

## Our Pages Ltd's Instructions make it easy to test-drive their 'Self Editable Website Creation Software' today.

[How to create your new website](#)

[How to view your new website](#)

[Editing the text of your website](#)

[Adding and Deleting Pages](#)

[Multi Lingual Web Pages](#)

[Adding an image](#)

[Editing an image](#)

[Password protecting your site](#)

[Backing up your site](#)

[Making sure you don't lose your domain](#)

[Changing the look and feel of your web site](#)

[Why can't I get my password emailed to me?](#)

[How do I report any problems with the software?](#)

[Can I make suggestions to enhance the service?](#)

### Follow these simple instructions to try out the software today:



**A.** We have provided a button at the end of these instructions, scroll down to it to print them out. **Please note:** The Firefox browser has a known bug preventing the printing of multiple web pages in certain circumstances; We strongly recommend that you **Download and printout the the Adobe pdf version** of these instructions, a link to which you will find at the very bottom of this document, preferably do this before clicking the Create a Website button on the left, since these instructions will be no longer visible, once you start creating

your Website.

**B.** Firstly click the side menu button 'Create a Website'. You will need to select a domain name which will point to your website. All the domain names that are available are split up into categories. Click the circle (known as a 'radio button') by the 'category-name' that most closely fits the area you are interested in.

**C.** Then enter a prefix name (example your own name) in the white box below the list of categories to use as the prefix to your website address; then click the button 'check availability'; in the example shown we have used the name 'jo', .

- jo.ourpage.info
- jo.ourpages.info
- jo.their-page.info - already gone!
- jo.their-pages.info
- jo.visitpage.info
- jo.visitpages.info

Use selected personal domain

Try a different prefix name or category

- Her, His Pages
- use.
- ment, CyberPages
- His, Her Pages
- estra, Strings
- ck, Youth Bands
- g, Fencing, Squash
- y, Notes, Greetings
- Domain Services: Register, Hosting
- Entertainment, Debating, Workers
- Go Pages, GOTO Pages, Go WebSi
- Introductory, Internet, Online page
- Pages: View, Visit, His, Her, My, O
- Restaurants, Public Houses
- Sports Clubs: News, Reports, Result

name jo

example if your prefix name is "jo", your website address  
(jo.ourpages.info)

**D.** We will then display a list of the available website addresses (domain names). Simply click in the circle in front of an available name and the button entitled 'use selected personal domain' below all the names and your website will be instantly created and will be visible to everybody on the Internet. If, however, your chosen name has been taken, your only option is to click the other button: "Try a different prefix name or category";

this will take you back to the previous web page, where, hopefully, you can select a different prefix name to create your trial website. Once you are able to display a web site with the prefix name of your choice, you will need to personalise it; but first of all it needs protecting with a

unique username and password. The following page will appear and the links will refer to your own website.



**Congratulations!** You have now created your new website

<http://chris.her-page.info>

Click on the link above to view your new website in a separate window.

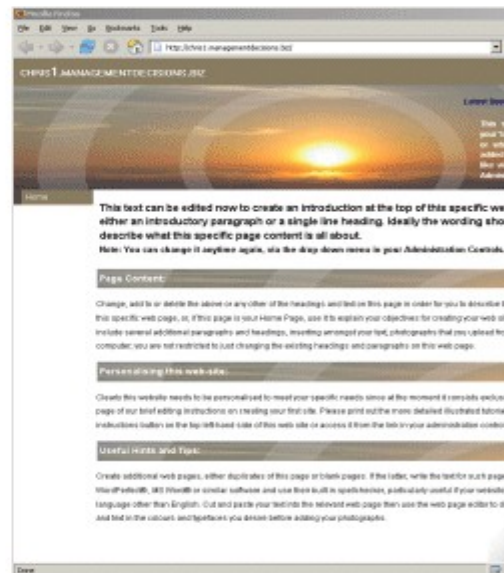
You now have 2 choices. You can either continue and register:

**Register Now!**

or alternatively, in order to edit your site, without registering, you must enter your email address and choose a **temporary** password:

**email address:**

**Password:**



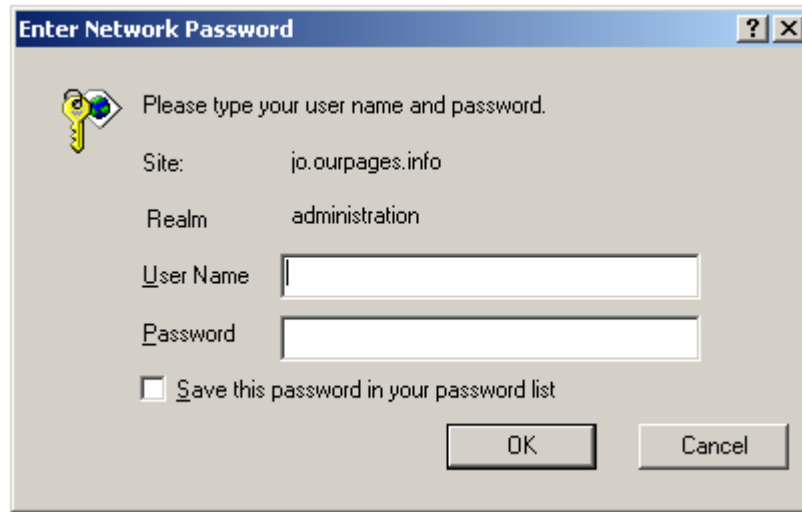
**Save settings**

**The initial web page displayed above on the right hand side, is generated for you to edit**, to do so you need to enter your email address and select a password and then click the "Save settings" button which will then be replaced with the "Edit your website" button which you can click and start editing the first page of your website. The existing website text should be read by you and can be used as a prompt of what to change when personalising the content of your first web page. **Tip!** Before you start editing, use the administration drop down menu and click the bottom option "User Details" and change the username and maybe enter other information, if you do not subscribe within 24 hours, all this information and your website will be automatically deleted.

