

Getting Started Training Guide

Building a New Page

Hello!

We really appreciate your interest in EZ-NetTools.

Here at EZ-NetTools we strive to make building your own website as easy as possible.

With EZ-NetTools you have full access to your website. You can edit everything 24/7 and anywhere in the world too. With our software you never have to download anything, the website can be customized for your needs and best of all, you can do it yourself!

We offer many training resources for your use and hope that you find the following information helpful in getting started.

You can also call our Technical Support line at 1-800-627-4780.

As always, if you have questions please don't hesitate to email us or give us a call. We'd love to hear from you!

Sincerely,

The EZ-NetTools Team

sales@eznettools.com

1-800-627-4780

Step 1: Go to www.eznettools.com and log-in in the upper right hand corner



Step 2: Enter your User ID and Password

The screenshot shows the EZ Net Tools Login page. The page has a grey header with the EZ-NetTools logo and the text "EZ Net Tools Login". Below the header is a blue "Links" button with a list of links: EZ-Online Mail, FAQ's, Bulletin Board, Bug Report, Updates, and Contact Us. To the right of the links is a "Login:" section with a horizontal line above it. Below the line are two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button. Below the "Login" button is a link: "Forgot your password?". To the right of the login section is a "Resources" section with three items: "EZ-NetUniversity" with a red ribbon icon, "EZ-NetAdvantage" with a magnifying glass icon, and "Technical Support" with a person icon.

Step 3: You will see this screen after you have successfully entered your log-in information

Your Business Name Here
Member Tools for X000000

EZ-NetTools

Administrative Tools | Construction Tools | Promotion Tools | Resources

Help | Contact Support | Logout

- [View Home Page](#)
- **Site Management**
 - [View Counters](#)
 - [Domain Manager](#)
 - [EZ-PageManager](#)
 - [Backup Files](#)
- **EZ-OnlineMail**
 - [Launch EZ-OnlineMail](#)
 - [Setup Email Accounts](#)
- **Account Management**
 - [Edit Contact Information](#)
 - [Change Password](#)
 - [Accounts Payable](#)
 - [View Configuration](#)

Website Objective

You have not created a website objective yet. [Create one now.](#)

[Administrative Hot Links!](#)

[Terms and Conditions for System usage](#)

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Step 4: From here click the “Construction Tools” Tab and click on “EZ-PageBuilder”

Your Business Name Here
Member Tools for X000000

EZ-NetTools

Administrative Tools | **Construction Tools** | Promotion Tools | Resources

Help | Contact Support | Logout

- [EZ-PageBuilder](#)
- [EZ-FileManager](#)
- [Edit Global Information](#)
- [Edit Global Links](#)
- [EZ-PhotoAlbum](#)
- [EZ-TextEditor](#)
- [Other](#)

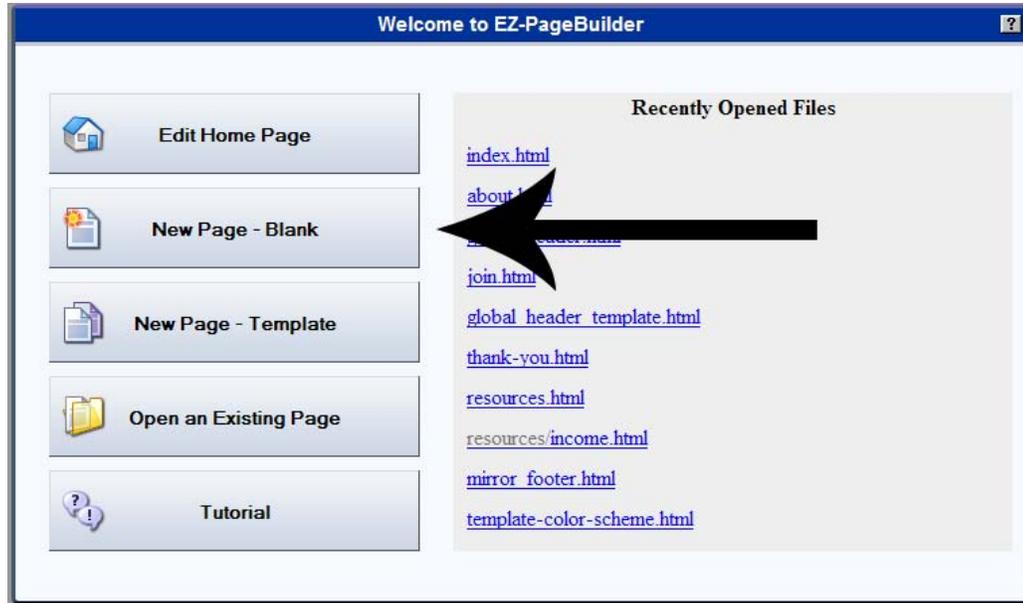
[Construction Hot Links!](#)

[Terms and Conditions for System usage](#)

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Step 5: Click “New Page-Blank”



Step 6: This is where you will start to build your page. We will first start with a Title Block, so just click “Next Step”



Step 7: Now you will see a large box come up. Don't get too overwhelmed, we'll do this together

EZ-PageBuilder > Edit Title Block

Basic Configurations

Text:

Alignment: Left Center Right

Advanced Configurations (Optional)

Link Options

URL:

Open in new window

Background & Text

Background Color:

Background Image:

Text Properties:

Padding

Amount: px px px px

Top Left Bottom Right

Padding specifies the amount of space between the text in the block and its borders. If the padding amounts are empty you will get the browser default amounts.

