



Getting Started Guide

# Getting Started With WebSite Tonight 4.0

Setting up and configuring your Web site.

# Getting Started with WebSite Tonight

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# 1. Getting Started with WebSite Tonight

Congratulations on your choice to use WebSite Tonight to build your Web site! WebSite Tonight allows you to design and publish a Web site with ease. With WebSite Tonight's extensive features, you can tailor your site to meet your unique needs and vision. This guide will assist you in getting your Web site up and running quickly.

There are a few things you should note about your account, such as the number of pages you're allowed to publish with your plan type, how much space your Web site files can take up, and the total amount of bandwidth you're allowed every month. Although you can upgrade your plan at any time, you should keep these things in mind while you organize and build your Web site.

## WEB BASICS TO WEBSITE TONIGHT

Web sites are made of many different parts. Although each part has a specific purpose and function, it's how the parts work together that makes a Web site valuable to the user. The shell for your site is your domain name and hosting account. Once you have those, you can build your site by adding images, text, pages, forms, etc. - all at your discretion.

### Understanding Domains and IP Addresses

To a regular Web surfer, the domain name is similar to a home address. Consider "Mom's house" as a home address. If you say you're going to "Mom's house", you know where you're going, but the rest of us probably won't. However, if you give us the street address, we could make the connection between "Mom's house" and the street address to locate it. For the Web, the home address (what you refer to as "Mom's house") is your domain name, such as "coolexample.com," and the street address is the IP address, which is the series of numbers linked to your domain name that tells the computer which Web site to go to. Until the computer gets the IP address, it won't know where to go.

Domain names and IP addresses are linked in a computer that stores domain information called the domain name system (DNS). When you type your domain name into a Web browser, the browser looks for the IP address in the DNS. Domain names are unique. Once you register your domain name, you own it for the period of time for which you registered it - usually for one to two years at a time.

## Hosting Your Web Site

Now you need somewhere to store, or host, the files that make up your site. To do this, you need a hosting account, which links your files to your domain name. Luckily, WebSite Tonight comes with free hosting and it automatically updates and stores your files when you publish your Web site.

## Building Your Web Site

You have the shell in place, now you're ready to pick your site's features. You have a lot of options in front of you, and your site can be as simple or complex as you want. You can add forms, set up a discussion forum, insert images, include a flash introduction, and more. It's all up to you. Some features depend on whether you have a free or paid account, and you cannot exceed the number of pages you have with your plan. You should keep this in mind as you design your site.

# 2. Setting Up Your Account

Before you begin adding text and other content to your Web site, you need to complete the WebSite Tonight setup wizard. The wizard walks you through entering your contact information and selecting a template, color theme, and page layout.

The options you specify in the setup wizard dictate the look and feel of your entire Web site. The template governs your layout, such as where the navigation menu displays on the page, where the background image(s) are, if any, and the format for the title headings. After selecting your template, you can choose from a series of color themes that compliment the layout. You can change your template and color scheme whenever you like.

## SETTING UP YOUR WEB SITE TONIGHT ACCOUNT

Now that you have set up your domain name, you are ready to complete the WebSite Tonight setup wizard to set your personal information and select your template, color theme, and layout.

### ► To Set Up Your Account

1. Log in to your **Account Manager**.
2. In the **My Account** section, click **WebSite Tonight Accounts**. The Manage Web Sites page displays.
3. Click **Setup Account** next to the account you want to work with.



4. Click **Accept** to accept the terms of the End User License agreement.
5. To set up your hosting account information, complete the following fields and then click **Continue**:

**Domain Name**

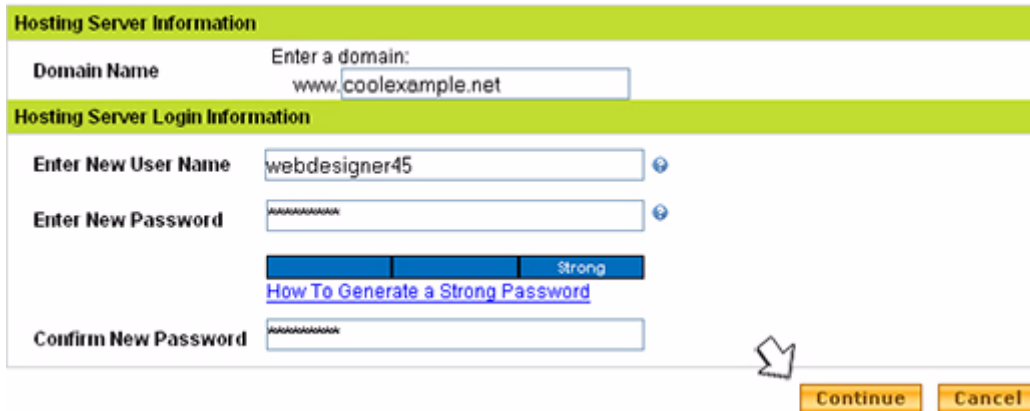
Your domain name, including the tld extension.