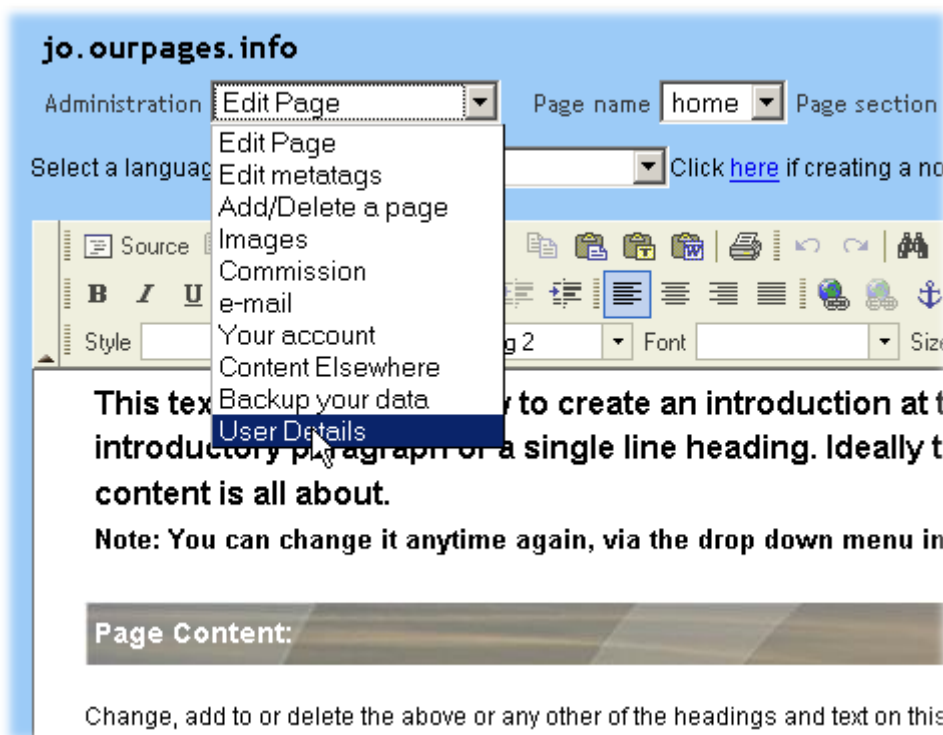
**E.** The system will generate a website using one of the styles Our Pages Ltd provide, each has its own distinctive appearance, design or web site arrangement. You can at anytime, instantly change the way your web site is displayed, by choosing one of the alternative styles we make available to you, via your Administration Controls. You can then Simply edit, add or remove pages to personalise **YOUR Web Site** to meet your specific needs. Your site can be seen on the Internet from the moment you first create it. Just launch another web browser and enter your web address into the address bar. In the example shown we would enter <http://jo.ourpages.info> The system will create just your first page and fill in some of the text to show you what it currently looks like. At this stage we don't require anything from you, **but if you want to retain the name and content of your newly created website, you will have to subscribe within 24 hours (to prevent our software deleting everything) and you will then be able to take advantage of the 7 days trial period to try out the software in the knowledge that you will be entitled to a no quibble refund if you do not find it suitable for your needs.**

During the initial 24 hours that we allow you to try out the software without subscribing, you must use the email address you entered when activating your website as your User Name, (unless you went to your User Details and changed it to a different user name) and also the Password you selected when you created your website (unless you have changed it since in

your User Details). You can change both anytime either before or after subscribing but make sure that your alternatives are **not too short, easily guessed, not a real name or a word in the dictionary and do not divulge them to anyone** (an ideal password should consist of a combination of letters and numbers). **To make sure your website is NOT deleted by the software, be sure to ALWAYS have a valid e-mail address entered in the email box of your User Details!**



As soon as you log in, it is sensible to bookmark your site and also go to the user details page. Just select user details from the drop down list as shown:



After mouse clicking the User Details (on the drop down menu), your user details page will be displayed. On this page you can change your user name and password anytime, make them memorable to you but not identifiable by anyone else.

