



# Getting started with SitesPlus

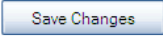



## 1. Choose a working style

- Look down the **menu** on the left hand side of your workspace
- Select **Style**
- Click the **thumbnails** to enlarge
- Click on **Select Style** and then  to **Preview**. Click **X** on Preview to close.
- Repeat until you decide on a working style.



## 2. Post your Business name & strap line

- Select **Business Details**
- Type in your **business name** as it will appear on the site
- Click  then  and return to edit as required
- If you have a **strapline**, type it into the box.
- **Save, Preview and Edit** as before.

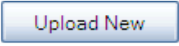


## 3. Home page – making a start

- Select **Home** from the left hand menu
- Type a **Greeting** in the box. **Save and Preview** as before.
- Now type a couple of sentences in the **Introductory paragraph**. *At this point, you could just say 'This site is under construction. Please return soon'.*
- **Save, Preview and Edit**



## 4. Post your logo A space is reserved on the site banner for your logo.

- Select **Logo**
- Check your logo is a jpg or gif file
- Click  to go to
- Click **Browse**
- Locate your image file and **double click on its name**
- Click **Upload File**
- Back in your workspace, give your logo a **description**. '*<your business name> logo*' is fine
- Decide whether you want to display your business name as well as your logo
- **Save and Preview**. *Logo takes too long to download? Looks squashed? See [Troubleshooting images](#)*



## 5. Contact us page

It's essential that even your earliest visitors know how to contact you. Select **Contact us** and type your contact details in the boxes provided



## 6. Write a news article

Bring your home page to life with a News article.

- Select **News**
- **Date** your article
- Give it a **short, snappy headline**
- Write your article in the text box provided.
- **Save and Preview**. *See your article on the News page and linked to the headline on the Home page.*



## Contact us

Call or email us if you have any problems when working with your site

[info@sitesplus.co.uk](mailto:info@sitesplus.co.uk)

0845 094 6108