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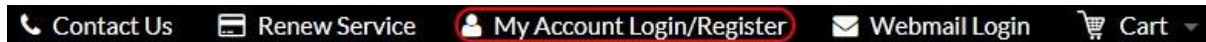
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Getting Started

Access the CreateASite Control Panel

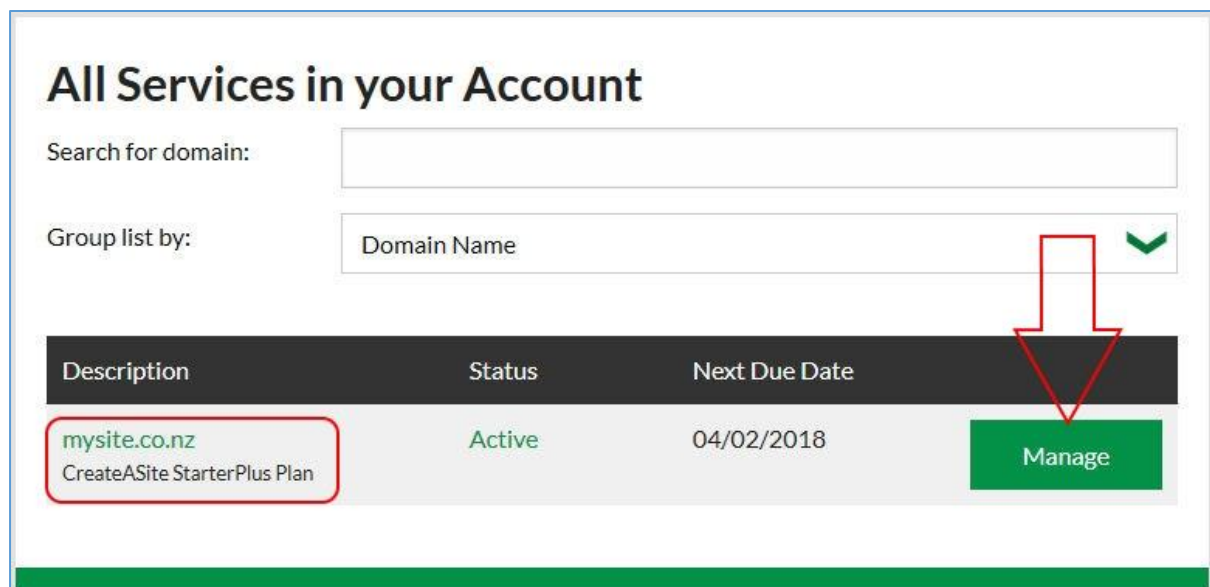
To get started using CreateASite to build your new website please login to your Freeparking account using the My Account section at the top right of our website.



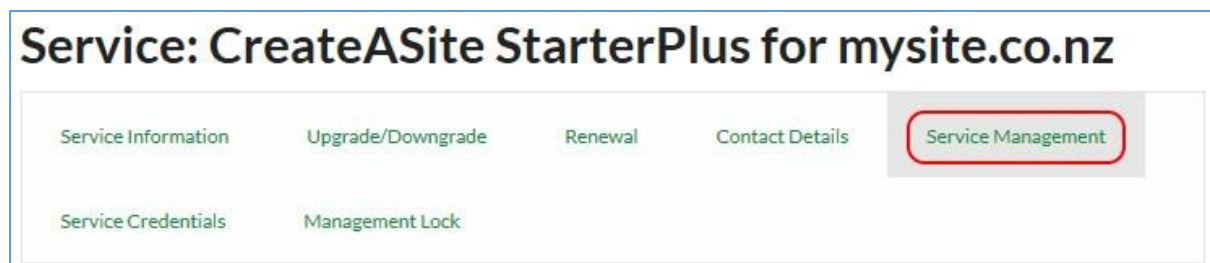
Once logged into your Freeparking account click on the Services tab.



On the services page find the CreateASite account listing and click on the manage button on the right.



Then Click the Service Management option.



Once you are managing the CreateASite account scroll down to the Login to CreateASite Control Panel section and click the Login button.



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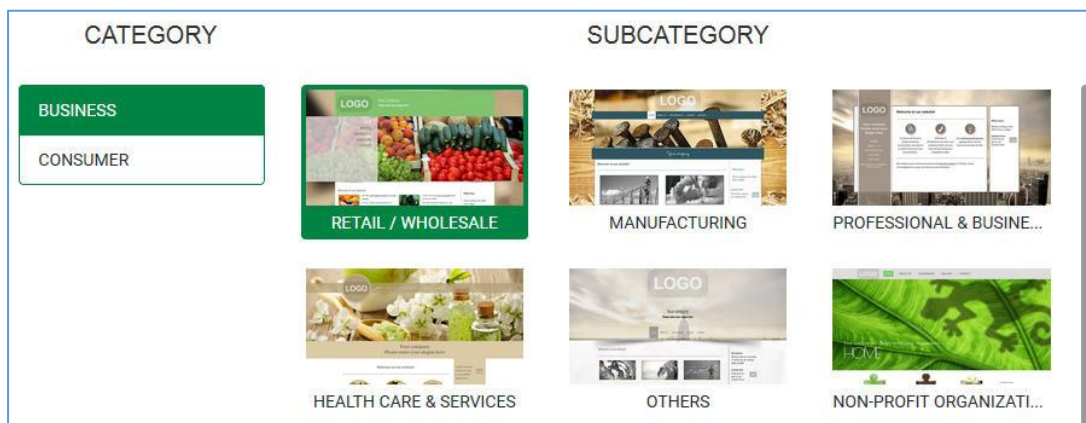
Select a Category/Subcategory

The first step is to select a main Template Category. The main Template Category can be either Business or Consumer and each will provide a different set of subcategories for you to select from.

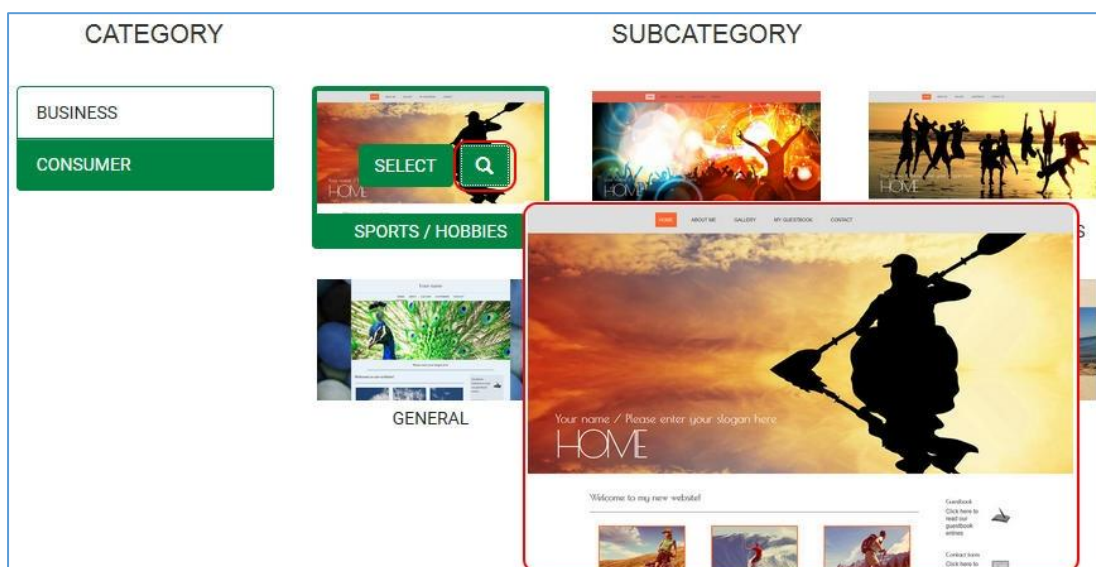
The selection of your subcategory will determine the text, images and menu items that are pre-populated with your website, so you should select the subcategory which is the best fit to your business or hobby (the thing that you are creating the website for).

Don't worry about the layout or look of the template design displayed for each subcategory as you can change the template and colour scheme once the website has been created.

Although you will be able to change the category and subcategory for the site at any stage, the pre-populated content (text, images and menu) will only be applied when the site is first created, so choosing the correct subcategory initially is important.



You can view a larger image for each of the subcategories by clicking the magnifying glass icon.

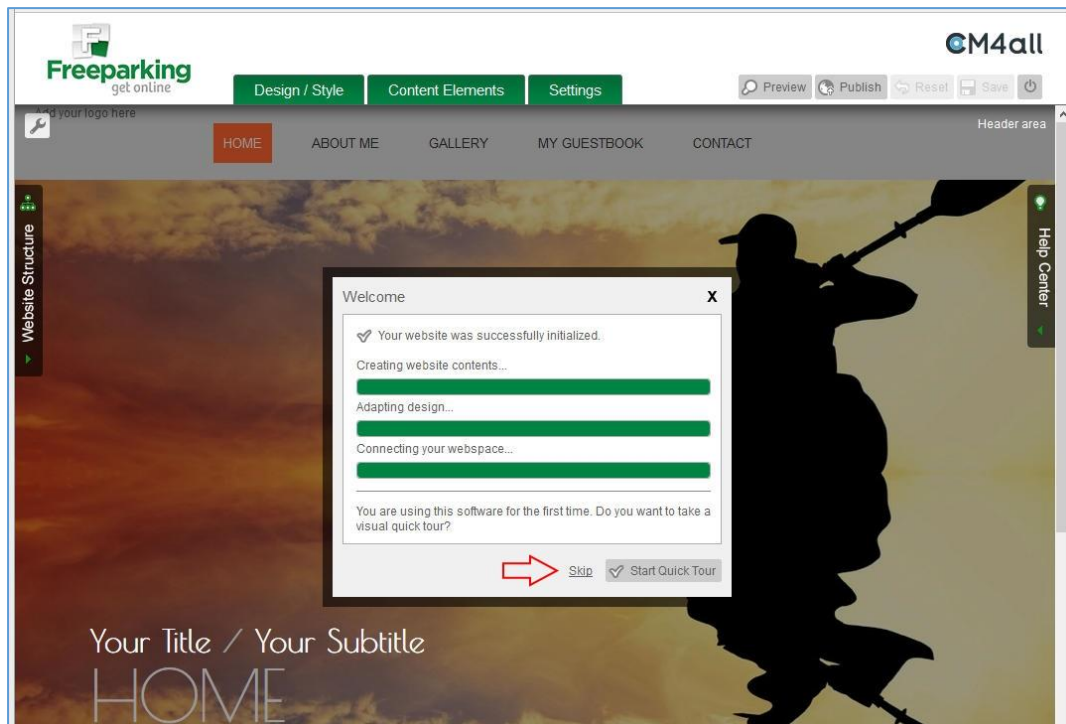


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Click the 'Select' button for the subcategory you wish to start with and then enter your Website Title (Your company name) and Slogan if applicable. The final step is to click the 'Get Your Website' button to launch the website editor.



It will take a few moments while the initial site is created and when completed you can choose to take a quick visual tour of the CreateASite editor. If it is your first time using CreateASite we recommend taking the tour to familiarise yourself with the software.



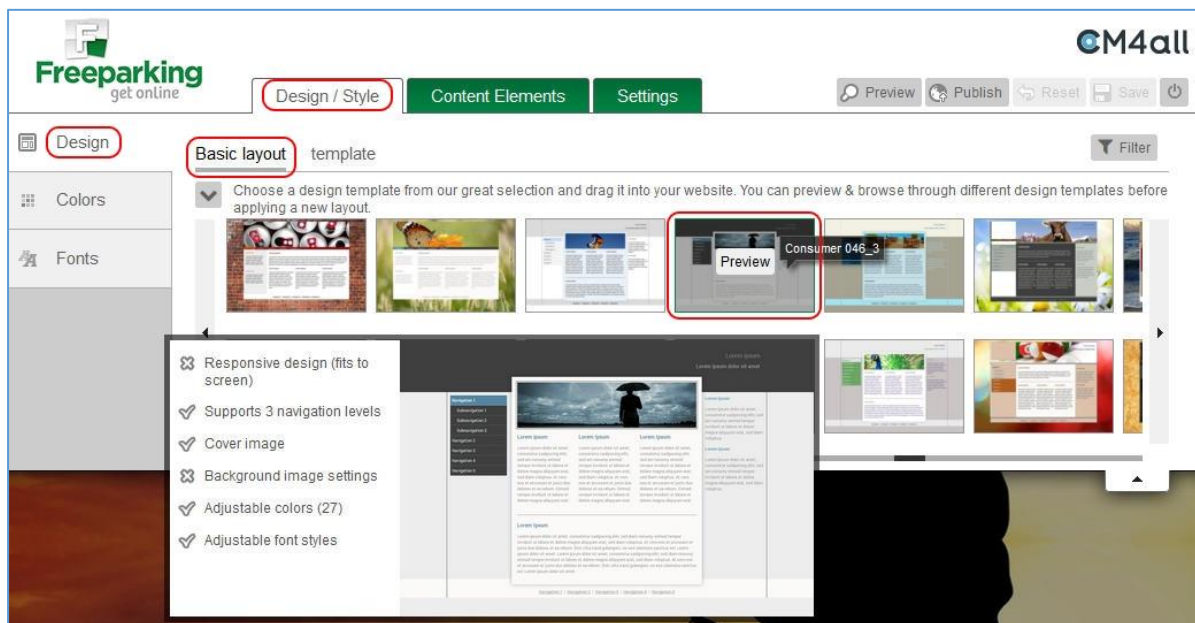
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Select a Template

Once the site has been created you can now choose your preferred template. The template is primarily for changing the layout of the website e.g. whether the menu is at the top or down the side, where the text and images are located on the page, whether the text is in one column or three, that sort of thing. All of the images, colour schemes and fonts can be edited, so don't select a template based on an image or colour you like, select it based on the page layout that you like.

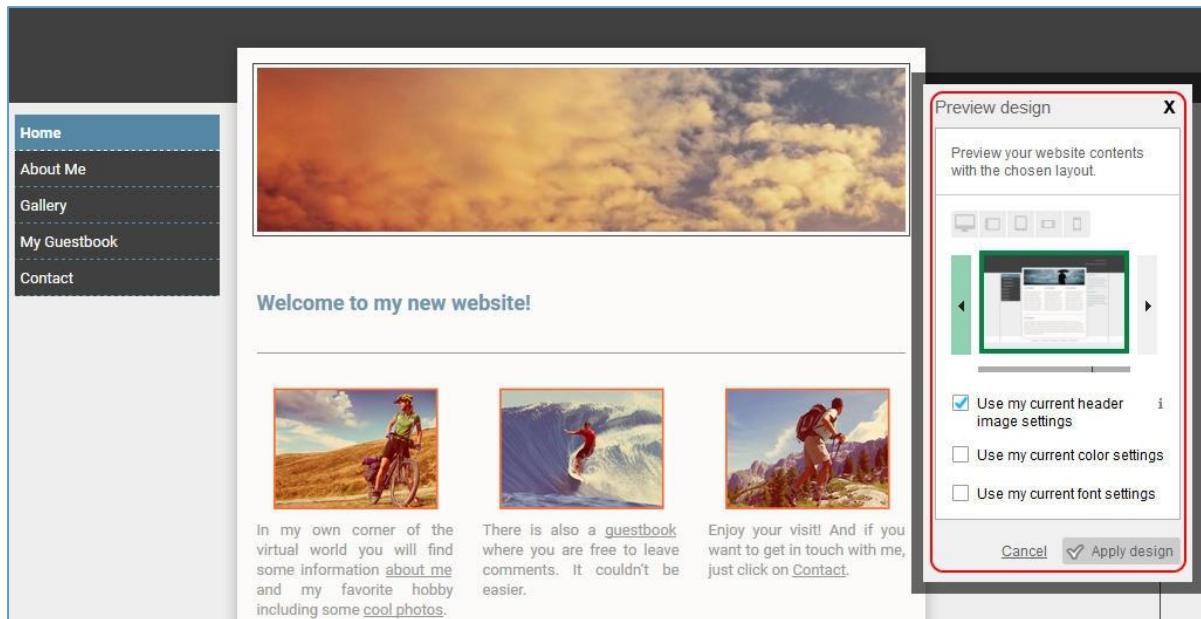
To see all of the available template design options click on the **Design / Style** tab and the **Design** menu option.

Scroll through the **Basic Layout** options. You can preview the various layout options and see the template features by holding your mouse over the thumbnails of those that interest you. Each template has a set of features including whether it is mobile responsive (the layout changes based on the size of the user's screen), whether it supports 2 or 3 navigation levels (how many levels you can drill down from the menu) and how many different colour options are available.



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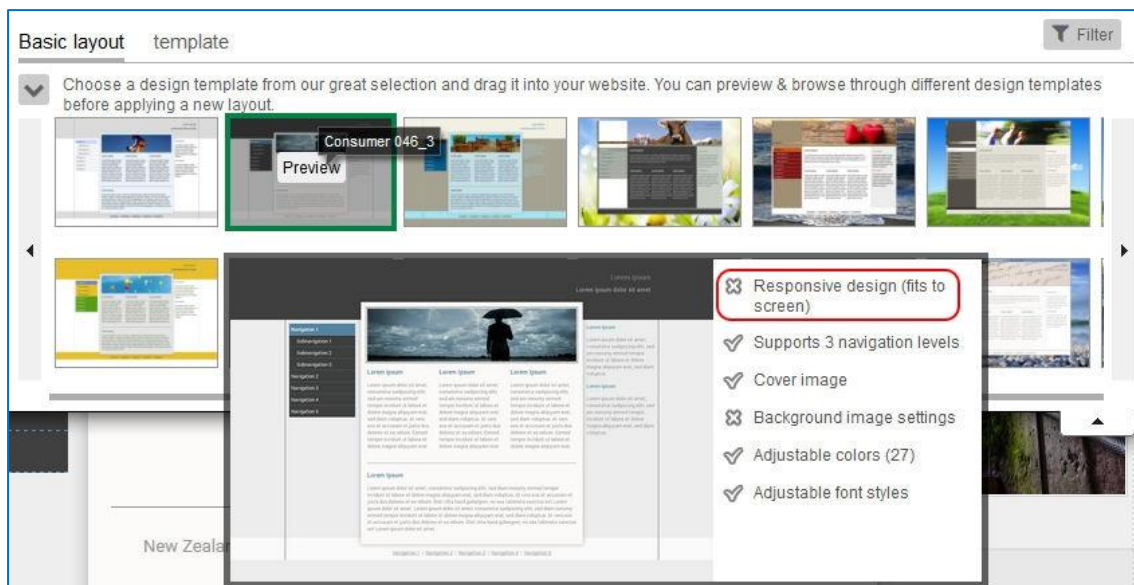
When you find a template that you like, click the Preview button on the thumbnail image and you will be shown a preview of that template with your current website content.



You can then use the Preview Design box to scroll through various similar templates.

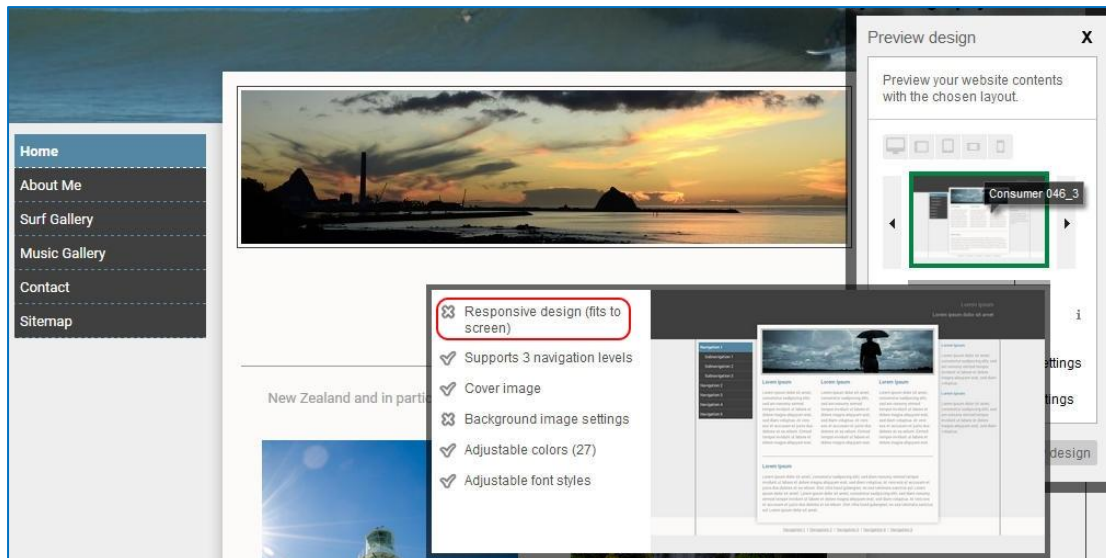
If the overall template chose is shown as a “Responsive Template” then you can use the tabs to view how the template will display on different devices such as tablets and smartphones.

The example template used show as not a responsive template. The screenshot below shows that as displayed on the initial Template Selection screen

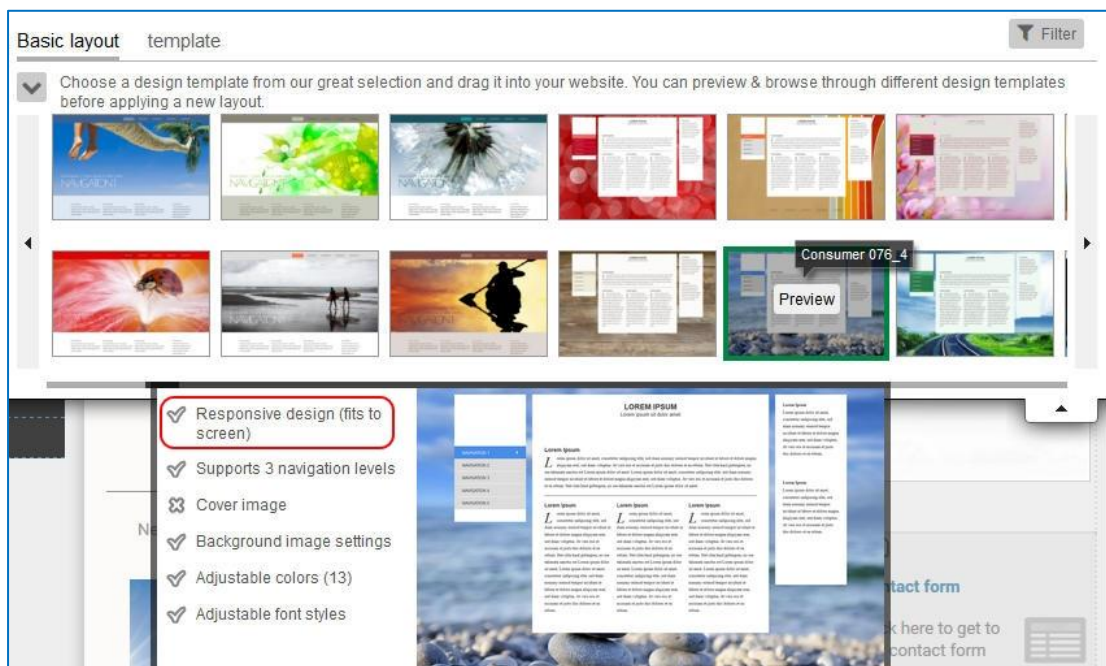


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The following screen shot shows that as displayed on the template preview screen. The various device preview options are greyed out.

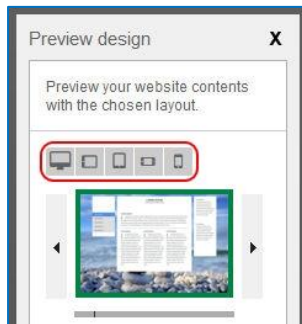


When using a responsive template as per the example below you can preview how the site will display on different devices such as Smart Phones and Tablets.



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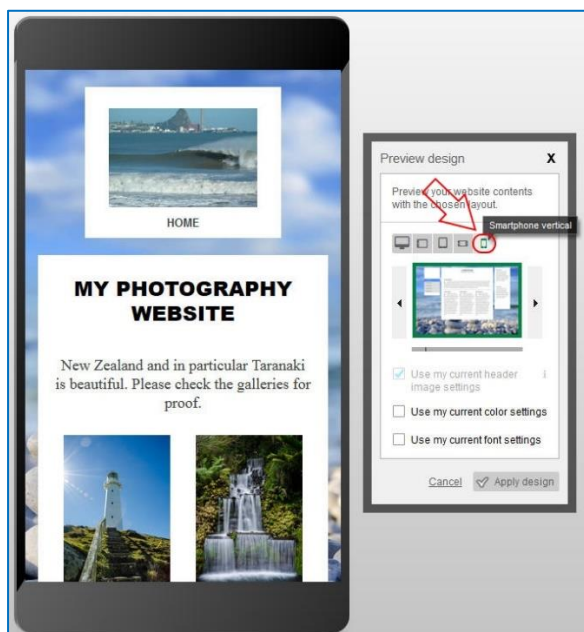
Click on Preview for the template and use the preview type options.



