

# Website Builder 7 Help Guide

Website Builder 7 is a legacy product and is no longer sold. This guide contains archived Help content for Website Builder 7 to help answer questions. However, it's no longer being updated as of March 2020.

To find answers in this guide:

- Select any title in the Contents to go directly to a specific Help article.
- Use the **Find** function (**Ctrl + F** for Windows OR **Command + F** for Mac) in your browser to search the whole PDF for specific keywords.

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## Which version of Website Builder do I have?

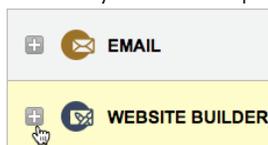
We support two versions of Website Builder: version 6 and version 7. Here's how to see which version you have.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. The Website Builder name appears in the upper left of your screen. Version 6 displays a number; the current version simply shows Website Builder without a number.

## Upgrading or downgrading your plan

It's easy to upgrade or downgrade your Website Builder plan. Upgrading your Website Builder account will give you access to a version that supports more templates and more features.

1. Log in to your account.
2. Within your list of products, click **Website Builder**.



3. Next to the account you want to change, click **Options**.



4. From the **Customize** tab, you can use the various drop-down menus to change your plan, renewal settings, disk space or bandwidth.
5. Use the **Add Bandwidth** section to increase your bandwidth for more than eight months (**Additional Recurring Bandwidth**) or for a shorter period (**Prepaid Temporary Bandwidth**).

A screenshot of the 'Add Bandwidth' section in the interface. It contains two dropdown menus. The first is labeled 'Additional Recurring Bandwidth' and has 'None' selected. The second is labeled 'Prepaid Temporary Bandwidth' and has '- Select -' selected.

6. Click **Checkout** if upgrading, or **Save Changes** if downgrading. (If you've already enabled the Quick Checkout feature, select **Quick Checkout**.)

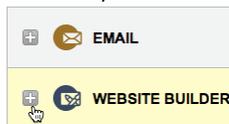
**Note:** If you exceed your account's allotted bandwidth, your account will be automatically upgraded to the bandwidth level needed to handle your extra usage by 5GB, 10GB or 15GB. You will be automatically charged for that extra amount. Your account will remain at that more expensive, higher bandwidth level until you manually reset it to the previous lower level.

## Checking my account's bandwidth usage

Your Website Builder account uses bandwidth when it sends or receives data with the rest of the Internet. For example, if your website contains a 1MB picture, and 2,000 visitors view the picture, it uses 2,000MB (2GB) of bandwidth.

You can check how much bandwidth your account has used, as well as its monthly limit, at any time.

1. Log in to your account.
2. Within your list of products, click **Website Builder**.



3. Next to the account you want to use, click **Options**.
4. The **Overview** tab shows how much you've used of your current bandwidth allotment in the first column.
5. Click the **x** to close the window.

**Note:** If you exceed your account's allotted bandwidth, your account will be automatically upgraded to the bandwidth level needed to handle your extra usage by 5GB, 10GB or 15GB. You will be automatically charged for that extra amount. Your account will remain at that more expensive, higher bandwidth level until you manually reset it to the previous lower level.

If you expect to temporarily need more bandwidth for a month or more, you can prepay to increase it for that period.

## Setting up your website

Website Builder comes with site-building tools that don't require technical skills or coding experience. You can choose from hundreds of themes with placeholder content and images to get started quickly.

1. Log in to your account.
2. Click **Websites** to see your website accounts.
3. Next to the account you want to use, click **Set up**.
4. Select a domain from your account, enter a domain name registered elsewhere, or create a sub-domain using a domain in your account for your website, and then click **OK**.

**Note:** If your account was auto-setup, you can skip this step.

5. Locate the theme you want to use for your website, and then click **Select Theme**. (If you hover your pointer over the thumbnail image and click **Full Screen**, you can get a better look at the theme's design.)

**Note:** Each theme has pluses and minuses, and it may take a couple of days before you know if it fits your needs. While you can change your theme at any time, none of the text and images you've added will be preserved. To avoid starting from scratch if you switch themes, you may want to "test drive" a theme with a minimum of your own text and images until you're sure about it.

6. On the **Get Established** page, enter your business name and contact email address. Optionally, you can add other information that will help us get your business found by your customers:

Get established: So the world can find you. Next step: Customize your site

**Site or Business name \***  
So people know what your site is about  
Lakeside Gallery

**Email \***  
Contact forms are sent here (displays on website)  
joejones@godaddy.com

**Business category**  
Helps us make recommendations for you  
Art Galleries & Dealers

**Address**  
To add maps and help search engine results  
14455 North Hayden Road Suite 219 Scottsdale

**Phone**  
So customers can call you  
(480) 505-8800

**Connect social**  
So your visitors can like and share your page  
Twitter Not connected  
Facebook Not connected

← Back to Themes Next

- o **Business category:** Select the category that best describes your kind of business.

- **Address:** This makes it easy to generate a map of your location and help your listing appear in location-driven search results.
  - **Phone:** You can enter your current business phone number.
  - **Connect social:** You can also connect your Facebook and/or Twitter account to your website.
7. When you're finished, click **Next**.
  8. If this is your first time setting up Website Builder v7, we show you a quick video overview of its tools. When you're ready, click **Close Video** to get started building your site. (Your work is automatically saved as you go.)
  9. When you're ready, click **Publish** to present your site to the outside world.

## Change my domain name

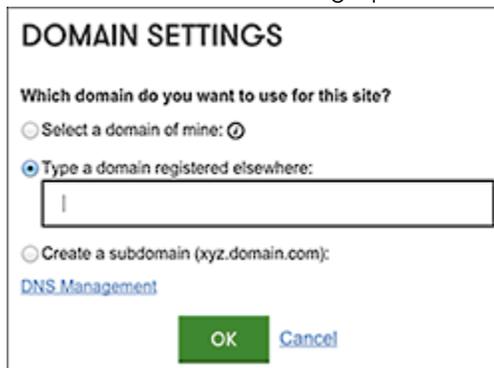
You can change the domain name associated with your Website Builder account. You cannot change the domain name for a free Website Builder account.

**Note:** You cannot directly change a domain that has a SSL certificate. Instead, the SSL certificate will need to be rekeyed.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. From the **Settings** tab, click **Domain Settings**.

**Note:** If you see the **Publish** button in the upper right, click the three-bar icon next to it and select **Exit Designer** to get back to where you can see the **Settings** tab.

4. Select one of the following options:



- **Select a domain of mine** if you want to use a domain registered in this account.
- **Type a domain registered elsewhere** if you want to use a domain name not registered in this account.
- **Create a subdomain** if you want to use a **subdomain** of a domain name in your account, e.g. **subdomain**.coolexample.com.

**Note:** If you chose **Type a domain registered elsewhere**, you'll also need to contact the company acting as the registrar for that domain.

5. Click **OK**.
6. Click **Edit Site**.
7. Click **Publish**.

## Publish my website

After you review your website and get it looking just the way you want, Website Builder lets you preview it to see how it functions online. Once you're ready to show the world what you have, publishing your website online is just a few clicks away.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the **Preview** button.

5. Click either **Preview Desktop** or **Preview Mobile** (Business and Business Plus plans only) to see how your website will look.
6. Click **Exit Preview** to continue editing your site.

## To Publish Your Website with Website Builder

**Note:** To publish your website from the Preview page, click **Publish**.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Next to the three-bar icon (Manage Settings) in top right corner, click **Publish**.
5. Click **Publish** to confirm you're ready to put your website online.
6. Your site is live; enter your domain name in your browser to see it for real.

## Backup my website

**Note:** Your site is automatically backed up whenever you publish it, select a new theme, or restore it.

1. Log in to your account and open your product.
2. Click **Edit Site**, then click the three-bar icon in the top right corner of your screen and select **Site Settings**.
3. Click the **Backup/Restore** tab, and then click **Create Backup**.
4. Once the new backup is created, click **OK** to close the window.

**Note:** Website Builder stores up to five manual backups, replacing the oldest one each time. Automatic backups do not count as part of your five manual backups. There's no time limit on using the backups. To use a backup to recover your site, see **Restore Site from Backup Files**. (In version 6, go to Site tab > Manage tab > Backup/Restore.)

## Restore Site from Backup Files

If you ever lose website files, you can restore the entire site using your backup files, which are created automatically.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**, then click the three-bar icon in the top right corner of your screen and select **Site Settings**.
4. Select **Backup/Restore**, find the row listing the backup version you want to use and click that version's counter-clockwise arrow.
5. Click **Yes, Restore**.
6. Click **Publish** to update your site online.

## Using keyboard commands

Website Builder version 7 has several keyboard combinations to help speed up your workflow and website building process. Don't worry — all of these options are easily reversed with the Undo button or another keyboard option (see below).

You can use the following combinations:

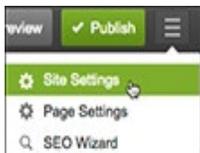
- **Align Top Items:** Select multiple items (images and/or text) and click CTRL+UP ARROW
- **Align Bottom Items:** Select multiple items (images and/or text) and click CTRL+DOWN ARROW
- **Align Right Items:** Select multiple items and press CTRL+RIGHT ARROW
- **Align Left Items:** Select multiple items and press CTRL+LEFT ARROW
- **Copy Page Content to Another Page:** Select one or more elements, click CTRL+C, change page and then click CTRL+V
- **Pixel by Pixel Movements:** Select elements, click UP/DOWN/LEFT/RIGHT ARROW key to move an item by one pixel

- **Block Movements:** Select elements, hold SHIFT and press UP/DOWN/LEFT/RIGHT ARROW key to move by one block
- **Undo:** Performs undo as if you're clicking the Undo button on the page by clicking CTRL+Z
- **Redo:** Performs redo as if you're clicking the Redo button on the page by clicking CTRL+Y
- **Open Widget Settings:** Click once on a widget to open the Context menu, and double-click on the widget to open the Settings menu
- **Select Multiple Items:** Click and drag a box around the items you want selected or hold down CTRL and click each item you want selected
- **Delete Multiple Item:** Select the items you want to delete and press the DELETE key or BACKSPACE key
- **Save:** Press CTRL+S

## Change site settings

Keeping the business information on your website current is essential to ensuring customers can always find or contact you. You can change your site information and other site settings any time in Website Builder.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. In the top right corner of your screen, click the three-bar icon (Manage Settings) and select **Site Settings** in the drop-down menu.



5. Click the tab of the area you want to edit:

- **Site Info** - You can update your site or business name, your contact email address, select a business category that best describes your business, edit your address and phone number (and indicate whether or not to display them on your Web page and mobile site), and connect with your Twitter® and Facebook® accounts.

**Note:** This changes your information throughout the site.

- **Site Features** - You can turn on/off the social media sharing sidebar, enable/disable automatic mobile site publishing or add a favicon image that will appear in visitors' browser tab.

**Note:** Mobile and Favicon features only available with Business and Business Plus plans.

- **Search Engines** - You can add a title and description for each of your website pages. This information helps with search engine visibility.
- **Backup/Restore** - You can create a backup of your current website or restore a previously saved version of your website. You can have up to five backups of your website.
- **Site-wide Code** - You can add code, such as HTML meta tags or JavaScript between your **HEAD** tags or before the **/BODY** tag. This will help search engines find your website.

6. When finished, click **OK** to save your changes and close the Site Settings window.

To see your changes online, you must publish your website.

## Add favicon

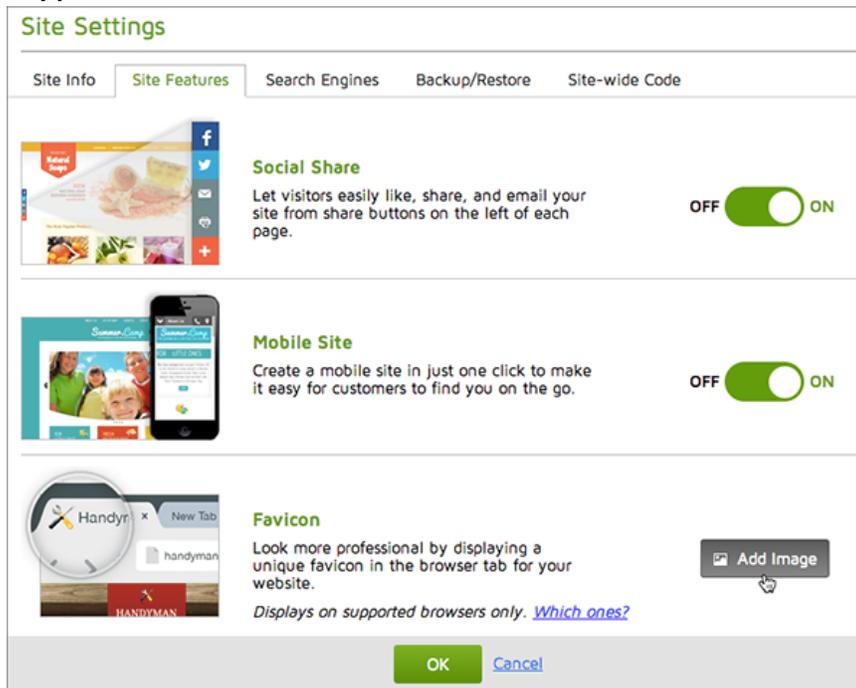
Our Business and Business Plus plans for Website Builder version 7 let you create a favicon for your website. A favicon (short for favorites icon) helps your site stand out amid the competition by displaying a small image in the web browser's page tab when visitors view your site. Your favicon will also appear in their browser's list of favorite or bookmarked pages.



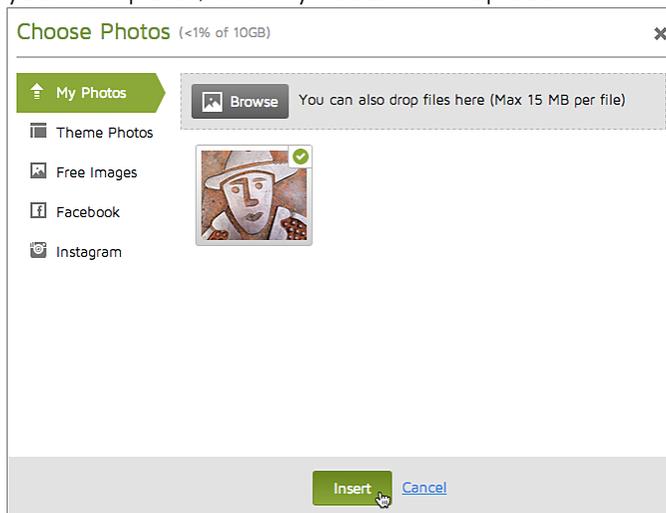
1. Log in to your Website Builder account.
2. Click **Edit Site**.
3. In the top right corner of your screen, click the three-bar icon (Manage Site) and select **Site Settings** in the drop-down menu.



4. Click the **Site Features** tab and in the **Favicon** section, click **Add Image**. (For more information on which browsers support favicons, see **Website Builder 7 Favicon Supported Browsers**.)

