

# **Outsourcing Solutions**

Presents

Outsourcing Worksheets By:

MyNAMS Insiders Club Elite

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# How to Add Affiliate Tools to Your WahmCart

**Objective**: Adding a banner for your affiliates to use to promote your product.

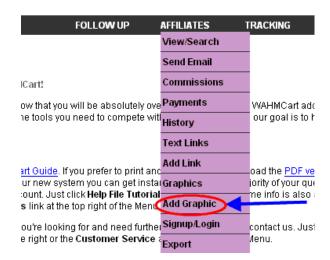
**NOTE:** You must already be a WahmCart user and have products added in the system.

# **STEP 1: Log in to your account** at <u>http://wahmcart.com</u>

- Enter your user name and password
- Click SignIn

# **STEP 2:** Go to your affiliate tools section.

- Navigate to the **Affiliates** tab.
- From the drop down menu, select either **Add Links** or **Add Graphics**. For the first example we're adding a graphic.



# **STEP 3: Enter the information about this graphic for your affiliates.**

- **Graphic description**: This is displayed in the affiliate center, describe your graphic and how they can use it.
- **Image:** click browse and select the image from your computer. I like to use the desktop for this.
- Alt Text: this is the code that is displayed when a page is loaded in text version and when someone scrolls their mouse over the image.
- **Image size**: the width and height in pixels.
- Select a product that you want this image to point toward.
- Click Add Graphic

PRODUCTS	SALES	FOLLOW UP	AFFILIATES	TRACKING	SETUP	MY ACCOUNT	HOME	
Graphics								
				Add a Graphic				
Graphic Descri	iption: enter a desc	ription to be displayed	in the affiliate cente			Gardening Tips Banner		
Image: click "Bi	rowse" to select an	image from your hard (	drive. It must be in (	GIF or JPG format.		1		Browse
Alt Text: this is	the text that is disp	layed when someone (	outs their mouse o	ver the image.		Gardening Tips		
lmage Size: en	ter the width and he	eight (in pixels).			V	Vidth: 468 Height: 60		
Select a Produ	ct: visitors will be n	edirected to the destina	ition URL set for thi	s product.		Test Product		~
				Add Grannic				
File Upload				?	X AHMCart	:		
Look in:	🞯 Desktop		🖌 🔇 🔊 🛛	"				
My Recent Documents	balanced     balloonr     balloonr     billy2     billy2.KES     breaking-news-10     claimtechnorati     customizelookwal		ی و و و ا س ا ا ا ا ا ا ا ا ا ا ا ا ا ا ا	ardentipsforwahmcart enkitheme-10 hostbloggingservice hostbloggingservice2 idden-mickey-mouse1 .oveMusic nickey-mouse4				

# To add a text link:

- From Step 2, select *Add Text* from the drop down menu.
- Enter a description to be displayed in the affiliate center.
- Enter any text or HTML code in this box. Enter <link> where you want the affiliate's link to be placed. This will merge the affiliate's ID with the full URL to track. For example, you can create a hyperlink by typing: <a href="<link>">Click here!</a>
- Select a Product: visitors will be redirected to the destination URL set for this product.
- Click *Add Text Link* when you are finished.

Text Links

Add a Text Link	
Text Link Description: enter a description to be displayed in the affiliate center.	
Text: enter any text or HTML code in this box. Enter <link/> where you want the affiliate's link to be placed. This will merge the affiliate's ID with the full URL to track.cgi. For example, you can create a hyperlink by typing: <a href="<link/>"&gt;Click here!</a 	
Select a Product: visitors will be redirected to the destination URL set for this product.	All Products
Add Text Link	

You have now successfully added new tools for your affiliates to use to promote your product. You can edit or delete these at any time from the Text Link or Graphics page of your affiliate section.

# HOW TO INSTALL AND USE AKISMET IN WORDPRESS

**Objective:** Install and use Akismet in your WordPress application.

WordPress now comes with Akismet included in new installs, so you don't have to find the plugin and load it manually. All you need to do is activate and configure it in your newly installed WordPress application.

# **Akismet Activation and Configuration**

# □ STEP 1: Log into your WordPress application.

• Click on the Plugins tab on the dashboard.



# □ STEP 2: Go to the Akismet row in the table

• Click on the "Activate" link.



# □ STEP 3: Get a free API Key

- You must sign up for the free API key to finish installing Akismet.
- Right-click on the API link in the description column.
  - Open this in a new window or browser tab if possible.

. You need a WordPress.com API key

- Click on the "Signup" tab in the top-right of the new page.
- Fill in all information.
- $\circ$   $\,$  Read the terms of service and check the box.
- Select "Just a username, please."
  - The "Gimme a blog" option is the default setting. You will want to *change this setting*, if your WordPress application is located on your own domain/hosting server.

Legal flot

Gimme a blog! (Like username.wordpress.com)
 Just a username, please.

- Click next to continue.
  - Your key (set of numbers and letters) will be emailed to you along with other important information. This should only take a few minutes.

# □ STEP 5: Insert Key and Configure

- Once you've gotten your API key, go back to the WordPress Plugins tab on your dashboard.
- Click on the "Akismet Configuration" link.
- Insert the key in the appropriate box.
- Check the "Automatically discard spam" box.
- Click the Update options button.

	WordPress.com API Key
	This key is valid.
	Add Code Here (What is this?)
-	Automatically discard spam comments on posts older than a month.
	Update options »

□ STEP 6: Log Out

# How To Use Akismet

Once you've activated Akismet, it will do almost all of the work for you. All you'll need to do is check the Akismet Spam section every now and then. Here is how you would do that.

- □ STEP 1: Log In
- □ STEP 2: Go To The Dashboard

# **STEP 3: Click On Comments**

□ STEP 4: Click On Akismet Spam



- You will see two sections. The first is Caught Spam and the second is Latest Spam.
- Caught Spam tells you about the spam that Akismet has identified since it was installed.
- Latest Spam shows you the latest comments or replies that Akismet thought might be spam.

# □ STEP 5: Browse Latest Spam Section

wholesale work shirt   shirtswholesale.csssiteweb.net   IP:				
WEDNESDAY NIGHT CLOCKWATCH – Football365.com				
Mixed reaction from the Newcastle fans at the end of the half; some boos, but not wholesale condemnation. 2034: Petrov				
□ Not Spam — Jan 4, 12:27 PM — [ <u>View Post</u> ]				
De-spam marked comments » Comments you de-spam will be submitted to Akismet as mistakes so it carriearn and get better.				
There are currently 1 comments identified as spam. Delete all				

- $\circ$  Look at each post and decide if it is spam.
- This particular example is spam so you could just leave it and Akismet would automatically delete it. (Automatic deletion was selected during the configuration earlier in this document.)
- If the post were **not spam**, you could click the "not spam" box and press the **"De-spam marked comments" button**. This would notify Akismet that you didn't consider the post to be spam and they could adjust their criteria if need be.
- If you find that all posts listed are spam, you may choose to click the **"Delete all" button**.

# **STEP 6: Log Out When Finished**

# 13 You get goodies like this in the <u>MyNAMS Insiders Club</u>

# How to Broadcast an Email in Amember

Objective: to send a broadcast email to members, either active or inactive, in Amember.

# **STEP 1:** Log in with your username and password

• Click "Email Users" on the left hand menu:



# **STEP 2: Set Up Your Email Details**

After you click "Email Users", you'll see "Email to Users: Type" in the main part of the page.

Email To Users: Type

Step 1 Select a category of users to send e-mail	* All Users (pending, active and expired)     * Active Users (paid and not-expired)     * Pending Users (never paid)     * Expired Users (paid and expired)     * Affiliates
Step 2 Choose e-mail Subject	Your membership
Step 3 Choose e-mail Format	<ul> <li>Plain Text (recommended)</li> <li>HTML (your message text must be valid HTML)</li> </ul>
Step 4 - Not recomended! Add e-mail attachment(s) (2M max)	Browse Browse Upload files

1. Choose which members you want to email. You can choose all active members, inactive members or if you have multiple subscriptions, scroll down and you can email members of specific subscriptions. If you want to choose more than one option, you can press the "CTRL" key and left click on all the options you want.

# 2. Type in a subject line.

3. Choose HTML, if applicable. The default is text.

### **STEP 3: Paste in or Write Your Email**

• Simply paste in the email. You can use the personalization codes at the bottom. You can copy and paste them or simply left click them to insert them into the email.

**Note:** We usually include the log in link and login name and password, so members can access their accounts. The exception is when we are sending a promotion to our members that leads to another website.

Add your email here and personalize it by using the codes below. Click "Preview" to see what it looks like.				
Preview				

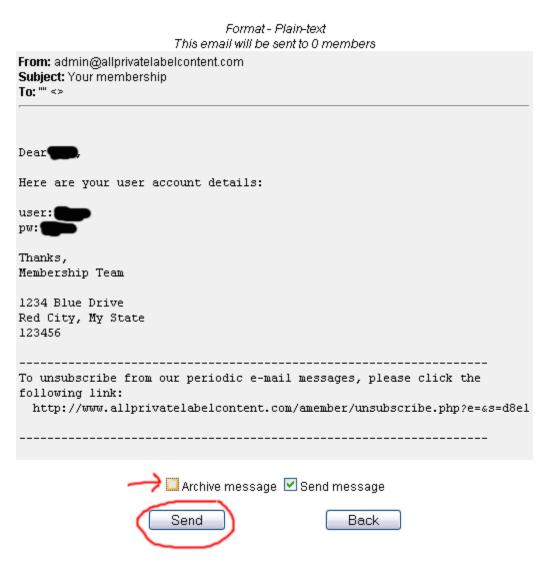
You may use following tags to personalize email:

```
{$user.name} - first and last name (insert)
{$user.email} - email (insert)
{$user.name_f} - first name (insert)
{$user.name_l} - last name (insert)
{$user.login} - login (insert)
{$user.pass} - password (insert)
```

• Once your email is ready, click the "Preview" button as shown above.

# **STEP 5: Check Your Message Details**

- This screen allows you to see that your email looks correct and you've used the merge codes appropriately.
- $\circ$  You can also choose whether or not to archive or send the message.
- Make sure "Send message" is checked, which it should be by default.



- Click "Send" when you are ready.
- You will see the emailing progress in your browser.

# **Submitting Articles to Online Directories**

**Objective:** To gain free publicity through submitting articles to online directories

- **STEP 1:** Write your article or press release
  - When writing, remember that articles should be informative <u>not</u> selfserving. If your article sounds, too much like an advertisement it will be rejected
  - Save in whatever format you wish.

### **STEP 2: Remove Formatting**

 Do not copy/paste from MS Word into the article directory. Word contains hidden formatting that may cause your content to be rejected. Instead, paste into notepad first. See Outsourcing Sweetie strategies area for more details.

Paste the article into Notepad to remove all formatting. Some formatting can be added back at the directory location.

# **D** STEP 3: Submit Articles

 Assuming you have already registered for an account at the article directory site, log in to your account. This example is using EzineArticles.com



o Select New Article

0



• Select options and paste in article

details

- a) Using the drop-down option, select the category for the article
- b) Enter the article title
- c) Enter keywords related to the article
- d) Enter the article summary

Select A Category:Subcategory
Business
Article Title 🕞
100 Characters left
Keywords (Comma Separate Please - keyword1,keyword2,keyword3,etc.) 🜔
100 Characters left
Abstract/Article Summary/Teaser Copy (2-5 sentences, no paragraphs please) 🏀
Word Count: 0 (200 words max)

e) Enter the body of the article. This site allows certain formatting within the article, bold, italicized, underlined, etc. Use the allowed html

tags to crea

	Article Body 🔵	
	Turn WYSIWYG On	
	Allowable Tags: <b> <strong> <i> <em> <u> <pre> <blockquote> <xmp> <ol> <u > <li>&lt;</li></u ></ol></xmp></blockquote></pre></u></em></i></strong></b>	
<		
	Word Count: 0 (250 - 5000 words) Next Autosave: 00:00	
	Turn OFF Auto Save	

- f) Enter your signature/bio in the resource box
- g) Agree to the terms
- h) Select spell check (optional)
- i) Preview your article (optional)
- j) To save without submitting, select Save Changes
- k) To submit, select Submit this Article

Author SIG - Resource Box 🛞
resource1 V Select Resource
Word Count: 0 (300 words max)
<ul> <li>[YES I AGREE] By submitting your article to us, you agree to the terms specified in the <u>Authare</u> submitting is an original works that you personally wrote or have an exclusive copyright a</li> <li>Spell Check On Preview </li> </ul>
> Preview Article > Submit This Article
Save Changes (Save/Update article, but don't submit for review.)
Note: Saving any changes done to a LIVE article will remove the article from being viewable or article will require a RE-SUBMIT to approve any changes.

# **D TIPS**

- Lines should wrap at approximately 65-character length. DO NOT use hard carriage returns. This site has a text formatter that will help you wrap your text. <u>http://www.web-source.net/bfm/textformatter.htm</u> (you may be required to register for an account)
- 2. Article titles are usually limited to 100 characters and cannot be ALL CAPS.
- 3. Ideal article length is between 300 and 700 words.
- 4. Your bio or author resource should be roughly 50 100 words and have no more than two links. You may want to have both a longer and more condensed version on hand to save time when submitting.
- 5. Most directories do not allow links in the article body. Save those for your bio.
- 6. When typing hyperlinks, be sure to include the entire URL (http://...) to ensure the link is activated. You can also create an anchor link using html like this <a href=http://www.YOURSITE.com>The Words You Want Linked</a>

- 7. Articles should be informative not self-serving. If your article sounds, too much like an advertisement it will be rejected.
- 8. Many sites require a two to three sentence summary of the article. Many people copy word-for-word the first part of their article. We recommend making it a bit different and more compelling as this is what will first be viewed in the directories.

# **Barbon Recommended Article Directories and the Topics They Accept:**

Article Submission Sites	Topics
EzineArticles.com	All
GoArticles.com	All
ArticleDashboard.com	All
SearchWarp.com	All
ArticlesBase.com	All
iSnare.com *	All
SelfGrowth.com	Self Improvement (relationships, health, finance, etc)
Buzzle.com	All
ArticleCity.com	All
IdeaMarketers.com	All
ArticleAlley.com	All
SelfSEO.com	Search Engine Optimization
Amazines.com	All
ArticleTrader.com	All
WebWorldIndex.com	SEO / Site Ranking / Traffic
ArticleSphere.com	All
BusinessKnowHow.com	Business Topics – must be in "how to" format
PromotionWorld.com	SEO / Marketing / Traffic
ArticlesFactory.com	All
ContentDesk.com	All
ArticleCube.com	All
ArticleBiz.com	All

\* Recommended to purchase "submission credits" to get articles posted quicker

# How to Set Up an Autoresponder Series in Aweber

Objective: to set up a series of autoresponder messages using Aweber

**NOTE:** You must already have a list set up before you can do this.

- □ STEP 1: Log in to your account at <u>www.Aweber.com</u>
  - Enter your user name and password
  - Click Login

Customer Login				
Login Name:				
Password:				
Rememb	er my login name next time.			
	Login			

- □ STEP 2: Select List
  - Select list you want to send broadcast to (red ovals below)
    - Managing List: This shows which list you are on
    - Change List: Use the dropdown option to choose a different list

(aveber))				Get	Started   Help   Ac	count   Logou
8. C C C C C C C C.		Home	Message	s L. s	List Settings	Reports
ive Chail- Oilline				Follow	N Up Broadcast	Blog Broadcas
Managing List: Your List N	lame (Add New)		<	Chan	ige List: List Nan	ne 💌 Go
Blog	Search All Lis	ts			1	More Options
9/13/07 PodCamp Philly: What AWeber Learned and Shared	Email 💌 is		~	Search		
W11/07 Don't Leave Out the What and the Why					÷1	
W6/07 <u>3 Ideas for Surviving Email</u> Sankruptoy	Getting Started - Setup Guide + Shore					
V31/07 Labor Day Holiday Hours	Quick Lead Stats					
Vessage Drafts	Listname	Today	Yesterday	Subscribed	Unsubscribed	Grand Total
8/29/07 How to Integrate Google Analytics with AWeber	List Name	0	0	0	0	0
Analytics with Attract	List #2			1,017	109	1,126

# **STEP 3: Create Autoresponder Message**

# • Click Messages $\rightarrow$ Follow Up as shown with the black arrows above.

You should now be taken to where you can create your first message. If you already created your first message when setting up the list, simply click the *Add New Message* option to create the second in the series.

Modified	Click Tracking
	Add Message

# • Fill in the information requested.

- **Message:** How many days after initial signup will the message be delayed?
- **Click Tracking:** Check this box if you would like to track the number of times your links are clicked.
- **Template:** Choose the template you would like your message to appear in, if any.
- **Personalization Fields:** Insert personal information wherever the cursor is placed.
- **Subject:** Enter the email subject line here.
- **Text Message:** Enter your message here.

Message:	#1 sent immediately.				
Click Tracking:	Enable tracking of click on links in your message.				
Templates:	- Basic Plain Template - (none)         Bookend - Clover (green/tan)         Bookend - Najesty (red/tan)         Bookend - Noyalty (blue/tan)         Bookend - Noyalty (blue/tan)         Clean - Gonstruct (orange/blue)         Clean - Iola (blue/tan)         Clean - Sand (red/tan)         Clean - Sand (red/tan)         Clean - Bubble Gum (red/grey)				
	Hide Templates				
Personalization Fields:	Insert Field 💌				
Subject:	Insert Your Subject Here				
Plain Text Message:	Wrap Long Lines				
	< RECOMMENDED WIDTH				

### **D** STEP 3: Preview & Save Message

- Click the Preview button to preview your message
  - Clicking the edit button will allow you to edit your message.
- Once satisfied, click the Save button

	Design      html Code      Q. Preview      Use Shift+Enter for a tag guidelines visible     Change to classic HTML box
Can-Spam Compliance:	(A valid CAN-SPAM address is required by US Federal Law. To update, save your message and use the menu to navigate to "List Settings -> Global Fields".)
Analyze:	Save message and check SpamAssassin© score.
Attachments:	Add Attachment
	Preview Save

If you have more messages to add to this series, repeat the above steps.

# How to Set Up an Autoresponse in cPanel

Objective: to set up an autoresponse in cPanel

- **STEP 1: Open cPanel** 
  - In your browser, **type the cpanel address** (http://www.YOURDOMAINNAME/cpanel)
  - Enter your login and password for this account
- □ STEP 2: Set up Email



# • Select Forwarders

#### Mail Manager Main Menu

- » Web Mail
- » Email Domain Forwarding
- » Add/Remove/Manage Accounts



#### • Click Add Auto-responder

#### Auto-responder Maintenance

Hint: If you do not create a forwarder or email account with the same address as each auto responder, mail sent to the autoresponder will only be handled by the autoresponder before it is discarded.

There are currently no active	auto-responders.
Auto-responder E-Mail	Subject
	[ Add Auto-responder ]   Go Back ]

- Enter the address of the autoresponder
- Enter From name
- Enter the subject
- Enter the autoresponder message
- Select HTML if you want the message sent in html
- Click Create/Modify
  - Use the *Go Back* link to get back to the previous page

Email:		@ Your Domain Name	💙 internet
From:			
Subject			
Character Set:	utf-8	*	
HTML Message:			
Body:			
Create/Modify Clear	]		
		[ Go Back ]	

# **STEP 3: Log Out**

• Log out by going to File  $\rightarrow$  Exit

# How to Schedule an Autoresponder Series in QuickSales

Note: List must be created prior to following these steps

Objective: to schedule an autoresponder series in QuickSales

- **STEP 1:** Log in to QuickSales at <u>www.quicksales.com</u>
  - Enter your user name and password
  - Click Submit



# **STEP 2: Create Message**

 ○ Choose Email & Marketing →Autoresponders → Manage Autoresponders

Email & Marketing	+ (	Cart Setup + My Account	÷
Autoresponders	+	Manage Autoresponders	
Broadcasting	+	Create Autoresponder	
Affiliates	+	Opt-In Preferences	
Ad Trackers	+	Job Status	spo
Custom Forms	+	Bounce Manager	
Pop-ups			1

• Click the *Add Message* link to the right of the list you want to work with.

Removes ‡	Total Subscribes ¢	Sharable ‡	Detailed Report	Update Autoresponder
0	4	NO	<u>View</u>	<u>Test   Edi   Add Message  </u> <u>Delete</u>
-	-			

- Fill in the following fields:
  - **Go To Message:** Leave this field blank unless you want to go to a previously created message for this list.
  - **Day Delay:** The number of days to wait after a subscriber signs up before sending this message out.
  - **Message Type:** Choose whether your message will be sent as plain text or HTML formatted.
  - Alternate Destination: Leave this field blank.
  - Subject Line: Enter the subject line for the message
  - Message Body: Paste your message here.
    - Your address will automatically be added to the end of your message. However, your name will not so be sure to include any closing you wish added.

Home » Autoresponders » Manage Autoresponders: Add Message	
Manage Autoresponders: Add Message	
BACK Save	
Go To Message	Please select a message
Days Delay	0
Message Type	● Text ○ HTML
Alternate Destination	
Subject Line	
Message Body	

#### **STEP 3:** Analyze for Spam

- Click the link below the body to check your email against Spam Assassin.
  - This will tell you how spam filters will react to your message.

Check this Message against the SpamAssassin™ Database					
Merge Codes Menu 1	Merge Codes Menu 2	Hide Merge Code Menus			

#### Signature

Our system automatically appends your public contact information as a signature on all outgoing ¢ instead, you can create one on your <u>Contact Profile</u> page.

#### **STEP 4: Save**

• Click the *Save* button to save your message.

#### **Repeat steps 2-4 to add more messages to your series**

#### **STEP 5: Log Out**

• Click File  $\rightarrow$  Exit to log out of quicksales.

# How to Set Up an Autoresponder Series in WahmCart

**Objective**: to set up a series of autoresponder messages using WahmCart.

NOTE: You must already have a list set up before you can do this.

- **STEP 1: Log in to your account** at <u>www.WahmCart.com</u>
  - Enter your user name and password
  - Click Login
- **STEP 2: Set Up Message**





• Select List To Receive Message

• Click Message

wahmcart.com

List Name	Autoresponder	Recipients	Double Opt-In			Options			G
YOUR LIST NAME	YOUR AUTORESPONDER EMAIL	# of people on your list	Yes/No	Messages	View	Reset	Edit	Delete	Empty
<ul> <li>A second sec second second sec</li></ul>				Messages	View	Reset	Edit	<u>Delete</u>	Empty
				Messages	View	Reset	Edit	Delete	Empty
erestas				Messages	View	Reset	Edit	Delete	Empty
1	1								
1									

Select Add Message



# Select Format: HTML or Plain Text (default)

- Enter Message Delay
  - How many days after initial signup will the message be delayed.
- Enter Subject
  - The First & Last name options ABOVE the <u>subject</u> inserts them into the subject line.
- o Enter message body
  - The First & Last name options ABOVE the <u>body</u> inserts them into the body of the message.

### Autoresponders

Message Type:	[Text] [HTML]	Preview Message >>
Delay:	1 Number of days after the subscription request.	
Insert:	First Name Last Name	
Subject:		
Insert:	First Name Last Name Email URL Compa	any Date
Body: enter your plain text message	here:	1

# **STEP 3: Preview & Save Message**

- Click the Preview button to preview your message
  - Clicking the edit button will allow you to edit your message.
- Once satisfied, click the Save button

If you have more messages to add to this series, repeat the above steps.

# How To Add Authors To Blogger

Objective: To add multiple authors to your blogs in Blogger

- **STEP 1:** Log into your account
- **STEP 2:** Click "Settings" tab
- **STEP 3: Click "Permissions" link** 
  - You will see all the people with permission to post to your blog. If you haven't added any authors yet, you'll only see your name there.



**STEP 4: Click the "Add Authors" button** 

ADD AUTHORS

**STEP 5: Enter author's email address** 



**STEP 6: Click "Invite"** 



- You'll see a screen that shows your open invitations. Here you may choose to invite again or remove.
- The people you invited will receive an email. To accept, they will need to click on the link in the email and fill in their information on the screen.
- As soon as they log into their account, the acceptance is complete and they will see your blog in their list of blogs.

# **STEP 7: Click "Permissions" to view authors**

o To view accepted and open (pending) invitations, click on "Permissions"

2 Authors can post to this blo	og
Alice	admin
<u>aseba</u>	author - grant admin privileges
3 Open invitations	
	writer@aliceseba.com

- "aseba" has accepted the invitation and is an author (or "guest" on some versions.) The other three have not accepted yet. You'll notice that as the owner of the blog, you are automatically "admin" and those you add are "guest".
- Author or guest means they can simply manage their own posts (post, edit, delete). If you want to change them to admin, just click the link and it will automatically change them.
- Admin means they'll be able to manage all the post, change settings, templates, etc...just like you can when logged into Blogger.
- **STEP 8: Log Out**

# How To Add BlogRush To Your Blog

**Objective**: Learn how to add BlogRush to your blog.

- **STEP 1: Register for an account.**
- **STEP 2:** Add blog details
  - Fill in your blog's name, url, feed url.

Blog Details		
	Blog Name:	Your Website's Name
	Blog URL:	http://your_website.com/home
	Feed URL:	http://your_website.com/feed/

• Select a topic or category for your blog. Here we selected Work-At-Home, which is a sub topic of Business.



• Click confirm to go to the next step



# **STEP 3: Add code**

# **General instructions:**

- Open your blog in a new tab
- Copy and paste your BlogRush code into the HTML sidebar area of your blog.

# WordPress instructions:

- Copy your code
- Open your WordPress in a new tab or window.
- Log in.
- Go to your dashboard  $\rightarrow$  presentation  $\rightarrow$  widgets
- Drag and drop a text widget into the sidebar where you want BlogRush to show up.
- Click on the text widget (right side) to open it.

[	
Text 1	

- $\circ$   $\;$  Paste your code and close the text window.
- Click the "Save Changes" button.
- Go to STEP 4.

### **Blogger instructions:**

- Copy your code
- Open Blogger in a new browser tab or window.
- $\circ$  Log in.
- Go to Dashboard → Layout → Page Elements
- Click on the "Add a Page Element" link where you would like to add the code.
- In the pop up, go to the HTML element box and click on the "Add To Blog" button.



- In the next pop up, paste in your BlogRush code.
- Click "Save Changes". You are taken back to your page layout.
- Click the "Save" button.



**Note:** To get help with other blogs, see the help files in BlogRush.

# **STEP 4: Verify the code**

• Return to the BlogRush instructions and click the verify button. You will be taken to the "My Blogs" page, where all of your blogs are listed.



# **STEP 4:** Select your widget size and color

• On the "My Blogs" page, scroll down to the line that says "Flavors."

• Click on the edit button to the right.

$\frown$
EDIT

• A window will pop up. From that window, click on the size and color widget that you would like to appear on your blog. The window will close and you are done.

Choos	e Your Wi	idget Fla	vor & Siz	8;									CLOSE
175px		CRANCE	PLUM		CHERRY	PEAR		AQUA **	ICE	GRAPE		Rud RASPEERRY	
120px	Ballanna Dallanna	CRANCE	PLUM	Geocolaria	CHERRY	PEAR		AQUA	ICE	GRAPE		RASPERRY	
	-	-	-	-		-	-	-			-	-	

□ **Note:** If you have a narrow sidebar, you may need to select the 120 pixel version. Otherwise, the 175 pixel widget will be fine.

<sup>□</sup> STEP 5: Log out

# How to Send a Broadcast in Aweber

**Objective**: to set up a new mailing list using Aweber.

Note: Lists should be set up prior to following these steps.

- **STEP 1: Log in to your account** at <u>www.Aweber.com</u>
  - Enter your user name and password
  - Click Login

Customer Log	jin
Login Name:	
Password:	
Rememb	er my login name next time.
	Login

# □ STEP 2: Select List

- Select list you want to send broadcast to (red ovals below)
  - Managing List: This shows which list you are on
  - Change List: Use the dropdown option to choose a different list

((aveber)))				Ge	t Started   Help   A	ccount   Logou
		Home	Message	s Leads	ist Settings	Reports
live Chat - Offline				Folic	ow Up Broadcast	Blog Broadcas
Managing List: Your List N	Add New)			Char	nge List: List Na	me 💌 Go
Blog	Search All Lis	sts				+ More Options
9/13/07 PodCamp Philly: What AWeber Learned and Shared	Email 💉 is	l	¥	Search		
9/11/07 Don't Leave Out the What and the Why						
9/6/07 <u>3 Ideas for Surviving Email</u> Bankruptcy	Getting Starte	ed - Set	up Guide			+ Show
8/31/07 Labor Day Holiday Hours 8/30/07 Automatically Save	Quick Lead S	tats				
Message Drafts	Listname	Today	Yesterday	Subscribed	Unsubscribed	Grand Total
8/29/07 How to Integrate Google	List Name	0	0	0	0	0
Analytics with AWeber	List #2	1		1,017	109	1,126

#### **D** STEP 3: Create Broadcast

- Click Messages  $\rightarrow$  Broadcast as shown with the black arrows above.
- Click Create Broadcast Message



- Schedule Date and Time to send broadcast
  - To send immediately, leave these blank.
- User View: Choose All Leads
- Click Tracking: Check if you want to track your clickthroughs
- Select Template
- Enter Subject
  - The "Personalization Fields" above the subject inserts them into wherever the cursor is. Therefore, if you want it in the subject, put the cursor in the subject box then choose a field from the drop down arrow.

Send On:	September 💌 - 16 💌 - 2007 💌 at 3 💌 20 💌 pm 🔍 Eastern
Use View:	All Leads Views let you broadcast to select leads. Add a new view.
Include/Exclude Lists:	Sending to your "" Iistname. Click to send to multiple lists or exclude lists and automatically exclude duplicate subscribers who may appear on multiple lists.
Click Tracking:	Enable tracking of clicks on links in your message.
Templates:	Basic Plain Template - (none) Bookend - Clover (green/tan) Bookend - Majesty (blue/tan) Bookend - Royalty (blue/tan) Bookend - Wheat (brown/tan) Clean - Construct (orange/blue) Clean - Ice (blue/teal) Clean - Ice (blue/teal) Clean - Ice (blue/tan) Clean Room - Bubble Gum (red/grey)  Load Template Hide Templates
Personalization Fields:	Insert Field 💌
Subject:	Insert Your Subject Here

#### • Enter message body

- The "*Personalization Fields*" above the subject inserts them into wherever the cursor is. Example, if you want the message to read Hi "Alice", you would type Hi then a space in the body, then using the personalization field you would choose {!firstname\_fix}.
- Click the *Preview Message* button to preview your message.
- Click *Save* when you're satisfied with your message.

	This is where the body of your message would be
	Change to classic HTML box
Can-Spam Compliance:	(A valid CAN-SPAM address is required by US Federal Law. To update, save your message and use the menu to navigate to "List Settings -> Global Fields".)
Analyze:	Save message and check SpamAssassinâ.¢ score.
Attachments:	Add Attachment
SS/HTML Feed:	Publish in RSS/XML feed or HTML archive. Include broadcasts in a web based archive by linking to the URL below or include them as an RSS feed on your website.      Web Archive: <u>http://www.aweber.com/z/article/?ibmomsnews</u> RSS <u>http://www.aweber.com/z/rss/?ibmomsnews</u>
	Preview Save

#### Send a Test Message

• Click *Test* to send yourself a test message prior to sending the broadcast.

#### • Queue Message

• To queue your message, click the *queue* option.

View	Subject	Spam?	Test	Сору	Actions
All Leads	Test	<u>0</u>	Test	<u>Copy</u>	Delete Queue Now

- **STEP 5: Exit** 
  - Click File  $\rightarrow$  Exit to exit Aweber.

## HOW TO SEND BROADCASTS THROUGH GET RESPONSE

**Objective:** to send newsletter broadcasts through GetResponse.com. These instructions assume the campaigns are already set up.

#### □ STEP 1: Select List To Send To

• Log into your account & you'll arrive at the control panel

 $\circ~$  Using the drop down option next to Send Broadcast, choose a campaign to send the message to.



#### This will open the broadcast wizard.

#### □ STEP 2: Enter Message Details

- Select HTML or Plain Text email or tick the box next to Dual Format if you want to send in both.
  - If using HTML, select the template you'd like to use then move to next step
  - If using Plain Text move to next step.
- Enter the Subject of the email
- Enter the body of the email.
  - Either paste your pre-formatted message into the box or paste unformatted message and select the **Wrap Long Lines** option.
- Preview Message using the tab at the top, right.
- Using the action buttons at the bottom, you can:
  - Send yourself a test message
  - Spell check your message
  - Spam check your message
  - Save as a draft

Broadcast Wizard - Step 2/4					
1 Choose Campaign 2 Create Broadc	ast 3 Select Subscribers	4 Send Broadcast			
Enter a subject and design your new broadcast. Plain Text is the most compatible and HTML Body allows you to add color, graphics and special content.					

Subject: ? Enter Email Subject (required)		BC
in Text HTML Body use HTML & plain-text dual format (what's th	is?) Messa	ge Preview
	← RECOMMENDED WIDTH	+ <sup>₽©</sup>
Enter Message Body Here		~
Watch that lines wrap properly		
Wrap Long Lines		

The next section offers more message options including the ability to:

- Track click-throughs of your links
- Track sales generated by this message
- Validate HTML code
- Set permission reminders
- Add an attachment to the message (attachments must be smaller than 400KB)
- Make your selections (if any), then hit Next Step.

Message options:	?	<ul> <li>Track click-throughs of your links</li> <li>Track sales generated by this message</li> <li>Validate HTML code (why this is important?)</li> <li>Set Permisssion reminder (what is it?)</li> </ul>	
Attachments:	?	Add/remove attachments	
« PREV STEP		NEXT STEP »	

#### □ STEP 3: Select Group to Send To

- $\circ~$  Put a check next to the list you want to send the message to.
- Open the tree by selecting the + next to the list name
- Select the subscriber type to receive the email:
  - All subscribers
  - Only active subscribers
  - Only inactive subscribers

Defi	ne subscribers group:	Saved Subscribers Groups: - New Subscribers Group -
V	+ myCampaign@getresponse.c	m
	Target Subscribers:     C All subscribers     C Active subscribers     C Inactive subscribers     C Subscribers group f	ir campaägn: choose target group

- Select when to send the broadcast. You can send the broadcast immediately or schedule it for a later delivery date/time.
- Click the Publish button.

Whe	n would you like	e to send your broadcast?	
۲		padcast immediately e sent to to your recipients immediately.	
0	Deliver at the You can always	following time change the scheduled delivery time before the issue is sent	2
	Date Time:	2006-02-19 15:12	
	Time zone:	(GMT-05:00) Eastern Time (US & Canada)	~

That's it! Your message will be sent according to your requested choices.

**IMPORTANT!** To personalize your messages, you can use custom mail codes to automatically insert the names of your subscribers into the messages.

Adding [[firstname]] will add your prospect's first name to the message. Example: **Hi [[firstname]]**, will add **Hi Susan**, if your prospect's first name is Susan.

Adding [[name]] will add your prospect's whole name to the message. Example: **Mrs. [[name]]** will add **Mrs. Susan Smith** if your prospect's name is Susan Smith.

## **43** You get goodies like this in the <u>MyNAMS Insiders Club</u>

### How to Send a Broadcast in WahmCart

**Objective**: to set up a new mailing list using WahmCart.

- **STEP 1: Log in to your account** at <u>www.WahmCart.com</u>
  - Enter your user name and password
  - Click Login

#### **D** STEP 2: Send Broadcast



- Choose Format: HTML or Plain Text (default)
- Choose Send To List
  - Using the dropdown arrow, choose the list you want to send to.
- Schedule Date and Time to send broadcast
  - To send immediately, leave these blank.
- Enter Subject
  - The First & Last name options ABOVE the <u>subject</u> inserts them into the subject line.
- Enter message body
  - The First & Last name options ABOVE the <u>body</u> inserts them into the body of the message.



Statistics Products Sales Followup Affiliates Tracking Setup Account Home Help Support

#### **Broadcast Email**

Message:	[Plain Text] [HTML]	Preview Message >>
Send to:	YOUR LIST NAME	
Schedule:	Date     Hours     AM/PM       calendar     00     AM	
Insert:	First Name Last Name	
Subject:		
Insert:	First Name Last Name Email URL Company Date	
Body: enter your plain text n	nessage here:	

#### **STEP 3: Preview Message**

• Click the Preview Message button to preview your message

#### **D** STEP 4: Edit, Test & Send Message

- Click the Edit button to go back and your message
  - Note: The date/time settings may reset when you edit.
- Click the Test Message to send yourself a copy of the broadcast prior to sending to your list.

Statistics	Products	Sales	Followup	Affiliates	Tracking	Setup	Account	F

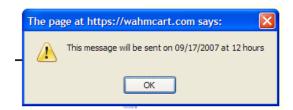
#### Broadcast Email

-9

< Edit Message	Send Message	Test Message

#### • Once satisfied, click the Send Message button

• You will get a pop up that says your message will be sent at the specified time as shown below.



• A new page will load showing your message is in queue.

	١	vah
Time Sheduled	Status	
September 17, 2007 12:00 PM	Queued	Ec

- **STEP 5: Exit** 
  - Click the red X at the top right side of the screen to exit WahmCart.

## 47 You get goodies like this in the <u>MyNAMS Insiders Club</u>

## **How To Add Products To Cafepress.com**

**Objective**: to add products to your Cafepress.com shop.

#### **STEP 1: Add A Product**

- Log into your account
- Click the **Products** link



- If you have a free shop, you are only able to add 1 of each product; however, you can have a different graphic on each item.
- Click the link to see the product selections.



#### **STEP 2: Add Images**

• Click select image to upload, tag, and choose the image



 $\circ$   $\;$  Upload and tag your image. Click done.





• Select your image



- After you select the image, you will be taken back to the area where you can add the products to your shop.
- Select products individually or add everything at once.



• Click the button to add products and graphics to your shop

Add These Products

• You will be taken to your shop.

#### **STEP 4: Customize Products**

• Use the check boxes and dropdown box to customize several products at once.



- Select Change Name and click Go.
- Check the items you'd like to change or select the "check all items" box
- Insert the design name in the "Change name to" box
- Click Apply Changes
  - The design name will show up before the product name (for example - Sweetie Reader Mousepad.)
- Select Change Price Markup
- Check the items you'd like to change or select the "check all items" box
- Choose the markup and select **Apply Changes**.
- Edit each product to add a description and alter graphic size or position.
- Click **Continue** until all changes are complete.
- Click Save and Finish when each is done.

## 51 You get goodies like this in the <u>MyNAMS Insiders Club</u>

### How To Check Faxes In Efax.com

**Objective:** To check received faxes inside your www.efax.com account.

You must first have your efax account set up.

#### □ STEP 1 Dashboard Overview

- Log in to your efax account
- On your dashboard, you can see how many faxes have been received
- Click the blue number

Ve've redesigned the eFax Member Center to help ou get the most out of eFax. <u>Let us know how it's</u> <u>vorking</u>	My eFax Number: 1 570 288 5777 V Add A Number
Account Profile	Your Fax Activity
Name: Alice Seba	Faxes Sent: 0
Fax CSID: 98821984847	Faxes Received: 8
Address: 7846 1/3 A Unet. Duite UC V4C time	
Pin: Change	> Increase Your Fax Limit
Add a Number to my Account	<ul> <li><u>View Faxes in eFax Message</u></li> <li>Center</li> </ul>

#### □ STEP 2 View Faxes

#### • Click eFax Message Center from the right navigation bar

#### **Receive Logs**

Your eFax Plus activity log includes the faxes received over the last 30 days by your eFax number. All times listed are in Pacific Time (Daylight Savings).

					C Account Overview
ECEIVE LOGS SEN	ID LOGS	<b>~</b>			Profile Activity Logs Preferences Billing
Date	Pages	Туре	Duration	From	Send A Fax
Date 2/18/08 11:04 PM	Pages	Type FAX	<b>Duration</b> 00:01:05	From 604 432 6801	<ul><li>Send A Fax</li><li>Add A Number</li></ul>

**MY ACCOUNT** 

Here you can view, delete, forward, move and download individual messages

 $\circ$  To view a fax, click the fax subject to view the fax as shown on the next page

FOLDERS	INBOX	1 52 d 53 <b>0 6576</b> 😽	MY ACCOUNT
TRASH	Subject	Days Date	<ul> <li>Account Overview</li> <li>Send A Fax</li> </ul>
→ <u>Manage Folders</u> <u>Viewing Options</u>	eFax from "600 "12 (201" - 1     eFax from "600 i 101 0 155" - 1	364         2/18/08 11:05 PM           363         2/17/08 2:45 PM	<ul> <li>Add A Number</li> <li>eFax Message Center</li> </ul>
⊠ <u>123Mail</u>	eFax from "604 432 0801" - 1           eFax from "770 volume" 1	362         2/16/08 5:54 PM           361         2/15/08 11:17 AM	<ul> <li>Folders</li> </ul>
	eFax from unknown - 1 page(s)       Did you know you can fax using	360         2/14/08 1:47 PM           359         2/13/08 2:20 PM	STORAGE DETAILS
	eFax from "004 0.00 \$004'-1           eFax from "604 0.00 \$0001'-1	356         2/10/08 11:30 AM           351         2/5/08 9:44 PM	MESSAGES 50 RETENTION 1 year
	eFax from "770 700 00039" - 1           eFax from "77% com 4000 c" 3	349         2/3/08 4:59 PM           343         1/28/08 9:27 PM	KETENTION I year
		Move to Folder 💌 🔿	
	email address >> FORWARD To report a fax as Spam: please check the		
	inbox (above), then <u>Click here to report sele</u> process.	<u>cted fax as SPAM</u> to complete the	

This will open up so you can view the message. At the bottom of the message, you can download, go back to your inbox, and navigate to the previous or next message.



#### **Additional Notes**

To send a fax, simply enter the information on the dashboard of your account or click the Send Fax link from the sidebar of step 2 and fill in the details.

Messages can be sent to your email account so you do not have to manually check these. This will be set up when you create your account.

Manually checking faxes is handy if you are away from your office or are expecting a fax but don't want to open your email.

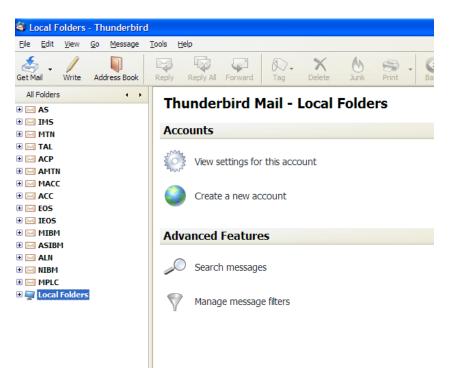
## How To Check and Reply to Email in Thunderbird

Objective: to check and reply to email using Mozilla Thunderbird

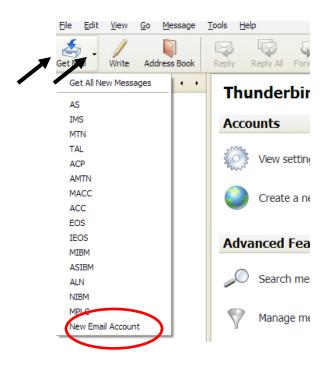
Ensure you have the program downloaded and installed: www.mozilla.com/thunderbird

#### **STEP 1: Open Thunderbird**

• Click Start > All Programs > Thunderbird > Thunderbird

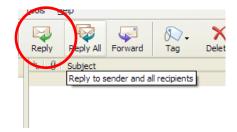


- **STEP 2: Check Mail** 
  - Click Check Mail to check all accounts
    - Click the drop down arrow next to *Check Mail* to check individual accounts only



#### **GINER STEP 3: Respond to Email**

- Click Reply
  - Enter response



#### • Click Send



#### **STEP 4: Exit Thunderbird**

• Click red X in top right-hand corner or choose File  $\rightarrow$  Exit

## **To Check Survey Campaign in Easy Internet Surveys**

Objective: To view the stats of a survey you have running in Easy Internet Survey

Log in at <u>www.easyinternetsurvey.com</u>

- **STEP 1: Campaign Overview** 
  - Click "**Campaign Manager**" to get an overview of your survey campaigns.

E	Easy Internet Survey							
			Know Ex	actly W	hat Your	Custom	ers W	ant
Hom » Cam			lew Campaign Get Code	Reports	Log Out			
Campa	ign Name 🙎	Туре 🙎	Campaign Title 🔋	Campaign Date <b>?</b>	Responses ?	# Questions 🙎	Status 🙎	Get Code
۶Ì	One Question	STANDARD	Wi SHEER Galanta	06-15-2007 - 11:52:01 PM	<u>63</u>	1	<ul> <li>✓</li> </ul>	<u>Code</u>
۶Ì	Custom Made	CUSTOM	Supplie Seturday C Lucialian	09-29-2007 - 09:55:53 AM	3	<u>10</u>	~	<u>Code</u>
۶Ì	Custom Made	CUSTOM	Moorrett, R. <b>Stande Samtlande</b>	06-28-2007 - 08:03:27 PM	21	<u>9</u>	<b>~</b>	<u>Code</u>
۶Ì	Custom Made	CUSTOM	Marrie 7 all Algunh Fin Alasok (N° 5 1976)	06-29-2007 - 12:46:36 PM	<u>15</u>	<u>6</u>	<b>~</b>	<u>Code</u>
۶Ì	Custom Made	CUSTOM	All Federate had al Decement Frances	07-11-2007 - 02:01:06 PM	<u>93</u>	Z	-	<u>Code</u>
<u>,</u>	Custom Made	CUSTOM	ell'ennes, cols i Gansan Customile ga sug	07-11-2007 - 02:20:03 PM	<u>129</u>	<u>8</u>	~	<u>Code</u>
۶Ì	Custom Made	CUSTOM	Steer stift B = daar Ge astersfaatsiere Rangement	07-18-2007 - 07:01:48 PM	<u>24</u>	<u>3</u>	<b>~</b>	<u>Code</u>

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- $\circ$  This page tells you:
  - □ The name & type of campaign you are running
  - **□** Title of the campaign (you named when setting up)
  - Date the campaign was created
  - □ Number of responses received
  - □ Number of questions each campaign has
  - Campaign status whether it's active or closed
  - Link to get the code for that individual campaign

#### **STEP 2: View Individual Campaigns**

• Click the # of responses on the as shown above in the red circle

This will bring up a summary page for the individual campaign. See below, it tells us we are viewing the responses from the "Moms Talk Ebook Feedback: campaign.

	Home       Campaign Manager       New Campaign       Get Code       Reports       Log Out         » Responses [Moms Talk Ebook Feedback ]       Iview Individual Report]       [View Keyword report]					
	Date	User Name	User Email	URL	IP	View
1	07-15-2007 - 11:51:47 AM	Donna K Jia	<u>damaa@draniam</u>	http://momstalkebook		<u>View</u> <u>Response</u>
2	07-08-2007 - 11:01:53 AM	Geri (tindhigay) (	ope 1710 Pleasance	http://momstalkebook	19.108.251.51	<u>View</u> Response

- $\circ$  This page shows the following:
  - Date the survey was taken
  - □ Name of the user who took the survey
  - □ User email address
  - **URL** they used to take the survey
  - □ Their IP Address
- Click on "View Response" to view that person's responses

#### **STEP 3: Sort Results**

There are several ways to sort your survey results by using the drop down features at the bottom of the page.

- You can sort the details by:
  - □ Name
  - □ Email
  - □ URL
  - □ IP Address
  - Date
- You can adjust the list by ascending or descending depending on whether you want to see the newest or oldest results first.

Which ebook(s) did you purchase?	Proofreading Business & Research Business	Geil Re à la car	07-08-2007 - 11:01:53 AM
	<< < [1] 2	3 4 5 >>>	
Search Responses : Answer Contair Sort Responses: No Of Response Per Sort By: Question Contain Decreasi		ch	
	Export	To CSV	

• You can also search responses by keywords in the answer, email address or the person's name.

#### **D** STEP 4: Individual Reports

• Alternately, if you would prefer to view an individual response, you can simply click 'View Individual Report' at the top of the Reports page

_	Home         Campaign Manager         New Campaign         Get Code         Reports         Log Out					
» Res	» Responses [Moms Talk Ebook Feedback ][View Individual Report] [View Keyword report]					
	Date	User Name	User Email	URL	IP	View
1	07-15-2007 - 11:51:47 AM	Donna K Jia	<u>alanna<b>n</b></u> dramiann	http://momstalkebook	1 <b>2 2 2 2 2 1</b> 2 2 2 2 2 2 2 2 2 2 2 2 2 2	<u>View</u> <u>Response</u>
2	07-08-2007 - 11:01:53 AM	Geri (tudi igor	open 1710 <mark>Blooklever</mark>	http://momstalkebook	191208-251351	<u>View</u> Response

- $\circ~$  This view offers similar sort & search options as above however, you can also sort by:
  - **Questions**
  - □ Answers

depictions				
How many of your product want to give away?	<u>do you</u>	10		
			<< < [1]	23 >>>
Search Responses : Ansy	wer Contai	n 💌	Sear	ch
Sort Responses: No Of Response Per Page: Sort By: Question 🗸		ing 💌 Sort Articles		
Question			Export	To CSV
Name Email Date		© 2007 Ea	asyInternet	Survey.com   <u>Support</u>
Date				

#### **STEP 5: Log Out**

• Once you're finished viewing your results, log out of your account

# 62 You get goodies like this in the <u>MyNAMS Insiders Club</u>

## How to Claim Your Blog on Technorati

**Objective**: Claim your blog on technorati to be included in Technorati updates.

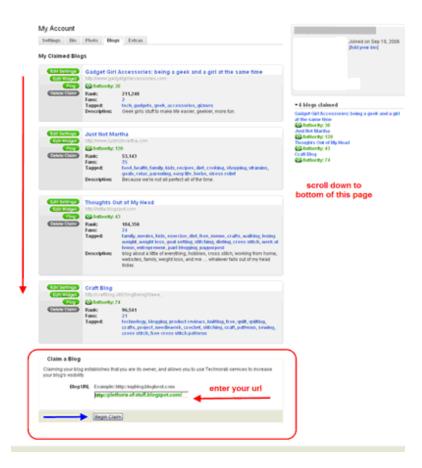
**NOTE:** You must already be registered at Technorati to begin.

- **STEP 1: Log in to your account** at <a href="http://technorati.com/">http://technorati.com/</a>
- **STEP 2: Enter Your URL** 
  - Click on Manage My Blogs

butterfires. This weekend, I started and finished an orange one	Looking for more blogs? Visit the Technoral blog d through blogs from many	
Ibed today when I added the blue to the finished pile that the count fabric, while the rest are on 32 count	Myblogs	Manage my bings
couple weeks of the flu can change ones mindset. It started with voted its way thoogh the entire tamily with the end finally in	Carbon Byt 74	Des Linit proj 34 milionates ago
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enethol Is right, the title of the post-thymed, Bask in my talent Tonight the re Smithart Brundte joins us on our Pockin' Tablest Hour of re is very sharp and very intelligent for one so young (parks)	Authority: 0	Lost ping Lost ping 1 day ago
ter i sing poleg ven regionengen.com one so poleg (son a	Explantion by 10	Listing Listing Ziden ago
e yeer	100	
pe Contest. The deadline is midnight tonight. Uni	ALL NOW	-
telia. I i alluded to some changes being made. I am shedding ghatdoes a lot of shedding. I have resigned my contributor gig		
esigned my paid pig as a guest biopper on the GEA corporate	NoMorcAsa	BONIDCANTS

This page will have all your claimed blogs listed.

- Scroll to the bottom of the page to the Claim a Blog box and enter your new blog's URL.
- Click Begin Claim



- You now have THREE choices for claiming your blog.
  - **Open ID Claim** Clicking this link will take you to your blog where it will ask you for permission to allow this OpenID blog claim. Agree to claim it.
  - □ **Quick Claim** Enter the username and password for your blog. This information will only be used to verify that you own the blog, it won't be shared or stored.
  - Post Claim Just write a new post in your blog that includes a special link to your Technorati Profile to get the ball rolling. You can always delete the post later.

Settings Bio Photo Elog	e Extran	
Contempore long is URC (A diversity of the set your blog and Technory or set of the set	6 taking to each other.	deter. 4. Controller blog blo
Open/D Claim	Gues Chim	Post Caim
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Are Openally Claims		

For this example we'll do a post claim.

- Click on Use Post Claim.
- $\circ$  Open your blog in another window or tab in your browser.
  - Login to the blog.
  - Create a new post.
  - Copy and paste code from Technorati to your new blog post.
  - Publish blog post.
  - Click *Release the Spiders*

	My Account
	Settings Bio Photo Blogs Extras
	(1. Balan your Magin URL) (3. Choose plant method (3. Activate the claim) 4. Customize Maginto
	Now create a post-using the code below and publish it to your blog. You may detele the post after Technorad's spident have seen it. (You'll know they've seen it when you come to your Technoral account page and this blog shows as claimed, and not "in progress").
	Activate the claim using Post Claim
	Ellogger Positing Instructions 1. In another web browshir window; keg is to your Ellogger account
	<ol><li>On the Biogger Dauldboard, click on your blog name</li></ol>
	<ol> <li>Click: "Create" to create a new post</li> <li>Copy/the code below, then paste it into the main text box of your new post with any Title</li> </ol>
copy code	
	Verifier las
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	e.g. scoolers, vaculase, full Increase, avec (of write if + build, / + build, / + build, j + build, j + build, sco
	SAVE NOW
Return to list of posts	

#### **STEP 3:** Customize Your Information in Technorati

- The final page of the claim allows you to add tags and custom information for your blog on Technorati.
- Fill in the description and tags.

- Copy and paste the "Favorite this blog" button into a widget of your sidebar if you wish. This is optional, but good to use if you are going to use Technorati to push traffic to your blog.
- o Click Save Blog Info

You can go back and delete the post you made now if you want.

<section-header></section-header>	Front Page Busin	ess Enter	rtainment Lifestyle Politics Sports	Technology B
<form></form>		oto Blogs	Extras	
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Description Tell the world about your blog (250 characters max) Opportunition of the source of the sour	URL	http://pletho	ra-of-stuff.blogspot.com	
Language Incidian   Incidian	Description			0/250*
English       add tags and keywords         Tag       Use tags to describe your blog (letters, numbers and spaces only)			describe your blog	
Note:: this character limit will be much shorter for multi-byte languages such as Hebrew, Chinese, etc. Favorite Buttons Help your readers mark your blog as a favorite with these handy buttons! Just pick a button style and copy and paste the code into your blog. To make this button: Use this code: Image: "Intp://technorati.com/faves?sub-addfavbtn&:" Image: "Intp://technorati.com/faves?sub-addfavbtn&:" Image: "Intp://technorati.com/faves?sub-addfavbtn&:" Add to Technorati Favorites" /> Add to Technorati Favorites Image: "Intp://technorati.com/faves?sub-addfavbtn&:" Image: "Intp://technorati.com/fave	Language			eywords
Favorite Buttons         Help your readers mark your blog as a favorite with these handy buttons! Just pick a button style and copy and paste the code into your blog.         To make this button:       Use this code:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:         Image: The make this button:       Image: The make this button:	Tags	Use tags to	describe your blog (letters, numbers and spaces	s only)
Favorite Buttons         Help your readers mark your blog as a favorite with these handy buttons! Just pick a button style and copy and paste the code into your blog.         To make this button:       Use this code:         Image: The point of the po				
Favorite Buttons         Help your readers mark your blog as a favorite with these handy buttons! Just pick a button style and copy and paste the code into your blog.         To make this button:       Use this code:         Image: The point of the po				
Favorite Buttons         Help your readers mark your blog as a favorite with these handy buttons! Just pick a button style and copy and paste the code into your blog.         To make this button:       Use this code:         Image: The make this button:       Image: The p://technorati.com/faves?sub-addfavbtn& image: The p:/technorati.com/faves?sub-addfavbtn& image: The p:/technorati.com/faves?sub-addfavbtn& image: The p:/technorati				
Help your readers mark your blog as a favorite with these handy buttons! Just pick a button style and copy and paste the code into your blog. To make this button: Use this code: To make this button: Use this code: To make this button: Can brief="http://technorati.com/faves?sub=addfavbtn& into a widget" To the sug to the sug tothe s	*Note: this character lin	nit will be much	shorter for multi-byte languages such as Hebrew, Chines	se, etc.
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href-"http://technorati.com/fave3/sub-addfavbtn&:       alt="Add to Technorati Favorites" />       Copy and paste       into a widget       Add to Technorati Favorites       Add to Technorati Favorites	To make this but	ton:	Use this code:	
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	Add to Technorat	i Favorites	href="http://technorati.com/faves?sub=a	ldfavbtn&adc
			<	>
Finished! Save your customizations to see them live. Save Blog Info				

You have successfully claimed your blog in Technorati. If you have blogs to claim simply repeat the above steps.

### HOW TO TRACK AFFILIATE LINKS IN CLICKBANK

**Objective:** to add an 8-character tracking code to Clickbank hoplinks for the purpose of monitoring and tracking affiliate campaigns. These instructions are assuming you already understand the basics of Clickbank Hoplinks.

#### □ STEP 1: The Difference between Standard Hoplinks and Tracking Code Hoplinks

#### Standard Hoplinks:

Adding a tracking code to a standard hoplink is a new feature that Clickbank added. The reporting feature is still in beta testing at the time of this writing, therefore the steps to complete this may change once the final version is released.

Your standard hoplink should look something like this: http://AFFILIATE.PUBLISHER.hop.clickbank.net

Here it is in html:

<a href="http://AFFILIATE.PUBLISHER.hop.clickbank.net" target=\_top>CLICK HERE</a>

Here's how to make it work...

- \* Replace AFFILIATE with your affiliate nickname
- \* Replace PUBLISHER with the publisher you want to promote nickname
- \* Replace CLICK HERE with any promotional text or image you prefer

#### Tracking Code hoplinks:

The hoplinks with a tracking code should look something like this: http://AFFILIATE.PUBLISHER.hop.clickbank.net/?tid=zzzzz

According to Clickbank, in order for the tracking feature to work properly, your links MUST follow these formatting rules:

- 1. The tracking code value, which is "zzzzz" in the example above, can be 8 characters long, containing alpha and numeric characters <u>only</u>. Any value longer than 8 characters will be truncated. Any value containing characters other than alpha or numeric values will have the entire tracking code value removed from the hoplink and order process and, will not show in the transaction report.
- 2. Tracking code values received lower case characters will be set to all uppercase.
- 3. The tracking code parameter, which is "tid" in the example above, must be lower case.

#### □ STEP 2: View Reports on Tracking Code Hoplinks

- Log in and Navigate to **Reporting → Analytics**
- Under 'Affiliate Reporting', select 'Report By Tracking Code'
- Select the date range in which you want to view the report.
- o Click 'Go'

	Welcome:y   Customer Service   Marketplace   Blog   Logout   Search Go
CLICKBAN	Account Home Account Settings Reporting Resources
	Paychecks   Transactions   <u>Analytics</u>
Analytics (Beta): Recurring Billing Subscriptions & Installments Click here to view details on your recurring billing p Transactions Select the parameters below and click "go" to view	
Publisher Reporting	Affiliate Reporting
Report By: 🛛 Affiliates 🔍	Report By: Tracking Codes 💌
Period: 🛛 Date Range 🛛 💌	Period: Date Range 💌
Start Date : 2008-08-31 select	Start Date : 2008-08-31 select
End Date : 2008-09-01 select Go	End Date : 2008-09-01 select Go Select the Date Range and hit Go

 $\circ$   $\;$  You'll see that Clickbank is processing your request

<b>CLICK</b> BANK <sup>®</sup>	Account Home	Account Settings	Reporting	Resources
	Paychecks   Tran	sactions Analytics		



• A new page will load with your report. As shown by the arrows below, you can view the sales by each tracking code as well as refunds, charge backs and more.

F	Publisher Re	eporting	I		Affil	iate Repo	orting								
	Report By: Affiliates 💌					Report By: Tracking Codes 💌									
	Period: The past 30 days 💌					Period: The past 30 days 💌									
St	Start Date : select				Start	Date :		select							
	End Date :		se	ect Go	Eng	Date :		select	Go						
						see vour	individual <sup>-</sup>	Fracking Cod	les & Sale	s Report fo	r each on				
Tracking	Code Sum	mary		Her	e you can	i see your	muiviuuai	Tracking Coo		ortopolitio	r cach on				
Tracking Code			# Refunds	# Chargebacks	# Net Sales	\$ Sales	\$ Refunds	-	ş Net Sales	Average \$		\$ Per Hop	% Of Sales \$	Refund %	Chargeback %
			<b># Refunds</b>	*	# Net		\$ Refunds	ç Chargebacks	• Net _	Average \$	Hops Per	\$ Per Hop		Refund %	
Code 🗘	# Hops	¥ Sales≎	<b>F</b>	*	# Net	\$ Sales	<b>\$ Refunds</b> \$0.00	Chargebacks \$0.00	ş Net Sales	Average \$ Per Sale	Hops Per Order	\$ Per Hop	Sales \$		9% 0.00%
Code	# Hops	* Sales¢	0	# Chargebacks 0	# Net Sales 0	\$ Sales \$0.00	<b>\$ Refunds</b> \$0.00	Chargebacks \$0.00 \$0.00	\$ Net Sales \$0.00	Average \$ Per Sale \$0.00	Hops Per Order	<b>\$ Per Hop</b> \$0.00	Sales \$ 0.00%	0.00%	9% 0.00%
Code BILIBARY IMGURUS NO TRACKING	# Hops 19 4	<b># Sales</b> 0 0	0	# Chargebacks 0 0	# Net Sales 0	\$ Sales \$0.00 \$0.00	<b>\$ Refunds</b> \$0.00 \$0.00 \$0.00	Chargebacks \$0.00 \$0.00 \$0.00	\$ Net Sales \$0.00 \$0.00	Average \$ Per Sale \$0.00 \$0.00 \$0.00	Hops Per Order	\$ Per Hop \$0.00 \$0.00	Sales \$ 0.00% 0.00%	0.00%	96 0.00% 0.00%

## How To Use The cPanel Awstats Feature To Check Website Statistics

**Objective**: To view stats of a website or individual page of a site using cPanels built-in stat feature.

Before you begin, log into your cPanel account

#### **STEP 1:** Navigate to the Stats page

- Click the Web/FTP Stats Icon
  - □ This may be located in a slightly different area depending on what all is available in your cPanel.



- Click the Awstats link
  - □ Again, this may be located farther down the page than what is shown here.

#### Web / Ftp Statistics

In this area you can view statistics about your website. Pl the statistical reports are updated every 24 hours. All of t wish to compare data from each statistics program you sl ensure that it has been updated and is providing the corr and are subject to change based on the amount of traffic >>> Awstats Awstats produces year netty stats. >>> Webalizer Webalizer is a more complex stats program that prod visited your site. This is probably the most popular st >>> Webalizer Ftp Webalizer is a more complex stats program that prod visited your site. This is probably the most popular st » Subdomain Stats This will show statistics for the subdomains on your ar

You should be taken to the summary page which looks something like this:

our Website URL	Last Undate:	19 Mar 2008 - 08*				1	
ummary hen:	Reported period:	Mar Y 200	08 🚩 OK				
onthly history							
ays of month			Summary				
ays of week	Reported period	Month Mar 2008	,				
ours	First visit	01 Mar 2008 - 00:25					
ho:	Last visit	19 Mar 2008 - 08:45					
ountries		Unique visitors	Number of vis	its Pag	es	Hits	Bandwidth
E Full list		521	1308	444		80592	1.60 GB
osts	Traffic viewed *		(2.51 visits/visi			(61.61 Hits/Visit)	(1282.75 KB/Visi
E Full list			•				
E Last visit	Traffic not viewed *			318	33	3491	14.53 MB
Unresolved IP Address uthenticated users	* Not viewed traffic in	ncludes traffic generated b	ov robots, worms, o	r replies with special	HTTP status	codes.	
E Full list			,, .				
a Last visit							
obots/Spiders visitors		Mor	nthly history				
Last visit     avigation:     sits duration     es type     ewed     Full list     Entry     Exit     perating Systems     Versions     Unknown     owsers     Versions				iy Jun Jul Aug			
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rigin		Month		ber of Pages	Hits	Bandwidth	
Refering search engines		Honal	visitors v	isits Pages	Titts	Danawidan	
E Refering sites		Jan 2008	465 2	134 5605	46233	3 722.50 MB	
sarch		Feb 2008	857 2	258 6088	87917	7 1.63 GB	
E Search Keyphrases		Mar 2008	521 1	308 4442	80592	2 1.60 GB	
Search Keywords	ł						
thers:			~ ~	<u><u></u></u>			
iscellaneous P	s like this in	the MyNAMS	S Insiders	Club			

#### □ STEP 2: View Stats

#### You have two options for viewing your stats

- 1) You may use the left side bar to click the individual links. These are anchor linked to specific areas of the stats page and will automatically jump down to that section. (see red arrow in graphic above)
- 2) You can simply scroll down the page to view all of the stats.

#### **Selecting Month:**

As you can see from the graphic above, these stats are for the month of March. You can view other months by using the dropdown arrow as shown in the graphic with the rectangle above.

#### Stats you can view include:

- Unique visitors
- Number of Visits
- Page Views
- Total Hits
- Bandwidth used

You can view stats by the hour, day, week or month.

#### Other stats you can view include:

- Traffic Hosts
- What spiders are visiting
- Visit Duration
- Countries where your visitors are from

		Cou	ntries (To	<b>p 25)</b> - Fu	ll list
	Countries		Pages	Hits	Bandwidth
	United States	us	3447	67963	1.35 GB
?	Unknown	ip	354	3134	59.95 MB
	Netherlands	nl	227	326	4.02 MB
٠	Canada	са	163	3050	63.31 MB
	Germany	de	53	208	3.67 MB
ୁ	European country	eu	48	937	19.09 MB
:•;	South Korea	kr	31	57	736.22 KB
#.;	Australia	au	24	1464	32.11 MB
	France	fr	18	79	1.62 MB
÷	Switzerland	ch	16	42	807.86 KB
	Italy	it	14	49	1.02 MB
÷	Finland	fi	10	20	294.99 KB
þ	Singapore	sg	7	350	6.70 MB
e	Algeria	dz	7	7	71.79 KB
ŀ	Norway	no	4	74	1.68 MB
	Great Britain	gb	4	791	18.89 MB
	Spain	es	3	94	1.94 MB
F	Sweden	se	3	80	1.68 MB
٩	Brazil	br	2	24	483.22 KB
¢.	Portugal	pt	1	31	691.95 KB
	Gibraltar	gi	1	21	381.98 KB
	Austria	at	1	26	628.68 KB
-	Slovenia	si	1	25	670.17 KB
	Hungary	hu	1	23	424.12 KB
≽	South Africa	za	1	173	3.88 MB
	Others		1	1544	34.39 MB

- You can view incoming links from other sites
- The Keywords and Key phrases being used

Search Keyphrases Full list	5 (Top 10)		Search Keywords (Top 25) Full list				
49 different keyphrases	Search	Percent	84 different key	/words Search	Percent		
offiliate	13	18 8 %	affiliate	22	13 0 %		

• How many hits your Error pages are receiving

	HTTP Error codes			
	HTTP Error codes*	Hits	Percent	Bandwidth
404	Document Not Found	1610	79.6 %	726.12 KE
206	Partial Content	192	9.4 %	3.39 MB
302	Moved temporarily (redirect)	106	5.2 %	445 Bytes
301	Moved permanently (redirect)	102	5 %	33.54 KB
403	Forbidden	7	0.3 %	2.08 KB
401	Unauthorized	5	0.2 %	65 Bytes

\* Codes shown here gave hits or traffic "not viewed" by visitors, so they are not included in other charts.

