

Website Builder 6 Help Guide

Website Builder 6 is a legacy product and is no longer sold. This guide contains archived Help content for Website Builder 6 to help answer questions. However, it's no longer being updated as of March 2020.

To find answers in this guide:

- Select any title in the Contents to go directly to a specific Help article.
- Use the **Find** function (**Ctrl + F** for Windows OR **Command + F** for Mac) in your browser to search the whole PDF for specific keywords.

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About the Home Page

The Website Builder home page gives you at-a-glance information about your site. From here, you can click to add new pages, work with existing pages, upload new files and images, and manage other aspects of your site.

Website Builder consists of two main areas, the home page and the Page Designer. The home page helps you complete administrative tasks, like adding a forum or a guestbook, while you use the Page Designer to design the individual pages of your site.

Note: For a more detailed explanation about the features you can add from the home page, including links to how-to help, see Menu Bar Options below.

To Design Your Site

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the Website Builder home page, in the **Getting Started** area, click **Design Your Pages**.

Menu Bar Options

The menu bar displays along the top portion of the screen and provides access to over 20 different features.



Home — Returns to the Home page.

Design

Launch Page Designer — Displays the Page Designer where you can design and modify your Web pages.

Template and Colors — Goes to the Template tab where you can select from a variety of templates and change their color schemes.

Advanced Style Options — Displays the CSS editor where you can make changes to your site's CSS.

Advanced Color Options — Displays a page where you can individually modify the colors your site is using.

Add-Ons

Guestbook — Guestbooks let your site visitors sign their name on your site to indicate their visit.

Flash® Intro — A Flash Intro displays before users see your site's home page.

Forum — A forum is an area of your site that allows users to create and comment on ongoing discussions.

Coming Soon Page — Coming soon pages alert visitors that you intend to have your site ready soon.

Quick Shopping Cart® — Set up a link to your Quick Shopping Cart site.

Manage

Organize Site — Add, delete, rename, and make other changes to pages your site uses.

Google Sitemaps — Sitemaps can help make your site more searchable.

Backup/Restore — You can backup your site and restore it at any time.

Publish — Goes to the Publish page where you can publish your website.

Publish Selected Pages — Allows you to specify pages you want to publish.

Publish History — Shows the date, time, duration, state, any messages, and log files of all previous publishes.

File Size/Loading Info — Website Builder helps you determine your site's performance and address any areas for improvement.

Password Protection — You can password protect your site to prevent unwanted access.

Upload Files and Images — You can upload and manage files and images in Website Builder.

Spell Check — Website Builder can check your spelling on all your pages or only pages you specify.

Fonts — You can download additional fonts to display as captions on your images.

Restart Site — Start over from scratch by using Website Builder's Restart Site function.

Settings

Site — Modify the settings created when you first set up your Website Builder account.

Configuration — On the Configuration page you can specify details such as whether to show the Website Builder banner, search engine information, spell check and other options.

Help

Help — Displays the Help Center.

Support — Goes to our support page where you can submit a support ticket.

Read our Blog — Displays the developer's blog where new features are announced.

Importing Content from Previous Projects or Backup Files

With Website Builder, you can import content from a block into another block. The blocks don't have to belong on the same page. To import content you must make, or have made, a backup of your website. For information about backing up your website, see **Backing Up or Restoring Your Website**.

To Import Content from a Previous Project or Backup File

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. If necessary, from the **Page** menu, select the page you want to modify.
4. Go to the content block where you want to import content, hover your mouse over the **gear** icon, and then click **Import Backup**.

5. Select the content you want to import from the following fields:

Select the Backup

The version of your website that contains the content you want to import.

Select the Page

The page that contains the content you want to import.

Select the Block

The block that contains the content you want to insert.

Note: You can preview the imported content in the Content Preview window.

6. Click **OK**.

Backing Up or Restoring Your Website

Website Builder allows you to manually create up to five backup copies of your website, and if necessary, restore your website from a backup version. Before you can restore a previous version of your website, you must have created a backup copy. The restore options do not display if you haven't created a backup copy. For more information, see **Importing Content from Previous Projects or Backup Files**.

Note: A backup of the site is automatically created whenever you publish your site, restore it, select a new theme or restart your device. A maximum of five backups are created. The oldest of the five versions is deleted whenever a new backup is created. There's no time limit on using the backups.

To Back Up Your website

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Manage** menu, select **Backup/Restore**. The Backup and Restore page displays.

4. In the **Enter a name for this copy** field, specify the name for the backup file.
5. Click **Save website**.

To Restore a Backup Copy of Your website

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Manage** menu, select **Backup/Restore**.
4. In the **Restore a Previous Project** area, click the **Restore** button for the project you want to restore. The Restore button is located in the Restore column of the list.
5. To make a backup copy of your current website before restoring the saved copy, click **OK**. Website Builder restores the saved copy of your project.

Getting Started

Website Builder lets you quickly create dynamic websites without experience in coding or Web design. It's as simple as dragging and dropping.

1. Log in to your account.
2. Click **Website Builder**.
3. Next to the Website Builder account you want to use, click **Manage**.
4. From the Welcome to Website Builder window, select the domain name for your website.
5. Select that you have read and agree to the terms and conditions of the Website Builder Service Agreement, and then click **OK**.

6. Select one of the following setup options, and then complete its steps:
 - **Get Your Website Online Fast** — It's the fastest setup option. Your website content is pre-filled, including images, page titles and navigation buttons. Just tell us about your site, pick a template, and then select your pages. You can always replace text and images later.
 - **Make Your Website Perfect** — It's the most popular setup option. Simply select a template, and then start working on your website. You can add your own images, text, videos, and more using our drag-and-drop Page Designer.

Note: If you want to build your website from scratch and still get the convenience of a drag-and-drop Page Designer, select **I'm pretty advanced. Let me start editing HTML/CSS.**

Designing Pages

Designing your pages with Website Builder v6 is easy using the Page Designer. You can use a drag-and-drop interface to select and add design elements. You can also add various page types and features, and change the style of your template. We even have you covered for a mobile version of your website.

1. Log in to your account.
2. Click **Website Builder**.
3. Next to the account you want to use, click **Manage**.
4. Click **Design Your Pages**.
5. Click either **Popular**, **Media**, **Social**, **Apps**, or **Tables & Forms**, and then drag and drop the icon for each design element you want to add over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Click **Pages**, and then select the page types or features you want to add.
7. Click **Styles**, and then select the style aspects you want to change for your template.
8. Click **Mobile**, and then view your free mobile website — if you have a Deluxe or Premium account.

Adding and Editing Content Using the Page Designer

From the Page Designer page, you can add, edit, and format your website content. For example, you can change the font colors, make your text bold or underlined, and align text to your specifications using the text formatting tools located at the top left corner of the page.

The Page Designer page includes a tab-based toolbar that allows you to add and edit specialized content. The three tabs found on the tool contain the following:

Page

Add a page, change your layout, edit navigation or template images or preview your page as it displays in a Web browser.

Insert

Select from a large assortment of objects to insert into your Web page. Easily insert objects such as video, Flash®, music, RSS feed, JavaScript, table, or a contact form.

Options

When you open a content block the Options tab displays. You can delete the block, share the block with another Page, clear the contents of the block, or move the block to another location on the page.

To add content to a Web page, you will need to add the content to a content block. Content blocks are outlined in blue.

1. Log in to your Website Builder account.
2. From the **Design** menu, click **Page Designer**.
3. If necessary, from the **Page** list, select the page you want to edit.
4. Click the block you want to add content to.
5. Position your cursor where you want to add your content.
6. You can begin entering text or use the toolbar at the top of the page to add content.

Note: From the Edit Content window, you can design your pages using What You See Is What You Get (WYSIWYG), where you can view the changes as you make them, or you can click **HTML** to design your site using HTML tags to format your content. To return to WYSIWYG click **Design**.

About the Publish Details Page

When you publish your site, you are brought to the Publish Details page. In Website Builder, the Publish Details page confirms that your site has been successfully published. You can view specific publishing details by selecting the following:

View Publish Log

Lists the actions that were performed during the most recent publishing. To view the logs of previous publishing operations, click **View Publish History**, then select **Log** next to the date you want to view.

View Publish History

Lists details of previous publishing sessions.

You can view your website, in its newly published form, by clicking your domain name in the Publish Details area.

What Are My Text Layout Options?

Website Builder offers you many layouts to choose from. Each layout includes specific areas for your title text, your subtitle text, and your main content. For best results, your Web page content should be added to content blocks in the body of your Web page. With the exception of your page title, content should not be entered into the heading at the top of your page.

When adding text to your website, you may want to consider the following guidelines:

Page Title

The page title should summarize the contents of the page. This should be no more than one sentence in length. Just a few words may suffice. A lengthy title may disrupt the layout of your page.

Content Headings

Adding a heading to each unique block of text is useful for highlighting individual sections. Headings do not need to be gigantic. Typically, one and a half times the size of body text is recommended. You also have other options that allow you to emphasize headings without increasing their size. For example, you can make the text bold or use a

different color. These techniques can be especially helpful when you need multiple levels of headings.

Column Width

In Website Builder, content blocks are designed with a pre-determined width. This ensures good readability as the reader does not have to scan a wide body of text.

Font Size

The size of text should also be considered for your target audience. If the text is too small or too large, the reader may lose track of the start of each line.

Text Alignment

There are several ways to align text:

- **Left aligned** text has a straight left margin, but a ragged right margin as different lines take up different amounts of space.
- **Right aligned** text is the reverse, lined up along the right margin instead.
- **Center alignment** places items an equal distance from the left and right margins.
- **Justified** text alters word and letter spacing so that it lines up along both margins.

Add a Pre-Built Page

With the Pre-Built page feature in Website Builder, you can easily select from a list a specially designed pages and choose the one that best suits you needs. Pre-built pages include page layout elements and real content, designed to guide you through building the website you want.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Go to the **Pages** tab, and then select **Add Pages**.
6. from the Page Type menu, select **Pre-Built Page**.

7. From the **Category** menu, select the type of Site you are building.

Note: If you don't find the type of site you are building in the Site Type list, you can select a type that might work for you. For example, a small business site type might work for a family reunion site. You can preview the layout of your selected site type in the Page Layout area.

8. From the **Page** list, select what type of page you want to add, click **Add Page**.
9. In the **Page Title** field, enter a title for your page.
10. To allow Website Builder to automatically include the page in your navigation, select **Include in Site navigation**.

Note: This will overwrite any settings or subnavigation you may have added from the Edit Navigation page.

11. Click **OK**.

Note: You can change the content of any page you add, at any time.

Setting Page Properties

You can increase the visibility of your website by using Meta tags, a sitemap, and JavaScript from third-parties such as Google® in Website Builder. Search engines use this information when ranking websites in search results.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. Click **Pages**, and then select **Page Properties**.
5. If necessary, from the Pages menu, select the page where you want to edit page properties.
6. From the **Page** tab, edit the the titles you want: **Browser Title**, **Heading Title**, **Button Title**, and **Filename**.

7. From the **Meta Data** tab, edit any of the following information:
 - **Description** — Enter a detailed overview of your website. The description displays with your website's title and URL in search engine listings. For example, you could include topics covered in the content, your website's name, company name, or tag line.
 - **Keywords** — Enter keywords for your website. You could include words or phrases that Internet users might use to search for your site. You could also include the topic of your website or specific pages, your website name, company name, or other related terms. Keywords must be separated by commas.
 - **Add Meta Tag** — Enter the name of the tag and content, and then click **Apply**.
8. To help Google determine how often to check your site, go to the **Sitemap** tab, and then edit any of the following:
 - **Change Frequency** — Select how often you update Web pages. It tells search engines when they should crawl your site for updates.
 - **Priority** — Select a priority level for the page. It tells search engines the important of pages compared with the rest of your site. Changing priority does not affect how often search engines crawl a page. It can be a number between 0.1 and 1.0, with 0.1 being the lowest and 1.0 being the highest. Your most important page should be a 1.0.
 - **Exclude from Sitemap** — From the Pages menu, select an individual page to exclude search engines from crawling, and then select this option.
9. To enter JavaScript in page headers or bodies, go to the **JavaScript** tab, and then enter the script.
10. Click **OK**.

Adding Heading Tags

If you are receiving the error "The majority of your pages have heading tag issues" in Search Engine Visibility V1, you may need to edit some of your HTML in Website Builder v6. Adding heading tags helps search engines crawl your site and may improve your rankings.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, click **Page Designer**.
4. If necessary, from the **Page** list, select the page that contains the block you want to edit.
5. Move your mouse to the block you want to edit and click. The block displays the Edit Content window.
6. Select the text you want to edit and select the heading from the drop down in the toolbar.
7. Click the **Save** icon.

Publishing pages

It only takes a few clicks in Website Builder v6 to publish your website and to have it appear on the web. Before you publish, however, you'll want to preview how the website will look online.

To preview your website

1. Log in to your account and open Website Builder v6.
2. Next to the account you want to use, click **Manage**.
3. Click **Preview**.
4. In the preview window, review your website's content.

5. To make changes, go to the Website Builder home page, and then click **Design Your Pages**. For more information, see **Designing Pages**.

To publish your website

1. Log in to your account and open Website Builder v6.
2. Next to the account you want to use, click **Manage**.
3. Click **Publish Site**.
4. To create a backup of your website, select **Back up website prior to publishing**.
5. To publish your entire website, click **Publish All**. If it's your first time publishing, this is your only option.
6. To publish only the pages you updated, click **Publish Updates**.

Adding, Deleting, and Organizing Pages

With Website Builder version 6, you can add and publish as many Web pages as your account allows. You can also delete pages you no longer want. To better organize your site, you can arrange the order in which your pages display and choose not to publish specific pages.

Note: If your account uses a .mobi domain name, you can only add mobile pages. You can't add traditional pages. For information about adding mobile pages, see **Adding Mobile Pages**.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. Click **Pages**, and then select **Add Pages**.
5. Select the type of page you want to add, and then complete the appropriate steps:
 - o **Blank Page** — To add a page without content, select **Blank Page**.

- **Pre-Built Page** — To add a page with content from a pre-built template, go to the **Category** menu, and then select a category. From the **Page** menu, select a pre-built page.
 - **Copy of existing page** — To add a copy of one of your existing pages, select the copy.
 - **Photo page** — Adds a page optimized for an image gallery.
 - **Blog page** — Adds a page optimized for a blog.
6. Click **Add Page**.
 7. In the **Page Title** field, enter a title.
 8. From the **Copy navigation from** menu, select a page to copy.
 9. If you want to add the page your site's navigation menu, select **Include in Site navigation**.

Note: To add multiple pages, click **Add Page** again and then complete the fields.

10. Click **OK**.

To Delete Multiple Pages

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Manage** menu, select **Organize Site**.
5. Click the **Red X** next to the pages you want to delete, and then click **OK** to confirm the deletion.

Note: To delete a Guest Book page, click the page's left-side gear button and choose **Deactivate Guest Book**.



To Delete a Page

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. In the **Jump to page:** menu, select the page you want to delete. The Page Designer opens.
4. If you are working in the Page Designer, select the page you want to delete.
5. From the **Pages** menu, click **Delete Page**.
6. Click **OK** to confirm the deletion.

To Organize Pages

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Manage** menu, select **Organize Site**.
5. To change the order of your pages, select and drag pages in the order you want them to display.
6. To set one of your pages as the home page, select the page, and then select **Make this page the Home Page**.
7. To exclude one of your pages from being published, select the page, and then select **Do not publish this page**.
8. To change properties for a page, select the page, and then do the following:
 - In the **Navigation Title** field, enter the name you want to display on the button that links to it.
 - In the **Browser Title** field, enter the title you want to display in browsers.
 - In the **Heading Title** field, enter a heading for the page.

- In the **Filename** field, enter a name to display in the page's URL.
- To automatically reset the navigation buttons to reflect the changes, select **Restore default navigation**.

Note: This will overwrite any settings or subnavigation you added from the **Edit Navigation** page.

9. Click **OK**.
10. To confirm your changes, click **OK**.

Adding Mobile Pages

With Website Builder, you can add mobile pages for viewing on mobile devices. Pages set up with this feature will display on non-smartphone devices. For information about mobile websites optimized for smartphones, see **Working with Mobile Websites**.

Note: You can add an unlimited number of pages to your Website Builder account, but can only publish the number of pages that your plan allows. If you have a .mobi domain name, you can only add mobile pages; you cannot add traditional pages. For information about adding traditional pages, see **Adding, Deleting, and Organizing Pages**.

