

# Site Modules > Page Builder

Click "View Website" to open the Site in a new Window.

Access Page Builder from the Site Modules navigation link

Site Modules are the basic building blocks for your website. They consist of individual programs that will help you update your calendars, news events and even help you build new web pages and integrate them into your websites navigation.

If you need assistance with any of the items on this page, feel free to contact Alarius Admin support at: [support@alarius.net](mailto:support@alarius.net)

- Access the Page Builder module through the Site Modules top navigation link.

# View Website: Company – About Us

The screenshot shows the 'About Us' page of the SourceOne Network website. The layout is structured as follows:

- Header:** Contains the SourceOne Network logo and navigation links for 'Contact Us', 'Careers', and a search bar with a 'Go' button.
- Main Navigation:** A horizontal menu with tabs for 'Company', 'Solutions', 'Resources', 'Divisions', and 'Support'. The 'Company' tab is currently selected.
- Secondary Navigation:** A sub-menu under 'Company' with links for 'About Us', 'Why Sourceone', 'News & Press', 'Contact Us', and 'Careers'. The 'About Us' link is active.
- Left Sidebar Area:** A vertical column on the left side of the main content area.
- Right Sidebar Area:** A vertical column on the right side of the main content area, featuring a photo of a person holding a dog and a 'Learn More' link.
- Footer navigation:** A horizontal bar at the bottom containing links for 'Home', 'Company', 'Solutions', 'Resources', 'Divisions', 'Support', 'Shopping Cart', 'Privacy Statement', and 'Security Statement'.
- Footer:** Copyright information: '© Copyright 2004-2005 SourceOne Network Total Business Management (TBM). All Rights Reserved. Various trademarks held by their respective owners.' and a note 'Powered by Alarius'.

- The Site layout, or template, brackets the content area with header, footer and ride-sidebar areas. Not all Sites use the same layout but most all Sites have at least a header and footer.
- Only the content area is managed via the WebDirect Page Builder module.

# Page Builder Landing Page

The screenshot shows the Page Builder module interface. At the top, there are navigation tabs for 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. The main area is titled 'Page Builder' and contains a 'Content Pages:' section with a drop-down list and an 'Edit Content' button. The drop-down list shows a hierarchy of pages: 'Company', 'Company - About Us', 'Company - Careers', 'Company - Contact Us', 'Company - Events', 'Company - News & Press', 'Company - Privacy Statement', 'Company - Security Statement', 'Company - Site Map', 'Company - Why SourceOne', and 'Divisions - Bookkeeping & Accounting'. The 'Company' page is selected. On the left, there is a sidebar with various modules: 'Calendar', 'Page Builder', 'Instance Manager', 'Add Content', 'Edit Content', 'Resources', 'Shopping Cart', and 'Web Mailer'. Several callouts provide instructions: 'While in the Page Builder module, sub-navigation links to Page Builder functions will be listed for the Module.' points to the sidebar. 'Site pages created using Page Builder are listed alphabetically, with main page name preceding secondary page names.' points to the drop-down list. 'Select a page and click Edit Content to open the page for editing.' points to the 'Edit Content' button. 'Pages may be deleted when opened for editing' points to the 'Edit Content' button. 'Instance Manager: Change font and appearance styles for the Page Builder module.' points to the 'Instance Manager' link. 'Add Content: Create a new page using Page Builder.' points to the 'Add Content' link. 'Edit Content: Return to this landing page to select a page for editing.' points to the 'Edit Content' link.

While in the Page Builder module, sub-navigation links to Page Builder functions will be listed for the Module.

Site pages created using Page Builder are listed alphabetically, with main page name preceding secondary page names.

Select a page and click Edit Content to open the page for editing.

Pages may be deleted when opened for editing

**Instance Manager:** Change font and appearance styles for the Page Builder module.

**Add Content:** Create a new page using Page Builder.

**Edit Content:** Return to this landing page to select a page for editing.

- Sub-navigation links for Page Builder
  - Instance Manager
  - Add Content
  - Edit Content
- Existing pages are listed alphabetically in the drop-down list.
  - Page names are structured as “Main Page Name” space hyphen space “Secondary Page Name”
    - Example: “Company” is the top-level Page. “About Us” is the Secondary page. The title for the About Us page would be structured as “Company – About Us”
- Select a page from the drop-down list and click Edit Content to edit an existing page.
  - Pages may be deleted when opened for editing.
    - Deleted pages cannot be recovered.

