

Member Website Manual



Your free website was automatically generated with your membership application using your contact information. Your web address should look something like this: **www.imagroupmembers.com/JaneDoe** (your first and last name). To see your website, type in this address in your browser.

Click on “Member Login” on the bottom left hand column of your website to begin editing your new website. You will need your member number and the password, which was given to you when you signed up online.

A screenshot of a website's login page. The page has a dark blue sidebar on the left and a dark blue sidebar on the right. The main content area is white. In the left sidebar, there are links: Home, Contact Us, The Association, October 24, 2006, and Member Login. In the right sidebar, there is a section titled 'Join The Association' with text: 'IMA Group, Inc. operates 46 associations.' and 'See A Complete List.' Below that is a link: 'Display a printed application (adobe pdf)'. The main content area contains a login form with a red '1' next to the 'Email or Member Number:' label, a text input field, a 'Password:' label, another text input field, a 'Submit' button, and a link 'E-mail my password to me.' At the bottom of the main content area, there is a copyright notice: '© 2006 IMA Group, Inc.'

1. Enter your website. To log in, enter your personal email address or your Member Number. Enter your password. Click submit. If you do not know your password, click “Email my password to me.” You will automatically get an email with your password. If for some reason you do not receive your password or your on-file email address is no longer valid, call the office at 1-540-351-0800.

***** Edit Mode *****

Configuration

Edit Pages

Member Access


Technical Support

Instructions

Return To Website


Select a graphic theme for your web site.

2




ABC Business Services

www.abc.com




ABC Business Services

www.abc.com




ABC Business Services

www.abc.com




ABC Business Services

www.abc.com



ABC Business Services

www.abc.com



ABC Business Services

www.abc.com

You may edit your title and your slogan line.

3

Title:

Slogan:

Use the check boxes to "turn on" your web site pages. The "Menu Item Name" will appear in the left side column of each of your web site pages.

4

Menu Item Name: Home

Menu Item Name:

Menu Item Name:

Menu Item Name:

Menu Item Name:

Menu Item Name:

Remember! Your web pages will not show up in the menu unless you check the box. This is feature allows you to keep your page content private until it is complete.

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This is the page where you can edit the look and structure of your web site. It is a simple three step process.

Step One: Select one of the themes at the left.

Step Two: Create a title and slogan. When your site was automatically generated the title was filled in with your company name or personal name.

Step Three: Name the menu item for your web pages. Your web pages will only display when you check the box to the left.

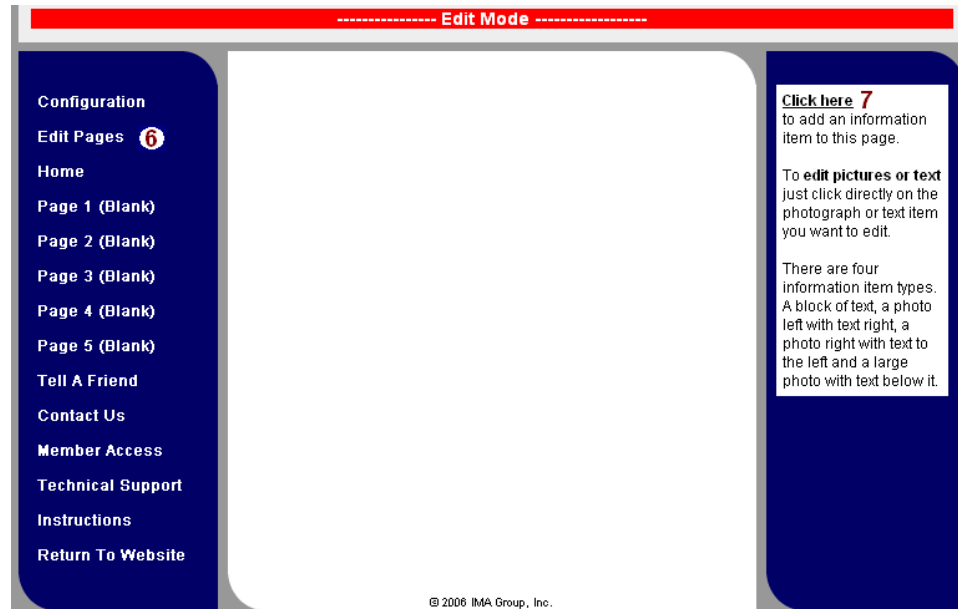
After you have completed the above "Update the site configuration" button at the bottom of the page.

2. Choose a graphic theme. Choose one of the screen themes by clicking on the round button underneath your desired theme.