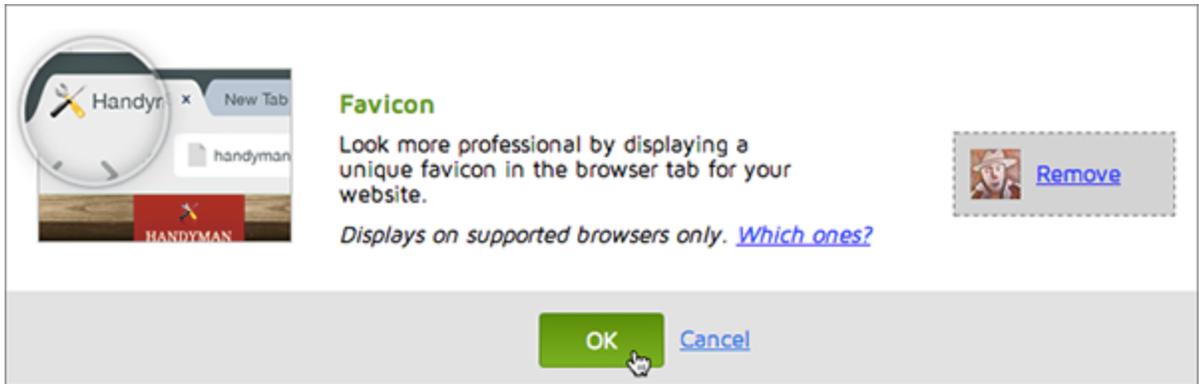


5. The **Choose Photos** window lets you choose from a variety of image sources. Click any of the left-hand buttons to navigate to a photo. Or click **Browse** to use a photo stored on your computer, which you can then upload.



**Note:** The Website Builder favicon feature automatically generates a properly sized square image and drops it into the correct folder on your website. Just remember to use an image with a filename that ends with .gif, .jpg, .jpeg or .png. It also helps to use a visually simple image that will remain legible even when tiny.

- After choosing a suitable image, click **Insert**.
- When the **Site Features** tab reappears, the favicon of your image appears in the **Favicon** section. Click **OK** to close the tab.



- Click **Publish** and the favicon will be added to your site.

## Website Builder 7 Favicon Supported Browsers

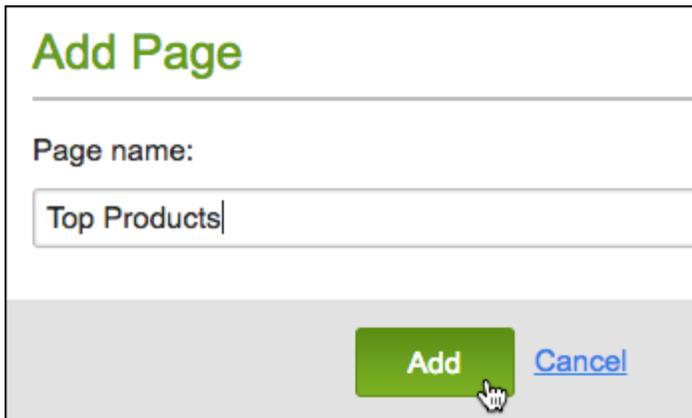
The Business and Business Plus versions of Website Builder let you add favicons to your website. However, the favicon only displays for visitors if they're using supported browsers:

Browser	Oldest version supported
Chrome	26
Internet Explorer	9 <sup>1</sup>
Firefox	19
Safari	6 (using at least Snow Leopard/version 10.6)

<sup>1</sup> Internet Explorer versions 9 and 10 support ICO files, but they do not get resized.

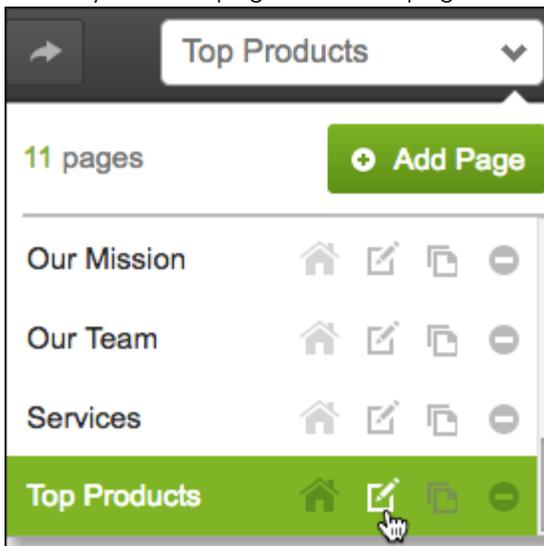
## Add a page

1. Log in to your account.
2. In your **Products** list, click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the **New Page** button in the left-hand toolbar, fill in the **Page name** field and click **Add**.



The screenshot shows a dialog box titled "Add Page" in green text. Below the title is a horizontal line. Underneath, the text "Page name:" is followed by a text input field containing "Top Products". At the bottom of the dialog, there are two buttons: a green "Add" button and a blue "Cancel" button. A mouse cursor is pointing at the "Add" button.

5. Select your new page from the page menu and click the pencil-paper (edit) button.



6. In the **Edit Page** dialog, fill in the fields — including the **Page filename** field.

**Edit Page** ×

**Page name:\*** \* Required fields  
Keep it short for navigation (e.g., About Us).

Top Products

**Title:\***  
This shows in search engines (e.g., About Our Company).

Top Products

**Page filename: ?**  
Enter a custom filename for your URL (e.g., www.site.com/custom\_filename)

|

**Description:**  
A summary of your site for search engines to display.

**Save** [Cancel](#)

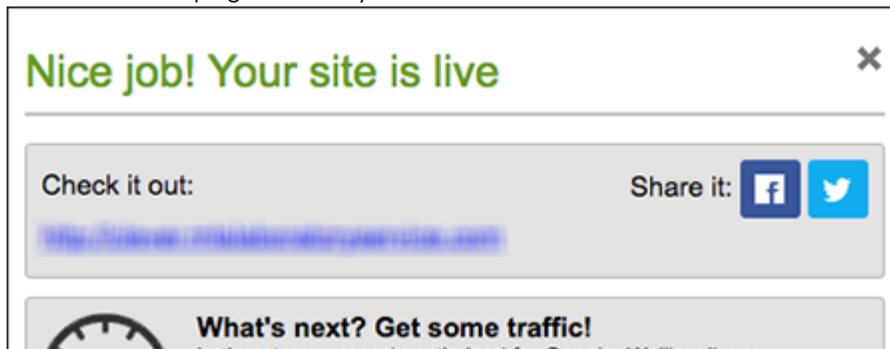
**Note:** Use a **Page filename** that identifies your page's specific purpose or content. (It need not match the **Page name**.) Keep it to 1-4 words, separating each with a hyphen or underscore. Include the file extension (.html or .php) only if you're migrating from Website Builder version 6.

**Page filename: ?**  
Enter a custom filename for your URL

top-products.html

7. When you finish adding page content, click **Preview**.

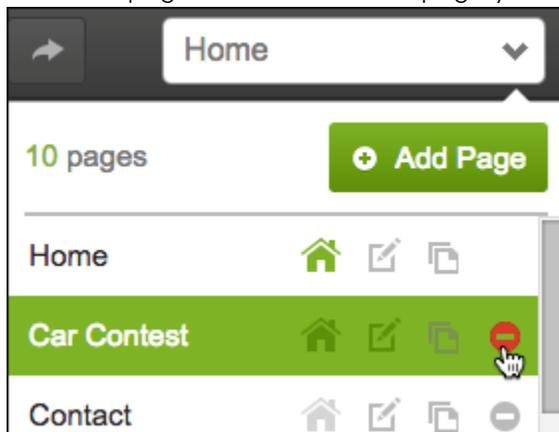
- When you're satisfied with the results, click **Publish**, then click the confirmation window link to see the page live on your site.



## Delete a page

As your site changes, or you change your mind, you can delete pages from your website.

- Log in to your account.
- In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
- Click **Edit Site**.
- Click the page menu, select the page you want to delete, and click the red remove icon.



- Click **Delete** to confirm the page's removal.

**Note:** You can delete all pages except the Home page.

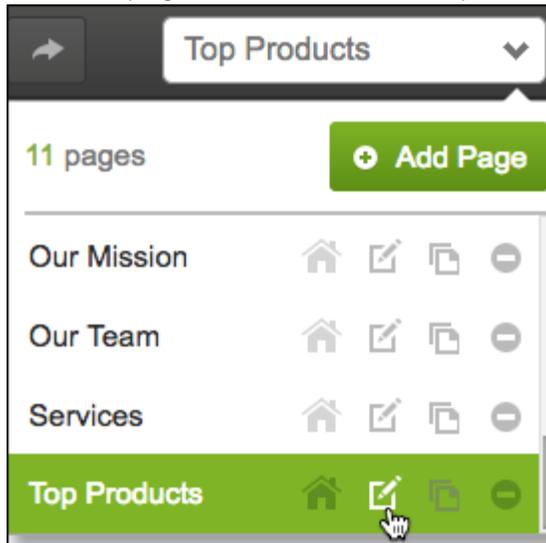
6. Click **Publish**, then click the confirmation window link to see the change live on your site.



## Change a page name

You can change the name of any page on your site.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the page menu, and click the pencil-paper (edit) button.

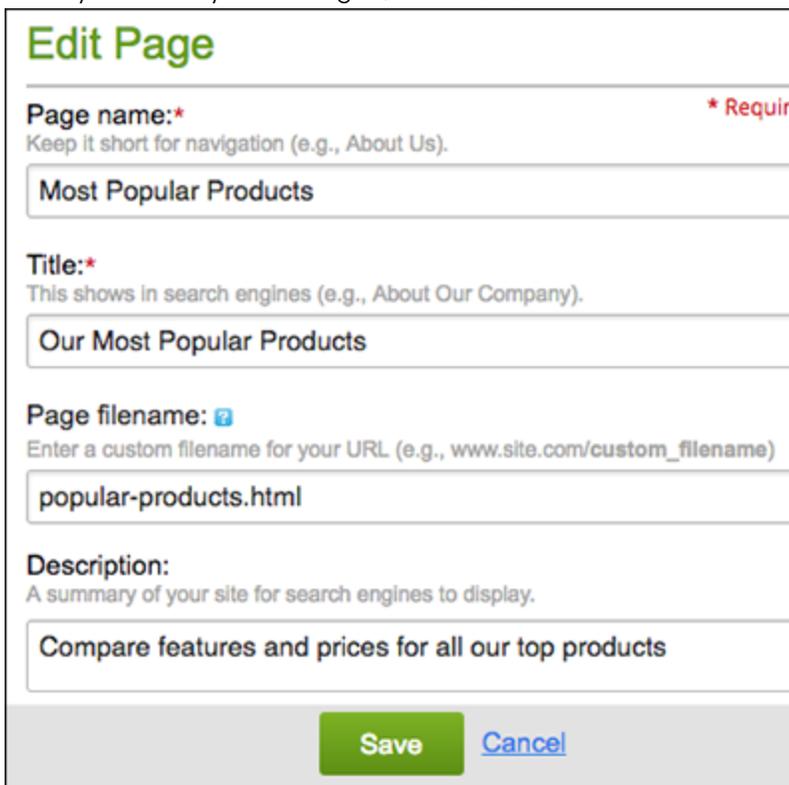


5. Use the **Edit Page** fields to update the page.



The screenshot shows the 'Edit Page' dialog box with a close button (X) in the top right corner. The 'Page name' field is required and contains the text 'Top Products'. The 'Title' field also contains 'Top Products'. A red asterisk and the text '\* Required fields' are visible in the top right of the form area.

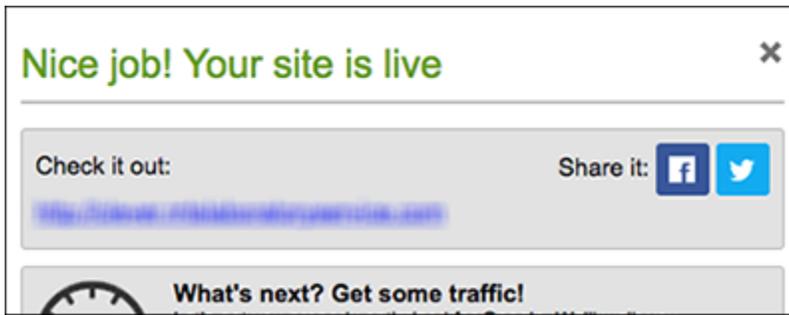
6. After you make your changes, click **Save** to close the window.



The screenshot shows the 'Edit Page' dialog box with a close button (X) in the top right corner. The 'Page name' field is required and contains 'Most Popular Products'. The 'Title' field contains 'Our Most Popular Products'. The 'Page filename' field contains 'popular-products.html'. The 'Description' field contains 'Compare features and prices for all our top products'. At the bottom, there are 'Save' and 'Cancel' buttons. A red asterisk and the text '\* Required fields' are visible in the top right of the form area.

**Note:** Use a **Page filename** that identifies your page's specific purpose or content. (It need not match the **Page name**.) Keep it to 1-4 words, separating each with a hyphen or underscore. Include the file extension (.html or .php) only if you're migrating from Website Builder version 6.

7. Click **Publish**, then click the confirmation window link to see the change live on your site.



**Note:** To set any page as the Home page, select it in the menu and click .

## Copy a page

Copying pages gives you a way to quickly create new website pages — without starting from scratch.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the page menu and click the copy icon next to the page you want to duplicate.



5. In the **Page name** field, enter a name for your page, and click **Add**. The new page loads.
6. Replace the duplicated content with your new content.

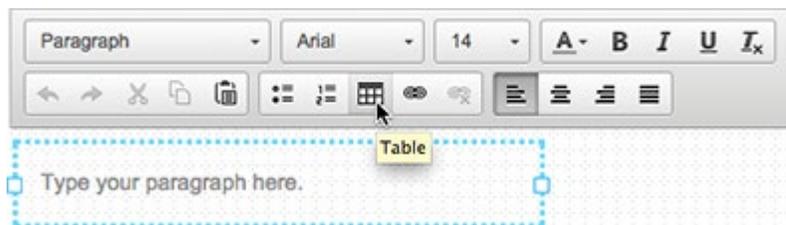
7. Click **Publish**, then click the confirmation window link to see the change live on your site.



## Adding and editing tables

Tables are useful for displaying information in rows and columns, making it easier to scan information. You can format a table's text when you create it, or edit those settings afterward. You also can edit table elements, such as its cells, rows and columns.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. To add a table, drag and drop  onto the page.
5. Double-click within the dotted text box to display the text box editor, then click the editor's table button.



**Note:** Go ahead and delete 'Type your paragraph here.' from the text box.

- Choose how many rows and columns you need. You also can set the table's width, height, header, cell spacing and padding, as well as its border size and alignment. If desired, enter a caption and summary.