Tablet horizontal view

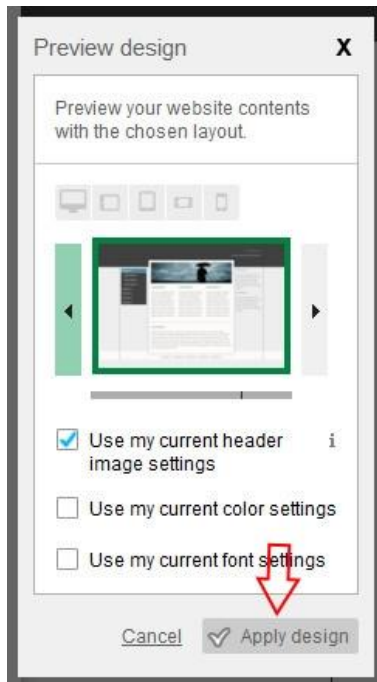


Smartphone vertical view



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When you find the template you want, click the Apply Design button.



You can change back to the previous template or choose a new template at any time and your content will not be affected, so try a few different options until you find the right one for you.

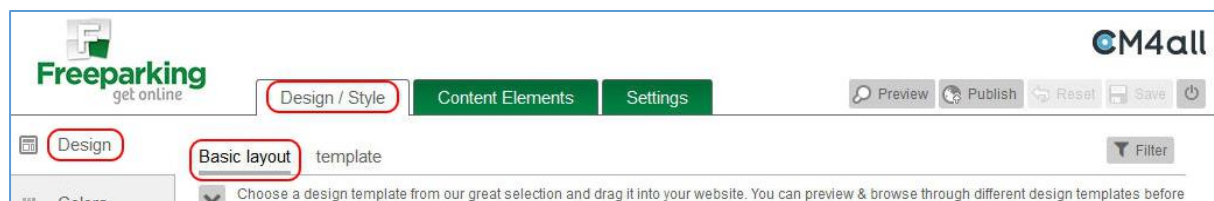
Once you have chosen and applied the template you can start adding content such as text and images.

Change the Site Template

You can change the template for your site at any stage. You can also change the category and subcategory to get access to a different range of stock images if required.

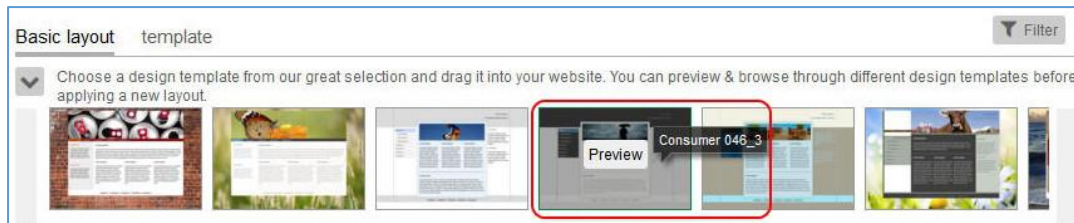
If you think you might want to return to the current template and/or category and subcategory, make sure to note down the Template ID and the category and subcategory names.

You can find the template ID from the **Design / Style** tab under the **Design – Basic Layout** section.

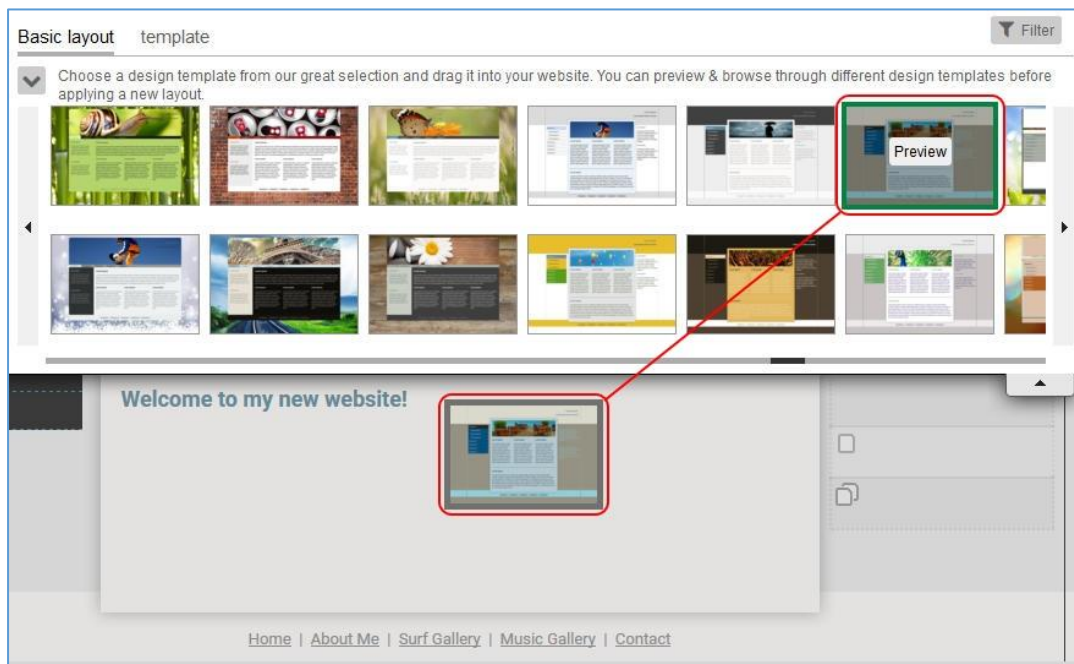


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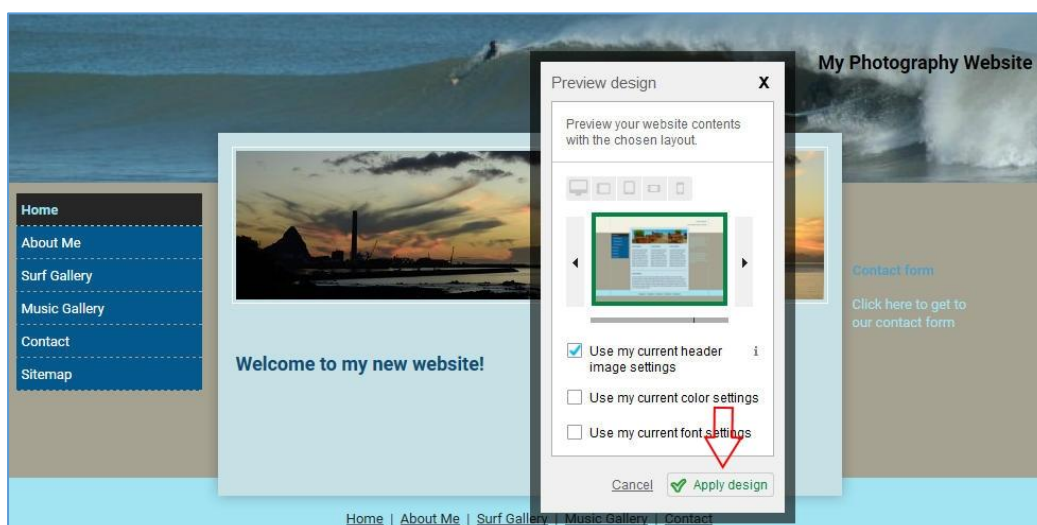
When you open that page the current template will show as highlighted. Place the mouse over the highlighted template and the Template ID will display.



To change the template simply select it and drag it onto the web page below the template display.



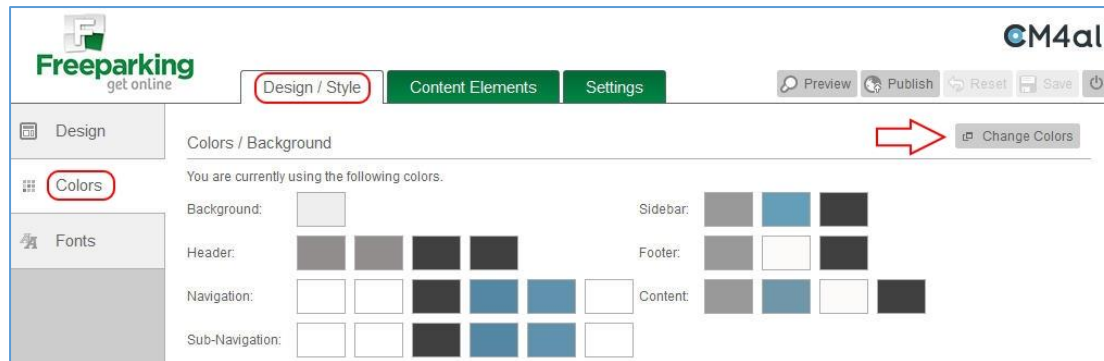
The template will be temporarily assigned to the site to allow you to preview it. A pop up Preview design window will show and you can choose to apply the design or cancel the change to return to the original assigned template.



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Change Colours

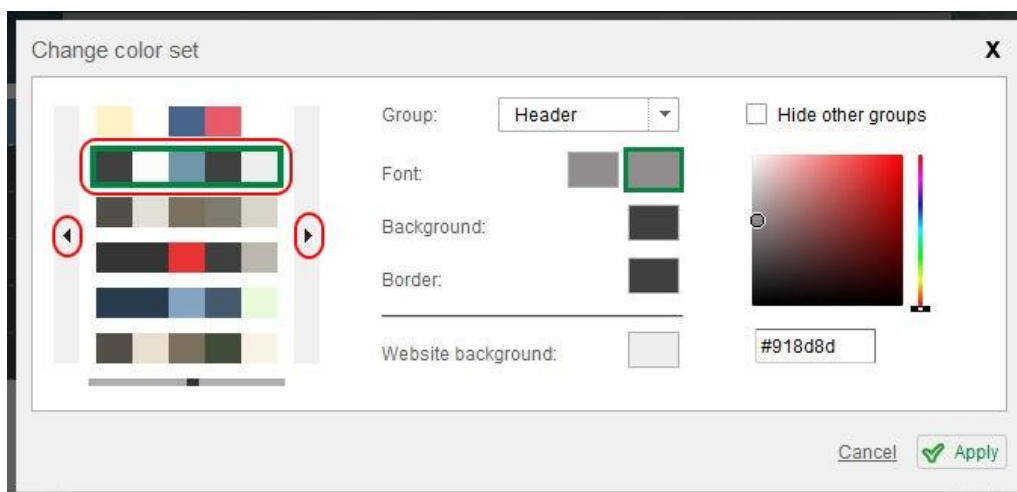
Each template uses a specific colour scheme or palette. You can change the colour scheme using the **Change Colors** button under the **Design / Style** tab in the **Colors** section.



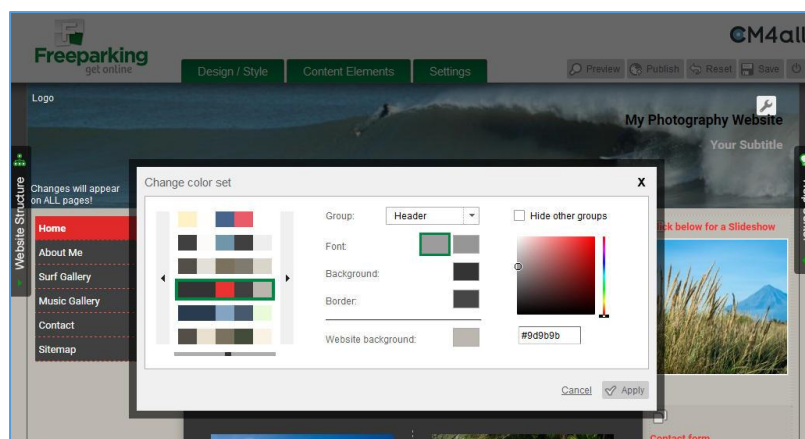
The current color scheme will be shown highlighted in green.

To select a different color scheme just click on it to select it.

Use the arrow buttons either side of the current color scheme options to view more.



When you select a color scheme it is temporarily applied to the template of the site and you can see it behind the Color Scheme window.



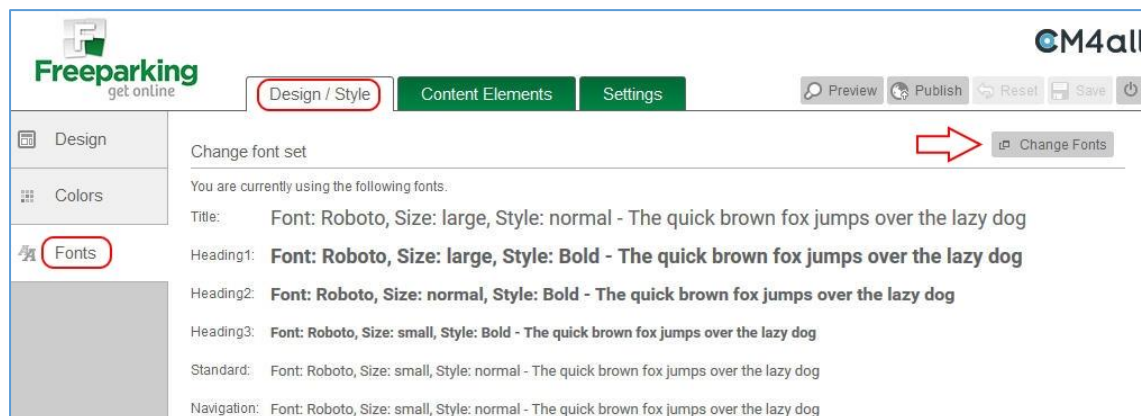
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Click the **Cancel** button to exit without saving or click the **Apply** button to save and apply the new color scheme.



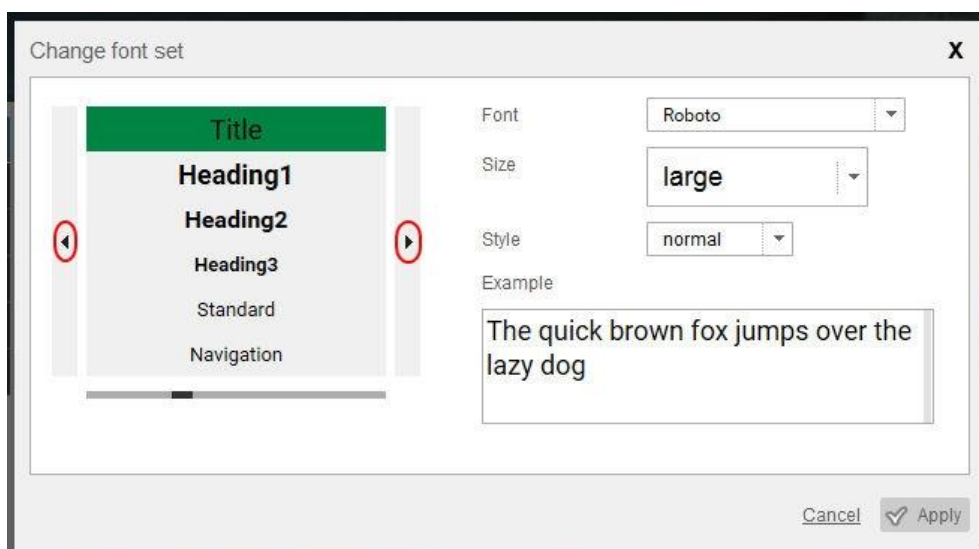
Change Fonts

Each template uses a specific font set. You can change the Font Set using the **Change Fonts** button under the **Design / Style** tab in the **Fonts** section.



You can view and select the available default font sets by using the Arrow buttons.

You can customise the font set for each font size individually if required by clicking on the font size name in the left hand section and then changing the options in the right hand section as required



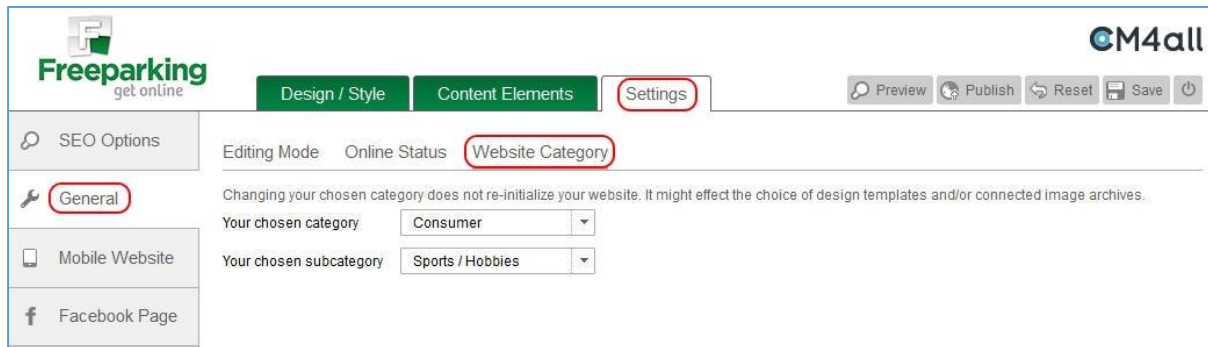
Click the **Cancel** button to exit without saving or click the **Apply** button to save and apply the new Font Set.



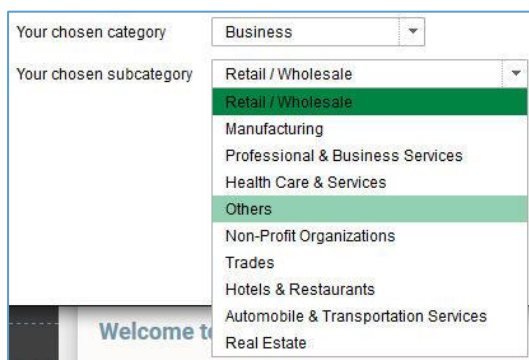
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Change the Site Category or Subcategory

If you want to change the site category or subcategory, go to the **Settings** tab and under **General** click on **Website Category**.



Use the drop down menus for 'Your chosen category' and 'Your chosen subcategory' to choose a new category or subcategory.



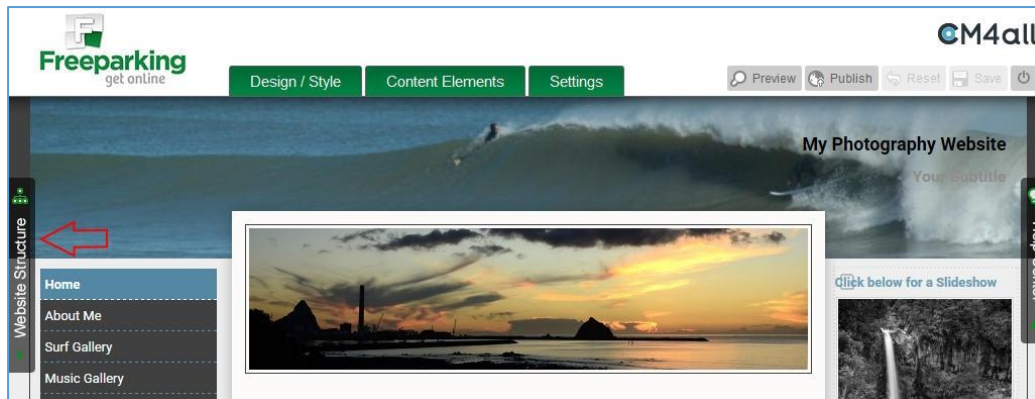
This does not change the template assigned to the site but changes the stock images available under the **Content Elements** tab and **Images & Video** section.

NOTE: Keep a record of the original category and subcategory if you may want to return to use them. There is no undo facility as such, you would need to reapply the previous settings.

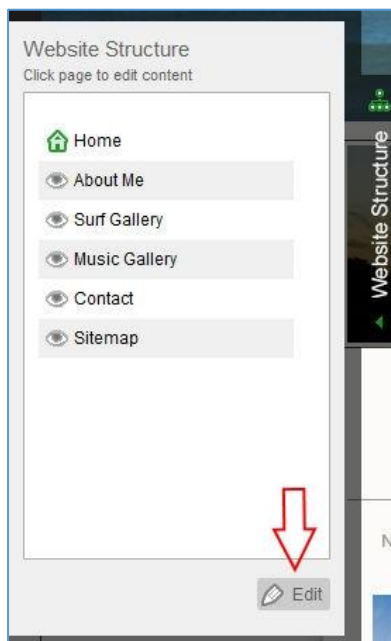
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Navigate Your Pages

To view, add, remove and edit the pages for your website click on the **Website Structure** tab on the left side of your screen.



This will open a menu listing the pages of your website, including any hidden pages that cannot be accessed from the website menu. To open a page, simply click on it from the list.

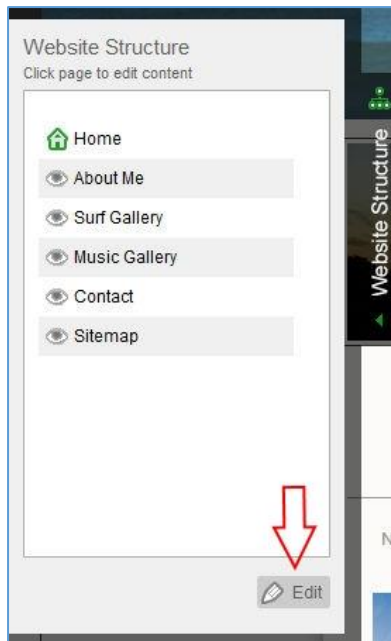


Click on 'Edit' in the bottom right corner of the 'Website structure' window to switch to edit mode. This mode gives you access to add, delete, move, rename or show/hide pages.

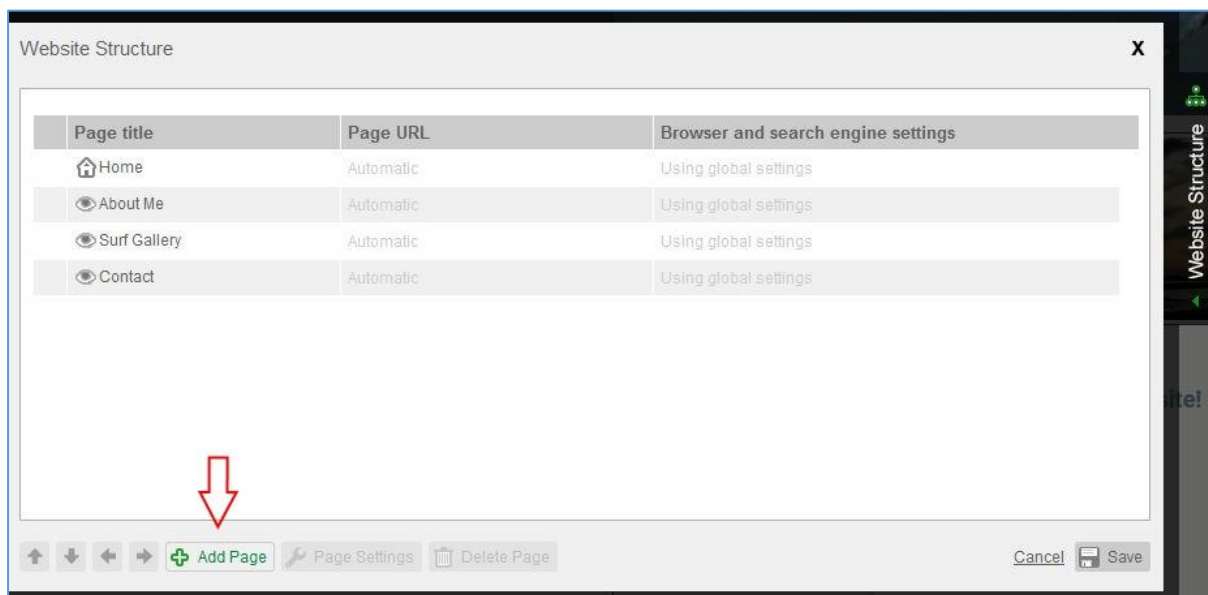
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Add a New Page

To add a new page to the site, click on the **Website Structure** tab on the left and click the Edit button.



Then click the **Add Page** button at the bottom of the screen.



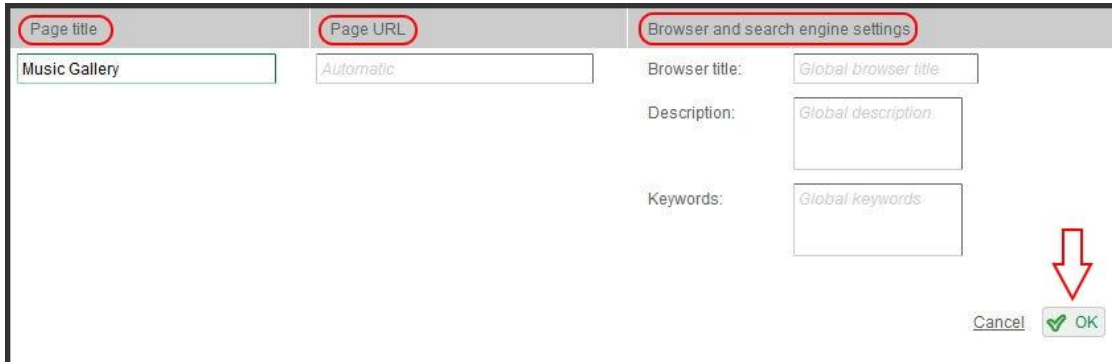
Enter the name of the new page into the **Page Title** field.

The **Page URL** field can be left as 'Automatic'.

If required, you can enter individual data into the **Browser and search engine settings** fields. If you don't add anything the page will use the global settings for the site.

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Click the **OK** button to add the page.



