



The Webo Manual

on

Site Building Basics

www.webo.directory

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Preface

The Webto Administration Panel is available to Registered Users. Every aspect of site building is listed in the Administration Panel by category and topic within each category. When you open a topic in the site builder in the Administration Panel The Webto User Manual will be found. The Webto User Manual takes the form of How To Tips that are presented at the foot of every site building topic page. The “HowTo” advises on how to build that page or setup that facet of your site.

The purpose of this document is to cover the basics for your review. It is not intended to be fully comprehensive. The advanced features that you will find on additional topics in the Administration Panel have been left out as they detract from getting to grips with the basics of site building. Expect to find more topics in the Administration Panel. The functionality of specialist Webto divisions that deal with Communicators, Vouchers, What's Good Marketing and Meetings are to be found in the Administration Panel and are enhancements that can be separately explored. Once you have a sound grasp of the basics covered in this document we recommend that you give attention to the blog enhancements and in particular the integration with social media.

Our directories are customised to meet user needs, and in the main, you will find that side panel extracts, and the number of options will be more extensive than is presented in this manual. The matters that you find in this manual will be there, and they will function as is explained in this manual. With the foundations covered you will be able to tackle any of the advanced features which are all managed by making selections from presentation or functionality options.

We advise that you should, at least, flip through this manual however we acknowledge that most people register and start building immediately. Most matters are intuitive, and nearly all of the site builders that we have accredited have not read this manual. I have a friend who runs a large manufacturing factory. As an engineer, he insists on being able to read the manual on anything before turns the key or installs the product. To those blessed with discipline and due regard for process, we offer this manual. To those that are blessed with an overpowering curiosity to get going, we suggest that you register and use the 14-day trial to explore and see what you can do. Remember that we offer support no matter your preference on how to start. We are sure that you will be able to get a conversation going.

The online Home Page “How To” Forum is drawn from sections of the Webo Manual and in addition it covers additional material and or more in depth explanations that are offered in response to user requests.

The Webo Manual has been written for the novice internet user. It is the layman’s guide to using the Webo Website. That said a basic knowledge of how to use a computer and navigate the internet is required to competently use this Manual. If you can send an e-mail with attachments & read the news on your favourite internet website you should manage just fine.

The tutorials contained in the Manual look at sections of the Webo Website in isolation but do build on each other as the Manual progresses. Where specific knowledge of a different part of the Webo Website is required to continue with a tutorial, a reference is made to the section in question and its corresponding tutorial.

In later sections of this Manual greater detail is given to the sections of the Members’ Portal and how they function. In these tutorials it is assumed that the user is a Register Webo Member and has logged in to the Webo Website. If you have not logged in and try to access the Members’ Portal, you will be prompted to login to the Webo Website. Note that scaled down versions of the Member’s Portal is offered in pictures so as to show the required and relevant section being dealt with. This enables us to show smaller pictures.

We trust that you will find this Manual easy to use and quick to reference. Should you have any difficulties at any point whilst working through this Manual or on the Webo Website please do not hesitate to contact us at support@webo.co.za or via the Contact Us webpage on the Webo Website. The Contact us link is at the foot of the home page.

We are here to help you get your business growing,
The Webo Team.

I. Navigating the Website

The Webo Website has been designed to be easy to navigate & quick to use. It may seem daunting at first, because Webo offers so many content management options, each geared to make your online presence an awesome one for your customers, but once you have spent a little bit of time on the website you will begin to see how it functions & just how easy it is to use.

Navigation Tabs

There are two main ways in which to navigate the Webo Website. The first is the top navigation bar and the second is the footer at the bottom of every page.



The top navigation bar has a search box and five tabs. The search box allows you to quickly and easily search for products, websites or online stores hosted on the Webo Website. For more information of the Search Webo panel please refer to page 9 of this manual on [Search](#). The tabs will take you to one of the five main sections of the Webo Website: The Home webpage, the Online Stores webpage, the Websites webpage, the About Us webpage or the Members' Portal. Some directories use different titles.

The [Home](#) webpage is where you can quickly see what is happening in one of the five [Webo Forums](#); any announcements on the [Webo Bulletin Board](#); see the most recent success stories and trends in the [Trend Spotting Q & A](#); find this manual in the [DIY "How To" Support](#) forum; recent functionality releases in the [New Releases](#) forum; all about owning your own branded Webo hub which is a complete duplicate of this Website to house your own community of websites in the [Hubs: Marketing WoW!](#) forum & you can browse from a selection of the videos in the [Video Library](#). All of these areas of the Webo Website can be accessed by clicking on either an article or the section heading.

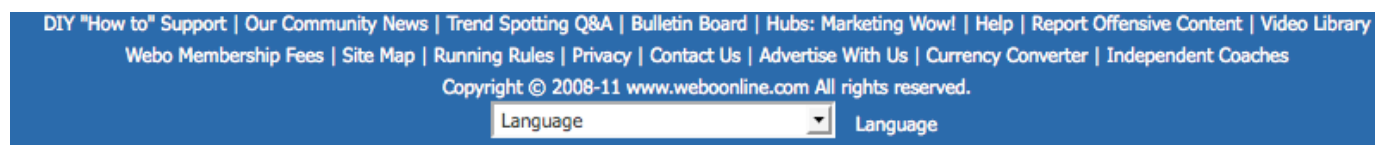
The [Online Stores](#) webpage displays the [Featured Products](#), [Stores & Partners](#) on the Webo Website. These featured products, stores & partners can be accessed by clicking on either the appropriate title or thumbnail image.

The [Websites](#) webpage displays the [Featured Websites](#) on the Webo Website. These featured websites can be accessed by clicking on either the appropriate title or thumbnail image.



The Online Stores & Websites webpages both have a [Popular Search Terms](#) panel at the bottom of the webpage. The panel displays recent search terms that have been used by other visitors to the Webo Websites. If you click on a word in the panel, you will be taken to the [Search Results](#) webpage for that particular word or search term. The Online Stores webpage has online store search terms and the Website webpage has website search terms referenced in the Popular Search Terms panel.

The Popular Search Terms panel also contains an alphabetical Stores or Websites listing, depending on the webpage and an alphabetical Product browser. Simply click on the letter of the alphabet you wish to view within the appropriate Product, Stores or Websites section.



At the bottom of every webpage on the Webo Website is the footer navigation bar. It contains links to the following webpages:

- | | | |
|------------------------------|------------------------------|-----------------------|
| • DIY "How To" Support Forum | • Hubs: Marketing Wow! Forum | • Running Rules |
| • Our Community News Forum | • Help | • Privacy |
| • Trend Spotting Q&A Forum | • Report Offensive Content | • Contact Us |
| • Webo Bulletin Board | • Video Library | • Advertise With Us |
| | • Webo Membership Fees | • Currency Converter |
| | • Site Map | • Independent Coaches |
| | | • Language |

To access one of these pages simply click on the text link.

The Webo Website also makes use of [Bread Crumb Trails](#). Bread crumb trails are useful ways to retrace your steps within sections of the Webo Website. Near the top of the page you will see webpage names separated by >>. In this example we have: Home, Search Products & Gallery. The text in green marks the current webpage. To navigate to pages prior to the current page click on the webpage name. For instance Home or Search Products.

Language

The language drop down at the foot of the page utilises the Google Translate functionality to translate Webo Webpages into your selection from 58 currently available languages. The accuracy of the functionality varies upon the language selected as it is derived from the analysis of available documentation. When the webpage is translated it inserts the text into the webpage style sheet in the language that was selected. The translated text often does not fit into the "space" that the original text occupied and so the page presentation is often rearranged so as to accommodate the changes in space requirements. Notwithstanding these presentation limitations the translated page opens the way for your webpages to be universally accessible to users around the world.

2. Search

The easiest way to find anything on Webo is to search for it. Searching is very simple. You type the key word or phrase for the product, online store or website for which you are looking, click Go or Submit and browse through the Search Results. Once you have found what you are looking for, click on the items title or thumbnail image & you will be taken you where you want to go. It should be mentioned that you might have to try alternate key words or phrases before unearthing the right results.

Search Webo

The [Search Webo](#) box is located at the top of every Webo Website page. It contains a text field, a [Go](#) button and three radio buttons [By Product](#), [By Website](#) & [By Online Store](#). To search for a key word or phrase, simply type it in the text field, select the appropriate radio button, by clicking on it, and click the Go button.



Product Search & Advanced Search

The [Product Search](#) bar is found at the top of the Online Stores webpage. It allows to you search for products per region. Simply type your key words or phrase into the text field, select the region from the [Browse](#) drop down box and click the [Search](#) button.



The [Advanced Search](#) webpage allows for even greater accuracy when searching the Webo Website. To navigate to the [Advanced Search](#) webpage, click the [Advanced Search](#) link located in the Product Search bar at the top of the Online Stores webpage. Commence by selecting the [Product](#) or [Content](#) filter so as to narrow the search results between online store products and site text content.

Under [General Options](#) enter the product key words or product name in the text field. Select a [Business Classification](#) from its drop down menu and a [Sub Classification](#) from its drop down menu. You can leave the classifications set to [--- Select ---](#) if you do not wish to include them in your search.

In [Buying Options](#) check the check boxes for the type of products and payment availabilities for which you wish to search. [Auction](#) refers to product on auction. [Fixed Price](#) refers to products sold at a set retail price by the online store. [Classified](#) refers to products which have no pricing detail. [Online Payment](#) implies that the online store offers online credit card payment. [Direct Payment Only](#) implies that the online store only offers electronic funds transfers or direct deposits as a means of payment.


The [By Seller / Store](#) section allows you to specify a store and can be left blank. Under [Seller Location](#) you can narrow the search to a particular city. Lastly you can choose the order in which the search results are displayed from the drop down box under [Show Results](#).

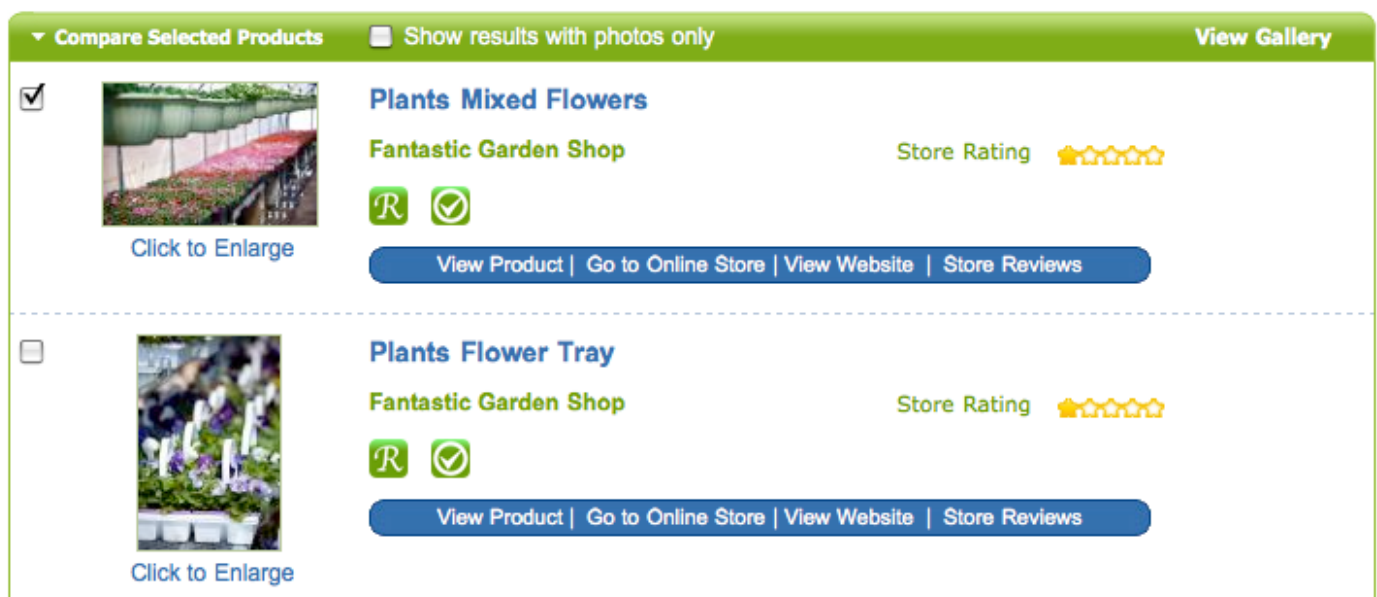
Click the [Submit](#) button  to view the search results.

Search Results

The Search Webo, Product Search & Advanced Search results will all be displayed on the Search Results page.

Webpage Layout

The Search Results page displays of the various search options. At the top of the page you will see the key word [You Searched For](#). Below this text will be related search items, to view the results of these key words simply click the text link. If there is more than one page of search results, buttons will display enabling you to navigate between the pages. 



To [Compare Selected Products](#) check the check box of the various products click on the [Compare Selected Products](#) link.

To only view results that have product images check the [Show results with photos only](#) check box.

To view the products as a gallery of thumbnail images, click the [View Gallery](#) link.

Each product on the Search Results webpage will display with a title (in blue), the online store name (in green), a store rating, product & payment icons and links to product webpage, online store, website and store reviews.

Search Results Order

The first five search results on a webpage will be [Sponsored Products](#) (subject to availability). Sponsored Products are adverts placed, by online store owners to place their adverts, in a random order at the top of a search results page. If there are more than five Sponsored Products for a search result then they will flow over on to the next webpage in the search results.

Thereafter the search results are shown at random within their [Store Rating](#). Ergo all the five star store rated products, followed by the four star and so. Stores are rated by Registered Webo Members, the higher a store's rating the better the service it has given to Webo Members is likely to be and the higher up the search results it goes.

3. Registering as a Buyer or User

In this tutorial we will be looking at how you register as a Buyer or User on the Webo website. The benefits of registering as a Buyer or User are such that you are enabled to make online orders & payments as well as receive the latest news & information from Webo or Webo Online Stores via SMS or e-mail. Registered Buyers will also have access to the Buyer Members' Portal where they are able to manage & track their online orders, store reviews, Webo advertisements, SMS & e-mail subscriptions and auction bids. Registered Buyers and Users will be able to comment on the Webo Home Page Forums and they will be able to post comments on individual websites found via the Webo Home Page Alpha Directories. Individual website Sellers or Owners may also require users to be registered to obtain or submit information on their websites.

Registration limits spam and it helps to protect both Buyers and Users as well as Sellers and Site Owners.

Why Register

Before you as a Buyer can make a purchase on a Webo website, you need to register with Webo. This process enhances your protection, which is needed as you are about to transact on a fully fledged eCommerce gateway website. Registering not only enhances your protection by ensuring that the system recognises you but it also creates an online account for you in your Members' Portal. Remember, the supplier is about to send you, by e-mail, their banking details and so we need to know that you have verified your e-mail address as a part of the protection process. If you navigate to your member's portal you will be able to view the status of your order. It will reflect when your supplier has received and cleared your payment. You will also be able to review the history of your purchases and much more.

Thus please take the time to register. It is for your protection and for ours.

How to Register

To register, navigate to the Webo website www.webo.directory in your internet browser. On the Webo homepage, click on the **Welcome New Users** button. This will take you to the **Registration** webpage. Select **Get Started** in the **Buyers** section to register as a Buyer on the **Buyer Registration** webpage.




Fill your information into the required fields (marked by *) on the Buyer Registration webpage. If you do not have an e-mail address, click on the link "[Click here](#) to get a Free Google E-Mail Address" this will redirect you to the **Gmail** sign up page where you can register for a Gmail e-mail address. You can also obtain free e-mail addresses from Yahoo and many more e-mail providers. Search "Free e-mail" on your search engine of choice and you will be presented with a large number of options.

In addition to enabling you to validate your existence, to transact on the internet, you must have an e-mail address so that you can send and receive activity and or financial transaction notifications.

The [Word Verification](#) is a safety check to help ensure that a human and not a robot is registering as a Buyer. Please enter the characters that you displayed in the picture. If you cannot make out the picture, please click on the [Refresh](#) link & a new picture will be displayed.

Please check the [Terms & Conditions](#) checkbox to agree to the Webo Running Rules. It is required that all Registered Buyers agree Webo's Running Rules. The Running Rules can be viewed at the following webpage, www.webo.directory/rules.php. Alternatively, click on the [Running Rules](#) link in the footer of any Webo webpage. If you do not agree with the Webo Running Rules, please do not register as a Buyer.

Lastly you may subscribe for the [Webo E-Mail](#) or [SMS Service](#) by checking the appropriate checkbox.

Click the [Register Now](#) button  to submit your registration form. If a mistake has been made in the filling out of the form, a window will pop up in your browser explaining the mistake & the required correction.

If the form has been filled out correctly the new Registration webpage will appear with the following message: [Your membership will be approved once you have verified your e-mail address. Please check the inbox of the e-mail address you used to complete your membership application for your e-mail verification message.](#)

An e-mail will be sent to your registered e-mail address with the following subject: [Webo - Account Verification](#). Please click on the activation link within the body of the e-mail. This will verify your e-mail address, complete the registration process and open the Webo Members' Portal in your internet browser. Another e-mail will be sent to your registered e-mail address with the following subject: [Webo - Account activated](#). The e-mail will contain your registered e-mail & password.

The information entered during the [Buyer & User's](#) registration process can be changed in the [Edit Account](#) section of the Members' Portal at any point in the future.

You need only complete this process once. After completing the process you need only log in when you visit any Webo website by entering your e-mail address and password and you will be entitled to shop online and to leave reviews, contribute to website blog topics etc on any Webo Online Shop or Website.

To browse the Webo hub pages and any of the websites that are not password locked by their owners you need not be registered. Should you wish to participate on an individual website blog, for instance, then you will be requested to enter your registered e-mail address and password and if you are not registered you will be required to register at that stage. You need only register once to participate on any listed website or Webo Hub webpage.

4. Store Ratings

Store Ratings are a community service provided by registered users on the Webo Website. It would be impossible for the Webo Team to keep track of each Buyer's shopping experience with a Webo hosted online store and convey that information to each potential Buyer at that online store. So we are asking you the Webo Registered User (Buyer, Seller or Registered User) to do this job for others. It is very simple & easy to do.

All we ask is that you review an online store after transacting with them. You do this by visiting the [Store Reviews](#) webpage of the online store where you are offered the opportunity to rate the store out of five stars. For more information on posting a review, please refer to the [My Reviews](#) section of this manual. Five stars indicates exceptional service. No stars indicates very poor service. Your store rating is added to all the other ratings of that online store to give the online store a [Store Rating](#).

Future Buyers can thus look at the Store Rating before deciding on whether or not to transact with the online store. Online Store owners will also have an incentive to provide better service to you the Buyer as they know you have the ability to rate their service in a public forum. In addition products, websites & online stores are ranked by their store rating in the search results. Thus online stores with higher ratings will receive more exposure by way of their positioning within the top search results displayed.

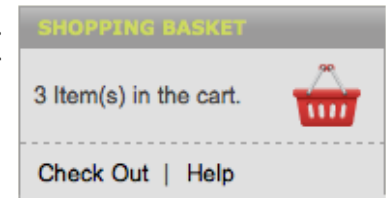
Given the transparent nature of the system, it is open to abuse and the Webo Team will take swift & strong action on any persons who attempt to mislead or manipulate the store rating system.

5. The Check Out Process

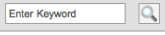
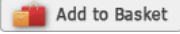
In this tutorial we will be looking at how to purchase a product from a Webo Online Store from start to finish.

Adding a Product to Your Shopping Basket


Navigate to the Online Store where you would like to purchase a product. For more information on navigating the Webo website see the section of this manual entitled [Navigating the Website](#). Products can be added to your [Shopping Cart](#) in one of two ways either individually from the products [Product Detail](#) webpage or via the online store's [List View](#).



Product Detail Webpage


There are four ways of navigating to the Product Detail webpage of the product you wish to purchase. Firstly you can search the online store by typing a keyword into the search box.  Secondly you could select from one of the [Specials](#) on display in the online store. Thirdly you could select from one of the [Selected Products](#) on display in the online store. Lastly you can browse the [Product Categories](#) available to you. Either way, click on the [thumbnail image](#) of the product or the [View](#) link to be taken to the product's [Product Detail](#) webpage. Once on the Product Detail page, click on the [Add to Basket](#) button  should you wish to add this particular product to your Shopping Basket. On clicking the Shopping Basket Button you will be taken to the [Shopping Basket](#) webpage.



List View

The [List View](#) link can be found in the header bar of the Selected Products section of an online store's home page (to list all the online store's products) or when browsing any of the Product Categories (to list all the products in that category or sub-category). The List View displays a summarized list of products and allows for multiple products to be added to the Shopping Basket at a time. To add a product, check the check box next to the product's title and type in the quantity which you would like to purchase. Repeat this step for all the products you wish to add. Click the [Add to Basket](#) button  when complete and you will be taken to the [Shopping Basket](#) webpage. [Classified & Auction](#) items will not have a check box next to the product's title.



PRODUCTS

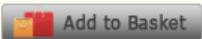
Home » Products » Arrangements » Pots



☐ Tiny Tin Tin
view  

Price: R 21.00 ex VAT
R 23.10 inc VAT
Quantity:

Snow White
view  



The Shopping Basket

The Shopping Basket webpage will display the products that you have added to your Shopping Basket, the price of the item, the quantity of products added and a total amount for each product taking into account the quantity of the product. In addition the Sub-Total, VAT/Sales Tax Added and Total amount of the Shopping Basket is displayed.

Changing the Quantity of a Product

To change the quantity of a product, type the new quantity into the respective quantity text field of the product you wish to change & click the [Update](#) button.

Removing a Product from the Shopping Basket

To remove a product, check the respective check box of the product you wish to remove & click the [Update](#) button.

SHOPPING BASKET

Product Name	Price	Quantity	Amount	Remove
George	R 15.30	<input type="text" value="1"/>	R 15.30	<input type="checkbox"/>
Tea Time	R 14.00	<input type="text" value="1"/>	R 14.00	<input type="checkbox"/>
Tiny Tin Tin	R 21.00	<input type="text" value="3"/>	R 63.00	<input type="checkbox"/>
			Sub Total: R 92.30	
			VAT: R 9.23	
			Total: R 101.53	

CONTINUE SHOPPING

UPDATE

CHECKOUT

(Please click UPDATE when making changes to the Shopping Basket.)

You have the option to either continue shopping at this point by clicking the [Continue Shopping](#) button or clicking the [Checkout](#) button and continuing with the payment process.

If you click the [Checkout](#) button and are not logged in, you will be required to do so at this point.

Checkout

The Checkout webpage will allow you to select a [Delivery Option](#) by checking one of the delivery option radio buttons under [Delivery Information](#). You will also be required to check your [Personal](#), [Billing](#) and [Delivery Information](#) before continuing with the payment process. The information fields will be pre-populated from your registration information. Once you have selected your delivery option and checked your Personal, Billing and Delivery Information, click the [Continue](#) button to continue with the payment process.

Confirming Your Details & Payment Method

The [Confirm Your Details](#) webpage displays your product order as well as Personal, Billing and Delivery Information. Should you need to make any changes to your order, click on the [Edit Shopping Basket](#) link. This will take you back to the [Shopping Basket](#) webpage where you can edit the product in your order; from there you can proceed to the [Checkout](#) webpage where you can edit your Delivery Option & Personal, Billing and Delivery Information.

To continue with the Checkout Process you are required to agree with the [Terms & Conditions](#) of the online store from whom you are making the purchase. These are a separate set of Terms & Conditions to Webo's Running Rules and the agreement is made between yourself as the Buyer & the online store as the Seller. This is not another agreement between yourself, the Buyer, & Webo. To view the online store's Terms & Conditions click on the [I agree to accept the Terms & Conditions of "Storename"](#) link. To agree with the online store's Terms & Conditions check the checkbox.

Lastly you are required to choose a payment method. There are four standard possible payment methods: MyGate Credit Card payments, PayPal Credit Card Payments, EFT & Direct Deposit bank payments. The availability of a payment methods will differ from online store to online store. This is so as each store owner will activate the payment channels that they have in place. Thus, if a seller does not have a Credit Card Merchant agreement with MyGate then they will not have access to Master, Visa, Diners etc online settlement. Each of these four standard payment channels are thus options available to sellers.

In addition to the standard payment channels sellers may create further individually customisable checkout options. As examples these may be:

- On Account: Please add this purchase to my store account for later settlement.
- COD: I will pay for the goods upon delivery to my registered address.
- Collection: Please get my order ready for my collection and payment upon arrival.
- Wedding Gift Register: We would like to make this gift to Bob & Janet. Please use the funds sent by EFT to buy the item
- Wedding Gift: Please reserve this item against our name and we will bring the gift to the church on time!

The ability to customise the checkout opens the door to enhanced site functionality. In the above example Bob and Janet would register on Webo and build a “Our Wedding” website where they would share photo’s, use the bulk mailer to send invites, the form generator to receive invite acceptances, the store to list a gift “wish list” etc. When the say, ten place settings are taken the site will advise that this gift has been fully subscribed. It’s a great way to ensure that they do not get 6 kettles! In the same way managed donation registers can be opened etc.

[MyGate](#) & [PayPal](#) host their payment processes on their own secure servers. If you click on either one of their thumbnails you will be redirected to the secure MyGate or PayPal website, where you can make your online payment. Once you have completed the payment you will be redirected back to the Webo Website where you will be informed whether or not your payment was successful. You will also receive an e-mail at your registered Webo e-mail address, confirming you order.

The EFT & Direct Deposit payments are made at a later stage.

The Direct Deposit option alerts the seller that the buyer will pay offline, that is not on the internet by visiting a branch of the bank where a direct deposit will be made.

The EFT / bank Transfer option alerts the seller to expect the electronic transfer of the funds at a later stage when the buyer uses the online banking facility that the buyer has with their own bank account.

If you click on either one of these thumbnails you will be taken to the [Order Processed](#) webpage where you will be told if your order (not payment) was successfully placed. If the order was successfully placed, you will receive an e-mail at your registered Webo e-mail address. The e-mail will contain an order confirmation document with the bank details of the online store for you to check before you pay for the order by direct deposit or other preferred option open to you.

