

Day 7: Building your First Page

Opening EZ-Page Builder

1. **Login** to your EZ-NetTools Member account and click on the Construction Tools tab.

2. Click on **EZ-Page Builder**.

Note: You now have the following options. Edit Home Page, New Page-Blank, New Page-Template, Open an Existing Page and a Tutorial. On the right side is a list of your most recently worked on files and you can open a page in page builder by clicking on it.

4. Click **New Page – Blank**.

Note: You will now see a small box that contains a drop down menu with several page builder block options. For now we are going to add a Title block.

5. Select Title and click **Next Step**.

6. Type in “**Demo Page**” in the text box.

7. Select Center to center this title on your page.

8. Adjust the color, font style and size by clicking on the Font|Size|Color button.

Note: For our example we have chosen Arial Black, Size 5 and Red.

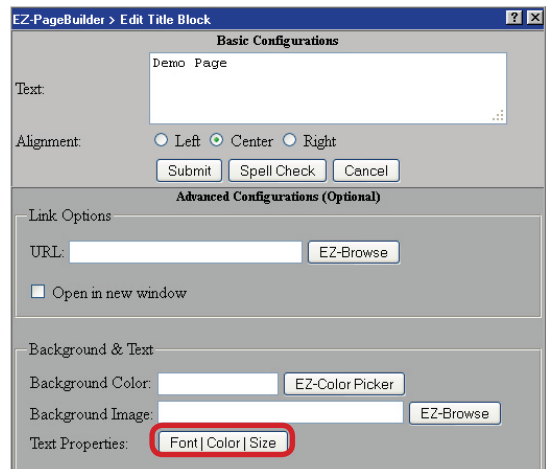
10. Click on the Green Plus Sign to add a new block.

11. Select Horizontal Line from the drop down menu.

12. Select EZ-Line Picker to choose your line style.

13. Select your width or height and add Alt Text if you like.

14. Click Submit



Adding a Graphic and Text Block

1. Click on the Green Plus Sign on your horizontal line block.

2. Choose the Graphic & Text block from the list.

3. Browse for the photo, or graphic you want to add.

4. Select where you want your text. On the right or left of the image.

5. Add your desired in the box provided next to Text.

Note: You several other options. For our example we are not using them.

6. Click Submit

Only the beginning

To complete your webpage you can continue adding blocks in the same manner as explained above. For this training we are not going to walk through each of the remaining blocks one by one, however we have provided a list for you to get a good idea of the function of each block available in EZ-PageBuilder.

EZ-PageBuilder Icons



A. The Red Number tells you what type of block it is and what position it is in.

B. Add a new block.

A
C. Edit existing blocks.

D. Move block up

E. Move Block down

F. Move Block Anywhere

E. Copy

G. Delete

EZ-PageBuilder Blocks Discriptions

Title – Add styled titles to your pages using this block.

Text-Simple – Use this block to add simple text with some styling to your webpages.

Graphic - This is the block that you will use most often to add photos and graphics to your web pages.

Bulleted Text – This block allows you to create a bulleted list of text on your webpage.

Horizontal Line - Using this block will add a pre-designed horizontal lines from our system to your webpage.

Graphic & Text – Add a graphic with text in one simple block.

Graphic & Bulleted Text - Add a graphic with bulleted text in one step.

Graphic & Text & Graphic – Add two images with text in between them using this block.

Button Bar – Allows you to add custom buttons to your pages.

Button Builder – Allows you to add pre-designed buttons from our system to your pages.

Information Request - This block will add a simple form on your webpage that allows your customers to request more information.

Table – Allows you to add tables of information on your pages.

Site Search – Adding this feature allows your viewers to search your entire website using keywords.

Specials – This block will add pre-designed specials banners from our system.

-----EZ-Order-----

Shopping Cart – Allows you to add individual products from your catalog to your webpages.

Credit Cards - Adds text and credit card icons to your webpage.

Order Button - Adds pre-designed Order Now! Buttons to your webpage.

-----EZ-Mail List-----

Mail List – Adds mail list signup form.

Mail List Edit – Adds a form for your mail list subscribers to manage their interests.

-----EZ-Directory-----

Directory Listing - Adds a search feature to search your directory listings.

Directory Login - This block allows associates to login and modify their information under the specified account number.

-----EZ-Form Builder----

Form Builder - Adds a form building block with specify options for your form emails and security.

Text Field – Adds a text field to your form. ie: name, phone, etc.

Text Area Field - Adds a block to your form for collecting comments or messages.

List Box Field – Adds a drop down list of options to your form.

Check Box - Adds a field to your form with a check box for your viewers to select.

Radio Button – Adds radio button options to your form for your viewers to select

Hidden Field – This block is for advanced form features such as javascript functions.

File Attachment - This block allows your viewers to upload files to the form.

Form Button - Adds a form button such as submit or reset.

-----Affiliate-----

Display Information – Adds affiliate information to your webpage.

Link from Affiliate to Target – Adds a link from your website to your target page.

Link from Target to Affiliate - Adds a link from your target page to your website.

Affiliate Login - This block allows your affiliated customers to login and modify their affiliate information under the specified account number.

-----Advanced-----

Address Search - Adds a short form for your viewers to search your website, directory and

affiliates using addresses, country, area codes and more.

HTML - This is a basic block for adding html code for video players, pages, forms, and more.

Spacer – This block is used to create spacing between existing blocks.

Mirror – This block allows you to mirror the information it contains onto other pages of your website.

Layout Manager – This block allows you to organize multiple page builder blocks into columns and rows on your pages.

Text – Advanced - This text block contains advanced features for formatting text on your web pages.

Sign Up for the Launch2Success Training Program!

Launch2Success 

To sign up visit: Launch2success.eznettools.com