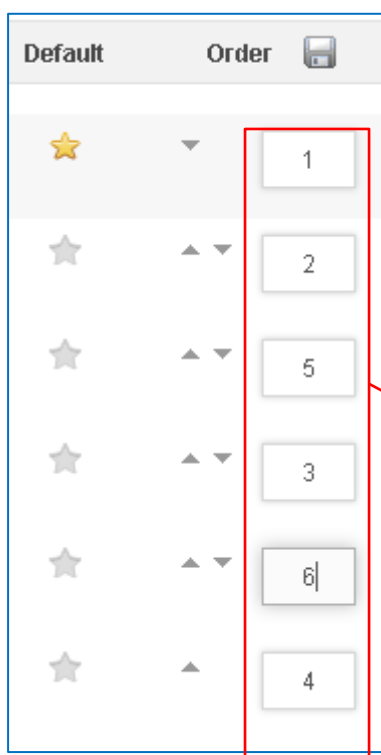
Now you can give them access to pages restricted to registered users that may contain premium content, but more about this in the Users section.

Changing the order of Menu Items

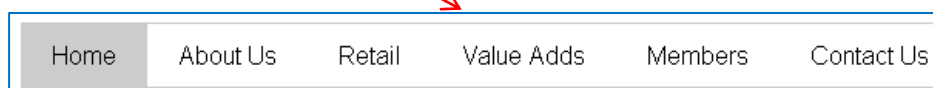


In your Dashboard navigation, click on “Menus”.

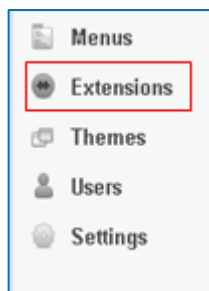
In your Main Menu screen, the number allocated to each menu item determines the order of your menu items in the front end.



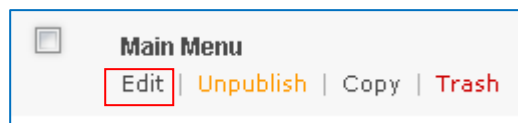
To change the order, you have to manually change the number of each menu item to the order which you want your menu to appear.



Changing the position of your Main Menu

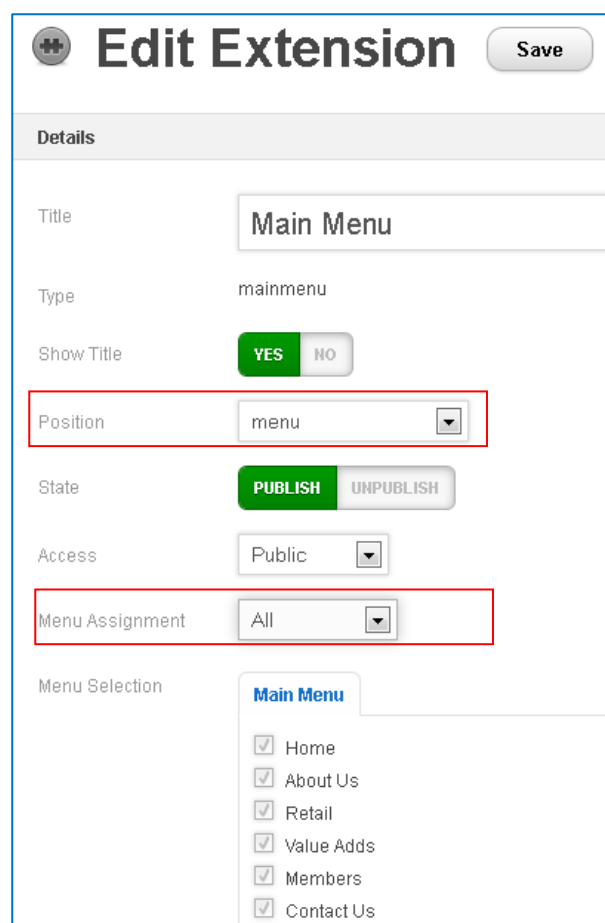


In your Dashboard navigation, click on “Extensions”. In your Extensions screen, hover your mouse pointer over “Main Menu” and click on “Edit”.



In the “Edit Extensions” screen, experiment with the different positions to find the menu position best suited to your website.

If you do not want the menu to appear on every page, you can change the Menu Assignment to “Selected Items” and then choose on which pages you want the menu to appear.

A screenshot of the 'Edit Extension' screen. At the top, there's a header with a plus icon, the title 'Edit Extension', and a 'Save' button. Below the header is a 'Details' section. It contains several fields: 'Title' with the value 'Main Menu', 'Type' with the value 'mainmenu', 'Show Title' with 'YES' and 'NO' buttons (YES is selected), 'Position' with a dropdown menu showing 'menu', 'State' with 'PUBLISH' and 'UNPUBLISH' buttons (PUBLISH is selected), 'Access' with a dropdown menu showing 'Public', and 'Menu Assignment' with a dropdown menu showing 'All'. The 'Position' and 'Menu Assignment' dropdowns are highlighted with red boxes. At the bottom, there's a 'Menu Selection' section with a tab labeled 'Main Menu' and a list of items: 'Home', 'About Us', 'Retail', 'Value Adds', 'Members', and 'Contact Us', each with a checked checkbox.

Creating multiple menus

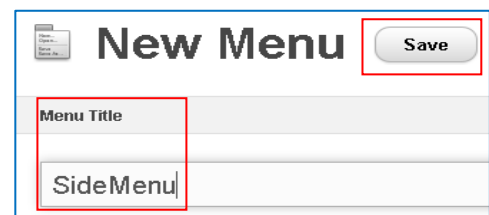
Sometimes web pages need more space for content, or aesthetically a page sometimes just displays better if the main menu does not run across the top of the page, but perhaps down the side.

For this purpose you can create multiple menus, and decide which pages will be represented in each menu. You can also specify on which pages and at what position a menu should appear.

Create a secondary menu

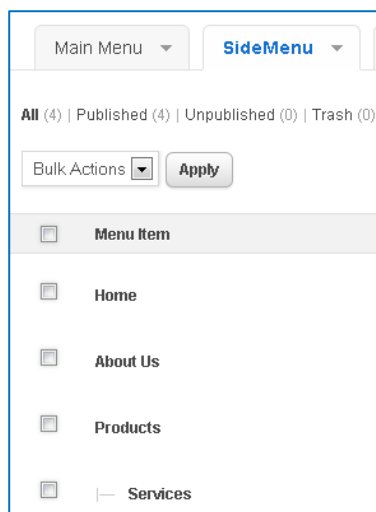
First you need to create the secondary menu, which you will then use as an extension to appear only on certain pages.

In your Dashboard navigation, click on Menus. Then click on the “plus” sign to create a new menu. Name the menu and click on “Save”.



To start adding menu items, click on “Add New”.

The below screens appears for every menu item that you add. Add as many menu items as you need. Keep in mind that one can also create sub-menus in a secondary menu.