The Seller will be able to update your Buyer’s Members Portal to reflect when they have received payment and also when they have despatched the goods per your selected delivery method.

To finalise your transaction / payment option selection you select the payment / checkout option preferred by clicking on a radio button next to your selection.


Tracking Your Order

You will be able to check the [payment & delivery status](#) of your order in the [My Orders](#) section of Members' Portal. For more information on the My Orders webpage please refer to the My Orders section of this manual. Alternatively you may contact the online store directly or via the Contact Us page on their website or online store.

6.The Auction Process

In this tutorial we will be looking at the Auction Process from start to finish. As a Webo Registered Buyer, how to place a bid, how to know you have placed the winning bid and how to make payment for your product. As a Webo Registered Seller, how to post a product for auction, how to manage the auction, how to assign winning bids and how to receive payment on goods auctioned off.


Placing a Bid

Navigate to the Online Store where you would like to place your bid. For more information on navigating the Webo website see the section of this manual entitled [Navigating the Website](#). Once you have found the online store of your choice locate the product either by [searching](#) the online store, browsing the [Product Categories](#) or browsing the [View Our Auctions](#) page. Click on the product thumbnail of the product you wish to place a bid on to open the [Product Detail](#) webpage. On the Product Detail webpage click on the [Auction Icon](#)  to place a bid.

AUCTIONS

[Place a Bid](#)


Auction is open. Bidding for this product is open until **2009-10-13 18:27:45** [Time zone : Africa/Johannesburg]

Product	Store
<div><p>Power Drill</p><p> View</p></div>	<div><p>Jack Seller</p><p> View</p><p>Store Rating </p></div>

Bid	Buyer's Reference Number	Comments
R 4010.00	1468	
R 3800.00	1342	
R 3501.00	1468	

The [Auctions](#) webpage will display after clicking the auction icon. Here you will be able to see a thumbnail of the product as well as the store which is holding the auction. Beneath the Product & Store information is a table containing the bids placed to date for the product, the Buyer's Reference Number and any comments that the Buyer may have placed.

To place a bid, click on the Place a Bid button [Place a Bid](#) on the top right of the [Auctions](#) webpage. If you have not logged in as either a Seller or a Buyer, you will be required to do so at this point before being taken to the [Place a Bid](#) webpage. On the Place a Bid webpage is a text field entitled [Bid*](#), it is here that you enter your bid. [Minimum Bid Amount](#) is given next to this text field, your bid will need to be larger than the minimum amount in order for your bid to be placed. There is the option to add a

[Comment](#) to your bid but this is not a requirement. Finally click the [Submit](#) button  to place your bid. Please note that bids are not retractable and you are bound by the [Webo Running Rules](#) to purchase the product should you be assigned the winning bid.

Monitoring the Auction

All the bids placed during the course of the auction will be displayed on the Auctions webpage of the product in question. Here you will be able to track your bids and see the counter bids placed by other Buyers. The auction will remain open until the time & date specified on the webpage. When the time & date expires the auction will close and no more bids will be accepted for the product.

Assignment of the Winning Bid

When the auction closes the Seller or Auction Host will be required to assign the winning bid to a Buyer. It is not a given that the Buyer with the highest bid will be assigned the winning bid. The decision remains at the discretion of the Seller. If you are assigned the winning bid by the Seller you will receive an e-mail with the subject: [Webo - You have won an auction](#) as a notification thereof. Alternatively you can check the [Successful Bids](#) section of the Members' Portal.

Payment

Buyers are required to make payment for the auctioned product within 48 hours of being assigned the winning bid. If payment is not made within this period the Seller has the discretion to deem the transaction void & assign the product to another Buyer.

Payment can be made either by contacting the Seller directly or via the Webo Website. To make payment via the Webo Website, click on the [Buy Now](#) link in either the notification e-mail or in the [Successful Bids](#) section of the Members' Portal. Clicking the Buy Now link will open a webpage on the Seller's online store in your internet browser. To continue with the payment click the [Checkout](#) button. This will take you to the check out webpage, from here you will be able to follow the standard checkout process with the product won on auction as an item in your shopping basket. Winning bids can only be purchased once. If you attempt to purchase the product for a second time, the product will be given a zero value & not recognized in your shopping basket.

7. Registering as a Seller/Site Owner


In this tutorial we will be looking at how you register as a Seller or Website/Blog Owner on the Webo website. The benefits of registering as a Seller are such that you are able to create your own webpage, website and or online store as well as send bulk e-mails & bulk SMSs. Registered Sellers will have access to the Seller “Members’ Portal” where they are able to manage their webpages, websites and online stores, Webo advertisements, SMS & e-mail subscriptions, auctions, online orders and store reviews. Registered Sellers also have available to them all the features available to Registered Buyers. Registering to post a single “Directory Webpage” opens the way to the creation of an instant webpage. Here, one is focussed to add pictures and text to to a single webpage that enjoys full Search Engine recognition as a website. After registration one may migrate the site from being a website and or store to being a webpage. At any stage one may change the registration from one registration category to another.

It is suggested that the website site building market may be divided into three segments as follows:

- “Little for little” - this segment of the market is relatively well populated with basic webpage site builders.
- “Lots for little” - essentially this segment offers advanced functionality to meet specialist needs.
- “Lots for lots” - this segment is a mature industry of project managers and designers that produce websites on large corporate budgets.

The Webo webpage falls into the first market segment and the Webo website and store fall into the second segment. Please do remember that the site builder automatically lists sites built with the site builder in the hub directory and that sites so built may or may not carry links back to the hub. Linkage to the directory is a question of choice that is made by selecting the options presented.

How to Register

To register, navigate to the Webo website www.webo.directory in your internet browser. On the Webo homepage, click on the [Welcome New Users](#) button. This will take you to the [Registration](#) webpage. Select [Get Started](#)  in the [Sellers](#) section to register as a Seller on the [Seller Registration](#) webpage.



Type your information in the required fields (marked by *) on the Seller Registration webpage. All registrations are, at first, registered per your selection as being a trial directory webpage or a trial website and online store. After registration you may at a time before the expiry of your 14 day free trial select “[Renew Membership](#)” in the Members Portal to upgrade to a hosted package of your choice.

If you do not have an e-mail address, click on the link “[Click here](#) to get a Free Google E-Mail Address” this will redirect you to the [Gmail](#) sign up page where you can register for a Gmail e-mail address. You may also acquire a free e-mail address from Yahoo and from a variety of other sources. Just search “free e-mail address” on your favourite search engine and make a selection.

To upload a [Company Logo](#), click on the [Choose File](#) button. This will bring up a window in your internet browser that will allow you to navigate to an image on your computer's hard drive. Click [Choose](#) once the image has been selected. Webo supports images using the JPEG, GIF or PNG compression, as denoted by the file extension .jpg, .gif or .png. The company logo should be between 75x75 pixels and 1,000x1,000 pixels in diameter. You can establish the image size by right clicking on the image on your computer, selecting [Properties](#) and selecting the [Details](#) tab, the dimensions will display under the [Image](#) sub-title. Alternatively, if using a Mac, right click the image on your computer, select [Get Info](#) and the dimensions will display under the [More Info](#) sub-title. Should you need to resize an image you can do so in many photo software packages. Should you not have such a package then leave out the image for now and complete the registration process. Once you are registered you can use the [Image Resizer](#) in the [Sellers' Members Portal](#) to do this.

To activate the [Sales Tax](#) functionality on your online store, please enter your [Sales Tax Number](#) & [Sales Tax Percentage](#) in the appropriate field. Please select the type of Sales Tax appropriate to your region by checking one of the radio buttons. If Value Added Tax (VAT) or General Sales Tax (GST) is not appropriate to your region, please select the [State if other](#) radio button and type the Sales Tax abbreviation in the text field provided. The Sales Tax function will only operate if all three fields have been completed. The Sales Tax will be applied to the price of products displayed in your online store, delivery fees, auction prices and as part of online orders.

There is an option to specify delivery options under the [Delivery Fee](#) section. To set a delivery option create the number of delivery options that you require to initially be offered in the checkout. You do this by entering the number you wish to have in the drop down box.

Delivery Options 

This will cause the specified number of delivery options to appear on the Delivery Fee webpage. In the [Sellers' Members Portal](#) a heading [Delivery Fee](#) can be selected and if you do this you will be able to select [Add Delivery Option](#) to add as many options as you require.

Ensure that the check box ☒ is checked. If the check box is unchecked the delivery fee will be inactive and not display on the list of delivery options during the check out process. Enter the name of the delivery option in the text field.

Delivery Option 1 *

The name of the delivery option should accurately describe the delivery fee, for instance: National Courier (Major Centers 2-3 working days). Enter the delivery fee amount in the text field.

Delivery Fee 1 *


Repeat the process for each delivery option.

Under [Payment Information](#), select your [Store's Currency](#) as well as check the relevant [Payment Type](#). Checking one of the payment type checkboxes will cause an additional section to appear on the Seller Registration form for all but payment types 5, 6, 7 and 8. [MyGate](#) is internet credit card payment facilitator. [PayPal](#) is an international payment gateway. For more information on the payment types see the [Payment Information](#) section of this manual.

The [Word Verification](#) is a safety check to ensure that a human and not a robot is registering as a Seller. Please enter the characters that you displayed in the picture. If you cannot make out the picture, please click on the [Refresh](#) link & a new picture will be displayed.

Please check the [Terms & Conditions](#) checkbox to agree to the Webo Running Rules. It is required that all Registered Sellers agree to Webo's Running Rules. The Running Rules can be viewed at the following webpage, www.webo.directory/rules.php. Alternatively, click on the [Running Rules](#) link in the footer of any Webo webpage. If you do not agree with the Webo Running Rules, please do not register as a Seller.

Lastly you may subscribe for the [Webo E-Mail or SMS Service](#) by checking the appropriate checkbox.

Click the [Register Now](#) button  to submit your registration form. If a mistake has been made in the filling out of the form, a window will pop up in your browser explaining the mistake & the required correction.

If the form has been filled out correctly a new Registration webpage will appear with the following message: [Your membership will be approved once you have verified your e-mail address. Please check the inbox of the e-mail address you used to complete your membership application for your e-mail verification message.](#)

An e-mail will be sent to your registered e-mail address with the following subject: [Webo - Account Verification](#). Please click on the activation link within the body of the e-mail. This will verify your e-mail address, complete the registration process and open the Webo Members' Portal in your internet browser. Another e-mail will be sent to your registered e-mail address with the following subject: [Webo - Account activated](#). The e-mail will contain your registered e-mail & password.

Should you not receive the e-mail then please do contact info@webo.co.za for assistance.

The information entered during the registration process can be changed in the [Edit Account](#) section of the Members' Portal at any point in the future.

8.The Members’ Portal

The Members’ Portal is the control panel from which Buyers & Sellers can manage their Webo accounts. The Buyer’s Member Portal and the Directory Webpage member’s Portal will not contain all the options available in the Seller’s Members’ Portal. in brief, it is here where you can track order, manage your directory webpage, website & online store and where you can access the further options open to your membership type.

Accessing the Members’ Portal

To access the Members’ Portal, click on the Members’ Portal link in the top navigation bar.

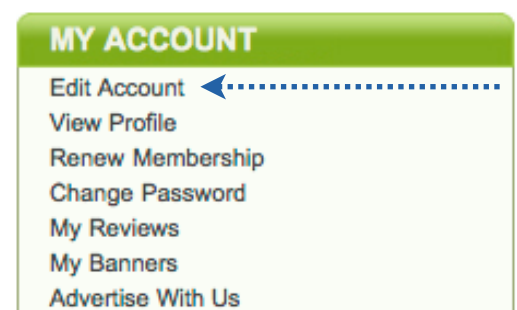


You will be asked to login at this point. If you are a Registered Buyer or Seller please enter your login details in the appropriate login in panel. If you are not a registered member of Webo please register by clicking on the [Welcome New Users - Register Now](#) button on the right of the webpage. It is assumed that you are logged in for all the tutorials within the Members’ Portal section of the Manual.


Edit Account

In this tutorial we will be looking at how to edit your account settings.

Your account settings were first captured during the registration process. The Edit Account page allows you to make changes to those settings. Simply enter in the updated information in the relevant field. You may add a new company logo by clicking on the [Choose File](#) button. This will open a window in your internet browser which allows you to navigate to the image file on your local computer. Select [Choose](#) once you have selected the file. This will close the window in your internet browser.



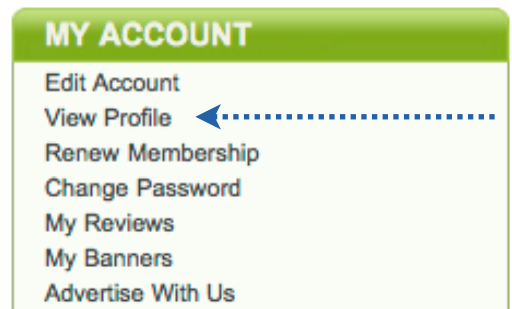
Updating Your Account

To update your account settings simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

View Profile

In this tutorial we will be looking at how to view your profile.

Your profile displays your current [Company Logo](#), [Store Rating](#), [E-Mail Credits](#) balance and [SMS credits](#) balance. In addition the website address of both your [Online Store](#) and [Website](#) will be displayed. There will also be a summary of your account information which can be edited on the [Edit Account](#) page.




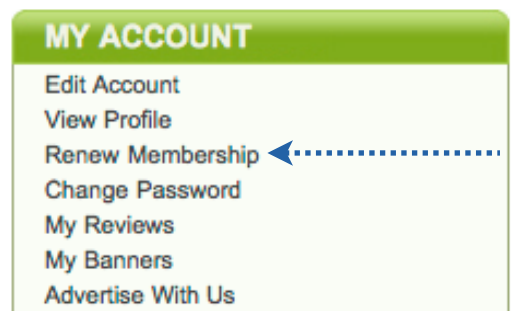
Renew Membership

In this tutorial we will be looking at how to renew your membership.

At the top of the [Renew Membership](#) page is a history of your memberships. Displaying the type of membership, when it was activated and when it expires.

To purchase a membership click on the [Click here to view the Memberships Offered](#) link. Select a membership by clicking on


either the membership name or its respective icon.  This will take you to the [Membership Payment](#) page. Select a payment option and follow the respective checkout process to complete the purchase of your Webo membership. If your membership expires your website hosting will expire and your webpage, website and store stands to be deleted. The entire hosting payment system makes memberships affordable because it is based upon an online prepayment paperless accounting system where the user/seller manages their own account.



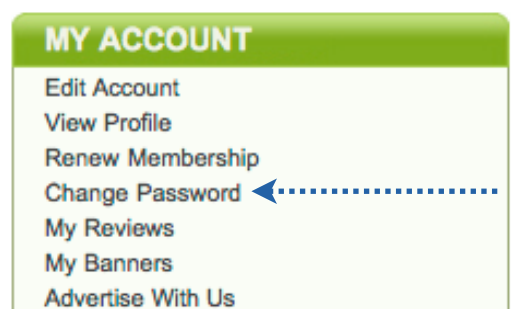
Change Password

In this tutorial we will be looking at how to change your password.

Enter your [Old Password](#) into the respect field, enter your [New Password](#) into the respective field and finally confirm the password by entering the new password into the [Confirm password](#) field. To update your password simply click [Submit](#)

 at the bottom of the webpage.

No changes will be saved until the Submit button has been



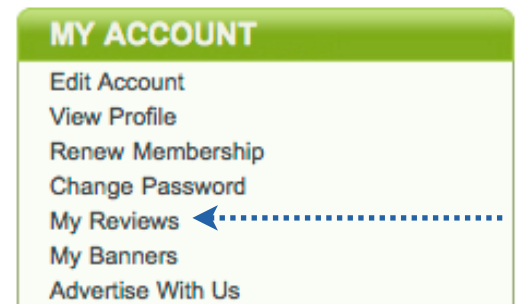
clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

My Reviews

In this tutorial we will be looking at how to post and edit store reviews.

Why Store Reviews

Store reviews form the backbone of the Store Ratings system. For more information on Store Ratings, see the Store Ratings section of this Manual.




Posting a Review

Store reviews are posted on Webo online stores. To post a review, navigate to the online store you which to review on the Webo Website. Click on the [Reviews](#) button in the [Store Rating Panel](#). This will take you to the [Store Reviews](#) page. Click on the





[Write Review](#) button. [Write Review](#) You will be required to login onto the Webo website at this point if you are not already logged in. On the Write Review page you are required to [Assign](#) a [Rating](#) and add a [Comment](#) to your review. If you opt to [Report Offensive Content](#) your review will not be posted but you will be directed to the Report Offensive Content page. Here you will be able to directly inform the Webo Team of the store's offensive behaviour.

Submitting Your Review

To submit your review simply click [Submit](#)  at the bottom of the webpage. No posts will be submitted until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Editing a Review

In the Member's Portal select [My Reviews](#). On the page you will see a table detailing the reviews that you have assigned. To edit a review click on the edit icon,  this will open the [Edit Review](#) page which contains all the options available to you when you first posted the review. Click the [Update](#) button to save your changes. To delete a review click on the delete icon. 

Edit	Delete	Store Rating	Comments
		Fantastic Play School ★★★★☆	"An example of a store review....." Date: 01-09-2009 Active
		Fantastic Properties ★★★★★	"Morning Fantastic Properties, Thank you for your wonderful service. I really appre....." Date: 30-07-2009 Active

Advertise With Us

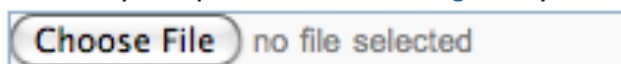
In this tutorial we will be looking at how add your own banner advertisements to the Webo website. Banner adverts are a great way to give your website added exposure on the Webo Website.

When you click on the Advertise With Us link you will be taken to a webpage where you can decide on the number of [impressions](#) you would like to purchase for your banner. An impression is created every time your advert is displayed on the Webo Website. Select a package by clicking the appropriate radio button and click the [Continue](#) button.

You will now be taken to the [Post A Banner](#) webpage. Each advert will have a Title, Store / Website link, Banner Image and Display Width & Height.

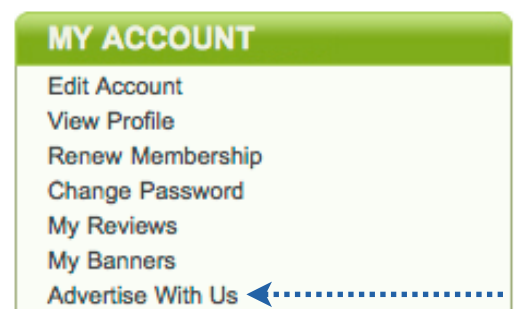
The [Title](#) is used as a label for the advert. The [Store / Website](#) link redirects visitors to the Webo Website who click on your advert to a URL of your choice.

It is required that you upload a [Banner Image](#) for your advert. To add an image click on the Choose File button.



This will bring up a window in your internet browser that will allow you to navigate to an image on your computer's hard drive. Webo supports images using the JPEG, GIF or PNG compression, as denoted by the file extension .jpg, .gif or .png. The image needs to be smaller than 300x300 pixels in diameter.

Please enter the [Display Width & Height](#) in the appropriate fields. Image will display at these dimensions. You can establish the image size by right clicking the image on your computer, selecting [Properties](#) and selecting the [Details](#) tab, the dimensions will display under the [Image](#) sub-title. Alternatively, if using a Mac,



right click the image on your computer, select [Get Info](#) and the dimensions will display under the [More Info](#) sub-title.


Select the webpages on the Webo Website where you would like your advert to display by clicking on the webpage name. You can shift click or control click to select more than one page on which to display your banner.


Click the [Submit](#) button to continue to the [Advertisement Payment](#) webpage. Here you can check the details selected for your advertisement including the Impression Package. To change to the Impression Package select one of the available packages in the drop down menu. Select one of the payment methods to make payment for your package.

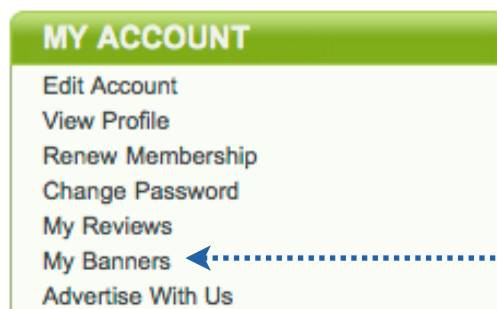
Once you have made the payment a message will display stating whether or not your payment was successful. To ensure the integrity of the Webo community each advert is reviewed by the Webo Team before being made Active on the Webo Website. You will be notified when the Advert status is changed.

My Banners

In this tutorial we will be looking at how to manage & edit your banner advertisements.

To edit a banner click on the edit icon,  this will open the [Edit Banner](#) page which contains all the options available to you when you first posted the advertisement. Click the [Update](#) button to save your changes.

To delete a banner click on the delete icon.  The text [Active](#) or [InActive](#) will display depending on the status of the banner.



Change Your Template

In this tutorial we will be looking at how to change your website or store template. Please note that Directory Webpages do not have a Header nor menu bar as they have the hub header and do not need a menu bar as they have but one webpage. Navigation to other pages is thus not necessary. Should one wish to have a single webpage without the hub header this is enabled by selecting a website where one deactivates the options for further pages.

You need not select a template on the basis of the header picture because the Template Editor is a tool that allows you to edit the template that you select here. So, regard this selection as a starting point rather than an end result. Try thinking of it this way. The picture that you see as the header in the template that you choose can be changed by you to any image that you upload. A restriction is the dimension of the picture panel. All header images are 900 pixels wide but the height varies across the range of templates available. Thus in selecting a template please consider the height of the header as this is not editable. You can request a new custom template that offers a header height to suit your requirements. The next important consideration in

selecting a template is the colour range of menu bars across the templates on offer. The main menu bar colour is not editable however the side panel heading background colours are editable. Thus consider the colour of the main menu bar.

Some templates offer a large picture at the foot of the page. This picture cannot be changed other than by a custom request. You can however add your own footer picture if you select a template that has no footer image.

Please note also that the overall look and feel can be significantly altered by the use of header and footer marquees. A marquee is a panel that permits text and or image scrolling from left to right, bottom to top etc of text on images, images over images etc. At the foot of your website pages you can thus have a footer image, a template image and or a marquee image. All are optional. The header marquee runs just below the main menu bar.

Thus selecting a template is the start to designing the positioning of the dominant site images, the overall



colour combinations of the site as well as the size of the header image as found in the template selected.

The dominant considerations in selecting a template should thus be the main menu bar colour and the height of the header image. Webo provides a template tool that enables templates to be edited so the range of possibilities are vast and limited by desire rather than availability. The header height and menu bar colour are the baseline to the template and are not editable. Should you not find a header height and menu bar colour that suits your requirements then please do e-mail info@webo.co.za and a new template will be added. Note that the template ranges displayed may have say, an aircraft image in the template header, which is of little consequence to the selection as you will be able to replace the header with your own header image.

To change your template, select a template by clicking on the radio button next to the name of the template and click Submit at the bottom of the webpage to update your online store.

You can preview template designs by clicking on the thumbnail of the template. The preview will display in a separate pop-up window and may take a few moments to load completely.

Templates can be viewed by category by selecting a category from the [Browse by Category](#) drop down box.

In addition, you can navigate through the template webpages by selecting a page number from the bottom of the page. In this instance there are three pages and we are viewing the first page.

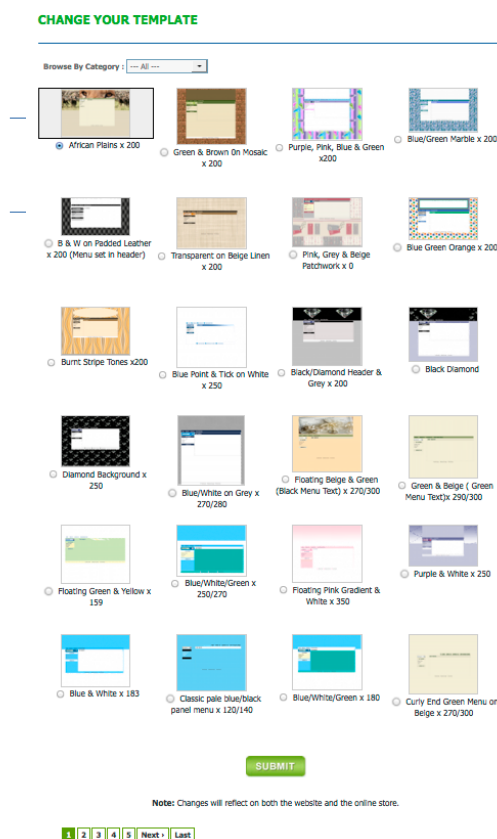
Updating Your Website

To update your website and or online store simply click [Submit](#) at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Edit Your Template

In this tutorial we will be looking at options available when editing the template that you have selected.

You may define the background colour of your template; upload your own images which can be used in the header section or banner section. There is also the ability to place your logo on top of the template header image or on top of the background header image that you upload. Lastly there is the option to add your own header title or banner text which is also placed on top of the respective header or banner images.



The Interface

The Body Section

The Body Section allows you set the background of your website and online store to a colour or an image.

The Body Section allows you set the background of your website and online store to a colour or an image. This offers exiting visual opportunities for you to be creative. Think about placing an image from a carpeting swatch as a background that you set as a repeat image to carpet the background wall upon which the pages of your site are placed. What about using fabric images, silk, curtaining etc. You can also use animated gif files. Images of brickwork, vector diagrams, architects plans, pencil thin straws of colour that you cut from gradients and more when combined with the repeat function open the door to novel graphic opportunities. The design of the background is becoming more and more important as large flat screens

become the norm. These screens show a much larger section of the background as websites are still largely designed to be about 947 pixels wide. The transparent series of templates offer a “glass bottom” to your site and these accentuate the background. Essentially these templates have no Body Section background colour. With these you can set your text on sea sand, in the sky or any other background image that you upload.

