Swiiit
Website Builder
User Guide

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Thank you for purchasing Swiiit Website Builder – the intuitive and efficient way of managing your organization website.

Step 1: Login to Swiiit Website Builder

In order for you to add user for the use of the services of Website Builder, you must first login to the account that has administrator rights. To login, simply do the following:

1. Go to http://www.swiiit.com
2. Click on

3. Type in User Name and Password

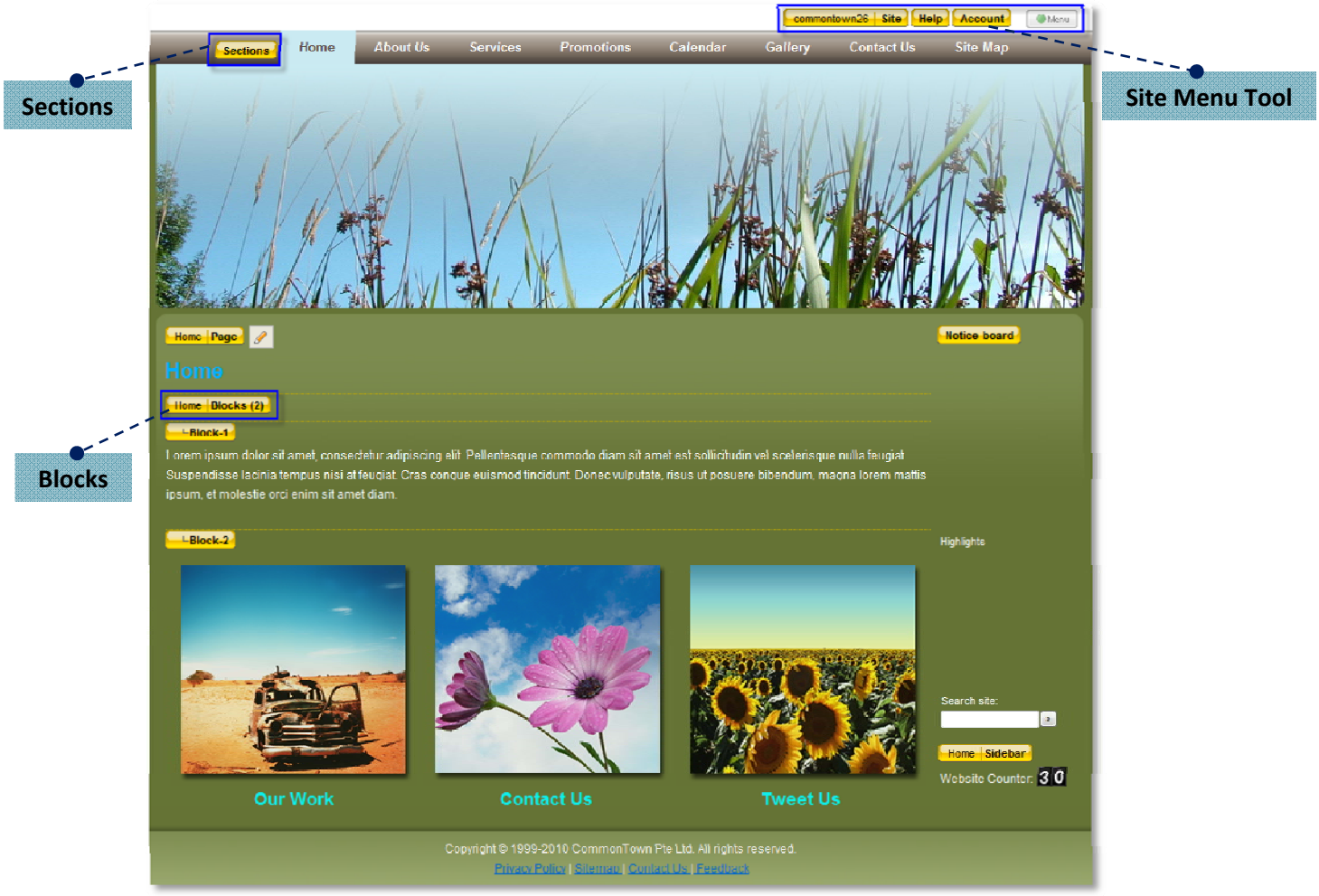
4. Click

Introduction to Web Builder Application

Once you have logged in successfully, you are ready to edit your website! To start editing, you have to activate the "Edit Mode" by clicking on the Site menu tool

at the top right hand corner of the website. Yellow buttons describing the various edit options will then be displayed. After editing, preview and admire your work by clicking on the site menu tool

which now has a red dot. For a clearer idea of how the system works, imagine a traffic light system. When the dot flashes green, do your edits. Stop and preview when the dot shines red.



The above diagram shows what you will see when you press

. You will be able to edit the sections, subpages and the blocks of your website.

What are **sections**, **pages**, **subpages** and **blocks**?

To let you understand better, let us use an analogy. The organization of a website is like that of a book. It has chapters, primary articles, secondary articles reinforcing the point of the primary articles and separate sections within the article, to guide the reader's flow of thinking.

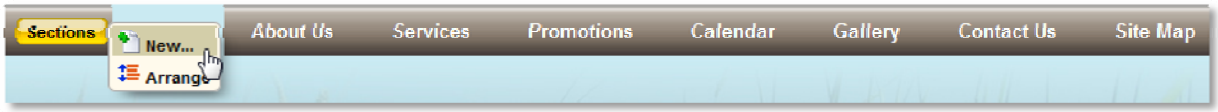
"Chapters" in a website are called sections; they are the most visible and accessible to visitors as they can be seen easily in the menu bar. "Primary articles", "Secondary articles" and "Separate sections within the articles" are the pages, subpages and blocks of the sections respectively.

1. **Site Menu** allows you to manage the overall setting of your website. Such as style templates, Document Manager and Password control. You are able to track your usage quota (disk space and pages) in this section as well.
2. Using the **Section Tool**, you can add in new sections and arrange the order of the sections.
3. The **Block Tool** allows you to create sub-divisions, and organise your content within each main section.

Step 2: Creating Sections

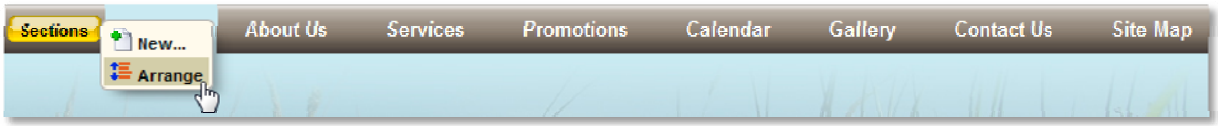
2.1 Add new Sections

Sections are the main pages of your website where the contents are organised under.

