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This file was generated on Monday 29 November 2004.

SwitchOn Content Management System User Manual

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I. Preface

Congratulations on your recent subscription purchase of the SwitchOn Content Management Tool! This comprehensive software package includes every function needed in order to design and continually maintain your personal or company website with great ease.

With SwitchOn's user friendly interface including features commonly used in programs such as MS Office, designing your website couldn't be easier!

With components including simple text editing, shopping basket, gallery creation and more, an extensive knowledge of web development isn't needed for you to create your very own professional presence on the web.

This manual serves as an in-depth guide and introduction to the many features boldly housed within this little program, as well as installation instructions and specific configurations needed to get you well on your way to a sound web investment.

II. Getting Started

Table of Contents:

1. Introduction
2. A Simple Tutorial
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1. Introduction

SwitchOn is a content management tool that allows the user to design and maintain their own website without the hassle and expense of hiring web professionals. SwitchOn makes it possible for you, the end user, to understand the concepts behind web development by giving you a user-friendly interface from which to create your websites. If you are able to use Microsoft Word successfully, using SwitchOn will be a breeze.

What distinguishes SwitchOn from conventional website creation tools is that it does not require extensive knowledge of HTML, programming or layout. If you were to use a conventional HTML editor creating a website of similar quality, this would require significantly more time and skill. SwitchOn is unique in the fact that you are able to complete and maintain a complex website without having the advanced skills usually necessary to achieve this task. As a web based product there is no need to download and install software onto your computer. With SwitchOn's elaborate feature selection as well as an easy to follow help guide, creating a website using this software is made a suitably convenient option. Although SwitchOn's focus is based on quick and easy website creation, the user is still able to actualize a highly complex and amplified website featuring attributes such as Image Gallery creation and Shopping Basket services. While this program is simple to use for beginners, the variety of features and functions available cater to both new users as well as professional web developers.

2. A Simple Tutorial (Template Users Only!!)

- ❑ Step 1: Log into SwitchOn.
- ❑ Step 2: Click on the "Page Setup" button on the bottom bar of SwitchOn.
- ❑ Step 3: Click on the "My Template" button on the top navigation bar.
- ❑ Step 4: Select a template from the dropdown list.
- ❑ Step 5: Type the text you would like to display at the top of your website as your header.
- ❑ Step 6: Select the font type, size, colour and alignment.
- ❑ Step 7: Click on "Save Changes" button.
- ❑ Step 8: Click on "Public Content" button on the bottom navigation bar of SwitchOn.
- ❑ Step 9: Click on the "Edit" button next to the "Home" page in the document listing.
- ❑ Step 10: Type or copy and paste the content you wish to display on your "Home" page. Typically this content would describe your company or organisation and introduce your services offered.
- ❑ Step 11: Click on the "Save" button.
- ❑ Step 12: Click on the "Edit" button next to the "Contact" page in the document listing.
- ❑ Step 13: Type or copy and paste your contact information such as telephone numbers, physical address, email address and postal address.
- ❑ Step 14: Click on the "Save" button.

This example sets up the most basic of websites, although with SwitchOn you are able to increase functionality, elaborate and customize your website according to your specific needs. To realise the potential of your website, please read the rest of this manual for more detailed descriptions of the features available to you.

3. Installation

Minimum System Requirements:

- 366MHz CPU
- 64MB RAM
- 1024 x 768, 256 Colour Video Display
- Windows 95/98/ME/2000/XP
- Internet Explorer version 5.5 or higher

There is no installation of software as it is an entirely web based system.

If you do not have Internet Explorer 5.5 or higher it can be freely downloaded and installed from <http://www.microsoft.com> (click on the "Downloads" link). If you follow good computing practice, your copy of windows should already be up to date.

4. Configuration

Internet Explorer needs to be configured to fetch a new version of an Internet page each time that page is loaded. To configure Internet Explorer this way, follow these steps:

- ❑ Open Internet Explorer
- ❑ Click on the "Tools" menu option in the main menu of the browser
- ❑ Select "Internet Options" from the drop down menu
- ❑ On the "General" tab, look for the section entitled "Temporary Internet Files"
- ❑ Click on the "Settings" button in this section
- ❑ In the new popup window, under the heading "Check for newer versions of stored pages", select the "Every visit to the page" radio button option.

This option ensures that each time you visit or check on your website it loads the most recent changes you have made.

Please note that popups need to be allowed on the page that you log into SwitchOn.

III. How to...

This section serves as a guide to completing all of the most commonly used tasks in SwitchOn.

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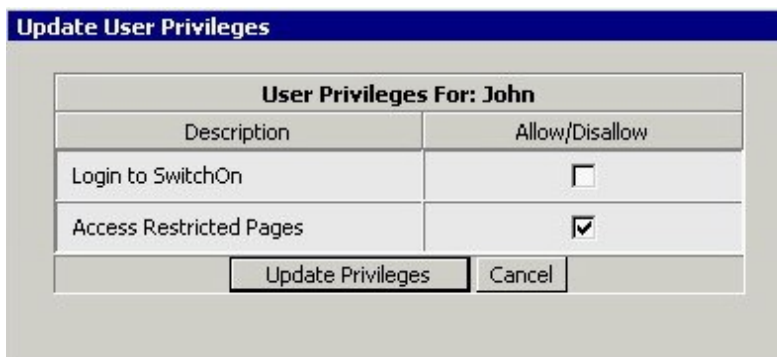
1. Add a SwitchOn Admin User
2. Add a Website Client User
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1. How to: Add a SwitchOn Admin User

Click on "User Maintenance" in the bottom left corner to add more users who can also work on and edit your website, or add a user who has certain privileges such as viewing restricted pages, etc. To add a new user, simply click on the "Add New User" button. Fill in the required fields.

- User ID
- Password
- Retype Password
- Name
- Surname
- Shopping Basket Discount

To add a privileged user, click on "Privileges" on the right hand side, or once updating user, click on "Update Privileges" for the new window to open. Check the "Allow/Disallow" checkbox next to "Login to SwitchOn" to allow this user to login and administrate the website via the SwitchOn software.



User Privileges For: John	
Description	Allow/Disallow
Login to SwitchOn	<input type="checkbox"/>
Access Restricted Pages	<input checked="" type="checkbox"/>

Update Privileges Cancel

2. How to: Add a Website Client User

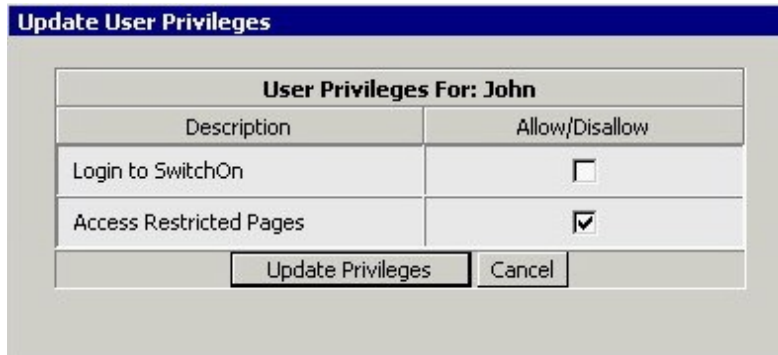
Click on "User Maintenance" in the bottom left corner to add more users who can also work on and edit your website, or add a user who has certain privileges such as viewing restricted pages, etc. To add a new user, simply click on the "Add New User" button. Fill in the required fields.

- User ID
- Password
- Retype Password
- Name
- Surname
- Shopping Basket Discount

To add a privileged user, click on "Privileges" on the right hand side, or once updating user, click on "Update Privileges" for the new window to open. Check the "Allow/Disallow" checkbox next to "Access Restricted Pages".

This option allows users to access certain pages.

The shopping basket discount feature will apply to any shopping pages in private sections once a specific user has logged in with their personal username and password.



3. How to: Create an HTML Document

Public Content:

This is the section of SwitchOn where the user is able to edit their website manually, in order to set up paragraphs, spacing, inserting images, etc.

In order to create a new page of your website, click on the "Create New Document" button. A new page can be created at any point.

Fill in the required information, and click the checkbox wherever you would like your new page to be held.

To edit your page once SwitchOn has loaded, click on the "edit" button.

The options at your disposal are very similar to MS Word options, making it simple for the user to design a site.

Restricted Content:

"Restricted Content" is precisely the same, barring the fact that the pages added here are only viewable by users/visitors who have access to them by adding them under "User Maintenance" and "Add New User" (Please see **2. Add a Website Client User**) On your actual website, the only way that a person would be permitted to view a restricted page, they would need to login with a username and password into the login screen that pops up when an attempt is made at clicking the specific link.



- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "Create New Document" button.
- Type the title of your document in the "Document Text" box.
- Type the text that you would like to appear on the button on your website in the "Button Text" textbox.
- Select the document type: "Text/HTML" from the "Document Type" drop down list.
- Select where you would like to insert the new document by clicking on the appropriate radio button in the document list.
- Click on the "Next" button.