## User registration details

### Personal Information

|             |   |
|-------------|---|
| Title:      | <input type="text"/>                    |
| First Name: | <input type="text"/>                    |
| Surname:    | <input type="text"/>                    |
| e-mail:     | <input type="text"/>                    |
| Username:   | <input type="text" value="josephin"/>   |
| Password:   | <input type="text" value="mangobiome"/> |

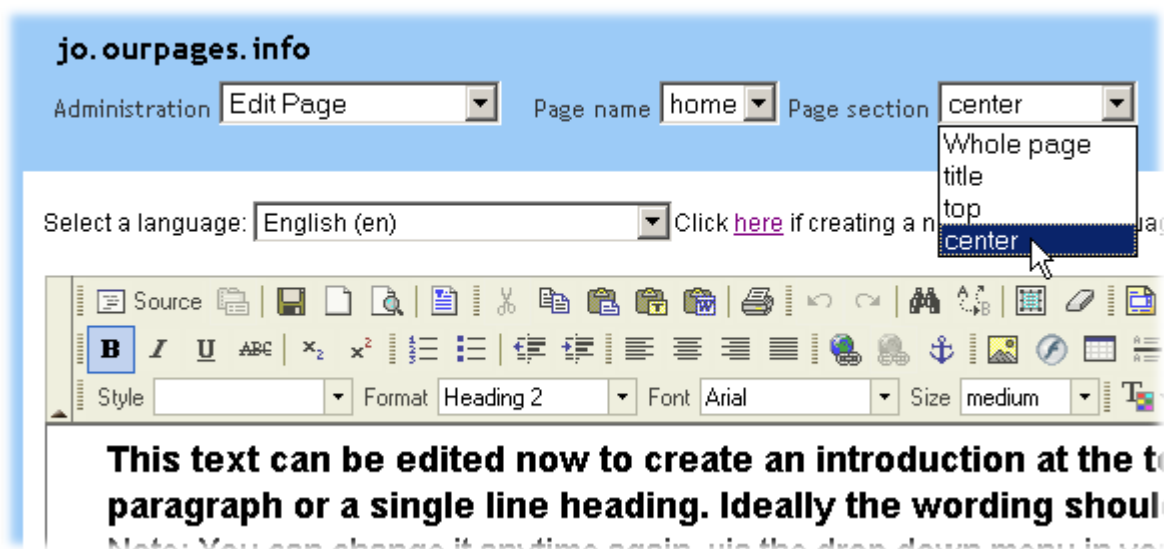
### Address Details

This illustration shows the process of changing the user name to josephine and the password can also be changed. If you do not want to lose your website, ALWAYS make sure that you enter your e-mail address in the box above your User Name. **When finished**, You need to press the return key or click the button 'Update Information' by scrolling down to the bottom of the 'User Details' page.

## Editing your website

If you are still running the Administration Page, choose 'Edit Page' from the

Administration drop down menu.



1. The system will automatically default to the language of your browser but if you wish, you can choose the language you want for your web site [eg English (en)] by clicking the drop down menu by the heading "Select a language" above the editing toolbar. You will also need to use an appropriate keyboard for the language of your choice. **Tip!** Hover your mouse over each of the editing icons and its function will be displayed in the language that you selected from the 'language drop down menu'.
2. When the page loads up initially, it defaults for you to edit the whole of the web page you select to edit. You can choose which section you edit by selecting from the options available via the Page section drop down list menu. You can choose the whole page to view and edit the whole of the page.
3. Alternatively, choose the 'title' option to change or add a heading to the top of the web page. The 'top' drop down menu is used to enter or edit 'latest news' or 'sports results' or 'meeting times' etc. The 'centre' drop down menu relates to the rest of the page.
4. Text on each page can be edited as you would edit using a word processor. You will notice that, by changing the Format drop down menu (at the bottom of the toolbar), you can choose different headings that fit in with the style.

## Adding and Deleting pages

1. Choosing Add/delete a page from the administration menu will produce the page control section. You can either add a blank page or a copy of an existing one. We recommend you add a copy of an existing page. The entry you put in to Page display name will be

- the name that appears on the menu. If you don't want it on the page menu, then leave this entry [blank](#).
- The language section is used for multi-lingual websites. If you want the site in 2 or more languages, say English and German, create a new set of pages like the first set; only this time save them choosing the German language from the drop down menu. Now, when someone comes to the site with a German browser, they will see only the German pages. Everybody else will see the English site.
  - The Menu position will determine where in the menu the page will come. This field is the sort key used to determine the menu order. So if you want a page to be at the top of the menu, put an 'a' in this place. The next page 'b' and so on. (see item 6 under the [illustration](#) explaining about 'Password protecting your site' towards the end of these instructions, for a more detailed explanation).
  - The style field will allow you to determine what style form to use for your web site.
- 

### Multi Lingual Web Pages.

From a language point of view, there are three ways users might like to present their websites:

- All website pages in one language only, e.g. English.
- Webpages written in two or more languages. All languages appear on the same page. e.g. French restaurant, menu written in French with English translation underneath each dish.
- Multilingual websites where the website is translated page by page into more than one language. Traditionally, you had to click on a flag to get your language. However, Ourpages software will automatically display the pages in the correct language providing the visitor's browser supports the languages you use. For example: an English user will see the website in English and an Italian user will see the website in Italian if you have created pages in Italian as below.

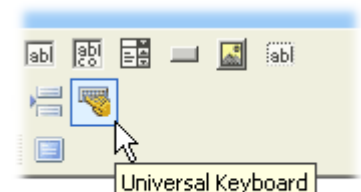
### How do you create them?

#### 1) All websites in one language only.

Simply enter text in the editor with your normal keyboard. The editor toolbar should be displayed in your local language automatically. If not, click on the 'Language' drop down menu in the editor and choose the language you require.