# Add A New Content Page

News Site Preferences Site Modules View WebSite

Calendar Page Builder

FormBuilder Add Content

JobBank

Login Page Title: Compan - About Us

News Use as HomePage:

Page Builder Content:

Instance Manager Add Content Edit Content

Resources

Shop

der

SourceOne Network is an administrative and business management services company dedicated to delivering fully integrated innovative solutions to small business.

SourceOne is empowering its customers through the fusion of services and technology to help them become higher performing businesses and organizations. With deep industry and business process expertise, broad resources and a proven track record, SourceOne assembles the optimal mix of products and services delivered through its leading-edge technologies platform to help its clients build efficiency, streamline operations and accelerate their progress down the path towards growth and success.

SourceOne Network is dedicated to providing its customers with competitive advantage, as an Integrated Business Solutions provider we are focused on improving business processes; aligning our customers' business and IT strategies; and deploying and supporting solutions that relieve administrative burdens and accelerate business results. No other Business Solutions provider offers more comprehensive solutions and services.

**SourceOne's Vision**

Our vision is to create the ultimate business management platform that will help our customers extract the maximum value from people and resources, manage information and service provision at the lowest total cost, at every point in the business process management lifecycle.

Path:

Add Page

Enter a Page Title.

If the new page is part of a larger section, it is considered a secondary page and must use the following page name structure for the Page Title: Main Page Name – Secondary Page Name.

Page Content may be created using Microsoft Word and pasted into the Page Builder Content area without losing formatting.

Page Content may be created in the Content area using the Editor toolbar functions, or Refer to "Editor Toolbar.PPT" for toolbar features.

Click "Add Page" to save the new content page.

- A page will not be visible on the Website until a link is created on a page or in the Navigation to the new page.
- Refer to "Editor Toolbar.PPT" for specific toolbar features.

# Edit a Content Page

News Site Preferences Site Modules View WebSite

Calendar Page Builder

FormBuilder Edit Content

JobBank

Login Page Title: Company - About Us

News Use as HomePage:

Page Builder Content:

Instance Manager Add Content Edit Content

Resources

Shopping Cart

Web Mailer

SourceOne Network is an administrative and business management services company dedicated to delivering fully integrated innovative solutions to small business.

SourceOne is empowering its customers through the fusion of services and technology to help them become higher performing businesses and organizations. With deep industry and business process expertise, broad resources and a proven track record, SourceOne assembles the optimal mix of products and services delivered through its leading-edge technologies platform to help its clients build efficiency, streamline operations and accelerate their progress down the path towards growth and success.

**"SourceOne is empowering its customers through the fusion of services and technology"**

SourceOne Network is dedicated to providing its customers with competitive advantage, as an Integrated Business Solutions provider we are focused on improving business processes; aligning our customers' business and IT strategies; and deploying and supporting solutions that relieve administrative burdens and accelerate business results. No other Business Solutions provider offers more comprehensive solutions and services.

**"SourceOne Network is dedicated to providing its customers with competitive advantage."**

SourceOne's Vision

Our vision is to create the ultimate business management platform that will help our customers extract the maximum value from people and resources, manage information and service provision at the lowest total cost, at every point in the business process management lifecycle.

Path:

Update Content

Delete Content

Click "Update Content" to save changes.

Update Content

Delete Content

Deleted content pages cannot be recovered.