The background colour can be set by first checking the radio button and selecting a colour from the colour picker . Click on the colour picker to choose a colour from the colour palette. Alternatively you can check the radio button and type a hexadecimal number in the text field, inside the black picker next to the # box should you know the exact colour. Click on the round colour ball in the lower right corner of the colour picker pop up to set your selection.

The other option is to upload a background image. To do so, click on the link [Upload Image](#). The link will cause a smaller window to open on your computer. The web page is displayed on the right of this page. Click on the [Choose File](#) button to select an image from your computer and click [Submit](#) to send it to the Webo server. The loading image will display until the image has being loaded on to the server at which point a message will display stating that the file was successfully uploaded.

There is a check box that gives you the option of repeating the background image. If the box is unchecked the image will display multiple times across the page. If the box is unchecked the image will only display once.

A useful tip that adds exciting creative opportunities is to add a background colour of your choice to the Body section. This done, add a background image and make this your choice by selecting the [Background image](#) radio button. The opportunity for creativity arises from the idea of making the background image a transparent graphic or transparent image and by doing so one is able to create a range of alternative look and feel options within a common theme by changing the background colour from time to time whilst keeping the foreground image in place.

Click the [Preview](#) button to preview the changes to your website or online store.

Click the [Save](#) button to save the changes to your website or online store.

The Header Background Section

The Header Background Section allows you change the header that is displayed at the top of your website or online store.

The background colour can be set by first checking the radio button and selecting a colour from the colour picker. Click on the colour picker to choose a colour from the colour palette. Alternatively you can check the radio button and type a hexadecimal number in the text field within the colour picker pop up window next to the # should you know the exact colour. You click the round ball in the right bottom corner to set your selection.

The other option is to upload a background image. To do so, click on the link [Upload Image](#). The link will cause a smaller window to open on your computer. The web page is displayed on the right of this page. Click on the [Choose File](#) button to select an image from your computer and click [Submit](#) to send it to the Webo server. The loading image will display until the image has being loaded on to the server at which point a message will display stating that the file was successfully uploaded.

There is a check box that gives you the option of repeating the background image. If the box is unchecked the image will display multiple times across the header bar. If the box is checked the image will only display once.

We recommend that headers are 900 pixels wide by 120 pixels high. This is a norm that is often not followed and one finds narrower as well as deeper headers. There is no right or wrong - follow your personal preference. The templates dictate the depth of a header and a variety of headers are on offer. Should you need a custom header depth just let us know.

Click the [Preview](#) button to preview the changes to your website or online store.

Click the [Save](#) button to save the changes to your website or online store.

The Header Title Section

The Header Title Section allows you to write your own text in the header bar. The text will display on top of any image or background colour that has been applied in the Header Background Section.

The Header Title field is the where the text for your header is entered.

The text can be aligned to the left, centre or right of the header bar by selecting one of the text alignment options .

The colour of the text is set by selecting a colour from the colour picker (pictured above) , click on the colour picker to choose a colour from the colour palette or alternatively by typing in a hexadecimal number in the color text field, should you know the exact colour.

The size and the font of the text can be selected from the appropriate drop down box.

Click the [Preview](#) button to preview the changes to your website or online store.

Click the [Save](#) button to save the changes to your website or online store.

The Header Logo Section

The Header Logo Section allows you add and or change a logo that is displayed in the header. By default, no logo is displayed. The logo will display on top of any image or background colour that has been applied in the Header Background Section.

To upload your logo click on the [Upload Logo](#) link. The link will cause a smaller window to open on your computer. The web page is displayed on the right of this page. Click on the [Choose File](#) button to select an image from your computer and click [Submit](#) to send it to the Webbo server. The loading image will display until the image has being loaded on to the server at which point a message will display stating that the file was successfully uploaded.

The logo can be aligned to the left, centre or right of the header bar by selecting one of the text alignment options .

You will be required to enter the image dimensions, namely its width and height in pixels. This information can be found by right clicking on the image file on your computer and selecting [Properties](#).

We recommend that logos are no bigger than 900 pixels wide and 120 pixels high. A logo set to 900x120 pixels will fill the entire header bar. Should you require a logo deeper than this then we recommend that it be set in the header image before uploading the header image. The logo uploader positions the logo on top of the background image in the template or the image that you uploaded or the background colour selected by you. If you have selected a transparent template then the logo is positioned over the background.

Click the [Preview](#) button to preview the changes to your website or online store.

Click the [Save](#) button to save the changes to your website or online store.

The Banner Section

The Banner Section will allow you to add a banner to your website or online store. By default no banner is displayed. The banner is displayed below the header and menu bar and to the side of the Login Side Panel. The image appears on all the main menu bar pages.

You may upload a banner image. To do so click on the [Upload Image](#) link. The link will cause a smaller window to open on your computer. The web page is displayed on the right of this page. Click on the [Choose File](#) button to select an image from your computer and click [Submit](#) to send it to the Webo server. The loading image will display until the image has been loaded on to the server at which point a message will display stating that the file was successfully uploaded.

There is a check box that gives you the option of repeating the image. If the box is checked the image will display multiple times across the banner area. If the box is unchecked the image will only display once.

You will be required to enter the image dimensions, namely its width and height in pixels. This information can be found by right clicking on the image file on your computer and selecting [Properties](#).

We recommend that banners are no bigger than 650 pixels wide and 140 pixels high.

In addition to uploading an image, the banner area allows you to enter text which displays on top of the banner image. The text can be shown by checking the Banner Text check box . The text is entered in the text field adjacent to the check box.

The text can be aligned to the left, centre or right of the banner area by selecting one of the text alignment options .

The colour of the text is set by selecting a colour from the colour picker (pictured above), click on the colour picker to choose a colour from the colour palette or alternatively by typing in the hexadecimal number in the color text field, should you know the exact colour.

The size and the font of the text can be selected from the appropriate drop down box.

Click the [Preview](#) button to preview the changes to your website or online store.

Click the [Save](#) button to save the changes to your website or online store.

The Footer Banner Section

The Banner Section will allow you to add a banner image to the bottom of your website or online store. By default no footer image is displayed.

To add a Footer Banner image select the Upload Banner link and follow the links to browse for and select an image to upload. The maximum image size is 900 pixels wide by 250 pixels high.

NOTE ALL IMAGES USED IN THE TEMPLATE AND ELSEWHERE ON THE WEBSITE SHOULD BE REFORMATTED TO BE AT A RESOLUTION OF 72 DPI. THIS IMAGE RESOLUTION WILL ENABLE CLEAR ON-SCREEN DISPLAY. MOST IMAGES ARE SET AT AT 300DPI FOR PRINT PURPOSES. USING IMAGES AT 300DPI WILL RESULT IN WEB PAGES OPENING SLOWLY. HIGHER RESOLUTION IMAGES ARE ONLY NEEDED FOR IMAGES WITH SMALL PRINT THAT IS INCLUDED WITH THE IMAGE.

Edit Website Pages

In this tutorial we will be looking at how to manage and edit your standard website pages. This is done in three separate sections which are the page setup, contact and contents sections for both websites and stores pages.

Webpage Tabs

The menu tabs at the top of each website are set to have default titles which may be edited to show your preferred wording. This enables a site to appear largely in a language other than the English language however the site administrator / webmaster will have to manage the site in terms of the site guidelines/instructions which are provided in English.

The menu tabs include HOME, ABOUT US, CONTACT US and STORE. There may be more tabs or less. It is possible to deactivate all tabs except the HOME page. You can deactivate your complete site but if it is active it must have a minimum of one page. There are a variety of places where one captures your preferred page titles and the look and feel criteria which define the baseline look of your website.

Every website and or store has tabs on every page underneath the header section. The tabs allow users of the site to easily navigate the site and its various webpages. The website tabs are set apart from the store tabs and both are linked by a tab that takes users from the one to the other. When one is on the store one has tabs relevant to this eCommerce focus and when on the information website the eCommerce tabs such as delivery, terms and conditions etc are not visible. The selected side panel content management tools at your disposal may largely be duplicated on the store so that as an example, the store say can offer flip books that are product specific and on the information website the flip books on offer there could relate to the company and its people.

Edit Website/Store Page Setup

In this tutorial we will be looking at how to manage and edit your website pages.

The page name/tab editors that are presented on the next two pages are the pages presented when selecting the Edit Website Page Setup option and the Edit Store Page Setup option. Both pages offer content “boxes” that are prefixed by the default names for these page name tabs. To change the name of a tab one types in the new name s required before submitting the page to be saved as the active content for the site. Below these page name tab editors are other matters such as links to social networks, hub links, page editors etc. These are dealt with below.

WEBSITE / ONLINE STORE

[View Website](#)
[View Online Store](#)
[Change Your Template](#)
[Edit Your Template](#)
[Edit Website Page Setup](#)
[Edit Store Page Setup](#)
[Edit Website Contact Details](#)
[Edit Store Contact Details](#)
[Edit Website Contents](#)
[Edit Store Contents](#)
[Manage Blog Categories](#)
[Manage Blog](#)
[Manage Front Page Blog](#)
[Payment Information](#)
[Delivery Fee](#)
[Search Engine Description](#)
[Upgrade to Featured Store](#)
[Upgrade to Featured Website](#)
[Manage Categories](#)
[Manage Variations](#)
[Manage Products](#)
[Add Product](#)
[Manage Gallery Categories](#)
[Manage Website Gallery](#)
[Manage Store Gallery](#)
[Manage Store Image Rotator](#)
[Manage Website Image Rotator](#)
[Manage FlipBook Categories](#)
[Manage Website FlipBook](#)
[Manage Store FlipBook](#)
[Manage Gif Generator](#)
[Manage Website Background Music](#)
[Manage Store Background Music](#)
[Manage Form Generator Categories](#)
[Store Form Generator](#)
[Website Form Generator](#)

EDIT WEBSITE PAGE SETUP

Website Home Page Title:

Store Link Title: (for e.g. View Online Store)

Price Calculator Title:

About Us Link Title:

Blog Link Title:

Gallery Link Title:

Link or List Title:

Flipbook Link Title:

Log In Title:

Music Control Title:

Video & Pdf's Title:

Online Forms Title:

Scroll Box Pages Title:

Side Panel Title:


Twitter Username1:

Twitter Username2:

Twitter Username3:

Facebook & Twitter Status: ☐ Active ☒ Inactive

Facebook Share Status: ☒ Active ☐ Inactive

Website Favicon: (Image Dimension 27*27)


Website Session time delay to Login: (In Minute)

Side Panel Titles Background Colour:

Language Translator: ☐ Active ☒ Inactive

Hub Header Link: ☐ Active ☒ Inactive

Hub Footer Link: ☐ Active ☒ Inactive

Make This Site: ☒ Public ☐ Private

SUBMIT



MY ACCOUNT

[Edit Account](#)
[View Profile](#)
[Renew Membership](#)
[Change Password](#)
[My Reviews](#)
[My Banners](#)
[Advertise With Us](#)

WEBSITE / ONLINE STORE

[View Website](#)
[View Online Store](#)
[Change Your Template](#)
[Edit Your Template](#)
[Edit Website Page Setup](#)
[Edit Store Page Setup](#)
[Edit Website Contact Details](#)
[Edit Store Contact Details](#)
[Edit Website Contents](#)
[Edit Store Contents](#)
[Manage Blog Categories](#)
[Manage Blog](#)
[Manage Front Page Blog](#)
[Payment Information](#)
[Delivery Fee](#)
[Search Engine Description](#)
[Upgrade to Featured Store](#)
[Upgrade to Featured Website](#)
[Manage Categories](#)
[Manage Variations](#)
[Manage Products](#)
[Add Product](#)
[Manage Gallery Categories](#)
[Manage Website Gallery](#)
[Manage Store Gallery](#)
[Manage Store Image Rotator](#)
[Manage Website Image Rotator](#)
[Manage FlipBook Categories](#)
[Manage Website FlipBook](#)
[Manage Store FlipBook](#)
[Manage GIF Generator](#)
[Manage Website Background Music](#)
[Manage Store Background Music](#)
[Manage Form Generator Categories](#)
[Store Form Generator](#)
[Website Form Generator](#)
[View Forms Submitted](#)
[Website Marquee Generator](#)
[Store Marquee Generator](#)
[Website Top Marquee Generator](#)
[Store Top Marquee Generator](#)
[Manage Scroll Box Categories](#)
[Website Scroll Box Generator](#)
[Image Editor](#)
[Manage Website Submenu](#)
[Manage Store Submenu](#)
[Store Scroll Box Generator](#)
[Manage Link or List Categories](#)
[Manage Website Link or List](#)
[Manage Store Link or List](#)
[Manage Website Image Slideshow](#)
[Manage Website Price Calculator](#)
[Manage Store Price Calculator](#)
[Manage Video/PDF Categories](#)
[Manage Video/PDF Downloads](#)

Home » Members' Portal » Edit Store Page Setup

EDIT STORE PAGE SETUP

Store Home Page Title:

Website Link Title: (for e.g. Visit Our Website)

About Us Link Title:

Price Calculator Title:

Gallery Link Title:

Link or List Title:

Flipbook Link Title:

Log In Title:

Music Control Title:

Video & Pdf's Title:

Online Forms Title:

Scroll Box Pages Title:

Side Panel Title:

Twitter Username1:

Twitter Username2:

Twitter Username3:

Facebook & Twitter Status: ☐ Active ☒ Inactive

Facebook Share Status: ☒ Active ☐ Inactive

Store Favicon: (Image Dimension 27*27)

Side Panel Titles Background Colour:

Language Translator: ☐ Active ☒ Inactive

Hub Header Link: ☐ Active ☒ Inactive

Hub Footer Link: ☐ Active ☒ Inactive

SUBMIT



MY ACCOUNT

[Edit Account](#)
[View Profile](#)
[Renew Membership](#)
[Change Password](#)
[My Reviews](#)
[My Banners](#)
[Advertise With Us](#)

WEBSITE / ONLINE STORE

[View Website](#)
[View Online Store](#)
[Change Your Template](#)
[Edit Your Template](#)
[Edit Website Page Setup](#)
[Edit Store Page Setup](#)
[Edit Website Contact Details](#)
[Edit Store Contact Details](#)
[Edit Website Contents](#)
[Edit Store Contents](#)
[Manage Blog Categories](#)
[Manage Blog](#)
[Manage Front Page Blog](#)
[Payment Information](#)
[Delivery Fee](#)
[Search Engine Description](#)
[Upgrade to Featured Store](#)
[Upgrade to Featured Website](#)
[Manage Categories](#)
[Manage Variations](#)
[Manage Products](#)
[Add Product](#)
[Manage Gallery Categories](#)
[Manage Website Gallery](#)
[Manage Store Gallery](#)
[Manage Store Image Rotator](#)
[Manage Website Image Rotator](#)
[Manage FlipBook Categories](#)
[Manage Website FlipBook](#)
[Manage Store FlipBook](#)
[Manage Gif Generator](#)
[Manage Website Background Music](#)
[Manage Store Background Music](#)
[Manage Form Generator Categories](#)
[Store Form Generator](#)
[Website Form Generator](#)
[View Forms Submitted](#)
[Website Marquee Generator](#)
[Store Marquee Generator](#)
[Website Top Marquee Generator](#)
[Store Top Marquee Generator](#)
[Manage Scroll Box Categories](#)
[Website Scroll Box Generator](#)
[Image Editor](#)
[Manage Website Submenu](#)
[Manage Store Submenu](#)

Twitter Usernames

You have the option of adding up to three Twitter Usernames. These twitter usernames may include your own, a celebrity, a weather feed etc. The tweets (micro messages - similar to “a subscribed for SMS service”) that the registered Twitter user makes are then displayed on your website in the side panel. When deciding upon using this plug-in you are advised to consider the website’s target market. For many, this will be a fantastic feature and for others it will be an irritation as the feeds can take a couple of minutes to load and this process slows down the time taken to load the website pages.

Facebook and Twitter Counters

You can change the status by selecting the active or inactive radio buttons. Activating this option will place a Twitter counter on your website that reflects your sites twitter follower count. When you make this selection the count reflects for facebook as well.

Facebook Share

+ Share

Changing the status to active places a + Share button on your website in the side panel. This is the popular AddThis button which is given to be the world's largest content sharing and social insights platform. It offers easy-to-use tools that help users to share your content and drive viral traffic to your site..

Favicons

The Favicon Browse Option

A favicon is a small image that browsers place in the browser address bar to the left of the URL. You may upload one for your website and another for your store.

Website Session Time Delay To Login

Here you can set the number of minutes that your site will keep you logged in before requiring you to login again. perhaps you wish to set this to a longer period of time to monitor online sales, perhaps you are building your website etc and require to be logged in for a longer period of time.

Side Panel Titles Background Colour

This option allows you to select the background colour for the tab headings in your side panel. Entering a hexadecimal number in the text field for the colour that you require allows you a wider colour choice than selecting one of the colours displayed by the colour picker. Should you edit the side panel heading titles and the new titles wrap to a second line then you need to specify the background colour here to provide for the second line to have a defined background colour. If you do not set the colour the title will appear to not have a background colour.

Language Translator

Activating this option will place the Google Translator at the foot of your website where a user may select a language and translate your webpage. This option is subject to continuous improvement in respect of the accuracy of the translation and the impact thereof upon the website page layout. The translations create text fields of different lengths to the original language used and so the page styling is often affected such that the wording may appear to be randomly placed on the page. This said the ability to instantly translate your website will be of great value to those that visit your website and require assistance with the translation of the content..

Hub Header Link

The Webo home page carries the following tabs; Home, Online Stores, Websites, About Us and Members' Portal. As a site owner you may elect to display one or more of these tabs in a line to be placed at the top of your website. Activating one or more of these options will allow a user to return to the hub search options on the Webo Home page. Given that you would prefer to be a completely independent site with no links to the Webo home page then you can do so however if you would like to permit buyers to access their Members' Portal so as to see when a site has acknowledged receipt of payment and or when goods have been dispatched etc then the Members' Portal tab may be activated. The default background to the Hub Header Link is an image with a Webo logo in it. This option permits the site owner to upload an alternative Header Link image or to set the Link line to have a defined colour.

Hub Footer Link

Activating this option allows each individual link on the Hub Footer to be activated on the sellers' or site owners website. The site owner may also set the footer background and text colour so as to fit in with the colour scheme of the website. It is likely that this option may be used more frequently where the hub in question is say, a franchise hub where all branches of the company are on a hub. In these circumstances the individual sites will seek to be linked to the hub home pages rather than have independence from it.

Make This Site: Public or Private

This options allows access to the entire website to be password locked. Activating this option will require users to gain access by way of providing the password that is entered here. The password must consist of numbers letters and symbols. Setting a site to be private removes the site from the hub search functionality. Whilst this option provides the ability to make the site private Webo makes no guarantees whatsoever in respect of the disclosure of information as a result of access by internet hackers or any other means whatsoever. You are advised to not store sensitive information on a Webo website. This feature is provided so as to permit a degree of privacy that generally should endure so as to enable casual would be visitors to be denied access to content for a variety of reasons. By way of an analogy, setting the site to be private places the site behind a locked "front gate." To those that have little respect for individual privacy the use of illegitimate and or uninvited means to gain access by climbing the walls around your information cannot be ruled out. Most will respect your privacy and so having a "locked front gate" is often a most useful enabler to gaining a measure of comfort where this is desired.

Edit Website/Store Contact Details

In this tutorial we will be looking at how to manage and edit your contact details.

Webpage Formatting

When formatting webpages such as the following three pages, please pay careful attention to the recommend page widths. Exceeding the [Recommended Width](#) will cause the webpage to distort and elements on the webpage to move in weird and funny ways. For more information on how to format webpage see the section in this document entitled [Formatting Webpages](#).

E-mail Signature

The e-mail signature will be used within e-mail notifications as a footer to notices. E-mail signatures are generally positioned on the left of a page or they are placed in the center. The width depends on individual needs.

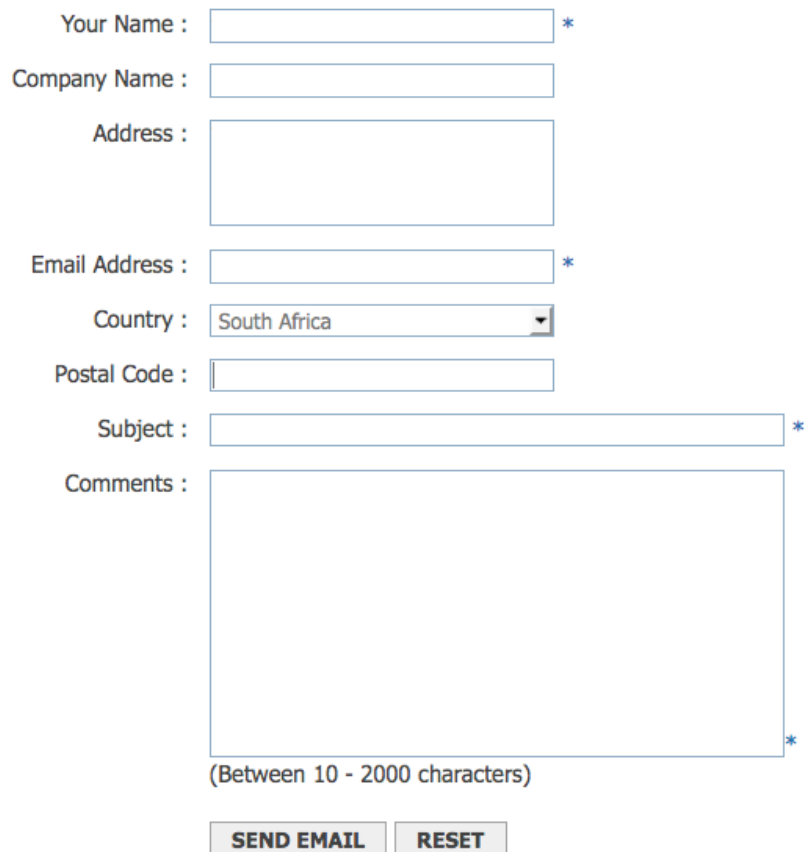
Contact Us

On the right is the standard Contact Us template that users are presented with. There is a Contact Us page on the website and another identical page on the store. These pages may be deactivated.

The Seller may use the page editor to add additional content to this page which is a complete standard webpage.

Please note that any enquiries will be e-mailed to the [Registered Seller](#). The Registered Seller may not use this page to contact themselves and will be so advised if they attempt to do so.

The recommended width on the Contact Us Content page it is 660 pixels.



The form is a standard contact template with the following fields and labels:

- Your Name :** [Text input field] *
- Company Name :** [Text input field]
- Address :** [Text input field]
- Email Address :** [Text input field] *
- Country :** [Dropdown menu] (Currently showing "South Africa")
- Postal Code :** [Text input field]
- Subject :** [Text input field] *
- Comments :** [Large text area] *

Below the comments field, there is a note: (Between 10 - 2000 characters)

At the bottom of the form, there are two buttons: **SEND EMAIL** and **RESET**.

Contact Us (Left Panel)

This panel is 180 pixels wide and is positioned at the bottom of the side panel. The heading title may be edited in the Website and or Store Page Setup as it appears in both the store and the website.

Edit Website Contents

In this tutorial we will be looking at how to manage and edit the main page contents.

Webpage Formatting

When formatting webpages such as the following three pages, please pay careful attention to the recommend page widths. Exceeding the [Recommended Width](#) will cause the webpage to distort and elements on the webpage to move in weird and funny ways. For more information on how to format webpage see the section in this document entitled [Formatting Webpages](#).

Additional Webpages

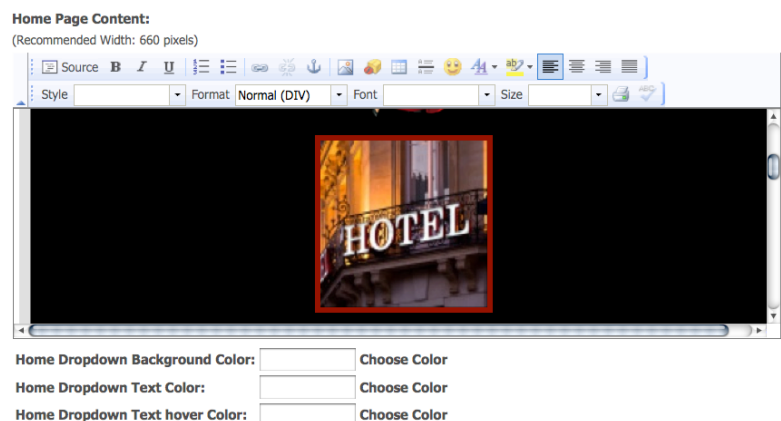
Each Webo website has a compulsory Home Page, an optional About Us Page and the option to add three additional webpages. These pages are called Optional Tab-1,2 & 3. Simply enter the name of your webpage into the [Optional Tab](#) field and enter your content into the content box.

Optional Tab-1:


To remove an optional webpage from your website delete the webpage name from the Optional Tab field. and select the Inactive radio button. To activate the page select the Active radio button and enter a page name in the tab field. If the Optional Tab field is empty the tab will not display on your website even if there is content in the contents box for that Optional Tab.

EDIT WEBSITE CONTENTS

At the foot of each page editor there are three colour pickers. They are the Dropdown background, text and hover text colour editors. These relate to the Main Tab Sub-Menus that are dropdowns off the main page tabs and which are discussed below.



Updating Your Website

To update your website simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Edit Store Contents

In this tutorial we will be looking at how to manage and edit your online store pages.

Webpage Tabs

Every online store has tabs on every webpage underneath the header section. The tabs allow users of the online store to easily navigate the store and its various webpages. This topic was covered above under Edit Website Pages and is not repeated here.




Webpage Formatting

When formatting webpages such as the Home Page Content, please pay careful attention to the recommend page widths. (Recommend Width: 660 pixels) Exceeding the [Recommended Width](#) will cause the webpage to distort and elements on the webpage to move in weird and funny ways. For more information on how to format webpage see the section in this document entitled [Formatting Webpages](#).