**Table Properties**

Rows: 3

Columns: 3

Width: 200px

Height:

Headers: None

Cell spacing: 1

Border size: 1

Cell padding: 1

Alignment: Right

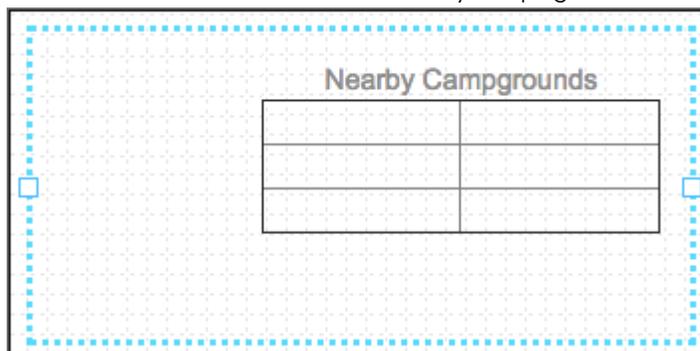
Caption: Nearby Campgrounds

Summary:

Cancel OK

**Note:** The **Headers** menu is set to **None** by default, but lets you choose whether to boldface the **First Row**, **First Column**, or **Both**. You can use the **Summary** field to leave yourself a note about the table; site visitors do not see it.

- Click **OK** and the table is added to your page.

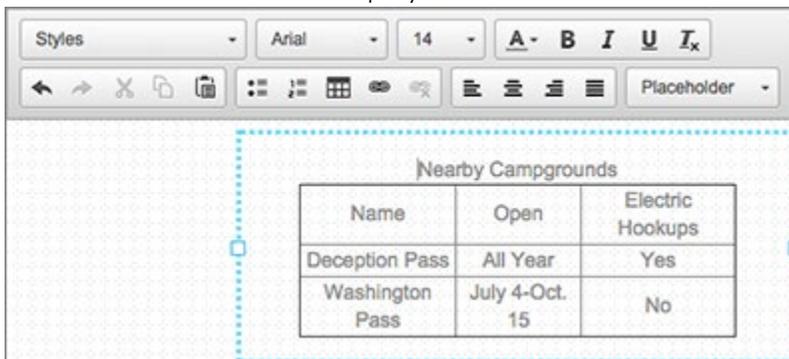


**Note:** As this screenshot shows, the **Alignment** setting is applied to the table's position within the blue dotted text box, not to the table's content, such as the caption.

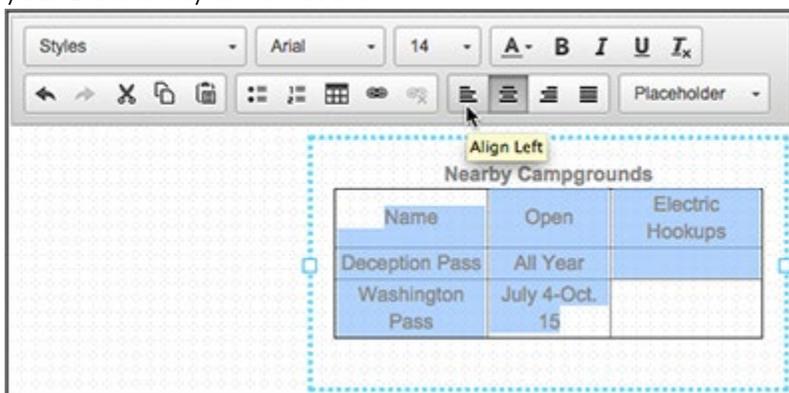
- Click inside any cell to enter your content.

## To Edit a Table

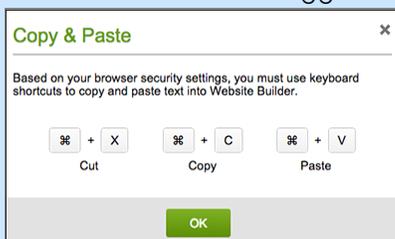
1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Double-click the table to display the text box editor.



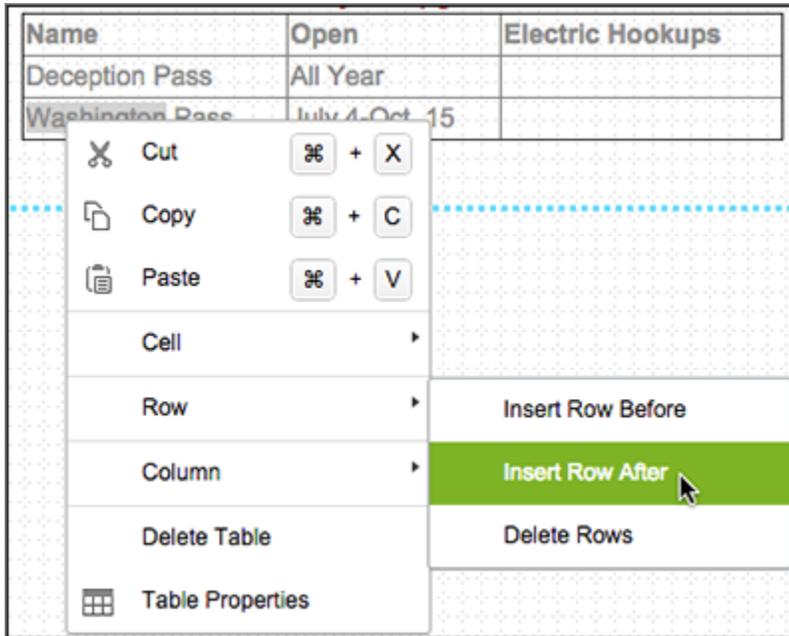
5. Select the text you want to change inside the table.
6. Click the appropriate button within the text box editor to change your selection, or press your Delete key to remove it.



**Note:** Depending on your Web browser settings, clicking the text box editor's Cut, Copy or Paste buttons will trigger an alert telling you to use your keyboard shortcuts.



- To change more than the table's formatting, double-click the table and then right-click a table element (such as a cell, row or column) and make a choice from the main menu and its sub-menu.



- Repeat the action to edit other table elements. Your choices include:

Table Element	Choices
Cell	Insert Cell Before or After, Delete Cells, Merge Cells, Merge Right or Left, Split Cell Horizontally or Vertically, and Cell Properties
Row	Insert Row Before or After, Delete Rows
Column	Insert Column Before or After, Delete Columns

- Click **Publish** (and again when asked to confirm the action) to update your site online, then click the confirmation window's link to see the changes.

### Nearby Campgrounds

Name	Open	Electric Hookups
Deception Pass	All Year	Yes
Washington Pass	July 4-Oct. 15	No
Bay View	All Year	Yes

## Using grid and guides

When designing pages, turning on the Grid/Guides can help you better align site elements. You also can set them to snap-align with other items on the page.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the three-bar icon (Manage Settings) in top right corner, and then select **Grid/Guides**.
5. Click either **Small Grid** or **Large Grid**.
6. (Optional) Check the **Snap to other elements** checkbox to also have elements you drag on the page snap to align with other elements.
7. Click **Save**.

## Adding buttons, shapes and lines

With Website Builder, you can add buttons, shapes, and lines to create stylish links and designs for your website. You can create borders for your text or use lines to separate areas of your website.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. From the Element toolbar, drag and drop  **Button** onto the page.
5. Click the button to select it, and then click **Settings**.
6. In the **Label** field, enter the text you want to display on the button.

7. In the **Link** field, enter the URL where you want the button to link. (Optionally, select **Open link in new window** to open a new browser window when the button is clicked.)
8. Next to **Background Color**, click the **color picker** and select a background color for the button. (Optionally, select **Gradient**, and then click the second **color picker** to select different color for the gradient range.)
9. Next to **Font**, click the color swatch to select a color for the text on the button.
10. Next to **Effect**, select the effect you want to use for the button.
11. Optional: Go to the **Advanced** tab to add or edit other effects for your button, including Border, Shadow, Rounded Corners, Transparency, and to edit the button Size.
12. Click **Publish**.

## To Add Shapes

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. From the Element toolbar, drag and drop  onto the page.
5. Click the shape to select it, and then click **Settings**.
6. Next to **Color**, click the **color picker**, and then select the color you want to use. (Optionally, select **Gradient**, and then click the second **color picker** to select different color for the gradient range.)
7. Next to **Effect**, select the effect you want to use for the shape.
8. Optional: Go to the **Advanced** tab to add or edit other effects for your shape, including Border, Shadow, Rounded Corners, Transparency, and to edit the shape Size.
9. Click **Publish**.

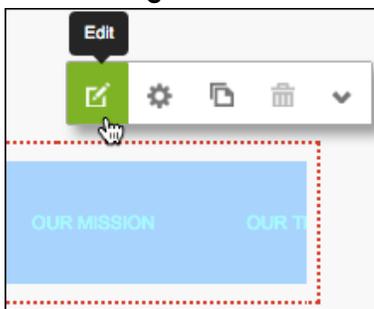
## To Add Lines

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Drag and drop  onto the page, select the line, and then click **Edit**.
5. Next to **Direction**, select an option to display your line horizontally or vertically.
6. Next to **Border**, select the color, style, and thickness of your border.
7. Click **Publish**.

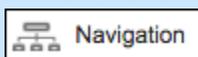
## Organize pages with navigation menus

With multiple-page sites, a navigation menu at the top of every page helps visitors find their way around. If you have lots of pages, add submenus.

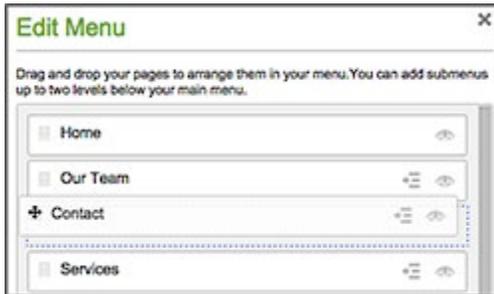
1. Log in to your Website Builder account.
2. Click **Edit Site**.
3. Click on your website's menu/navigation pane (without clicking any of its links) and click **Settings**.



**Note:** If your website does not yet have a navigation menu, click the Navigation tool in the left-hand toolbar and the menu is added to the page.



4. Use **Edit Menu** to drag and drop your pages in the order you want them to appear in the navigation menu.



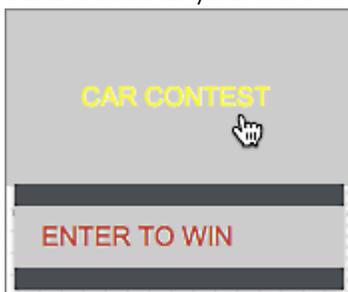
5. If you need to add more navigation/menu links, click **Add link**, enter a page title in the new, blank field and use the **Destination** menu or field to link the menu item to a new page.



6. To hide a menu (e.g. a sales page), click that item's eye icon.
7. To create a submenu, click that item's indent icon. Or click on a menu item's dotted grid and drag the item under and to the right of another menu item.



8. Click **Save** to apply the changes and close the **Edit Menu** window.
9. Take a look at your new menu.



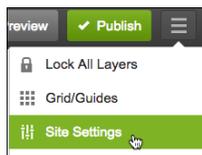
10. If you need to change it, start again with Step 3. Once you're happy with the results, click **Publish** to update your site online.

## Change display of my mobile website

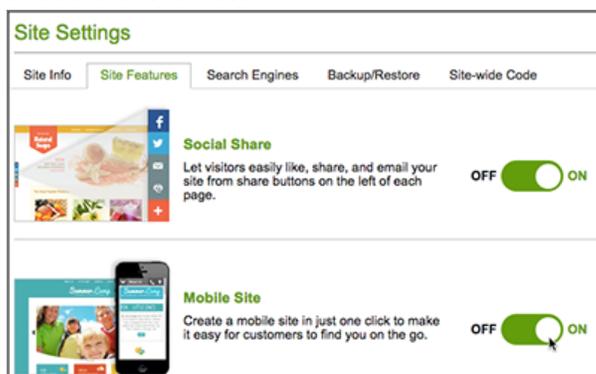
When you publish your website, the Website Builder Business and Business Plus plans (plus Personal plans bought before July 30, 2014) automatically create a mobile version as well. It doesn't require any extra steps from you. When visitors come to your website using mobile devices, they see a version tailored to their screen sizes, making it easier to view and navigate.

For that reason, you would ordinarily leave on the display of the mobile version. If you do not want it to display, however, you can easily turn it off. Visitors with mobile devices then will simply see the non-mobile version. If you change your mind, you can just as easily turn back on the display of the mobile version.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. In the top right corner of your screen, click the three-bar icon (Manage Settings) and select **Site Settings** in the drop-down menu.



5. In the **Site Settings** window, click the **Site Features** tab and click the **Mobile Site** button to set it **OFF** or **ON**.

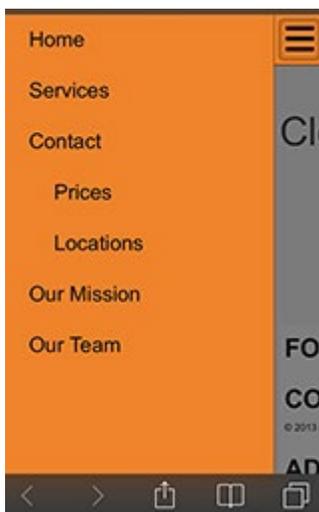


6. Click **OK** to close the window.
7. Click the top-right **Publish** button, which posts your new setting and turns off or on the display of your mobile website.

## How Site Settings Affect Your Mobile Website

You cannot directly change the design or layout of your mobile website. Instead, it's yoked to your site's non-mobile pages. Website Builder automatically adjusts the display of those pages to suit the proportions and dimensions of the device on which they're displayed.

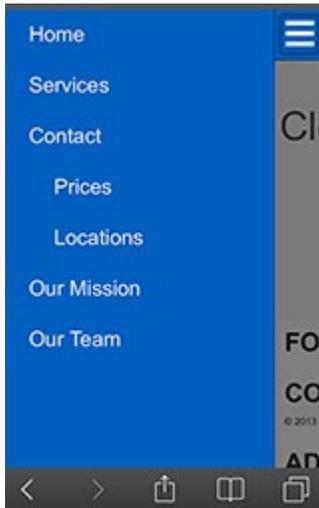
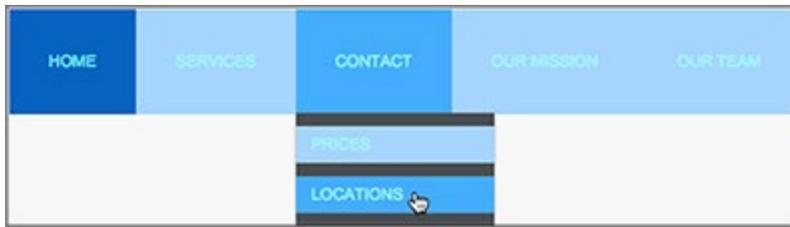
Unless you manually change your navigation menu settings, your website's theme largely controls the appearance of your non-mobile navigation menus. That, in turn, dictates the appearance of your mobile site. In this example using the Consulting Service theme, the non-mobile and mobile sites use the same orange background. But the text color and other background colors of the non-mobile site are not used in the mobile version.



**Note:** Don't be tempted to change the menu's appearance by changing your theme: doing so removes all your existing text, images, and settings from the site. Instead, leave the theme alone and manually change your text and background colors in the Navigation Settings window. (See **Customize your navigation menus** and **Organize pages with navigation menus**.)

The menu's manual settings may look quite different on your non-mobile website compared with the mobile version. You may want to experiment with those settings to see how they affect the mobile site's menu arrangement and the colors of text links and backgrounds.