Borders

Size: px

Color:

Style:

Top Left Bottom Right

CSS Class:

Step 8: Let's start with the first part. You will see a field that says "Text." There, enter in your desired text for the title of your page. Align it according to your wishes. Add a link if you wish

EZ-PageBuilder > Edit Title Block

Basic Configurations

Text:

Alignment: Left Center Right

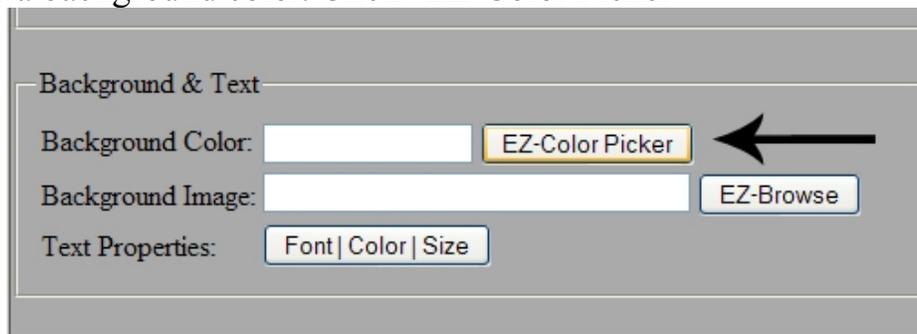
Advanced Configurations (Optional)

Link Options

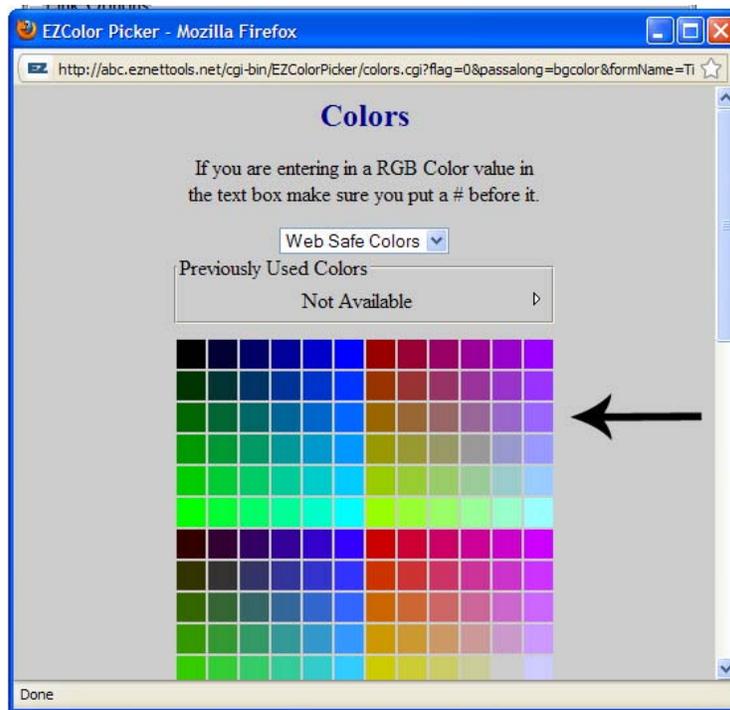
URL:

Open in new window

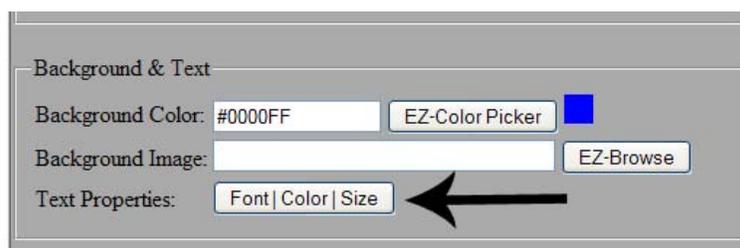
Step 9.01: Let's move on to the next part of the box. You can see that if you would like, you can enter a background color. Click “EZ-Color Picker”



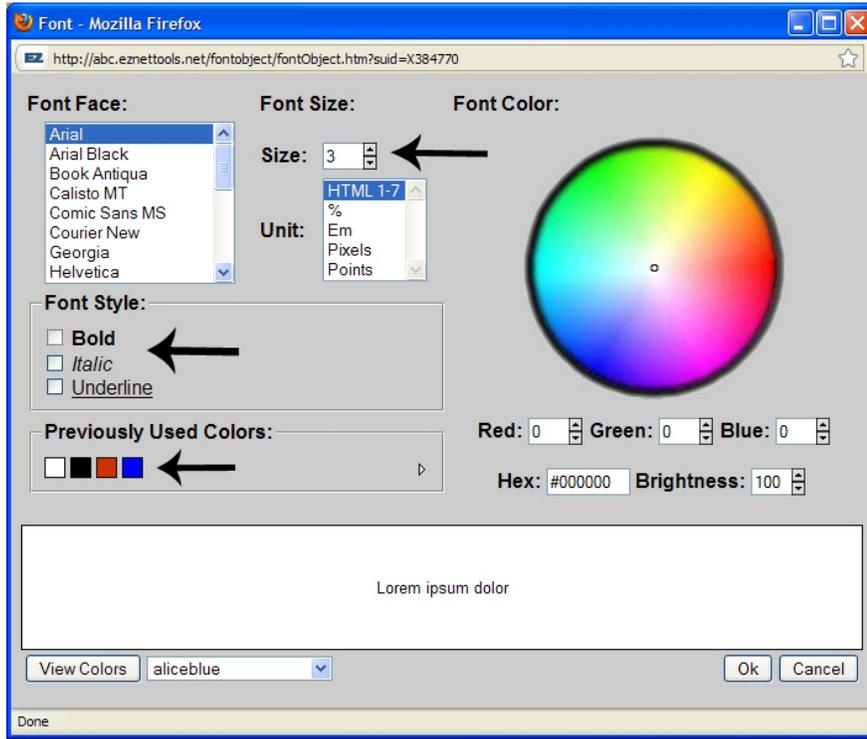
Step 9.02: You will now see an array of colors come up on your screen. Pick one that you would like to use