To Add a Mobile Page

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. Click **Pages**, and then select **Add Mobile Page**.
5. Select one of the following, and then click **Add Page**:
 - **Blank Page** — Design your new mobile page from a blank template.

- **Copy of existing page** — Once you have designed other mobile pages, you can select one of them to create a new page that is a carbon copy of it.
6. Complete the following, and then click **OK**:
- **Page Title** — Enter the title you want to display for the page.
 - **Copy navigation from** — Select a page which uses the same navigation links as you want for this page.
 - **Include in Site navigation** — Select to include this page in your website's navigation links.

Working with Mobile Websites

When you publish your website, Website Builder also creates a mobile version. It doesn't require any extra steps from you. If you prefer not to have a mobile version of your website, you can easily disable it.

With Business and Business Plus accounts, you can customize your mobile website. If you don't like your changes, they're easy to reset.

Mobile websites are optimized to display on mobile devices such as smartphones. When visitors come to your website on their mobile devices, they see a version that's easier to view and navigate.

With the widespread use of mobile devices these days, a mobile-friendly website can increase traffic to your site — and its overall success.

Note: You must publish your standard website for your mobile website to display.

Customizing Mobile Websites

With Deluxe and Premium accounts, you can customize your mobile website. If you don't like your changes, they're easy to reset.

Note: When editing mobile websites, we recommend using Mozilla Firefox®, Google Chrome®, or Internet Explorer® 9 and higher.

To Customize Mobile Websites

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. Click **Mobile**.
4. To change the layout and colors, click **Select Layout**, and then select the options you want to use.
5. To edit your mobile site, click **Edit Site**, and then select one of the following:
 - **Basic** — Edit the basics, such as the logo, navigation, text and images, click-to-call button, and mobile maps.
 - **Full** — Edit everything, including background text, images, and website apps.
6. To preview how your mobile website displays on mobile devices, click **Preview**, and then a mobile device.
7. To see your changes online, you must publish your website.

Disabling or Resetting Mobile Websites

If you prefer not to have a mobile website, you can disable it. You can also reset your mobile website to remove any customization you added. When you reset or disable your mobile website, you cannot restore any customization you created.

To Disable or Reset a Mobile Website

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. Click **Mobile**.
4. Click **Settings** in the lower left corner, and then do one of the following:
 - To disable your mobile website, click **Disable**, and then click **OK** to confirm the action.
 - To reset your mobile website, click **Reset**, and then click **OK** to confirm the action.

Setting Up a .MOBI Domain

When setting up Website Builder with a .mobi domain, you can create a website properly formatted for smaller screens. Pages set up with this feature will display on non-smartphone devices. For information about mobile websites optimized for smartphones, see **Working with Mobile Websites**.

To Set Up a .MOBI Web Page

Note: With .MOBI domains, you can only add mobile page layouts; you cannot add traditional page layouts.

1. Log in to your account.
2. Click **Website Builder**®.
3. Next to the account you want to use, click **Manage**.
4. If you accept the terms of the End User License Agreement, click **Accept**.
5. On the **Site Settings** page, complete the following fields and then click **Next**:

Select an available domain from your account

Select an existing domain name from the list.

Enter a domain not registered in this account

Enter your domain name in the space provided.

Enter a subdomain

Enter your subdomain name in the space provided and select an existing domain name from the list.

User Name

Create a user name that you will use when logging in to your Website Builder site.

Password and Confirm New Password

Create and verify the password that you will use when logging in to your Website Builder site.

Email Address

Forms submitted through your site will be sent to this email address

Company or Individual Name

Your company or individual name will be displayed in the footer of each Web page

6. On the **Build Your Site** page, select one of the following:

Pre-built Site

If you are setting up a site for a .mobi domain, this option is disabled.

Blank Site

Selecting Blank Site will allow you to build a site from scratch. If you want to add pages to your website, click **Add Page** and enter a title for you page. This step is optional. You can also change the layout of each page of your site by clicking **Change Layout** for the page you want to change. You can add pages or change your layout at any time.

7. Click **Finish**.

Congratulations! You have successfully set up your .mobi website. You can continue to the Page Designer to begin building your site by clicking **Build My Site**.

To Change Your Layout

1. On the Build Your Site page, click **Change Layout**.
2. Scroll through the available layouts by clicking the forward and back arrows or by clicking on the page numbers above the layout thumbnails.
3. Click on a layout to select it, and then click **OK**.

Your website will not display on the Internet until you publish your site.

Using Drag-and-Drop

Website Builder uses a drag-and-drop interface to design your website. With drag-and-drop, customizing your website is fast. It doesn't require that you have any programming or coding experience.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Click either **Popular**, **Media**, **Social**, **Apps**, or **Tables & Forms**, and then drag and drop the icon for each element you want to add over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.

Adding and Editing Text

Website Builder provides common tools for adding and editing your text. Using the text toolbar, you can customize fonts and the way your text is organized.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Click the content block you want to edit, position your cursor where you want, and then enter the text you want to add.
6. Highlight the text you want to edit, and then use the text toolbar to edit text properties such as font type, font size, font color, text alignment, hyperlinks, and anchors.
7. To let the text toolbar scroll with the page, click the  icon.
8. To pin the text toolbar in a specific location on your page, click the  icon.

9. To lock the text toolbar in place when scrolling, click the  icon.
10. To accept the changes to your text, click the **Save** icon.

Spell Checking

Website Builder allows you to check the spelling of text on your web pages.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue. The text editing window opens.
6. From the formatting toolbar on the top left of the page, click **Spell Check**. (The check mark with ABC)
7. If errors are found, you can view the following information:

Word Not in Dictionary area

The misspelled word

Change To

The suggested replacement for the word

Suggestions

List of suggestions for replacing the word

8. To fix spelling in the word, either change the spelling in the **Change To** field or select the word from the **Suggestions** list.
9. Select one of the following:

Ignore

Ignores the word

Ignore All

Ignores all instances of the word

Add to Dictionary

Adds the word to the dictionary so it does not display as a misspelled word

Replace

Replaces the word

Replace All

Replaces all instances of the word.

10. Website Builder continues checking the spelling in the content block. When finished, the Spell Check Complete popup window displays.
11. Click **OK**.

Working with Content Blocks

In Website Builder, you manage your text, images and apps in content blocks. You can also share content blocks to display identical content in different places on your website.

Adding Content Blocks

You can add content blocks where you want on your Web page.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Popular**, and then drag and drop the **Content Block** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.

6. Enter the text or design elements you want, and then click the **Save** icon.

Deleting Content Blocks

You can delete a content block and permanently remove the entire block from your page.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Go to the content block you want to delete, hover your mouse over the **gear** icon, and then click **Delete Block**.
6. Click **OK**.

Sharing Content Blocks

You can share a content block. Sharing lets you place the same content on multiple pages. Any changes you make to a shared block will affect all of those shared blocks.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Go to the content block you want to share, hover your mouse over the **gear** icon, and then click **Save/Insert**.
6. To create new shared content, in the **Share Block** section, enter a name for your shared content block, and then click **Create Shared Content**.

7. To insert existing shared content, in the **Select Shared Block** section, from the **Content** menu, select the name of the content you want to insert, and then click **Insert Shared Content**.
8. Click **OK**.

Clearing Content from Content Blocks

Clearing a content block removes only the content of the block. The block remains.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Go to the content block you want to clear, hover your mouse over the **gear** icon, and then click **Clear**.
6. Click **OK**.

Moving Content Blocks

You can move a content block to a different location on a Web page.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Place you mouse over the block you want to move, click and hold the **Move** icon, and then drag the content block over a **Drop Zone**. Repeat as necessary.

Editing the Design of Content Blocks

You can edit a content block's properties, such as its background color or its border.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Go to the content block you want to edit, hover your mouse over the **gear** icon, and then click **Block Designer**.
6. From the **Block Designer** toolbar, perform any of the following actions:
 - **Adjust Background Color** — Select a color to fill the background of the content block.
 - **Adjust Border Color** — Select a color for the border of the content block.
 - **Adjust Border Weight** — Select a thickness for the border of the content block.
 - **Adjust Border Style** — Select a solid, dotted, dashed, or double border.
 - **Adjust Cell Spacing** — Select a width for the space between the block and its contents.
 - **Adjust Cell Padding** — Select a width for the space between content blocks.
7. To preview your changes, click **Preview**.

Adding Columns

You can add multiple columns to your Web pages in Website Builder. Columns are spaces within content blocks where you can add page elements. These include text, images, or apps. You can add or delete columns to create dynamic and unique page layouts.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Popular**, and then drag and drop the **Columns** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Mouse over the content block with columns, and then select the number of columns you want.
7. If you want to change the width of columns, mouse over that content block, click the **Column Width** icon, and then drag it to the width you want.
8. To delete all of the columns in a content block, mouse over that content block, and then click the **Delete** icon. To see the changes online, you must publish your website.

Managing Links and Anchors

With Website Builder you can insert hyperlinks and anchors to your Web pages. You can add hyperlinks to text and images.

Inserting a Hyperlink

With Website Builder, you can insert hyperlinks into your content blocks.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, click **Launch Page Designer**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue.
6. Position your cursor where you want to add the hyperlink and highlight the text or image you want to make into a hyperlink.
7. Click the **Create Link** icon. (The chain link icon.)
8. From the **Link to** area, select one of the following:
 - **Email** — Link to an email address.
 - **URL** — Link to a website.

Note: You can also add other information by deleting the text in the URL and Email fields and adding your own information.

- **Page** — Link to another page in your website.
- **Upload** — Link to a file you uploaded to Website Builder.

Note: If you haven't uploaded the file you want to create a hyperlink to, you should upload the file first. For more information, see **Uploading and Linking to Files**.

- **Anchor** — Link to an anchor on your website.
- **Open in new window** — Sets the item to automatically open in a new window.

9. *Optional:* To prevent search engines from factoring the hyperlink into their rankings, select **No Follow**.
10. Click **OK**.

Note: To remove a hyperlink, you must delete the text or image containing the hyperlink.

Adding an Anchor

With Website Builder, you can add anchors to your Web pages.

You can use an anchor to link to a specific area on a page. You insert the anchor in the area you want to link to, and then you can add a hyperlink to that anchor. When visitors click the hyperlink, they are taken to the area on the page where you inserted your anchor.

To Add an Anchor

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, click **Page Designer**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue.
6. Position your cursor where you want to add the anchor.
7. Click the **Create Anchor** icon.
8. In the **Anchor Name** field, enter the name you want to assign to the anchor.
9. Click **OK**.

Linking to an Anchor

With Website Builder, you can link to the anchors on your Web pages.

To Link to an Anchor

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, click **Page Designer**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue.
6. Position your cursor where you want to add the hyperlink and highlight the text or image you want to make into a hyperlink.
7. From the formatting toolbar, above the header, click the **Create Link** icon. (The icon with the globe)
8. Select **Anchor**.
9. Select the name of the anchor you want to link to.
10. Click **OK**.

Note: You cannot link to anchor in the same block as the hyperlink.

Hiding Web Pages

If you want to display your website with some Web pages removed temporarily, Website Builder lets you hide those pages.

Each time you re-publish your site, you can select which pages display live on the Internet, while those you did not remain visible only in Website Builder's Page Designer. You can continue working on unpublished pages until you want to publish them.

You can also hide a live page on your website by removing it from your navigation menu. For more information, see **Changing Your Site's Navigation**.

To Unpublish Pages

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Manage** menu, select **Publish Selected Pages**.
5. Select the pages you want to display live on the Internet, and then click **Publish Selected Pages**.
6. The pages you did not select remain hidden, while the pages you did display live on the Internet.

Changing Your Site's Navigation

From the Edit Navigation window in Website Builder, you can change your site's navigation buttons. You can apply your changes across all of the pages in your website or just individual pages. You can also add subnavigation buttons, which display below main navigation buttons.

Note: Subnavigation is not supported on Economy Website Builder plans.

1. Log in to your account and open your product.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Click **Pages**, and then select **Navigation**.
6. Select the navigation button that you want to change.
7. From the **Link Type** menu, specify the kind of link you want to set for the button:
 - **Email** — Creates a mailto: link to a designated email address. For example, name@coolexample.com.
 - **Page** — Links to another page within your website.
 - **URL** — Links to any valid URL that you specify. For example, http://www.google.com.
 - **Upload** — Opens a file that you have uploaded to your account. This option is available only if you have uploaded files to your Website Builder account.
 - **Anchor** — Jumps to an anchor link on a specific page. This option displays if one of your pages contains an anchor link.
 - **Store** — Links to your Quick Shopping Cart® storefront. This option is available only if you have a Quick Shopping Cart account in the same account as your Website Builder account.
8. In the **Goes To** section, either enter an email address, select a page, enter a URL, select a file to open or select the store where you want your navigation to go.
9. In the **Navigation title** field, enter a title for the navigation button.
10. To automatically load the page in a new browser window, select **Open In New Window**.
11. To apply your navigation menu changes to all of the pages in your website, from the Apply to menu, select **All Pages**.

12. To apply your navigation menu changes to the page you selected, from the Apply to menu, select **This Page**.
13. To add a navigation button, click **Add Navigation**.
14. To add a subnavigation button, click **Add Subnavigation**.
15. To edit a navigation button, select the navigation button name you want to edit, update the button properties as necessary, and then click **Apply**.
16. To change the order in which navigation buttons display, select and drag the button name you want to move to the location where you want it to display in the organization tree.
17. To delete a navigation button, click the **Delete** icon next to the navigation item you want to remove.
18. Click **Apply** and then click **OK**.

Uploading and Linking to Files

With Website Builder, you can upload files to your account and create direct links from your Web pages to those files. For example, you can link to a PDF file that displays a restaurant menu. When you no longer use files, you can delete them.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Popular**, and then drag and drop the **File** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Do one of the following:
 - **Select an existing file** — From the File Name list, select the file you want to insert. The link to your file displays on your Web page.
 - **Upload a new file** — Click **Browse**, select the file you want to upload, and then click **Open**. The link to your file displays on your Web page.

To Upload Images as Files for Linking

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Manage** menu, click **Upload Files**.
5. Select **Place images in files folder**.
6. Click the **Browse** button.
7. Locate and select the file you want to upload, and then click **Open**. To select multiple files, hold the Ctrl key while selecting files.
8. Click **Upload**.

To Delete Files

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. Go to the **Manage** tab, and then select **Upload Files**.
5. From the **Files** tab, select the files you want to delete, and then click **Delete**.

Note: Once you've deleted files, they're no longer available on your site or in applications where you shared them.

Adding Tables and Forms

Website Builder lets you add tables that give you more control over how your text and images display, and forms to let your website's visitors submit data to you.

You can also add pre-built tables and forms such as contact forms, event schedules, coupons, loan application forms, loan calculators, domain name search forms, biographies, and birth announcements.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click **Tables & Forms**, and then drag and drop the **Table** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Complete the following fields:
 - **Rows** — Specify the number of rows you want.
 - **Columns** — Specify the number of columns you want.
 - **Width** — Specify the width of the table in percent, pixels, or em.
 - **Alignment** — Select an option for aligning the table on the page.
 - **Border thickness** — Specify the thickness you want to use.
 - **Cell spacing** — Specify the amount of space between the table's cells.
 - **Cell padding** — Specify the amount of space between the cell border and the text.
7. Click **OK**.

To Add a Table Using the Table Wizard in Website Builder

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.

5. Click **Tables & Forms**, and then drag and drop the **Table Wizard** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Go to the **Table Design** tab, enter the number of columns and rows you want to use, and then click the **plus** or **minus** signs to increase or decrease the span of the columns and rows space.
7. Go to the **Table Properties** tab, and then select the height and width of your table from the Dimensions section.
8. From the Layout section, select your cell spacing and padding, alignment, background color and border thickness.
9. From the CSS Class Layout section, select your layout from the drop-down menu, and then select any special formats you want to use.
10. Go to the **Cell Properties** tab, and then preview what your table looks like from the Preview section.
11. From the Cell Properties section, specify the cell height and width, content alignment, and background color, and then click **OK**.

To Add a Form in Website Builder

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click **Tables & Forms**, and then drag and drop either the **Contact Form**, **Blank Form 1**, or **Blank Form 2** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. To edit a form, click on the form that you want to edit.
7. Click the **gear** icon, and then select **Edit Form**.
8. From the Insert Field list, select one of the following:
 - **Text Box** — Adds a text box to the form.
 - **Text Area** — Adds a text area to the form, which is larger than a text box.

