

Web Presence Builder User's Guide

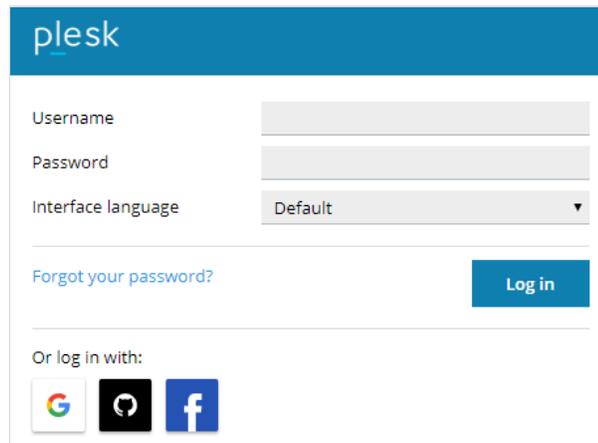
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1 Logging In

Site Builder Website : <https://panel.nurseryweb.co.uk/>
Username : your username
Password : your password

PLEASE NOTE: Web Presence Builder is best viewed in Google Chrome and Mozilla Firefox.



The image shows the Plesk login interface. It features a blue header with the 'plesk' logo. Below the header are three input fields: 'Username', 'Password', and 'Interface language' (set to 'Default'). A 'Log in' button is positioned to the right of the password field. Below the input fields is a link for 'Forgot your password?'. At the bottom, there is a section for 'Or log in with:' with icons for Google, GitHub, and Facebook.

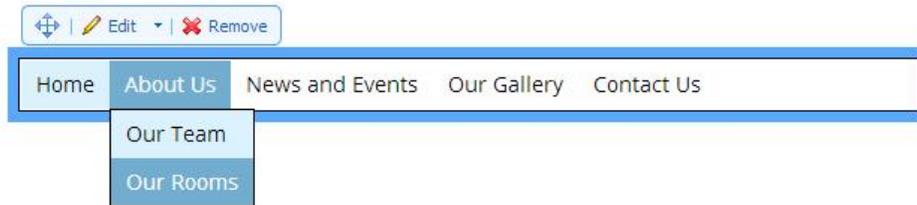


The image shows the 'Websites & Domains' management interface. It includes a title 'Websites & Domains' and a subtitle 'This is where you set up and manage websites.' Below this is a card for a website named 'yourdomainname.co.uk'. The card displays 'Website at httpdocs/' with a folder icon, 'IP address: 147.135.130.131', and 'System user: user ID'. A row of action links includes 'Hosting Settings', 'Open', 'Preview', 'Suspend', 'Disable', and 'Description'. At the bottom of the card, there is a 'Presence Builder' section with an 'Edit Website' button highlighted by a red box.

1. Log into Site Builder with your username and password.
2. Click **“Edit Website”** to launch the builder (it will open in a new window).

2 Getting Started - Fundamentals

A. Navigate Around the Website



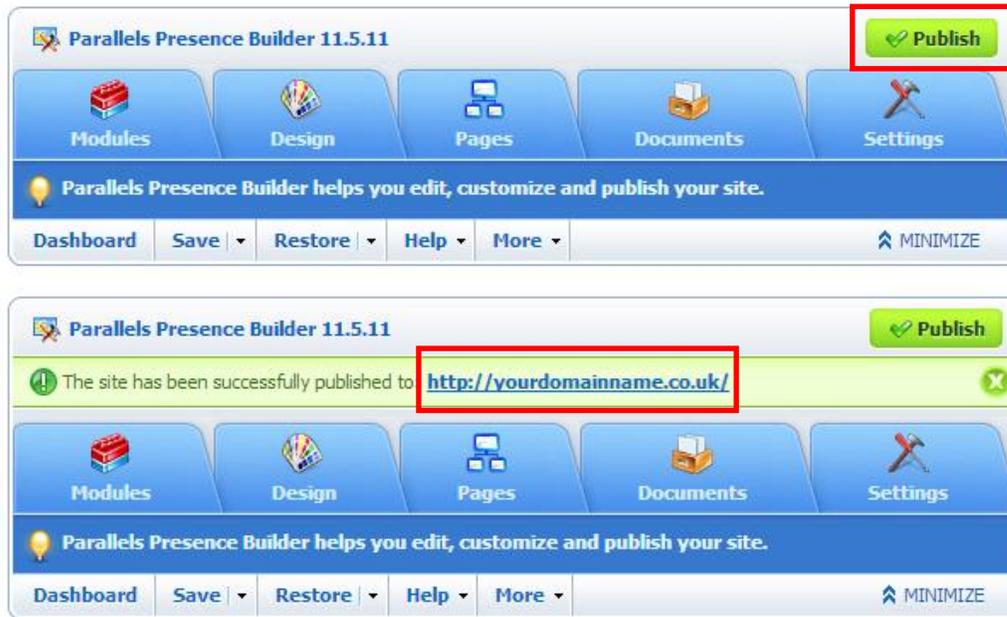
1. Hover and click on the page that you wish to open (just as how you navigate your website).

B. Editing Your Website

1. Click on the content area e.g. text or image that you wish to edit.
2. Use the Editor Panel to edit your contents when necessary.
3. Once done, click on the “OK” button.

- IMPORTANT**
1. If you do not wish to save the changes, click “Cancel” to revert.
 2. Changes on green highlighted areas will only apply to that particular page;
Blue highlighted areas will apply to all pages.
 3. Clicking “X Remove” will remove the entire content box and it is irreversible.

C. Publishing the Changes



1. Once done editing, click **“Publish”** for your changes to take effect.
2. Click on your domain or refresh your website to see the changes.