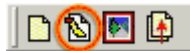
Your document has now been created and inserted in the correct position. To add content to your new page, see **4. Edit an HTML Page.**

4. How to: Edit an HTML Page

Edit Existing Document

Pushing this button automatically puts the user back onto the initial "Public Content" page where all of your pages are listed and ready to be edited/deleted etc.

This is your most commonly used option, because it can be used for text as well as images and more. This page can be edited by clicking on the "Edit" button to the right of your new document once it has been created. Don't forget to push the "Save" button to save the changes you have made.



- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "Edit" button next to the document you wish to edit in the document list.
- SwitchOn will now display the document editor, which is similar to a word processing editor such as Microsoft Word and includes most word processing functions.

You may now type or copy and paste the text required to be displayed on the page into the editor window. To insert an image, follow these instructions:

- Click on the "Upload Image" button underneath the "Image Library" list.
- In the new window that appears, click on the "Browse..." button to locate the image you wish to upload onto your website.
- After you have located your image, click on the "Upload" button.
- Once the image is uploaded the message "Upload Successful" will be displayed.
- Click on the "Close" button.
- Select the image from the "Image Library" by clicking on it.
- Click in the editor to place the cursor at the position where you would like to insert the image.
- Click on the "Insert" button below the "Image Library" list.

5. How to: Delete a Page

- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "Delete" button next to the document you wish to delete in the document list.

6. How to: Create a Gallery Page

- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "Create New Document" button.
- Type the title of your document in the "Document Text" box.
- Type the text that you would like to appear on the button on your website in the "Button Text" textbox.
- Select the document type: "Image Gallery" from the "Document Type" drop down list.

By choosing this option, you will be able to create an image gallery of a maximum of 20 images (per gallery page).

Once images have been sourced, uploaded and ordered accordingly to your specific instructions, remember to click on the "Upload Images and Save Text" button for your changes to take effect.

The order in which you place your images is determined by where along the left hand side of the screen you place them. The first column holds a text box next each image. By clicking this text box you are able to delete the picture from your gallery by clicking the "Delete Selected Images" button.

The second column is your image information box. SwitchOn automatically changes your images into thumbnails, and therefore changes the name of the image under this section.

When a visitor to your site views your images and clicks on a specific one to view, a web dialogue box opens up, not actually ever leaving you're the page you are currently viewing, and shows your visitor the image at it's original size.

The third column is your image text input area. This field is available for you to entitle each of your images with a small description of them. This text field is unlimited, so you're able to type in as much as you need. Don't forget to save your changes!

The fourth column is the "Image Upload" column, where the user needs to click on the "Browse..." button in order to locate the image they wish to upload onto their websites.

You are limited to 20 images per page, and remember that should you upload images that are quite large, the time spent uploading and eventually being viewable on your site will take a little while longer.

The fifth and final column that is entitled "Gallery Details" is where you input your final details such as what your gallery will be called as a link. For example, if your gallery is entitled "Photo Gallery" and your button text is the same, your website will show a linked button called "Photo Gallery". For corporate users wanting to upload pictures of their staff as well as of their equipment, they would create a new document entitled "Photo Gallery" as a normal HTML/Text page. Within this page they would create links to the gallery. One called "Staff Photos" and one called "Equipment Photos", remembering that per each gallery, you are limited to 20 pictures, although you may have an unlimited amount of gallery pages.

Quick links at the top left of the page offer the following options:

Save:



Delete:



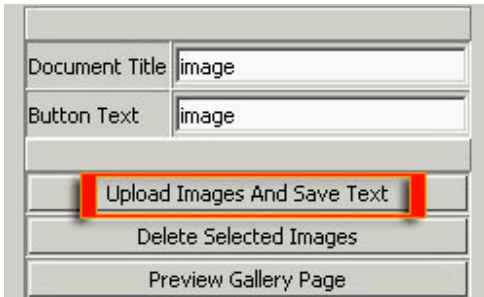
Preview:

A screenshot of a web form with three input fields: "Document Title" containing "image", "Button Text" containing "image", and a third empty field. Below the fields are three buttons: "Upload Images And Save Text", "Delete Selected Images", and "Preview Gallery Page". The "Document Title" field is highlighted with a red border.

Your "Document Title" will be the name of your gallery.

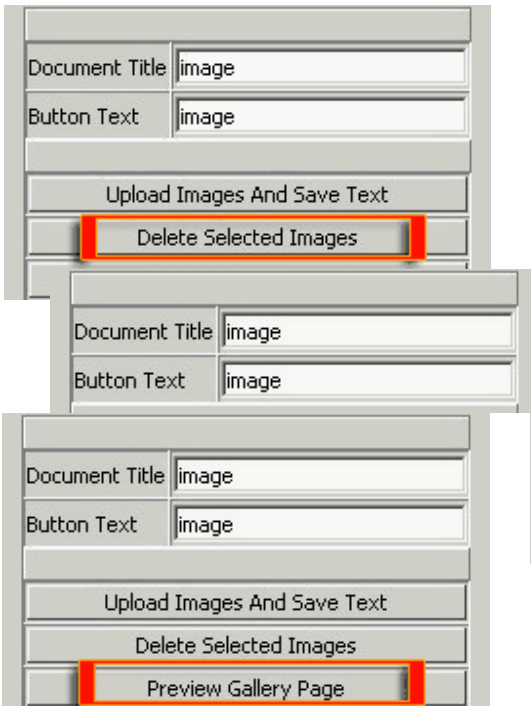
A screenshot of a web form with three input fields: "Document Title" containing "image", "Button Text" containing "image", and a third empty field. Below the fields are three buttons: "Upload Images And Save Text", "Delete Selected Images", and "Preview Gallery Page". The "Button Text" field is highlighted with a red border.

This will be the name on your button linking to your image gallery.



A screenshot of a control panel with a light gray background. At the top, there are two input fields: 'Document Title' and 'Button Text', both containing the text 'image'. Below these fields are three buttons: 'Upload Images And Save Text', 'Delete Selected Images', and 'Preview Gallery Page'. The 'Upload Images And Save Text' button is highlighted with a red rectangular border.

Once you have made your changes, click here to upload your images and save the text you made to go along with your image.



Three stacked screenshots of the control panel. The top screenshot shows the 'Delete Selected Images' button highlighted with a red border. The middle screenshot shows the 'Delete Selected Images' button highlighted with a red border. The bottom screenshot shows the 'Preview Gallery Page' button highlighted with a red border.

Use this option to delete images you no longer want.

Preview your Image Gallery by clicking this button.

7. How to: Upload Multiple Images



- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "Image Maintenance" button.
- Click on the "Browse..." button to locate the image you wish to upload.
- You may upload 16 images at the same time in separate browse boxes.
- Once you have located all the images you click on the "Upload Images" button.
- Your images will now be displayed in your "Image Library".

8. How to: How to Upload Documents (File Maintenance)



- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "File Maintenance" button.
- Click on the "Browse..." button to locate the files you wish to upload.
- You may upload 16 files at the same time in separate browse boxes.
- Once you have located all the files, you click on the "Upload Files" button.
- The files will now be available in the "Create Hyperlink" section of the editor.

9. How to: Create a Documents Page

- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- Click on the "Create New Document" button.
- Type the title of your document in the "Document Text" box.
- Type the text that you would like to appear on the button on your website in the "Button Text" textbox.
- Select the document type: "Downloads Page" from the "Document Type" drop down list.
- Select where you would like to insert the new document by clicking on the appropriate radio button in the document list.
- Click on the "Next" button.

A new HTML document has now been created containing links to the files you uploaded for download. This page may then be edited as a standard HTML page. Once displayed on the website, it will allow people who browse your site to download the files.

10. How to: Set Pages Visible and Invisible

- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- To make a page visible, check the checkbox next to the page in the document list.
- To make a page invisible, uncheck the box next to the page in the document list.
- Click on the "Update Document Visibility" button.

When your page is checked "Visible", SwitchOn creates a button for that page. If you leave this box unchecked, a button linking to that page will not be created.

11. How to: Add a Password to a Single Page

- Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- In the textbox in the "User" column next to the page in the document list for which you would like to add a password, type the required user ID and in the textbox in the "Password" column, type in the password.
- Click on the "Update Logins" button.

When a user browses to that page on your website, they will be required to fill in the appropriate user ID and password.

12.How to: Creating a Restricted Section

Create a document under the "Restricted Pages" section by following the instructions in section 3. **Create an HTML Page.**

13.How to: Create a Contact Form and Link it to a Page

- ❑ Click on "Contact Forms" button on the bottom bar in SwitchOn.
- ❑ Click on the "New Form" button.

The most popular type of form used on company websites is a contact form. Although with SwitchOn, you're able to design, maintain and generate your very own questionnaires specific to your personal or corporate preference.

The first field is the "Form Name" field. What you type here is dependent on the type of form you're creating. E.g. Contact Form, Query Form etc.

Remember that once your form has been generated, you have to create a new document and load it as a "Form" type document.