For example, here's how the same settings for text link colors, background colors, and page menus look on your non-mobile website (top) compared with the mobile website (bottom).

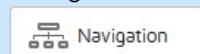


## Customize your navigation menus

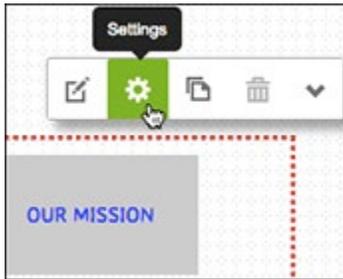
Website Builder lets you customize how your website's menu navigation links display, including their style, orientation, and alignment.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.

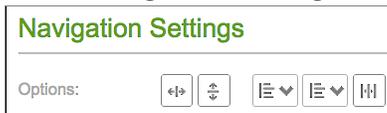
**Note:** If your website does not yet have a navigation menu, get started by dragging the Navigation tool from the left-hand toolbar onto any page.



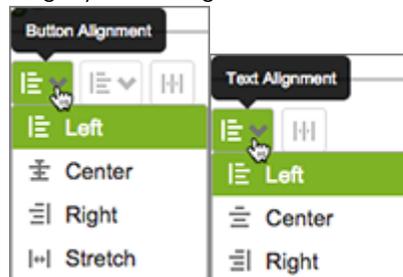
4. Click on your website's menu/navigation pane (without clicking any of its links) and click **Settings**.



5. In the **Navigation Settings** window, use the **Options** section to:



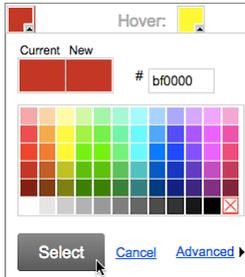
- Set the orientation of your navigation links with the first two buttons to display a **Horizontal Menu** or a **Vertical Menu**.
- Align your navigation buttons or text labels using the next two buttons.



- Turn on/off equal spacing for your navigation buttons or labels using the section's last button.
6. From the **Theme** menu, select the theme you want to use for your navigation.
  7. In the **Font** section, you can change the font style and size of the text in your navigation menu.

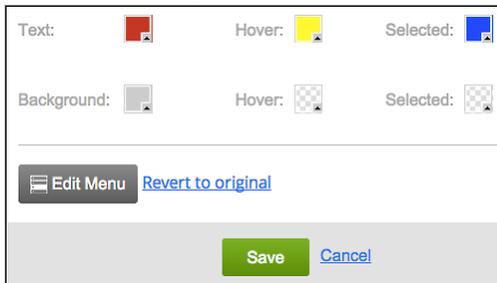
**Note:** Changing the font and size of the text in your navigation does not affect the font and size of the text in the submenus. You cannot change the submenu font.

8. Click the boxes in the next section to change the color for the text and background elements of your menu buttons: **Text, Hover** (text) and **Selected** (text); **Background, Hover** (background) and **Selected** (background). Click the color you want to display for each of the six buttons (though you don't have to set them all) and click **Select**.



**Note:** Click **Advanced** to specify a color using Hex, RGB or HSV values.

9. If you need to change the order of your menu items, add submenus (sometimes referred to as sub-navigation), or add a new menu item, click **Edit Menu**.



10. To abandon your menu edits and revert to your previous settings, click **Revert to original**. Otherwise, click **Save**, and close the window.
11. Take a look at your new menu's appearance.



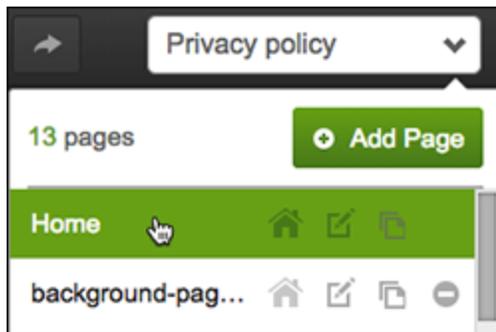
12. If you want to tweak it, go back to Step 4. Once you're happy with the results, click **Publish** to update your site online.

## Add text

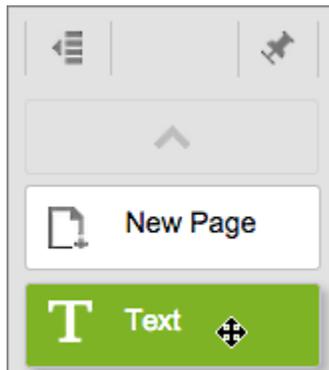
A basic to building a website is adding text. You can add text to any page on your website, using a text box to create new text or copy text from other documents.

**Note:** Under the European Union's General Data Protection Regulation, websites are required to give visitors from all EU countries the option of accepting the placement of data files (cookies) in their browsers or leaving your site. You can use a text box for that purpose (like the one in Step 5), though you should seek legal advice about the exact text used.

1. Log in to your account and open your product
2. Click **Edit Site** and use the page menu to select a page to which you want to add a text box.



3. In the left-hand toolbar, click the **Text** tool and a text box is added to the page.

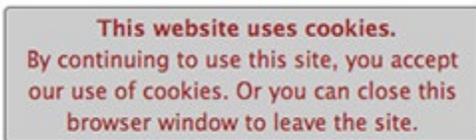


4. You can begin entering text in the box immediately. Or click and drag any of the six border boxes to resize the text boundary before you begin.



**Note:** You also can copy and paste text from other documents into the text box. While you can copy and paste a Microsoft Word document into the text box, the font styling (font size, color, and bold, italic, etc.) will be lost.

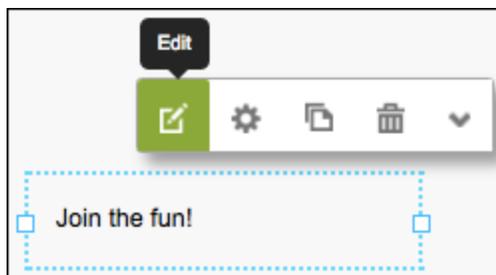
5. Click **Preview** to see how your text book looks, and if you're ready, click **Publish**.



## Change text

A professional online presence means keeping your website content up to date. You can change what you have written in a text box and copy, delete, or move the text. You also can change its size, style, and color.

1. Log in to your account and open your product.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Use the page menu to pick the page where you want to change the content of an existing text box.
5. Click the box and choose **Edit**.

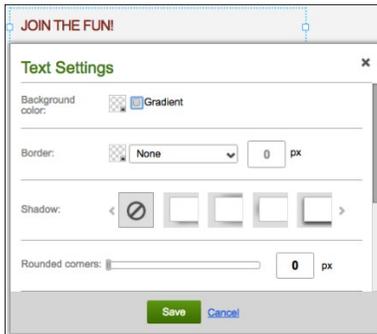


6. Select text in the text box that you want to change and click the appropriate button in the text editor.



**Note:** In addition to applying bold, italic, and another color or size to text; you can change its font and alignment, add bullets or numbers to paragraphs and convert paragraph-style text to a heading or block style.

7. To make changes to text box itself, click the box and choose **Settings**.



### Text box toolbar

Button	Name	Action
	Edit	Displays the text editor in which you can change text's color, font, styling, and other details.
	Settings	Opens the <b>Text Settings</b> window; see <b>Change text box</b> .
	Make a Copy	Duplicates the text box and places the duplicate on the page overlapping the original.
	Delete	Removes the text box.
	More	Displays a menu to control the layer position of the selected text box, lock/unlocks its page position, shows it on all site pages, or hides it from your mobile site.

8. Click **Publish** to update your site online.

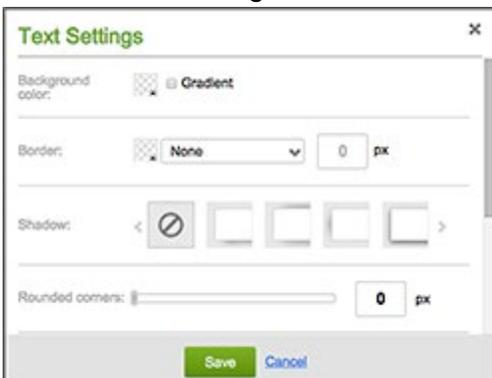
## Change text box

You can change a text box's look, such as its background color, size, and border. Text boxes are great for labeling images since you can change each independently.

1. Log in to your Website Builder.
2. Click **Edit Site**.
3. Click the text box you want to edit and click **Settings**.



4. Use the **Text Settings** box to add or edit effects for your selected text box:



### Text Box Settings

#### Background Color

Besides setting the color with the first box, you can select **Gradient** to blend that color with a transparent block or second color. Click the little switch-block arrow to toggle the blend direction between vertical and

horizontal.

A screenshot of the "Background color:" settings. It shows a color picker, a gradient icon, and a "Gradient" checkbox that is checked.

#### Border

<p>Click the box (set to transparent by default) to choose a color, click the middle arrow on to select a border style and then set the border width by entering a number in the <b>px</b> field.</p>
<p><b>Shadow</b></p>
<p>Apply one of four lighting effects to text box's edge.</p>
<p><b>Rounded Corners</b></p>
<p>Drag the slider to the right to increase the rounding.</p>
<p><b>Transparency</b></p>
<p>Drag the slider to the right to make the entire box — and the text within it — more transparent.</p>
<p><b>Margin</b></p>
<p>Drag the slider to the right to add more space around the text in the box.</p>
<p><b>Size</b></p>
<p>While you can resize the text box by dragging any corner, entering numbers in the <b>Width</b> and <b>Height</b> fields makes it easy to specify a particular dimension.</p>

5. Click **Publish** to update your site online.

## Add image

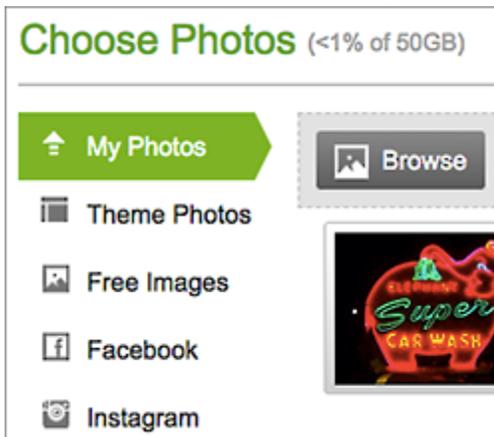
You can add images of your own, ones included with Website Builder, or from your social media sites.

**Note:** Images need to be formatted as .jpg, .jpeg, .gif or .png files. Image uploads are limited to 30MB per file. While images as large as 5000 x 5000 pixels can be uploaded, images will not be displayed larger than 1920 x 1080 pixels.

1. Log in to your Website Builder account.
2. Click **Edit Site**.
3. In the left-hand toolbar, click the **Image** tool.



4. In the **Choose Photos** window, select one of the following options:



Choose Photos	
<b>My Photos</b>	Click one of the images in the grid or click <b>Browse</b> to select an image you want to upload from your own computer, and then click <b>Open</b> .
<b>Theme Photos</b>	Click to select one of the images included in the Website Builder theme already installed on your site.

<b>Free Images</b>	To select an image from our library of free images, enter a search term to find specific images in the library, or select a category from the <b>All categories</b> menu.
<b>Facebook</b>	To import images directly from your Facebook® account, click <b>Connect to Facebook</b> , log in to your Facebook account, and then click <b>Log In with Facebook</b> . To turn off the connection, you'll need to log into Facebook again.
<b>Instagram</b>	To import images directly from your Instagram® account, click <b>Connect to Instagram</b> , log in to your Instagram account, and then click <b>Log In with Instagram</b> . To turn off the connection, you'll need to log into Instagram again.

5. After selecting the image you want to use, click **Insert**.
6. If you need to reposition the image, click and drag it on the page.
7. If you need to resize it, click and drag any of the blue squares along the image's edge. The image will keep its proportions.



8. If you want to adjust the image in other ways, see **Edit images** below.
9. When you're done making changes, click **Publish** to update your site online.

## What are the size limits for image uploads?

Each image or file uploaded cannot be more than 30MB. While images with dimensions up to 5000 x 5000 pixels can be uploaded, their on-screen display will not exceed 1920 x 1080 pixels. Images can be uploaded within Website Builder.

**Note:** If you exceed your account's allotted bandwidth, your account will be automatically upgraded to the bandwidth level needed to handle your extra usage by 5GB, 10GB or 15GB. You will be automatically charged for that extra amount. Your account will remain at that more expensive, higher bandwidth level until you manually reset it to the previous lower level.

If you expect to temporarily need more bandwidth for a month or more, you can prepay to increase it for that period.

## Edit image

Once you add an image to a page, you can resize it, crop it, or replace if you like. You also can add an ALT tag to the image to meet accessibility guidelines for the visually impaired — and improve your site's search engine rank.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Double-click the image to display the zoom and crop tools.

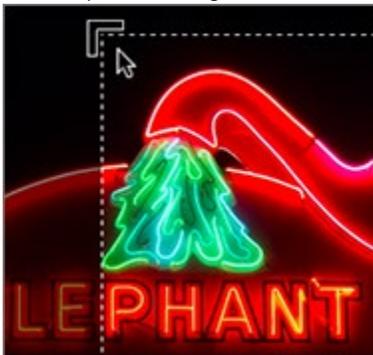
5. Drag the **Zoom** slider to show just part of the image, while preserving its overall proportions.



**Note:** To return the photo to its "unzoomed" size, drag the slider to the far left. Clicking the button next to it resets the image to the file's original dimensions, which are often larger than the frame you created with the Image tool.



6. To crop the image, double-click anywhere in it and reposition any corner's crop marker.



7. To reposition the image within the crop or zoom frame, click and drag the image.

**Note:** With Business and Business Plus plans, you can rotate individual images from the **Image Editor** toolbar. You can also edit your image in an image-editing application, such as Photoshop, and then upload the edited image to your site.

8. Click anywhere outside of the image into blank space to save the cropping.

9. To make other changes to the image, click the image and click a button in the image toolbar:

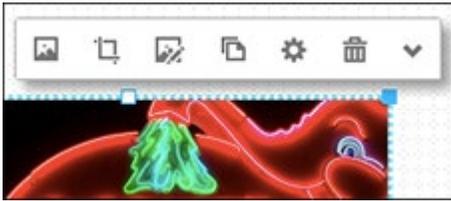


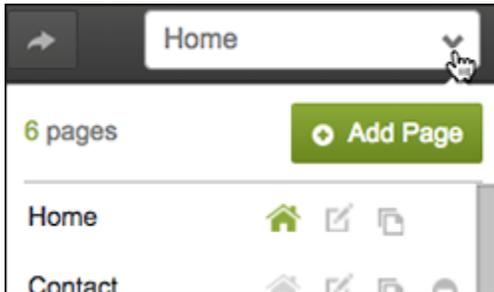
Image editor toolbar		
Button	Name	Action
	Replace Image	Opens Choose Photos window.
	Crop Image	Crops image; explained in Step 5 above.
	Image Editor	Opens the Advanced Image Editor, available only in Business and Business Plus Website Builder Plans.
	Make a Copy	Duplicates the image and places it overlapping the original.
	Settings	Opens the <b>Settings</b> window, where you can use the <b>Image Settings</b> tab to link images to pages or apply various edge styles. This is also where you can add an <b>ALT tag</b> , used by screen reading programs to describe the image for the visually impaired and often required under accessibility guidelines. This also improves your site's rank in search engine results.
	Delete	Removes the image
	More	Displays a menu of other options, including controlling layers and locking image's position.

