

# WELCOME

## Welcome and congratulation on your new site!!

Thanks for choosing Superb Website Solutions to design your site, in the booklet you will find information about what our need to know and how to use our editor.

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# GENERAL INFORMATION

## WEBSITE MAINTANCE

At Superb Website Solutions we provide our clients the very best in their website need and we will continue to provide support to all our existing and new clients

As you are a Premium customer you will receive premium support. With premium Support we offer support, with no charge, to all our clients for assistance with their website, so if you are having trouble with your website or have any questions please contact us.

We also offer general maintenance for our clients, free for most of our premium customers. We can update information and add any content to your website. We only charge a small fee for general website maintenance.

FOR SUPPORT CONTACT

[support@superbwebsitesolutions.com.au](mailto:support@superbwebsitesolutions.com.au)

**On our website under the support page we also have support videos with using our editor, you may also find these helpful along with this booklet.**

## ABOUT THE EDITOR.

Our website hosting is a rock solid web host that is hosted by our datacentre redundant, cloud based hosting infrastructure.

Client's websites live in multiple data centres locations to offer superior up-time, response time, and reliability compared to most any other hosting option.

On Website that we design we offer unlimited storage and unlimited bandwidth hosting.

### How easy is it?

Well if you can use a Word processor to type a document and change font styles, colours etc.. And hit the save button then you should have no trouble using our website editing to perform any of the following tasks:

- Edit, add & format text content.
- Change font size and colours.
- Upload, resize & crop images.
- Add images to webpages.
- Upload PDF documents eg. menus, forms, fact sheets or newsletters.
- Create and manage unlimited photo galleries.

Our website editor is so simple and easy to use; Content elements, such as text, pictures, videos, and slideshows are easily added through a simple, drag & drop interface. Full HTML & CSS control is available for maximum customization.

Clients can edit their website in real time, right from within their web browser. There's absolutely nothing to install and no upgrades to worry about.

# ACCESSING YOUR ACCOUNT

Upon your site being published you will receive an email (subject: Your new site is ready) from us and within that email there will be your account information along with a link for you to access your account.

We recommend bookmarking this URL, or at least saving it somewhere you can easily find it again, as you'll need it to log in to your dashboard in the future.

Otherwise visit [editor.superbwebsitesolutions.com.au/login](http://editor.superbwebsitesolutions.com.au/login)

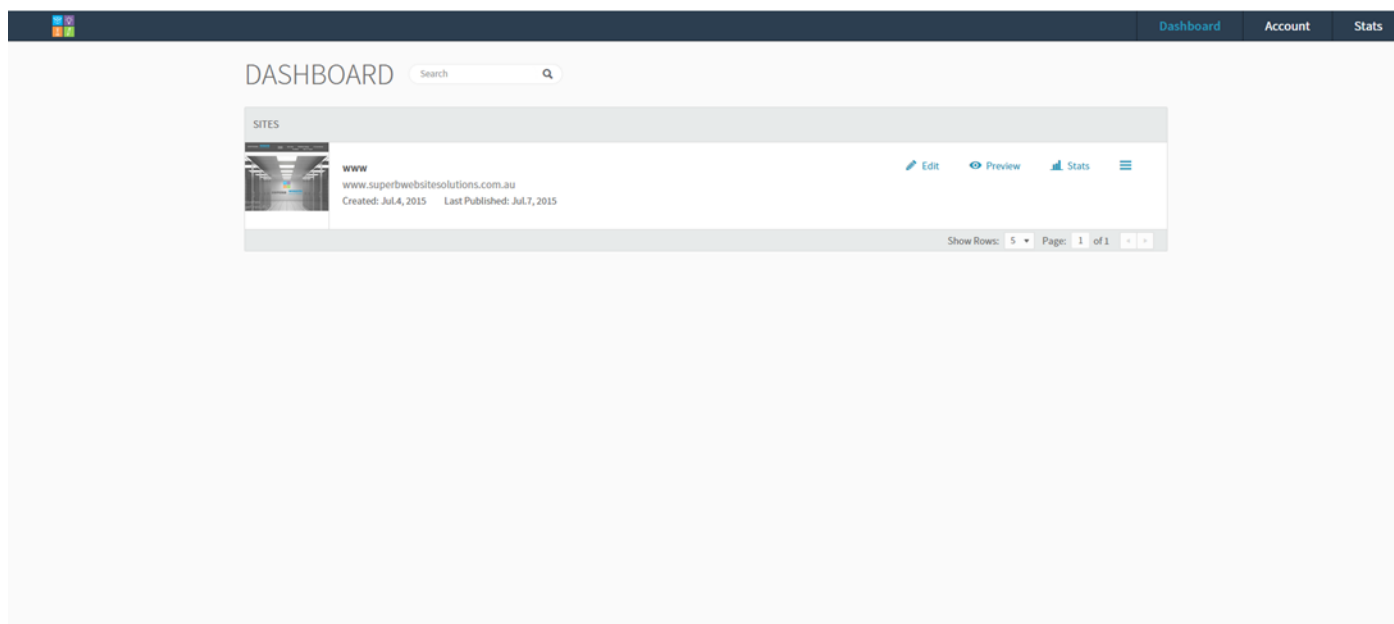
Using your account information log into your account to access your account and our editor.

## LOGIN DETAILS

For you login details to access your account please see the attached page in this booklet.

## WITHIN YOUR ACCOUNT

Once you have accessed your account you will be able to use our editor to edit your site, as well as view statistics on traffic in your site.

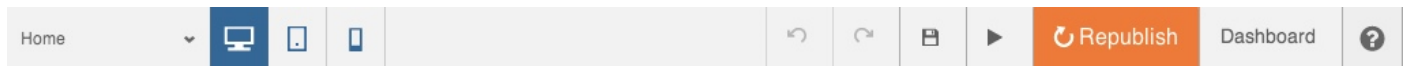


# GETTING TO KNOW OUR WEBSITE EDITOR

Let's take a quick look around our editor and see how to use it

## MENU BAR

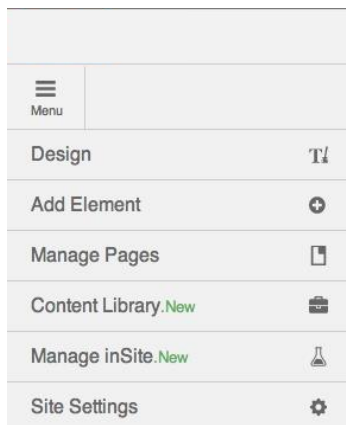
Our Editor Menu bar allows you to quickly navigate your site, both by moving between different pages and by moving between different device views. Just click a page to view it, or click a device to see how your current page looks in that view.



