

Site Wizard Tips and Tricks

Logging Into Your Website:

Enter the link provided to you by ClickCom in the address bar of your browser and add in update after the slash.

Example: <http://cct.sitewizard.biz/update>

(*Note: This would be an example of a web site whose domain has not be activated yet.)

Example: <http://www.clickcom.com/update>

(*Note: This would be an example of a web site whose domain has been activated.)

Making A Hyperlink To Another Web Site:

1. Log into the admin section of your web site.
2. Click on the Update Your Website button.
3. Edit the page where you would like to create the link.
4. Edit or add a new paragraph on the page where you would like to place the link.
5. Type in the website address and click the space bar.
6. Highlight the link.
7. Verify the website address in the href field is correct.
(*Note: Make sure you the http:// is included.)
8. Type in _blank in the target field.
(*Note: This will make the web site open in a new browser window for the user.)
9. Click the Update Link button.
10. Click the Next or Update button at the bottom of the page to save your changes.

Linking to a page w/in your web site:

1. Open up the web site and view the page you wish to link to.
2. In the address bar highlight all of the text to the right of the forward slash
(ex: index.html).
3. Do a right click over the highlighted text and click copy.
4. Enter your admin area.
5. Edit the page and paragraph where you would like to place the link.
6. Type in the text for the link.
(ex: Click Here)
7. Delete out anything in the HREF field (ex: http://)
8. Do a right click in the HREF field.
9. Choose paste.
10. Click on insert link.
11. Click Next or Update to save your changes.
12. Go back to the actual web site and test out the link.

Linking To A Document:

1. Log into the admin section of your web site.
2. Click on the Update Your Website button.
3. Click the edit button to the left of the File Manager module.
(*Note: If you have not added in the File Manager module then click on the Add A Page button and add it in.)
4. Edit the directory you would like to upload your files to.
(*Note: You create different directories by adding in usernames under the Maintain Usernames button. Only individual with the appropriate username and password will see what is in the individual directories. Everyone with a username and password has access to the General Files directory so do not put in secure files in the General Files directory.)
5. Click browse on one of the buttons at the bottom of the page, find the file you would like to upload and double click on it.
6. Click on Show Link under the file name of the file you wish to link to.
(*Note: The most recent uploaded files will be at the bottom of the list.)
7. Make sure everything in the box that appears is highlighted.
(*Example: /customers/102052110253430/filemanager/example.xls)
(*Note: If this is for a newsletter that you are planning to send out then make sure you copy your whole domain name.
Example:
<http://www.domain.com/customers/102052110253430/filemanager/example.xls>)
8. Do a right click on what you have highlighted and choose copy.
9. Click the OK button on the Script Prompt box.
10. Click on the Update Your Website button.
11. Edit the page you wish to create the link for the document on.
12. Edit or add a new paragraph on the page where you would like to place the link.
13. Type in the text for the link in the paragraph bar.
14. Highlight the link's text.
15. Click on the Insert Hyperlink button.
16. Delete out the http:// out of the href field.
17. Do a right click in this field and choose paste.
18. Type in _blank in the target field.
(*Note: This will make the document open in a new browser window for the user.)
19. Click on the Insert Link button.
20. Click the Next or Update button at the top of the page to save your changes.