Once you've clicked on "Generate Form", test it by clicking the "Test" button on the right in the window that opens showing your form information. Once all your work is saved, click on the "View Site" button to check if your form works.

Screenshot to follow:

No	Field Name	Field Type	Max Length	Required?
1	First Name	General Text	50	Yes
2	Surname	General Text	50	Yes
3	Telephone Number	Numeric Only	50	Yes
4	Date of Birth	Date	50	Yes
5	Email Address	Email Address	50	Yes
6	Tell us a bit about yourself	General Text	500	No
7	Do you like this site?	Drop-Down Selection	50	Yes

NB: Add or Remove fields as required *before* entering data into them.
Adding or deleting a field will reset all currently entered data!

No:

This is the number identifying how many fields you have.

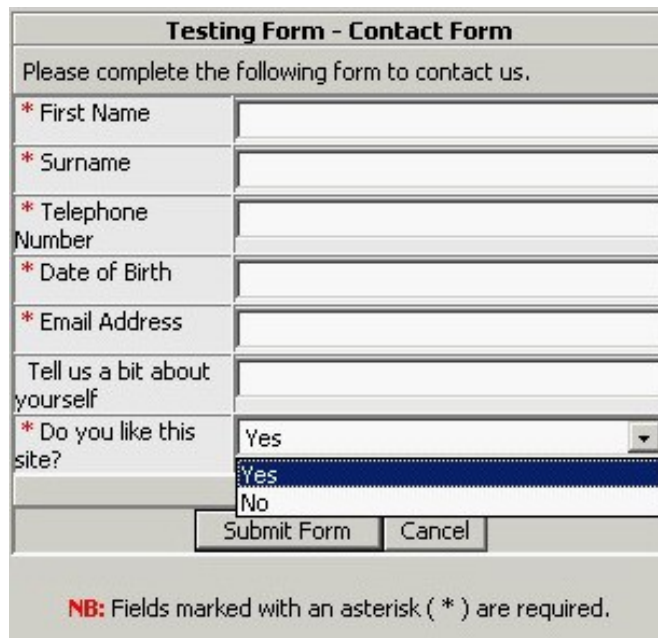
Field Name:

This is where you will place your question or required answer.

Field Type:

In this field, you're able to use the drop down menu to define the type of answer needed. Your options are as follows:

- **General Text**
A single line sentence input area.
- **Numeric Only**
This option forces the visitor to your website to fill in this field with only numeric characters. To be used for cash amounts, telephone numbers, etc.
- **Date**
This option is used for the visitor to insert a date, e.g. a date of birth, etc.
- **Email**
This is where users will input a valid email address.
- **Text Block**
This option could be used if an address or perhaps a long comment needs to be submitted.
- **Telephone/Fax**
This is where users of your website can put their telephone or fax numbers in.
- **Dropdown Menu**
The dropdown menu is where visitors are able to answer a question by having the option to make their own selection. This dropdown menu will need to be configured by you by selecting the "Dropdown Menu" option and a window will automatically open where you will be able to add and remove your specific options. Adding or removing an option is made easy by selecting either "Add" or "Remove" and once completed, click "Ok".



Testing Form - Contact Form	
Please complete the following form to contact us.	
* First Name	<input type="text"/>
* Surname	<input type="text"/>
* Telephone Number	<input type="text"/>
* Date of Birth	<input type="text"/>
* Email Address	<input type="text"/>
Tell us a bit about yourself	<input type="text"/>
* Do you like this site?	<input type="text" value="Yes"/>
	<input type="text" value="Yes"/>
	<input type="text" value="No"/>
<input type="button" value="Submit Form"/> <input type="button" value="Cancel"/>	
NB: Fields marked with an asterisk (*) are required.	

- ❑ Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- ❑ Click on the "Create New Document" button.
- ❑ Type the title of your document in the "Document Text" box.
- ❑ Type the text that you would like to appear on the button on your website in the "Button Text" textbox.

- ❑ Select the document type: "Contact Form" from the "Document Type" dropdown list.
- ❑ A list of available forms will then be displayed.
- ❑ Select the appropriate form from the list.
- ❑ Click on the "Update" button.

The selected form will now be displayed on the selected page on your website.

14.How to: Activate My Shopping Basket

- ❑ Click on "My Shopping Basket" on the bottom bar in SwitchOn.
- ❑ Fill in the provided form with your contact details and banking information.

Banking Details	
Account Name	Elvis Presley
Bank Name	Nedbank
Branch Name	Bedfordview
Branch Code	111222
Account Number	111222333444555
Account Type	Current
Confirmation Contact Details	
Deposit Slip Fax Number	011 555 5555
Electronic Transfer Fax Number	011 555 5555
Electronic Transfer Email Address	Elvis@presley.co.za
Rand/Dollar Settings	
Rand/Dollar Exchange Rate	7
Show Rand/Dollar Conversion?	Yes ▾
Display Settings	
Shopping Basket Buttons Colour	Grey ▾
<input type="button" value="Update"/>	

This information will be used to display on the Pro-forma invoice when customers on your website complete their shopping. It is **crucial** that the information supplied is correct.

15.How to: Create a Shopping Page



The SwitchOn iShop is an integrated ordering system for the products you may wish to sell on your website. Products are added to categories that are then displayed on the website. Clients may then order multiple products from the website and then that order is emailed to the owner of the website. Before you can use the shopping basket system on your website, you need to enable it. This is accomplished by completing the banking and contact details form to the left. The information on this form is used to tell customers of your website where to deposit money and where to fax or email confirmation of transactions to, so it is very important that you supply the correct information.

The information that you supply can be changed at a later date by clicking on the 'My Shop Details' button at the top right corner of this screen.

Your first step to managing your Shopping Basket feature in SwitchOn is to fill in your shopping basket details. This is the user's (seller) information that opens as the first screen after clicking on "My Shopping Basket" at the bottom of your screen. The information needed here includes financial details as well as personal information and layout/colour configuration. The screenshot below shows some mock information to make this easier for you.

Banking Details	
Account Name	Elvis Presley
Bank Name	Nedbank
Branch Name	Bedfordview
Branch Code	111222
Account Number	111222333444555
Account Type	Current
Confirmation Contact Details	
Deposit Slip Fax Number	011 555 5555
Electronic Transfer Fax Number	011 555 5555
Electronic Transfer Email Address	Elvis@presley.co.za
Rand/Dollar Settings	
Rand/Dollar Exchange Rate	7
Show Rand/Dollar Conversion?	Yes
Display Settings	
Shopping Basket Buttons Colour	Grey
<input type="button" value="Update"/>	

To get back here at a later stage to edit your information if needed, click on the far right button entitled "My Shop Details".

My Shop Details

[Click here for the banking details and contact numbers for your shopping basket.](#)

NB: REMEMBER TO SAVE YOUR INFORMATION BY CLICKING ON THE "UPDATE" BUTTON.

Category Maintenance:

Create, Edit and Delete product categories for your shopping basket. Under Category Maintenance you will click on "Add New Category". Give the category an ID number for your records and fill in a short description. Categories and items are unlimited. It is under each category that you will list your items. For example:

Category: Puppies

Items: Siberian Husky
Daschund Puppies
Maltese Poodles

NB: To be added under the "Product Maintenance" section.

Product Maintenance:

Use this feature to add, edit and remove products from your shopping basket. To add a new product, click on "Add New Product" and a new window will open. Select your category, e.g. if you are selling shoes and hats and would like to add a pair of shoes for sale (you will have added both shoes and hats in "Categories") you will then select the "Shoes" category here.

You are then able to decide on a product code and enter it into the second text field. Add a short description in the third text field (e.g. "Hiking Shoes") and in the fourth field give a detailed description of the product.

The fifth field, "Price ZAR", enter in your price. In the drop-down menu below that, "Show Prices To", you have the option of choosing who is permitted to see the prices of your products on offer.

- Logged in users only
- Public
- Both

Depending on the option you choose, keep in mind that should you decide on "Logged in users only", those users must be added under User Maintenance > Add New User in order for them to view your restricted/shopping pages.

If you have an image of the product for sale, click the "Browse..." button to locate it. Remember that a shopping page needs to have been created before these changes will work. Finally, click on "Add Product" to finish off. Remember that once this is done, you will automatically be taken back to the page where you're able to add another product should you so desire. The product you just added will appear automatically in the "Product Maintenance" list of products.

On the far right of each product added, click the "Options" button to see more options/descriptions you can apply to the product. When you're done, click "Save Options" and that window will close automatically.

Search Products:

Search for a specific product by typing the product name or code into the text field. The functions to the right of that (Edit/Delete/Image) work in the same way as how it works in Product Maintenance.

Current Orders:

By clicking on "Current Orders" you are able to keep an eye on your current unprocessed orders. This feature shows the date, time, customer name and custom email address as well as the price of the item queued for purchase.

Next to the unprocessed orders, you are able to click on "View" to check the detailed specifics on the unprocessed order, as well as being able to update the order by selecting whether the products has been shipped or cancelled by clicking on the "update" button.