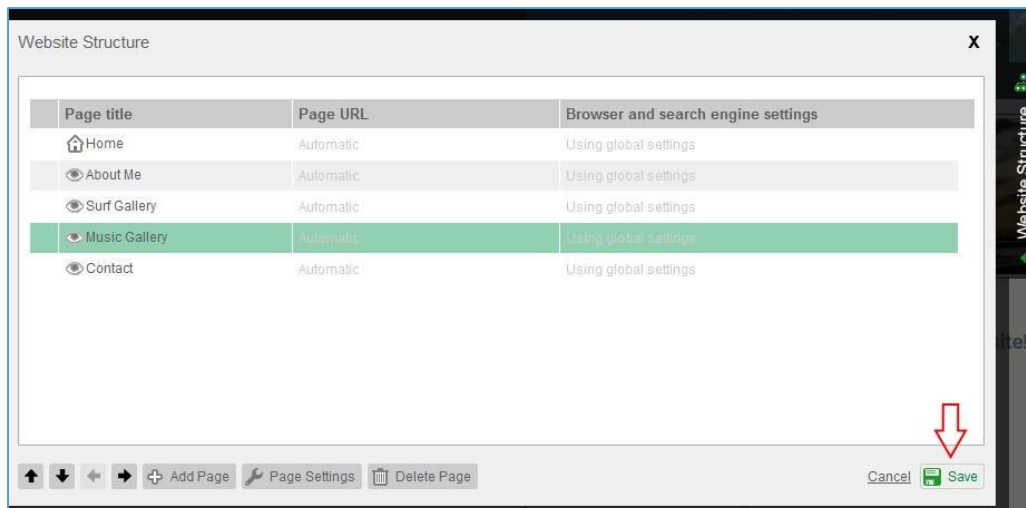
Page title	Page URL	Browser and search engine settings
Music Gallery	Automatic	Browser title: Global browser title Description: Global description Keywords: Global keywords

Cancel OK

By default, the new page will be added at the bottom of the site navigation list.

See the **'Moving a Page'** section below for information on moving the new page.

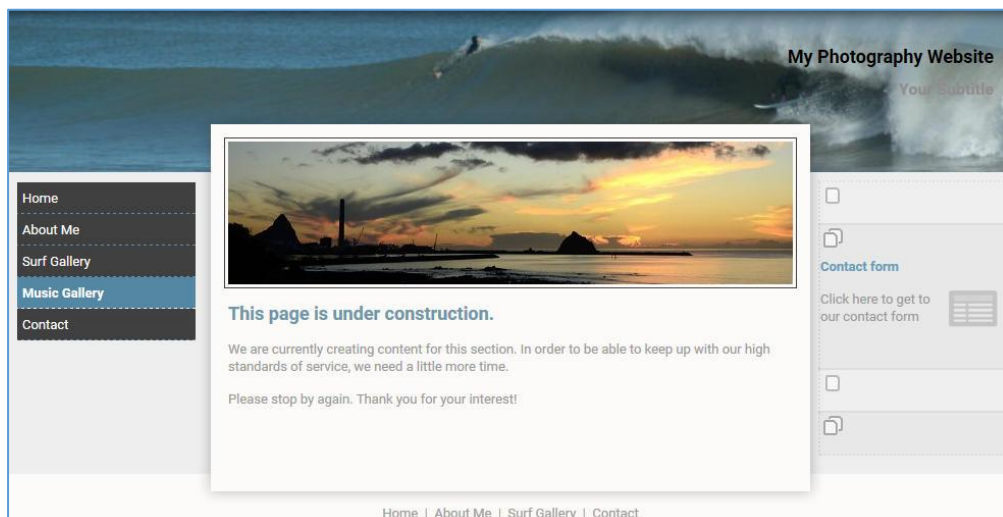
Click the save button to finish.



Page title	Page URL	Browser and search engine settings
Home	Automatic	Using global settings
About Me	Automatic	Using global settings
Surf Gallery	Automatic	Using global settings
Music Gallery	Automatic	Using global settings
Contact	Automatic	Using global settings

Cancel Save

You will be returned to the page editor section with the newly created page open and ready for you to add content.



My Photography Website
Your Subtitle

Home
About Me
Surf Gallery
Music Gallery
Contact

This page is under construction.

We are currently creating content for this section. In order to be able to keep up with our high standards of service, we need a little more time. Please stop by again. Thank you for your interest!

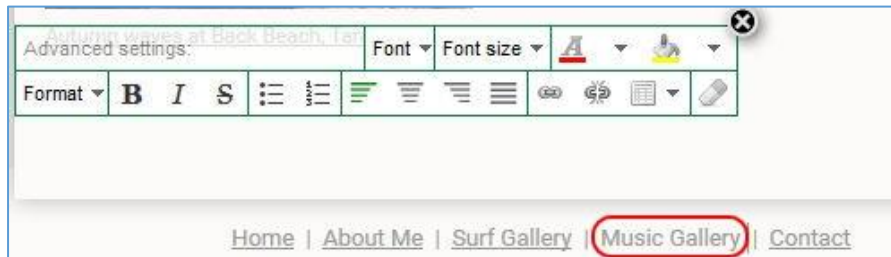
Home | About Me | Surf Gallery | Contact

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NOTE: To add the new page to the secondary navigation section at the bottom of the page you have to do that manually.

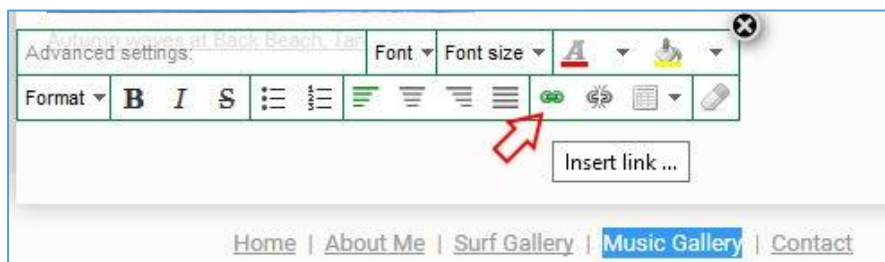
[Home](#) | [About Me](#) | [Surf Gallery](#) | [Contact](#)

Click on the line approximately where you want the new page link displayed and add the text as required.

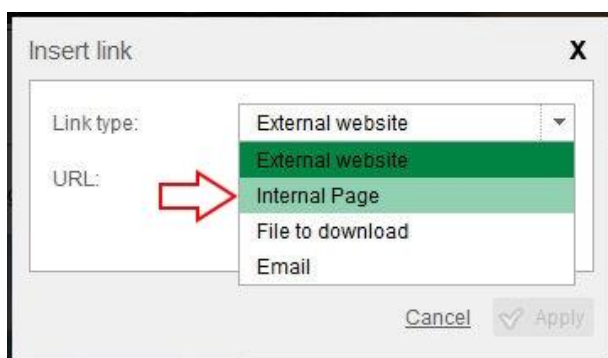


Then link the new page name to the actual page.

Highlight the page name and click the link icon in the formatting options.

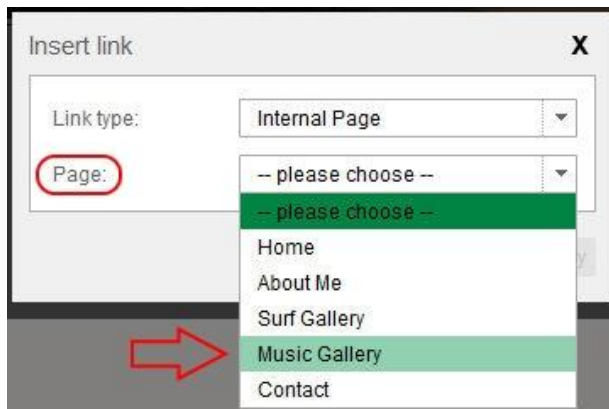


In the Insert Link panel use the **Link Type** drop down menu to select **Internal Page** as the link type.

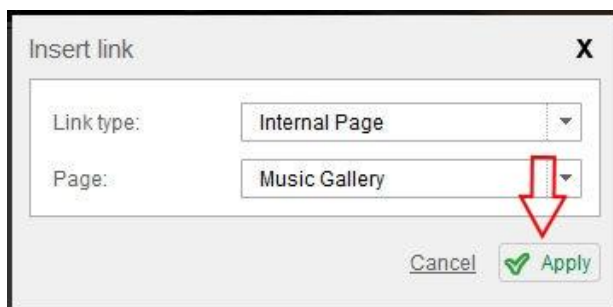


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The **URL** field will change name to be **Page**. Use the **Page** drop down menus to select the appropriate page name.



Click the Apply button.



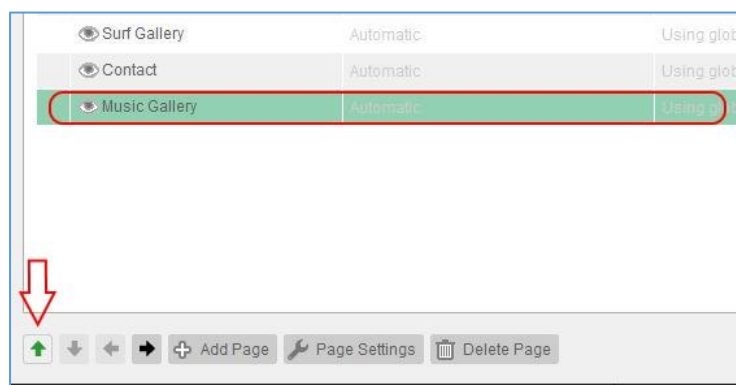
The page name will now be a clickable link to the associated page as indicated by the underscore.

[Home](#) | [About Me](#) | [Surf Gallery](#) | [Music Gallery](#) | [Contact](#)

Moving a Page

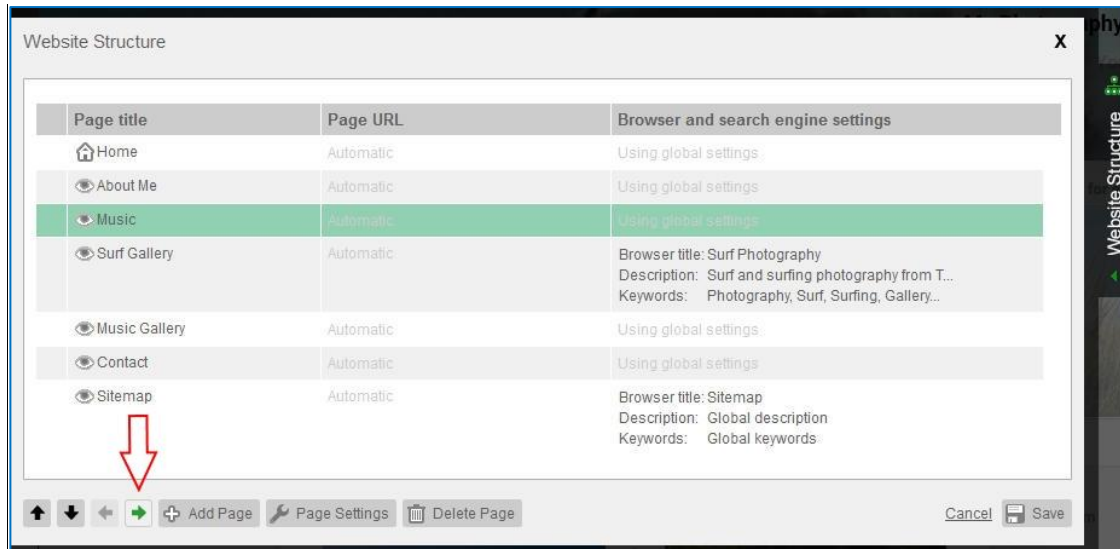
By default, a new page will be added at the bottom of the site navigation list.

You can move the new page or any of the existing pages to your preferred location by highlighting the page and using the arrows at the bottom left of the Website Structure screen.



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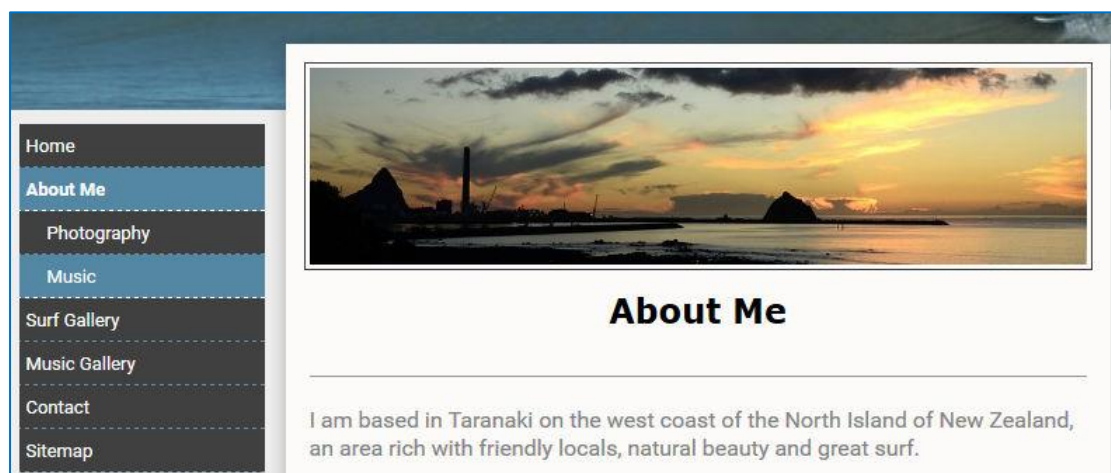
You can move the new page to be a sub-page of an existing menu item by moving the page to sit just below the page you want to be the main menu item. Then click the arrow which points to the right.



The page will show as indented directly under the main menu item in the Website Structure panel.

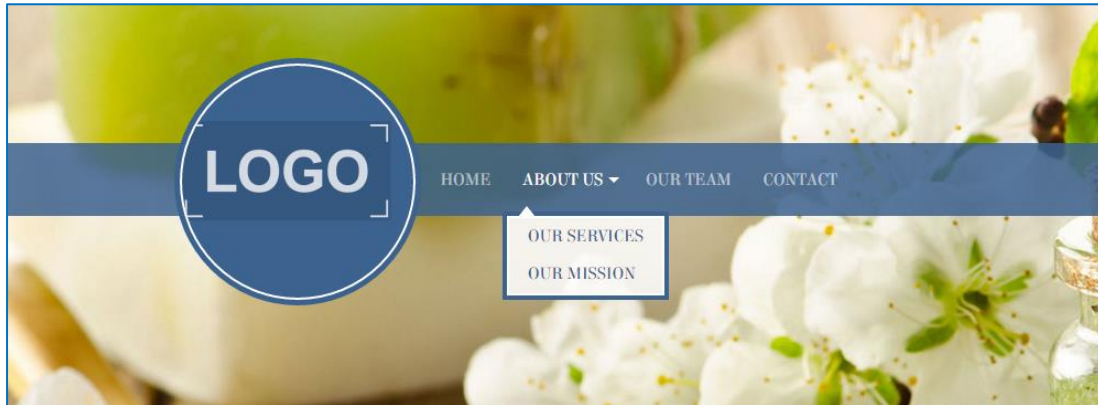
Page title	Page URL	Browser and search engine settings
Home	Automatic	Using global settings
About Me	Automatic	Using global settings
Music	Automatic	Using global settings
Surf Gallery	Automatic	Browser title: Surf Photography Description: Surf and surfing photography from T... Keywords: Photography, Surf, Surfing, Gallery...

How the sub menu items are displayed will depend on the template. For example, with the template used in the example site, the sub menu pages are not shown until you click on the main menu item navigation tab.



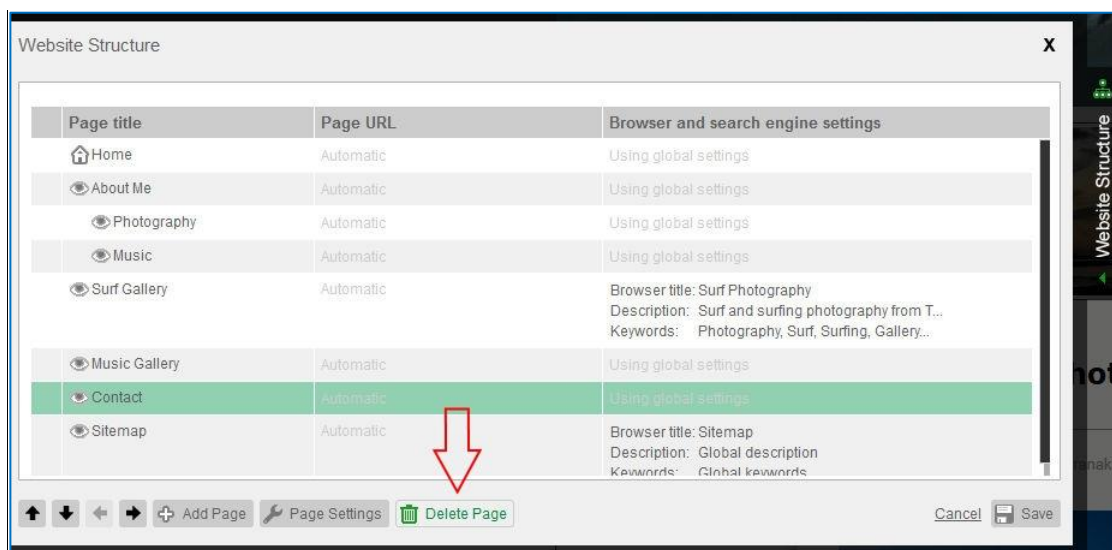
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Depending on the template the site is using sub-page menu items can be displayed differently. The following example shows how the sub-page will be displayed as a drop-down menu option when the mouse is moved over the main menu item on some templates.



Delete a Page

To delete a page, select it by clicking anywhere on the page row under the Website Structure section so it becomes highlighted. Click on the 'Delete Page' button at the bottom of the window. You will be asked to confirm your decision.

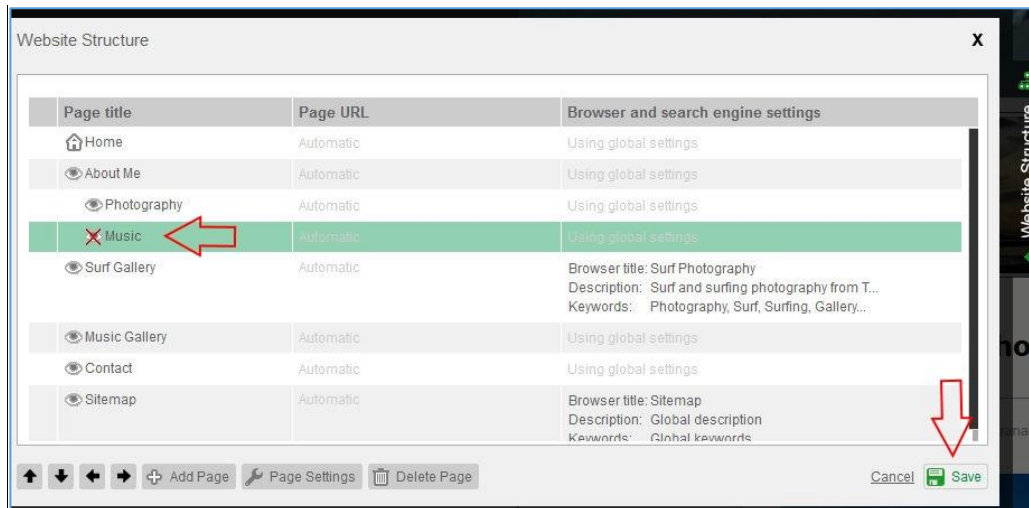


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Show/Hide Pages

To hide a page from the navigation menu of your website, simply click the small eye icon next to the name of the page under the Website Structure section. The icon switches from the eye icon to a crossed eye icon.

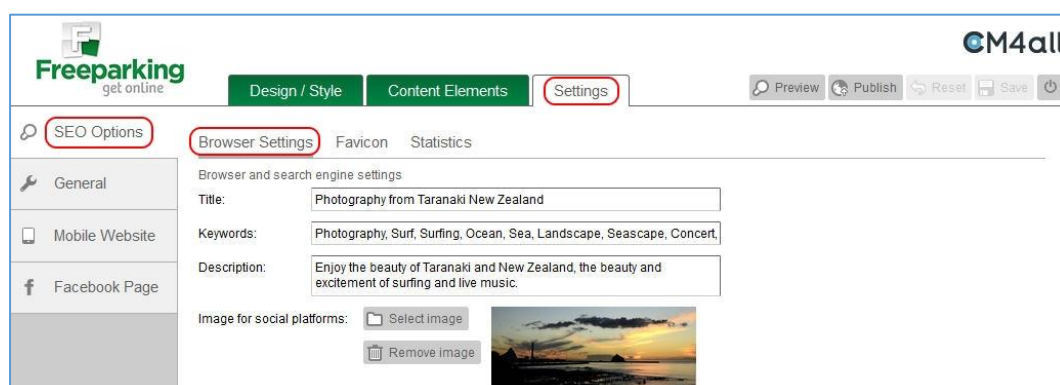
This will not delete the page. You can still see and access the page via the 'Website Structure' screen but it will not be visible in the menu of your published website. You can use this feature to make pages only available from links within the content or the footer line.



Click the save button to finish.

SEO Options

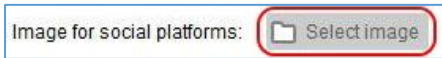
The sites global SEO tags for **Page Title**, **Page Description** and **Key Words** are managed from the **Settings** tab under the **SEO Options** section. Click on **Browser Settings** and fill out the Title, Keywords and Descriptions fields as required.



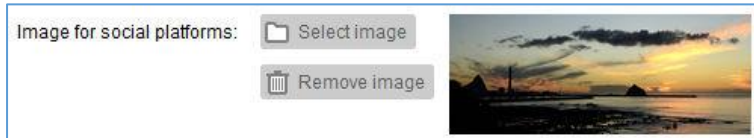
The **Image for social platforms** section allows you to specify an image which will be used on social platforms if the name of your site is mentioned.

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Click the Select Image button.



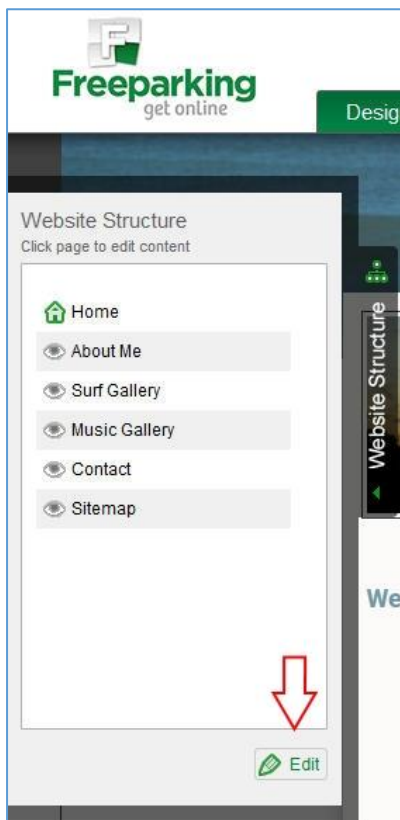
That will open the File Manager and display all of your images. Select the one you want used and click the OK button. The chosen image will display.



Click the Save button at the top right to save.

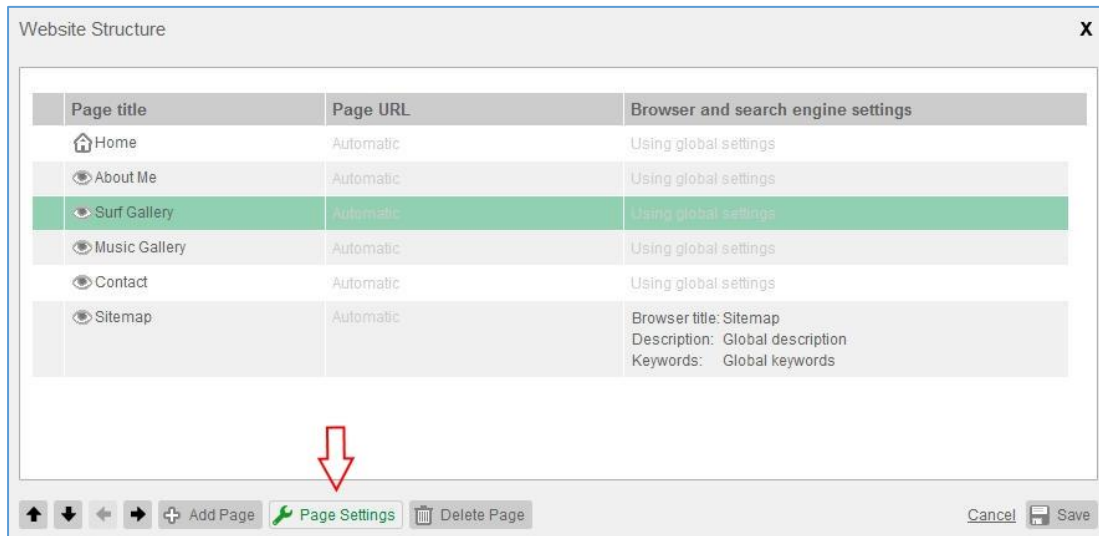


Each page can have individual SEO tags instead of the global site tags. To manage the individual page SEO tags, open the Website Structure tab on the left and click the Edit button.

