

Rocketspark Page Editor User Guide

WELCOME TO ROCKETSPARK PAGE EDITOR

Rocketspark page editor is the tool you use whenever you want to add or update words and pictures on your website. It can be accessed by logging into your website dashboard.

Rocketspark page editor is very simple to use and you will probably find most features very self explanatory. However, just in case you get stuck we have prepared a detailed user guide for you.

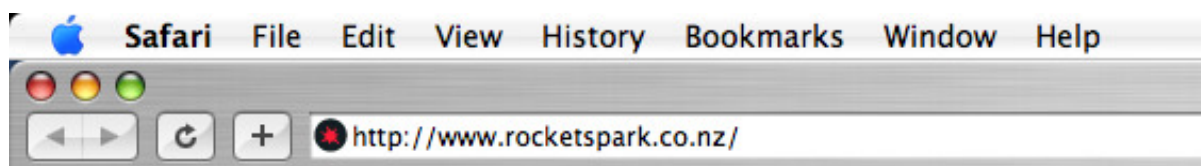
This guide provides step by step instructions for adding content to your site. You may find it helpful to print it before you start to add your own content.

LOG-IN TO ROCKETSPARK DASHBOARD

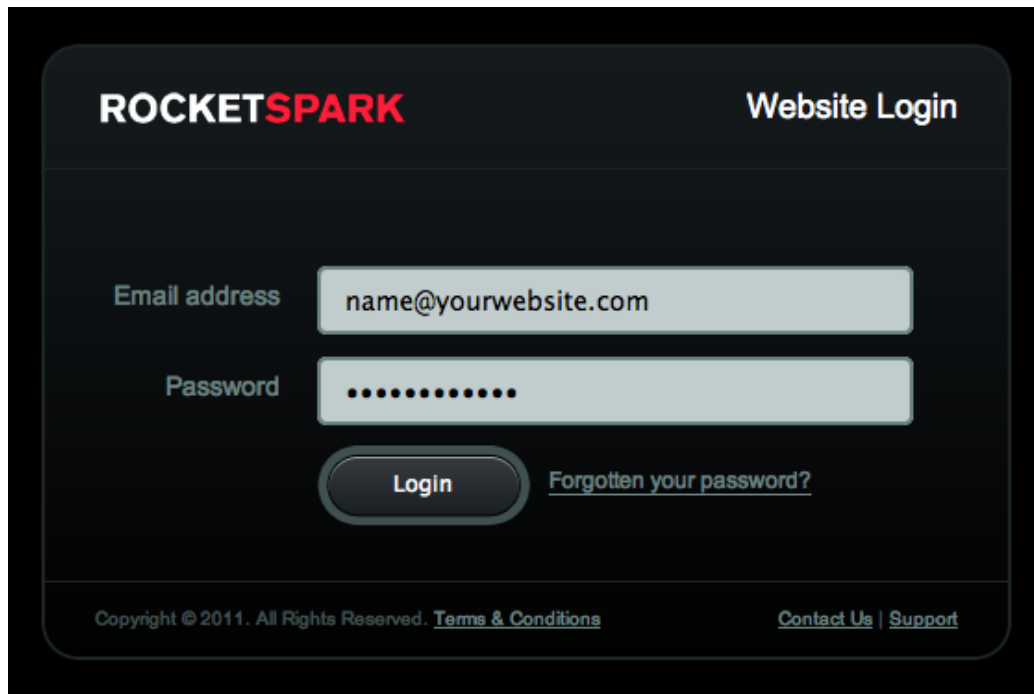
When you completed the Rocketspark registration process for the first time you will be sent an email with instructions for logging into Rocketspark dashboard.

To access Rocketspark dashboard for your website at any time in the future:

1. Go to your own website by typing in your website address



2. Complete your log-in details and click **Login** (If you have already made your website online click on the word **admin** at the bottom of your website to access your log-in page).



A FEW HELPFUL THINGS TO UNDERSTAND FIRST

Working with regions

Before starting to add content to your Rocketspark website it is important to understand that you add content into individual boxes we call regions. You create the regions yourself and the regions are automatically organised into columns of equal width. In the example web page below we have created 3 regions which are placed in 2 columns.

A screenshot of a text region editor. At the top, there are three icons: a pencil for 'EDIT', a red 'X' for 'REMOVE', and a circular arrow for 'CHANGE TYPE'. Below these is the text 'This is a text region' in red. Underneath is a paragraph: 'A text region is the place where you add words to your website. Working with text regions just like typing an email. We'll go into more detail later about working with text regions.' At the bottom left, there is a 'MOVE' button with a four-way arrow icon.