PLEASE NOTE: If you still couldn't see the changes after refreshing a few times, you may need to clear browser's cache and try again (Click [here](#) to learn how to clear browser's cache).

D. Save and Backup Website

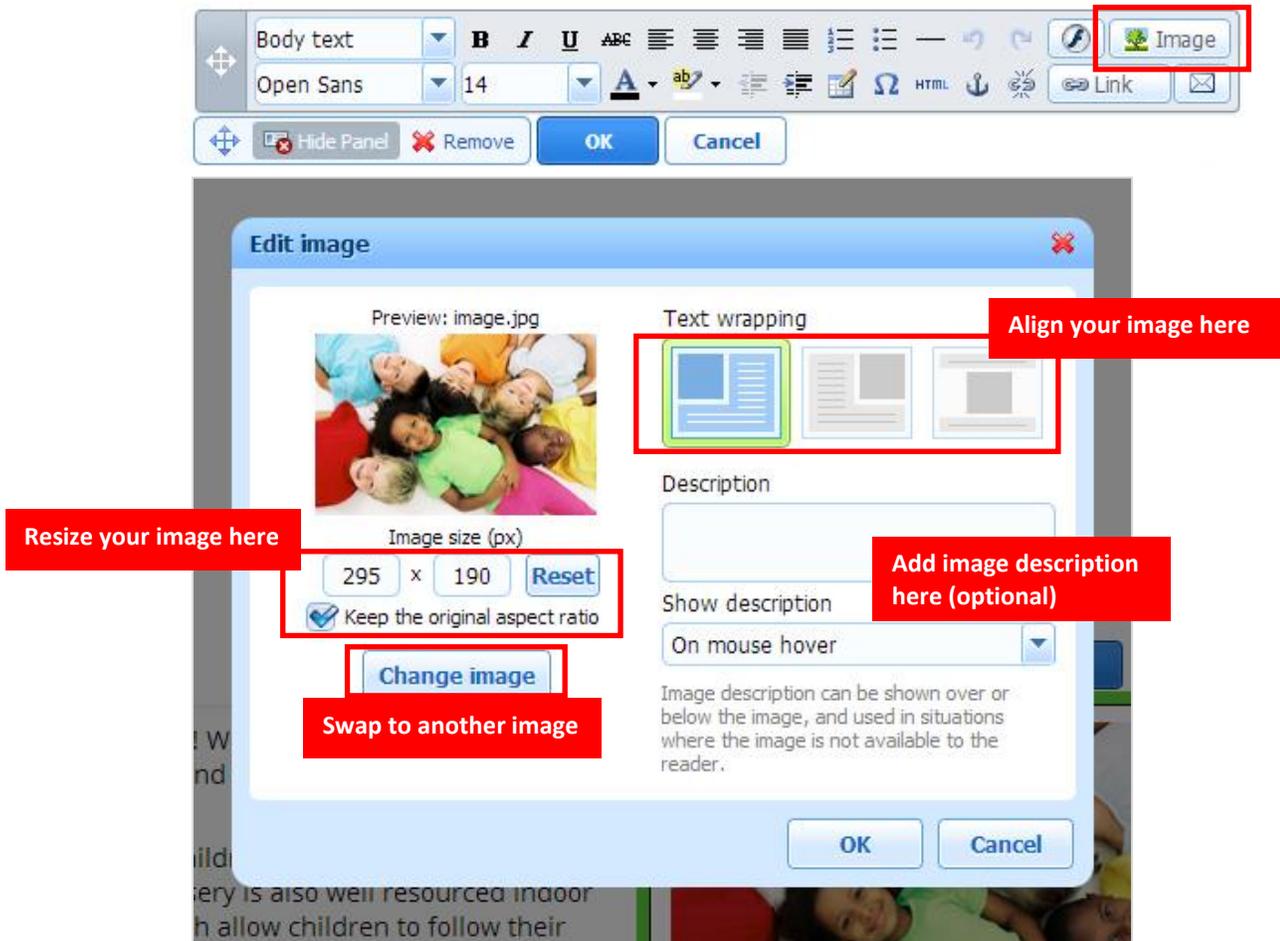


1. After published, click **“Save”** to backup your website.
or, click **“Restore”** to retrieve your last saved backup if you wish to revert.

PLEASE NOTE: Please refer to Section 3 (L) on how to Create New Save when necessary.

3 Editing Your Website - How-To:

A. Add, Resize and Edit Image



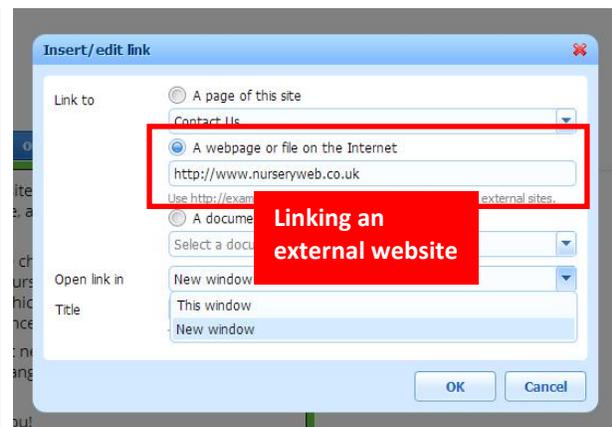
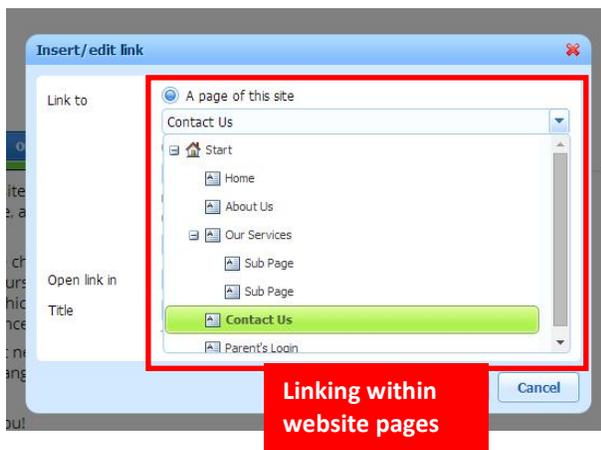
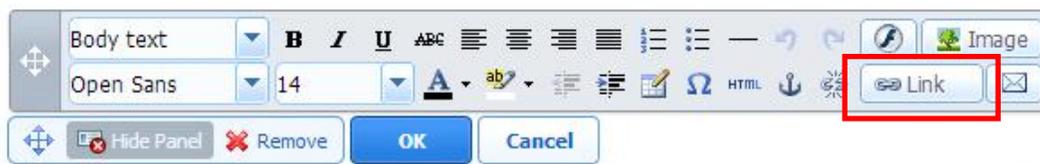
1. At the area where you wish to add image, click on the “**Image**” button.
2. You can align your image, resize or change to another image when necessary.
Adding description is optional.
3. Once done, click “**OK**” to insert.