10. Click **Publish** to update your site online.

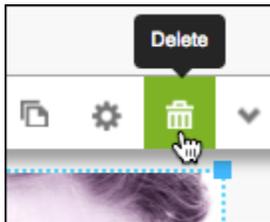
## Delete image

You can delete images from your website pages, as well as remove them from your list of previously used images.

1. Log in to your Website Builder account.
2. Click **Edit Site**.
3. Click the page menu to choose a page where you want to delete an image.



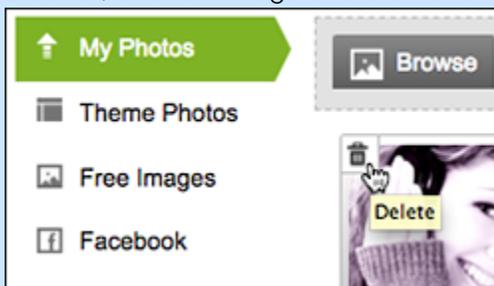
4. Click the image you want to delete from a page, then click the trash can in the image tool bar.



**Note:** You cannot delete multiple images at once, they need to be deleted individually.

5. When you're done making changes, click **Publish** to update your site online.

**Note:** Previously used photos appear in your **My Photos** list. To remove a photo from that list, click an image and then click the trash can in the photos upper left.



## Adding image slideshows and photo galleries

Website Builder lets you enhance the look of your website by adding image slideshows and photo galleries to your website.

With image slideshows, you can showcase your images on your website through slide presentations. With photo galleries, you can display photos on your website that give your visitors the option to click them and view larger versions.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Drag and drop  Slideshow for an image slideshow or  Gallery for a photo gallery onto the page, and then click **Swap Images**.
5. From the **Manage Photos** window, click **Add Photos**, and then select one of the following options:

- **My Photos** — Click **Browse**, to select an image you want to upload from your personal computer, and then click **Open**.
- **Free Images** — To select images from our image library, enter a search term to find specific images in our image library, or select a category from the **All categories** menu.
- **Facebook** — To import images directly from your Facebook® account, click **Connect to Facebook**, log in to your Facebook account, and then click **Log In with Facebook**.

**Note:** To disconnect from Facebook, go to your Facebook account settings, click **Apps**, and then click **X** next to Website Builder.

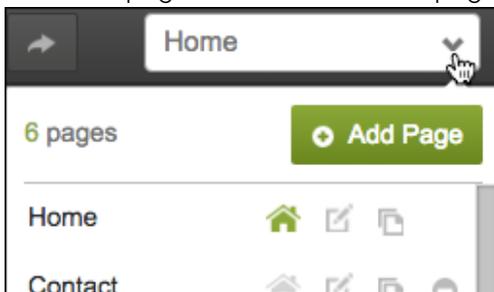
- **Instagram** — To import images directly from your Instagram® account, click **Connect to Instagram**, log in to your Instagram account, and then click **Log In with Instagram**.
6. Select the images you want to use, and then click **Insert**.

7. To change the order of your photos, simply drag and drop them into place.
8. Click **Save**.
9. Click **Publish** to update your site online.

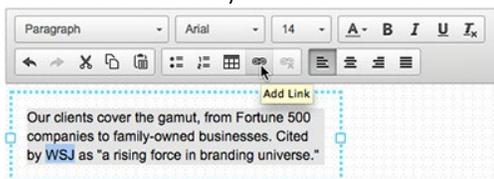
## Link text

Hyperlinks can make your site more user friendly.

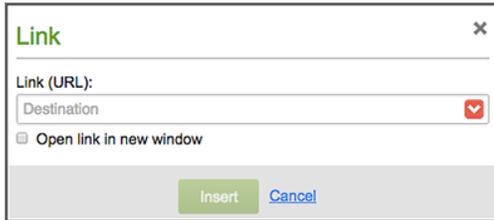
1. Log in to your Website Builder account.
2. Click **Edit Site**.
3. Click the page menu to choose a page that has text you want linked.



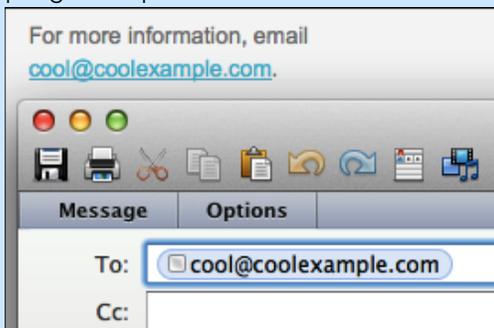
4. Double-click inside the text box containing the text you want linked.
5. Select the words you want linked and click the text editor's chain-link button.



6. In the **Link** window, click the **Destination** menu to select a page within your site, or type an external web address in the **Link (URL)** field.



**Note:** To link text to an email address, enter the email address in the **Link (URL)** field using this format: `mailto:cool@coolexample.com`. (The field will remain pink until you type in the entire URL.) When customers click the link on your site, their default email program opens a blank email to that address.



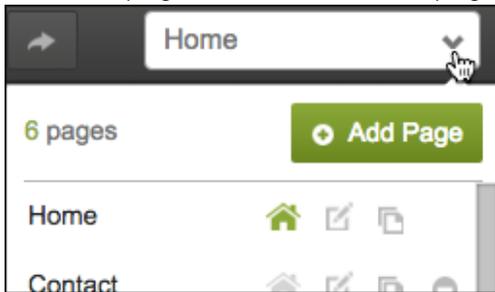
7. Select **Open link in new window** if you don't want the viewer's Web browser to close your site.
8. Click **Insert** to apply the link and close the **Link** box.
9. Click **Publish** to update your site online.

## Link image

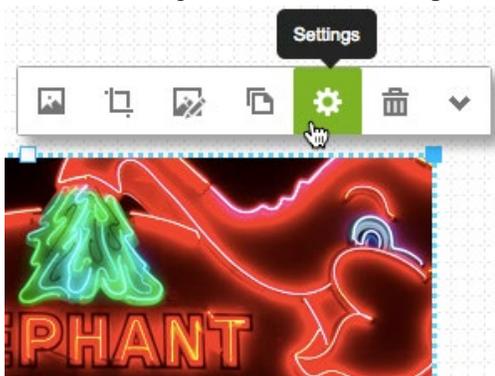
You can add a hyperlink to any image, which will trigger a web page to open whenever it's clicked.

1. Log in to your Website Builder account.
2. Click **Edit Site**.

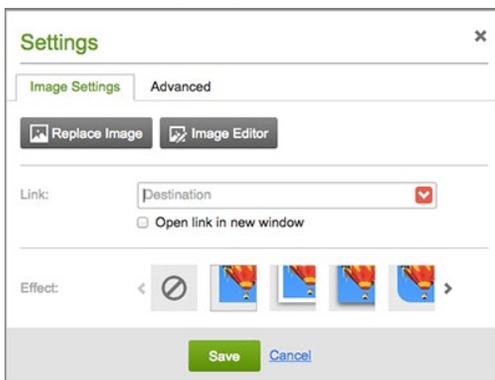
3. Click the page menu to choose a page where you want to link text.



4. Click the image and select **Settings**.



5. In the **Link** section, click the **Destination** menu to select a page on your site, or type a web address (URL) into the **Destination** field.



**Note:** You can also use the Destination menu's **Upload** option to link an image to a downloadable file. See **More Info** below.

6. Click **Open link in new window** if you want the viewer's Web browser to leave your site open in the original window.
7. Click **Save** to close the Settings window.
8. Click **Publish** to update your site online.

## Add a downloadable file with text link

The instructions below explain how to add a text link to your site that downloads a file your visitors can print or save.

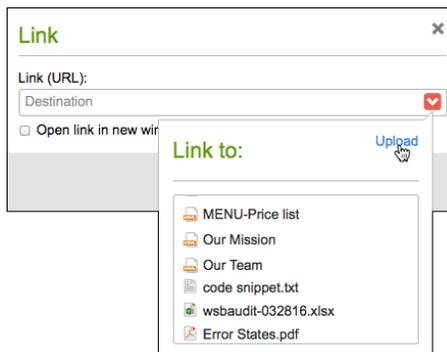
You can upload files — such as spreadsheets, Word documents, or PDFs (Portable Document Files) — with Website Builder. Your site's visitors can then click a text link to download that document for offline use. To offer that downloadable file using a button see **Add a downloadable file with button link**.

**Note:** The files can be no larger than 30MB. You cannot upload files ending with htm, html, htmlx, js, asp, aspx, mht, php, exe, gem, xpi or dll.

1. Log in to your account.
2. In your **Products** list, click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Once Website Builder launches, click **Edit Site**.
4. Open the page with the text box containing the text you want linked and double-click inside the text box.
5. Select the words you want linked and click the text editor's chain-link button.



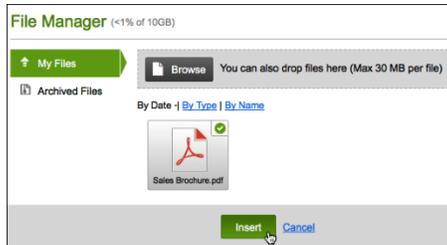
6. Next to **Link**, click the red arrow, then **Upload**



### Other options after clicking the red arrow:

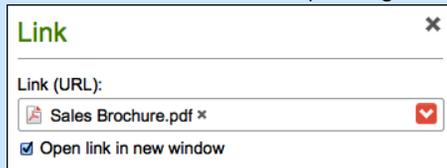
- Select a previously uploaded file in the **Link to** list.
- Delete a previously uploaded file by clicking **Upload** and then click the file's trash button in the **File Manager**.

- In the **File Manager**, click **Browse** to find a file on your local drive.
- After the file is added to the **File Manager**, click it. When the green checkmark appears, click **Insert**.

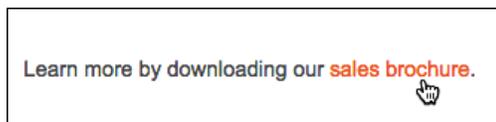


- Close the **File Manager** by clicking the **x** in the upper right and return to your page.

**Note:** If you upload a text or PDF file, you can have it open in a new window by selecting the checkbox below the **Link** field. (Other file types, such as a spreadsheet, will simply download rather than opening in a new window.)



- After making your choices, click **Save** at the bottom of the **Settings** window.
- Click **Preview** to see how the linked text will display in your website.



- When you're satisfied, click **Publish** and confirm your choice by clicking **Publish** again.
- A window displays a link to your site, which you can click to see the published changes. Or click **Close**.
- When your page reappears, click **Exit Preview**.

## Add a downloadable file with button link

You can upload files — such as spreadsheets, Word documents, or PDFs (Portable Document Files) — with Website Builder. Your site's visitors can then click a button to download that document for offline use. To offer that downloadable file using linked text instead of a button see **Add a downloadable file with text link**.

**Note:** The files can be no larger than 30MB. You cannot upload files ending with htm, html, htmlx, js, asp, aspx, mht, php, exe, gem, xpi or dll.

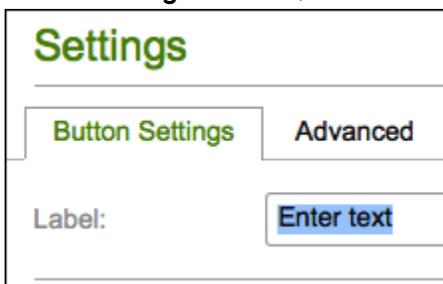
1. Log in to your account.
2. In your **Products** list, click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Once Website Builder launches, click **Edit Site**.
4. Use the page menu to select the page where you want to create a linked button.
5. In the left-hand toolbar click **Button**, and a button is added to the page.



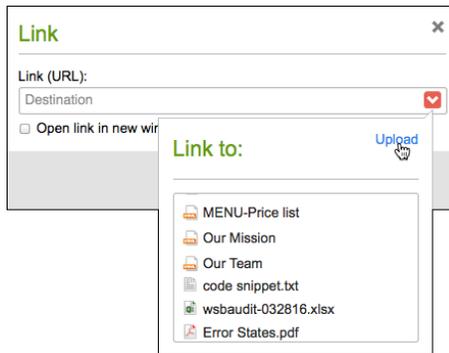
6. Click the button on the page and choose **Settings**.



7. In the **Settings** window, next to **Label**, enter the text you want the button to display.



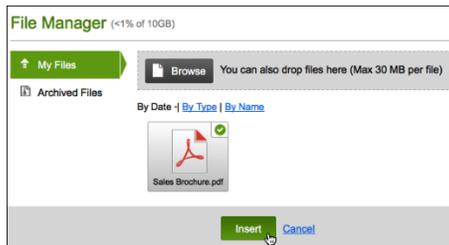
8. Next to **Link**, click the red arrow, then **Upload**



**Other options after clicking the red arrow:**

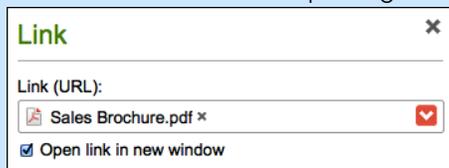
- Select a previously uploaded file in the **Link to** list.
- Delete a previously uploaded file by clicking **Upload** and then click the file's trash button in the **File Manager**.

9. In the **File Manager**, click **Browse** to find a file on your local drive.
10. After the file is added to the **File Manager**, click it. When the green checkmark appears, click **Insert**.



11. Close the **File Manager** by clicking the **x** in the upper right and return to your page.

**Note:** If you upload a text or PDF file, you can have it open in a new window by selecting the checkbox below the **Link** field. (Other file types, such as a spreadsheet, will simply download rather than opening in a new window.)



12. After making your choices, click **Save** at the bottom of the **Settings** window.
13. Click **Preview** to see how the button will appear on your website.

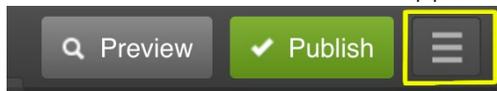


14. When you're ready, click **Publish** and confirm your choice by clicking **Publish** again.
15. A window displays a link to your site, which you can click to see the published changes.  
Or click **Close**.
16. When your page reappears, click **Exit Preview**.

## Add Twitter link

Let your customers check out your Twitter feed right on your website by adding a space for them to view your profile, and click to visit.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the three-bar icon in the upper right-hand corner.



5. Click **Site Settings**, then under **Connect social** click on the **Twitter** icon.
6. Make sure you're signed into your Twitter account, then click **OK** to connect.
7. From the left-hand side, click and drag the **Twitter** box, then click **Settings**.
8. Next to **URL**, enter the URL for the Twitter page you want to display on your website.
9. Next to **Show**, select what you would like to display in the Facebook Like box, including Stream, Faces, and Header.
10. Optional: Go to the **Advanced** tab to add or edit other effects for your Twitter Like box, including Background Color, Border, Shadow, Rounded Corners, Transparency, Margin, and to edit the Size of the box.
11. Click **Save**.
12. Click **Publish** to update your site online.