The Menu bar also lets you undo or re-do simple actions in the editor, save your current site, and preview or republish your site whenever you like.

## SIDE BAR

Our Editor sidebar is where all of its elements hang out until you're ready to use them. Here you can find tools to edit almost anything on your site.



The sidebar allows you to make broad, sweeping changes to the entire site, for example change its colour scheme or button design in the design tab, it allows you to add new features and elements with the add element tab, it lets you change your pages' configuration in manage pages, and lets you make administrative changes, for example change the site's URL or add analytics, in the site settings tab.

## CONTENT AREA

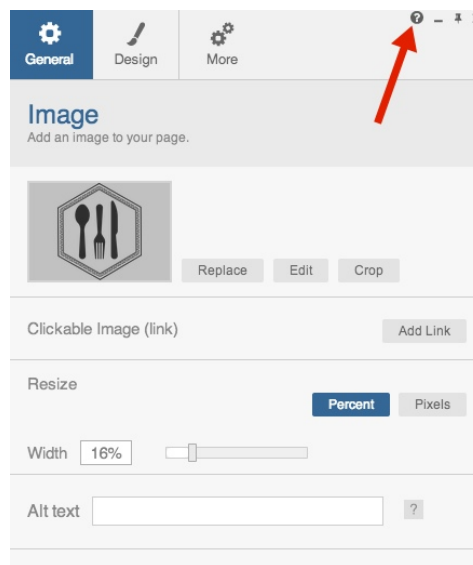
Our Editor content area is all about you. It's your canvas, where you can move or add any of our features, or click and edit to change them however you'd like.



Want to change an image? Click it and press edit, then change. Want to colour some text? Click a paragraph, then select the text inside it and press the text editor's colour option to choose a colour. Want to delete a button? Just click it and press delete.

## IN-EDITOR HELP

If you're ever curious about what something does in Our Editor, just press the grey question mark button at the top right of almost every screen.



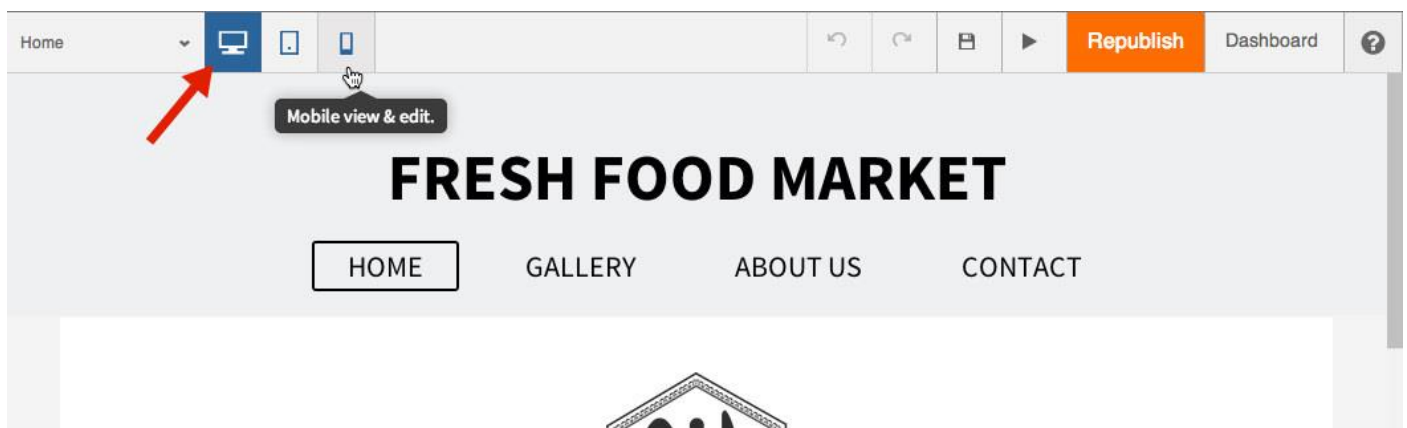
This will bring up our in-editor support to help you get your bearings and figure out what a feature is for or what you can do with it.

## RESPONSIVE WEBSITE

When we designed your site we ensured that it was a responsive design, meaning that not only did it work well on a desktop but also on a mobile device either being a tablet or mobile phone. We ensure that your site visitors always have a high quality experience whether they are viewing it from a laptop, desktop, tablet or mobile phone.

Your website will automatically synchronize between the different versions when you make changes and edits to your site. Though when you edit and make changes to your website keep in mind that this will also effect and change the layout on the mobile versions as well. To ensure that your site is optimized for mobile browsing check the table and mobile versions before publishing changes.

When your site first loads in the editor you will see the desktop view of the editor like the one below. To switch to editing in any view from desktop to tablet to mobile simply choose one of the three buttons at the top of the editor.



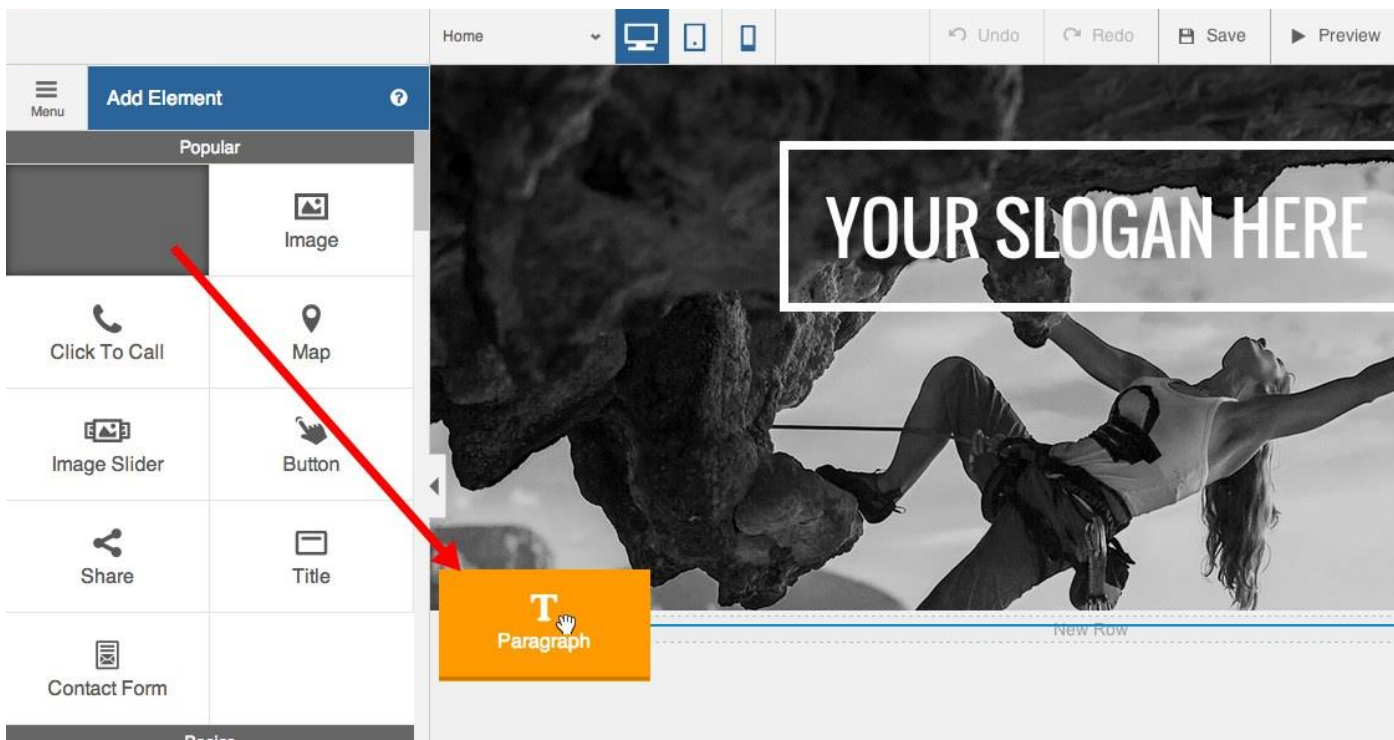
If you have any problems please contact support – [support@superbwebsitesolutions.com.au](mailto:support@superbwebsitesolutions.com.au)