A screenshot of the menu item creation form. It has a 'Title' field with the placeholder 'Enter menu name'. Below it are 'Type' (set to 'Page'), 'State' (with 'PUBLISH' and 'UNPUBLISH' buttons), and 'Access' (set to 'Public'). The 'Menu Selection' section shows 'Main Menu' and 'SideMenu' tabs, with 'SideMenu Root' selected. There are also 'Attributes' fields for 'Select Page' and a 'Select' button.

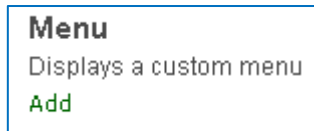
To view your menu, in your Dashboard navigation, clicc on menus and you will be able to view the menu item in each menu.

Placing your secondary menu on selected pages

Once you have created your secondary menu you need to create an extension containing the secondary menu – the extension can be seen as a “container” for the secondary menu. The new extension can then be placed on the pages where you want the secondary menu to appear.



To create the menu extension, in your Dashboard navigation, click on “Extensions”. In the Extensions screen, click on “Add New”.



Look for the “Menu” type extension and click on “Add”.

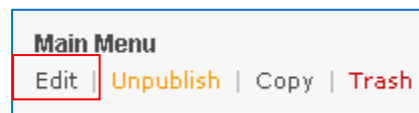
As in the below example, give the extension an appropriate name. In the attributes section, make sure you select the secondary menu that you have created from the drop-down list, in this example it is “sidemenu”.

Choose the positioning. Then in the Menu Selection area, decide on which pages the secondary menu will appear. In this case it will only appear on the “About Us” page. *Note that with this selection, the secondary menu will appear on the About Us page as navigated to via the Main Menu.*

A screenshot of the 'Edit Extension' form. The form has a header with a plus icon, the title 'Edit Extension', and a 'Save' button. Below the header is a 'Details' section. The 'Title' field is 'SideMenu'. The 'Type' is 'mainmenu'. The 'Show Title' field has 'YES' and 'NO' buttons, with 'NO' selected. The 'Position' field is 'left'. The 'State' field has 'PUBLISH' and 'UNPUBLISH' buttons, with 'PUBLISH' selected. The 'Access' field is 'Public'. The 'Menu Assignment' field is 'Select Items'. The 'Menu Selection' section has two tabs: 'Main Menu' and 'SideMenu'. Under 'Main Menu', there are checkboxes for 'Home', 'About Us' (checked), 'Products', and 'Services'. The 'Attributes' section on the right has a 'Menu Name' dropdown set to 'sidemenu', 'Start Level' set to 0, 'End Level' set to 0, and 'Show submenu items' set to 'YES'.

Excluding the Main Menu from selected pages

Now that the secondary menu has been allocated to selected pages, you need to specify that the Main Menu should not appear on the same pages as the secondary menu. Click on “Extensions” in your Dashboard navigation and then click on “Edit” for the “Main Menu” extension.

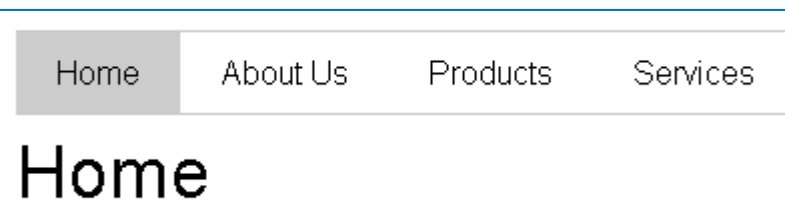
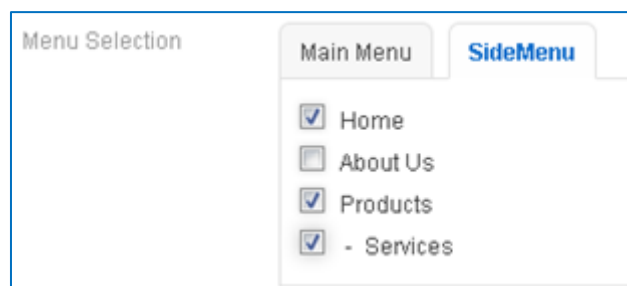
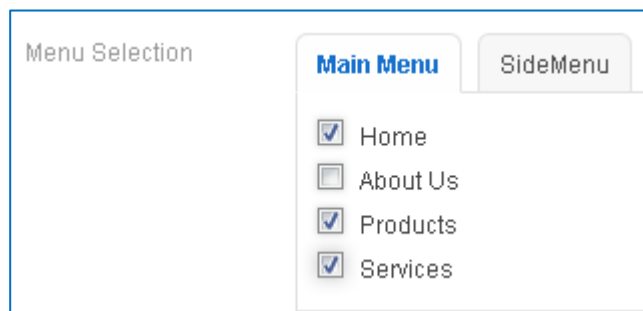


Make sure that you are in edit screen for the “Main Menu” extension.

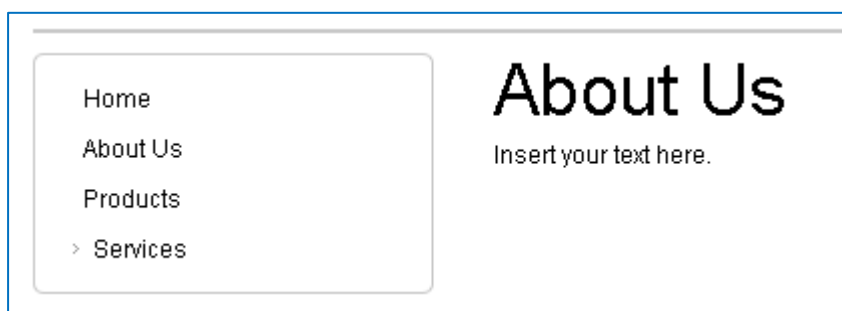
In this example, we want the Main Menu to only appear on the Home, Products and Services pages, so those are ticked.

In the same screen and still on Menu Selection, switch to the Side Menu tab.

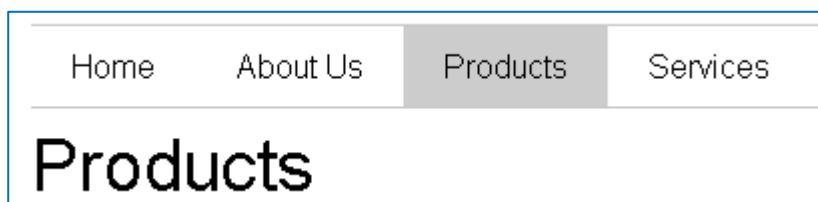
Here you also need to tick the Home, Products and Services pages so that the Main Menu will appear on these pages *as navigated to via the Side Menu (secondary menu)*. If this isn’t done in this example, there will be no Main Menu on the Home, Products and Services pages when you navigate back there from the secondary side menu.



Normal Main Menu is reflected on the Home page.



