



Quick Start Guide

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MyEduWebsite Minimum requirements

MyEduWebsite works with all the latest browsers. If you are not using the latest version of your browser, we recommend that you upgrade as some features may not work properly on older browser versions.

Internet Explorer versions 6 and 7 are not supported.

Creating an account

Register an account by going to www.MyEduWebsite.com then clicking on My Account > Registration. You will be asked to confirm your account by email. Remember your username and password.

Logging in

Go to www.MyEduWebsite.com then click on My Account.

Use the username and password you used to create the account. Please note that you need to use your username, not email address. Individual sites can be accessed through the admin.php file. If your site domain is www.example.com, administration area address is www.example.com/admin.php but we recommend using your admin dashboard.

Creating and Managing a Website

Once you have logged in you will see a list of your existing websites.

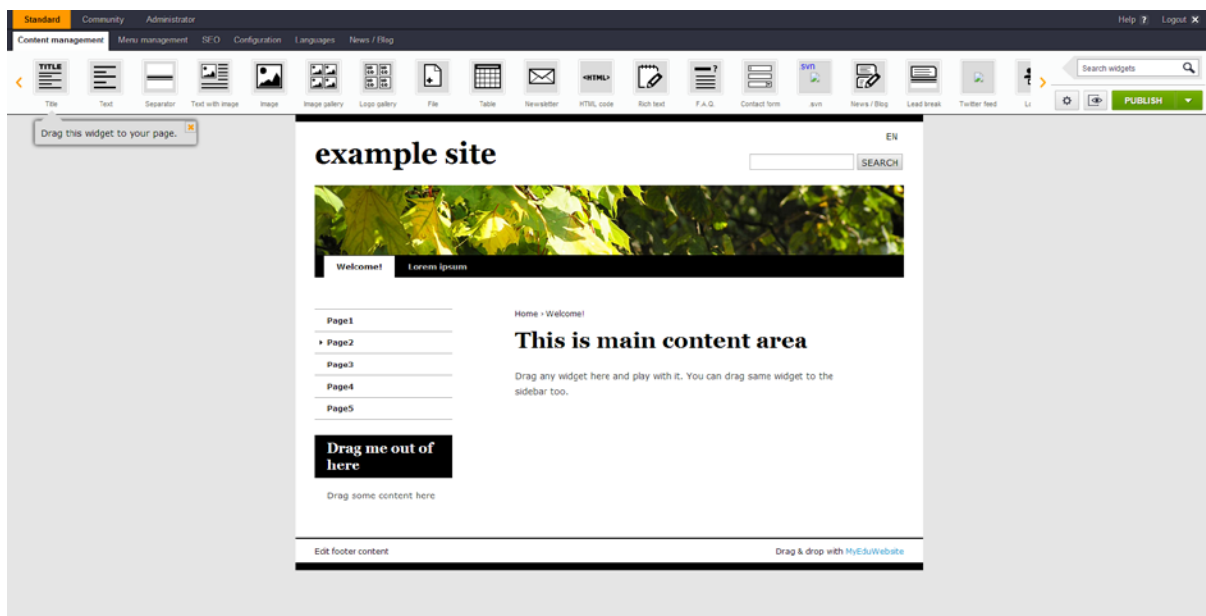
Click on the Manage Website link to edit an existing website.

Click on the “Create Website” link to create a new website and fill in the following details:

- Domain. Either:
- Subdomain of this website
(web address will be www.mynewsite.myeduwebsite.com or,
- Your own domain (e.g. www.myownsite.com)
You will have to point to the following IP address: 82.145.55.187
This is usually done by amending your DNS A-record. For further assistance, please refer to your domain name provider.
- Website Name
- Captcha form

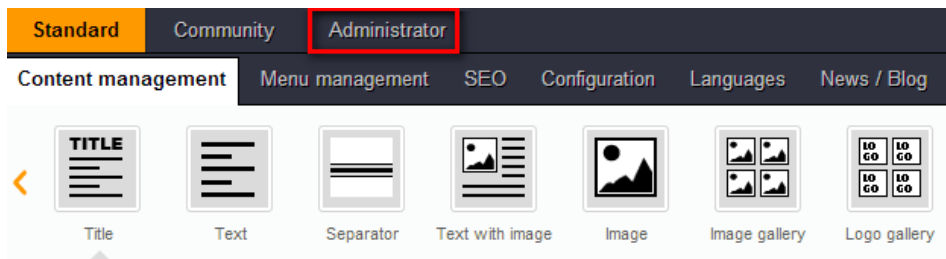
Adding content to your website

Once you click the “Manage Website” link, you are taken to the content management page.