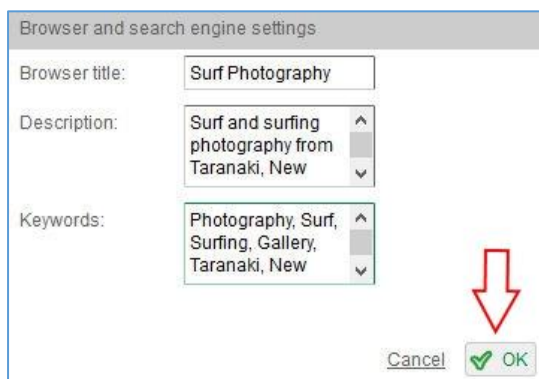


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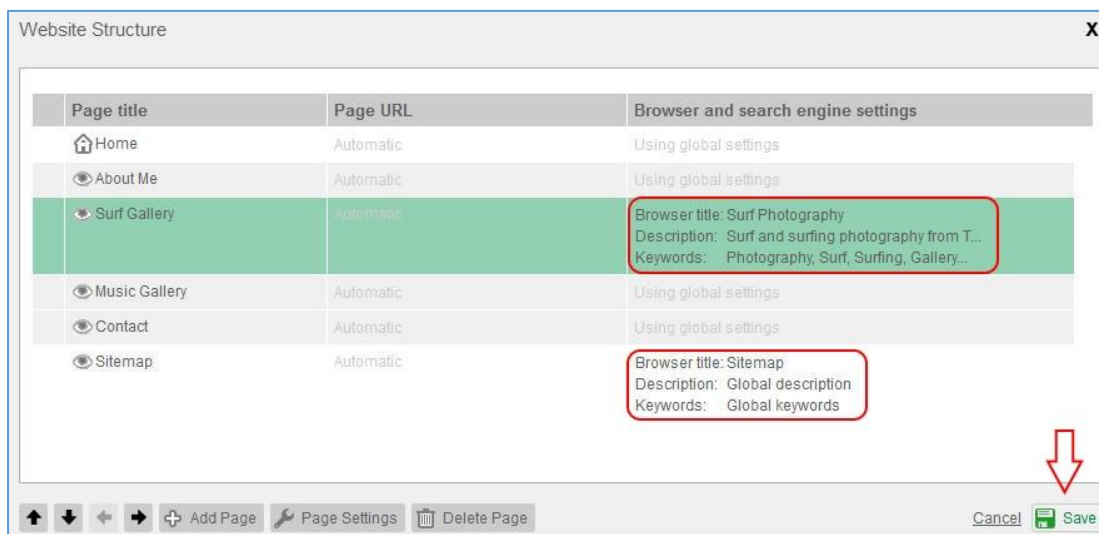
Highlight the page you want to add custom SEO tags for and click the Page Settings button.



Fill in the Browser Title, Description and Keywords fields as required and click the OK button.



On the Website Structure tab any pages with individual SEO tags will show them under the Browser and search engine settings column.

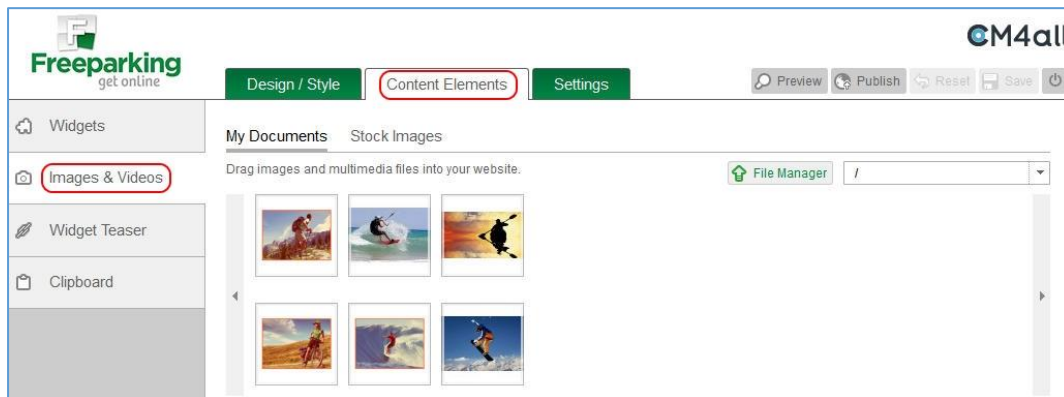


To save any changes click the Save button.

Building the Site

Manage Images

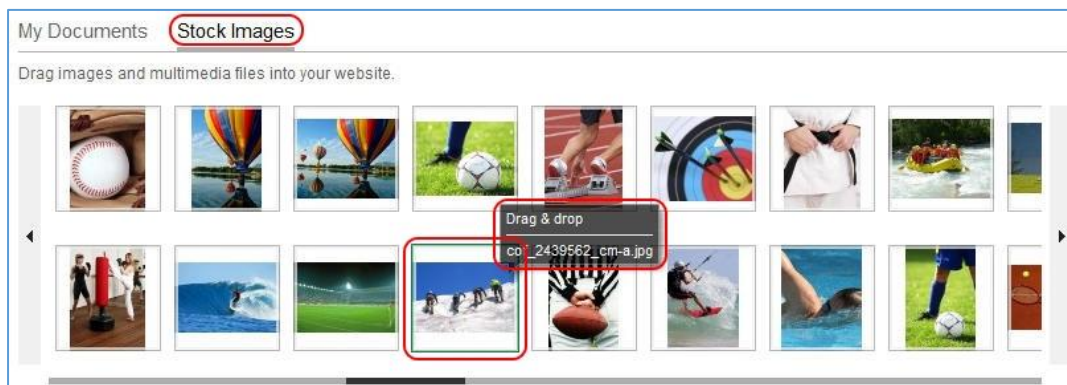
There are stock images available to use on the website and you can also upload your own images which would then be available to place on the site. You can see and browse the stock images and upload your own images from the **Contents Elements** tab in the **Images & Videos** section.



Use the Stock Images

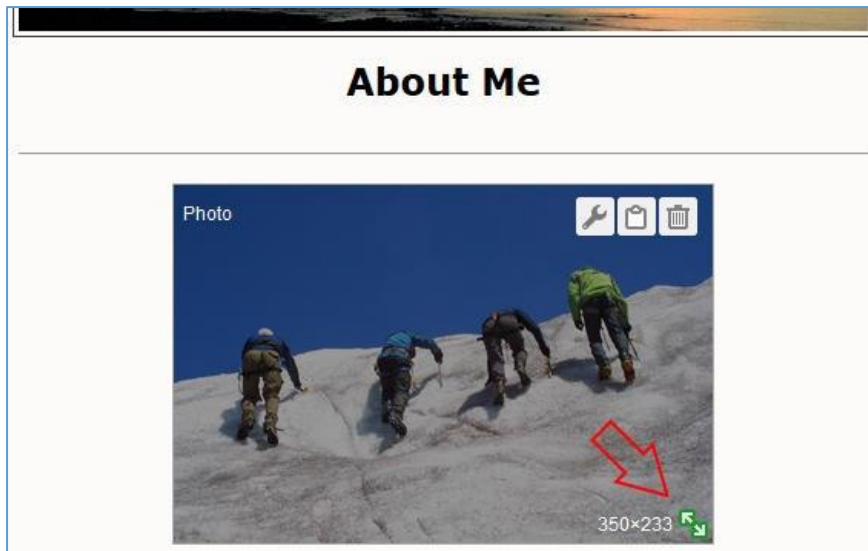
To view the stock images, click on the **Stock Images** heading. The stock images provided are relevant to the category and subcategory you have selected for your site.

You can drag and drop chosen images from here onto the page of the site you have open.



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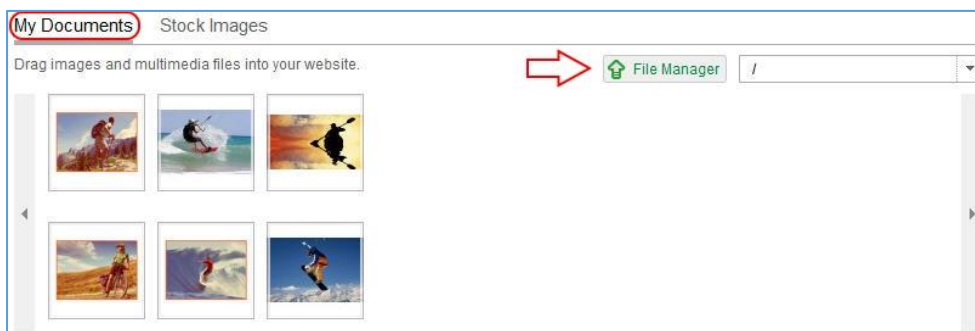
Once placed on the page the image can be resized by placing the mouse over the image and dragging the two-way arrow icon at the bottom right corner in our out as required.



Please see the **Add an Image to a Page** section for more image configuration options.

Add Your Own Images

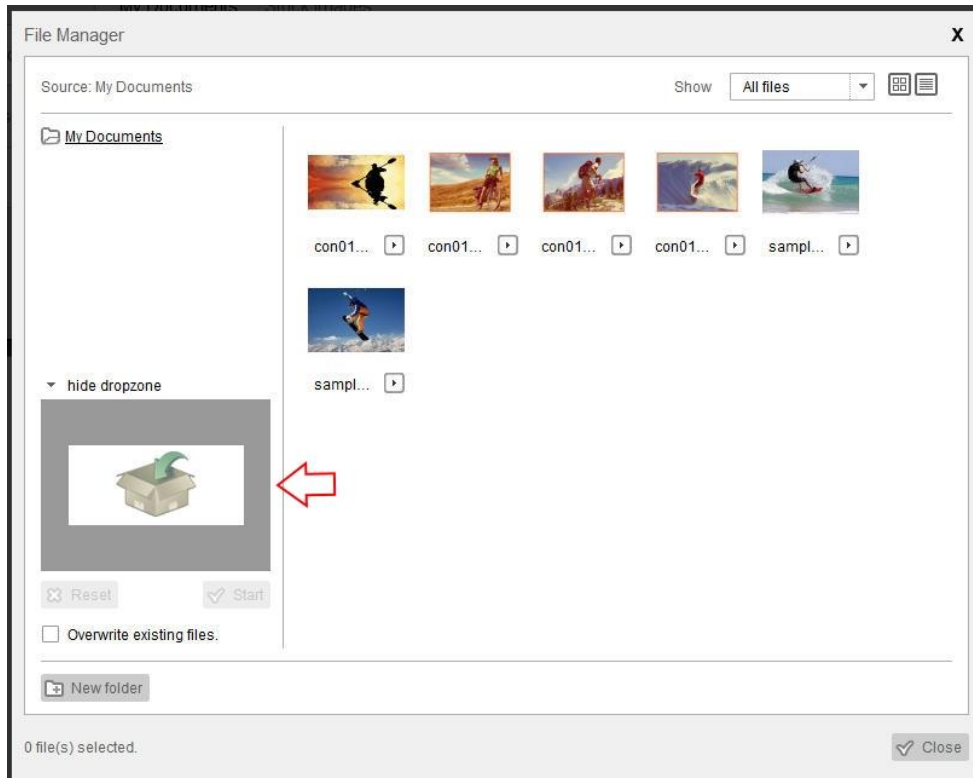
To upload your own images, click on the **My Documents** heading and then click the **File Manager** option on the right.



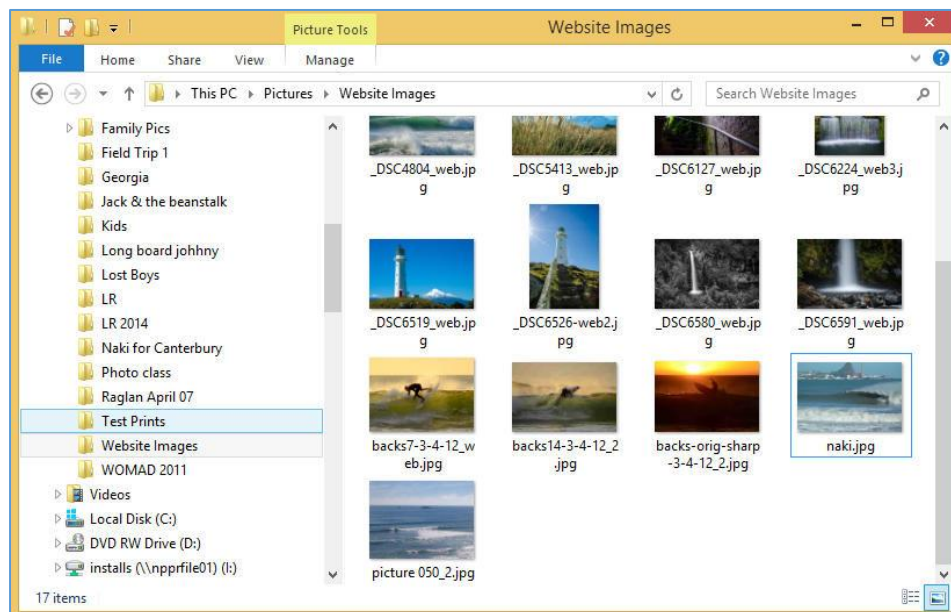
NOTE: For the File Manager section to be available the DNS records for the domain name of the site need to be pointing at the hosting servers IP address. If the File Manager section does not display, please contact the Freeparking support team by emailing support@freeparking.co.nz and explain that you cannot view the File manager section in your CreateASite control panel. If your domain name is using the Freeparking name servers they can provide a temporary fix using a sub domain. If the domain is not using our name servers they can advise on what you need to do.

CreateASite Beginner's Guide

The **File Manager** section will show the current default images used in the template you have chosen. There is a Dropzone at the bottom left which you use to upload photographs from your computer to the CreateASite My Documents section.



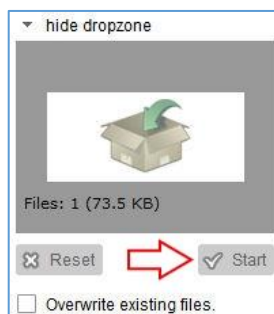
Find the image file in the directory structure of your computer, select it and drag it to the dropzone box and drop it there.



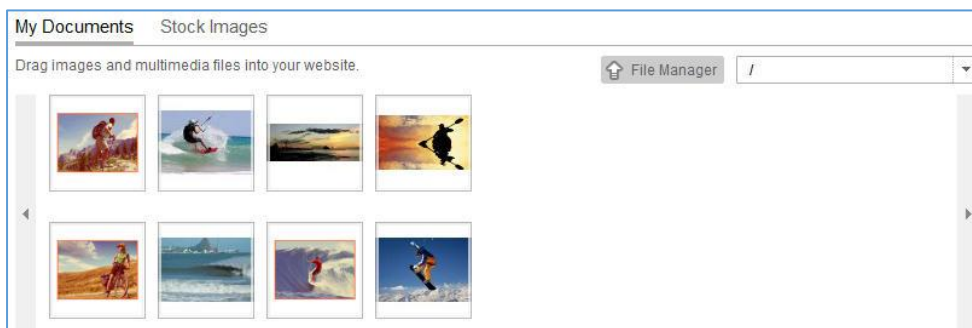
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Once there is a file or files in the dropzone you will get the option to start the upload by clicking the Start button.

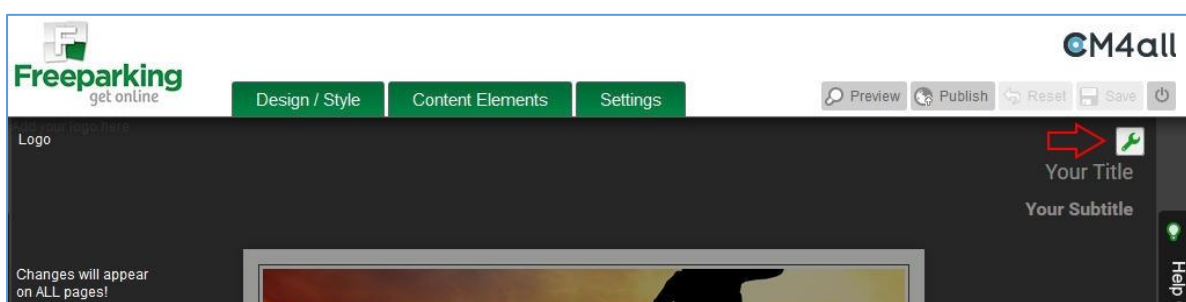


When the upload has completed the file or files will show in the CreateASite My Documents window and be available to put on the site.



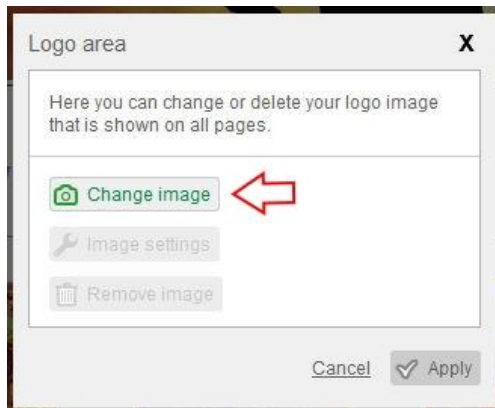
Change the Header Image

The template chosen in our guide has two header images one named Logo and one named Header image. Both can be changed using the same method but one at a time. In the case of the top one for Logo, hold the mouse over the image placeholder and a spanner icon will display.

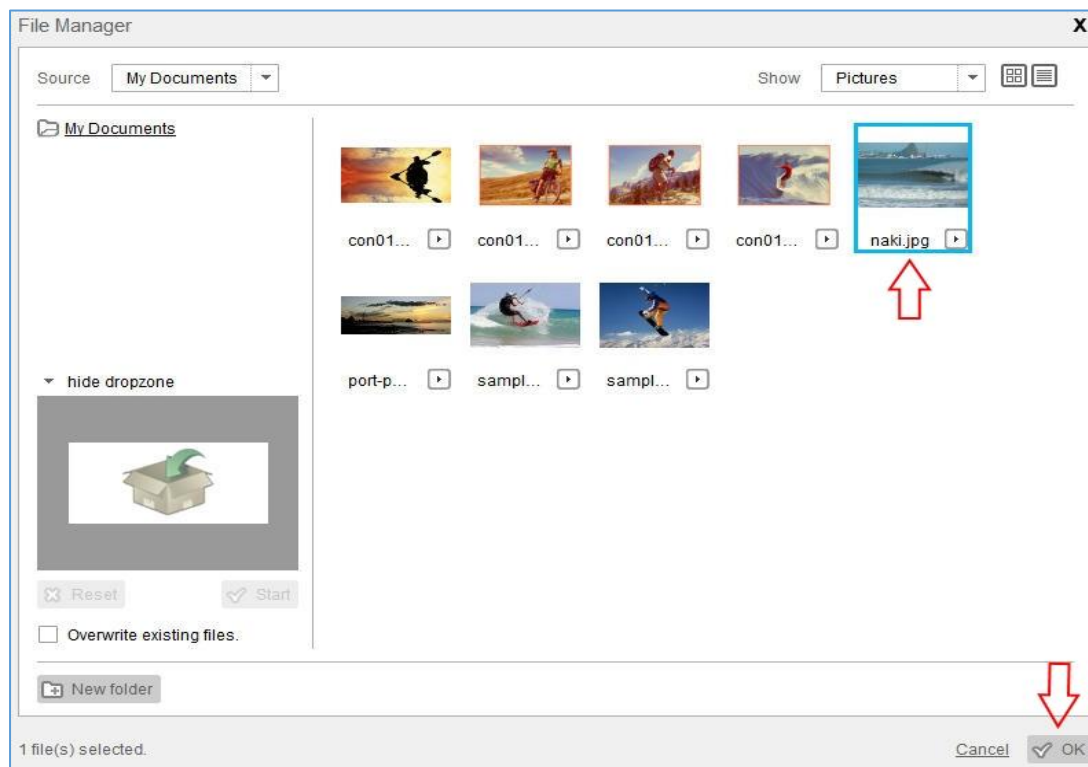


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Click on the spanner icon and a dialogue box will display. Click on the **Change Image** option.



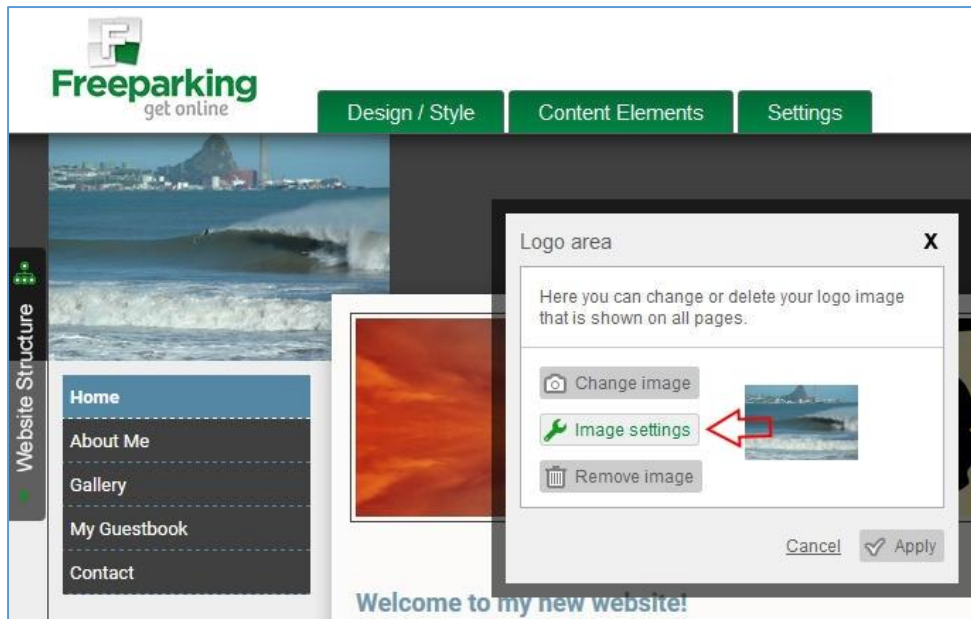
That will open the File Manager and you can then select the image you want to use in the header and click the OK button.



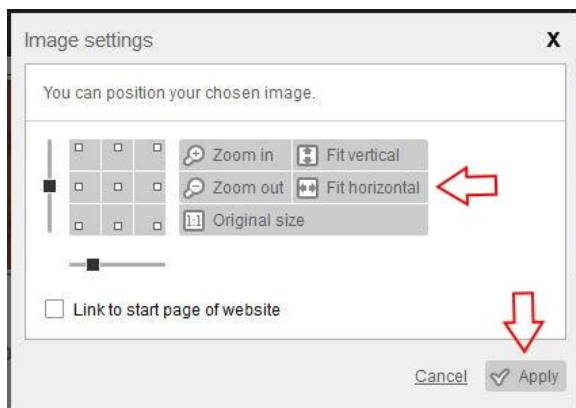
Depending on the dimensions and format aspect of the chosen image it may or may not fit the space.

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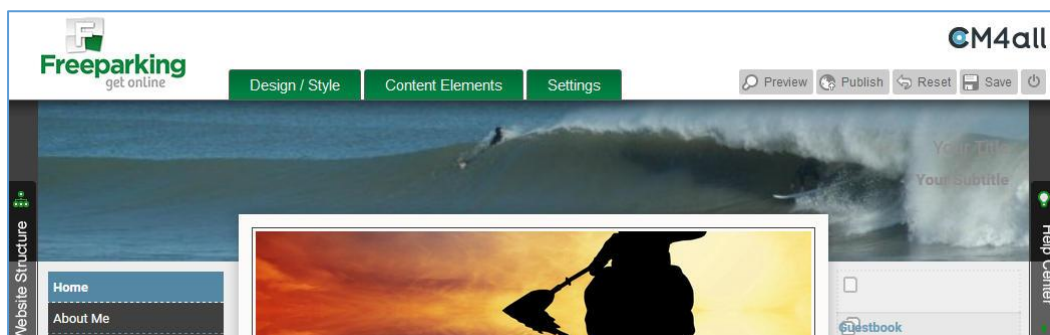
You can adjust the display properties of the image by clicking the **Image Settings** option in the Logo Area dialogue box.



In this case you could use the 'Fit Horizontal' option and click the Apply button.



The image will resize into the space available. You can use the vertical and horizontal sliders to move the image around within the display space for its optimal viewing.

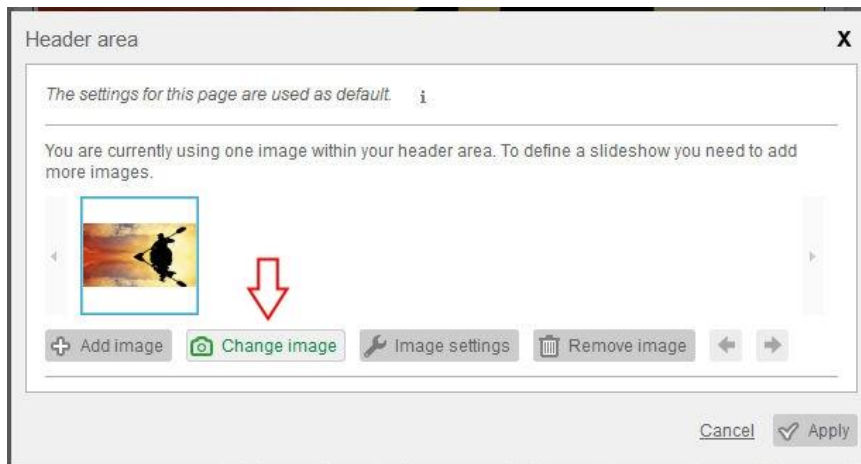


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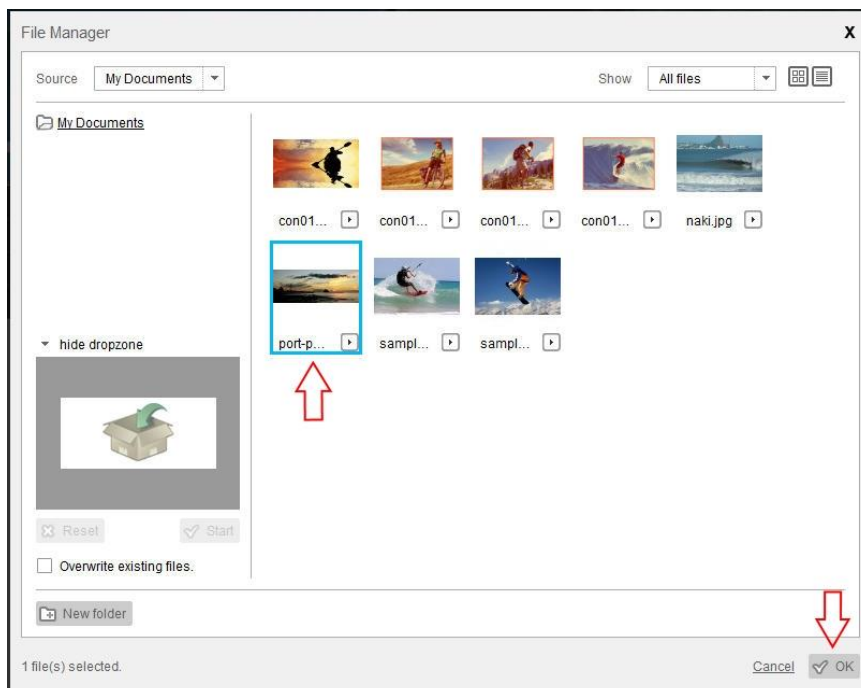
For the header image hold the mouse over the **Header Area** and click the spanner icon to open the header area dialogue box.