**Enter New User Name**

Create a user name to use when logging in to your WebSite Tonight account.

**Enter New Password and Confirm New Password**

Create a password to use when accessing your account.



**Hosting Server Information**

Domain Name Enter a domain:  
www.coolexample.net

**Hosting Server Login Information**

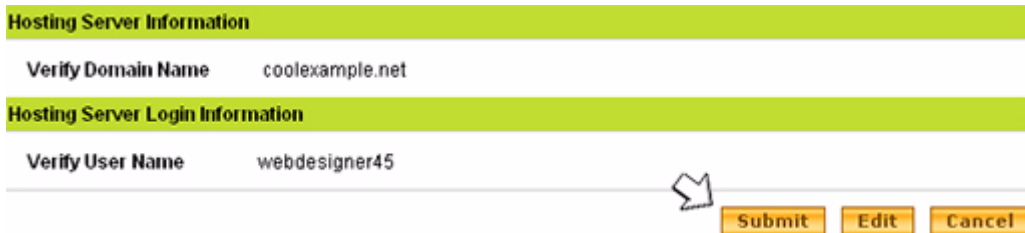
Enter New User Name webdesigner45

Enter New Password   
Strong  
[How To Generate a Strong Password](#)

Confirm New Password

Continue Cancel

6. Verify your account information, and if it is correct, click **Submit**. Click **Edit** to make any changes.



**Hosting Server Information**

Verify Domain Name coolexample.net

**Hosting Server Login Information**

Verify User Name webdesigner45

Submit Edit Cancel

7. Click **Launch WebSite Tonight** to begin designing your Web site.



**Important Information!**

 Current Hosting Account Status: Pending Setup

View Account List Launch Website Tonight

## DESIGNING YOUR WEB SITE

You have successfully set up your account. Now you can begin designing your Web site. Using WebSite Tonight's templates, select the look and feel that best suits your needs.

### ► To Set Up Your WebSite Tonight template.

1. On the Getting Started page, click **Design Web Site**.



2. In the **Enter your contact information** section, enter the email address you want to use with this Web site and either your company name or your first and last name, and then click **Next**.

A screenshot of a web form titled "Enter your contact information" in a green header. The form contains two input fields. The first is labeled "Enter a default contact email address: \*" and contains the text "yourname@coolexample.net". The second is labeled "Enter your company or individual name: \*" and contains the text "My Company Here". Below the fields, it says "\* = All Fields Required". At the bottom right of the form, there are two orange buttons: "Cancel" and "Next >". A mouse cursor icon is pointing at the "Next >" button.

NOTE

The information you enter in the in this section displays as part of the copyright in the footer of your Web pages.

