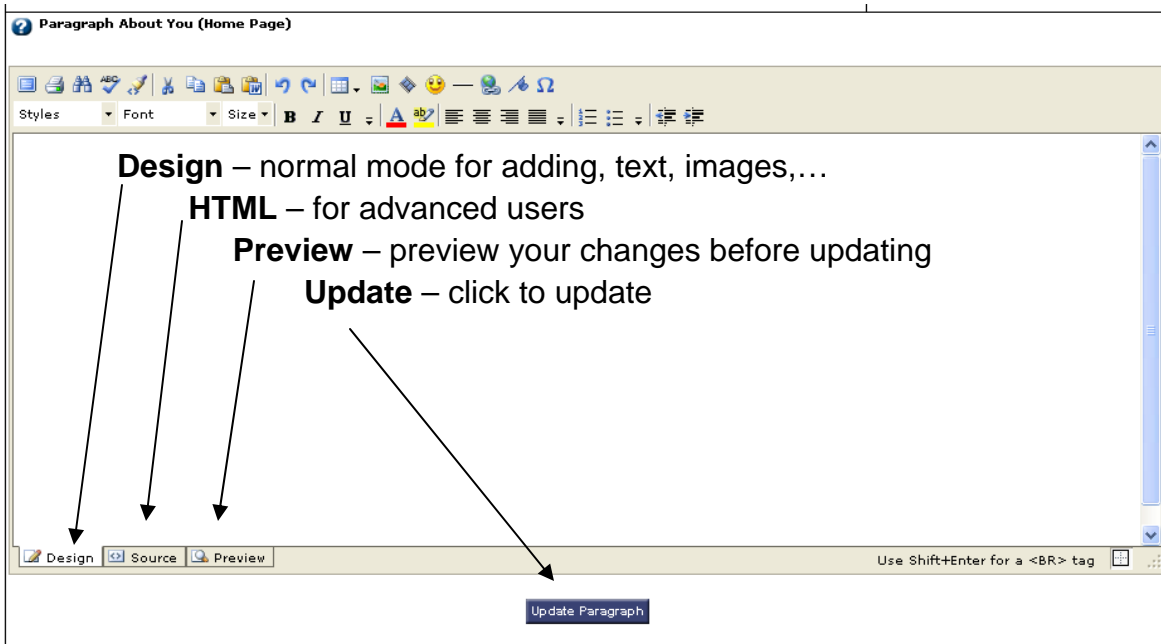




QUICK REFERENCE
Site Design

A guide to inserting images, documents, and hyperlinks

The **Paragraph About You** contains a Page Editor. This document is a quick reference to using the editor as you tailor your web site to compliment your marketing and promotion initiatives. Included are definitions and examples of the various functions contained in the Page Editor. The DESIGN tab provides an easy way to enter images, text, links,... other tabs include the HTML tab for advanced users, a PREVIEW tab to review before you UPDATE your site. This Page Editor is also used for **Page Two Information** and for additional pages found on your Control Pane in **WEBSITE—PAGES**.



QUICK REFERENCE CONTENTS

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MOUSE FUNDAMENTALS

What is Cut-And-Paste?

The ability to copy a section of text into an invisible clipboard and then paste it into another location or document such as a Doc, Txt Html file, email letter, etc.

•How to Cut-And-Paste?



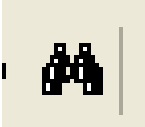





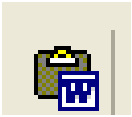

To cut-and-paste, first highlight the text you wish to save. To highlight, place your mouse over any corner of the text you wish to copy and press and hold your **left mouse button** as you move the mouse to another corner and then release the button. It should be highlighted. If not then try again.

•Let's put text into the Clip Board

Now after it is highlighted, you can right click your mouse and select "**Copy**" from the pop up window (text must be highlighted first in order to see Copy.)

•How to Paste the text into another document

Go to the location or document that you want the text to be copied. Place the mouse or cursor exactly where you want the text to appear. To paste, you can **right click your mouse** and select "**Paste**" from the pop up window (text must be in the clip board before you will see "Paste".)

	FULL WINDOW	Opens editor in full screen mode.
	PRINT	Prints the contents of the page editor.
	FIND & REPLACE	Opens a window with options to find and replace text. For example if you want to change all occurrences of "I" with "WE" you would enter "I" in the FIND WHAT box and "WE" in the REPLACE WITH box to change all occurrences.
	SPELLING	Spell check and find replace.
	CLEAN UP SOURCE CODE	Editor to manage HTML tags. (Advanced users).
	CUT	To cut or delete text—highlight the text area and click on the scissors icon. This places the text in your clipboard. See mouse fundamentals.
	COPY	To copy text—highlight the text area and click on the copy icon. This places the text in your clipboard. See mouse fundamentals.
	PASTE	To paste text previously CUT or COPIED click on the paste icon.
	PASTE FROM EXTERNAL SOURCE	To paste text from an external source document highlight and CUT or COPY within the document then use the PASTE FROM external source function. Optionally use the CLEAN UP SOURCE CODE function to remove unwanted tags.
	UNDO	Clicking on UNDO removes your last action. For example you CUT when you wanted to COPY. Clicking on UNDO returns the text you previously deleted.



REDO

Clicking on REDO returns your last action. Voids the UNDO function.



INSERT TABLE

Opens table editor. Options for rows, cells, etc.



INSERT EDIT IMAGE

Click on the function to copy an image from your PC into your image library. Note: The image size is limited.



INSERT EDIT MEDIA OBJECT

Opens dialog box to insert media object (audio, video,...)



INSERT AN EMOTICON

Insert an emoticon.



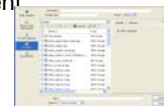
HORIZONTAL LINE

Insert a horizontal line.