In the header area dialogue box click **Change Image**.

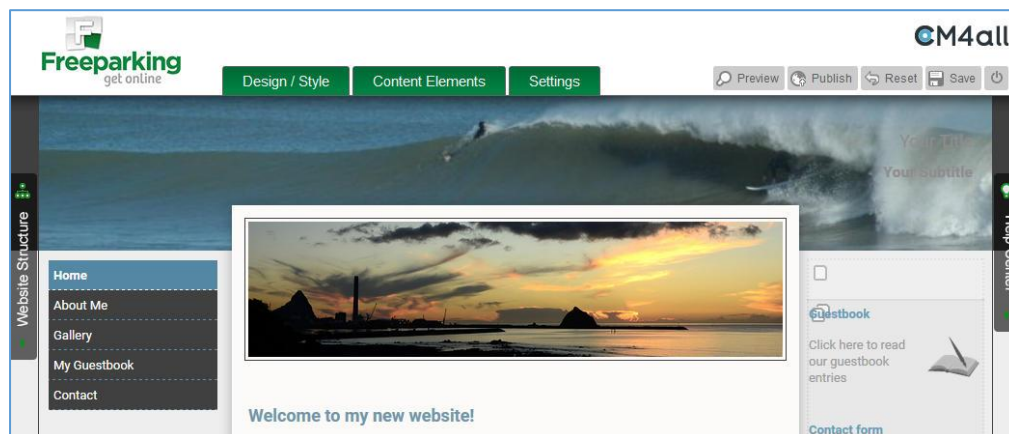
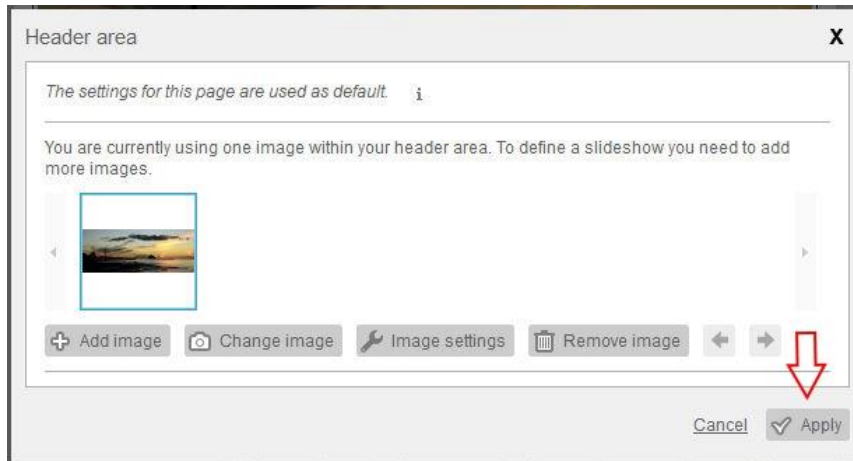


That will open the File manager interface. Select the image required and click the OK button.



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You will be returned to the Header Area settings section. From here you can add more images to display a slide show of these images in the header area. If you want a static header image only, just add one image. Click the **Apply** button to save the changes.

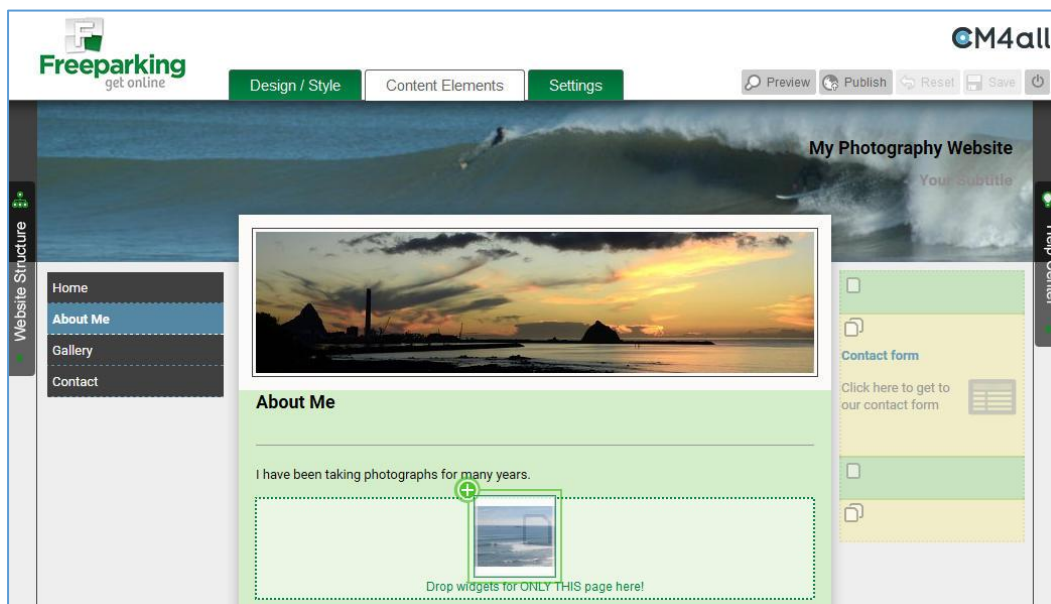
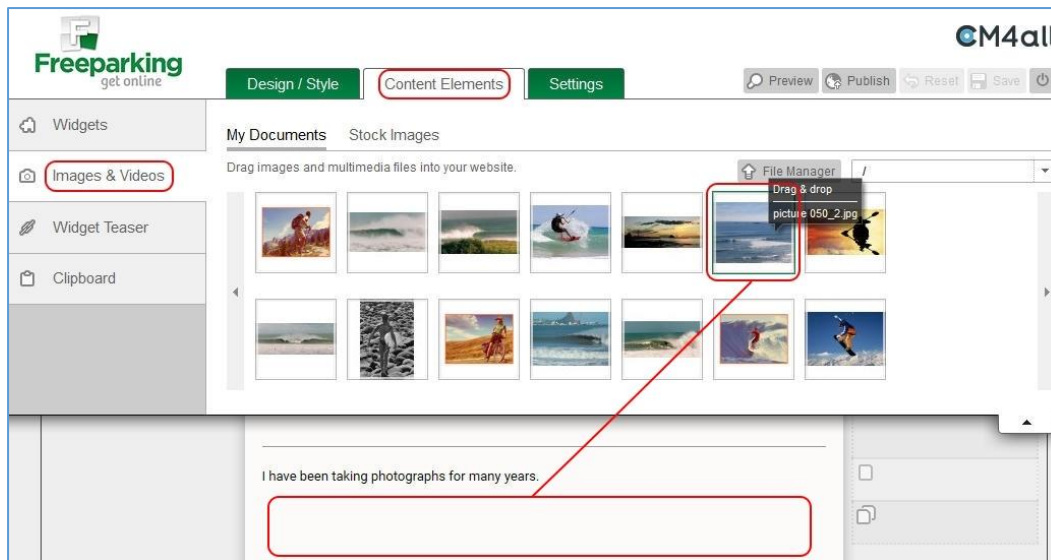


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Add an Image to a Page

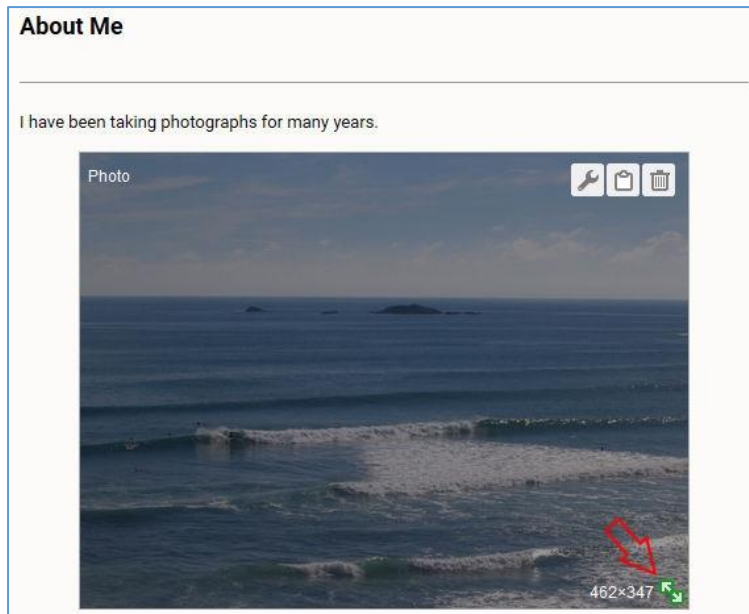
Note: To add an image to a page the image must have been previously uploaded using the File Manager tool.

In the CreateASite editor open the page you want to place the image onto and click on the Content Elements tab and in the **Images & Videos** section find the image and drag and drop it onto the page in the approximate location you require it to display.

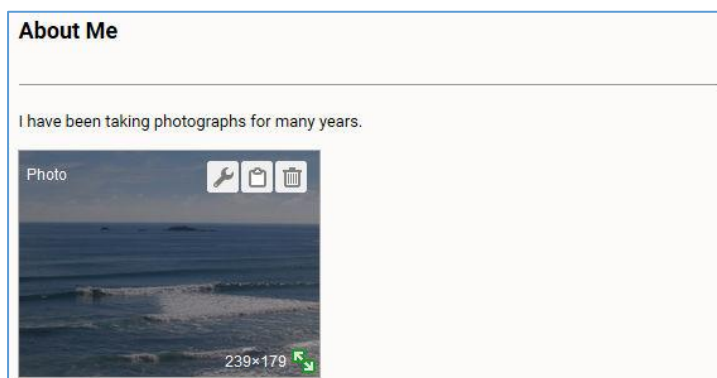
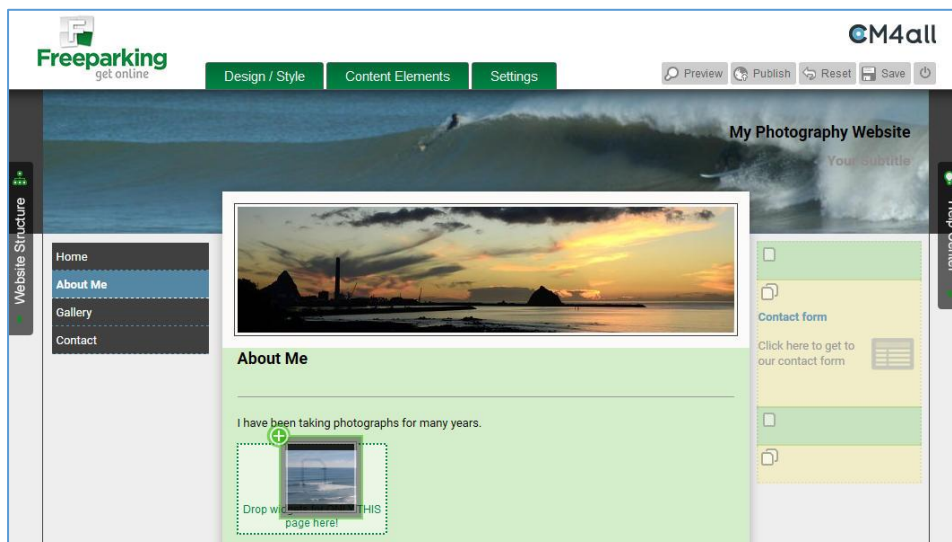


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Once placed on the page the image can be resized by placing the mouse over the image and dragging the two-way arrow icon at the bottom right corner in or out as required.

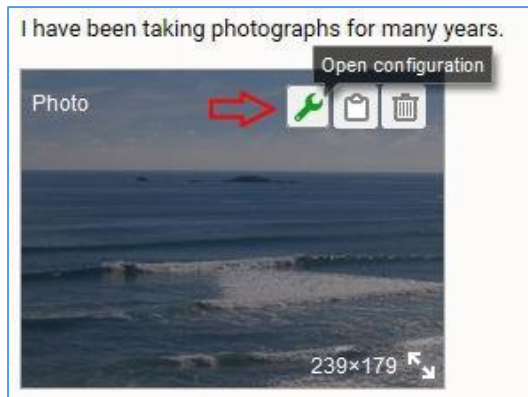


The placement of the image on the page can be changed by placing the mouse over the image and dragging it to the preferred location.



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Various image configuration options are available by holding the mouse over the image and clicking the spanner icon.

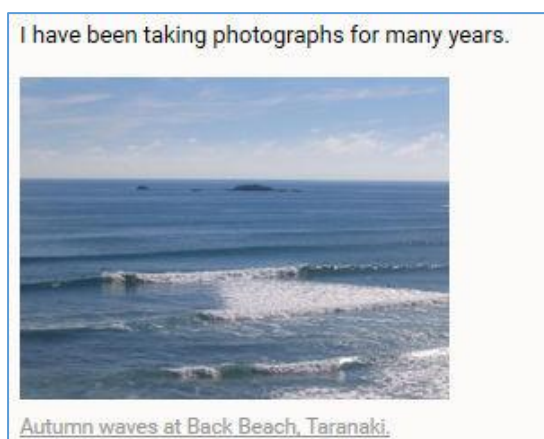


You can add Alternate text which will help for Google searches.

The image can be given a caption.

And you can apply a variety of 'on-click' options.

Click the OK button to save any changes. Any caption you entered will display just under the image.

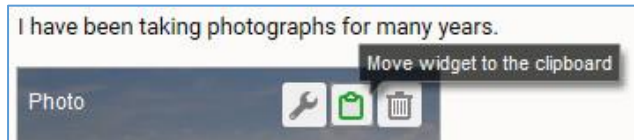


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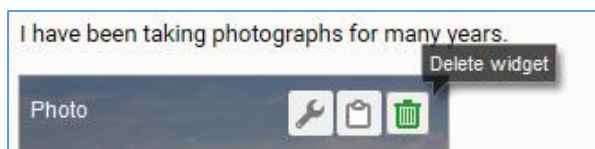
Remove an Image from a Page

To remove an image from a page place the mouse over the image.

Click the 'clipboard' icon to move the image widget to the clipboard. That removes the image from the page and it can easily be added to a different page from the clipboard if required.



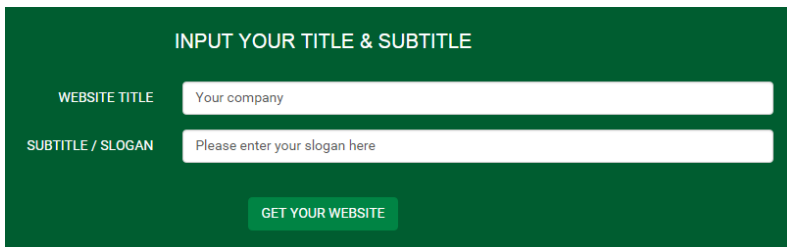
Alternatively click the 'trash bin' icon to delete the image widget from the page.



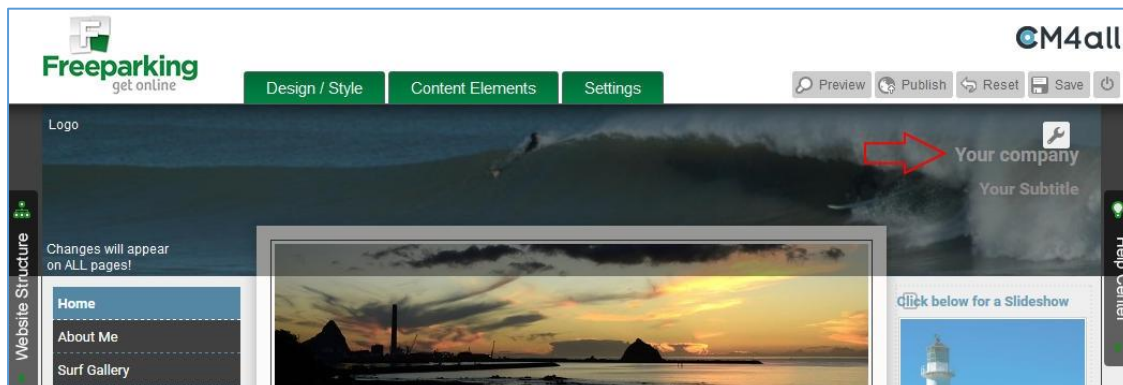
Add Content

Add Website Title to Page Header

If you did not complete the Website Title and Subtitle/Slogan section when setting up your website this will default to 'Your Company' and 'Please enter your slogan here' text on the website.

A screenshot of a form titled "INPUT YOUR TITLE & SUBTITLE". It has two input fields: "WEBSITE TITLE" with the placeholder text "Your company" and "SUBTITLE / SLOGAN" with the placeholder text "Please enter your slogan here". Below the fields is a green button labeled "GET YOUR WEBSITE".

In the CreateASite editor, mouse over the logo section and click on the text 'Your Company' just under the spanner icon.

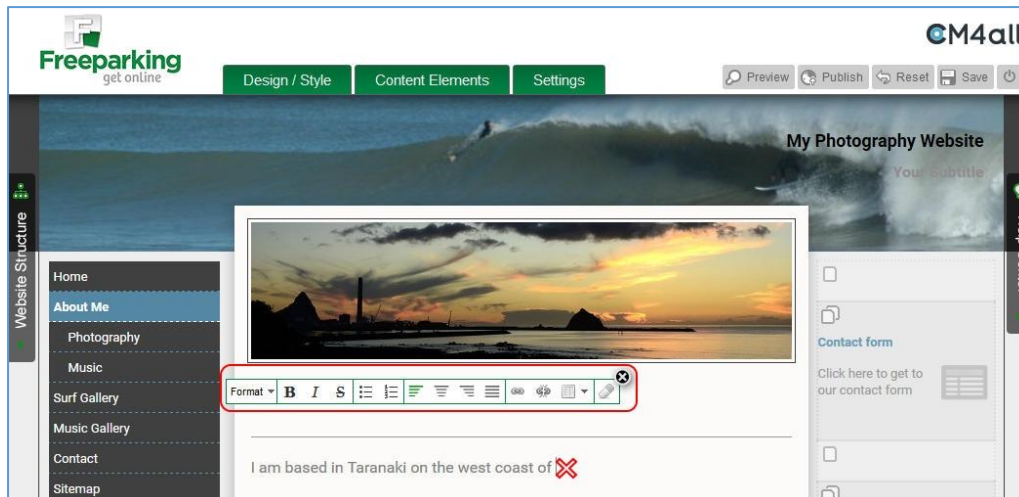


Enter the website title you want displayed and do the same with the 'Please enter your slogan here' text. If you do not want to display any text in the logo section, just delete the default text.

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Add Text Content

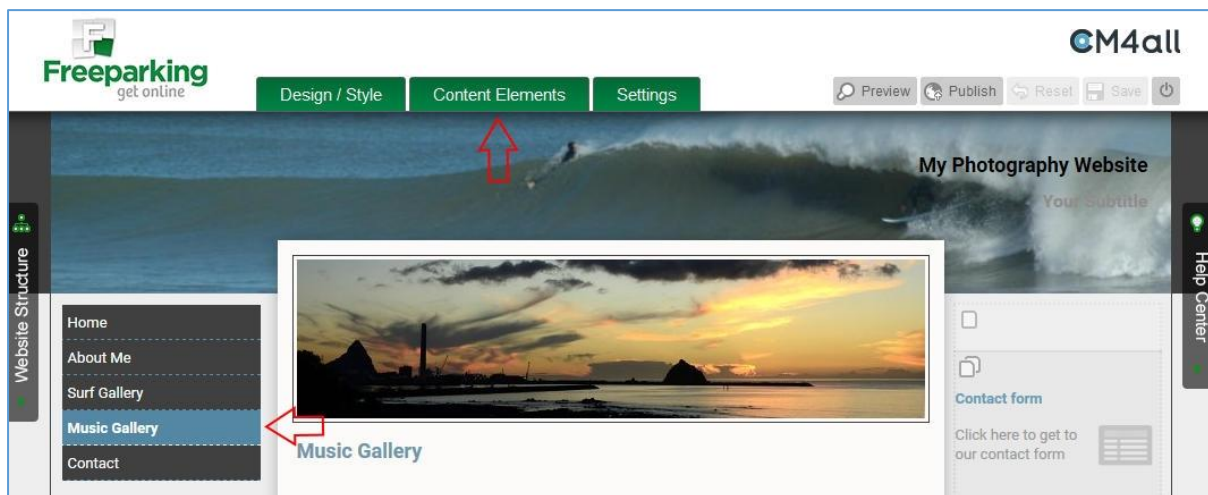
To add or edit text content on a page open the page and click where you want to add the text. Enter what you require and format it as preferred using the formatting tool bar that will be shown.



Widgets

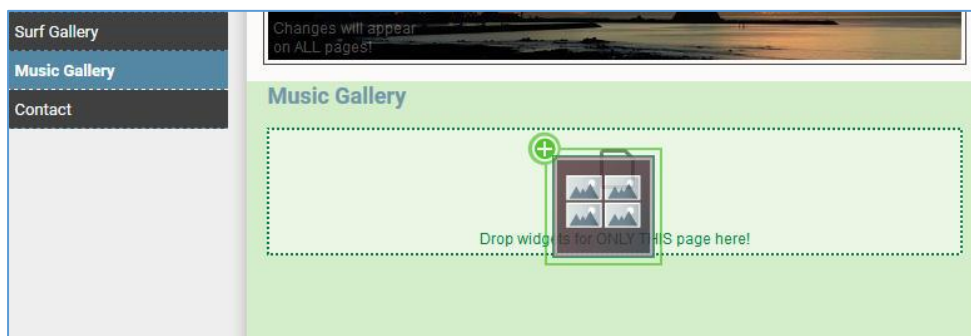
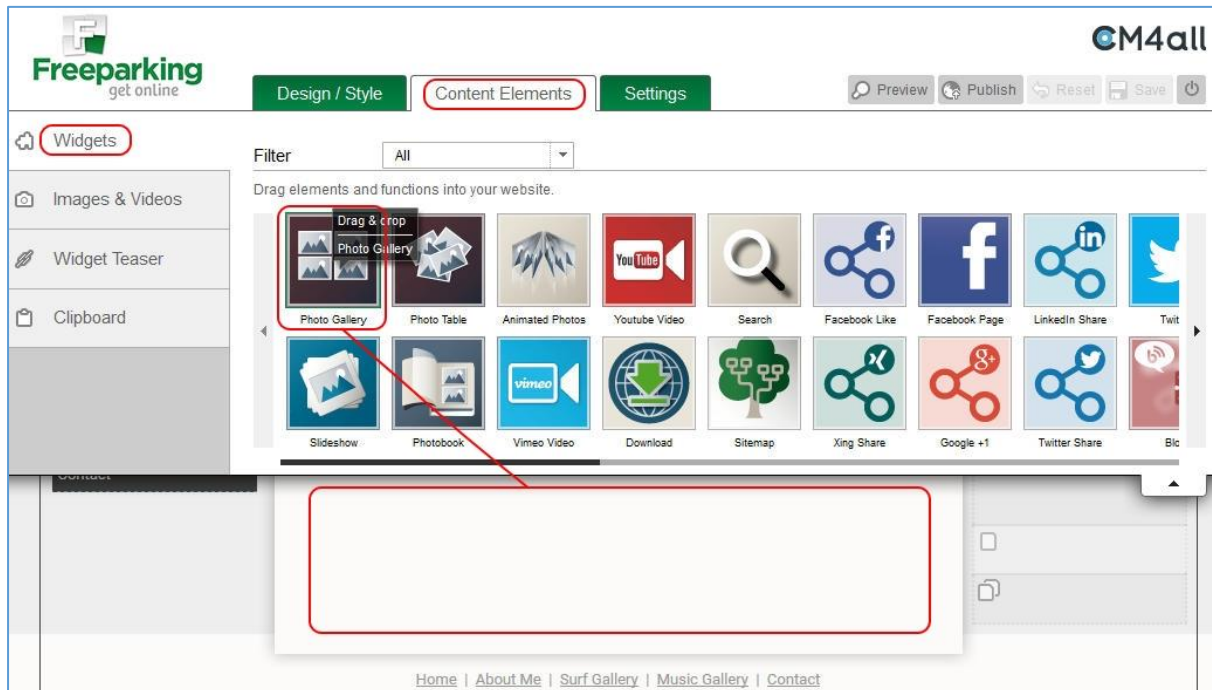
Add a Widget to a Page

Open the page in the editor and click on the **Content Elements** tab



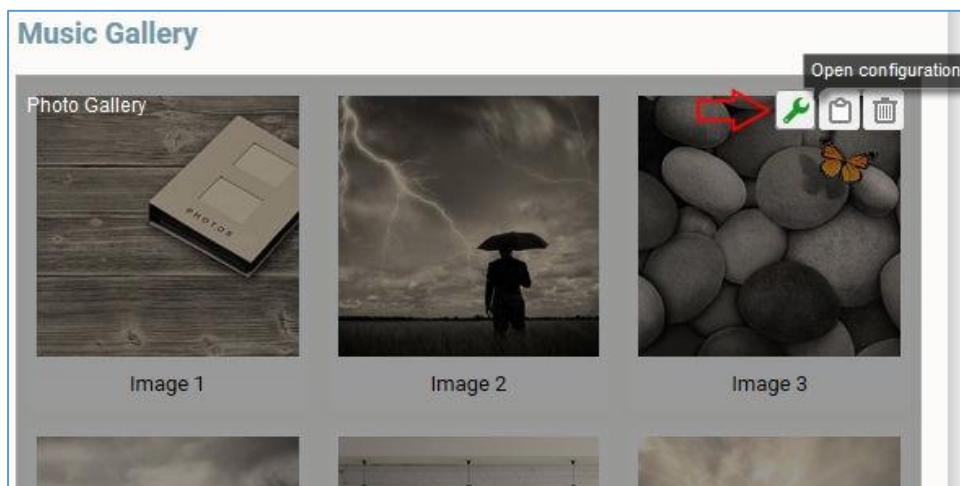
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Find the widget and select it. Drag and drop it onto the page.