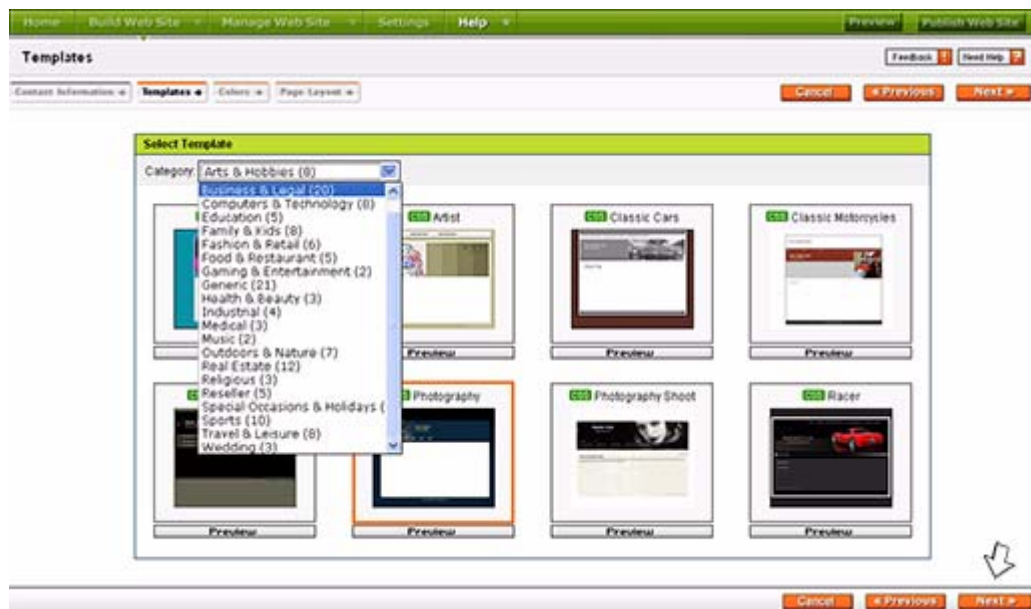


3. Locate and select the template you want to use, and then click **Next**.

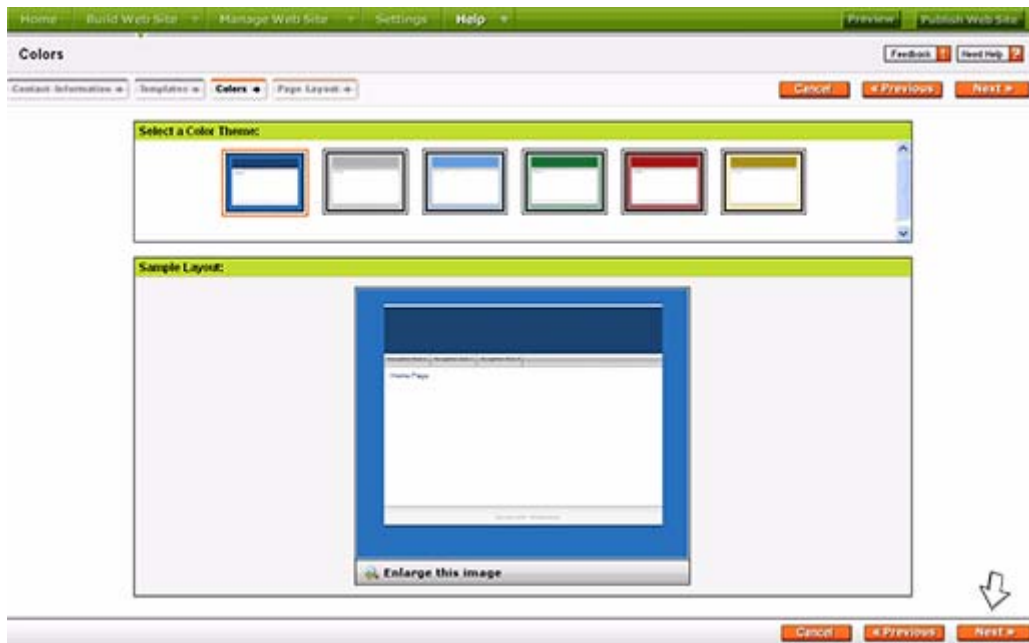


NOTE

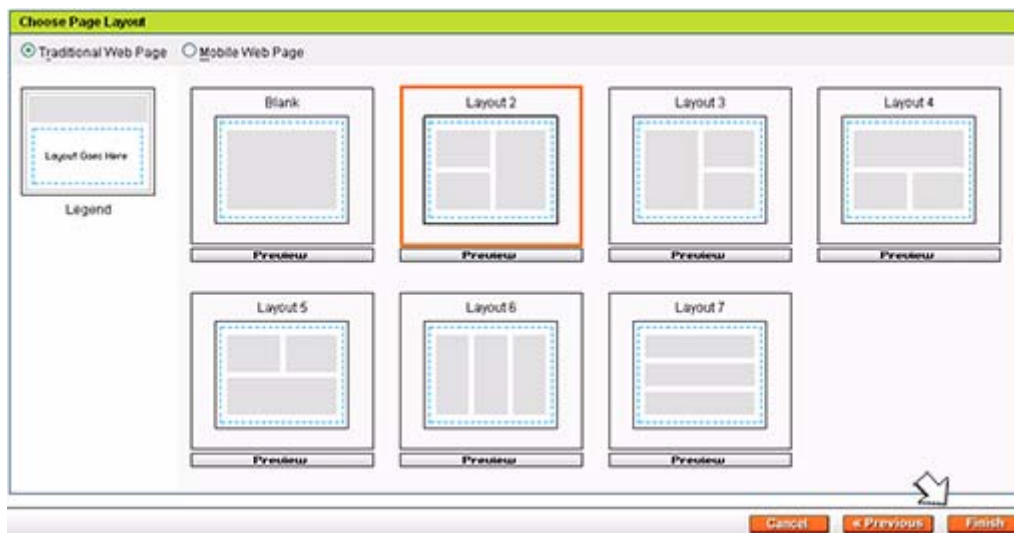
Many template themes have a large selection of styles to choose from. Templates that include “CSS” in their title use a cascading style sheet (css) to dictate the layout of content. Using a css-based template allows you to switch to other css-based templates without having to add your content again.



4. Select the color you want to use, and then click **Next**.



5. Select the layout you want to use on the page (Select Mobile Web Page if you are building a page for a .mobi domain) and click **Finish**.



Congratulations! You have successfully designed your template! In the next chapter, we will begin adding content to your site.

# 3. Adding Content to Your Web Site

Adding content to your Web site is simplified by the convenient layout of WebSite Tonight's Page Designer. Everything from text to add-on features can be added to your site with a few easy clicks. This is accomplished by using content blocks.

## UNDERSTANDING CONTAINERS AND CONTENT BLOCKS

Each page layout consists of containers and content blocks. The organization of the containers and blocks is determined when you choose your page layout. You can change the layout of a page at any time by selecting **Layout** from the **Design** menu. You can add blocks to containers and content to blocks. When you edit a content block, you can enter and format text, add an object, or both.