## Add Facebook link

Let your visitors check out your Facebook business page right on your website. By adding a link (sometimes called a feed widget), you'll enable them to see your Facebook profile and click to visit it.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click the three-bar icon in the upper right corner.



5. Click **Site Settings** and in the **Connect social** section click the Facebook icon. (If you have more than one Facebook business page, select it in the menu next to the Facebook icon.)
6. Make sure you're already signed into your Facebook account, then click **OK** to connect.
7. Click the **Facebook** button in the left-hand toolbar, reposition the box when it appears on the page, and click the  (Settings) button.

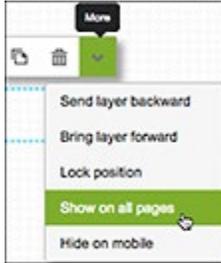
**Note:** All your Facebook page settings need to be set to public.

8. Enter in the **URL** field the address for the Facebook business page you want to display on your website.
9. In the **Show** section, select what you would like to display in the Facebook Like box: **Stream**, **Faces**, or **Header**.
10. Optional: Click the **Advanced** tab to add or edit other effects for your Facebook Like box, including **Background Color**, **Border**, **Shadow**, or **Rounded corners**.
11. Click **Save**.
12. Click **Publish** to update your site online.

## Place items on multiple pages

We know you love your website, and we want to make it easy for you to put amazing designs on multiple pages. Website Builder v7 helps ensure that as your website grows, your logo, images, and anything else displays on the same place on each page.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click any item on the page and, from the floating toolbar's More icon, select **Show on all pages**.

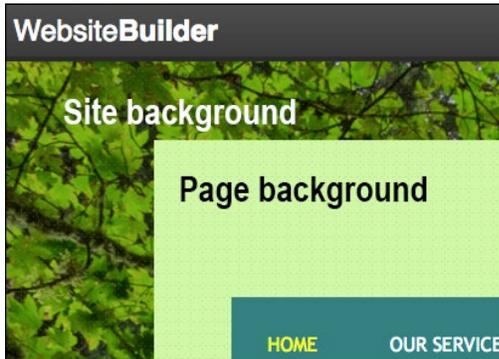


**Note:** To remove an item set to appear on multiple pages, click it and select **Show only on this page**.

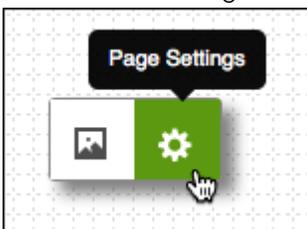
5. To see your changes online, click **Publish** and click the link to your site in the confirmation window.

## Change my page settings

It's simple to change your page background settings — as long as you don't confuse them with your site background settings. Here's the difference: the **Site background** surrounds the **Page background**.



1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Click near the edge of any page and click **Page Settings** in the pop-up window.



5. In the **Page Background Settings** window, you change these options:

Page Background Settings	
<b>Width</b>	Use the slider to increase or decrease the width of your page, or enter a dimension.
<b>Height</b>	Use the slider to increase or decrease the height of your page, or enter a dimension. You cannot create a page shorter than its content; you'll need to first move some of the content to another page.

<b>Top position</b>	Use the slider to increase or decrease the distance of your Web page from the top of the screen, or enter a dimension.
<b>Color</b>	Click the <b>color picker</b> , and then select the color you want to use.

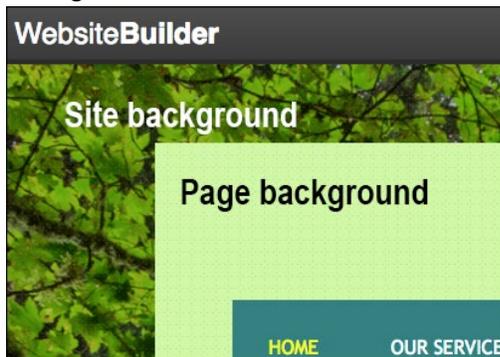
- When you're finished making changes, click **Save**.

**Note:** The change is applied to every page on your site.

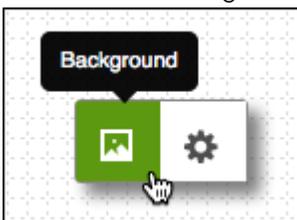
- Click **Publish** to update your site online.

## Change my site background

It's simple to change your site's background settings — as long as you don't confuse them with your page background settings. Here's the difference: the **Site background** surrounds the **Page background**.



- Log in to your account.
- In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
- Click **Edit Site**.
- Click near the edge of any page and click **Background** in the pop-up window.



5. In the **Site Background Settings** window, you change these options:

<b>Site Background Settings</b>	
<b>Color</b>	Click the <b>color picker</b> , and then select the color you want to use. If you want your background to transition between multiple colors, select <b>Gradient</b> .
<b>Image</b>	To change your website's background to an image, click <b>Change</b> , and then upload an image from your computer or select a stock image. You can also import an image from your Facebook® or Instagram® account. For more information about images, see <b>Add image</b> .
<b>Alignment</b>	Click the arrows to obtain the position you want for your background image.
<b>Repeat</b>	To pattern your background image vertically, horizontally, or both, use the drop-down menu to select how you want your background image to repeat.
<b>Scrolling</b>	If you want the background image to scroll in tandem with your page, select <b>Scroll background with page</b> .

6. When you're finished making changes, click **Save**.

**Note:** The change is applied to your entire site.

7. Click **Publish** to update your site online.

## Change themes

Website Builder offers hundreds of beautifully designed themes (sometimes called templates). You can quickly change the look of your site by switching to another theme — but you will lose all of your present site content (see warning below).

**Warning:** Whenever you change your website theme, all your existing text, images, and settings are removed from the site. While you can create a backup of your existing site, restoring it also reapplies your old theme.

**Instead:** Back up your existing site before trying out a new theme. Then hold off adding lots of new content or pages with your new theme until you can see if that theme meets your needs. If it doesn't, you can try another theme (or even restore your original) — without losing much content.

1. Log in to your Website Builder account. If you're already working on the page, click the three-bar icon (Manage Settings) in top right corner, and then select **Exit Designer**.

**Note:** If you have unsaved website changes, we'll prompt you to save them before exiting the designer.

2. From the **Home** page, click the **Themes** tab.
3. From the **Themes** page, select the category for the themes you want to view, and then select a theme.
4. Click **Select Theme**. The page loads.
5. The new theme will not be used until you click **Edit Site** and then **Publish**.

## Add a contact form

You can add a contact form to any page for gathering information from your site's visitors. The default form includes fields for name, email, subject and message. You can add more fields or edit the existing ones, though fully customizable forms are only available for Business or Business Plus plans.

### To add a contact form:

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Use the **Page** menu to select the page where you want to add or change a form.
5. If you have a contact form on the page, move your cursor over the contact form and then click to select it. If not, from the left-hand toolbar, click **Form** to add a contact form to your page and then click on it.
6. To remove an existing field from the selected contact form, move your cursor over the field, and then click **Delete**.
7. To add a new field, click in the contact form to access the menu, and then click **Add** (the plus sign) in the floating toolbar. (You also can simply drag the form onto the page.)
8. Click the type of field you want to add to the contact form:
  - **Text** - Adds a one-line, plain text field. Enter a text label for the field and then add placeholder text to populate the text field. This might be sample text or instructions, for example.
  - **Multiline Text** - Adds a multi-line, plain text field, such as a paragraph. Enter a text label for the field and then add placeholder text to populate the text field. This might be sample text or instructions, for example.
  - **Multiple Choice** - Adds a multiple choice, single answer, radio button option list. Enter a label, possibly a question, for the multiple choice list and then add the available options. These might be possible answers to the question.
  - **Checkbox** - Adds a multiple answer option list. Enter a label, possibly a question, and then add the available options. These might be possible answers to the question.

- **Drop Down** - Adds a multiple choice, single answer option drop down menu. Enter a label, possibly a question, and then add the available menu options. These might be possible answers to the question.
- **Submit File** - Adds a button to allow visitors to upload a file to the contact email message you receive. Files must be 10MB or less. Enter a label to display above the button, and then enter text to display on the button.
- **Date/Time** - Adds a field that can display the date, the time or both. You also can set it to accept only future dates, allow date ranges or limit time entries to 15, 30 or 60 minute increments.
- **Address** - Adds a plain text field where visitors can enter their street address. Enter a text label for the field. Placeholder text is defaulted, but can be changed.
- **Phone** - Adds a plain text field where visitors can enter their phone number. Enter a text label for the field. Placeholder text is defaulted, but can be changed.
- **Email Address** - Adds a plain text field where visitors can enter their email address. Enter a text label for the field. The placeholder text displays your default email address. To change it, right-click the email field, click **Settings** (the gear icon) and use the **Email to:** drop-down menu to select another address. Click **Save** to close the window.

**Note:** The form will work well with up to 30 fields; there may be some performance issues with more than 100 fields. A work-around is to combine some of the field information if possible.

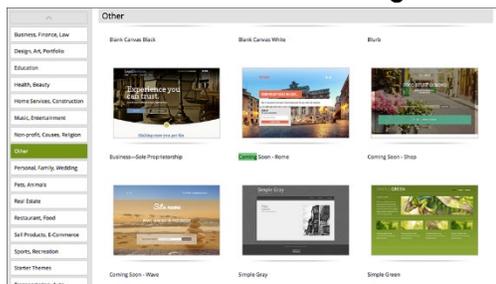
9. Depending on the type of field you selected, enter the requested information. For any field, you can select **Make this a required field** to require visitors to fill in the information before they can send their message. The field is automatically added to your contact form.
10. If you want to change the email address where this form will be sent, right-click the form to choose **Settings** (the gear icon), delete the address in the **Email to:** field, enter a new email address and click **Save**.
11. After making all your changes, click **Save** and then click **Publish** to see your changes online.

## Add coming soon page

If you're just getting started with your website, but you want to give your customers a place to go so they know you'll have a website up soon, you can set up a "Coming Soon" landing page, also known as a construction page.

**Note:** Anytime you change your theme you will lose all of your content. When you publish your site using a new theme and content, the Coming Soon page—and any other site content you may have previously added— will be replaced.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Themes**.
4. Click **Other** on the left-hand side.
5. Scroll down to find the **Coming Soon** themes, and select the one you want to use.



6. Click **Select Theme**.
7. Your website will be updated with the new theme, and you will be redirected to the editing view of your site.

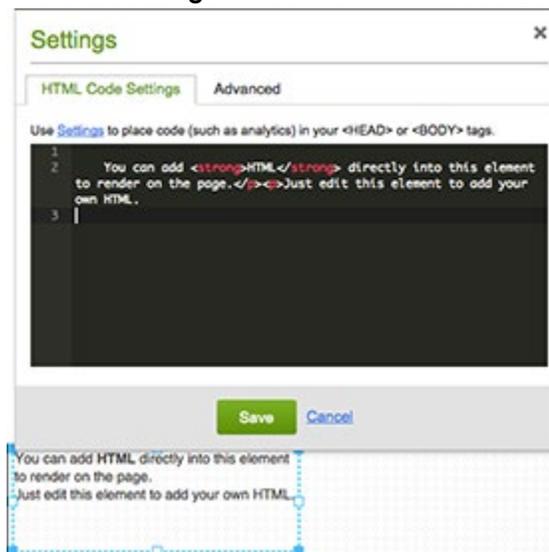
## Add HTML code to page

Need to add custom code to a particular page on your site? Website Builder v7 makes it easy with a drag-and-drop HTML tool. If you need to add code that will be applied to your entire site, see **Change site settings**. You should not use this tool to embed YouTube video. For that, see **Adding apps**.

**Note:** While we are happy to explain how the HTML Code tool works, we cannot troubleshoot issues with any third-party code you might add to it.

**Warning:** Do not use this tool unless you're experienced at hand coding with HTML. Do not copy and paste HTML code from third-party sources unless you trust that source and fully understand how the code works.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Navigate to the page to which you want to add the code.
5. Click the **HTML Code** tool in the left-hand toolbar. A new text box is added to the page, and the **Settings** window's **HTML Code Settings** panel opens.



6. Replace all the code in the black panel by pasting in what you copied or by entering your own code.
7. Click **Save**.

8. Click **Publish** to apply the changes to your website.
9. When the confirmation window displays, click the live link to see your site changes.

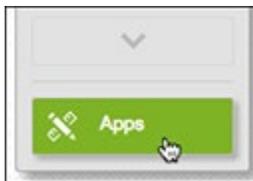
## Collect Email Subscribers

Website Builder's light-weight contact manager gives your site visitors the option to subscribe to email lists. Use this feature, along with the included Beginning plan, to create and send subscribers sales alerts, newsletters, and other promotional items.

1. Log in to your Website Builder account.
2. Click **Edit Site**.
3. Use the page menu to select the page to which you want to add the Subscribe button.



4. In the left-hand toolbar, click **Apps** near the bottom.



5. In the **Build an email list** panel, click **Add**.
6. Click and drag the newly added **Subscribe** button to reposition it and the text field as needed.

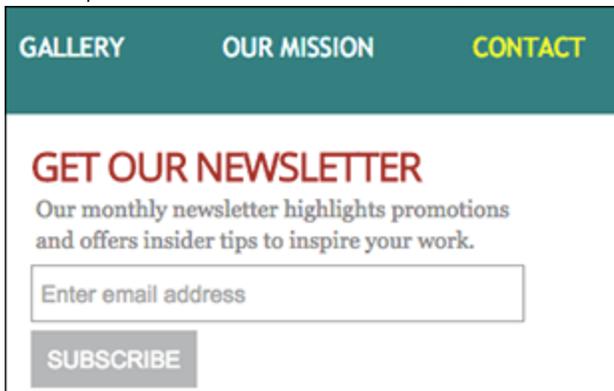
7. To use another layout besides the default one, click the button/field and then the gear (Settings) button.



8. If you change the **Subscribe Settings**, click **Save**.

**Note:** You can use the **Text** tool to add a heading and sentence or two explaining what customers receive by subscribing.

9. Click **Publish**.
10. In the publish confirmation window, click the link to see the change live on your site.

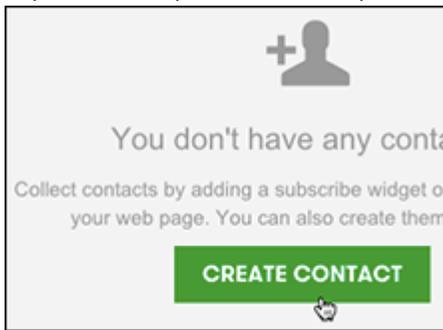


## Create Email Contacts

Website Builder includes a light-weight contact manager, which you can use to create and collect email addresses. When used in combination with the email marketing plans, you can send out sales alerts, newsletters, and other items to promote your site.