- What browsers are being used
- What operating systems are being used

Operating Systems (Top 10) - Full list/Versions - Unknown		
Operating Systems	Hits	Percent
🔢 Windows	72162	89.5 %
🗱 Macintosh	3940	4.8 %

• You can even view individual page details

Pages-URL	(Top 25) -	Full list - En	try - Exit	
238 different pages-url	Viewed	Average size	Entry	Exit
/blog/feed/	991	1.14 KB	632	626
/	338	6.35 KB	203	124
/all-private-label.html	282	10.73 KB	167	103
/im-sweetie-program.html	156	6.23 KB	10	25
/blog/feed	149	2.83 KB	3	5
/website-builder.html	134	8.22 KB	18	22
/blog/	91	23.65 KB	17	35
/out-blog.html	67	14.35 KB	17	16
/free-graphics.html	62	16.66 KB	3	13
/plr-quick-reference.html	61	6.86 KB	3	7
/builder-graphics.html	58	9.84 KB		24
/blogging-bootcamp.html	57	10.47 KB	50	42
/information-product-sweetie.html	52	5.52 KB	1	1
/affiliate-marekting-sweetie.html	51	5.32 KB	2	3
/spring-cleaning-coaching.html	50	12.01 KB	1	4
/copywriting-sweetie.html	48	5.59 KB	3	4
/free-plr-ecourse.html	46	7.53 KB		1
/all-mom-content.html	45	7.03 KB	3	2
/all-private-label-press-packs.html	45	10.17 KB	1	1
/ims.html	44	5.62 KB	6	5
/all-private-label-bundles.html	44	16.01 KB	2	6
/affiliate-manager-sweetie.html	43	5.63 KB		
/all-health-content.html	41	7.19 KB		
/all-finance-content.html	39	6.70 KB		
/affiliate-guide.html	38	8.55 KB		
Others	1410	21.15 KB	166	233

#### **STEP 3: Logging Out**

• Once you've finished viewing your stats, simply hit the *Back* button on your browser to get back to the dashboard of cPanel and click the log out option in the top, right-hand corner.

# 74 You get goodies like this in the <u>MyNAMS Insiders Club</u>

# HOW TO CREATE A NEW ACCOUNT IN QUICKBOOKS

**Objective:** to add a new customer and create an invoice.

#### □ STEP 1: Open QuickBooks

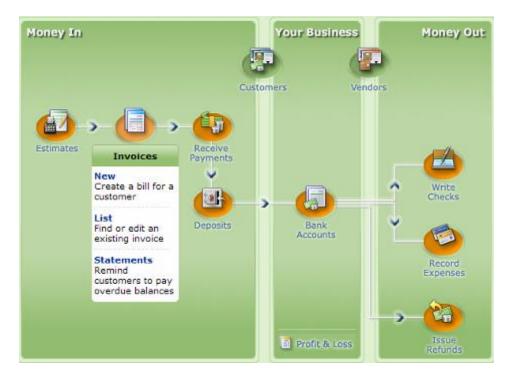
#### • Click on QuickBooks shortcut or

Click Start > All Programs > QuickBooks > QuickBooks



#### □ STEP 2: Open a New Account

- Click Invoices
- Select New



#### □ STEP 3: Add a New Customer.

- Choose *Add New* from the drop-down menu to the right of the Customer Box.
  - When you click on the arrow, all your current customers are listed.

Create Invoices		
🚔 Prinț 🔹 🔤 E-mail 🔹 🧏 Customize	<b>-</b>	
Customer Add New >		
Brooks Electric Ron Johnson Sylvia Ford Tamara Goss	Customer Customer Customer Customer	

#### • Enter customer's name.

- This is the only *required* information now. You can return later and complete the customer information.
  - Click OK if you want to continue the invoice using only the customer's name.
- You can skip Opening Balance and Date. Opening Balance will show when you complete the invoice.

New Custo	omer				 
Custo <u>m</u> er Name *					 
Opening Balance		as of	09/07/20	07 🔳	<u>determine</u> ing balance?

# • Enter company name then hit *TAB* to continue entering contact information.

A <u>d</u> dress Info	Additional Info	
Company Name	Contact	
Mr./Ms./	Phone	
First Name	M.I. FAX	
Last Name	Alt. Phone	
	Alt. Contact	
	E-mail	
	Cc	

- Addresses: Click Edit
  - Using the Edit Address window ensures that the address information aligns correctly on the customer information page.
- Fill in the street address as you would like it printed out.
- Hit *TAB* to continue entering address information.
- $\circ$   $\,$  When finished, click OK  $\,$

Edit Addres	s Information	X
Address	Sam's Place Sam Weston	OK Cancel
City		
State / Province		
Zip / Postal Code		
Country / Region		
Note		
Show this windo	ow again when address is incomple	ete or unclear

#### □ STEP 4: Complete the Invoice

- Click the down arrow to view the list of products and services you offer.
- Select the product or service that applies to the invoice.
  - If the product or service is not listed, click Add New and add a new product or service.
  - Use general terms for items. Write details in the Description.
- Hit *TAB* to move from one field to another.

Descrip	tion	
×		
Other Charge		
Other Charge		
Other Charge		
Subtotal	Subtotal	
Discount	Discount	
	Other Charge Other Charge Other Charge Other Charge Subtotal	Other Charge Other Charge Other Charge Subtotal Subtotal

- Type a description.
  - The description is where you write specifics about the item.
- Enter quantity.
  - If you charge based on hours, pages, or words for a service, enter the number.
- $\circ~$  Enter the rate you charge per hour, per page, or per word for your service or enter the cost for the product.
  - The total amount calculates automatically.



#### • Print or Email Invoice

- Click Print to print the invoice.
- Click Email if you want QuickBooks to send the invoice to the customer by email.
  - Invoices are sent as an attached PDF file.

(	🖻 Print 💌 🖾 E-mail	🛃 Customize
	Customer	
	þane Marple 🛛 🗸 🗸	
	Invoice Bill To	
	Sunshine Printing Jane Marple P.O. Box 8 Randle, TX 77522 USA	

## • Click Save & Close.

	Total	30.00
	Apply Credits Payments Applied Balance Due	0.00 30.00
Memo	Save & Close	Clear

□ STEP 5: Exit QuickBooks.

 $\circ \quad \text{Click File} \rightarrow \text{Exit}$ 

# HOW TO CREATE AN AUDIO USING

## **STREAMING AUDIO STUDIO**

Objective: to record and save an audio using Streaming Audio Studio

## □ STEP 1: Set Up Mic

 $\circ~$  Plug mic/headphones with mic into jack on your computer.

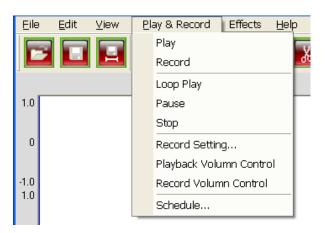
#### □ STEP 2: Open Streaming Audio Studio

- Click on the Streaming Audio Studio shortcut or
  - Click Start > All Programs > Streaming Audio Studio > Streaming Audio Studio



## □ Step 3: Record Audio

• Click Play & Record  $\rightarrow$  Record



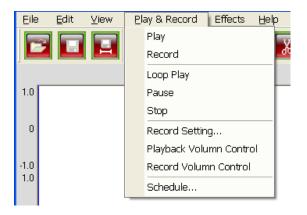
• An alternative method is to click the record button (dot) on the toolbar.



Recording will immediately begin.

### □ Step 4: Stop Recording

◦ When You are finished, go to Play & Record → Stop



• An alternative method is to click the stop button (square) on the toolbar.



#### □ Step 5: Save Recording

○ Choose File  $\rightarrow$  Save



- Name your audio file.
- The file type defaults to mp3 however; you can select a different format by using the dropdown arrow.
- Complete the ID3 Tag.
  - Click the arrow at the Genre box and select a genre for your audio.

Save File As	? 🗙
Save in: 🗀 audio	▼ 🖶 🖶 📂 📰▼
📳 asithappens_20070905_3234.m	ρ3
File <u>n</u> ame:	Save
Save as type: MPEG III Files (*.mp3)	Cancel
Set File Format	
Sample Rate: 44100Hz	
Bits Per Sample: 16 bits	G Stereo      Mono
- ID3 Tag	
Title: asithappens 2007	Genre: Unknown
Album: As It Happens Da	Comment:
Artist: CBC Radio: The E	http://www.cbc.ca/asithappens/
Year: 2007	

- □ Step 6: Play Audio File
  - Click Play & Record  $\rightarrow$  Play



• An alternative method is to click the play button (arrow) on the toolbar.



# □ Step 7: Exit Program

 $\circ \quad \text{Click File} \rightarrow \text{Exit}$ 

Eile	e <u>E</u> dit	⊻iew	<u>P</u> lay & Record	Effects
	<u>N</u> ew		Ctrl+N	J 🛛 🥅
	<u>O</u> pen		Ctrl+C	)   🔛
	<u>S</u> ave		Ctrl+9	<sup>6</sup> 006:307
	Save Sele	cted As		da d
	<u>1</u> asithapp	ens_2001	70905_3234.mp3	<b>B</b> irk Atri
	E <u>x</u> it			

## How to Create and Edit a Camtasia Studio Video

Objective: Learn to create and edit a Camtasia Video

#### **Creating a Video**

- 1. Step 1: Open up your Camtasia Studio
  - A small welcome window will show up
  - Choose the Start a new project by recording the screen then click ok

Welcome - Camtasia Studio	$\mathbf{X}$
What do you want to do?	
Start a new project by recording the screen	
Start a new project by importing media files	
Den an existing project	
Show this dialog at startup OK Close	

2. Step 2: New Recording Setup

- What would you like to record give you three options
  - Region of screen
    - i. Select region (this is a basic click and drag area of the screen that you would like to record)
  - Specific window
    - i. Select Window (press select button and to select window by highlighting it and pressing the left mouse button)
  - Or entire screen

New Recording Wizard	$\mathbf{X}$
Screen Recording Setup Select the portion of the screen that you want to record	
What would you like to record?         Image: Constraint of the screen before a rectangular region of the screen to record.         Image: Constraint of the screen before a rectangular region of the screen to record.         Image: Constraint of the screen before a rectangular region of the screen before the recording area by selecting a window.         Image: Constraint of the screen before the recording area by selecting a window.         Image: Constraint of the screen before the entire screen.         Record the entire screen.	
< Back Next > Cancel	

Once you have selected one Click Next

3. Step 3: Recording Options

- (choose the recording option you would like to include in your recording)
  - i. Record Audio
    - 1. (record audio while recording the screen)
  - ii. Record Camera
    - 1. (record Camera video while recording the screen)

Recording Options	
Recording Options Choose the recording sources you would like to include in your recording.	
What would you like to record?	
<ul> <li>Record Audio Record audio while recording the screen.</li> <li>Record Camera Record camera video while recording the screen.</li> <li>Camera Preview Show camera preview window while recording the screen.</li> </ul>	
<back next=""> Cance</back>	el

Once you have selected one click next

4. Step 4: Begin Recording

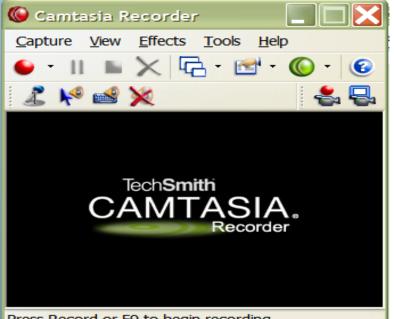
- Click red record button on Camtasia recorder or F9 to start recording
- Click stop button on Camtasia recorder or F10 to stop recording

Recording Op	otions 🔀
Begin Reco Click Finis	rding h to begin recording.
	<ul> <li>Click the record button on Camtasia Recorder or F9 to start the recording process.</li> <li>Click the stop button on Camtasia Recorder or F10 to stop the recording process.</li> <li>Performance Options         <ul> <li>Disable display acceleration during capture</li> <li>Disabling display acceleration will result in much smoother screen recordings.</li> </ul> </li> </ul>
	< Back Finish Cancel

Click finish to begin recording

Small Camtasia Recording box will show up

- Record button
- Pause button
- Stop Button



Press Record or F9 to begin recording

- Once you begin recording it is very simple you go about recording the screen
- If you choose the audio recording you can go ahead and talk as you record.
- If at any time you need to pause the video just click the Camtasia recoding box and click pause.
- Once you are done recoding you will click on the stop button
- Hitting the stop button will bring up a screen that shows you exactly what you have recorded. Once you have previewed it you will need to save it so that you can edit it

# **Editing Camtasia Video**

- 5. After saving it will bring up a Post-Save Option and you will have three options to choose from
  - Edit my recording
  - Produce My video in a sharable format
  - Or record another video

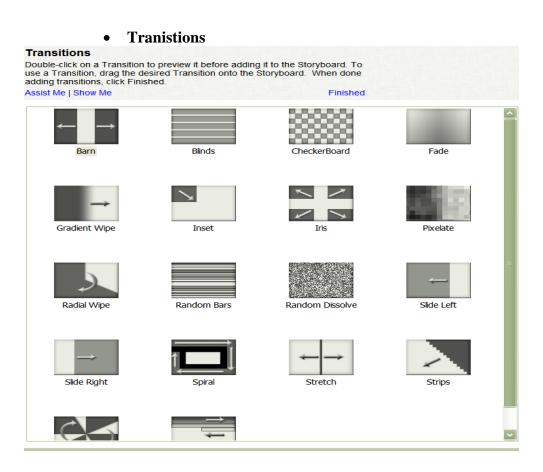
For right now we are going to choose edit my recording

Post-Save Options	10		
What would you like to do next?			
Edit my recording			
Produce my video in a shareable format			
Create another recording			
OK Cancel			

Click ok

6. From there you can do so many different things to edit your video

• The easiest way to figure these out to click on each one individually and then click on assist me. In Assist me it give you a quick run down of each edit and how to use them



• Callouts

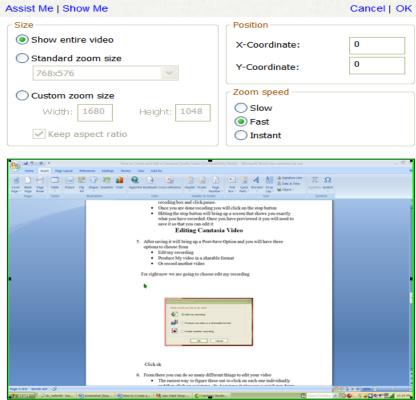
Callout Properties		Cancel   OK
Callout type:	Arrow	Custom Callouts
Fill Color	Border Color	Restore Shape Defaults
Make Flash Hot Spot	Flash Hot Spot Properties	
Arial B ✓ <u>U</u> 🔊   A   ≣		~
		~
		~
Properties	Opacity: 🦟	100 %
Fade Out	Width: 1	58 X: 351
Add Drop Shadow Keep Aspect Ratio	Height: 6	4 Y: 420

Zoom-n-panel

#### Zoom-n-Pan Properties

•

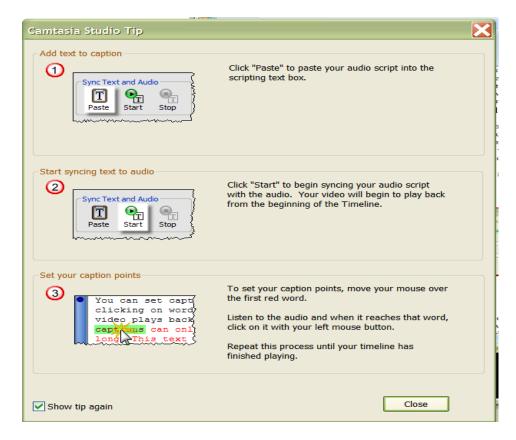
Zoom-n-Pan works by inserting key frames. Key frames mark the location on the timeline for zooming in and out. Typically, key frames are used in pairs, one key frame to zoom in and one to zoom back out. When done modifying a key frame, click OK.



## • Flash quiz

Quiz Properties			
Quiz name: Quiz Nam	e		
Appearance Font Color	Background Color		
Text size:	Large Text (4 answers)		
Submit button text:	Submit		
Answer numbering:	Letters: a), b), c),		
Quiz feedback			
If correct, display:	Correct		
If incorrect, display:	Incorrect		
Number of attempts:	1		
Action if number of attempts exceeded:	Continue		
	OK Cancel Help		

#### • Captions



Once you are done save your product. And you are done

# How to Edit a Website Template Using GIMP

**Objective** – To customize a website template created in photo shop, including changing text and adding a background, as well as cutting and exporting the final image for html output.

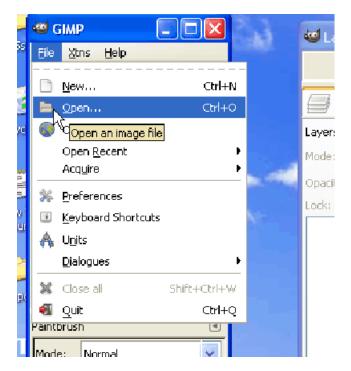
**Notes** – This guide assumes you already have a template ready, and the graphics source files are of .PSD file format.

One slightly unfortunate point to note is that although GIMP can handle .psd files virtually the same way as photo shop, it cannot render layer effects or editable text layers out of a psd file.

This is OK as we can add our own effects and text layers using gimp as well

Don't worry too much if the program looks slightly confusing, we'll learn how to use everything we need to customize a template in this guide.

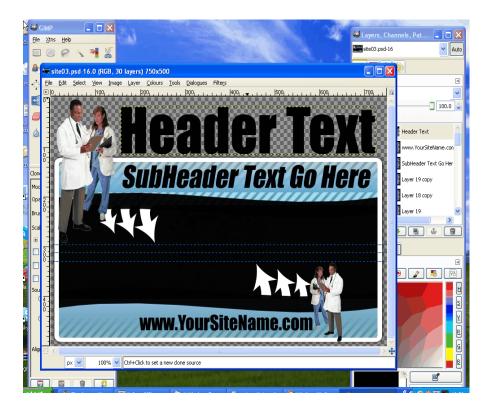
**STEP 1: Open the GIMP program and locate your file to edit.** 



\*\*Remember to pick your PSD source image file\*\*

Ele Xtns Help		Layers, Channels, Pat	Auto	
C:\ save	martins stuff Unsorted	templates		<u> </u>
Places Recently Used terry	Name:  site02.psd  site03.pst		Modified     02/11/2007     01/11/2007	Preview
<ul> <li>Desktop</li> <li>C:\</li> <li>D:\</li> <li>E:\</li> </ul>	<ul> <li>site04.psd</li> <li>site05.psd</li> <li>site06.psd</li> <li>site07.psd</li> </ul>		01/11/2007 01/11/2007 01/11/2007 01/11/2007	sabreador lext so nere
<ul> <li>F:\</li> <li>G:\</li> <li>H:\</li> </ul>	<ul> <li>site08.psd</li> <li>site09.psd</li> <li>site10.psd</li> </ul>		01/11/2007 01/11/2007 01/11/2007	<i>site03.psd</i> 1.67 MB 750 × 500 pixels RGB-alpha, 30 layers
☞ I:\ 💾 My Pictures	<ul> <li>site11.psd</li> <li>site12.psd</li> <li>site13.psd</li> </ul>		01/11/2007 01/11/2007 01/11/2007	
	<ul> <li>site14.psd</li> <li>site15.psd</li> <li>site16.psd</li> <li>site17.psd</li> </ul>		01/11/2007 01/11/2007 31/10/2007 01/11/2007	
Add Remove	<ul> <li>✓ site18.psd</li> <li>✓ site19.psd</li> </ul>	All imag	01/11/2007 01/11/2007 💌	~
	utomatically Detected)			Open Cancel

Now that you've opened you're file, you should be presented with three independent GIMP windows on your desktop -



## TIP!

When your using GIMP, you can maximize or minimize each window as needed. This way you can select the tool you need, and maximize your image only, so as to prevent distraction or obstruction from the tool and layers windows while editing.

## □ STEP 2: Familiarize yourself with the images layers.

Before we begin any editing, we need to decide which layers need changing, so that we only adjust those layers and not any other part of our template.

• Bring the layers window to the front, so it's active

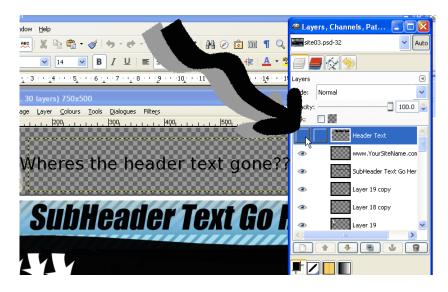


TIP! If you've already maximized your image or any other GIMP window and are wondering where the layers window or any other GIMP window is, just take a look at your windows tool bar and you'll see them there -

🛃 start	📀 Windows Media Player	GIMP	Layers, Channels, Pa	ScreenHunter_08 De	

• Turn each layer on and off individually, so you can decide which layers you are going to edit or delete, and which ones you are going to leave alone. In the layers window you will see all of your layers, each will be named. Some will be self-explanatory, like the text layers, and others may be called things like "layer 1" etc so we need to find out which is which.

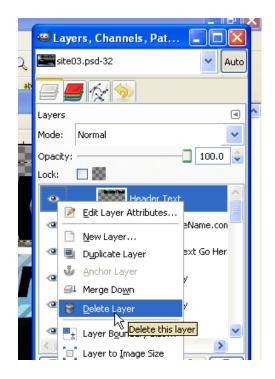
We do this by clicking our mouse cursor on the eye symbol on the left of each individual layer. No eye means the layer is hidden, as the image displays below.

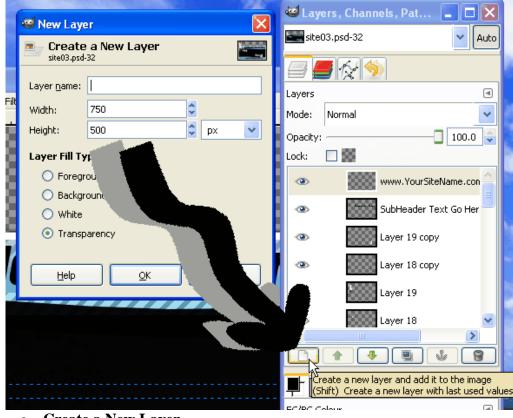


□ STEP 3: Add your Custom Text

Now that you've figured out which layers are which, one by one you are going to have to remove the text layers and replace them with new text layers that you'll create now.

• Select the first layer of text to replace in our layers window then right-click the blue highlighted box and choose "delete layer." Now, in the main image the text we wanted to edit will no longer be there (in the example, the header text has been removed).

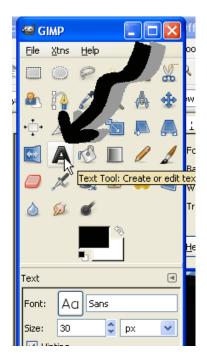




• Create a New Layer

By pressing the correct icon in the Layers window, we can create a brand new Blank Layer to add our custom header text to. Leave the Layer Fill type settings to Transparency.

#### • Write Text Select the Text tool from the File and Tools window



You'll see that there are options in the bottom half of the window, allowing you to adjust the font and size, alignment and color. These can be adjusted before or after writing the text for the new layer.

Next, making sure to check that the New Layer we just created is still selected (do this by looking at the layers window, and seeing if your "new layer" box is highlighted blue) we move the cursor over the main image to the point where we want to add our new text. Click the mouse once the cursor is in position and a box will appear ready for you to input your text.



Once we've placed the text in the image, we can go back to the Tools window, and making sure our Text tool is still selected, we can adjust the font and size accordingly.

• **Position text** 



Once the correct font and size have been selected, and the text has been written, it's time to position the new text layer perfectly in place, ready for the finished product soon. We need to select the Move tool, that's shaped like a cross made up of four arrows.

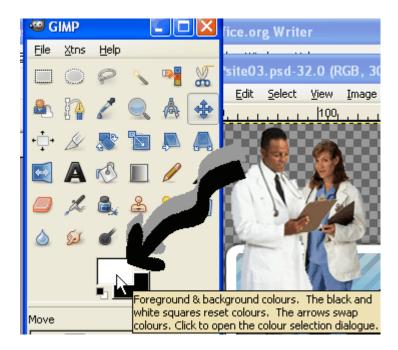
Once the correct tool is selected, double check that we still have the correct layer highlighted (check the layers window for the blue highlighted layer) and then we can move our cursor over to the text, and place it anywhere. It can sometimes be tricky, as if you don't place the cursor precisely over a piece of the text we wish to move, it won't do anything. Make sure your cursor looks like this



And you can then move it anywhere.

#### **STEP 4**: Changing the background Color

The easiest way to do this is to make a new layer for the background, and have it created in the color we wish the background to be. First we select the color to use -



If you click your cursor onto the pair of boxes in the tools window, you can select both the Foreground and Background color. It doesn't matter which is which as you can rotate between background and foreground color anyway, so make one of them the preferred background color you wish to use.

Then in order to get this as our background color, we need to find the original Background layer in our Layers window. This will be right at the bottom of the list of layers. Once we've found it, make sure it's visible (the eye icon is on and not off). If it's not the background color we wish to use then we need to make a New Layer, and delete this original background layer. Remember earlier when we created a new layer, and kept the "Layer Fill Type" to transparency, well this time we want to change it, and make sure the option for Foreground color or Background color is selected instead (whichever one we made the right color in the last step). Voila, now we've got our background the color we wanted.

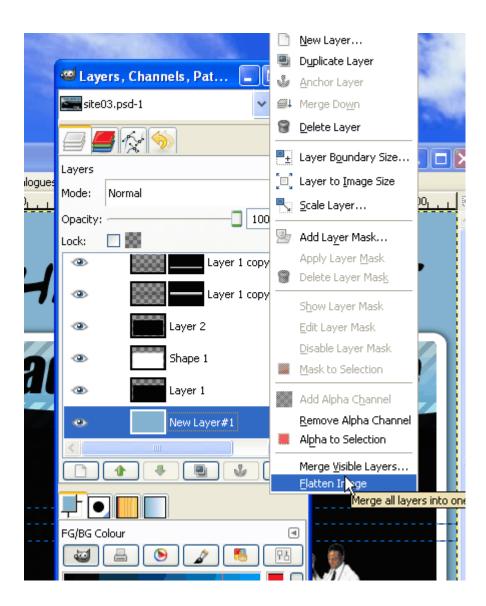
#### □ STEP 5: Flatten image ready for cutting.

Double check our image. Have we finished changing all the text? Have we moved anything that needs moving?

Good.

Now we're ready to flatten our image and export it to a web friendly format.

To Flatten, we need to go to the Layers window, and right click on any layer, selecting the "flatten image" option at the bottom of the right click menu.



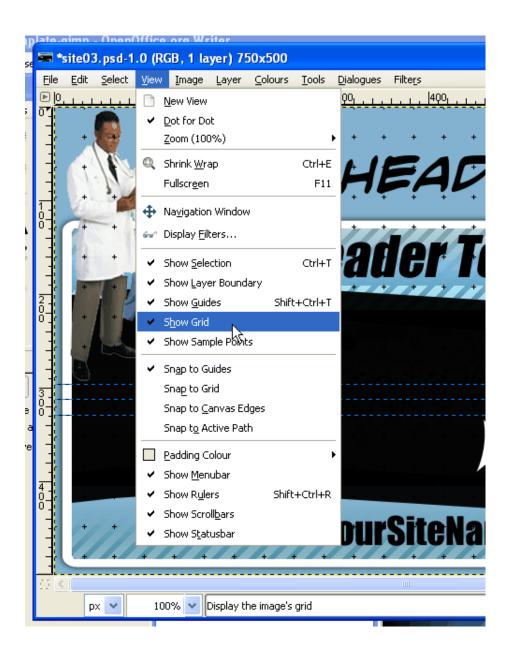
## STEP 6: Cutting our final image into smaller sections for a web page

The template we have used here is a simple one, but for even complicated designs with lots of sections the same principle applies. We need to get the image from one big picture into smaller segments for our web pages. With this template, we want a Header or Top section, a middle section for a content background, and a footer or bottom section. For the middle we will take a cut that is uniform, so as it will become a repeated background on our web page.

To do this we need our Rectangle Select tool and Grid lines on our image window to guide us



Default setting is grid lines OFF, so simply click the "view" tab and click your cursor onto the Show Grid option. If you go back to the "View" tab you should now see it ticked like here.

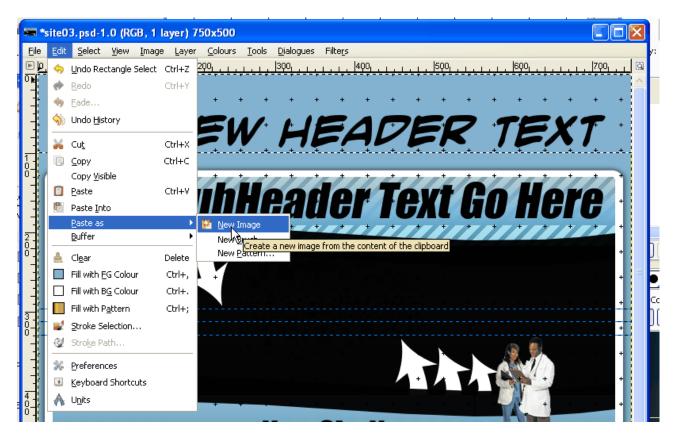


Once your grid is up, using your cursor set on selection tool make a full width selection of the main head section. Once you've made a selection, go to the "Edit" tab and select "copy visible".

<b>100</b> *s	ite0	3.psd-1.0 (	RGB, 1	layer) 7	50x50	0	•											•		
Eile	Edit	<u>S</u> elect <u>V</u> ier	w <u>I</u> mage	e <u>L</u> ayer	⊆olou	rs <u>T</u> oo	ols <u>D</u> iale	ogues	Filters											
▶ <u>0</u>	\$	Undo Rectang	le Select	Ctrl+Z	200 <u>1 1</u>		<u>,  </u> 300			400			500 <sub>1</sub>	لييات		600			.  7Q0 <sub>1</sub>	<u> </u>
<u></u>	۲	<u>R</u> edo		Ctrl+Y		•		·												<u>^</u>
1	4	Eade			+	+	+ +	+	+	+	+	+	+	+	+	+	+	+	+	+
	5	Undo <u>H</u> istory					1. L	1	F,	1			56	7	+1	re		~	T	+
	×	Cu <u>t</u>		Ctrl+X		<b>77</b>	Ţ	76		7/		F	2/5	5	ļ	E	-/		/	
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οŢ		Copy <u>V</u> isible			+	+	+ +	+		+	+	+	+	+	+	+	_+	+	+	-
		Paste 😽	Copy the	Chrl	region to	the clip	board	ńń				Λī	77					17	n l	
	Ē.	Paste <u>I</u> nto	сорутне	selected				i   i								71	lr			+
		<u>P</u> aste as		•		_	+ +			<b>-</b> +/	- +	-+-		-	<u> </u>	+	-+-		-+	+
2		<u>B</u> uffer		<b>`</b>																

As you can see, I decided to do this header in 2 sections, with this first selection going down to the 100 pixels point on the vertical margin.

Once you've copied your selected section you then need to open the "Edit" tab again and select "paste into" then "new image"



If you've done this part correctly you should end up with another window opened up with another image, just like the one below. This is the first section of your new website/header, and should be named something accordingly, such as header\_1.jpg.



😅 Export F	ile 🛛 🗙				
Your image should be exported before it can be saved as JPEG for the following reasons:					
JPEG plug-in can't handle transparency Flatten Image					
	The export conversion won't modify your original image.				
Help	Ignore Export Cancel				

When saving your template file, make sure to add the filename extension, like .jpg or .gif or whatever you prefer your images as. Don't be alarmed if a box appears asking to flatten your image, this is fine, simply press export.

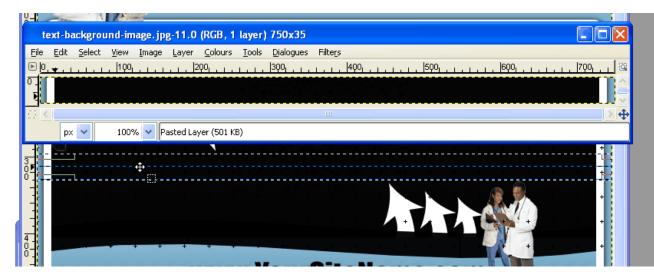
Lastly depending on what kind of file saving (jpg or gif or png) you'll be quality/color levels etc. Just remember lower you set these, the less quality Images will come out. Best to just click don't change anything here to start with know what you're doing.

ļ	🖾 Save as JPEG 🛛 🔀	
	Quality: 85 🗘	your asked for
	File size: unknown	that the
	Show preview in image window	your
	<u>A</u> dvanced Options	save and
	Load Defaults Save Defaults	until you
	Help Save Cancel	

Do the same for the other section of header if you have any, and for the footer, like this



Finally, once you've got those pieces saved into individual images, you want to do exactly the same for the middle section, only it will be smaller, and it has to be a perfect slice so that it will repeat evenly as a background image



Voila!

Now you just need to put it all together with your favorite HTML Editor.

Bonus Tips :

- If you ever happen to make an error, don't worry, you can step back as many steps as you need to by pressing "ctrl+z" on your keyboard.
- If your Selections are slightly too big, you can make minor adjustments by placing your cursor to the edge of your selection, and holding the "ctrl" button while pressing the directional arrow you need
- If you didn't already know, to add more fonts you need to place the font files inside your windows Fonts Folder, usually located around the "C:\WINDOWS\Fonts" area of your hard drive. You can download many free fonts from places like 1001fonts.com
- If you start feeling brave, then play with some other tools. The Rotate, Scale and Shear tools can get some tricks going on your text, and that's just for starters.

## How To Customize The Look Of 1shoppingcart

**Objective**: To customize the look of your shopping cart so that it better matches your website.

- **GIVEN STEP 1:** Log into your account
- □ STEP 2: Navigate to Setup  $\rightarrow$  Cart Look & Feel

Analytics	Setup	+ My A	ccount			
	Orders					
	Cart Optio	ons				
	Cart Customization					
	Cart Look and Feel					
e colors and style	Cart Butto	ickgro				
	Site Links	3				
	Domain I	lasking				
	Gateway					
	Digital Pr	oducts				
	Secure In	nages				
	Third-Party Integrations					

### **•** STEP 3: Customize Cart

There are several options you can use to customize your cart. You can pick and choose which of these options you wish to use as shown below.

Look And Feel	Click to select color from
To make your forms look consistent	with your own site, you can edit the color color palette. Or enter hex
Click here to preview your cart	code if you know it.
Background Color	
Accent Color	
Font Color	#000000
Font Family	Arial, Helvetica, sans-serif
	Learn How to Be An Internet Ma And Ki Click Browse button to select image file for logo Browse OR Click here to remove existing logo
Company Logo Width	0
Company Logo Height	0
Display Company Name	☑ If selected, Company Name will appear on system hosted pages w
Upload Background Image	Click Browse button to select background image file Browse
	Save Changes

### You Options Include:

- **Background Color:** The Background color of your cart checkout area
- Accent Color: The color of the row(s) in your cart area
- Font Color: The font color for the main part of your cart
- Font Family: The type of font for the main part of your cart
- **Upload Company Logo**: Select a custom header graphic from your computer to use, if you wish.
- **Logo Width**: The width you wish your logo to be. Leave blank if you want the system to self-adjust it for you. Recommended size: no more than 750 pixels wide.
- **Logo Height**: The height you wish your logo to be. Leave blank if you want the system to self-adjust it for you.
- **Display Company Name**: Selecting this will allow your company name to appear when the page cannot display your custom logo.
- **Custom Background Color**: If you have a custom image that you would like for the background instead of a solid color (from "A"), you can upload it here.
- Once you have made your selections, hit *Save Changes*.

### **STEP 4:** Preview Cart

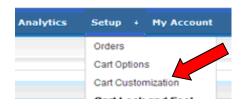
• Click the link that says "Click Here to Preview Cart" to view your changes.

Look And Feel	
To make your forms look consis	stent with your own site, you can edit the colors a
Click here to preview your car	
Background Color	<i>⊭</i> ;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;

Below is a preview of what your cart will look like.



### **STEP 5:** Navigate to Setup $\rightarrow$ Cart Customization



This is where you can customize the wording of your shopping cart. You can select as many or as few as you like. HTML and CSS is allowed but Java script is not.

### **STEP 6: Enter Custom Details**

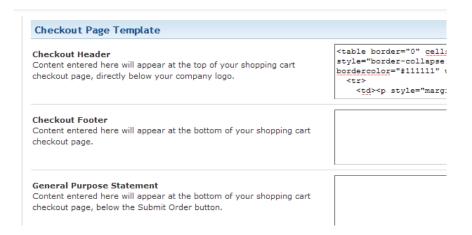
### • Enter System Hosted Template Details

Changes made here are *System Wide* so they will show on all system pages

- **Template Top and Bottom:** These will show at the top and bottom of your shopping cart.
- Enter Cart Contents Page Template Details
  - **Cart Contents Header and Footer:** These will show at the top and bottom of your shopping cart, directly below your logo.

Customization						
CSS and HTML code is allowed for all page template fields. For security purposes javascript or othe						
System Hosted Pages Template						
Template Top Content entered here will appear at the very top of all system hosted pages.						
Template Bottom Content entered here will appear at the very bottom of all system hosted pages.						
Cart Contents Page Template						
Cart Contents Header Content entered here will appear at the top of your shopping cart contents page, directly below your company logo.						
Cart Contents Footer Content entered here will appear at the bottom of your shopping cart contents page.						

- Enter Checkout Page Template Details
  - Checkout Header and Footer: These will show at the top and bottom of your shopping cart, directly below your logo.
  - General Purpose Statement: This will show at the bottom of your shopping cart checkout pages, below the "Submit Order" button.



- Enter Unsubscribe Page Template Details
  - **Unsubscribe Top and Bottom:** These will show at the top and bottom of your mailing list page. The top will be located directly below your logo.

• Order Receipt Email: TEXT ONLY! Content entered here will appear near the bottom of your order receipt email that your customers receive once they submit payment.

Click Save Page after you are finished.

	I
Unsubscribe Page Template	
Unsubscribe Page Top Message Content entered here will appear at the top of your mailing list unsubscribe page, directly below your company logo.	
Unsubscribe Page Bottom Message Content entered here will appear at the bottom of your mailing list unsubscribe page.	
Order Receipt Email Customization	
Custom Message Content added here will appear near the bottom of the Order Receipt email your customers will receive after a purchase. Text Only! The Order Receipt is a text email and any CSS or HTML entered here will show up as text.	

Save Page

## **How to Customize Your WahmCart Checkout Pages**

**Objective**: Customizing your WahmCart to match your website.

**NOTE:** You must already be a WahmCart user and have products added in the system.

#### **STEP 1: Log in to your account** at <a href="http://wahmcart.com">http://wahmcart.com</a>

- Enter your user name and password
- Click SignIn

#### **STEP 2:** Choose the product you wish to customize for.

- Click on the **Products** tab.
- Select the "Edit" option on the product you wish to customize.

PRODUC	TS SALES	FOLLOW UP	AFFILIATES	TRACKING	SETUP	MY A	CCOUNT	номе	
Product	ts								
	Add Product		View Products			<u>Categories</u>		HIN	IL Code
	Total Products: 3			Search Produc	cts:		Search		
ID	Product				Price		Op	tions	
1497	Halloween Recipes Jus	t Not Martha Ebook			10.31	Options	Delivery	HTML	Edit
1472	Test Product				19.95	Options	Delivery	HTML	Edit
2411	25 Striped Backgrounds				1.79	<u>Options</u>	Delivery	HTML	Ealt
			Convriat	nt © 2006 - 200	8 WAHMCar	ŧ			

#### **STEP 3: Enter custom image**

To customize the look of the checkout screens, scroll down past the product information until you come to the Custom Settings area. Here you can add custom graphics and colors to match your website.

- **Order form header:** No more than 550 pixels wide. Will help customers identify this as your checkout page if you match it to your website.
- **Border color**: Changes the color of the border lines. You can leave this blank if you wish.
- **Background image or background color**: You can upload an image, such as a striped background or a background color using word "navy, red, black, green," or hex codes to specify exact colors to match your website.

Custom Settings (Overrides Settings in Merchant Setup)				
You can customize the look of <u>your secure order page</u> by uploading a header and a background image to our secure server. The header image should be 550 pixels wide.	You can enter any color (i.e. black, nawy, green) or hex code t border and background color.			
Order form header:	Background image:			
Browse	Browse			
Border color:	Background color:			
Custom HTML (plain text or HTML) - This will	II appear under your header on the order form.			
instructions such as letting	clude any special notes or them know how to save and zip file etc			

This is what the standard checkout order screen looks like without any custom options added. All default settings.

Product	Price	Qty	Totals
		Subtotal:	\$.00
Customer Billing Inform	nation		
First Name:			
Last Name:			
E-Mail Address:			
Phone Number:			
Address:			
City:			
State: (USA)		<b>~</b>	
Zip/Post Code:			
Country:	United States	~	
Comments:			
Darmana Mashaal			
Payment Method			

#### **D** Now, let's add a custom header and colors.

- We're going to upload an image. Under *Order form header* click where it says browse and find the image on your computer.
- We're leaving border colors blank.
- For the background we've decided to simply enter the color "navy"

	Custom Settings (Overrides Settings in Merchant Setup)						
	You can customize the look of <u>your secure order page</u> by uploading a header and a background image to our secure center. The header image chould be 550 pixels wide.		You can enter any color (i.e. black, naw, green) or hex code to customize the order form border and background color.				
	Order form header: ewwheader[1].jpg Delete	1	Background image:				
	Browse		Browse				
	Border color:		Background color: navy				
١	Custom HTML (prain text or HTML) - This w	vill a	appear under yeur header on the order form				

□ With those simple changes, our page now looks like this:

Order Information			
Product	Price	Qty	Totals
25 Striped Backgrounds	\$1.79	1 Subtotal:	\$1.79 \$ <b>1.7</b> 9
		Subtotal:	\$1.79
Customer Billing Information			
ïrst Name:			
ast Name:			
-Mail Address:			
hone Number:			
ddress:			
Dity:			
State: (USA)		~	
Zip/Post Code:			
Country: United St	ates 💌		
comments:			

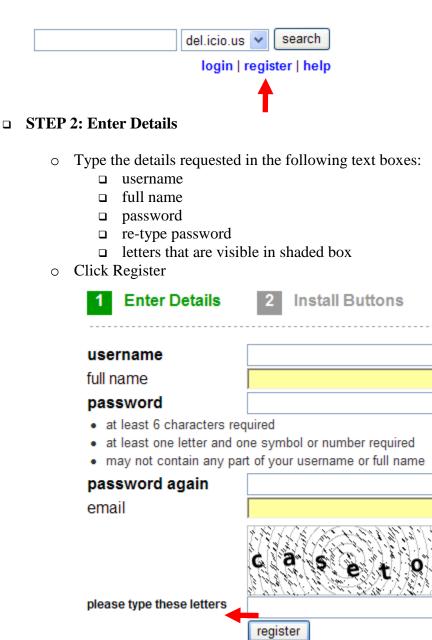
#### There you have it! You can create custom looks for every product you create.

## How to Set Up a Del.icio.us Account

**Objective**: to store bookmarks online that you can access from any computer and share with friends, family, coworkers, and others in the del.icio.us community for purposes such as research, collaboration, cookbook, etc. delicio.us is a social bookmarking website.

### **STEP 1: Create an Account at <u>http://del.icio.us/</u>**

Click Register



### **STEP 3: Install Buttons**

- Click Install Buttons Now
- Click Run
  - □ After starting the installer, close any Internet Explorer windows.
    - Your browser will automatically open again when the installation is complete
- Follow instructions provided by del.icio.us Buttons for Internet Explorer Setup Wizard

Install Buttons Now »

### **STEP 4: Using Buttons**

- Tag
  - Click Tag when you find something on a Web page you want to save (e.g., recipe, article, etc.).
    - This is similar to Windows Internet Explorer's "Add to Favorites"

📕 del.icio.us 🔹 🚗 🗲

- **□** Type your own description or title in Description box
- □ Type notes or comments to add to the page before saving it
- □ Add Tags before saving
  - One-word descriptors
    - Choose words that are meaningful to you
    - Separate tags with a space
    - Example for an article about starting a home-based business:
      - mompreneurs home-based ideas
    - Similar to keywords but no hierarchy
  - Used to organize and remember your bookmarks
    - Easier and more flexible than using categories for or folders to organize your bookmarks
- □ Click Save

del.icio.us					
url	http://www.entrepreneur.com/startingabusiness/mompreneur/article163554.html				
	http://www.entrepreneur.com/startingabusiness/mompreneur/article163554.html				
notes		~ ~			
tags			space separated		
save	<b>—</b>		Separateu		

### • del.icio.us

- □ Click del.icio.us to see your saved pages
  - This is similar to Windows Internet Explorer's "Favorites"



### **STEP 5: Highlight Text**

- Highlight text from a Web page you want to save
- Click Tag icon on toolbar

### **Online Profit Steams**

Whether you're just beginning to develop your business model or simply analyzing an <u>existing</u> business, your chief focus should be on how you're going to generate income. There are seven ways to generate revenue on the Web:

- Sell your own products
- Sell your own services
- Drop ship products
- Recommend affiliate products
- Sell ad space
- Create a joint venture with like-minded businesses
- Start an affiliate program
  - Type tags (one-word descriptors) in the Tags text box
  - Click Save

e del.ici	io.us		
url	http://www.entrepreneur.com/ebusiness/ebusinessideas/article62280.html		
description	7 Ways to Turn a Profit Online - Entrepreneur.com		
notes	There are seven ways to generate revenue on the Web: Sell your own products	^	
tags			space separated
save	<b>—</b>		

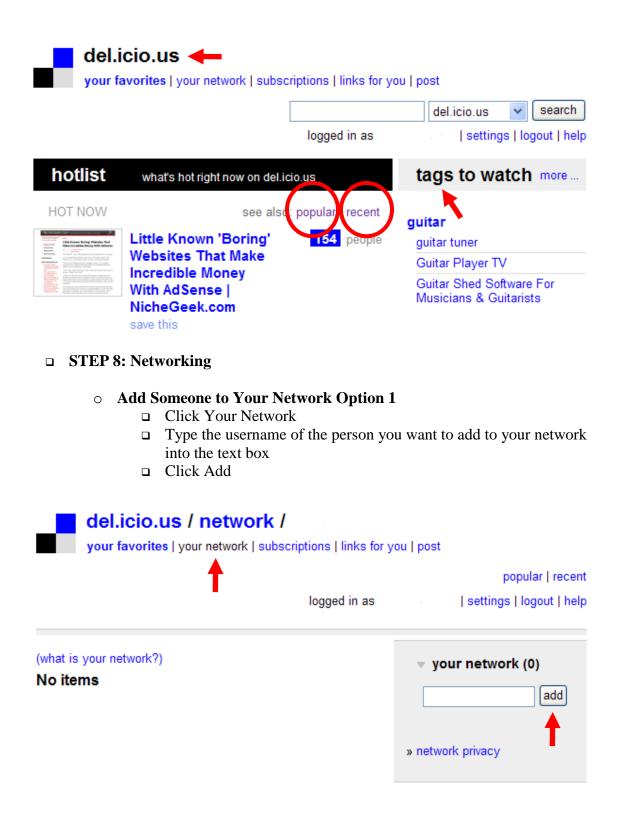
### **STEP 6: Save a Page**

- o Click down arrow next to del.icio.us icon
- o Click Bookmark this on del.icio.us

	allel.icio.u 🔽 🚘 🛛 Links 🧯		
5	Bookmark this on del.icio.us 🚽		
	More about this page		
	Your bookmarks		
	Network		
	Subscriptions		
	Links for you		
	Settings	Today's	
	del.icio.us homepage	most	
	Popular	popular	ad l
	Recent	pages save by others	a l
	Search	by others	
	About del.icio.us	<u> </u>	
	Help		Most
	Button settings		recently
			saved pages by others

### **STEP 7: Viewing Posts on del.icio.us**

- Click del.icio.us
  - □ You can view the list of hot items currently on del.icio.us
    - Click the link of a post that interests you
- Click Popular or Click Recent
- $\circ$   $\,$  Click on a link below Tags to find a keyword that interests you



- Add Someone to Your Network Option 2
  - □ Click on Username of person who posted

Unclutterer » Archive » 144 Creating a weekly meal plan save this	eople
first posted by gremmissina	tags
food cooking recipes lifehacks	

□ Click Add [username] to your network



### • Delete Someone from Your Network

- Click the "x" to the right of the username you want to delete
  - The shading around the "x" will be a light grey until you put the mouse pointer over it
- □ Click Yes

👻 your networ	rk (1)
gremmissina	add 🖌
» network privacy	

- **STEP 9: Save a Link for Someone in Your Network** 
  - o Click Tag



• Click the Username of the person in your network to whom you want to send the link

url	http://www.lifehack.org/articles/productivity/12-hours-to-better-time-management.html	
description	12 Hours to Better Time Management - Lifehack.org	
notes		
tags		space separated
save		
your netwo		
popular tag productivity	gs lifehacks gtd organization management time calendar	

### **STEP 10:** View Links Others in Your Network Saved for You

o Click Links for You

your favorites | your network | subscriptions | links for you | post



• Click Settings

popular | recent

logged in as



### • Account Settings

□ Click on the account setting you want to change

### Account

- » change password
- » change email
- » edit profile
- » delete account
- Bookmarks
  - □ Click Import/Upload
    - to transfer a copy of bookmarks stored in Windows Internet Explorer's "Favorites" to del.icio.us or
    - to upload bookmarks exported from del.icio.us or a different service—must be in a standard bookmarks format

- □ Click Export/Backup
  - to save a list of all your bookmarks as an HTML page to import into your browser
- □ Click Private Saving
  - to hide your individual bookmarks from other users
- □ Click RSS Feed License
  - to determine how, if at all, you want to share your bookmarks
- Click Facebook Integration
  - If you have a Facebook account, you can publish information about your bookmarks to your Facebook profile.

### Bookmarks

- » import / upload
- » export / backup
- » private saving
- » rss feed license
- » Facebook integration
- Tags
  - Click Bundle Tags
    - to arrange some of the tags you've created into groups

# Tags

- » rename tags
- » delete tags
- » bundle tags
- People
  - Click Network Privacy
    - By default, your network is visible to other users
      - Uncheck the box if you want to keep your network private
  - Click Subscriptions
    - to keep track of new bookmarks saved with tags (keywords) that interest you

## People

- » network privacy
- » subscriptions
- » report spam

### • Blogging

- □ Click Network Badges
  - Copy and paste the code provided at the bottom of the page to your hypertext to display details about your del.icio.us network on your website
- Click Link Rolls
  - Copy and paste the code provided into to display your latest del.icio.us bookmarks on your website
- □ Click Tag Rolls
  - Copy and paste the code provided at the bottom of the page to display your del.icio.us tags on your website
- Click Daily Blog Posting
  - to post entries to your blog every day of your latest del.icio.us links

## Blogging

- » network badges
- » link rolls
- » tag rolls
- » daily blog posting

## How to a Set Up a Digital Download in Quicksales

**Objective:** To upload a digital product that will automatically allow your customers to access your products.

**STEP 1: Log into Your Account at** <u>http://www.yourquicksales.com</u>

### **STEP 2: Add Product**

• Click on Products – Add New Product

### QuickSales.coм



- Enter Product Details
  - Product description this is the product name that customers will see when
  - Price
  - Category only if you want to have product categories

Product Description	
Product Code/SKU	(optional)
Price	\$ 0.00
Assign to Category	Select Category 💌
	Use the <b>Save &amp; Edit button</b> to save the product and go to the details page for this product. Use the <b>Save &amp; Create</b> button to save this product and create more new products.
	Save & Edit Save & Create

- Shipping calculation
  State to:
- State tax
- Country tax
- Weight

- Recurring cycle
- Recurring count
- Recurring start duration
- Recurring price (for memberships, newsletter or other recurring payment products)
- Recurring shipping calculation
- Recurring commission rate (how much you'll pay affiliates for subsequent payments)
- Recurring commission limit (I wouldn't put anything here...you'll alienate your affiliates. Keep paying them for customers who are buying from you)
- Destination URL this is the URL your customers will be taken to if they don't complete the sale. This is a good place to offer to provide them help if they had trouble completing the sale or allows them to give you feedback as to why they didn't end up buying.
- Autoresponder Make sure you have a customer autoresponder set up for the product, so you can keep in touch with your customer and help them consume your product. Plus, you'll be able to make more product offers in the future!
- Thank you URL The page where your customers will be taken to once they complete the payment. You can use this space to tell them what will happen next (ex. download instructions coming in the mail) or for making another offer for a related product.
- Calculate commission select yes!
- Commission rate you can leave this blank if you already have your commission rate set in your affiliate management area. It will just calculate the default commission rate.
- Top HTML You an add a message to the top of your order form that is unique to each product you sell.
- Click Save & Edit

Optional Values	
Shipping Price	\$ 0.00
Shipping Calculation	YES 💌 If you do not want this product to be included in shipping calculation, select NO.
State Tax	NO 💌 Should the shopping cart add State Tax for this product?
Country Tax	NO 💌 Should the shopping cart add GST for this product?
Weight	pound

	These amounts will be in place of the regular attiliate commission percentage for These commissions are valid only for recurring products.
Recurring Commission Limit	Unlimited 💟 How many billing cycles do you want to pay commission?
Destination URL	
Autoresponder	None
Thank You URL	
Clear Cart URL	
Affiliate Program	Internet Marketing Sweetie Affiliate Program 💌
Calculate Commission	Yes v Do you want to include this product when calculating Affiliate commission? Selecting No will exempt this product from all commissions entirely.
Commission Rate	First Level: \$ n/a Second Level: \$ n/a These are first and second-tier commissions earned by your affiliates per unit sol These amounts will be in place of the regular affiliate commission percentage for
Top HTML	
o Click Save &	Save & Edit Save & Create

### **STEP 3: Create Digital Download**

- The page now shows the option to upload a digital product
  - At the bottom of the page, you'll see Digital Product Filename
    - Click **Browse** to locate the file on your computer you want to upload
    - Select the file
    - Click Save Changes
    - You'll get a message when the file has been uploaded successfully

**Notes:** While uploading your file, make sure you don't stop or reload the page. You will have to remove the file and start the process again because there is a chance the file will not work properly. For multiple products, remember to give each file a different name.

## How to Download a PDF File

To download a PDF file, you must have a PDF reader program such as Adobe Reader. Right-click on the PDF file link. Left-click to choose "Save Target As..." or "Save File As...." depending on what browser you use. A dialog box from your browser will appear asking you where you want to save the file. Choose where you want to save the PDF and click save.

You should then be able to open it from wherever you save it on your computer.

### How to Troubleshoot Opening a PDF

If you have problems opening a PDF file, try these two options to see if they fix the problem:

Option 1:

- Close your current browser
- Open Adobe Reader or other PDF reader
- Go the the 'Edit' menu and select 'Preferences'
- Select 'Internet'
- Uncheck 'Display PDF in browser'
- Click OK and try to open again

Option 2:

- Close your current browser
- Open the PDF with another browser

### How to Download an MP3 File

To download an MP3 file, right-click on the link that points to the file and select "Save Target As..." or "Save File As..." depending on what browser you use. Choose where you would like to save the file and click OK. It's usually easier to find the file if you save it to your desktop. After the download completes, move it to where you would like to store it.

### How to Troubleshoot an MP3 File Download

In order to play an MP3 file, you must have some type of media player installed on your computer. Most computers running a Microsoft operating system come with Media Player preinstalled. If you do not have Media Player, you can find it and several other free audio players by doing a simple Google search.

After downloading the MP3 file, check the file name to ensure it ends with **.mp3**. Webmasters often upload MP3 files with a different extension such as .tar, .gz, etc. If it's anything other than .mp3, you will have to rename it before it will play. To rename it, right-click the file and choose "rename" then change the tar, gz, or other extension to .mp3 and it should then open by double clicking the file.

### How to Request a Refund

### Digital Products

To request a refund, make sure that you have read the refund policy closely and are within the time limit for the guarantee. If you qualify, submit your refund request to the customer service center.

Be sure when requesting a refund, you include as much information about the purchase as possible such as:

- Date of Purchase
- Name used when purchasing the product
- Copy of the receipt or receipt/order number
- Email address used when purchasing the product

This will help us locate your order and quickly issue a refund.

### Physical Products

We must be notified of your intent to return the product prior to you shipping the item(s) back.

To request a refund, make sure that you have read the refund policy closely and are within the time limit for the guarantee. If you qualify, submit your return & refund request to the customer service center.

When doing so, be sure to include as much information about the purchase as possible. We will need items such as:

- Date of Purchase
- Name used when purchasing the product
- Copy of the receipt or receipt/order number
- How you purchasing the product (check, credit card, paypal, etc)

This will help us locate your order and quickly issue a return authorization number. Please wait for a reply to your request before returning the item. Once the product is received, please allow 5 working days for your refund to be issued.

### How to Unsubscribe from a Mailing List

You may unsubscribe from one or all of our mailings by clicking the first link at the bottom of your newsletter. You will then be taken to a page that shows a list of all your subscriptions. You can choose to unsubscribe from a single list or if you want to stop receiving all communications from us you would choose to unsubscribe from main database.

## **Did Not Receive My Digital Product**

If you purchased a digital product and did not receive the download instructions, please submit a product ticket to our customer care center. Please include the following when doing so:

- Date of Purchase
- Name used when purchasing the product
- Copy of the receipt or receipt/order number
- Email address used when purchasing the product

This will help us locate your order and quickly send your product to you.

### **Cannot Log In To Download My Digital Product**

If you are unable to log in to a product download area, please try the following before submitting a support ticket.

1. Make sure there are no spaces before or after the user ID or password. Often times when copying and pasting this will happen.

2. Use all lower case letters unless your special login states "case sensitive" and shows upper case lettering.

3. The lower case L and the number one (1) look very similar in certain fonts, if one doesn't work try the other.

4. Clear your temporary Internet files (under tools in your browser bar), close your browser and re-open it, then trying logging in again.

Note: Occasionally you may get a request to log in twice before actually gaining access, if so, just re-enter your information.

If after you've tried all of the above, you still experience problems, please submit a support ticket for assistance.

### How Can I Get another Copy of My Product?

If you lost your product due to a system crash or other issue, please submit a support ticket to our customer care center. Include the following when doing so:

- Date of Purchase
- Name used when purchasing the product
- Copy of the receipt or receipt/order number
- Email address used when purchasing the product

This will help us verify your order and quickly send a fresh copy of your product to you.

## HOW TO SET UP A MEMBERSHIP IN DLGUARD

**Objective:** to manually add new membership product to DLGuard. You must already have DLGuard set up on your website

#### □ STEP 1: Log in to your DLGuard dashboard

- Click the MEMBERSHIPS tab at the top
- Click Add Group

DL GUARD				
Internet Sales Management		single produ	ict shopping cart	memberships
home     statistics	• customers •	options 🛛 🖕 he	lp (	loguet
Membership Administration Welcome to DLGuard membership administrati a paid group, simply click on the number of me The "reset" button allows you to reset the dow update membership sites). To find out more information or help, please se add group	mbers. Single product memb nload count for all group mer	erships will just list the nur nbers for all the products a	nber of members.	
and group				
Prod Description		Members	Options	

#### **STEP 2: Enter Membership Details**

- Group Name: Name of your group
- Group Member Access:

If you have single products you want members to have access to, enter the product numbers here.

Download Attempts: How many tries do they get to download the product?

- Membership Type: Select the type of membership you want this to be
- **Select Payment Processor:** We chose PayPal therefore, we would enter the PayPal details. Different processors may require other information.
- Trial Period: If you are offering a trial period, enter the time frame here
- Billing Cycle: Enter the billing cycle information
- Enter the number of times the customer should be billed

General	setting	5:

Group name:	Memberhip Test 1							
Products group members have access to:	1 (Enter the product numbers seperated by a comma - eg. 1,2,6)							
Download attempt limit:	2 (enter 0 for unlimited download attempts)							
Membership type:	<ul> <li>Paid membership</li> <li>Member area for single product purchases</li> </ul>							
	Payment details:							
Processor type:	Paypal 💙							
PayPal email address:								
PayPal currency:	USD 🗸							
Trial period One:	\$ per days 💙 (Leave blank for none)							
Trial period Two:	\$ per days V (Leave blank for none)							
Regular billing cycle:	\$ per days 💙							
Number of cycles: (leave blank for unlimited)	(Number of payments to occur on regular billing cycle)							
Demo mode on:	Set Paypal Sandbox on (view www.paypal.com for more information)							

- **Membership Login URL:** Enter the url to where your customers can log in to their membership
- **3<sup>rd</sup> Party Scripts and PayPal IPNs:** Enter these if you need to (optional)
- **Personalize Thank You Email:** Enter the details of your Thank You message, using the code at the bottom of the page to automatically add information (name, login details, etc).
- **Extra Download files:** The Extra Downloads feature allows you to give your members access to files that have not been added to DLGuard as Single Item Products.
- **File Extensions Allowed**: When using the Extra Download feature, you can set file extension types that DLGuard should allow to be downloaded.
- o Click Save Group

	After purchase details:	
Member login URL:	(This is the URL where your members will go to log in to your membership site)	
Optional 3rd-party script		
URL: (leave blank for none)	(DLG will POST sales details to this URL at time of sale)	
Re-post Paypal's IPN to URL:		
(leave blank for none)	(When a Paypal IPN is run, DLGuard will repost the IPN details to this URL)	
Thank you email to send:	Subject line: Welcome to [group], [name]	
(see Email Codes below to automatically insert data into this email)	Email body: Lugar OKC: [login]	^
	<u>Username</u> : [email] Password: [password]	
	Thank you again,	
	Best regards, The [group] Team	
	(Vour sales IP address is: [ip])	
		~
	Powered by <u>www.dlguard</u> .com	
	Extra file download details:	
Folder where extra download files are kept:		
File extensions allowed for extra download files:		
extra download files.	(eg. zip,rar)	
	Save Group	
	Email Codes Available: [name] will display the recipient's name [email] will display the recipient's email address / username [password] will display the recipient's password [ip] will display the recipient's IP address at the time of signup [number] will display the DLG group number the recipient purchased [group] will display the DLG group name the recipient purchased	
	[login] will display the recipient's login URL	
	For example: "Hello [name]!" will display "Hello Sam!" if the user's name is Sam.	

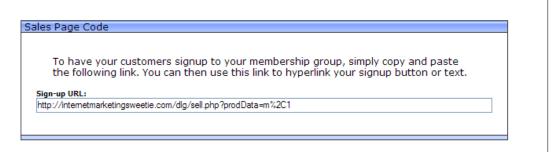
### □ STEP 3: Generate Code For Web Page

Once you click Save Changes, you'll be redirected back to the dashboard where you can generate the code for your web pages. To do this, simply:

• Click Get Code next to the product you just created

	Gu	ARD						
Intern	iet Sales	Management			single product	shopping cart	membersh	ips
home		statistics	customers	<ul> <li>options</li> </ul>	<ul> <li>help</li> </ul>	(	logout	
Welcome to	DLGuar		tration. You can create	new groups and edit cu uct memberships will ju:			olay the mem	nbers of
The "reset" update mem			download count for all g	group members for all th	e products avail	ible in that group	(handy for p	roduct
To find out r	more info	rmation or help, please	e see the DLG Member	ship Management Guide				
🗧 add g	roup							
						$\frown$		
	Prod	Description		Mem	bers	Options		
I [	1	Memberhip Test :	1	0	edit   d	e ete   get code	n set	
1 L								

• Copy Sales Signup Code: Use this code to hyperlink to text or a signup button.



- **Copy Membership Page Code**: This code snippet will protect the pages you paste it into. Simply enter your membership page full URL into the box near the bottom of the screen .
- Here you can also select whether or not you would like other Memberships Groups to have access to this same membership area. If you would, simply type in their Group Number (the number next to the Group Name on the Membership overview page). Then click **Generate**.

1embership Page	Code
This code is protected.	to be inserted into ALL of the membership pages that you want
	F: You need to paste the code snippet at the very top of your webpage, r HTML tags.
and use the	ges are in the same folder then you only need to generate this code once same code for all your pages. If some of your pages are in different you'll need to generate new code for the pages in other folders.
	the FULL URL of the membership page for this current group, and we'll e code you need.
group, then	o give access to this members area to groups other than the current add their group numbers into the "extra groups" box below. bership pages need to be on the current server
	Enter the full URL to this product's membership page:     [     [         [         [
	<ul> <li>(separate with comma eg: 2,3)</li> <li>Click Generate Generate</li> </ul>
	Please fill in the form above and we'll automatically generate your <u>thankyou</u> page code for you.

Log out when you are finished creating products.

