

Airchild Productions Website User Guide Version 1.1 2008

www.airchildproductions.com



Welcome to your user guide, this booklet will lead you through the basics of using your website that you have recently purchased. Technical support is on hand if at any time you require any assistance.

Please be aware that we utilise a 3rd party online website organisation registered as Mr Site TM, there may be occasions that Mr Site will carry out system updates which are out of our control, however we will keep all of our customers aware of service issues should they arise.

STEP ONE – Logging On to your website

USERNAME: airchildproductionscom

PASSWORD: WELINONNINON684793

Open your internet browser, in your address bar please enter (www.mrsite.co.uk/create), the landing page will look like the next example.

Mr SiteTM

Enter your Account ID and password

Account ID: (eg. yourwebsite.com) [What is my account ID?](#)

Password: (eg. SILVERSOFA01234) [What is my Password?](#)

[forgotten your details?](#)

[Continue >](#)

Welcome to Mr Site

“ Please enter your Account ID and Password to log into your Mr Site account. If you need help, you can click on the links next to the text fields above. ”

In the account ID box please enter your user name which is found above, in the password box please enter your password as you see above, this is case sensitive so this must be accurate. (Capital letters where needed or lower case letters)

STEP TWO – Getting to know your account menu

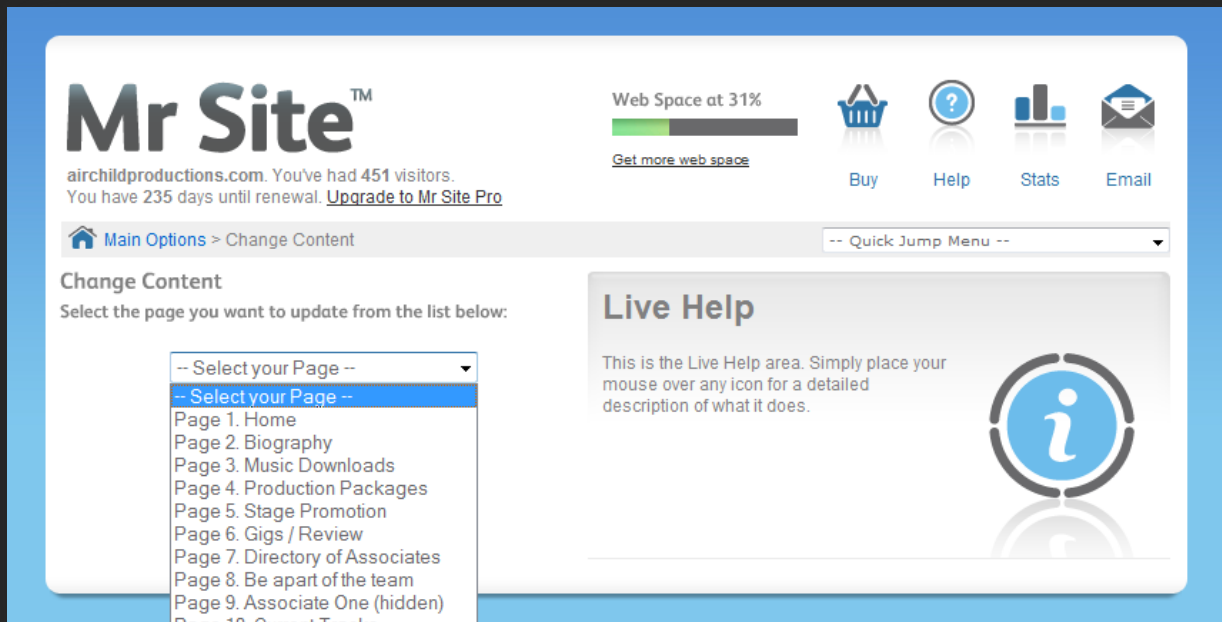
Once you have logged in successfully you will be presented with the following menu.



<p>A Dashboard</p>	<p>The DASHBOARD contains buttons that you will regularly use. Here you can find out how much of your web space you are using, 'buy' additional Mr Site extras, get 'help' see your website's 'statistics' and check your 'email'.</p>
<p>B Change Content</p>	<p>Change content will be re-visited during this user guide, this is the button that you will select when you wish to update any information on any of your pages that have already been published</p>
<p>C Extras</p>	<p>Extras will be re-visited during this user guide, here is where you will be able update your gallery, look at your mailing lists make any administrative additions to your website.</p>
<p>D Publish Changes</p>	<p>You will need to select this button every time you may wish to submit or apply a change to your website. This button needs to be selected before any changes will be made to your viewing public.</p>
<p>E Log Off</p>	<p>Log Off will need to be selected when you have finished using this system, this needs to be selected when you wish to leave.</p>

STEP THREE– Changing your website content

Once you have selected your “change content” button you will be forwarded to the following page where you can select the page you wish to edit from a drop down menu.



