

WebBuilder 3.2.2
Quick Start Guide
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1. Introduction

Myers WebBuilder is your web site control center. In WebBuilder's Web Site Editor you can add pages and photos, edit content, and much more. To access the Web Site Editor, follow these easy steps:

- Log in to [Originator Network](#).
- Select "Manage Website" on the top navigation bar.
- Select "Edit Web Site" on the left navigation bar to access the Web Site Editor. Use this area to make changes to your web site.
- To return to the Web Site Editor home page, select the Web Site Editor logo in the upper-left corner of your screen.

2. The Web Site Editor

The convenient checklist helps you identify the main tasks associated with administering your web site. The customization process is outlined and involves editing, previewing, publishing and viewing your web site.

The screenshot displays the Web Site Editor interface. At the top, there are tabs for 'Web Site', 'Listings', and 'Contacts'. Below these are buttons for 'Main', 'Edit Layout Mode', 'Preview Web Site', 'View Live Web Site', and 'Publish Changes'. The main content area is titled 'Customize Your Web Site' and contains a checklist of tasks. A large blue arrow points from the 'Customization Process 4 Simple Steps!' section towards the checklist.

Web Site

General

- [Change Style & Color](#)
- [Home Page Configuration](#)
- [Search Engine Optimization](#)
- [Staff Directory](#)
- [View Stats](#)

Pages & Navigation

- [Edit Home Page](#)
- [Edit Tell-A-Friend Page](#)
- [Add Page](#)
- [Add Category](#)
- [Edit Pages & Categories](#)

Elements

- [Edit Flash Intro](#)
- [Edit Slideshow](#)
- [Edit Personal Photo](#)
- [Edit Business Card](#)
- [Edit Company Logo](#)
- [Edit Header Image](#)
- [Edit Footer](#)

Documents & Images

- [Manage Documents & Images](#)

Customize Your Web Site

The following is a checklist to assist you with the initial setup of your web site. Select the task in the list to modify that particular area of your web page. Once the task has been completed, a green checkmark ✓ will appear next to that task. If you wish to edit the same task again, select that task again, or use the navigation bar on the left.

- ✓ [Home Page Configuration](#)
- ✓ [Edit Home Page](#)
- ✓ [Edit Flash Intro](#)
- ✓ [Edit Personal Photo](#)
- ✓ [Edit Header](#)
- ✓ [Edit Footer](#)
- [Edit Slideshow](#)

Customization Process 4 Simple Steps!

- 1. EDIT** ... make changes to your site.
- 2. PREVIEW** changes immediately.
- 3. PUBLISH** changes to your Web Site.
- 4. VIEW** your changes on your Web Site.

The process is illustrated with four screenshots of the editor interface, each with a red circle highlighting a specific button: 'Edit Layout Mode', 'Preview Web Site', 'Publish Changes', and 'View Live Web Site'.

- Styles & Configuration
- Pages & Text
- Photos & Graphics
- Preview
- Edit More
- Unlimited changes Finished? Publish!
- Your Web Site is publicly viewable

3. Wizards

Your web site is composed of text, graphics and much more. Powerful, user-friendly wizards take you step-by-step through many editing and administration processes. Click the links directly on the checklist or on the left navigation bar to access wizards. Wizards let you save and preview changes to your site. When you are satisfied with your changes and want them to be displayed on your live site, select “Publish Changes”. If you don’t want to publish your changes, select “Exit” to return to the main page. Your changes will be saved in your back office, and can be published at a later date. If you decide to publish your changes at a later time, click on the “Web Site” tab located on the top navigation bar. You will notice a “Publish Changes” button in the upper right hand corner. If you do not have any outstanding changes to be published, you will see a “Published” button instead of the “Publish Changes” button.

Here are a few helpful wizards to get you started.

3.1. *Change Style and Color*

The first wizard you’ll find in the left navigation bar is “Change Style and Color”. Click this link and experiment with many available web site colors and styles.

3.2. *Home Page Configuration*

In the "Web Site" section of the Web Site Editor is a link, "Home Page Configuration." Follow the link to reach a wizard which will guide you through the process of changing the design of your home page.

3.3. Search Engine Optimization

In your website administration portal, follow any of these links to access wizards for editing the Meta tags (Title, Keywords, Description) on all your content pages, including your home page.

View the tutorial: click on the link and get a quick introduction to search engine optimization.

Also follow each of these wizards to help you set up your web site optimization.