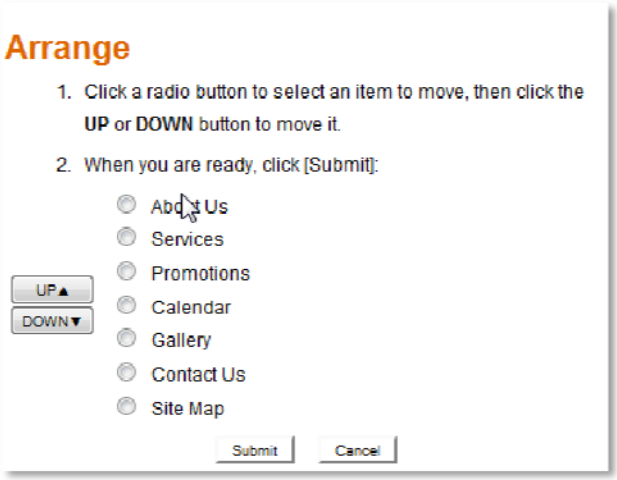


1. Mouse over to Sections yellow tag (top left hand corner).
2. Click "**New**".

2.2 Arrange Sections



1. Mouse over to Sections yellow tag (top left hand corner).
2. Click "**Arrange**" to arrange the sequence.

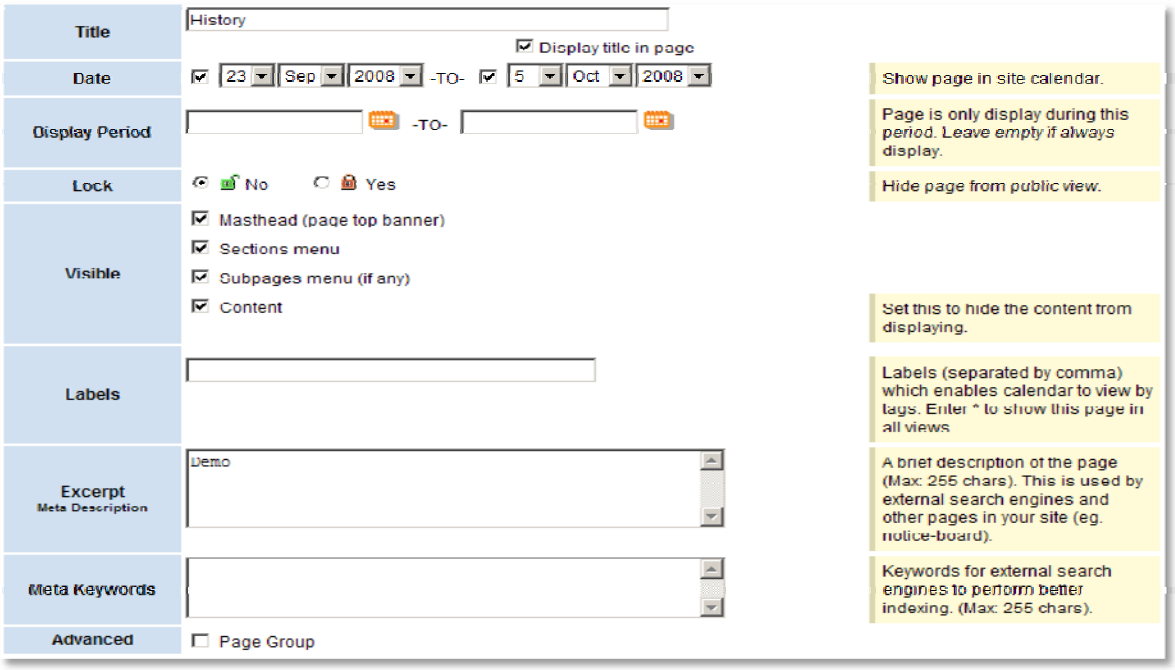


3. Change the order of the pages by selecting a specific page and clicking "UP" or "DOWN" to shift it.
4. Click on Submit once confirm.

Step 3: Page Properties

Each new page has its own properties. Use this function to configure the properties of the new page.

1. Mouse over to Home Page and select "**Properties**".
2. It will bring you to the page as shown below.



Properties	Functions
Display title in page	To allow/disallow the display of the title in the section page
Date	To create a shortcut to the page in the site calendar on a specified date
Lock	To allow you to restrict/allow public viewing of a page (click "Yes" to restrict public viewing
Visible	To display or hide (uncheck to hide) the masthead or sections menu
Excerpt	To provide a brief description of the content of the page for search engines to display in the search results
Meta Keywords	To allow search engines to match and rank your page during a search query
Advanced	To allow the subpages of a particular page to be grouped

Step 4: Change Page Layout

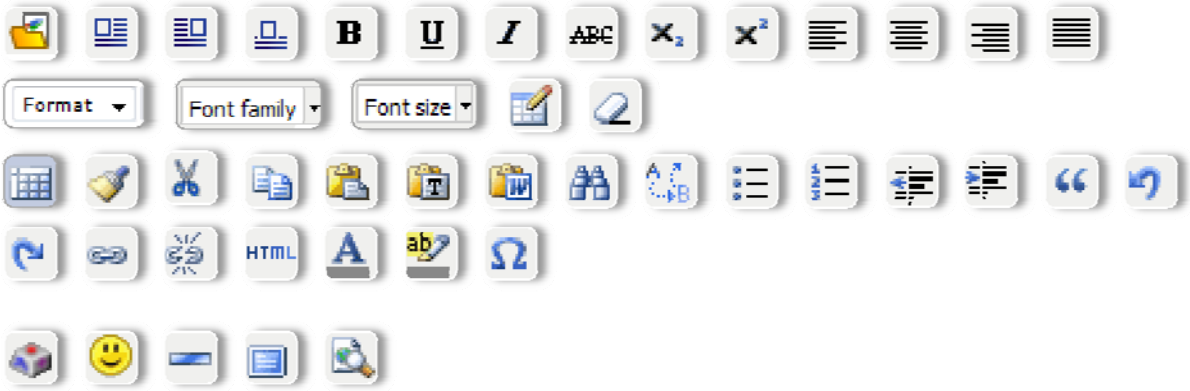
Use Page Layout function to change the layout of the content of the webpage.

1. Mouse over to and select the "**Layout**" link.
2. Select different layouts for your page and click submit.

Introduction to Rich-Text Editor Tool

Using this Rich-text editor tool enable quick and convenient changes to the content. This tool will be used frequently throughout this application for inserting of content into the website.

Standard Tools



Standard tools definitions

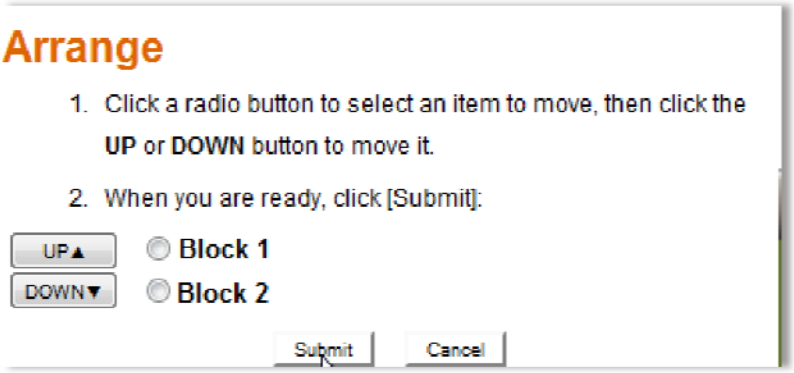
B U I	To Bold, Italic, and Underline text respectively.
ABC	Strikethrough function for text.
x_2	To Super sub script your text
x^2	To Sub script your text
	To Left align, Centralize, Right align and Fully Justify your text respectively
Format	Format of HTML text sizing – H1 to H6 (Large to Small) Colors, font, size can be set in CSS.
Font size	To control Text Size. Control is not enabled in CSS.
Font family	To select the font
	To remove any style formatting in the Rich-Text Editor. *Always use this tool when texts are copies from document / website.
	To toggle guideline / invisible element in the Rich-Text Editor. **This is to enable all invisible elements to be visible in the Rich-Text Editor.* *E.g. When the border of a table is set as 0, border will not be visible.*
	To cut the selected text.
	To copy the selected text / document.
	To paste text / document to the Rich- Text Editor.
	To paste as plain text to the Rich- Text Editor. **All formats will be removed.*
	To paste as word format to the Rich- Text Editor.

	To search certain text within a pool of content.
	To Search certain text and replace with another text content.
	To insert various type of emotion icons.
	To insert “Hanyu pinyin” symbols. **Chinese Symbols.*
	To change text color.
	To change / highlight background color of text.
	To insert symbols to the Rich-Text Editor.
	To indent text to the left and right respectively.
	To indicate quotes from others’ paragraph. **Most commonly use in forum.*
	To undo and redo respectively.
	To remove all word and excel formatting.
	To insert a number list.
	To insert bullets
	To insert a horizontal line as to partition content.
	To Toggle Rich-Text Editor to a full screen mode.
	A preview mode to display content look and feel.

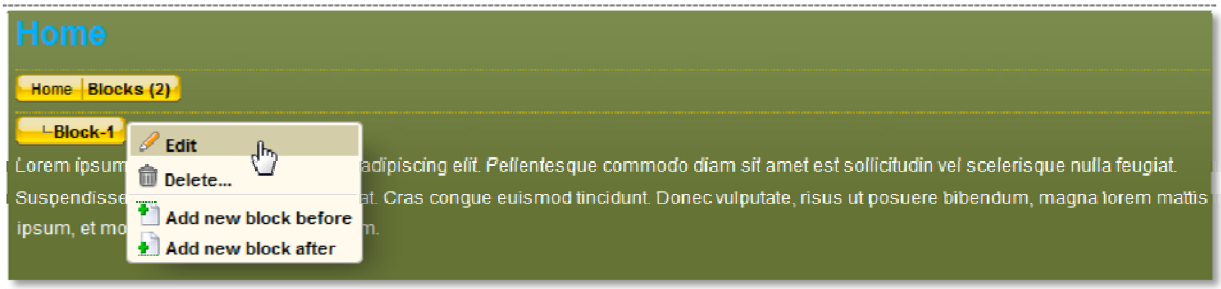
Step 5: Creating Block of Content

Block is used to organize the webpage content.