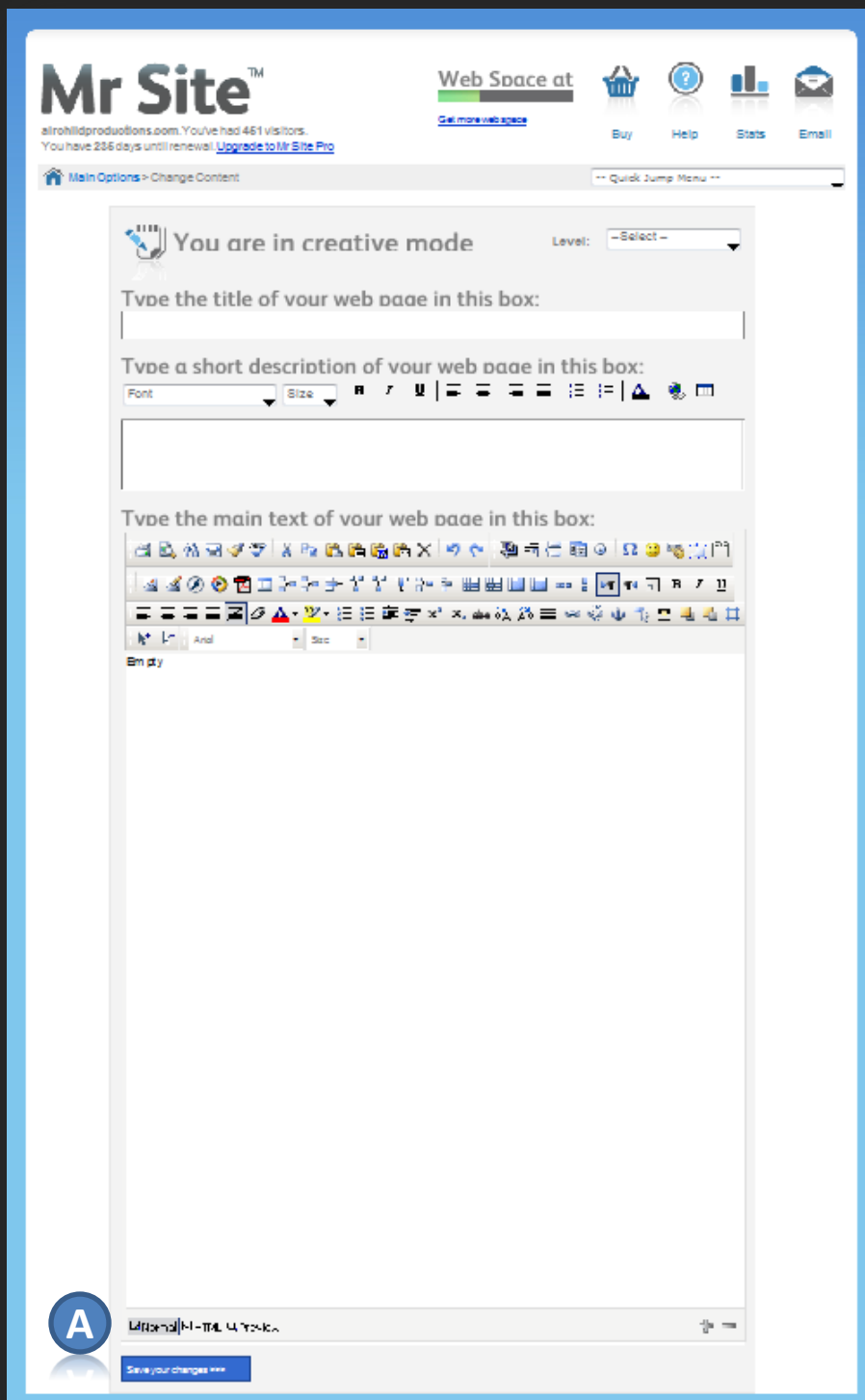
The page names have already been preset, as these are the content names on your website's content menu.

Select from the list the page you wish to edit and the page will load

“ please remember that page 1 is what is known as the ‘Home Page’. This will be the first page that visitors to your website will see “

STEP THREE– Changing your website content (edit screen)

Now you have selected the page you wish to edit, you will be led to the edit window.



Once you have decided upon the changes to your page you are editing you will need to select the 'save your changes' button which has been labelled button A.


Once you have saved your changes you will be presented with a screen which reads "congratulations, your changes have been saved" You will need to select the following button:



Remember - to commit these changes you will need to select the publish button on your main menu.

STEP FOUR – Publish Your Website

Now you have made your changes. It is time to check out your website. Return to the main menu and select “Publish Your Site” (Option 4).



Mr Site™
airchildproductions.com. You've had 452 visitors.
You have 235 days until renewal. [Upgrade to Mr Site Pro](#)

Publishing

✓ Created menu for page 26 in	0.15625 seconds
✓ Created widgets for page 26 in	0 seconds
✓ Wrote page 26 (Empty) in	0.40625 seconds
✓ Created menu for page 27 in	0.1875 seconds
✓ Created widgets for page 27 in	0 seconds
✓ Wrote page 27 (Empty) in	0.5625 seconds
✓ Created menu for page 28 in	0.203125 seconds
✓ Created widgets for page 28 in	0 seconds
✓ Wrote page 28 (Empty) in	0.46875 seconds
✓ Created menu for page 29 in	0.1875 seconds
✓ Created widgets for page 29 in	0 seconds
✓ Wrote page 29 (Empty) in	1.046875 seconds
✓ Made contact response form in	1.25 seconds
✓ Created style sheets in	0.28125 seconds
FINISHED! I built your site in	85.5 seconds

Click [here](#) to view your site

In a separate pop up window the publishing page will appear, this will load and finally display “Click here to view your site” Your website is now ready to view.

By clicking you will be taken to your website, where you will be able to view your website with any changes that you have made.

STEP FIVE – Adding to your Jukebox

Now we have gone through the basics we can look at how we can add to your current jukebox and adding more tracks to your website.

Click “Extras” on the main menu (this is letter C from page 2 of this guide)

The screenshot shows the Mr Site website dashboard. At the top left, the logo 'Mr Site™' is displayed. Below it, a welcome message states: 'Welcome. You've had 452 visitors. You have 235 days until renewal. Upgrade to Mr Site Pro'. To the right, there is a 'Web Space at 31%' indicator with a progress bar and a 'Get more web space' link. Further right are four icons: a shopping cart labeled 'Buy', a question mark labeled 'Help', a bar chart labeled 'Stats', and an envelope labeled 'Email'. Below the header, a breadcrumb trail shows 'Main Options > Extras' and a 'Quick Jump Menu' dropdown. The main content area features six numbered options with icons: 1. Add Features (music note icon), 2. Personalise (text 'A' icon), 3. Admin (wrench icon), 4. Earn Money (piggy bank icon), 5. Add Widgets (gears icon), and 6. Optimisation (bar chart icon). To the right of these options is a 'Live Help' section with a large information icon and text: 'This is the Live Help area. Simply place your mouse over any icon for a detailed description of what it does.' At the bottom left, a 'Tips and Tricks' section contains a quote: 'Welcome to the Extras Page. From here you can Add Features to your site, such as an online shop, photo gallery, message board, contact form and much much more. Click option 1 for these features. Or customise your site, by changing colours, adding logos and changing your site's wallpaper. Click option 2 for this. Click option 3 to perform admin on your site, such as deleting files, setting your site under construction, checking your shop transactions, plus much more.' To the right of the quote is a cartoon character in a suit.

This new menu looks very similar to the main menu, but from here you will later be able to access “add features & admin functions”.

