



Mercantec PowerCommerce™ PowerWebBuilder Getting Started Guide

To Get Up and Running Quickly

This is a simple guide for anyone who has never used PowerWebBuilder before.

Its purpose is to show you how to quickly get your website up and running – in the shortest possible time.

1. Set-Up Your Domain Name

Follow your hosting company's instructions for setting up your domain name so that your hosting account is ready to work.

2. Log In

You need to go to your login link on the Internet.

The first time you use PowerWebBuilder, you will need to complete the license registration form with your name, address and phone number.

After that all you will need to do log in with your username and password.

3. Go to the Dashboard

Once you login you will be taken to your DashBoard.

Click on "PowerWebBuilder" and you will be taken to PowerWebBuilder.

4. Do Your Initial Setup

The first time you are taken to PowerWebBuilder, you will be taken to a five step QuickStart Wizard.

Step 1

You will be asked for the name of your site, for a site slogan, for contact information, copyright notice and for your time zone.

You can come back and fill in all these items later, except for the time zone information.

Fill the time zone information in right now. You can come back to fill the other information in later.

Then click "Next".

Step 2

Now you will choose the template to use for your website.

You must choose whether to look at the Business or the Personal Web Sites. Then within whichever of these two categories you choose, select the specific template you want to use.

Be sure to take a look at the "Premium Templates" that are accessible in both the Business and Personal sections. These have the most elaborate designs and can be used for any type of site.

One of the selections you can make is a blank template. This is a very powerful option that we will explain how to use later. It permits you to do almost anything you can imagine, even clone existing web sites and web pages.

If you are a first time user, don't select the blank template for now. Wait until you build a prototype site with a regular template, then move on to using the blank template.

Once you have selected your template, click "Next".

Step 3

Here you select a Flash intro to your site. This is an initial page with moving images that will be played to anyone visiting the front page of your web site.

You are permitted to customize the flash intro with text that you type into the form on this page.

You can add the flash intro later.

Then click "Next".

Step 4

You will now select the pages in your website. This is the most important decision you will make. The pages you select will automatically create the menu for your website and will appear in the order of your selection.

You can select up to 5 pages in the QuickStart Wizard and can add more pages later. For business sites, we suggest you start off with:

- 1) Home (this is pre-selected for you)
- 2) About Us
- 3) Products
- 4) Services
- 5) Contact Us

Then click "Next".

Step 5

You can now choose to Preview and then Publish your site out to the web.

Click “Publish”

Your website will pop up in a new browser window.

It will contain filler text and filler images that you can change using the PowerWebBuilder editor.

Now go back to your original browser window and Click “Next”. You will be taken back to the dashboard.

Tip: If you use a pop-up blocker, you will need to turn it off while using PowerCommerce.

5. Learning to Modify Your Site

Your website is now up and running but you still have a lot of work to do.

Click on “PowerWebBuilder” and you will be taken to the PowerWebBuilder editor. This is where you will be doing most of your work

You will find the main menu on the left. It is divided into the following sections:

- Page Manager (editing, deleting and adding pages)
- Image Manager (adding and removing graphic images)
- Content Manager (adding flash and maps to your site)
- Site Manager (adding site data and creating new templates for your site)
- Navigation Manager (miscellaneous including logging out)

Remember all the steps we skipped in setting up your site? Now its time to go back and add the information we skipped.

First, go back to the other browser window in which your initial site was displayed (if you have closed that window, go to Navigation Manager and click on “View Live Site” and your site will open up in a new browser window.

Take a look at it one last time, Now

- (a) Return to the browser window with PowerWebBuilder in it.
- (b) Go to menu item Site Manager and click on “site info” and complete the information there. Complete all the information requested, even if you don’t intend to include it in your final site.
- (c) Then Click on “Save”
- (d) Now go up the very top of the page, in the right hand corner and click on “Publish”

Now go back to the other window that has your website displayed in it. Notice the new information that has been added to the top and the bottom of every page.