This should only be moved or changed once payment for the product has been released. Click on the arrows below to see the next order.

- | | |
|--------|---|
| ➤ "<<" | Means go straight to the beginning of your orders list. |
| ➤ "<" | Means go back one order. |
| ➤ ">" | Means go forward one order. |
| ➤ ">>" | Means go straight to the end of your orders list. |



Order History:

This is where record of all of your sold and already processed orders are listed. By clicking "View" on the right hand side, you will be able to see a detailed history of the purchases made from your website. Clicking on "My Shop Details" will revert you back to where you started in your Shopping Basket where you fill in your particulars regarding your banking information, etc. It is important to remember to double check this section as it is where your purchased products funds will be deposited to and confirmed by.

- ❑ Click on "Public Content"/"Restricted Content" on the bottom bar in SwitchOn.
- ❑ Click on the "Create New Document" button.
- ❑ Type the title of your document in the "Document Text" box.
- ❑ Type the text that you would like to appear on the button on your website in the "Button Text" textbox.
- ❑ Select the document type: "Shopping Page" from the "Document Type" dropdown list.
- ❑ A list of available shopping categories will then be displayed.
- ❑ Select the appropriate category from the list.
- ❑ Click on the "Update" button.

The products in the selected category will now be displayed on the selected page on your website.

16.How to: Edit the Website Stylesheet

- ❑ Click on "Page Setup" on the bottom bar in SwitchOn.
- ❑ Click on the "Click to Edit Stylesheet" button.
- ❑ Once you have edited your stylesheet, click on "Save and Close"

This option is only recommended to advanced users or users familiar with HTML coding and Cascading Style Sheets.

A few examples of the CSS options are as follows:

```
<!-- Scrollbar colour -->
```

```
body { scrollbar-face-color: #1f1f1f; scrollbar-highlight-color: #1f1f1f; scrollbar-shadow-color:
```

```
#000000; scrollbar-3dlight-color: #6a6a6a; scrollbar-arrow-color: #fc9b00; scrollbar-track-color: #2e2e2e; scrollbar-darkshadow-color: #000000; }
```

```
<!-- Links Inactive colour -->
```

```
a { color: #D0A700; text-decoration: none; }
```

```
<!-- Links Rollover colour -->
```

```
a:hover { color: #767676; text-decoration: none; }
```

17.How to: Change My Website Template

- Click on "Page Setup" on the bottom bar in SwitchOn.
- Click on the "My Template" button on the top button bar.
- Select a template from the dropdown list.
- Type the text you would like displayed at the top of your site.
- Select all font information (type, colour, size).
- Set your font alignment.
- Click on the "Save Changes" button.

The changes in graphics and text will immediately be applied to your website.

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1. User Maintenance

Click on "User Maintenance" in the bottom left corner to add more users who can also work on and edit your website, or add a user who has certain privileges such as viewing restricted pages, etc. To add a new user, simply click on the "Add New User" button.

- User ID
- Password
- Retype Password
- Name
- Surname
- Shopping Basket Discount

User Privileges For: John	
Description	Allow/Disallow
Login to SwitchOn	<input type="checkbox"/>
Access Restricted Pages	<input checked="" type="checkbox"/>

Update Privileges Cancel

To add a privileged user, click on "Privileges" on the right hand side, or once updating user, click on "Update Privileges" for the new window to open. This option allows users to access certain pages or have certain privileges regarding the editing of your website using SwitchOn.

The shopping basket discount feature will apply to any shopping pages in private sections once a specific user has logged in with their personal username and password

2. Page Setup

About My Site:

This is where you need to make certain selections regarding the look and layout of your website.

Template Type:

The template type influences the way your website is displayed.

Selecting the "Vertical Template" type will cause your website to display its buttons vertically down the left hand side of the screen.

Selecting the "Horizontal Template" type will cause your website to display its buttons horizontally along the top of the screen underneath your logo image.

Website Description:

The website description box should contain a short description of what your website is about. Matching the words in the users query to words in the title, keywords & description tags is how most major search engines determine placement or ranking of the results.

Website Keywords:

Type in 10 (ten) words that are relevant to your website in the text fields provided. These words should describe what your website is about. Matching the words in the users query to words in the title, keywords & description tags is how most major search engines determine placement or ranking of the results.

Website Title:

Your website title will show at the top and bottom of Internet Explorer when viewing the website.

Website Border:

This option allows you to enable or disable the black border that is created around your page.

Show "Print This Page" option:

This option is used to enable or disable the "Print This Page" button on your website. When enabled, this button allows the site visitor to print your website (the page they are viewing) and is displayed at the bottom of every text/HTML document on your website.

Align Website:

This option is used to align your entire website to either the left, right, or centre of the page. This function is only applicable when the website width is 760px and not when its 100%.

Website Width:

The width of your website can be set to one of two options. Either 760px or 100% width. If you select 100% width, your website will be stretched to fill the entire width of the browser. When it is set to 760px wide, your website will be exactly 760 pixels wide. This is the optimum width for 800X600 resolution monitors or above.

Make Content Scrollable:

This option enables you to make the content in between your header and footer images scrollable while the header and footer remain still. If you select "No" as your option, the entire page will scroll, along with the header and footer until the end of your document.

Website Stylesheet:

This option is only recommended to advanced users or users familiar with HTML coding and Cascading Style Sheets.

A few examples of the CSS options are as follows:

```
<!-- Scrollbar colour -->
```

```
body { scrollbar-face-color: #1f1f1f; scrollbar-highlight-color: #1f1f1f; scrollbar-shadow-color: #000000; scrollbar-3dlight-color: #6a6a6a; scrollbar-arrow-color: #fc9b00; scrollbar-track-color: #2e2e2e; scrollbar-darkshadow-color: #000000; }
```

```
<!-- Links Inactive colour -->
```

```
a { color: #D0A700; text-decoration: none; }
```

```
<!-- Links Rollover colour -->
```

```
a:hover { color: #767676; text-decoration: none; }
```

My Site Colours:

This section allows the user to change the look of the website by changing the colour schemes.

Main Background Colour:

The main background colour property sets the background colour of your website. If you click on the ellipses (...) button, it will display the colour picker for you to choose a colour. If you choose brown (#996633) then all of the pages of your website will have a brown background.

Default Text Colour:

This option selects a default colour for all the text on your website.

Button Width in Pixels:

This option is used to specify the width of the buttons on your website in pixels.

Main Menu Button Configuration:

Active Border:

The main active border colour is the colour used to create the border of the Main Menu Button that was clicked on last by a user. The active Main Menu Button indicates which main menu page the user is currently looking at.

Active Background:

The main active background colour is the colour used to create the background of the Main Menu Button that was clicked on last by a user. The active Main Menu Button indicates which main menu page the user is currently looking at.

Active Text:

The main active text colour is the colour used to create the text of the Main Menu Button that was clicked on last by a user. The active Main Menu Button indicates which main menu page the user is currently looking at.

Inactive Border:

The main inactive border colour is used to create the border of the main menu buttons on your website that are not active. Where the Active colours are used to indicate that a user is currently viewing a certain page, the inactive colours are used to create every other button.

Inactive Background:

The main inactive background colour is used to create the border of the main menu buttons on your website that are not active. Where the Active colours are used to indicate that a user is currently viewing a certain page, the inactive colours are used to create every other button.

Inactive Text:

The main inactive text colour is used to create the border of the main menu buttons on your website that are not active. Where the Active colours are used to indicate that a user is currently viewing a certain page, the inactive colours are used to create every other button.

Text Shadow Colour:

The text shadow colour is used to create the 3D or out dented effect of the text on the buttons on your website. The text is created on the button in the colour that you have chosen and then a 'shadow' is created around the text with the 'Text Shadow Colour' that you have selected. The checkbox next to the text shadow colour selector indicates whether you would like to use the shadow colour or not. If there is a check in the box, the button image will be created with a shadow around the text in the selected colour. If there is no check in the box (if its empty) then the button will be created without a text shadow

Text Font:

The font you select from the list provided will be the font used to create the text on the Main Menu buttons of your website.

Button Image:

This function is intended to let you further customize your website by using custom graphical buttons, but it is entirely optional.

If you wish to use this function, follow these steps:

1. Create a blank JPG image 115px wide by 16px high with at least 256 colours.

Example: 

2. Click on the 'Browse...' button and select the image you have created.

3. Click on the 'Save Changes and Upload Images' button to upload the image to your website.

4. Next to 'Current Image:' it should now display the name of the image you uploaded.

5. To use this image as a button, put a check in the 'Use Image?' check box. To preview what your buttons look like, click on the 'Preview Button' button.

6. To save the changes you have made, click on the 'Save Changes and Upload Images' button.

The buttons on your website will now be created by using the image as the background. The button text will be created on top of it. Only the text colour and text shadow colour will now apply.