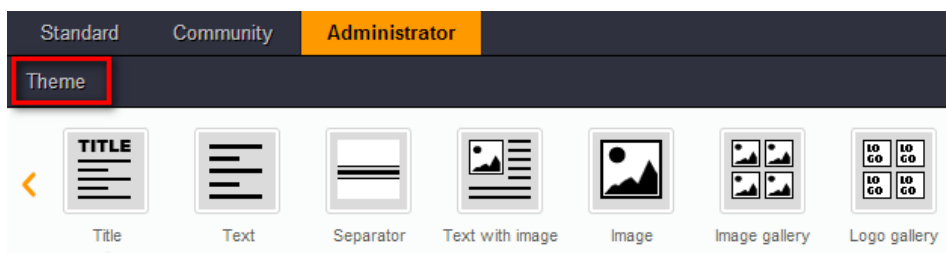


The first thing you will want to do is **select a new template for your site.**

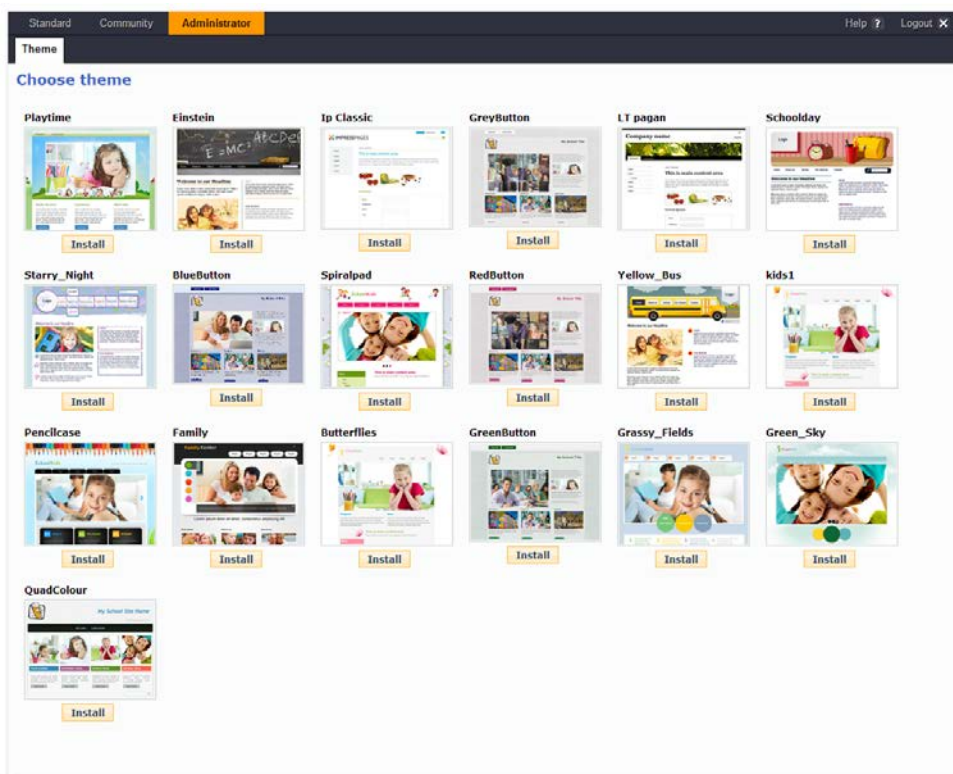
Do this by clicking on the “Administrator” link in the top menu:



Then “Theme”

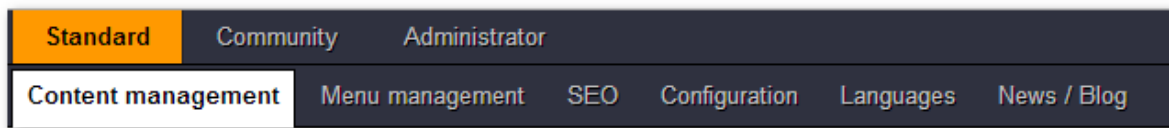


Then pick a theme from any available



Click the “Install” button underneath the template.

