



We are confident that your **Spanglefish web site** will be the easiest web publishing tool you've ever used. Our editing system will let you change the content and images of your site from any location where you have Internet access. If you can use a web browser and MS Word, then you'll find editing your Spanglefish site easy and straightforward.

This Manual will give you a quick introduction to the powerful capabilities offered by Spanglefish, and to the extras you get when you upgrade to **Spanglefish Gold for only £24.95 pa**. But don't worry - you don't need to be a web programmer to grasp the full potential of your Spanglefish web site - it's designed to provide you with a powerful, but very easy to use, web presence. Dive in and enjoy!

Technical Requirements

To edit your Spanglefish site you'll need an internet connection, and ...

- A Windows PC (preferably XP) with Internet Explorer (6 or better advised) or Mozilla Firefox, or
- An 'OSX' Apple Mac with Mozilla Firefox, or
- A Linux PC with Mozilla Firefox

Note: These are the *editing* requirements only. Spanglefish sites are *viewable* correctly on all major platforms and browsers.

Spanglefish has been designed as an *on-line* Editing System where the changes you make are reflected immediately on your site.

You do **not** need any web programming software such as Dreamweaver or Frontpage on your computer to use your Spanglefish admin system.

Other Requirements

Some proficiency on computers is required. If you are able to browse the Internet and have some skills in a Word Processor such as MS Word, you should be able to use your Spanglefish web site administration system easily.

The Editing Basics

You edit your Spanglefish web site by using its password-protected on-line editing system. You can edit the text, change the images, add new pages, edit the order of pages on the menu, edit the title of each page, set up a Guestbook, etc.

Start by opening your Browser, connect to the Internet, and go to your web site which will have a web address like ..

www.spanglefish.com/yoursitename or
www.community-council.org.uk/yoursitename

(You will have received an email with the correct address of your site when you signed up)

Logging In

You can 'log in' to your site editing system by going to your Home page and clicking on Login at the top right of the page. Now a 'Site Admin Login' field will appear where you can enter your password. Select your user name from the drop down (there may be more than one if you share admin responsibility with someone else), enter your password, and click on the Log In button.

Select your name and enter your password in the form below to log in.

John Smith ▾

Password

Log In

Once logged in, the 'Site Admin' page loads, displaying a list of the core site editing options.

+	Announcements	System updates and Spanglefish news
+	Your Details	Change your password & contact details
+	Site Settings	Edit site name, add/delete/suspend pages etc
+	Site Look	Change colours, topbar graphics etc
+	Domain Names	Get your own, distinctive web address
+	Blog/News Settings	Change how news stories are displayed
+	Guestbook Settings	Change moderation status
+	Extras	Gadgets, Gizmos & Gewgaws
+	Right Hand Side	For sites without adverts
+	Administrators	Manage administrators and view Admin Forum
+	Search Engines etc	Attracting more traffic to your site
+	Statistics	View visitor pageviews, sessions and referrers
+	Ads & Payments	Upgrade to 'ads-free' and sell your own ads
+	Help Spanglefish	Help spread the word!
+	FAQ	Help files, tips and tricks

Beside each option is a small 'plus' symbol. Clicking on this will expand/collapse that section of the admin facilities, displaying the editing options available. Clicking on any of the options displayed will allow you to change those site settings or site content.

+	Site Settings	Edit site name, add/delete/suspend pages etc
▶	Change Site Name	
▶	Map Information	
▶	Change Admin/Feedback Email Address	
▶	Add/Change Paypal Email Address	
▶	Add a New Page	
▶	Page & Menu Control - <i>now combines Move & Switch On/Off</i>	
▶	Delete a Page	
▶	Show Last Updated Date	
▶	Spam Settings	
▶	Edit Area Below Menu	
▶	Edit Footer Text	
▶	Remove Spanglefish Branding	

Whilst updating your site pages, you can return to the Site Admin page at any time by clicking on 'Site Admin' at the top right of your web pages. This allows for quick navigation to the core editing functions.

Core Editing Functions - Text, Images, Pages, adding Links

The Site Admin facility allows you to change and configure different parts of your Spanglefish site. For most users, though, the most interesting and powerful features are those which allow you to add text and images to your site. So here's a quick guide to Editing Text and Adding Images which will get you up and running in no time.

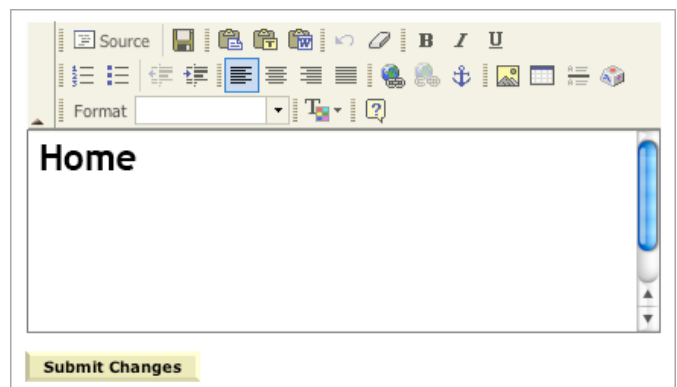
Editing Text

Once you have logged in, click on the name in the menu of the page you want to edit - for instance your Home page (it already has some explanatory text on it which you should delete).