Company Policies Webpage

The Company Policies webpage serves a specific purpose on your online store. When users of your online store make purchases from your store, they will be required to agree to the terms and conditions of your online store in order to complete the transaction. These terms and conditions should be outlined on the the Company Policies webpage. Users will be directed to this page should they wish to view your terms and conditions during the check out process.

Updating Your Website

To update your online store simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Manage Blog

In this tutorial we will be looking at how to manage and edit your blog.

Why A Blog

Blogs are a powerful tool for communicating with your customers. One of the greatest benefits of a blog is that it formulates a dialogue between yourself & a customer which can be viewed by all your customers. Thus one customer's query can address those of other customers. Blogs also allow customers to post comments on other customers topics which allows customers who have had similar difficulties to answer the queries of other customers. The Webo blog also has the ability to upload files to blog topics & comments. Thus it is possible for you to upload product catalogues, brochures, product manuals and forms. Your customers could even post images of damaged goods or unique product uses.

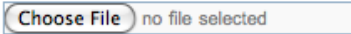
WEBSITE / ONLINE STORE
View Website
View Online Store
Change Your Template
Edit Your Template
Edit Website Contents
Edit Store Contents
Manage Blog
Payment Information
Delivery Fee
Search Engine Description
Upgrade to Featured Store
Upgrade to Featured Website
Manage Categories
Manage Products
Add Product
My Partners
View Orders
My Orders
Close Website
Close Online Store

Posting a Topic

There are methods of posting blog topics on your online store. The first method is through the Members' Portal. This method is only accessible to you, the online store owner. The second method is to post the topic directly from your blog on your website.

From the Members' Portal

To [Post a Topic](#), click the [Manage Blog](#) link in the [Website / Online Store](#) panel of the Members' Portal. This will open the [Post A Topic](#) webpage.

The [Blog Topic](#) is the heading that will be assigned to the blog topic. The [Comments](#) text field is where you are able to type the content of your blog message. [Upload File 1](#) & [2](#) enable you to attach files to your blog post. Click on the [Choose File](#) button.  This will bring up a window in your internet browser that will allow you to navigate to the file on your computer's hard drive. Select the file and click [Choose](#). The [Status](#) radio buttons will determine whether or not the response is [Active](#) or [Inactive](#).



Finally click the [Submit](#) button to post the topic. A message will be displayed stating that the topic was successfully or unsuccessfully posted on to your website and you will be redirected to the [Manage Blog](#) webpage. Your Topic will now be listed in [Manage Blog](#) table.

Directly from the Blog

On your Webo Website, click on your website blog tab. The name of the blog tab is set in the [Edit Website Contents](#) section of the Members' Portal & will thus vary from website to website. Click the [Post a Topic](#) link to open the [Post A Topic](#) webpage on your Webo Website. Complete the form in the same manner as you would when posting a topic [from the Members' Portal](#).

Webo Members who are logged in to the Webo Website will be able to post topics in exactly the same manner as would you the owner. The only exception is that their blog topics will be set with an [Inactive](#) status. The [Inactive](#) status means that the blog topic will not be displayed on your website blog. For the topic to be display, you as the owner of the store would be required to change the status of the topic to [Active](#). The purpose of this measure is to give you complete control over the content that is posted on your website and the ability to respond to disgruntled clients before they can air their grievances on your website.


Editing a Topic

To edit a topic, click the [Manage Blog](#) link in the [Website / Online Store](#) panel of the Members' Portal. To edit a blog topic, click on the edit icon  in the [Edit](#) column. This will open the [Edit Blog Topic](#) webpage. This webpage will allow you to make changes to any of the fields that were entered when the topic was first added to your website. Click the [Update](#) button to submit your changes. As the owner of the website you will be able to edit blog topics posted by any registered member including yourself on your website blog. To delete a blog topic, click the delete icon  in the [Delete](#) column.

The [Status](#) column informs you as to whether or not a topic is displayed on your blog. [Active](#) topics are displayed & [InActive](#) topics are hidden. All topics or responses posted by members other than the website owner are set to [InActive](#) when posted. This is a control to enable website owners to manage the content that is displayed on their website blogs. The owner of the website will thus need to active every blog topic or response in order for that particular topic or response to be displayed on the blog.

The [Posted By](#) column states the member who posted the topic. The [Attachments](#) column states the files attached to the topic as well as a link for you to easily download or view the files. The [Posted Date](#) states the date and time at which the topic was posted by the member. Finally the [Blog Topic](#) column states the topic title and the number of responses to that particular topic.

[Post a Topic](#)

Edit	Delete	Status	Posted By	Attachments	Posted Date	Blog Topic
		Active	JackSeller	258_1.png	2009-10-08 15:50:58	Hello World 1 response(s)

Posting & Editing a Comment

Again comments can be added either via the Members' Portal or directly from your website blog.

From the Members' Portal

On the [Manage Blog](#) webpage click on the [0 response\(s\)](#) link of the respective blog topic in the Manage Blog table. The number in the link will change depending on the number of responses that have been added to that particular topic. This will open the [Responses](#) webpage.

RESPONSES

[Back to Manage Blog](#)

Hello World

Posted By : JackSeller

2009-10-08 15:50:58

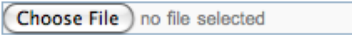
I am Charles & I am adding a blog post.

[2 response\(s\)](#)

[Leave a Response](#)



Edit	Delete	Status	Posted By	Attachments	Posted Date	Comments
		InActive	JackBuyer	No Attachments	2009-10-08 10:09:30	This is my second comment on this topic today. :)....
		Active	JackSeller	No Attachments	2009-10-08 08:52:05	Hello to you charles...

To add a response to the topic, click on the [Leave a Response](#) link. This will open the [Leave A Response](#) webpage. This page is very similar to the [Post A Topic](#) webpage.

The [Comments](#) text field is where you are able to type the content of your blog message. [Upload File 1](#) & [2](#) enable you to attach files to your blog post. Click on the [Choose File](#) button.  This will bring up a window in your internet browser that will allow you to navigate to the file on your computer's hard drive. Select the file and click [Choose](#). The [Status](#) radio buttons will determine whether or not the response is [Active](#) or [Inactive](#).

Finally click the [Submit](#) button to post the response. A message will be displayed stating that the response was successfully or unsuccessfully posted on to your website and you will be redirected to the Response webpage.

Editing A Response

To edit a response return to the Response webpage and click on the edit icon  in the [Edit](#) column. This will open the [Edit Response Topic](#) webpage. This webpage will allow you to make changes to any of the fields that were entered when the response was first added to your website. Click the [Update](#) button to submit your changes. As the owner of the website you will be able to edit responses posted by any registered member including yourself on your website blog. To delete a response, click the delete icon  in the [Delete](#) column.

The [Status](#) column informs you as to whether or not a response is displayed on your blog. [Active](#) responses are displayed & [Inactive](#) responses are hidden. All topics or responses posted by members other than the website owner are set to [Inactive](#) when posted. This is a control to enable website owners to manage the content that is displayed on their website blogs. The owner of the website will thus need to active every blog topic or response in order for that particular topic or response to be displayed on the blog.

The [Posted By](#) column states the member who posted the response. The [Attachments](#) column states the files attached to the response as well as a link for you to easily download or view the files. The [Posted Date](#) states the date and time at which the response was posted by the member. Finally the [Comments](#) column gives you the first few lines of the response as a summary.

Directly from the Blog

On your Webo Website, click on your website blog tab. The name of the blog tab is set in the Edit Website Contents section of the Members' Portal & will thus vary from website to website. Click on the topic title to view the topic and post a response. Alternatively click on the response link, [1 response\(s\)](#), to view the topic and its responses as well as post a response. Complete the form in the same manner as you would when posting a response [from the Members' Portal](#).

Webo Members who are logged in to the Webo Website will be able to post responses in exactly the same manner as would you the owner. The only exception is that their responses will be set with an [Inactive](#) status. The [Inactive](#) status means that the response will not be displayed on your website blog. For the response to be display, you as the owner of the store would be required to change the status of the response to [Active](#). The purpose of this measure is to give you complete control over the content

that is posted on your website and the ability to respond to disgruntled clients before they can air their grievances on your website.

Payment Information

In this tutorial we will be looking at options available to you regarding the receipt of payment. There are four payment options available at present: MyGate, PayPal, EFT / Bank Transfer or Direct Deposit.

MyGate

MyGate is a payment gateway provider who facilitates merchant banking accounts with First National Bank and Nedbank; plans are in progress to facilitate merchant banking accounts with Standard Bank and ABSA in the near future.

MyGate will allow your online store to accept [Visa](#), [Master Card](#), [Diners Club](#), [American Express](#) and [FNB Cell Point](#) payments on your online store.

A MyGate account will require a merchant account with one of their partner banks and is subject to additional fees.

The MyGate payment system has been built into the Webo website and activation only requires your MyGate Merchant ID and MyGate Application ID to be entered into their respective fields.

For more information on the MyGate Payment Gateway see www.mygate.co.za.

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PayPal

PayPal is an international payment gateway that accepts [Master Card](#), [Visa](#) and [American Express](#) credit cards.

In order for your store to receive payments via PayPal you will need to setup a PayPal Business Account. This requires a bank account setup in one of the following regions: Australia, Great Britain, Canada, Czech Republic, Netherlands, Eurozone, Hong Kong, Hungary, Israel, Japan, Mexico, New Zealand, Norway, Poland, Singapore, Sweden or Switzerland. If you are unable to setup a bank account in one of the following regions you will be able to make payments using your PayPal account but not receive payments.

For more information on the PayPal payment gateway see www.paypal.com.


EFT / Bank Transfer / Direct Deposit

The provision of your banking details will enable shoppers at your online store to make payment for products directly into your bank account. Your bank details will only be released to the buyer once they have placed the order through the check out process. The details will be sent via an order confirmation e-mail and be displayed in the transaction order form in the My Orders section of the Buyer Members' Portal. The receipt of bank deposits should be updated in the View Orders section of your Members' Portal - for more information of this see the View Orders section of this document.

Activating a Payment Option


To activate a payment option simply check the relevant check box, this will cause the required fields for that specific option to appear on the Payment Information webpage. Enter the information in the relevant fields.

Updating Your Website

To update your online store simply click **Submit**  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Delivery Fee

In this tutorial we will be looking at how to set Delivery Fees. Delivery Fees are subject to the general sales tax set in the Edit Account section of the Members' Portal.

There is option to have up to three delivery options. To set a delivery option select the number of delivery options you wish to have in the drop down box. **Delivery Options**  This will cause the specified number of delivery options to appear on the Delivery Fee webpage.


Ensure that the check box ☒ is checked. If the check box is unchecked the delivery fee will be inactive and not display on the list of delivery options during the check out process.

Enter the name of the delivery option in the text field. **Delivery Option 1 *** The name of the delivery option should accurately describe the delivery fee, for instance: National Courier (Major Centers 2-3 working days).

Enter the delivery fee amount in the text field.


Delivery Fee 1 *

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Repeat the process for each delivery option.

Updating Your Website

To update your online store simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Search Engine Description

In this tutorial we will be looking at how to add Metadata. Metadata is used, in part, by search engines to define the content of a webpage and is embedded in the header of your online store's source code. The easier it is for a search engine to 'read' your website or online store the better your placing in search engine results.

Meta Title

The Meta Title is the title given to your online store and appears in the very top of your internet browser window. An example of a Meta Title: Webo - Websites, Online Stores & eMarketing.


Meta Keywords

The Meta Keywords are keywords which define your website. It is often a good idea to include common misspelling of words in your keywords as users of search engines often misspell search terms. An example of Meta Keywords: Website design, Website builder, Shopping cart, Websites, Online shop, Online store, Blog, Showcase.

Here are a few tips to help you choose the right keywords for your business' listing.

- I. The best keywords are words or short phrases that describe your business, products, and services.
- II. Please use plurals. e.g. 'Bicycles', not 'Bicycle'.
- III. Capitalise the first letter of every word. e.g. 'Mobile Phones', not 'mobile phones'.
- IV. Try to use keywords and phrases that are both broad and specific. For example, a dog breeder might use the broad keywords: 'Dogs' and 'Dog Breeders'; and the more specific keywords: 'Labradors' and 'Labrador Breeders'.
- V. Do not use location names as keywords or parts of keywords. e.g. Do not use 'Lithgow' or 'Plumbers Melbourne'.
- VI. Please make sure to spell keywords and phrases correctly.
- VII. Do not use brand names as keywords.


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Meta Description

The Meta Description is used to describe your online store. Search engines often use the Meta Description as part of their search results. An example of a Meta Description: Website and Online Store Builder with an integrated Blog and eMarketing enabler. Build your own website and or online store or have it built for you. You can instantly publish your website and or online store. Free trial. Webo is your gateway to eCommerce.

Updating Your Website

To update your online store simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Upgrade to Featured Store


In this tutorial we will be looking at how to upgrade your store to a Featured Store. Featured Stores appear on the Webo Online Stores page. These stores have the greatest exposure on Webo website and thus are exposed to the greater number of viewers. More viewers results in more traffic to your online store which will ultimately leads to more sales.

The Feature Store packages are based on impressions. Each time a store is displayed on the Webo Online Stores page, on any computer anywhere in the world, an impression is recorded. A package with a thousand impression means that your online store will be displayed, or impressed, a thousand times.

Your online store will be displayed on the Webo Online Stores page at random from the pool of Featured Stores. Visitors can view all the Featured Store but clicking View All link in the Featured Stores section of the Webo Online Stores page.

Click [Upgrade to Featured Store](#) which will take you to the [Featured Store](#) webpage, select an appropriate package from the drop down menu, select your preferred method of payment and follow the check out process.

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Upgrade to Featured Website

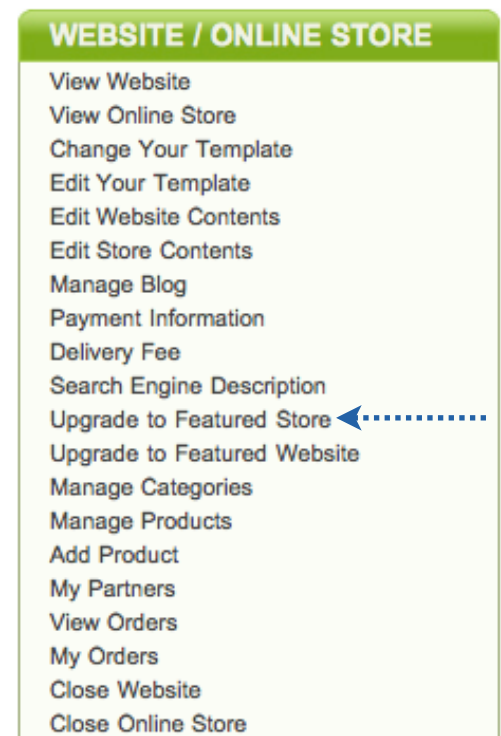
In this tutorial we will be looking at how to upgrade your store to a Featured Website. Featured Websites appear on the Webo Websites page. These websites have the greatest exposure on Webo website and thus are

exposed to the greater number of viewers. More viewers results in more traffic to your website which increase our web presence and ultimately will lead to more sales.

The Feature Website packages are based on impressions. Each time a store is displayed on the Webo Websites page, on any computer anywhere in the world, an impression is recorded. A package with a thousand impression means that your website will be displayed, or impressed, a thousand times.

Your website will be displayed on the Webo Websites page at random from the pool of Featured Websites. Visitors can view all the Featured Websites but clicking View All link in the Featured Websites section of the Webo Websites page.

Click [Upgrade to Featured Website](#) which will take you to the [Featured Website](#) webpage, select an appropriate package from the drop down menu, select your preferred method of payment and follow the check out process.



Manage Categories

In this tutorial we will be looking at how to create, edit and manage Product Categories on your online store. The primary store categories, or Sub Classification, are set by the Webo Team. The secondary store categories, Product Category, are set by you the online store owner.

Adding a Product Category

To add a Product Category click on the [Add Category](#) link on the Manage Categories webpage in the Members' Portal.

The first requirement for adding a Product Category is the selection of the correct [Business Classification](#). This classification is a high level classification that [is not displayed](#) in the categories pane of your store. It is simply a container that makes the navigation and selection of Sub Classifications - which are displayed in the categories pane of your store - more manageable. Simply select a Business Classification from the drop down box.

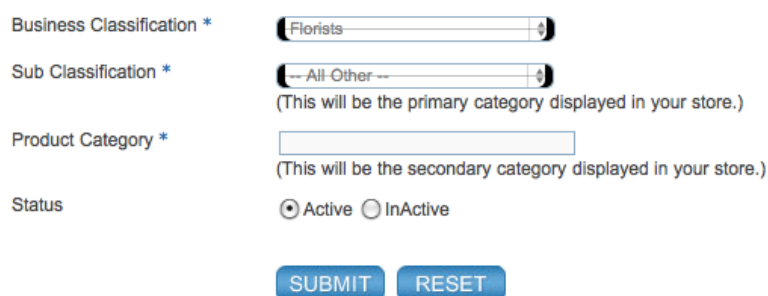
If there is not a Business Classification that applies to your Product Category please contact us via the [Contact Us](http://www.webo.directory/contact.php) link (<http://www.webo.directory/contact.php>) in the footer of any page on the Webo website and we will gladly accommodate you.

The second requirement is to select a Sub Classification. It is the primary category that is displayed in the categories pane of your online store. In other words, it is the highest level category shown to browsers of your store. Simply select a Sub Classification from the drop down box.

If there is not a Sub Classification within a Business Classification that applies to your product please contact us via the [Contact Us](http://www.webo.directory/contact.php) link (<http://www.webo.directory/contact.php>) in the footer of any page on the Webo website and we will gladly accommodate you.

Thirdly enter the category of your choice into the Product Category field.

Finally select the [Active](#) radio button to ensure that the category is active.




The screenshot shows a form with the following fields and options:

- Business Classification ***: A dropdown menu with "Florists" selected.
- Sub Classification ***: A dropdown menu with "-- All Other --" selected. Below it is the text: "(This will be the primary category displayed in your store.)"
- Product Category ***: An empty text input field. Below it is the text: "(This will be the secondary category displayed in your store.)"
- Status**: Two radio buttons, "Active" (which is selected) and "InActive".
- At the bottom are two buttons: "SUBMIT" and "RESET".


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Updating Your Website

To update your online store simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Editing Categories

To edit a Product Category simply click on the edit icon on the Manage Categories webpage.  This will open the [Edit Category](#) webpage. This webpage is identical to the Add Category webpage in all respects. The Edit Category webpage will allow you to make changes to any of the fields that were entered when the Product Category was first added to your online store.


Edit	Delete	Product Category	Business Classification	Sub Classification	Status
		Chocolate Baskets	Florists	Gift Baskets	Active
		Fantastic Chocolates	Florists	– All Other –	Active
		Fantastic Jams	Florists	– All Other –	Active
		Flower Baskets	Florists	Gift Baskets	Active
		Pots	Florists	Arrangements	Active
		Teddy Bears	Florists	– All Other –	Active
		Vases	Florists	Arrangements	Active

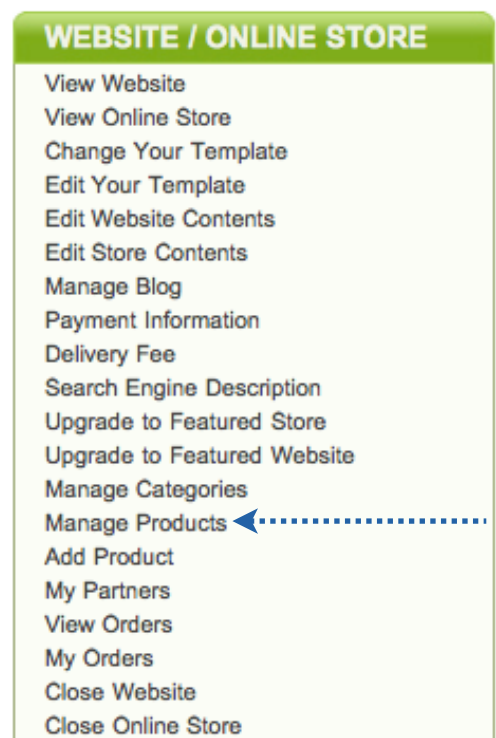
To delete a Product Category click on the delete icon. 





The text [Active](#) or [Inactive](#) will display depending on whether the Product Category is active or inactive.

Manage Products

In this tutorial we will be looking at how to edit and manage products on your online store.

To edit a product simply click on the edit icon on the Manage Products webpage.  This will open the [Edit Product](#) webpage. This webpage is identical to the Add Product webpage in all respects. The Edit Product webpage will allow you to make changes to any of the fields that were entered when the product was first added to your online store including the option to change between the auction, fixed price and classified pricing mechanisms. Please note that you will be unable to edit the details of an Auction Product whilst the auction is open.



Edit	Delete	Product Name	Quantity Available	Product Type	Sponsored	Featured	Status
		Amber Junior (fl_012)	20	Fixed	No (Make Sponsored)	No (Make Featured)	Active
		Amber Senior (fl_013)	14	Fixed	No (Make Sponsored)	No (Make Featured)	Active

To delete a Product Category click on the delete icon. 

Clicking on the [Product Name](#) will take you to the Edit Product webpage. The product number is given in brackets underneath the product name.

The [Quantity Available](#) displays the current stock level for that product. Each time a unit of the stock is sold the quantity sold will subtracted from the quantity available until such time as the stock count is zero. When a product's stock count reaches zero it will no longer be available for sale on your online stock and customers will be notified that the product is out of stock.

[Product Type](#) will display [Auction](#) for auction products, [Fixed](#) for fixed priced products and [Classified](#) for classifieds.

The text [Active](#) or [Inactive](#) will display depending on whether the product is active or inactive.

Sponsored Products

Sponsored Products are given preferential treatment in search results on the Webo website. Search results are displayed randomly by store rating on the Search Results page - see the section entitled [Webo Search & Search Results](#) for more information on Webo search. Sponsored Products are displayed above the normal search results. There is a limit of five sponsored products per search results page. Should there be more than five search results on a search results page the remainder of sponsored products will carry over to the next search page. In cases where there are more than five sponsored products per search result, the sponsored products are distributed randomly over the search result pages to maintain impartiality.

The Sponsored Product packages are based on impressions. Each time a sponsored product is displayed on a search results page, on any computer anywhere in the world, an impression is recorded. A package with a thousand impression means that your sponsored product will be displayed, or impressed, a thousand times.

Click [Make Sponsored](#) which will take you to the [Make Sponsored](#) webpage, select an appropriate package from the drop down menu, select your preferred method of payment and follow the check out process.

Featured Products

Featured Products appear on the Webo Online Stores page. These products have the greatest exposure on Webo website and thus are exposed to the greater number of viewers. More viewers results in more traffic to your online store which will ultimately leads to more sales.

The Feature Product packages are based on impressions. Each time a store is displayed on the Webo Online Stores page, on any computer anywhere in the world, an impression is recorded. A package with a thousand impression means that your online store will be displayed, or impressed, a thousand times.

Your product will be displayed on the Webo Online Stores page at random from the pool of Featured Products. Visitors can view all the Featured Products but clicking View All link in the Featured Products section of the Webo Online Stores page.

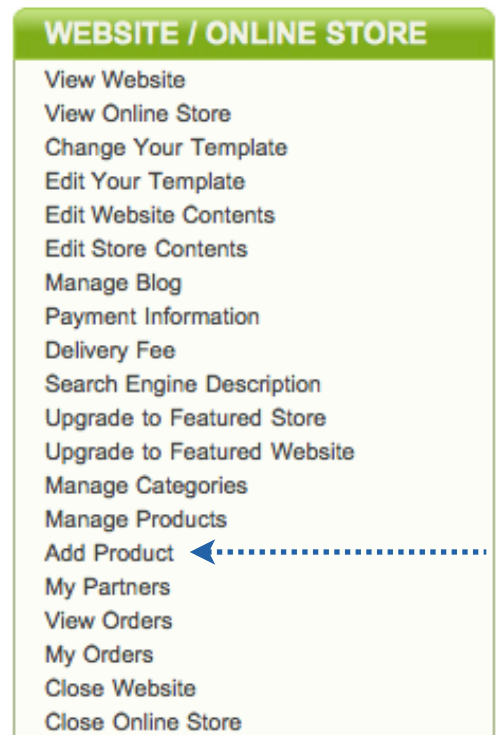
Click [Make Featured](#) which will take you to the [Featured Product](#) webpage, select an appropriate package from the drop down menu, select your preferred method of payment and follow the check out process.

Add Product

In this tutorial we will be looking at how to add products and product images to your store. Products are classified according to their business classification and your specified category. Each product has its own description and features text. The product will require search tags that will reference it within the Webo search system. You may upload up to 21 images per product depending on your membership. The product can then be displayed as an auction, fixed priced or classified item. Lastly each product has the option of being on special.

Business Classification

The first requirement for adding a production is the selection of the correct Business Classification. This classification is a high level classification that **is not displayed** in the categories pane of your store. It is simply a container that makes the navigation and selection of Sub Classifications - which are displayed in the categories pane of your store - more manageable. If there is not a Business Classification that applies to your product please



contact us via the [Contact Us](http://www.webo.directory/contact.php) link (<http://www.webo.directory/contact.php>) in the footer of any page on the Webo website and we will gladly accommodate you.

Simply select a Business Classification that applies to your product from the drop down box.

Business Classification *

Sub Classification

The Sub Classification is the primary category that is displayed in the categories pane of your online store. In other words, it is the highest level category shown to browsers of your store. If there is not a Sub Classification within a Business Classification that applies to your product please contact us via the [Contact Us](http://www.webo.directory/contact.php) link (<http://www.webo.directory/contact.php>) in the footer of any page on the Webo website and we will gladly accommodate you.

Simply select a Business Classification that applies to your product from the drop down box.

Sub Classification *

Arrangements

(This will be the primary category displayed in your store.)

Product Category

The Product Category is the secondary category that is displayed in the categories pane of your online store. The Product Category is nested in the Sub Classification. Essentially if you click on a Sub Classification - displayed as the primary category - it will display the Product Categories within that specific Sub Classification.