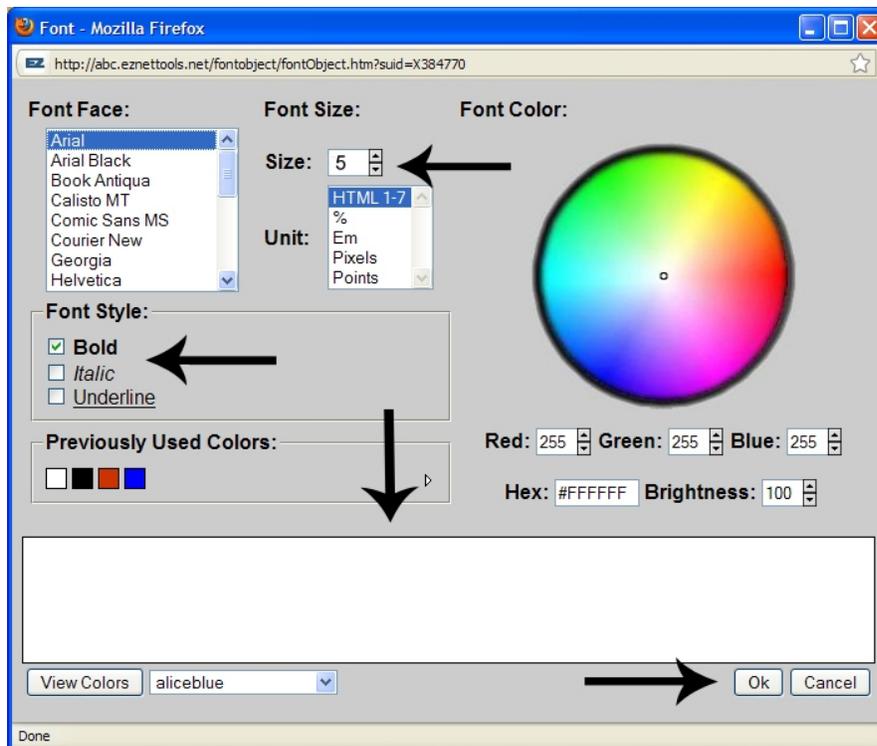
Step 9.1: You will now be brought back to the large form. Below the EZ-Color Picker you will see a button that says “Font/Color/Size.” Click it



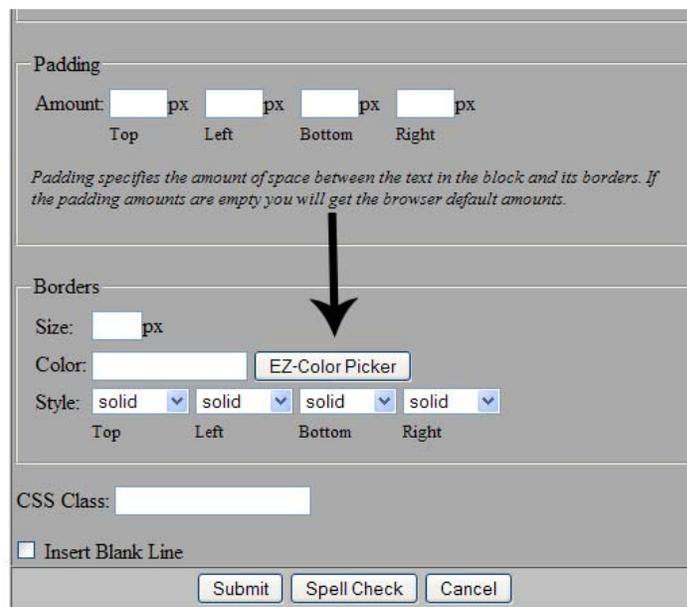
Step 9.2: Here you can change your font size, face style and color. Go ahead and change the settings



Step 9.3: Once you have changed your settings push “ok” (You can not see my text because I chose the color white)



Step 10: At the end of the form you can choose to make your borders a certain size and/or color. Click “EZ-Color Picker” again



The screenshot shows a web form with two main sections: "Padding" and "Borders".

Padding Section:

- Amount: Four input fields for Top, Left, Bottom, and Right, each followed by "px".
- Text: "Padding specifies the amount of space between the text in the block and its borders. If the padding amounts are empty you will get the browser default amounts."

Borders Section:

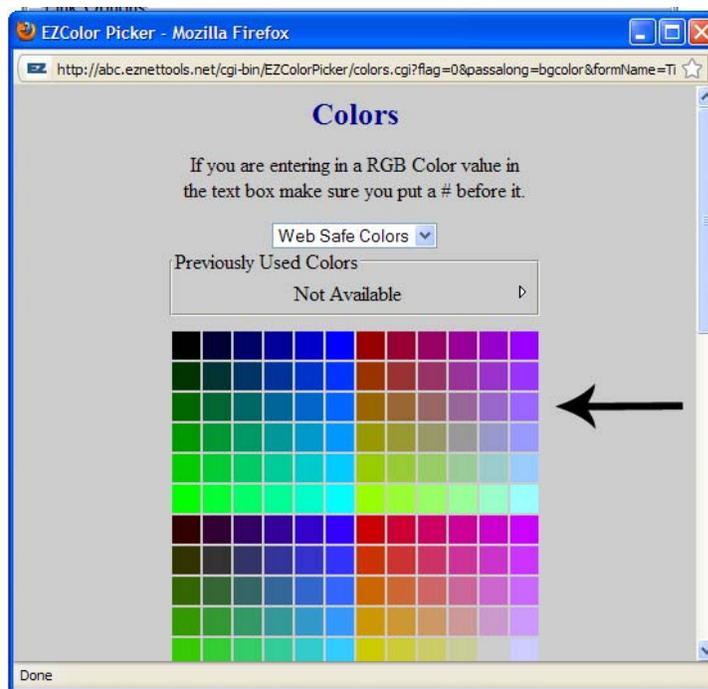
- Size: One input field followed by "px".
- Color: One input field followed by a button labeled "EZ-Color Picker".
- Style: Four dropdown menus for Top, Left, Bottom, and Right, each with "solid" selected.

Other Elements:

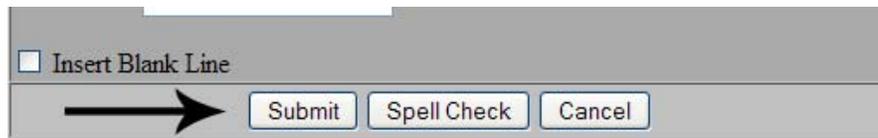
- CSS Class: One input field.
- Insert Blank Line
- Buttons: Submit, Spell Check, Cancel.