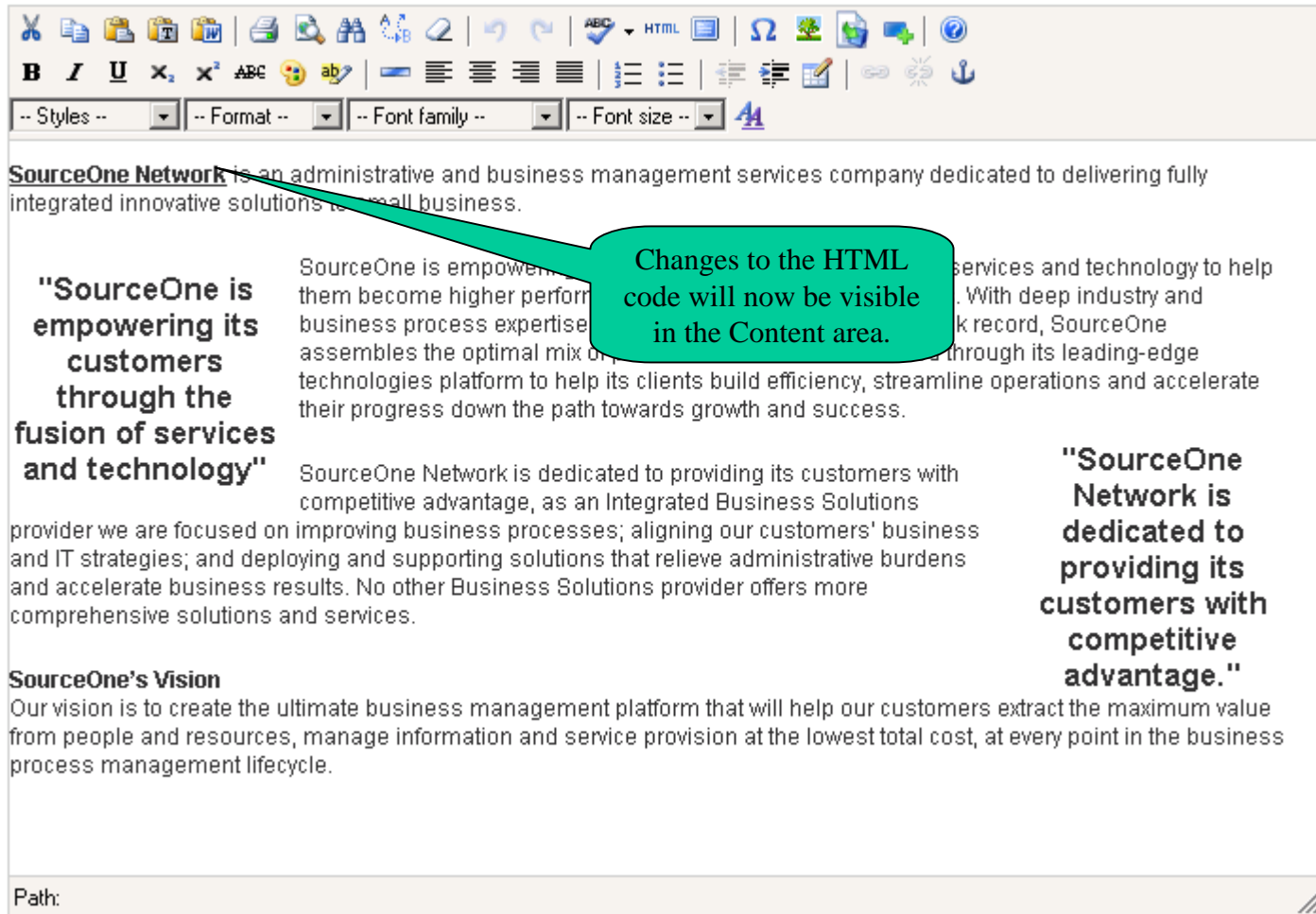
Click "Delete Content" to delete the entire Content page.

Perform changes to content by removing and replacing text, images and links.

Refer to "Editor Toolbar.PPT" for toolbar features.

