

# quickstart guide

a guide to getting your web site started



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**homestead™**

## Welcome to the Homestead QuickStart guide

Thank you for using our service for your Web site building needs!

We want your Homestead experience to be the best that it can be. By following these simple steps in this guide, you can have a great looking Web site in minutes! If your head is full of ideas but you don't know where to start, this quick start guide is for you!

Our guide will explain how to build, modify and promote your Web site. Feel free to print out these instructions to have with you as you build.

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## Choosing a Web Address

This feature is available only to *Homestead Gold* members or members who have purchased upgrades for both a domain name and e-mail account.

The first step in setting up your online presence is selecting a Web site address (domain name) for your site, or transferring over your existing domain name. Whether you already own a Web address or are registering one for the first time, Homestead will manage all setup details and pay all annual fees for as long as you are with our service.

### To register or transfer your Web site address:

1. Log in to your Homestead account (the **My Web Site** page will appear after you enter).
2. Click **Web Site Services**.
3. Click the 'Register a Web site address' link.

#### Tips:

##### Picking the perfect domain name

- Match your group/club/business name.
- Choose an address that will be easy for people to remember.
- Check your address for typos.

Once you select a domain name, it is very difficult to change. Be sure to double check your spelling.

##### What to do when your first choice is not available

- Check to see if the other Web address endings are taken (ex: .org, .net, .com).
- Add a letter or word such as I-, the-, or e- to the beginning of your address (ex: TheMasonEagles.org).
- Add an ending such as -inc, -co, -online to the end (ex: SmithPhotography-Online).

## Setting Up and Using E-mail

This feature is available only for *Homestead Gold* members, or members who have purchased the domain name and e-mail upgrades.

Homestead provides two e-mail accounts that match your domain name. Having your own personalized e-mail mailbox can help in advertising your site, and help prevent spamming that occurs with more common e-mail addresses.

### To set up an e-mail account:

1. Once you have registered or transferred your domain name successfully, log in to your Homestead account.
2. On the **My Web Site** page, click **Web Site Services** in the menu bar.
3. Click the 'manage e-mail accounts' link.
4. Click the 'Set up the new mailbox' link.
5. Enter a name for this mailbox.

The e-mail address associated with this mailbox will look like this:

*mailboxname@yourwebaddress.com (org/net)*

6. If this mailbox will be assigned to a specific person, type in the person's first and last names.
7. If you wish to set up an auto-reply for this mailbox, check the 'Enable Auto Reply' checkbox, and type in your Auto Reply message. (You can add, edit, or delete an Auto Reply message at any time.)
8. Type in a password for your e-mail account and confirm by typing it again. (Be sure to write it down since you will need this to log in and check your e-mail.)
9. Click the 'Save' button.

## Setting Up and Using E-mail

### To Log in to Your E-mail Account:

Once you have set up your mailbox, there are two ways to log in to your Homestead e-mail account via a Web browser:

- Type <http://mail.yourwebaddress.com> and when prompted, enter your mailbox name and e-mail password.
- Type <http://www.homestead.com> and click the 'Check E-mail' link on the upper right of the screen. Then enter your e-mail address and password.

## Planning

### 1: Plan Before You Create

Before you start building your Web site, it is a good idea to take a few moments and brainstorm or sketch out what you have in mind for your site. You don't have to be an artist, but a simple outline will help you decide what should be included on your site and how it should be organized. Look at other sites that are similar to what you want to create to get some ideas.

### 2: Define Your Goals

What would you like your site to accomplish? Are you trying to organize your club? Do you want to expand your current business to have an online presence? Whatever your reasons, you need to decide what your site will accomplish and tailor it towards your audience.

### 3: Determine What You Want on Your Site

Keep in mind that what you put on your site should help meet your goals. If you want to have interactive features and images, make sure they correspond with your site. If there are particular photos or a specific background you want to use, scan and save them to your computer so they are easily available when you start to build. If you do not have your own images, Homestead provides thousands of clipart and graphics from which to choose.