Please Note: *The image you create must be saved with at least 256 colours. The reason for this is that if the image has less than 256 colours, the text colour you pick might not be in the image palette.*

Preview Button:

Use this option to preview what your button will look like on your website. Also remember that at any point you are able to preview your entire website by clicking on the "View My Site" button.

Sub Menu Button Configuration:

Active Border:

The submenu active border colour is the colour used to create the border of the Main Menu Button that was clicked on last by a user. The active Main Menu Button indicates which main menu page the user is currently looking at.

Active Background:

The submenu active background colour is the colour used to create the background of the Main Menu Button that was clicked on last by a user. The active Main Menu Button indicates which main menu page the user is currently looking at.

Active Text:

The submenu active text colour is the colour used to create the text of the Main Menu Button that was clicked on last by a user. The active Main Menu Button indicates which main menu page the user is currently looking at.

Inactive Border:

The submenu inactive border colour is used to create the border of the main menu buttons on your website that are not active. Where the Active colours are used to indicate that a user is currently viewing a certain page, the inactive colours are used to create every other button.

Inactive Background:

The submenu inactive background colour is used to create the border of the main menu buttons on your website that are not active. Where the Active colours are used to indicate that a user is currently viewing a certain page, the inactive colours are used to create every other button.

Inactive Text:

The submenu inactive text colour is used to create the border of the main menu buttons on your website that are not active. Where the Active colours are used to indicate that a user is currently viewing a certain page, the inactive colours are used to create every other button.

Text Shadow Colour:

The text shadow colour is used to create the 3D or out dented effect of the text on the buttons on your website. The text is created on the button in the colour that you have chosen and then a 'shadow' is created around the text with the 'Text Shadow Colour' that you have selected.

The checkbox next to the text shadow colour selector indicates whether you would like to use the shadow colour or not. If there is a check in the box, the button image will be created with a shadow around the text in the selected colour. If there is no check in the box (if its empty) then the button will be created without a text shadow

Text Font:

The font you select from the list provided will be the font used to create the text on the Main Menu buttons of your website.

Button Image:

This function is intended to let you further customize your website by using custom graphical buttons, but it is entirely optional.

If you wish to use this function, follow these steps:

1. Create a blank JPG image 115px wide by 16px high with at least 256 colours.

Example:

2. Click on the 'Browse...' button and select the image you have created.

3. Click on the 'Save Changes and Upload Images' button to upload the image to your website.

4. Next to 'Current Image' it should now display the name of the image you uploaded.

5. To use this image as a button, put a check in the 'Use Image?' check box. To preview what your buttons look like, click on the 'Preview Button' button.

6. To save the changes you have made, click on the 'Save Changes and Upload Images' button.

The buttons on your website will now be created by using the image as the background. The button text will be created on top of it. Only the text colour and text shadow colour will now apply.

Please Note: The image you create must be saved with at least 256 colours. The reason for this is that if the image has less than 256 colours, the text colour you pick might not be in the image palette.

Preview Button:

Use this option to preview what your button will look like on your website. Also remember that at any point you are able to preview your entire website by clicking on the "View My Site" button. Once you have made all the necessary changes, click on the "Save Changes and Upload Images" button.

My Site Images:

The Main Logo Image:

The Main Logo Image gets displayed at the top of every page on your website. Click the 'Browse...' button to open a file dialogue and browse to your logo image. Click the 'Update' button to save all your changes. Your logo will now be displayed on your website.

The suggested size for the logo image is 100px X 760px (100 pixels high by 760 pixels wide). If your image is larger than 100px X 760px, and you would like SwitchOn to resize it to the correct dimensions for you, put a check in the 'Resize Image?' box when you upload the image. This will reduce the image height to exactly 100 pixels.

Please note: SwitchOn will resize images down to 100 pixels in height, keeping the original aspect ratio. An image that was 200px X 300px will be reduced to 100px X 150px

Align Logo Image:

This option lets you align the heading image of your website, left, center or right.

Footer Image:

The Footer Image gets displayed at the bottom of every page on your website. Click the 'Browse...' button to open a file dialogue and browse to your footer image. Click the 'Update' button to save all your changes. Your footer image will now be displayed on your website.

The suggested size for the footer image is 100px X 760px (100 pixels high by 760 pixels wide). If your image is larger than 100px X 760px, and you would like SwitchOn to resize it to the correct dimensions for you, put a check in the 'Resize Image?' box when you upload the image. This will reduce the image height to exactly 100 pixels.

***Please note:** SwitchOn will resize images down to 100 pixels in height, keeping the original aspect ratio. An image that was 200px X 300px will be reduced to 100px X 150px*

Align Footer Image:

This option lets you align the footer image of your website, left, center or right.

Main Background Image:

This image is displayed as the main background of your website. The main background is the area below the buttons and above the footer image in horizontal mode or below the header image, above the footer image and right of the buttons in vertical mode.

Vertical Button Background Image:

This image is displayed as the background image of the website buttons but only in vertical display mode. This option does not apply when the horizontal display template is selected for the website.

Background Texture:

This image is used to fill up the white space that is the part of the browser outside the border of your

website.

Remember to click the "Save Changes and Upload Images" button after you've made your changes. At the bottom of the screen, there is a section where you can check whether your pictures have been uploaded properly and you're also able to delete them there by clicking on the "delete" button.

Page Setup

My Template:

The template you select here will overwrite any previous display settings you may have selected with the settings in that template.

Click on the "Preview" button to preview your template site in a new window.

Header Text: (Optional)

The text you fill in here will be placed over the header (or logo) image of the selected template. This is an optional field and can be left empty.

Font:

The font you select from the list provided will be the font used to create the Header Text of your website. (Only works if the visitors to your site have the selected font installed.)

Font Colour:

Click on the "..." button to change the colour of the header text.

Font Size:

Here you can change the size of the font to be displayed on your header.

Horizontal Alignment:

This option lets you align your header text to the left, right or center of the header image.

Vertical Alignment:

This option lets you align your header text to the top, bottom or center of the header image. Save your changes.

My Template:

Apply Template:

The template you select here will overwrite any previous display settings you may have selected with the settings in that template.

Header Text: (Optional)

The text you fill in here will be placed over the header (or logo) image of the selected template. This is an optional field and can be left empty.

Font:

The font you select from the list provided will be the font used to create the Header Text of your website. (Only works if the visitors to your site have the selected font installed.)

Font Colour:

Click on the "..." button to change the colour of the header text.

Font Size:

Here you can change the size of the font to be displayed on your header.

Horizontal Alignment:

This option lets you align your header text to the left, right or center of the header image.

Vertical Alignment:

This option lets you align your header text to the top, bottom or center of the header image. Save your changes.

WARNING: By clicking on "Save your changes" you will automatically overwrite your current display settings with those in the above selected template.

Custom Templates:

This option allows you to save your current settings as a template. Choose a name for your template by typing it into the text field provided and then click on "Save Configuration".

Note: Clicking on "Save Configuration" will save all of you current button colours and general site configurations to a custom template, which you will be able to revert back to should you become unhappy with changes you've made to your site.

Revert to Saved Template:

Clicking "Revert Site" will change all of your site settings to a previous template which you will be able to revert to if you become unhappy with your site.

3. Public Content

This is the section of SwitchOn where the user is able to edit their website manually, in order to set up paragraphs, spacing, inserting images, etc.

In order to create a new page of your website, click on the "Create New Document" button. A new page can be created at any point.

Fill in the required information, and click the checkbox wherever you would like your new page to be held. To edit your page once SwitchOn has loaded, click on the "edit" button.

The options at your disposal are very similar to MS Word options, making it simple for the user to design a site.

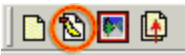


Create New Document:

- This is the button you push in order to create a new page to edit on your website. The amount of pages you choose is entirely optional and not limited. Remember that every time you add a page, you need to choose where it will be. For example, you can place a page in a submenu underneath an already established link, or you can create a new link button for it. Once the "Create New

Document" section has opened above your list of pages, you need to make a couple of selections. The first one is your "Document Title" - In "User Maintenance" you will see that the explanation to this has been explained.

- The next option is "Button Text", which we advise keeping the same name as your document title for ease of use and to cause less confusion later on. The button text will be the text that shows up as a button link to another part of your website. If you choose to create a new document called "Company History" for example, your button should also be called "Company History" and so allowing it to link to the created page.



Edit Existing Document

Pushing this button automatically puts the user back onto the initial "Public Content" page where all of your pages are listed and ready to be edited/deleted etc.

Image Maintenance:



By pushing this button, you enter the section of SwitchOn where you are able to upload and maintain your images. It is important to remember that your images on your website will only show up if they have been uploaded to the site. On the left of image maintenance is the Image Library section. Once you have successfully uploaded an image on the right hand side by clicking "Browse" and searching for your specific file, it will appear in the image library. A user is able to upload a maximum of 16 images per upload.

File Image Maintenance:



By pushing this button, the user is able to organise and maintain their downloads that they offer on their website.