INSERT EDIT HYPERLINK

This function works in concert with the image library. See insert edit hyper link section of this document



INSERT EDIT BOOKMARK

Adds a Bookmark symbol

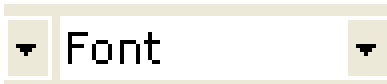
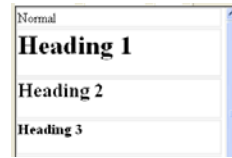


INSERT SPECIAL CHARACTERS

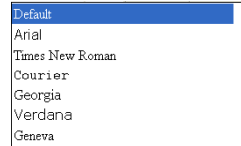
At sign, trademark, etc. @ ® ™



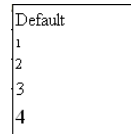
Format headings and content.



Select font.



Select size.



BOLD

Bold text.



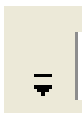
ITALIC

Italic text.



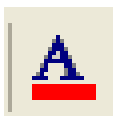
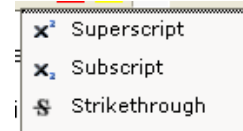
UNDERLINE

Underline text.



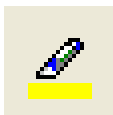
MORE FONT OPTIONS

Use to strike though, superscript,...



FONT COLOR






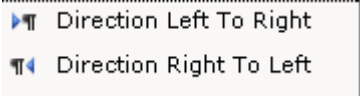
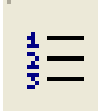





Select / change font color.



HIGHLIGHT

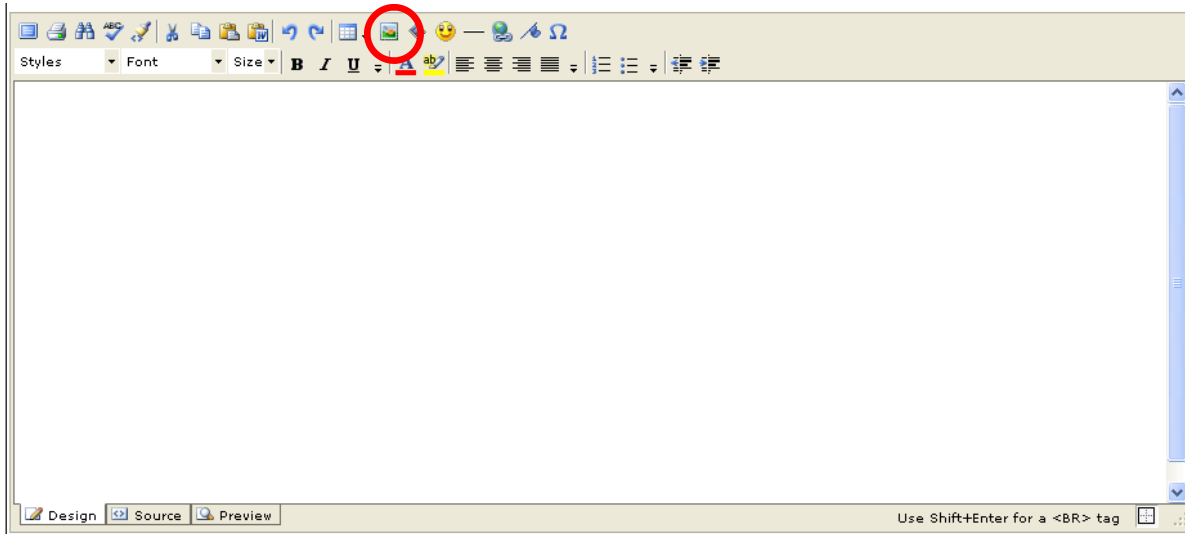
Highlight text background.



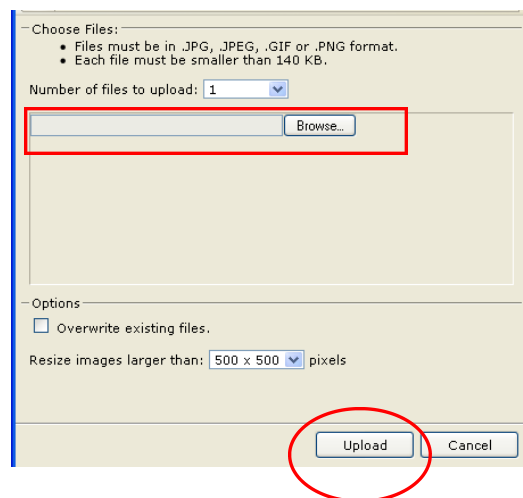
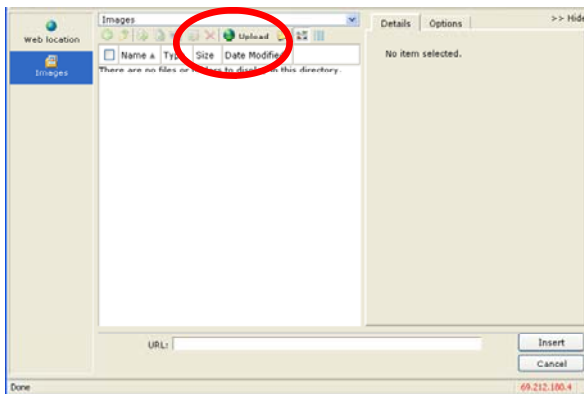
	ALIGN LEFT	Align text left.
	ALIGN CENTER	Align text center.
	ALIGN RIGHT	Align text right.
	JUSTIFY	Justify text.
	MORE PARAGRAPH OPTIONS	
	BULLETS NUMBER	Number bullets.
	BULLETS SYMBOL	Bullets with symbols.
	MORE LIST OPTIONS	
	INCREASE INDENT	Increase text indentation.
	DECREASE INDENT	Decrease text indentation.