## USING ELEMENTS

Elements are the building blocks of a site. All your text, pictures, videos and other great content are all added through elements.

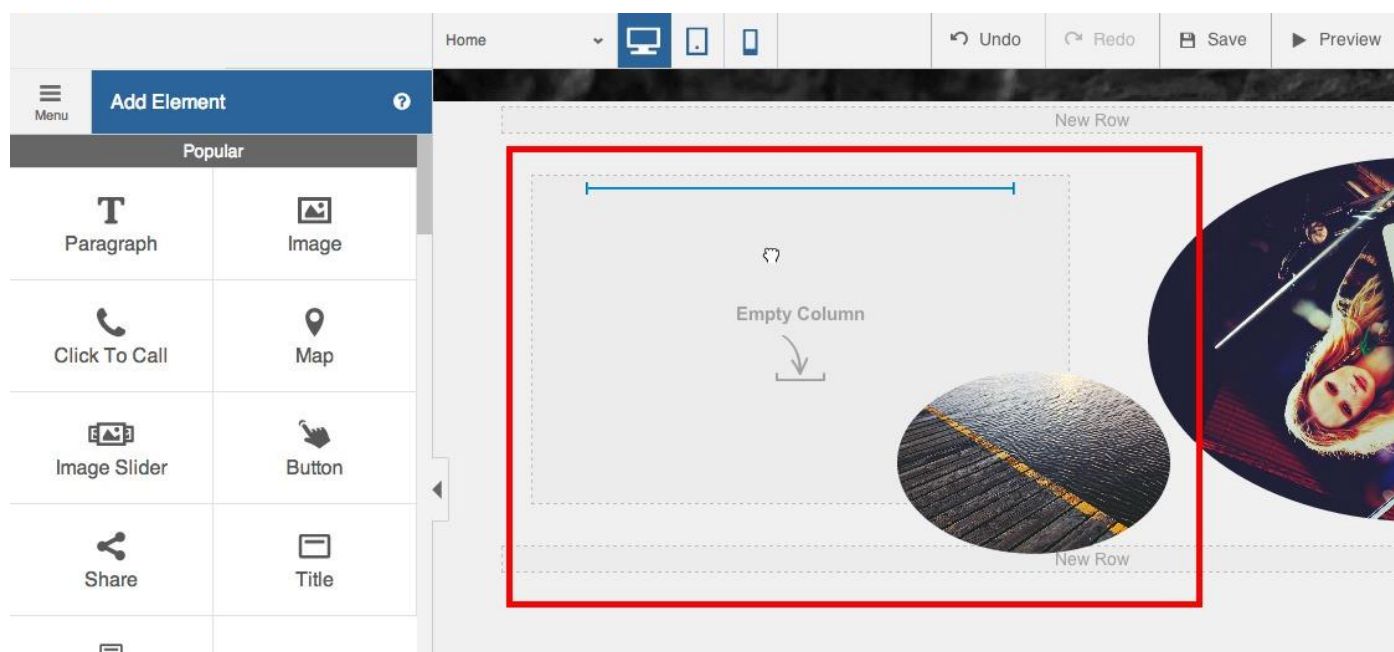
### ADDING ELEMENTS

Adding new features and elements to your website is easy. Simply open the Add to page menu on the left side of the editor, select the element you want and drag and drop it onto your website.