+ ADD REGION

A screenshot of another text region editor. It has the same top navigation icons: 'EDIT', 'REMOVE', and 'CHANGE TYPE'. The text reads 'This is another text region' in red, followed by 'This region is another text region that I have created. This region is in the second column of my website.' Below this is the text 'Below is an image region.' and a 'MOVE' button with a four-way arrow icon.

X REMOVE **C** CHANGE TYPE

CHOOSE AN IMAGE (jpg, jpeg, gif, png)

0%

CHOOSE

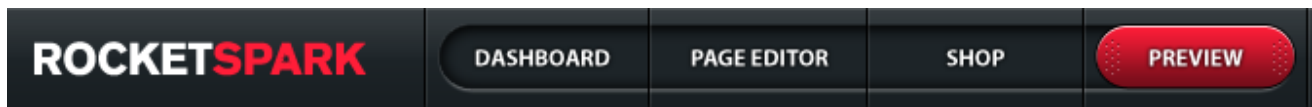
MAX file size of 5MB

The two main types of regions that you can create are: Text regions and Image regions. A text region is only used to enter text and an image region is only used to enter an image.


Each region has its own individual controls such as **EDIT**, **REMOVE** and **MOVE**.

Preview your site at any time while you build it

To see what your site will look like in real life click preview in the menu at the top. Once you have seen the preview, click page editor to continue editing.



Getting help

Throughout Rocketspark Admin you will see  buttons. Click on the **?** to get additional information on how to use a feature. You can also get access to other user guides like this one by clicking on the SUPPORT button at www.rocketspark.co.nz.

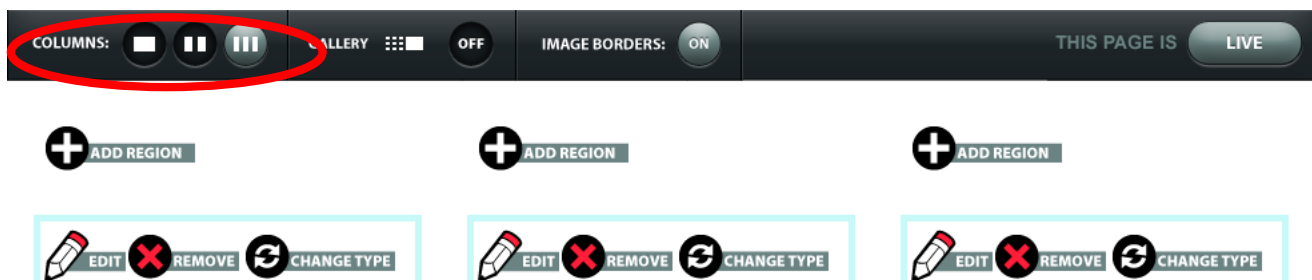
OK, LETS GET STARTED WITH ROCKETSPARK PAGE EDITOR

Below are step by step instructions for Rocketspark page editor that provide you with all you need to know to add or modify content on your website. Once you understand what to do you can use the features detailed below in any order that you wish.


1 - Select the number of columns you want for the page

You can change the number of columns by clicking on one of the page column buttons at the top of the page body area. Content that is already in your site will not be deleted if you add or remove a column. For example, if you change from 2 columns to 1 column the right side column will be hidden.

Note: If you have a vertical menu you can have up 2 columns and if you have a horizontal menu you may have up to 3 columns.