- Is my Web Site listed with Search Engines?
- Submit my Web Site to Search Engines
- View Referral links Report
- Edit Home Page and Flash Intro Page Titles
- Edit Default Keywords and Descriptions
- Edit Title, Keywords and Description by Page
- Count Keywords

The screenshot displays the WebBuilder3.2 administration interface. At the top, there is a navigation bar with buttons for 'Main', 'Edit Layout Mode', 'Preview Web Site', 'View Live Web Site', and 'Publish Changes'. Below this, a sidebar menu is visible with categories like 'Web Site', 'General', and 'Pages & Navigation'. The main content area is titled 'Search Engine Optimization (S.E.O.)' and features a globe background. It includes a link to 'View the Tutorial' and a list of seven optimization tasks, each with a corresponding link: 'Is my Web Site listed with Search Engines?', 'Submit my Web Site to Search Engines', 'View Referral Links Report', 'Edit Home Page and Flash Intro Page Titles', 'Edit Default Keywords and Descriptions', 'Edit Title, Keywords and Description by Page', and 'Count Keywords'.

3.4. *Add Page*

“Add Page” is a powerful tool to help you provide additional content to consumers and increase your search engine ranking. Use “Add Page” to create or edit many consumer oriented content pages, and create custom forms your website. Include keywords in your content.

During the process of adding a page, you may:

- Create an editable content page
- Create custom forms and custom registration forms
- Link to an existing page on your web site
- Link to an external web site
- Feature a page link in your site's navigation bar.
- Open the page in a new or current browser window.

3.5. *Add Category*

Do you have new content that needs its own category on your web site’s navigation bars? Create a new category with this smart wizard!

3.6. *Edit Pages & Categories*

Would you like to rearrange or remove some of the system content we provided? Want to change editable content, or remove links or categories? Use “Edit,” “Unlink” or “Delete.”

3.7. *Upload Documents & Images*

Use this tool to upload special photos and important documents (e.g., videos, disclosures, testimonials, etc.). The following file types are supported: GIF, JPG, TIF, PDF, DOC, XLS, TXT, HTML, PPT, PUB, WAV, RMF, AVI, AIFF, MIDI, AU, RAM, MOV, MPEG, WMV, MP3 and SWF. Each file can be up to 5MB in size.

4. Edit Layout Mode

The “Edit Layout Mode” tab offers an intuitive approach to editing your site. Navigate the “Edit Layout Mode” page as you would your live site, personalizing your site quickly and easily. Clicking on the “Edit Layout Mode” tab will open your web site home page and its edit tools. Clicking on the red boxes will begin editing that section or element. Upload your logo, header and personal photo. Edit the title of your home page. Change home page content. Follow the links on the left navigation bar to all the pages of your web site.

EDIT HEADER IMAGE

Catalina Island Mortgage

(800)555-1212

Home

EDIT MAIN NAVIGATION

Mortgage Resources

- Apply Now
- Check Loan Status
- Search Rates
- Today's Rates
- Market Update
- Manual Rates
- Pre-Qualify
- Loan Programs
- Finance Blog

Featured Tools

- Sweepstakes
- Calculators
- Prequal CalcuLetter
- Rate Alert
- Tell-A-Friend
- Request Loan Status
- Refinance Analysis

EDIT HOME PAGE TITLE

Customers First

EDIT INTRO PARAGRAPH

Here you'll find:

- The lowest [rates](#)
- The right [loan program](#)
- A [personal rep](#) available seven days a week
- A fast close using state-of-the-art mortgage and Internet technology.

[Contact Us](#) or [Apply Online](#) today.

Today's Rates

Loan Program	Rate	APR
30 year	5.750	5.924
15 year	5.250	5.584
5 year	5.125	6.598

Quick Calc

Loan Amount: \$

Rate:

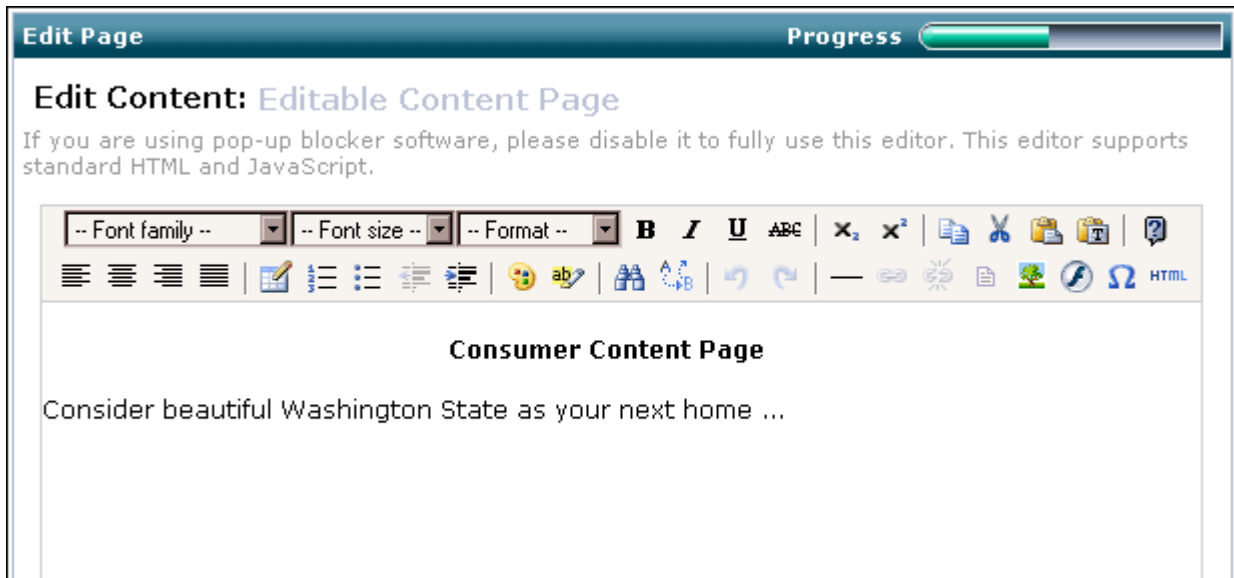
Term:

Calculate

Payment: \$


4.1. Editing text





In many areas of your Web Site Editor you can use a text editor to compose your own content. By default, the text editor is in WYSIWYG (“What You See Is What You Get”) mode. Content you create in this mode will render just as you see it. This is the easiest mode in which to compose content. While in WYSIWYG mode, the editing tool bar looks like this:







Quick Reference for Editing/Formatting Icons

To view the function of each icon in the WYSIWYG (“What You See Is What You Get) editor, put your cursor over the icon image and it will display what that particular icon is used for.

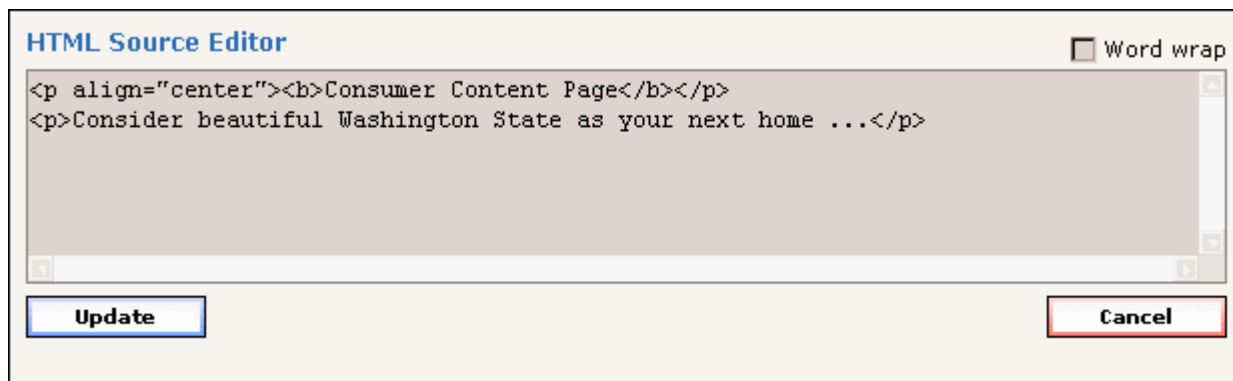
	<p>Paste as plain text</p> <p>Use the “Paste as plain text” icon if you plan on copying text from your favorite word processing program – Ex. Word or WordPerfect. This tool allows you to paste text without custom formatting. This is the preferred method for pasting in text created from program such as Word. When pressed, the icon will bring up a dialog box which will allow you to paste text. The text will appear in the editor and the formatting tools can be used to make any changes to the format of the text.</p>
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	<p>Inserts a new table</p> <p>Use the “Inserts a new table” icon to create a new table where your cursor is in the editor. Once you click on the “Inserts a new table” icon, a dialog box will pop up giving you table options such as the number of rows and columns, table alignment, border thickness, table width, and cell spacing and padding. Once you have added a table to your page, you can manipulate the table by right clicking on the table within your WYSIWYG editor.</p>
	<p>Select Text Color</p> <p>Use the “Select text color” icon to change the font color of any text you highlight. Once you press the “Select text color” icon you can either choose a color from the color map, or enter in a hex color in the text box within the dialog box.</p>
	<p>Select background color</p> <p>Use the “Select background color” icon to change the text background color. Once you press the “Select background color” icon you can either choose a color from the color map, or enter in a hex color in the text box within the dialog box.</p>
	<p>Insert horizontal ruler</p> <p>Use the “Insert horizontal ruler” icon to insert a line horizontally across the page. Once you press the “Insert horizontal ruler” icon a horizontal line will be inserted where your cursor is placed. The color of the line will automatically match the color your website.</p>