### MOVING ELEMENTS

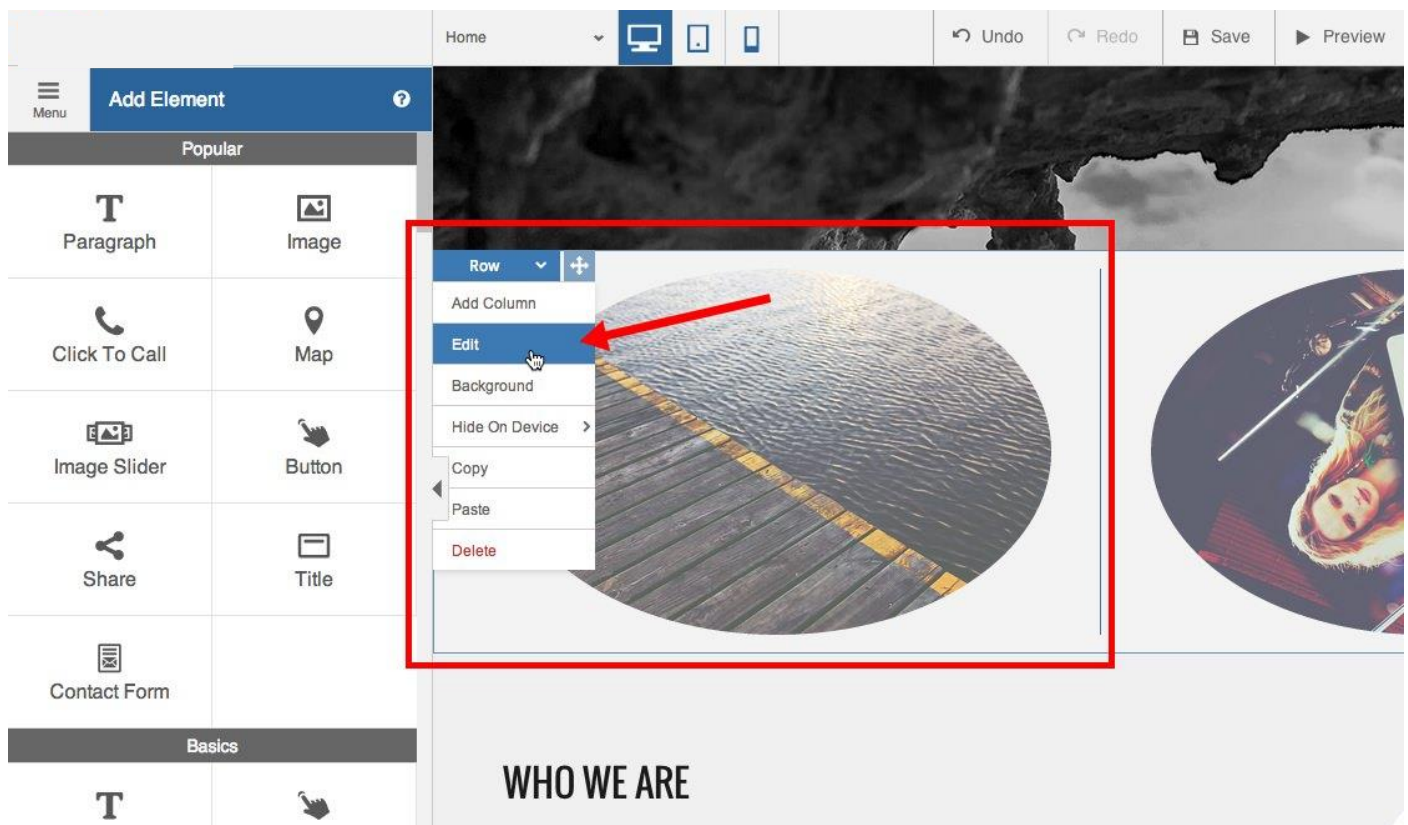
Elements are organized in columns and rows. To move an element, simply click and hold to drag the element to a new row or column.





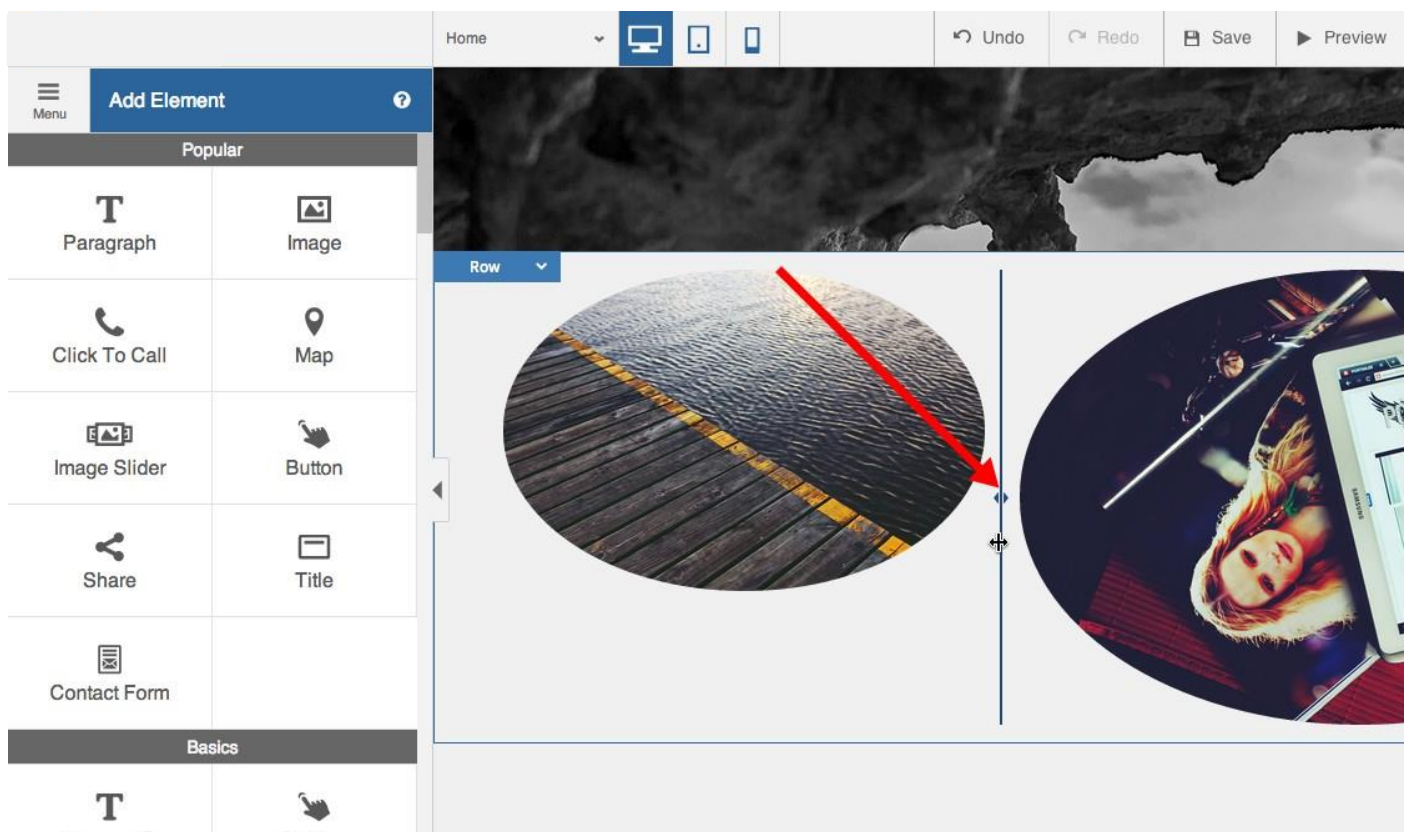
## EDIT ROWS

To select the row, position your cursor on the upper-left corner of the row and options to edit the row will appear. You can change the background, move the row, and click the Row Editor to edit the number of columns in the row and can copy or delete the row.



