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## How to Use the Find Net Solutions Site Builder

The program is easy to use and supplies online help if required. You need to be on a computer that is online, the faster the internet the better experience you will have.

**Tip 1** if you are going to create your website and publish it rather than just taking a tour. Then do all your preparation first:

- Define all the pages you want, name and content, have it all mapped out on paper
- Write all the copy (text) for each page and save on Note Pad files (NOT Microsoft Word / Works or similar) You will then be able to copy & paste from Note Pad to the website program & not have all the unwanted formatting you will paste from MS Word or similar programs.
- Have all your images cropped to size and save in a folder as .jpg or .gif. Remember the larger the image & it's file size the slower the pages will load

**Tip 2** there is a Help link on every page of the Site Builder program.

## Logging on & editing the Site Builder

1/ Click on the link <http://sitebuilder.websitewelcome.com/Login>

2/ Log In using your username and password

3/ Select 'Create Your Site' Select the 'Design' button to continue.

4/ Choose a design you like remember all the images & logo on the right side of the page can be changed to reflect your business or profile

5/ Click on Pages. Create and edit the structure of your web site by choosing the pages and title of web pages you wish to have in your website

6/ Click Edit to add the content of the web pages. . The Site Builder program has a very easy to use and flexible WYSIWYG (What You See Is What You Get) editor, very similar to the functions you have in MS Word where you can add tables, text, change fonts and styles, add images and links to documents or other websites.

- This is where you can transfer all the text and images you have previously saved on your hard drive

7/ Publish, this is the final step where you publish your website so it is visible to the viewing public. That is it!! It is as easy as that. If you want to edit anything in your website simply go back into the Site Builder Program and edit and re Publish.