As soon as you upload an image (you are able to upload 16 at a time) on the right hand side by clicking "Browse..." it will take a few seconds (depending on the size of the file you are uploading) and then show on the left hand side of the screen under "File Library".

Once your images/documents/files are uploaded, you need to ensure that they are ready for your site visitors to download. For example: you have an Microsoft Excel Spreadsheet containing your most recent pricelist. Instead of retyping it in SwitchOn, you're able to offer the entire Excel Spreadsheet to your visitors by allowing them to download the file. Once you have uploaded your file, go back to "Create New Document" in the top left four picture options and create a new page. Under "Document Type" this time, you choose the "Downloads Page" option, place it (under an already established menu or place it as a new link) and then save your page. You will then see that along with your other links, a link called "Downloads" will appear and house all of the files you have uploaded for the purpose of visitors downloading. Alternatively, should you not want an entire page dedicated to downloads, then whilst editing a normal HTML/Text page, you're able to highlight a section of text and add a hyperlink to it. For example: Click [here](#) for our new pricelist! Once you have highlighted the word "here", look to the top right of your screen and select the "Create Hyperlink" button.

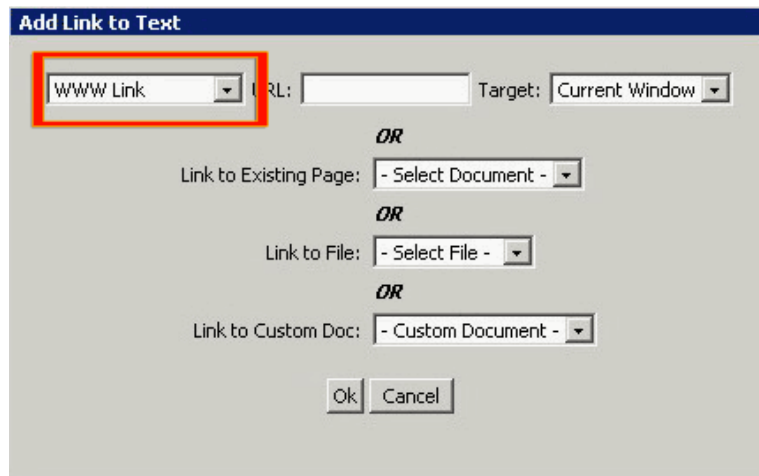
Hyperlinks:

A hyperlink is the option in SwitchOn where you're able to link certain pages to other pages, to images, to downloads, etc. Once you've clicked on the "Create Hyperlink" button, a new window will open where you need to select certain options. Your options are as follows:

WWW Link/Secure WWW Link/Email Link:

The first drop down menu option, which defaults to "WWW Link", is the most popular option for normal users. It means that you are linking to another page on your website, or an external URL, leading us to the next text field on this screen.

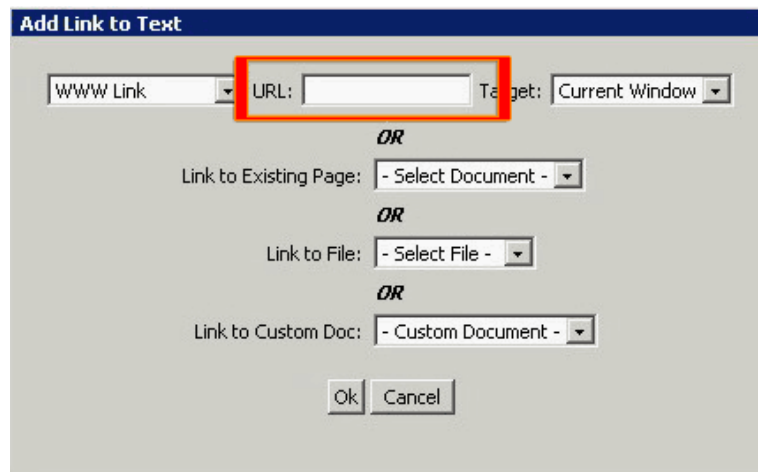
A secure WWW link is used to link to a secure page on your website. This feature is only recommended for advanced users, and users should also note that selecting this option will ONLY work if the page you are linking to is configured correctly.



The screenshot shows a dialog box titled "Add Link to Text". At the top, there is a dropdown menu with "WWW Link" selected, which is highlighted by a red rectangular box. To the right of this dropdown is a text field labeled "URL:" and a dropdown menu labeled "Target:" with "Current Window" selected. Below these options, there are three alternative options, each separated by "OR": "Link to Existing Page:" with a dropdown menu "- Select Document -", "Link to File:" with a dropdown menu "- Select File -", and "Link to Custom Doc:" with a dropdown menu "- Custom Document -". At the bottom of the dialog are "Ok" and "Cancel" buttons.

URL: (Uniform Resource Locator)

Should you be linking to an external website, you will need to put the full website address in this text field. When the new site opens, you should choose to open it in a new window, so as not to affect users on your website.



This screenshot is identical to the one above, showing the "Add Link to Text" dialog box. In this version, the "WWW Link" dropdown is not highlighted, but the "URL:" text field is highlighted with a red rectangular box. All other elements, including the "Target:" dropdown, the alternative options, and the "Ok" and "Cancel" buttons, remain the same.

Target:

This is where you choose where your linked page will open. It is much easier for users to click on a link and have it open on a new page, rather than letting it open inside your own website as this will affect the layout. Under certain circumstances though, you would need to let it open in your own site.

Your options are:

Current Window

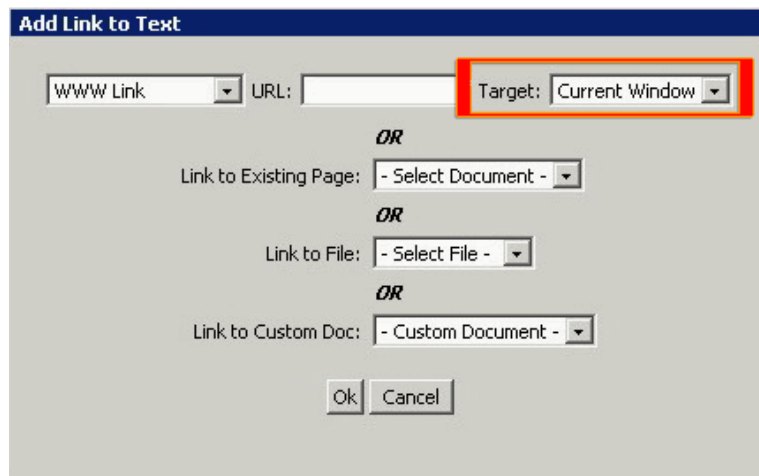
- Opens in the window the user is currently viewing.

New Window

- Automatically opens a new window for the user to view.

Parent Window

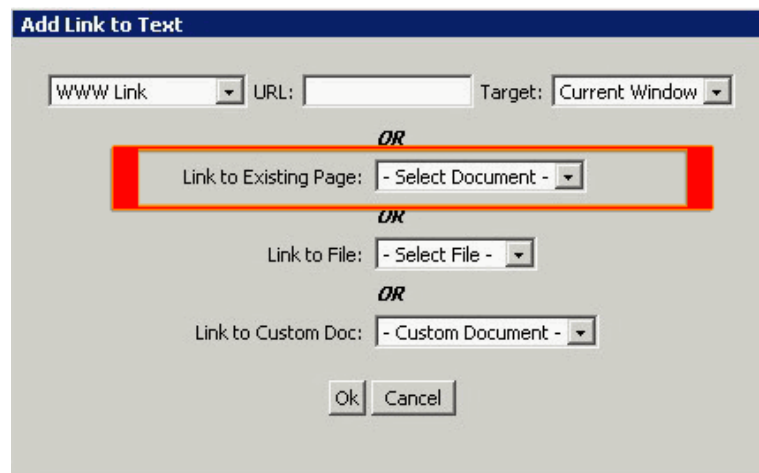
- Opens in the window the user is currently viewing.



The screenshot shows the 'Add Link to Text' dialog box. At the top, there is a 'WWW Link' dropdown menu, a 'URL:' text input field, and a 'Target:' dropdown menu. The 'Target:' dropdown menu is highlighted with a red border and shows 'Current Window' selected. Below this, there are three options separated by 'OR' labels: 'Link to Existing Page:' with a '- Select Document -' dropdown, 'Link to File:' with a '- Select File -' dropdown, and 'Link to Custom Doc:' with a '- Custom Document -' dropdown. At the bottom, there are 'Ok' and 'Cancel' buttons.