Inserting an image & uploading to the image library

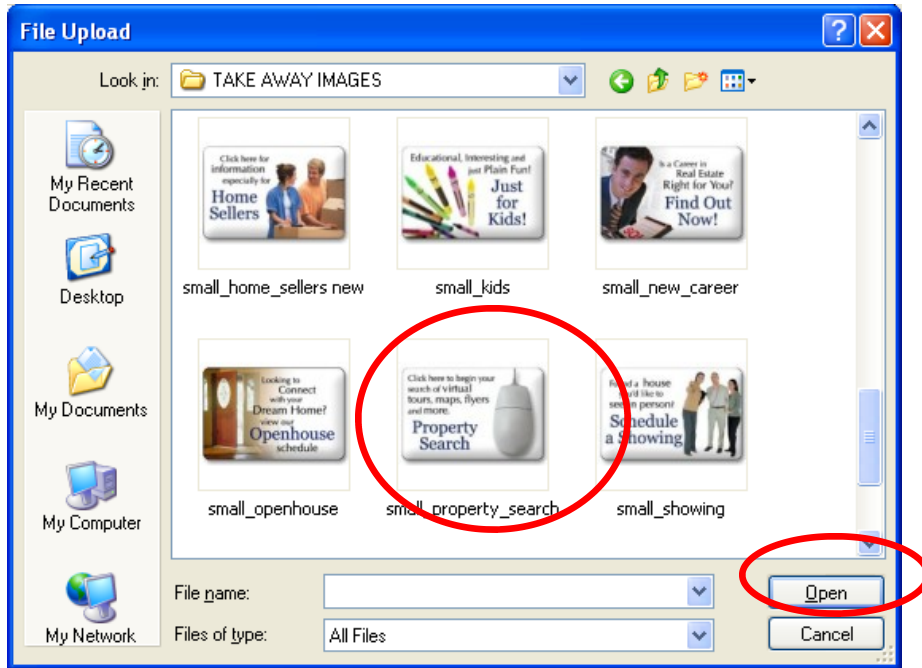
Click on the Insert / Edit and Image function to access and upload images to your image library.



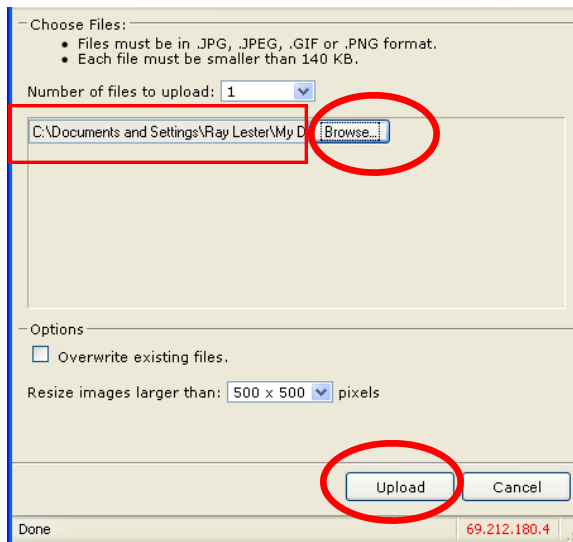
- **Click on UPLOAD to display a dialog box to choose your file to upload**
- **Browse to find your file then click upload**



The BROWSE button opens your PC's Choose file window. Select and OPEN the file you want to upload and click Open.



After selecting OPEN... you will be returned to the Insert Image - Web Page Dialog screen. Note the upload file name is filled in. Click on UPLOAD file and the file will be stored in your image library.

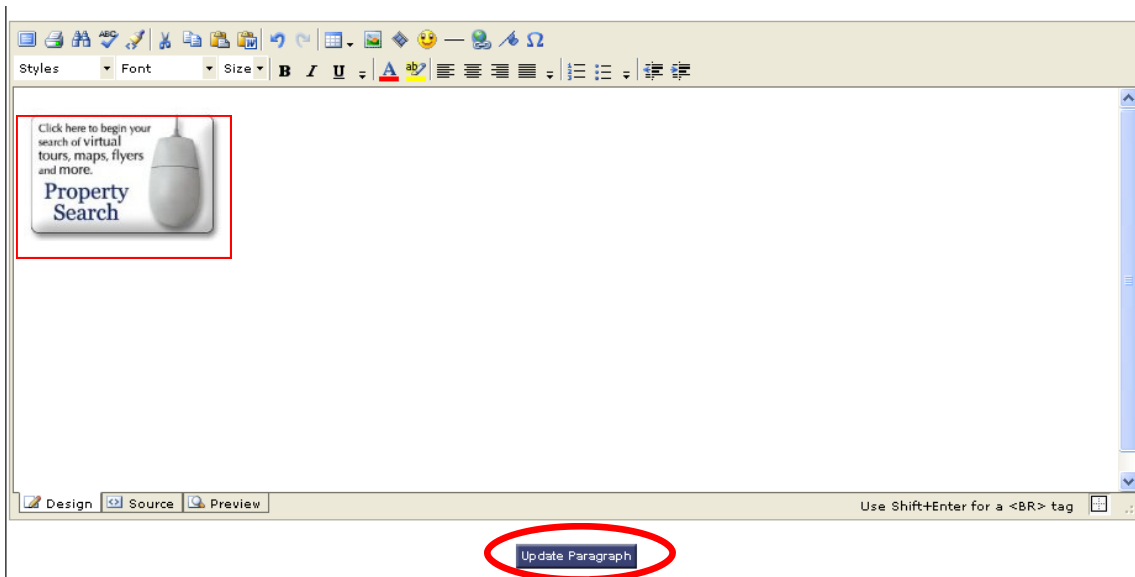
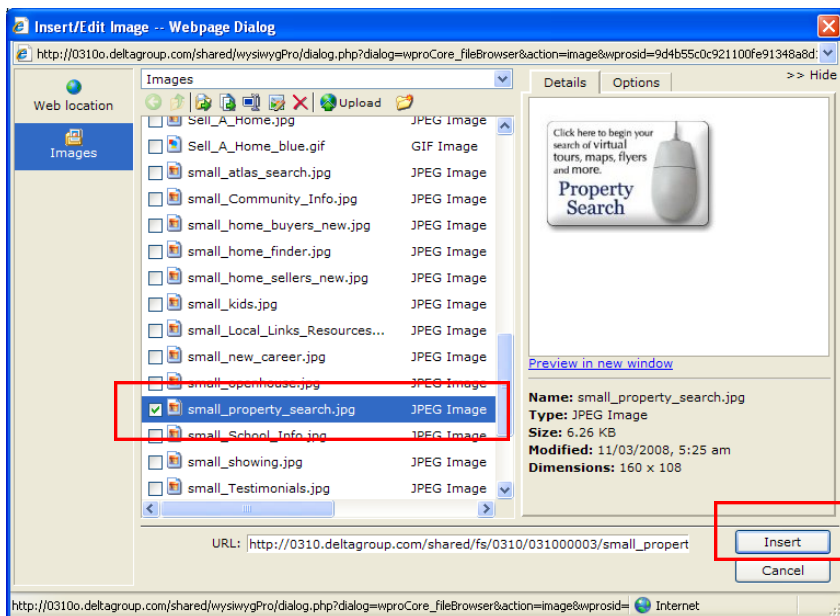