The widget will then show on the page and be ready for configuration.

Place the mouse over the widget and click the spanner icon to open the configuration section.



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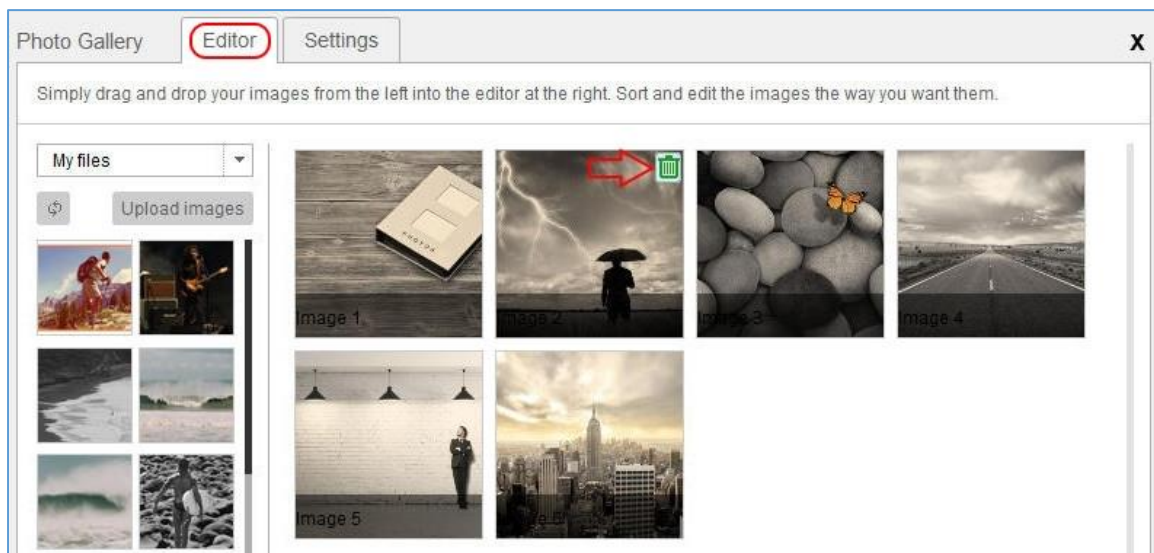
Each widget will have its own relevant configuration options and most should be self-explanatory.

In the case of the Gallery widget used as an example here you will get 2 areas under the configuration section. **Editor** and **Settings**.

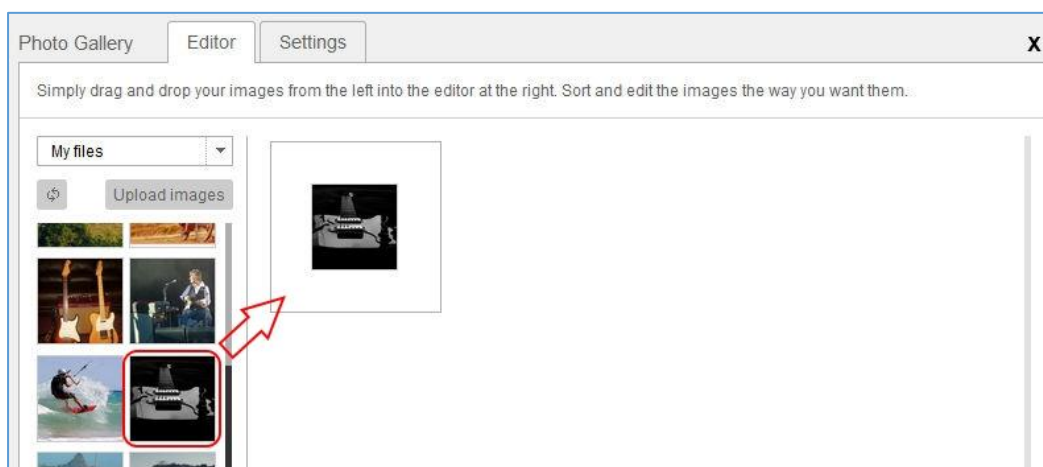


The **Editor** section provides control over which images are displayed in the Gallery. When first added it will include a number of default images. You will likely want to remove those and add your own images.

To delete an image, place the mouse over the image and click the Rubbish Bin Icon. It will be removed from the images in the Gallery without prompting.



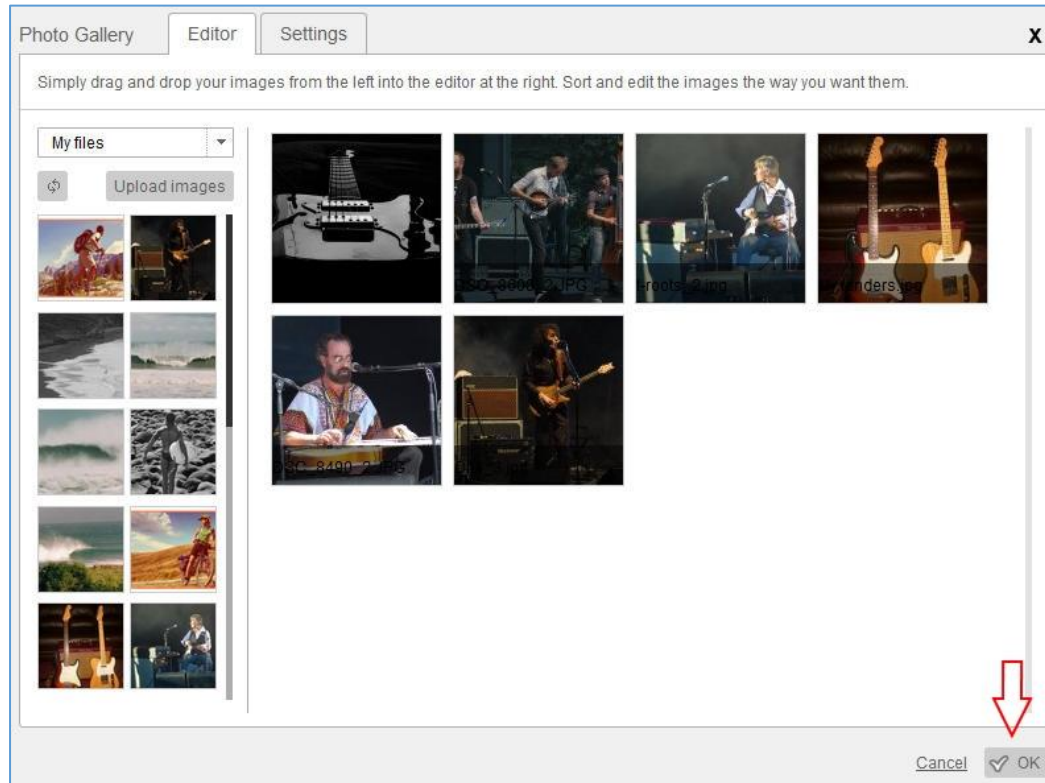
To add images to the Gallery widget, drag and drop them from the file thumbnails panel on the left to the main Gallery section.



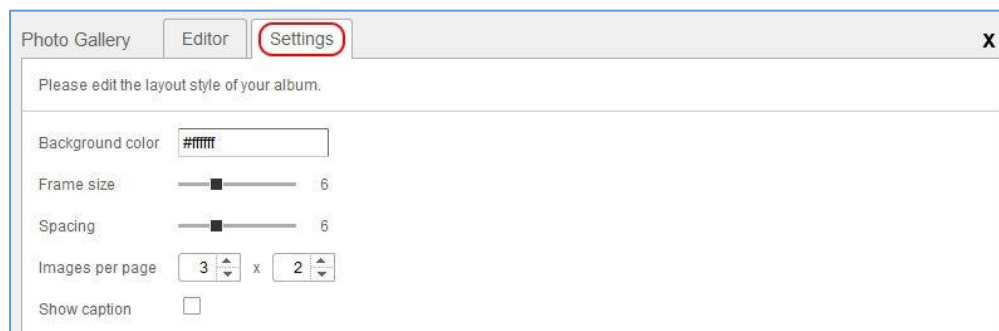
CreateASite Beginner's Guide

Once you have the images required in the Gallery you can move them around to suit your required order of display by dragging and dropping.

Click the OK button to save.

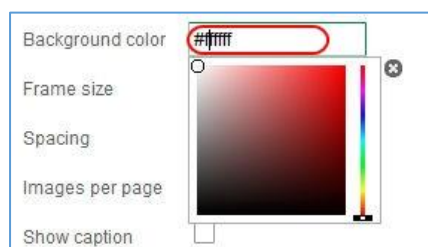


You can then control some display options under the **Settings** tab.



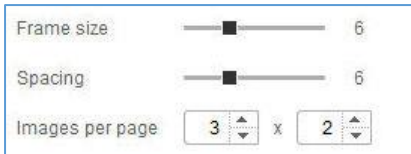
To adjust the background colour of the Gallery widget click in the Background Colour field.

A colour palette will be displayed which you can use to select your preferred background colour.



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The thumbnail size, spacing between the thumbnails and the number of images per column and number of columns and controlled using the **Frame size**, **Spacing** and **Images per page** controls.



Frame size: 6

Spacing: 6

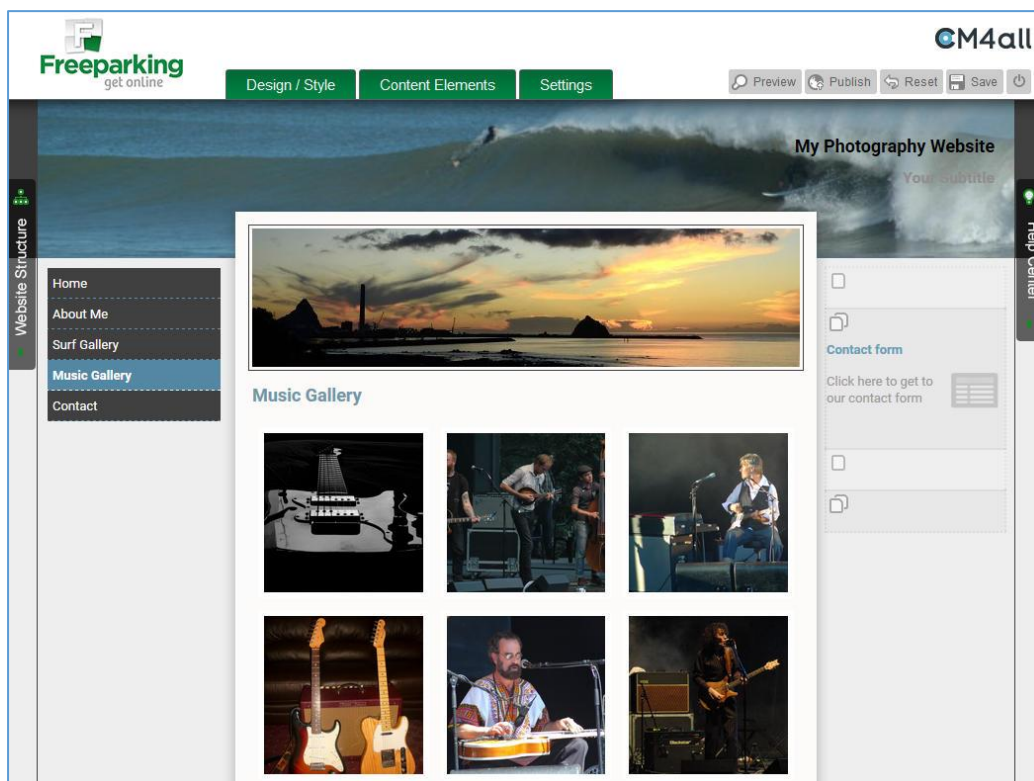
Images per page: x

The **Show Caption** tick box controls whether the file names are displayed as captions underneath the images.



Show caption ☐

Click the OK button at the bottom left corner to save and changes. And you will be returned to the page editor.

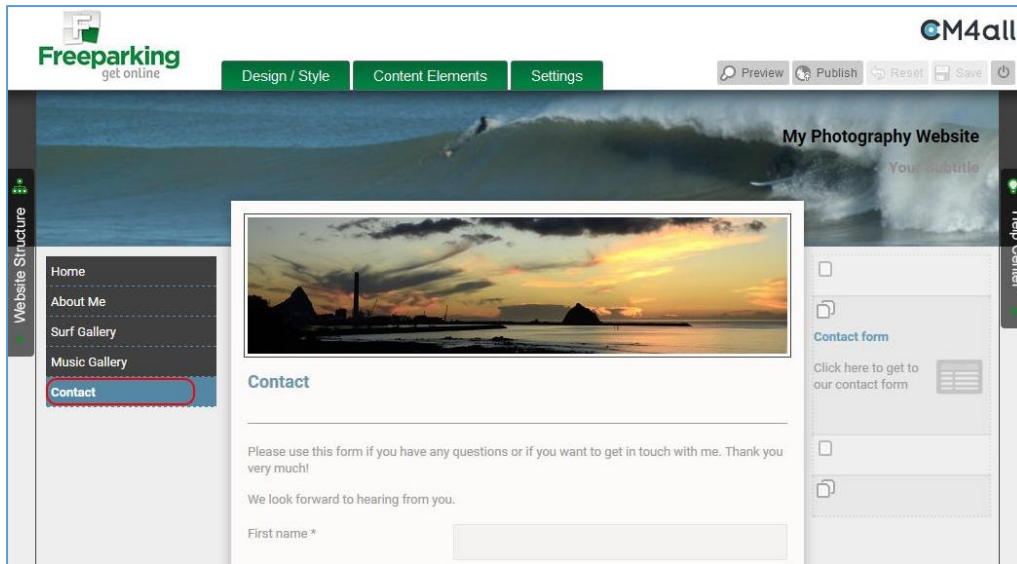


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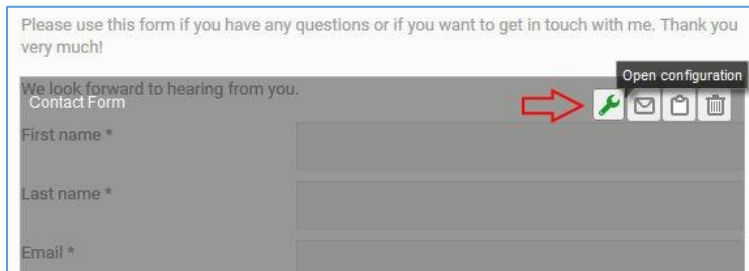
Contact Form Widget

Most of the templates will create the site with a Contact page containing a default contact form. Whether you add one yourself or are configuring an existing contact form Widget the steps are the same.

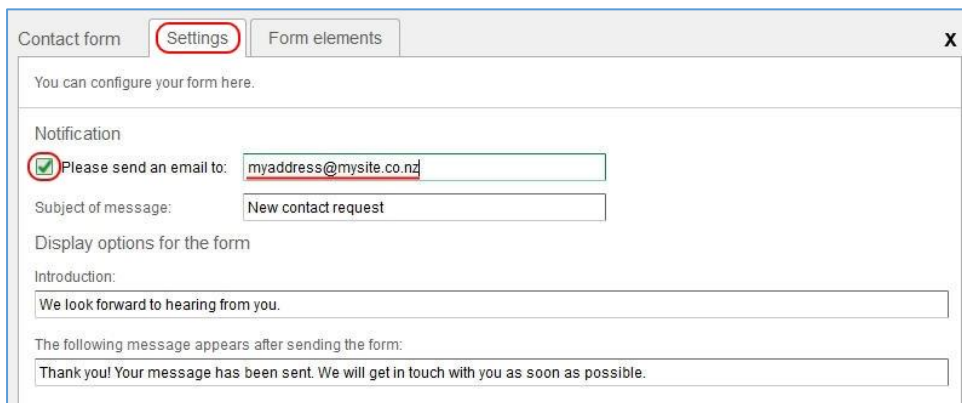
To configure the contact form to send its emails to your preferred email address click on the Contact page menu option in the CreateASite editor.



Mouse over the form in the main panel and click the spanner icon to open the forms configuration options.



In the **Settings** section tick the “Please send an email to:” box and enter your email address into the field provided.



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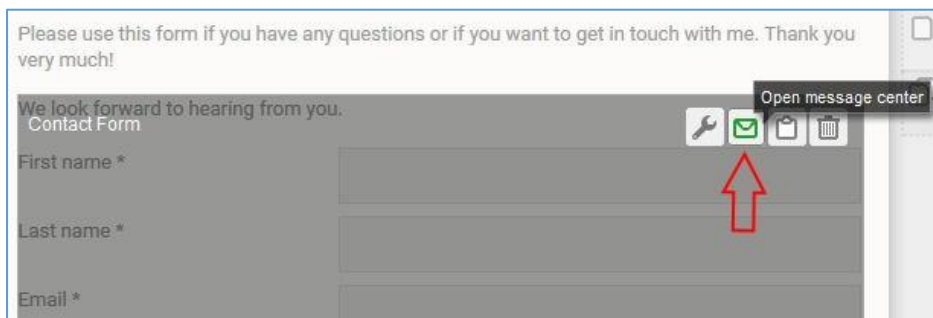
You can edit the Subject of the message sent to your address using the 'Subject of message' field.

You can edit the text displayed above the Contact form using the Introduction field.

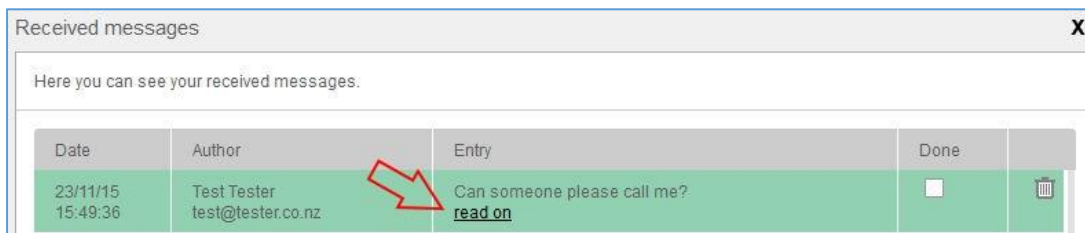
You can edit the text displayed on the confirmation of sending page using the 'The following message appears after sending the form:' field.

Click the **OK** button to save.

NOTE: If you do not enter an email address for the form submissions to be sent to, then any form submissions can be seen under the **Message Center**. You can access the message center by clicking on the envelope icon while holding the mouse over the form.



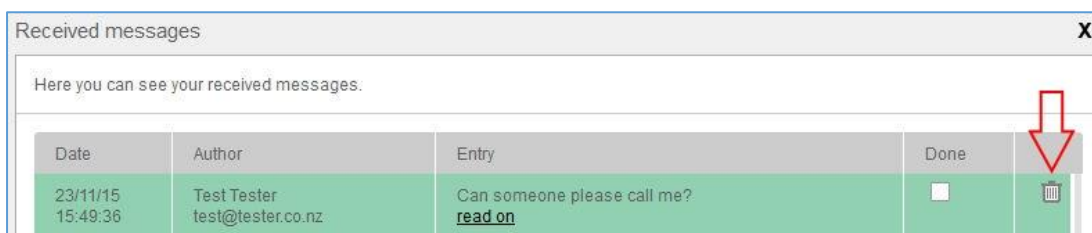
In the Message Center you can view the contents of a message by clicking on the **read on** link under the message concerned.



The full message and all of the other field contents will be displayed. Click the **OK** button to return to the Message Center.



To delete a message from the Message Center click the Rubbish Bin icon.



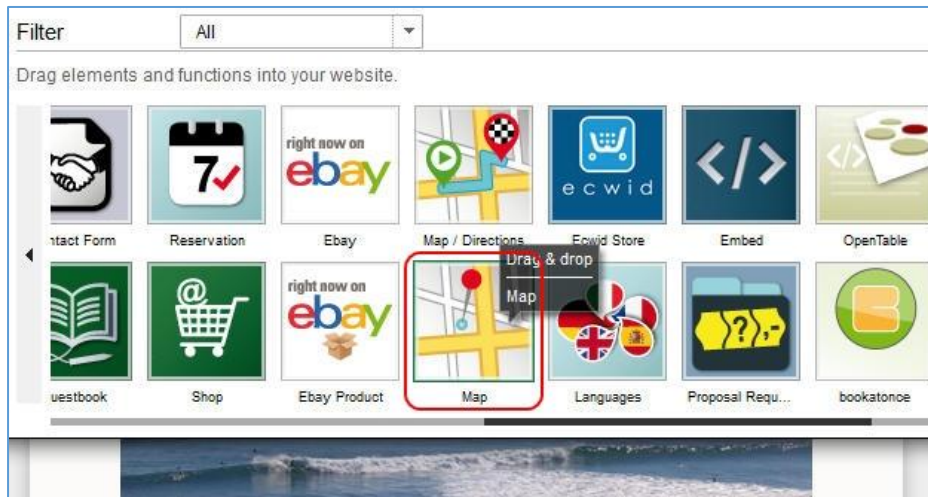
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Map Widget

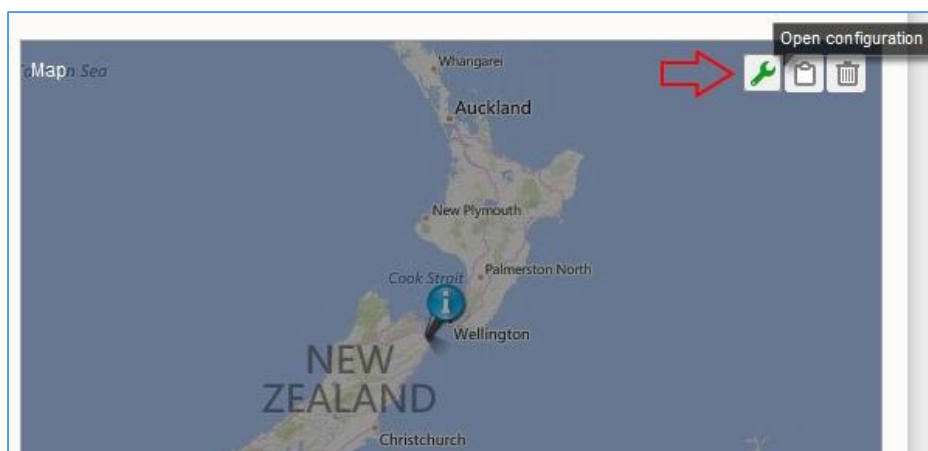
In the CreateASite page editor open the page you would like the Map widget to display on.

Click on the **Content Elements** tab and then the **Widgets** section.

Find the **Map** widget and drag and drop it to the location required on the page.



Place the mouse over the Map widget on the page and click the spanner icon to open the configuration options.



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At the top of the Map Widget configuration screen is the Show Options section.

Here you can configure the label that will be shown beside the location pin you set up on the map in the next step. By default, it will open with 'Bowen Street, Wellington' entered.

Show options

The following label will be shown next to your location in the map.

Bowen Street

Wellington

Show options

The following label will be shown next to your location in the map.