The Product Category will only display on the Add Product page if you have set your own Product Categories. See the tutorial [Manage Categories](#) for more information on how to define your own product categories.

If you have defined a product category, simply select one that applies to your product from the drop down box.

Product Category *

Pots

(This is set in the Add Category and Manage Categories of your Members' Portal)

Product Name

Every product is required to have a Product Name. When typing in the Product Name please note that only alphanumeric characters will be accepted. Acceptable characters are numbers, letters, underscores (_) or hyphens (-).

Product Number

Each product has the option to include a Product Number. Product Numbers will be displayed on the Product Detail page of each product as well as invoices and order forms. We recommend that you include a Product Number as it helps customers reference products in communication with your company. When typing in the Product Number please note that only alphanumeric characters will be accepted. Acceptable characters are numbers, letters, underscores (_) or hyphens (-).

Description

There is the option to have a description displayed on the Product Detail page. The description can be between 3 to 50 characters in length. The description is entitled [Description](#) and thus should be a description of the product.

Features

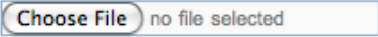
There is the option to have a description of the features of a product displayed on its Product Detail page. The features text can be between 3 to 50 characters in length. This text is entitled [Features](#) and thus should be a describe the features of the product.

Search Tags

Search tags are used as search keywords on the Webo website. If a visitor types in a keyword or part of a keyword into the Search Webo bar - see the section entitled [Webo Search & Search Results](#) for more information on Webo search - that matches a search tag of the product that you are adding, the product will be included in the search results.

Search Tags should be separated by commas and the tags are not case sensitive. For instance: Webo, Online, Store, Website, Bulk, E-Mail, SMS. There is a limit to the number of Search Tags that can be added per product.

Image

To add a product image click on the Choose File button.  This will bring up a window in your internet browser that will allow you to navigate to an image on your computer's hard drive. Webo supports images using the JPEG, GIF or PNG compression, as denoted by the file extension .jpg, .gif or .png. The product image needs to be between 75x75 pixels and 1,000x1,000 pixels in diameter. You can establish the image size by right clicking the image on your computer, selecting [Properties](#) and selecting the [Details](#) tab, the dimensions will display under the [Image](#) sub-title. Alternatively, if using a Mac, right click the image on your computer, select [Get Info](#) and the dimensions will display under the [More Info](#) sub-title.

Alternative Image

You may add up to twenty additional product images per product which is dependent on the membership package to which you have subscribed. The process is identical to the uploading of the initial product image.



Auction/Fixed Price


Products can be displayed as either an auction, with a fixed price or as a classified. This is done by selecting the appropriate radio button from the Auction/Fixed Price list. Auctioned products have no fixed price and are dependent on the bids placed on the item. Fixed priced items are sold at a fixed price as are most retail commodities. Classified products are displayed with no pricing information and as a result can not be purchased as part of the Webo check out process - see section entitled [The Check Out Process](#) for more information.

- ☒ Auction
- ☐ Fixed Price
- ☐ Classified

Auction

Selecting the Auction radio button will cause the following options to appear on the Add Product webpage.

Starting Date *	<input type="text"/>	
Closing Date *	<input type="text"/>	
[Time zone : Africa/Johannesburg]		
Reserve Price *	<input type="text"/>	(Rs)
Increment Amount *	<input type="text"/>	(Rs)

The starting and closing dates are when the dates when the auction will open and close. To select a time and date click on the calendar button  which causes a pop-up window to open.

September 2009						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
16 : 49 : 45						

The first step in selecting a time and date from the Time Date Picker pop-up window is to type the time which you would like the auction to open or close in the time boxes underneath the calendar. The first box is in hours, the second in minutes and the third in seconds. The time works on a 24 hour clock. 8 pm will be written as 20:00:00. 4:35 am will be written as 04:35:00.

Once you have typed in the date select the date you would like the auction to open or close on the calendar. The $-$ and $+$ buttons change the year up or down. The \leq \geq buttons change the month up or down. Navigate to the correct month & correct year. Finally click on the date which you would like the auction to open or close. This will close the Time Date Picker pop-up window. The time and date will now be displayed in the Starting Date or Closing Date text field. The time zone is displayed underneath the Closing Date.

Finally the Reserve Price is the minimum auction bid. Bids below the Reserve Price will not be accepted by the auction system. The Increment Amount is the rate by which the minimum allowed bid will increase. Only bids that exceed the Reserve Price, or highest current bid, by the Increment Amount will be accepted by the auction system.

Fixed Price

Selecting the Fixed Price radio button will cause the following options to appear on the Add Product webpage.

Price *	<input type="text"/> (Rs)
Tax Exempt	<input type="checkbox"/>
Quantity *	<input type="text"/>

The **Price** is the price at which the product will display and sell on your online store. Please add product prices excluding sales tax. The sales tax will be added automatically to the product price. The sales tax settings can be edited in the Edit Account section of the Members' Portal. For more information please see the [Register as a Seller](#) section of this manual.

The **Tax Exempt** check box prevents the product from displaying and selling with the Sales Tax set in the Edit Account section of the Members' Portal - see the Edit Account section of this document for more information. The option only applies if you have included a Sales Tax percentage and Sales Tax number in your account settings.

The **Quantity** field requires that you give the quantity of the product that you have in stock or accessible from your suppliers on short notice. Users of your online store will only be able to purchase products that are in stock, i.e. Have a quantity figure above zero. Each time a product is purchased from your online store the system will subtract the number of products purchased from the quantity figure. The quantity figure can be checked and updated in the Manage Products section of the Members' Portal.


Classified

Selecting the Classified radio button will not cause any pricing options to display on the Add Product webpage this is because Classified products do not display any pricing information. Pricing information can be included in the Description of a product but the product will not be purchasable through the online store.

Specials

Specials are displayed in a separate pane on the online store above the Selected Products pane. There is no limit to the number of specials that you can run at the same time. There is no restriction of the duration of a special, it can run for as long or as short as you wish. To run a product as a special simply select “Yes” from the drop down box. To end a special go to Manage Products in the Members’ Portal and select “No” from the Special drop down box.

Updating Your Website

To update your online store simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

My Partners

In this tutorial we will be looking at how to at our own partner adverts or banner adverts to your online store. These adverts have URLs, website addresses, attached to them so that browsers can click on the advert and be taken to its associated website. You are welcome to charge your advertisers, suppliers or partners for this service but Webo will be independent of any such transactions.


Adding A Partner

To add a Partner click on the [Add Partner](#) link on the My Partners webpage. This will take you to the Add Partner webpage.

On the Add Partner webpage you will be required to enter a unique [Partner Title](#) which is essentially a name for the Partner advert.

The Website field is where you enter the URL or website address that you wish to link to the Partner advert. This is the website that user of your online store will be taken to when they click on the partner advert. Please include the full website address for instance: <http://www.webo.co.za>.

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Partner Title *

Website *
(for e.g. <http://webo.co.za>)

Image * no file selected
(Supported image file types are: .jpg, .gif & .png)
(Recommended Dimensions: 290 by 100 pixels)

Display Width * 30 to 290

Display Height * 30 to 100

Status ☒ Active ☐ Inactive

The partner advert will require you to upload an image. Webo supports images using the JPEG, GIF or PNG compression, as denoted by the file extension .jpg, .gif or .png. We recommend that the product image is 290x100 pixels in diameter.

Lastly you can determine the dimension at which the images displays. You can establish the image size by right clicking the image on your computer, selecting [Properties](#) and selecting the [Details](#) tab, the dimensions will display under the [Image](#) sub-title. Alternatively, if


using a Mac, right click the image on your computer, select [Get Info](#) and the dimensions will display under the [More Info](#) sub-title. Please enter these details in the [Display Width](#) and [Display Height](#) fields.

The [Status](#) radio buttons determine whether or not the banner is active. Active partner adverts will display on your website. Inactive partner adverts will not display.

Updating Your Website

To update your online store simply click [Submit](#) at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

Editing Partners

To edit a Partner advert simply click on the edit icon.  This will open the [Edit Partner](#) webpage. This webpage is identical to the Add Partner webpage in all respects except that it will display a preview of the partner image. The Edit Partner page will allow you to make changes to any of the fields that were entered when the advert was first added to your online store.

To delete a Partner advert click on the delete icon. 



The text [Active](#) or [Inactive](#) will display depending on whether the advert is active or inactive.

View Orders

In this tutorial we will be looking at how to view and manage orders that have been placed on your online store. The View Orders webpage will also allow you to view and print the order form.

To view the webpage, click on the [View Orders](#) link in the Website / Online Store panel of the Member's Portal. The webpage will display a table that details the Order Date, Order Number, Customer, Amount, Payment Status and Delivery Status.

The [Order Date](#) column shows the date on which the transaction took place as well as the payment method, in red, that was used to make the payment. To delete an order from your transaction history, click on the delete icon. ✕

The [Order Number](#), [Customer](#) and [Amount](#) columns display a summary of their respective order forms.

WEBSITE / ONLINE STORE

- View Website
- View Online Store
- Change Your Template
- Edit Your Template
- Edit Website Contents
- Edit Store Contents
- Manage Blog
- Payment Information
- Delivery Fee
- Search Engine Description
- Upgrade to Featured Store
- Upgrade to Featured Website
- Manage Categories
- Manage Products
- Add Product
- My Partners

Order Date	Order Number	Customer	Amount	Payment Status	Delivery Status
✕ 01-10-2009 (EFT / Bank Transfer)	186	Parwez Khan	Rs 304.56	Not Received (Change Status)	Pending (Change Status)
✕ 31-07-2009 (EFT / Bank Transfer)	179	Pawan Kumar	£ 146.64	Received	Delivered (Change Status)
✕ 30-07-2009 (Direct Deposit)	178	Jack Buyer	£ 156.60	Not Received (Change Status)	Pending (Change Status)
✕ 28-07-2009 (EFT / Bank Transfer)	177	Jack Buyer	£ 89.70	Received	Delivered (Change Status)
✕ 28-07-2009 (EFT / Bank Transfer)	176	Jack Buyer	£ 106.50	Not Received (Change Status)	Pending (Change Status)
✕ 27-07-2009 (EFT / Bank Transfer)	174	Jack Buyer	£ 46.50	Not Received (Change Status)	Pending (Change Status)

The [Payment Status](#) of an order is set by you the Seller. To change the payment status of an order from [Not Received](#) to [Received](#), click on the [\(Change Status\)](#) link. A payment status can only be changed once, i.e. it cannot be changed from [Received](#) to [Not Received](#). Please be sure that the payment has indeed been received before updating its status. The change of status will be reflected in the [My Orders](#) section of the [Buyer's Members' Portal](#).

The [Delivery Status](#) of an order is set by you the Seller. To change the delivery status of an order from [Pending](#) to [Delivered](#), click on the [\(Change Status\)](#) link. Please be sure that the order has indeed been delivered before updating its status. The change of status will be reflected in the [My Orders](#) section of the [Buyer's Members' Portal](#).

The actual [Order Form](#) or tax invoice can be viewed by clicking on the [Date](#), highlighted in green in the Order Date column **01-10-2009**. The order form will display in a separate window in your internet

browser. At the bottom of the order form are three buttons which give you the option to [Close](#), [Print](#) or [Save](#) the document.

My Orders

In this tutorial we will be looking at how to view orders that you have placed with a Webo online store.

1. To view the webpage, click on the [My Orders](#) link in the Website / Online Store panel of the Member's Portal. The webpage will display a table that details the Order Date, Order Number, Customer, Amount, Payment Status and Delivery Status.
- 2.
3. The [Order Date](#) column shows the date on which the transaction took place as well as the payment method, in red, that was used to make the payment.
- 4.
5. The [Order Number](#), [Customer](#), [Amount](#), [Payment Status](#) and [Delivery Status](#) columns display a summary of their respective order forms.
- 6.
7. The actual [Order Form](#) or tax invoice can be viewed by clicking on the [Date](#), highlighted in green in the Order Date column **01-10-2009**. The order form will display in a separate window in your internet browser. At the bottom of the order form are three buttons which give you the option to [Close](#), [Print](#) or [Save](#) the document.

WEBSITE / ONLINE STORE

- View Website
- View Online Store
- Change Your Template
- Edit Your Template
- Edit Website Contents
- Edit Store Contents
- Manage Blog
- Payment Information
- Delivery Fee
- Search Engine Description
- Upgrade to Featured Store
- Upgrade to Featured Website
- Manage Categories
- Manage Products
- Add Product
- My Partners
- View Orders
- [My Orders](#) ←
- Close Website
- Close Online Store

Order Date	Order Number	Store	Amount	Payment Status	Delivery Status
06-10-2009 (EFT / Bank Transfer)	193	Fantastic Flowers Company	R 182.70	Not Paid	Pending
01-10-2009 (MyGate)	187	24 7 Online Door to Door	R 100.00	Not Paid	Pending
30-07-2009 (Direct Deposit)	178	Fantastic Flowers Company	£ 156.60	Not Paid	Pending
28-07-2009 (EFT / Bank Transfer)	177	Fantastic Flowers Company	£ 89.70	Paid	Pending
28-07-2009 (EFT / Bank Transfer)	176	Fantastic Flowers Company	£ 106.50	Not Paid	Pending
28-07-2009 (EFT / Bank Transfer)	175	LA Cosmetics	R 648.00	Not Paid	Pending

Fantastic Flowers Company



Store Details

Order Number: #193
Order Date: 06-10-2009
Order Viewed On: 06-10-2009

First Name: Demo
Last Name: Demo
Contact Person: City: Cape Town
Contact Number: Postal Code: 1111
Address: 1 Demo Landline Number:
Country: South Africa Mobile Number: 11111111111111
State/Region: Western Cape Fax:

Customer Billing Details

Billing Name: Jack Buyer
Email: jack@webo.co.za Phone: 7112345679
Address: 1 Jack Street JHB
City: Aberdeen State: Eastern Cape
Country: South Africa Postal Code: 1234

Customer Delivery Details

Shipping Name: Jack Buyer
Address: 1 Jack Street JHB
City: Aberdeen State: Eastern Cape
Country: South Africa Postal Code: 1234

Order Details

Product Name	Product Number	Quantity	Unit Price	Amount
Captain Oriental	fl_020	1	R 32.40	R 32.40
Homemade Strawberry Jam	fl_019	1	R 11.50	R 11.50
Rob and Linda	fl_007	1	R 23.50	R 23.50

Sub Total: R 67.40

VAT: R 7.00

Delivery Fee: R 108.30

Total Amount: R 182.70

Delivery Method: Nation Courier (Major Centers 2-3 working days)
Delivery Status: Pending
Payment Status: Not Received
Payment Method: EFT / Bank Transfer

Close

Print

Save

An Example of an Online Store Order Form

Close Website

In this tutorial we will be looking at how to close a Webo website.

The closing of a website is a permanent step & cannot be undone. We recommended that you back up all the content of your website by copying it to either Microsoft Word or Mac Pages before attempting to close your website. Once the website is closed it will no longer appear as a tab in your online store.

To close your Webo Website, click on the [Close Website](#) text in the [Website / Online Store](#) panel of the Members' Portal. A message will appear in a pop up window in your internet browser, [Are you sure you want to close your website?](#) Click [Ok](#). A page will now appear with the following message, [Your website has been closed successfully](#). You will be redirected to the Members' Portal. [Close Website](#) will now be replaced with [Get a Website](#) in the Website / Online Store panel.

WEBSITE / ONLINE STORE

- [View Website](#)
- [View Online Store](#)
- [Change Your Template](#)
- [Edit Your Template](#)
- [Edit Website Contents](#)
- [Edit Store Contents](#)
- [Manage Blog](#)
- [Payment Information](#)
- [Delivery Fee](#)
- [Search Engine Description](#)
- [Upgrade to Featured Store](#)
- [Upgrade to Featured Website](#)
- [Manage Categories](#)
- [Manage Products](#)
- [Add Product](#)
- [My Partners](#)
- [View Orders](#)
- [My Orders](#)
- [Close Website](#) ←
- [Close Online Store](#)

Close Online Store

In this tutorial we will be looking at how to close a Webo online store.

The closing of an online store is a permanent step & cannot be undone. We recommended that you back up all the content of your online store by copying it to either Microsoft Word or Mac Pages before attempting to close your online store. Once the online store is closed it will no longer appear as a tab in your website.

To close your Webo online store, click on the [Close Online Store](#) text in the [Website / Online Store](#) panel of the Members' Portal. A message will appear in a pop up window in your internet browser, [Are you sure you want to close your online store?](#) Click [Ok](#). A page will now appear with the following message, [Your online store has been closed successfully](#). You will be redirected to the Members' Portal. [Close Online Store](#) will now be replaced with [Get an Online Store](#) in the Website / Online Store panel.

WEBSITE / ONLINE STORE

- [View Website](#)
- [View Online Store](#)
- [Change Your Template](#)
- [Edit Your Template](#)
- [Edit Website Contents](#)
- [Edit Store Contents](#)
- [Manage Blog](#)
- [Payment Information](#)
- [Delivery Fee](#)
- [Search Engine Description](#)
- [Upgrade to Featured Store](#)
- [Upgrade to Featured Website](#)
- [Manage Categories](#)
- [Manage Products](#)
- [Add Product](#)
- [My Partners](#)
- [View Orders](#)
- [My Orders](#)
- [Close Website](#)
- [Close Online Store](#) ←

Buy E-Mail Credits

In this tutorial we will be looking at how to buy credits for the Webo bulk e-mailer.

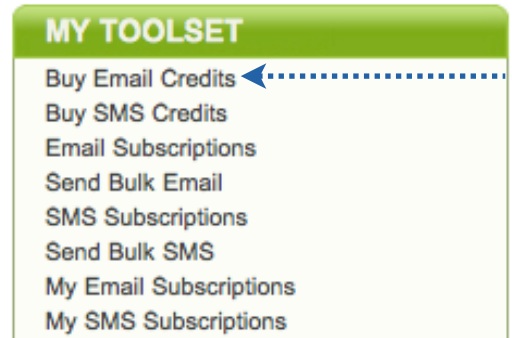
To purchase additional e-mail credits click on the E-Mail Credits link in the My Toolset panel of the Members' Portal.

Your Current E-Mail Credits balance is displayed on at the top of the webpage.

Select an e-mail credit package by clicking on the radio button next to the package name.

☒ Lime (Rand 114.00 for 2000 Credits)

Select a payment option and follow the respective checkout process to complete the purchase of your Webo E-Mail Credits.



Buy SMS Credits

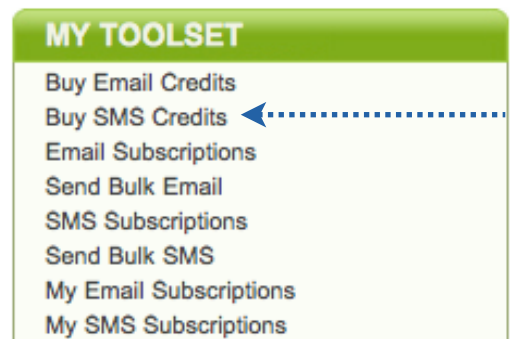
In this tutorial we will be looking at how to buy credits for the Webo bulk SMS messenger.

To purchase additional SMS credits click on the SMS Credits link in the My Toolset panel of the Members' Portal.

Your Current SMS Credits balance is displayed on at the top of the webpage.

Select an SMS credit package by clicking on the radio button next to the package name. ☐ Lime (Rand 390.00 for 1000 Credits)

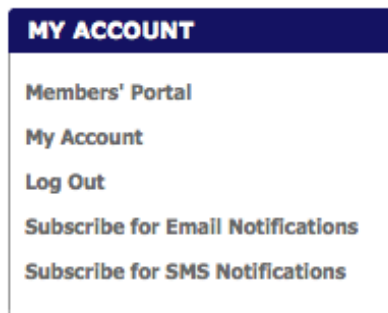
Select a payment option and follow the respective checkout process to complete the purchase of your Webo SMS Credits.



E-Mail Subscriptions

In this tutorial we will be looking at how to manage your Webo E-Mail Subscription listing. Visitors to your website are given the option of subscribing for e-mail notifications on your online store.

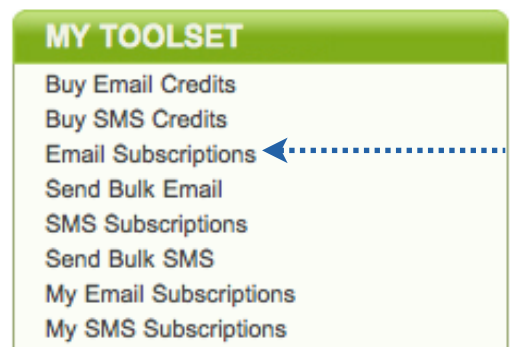
E-Mail Subscriptions work closely with the Webo Bulk E-Mailer. You are required to have at least one e-mail subscription for the Bulk E-Mailer to be enabled. In the Bulk E-Mailer, you will be able to select from your e-mail subscribers when sending a bulk e-mail.



The [Subscribe for E-Mail Notifications](#) link will display in the [My Account](#) panel of a logged

in Webo Member on your online store as well as on each Product Detail page of your online store. Once a Webo Member clicks on the subscription link, they will be added to your E-Mail Subscriptions listing.

The subscribed Webo Members are listed as Buyers or Sellers. You can select the different groups from the [Member's Type](#) drop down menu. [Member's Type](#) You can remove a Buyer or Seller by unchecking the Buyer or Seller's check box & by clicking [Submit](#) on the E-Mail Subscriptions webpage.

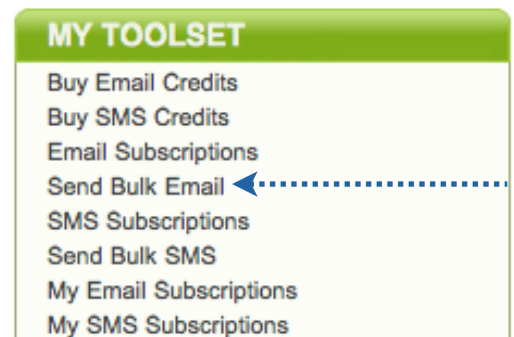


Send Bulk E-Mail

In this tutorial we will be looking at how to send a Bulk E-Mail.

Please note: To enable the Bulk E-Mailer you are required to have at least one E-Mail Subscriber.

Bulk e-mails are a great tool for communicating with potential & existing customers. You may wish to convey product specials, product upgrades, community news or one of a host of other alternate messages.



E-Mail Credits

To send a bulk e-mail, click on the [Send Bulk E-Mail](#) link in the [My Toolset](#) panel of the Members' Portal. At the top of the webpage you will see your current [E-Mail Credit](#) balance. To send a bulk e-mail, you will need to have a bulk e-mail credit for every person you intend to e-mail. If you have insufficient e-mail credits you can purchase more by clicking on the [Buy E-Mail Credits](#) link in the [My Toolset](#) panel.

Salutation

The salutation is a means of personally addressing each individual on your bulk e-mail list. You can set the salutation by typing it into the text field provided, you can make it as formal or informal as you wish. The next step is to select which part of the recipient's name which is included in the salutation. There is the option to select either the individuals first name, surname, both or none. The option is selected by

checking the appropriate radio button. Below is an example of a salutation with different colours being applied for emphasis:

Good Morning Sally,


* The text in blue, “Good Morning” is the salutation that was typed into the text field provided and will appear in every e-mail that is sent.

* The text in purple, “Sally” is the specific name of the individual to whom the e-mail is addressed. The name will be unique for each e-mail sent. In this example the first option was select, i.e First Name only.

E-Mail Recipients

The recipients of the bulk e-mail can be selected in a [combination](#) of three ways. The first is to select a recipient from your list of e-mail subscribers. The second is to type the e-mail addresses into the [Enter E-Mail](#) text field. The third is to import an Excel (.xls) file. At least one recipient must be selected from the e-mail subscriber list for the bulk e-mail to be sent.

E-Mail Subscribers List

Firstly select the type of members to whom you would like to send the e-mail from the [Member's Type](#) drop down box. [Member's Type](#)  Then select the individuals to whom you would like to send the bulk e-mail by checking the appropriate check box. There is also the option to select individuals by means of the [Select All](#) | [Select None](#) links.

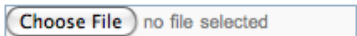
Enter E-Mail Text Field

To send an e-mail to a recipient who has not subscribed to your E-Mail Subscription list, simply type the e-mail address into the [Enter E-Mail](#) text field. Each e-mail address should be separated by a comma. For instance: info@webo.co.za, admin@webo.co.za. The e-mail addresses entered into the Enter E-Mail text field will not be retained for use in future bulk e-mails.


Import an Excel (.xls) File

To import an Excel (.xls) file of e-mail addresses into the Bulk E-Mailer, click on the [Import an Excel \(.xls\) file link](#) below the Enter E-Mail text field. This will open a new window in your internet browser. Please pay careful attention to the requirements and the code of permissible conduct. Failure to meet these requirements may result in the suspension or termination of your Webo Membership. The requirements & code of permissible conduct have been written in accordance with South African law and international standard practice.

The Bulk E-Mailer uses a standard Bulk E-Mail Template which can be downloaded by clicking on the [Download the Excel Bulk Mail Template xls file](#) link. Please import your e-mail addresses into this template file. [Contact E-Mail](#) is the only required field. [Surname](#) and [First Name](#) are optional fields. You may save the file with a file name of your choice to your local computer for future use. The Bulk E-Mailer can only send 400 e-mails in a particular batch. Ergo the number of e-mail addresses included in the Excel spreadsheet should not exceed 400.

Once you have completed importing your e-mail & recipient names to the template spreadsheet and saved it to your local computer, click on the [Choose File](#) button.  This will


bring up a window in your internet browser that will allow you to navigate to the file on your computer's hard drive. Select the file and click [Choose](#).

Finally click [Submit](#)  to upload the Excel file to the Webo server. Once the upload is complete the e-mail addresses will appear in the [Enter E-Mail](#) text field.