#### 2) Websites written in 2 or more languages.

Enter text as in 1). If your language can't be expressed using the keys on the keyboard, e.g. Hebrew or Russian for example, use the 'Virtual Keyboard' available from the toolbar to enter your second language text.



#### 3) Multilingual websites.

First create your website in your main language, say English. Then recreate the same web pages using the 'Add a page' section of the site administration facility, only this time save them in your chosen second language. For example, let's assume you have a 2 page website, 'About Us' and 'Our Family Photographs', and you wish to create them in English and Italian. You create the two pages in English and save them. You then need to create these pages again but as non-English pages in Italian.

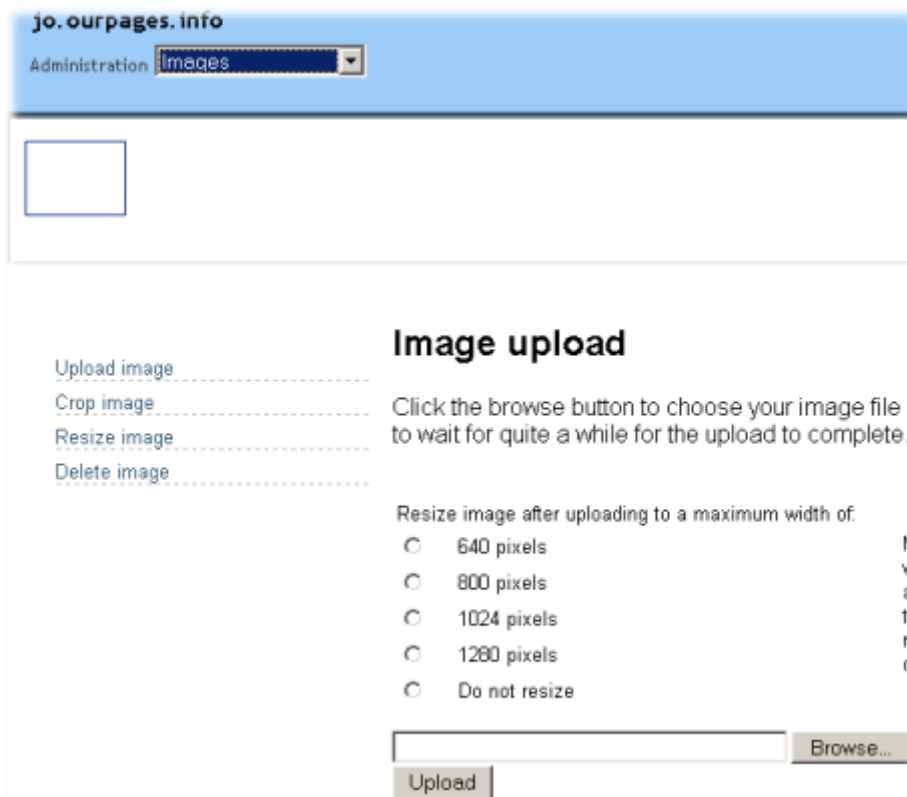
You do this by going to the drop down menu 'Add a page', but this time you add the copy of the page 'About us' but call it 'Su di noi' and you change the English text to Italian after selecting the 'Italian' language' from the language drop down menu and save the Italian version of that page. Then add a copy of the second page 'Our Family Photographs' repeating the above exercise and call it 'Fotografie della famiglia', you again edit the page and save it in the Italian Language. You can change or edit these Italian pages to your liking and then save them as you would save the English versions.

Now when someone comes to your site with an Italian Web Browser, they will see just the 2 pages in Italian, 'Su di noi' and 'Fotografie della famiglia'. Anyone using any other browser will see the English version 'About us' and 'Our Family Photographs'.

---

## Adding an image

You need to prepare, using the information below, the images you use before inserting them into the text on your page because they will often be too big to use on a web page. Click on Images in the administration drop down menu.



The image upload system can be confusing if you don't understand how images are stored and displayed. The size an image appears on someone's web browser depends on how big the screen is on their computer monitor. They could be viewing it on a large 24 inch monitor or on a tiny mobile phone screen.

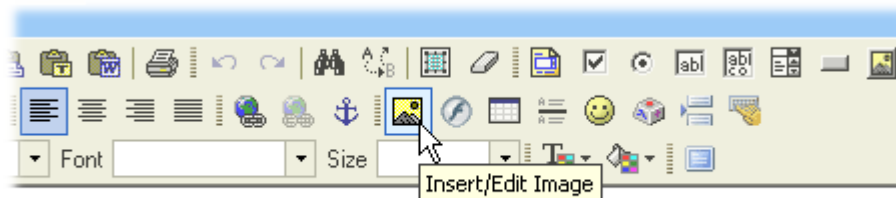
As a result, we describe image size by the number of pixels across the width of the image. A pixel is a single dot on the screen. Nowadays, most desktop screens are around 1280 pixels across and most laptops 1024 pixels across the screen.

A modest 6 Megapixel camera will produce photographs over 3000 pixels across and you can upload these but they will be far too big for a web page. Our Pages Ltd's solution is to allow you to resize the image after uploading. Pick a size from the list and then browse for your image and click upload. It is likely if uploading a large image to take a few minutes.