B. Upload a Document

The screenshot illustrates the process of inserting a document link. At the top, a text box contains the text "Click here to download our nursery's prospectus." Below this is a rich text editor toolbar with various formatting options. The "Link" button is highlighted with a red box. Below the toolbar is the "Insert/edit link" dialog box. The dialog box has three radio buttons under the "Link to" section: "A page of this site", "A webpage or file on the Internet", and "A document on this site". The "A document on this site" option is selected. Below this, a dropdown menu shows "nursery_prospectus.pdf". A red box highlights this dropdown and the "Existing documents" label. At the bottom of the dialog, there is an "Upload" button with a red box and the label "or upload new document".

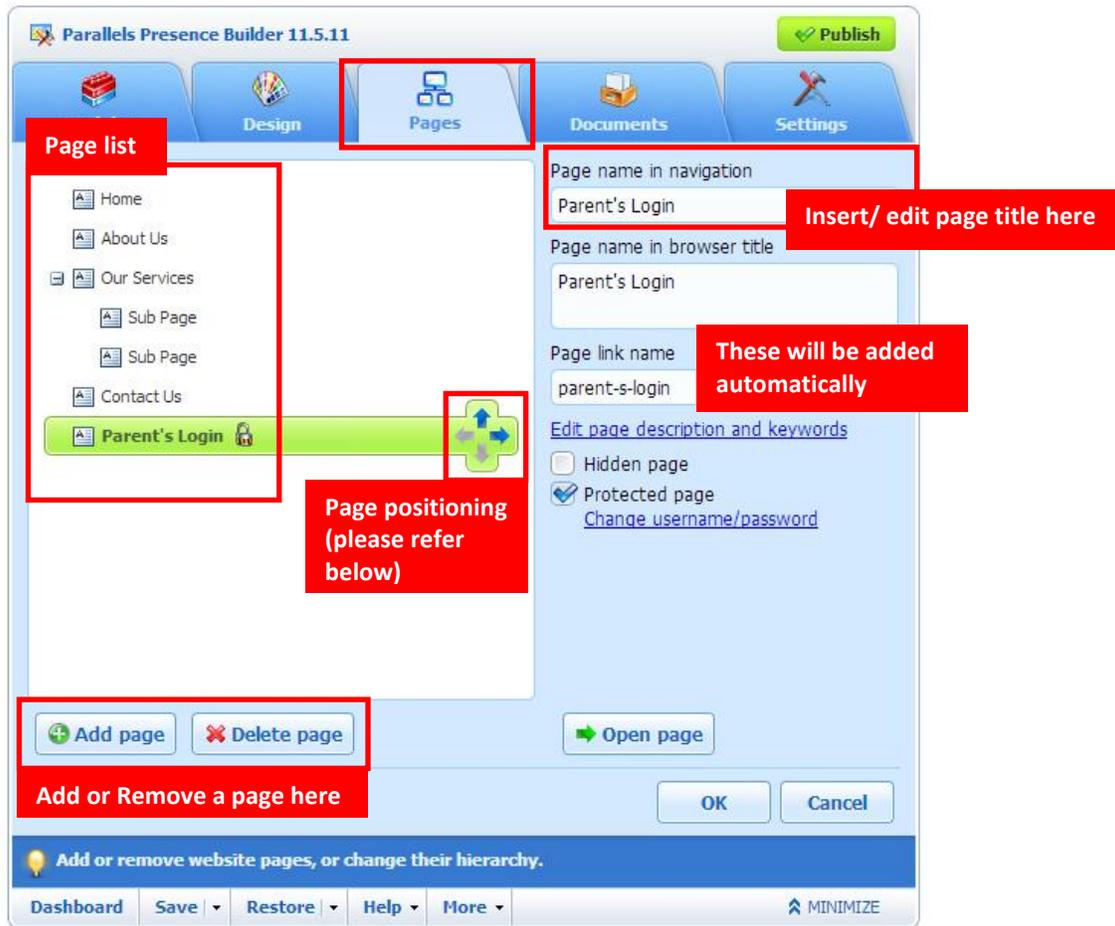
1. Select your text or image, click on the "Link" button.
2. Select "A document on this site", then click on an existing document, or, click "Upload" to upload a new document.
3. Once done, click on the "OK" button.

C. Add Link to Text or Image



1. Select your image or text, click on the “**Link**” button.
2. To link within website pages, select “**A page of the site**” and choose from page list.
3. To link external website, select “**A webpage or file on the Internet**” and insert link address e.g. <http://www.nurserycam.co.uk>
IMPORTANT: You must include *http://* for the link to work properly.
4. Once done, click on the “**OK**” button.