## HOW TO SET UP A SINGLE PRODUCT IN DL GUARD

**Objective:** to manually add new product to DL Guard. You must already have DL Guard set up on your website

#### **STEP 1: Log in to your DL Guard dashboard**

- Click SINGLE PRODUCT tab at the top
- Click Add New Product

<b>DL</b> ()												
• home		<ul> <li>statistics</li> </ul>		customers	-	• options		gle product	t hopping c	_	logout	
O DLGU Welcome to Product". As an owner	DLGuard.	statistics	1 ted all y o join th	vour produc e private D	ts that y LG affilia	rou're selli	ng. To m offer	add a new ring 50% c	one, simply c ommission, ar	lick ' nd at	'Add Ne	w me time stions
									(		arch	]
	Sort by Droduct	Sort by					Sort by	Color	Pag	_	•	
	Product	Description					Гуре	Sales	Optic		duct	

#### □ STEP 2: Enter Product Details

- **Product Name:** Name of your product
- **Product Logo URL:** If you have a custom logo
- **Product File URL:** Product download page
- **Hours to download:** For how long after purchase are they allowed to download the product?
- **Download Attempts:** How many tries do they get to download the product?
- **Type of Product:** Select the product type.
- **Bonus Products:** If you have already set up free products that will be given away with the purchase of this new product, enter the free product code(s) here.
- **AR Email:** If customers need to be placed on an autoresponder after purchase, enter the email address of that AR here.
- **Customize** things further using the Custom Script, Extra Text and Custom download template boxes.
- **Payment Options:** We chose a PayPal product so you will fill in the payment options for that. Different payment options will have different boxes to fill out.
- o Click Save Changes

Product name:	test 1	]
Product logo URL:	www.yourweburl.com/testone	]
URL of product file:	test one	2
UKL OF Product file:	(Do not use spaces in your file name)	1
Hours to download:	48	
Download attempt limit:	2	
	(enter 0 for unlimited download attempts)	
	ClickBank product	
	PayPal Product	
	2Checkout Product     WorldPay Product	
	C LinkPoint Product	
	eBay / Paypal Product	
	O PayDotCom Product	
Type of product:	O e-Gold Product	
	O AlertPay Product	
	O Authorize.net Product	
	C E-Bullion Product	
	O Free download	
	◯ J∨Manager product	
	EA script product	
	○ Other merchant account product	
Bonus product downloads:	Seperate product numbers with a comma (eg: 3,4,7)	0
	Display bonus products as icons	
Autoresponder email address:		
(leave blank for none)	(DLG will send an email to this address at time of sale)	-
Custom script URL: (leave blank for none)		
		]
Extra text/HTML code to be added to download page:		
		2
Custom download area template:		2
(leave blank to use default)	(eg. mytemplate.html)	
	PayPal Extra Options	
	(leave blank if not a PayPal product)	
PayPal email address:	testone@yourweburl.com	
	This is my primary Paypal email address	
PayPal product cost: (eg. 19.95)	25.00	
Multiple payment terms:		
(leave blank for one payment)	Charge times, with a day vcle 🛙	
PayPal currency:	USD V	
Demo mode On:	Set Paypal Sandbox on (view www.paypal.com for more information)	
	PayPal Advanced Options	
Extra Paypal codes:		
(eg.no_shipping=0&cm=1)	(seperate each variable with a "&")	
Re-post Paypal IPN:		
(enter full URL including http://)	(when Paypal's IPN is run, DLG will re-post the IPN to the URL)	nis
	Save changes	

#### □ STEP 3: Generate Code For Web Page

Once you click Save Changes, you'll be redirected back to the dashboard where you can generate the code for your web pages. To do this, simply:

• Click Get Code next to the product you just created

home		agement	• customers	options	single produ		art membersh	ips
come t an own	o DLGuard. E er of DLG, yo		Il your products that you the private DLG affiliate	're selling. To add a ne				0
	ew product						common questio Check for updat	
				Se	arch for produ		Search	
	Sort by	Sort by		Sort by		Pa	97 1	
	Product 1	Description test 1		Туре РР	Sales 0	Opti edit   delete		
						🧧 Add nev	v product	

• **Copy Sales Page Code** for the page you are trying to create. You have two choices, Raw url or html code.

create your o	own sales but	ate a sales link. ton or text link, tomatically. Usin	DR you can us	e the HTML cod
Please use E	ITHER one of	the following:		
		Raw sa	les URL	
:	http://intern	netmarketingswe	etie.com/dlg	/sell.php?prod
	1			>
ļ				
		Sales H1	ML code	
	<a href="http://</a 	/internetmarket	ingsweetie.c	om/dla/sell.ph
	SRC="http://i	internetmarketi		
	BORDER="0"> </td <td>/a&gt;</td> <td></td> <td></td>	/a>		

• Add To Cart Code: This is only if you are selecting a PayPal product and using PayPal's own Cart System. You can use the code to create an "add to cart" or "view cart" buttons.

If you are not setting up a PayPal cart, you don't need to use this. Just use the Sales Page code above.

Daymal Cart Code
Paypal Cart Code
If you are setting this product up through Paypal's own Cart system (NOT DLGuard's Cart), then you can use the code below to generate your "Add To Cart" button code. Use this button code instead of the button code Paypal generates for you.
The "View Cart" code will display a button that allows your customer to view the Paypal cart contents.
If you are NOT setting up a Paypal Cart, if you just want to set up a normal single item product, then use the sales link from the boxes above.
Important:
When using these Paypal Cart buttons, DLGuard uses the download expiry time and download email text set in DLGuard's Cart Settings.
To set these, Click on the "Shopping Cart" tab at the top of this screen, then click on the "Cart Settings" button near the top of the Cart Summary page, and then fill out the "Hours to Download" box and save it. Then on the same screen click the "Edit Custom Email" link to modify the email your customers are sent when purchasing via your Paypal Cart.
You currently need to have Auto Return in your Paypal Profile set to OFF for the Paypal Cart buttons to work correctly.
Add To Cart Code
<script>document.write('<a</td></tr><tr><td>href="http://internetmarketingsweetie.com/dlg/ppcart.pl</td></tr><tr><td>SRC="http://internetmarketingsweetie.com/dlg/displaybu BORDER="0"×/a>');</script>
< >
View Cart Code
<pre><script>document.write('<a </pre></td></tr><tr><td>href="http://internetmarketingsweetie.com/dlg/ppcart.pl SRC="http://internetmarketingsweetie.com/dlg/displaybu</td></tr><tr><td>BORDER="0"></a>');</script></pre>

Log out when you are finished creating products.

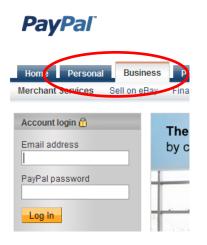
# DOWNLOAD PAYPAL HISTORY TO QUICKBOOKS

**Objective:** To download your PayPal accounting history into your QuickBooks program for easy financial recording.

### □ STEP 1: Log in to PayPal

- Go to <u>www.PayPal.com</u>
- Choose the Personal or Business account tab (the type account you have)
- Enter your username & password and choose "Log In"

If you don't have an account, create one (free) then follow these steps



# □ STEP 2: Select History Details

• Choose History  $\rightarrow$  Download History

# **PayPal**<sup>®</sup>



You have two choices for downloading your history.

### **Option 1:**

- Select and enter the Date Range you want to download.
- Select the file type you want to download (Quickbooks in this case)

### **Option 2**:

- If you have downloaded your history before, you can choose *Last Download to Present* which will download everything since the last time you downloaded your history.
- Select the file type you want to download (Quickbooks in this case)

Choose from one of the two options below.	<u>Customize</u> Download Fields
Oustom Date Range Download all payments that started within the date range you specify.	<u>Downloadable</u> History Log Upda
From: 01 / 01 / 2007 To: 10 / 30 / 2007	Quicken Notice View changes to 2005 .qif file form
Month Day Year Month Day Year	
File Types for Download:	
Quickbooks (.iif)	
Quickbooks (.iif)	
Quickbooks (.iif)	
Quickbooks (.iif)  Clast Download to Present Learn More Use this new option to download all completed payments since 11/11/2007  Note: The first time you use this option, the start date will default to a week prior to the current date.  File Types for Download:	
Quickbooks (.iif)  Last Download to Present Learn More Use this new option to download all completed payments since 11/11/2007 Note: The first time you use this option, the start date will default to a week prior to the current date.	
Quickbooks (.iif)  Clast Download to Present Learn More Use this new option to download all completed payments since 11/11/2007  Note: The first time you use this option, the start date will default to a week prior to the current date.  File Types for Download: Select	

o Click Download History

# □ STEP 3: Set Account Names

• Enter the account names as you have them set in your QuickBooks software.

#### Download Log

Secure Transaction

Please enter your account names exactly as they appear in your QuickBooks software.

Name of PayPal Account		
Paypal		
Name of other Expenses Account		
Other Expenses		
Name of other Income Account		
Other Income		
	Download Log	Return to Log

• Choose Download Log

#### □ **STEP 4**:

 - When the file is ready to be downloaded (sometimes it takes a while if there is a lot of activity. Go to Download My Activity and Recently Downloaded logs

😋 Back 🝷 🕥 🕤 🗙	😰 🏠 🔎 Searc	h 👷 Favorites 👩 🔗 -	🍇 💼 - 🗖 🔝 - 🛍	1 💿 🚳
Address 💣 https://history.pa	ypal.com/row/cgi-bin/webso	cr?cmd=_history-download	Print	Go Lini
Google G-	🔽 Go 🚸 🧭 (	⊘ 🖂 🍒 🕶 🗸 👷 Boo	okmarks 🗸 🔊 448 blocked 🏾 🛪	Settin
EPSON Web-To-Page -	🕝 Print 📃 Print Pr	eview		
History	Download H	istory		
Basic Search	Status	Date Processed	Downloaded	Туре
Settlement And Reconcillation System	Completed	Dec. 8, 2007 16:55:53 PST	Nov. 1, 2007 to Nov. 30, 2007	QuickBooks
Advanced Search	Completed	Dec. 1, 2007 10:46:10 PST	Nov. 1, 2007 to Nov. 30, 2007	Unknown
Download My History	Completed	Nov. 14, 2007 13:20:10 PST	Oct. 1, 2007 to Oct. 31, 2007	QuickBooks
	Recently Downlo	<u>aded Logs</u> are now availab	le.	
		ize of your transaction his y email when your log is re	tory, your log request will be ady for download.	e queued an

 $\circ$  Click on the Recently Downloaded Logs and the ones available will come

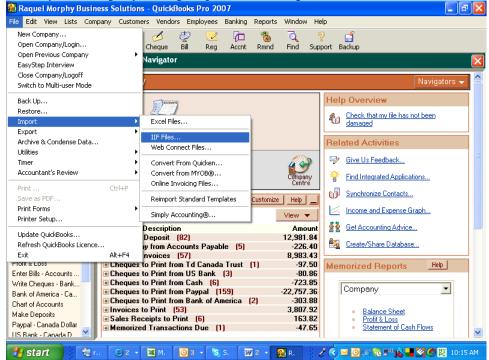
Eil		sypal-history-quickbooks-NOTCOMPLETE - Microsoft Word	
		ad Recent History Logs - PayPal - Microsoft Internet Explorer	
	File Edit	View Favorites Tools Help	
-	G Back	• 🜔 - 🖹 🙆 🏠 🔎 Search 🤺 Favorites 🍪 🔗 - چ 📓 - 📙 👧 - 🏛	Ø 🍪
	Address 🧯	] https://history.paypal.com/row/cgi-bin/webscr?cmd=_history-download-recent 🛛 💽 🔁	Go Links
	Google	G 🗸 🔽 🔽 Go 🗄 🧔 🖉 🔀 🖉 🗸 💬 🗸 😥 Bookmarks 🖉 448 blocked 🌺	Settings
	EPSON	Web-To-Page • B Print Preview	
		Download Recent History Logs	
		Only your 3 most recently requested log files are saved. Select a recently	
		downloaded log and click Download History.	
		- ,	
		You can download smaller logs at any time by going to the History subtab of the My Account tab and clicking on the 'Download My History' link.	
		Recently Downloaded Logs:	
		Opec. 8, 2007 16:55:53 PST Nov. 1, 2007 to Nov. 30, 2007 QuickBooks	
		O Dec. 1, 2007 10:46:10 PST Nov. 1, 2007 to Nov. 30, 2007 Unknown	
		U DEC. 1, 2007 10,40,10 PST 1000, 1, 2007 10 1000, 30, 2007 ORKHOWN	
		<ul> <li>Nov. 14, 2007 13:20:10 PST Oct. 1, 2007 to Oct. 31, 2007 QuickBooks</li> </ul>	
		• • • • • • • • • • • • • • • • • • • •	
		O Nov. 14, 2007 13:20:10 PST Oct. 1, 2007 to Oct. 31, 2007 QuickBooks	
		• • • • • • • • • • • • • • • • • • • •	
	<	O Nov. 14, 2007 13:20:10 PST Oct. 1, 2007 to Oct. 31, 2007 QuickBooks	>
Pag	< Done	Nov. 14, 2007 13:20:10 PST Oct. 1, 2007 to Oct. 31, 2007 QuickBooks      Download Log Request Downloadable Log Return to History	

 Select the correct Quickbooks file and select Download Log from this screen. A File Download Screen will open – Please select Save. You will then name this file and save to your Desktop. (Please remember to remove the asterick or your file will not download properly

### □ STEP 5: Importing into Quickbooks

0

• -With your company file open go to File >Import> IIF files



- $\circ$   $\,$  Then find the File that you saved to your desktop and select open
- $\circ$  Your transactions will now be in your quickbooks Paypal Account.

# Setting up an eBay auction

**Objective:** To set up an ebay auction.

Note: You must already have an account created.

# Short, Simple Way

#### □ STEP 1: Short & Simple Way

- Go to eBay
- Click on Sell
- Enter a short description of the item
- Click Start Selling

ebY	® Welcom	e! Sign in or ı	egister.			Byy Sell My eBay (
				All Categories	▼ Sear	ch Advanced Search
Categories 🔻	Motors	Express	Stores			
Home > Sell						
Sell						
i Sign in to s	ee your sav	ed informatio	n.			
List your ite Enter 3-5 words			ample: Nir	e West women's shoes		
				tials like photos		
Customize	_	<b>ng</b> with multi	ple selling	formats, designs, and more		

• Sign in to your account

Sign in t	o your account
Sign in to s	tart selling or to edit your listings.
User ID	I forgot my user ID
Password	I forgot my password
	Sign in

# □ STEP 2: Create Listing

- Enter a descriptive title for your item (if you didn't in step 1)
- Select the category that best describes your item

- Add photos of your item. The first photo is free, each additional photo costs 15 cents.
- Describe your item. Include things like color, size, condition, features, whether you allow returns, etc
- $\circ$  Set your auction bidding price & how many days the auction should run
- Enter shipping details
- Enter your paypal address
- Block Buyers: You can block buyers with a Feedback Score of -1 or less or 2 Unpaid Item Strikes (payment defaults) in the last 30 days, or buyers that don't have PayPal accounts. Check or Uncheck this depending on what you want to do.

e	j <b>∂Y</b> °
Cre	eate your listing
6	Create a descriptive title for your item
	Test Item Find a category
	Suggested categories Browse categories
	<ul> <li>Everything Else &gt; Other</li> <li>Video Games &gt; Games</li> <li>Books &gt; Fiction Books</li> <li>Antiques &gt; Other Antiques</li> <li>eBay Motors &gt; Cars &amp; Trucks &gt; Ford &gt; Bronco II</li> <li>Books &gt; Children's Books</li> <li>Books &gt; Nonfiction Books</li> <li>Not one of these? Try browsing categories.</li> </ul>

Click Add	a photo ar	id select the photo y	ou want to upload.	•	Tips
Ċ	Í				Your first picture is on us and will appear on your listing and as your Gallery Picture. With Gallery Picture, a small version of your picture appears in search results. With Gallery Plus, buyers can also see larger pictures in search results.
Add a p (FR		Add a photo + \$0.15	Add a photo + \$0.15	Add a photo + \$0.15	Each additional photo is \$0.15.
4		d) 🕜	selling		ifferent views for buyers.
<b>4</b> D		the item you're	selling		
Arial		the item you're	e selling B I U	E E E	Tips

Start auction bidding at \$	0.99 Iasting for 7 Da	ays 💌 🕐
Shipping destination Servic	ce	Shipping cost to buyer
⊕ Add other shipping dest	inations or services	
<ul> <li>Add other shipping dest</li> <li>Shipping Calculator</li> </ul>	inations or services	
Shipping Calculator	inations or services bu'd like to be paid	
Shipping Calculator	ou'd like to be paid	

# Longer, Customized Way

Follow Step 1 instructions & select the "Customize Your Listing" option

#### □ STEP 2: Enter Item Details

• Select a category that best describes your item

#### Select a category

Help buyers find your listing by selecting a category that best describes

Browse categories Search categories
Test Item Search Categories
Everything Else > Other
Video Games > Games
Books > Fiction Books
Antiques > Other Antiques
eBay Motors > Cars & Trucks > Ford > Bronco II
Books > Children's Books
Books > Nonfiction Books
Tip: Reach more buyers by selecting two categories. (Fees apply)

#### Continue >

- $\circ$  Enter a Title for your item adding a subtitle will cost you 50 cents
- Describe your item; product type, the year it was made, the condition, etc
- $\circ$  Add a photo. The first one is free, after that they cost 15 cents each.

Help buyers find your item with a great title
* Title 👔
Subtitle (\$0.50) 🕢
Item Specifics Enter specifics about your item here to help buyers find you
Product Type
Remove
Туре
👻 Remove
Year
Remove
Subject
👻 Remove
Condition

Condition           Remove		
Add more Specifics		
↔ Occasion ↔ SHIPPING ↔ Coupons ↔ Dell Co	oupo	
Add a custom detail		
Bring your item to life with pictures Add or	rem	
The first picture is free. Each additional picture is \$0.15	(	
Add pictures		
Click to add		

 $\circ~$  Enter a more complete description of the item. Include things like color, size, condition, features, whether you allow returns, etc

e item you're selling Add or remove option
HTML
· 10 ▼   A.▼ B / U 톤畫
e draft
e draft

- $\circ$   $\,$  To make your items stand out more, you can add custom theme or picture layout  $\,$
- $\circ$  Enter the starting price, the quantity of items you have and how long the auction should run.

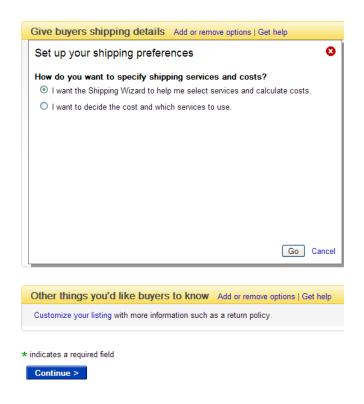
Listing Designer (\$0.10) @ Add a theme and a picture layout		
Select theme:	New (50)	
Select design:	- Antiques-Black Frame Antiques-Stained Glass Antiques-Vintage Items Books - Image	
Picture layout:	Standard 😪	Q Preview
Visitor counter @	M	
Choose how yo	u'd like to sell your item	Add or remove options
Get ideas about pricir		

Online Addition
<pre>* Starting price ( see listing fees )  \$ </pre>
Quantity @ 1 items
Duration 🍘 🔽 🗸 Duration 👔

- If you want to give additional ways for buyers to reach you, enter them under the "add contact details"
- Select how you would like to be paid

Give buyers more ways to reach you Add or remove options
Add contact details
Decide how you'd like to be paid Add or remove options   Ge
<ul> <li>PayPal is the preferred payment method on eBay</li> <li>Attract more buyers. 5 out of 6 eBay buyers prefer PayPal. • E</li> <li>Receive instant payments. With PayPal, buyers are able to set</li> </ul>
PayPal ( fee varies ) ②     Accept credit card and bank payments online.     PayPar     VISA      Image BANK  Email address for receiving payment ③
Additional payment methods <a>?</a> Money order / Cashier's check

- You can enter specific shipping details or let the shipping wizard calculate it
- Click *Continue* when you're finished entering the item details



### □ STEP 3: Customize Listing

• Make your listing stand out with various options on this page. Note that these options will cost you extra.

Make your listing stand out Get help
Get the Essentials - For Less! Gallery Plus • Subtitle • Listing Designer \$0.65 (Save \$0.30)* Add Now
Good news! Gallery Picture is free. Add a picture and we'll show your item to buyers in search results. You need to add a picture to show a Gallery Picture.
Gallery Plus (\$0.35) ②
Subtitle (\$0.50) @ I Give buyers more information in search results (searchable by item description only)
test Gift Icon (\$0.25) @ □ Promote your gift service with a ∰ icon next to your listing in search results
Bold (\$1.00) ③
Border (\$3.00) ②  Outline your listing with an eye-catching frame
Highlight (\$5.00) @ Make your listing stand out in search results with a brightly colored band
Maximize your listing's visibility Gallery Featured (\$19.95) @ Showcase your item in Search results Picture Gallery. Gallery Plus included!
How your listing will appear in search results @
Item Title test test
Q Preview your listing
Recommendations for your listing Get help
Increase your chances of success:
Add more details to your title Longer titles tend to be more successful. Consider including brand, product type, size, year, cond

#### □ STEP 4: Preview & Review

- Preview your listing and review your fees to ensure they are acceptable
- If acceptable, click *Continue* to pay your fees and start your auction

Review your fees Get help	
Insertion fee:	\$0.15
Subtitle:	\$0.50
Total:	\$0.65
If your item sells, you will be charged a Final Value Fee b	ased on a percentage of the final sale price.
	ed in My eBay. It may not be immediately searchable by key ch results may be based on certain factors including listing fo
<ol> <li>To become a seller, additional information may still b signed in.</li> </ol>	be required. If you cannot provide this information immediately
Click <b>Continue</b> to pay your selling fees.	
You're almost done creating your listing. Click <b>Continue</b> belo	ow to complete your seller account setup (one-time only).

Continue | Edit listing

Repeat for each auction you wish to start.

# HOW TO EDIT A WEB PAGE IN

# INTERNET BASED FAMILY WEB SITE BUILDER

**Objective:** to use the page editor to add, change, or delete text on a Web page.

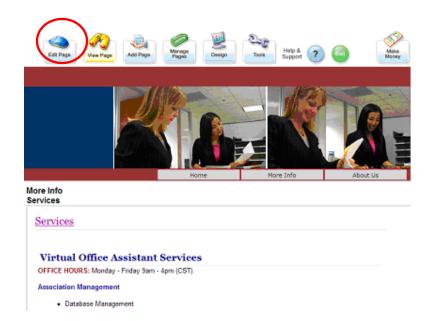
- □ STEP 1: Log in at <u>http://www.internetbasedfamily.com/</u>
  - $\circ$   $\$  Log in using your website ID and Password



• Click on the Web page you want to edit.



- □ STEP 2: Edit Web Page.
  - Click Edit Page.



# • Page Title, Subtitle & Address

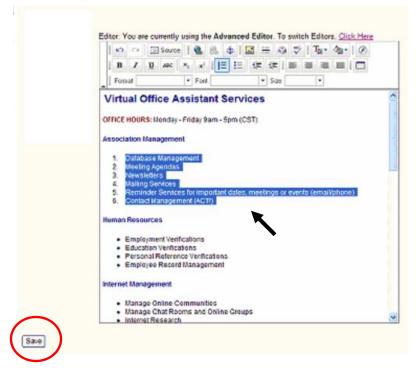
- Click inside individual boxes & use options to the right to change the font type, size, bolding, etc
- Enter the page address to reflect the content of the page. These will have the .html extension added automatically.

The example here is the Services page. Adding services to the box will change the address for this page to www.YOURWEBSITE.com/services.html

dit Page Change Layout Internet Marketing	
<ul> <li>Make your changes and click "Save."</li> </ul>	
Title and Subtitle	
More Info	
Services	
<ul> <li>www.YOURADDRESS.com/index.html).</li> <li>Only letters, numbers and underscores allow underscores on their own.</li> </ul>	ension (e.g. if you enter index, then your address will be wed. Sorry, no numbers on their own (e.g. 9876) or n, you cannot change back to the page/page/12345.htm
services	html

• Page Content

- Click inside the text box where you want to add text.
- Highlight text you want to delete or change.
- Use the toolbar above the text box to make changes such as font color, add hyperlinks, insert horizontal line, and align text.
  - The toolbar is similar to the toolbar used in MS Word.
  - Put your mouse over an icon on the toolbar to learn what the tool does.



Click Save

#### □ STEP 3: Log Off

• Click Exit & Logout



### How to Create and Edit a Page in Wiki

Objective: to create a new wiki page and edit it

- **STEP 1: Login on your Wiki**
- **STEP 2: Select Area For Your New Page** 
  - Click on the link where you would like to add your new word.



 In this case, you are taken to a directory page, which contains a list of all the words beginning with the letter "P."

**STEP 3: Add a New Word to the Directory Page** 

• Click "Edit Page" at the bottom of the page to add a new word to this list.



• You are taken to a new page where you see the code for this list.

**Note:** Wiki does <u>NOT</u> use standard HTML. You will need to use the code located in the help section of Wiki to determine how to format your content. Example: Double brackets create forced links & equal marks determine font size.

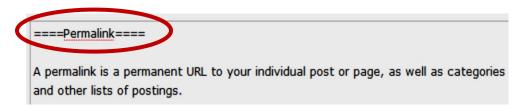
The example below shows double brackets and the words **Permission Based Marketing** squished together as one word then a space and then the same words separated, as they should be. This will create a hyperlink on the "P" directory page.

[[Permalink]]	
[[PermissionBasedMarketing Permission B	ased Marketing]]
	Please add a note on yo
Store Preview Cancel	

• **Preview the new page and Store** when you are satisfied with the results. After you store the new word, you will be taken back to the word list.

### **STEP 4: Create a New Word Definition Page**

- Click on the new word, which is now available on the list.
  - You will be taken to a page with a text box where you can insert the word, definition, and other information.
- Add your word or word phrase to this page by inserting equal marks on either side of the word phrase. (How many you insert determines the text size).
- Double space and add the definition, post or content.



- Click store to save.
- **STEP 5: Log out**

# How to Post a Job on Elance.com

**Objective**: to outsource your projects so that you will have more time to work on your business and marketing

- **STEP 1: Log-in at elance.com**
- **STEP 2: Select your Project Category** 
  - Click on Post a Project

# Find Professionals - Get Your Job Done



- Select the best category from the list provided for that best described your project.
- Narrow down the category by selecting a subcategory

# **Describe What You Need**

Posting Title:	
Category:	Administrative Support
Subcategory:	Bulk Mailing

#### **D** STEP 3: Describe Your Project

- Create a project title
  - Add the subject of your project. It can be specific or general like "easy online research"
  - If a potential bidder contacts you to ask about the subject, always offer more information so they can decide on whether the project is suitable for them.
- Describe your project
  - Include quantity and other expectations you may have. Be as detailed as possible.

	B See good exa	mples
Work Description:		
		3700 characters left
Files (Optional):	Attach Files	
	Attach up to 10	files no more than 3MB in size each.
	-	
Work Type:	Fixed Fee	Best if scope of work is well defined. Pay a fixed price. More Info
	<b>••••</b>	
	O Hourly	Best if scope of work may change. Pay by the hour. More Info
• <b>S</b>	et project p	
		ne job between 1 and 12 days
		start-date range of project after accepting a bid
	- Select	budget If possible, do not select "Not sure" as it will be more
	•	If possible, do not select "Not sure" as it will be more difficult to get serious bidders. Have a look at what others
		are bidding on projects of similar to yours to help
		determine your budget.
	<ul> <li>Attack</li> </ul>	any files, if necessary
• <b>S</b>		cation preferences
		llows the freelancer to contact you via Elance's private
		ge board with any questions they may have
0 S	elect projec	
	<ul> <li>By set</li> </ul>	ecting the <u>Select</u> Level:
	•	a \$25 deposit is required (that is rewarded if/when you select a provider)
	•	select a provider) providers are charged more to bid in this level
	•	bids cannot be read by providers
		ecting the <u>Basic</u> Level:
		you get more bids from a wide range of providers
	·	jou get more onds nom a while funge of providers

Budget Range:	- Select Budget Range -					
Who Can Bid:	O All Elance providers					
	Only the providers I invite to my posting (you can invite providers later)					
	Select providers only (\$25 Refundable Deposit required) More Info					
	Minimum bid for a Select project in this category is US \$300. More Info					
	Deposit Method: - Choose one -					
Response Deadline:	Bidding closes in 7 days					
Sealed Bidding:	Bid amounts submitted by providers are visible only to me.					
Work Location:	Work can be done anywhere.					
	O Work must be done at or near my location.					
Escrow:	Yes, I want to use Elance Escrow service (FREE) for my project. More Info					
	Continue					

#### **STEP 4: Authenticate Your Credit Card**

- Before posting, Elance must verify that the credit card you provided to pay the providers is yours
- Elance temporarily charges two small amounts onto your credit card
- Go to your Account page and click the Confirm Authentication link to enter the amounts charged to your credit card
- $\circ$  If the amounts match, your credit card is authenticated

#### **STEP 5: Confirm Your Project Description**

• Review your project details and click the "Post Project Now" button

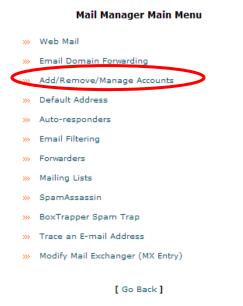
# How to Set Up a New Email Account in cPanel

Objective: to set up a new email account in cPanel

- □ STEP 1: Open cPanel
  - In your browser, **type the cpanel address** (http://www.YOURDOMAINNAME/cpanel)
  - Enter your login and password for this account
- □ STEP 2: Set up Email



# • Select Add/Remove/Manage Accounts



#### Click Add Account

Show Disk Space Used in your E-mail client or you may not be able to ser ±+, :, or % sign instead.



- $\circ$   $\,$  Enter the new address and password  $\,$
- Set Quota
  - How much mail the box can hold (defaults to 10 megs)
- Click Create
  - Use the *Go Back* link to get back to the previous page

Add Mail Account		
E-mail:	@ intern Your Domain Namecom 🗸 🗸	
Password:	]	
Quota (optional): 10	Meg	
Create		Clear
	[ Go Back ]	

### **STEP 3: Log Out**

• Log out by going to File  $\rightarrow$  Exit

# How to Use Entrecard

**Objective**: To promote your site or blog using Entrecard.

**NOTE:** You must already be registered at Entrecard to begin.

- **STEP 1: Log in to your account** at <a href="http://entrecard.com">http://entrecard.com</a>
  - Enter your user name and password
  - Click SignIn
  - You can only have one blog/site per account. To use entrecard for multiple blogs/sites you need to create separate accounts using different email addresses.

### **STEP 2:** Add widget to your blog.

• After logging in, click on *Get Code*. There are three sizes to choose from to display on your blog or website's side bar.



Back on your blog or site ....

- Copy and paste the code into a widget on your blog.
- Save changes.

_						
bo	oard Write Manage C	Comments B	logroll	Presentation Plugins Users Options		
em	es Widgets Theme Editor	r				
	Sidebar Arra	ngemen	ıt			
	You can drag and drop wid	gets onto you	r sidet <mark>Te</mark>	xt 8	X	Sa
	Sidebar 1			<pre><script id="ecard_widget" javascript"="" src="http://entrecard.s3.amazonaws.com/widget.js?user_id=7953&amp;/ type=" text=""></script><!--</th--><th></th><th></th></pre>		
	Bookmark Widget		Te			
	Text 5		Te			
	Text Link Ads	Ξ	Те	paste entrecard widget code here		
	Categories	=	Те			
	Links		Те			
	Recent Comments					
	Text 3	=				
	Text 7	Ξ				
	Archives	Ξ				

It now shows up in the sidebar of your blog or site



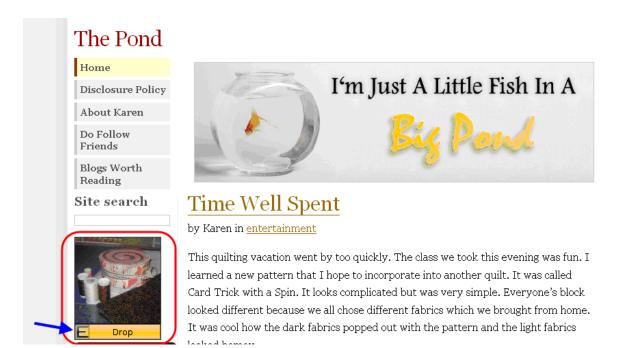
#### **STEP 3: Dropping your card.**

- Visit blogs and sites on the web as you normally would. When you see an entrecard user click "Drop"
  - **D** This only works when you are logged in to Entrecard.
- In the screen below we are visiting table4five.net After we click drop, the Entrecard widget says "Thanks!"



### **STEP 3:** Browsing through and card dropping.

• After clicking *drop*, simply follow the widget and go to the blog advertising in that Entrecard Widget. In this case the next blog is called The Pond. We'll click on their card.



- We can then drop our card on their blog, read their blog, and click on the blog advertising in their Entrecard widget.
- Following this method allows you to drop several cards in one day which in turn gets you ranked higher in the Entrecard system.

# **STEP 4:** Allowing advertising on your Entrecard Widget.

- When you login to the Entrecard site. You will be taken to your dashboard.
- You can see who has dropped their card, as well as approve or decline advertisers.

Welcome Get code Campaign Shop Blog	, 2 Forums Statis
these are recent your widget	Sacker Leaven Journ Scramorts Expr
Summary         News feed         Drops inbox         Your ads         Pending ads         Transactions           You have unread messages, go to your messagebox         to read.         Image: Clatest buzz         Image: C	Advertisers  No ad requests to approve
Tip: <u>Set your location</u> to use the "Nearby" category and let other bloggers find you. Ouickstats	advertisers will show up
23 credits in your account     38 credits to advertise on your blog     110 credits earned via ads       8/377 cards you dropped today/ever     6/249 cards dropped on you today/ever     626 credits earned via drops	here for your approval

# **STEP 5:** Advertising on other Entrecard user's widgets.

Back on the dashboard...

• Click on the Campaign tab this time.

Entrecard	Dashboard Get	code Campaign Sho	p Blog
By Category Recent Popular	Advertisers Available Fav	orites Nearby Unseen	
Entrecard categories Jump to: Art (114)	Jump		Search
Self Improvement (95)	Weit: 9 days Price: 357 ec/day Spot full	Building Scotts Maganatic B days S ecday B ecday B ecday	Andreid's Congeon Wait: 7 days Price: 387 ec/day Advertise

- Choose the category that best suits your blog/site. For this example we'll use hobbies.
- Click on the category. This takes you to a page showing all the blogs/sites displaying widgets that you can use credits to purchase advertising on.
- Browse through these and choose one that is a good fit for your blog
- When you find one, click on *Advertise*.
- $\circ$  Make sure you have enough credits to advertise on that blog.
- Confirm on the next screen.

# That's it. You are now an Entrecard user! Enjoy surfing and advertising.

# How to Setup Your Feed in Feedburner

**Objective**: Run your website feed through feedburner to keep track of subscriber base.

- **STEP 1: Log in to your account** at <u>http://www.feedburner.com/</u>
  - Enter your user name and password
  - Click Sign In
    - You will arrive at you're 'My Feeds' page displaying any feeds you already have in your account..

### **STEP 2: Burn a Feed**

Ay Feeds aren't slaves to fashion	6
✓ Welcome to FeedBurner,	
You have no feeds set up in FeedBurner. Go ahead, burn yours now! It'll be a hoot.	
Burn a feed right this instant. Type your blog or feed address here:	
ENTER YOUR SITE URL HERE	No Su
	Lei Chask aut

- Enter the url of the blog or site you want to pull a feed from.
  - This does not have to be a feed address. Feedburner will find the feed for you. In this example I entered http:// essentialofficesupport.com/
- Click Next
- **STEP 3: Select Your Feed**



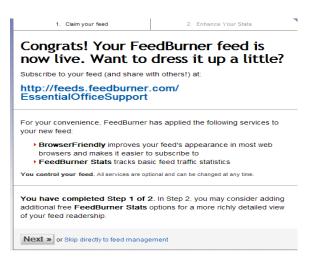
- $\circ$  Once the feeds have been discovered, select the one you would like to use.
  - You can use either the Atom or the RSS to get the same results.
- Click Next

#### **STEP 4: Name Your Feed**

Welcome! Let us burn a feed for you.					
The original blog or feed address you ente	The original blog or feed address you entered has been verified.				
Here is what happens next in the setup pro	cess:				
<ul> <li>FeedBurner will apply some of our most popular services to your new feed to get you started. (You can always modify or remove them later.)</li> <li>This new feed will be activated in your FeedBurner account.</li> <li>You may also set up some optional traffic stats tracking and podcasting services.</li> </ul>					
Give your feed its title and feedburner.com address:					
Feed Title: Essential Office Support					
Enter a title to help identify your new feed in your account.					
Feed Address: http://feeds.feedburner.com/EssentialOfficeSupport					
The address above is where people can find your new feed.					
Activate Feed »	Cancel and do not activate				

- This page will load with fields auto-filled from the information on the site.
- Check the Feed Title field to ensure your blog name is correct.
  - You may change this if you like but it will affect the way your feed looks.
- Click Activate Feed

**Given Step 5: Your Feed URL** 

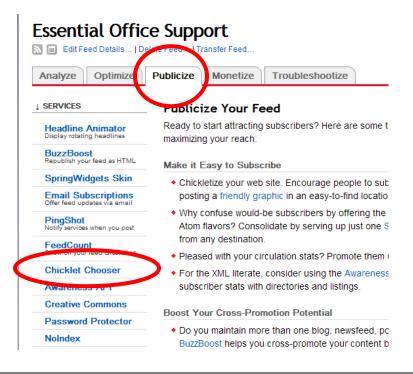


- Make note of your new feed url.
- Click "Next" to add options or "Skip" to go directly to feed management.

#### **Step 6: Adding Your Feed to Your Site for Subscribers**

Most blog platform have a feed built in but with Feedburner you have options on how to display your feed. You can also offer subscription via email. To select these:

- Click the Publicize tab of your feed in Feedburner.
- Click Chicklet Chooser and a list will come up for you to pick from.



We're going to use the standard orange feed icon but all of the chicklets and buttons on this page should work with any blogging platform.

- Select the chicklet you want to use. There are more in the actual list than what is shown in this example.
- Scroll down to the bottom of the page to get the code to copy as shown on the next page

#### Chicklet Chooser

Promote your FeedBurner feed directly on your website! Place HTML that Chicklet Chooser automatically generates for you in your site templates to help users easily subscribe to your feed.					
Choose the new standard feed icon:					
<ul> <li>⊘ Subscribe in a reader</li> <li>☑ (Why is this icon now a standard?)</li> <li>☑ Subscribe in a reader</li> </ul>					
Or use a custom icon from popular web aggregators:					
(Add your feed to My Yahoo!)					
C Google (Add your feed to Google Homepage/Google Reader)					
(Add your feed to Newsgator)					
(Add your feed to Rojo)					
(Add your feed to My AOL)					
(Add your feed to FeedLounge)					
(Add your feed to Netvibes)					
O 🔁 Bloglines (Add your feed to Bloglines)					
(Add your feed to The Free Dictionary)					
O Bitty Browser (Add your feed to a Bitty Browser)					
Copy the HTML below for use in your own page templates:					
<a <="" href="http://feeds.feedburner.com/EssentialOfficeSupport" td=""></a>					

<a <="" href="http://feeds.feedburner.com/EssentialOfficeSupport" th=""></a>				
title="Subscribe to my feed" rel="alternate"				
type="application/rss+xml"> <img< td=""><td>-</td></img<>	-			
<pre>src="http://www.feedburner.com/fb/images/pub/feed-icon32x32.png"</pre>				
alt="" style="border:0"/> <a< td=""><td>~</td></a<>	~			
< · · · · · · · · · · · · · · · · · · ·				
Use as a widget in 🔁 TypePad 🛛 🔽 Go!				

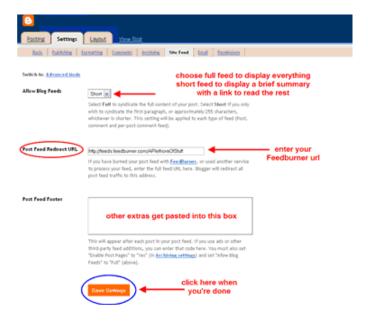
You will notice a dropdown menu to choose what type of code you need. The default code is plain old regular HTML which will work on most sites, including Wordpress. The choices in the drop down are for TypePad, TypePad Japan, and Blogger.

• Highlight the code in the box, copy (control+c) and paste (control+v) into a widget in your blog, or even into any part of your site template such as the footer if you wish.

## **Just for Blogger Users**

Feedburner has made it easier for Blogger users to reroute their feeds through feedburners.

- **Login** to your Blogger account.
- Click the Settings tab & choose the Site Feed subcategory.
- $\circ$   $\;$  Select what type of feed you want to send.
  - A full feed will include everything in every post.
  - A short feed is a brief summary of every post with a link in to the site to read the rest.
- **Post Feed Redirect URL**: This is where you will enter your feedburner feed url. This is very important.
- **Post Feed Footer**: This will appear after each post in your post feed. If you use ads or other third-party feed additions, you can enter that code here.
- Click **Save Settings** when you are finished with these selections.



### **u** Just for Wordpress Users

Like most blogging platforms, Wordpress has a feed built into it. If you want to keep track of all your subscribers through Feedburner though, you'll need to install a plugin to ensure that all subscriptions get the Feedburner URL no matter how they subscribe. You can find the plugin here:

http://www.feedburner.com/fb/a/help/wordpress\_quickstart

- Upload the plugin like you normally would.
- Go to the Plugins page in your Wordpress and click Activate.

DoFollow	DoFollow         2.2         Disable the "nofollow" tagging for comments. Timeout using comment age inspired by <u>Christoph</u> <u>Rummel</u> . Configuration: Options » DoFollow. By Kimmo Suominen.		Deactivate	Edit
Enforce www.         Provides 301 redirects to queries with /index.php and enforces your use or non-use of www. By Mark Jaquith.		Deactivate	Edit	
FeedBurner FeedSmith	2.2	Originally authored by Steve Smith, this plugin detects all ways to access your original WordPress feeds and redirects them to your FeedBurner feed so you can track every possible subscriber. By FeedBurner.	Deactivate	Edit
Google Search widget 1.0 Adds a sidebar widget to let users search your site with Google. By Automattic, Inc.,		Activate	Edit	
Hello Dolly	1.5	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. <i>By <u>Matt Mullenweg</u></i> .	Activate	Edit

To customize this plugin, go to the options tab and select Feedburner from 0 the submenu.



You have now successfully set up your blog's feed through Feedburner!

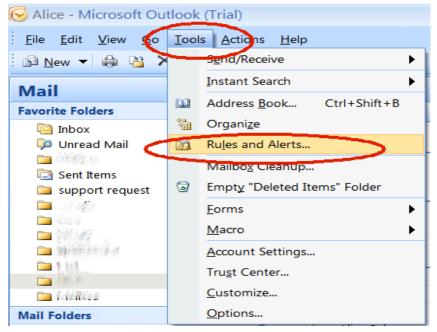
# How to Filter E-mail to Folders in Outlook

Objective: Learn to filter emails to designated folders

- Step 1: Open Outlook
  - Double Click On Outlook

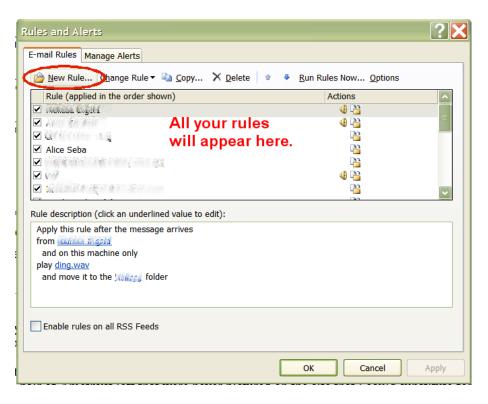
### Step 2: Open Tools

- Select tools
- Select Rules and Alerts...



#### • Step 3: Rules and Alerts Window

- All your rules will appear in the window below
- o Click on New Rules Button



#### • Step 4: Select Template

- Out of the list pick which template you want for this rule
- o Click on people or distribution list

Rules Wizard 🔀				
Start from a template or from a blank rule				
Step 1: Select a template				
	-	Organized		
		Move messages from someone to a folder		
		Move messages with specific words in the subject to a folder		
		Move messages sent to a distribution list to a folder		
		Delete a conversation		
		Flag messages from someone for follow-up		
		Move RSS items from a specific RSS Feed to a folder		
		Up to Date		
		Display mail from someone in the New Item Alert Window		
	49	Play a sound when I get messages from someone		
	_	Send an alert to my mobile device when I get messages from someone from a blank rule		
	start			
		Check messages when they arrive		
	-	Check messages after sending		
	Step 2:	Edit the rule description (slick an underlined value)		
/		this rule after the message arrives		
C		people or distribution list		
N	move	it to the <u>specified</u> folder		
Example: Move mail from my manager to my High Importance folder				
Example prove manifest my manager to my mgn importance rolder				
		Cancel < Back Next > Finish		
_				

- Step 5: Rule Address
  - $\circ$   $\;$  Choose an email you want to use for this rule
  - $\circ \quad \text{Double click on that email address}$
  - Once it shows up in the from section at the bottom
  - Click Ok

		Mon 1/28/2008 8	:07 PM 24 KB
Start from a template or from a blank rule		Mon 1/28/2008 7	:37 AM 10 KB
Step 1: Select a template		<b>?</b> X	
Stay Organized			
Move messages from someone to a folder		Sun 1/27/2008 4:3	30 PM 13 KB
Move messages with specific words in the sub	ject to a folder		
Move messages sent to a distribution list to a	folder		
➤ Delete a conversation	Rule Address		
Flag messages from someone for follow-up			
Move RSS items from a specific RSS Feed to	Search: <ul> <li>Name only</li> </ul>	More columns Address Book	
Stay Up to Date		Go Contacts	Advanced Find
Normal from someone in the New Item A 🕺			
Play a sound when I get messages from some		Display Name	E-mail Address
Send an alert to my mobile device when I get	• Commentation and the second seco	2.826 32R.4	Sala dig da sala sala sala s
Start from a blank rule	8	105	al that a third all set
Check messages when they arrive	🛛 🛽 🛾 👷 🛽 👷 🔹 🔹 🔹 🔹 🔹 🔹	address will be in	n this window
Check messages after sending	8 Junié AntAlisi	Annie Gerdner	ວາກໃນຊື່ມາ ຢະຊົນງານ ແລະກາ
	8 Automatica Confidencia	An unu	المتعادية والمستعدان
	8 Sei a Emakelio		المتعادية والمتعاد المتعاد
Step 2: Edit the rule description (click an underlined va	S Good Willia	A. 2 6 16	and a second second
Apply this rule after the message arrives	S DESIDER RESIDE	Hour of	lang agil llaglariges ere
from people or distribution list		it jugning and an orall	jetger diete die Andreas met
move it to the specified folder	8 (18) (100-101) 8 (18)	1230. 1243	naliy ilan ily monatory som to or again il and a finite first set of the
· · · · · · · · · · · · · · · · · · ·		nna Defenia	mamaraza, mikana met
Example: Move mail from my manager to my Hi	e dodina sincipatio	t telltoden	An and a device of addition
	g if the subst	11.6	and the back of a second set
	A NUM HENDERE		🗠
	<	III	
Cancel < Back	From ->		
			Cancel ,:

- Step 6: Select Folder
  - Click on specified (circled in red)
  - $\circ$   $\,$  Choose which folder you want these emails to go into
  - o Click Ok

	Mon 1/28/2008 8:07 PM 24 KB
Start from a template or from a blank rule	Mon 1/28/2008 7:37 AM 10 KB
Step 1: Select a template	
Stay Organized	
Move messages from someone to a folder	Sun 1/27/2008 4:30 PM 13 KB
Move messages with specific words in the subject to a folder	
Move messages sent to a distribution list to a folder	
× Delete a conversation	Thu 1/24/2008 10:58 PM 40 KB
Flag messages from someone for follow-up	
Move RSS items from a specific RSS Feed to a folder	
Stay Up to Date	Wed 12/26/2007 1:18 AM 11 KB
Display mail from someone in the New Item Alert Window	
Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from someone	e 📃 💌
Start from a blank rule	
Check messages when they arrive	Rules and Alerts
Check messages after sending	Choose a folder:
Step 2: Edit the rule description (click an underlined value)	Cancel
Apply this rule after the message arrives	Calendar
from <u>Alice Seba</u>	New
move it to the specified folder	
	Computer software techy
Example: Move mail from my manager to my High Importance folder	S Contacts
	Deleted Items (6)
	Drafts
Cancel < Back Next > Finish	

#### Step 7: Double check

- Double check that you are applying this rule to messages from
- And that these messages will go into the correct folder 0
- Click Ok 0

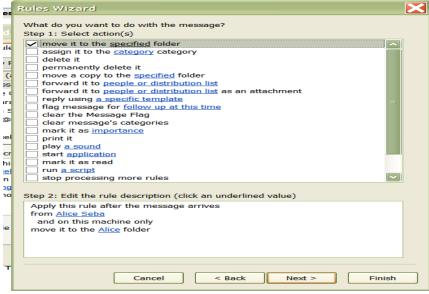
Rules Wizard
Start from a template or from a blank rule
Step 1: Select a template
Stay Organized
Move messages from someone to a folder
Move messages with specific words in the subject to a folder
Move messages sent to a distribution list to a folder
× Delete a conversation
Flag messages from someone for follow-up
B Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
Display mail from someone in the New Item Alert Window
Play a sound when I get messages from someone
Send an alert to my mobile device when I get messages from someone
Start from a blank rule
Check messages when they arrive
Check messages after sending
Step 2. Edit the rule description (click an underlined value)
Apply this rule after the message arrives
from <u>Alice Seba</u> and on this machine only
move it to the <u>Alice</u> folder
Example: Move mail from my manager to my High Importance folder
Cancel < Bac Next > Finish
Step 8: Select Conditions

- **Step 8: Select Conditions** 
  - Condition window appears
  - Check which conditions you want to apply to this rule 0
  - Click Next

Rules Wizard	$\mathbf{X}$
Which condition(s) do you want to check?	
Step 1: Select condition(s)	
✓ on this machine only	
✓ from people or distribution list	
with specific words in the subject	
through the <u>specified</u> account	
sent only to me	
where my name is in the To box	
marked as <u>importance</u>	
marked as <u>sensitivity</u>	
flagged for <u>action</u>	
where my name is in the Cc box	
where my name is in the To or Cc box	
where my name is not in the To box	
sent to people or distribution list	
with <u>specific words</u> in the body	
with <u>specific words</u> in the subject or body	
with <u>specific words</u> in the message header	
with specific words in the recipient's address	
with specific words in the sender's address	
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives from <u>Alice Seba</u> and on this machine only move it to the <u>Alice</u> folder	
Cancel < Back Next > Finish	

#### Step 9: Select action

- Put a check mark in all actions you want to happen to this email when it comes into your email account
- o Click Next



- Step 10: Exceptions
  - Select any exceptions you want for this rule
  - Click Next

Rules Wizard	×
Are there any exceptions? Step 1: Select exception(s) (if necessary) except if from people or distribution list except if the subject contains <u>specific words</u> except through the <u>specified</u> account except through the <u>specified</u> account except if sent only to me except where my name is in the To box except if it is marked as <u>importance</u> except if it is flagged for <u>action</u> except where my name is in the Cc box except where my name is in the To or Cc box except where my name is not in the To box	
<ul> <li>except if sent to people or distribution list</li> <li>except if the body contains specific words</li> <li>except if the subject or body contains specific words</li> <li>except if the message header contains specific words</li> <li>except with specific words in the recipient's address</li> <li>except with specific words in the sender's address</li> <li>except if assigned to category category</li> </ul>	
Step 2: Edit the rule description (click an underlined value) Apply this rule after the message arrives from <u>Alice Seba</u> and on this machine only move it to the <u>Alice</u> folder	
Cancel < Back Next > Finish	

#### • Step 11: Finish Rule

- Give your rule a name
- Make sure turn on this rule is checked
- o Click FInished

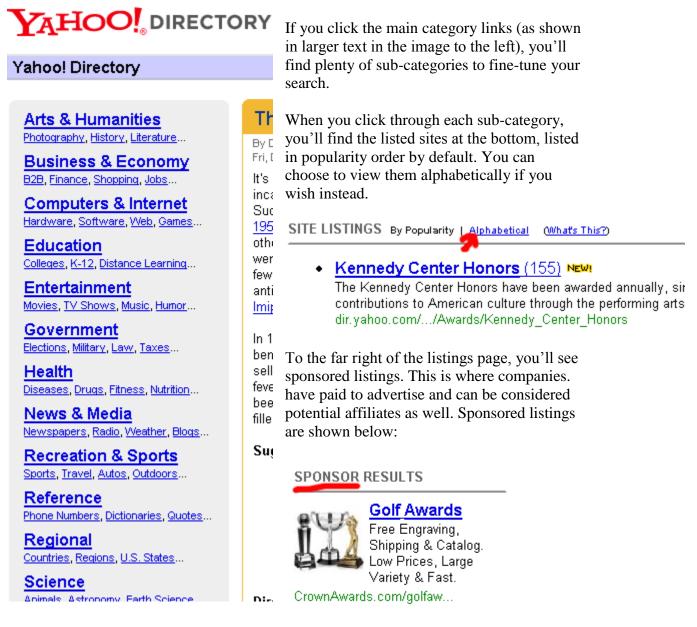


Now that you have this done all emails coming in from that email address will go straight to the designated folder therefore not cluttering up your inbox and keeping your emails much more organized.

# **Finding Potential Affiliates Protocol**

**Objective:** To find other websites that reach our target market. You are looking for information websites and product websites. Even if people are selling products to your market, they are potential affiliates too. Here are some places to search:

**1. Yahoo Directory:** Check out the websites listed <u>http://dir.yahoo.com</u> in the categories relevant to our target market. This is a large directory of websites that have paid for and have been approved by Yahoo for submission.



**2. Open Directory Project (DMOZ):** Look through the websites at <u>http://www.dmoz.org</u> in the categories relevant to our target market. This is a free

directory, but the sites are reviewed by volunteer editors prior to acceptance into the directory. You can see the categories below:

Arts	<mark>Business</mark>	Computers
Movies, Television, Music	Jobs, <u>Real Estate</u> , <u>Investing</u>	Internet, Software, Hardware
<mark>Games</mark>	<u>Health</u>	Home
Video Games, <u>RPGs, Gambling</u>	Fitness, <u>Medicine</u> , <u>Alternative</u>	Family, Consumers, Cooking
Kids and Teens	<mark>News</mark>	Recreation
Arts, School Time, Teen Life	Media, <u>Newspapers, Weather</u>	Travel, Food, Outdoors, Humor
Reference	<mark>Regional</mark>	Science
Maps, Education, Libraries	US, <u>Canada, UK, Europe</u>	Biology, Psychology, Physics
Shopping	Society	<mark>Sports</mark>
Autos, Clothing, Gifts	People, Religion, Issues	Baseball, Soccer, Basketball

## World

Deutsch, Español, Français, Italiano, Japanese, Nederlands, Polska, Dansk, Svenska...

Click on one of the main categories (in large bold font above) and you'll see:

- All the sub-categories
- Related categories
- The Category in other languages

...allowing you to find plenty of potential affiliates.

**3.** ClickBank: Look for people selling information products and software to your target market. Choose a category in the marketplace at

<u>http://www.clickbank.com/marketplace.htm</u> and they are listed in popularity order by default. Just choose a category:



For example, if you chose the "Home & Family Category", the most popular products will appear by default:

1) Rocket Spanish! \*New\* Higher Payout! Cutting Edge Product! High Conversions! High Searches, See 'Learn Spanish' In Google. 75% Paid On All Sales Up To \*New\* \$100 Max Payout! See Http://www.rocketlanguages.com/affiliates/ Or Email Marketing@rocketlanguages.com. Check Other Rocket Products!

\$/sale: \$74.27 | Future \$: - | Total \$/sale: \$74.27 | %/sale: 72.0% | %refd: 62.0% | grav: 75.65 view pitch page | create hoplink

2) Reverse Phone Detective - The #1 Investigation Product! New Affiliate Center\* Interactive Banners, Seo Articles, Keyword Lists, Review Site Graphics, And More. Add A Search Box To Your Website In Less Than 2 Minutes! Go Here Http://www.reversephonedetective.com/affiliates.html. \$/sale: \$15.82 | Future \$: - | Total \$/sale: \$15.82 | %/sale: 75.0% | %refd: 95.0% | grav: 259.21 view pitch page | create hoplink

3) Kingdom Of Pets : SitStayFetch \*Updated. SitStayFetch Is The No. 1 Dog Training And Behavior Product On The Net And Has Been For Over 2 Years. \*Update\* You Can Now Earn Up To \$68 Per Sale. See Http://www.kingdomofpets.com/affiliates/ For Tips Or Email Marketing@kingdomofpets.com For More Info!

\$/sale: \$28.84 | Future \$: - | Total \$/sale: \$28.84 | %/sale: 75.0% | %refd: 77.0% | grav: 122.54

#### 4. Search The Search Engines for Those Ranking Well for Your Keyword Phrases:

Check the major search engines:

- <u>http://www.google.com</u>
- <u>http://www.yahoo.com</u>
- <u>http://www.live.com</u>

Simply enter keyword phrases that people would enter to potentially find your product and other related phrases. For help with your keyword research, use <a href="http://www.wordtracker.com">http://www.wordtracker.com</a>

#### 5. Find out Who Links To our Competitors and Related Websites:

Go to <u>http://www.yahoo.com</u> and type in:

Web   Images   Video   Local   Shopping   more 💌	
link:http://www.yahoo.com	Web Search

Note: Replace "yahoo.com" above with the URL you are searching for. ex. *link:http://www.mysite.com*. Then click "Web Search" and you'll find the sites that link to the websites you're interested in.

(Use Yahoo as they typically show the largest number of links and will yield more plentiful results)

#### 5. Use Alexa for Finding More Websites:

At <u>http://www.alexa.com</u>, they claim to rank all the websites in the world by popularity. Although, the results cannot be deemed to close to being accurate, it is a good site for finding a good number of related website. Simply enter a website that you may have already found in your potential affiliate research like this:

	Ale The Web Info	rmation Company	myspace.com	powered by 🕄 Alexa Web Se	Search V	Advanced
A	2	hown a list of related	2			
	Site Match	Myspace Social Networking Site. myspace.com Overview   Rank: 6   Linking In:	77,328   Related Links	40,000 20,000 0 Nov	Alexa	
		Myspace Layouts, Mys Backgrounds We offer the largest selection of and Myspace Codes on www.freecodesource.com Rank: 2,559   Site info for freecode	of Myspace Layouts, Mys			
	ALEXA.COM	MySpace.com - Doritos 216.178.38.116/doritoscrashthesu Site info for 216.178.38.116		Bowl		

In addition, as you'll see underlined in red, there are suggested "Related Searches" and you can click on each website for "Site info for…".

**TIP:** If you download the Alexa Toolbar they have available, you can just surf from site to site and more related suggestions will appear in the toolbar as you go along. You can download it for free at: <u>http://www.alexa.com/site/download/</u>



# Format Text on a Web Page Using

# Internet Based Family Easy Website Builder

**Objective:** To format text (bold, change font size, style, color, etc) using the advanced editor

Log in to your site at http://www.internetbasedfamily.com

#### **STEP 1: Select Page**

• Select the page in which you wish to format text on



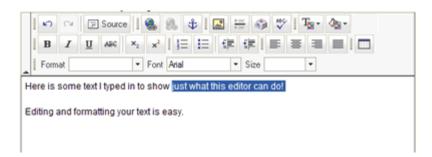
• Click the "Edit Page" button from the toolbar



Your page will now be open

## **STEP 2: Format Text**

- Inside the text editor box, highlight the text you wish to exit
  - To highlight text, hold the mouse button down while moving your mouse to the end of the text you want to select. Release the mouse button.



Formatting the text is similar to doing it with most text editing programs such as Word or Works.

### **Fonts and Formatting**

- 1. To change the font size or type, use the drop down arrows shown in the large rectangle.
- 2. To bold or italicize, use the **'B'** and **'I'** shown in the small rectangle.

K	2	CH.	P	Sour	ce	1	٩.	8.	ψ	I	<u></u>	÷	-	٩	v	1	T	ð <u>s</u> -	
B	3	I	Ū	ABC		×	ײ	11		Ξ	ŧ	Ē	ŧ	2	F	=	-		
Fo	ma	te 🗌				٠	Font	Aria	1			٠	S	ize			F		

## Alignment

To move your text left to right, centered or to justify, click these buttons



## **Bullets and Numbering**

These two will bullet or number any list you have on your page

1	ŝ		CH	P	Sourc	e	۰	8. 4	\$   <b>[</b>		-	۲	Ÿ	1	T	۰ <u>د</u> (	
1	B		I	Ū	ABC	×2	ײ	扫	iii	镡	ŧ	1	F	=	=		
I	For	m	st			-	Font	Arial		ŀ	Si	ze			•		

#### Insert a Link

You can simply type in the URL of the website address you want to insert and it will automatically turn into a link.





Here is some text I typed in to show just what this editor can do!

Alternatively, if you would like to have the text you click on to be different from the link address; this is how you do it.

1. Type the text you want to turn into a link.



Internet Marketing Sweetie

2. Highlight it and click the 'link' icon in the toolbar:

-	ŝ	Ω.	2	Sour	ce	1	۰	8	5	₿I	<u>, ()</u>	-		٩	**	1	T	۵ <u>ه</u> -	
I	в	I	U	ABC		×2	ײ	I	ΙΞ	IΞ	ŧ)	ē	ŧ	1	E.	=	1		
	Form	fe				•	Font	A	rial			٠	Sig	ze [			•		

A dialog box that looks something like this will appear:

Link									
Link Info	Target	Advanced							
Link Type URL									
Protocol URL http:// V www.InternetMarketingSweetie.com									

- 3. Enter the URL of the web page you want to link to
- 4. Click the 'OK' button

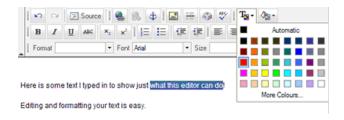
Your text will now be linked to that URL

 Image: Source
 Image: Source

Internet Marketing Sweetie

# **Text Color**

Select the text you want to color then click on The 'Text Color' button and select the color you'd like.



**NOTE:** Once you are satisfied with the formatting, click the 'Save' button at the bottom of the editing page. *If you do not do this, your formatting will not be saved!* 

# How to Forward an Email Address in cPanel

**Objective**: Set up in cPanel where mail coming to ABC email address will be forwarded to DEF address.

- **D** STEP 1: Open cPanel
  - In your browser, **type the cpanel address** (http://www.YOURDOMAINNAME/cpanel)
  - Enter your login and password for this account
- □ STEP 2: Set up Email



## • Select Forwarders

#### Mail Manager Main Menu

- » Web Mail
- » Email Domain Forwarding
- >>> Add/Remove/Manage Accounts
- » Default Address
- » Auto-responders



» Modify Mail Exchanger (MX Entry)

[ Go Back ]

#### • Click Add Forwarder

ddress or "catch-all", please click here to be taken



- Enter the address you want forwarded (ABC@YourDomainName)
- Enter the new receiving address (DEF@YourDomainName)
- Click Add Forwarder
  - Use the *Go Back* link to get back to the previous page

#### Add a new Forwarder

ABC @	Your Domain Name	<b>v</b> »»	DEF@YourDomainName
Add Forwarder	]		

[ Go Back ]

### **STEP 3: Log Out**

• Log out by going to File  $\rightarrow$  Exit

# **How To Add & Check Google Analytics Code**

**Objective**: To use Google Analytics to help track your website and traffic stats.

This is assuming you already have a Google Analytics account set up. If you don't, you can sign up from this page: <u>http://www.google.com/analytics/</u>

# **STEP 1:** Log into your account

You will see your account dashboard as shown below.

Web	osite Profiles						
	≪ Prev 1-2/2 Next ≫		Show 10 💌	Search		•	
	Name		Reports	Settings	Delete	Status	
1.	training.internetbasedfamily.com		View Reports	Edit	Delete	✓ Receiving Data Conversion Goals (0)	
2.			View Reports	Edit	<u>Delete</u>	✓ Receiving Data Conversion Goals (0)	
dd	Website Profile »	Acces	s Manager »	<u>Fil</u>	ter Manag	er »	

## **STEP 2:** Create Profile

- Click Add Website Profile as circled above
- Fill in website details
  - Select whether you want to add a new domain or a profile to an existing domain (sub-domains, certain pages, etc)
  - Enter the URL of the site you wish to start tracking
  - Select your country or territory
  - Select your time zone
- o Click *Continue*

#### Create New Website Profile

Chasse	Vahaita	Drafila	Turne
Choose	vebsite	Prome	rype

Please decide if you would like to create an additional profile for an existing domain, or create a profile to track a new domain

```
• Add a Profile for a new domain OR O Add a Profile for an existing domain
```

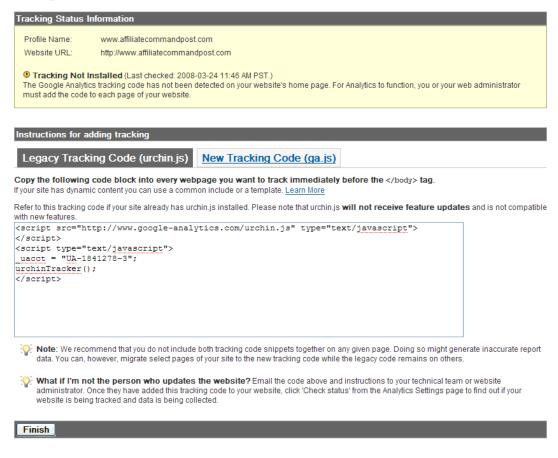
Add a Profile for a new domain

Please provide the URL of the site you would like to track.

http:// 💌 www.affiliatecom	mandpost.com			
Examples: www.mywebsite.com Note: You can add more profiles				
Time zone country or territory:	Canada	~		
Time zone:	(GMT-08:00) Pacific Time - Vancouver	*		
Cancel Continue		_		

You will be taken to a page and given a GATC (Google Analytics Tracking Code) as shown below.

#### Tracking Code



206 You get goodies like this in the MyNAMS Insiders Club

#### **STEP 3:** Copy & Paste

- Copy all the code in the Legacy Tracking Code box.
- Log into the website you just created this code for
- Place the code directly before the </body> tag of EACH page you wish to track.
- Save your page & log out of your website

## **STEP 4:** Check Stats

Once the code has been on your site a while, you can go in and check the stats. How busy the site traffic is, will determine how many stats you have. For our example, we just added the code recently therefore we don't have many stats. To check stats:

- Log into your account at <u>http://www.google.com/analytics/</u>.
- The Dashboard will give you different stats to view:
  - Visitors Page Views Page Visits Bounce Rate Average time on site – Percentage of new visitors - Location of visitors – Individual page visits and Traffic sources.