Secondary Side Menu is reflected on the About Us page, with no Main Menu present here.



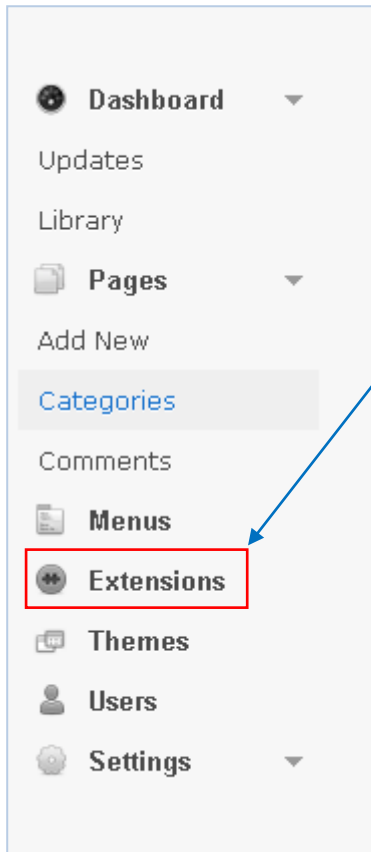
When navigating back to the Products page via the secondary Side Menu, the Main Menu is again present across the top of the page.

What are Extensions?

Extensions are tools that allow you to give extended functionality to your site. It includes tools that help you establish the look and feel of your site as well as tools that help users navigate your site better. Extensions include:

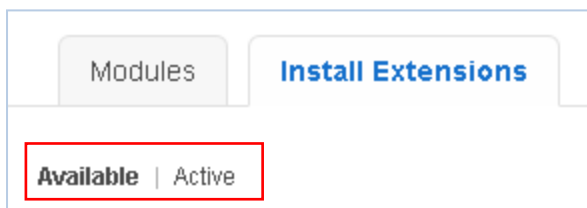
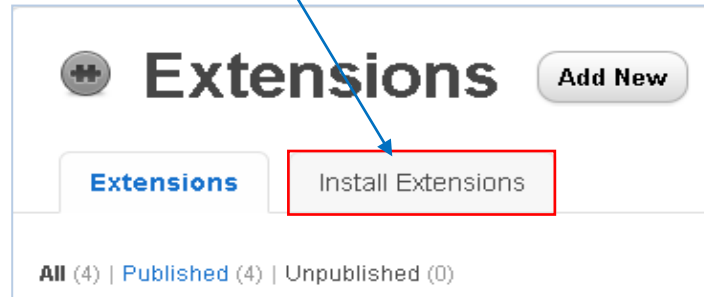
- **Breadcrumbs Navigation** - Breadcrumbs typically appear horizontally across the top of a web page and provide links back to each previous page the user navigated through to get to the current page. Typical breadcrumbs look like this: Home page > Section page > Subsection page
- **Search function** - Allow users of your site to quickly and easily find the content they are looking for!
- **Categories** – This is purely a back-end function and is meant to help you to organise the pages in your website more efficiently, especially if it is a large website with many pages.
- **Registered User Log-ins** - Create secure pages with premium content that only registered users can access. For example, a page containing client contact details that only sales staff have access to.
- **Wrapper** - The Wrapper extension uses HTML framesets to enable the web designer to "pull" content into the page, either internally or externally to the web site. This means that if your content is sitting elsewhere, you do not have to direct the user away from your page with an external link, but you could rather "pull" the info into your existing web page.
- **Custom Forms** - Create interactive forms, from collecting user data to accepting product/service orders online.
- **Slideshows** - Create an animated Slideshow to showcase products, client testimonials, or whatever your imagination can conceive, and place it wherever you want - on a single page or on every page at once!
- **Custom Menus** - Create your own menu structures complete with drop-down, with only 1 or 2 clicks! This means you can have an extensive offering in information on your website, neatly broken up into a logical menu structure.
- **Custom Footer** - To save you from having to place the same information on every page in the form of a Footer, the Footer extension allows you to create the footer information once, and then decide on which pages you want it displayed.
- **Custom Logo placement** - Have your logo displayed neatly on every page, exactly where you want it displayed
- **Custom Pages** - Create your pages with unlimited flexibility. Decide what you want, where you want it, irrespective if the Theme you have chosen.
- **Google Maps** - Direct visitors to your premises with interactive Google Maps - the user can zoom in or zoom out, even drag their mouse cursor around on the map to navigate within the map!
- **Image Galleries and Lightboxes** - Display photographs and images neatly within Image Galleries and Lightboxes.
- **Facebook, Twitter and LinkedIn integration** - Integrate your website to the most popular Social Media sites to maximise your web marketing.

Installing Extensions

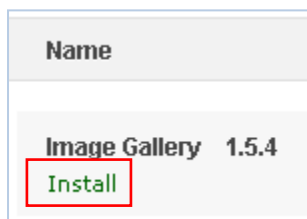


When you first get access to your website, the Footer, Logo and Main Menu extensions are available and ready for use. All other extensions first need to be installed. It is probably easier to install all the available extensions before you start building your site. In this way any extension is immediately available to you when you want to use it.

1. First click on “Extensions” in your Dashboard
2. Then click on “Install Extensions”



“Available” extensions still need to be installed and “Active” extensions have already been installed and are ready to use.



Hover your pointer over an extension name and click on “Install” to make the extensions available to you. Do this for every extension for it to appear in the “Active” list of extensions.

Click again on “Modules” to start adding, building and using extensions.



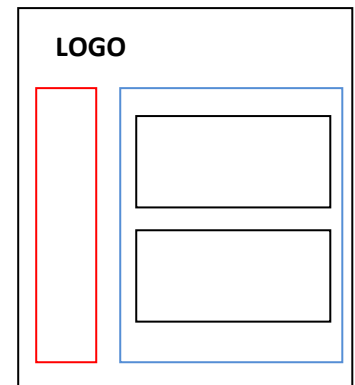
Adding, Building and using Extensions

Extensions can be created in two ways that will determine where on a web page the extension will appear:

1. **In a Module Position** – here the extension (in red) will appear outside of your chosen layout (in blue), and the size of the extension will have an impact on your chosen layout.

Benefits: you create the extension once and set it to appear in the same position on the pages you choose.

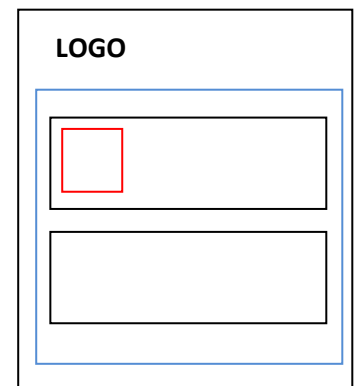
Considerations: The different layouts across all the web pages will be affected by the module position; so on some pages it might throw out your page layout.