You also have the option of sharing containers or blocks. This means that the contents of the block or container is linked to one or more other blocks or containers, on one or more pages. If the contents are changed, these changes are made in all of the shared blocks or containers in that chain.

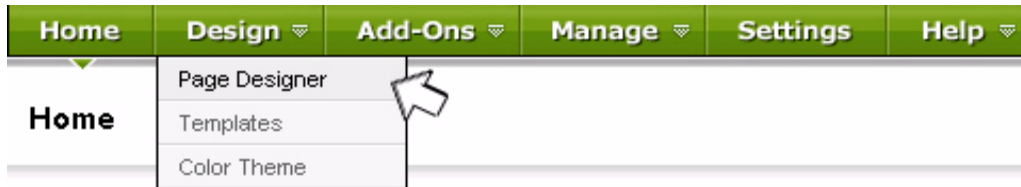
Blocks or containers outlined in green are shared. When you move your cursor over a block or container, the outline changes to red and the Options menu displays in the top left-hand corner. Use the Options menu to work with the block or container.

## ADDING AND EDITING TEXT

You can add and edit text in any block by simply clicking on the block. Once the edit content window opens, you can type or paste your text into the block. The same applies to titles on your page.

### ► To Add Text to Your Web Page

1. From the **Design** menu, select **Page Designer**.



NOTE

If this is your first time using the Page Designer, the page that displays is your Home page. When you return to the page designer after adding more pages, you can use the Select Page list to go to the page you want to edit.

2. Click the block you want to edit. Blocks are outlined in blue.



3. Place your cursor in the location where you want to add text.



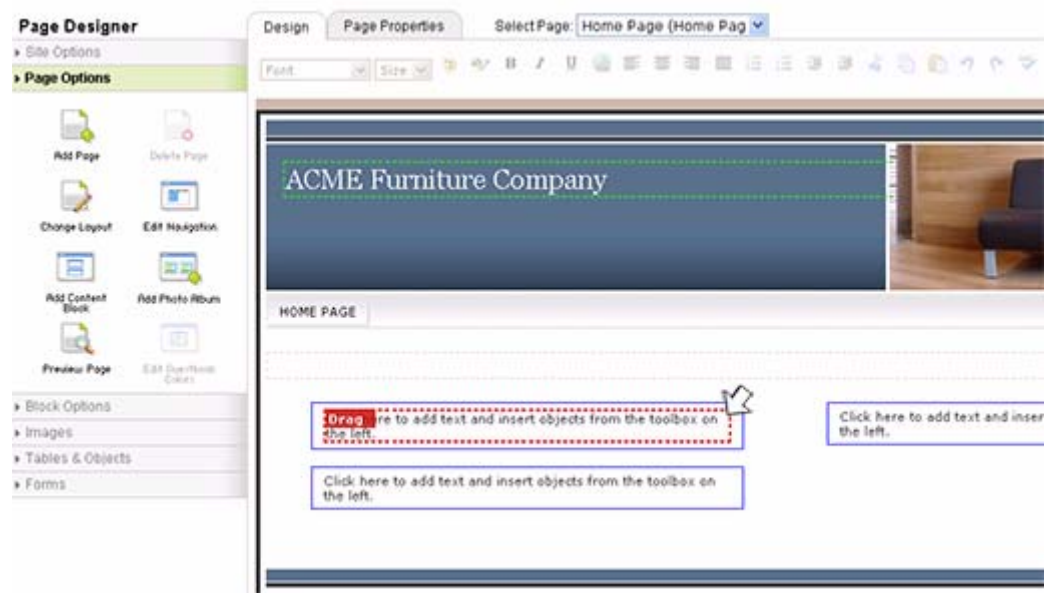
4. Enter your text in the Edit content window.
5. Click **OK** when you are finished.