A large black arrow points from the "EZ-Color Picker" button in the Borders section up to the "EZ-Color Picker" button in the Padding section.

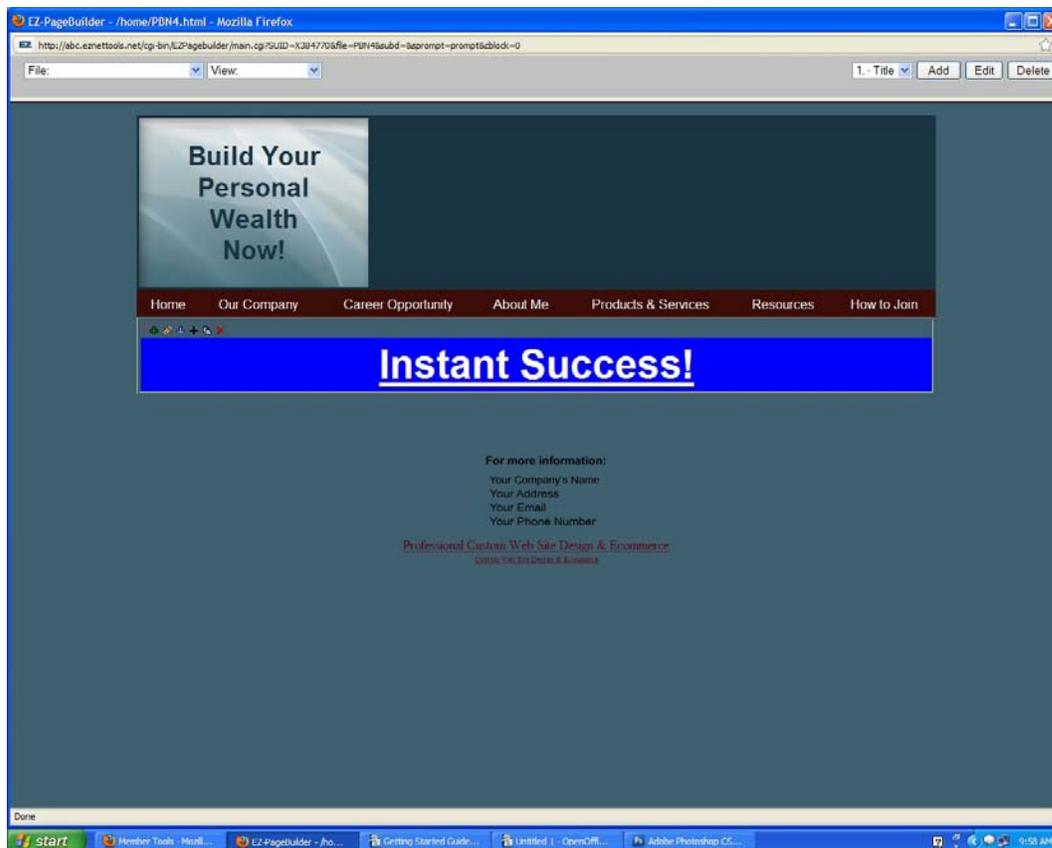
Step 11: You will see that the Color Menu comes up again. Pick a color



Step 12: Once you have chosen a color, click “Submit”



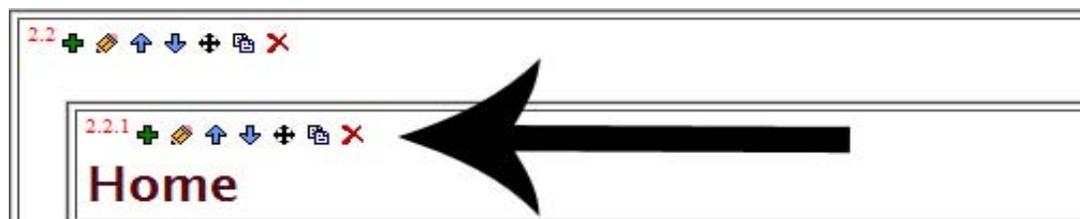
Step 13: Now you can see what your title looks like! That was easy! Let's add some more things to our page



Step 14: You'll notice some red numbers in the left hand corner of each block. These help you to distinguish the order or position of the block. It will also display the block type if you hover over the red number

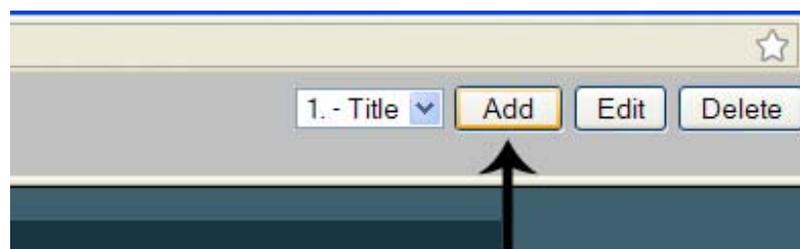


Step 15: These symbols at the top of each block are your construction tools

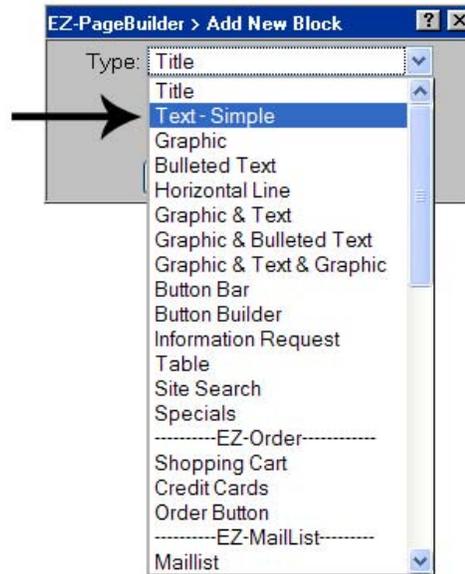


- Add a New Block
- Edit the Block
- ▲ Move your block **up** one space
- ▼ Move your block **down** one space
- Move the Block to a specific area on the page
- Copy a block to another area of the page or to another page.
- Delete the block

Step 16: In the upper right hand corner of your screen you will see a menu across the top. We're going to add a text block, so click "Add"



Step 17: Hopefully things are starting to look familiar. From this drop down menu select “Text-Simple”



Step 18: You will notice that the same box came up when you selected “Text-Simple.” Let's fill out these fields too

Step 19: Type in your desired text, align as wanted and then pick your colors

Basic Configurations

Text: You can do it yourself! Create a website that you can maintain and update yourself. Using our online web building software, neither you nor your staff need to know any programming languages! If you can use a mouse you can make your own web pages with the EZ-NetTools web page building software.