• Simply click any of the blue hyperlinks to view stats

#### For example:

To view total visits per day, simply click *Visits* listed under *Site Usage* and you will see these stats.

Thursday, March 6, 2008	0.00% (0)	
Friday, March 7, 2008	0.00% (0)	
Saturday, March 8, 2008	0.42% (1)	
Sunday, March 9, 2008	11.25% (27)	
Monday, March 10, 2008	4.17% (10)	
Tuesday, March 11, 2008		15.00% (36)
Wednesday, March 12, 2008	7.92% (19)	
Thursday, March 13, 2008	7.08% (17)	

Or clicking *View Report* listed under the *Traffic Sources Overview* will give you stats on referring sites, direct traffic, search engines and show you keywords used in the search:



1

8.33%

6

2.50%

online business, step by step

view full report

us.f367.mail.yahoo.com (referral)

view full report

# HOW TO UPLOAD A VIDEO TO GOOGLE VIDEO

**Objective:** to upload and share a video on Google Video.

You must first have a Google Account and the Google Video Uploader program downloaded and installed on your computer.

You can only upload these types of video files: .mpg, .mpeg, .avi, .ra, .ram, .mov, .wmv, .asf, .mod, .mp3.

#### □ STEP 1: Log in to your Google Account

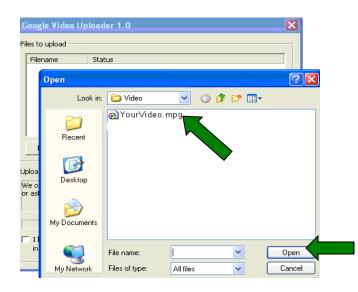
Select Start →All Programs → Google Video → Google Video Uploader on your computer (if you downloaded and installed in the default location).

Select Login (circled below) and sign in to your Google Account.

<b>6</b> 0	Google Video U	ploader 1.0		×		
_ F	iles to upload			_		
	Filename	Status				
6	Login	Add Remove	Clear All Options			
	leleed states					
	Jpload status We only support the		), mpeg, ra, ram, mov, wmv	-	Sign in with	your Google Account
	or asf. Please check upload.	, the box below dicate that th	his content is permissible for		Email:	your email address
			Upload nov		Password:	
	I certify that I b	ave the necessary rights to make		<u> </u>		Remember my email
1	Internet, as set	forth in the Terms of Service.				
	I certify that this	s content does not include pornog	grapnic or obscene material.			Submit Cancel

#### □ STEP 2: Upload Video

- Click the Add button to select a video file (shown by the green arrow above).
- Navigate to and select the file(s) you want to upload
- Click Open as shown below



- Check the box to confirm that you have the necessary rights to upload the video
- Click Upload Now
- Your file will start to upload as shown below

🕫 Google Video Uploader 1.0					
	Fi	iles to upload			
		Filename	Status	Ī	
		YourVide	Transferring		
		Login	Add, Remove Clear All Options 608.0 KB of 1.2	МВ	
	U	lploading file YourVi	deo.mpg		
	Ī	Internet, as set fo	Cancel ve the necessary rights to make this content available on orth in the Terms of Service. content does not include pornographic or obscene material.	]	
		•			

After your files have been successfully uploaded, click **Clear All** to remove list and close the uploader window.

Note: Any files that haven't been deleted will remain in the list until you clear them.

#### □ STEP 3: Submit Video Information

After you upload your files, you'll need to submit your video information to Google in order to complete the upload process. Here's how:

- **Go To Your Video Status page**. The files you just uploaded should be listed. If they aren't, wait a few minutes then check again.
- $\circ \quad \textbf{Click Add} \text{ in the video information column}$
- Enter your information to the video file
- Click Save Video Information to submit your information

Once your video is approved, Google will change the status to "verified" on your video status page. Any problems will be listed on the status page as well.

I would ask to see examples of their work, especially examples of mock products. (Ebooks, Boxes, etc.)

Will they provide you with your files if you want to go elsewhere?

Ask them where they get the photographs used in their graphics to make sure they are using a legitimate stock photo service or product and not pilfering images off the web.

Some internet marketers have expected me to come up with text on their graphics - so you might ask if they have an understanding of good headlines and emotional sales words, etc.

That's really all I can think of.

# How to Post a Job on Guru.com

**Objective:** to outsource projects so that you will have more time to work on your business and marketing

□ STEP 1: Select Post Your Project at <u>http://www.guru.com</u>



# □ STEP 2: Select the Main Skill Category for Your Project

• Read the list and select the category that best describes your project.

Select a Main Skill Category Website Design / Website Marketing Graphic Design / Presentations / Multimedia Illustration / Cartooning / Painting / Sculpting Photography / Videography Writing / Editing / Translation Broadcasting Fashion / Interior / Landscape / Set Design Programming / Software / Database Development Networking / Hardware / Telephone Systems ERP / CRM Implementation Engineering / CAD / Architecture Legal Business Consulting Finance and Accounting Sales / Telemarketing (Front-end) Admin Support (Legal, Medical, & Accounting) Marketing / Advertising / Sales / PR

# □ STEP 3: Select Primary Skill Category

- After selecting the Main Skill Category in Step 2, a second column appears on your screen.
- From this second list of categories, select the Primary Skill Category that best describes your project.

Select a Main Skill Category	← Select a Primary Skill Category
Website Design / Website Marketing	Word Processing
Graphic Design / Presentations / Multimedia	Data Entry
Illustration / Cartooning / Painting / Sculpting	<ul> <li>Transcription</li> </ul>
Photography / Videography	Event Planning
Writing / Editing / Translation	<ul> <li>Secretarial Support</li> </ul>
Broadcasting	Office Management
Fashion / Interior / Landscape / Set Design	HR/Pavroll
Programming / Software / Database Development	<ul> <li>Accounting</li> </ul>
Networking / Hardware / Telephone Systems	Paralegal
ERP / CRM Implementation	<ul> <li>Legal Assistance</li> </ul>
Engineering / CAD / Architecture	<ul> <li>Medical Billing/Coding</li> </ul>
Legal	<ul> <li>Medical Transcription</li> </ul>
Business Consulting	<ul> <li>Medical Secretarial Support</li> </ul>
Einance and Accounting	
Sales / Telemarketing (Front-end)	
Admin Support (Legal, Medical, & Accounting)	
Marketing / Advertising / Sales / PR	

# □ STEP 4: Describe Your Project

- Create a title for your project.
  - Keep it simple, to the point.
  - Professionals will see the title before they read the description.
- Write a description of your project.
  - This is the most important part of the project posting.
  - Include the following:
    - what you need to have done
    - background on your organization
    - reason for the project
    - when project needs to be started and finished
    - size of project (i.e., words, pages, quantity, etc.)

Main Category: Adm	in Support (Legal, Medical, & Acco	ounting)
➡ * Title of project	elo!	
→ Describe project	needs (in detail) <u>help!</u>	
		1

- Upload any relevant files that you think would be helpful.
- Select from the drop-down menu the range that best works within your budget.
- Scroll down to Part B.

→ Upload files relevant to project help!						
Upload Files . No contact information						
🛶 * Estimated project budget belgi						
Please Select V.S. dollars						

#### • Select the primary skill needed.

• Select from the drop-down menu the skill that most closely matches your need.

#### • Select a maximum of 2 additional skills.

• Click in the box next to the skill needed to select it.

Part B : Skill Requirements				
→ * Primary skill needed belo	el.			
Event Planning				
→ "Add-on" skills needed (max of 2) help:				
Accounting	Medical Transcription			
Data Entry	Office Management			
Event Planning	Paralegal			
HR/Payroll	Secretarial Support			
Legal Assistance	Transcription			
Medical Billing/Coding	Word Processing			
Medical Secretarial Support				

- Select preferred industry experience.
  - Select from the drop-down menu which industry you prefer the professional has work experience.

#### $\circ$ $\;$ Write other skills needed.

- If there are skills you need that are not already listed, write them in the box.
- Separate each skill with a comma.
- Scroll down to Part C.

→ Industry experience needed help!	
→ Other skills needed <u>help!</u>	
project management, fundraising	< v
	1

#### • Select location specification.

- There are four choices. Click on **one**.
- If the professional needs to work at your place of business or attend meetings, choose a local area.
  - There are two choices for local area:
    - o city/state
    - ZIP code area
  - Use the additional options to narrow your search.

- De	elect one of the following four location specification choices.	elo!
C	No location requirements: Professionals, worldwide, can bid	on my project.
C	Country: Professional must reside in this country: USA	
С	Local area: Pro must reside in one of these local area(s):	
	AK >Anchorage AL >Anniston AL >Birmingham AL >Decatur AL >Dothan AL >Florence	Hold down Ctri (PC) or Apple (Mac) key to select multiple items.     Max of 3 items.
	AL >Frotence AL >Gadsden AL >Huntsville	

- Enter the name and email address of the contact person for the project.
- Click Continue.

Contact Information	
└→ * First name:	
→ *Last name:	
└→ * Email address:	Email must be valid to post project.
	Continue >>

- $\circ~$  Select if this project will be open to public bidding or private invitation.
  - If any qualified professional can bid on the project select Public-Open to Vendors and Freelancers.
  - If only businesses with multiple employees can bid select Public-Open to Vendors Only.
  - If you want to invite certain professionals to bid on your project select Private-Invitation Only.
- Click Continue or scroll down to Parts E and F to add additional information.
  - If you click Continue, go to Step 5.

•	Select to	o make your project Public or Private. help
۲	2	Public-Open to Vendors and Freelancers Allow all qualified professionals in the marketplace to place quotes.
0	8	Public-Open to Vendors Only Only allow Guru VENDORs (shops, firms) who qualify to place quotes.
D		Private-Invitation Only Only allow those professionals you invite (by hand) to place quotes.

#### • Add optional information.

2. Click the "Continue" button to confirm your project on the next page.

! Please Read: You can either...

1. Fill out more details about your project below, OR...

• Select if project must be completed onsite at your place of business or offsite at the professionals place of business.

Continue >>

Continue to confirm project

- Enter the city, state, and ZIP code for your place of business if work is to be completed onsite.
- From the drop-down menu, select the number of days your project will be available to accept bids from professionals.
- Select an hourly rate you will pay, if applicable.

Part E : Additional Information (Optional)	
Onsite or Offsite work required <u>heto!</u> Onsite Please enter onsite location below. Offsite	
If Onsite, enter the location help!	If U.S. location, enter city, state and ZIP code     If not U.S. location, enter country and region
→ Allow pros to bid on this project for 30	days. help!
→ Rate per hour offered (quality indicator) Not Relevant V.S. dollars	What rate per hour should you select? <u>View chart</u> for help

• Write questions you would like addressed in the proposal.

- The questions are a screening method to help you quickly identify which professionals do not have the skills needed to work on the project.
- Answers to the questions can also give you an idea how the professional might be able to help you.
- Examples of questions include:
  - What experience do you have ...
  - How would you ...

Part F : Questions for Professionals (Optional)

List any specific questions you would like professionals to address in their proposals. help!

	~ ~
Question 2:	
	< >
Duestion 3:	
200500115.	~ ~
	×

## □ STEP 5: Confirm Project Details

- Review the project details.
- Click Modify Project Details to make changes.
- Click Post Project Now if you are ready to post your project.

Project title:	Workshop
Allow pros to bid for:	30 days
Bidding type:	Public-Open to Vendors and Freelancers
Payment Information	
Project budget:	Between \$250 and \$500
Qualifications and Experience	Required
Project category:	Admin Support (Legal, Medical, & Accounting)
Primary skill:	Event Planning
Secondary skills:	Secretarial Support, Word Processing
Industry experience:	Non-profit, Social Sector
Additional skills:	None listed
ocation Requirements	
Country:	USA
Work performed:	Offsite
Files / Description / Questions	:
Uploaded file(s):	None uploaded
Project description:	Coordinate a series of workshops.
Employer questions:	None listed

219 You get goodies like this in the MyNAMS Insiders Club

## **Create and Use a HubPages Account**

**Objective**: to create a personal account and publish a hub webpage on HubPages.com Hubs can include links, photos, video, and text.

#### **STEP 1: Make Money with Google Adsense**

- If you want to add Google adsense to your HubPage, you can do so by filling out the form.
- Click the *No Thank You* option at the top to skip or sign up at a later date.

## Make Money On HubPages With Google AdSense

We can sign you up for a new Google AdSense account with the information you've already given us, or we can link your existing AdSense account to HubPages.

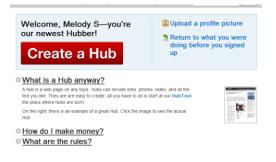
This allows us to display ads on your behalf. It's easy, and it's important. AdSense is one of the main ways people make money on HubPages.

No thank you, I'll sign up for AdSense later (skip this step).

- Google AdSense
Do you already have a Google AdSense account? O Yes No
Create an AdSense account
Google will send you an email requesting a bit more information from you to get your Google AdSense account set up. AdSense lets Google place ads that match your content. Your readers will only see ads that are interesting and useful to them, and they'll thank you for it.
It's easy to do, because we do it all for you. We'll write the code that links their ads to your articles. All you have to do is create great content.
Google Terms of Service for Your Personal Use
Welcome! By using Google's search engine or other Google services ("Google Services"), you agree to be bound by the following terms and conditions (the "Terms of Service"). As used in this agreement, "Google Services" does not include the Adwords or Adsense programs.
Content Linked to by Google
The sites displayed as search results or linked to by Google Services are developed by people over whom Google exercises no control. The search
□ I have read and understand Google's terms of service
Signup for AdSense

### **STEP 2: Create a Hub**

## • Click the big red *Create a Hub* button to get started



- Choose a Title: should describe the content of the hub
- Enter a web address on hubpages
- o Enter a Main Category and Keyword Tags
- Click *Continue* when you're finished

- Create A Hub	
Greate A Hub	
Choose a Title	
Start a Virtual Assistant Business	
<ul> <li>120 characters or less; No HTML or quotation</li> </ul>	
<ul> <li>Be specific. Good titles tell readers what the</li> </ul>	Hub is all about.
Give Your Hub A Web Address start-a-va-business	
http://www.hubpages.com/hub/start-a-va-business	
100 1 1 1 1	
<ul> <li>120 characters or less. No spaces, quotation</li> </ul>	
<ul> <li>Be consistent. The web address should be readered and the should be readered.</li> </ul>	elated to the Hub title
Add Some Tags	Need more suggestions?
Business	Try one of these:
Virtual Assisting	« friends
Outsourcing	« business
Work From Home	« hubpages
add another tag	« marketing
<ul> <li>Enter one Tag per box.</li> </ul>	« technology
You can add and delete tags from your Hub	« help
at any time.	« financial
<ul> <li>Tags make it easy to find your Hub.</li> </ul>	« online
	« Se0
Continue»	« make
	« how
	« blog
	« Diog

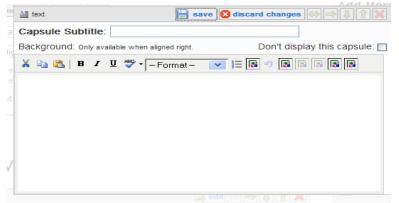
### **STEP 3: Assemble Your Capsules**

Use the tabs at the top of the main capsule area (circled in green below) to include additional information:

- Settings Tab: Edit your title and ad details
- **Summary Text Tab:** Enter a summary text describing your hub. This summary will be shown on listings and search results pages only.
- **Group Tab:** allows you to connected related articles together for easy navigation

	ble Your Capsules		Add More Stuff
	re you assemble capsules to create a ind column, and include Text, Photo, (		Content Capsules
	apsules. The arrow keys will help you		<u>∆≣</u> text
			🔳 photo
Settings S	Summary Text Group Help		<b>video</b>
			@ links
Title	Start a Virtual Assistant Business		🖉 news
Ads	High (The more ads, the more mo	ney you will make)	S rss
	content meets the conditions of the AdSen	se Program Policy &	Comments
	this hub may be considered commercial		Devenue Consulas
Status	New		Revenue Capsules
			ebay
			a amazon
	Pre	view Save Unpublished Publish	
ort :			
	e Virtual Assistant Bu	usiness	Edit Tags
≜≣ text	a Virtual Assistant Bu		Edit Tags Subusiness Work from home
≜≣ text			Edit Tags
≜≣ text	a Virtual Assistant Bu		Edit Tags So business So work from home So outsourcing
≜≣ text	a Virtual Assistant Bu		Edit Tags Solutioness Sourch from home Soutsourcing Sourchassisting
lick <b>edit</b> a	a Virtual Assistant Bu	Jsiness	Edit Tags Solutioness Sourch from home Soutsourcing Sourchassisting
lick <b>edit</b> a	a Virtual Assistant Bu	Jsiness	Edit Tags business work from home outsourcing virtual assisting add tag
itext Click <b>edit</b> a photo Click <b>edit</b> a	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap	JSINESS	Edit Tags business work from home outsourcing virtual assisting add tag Capsule Ordering Drag and Drop: reorder Double Click: toggle width
text Click edit a photo Click edit a	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap	Jsiness	Edit Tags business work from home outsourcing virtual assisting add tag Capsule Ordering Drag and Drop: reorder Double Click: toggle width "Reorder Now": save
itext Click <b>edit</b> a photo Click <b>edit</b> a	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap	JSINESS	Edit Tags business work from home outsourcing virtual assisting add tage Capsule Ordering Drag and Drop: reorder Double Click: toggle width
text Click edit a photo Click edit a Comments Commen	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap	JSINESS	Edit Tags business work from home outsourcing virtual assisting add tag Capsule Ordering Drag and Drop: reorder Double Click: toggle width "Reorder Now": save
text click edit a photo click edit a commentation Commentation This con	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap s ts mments capsule currently has 0 c	Jsiness	Edit Tags business work from home outsourcing virtual assisting add tag Capsule Ordering Drag and Drop: reorder Double Click: toggle width "Reorder Now": save
text ilick edit a photo click edit a comments comment This con You can r	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap s ts	Jsiness	Edit Tags business work from home outsourcing virtual assisting add tag Capsule Ordering Drag and Drop: reorder Double Click: toggle width "Reorder Now": save changes
text ilick edit a photo click edit a comments comment This con You can r	a Virtual Assistant Bu above to add content to this empty cap above to add content to this empty cap s ts ments capsule currently has 0 c read and moderate your comments by	Jsiness	Edit Tags Subsiness Work from home Soutsourcing Virtual assisting add tag Capsule Ordering Drag and Drop: reorder Double Click: toggle width "Reorder Now": save changes

- To add text to your hub, click the *Edit* icon in the text section as shown by the orange arrow and box above.
- Use the green arrows to move the content to a new location on the hub
- Enter the details you wish to add and click *Save* at the top of the box.



• To add a Photo to your hub, click the *Edit* icon in the photo section.

- Browse your computer to locate the graphic (up to 8 MB).
- Click Load Images

💷 photo	🔄 save 🔇 discard changes 🔶 🔿 🎚 🏠 💢					
Capsule Subti	tle:					
	Don't display this capsule: 🔲					
Display Settings	Photo Data Add new photos Help					
Add photo fro	om:   My PC   The Web					
	You can upload a jpeg, gif, or png photo file from your computer. The maximum size allowed is 8 megabytes. Large files may take a while to upload, please be patient.					
Choose a File	e From Your Computer					
	Browse					
Add to Batch Li	st					
Load Images						
1						

To load additional text, photos, video, links, news, RSS or revenue from Adsense, ebay or Amazon, simply select these from the right sidebar and follow the steps above.

#### **STEP 4: Preview & Save your Hub page**

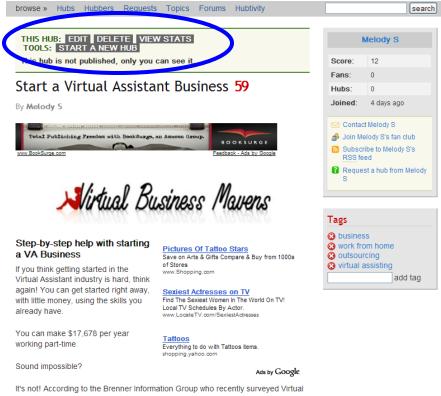
- Click *Preview* to preview your hub
- Click *Publish* to make your hub live to the public
- Click *Save Unpublished* to save but not publish until a later date

Settings 5	Summary Text Group Help				
Title	Start a Virtual Assistant Business				
Ads	High (The more ads, the more money you will make)				
	content meets the conditions of the AdSonse Program Policy to this hub may be considered commercial				

Preview Save Unpublished Publish

We selected Save Unpublished and this is what our hub currently looks like...

You can edit, delete, view stats and start a new hub by clicking the option at the top of the page as shown below.



It's not! According to the Brenner Information Group who recently surveyed Virtua Assistants, VA's who work part-time average an annual gross income of \$17,678, while full-time VA's bring in a whopping \$41,834.

Working as a virtual assistant is NOT complicated. It's a simple, step-by-step process that anyone can learn, right now, today!

## That's it for creating your hub.

### **Other features of HubPages**

Using the options at the top of the page, you can:

- Browse Hubs to locate & read those of interest
- Search for Hubbers by name
- Send a request to a Hubber asking them to create a new hub on a particular topic
- Search Hubs by Topics
- Network on the HubPages Forums
- Set up Hubtivity to keep track of what's happening on your hubs, requests, forum posts and other hubbers that you are a fan of

A Hu	ıhDər	100							
4 HubPages					[Melody S] sign out	my account	my profile	help	
browse »	Hubs	Hubbers	Requests	Topics	Forums	Hubtivity			search

## How to Add An Image To A Posts in WordPress

Objective: To add an image to your post. This is for WordPress Version 2.3.1

## **STEP 1: Log In To Your Account**

## **STEP 2: Write a Post**

• Navigate to Write  $\rightarrow$  Write Post



- Enter a Title
- Paste your post text
- Put your cursor in the text where you would like the image to be placed

### **STEP 3: Insert Image**

There are two ways to insert images into your posts.

**3:1 Image Icon:** Use this if you have already uploaded your image to your site or another image hosting location such as flickr, photobucket, etc. To do this:

• Click the **Image Icon** that looks like a tree.

Post						
Visual	Code					
B <i>I</i> ↔	∈ := }≡	: ≣	≣ ∃	GØ	È	🖉 🛄   💞 -

• A pop up box will appear. Enter the details it requests.

- Image Location: The URL to your image
- **Image Description (optional):** Enter a couple words to describe the image
- Alignment: How do you want the image aligned? Center, left, right, top, bottom, etc
- **Dimensions:** Enter the dimensions of your image if they do not auto-fill for you.
- **Border (optional):** What size border do you want?
- Vertical Space (optional): How much vertical space do you want around the graphic?

- **Horizontal Space (optional):** How much horizontal space do you want around the graphic?
- Click *Insert* to insert the photo

I	nsert/edit image	X
	Insert/edit image	
Ξ	Image URL	ages/WINNER-saturday-725047.JPG
-	Image description	Sweetie Saturday
	Alignment	Left 💌
	Dimensions	135 × 88
	Border	
	Vertical space	10
	Horizontal space	10
h	Cancel	Insert

Your image will be inserted as shown below.

Title
Post Visual Code
B / ﷺ   ⊟ ∰ ∰ ∰ ≣ ≣ ≡ =   ∞ 🔅 型
Sweetie Saturday
Path:

If you use the same graphics over and over, this is the best way to do insert graphics.

**3:2 Uploading Image:** If you haven't uploaded the image, here's how to do it from within your text editor:

• Below the post box, you should see something that looks like this:

sample title					
Visual Code					
B <i>I</i> ≜€   ⊟ }⊟ ∰≣ ∰	티트 프 크 ∞ 🔅 💆 🖶	ABC - 00 🔤			
sample text to show h	ow to insert a graphic in y	our wordpress 2	2.3.x posts.		
Dath.					
	ags with commas: cats, pet fo	ood, dogs)			
	ags with commas: cats, pet fo	ood, dogs)			
Path: Tags (separate multiple ta	ags with commas: cats, pet fo	ood, dogs)	Save and Continue	Editing	Pu
	ags with commas: cats, pet fo	ood, dogs)	Save and Continue	Editing	Pu
	ags with commas: cats, pet fo	ood, dogs)	Save and continue	Editing Save	Pu
Tags (separate multiple ta	ags with commas: cats, pet fo	ood, dogs)	Save and Continue	Editing	Pu
Tags (separate multiple ta		ood, dogs)	Save and continue	Earung Save	Pu
Tags (separate multiple ta Upload Browse All File		ood, dogs)	Save and Continue	Editing	PU
Tags (separate multiple ta Upload Browse All File Title		ood, dogs)	Save and continue	eaung Save	

- To upload an image, click the *Browse* button and search your computer for the image you want to insert.
- Enter a title and description for the image
- o Click Upload
- Now, click *Browse All* to view the images you have previous or just uploaded.

Upload	Browse All			
Tough Questi TUES			Show word wortfleation for community? Show profile images on	⊕ Yes ○ Ho This will require people worthfultion risks, which Bog suthers will not as @ Yes ○ Mo.
14 kB		34 kB	13 kB	

- Click the image you just uploaded
- Select the size of the image

- Select what to link to, if anything (ours are shown as the default settings)
- o Click Send To Editor

Upload	Browse All	
<u>« Back</u>	Tough Question Tuesda	y – <u>Edit</u>
	Tough Show: Question TUESDAY Link to:	O Full size O Title

Your image will now be inserted as shown below.



- If the image is in the wrong location, you can move it by simply dragging and dropping it where you'd like it to go.
- Alternately, you can use the **Image Icon** (Tree) as stated in 3:1 to adjust the image. Then click *Update* when you are finished.

	Insert/edit image		×
	Insert/edit image		_
	Image URL	http://www.internetmarketingsweeti	
	Image description	Tough Question Tuesday	
	Alignment	Not set 💉	
	Dimensions	x	
٩	Border		
	Vertical space		
	Horizontal space		
l			
1	Cancel	Update	

## **STEP 4: Publish Your post**

• Click *Publish* to have your post published immediately.

Saved at 8:29:03.	Save and Continue Editing	Save	Publish	b

## **STEP 5: Log Off**

• Click Sign Out to log out of your blog. This link is found in the top right corner of any WordPress page.



## How to Import a List into Aweber

Objective: To import a list from another program into the aweber program

## **STEP 1** Customize Your Confirmation Message

◦ Go to Messages → Import



- Click Customize Verification Notice
- Enter the message your subscribers will receive after you import the list.

```
before attempting to import leads. Once completed, reload this page
Customize Verification Notice
```

## □ STEP 2 Provide an opt-in source

The Aweber team manually reviews each import request. Therefore, you must provide them with details on the imported list. Tell them how the subscribers you're trying to import came to be on your list. What is the URL address they used (if applicable) to sign up, etc. The more detailed you are, the faster the approval will be.

```
In a sentence, describe how these subscribers opted into your list including website URL's where this was done. (Our staff reads this.)
These subscribers requested to receive my newsletter from my website at: http://www.example.com/signup.htm
```

## □ STEP 3 Set The Delimiter

- If your list is in a spreadsheet, leave the delimiter set to the default option.
- If your list is in a text file with values separated by a comma, semi-colon, or some other character, enter the <u>character</u> (not word) here

## □ STEP 4 Enter Lead Details

- Copy your subscriber data & paste it into the **Leads** field
- Hit Next

 $\circ$   $\,$  Match the columns from your spreadsheet with the fields in your account.

Column Data	Field Type
Email	Email 💌
Name	Name 💌
Category	Ad Category 💌

- You can add extra fields by using the Custom Fields page. You can do this, then come back to the first page without losing your imported data.
- Once you've finished entering the details, hit **Save**

You should get a green success box indicating that your leads are processing. It could take a while for them to process so take a break and check back later.

## HOW TO SET UP AN ACCOUNT IN MAILWASHER

**Objective:** to import new accounts in MailWasher.

### □ STEP 1: Open MailWasher

- Click shortcut icon on desktop or
  - Click Start > All Programs > MailWasher > MailWasher



□ STEP 2: Logon to Your Server

- Enter user name (e.g., <u>username@whatever.com</u>)
- Enter your password
- Click OK

Please e server:	enter your name and password for the following
Logon Server:	mail.yourserver.com
User Name	
Password	
	Remember Password
Use secure	authentication 💿 APOP C MSN
	OK Cancel

#### □ STEP 3: Set Up an Account

 $\circ \quad \text{Click Tools} \rightarrow \text{Accounts}$ 

@ M	MailWasher Pro 5.3						
File	View	Email	Tools	Register	Help		
			Che	ck for new	message	s I	
	B	•	Aco	ounts		F8	
Ch	Check Mail			m Tools		Ctrl+T	am
			Stat	tistics		Ctrl+S	
Delete	, 		Opt	ions		Ctrl+O	Fr Ja
			Sho	w the erro	rs digest	Ctrl+E	} m
			Probab	ily Legitimate		20.9	IKB N
			Friend			2.9	IKB m

232 You get goodies like this in the MyNAMS Insiders Club

• Click Import.

Accounts			
Account	Server	Username	<u>A</u> dd
			<u>R</u> emove
			<u>P</u> roperties
			Import
Run Wiza	rd	Close	Help

 $\circ$  Select the Account to Import  $\rightarrow$  Import

elect the accounts you wis	sh to import	
Name for account	Mail client	Туре
Email #1	Outlook Express	P0P3
Email #2	Outlook Express	POP3

 $\circ$  Click Close.

Accounts			×
Account account name	Server yourserver.com	Username USEr name	Add <u>R</u> emove <u>P</u> roperties <u>I</u> mport
Run Wizard		Close	Help

## • Click Check Mail.

- If requested to logon, enter password.
- Click OK.
- Mail will download in MailWasher.



## □ STEP 4: Exit MailWasher.

• Click File  $\rightarrow$  Exit.

$\frown$							
🎯 Mail Wa	sher	Pro !	5.3				
File View	Email	Tools	Register	Help			
		$\sim$	0				
S	•	$\bigotimes$					
Check Mail		Stop	Pro	ocess Mail		Mail Program	n
Delete		Status			Size		Fro
		Probab	ly Legitimate			21.1KB	Jan
		Friend				2.8KB	mel(
		Probab	ly Legitimate			20.9KB	Net
		Friend				2.9KB	mel(
		Friend				3.5KB	mel
		1 m 1 m 1				O CKD	12.1

## How to Import your Blogger Blog to your Wordpress Blog

## **Introduction -**

This tutorial will show you exactly how to import your entire blogger blog into your new (or existing) wordpress blog, posts, comments archives and all.

## Step 1 - Log into your wordpress dashboard



## Step 2 – Navigate to the blogger import area

Manage - > Import - > Blogger

outsorted.com	)	Howdy, <b>admin</b> . [Sign Out, <u>My Profile]</u>
Dashboard Write Manage Comme	ents Blogroll Presentation Plugins Users Options Backlink:	s e-Commerce
Posts Pages Uploads Categories Files	Import Export yak	
	A new version of WordPress is available! Please update now.	
Import If you have posts or comments in an from below:	other system, WordPress can import those into this blog. To get started	l, choose a system to import
Blogger	Import posts, comments, and users from a Blogger blog	
Blogware	Import posts from Blogware	
Bunny's Technorati Tags	Import Bunny's Technorati Tags into the new native tagging structure	re.
Categories to Tags	· · · · · · · · · · · · · · · · · · ·	

Click onto the blogger link in the import tab, and you should see this;

Outsorted.com (View site »)	<u>Profile</u>
Dashboard Write Manage Comments Blogroll Presentation Plugins Users Options Backlinks e-Commerce	
Posts Pages Uploads Categories Files Import Export γak	
A new version of WordPress is available! Please update now.	
Import Blogger         Howdy! This importer allows you to import posts and comments from your Blogger account into your WordPress blog.         To use this importer, you must have a Google account, an upgraded (New, was Beta) blog, and it must be on blogspot or a custom domain (not FTP).         The first thing you need to do is tell Blogger to let WordPress access your account. You will be sent back here after providing authorization.         Import Blogger         Import Blogger	

step 3 – Authorizing the import -

When you're here, simply click the Authorize button, and you will be taken to a google page asking you to login to your blogger account. Once you have logged in, or if you have cookies enabled and are already logged in, you will see a screen like this ;



outsorted.com is requesting access to your Blogger account so that it can post entries on your behalf. You can revoke access at any time under 'My Account'. outsorted.com will not have access to your password or any personal information. Learn more

**A** This website has not registered with Google to establish a secure connection for authorisation requests. We recommend that you continue the process only if you trust the following destination:

http://outsorted.com/wp-admin/index.php?import=blogger&noheader=true

Grant access Deny access

Make sure that the url in the yellow box is the same as your wordpress domain, then click "grant access" and you will be redirected back to your wordpress blog, where you can do the final step -

Step 4 – Import posts and assign authors

Now you're nearly there, you should be sat in front of a screen like this -

outsorted.com	<u>View site »</u> )					Howdy, <b>admin</b> .	. [ <u>Sign Out</u> , <u>My Pro</u>
Dashboard Write Manage	Comments Blogroll	Presentation Plue	gins Users	Options	Backlinks	e-Commerce	
Posts Pages Uploads Categ	ories Files <b>Import</b> Exp	ort yak					
	A new versi	on of WordPress is ava	ilable! <mark>Please u</mark>	update now			
Blogger Blog	gs						
Blog Name	Blog URL	Posts		Co	omments	The Magi	ic Button
webmartyrs bloggy blog	webmartyr.blogspot.com	0/2			0/2	Imp	port

Here you need to press the "magic button" on the left to import your posts, then again to set the authors of your imported posts. You should notice the Magic button change from "Import" to "Set Authors", at this point click the magic button again and you should be taken to the set authors page;

## Author mapping

## webmartyrs bloggy blog (webmartyr.blogspot.com)

All posts were imported with the current user as author. Use this form to may <u>add users</u> and then return to this page and complete the user mapp activate the "Restart" function below.

Blogger username	WordPress login
webmartyr	admin 💙
	Save Changes »

You can choose any of your current wordpress authors to be the author of all your new blogger blog posts.

That's It! Now you should have all your blogger blog posts on your new (or old) wordpress, comments included.

## What to Include in Invoices

## In order to help us with keeping good records and to ensure swift payments, please include the following information when sending invoices:

- **G** Company or full name
- Mailing address
- D Phone number
- □ Email address
- □ A note that the invoice is for [XXX Add Company Name XXX]
- □ Accepted forms of payment, including PayPal address
- □ Rate of Pay
- Period of time covered by the invoice
- □ Number of hours worked / units produced
- □ A breakdown of projects worked on and time allotted to each
- □ Any taxes owing
- □ Your tax registration number, if applicable
- **D** Total owing
- Due date: standard is 30 days after invoice date

## How to Respond to a Support Ticket in Kayako

**Objective**: to handle customer support tickets using the Kayako support system.

Note: The Kayako system must be installed on your server prior to following these steps.

STEP	1: Log In
0	Log in to your support system URL.

$\langle \rangle \rangle$	Support <mark>Suite</mark>
3.04.50	17 Sep 2007
Username:	<mark>&amp;</mark> I
Password:	
Remember Me:	⊖Yes ⊙No
	Login
Po	wered by SupportSuite

Copyright © 2001-2007 Kayako Infotech Ltd.

## **STEP 2: Select Ticket**

After entering the system, you will be able to see how many tickets are overdue and how many new ones have come in as shown below.

• Select either *Overdue Tickets* or the *New Ticket* number to jump to that section or you can choose *View All* to see the entire list of what's new, pending and overdue.

💭 Support Suite							
Home Tickets	Live Support Teamwork						
Dashboard   Preferences	s ▼   Private Messages						
<ul> <li>&gt;&gt; Quick Insert</li> <li>Contact     <li>Event     <li>Task     <li>Article     <li>File     <li>News     <li>User</li> </li></li></li></li></li></li></ul>	Overdue Tickets       ISF 500909: Feedback from Int       Statistics       Image: Statistic statistics       Image: Statistic statistic statistics       Image: Statistic						
» Filter Tickets     View All     Filter     Labels     Affilience	Ð						

• Click the ticket you wish to reply to

Page 1 of 1	Views 👻 Labels 👻 Mass Action		
Tickets List	t (Default View)		
	Subject	Ticket ID	
	Feedback from Internet Marketing Definitions	TSP-380909	a

## STEP 3: Post Reply Choose Post Reply Tab

» Manage » Feedback » Open » Feedback from Internet Marketing Definitions (TSP-3)							
Generat	Post Reply Forward	Follow-Up	Billing	Add Notes	Releas		
Ticket ID Owner		Depart	tment	Stat	us		
♥ TSP-380909	Unassigned	Feedb	back	Ope	en		

Dago 1 of 1

• Type Reply & Click Send

Quick Insert 🔮 Quote 👻 🍄 Predefined Replies 👻 🍄 Knowledgebase 👻 🔮		t Reply Forward Follow-Up Billing Add Notes Release Your Support Email Address
Properties Owner: Unassigned V Department: Feedback Contents Enter your reply here and click the SEND button at the bottom.		
Contents Enter your reply here and click the SEND button at the bottom.	Quick Insert	Quote - Predefined Replies - Knowledgebase - Predefined Replies - Replies - Replies - Replies - Replies - Predefined Replies -
Enter your reply here and click the SEND button at the bottom.	Properties	Owner: Unassigned 👽 Department: Feedback
	Contents	
Options Due: Time Worked: (In Minutes) 🕈 Pres		

## **STEP 4: Log Out**

• Using the *Logout link* in the upper, right-hand corner of the page, log out of the Kayako ticket system.

# How To Create a Keyword Targeted Campaign in Google Adwords

**Objective**: to create an Adwords keyword targeted (pay-per-click) campaign.

- □ STEP 1: Log in to your account at <a href="http://adwords.google.com/select/Login">http://adwords.google.com/select/Login</a>
  - Once logged in, you'll be taken to the account dashboard.

### **STEP 2:** Create A Campaign

• Click the "keyword-targeted" link

show: all | all active | all but deleted Create a new campaign: keyword-targeted | placement-targeted ??

A new page will load where you will enter your campaign details

- (a) Name your campaign
- (b) Name this ad group (you can make more ad groups later)
- (c) Select the language(s) you want to target with your campaign

TIP: Your campaign will probably have a general category name (ex. "baby strollers") and each ad group will have more specific phrases/products within that category (ex. "ergonomic strollers"). You want each ad group to be as specific as possible.

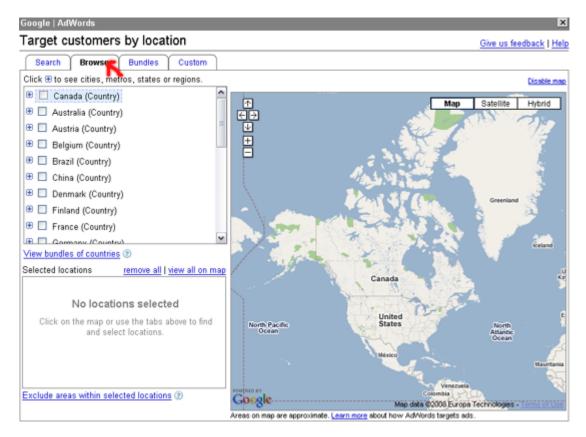


• Choose the location(s) you want to target with your ad

Target customers by lo	cation
Where are your customers loc	ated?
Currently targeting: Canada	Change targeting
How will my location choices affect	ny ad performance?

When you click the "change targeting" link as shown above, a pop-up screen will appear that allows you to specify where you want your ad targeted.

• You can search on the given map or click the "Browse" tab and choose from the list of countries shown.



- $\circ$  Click the + sign on each country to further target your locations.
- When you've chosen your location(s), click "Continue"



- **GINER STEP 3: Add an Ad Group** 
  - Enter the Ad Group Details
    - (a) Enter your headline
    - (b) Enter the first line of your ad (Description Line 1)
    - (c) Enter the second line of your ad (Description Line 2)

- (d) Enter the URL you want to show in the ad (Display URL)
- (e) Enter the actual URL where you want your visitor to go (Destination URL)

#### Tips:

- 1. Pay close attention to the line lengths. The maximums are shown below.
- 2. The display URL needs to include your domain name, even if it is not exactly the same as the destination URL.

Create an ad				
Create ad: Text ad   Image ad   Local business ad   Mobile ad   Click-to-play video ad				
Example:				
Luxury Cruise to N Visit the Red Planet i Low-gravity fun for ew www.example.com	in style.			
Headline:	a.	Max 25 characters		
Description line 1:	<b>b</b> .	Max 35 characters		
Description line 2:	<b>C</b> .	Max 35 characters		
Display URL: 💿	d. http://	Max 35 characters		
Destination URL: (	0 🖯 . http:// 💌	Max 1024 characters		
«Back Reset	Ad Continue >	〕←		

• When you've entered your ad details, click "Continue".

### **STEP 4: Create More Ads (optional)**

- o If you want to create more ads for this ad group, click "Create New Ad"
- Enter the text for your new ad

Luxury Cruise to Mars Visit the Red Planet in style.
Low-gravity fun for everyone!
www.example.com
Edit - Delete

You can create additional ads for this ad group, if you choose.

+ <u>Create new ad</u> 🗲

You'll be taken to a screen much like the one in step #5, but your ad text will already be filled in for you.

**Tip:** To start with, we recommend you use the same ad but change the headline, as headlines tend to have the most influence on the success of an ad.

- When you've entered your ad details, click "Continue"
- Repeat the process once more (You'll want to have 3 different headlines to start with so you can determine which works best)

## **STEP 5: Choose Your Keywords**

The Keyword Page offers a variety of tools to help you select your keywords. On the right you'll see that Google attempts to create categories of keywords based on the destination URL you input. To choose your keywords you can do any of these:

- Click any of the categories listed to get more keywords that you can easily add into the box on the left.
- You can also enter a word or phrase into the search box for more suggestions
- If you have an independent keyword list that you created based on research at <u>WordTracker</u> or other online databases, you can paste those into the box.

Choose keywords		
Who will see your ad? When people search Google for the keywords you choose here, your ad can when you're selling cars.) Enter 20 or fewer keywords for best results. <u>Examp</u>		
Enter as many specific words or phrases as you like, one per line:	Sample keywords based on a scan of your site If they describe your product or service, click 'Add'. (See our <u>disclaimer</u> .)	
	Click categories to view keywords: Category: baby gift Category: baby clothes Category: baby	
	Category: baby shower gift	
	Category: newborn baby	
	Category: baby gift basket	
	Category: gift	
Important note: We cannot guarantee that these keywords will improve	Category: baby shower	
your campaign performance. We reserve the right to disapprove any keywords you add. You are responsible for the keywords you select and for ensuring that your use of the keywords does not violate any applicable laws.	Want more? Enter any word to see related keywords: Search	
	Advanced option: match types	
«Back Continue »		

- Remember Adwords allows two options for showing your ads:
  - 1) Show only when an exact phrase is entered without any extra words (exact match)
- To do this: Put quotation marks, " " around the phrases you want "phrase match" for.
  - 2) Show exact phrase plus extra words allowed (phrase match)

To do this: Put brackets, [] around the phrases you want "exact match" for.

• When you're done entering your keywords, click "Continue".

## **STEP 5: Set Your Price**

• Enter how much you are willing to pay per day for your campaign

What is the most you would like to spend, on average, per day?			
The daily budget ③ controls your costs. When the daily limit is reached, on average, your ad will stop showing for that day. (The budget controls the frequency of your ad, not its position.) Raise or lower your budget as often as you like.			
How will my budget affect my ad performance?			

• Enter the **maximum** you are willing to pay per click

**Note:** This is not necessarily how much you **WILL** pay. Google automatically adjusts your bid, so you only pay as much as you need to in order to move into a higher position...plus, remember you are rewarded for having an ad with a good click through rate.

## **CPC = Cost Per Click**

**Note:** We are leaving the CPC Content Bid that is shown below blank as we are only looking for pay-per-click ads on our first campaign. You can edit your campaign settings to remove this option when you're done by:

- Clicking on the campaign on your main page
- Clicking "Edit Campaign Settings" at the top
- On the right side, you'll want to make sure that the box for "Content Network" is unchecked.

It's always a good idea to go through all your settings when you're done to ensure you didn't miss anything.)

Always click the "View Traffic Estimator" as shown below as it will give you a good idea of your competition and where you might want to adjust your bids. In order to get a good position (aim for the 2nd, 3rd of 4th ad showing) to start with, you might want to start your bids high. After you've established a good click through rate, you can reduce your bids.

What is the maximum you are willing to pay each time someone clicks on your ad?
You influence your ad's position by setting its maximum cost per click (CPC) ③ . The max CPC is the highest price you're willing to pay each time a user clicks on your ad. Your max CPC can be changed as often as you like.
Advanced option: bidding strategy
Default CPC bid: \$ 0.10 (Minimum: \$0.01) a.
CPC Content bid: \$ (Optional)
Higher CPCs lead to higher ad positions, which usually get more clicks.
Want to purchase the most clicks possible?
► <u>View Traffic Estimator</u> . Enter a CPC and see the estimated rank, traffic, and costs for your keyword(s).
Three things to remember:
<ul> <li>You can always change your CPC and budget, or pause your account entirely.</li> </ul>
<ul> <li>Your budget controls your spending. If your daily budget is \$5.00 and there are 30 days in a month, you'll never be charged more than \$150 in that month.</li> </ul>
<ul> <li>Lower your costs by choosing more specific keywords, like red roses instead of flowers. Specific keywords are more likely to turn a click into a customer. Edit your keyword list.</li> </ul>
Back Continue >

An example from the Traffic Estimator" is below. It shows you the estimated cost per click to get in the top positions, how many clicks per day and the estimated cost per day.

Keywords 🔻	Predicted Status	Estimated Avg. CPC	Estimated Ad Positions	Estimated Clicks / Day	Estimated Cost / Day
Search Network Total		\$1.19 - \$1.53	1-3	10 - 15	\$20 - \$30
babies gift	Active	\$1.96 - \$2.82	1 - 3	0 - 1	\$1
babies gifts	Active	\$1.02 - \$1.31	1 - 3	0	\$1
baby gift	Active	\$1.31 - \$1.70	1 - 3	2 - 4	\$5 - \$7
baby gift idea	Active	\$0.00		0	\$0
baby gift ideas	Active	\$0.00 - \$1.39	1 - 3	0	\$0 - \$1
baby gift sets	Active	\$0.00 - \$1.82	1 - 3	0	\$0 - \$1
baby gifts	Active	\$1.20 - \$1.50	1 - 3	2 - 4	\$5 - \$7
baby stroller	Active	\$1.04 - \$1.36	1 - 3	1 - 3	\$2 - \$5
baby stroller reviews	Active	\$0.58 - \$0.72	1 - 3	0	\$1
baby strollers	Active	\$1.14 - \$1.49	1 - 3	3 - 6	\$7 - \$9
best baby gifts	Active	\$0.00		0	\$0

- When you've established your maximum bid, click "Continue".
- You'll be asked to review everything on the next page.
- Once you're satisfied with your campaign, select "Save Campaign" or "Create Another Ad Group."

Repeat the process to add more.

## **Distributing a Press Release Checklist**

**Objective:** To build quality incoming links to help increase traffic and search engine rankings.

Use Keywords in Links: Search engine spiders read the text in a link and this may help your rankings for those keywords. The idea behind this is if people are linking to you with those words in their link, then they must be relevant to your site.

**WARNING:** Make sure you vary the keywords in the link (also known as anchor text) and don't use the same one all the time. It looks very suspect to a search engine if every link coming into the site is "best baby shoes".

You can put a keyword phrase in a link with the following HTML code:

<a href="http://www.mysite.com">Keyword Link Text Here</a>

□ **Link-Building Opportunities**: There are so many ways to build links to your site. Here's a great list for getting started.

*NOTE:* Some linking opportunities don't link directly to your website (they are tracked through a tracking system) or they might come with a "no follow" link that doesn't get indexed by search engines. However, not all links need to be created specifically for search engines. The extra traffic directly from the links can be worthwhile too.

- **Create a page where people can get the information about linking to you**. Make it easy by providing with them the HTML that they can easily pasted into their web page editor.
- List in large directories like Open Directory Project (<u>http://dmoz.org</u>) and Yahoo Directory (<u>http://dir.yahoo.com</u> - requires payment). Google uses Open Directory Project listings in these directories to formulate its own directory.
- Write and distribute a press release. Submit it to online newswires like PRWeb (<u>http://www.prweb.com</u>) or PRLeap (<u>http://www.prleap.com</u>). You can also submit directly newspaper websites and other topic-related sites that accept press releases.
- Join associations related to your business or field of specialty. Many of these associations will link to their members.
- **Have your articles with your byline published on other websites**. Submit your articles to article directories and to websites that reach your target audience.

- Allow trackbacks on your blog. If you use WordPress or another platform that supports trackbacks, allow your readers to easily link to your blog. Allowing a trackback automatically gives your reader a link back and encourages them to link more frequently.
- **Comment on Other Blogs:** Post genuine and helpful comments on blogs. Don't put a link into the comment, but use the but use the URL field to post your link.
- Offer testimonials for products and services related to your industry. Many websites will give links in return for testimonials.
- Seek out interviews on websites that will provide a link back to the website. Some website owners publish written interviews or they may want interviews for their podcasts.
- **Create an account at OnlineWire.com** (<u>http://www.onlinewire.com</u>) and submit your blog entries. Online Wire allows you to easily submit to a number of social bookmarking sites.
- **Build Pages at Some Social Networking Sites.** You can build pages at sites like <u>http://www.myspace.com</u>, <u>http://www.ryze.com</u>, <u>http://www.squidoo.com</u> and other sites that allow you to link to a website.
- Add your link to your signature on message board. Just make sure it's allowed according to the forum rules.

## How to Use LinkedIn

**Objective**: To share knowledge, build relationships and network with others. LinkedIn is a form of social networking. You must first create your account at <u>www.linkedin.com</u>

#### Step 1: Set Up Profile

- Log into your account
- Click **Profile** from the side navigation



• Fill in your profile details. There are two places you can do this as shown below.

Edit My Profile	View My Profile		Edit Public Pro
		[Edit]	<ul> <li>Forward your profile to a connection</li> <li>Edit Contact Settings</li> <li>Create your profile in another language</li> </ul>
What are you wo	orking on?		ofile comple
Current	Add Current Position		Profile Completion Tips ( <u>Why do this?</u> )
Past	• None 🗣 Add Past Position		Ask for a recommendation (+5%)
Education	• None 🖶 Add Education		

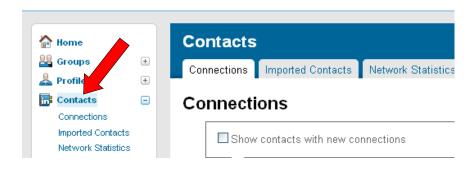
#### Step 2: Add Contacts

There are three areas of your contact section.

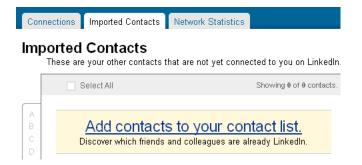
Connections: This shows who you are linked to.

Imported Contacts: These are contacts that you have imported but are not yet linked to

*Network Statistics:* These are statistics about your network, including how many users you can reach through your connections.



- Click Imported Contacts
- Click Add Contacts To Your Contact List



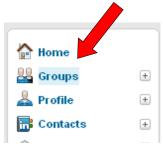
LinkedIn can search your email address to locate people you may already be linked to or you can manually add your contacts. In addition, you can search for colleagues and classmates as well as invite people from this screen.

- Click Check Webmail to import contacts from yahoo, gmail, aol, etc.
- Click Other Address Book if you want to search a different address book program
- Click Enter Contacts Manually to manually add each contact.

Invite Contacts Import Contacts Colleagues Classmates	View Sent Invitations
Find Contacts Already on LinkedIn	
Search webmail contacts	Try these other tools
Search your webmail contacts for people who are already on LinkedIn.	address book sources
	Don't have contained as?
Check Webmail	Enter Contacts Manually

#### Step 3: Join Groups

If you're part of or want to join a professional group, alumni organization or work group, you can do so by clicking groups. In addition, you can create a new group for others to join.



My Groups: This is a list of any groups that you belong to

Groups Directory: Search for groups to join

Create a Group: Create a new group to connect with others with like interests

My Groups	Groups Directory	Create a Group
My Grou	ps	

#### Step 4: Link to Others

Using the navigation across the top of your dashboard, you can search for jobs, people, companies and answers to your questioner simply use the drop down arrow next to each option to search.

Linked in 🛛	People	Jobs∣▼	Answers	Companies

Explore People Search: Harvard	Vice President at Google - Accounting	Sea
--------------------------------	---------------------------------------	-----

Let's say I wanted to search for Lynette Chandler. I could use the quick search bar, or using the drop down option at the top of my navigation, I could do an advanced search.

- Enter Search Term in the search people box
- Click Search

Search People ⊻	Lynette Chandler	Search	Advanced

A list of search results will populate. In this case, because Lynette has a picture, I can quickly see that the first search result is who I want to link to. So I click **Add To Network**.

#### 5 results for Lynette Chandler [Save this search]

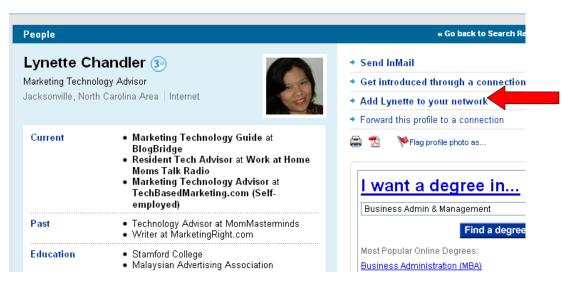


Human Resources Professional

Greater Los Angeles Area | Human Resources

If I wasn't sure which one was the Lynette Chandler that I was searching for, I would click each name and review the profiles until I found the person I was seeking.

Once I determined which profile was the right person, I would click Add Lynette to Your **Network** as shown below.



Before you can add people to your network, you must first invite them to connect.

- Select how you know the person. Depending on the option you choose, you will have other boxes to fill in.
- Add a note to Lynette and click Send Invitation

🔘 Colleague			
O Classmat	-		
VVe've doi Eriend	ne business togethe	r	
0	Associations		
O Other			
🔘 I don't kn	ow Lynette		
Include a pers	onal note: (optional	)	
I'd like to add y	ou to my profession	al network on <u>Linked</u>	ln.
- Melody			

You should now see a note saying your invitation was sent successfully.



Once Lynette approves the link, she will be listed in my network.

These are the basics of using LinkedIn to network with other business owners.

# How to Live Edit a Web Page in FrontPage

Objective: To Live Edit a pre-existing web page using FrontPage

#### □ STEP 1: Log In

- Open FrontPage
- Select File  $\rightarrow$  Open Site



• Type the URL of the site you wish to open (or select it from your saved list)



o Enter the User Name and Password

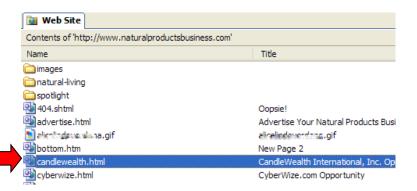


• Click "**Open**" once it connects



#### **STEP 2: Edit Page**

- Choose an existing page that you want to edit
- Double click to open it



• Once opened it should look something like this



- Paste content into web page, taking care not to overwrite any code, included content or other necessary html. You only want to write over the actual content within that page.
- Use any of the formatting features in the top toolbars to edit anything you'd like changed (bold, italicized, font color, bullets, etc).



• As you can see if you highlight all but the first letter of the title or paragraph, and paste over it, you will keep the same font format as in the pre-existing page. This is important if you want your pages to look uniform.

Once you have completed pasting the content in, you can go back and remove the left over letter.

atu	spread Your Love of All Things Natural & Make Money Tool
ities	
	Good Smelling Handmade, All Natural Soap
<u>:or</u>	This new company is all about making good smelling homemade, all natural soaps
are:	Benefits of the Good Smelling Soap Opportunity
1	- Make and coll candle creations

- **STEP 3: Update Properties** 
  - Click File  $\rightarrow$  Properties

u.	a Wi	crosoft FrontPage	- http://www.natura
:	Eile	<u>E</u> dit <u>V</u> iew <u>I</u> nser	t F <u>o</u> rmat <u>T</u> ools T <u>a</u> b
	2	Open Ctrl+O	🛅 • / 🖂 • 💖
	2	Open Site	• 4 (14
ī		Clos <u>e</u> Site	alth.html*
4		Save <u>A</u> s	
-		Properties	
		*	

- Featur
- Update the Title, Page Description and Keywords for the new page
   \* The location will change once you save the page
- Click "**Ok**" when complete.

Page Properties	? 🛛
General Formatting	Advanced Custom Language Workgroup
Location:	http://www.naturalproductsbusiness.com/candlewealth.htm
Title:	Goog Smelling Homemade All Natural Soap
Page description:	Learn about the Good Smelling Homemade Soap Opportunity and connect with an independent
Keywords:	
Base location:	
Default target frame:	
Background sound	
Location:	Browse
Loop:	0 🗢 Forever
	OK Cancel

□ STEP 4: Save ○ Click File  $\rightarrow$  Save As

**IMPORTANT:** Make sure to choose <u>SAVE AS</u> and not "Save" or you will overwrite the pre-existing page. "Save As" allows you to create a new page leaving the old one untouched.

3 Mie	crosoft FrontPage - h
Eile	<u>E</u> dit <u>V</u> iew <u>I</u> nsert
2	Open Ctrl+O
2	Open Site
	Close Site
	Save <u>A</u> s
	Properties
	*

- Name your page something easy and choose the web page extension you want to use, typically .htm or .html
- Click "Save" to save your new page

My Computer	Tint-river-ra	ancn.ntmi 📲 snakiee.ntmi		
	Page title:	Goog Smelling Homemade All Natural	Change title	
Mv Network	File <u>n</u> ame:	good-smelling-soap.html	~	<u>S</u> ave
Places	Save as <u>t</u> ype:	Web Pages (*.htm;*.html;*.shtml;*.shtm	n;*.stm;*.asp;*.: 💙	Cancel

You should now see your new page in the list of pre-existing pages on your website.

#### Words of Caution:

- A) Some web pages may have advertising, included content or other special coding on them. Watch for these before editing, as some do not show up unless you use the "preview" tab to preview the page first. *These will be lost if you save over them!*
- B) If copying from a pre-existing document. Always copy from Notepad to eliminate hidden formatting that can mess up the look of the page.

### What to Look for in a Bookkeeper

- □ Ask for Referrals: Talk to other online business owners to see who they use. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- □ What Is Their Experience/Education: Although you may not necessarily need a college graduate, you do want some combination of experience and education that gives you assurance they can keep your books appropriately. And choosing between experience and education, experience certainly will go a long way.
- Comfortable with Online Systems: As an online business owner, you want a bookkeeper who is comfortable on the Internet and can learn how to extract reports from your shopping carts, accounts, etc. Experience with PayPal and other online processors is also helpful.
- □ **Software Needs**: If you currently use a certain type of bookkeeping software for your bookkeeping, ensure your bookkeeper could take over with the same program.
- □ **Currency Conversions:** If you operate in more than one currency, ensure your bookkeeper is comfortable with that type of work.
- □ **Understand the Pricing:** Bookkeepers generally charge per hour, but might offer you a monthly package price. Be sure to understand what you're getting into before getting started.
- □ Check References: Because your bookkeeper will have access to so much personal and business information, it's important to check on any references provided. You should also search on Google for any reviews of their service.

# What to Look for in a Content Writer

- □ **Decide What Type of Content You Need:** Are you looking for articles, email messages, reports, ebooks, etc? Not all writers will do all types of content, but many will.
- Do You Need Copywriting?: Also, realize that when hire a writer, you are generally just paying for content (i.e. information on a particular topic written in a digestible format). If you want your content piece to be designed to sell your product or service, you either need a content writer who also does copywriting or to modify the content yourself.
- □ Ask for Referrals: Talk to other online business owners to see who they use. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- □ Ask for Samples: Due to privacy concerns, ghostwriters may not be able to provide a wide variety of samples they've done for clients, but they should have a portfolio for you to look at. Be sure to ask for samples.
- □ **Knowledge of Topic:** Many topics are easily researched and written about by skilled ghostwriters. If you require specialized knowledge, be sure to seek that out, but be prepared to pay a more premium price.
- □ A Full Explanation of the Writing Process: They should clarify what happens in each step of the process and how they allow for your feedback throughout the project.
- □ What is the Project Turnaround Time?: Find out how long it should take to complete your project and find out how they handle unexpected delays (i.e. They have a staff that can help, etc.)
- Beware of Price : It may be tempting to find inexpensive writers when you are looking for large amounts of content. Although it is not a universal statement, many cheap writing services include the following problems:
  - Writers that do not have a full command of the English language and this translates into choppy and often nonsensical content.
  - Writers that plagiarize other content by changing a few words or trying to use software to make the content appear original.
  - They show samples of work that is not their own and does not reflect the quality they can produce.
- What Will The Project Cost?: Many content writers offer flat rates for projects. Find out how much your project will cost ahead of time. Also, find out if they have any bulk rates.

# What to Look for in a Copywriter

- □ **Decide What Type of Copy You Need:** Are you looking for full sales letters, autoresponder promotions, short ad text, banner copy or shopping cart descriptions? Not all copywriters will do all types of content, but many will.
- □ Ask for Referrals: Talk to other online business owners to see who they use. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- □ Ask to See a Portfolio: Due to privacy concerns, copywriters may not be able to show you all the work they've done for clients, but they should have a portfolio for you to look at. Be sure to ask for samples.
- □ A Full Explanation of the Writing Process: They should clarify what happens in each step of the process and how they allow for your feedback throughout the project.
- □ What is the Project Turnaround Time?: Find out how long it should take to complete your project and find out how they handle unexpected delays (i.e. They have a staff that can help, etc. while they oversee the quality of the work)
- □ In What Format Will You Receive the Work?: Most copywriters, just do copy and you can expect your copy to be sent to you in some kind of text document. If you are looking for a fully web-formatted sales letter, for example, you should clarify this first.
- □ **Beware of Price:** Good copy costs good money, but a lot of novice copywriters are aware of the fact and may charge more than they're worth. If you are paying premium prices, be sure to do your homework and uncover the copywriters track record of results.
- □ What Will The Project Cost?: Rates vary greatly and the way copywriters calculate projects costs varies widely. Some may charge per project, some per hour and others per page. Make sure you understand what you're getting into from the beginning.

# What to Look for In a Graphic Designer

- □ Ask for Referrals: Look at the designs on fellow online business websites that you like and ask who did the work. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- □ Ask for Samples: Ask to see the designer's portfolio. Samples will help ensure professional design, but also help you see if you personally enjoy the designer's style. After all, there are many talented people out there, but there may be a certain look or style you're looking for.
- □ **Pricing & Policies:** Find out how much a design is expected to cost and how they calculate costs. You'll also want to know what the billing process is.
- □ Where Do The Images Come From?: A professional designer will have proper licenses for any pre-made graphics and photos they might use to compile your designs. Always clarify where the images come from in order to protect yourself from any potential copyright issues.
- □ **Do They Do Illustrations?:** Not all designers do illustrations from scratch. If you have very specific needs, you should clarify this first.
- What Formats Do They Work with?: Most times, the image format isn't a concern; however, if you're looking for more complicated formats like Flash, you'll want to find someone who is comfortable with the format (and ask for samples).
- Do They Craft Copy?: Most graphic designers are not copywriters, so be prepared to craft your own wording for your designs to ensure the best results. If you are looking for a designer who does this as well, ensure they have the ability to do so.
- □ **Do They Provide Print Quality Graphics?:** Web-optimized graphics do not print well, so if you plan to do any printing, ensure you will receive print-quality images as well.
- Do They Provide Complete Rights to the Images?: Some graphic designers retain editing rights to images (i.e. you can't take the image elsewhere to have a new designer work on the design), so be sure to have that clear from the beginning. This can be problematic if you're designer gets too busy to work on your project and I would look for full rights instead.
- □ **Can They Handle Volume?:** If you're looking to work with someone on an ongoing basis, you might ask them about their turnaround time throughout the year and if they give any preference to ongoing clients.

### What To Look For in a Programmer

- □ There Are Few Jacks of All Trades: Writing/editing software for Windows can be very different than writing for Mac or Linux. Desktop programs can be different from web-based program. Because of this, you may end up requiring different people for different projects or if you can find a project manager that has a variety of programmers on his/her team, they can find the right people for the various projects.
- □ Ask for Referrals: Find out how your fellow online business owners are using. Ask about the types of projects they have done, how timely their work was and what type of budget you can expense.
- □ Ask to See a Portfolio: Find out what type of projects they have done in the past and see if they will fit in with your needs.
- □ Ask About Their Experience: If they are going to be working with a PHP script, for example, make sure they have enough experience to work on your project.
- Be Very Clear In Your Programming Needs: If you're simply looking for potential candidates for a particular programming project, it's possible to be a bit vague. However, once you have whittled down to a few applicants, you need to be sure you spell out exactly how you want your software/website/project to behave. This helps your programmer evaluate if they can handle your project and will allow you to get a more accurate estimate.
- □ Ensure You Receive Documentation: If your developer is creating a custom project or script, ensure they will provide full documentation.
- □ A Full Explanation of the Programming Process: They should clarify what happens in each step of the process and how they allow for your feedback throughout the project.
- What Will The Project Cost?: Get an estimate and don't be afraid to shop around. Just remember, cheaper isn't always best. On the other hand, expensive isn't always best either. Make sure you are satisfied with the pricing and they meet the other criteria you require.

# What to Look for in a Virtual Assistant (VA)

- □ Ask for Referrals: Talk to other online business owners to see who they use. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- □ Software They Use: Find out what software they have available and are able to use. Again, people can be trained, if they are willing. You can also purchase software for your assistants. You may find this more cost effective than paying a new assistant a higher rate to use the same software.
- □ What Types of Tasks Do They Do?: Again, a willing VA can be trained to perform tasks in the way you specify, but do look for virtual assistants with experience working with online business owners and who has some understanding of their needs.
- What Are Their Rates?: Rates vary with virtual assistants. Some may charge per project, while others may charge per project. If you plan on working with a VA on an ongoing basis (as you should), an hourly agreement simplifies the process. Ask if there are any discounts available if you keep your VA on retainer.
- □ **Test Them Out Before Agreeing to a Retainer:** Ideally, you do want to work with a VA on an ongoing basis, but be sure you are a good fit before doing so. Give him/her a few projects and make sure he/she responds in a timely manner, takes direction well, clarifies any details that need clarifying and complete projects on time.
- A Virtual Assistant in Business vs. a Freelancer: When looking for a VA, this can become a tricky thing. Generally speaking, a virtual assistant who is solely in the business of being a virtual assistant, *should* be able to provide dedicated service to your business. On the other hand, I've had good experience hiring individuals who were simply looking for steady administrative work from home. The latter also often charge less and are more susceptible to training to your company standards.