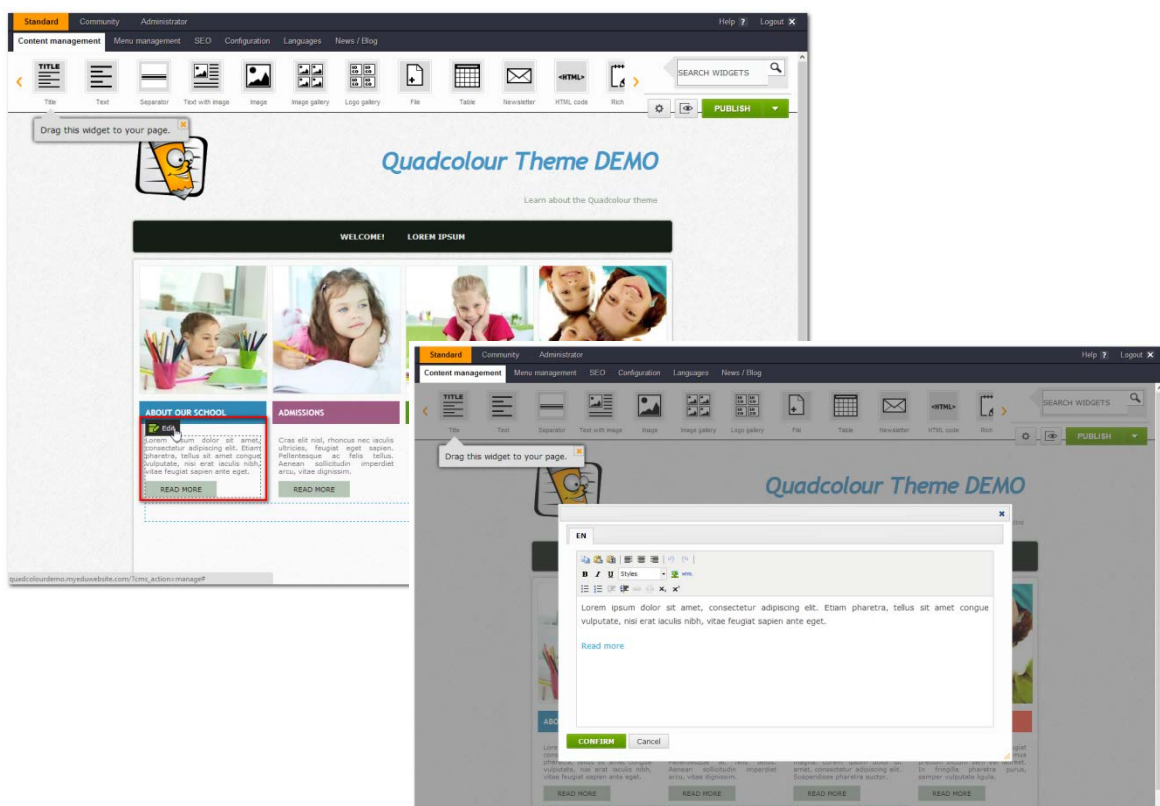
Then return back to edit the template by clicking “Standard” then “Content Management” in the toolbar:



You are not ready to start editing your content

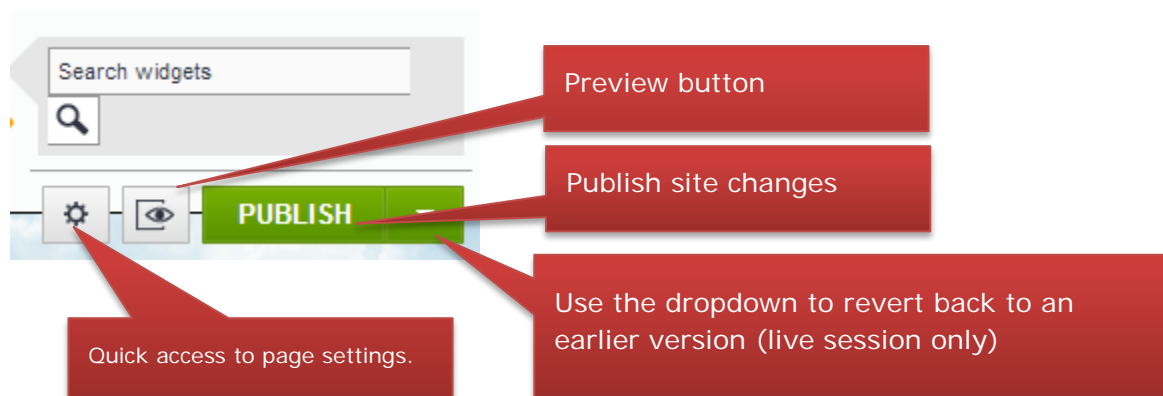
Editing content

Within your template you will find that many areas and objects on the page can be edited. Simply place your mouse over the content you want to edit and click the edit button. An appropriate editor/file selector will open up to edit that object.