The EZ-NetTools web development software has many dynamic, online web tools. All you need is a web browser to build your website. You can maintain your web pages from any where in the world!

Alignment: Left Center Right

Submit Spell Check Cancel

Advanced Configurations (Optional)

Background & Text

Background Color: #0000FF EZ-Color Picker

Background Image: EZ-Browse

Text Properties: Font | Color | Size

Padding

Amount: px px px px

Top Left Bottom Right

Padding specifies the amount of space between the text in the block and its borders. If the padding amounts are empty you will get the browser default amounts.

Borders

Size: px

Color: #FFFFFF EZ-Color Picker

Style: solid solid solid solid

Top Left Bottom Right

Step 20: There is one extra portion to this box. If you want, you can have your text move. For this training I will not have my text move but if you would like to try it go and do so. Then click “Submit”

Marquee

Scroll Text: No

Direction: Left

Speed: Move by 6 pixels every 85 milliseconds

Repeat: Forever 1 times

Width: 100 %

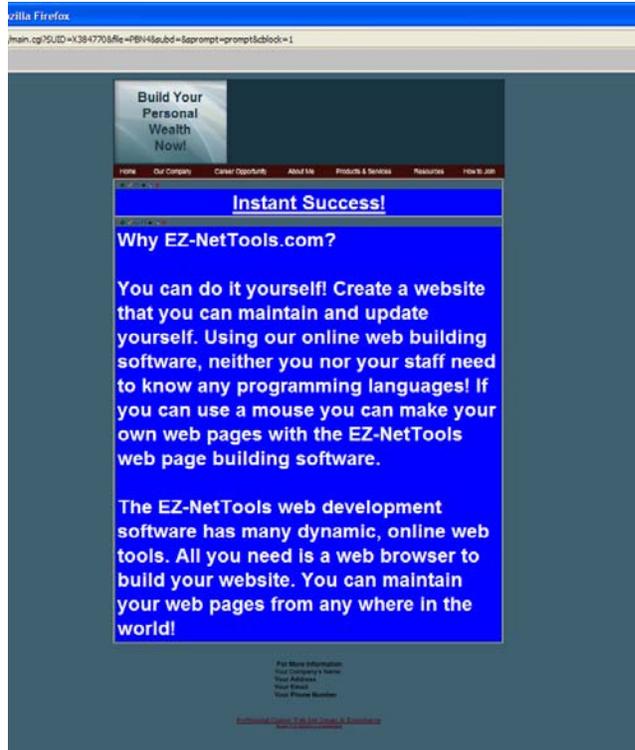
Height: px

CSS Class:

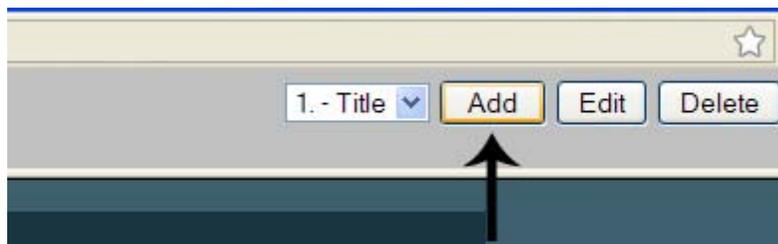
Insert Blank Line

Submit Spell Check Cancel

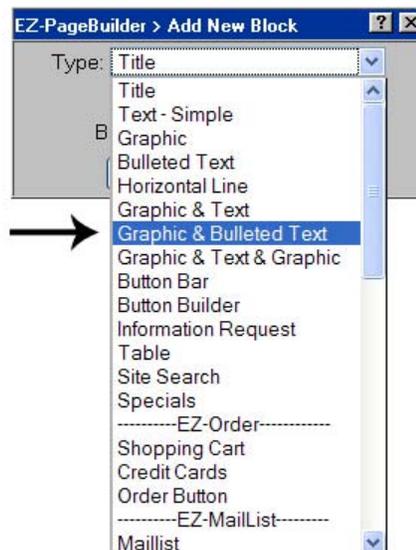
Step 21: Wow! Now you have a title AND body text!



Step 22: Let's add one more thing before we save our page. Click "Add" again



Step 23: This time choose "Graphic & Bulleted Text"



Step 24: This form is different then the last two, but we'll go through it together

EZ-PageBuilder > Edit Graphic & Bulleted Text Block

Basic Configurations

Graphic:

Graphic Alignment: Left Of Bulleted Text Right Of Bulleted Text

Select Bullet Type: None Disc Circle Square
 Numbers Letters

Bullet Text 1:

Bullet Text 2:

Bullet Text 3:

Bullet Text 4:

Bullet Text 5:

Bullet Text 6:

Bullet Text 7:

Bullet Text 8:

Bullet Text 9:

Bullet Text 10:

Block Alignment: Left Center Right

Advanced Configurations (Optional)

Graphic Border: Off

Graphic Alt Text:

Graphic Size: Width: Height:

Use Image for Bullet Type:

Bullet Image Size: Width: Height:

Change Text Details:

Bullet	Link:	MouseOver Graphic:
1:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
2:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
3:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
4:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
5:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
6:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>
7:	<input type="text"/> <input type="button" value="Browse"/>	<input type="text"/> <input type="button" value="Browse"/>

Step 25: The first field you see says “Graphic.” This is where you will add a graphic to your page. Click “Browse”