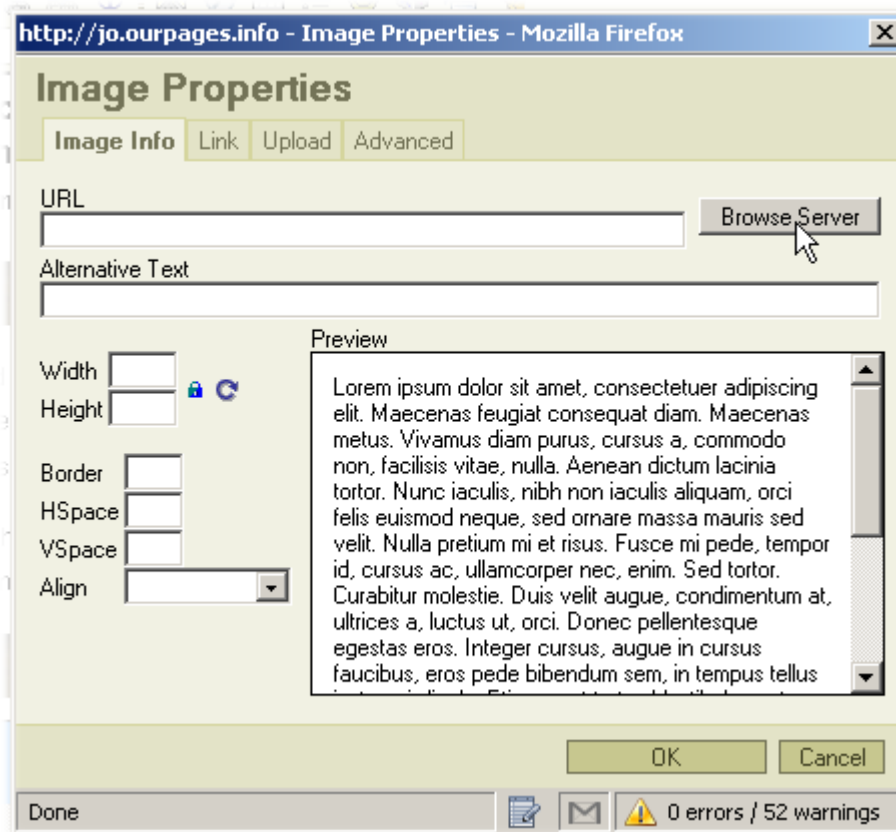
Once it has uploaded, it will join the blank image in the thumbnail view of your images at the top of the page.

It will now need editing to be useful on the webpage. (See [next](#) section). Once you are happy with all your images, choose 'edit page' from the Administration drop down menu and look on the toolbar for the 'Insert/Edit Image' button; it is usually in the centre of the toolbar as shown below.

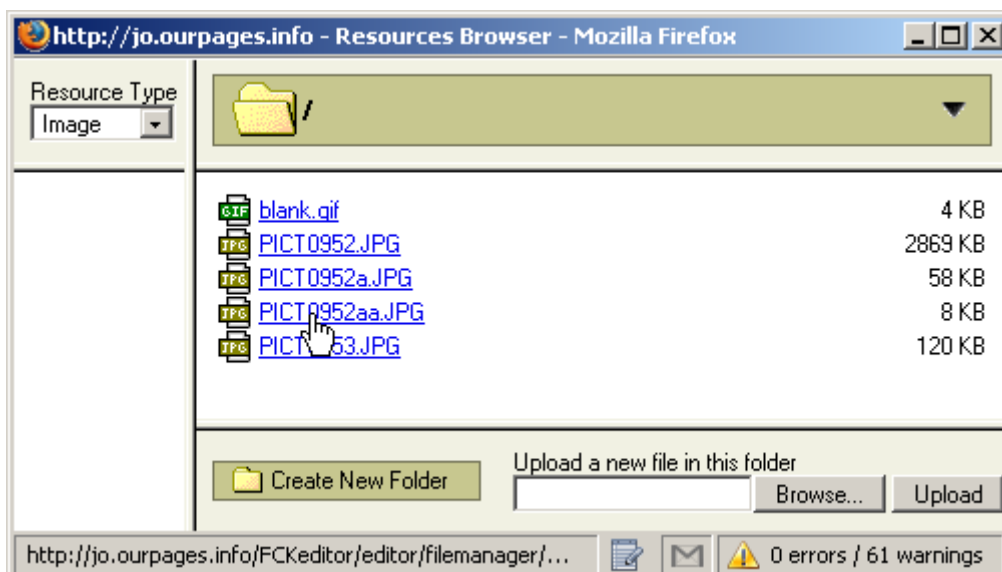


create an introduction at the top of this specific web-page as e

All the images you have created are now available to you. The next dialogue box will pop-up and you need to click on Browse Server (as illustrated below) to show your image library.