	<p>Insert/edit link</p> <p>Use the “Insert/edit link” icon to link the text &/or images you have highlighted to a page within your website or to a new website. Once you press the “Insert/edit link” icon, a dialog box will pop up. You will need to select the page on your website that you wish to link to or select the “Custom URL” option to link to another website. You can also enter in a title for the link and select whether you would like the link to open in a new window. If you do not select the “Open link in new window” box, the inserted link will replace the current page. You can also edit a link you have previously placed inserted with this tool. You will need to highlight the text you wish to link before using this option.</p>
	<p>Unlink</p> <p>Use the “Unlink” icon to unlink a link that you have previously inserted into the WYSIWYG editor. You will need to highlight the link you wish to unlink before you use this option.</p>
	<p>Insert link to file</p> <p>Use the “Insert link to file” icon to link to a file that you have already uploaded to your “Upload Documents and Images” tool.. Once you press the “Insert link to file” icon, a dialog box will pop up. You can link to a file that you have previously uploaded by clicking on the “My Files” link. You can also link to one of Myers’ preloaded documents in the “File Library”. Some of the preloaded documents include a Uniform Residential Loan Application (1003) and numerous disclosures.</p>

	<p>Insert image</p> <p>Use the “Insert image” icon to insert an image that you have previously uploaded to your “Upload Documents and Images” tool in your Agent Center, or to insert one of Myers’ preloaded images. Once you press the “Insert image” icon, a dialog box will pop up. You can insert an image that you have previously uploaded by clicking on the “My Images” link and selecting the image you have uploaded. You can also insert one of Myers’ preloaded images by clicking on the “Image Library” link. Once you have inserted the image you can resize the image by clicking and dragging the edges of the image.</p>
HTML	<p>Edit HTML Source</p> <p>Use the “Edit HTML Source” icon to see and edit the HTML source code for the current page. Once you press the “Edit HTML Source” icon, you can paste HTML from your favorite HTML editor, manipulate the current HTML source from the page, or insert other HTML that you have received. Once you update the HTML the editor will automatically re-format the code, taking out any white space or malicious code. Please note, the HTML editor will not validate your HTML, just re-format it. Some uses for the HTML editor are: inserting JavaScript, cleaning up formatting, and adding formatting. Please note: The HTML feature should only be used by those experienced with HTML code.</p>

HTML Source Editor. Clicking the HTML button displays page content in the HTML Source Editor as illustrated below.



The HTML Source Editor is best utilized by people experienced in HTML. For most people, working in WYSIWYG mode will be more efficient.

Note to HTML editors: Do not compose your HTML script in the Source Editor. Use an HTML editor to compose your script, then paste your script into the text mode editing page.

Use the Source Editor to paste HTML from other web pages or from an HTML editor. After you press the "Update" button, the HTML you pasted into the editor will be formatted. All spaces and formatting will be removed (HTML tags will remain).

5. Preview Web Site Tab

In Preview mode you can see the results of your customization(s), and you will be able to see what your web site will look like after you publish changes. You can use the left navigation bar to visit the areas you changed.

6. Publish Changes

When you are ready to publish your changes to your live web site on the internet, select Publish Changes in the upper-right corner of the screen.



7. Contacts

Fully manage your email contacts. Your contacts can be imported from and exported to Act!, Outlook, or Outlook Express. You can view contact information from people who have submitted a lead-generating form via your web site.