What you should beware of is VAs who do VA work on the side while trying to build another type of business of their own. That is where you run into trouble with consistency, meeting deadlines, etc. You want to find a VA that is committed to providing support to your business, not someone who is trying to pay the bills in the meantime.

□ Check References: Because your virtual assistant will have access to so much personal and business information, it's important to check on any references provided. You should also search on Google for any reviews of their service.

 Certification Isn't Necessary: Although certified VAs may disagree, certification is not necessarily an indicator of an exemplary service provider. In addition, the lack of certification is not necessarily an indicator of poor service.

### What to Look for in a Web Designer

- □ **Decide What Type of Website You Need:** Are you looking for an information site, digital product website, ecommerce website, community, etc?
- □ Ask for Referrals: Look at the designs on fellow online business websites that you like and ask who did the work. Finding someone who others enjoy working with is always one of the best ways to find help for your business.
- □ **Look Through Portfolios:** When you find a few potential designers, look at their portfolios and see which seem to have a style that you are looking for. Check the navigation and functionality of the websites as well.
- □ **Knowledge of Hosting and Software:** Your designer should be able to advise you on the needs for your website. However, you should never be required to purchase your hosting or software directly from the designer.
- □ A Full Explanation of the Design Process: They should clarify what happens in each step of the process and how they allow for your feedback throughout the project.
- □ **Mastery of HTML, XHMTL and CSS:** Find out what their skills and experience area.
  - HTML is the basic language websites are built in and ANY designer should have a master of it.
  - XHTML is, simply put, the next level of HTML that helps the design remain consistent across platforms. Although XHTML is not necessary to build a functional website, a designer with the ability to use it is certainly proactive and keeping up with his/her trade.
  - CSS is an important part of the design process and allows more control over the design of your website and makes site-wide changes a more simple process.
- □ Fluency in a programming language such as PHP or ASP: This comes into play if you are creating a website with dynamic content such as a content management system, shopping cart, etc. The designer you work with should have this fluency or work with a team that does.
- Basic Search Engine Optimization Skills: This skill isn't always easy to find, but a definite plus so that it can be incorporated into the website framework. Always ask how the approach search engine optimization in their designs, if search engine traffic is a concern for your project.
- □ **Understanding of Website Usability:** They should have a good understanding of how visitors browse web pages and navigate through websites. In addition, they

should be aware of accessibility issues for people with disabilities or visiting through a variety of mediums, such as PDA browsers, etc.

- □ What is the Project Turnaround Time?: Find out how long it should take to complete your project and find out how they handle unexpected delays (i.e. They have a staff that can help, etc.)
- □ What Will The Project Cost?: Get an estimate and don't be afraid to shop around. Just remember, cheaper isn't always best. On the other hand, expensive isn't always best either. Make sure you are satisfied with the pricing and they meet the other criteria you require.
- □ Who Owns the Website?: Be weary of any designer that does not allow you to make changes or add to your website when you want to. You should also have complete access and ownership of any web hosting accounts and full rights to all the graphics used in the project.
- □ Will They Train You?: For full control of your website, you want to be able to make changes and add to your site. Not only is it cost-effective, but it gives you complete control of your business, marketing tests and ensures changes are made in a timely manner. If you aren't familiar with web design software or using a content management system, find out if they will help you learn to use it. If they can't personally help you, will they point you to helpful resources?

# **Approving & Editing Content in Mambo**

#### STEP 1: Log in with your user name and password.

#### STEP 2: Editing a submitted article

On the home page of a submitted article, click the Latest Items tab:

Most Recently Added Content		
Picking Toys for Little Ones	2006-07-12 04:19:13	Jodie Mulder
How to Treat Bedwetting	2006-07-10 19:49:11	BabyandToddlerville.com
A Good Attitude Can Help with Bedwetting	2006-07-10 19:44:10	BabyandToddlerville.com
Will Medication Help Bedwetting?	2006-07-10 17:37:46	BabyandToddlerville.com
Does Your Child Need to Visit the Doctor About Bedwetting?	2006-07-10 17:36:29	BabyandToddlerville.com
The Effects of Bedwetting	2006-07-10 17:33:23	BabyandToddlerville.com
Problems That Can Cause Bedwetting	2006-07-10 17:32:00	BabyandToddlerville.com
Causes of Bedwetting	2006-07-10 17:28:11	BabyandToddlerville.com
The Types of Bedwetting	2006-07-10 17:25:27	BabyandToddlerville.com
Provide a Good Environment to Prevent Bedwetting	2006-07-10 17:22:50	BabyandToddlerville.com

- This shows all the latest items that were added to the database, whether they were submitted through a web form or by our staff.
  - NOTE: Articles submitted through the web need to be approved and, where necessary, edited prior to publication.
- Find the article you are looking for and click on the title.

#### **STEP 3: Editing the article**

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- Make sure the article is appropriate for the category it was submitted to
  - If not, then change the section and/or category to the appropriate one
- HTML coding is necessary to format the articles
  - Before each paragraph add
  - After each paragraph, add
  - Links in the resource box must be clickable
    - It'll show http://www.mydomain.com
    - $\circ$  You need it to read:

<a

target="\_blank"href="http://www.mydomain.com">http://www.mydomain.com

• Add the title of the article to the keyword box and the first paragraph of the article to the description in the Meta Info tab.

Publishing	Images	Parameters	Meta Info	
200 m Jan 200 M			Link to Menu	ĺ
Meta Data				
Description:	0			
	undle of	l baby is joy! This	is a	*
		abu is wak		~
delight				~
delight Keywords:	Your ba		ing up	*
delight Keywords: Your 3 M	Your ba	abu is wak	ing up	× < ×

- On the Publishing tab, all you need to change in the Published box. If you accept the article and want it published, then click the box.
  - You don't usually want other author's articles on the front page unless they are really well-written and useful. In that case, you would also click the Show on Frontpage box.

Publishing	Images	Parameters	Meta Info	Link to Mer
Publishin	g Info			
Show on Frontpage:				
Published:				
Access Level:	Public Register Special	red		
Author Alias:				
Change Creator:	Carrie		~	]
Ordering:	3 (Your	3 Month 0	ld Baby-	A Sweet
Override Created Date	2005-12-	13 12:22:0	10	
Start Publishing:	-			
Finish Publishing:	Never			

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Click the Save icon in the top right part of the page

### FOR INTERNAL ARTICLES

### STEP 1: Log in

#### **STEP 2: Add article**

 From the home page (or control panel), select Content -> section you need to add the article to -> "Section Items"

Content Components Modules	: Mambots Installers Messag	jes System	Help
<ul> <li>Content by Section</li> <li>All Content Items</li> <li>Static Content Manager</li> <li>Section Manager</li> <li>Category Manager</li> <li>Frontpage Manager</li> <li>Archive Manager</li> </ul>	<ul> <li>Submit Articles</li> <li>Policies</li> <li>Favorites</li> <li>Link to Us</li> <li>More Misc Tips and Advice</li> <li>News</li> <li>Funny Stories</li> <li>Product Reviews</li> </ul>		Logged Componen Most Recently Add
All Content Items Static	Pregnancy Baby Toddler		nancy Items /Edit Pregnancy Stegories

- Click New icon at the top
- Fill in Title and select Category
- Unless otherwise informed, the author of the articles should say, "BabyandToddlerville.com"

Publishing	Images Parameters Meta Info Link to Menu
Publishin	g Info
Show on Frontpage:	
Published:	
Access Level:	Public Registered Special
Author Alias:	BabyandToddlerville.com
Change Creator:	Heather
Ordering:	1 (Baby Buying Checklist - What t) 💌
Override Created Date	2005-10-22 14:27:34
Start Publishing:	2005-10-22 00:00:00
Finish Publishing:	Never

Follow steps under Add External Articles to complete addition

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How To Manage phpbb Members

**Objective**: Learn how to navigate the admin panel to view member info, approve new members, deactivate accounts, and ban users.

### Log In and View Member Info

#### **STEP 1: Log In and Go to Admin Panel**

- Log in with your admin user name.
- Scroll to the bottom of the page and click on the Go to Administration Panel link.



• You will be asked to enter your login information again. When you do so, you will then see the Admin Panel.

#### **STEP 2: View Member Details**

• On the sidebar, scroll to the User Admin section, usually found at the bottom. Click on Management.



• You will be taken to a page where you will need to insert the user name listed on the email. Then, click the User Lookup button.



**Note:** This action takes you to the user's registration information page, where you can view and modify settings for the specific user.

### Member Approval and Deactivation

#### **STEP 1: Log In and Go to Admin Panel**

#### **STEP 2:** Go to Member's Information Page

#### **STEP 3: Approve/Deactivate Member Account**

- Scroll to the bottom of the member information page, where you will find the Special Admin-Only Fields.
- To approve (activate) the member, mark the "Yes" radio button and click the submit button.



• Return to the email you received and click the approve link. If you omit this step, the user will not be notified that the account has been approved.

**Note:** If you need to **deactivate a member's account**, follow the above 3 steps but change the "User is active" option to "No."

### Ban Member

#### **D** STEP 1: Log In and Go to Admin Panel

#### **STEP 2:** Go to Member's Info Page

• Make note of the member's user name, email address, and IP address.

#### **STEP 3** Go to Ban Control Page

• On the sidebar, scroll to the User Admin section, usually at the bottom of the page. Click on the Ban Control link.



**Note:** You will be taken to the Ban Control Page. Here you can ban by user name, IP address, or email address.

• To ban a member, simply choose one or more of the ban options and insert the member specific information required. Click Submit.

**Note:** Use this option ONLY if you are familiar with IP basics. It is possible to ban a whole country or ISP provider if done improperly.

#### **STEP 3: Log Out**

# HOW TO MASS PAY AFFILIATES WITH PAYPAL

**Objective:** To pay all affiliates with a single upload of a tab-delimited file into PayPal.

**Note**: You must have a *Premier* or *Business* account at PayPal. This training sheet assumes you already have that set up. If you do not, you can sign up for one at <a href="http://www.PayPal.com">www.PayPal.com</a>

#### □ STEP 1: Download Mass Pay File

- Log into your ShoppingCart account
- Navigate to your Affiliate Reporting area and download the Mass Pay or Excel report for the month.
  - Any spreadsheet program should work as long as you can save as tab-delimited.
- Ensure the data is listed in this order
  - Column one: Affiliate email address
  - Column two: Payment amount owed to that affiliate
  - **Column three:** The three-letter currency code
    - USD for U.S. Dollar
    - EUR for Euro
    - CAD for Canadian Dollar
    - and so forth

**IMPORTANT!** You can only have **ONE** currency per file. For example, if you have affiliates in Canada and the USA, you will need to have one file for Canada and a separate file for the affiliates residing in the U.S.

#### $\circ$ Save File as Text (Tab Delimited) from the dropdown menu

File <u>n</u> ame:	affiliate payment mass pay	~	<u>S</u> ave
Save as <u>t</u> ype:	Microsoft Office Excel Workbook	~	Cancel
	Template Text (Tab delimited) Unicode Text Microsoft Excel 5.0/95 Workbook Microsoft Excel 97- Excel 2003 & 5.0/95 Workbook CSV (Comma delimited)		



#### Send Money

- Click Browse and upload the text file you saved in Step 1
- Select Recipient Type, in this case Email Address
- Add a Subject and Note (both optional)

### **Mass Payment**

Secure Transaction 👸

Replace checks with instant email payments! What is this?

#### Important Message

As of August 5, Mass Payment files must include currency codes. Learn how to format your file.

Attach Mass Payment File:	
Attach mass Payment File.	C:\Documents and Settings\Mel\D Browse
	Mass Payment File Format
Recipient Type:	Email Address 💌
Email Subject: (optional)	Affiliate Commissions for Aug '08
Note: (optional)	Commission payment August 08
	Thank you for promoting your company name, we appreciate your support!
	Continue

- Click Continue to review your payment details
- Click Send Money

That's it! You've just paid all of your affiliates.

# Following-Up with the Media

**Objective:** What to do after distributing a press release to the media.

- □ Evaluate the Media Outlets Where You Sent Your Press Release: If you submitted your release to a number of outlets, decide which are worth pursuing...or if you have time, do them all.
- Call the reporter: Let them know you have additional information to provide regarding your story. Don't say that you are simply following up. Have a REASON for the call.
  - If the reporter recalls your release, give them the additional information.
  - If he doesn't recall it, offer to send it directly to him and get the appropriate contact info.
  - If the reporter says he not interested, politely try to find out why. You may have to send your story to an alternate reporter or you might want to ask what types of stories he's looking for.
  - If the reporter is interested, ask when the release will run or set up a time for an interview.
- □ Scheduling the Interview: Be as prepared as possible and follow these guidelines.
  - If you aren't prepared or it's not a good time when they call you, schedule a specific time for your interview.
  - Find out what the focus of the interview will be and if they have specific questions they'd like answers to. Don't be afraid to make your own suggestions for questions.

### □ Keeping Your Cool During the Interview:

- **Take a moment to think about your answers** especially if the interview will be edited or put into print. And remember, what seems like an eternity-long silence to you, is likely only a couple of seconds.
- **Speak in plain English.** Don't use technical jargon and explain any industry-specific terms you do use.
- **Speak in a friendly, yet convincing manner.** Hide those nerves and be sure of yourself. After all, you're being interviewed because you are the expert.
- **Back up your claims** with facts and give examples.
- If you don't understand a question, ask for clarification.
- **If you don't know the answer to a question**, you can say, "I don't know offhand, but I can certainly find out that information."
- **Don't speak "off the record".** You can never be certain that it won't end up in the interview.

### **D** Tips for Television / Video Interview

- If you're a work at home individual and the television press is coming to interview you, don't wear a suit! Be natural. Clean yourself up and get out of your pajamas, but be sure to look natural.
- Wear solid colored clothing. Patterns can be quite distracting on television.
- $\circ$   $\;$  Look at the reporter, not the camera.

### How To Use MediaPost To Build Your Media List

**Objective:** Learn how to create a media list by using MediaPost.com

MediaPost has a large directory of thousands of media avenues. From websites, TV & radio stations, cable networks, magazines and various agencies, you can create a targeted media list using their service.

You can conduct searches of this database by:

- Keyword
- Media Category
- Specific Sites
- Events, Jobs, Bookstores resources
- ...and more

Here's how:

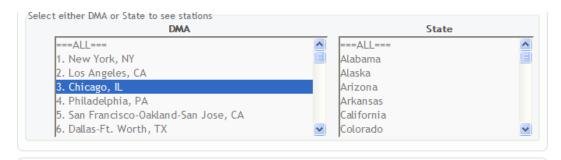
**STEP 1: Create an account at <u>www.mediapost.com</u>**. Then log in

#### **STEP 2:** Log into your account

- Once logged in, scroll to the bottom left-hand side of the page until you see the **Media Directory** area.
- Click the media you want to search. For this example, we are going with Local Newspapers

Media Directory	More News and Commentaries
CABLE networks	Research Reports
RADIO networks, stations	2008 Ad Spending Outlook
MAGAZINES business, consumer	Minority Shopping Online Up Frequency
NEWSPAPERS	Younger Online News Consu Readers
local, national, college, network, online, weeklies WEB SITES business, consumer, networks	Older Internet Users Feel W Content Not Relevant
TELEVISION networks, stations, syndicators	Magazines
	Media

- Select either a DMA (designated marketing area) or the State in which you want to search. For this example, we chose Chicago, IL.
- This will populate the local newspapers in that area as shown below.



#### Local • 1 $\rightarrow$ 8 of 8 result s

Chicago Defender_Chicago , IL • Phone: (312) 225-2400 Fax: (312) 225-9231
Daily Herald Ardington Heights , IL • Phone:1-847-427-4300 Fax:1-847-427-1203
Daily Southtown Tinley Park , IL • Phone: (708) 633-6700 Fax: (708) 633-5999
DeKalb Daily Chronicle De Kalb, IL • Phone:815-756-4841
Rockford Register Star Rockford , IL • Phone:1-815-962-2400 Fax:1-815-962-6578
Streator Times-Press Streator , IL • Phone:1-815-673-3771 Fax:1-815-672-9332
The News-Gazette Champaign , IL • Phone:1-217-351-5299 Fax:1-217-351-5291
Watseca Times-Republic Watseka , IL • Phone:1-815-432-5227 Fax:1-815-432-6779

• Clicking the hyperlinked newspaper name will offer more information about that paper such as their website url, their editors name, advertising sales person, phone number, fax number and even email address.

#### Local • 1 $\rightarrow$ 8 of 8 result s

Chicago Defender Chicago , IL • Phone: (312) 225-2400 Fax: (312) 225-9231
200 S. Michigan Avenue Suite 1700 Chicago, IL 60604 Site: <u>http://www.chicagodefender.com</u> Director of Advertising Sales : Denise Cambell
? <u>dcampbell@chicagodefender.com</u> ?Phone:(312) 225-2400 • Fax:(312) 225-9231? Managing Editor: Glenn Reedus
? <u>glennr@chicagodefender.com</u> ?Phone:(312) 225-2400 • Fax:(312) 225-9231? Executive Editor: Lou Ransom ? lransom@chicagodefender.com ?Phone:(312) 225-2400 • Fax:(312) 225-9231?
: <u>arasoni@cincagoderender.com</u> ;rione.(312) 223-2400 • Pax.(312) 223-7231;

- Copy the information you want for your list.
- $\circ$   $\,$  This can be saved either in a spreadsheet or within MediaPost  $\,$

#### **STEP 3: Create List Within MediaPost**

• Select My Lists from the top navigation bar

Melody Spier   HOWE • PROFILE • SETTINGS • SIGN OUT
MY ACCOUNT MY CALENAR MY LISTS UBLICATIONS MAGAZINES EVENTS
<ul> <li>Name your list. For this example, I named it Chicago Area</li> <li>Click <i>Add</i></li> </ul>
Home > My List > Add List Personal Lists for Melody Spier Enter the name for your new list:
ADD
<ul> <li>Click Add a Contact</li> </ul>
Current List: Chicago Area (0) GO GO Add a Contact Create New List Delete this list
- Enter the context information from what you aread from stor 2
<ul> <li>Enter the contact information from what you saved from step 2</li> <li>Click <i>Add</i> once you've filled out the information.</li> </ul>
<ul> <li>Repeat the process for each contact.</li> </ul>
Home > My List > Add Contact Personal Lists for Melody Spier
Add Item to your Chicago Area list.
Contact: Organization:
Title: Address:

Contact:	Organization:	
Title:	Address:	
City:	State:	
Zip:	Country:	
Email:	Website:	
Phone:	Fax:	
	Notes:	
	ADD Cancel	
	DELETE	

That's it. Now you have a complete media contact list that you can use over and over.

# Installing and using the Mighty Adsense plugin on your Wordpress Blog

Introduction -

This tutorial will show you step by step how to install the Mighty Adsense plugin on your wordpress blog.

We will be installing this plugin on wordpress 2.3, so if you have an older version of wordpress, although it probably wont cause any problems, it is recommended for you to upgrade before following this tutorial. You can find instructions on upgrading your wordpress blog to the latest version here -

http://codex.wordpress.org/Upgrading\_WordPress

What we will need -An installed wordpress blog An FTP Client (filezilla is free and very easy to use -<u>http://sourceforge.net/projects/filezilla/</u>) A copy of the Mighty Adsense Plugin (download link below)

About 15 minutes of time to install, and about 30 minutes of time to learn how to use it.

Lets get started.

Step 1 -Download and Unpack the Mighty Adsense Plugin from <u>http://mightyhitter.com/main-page/plugins/mightyadsense</u>

mightyhitter.com		
home mightylinker mightyadsense	e mightyspamblocker mig	htysearch
MightyAdsense	subscription	categories
Rugin Name: Alighty&dsense	Subscribe by email -	* Chitika
Version: 4,1	Subscribe mel	* Computer * Cool Stuff
Description: It will allow you to host the code in wordpress without having to	Powered by FeedBlitz	<ul> <li>ECurrency</li> <li>Feedburner</li> <li>Google</li> </ul>

Take a look at the authors page, any new updates or important announcements regarding installing the plugin will be here.

**\*\***NOTE**\*\*** You will find an important notice regarding using the Mighty Adsense plugin and using Post Excerpts on your front page;

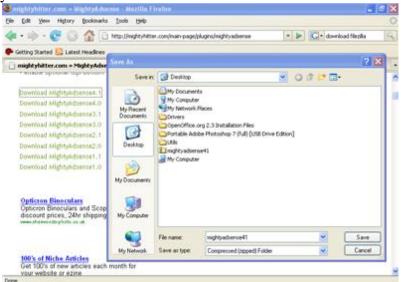
If you have full posts on your front page then don't worry about this, however if you do use Post Excerpts for your front page you will want to read this part very carefully, and then install the excerpts\_reloaded plugin, more info can be found on this here - <a href="http://mightyhitter.com/mightyadsense-41-and-the\_excerpt-reloaded.html">http://mightyhitter.com/mightyadsense-41-and-the\_excerpt-reloaded.html</a>

You ONLY need to follow these extra instructions if you currently use Post Excerpts on your front page, if you do not know what this means, you probably don't need to worry about it, just follow the rest of these installation instructions as normal.\*\*END NOTE\*\*

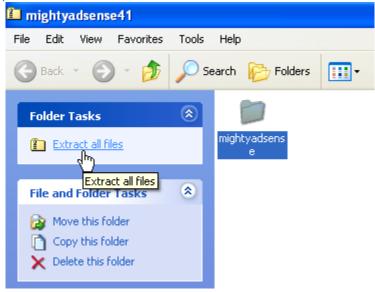
Scroll down the page until your find a set of links that look like this -

- Download MightyAdsense4.1 Download MightyAdsense4.0 Download MightyAdsense3.1 Download MightyAdsense3.0 Download MightyAdsense2.1 Download MightyAdsense2.0 Download MightyAdsense1.1 Download MightyAdsense1.0
- 284 You get goodies like this in the MyNAMS Insiders Club

The most up to date version will be the one at the top (4.1 at time of writing) so you want to hover your mouse over the link, right click and select "save target as" to download to your machine



Now that you've downloaded the zip file to your desktop (or where ever you downloaded it to) double click it and unpack with your archive utility (windows archiving utility can unpack zip files)



Step 2 - Upload the mighty adsense plugin to your Wordpress blog.

Open your FTP client and connect to your server/webhost. Navigate to your wordpress folder, and find the wp-content/plugins folder. Now upload the Mighty Adsense Folder from your local computer into the plugins folder on your webspace.

E outsort@www	.outsorted.com - FileZilla					
File Edit View Tr	ansfer Server Help					
🗇 - 📰 t- t	5, Q 😰 9, 8 🗶 R 🗦	₩ 55				
Host: www.outsort	ted.com Username:	Password: •••	••••	ort:	Quickconne	ct 🔻
Command:	PASV					
Response: Command:	227 Entering Passive Mode (208,10 STOR mightyadsense.php	1,60,66,186,201)				
Response:	150 Accepted data connection					
Response:	226-File successfully transferred					
Response:	226 8.852 seconds (measured here	e), 1.95 Kbytes per secon	d			
Status:	File transfer successful					
Local site: C:\Docur	ments and Settings\albert\Desktop\mi	ightyadsense41\ 🛛 🐱	Remote site: /pu	iblic_html/wp-c	ontent/plugins	;/
	🗄 🛅 OpenOffice.org 2.3 Install	lation Files 🔡	主 🕀 🔁	) plus s		
<		>		themes		
Filenane 🛆	Filesize Filetype	Last modified	Filename 🗡	Filesize	Filetype	Last
<u>`</u>			i 🔁 🖊			
mightyadsense	File Folder	27/01/2008 22:09:	🚞 akismet 🐔		File Folder	26/10
			ightyad		File Folder	

Step 3 - Install and Configure your Mighty Adsense Plugin

A - First log in to your wordpress admin dashboard, and navigate to the Plugins Tab

outsorted.com (View site »)	Howdy, <b>admin</b> . <u>(Sign Ou</u>	
Dashboard Write Manage Comments Blogroll Presentatio e–Commerce	n Plugins Users Options Ba	
Plugins Plugin Editor		
A new version of WordPress is available! Please update now.		

# Plugin Management

Plugins extend and expand the functionality of WordPress. Once a plugin is installed, you may activate deactivate it here.

Once you've reached here you should see a list of both activated and inactivated plugins. Even if you have never uploaded or installed a plugin on your wordpress blog before, there will still be other plugins here that you may not recognize. Cont worry, they are simply the plugins that came with your wordpress installation, all you need to look for is the Mighty Adsense plugin.

 MightyAdsense
 4.1
 Keep your adsense code & output it in posts. By mightyhitter.

Simply Click the activation link next to your plugin and you now have mighty adsense installed!

Activate

Edit

B - Now we need to configure the plugin by adding our adsense code, and deciding how our ad units will be displayed. From the admin dashboard again, navigate to the Options - > Mighty Adsense

Howdy, admin. [Sign Out, My Prof		
Dashboard Write Manage Comments Blogroll Presentation Plugins Users Options Backlinks e-Commerce		
General Writing Reading Discussion Privacy Permalinks Miscellaneous MightyAdsense Contact Form		
A new version of WordPress is available riease update now.		
MightyAdsense Version 4.1 General Options		
SELECT CODE SET: [ <mark>Set #1</mark> ] [Set #2] [Set #3] [Set #4] [Set #5] [Set #6] [Set #7] [Set #8] [Set #9] [Set #10]		
Ads Code: [#1: Edit Options>MightyAdsense>Adsense Code]		

Replace all the text in the ads code box with your adsense code, like the screen shot below. You will also see a preview of the ad code if you have done it correctly.

Ads Code:	<script type="text/javascript"><!</td></tr><tr><td></td><td></td></tr><tr><td></td><td>google_ad_client = "pub-7170016665442934";</td></tr><tr><td></td><td>//468x60, created 1/27/08</td></tr><tr><td></td><td>google_ad_slot = "0921133357";</td></tr><tr><td></td><td></td></tr><tr><td></td><td>google_ad_width = 468;</td></tr><tr><td></td><td>google_ad_height = 60;</td></tr><tr><td></td><td></td></tr><tr><td></td><td>//></script>
	<script <="" td="" type="text/javascript"></tr><tr><td></td><td colspan=4></td></tr><tr><td></td><td colspan=3><pre>src="http://pagead2.googlesyndication.com/pagead/show</pre></td></tr><tr><td></td><td></script>
Description	
Preview:	and the second
	Direct link ads Postfix Administration
	Sell Direct Link Ads Gain original content Linux/Postfix email servers Will support
	for your site existing or setup new
	Ads by Google
	Add by Google

You can use a different Adsense Code for each ad set, allowing you to have different adsense blocks for different posts on your front page, and even different ads for different pages. Look at the screen shot below.

	Code Set Configuration
Post # 1 💌	Code Set #1 💌
Post # 2 💌	Code Set #2 💌
Post # 3 💌	Code Set #3 💌
Pages	Code Set #1 💌
Single Page	Code Set #1 💌
	*Tips*

So the First post on your blogs front page will contain Code set #1, and so on.

After putting in your adsense codes for each Code Set, you will want to set the alignment, all ads will be aligned the same so you might want to try different settings to see which ones suit you. Here's mine, aligned to the top-left -

PayPerPost Blog Network Over 100,000+ bloggers who promote advertisers inside blog posts!	Free hosting from One.c Hosting and Domain name f year. Limited time only. Ord	free for 1
this is a test for my adsense code		
Posted in Uncategorized	Edit   No Comments »	
<b>test2</b> January 28th, 2008		
PayPerPost Blog Network Over 100,000+ bloggers who promote a blog posts! www.PayPerPost.com	my code	test for adsense
Free hosting from One.com Hosting and Domain name free for 1 ve	ar I imited time	

Now you've got Mighty Adsense installed and displaying your Adsense Links, all you need to do is start getting some more traffic!!

# <u>Extra Tip</u>

You can place an adsense advert permanently into your themes template instead of having it display within posts. You may want to add an ad block to your sidebar, or perhaps an adsense search box in your header. As long as you are comfortable with editing your Wordpress templates, then all you need to do is add this piece of code to your template files wherever you want your adsense units to be displayed

<?php mightyadsense4template(Set\_Number); ?>

Changing the set\_number simply to 1,2,3,4 or whichever number corresponds to the ad unit you wish to display.

## How to Approve and Moderate Comments in Blogger

Objective: to approve or moderate comments on your Blogger blog.

#### **STEP 1: Login on your blog.**

• You will be taken to your blog's Dashboard area.

#### **STEP 2:** Click the Comment Needs to be Moderated Link

Dashboard	
Manage Your Blogs	Create a Blog   Help
Your Blog Name 7 Posts last published on Sep 13, 2007 1 comment needs to be moderated	View Blog 句
Pew Post	Manage: <u>Posts</u> , <u>Settings</u> , <u>Template</u>

#### **D** STEP 3: Moderate Comments

- Select a comment to moderate by adding a check mark in the box next to the comment.
- Click on the Publish or Reject button.



#### **STEP 4: Sign Out of your Blog**

• Sign out of your blog when you have finished moderating comments.

## How to Approve and Moderate Comments in WordPress

**Objective**: to approve or moderate comments on your WordPress blog through Email or from your blog's Comment subpanel.

## Email Method

**STEP 1: Open your Notification Email** 

```
      Content-Length:
      826

      A new comment on the post #17 "The title of your original post"
is waiting for your approval
      http://your site.com/ the original post name

      Author : Tucker (IP:
      Image: Comment in the image:
```

- **Note:** You will only receive email notifications if you have selected that option in the dashboard's Options Discussion subpanel.
- Review the information given for the comment.

#### **STEP 2:** Choose a Moderation Action

- Click on the Approve It link if the comment is appropriate.
- Click the Delete It link if the comment is inappropriate but is not spam.
- Click on the Spam It link if you would like to mark the comment as spam for your spam filter.
- Moderate or edit the comment by visiting the last link in the notification email. This link takes you to the comment moderation queue on your blog



#### **STEP 3: Sign Out of Email**

• Sign out of your email when you have finished approving or moderating comments.

## Moderation Panel Method

- **STEP 1: Login on your blog.** 
  - You will be taken to your blog's Dashboard area. On the right, in the Latest Activity Panel, you can see that you have a comment being held for moderation.

### **STEP 2:** Click the Comments in Moderation Link



#### **D** STEP 3: Moderate Comments

- o Select an Action for Each Comment in the Moderation Queue
- o Click the Bulk Moderate Comments Button

Sep 12, 7:01 PM — [Edit   Delete   View Post] — Bulk action: O Approve	© Spam	🔿 Delete 🖲 Defer until later
		Bulk Moderate Comments »

### **STEP 4: Sign Out of your Blog**

• Sign out of your blog when you have finished moderating comments.

## How to Create a Course in Moodle

**Objective**: to setup a new course in Moodle.

- **STEP 1: Log in** to your Moodle account as administrator
  - Enter your username and password
  - Click login

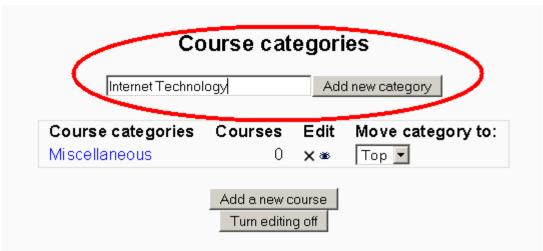
Returning to this web site?
Login here using your username and password (Cookies must be enabled in your browser) 🝞
Username admin Password wwwwa Login

### **STEP 2**: Add a category

Note: Skip this step if you already have a category for the new course.

◦ Select Courses  $\rightarrow$  Add/edit courses





- **STEP 3**: Add a new course
  - Click Add a new course button.

**Note**: This button is available in Courses  $\rightarrow$  Add/edit courses if you skip step 2.

# Course categories

		Add	d new category
Course categories	Courses	Edit	Move category to:
Miscellaneous	0	×≋↓	Тор 💌
Internet Technology	Ω	X ⊛ ↑	Тор 🔻

Enter the course setting

### General

- **Category**: Choose the category you want to assign this new course to.
- **Full name**: The full name of the course.
- **Short name**: A short version or code name for the course.
- **Course ID number**: the course number (optional).
- **Summary**: Enter a concise paragraph explaining about the new course.

General	
Category 🕑 Internet Tec	nology 💌
Full name* 🗿 Course Fullna	me 101
Short name* 🗿 CF101	
Course ID number 🕐 📃	
Summary* 🗿	
Write a concise and interest about	I Lang I B I U S I I S I I O O IIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Path:	
(? ###	

- Format:
  - ✓ Weekly format: Organized week by week with a clear start and finish date.
  - ✓ Topics format: Very similar to weekly format, but each week is called a topic.
  - ✓ **Social format**: Course format is oriented around one main forum.
- **Number of weeks/topics**: the number of weeks this course will take place.
- **Course start date**: Choose a starting date for the course.
- Hidden sections: Choose the behavior for hidden sections.
- **News items to show**: The number of news item to show.
- **Show grades**: Hide or show grades to students. This doesn't prevent teachers to assign grades.
- Show activity reports: Make activity reports available to students. Teachers always have access to this report.
- **Maximum upload size**: The maximum size of individual file that can be uploaded.
- Is this a meta course: Is this course used as a common area to allow students in specific courses to interact with each other. This can be used to group related courses together.
- **Default role**: The default assigned role.

Format 🧿	Weekly format
Number of weeks/topics	10 💌
Course start date 🧿	18 💌 December 💌 2007 💌
Hidden sections 🧿	Hidden sections are shown in collapsed form 💌
News items to show 🧿	5 💌
Show grades 🧿	Yes 💌
Show activity reports 🥑	No 💌
Maximum upload size 🧿	2MB 💌
ls this a meta course? 🧿	No 💌
Default role	Site Default (Student)

#### Enrolments

- **Enrolment plugins**: Choose derault interactive enrolment plugin used in this course.
- **Course enrollable**: Whether to allow enrollment for this course.
  - ✓ You can also choose the date range of which this course enrolment is possible.
- **Enrollment duration**: The duration of the enrolment.

Enrolments		
	Enrolment Plugins 🧿	Site Default (Internal Enrolment) 💌
	Course enrollable 🧿	○ No . ● Yes . ○ Date range
	Start date	17 🔽 December 💌 2007 💌 🗹 Disable
	End date	17 🔽 December 💌 2007 💌 🗹 Disable
	Enrolment duration	Unlimited 💌

#### **Enrolment expiry notification**

- Notify: Whether to allow enrolment expiry notification.
- Notify students: Whether to notify students as well.
- **Threshold**: Enrolment expiry notification threshold.

Enrolment expiry notification			
Notify 🕐	No 💌		
Notify students 🧿	No 💌		
Threshold 📀	10 days 💌		

#### Groups

- Group mode
  - ✓ **No groups**: no sub groups, everyone is part of one big community
  - ✓ Separate groups: each group can only see their own group, others are invisible.
  - ✓ Visible groups: each group works in their own group, but can also see other groups.
- **Force**: Whether the group mode if forced at a course-level. If set, it ignores individual group settings.

Groups		
	Group mode 🕐	
	Force 🥑	

### Availability

- Availability: Whether this course is available to students.
- **Enrolment key**: Only allow access to students which enter this enrolment key.
- **Guest access**: Disallow guests, allow guests without key, or allow guests with key.

Availability	
Availability 😗	This course is available to students 🛛 💌
Enrolment key 🧿	
Guest access 🤊	Do not allow guests in

### Language

• **Force language**: Whether to force language settings.

Language		
	Force language	Do not force 💌

## **STEP 4**: Assign roles

**Note:** At least assign Teacher role to someone who teaches the course. Students can sign up and enter enrolment key if you allow in previous step.

You can assign different roles to the course:

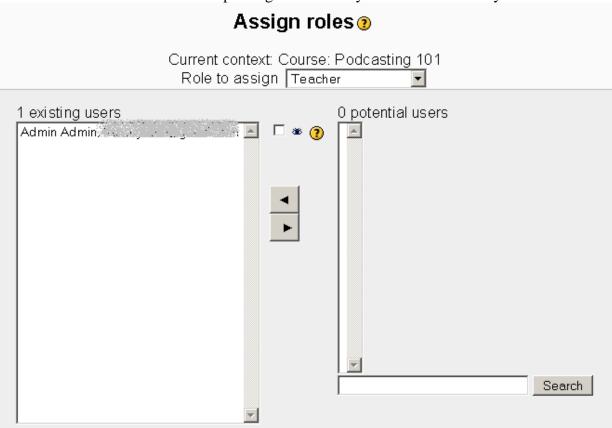
Administrator: Administrators can usually do anything on the site, in all courses.

**Course creator**: Course creators can create new courses and teach in them. **Teacher**: Teachers can do anything within a course, including changing the activities and grading students.

**Non-editing teacher**: Non-editing teachers can teach in courses and grade students, but may not alter activities.

**Student**: Students generally have fewer privileges within a course.

Guest: Guests have minimal privileges and usually cannot enter text anywhere.



### **STEP 5:** Go to the course or logout

Click on the button at the bottom of the page with label "the short name of the course."



PC101

Alternatively, click Logout to logout.

## How to Set Up a New Mailing List in Aweber

Objective: to set up a new mailing list messages using Aweber

**NOTE:** You must already have a list set up before you can do this.

- **STEP 1: Log in to your account** at <u>www.Aweber.com</u>
  - Enter your user name and password
  - Click Login

Customer Login			
Login Name:			
Password:			
Remember my login	name next tim	e.	
Login			
<b>STEP 2: Cre</b>	eate List		
<ul> <li>Click</li> </ul>	Add New		
			Но
Live Chat - Online	Settings	Web Form	Ver
Managing List:		Newj	
	Create Li		
Managing List: Concentration	Add N	lew)	

#### Manage Lists:

Add new lists and deactivate lists that are no longer being used. If you do not see a "Create List" button please <u>contact support</u> to upgrad Note: A deactivated list will be completely deleted after 30 days. It can be reactivated any time within that 30 day period.

Change List:

Pkg #	Package Name or List Name	Actions	Included Lists
		Create List	

#### **STEP 3: Enter List Details**

- $\circ~$  Enter the information into the boxes provided clicking save after each one.
  - List Name: Name the list you are creating
  - **Description:** Create a description of the list
  - **Company Name:** Your company name
  - URL of Company Logo: Where your logo is housed
  - Website URL: Your domain name

#### List Settings:

Basic options and customization settings for this list.

Success: Created new autoresponder, please fill out the details for your new list.				
List Name:	©aweber.com Up to 15 characters with letters, numbers, or hyphen. Example: send-info			
Short List Description:	The description will be viewable on your unsubscribe page.			
Multiple Unsubscribe:	Allow leads to unsubscribe from more than one list at a time. This option affects the remove page for all of the lists in your account. Disabling this potential violates the 2004 Federal CAN-SPAM law.			
Open Rates:	Enable tracking of HTML message open rates.			
	Sa			

#### **Company Branding:**

Enter company information to brand various subscriber pages such as the unsubscribe link and verified opt-in confirmation pages.

Company Name:	Example: ABC Company, Inc.
Logo URL:	Example: http://www.abc-company.com/logo.gif
Website URL:	Example: http://www.abc-company.com

- HTML Color Divider:
- **Reply to Address**: The name and address in which the messages will be sent from and replies sent to.

Divider HTML Color:	
	Preview unsubscribe page formatting.
	Save
Reply Address:	

Provide a valid visible "From" address that is checked regularly for sent email campaigns and receive notifications when new subscribers join your list.

Email Address	Name	From/Reply	Notifications	
				Add
				Save

- Click Save
  - You can further customize your list with signatures and other information using the *List Settings* tab.

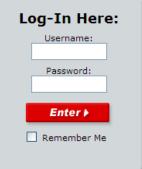
### **STEP 4: Exit**

• Click File  $\rightarrow$  Exit to close Aweber.

## How to Set Up a Mailing List in Quicksales

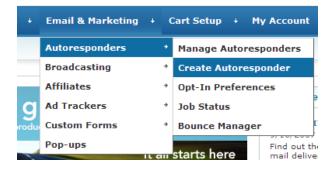
**Objective**: to set up a mailing list in Quicksales

- **STEP 1:** Log in to QuickSales at <u>www.quicksales.com</u>
  - Enter your user name and password
  - Click Submit



### **STEP 2: Create Message**

• Choose *Email & Marketing*  $\rightarrow$  *Autoresponders*  $\rightarrow$  *Create Autoresponder* 



- Fill in the following fields:
  - Autoresponder Name: Name your list
  - From Email Address: The address from which mailings will be sent from and replies sent to
  - From Name: Your company name
  - **Sharable:** Choose *YES*, if you are importing this mailing list into another list with the Inherit Autoresponder option.
  - **Opt-In Verification:** If you are using this option, select a template to use from the drop down list.
    - \* Click the *Next* link to change off and on.

The other fields can be left at their default settings.

Orders + Products + Clients + Email & Marketing + Ca	art Setup + My Account + Resources + 🚺 +	
Home » Autoresponders » Create Autoresponders		
Create Autoresponders		
Create New Autoresponder   Inherit Autoresponder		
General Settings		
Autoresponder Name		]
Autoresponder ID	<new></new>	
Direct Subscribe Enabled	No 💌	
Unsubscribe Autoresponder	None	~
From Email Address		]
From Name		]
Sharable	No 💌	
Opt-In Verification Message	Select Message 💌 View Email	
You currently DO NOT have Opt-In Verification turned on.	<u>Click here</u> to change this setting.	
	Save Back	

#### **STEP 3: Save**

• Click the *Save* button to save your newly created list.

### **STEP 4: Log Out**

• Click File  $\rightarrow$  Exit to log out of quicksales.

## How to Set Up a New List in WahmCart

**Objective**: to set up a new mailing list using WahmCart.

- **STEP 1: Log in to your account** at <u>www.WahmCart.com</u>
  - Enter your user name and password
  - Click Login

#### **STEP 2: Set Up List Information**

◦ Choose Followup → Add List



- $\circ$   $\;$  Enter the following features that will identify your mailing list:
  - List name ABC Newsletter
  - From name: Your Name
  - From email: <u>YourEmail@Address.com</u>

ollowup System	wahmcart.co
Add Mailing List	
List name: enter the name of your list for your reference.	
From name: displayed in the From field of your messages.	
From Email: recipients can reply to this email address.	
Do you want a copy of each subscription sent to you?	Yes 💌
Double Opt-In: Require subscribers to confirm via emailed link.	No 💌
Confirm Text Enter the text for the confirmation email. Thank you for your subscription. There is one more step in the subscription process. Please confirm the information shown by clicking the following link.	

- You will be asked if you want to receive an email whenever someone signs up for your list. It's recommended on the site to say "No" so your inbox doesn't get flooded.
- Double Opt-In: Do you want your subscribers to have to double opt-in to get your mail?
  - If you choose YES, you will enter the message you want in the confirmation email.
- Click Add List

#### **STEP 3: Create First Message**

 This is the first message they will see when they sign up for your newsletter.

	9								
Statistics	Products	Sales	Followup	Affiliates	Tracking	Setup	Account	Home Help	Support

#### Autoresponders

Message Type:	[Text] [ <u>HTML</u> ]	Preview Message >>
Delay:	0 Number of days after the subscription request.	
Insert:	First Name Last Name	
Subject:	Enter Subject	
Insert:	First Name Last Name Email URL Compa	iny Date
Body: enter your plain text message	here:	

- Choose HTML or Plain Text Newsletter (plain text is default)
- Select Message Delay

- If you want the message sent immediately after they sign up, leave it set at 0.
- Enter Message Title
  - The *First Name & Last Name* option under the delay section is for the Title <u>only</u>. If you want to enter either of these in the subject line, you will need to click them, if not, simply type or copy and paste your email subject into this section.
- Enter Message Body
  - The options below the Title are for the message body and include *First & Last Name, Email, Company & Date.* You can use these options to automatically insert the preset information into the body.
    - If you paste your message first then use these options, they will be inserted at the END of your message.
  - Copy and Paste your message into the body
- **STEP 4: Preview and Save** 
  - Preview your message to ensure it's okay then click Save
- **STEP 5: Exit** 
  - Click the red X at the top right side of the screen to exit WahmCart.

## How to Set Up a New Product in WahmCart

**Objective**: to set up a new product in WahmCart.

- **STEP 1: Log in to your account** at <u>www.WahmCart.com</u>
  - Enter your user name and password
  - Click Login
- **STEP 2: Set Up Product** 
  - Choose Products  $\rightarrow$  Add



- Enter Product Information
  - **Product Name:** Name you want displayed on the order form
  - **Product Price:** Price of the product
  - **Product Commissions:** Do you want to pay commissions on this product?
  - Show to Affiliates: If you offer an affiliate program, do you want to show this product to your affiliates?
  - **Redirect URL:** Page url where prospects will be taken when redirecting through an affiliate link.
  - Followup After: If you want to delete the customer from one list but add them to a new list once they purchase, fill this out.

Add Product	
Product Name: This will be displayed on your order form and in emails triggered by a sale.	
Product Price: do not include the dollar sign (i.e. 49.00). The price will be displayed on your order form and in emails triggered by a sale.	s
Product Commission: do you want to pay commission on this product?	×
Show to Affiliates: do you want to display this product in the affiliate center?	<ul> <li></li> </ul>
Redirect URL: This is the URL to the page where prospects will be redirected through an affiliate link.	
Followup: After a sale, delete customer from this list.	

#### • Enter Commissions, Shipping and Tax Information (optional)

- First Tier Percentage: If payout is different from default settings
- Second Tier Percentage: If payout is different from default settings
- Shipping: Do you want to collect shipping info on this product?
- **Taxes:** Do you want to charge taxes?
- **Product Weight:** Fill this out if you are selling a tangible product that requires shipping.

Commissions, Shipping and Taxes (optional)	
First Tier Percentage (optional): If you want to pay different commissions than the default settings, enter a numerical value here.	% (25 = 25%)
Second Tier Percentage (optional): If you want to pay different commissions on the second tier, enter a numerical value here.	% (25 = 25%)
Shipping (optional): Do you want to collect shipping information for this product? (To use this option, you must first setup your Shipping tables.)	*
Taxes (optional): Do you want to charge taxes for this product? (To use this option, you must first setup your Tax tables.)	~
Product Weight (optional): if this is a tangible product that requires shipping, enter the weight.	

### • Complete Custom Settings and Catalog Information (optional)

- **Custom Settings:** override settings in your merchant account to create a custom look for your order page.
- **Catalog Information:** Only required if you are generating a dynamically generated shopping cart.

Custom Settings (Overrides Settings in Merchant Setup)		
You can customize the look of <u>your secure order page</u> by uploading a header and a background image to our secure server. The header image should be 550 pixels wide.	You can enter any color (i.e. black, navy, green) or hex code to customize the order form border and background color.	
Order form header:	Background image:	
Browse	Browse	
Border color:	Background color:	
Custom HTML (plain text or HTML) - This will	appear under your header on the order form.	
Catalog Information: required only to create a dynamically generated shopping cart page.		
Product Description: This will be shown in the product display.		
Category - click here to add categories.	×	
Thumbnail - this will be displayed in the search results.	Browse	
Image: this will be displayed in the product display.	Browse	
Add P	roduct	

#### **STEP 3: Save**

• Once satisfied, click Add Product

## Set Up New Campaign in Easy Internet Survey

**Objective**: To set up a new survey campaign using Easy Internet Survey

Log in at <u>www.easyinternetsurvey.com</u>

### **STEP 1: New Campaign Details**

• Click "New Campaign" to start a new survey campaign.



- Complete the details of the campaign
  - **Survey Type**: Choose the survey campaign type
    - This can be a single question, a standard campaign, a custom campaign or other types of surveys
  - **Campaign Name**: Name your campaign
  - **Redirect URL**: Enter a redirect URL
    - The page they will be taken to after they complete the survey.
  - **Button Label**: What you want your button to say. For example, Take Survey Now!
  - **Email Notifications**: Do you want to be notified each time someone completes the survey?
  - □ **User Information**: Do you wish to collect the survey taker's Name and Email?
  - □ Autoresponder Message: Do you wish to send an Autoresponder message out with the campaign?
  - **Sender Email**: Your email address
  - **Subject**: Subject of the message you wish to send out
  - **D** Email Message
  - **External Autoresponder:** If you want to set up one
  - **Campaign Status:** Do you wish to make this campaign active at this time?
- Once you've made your selections, click "Save and Next Step"

Home Campaign Manager New C	Campaign Get Code Reports Log Out
<u>Campaign Manager</u> » Campaign Deta	nils
Campaign Basic Settings	$\widehat{}$
Campaign Type	One Question See Example
Campaign Title	Your Campaign Name
Redirect URL	YOUR URL HERE Te
Submit Button Label	TAKE THIS SURVEY NOW!
Enable Email Notification??	🗆 Yes
Do you wish to collect user names & email address on campaign?	🗆 Yes
AutoResponder Settings	
Do you wish to send an Autoresponder message with this campaign?	🗆 Yes
Sender Email	YOUR EMAIL ADDRESS
Subject	EMAIL SUBJECT
Message	Thank you for purchasing my product. If you have a few minutes I would be delighted if you could offer some feedback.
External Autoresponder Email	
Campaign Status	Make It Active
Save	Save & Next Step>>

### **D** STEP 2: Create Survey Questions

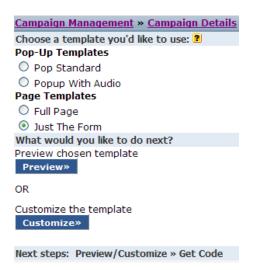
- Fill in the question details on this page. This will vary depending on what type of survey you chose.
- Choose the type of input box: How much room do you want to allow for the answer?

<u>Campaign Management</u> » <u>Campaign De</u>	<u>Campaign Management</u> » <u>Campaign Details</u> » Question(5)		
Question 1			
What you want to ask?	Which <u>ebook</u> (s) did you purchase?		
Choose question Type	○ Input Box (1 line) ③ Input Box (Multiple line) ○ Options Choose Options (enter sepreted by ~) :		
Delete This Question?			
Question 2			
What you want to ask?	If there was a particular reason you chose these titles, can you please elaborate?		
Choose question Type	<ul> <li>○ Input Box (1 line)</li> <li>⊙ Input Box (Multiple line)</li> <li>○ Options Choose Options (enter seprated by ~) :</li> </ul>		
Campaign Status	Save & Next Step>>		

o Click "Save and Next Step" when you are finished.

#### **STEP 3: Choose Template**

- $\circ$  Pick which template you want to use; there are four options.
  - Pop-up Standard
  - **D Pop-up with Audio**
  - **u** Full Page Template
  - **Just the Form**



- Once you've made your selections. **Preview** your template.
- If you're satisfied, click the "Get HTML Code" button

#### Get HTML Code

A pop-up screen will appear with the code you need to add to your website. Paste it into the html code of the page where you'd like the survey questions to appear.

Once you're finished viewing your results, log out of your account

## HOW TO OPEN A FILE FROM

# YOUR BOOKKEEPING IN QUICKBOOKS

Objective: to open and sort a file in QuickBooks

### □ STEP 1: Open QuickBooks

### • Click on QuickBooks shortcut or

Click Start > All Programs > QuickBooks > QuickBooks



### □ STEP 2: Open a File

- $\circ$  Click on List or View of the Account You Want to Open.
  - Cash or Credit open registers for expenses.
  - Example: Unpaid Invoices
    - Click List next to Invoices.

Money In	
Estimates	New List
Invoices	New List
Receive Payments	New Size
Deposits	New List
Your Business	
Customers	New List
Vendors	New List
Bank Accounts	View
Profit & Loss	View
Money Out	
Write Checks	New List
Record Expenses	Cash Credit
Issue Refunds	New List

- Click the arrow next to the box labeled Filter By.
- Select Open Invoices.

Invoices	You'	ve Created			
📥 Prin <u>t</u>	III C <u>u</u> st	omize Columns			
	nvoices		Date All		*
t ( uctomer	voices Invoices		Due Date	Aging	Amount
Brooks Ele 🗸 Overa		es	09/06/2007	1	40.00
Ron Johnson		09/06/2007	09/06/2007	1	80.00
Ron Johnson	6	09/06/2007	09/06/2007	1	30.00
Sylvia Ford		09/06/2007	09/06/2007	1	36.00
Tamara Goss	2	02/15/2007	02/15/2007	204	40.00
					226.00

- Click on a column label to sort records in ascending or descending order.
  - Click Print if you want to print the page.
  - Double click a record to view specific invoice.

៉ Prin <u>t</u> 📗	🗓 C <u>u</u> ston	nize Columns			
Filter By Open In	voices	*	Date All		*
Customer	Num	Date	Due Date 🔺	Aging	Amount
Tamara Goss	2	02/15/2007	02/15/2007	204	40.00
Ron Johnson		09/06/2007	09/06/2007	1	80.00
Sylvia Ford		09/06/2007	09/06/2007	1	36.00
Brooks Electric	5	09/06/2007	09/06/2007	1	40.00
Ron Johnson	6	09/06/2007	09/06/2007	1	30.00
					226.00

### □ STEP 3: Close File

• Click X located on *open window* to close the file.



□ STEP 4: Exit QuickBooks

Click X located in upper right corner to exit program or
 Click File → Exit

# How to a Set Up a Digital Download in Quicksales/1ShoppingCart

**Objective:** To upload a digital product that will automatically allow your customers to access your products.

□ **STEP 1: Log into Your Account at** <u>http://www.yourquicksales.com</u> or <u>http://www.1shoppingcart.com</u>

#### **STEP 2: Select Order Discounts**

• Click on Products -> Order Discounts



#### **STEP 3 Set Up the Discount**

- In this example, let's imaging that you want to create a discount for orders \$50 or more.
- The first step is to specify that there is no discount on orders \$49.99 and under as shown below:

Lower Limit The minimum product total requird to get the discount	\$ 0.01
Maximum Amount for Regular Price The maximum product total before the next discount applies	\$ [49.99]
Discount and Type Enter a number and select the type of discount	0.00 % Off 💌
Click 🔶	Add Order Discount

• Enter the maximum amount for the 0% discount (0% is the default) and then click "Add Order Discount"

**IMPORTANT:** If you want to set your discounts as \$ amounts off, you have to do this in the first step. *All* your discounts must offer either a percentage or a dollar amount off. To choose \$ off instead, use the drop down box at "Discount and Type" as shown below:

Lower Limit The minimum product total requird to get the discount	\$ 0.01
Maximum Amount for Regular Price The maximum product total before the next discount applies	\$ 49.99
<b>Discount and Type</b> Enter a number and select the type of discount	0.00 20ff V 20ff V \$ off
	Add Order Discount

• Once you have entered that, you will be taken to a screen that now shows your 0% discount level:

Lower Limit	Upper Limit	Discount	Delete / Edit
0.01	49.99	0.00 % off	🛛 <u>Delete</u> <u>Edit</u>

At this point, you can create a level where you actually create a discount. Again, our example is using a discount on orders \$50 and over. Just enter an upper limit for the discount (if you want to do a further discount on orders of \$100 and over, for example...just enter \$99) and select your percentage off.

Lower Limit The minimum product total requird to get the discount	\$ 50
<b>Upper Limit</b> The maximum product total before the next discount applies	\$ 99999
<b>Discount</b> Enter a number	10 % off
Click	Add Order Discount

 Once you click "Add Order Discount", you'll now see the discount in the discount list:

Lower Limit	Upper Limit	Discount	Delete / Edit
0.01	49.99	0.00 % off	🛛 <u>Delete</u> <u>Edit</u>
50	999999.00	10.00 % off	🛛 <u>Delete</u> <u>Edit</u>

## **Outlook Signature**

## Objective: Learn how to add a signature to Outlook

- 1. Opening Outlook
  - a. Double Click on Microsoft Office Outlook 2007



#### 2. Open New Mail Message

a. Click New (circled in red below)



#### 3. Open Insert Tab

a. Once in New message click on Insert Tab (circled in red below)

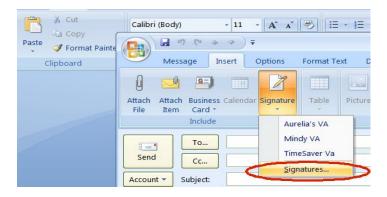
Message Insert Options	Format Text Developer
1 🔜 🔄 📶 🖉	
Attach Attach Business Calendar Signature File Item Card • •	Table Picture Clip Shapes Sn
Include	Tables Illustrations
To       Send       Cc       Account        Subject:	

#### 4. Signature Button

a. Click small arrow below Signature

	9	C <sup>4</sup> 4	• •	Ŧ				
	Messa	age	Insert	Options	Format Te	ext De	veloper	ſ
U Attach	Attach	<b>A</b>			Table	Picture	Clip	[ s
File	Item	Card 1			Table	Picture	Art	21
		Include			Tables			Illu
Send		To Cc			<b>re</b> one of your ires to this n			
Accoun	it <b>▼</b> S	ubject:						

b. Click on Signatures in Drop Down



#### 5. Signatures and Stationary Window

- a. This window will open win you click on signatures
- b. Click New (circled in Red)

_		AIL				DUX Pdits	-	_
s	ignatures and S	Stationery					?	3
ľ	<u>E</u> -mail Signature	Personal Stationery						
	Sele <u>c</u> t signature of	edit			Choose default signa	ature		
	<u> </u>			<u>^</u>	E-mail <u>a</u> ccount:	Personal	~	
					New <u>m</u> essages:	TimeSaver Va	~	
				~	Replies/ <u>f</u> orwards:	(none)	~	
	Delete	New	Save	Rename				
	Edi <u>t</u> signature —							
si	Calibri (Body)	■ 11 ■ B	ΙŪ	Automatic		≣ <u>B</u> usiness Card	<b>a</b> 😫	
			L					
							<u> </u>	
						ОК	Cancel	1
								J

#### 6. Signature Name

- a. New Signature window
  - i. Type in Name for this signature
  - ii. Click ok

New Signature	?×
Type a name for this sign insert the name you want	
ОК	Cancel

#### 7. Adding Your Signature

- a. This window appears after you clicked ok
- b. The signature name created will be the highlighted signature
- c. Enter your info into the box below
  - i. Your Name
  - ii. Assistant to (who you are doing VA work for
  - iii. Enter your site
- d. Click Save

Signatures and S	itationery						?>
<u>E</u> -mail Signature	Personal Stationery						
Sele <u>c</u> t signature to	edit		c	Choose default signa	ature		
			~	E-mail <u>a</u> ccount:	Personal		~
Maria A				New <u>m</u> essages:	TimeSaver Va		~
VA Signature	>		~	Replies/ <u>f</u> orwards:	(none)		~
Delete	New	Save Rena	ame				
Edi <u>t</u> signature —							
Calibri (Body)	■ 11 ■ B	I U A	utomatic		·≡ <u>B</u> usiness Card	<u>~</u>	9
My Name							_
Assistant to www.mysite	(who you are doin com	g VA work for)					
www.mysice							
					ОК		Cancel

### 8. Inserting your Signature

- a. Click insert tab once back in Message screen
- b. Click Signature Button
- c. Click on Signature you want to insert

	1			riu Do			
			Unti	tled - N	lessage (HTML)		
Message Insert (	Options Format Te	ext Developer					
() 🔜 🗐 🎬				alt			
Attach Attach Business Calendar File Item Card •	Signature Table	Picture Clip Sł Art	hapes SmartArt	Chart	Hyperlink Bookmai		
Include	Manager	Illus	strations		Links		
Send Cc	TRANS No and the Sta						
Account  Subject:	VA Signature Signatures						
1							

### 9. Signature will appear

	Untitled - Message (HTML)	)
Message Insert Options	Format Text Developer	(
Attach Attach Business Calendar Signature File Item Card - Include	Table     Picture     Clip     Shapes     SmartArt     Chart     Hyperlink     Box + Parts + Unit     Model     Text     Quick     VordArt     Model     Equation     Symbols       Tables     Illustrations     Links     Text     Quick     Text     Symbols     Symbols	
This message has not been sent.		
To       Send       Cc       Account v       Subject:		
		ß
My Name Assistant to (who you are doing VA www.mysite.com	rork for)	E

## Create a Page Redirect in Internet Based Family Easy Website Builder

**Objective:** To create a redirect page to route one URL to another for things like cloaking your affiliate links.

Log into Easy Website Builder at http://www.internetbasedfamily.com

#### **STEP 1: Add New Page**

• Click on "Add Page" from your toolbar.



• Choose layout "Redirect."



Redirect

- Name your page
- Click on the "Add Page" button

#### **STEP 2: Create Redirect**

- Go to your new redirect page
- Click the "Edit Page" button
- Input the URL you would like to redirect your web page to
- Click on the "**Save**" button

Redirect to Page Edit Web Page	How do I set up my URL redirect?     Find out how to redirect your visitors to a different page.     Bread More >>
Automatically takes the visitor to the web add     The web address must start http://www.     Click on *Save* when you are done.	dress you enter below.
Web Page Address (URL) [http://www.ABC_Company.com	
1	Save

## To Delete a Redirect

To remove the redirect link, the best thing to do is to just delete the page. To do this:

o Click on "Manage Pages" from your toolbar

- Click on "**Delete**" beside the page you want to delete
- Confirm you wish to delete the page by clicking "Yes, Delete"

## To Edit a Redirect

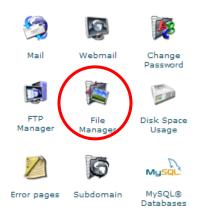
- Go to your Redirect page
- Click on the "Edit Page" button from your toolbar
- Make your changes
- Click on the "Save" button

## **How to Password Protect a Directory Using cPanel**

**Objective:** To require a password to view certain pages of your web page. This protects your pages from non-customers and search engines.

### **STEP 1: Create the Folder/Directory.**

- Create and name a new folder in your FTP program or in cpanel.
- In cpanel, you can do this by clicking on "File Manager"
  - Select "Create New Folder"
  - You'll see a box to fill in on the top right of the page. Above, it says, "Create a directory in..." Type in the name of the folder you want to create.
  - Click "Create"



### **STEP 2: Use cPanel to Password Protect the folder you created**

- o Click "Password Protect Directories"
- Click the folder/directory that you just created and want to password protect
- On the next page, click the box beside the picture of the lock that says, "Directory requires a password to access via the web"
- o Click Save
- $\circ$  Add a user name and a password. You need to both of these at the same time.
- Then click "change password" and you're all set.

# How to Password Protect Your Pages in InternetBasedFamily.com

**Objective**: to require a password to view certain pages and to not allow web crawlers to access the sites and index them.

Log in to your account at <u>www.internetbasedfamily.com</u>

#### **STEP 1:** Create the page(s) you want to password protect

- Click "Add Page" and choose the type of page you'd like to create.
- Choose a name for the page and click "Add Web Page"



- You can either add your page content now or come back to it later.
- Repeat if necessary

#### **STEP 2: Password protect the page**

• Click on "Manage Pages" from your toolbar



- o Click on the "Password Protect Pages" tab
- Enter a password beside each page you wish to password protect. Leave the text box blank for any pages you want to have available to the public without a password.
- Click save
- Confirm your project description

Manage Web Pages Add, Edit, Sort and Password Protect Pages		Pind out how to manage pages? Find out how to manage the pay website here. Read More >>	ages in your
Edit Pages Sort Page Password	d Protect Pages	e Power Tools	
<ul> <li>To password protect a pa</li> <li>If the password is blank the</li> </ul>		d next to the name of the page. sword protected.	
		ed through a secure server meaning ) should not be displayed on passw	
Pages in Index		Pages Not in	Index
Home			
#1 Page Name	< <mark>&lt; Enter Pa</mark>	ssword Here	
#2 Page Name			
#3 Page Name			
the many many the second			
save			

**Note:** If you use the same password on several pages, the visitor need only input the password once and then all pages with that password become available.

If you wanted to password protect your whole site, just input the same password for all pages.

# **How To Pay Affiliates In 1ShoppingCart**

Objective: To generate reports for paying out affiliate commissions using 1shoppingcart

#### QuickSales.coм Orders + Products + Clients + Email & Marketing + Cart Setup + My Account Home » Welcome back, Alice Seba! Autoresponders Broadcasting ÷ Affiliates Affiliate Tutorials Affiliate Setup Ad Trackers promote. sell. **Custom Forms** Manage Programs Pop-ups Manage Media Manage Affiliates It all Add an Affiliate Account Summary Quick Start Pending Affiliates Pay Commissions Alice Seba My Orders **Pay Commissions Job Status** Merchant ID:04023 Advanced Install Script **My Products** Client Count: \$755 Affiliate SignUp be o t Client Limite 10500

### □ STEP 1 Navigate To Affiliate Area

 $\circ$  Go to Email & Marketing  $\rightarrow$  Affiliates  $\rightarrow$  Pay commissions

#### □ STEP 2 Generate Report

o Select the date range in which you want to run the report

Generate Affiliate Co	
From Date:	Month: Feb 💌 Date: 1 💌 Year: 2008 💌
To Date:	Month: Feb 💙 Date: 20 💙 Year: 2008 💙
Payment Method:	Check or PayPal 💌
Minimum Payout:	USD 💌 0
Display:	50 v results per page
	Pay Commissions Report

- $\circ$  Select affiliates you want to pay by ticking the box in the Select column
- o Click 'Export & Pay Your Affiliates' as shown on the next page

Program Name ‡	Affiliate ‡	Impressions \$	Clicks ‡	Leads ‡	Sales ‡	Total Payable Commissions ‡	Select
Internet Marketing Sweetie Affiliate Program	SEFLUS Nicole WASh	\$0.00	\$0.00	\$0.50	\$0.00	\$0.50	
Internet Marketing Sweetie Affiliate Program	2008 ( Sunoliz Tribatais	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00	
Internet Marketing Sweetie Affiliate Program	20458a Selleno - carender	\$0.00	\$0.00	\$0.00	\$5.00	\$5.00	
< Previous Next >							

Return To Search Page Export & Pay Your Affiliates

### □ STEP 3 Export Sales Report

• Select the type of report you want to generate depending on how you pay

To pay <u>ALL</u> affiliates by check or PayPal, choose from the **BOTTOM** links, either '*Export All Affiliates To CSV*' (for paying by check) or '*Export All Affiliates To TXT* (for PayPal Masspay)

If you pay <u>SOME</u> affiliates via PayPal and the rest by check, you will need to use the **TOP** links & <u>Select BOTH</u> '*Export Pay-by-Check Affiliates To CSV*' and '*Export Pay-by-PayPal affiliates To TXT* (for PayPal Masspay)')

pay your affiliates by <u>check</u>	To pay your affiliates by PayPal
port Pay-by-Check Affiliates To CSV	Enter Any Comments:
port All Affiliates To CSV	Export Pay-by-PayPal affiliates To TXT (for PayPal Massp
	Export All Affiliates To TXT (for PayPal Masspay)
Return To The Previous Result Page	Click Here To Complete Your Affiliate Payout

That will generate a report that you download to your computer for your records as well as use to send out payments.