## ► To Format Text on Your Web page

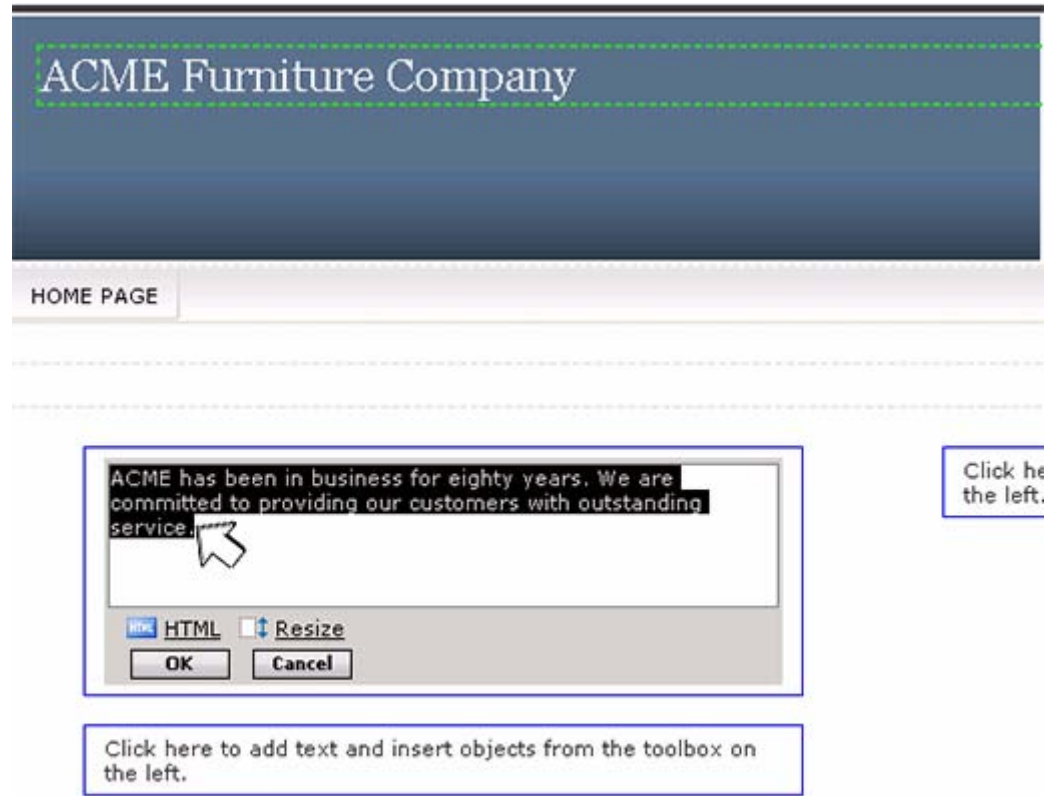
1. From the **Design** menu, select **Page Designer**.



2. Click the block you want to edit. Blocks are outlined in blue.



3. Place your cursor in the location where you want to add text, or select the text you want to format.



4. Format your text using the following options:

**Font** - Select the font you want to use.

**Size** - Select the font size you want to use. The font size ranges from 1 to 7; 1 is the smallest and 7 is the largest.

**Font Color Picker** - Select the color of your text.

**Text Background Color Picker** - Select the color you want to use to highlight the text.

**Bold** - Makes the text bold.

**Italic** - Makes the text italic.

**Underline** - Underlines the text.

**Create Link** - Adds a hyperlink. Highlight the text you want to add a hyperlink to, click **Create Link**, select the type of link, and enter the link information. Click **OK**.

**Justify Left, Center, Right, or Full** - To align the paragraph, click **Justify Left**, **Justify Center**, **Justify Right**, or **Justify Full**.

**Numbered List** - Create a numbered list.

**Bulleted list** - Create a bulleted list.

**Increase Indent** or **Decrease Indent** - Indent or decrease the amount of space the paragraph is indented.

**Cut** - Cut content from the page (which you intend to paste in a different location).

**Copy** - Cut content from the page (which you intend to paste in a different location).



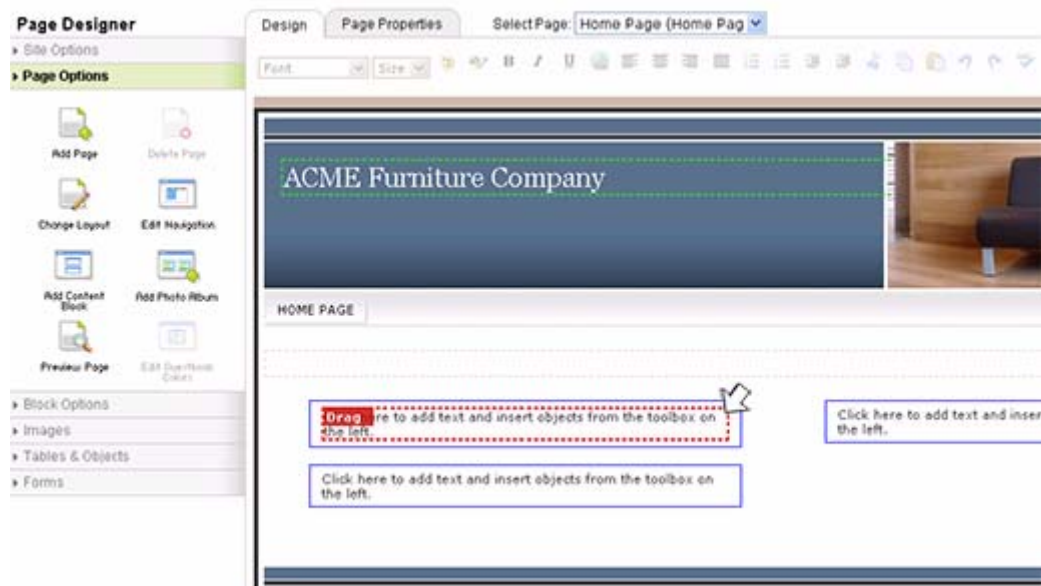
5. When you are finished, click **OK**.