E-Mail Subject & Contents

The subject of the bulk e-mail is set by typing the subject of your choice into the [Subject](#) text field.

The contents of the e-mail message is entered into the [Message](#) text field. The look and content of your message can be set through the use of the [webpage formatting toolbar](#). For more information on the webpage formatting toolbar and its capabilities see the [Formatting Webpages](#) section of this webpage.

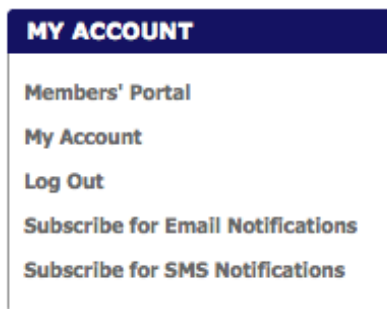
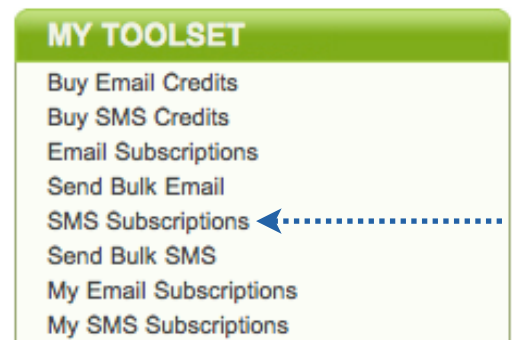
We recommend that you keep the content of your messages as simple as possible. Your message will have to negotiate a myriad of spam & junk filters and be opened in an array of e-mail programs. The simpler the layout and formatting of your message the more likely it is to be received by the recipient in the manner in which you created it. It is also recommended that you do not use images or tables that are more than 400 pixels in dimension. Finally we recommend that you send a test e-mail to yourself or a friend before sending on mass to all of your recipients. Click [Submit](#)  to send your e-mail.

SMS Subscriptions


In this tutorial we will be looking at how to manage your Webo SMS Subscription listing.

Visitors to your website are given the option of subscribing for SMS notifications on your online store.

SMS Subscriptions work closely with the Webo Bulk SMS Messenger. You are required to have at least one e-mail subscription for the Bulk SMS Messenger to be enabled. In the Bulk SMS Messenger, you will be able to select from your e-mail subscribers when sending a bulk SMS.



The [Subscribe for E-Mail SMS](#) link will display in the [My Account](#) panel of a logged in Webo Member on your online store as well as on each Product Detail page of your online store. Once a Webo Member clicks on the subscription link, they will be added to your SMS Subscriptions listing.

The subscribed Webo Members are listed as Buyers or Sellers. You can select the different groups from the [Member's Type](#) drop down menu.  You can remove a Buyer or Seller by unchecking

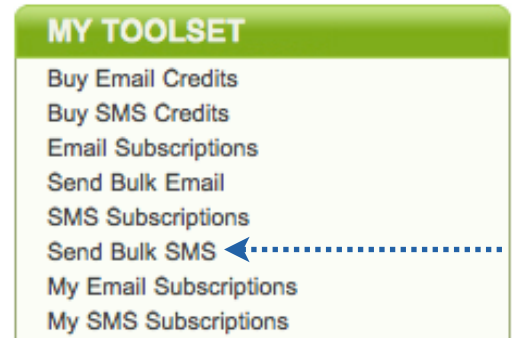
the Buyer or Seller's check box & by clicking [Submit](#) on the SMS Subscriptions webpage.

Send Bulk SMS

In this tutorial we will be looking at how to send a Bulk SMS.

Please note: To enable the Bulk SMS Messenger you are required to have at least one SMS Subscriber.

Bulk SMS is a great tool for communicating with potential & existing customers. You may wish to convey product specials, product upgrades, community news or one of a host of other alternate messages.



SMS Credits

To send a bulk SMS, click on the [Send Bulk SMS](#) link in the [My Toolset](#) panel of the Members' Portal. At the top of the webpage you will see your current [SMS Credit](#) balance. To send a bulk SMS, you will need to have a bulk SMS credit for every person you intend to SMS. If you have insufficient SMS credits you can purchase more by clicking on the [Buy SMS Credits](#) link in the [My Toolset](#) panel.

SMS Recipients

The recipients of the bulk SMS can be selected in a [combination](#) of three ways. The first is to select a recipient from your list of SMS subscribers. The second is to type the SMS number into the [Enter Number](#) text field. The third is to import an Excel (.xls) file. At least one recipient must be selected from the SMS subscriber list for the bulk SMS to be sent.

SMS Subscribers List

Firstly select the type of members to whom you would like to send the SMS from the [Member's Type](#) drop down box. [Member's Type](#) Then select the individuals to whom you would like to send the bulk SMS by checking the appropriate check box. There is also the option to select individuals by means of the [Select All](#) | [Select None](#) links.

Enter SMS Text Field

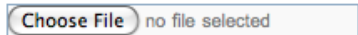
To send an e-mail to a recipient who has not subscribed to your SMS Subscription list, simply type the SMS number into the [Enter Number](#) text field. Each SMS number should include its international dialing code and be separated by a comma. For instance: 27841237654, 27711238877. The SMS numbers entered into the Enter Number text field will not be retained for use in future bulk e-mails.


Import an Excel (.xls) File

To import an Excel (.xls) file of e-mail addresses into the Bulk SMS Messenger, click on the [Import an Excel \(.xls\) file link](#) below the Enter Number text field. This will open a new window in your internet browser. Please pay careful attention to the requirements and the code of permissible conduct. Failure to meet these requirements may result in the suspension or termination of your Webbo Membership. The

requirements & code of permissible conduct have been written in accordance with South African law and international standard practice.

The Bulk SMS Messenger uses a standard Bulk SMS Template which can be downloaded by clicking on the [Download the Excel Bulk SMS Template xls file](#) link. Please import your SMS numbers into this template file. [Phone Number](#) is the only required field. [Surname](#) and [First Name](#) are optional fields. You may save the file with a file name of your choice to your local computer for future use. The Bulk SMS Messenger can only send 400 SMSs in a particular batch. Ergo the number of SMS numbers included in the Excel spreadsheet should not exceed 400.

Once you have completed importing your SMS numbers & recipient names to the template spreadsheet and saved it to your local computer, click on the [Choose File](#) button.  This will bring up a window in your internet browser that will allow you to navigate to the file on your computer's hard drive. Select the file and click [Choose](#).

Finally click [Submit](#)  to upload the Excel file to the Webbo server. Once the upload is complete the SMS numbers will appear in the [Enter SMS](#) text field.

SMS Contents

The contents of the SMS message is entered into the [Message](#) text field. There is a limit to the number of characters that can be sent in a particular SMS message. The number of characters remaining can be viewed in green below the message text field. [100](#) Characters remaining.

Click [Submit](#)  to send your e-mail.

My E-Mail Subscriptions

In this tutorial we will be looking at how to manage your E-Mail Subscriptions.

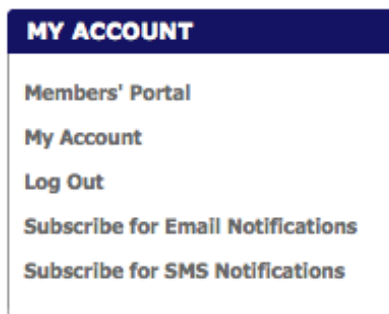
My Subscribed Stores :

☐ Fantastic Flowers Company - [Go to Online Store](#)
☐ LA Cosmetics - [Go to Online Store](#)
☐ Leading Edge Flight School - [Go to Online Store](#)

Select All | Select None | Remove

[SMS Subscriptions](#)
[Send Bulk SMS](#)
[My Email Subscriptions](#) ←
[My SMS Subscriptions](#)

Subscribing to e-mail notifications will enable you to receive product specials, product upgrades, community news or one of a host of other alternate messages from the respective Webbo online stores.



To subscribe for e-mail notifications click on the [Subscribe for E-Mail Notifications](#) link which will be displayed in the [My Account](#) panel of an online store or a Product Detail page of your online store when you have logged in as a Webo Member. Once you click on the subscription link, you will be added to the store's E-Mail Subscriptions listing.

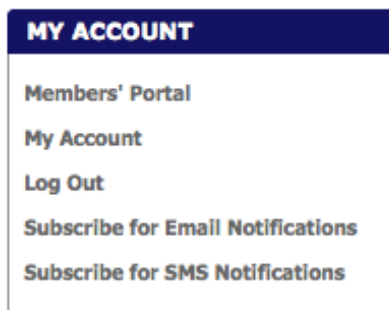
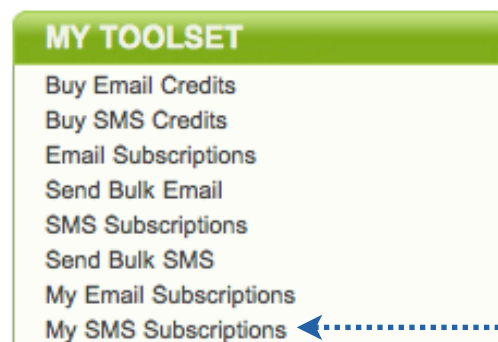
On the My E-Mail Subscriptions webpage you will see a list of subscribed stores, once you have subscribed to at least one store for e-mail notifications. To [discontinue](#) an e-mail subscription with a particular store, check the relevant check box and click the [Remove](#) link. You may check more than one store at a time or click the [Select All](#) link to select all the stores. Likewise the [Select None](#) link will deselect all the selected stores.

Alternatively you can browse the list of stores to which you have subscribed.

My SMS Subscriptions

In this tutorial we will be looking at how to manage your SMS Subscriptions.

Subscribing to SMS notifications will enable you to receive product specials, product upgrades, community news or one of a host of other alternate messages from the respective Webo online stores.



To subscribe for SMS notifications click on the [Subscribe for SMS Notifications](#) link which will be displayed in the [My Account](#) panel of an online store or a Product Detail page of your online store when you have logged in as a Webo Member. Once you click on the subscription link, you will be added to the store's SMS Subscriptions listing.

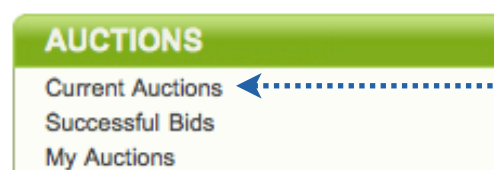
On the My SMS Subscriptions webpage you will see a list of subscribed stores, once you have subscribed to at least one store for SMS notifications. To [discontinue](#) a SMS subscription with a particular store, check the relevant check box and click the [Remove](#) link. You may check more than one store at a time or click the [Select All](#) link to select all the stores. Likewise the [Select None](#) link will deselect all the selected stores.

Alternatively you can browse the list of stores to which you have subscribed.

Current Auctions

In this tutorial we will be looking at how to view bids that have been placed by you, the Webo Registered Buyer, on auctioned products for sale of Webo Online Stores.

To begin click on the [Current Auctions](#) link in the Auctions panel of the Member's Portal.



The [Auction Status](#) column gives you the status of the auction. The [Not Assigned](#) status implies that the winning bid for the product has not yet been assigned to the winning Buyer. The [Product Name](#) column states the name of the product. If the name of the product is also a link to the product's detail page should you click on it. The [Currency](#) column states the currency in which the auction is taking place. The [Bid](#) column displays the amount of the bid that you placed. The [Buyer's Reference Number](#) column will display your reference number for the auction. The [Comments](#) column will display the comments that were placed with the bid.

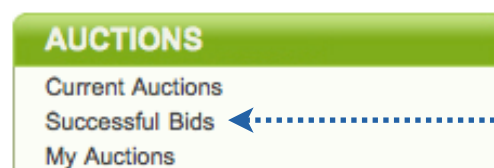
Auction Status	Product Name	Currency	Bid	Buyer's Reference Number	Comments
Not Assigned	Power Drill	R	4010.00	1468	
Not Assigned	Power Drill	R	3501.00	1468	
Not Assigned	Cordless Drill	R	301.00	1468	
Not Assigned	The Love Box	£	13.50	1468	

Every bid that has been placed on an open auction will be displayed on this webpage.

Successful Bids

In this tutorial we will be looking at how to view your Successful Bids as a Webo Registered Buyer as well as how to made payment on products won from within the Members' Portal.

To begin click on the [Successful Bids](#) link in the Auctions panel of the Member's Portal.



The [Auction Status](#) column gives you the status of the auction. The status can either be [Buy Now](#) or [Purchased](#). The Buy Now status implies that you have been assigned the winning bid by the Seller and that the Seller is awaiting payment for the product. To make payment for the product you can either click the Buy Now link in the Auction Status column or click the Buy Now link in the e-mail: [Webo - You have won an auction](#). The Purchased status implies that the Seller has received payment for the product.

Auction Status	Product Name	Currency	Bid	Buyer's Reference Number	Comments
Purchased	Cordless Drill	R	670.00	1468	
Purchased	Snow White	£	30.00	1468	
Buy Now	The Love Box	£	20.00	1468	"For this product, this much is enough.." Date: 24-07-2009
Buy Now	Royale	£	13.00	1468	
Buy Now	Fond Memories	£	6.10	1468	
Buy Now	Homemade Honey	£	3.10	1468	

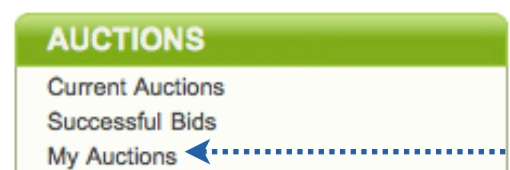
The [Product Name](#) column states the name of the product. If the name of the product is also a link to the product's detail page should you click on it. The [Currency](#) column states the currency in which the auction is taking place. The [Bid](#) column displays the amount of the bid that you placed. The [Buyer's Reference Number](#) column will display your reference number for the auction. The [Comments](#) column will display the comments that were placed with the bid.

My Auctions

In this tutorial we will be looking at how to view the auctions that you, as a Webo Registered Seller, have and are running on your online store.

To begin click on the [My Auctions](#) link in the Auctions panel of the Member's Portal.

The [Bids](#) column displays the number of bids that have been place for the product, in brackets, as well as a link to view the details of the auction, [View Details](#). The [Auction Status](#) column gives you the status of the auction. The status can either be [Closed](#) or [Open](#). The [Product Name](#) column states the name of the product. If the name of the product is also a link to the product's detail page should you click on it. The [Currency](#) column states the currency in which the auction is taking place. The [Maximum Bid](#) column displays the highest bid that has placed for the product.



Bids.	Auction Status	Product Name	Currency	Max Bid
(3) View Details	Closed	Cordless Drill	R	670.00
(3) View Details	Open	Power Drill	R	4010.00

If you click the [View Details](#) link in the [Bids](#) column, you will be taken to the [Auction Detail](#) page. This webpage displays the bids that have been placed during the course of the auction. Once the auction is closed, you as the Seller will be able to assign the winning bid to a Buyer by clicking the [Assign To Buyer Link](#). You have the ability to assign the product to more than one Buyer should you have multiple items in stock or should the originally assigned Buyer default on payment. You may return to the My Auctions page by clicking on the My Auctions link on the top right of the webpage.

* Please note it is essential that you, as the host of the auction, promptly assign a winning bid to a Buyer at the closure of an auction. The auction process cannot continue until the winning bid has been assigned.

Product

Cordless Drill


[View](#)

Auction Status	Currency	Bid	Buyer	Comments
✕ Closed Assign To Buyer	R	670.00	JackBuyer	
✕ Closed Assign To Buyer	R	480.00	Demoll	
✕ Closed Assign To Buyer	R	301.00	JackBuyer	

9. Formatting Webpages

In this tutorial we will be looking at how to use the webpage formatting toolbar and will build a webpage that makes use of all the available features. The demonstration webpage is entitled **Jack's Fine Quality Lamps** and can be seen below.

Anchor Link

Normal (DIV) Text

Horizontal

Normal (DIV) Text

Hidden Table

Heading 3

List

File

Jack's Fine Quality Lamps

[Our Metallic Range](#)[Our Wooden Range](#)



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean tempor viverra odio sed tempus. Mauris posuere congue felis vitae venenatis. Mauris eros risus, aliquam id placerat vel, consectetur sed mi. Sed rhoncus lectus id ipsum laoreet quis laoreet lectus congue. Donec non tortor erat. Morbi imperdiet, augue et suscipit dignissim, diam augue commodo neque, id lobortis turpis justo non est. Etiam sed ligula vel leo hendrerit volutpat. Integer eu arcu ut sapien dapibus ultrices ut a ante. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Etiam nisl augue, tincidunt in eleifend eget, suscipit in tellus. Aenean dapibus nulla pretium nulla malesuada ornare.

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Ut magna risus, cursus non dapibus et, sodales sit amet lacus. Etiam dignissim justo at libero pretium ornare. Nunc non elit et nulla sollicitudin ultricies. Cras libero justo, imperdiet id imperdiet quis, cursus et diam. Phasellus congue sem ac quam gravida vel blandit ipsum mattis. Aliquam erat volutpat.

Our Metallic Range

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Nam quis ipsum tortor, sit amet sodales tortor. Suspendisse potenti. Cras ultricies condimentum euismod. Pellentesque iaculis velit sit amet nunc luctus lacinia. Praesent nec pharetra elit. Fusce pharetra posuere faucibus. Maecenas ac leo ac leo commodo ullamcorper. Proin a porta ante.

	
Neon Lamp Stand	Tick Tock Table Lamp

Features:
Mauris posuere felis ac enim blandit pellentesque. Ut tincidunt hendrerit mi, nec cursus dolor rutrum at. In adipiscing pretium dolor aliquet sodales. Fusce porta ante gravida justo aliquam vestibulum. Pellentesque luctus id tincidunt libero augue sit amet lectus.

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Normal (DIV) Text

[Back to Top](#)

[Our Wooden Range](#)

Aliquam dignissim varius iaculis. Fusce pulvinar porta turpis eu lobortis. Nullam at lacus ut sem fringilla vulputate. Aenean quis tempor est. Sed volutpat feugiat velit lacinia feugiat. Donec felis eros, lacinia sed ultrices et, hendrerit interdum magna. Quisque dui odio, pulvinar a bibendum nec, gravida sit amet libero. Aliquam venenatis auctor mollis. Praesent dapibus fringilla cursus. Donec eget turpis a mi laoreet laoreet at ac diam. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur pretium nunc ut est dapibus suscipit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Integer quis dictum lorem. Fusce in dolor at turpis auctor adipiscing nec eu magna. Maecenas feugiat nibh nec sem volutpat a suscipit lectus pharetra. Aliquam vulputate sapien quis urna vehicula fringilla. Curabitur ac porttitor purus. Phasellus et magna a lorem pellentesque convallis. Sed eu consectetur nisi.

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Plump Bedside Lamp



Trio Bedside Lamp

Features:
Maecenas rutrum turpis eu ipsum adipiscing feugiat.
In faucibus feugiat dui sed posuere. Maecenas convallis mollis tincidunt.
Pellentesque vulputate pulvinar est, eu varius mi blandit id.
Proin metus augue, pretium eu vulputate sit amet, tincidunt sit amet elit.

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[Back to Top](#)



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If you need to build a website page in a hurry then we recommend that you proceed to [Edit Website Contents](#) in the [Members' Portal](#) and just "Type in the Box" and upload pictures. The Webo site builder is a "click build" system and these notes support advanced page design as well as how to deal with conflicts that arise as a result of copying and pasting content (together with hidden conflicting formatting code) into a Webo website page.

What you see is what you will get !You can register as a site owner or seller and commence immediately by just "typing in the box" ! If the format is "odd" reformat it as Heading 3 or Heading 4. It is a "quick fix" that you can return to when time permits.

The Webpage Formatting Toolbar

Every contents box on the [Edit Website Contents](#), the [Edit Store Contents](#) webpages as well as on many other content boxes has a formatting toolbar above it. The toolbar allows you to format text; embed images and flash files; create hyperlinks and anchors; insert tables and edit the webpage's source code.



The Source Button

A webpage is made of source code which is interpreted by your internet browser and displayed on your computer screen. Thus behind all the images and text is a piece of source code that tells your internet browser what to display, where to display it and how to display it. The [Source](#) button on the toolbar gives you access to your webpage's source code.



If you are familiar with HTML coding feel free to edit your webpage's source code by clicking on the [Source](#) button. This changes the editor to Source mode and will display the HTML coding in the contents box. Simply click the Source button once more to return to the normal (wysiwyg: what you see is what you get) editing mode.

If you are not familiar with HTML coding then just ignore the Source button. All the HTML coding will be done for you by the text editor ie what you type in the content box will be coded automatically for you.

A Completely Blank Page

A completely blank page can be somewhat deceptive (if you look at the code view) when using the text editor in your webpage contents box. The text shown on the right displays a source code sample taken from a webpage that displays no images, text, graphics or tables at all ie It appears as a completely blank page.

It may be that while nothing is displaying on your screen there is a large amount of source code formatting underlying the blank page. This sometimes causes a bit of trouble when entering new information on what appears to be a blank page as the newly entered text or images may

```
<div style="text-align: center;"><span style="font-size: x-large;"><span style="color: rgb(0, 0, 128);"><em><strong><span style="font-family: Verdana;"><a id="top" href="#">&nbsp;</a></span></strong></em></span></span></div>
<div style="text-align: justify;">&nbsp;</div>
<table width="400" cellspacing="1" cellpadding="1" border="0" align="center">
  <tbody>
    <tr>
      <td style="text-align: center;"><font class="Apple-style-span" color="#000080"><br /></font></td>
      <td style="text-align: center;"><font class="Apple-style-span" color="#000080"><br /></font></td>
    </tr>
  </tbody>
</table>
<div style="text-align: justify;">&nbsp;<span style="font-size: small;"><span style="font-family: Verdana;"><br /></span></div>
```

pick up the underlying formatting.

The result is that your text looks nothing like what you thought it would look like. If you attempt to format this text you invariably add more formatting to the existing formatting which compounds the problem. The best solution to this problem is to restart from a truly blank page. To do this, click the [Source](#) button to enter Source mode, delete all the text and formatting in the contents box and click [Source](#) once more to return to the normal editing mode. For more information on how to trouble shoot problems with text see the [Troubles with Text](#) section later in this tutorial.

Adding Text

Text can be added in one of two ways. Either it can be typed into the contents box or it can be copied and pasted from another source into the text editor. To enter text by typing simply [click](#) your cursor in the contents box where you would like to add the text and [begin typing](#), just as you would when typing an e-mail. To enter text you can also just copy and paste it in. Start by [selecting the text](#) you would like to copy (preferably use text that has been “washed of formatting marks” by a text editing program - see below), select [Edit](#) then [Copy](#) from the program menu bar, [click](#) your cursor where you would like to insert the text, select [Edit](#) then [Paste](#) from the menu bar of your internet browser or alternatively [right click](#) and select [Paste](#) from within the contents box.

We recommend that you only copy text from a text editing program after applying [Plain Text Formatting](#). Programs such as [NotePad](#) (Windows) or [TextEdit](#) (Mac) and [Rich Text Editors](#) such [Word](#) (Windows) or [Pages](#) (Mac) add formatting to the text which is carried through to your webpage. This formatting can conflict with the formatting that you apply with the webpage Toolbar and often results in strange and unfavourable results when displaying your webpage in your internet browser.

To avoid these conflicts open your Word or Pages document. Select [Edit](#) then [Select All](#) from the menu bar. Select [Edit](#) then [Copy](#). Open a new document in NotePad or TextEdit (these programs come free with your operating software). Select [Edit](#) then [Paste](#) from the menu bar. This process will copy your text from Word to NotePad, you will notice that the text has no formatting applied in the NotePad document. Now copy the text from NotePad to the contents box. You will now have ‘clean’ unformatted text on your webpage. When done - Click [Submit](#) at the bottom of your webpage to save your changes.

Formatting Text


The trick, for many, with formatting text on a Webo webpage is to do as little formatting as possible. We are not saying that you should not make the webpage look exactly the way you want it but rather that you should use as few steps as possible in creating your desired look. Every formatting step adds additional source code to your webpage and increases the chances of conflicting source code producing strange and undesirable visual display results on your final webpage. If you have changed the layout many times it may be better to start afresh if you start to experience unintended display results.

We recommend that you begin with the end in mind having already laid out your webpage in rough or in another computer program.


Step One

Begin by setting your webpage's overall font, layout and colour. You do this by selecting all the text in the contents box. This can be done by [dragging](#) your cursor over all the text or by selecting [Edit](#) then [Select All](#) from your internet browser's menu bar.

Step Two

While all your text is selected, you will see the text has a highlight applied to it, select your choice of format from the [Format](#) drop down box.  The format applied to your text helps search engines to identify what type of text is on your webpage and it may show how important the text is. A [Heading 1](#) heading will be the most important, followed by Heading 2 all the way down to Heading 6. These formats should be used for headings and sub-heading on your webpage. [Normal \(DIV\)](#) is used for the general content on your webpage. This step is not necessary but adding this detail will help search engines to rank the content on your webpage. Always use the formats for their intended use, search engines will notice if your entire page has an Heading 1 format applied to it and they may not take kindly to this behaviour when ranking content.

Step Three

While all your text is selected, you will see the text has a highlight applied to it, select your choice of font from the [Font](#) drop down box. 

Step Four


Select a size from the [Size](#) drop down box. 

