Build Your Own Website

WEBSITE BUILDER GUIDE

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Ready to get your business on the web? We're ready to help. Follow along step-by-step and let's get your professional online presence established.

**Ready to get started? Let's do this.
It's go time™**

*Contact our support team 24/7 at bit.ly/supportgd or call (480) 505-8877. Mention promo code SBDCLOCAL or use link bit.ly/sbdclocal for discount pricing when purchasing.
Additional resources are available at the GoDaddy Training Hub. Click or visit bit.ly/resourcehub.*

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GET THE BALL ROLLING

Sign in by using your customer account number and password.
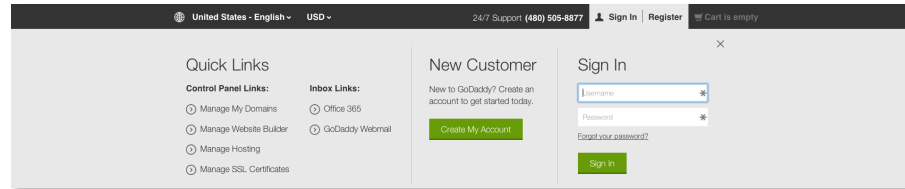
LAUNCH WEBSITE BUILDER

Step 1 On the **My Account** page click the ➕ next to **Website Builder.**

Step 2 There's a big green **Launch** button across from your domain name. Give that button a click.
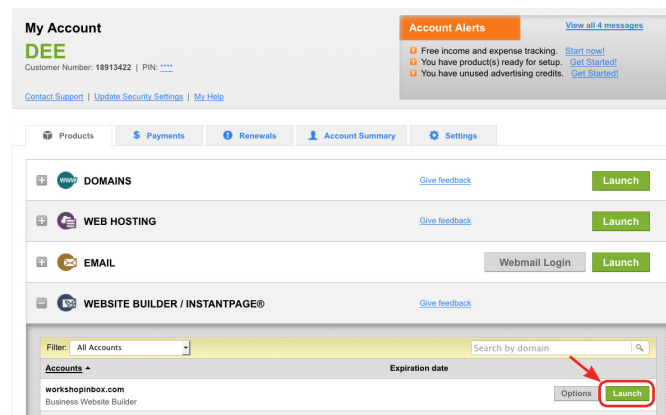
CHOOSE A THEME

Step 1 Select or enter your domain name.

Step 2 Find the theme that best fits you and apply it to your site by clicking **Select Theme.**

For a quick walk-through, watch the video at *bit.ly/choosetheme*.
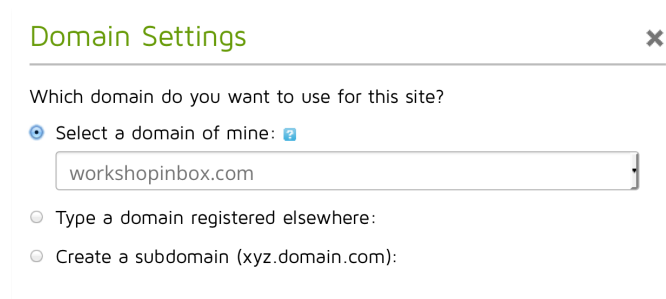
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CHOOSE A THEME *cont'd*

Step 3 Under the **Manage Site** button select **Site Settings,** enter the following information exactly as you want it to appear on your website:

> Site or Business name: *(as you want it to appear on the pages).*
> Business Category: *(type the first three letters of your business type to see suggested categories).*
> Phone: *(enter your business's 10-digit phone number).*
> Email: *(enter your business's email address).*
> Address: *(enter your business's physical mailing address)* and check **Display on my web and mobile site.**
> Connect social: *(enter your Facebook or Twitter accounts)* and check **Use with "like" box.**
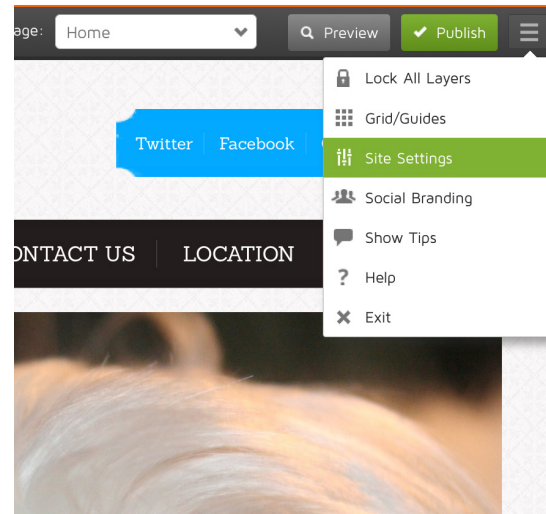
Step 4 Double-check your information and click **OK.**

TIP: You can always edit your site settings by clicking **Manage Site** and selecting **Site Settings.** Any changes you make will transfer to the website exactly as you enter them. For example, if you enter your phone number as "7077863465," that's how it will appear, so be sure to format for readability, e.g., "(707) 786-3465."