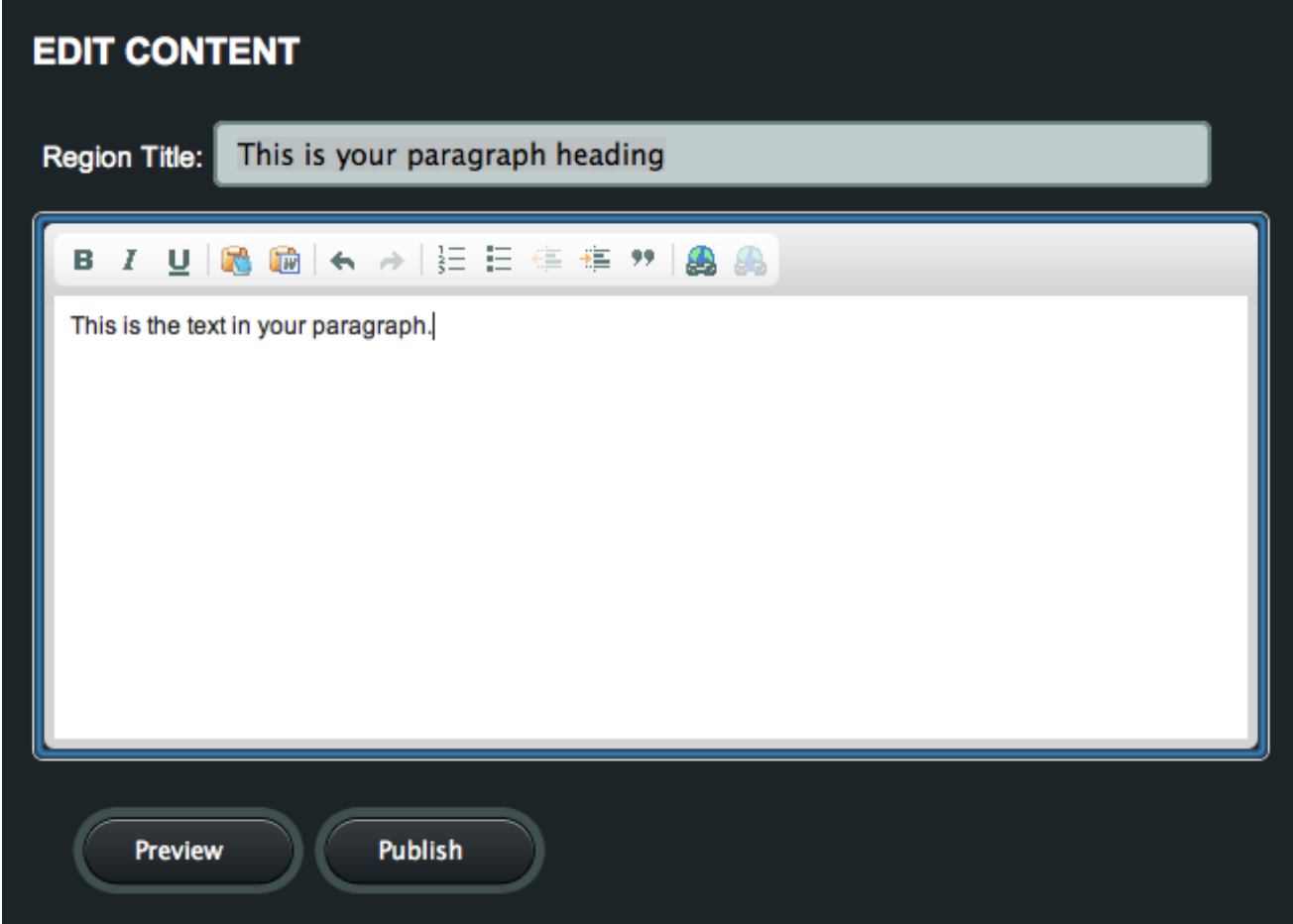
2 - Add your regions

To add a region click on  at the bottom of the column that you want to add a region to and select either Text or Image to create the region you need.



4 - Add your words

To add words into a text region click on  **EDIT** inside that text region. In the text editing tool you can create your paragraph headings and write your website text. In the text editor you can also add website links to other pages in your site or to other websites.



EDIT CONTENT

Region Title: This is your paragraph heading

This is the text in your paragraph.

Preview Publish

Now click **PUBLISH** to apply the changes to the page before you press the close button to exit the text editor.

Note: The tools available to you in the text editor are somewhat self explanatory but if you would like more detailed instructions for using the Rocketspark Admin text editor please check out our Text Editor User Guide in the User Guide menu on our support pages.