1. Mouse over to and select the "**New**" link.
2. After creating the blocks, each block can be arrange in sequence.



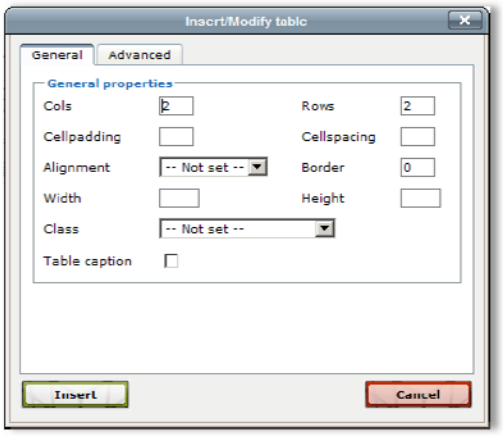
Step 6: Editing Block of Content



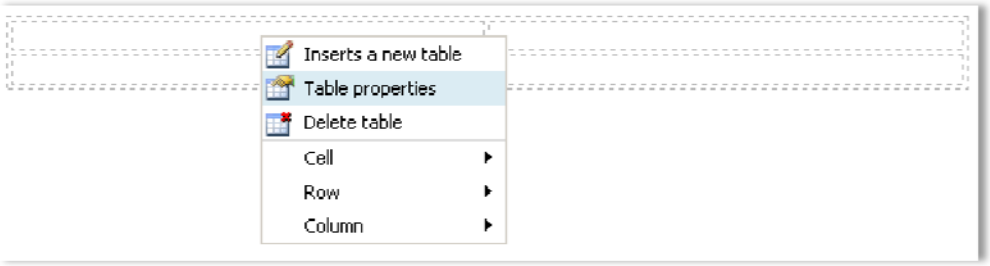
1. Mouse over to the particular block that you wish to edit.
2. Click "**Edit**" link, which will bring you to the Rich-text editor tool.
3. Click "**Submit**" once completed.

Step 7: Inserting Tables

Using the Rich-text editor tool, tables can be easily created. ***Table is an important tool to keep the layout of your text and graphics aligned***.



1. Click on icon to create a table.
2. Key in appropriate values for the table and click "**Insert**".
   For more information regarding table tags and html, click here.

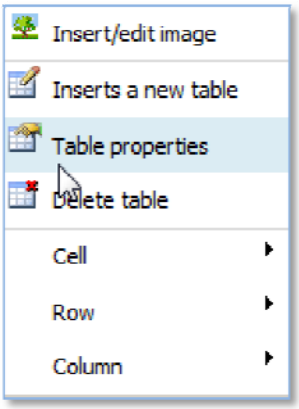


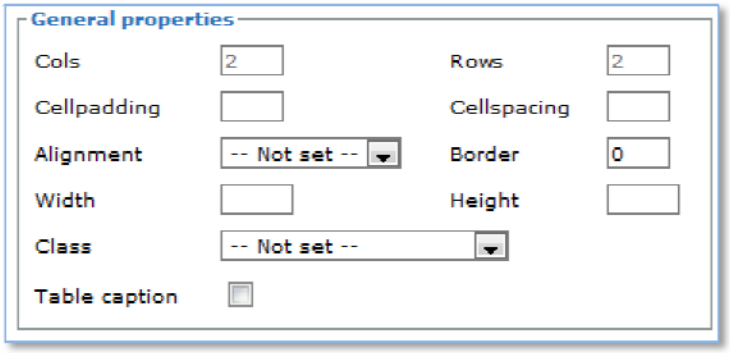
3. "Right Click" on table to edit table properties.

7.1 Formatting Tables & Definitions

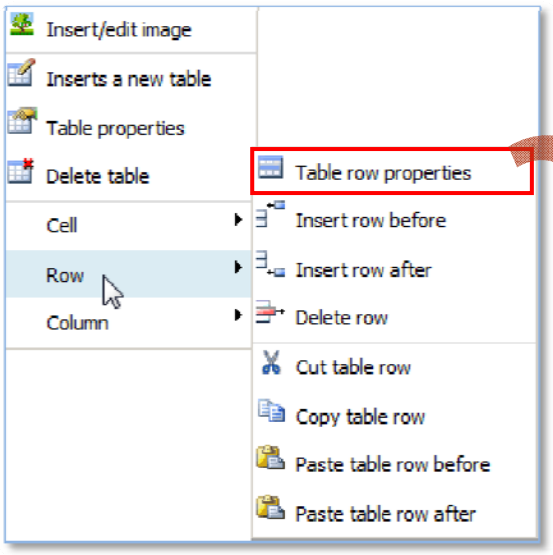
Table Properties

Specify the General properties of the table such as number of columns and rows.



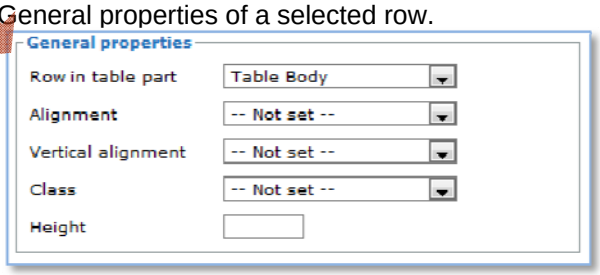


Row Properties

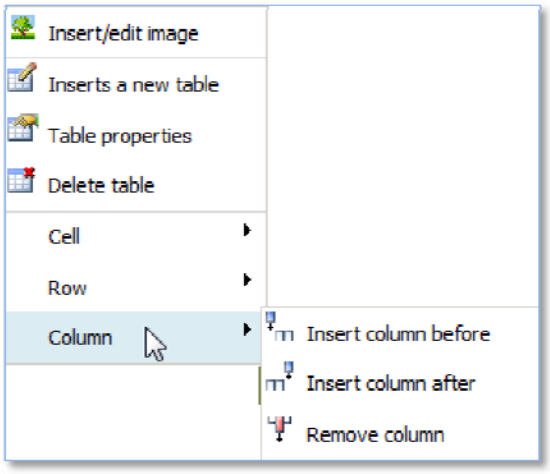


To edit Table Row,mouse over and “Right-click” the row. A pop-up window will appear (*refer to the image on the left*).

Click “***Table row properties***” to change the General properties of a selected row.



Column Properties



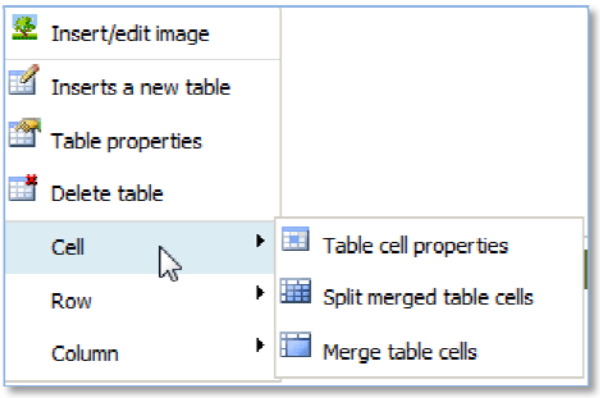
To edit Table Column,mouse over and “Right-click” the column. A pop-up window will appear (*refer to the image on the left*).

Select the following options to edit the selected column.

7.2 Table Cell

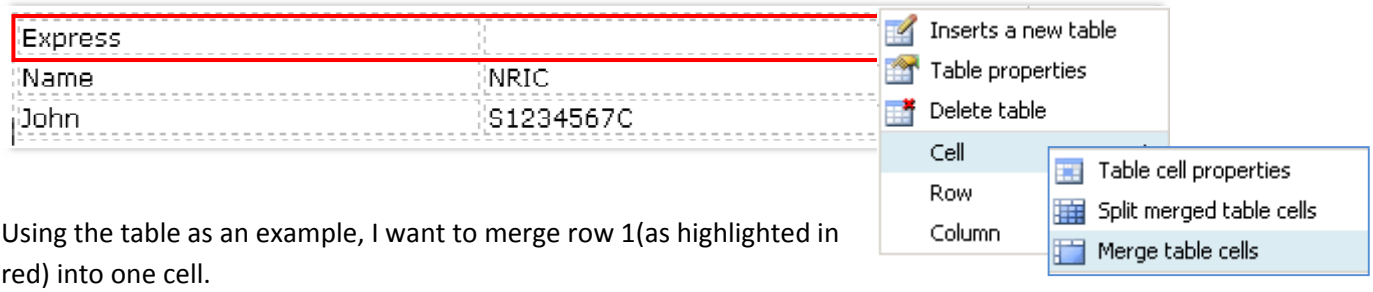
Table cells are individual cell within a table. (See below for illustration)

Cell 1	Cell 2
Cell 3	Cell 4



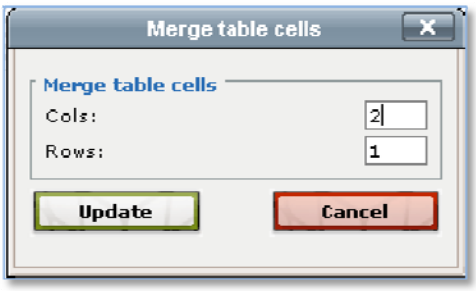
To edit a cell, mouse over and Right-click on the selected cell. Within a selected cell, you can either "Merge table cells" or "Split merged table cells".