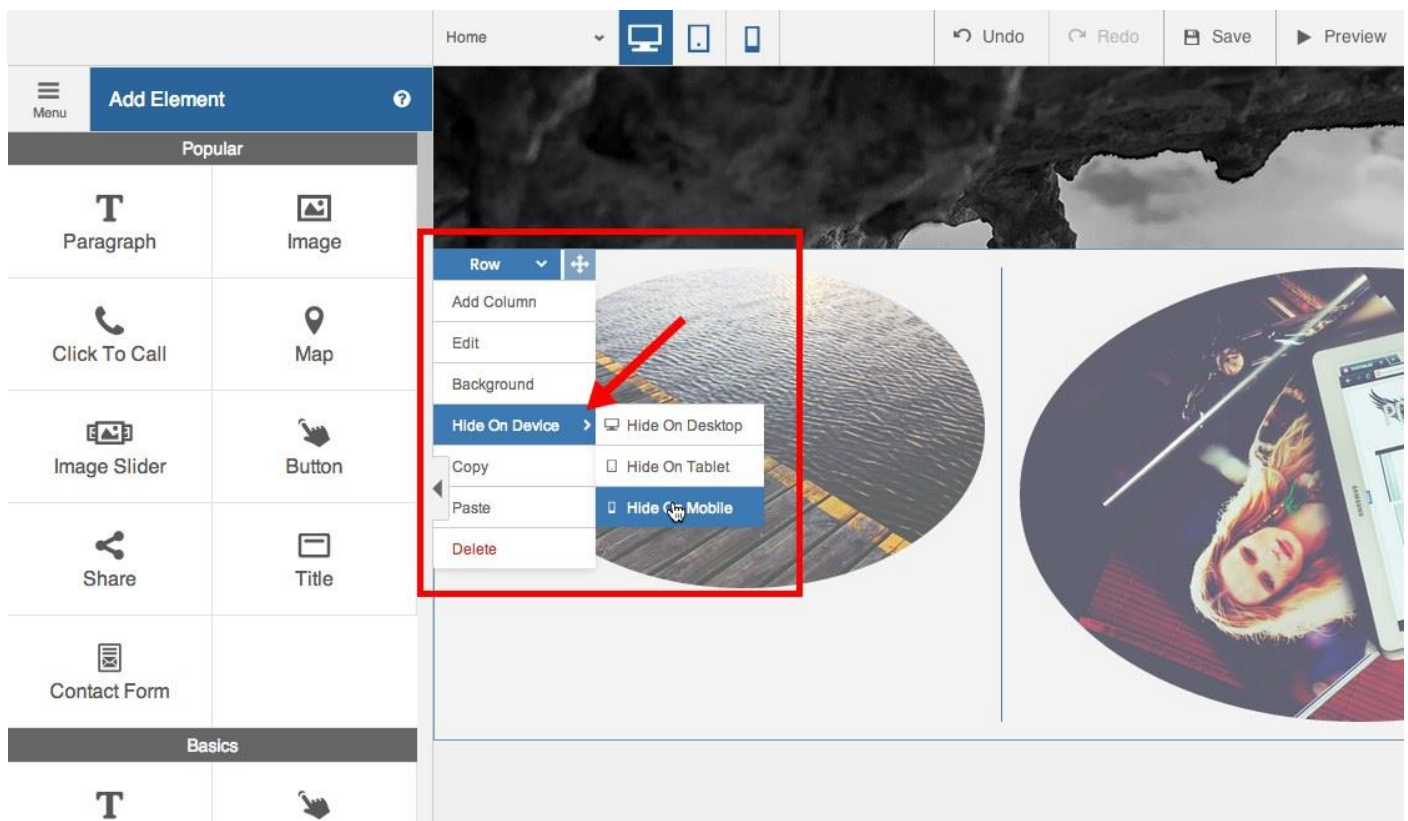
## RESIZE COLUMNS

Placing your cursor between columns will make the column edge appear. Drag the edge to the desired size.



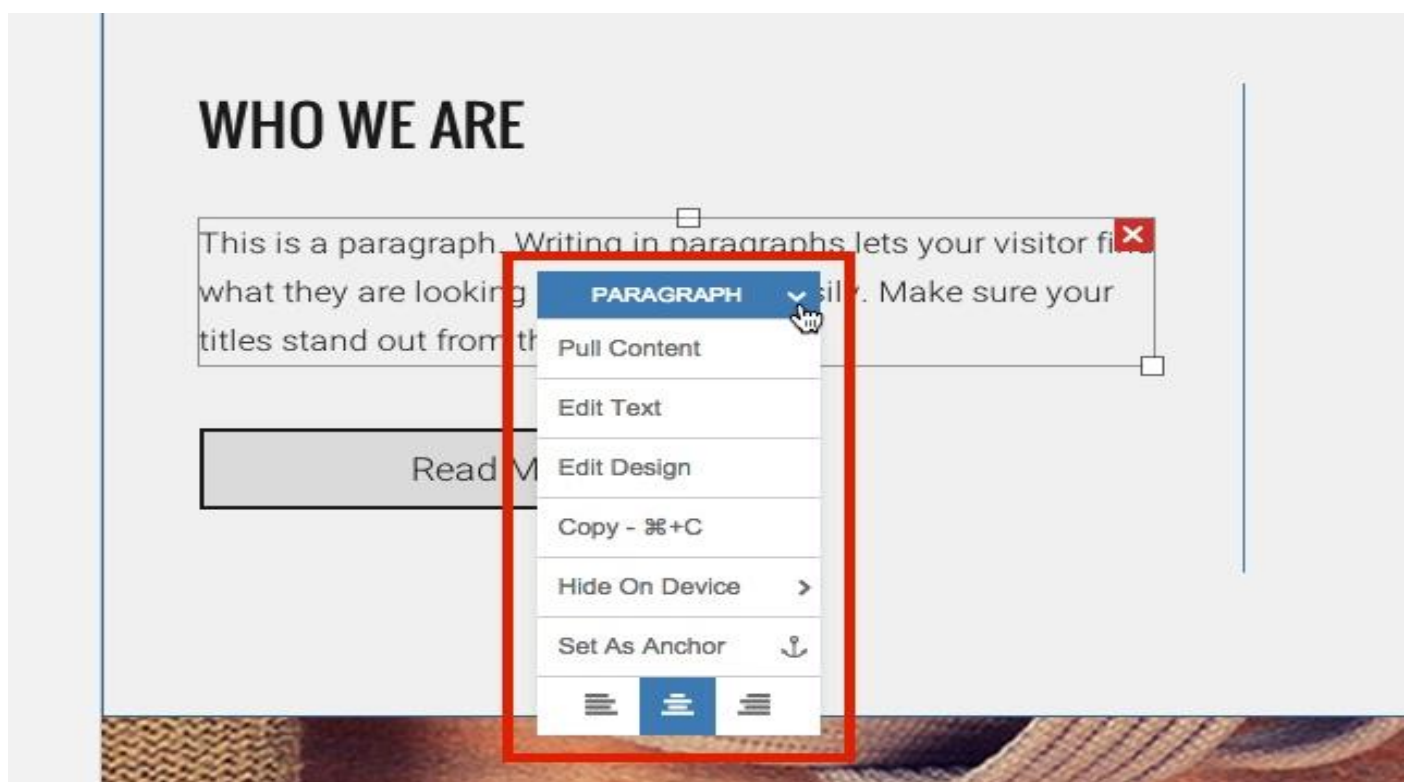
## HIDE ELEMENTS

Place your cursor on an element and the options to edit the element will appear. Click Edit to change the content and element options. Click the Menu icon to see options to copy, delete, import new content, or hide the element. Click Hide on Device to hide on desktop, tablet or mobile.