The page will load, revealing a Title and **Edit Page** and **Change Page Properties** buttons (more about the second of these on page 3).

Click on **Edit Page** and a blank text field will appear, topped by a formatting toolbar similar to those you will have used in Word or similar word processing software.



You can then type new text into this field, or copy and paste it from a text editor such as Notepad. Then, selecting the text you wish to format by clicking and dragging your cursor across the text you want to change, use the buttons in the format-

ting bar above the text to change font sizes, add links and horizontal rules, indent text or make bulleted lists, change text justification and of course set text to be bold, italic or underlined. You can also use the image icon on this toolbar to insert new images into the page. (see 'adding a new image' below)

Once you've made your changes, click the Submit button at the bottom of the page. The page 'refreshes' automatically and your changes are immediately visible. If someone else is viewing your site at the same time, the changes are visible to them too, but not the text editor or editing buttons! That's how easy it is.

Tip 1:- Don't spend time typing long sections of text into the editing section. Remember, the screen is a web form and if your computer crashes or your Internet connection goes down you could lose what you type. It's better to type it out in a simple text editor such as Notepad or Wordpad first, saving it as you go, and then cutting and pasting it into the editing system later.

Tip 2:- If, after making changes in the editing section, you decide you do not want to submit your changes, simply don't click on the 'Submit Changes' button, and your changes won't be recorded.

WARNING - Don't copy and paste directly from MS Word into your site's text editor. Word adds invisible formatting code to its text, and when this is pasted into the site it can 'confuse' the browser resulting in the page not being displayed correctly. Prepare your text in Notepad instead, or if you work on a Mac, TextEdit.

Changing Page Properties

You can change the name of this page as it is shown on the menu and title bar - type the new name in the box below.

This is limited to 18 characters in order to prevent text wrapping and preserve the look of the menu. It is always shown in UPPERCASE on the menu, but will be shown as you type it in the title bar.

Pottery Shop

The Page Properties allows you to change the title that appears along the top bar of the browser

window when someone views the page. It's not commonly known, but this title can be very powerful in helping Google and other search engines in ranking and describing your page. A short but descriptive title can be very important - rather than simply 'Accommodation' or 'the Club'.

Adding images to your pages

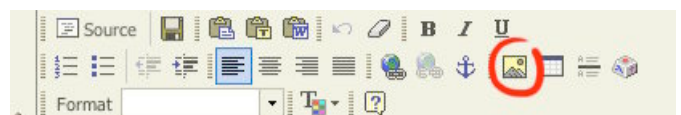
When you create a new page it will initially have no content of any kind other than a title. After you have added some text to it, you may want to start adding some illustrative images to the page from your site's existing Image Bank. (If your site is new and your Image Bank currently empty, see page 4 for how to easily 'upload' new images to it)

Your Spanglefish site makes adding images to pages easy, and it will also automatically scale and 'web optimise' images that you upload to your site's Image Bank, making sure that they are the right size for your page and quick to load for viewers.

Here is how to add an image to the page you have been working on ...

Click on the **Edit Page** button at the bottom of the page to reload the page in editing mode, revealing the text formatting toolbar above the page text.

First you must decide where you want the image to appear on the page - at the top, bottom, between paragraphs, or with the text 'wrapped' around it. Click your cursor in the text where you want the image to be positioned.



Then click on the image icon on the toolbar (indicated above). This will bring up a 'pop-up' window called '**Image Properties**'. This window will guide you through the process of selecting your image and choosing how it will be formatted on the page.



Click on the 'Browse' button to navigate your computer to where you have your image stored. Click OK. Then click the 'Upload' button, and the image will be automatically uploaded (this may take some time if the image is large), scaled, optimised and added to your site's Image Bank. Its' that easy!

[Note: if the image that you uploaded was large, three versions will be added to your site's Image Bank - a Small one for inserting into text, a Large one to appear in Gallery pop-up windows or for use between paragraphs, and and a Very Large page-width version. This large, full page-width version can only be used when you upgrade to Spanglefish Gold, as the right column of the page has to be switched off to provide the extra width necessary, and this facility is only available to Gold users.]

Choosing and Formatting Images

The first thing to do now is to select the image you want to use by clicking on the 'Browse Server' button. This will open another pop-up window showing a list of all the images that have already been uploaded to your site's Image Bank. If this is the first time that you have added an image, then your Image Bank will be empty.

But don't worry, Spanglefish will let you easily 'upload' new JPEG images directly from your computer. It's a good idea to have any JPEG images you want to upload roughly prepared - i.e. cropped just to show the part of the image you want. (If you're not confident in doing this, then just upload your JPEG image as it is).