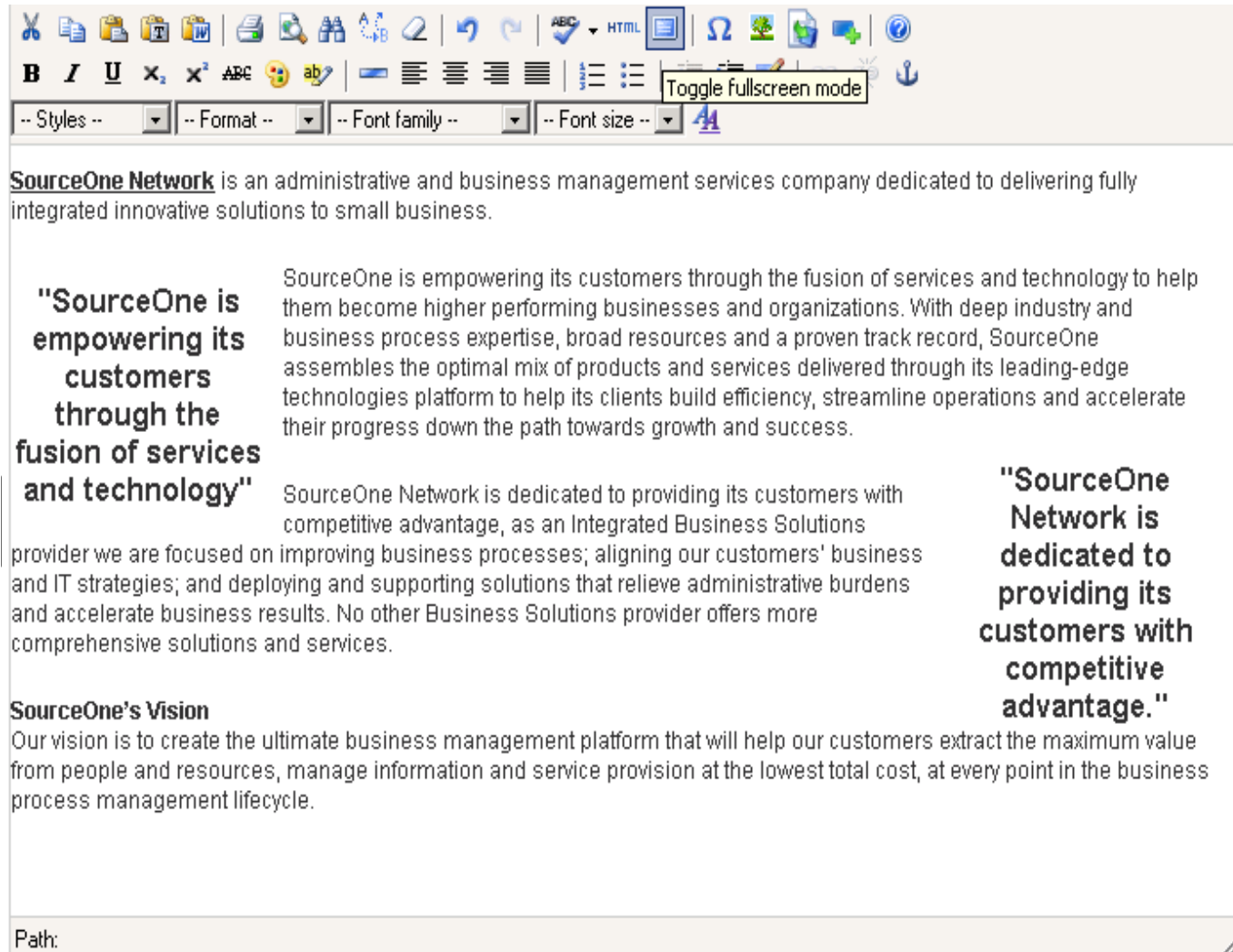
- Refer to "Editor Toolbar.PPT" for specific toolbar features.
- Edit text, links and images in the content area.
- Click "Update Content" to save changes.
- Click "Delete Content" to delete the entire page.
  - Deleted pages cannot be recovered.