- **Radio Button** — Adds a radio button for selecting form options.
 - **Check Box** — Adds a check box for selecting form options.
 - **List** — Adds a list to the form.
 - **Normal Button** — Adds a generic button the form.
 - **Submit Button** — Adds a submit button to your form.
 - **Reset Button** — Adds a button that lets the user clear the information entered in the form.
 - **Date Selector** — Adds a calendar to the form to select dates.
 - **Captcha** — Adds a captcha code generator to the form.
9. Enter a label for the new element, and then click **Add**.
 10. If you want to direct your website's visitors to a specific page after they submit forms, from the **On form submittal go to** section, either select one of your pages from the **Page** menu or select **Other** and enter a URL.
 11. If you want to specify the email address where your forms are submitted, next to **Email to**, enter an email address.
 12. Click **OK**.

To Add a Pre-Built Table or Form in Website Builder

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click **Tables & Forms**.

6. Drag and drop one of the following icons over a **Drop Zone**, and then update the item accordingly:
 - **Event Schedule** — Adds a table that displays a schedule of events.
 - **Coupon Design 1** — Adds a coupon with a popular design for websites.
 - **Coupon Design 2** — Adds a coupon with a popular design for websites.
 - **Loan Application Form** — Adds a form for a standard loan application.
 - **Loan Calculator** — Adds a calculator for determining loan payment amounts.
 - **Property Price Calculator** — Adds a calculator for determining property prices.
 - **Domain Search** — Adds a box to your website for completing domain searches for new registration.
 - **Biography** — Adds a pre-built layout for a biography page.
 - **Baby Announcement** — Adds a pre-built layout for a baby announcement page.

Adding Form Elements

Website Builder gives you the tools you need to build a form that visitors can complete and submit. You can choose from a form template, build your own custom form, or a combination of both.

After adding a form, you can add form elements to it, such as a drop-down list, a radio button, a calendar selector, or a text box.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Select the content block that contains the form, and then click on the form you want to edit.
6. Click the **gear** icon, and then select **Edit Form**.

7. From the **Insert Field** list, select one of the following:
 - **Text Box** — Adds a text box to the form.
 - **Text Area** — Adds a text area to the form, which is larger than a text box.
 - **Radio Button** — Adds a radio button for selecting form options.
 - **Check Box** — Adds a check box for selecting form options.
 - **List** — Adds a list to the form.
 - **Normal Button** — Adds a generic button the form.
 - **Submit Button** — Adds a submit button to your form.
 - **Reset Button** — Adds a button that lets the user clear the information entered in the form.
 - **Date Selector** — Adds a calendar to the form to select dates.
 - **Captcha** — Adds a captcha code generator to the form.
8. Click **Add**.
9. Enter a label for the new element.
10. Click **OK**.

Adding Radio Buttons

A form element is part of a form. You must add a form before you can add elements to.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click the content block that contains the form you want to edit, and then click the form.
6. Hover your mouse over the **gear** icon, and then select **Edit Form**.
7. From the **Insert Field** menu, select **Radio Button**.
8. In the **Label** field, enter the text you want to display with the radio button, and then click **Add**.

9. To set properties for the radio button, modify the following fields from the **Radio Button Properties** section:
 - **Label** — Edits the radio button label.
 - **Tooltip** — Edits the tooltip that displays when users hover over the radio button on your website.
 - **Value** — Specifies the information you want to submit when the radio button has been selected. For example, if the label is "Add me to your contact list", the value may be "True", specifying that when the radio button has been selected, the user wants to be added to your contact list.
 - **Group** — Specifies a group label if you have a group of buttons. For example, if you listed radio buttons where users can select a color, such as pink, green, and blue, you might want to call the group "Color".
 - **Selected** — Automatically shows the radio button as selected.
 - **Move Up** — Moves the radio button above the previous item in the form.
 - **Move Down** — Moves the radio button below the next item in the form.
10. When finished, click **OK**.

Adding CAPTCHA to a Form

You can add a CAPTCHA box to your Website Builder forms to prevent computer-generated spam. A CAPTCHA box displays distorted text that humans can read, but computers cannot. This helps reduce the amount of spam reaching your inbox.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Select, and then double-click, the form that you want to edit.

6. From the **Insert Field** menu select **CAPTCHA** and click **Add**.
7. If necessary, make other changes to your form.
8. Click **OK**.

Note: The CAPTCHA does not display when previewing your site. To see it, publish the site and view it live.

Specifying Email Address in a Form

You can change the email address to which a Website Builder form is sent by using the Edit Form page. If you have multiple forms on your site, you can send each form to a different email address, if desired.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, select **Launch Page Designer**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue.
6. Double click the form you want to edit, and click **Edit Table**.
7. Go to the **Options** tab, and then select **Edit Form**.
8. In the **Email to:** field, enter the email address you want your form sent to.
9. Click **OK**.

Adding Image Galleries in Website Builder

Image galleries are collections of images that you can add to your Web pages in Website Builder. You can also manage the layouts of your image galleries with features such as Lightbox.

To Add an Image Gallery

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. If necessary, from the **Current Page** menu, select the page that you want to modify.
4. Click **Popular**, and then drag and drop the **Image Gallery** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
5. Select a source for creating your image gallery, and then complete its steps:
 - **Gallery** — Lets you import images from image gallery accounts to create your collection. Select the image gallery account you want to import and the specific gallery that contains the images you want, click **Add**, and then click **OK**.
 - **Individual** — Lets you insert individual images from the Image Library or images that you uploaded to create your collection. Click **Select Images**, select the images you want to use, and then click **OK**.
6. To manage display options for your image galleries, go to the **Settings** tab, select the option you want to use, and then perform the steps for that option:
 - **Thumbnails** — Displays image galleries in thumbnail sizes.
 - To display image titles when visitors mouse over images, from the **Show image titles** menu, select **Yes**.
 - Select the **Columns** and **Rows** you want to display.
 - To re-shape images after cropping, from the **Image resizing** menu, select **Square**, **Portrait**, or **Landscape**.
 - Go to the **Preview** tab, and then make sure your image collection displays correctly.
 - Click **OK**. The image collection displays in your content block.
 - **Slideshow** — Displays image galleries in a slideshow.

- To display image titles with slideshows when visitors mouse over images, from the **Show image titles** menu, select **Above** or **Below**.
 - To display a bar letting visitors scroll slideshows, select **Show control bar**.
 - From the **Control Bar Location** menu, select where you want to display the control bar.
 - Go to the **Preview** tab, and then make sure your image collection displays correctly.
 - Click **OK**. The image collection displays in your content block.
- **Animated slideshow** — Displays image galleries in an animated slideshow.
 - From the **Image Size** menu, select a size for the images.
 - To expand images to fill the entire slide, select **Scale images**.
 - From the **Slide Speed** menu, select a speed for images to play.
 - For slideshow to start playing when visitors reach the page, select **Auto Play**.
 - From the **Effects** menu, select an animation effect.
 - To display image titles when visitors mouse over them, from the **Show image titles** menu, select **Above** or **Below**.
 - To display a bar that lets visitors scroll through the slideshow, select **Display Control Bar**.
 - From the **Control Bar Location** menu, select where you want to display the control bar.
 - From the **Thumbnail Strip** menu, select where you want to display thumbnail images.
 - From the **Thumbnail Size** menu, select a size for the thumbnails.
 - To expand your images to fill the entire thumbnail, select **Scale Thumbnail**.
 - Go to the **Preview** tab, and then make sure your image collection displays correctly.
 - Click **OK**. The image collection displays in your content block.
 - **Lightbox** — Displays image galleries in a window over Web pages.

- From the **Image Size** menu, select **Small**, **Medium**, **Large**, or **Custom**.
- To display image titles when visitors click images, from the **Show image titles** menu, select **Yes**.
- Go to the **Preview** tab, and make sure your image collection displays correctly.
- Click **OK**. The image collection displays in your content block.

To see your changes online, you must publish your website.

Changing the Default Photos and Videos View

In Website Builder you can customize the default view of your photos and videos. Choose between thumbnail, filmstrip or slideshow view. You can also specify the number of photos that display in the thumbnail view. You can view 12, 24, 48 or 60 at a time.

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. From **Site Menu**, click **Photos and Videos**.
5. From the **Default Media View** list, specify whether you want your view to default to the Thumbnail, Filmstrip, or Slideshow tab.
6. From the **Gallery** view, select the number of thumbnails you want to display.
7. Click **Save**.

Setting Gallery Display Order

With Website Builder, you can sort photo galleries by the date on which they were created, by gallery name, or manually set the gallery order.

To Set Gallery Display Order in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**.
5. From the **Galleries** menu, select **Edit Galleries**.
6. Click **Change Gallery Order**.
7. Select one of the following:
 - **Date created (oldest first)** — Lists galleries in order of date, with the oldest gallery displaying at the top of the list
 - **Date created (most recent first)** — Lists galleries in order of date, with the most recent gallery displaying at the top of the list
 - **Name (A-Z)** — Lists galleries in alphabetical order, with "A" displayed at the top of the list
 - **Name (Z-A)** — Lists galleries in alphabetical order, with "Z" displayed at the top of the list
 - **Manually set gallery order** — In the Order column, set the numbered position in which you want each gallery to display
8. Click **Save Changes**.

Creating Galleries

Website Builder galleries let you organize your photos or videos into categories, creating multiple galleries, and then uploading photos and videos to them.

You can make your galleries public, private, or password-protected. For private or password-protected galleries, an icon displays below the name of the gallery to indicate it is protected.

You can create a gallery and add photos or videos later. For more information about adding photos or videos at a later time, see **Adding Photos to Galleries in Website Builder**.

To Create a Photo or Video Gallery

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Go to **Photos and Videos**, and click **Create Gallery**.
4. In the **Gallery name** field, enter the name of the gallery.
5. In the **Gallery description** field, enter a description for your photo gallery.
6. In the **Privacy settings** area, select one of the following:
 - **Public** — Makes the gallery available for public view.
 - **Private** — Makes the gallery private so only you can view it.
 - **Password protected** — Makes the gallery accessible only to visitors who enter the correct password.
7. Click **Create Gallery** to create your gallery and add photos or videos later, or click **Create and Upload Files** to create a gallery and add photos or videos to it.

Adding Photos to Galleries in Website Builder

In Website Builder you can upload photos to galleries individually using the Basic Uploading Tool, or you can upload multiple photos at once with the Advanced Uploading Tool.

Note: The Advanced Uploading Tool requires Flash® Image Uploader.

To use the Advanced Uploading Tool, follow the directions on the Upload page. If you do not see any information under **Step 2. Select and upload your photos and videos**, you must re-install the Image Uploader ActiveX control or use the Basic Uploading Tool.

If you use the Basic Uploading Tool, individual files you upload can be up to 50 MB in size. When using the Advanced Uploading Tool, your files upload in pairs. It uploads the first two files, then the next two, and so forth. The combined file size of each pair can be up to 50 MB.

You can upload photos in JPG, BMP, or GIF file formats.

To Add Photos Using the Basic Uploading Tool

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. Next to the account you want to use, click **Manage**.
4. Click **Photos and Videos**, and then click **Upload**.
5. Click **'basic uploading' tool**.
6. From the **Select a gallery** list, select the gallery you want to upload the photos to.
7. Click **Browse**, and then locate and select the photos to upload.
8. Click **Upload**.

To Add Photos Using the Advanced Uploading Tool

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Upload**.
5. If this is the first time you've accessed the Upload page, follow the instructions for running the Image Uploader ActiveX control.
6. From the **Select a gallery** list, select the gallery you want to upload the photos to.
7. Click **Browse**.
8. Locate and select the photos you want to upload, and then click **Open**. To select multiple files, hold the **Ctrl** or **Shift** key while selecting the files you want to upload.
9. Click **Upload**.

Deleting Photo Galleries

Before deleting Website Builder galleries, you should move the photos to another gallery or they will be deleted, too. For more information about moving photos, see Organizing Gallery Items.

To Delete Photo Galleries in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**.
5. From the **Galleries** menu, select **Edit Galleries**.
6. Select the gallery or galleries you want to delete.

7. From the **Apply this action** list, select **Delete**.
8. Click **Go**.
9. In the Delete Galleries dialog box, type **Yes**.
10. Click **OK**.

Adding and Editing Photo Captions and Titles

By default, Website Builder uses the photo's file name as the title, but you can edit it at any time. You can also add and edit a photo caption.

If you use the Advanced Uploading Tool to add photos, you can edit the title before you upload the photo. For more information, see the "To Add Photos to a Photo Gallery Using the Advanced Uploading Tool" section in **Adding Photos to Galleries in Website Builder**.

To Add and Edit Photo Captions and Titles in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then select the gallery you want to view.
5. Click the photo title. The title displays in a text box, and a caption text box displays below it.
6. Update the title and caption as necessary.
7. Click **Save**.

Adding and Editing Image Text

Website Builder lets you to add text to images, such as captions, photo credits, descriptions and more.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, click **Launch Page Designer**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue.
6. Double click the image you want to edit.
7. Click the **Text Overlay** tab.
8. From the **Font** list, select the font you want to use.

Note: If you have not downloaded fonts from Website Builder, the text box will not show the font style. You can see the font style when you click Update Image Preview. For more information about downloading fonts, see **Downloading Additional Fonts for your Website**.

9. From the **Size** list, select the font size you want to use.
10. From the **Color** list, select the font color you want to use.
11. To make the text bold or italic, click **Bold** or **Italic**.
12. To underline the text, click **Underline**.
13. To insert a variable, from the **Insert Variable** list, select the variable you want to insert.
14. In the text box, type your text.
15. From the **Text Position** list, select where you want to position the text on the image.
16. To preview the changes, click **Update Image Preview** or **Preview Full Size**.
17. Click **OK**.

To Edit Text on an Image

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** menu, click **Launch Page Designer**.
4. If necessary, from the **Page** list, select the page you want to edit.
5. Click the block you want to edit. Blocks are outlined in blue.
6. Select the image you want to edit.
7. Go to the **Options** tab, click **Edit Image**.
8. Click **Image Text**.
9. Select the text you want to edit.
10. Edit the text.
11. To preview the edited text, click **Update Image Preview** or **Preview Full Size**.
12. Click **OK**.

Downloading Additional Fonts to Website Builder

You can choose from over 150 font styles to use when adding text to your Website Builder images. Many of these images are default headings in your Web page templates, which you can customize to your style by using unique fonts. You create these headings as images so they display correctly on other computers, whether the font is available on another user's computer. These fonts are not available for use as normal text.

Because these fonts reside on our servers, you can only view them if you download the fonts or when you preview the image or add it to a page.

Note: You can only download fonts for Website Builder using Microsoft® Windows operating systems.

To Download Font Styles

1. Log in to your Website Builder account.
2. If you are working in the Page Designer, click **Exit Designer**.
3. From the **Manage** menu, select **Fonts**.
4. Click **Download Fonts**.
5. Click **Run** to install the fonts to your computer.

After you download the fonts, you can view them as you edit an image. For more information, see **Adding Text to Images**.

Add image mouseover

With Website Builder you can add effects to images added to your Web page. When you apply a mouseover effect to an image, the image changes when a visitor moves their mouse over it. To add a mouseover effect, you select an image that displays by default, and one that displays when a mouse goes over it.

To Add or Modify a Mouseover Effect on an Image

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. If necessary, from the **Page** menu, select the page you want to edit.
4. Click the block that contains the image you want to edit. Blocks are outlined in blue.
5. Select the image you want to edit.
6. Go to the **gear** icon, and then click the **Edit Image**.
7. Select **Mouseover**, and then select either **Add Mouseover** or **Replace Image**.
8. From the Image Library, locate and select the image you want to use, and then click **OK**.
For more information about using the Image Library, see **Editing Image Galleries**.

9. Select either **Original** or **Mouseover**, and then select any image editing option to make changes to the image.
10. Click **Save**.

To Remove a Mouseover Effect from an Image

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. If necessary, from the **Page** menu, select the page you want to edit.
4. Click the block that contains the image you want to edit. Blocks are outlined in blue.
5. Select the image you want to edit.
6. Go to the **gear** icon, and then click the **Edit Image**.
7. Select **Mouseover**, and then select **Remove Mouseover**.
8. Click **Done**, and then click **Save**.

Viewing Photos and Videos

When viewing your photos or videos in Website Builder, you can select the view in which you want your photos and videos to display.

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the name of the gallery you want to view.
5. Change the view by clicking one of the following tabs:
 - **Thumbnails** — Displays the photos and videos as thumbnails. If you click on a video thumbnail, it plays.