When you have finished editing your page, click the publish button on the left hand side.

To preview your site, click the preview button.



Page and Menu Management

Page structure is dictated by the pages listed in a menu.
Click on “Standard” then “Menu Management”.

All current pages are shown in the list (click on the triangles in the tree view to expand).

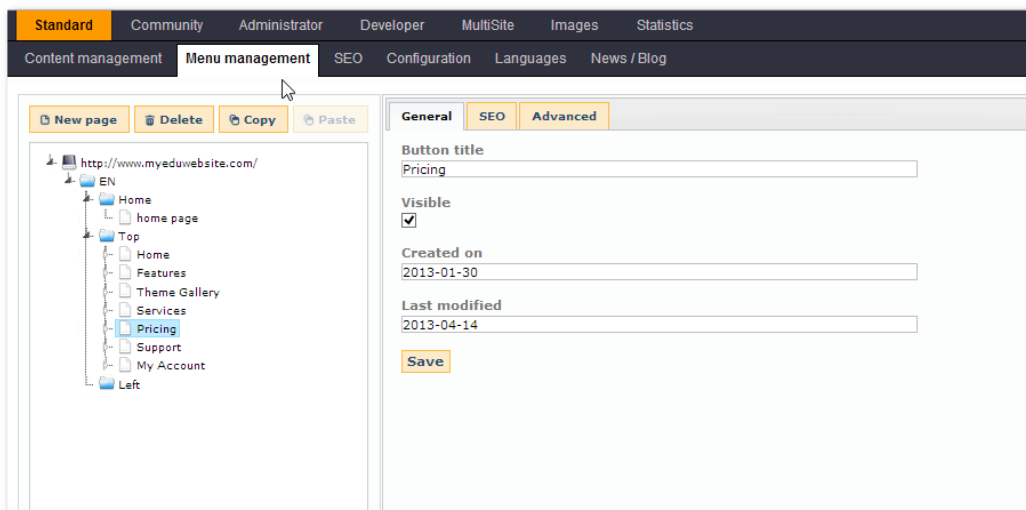
Select a menu item to view and edit its properties.

We are concerned with the Top and Left menus.

Top Menu – is the primary navigation, usually horizontal at the top of the page

Left Menu – is the secondary navigation usually vertical and on the left (or sometimes right) side of the page.

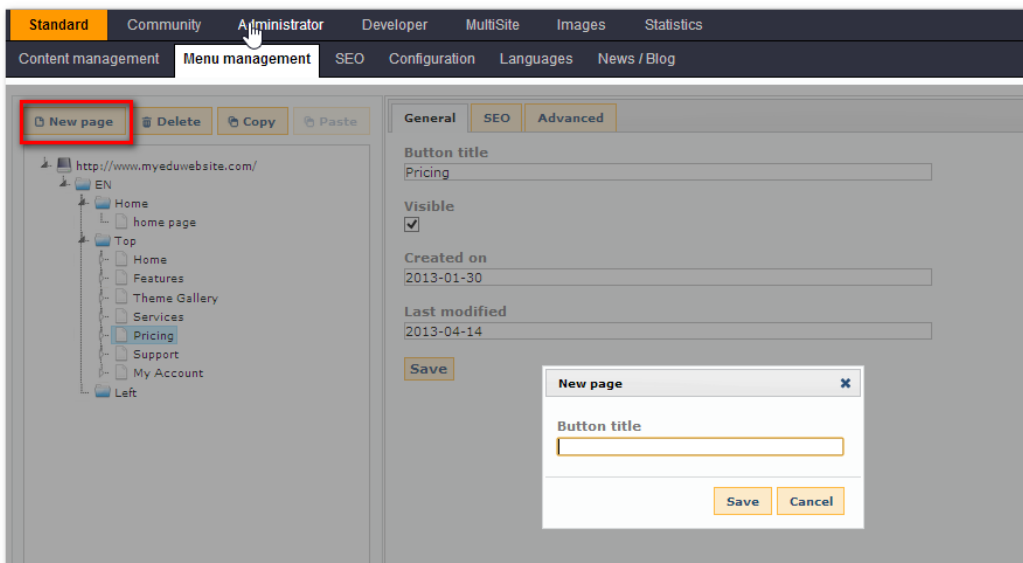
Home - this sets the home page of the website and should not be changed.



