

Build Your Own Website

WEBSITE BUILDER WORKSHOP



For discount pricing, go to bit.ly/sbdclocal



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Alright, we've created a Mendel's Mobile Pet Care practice site, now let's get your site up and running. Just log in to get going!

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

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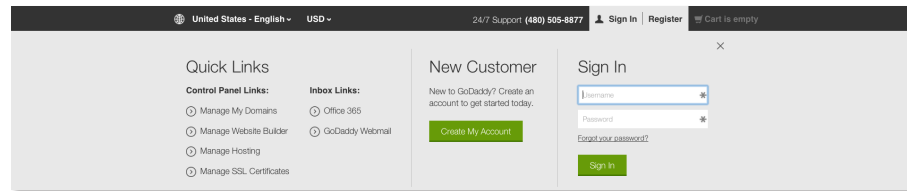
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GET THE BALL ROLLING

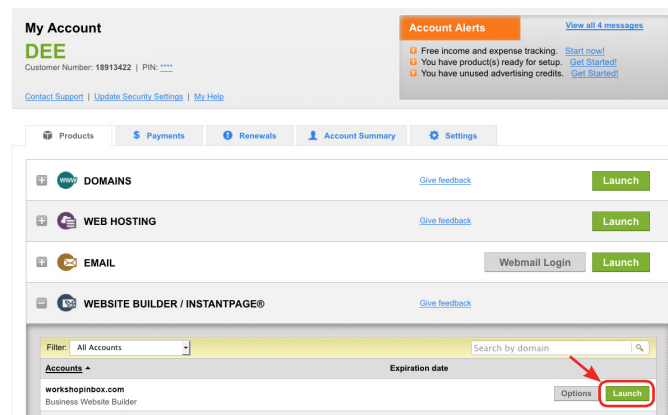
Sign in by using your customer account number and password.



LAUNCH WEBSITE BUILDER

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

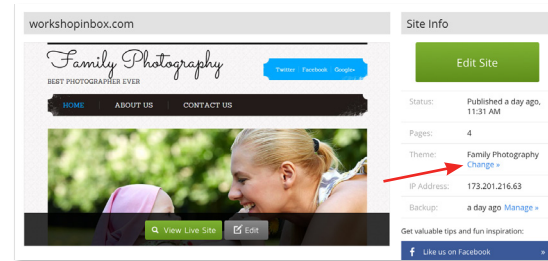
Step 2 There's a big green **Launch** button across from your domain name. Give that button a click.



CHOOSE A THEME

Step 1 You worked with the Photography theme during your workshop training; now you will need to change the theme for your own website. Once you select **Change**, you will be asked to confirm that you wish to change the theme.

Tip: When creating your own pages, ALWAYS back up your site. If you change themes without doing a backup first, you'll lose everything you've created—nobody wants that! We'll show you how to do this later.



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

For a quick refresher on this procedure, watch the video at bit.ly/choosetheme.

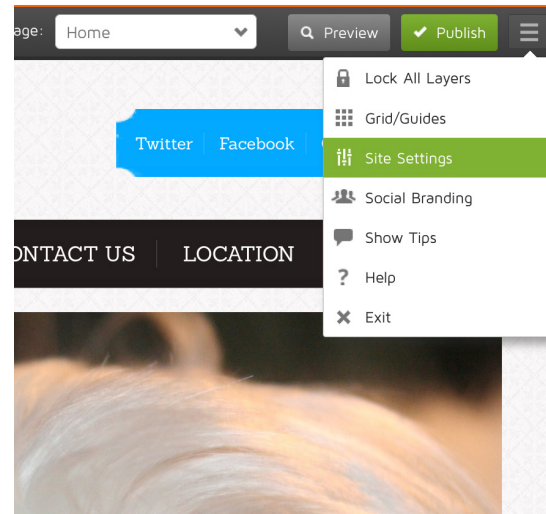


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CHOOSE A THEME *cont'd*

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.**



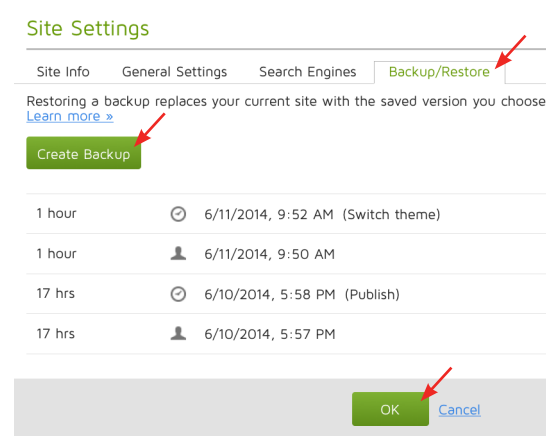
Step 4 Double-check your information and click **OK**.

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.



We did this on **page 6** of the **Let's Build It Together** guide if you want to refer to your notes.

Page 12 of the **Let's Build It Together** guide should have your notes if you need them.

TOOLS AND NAVIGATION

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



Check **page 7** of the **Let's Build It Together** guide for your notes.

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.



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SET UP CONTACT PAGE

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



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/changertext.