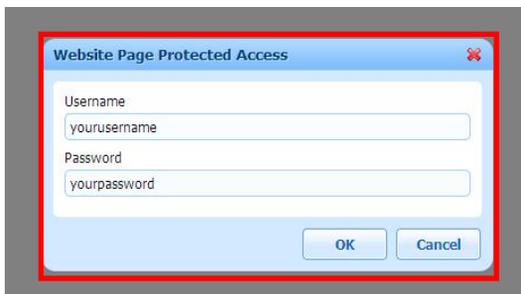
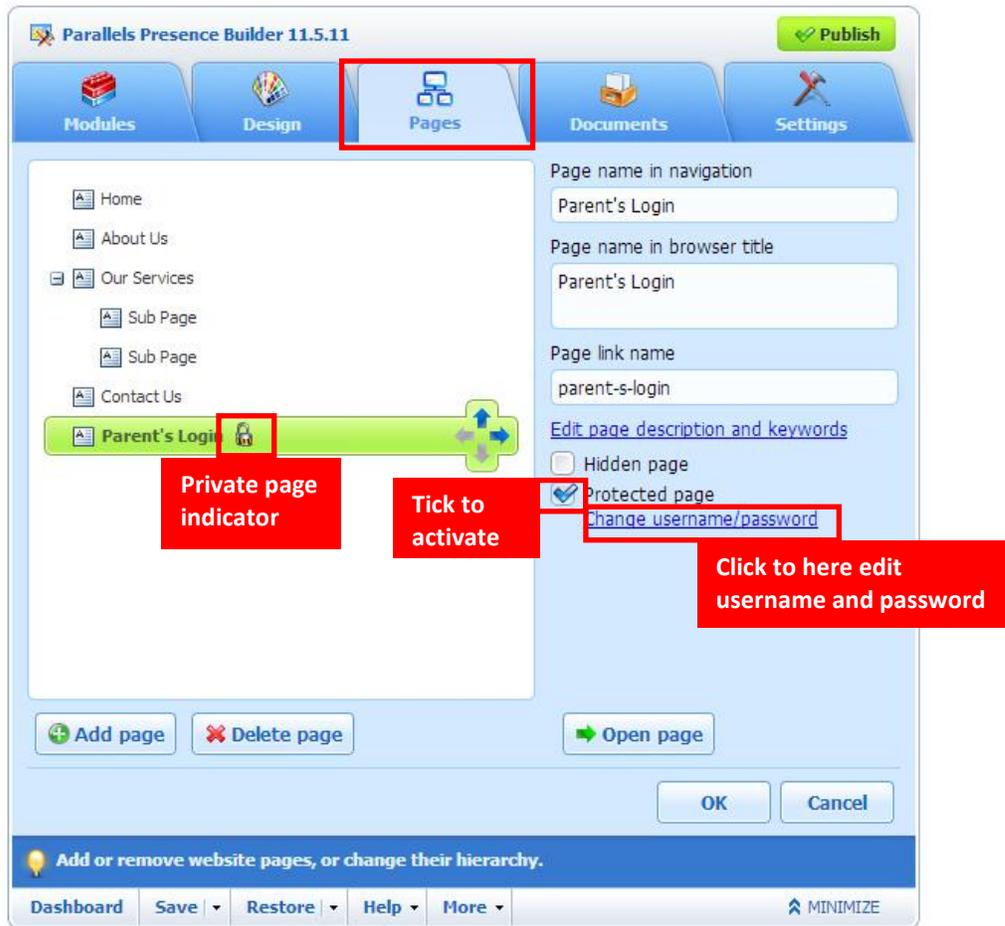
D. Add and Edit Pages



1. Click on the “**Pages**” tab.
2. To add a new page, click “**Add Page**” and enter the page title.
or, select the page that you wish to edit from the list.
3. Click “**▲**” or “**▼**” to rearrange the page order;
Click “**▶**” or “**◀**” to make or unmake a sub-page.
4. Once done, click on the “**OK**” button.

PLEASE NOTE: Please refer to Section 3 (E) on how to Add or Change Password of Private Page.

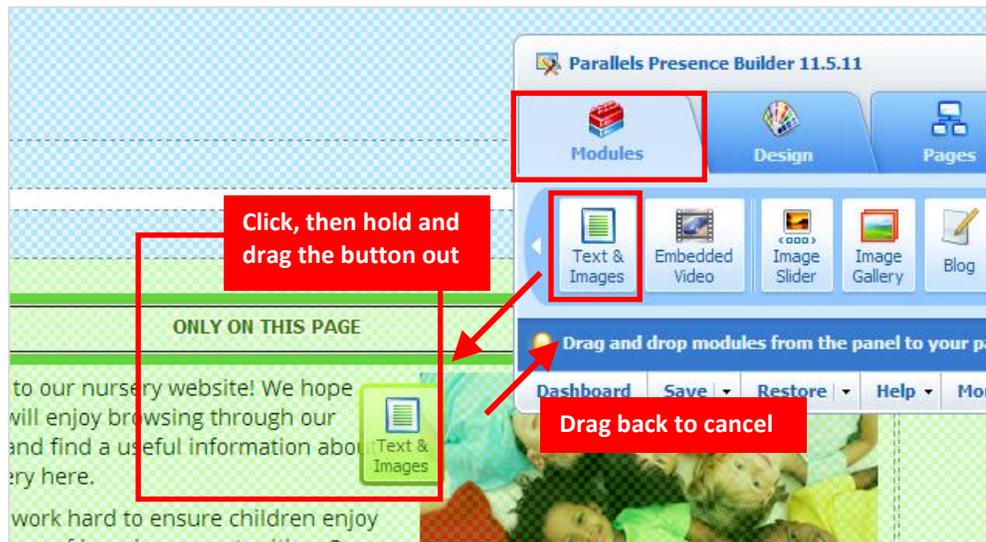
E. Add or Change Password of Private Page



1. Click on the “**Pages**” tab.
2. Select the page that you wish to add or change password.
3. Tick checkbox of “**Protected page**” to add password,
or, click “**Change username/password**” to change password.
4. Once done, click on the “**OK**” button.