Devon Street

New Plymouth

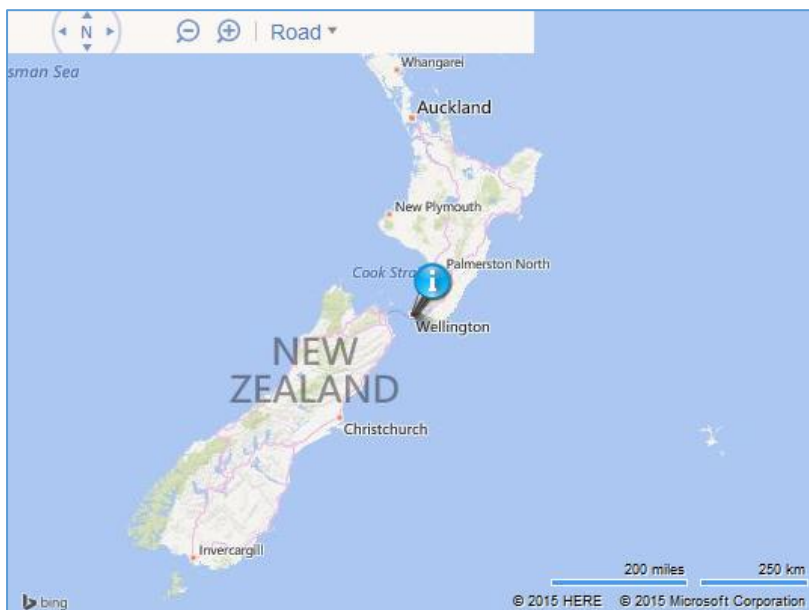
Then click on the **Configure Map** button in the **Map Settings** section.

Map settings

You can preconfigure the map shown to your visitors by using the map controls.

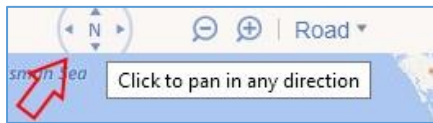
Configure map

Note the various controls and options at the top of the map.



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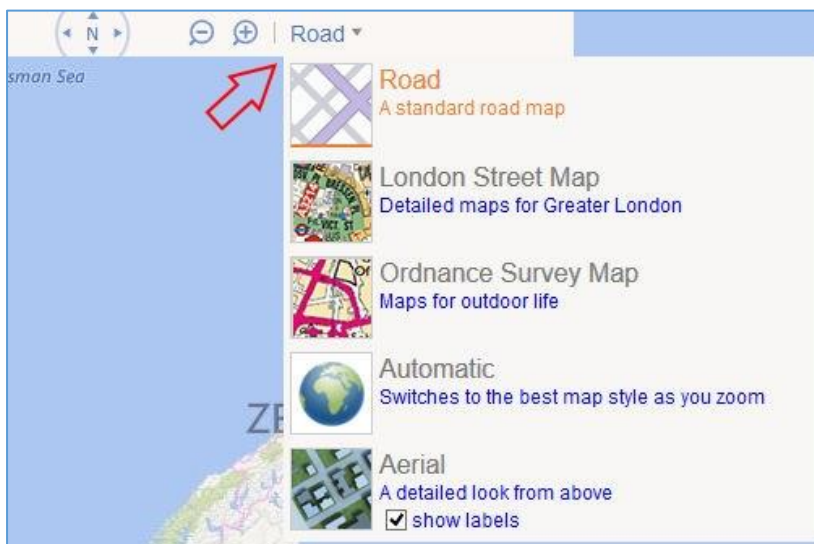
Use the Compass to move around the map display.



Put the mouse over the plus and minus buttons to zoom in and out.

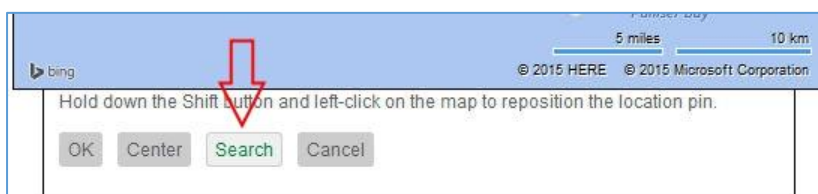


Put the mouse over the Road menu options for a drop down list of various map display options.



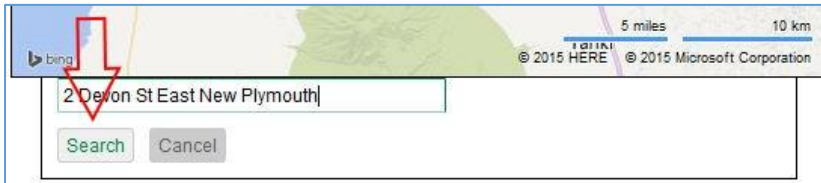
Once you have the map displaying as you want it to you can place the pin on the desired location by holding down the Shift key on your computer and left clicking on the map.

Alternatively click the **Search** button at the bottom.



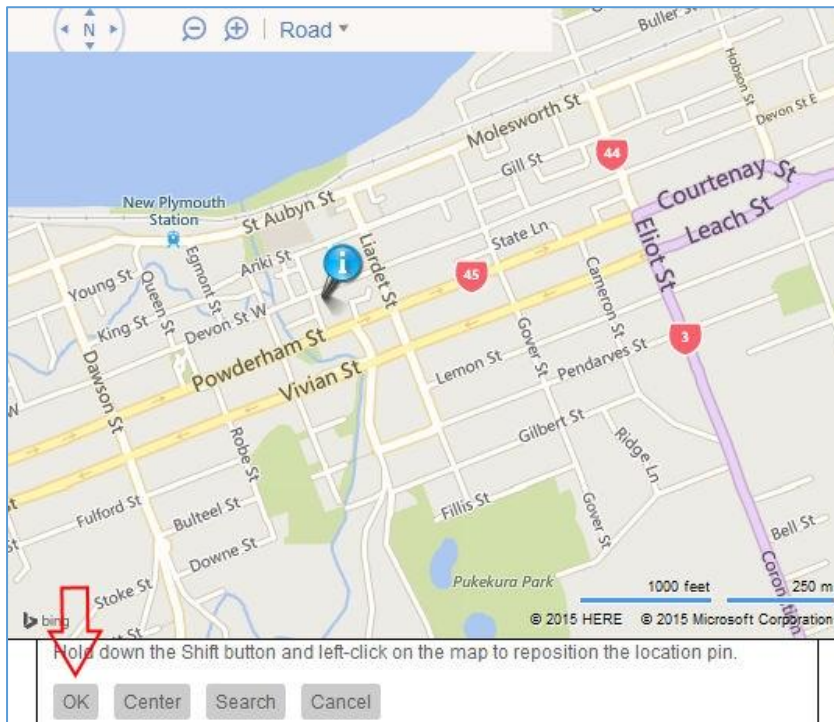
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Enter the address which you want the pin to be placed on and click the **Search** Button.



A screenshot of a search input field. A red arrow points to the text "2 Devon St East New Plymouth" entered in the field. Below the field are "Search" and "Cancel" buttons. The Bing logo is in the top left corner.

Click the OK button to save.

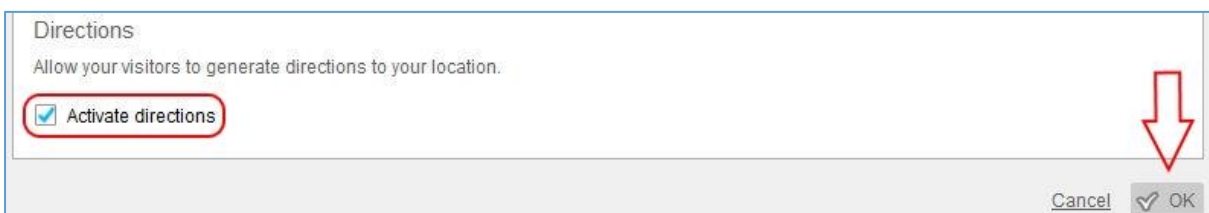


Then click the OK button on the next screen.

Map /Directions Widget

Add and configure the Map / Directions widget using the same process as for the Map Widget in the previous section.

On the Map / Directions Widget configuration screen is a section for Directions. You can tick the Activate Directions box

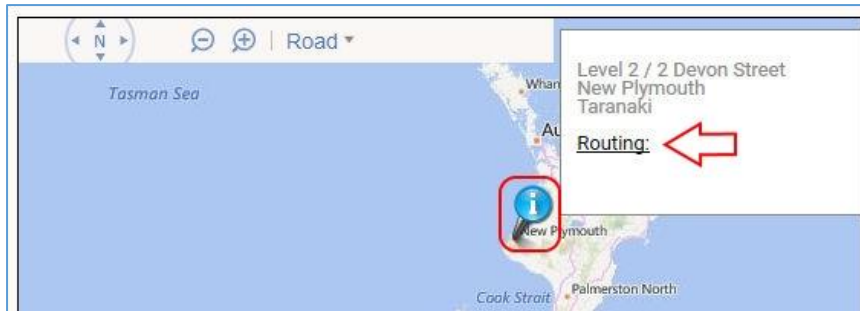


A screenshot of the "Directions" configuration screen. It contains the text "Allow your visitors to generate directions to your location." and a checkbox labeled "Activate directions" which is checked. A red arrow points to the "OK" button in the bottom right corner. The "Cancel" button is also visible.

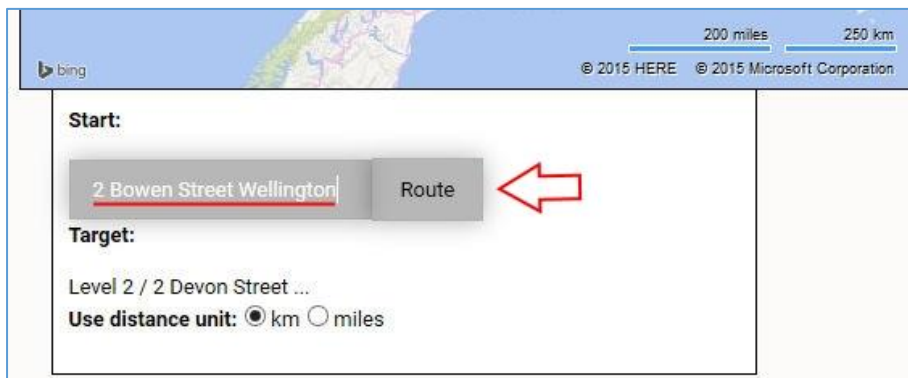
Click the OK button to save.

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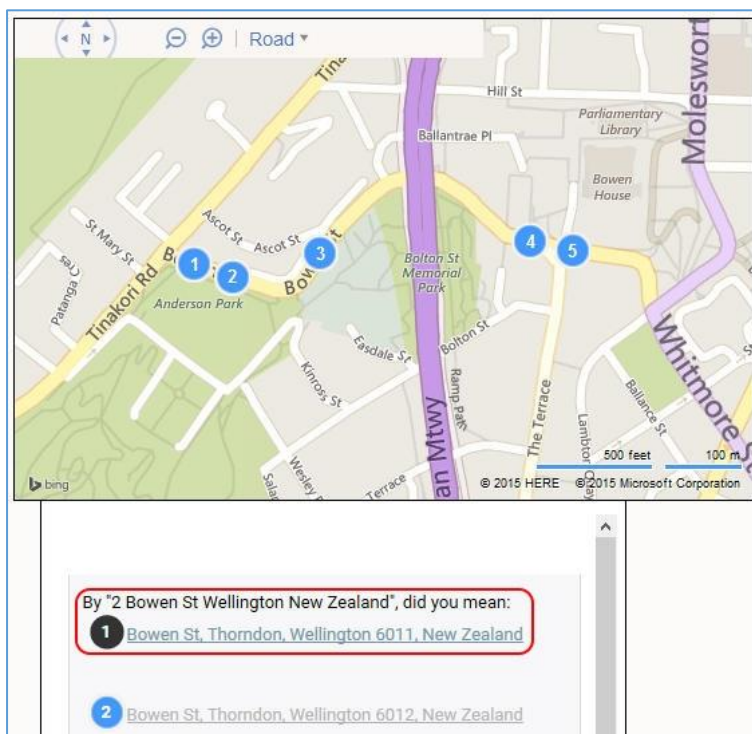
Once the site has been published and visitors view the page with the map Directions widget on it they can mouse over the location pin and click on Routing.



That then displays a panel at the bottom of the map where the visitor can enter the location they need directions to your location from. Then clicking the Route button will display the route on the map and driving instructions.



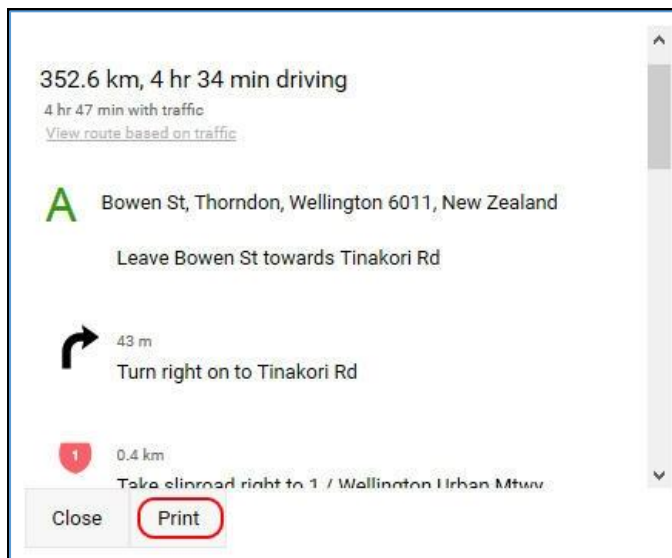
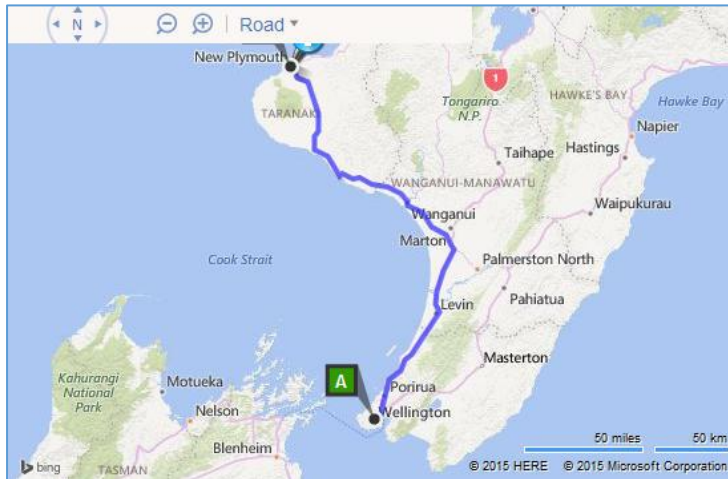
NOTE: If more than one location matching the start point is found the visitor has to select one.



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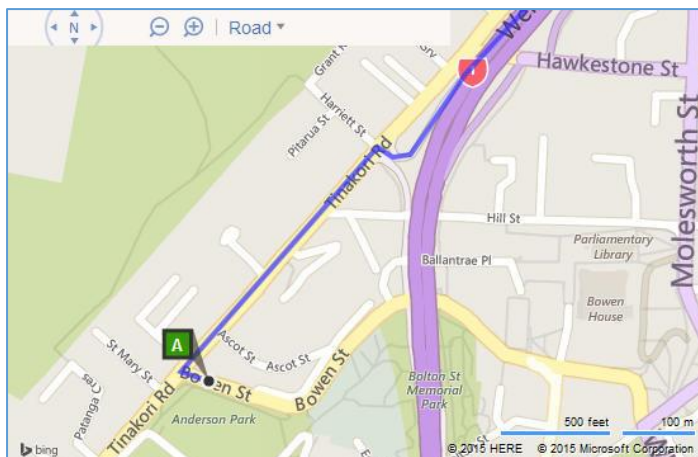
The Route will be shown on the map.

Detailed driving instructions are displayed at the bottom of the map.



The driving instructions can be printed using the Print button if the visitor has a printer available.

If visitors click on the map they can scroll in for a very detailed view.



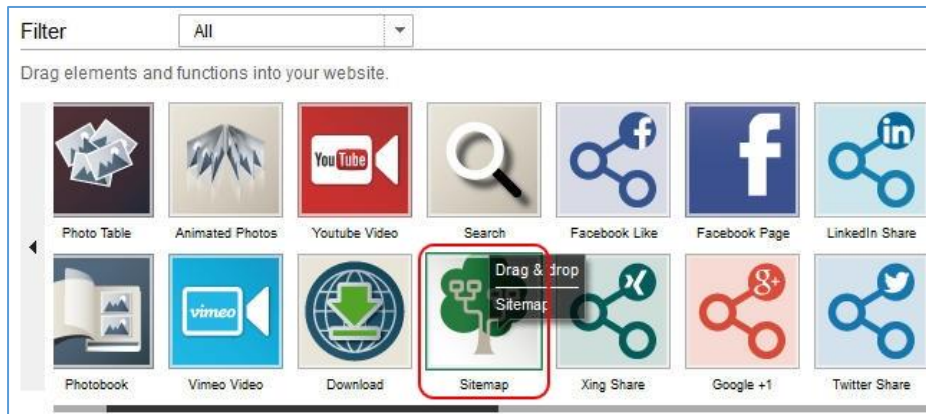
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Sitemap Widget

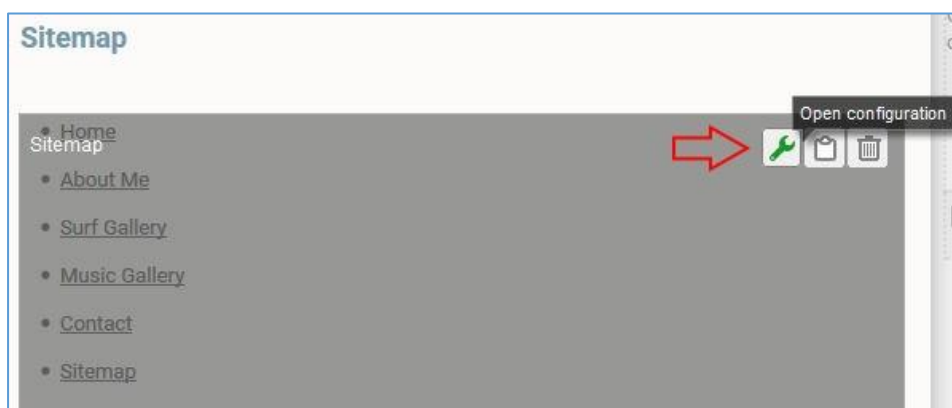
In the CreateASite page editor open the page you would like the Sitemap widget to display on.

Click on the **Content Elements** tab and then the **Widgets** section.

Find the **Sitemap** widget and drag and drop it to the location required on the page.

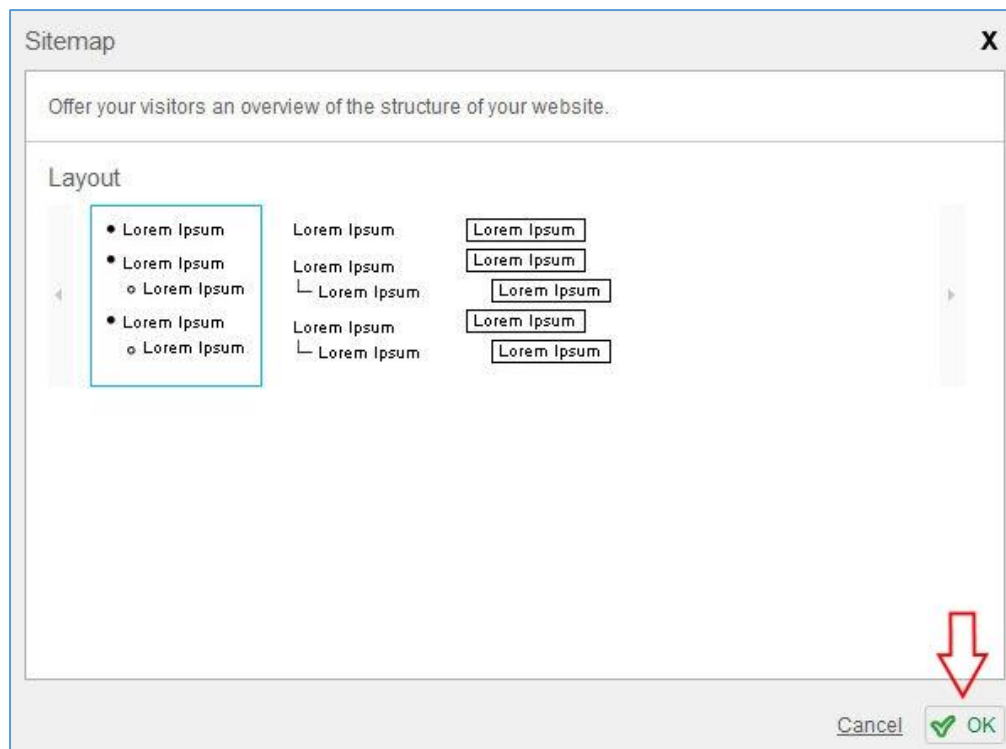


Place the mouse over the Sitemap widget on the page and click the spanner icon to open the configuration options.



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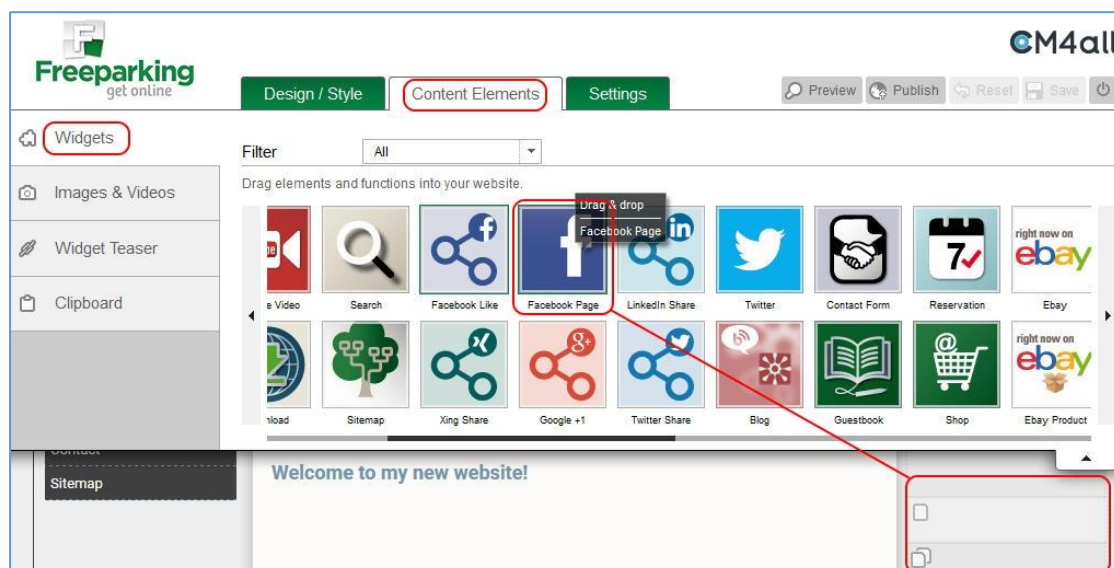
Select the preferred display option for your site map from the options available and click the OK button to save.



Facebook Page Widget

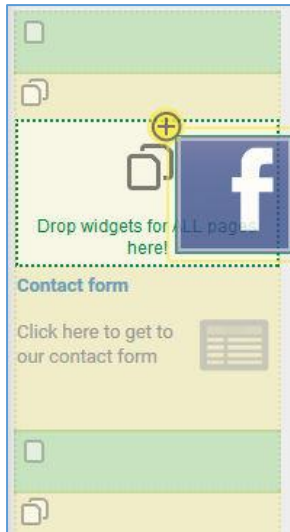
In this example we will place the Facebook Page widget on the sidebar in a section to display on all pages.

Go to the **Content Elements** tab and the **Widgets** section. Select the Facebook Page widget and drag it to the side panel.

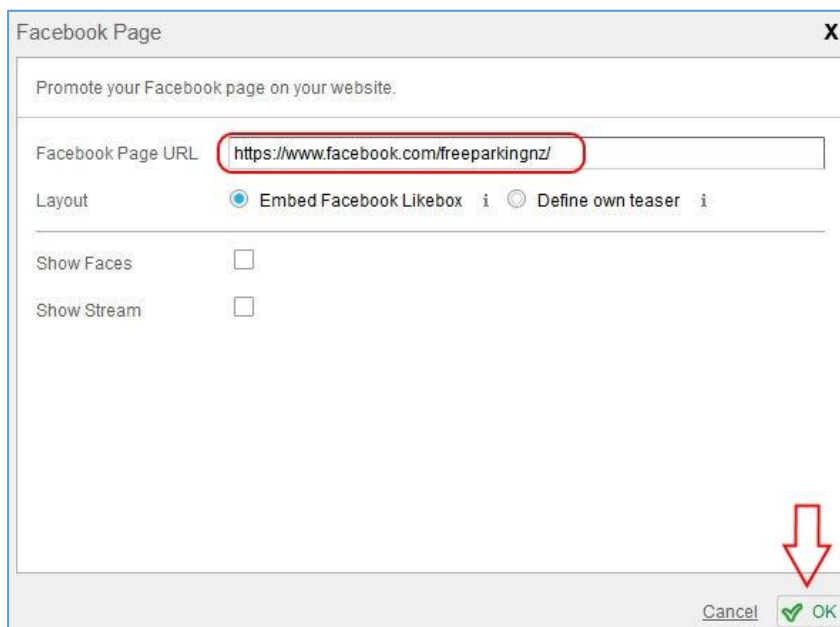


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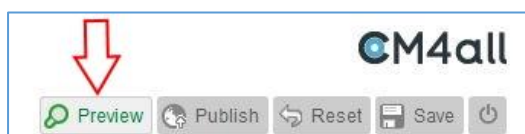
Drop it into whichever of the panels you want it to display on. You can place multiple widgets into a side panel if required.