To paste an image into your Page Editor. Click on Insert / Edit Image and click on the file you would like to use that you have previously uploaded. In this example the **small_property_search.jpg** is highlighted and displayed in the Image information window.

Click on **INSERT** and the image is pasted into your Page Editor.

Note: You must **UPDATE** the Page Editor after the INSERT function.

(The list may be displayed in thumbnail or list format)

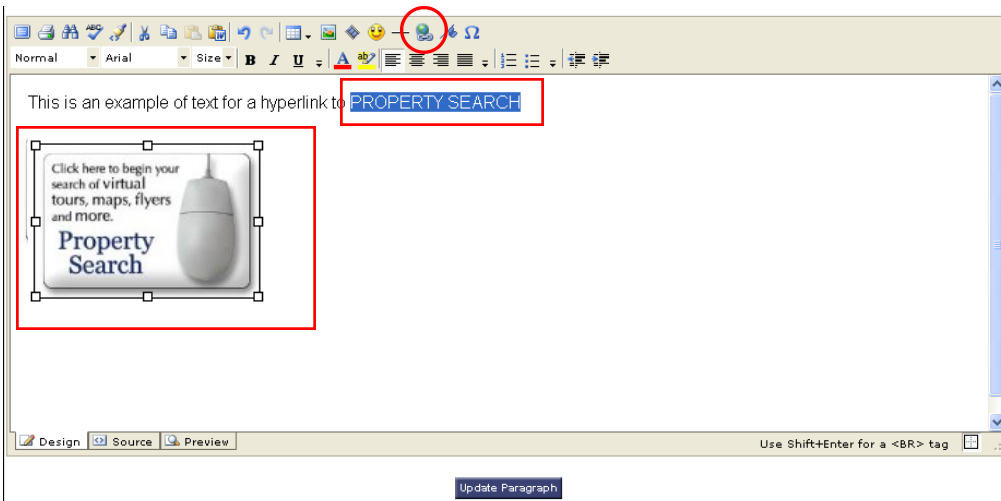


Inserting a Hyperlink

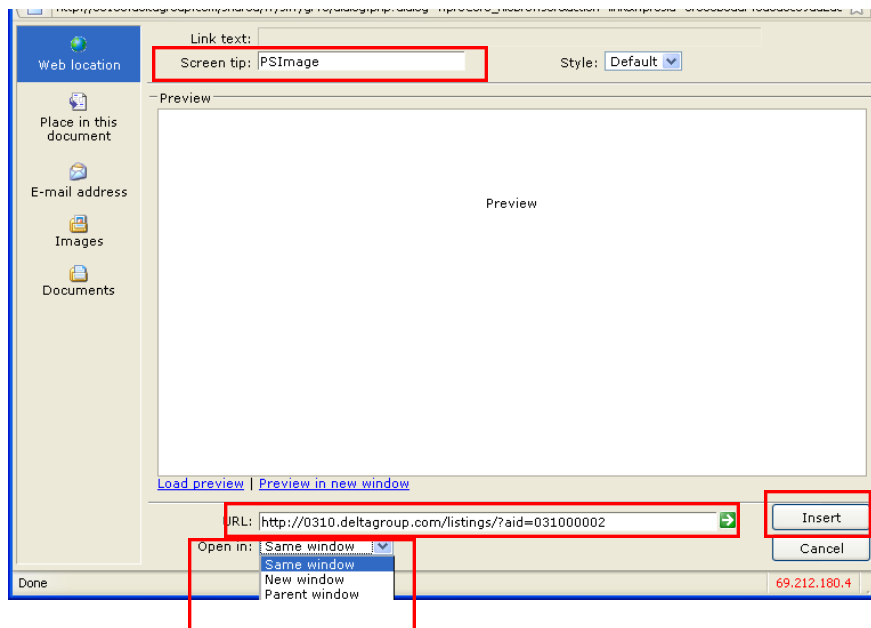
To insert a hyperlink for a text area. Position the cursor over the text area, press and hold the left mouse button and drag to highlight the text area.

For an image simply left click on the image.