7.2.1 Merge Table Cells



Using the table as an example, I want to merge row 1(as highlighted in red) into one cell.

1. Highlight the cells to merge; it can be row or column. In the above example, I am merging a table row.
2. Right click on table.
3. Select Cell and click ***Merge table cells***.

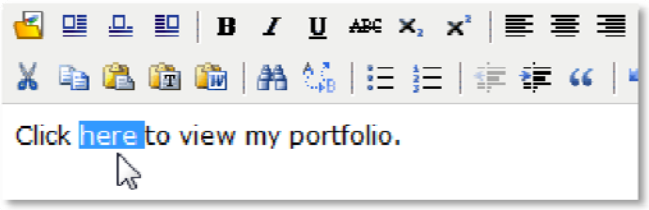


4. Identified how many rows or columns to be merged.
5. Click **Update** to confirm changes.

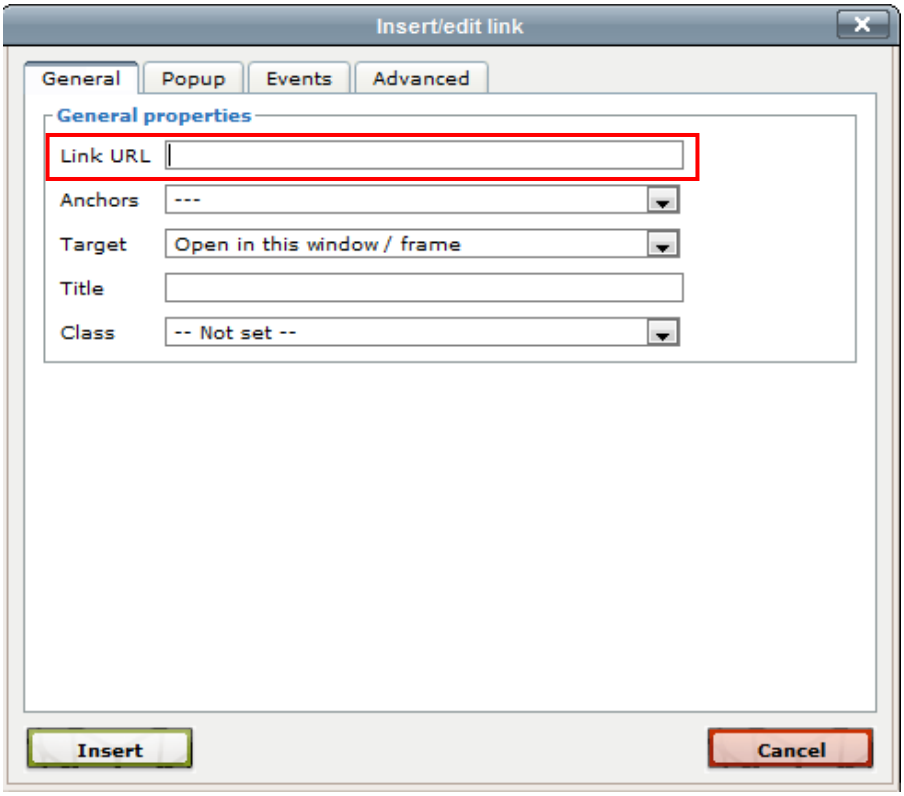
Step 8: Create Link

Adding link on your content is easy. You can create an *internal* link to link to pages within your website or create *external* link to link to other web pages.

1. Create a line of text in the Rich-text editor tool.



2. Highlight the text that you want to create a link.
3. On the Rich-text editor tool, locate the "Link" icon .
4. A pop-up window will appear. (See below)



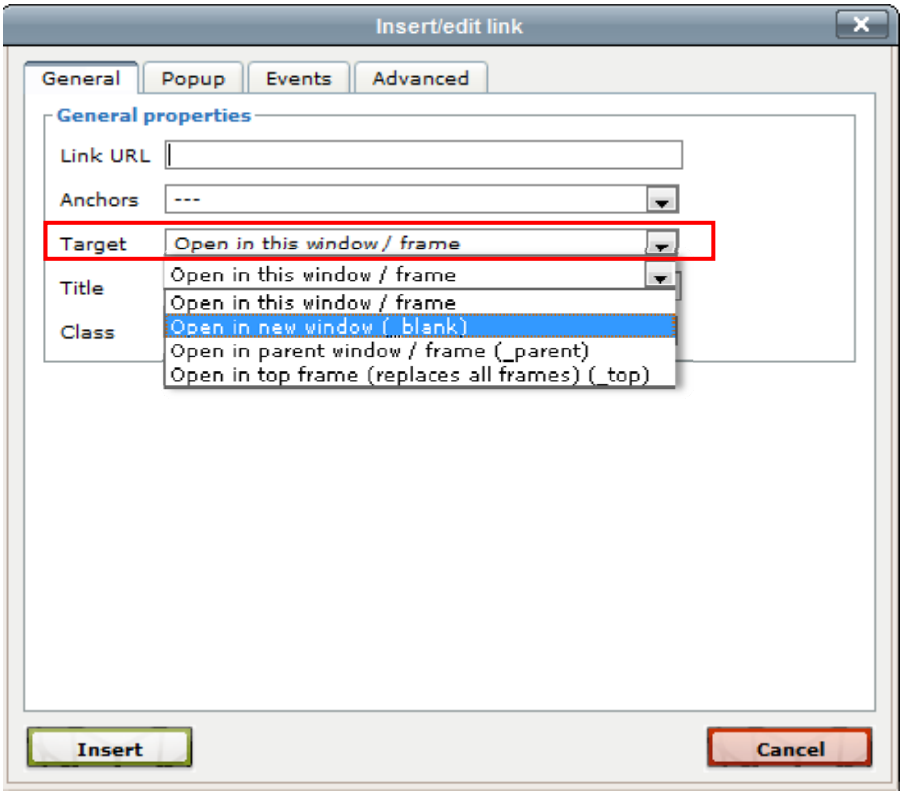
5. Insert link in the highlighted box.

Note:

1. Link can be created on both Text and Image. For Image, simple highlight the image and follow the above steps.
2. **Important**: When creating Link, ensure that all entered URL starts with "**http://**"

8.1 Target Link

When links are created, you can choose how the links will response when your site visitors click on the link on your website.



Option 1: Default Value – "Open in this window/frame – Once site visitor click on the link, it will load & refresh the window with the selected URL.

Option 2: Open in new window (_blank) – Once site visitor click on the link, a new window will appear and load the page.

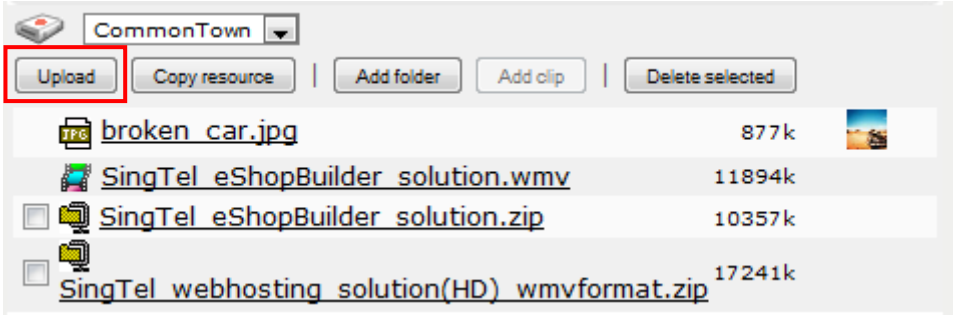
Note:

Option 3 & **Option 4** is the same as Option 1.

