

Quick Start Guide to Building your Website:

1. **Have your logo handy** – make sure you have a digital copy of your logo resized to about 350 x 75-150 pixels. A great free resizing tool can be downloaded at <http://bluefive.pair.com/pixresizer.htm> . *Your website does not need to have a logo, if you do not have one that is fine too.
2. **Have an image** –the website allows you to have a different header image on every page of your site. Having an image cropped to 1000 pixels wide and between 100 and 350 pixels tall will allow you to build your site that much faster.
3. **Create a color scheme** – the website allows you to select 5 different color options. They are:
 - a. Text color
 - b. Background color
 - c. Navigation color
 - d. Background color for editor region
 - e. Top, left and bottom area color.

Having these colors ready to go will expedite setting up your website. Some great color choosing tools are:

- a. <http://www.nattyware.com/pixie.html>
 - b. <http://www.colorsontheweb.com/colorwheel.asp>
4. **Have content ready** – we strongly suggest that you type up your website content into a program like Word® and save it before you put it on the website. When adding the content to the website, cut and paste it from Word® into Notepad® to remove the formatting that Word® adds to the document. Then copy and paste the text from Notepad® into your website and do the formatting within the website editor.

Once you have the items above ready on your computer, simply login to the admin and follow these steps:

1. **Create your theme** – Once logged in, click on Settings under the Webmaster heading on the left side of the page. This will allow you to configure your colors, add your logo and your header image.
2. **Add content** – Click on Home Page under content on the left hand side to add content to your home page. For the other pages, click on “Custom Pages” and begin adding pages from that screen.
3. **Launch** – once you have all the content in place, simply go to <http://support.netsolutionsna.com> and create a support ticket to take your website live. In the support ticket, please make sure you tell us what your domain name will be and whether or not you would like domain based email and website statistics.