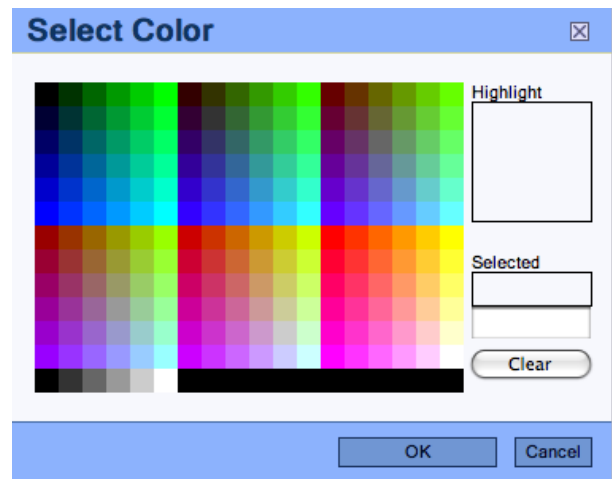
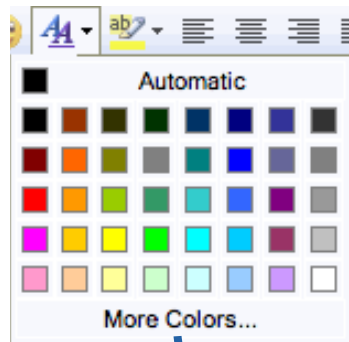
Step Five

Select a text alignment from one of the four text alignment options: left, right, centered or justified.



Step Six


Choose a colour from the colour picker.  Clicking on the colour picker will cause a box to appear with a small selection of colours. Clicking [More Colours](#) will cause a larger color choice to appear. The larger color selector pop-up panel will also display a colour's hexadecimal code .



If you have a colour code to use you can type it into the area above the “Clear” button alternatively select a colour, in either palette, by clicking on the colour of your choice. This will close the colour palette and bring up the normal contents box.


Once you have formatted the body of text, you can begin to apply special formatting to headers, sub-headers, emphasised text or captions. Select each section of text in turn and repeat steps one to six. You may also wish to apply one of two additional steps.

Step Seven



Click on either the [bold](#) **B**, [italic](#) *I* or [underline](#) U button to make the selected text **bold**, *italic* or underlined. Text can be both ***bold, italic and underlined***. You may also want to add a [highlight](#) to the text by selecting the highlight button  and choosing a colour from the colour picker.

Step Eight

To add a horizontal line as seen under the above heading, click your cursor at the end of the text under

which the horizontal line is to be added. Select the [Horizontal Line](#) button  from the toolbar to add the line. Unfortunately, you cannot format the colour or weight of the line.

Step Nine

The final step we cover here in formatting your text is the addition of lists. To turn text into a list, select your points and click either the [Number List](#) button  or the [Bullet List](#) button . A brief note is merited on the use of lists displayed in [Internet Explorer](#). Internet Explorer has a commonly known bug (technical error) regarding the display of lists and deviates from the internationally recognized norms. The result is that your lists might not display properly in Internet Explorer. Unfortunately there is not too much you can do about this problem as it lies with Internet Explorer and not your webpage.

Click [Submit](#) at the bottom of your webpage to save your changes.

Troubles with Text

At some point in time you might find that your text is displaying in some weird or strange fashion on your webpage. This problem is most likely a result of conflicts in your webpage's source code. There are two methods of fixing this problem. The first option is to click the Source button, enter source mode and fix the problem in the actual HTML coding. The second and easier option is to copy the text out of the contents box and into a Plain Text Editing program such as [NotePad](#) (Windows) or [TextEdit](#) (Mac).

Option One

If you are wanting to fix conflicting formatting errors in the source code then it is assumed that you have a knowledge of HTML coding. The basics of HTML coding, which can be “Googled” for a wealth of information on it, is beyond the scope of this tutorial.

Option Two

Copy and paste the content into a text editor. To do this starting on the Edit Website Contents or Edit Store Contents webpage, drag and click all the text in the affected contents box or click in the affected contents box and select [Edit](#) then [Select All](#) from the menu bar in your internet browser. Select [Edit](#) then [Copy](#). Open a new document in NotePad or TextEdit (these programs come free with your operating software). Select [Edit](#) then [Paste](#) from the menu bar. This process will copy your text from your webpage to NotePad, you will notice that the text has no formatting applied in the NotePad document.

Remove all code in the content box. To do this Click on the Source button on the affected content box's toolbar to enter source mode. Delete all the coding on the page by drag clicking the text or by selecting [Edit](#) then [Select All](#) from your internet browser's menu bar and hitting backspace on your keyboard. Click the Source button once more to return to normal editing mode.

Now copy the text from NotePad to the contents box. You will now have ‘clean’ unformatted text on your webpage. You need to reapply your desired formatting to the text. Take care not to format the text over and over again and so recreate the formatting conflicts that appeared in the first place.

Tables

Tables assist in giving your webpage structure. Simply stated, you can turn your page into a sheet of “ruled graph paper” that you use to place text and pictures where you want them on your page. If no border is applied to the table the “graph paper view” is hidden from website visitors.

Note that you may use the table formatting approach for the entire contents or for only certain portions/elements of your webpage. The choice will depend on your layout requirements.

Inserting a Table

To insert a table place your cursor where you would like to place the table by clicking at that point. Then click on the [Insert / Edit Table](#) button.



Clicking on this button will bring up the [Table Properties](#) box on your screen.

Table Properties

[Rows](#) determines the number of rows in a table. [Columns](#) determines the number of columns in a table. [Border size](#) determines the thickness of your table border. A table border of 0 will result in no border being applied. [Alignment](#) determines how the table is aligned on your webpage, select either left, center or right from the drop down box.

The [Width](#) of the table can be in pixels or percent, selected from the drop down box. A table with a width of 100 percent will take 100 percent of the space available to it. In most cases this is 660 pixels, as this is the recommended width of the main webpage contents. A table with a width of 50 percent will take 50 percent of the space available to it, in most cases this is 330 pixels - half of 660 pixels. If the width of the table is set in pixels then the table will be exactly that many pixels wide. The [Height](#) of the table is set in pixels. If the contents of the table is greater than the width or the height set in the Table Properties then the table will expand to fit all the contents of the table.

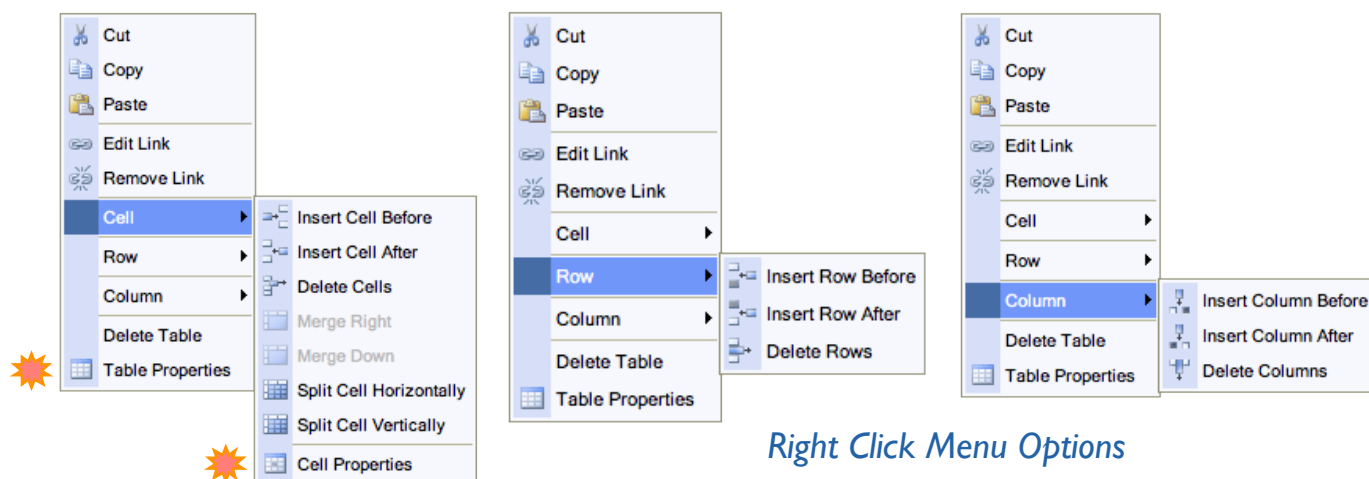
[Cell spacing](#) determines the gap between cells and their surroundings be it other cells, text or images. The gap between the [outer box](#) and the [cell](#) marked **A** demarcates this gap. [Cell padding](#) determines the gap between the edge of the cell and the cell content. The gap between the [cell](#) and the [inner box](#) marked **B** demarcates this gap. So, spacing is the space between cells and padding the inner space before text is displayed inside the cell.



The [Caption](#) inserts a caption above the table. The [Summary](#) adds a table summary which is not displayed on the webpage but which is included in the source code for use by search engines. Neither of these two fields are essential to your webpage as seen by visitors to your site..

Editing a Table

To edit a table [right click](#) anywhere in the table and select [Table Properties](#), by clicking on the text which is highlighted when your cursor hovers above it, from the pop-up menu. Then select the last item on the list “Table Properties - see the images below”. This will bring up the Table Properties box on your screen. It will have all the options available to you when you first inserted the table on your webpage.



You can [insert](#), [delete](#), [merge](#) and [split](#) cells, rows or columns right click in the appropriate cell, column or row. In this way you can change size of “squares” on the “graph paper view” of your page. When you select [Table Properties](#) this will bring up a pop-up menu. Select the cell, row or column option by hovering over the appropriate text with your cursor. This will bring up a second pop-up menu. Select the operation you would like to perform by clicking on the appropriate text. The text will be highlighted when your cursor moves over it.

To edit [individual cells](#) right click in the cell. This will bring up a pop-up menu. Hover your cursor over [Cell](#), this will cause another pop-up menu to appear. Select [Cell Properties](#) which is last on the list, by clicking on the text which is highlighted when your cursor hovers above it. This will bring up the Cell Properties box on your screen.

Like Table Properties the cell [Width](#) can be set in pixels or as a percentage. The percentage measurement is taken relative to the table width. A width of 50 percent will result in a column that takes up 50 percent of the table. Setting the width of one cell will set the width for the entire column. The [Height](#) of the cell is set in pixels. If the contents of the cell is greater than the width or the height set in the Cell Properties then the cell will expand to fit all the contents of the cell.

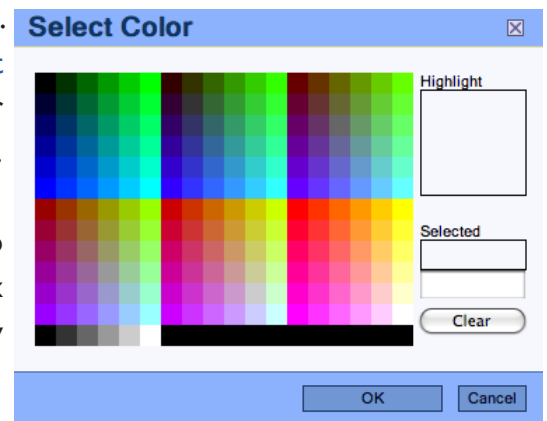
[Word Wrap](#) turns on or off word wrapping. This is done by selecting [Yes](#) or [No](#) from the drop down menu.

The [Rows Span](#) determines the number of rows a cell will span over. Likewise the [Columns Span](#) will determine the number of columns a cell will span over. We recommend that you rather use the Merge functions as opposed to using the spanning functionality to define cells. Spanning cells increases the size of a particular cell shifting the current cells around within the table. This shifting of cells can get a little confusing and cause some chaos within your intended layout. Merging a cell down or right performs the same operation as spanning without complicating the layout.

The **Horizontal Alignment** aligns the content of a cell either to the left, center or right of a cell. The options are selected from the drop down box. The **Vertical Alignment** aligns the content of a cell either to the top, middle, bottom or baseline of a cell. The options are selected from the drop down box.

The **Background Color** sets the background colour of the cell. To do so click on the **Select** button, this will open the **Select Color** box on your screen. Choose a colour from the color palette by clicking on the colour of your choice and clicking **OK**.

The **Border Color** sets the border colour of the cell. To do so click on the **Select** button, this will open the **Select Color** box on your screen. Choose a colour from the color palette by clicking on the colour of your choice and clicking **OK**.



Images

Images are a great way to add life to your webpage and if used correctly can give your website a professional look. Yes, pictures often do tell a story better than the proverbial “thousand word” alternative.

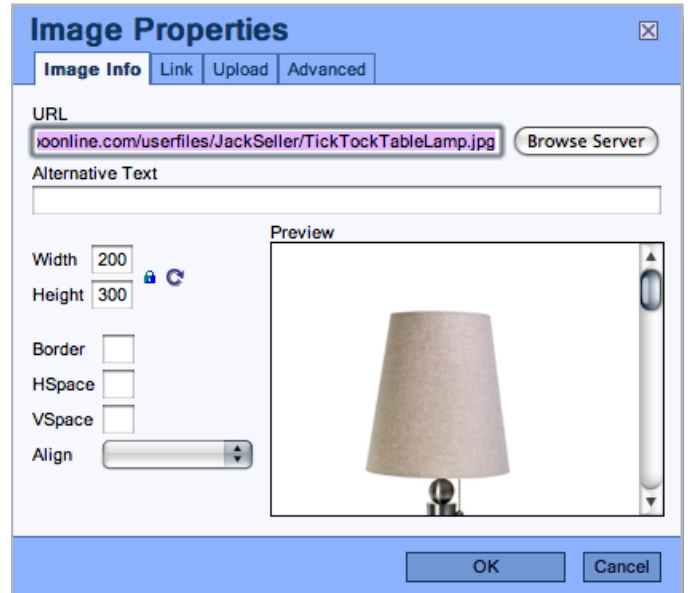
Inserting an Image

To insert an image, place your cursor where you would like to place the image by clicking at that point. Then click on the [Insert / Edit Image](#) button.



Clicking on this button will bring up the [Image Properties](#) box on your screen.

The [URL](#) is the address of the image on its host server. The image can either be hosted on the Webo server or it can be hosted on another website's server. The URL tells your internet browser where to find the picture that is referenced on the webpage. If you enter the URL of an image on another website server and the other website changes the URL, the picture or deletes the picture, then the image will no longer display on your webpage. The best option is to host the image on the Webo server where it will be safe from URL changes and where it won't be deleted.



There are two methods for uploading images on to the Webo server. The [first option](#) will place the image in a folder on our server which you can access again and again saving you the trouble of uploading the image more than one. We suggest that you use this approach if a picture is to be displayed a few times.

CKeditor - Resources Browser

Click the [Browse Server](#) button which brings up the [CKeditor - Resources Browser](#) in a new window. You will see a list of files, if you have already uploaded some images. Select [Choose File](#) to upload your image. This will open a window in your internet browser which allows you to navigate to the image file on your local computer. Select [Choose](#) once you have selected the file. This will close the window in your internet browser. Select [Upload](#) to place the image on the Webo server. Once the file upload is completed (this may take a few minutes), [select the image](#) file by clicking on its file name. This will close the CKeditor - Resources Browser window. The image will now appear in the [Preview](#) window of the Image Info tab in the Image Properties box.






Any time you wish to use the image again you can simply select Browse Server and click on the image file name. Lastly you can create folders in the CKEditor - Resources Browser to keep your folders nice and tidy.

The [second option](#) is to upload the image to the Webo server but not place it in the CKEditor - Resources Browser folder. This is done by clicking on the [Upload](#) tab in the Image Properties box. Select [Choose File](#) to upload your image. This will open a window in your internet browser which allows you to navigate to the image file on your local computer. Select [Choose](#) once you have selected the file. This will close the window in your internet browser. Select [Send it to the Server](#) to place the image on the Webo server. Once the file upload is completed, this may take a few minutes, a notice will appear “Your file has been successfully uploaded” select [OK](#) to close the notice. The file name will now appear next to the Choose File button and the image will display in the [Preview](#) window of the Image Info tab in the Image Properties box.



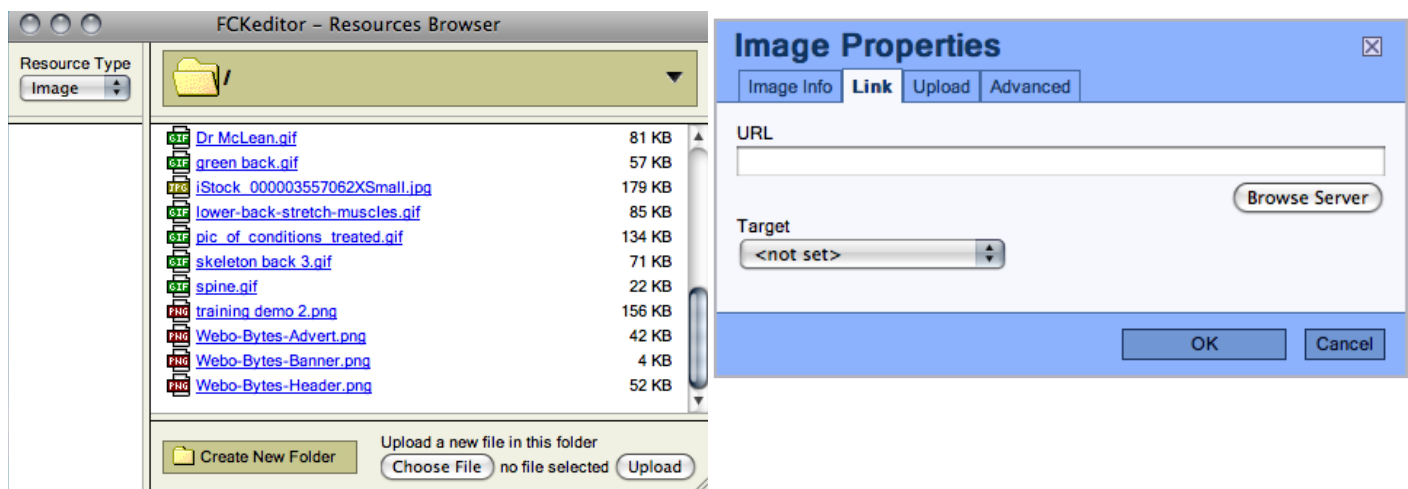
Once the image has been uploaded there is the option to add [Alternative Text](#) on the Image Info tab of the Image Properties box. This is essential to search engines that “mine” your webpage for information. Search engines can not read pictures and thus they require some ‘alt text’ with which to index and rank your webpage. Thus for every image you insert it is recommended that you add a small description of the image in the Alternative Text field. If you are in a hurry to publish your page then leave this for a later time when you have a moment to spare. This said, it remains important to return and do this. If one searches IMAGES on a search engine and your images are correctly identified you may well find that your site ranks much higher than competitors and in addition it enables you to more narrowly define your content and in so doing increase the relevancy of searches undertaken by your target market.

The image dimension are set in the [Width](#) and [Height](#) fields using pixels. The lock icon constrains the image dimensions to the original proportions. If the lock is locked  changing one dimension, height or width, of the image will

automatically adjust the other. If the lock is unlocked  you are free to enter any dimension in either field. The [Reset Size](#) button  resets the image to its original dimensions.



The [Border](#) field determines the width of a border around the image should you wish to have one & is measured in pixels. The [HSpace](#) is the gap to the left & right of the image from surrounding images and text. The [VSpace](#) is the gap above & below the image from surrounding images and text. [Align](#) sets the alignment of the image with its surrounding text. The options are selected from the drop down box and can be previewed with dummy text in the [Preview](#) pane.



The [Link](#) tab allows you to set the image as a button which when clicked upon takes the user to the linked webpage or to an uploaded file. To link the image to a webpage enter the full URL address of the webpage, for instance:


<http://www.webo.co.za>. To upload a file click the [Browse Server](#) button . For more information see the CKeditor - Resources Browser section of this tutorial. The file will now appear with its full URL address in the URL field.

The [Target](#) drop down box determines how the linked webpage or file will appear when clicked on by the user. [New Window](#) opens the link in a new window. [Topmost Window](#) opens the link in a new window on top of all the other windows. [Same Window](#) opens the link in the current browser window. [Parent Window](#) opens the link in the current browser window.

If you are familiar with HTML coding then you will have a good understanding of the the [Advanced](#) tab fields. If you are not familiar with HTML coding then we suggest that you leave these options at their current default values.


Finally click  to insert the image onto your webpage.

Editing an Image

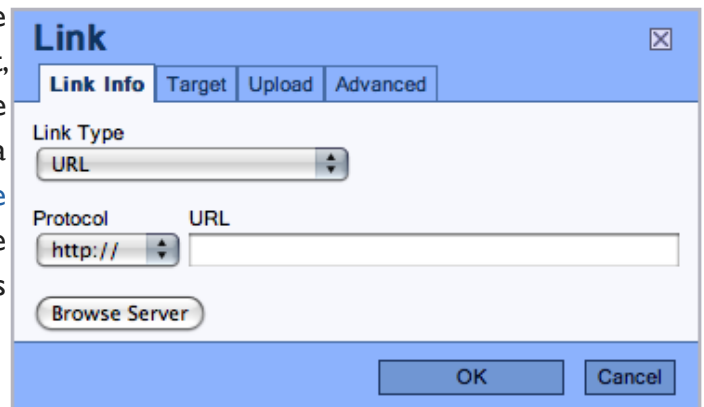
To edit an image, click on the image you wish to edit and then click on the [Insert / Edit Image](#) button.  This will bring up the Image Properties box on your screen which will allow you to edit any of the options first available to you when you inserted the image.

Hyperlinks

Hyperlinks are links that link to a URL (a website address). Website addresses can be a webpage or a file. On a website you may be invited to click on the link to be either taken to another webpage or you may be offered the opportunity to download a file.

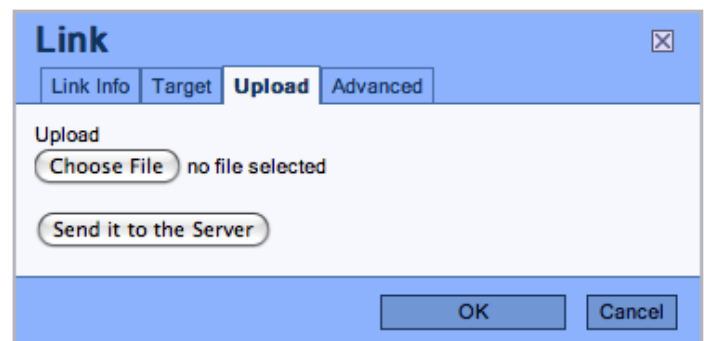
To insert a hyperlink on to your webpage highlight or select the text, image or flash file that you would like to use as a link and click on the [Insert / Edit Link](#) button.  This will open the [Link](#) box on your screen.

Select [URL](#) from the [Link Type](#) drop box on the [Link Info](#) tab. If you are wanting to link the text, image or flash file to a webpage enter the webpage address in the URL field. If you want to create a link to a file on the server click on the [Browse Server](#) button. For more information see the CKeditor - Resources Browser section of this tutorial.



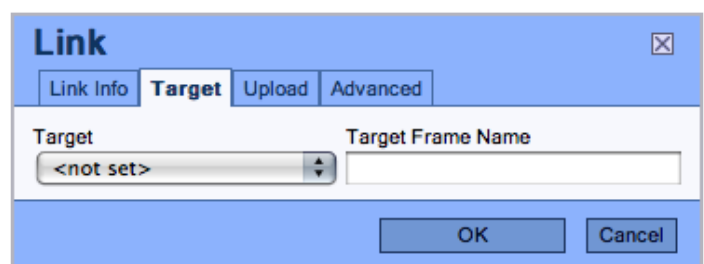
The screenshot shows the 'Link' dialog box with the 'Link Info' tab selected. It features a 'Link Type' dropdown menu set to 'URL'. Below it, there are fields for 'Protocol' (set to 'http://') and 'URL'. A 'Browse Server' button is located below the URL field. At the bottom right, there are 'OK' and 'Cancel' buttons.

To upload a file click the [Upload](#) tab. Select [Choose File](#) to upload your image. This will open a window in your internet browser which allows you to navigate to the image file on your local computer. Select [Choose](#) once you have selected the file. This will close the window in your internet browser. Select [Send it to the Server](#) to place the image on the Webo server. Once the file upload is completed, this may take a few minutes, a notice will appear “Your file has been successfully uploaded” select [OK](#) to close the notice. The file name will now appear next to the Choose File button.



The screenshot shows the 'Link' dialog box with the 'Upload' tab selected. It features a 'Choose File' button followed by the text 'no file selected'. Below this is a 'Send it to the Server' button. At the bottom right, there are 'OK' and 'Cancel' buttons.

The [Target](#) tab determines how the linked webpage or file will appear when clicked on by the user. [New Window](#) opens the link in a new window. [Topmost Window](#) opens the link in a new window on top of all the other windows. [Same Window](#) opens the link in the current browser window. [Parent Window](#) opens the link in the current browser window.



The screenshot shows the 'Link' dialog box with the 'Target' tab selected. It features a 'Target' dropdown menu set to '<not set>' and a 'Target Frame Name' text field. At the bottom right, there are 'OK' and 'Cancel' buttons.

Finally click  to insert the link onto your webpage.

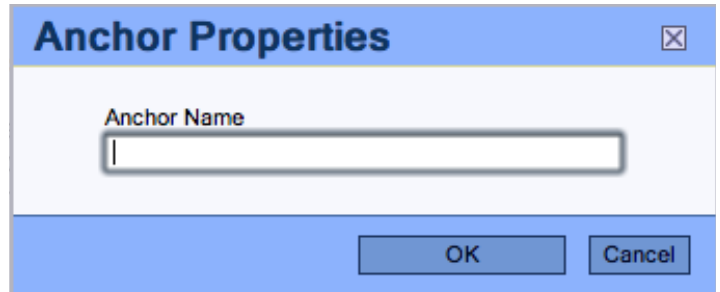
You can break a link by clicking on the [Remove Link](#) button. 

Anchor Links

Anchor links are links to anchors on your webpage. They help users to navigate within a page. Examples of this can be seen on the Jack's Fine Quality Lamps webpage at the start of this tutorial.