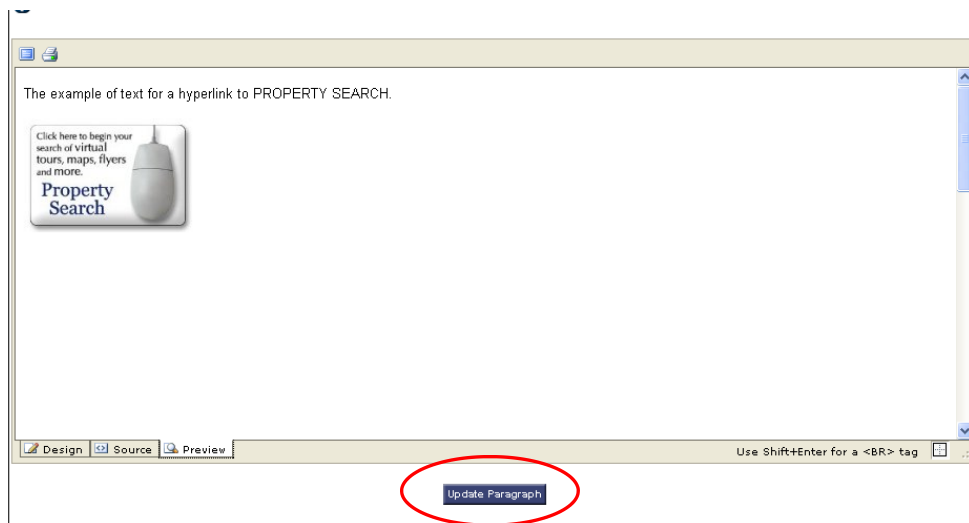
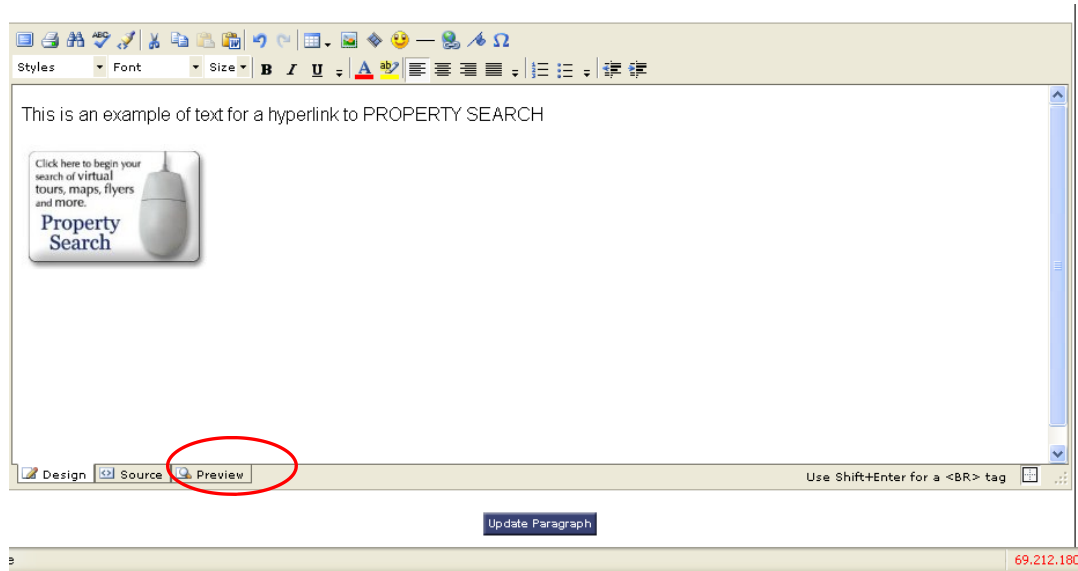
Then while highlighted - LEFT CLICK on the INSERT / EDIT A HYPERLINK symbol.



The Web Page Dialog pop up appears. Enter a screen tip (a name for your hyperlink), the URL (hyperlink source <http://...>), select the type of window to be opened, and click on INSERT

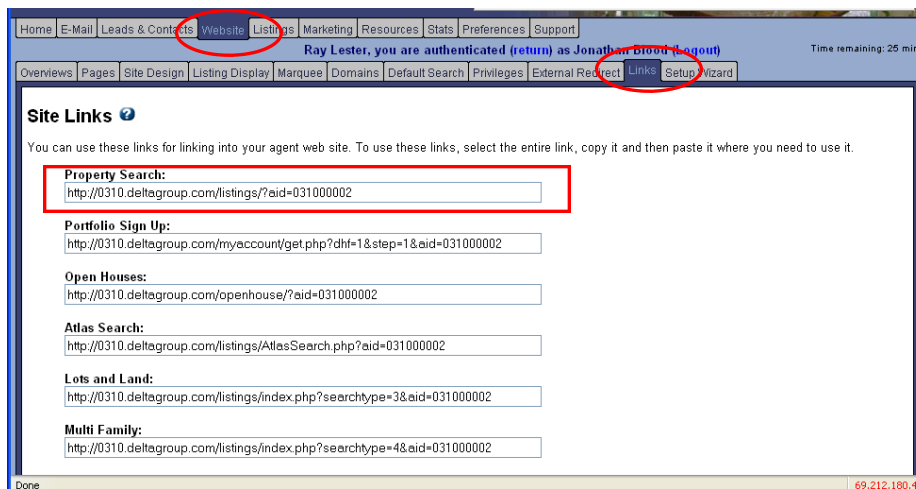
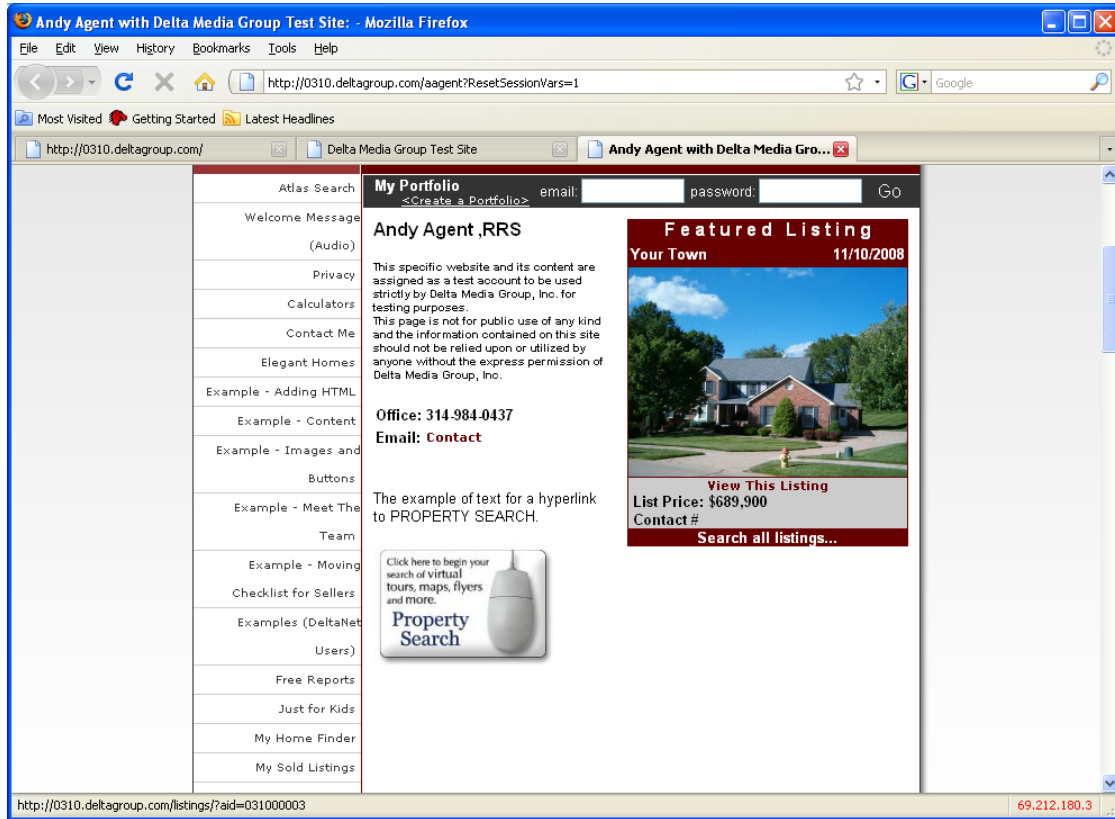