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SET UP ABOUT US PAGE

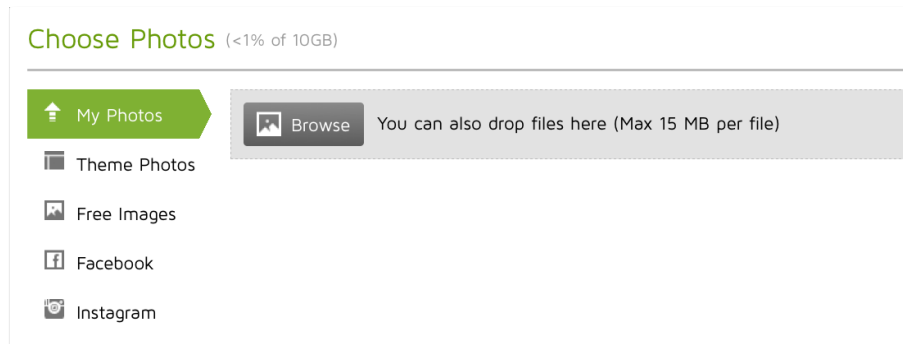
Step 1 Now it's time to enter the information that helps your site visitors understand your business and services. Go to the top toolbar, click the **Page Navigator** and select **About Us**. If you've filled out our *Content Creation Worksheet*, you should have all the content prepared. If not, now's 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**.



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.

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.



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!

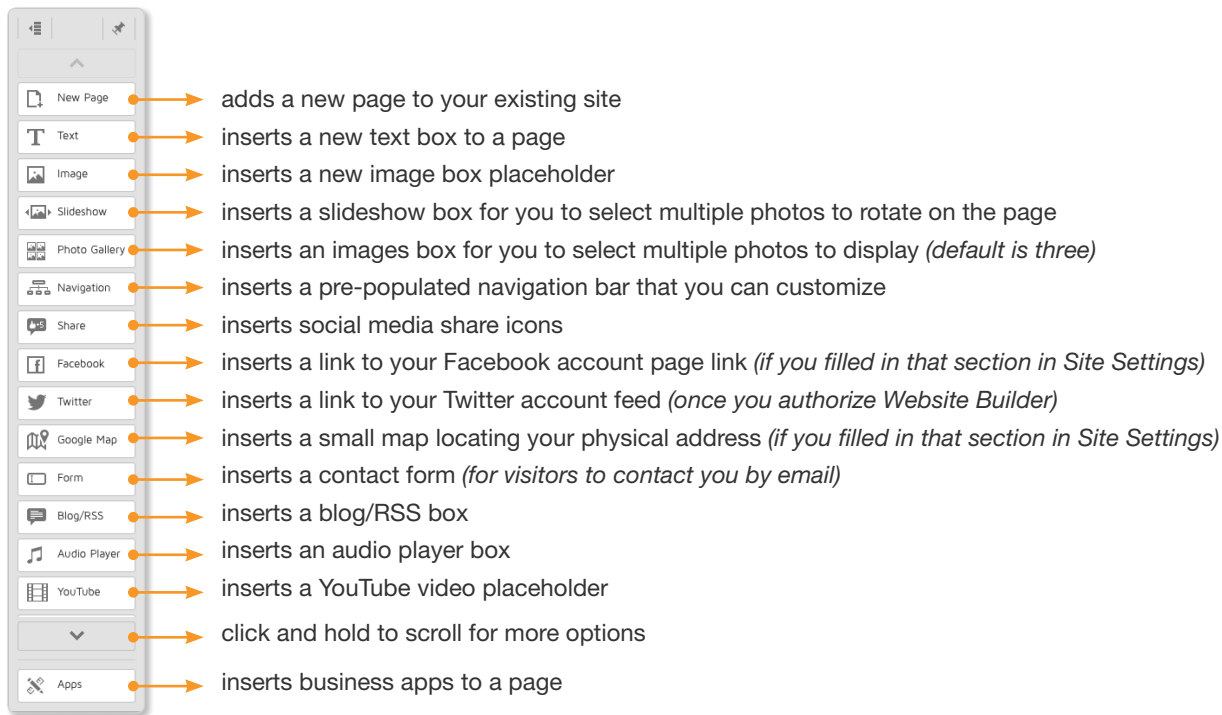
Tip: Don't like the resize you made? Go up to the toolbar and click the left-facing **Undo** arrow.



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:



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.

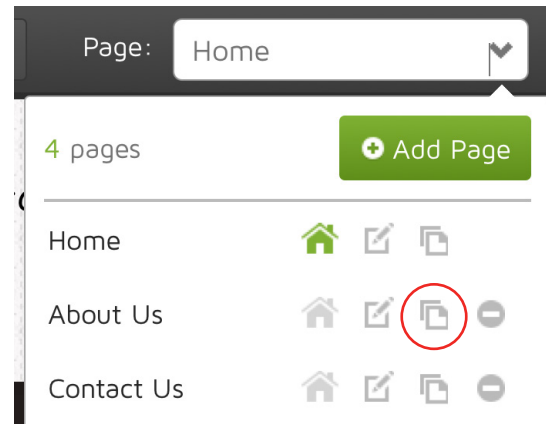
For more editing tips, check out the video at bit.ly/editimage.

We work on setting up a home page on **page 10** of the **Let's Build It Together** guide if you want to refer to your notes.

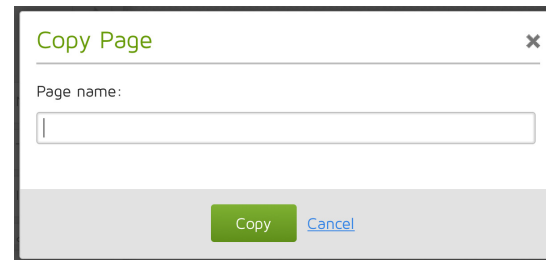
SET UP ADDITIONAL PAGES

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.



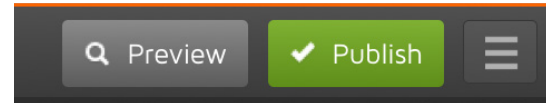
Step 3 Enter the name of the new page in the **Copy Page** window that pops up. Your new page will look the same as the one you copied, and you can make changes at your leisure.



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

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.



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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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