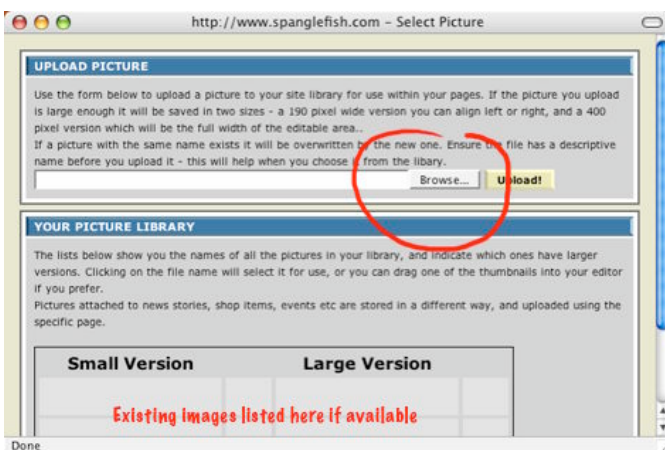
Once uploaded, the new image will appear in the Image Bank list. Select it by clicking on its name in the Small, Large or Very Large columns, as appropriate, and the pop-up will close revealing the image inserted into the text in the Image Properties preview.

The next step is to select the Align box and click on Align Left or Align Right. Align Left will put the image on the left side with the text wrapping around its right. Align Right will put the image on the right side with the text wrapping around its left.

You can also choose to give the image a black border. Type in a number in the 'Border' field. '1' will give you a 1 pixel (thin) border.

You can also create some additional space around the image so it will not collide with the surrounding text. Just type in the number of pixels in the fields 'HSpace' (horizontal space) and 'VSpace' (vertical space).

Finally use the 'Alternative Text' field to provide a short description, or 'alt' tag which will appear when the site visitor hovers their cursor over the image.



Once you are happy with the changes, click on 'OK' button to confirm them. The pop-up will close, showing the image you have chosen 'embedded' in the page text. Click the 'Submit Changes' button to confirm your changes. The page will reload showing the new image in place on your page.

Changing image formatting

If you decide later that the image alignment isn't the way you want, select the image in the edit text field by clicking on it once, then either click on the image icon on the toolbar, or Right+Click (Mac: Control+click) on the image to open the image properties again, where you can change the alignment, border, spacing, etc.

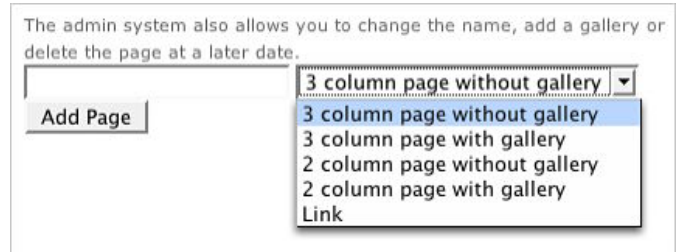
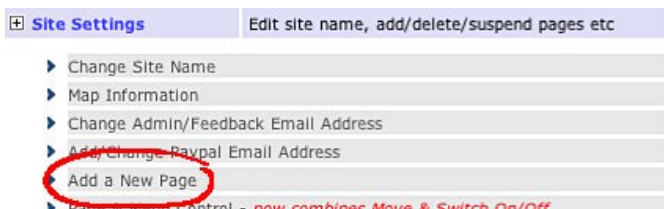
To remove an image from a page. . .

In editing mode, select the image by clicking on it. Now press the delete key on your keyboard (<-) and submit the changes on the page by clicking on the Submit Changes button at the bottom of the page. Note that this doesn't delete the image from your Image Bank.

Adding a new page to the site

Adding a new page to the site is just as simple as editing existing pages.

Log in if you haven't already done so. On the Site Admin page click on 'Site Content' to expand the options displayed, and click on '**Add New Page**'.



Enter a name for the new page, and click the **Add Page** button. (The drop down beside the name field also lets you add a left menu button linking to an external site). The new page name will appear on the left menu, and you will be able to click on this to view the page and start adding content.

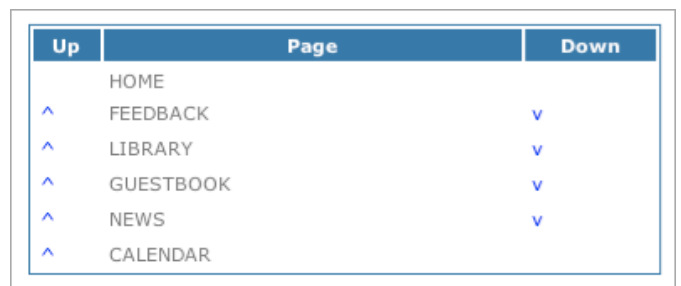
NOTE: When you upgrade to Spanglefish Gold, you'll also be able to choose to have the right column switched off at this stage, giving you more page width for content.

Moving Pages & Organising the Menu

Spanglefish and **Spanglefish Gold** sites manage pages in different ways, with Gold offering extra options, including 'fly-out' menus for sub-sections which improve the usability of larger, more complex sites, and enables more professional presentation.