- **Filmstrip** — Displays photos and videos in a filmstrip. Click a photo to view it or click a video to play it. Click the arrows to view the previous or next photo or video in the filmstrip.
- **Slideshow** — Displays photos and videos in a slideshow. Videos play automatically in the slideshow. Use the controls below the slideshow to stop, play, or view the previous or next photo or video in the slideshow. You can also adjust the speed of the slideshow using the slider. Slideshows can also play music. For more information, see **Adding Music to Your Photo Slideshow**.

Adding Music to Your Photo Slideshow

Website Builder offers a variety of music tracks to play during your slideshows. You can select from several built-in tracks, and you can upload your own music. When you play or share a slideshow, the music you select plays in the background.

For information about uploading music, see **Managing Photo Album Music in Website Builder**.

To Add Music to Your Photo Slideshow

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Photos and Videos**, select a **Gallery** and then click **Slideshow**.
4. From the **Choose Music** menu, select the music track.

Managing Photo Album Music in Website Builder

Warning: This information applies to Website Builder accounts purchased after Oct. 26, 2010.

With Website Builder, you can add music files to slideshows and montages. From the Audio Files screen in Website Builder, you can also delete files, edit their titles, and play files to make sure they complement your images.

Use the steps below to upload and edit music files in your photo album. Once you've uploaded music files, see **Adding Music to Your Photo Slideshow** for information about adding music to a slideshow.

Uploading Music

You can upload music to complement your photo slideshows and montages.

To Upload Music

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Photos and Videos** tab, click **Upload**.
4. From **Step 1: Select file type**, select **Audio**.
5. From **Step 2: Select and upload your audio**, click **Browse**.
6. Select the music file you want to upload, and then click **Open**. Repeat as necessary.
7. From **Step 2: Select and upload your audio**, click **Upload**.
8. The file is added to your account.

Editing Music

You can edit the titles of your music files.

To Edit Music

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Photos and Videos** tab, go to the **Tools** menu, and then select **Manage Music**.
4. Select the file you want to edit, and then click **Edit**.
5. Enter a new title in the **Title** field, and then click **Save**.

Deleting Music

You can delete the music files you no longer want.

To Delete Music

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Photos and Videos** tab, go to the **Tools** menu, and then select **Manage Music**.
4. Select the file you want to delete, and then click **Delete**.
5. Click **Save**. The file deletes from your account.

Note: You can restore deleted music files from the Recycle Bin until you select them, and then click **Restore Selected Items**, or click **Empty Recycle Bin**. Once you do, the files are permanently deleted.

Restoring Music

You can restore music files once you delete them.

To Restore Music

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Go to the **Photos and Videos** tab, and then click **Recycle Bin**.
4. Select the files you want to restore, and then click **Restore Selected Items**.

Note: You can restore deleted music files from the Recycle Bin until you select them, and then click **Restore Selected Items**, or click **Empty Recycle Bin**. Once you do, the files are permanently deleted.

Playing Music

You can play music files to make sure they complement your images.

To Play Music

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Photos and Videos** tab, go to the **Tools** menu, and then select **Manage Music**.
4. Select the file you want to play, and then click **Play**. The file plays.

Downloading Multiple Photos

Using Website Builder you can download multiple files you might have previously uploaded to the application.

To Download Multiple Photos from Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then select the gallery you wish to download photos from.
5. Click **Manage Photos**.
6. Place check marks by the photos that you wish to download.
7. From the **Apply this action** drop-down box, select **Download Photos**.

Note: The photos you have selected will download as a single ZIP file. After the download is complete, unzip the file to access your photos.

Cropping Photos

You can crop photos in Website Builder by specifying the width-to-height ratio you want to maintain, and then selecting the portion of the photo you want to keep. When you crop the photo, only the portion you selected remains.

You can also edit photos by rotating or flipping the image. For more information, see **Rotating and Flipping Photos**.

Website Builder keeps an original version of all your edited photos. You can restore the original photo at any time. For more information, see **Restoring Edited Photos**.

To Crop Photos in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.

3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. Select the **Crop** tab.
7. From the **Orientation** area, select whether you want to maintain the size ratio in landscape or portrait format.
8. From the **Size** area, select an option for maintaining the width-to-height ratio of the photo.
9. Holding down the mouse button, drag diagonally to select the portion of the photo you want to keep. When you crop the photo, this portion will be the only part of the photo remaining.

Note: Once you have created the area to be cropped, you can resize the area or move the entire selected area.

10. Click the **Crop** button.

Note: If you need to start over at any time, click the **Reset**.

11. Click **Save**.

If you edit a photo without saving, the next time you try to edit a photo, Website Builder lets you resume the editing session for the unsaved photo.

Rotating and Flipping Photos

Using Website Builder you can rotate photos left or right or flip them vertically or horizontally. You can also edit photos by cropping them. For more information, see **Cropping Photos**.

Website Builder keeps an original version of all your edited photos. You can restore the original photo at any time. For more information, see **Restoring Edited Photos**.

1. Log in to your Account Manager.
2. Click **Website Builder**.

3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. To rotate or flip the photo, click one of the following:

Rotate Left

Rotates the photo 90 degrees to the left (counterclockwise).

Rotate Right

Rotates the photo 90 degrees to the right (clockwise).

Flip Horizontal

Flips the photo horizontally (sideways).

Flip Vertical

Flips the photo vertically (up and down).

Note: If you need to start over at any time, click **Reset**.

7. Click **Save**.

If you edit a photo without saving, the next time you try to edit a photo, Website Builder lets you resume the editing session for the unsaved photo.

Restoring Edited Photos

Website Builder keeps an original version of all your edited photos. You can restore the original photo at any time. For more information about editing photos, see **Cropping Photos** or **Rotating and Flipping Photos**.

To Restore Edited Photos in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.

4. From **Gallery**, click **Photos and Videos**, and then click the name of the gallery you want to view.
5. Click **Edit** above the photo you want to modify.
6. Click **Restore Original**.

Note: **Restore Original** only displays for photos you edited.

7. Click **Save**.

Editing Image Galleries

You can change the order of your images, add or remove images, or change display styles for your image galleries in Website Builder v6.

Re-Ordering Image Galleries

You can change the order in which your images display.

To Re-Order Image Galleries

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click the image gallery content box, and then do one of the following:
 - o If you selected **Individual** for your image source when you created your image gallery:
 1. Double-click the image gallery.
 2. Click **Step 1. Select Images**.

3. Using the up/down arrows on the left, drag the file to where you want it placed.
 4. Click **OK**.
- If you selected **Gallery** for your image source when you created your image gallery:
 1. Click **Exit Designer**.
 2. Click the **Photos and Videos** tab.
 3. Click the thumbnail of the gallery you want to edit, and then click **Manage**.
 4. Click **Organize**, and then drag the images in the order that you want.
 5. Click **Save**.
 6. If you want to continue editing your website, click the **Site** tab.

Adding Images to Image Galleries

Once you create image galleries, you can add more images to them.

To Add Images to Image Galleries

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click the image gallery content box, and then do one of the following:
 - If you selected **Individual** for your image source when you created your image gallery:
 1. Double-click the image gallery.
 2. Click **Step 1. Select Images**.
 3. Click **Add Images**.
 4. Click the images you want to add.

5. Click **OK**, and then click **OK**.
- If you selected **Gallery** for your image source when you created your image gallery:
 1. Click **Exit Designer**.
 2. Click the **Photos and Videos** tab.
 3. Click the thumbnail of the gallery you want to edit, and then click **Upload**.
 4. Select **Photos and videos** for your file type.
 5. Select the gallery you want to add images to, and then click **Browse**.
 6. Select the image you want to upload, and then click **Open**.
 7. Click **Upload**, and then wait for your upload to complete.
 8. If you want to continue editing your website, click the **Site** tab.

Removing Images from Image Galleries

Once you create image galleries, you can remove images from them.

To Remove Images from Image Galleries

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click the image gallery content box, and then do one of the following:
 - If you selected **Individual** for your image source when you created your image gallery:
 1. Double-click the image gallery.
 2. Click **Step 1. Select Images**.
 3. Click **Delete** next to the image.

Note: The image is permanently removed and cannot be restored once you click **OK**. If you don't want to delete an image, click the restore icon.

4. Click **OK**.
- If you selected **Gallery** for your image source when you created your image gallery:
 1. Click **Exit Designer**.
 2. Click the **Photos and Videos** tab.
 3. Click the thumbnail of the gallery you want to edit, and then click **Manage**.
 4. Select the images you want to remove, and then from the **Apply this action** menu, select **Delete Items**.
 5. Click **Go**, and then click **Yes** to confirm deletion.
 6. If you want to continue editing your website, click the **Site** tab.

Managing Image Gallery Settings

Once you create image galleries, you can manage their settings.

To Manage Image Gallery Settings

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click the image gallery content box, and then double-click the image gallery.
6. Click **Step 2. Settings**.
7. Click the display style you want:
 - **Thumbnail** — Displays the images as thumbnails. If you click on a thumbnail, the image slideshow displays.
 - **Show image titles** — Displays the name of the image.
 - **Columns** and **Rows** — Determine the height, width, and image size of the image gallery. For the largest images, choose **1** as the column setting.

Navigation for additional images displays if selected column/row settings are not sufficient to show all images.

- **Image resizing** — Specifies the shapes of images after cropping.
 - **Slideshow** — Displays images in a slideshow. Use the control bar to stop, play, or view the previous or next image in the slideshow. You can also adjust the speed of the slideshow using the slider.
 - **Show image titles** — Displays the name of the image.
 - **Control bar location** — Determines where the control bar is displayed on the slideshow. Uncheck **Display control bar** to disable the control bar.
 - **Animated slideshow** — Displays images in an animated slideshow. Use the settings to determine how the slideshow is displayed.
 - **Image size** — Determines the size of the images displayed in the slideshow.
 - **Slide speed** — Determines the image rotation speed of the slideshow.
 - **Effects** — Determines the animation effect during image transition.
 - **Show image titles** — Displays the name of the image.
 - **Control bar location** — Determines where the control bar is displayed on the slideshow. Uncheck **Display control bar** to disable the control bar.
 - **Thumbnail strip** and **Thumbnail size** — Determines the thumbnail strip location on the slideshow, and the size of the thumbnail images.
 - **Lightbox** — Displays images through a JavaScript application used to magnify image galleries in windows on top of webpages.
 - **Image size** — Determines the size of the images displayed in Lightbox.
 - **Show image titles** — Displays the name of the image.
8. Click **OK**.

Organizing Gallery Items

In Website Builder, you can change the order in which your media displays in galleries, move them to other galleries, tag them with keywords or phrases, or delete them. To rearrange media, you must sort them alphabetically, by date, or drag them to a new location on the Organize page.

To Rearrange Media

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Go to **Photos and Videos**, and then click the gallery that contains the media you want to move.
5. Click **Manage**.
6. Click **Organize**.
7. Drag the media you want to the new location in the gallery or Apply an action from the **Organize by** list.
8. Click **Save**.

Note: You can click **Cancel** to restore the photos to their original order for this session.

Editing Photo Galleries

In Website Builder, you can edit your photo gallery's settings and theme. Settings include the gallery's title and how you display it. The theme is a combination of complementary colors.

For more information about changing gallery themes, see **Setting Photo Gallery Themes**.

For more information about completing these fields, see **Creating Galleries**.

To Edit Your Photo Gallery's Settings

1. Log in to your Website Builder account.
2. Click the **Photos and Videos** tab.
3. Click **Edit Galleries**.
4. Click the name of the gallery you want to edit.
5. From the **General** tab, edit the following information:
 - **Gallery name** — Enter a name to display for the gallery.
 - **Gallery description** — Enter a description to display for the gallery.
 - **Display number of gallery items** — Select to display the number of items in your gallery.
 - **Date display** — Select to display the date you created the gallery, the date you last updated your gallery, no date, or select and then enter a custom date.
 - **Privacy settings** — Select **Public** to make your gallery viewable by anyone, **Private** to make it viewable only by you, or **Password protected** to make it viewable only by those who have the password you specify.
6. From the **Gallery Theme** tab, select a category and color.
7. Click **Save**. Your gallery is edited.

Setting Photo Gallery Themes

In Website Builder you can select a theme to establish the look and feel of your photo album. You can also set themes for individual galleries.

To narrow the list of themes that display, you can filter the list by category and color. Website Builder displays the five themes that most closely match the criteria you sorted by.

To Set Photo Gallery Themes in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Settings**.
5. Select the **Default Theme** tab.
6. Filter the list of themes you want to view by selecting an option from one or both of the following lists:
 - **Category** — View all themes associated with a specific category.
 - **Color** — View all themes associated with a specific color.
7. Click the theme you want to use.
8. Click **Save**.

Note: You can preview the theme by clicking **Preview Theme**.

Moving Media Between Galleries

You can move all media from an entire gallery in Website Builder to another gallery, or you can select the individual files you want to move and specify the gallery you want to move them to.

To Move Media from an Entire Gallery to Another Gallery

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Edit Galleries**.
5. Select the gallery or galleries you want to move media from.
6. From the **Apply this action** list, select **Move Media**.
7. Click **Go**.
8. From the **Move Media to** list, select the gallery to which you want to move the media to.
9. Click **Move Media**.

To Select Individual File to Move Between Galleries

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **View Galleries**.
5. Click the gallery that contains the media you want to move.
6. Click **Manage**.
7. Select the photos or videos.

8. From the **Apply this action** list, select **Move Items**.
9. Click **Go**.
10. From the **Move selected items to** list, select the gallery where you want to add the media.
11. Click **Move Items**.

Viewing Galleries

You can add multiple photo galleries to your Website Builder project. When viewing your photo galleries, you can switch between them from the Gallery tab.

To Switch Between Photo Galleries in Website Builder

1. Log in to your account.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Home**. The gallery view displays with a list of your galleries on the Gallery tab.

Note: If you are already logged into your account, you can click **Home** any time to bring up the gallery view.

5. Click the name of the gallery you want to view.

Making Photo Galleries Private

You can make your Website Builder galleries private so that visitors won't be able to see them on your website. In this way, only you have access to these galleries. You can also password-protect galleries so that visitors can view them only if they have the password. For more information about password-protecting galleries, see **Password-Protecting Photo Galleries**.

To Make Photo Galleries Private in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**.
5. From the galleries menu, click **Edit Galleries**.
6. Click the **Edit** hyperlink for the gallery you want to edit, where the gallery name is the name of the gallery you selected. The hyperlink displays next to the Thumbnails tab.
7. From the **Privacy settings** area, select **Private**.
8. Click **Save**.

Sharing Photos, Videos, and Galleries

Once you've published your Photo Album, Website Builder creates hyperlinks to your public galleries and photos and videos. These hyperlinks remain valid as long as your Photo Album is published.

You can create hyperlinks to galleries, individual photos, and videos, and to all photos associated with a tag. You can share these hyperlinks with friends and family so they can view your photos and videos as often as they want.

Note: Your galleries must be published for you to share.

Publishing Your Photo Album

You can publish your Photo Album and share hyperlinks to your public galleries and photos and videos.

To Publish Your Photo Album

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click the **Photos and Videos** tab.
4. Click **Publish Gallery Site**, and then click **Yes**.

Note: The **Publish Gallery Site** option only displays if your galleries were never published. To verify your galleries are published, go to the **Settings** tab, click **Photos and Videos Settings**, select **Publish my galleries as a website**, and then click **Save**.

You can now share hyperlinks to your galleries, photos and videos.

Sharing Your Galleries

You can share a hyperlink to let others view a gallery you created in your Photo Album.

To Share Your Gallery

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click the **Photos and Videos** tab.
4. Click the thumbnail of the gallery you want to share.
5. Click the **Thumbnail** button.
6. Click **Share**.
7. Select the style of hyperlink you want.
8. Copy the URL. You can now paste the URL in an email, add it to a Web page, or send it in a message.

Sharing Your Photos or Videos

You can share a hyperlink to let others view a photo or video you uploaded to your Photo Album.

To Share Your Photo or Video

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click the **Photos and Videos** tab.
4. Click the thumbnail of the gallery that contains the photo you want to share.
5. Click the **Filmstrip** button.
6. Click the **Share** button.
7. Select either **Link to item** or **Link to site**.

8. Select the image size to display.
9. Select the style of hyperlink you want.
10. Copy the URL. You can now paste the URL in an email, add it to a Web page, or send it in a message.

Sharing Tagged Photos

You can share a hyperlink to let others view all the photos you've associated with a tag in your Photo Album.

To Share Tagged Photos

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click the **Photos and Videos** tab.
4. Click the thumbnail of the gallery that contains the tagged photo you want to share.
5. Click the name of the tag you want to share.
6. Click the **Share** button.
7. Select the style of hyperlink you want.
8. Copy the URL. You can now paste the URL in an email, add it to a Web page, or send it in a message.