## EDITING ELEMENTS

Move your cursor over an element to view the editing buttons. Click Edit to change the content and element options, copy the element, delete it, import new content, or hide the element on specific devices. You can also hide the element per device, or set an anchor link.



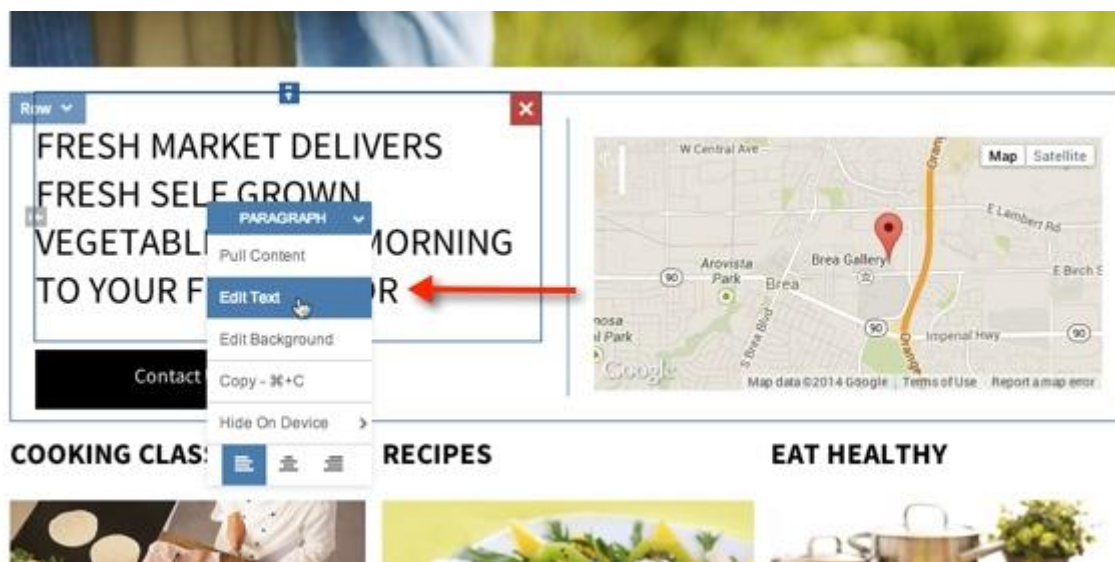


## TEXT ELEMENT

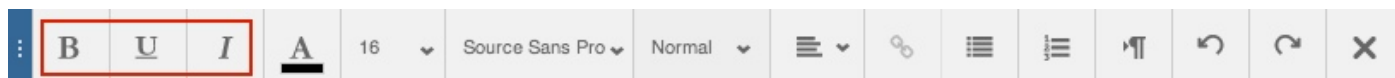
Change the font, color, alignment and style of text using a small, in-editor interface.

### EDITING TEXT

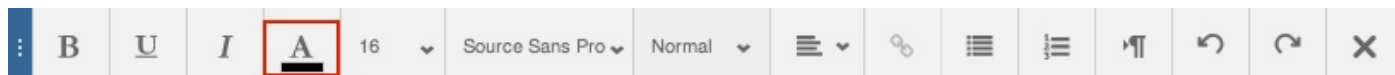
1. Select the text you'd like to edit
2. Click the Paragraph editor
3. Choose Edit Text



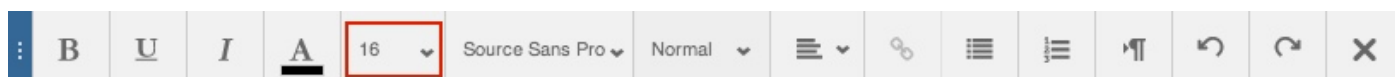
4. Add any styles (Bold, Italic, or Underline) you like



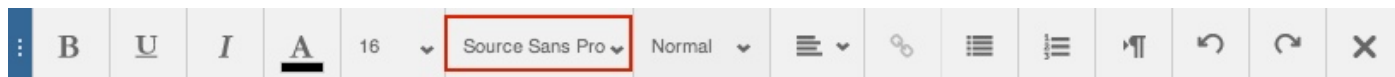
5. Set the text's colour



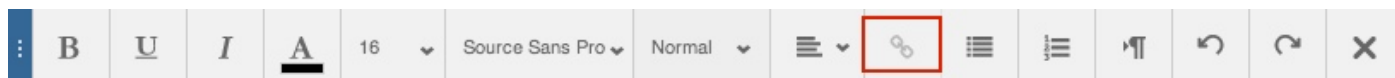
6. Set the text's size



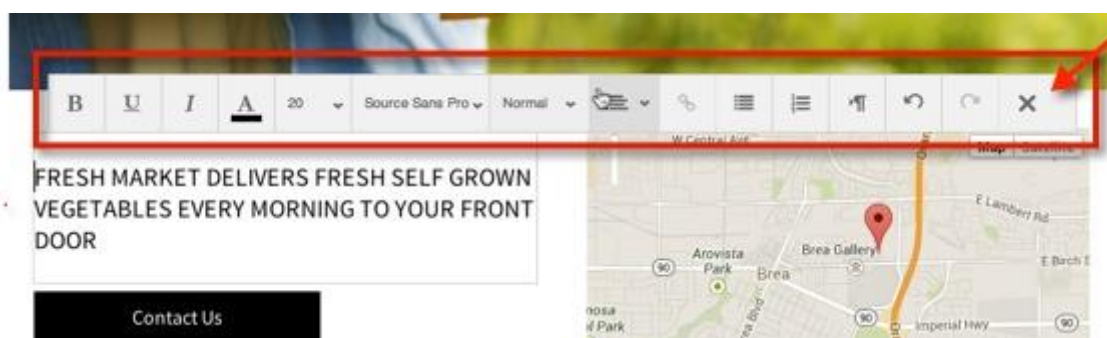
7. Set the text's font



8. add any necessary links



9. To close the Text Editor, click the X on the right



## IMAGE ELEMENT

Add and edit images on your site to make it more visually appealing! Add images from another site, a Facebook page, or upload an image from your computer. Once an image is added, you can customize its size, alignment, border, or any of a great number of other options.