Placing an Anchor


An anchor is simply a marker that is named so as to allow you to select it later as a “go to” destination. The first step in creating anchor links is to place anchors within the webpage. This is the point to which users will be taken when they click on the link. Place your cursor where you would like to insert the anchor, then click on the **Insert /**

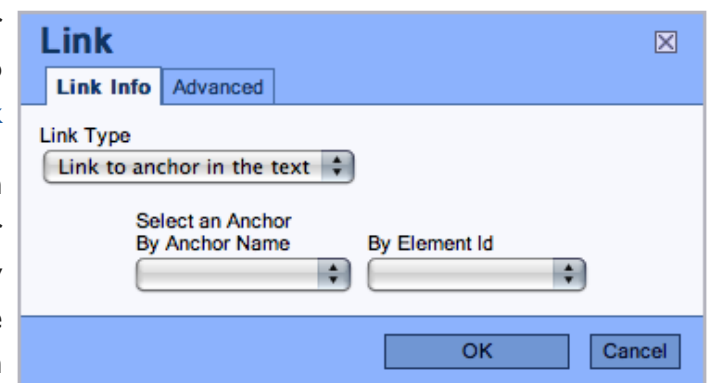
A screenshot of the 'Anchor Properties' dialog box. It has a blue header with the title 'Anchor Properties' and a close button. Below the header is a text input field labeled 'Anchor Name'. At the bottom right are two buttons: 'OK' and 'Cancel'.


Edit Anchor button.  This will bring up the **Anchor Properties** box on your screen. Type in the name of the anchor and click .

Linking to an Anchor

To link to an anchor on your webpage highlight or select the image, text or flash file that you want to use as a link and click on the **Insert / Edit Link**


button.  Select **Link to anchor in the text** from the **Link Type** drop down box. Select the anchor name that you specified when you previously created the anchor on your webpage from the **Select an Anchor By Anchor Name** drop down box. Alternatively select an Element ID from its drop down box if you used an ID tag found in the Advance tab of the Image Properties Box.

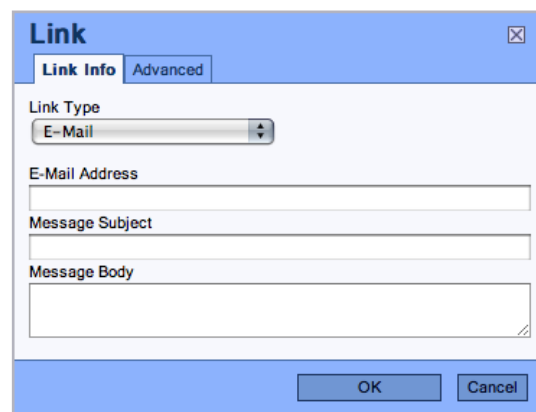
A screenshot of the 'Link' dialog box. It has a blue header with the title 'Link' and a close button. Below the header are two tabs: 'Link Info' (selected) and 'Advanced'. Under the 'Link Info' tab, there is a 'Link Type' dropdown menu with 'Link to anchor in the text' selected. Below this are two dropdown menus: 'Select an Anchor By Anchor Name' and 'By Element Id'. At the bottom right are two buttons: 'OK' and 'Cancel'.

Finally click  to insert the anchor link onto your webpage.


Mail to Links

Mailto links allow you to add e-mail addresses as links on your webpage. When a user clicks on the link it will open an e-mail in their default e-mail program with the e-mail address, subject and pre-populated message that you have specified. Users will be free to change the content of the subject and any pre-populated messages or content that you may have added. By pre-populating e-mail with questions you may usefully be able to create quick e-mail forms for submission. Internet Explorer does at times (re the extent of content added by you) not support this functionality so please do test it before relying upon this method of gathering information. Webo does offer an advanced Form Generator that is a “click build” alternative.

To create a mailto link highlight or select the image, text or flash file that you want to use as a link and click on the [Insert / Edit Link](#) button.  Select [E-Mail](#) from the [Link Type](#) drop down box. Enter the e-mail address to which the e-mail will be sent in the [E-Mail Address](#) field. Enter the subject of the e-mail in the [Message Subject](#) field. Finally enter the pre-populated message into the [Message Body](#) field. The pre-populated message can be as long as you want and is not limited to the space provided in the text field.

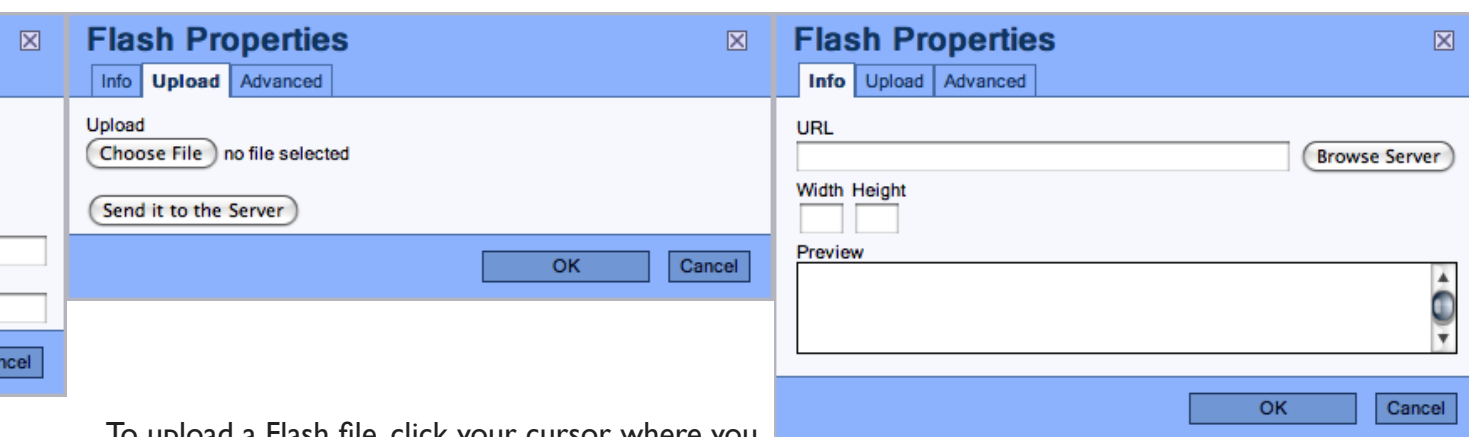


The 'Link' dialog box has two tabs: 'Link Info' and 'Advanced'. Under 'Link Info', the 'Link Type' is set to 'E-Mail'. Below this are three text input fields: 'E-Mail Address', 'Message Subject', and 'Message Body'. At the bottom right are 'OK' and 'Cancel' buttons.

Finally click  to insert the mailto link onto your webpage.


Flash Files

Flash is a professional animation program created by Adobe and the standard for motion graphics on the web. The creation of Flash may require professional assistance. On a Mac you can export presentations to Flash.



Two 'Flash Properties' dialog boxes are shown. The left box has 'Info', 'Upload', and 'Advanced' tabs. The 'Upload' tab is active, showing a 'Choose File' button (with 'no file selected' text), a 'Send it to the Server' button, and 'OK'/'Cancel' buttons at the bottom. The right box has 'Info', 'Upload', and 'Advanced' tabs. The 'Info' tab is active, showing a 'URL' field with a 'Browse Server' button, 'Width' and 'Height' input boxes, a 'Preview' area, and 'OK'/'Cancel' buttons at the bottom.

To upload a Flash file, click your cursor where you would like to place the Flash file and click on the

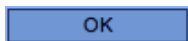
[Insert / Edit Flash](#) button. 

This will open the [Flash Properties](#) box on your screen.

You can either upload files or link to a file which has already been placed on the Webo server. To link to a file already on the Webo server click on the [Browse Server](#) button. For more information see the CKeditor - Resources Browser section of this tutorial. Alternatively click on the [Upload](#) tab. Select [Choose File](#) to upload your image. This will open a window in your internet browser which allows you to navigate to the image file on your local computer. Select [Choose](#) once you have selected the file. This will close the window in your internet browser. Select [Send it to the Server](#) to place the image on the Webo server. Once the file upload is completed, this may take a few minutes, a notice will appear "Your file has been successfully uploaded" select [OK](#) to close the notice. The file name will now appear next to the Choose File button.

On the [Info](#) tab you can also set the [Width](#) and [Height](#) of the Flash File in pixels. Under the [Advanced](#) tab you can set the [Scale](#), [Auto Play](#), [Loop](#) and [Enable Flash Menu](#) as well as the standard advanced settings. Contact your flash developer for these settings.



Finally click



to insert the Flash file onto your webpage.

Note: There are many Flash File builders available. These builders create animated banners, signs, buttons, menus, clocks and much more. An example can be found on www.flashvortex.com. Often they are offered free of charge to those that are comfortable with website references or ads on them. To remove the ads you are often required to pay a small fee for the use of the flash file builder.

Print & Spell Check

To print your webpage, click on the [Print](#) Button.  To check the spelling of your webpage, click the Check Spelling button.  Please note that this function is only supported by certain internet browsers.

Picture Galleries

It is possible to add a web-based picture gallery to your webpage. The gallery can display any image that you upload in an automated slide show that automatically updates itself when you add or delete images from the gallery. There are many picture gallery providers that specialise in maintaining picture files for you. We illustrate the plug-in functionality with Picasa but we suggest that you browse alternatives like www.webshots.com or www.flickr.com etc. There are many to choose from.

You may wish to use a plug-in option because you may have an established database of image files that is extensive and so to plug this content into your Webo site makes sense as it will save you up[loading images that are already online. You may wish to embed galleries from google photos (the upgrade from Picasa) to from Flickr etc. Each of these external options will offer advice on how to embed albums on your site pages. You will find that each of these works in much the same way which is by way of copying and pasting code into the source code view of a CKEditor. We have covered this matter in the YouTube section below.

You can also specify Facebook pages, Instagram or Twitter accounts on Blog Topic pages, meeting room pages and on Linked Webpages. This will automatically harvest your images at these social media destinations and offer them as albums on your blog or linked webpages.

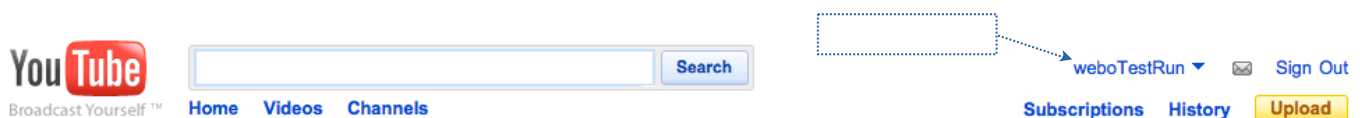
We, in addition offer flash gallery albums, non-flash gallery albums and video gallery albums. To create these please refer to the How To Tips at the top of these selections in the Administration Panel.

YouTube Videos


It is possible to add web-based videos to your webpage. The videos are hosted on YouTube and play on your webpage. In this section of the tutorial we will be looking at how you can upload videos to YouTube and then embed the video onto your webpage. Again, there are many video hosting providers that include the www.webshots.com option mentioned above. You can also host video on your site and not use 3rd party video hosting companies such as YouTube or Webshots. Often you will use these video hosts as they already have many thousand videos that are ready and free for you to use to enhance your website's functionality.

To start go to <http://www.youtube.com>, in the top right hand side of the page click [Create Account](#). Fill in your details, create a username and click [I accept](#) if you agree to the YouTube terms & conditions. On the next page, fill in your e-mail address, set a password & enter the word verification.

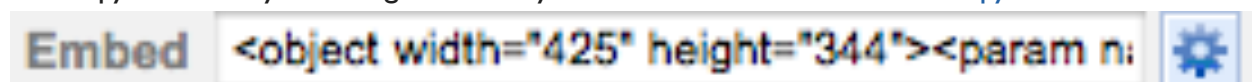
Click [Create New Account and Finish](#) once you have completed the form. A verification e-mail will be sent to the e-mail address that you entered during the registration process. Click on the verification link in the e-mail to complete the registration process. The link will open the YouTube website. You will be logged in to the website when it opens.



To upload a video click on the yellow [Upload](#) button next to your login name. On the [Video File Upload](#) page click on the Upload Video button, this will open a window on your computer which will allow you to navigate to the video file on your local computer. Find the file you wish to upload, click on it and select [Select](#). This will close the box and take you to the Video File Upload page. Type in the [Title](#), [Description](#), [Tags](#), set a [Category](#), click the [Share your video with the world](#) radio button and click [Save Changes](#). When the video has been successfully uploaded a URL and Embed field will be displayed below the file name. Click on [Go To My Videos](#). Click on either the video thumbnail or the file name to view the video page.

On the video page, click on the Embed icon  to open the embed options panel. Uncheck the [Include related videos](#) check box if you do not want other YouTube videos to be displayed as icons in your video. Check the [Show Border](#) check box if you would like your video player to have a check box around it. If you checked the [Show Border](#) check box, select a border from the colour options below. Finally select a video player size by clicking on the grey box icon. Any video size will fit on your Webo webpage.

Once you have selected your video options, click in the Embed field to highlight the text. If the text is not selected by clicking, place your cursor in the text, select [Edit](#) from your browser's menu bar, then [Select All](#). Copy the text by selecting [Edit](#) from your browser's menu bar, then [Copy](#).



Broadcast Yourself™
Home Videos Channels

Suit Up

Annotations Editor

0:03 / 0:18

web0TestRun

September 29, 2009

(more info)

URL
http://www.youtube.com/watch?v=51yvzF7bl

Embed
<object width="425" height="344"><param n

After making your selection, copy and paste the embed code above. The code changes based on your selection.

☒ Include related videos
☐ Show Border
☐ Enable privacy-enhanced mode [?]

320x265

425x344



480x385

640x505

Video Owner Options

Edit: Annotations AudioSwap Captions and Subtitles

More From: web0TestRun




Open the [Edit Website Contents](#) or [Edit Store Contents](#) page in the [Web Members' Portal](#) and navigate to the webpage text area where you would like to place the video. Click the [Source Button](#)  **Source** to switch over to [Source Mode](#). Place your cursor in the source code where you would like to place the video, select [Edit](#) from your browser's menu bar, then [Paste](#) to paste the code that you copied from your YouTube video page onto your webpage. You might not place the gallery exactly where you want it the first time around. Selecting [Edit](#) from your browser's menu bar, then [Undo](#) will undo the Edit Paste operation that you made in the previous step. Try again by clicking your cursor in the source code for a second time and paste the source code. Click on the [Source Button](#)  **Source** to return to [Normal Mode](#) the video will appear as a white box a green puzzle icon in the middle. This is a place holder image and the video will appear as normal on your webpage. You can align the video by clicking on it to select it, then clicking on one of the alignment buttons.

As stated above a useful tip to placing embed code in a specific position within tables or at a desired location is to commence with placing a row of say, XXXXXXXX's on the page, then go to the Source code view and look for the row of X's. Paste the code where the X's are before deleting the X's. In this way you can place gallery etc code at specific locations on a page without having to interpret the HTML code.

Google Maps

It is possible to add interactive maps to your webpage. The maps are a free plugin from Google, allowing you to set the zoom on the map as well as to place your own map markers. Users are free to zoom in & out and move around the map but it will always load in the manner you specified.

Navigation

To add a map go to <http://maps.google.com>. Use the navigator button  to navigate across the globe to the location you would like to display on your map. Left goes West, right goes East, up goes North and down goes South. You will also need to zoom in  or zoom out  to find your location.

Alternatively you can move around the globe by clicking and holding with your mouse and moving the map accordingly.

You can zoom in by double clicking on the area you wish to zoom in on.

[Web](#) [Images](#) [Videos](#) [Maps](#) [News](#) [Shopping](#) [Gmail](#) [more](#) ▼

[Sign in](#) | [Help](#)

Google maps

Find businesses, addresses and places of interest. [Learn more.](#)

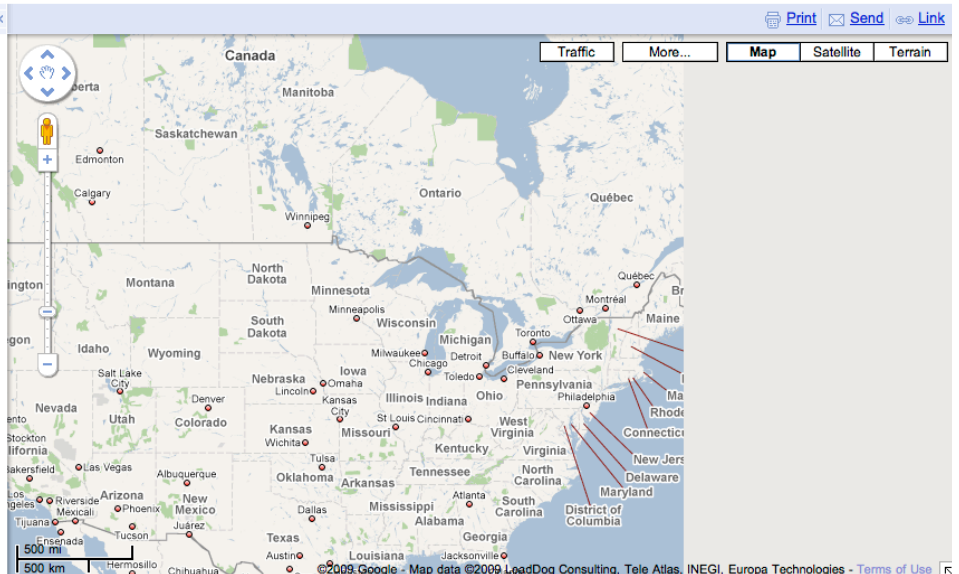
Search Maps

[Show search options](#)

[Get Directions](#) [My Maps](#)

[Set default location](#)

Put [your business on Google Maps](#)
Display [your ads on Google Maps](#)



Adding a Location Marker

If you wish to mark your chosen location on the map click [My Maps](#) and then the [Get started](#) button. This will take you to the Google Maps login page. If you have a Google account simply sign in to continue. You can use the same Google account for Gmail, Picasa Web Albums & Google Maps. If you do not have a Google account, click [Create an account now](#), fill out your details and click on the [I accept](#), if you agree to the terms & conditions of Google Maps, [Create my account](#). button. This will take you back to the Google Maps page. Your e-mail address will be shown in the top right hand side of the page to show that you are logged in. We recommend that you sign in before you navigate to your chosen location.

Google maps

[Show search options](#)

Find businesses, addresses and places of interest. [Learn more.](#)

[Get Directions](#)
[My Maps](#)

[Collaborate](#)
[Import](#)

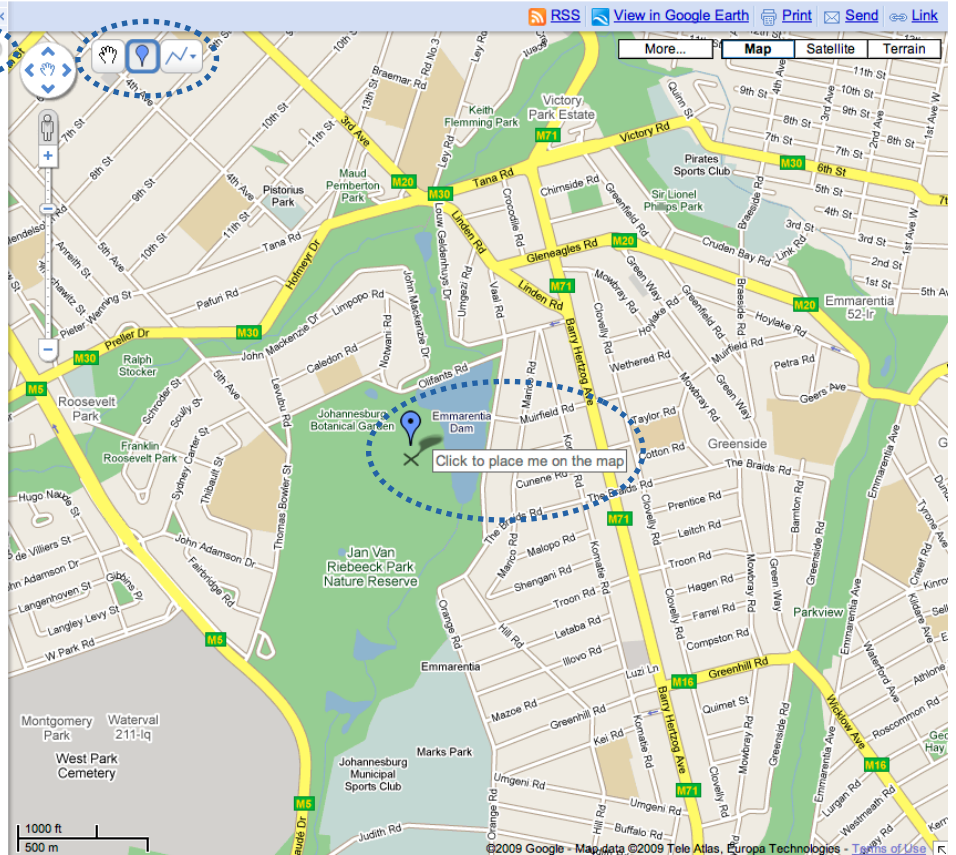
Title



Untitled

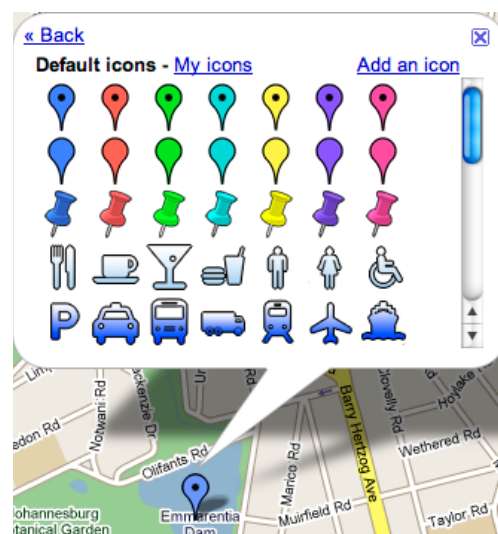
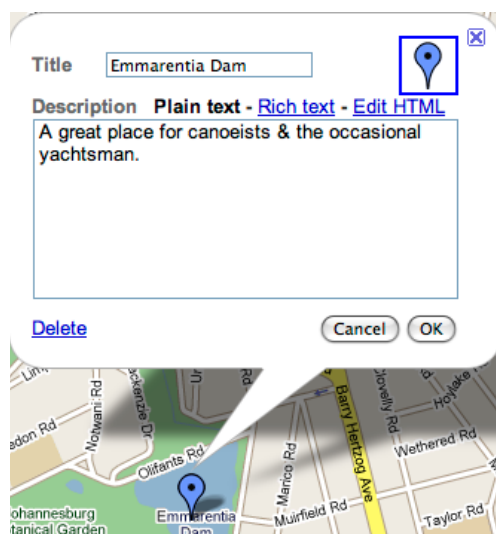
Description

[Privacy and sharing settings](#)
[Learn more](#)



- ☒ **Public** - Shared with everyone. This map will be published in search results and user profiles.
- ☐ **Unlisted** - Shared only with selected people who have this map's URL.




Having signed in, navigate to your chosen location & click on the Marker button . This will cause your cursor to change into a marker with an X, see the image above. Click the on the map where you would like to place the marker. Once you have clicked, a box will pop up on your screen. Enter the [Title](#) and a [Description](#) for your marker in the respective fields. You can choose a different marker by clicking on the marker button  and selecting an alternate icon.

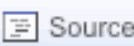
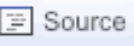


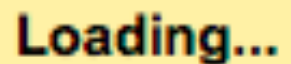
Saving Your Map

Type the [Title](#) and a [Description](#) of your map into the text fields on the left hand panel of the page. Click the [Save](#) button  to save your changes. The Save button will turn into the [Saved](#) button  once your map has been saved. Any changes that are made to your map should be saved.

Placing the Map on your Webpage

To place your saved map on your webpage, click on the Link button  & then [Customize and preview embedded map](#) to open the Google Maps Link page. Select a [Map Size](#). Any size (Small, Medium or Large) will fit on your webpage. Finally place your cursor in the [3. Copy and paste this HTML to embed in your website](#) text field, select [Edit](#) from your browser's menu bar, then [Select All](#), to select the text. Alternatively select the text by dragging with your cursor. Copy the text by selecting [Edit](#) from your browser's menu bar, then [Copy](#).

Open the [Edit Website Contents](#) or [Edit Store Contents](#) page in the [Webo Members' Portal](#) and navigate to the webpage text area where you would like to place the map. Click the [Source Button](#)  to switch over to [Source Mode](#). Place your cursor in the source code where you would like to place the map, select [Edit](#) from your browser's menu bar, then [Paste](#) to paste the code that you copied from your Google Maps Link video page onto your webpage. You might not place the map exactly where you want it the first time around. Selecting [Edit](#) from your browser's menu bar, then [Undo](#) will undo the Edit Paste operation that you made in the previous step. Try again by clicking your cursor in the source code for a second time and paste the source code. Click on the [Source Button](#)  to return to [Normal Mode](#) the map will appear as a white box a yellow loading icon in the middle. This is a place holder image and the map will appear as normal on your webpage. You can align the map by clicking on it to select it, then clicking on one of the alignment buttons.



Google Calendar on Your Website


In the same way as one places picture gallery code, video player code and maps on your website you can also place Google Calendars, Weather feeds and many thousands of other application plug-ins on your Webo website page.

Embed other Code on Your Website

Search the following on the internet: Inserting objects, apps, gadgets, RSS feeds, forms, video, polls & surveys, widgets, third-party tools etc

There are literally thousands of options for your to choose from that can very simply, in the manner outlined above, be embedded into your Webo website. The list grows daily and you will need to manage your time in reviewing the alternatives available.

Updating Your Website

To update your online store simply click [Submit](#)  at the bottom of the webpage. No changes will be saved until the Submit button has been clicked. Please be sure to keep copies of all the content that you add to your website on your local computer. Content cannot be recovered if you accidentally click Submit or if your computer experiences a technical problem before you click Submit.

A recommended method of backing up most of your content is to select the [Source](#) view and to copy and paste the code that you see into a conventional word processing package page (word, pages etc). In this manner you can save the content of website pages for use at a later stage should you wish to revert to an earlier version of a Webo website page that you previously built.

In Conclusion

We believe that the above will provide you with the basics that will allow you to create stunning sites. It really is easy, just open any topic and review the How To Tips. In the unlikely event of you getting stuck please contact us by way of the CONTACT US option on the Webo Directory that you wish to use. At this stage the most advanced site builder is at www.webo.directory