Tip: Remember, every time you modify your website, go through the above process to save and publish the changes.

6. Finishing Up Your Web Site

Now go back to the PowerWebBuilder editor.

You will be spending most of your time with the “Edit an Existing Page” portion of the “Page Manager” menu on the left side of your screen.

Now use the “Edit an Existing Page” function to open up your home page and edit it. Each page on your website is composed of elements (chunks of text or images) that can be modified and moved around.

Use your cursor to click on one of the text elements.

- (a) You will see a white box at the top of that element. If you click on “Edit” you will then be able to modify the text in the element.
- (b) The white box on the lower right of that element permits you to change the size of the element.
- (c) Place your cursor on the element and you can drag and drop it any place you want.
- (d) The “Front and Back” option permits you to overlap elements on each other and select which one covers the other. For example, you can move some text over an image and by clicking on “Front” cause the text to be shown in front of the image.

At the top of your screen, you will see a tab titled “Insert”. Click on that to create new elements. The two insert options you will use the most are:

- (a) “Standard Elements – Text”, and
- (b) “Standard Elements – Image”

You can use “Standard Elements – Image” to access PowerWebBuilder’s library of images or to upload you own images. Be sure to also check out the “Goodies” section within the “Insert” tab, which contains a variety of fun features that you can easily insert into your site.

Tip: Once you have built the pages that you want, you will need to work on your text content. Create a Word document for each web site page. Do your editing in these word documents. When you are ready, cut and paste the text from these documents into the web site. Save these Word documents as backups.

6. Finishing Up Your Web Site

You now have all the tools you need to build a new web site. Experiment and see what you can do!

If you want to add a flash introduction to your web site, go to “Content Manager - FLASH Introductions” on the menu.

If you want to add a map with directions to your place of business, go to “Content Manager - Map / Directions” on the menu.

Depending on your configuration of PowerCommerce, you may have the following additional capabilities that can be added to your web site:

- (a) PowerSoftCart Storefront – take orders off the internet
- (b) PowerService – an online appointment scheduler to coordinate appointments with your clients and customers
- (c) PowerPayment – Permits you to accept credit card payments over the internet
- (d) Marketplace Manager – Permits you to use your PowerSoftCart Storefront to sell items on eBay.

7. Using Your Own images

You not only have access to our library of images, you can upload your own logos, pictures and other images to incorporate into your own website.

Tip: Avoid uploading images larger than 50 to 70K. If you upload larger images, it will cause your web pages to load too slowly for many users.

8. Blank Templates

The blank templates are a powerful feature of PowerWebBuilder. With them you can create anything you can imagine. You can even create clones of highly sophisticated and complex web sites in hours. We recommend that you first build you site using our pre-existing templates.

Once you have done that, experiment with what you can do using a blank page to create your own customized template.

First create a new blank template.

Start by going to “Site Manager - Templates” on the menu. Then click “Create a new template” and immediately save it as a new template.

Now go to “Site Manager - Templates” on the menu. Then click “Edit an existing template” (select “Custom” as “Type of Website” and click “edit”

You can now create any type of template you want. You can upload image files, place text boxes wherever you want, drag and drop page elements any way you want... to get any type of look and feel you would like.

Once you have it looking the way you want, go to “Page Manager – Assign Template to Page” and replace your current templates with this new one. Do this to one page first, just to get the hang of it, before you do all your pages.

You can even use several different templates on the same website if you want. Perhaps one for the front page and another for other pages.

© 2005 Mercantec, Inc. All rights reserved.

Trademark Acknowledgments

Mercantec Inc. and Mercantec are registered trademarks of Mercantec, Inc.

Mercantec PowerCommerce, PowerWebBuilder, PowerSoftCart, PowerService, PowerPayment and Mercantec MarketplaceManager are trademarks of Mercantec, Inc. All other products mentioned are registered trademarks or trademarks of their respective companies.