After enter the hyperlink you can test it, before clicking on UPDATE PARAGRAPH.
Click on the Preview tab (lower left of the editor) and the screen will be previewed.
Remember to click on UPDATE PARAGRAPH to save your updates.



Clicking on PREVIEW WEBSITE will display your updates.

For commonly used HYPERLINKS click on WEBSITE — LINKS tabs to copy and paste into the URL section of your HYPERLINK dialog screen.



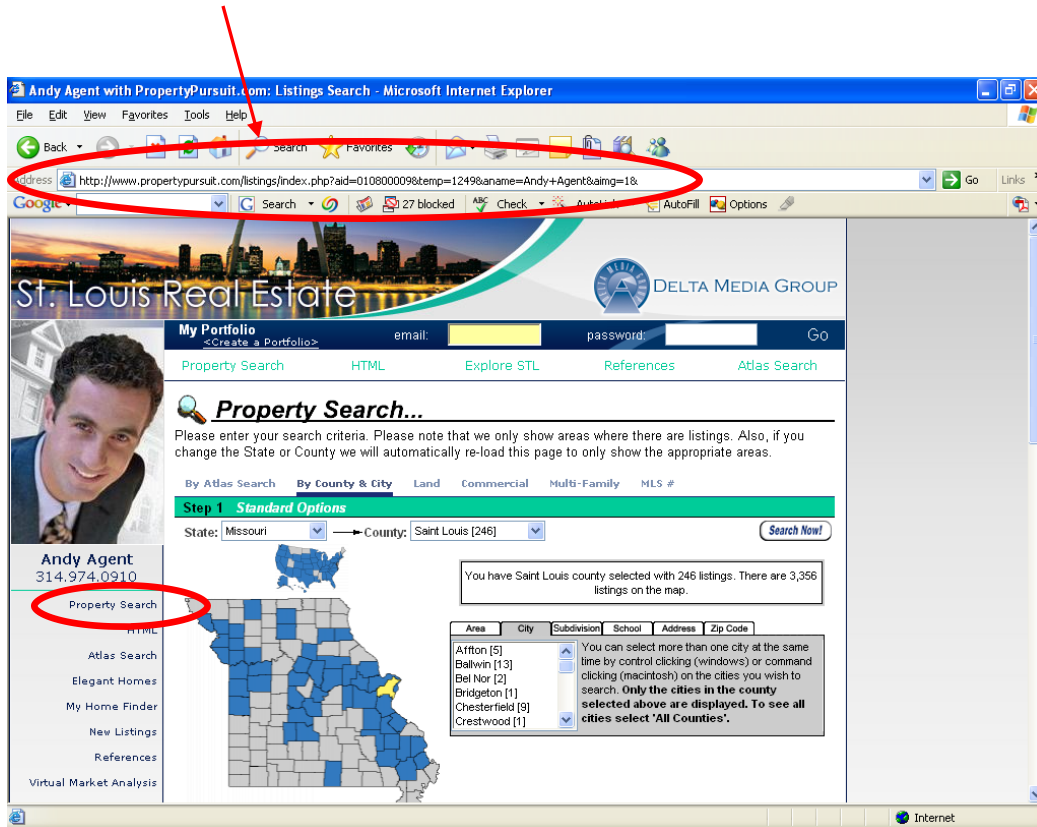
Copying a Hyperlink from a Web Browser

Each page of your website has a unique address. If you want to link an image or text from your main page to a specific page within your site. After copying your image into your page editor - select Preview Web Site and click on the side or top tab for your destination. In this example, we clicked on Property Search and the page is display.

Position your cursor on the web browser's Address bar and click the left mouse button. This will highlight the Address bar. While highlighted click your right mouse button and a drop down box will appear. Select COPY.

Exit the Preview Web Site and PASTE the destination address into your Insert Link Web Dialog box.