BACK UP YOUR WORK

Step 1 It's good to periodically back up your work so you don't lose any changes. Just click **Manage Site** on the main toolbar and select **Site Settings.**

Step 2 Go to the **Backup/Restore** tab, click **Create Backup** and then **OK** to save.

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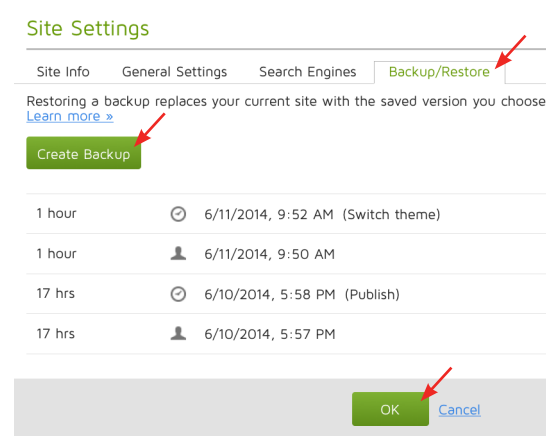
TOOLS AND NAVIGATION

Step 1 Now get your practice site back on the screen—it should look like this:

Step 2 The **Building/Widget Toolbar** should be on the left side of the page. It has a bunch of great features that enhance your site—you ought to check them out later!

Step 3 Check out the **menu toolbar** and its pull-down options.

The **Manage Site** button on the far right is pretty useful:

> **Lock All Layers:** *(advanced—not used in this course).*
> **Grid/Guidelines:** Allows you to align your content on a page.
> **Site Settings:** Allows you to edit your key information, select search engines, set up search engine optimization description information, backup and restore your pages.
> **Twitter:** Create a Twitter account using the same theme as your website (this is an upgrade feature).
> **Show Tips, Help** and **Exit** out of the site.

Step 4 Click the **Preview** button at any time to get a sneak peek of how your site will look.

SET UP CONTACT PAGE

Step 1 Go ahead and click the **Page Navigator** to pull down the menu.

Page: Home ⌄

Step 2 See how there are four pages? You might not need the **Price List** page, and can delete it or others by clicking the circle with the minus in the center.
Tip: Want to add another page? Click the **Add Page** button!

Step 3 Now click **Contact Us** to display the pre-created contact page with the contact info you provided on your Site Settings page.

Step 4 Don't like the font size, color or formatting? Making changes is simple. Highlight the text you want to customize and a menu will open. Hover your mouse over an icon to learn what it does, select the tool you need and go for it! You can even move text boxes around by dragging and dropping. When finished, click anywhere on the page (away from the menu or text boxes) to close opened menus and have an unobstructed view of the page.
TIP: If you highlight text and it appears in brackets, e.g. [SITE_NAME], it means the information is being pulled from your site settings. You can still change the formatting of this text, but the actual details will remain the same as what you have entered in your settings.

If you want some extra help, watch the video at *bit.ly/changetext*.

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SET UP ABOUT US PAGE

Step 1 Go to the top toolbar, click the **Page Navigator** and select **About Us.** Now's the time to get creative and develop a tagline, description of your business and some inspiring images to illustrate your offerings.

Step 2 Most themes provide placeholders for your site name, a page title *(or tagline)*, some text content and an image. Use these as examples to help customize your site:
> Edit the title to reflect your image *(and be sure to adjust the font size so all the text fits).*
> Insert an informative paragraph about your business and services.

Step 3 We're guessing the image provided doesn't match your company…to change it, click the image and select **Swap Image.**

Step 4 From here you have a lot of options. Select from **My Photos** *(your personal collection),* your **Facebook** or **Instagram** accounts or **Free Images.**

Choose Photos (<1% of 10GB)

⬆ My Photos   🖼 Browse   You can also drop files here (Max 15 MB per file)