For the moment we are looking at adding tracks to your existing jukebox click option 1 and this will then load “add features”

STEP FIVE – Adding to your Jukebox continued

The screenshot shows the 'Mr Site' website interface. At the top left is the logo 'Mr Site™' with a welcome message: 'Welcome. You've had 452 visitors. You have 235 days until renewal. Upgrade to Mr Site Pro'. To the right, there's a 'Web Space at 31%' indicator with a progress bar and a 'Get more web space' link. Further right are icons for 'Buy', 'Help', 'Stats', and 'Email'. Below the header is a navigation bar with 'Main Options > Extras > Add Features' and a 'Quick Jump Menu' dropdown. The main content area is a grid of 12 feature options, each with a letter and an icon: A (Shopping cart), B (Camera), C (Musical notes), D (Envelope), E (Person with speech bubble), F (Person with speech bubble and pencil), G (Lock), H (Server rack), I (Cloud with speech bubble), J (Lightbulb), and K (Forum icon). To the right of this grid is a 'Live Help' section with an information icon and text: 'This is the Live Help area. Simply place your mouse over any icon for a detailed description of what it does.' At the bottom left is a 'Tips and Tricks' box with a quote: 'From here you can add some great features to your website, such as an online shop, photo gallery, contact form plus much much more. Put your mouse over each icon to see a brief description of it appear in the 'Live Help' section on the right hand side.' and a cartoon character icon on the right.

Mr Site™

Welcome. You've had 452 visitors.
You have 235 days until renewal. Upgrade to Mr Site Pro

Web Space at 31%
Get more web space

Buy Help Stats Email

Main Options > Extras > Add Features -- Quick Jump Menu --

A Add/Edit a Shop

B Add/Edit a Gallery

C Add/Edit a Jukebox

D Add a Contact Form

E Add a Guest Book

F Edit a Guest Book

G Add/Edit Password

H Sub Menu

I Create a Blog

J Update a Blog

K Create a Forum

Live Help

This is the Live Help area. Simply place your mouse over any icon for a detailed description of what it does.

Tips and Tricks

“ From here you can add some great features to your website, such as an online shop, photo gallery, contact form plus much much more. Put your mouse over each icon to see a brief description of it appear in the 'Live Help' section on the right hand side. ”

This is the “add features” menu, to add extra music tracks to your website you will need to select letter C “Add/Edit a Jukebox”

STEP FIVE – Adding to your Jukebox continued

Now you have been directed to the “Add/Edit a Jukebox” page. If you are adding tracks to your current jukebox you will first need to select how many tracks you want to add. Your current jukebox is set in your “Current Tracks” page also known as page 10.



Mr SiteTM

Welcome. You've had 452 visitors.
You have 235 days until renewal. [Upgrade to Mr Site Pro](#)

Web Space at 31%
Get more web space

[Buy](#) [Help](#) [Stats](#) [Email](#)

[Main Options](#) > [Extras](#) > [Add Features](#) > Add/Update an MP3 Jukebox

-- Quick Jump Menu --

Add / Edit a Jukebox

To create an MP3 jukebox, please tell us how many songs you plan on having on your jukebox. If you are adding to an existing jukebox, simply tell us how many more songs you would like to add.

How many songs would you like to **ADD** to your jukebox?

On which page would you like your jukebox to appear?

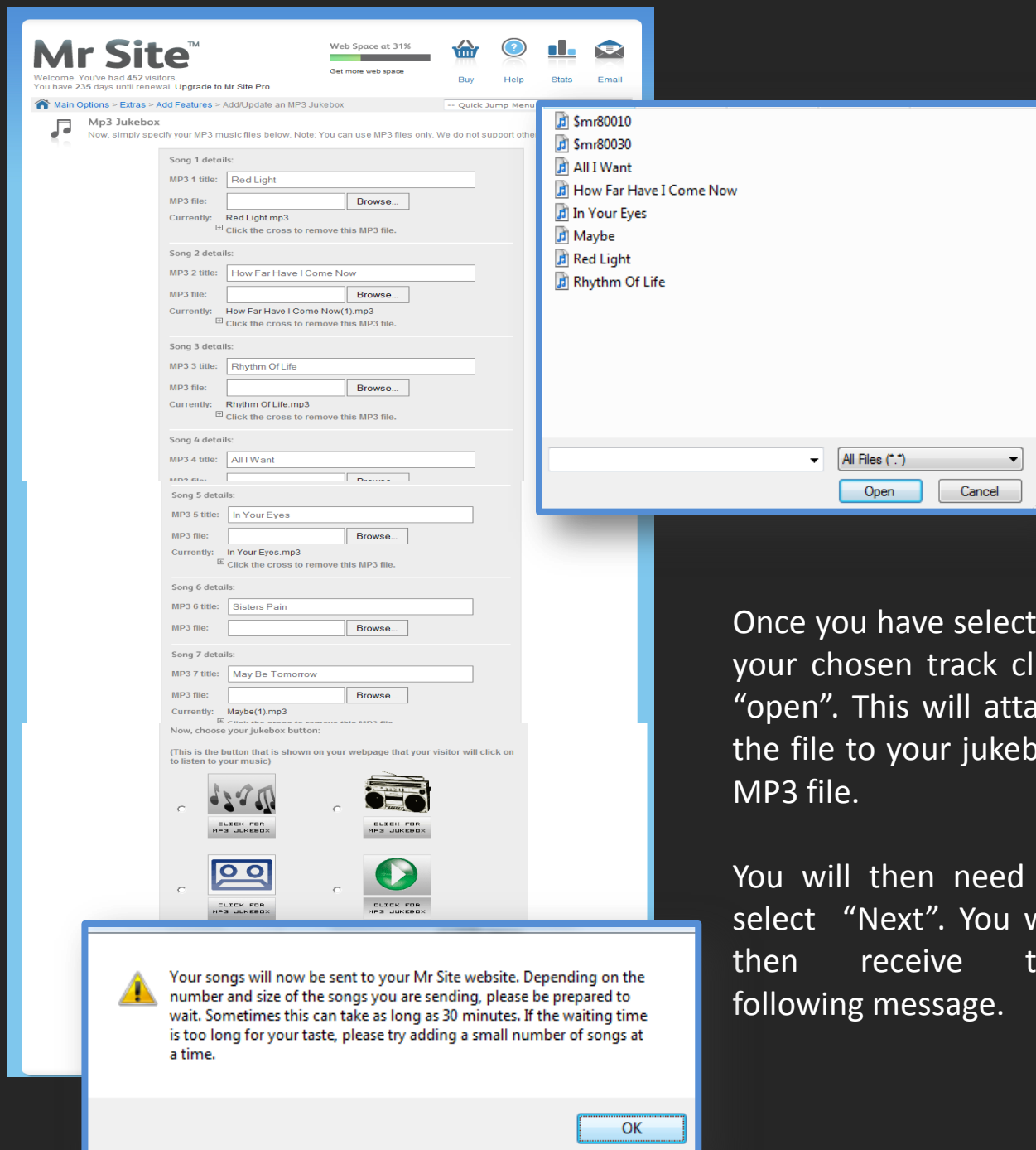
- Page 10 - `Current Tracks`
- Page 1 - `Home`
- Page 2 - `Biography`
- Page 3 - `Music Downloads`
- Page 4 - `Production Packages`
- Page 5 - `Stage Promotion`
- Page 6 - `Gigs / Review`
- Page 7 - `Directory of Associates`
- Page 8 - `Be apart of the team`
- Page 9 - `Associate One`
- Page 10 - `Current Tracks`
- Page 11 - `Advertising & Jingles`