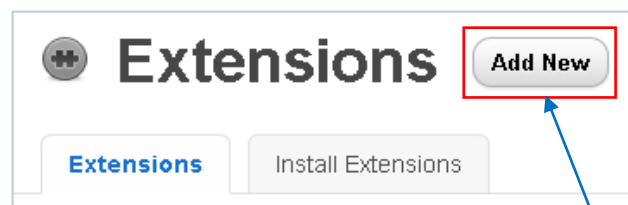
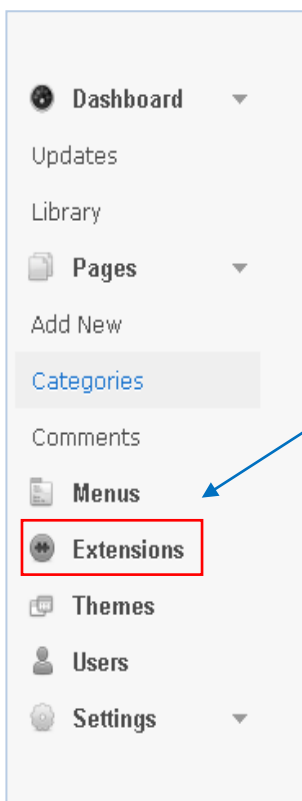
2. **Inserted within a chosen layout** – here you choose where in the layout (in blue) you want your extension (in red) to appear, so your chosen layout will determine the position of the extension.

Benefits: you have more flexibility in determining where on your page an extension will appear.

Considerations: If you want an extension to appear on more than one page, you will have to insert it one by one into each page layout.

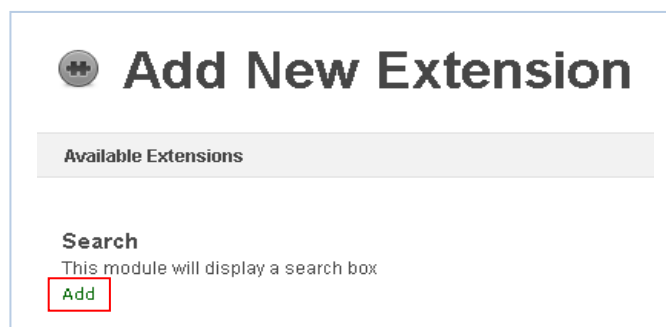


Adding an Extension in a Module Position



In your Dashboard, click in "Extensions", then on "Add New".

The "Add New Extension" screen appears. Hover your pointer over the extension you would like to create and click on "Add".



Edit Extension Save

Details

Title

Type search

Show Title YES NO

Position left

State PUBLISH UNPUBLISH

Access Public

Menu Assignment All

Menu Selection

Main Menu

- ☒ Home
- ☒ About Us
- ☒ Products
- ☒ Contact Us
- ☒ Testimonials
- ☒ Home

Attributes

Input Text

Search button YES NO

Advanced

The “Edit Extension” screen appears. This is where you build your extension and specify its settings.

1. The extension’s Position will determine where on the page your extension will appear – keep in mind that this will affect your chosen page layout.
2. The Menu Assignment and Menu Selection is where you determine on which pages you want the extension to appear. Here keep in mind that the position you allocate to the extension will determine its position on all the pages you choose to have it placed. So, if you set its position to “left” it will appear on the left of all pages you choose in the Menu Selection.
3. In the above example the extension will appear on all the pages in the Menu Selection.

**** Make sure your extension’s State is set to “Publish” for it to be active.**

Inserting an Extension within a chosen layout

Follow exactly the same steps as in the above example to create the extension, but set its Menu Assignment to “None”.

This closes the option to choose pages where the extension will appear and opens the possibility to insert the extension within a chosen layout, as will be seen in the next example.

Edit Extension Save

Details

Title

Type search

Show Title YES NO

Position left

State PUBLISH UNPUBLISH

Access Public

Menu Assignment None

Attributes

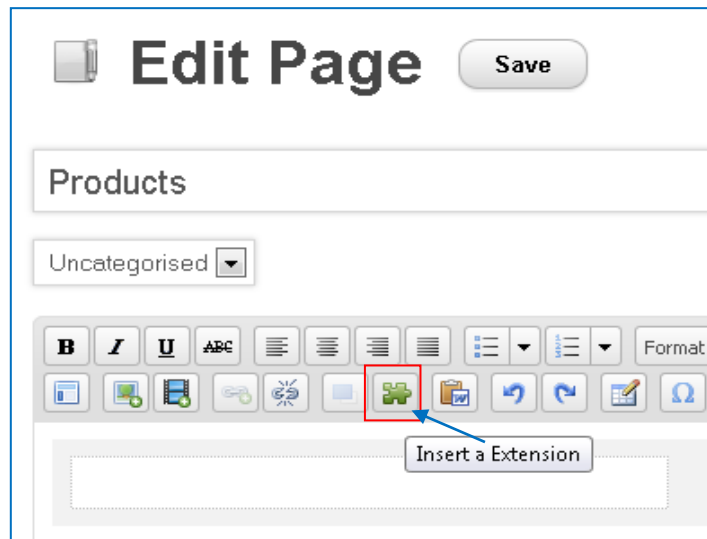
Input Text

Search button YES NO

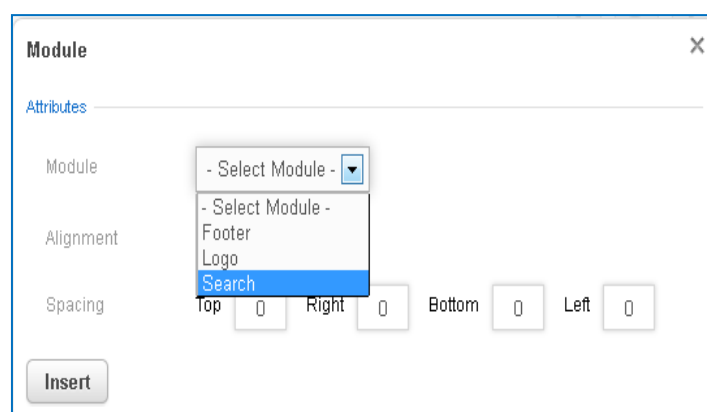
Advanced

Inserting an Extension within a Layout

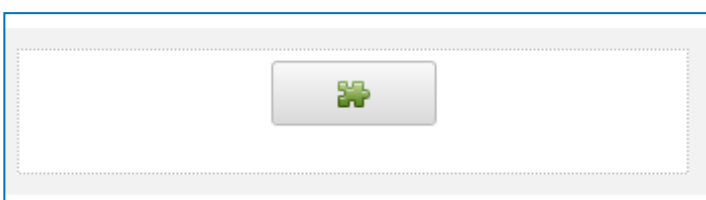
1. In your Pages menu, click on “Edit” for the page into which you want to place the extension.
2. Choose a layout to insert the extension into, and delete the placeholder text.
3. Make sure your cursor is active inside the layout and then click on the “Insert an Extension” button (green puzzle piece) in the bottom toolbar.
4. From the drop-down list, choose the extension you would like to insert. Use the Alignment and Spacing attributes to determine exactly where in your layout the extension should appear.
5. Once inserted the extension will appear as a green puzzle piece inside your layout block.
6. Save your page and then Preview your page to view the extension properly.