🖼 Theme Photos

🖼 Free Images

f Facebook

📷 Instagram
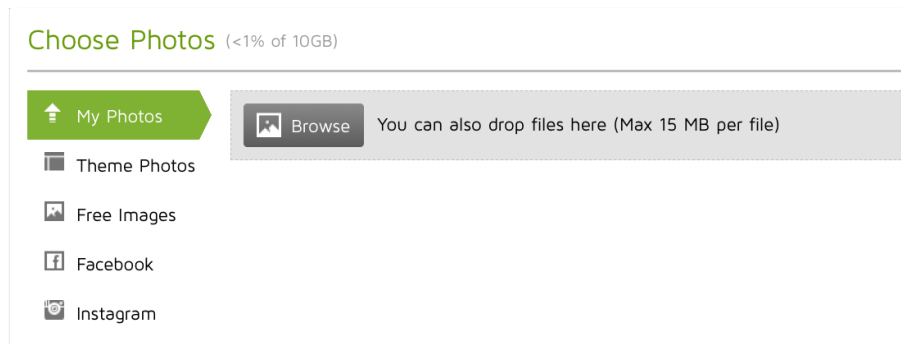
Upload pictures from your computer by selecting **Browse** or by dragging and dropping an image file in the Browse area. These images will upload to **My Photos** with a check mark.

Once you've found the perfect shot, click **Insert** to place it on your **About Us** page.

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SET UP ABOUT US PAGE *cont'd*

Step 5   You can also resize the image box to change its appearance on the page—just click the image to reveal the blue-dashed line, hover over one of the blue boxes on a corner until a two-way arrow appears and then click and drag that side of the box to resize the image.

Quality Comes First

We're a highly-qualified, professional pet care facility. Experienced in various types of pet care, we're known for our quality of service.

- Grooming
- Obedience
- Boarding
- Photography
- Breeder Selection

The image to the right shows how you can resize an image to use as a backdrop for the text. Just make sure the color of the text is readable on the image!
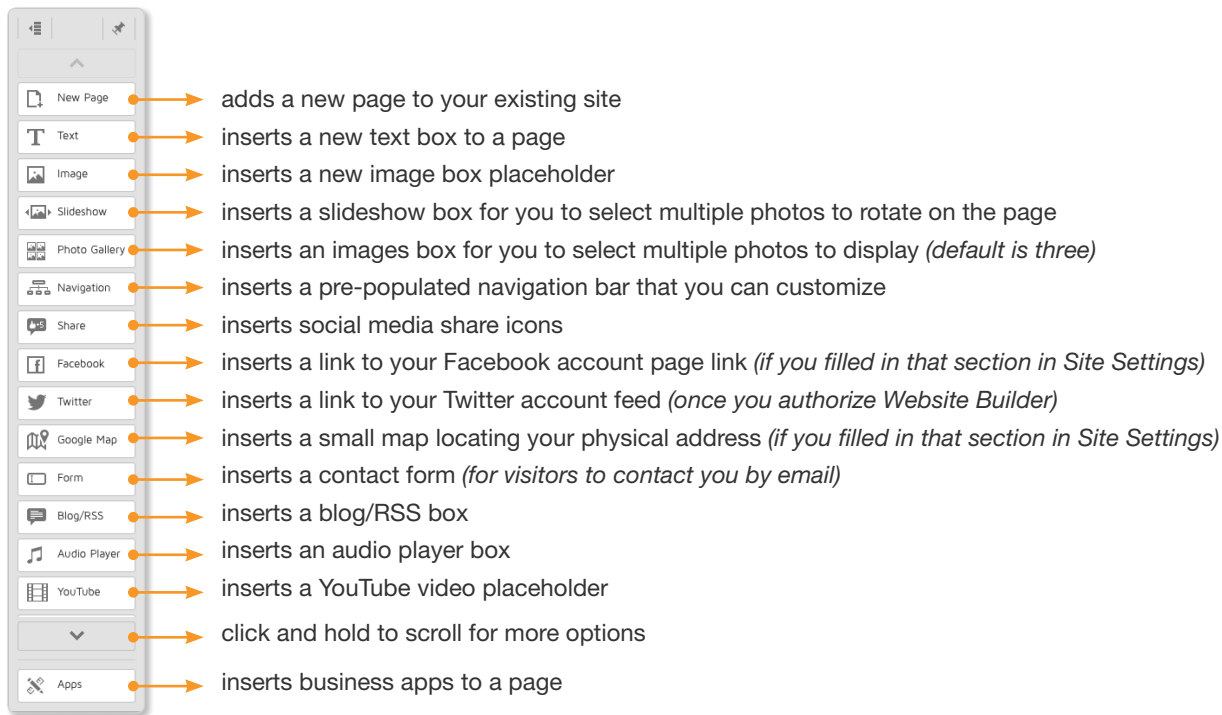
Tip: Don't like the resize you made? Go up to the toolbar and click the left-facing **Undo** arrow.

We're a highly-qualified, professional pet care facility. Experienced in various types of pet care, we're known for our quality of service.