Spanglefish - moving & deleting pages

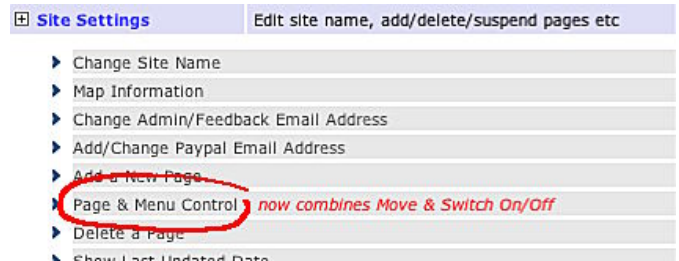
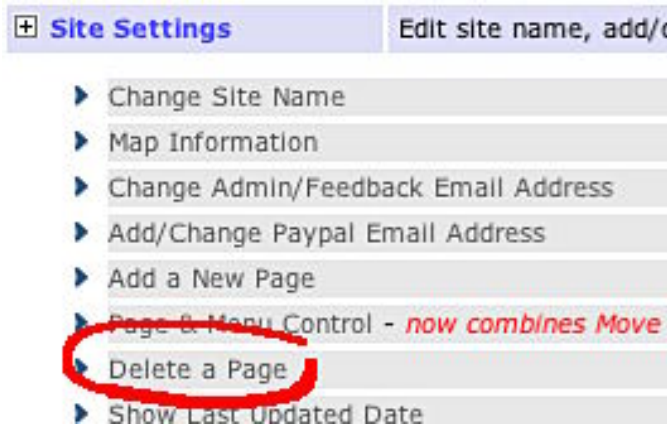
Select '**Move Pages on Menu**' within the **Site Settings** section of the **Site Admin** page. On the page which loads click on the small arrows to move pages up and down the menu order. (Note that you cannot move the Home page.)



Deleting a page

Deleting a page is very simple - once you've logged in, go to Site Admin, and select 'Delete a Page' within the Site Settings section. (Note that this has no 'undo'. Once the page has been deleted, it's gone.)

site, with access from fly-out menus, the facilities for organising pages, controlling their status and for managing sub-pages are all grouped together in one simple, powerful control panel - Page & Menu Control.



Change the order of Spanglefish Gold pages

When you click on 'Page & Menu Control' you will see a full list of the pages on your site. The example below shows two main pages, each with several sub-pages. These are pages which will appear on a 'fly-out' when you move your cursor over the main sections on your site's navigation menu (unless you have sub-pages set to be 'hidden').

You will be presented with a full list of the pages of the site. Note that some specialised pages, such as your News page, cannot be deleted.



HOME	
GLAREBUSTER	delete
SMARTFLOOD	delete
EYELID PIR BULKHEAD	delete
OVAL PIR FLOODLIGHT	delete
ECOPA BALL LED LIGHT	delete
SECURITY LIGHTS	delete
USING FLOODLIGHTS	delete

Beside each page on the site list are two icons, the left for changing page order, the right for controlling page status. By clicking on these you can control where a page appears on the site's navigation menu, and whether the page is visible, hidden, protected or switched off.

Click on '**delete**' beside the page that you want to remove. You will be asked if you are sure that you want to delete the page. Click on 'Yes'. The page is now deleted.

WARNING - this cannot be undone. Make sure that you really want to delete the page before proceeding with this step.



Spanglefish Gold - managing pages

Because one of the extra capabilities of **Spanglefish Gold** is the ability to add sub-pages to your

To move a page on the menu, click on the green arrows icon. Your page list will reload, offering blue links between the page names which you can click to control where your page will be moved to in your site menu hierarchy.



You can make any page a main page, or a sub-section page which is accessible from the fly-out menu. However, note that if you have set your sub-sections to be 'hidden', then no fly-out menu will be triggered when you 'mouseover' the menu.

Change the status of Spanglefish Gold pages

Your site pages can be set to any one of four conditions - Visible, Hidden, Protected and Switched Off. The page icon beside the page title on your Page and Menu Control page lets you change the status of each page individually.



VISIBLE - the page is shown on the menu and is visible to everyone.

HIDDEN - the page is not shown on the menu but can be viewed by anyone who knows the address or through a link in another page or a search engine.

PROTECTED - the page is shown on the menu only to administrators when they are logged in. Visitors will be bounced back to the home page if they try to access it. This allows you to create

pages but not publish them until they are ready, or use your calendar as a non-public diary for your staff or members.

SWITCHED OFF - the page is not shown on the menu and visitors will be bounced back to the home page if they try to access it.

Deleting a Spanglefish Gold page

This is the same process as for standard Spanglefish sites. Select 'Delete a page' under Site Settings, choose the page on the site list presented, and click on 'delete'.

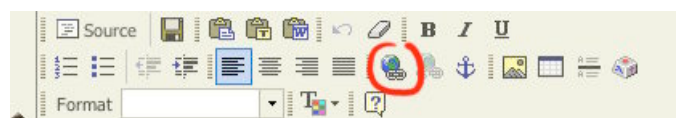
Adding links to text on your page

You can transform a word or sentence on your page into a clickable (hyper)link, which when clicked will transfer the user to another page.

Once logged in, go to the page you want to add the link to by clicking on its name in the navigation menu or on the Sitemap. Click on the 'Edit Text' button below the text.

The page will load, and a text field will appear containing the text which is currently used on that web page.

Within the text editing field, select the word or phrase that you want to make into a link, then click on the small Globe & Chain icon on the formatting toolbar).