PLEASE NOTE: The password is set per page, not per user. You are required to notify your users of the new password after each time you changed it.

F. Add New Content Box

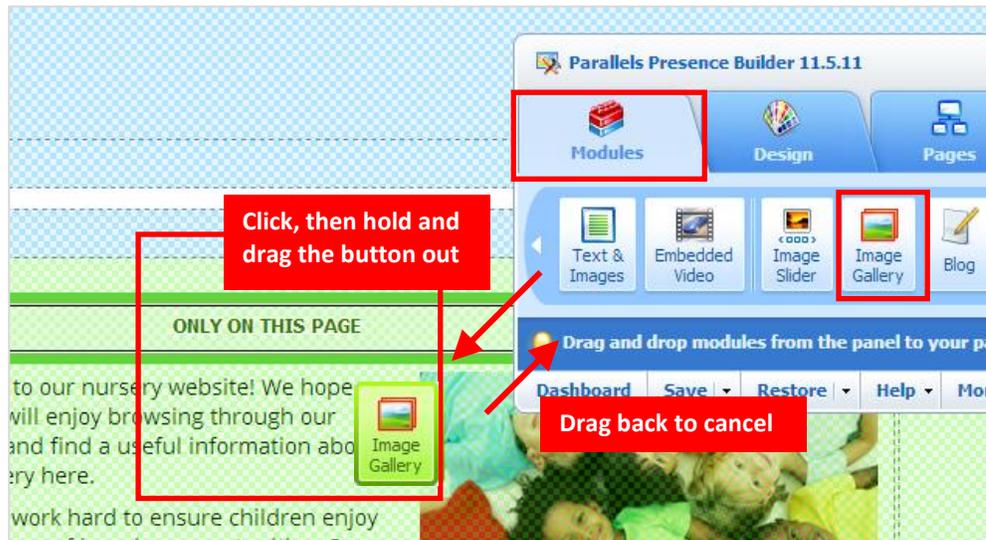


1. Click on the “**Modules**” tab.
2. Hold and drag the “**Text & Images**” button into the area that you wish to add.
(If the box is green and show content, the information is only appear on the current page. If the box is blue and show design, the information will appear on every pages.)
3. Once done, release your mouse click.

IMPORTANT 1. To cancel adding, simply drag the button back to the Modules panel.
2. Dragging the button to green highlighted areas will only be added to that particular page; Blue highlighted areas will be added to all pages.

G. Create and Update Image Gallery

CREATE IMAGE GALLERY



1. Click on the “**Modules**” tab.
2. Hold and drag the “**Image Gallery**” button into the area that you wish to add.
3. Once done, release your mouse click.

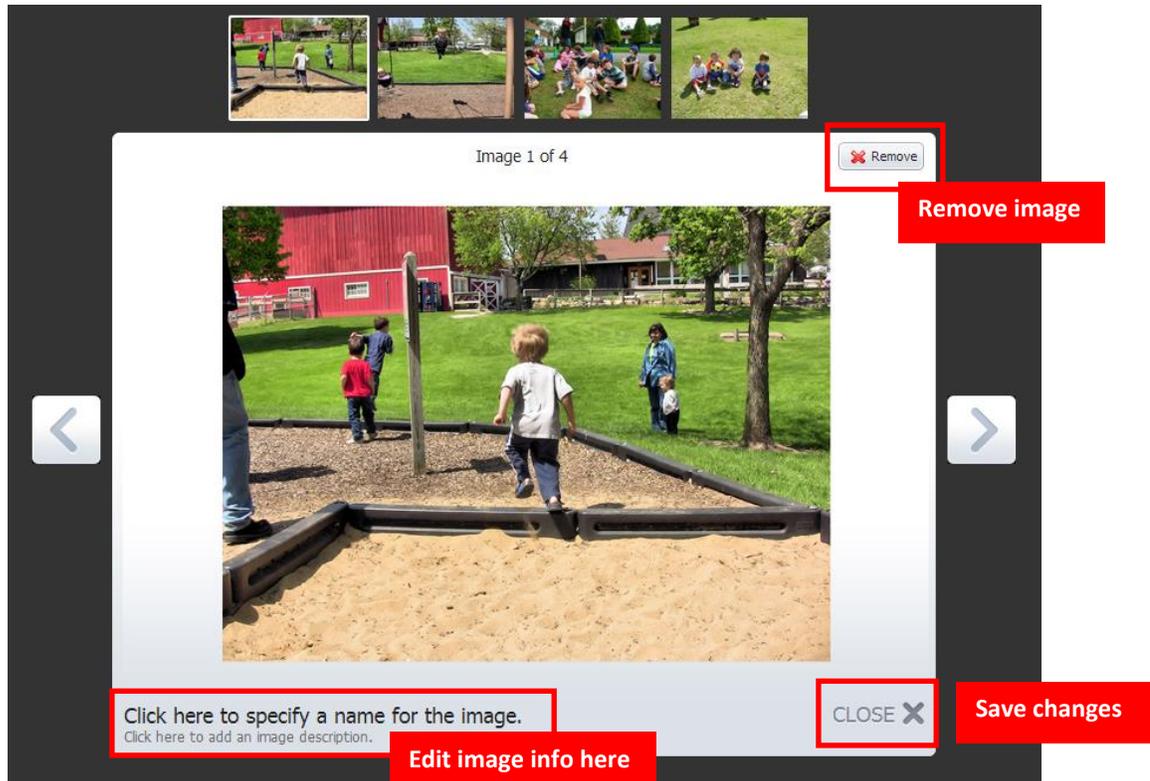
PLEASE NOTE: To cancel adding, simply drag the button back to the Modules panel.