Step 9: Document Manager/Insert Files

Before you can paste in an image/video, you need to upload the files unto the server where your website is hosted. Document Manager is a large folder where you upload and store all the files that you want to use on the website.

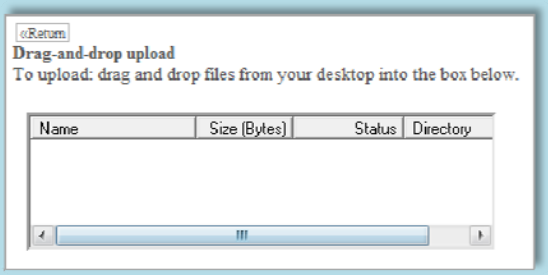
1. In the Rich-text editor tool, locate the icon, on the Top left-hand corner.
2. Click on the icon, a pop-up window will appear. (Refer to the image below)



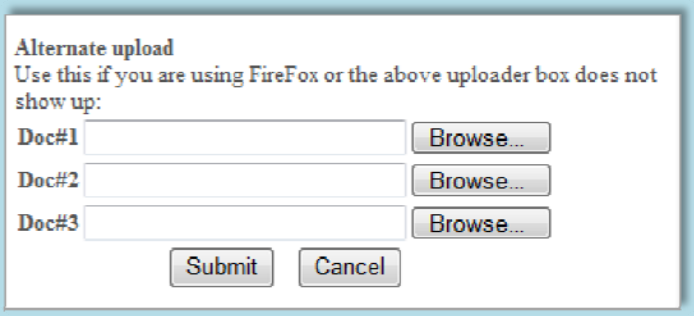
3. Click **Upload** button to upload a file (highlighted in red)

Note:

1. There are 2 upload options available. These 2 options are only available if you are using Internet Explorer browser.
   a. Multiple upload – drag and drop files into the upload box



   b. Single upload – most commonly used browsers (e.g. Internet Explorer, Firefox, Google Chrome) will support this option.



2. File types supported by this solution include:
   File-types: .gif; .png; .jpg; .jpeg; .jpe; .svg; .bmp; .tiff; .tif; .ico; .txt; .doc; . xls; .ppt; .docx; .xlsx; .pptx; .pdf; .rtf; .rdf; .csv; .wmv; .mpeg; .mpe; .mpg; .mp4; .avi; .mov; .qt; .flv; .wma; .wav; .mp3; .mp2; .mid; .midi; .ogg; .eps; .ai; .swf; .zip; .dmg; .hqx; .gz; .sit; .tar; .lzh; .html; .htm

3. Maximum upload per file size is up to 40MB.

4. Select the uploaded the file and paste it onto the content.

Note:

1. When upload a large file, the Website builder tool will automatically scaled down the image and generates smaller thumbnails. (As seen in the illustration on the left)

2. An URL will be generated for each uploaded file.(Highlighted in red)

Step 10: Aligning Image

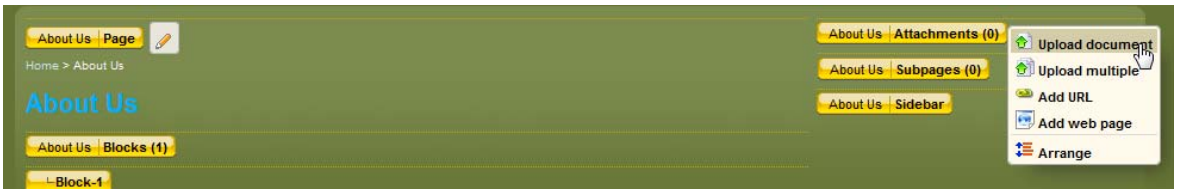
Use the following tools to format the position of the upload image.

1. Highlight the image.
2. Click - for Left align
   - for Center align
   - for Right align

Step 11: Files Attachment

Attached files on your website for site visitors to download. Using this feature, user can upload company brochures, Financial Statements, etc for site visitors to download.

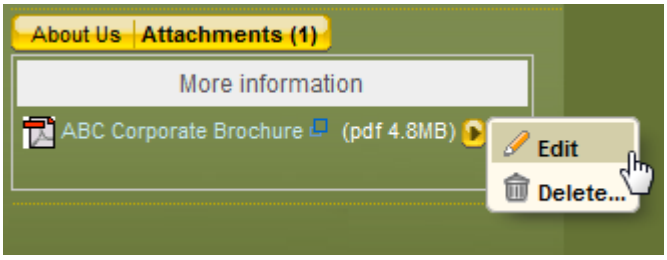
1. On your web page, locate “Attachments”



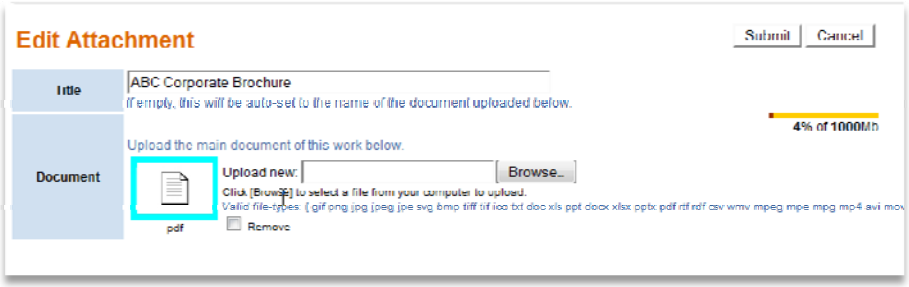
2. User can choose to Upload a document (Single upload) or Upload multiple documents. Refer to the above **Note** for more information.

11.1 Edit Attachment Properties

1. Select the attached file.

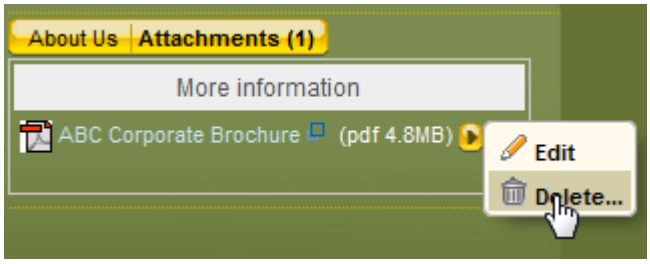


2. Select “**Edit**” to edit the file properties.
3. Choose to edit the file tile or upload another document.



11.2 Delete Attachment

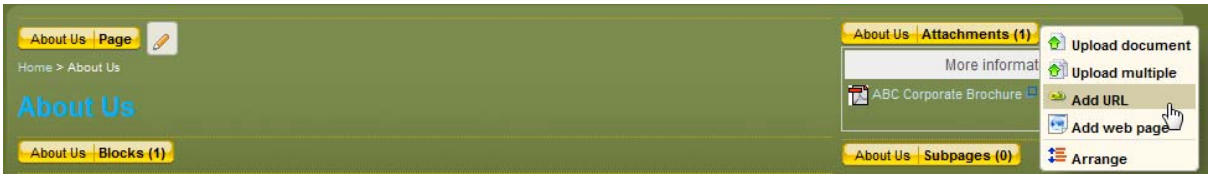
1. Select the attached file.



2. Click "**Delete**" to remove the file.

11.3 Add a Link as Attachment

1. Select "**Add URL**" from the dropdown list.

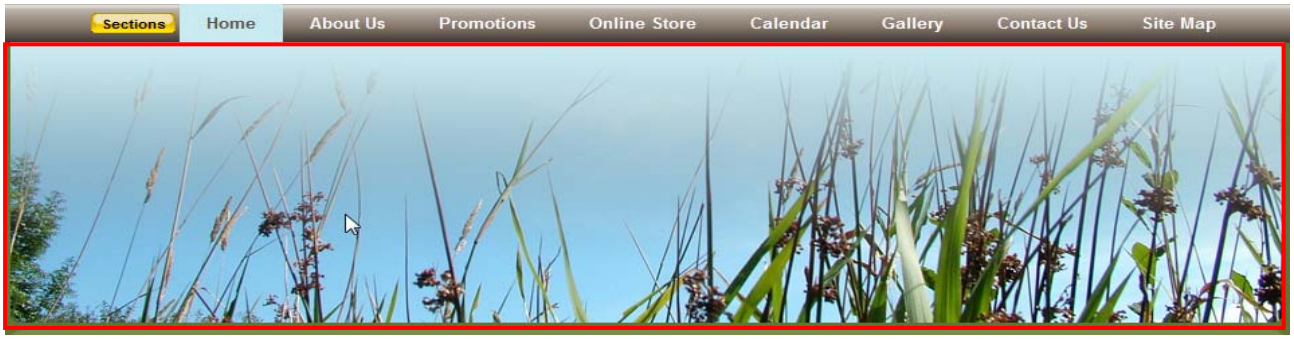


2. Enter the Title & URL of the link.

3. Click "**Submit**" to confirm. Refer to **Note**, when entering URL.

Step 12: Masthead Definition

Every website will have a masthead. Masthead is a banner that appears on top of most website, as highlighted in red. User can choose to personalize their website by changing/replacing the masthead.