A popup window appears allowing you to type in a web page address (URL), select a page from your site to link to, or create an email link. At the top of the popup you'll also see a tab called 'target'. Here you can choose '_blank', for instance, so the link opens in a new window.

Click on the 'OK' button to confirm your link once you have made it, and have it added to your page text. The pop-up will close. Click on the

'Submit Changes' button below the text field to confirm the page change.



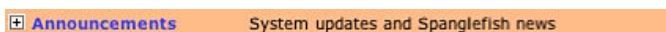
Removing a Link

To remove a link, select the text which already has a link, click on the Globe icon, delete the URL in the hyperlink popup box, and click 'OK' to confirm

The link has now been removed.

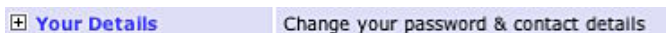
Site Admin - Options Roundup

[Note that some of the options included in the screenshot illustrations below are only available when you upgrade to **Spanglefish Gold**.]



Announcements:

This is where we post messages about Spanglefish and Spanglefish Gold updates and future developments, as well as alert messages or your account information changes.



- ▶ Change Your Name or Password
- ▶ Change Your Email Address

Your Information:

This section lets you change your name and password. It also lets you change your email address if you move to a different ISP or buy your own domain to 'point' to your Spanglefish site.



Site Settings:

The Site Settings section lets you manage your pages, their order, and where messages are sent when your site's feedback form is used.

Change Site Name: if your business or project changes its name, this lets you change the title that appears as the site name in the top bar of the browser window.

Map Information: this lets you register your site with Google Maps and embed a Google location map within your site. A handy way of showing where you are located and how visitors can get to where you are.

Change Admin/Feedback Email Address: this lets you change the email address to which messages are sent when someone uses your site's feedback form. This can be a different address to your account contact one (as detailed under Your Information), so that you can keep your site users mail separate from your own account mail.

Add/Change Paypal Email Address: if you have a Paypal account, then this facility lets you add your Paypal registered email address to your Spanglefish site, so you take payments for items sold via the 'Gallery' option on your site pages.

Add a New Page: Detailed on page 5

Page and Menu Control: lets you manage the order of site pages, sub-pages on fly-out menus, and choose 4 levels of page status - Visible, Hidden, Protected and Switched Off. See 'Moving Pages and Organising the Menu' on page 5. (Note that this facility is one of the powerful new fea-

tures provided when you upgrade to Spanglefish Gold. Standard Spanglefish sites have a simple Switch Pages On/Off control instead.)

Switch Pages/Off: enables switching on/off pages on the site. These can be the main 'standard' pages included by us such as Guestbook, Library, etc, if you don't want these. You can also use it to switch off seasonal pages - i.e. a Christmas page could be switched on in December, but switched off in January and left dormant until next year when you can switch it on again.

Move Pages on Menu: detailed on page 5. When you upgrade to Spanglefish Gold, this facility is replaced by the powerful Page & Menu Control facilities.

Delete Page: detailed on page 5

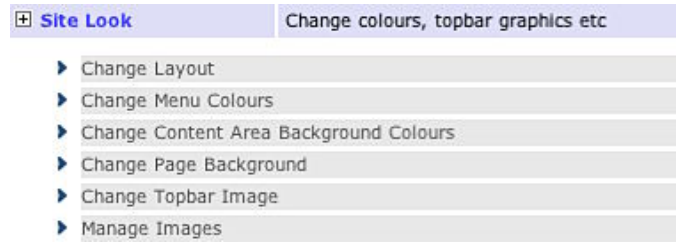
Show Last Updated Date: lets you show a 'last updated' date at the foot of pages, with various options offered.

Spam Settings: lets you reduce site form spamming by forcing users to type in a random code. You can disable this, but it is on by default.

Edit Area Below Menu: lets you add raw HTML code to add a logo or other material in the space below the bottom of the site navigation menu.

Edit Footer Text: lets you add a default message, such as a copyright notice, which will appear at the foot of every site page.

Remove Spanglefish Branding: lets you switch off the Spanglefish logo strips at top and bottom of your site, giving your site a more professional appearance. This option is only available when you upgrading to Spanglefish Gold.



Site Look:

This section lets you configure site settings for colours, background images, etc

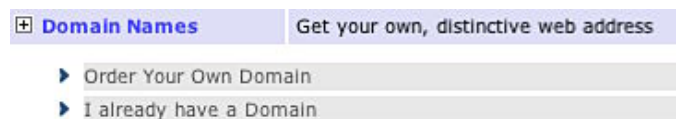
Change Menu Colours: lets you choose a different set of colours for the menu rollover buttons

Change Content Area Background Colours: lets you change the set of colours for the page background.

Change Page Background: lets you select a different background pattern for the window area outside your pages

Change Topbar Image: this lets you upload a new 'branding' image to appear across the top of your site. When we set your site up we add a simple topbar, but this option lets you upload new ones, and select which one you'd like to use. You can change these as often as you need, so you might have a different one for each season, and cycle through them.

Manage Images: this is a powerful new facility which lets you review all of the images held in your site's Image Bank, see which pages they are used on, and delete images which you no longer need.