If not already selected you will need to use the drop down menu to select Page 10, you will then be directed to your jukebox.

STEP FIVE – Adding to your Jukebox continued

Your jukebox page will look similar to this example, however, there are a selection of empty spaces for you to add new tracks.


From here you will need to enter your track title in the title field (for example MP3 8 title:) then select “Browse”



The screenshot shows the 'Mr Site' website's 'Mp3 Jukebox' management page. The page has a header with the 'Mr Site' logo, a 'Web Space at 31%' indicator, and navigation links for 'Buy', 'Help', 'Stats', and 'Email'. The main content area is titled 'Mp3 Jukebox' and contains a list of seven song entries. Each entry has a title field, an MP3 file field with a 'Browse...' button, and a 'Currently:' field showing the uploaded filename. The songs listed are: 'Red Light', 'How Far Have I Come Now', 'Rhythm Of Life', 'All I Want', 'In Your Eyes', 'Sisters Pain', and 'May Be Tomorrow'. Below the list are four buttons labeled 'CLICK FOR MP3 JUKEBOX' with different icons. A file selection dialog box is overlaid on the right side of the page, showing a list of files: 'Smr80010', 'Smr80030', 'All I Want', 'How Far Have I Come Now', 'In Your Eyes', 'Maybe', 'Red Light', and 'Rhythm Of Life'. The dialog box has a file type dropdown set to 'All Files (*.*)' and 'Open' and 'Cancel' buttons.

Once you have selected your chosen track click “open”. This will attach the file to your jukebox MP3 file.

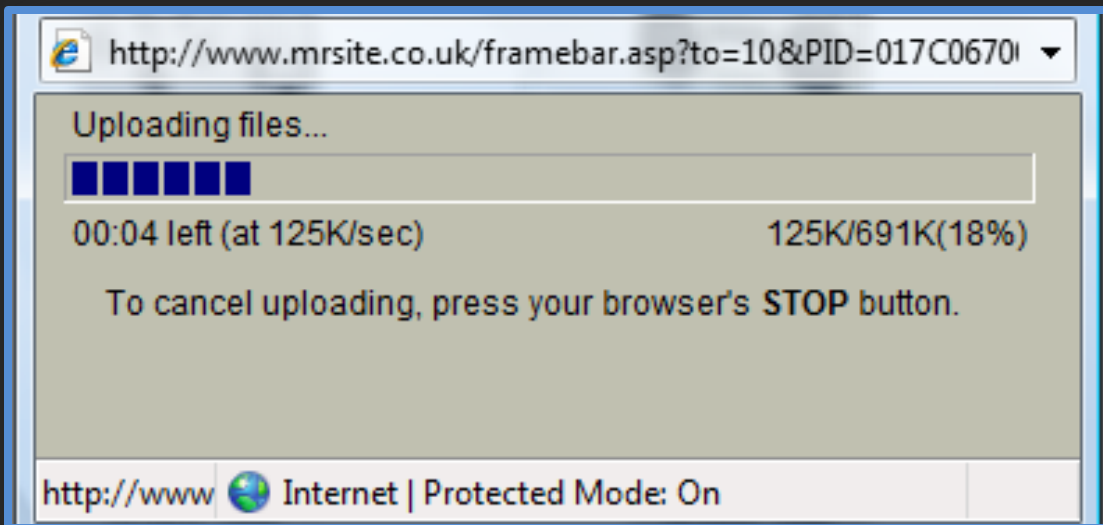
You will then need to select “Next”. You will then receive the following message.

 Your songs will now be sent to your Mr Site website. Depending on the number and size of the songs you are sending, please be prepared to wait. Sometimes this can take as long as 30 minutes. If the waiting time is too long for your taste, please try adding a small number of songs at a time.

OK

STEP FIVE – Adding to your Jukebox continued

Once you click “OK” to the warning message from the previous page the uploading window will appear.



Once this has completed you will be redirected back to the “add features menu”

“Please remember before your changes are applied to your website you will need to return to the main menu to select “Publish Site”

STEP SIX – Adding extra pictures

To add extra pictures to your website you will need to return to the “add features” menu.

The screenshot shows the Mr Site website control panel. At the top left is the Mr Site logo and a welcome message: "Welcome. You've had 452 visitors. You have 235 days until renewal. Upgrade to Mr Site Pro". To the right, there's a "Web Space at 31%" indicator with a progress bar and a "Get more web space" link. Further right are icons for "Buy", "Help", "Stats", and "Email". Below the header is a breadcrumb trail: "Main Options > Extras > Add Features" and a "Quick Jump Menu" dropdown. The main area contains a grid of 11 feature options, each with a letter and an icon: A (Shopping cart) - Add/Edit a Shop; B (Camera) - Add/Edit a Gallery; C (Musical notes) - Add/Edit a Jukebox; D (Envelope) - Add a Contact Form; E (Person with speech bubble) - Add a Guest Book; F (Person with speech bubble) - Edit a Guest Book; G (Lock) - Add/Edit Password; H (Server rack) - Sub Menus; I (Cloud) - Create a Blog; J (Globe) - Update a Blog; K (Forum icon) - Create a Forum. On the right side of the main area is a "Live Help" section with a large information icon and text: "This is the Live Help area. Simply place your mouse over any icon for a detailed description of what it does." At the bottom left is a "Tips and Tricks" section with a quote: "From here you can add some great features to your website, such as an online shop, photo gallery, contact form plus much much more. Put your mouse over each icon to see a brief description of it appear in the 'Live Help' section on the right hand side." To the right of the quote is a cartoon character of a man in a suit.