# HTML Mode



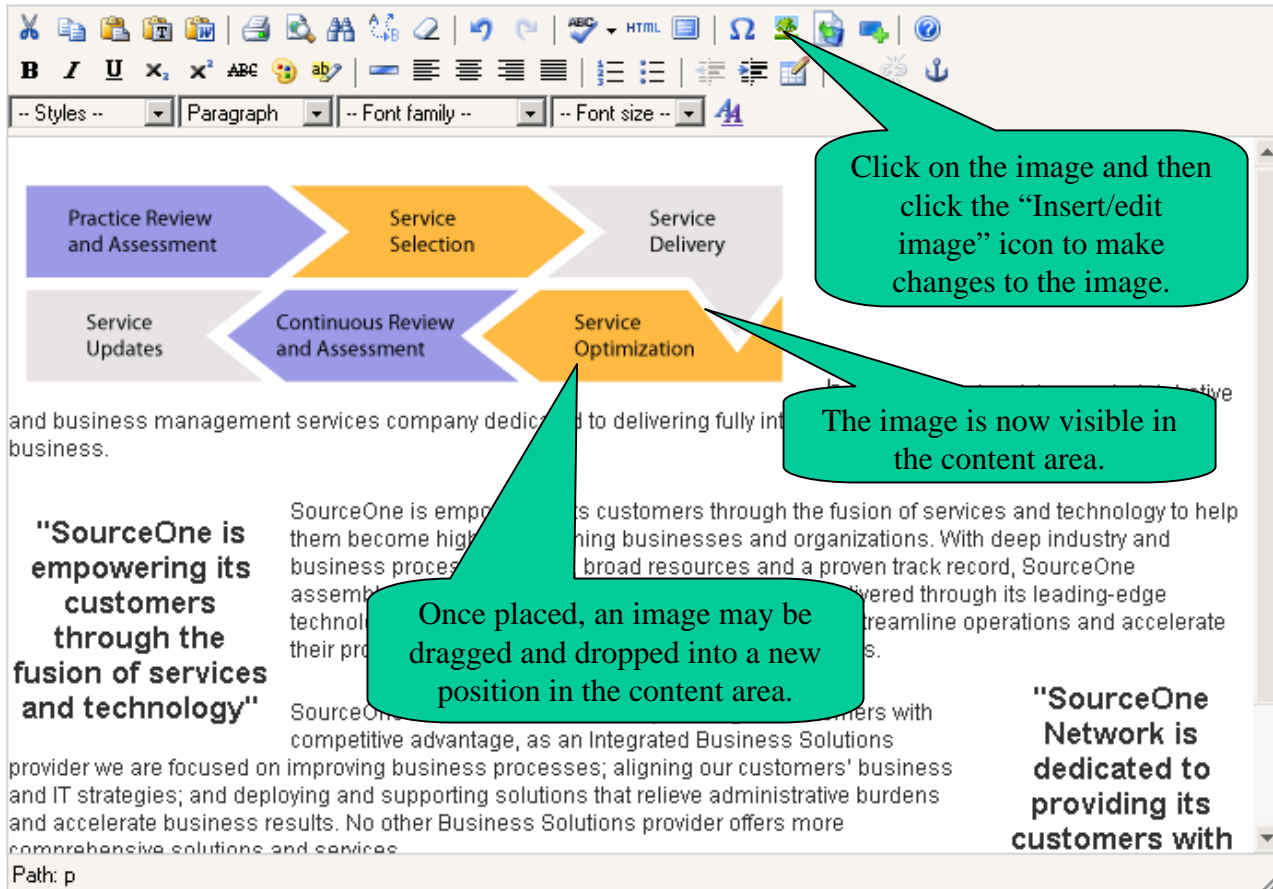
- Switch to HTML mode to make changes directly to the page content source code.
- A new Window will open and display the HTML for the page.
- Checking the “Word Wrap” checkbox at the top right of the HTML Source Editor Window will keep all text visible in the displayed area.
  - Un-checking the “Word Wrap” checkbox will allow the HTML text to scroll left-to-right in the HTML Source Editor Window.
- Click “Update” to save the HTML changes and return to the main Page Builder Content Page Edit screen.