Playing Videos in Photo Album Slideshow

If you added videos to your Website Builder slideshow, they play automatically as the slideshow rotates through the pictures and videos. If you set music to your slideshow, it fades during a video, but continues playing in the background.

You can control the music's volume using the volume control. The background music returns to regular volume when the video is complete.

The slideshow resumes rotation after the video completes. If you pause the video, the slideshow is paused. The slideshow does not continue until the video completes. Pausing the slideshow, pauses the video, too.

Sharing Permanent Links to Photos and Videos with Social Network Sites

Website Builder lets you share permanent links to your photo galleries, photos, and videos, which are valid as long as they are uploaded to your Website Builder account.

You can also share your permanent links with your social networks. Post it on Facebook® or MySpace®, tweet it on Twitter®, save it to Delicious® or share it via RSS feed.

To Share a Permanent Link to A Social Network Site

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the gallery you want to share.
5. Click the **Filmstrip** button.
6. Click the **Share** button.
7. Select between **Link to item** or **Link to site**.

8. From the second drop-down menu, select the type of hyperlink to display.
9. Click the icon of the social networking site you want to share your link with.
10. Follow login instructions for the site until the process completes and your link is visible.

Managing Photo Album Settings

Manage your album settings when you launch Website Builder for the first time. You can edit the settings at any time.

To Manage Album Settings in Website Builder

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click the **Photos and Videos** tab.
4. From the **Settings** menu, select **Photos and Videos Settings**.
5. From the **Photos and Videos Settings** tab, enter the following information:
 - **Site title** — The title of your site.
 - **Site visibility** — Select to publish your galleries as a website, letting you share hyperlinks to photos and videos. For more information, see **Sharing Photos, Videos, and Galleries**.
 - **Default Media View** — Specify whether you want your view to default to the Thumbnail, Filmstrip, Slideshow, or List tab.
 - **Thumbnail View** — Select the number of photos you want to display.
 - **Gallery View** — Select the number of galleries you want to display.
 - **Gallery Description** — Select to show gallery descriptions on home page.
 - **Photo downloads** — Select to prevent visitors from right-clicking to save photos.
 - **Like feature** — Select to display a button letting visitors like galleries and individual photos.
 - **Display Information** — Select **Text**, **URL**, or **Email**, and then enter the corresponding information to display text, a URL or an email address with your galleries.
 - **Embedding** — Select to allow visitors to enable embedding of your montages.
6. From the **Gallery Theme** tab, select a category and color.

7. From the **Upload via Email** tab, enter the following information:
 - **Upload through email** — Select to enable email uploading.
 - **Email address** — Note the address. This is where you email photos to upload them.
 - **Enter security code** — Enter a security code to use when you upload through email.
 - **Default gallery** — Select a default gallery for photos you upload through email.
 - **Default tags** — (optional) Enter default tags to apply to photos you upload through email.
8. From the **Blog Settings** tab, perform the following actions:
 - Click **Add Blog** to display your Photo Album content on your blog.
 - Select an available blog from your account, or enter the URL to a blog you registered elsewhere.
 - In the **Blog User Name** field, enter the user name for the blog you're adding.
 - In the **Blog Password** field, enter the your password for the blog you're adding.
9. Click **Save**. Your settings are updated.

Changing Your Photos and Videos Domain

Set your domain information when you launch Website Builder for the first time. You can edit the domain at any time.

To Change Your Photos and Videos Domain in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Settings**.
5. Select the **Domain Settings** tab.
6. Click **Edit** to edit your domain.

7. From the **Domain Settings** area, select one of the following:
 - **Create a new subdomain** — Add a subdomain and select the site for which you want to use the subdomain.
 - **Select an available domain from your account** — Select from a list of domains associated with your account.
 - **Enter a domain not registered here** — Enter a domain name that you registered at a different account.

Note: If you enter a domain that you registered with another registrar, please update the "A Record" for your domain so it points to the IP address 208.109.80.29. For more information, contact your domain registrar.

8. Click **Save**.

Password-Protecting Photo Galleries

You can password-protect Website Builder galleries so that visitors can only view them if they have the password.

Note: If you use the same password for multiple galleries, visitors can access all galleries that use that password.

You can also make your galleries private so that they're only accessible to you, and visitors won't be able to see them on your website. For more information about making a gallery private, see **Making Photo Galleries Private**.

To Password-Protect a Photo Gallery

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the name of the gallery you want to password-protect.

5. Mouse over the **Edit** hyperlink for the gallery you want to edit, where the gallery name is the name of the gallery you selected. The hyperlink is located next to the Thumbnails tab.
6. From the **Privacy settings** area, select **Password-Protected**.
7. In the **Enter Password** field, enter the password.
8. Click **Save**.

Subscribing to your Website and Gallery

Using RSS, anyone can subscribe to your Website Builder site and photo galleries to receive updated content.

RSS is a Web content syndication format that you can use to subscribe to websites, such as news sites and blogs. Subscription content is updated in real time, so when someone updates a website you've subscribed to, the update displays in your RSS reader. Depending on the RSS reader you use, new content either displays in its entirety or in a condensed version of the entry.

To Subscribe to your Website and Gallery in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Home**.
5. Go to the name of the gallery to which you want to subscribe, click **Share** and then click the **RSS Feed** icon.
6. Click the **Subscribe to** hyperlink, where is the name of your gallery.

Creating Photo Montages

Website Builder lets you create montages, and then display them on your Web pages. Montages are series of images set to music or visual effects. To create montages, use photos in your image galleries.

You can arrange photos in any sequence, select transitions between photos, and even add music. You can also share permanent links to your montages or embed them directly into your website.

Once you create montages, you can edit them or delete those you no longer use.

Note: Photos you add to your montage must be from public galleries. You can't create montages using photos from private or password-protected galleries.

1. Log in to your Website Builder account.
2. Click the **Photos and Videos** tab.
3. If you haven't created a gallery, click **Create Gallery**, and then complete the appropriate steps.
4. From the **Montages** box in the sidebar, click **Create Montage**.
5. In the **Title** field, enter a title for your montage, and then click **Create**.
6. From the **Gallery** menu, select the gallery that contains images you want to use.
7. To add photos, do one of the following:
 - Click **Select all loaded images** to add all of the photos in the gallery.
 - Drag the photo you want to add to the timeline.
8. Click **Save**.

To Edit Montages

1. Log in to your Website Builder account.
2. Click the **Photos and Videos** tab.
3. From the **Montages** box in the sidebar, click the montage you want to edit.
4. From the **Gallery** menu, select the gallery you want to edit.

5. To add photos, do one of the following:
 - Click **Select all loaded images** to add all of the photos within the selected gallery.
 - Click and drag the photo you want to add to the timeline.
6. To delete photos, do one of the following:
 - From the timeline, go to the photo you want to delete, and then click the **Remove Image** icon.
 - Click **Clear all photos**.
7. To edit how montages transition between images, do the following:
 - From the timeline, select the photo you want to change, and then click the **Change transition** icon.
 - From the **Transition** menu, select the photo transition you want to use, and then click **Save**.
8. To edit the montage title, do the following:
 - Click the **Options** tab.
 - Enter a new title in the **Title** field, and then click **Save**.
9. To edit the montage speed and background color, do the following:
 - Click the **Options** tab, and then from the **Speed** menu, select the speed of photo transitions.
 - From the **Background color** section, select a background color for your montage.
10. Click **Save**.

To Delete Montages

1. Log in to your Website Builder account.
2. Click the **Photos and Videos** tab.
3. From the **Montages** box in the sidebar, click the montage you want to delete.
4. Click the **Options** tab, click **Delete This Montage**, and then click **OK**.

To Add Music to Montages

1. Log in to your Website Builder account.
2. Click the **Photos and Videos** tab.
3. From the **Montages** box in the sidebar, click the montage where you want to add music.
4. Click the **Options** tab, and then from the **Music** menu, select the music you want to use.
5. Click **Save**.

To Share Montages

1. Log in to your Website Builder account.
2. Click the **Photos and Videos** tab.
3. From the **Montages** box in the sidebar, click the montage you want to share.
4. Click the **Options** tab, and then click **Share this montage**.
5. Copy the **Link to** URL to share the permanent link for your montage with others.
6. To embed your montage in another website, copy the **Embed** code.

Note: You must publish your gallery to make the **Link to** URL active.

To Embed Montages

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. If necessary, from the **Current Page** menu, select the page that you want to modify.
4. Click **Media**, and then drag and drop the **Montage** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.

5. From the **Select an account** menu, select the account you want to use.
6. From the **Select montage** menu, select the montage you want to embed.

Note: To create or edit montages, from the Select Montage menu, select **Create Montage** or **Edit Montage**.

7. For the montage to play when visitors reach your Web pages, from the **Settings** section, select **Autostart montage**.
8. Click **OK**.

Converting BMP files to JPG files

Using Website Builder you can convert your BMP files to JPG files. Converting your BMP images to JPG lets you to display your photos online or use them in a Flash® slideshow.

To Convert BMP Files to JPG Files in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**.
5. From the **Tools** menu, select **Convert Bitmaps**.

Note: If you do not have any photos in need of conversion, no list displays.

6. Select photos individually, or click **All**.
7. Click **Convert to jpeg**.
8. To return to the main page, click **Home**.

Changing Photo Brightness

You can enhance or decrease photo lighting by changing the brightness. When you select to change the photo's brightness, Website Builder creates several thumbnails with different brightness levels applied to them. Select the thumbnail you want to use and apply the change.

To Change the Brightness in Photos in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the the gallery you want to view.
5. Click **Edit** above the photo you want to modify.
6. Click **Decrease Brightness** or **Increase Brightness**.
7. Select the photo you want to use, and then click **Apply**.
8. Click **Save**.

Changing Contrast in Photos

You can enhance or decrease photo details by changing the contrast. When you select to change the photo's contrast, Website Builder creates several thumbnails with different contrast levels applied to them. Select the thumbnail you want to use and apply the change.

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the gallery you want to view.

5. Click **Edit** above the photo you want to modify.
6. Click **Decrease Contrast** or **Increase Contrast**.
7. Select the photo you want to use, and then click **Apply**.
8. Click **Save**.

Removing Red-eye in Photos

You can use the red-eye tool in Website Builder to remove the appearance of red or glowing eyes from photos.

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the name of the gallery you want to view.
5. Click **Edit Photo** above the photo you want to modify.
6. From the Edit area, click **Remove Red Eye**.
7. Select the portion of the photo that contains the red eye.
8. Click **Remove Red-eye**.
9. Click **Save**.

Working with Photo Badges

With Website Builder, you can create photo badges using HTML or Flash® and share them. A photo badge is a single photo or group of photos that you can share with other websites, such as your blog, Facebook®, or MySpace®.

You can create a photo badge from public photos on your website or gallery, and save the badges you create. You also can customize the badge's layout, color and other features.

Note: Photo badges use the first photos in your gallery. You can change the photos that display in your badge by reorganizing the order in which they display in your gallery. For more information, see **Organizing Gallery Items**.

Creating a Photo Badge of an Individual Photo

With Website Builder you can create photo badges using images from your photo galleries.

To Create a Photo Badge of an Individual Photo

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. Next to the account you want to use, click **Manage**.
4. Click **Photos and Videos**.
5. From the **Tools** menu, select **Create Badge**.
6. On the Select a Badge page, select **HTML Single Image badge**, and then click **Next**.
7. On the Select Photos page, select one of the following:
 - **Public photos from your gallery** — Use a public photo from a specific gallery.
 - **Public photos tagged with** — Use a public photo that has a specific tag.
8. Click **Next**.

9. On the Set Layout page, select the following:
 - **Display title** — Specify whether you want the site title to display on the badge.
 - **Photo size** — Select the size of the photo to display on the badge.
 - **Link Target** — Choose Thumbnail, Filmstrip or Slideshow View.
10. Click **Next**.
11. On the Select Background Color page, select a color from the palette or enter a color value, and then click **Finish**.
12. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
13. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

Creating a Photo Badge of Multiple Photos

Using Website Builder, you can create photo badges that consist of multiple images from your photo galleries.

To Create a Photo Badge of Multiple Photos

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**.
5. From the **Tools** menu, select **Create Badge**.
6. On the Select a Badge page, select **HTML Gallery Badge**, and then click **Next**.
7. On the Select Photos page, select from one of the following:
 - **Public Photos from your gallery** — Use public photos from a specific gallery.
 - **Public photos tagged with** — Use public photos that have a specific tag.

8. Click **Next**.
9. On the **Set Layout** tab, select the following:
 - **Display title** — Specify whether you want the site title to display on the badge.
 - **Number of photos to display** — Select the number of photos you want to display on the badge.
 - **Arrange photos by** — Determine the order in which photos display on the badge.
 - **Turn paging on** — Specify whether visitors can advance through the entire gallery or only view the number of photos you select.
10. Click **Next**.
11. On the Select Background Color page, select the color from the palette or enter the color values, and then click **Finish**.
12. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
13. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

Creating a Flash Photo Badge

With Website Builder you can create Flash photo badges using images from your photo galleries.

To Create a Flash Photo Badge

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. Next to the account you want to use, click **Manage**.
4. Click **Photos and Videos**.
5. From the **Tools** menu, select **Create Badge**.
6. On the Select a Badge page, select **Flash Gallery badge**, and then click **Next**.

7. On the Select Photos page, select one of the following:
 - **Public photos from your gallery** — Use a public photo from a specific gallery.
 - **Public photos tagged with** — Use a public photo that has a specific tag.
8. Click **Next**.
9. On the Set Layout page, select the following:
 - **Display title** — Specify whether you want the site title to display on the badge.
 - **Number of photos to display** — Select the number of photos you want to display on the badge.
 - **Shuffle Speed** — Set the frequency with which the photos cycle.
10. Click **Next**.
11. On the Select Background Color page, select a color from the palette or enter a color value, and then click **Finish**.
12. From the **Here is the code** area, select and copy the code, and then paste it into the code on your Web page.
13. To save the badge, in the **Badge name** field, enter the name, and then click **Save**.

Viewing Saved Badges

After you create a badge, you can view your saved badges in Website Builder.

To View Saved Badges

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Tools**.
5. Click **Manage Badges**.

Displaying Code for Saved Badges

After you create a badge, Website Builder displays HTML code you can copy and paste into Web pages.

To Display Code for Saved Badges

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Tools**.
5. Click **Manage Badges**.
6. Click **Get Code**.

Deleting Your Saved Badges

If you no longer want to keep a badge saved in your photos and videos settings, you can delete it.

To Delete Your Saved Badges

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Tools**.

5. Click **Manage Badges**.
6. Click **Delete** next to the badge you want to delete.
7. Click **OK** to confirm you want to delete the badge.

Emailing Photos

You can use Website Builder to email photos to your friends and family. When you share photos you added to public galleries, your emails display links back to those galleries. If you share photos from private or password-protected, no links display.

To Email Photos in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click the gallery that contains the photo you want to send.
5. From the Settings tab, select **Photos and Video Settings**.
6. Select **Publish my galleries as a website**, and then click **Save**.
7. Click **Photos and Videos**, and then click the gallery that contains the photo you want to send.
8. Click the photo you want to send.
9. Click **Email**.
10. Enter the following information:
 - **To** — Enter your email address and the address(es) to which you want to send the photo.
 - **From** — Enter your name.

- **Subject** — Enter the subject of the email message.
- **Message** — Enter the message body.
- **Enter code shown above** — Enter the security access code that displays above the field.

11. Click **Send Email**.

Sharing your Photos with Blogs

Using Website Builder, you can share your saved photos to your blog.

To Share your Website Builder Photos with Blogs

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**.
5. Click the image you want to share, and then click **Blog**.
6. Enter the photo settings in the following fields:
 - **Blog** — Select the blog you want to post the photo in. See **Adding a Blog URL to your Blog Photo List** for more information.
 - **Category** — (Optional) Enter a category for this blog entry. You can enter multiple categories separating each one by a comma.
 - **Title** — Enter a title for this blog entry.
 - **Message** — (Optional) Enter a message to post with this photo in the blog entry.
 - **Choose Layout Template** — Select a layout template for how you would like your photo and message to display in the blog.

7. Click **Blog This Photo**.

Note: By default, only the primary author can use the remote blogging feature. However, additional authors can use this feature if the "Can write new entries?" permission is set in their profiles.

For assistance editing or deleting a blog in your list, see **Editing and Deleting Photo Blog Settings**.

For assistance blogging images from protected galleries, see **Blogging Photos from Private or Password Protected Galleries**.