Link To Existing Page:

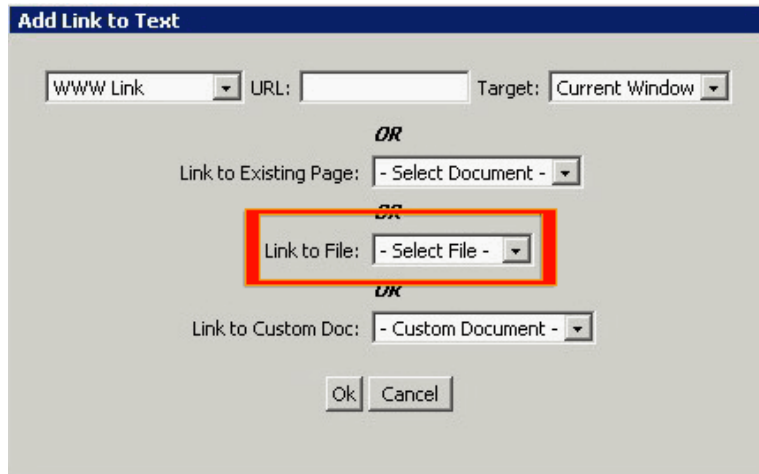
This is where you're able to choose an already designed page of yours to link to. For example, if a user is in your "Shopping Page" and would like to get back to the "Home" page of your website, if you have linked it properly by selecting the "Home" page from your drop down menu, they will be able to move through your site with ease.



The screenshot shows the 'Add Link to Text' dialog box. At the top, there is a 'WWW Link' dropdown menu, a 'URL:' text input field, and a 'Target:' dropdown menu. Below this, there are three options separated by 'OR' labels: 'Link to Existing Page:' with a '- Select Document -' dropdown, 'Link to File:' with a '- Select File -' dropdown, and 'Link to Custom Doc:' with a '- Custom Document -' dropdown. The 'Link to Existing Page:' dropdown menu is highlighted with a red border. At the bottom, there are 'Ok' and 'Cancel' buttons.

Link To File:

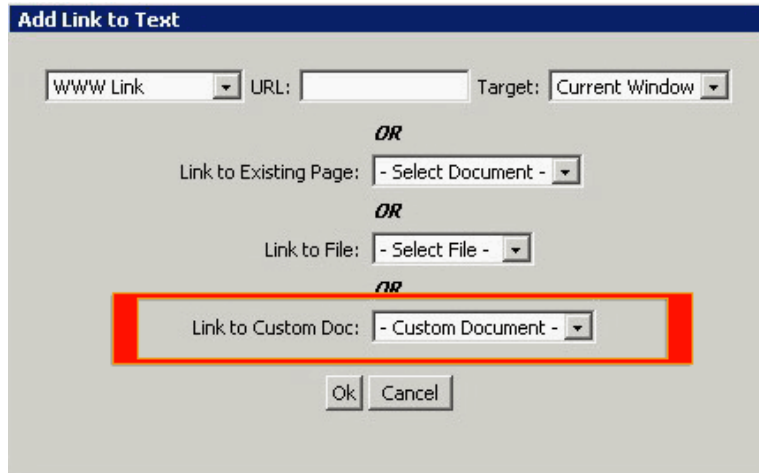
If you have uploaded files in the "File Maintenance" section, your files will show up in this drop down menu, and you will be able to link directly to those files for users to download.



The screenshot shows the "Add Link to Text" dialog box. It has a title bar with the text "Add Link to Text". Below the title bar, there are three options for linking: "WWW Link" (with a dropdown arrow), "URL:" (with a text input field), and "Target:" (with a dropdown menu set to "Current Window"). Below these, the word "OR" is centered. Then, there is "Link to Existing Page:" (with a dropdown menu set to "- Select Document -"). Below that, another "OR" is centered. The "Link to File:" option (with a dropdown menu set to "- Select File -") is highlighted with a red rectangular border. Below that, another "OR" is centered. Finally, there is "Link to Custom Doc:" (with a dropdown menu set to "- Custom Document -"). At the bottom of the dialog box, there are two buttons: "Ok" and "Cancel".

Link to Custom Doc:

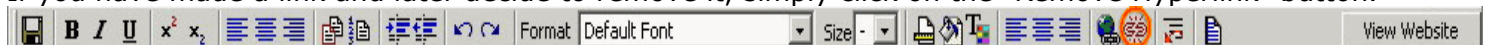
This option is on a per specific client basis. Once you have loaded a custom module in the section entitled "Custom", you are able to link to it here. Custom modules include custom made programs such as price calculators etc.



The screenshot shows the "Add Link to Text" dialog box. It has a title bar with the text "Add Link to Text". Below the title bar, there are three options for linking: "WWW Link" (with a dropdown arrow), "URL:" (with a text input field), and "Target:" (with a dropdown menu set to "Current Window"). Below these, the word "OR" is centered. Then, there is "Link to Existing Page:" (with a dropdown menu set to "- Select Document -"). Below that, another "OR" is centered. Then, there is "Link to File:" (with a dropdown menu set to "- Select File -"). Below that, another "OR" is centered. The "Link to Custom Doc:" option (with a dropdown menu set to "- Custom Document -") is highlighted with a red rectangular border. At the bottom of the dialog box, there are two buttons: "Ok" and "Cancel".

Once you have made your changes, click on the "Ok" button and view your website to check that the changes have been made.

If you have made a link and later decide to remove it, simply click on the "Remove Hyperlink" button.



Welcome Page:

Your welcome page is optional. Should you keep your welcome page, it serves as the first page of your website, with an image and a link to the "home" page where you have your content.

Home Page:

Your home page is where you should put a little information about your company, along with your links to other parts of your website.

Contact Page:

This is where you should list your contact details such as telephone numbers, fax numbers, email addresses and physical/postal addresses.

Title:

This is the title of each page. For example, your Welcome Page would be titled "Welcome".

Button Text:

Type in your chosen button text here. For example: you would call a button linking to your Pricelist page "Pricelist".

Date Created:

For your own record purposes, the date a new document is created it is put under this heading.

User and Pass: (Username and Password)

As mentioned under "User Maintenance" previously, a user can be added to view all of your restricted pages. In this case though, it is specific to the page. If you upload a gallery of photographs and would only like certain people to view it without having to add them as users, you can insert a username and password here and allow them access to that specific page.

Visible:

When your page is checked "Visible", SwitchOn creates a button for that page. If you leave this box unchecked, a button linking to that page will not be created.

Type:

This is the type of page you are creating. Either plain HTML, Gallery, Form, Downloads or Shopping Basket.

Function:

This is where you're able to edit or delete a particular page. Once you've clicked "Edit", you will see that a blank page very similar to Microsoft Word opens up. The functions include text editing as well as image management. When you are done editing, remember to click the "Save" button in order to save your changes. Once saved, click on the "View Website" button to view your page, checking that your most recent additions to the site have been uploaded.



As mentioned under the "Visible" explanation, once you have checked or unchecked your "Visible" boxes, remember to click on the "Update Document Visibility" button in order for your changes to take effect.

Type:

Under this section you will see the different types of pages you have on your website. By default, SwitchOn automatically, upon purchase of the SwitchOn subscription, will load 3 (three) pages already for you. These pages will be entitled "Welcome", "Home", and "Contact Us" - which are the essentials. Once you create new documents, you will notice that there is a drop down menu stating the different types of pages you can create. Under this section, you will see that the type of page you chose specific to the purpose it serves will be listed here.

Once deciding on a page you would like to add to your website, you will need to decide on which type of page it is by selecting it from the drop down menu mentioned above.

- Text/HTML
- Image Gallery
- Shopping Page
- Contact Form
- Downloads Page

Text/HTML:

This is your most commonly used option, because it can be used for text as well as images and more. This page can be edited by clicking on the "Edit" button to the right of your new document once it has been created. Don't forget to push the "Save" button to save the changes you have made.

Image Gallery:

By choosing this button, you will be able to create an image gallery of a maximum of 20 images (per gallery page).

Once images have been sourced, uploaded and ordered accordingly to your specific instructions, remember to click on the "Upload Images and Save Text" button for your changes to take effect.

The order in which you place your images is determined by where along the left hand side of the screen you place them. The first column holds a text box next each image. By clicking this text box you are able to delete the picture from your gallery by clicking the "Delete Selected Images" button.

The second column is your image information box. SwitchOn automatically changes your images into thumbnails, and therefore changes the name of the image under this section.

When a visitor to your site views your images and clicks on a specific one to view, a web dialogue box opens up, not actually ever leaving you're the page you are currently viewing, and shows your visitor the image at it's original size.

The third column is your image text input area. This field is available for you to entitle each of your images with a small description of them. This text field is unlimited, so you're able to type in as much as you need. Don't forget to save your changes!

The fourth column is the "Image Upload" column, where the user needs to click on the "Browse..." button in order to locate the image they wish to upload onto their websites.

You are limited to 20 images per page, and remember that should you upload images that are quite large, the time spent uploading and eventually being viewable on your site will take a little while longer.

The fifth and final column that is entitled "Gallery Details" is where you input your final details such as what your gallery will be called as a link. For example, if your gallery is entitled "Photo Gallery" and your button text is the same, your website will show a linked button called "Photo Gallery". For corporate users wanting to upload pictures of their staff as well as of their equipment, they would create a new document entitled "Photo Gallery" as a normal HTML/Text page. Within this page they would create links to the gallery. One called "Staff Photos" and one called "Equipment Photos", remembering that per each gallery, you are limited to 20 pictures, although you may have an unlimited amount of gallery pages.