ADD IMAGES



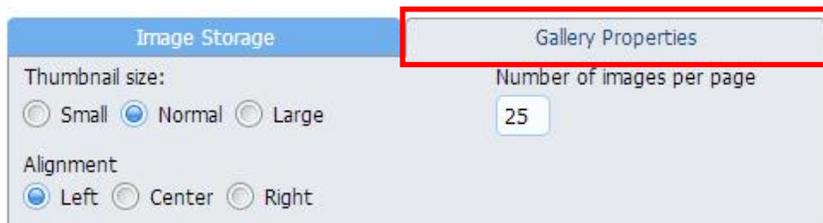
1. Click “**Click here to upload your images**” to add images from your computer.

EDIT IMAGE GALLERY



1. Select your image to add/ edit the image name and description;
or, click “**X Remove**” to remove the image.
2. Once done, click “**CLOSE X**” to save the changes.

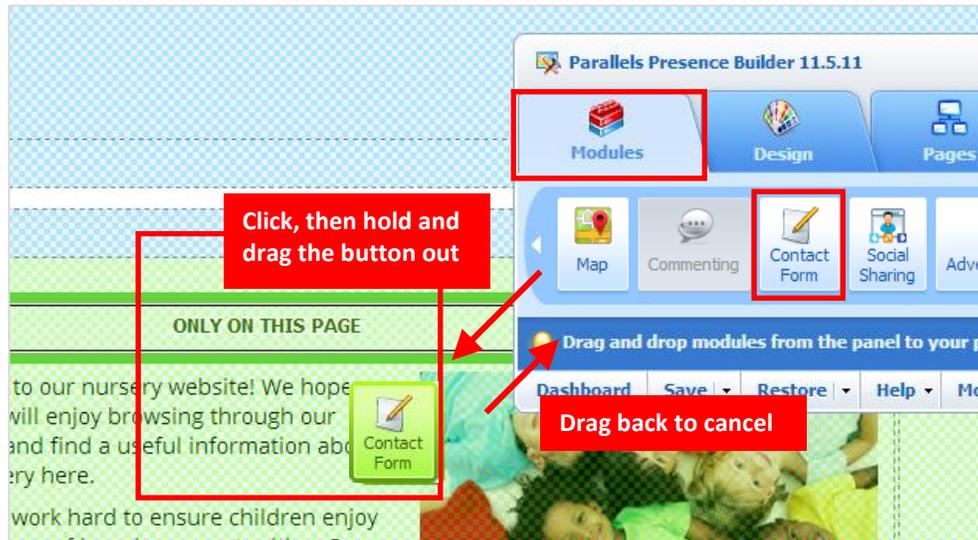
GALLERY SETTING



1. Click “**Gallery Properties**” tab to change size, alignment and image numbers when necessary.
2. Once done, click on the “**OK**” button.

H. Add Contact Form or Change Email Address

ADD CONTACT FORM



1. Click on the “**Modules**” tab.
2. Hold and drag the “**Contact Form**” button into the area that you wish to add.
3. Once done, release your mouse click.

PLEASE NOTE: To cancel adding, simply drag the button back to the Modules panel.

CHANGE EMAIL ADDRESS

The screenshot shows the 'Settings' tab in Parallels Presence Builder. The 'Recipients' field is highlighted with a red box and contains the text 'youremail@domainname.co.uk'. A red callout box with the text 'Update your email address here' points to the 'Recipients' field. The 'Subject' field contains the text 'Contact Form'. The 'Button text' field contains the text 'Send e-mail'. There is a checked checkbox for 'Enable the protection from automated spam postings'.

1. Enter or change your email address in Recipients.
2. Once done, click on the “**OK**” button.

EDIT CONTACT FORM

The image shows two screenshots of the 'EDIT CONTACT FORM' interface. The top screenshot is in the 'Fields' tab, showing a list of fields: 'Name', 'E-mail', and 'Message'. The 'Name' field is highlighted in green, and a red box with a double-headed arrow and the text 'Rearrange field's order' is overlaid on it. To the right, the 'Field title' is 'Name' (with a red box labeled 'Field's detail') and the 'Field type' is 'Short text'. A 'Required' checkbox is checked. At the bottom, there are 'Add Field' and 'Delete Field' buttons, both highlighted with red boxes. The bottom screenshot is in the 'Reply' tab, showing a text area with the message 'Your message was sent. Thank you.' The 'Reply' tab is highlighted with a red box.

1. Click **Field** to add, delete, edit or rearrange the fields.
2. Click **Reply** to change your reply message.
3. Once done, click on the **OK** button.

I. Add YouTube videos

Parallels Presence Builder 11.5.11

Modules Design Pages

Text & Images Embedded Video Image Slider Image Gallery Blog

ONLY ON THIS PAGE

to our nursery website! We hope you will enjoy browsing through our site and find a useful information a very here.

work hard to ensure children enjoy

Drag and drop modules from the panel to your page

Dashboard Save Restore Help More

Hide Panel Remove OK Cancel

To enable publishing this module on your website, provide your embedded video link or code.

Link to your video or embedded code. [Learn more.](#)

Link to video
Add a link to your video, for example <https://youtube.com/watch?v=EFnZVYUGMN8>
You can get one by uploading your video to any of these sites: [YouTube](#), [Vimeo](#), [MySpace](#) or [Dailymotion](#)

Embed code
Add your custom code to embed your video here.