1. Log in to your Website Builder account.
2. Click the **Contacts** tab.

3. If you've not yet created any contacts, click **Create Contact**.

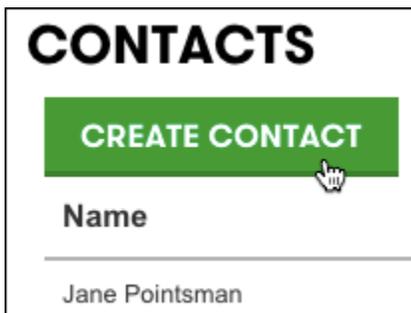


4. Complete the **Create Contact** fields, click **Save**, and the contact is listed in the **Contacts** panel.



**Note:** Check the box below **Save** if the contact has agreed to receiving emails. If you don't check it, that contact will display in your contacts list.

5. To create more contacts, click **Create Contact** in the **Contacts** panel.



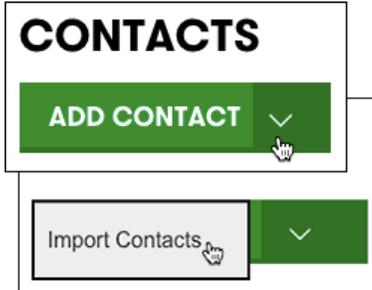
6. Complete the onscreen fields and click **Save** to add the contact to your **Contacts** list.

**Note:** To add extra information fields, see Step 4 in **Manage Email Contacts**.

## Import Contacts List

While you can add email addresses to Website Builder's contact manager one by one, you also can import your entire contacts list with a bulk upload. When used in combination with an email marketing plan, you can send out sales alerts, newsletters, and other items to promote your site.

1. Log in to your Website Builder account.
2. Click the **Contacts** tab.
3. If you have no contacts, click **Create Contact**.
4. When the **Contacts** tab's content changes, click the arrow next to **Add Contact** and choose **Import Contacts**.



5. Click **Download a sample .csv file** to use it as a starting point for adding your contacts. (If you already have a file of contacts you want to upload, skip to Step 6 to make sure it's properly formatted.)



**Note:** Not sure what a .csv file is? See **Format CSV contacts file** to learn more about the format.

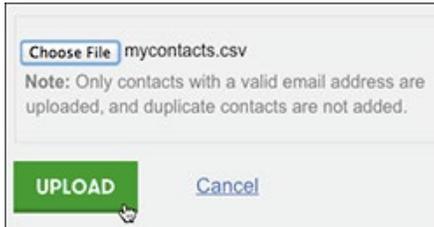
6. Navigate to where the sample file (**example.csv**) was downloaded. Open it and you'll see that it contains a header row and a single sample contact.

A	B	C	D	E
email	firstname	lastname	company	phone
email@example.com	John	Doe	Nice Corp	123-456-7890

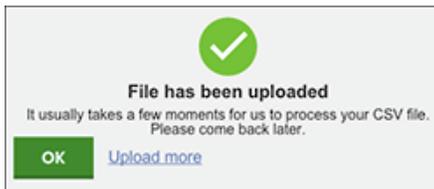
7. For each contact you want to add, you must fill in the email address in the **email** column. It's entirely optional whether you also include a contact's name, company, or phone number.

**Note:** Do not change the name of the **email** header; otherwise your upload will be not be accepted. Don't worry about duplicate contacts: Website Builder will filter them out even if you re-upload the file after adding more contacts.

- When you're done preparing your contacts file and have saved it in the .csv format, click **Choose File**, navigate to the file, and click **Upload**.



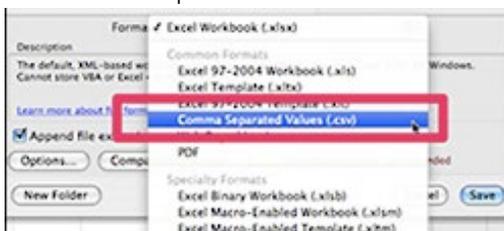
- When upload confirmation displays, the contacts in the file will be added to your Online Store store list.



## Format CSV contacts file

Comma Separated Values (CSV) files format spreadsheet data as plain text, so virtually any spreadsheet program can read them. Make sure your existing contact information spreadsheet is converted to CSV before you try uploading it on the Website Builder's Contacts page — otherwise it will not upload.

- Open your Microsoft Excel or Apple Numbers spreadsheet and from the File menu choose **Save As...**
- Choose the option that adds the **.csv** extension to the end of the file.



- Click **Save**.

## Manage Email Contacts

You can change existing email contacts to add new information plus other fields, or delete a contact.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Scroll down to the **Contacts** panel and click **Manage your contacts**.



4. Choose the contact you want to change and click **Edit**.



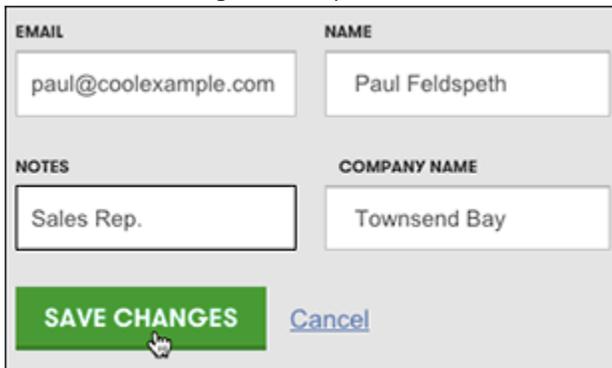
**Note:** To remove a contact, click in that row and click the **Delete** button.

5. Type in any field to change its contents, or click **Add another field** to do exactly that by typing in a new name and clicking **Add**.



**Note:** Enter your information once the new field appears. Added fields are only visible when you're editing a contact. They are hidden when you're in list view.

6. Click **Save Changes**, and you will return to the contact list view.

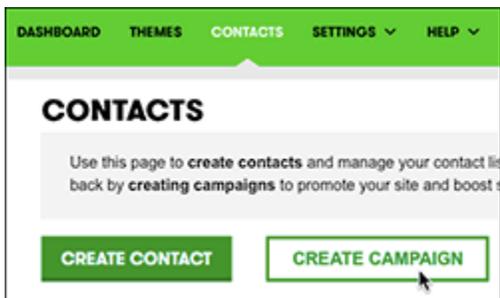


A screenshot of a contact edit form. The form has four input fields: 'EMAIL' containing 'paul@coolexample.com', 'NAME' containing 'Paul Feldspeth', 'NOTES' containing 'Sales Rep.', and 'COMPANY NAME' containing 'Townsend Bay'. At the bottom left is a green button labeled 'SAVE CHANGES' with a mouse cursor hovering over it. To its right is a blue text link labeled 'Cancel'.

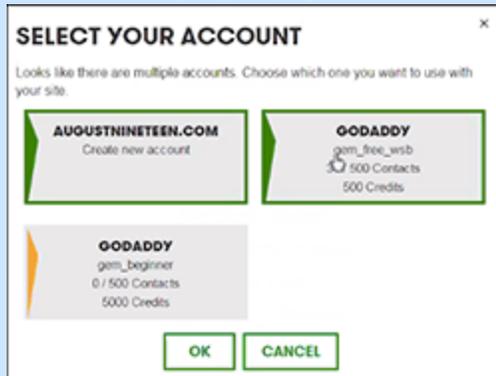
## Create email campaign

Once you've used Website Builder to add contacts, you're ready to create an email "campaign" using a newsletter or flyer.

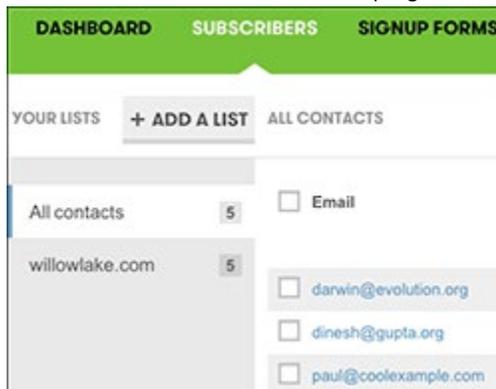
1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. When Website Builder launches, click the **Contacts** tab, and click **Create Campaign**.



**Note:** If you already have one or more Email Marketing accounts, you'll be asked to choose which to use. Otherwise, you're taken directly to the Email Marketing account **Campaigns** page.



4. Your free Email Marketing "starter" account opens and displays all your Website Builder contacts on the **Subscribers** page.



**Note:** It may take a few moments for the initial **All Contacts** count to update.

5. To create a newsletter or flyer for your email campaign, click the **Campaigns** tab within Email Marketing.

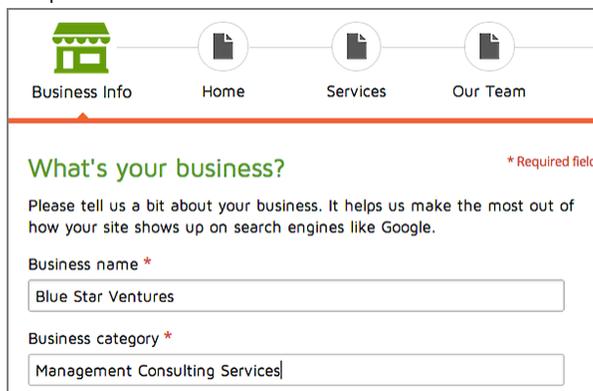
## Use SEO wizard to get your site found online

Want to get found on Google® or Bing®? The SEO Wizard in Website Builder's Business Plus plan lets you apply Search Engine Optimization to up to five website pages to improve your ranking in search results. You're free to not follow all the suggestions — but overall they can make a big difference in getting found by your potential web customers.

1. Log in to your account.
2. In the products list, click **Website Builder**.
3. Next to the account you want to use, click **Manage**.
4. Click **Edit Site**.
5. In the top right corner of your screen, click the three-bar icon and select **SEO Wizard**.



6. If you added basic information about your business when setting up your site, skip to Step 8. If not, use the **Business Info** tab's **What's your business?** page to fill in the fields:

A screenshot of the 'What's your business?' form in the Business Info tab. The form has a header with a house icon and the text 'Business Info', 'Home', 'Services', and 'Our Team'. Below the header, the title 'What's your business?' is displayed in green, with a red asterisk and the text '\* Required field' to its right. Below the title, there is a paragraph of text: 'Please tell us a bit about your business. It helps us make the most out of how your site shows up on search engines like Google.' There are two input fields: 'Business name \*' with the text 'Blue Star Ventures' and 'Business category \*' with the text 'Management Consulting Services'.

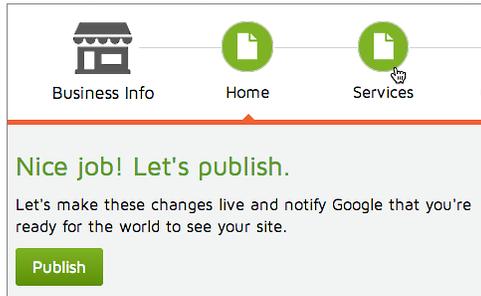
- o **Business name:** Enter the name of your business.
- o **Business category:** If you did not already select the category that your business fits into when you were setting up your site, select a business category from the suggested list or enter a category.
- o **What are 1-2 products or services you offer:** Enter keywords that describe your products or services. For example, if you have an auto repair business, you might consider terms such as mechanic, oil change, tire rotation, etc.
- o Click **Next**.

7. Use the **Where are your customers located?** page to fill in the fields:
  - **Local:** Click this option if your customers are located in one or more specific metro areas, select the number of miles to create a radius from that location and then click **Add**. Use the **Targeting** map to add a specific area or location. (You can add as many target areas as you need.) When you are finished, click **Next**. If you entered more than one area, you will be asked to select your primary location.
  - **Worldwide:** Click this option if your customers could be located anywhere in the country or even anywhere in the world. It does not offer the targeting options of **Local**, so click **Next**.
8. In the **Home** tab's page, choose 2-5 phrases that customers might use to find a business like yours. (People outside your line of business may describe it more broadly than you might.) Click **Next**.
9. Select one of those phrases and click **Next**.
10. Select one of those same phrases to include in the **page title** that Google will display in its search results. Click **Next**.
11. Write a **description** of your business or services in the field below the title you selected, then click **Next**. Make sure you include the recommended phrase you selected earlier, which is listed below the description field. (You are limited to 165 characters.) The phrase will change from red to green when you enter it in your description.
12. Update your main (H1) **headline** to include the recommended phrase, and then click **Next**.

**Note:** If your page doesn't have an H1 headline, the SEO Wizard adds one containing only the recommended phrase. So you'll want to write a more descriptive headline to give the included phrase some context.

13. If the recommended phrases are not already included in your **page**, we recommend you update your text. You must include at least one of the suggested phrases, though we recommend you include all three. When you finish updating your text, click **Next**. The suggested phrases change from red to green once they're included in the page text.

14. When you see the **Nice job!** message, you may select another of your site's main pages and repeat the previous steps or skip to Step 15.



15. Click **Publish** to notify Google that the page has been optimized. Click **Close** when the SEO Wizard displays a confirmation message.
16. Click **Exit** to leave the SEO Wizard and return to your site's home page.

## Adding apps

Connect with your customers by adding spots for social media, YouTube, Google Maps, PayPal, and Yelp on your website. You must have a Business or Business Plus plan to add Paypal or Yelp.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. From the left-hand side, select the app you want to add. (If you want to add Email Marketing, Paypal, or Yelp, click **Apps**, then select the one you want.)

**Note:** To add a YouTube video, you'll need to click on the sample video that is displayed, then click **Settings** to input the URL of the video you want.

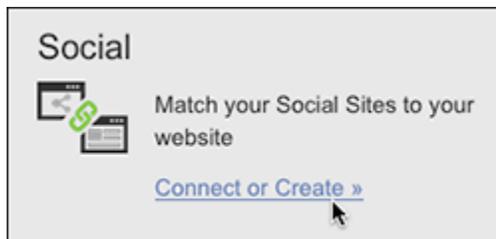
5. Click **Save** after you've selected an app and followed the instructions to add it.
6. Click **Publish** to update your site online.

## Create and connect a Facebook business page

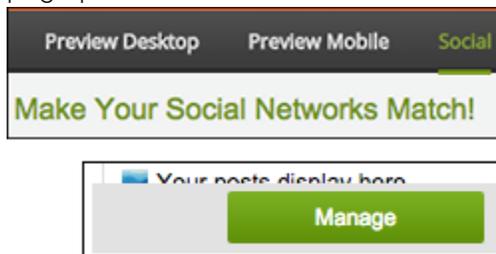
With a Website Builder Business Plus plan, you can create a Facebook business page to match your Website Builder design theme and business information. This does not affect your Facebook personal page — only your Facebook business page. You must have a Facebook account to use this feature.

This feature also is enabled for all Website Builder plans using 3-letter accounts.

1. Log in to your Website Builder Business Plus account.
2. In the **Dashboard** tab, find the **Social** section in the right-hand column and click **Connect or Create**.