If you would like further tips on planning your Web site, check out the articles in our Resource Center. Click the **Resource** tab followed by 'articles' to view article categories.

web address

set up e-mail

**build site**

promote site

## Download & Build

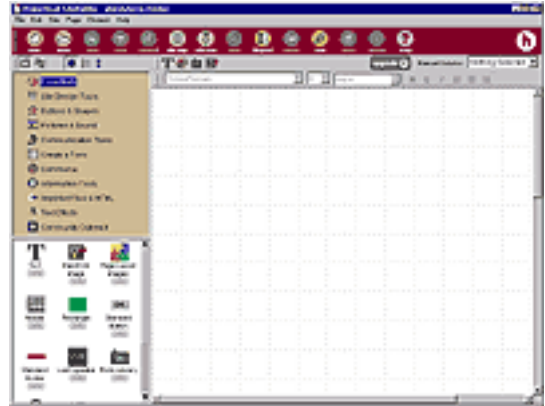
### Downloading SiteBuilder

When you are ready to start building, Homestead SiteBuilder is downloadable software that enables you to build pages whether you are connected to the Internet or offline. To get more of an idea how SiteBuilder works, [take our tour](#) .

#### To download SiteBuilder:

1. Log in to your Homestead account.
2. Click the 'Launch SiteBuilder' link on the 'My Web Site' page.

The initial download process can take up to 12 minutes on a 56K modem.



If you have trouble downloading the software, we can send you a free installation CD. [Order an installation CD-ROM](#) (requires an Internet connection).

After you download and complete the installation, a shortcut to launching SiteBuilder will show up as an icon on your desktop. Click the 'H' icon to launch SiteBuilder to receive the latest software updates. Upon launching, you will be prompted to enter your log in name and password.

## Creating Your First Page

Once you have the software downloaded on your computer, you are ready to build your site. There are two ways you can get your site started:

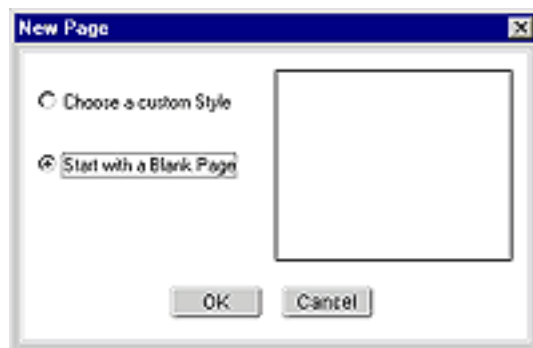
- Dive right in and create a site using a blank page
- Use our interactive Site Starter to lend you a hand

No matter which method you choose to get started, you can completely customize every aspect of your site.

### Starting with a blank page

If you have a clear idea of how you want to design your site, and want to start your pages from scratch, complete the following steps:

1. Launch SiteBuilder (the New Page dialog box will appear). Select the 'Blank page' option.
2. Start building. Skip to *Editing Your First Page* (page 9), to learn how to create and edit your blank page.



## Creating Your First Page (continued)

### Starting with the Site Starter

If you prefer more guidance in starting your site, the Site Starter can help you set the foundation for a comprehensive multi-page site.

#### To begin with SiteStarter:

1. Log in to your Homestead account.
2. Click the Site Starter link on the top of your **My Web Site** page.
3. Choose a name for your Web site.
4. Review the information on this screen and click 'Next'.

#### Using SiteStarter

1. Choose a 'Style Category' from the first list box.
2. Choose a 'Style' from the second list box. (You can preview all of the styles.)
3. Click the 'Next' button to continue.
4. Choose the desired pages that you would like to include in your site, or use the fields below to enter your own page names.
5. Click 'Next' to continue.
6. Choose some basic site content by filling out the fields with your own text. This content will help to begin customizing your site.
7. Click 'Next' to continue.

**Preview** your starter site: if you like what you have click '**next**' to continue. If you would like to make changes, click the 'back' button.

If you have already downloaded SiteBuilder to your hard drive, click '**launch SiteBuilder**' on the **My Web Site** page to continue building your site.

## Editing Your First Page

You build and edit your site using customizable, drag-and-drop page components called **Elements**. Just click to add text, image, Web polls, search functions and more! Elements are found in the Element Palette on the left side of the SiteBuilder interface and are organized into categories (i.e. **Pictures & Sounds**, **Communication**, and so on). Use your mouse to drag and place Elements anywhere on your page.

### To add an Element to your page:

1. Locate the Element you want in the Element Palette on the left side of SiteBuilder.
2. Click it to add to your page.

### To reposition your Element:

1. Click to select the Element that you wish to move. A green selection box will highlight it.
2. Click the top of the bar of the selection box and drag the Element wherever you wish. Or, use the arrow keys on your keyboard to move Elements.



### To customize your Element:

1. Double click on the Element. (The Element editor will appear.)
2. Change the properties (color, size, style, etc) of the Element as desired.

