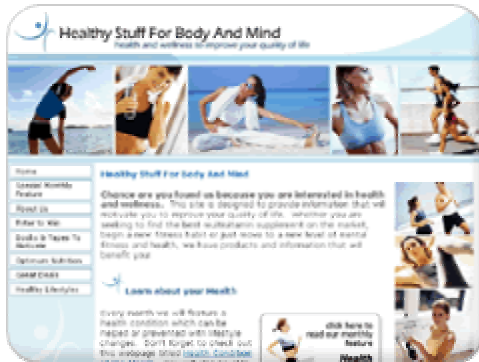


## Internet Based Family's Easy Website Builder Quick Start Guide



The [Internet Based Family Website Builder](#) is an easy-to-use, point and click website builder that allows you to create feature-rich and attractive websites quickly.

Even if you have no web building experience whatsoever.

**If you're still not sure if you can do it, here are two things to help:**

1. There is a [10-day free trial](#) that you can take advantage of to ensure this is the write website building tool for you.
2. Continue reading this guide...it shows you the basics of getting started. Also, the [Internet Based Family website](#) includes full documentation to help you with single detail involved with getting your site together.

Let's get started with the 5-part tutorial. Just sign up for the [free trial](#) and follow along...

### Part 1: How Do I Add Pages?

1. From the myHome page, click '**Edit**' beside the site you want to add pages to.
2. Click '**Add Page**'.



3. Click on the type of page you want to add. Choose from over 20 different page types, including features like photo albums, message boards, or just basic text and image web pages.

| ion Pages     |         |                   |
|---------------|---------|-------------------|
| Web Page      | POPULAR | Photo Album       |
| Calendar      |         | Contacts          |
| Links         |         | Maps              |
| Rolling Booth |         | FAQ               |
| Redirect      |         | Table of Contents |

4. No matter what page type you add, you will always have to:

**Name your new page.** This name is what will be shown in your navigation menu.

**Enter a 'Page URL'.** This creates the individual webpage address for that page. **TIP:** Use keywords or words that reflect the content that will be on that page.



Some page types, like the Web Page or Catalog, will ask you for layout options as well.

5. When ready, click the '**Add Page**' button.

That's it! A new page is now added to your website and you'll be able to edit it using the simple page editor.

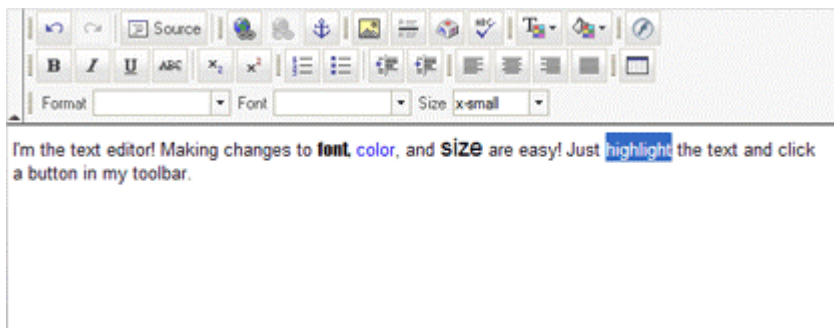
## Part 2: How Do I Edit a Page?

To edit your pages:

1. From the myHome page, click **'Edit'** beside the site you want to edit.
2. You'll then see a list of all your website's pages. Click **'Edit'** beside the page you want to work on. .

When you click **'Edit'** you'll be taken to the page editor. This is where you add and edit your content (text and images) for that page.

Within the page editor is the Easy Editor. This is what helps you easily format your text so it looks great on your web pages.



Just type or paste your page text into the text editor, use the buttons to modify things like font, color, and size, then click **'Save Changes'**.

## Part 3: How Do I Add/Upload Images?

Images are managed through the Image Library, which comes filled with over 2000 stock photos. Any of your own photos you want to use are also stored in your own folders within the Library.

To access the Image Library, go as you would to edit a page, then use:

1. The **'Click to Change'** box available on some page types.
2. The Easy Editor **'Insert/Edit Image'** toolbar button.