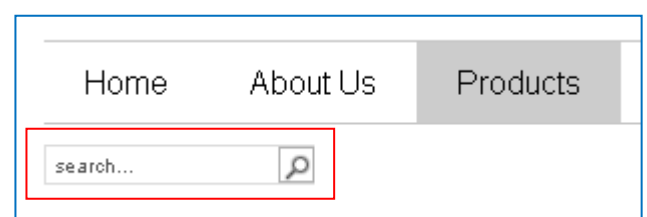
Step 3



Step 4



Step 5



Step 6

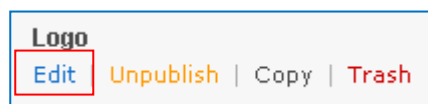
Important Extensions

The Logo Extension

The Logo extension is installed and active by default when your website is made active.

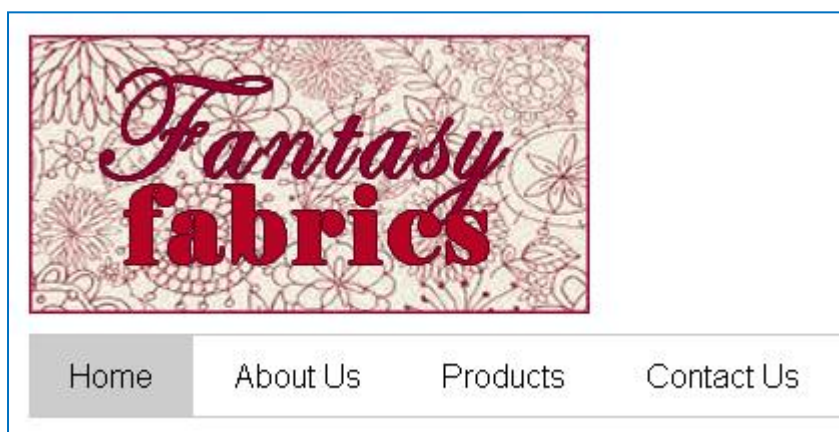
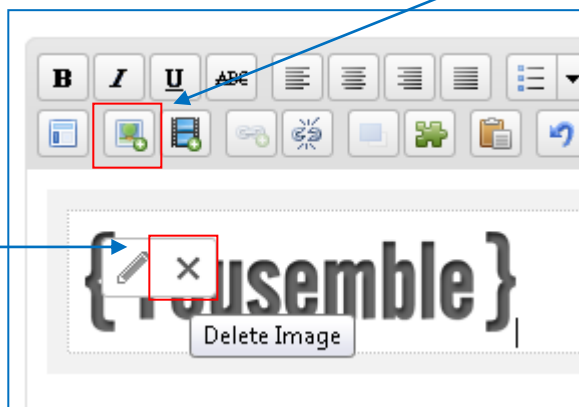
In your left Dashboard Navigation, click on “Extensions”.

Hover your mouse pointer over “Logo” and click on Edit.



At the bottom of your “Edit Extensions” screen for the Logo extensions, you have the ability to select a layout and place your logo image into the layout placeholder.

First delete the placeholder Yousemble logo, and then insert your own logo from the Library.



Save the Logo extension and preview your website. The new logo should appear above the main menu. To change the positioning of the logo at the top of the page, a different layout can be chosen. Experiment with the best layout and positioning within the layout for your logo.

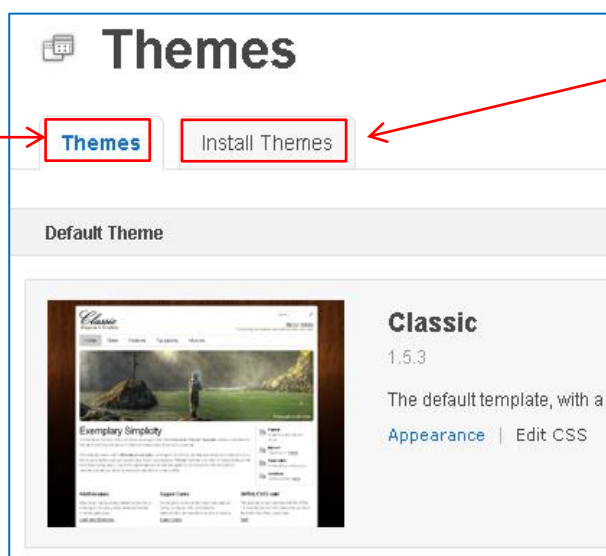
Themes

The website's theme is what determines the colours, fonts, general layouts and the overall look and feel of the website. The themes on the Udesign platform are completely customizable. An installed theme purely acts as a platform within which you can make changes and bring your own creative flair into the website.

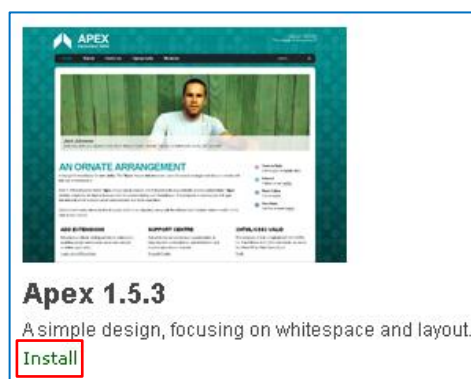
When a website is made active, it has 8 themes. Note that this doesn't mean that the design of the website is limited to only 8 looks – each theme can be customized to any number of different designs. The default installed theme is the Classic theme. The other 7 themes need to be installed first before they can be applied.

Installing available themes and setting a default theme

In your Dashboard navigation, click on "Themes", this takes you to your Themes screen in which the "Classic" theme is set as the default theme.



To view available themes and to install another theme, click on "Install Themes".



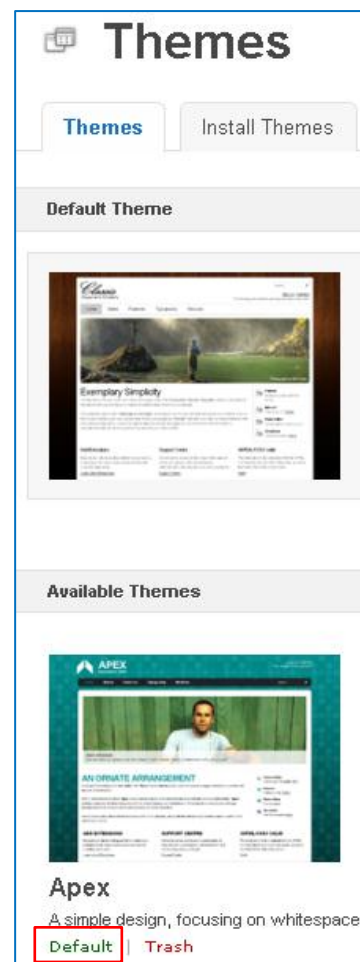
Find the Theme you would like to install and click on "Install".