3. At the bottom of the Preview Mode's **Social** tab, click **Manage** beneath the Facebook page preview.

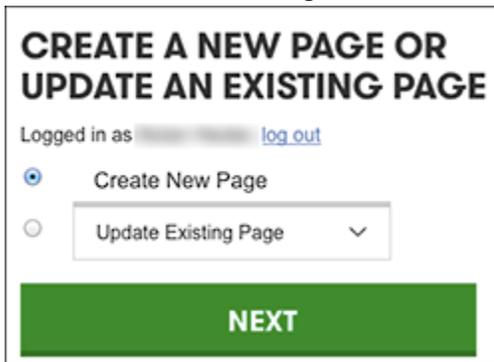


4. Click **Connect to Facebook**, enter your information and click **Log In**.



5. Click **Okay** when asked if you want us to manage your pages. This connects Website Builder with your Facebook page.

6. Choose **Create New Page** and click **Next**.



The screenshot shows a form titled "CREATE A NEW PAGE OR UPDATE AN EXISTING PAGE". Below the title, it says "Logged in as [redacted] [log out](#)". There are two radio button options: "Create New Page" (which is selected) and "Update Existing Page" (with a dropdown arrow). At the bottom of the form is a large green button labeled "NEXT".

7. By default, the Customize Your Facebook Page imports your Cover/Profile photos from your Website Builder account, along with your business's name, phone number, and website address. Select a business **Category** and enter a brief business description in the **About** field (required by Facebook).

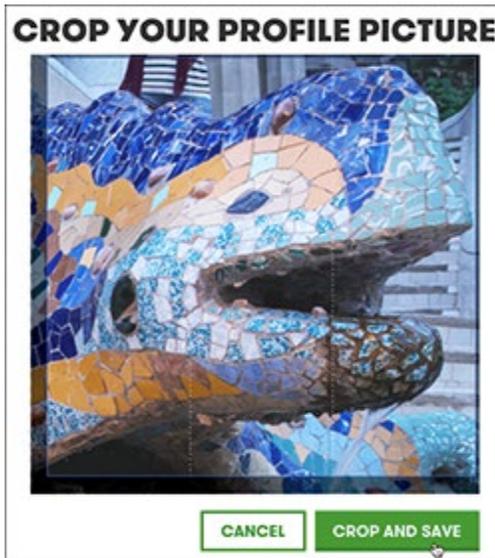


The screenshot shows the "CUSTOMIZE YOUR FACEBOOK PAGE" form. On the left, there is a yellow box with "IMPORTANT" information: "The following fields are required: Business Name, Profile Photo, Cover Photo, Category, About. For location based categories the following fields are ALSO required: Subcategories, Phone Number". The main form has fields for "BUSINESS NAME" (Go Daddy Software), "PROFILE PICTURE" and "COVER PHOTO" (both with "X REMOVE" buttons), "CATEGORY" (What does your business provide?), and "ABOUT" (Tell us more about your business).

**Note:** If you have what Facebook considers a location-based business, you'll also need to include a business subcategory, phone number, and physical address (including your country).

8. To replace your **Profile** or **Cover** photo, click its **Remove** button and then **Upload Photo**.

9. Navigate to an image, select it, position the image cropper as needed, and click **Crop and Save**.



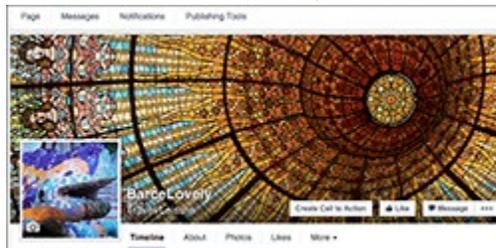
10. Once the preview of the new photo appears, click **Create Page**.



**Note:** If you decide that you want to create another page instead, click **Back** and return to Step 6.

11. After your Facebook business page is created:

- o Click **Visit Facebook Page** to see the results.

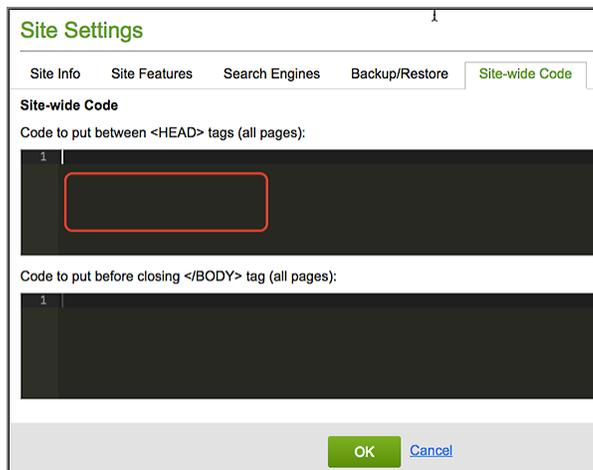


- o Or click **Done** if you want to return to the Preview Mode's **Social** tab.

## Add Google analytics

Google® Analytics lets you monitor visitors to your website by adding code to your site. This service requires a Google Analytics account.

1. Follow Google's instructions to create a Google Analytics account, [https://support.google.com/analytics/answer/1009694?hl=en&ref\\_topic=1009690](https://support.google.com/analytics/answer/1009694?hl=en&ref_topic=1009690).
2. Copy the Tracking ID script Google Analytics generates. (More info go to <https://support.google.com/analytics/answer/1008080>.)
3. Log in to your account.
4. Click **Website Builder** and click **Manage** next to the site you want to use.
5. Click **Edit Site**, then click the three-bar icon (Manage Settings) and select **Site Settings**.
6. Select the **Site-wide Code** tab, and then paste the HTML code into the top text entry field.



7. Click **OK**, and then click **Publish**.

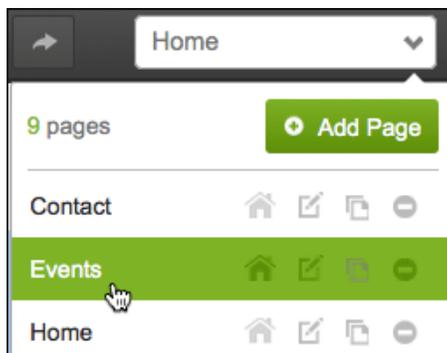
**Note:** Once you complete the steps above, you should see data in your Analytics account within 24 hours.

## Add a Google calendar

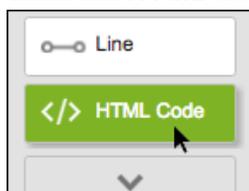
Website Builder does not include a calendar feature, but you can use its HTML widget to display a third-party calendar instead. For example, you can embed a Google Calendar on one of your website's pages, enabling visitors to see events and activities.

**Note:** To complete these steps, you need to have a Google account.

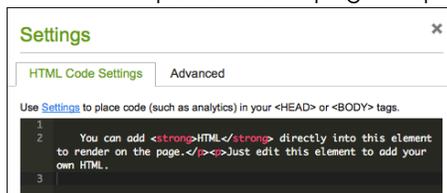
1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Use the page menu to select, and then click, the page on which you want to add a calendar.



5. Click the **HTML Code** button.

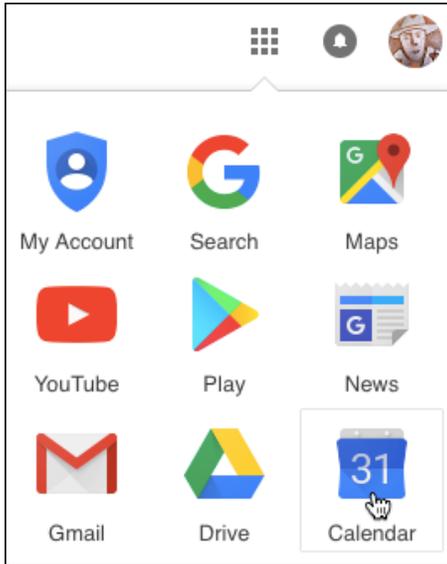


6. A window opens on the page displaying placeholder HTML.

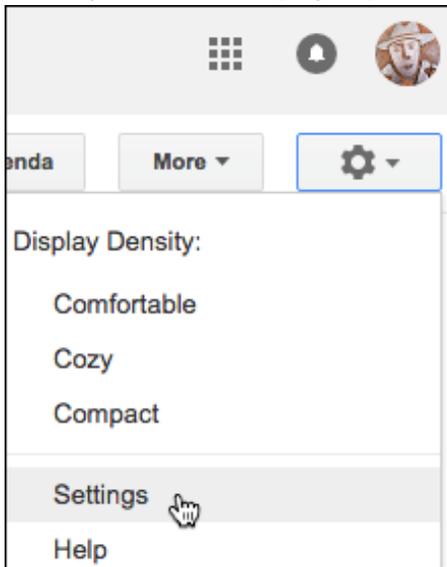


7. Open a new web browser window or tab, sign in to your Google account.

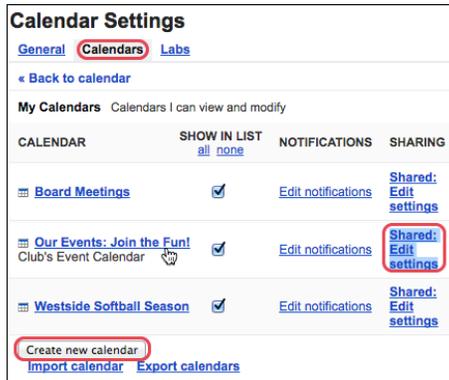
8. In the top-right, click grid button and click **Calendar**.



9. When your **Calendar** page opens, click the gear button and choose **Settings**.

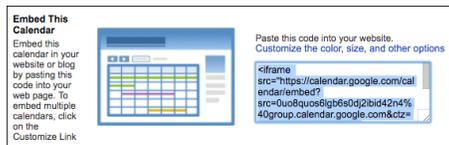


10. In the **Calendars** tab, find the calendar you want to share on your website and click **Shared: Edit settings** to see if **Make this calendar public** is selected. (When you're done, click **Back to calendar**.)



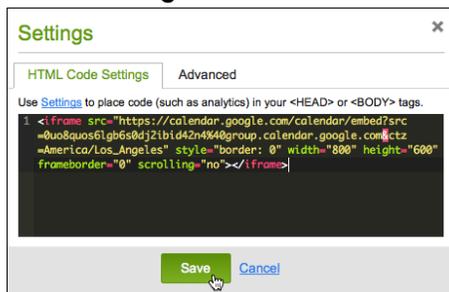
**Note:** You also can click **Create new calendar** to have a brand-new calendar just for your website.

11. Back in the **Calendar** tab, click the calendar you want to use, and then scroll to the **Embed This Calendar** section and copy all the code in the adjacent window.



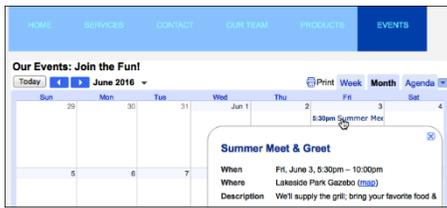
**Note:** If you want to change the calendar's appearance, first click the **Customize the color, size, and other options** link just above the code window.

12. Switch back to Website Builder and paste the Google Calendar code into the **HTML Code Settings** window and click **Save**.



13. Click **Preview** and your Google Calendar should be visible. (If not, see the next step.)

14. Click **Publish** twice, then click the **Check it out** link that appears to see your site live.



## Adding blog link or RSS feed

Adding a Rich Site Summary (RSS) feed to a Website Builder page lets you display another site's blog posts as they're updated. You also can use it to display posts from a blog of your own that's hosted elsewhere. (You cannot use Website Builder itself to create or publish a blog.)

**Note:** This feature uses an API (application program interface) that Google stopped supporting in late 2015. That means the feed widget is no longer reliable: It may work one day and not another.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Click **Edit Site**.
4. Select the page where you want to add the feed, in the left toolbar, click the **Blog/RSS** button, and an example blog is added to the page.



5. Double-click the example blog window to open the **Settings**.

- Replace the sample address in the **Blog or RSS Feed** field with that of the blog you want displayed.

**Settings**

Blog Settings    Advanced

Blog or RSS Feed:

Uh oh, we couldn't find your feed. [Learn More](#)

Blog Settings    Advanced

Blog or RSS Feed:

**Note:** If you enter the blog's top-level address, such as xxx.com, you may see an alert message below the field. Adding **/feed/** at the end usually fixes that.

- Complete the other fields as needed:

Other choices in Settings	
<b># of listings</b>	Move the bar to select how many posts you want to see on your site.
<b>Options</b>	Select if you want to show images and/or categories. (Categories are available only for Tumblr and Blogger blogs.)
<b>Layout</b>	Select how you want the posts to look on your site.
<b>Advanced</b> Optional tab	Click the tab to add or edit other effects such as <b>Background color</b> , <b>Border</b> , and <b>Shadow</b> .

- Click **Save** and the window closes.
- Click **Publish** to update your site online.

## Adding an audio player

With Website Builder Business and Business Plus plans, you can add an audio player to your website and even upload your own music. The audio widget only supports MP3 files. Each file cannot exceed 30 MB.

1. Log in to your account.
2. In your **Products** list click **Website Builder**, and then click **Manage** next to the account you want to use.
3. Drag and drop the **Audio Player** onto the page, click inside the audio box, and then click **Settings**.
4. To add music:
  - Click **Manage Playlist**.
  - Click **Add Audio**.
  - Browse to find the file on your local drive or drop it on to the screen.
  - Click **Save**.
5. Under **Options**, select if you want your audio player to show your playlist, loop your playlist, shuffle your songs, or start automatically.
6. To add album art or an image:
  - Click **Add Image**.
  - Select if you want to use a photo from your computer, a free image, Facebook®, or Instagram®.
  - Browse or connect to find the image.
  - Click **Insert**.
7. Optional: Go to the **Advanced** tab to add or edit other effects for your audio player, including Background Color, Border, Shadow, Rounded Corners, Transparency, Margin, and to edit the Size of the box.
8. Optional: Go to the **Add Audio, Manage Playlists, Gearwheel** to change author and title of song.
9. Click **Save**.
10. Click **Publish** to update your site online.

## Updating your DNS settings to improve site performance

If you have Website Builder 7 with us but your domain name is registered with another company you can optimize your site performance by changing your DNS settings.

1. Log into your external domain provider's website and find where to change that domain's A record. (If you have any trouble, contact that domain provider for support.)
2. Update the external domain's A record by entering the appropriate IP address below based on the area closest to your location.

Use Nearest Server Location	Enter IP address
U.S. East Coast	198.71.232.3
U.S. West Coast	72.167.191.69
Europe	160.153.136.3
Asia	182.50.132.242

**Note:** If you're switching to an external domain, it can take up to 72 hours to take effect. It might take less time, so feel free to check occasionally by re-clicking View Site.

## Why can't I access Website Builder?

You may not be able to access the Website Builder application because your security settings are set to High. To access the application, you can either change the security level to Medium or add the application's URL to your Trusted Sites list.

### To Add Website Builder to Your Trusted Sites

1. In **Internet Explorer**, from the **Tools** menu, click **Internet Options**.
2. Click **Security**.
3. Click **Trusted Sites**.
4. In the **Security level for this zone** box, check your security level. You may need to do one of the following:
  - If it is set to High, use the slider to change it to a **Medium** or lower security level.
  - If it is set to Custom, click **Default Level**, and then use the slider to change it to a **Medium** or lower security level.
5. Click the **Sites** button.
6. Clear the **Require server verification** check box.
7. In the **Add this website to the zone** field, type **http://app.websitetonight.com**.
8. Click **OK**.
9. On the **Internet Options** window, click **OK**.