Select Option “B” and this will then load “Add/Edit a Gallery”

STEP SIX – Adding extra pictures

Now you have been directed to the “Add/Edit a Gallery” page. If you are adding pictures to your current galleries you will first need to select how many images you want to add.

Mr SiteTM

Welcome. You've had 452 visitors.
You have 235 days until renewal. [Upgrade to Mr Site Pro](#)

Web Space at 32%
Get more web space

Buy Help Stats Email

[Main Options](#) > [Extras](#) > [Add Features](#) > Add/Edit a Gallery

Add / Edit a Photo Gallery

Please tell Mr Site how many pictures you would like in your gallery. If you are adding to an existing gallery, simply select the existing gallery page from the list below, then tell Mr Site how many more pictures you would like to add.

How many pictures would you like to **ADD** to your gallery?

Between which page would you like your gallery to be inserted?

(To add images to an existing gallery, simply select the existing gallery page from the list below)

- Page 16 - `Airchild Studio`
- Page 2 - `Biography`
- Page 3 - `Music Downloads`
- Page 4 - `Production Packages`
- Page 5 - `Stage Promotion`
- Page 6 - `Gigs / Review`
- Page 7 - `Directory of Associates`
- Page 8 - `Be apart of the team`
- Page 9 - `Associate One`
- Page 10 - `Current Tracks`
- Page 11 - `Advertising & Jingles`
- Page 12 - `TV, Film Themes`
- Page 13 - `Air 1`
- Page 14 - `Air 2`
- Page 15 - `Air 3`
- Page 16 - `Airchild Studio`
- Page 17 - `Membership Form`

Your current Galleries have been preset they are:

- Lounge Gallery
- Stage Promotion
- Airchild Studio

You will need to select one of the galleries you want to amend or edit, the gallery will then load.

STEP SIX – Adding extra pictures

Gallery settings have already been set up, all you need to do is add or delete the images that you want to update your gallery with.

Mr Site™

Web Space at 32%

Get more web space

 Buy
 Help
 Stats
 Email

Welcome. You've had 452 visitors.
You have 235 days until renewal. Upgrade to Mr Site Pro

Home [Main Options](#) > [Extras](#) > [Add Features](#) > [Add/Edit a Gallery](#)
-- Quick Jump Menu --

Now, simply specify your images below:

Picture 1 details:

Picture 1 title:

Picture 1 description:

Font Size **B** *I* U |  |  |  |  |  |  |  |  |  |  | 

dioplaceholder(1).jpg

Add watermark? (a watermark will be embedded onto your image)

Picture:

Click the cross to remove this picture.

Please now specify your preferences for the border that will appear around your images:

Border Style	Border Thickness	Border Colour	Example
<input type="text" value="Please select."/>	<input type="text" value="Thinnest"/>	<input type="text" value="white"/>	

What size would you like your thumbnails to be?

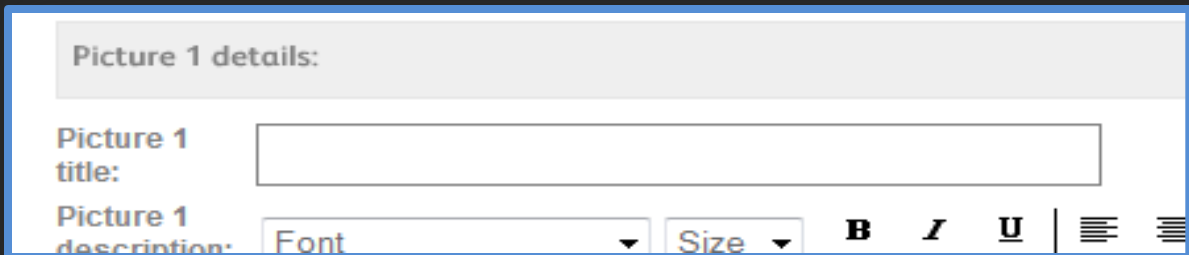
If you would like to display this gallery as a slideshow, please tick this box. A slideshow will present your images as a moving presentation so that people can view your gallery as if watching a movie. You can change this option at any time.

Alternatively, check this option to create an animated 'Flash' slideshow. Because this slideshow uses 'Flash' technology, it is more feature rich, however only your picture's title will be shown (Note: only JPEG pictures work with this feature).

(Note: To de-select either option, double click on it)

STEP SIX – Adding extra pictures

First you will need to enter the name you wish to call your image, enter this into Picture 1 Title.

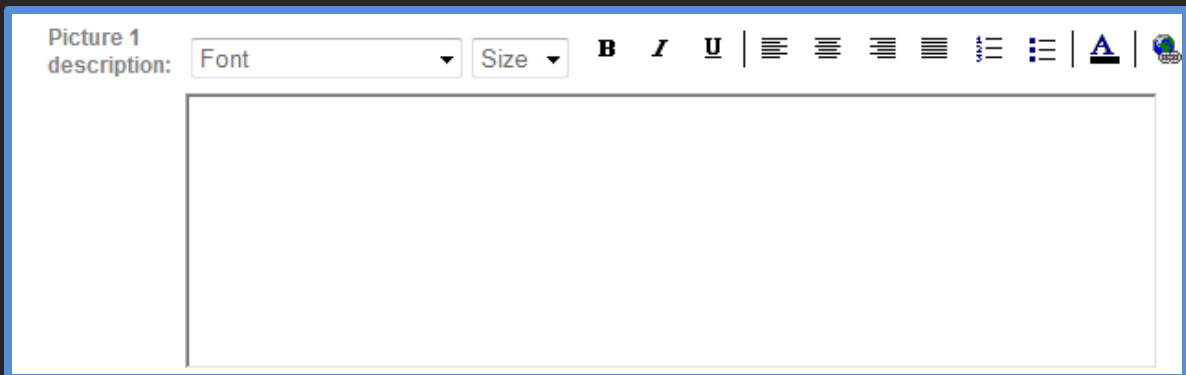


Picture 1 details:

Picture 1 title:

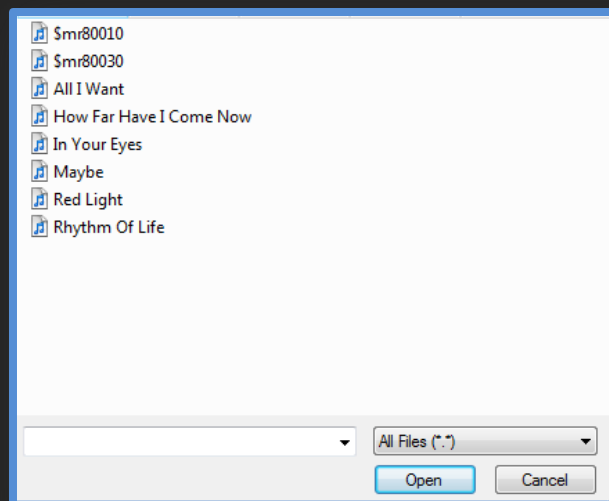
Picture 1 description: Font Size **B** *I* U |

Then enter the picture description here



Picture 1 description: Font Size **B** *I* U |

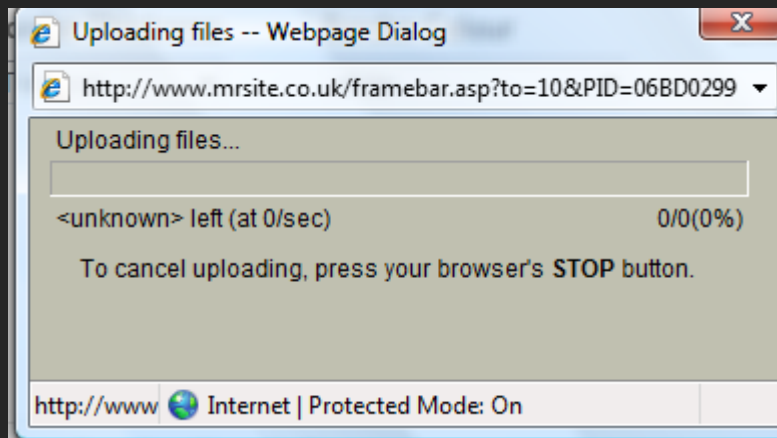
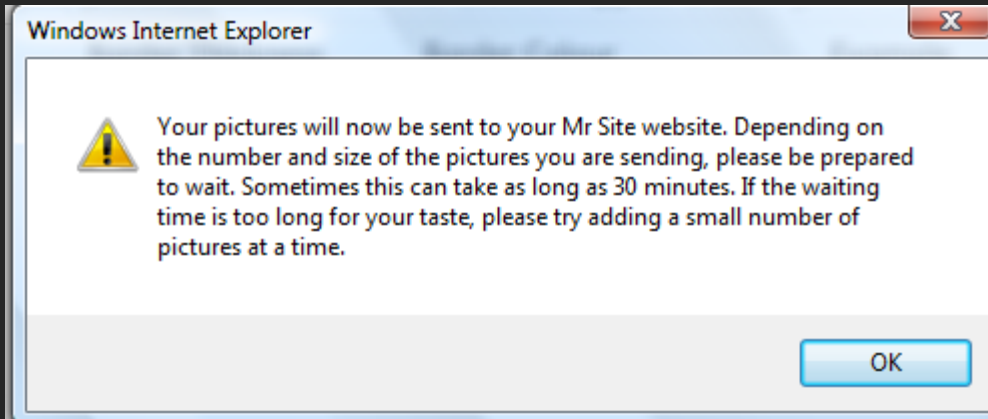
Once you have entered the description you can click “browse”



Once “browse” has been selected this window will appear for you to select your image, that you want to upload.

STEP SIX – Adding extra pictures

Once you click “OK” to the warning message from the previous page the uploading window will appear.

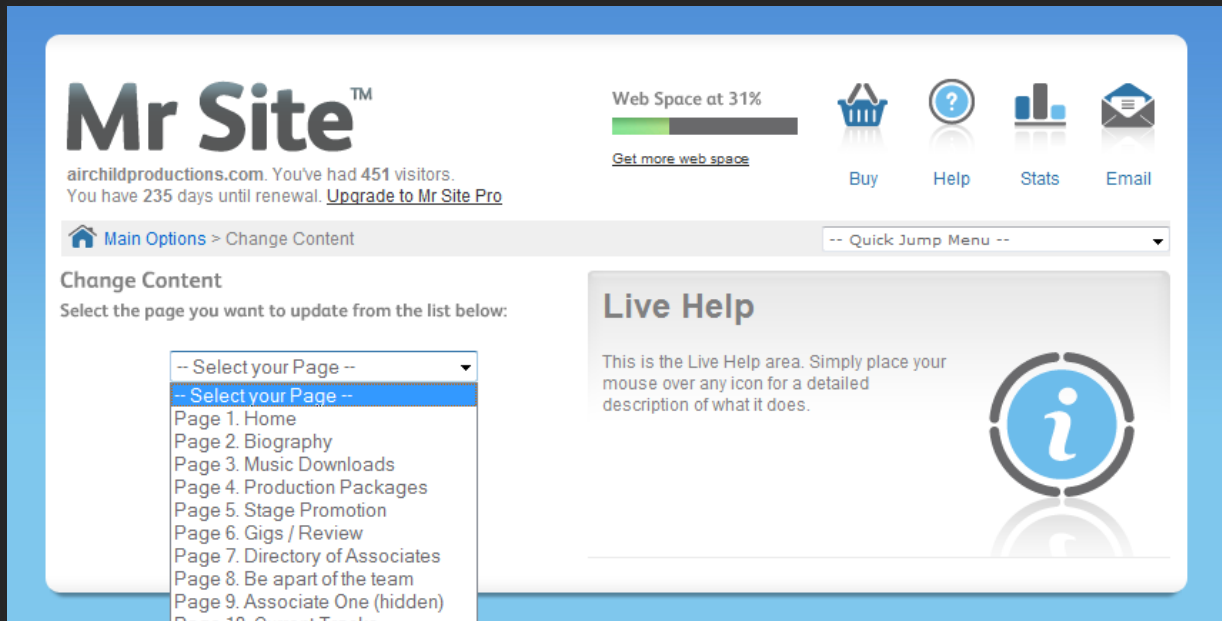


Once this has completed you will be redirected back to the “add features menu”

“Please remember before your changes are applied to your website you will need to return to the main menu to select “Publish Site”

STEP SEVEN – Adding additional links to your LINKS PAGE

As is STEP THREE, you will need to select “Change Content” Option in the main menu.