Domains: 'Order Your Own Domain!'

This section gives you a convenient and easy way of buying your own domain if you would prefer to use www.(yourdomain).com with it's own email address, instead of www.spanglefish.com/yoursite.

You can then easily have your new domain 'pointed' at your spanglefish site so that users go-

ing to www.yourdomain.com will see your Spanglefish site. This combines the advantages of a distinctive domain and email address with the easy editability of Spanglefish.

Using the form on this page orders a domain and email package from Calico UK, our ISP partners. This will cost you currently only £15 +VAT per annum, and be invoiced directly to you by Calico UK (technical domain queries should be address to Calico UK). Slightly cheaper domain deals are available, but the reliability of this service, and the friendly voice at the end of a telephone line, is worth the few extra pounds.

I already have a Domain: this explains your options if you already have a domain registered, and would like to 'point' it at your Spanglefish site so that users typing the address into their browser will see your Spanglefish site.

Blog/News Settings	Change how news stories are displayed
▶	Change days news stories should show for
▶	Set whether news and blog stories appear on menu

Blog/News Page Settings:

This section allows you to specify how long News stories are displayed on your News page before they are archived. Note that archived stories are not lost, merely moved down to the next page.

You can also configure whether News and Blog stories appear on the navigation menu. (Only available as part of the upgrade of services offered by Spanglefish Gold)

Guestbook Settings	Change moderation status
▶	Change Moderation
▶	Bulk Delete

Guestbook Settings:

This section lets you configure how messages sent to your Guestbook are processed.

Change Moderation: choose whether to allow site visitors to post messages directly onto your site without you checking them first, or to check them prior to publishing. We advise that you choose Moderated, as Unmoderated can be abused.

Bulk Delete: allows you to flush all messages, or simply the unpublished ones, if the Guestbook page is getting too long or out of date.

Extras	Gadgets, Gizmos & Gewgaws
▶	Custom Cursor (IE only)
▶	Add Site-Wide CSS
▶	Add Site-Wide Javascript

Extras:

A range of customisation facilities available to those who are confident hand coding CSS or Javascript.

Custom Cursor: lets you select a different cursor to appear when users are looking at your site. Can be briefly entertaining, but gets very old very fast.

Add Site-wide CSS: lets you add your own stylesheet to the site, overriding the built in one. Not for the faint-hearted.

Add Site-wide Javascript: a pretty geeky one this, for those who want to tinker with other stats systems, browser control, etc.

Right Hand Side	For sites without adverts
▶	Sponsors Settings
▶	Switch off Right-Hand Column
▶	Add / Edit / Delete Sponsors
▶	Show News Headlines
▶	Counter
▶	Switch Map On/Off
▶	Switch Spanglefish Sign-up Button On/Off

Right Hand Side:

A range of customisation options available when you upgrade to Spanglefish Gold, including disabling the right column or adding your own adverts to it,

adding and editing sponsors material, and controlling the display of the site location map and Spanglefish Sign-up button.

Sponsor Settings: lets you configure how your sponsor ads are displayed.

Switch Off Right-hand Column: lets you switch off the right-hand column entirely on a page-by-page basis, giving you more space for text and images, and enabling the use of much bigger, full-width images. It also makes your site look much more professional.

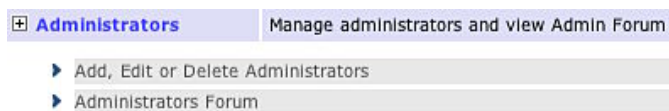
Add/Edit/Delete Sponsors: enables adding and managing sponsors adverts on your site.

Show News Headlines: lets you control whether News stories are displayed at top right of site pages.

Counter: lets you add a visible counter to the right hand column of your site, if this column is displayed.

Switch Map On/Off: does what it says on the tin.

Switch Spanglefish Sign-up Button On/Off: Now, why would you want to switch this off ;)



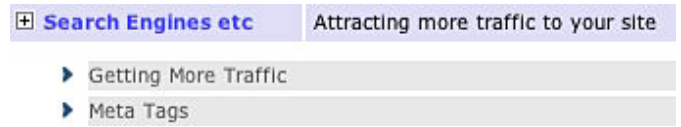
Administrators:

This section lets you set up new administrator accounts so that others can have their own login to edit the site.

Add, Edit or Delete: this enables you to configure new administrator accounts to set whether other administrators can edit the entire site, or only given pages.

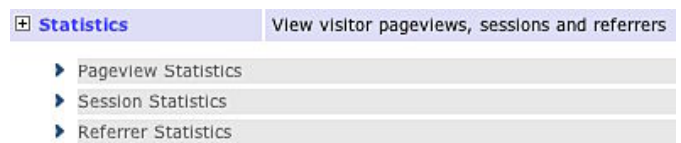
Administrators Forum: an online forum where you can chat with other Spanglefish site administrators. Website suggestions may also be forwarded to us from here - is there other functionality you'd like to see in Spanglefish or Spanglefish

Gold? Got a suggestion about how we can improve it?



Search Engines:

Information about how Search Engines index sites, how you can improve your visibility to them, and how to add and edit META tags to aid this process.