#### **STEP 4 Send Payout Notification to Affiliates**

- Click the '*Click Here To Complete Your Affiliate Payout*' button as shown above.
- Preview the message that will be sent to the affiliate letting them know how much commission they have earned for the month or pre-set period of time.
- Click the '*Mark Commissions As Paid*' to update the system that these were paid out.
- o Click 'Email Payout Message To Affiliates' to send the message

Home » Attiliates »	Pay Your Affiliates
---------------------	---------------------

Dear <\$affname\$>,

Thank you for your continued participation and much appreciated efforts as a member of our affiliate team.

~

You've earned more cash! Our latest payout report shows you are truly an active member of our affiliate team and we are happy to send you your commission check!

Your latest commission check, as of <\$payoutdate\$>, has been calculated to total <\$affpayoutamount\$>. Wasn't that easy?! You get paid just by referring us to your clients and colleagues!

You will be receiving your payment shortly with our continued thanks. We look forward to more sales and success. Don't forget to check for new affiliate marketing tools, reports and online help from our Affiliate Center. You can access your affiliate area at this URL: <\$<u>AffiliateLogin</u>\$>

If you have any questions or comments, please contact us at <\$affiliateAdminEmail\$>.

Affiliate Administrator.

<\$CompanyName\$> <\$affiliateAdminEmail\$>

TEXT HTML RESTORE DEFAULT MESSAGE

Return To Search Page Mark Commissions As Paid Email Payout Message To Affiliates

# How to Create a PDF document with Adobe Online

Objective: to convert other type documents (.doc, .xls, etc) to PDF format

- STEP 1: Using your Adobe ID and password, log into Create Adobe PDF Online at <u>http://createpdf.adobe.com</u>
  - Once you're logged in, choose "Convert a File"



optical character recognition (OCR) on image files.

**STEP 2:** Converting the File

- Click the "Browse" button and locate the file on your computer that you want to convert and double click it.
- Then click continue.

Select a File
Click Browse to select a file to convert. Browse Supported File Types
Cancel Continue

#### **STEP 3:** Choose Your Settings, Security & Delivery Method

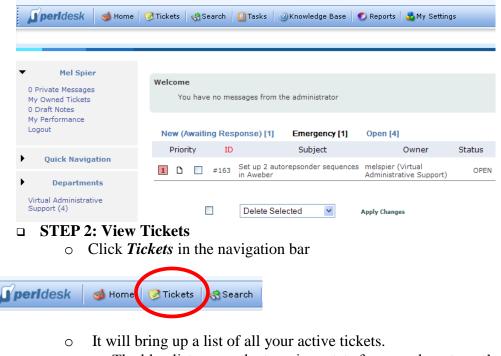
- I usually don't select anything here and leave it at the default, except I select "Enable Tagged PDF Generation" which will make your hyperlinks active in your document.
- If you want to keep people from printing your PDF (not recommended, as many of your customers will want to print), you can add security to your document.
- Choose your delivery method of how you'd like to receive the file. You can have the document placed in your conversion history account, have it emailed to you as a link, emailed as an attachment or wait for the conversion in your web browser.

• Then Click Create PDF – You can retrieve your document based on the delivery method you chose.

Set Options	Conversion Settings
Select options for your conversion. To edit your settings, go to <u>Preferences</u> .	<ul> <li>Filename: toc-word.doc ( 219 KB )</li> <li>Optimization Settings: <ul> <li>Web</li> <li>PDF Compatibility:</li> <li>Acrobat 3.0(PDF 1.2)</li> <li>Enable Tagged PDF Generation</li> <li>Convert pages from:</li> <li>to:</li> </ul> </li> <li>Password Security Options: <ul> <li>Add Adobe@ Acrobat@ Password Security to your file.</li> <li>No Security</li> </ul> </li> <li>Belivery Method: <ul> <li>E-mail me a link to my new PDF</li> </ul> </li> <li>Cancel Create PDF! The security option in the image of the image of the properties of the propert</li></ul>
	foot
	is Incorporated. All rights reserved. .ccessibility   Avoid software piracy
one	createpdf.adobe.com 🖴 🙋

# **Replying to Support Tickets in PerlDesk**

Objective: To reply to support tickets from customers using the PerlDesk system.



**STEP 1: Log in to PerlDesk** 

- The blue list across the top gives stats for your department's tickets
  - The dots at the end of each ticket gives the status of that ticket
- To view the details of the ticket, simply click the *Subject* of the ticket

	Depa	artme	ent Filt	er	~						
	Un	reso	lved	[4]	Resolved [33]	MyTickets [4]	MyResolved [33]	Overdue [0]			Deleted [3]
/	F	Priori	ty	ID		Subject	Owner	Status	When Logged	Last Up	odated
	2	D		#162	Compile List of n price info and co		melspier (Virtual Administrative Support)	OPEN	7 days ago	7 days ago	•
	1	D		#163	Set up 2 autorep in Aweber	sonder sequences	melspier (Virtual Administrative Support)	OPEN	7 days ago	3 days ago	•

#### **STEP 3: Reply to Tickets**

- Click the ticket you wish to reply to
- o Read the ticket details and determine your answer
- Using the buttons across the top, you can reassign the ticket to another department, delete the ticket, block the email and more

Username Email Name	Customer Username ( view all requests by Usernamé view user details) Customer Email Customer Name	[ change owner ]
Request ID	179	
Ownership Logged Due Date Working Time Sub Status Department	Your Name 01/21/2008 10:06 Undefined 0 Hours (0 minutes) CREATED Virtual Administrative Support Priority 1 2 3 4 5 Status OPEN	HOLD CLOSED
Assign	Forward         Delete Request         Block Email         Print View	Claim Ownership
Ticket Subject The ticket details a	are here blah blah blah	

- When you're ready to reply, scroll to the bottom of the ticket. There will be two options for replying.
  - Use the Quick Reply box to type your response and post it immediately

Quote and Respond	Respond		
		se page for more options):	
Load Pre-Defined Re	esponse 💉 🔹	changed, not saved	
Post Quick Reply	Save Draft	Discard Draft	)

• Clicking either *Quote and Respond* or simply *Respond* button allows you to enter more details, attach files, etc as shown below. Simply fill in your response, select the details you wish to use and click *Submit*.

Update Status	Open (Unresolved) 💌
Update Sub Status	CREATED 💌
Set Automated Close	7 day(s) 💌
Private Response?	No 💌
Send CC	
Ticket Due Date	Jan 💌 24 💌 2008 🎹
Time Spent On Ticket	(mins)
	PRE-DEFIN

Enter your reply details here.	blah blah
Save Draft Disca	rd Draft changed, not saved
Upload File	Browse
Notify Ticket Creator	Yes 💌
Add Response to KB Claim Ticket	
	[¥]
	Submit

# **STEP 4:** Close the Ticket

• If you have answered the ticket and don't expect a reply from the customer, you can close the ticket. Simply click the *Closed* button and

Virtual Administrative Support						
Priority	1 2	3 4 5	Status	OPEN	HOLD	CLOSED

# Add an Avatar to Your Forum Profile

### Objective: To add an avatar to your forum profile

Many forum members use their own pictures for their avatars. If you'd rather not use a picture of yourself, you can find lots of free avatars online (graphics, pictures, symbols, etc), just Google "free message board avatars" or plain "avatars" and start searching. Make sure you save your image to your computer.

Before you begin, you need to sign up for a free account at one of the image hosting sites (unless you have a website of your own). There are several available but three common ones are <u>Photobucket.com</u>, <u>ImageShack.com</u> & <u>Flickr.com</u>.

These instructions are for using Photobucket but should be similar for whichever service you use.

### □ STEP 1: Sizing Your Photo

To keep the posts looking uniform and pages loading quickly, most forums have a maximum size they allow for avatars (typically 125 X 125 pixels). You will find the allowed size in your Profile area of the forum.

You will need a photo editor like Photoshop or PaintShop Pro to resize the photos. If you don't have either of those, either download <u>www.irfanview.com</u> (free) or try <u>http://featurecart.com/jpeg/index.asp</u>.

Use the instructions that come with the program to resize your images.

### □ STEP 2: Add Image to Hosting Service

- Sign in to Photobucket
- Click the browse button and look for your picture saved on your computer.
- Once you find it, click the picture and choose "Submit."

	video	web url	mobile phone
		max image	size: 800 x 600 (options)
			Browse
			Browse
			Browse
Uploa	d		add more
		В	ulk Uploader 🦐
	newsu	ıb album title	Submit

NOTE: You can load multiple pictures at once by clicking "bulk uploader."

### □ STEP 3: Get Your Code

Below your newly uploaded photo you will see a few code options. The first code is what you need to add your picture to your forum posts.

• Copy the *First* code starting with the http://

URL: http//img.photobucket.com/albums/vXXX/albumname/picturename.jpg

TAG: <img src="http://img.photobucket.com/albums/vXXX/albumname/ picturename.jpg" alt="Image hosted by Photobucket.com">

IMG: [IMG]http://img.photobucket.com/albums/vXXX/albumname/picturename.jpg [/IMG]

#### **STEP 4: Add Code to Post**

- $\circ$   $\;$  Log into the message board where you want to add your avatar
- Click on "Profile" at the top right side of the forum & scroll to the bottom
- Where it says, "Link to Off-Site Avatar," paste the URL from step 3 there
- o Click "Submit"

Upload Avatar from your machine: Upload Avatar from a URL: Enter the URL of the location containing the Avatar image, it will be copied to this site. Link to off-site Avatar:	Browse
Enter the URL of the location containing the Avatar image you wish to link to.	
	Submit Reset

You should get a message to let you know that your profile was successfully updated.

You can view one of your previous posts or create a new post on a forum to see what it looks like

# **Change the Header & Footer of Your PHBB Forum**

**Objective**: To change the header or footer of your site to include items such as personal logos, ads, sign up boxes, etc

# There are two files that control the header and footer:

For the header: overall\_header.tpl For the footer: overall\_footer.tpl

**These files must always retain their .tpl format**, so if you use a text editor, always save as .tpl, rather than .txt. Even though they are .tpl files, they contain regular HTML coding that you can easily edit to look the way you want.

### **STEP 1:** Log in to your website

- The easiest way to find these files is through your FTP program. You can use cPanel, but FTP is much faster.
- Locate the files by going to the folder where your forum is on your site. For example, if it's in a folder called "forum," click on it to open it up.

🚞 /public_hml/forum					*
🖉 Name \iint	Size	Туре	Modified	Attributes	Description
Cvti_cnf	1.00 KB	File Folder	6/2/2007 1:43:00	drwxr-xr-x	
admin	1.00 KB	File Folder	5/22/2007 2:49:0	drwxr-xr-x	
avatars	5.00 KB	File Folder	5/22/2007 2:49:0	drwxr-xr-x	
Cache	1.00 KB	File Folder	5/22/2007 2:49:0	drwxr-xr-x	
🚞 db	1.00 KB	File Folder	5/22/2007 2:50:0	drwxr-xr-x	
Codes	1.00 KB	File Folder	5/22/2007 2:50:0	drwxr-xr-x	
images 🔁	1.00 KB	File Folder	5/22/2007 2:50:0	drwxr-xr-x	
Cincludes	1.00 KB	File Folder	5/22/2007 2:50:0	drwxr-xr-x	
Calanguage	1.00 KB	File Folder	5/22/2007 2:50:0	drwxr-xr-x	
C smiles	1.00 KB	File Folder	5/22/2007 2:51:0	drwxr-xr-x	
🗀 templates 🧲	1.00 KB	File Folder	5/22/2007 2:52:0	drw×r-×r-×	
sicesign.gif	1.97 KB	GIF Image	5/23/2007 4:53:0	-rw-rr	
🖲 avatar.html	9.92 KB	Firefox Document	6/2/2007 1:43:00	-rw-rr	
Common.php	6.53 KB	PHP File	5/22/2007 2:49:0	-rw-rr	

### **STEP 2: Choose Template**

- Click the "Templates" folder.
- Find the template you are using.
  - □ The default is "SubSilver" so if you're using that, click it or simply click the folder for the template you are using.

Dublic_html/forum/templates				
Name Name	Size	Туре	Modified	Attributes
	1.00 KB	File Folder	5/22/2007 2:52:0	drw×r-×r-×
🗀 subSilver 🚤	3.00 KB	File Folder	5/22/2007 2:52:0	drwxr-xr-x
💽 index.htm 🔪	434 bytes	Firefox Document	5/22/2007 2:51:0	-rw-rr

### **STEP 3: Modify Template**

#### Always keep a backup first in case you mess up!

- Once you're in there, you'll find plenty of files to modify. You can modify the sign in page, view post page, whatever you want. It's up to you to explore.
- To modify in FTP, first download a back up of the files to your hard drive. Right-click the file on the website side (right side) of the FTP program and choose "Download"

C:\Documents and Settings\Alice\My [	ocuments\backups		🕶 🧭		🚞 /public_html/forum/templates/subSilver	
🖉 Name	Size	Туре		Mot	🖉 Name	
overall_header.tpl	12.72 KB	TPL File		5/26	overall_footer.tpl	5.
					overall_header	12.
					posting_book O Download Ctrl+I	
Always have a ba	ck up on your	hard	drive		posting_poll_t  pownload Advanced  posting_previe	
Always have a ba	ck up on your	naru	unve			Itrl+X 1.
					Desting topic	trl+C 1.
					P privmsgs bod	5.
					Privmsgs_pop	5tri+V 618
					privmsgs_pre\ Move to	916
					profile_add_bi salart oil	3.
					Pprofile_add_bi Select All C	Itrl+A 12.
						Enter 2.
					Inrofile cend r	trl+W 1.
					profile_view_t	4.
					search_body.r •	Itrl+E 3.
					search_result: Kename	F2 2.
					search_result: X Delete	Del 2.
					Search_userna	Enter 746
					simple_footer. Properties / CHMOD Alt+ simple_header.cpr	Enter 746 8,
					subSilver.cfg	5.

Now you are safe to proceed.

• In the online website portion of your FTP program (right side), right-click the folder you want to modify and choose "**Edit**".

overall_footer.tpl		5.64 KB	TPL File	5/26/2007 4:21:0	-rw-rr
overall_header.tol		L 12.72 KB	TPL File	5/26/2007 4:59:0	-rw-rr
🖻 posting_l 🔮 Down	load Ctrl+PgDn	18.54 KB	TPL File	5/22/2007 2:52:0	-rw-rr
posting_ Downlop	ad Advanced	1.99 KB	TPL File	5/22/2007 2:52:0	-rw-rr
posting_		717 bytes	TPL File	5/22/2007 2:52:0	-rw-rr
🖻 posting_: 🕌 Cu <u>t</u>	Ctrl+X	1.79 KB	TPL File	5/22/2007 2:52:0	-rw-rr
posting_l  Gopy	Ctrl+C	1.61 KB	TPL File	5/22/2007 2:52:0	-rw-rr
privmsgs		5.08 KB	TPL File	5/22/2007 2:52:0	-rw-rr
Paste Diverses	Ctrl+V	618 bytes	TPL File	5/22/2007 2:52:0	-rw-rr
privmsgs Move t		916 bytes	TPL File	5/22/2007 2:52:0	-rw-rr
privmsgs	.0	3.32 KB	TPL File	5/22/2007 2:52:0	-rw-rr
profile_a Select .	All Ctrl+A	12.17 KB	TPL File	5/22/2007 2:52:0	-rw-rr
profile_a		1.52 KB	TPL File	5/22/2007 2:52:0	-rw-rr
🕒 profile_y 📔 Edite	Ctrl+Enter	2.44 KB	TPL File	5/22/2007 2:52:0	-rw-rr
🖻 profile 👂 灵 View	Ctrl+W	1.26 KB	TPL File	5/22/2007 2:52:0	-rw-rr
profile		4.43 KB	TPL File	5/22/2007 2:52:0	-rw-rr
🖻 search_t 🕴 Execut	e Ctrl+E	3.87 KB	TPL File	5/22/2007 2:52:0	-rw-rr
🖻 search_r 🔟 Renam	e F2	2.41 KB	TPL File	5/22/2007 2:52:0	-rw-rr
🖻 search_r 🗙 Delete	Del	2.68 KB	TPL File	5/22/2007 2:52:0	-rw-rr
search_u		1.35 KB	TPL File	5/22/2007 2:52:0	-rw-rr
🖻 simple_fc 🚺 Properi	ties / CHMOD Alt+Enter	746 bytes	TPL File	5/22/2007 2:52:0	-rw-rr
simple header.tor		8.63 KB	TPL File	5/22/2007 2:52:0	-rw-rr

• When you do that, you'll see a bunch of html code. If you're an HTML whiz, go ahead and modify it right there and click the "**Save**" Icon.



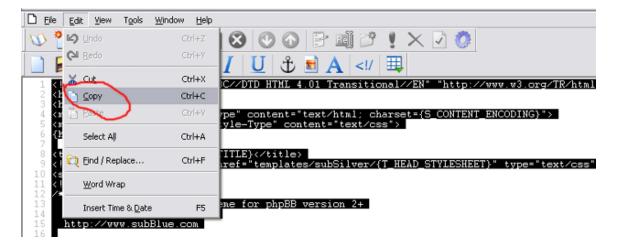
• If you're not an HTML expert, edit the file in WYSIWG editor.

**Don't save the file** in a WYSWYG editor. It will mess it up. Follow the rest of these instructions carefully.

• Copy the HTML code from the file. Start by clicking File  $\rightarrow$  Select All:

Eile Eile	<u>E</u> dit ⊻iew T <u>o</u> ols <u>W</u> i	ndow <u>H</u> elp	
W 🕈	<b>L</b> Indo	Ctrl+Z	😣 🖸 🕢 🖻 📖 🗳 ! 🗙 🗹 🔅
	C <sup>4</sup> Redo	Ctrl+Y	<u>Ι</u> U & ■ A / Щ</th
1 <	🔏 Cut	Ctrl+X	C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/1
2 4	🗈 Сору	Ctrl+C	
4 <1	r 🛅 Paste	Ctrl+V	<pre>rpe" content="text/html; charset={S_CONTENT_ENCODING}"&gt;</pre>
5 (1 6 (1 7		Ctrl+A	:yle-Type" content="text/css">
8 <b>&lt; t</b> 9 <b>&lt;</b> 1	C End / Replace	Ctrl+F	ITTLE} pref="templates/subSilver/{T_HEAD_STYLESHEET}" type="text/css"
10 <8	Word Wrap		
13	Insert Time & <u>D</u> ate	F5	me for phpBB version 2+
15 16	http://www.subBlu	le.com	

• Once you've selected all the text, choose File  $\rightarrow$  Copy:



- Open up your WYSWG editor. FrontPage was used in this guide but you could use something like Nvu or other editor.
- Click the HTML tab at the bottom. You *must* open the HTML view for this step.
- Open a new blank page, go to the html view and **remove all the code that** is in there. You want a **blank file** to work with.



• Paste in your code from the .tpl file you are working on. Simply choose Edit  $\rightarrow$  Paste in your web page editor *all the while still in HTML view*.

The HTML view will look something like this:

```
/new_page_1.htm*
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/loose.dtd">
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset={S_CONTENT_ENCODING}">
<meta http-equiv="Content-Style-Type" content="text/css">
(META)
<title>{SITENAME} :: {PAGE TITLE}</title>
<!-- link rel="stylesheet" href="templates/subSilver/{T_HEAD_STYLESHEET)" type="text/css" -->
<style type="text/css">
  The original subSilver Theme for phpBB version 2+
  Created by subBlue design
  http://www.subBlue.com
  NOTE: These CSS definitions are stored within the main page body so that you can use the phpBB2
  theme administration centre. When you have finalised your style you could cut the final CSS code and place it in an external file, deleting this section to save bandwidth.
/* General page style. The scroll bar colours only visible in IE5.5+ */
body {
     background-color: {T_BODY_BGCOLOR};
     scrollbar-face-color: {T_TR_COLOR2};
     scrollbar-highlight-color: {T_TD_COLOR2};
scrollbar-shadow-color: {T_TR_COLOR2};
scrollbar-3dlight-color: {T_TR_COLOR3};
     scrollbar-arrow-color: {T_IN_COLORA;
scrollbar-track-color: {T_TR_COLOR1;
     scrollbar-darkshadow-color: {T_TH_COLOR1};
.mtable {
  table-layout:fixed;
  word-wrap:break-word;
/* General font families for common tags */
font, th, td, p { font-family: {T FONTFACE1
                 p { font-family: {T FONTFACE1} }
Normal HTML QPreview
```

• Now, go back to the WYSWG view of your editor and modify text, add links, ads, change your logo or whatever as you normally do with your editor:



*Important Note about Images:* Remember, you're not saving this file in your editor, so the images won't be loaded to your server when you publish, so make sure you use the URL of any images. If you simply use the insert image feature, the images on your forum

will be pointing to your hard drive and no one will see them. Again, make sure the image is loaded to your site and you use the URL of where it is located.

# **D** STEP 4: Save New Template

- When you're done, go back to the HTML view & copy all the code.
- Go back to your FTP program where the file is still open. Right-click and choose "Select All."
- Paste in the code you reworked in your WYISWG editor.
- Hit **"Save"** and it's live

Check that everything looks okay. If so, move onto the next file.

If you make a mistake simply, load your back up file to that same location and things will go back to normal. Then start over with these instructions making sure to follow them closely.

# Add a Photo or Graphic to a Forum Post

**Objective:** To add a new photo or graphic to a forum post

Before you begin, you need to sign up for a free account at one of the image hosting sites (unless you have a website of your own). There are several available but three common ones are <u>Photobucket.com</u>, <u>ImageShack.com</u> & <u>Flickr.com</u>.

These instructions are for using Photobucket but should be similar for whichever service you use.

### □ STEP 1: Sizing Your Photo

Large photos cause pages to load slowly. This is why most forums have a maximum size they allow for graphic. You will find the allowed size in your Profile area on the forum.

You will need a photo editor like Photoshop or PaintShop Pro to resize the photos. If you don't have either of those, either download <u>www.irfanview.com</u> (free) or try <u>http://featurecart.com/jpeg/index.asp</u>.

Use the instructions that come with the program to resize your images.

### □ STEP 2: Add Image to Hosting Service

- Sign in to Photobucket
- Click the browse button and look for your picture saved on your computer.
- Once you find it, click the picture and choose "Submit."

	video web url mobile phone
	max image size: 800 x 600 (options)
	Browse
	Browse
	Browse
	Upload add more
	Bulk Uploader 🛬
)	new sub album title Submit

**NOTE**: You can load multiple pictures at once by clicking "bulk uploader."

# □ STEP 3: Get Your Code

Below your newly uploaded photo you will see a few code options The *third* code is what you need to add your picture to your forum posts.

URL: http//img.photobucket.com/albums/vXXX/albumname/picturename.jpg

TAG: <img src="http://img.photobucket.com/albums/vXXX/albumname/ picturename.jpg" alt="Image hosted by Photobucket com">

IMG: [IMG]http://img.photobucket.com/albums/vXXX/albumname/picturename.jpg [/IMG]

# □ STEP 4: Add Code to Post

Simply paste the code between (and including) the [img] and [/img] tags into your post wherever you would like it to show up.

# Tips for Interviewing & Where to Find Guests for Your Podcast

### - Locating Guests -

Finding people to interview for your podcast is easy. Everyone is looking for publicity and media savvy people know that podcasts are a great way to connect with potential customers. Here are some tips on how to find guests:

#### People You Admire

Think about people you admire or feel are business experts in your niche. Ask them to be your guest and share their story with your listeners. What inspired you may inspire others, too.

#### Search Engines

Do a search on topics you are planning or topics that your listeners might be interested in. Find out who has experience, knowledge or are talking about those topics and invite them to be a guest speaker.

#### Google News

This is a great source for finding news stories of all kinds. Do a keyword search that is relevant to the topic of your podcast or website. Contact the people that were interviewed in the news story; they may agree to be interviewed by you, as well.

#### Local and National News Stories

Again, pay attention to the clips you see on your local news as well as news shows such as Good Morning America and news channels such as CNN. If you see something that relates to the topics you cover on your podcast or website, make a note of the subject matter and name(s) of the interviewee(s). Contact them and ask if they would like to be a guest speaker.

#### Magazines

Pick up a magazine that has the same type of content as your podcast or website. See who is being discussed or interviewed and contact those people. This is also a great way to get ideas for furute shows.

#### Ask Your Listeners

People love to talk about themselves; ask your listeners to share their stories. You can tell your listeners that you want to feature a story about a certain subject and ask anyone who has a story about that topic to email you. You can then call the people who submitted stories and choose a few to interview for your show.

#### **Other Podcasts**

See who other podcasters are interviewing. Chances are, if their guests agreed to an interview, they may be willing to do another one with you. Also consider the podcaster themselves, maybe they would be willing to swap interviews or be a guest on your show. If you need to find these, try podcast directories like: <u>http://www.podcast.net/</u> <u>http://podcast.com/</u> <u>http://www.podcastalley.com/</u> <u>http://www.npr.org/rss/podcast/podcast\_directory.php</u>

### Forums

Visit forums on your selected topics and post that you're looking for guests. Also contact people who stand out in the group to see if they're interested.

### - Interview Tips -

The number of websites featuring podcasts is rapidly growing. They are a great way to connect with your visitors and customers. Here are some tips to making the interview process painless:

#### Have A Plan

Your interviewee is a busy person. Before you contact them the first time, have an idea of how long the interview will take, about how many questions you will ask and an approximate timeframe for the interview. The more information you can give them, the more likely they will agree.

#### Know Your Guest

Do a bit of research on the guest ahead of time. Make notes of specific things you might could include or that may help direct the flow of conversation. Ensure you know how to pronounce their name, website, business name, etc.

#### **Bio and Photos**

Request that your guests send in bios and photos that you can put on your site. You can take cues from the bio to help you get to know your guests plus this allows your visitors to get to know them too.

#### Send Your Questions Ahead of Time

In order to make the most of your podcast, send the questions you are going to ask to your interviewee ahead of time. They will be able to prepare answers; and your podcast will flow much smoother. Don't ask personal questions unless you clear it with the guest first. Talking about their personal life, religion, political views should be avoided unless questions are approved prior to the interview.

# Test Your Equipment

Don't wait until your first interview to try out your new microphone. Set everything up and practice a few times before you conduct your first interview.

# Arrive Early

If you are going to meet your interviewee on a conference line, make sure you show up several minutes in advance so that you can greet everyone as they come on the line. If you are calling someone for a one-on-one interview, be ready to call at the appointed time. No one wants to sit around and wait to be interviewed.

# Preliminary Chat

Greet your interviewee and chat for a moment before you start the interview. This will allow time for you and the guest to get comfortable speaking to each other and will make the interview banter sound friendly and comfortable.

# Introductions

Your listeners already know you so keep your introduction to a minimum, just covering the topic of discussion. However, spend a bit more time introducing your guest, discussing their qualifications, etc.

# Ask Questions in Order

Ask your interviewee the questions in the same order that you had sent to them before the interview. If you start jumping around and asking them questions out of order, your interviewee can get flustered and your podcast will not sound as professional.

As you're listening, create follow up questions based on the interviewee's replies.

# Let Them Talk

When your guest is talking, give them time to finish and pause before you speak. Don't interrupt them unless you need them to clarify something they said. Also remember that your guest is the star of the show so be sure to let them, not you, take the spotlight.

# Watch the time

Keep an eye on the time while you are doing the interview. Time flies when you're having fun and it's okay to go a little longer than anticipated but you will want to keep the interview to approximately the length you had given them because they may have other obligations scheduled.

# Promotions

Allow your guest a short promotion at the end. Maybe recap their bio or restate the topic, guest name and their product and or website they wish to promote. Possibly give them a minute or so at the end to talk a bit about their product/service.

# Offer a copy to your guest

It is a polite gesture to allow your interviewee to have a copy of the audio and transcript (if one).

# How to Produce a Podcast Using Audacity

Objective: Learn to produce and edit a podcast.

# **Recording Audio using Audacity**

□ Step 1a. Download the free audio recorder and editor at <u>http://audacity.sourceforge.net/</u>



Home About Download Help Contact Us Get Involved

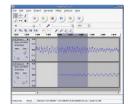
#### The Free, Cross-Platform Sound Editor

Audacity is free, open source software for recording and editing sounds. It is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems. Learn more about Audacity... Also check our <u>Wiki</u> and <u>Forum</u> for more information.

The latest release of Audacity is <u>1.3.4 (beta)</u>. Because it is a work in progress and does not yet come with complete documentation or translations into foreign languages, it is recommended for more advanced users. See <u>New Features in 1.3</u> for more information about the 1.3 x beta series.

For all users, <u>Audacity 1.2.6</u> is a stable release, complete and fully documented. You can have both Audacity 1.2.6 and 1.3.3 installed simultaneously.



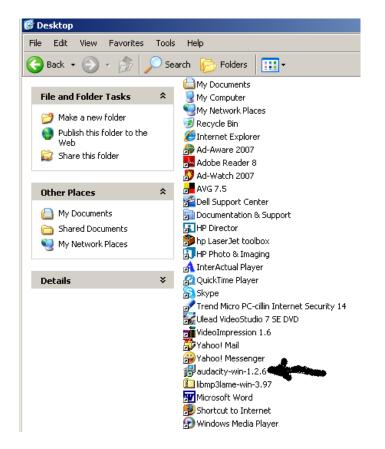


Step1b. Download Audacity 1.2.6 Installer and also the Lame MP3 Encoder so that you can save your audio into an mp3 file. You can download it at <a href="http://audacity.sourceforge.net/download/windows">http://audacity.sourceforge.net/download/windows</a>



Home About Dow	nload Help Contact Us Get involved
Download	Windows
Stable: 1.2.6	Recommended Download
Windows	
Mac	Click the appropriate link below, which takes you to the Sourceforge download page - don't "save link as" or "save target as". The Sourceforge download should start automatically. If you are having trouble, try disabling any automatic download
Linux/Unix	managers you might have running.
Source Code	Windows 98/ME/2000/XP/Vista: Audacity 1.2.6 installer (.exe file, 2.1 MB) - The latest version of the free Audacity audio
Release Notes	editor. See further information about Vista.
Beta: 1.3.4	
New Features in 1.3	Jump to <u>System Requirements</u> .
Windows	Optional Downloads
Mac	LADSPA plugins 0.4.15 installer (.exe file, 1.5 MB) - over 90 plug-ins.
Linux/Unix	LAME MP3 encoder - Allows Audacity to export MP3 files.
Source Code	
Plug-Ins	<ul> <li><u>VST Enabler</u> - Allows Audacity to load VST plug-ins.</li> </ul>
Obtain a CD	Plug-Ins - Download additional effects and filters.

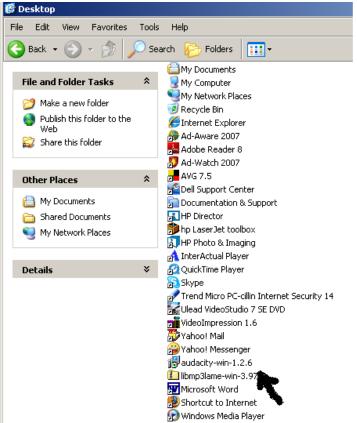
 Step 1c. Install Audacity in your computer. The file you downloaded will most likely be in your desktop. Open your desktop and double click on audacity-win-1.2.6



This is an exe file. Install the software into your computer by clicking "Next".

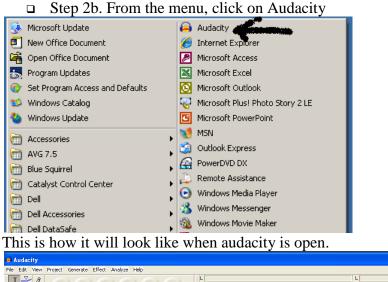
🔀 Setup - Audacity	
	Welcome to the Audacity Setup Wizard
	This will install Audacity 1.2.6 on your computer.
	It is recommended that you close all other applications before continuing.
	Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

□ Step 1d. Un-zip Lame MP3 Encoder – it will most likely be in your desktop also.



□ Step 2a. Open the Audacity program. Click on "Start" in your task bar.





👄 Audacity														
File Edit View	Project Generate	e Effect Ana	ilyze Help											
I <u>≯</u> ℓ ρ ↔ ∗		)))		(M)	L R •) <b>T</b>	-48 -42 -36	-30 -24	-18 -12		R	-42 -36	-30 -24	-18 -12	2 -6
•)		P			~	- X 🖦 🖷	-100+ 01+10	50	p p	2 2				
- 1.0	040	1.0	2.0	3.0	4.0	5.0	6.0	7.	.0	8.0	9.0	10.0		11.0
														Þ
	•													•
Project rate: 44100			ec (Snan-To Off)											

Make sure your microphone is plugged into your computer. You are now ready to record.

□ Step 3. To record audio, click on the red "**Record**" button and start speaking into your microphone.

🖴 Audacity											
File Edit View Project Generate Effect Analyze Help											
	L R (1)	-48 -42 -36 -	30 -24	-18 -1	12 -6	L R → → → -48	-42 -36	-30 -24	-18	12 8	5 0
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- 1.0 0 0 1.0 2.0 3.0	4.0	5.0	6.0		7.0	8.0	9.0	10.0		11.0	
•											
											•
Project rate: 44100 Cursor: 0:00.000000 min:sec [Snap-To Off]											_//

As you are recording, your audio will appear in a track like this.

🚘 Audacity								
File Edit View Project Generate Effect Analyze Help								
	L   R   R   A2 36 30 24 -18 12 -6 0 P   T   A8 -42 36 30 24 -18 12 -6 0							
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-1.0 000 1.0 2.0 3.0	4.0 5.0 6.0 7.0 8.0 9.0 10.0 11.0							
X[Audo Track V Mono, 44100Hz Mare, Solo 								
	• •							
Disk space remains for recording 655 hours and 49 minutes								
Project rate: 44100 Cursor: 0:00.000000 min:sec [Snap-To Off]								

Continue speaking into the microphone until you are done recording your audio. When you are done recording, click on the "**Stop**" button.

Audacity								
ille Edit View Project Generate Effect Analyze Help								
(1) 000 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0 11.0								
X   Audo Track ¥ 0.05 Mono, 44100Hz Mote: Solo 0.00								
Disk space remains for recording 655 hours and 49 minutes								
Project rate: 44100 Cursor: 0:00.000000 min:sec [Snap-To Off]								

Step 4. You can now save your recording. To save, click on "File", then click on "Export as MP3". The first time you use the "Export as MP3" command, Audacity will ask you where lame\_enc.dll is saved – it will be in your desktop where you unzipped it.

🖨 intro						
File Edit View Project Generate Effect	Analyze Help					
New         Ctrl+N           Open         Ctrl+O           Close         Ctrl+W           Save Project         Ctrl+S           Save Project As         Ctrl+S	[1] [2] [2] [2] [2] [2] [2] [2] [2] [2] [2					
Recent Files >						
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Export As MP3 Export Selection As MP3	The second s					
Export As Ogg Vorbis Export Selection As Ogg Vorbis						
Export Labels Export Multiple						
Page Setup Print						
Exit	16 minutes					
Project rate: 44100 Cursor: 0:00.00000 min: sec [Snap-To Off]						

□ Step 5. Save the audio file in a folder in your hard drive.

If you decide to include audio interviews in your podcast, you can record phone interviews using Audio Acrobat. Record the interview using your telephone and after you record the call, the audio interview will appear in your Audio Acrobat Account. To access the recording, you will need to log in to the Audio Acrobat Account and click on "Audio" on the navigation menu. It will pull up a list of audios. Select the audio you wish to download – click on the link.

My Audios								
Hide Folders Hide Description								
Search Title 💌 for Search Clear								
Select An Action 💌 💽 Page: 3 of 5 🕨 Go to page: 3 🚺 Go								
		Ţ ID	Title	Pub?	Rec Date	Length	Bytes	
	•	1,664	Saved Phone Recording no description available.	No	09/22/2007	00:12:22	2.97 MB	
	•	1,663	Saved Phone Recording no description available.	No	09/20/2007	00:22:07	5.31 MB	
		1,654	MC-Commercial no description available.	No	07/30/2007	00:00:43	171.39 KE	
			no deserption available.					

Click "Download Audio"

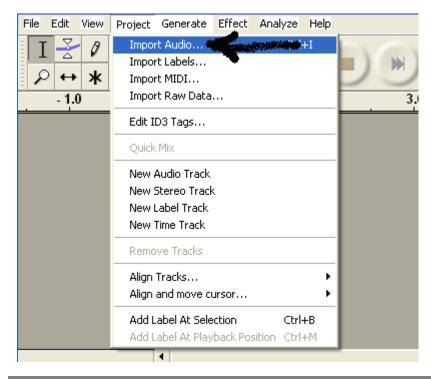
# View Audio Information

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Selected Audio	
Audio Title:	Saved Phone Recording
Audio Status:	Active
Click To Play:	AUDIOACROBAT 00:00 40
Description	
Description	
	<u>نه</u>
Actions:	📝 Publish Audio   🚵 Download Audio
-	Publish Audio   Download Audio * no description *
Actions: Description:	* no description *
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Save the audio in your hard drive. It will be helpful to rename the file to a file name that identifies the audio.

# Edit Audio Using Audacity

- □ Step1. Open Audacity program in your computer.
- Step 2. To start working on an audio to edit, you need to import your audio file. To do this, click on "Project", then "Import Audio"



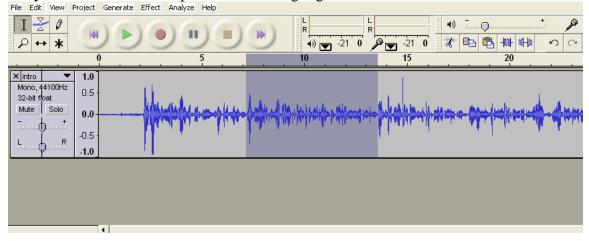
 Step3. Select audio you wish to edit and double click on it. Audio will be imported into audacity. You can listen to the audio by clicking on the green "Play" button.



Step4. To edit a portion of the audio, highlight the portion that you want to remove from the audio. First click on the "Selection Tool"

I Selection Tool

Then, click on the starting point of the audio and drag the tool to the portion of the audio that you wish to edit – that portion will be highlighted.



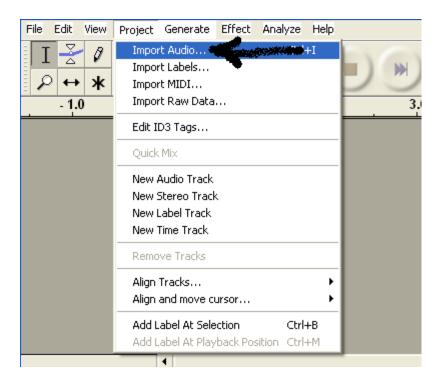
To delete the highlighted portion of the audio, click on "Edit", then click on "Cut"

File	Edit View Project	Generate	Effect Analyze Help
I	Undo Import Can't Redo	Ctrl+Z Ctrl+Y	
~	Cut Cut	Chilth Y	5 10 15 20
	Сору 🦄	Ctrl+C	
×ir	Paste	Ctrl+V	
×ir Mc	Trim	Ctrl+T	
32	Delete	Ctrl+K	here the second se
Mu	Silence	Ctrl+L	for the call of a first sector of the sector
- <u></u> - <u></u>	Split Duplicate	Ctrl+D	and and the second strates of the second strategies of the second s
	Select Find Zero Crossings	z Þ	
	Selection Save Selection Restore		
	Move Cursor Snap-To	+	
	Preferences	Ctrl+P	

 Step 5. You can continue to highlight and cut portions of the audio until you have your edited version. Once all editing is complete, save your audio by clicking on "File" and "Export as MP3", then save the audio in your hard drive.

# **Combining Audio Tracks**

- **General Step1**. Open Audacity program in your computer.
- Step 2. To start combining audio tracks, you need to import your audio files. To do this, click on "Project", then "Import Audio".



Step3. Select audio you wish to work with and double click on it. Audio will be imported into audacity. Do this step for all the audio tracks that you will be working on. In the example below, we are working with three audio tracks.



Step 4. Move the audio tracks so that the audio does not overlap. You will be able to mix audios so after editing it will be just one audio file. To move audio tracks, click on the "Time Shift Tool"

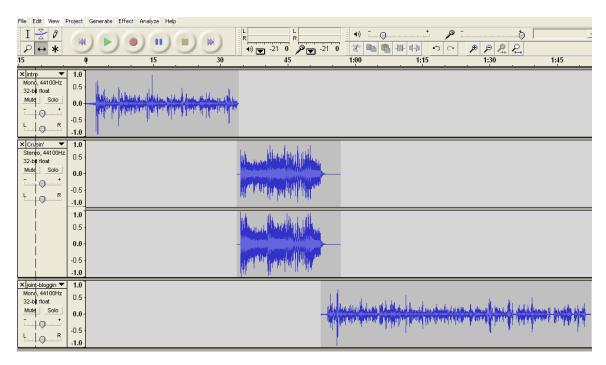


### Time Shift Tool

□ Step 5. Click on the audio track you are moving and drag it to the right so that it starts as one audio ends.

File Edit View	Project	Generate Effect Analyze Help	
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Mute Solo	<b>0.0</b> -		
<u>L.</u>	-1.0		
× Crusin' ▼	1.0		
Stereo, 44100Hz 32-bit float	0.5		A have been a second the ball of the flat of the ball of the second of
Mute Solo	0.0-		
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	0.0-		and the second of the second second
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	1.0		And the second sec

□ Step 6. Continue to move the next audio track following the previous step

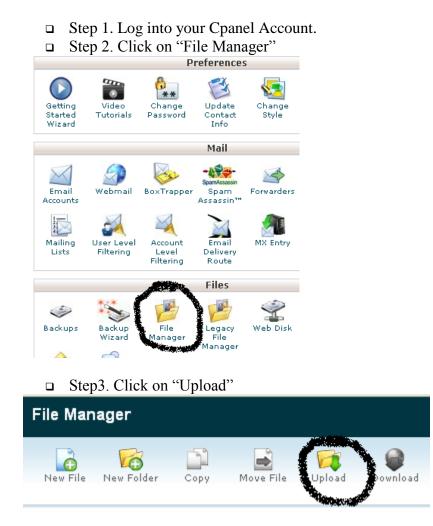


Step 7. Congratulations, you have just produced your podcast. You can now save the audios into one audio file. To save, click on "File", then click on "Export as MP3". A warning will pop-up. Click on "OK".

Warning
Your tracks will be mixed down to two stereo channels in the exported file. Don't show this warning again OK

**Step 8**. Name your new audio file and save it in a folder in your hard drive.

### Upload your podcast to your webserver in Cpanel.



Step 4. Click on "Browse" and find your podcast audio that you would like to upload. And double click the file. Depending on the size of the audio and your Internet connection, it may take a few minutes to upload. Congratulations – you have uploaded your podcast!

🚺 Upload files	
Maujawa Sila Gias allawad fay yalaadi 5 CD	
Maximum File Size allowed for upload: 5 GB	
Please select files to upload to <b>/home/ynami/pub</b>	lic_html
	Bitter
	Browse
	Browse
Overwrite existina files: 🥅	

# Setting up a POP3 Account in Gmail

**Objective:** To pull mail from multiple POP3 accounts into a single Gmail account. You can access up to six accounts with Gmail

- **STEP 1:** Log in to your Gmail account
- □ STEP 2: Click Settings



### **STEP 3:** Go to the *Accounts* Tab

**STEP 4:** Click Add Another Mail Account

Settings							
General	Accounts	Labels	<b>Filters</b>	Forwarding and POP/IMAP	Chat	Web Clips	
	end mail as: se Gmail to send from your other email rresses)		Add another email address           Add another email address           When I receive a message sent to one of my addresses:           Reply from the same address the message was sent to           Always reply from my default address (currently mspier@gmail.com)           (Note: You can change the address at the time of your reply. Learn more)				
Add add	itional stora	ge:		You are currently using 161 Need more space? Upgrade you			351 MB.
accounts	ail using POP3)			Add another mail account			
Google /	Account set	tings:		Visit your <u>Google Account setting</u> other google services.	<u>qs</u> to res	et your passwo	ord, change your seci
Have you	ur own doma	ain?		Use Gmail with your domain for fr	ree. <u>Lear</u>	<u>n more</u>	

### **STEP 5: Fill out POP Information**

• Enter the POP3 email address & hit Next Step

윌 http://mail.google.com - Gmail - Add a mail account - Mozilla F 🗐 🗖 🔀
Add a mail account
Enter the email address of the account to get mail from (Note: You may add 5 more accounts)
Email address:
Cancel Next Step >

- Enter details given to you by your POP3 email host
  - □ Your user name and password
  - □ The POP3 server may look like the example or it could be your domain name without the http://www part. If you are unsure, check with your email host.
  - □ Do you wish to leave a copy on the server? This is good if you want to access it from two different accounts/computers.
  - □ If your server requires a secure connection, you will need to check this and enter any details required.
  - □ Label Incoming Messages: If you want messages from the pop account to have a particular label (good for organizing mail) then check this option & choose the label you want.
  - □ If you get mail that you don't read right away, you can opt to have it skip the inbox and automatically be archived.

😉 http://mail.goog	le.com - Gmail - Add a mail ac	count - Mozilla F 🔳 🗖 🔀
Add a mail accou	Int	
Enter the mail set	tings for Your POP3 Email Addre	ess <u>Learn more</u>
Email address:		
Username:	Your User Name	]
Password:	Your Password	
POP Server:	mail.YOUR-DOMAIN-NAME.com	Port: 110
	Leave a copy of retrieved message	on the server. <u>Learn more</u>
	Always use a secure connection (S Learn more	SL) when retrieving mail.
	Label incoming messages:	
	Your POP3 Address	*
	Archive incoming messages (Skip t	he Inbox)
	Cancel «Back Add Acc	count »

• Once you've filled in the details, click Add Account

### **STEP 6: Set up send mail address**

 $\circ$  Do you want to be able to send mail as your pop account?



- o Click Next Step
- Fill out the "from name" & click Next Step

🕹 http://mail.google.com - Gmail - Add a	nother email address
Add another email address	
Enter information for another email addree (your name and email address will be shown on mail you s	
Name: Your Name	
Email address: Your POP3 address	
Specify a different "reply-t	o" address (optional)
Cancel	kt Step »

#### **D** STEP 7: Verify Address

• Click *Send Verification*. This will send an email to the POP account. Follow the instructions in the email to verify that you are the owner of that account and wish to send mail from gmail.

🕑 http://mail.google.com - Gmail - Add another email address 🔳
Add another email address
Verify your email address
Before you can send mail as that you own this email address. To perform the verification click "Send Verification". We will then send an email to verify your address. To verify your address.
Cancel «Back Send Verification

You can now send and receive POP3 mail from Gmail account

# How to Add a Post on Blogger

Objective: to create and publish a new post on Blogger

### **STEP 1: Log In To Your Account**

• Add your user name and password. Click on the Login button.

#### **STEP 2: Click on New Post**



### **STEP 3: Write your Post**

- Add Title, Content, and Labels
- o Click the Publish Post button

Posting	<u>Settings</u>	Template	<u>View Blog</u>			
Create	Edit Posts	Moderate Comme	ents			
Title: Add	Your Title	i Ta 🧐	 E = = = =	Add enclosure link	Edit Html	Compose Preview
Write abo	out anything y	/ou'd like here.				

### □ STEP 7: Log Off

• Click Sign Out to log out of your blog. This link is found in the top right corner of any WordPress page.

# How To Add A Press Release Page To A Website With Internet Based Family Easy Website Builder

**Objective:** to add a press release page to your website.

□ STEP 1: Log in at <u>http://www.internetbasedfamily.com/</u>

• Log in using your website ID and Password



## □ STEP 2: Add Page

• Click the Add Page tab



o Select the Press Release Icon



- Name the Page
- $\circ$  Tick the "Check to show" box if you want this page to be shown on your site
- o Click Add Page



### □ STEP 3: Set Page Header & Footer

- Enter the header and footer details for the new page
  - Title (you created this in the step above but you can change it)
  - Subtitle
  - Header details
  - Footer details
- Click save when you're done.

Header & Footer Edit Press Releases	Add Press Release	Internet Marketing
<ul> <li>To edit this page, make your chang</li> <li>To change the URL of this page, cli</li> </ul>		
itle and Subtitle		
My Press Release Page	<	Arial 💌 16 💌 🗷 B 🗆 I 🛄
	<	Arial 💌 16 💌 🗷 B 🗆 I 🛄
Header You are currently using the Advance		
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Format Font	<ul> <li>✓ Size</li> </ul>	•

#### □ STEP 4: Add a Press Release

- o Click the Add Press Release tab
- Enter the press release details
  - Title of the press release
  - Subtitle if there is one
  - Your location or where the event is going to happen
  - Date the release is to be published
  - Press Release body
  - Your contact details
- o Click save

Header & Footer	Edit Press Releases Add Press Release Internet Marketing
<ul><li>"Press Releas</li><li>"Summary" ap</li></ul>	e Text" is the main body of your press release. pears on the list of press releases.
Title	
Subtitle (opt)	
Location	
Publish Date	February 🖌 19 🖌 2008 🖌
	You are currently using the <b>Advanced Editor</b> . To switch Editors, <u>Click Here</u>
	🛯 🗠 🖂 🖾 Source 🔢 🍓 🍓 🗘 🖩 🚳 😂 💱 🗓 🏧 🍲
	Format Font Size
Press Release Text	
Press Release Text	

### **STEP 5: To Edit a Press Release**

- o Click the Edit Press Release tab
- $\circ$  Edit page as needed & click save

# 369 You get goodies like this in the <u>MyNAMS Insiders Club</u>

# **Distributing a Press Release Checklist**

**Objective:** Distributing a press release for online and offline exposure.

- Build a Local Distribution List: For best results in traditional media, always submit to our local media first. They are most interested in local stories and it's the easiest place to get quick exposure.
  - Search for the submission information at:
    - □ Newspapers.
    - □ Local interest magazines.
    - Organization newsletters.
    - □ Local TV News & Talk Shows

If you have a copy of the publication, you can search for any submission information in the publication itself or visit the company website to find out how to submit a press release.

- Pick up the phone to find out if the contact information is up-to-date and specifically to whom you should address your press release. It will get more attention if you address it directly to a specific person. You'll also want to find out what the preferred format for the press release (ex. email, fax, snail mail, etc.).
- You can also try the following sites for further research: You can use the directories to find local options and targeted topic/market outlets as well.
  - **Media Post** <u>http://www.mediapost.com/</u> extensive directory for US media
  - **NewsLink.org** <u>http://newslink.org/</u> directory for a number of countries
  - **ABYZ News Links** <u>http://abyznewslinks.com/</u> directory for a number of countries

• One of the best places to search is Yahoo News & Media: <a href="http://dir.yahoo.com/News\_and\_Media/">http://dir.yahoo.com/News\_and\_Media/</a>

You can refine your search by region as shown on the next page:

	Search: ◯ the Web   ⊙ the Directory   ◯ this cate
News and Media	
Directory > News and Media	
<u>New To Press</u> www.PRWeb.com Us	e our template, SEO tools and features to get maximum visibility.
CATEGORIES (What's This?)	
News and Media Formats	
• Business to Business@	• Magazines (3357)

- **By Region** (21250)
- Columns and Columnists (392)
- Industry Information (254)
- Internet Broadcasts (441) NEW!
- ◆ Journalism (1189) NEW!
- Journals (32)

#### News and Media by Subject

- Arts and Humanities@
- Automotive@
- **Blogs** (1280) NEW!
- **Business** (265)
- College and University (1476)

- Newspapers (9536)
- **People** (92)
- <u>Radio</u> (9529)
- Television (7842)
- Web Directories (149) NEW!
- Law@
- Literature@
- Music@
- News for Kids@
- Outdoors@

When you click on "by Region", you'll see a screen like this and you can choose the appropriate country, region or state. You will be able to break down your search further to a specific area after that.

Top Categories

- <u>Countries</u> (9731)
- **<u>Regions</u>** (381)
- U.S. States (11131)

Additional Categories

- Colleges and Universities@
- Magazines@
- Newspapers@
- Radio@

- Television@
- Traffic and Road Conditions@
- Weather@

- □ **Submit The Press Release Online:** Online releases can help you build incoming links and extra exposure for your business.
  - **Submit Your Sites to Online Newswires:** Here's a list of a few that you can use. Some are free...PRWeb.com is not, but well worth the extra exposure.
    - o <u>www.prleap.com</u>
    - o <u>www.prweb.com</u>
    - o <u>www.addpr.com</u>
    - o <u>www.express-press-release.com</u>
    - o <u>www.free-press-release.com</u>
    - o <u>www.openpr.com</u>
    - o <u>www.press-base.com</u>
    - o <u>www.press411.com</u>
    - o <u>www.pressreleasespider.com</u>
    - o <u>www.i-newswire.com</u>
  - **Find Targeted Online News & Other Websites:** Always try to go straight to the source. Many websites that reach targeted audiences accept press releases and podcasts are always looking for guests. Always look for their submission guidelines. You might find that some prefer to receive articles, instead of releases and in those cases; releases can be reformatted into informational articles.
    - Search for Targeted Websites Using These Directories: You can search on your favorite search engine by searching for relevant keywords. You an also try the following directories.
      - http://dir.yahoo.com
      - http://www.dmoz.org
    - **Podcast Directories:** Here are a few places to search for relevant podcasts.
      - Podcast Alley <u>http://www.podcastalley.com/index.php</u>
      - Podcast.net <u>http://www.podcast.net</u>
      - Digital Podcast <u>http://www.digitalpodcast.com/index.php</u>
      - PodcastDirectory.com <u>http://www.podcastdirectory.com/</u>

# **Adding a Product to PayPal Shopping Cart**

**Objective:** To accept payments directly from your website using the PayPal shopping cart.

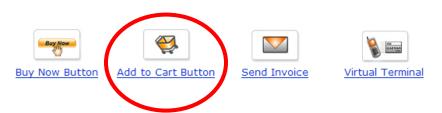
#### **STEP 1:** Log in to PayPal

• Assuming you already have a merchant or premier account with PayPal, log in to your account.

#### **D** STEP 2: Click the Merchant Services tab



### **STEP 3:** Choose the Add to Shopping Cart link



#### **STEP 4: Complete the form**

- Name the product or service
- Enter an item number (optional)
- $\circ$  Enter the product price & select the default currency
- Enter the weight of the product (optional)
- Select the button style
- Select the shipping method (if applicable)
- Enter the sales tax information (if applicable)
- Then select **Add More Options** as shown below

#### Create Add to Cart button

Item details
Item name/service:
Item ID/number:
(optional)
Price:
Currency: U.S. Dollars 🔽
You can change the default checkout language and content for your buyer by selecting from the countries below. Otherwise, do nothing and your buyers can choose for themselves.
Buyer's default country: United States
Weight: (Optional)
Choose button style
Add to Cart     120x26
Add to Cart 96x21
Need more choices?
Other button sizes   Use your own button image
Shipping Method Options
Configure your shipping method options for this button.
<ul> <li>Use my shipping calculations set up in my Profile</li> </ul>
O Use a flat rate amount USD 2
Sales Tax Options
Configure your sales tax options for this button.
💿 Use my sales tax calculations set up in my Profile 🛛 😰
🔘 Use a flat rate amount 🛛 🛛 USD 👔
Consta Putters News
Create Button Now Add More Options

#### **STEP 5: Redirect to Your Website**

- Under the *Customize Buyer's Experience*, enter your website URL's where your customers will return to after they complete their purchase or if they cancel before completion.
- If you have more than one address associated with your PayPal account, select the address in which you want the payment's sent to.

Choose a custom payment page style to match your website, and give customers a seamless payment experience. Learn more

Style:	Select one 💌
Preview	
Customize your bu	yer's experience (optional)
payment. (e.g. www.y	
Successful Payment URL:	http://
Payment Data Transfer:	Off Edit
Cancel Payment URL - (e.g. www.yourshop.co	This is where your customers will go if they cancel their payment om/cancel)
Cancel Payment URL:	http://
Shipping preference	ces
Shipping preference	
Would you like your buyer	rs to provide you with their shipping address?
	rs to provide you with their shipping address?
Would you like your buyer	rs to provide you with their shipping address?
Would you like your buyer Make shipping optional	rs to provide you with their shipping address? I. OYes, require shipping. ONo shipping needed.
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Solution	rs to provide you with their shipping address?
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Sea No	The second special instructions
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Sea No	rs to provide you with their shipping address? I. OYes, require shipping. ONo shipping needed. Ind special instructions I have the option to include a note with their payment?
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Make Shipping optional Customer notes an No	The second special instructions
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Sea No	The second special instructions
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Sea No	The second special instructions
Would you like your buyer Make shipping optional Customer notes an Do you want customers to O O Yes No Note Title:	rs to provide you with their shipping address? . OYes, require shipping. No shipping needed. <b>Ind special instructions</b> . have the option to include a note with their payment? . Optional Instructions (30 character limit)
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Mote Title: Oose an email addr	rs to provide you with their shipping address? . OYes, require shipping. ONo shipping needed. . A special instructions . have the option to include a note with their payment? . Optional Instructions (30 character limit) . ress to receive payment (optional)
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Yes No Note Title: Oose an email addr ould like to receive pay	rs to provide you with their shipping address? . OYes, require shipping. No shipping needed. <b>Ind special instructions</b> . have the option to include a note with their payment? . Optional Instructions (30 character limit)
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Mote Title: Oose an email addr	rs to provide you with their shipping address? . OYes, require shipping. ONo shipping needed. . A special instructions . have the option to include a note with their payment? . Optional Instructions (30 character limit) . ress to receive payment (optional)
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Yes No Note Title: Oose an email addr ould like to receive pay	rs to provide you with their shipping address? . OYes, require shipping. ONo shipping needed. . A special instructions . have the option to include a note with their payment? . Optional Instructions (30 character limit) . ress to receive payment (optional)
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Yes No Note Title: Oose an email addr ould like to receive pay	Is to provide you with their shipping address?          I.       Yes, require shipping.       No shipping needed.         Ind special instructions       No shipping needed.         In have the option to include a note with their payment?         Image: Optional Instructions       (30 character limit)
Would you like your buyer Make shipping optional Customer notes an Do you want customers to Yes No Note Title: Oose an email addr ould like to receive pay	rs to provide you with their shipping address? . OYes, require shipping. ONo shipping needed. . A special instructions . have the option to include a note with their payment? . Optional Instructions (30 character limit) . ress to receive payment (optional)

### **STEP 6: Create Button & Copy HTML**

- Click the **Create Button Now** as shown above. This will create the html for the button. You should have two html codes, one for the "add to cart" button and one for the "view cart" button (if you choose to use it).
- $\circ$  Copy and paste the HTML code into a text file. Save it for use on your website

#### Add to Cart button

The HTML code below will create your **Add to Cart** button. Click the **Select All** button to highlight the code within the box and then copy it.

#### "Add to Cart" button code

```
(Copy and paste this HTML onto your website)
<form target="paypal" action="https://www.paypal.com/cgi-bin/webscr"
method="post">
<input type="image"
src="https://www.paypal.com/en_US/i/btn/btn_cart_LG.gif" border="0"
name="submit" alt="Make payments with PayPal - it's fast, free and
secure!">
<img alt="" border="0"
src="https://www.paypal.com/en_US/i/scr/pixel.gif" width="1"
height="1">
```

Select All

#### View Cart button

The HTML code below will create your "View Cart" button. Click the **Select All** button to highlight the code within the box and then copy it. The **View Cart** button takes your customers to a page that displays all the items they intend to purchase.

#### "View Cart" button code:

```
<form target="paypal" action="https://www.paypal.com/cgi-bin/webscr" /
method="post">
<input type="hidden" name="cmd" value=" cart">
```

#### **STEP 7:** Click **Done** or **Create Another Button**

• If you are finished, click **Done**. If you want to create another button, select **Create Another Button** and follow these steps again.

#### **D** NOTES:

You must set up a new button for each individual product, as the button is not unique to the cart itself. However, if you are selling this product on multiple sites, you can use the code on all sites (providing you want to use the same redirect pages set up in step 5).

Even though the cart is equipped to handle multiple purchases at one time, you cannot use multiple redirect pages. In this case, you would need to create one generic "Thank You" page and then send them their products through email or other delivery system. First of all, one developer can't do all programming. Writing/editing software for Windows can be very different than writing for Mac or Linux. Also, desktop based programs can be different from web-based program. Because of that, you may end up requiring different people for different projects.

Always spell out exactly - down to the smallest details if you can how you expect a program to behave. E.g. A search engine, if it doesn't find results what message should it display? Should it redirect people to a special page or give other options? This is particularly important when requesting a fixed amount task or asking for quote up front. This helps both you and the developer to define the scope of project.

If fixed quote project, ask how much support after will be provided. If creating a program/custom script ask to include documentation.

Here are two related blog post I made. http://www.techbasedmarketing.com/blog/note-to-self-write-everything-down-whenhiring-developer/626 http://www.techbasedmarketing.com/blog/do-i-have-to-foot-the-programmers-learningtime/589

# **Proofreading Protocol**

### Part 1: Expectations

- □ **Confidentiality:** All assignments must be held in the strictest confidence and you cannot share or otherwise use any information you learn through your proofreading.
- **Turnaround:** Each assignment will include a turnaround time. Please ensure that you are able to fulfill that obligation or make alternate arrangements immediately.
- □ **File Format:** Assignments will often be delivered in Word format, but may also include proofreading of websites. Completed assignments are to be returned in the format specified in the assignment.

Unless otherwise specified, please format text with standard spacing and Size 12 Times New Roman font.

□ **U.S. English:** Our projects are written in U.S. English and should be proofread accordingly.

### **Part 2: Proofreading Process**

□ **Fixing Errors:** As you proofread and find errors or changes that need to be edited, make the change and make a note next to the change. Highlight the note in yellow, like this:

Copywriting [Changed to copywriting vs. copyrighting] is a skill that every marketer should learn.

Place brackets around the changes you make. In this example above the writer had used the word "copyrighting" instead of "copywriting."

- □ Writing Tone: Most of our written projects have a casual tone. Please take care to keep that tone when fixing grammatical and spelling errors. Not all rules that you learned in school will apply to your proofreading assignments. It is more important to convey meaning and to relate personally to the audience. For example, in many cases it is okay to use slang, start with "and", etc.
- □ Sentence & Paragraph Formatting: Because much of our content is read online, we like to keep things simple. Eye fatigue can happen easily on long, so we like to keep our paragraphs and sentences short and simple. Paragraphs should be 3-5

sentences. Sentence should also be relatively simply and convey one idea at a time.

Excessive Exclamation Points: Exclamation points should be used sparingly and for necessary emphasis only. Please remove excessive exclamation points that tend to ad hype and an unprofessional feel to written projects.

# Part 3: Common Proofreading Fixes

□ **Spelling Errors** – Look for incorrectly spelled words and words used in the wrong context. For example: hear vs. here; your vs. you're; they're vs. their vs. there and its vs. it's. Here is a good list of commonly misspelled words:

http://www.yourdictionary.com/library/misspelled.html

 Grammatical Errors – Look for errors in tense, punctuation, hyphenation etc. Also, look for sentences structured so poorly as to make the meaning the unclear. You can find common grammatical errors at <u>http://en.wikipedia.org/wiki/Wikipedia:Common\_grammatical\_errors</u>

# Setting up and using a Qassia Account

**Objective:** To set up & use a Qassia account in order to get higher ranking and more quality backlinks for your website.

**NOTE:** Qassia is not open to the public. You must register through a current Qassia user's home page invitation.

#### **STEP 1:** Sign Up

- Visit a current Qassia account holders home page
- Click the invitation Sign Up button

Qassia <sup>Beta</sup>
Invitation from melspier
Join Qassia now! Add your websites, instantly, and get unlimited backlinks. No need to reciprocate. Click the button below to sign up for a beta testing account.
Sign Up

#### **STEP 2:** Create Account

- Fill in the account details
- Check all three of the Confirmation items
- Click *Continue*

Create an Account Welcome! All you need to do is fill out a few fields. Rest assured that we do <b>not</b> sell, rent, or distributemail addresses or any other personal information.
chan addresses of any other personal mornadon.
Your Email Address
A confirmation email with your username and password will be sent to this address to validate your applicatio
Username [Login Name] The name you enter when logging into our site. No need to agonize, you'll be able to change it at any time.
Password
[Type it again]
Enter something you won't forget. Anything 4 characters or longer is OK.
Verification Please enter the word describing the type of animal shown below.

#### Confirmation

- ✓ I do not have any other Qassia accounts.
- ✓ I have carefully read and agree with the <u>Terms of Service.</u>
- ✓ I am 16 years old or older.

Please read our <u>Terms of Service</u> carefully, and make sure you understand, and agree with, the rules and regulations for using this site.

CONTINUE
----------

Once you've signed up, you will be asked to verify your email address. You will be taken to the Qassia Dashboard were you can add your websites, "intel", set up your adsense code and edit other information as shown below.

Regardless of what page you are on, you can locate all this information from the right side navigation arrow as indicated with the arrow below.