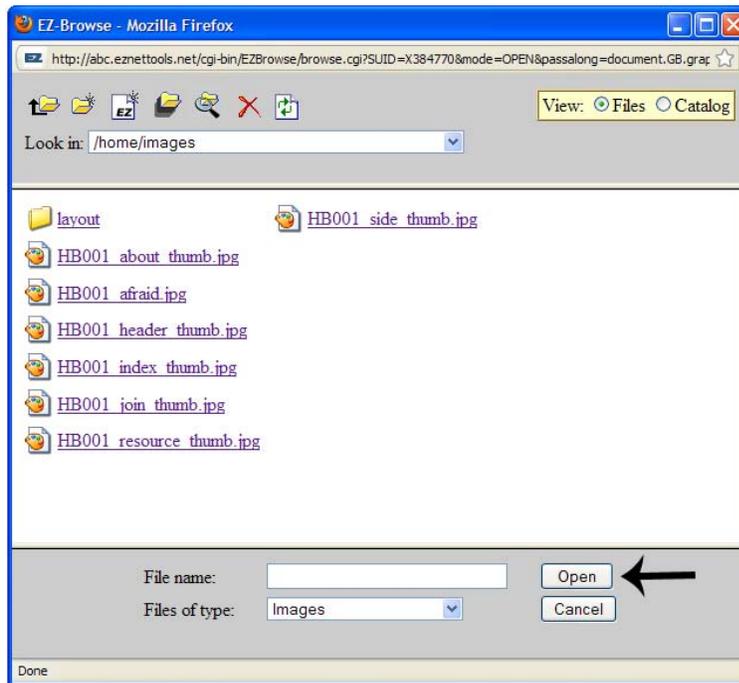
EZ-PageBuilder > Edit Graphic & Bulleted Text Block

Basic Configurations

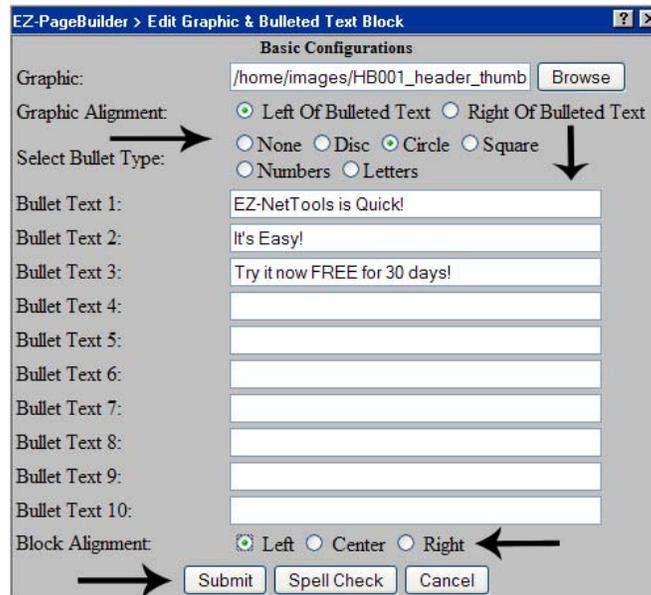
Graphic:

Graphic Alignment: Left Of Bulleted Text Right Of Bulleted Text

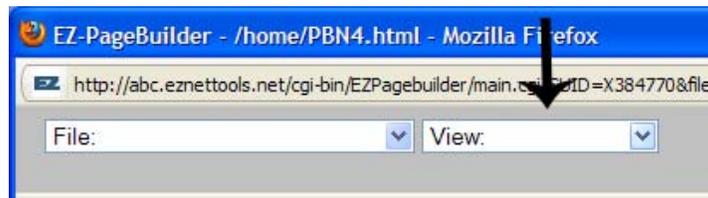
Step 26: You now can choose a picture to put on your page. Once you have selected the picture that you want click “Open”



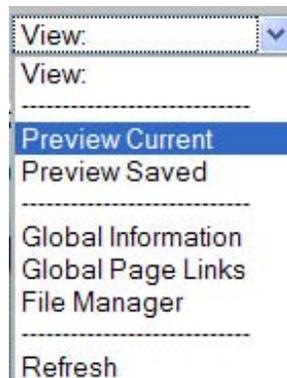
Step 27: Now align the graphic, choose bullet type, enter desired bullet information, align the block and then click “Submit”



Step 28: Once you have clicked submit, look to the top left hand corner of your screen. You will see this: “File” and “View.” Click “View”



Step 29: We want to view the page we just made so click “Preview Current”



Step 30: There you are! You've just created your first web page. (You will notice that it doesn't look the same as the first preview and that's because I changed some colors and text sizes to better suit my desires. You can also always change anything you've created!)

Build Your Personal Wealth Now!

Set your life on the "Fast Track" to success.

Home Our Company Career Opportunity About Me Products & Services Resources How to Join

Instant Success!

Why EZ-NetTools.com?

You can do it yourself! Create a website that you can maintain and update yourself. Using our online web building software, neither you nor your staff need to know any programming languages! If you can use a mouse you can make your own web pages with the EZ-NetTools web page building software.

The EZ-NetTools web development software has many dynamic, online web tools. All you need is a web browser to build your website. You can maintain your web pages from any where in the world!

- EZ-NetTools is Quick!
- It's Easy!
- Try it now FREE for 30 days!