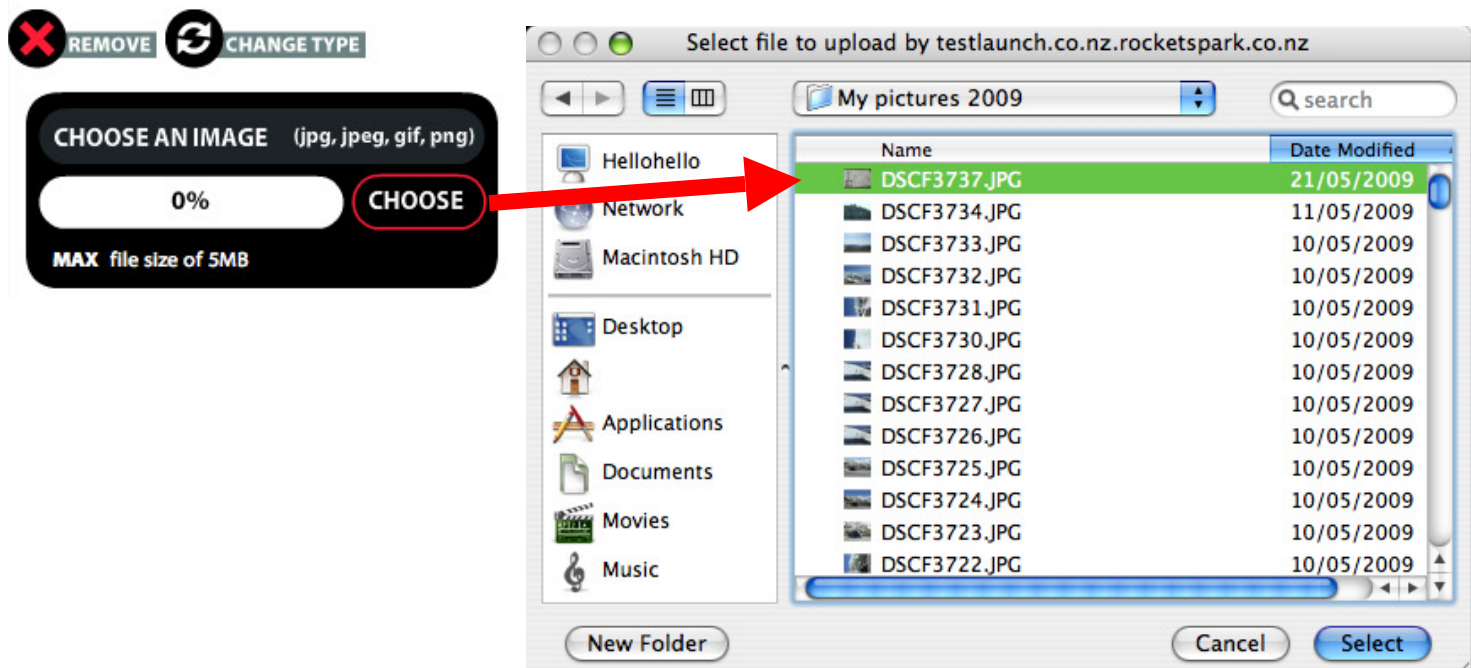
5 - Add images to your website

An image region is the region you use to add pictures or graphics. You can put one image in each image region you create. An image can be either a photo or any graphic that is of the type jpg, jpeg, gif or png.

Note: Your image file size must be under 5mb.

If your image or graphic is not one of the acceptable formats or is too large you can learn how to convert images to different formats in our Working with Images User Guide in the User Guide menu on our support pages.


To insert an image in an image region click on the **CHOOSE** button and then locate the image on your computer that you wish to insert.



6 - Remove any unwanted regions

When you log into Rocketspark Admin for the first time you will see that we have provided some sample content as an example for you that you will want to remove. You can remove a region by clicking on the **REMOVE** button in that region. The region will be permanently deleted.

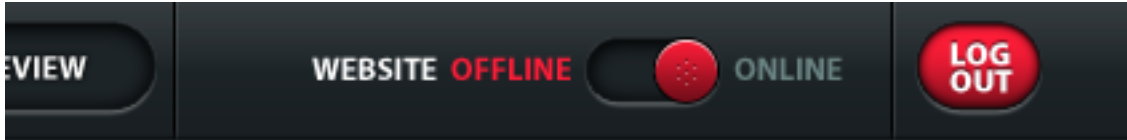
7 - Position your regions where you want them

It is easy to move regions around the page by clicking on the white arrows on the  **MOVE** button in that region. A grey arrow means that you cannot move the region in that direction because the region is already at the edge of where it can be moved in that direction. The **MOVE** button moves a region above or below another regions or to a different column but does not nudge a region in small increments.

Note: If you need to create more space between regions you can insert extra empty lines in a text region to increase the white space at the bottom of the region.

8 - Make your site on-line

Your site remains offline until you make it online. While your site is offline you must log-into to Rocketspark Admin to view your website. Once your site is ready for customers you can make your site online by logging into Rocketspark dashboard in the normal way and clicking on the online option at the top of the page.



9 – Add or hide pages

Your Rocketspark website can have up to 6 pages. If you did not create 6 pages when you designed your site you can always add extra pages at a later date.

To manage your pages, go to the “Manage pages” page in your dashboard. Here you can add pages, hide pages and rename pages. When you add a new page it is hidden by default so you can populate it with content and make it live when you have it completed. This means your customers don’t see half finished pages.

Manage your pages:

Page Name		Show/Hide Page	Order
Home	<input type="button" value="edit"/>	LIVE <input type="button" value="hide"/>	<input type="button" value="↕"/>
Regions	<input type="button" value="edit"/>	HIDDEN <input type="button" value="show"/>	<input type="button" value="↕"/>
Editing Text	<input type="button" value="edit"/>	HIDDEN <input type="button" value="show"/>	<input type="button" value="↕"/>
Making Links	<input type="button" value="edit"/>	HIDDEN <input type="button" value="show"/>	<input type="button" value="↕"/>
Gallery	<input type="button" value="edit"/>	LIVE <input type="button" value="hide"/>	<input type="button" value="↕"/>
Contact Us	<input type="button" value="edit"/>	LIVE <input type="button" value="hide"/>	<input type="button" value="↕"/>

You may wish to hide a page such as a special offers page that you only show on special occasions. Click **Hide Page** to hide a specific page.

To change the order of the pages in your website menu, you can reorder them by clicking and dragging the arrow button in the order column.