### The **'Click to Change'** Box

If you want an image placed on your page where the **'Click to Change'** box is in relation to your text, click the box.



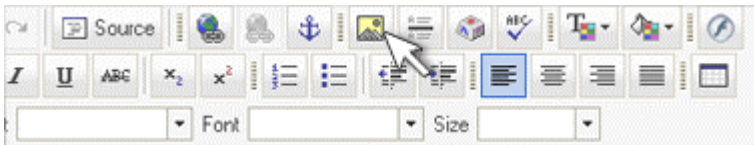
The Image Library opens in a pop-up window and you'll be able to access stock photos or upload your own images.

To select and use a stock image, click on it.

## The Easy Editor

If you want to put an image within your page content or text:

1. Place your cursor in the Easy Editor where you want the image.
2. Click the **'Insert/Edit Image'** button on the Easy Editor Toolbar.



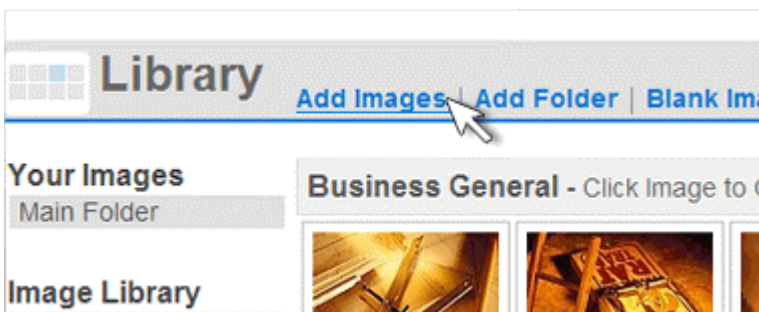
3. In the window that opens, click **'Browse Server'** to open the Image Library

Again, to select and use a stock image, click on it.

## Uploading Your Own Images

To upload your own images, access the Image Library using either the **'Click to Change'** box or the Easy Editor, then:

1. Click **'Add Images'** at the top of the Image Library window.



2. You can upload up to 5 images at the same time. Click a '**Browse**' button to locate and open an image stored on your computer. Note that images must be smaller than 640x640 pixels.
3. Click '**Add Images**' and your photos will be added to the image library and ready to use on your pages.

To select and use an image, click on it.

## Part 4: How Do I Set up My Own Name for the Site (i.e. a Domain Name)?

1. From the myHome page, click '**Edit**' beside the site you want to set up the domain for.
2. Click the '**Edit Site**' tab, then click '**Domain & Email**'.

If you don't yet have a domain name, you can search for one. Just follow the directions on the page.

If you already have an existing domain name, click '**Domain Setup**' in the left navigation menu.

Then, follow the directions on the page. You'll need to make some adjustments with your domain registrar. Please note that it may take up to 72 hrs for domain changes to take effect.

**NOTE:** If you have purchased your domain name elsewhere, you will still manage and renew your domain through your registrar.

## Part 5: How Do I Set up Email?


You can create email accounts that reflect the domain name you've set up with your website. If you're planning to change your domain name, wait until you do so to set up your email accounts.

To create a new POP3 email account.

1. From the myHome page, click '**Edit Site**' beside the site you want to set up email for.
2. Click the '**Edit Site**' tab, then click '**Domain & Email**' -> '**Email**' .
3. Click '**Add Email Account**'.
4. Complete the account information form and click the '**Create Account**'.

## Email Accounts

Create personalized email accounts that include your domain name.

Current Domain Name: **boogiebadgers.com** 

**- Add Email Account**


Username:


E-mail Address:  @boogiebadgers.com

Password:   
(minimum 5 characters)

Repeat password:

Comments:

 **CREATE ACCOUNT**

 **Email Accounts**  
*No email accounts have been created.*

You can send and receive email using an email program, like MS Outlook, or a web-based email program, like Mail2Web. Under the **'Edit Email Accounts'** tab, you'll find a link to complete email setup instructions.

And that's it...you've got the basics down.

If you haven't sign up for your [free trial](#) yet, [click here](#) to do so. It REALLY is that easy.