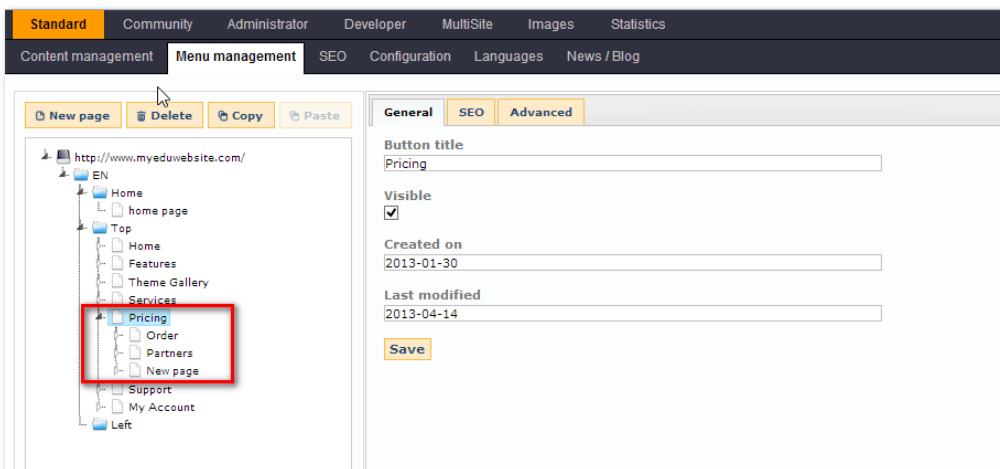
To create a new page, we must create a new menu item for that page in order for us to be able to navigate to it.

1. Click on the menu where you want the page to appear
2. Click on the new page button and give the page/menu item a name.
3. Drag it to the correct position in the menu

Note: Sub-menu items are allowed. To do this, select the menu item where you want a sub-page, then click the new page button.

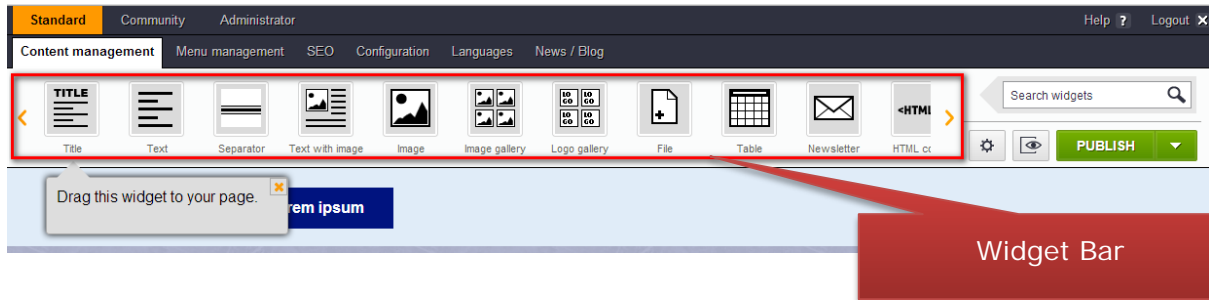


As we have created this new item in the top menu under the "Pricing" menu item, it is listed as a sub menu item. To move it to a different position on the menu, simply drag and drop it to the preferred position.











Using Widgets.


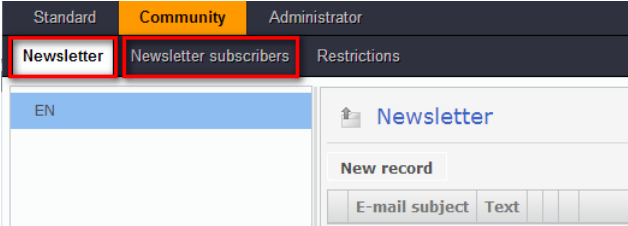




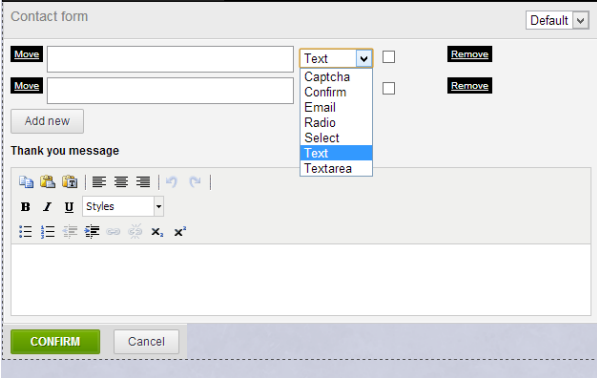


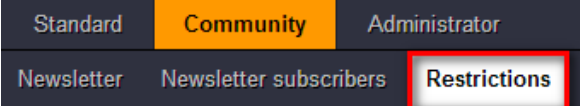
Widgets are the main building blocks of website's content. Widgets are the blocks that you can drag&drop from the toolbar and edit in your website