# Full-screen Mode



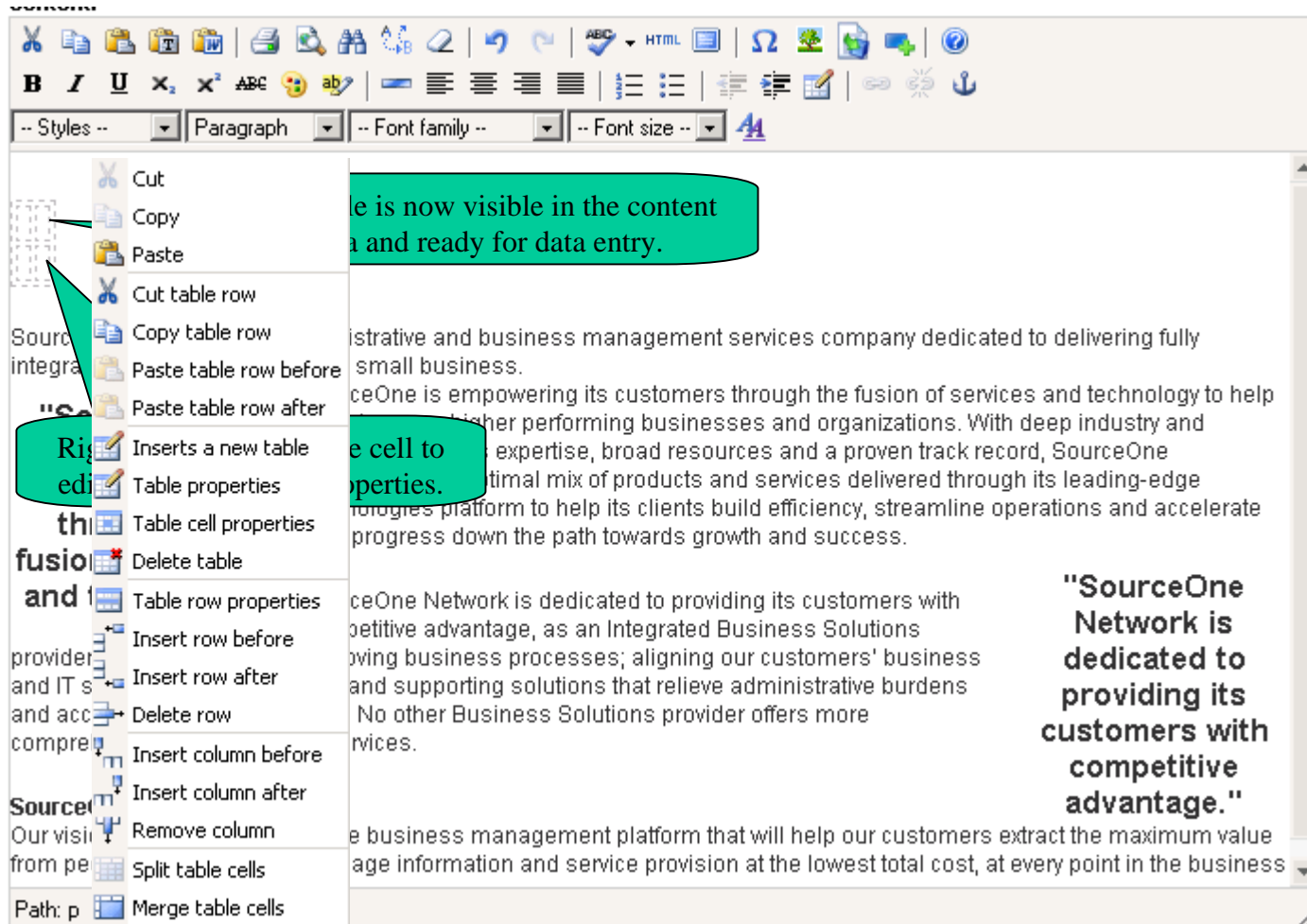
- The Editor Window may be enlarged to see more content by clicking the “Toggle fullscreen mode” icon (First row, 6<sup>th</sup> from the end on the right)
- A new full-sized Window will open containing the Editor toolbar and the Content area.
- Changes may not be saved while in full-screen mode.
- Click the “Toggle fullscreen mode” again to return to the normal Editor screen prior to saving changes.
- Closing the full-screen editor any way other than by using the icon will result in the loss of any updates performed while in full-screen mode.