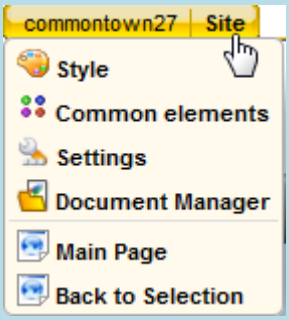


1. Locate “Site” button, located on the top left-hand corner.
2. Click Common elements, to change the banner and footer of the website.
3. There will be a pop-up page, when you click on Common elements.

Copyright – Footer of the website.
Masthead – Masthead that appear above the Navigation Bar.
Masthead2 – Masthead that appear below the Navigation Bar.

4. Select the element options to edit.

Note:



Changes made via this yellow Site button, will affect the whole website. That is if you change the Style of the website, the entire website will take the selected Style.

Step 13: Change website Style

Website style is the basic layout and design of the website. There are more than 20 different style templates that user can choose from. You can also choose to personalize your style by changing the Cascading Style Sheet (CSS).

1. Locate “Site” button, located on the top right-hand corner.
2. Click Style , to change the Style Template of your website.

3. User can choose to create their website template by clicking the “**Add**” button. (Highlighted in red)

Note:
To add in your own style, user may need to understand basic html to edit the file. You can read up CSS tutorial, to learn how to add/edit background color, images, etc.

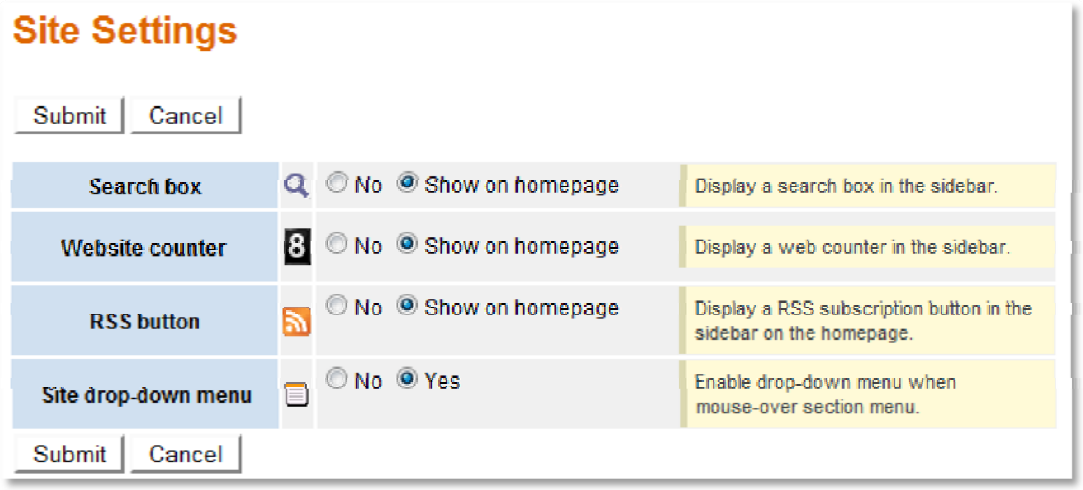
Sample CSS file:

```
body {
  font-family: Arial, Georgia;
  background-color:#E0E0E0;
}
table,th,td,p,div,a.sitemenu {
  color:#555;
  font-size: 12px;
}
h1 { color:#DE6600; font-size: 180%; }
h2 { color: #202E6F; font-size: 130%; }
h3 { color: #DE6600; font-size: 110%; }
h4 { color: #DE6600; font-size: 100%; }

#lo_main { width:780px; }
#lo_shadow_left { width:10px; background: url('/style/orange/shd_lt.gif'); }
#lo_shadow_right { width:10px; background: url('/style/orange/shd_rt.gif'); }

table.main_area { border:1px solid #aaa; background-color:#fff; width:780px; }
.masthead_area { background-color:#FEB75F; }
.sitemenu_area { padding:4 0 0 2; background-color:#FF8C01;}
  .vertical .sitemenu_area { padding:4 0 0 2; background-color:#FEB75F;}
.sidebar_area { background-color:#fff; padding:20 0 0 2; }
  .sidebar1_box td { font-size:85%; }
.content_area { background-color:#fff; }
```

Step 14: Site Settings

Use site settings to display gadgets (search box, website counter, etc) on your home page.

1. Locate “Site” button, located on the top right-hand corner.
2. Click Settings to launch the settings page.

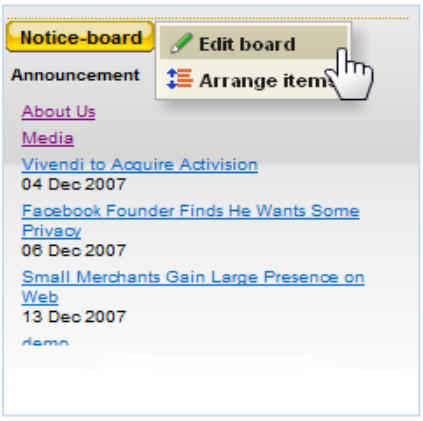


Settings Definitions:

Properties	Functions
Search box	To allow visitors to search content within a website
Website Counter	To display the number of website visitors in the sidebar
RSS button	To display a RSS subscription button in the sidebar on the homepage.
Site drop down menu	To enable a drop-down menu whenever your cursor is over the section menu.

Step 15: Notice Board

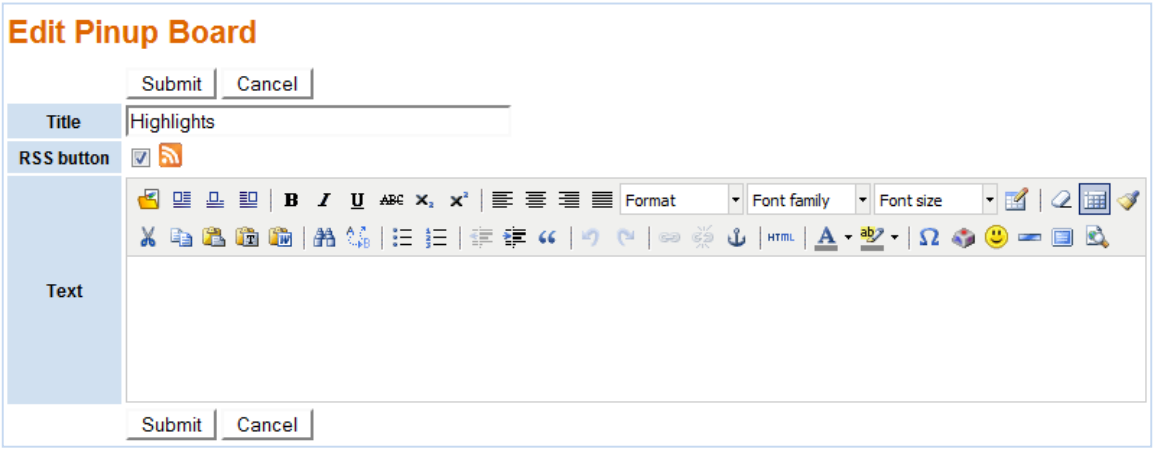
Notice board feature allows user to pin-up announcements and other notices that can be linked into pages within the website. There are 2 options to pin up notices, as explained further below.



15.1 Add notices

Add notices directly onto your notice board using the Rich-text editor tool.

1. Mouse-over to Notice-board and click "Edit board"



2. Provide a name to your notice board
3. Your site visitors can subscribe to announcements via the RSS button
4. Click "Submit" to publish your notices.