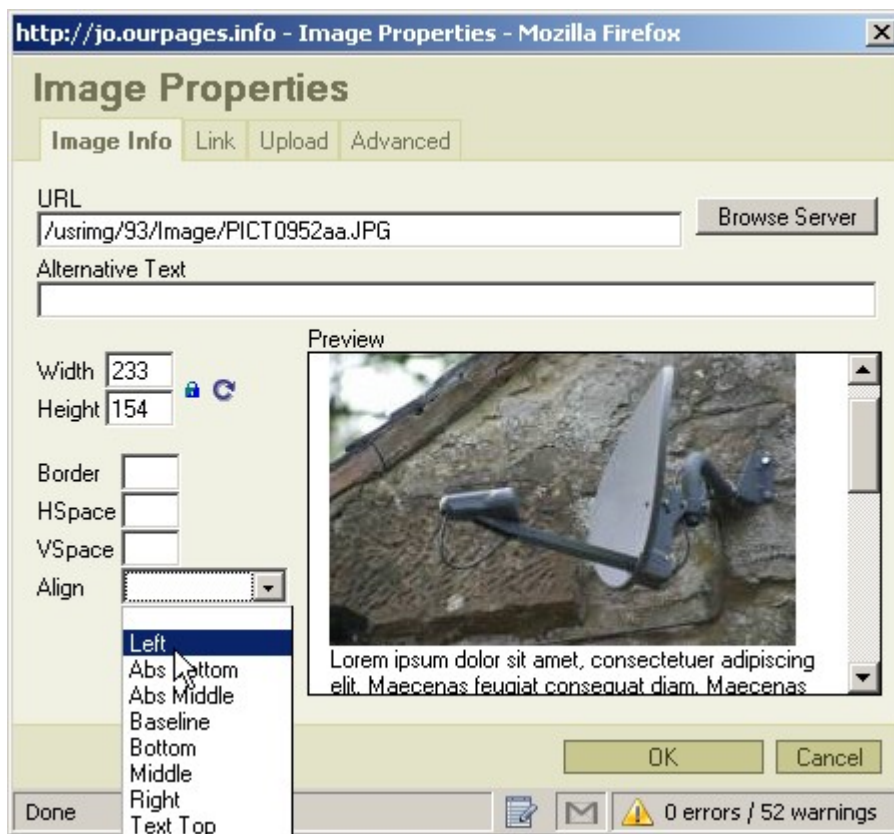


Once you have clicked on the 'Browse Server' button, a list of the images you have created by uploading and by editing are shown and you will need to choose the one you want.



Notice the sizes of the images. PICT0952.jpg is nearly 3Mb in size (3 million bytes). Through

the use of the resize image facility, it has been reduced to 8kb, just about right for web use. (see [editing an image](#) below for details of how to do this). By clicking on the file name, it is inserted into the image loading dialogue box.



As it is, the image will have no text wrapped around it. Select 'Left' or 'Right' from the Align menu shown in the illustration above and the text will surround the image as shown in the next illustration.





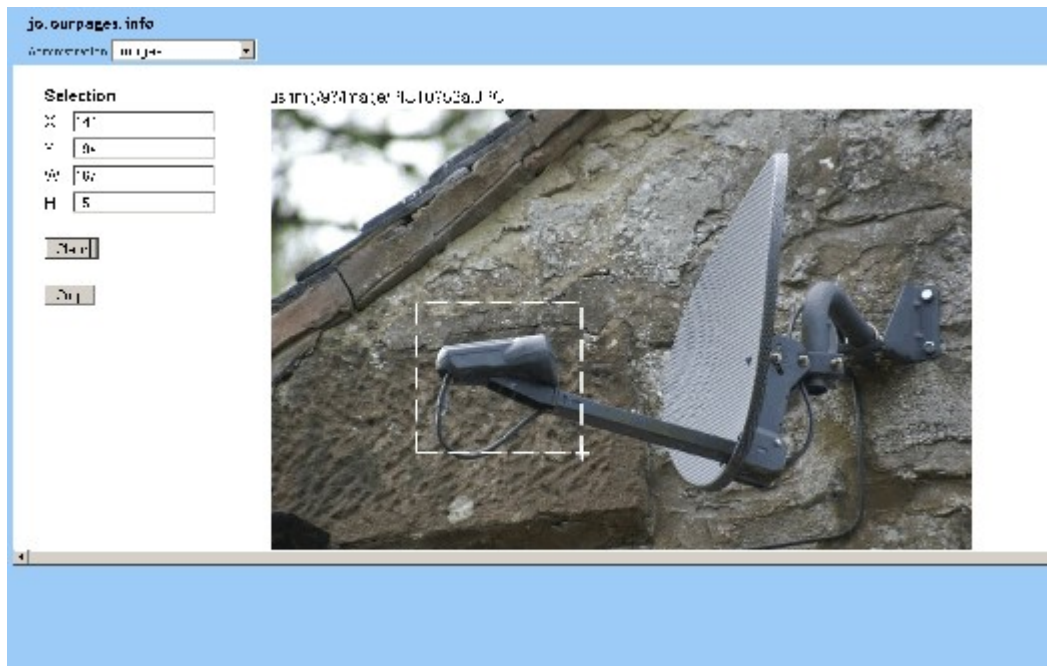
into the resizing window. You will see a small green marker towards the top right end of the picture.



By dragging it to the left with the mouse, you will be able to resize the picture and you can then save it at the size you want. By saving the images at the size you want, it will both use up less space on the server (reducing the need for you to subscribe for additional server space) and also your web pages will display faster so your visitors are not kept waiting.

### Crop Image

You can select just a small area of the uploaded image to display. Click on Crop Image in the menu and click on the picture you wish to crop from the thumbnails.



Then drag the mouse over the area you wish to use, click the 'Crop' button and the system will crop the image over this area and save the new image in your image library ready for use in your web page.