Editing and Deleting Photo Blog Settings

In your Website Builder account, you can edit blog settings added to your Blog Photo list. You can update a blog address, user name, and password information. You can also delete a blog from the list.

To Edit Blog Settings in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Settings**.
5. Click the **Blog Settings** tab.
6. Click the **Edit** (pencil) icon next to the blog address you want to modify.
7. Update any information you want to change.
8. Click **OK**.

To Delete Blog Settings in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Settings**.
5. Click the **Blog Settings** tab.
6. Click **Delete** next to the blog address you want to modify.
7. Click **OK**.

For assistance sending photo blog entries to your blog, see **Sharing your Photos with Blogs**.

Adding a Blog URL to your Blog Photo List

You can send images from your Website Builder accounts directly to your blog. However, you're not limited to just one blog; you can add multiple blogs to your Blog Photo list, so you can easily select a specific blog to send a specific image as an entry.

To Add a Blog URL to your Blog Photo List in Website Builder

1. Log in to your Account Manager.
2. Click **Website Builder**.
3. In your Website Builder Account list, click **Manage** next to the account you want to modify.
4. Click **Photos and Videos**, and then click **Settings**.
5. Click the **Blog Settings** tab.
6. Click **Add Blog**.
7. Enter the required blog information:

- **Blog URL** — Enter the full URL of your blog. For example, *http://blog.coolexample.com*. To use the Blog Photo feature, your blog must support the MetaWeblog API and RSD.
 - **Blog User Name** — Enter the user name you use to manage your blog.
 - **Blog Password** — Enter the password you use to manage your blog.
8. (Optional) Click **Send a test post**. This step sends a test post to your blog to validate the settings you've entered. You can delete it once it displays in your blog.
 9. Click **Save**.

Bloggging Photos from Private or Password Protected Galleries

You can send images from your Website Builder account directly to your blog using the Blog Image feature. However, access to the image may be limited depending on the privacy level you set for the gallery in which the image is stored. There are three privacy levels for Website Builder Galleries:

- **Public** — This setting makes the gallery available for public view.
- **Private** — This setting makes the gallery private so only you, the owner, can view it when logged in to the website.
- **Password Protected** — This setting makes the gallery accessible only to visitors who enter the correct password. You can blog photos from galleries that you have marked Password Protected. However, when people click a password-protected photo displayed on your blog, they're not able to access it without knowing the password.

Note: If you share a picture stored in a Public gallery and later change the gallery to Private or Password Protected, you must manually remove the image from your blog, since the blog software has no way of knowing that you have changed the gallery status.

For assistance sending photo blog entries to your blog, see **Sharing your Photos with Blogs**.

Adding a Favicon to Your Website Builder Site

Website Builder version 6 gives you the option of adding a favicon to your site.

A favicon (or favorites icon) is an icon that is associated with a particular Web page or site. When a visitor bookmarks your site, the favicon will display next to the name of your Web page in their favorites list.

In many browsers, your favicon will display before the URL in the address bar. This helps a site stand out in a list of favorites and creates a customized appearance in the visitor's browser. Favicons are a popular way to draw attention to, and promote a website. Favicons are often corporate logos or images.

Note: Your favicon must be 16x16 pixels in size. Favicons must be rendered as .ico files to function properly in Internet Explorer. Other browsers support .jpg, .gif, and .png files.

To Add a Favicon to Your Site

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Settings** menu, select **Configuration**.
5. In the **Favicon** area, click **Browse**.
6. Select the favicon image you want upload.
7. Click **OK**.

Adding and deactivating a Guest Book

You can add a guest book so visitors can leave comments on your website. You can set guest book entries to require approval or display immediately, and modify your guest book colors to compliment the look and feel of your website.

You can deactivate your guest book or replace it anytime.

Note: When you add a guest book to your website, it counts against the number of pages your Website Builder plan allows. For example, if your Website Builder plan includes 10 pages, when you add a guest book to your site, you have 9 remaining pages to use when building your website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Add-Ons**, and then select **Guest Book**.
4. In the **Email Address** field, enter the email address you want to use to send comments and receive notifications.
5. Click **Setup Guest Book**.
6. To edit your guest book settings, click the **Guest Book preview**, hover your mouse over the **gear** icon, and then select **Edit Guest Book**. From the **Settings** tab, edit the following information:
 - **Guest Book Name** — Enter a name for your guest book to display online.
 - **Email Address** — Enter an email address to receive notifications.
 - **Approval Types for New Comments** — Select **Manual** to manually approve comments, **Automatic** to let visitors post comments without approval, and **Send email notification when a new comment is added** to receive email message when there are comments awaiting approval.
 - **Number of Entries Per Page** — Enter the maximum number of comments to display online.
 - **Profanity Filter** — Select **Use profanity filter** to activate the profanity filter, and then enter the profane words you want to filter or click **Use Default List** to enter a list of common profanity. In the **Replace with** field, enter a term to replace profanity, such as "*****"

7. Click **Apply**.
8. From the **Display** tab, select colors for the design elements of your guest book.
9. Click **OK**, and click **Publish**. The guest book displays on your Web page.

To Deactivate a Guest Book in Website Builder

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Add-Ons**, and then select **Guest Book**.
4. Click the **Settings** tab, select **Deactivate Guest Book**, and click **OK**.
5. Click **Publish**; the guest book will longer display on your website.

Access my guest book or calendar

Looking for your Guest Book and Calendar? Not to worry: They're still available, but the process has changed somewhat. Here's how to find them both using our updated Website Builder v6 log in process.

1. Log in to your account.
2. In the **My Products** page's **Website Builder/InstantPage** section, select the account you want to open and click **Manage**.

Note: The **Website Builder/InstantPage** section only displays five accounts at a time, so you may need to click > to see the rest of your accounts.

3. When the **Site** tab displays, click **Design Your Pages** near the center of the page.



4. In the top-right, click the **Page** menu and choose your calendar or guest book page. (Its name will vary depending on what you previously named it.)



5. Double-click the calendar or guest book and make your changes.
6. Follow the prompts to apply the changes and close the editing window.

Adding or Removing Password Protection

If you want to require your visitors to enter a user name and password before they enter your website, Website Builder lets you add password protection.

You can password protect individual pages with different user names and passwords, use the same user name and password for one or more pages, or choose to disable previously set password protection.

Note: You can password protect any page with the exception of .mobi pages, your Home page, and Flash® introductions.

Adding Password Protection

You can add password protection so visitors must enter user names and passwords to enter your website or view Web pages.

To Add Password Protection

1. Log in to your Website Builder account.
2. If you are working in the Page Designer, click **Exit Designer**.
3. Go to the **Manage** menu, and then select **Password Protection**.
4. Select one of the following:

- **Do not protect pages** — Removes password protection if you added it.
 - **Apply a different user name and password for each selected page** — Requires visitors to enter specific login credentials for each page of your website.
 - **Specify one user name and password for all protected pages** — Requires visitors to enter login credentials once before entering your website.
5. If applicable, select the pages to password protect, and then complete the **User Name** and **Password** fields.
 6. Click **OK**. Password protection is added.

Removing Password Protection

If you no longer want to require visitors to enter user names and passwords to enter your website, you can remove password protection.

To Remove Password Protection

1. Log in to your Website Builder account.
2. If you are working in the Page Designer, click **Exit Designer**.
3. Go to the **Manage** menu, and then select **Password Protection**.
4. Select **Do not protect pages**.
5. Click **OK**. Password protection is removed.

Adding Flash Files

With Website Builder, you can add Flash® files to your website to visually enhance it. For example, it lets you display videos created using the Flash format.

To Add Flash Files

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Media**, and then drag and drop the **Flash** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. To select a file in your account, click **Select a Flash File**, and then select the file from the list.
7. To upload a file, click the **Browse** button, locate and open the file, and then click **Upload**.
8. To use a Flash file from another website, select **Enter the URL to the Flash File**, and then enter the URL where the file resides.
9. *Optional:* In the **Width** and **Height** fields, enter the dimensions of the file.
10. *Optional:* From the **Background Color** field, click the color picker, and then select a color for the background.
11. Click **OK**.

Adding Flash Intros

You can add a Flash® introduction to your Website Builder website by selecting one from our library, editing the properties of an existing Flash introduction, or uploading your own Flash introduction.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Add-Ons** menu, select **Flash Intro**.
5. To upload your own flash file, select **Upload custom Flash file**, click **Browse**, select and open a SWF file, and then click **Upload File**.
6. To select a flash file from our library, select **Apply pre-built intro**, and then do the following:
 - From the **Category** menu, select a category, and then select the template you want to use.
 - To preview the template, click either **Update Preview** or **Preview in New Window**.
7. Click the **Properties** tab, and then do the following:
 - In the Page title field, enter the title you want to display for your intro page online.
 - From the Background Color section, click the color picker, select the background color you want to use, and then click **OK**.
 - In the Google® Meta tag name field, enter your Google Meta tag name.
 - In the Google® Meta tag content field, enter your Google Meta tag content.
 - In the Text line 1 field, enter the text you want to use on the Flash intro. For example, you might want to enter your website title.
 - In the Text line 2 field, enter additional text you want to use on the Flash intro. For example, you might want to enter your website tag line.
 - To change the default Enter Site text that displays below the Flash intro, in the Enter Site text field, enter the text you want to use.
 - To loop the Flash intro, select **Continuously loop Flash intro until user clicks to enter site** check box.
8. Click the **Music** tab, and then do one of the following:

- To upload an audio file, click **Browse**, select and open the audio file you want to use, and then click **Upload**.
 - To use an audio file from our library, select **Select audio on file**, and then select a file from the list. You can listen to the audio file by clicking the **Play** icon.
 - To use an MP3 file from another website, select **Enter the URL to the MP3 File**, and then enter the URL for the file.
9. Click **Save**.
 10. To turn off a flash intro, click the **Flash Intro** tab, select **None selected**, and then click **Save**.

Uploading a Custom Flash Introduction

With Website Builder, you can upload your own Flash® Introduction. A Flash introduction is a short animated introduction to your site. When the Flash introduction is complete, the visitor can click a link that will open your Home page.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Add-Ons** menu, select **Flash Intro**.
5. Select **Upload Custom Flash Intro**.
6. Click **Browse** to open a file dialog box.
7. Select your .swf file and click **Open**.
8. Click **Upload File**.
9. Click **Save Flash Intro**.
10. To view your Flash introduction on the Internet, publish your site, then view it online. Your new Flash introduction should display when you enter your URL in a browser.

Adding Audio

Note: Only the desktop version of a Website Builder will support the audio player.

Using Website Builder, you can add audio files in MP3 format to play music on your website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Media**, and then drag and drop the **Audio** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. From the **Choose source** menu, select one of the following sources, and then perform the appropriate steps:
 - **Upload Audio** — Upload an audio file from your computer:
 - From the **Select and upload your audio** section, click **Browse**.
 - Select the audio file you want to upload, and then click **Open**. To select multiple files, hold the **Ctrl** key while selecting files.
 - Click **Upload**.
 - **Select audio on file** — Select an audio file uploaded to your account:
 - From the **Select audio** menu, select the audio file you want to add.
 - To preview an audio file, click **Play**.
 - Go to the **Settings (optional)** section
 - To begin playing audio when visitors reach your Web page, select **Autostart this file**.
 - To automatically replay audio, select **Loop this file**.
 - From the **Select Player** section, select the type of audio player you want to use.
 - **Enter the URL to the MP3 File** — Link to a URL where your audio file exists:
 - In the **Enter URL** field, enter the URL where your file exists.
 - Go to the **Settings (optional)** section.

- To begin playing audio once visitors reach your Web page, select **Autostart this file**.
 - To automatically replay audio, select **Loop this file**.
 - From the **Select Player** section, select the type of audio player you want to use.
7. Click **OK**.

Adding Flickr

Using Website Builder, you can add an app to display photo feeds from Flickr® directly on your website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Media**, and then drag and drop the **Flickr** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. From the **Properties** tab, in the **Title** field, enter a name to display with the Flickr app.
7. From the **Flickr feed** section, select either **Tags** or **RSS URL**, and then enter a tag or feed URL to display the photos associated with it.
8. From the **Colors** tab, select a font, size, and color for the heading and links.
9. From the **Preview** tab, review your Flickr app to make sure it displays correctly.
10. Click **OK**.

To see your changes online, you must publish your website.

Adding Twitter

Website Builder v6 features a Twitter® app that lets you display tweets from your Twitter account or users you specify. You can also display tweet replies and mentions, and include hashtags and text selections in search terms.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Social**, and then drag and drop the **Twitter** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. In the **Title** section, enter a name you want to display with the Twitter app.
7. To display tweets from your account, select **My tweets**, and then do the following:
 - Click **Connect to Twitter**.
 - Enter the user name and password for your Twitter account.
 - Click **Authorize app**.
 - To display tweets directed at you, select **Include @ replies**.
 - To display tweets forwarded to you, select **Include retweets**.
 - To display tweets from users you follow, select **Include followed users' tweets**.
8. To display tweets from a specific user, select **Search public tweets**, and then do the following
 - In the **Twitter usernames** section, enter the names of the users whose tweets you want to display.
 - To display tweets directed at the users you entered, select **Include @ replies**.
 - To display tweets that include the names of users you entered, select **Include mentions**.
 - To display tweets associated with particular hashtags or topics, enter those terms in the **#Hashtags** field.
 - To display tweets associated with particular search terms, enter the search terms in the **Search terms** field.

9. Go to the **Color** tab, and then select a color for your heading, the characters in your tweets, the background behind tweets, and the links your tweets display.
10. Go to the **Preview** tab, and then review your Twitter app to make sure it displays correctly.
11. Click **OK**.

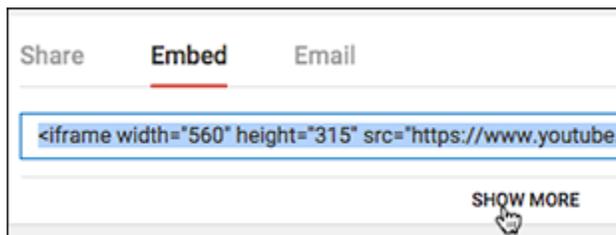
Add YouTube

YouTube no longer supports the software component used for Website Builder v6 and InstantPage. However, you can still display YouTube videos by adding HTML code to your Website Builder v6 pages.

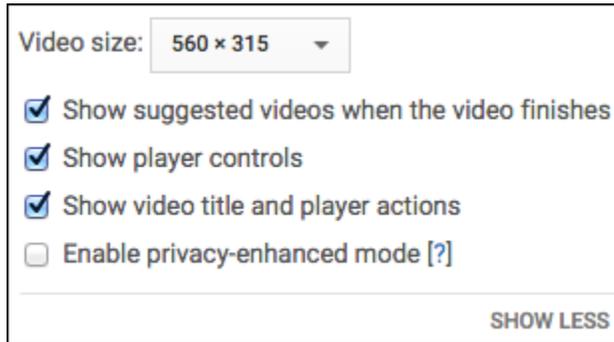
1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Pages** menu, select the page to which you want to add a video.
5. Click the content block you want to edit, and at the block's bottom-left, click the **HTML** button.



6. After the **Edit HTML** window opens, switch to a new tab or window in your web browser.
7. Browse to the YouTube video you want to place on your page.
8. Click the **Share** button below the video to display a field containing code.
9. Click **Embed** and then **Show More** below the code field.



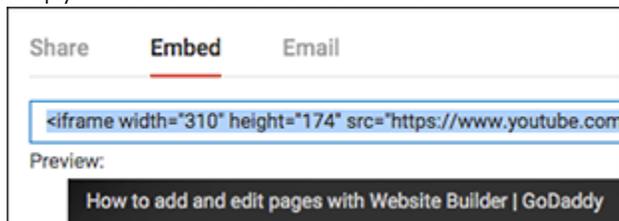
10. Use the **Video size** menu to choose a standard display size or **Custom size**, then select or deselect the choices listed below the menu.



The screenshot shows a settings panel for a video. At the top, there is a 'Video size' dropdown menu currently set to '560 x 315'. Below this are four checkboxes: 'Show suggested videos when the video finishes' (checked), 'Show player controls' (checked), 'Show video title and player actions' (checked), and 'Enable privacy-enhanced mode [?]' (unchecked). At the bottom right of the panel is a 'SHOW LESS' button.

Note: The code field's content changes based on your choices.

11. Copy all content in the code field.



The screenshot shows a video sharing interface with three tabs: 'Share', 'Embed', and 'Email'. The 'Embed' tab is selected. Below the tabs is a text field containing the following HTML code: `<iframe width="310" height="174" src="https://www.youtube.com`. Below the code field is a 'Preview:' section showing a video player with the title 'How to add and edit pages with Website Builder | GoDaddy'.