## ADDING AND EDITING IMAGES

To further personalize your Home page, you can add images from the gallery or upload your own images to use. All images are stored in the Image Library. You can upload your own images and navigate between the list of stock images and the list of your uploaded images. Images can be added to any content block.

### ► To Add Images to a Page

1. Click on the content block you want to add the image to.



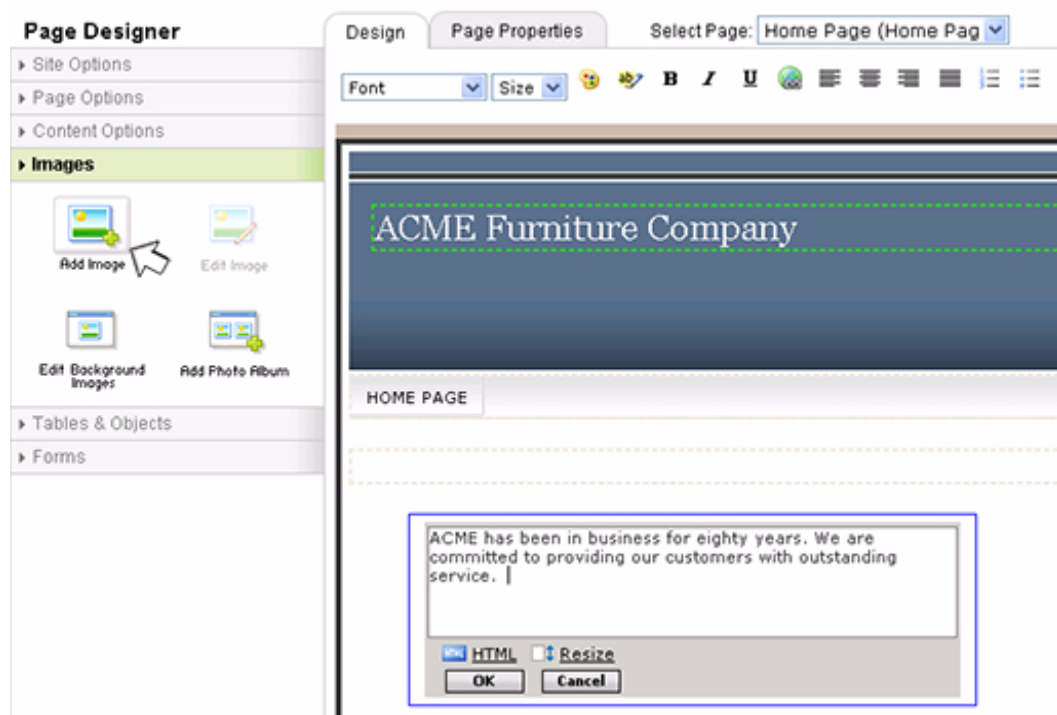


2. Place your cursor in the location where you want to add the image.

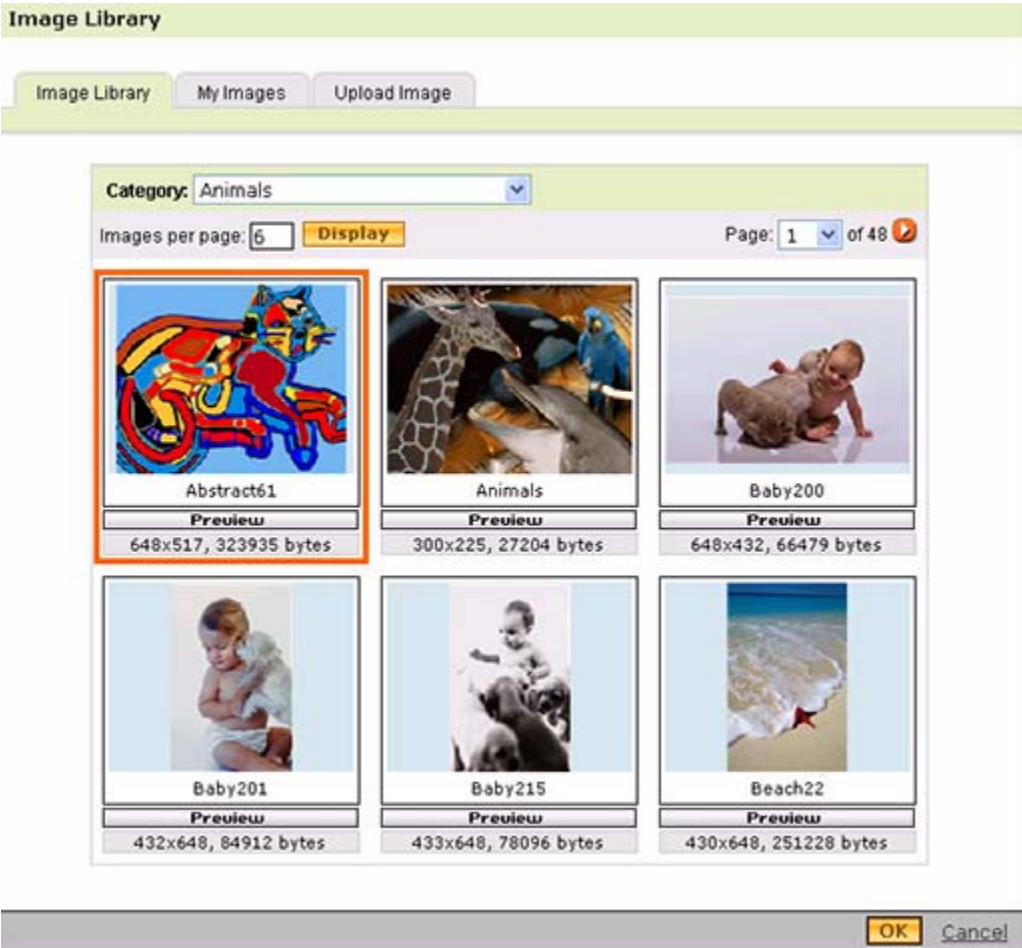