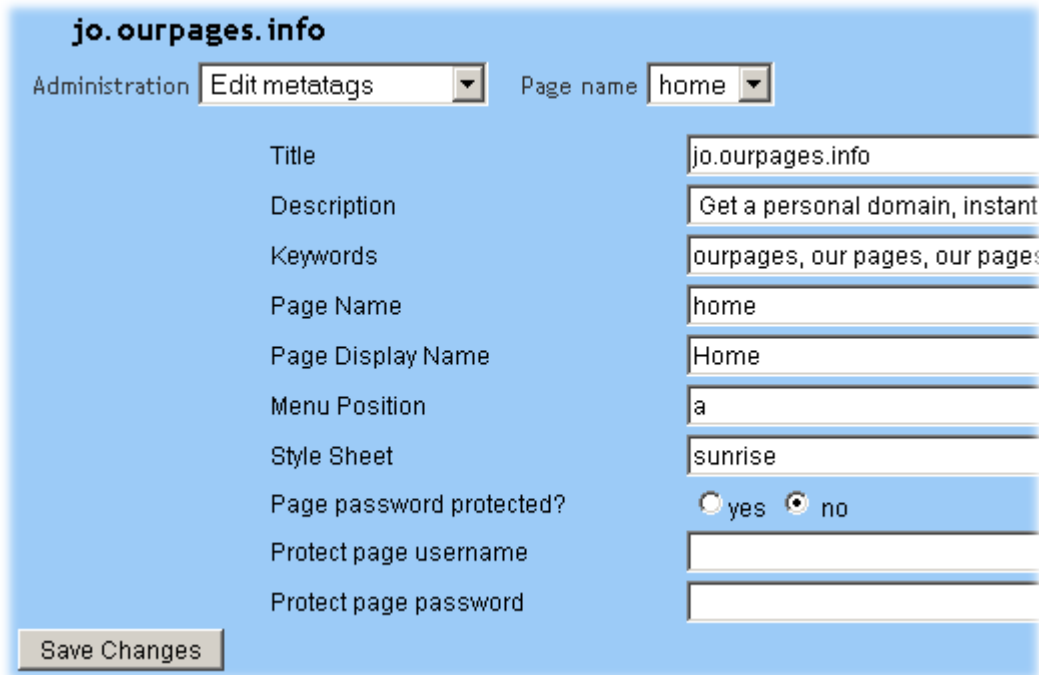
### Delete Image

Simply choose this option, click on the image you want to delete and press the Delete button. Please note you cannot delete Blank.gif, this is required as a place holder.

---

## Password protecting your site

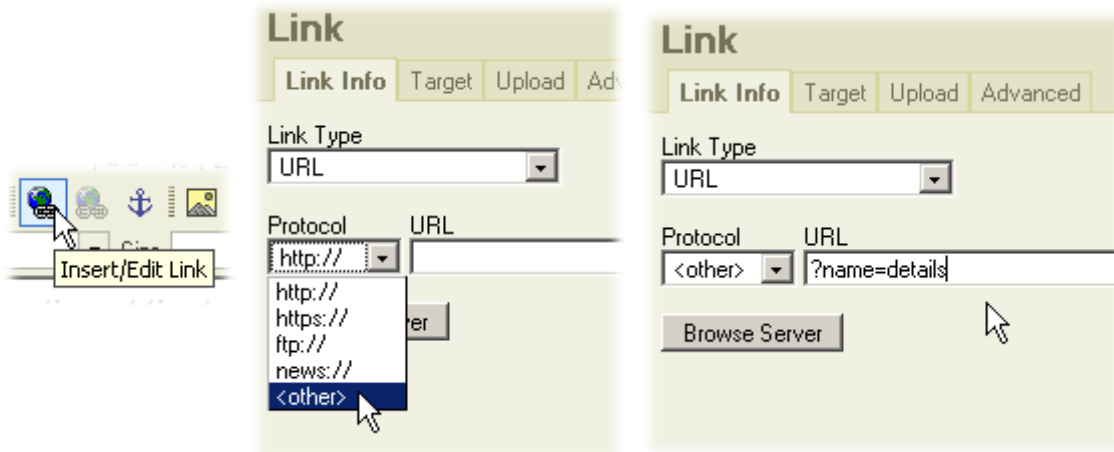
Sometimes you may want to protect some or all of your site so that only you and your friends / membership / relatives can view the pages. Select 'Edit Metatags' from the Administration drop down menu and the following page will be displayed:



The screenshot shows a web interface for editing metatags for the domain 'jo.ourpages.info'. At the top, there is a navigation menu with 'Administration' selected and 'Edit metatags' chosen. To the right, the 'Page name' is set to 'home'. Below this, a list of fields is displayed with their current values: Title (jo.ourpages.info), Description (Get a personal domain, instant), Keywords (ourpages, our pages, our pages), Page Name (home), Page Display Name (Home), Menu Position (a), Style Sheet (sunrise), Page password protected? (radio buttons for 'yes' and 'no', with 'no' selected), Protect page username (empty text box), and Protect page password (empty text box). A 'Save Changes' button is located at the bottom left of the form area.