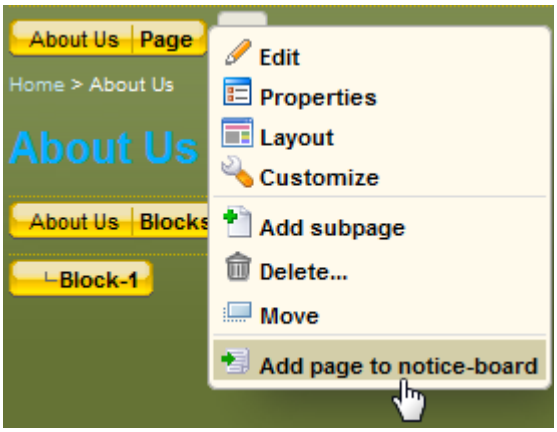
Note:
What is RSS?
RSS (Rich Site Summary) is **a format for delivering regularly changing web content**. Many news-related sites, weblogs and other online publishers syndicate their content as an **RSS Feed** to whoever wants it.

Source: http://www.whatisrss.com/

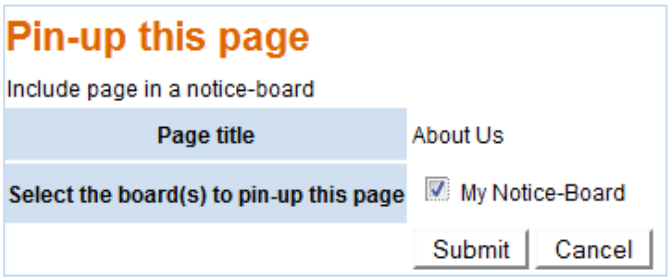
When site visitors subscribe to the RSS feed for your notice board, they will receive the latest updates of your announcements.

15.2 Pin-up notices

Web pages created can be pin-up onto the notice-board.



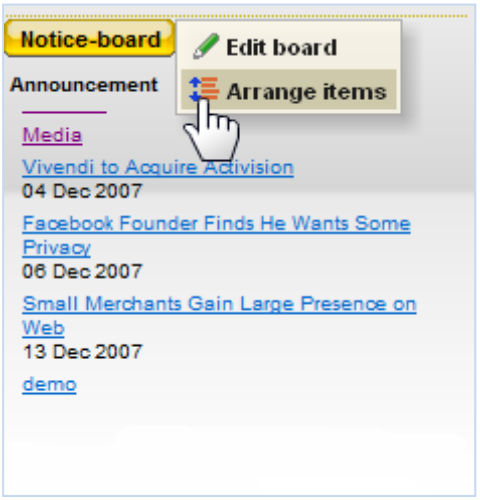
1. Located the web page
2. Mouse-over to Page and click “Add page to notice-board”



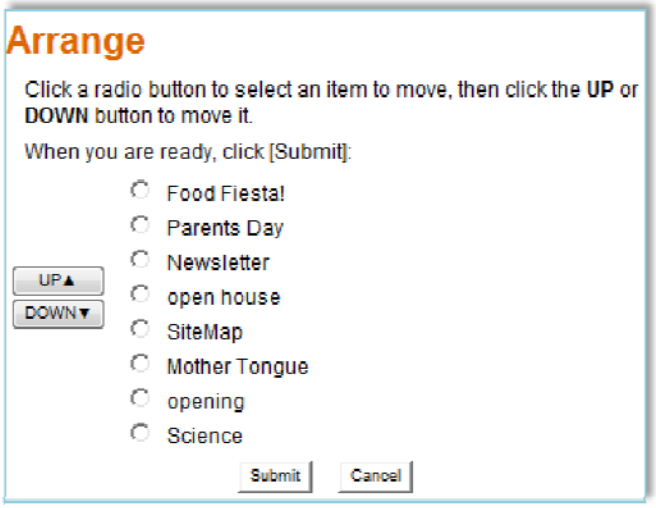
3. A pop-up page will appear
4. Check “My Notice-Board” to pin this page to the notice board
5. Click “Submit” to confirm

15.3 Arrange notices

Pin-up notices can be rearranged in sequence.



1. From the Notice-board, mouse over Notice-board and click “Arrange items”

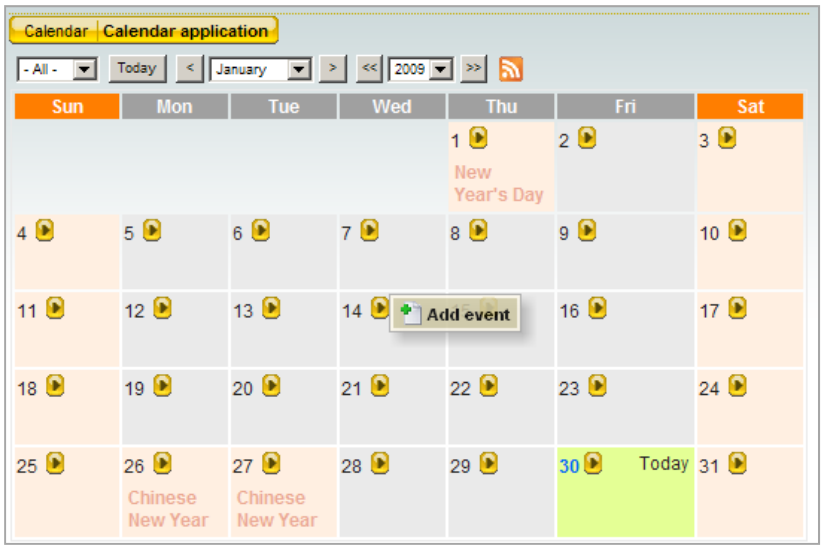


2. A pop-up page will display all the items listed in the Notice-board
3. Rearrange the sequence by clicking the “UP” and “DOWN” button
4. Click “Submit” to confirm the changes

Step 16: Other Applications

Step 16a: Event Calendar

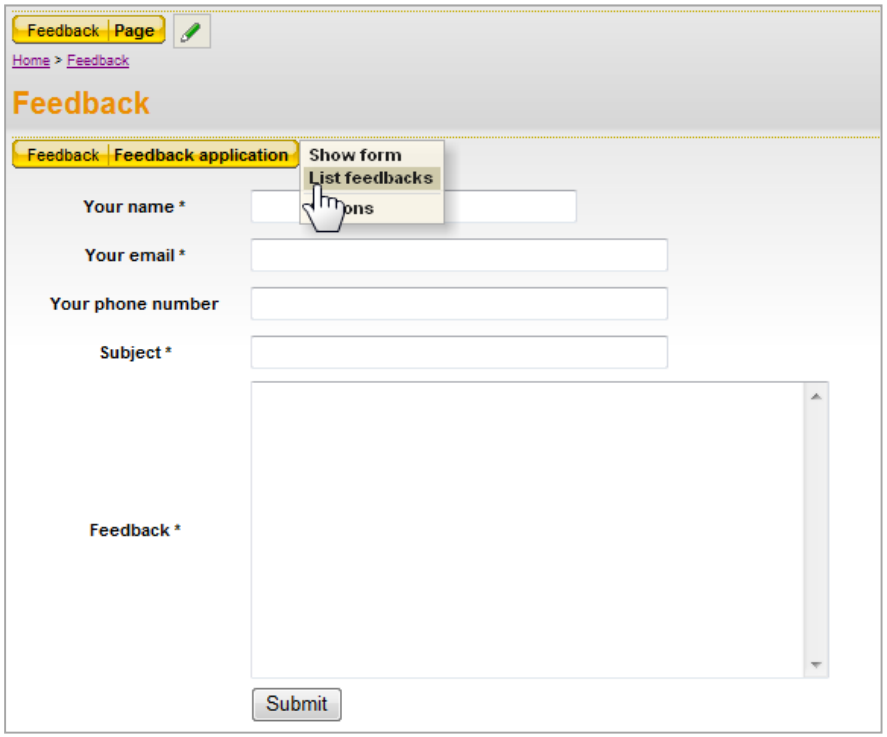
Use event calendar to add events and activities onto the website calendar. As this calendar is for public viewing, share only activities that are meant for the public.



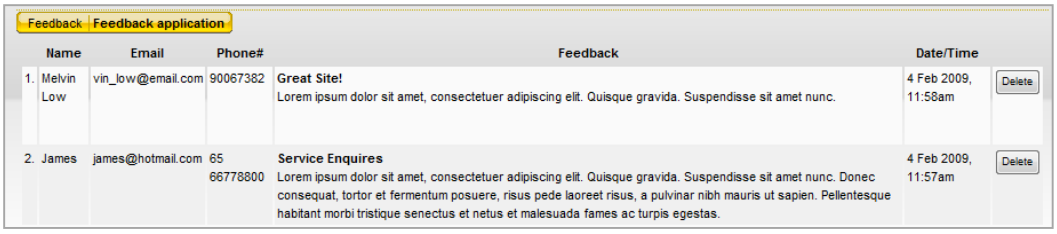
1. Mouse-over and click “Add event”
2. Using the Rich-text editor tool, enter the details of the event
3. A new sub-page will be created under the Calendar page. The event will also be shown on the calendar.