### ADD IMAGE

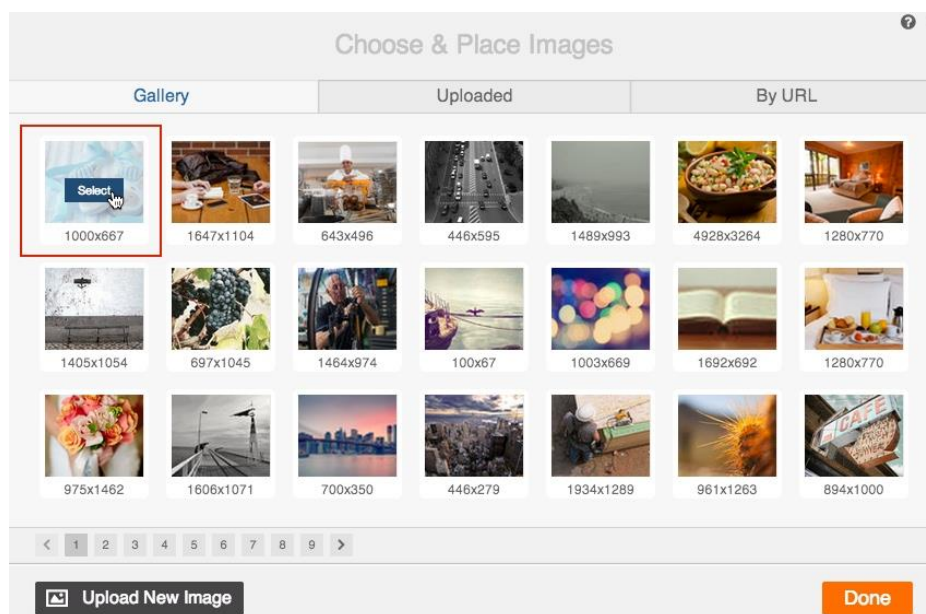
1. Go to the Add Element section and scroll to the media section.
2. Drag the image feature into the website.



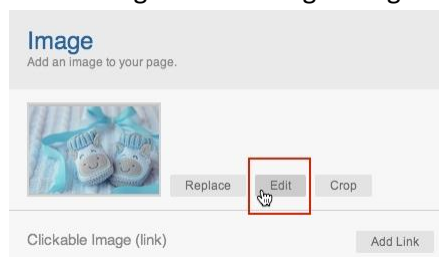
3. Once you've placed the feature, choose an image to display.

### SELECT IMAGE

1. Select an image from your site, a stock photo gallery, or upload your own image using the Choose & Place Images pop-up.



2. If you like, press Edit to make further changes to the image using our Photo editor.



3. Click done.

## IMAGE SLIDER

Showcase your pictures in an animated carousel using our Image Slider. You can add or remove pictures and add custom titles and links to any image

### ADD IMAGE SLIDER

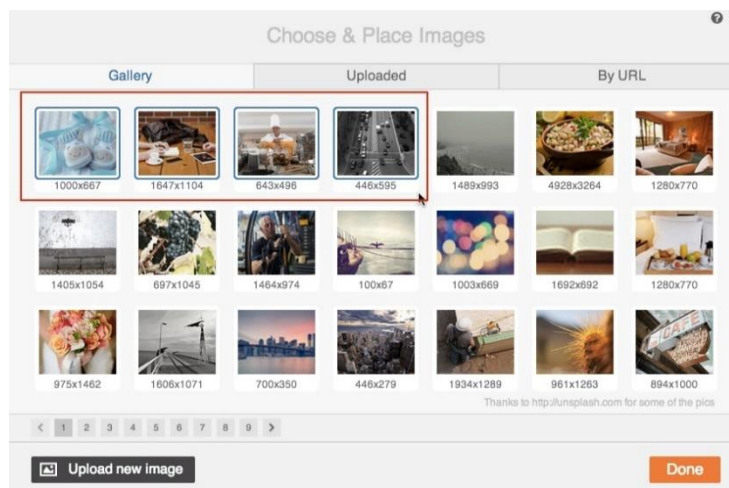
1. From the Manage Pages section in our editor, first choose the page you'd like to add the Image Slider to.
2. Go to the Add Element section and scroll to the media tab.
3. Drag the image slider feature into the editing frame.



4. Once you've placed the element, select images to display.

### SET UP THE IMAGE SLIDER

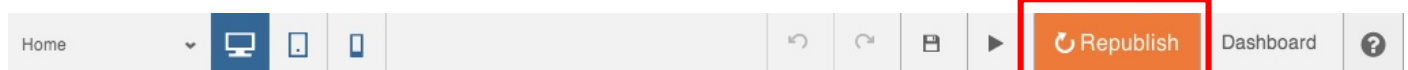
1. Press the Add Image button and the Choose & Place Images pop-up will appear.
2. Click to select an image. You can select multiple images. Selected images will have a blue border around them.



3. Click done

### PUBLISH YOUR CHANGES

Click the republish button on the top toolbar to simultaneously publish your website for all devices.



# ACCESS YOUR SITE STATS AND ANALYTICS

Your website analytics show detailed information like how many visitors your site gets, where they are coming from, and which pages they visited. Analyzing this customer information can help you make more informed decisions to improve your website and your business.

Our editor records and displays full statistics for your website, per device, so you can view exactly what users are doing on desktop, tablet, and mobile. You can view all of your stats in the stats section of your dashboard.

## VIEW YOUR STATS

Log in to your dashboard, then click the stats icon underneath a website to view its stats. Otherwise, click the Stats tab in the upper-right corner.



We also email your website statistics every month to your email for your convenience.

## STATS SELECTION

The top bar of the stats field allows you to select which site and time period you would like to view stats for.

## STATS TABS SUMMARY

The various stats fields in the stats dialog display different information about the site.

Overview	Summary of the stats details.
Content Data	Breakdown of visits according to pages.
Engagement	Visitors by device, as well as information about visits and page views
Traffic Sources	Ways that visitors got to the site
Browsers & OSs	Which browsers and operating systems visitors were using
Geolocation	Where visitors were in the world when they visited



## OVERVIEW

### Overview

The overview gives you the key information you need to know at a glance. You'll see user interaction and total visits to your site quickly and easily. This is a great way to check in to make sure your site is healthy and active.

### Content Data

Content shows you the pages that are visited the most. Based on your site's layout, this can give you a lot of information about what your visitors are looking for. If they visit a page way more often than another, you might want to consider making that page more engaging or informative.