A screen with configuration options will pop up automatically. Enter the URL of the Facebook page to the **Facebook Page URL** field. Configure the display options to suit and click the **OK** button



You can then preview the site to see how the widget will display on the live site using the Preview button at the top left of the screen.



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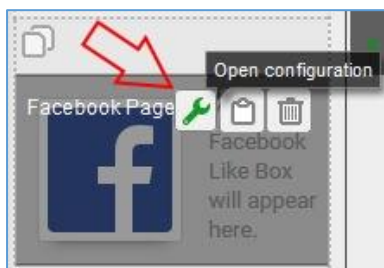
If you are happy with that you can save and publish the site to make the change live. The Facebook Page widget will look similar to this example if placed in the side panel.



Clicking on the Facebook page name will take the visitor to your Facebook page.

Clicking on the Like Page button will allow them to like your Facebook page if they are currently logged into their Facebook account. If they are not logged in a Facebook login screen is displayed.

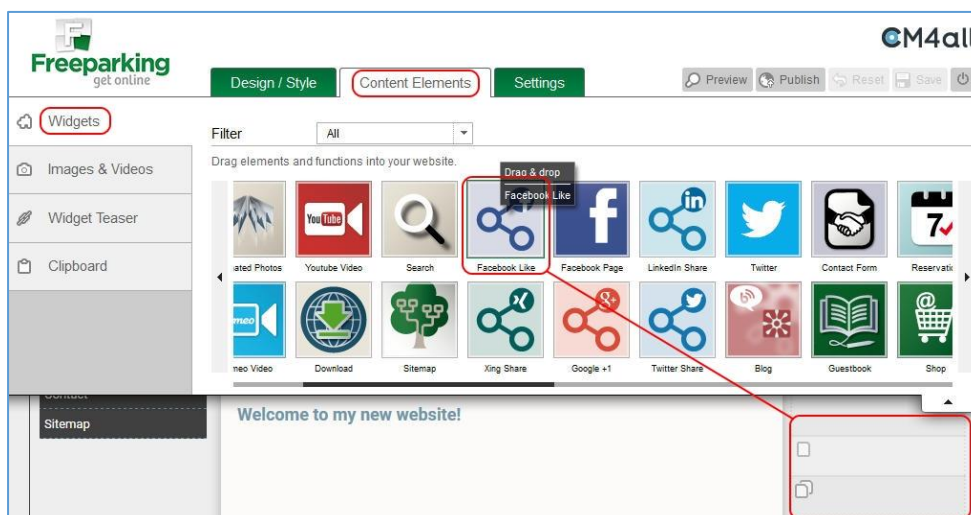
If at any stage you want to make any changes to the widget, hold the mouse over the widget and click the spanner icon to open the configuration screen. Make the required changes and use the same process to preview and save if satisfied.



Facebook Like Widget

The Facebook Like widget will place a Facebook like button on the page.

Go to the Content Elements tab and then Widgets. Drag and drop the Facebook Like widget onto the page.



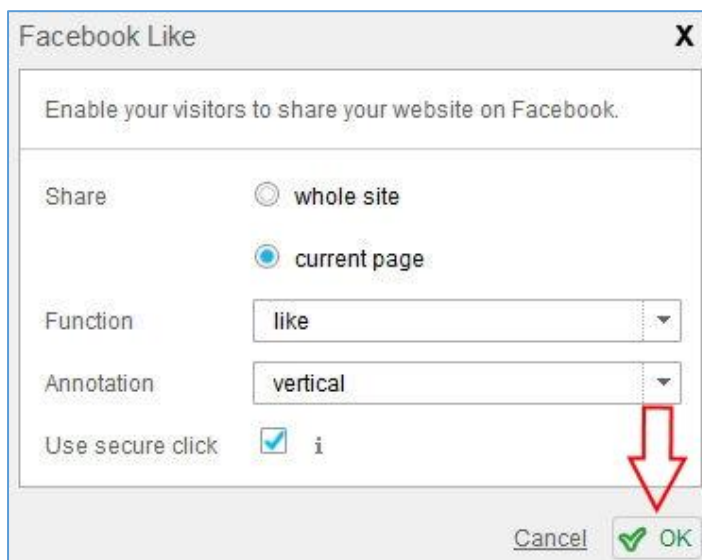
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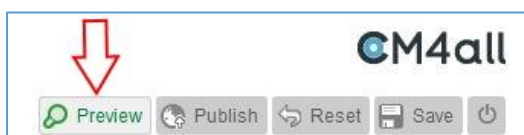
Once placed on a page hold the mouse over the Facebook Like widget and click the spanner icon to open the configuration options.



Make any required configuration changes and click the OK button to save.



You can then preview the site to see how the widget will display on the live site using the Preview button at the top left of the screen.



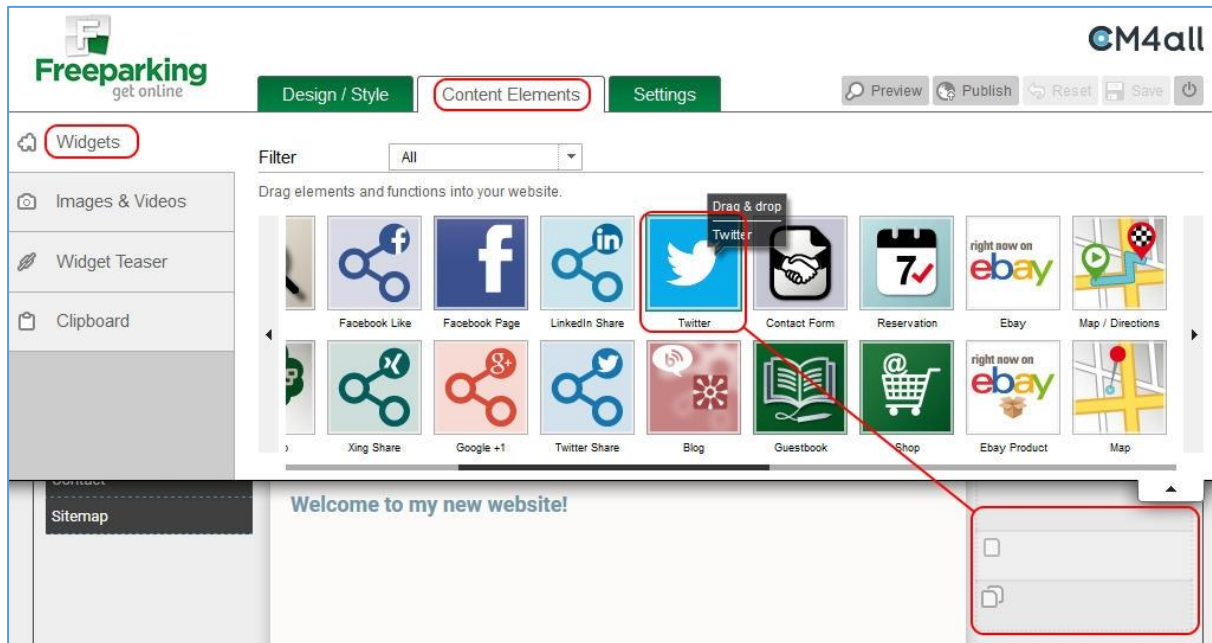
Once enabled the Facebook Like widget will display on the site as below. Visitors to the site who click the like button will need to be logged into their Facebook account to successfully like the page. If they are not logged in, a Facebook login window will display.



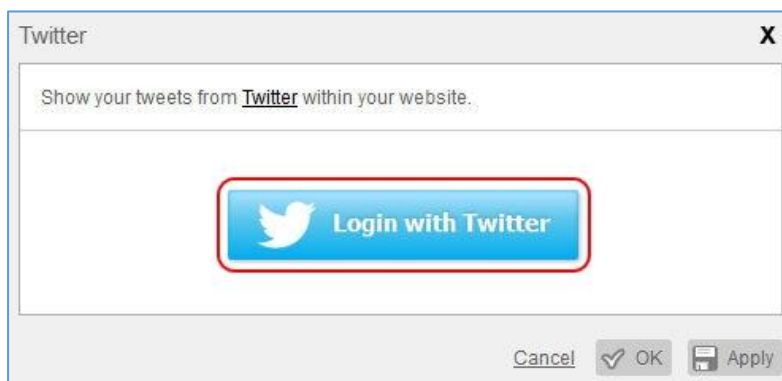
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Twitter Widget

The Twitter widget will display tweets from your Twitter page on the site.



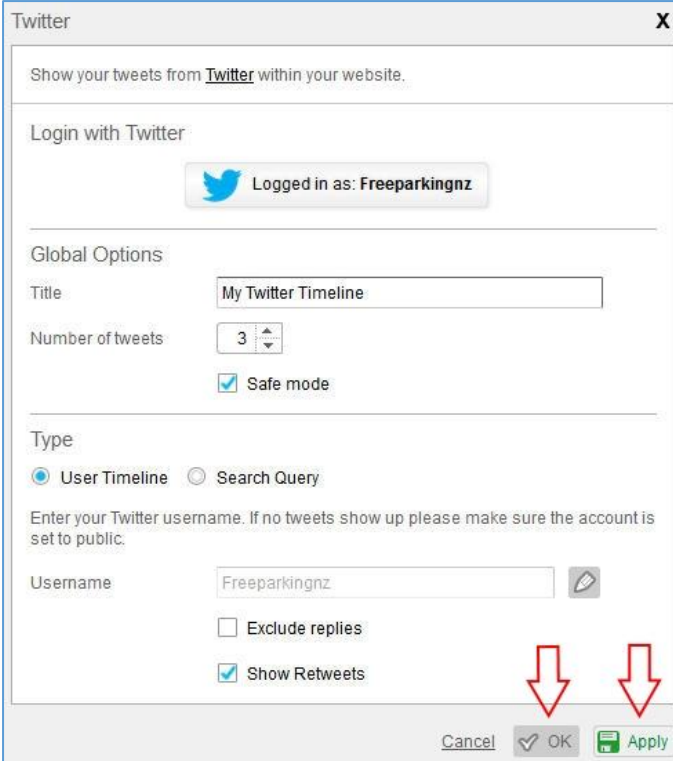
Once the widget is placed on the page a Twitter login prompt will be displayed. Click on the **Login with Twitter** button.



Enter your Twitter Account login details when prompted.

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A configuration screen will display. Configure as required and click the **Apply** button first and then the **OK** button.



Twitter

Show your tweets from Twitter within your website.

Login with Twitter

 Logged in as: **Freeparkingnz**

Global Options

Title:

Number of tweets:

☒ Safe mode

Type

☒ User Timeline ☐ Search Query

Enter your Twitter username. If no tweets show up please make sure the account is set to public.

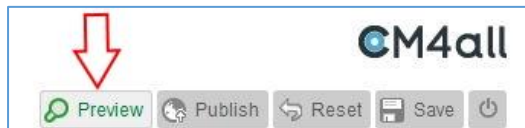
Username:

☐ Exclude replies

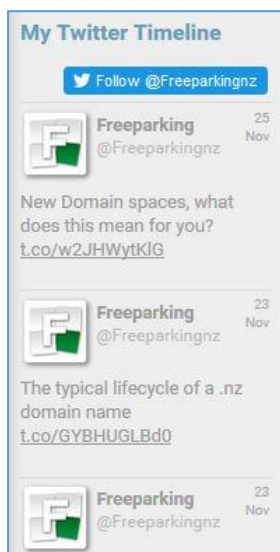
☒ Show Retweets

Cancel

You can then preview the site to see how the widget will display on the live site using the Preview button at the top left of the screen.



The Twitter feed will show similar to the example below.

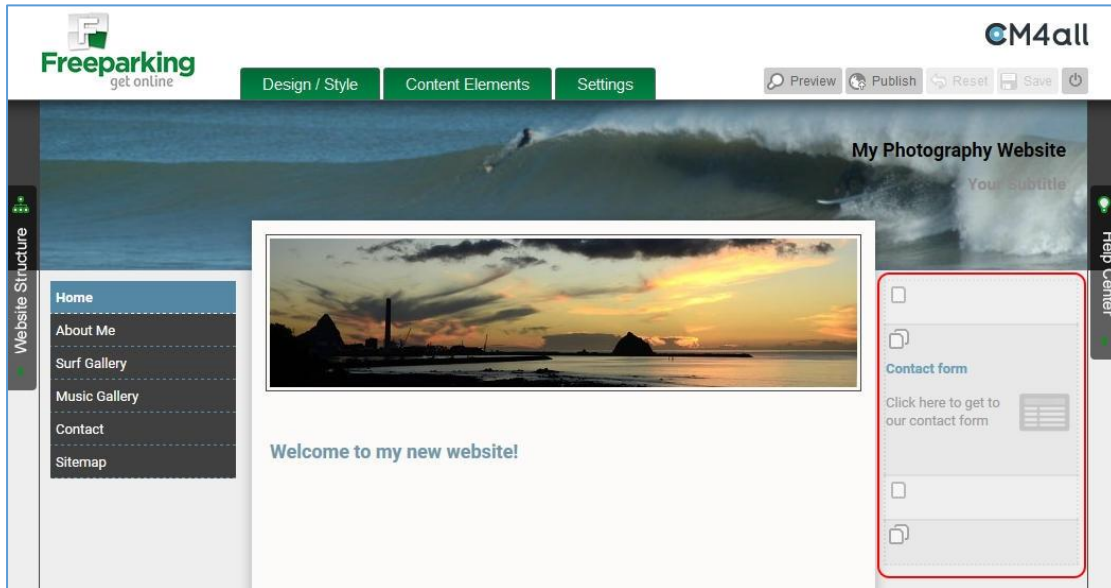


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Side Panel

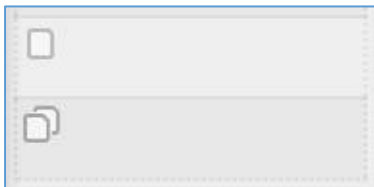
Most templates include one or perhaps 2 side panels where text content and widgets can be placed.

In the template used in the example this panel is on the right.



Within the side panel are separate sections.

Some with one rectangle icon and some with two.

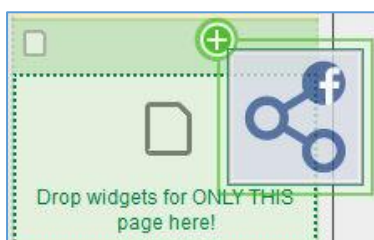


Each can be populated with text and / or widgets.

The sections with one rectangle icon are page specific which means they will only display on the page you are editing.

The sections with two rectangle icons will display their content in the same place on all pages of the site.

This information is displayed if you hold the mouse over the icon in the panel concerned. Likewise, if you drag and drop a widget into one of the panels it will show if it will display on the current page only.



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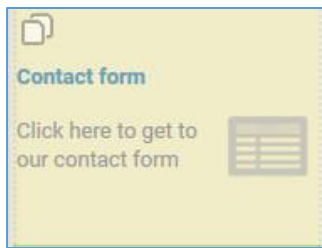
Or on all pages on the site.



Widget Teasers

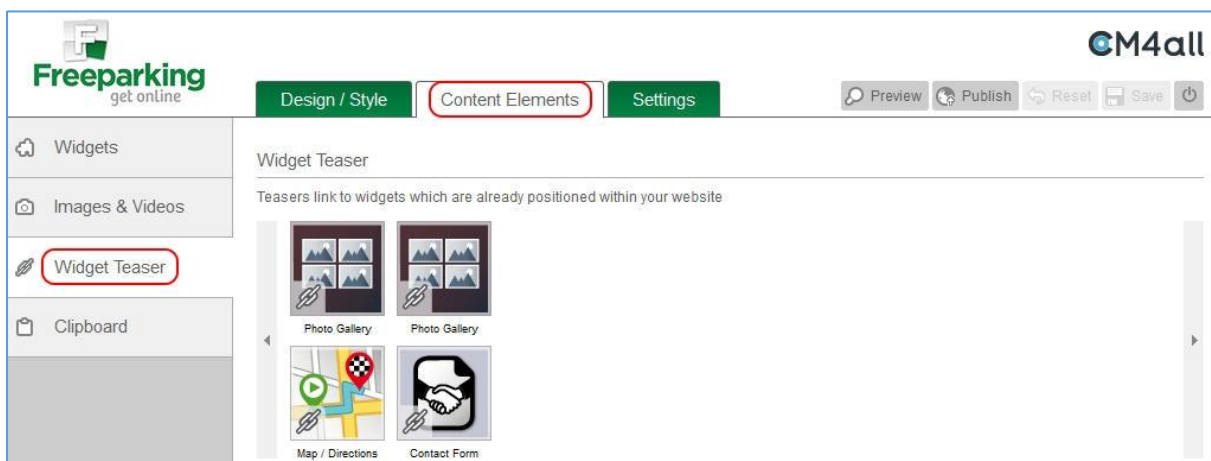
Widget teasers are links from one page to content located on another page of the site.

In many templates and the template used there is a pre-loaded contact form widget teaser showing in the side panel.



On the live site this allows the user to get quick access to the Contact page from the page they are currently viewing. It has been added to the side panel using the Widget Teaser system.

The widget teaser is available under the **Content Elements** tab.



The Widget Teasers can be dragged from there and dropped on to the site as required. They don't require configuration because the widgets themselves have already been configured on the host page.

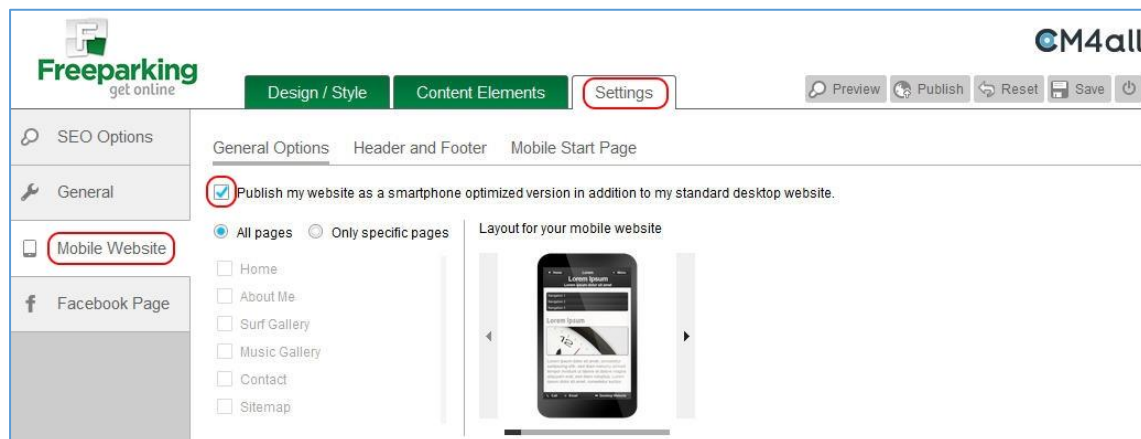
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Mobile Website

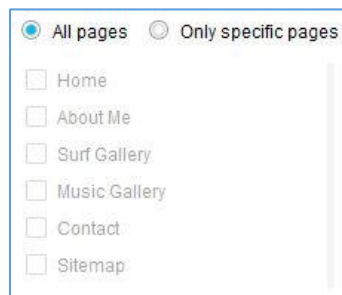
On any CreateASite plan except the Starter plan you can create a simple mobile friendly version of your website. You may wish to use this option if you have selected a template which is not mobile responsive.

To enable and start creating a mobile version of your CreateASite site go to the **Settings** tab and then **Mobile Website**.

Under the **General Options** heading tick the option 'Publish my website as a smartphone optimized version in addition to my standard desktop website'.

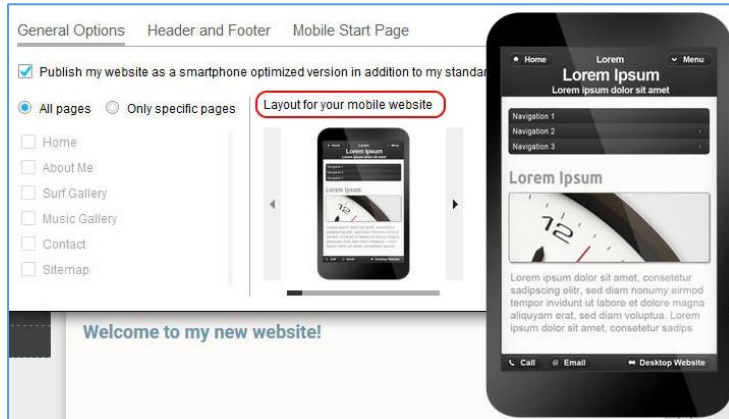


You can then choose which pages you want displayed on the mobile friendly website by selecting **All pages** or **Only specific pages**.



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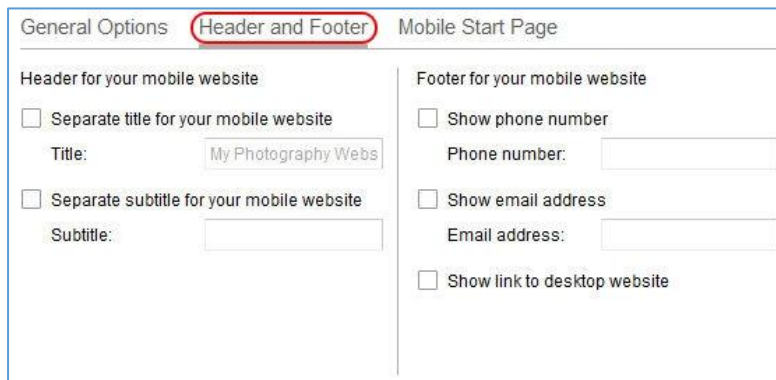
You can choose from the available layout templates by scrolling through the options using the **Layout for your mobile website** section. Hold the mouse over a template to see a larger preview of it. Leave the template you select showing.



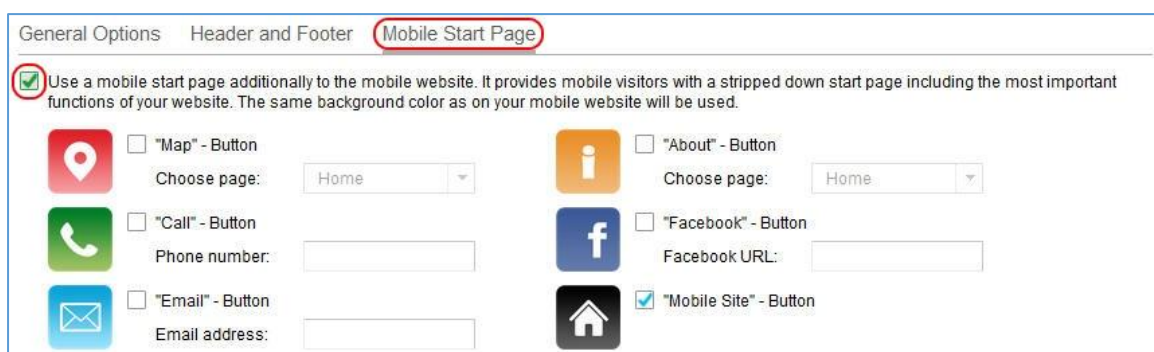
Under the **Header and Footer** section you can control various options for what will be displayed in those areas of the mobile site.

The Header section allows you to specify a separate header to the one used for the main desktop site. You can also add a subtitle if required.

The footer section allows you to display your phone number and email address. You can also choose whether to provide a link to the main desktop website.

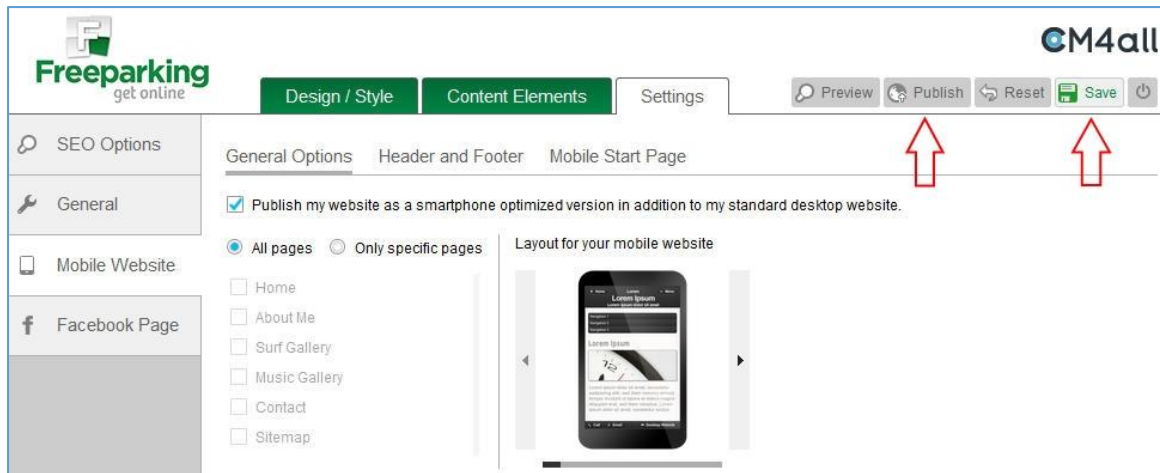


Under the **Mobile Start Page** section, you can enable and configure a 'Start' page for visitors to your site using mobile devices.



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Once you have configured all of the required options click the Save button in the top right hand corner and then the Publish button to make the Mobile Site live.



A Publishing Status window will display and confirm when the changes have been made live. When the Mobile Website option is enabled it will provide confirmation for the status of that as well as the main site.