3. Enter a title and slogan. Underneath the screen themes is the title box. The default title is your name. You can change the title of your website anytime you wish. Limit your title to 30 characters. (Example: Jane Doe). Enter slogan if you have one. It runs underneath the title on your webpage. Limit your slogan to 70 characters. (Example: Stress Release Specialist)

4. Activate Menu Items. To activate a new Menu Item, click the box next to Menu Item Name and then give the page a name. The menu items show up on the left hand column of your website screen. A new Menu Item creates a new webpage where you can add content. You may want to describe your services and costs, or give information about your background and training.

5. Click on “Update this site configuration” (at the bottom and center of the page).



6. Select **Edit Pages** then the **desired page** in the left hand column to begin entering text and images to the page. (You can always edit the theme and Menu Items by clicking on “Configuration.”)

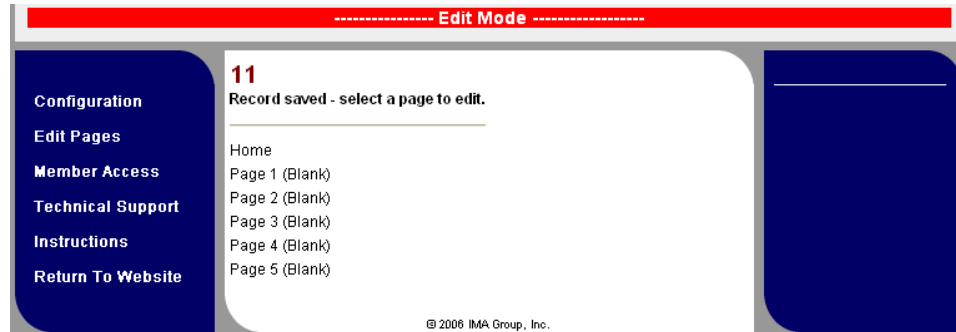
7. Click on “**Click Here**” at the top of the right hand column to set up a blank page to enter content. It will show up in the center, between the left and right menu columns. If you add multiple items under central content. They will show up in chronological order, from the top to the bottom of the page.



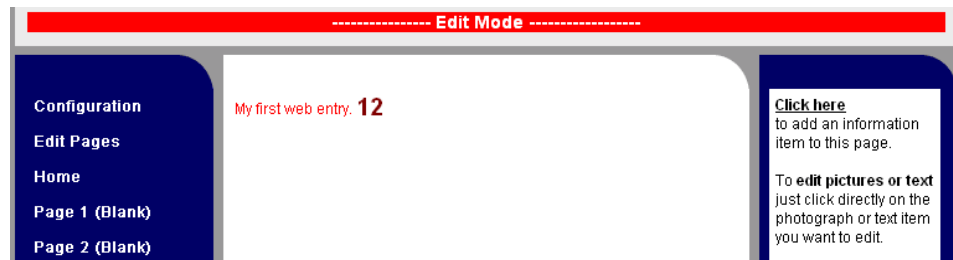
8. Click on “**Browse**” if you want to add a picture to this page. Your computer will direct you to browse your local hard drive for a photo to upload. Choose the position of the photo. If you do not want a photo, click “No Photo Just Text.” (If click right or left photo, make sure you upload a photo, or you will get an empty place holder box with an X in it on your webpage.) For right hand photos, text will show up on the left hand side. For left hand photos, the text shows up on the right hand. For large photos, the text shows up underneath.

9. **Enter text.** You have two choices when adding text. One is simply to type – it will format automatically. The second choice is using basic HTML tags. Basic HTML tags include (around bolded words) or
 (to break between lines). For more information on HTML tags, see instructions below..

10. Click **“Save This New Information Item.”**



11. **You will now receive a conformation page.** Click on the desired page to continue building each page. The information you have added on each page shows up in the order you have put it on the page. If you want to view what you have added, click on that page.



12. Click on a particular entry if you want to edit or delete it.



13. To delete the information, click on **“Delete This Record”** in the red bar at the bottom of the screen. Once you delete the information, it cannot be retrieved.



14. Click on **“Contact Us”** if you’d like your visitors to contact you at a certain address or email. Remember, this does not change your contact information with the IMA Group, Inc. database, only the website display.

15. Click on **“Member Access”** to change your password.

16. Click on **“Technical Support”** if you have any further technical support questions. You will receive an email with an answer to your question within two business days.

17. Click on **“Instructions”** to retrieve this manual again.

18. Click on **“Return to Website”** if you want to return to your actual website. Remember, you will have to log back in to make more changes to your site.

HTML Tutorial

Differences between word processing and website work.

Working with text that is to be displayed on the web is a little different than using a word processor on your local computer system. Desktop software, like a word processor, is designed for specific computer operating systems, such as Windows and Macintosh, and is installed on individual computers. Microsoft Word, for example, has one version designed for Windows and another version for Macintosh.