### Engagement

Engagement gives you a deep view into the exact actions your users take. You can see when and how many times users have called you, or find out which coupon is being used the most. With this knowledge, you can further optimize your site so visitors will take advantage of your business features more often and effectively.

### Traffic Sources

One of the most valuable pieces of information you can know is how visitors are getting to your site. Do most visitors type in your address directly? Or do they find you by search? This can affect how you run your marketing and website in many ways. For example, if search traffic is low, try targeting new or more relevant keywords.

Direct traffic is when someone types in your website URL to get to your site directly. Referral traffic is when a visitor clicks on a link from another to get to your site. Organic traffic is when you were found on a search results page.

### Browsers & OSs

Discover what type of devices your visitors are using by checking out what browser and operating system they're on.

### Geolocation

Learn where your visitors are located when they land on your website. See their location by Country, State, and City. The more you know about your visitors, the more you can provide relevant and engaging information when they visit your site.



# MANAGING YOUR DOMAIN

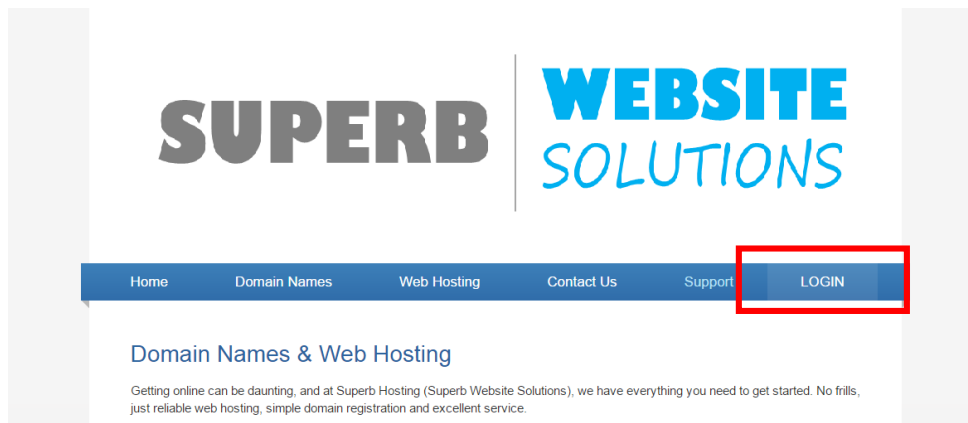
We don't just do website design, we also sell domain names. With your website we would have purchased you a domain if you didn't already have one. Below is information about how to log onto your domain manager.

The domain manger allows you to edit your zone records, and emails (if we provided you with an emailing service).

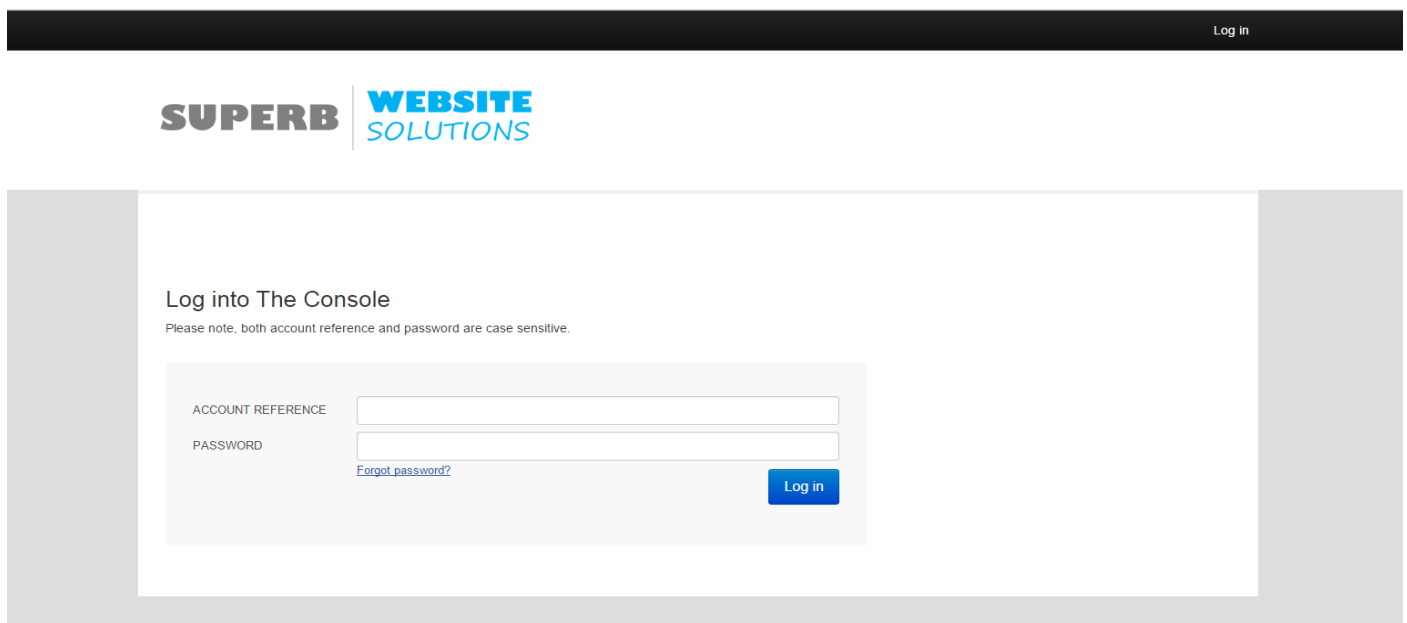
## ACCESSING YOUR DOMAIN MANAGER

To access your domain manager follow these steps.

1. In your preferred browser type in [www.superbhosting.com.au](http://www.superbhosting.com.au)
2. Upon entering our hosting website click on the Login tab



3. Next a screen will appear asking you to login. (login details in back of book)



4. Once login your account page will appear allowing you to manage your domain.

If you need any support with your domain please contact us on [support@superbwebsitesolutions.com.au](mailto:support@superbwebsitesolutions.com.au) ,  
or visit our support page <http://www.superbhosting.com.au/support.php>

THANKS

Thank you again for choosing Superb Website Solution and giving us the opportunity to design you website. Don't forget we are here for you, so if you need any help just give a call or send us a email.

I hope this booklet is helpful and the online support videos are helpful as well. But if you do need any support please contact support.

[support@superbwebsolutions.com.au](mailto:support@superbwebsolutions.com.au)

0402173297

Thanks Again

Nick Whiting

Director  
Superb Solutions Group  
[www.superbsolutionsgroup.com.au](http://www.superbsolutionsgroup.com.au)

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## Notes

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