3. From the Page Designer toolbox, click **Images**.

4. From the Images area, click **Add Image**.



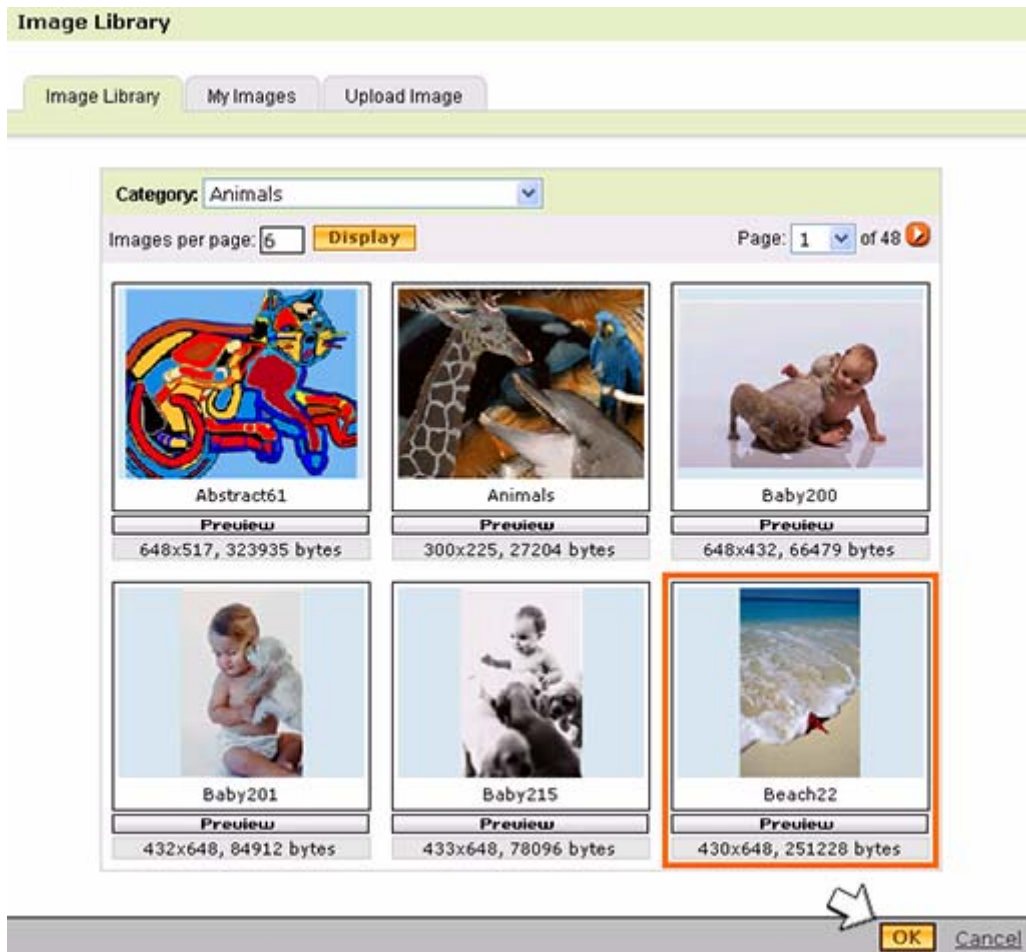
5. In the Image Library, go to the **Image Library** or **My Images** tab.



NOTE

You must upload images before you can access them from the My Images tab. If you want to use stock photos, you can select them from the Image Library tab.

6. Select the image you want to import, and then click **OK**.



Good Job! You have successfully added an image! Using the Page Designer toolbox you can add many other great features to your Web page. Let's explore how to add more features.