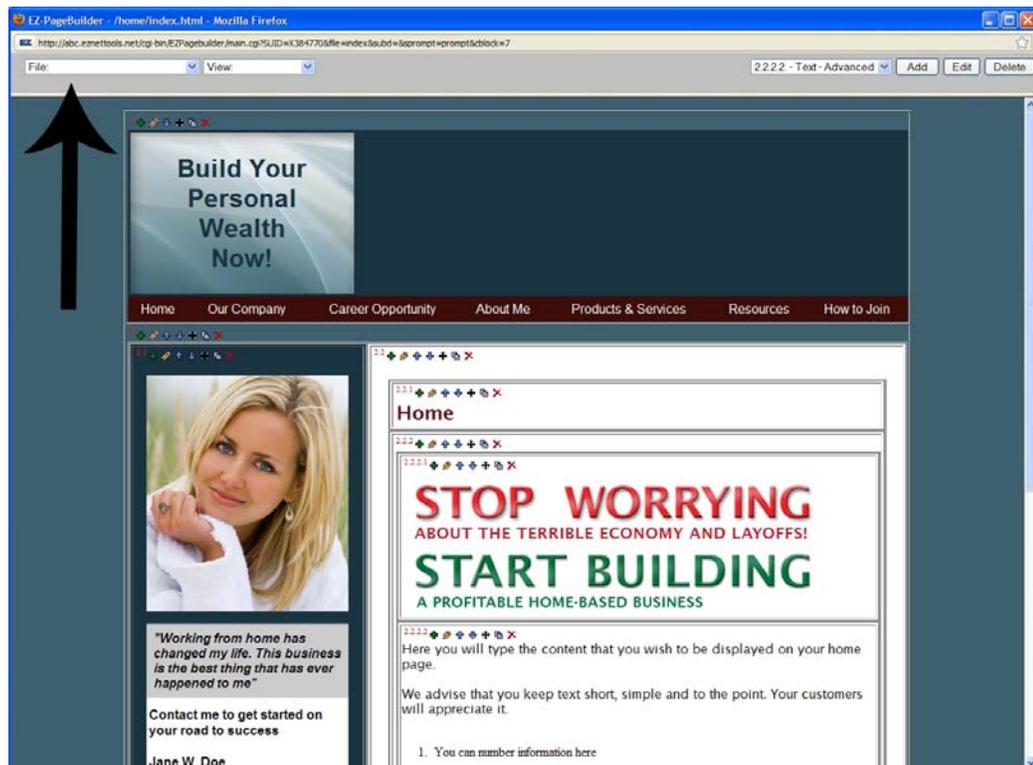
STOP WORRYING START BUILDING

For More Information
Your Company's Name
Your Address
Your Email
Your Phone Number

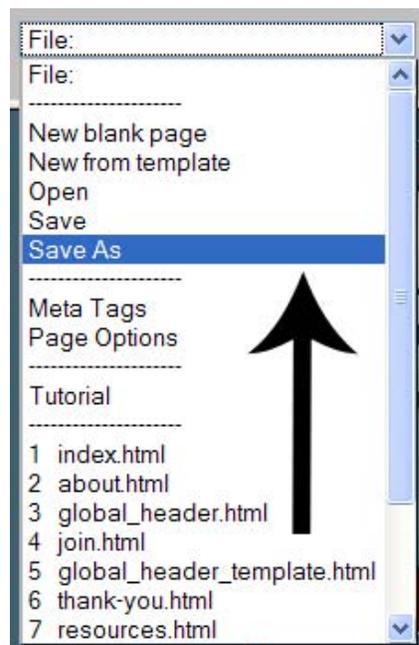
POWERED BY **EZ-NetTools.com**

Now that we are done creating our first page lets learn how to save it.

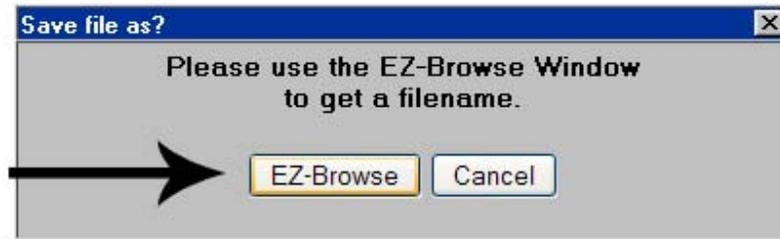
Step 31: In the upper left hand corner there is a field that says “File.” Click on it



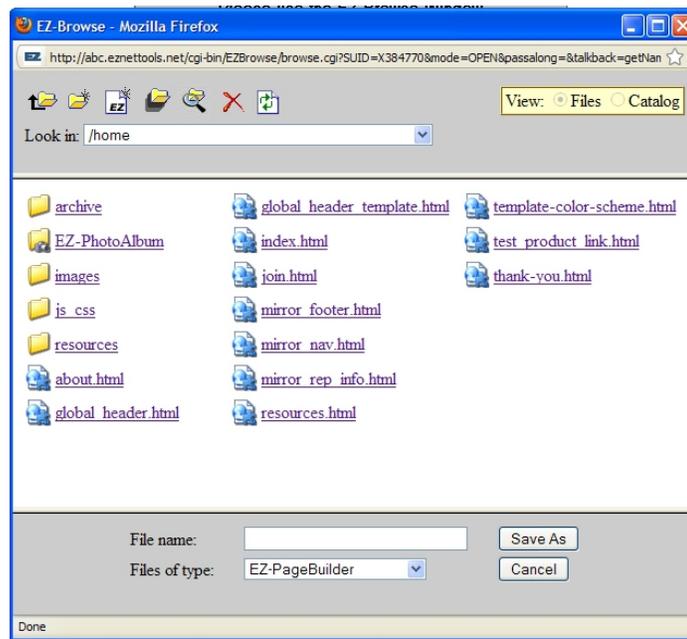
Step 32: Then click “Save As”



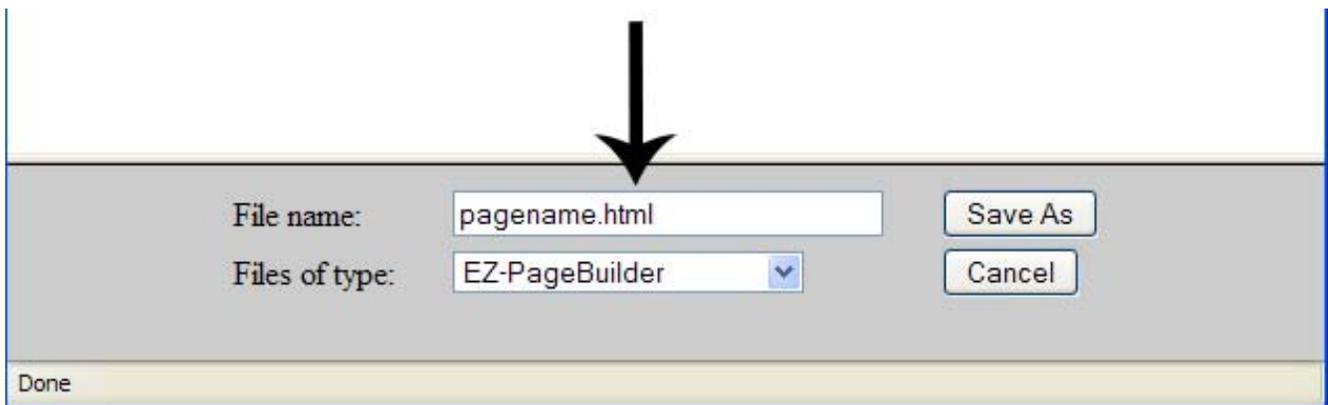
Step 33: This screen will now come up. Click “EZ-Browse”