	LOGGED IN
<ul> <li>For your info</li> <li>Your account has been created and you are currently logged in. Please check your email</li> <li>Water's processing of the validation email from Qassia.</li> </ul>	You're logged in as + Dashboard + Add Intel + My Intel
Dashboard Welcome. This is your dashboard. Here you'll find everything you need to use Qassia effectively. Be sure to check out what's happening on the <u>Qassia front page</u> . USER MANUAL	+ <u>My Sites</u> + <u>My Referrals</u> + <u>Screen Intel</u> + <u>Edit Profile</u> + <u>View Statement</u> + <u>Sign Out</u>
+ <u>how to promote your websites on gassia</u> + <u>what exactly is "intel"?</u>	YOUR PORTFOLIO
sites + <u>add website</u> + <u>manage websites</u> [0]	Referrals:\$0Intel:\$0Screenings:\$0
INTEL + add intel + view intel list [0]	Net worth: Q <b>\$0</b>
REFERRALS	
+ <u>mv referrals</u>	
SCREENINGS	
+ <u>screen intel</u>	
PROFILE	
+ <u>edit user profile</u> [view profile] + <u>edit photo</u> + <u>change email address</u> + <u>change password</u> + <u>change username</u>	
SETTINGS	
+ <u>edit google adsense account number</u> + <u>change time zone</u> [ edit if it's not 4:15 PM (16:15, March 22, 2008) right now ]	

+ edit newsletter preferences

#### **STEP 3:** Create Profile

You'll want to create your profile so that visitors will have a chance to get to know you a bit. To do this:

- Click *Edit Profile* either from the dashboard or right side navigation
- Fill out the details you wish to show in your profile.
- Click *Continue* when you have finished

#### Display Name

#### **Melody Spier**

Your user name "water will be used if you leave this blank. Here are some display name examples:

- Maria Luisa Hernandez
  - Jayanandan Web Services
  - South Newtown Baptist Church
     Nite Dawg

Photo

View Full Size Image | Remove Image



Your pic will be resized to fit within 500 x 500 pixels.

#### Introduction

Tell us a little about yourself, your company, or whatever. HTML is not allowed You can also embed links. [SYNTAX RULES]

```
Melody Spier, wife, mom and owner of Essential
Office Support provides virtual assistance to busy
business owners.
```

```
For the past six years Melody has successfully
supported a variety of clients including authors,
publishers, internet marketers, public speakers,
physicians, copywriters, personal coaches and home
based working moms.
```

#### Email

Your email address is Kulled, where we want to some shall we include this i

Yes, publish my email address
 No, hide my email address

#### Contact Information



#### **STEP 4: Add Website**

- Click Add Site from the dashboard or right navigation box
- Fill in the account details
- Click *Continue* when you are finished

#### Add Site

......

You may add an unlimited number of your websites to Qassia, and allocate the credit you have amassed to each site, according to how important it is to you.

http://
SEO Title
Title suitable for optimizing anchor text keywords. Optional.
eg. denver florist
Real Title
Title which expresses your brand. Required.
eg. Lillian's Fresh Flowers
Geographical Tags
Add place names associated with your site, if any. Add all relevant geographical tags in any order, separated by comma.
Examples:
eg. North America, USA, East Coast, Pennsylvania, Gettysburg eg. Europe, United Kingdom, Great Britain, England, Oxford, Willow Street eg. Australia, NSW, Sydney, East Circular Quay
Topical Tags
Add all relevant topical tags in any order, separated by comma.
Examples:
CONTINUE
Your site will now be listed under "Your Sites" as shown below.

#### **Your Sites**

.

You currently h	ave 1 site(s) in your account.		
Backlinks	Title and URL		
0	Essential Office Support http://www.essentialofficesupport.com	[Edit]	[Delete]

Follow Step 4 again to add more sites to your account.

#### STEP 5: Add Intel

- Click Add Intel from the dashboard or right navigation box 0
- Fill in the intel details 0
- Click *Continue* when you are finished 0

#### Add Intel

Add some intel to Oassia! You get credit and revenue for each piece of intel you publish. Your intel will be screened and rated by other users after you submit it. The amount of credit you get varies according to the length of your intel and the rating it receives. Don't know what to write? Click here.

#### COPYRIGHT ISSUES

#### Allowed Intel

Intel may consist of any information, provided that copyright is not violated, and the intel is:

- a. in English
- b. comprised of sentences as opposed to keywords.
- c. non-pornographic.

d. not about Qassia.

I confirm that this intel does not violate copyright, and that it meets the listed criteria.

#### Source

Please specify the source of the intel you are about to add. It is very important that you correctly classify the source of your intel. False classification (which can be detected very easily and is quickly reported by other members of Qassia) will result in the immediate termination of your account. Note that modifying content from your blog/site to make it suitable as intel does NOT turn it into original intel. The classification "original intel" applies only to intel typed up from scratch.

#### Original Unpublished Intel

Previously unpublished content created specifically for Qassia. Select this option if you'll start typing something fresh in the box below, as opposed to copying and pasting material.

STANDARD CREDIT You will receive Q\$40 ~ Q\$100 depending on length + Q\$0 ~ Q\$300 depending on rating

#### Existing Authored Content

Content taken from your own blog or website. If you are the original author of your content, you are allowed to re-publish it anywhere, including here. Important! Purchased content does not count as authored content.

#### C Legally Redistributed Content

Third-party content which you are legally allowed to distribute. Select this option if you bought the rights to material written by someone else, or if the copyright owner has specifically allowed redistribution (via, for example, an article directory). This option also applies to material in the public domain.

FLAT RATE CREDIT You will receive Q\$20 irrespective of length or rating

#### INTEL FORM

#### Title

Describe what your intel is about in as few words as possible. The shorter the title, the better your intel page will do in search engines. [EXAMPLES]

#### Geographical Tags

Add all relevant geographical tags in any order, if any. Separate by comma. Add place names only here.

- North America, United States, East Coast, New York, Manhattan, SoHo
- Africa, South Africa, Western Cape, Cape Town Metro, City Bowl, Foreshore
   Europe, United Kingdom, Great Britain, England, Cotswolds, Gloucestershire, Cheltenham, Sheffield Road
   North America, Canada, British Columbia, Vancouver, Toronto

#### Topical Tags

Add all relevant tags in any order, if any. Separate by comma. You may add anything except place names.

- food, cheese, cheddar, fermentation process, ingredients, milk, salt
   history, Civil War, Gettysburg Address, famous speeches, Abraham Lincoln
   health, massage, shiatsu, pressure points, tsubo, face, back, calves
   vehicles, cars, used cars, dealerships

#### Credit

Which of your sites should get credit for this post? A link to the credited site will be displayed whenever this intel is viewed or referenced. The link will NOT be "nofollow"; it will be a QUALITY link.

Choose a site	
http://melspier.qassia.com	
Alternatively, you can assign credit for this intel to a	web page or site not in your list of sites.
http://	

#### Intel Content

Type or paste your intel in the box below. You can write in any style you want, and you can post anything from trivia to a treatise, but it must be in English (non-English versions of Qassia are coming soon). HTML is not allowed but some code is. [SYNTAX RULES]

External Links
You may add up to 10 external links per intel, but these will be <b>no-follow</b> links. Remember, your own website will automatically get a quality (i.e. not no-follow) link in association with this intel, so there's no need to add links to your own sites here. These links are for reference purposes, not for link building.
URL
http://
Title, If Any
Add/Edit External Links
Images
You may add up to 25 images per intel. Please ensure that you are not violating copyright. You may upload any type of image except sexually explicit material. Allowed image types are .jpg and .png only.
Image File to Upload
Browse
Caption, If Any
Annotate image with "melspier.qassia.com"
Add/Edit Images
Copyright
Select your preferred copyright setting. If you choose "public domain," anyone can legally duplicate your work. When in doubt, select "All Rights Reserved."
All Rights Reserved
Contributor's Note
You may optionally add a note, which will be attached to your intel. [EXAMPLES]

**Note:** Each intel must be screened by a minimum of 12 users before being published (or rejected). This is to ensure that total garbage does not get into the index, and so that Qassia knows how to rank intel. You get \$5 - \$15 Qassia dollars in credit for every intel you help screen.

- Preview your Intel
- Click the *Submit* button to publish.



Your Intel should now show on the Your Intel page

Your Intel				
Your intel count is currently only 1. Add some more.				
Status	Added	Grade Credit	Title	
PENDING	6 minutes ago		<u>5 Things to Consider Before Assigning Work To An</u> <u>Assistant</u>	[Edit] [Delete]

### **STEP 6: Screen Intel**

You can earn Qassia dollars for reviewing other people's intel. To do this:

• Click Screen Intel from the dashboard or right navigation box

	LOGGED IN		
,	You're logged in a	s	
	+ <u>Dashboard</u> + <u>Add Intel</u> + <u>My Intel</u> + <u>My Sites</u> + <u>My Referrals</u> + <u>Screen Intel</u> + <u>Edit Profile</u> + <u>View Statement</u> + <u>Sign Out</u>		
	YOUR PORTFOI	LIO	
	Referrals:	\$0	
	Intel:	\$0	
	Screenings:	\$0	
	Net worth:	Q <b>\$0</b>	

#### Screen Intel

Each intel must be screened by a minimum of 12 users before being published (or rejected). This is to ensure that total garbage does not get into the index, and so that Qassia knows how to rank intel. You get \$5 - \$15 Qassia dollars in credit for every intel you help screen.

 Bonus tip - GahooYoogle!
 Mar 21, 2008 11:55 by nikkipilkington

 Does height, looks, money matter?
 Mar 22, 2008 06:19 by buytokeep

 Pulling Women. Short and Simple.
 Mar 22, 2008 16:37 by nik

- View the intel details
- At the bottom, enter a grade for the intel
- Click *Submit Screening* when you are finished

SCREEN THIS INTEL

Please read the intel carefully and, based on your best judgment, select the most appropriate grade below. (You may reject the intel if it is not in English, incomprehensible, pornographic, or about Qassia.) In addition to grading the intel, you may also optionally choose to leave <u>feedback</u> for the user if you think it will help the user improve the intel.

- O 5 Outstanding
- 🔾 4 Good job
- O 3 Decent enough
- 2 Below average
- 🔾 1 Awful

🔘 0 - Fail [Reject]

SUBMIT SCREENING

#### **D** STEP 7: Enter Adsense Code

You can earn revenue by adding Adsense ads to your profile. To do this, simply click *Edit Google Adsense Account Number* from the dashboard, enter your Adsense number and click continue.

SETTINGS

- + edit google adsense account number
- + change time zone [ edit if it's not 6:54 PM (18:54, March 22, 2008) right now ]
- + edit newsletter preferences

That's it!

You are now set up. You can continue to add Intel, review other people's intel, invite others to join, earn Qassia dollars as well as revenue from Adsense. All of this will help increase your site rank and backlinks.

# How To Register A Domain at Internet Based Moms Hosting

Objective: Learn how to register a domain name through Internet Based Moms Hosting.

### **STEP 1:** Go to Internetbasedmomshosting.com home page

### **STEP 2:** Check the domain availability

• Add your domain name in the search box and click search.



• If your domain name is available, you will be taken to a page that has this message at the top of the page:

SENTER-YOUR-DOMAIN-NAME.COM is available!					
Check the domain names that you would like to register below.					
2	.com*	.info*	.mobi*	.net*	.org*
<u>Select</u> <u>All</u>	. <b>⊠</b> \$9.99/yr	□ \$9.99/уг	□ \$14.99	□ \$9.99/уг	□ \$9.99/уг

- □ If your domain is not available, keep searching until you find an acceptable domain and see the above available message.
- Scroll down the page and click on the *Continue* button. You will then be taken to a new page.



• **Existing Account** - Log into your existing account and click on the *Continue* button at the bottom of the page. You will be taken to another page.

Domain Registration Information ► Select Domain Registration Account
Login to an existing account (this will also populate your registration information) Enter Customer # Enter or Login Name: Password: Secure Login
C I would like to create a new Internet Based Moms Hosting account.

• **New Account** - If you do NOT have an existing account, you will need to select the second radio button option and fill in the registration form before you can continue.

#### **STEP 3:** Choose domain registration preferences

Choose the options that best suit your needs.

- *Registration length* column Would you like to register your domain for months or years? Enter your preference in the drop down box.
- *Auto-Renew* column Would you like to renew your domain automatically? Check this option.
- You may also choose to obtain a certificate for your domain or add deluxe/premium email accounts.

### **STEP 4:** Choose registration plans and features

2. Select Type of Registration:			
Plan Features	★ ⊙ <u>Standard</u> Included	★★ C <u>Deluxe</u> \$12.94/yr	C Protected \$24.99/yr
Private Registration <sup>††</sup> Helps protect against spam, fraud, identity theft and more by shielding your personal information from public view.		*	*
Business Registration Provides vital details of your business to millions of daily WHOIS searchers.		4	*
Expiration Protection – Internet Based Moms Hosting Exclusive! Protects your domain against loss due to credit card expiration or failure, outdated contact information and more.			*
Deadbolt Transfer Protection Protects your domain against any accidental or malicious transfer.			*
Personal information listed in Public WHOIS Database	*		

### **Choose from these features (optional):**

*Private Registration* shields your personal information from public view. On WHOIS, the registrar shows as "Domains by proxy."

*Business Registration* provides a variety of details about your business to WHOIS searchers.

*Expiration Protection* protects your domain against loss due to credit card failure, expiration, outdated information, etc.

*Deadbolt Transfer Protection* protects your domain from accidental or malicious transfers.

- Select the package which meets your needs (Standard, Deluxe, Protected) or choose the "customize" option, if you wish.
- To go with the standard package and skip the above feature review, tick the "**No Thanks**" option & click *Continue*.



### **STEP 5: Check out**

- Make changes/customizations to your purchases, if needed.
- Select your payment method.
- Read agreement and terms of service. Check "read" boxes.
- Click "Checkout Now" button. You'll be taken to a new page.
- Verify your billing information.
- Click "Checkout Now" button. You are taken to the "Thank You" page.
- You will receive a couple of email notices. Check over them carefully. If there are any problems, you may log into your hosting account to fix the problem and/or contact the hosting support listed in your account.

### **STEP 6: Log out**

• Make note of all your user names and passwords before you log out.

# **How To Manually Renew A Domain**

Objective: Learn how to manually renew a domain at Internet Based Moms Hosting.

### **STEP 1:** Log Into Your Account *or* click on the link in the renewal email.

#### **STEP 2: Navigate Drop Down Box**

- Click on the *Renewals* tab in the drop down box.
- Click on the *Domain Renewals* link. You will be taken to a new page.

Welcome, Logout
Your Name Customer #:XXXXXXXXXXX
My Products
My Account
Recommended Products
Renewals
Consolidate .COM & NET Domain Repeived Dates
💽 Domain Renewals 🔵
Hosting Renewals     Payments & Renewing Items     Service Renewals

### **STEP 3: Choose Renewal Options**

- Check the box next to the domain you'd like to renew.
- Select the renewal length.
- Select how you would like to renew the domain next time.
- Click the *Continue* button.

Domain to Renew	Expiration Date	Renewal Length Adjust All	Make Private Select All	Auto Renew Protection <sup>†</sup> ?
VourDomain1.com	3/31/2008	2 Years @ \$19.98 🔽 1 Year @ \$9.99	(Private)	O Auto-Renew ⊙ <sub>Manual</sub>
TourDomain2.com	4/21/2008	2 Years @ \$19.98 3 Years @ \$29.97 4 Years @ \$39.96 5 Years @ \$49.95 6 Years @ \$59.94 7 Years @ \$69.93 8 Years @ \$79.92 9 Years @ \$89.91	(Private)	⊙ Auto-Renew O Manual

#### Domains Expiring in the Next 90 Day(s) Show All Domains

#### **D** STEP 4: Review Shopping Cart

 $\circ$  Make sure your cart contains the domains and options you wanted to renew.

#### **STEP 5: Select Payment Method**

- Select your payment method.
- Read the Terms of Service (TOS) and mark with a check.
- o Click Checkout Now

Select Your Payment Method: learn more about payment options

- 🔿 Credit Card
- ⊙ Credit Card Account on file at Internet Based Moms Hosting -- Requires Login
- 🔿 Pay by Check
- 🔿 PayPal



I have read the Universal Terms of Service



#### **STEP 6: Enter/Check Billing Info**

- Check your billing info.
- Click to confirm your order.
- You are taken to a thank you page where you can print a receipt.

#### **STEP 7: Log out**

# HOW TO POST A JOB ON RENT A CODER

**Objective:** to outsource projects so that you will have more time to work on your business and marketing

- □ Step 1: Create an Account at <u>http://www.rentacoder.com</u>
  - Click Software Buyers or How Does It Work for Buyers?

How Software Gets Done RentACoder.com			
Software Buyers	Software Coders		
Need custom software? Receive bids from our pool of 188,220 registered coders. Review work histories and resumes online, and then conduct business stress-free using our " <u>Safe Project Escrow</u> "(tm). How Does It Work for Buyers?	Earn cash with your high tech skills on 2,491 currently open bid requests. Then subscribe to our newsletter and receive daily bid requests from our 82,175 registered buyers. How Does It Work for Coders?		
B uest bids on your project or problem	Register and be notified of new projects!		

### Click Request Bids



• Click link for creating a free account.



- Enter email address.
- Click OK.

Account Setup
Your login id is your email address. Please type it below:
Login id (email address):
Ok
We publicly display and adhere to our privacy policy. Please see the site privacy policies for <u>Rent a Coder</u> and <u>Planet Source Code</u> for full information.

- $\circ~$  Enter the temporary password Rent A Coder emailed to you.
- Click OK.



### **STEP 2: Project Details**

- Create a title for your project.
- Select a project type.
- Select bidding type.
  - Choose if you want the project open for everyone to bid on or if you want to invite specific people to bid.
- If a non-disclosure agreement is required, check the box.
  - Checking the box will reduce the number of bids you receive.
- Click Next.

Request Bids on my Project - 1 Place your project or problem in front of thousands of coders!
Rent A Coder is a marketplace for legitimate projects only. Requesting illegal software (hacking, cracking, virus related, etc.) or offering no monetary compensation (i.e pro-bono and/or 'profit-sharing' compensation only) will result in immediate expulsion from all Exhedra sites. <u>Click here for a complete list of</u> <u>all disallowed bid request types</u> .
*Title: The short title for your project.
*Project Type:  Large Business Project: \$5,000(USD)) and above Medium Business Project: \$500(USD)) and above Small Business Project: \$100(USD)) and above Very Small Business Project: under \$100(USD)) Unsure of Project Price or Beginner Assistance Personal Project / Homework Help
<ul> <li>*Bidding Type: </li> <li>Open Auction: To receive bids from all coders on the site.</li> <li>Private Auction: To receive bids only from coders that I invite.</li> <li>One-on-one Project / Enhancement: To give new or enhancement work to a coder I've worked with before. (*Note: 2.5% discount for coder)</li> </ul>
<ul> <li>Bonus / Immediate Payment         To give a fixed bonus or other immediate payment to a coder I've worked with before. Payment is sent immediatelyNO escrowing occurs.         (*Note: 5% discount for coder)     </li> <li>* While there are no fees for you as a buyer, the coder you end up selecting does pay a <u>Rent a Coder Fee</u>. These types of auctions entitle that coder to a discount.     </li> </ul>
'Non-Disclosure Agreement' (NDA) Protection: I cannot describe my project without disclosing trade secrets, so I require all coders to sign a <u>non- disclosure agreement</u> and be approved by me, before they can see my confidential bid request information. Do not check this option unless you require it, as it will unnecessarily reduce the # of bids that you will receive on your project. For more information on the NDA protection process, click here. Next >>

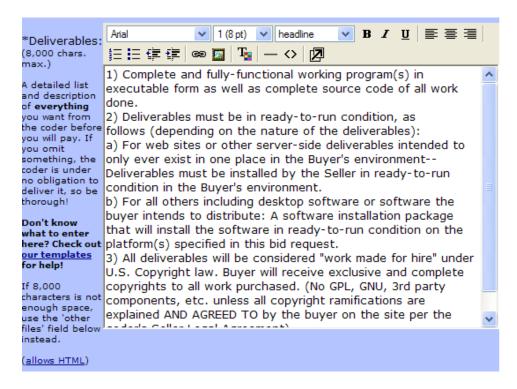
#### **STEP 3: Describe Your Project**

• Write a general description of your project.

*Description: (2,000 chars.	Arial	e e	<ul><li>✓ 1</li><li>∞ □</li></ul>	headlin	<b>•</b> B	I	Ū	•	
max) An overview (up to a few paragraphs) of what this project		-1 -1		1				 	
involves. ( <u>allows HTML</u> )									

#### • Describe specific details of your project.

Rent A Coder provides templates you can use.



Rent A Coder Templates

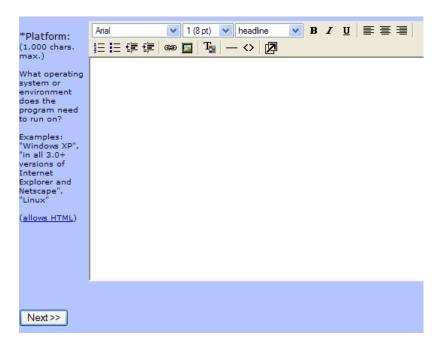
#### Buyers

These templates will help you both specify exactly what you want to your coder(s) in a language they can understand. They will also help you verify that you received what you asked for:

- Bscope of Work Template
- Business Requirements Template
- Matrix
- 🖲 User Test Plan Template
  - Upload files relevant to project.
    - Files must be in .zip format.

Other files:	Browse
Use this to optionally attach additional	.zip format only. If you don't have a .zip program, you can download one at <u>WinZip.com</u>
specs, pictures ,etc.	

- Enter what operating system or environment project will be used on.
  An example is Windows XP.
- Click Next.



### □ STEP 4: Bid Request Details

- Enter how many days the professional has to complete the project.
  - The clock does not start ticking until you accept a bid, deposit funds in escrow, and the funds verified.
- Enter the *maximum* bid amount you will accept.
- Enter date and time the bidding for your project closes.
- Two optional choices are available to select.
- o Read Customer Software Buyer Agreement.
  - Click if you agree to abide by the terms and conditions.
- Click Next.

Delivery Required in: It is hazardous to your project's health to skip this field (Click the ? to the right for details).	days.@	
Maximum Bid: This is the highest bid offer you will accept. Coders can bid lower to gain you business, but not higher.	\$	( <u>USD</u> ))
Note: if you are unsure of what to enter here, leave this blank and the coders will suggest a price.		
*Bidding Close Date: This is the date (in U.S format	9/18/2007 4:59:41 PM	
mm/dd/yyyy hh:mm:ss) you want to close bidding and not accept any more bids. (note: You are free to choose a coder at any time and don't have to wait till the bidding ends).		
Optional Info:		
Require the coder to make an Expert Guarantee (EG): Do you have a critical deadline, or need help separating the experts from the amateur bidders? If so, then this feature will limit bidding exclusively to coders who agree to guarantee completion by pledging a deposit. To learn how this works, click the ? icon to the right.	(from 3.5% to is typical.)	100% 10%
Graphic:		Browse
Use this to attach a graphic (.gif,.jpg or .png format only) (for example, a prototype screen-shot or company logo)	.gif,.jpg or .png format only	
I agree to all of the terms and Coder <u>Custom Software Buyer Agre</u> Next>>		A

## **STEP 5: Location Specifications**

- Select if you want the professional to be from a country with an emerging economy or a mature economy.
  - There are pros and cons to each choice.

Economy Type(s): Emerging economy (includes most countries. Examples: Romania, India, China, etc.)
<ul> <li>Mature economy (U.S., Western Europe or Australia)</li> </ul>
<ul> <li>Select if you have any English language requirements.</li> <li>Select if you want to narrow location further.</li> <li>Click Next.</li> </ul>
English fluency: 🕑 Native English speaker
English as a second language
For most projects, we recommend that you choose both types of English speakers, as it will increase the number of bids you receive and give you more options.
However, if your project requires the coder to do extensive writing in fluent English, then we recommend that you limit bidding to native English speakers only. This will keep the quality of the bidders at the level you are expecting.
Limit Coders Even Further by Geography: Check this box to further limit the coders who can bid on your project-by time zone, country, state, zip-code or city. IMPORTANT: This will reduce the number of bids you receive.
Next >>

## □ STEP 6: Project Categories

- Select a maximum of ten categories that best match your project.
  - General categories can be narrowed further.
- Click Next.

If you are unsure what to choosestart with the "We "Computer Platforms" category for Win	
Computer Platforms (more specific)	Misc (more specific)
Database (more specific)	Project Management (more specific)
Documentation / Writing (more specific)	Requirements
Emergency! (more specific)	Security
Enterprise Resource Planning (ERP) (more specific)	Testing / Quality Assurance
Gaming (more specific)	Voice Talent / Artist
Hardware (more specific)	Web (more specific)
Graphics / Art / Music (more specific)	Training (more specific)
Language Specific (more specific)	
Next>>	

## □ STEP 7: Buyer Details

- Enter a screen name for yourself.
- Enter your name, billing address, time zone, and phone number.
- Click Next.

#### User Information

		Next>>	)
	* Screen Name:		(Please no HTML or @ signs)
	state and country for bu released to the opposite	yers and sellers). If a bid i party to faciliate the trans	ublic on the web (with the exception of city, is accepted, your email address WILL be action. You may then choose to privately ion to the other party as you choose.
	* Email Address:		Change email
	* Password:	•••••	
	* Billing First Name:		
	Billing Last Name:		
E	Billing Company Name:		
	Billing Street Address:		
	Billing City:		
	Billing State/Province:	<otherenter below=""></otherenter>	Von-U.S./Canadian
			citizensplease choose ' <other- enter below&gt;' in 1st box and type</other- 
	Billing Country:	United States	your state/province in 2nd box.
- 5	Time Zone:	<select timezone="" your=""></select>	~
	Billing Postal Code:		
	Billing Phone:		
4	Alternate Phone:		
F	ax:		
8			
		Next>>	ו
			,

- Select how you want Rent A Coder to notify you of bids on your project.
- Select if you want to be alerted to changes at Rent A Coder's Web site.
- Select if you want your credit card number or PayPal name remembered when you accept a final bid.
  - Uncheck the box if you do not want this information seen by anyone you delegate to post a job for you.
- If you do not want project and bid information shown <u>after</u> you choose a professional, click Auto-privatize.
  - Your public auction will change to private auction.
- Click Next.

Yo	a can be notifed by the site via email whenever a coder responds to one of your bid requests.
✓ N	otify me when a coder responds to my bid request or files a status report
⊻ s	end notifications in HTML (easier to read) (vs. text)
🗌 In	form me of changes to my membership or the site
	Privacy / Security
_	member my payment information (credit card # and/or paypal account name) when cepting a final bid
	check if you will be delegating use of this account to another person whom you would not want to see s information.
Au	to-privatize my open-auction bid requests.
det	tain information is made public after you select a coder on an open auction (click here for <u>more</u> <u>ails</u> ). If you wish to keep your bid request details private, select this feature, and all open-auctions automatically switch to the more protected private auction, once you select a coder.
	ease note that this DOES NOT affect old auctions that you've <b>already</b> selected a coder on. However, , can do this <u>manually</u> .)
	Next>>

## **Internet Research Protocol**

## Part 1: Expectations

- □ **Confidentiality**: All assignments must be held in the strictest confidence and you cannot share or otherwise use any information you learn through your research.
- □ **Turnaround Time:** Each assignment will include a turnaround time. Please ensure that you are able to fulfill that obligation or make alternate arrangements immediately.
- □ **File Format**: Completed assignments should be returned in Microsoft Word format, unless otherwise specified. Unless otherwise specified, please format text with standard spacing and Size 12 Times New Roman Font.
- □ In Your Own Words: Research should be written in your own words and should not be a simple copy and paste of what you find on the Internet. If you do find the need to directly quote a website or source, ensure that you place that information in quotation marks and provide the precise reference to the web page where you found the quotation. Statistics should also be quoted exactly with a precise reference.

### Part 2: Evaluating the Information You Find on the Internet

- □ Are Facts Cited or Supported?: Citation isn't always necessary because a lot of your research will be for written projects that are largely composed of ideas, as opposed to specific facts. However, facts and statistics do add credibility to writing, so if you discover pertinent facts, etc. please include them and cite the source in your research.
- □ Evaluate the Facts and Ideas: If you come across an idea, or what would be known as a common well-known fact, cross-reference to see if other sources mention the same information.

If you are unsure about the validity of a common fact or idea, but want to include it, add it to your research with a note that you're unsure. Also, include a precise website address where you found the fact or idea.

- □ **Beware of Articles with Glaring Spelling and Grammatical Errors:** It's okay if a site seems well researched, but has a few errors.
- Evaluate Ad-Littered Websites: Websites need to make money and many websites offer great information, but need to display advertising to pay the bills. That's fine.

But if you come to a website that is covered in advertising and you have any question about the quality of information, move on. There are too many websites that simply try to get themselves to the top of the search engines with their search engine optimization skills, but they give little attention to providing good content for those keyword phrases.

- □ Analyze the Website's Commercial Interests: You don't need to spend a lot of time on this, but do try to determine any potential bias in the article. It doesn't matter if they are selling or recommending a product in the article or on the website. As long as they remain objective in their article, they can be a credible source.
- □ What Is The Date of Publication?: Some article topics will remain timeless, but in many cases, you will want to ensure that you have the most current information. Look for article publication dates, where possible. Also, look at the website copyright notice at the bottom of the page. If it is very out-of-date, the information on the site may not be current.

# Part 3: Research Tools

Major Search Engines: Try search engines like <u>http://www.google.com/</u>, <u>http://www.yahoo.com</u> and <u>http://live.com</u>. You will likely find that Google tends to return results that are more informational and have more content, whereas Yahoo tends to return a lot of pages with products for sale on many searches. As you learn to use the tools, you'll find which work best for you and for each particular project.

You can also try the advanced search option on Google that will help you refine your search further: <u>http://www.google.ca/advanced\_search?hl=en</u>.

- You can download the Google Toolbar for quick searches in your browser and other useful features: <u>http://toolbar.google.com</u>
- □ **Directories:** Here are two human-edited directories that claim to accept only quality sites. You can search them by category:
  - o <u>http://www.dmoz.org</u>
  - o <u>http://dir.yahoo.com</u>
- □ **Blog Search:** If you are doing research for current events or issues, or are asked to look for various opinions on a subject, you might want to search some blogs which are frequently updated.
  - o <u>http://www.technorati.com</u>
  - o <u>http://blogsearch.google.com/</u>

- □ **Large Informational Sites:** You can also search through large authority sites that have information on a variety of topics. You will still have to take care that you determine the credibility of each piece of information according to the guidelines discussed earlier.
  - o <u>http://www.wikipedia.com</u>
  - o <u>http://www.about.com</u>
- □ Answer Sites: These are places where people can submit a question to be answered by the public. Again, you'll have to verify the credibility of the answers as well. We recommend trying Google Answers prior to checking Yahoo, as the quality of answers seems to be higher at Google at this time.
  - o <u>http://answers.google.com</u>
  - o <u>http://answers.yahoo.com</u>
- □ **Government Websites:** Government websites are a great source of information, statistics and facts. Here are the main government sites for the major English-speaking countries. You can dig deeper into their various departments for more information.
  - USA: <u>http://www.usa.gov</u>
  - Canada: <u>http://www.canada.gc.ca</u>
  - UK: <u>http://direct.gov.uk</u>
  - Australia: <u>http://www.australia.gov.au</u>
  - New Zealand: <u>http://www.govt.nz</u>

## Keyword Research

- WordTracker: <u>http://www.wordtracker.com</u>
- Google Keyword Tools: <u>https://adwords.google.com/select/KeywordToolExternal</u>

## **Additional Tools:**

- **Google Suggest**: <u>http://www.google.com/webhp?complete=1&hl=en</u>
- Amazon.com: <u>http://www.amazon.com</u>
- Ebay Keywords: <u>http://buy.ebay.com/</u>
- Message Boards: <u>http://www.big-boards.com/</u>
- Yahoo Groups: <u>http://groups.yahoo.com</u>
- o Google Zeitgeist: <u>http://www.google.com/intl/en/press/zeitgeist.html</u>
- Googspy: <u>http://www.googspy.com</u>
- **Overture Maximum Bids Tool:** <u>http://uv.bidtool.overture.com/d/search/tools/bidtool/</u>

# How to Use Revver Video Sharing Network

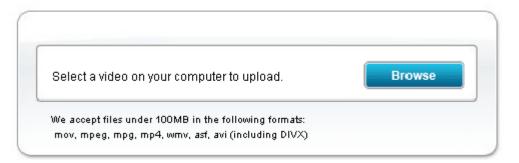
Objective: to earn ad revenue by posting and sharing videos.

- **STEP 1: Create an Account at** <u>http://www.revver.com/</u>
- □ STEP 2: Add a Video
  - After creating your account, click Upload.

Videos	Categories	Creators	Dashboard	Tools	Upload

- Click Browse and select the video you want to upload.
- Click Open.
- Click Upload.
  - Revver accepts files under 100 MB in the following formats: mov, mpeg, mpg, mp4, wmv, ast, avi (including DIVX)

# Step 1: Select a file to upload



### • Complete the online form describing your video.

- Make sure to fill out as much information about your video as possible. The more accurate your information is, the easier it is for other creators, sharers, and advertisers to find, share, and advertise on your content.
- Once the form is completed, Revver will upload your video.
- Click Save This Video.
  - After you upload your video, someone from Revver will watch it to make sure it meets Revver's guidelines. Revver sends you a message once your video is approved.

# Step 2: Tell us about it



Title:

#### Description:

Maximum of 1,000 characters. Excess characters will be cut off.

#### Tags:

Separate tags with commas, no quotes needed unless you want them in the tag. 30 tags max

#### Webpage:

Full URL to your website, like http://www.revver.com/

#### Credits:

Suggested age rating:

General 🗸

Upload into a playlist (optional):

Upload into a playlist? 💙

Set video to offline status upon upload (optional):

Save This Video

#### **D** STEP 3: How Revver Shows Ads

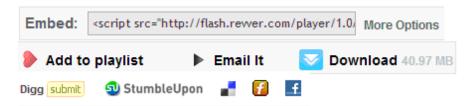
- When you upload a video, Revver attaches an advertisement and Revver's tracking technology to the video.
  - There are two ways that your video and the associated ad can generate revenue:
  - 1) From impressions/views of the ad (CPM ads—cost per thousand impressions). When a viewer sees a CPM ad associated with your video, you get paid, no click required.
  - 2) From clicks on the ad (CPC ads—cost per click). When a viewer clicks on a CPC ad associated with your video, you get paid.

In both cases, Revver splits the revenue with you 50/50.

**Note:** Not every impression or click will result in revenue, as some advertisers only buy traffic from the US and Canada, and also multiple repeated impressions or clicks from a single user on a single video are scrubbed as duplicates.



• Since ads are attached to the video itself, there's no restriction on how your videos are distributed. The more people email your video, post it to other websites or download it from P2P networks, the more money you could earn.



## **STEP 4: How Affiliates Can Earn Ad Revenue by Posting Your Videos**

- Affiliates can earn 20% of ad revenue for sharing your videos. The remaining revenue is split 50/50 between you and Revver.
- $\circ$   $\;$  Affiliates need to create a Revver account.

- They can share your videos on their blog, social networking profile, via email or instant message, peer to peer networks, etc. As long as the affiliate is logged into Revver, the affiliate should see his or her affiliate ID included in the link or filename of your video that he or she is sharing.
- $\circ~$  Whenever anyone clicks the ad on that video, the affiliates earn 20% of the revenue.

## **STEP 5: How Payment Is Made**

- The cut-off date for each pay period is the last day of each month. Payments will be made by the 15<sup>th</sup> of each month to all accounts that had pending payments of \$20 or more on the last day of the previous month.
- Payments are made to your PayPal account.

# How to Make and Schedule Posts in WordPress

Objective: to make and schedule posts on your WordPress blog

## **STEP 1: Log In To Your Account**

• Add your user name and password. Click on the Login button.



## **STEP 2: Write a Post**

 $\circ$  Select the Write tab on the blue Dashboard bars then the Write Post tab.



### • Write your title and the body of your content



- **Title** Click inside the box beneath the word Title and add the title of your post.
- **Content** The visual tab should already be highlighted and open. Click in the area below to write your post content.
- Content Options After your post is written, you may like to use the one or more of the functions listed in the bar above your post. The basic functions are bold, italics, strike through, unordered list, numbered list, indent (block quote), text alignment, link, insert picture, more tag, spell check, and help.

#### **D** STEP 3: Publish Your post

• Click *Publish* to have your post published immediately.

Saved at 8.29.03.	Save and continue Editing	Save	Publish	V
Cound at 8:20:02	Save and Continue Editing	Envio	Dublich	

#### Skip to Step 6 if you are finished.

#### If you want to schedule posts to be published at a later date, follow steps 4 & 5.

#### **D** STEP 4: Schedule a Post

• Open the Post Timestamp tab to the right of your content. Check the Edit timestamp box. Insert the date and time you wish your post to be published.

V Ed	it timesta	mp
Sep	tember	-
11	2007	@
19	: 22	1

 This feature allows you to add many posts at one time. By scheduling your posts, you can ensure that your blog is "pinged" every few days. This method of posting is good for the writers, subscribers, and search engines.

#### **STEP 5: Publish a Scheduled Post**

• Click Publish to have your post published at the time you specified in STEP 4.

Saved at 8:29:03.	Save and Continue Editing	Save	Publish

#### □ STEP 6: Log Off

• Click Sign Out to log out of your blog. This link is found in the top right corner of any WordPress page.



• Remember to log off after you post to help keep your information and blog safe.

## How to Create a Screenshot

Objective: to create and edit a screenshot using your PaintShop Pro program.

#### **STEP 1: Open your PaintShop Pro program**

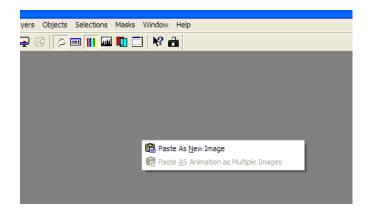
- Click Start > All Programs > Paintshop Pro
- Once open, minimize this screen temporarily

#### **STEP 2: Select Your Picture**

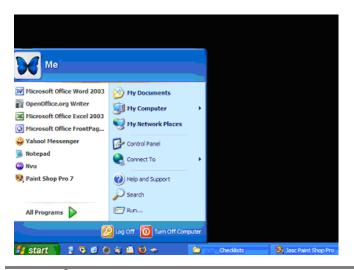
- Go to where you want to create a screenshot
- Press the *Print Screen* button on your keyboard (typically located near the delete key)

#### **STEP 3: Paste into Paintshop**

- Maximize PaintShop so that it's open on your desktop again.
- o Right-click and choose Paste As New Image



This will give you a full-screen picture of whatever you were doing when you hit the Print Screen button as shown below.



### **STEP 4: Crop Your Photo**

• Using the crop feature, click the crop icon

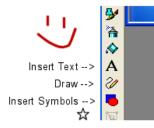


- Left-click your mouse and drag the crop box around the part you want <u>saved</u>.
- Once in place, double-click the left mouse button. You'll now be left with only the part you wanted saved.



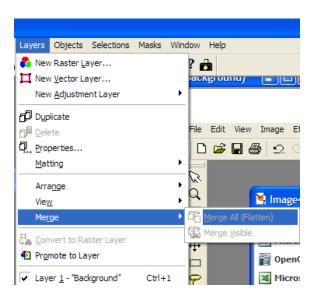
### **STEP 5: Annotate**

- $\circ$   $\,$  Add annotations and symbols  $\,$ 
  - Add text with the Text feature (how we added the "insert text" to the screenshot below)
  - Add freehand drawing with the Draw feature (the red smile)
  - Insert Symbols (such as the star)



## • Merge Layers

- All layers must be merged or it will not paste to a new document.
- Click Layers  $\rightarrow$  Merge  $\rightarrow$  Merge All (Flatten)



## **STEP 4:** Save the graphic

○ Click File  $\rightarrow$  Save

Now it's ready to be attached to an email, added to a website or anything else you want to do with it.

## **STEP 5: Paste the graphic**

- If you don't want to save it, but instead want to paste it into something like a word document, simply:
  - Right-click and choose *Copy*
  - Go to your word document
  - Right-click again and choose *Paste*

# Searching and Editing MySQL Databases

**Objective:** Look up and locate data inside a MySQL database using phpMyAdmin tool. **Warning**: If you are running scripts that utilize a database, there is no need for you to search or edit data using phpMyAdmin. A well written script should be able to do almost all your searching and editing needs. Sometimes, scripts are not well written and leave many features out in those cases you can use this method to lookup information. **It is not a recommended method by any means**. If you need a lookup feature badly, ask the script developers to include it in their next update or ask a programmer to customize it for you.

Please take **extra care** when handling your databases especially editing. Once you execute a command, there is **no undoing**.

## **STEP 1: Log in to Control Panel**

• Log in to your web hosting control panel. This may be different depending on your web host.

## STEP 2: Look for the MySQL Databases icon, click to open



**STEP 3:** On the next page, you'll see a list of all your existing database and users in use

- Determine the name of the database in which you want to conduct your search or edit.
- Scroll to the bottom, there is a tiny link named phpMyAdmin.
- Click to open. It'll display in a new window.
  - You should see a screen that looks like this

phpikigAdmin SJ Server								
phpMuAdmin	JI SOL Dear	ch	(i) (h)	iery	-	sport	ā	Import
	Table			Ac	tion			Records
🚹 🔛 😡 🔍	g_table_data	13	12	12	H	12	×	
	was	12	12	12	H	12	X	3
Database	vas_variables	100	15	盟	H		×	3
	vas_var_options	100	15	1	1	12	×	
wpsandbox (20) 🛛 🗹	was_zone_options	13	缩	122	94	12	×	
(Databases)	uments	12	15	12	34		×	
information_schema (16)	uments_extra	10	18	52	H	m	×	
wpsandbox (20)	emailed	12	rfi i	-	H		×	
🗐 wp blog table data								

• In the drop down list on the left, locate the name of the database. Click to select.

**STEP 4: This step requires some guess work. You should now see a list of names with a box** icon next to them. These are called tables.

- Each database can contain numerous tables. Each table contains an array of information. Your script uses each table to store and retrieve different information.
- It is common practice to see one table for users, one table for content. For example, this is an almost typical list of WordPress tables.



- The table wp\_posts contains all your blog posts. The table wp\_users contains all your user data and wp\_comments table stores all blog comments.
- If unsure which table your information is stored in. Please stop and ask the script developer for support.

**STEP 5: To look up users**, click on the icon next to wp\_users. Or you click on the browse icon on the right panel.

• You will now see a list of data contained within the table. In this case, it's a list of all users in your blog.

wp_usermeta	R	2
wp_users	r	
wp_widgets		

• Sometimes this list can be very long. To perform a search, click the Search tab on the top of the right panel.

Sort by key:	No	ne			
+T-		ID	user_login	user_pass	user_nicename
0 /	×	1	admin		admin
0 1	×	2	tester		tester
t_ Ch	eck A		Incheck All With	selected 🥒 🗙 🎬	105001

• On this screen, scroll a little ways down and you'll see a bunch of boxes. This form allows you to search this table by user ID, name, nickname, email and many other methods.

g · ·				
<b>Browse</b>	Structure	<b>Search</b>	)i-i Insert	Export

- You don't have to type in all data. You only need one piece of data to lookup the user. If you only have the person's email address, enter their email into the correct row. Then click Go.
- PhpMyAdmin will pull the result or results for you if there is more than one

Field	Type	Collation	Oper	ator	Value	
ID	bigint(20)		-			
user_login	varchar(60)	latin1_swedish_ci	LIKE	×		
user_pass	varchar(64)	latin1_swedish_ci	LIKE	× (	1	
user_nicename	varchar(50)	latin1_swedish_ci	LIKE	¥		
user_email	varchar(100)	latin1_swedish_ci	LIKE	×	4	
user_url	varchar(100)	latin1_swedish_ci	LIKE	×		
user_registered	datetime		•	<b>M</b>		
user_activation_key	varchar(60)	latin1_swedish_ci	LIKE	×		
user_status	int(11)		•	<b>M</b>		
display_name	varchar(250)	latin1_swedish_ci	LIKE	×		

match.

<sup>■</sup> Show: 30 row(s) starting from record # 0 in horizontal ✓ mode and repeat headers after 100 cells							
	_	user_login	modele		_pass	user_nicename	
	2	tester				tester	lynett
↑ Check All / Uncheck All With selected: 🥜 🗙 🛅							
	↑ Check All / Uncheck All With selected: 🥜 🗙 🛅						

STEP 6: To edit the user name or user login name, click the edit icon.

			Sho	w: 30	
	in horizontal				
+	7		ID	user_l	
	1	×	2	tester	
t_	Che	ck A	ai 7 U	ncheck .	

• On this screen, all user data becomes editable.

Field	Туре	Function	Null	Value
ID	bigint(20) unsigned	×		2
user_login	varchar(60)	×		tester
user_pass	varchar(64)			E
user_nicename	varchar(50)			tester
user_email	varchar(100)			
user_ud	varchar(100)			http://
user_registered	datetime	2		2007-06-18 22:59:38
user_activation_key	varchar(60)			
user_status	int(11)			0
display_name	varchar(250)	×		tester

- Delete the existing user name and type in a new desired user name.
- Make sure no one else is already using this name. In some scripts, you cannot share user names. It'll cause the system to stop responding or lock out your users.
- If you are not sure a user name is in use, do a search follow steps 8 9 above.
- Click Go to save.

**STEP 7:** When done, exit the tool by closing the browser or logging out of your control panel.

## **Using the Search Feature in Gmail**

**Objective:** To locate specific emails using the search feature located in Gmail.

- **STEP 1:** Log in to your Gmail account
- **STEP 2:** Search By Keyword(s)
  - Enter the keyword(s) in the search box

Gmail Calendar Docu	<u>iments</u> <u>Photos</u> <u>Groups</u> <u>Web</u> <u>more</u> ▼
GMAII byGoogle BETA	GoDaddy Search Mail Search the Web Create a filter
Compose Mail	Archive Report Spam Delete More Actions  Refresh
Inbox	Select: All, None, Read, Unread, Starred, Unstarred

#### **D** STEP 3: Advanced Search Features

• For more advanced searches, click Show Search Options



o Enter the search details and click Search Mail

Search	Options		Hide searc
From:		Has the w	vords:
To:		Doesn't	have:
Subject:			Has attachment
Search:	All Mail 💌	Date w	vithin: 1 day of e.g. today, Friday, Mar 28, 3/28/04
		Search Mail Cancel	

**STEP 4: View Results** 

GMail by Coogle	GoDaddy Search N	Nail Search the	Web Show search options Create a filter
Compose Mail	Search results for: GoDaddy Report Spam	Delete More A	Actions <b>v</b> Refresh
Inbox	Select: All, None, Read, Unread, Starred, Ur	nstarred	
<u>Starred</u> ✿ <u>Chats</u> ♀	🔲 🏠 Renewals	Domain & Hosting	Certified GoDaddy.com Expiration Notice - may be asked to log in before you can
<u>Sent Mail</u> <u>Drafts</u>	🔲 ☆ sales	Domain & Hosting	GoDaddy.com Order Confirmation for c CUSTOMER NUMBER:
<u>All Mail</u> Spam (10)	🔲 ☆ support	Domain & Hosting	IMPORTANT: Transfer of domain registratic to you: Important State Now's the time to
Trach	🔲 ☆ service@paypal.com	Domain & Hosting	Your Billing Agreement with GoDaddy.com

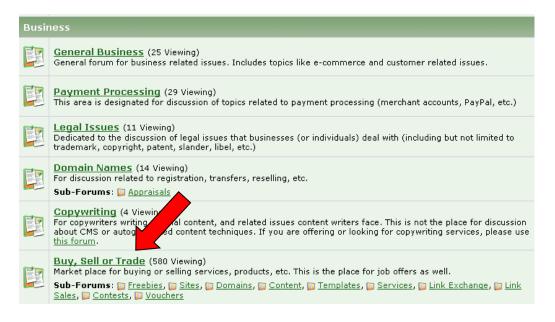
# HOW TO SELL A SITE ON THE DIGITALPOINT.COM

**Objective:** to sell a website on the marketplace at digitalpoint.com. These instructions assume you have already created an account at <u>http://forums.digitalpoint.com/</u>

Before you can list a site for sale, you must have been a member for 14 days. Your reputation must be in good standing and you must have 25 total posts. It can take up to an hour for your new permissions to be active once you meet all of these requirements.

#### □ STEP 1: Navigate to Buy, Sell or Trade Area

- Log into your account
- o Navigate to Buy, Sell or Trade forum



#### □ STEP 2: Post Your Site Listing

o Click New Thread

	New Thread Threads in Forum : Buy, Sell or Trade				
۵		nouncement: Changes to the BST - Read or Receive Infra			
		<u>Thread / Thread Starter</u>			
ß		Sticky: <u>Allowed or Not - [Quick Reference]</u> - 167 days old			
ß		Sticky: Money/Currency Exchanges Are Not Allowed Here!			
ß	:	Sticky: Guide for doing smooth transactions @ DP and no			
Ê		Sticky: Anything \$5.00 or Lower Belongs in the Freebies F			

- Check the box next to "I believe Buy, Sell or Trade is the best section for this topic."
- Fill in the subject
- Fill in the details of what you are selling
- Preview the post
- Click **Submit New Thread** when you are satisfied with your post.

New Thread In General Marketing Description: General category for marketing related topics. I believe Buy, Sell & Trade is the BEST section for this topic		
Title: [Something descriptive here will yield more responses] Message:		_
<ul> <li>※ Fonts</li> <li>Sizes</li> <li>▲</li> <li>○</li> <li>●</li> <li>●</li></ul>	‡ ^ <u>A</u>	
	Smilies	
	ä 😫 😔	
	3 <b>(1)</b> 3 <b>(1)</b> 3 <b>(2)</b> 3 <b>(2)</b>	
L		
Post Icons You may choose an icon for your message from the following list:		
	08 0 <b>€</b>	0 <b>8</b> 0 <b>4</b>
Submit New Thread Preview Post		

• There are additional options if you need to add an attachment or want to receive notification of replies, etc. Simply select these before you hit Submit New Thread.

/iscellaneous Options	
Disable smilies in text	
Attach Files	
	if html jpg pdf php png psd txt xls xml zip
Manage Attachments	
Thread Subscription	
Notification Type:	
No email notification 💌	
Post a Poll	
Yes, post a poll with this thread	
	Maximum: 10)
	Submit New Thread Preview Post

Once you've submitted the post, you will see it listed at the top of the posting list as shown below.

2	4	✓ Unbelievable Speedy Dynamic USA VPN (5\$ for a year) (1 1 2 3 Last Page) - 17 days old
	4	✓ Indian VPN Accounts (PPTP) - \$ 10/month - 6 days old
	4	✓ For Sale : An Online Business With Revenue Of \$30,000/Month.
		- Looking for norther local work in a start up required

# HOW TO SELL A SITE ON THE SITEPOINT.COM MARKETPLACE

**Objective:** to sell a website on the marketplace at sitepoint.com

### □ STEP 1: Navigate to Listing Area

- Log into your account
- Navigate to My Activity



• Click **Create One** to start the listing wizard program.

#### **Classified Listings**

You don't currently have any Classified Listings. Would you like to create one?

#### □ STEP 2: Enter Listing Details

o Click Create New Listing to begin a new Classified Listing.

## Create a New Listing

Welcome to the Create New Listing wizard.

This wizard is for creating a new listing in the SitePoint Marketplace.

IMPORTANT: Auctions are legally binding!

Please read the Auction Guidelines before proceeding. Failure to follow guidelines may result in your listing being removed.

Do not submit or link to any material of a pornographic nature, including any nudity.



- Select your category. The cost of the listing will depend on the type of listing you choose.
- Make your selection and click Go To The Next Page

# Create New Marketplace Listing

The cost of this listing will depend on the category you choose:

## **Choose Your Category**

#### Sell

O Premium Web Sites for Sale Cost: 40 credits Buy and sell online businesses or websites worth over \$10,000 USD.

• Established Web Sites for Sale Cost: 20 credits Buy and sell established websites with revenue. Sites must be older than 30 days.

 Startup Web Sites for Sale Cost: 10 credits
 Buy and sell startup web sites that are less than 30 days old and generate little or no revenue.

• Templates For Sale Cost: 5 credits Buy and sell website templates, or forum skins.

O MEM Premium Domain Name Auctions Cost: 20 credits Buy and sell single domain names.

O Scripts & Software for Sale Cost: 10 credits Sell original scripts or software.

O Content For Sale Cost: 10 credits Sell eBooks or site content

#### Buy/Hire

• Want To Buy Cost: FREE! Wanted ads - Buyers looking for help!

O Looking To Hire Cost: 10 credits Find or list a job.

#### Advertise

O Domain Name Classifieds Cost: 10 credits Buy and sell domain names.

• Advertise Your Services Cost: 10 credits Buy and sell just about any product or service (except web hosting).

• Web Hosting Deals Cost: 15 credits Promote your web hosting services.

O Link Exchanges Cost: FREE! Exchange links with other website owners.

O Advertising Space for Sale Cost: 10 credits Buy and sell online advertising space.

Cancel Listing

Back to Previous Page

Go to Next Page

- o Continue on with filling out the details of the listing until you reach the end
- Submit the final details of the listing
- Your ad will now be listed on the main forum such as the one listed below

4 Year Old Parenting Blog       Today       29 days         A Blog About Parenting With Humor!       Sites for Sale       11:09       and 23 hrs
--

#### □ STEP 3: Syndicate Your Auction on Other Websites

You can easily promote your auction on other websites, blogs, forums, etc with a simple "image link" back to your auction on sitepoint.com. The image will update in real time displaying the progress of your auction. No more updating all the different forums on the progress of your auction- your unique "auction image" will tell the full story in real-time.

The image is located at: http://www.sitepoint.com/marketplace/auctionimage/<id> Simply replace <id> with the ID from your auction address

### □ Summary of Guidelines for Sellers (taken from SitePoint)

1. Adult and/or pornographic websites may not be sold at SitePoint.

2. When selling domain names, the buyer must be given full control and ownership of the domain name, including the ability to transfer the domain name to another registrar.

3. Sites containing pirated or copyright infringing material or sites based around linking to pirated material (eg: pirated software torrents) are not allowed to be sold on the SitePoint Marketplace.

4. The seller must provide full details of the item for sale (including a URL if they are selling a website) in the auction. Sellers may not intentionally hide information from public view.

5. Sellers may not list an item for sale via any other channels whilst conducting an auction on the SitePoint Marketplace (such as ebay). However they may syndicate the auction on other sites.

6. No self-promoting links allowed. Sellers may link to the site for sale if they are selling a site, or to web pages which solely contain information about the item they are selling. They are not allowed to link to other items for sale which are not a part of the auction.

7. Sellers must ensure that they place their auction in the correct category, according to what they are selling.

8. If you accept a bid equal to or higher than the reserve on your auction, you are obliged to sell.

9. Sellers may not create an auction if they have no intention of selling (for example, if they only want a valuation).

10. The seller may sell more than one item in a single auction, but the items must be sold together as a package.

11. SitePoint does not oversee the process of money changing hands and is unable to offer assistance in cases where the sale does not go as planned. All sellers should take due care when selling any item.

Full Guidelines are listed here: http://marketplace.sitepoint.com/help/auction-guidelines

# How to Set Up a Mumdinger Account

Objective: to create an account, network, and share articles with other mothers

## □ STEP 1: Create an Account at <u>http://www.mumdinger.com/</u>

- Click Register Home Login Register
- $\circ$  Fill in the form
  - Username, email, password, verify password
  - Click Verify after entering a username
  - Click Verify after entering your email address
- Click Create User

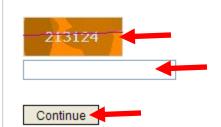
Register	
Username:	
	Verify
Email:	
lowercase letters only	
	Verify
Password:	
five character minimum	
Verify password:	
L	]
Create user	
f	

## • Click inside the white box below the numbers

- Type the numbers that you see above the box
- Click Continue

### Validation

Please enter the number provided in the image below. If you can not read the number you may refresh your browser.



□ STEP 2: Create a Profile

• Click Modify

Personal info	
Username:	- <b>P</b>
Modify	-

### • Enter the information you want to provide

- The Private Email will only be seen by administrators of Mumdinger
- Public Email is visible to others
- You can change your password here if you want
- Click Save

Real name:	AIM:
Private email: Only admins will see this email.	MSN:
Public email:	Yahoo:
Homepage:	Google Talk:
Location:	Skype:
Occupation:	IRC: (begin with irc://)

If you wish to change your password enter your new password below

Old password:	
New password:	Verify new password:
Save	

## □ STEP 3: Add Your Own Avatar

• Click Profile

0 61	ick i fonic		
Home	Profile	Inbox (1 new)	Live
o Cl	ick Modify		
Personal info Username: Modify	•		
	lect <i>I want to uplo</i> ick Save	oad my own avatar	
-			
o Cl	<ul> <li>ick Browse</li> <li>Select the fol</li> <li>Click Open</li> <li>ick Upload Imago</li> <li>ick Save</li> </ul>	der and photo you want to uploa e	d
Upload avat			
	Brows	se Upload Image	
Current Avatar	X Avatar X Av	vatar	
O I want to u	ise the default avata	г.	
	ipload my own avata	ır.	
Save	•		

• Click Profile



#### □ STEP 4: Add People You See on Mumdinger as Friends

• Click Live



- Click the tabs Comments, Upcoming, Published, or All
  - Clicking the tabs will allow you to see the different views
- Click on link under user/problem
  - You will see the user's personal profile

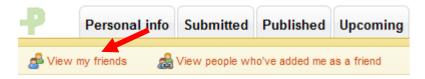
							_
.ive			Comn	nents	Upcoming	Published	al
hour	action	votes	story	u	ser/problem	state	
10:59:56	new	1	View random 1000 hottest trends		<u>adil80</u>	queued	
10:59:25	<u>new</u>	1	All Best links and key. View random 1000 hottest trends		<u>adil80</u>	queued	
> 24 hours	vote	2	Homemade Gifts Are Easy		<u>barbararyan</u>	queued	

#### Click Add to My Friends

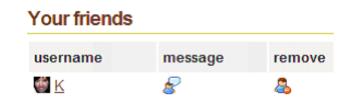
• The person will be added to your list of friends



#### • Click View My Friends



• You will see your list of friends



- □ STEP 5: Search for Friends on Mumdinger to Add
  - Click Profile

Home	Profile
0	Click Search Users
👌 View my fri	ends 🔬 View people who've added me as a friend 🔬 Search Users
o Search Use	Enter an email address or username in the text box Click Search Users Search Users • Search results are listed Find the person you search for from the list Click the icon in the Add/Remove column • The person will be added to your list of friends • If the person is already on your list of friends, the person will be removed from the list
Search res	Ults for k Search Users

Username	Email	Joined	Homepage	Add/Remove
<u>е</u> к	email address	2007-09- 11 20:40:49	URL	➡ &

#### □ STEP 6: Check Messages



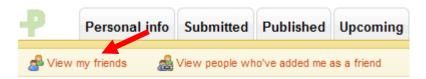
#### • Click on the link in the Subject column to read the message

From	Subject	Sent	Delete				
	Welcome to mumdinger	2007-12-08 20:48:00					
		l	Delete Selected				
From:							
Sent:	2007-12-08 20:48:00						
Subject:	Welcome to mumdinger						
message:	Thanks for registering on our site. If yo	u have any questions,	be sure				
messaye.	to visit our FAQ section. Sincerely, We	bmaster					
	c Click Donly to really to the maggage						
	<ul> <li>Click Reply to reply to the message</li> <li>Click Close to return to the Inbox or</li> </ul>						
	<ul> <li>Click Delete to delete the message</li> </ul>						
	reply 📝   delete 🥥   close 🗙						
	· · ·						
	• You can also delete a mess	0					
	<ul><li>Check the box in the Delete column</li><li>Click Delete Selected</li></ul>						
	Chek Delete Selected						
-							
From	Subject	Sent	Delete				
	Welcome to mumdinger	2007-12-08 20:48:00					

Delete Selected

#### □ STEP 7: Send Messages

• Click View My Friends



- You will see your list of friends
- Click the icon in Message column

# Your friends username message remove 鬱 <u>K</u> & Type the subject of your message 0 Type your message 0 **Click Send** \*Subject: \*message: ~ send Click Home to return to Mumdinger home page 0 Home Profile □ STEP 8: Search a Key Word **Click on Tag Cloud** 0 Live Top users Tag cloud Logout

#### • Click on a word you want to search articles

• Example: Click Children



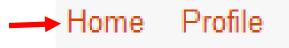
- The results of your search are listed.
- Click on the title of an article you want to read

#### Search results for children



#### **STEP 9: Responding to Articles**

• Click Home to start from Mumdinger home page



 $\circ$   $\,$  Click the title of the article to open the article and read it



#### Is That 4-Year-Old Really a Sex Offender? - washingtonpost.com

Posted by <u>Carall</u> 41 days ago (<u>http://www.washingtonpost.com</u>) Category: <u>mom shopping</u> | Tags: children politics

#### • Click Discuss or Comments

- to comment about the article
- Clicking Comments also allows you to read comments posted by others



2 Comments

- Type your comments in the text box
- Click Submit Comment

Send comment							
HTML is disabled							
Check spelling	Submit comment						

- Click Save
  - to save the article



Find articles you've savedClick Profile



- Click Saved
  - A list of articles you've saved are displayed

Commented	Voted	Saved
commented	VOICU	Juvcu

- Click Tell a Friend
  - to email the article to others

### 🚾 Tell a friend

- Type email address(es)
- Type comment
  - Mumdinger has a standard comment you can use of add your own
- Click Submit

Enter up to 3 addresses:

Add a comment?

I	thought	you	might	like	to	see	this.	~
								$\sim$



- □ STEP 10: Submit an Article
  - Click Home to start from Mumdinger home page



• Click Submit a New Story

Published News for Moms	Upcoming News	Submit a new story	

#### $\circ$ $\;$ Type the URL where the article is located

- Articles must be relevant to Moms
- Link directly to the original news source
- Search Mumdinger before submitting an article to be sure someone else has not already submitted it
- Comment on why you think it is an interesting article and why Moms will care about it

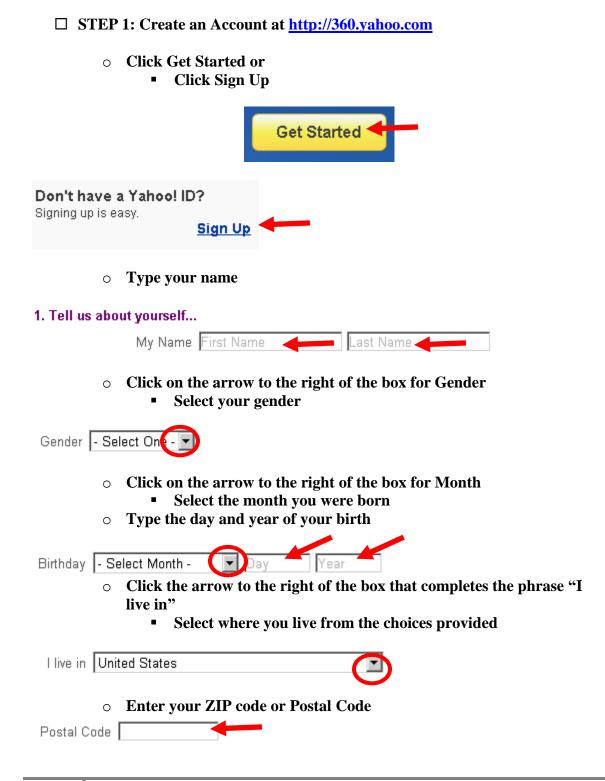
• Click Continue

Original news URL:

http://					Continu	e
	ГЕР 11: Ех	kit Mumdi	inger			
	• Click	Logout				1
Home	Profile	Inbox	Live	Top users	Tag cloud	Logout

### How to Set Up a Yahoo 360° Account

**Objective:** to create an account and profile, upload a photo, invite friends, check messages, and send messages for online networking



#### • Create a Yahoo! ID and password

- By creating a Yahoo! ID, you are also creating a Yahoo! Email address
  - ID@yahoo.com
  - Click Check to see if the ID is already being used by someone else

#### 2. Select an ID and password

Yahoo! ID and Email 🛛	@ yahoo.com	Check
Password		Password Strength
Re-type Password 🛛		

#### • Type an alternate email address

- Click on the arrow to the right of the box for Security Question
   Select a security question
- Type the answer to the security question in the box next to Your Answer

#### 3. In case you forget your ID or password...

Alternate Email	
Security Question	- Select One -
Your Answer	

# • Type in the box to the right of Type the code shown the letters and numbers that you see in the big box

Just a couple more details...



• Click Create My Account



#### • Type a nickname you want to use on Yahoo! 360°

Create a nickname:	This is how other people will indentify you on Yahoo! 360°.

- Click on the arrow to the right of the box labeled Confirm email address
  - Select the email address you want Yahoo! to use to send messages to you

Confirm email address:		
------------------------	--	--

• Click Add a new email address if you want to use an email address not shown in the selections of the drop-down menu for Confirm email address

Add a new email address.

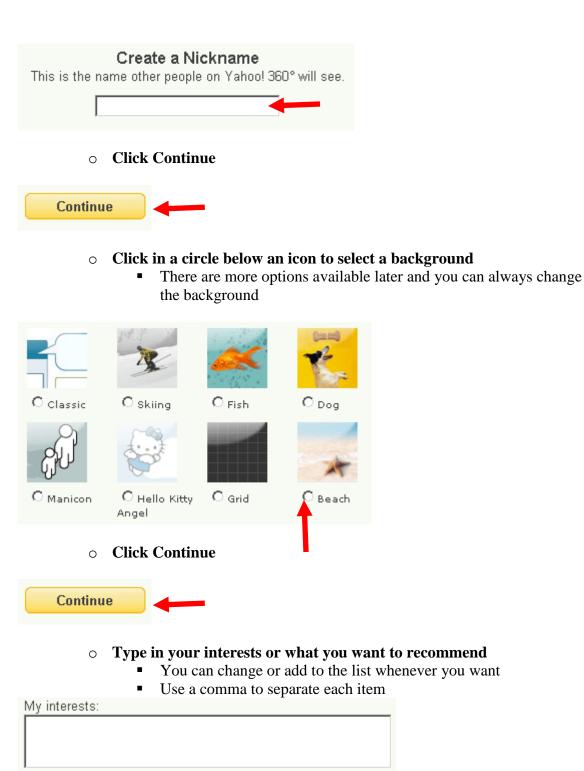


- □ STEP 2: Create a Yahoo! 360° Page
  - Click Start My Page



#### • Type in a name you want to be known by on Yahoo! 360°

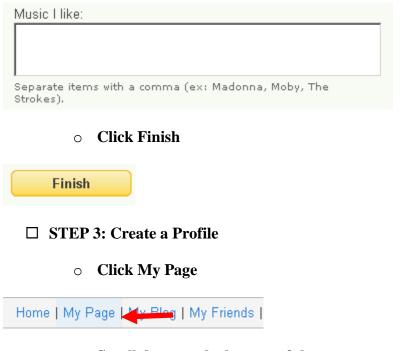
 If you already created a nickname, you can change it here if you want or click Skip this step in the lower left corner of the screen



Separate items with a comma (ex: hiking, poetry, travel).