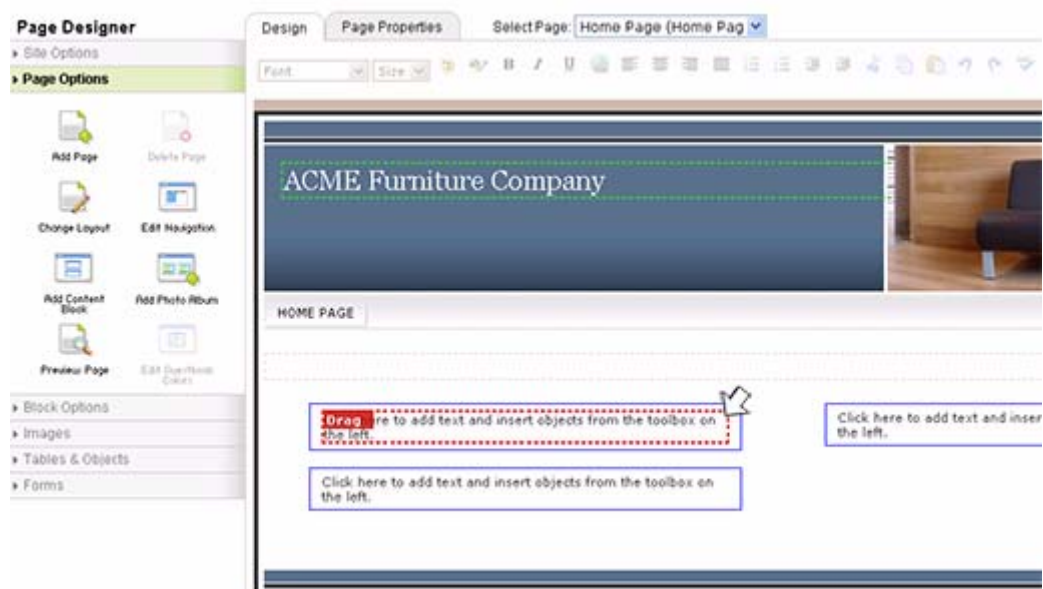
## ADDING TABLES AND OBJECTS

WebSite Tonight gives you a variety of helpful objects that you can add to your Web page, including:

- Date
- Calendar
- Date/Time Stamp
- Scrolling Marquee
- Hit counter
- Music Video
- Flash
- Feed
- Script

### ► To Add Objects and Tables to Your Web Site

1. Click the block you want to add your table or object to.

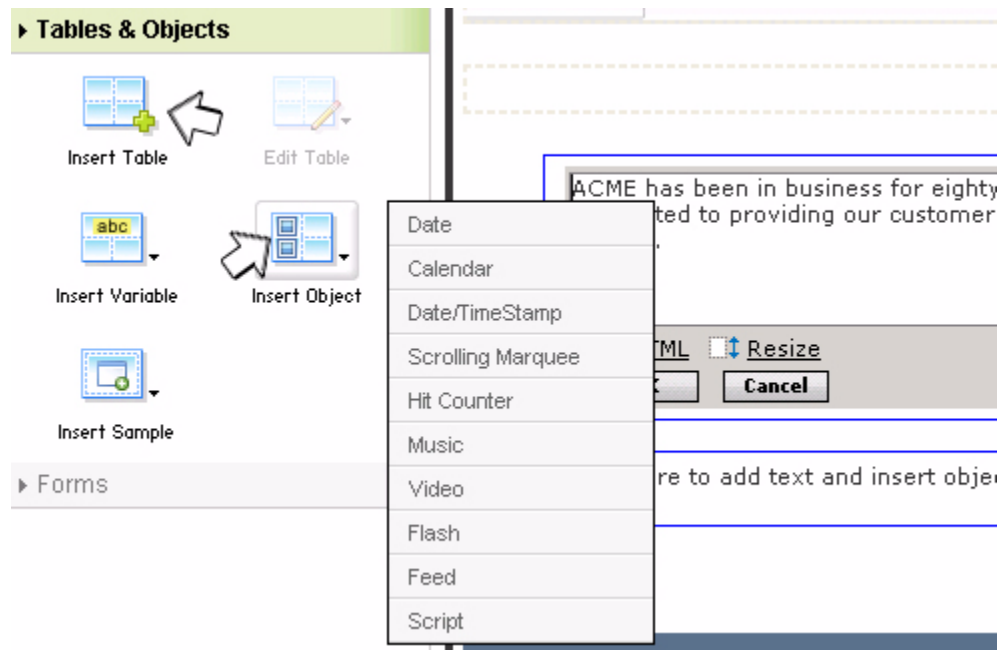


2. Place your cursor in the location where you want to add a table or object.



3. From the Page Designer toolbox, click **Tables & Objects**.

4. From the Tables & Objects area, select **Insert Table** to insert a table, or **Insert Object** to insert an object.



5. If you selected to insert a table, configure your table, and then click **OK**.
6. If you selected an object, complete the necessary fields, and then click **OK**.

To continue adding content, to your site, repeat the steps above. Enjoy!