# Images



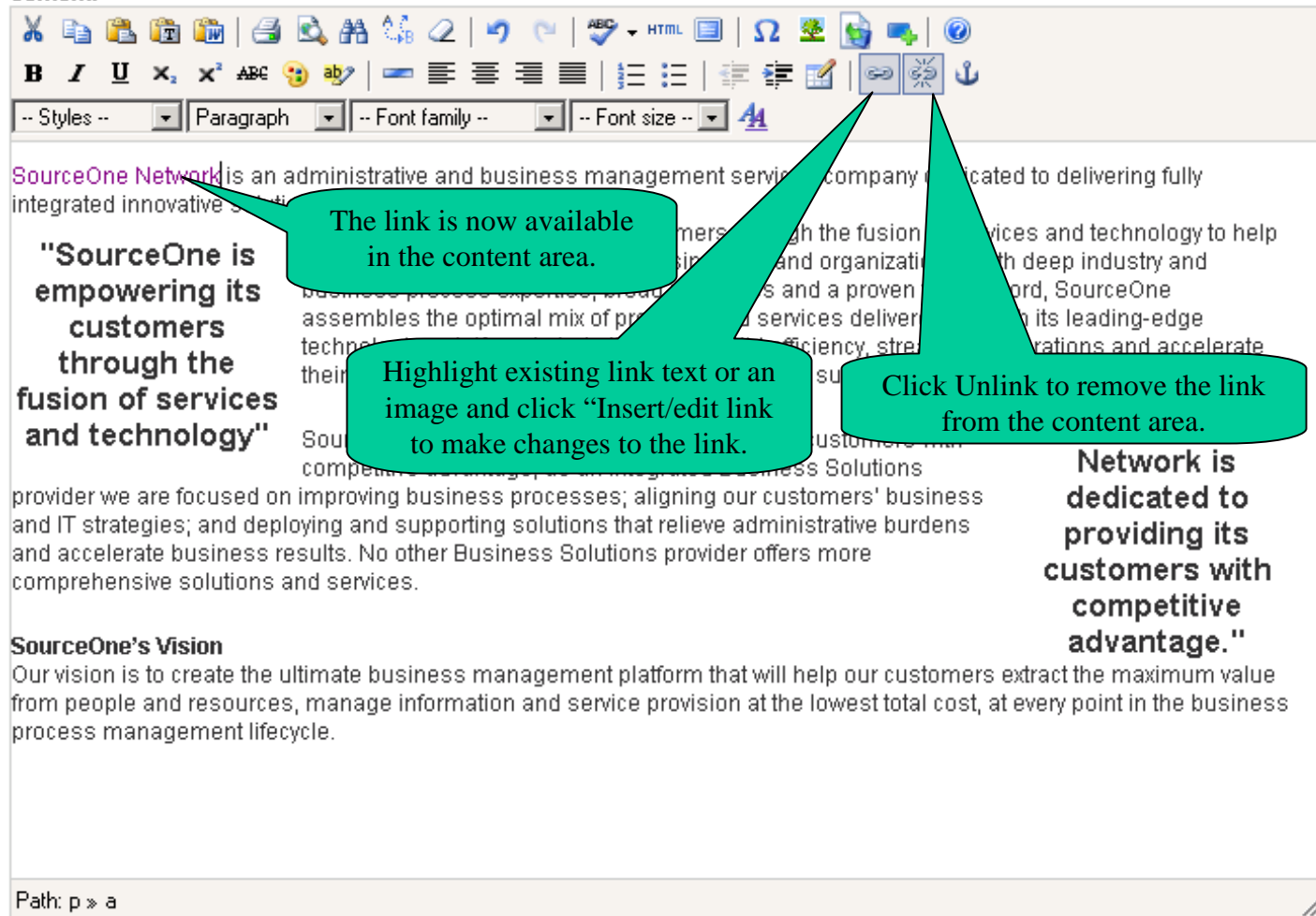
- Insert the cursor in the Content Area where the image is to be placed.
- Click the “Insert/edit image” icon in the Editor toolbar (top row, 4<sup>th</sup> from the end on the right)
- Click “Browse” to the right of the Image URL field to open Asset Manager.
- Select an image in Asset Manager, or upload a new image to Asset Manager, and click to Insert Image”.
- Asset Manager will close. The Image URL and Title fields will now be populated with the selected information under the General tab of the Insert/edit image Window.
- Alignment, size, spacing and border options are available under the Appearance tab of the Insert/edit image Window.
- Advanced options include special tags and mouseover behaviors.
- Click Insert to place the image into the page Content area.

# Tables



- Tables consist of Columns (Vertical) and Rows (Horizontal). Data is entered into the square space (Cell) created by the intersections of a Column and a Row.
- Click the “Inserts a new table” icon in the editor toolbar to create a new table (second row, 4<sup>th</sup> from the end on the right)

# Links



- Highlight a section of text or click on an image to serve as a hyperlink, and click the Insert/edit link icon in the toolbar (second row, 3<sup>rd</sup> from the end on the right)
- Click “Browse” to create a link to a page on the Site, or
  - Manually enter an email address or a URL for an off-Site link.
- Select the Module containing the information/page, and then select the file/page for the link target.
- The Link URL field will now contain the pathway to the file or page (Object)
- Set the Target to “Open in new window (\_blank)” if the link target is an external Website or a link to a file, such as a PDF.
- Click Insert to place the link into the Content area.