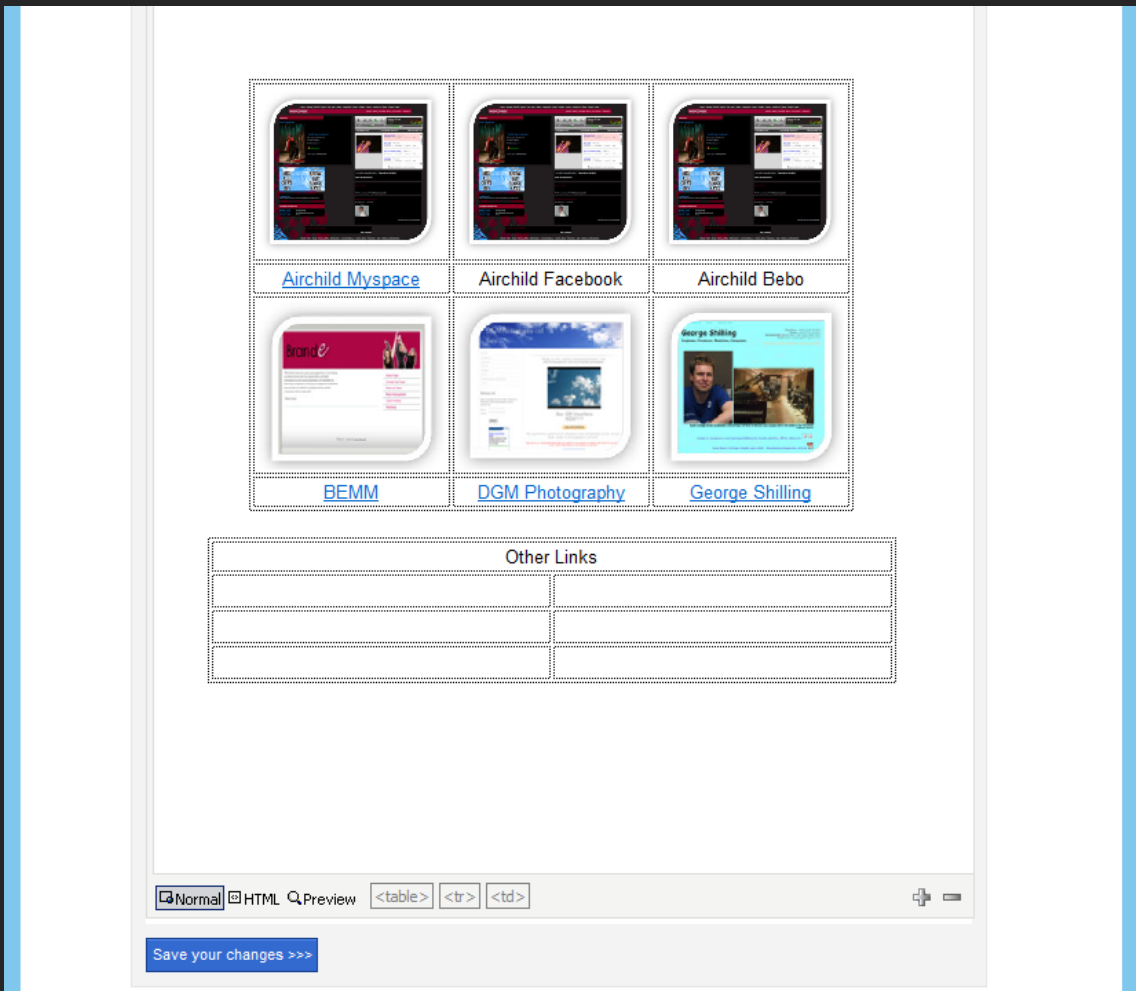


Select from the drop down menu “Page 21 – Links” and you will be re-directed to the Links Page.

Here you will be able to add new links to this page. Your links page has already been set up to support extra links, the standard links for your website are picture blocks, however under the pictures there is a separate table ready for new and extra links.

STEP SEVEN – Adding additional links to your LINKS PAGE

To add new links to your website, type the name of the site in which you want to add, in a free text box under “Other Links”



The screenshot displays a web editor interface. At the top, there is a 2x3 grid of existing links, each with a thumbnail image and a text label below it:

- Airchild Myspace
- Airchild Facebook
- Airchild Bebo
- BEMM
- DGM Photography
- George Shilling

Below this grid is a section titled "Other Links" which contains a table with three empty rows and two columns, intended for adding new links. At the bottom of the editor, there is a toolbar with options for "Normal", "HTML", and "Preview", along with buttons for adding and removing table elements (<table>, <tr>, <td>). A "Save your changes >>>" button is located at the bottom left of the editor area.

Once you have added the new text highlight this by selecting the text with your mouse cursor.

STEP SEVEN – Adding additional links to your LINKS PAGE

Now your text is ready for you to attach a “hyper link” to do this you will need to click the button “Insert Hyperlink”