To change your default theme to the new theme you have installed, click back on "Themes".

You will see the newly installed theme displayed under "Available Themes".

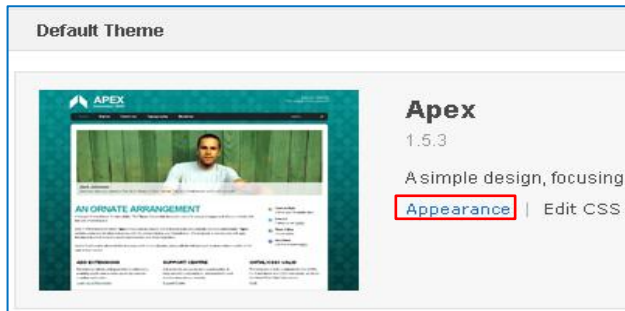
Click on "Default" to change the website's Theme to the newly installed theme.

Switch to your front-end and press F5 to refresh and view your website in the new theme.



Changing the appearance of your Theme

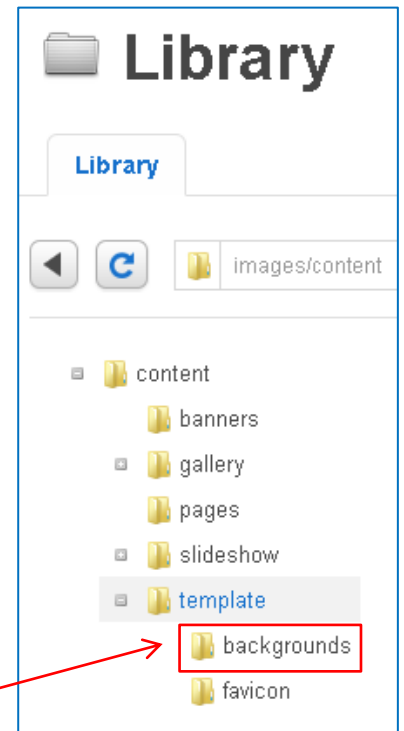
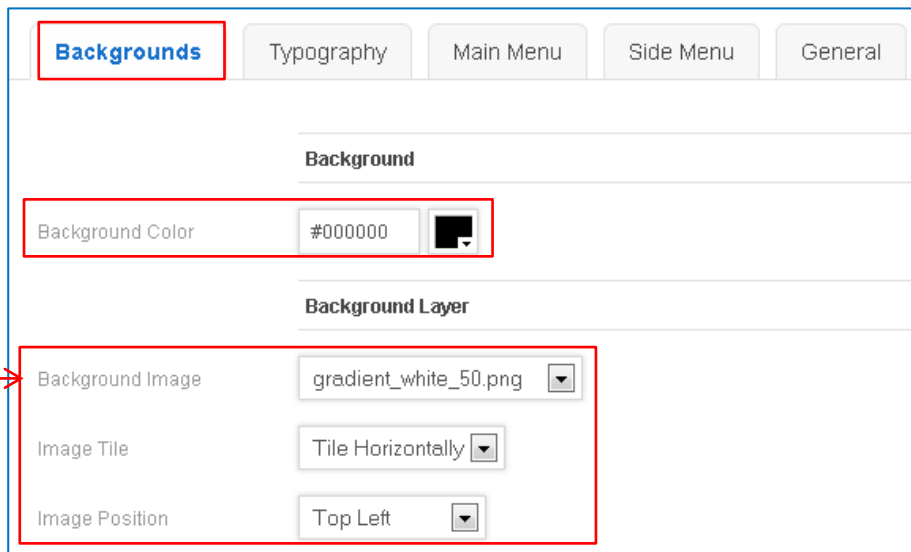
Changing the Background



In your Dashboard navigation, click on Themes.

For your default theme, click on “Appearance”.

This takes you to the Edit screen where you can change a number of aspects with regards to the look and feel of the website.



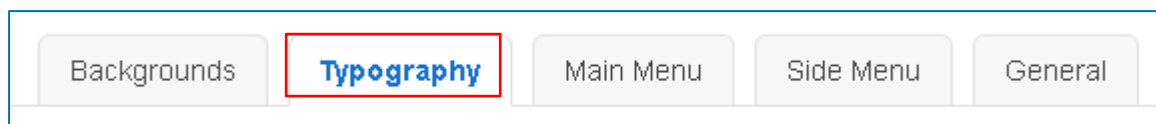
First we'll look at “Backgrounds”. Here you can specify a background colour or you can have an image as your background. To have an image as your background, the image has to be saved into the “backgrounds” folder within the “template” folder of your Library.

Then the image will be available in the drop-down list to select as a background image. Experiment with the Image Tile and the Image position to get the best layout of your background image.

Note: Keep in mind that the background you choose for the website will be the background for all of the web pages.

Specifying the Typography

Typography relates to the way letters and text appear. To specify the typography, click on “Typography” in the Edit screen for your theme.



Body

Font Family: Arial

Font Color: #000000

Font Size: 12

Letter Spacing: 0

The “Body” text is the text that appears in the site as normal typing, the paragraphs of information in the website. Here you can specify the font type, font colour, font size and the amount of space between the letters. The settings here will apply on all the pages throughout the website.

Headers

Font Family: Arial

Font Color: #000000

Bold: ☐

Letter Spacing: 0

Headers are different to Body text, Headers are bigger and more prominent to catch the eye of the web site visitor and it also serves the purpose of making the content easier to read.

Here you can specify the font type, font colour, font weight and the amount of space between the letters. The font size cannot be specified as there are pre-set sizes to the different headers. The settings here will apply on all the pages throughout the website.

Links

Link Color: #383838

Link Hover Color: #00ff00

Link Underline Color: #000000

Link Underline Style: Solid

Links are sets of texts that activate internal or external links in the website, for instance the names of the pages in the main navigation menu. You can also have text present within the body text that act as internal links (to pages within the website) or external links (links to other websites or email addresses). The Link Colour is the way a link appears; the Link Hover Colour is the colour the link text changes to when a mouse pointer is hovered over the link, which makes the website feel more interactive; the Underline colour and style can also be set here.

Menu styles



In the Menu and Side Menu tabs you can specify how menu items should appear. The below settings for the Main Menu are the same settings available to the Side Menu.

Note: A menu becomes a “Side Menu” when its position is specified as “Left” or “Right” when the menu is originally created.