### To delete any Element:

- Simply click on the Element to select it, and then click the 'Delete' icon near the top of SiteBuilder, or press the 'delete' key on your keyboard.

## Commonly Used Page Features

**Page Background:** Rather than stick with a plain white background, change it up! Set the tone of your site by changing your background.

1. Click the '**bkgrnd**' button in the SiteBuilder toolbar or simply right click the current background.
2. Choose a color from the drop-down list  
-OR-  
Choose a pattern from the drop-down list  
-OR-  
Import your own background or image that you already have imported in your files.



**Text:** Basic content can help get across your ideas or information on your site.

1. Click the 'T' icon in the toolbar of the SiteBuilder.
2. Choose the size, font and color in the toolbar.

**Photos and Graphics:** Images and graphics can make your page stand out and catch your visitor's attention. Your site can also be a place to share photos with family and friends. To add photos:

1. Click on the '**Essentials**' category in the Element Palette.
2. Click on the **Import an Image** or the **Photo Library** Element.
3. Follow the directions to import a .gif or .jpg image from your computer, or select an image from the Photo Library and click to add it to your page.

**Get interactive!** A great Web site allows you to interact with your visitors. By adding a **Web Poll** or **Chat Room** Element you can communicate and not allow your site to become static.

## Commonly Used Page Features (continued)

**Links:** You can link to an e-mail address, an image, another section on the current page, another page in your existing Web site, or other sites.

### To create a link:

1. Highlight the text or select the Element you wish to link.
2. Choose the 'Link' icon. (The Edit Link dialog box will appear.)
3. Choose the type of link you would like to create.
4. Type the Web address, e-mail address or file you wish to link to.
5. Click 'OK'.

To see if your link worked you will need to save and view your page.

## Your Published Web Site

### To save and preview a page

1. From the toolbar, click the 'save' icon.
2. Select an appropriate name for the page. We recommend 'index' for your first or main page if you would like a short URL like: *www.yourwebaddress.com*
3. Choose OK.
4. Click the 'View' button to preview the page in a browser window.

Close the browser window when you are ready to continue editing your page.

By saving your page you can save pages in progress without losing your work. Your pages are not viewable at your web site address until you publish them to Homestead.

### Publishing Your Page to the Internet

You must be connected to the Internet in order to publish your site. Click the 'Publish' icon in the toolbar of SiteBuilder. You can use the 'Pages' section of the **Site Manager** to keep track of which pages have been published already.

## Promoting Your Site

Once your site is complete, you are ready for visitors. Here are some tips for bringing visitors to your site:

- One effective way to drive people to your site is to include your Web address into all advertising that you do. If you are a business or organization, you should include your address in your Yellow Page ad, brochures, mailings, business cards and any other documents you produce.
- If you are interested in advertising your site to a national and international audience, it is a good idea to use online methods such as search engines and Web directories. Homestead offers a free search engine service that allows you to list your site in the most popular search engines. Visit the Promote My Site page under 'Web Site Services' for more information on this and other promotional services Homestead offers.



Check out our [Resource Center](#) for additional articles on promoting your site!

## Site Design Tips

As you work on your pages, here are a few design tips to keep in mind for an effective Web site:

- Your home page should be informative and concise. Keep in mind this page should be relevant to both new and returning visitors.
- Be careful not to overload your pages with information. People generally prefer to see small chunks of information on individual pages with links that are useful to them.
- Graphics can be used to great effect, but they can be easily overused. Do not clutter your pages or fill them with slow loading images.
- Make your site easy to navigate. A list of links should appear in the same place on each of your pages. Be sure to include a link back to your home page.

Don't let information get out of date! Keep visitors coming back by updating frequently. You can use the **Last Updated** Element located in the '**Essentials**' category to automatically place a date on your site of when it was last updated.

## Member Support

If you still need help or have questions, you can contact our customer support team at: [support@homesteadsupport.com](mailto:support@homesteadsupport.com)

### System Requirements:

- Windows 95, 98, 2000, ME, NT, or XP
- At least 64 MB RAM
- At least a Pentium® II, or a comparable AMD® or Celeron® Processor
- Internet connection of 56K or faster
- Internet Explorer 4.0 or later OR Netscape 4.0 or later\*.

\*Note: Homestead SiteBuilder does not support Netscape 6.0 or the Macintosh platform though either can view pages built in SiteBuilder.