You will see that the last 3 entries on the form, control the password protection of this page. Simply select 'Yes' to the Page password protected question and then enter a user name and password which you and your visitors will have to enter to gain access to the page. Click 'Save Changes' to record your intentions. The other fields are as follows:

- 1) Title:** You enter here a title for the page that will often appear on the web browser title bar.
- 2) Description:** Here you enter a short description about the specific web page and this will sometimes be used by the search engines as a description of what the page is about in the search engine listings displayed to those using a search engine to find interesting websites.
- 3) Keywords:** Similarly, search engines often use these words to index your page, enter some of the keywords ACTUALLY displayed on the web page.
- 4) Page Name:** The name you enter here is used by the software to identify each specific page; indeed, you use the Name when creating a link to it from one of your other web pages as described below.
- 5) Page Display Name:** If you want this page to be accessed by a menu option, you need to enter the word or words that will appear on the menu button. Often it's the same name as the page. If you don't want a page to be on the menu, leave this field blank but you will need to create a link to it from one of your 'menu accessible' web pages as below:**To access another page from a page link, carry out the following five steps:**
  - a) highlight the word or words (you want to create the link from) on one of your 'menu accessible' pages.



- b) Click on the 'Insert/Edit Link' icon on the tool bar editor (see first image above)
- c) Choose 'other' as the Protocol.(middle image above)
- d) At the url enter '?name=<pagename>' (do not enter the single quotes simply type in ? name=<pagename>).
- e) You need to replace the placeholder, <pagename> with your actual page name, for example 'details' as shown in the third image above. This is the name you entered under Page Name (when leaving the Page Display Name and Menu position blank) when using the 'Edit Metatags' drop down menu referred to above.
- 6) Menu position: In the illustration above, an 'a' is entered. This will place this page at the top position in the menu. You must enter a 'b' to have a page in the next position, etc. If you suddenly decided you wanted a page between the first 2 pages, you would enter 'a1', so it will appear after the page marked 'a' but before the page marked 'b'.
- 7) Style Sheet: This is the name of the style to be used for your web site.

## We recommend you back-up your website content



Select the drop down menu 'Backup your data' from your Administration Controls; click the red 'Backup My Data' button and a File 'Download Box' will appear; click the 'Save' button; this will let you save a file called 'mybackup.bin'. Make sure you know where on your computer your downloads are saved. In the event of any major problems with Our Pages Ltd's servers at any time in the future, subscribers, who have backed up details off-line, can re-instate their web site, images and e-mails back onto our servers with a minimum of hassle and delay. We do not envisage

being the victim of a malicious attack to our servers but the back-up button is made available so that customers can retain copies of the latest version of their web site and copies of e-mails stored on our servers, just in case the unexpected happens.

**Making sure you don't lose your domain.** Simply make sure you have entered your valid email address in the user details page of the Administration screen, **and never delete it**, otherwise the website you have created will be deleted after 24 hours and you will be unable to recover it. **Note:** You can change your e-mail address anytime but if no e-mail address is recorded (because you deleted it), then your website and user details will be automatically deleted by the software.

## **Changing the look and feel of your web site.**

Select from the Style drop down menu (above the text editor) which is accessed via your administration controls, should you wish to make your website look different, you can do this at any time to enable you to instantly change the distinctive appearance, design or web site arrangement of your site. **Note:** You may have to edit the text on your web pages to fit the new style that you select. This facility will be expanded in the future and a much more extensive choice of web site styles will be made available for specific uses. Our Pages Ltd have concentrated on developing the software applications but will be turning their attention to generating lots of different styles for you to use for your web site in the future. **Tip!** If you find the existing website 'styles' inappropriate use the '[Can I make suggestions to enhance the service?](#)' option to suggest addition web site styles that will not only benefit you but also our other Customers.

---

## **Why can't I get my password emailed to me?**

Each time you want to change your website, you must log in with your user name and password. If you have forgotten them, you can request duplicates to be e-mailed to you. If you do not get a response, it may be because you have either not entered an email address via the 'User Details' drop down menu in your Administration Controls or have entered an invalid one or you may not be eligible to receive the address.

---

## **How do I report any problems with the software?**

If you would like to report a bug you have found, please click [here](#).

---

## **Can I make any suggestions to enhance the service?**

If you would like to request a new feature in the software, please click [here](#).

---

**Website Addresses will be registered subject to availability.** Providing you have created a website using the website address that you want, that name will be yours if you will complete your registration within 24 hours and it is not a name whose use is prohibited by Our Pages Ltd's user conditions.

## **What happens after 24 hours have past since creating my website?**

If your website was created more than 24 hours ago and you have not subscribed to use Our Pages Ltd's services, it will be automatically deleted by our software. During the period whilst test-driving OurPages Instant Editable Website Creation Software, you can use the Site Information option at the very bottom of the user details in your Administration Controls to instruct the software to display your website on the Internet or to hide it until you are ready to go live. We suggest that you should **ALWAYS** have your e-mail address entered in your user details in your Administration Controls.

**Why we allow you 24 hours to try out our software.** This is not only for you to create your editable web site but also to allow you plenty of time to read the [Registration and User Conditions](#) which, although written in simple English, are very extensive because our service has mass appeal and has to cope with a vast variety of uses that could prompt contractual disputes if things were not set out clearly. We have also used a type size that is easy to read; this has resulted in a lengthy document, although many of the clauses have been specifically worded to cope with potential problems that may never arise.

---