Step 16b: Feedback Centre

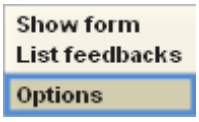
Use Feedback form to gather comments, enquires and feedback from your site visitors. All feedbacks are in a tabulated format. Fields in the form are pre-set.

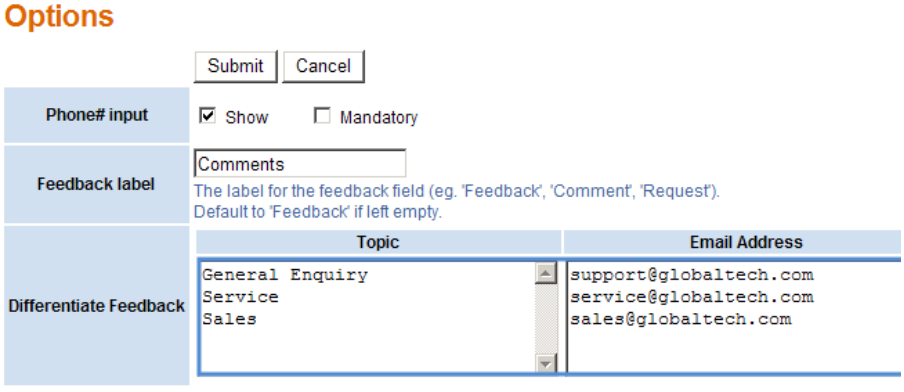


1. To list feedbacks provided by your site visitors, click “List feedbacks”



2. Setting different options for this form can be done via Feedback | Feedback application and click “Options”



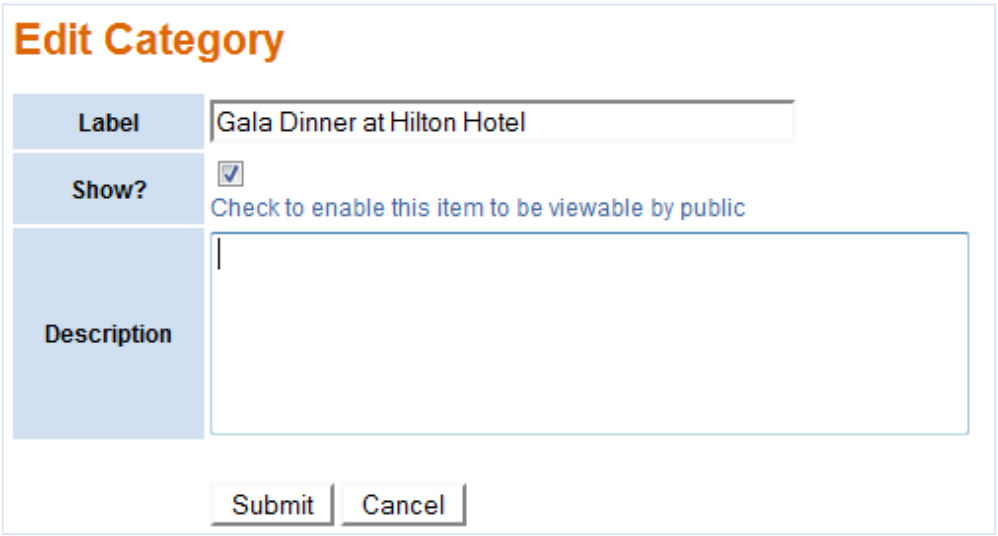


3. Using the “Differentiate Feedback” option to pre-define the topics and the routing emails
4. Site administrator(s) will receive an email notification whenever the site receives a feedback.

Step 16c: Photo Gallery

Upload catalogs of photo albums using this Photo Gallery feature.

1. Mouse-over to Gallery | Catalog application and click “Add Category” to add a new album



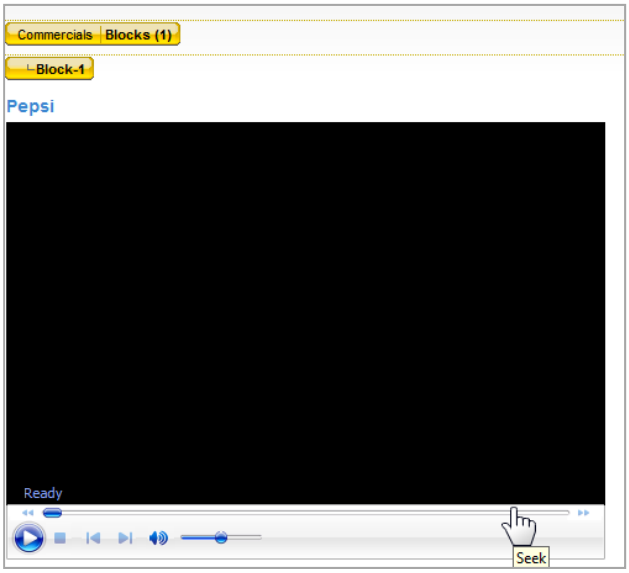
2. Label the album and click “Submit” to create the catalog

3. Edit an uploaded catalog by first selecting the catalog, mouse over this category»
4. There are list of editing options available

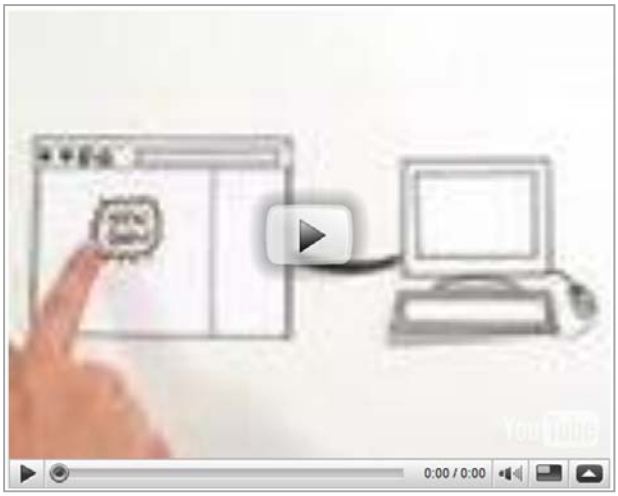
Step 16d: Upload Multimedia Files

Use the Rich-text editor tool to upload videos and or music files.

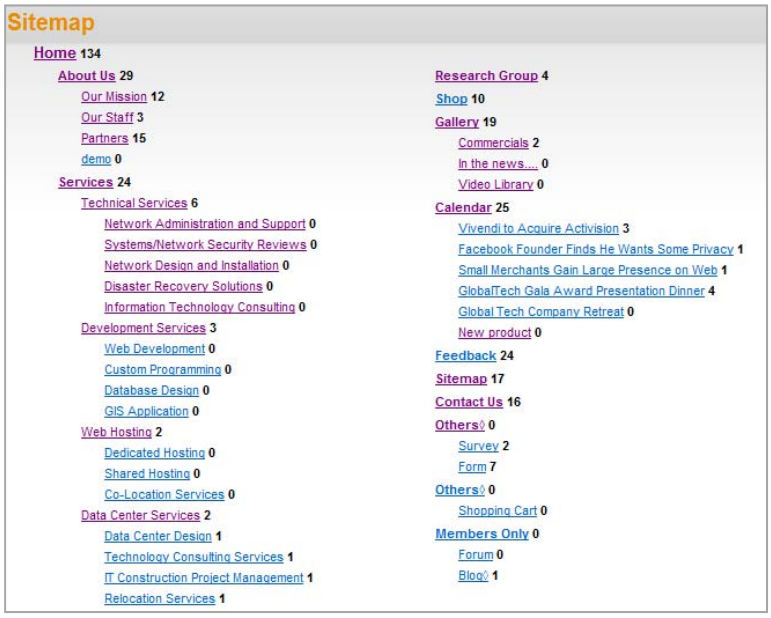
There will be a built-in player to play the uploaded music file.



A player will be available to play uploaded video files.



Put in a YouTube video by embedding the HTML link.

Step 16e: Auto-generated Site Map

Pages that appear on the site map are generated automatically. In the site map features, there is a number indicator beside each page which indicates the number of hits for the page.