<http://www.youtube.com/watch?v=bio79l2vdfE>

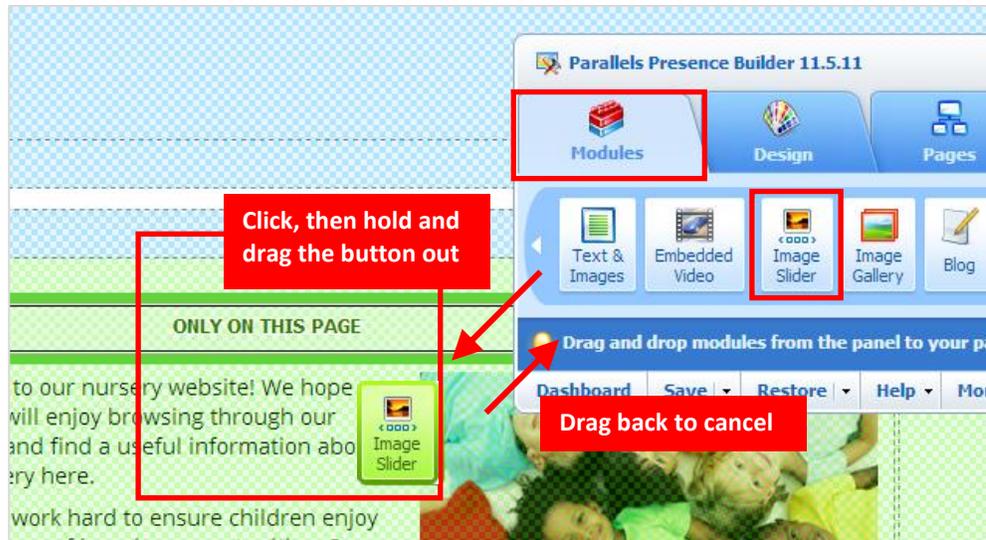
1. Click on the “**Modules**” tab.
2. Hold and drag the “**Embedded Video**” button into the area that you wish to add.
3. Once done, release your mouse click.
4. Copy and paste your **YouTube link**, then click “**OK**”.

IMPORTANT

1. To cancel adding, simply drag the button back to the Modules panel.
2. Dragging the button to green highlighted areas will only be added to that particular page; Blue highlighted areas will be added to all pages.

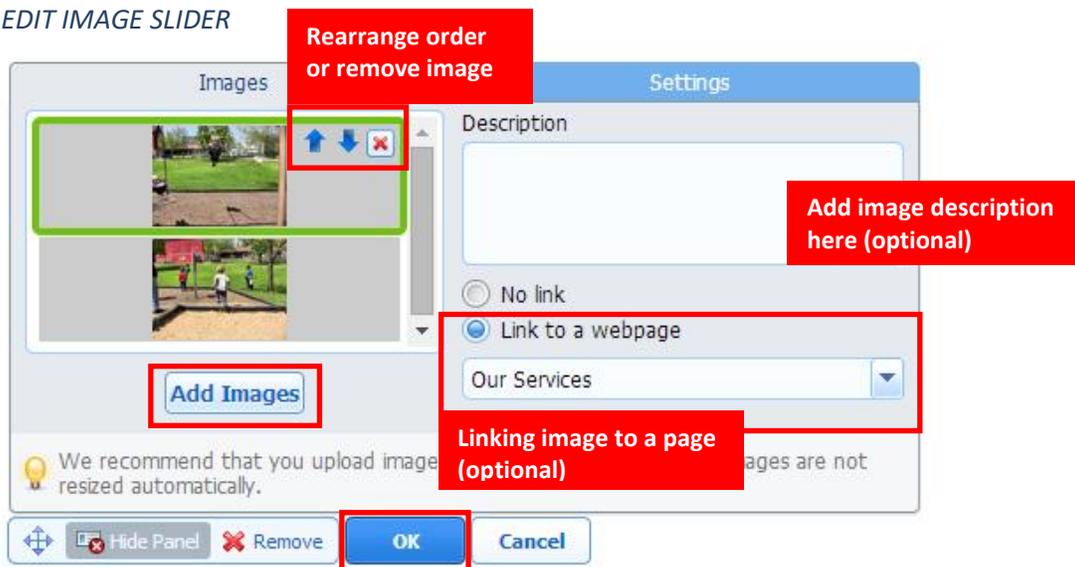
J. Create and Update Image Slider

CREATE IMAGE SLIDER



1. Click on the “**Modules**” tab.
2. Hold and drag the “**Image Slider**” button into the area that you wish to add.
3. Once done, release your mouse click.