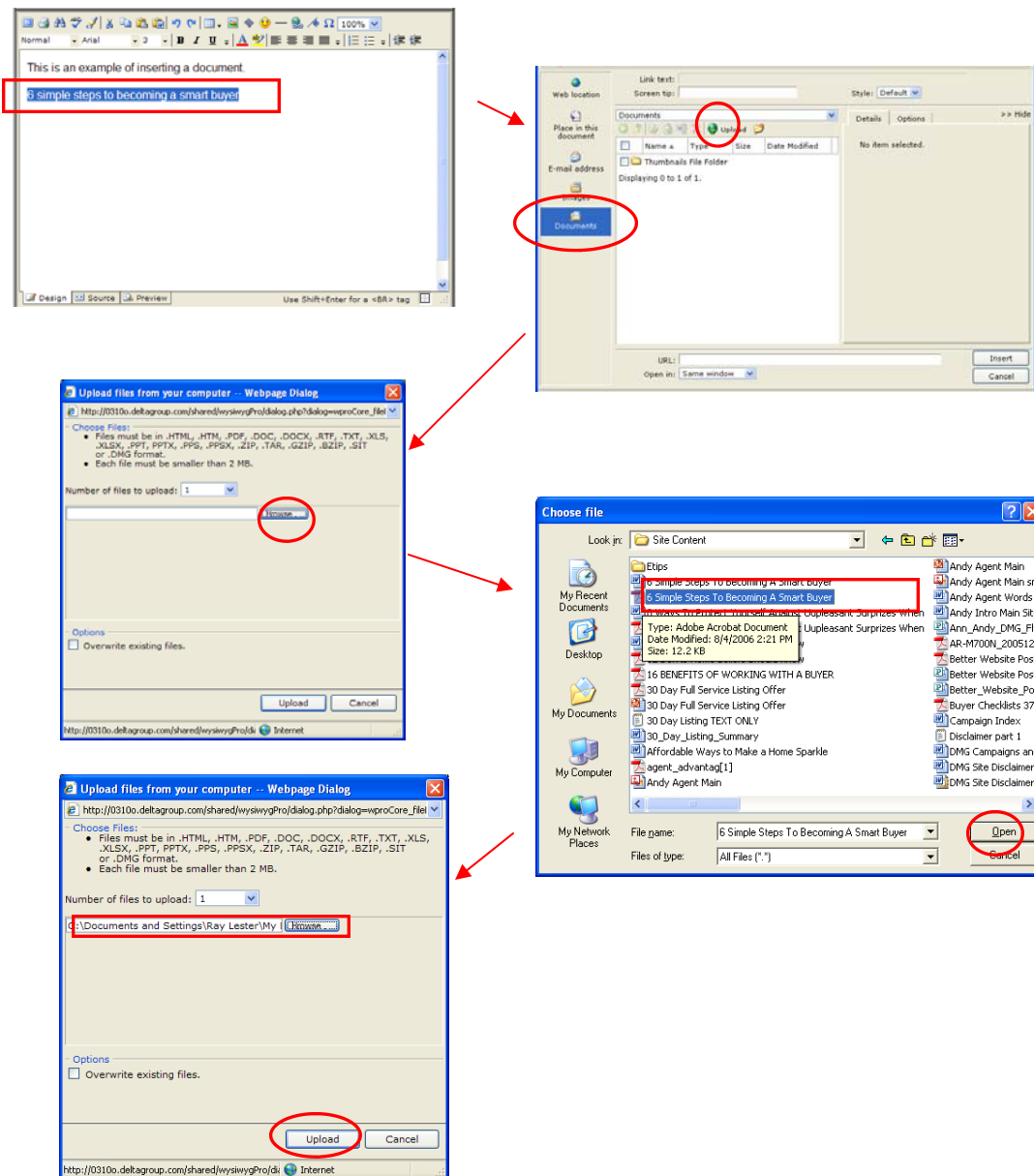
BROWSER ADDRESS



Inserting a Document

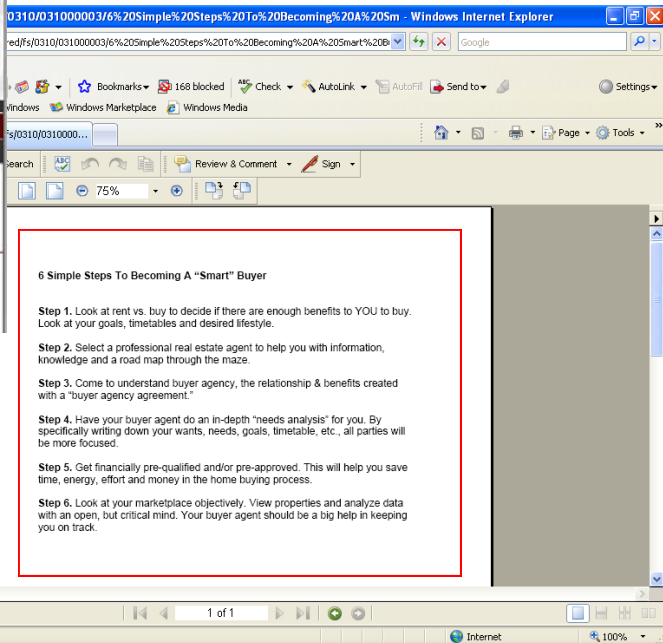
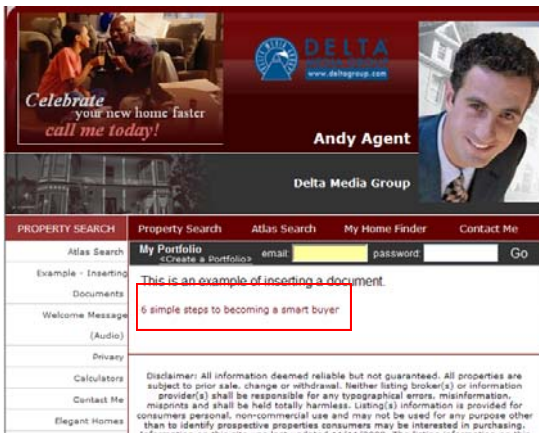
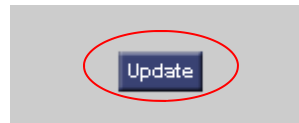
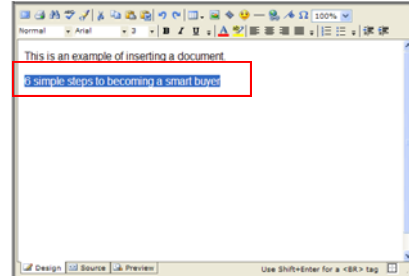
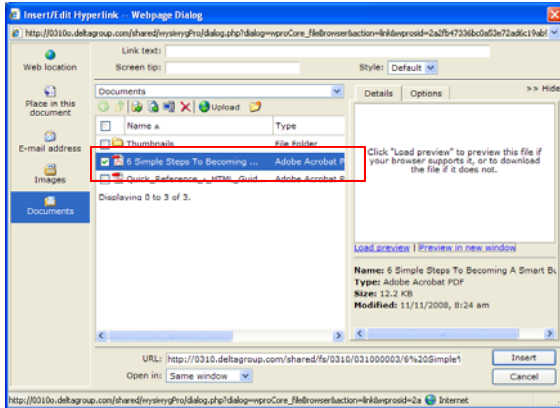
Inserting a hyperlink for a document is similar to inserting a hyperlink for a text area or image. For example you would like to link to a document titled “6 simple steps to becoming a smart buyer.”