Statistics:

A very useful and powerful section which lets you see how popular your web site is, and how much traffic you are getting.

Pageviews: shows you which pages are the most popular. Can be useful to assess whether visitors are being 'converted' to email contacts.

Sessions: Gives you a good idea of how many individual visitors are viewing your site each day. You can specify different dates to compare traffic over specific periods.

Referrers: potentially the most useful part of the 'stats'. Where did your visitors come from? What search terms did they use to find your site. Does that paid banner ad you have on XYZ web site pay for itself by bringing your traffic?

[More information about optimising your site to improve traffic can be found in our Search Engines Quickstart document, available at www.spanglefish.com/support.asp

Ads & Payments Upgrade to 'ads-free' and sell your own ads

▶ Change Advertising Status / Make a Payment

Ads & Payments:

If you signed up for a standard free Spanglefish site, but would prefer not to have advertisements appearing on your site pages, or would like to use that area for your own adverts, use this form to upgrade to **Spanglefish Gold**. It provides lots of extra capabilities, lets you develop a more professional looking site, and costs only £24.95 including VAT, per annum. See www.spanglefish.com for more information.

FAQ Help files, tips and tricks

- ▶ **General Questions**
- ▶ **Editing Questions**
- ▶ **Domain Questions**
- ▶ **Advertising Questions**

A section where you can find answers to Frequently Asked Questions. Updated in response to feedback received.

Editing Specialist Pages

Spanglefish includes some specialist pages for which some simple instructions may prove useful. These are quite easy to use really, but offer some quite powerful and useful functionality for you, so it may be worth taking a little time learning how they work.

Calendar Page

Edit Page **Change Page Properties**

CALENDAR ADMIN

To add a new event, click the 'Add' button below. To edit or delete an event, view its details and click the button beside it. You can set the default view for viewers to a monthly calendar, or a list.

Add Event **Change View** **Edit Text Above**

<<< **October 2006** >>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

If your site is used as a collaborative tool, and you want to keep other members or those involved up to date with events, etc, then the Calendar page may prove very useful to you.

If your Calendar page isn't visible on your site menu, then you must 'show' the page by going to Site Admin>Site Settings>Switch Pages On/Off and click on 'change' link opposite the Calendar.

To start adding events to your calendar, simply click on Calendar on your site menu to load the page. Then click on the 'Add Event' button to enter the event details.

- Add a date, or select one from the pop-up date selector by clicking on the small icon to the right of the date field.
- Enter an event name in the Title field, and a brief description in the Description field.
- The drop-down selectors at the bottom of the page allow you to enter a start and stop time.
- If your event takes place on more than one day, click on the 'add multiple dates' link and configure accordingly.

If you prefer your calendar displayed in List format as the default rather than as Monthly format, then selecting the 'Change View' button will allow you to set up your calendar this way. Your users will still be able to switch back to Monthly view if they want.

Blog Page

What's a Blog? A Blog is a sort of online diary that allows you to write periodic articles or essays online, and have them automatically stored and chronologically displayed for you. It can be a soap box, a lecture, or simply a place where you can record thoughts and opinions about your day-to-day life and experiences. It can be a useful way of keeping your visitors informed about your activities, and also representing your personality and tastes.

In addition, if you want, it can accept comments and responses from site visitors (which you can moderate), and can over time build up an interesting discussion thread about the topics included. It can also lead to some fairly robust opinions being expressed, so the ability to moderate comments left may prove useful ;)

Your Spanglefish Blog is very easy to use. If your Blog page isn't visible on your site menu, then you must activate the page by going to Site Settings and changing its status under Switch Pages On/Off (or Page & Menu Control when you upgrade to Spanglefish Gold - see page 5)

Once your Blog page is set up, editing it will present you with ...

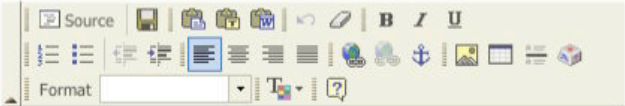
- *Entry Title*
- *Alias* - if you leave this field blank then the article will be labeled with your Admin name.
- *Entry Summary* - used on the Blog to link to the full article.
- the main text editor field where you add your article.
- *Date* and *Time* fields.
- *Comments Status* - this will let you configure whether you let users add comments in response to your Blog entries, and the degree to which you will moderate them. The 'Prevent Future Comments' can be used to prevent comments being added by users who have abused the system, whilst letting other still contribute.

Add a new blog entry using the form below.

Entry Title

Alias - Item will be shown as having been written by your Admin name unless you type something else below.

Entry Summary - used on the blog index



Date dd-mm-yyyy

Time hh:mm

Comments Status

Availability Page

This is a simple, but powerful system designed for anyone who needs to alert potential customers or users to availability status - i.e. B&B, Hotels, Self-catering, Caravans, Classes, Courses, etc.