8. Listings

If you purchased the Real Estate Upgrade, your web site can display your listings. (To display listings, contact Myers at cs@myers.com) Use the Listings section to administer them. Follow the “Add a Listing” link to reach the wizard. It will guide you through adding a listing. You can provide as much information as you wish. Upload photos and add links to virtual tours too!


[Web Site](#) **[Listings](#)** [Contacts](#)

Listings **My Listings**

Things you can do

- [Add a Listing](#)
- [Manage Listing Groups](#)
- [Edit Property Disclaimers](#)

Show: Sort By:




557 Market St., San Francisco [Delete Listing](#)

Status: Available
MLS #:

[Email Listing](#)
[Create Brochure](#)

[Basic Info](#) > [Features](#) > [Addnl Info](#) > [Photos](#) > [Virtual Tour](#) > [Style](#) > [Preview & Publish](#)

\$800,000



770 Washington Dr., Hollywood [Delete Listing](#)

Status: Available
MLS #:

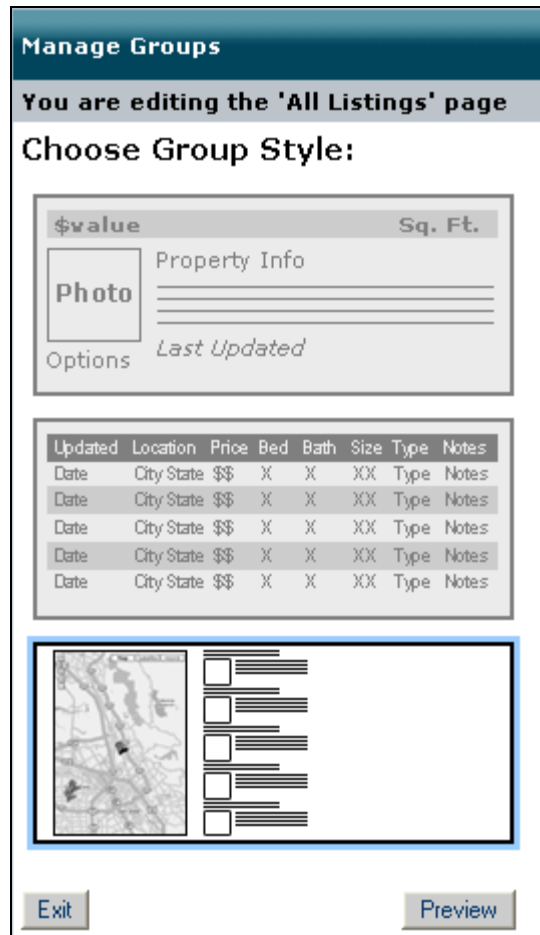
[Email Listing](#)
[Create Brochure](#)

[Basic Info](#) > [Features](#) > [Addnl Info](#) > [Photos](#) > [Virtual Tour](#) > [Style](#) > [Preview & Publish](#)

\$850,000

8.1. Assign Listings to Groups

This can be found under the Listings tab, in the Manage Listings Groups section. Click on Add a Group to create a new group or Edit to edit an existing group. Three display styles are available.



1. Display listing photo with property information.

2. Display listings in table format.

3. Display a Google map with listings. Each listing is identified on the map.

9. Staff Directory

If you purchased the Auto Plus package or the Staff Directory add-on, you can add staff members and groups (categories) to your Staff Directory page. In the same way your navigation bar categorizes content, you can categorize members of your Staff Directory.

The screenshot displays the Staff Directory management interface. At the top, there are navigation buttons: 'Main', 'Edit Layout Mode', 'Preview Web Site', 'View Live Web Site', and 'Publish Changes'. The left sidebar contains a navigation menu with categories like 'Web Site', 'General', and 'Pages & Navigation'. The main content area is titled 'Staff Directory' and features a table of staff members. Below this table is a section for 'Unlisted Members' with its own table.

Staff	Action
Bacall, Lauren	Edit Unlist Delete
Bogart, Humphry	Edit Unlist Delete
Fonda, Henry	Edit Unlist Delete
Monroe, Marilyn	Edit Unlist Delete

Staff	Action
Kondo, Baiya	Edit List Delete

10. Other Resources

Click on the Help link in the back office for FAQs, Product Docs and Training classes.

Click on the Live Chat button for Customer Service.

If you need additional assistance, call Customer Service at 800-693-7770 or

email Customer Service at cs@myers.com