- First enter and highlight the text.
- A dialog screen will be displayed - click on Documents and UPLOAD
- At the Upload dialog screen - click on Browse
- Select your file from your PC
- The dialog screen is displayed with your file highlighted - Click on UPLOAD



Inserting a Document

- Click on INSERT to link your highlighted text to your newly uploaded document
- Remember to click UPDATE to save your change
- Click on Preview to view and test your document link



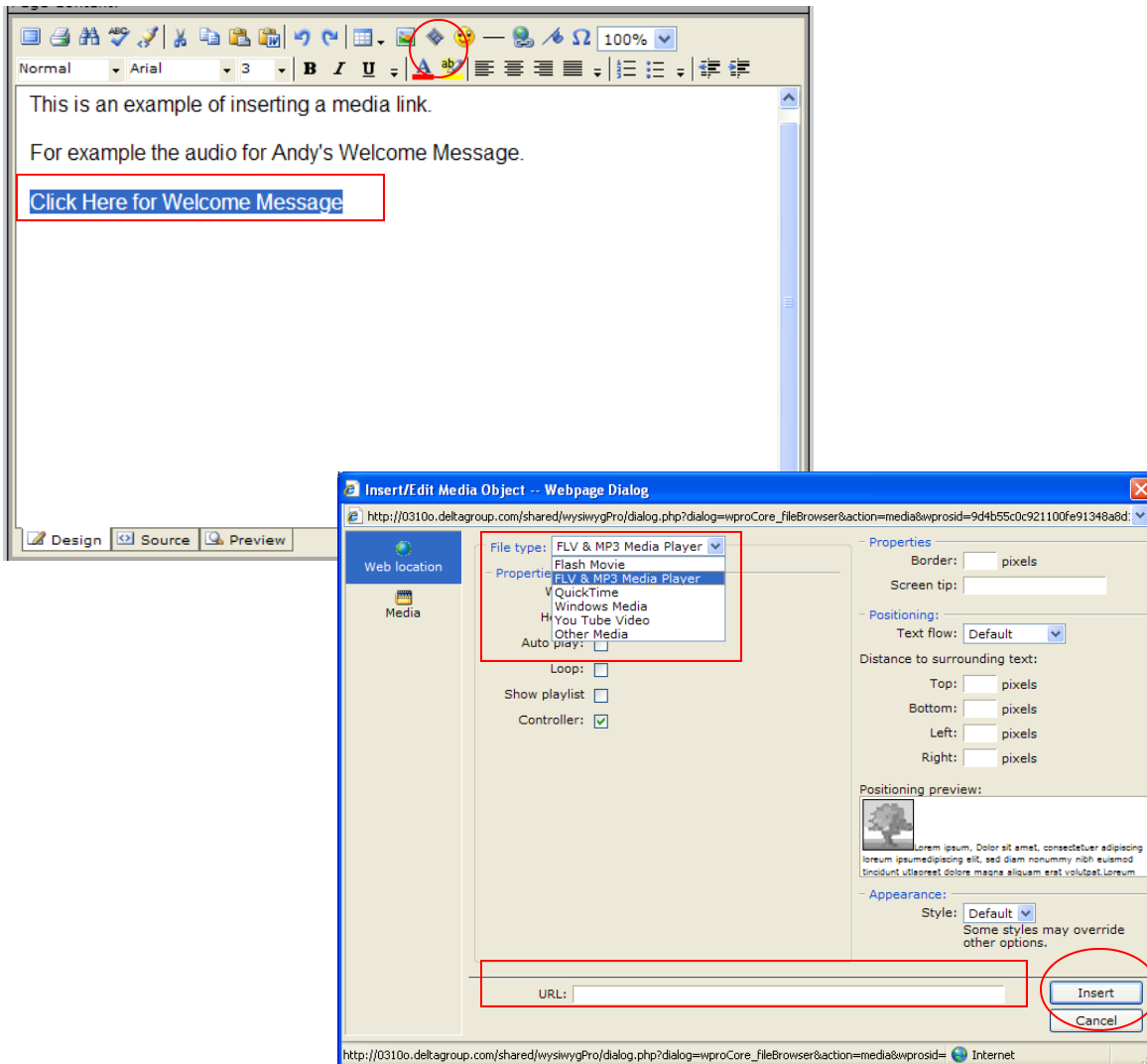
Inserting Media Objects

Inserting a media object is similar to inserting a hyperlink for a text area or image, and inserting a document.

Note: Delta Media Group does not host (store) media files. This example assumes you have created an MP3 file, which is accessible using an external link.

For example you would like to link to a MP3 file, which you created and have stored on an external provider.

1. Using the DeltaNet editor highlight the text or image to link to your external media.
2. Click on the Insert / Edit Media Object Icon.
3. Select the File Type:, specify properties, positioning, background,..... and most importantly **enter the URL (where the media file is hosted).**



4. In this example the Media Object was created and stored at

http://www.hotlinkfiles.com/files/2024375_exewa/Andy_Audio_19_1.mp3

5. After selecting the File Type, Properties, and Positioning and entering (pasting) the URL click on INSERT to display the page editor and click on UPDATE to save.

6. Preview the page to test.