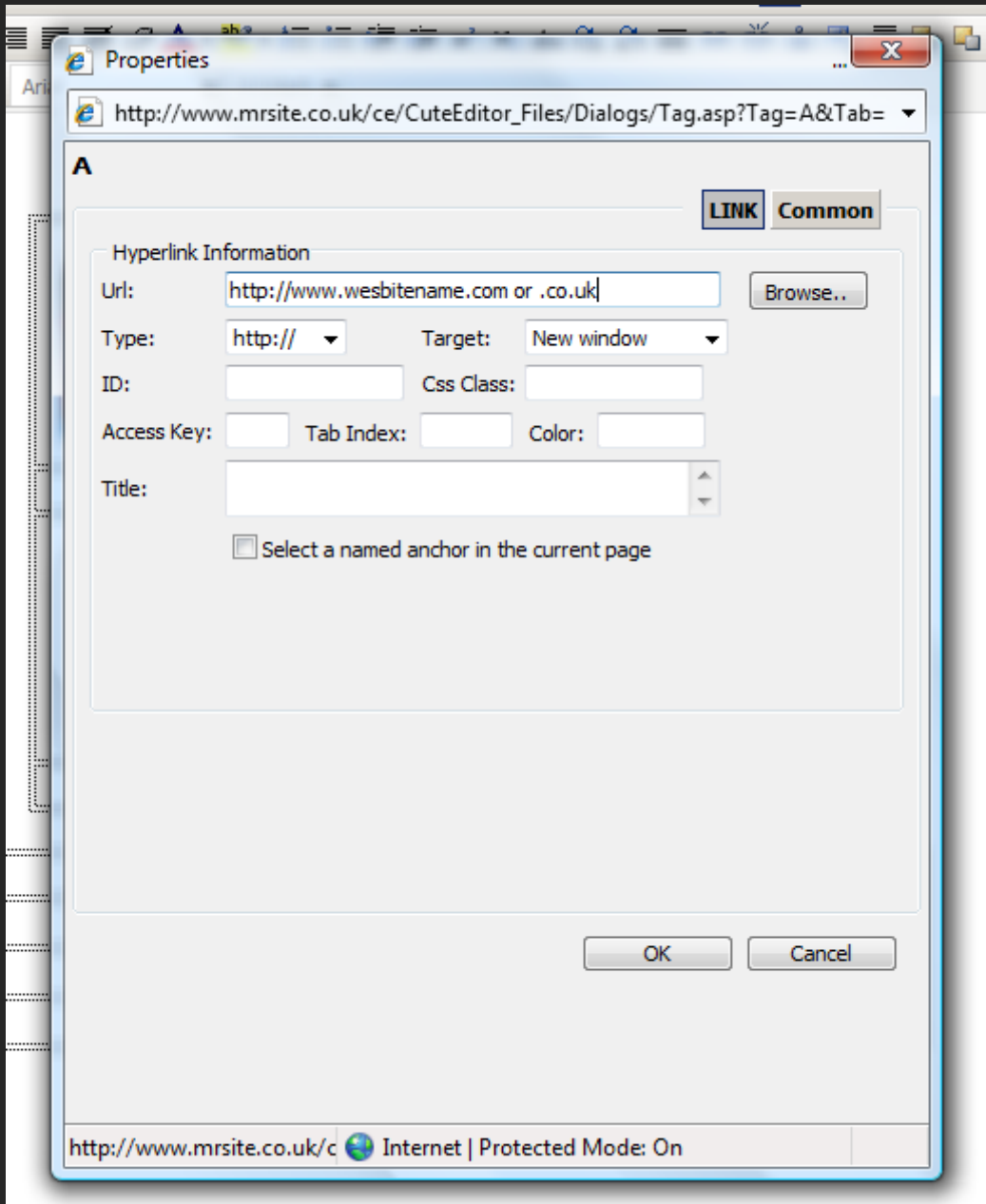
The screenshot shows the Mr Site website editor interface. At the top, the logo 'Mr Site™' is displayed. To the right, there is a 'Web Space at 32%' indicator with a progress bar and a link to 'Get more web space'. Below the logo, it says 'airchildproductions.com. You've had 457 visitors. You have 234 days until renewal. [Upgrade to Mr Site Pro](#)'. There are icons for 'Buy', 'Help', 'Stats', and 'Email'. A navigation bar shows 'Main Options > Change Content' and a 'Quick Jump Menu'. The main editing area is titled 'You are in creative mode' with a 'Level: -- Select --' dropdown. It has three text input fields: 'Type the title of your web page in this box:' (containing 'Links'), 'Type a short description of your web page in this box:' (containing 'Links'), and 'Type the main text of your web page in this box:' (containing 'Links'). The main text area has a rich text editor toolbar with various icons and a button labeled 'Insert Hyperlink'.



Insert Hyperlink

STEP SEVEN – Adding additional links to your LINKS PAGE

The properties box will now appear, there are a couple of things that you will now need to do before your text is converted to a “hyperlink”



YOU MUST make sure that the Type is changed to http://
YOU MUST make sure that the Target is changed to New Window

Once this is done enter the website address (for example www.websitename.co.uk) in the Url: box, once this has been completed click “OK”

STEP SEVEN – Adding additional links to your LINKS PAGE

The text will now have been converted to a “hyperlink” and will look similar to this – [Google](#)

Now you will need to click “Save your changes” this end process is the same as the process found in STEP THREE

“Please remember before your changes are applied to your website you will need to return to the main menu to select “Publish Site”

www.airchildproductions.com - EMAIL SYSTEM

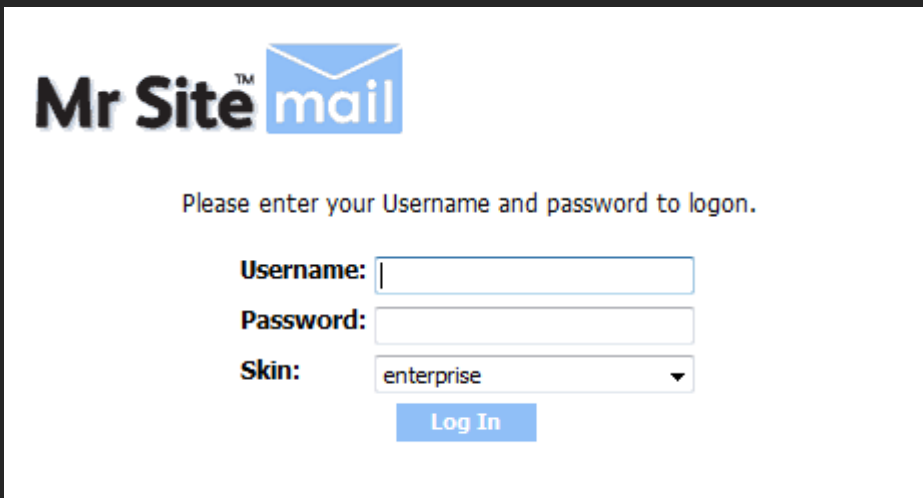
The following information will guide you through your online webmail system.

YOU CAN access your email the following two ways

<http://mail.airchildproductions.com>

Or

Click “Site Admin” on your content menu on your website.



Mr Site™ mail

Please enter your Username and password to logon.

Username:

Password:

Skin:

Log In

You will need to enter the following information to log in to your webmail

Username : mail@airchildproductions.com

Password: WELINONNINON684793

Once you have entered these details click “Log In” your email system is similar to other webmail facilities, for example, hotmail. The facility works in a very similar way.