Quick links at the top left of the page offer the following options:

Save:



Delete:



Preview:



Document Title	image
Button Text	image
Upload Images And Save Text	
Delete Selected Images	
Preview Gallery Page	

Your "Document Title" will be the name of your gallery.

Document Title	image
Button Text	image
Upload Images And Save Text	
Delete Selected Images	
Preview Gallery Page	

This will be the name on your button linking to your image gallery.

Document Title	image
Button Text	image
Upload Images And Save Text	
Delete Selected Images	
Preview Gallery Page	

Once you have made your changes, click here to upload your images and save the text you made to go along with your image.

Document Title	image
Button Text	image
Upload Images And Save Text	
Delete Selected Images	
Preview Gallery Page	

Use this option to delete images you no longer want.

Document Title	image
Button Text	image
Upload Images And Save Text	
Delete Selected Images	
Preview Gallery Page	

Preview your Image Gallery by clicking this button.

4. RESTRICTED CONTENT

Please see instructions for "Public Content" as "Restricted Content" is precisely the same, barring the fact that the pages added here are only viewable or editable by users/visitors who have access to them by adding them under "User Maintenance" and "Add New User". On your actual website, the only way that a person would be permitted to view a restricted page, they would need to login with a username and password into the login screen that pops up when an attempt is made at clicking the specific link. You are also able to create a new document, update logins and update document visibility at this section. Take note that unless you update and save, your changes will not take effect.

5. My Shopping Basket



The SwitchOn iShop is an integrated ordering system for the products you may wish to sell on your website. Products are added to categories that are then displayed on the website. Clients may then order multiple products from the website and then that order is emailed to the owner of the website. Before you can use the shopping basket system on your website, you need to enable it. This is accomplished by completing the banking and contact details form to the left. The information on this form is used to tell customers of your website where to deposit money and where to fax or email confirmation of transactions to, so it is very important that you supply the correct information.

The information that you supply can be changed at a later date by clicking on the 'My Shop Details' button at the top right corner of this screen.

Your first step to managing your Shopping Basket feature in SwitchOn is to fill in your shopping basket details. This is the user's (seller) information that opens as the first screen after clicking on "My Shopping Basket" at the bottom of your screen. The information needed here includes financial details as well as personal information and layout/colour configuration. The screenshot below shows some mock information to make this easier for you.

Banking Details	
Account Name	Elvis Presley
Bank Name	Nedbank
Branch Name	Bedfordview
Branch Code	111222
Account Number	111222333444555
Account Type	Current
Confirmation Contact Details	
Deposit Slip Fax Number	011 555 5555
Electronic Transfer Fax Number	011 555 5555
Electronic Transfer Email Address	Elvis@presley.co.za
Rand/Dollar Settings	
Rand/Dollar Exchange Rate	7
Show Rand/Dollar Conversion?	Yes
Display Settings	
Shopping Basket Buttons Colour	Grey
Update	

To get back here at a later date, click on the "My Shop Details" button.

right button entitled "My Shop Details".

[Click here for the banking details and contact numbers for your shopping basket.](#)

NB: REMEMBER TO SAVE YOUR INFORMATION BY CLICKING ON THE "UPDATE" BUTTON.

Category Maintenance:

Create, Edit and Delete product categories for your shopping basket. Under Category Maintenance you will click on "Add New Category". Give the category an ID number for your records and fill in a short description. Categories and items are unlimited. It is under each category that you will list your items. For example:

Category: Puppies

Items: Siberian Husky
Daschund Puppies
Maltese Poodles

NB: To be added under the "Product Maintenance" section.

Product Maintenance:

Use this feature to add, edit and remove products from your shopping basket. To add a new product, click on "Add New Product" and a new window will open. Select your category, e.g. if you are selling shoes and hats and would like to add a pair of shoes for sale (you will have added both shoes and hats in "Categories") you will then select the "Shoes" category here.

You are then able to decide on a product code and enter it into the second text field. Add a short description in the third text field (e.g. "Hiking Shoes") and in the fourth field give a detailed description of the product.

The fifth field, "Price ZAR", enter in your price. In the drop-down menu below that, "Show Prices To", you have the option of choosing who is permitted to see the prices of your products on offer.

- Logged in users only
- Public
- Both

Depending on the option you choose, keep in mind that should you decide on "Logged in users only", those users must be added under User Maintenance > Add New User in order for them to view your restricted/shopping pages.

If you have an image of the product for sale, click the "Browse..." button to locate it. Remember that a shopping page needs to have been created before these changes will work.

Finally, click on "Add Product" to finish off. Remember that once this is done, you will automatically be taken back to the page where you're able to add another product should you so desire. The product you just added will appear automatically in the "Product Maintenance" list of products.

On the far right of each product added, click the "Options" button to see more options/descriptions you can apply to the product. When you're done, click "Save Options" and that window will close automatically.

Search Products:

Search for a specific product by typing the product name or code into the text field. The functions to the right of that (Edit/Delete/Image) work in the same way as how it works in Product Maintenance.

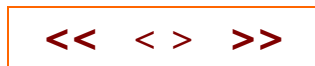
Current Orders:

By clicking on "Current Orders" you are able to keep an eye on your current unprocessed orders. This feature shows the date, time, customer name and custom email address as well as the price of the item queued for purchase.

Next to the unprocessed orders, you are able to click on "View" to check the detailed specifics on the unprocessed order, as well as being able to update the order by selecting whether the products has been shipped or cancelled by clicking on the "update" button.

This should only be moved or changed once payment for the product has been released. Click on the arrows below to see the next order.

- "<<" Means go straight to the beginning of your orders list.
- "<" Means go back one order.
- ">" Means go forward one order.
- ">>" Means go straight to the end of your orders list.



Order History:

This is where record of all of your sold and already processed orders are listed. By clicking "View" on the right hand side, you will be able to see a detailed history of the purchases made from your website. Clicking on "My Shop Details" will revert you back to where you started in your Shopping Basket where you fill in your particulars regarding your banking information, etc. It is important to remember to double check this section as it is where your purchased products funds will be deposited to and confirmed by.

6. Contact Forms

The most popular type of form used on company websites is a contact form. Although with SwitchOn, you're able to design, maintain and generate your very own questionnaires specific to your personal or corporate preference.

The first field is the "Form Name" field. What you type here is dependent on the type of form you're creating. E.g. Contact Form, Query Form etc.

Remember that once your form has been generated, you have to create a new document and load it as a "Form" type document.

Once you've clicked on the "New Site" button, it opens showing your form if your form works. Screenshot to follow:

Generate a New Form

Form Name Email To

CC To

Informative Text

No	Field Name	Field Type	Max Length	Required?
1	First Name	General Text	50	Yes
2	Surname	General Text	50	Yes
3	Telephone Number	Numeric Only	50	Yes
4	Date of Birth	Date	50	Yes
5	Email Address	Email Address	50	Yes
6	Tell us a bit about yourself	General Text	500	No
7	Do you like this site?	Drop-Down Selection	50	Yes

Add Field Remove Field

NB: Add or Remove fields as required *before* entering data into them. Adding or deleting a field will reset all currently entered data!

: right in the window that "New Site" button to check

No:

This is the number identifying how many fields you have.

Field Name:

This is where you will place your question or required answer.

Field Type:

In this field, you're able to use the drop down menu to define the type of answer needed. Your options are as follows:

- **General Text**
A single line sentence input area.
- **Numeric Only**
This option forces the visitor to your website to fill in this field with only numeric characters. To be used for cash amounts, telephone numbers, etc.
- **Date**
This option is used for the visitor to insert a date, e.g. a date of birth, etc.
- **Email**
This is where users will input a valid email address.
- **Text Block**

Testing Form - Contact Form	
Please complete the following form to contact us.	
* First Name	<input type="text"/>
* Surname	<input type="text"/>
* Telephone Number	<input type="text"/>
* Date of Birth	<input type="text"/>
* Email Address	<input type="text"/>
Tell us a bit about yourself	<input type="text"/>
* Do you like this site?	<input type="text" value="Yes"/>
<input type="button" value="Submit Form"/> <input type="button" value="Cancel"/>	
NB: Fields marked with an asterisk (*) are required.	

ps a long comment needs to be

r telephone or fax numbers in.

o answer a question by having
opdown menu will need to be
lenu" option and a window will
d and remove your specific
easy by selecting either "Add"

7. Website Statistics

By selecting from the "From" and "To" dropdown menu and then clicking the "Go" button, you will see the window open up with a detailed list of how many times your site has been visited per page in the selected period of time.

VI. Complimentary Software

The following list of software packages may be used in conjunction with SwitchOn to enable the user to use SwitchOn more efficiently and professionally.

Graphic Design:

1. Adobe Photoshop
2. GIMP
3. Microsoft Paint

HTML Layout

1. Microsoft Word
2. Microsoft FrontPage
3. Macromedia Dreamweaver