12. Switch back to your Website Builder v6 page and replace the **Edit HTML** window's code by pasting in the copied YouTube code.
13. Click **OK** to close the **Edit HTML** window.

Note: To preview the video within your Website Builder v6 page, click the play arrow. To adjust the settings, click the < > button again.

14. When you're ready, click **Publish**.

Adding RSS Feeds

With Website Builder, you can display RSS feeds that let you subscribe to websites such as news sites and blogs, and then display their content on your own site. When the websites in your feeds update their content, visitors can see those updates.

Note: If you have an SSL certificate installed on your website, RSS feeds may not display.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Social**, and then drag and drop the **RSS Feed** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. To add a new RSS feed, select **Type or paste the RSS feed URL**, enter the URL for the feed, and then enter a name for the feed in the Name of feed field.
7. To add a popular RSS feed, select **Select from popular RSS feeds**, and then select a feed.
8. From the **Properties** tab, complete the fields you want to specify:
 - From the **Font** menu, select a font for the text.
 - From the **Size** menu, select a font size for the the text.
 - From the **Color** section, select a color for the feed.
 - From the **Settings** section, select the maximum number of posts you want to display.
 - If you want links to open in new windows, select **Open links in a new window**.
9. From the **Preview** tab, review your RSS feed to make sure it displays correctly.
10. Click **OK**.

Adding Yelp

Using Website Builder, you can add a Yelp® app to your Web pages that lets visitors view your Yelp ratings and read reviews about your business.

To Add Yelp

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Click **Social**, and then drag and drop the **Yelp** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. If you do not know your Yelp ID, from the Find Yelp ID tab, enter your **Business Address** and **Business Name**, and then click **Next**.
7. If you know your Yelp ID, click **I know my Yelp ID**, enter your Yelp ID, and then click **Next**.
8. From the **Search Results** tab, select your business from the list, and then click **Next**.

Note: If you do not see your business listed, you can add it from the Yelp website.

9. Go to the **App Settings** tab, and then in the **Title** field, enter a title to display with your app.
10. Select any of the following features you want to add to your app:
 - **Profile Photo** — Displays the Yelp profile photo of the business.
 - **Yelp Rating** — Displays the Yelp rating of the business.
 - **Deals** — Displays deals listed on Yelp for the business.
 - **Snippet** — Displays brief information about the business.
 - **Reviews** — Displays reviews listed on Yelp about the business.
 - **Map** — Displays a map of the business.
11. Click **Done**.

To see your changes online, you must publish your website.

Adding OpenTable

You can add an OpenTable® app to your website that lets your website's visitors make reservations to your restaurant. Once reservations are made, the information is immediately submitted to your OpenTable account.

1. Log in to your Website Builder account.
2. Click **Design Your Pages**.
3. If necessary, from the **Current Page** menu, select the page that you want to modify.
4. Click **Apps**, and then drag and drop the **OpenTable** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
5. In the **OpenTable ID** field, enter your ID number for your OpenTable account.
6. In the **Title** field, enter the name that you want to display for your app.
7. From the **Size** menu, select the size of your app.
8. From the **Default Reservation Date** menu, select the date that displays by default when your website's visitors make reservations.
9. From the **Default Reservation Time** menu, select the time that displays by default when your website's visitors make reservations.
10. From the **Customize** tab, specify the style and color scheme of your app, and then click **OK**.

Note: If you experience any issues connecting to OpenTable, please see OpenTable's support website.

To see your changes online, you must publish your website.

Integrating Quick Shopping Cart

With Website Builder, you can display products from your Quick Shopping Cart® account on your site. Visitors can then view and purchase your products. You can also display a navigation link to your online store.

Note: You must publish your online store before adding a Quick Shopping Cart app to your website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **Quick Shopping Cart** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Go to the **Select Products** tab, and then do the following:
 - From the **Select Quick Shopping Cart Account** menu, select a Quick Shopping Cart account.
 - From the **Categories** section, select the categories and sub-categories associated with products you want to display.
7. Go to the **Settings** tab, and then do the following:
 - From the **Select display style** section, select **Thumbnails** or **Carousel**.
 - From the **Number of products to display** section, select a number of **Columns** and **Rows**.
 - From the **Select button style** section, select a button style.
 - To display product categories, select **Display Categories**.
8. From the **Preview** tab, confirm that your products display the way you want, and then click **OK**.

To Create a Navigation Link to Quick Shopping Cart

1. Log in to your account.

2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Add-Ons** menu, select **Quick Shopping Cart**.
5. From the **Choose Quick Shopping Cart Account** list, select a Quick Shopping Cart account.
6. In the **Navigation button title to display on home page of website** field, enter the text you want to display in the link to your online store.
7. Click **OK**.

Adding MapQuest

With Website Builder you can add a MapQuest® app to your Web pages. Simply enter an address to let visitors view a map and get directions to that location.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **MapQuest** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. From the **Properties** tab, in the **Title** field, enter a name to display with your map.
7. In the **Address** field, enter an address to display on the map. For best results, enter a complete address including city, state and ZIP.
8. To add another address, click **Add New Address**.
9. To delete an address, click the **X** next to the address you want to remove.
10. To see how the app looks to visitors, click the **Preview** tab.
11. Click **OK**.

Adding PayPal

With Website Builder, you can add a PayPal app to your Web pages that lets visitors send you funds from your site. It's a useful tool, for example, if your website promotes a non-profit organization the PayPal app would let visitors make donations.

Note: You must have a PayPal Premier or Business Account to accept payments. If you don't have an account, visit PayPal to open one.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **PayPal** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Select **Buy Now** or **Donate**.
7. Click the layout you want to display.
8. Complete the required fields.
9. Click **OK**.

To see your changes online, you must publish your website.

Add Google Analytics

Website Builder version 6 allows you to add a Google® Analytics script to your site, which lets you monitor visits to your website. This service requires a Google Analytics account.

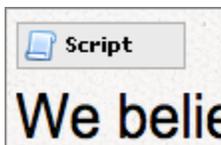
1. Follow Google's instructions to create a Google Analytics account.
2. Copy the Tracking ID that Google Analytics generates.
3. Log in to your Website Builder account.
4. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
5. Click **Design Your Pages**.
6. Click **Popular**, then drag and drop the **Script** icon over a **Drop Zone**. (Drop Zones display on the Web page as you roll your cursor over them.)



7. In the **Edit Script** text box, delete the default scripting.



8. Paste in the Tracking ID script you copied from Google.
9. Click **OK** to close the **Edit Script** box, and a small **Script** icon displays on the page.



10. Click **Publish** to apply change to your site.



Note: Once you complete these steps, you should see data in your Analytics account within 24 hours.

Adding Apps from Google

You can add these apps from Google® to your Web pages in Website Builder to increase the functionality of your website:

- **Google AdSense®** — Lets you earn money by displaying ads on your website. You track earnings with reports from Google. First, you must set up an account.
 - **Google Custom Search®** — Lets visitors use Google to search the Web from your website. It also searches for content within your website.
 - **Google Site Translator®** — Lets visitors translate your website into a language they select.
1. Log in to your account.
 2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
 3. Click **Design Your Pages**.
 4. If necessary, from the **Current Page** menu, select the page you want to modify.
 5. Click **Apps**, and then drag and drop the **Google AdSense** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
 6. In the **Publisher ID** field, enter the publisher ID you received when you set up an account with Google AdSense.
 7. Select the ad orientation you want to use.
 8. Click **OK**.

To Add Google Custom Search

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page you want to modify.

5. Click **Apps**, and then drag and drop the **Google Custom Search** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. In the **Search engine name** field, enter the name that will display for your site search app.
7. In **Style** field, select the colors and layout for your site search app. To select your own colors, fonts and display options, click **Customize**.
8. Select that you have read and agree to the Google Terms of Service, and then click **OK**.

To Add Google Site Translator

Note: Google Site Translator is only available with Deluxe or Premium Website Builder accounts.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **Google Site Translator** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. In the **Customize** section, from the **Your Site's Language** menu, select the language your website displays before translation.
7. From **Text Color** field, select a color from the color picker or enter a color value, and then click **Done**.
8. From the **Background Color** field, select a color from the color picker or enter a color value, and then click **Done**.
9. To display the Google logo with the app, select **Include logo**.
10. Click **Get Widget**.

To see your changes online, you must publish your website.

Customizing Google Sitemap Settings

Website Builder allows you to customize a sitemap of your website. Sitemaps created with Website Builder let Google know how often your site is updated, and how to look at your site. There are two sitemap settings you can customize:

Frequency — Change Frequency tells Google how often you update a particular page. This is especially helpful if you update your Web page frequently.

Priority — Google sitemaps allow you to prioritize your Web pages. You prioritize pages relative to their importance WITHIN your site. This does not affect your search engine rankings. It tells search engines that certain pages on your site are more important than others. For instance, you may want to call more attention to a home page, or a sales page. 0.0 is the lowest priority, 0.5 is the middle priority, and 1.0 is the highest priority. Assigning all of your pages a priority of 1.0 will not help your ranking.

To Customize Google Sitemap Settings

1. Log in to your Website Builder account.
2. If you are working in the Page Designer, click **Exit Designer**.
3. From the **Manage** menu, select **Google Sitemap**.
4. Select a Change Frequency and Priority for the pages you want to customize.
5. Click **OK**.

Adding Calendars and Event Calendars

Website Builder 6 lets you add calendars to your Web pages for your visitors' convenience. You can also add event calendars, which lets your visitors view your upcoming or recurring events.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Click **Apps**, and then drag and drop the **Calendar** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.

To Add an Event Calendar in Website Builder

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page that you want to modify.
5. Click **Apps**, and then drag and drop the **Event Calendar** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. In the **Calendar Name** section, enter a name for your calendar.
7. In the **Calendar Size** section, select either **Full Size** or **Compact**.
8. In the **Calendar Style** section, select how you want your calendar to display.
9. In the **Display Calendar Title** section, enter the title for your calendar that will display on your website.
10. From the **Display Month** list, select the month that you want to display for your calendar.
11. From the **Display Year** list, select the year that you want to display for your calendar, and then click **Add Event**.

12. From the **Event Details** window, complete the following steps:
 - In the **What** field, enter a title for the event.
 - In the **Where** field, enter a location for the event.
 - From the **Start** section, select a start date and time for the event.
 - From the **End** section, select an end date and time for the event.
 - To specify that the event will last the entire day, select **All day**.
 - In the Description field, enter the details of the event.
 - To tag an event for something such as an appointment, next to **Event tag**, click **Add**, enter a title, select a color, and then click **OK**.
 - To select an existing event tag, from the **Select tag** menu, select an event tag.
 - To delete an event tag, next to **Event tag**, click **Delete**.
 - To copy an event, next to **Copy Event**, click **Copy**.
 - Click **OK**.
13. If you are finished adding events, click **OK**.
14. To delete an event calendar, move your mouse over the Event Calendar, go to the **gear** icon, and then click **Delete Block**.

To see your changes online, you must publish your website.

Add Scrolling Marquees

With Website Builder, you can add scrolling marquees to your Web pages. They display text that scrolls across the pages, such as welcome or promotional messages. Marquees are limited to 255 characters.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.

5. Click **Apps**, and then drag and drop the **Scrolling Marquee** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Do the following:
 - **Marquee Text** — Enter text for the marquee.
 - **Text Style** — Select the font the display text.
 - **Font Size** — Select a font size for the text.
 - **Direction** — Select a direction for the marquee to scroll.
 - **Alignment** — Select an alignment for the text.
 - **Speed** — Select the scroll speed for the marquee text.
7. Click **OK**.
8. To adjust the scrolling marquee's height and width, click the scrolling marquee, and then drag an edge to the appropriate position.

Note: The re-size feature doesn't display in Google Chrome.

Adding Date and Time Stamps

With Website Builder you can add a date and time stamp to your website that updates automatically for your visitors according to the dates and times on their computers.

To Add Date and Time Stamps

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **Date/Time Stamp** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.

6. From the **Date format** menu, select a format.
7. From the **Time format** menu, select a format.
8. Click **OK**.

To see your changes online, you must publish your website.

Adding Sitemaps

You can help ensure that your Web pages are crawled by search engines by adding a sitemap. A sitemap informs search engines that individual pages on your website are new and updated, or available for crawling.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. Click **Pages**, and then select **Add Sitemap**.

You must publish your website for your changes to take effect.

Adding Hit Counters

With Website Builder, you can add hit counters to your Web pages. For each time visitors reach a page, a hit displays on its counter.

Note: Hit counters reset each time you publish your website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.

4. If necessary, from the **Current Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **Hit Counter** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. From the **Select a hit counter style** list, select a style.
7. In the **Enter a starting value** field, enter a value.
8. From the **Add Zeroes** menu, select the amount of digits you want to display.
9. Click **OK**.

Adding eBay

With Website Builder you can add an app that lets you display products from an eBay® store. When visitors click those products, they're directed to the online store where they can buy them.

To Add eBay

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Current Page** menu, select the page you want to modify.
5. Click **Apps**, and then drag and drop the **eBay** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Go to the **Properties** tab, and then in the **Title** field, enter the name you want to display on the eBay app when it opens.
7. In the **eBay store name** field, enter the name of the eBay store whose products you want to display.
8. To see how your products displays once it's live on the Internet, click the **Preview** tab.

Changing a Template

Using Website Builder, you can easily change your website's template at any time. Changing your template lets you explore a variety of design and color combinations, which can completely change the look and feel of your website.

You can change your template from the Website Builder home page when you first log in to your account, or from the Page Designer as you work on your site.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click the **Templates** tab.
4. From the **Preview** menu, select **Site**.
5. From the **Sort** menu, select one of the following:
 - **Date** — Displays recently created templates.
 - **Name** — Displays templates in alphabetical order.
 - **Popularity** — Displays the most popular templates.
6. From the **Template Gallery** tab, click the template you want to use.
7. Select a color scheme for your template, and then click **Apply to My Site**.
8. Select **Back up Website Builder site before applying new template**, and then click **OK**.
9. From the **My Templates** tab, review your selection, and then click **Work On My Site**.
10. Design your Web pages the way you want them to display online. For more information, see **Designing Pages**.

To Change Your Template from the Page Designer

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. Click **Styles**, and then select **Launch Templates**.

5. From the **Preview** menu, select **Site**.
6. From the **Sort** menu, select one of the following:
 - o **Date** — Displays recently created templates.
 - o **Name** — Displays templates in alphabetical order.
 - o **Popularity** — Displays the most popular templates.
7. From the **Template Gallery** tab, click the template you want to use.
8. Select a color scheme for your template, and then click **Apply to My Site**.
9. Select **Back up Website Builder site before applying new template**, and then click **OK**.
10. From the **My Templates** tab, review your selection, and then click **Work On My Site**.
11. Design your Web pages the way you want them to display online. For more information, see **Designing Pages**.

Enabling Social Media Sharing

With Website Builder, visitors can share your site on social networks such as Facebook®, Twitter®, MySpace®, Delicious®, and StumbleUpon®. Visitors simply click buttons that prominently display icons of those social networks. Your site then displays on their profiles.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click the **Social** tab, and then drag and drop the **Share** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. To select a size for the icons, from the **Icon Size** section, select **Small** or **Large**.
7. Select the social media links that you want to add.
8. Click **OK**.

Adding Facebook Social Plugins

Website Builder lets you add Facebook® Social Plugins to content blocks in your Web pages for more visitor interaction. At the Facebook Developers website, you can customize your own Social Plugins, such as a Like button or an Activity Feed, which shows your Website Builder visitors what their Facebook friends are doing.

You can add Social Plugins by pasting the iframe or XFBML code from the Facebook Developers website into the HTML field of the content block where you want to display the Social Plugin.

1. Go to the Facebook Developers Social Plugins Web page, <https://developers.facebook.com/docs/plugins>.
2. From the **Social Plugins** list, click the Social Plugin you want to display.
3. Enter values in the fields, and then click **Get Code**.
4. In a new browser window, log in to your Website Builder account.
5. From the **Design** drop-down menu, click **Launch Page Designer**. Your website displays in the page designer.
6. From the **Page** drop-down menu, select the page where you want to display the Social Plugin.
7. Click the block where you want to display the Social Plugin. Blocks are outlined in blue.
8. Click **HTML**.
9. Back on the Facebook Developers Social Plugins Web page, from the HTML5, XFBML, IFRAME, or URL tab (depending on your needs), copy each section of code and paste it in your Website Builder Edit HTML window where directed.

Note: Some options have only one code section to copy and paste.