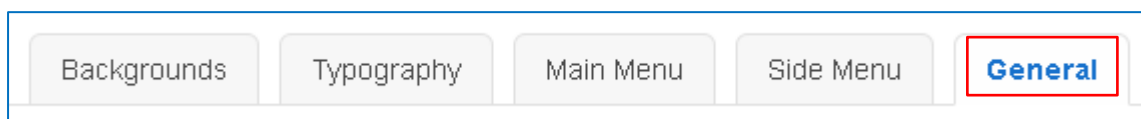
General	
Font Family	Arial ▼
Main Menu - Items	
Link Color	#000000 
Link Hover Color	#000000 
Font Size	16 ▼
Bold	☐
Letter Spacing	0 ▼

Main Menu - Submenu Items	
Link Color	#000000 
Link Hover Color	#000000 
Font Size	12 ▼
Bold	☐
Letter Spacing	0 ▼

For both the Main and Side menus you can specify the font type, font size, colour and hover colour, whether it should be bold or not and the space between letters.

Specifying the Template size

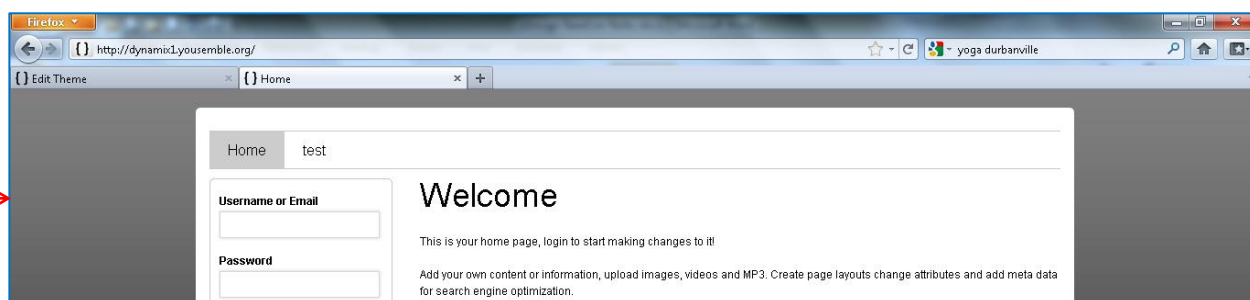
In the General tab you can set the template size, which determines the space in the browser window that the website will occupy as well as the width of the left and right columns – the columns is the area where extensions are inserted as a module position (as covered previously).



Template Width	960
Left Column Width	230
Right Column Width	230

The default values for a website is a template width of 960 pixels, a Left Column Width of 230 pixels and a Right Column Width of 230 pixels.

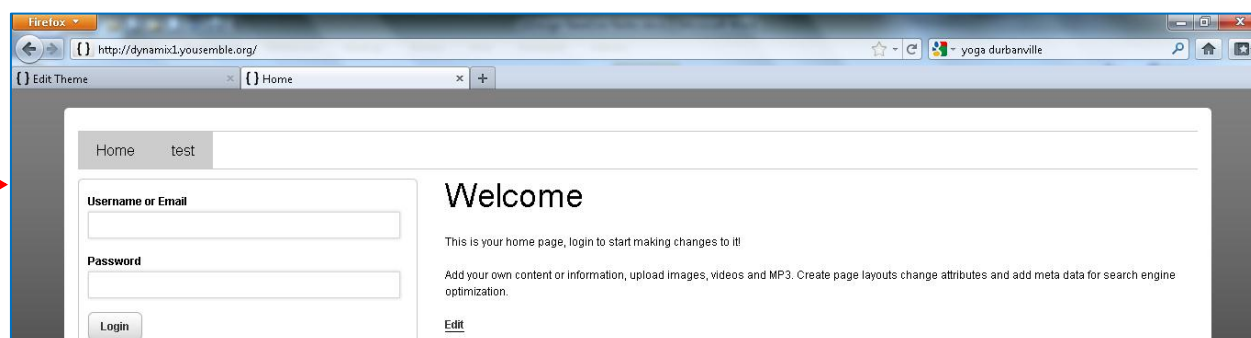
These settings translate into the below example with a Login extension placed on the page in a Left module position.



Template Width	1250
Left Column Width	400
Right Column Width	230

With the settings changed to the values as shown in the left figure, there is more space for content as the website's template width is much wider. The Left Column width has also been increased.

The below figure illustrates the new settings as appearing in the front-end.

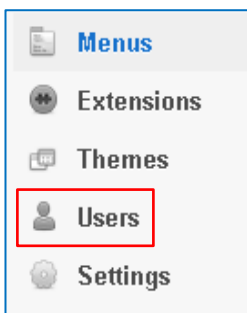


Users

Creating Users for a website can open up many different and useful opportunities. A website can be allocated “Internal” and “External” users:

External Users - This is where you have the ability to make only selected content on the website available to registered users. For example, the website might be an online store where visitors to the website can register to have access to the sneak previews of new items to be released or to have first access to sales items before the general public has access to it. This is especially handy as a data mining tool to gather email addresses for use in future email marketing campaigns.

Internal Users - This is where you can give access to selected individuals to make changes to the website by logging in via the front-end or the back-end (depending on the level of access). This is useful if you want to empower others to help build the website from the back-end or just to have the limited ability to make small changes from the front-end without being reliant on the web designer to make these small changes.

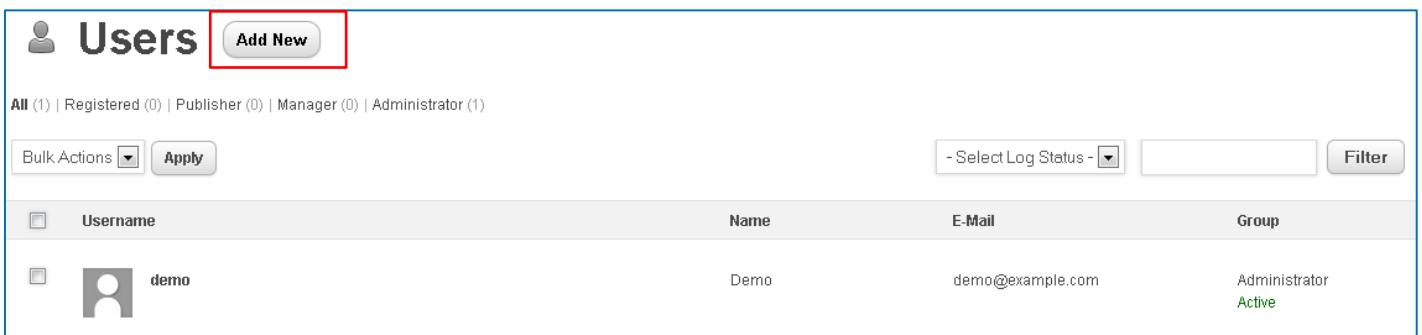


Creating New Users

In your Dashboard navigation, click on Users, This takes you to the Users screen.

By default the Administrator user will be active and will have “Administrator” rights. To create other users you have to have administrator rights. Website can have more than one administrator.