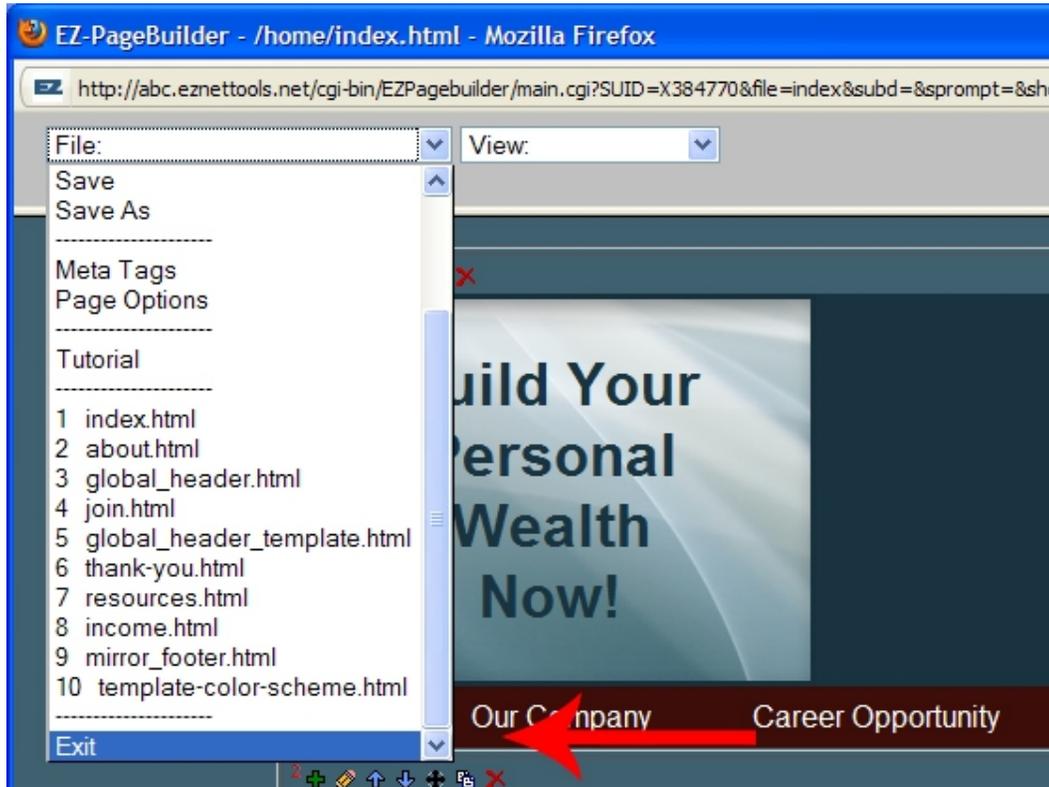
Step 34: The file manager will come up



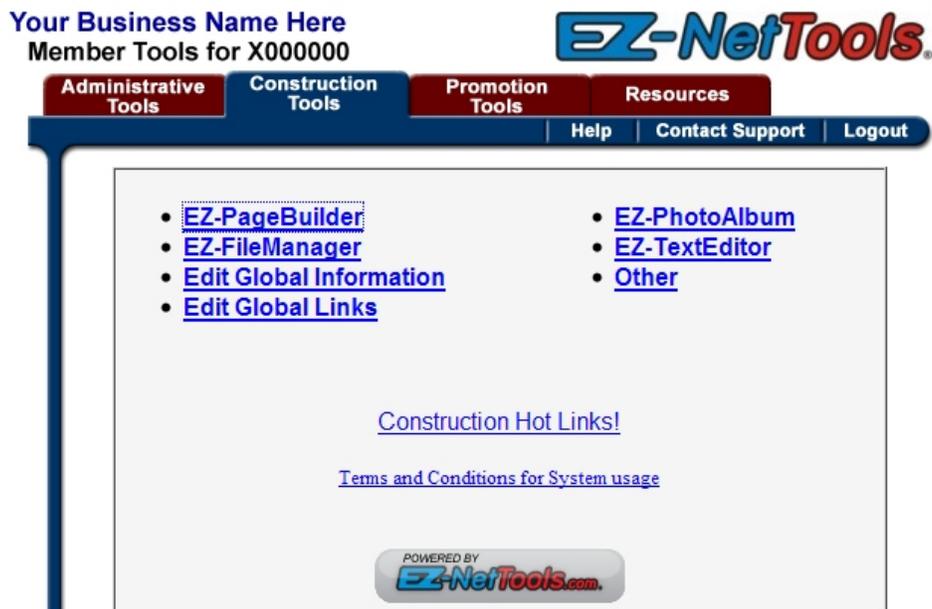
Step 35: In the “File Name” field you will want to save your new page. Title it whatever you would like. Make sure it's memorable. Be sure to add “.html” to the end of your page or it won't save correctly. Then click “Save As”



Step 36: Once you have clicked “Save As” go back to the drop down menu and click “Exit.” It's very important that you always use this process when saving your changes. If you do not save and exit properly your changes will not be saved.



Step 37: Once you have exited, you will be taken back to the Main Menu



Step 38: Go back to the “Administrative Tools” and click “View Home Page” to see the changes you have just made and how it looks with the rest of your website!



That's it! You're done! You have just successfully built your first website page!

Be sure to visit www.eznetu.com for in-depth training resources.

If you ever have questions please give us a call!

1-800-627-4780