SET UP HOME PAGE

Step 1 Land yourself on the **Home Page** by using the **Page Navigator** in the top toolbar.

Step 2 We're about to kick it up a notch and use the menu on the left of the screen. Check out all the options:

New Page — adds a new page to your existing site

Text — inserts a new text box to a page

Image — inserts a new image box placeholder

Slideshow — inserts a slideshow box for you to select multiple photos to rotate on the page

Photo Gallery — inserts an images box for you to select multiple photos to display *(default is three)*

Navigation — inserts a pre-populated navigation bar that you can customize

Share — inserts social media share icons

Facebook — inserts a link to your Facebook account page link *(if you filled in that section in Site Settings)*

Twitter — inserts a link to your Twitter account feed *(once you authorize Website Builder)*

Google Map — inserts a small map locating your physical address *(if you filled in that section in Site Settings)*

Form — inserts a contact form *(for visitors to contact you by email)*

Blog/RSS — inserts a blog/RSS box

Audio Player — inserts an audio player box

YouTube — inserts a YouTube video placeholder

— click and hold to scroll for more options

Apps — inserts business apps to a page

Step 3 Edit your **Home Page Headline** and **Text** to introduce visitors to your business. Include the information that will make them want to do business with you. *Who are you? What do you do/sell?*

Step 4 To change the photo, right-click the image and select **Swap Images.** Now that you're in the **Manage Photos** window, select **+Add Photos** to get going.

Step 5 Step it up a level by inserting a **Slideshow** or **Photo Gallery.** Use the **Left Menu** and choose from the tools.

For more editing tips, check out the video at *bit.ly/editimage*.

SET UP ADDITIONAL PAGES

Step 1 Now that you have three main pages set up, maybe you want to add some more? Go to the **Left Menu** and click **New Page** and enter the name of the page as you want it displayed on the site *(e.g., Testimonials, Services, etc.)*

Step 2 The new page will be blank except for your business name. If you want to copy an existing page's format, go to the **Page Navigator** and click the **Copy Icon** of that page.
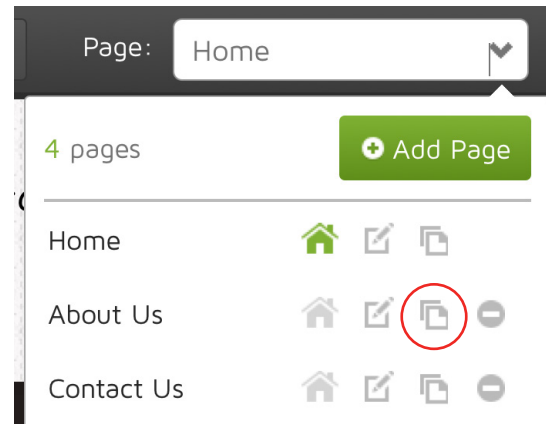
Step 3 Enter the name of the new page in the **Copy Page** window that pops up. Your new page will look the same as the one you copied, and you can make changes at your leisure.

Of course, there's a video explaining all this as well, and you can watch it at *bit.ly/addapage*.

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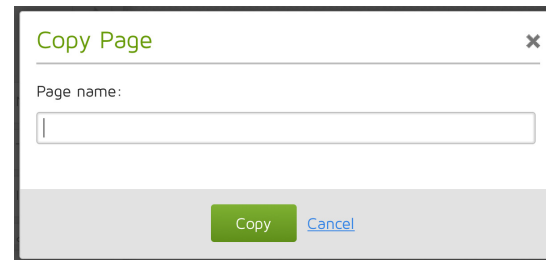
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PREVIEW AND PUBLISH

Step 1 Up in the main toolbar you can click the **Preview** button to get an idea of what your site will look like on both a desktop computer and a mobile device and your matching Twitter profile.

Step 2 See something you don't like? Click **Exit Preview,** make your changes and then click **Preview** again to review.

Step 3 Once you're happy, click **Publish** to make your site live! You can edit your site at any time and publish as much as you please.
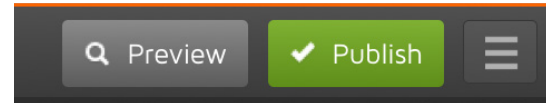
Support is available 24/7 at GoDaddy.

Contact our support team 24/7 at **bit.ly/supportgd** or call (480) 505-8877. Or access more GoDaddy videos to help improve and enhance your site. In addition to the ones mentioned in this guide, you will find:

> Entering Your Business Information
> Adding Object to Multiple Pages
> Adding Social Sharing Options to Your Website

> Adding Business Apps to Your Website
> Connecting Your Facebook and Twitter Accounts to Your Website
> Get Found Online with Website Builder Business Plus

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