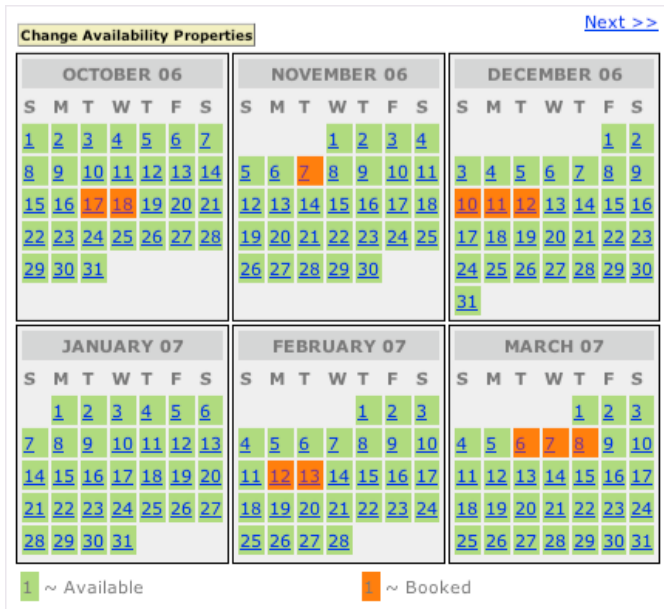
If your Availability Page isn't visible on your site menu, then you must activate the page by going to Site Settings and changing its status under Switch Pages On/Off (or Page & Menu Control if you have upgraded to Spanglefish Gold - see page 5)

The next page includes a 'Create Availability Calendar' button to get you started configuring your Availability calendar. Click on this. On the next page a series of configuration options will then be available ...

- The name of the property/course that the calendar covers.
- The number of months to show per page.
- The month that you want the calendar to start at.
- The start day of each week. Sunday is the default,

but you can change this.

Then click on the Update Settings to build your availability Calendar. Showing 'taken' days is then simply a case of clicking on a day to turn it red.



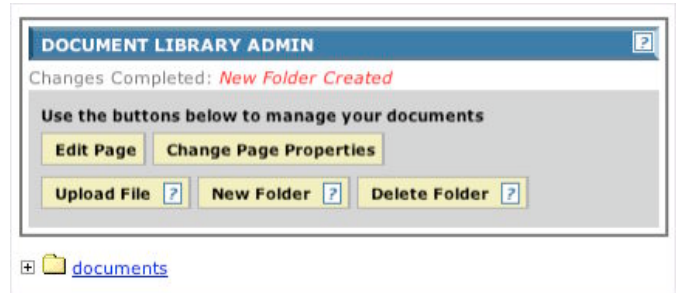
Library

The Library on your site serves as a convenient store for documents and files that you might want to share with others, or distribute to prospective customers - such as application forms, publicity leaflet, printable price lists, order forms, etc, and these can be in formats such as Word, Excel, PDF. Your Spanglefish site lets you upload these easily to your site, and either have them publicly listed on your Library page, or linked to directly from other pages on your site.

If your Library isn't visible on your site menu, then you must activate the page by going to Site Settings and changing its status under Switch Pages On/Off (or Page & Menu Control if you have upgraded to Spanglefish Gold - see page 5)

Once the page is active, you can then upload documents to it by clicking on the 'Upload File' button in the Admin panel at the top of your Library page. If the page is public, then users will be

able to download the documents directly from this page.



If you have set the page to 'Hidden', then, to make individual documents available to your users, you can add links on your other pages and point them to the documents using the standard linking process as described on page 5 of this manual,. However, instead of selecting an URL or page to point to, you'll click on the 'Browse Server' button which then shows the folder and files in your Library, and lets you select one as the target for the link.

QuickStart Documents

Graphic Image Preparation

If you are keen to dabble in preparing special graphics (such as new topbar images) or photos for your site, then we recommend using Adobe Photoshop Elements. Other good programs are Adobe Photoshop and Paintshop Pro.

See our Spanglefish QuickStart PDF documents covering image manipulation and Search Engine promotion at www.spanglefish.com/support.asp

How does Spanglefish work?

Here's a short explanation of the technology behind your website - you don't need to know this to edit it, but if you're interested then read on.

Most smaller web sites are made up of a number of individual HTML documents (web pages) which each contain text and links to images. Your Spanglefish web site is different. Like many large sites, such as Yahoo or Amazon, all the text and information on images on your site is held in a database on the Spanglefish Web Server hosting your site.

When a visitor to your site asks for a particular page (usually by clicking a button or link in their web browser) the web server draws the information pertaining to that page from the database and inserts it into a template which holds the background images and colour schemes etc, and then sends it out to the visitor for viewing.

When you use the editing system, you are not editing individual pages - instead you are editing the database. Having the information stored this way has several benefits. The information can be presented to viewers in different formats and enables you to change the style easily.

For instance if you select File-->Print Preview on the menu of your browser you'll see that the printed version of the site removes the web site's menu and other parts which would be unnecessary on the printed page. Since the information for the 'normal' and 'print' versions of the site comes from the database, you only have to edit your web site once to have these changes reflected immediately in both versions of the site.

Because Spanglefish was designed to run completely from the Web Server there is no need for additional software on the computer you use to edit your site. This means you can update your web site from any Internet enabled computer that fulfills the requirements as described earlier. You can update your site from your home, your office or even an Internet Café while you are on holiday - though that's not really a very good use of your holiday time ;)