Creating content for a website occurs in a different environment, which is subject to broader requirements. Software created for online use must operate correctly on every version of every computer system that's out there. In addition, it must display accurately on every size and type of computer monitor. Because of this all-encompassing compatibility requirement, flexibility is limited.

For example, in a word processor, you have a wide range of font styles and sizes to choose from. On a website, you have fewer choices. The same goes for line spacing. There are no half spaces. Only full, single-line spaces are available. And, there are other formatting limitations. These limitations mean that moving something "down a little bit," or "over a little bit" is usually not practical.

From the many beautiful and functional web sites that are out there, however, it's obvious these limitations haven't hindered the functionality of the web by any means. It just means you have to work within slightly different rules than you may be used to. As you begin working with your web site, you'll quickly learn what to expect and how to get the result you want.

A huge advantage of a self-managed website is that you can see the results of your additions and changes in a matter of seconds. So, you can very quickly learn by doing. If you need a paragraph break, just put one in and see what it looks like. If you don't like it, change it back. If you see a typo, go in and correct it. If you want to change text, just do it. That's all you have to do to keep your content up to date.

Managing your website with HTML. In a website environment, content is controlled by a set of programming rules, called HTML, which stands for *Hypertext Markup Language*. On your website, these rules come into play only when you are typing or editing text in one of the text boxes in a set up form.

Here's a short overview of HTML:

- Your text is told how to look through the use of HTML "tags," which are words or abbreviations used at the beginning and end of sections of text you wish to control.
- Most tags come in pairs, which means there is an opening tag to begin control of a section of text and an closing tag to remove that control.
- An opening tag looks like this: <tag> and a closing tag looks like this: </tag>. The only difference is the slash in the closing tag.
- Closing tags should appear in the reverse order of the opening tags, in other words, pairs of tags should be nested, like this: <center><u>section of text to be controlled</u></center>. This combination of tags centered and underlined the subject text, then removed their control in reverse order.
- Some tags, such as a line break, or a horizontal rule, don't require a closing tag.

That's it... If you wish to pursue HTML programming further, do a Google search on *HTML tags* to find websites with HTML tutorials. As soon as you begin using HTML tags, you'll quickly learn how to create what you want to appear in your web site. With a few minutes of practice, you'll gain enough experience to format your text the way you want it to appear.

Applying HTML Tags

Font Size. Change the size of the text between the opening and closing tags.

Example:

```
<font size=1>These words are font size 1.</font size>
```

```
<font size=2>These words are font size 2.</font size>
```

```
<font size=3>These words are font size 3.</font size>
```

Font Color. Change the color of the text between the opening and closing tags.

Example:

```
<font color=#000000> These words are black. </font>
```

Other colors: Red: #FF0000
Green: #00FF00
Blue: #0000FF

Search the Internet for *Color Hex Codes* to bring up a large list of colors and their numbers.

Center. Change the position of the text between these opening and closing tags, even if the text contains several lines.

Example:

```
<center>All text between these tags is centered. </center>
```

Bold. All the text between these opening and closing tags will be bold.

Example:

```
<b>This Title Is Bold</b>
```

A word in this line is bold.

Italics. All the text between these opening and closing tags will be in italics.

Example:

```
<i>These words are in italics.</i>
```

A <i>word</i> in this line is in italics.

Underline. All the text between these opening and closing tags will be underlined.

Example:

`<u>These words are underlined.</u>`

A `<u>word</u>` in this line is underlined.

Line Break. A line break is used to move a line of text down to the next line, or to add a space between lines. You can use two line breaks to create paragraph breaks. There is no closing tag for a line break.

Example:

This moves the next text down a line.`
`

This creates a paragraph break`

`

Horizontal Rule.

A horizontal rule is a line that is used to divide sections of a page. It extends to the full width of the table where it is inserted. There is no closing tag for a horizontal rule.

Example:

`
 <hr>
`

Text Link. A text link is used to convert any word or phrase into a link to another page or web site. You can link to another page within your own website, or link to any page in any other website in the world. Using HTML, the resulting text link is automatically underlined, which is the common way to identify words as a link. Use the following HTML code to create a text link. A text link has two components: the words that are designated to form the text link and the web address attached to the link.

Example: Visit our [photo gallery](http://www.smithgallery.com/).

HTML code: Visit our `photo gallery.`

- Just before your text link, enter the HTML code of `<A HREF="`
- Go to the web address where you want people to land, highlight the entire website address (or URL) that appears in the field at the top of the browser. Copy the entire URL including the `"http://"` which comes before `"www"`,
- Paste this URL after your HTML code, and type in `>` to complete the web address.
- After the text link add `` to complete the text link.