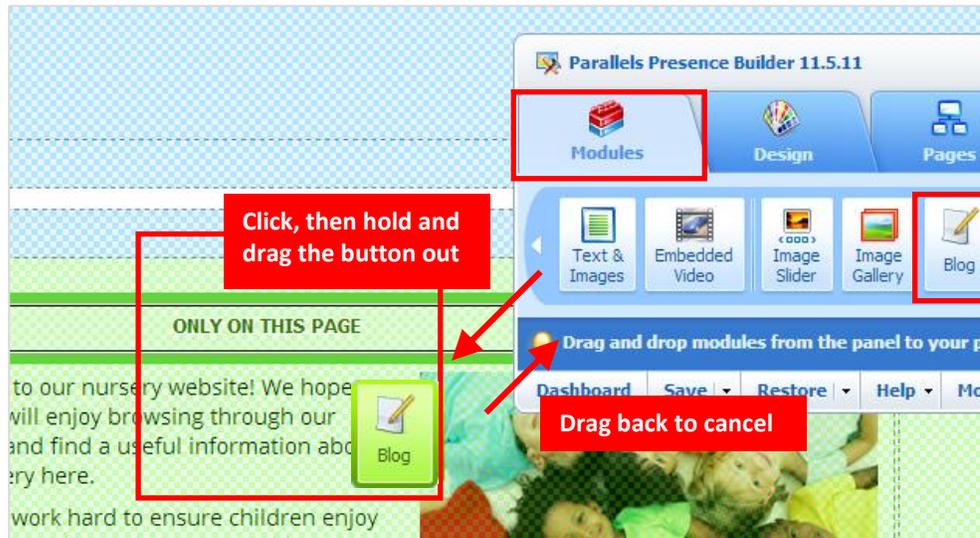
EDIT IMAGE SLIDER



1. Click **"Add Images"** to add image from your computer.
2. Click **"↑"** or **"↓"** to rearrange the image order or **"X"** to remove image.
3. Linking image to a page and image description is optional.
4. Once done, click on the **"OK"** button.

K. Create and Update Blog/News Posts

CREATE BLOG SECTION



1. Click on the **"Modules"** tab.
2. Hold and drag the **"Blog"** button into the area that you wish to add.
3. Once done, release your mouse click.

ADD / REMOVE A BLOG POST



1. Click **"Click here to add each new blog post."** to create a new post or, click **"X Remove"** to remove a post.

EDITING A BLOG POST

Post Title

Posted 5/6/2014

This is a sample blog post. You can use this section to make announcements, post latest news and events. You can also insert photos, links and documents like the other content box.

[Read the rest of this entry »](#)

Click here to edit a post

Post Title

Posted 5/6/2014

This is a sample blog post. You can use this section to make announcements, post latest news and events. You can also insert photos, links and documents like the other content box.

----- Read more -----

Here is where you put your "Read more" content, if your texts are too long or you want to show more pictures.

[Back](#)

Click here to return to front page

1. Click **“Read the rest of this entry”** to edit a post.
 2. You can insert/edit the post title, date and content with Editor Panel.
 3. Once done, click **“Back”** to return to the front page.
-

L. Create New Save and Restore

CREATE NEW SAVE

Parallels Presence Builder 11.5.11

Modules Design Pages Documents Settings

Parallels Presence Builder helps you edit, customize and publish your site.

Dashboard Save Restore Help More

Snapshot name	Date and time
Your Nursery Name Template	19:06, 27 Mar 2014
Type a title to save	
[Empty slot]	
Auto-saved snapshot	19:06, 27 Mar 2014

Save Close

First slot is created for NurseryWeb's backup.

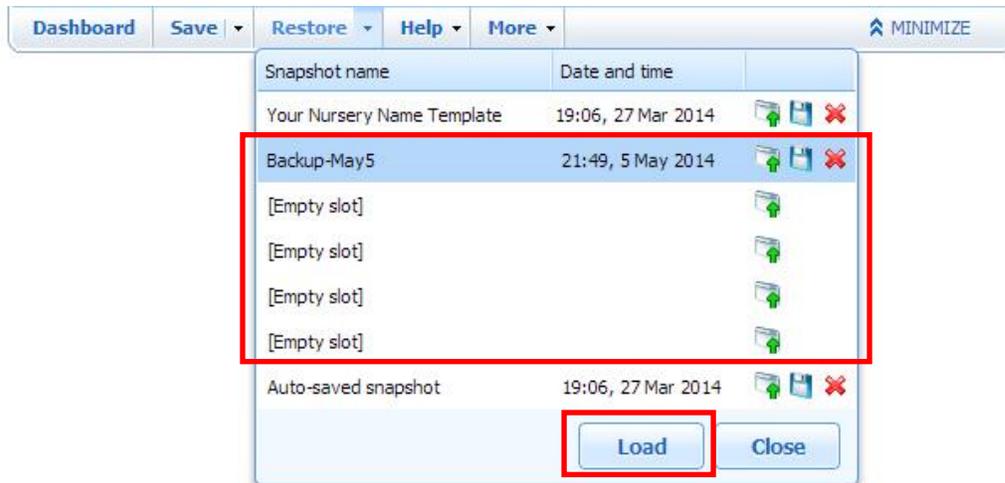
Empty slots where you can create your extra backups when necessary

Last slot is your default Save and Restore slot

1. Click “▼” beside Save and select an [Empty slot].
2. After typing in the title, click on the “Save” button.

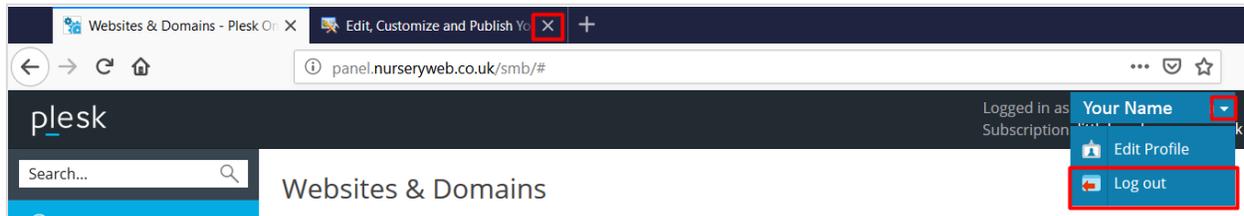
IMPORTANT: Please do not overwrite or remove the first and last slot.

RESTORE SAVE



1. To restore extra backup, click “▼” beside Restore and select one from the list.
2. Click “Load” to start reverting.v

4 Logging Out



1. Close the builder's window tab (Edit,Customize and Publish Your ...).
2. Hover your name and click “Log out” from the top menu.

REMINDER: Please make sure you've clicked “Publish” in order for your changes to take effect; otherwise, changes will be saved without published.