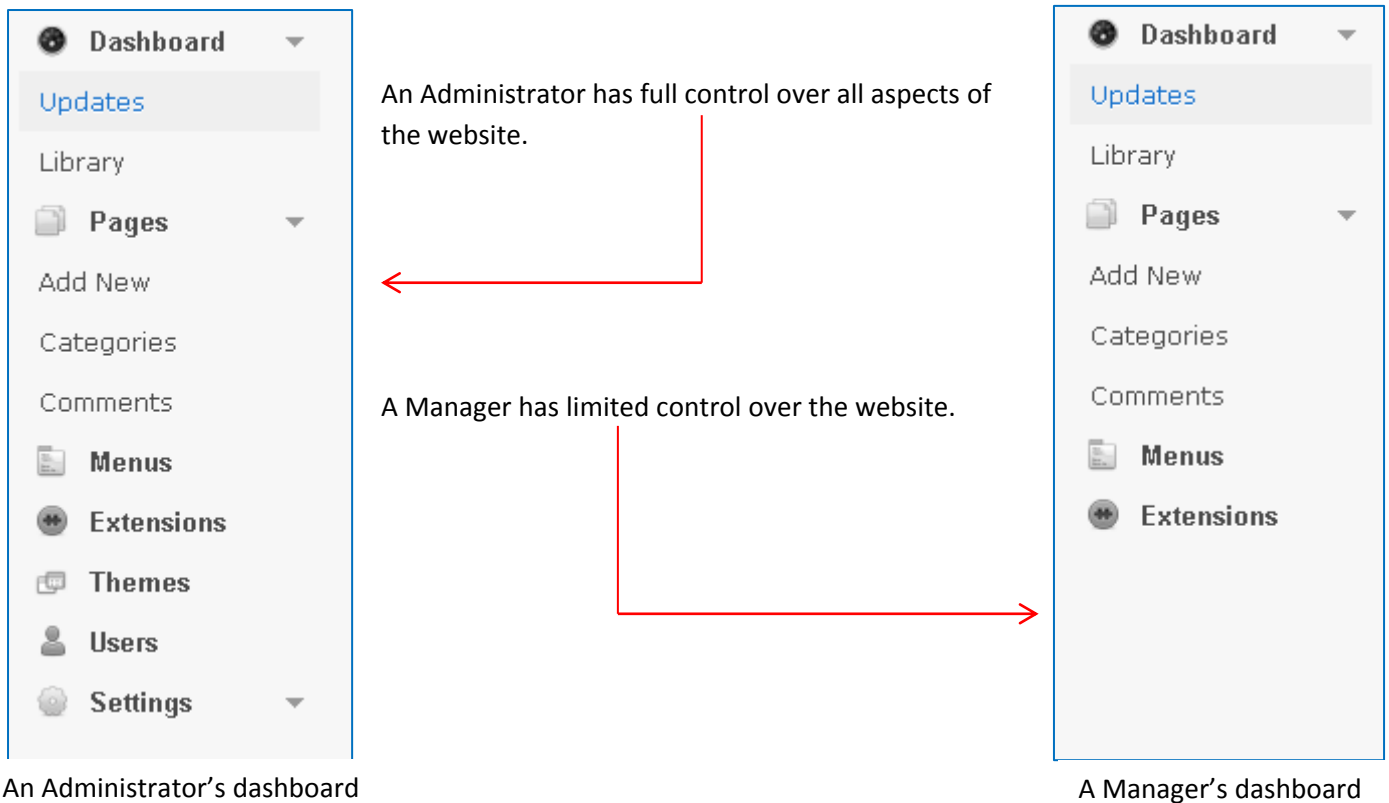
To create more users, click on “Add New”.

A screenshot of the 'Add New User' form. The form has a header with a user icon, the title 'Add New User', and a 'Save' button. Below the header is a 'Details' section with the following fields: 'Username' (required, value 'User1'), 'Name' (required, value 'User One'), 'Email' (required, value 'user1@abc.co.za'), 'Password' (required, masked with dots), 'Confirm Password' (required, masked with dots), 'Block User' (checkbox, value 'NO'), and 'Type' (dropdown menu, value 'Registered'). The dropdown menu is open, showing options: 'Registered', 'Publisher', 'Manager', and 'Administrator'. The 'Publisher' option is highlighted.

In the “Add New User” screen, complete all the details for the new user. The Username and Password will be emailed to the address that is entered in the Email field.

Types of Users:

- Registered** – Can only log into the front end to view content that have been made exclusively available for registered users.
- Publisher** - Can only log into the front end of all web pages and can make minor changes to the content.
- Manager** – Can log into the front and back-end and make changes, add pages etc. to build the website.
- Administrator** – has full access to edit via the front and back end, can create new users, can block users, and basically has full control over the website



How do Users log in?

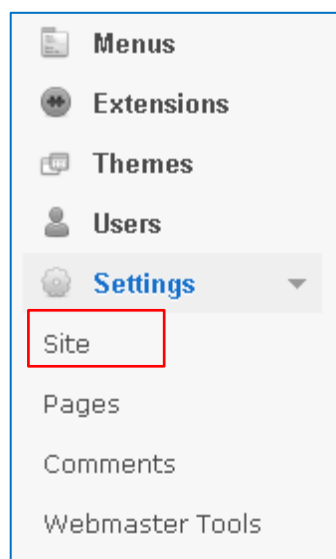
For front-end access:

For a user to get access according to their user level, a login extension needs to be created and placed into the page where the user needs to be granted access.

For back-end access:

If a user has been granted Manager or Administrator access, they will be able to gain access to the website's back-end. To do this they have to navigate to the website address in their browser, and add "/administrator" to the address, for example: <http://www.websiteaddress.co.za/administrator>. This will take them to the website's back-end Login screen.

Website Settings



The Settings menu is where you can navigate to various Settings screens to specify your chosen website settings. In your Dashboard navigation, “Settings” has a drop-down arrow to its right. Click on the arrow and then click on the settings screen name that you would like to open.

Site Settings

First we’ll look at the Site Settings – click on the drop-down arrow for Settings and then click on “Site”.

This takes you to the “Site Settings” screen:

Here you can choose to set your website as “Offline”, perhaps in the event of site maintenance, where you can also specify the offline message that a visitor to the site will see.

The Mail section is related to your email settings – this will be set up for you by Udesign.

The Meta Data section is where you can specify keywords and a site description in order to raise your Search Engine Optimization.

Remember to click on “Save” after you have made any changes.

Page Settings

Click on Pages in your Settings drop-down list in your main Dashboard. This brings you to the Page Settings screen.



Page Settings

Save

Details

Show Page Title	YES NO
Author Name	SHOW HIDE
Published Date	SHOW HIDE
Modified Date	SHOW HIDE
Comments	ON OFF
Tweet Button	SHOW HIDE
Facebook Button	SHOW HIDE
Read More Text	Read More...

This is where you show or hide and switch on or off certain aspects in your web pages.



Comment Settings

Save

The “Comments” settings have already been covered; please refer back to “Comments” on Page 15.