For up-to-date information on widgets and examples of how to use them, please visit:
<http://www.myeduwebsite.com/en/top/templates-1/widgets-1/>

Widget Types:

 <p>Title</p>	<p>Adds a text title to the page. This is automatically styled to your sites heading style.</p>
 <p>Text</p>	<p>Inserts text in the normal paragraph styling to your site. It erases all HTML and CSS trash (tags, styles, etc.), but leaves exactly what you expect and need: bold, italic, underline, links, lists, paragraphs, line breaks. All styles are automatically transformed to already defined website styles.</p>
 <p>Separator</p>	<p>Adds a separator line on your page.</p>
 <p>Text with image</p>	<p>Allows uploading of an image and correctly formats text around that image.</p>
 <p>Image</p>	<p>Uploads a standalone image.</p>
 <p>Image gallery</p>	<p>Allows insertion of thumbnail images. Click on an image and it opens full size.</p>
 <p>Logo gallery</p>	<p>Allows insertion of thumbnail images that can have links to other pages, sites or resources.</p>
 <p>File</p>	<p>Allows upload of files.</p>

 <p>Newsletter</p>	<p>Provides a sign-up field for users to sign up to a newsletter. Newsletter items and subscribers can be managed from the administration interface</p> 
 <p>HTML code</p>	<p>Allows the insertion of html code – useful for embedding third-party widgets.</p>
 <p>Rich text</p>	<p>Very powerful text editor allowing insertion of tables, media, files images as well as control and editing of all elements created with the rich text block.</p> <p>Note: This block is for advanced users. For simple and quick insertion of text we recommend using the text block.</p>
 <p>F.A.Q.</p>	<p>Create a list of frequently asked questions. Drag the FAQ widget for each additional question.</p>
 <p>Contact form</p>	<p>Add a simple contact form to your site. Add text fields, text area, selection boxes, radio buttons, email address, confirmation buttons, captcha and thank-you message.</p> <p>Messages are sent to the site administrator's registered email.</p> 
 <p>Login</p>  <p>Registration</p>	<p>Make part of your website restricted to registered users. Add a login and/or registration form. Then control access using the Restrictions tool to limit site content to specific users.</p> 

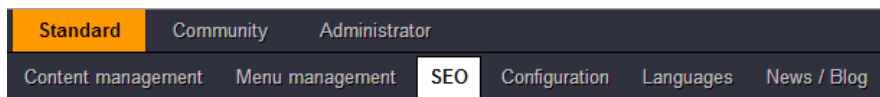
Search Engine Optimisation

Specific SEO features of MyEduWebsite:


- automatic generation of SEO friendly URLs;
- setting of title, keywords, description and URL values for each page;
- automatic sitemap generations;
- content widgets are compatible with SEO recommendations for content.

Optimise your site quickly and easily by adding keywords and page descriptions.










Firstly, go to the SEO pages:



You will then see a list of your sites "zones". Click on the edit button to edit the SEO options for a zone:

 **Zones**

Search

Name	Title	URL	Keywords	Description
 Home	/Home	/home	/	/
 Top	/Top	/top	/	/
 Left	/Left	/left	/	/
 Search	/Search	/search	/	/
 RSS	/RSS	/rss	/	/
 Sitemap	/Sitemap	/sitemap	/	/
 Newsletter	/Newsletter	/newsletter	/	/
 User	/User	/user	/	/
 News	/News	/news	/	/

Title
EN
Home

URL
EN
home

Keywords
EN

Description
EN

Then add in your keywords and description and click save.

The system/software automatically performs the major part of this task. Your website will have better ranking in search engines.

We still recommend submitting your site to the search engines.

Try using <http://www.cleversubmitter.com/> or a similar tool to save time.



Need More Help

If you need more help then you'll find more tips and assistance on the MyWeduWebsite Q and A pages:

<http://www.myeduwebsite.com/qanda/>

If you don't see an answers to your problem, then user the Q and A pages to post your question to the MyEduWebsite team and community. Or help out by answering a question.