10. Click **OK**. You'll need to re-publish your website to display the Social Plugin on your Web page.

Add scripts and HTML

You can add JavaScript and HTML code to your website to display custom page elements, such as third-party apps.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page you want to modify.
5. Click **Popular**, and then drag and drop the **Script** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. In the **Enter JavaScript** text box, delete the default scripting, and then enter your script.
7. Click **OK**.
8. Click **Publish** in the upper right.

For information about inserting JavaScript in Web page headers, see **Setting Page Properties**.

Note: JavaScript does not execute in the Page Designer. You must use Preview mode to execute it.

To Add HTML

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. If necessary, from the **Page** menu, select the page that you want to modify.
5. Click the content block you want to edit, and then click the  icon.

6. Enter the HTML code you want to use.
7. To ensure your HTML is formatted correctly, click **Verify and Update HTML**, and then click **OK**.
8. Click **Publish** in the upper right.

Adding Custom CSS

If you have experience editing cascading style sheets, you can add custom CSS to your website to change the design conditions of your template. For example, if the template you selected only lets you add template images in a specific area, you can override that setting through custom CSS.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Design Your Pages**.
4. Click **Styles**, and then select **Custom CSS**.
5. From the **CSS File** list, select one of the following:
 - o **Theme** — CSS for your website's template.
 - o **Colors** — CSS for your website's color scheme.
6. From the **Read only view of CSS file** section, highlight and copy the text you want to edit, and then paste it in the **Edit view of CSS file** section.
7. From the **Edit view of CSS file** section, make your edits to the text.
8. To apply your custom CSS, select **Use Modified CSS**, and then click **Apply**.
9. Click **OK**.

Editing Your Contact Information

You initially enter your contact information the first time you launch Website Builder. You can edit your contact information at any time. When you edit your email address, you do not need to republish your website. Website Builder updates the email address for you. However, when you edit your company or individual name, you must republish before the changes take effect.

To Edit Your Contact Information

1. Log in to your Website Builder account.
2. If you are working in the Page Designer, click **Exit Designer**.
3. From the **Settings** menu, select **Site**.
4. In the **Company or individual name** field, edit the name.
5. In the **Email Address** field, edit your email address.
6. Click **OK**.

Viewing Your Account's IP Address

If your website isn't displaying live on the Internet, you might need to modify your Website Builder account's IP address. You need your IP address to edit your domain name's A record and point to your website.

Note: You must publish your website at least once for your IP address to display.

To View Your Website Builder Account's IP Address

1. Log in to your account.
2. Click **Website Builder**.
3. Next to the Website Builder account you want to use, click **Manage**.

Your IP address displays in the **IP Address** field.

Change my domain

With Website Builder, you can change the domain name associated with your account.

Note: You cannot change the domain name for a free Website Builder account, nor a domain where a SSL (Secure Sockets Layer) certificate has been applied. Log in to your account.

1. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
2. Hover over **Settings**.
3. Click **Site**, and then select one of the following:
 - **Select an available domain from your account** — Select a domain in your account from the **Select Available Domain** list.
 - **Enter a domain not registered in this account** — Enter a domain that isn't in your account, such as one from another registrar.
 - **Enter a subdomain for a domain in this account** — Create a subdomain for your website, such as site.coolexample.com
4. Click **OK**.

Aliasing Domains

You can assign multiple domains to your Website Builder site. The domains display the same site as the primary domain associated to the Website Builder account.

Assigning multiple domains to a single Website Builder site is called domain aliasing. Aliasing is preferred to forwarding domains to your site as forwarded domains are less searchable than an aliased domain.

You can only alias domains that are available within your customer account. Please allow up to 48 hours for the aliased domain to display your site.

1. Log in to your account.
2. Click **WEB_BUILDER/INSTANTPAGE**.

3. Next to the WEB_BUILDER/INSTANTPAGE account you want to edit, click **Manage**.
4. From the **Tools** section, select **Hosting Settings**.
5. From the **Options & Settings** section, select **Aliased Domains**.
6. Click **Add Aliases**.
7. Follow the onscreen instructions to add or remove aliased domains.
8. When finished, click **Continue**.

Add an SSL Certificate

You can add an SSL certificate in your Website Builder site to provide visitors with a secure connection when they submit information, such as payment or contact details. After your SSL is issued, you can select which pages you want to secure.

You can also display a Site Seal on your website that lets your visitors know the information they send through your site is secure.

Note: Pages using the SSL certificate will use HTTPS instead of HTTP in your Web browser's address bar. HTTPS is the secured version of the HTTP protocol.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the Home screen, in the **SSL Certificate** section, click **Upgrade**.
5. Follow the purchase process and complete any remaining instructions to request your SSL. The length of time it takes to approve your SSL depends in the type of certificate you purchased.
6. If your SSL request is approved, you will receive an email letting you know it is installed.
7. Log back in to your Website Builder account.
8. From the **Manage** menu, click **Organize Site**.
9. Click the thumbnail of the page you want to edit.

10. Select **Make this page Secure**.
11. Repeat these steps for any other pages in your website.
12. From the **Design** menu, click **Launch Page Designer**.
13. If necessary, from the **Current Page** menu, select the page that you want to modify.
14. Click **Popular**, and then drag and drop the **Site Seal** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.

Add an SSL Site Seal to my site

If you've bought an SSL certificate, you can display a site seal on your Web pages. A site seal lets your visitors know that information they send through your website, such as payment or contact information, is secure.

There are two ways you can add a site seal to your Web pages: You can insert a site seal using a menu in the Page Designer. Website Builder automatically detects an SSL you associate with your domain.

Or add a site seal by retrieving the HTML from the SSL in your account, and then pasting it into content blocks where you want it to display. You may find this method useful if you're confident that you can edit the HTML to adjust how your site seal displays.

Inserting Site Seal With Page Designer

Website Builder automatically detects an SSL you purchased, letting you add it in the Page Designer.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Design** drop-down menu, click **Launch Page Designer**. Your website displays in the page designer.

4. From the **Page** drop-down menu, select the page where you want to display the site seal.
5. Click **Popular**, and then drag and drop the **Site Seal** icon over a **Drop Zone**. Drop Zones display on your Web pages when you hover over them.
6. Re-publish your website to display the site seal on your Web page.

Adding Site Seal HTML to Content Blocks

Retrieve and copy the HTML for your site seal so you can paste it into content blocks where you want to display it.

1. Log in to your Account Manager.
2. Click **SSL Certificates**.
3. Go to the certificate you want to display on your website, and then click **Manage**.
4. Click **Site Seal**.
5. Select your color, and then click **Save**.
6. In the **HTML** field, copy the HTML for your site seal. You can also edit the HTML if you paste it into a basic word-processing application, such as Microsoft® WordPad®.

Note: Do not use Microsoft Word®, as you will carry over unseen formatting that can cause your Web page to display incorrectly.

7. Log in to your account.
8. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
9. From the **Design** drop-down menu, click **Launch Page Designer**. Your website displays in the page designer.
10. From the **Page** drop-down menu, select the page where you want to display the Site Seal.
11. Click the block where you want to display the site seal. Blocks are outlined in blue.
12. Click the **HTML** icon.
13. Paste the code in the Edit HTML window, and then click **OK**.
14. Re-publish your website to display the site seal on your Web page.

Viewing File Size and Loading Information in Website Builder

With Website Builder, you can view information about the individual files used on your website, including the image files and HTML files. The size of your pages and the files that make up your website can affect the speed at which the pages of your Web site load in a browser. Use the file size information, as well as the estimated load times for the different connection speeds, to determine if you need to reduce your file sizes.

To View File Size and Loading Information

1. Log in to your Website Builder account.
2. If you are working in the Page Designer, click **Exit Designer**.
3. From the **Manage** menu, select **File Size/Loading Info**.
4. You can view the following:
 - **File Size Indicator (colored icon) column** - The color of the icon indicates if the file size is acceptable, approaching the recommended maximum size, or too large. The color legend is located beneath the table.
 - **Page/File Name** - Displays the name of the file or page.
 - **Size column** - Displays the size of the file.
 - **56K column** - Displays the number of seconds it takes a browser to load the file using a 56K speed modem.
 - **128K column** - Displays the number of seconds it takes a browser to load the file using a 128K speed modem.
5. To expand the detail for a Web page, click the **+** sign next to the name of the page.
6. To edit a page, click the **Edit** button.
7. To delete a page or image, click the **Delete** button, and then click **OK** to confirm the deletion.

Note: You cannot delete the Home page.

Starting Your Website Over

If you are using Website Builder to build a website, you can use the Start Over option to remove all your Web pages and begin creating your website from scratch. We recommend that you backup your website before restarting.

To Start Your Website Over

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Tools** section, click **Start Over**.

Note: You can also go to the **Manage** menu, and then select **Start Over**.

5. To create a backup of your website before restarting, select **Back up website before starting over**.
6. Select **Yes, I want to remove all site content and start over**.
7. Click **Start Over**.

Which version of Website Builder do I have?

We support two versions of Website Builder: version 6 and version 7. Here's how to see which version you have.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. The Website Builder name appears in the upper left of your screen. Version 6 displays a number; the current version simply shows Website Builder without a number.

Disabling Adblock Plus

If you're using the Adblock Plus™ extension, you must disable it to open Website Builder.

1. In your browser's toolbar, click the Adblock Plus icon to expand the menu.
2. Select **disableadblockplus.org**.

Note: The menu also gives you the option to disable Adblock Plus on just the page you're on. So you can add an exception rule for your Website Builder login page.

Fix Microsoft Word Formatting Problems

Copying and pasting content from a Microsoft Word document into Website Builder v6 may cause the content (HTML or just text) to display incorrectly. Here's how to avoid the problem — and fix it if a web page already contains improper formatting.

1. Copy the content from your Microsoft Word document.
2. Log in to your account.
3. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
4. Click **Design Your Pages**.
5. If necessary, from the **Page** menu, select the page you want to modify.
6. Click the block where you want to paste Microsoft Word content.
7. Position your cursor where you want to place content.

8. If necessary, click **More**.
9. Go to the **Paste** menu, and then select one of the following:
 - **Paste from MS Word** — Pastes content while preserving formatting, if possible.
 - **Paste from MS Word, clear font** — Pastes content while clearing the font you selected in Word.
10. Enter your content in the content box, and then click **Paste**.

Why aren't my fonts displaying correctly?

Sometimes when visitors view your website, the fonts you use don't display correctly to them. Website Builder offers great font choices, so why do some visitors say your text displays in plain characters?

It's because the font in question — called a system font — isn't installed on the device they used to view your website.

While there's no recognized standard, system fonts are the most common. Examples include Arial, Helvetica, or Times New Roman. When you select Times New Roman for your text, it's safe to assume it displays correctly for everyone who visits your website. That's because it's also safe to assume Times New Roman is installed on pretty much any device a visitor would use.

Not all devices share some of the less-common system fonts, such as Monotype Corsiva. When someone visits your website using a device without Website Builder's system fonts, that text displays as plain characters.

However, Website Builder also has dynamic fonts, such as SeaSide Resort, that always display correctly for everyone.

Everyone browsing the Internet may not have Seaside Resort installed on their devices. When someone downloads a Web page that displays this font, Seaside Resort temporarily downloads, too. It's not saved permanently, just to their browser's cache, just long enough for them to view your Web page.

Website Builder displays these dynamic fonts:

- Airstream
- Anagram
- Boston Traffic
- Comic Zine
- EastMarket
- Helsinki
- JungleFever
- Know Your Product
- Learning Curve Pro
- Metro
- Plug-NickelBlack
- QuigleyWiggly
- SeasideResort
- Shangri La
- SouciSans
- Umbrage
- Veggieburger
- WoodenNickelBlack
- Xenophone

Why Do I Get An Error Message When Importing?

When Website Builder v6 imports your InstantPage® website, an error message displays when any portion of your InstantPage website doesn't completely transfer. If the error message displays, don't worry.

Click **Retry Import** to restart the import process. You can also click **Go To My Account** to launch Website Builder from your account and restart the import process. Some reasons why the error message displays include:

- Incomplete download of images
- Incomplete transfer of files
- Incomplete transfer of content
- Database save errors

When Website Builder completely transfers your InstantPage website, the Getting Started page displays. To complete the import, click **Get Started**.

Note: The import process must restart if you close the Getting Started page before you click **Get Started**.

Linking my website pages to my Facebook page no longer supported

You can no longer link Website Builder v6 pages to Facebook or update those pages on Facebook.

Note: You should log in to Facebook and remove your Website Builder v6-generated pages there as well.

Why am I having trouble streaming video using Firefox?

If you are experiencing difficulty viewing videos uploaded to your website, you may need to install the Windows Media Player® add-on from Mozilla®.

You can download and install the Windows Media Player add-on by visiting Mozilla's Firefox add-on page. You can also visit <https://addons.mozilla.org> and search for the Windows Media Player plug-in.

Removing the "Powered By Website Builder" Banner

Note: This article is for Website Builder version 6. Your version displays at the top of the screen when you log in to your Website Builder account.

You can hide the "Powered By Website Builder" banner from the bottom of your Website Builder website. When you hide the banner, it is removed from your published website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Settings** menu, click **Configuration**.
4. Select the option to **Hide banner**, and then click **OK**.

Click **Publish** to publish your Website Builder website with the banner removed.

Why can't I access Website Builder?

You may not be able to access the Website Builder application because your security settings are set to High. To access the application, you can either change the security level to Medium or add the application's URL to your Trusted Sites list.

To Add Website Builder to Your Trusted Sites

1. In **Internet Explorer**, from the **Tools** menu, click **Internet Options**.
2. Click **Security**.
3. Click **Trusted Sites**.
4. In the **Security level for this zone** box, check your security level. You may need to do one of the following:
 - If it is set to High, use the slider to change it to a **Medium** or lower security level.
 - If it is set to Custom, click **Default Level**, and then use the slider to change it to a **Medium** or lower security level.
5. Click the **Sites** button.
6. Clear the **Require server verification** check box.
7. In the **Add this website to the zone** field, type **http://app.websitetonight.com**.
8. Click **OK**.
9. On the **Internet Options** window, click **OK**.

What is a trusted site in Internet Explorer?

A trusted site is a website that you trust not to damage your computer.

If you set the security level of your Internet Explorer® browser to High, so that you do not access websites that might damage your computer, you may be unable to access a specific website that you trust. To access the website, you can add the URL of the website to your Trusted Sites list or change your security level to Medium or lower. When using a high security level, you need to add the Web application URLs to your Trusted Sites list.

Note: If you are running Windows Vista, you must add the site with both "http" and "https." Also, trusted sites may open in a new browser window.

To Add a Trusted Site in Internet Explorer

1. From the Internet Explorer **Tools** menu, click **Internet Options**.
2. Click **Security**.
3. Click **Trusted Sites**.
4. In the **Security level for this zone** box, check your security level. You may need to do one of the following:
 - If it is set to High, use the slider to change it to a **Medium** or lower security level.
 - If it is set to Custom, click **Default Level**, and then use the slider to change it to a **Medium** or lower security level.

Note: If you are running Windows Vista, verify that Enable Protected Mode is NOT selected.

5. Click the **Sites** button.
6. In the **Add this website to the zone** field, type the URL for the trusted website.
7. De-select **Require server verification for all sites in this zone**.
8. Click **Close**.
9. On the **Internet Options** window, click **OK**.

Note: Mozilla Firefox® does not specifically offer a trusted sites setting. However, you can set allowed sites for the limited purpose of installing cookies and add-ons. From the **Tools** menu, select **Options** and go to the Security tab.

Change Email Address Used

The Website Builder contact email address is used for any forms included on your website. Once a user submits a form, the information is sent to the contact email address you specified when you set up your Website Builder account. You can change this email address at any time.

Note: A valid email address must be entered in this field.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. If you are working in the Page Designer, click **Exit Designer**.
4. From the **Settings** menu, select **Site**.
5. In the **Email Address** field, enter the email address you want to use to receive your form submissions.

Note: The contact form cannot send to Live™, Gmail™, or Hotmail® addresses. You must use an email address associated with your domain.

6. Click **OK**.

How to cancel your account

Canceling your Website Builder v6 account deletes all of your website's files stored on our servers. Be sure you have copies of any files you want to keep before canceling your account.

1. Log in to your account.
2. Click **Website Builder**.
3. From the **Website Builder/InstantPage® pod**, click **Options** for the account you want to cancel.
4. From the **Overview** tab, click **Cancel this account**.
5. Click **Cancel Account**.

Note: It can take up to 24 hours for the domain name to be available for use again after you cancel your Website Builder account.