#### • Type in your favorite music

- You can change or add to the list whenever you want
- Use a comma to separate each item



- $\circ$   $\,$  Scroll down to the bottom of the page
- Click Create Profile

Create Profile

- $\circ$  Click the arrow on the right side of the box regarding Privacy Level
  - Select who has permission to view your Yahoo! 360° page
  - If you select Public, then it is available for anyone and everyone to see



#### • Type a brief description of yourself

- Include whatever information you want to share with the people you connect with
- Hit Tab

A

bout me:	
	(Describe yourself or your interests to the people you
	want to connect with.) 250 characters left.

#### • Type the name of a city where you have lived

- If you want to share places you have lived, you can include the following information:
  - City
  - State
    - Click on the arrow to the right of the state box and select the state
  - Country
    - Click on the arrow to the right of the country box and select a country
  - ZIP Code or Postal Code
  - Year you began living in the place and year you ended living there
- Click the box to the left of Current if this is where you currently live

Places I've lived:	City	-	
	(select) State	$\bigcirc$	
	US Country		
$\rightarrow$	Zip/Postal Code	Ļ	Ļ
$\rightarrow$	Start Year	End Year	Current

- Click Add a New Place if you want to list more places you have lived
  - You can list a maximum of 5 places you have lived



# • Type the URL for your Web site if you have one (http://www.domainname.com)

Homepage:	-	
	Limit 250 characters.	

#### • Add your employment history

- Type information about companies where you worked
  - You can include a maximum of 5 companies
  - Follow basically the same procedure you did for adding places you have lived

Companies:	
companies.	
	Company Name
	Occupation
	Job Title
	City
	(select)
	State
	US 🕞
	Country
	to
	Start Year End Year
Add a New Company	
(Maximum 5)	

#### • Add your educational background

- Click on the arrow next to the box for Degree/Program to select the degree or program that applies to you
- A maximum of 5 schools may be added

Schools, Colleges and Universities:	School Name
Oniversities.	(select) Degree/Program
	City
	(select) State
	US Country
	to Current Start Year End Year
Add a New School	
(Maximum 5)	

#### • Click in the box next to the languages that you speak fluently

Languages	🗖 English	🗖 Arabic
Spoken:	🗖 Bengali	🗖 Catalan
	🗖 Chinese - Cantonese	🗖 Chinese - Mandarin
	🗖 Chinese - Other	🗖 Dutch
	🗖 French	🗖 German
	🗖 Hindi	🗖 Italian
	🗖 Japanese	🗖 Korean
	🗖 Portuguese	🗖 Russian
	🗖 Spanish	🗖 Tamil
	🗖 Vietnamese	🗖 Other

#### • Type a quote inside the text box

• If there is a particular quote you like, you can include it in your profile

Quote:	
	100 characters left.



o Click Add a Photo



#### • Click Browse

- Find the folder on your computer containing the photo you want
- Select the photo
  - Maximum size is 5MB
  - Format is JPEG (.jpeg or .jpg or .jpe)



• Click Save

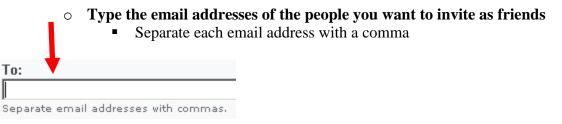
```
Save
```

- □ STEP 5: Add Friends
  - Click Invite or
     Click Invite a Friend

| My Friends | Mailbox | Invite |



I



Yahoo! 360° has a standard message that it uses, but you can replace 0 it with your own message if you want

```
Add a Personal Message:
I've created my own place on Yahoo! 360 and I'd like you to connect to me
so we can stay in touch. You can view my blog, my photos, my lists - and
all sorts of things that matter to me. You can create a personal page and
blog of your own, which will be linked to mine. That way you'll always
know when I post something new.
```

• Type the text that you see on the left into the text box on the right



#### • Click Send Invitation

- If you want to preview your message before sending it, click Preview Invitation
- On the preview page, you have an option of editing your message and/or sending it

Send Invitation	Preview Invitation
-----------------	--------------------

#### □ STEP 6: Check Messages

- o Click Mailbox or
  - Click Messages
  - If you have new messages in your mailbox, the number of new messages is displayed next to Messages

My Friends	Mailbox	Invite
------------	---------	--------

1 Messages 1 Friends Waiting
🖉 Start a Blog
Start Sharing Photos
🔒 Edit My Page
🕂 Invite a Friend

• Click View Message

Click View Message below each message to read that message



#### $\circ$ $\,$ Click the box to the left of a message you want to delete

#### • Click Delete

- To delete all messages Click Check All > Clear All
- The system automatically deletes messages after 120 days



#### □ STEP 7: Send Messages

• Click Mailbox or

Click Messages



• Click Compose Message



• Click Select Recipients



- $\circ~$  Click in the box next to the name of the Yahoo! 360° friend you want to send a message to
- Click Insert Selected Friends

	Insert Selected Friends
ł	My Friends
☑	S
~	Check All   Clear All
1	Insert Selected Friends Cancel

- $\circ$   $\;$  Type the subject of your message in the text box below Subject
- Hit Tab

#### Compose a message to S.

Q	S © Offline F	
Subject:		

 $\circ$   $\;$  Type your message in the text box below Message

Message:	
-	
2000 characters left.	

Click Send Message

Send Message	Save Draft	Cancel

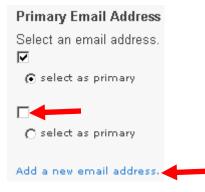
- □ STEP 8: Modify Settings
  - Click Settings



- On the right side of the screen you will see the box for "Can be seen by"
- Click the arrow to the right of the box
  - Select who you want to be able to view the information
    - Each of the following items has its own "Can be seen by" box:
      - o Name
      - o Current Location
      - o Age
      - o Email Address



- Scroll down the page and see what information is always on public display
  - Email Address
    - The email address you entered when you created your account will be visible
    - You can select that email address as your primary email address, which is what Yahoo! 360° uses to send you messages
    - Click Add a new email address if you want to add an additional email address
    - Click the box next to each email address that you want people to be able to use to search for you on Yahoo! 360°



#### Mature Content

• You can choose not to see blogs that contain "adultoriented" content

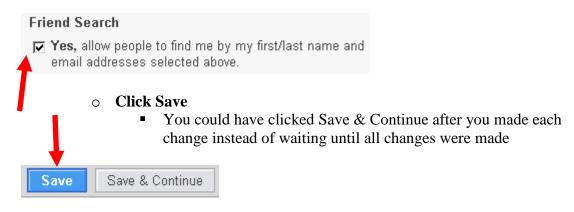
#### View Mature Content on a Blog

O Yes, let me view it.

⊙ No, do not display it.

#### Friend Search

• Click inside the box if you want people to be able to search for you by the email addresses you selected and by your first/last name



#### □ STEP 9: Create an Avatar

• Click My Page

Home | My Page | My Blog | My Friends |

o Click a Photo



• Click Create Your Yahoo! Avatar



- $\circ$   $\,$  Click in the circle next to the gender or the avatar you want
- Click Create My Avatar



• Click on the tabs to see the choices you have for customizing your avatar

Home Appearance	Apparel	Extras	Backgrounds	Branded	My Favorites 🎽

- On the left of the screen is the preview of your avatar
- Experiment with the different choices until you create the avatar you want





Face 9 w/Dark Brown Eyes

- Experiment with the pan and zoom controls to get a head shot or a full figure look, whichever you want
- Click Save Changes when you are finished



• Click the circle next to "Set a primary" to use the picture as your avatar



# How to Set Up a Digg Account

**Objective:** to create an account and profile, to upload a photo, modify privacy settings, add friends, and send and receive messages

#### □ STEP 1: Create an Account at <u>http://digg.com/</u>

• Click Join Digg



#### $\circ$ $\,$ Fill in the form

- Click the arrow to the right of a box to view your options
  - Select the option that applies to you

Join Now! It's quick and easy.			
* Choose a Username			
* Email Address			
* Choose Password			
* Re-type Password			
* First and Last Name			
* Gender	~		
* Birthday	Month 💙 Dav 💙 Year 💙		
* Location			
* Zip/Postal Code			
* Country	United States		

- Type the text and numbers you see in the shaded box into the text box above the shaded box
- $\circ$  Check the box
  - This indicates you have read and agree to the Terms and Conditions and Privacy Policy for using Digg
- Click Continue



#### • Check your email

- Go to the email account that you provided in the registration form
- Follow the instructions in the email message

# Registration Step 2 - Validate your email.



#### Go check your email.

We've sent an email to name@whatever.com containing a URL you'll need to follow to verify your account. You should receive the email within the next few minutes.

PLEASE NOTE Your Digg.com account will expire after 3 days if not validated as described in the email.

#### □ STEP 2: Create a Profile



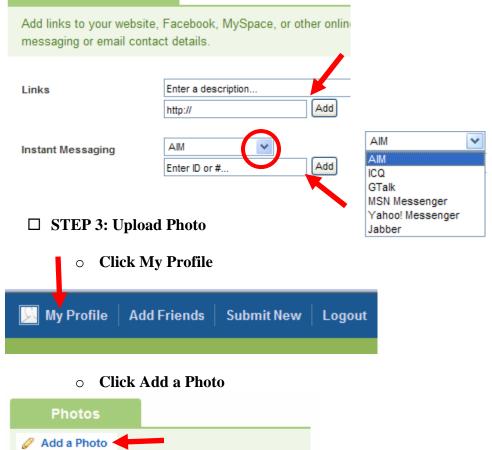
#### • Fill in the form with whatever information you want made available

- Click the arrow to the right of a box to view your options
- Select the option that applies to you
- You can enter a short bio in About Me
- Click Save Changes

(change)
:
United States
~
<b>v v v</b>

- $\circ~$  If you have a website or other online profile such as MySpace, you can add links to them
  - Click Add
- You can also add your contact information for instant messaging
  - Click the arrow to the right of the box at Instant Messaging to view your options
  - Select the option that applies to you
  - Click Add

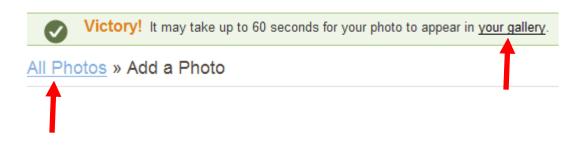
#### Links and Contact Info



- Click Browse
  - Select the folder with the photo you want to upload
  - Only 5mb or smaller JPG/JPEG, PNG, and GIF images allowed
  - Click Open
- If you would like a caption to go with the photo, click inside the text box to the right of Write Caption
  - Write your caption
- Click Upload Photo

Choose Image	
Only JPG/JPEG, PNG and GIF	images that are 5mb or smaller, please.
Choose a File to Upload	Browse
Write Caption Say a few words about what's going on in your photo	
	pload Photo!

**o** Click All Photos or Your Gallery



#### • Click on a photo to select it

- Click inside the text box below Edit Caption
  - Type whatever caption you want for the photo
  - Click Save
- $\circ~$  Click Make This Your User Icon if you want to use the photo for your icon

All Photos Add a photo	Options
	🔲 make this your user icon
AN COMPANY HOUSE	elete image
	Edit Caption
	darbyearsup.jpg Save

- Put your pointer over the box that is on top of your photo
  - Your pointer will change from an arrow to a cross
- Click on the box and move the box around until what you see within the box is how you want the finished photo to look
  - As you move the box around, look to the upper right of your screen
  - The photo in the upper right will change as you move the box
  - What you see in the upper right photo is how your cropped photo will look

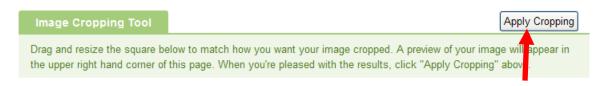
#### Image Cropping Tool

Drag and resize the square below to match how you want y the upper right hand corner of this page. When you're pleas





#### $\circ$ Click Apply Cropping when the photo is how you want it to look



#### □ STEP 4: Add Friends

#### Click Add Friends

- Click Add Friends below the green tab or
- Click Add Friends from the menu bar at the top of the page

Friends			
Add Friends			
My Profile   Add Friends   Submit New   Logout			
<ul> <li>Add friends from you address book</li> <li>Example: Yahoo</li> <li>Click Yahoo Address Book</li> </ul>			
Find Address Book Contacts			
See who's already on Digg. Don't worry, we won't store your login or password and without your explicit permission.			
M Google GMail Address Book			
Yahoo! Address Book			

- Type your username for your Yahoo account
- Type your password
- Click Continue

Yahoo! Addres	<u>s Book</u>	
Your Username		
Your Password		Continue

#### • Select the people from your address book you want to invite

Select everyone	
Name	email address
Name	email address

- Digg has a standard message it sends to the people you invite
- Click inside the Email text box if you want to customize the message your friends receive
- Click Send Invite

#### Customize Your Message

mail (You Can Customize It)	
is a member of Digg and would like to send you an invitation. Vith Digg you can help promote and share news to the millions of Digg iewers with a single click (Digging a story).	~
	~
he following text will be added to your email:	
he following text will be added to your email: 's free to join and only takes a minute to sign up! Just go to Digg to register: ittp://www.digg.com/invitefrom/chris316	<u>^</u>

#### $\circ \quad \mbox{Click Search for Friends}$

- You can do a search to find friends who have a Digg account
  - Type the information needed to search by
    - o email,
    - $\circ$  name, or
    - $\circ$  location
- Click Search

Find Address Book Contacts Search for Friends	
Search by email, name, or location.	
Search	
<ul> <li>The search results will be displaye</li> <li>Click Friend to select the person you wa</li> <li>The friend icon will be on the righ of a person's details</li> </ul>	ant to add as a friend
O Friend -	
• Click Invite People	Ļ
Find Address Book Contacts	Invite People

- You can type email addresses of your friends and send them an invitation to join Digg
  - Click inside the text box marked email #1
  - Type a friend's email address
  - Hit Tab to move to the next box down
- Digg has a standard invitation that it sends, but you can customize your invitation
- Click inside the Email text box
- Type the message you want sent to your friends
- Click Send Invitation

Email Your Friends	
Invite up to six friends to join Digg	From
email #1	Subject
email #2 (optional)	Come Join My Network at Digg
	Email (You Can Customize It)
email #3 (optional) email #4 (optional)	is a member of Digg and would like to send you an invitation. With Digg you can help
email #5 (optional)	viewers with a single click (Digging a story).
email #6 (optional)	The following text will be added to your email:
	It's free to join and only takes a minute to sign up! Just go to Digg to register: http://www.digg.com/invitefrom/chris316
	Send Invitation

#### □ STEP 5: Choose the Amount of Privacy Your Want

 My Profile
 Add Friends
 Submit New
 Logout

 • Click Settings

 Profile
 Friends' Activity
 History
 Settings

#### • Click My Profile

#### $\circ$ Select what information you want available to whom

- My Friends = People YOU have added as a friend
- Items that are always displayed for public view include the following:
  - your Diggs
  - comments you make
  - stuff you submit
  - your friends
  - your user icon
  - your username

#### • Click Save Changes

Email	Anyone		Nobody
Allow others to search for my Profile by email address	۲	۲	
Personal Info	Anyone	My Friends	Nobody
Display my age to	۲	0	0
Display my gender to	۲	0	0
Display my location to	۲	0	0
Display URLs I add to my profile to	0	0	۲
Display instant messaging addresses to	0	۲	0
Display profile activity (new photos, friends, etc.) to	۲	0	0
Shouts & Photos	Anyone	My Friends	Nobody
Display shouts in my profile to	۲	0	0
Allow shouts to me from	0	۲	0
Display my profile photos to	۲	0	0
Allow comments on my photos from	0	۲	0

#### □ STEP 6: Check Messages

#### • Click on the Shouts link

- Digg refers to quick messages between users of Digg as shouts
- A new shout would be like saying you have a new message in your inbox

My Profile (2 new shouts)	
• Shouts you've received are listed	
Click i if you want to block someone from sending y Shouts Received	ou shouts
new 3 min ago Greetings!	delete

#### □ STEP 7: Send Messages

• Click digg or home



- Click Share
  - Let's say you found a story on Digg you want to share with friends

236	5 Sports that should become Popular in America				
diggs	mentalfloss.com — It's no secret that the sports universe in America is pretty sheltered- we've got football, baseball, basketball and a bunch of other miscellaneous ones.				
digg it	Still, there are those few random games that capture our attention. More (Other Sports)				
	🗐 84 Commente Share 💥 Bury 🕵 1 Alicia Mc made popular 5 hr 6 min ago				
	<ul><li>If you have mutual friends in Digg, they will be listed.</li><li>Select the friend or friends you want to share the story with</li></ul>				

Shout It	🖻 Email It	🛃 Blog It		close 🗙
	ories To Your		n Digg. <u>Add your friends</u> and start	
shouting!	• Click Em			

- Click Email It
  - Click Email It if you want to share the story with people who are not on Digg.
    - Enter a friend's email address
  - Click Add Another to add additional friends to the email message
  - Click inside the Message text box to write your own email message if you want
  - Enter the letters and numbers you see in the shaded box on the right
  - Click Send Message

Send this story to	
Email address	You can also send the story
+ Add Another	using your email program.
Subject	
Digg Story: And Here Comes The Spin On Tasers	
Message (You Can Customize It)	
Thought you might want to check this out.	~
	~
	View message text
Please enter the code in the image to the right:	Call 1
Send Message	
	NOTO NOTO VI
□ STEP 8: Log Out of Digg	
□ STEP 8. Log Out of Digg	
• Click Logout	
My Profile   Add Friends   Submit New   Logout	
<ul> <li>Click Logout</li> <li>My Profile   Add Friends   Submit New   Logout</li> </ul>	

# How to Set Up a Facebook Page

**Objective:** to create an account and Facebook page, upload photos, create a profile, send messages, and add friends for online networking.

- □ STEP 1: Create an Account at <u>http://www.facebook.com/</u>
  - Click Signup



### • Fill in the registration form

- All fields are required:
  - name, status
  - email
  - password
  - date of birth
    - Click the arrow to the right of each box to see your options
    - $\circ$   $\,$  Select the month, day, and year you were born  $\,$
  - text for security check
    - In the text box next to *text in the box*, type the two words you see in the larger text box above
- Check the box after reading the Terms of Use and Privacy Policy

#### Sign Up and Start Using Facebook

Join Facebook to **connect with your friends**, **share photos**, and **create your own profile**. Fill out the form below to get started (all fields are required to sign up).

Note: This is for	personal profiles. You may also create a page for a business or band.
Full Name:	
I am:	in college/graduate school at a company in high school none of the above
Email:	
Create Password:	
Date of Birth:	Month: Vea : Vea
Security Check:	Enter <b>both</b> words below, separated by a <b>space.</b> What's This? Can't read this? Try another.
	Freud ject
	Text in the box:
$\rightarrow$	I have read and agree to the Terms of Use and Privacy Policy
0	Click Sign Up Now
	Sign Up Now!

- $\circ$  Click the blue bar
- Check your email
  - Follow the instructions to complete your Facebook registration

**Confirm Your Email Address** 

Thanks for signing up! We just sent you a confirmation email to



#### Click Find Friends Using Your Email Address Book

- Your email address will be visible in the box to the right of Your Email
- Enter your password
- Click Find

#### Find Friends Already on Facebook step 1 of 3

_			yahoo.com	*
🚭 Find friends usi	ing your email address	book	select	
		$\frown$	hotmail.com	
Your Email:	@	× 1	yahoo.com	
			gmail.com	
Email Password:	name		aol.com	
			msn.com	
	Find		hotmail.co.uk	
	We won't store your login info or	contract any seaso without	yahoo.co.uk	
		contact anyone without	vahoo.ca	
	your permission.		live.com	
Do you use AIM	1? Find friends using yo	ur Buddy List	other	

- Facebook currently only imports webmail address books from Hotmail, AOL, Gmail, MSN, and Yahoo
- If your email account is with any of the providers mentioned above, people in your address book who are on Facebook will appear.
- $\circ~$  Select which of your friends on Facebook you want to add to your list of friends
- Click Add to Friends

	t on Facebook that you can add as your friend. om the list below. Or, choose another email account to find more	
Select All Friends		
Add to Friends Skip	m	
	nds in your address book are not on Facebo will be listed Select who from your address book you invite to join Click Invite to Join	ŗ

#### Find Friends Already on Facebook step 1 of 3

None	of your Yahoo contacts are on Facebook yet.
Try and	ther email account or contact file?
You car	also Search or Browse to find people you know on Facebook.
You h	ave <b>2 Yahoo contacts</b> that are not on Facebook
C act u	which contacts to invite from the list below
S lect v	which contacts to invite from the list below.
	vhich contacts to invite from the list below.
Se	elect All/None

- $\circ$  Fill in the form
  - Click on the arrow to the right of a box to see the options to choose from
  - Select the option that applies to you

• Click Save

Fill out your Profile Info step 2 of 3

C

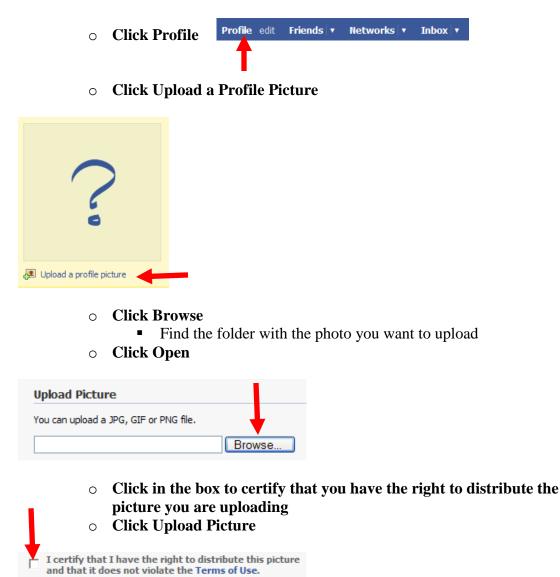
City:		$\frown$		
State:	Select Region:	United St	ates 💉	*
Company: (if any)				
Alumni of: (if any)			Select Year: 💙	
$\rightarrow$	Save			

- $\circ \quad \textbf{Click Join}$ 
  - The city and state you entered on the form will be visible in the box to the right of City/Town
     Join a Network | step 3 of 3

Which of these places do you identify with most?

City/Town:	1	
	US/Canada/UK only - other countries	
Networks:	⊙ Olympia, WA	
$\rightarrow$	Join	
	Once you join, you will be able to see the profil people in the selected network, and they will be yours. You can change your privacy settings of page.	e able to see

#### □ STEP 2: Upload a Picture



Upload Picture File size limit 4 MB. If your upload does not work, try a smaller picture.

## □ STEP 3: Create Your Profile

- Click edit
- Fill out the form with the information you want to share
  - Click the arrow to the right of a text box
  - Select the option that applies best
- Click Save Changes

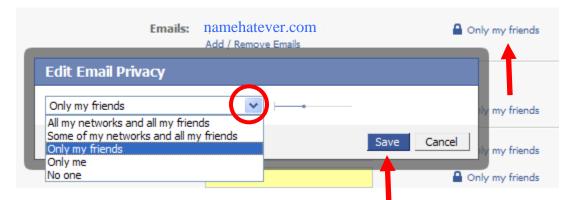
Profile edit Friends **v** Networks **v** Inbox **v** 

Sex:	Select Sex: 💌
Birthday:	Mar 💙 16 💙 .
	Don't show my birthday in my profile. 💙
Hometown:	
Country:	Select Country:
Political Views:	Select Political Views:
Religious Views:	
	Save Changes Cancel

- Click Contact
  - Add whatever contact information you want made available

Basic Contact Relationships Pers	sonal Education Work Picture Layout	
Emails:	Add / Remove Emails @ Whatever.com	friends
Screen Name(s):	Alm  Alm  Alm  Add another screen name  Only my	friends
Mobile Phone: Land Phone:	Conty my	
Address: City: State: Zip:	· Washington V United States V Only my	r friends
Website:	Only my friends Save Changes Cancel	

- Click Only My Friends
- Click the arrow to the right of the box
- Select who you want to be able to see your contact information
- Click Save



• Click Save Changes



- Click Relationships
  - Provide whatever information you want made available

#### • Click Save Changes

Click Cancel if you want to skip this section

Basic Contact Relationships Per	sonal Education Work Picture Layout
Interested in:	Men Women
Relationship Status:	Select Status:
Alternate (Maiden) Name:	
	Note: Please enter a full name. Alternate Name is only used to find you in search, and will not show up in your profile. Do you want to change your real name?
Looking for:	Friendship Dating
	A Relationship Networking
	Save Changes Cancel

- Click Personal
- Click inside a text box and enter information about your favorite TV shows, favorite books, interests, etc.
  - Hit Tab to move to the next text box down
- Click Save Changes

Contact Relationships Perso	onal Education Work Picture Layout	
Activities:		^
Interests:		~
Favorite Music:		~
Favorite TV Shows:		~
Favorite Movies:		~
Favorite Books:		~
Tavonte books:		~
Favorite Quotes:		~
About Me:		~
	Save Changes Cancel	~
	Save Changes Cancel	

- $\circ$  Click Education
- Enter the information you want to share
- Click Save Changes
  - Click Cancel if you want to skip this section

Contact Relationships Pers	sonal Education Work Picture Layout
College/University:	Class Year: V
Concentration:	
	Add another concentration
	Remove this school
	Add another school
High School:	Class Year: 🗸
	Remove this high school
	Add another high school
	Save Changes Cancel

 $\circ \quad \textbf{Click Work}$ 

0

- $\circ$   $\;$  Enter the information you want to share  $\;$ 
  - Click Add Another Job if you to list additional jobs
  - **Click Save Changes** 
    - Click Cancel if you want to skip this section

Relationships Pers	onal Education Work Picture Layout
Employer:	
Position:	
Description:	
	<b>v</b>
City/Town:	
Time Period:	I currently work here.
	Month: 💙 Year: 💙 to present.
	Add another job
	Save Changes Cancel

- Click Picture
- Click Browse
  - Select the folder on your computer that contains the photo
  - Select the photo
  - Click OK
- Click the box to certify that you have the right to distribute the photo
  If you are not sure, click Terms of Use
- Click Upload Picture

Basic Contact Relationships Personal Education Work Picture Layout

Current Picture	Upload Picture
You can select a profile photo from you Profile Picture Album.	r You can upload a JPG, GIF or PNG file.
	Browse
1	I certify that I have the right to distribute this picture and that it does not violate the Terms of Use.
12/	Upload Picture
A States	File size limit 4 MB. If your upload does not work, the a smaller picture.
	Thumbnail Version
All	Drag the image to adjust.
A Carlo Maria	We use this version of your picture around the site.
COM SAL	Save Thumbnail Version
	Remove Picture
	You can remove this picture, but be sure to upload another or we will display a question mark in its place.
	Remove Picture

#### □ STEP 4: Invite/Find Friends

- Click the arrow to the Right of Friends
- Click Invite Friends



Find Friends

- Click inside the text box next to To:
- $\circ$   $\;$  Type the email addresses of the friends you want to invite
  - Separate each email address with a comma
  - Click inside the Message text box if you want to write your own invitation message
- Click Invite

To: (use commas to	Import Email Addresses >
separate emails)	from your Yahoo, Hotmail, AOL, Gmail or MSN address book.
Message: (optional)	👝 🔛 Hotmall' 🕞 🗠 Əli
(optional)	TATION Mail AOL
	~

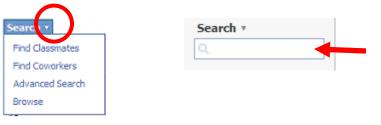
#### □ STEP 5: Check/Send Messages

- Click the arrow to the right of Inbox
- Click Message Inbox to check messages
- Click Compose Message to send a message



0

- Click the arrow to the right of Search
  - Select how you want to search for someone on Facebook or
    - Type a type a name or email address in Search
    - Hit Enter



- The results of your search are displayed
- From the results listed, find the specific person you searched for
- Click Send Message

Displaying all 5 results for: Name

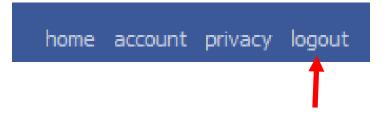


- $\circ~$  Click inside the text box to the right of Subject and enter the subject of your message
- Hit Tab
- $\circ$   $\;$  Type your message in the Message text box  $\;$
- Click Send

To:	Name ×
Subject:	
Message:	
Attach:	Record Video 🔲 Share Link
_	Send Cancel

#### **STEP 6: Log Out of Facebook**

- Click Logout
  - It's in the upper right corner of the screen



## How to Set Up a MySpace Page

**Objective:** to create a MySpace account, set up a MySpace page, invite friends, upload photos, and send/receive messages.

$\Box$ ST	EP	1	1:	(	Cr	eat	te	aı	n A	ACC	cou	Int	t a	t <u>h</u>	ttr	<u>)://</u>	<b>w</b>	wv	v.r	nys	pa	<u>ce</u>	. <u>.</u>	om	<u>1</u>								
	0	(	C	Cli	ck	S	ig	nı	ıp																							/	
<b>**</b> mys	pa <sup>a pla</sup>		e f	<b>e.</b> ( for	C( fri	on	<b>]</b> ₀ s																					Pri	vacy	Help	)   5	Signl	дþ
																			P	eople	6	~	S	earc	h	po	wered by	Go	ogle				
Home   Brows	e   S	Sea	arc	ch	In	vite	F	ilm	Ma	ail	Blog	s	Fav	orite	sļi	Foru	m	Gro	ups	Ever	nts	My	ySp	ace	τv		lusi	:   C	omed	ly   C	lass	ified	s

- $\circ$   $\,$  Fill out the form
  - Click the arrow to the right of a box to view choices
  - Select option you want
- Click Sign Up

JOIN MYSPACE HE	RE!
Please enter a valid e mail address to activa	-mail address. You will need to confirm your e- te your account.
Email Address:	
First Name:	
Last Name:	
Password:	
Confirm Password:	
Country:	United States
Postal Code:	
Date Of Birth:	Month Vay Vear V
Gender:	◯ Female ◯ Male
	Allow others to see when it's my birthday
Preferred Site & Language:	U.S.A.
	By checking the box you agree to the MySpace <u>Terms of Service</u> and <u>Privacy Policy</u> . You also agree to receive the MySpace e-mail newsletter and account updates targeted to you by MySpace, unless you have chosen to opt out of them.

- Type the text shown inside shaded box
- Click Continue to My Account



#### □ STEP 2: Upload Photos

#### Click Browse

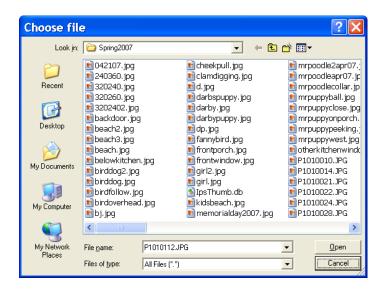
If you don't see the Upload Photo form below, click here

Descus	
Browse	
Uplo	ad

Skip for now

#### • Select the folder where your photos are stored

- Select a file
  - 5MB maximum in GIF or JPG format
- Click Open



o Click Upload



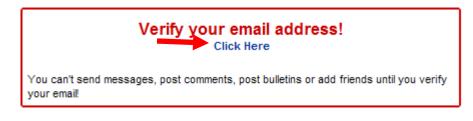
#### **STEP 3: Invite Friends**

- Click inside the box to the right of *To:* 
  - Enter the email addresses of your friends
  - Separate each email address with a comma
- Click inside the box to the right of *Optional Body:* 
  - MySpace has a standard message it sends to your friends. If you would rather not use the message provided by MySpace, type your own message that you want to use to invite your friends
- Click Invite

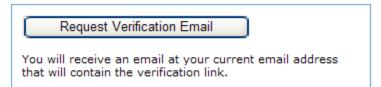
Invite Your Friends!		
Use this email form to in Just enter each friend's	vite your friends email, separated by commas:	
Use this email form to invite your friends Just enter each friend's email, separated by commas:		
From:	· · · · · · · · · · · · · · · · · · ·	
To:		~
		V
	(separate multiple emails with a comma)	
Optional Body:		< ×
	is a member of MySpace and is inviting you to join.	^
	. Says:	
	YourMessageWillAppearHere	~
	Invite	
	Skip for	now

### □ STEP 4: Verify Your Email Address

• Click where it says Click Here



#### • Click Request Verification Email



#### • Click Return to Home

### Verification email sent!



- Check Your Email
  - Follow the instructions in the email message

#### □ STEP 5: Create a Profile

• Click Profile



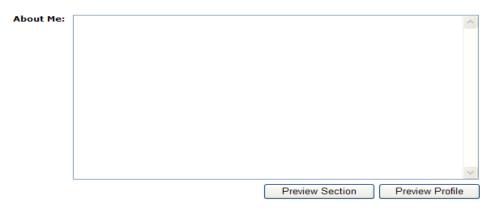
- Click inside the box to the right of Headline
- Enter a headline you want for your page
- Click Preview Section to see how headline looks



• Click Return to Edit Interests & Personality



- Click inside the text box to the right of About Me
- Enter a brief bio or something you would like people to know about you



- Additional text boxes that you can provide information include the following:
  - I'd Like to Meet
  - Interests
  - Music
  - Movies
  - Television
  - Books

- Heroes
- At any box, you can Click Preview Section to see how that section looks
- At any box, you can Click Preview Profile to see how your profile looks

#### • Click Save All Changes or

Click Return to Edit Interests & Personality

Save All Changes	Return to Edit Interests & Personality	
------------------	--	--

#### • Click Save All Changes

• Save all changes after you have completed your profile

Save All Changes	Preview Profile
------------------	-----------------

#### □ STEP 6: Create a URL Name

#### • Click on Link Asking You to Create a URL Name

- When you click on the link, you will be asked to provide a name you want to use.
- The URL name can **never** be changed so make sure it is a name you like



### □ STEP 7: Add Contacts to Address Book

Click Address Book

Control Panel	
Compose	
🔂 Inbox	🔀 Sent
Friend Requests	
Profile	Settings
Photos	\min Videos
📰 Calendar 🛛 🛒 Blog	
Address Book	

Click Add Contact

Add Contact Delete Checked	Sort by Last Name 💌
You do not have any contact	s in your Address Book
Quick Add Contact	
Username/URL: myspace.com/	Add Now

- Click the arrow to the right of the Lookup By box
- $\circ$  Select how you want to look someone you know on MySpace



- $\circ~$  Enter the information in the text box that applies to the person you want to find on MySpace
  - Person's display name, username/URL, real name, or email
- Click Lookup

Lookup Con	itact			
Lookup by:	Username/URL	*		
for:	myspace.com/			Lookup

#### $\circ$ Click Confirm to add the person to your address book

 If the person has a MySpace page, that person's photo and information you searched will appear

Are you sure you want to add the following user to your Address Book?

Pł	noto	myspace.com	vi	
		First	Last	
Confi	rm [	Cancel		

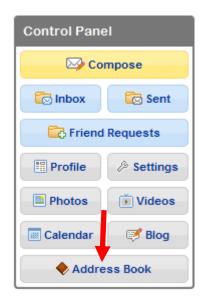
- □ STEP 8: Check Messages
  - Click Inbox

Control Panel	
Co	mpose
🔁 Inbox	🔂 Sent
Friend	Requests
Profile	Settings
Photos	🗩 Videos
Calendar	🧭 Blog
Address Book	

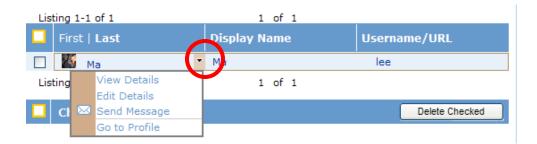
• Click the link in the Subject column to read the message



- □ STEP 9: Send Messages
  - Click Address Book



- Click the arrow to the right of the person's last name, display name, or username/URL
- Select Send Message



- $\circ$   $\;$  Type the subject and body of your message
- Click Send

	To:	
Photo an	d name w	rill
appear h		
	Subject:	
	Body:	
		<u> </u>
	Send	

- □ STEP 10: Exit MySpace
  - Click SignOut



## How to Set Up a Squidoo Page

Objective: to create an account and a page or, as Squidoo calls pages, a lens

#### □ STEP 1: Create an Account at <u>http://www.squidoo.com/</u>

Click Sign Up
 You are not logged in. Log in | Sign Up | FAQ
 Search Squidoo: FIND IT!

#### $\circ$ Fill in the Form

First Name	Last Name
Your email	Retype your email
Desired Username	
Password (6-8 letters or numbers)	Retype password

- Click inside the text box at the bottom
- Type the words you see that are written above the text box



- Click on Terms of Service and read the terms
- Click inside the box if you accept the Terms of Service

Yep, I accept the Terms of Service! (And will check my email for an account confirmation email from quidoo).

 Click inside the boxes if you want to receive a daily newsletter and/or weekly tip sheet

#### Sign me up for:

- Lens of the Day newsletter
- SquidU weekly tools and tips
  - Click Continue

Continue >>

- Check Your Email
  - Squidoo sends you an email with instructions to activate your account
  - Follow the instructions in the email message

#### □ STEP 2: Create a Squidoo Page

#### $\circ$ $\,$ Click inside the text box $\,$

- Squidoo refers to a page as a lens
- When you see "Make a Lens" or "Why Have a Lens," Squidoo is saying "Make a Page" or "Why Have a Page"
- Type the topic of your page (lens)
  - A topic something that matter to you
  - Examples: "Why You Should Hire Me," "Online Marketing," "Starting an Online Business," etc.
- Click Go to Step 2

## My lens is about:



- $\circ~$  Select the option that best describes what you want to do with your page
- Click Go to Step 3

 I want to get the word out about option) (easiest

C I'm gonna sell charity (money maker!) stuff and earn \$\$, for me or for

I want to make a list of my favorite things about (most popular)

I just want to do my own thing.



### • Click in the text box and type a title for your page

- What you entered as a topic will be in the text box
- Squidoo suggests that clever page titles make great first impressions

#### • Enter the URL for your page.

- The URL cannot be changed
- "If you lens is about dashchunds, try adding the word dashchund to the box. If your lens is about making paper airplanes, add paperairplanes to the box."
- Squidoo will inform you if the name is already in use by someone else

## Lens Title:

Pick your URL, the link where your lens will live.

(This can't be changed, so choose wisely).

www.squidoo.com/

- Click the arrow to the right Choose a Topic box
  - Select the category that best describes your topic
- Click the arrow to the right of the box that rates the content of your page
  - Select the rating that is most appropriate for your page
- o Click Go to Step 4

## And pick a category for your lens:

Choose a topic
----------------

# Please rate your lens:

If you're not sure, read up on our Ratings policy.

My lens contains: G RATED MATERIAL: Safe for all ages and eyeballs

#### Back

#### • Type some key words that will help people to find your page

• If someone were using Google, what words might someone use to find your topic?

Go to Step 4

- Another name for keywords are tags
- The keywords are your lens tags (or page tags)

## The best keyword for my lens is:

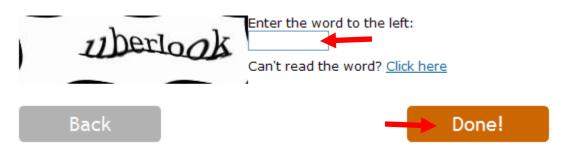
## And 3 more good ones are:

(Optional)



#### $\circ \quad \text{Click inside the text box} \\$

- Type the word you see that is to the left of the text box
- Click Done



- □ STEP 3: Add a Bio and Upload a Photo to Your Bio
  - Click Add Your Bio and Picture or
    - Click Edit to the right of My Bio

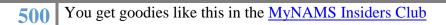
# More about

# you...

Add your bio and picture Basic HTML Allowed My Bio Edit chris316

later!

Hello world. This is my bio. I can edit it

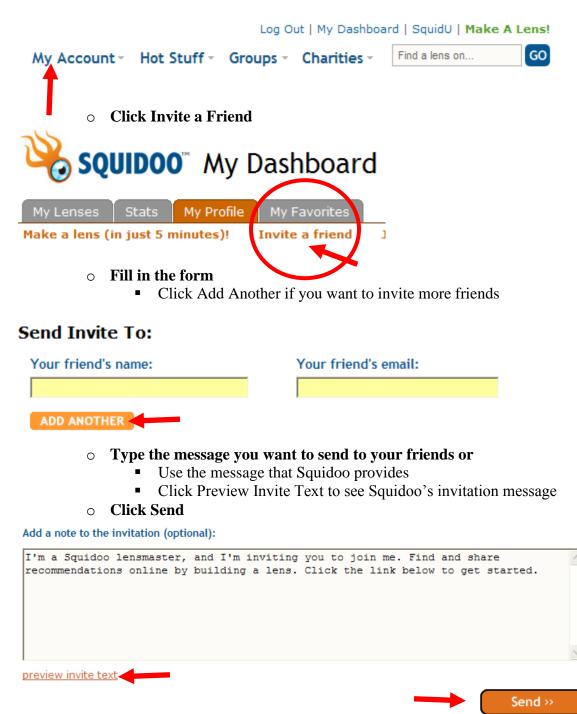


- $\circ$  Click in text box for Your Bio
  - Delete the text Squidoo provides
- Write a short bio of yourself
  - Squidoo allows you to format text
    - $\mathbf{B} = \mathbf{Bold}$
    - I = Italics
    - $\underline{\mathbf{U}} = \underline{\mathbf{U}}$ nderline
- Click the box next to Make this your default bio
- Click Save

Your Bio	
Hello world. This is my bio. I can edit it later!	
<b>В Z Ц ⊂)</b> (ч ⇔ ўў—нтт. П Make this your default bi	D
Save Cancel	
	vse to find a photo to upload
- Selo War	ect the folder on your computer that contains the photo you at
	ect the photo
<ul> <li>Clic</li> <li>Click Uplo</li> </ul>	ck Open ad Photo
<b>F</b>	
Lensmaster Photo	
Browse	
Make this your default	
UPLOAD PHOTO	
REMOVE PHOTO	

**STEP 4: Invite Friends** 

• Click My Account



#### □ STEP 5: Edit/Add a Page (Lens)

• Click My Lenses

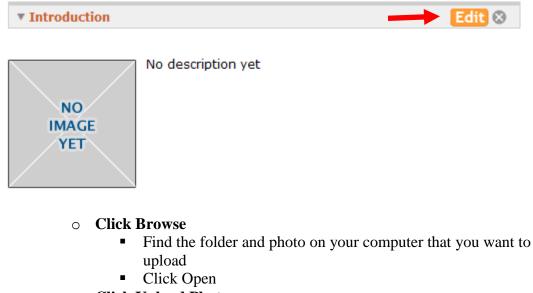


 $\circ$   $\,$  Click the up or down arrow to change the order of the module



#### □ STEP 6: Add a Photo to a Page

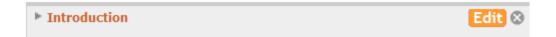
• Click Edit



o Click Upload Photo



- □ STEP 7: Adding Text
  - Click Edit on the Introduction module





• Click inside the text box for Lens Intro Title

- Create a title for the introduction
- Hit Tab
- $\circ \quad \textbf{Type a description}$ 
  - Squidoo allows you to format text
  - $\mathbf{B} = \mathbf{Bold}$
  - I = Italics
  - $\underline{\mathbf{U}} = \underline{\mathbf{U}}$ nderline
- Click Save

-					
ens D	escripti	ion			
-					
			<b>20</b>		

Cancel	Save	
--------	------	--

- □ STEP 8: Public Your Page (lens)
  - Click Publish!

View This Page » Publish!

□ STEP 9: Exit Squidoo

• Click Log Out

Log Out | My Dashboard | SquidU | Make A Lens!

# How to Set Up a Twitter Account

**Objective:** to create an account and profile, upload a photo, find and follow friends, check messages, send updates, and send directed messages for online networking

## □ STEP 1: Create an Account at <u>http://twitter.com/</u>

## • Click Get Started—Join!

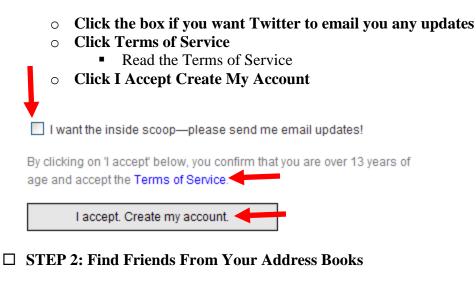
пошлеео

Type the two words:

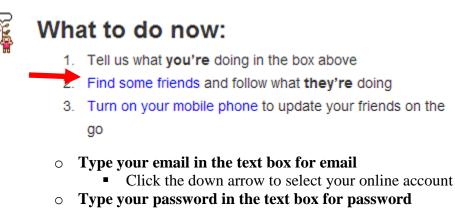
	Get Started—Join!
• Fill out t	he form
Username:	Your URL: http://twitter.com/
Password:	6 characters or more (be tricky!)
Email Address:	In case you forget something
	<b>ide the text box</b> ype the words you see in the larger box above
Humanness:	talf-Frank

¢ ¶

0



• Click Find Some Friends



- Click Continue
  - Twitter will search your address book to see if any of your friends have an account with Twitter

Search Web Email (Hotmail, Yahoo, Gr	mail, Etc.)	
		Yahoo 🔽
Your Email	@ Yahoo 💌	Select
	$\mathbf{\overline{\mathbf{V}}}$	Hotmail
		Yahoo
Email Password		AOL
		MSN
		Gmail
	continue »	

- Whether or not your friends have an account with Twitter, you can to your friends list
- $\circ$  Select the friends you want to add to your Twitter address book
  - Deselect the people you do not want to add
- Click Done

✓	Select All Friends	
✓	Name	email address
<b>~</b>	Name	email address
✓	Name	email address
1		done!

- □ STEP 3: Invite Friends
  - Click Find Some Friends

# What to do now:

- 1. Tell us what you're doing in the box above
- Find some friends and follow what they're doing
- Turn on your mobile phone to update your friends on the go

#### • Enter the email addresses of your friends

- Separate each email address with a comma
- Click Preview if you want to see what Twitter's invitation says
- Click Send

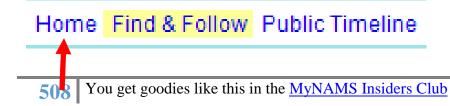
#### Or, Send Email Invitation

Enter some email addresses

Seperate multiple email addresses with commas, ex: joe@twitter.com.jane@twitter.com

## □ STEP 4: Find and Follow a Friend on Twitter

• Click Home





## • Type an email address or name in the text box

- Type the email address of the person you are looking for on Twitter or type the person's name
- Click Search

Currently	
Currently	
I'm getting ready to dinner.	o cook
Notifications	add device
Take Twitter with y your phone or IM!	ou! Set up
Stats	
Following	о
Followers	0
Favorites	0
Direct Messages	0
Updates	2
- I	
People	invite more
Find folks!	search

## • Click Follow

- *Follow* is on the right side of a person's profile
- Click Follow when you find a friend you want to follow on Twitter

follow

• Click Home



- Click Following
  - The people you are following will be listed
  - Click on the link for a person you are following
    - You will be see the person's Twitter page with updates



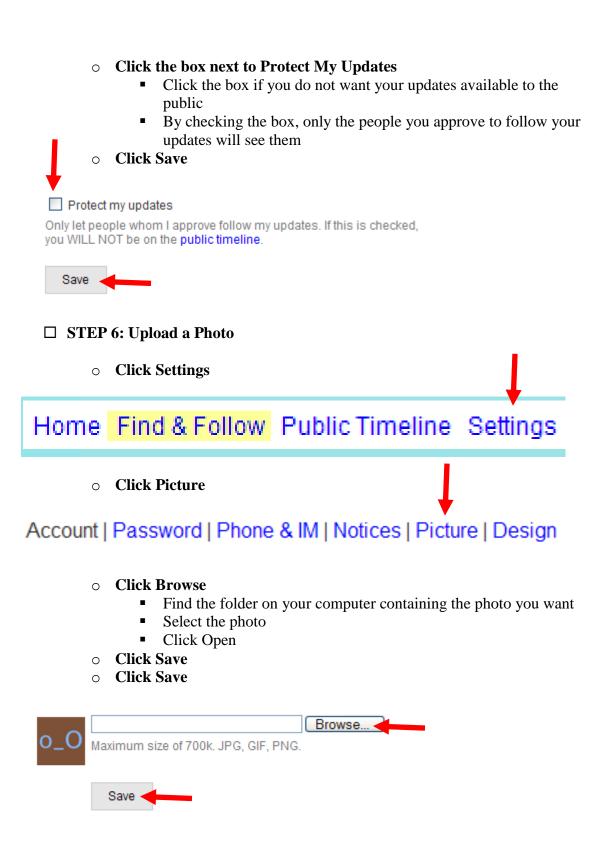
## □ STEP 5: Create a Profile

• Click Settings

Home Find & Follow Public Timeline Settings

• Enter the URL for your website, blog, or other online profile

More Info URL:	ave a MySpace or blog? Put the address here.
o Hit T	your location (city and state, country, etc.)
One Line Bio:	About yours olf in fower than 160 chore
Location:	About yourself in fewer than 160 chars.



## □ STEP 7: Post an Update

• Click Home



## □ STEP 8: Check Inbox and Send a Directed Message

• Click Home

Home Find & Follow Public Timeline

• Click Directed Messages



## $\circ \quad \textbf{Check Inbox}$

• Any directed messages sent to you will be listed

Inbox

Sent

# **Messages Sent Directly to You**

You haven't received any direct messages just yet.

## $\circ \quad \textbf{Send a Directed Message}$

- Click the arrow to the right of the box next to *Send* 
  - Select the person from your friends' list to whom you want to send the message
- Click inside the text box and type your message
- Click Send

Send	a message.	140
<b>_</b>		
	Send	
□ STE	P 9: Exit Twitter	
0	Click Sign out	
	Public Timeline Settings Help	Sign out

# How to Sort Email with Mailwasher

**Objective**: Sort email in mailwasher to eliminate unwanted mail before downloading it to your email program.

**NOTE:** If you don't have Mailwasher, you can <u>download it here</u>. The free version only works for one email address. If you want to use it for more addresses, you will need to purchase the pro version.

## **STEP 1: Retrieve Mail**

• Open mailwasher and retrieve your mail

🙆 MailV	MailWasher Pro 6.0									
File View	Email To	ols Help								
	• 🤤		Ń	1	6	)				
Action	Delete	Status		Subject				6	Sent	Blacklis
SG		Blacklisted		6 minutestha	it's all it tool				20 Mar 2008, 2:13pm	
		Friend		New Ticket - [!	POA-9013	39]: Eating Cerea	I with a Fork Con	test: further instru	20 Mar 2008, 2:22pm	
		Friend		Task 'The Tim	e-Sensitive	Vacati' (#1522	4) has been upda	ated	20 Mar 2008, 2:00pm	Г

## **STEP 2: Sort Mail**

o There are several options to sort with:

- □ The date it was received
- The user's status, whether it's from a friend, has been blacklisted, etc
- □ From
- **D** To
- □ When Sent
- $\Box$  .... and more

In the example below we're sorting by the subject.

You can click any of the column headers at the top and sort according to that header. For example, if you sort by "Status" it will put all the blacklisted senders at the bottom.

🙆 MailV	Washer P	ro 6.0							
File View	Email To	ols Help							
	- 🤤	<b>a</b>		Ń	3				
Action	Delete	Status	Sub	oject			$\Delta$	Sent	Blacklist
SG	<b>~</b>	Blacklisted	6 m	inute 🚬 🔹	ll it took.			20 Mar 2008, 2:13pm	
		Friend	Nev	w Ticket - [!	339]: I	Eating Cereal with a Fork Contest: further instru	I	20 Mar 2008, 2:22pm	
		Friend	Tas	k 'The Time-Se	ensitive Vac	ati' (#15224) has been updated		20 Mar 2008, 2:00pm	

- You can display more columns by right-clicking the column toolbar and clicking "*select columns to display*".
- $\circ\,\text{Add}$  a checkmark next to each column you want to show

• Adjust the column order by using the up/down arrow (if you wish).

	Columns	
Color:	<ul> <li>✓ Action</li> <li>✓ Delete</li> <li>✓ Status</li> <li>✓ Subject</li> </ul>	Ī
Color:	Sent     Blacklist     From     Account     ✓ To	
Captions	Bounce Friends List Size Priority Attachments	
	Adjust column order	

## **STEP 3** Change Status of a User

To update the status of any user/message, simply...

• Right-click the email in question. A pop-up will appear allowing you to add the specific email address or the entire domain to either the blacklist or your friends list.

Action	Delete	Status		Subject	
		Blacklisted Friend Friend Friend	Add Add Add Mari Mari Viev	to friends list (+) I domain to the blacklist I domain to the blacklist I domain to the friends list k for deletion (D) k for bouncing (B) view message (Space) v complete header ck Reply (Q)	Eating Cereal with a Fork Conte ati' (#15224) has been updat ati' (#15224) has been updat

## **STEP 4 Process Mail**

There are a couple ways to get your email ready for processing.

- 1. Go through each email and click the delete box for each one you want to delete (blacklisted emails are automatically set to delete)
- 2. From the Email option, choose "Mark All Emails for Deletion" as shown below. Then <u>Uncheck</u> any mail you want to keep. (typically used when you have more spam than legit mail).

@ N	۸ailW	ashe	· Pro	6.0			
File	View	Email	Tools	Help			
Actio	on G	Ado Ado	l to frie I domai	cklist (-) nds list (+ n to the b n to the fr	lacklist		) nať
			Mark for deletion (D) Mark for bouncing (B)			· [!F ime	
		Preview message (Space) View complete header			ime		
	Mark all emails for deletion Mark all emails for bouncing						
		Clear the message list(C)					
		Qui	ck reply	/		Ctrl+Q	

Once the you've marked all the emails that need to be deleted from your server

• Click "Process"

All the emails for deletion will be removed from your server.



Once the email has been deleted, you can open up your email program and download only the mail you chose not to delete.

Voila!

# **How To Add A Statcounter Project And View Stats**

Objective: Learn how to add a Statcounter Project and view Statcounter statistics.

### **STEP 1: Create or log in to your account**

### **STEP 2:** Click on the Add Project graphic or link

• This graphic is seen just after registering. There is also an "Add Project" text link on the summary page.

PROCEED & ADD A PROJECT >>

### **STEP 3: Fill in project details**

• Add your website name and url.

🗞 Add New Standard StatCounter Project

Please fill in the following details about your website, then click the 'Next' button at the bottom of this page.

PROJECT SETTINGS	
Website Title	Your Website's Name
Website URL	http://your_website.com

• Select a category for your website.



- Add your time zone.
- Select a setting for visit time.
- Click the "next" button.

### **STEP 3:** Click on the button to create your code

CONFIGURE & INSTALL CODE >>

#### **STEP 4: Select your counter settings**

- Select which type of counter you would like to add to your site by clicking the radio button next to your choice.
- Click the "next" button.



## **STEP 5:** Choose your install guide

• Use the drop down box to select the program/editor, which was used to build your website.



## **STEP 6: Copy and save your code**

• Highlight and copy the code. You may want to paste it into a .txt file to save as a backup. Keep in mind that this code is only to be used on this particular website.

Your StatCounter code:				
	Start of StatCounter Code <script type="text/javascript"> sc_project=1 sc_invisible=1; sc_partition=39; sc_security=" </script>			
	<pre><script src="http://www.statcounter.com/counter/counter_xhtml.js" type="text/javascript"></scr class="statcounter"><a href="http://www.statcounter.com/free_hit_counter.html" target="_blank"><img class="statcounter" src="http://o40.statcounter.com/ alt="counter easy hit" ></a></div></noscript> <! End of StatCounter Code></pre></td></tr></tbody></table></script></pre>			

• Log out of Statcounter.

## **STEP 7: Install your code**

- Open the html or php page where you would like to add the code. The code is most often added in the footer, header, or sidebar.
- Insert the code just before the end body tag. It looks like this: </body>
- $\circ$  Save your changes.

# **Test Code And View Stats**

## □ STEP 1: Test code

• View your website. Click on several page links. This visit should show up in your Statcounter statistics, until you block your own visits. To see if the code installed correctly, check your stats.

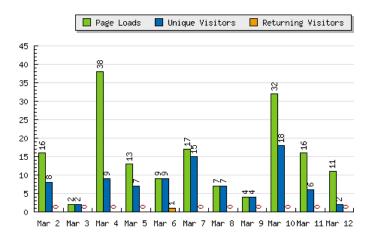
## **STEP 2:** Access your stats

- Log in to Statcounter. You will be taken to the Project Page.
- Click on the project link. You'll be taken to the Summary Page.



## **STEP 3: Viewing Summary Page**

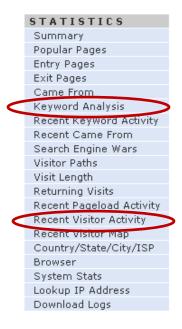
• View basic statistics on the Summary Page. On this page, you can see graphic as well as downloadable text information.



• Note: You should be able to see the page loads and your visit here. If you can see the information, the counter was installed correctly.

## **STEP 4:** View other statistics

In the sidebar on the left, choose other statistics to view by clicking on one of the many options offered.



• Note: Below, you will find examples of Recent Visitor Activity and Keyword Analysis information.

Click on the **Recent Visitor Activity** link. You will be taken to a page that contains a list of your visitors and a summary of their information.

$\langle$	<i>م</i>	Number of Entries: Entry Page Time: Visit Length: Frowser OS Resolution	1 March 9th 2008 11:39:15 PM 0 seconds Firefox 2.0.0 Windows XP 1152x864	1+1	Returning Visits: Location: Hostname: Entry Page: Exit Page: Referring URL:	0 Surrey, British C http://your_websit http://your_websit internetbasedmo
	م	Number of Entries: Entry Page Time: Visit Length: Browser OS Resolution	9 March 9th 2008 09:48:14 AM 11 mins 53 secs Firefox 2.0.0 Windows XP 1280x1024	•	Returning Visits: Location: Hostname: Entry Page: Exit Page: Referring URL:	0 Toronto, Ontario, http://your_websit http://your_websit www.mommaste

Click on the magnifying glass to get detailed information and to find out which pages the visitor viewed.

Click on the **Keyword Analysis** link. You will be taken to a page that lists the keywords people used to find your website.

	Num	Perc.	Search Term
Ŧ	4	2.34%	gardening with preschoole
Ŧ	4	2.34%	christmas dinner menu ide
Ŧ	3	1.75%	old fashioned wrapping pa
•	2	1.17%	cinnamon scented orname
	2	1.17%	cinnamon scented dough c
•	2	1.17%	soup kitchen christmas da
T	2	1.17%	grandparenting activities
▼	2	1.17%	old fashioned ornaments

Click the little drill down arrow next to each result to show more information.

• Note: If your site has not been indexed by search engines yet, there may not be any keyword entries.

#### **STEP 5: Log out of Statcounter**

**Note:** Logging out of your account is very important! If you do not log out and then visit another site, it could be possible for the next site owner to use your cookie information to gain access to your account without even knowing your password!

# How to Set Up a Subdomain in cPanel

**Objective**: to set up a new subdomain in cPanel.

#### **Given STEP 1: Open cPanel**

- In your browser, **type the cpanel address** (http://www.YOURDOMAINNAME/cpanel)
- o Enter your login and password for this account

#### **STEP 2: Set up Subdomain**

• Click the Subdomain Icon



## o Enter Subdomain Information & Click Add

Sub Domain Maintenance				
Current Sub-Domains				
subdomain name				
Note If you wish to grant virtual ftp access to this subdomain, just create an FTP use with the same sername as the subdomain base name that is listed inside the () above.				
experts internetbased mome.com 💉 Setup Redirection				
events internetises income care 💌 Remove Redirection				
Contention and a second				
Note: Subdomains rely on the DNS system in order to function, which means that your DNS information must propagate throughout the different DNS servers on the Internet before your subdomain becomes fully active. This process on the average takes a few hours.				

[ Go Back ]

You can set up & remove redirects as well as delete subdomains in this area as well.

STEP 3: Log Out

 Log out by going to File → Exit

# Submit Articles To iSnare

**Objective**: To submit original articles to iSnare.com for gaining free publicity and traffic to your site.

You must first have created your account and set up your profile!

## **STEP 1: Prepare Article**

- Copy and paste your original article into a text document.
- Make any adjustments needed.
- Save the document to your computer.

## **STEP 2: Log In to iSnare**

## **STEP 3: Submit Articles**

When you log in you should be taken directly to the submit page. If you are not, then you can click *Submit Articles* in the blue bar



## **STEP 4: Add title**

• In the title box, copy and paste or type your article's title

## **STEP 5: Select author name**

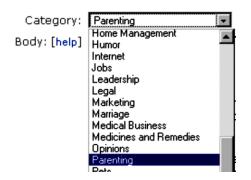
- When you complete your profile information, this section should already have your name listed.
- iSnare allows you to add a pen name, if you'd like. Click the [Add] link to include a different name.

Author: Your Name [[Add]

• To select the new name, click the arrow on the dropdown box and click on the name to select it.

## **STEP 6: Select category**

• From the dropdown box, select the category that best fits your article.



## **STEP 7: Add article in body**

• Copy and paste your article into the box marked Body. Edit where needed.

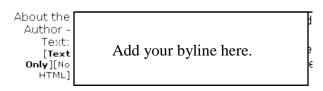
Body [help] are a few suggestions.

<i><b>>i><b>>b>Don't wait</b> for a child to ask you to tell them about when you v little.</i> - Work it in during everyday conversations. This could be done on t way to the procerv store, while playing a game together, during commercials

• Although iSnare does not allow HTML code, you can add the code for italic and bold font. To read more about this, click on the [help] link. You can see this code in action above.

## **STEP 8: Add your byline (About the Author Text)**

• In the next section, add your byline and background info.



• You may want to add your name, a little about yourself telling the reader why you are an "expert," and a link to your site where they can find more information that is helpful.

## **STEP 9: Add keywords**

• Add a few keywords or keyword phrases to help search engines and readers find your article.

Keywords: memories.parenting.family history.genealogy.bonding [optional] [comma separated, example: relationship]

## **STEP 10: Preview and submit**

- Click the preview button to see how your article will look. You will be taken to a preview screen.
- $\circ$   $\,$  From the next screen, you may choose to edit or accept & submit it.

## **STEP 11: Log Out or Add Another**

• You may choose to log out or add another article.

**Note:** iSnare offers free submissions, which is what we have just done. They also offer a program by which you can buy "distribution credits." According to the site, when distribution credits are purchased and used, the approved article is sent to 50-100+ article distribution lists.

When you purchase credits, you will have an option at the top of the page (at step 3 above) asking if you want to use one of your distribution credits. Tick the box if you do.

# How To Submit a Press Release To PRWeb

Objective: To send a press release to multiple media avenues using PRWeb.com

You must first have created an account before following these steps

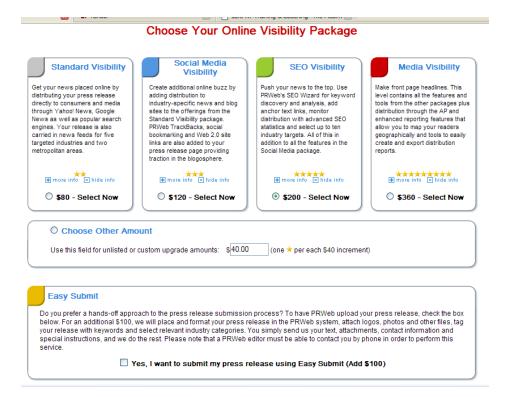
## □ STEP 1: Log In

• Log in to your account and select the Submit Release tab



## **STEP 2:** Choose Distribution Package

- Select package & click Next
  - **Standard:** Gets your press release directly to consumers and media through Yahoo! News, Google News as well as popular search engines
  - **Social Media:** Standard list plus PRWeb TrackBacks, social bookmarking and Web 2.0 site links are also added to your press release page providing traction in the blogosphere.
  - **SEO:** everything listed above plus you get the use of PRWeb's SEO Wizard for keyword discovery and analysis, add anchor text links, SEO distribution monitoring, etc.
  - **Media:** All above plus distribution through the AP and enhanced reporting features that allow you to map your readers geographically and tools to easily create and export distribution reports.
  - Other: A minimum of \$10 is required to submit a press release
  - **Easy Submit**: For an additional \$100 PRWeb will format your press release, attach logos, photos, etc to it for you.



- Select Additional Distribution Enhancements (optional) & click Next
  - You can click the hyperlink for more details on each feature

## Choose Your Distribution Enhancements

Please select any distribution enhancements you would like for this press release.

Click here to change or upgrade your base package.

$\bigcirc$	View PRWeb® Podcast Options Nothing from this group has been selected.
	View PRWeb® Editorial Services Nothing from this group has been selected.
	View SEO Optimization Services Nothing from this group has been selected.
	View Business Wire® Distribution Options Nothing from this group has been selected.
8	View Press Release Ranking Options Nothing from this group has been selected.

When you are satisfied with your selections, please click the "Next" button to proceed to checkout.

Next >

## □ STEP 3: Submit Payment

• Select Method of Payment, Enter Details & Click Continue

	Your Order Summary	
ORD	ER SUMMARY	
	PRWeb Press Release (10)	\$10.00
	Order Total	\$10.00
om the	list below, please select the method by which you would like to pay for your order.	
ick <u>her</u>	e to change your distribution options.	
CHO	OOSE A PAYMENT METHOD	
۲		
0	You will be given the opportunity to create a Paypal account if you do not have one.	
0	Your PRWeb Prepay Account. Your Prepay Account balance is currently <b>\$0.00</b> .	
0	Pay with your Coupon Code PRWeb and PRWebDirect Coupon Codes Accepted. Note: Coupon Codes are case-sensitive.	

#### **STEP 4: Enter Press Release Details**

- Enter Press Release details paying close attention to the notes listed by each box. Entering details wrong will cause a delay in releasing your news
- Click Save Press Release when finished.

Release Date *	This press release has already been distributed.
Headline *	Check English Spelling
	<html here="" not="" permitted="" tags=""></html>
Summary*	Check English Spelling
Body*	Date Line Format: City, State (PRWEB) Month Day, Year Example: Fendale, WA (PRWEB) October 13, 2006 Check English Spelling

Keywo	rds
	<html here="" not="" permitted="" tags=""></html>
Indust	Please Select
MSA (	O <sup>*</sup> Please Select      ✓
Count	United States
Zip/Postal coo	le*
	A Zip/Postal code may contain alphanumeric characters.
	Primary Contact Information
Web Site I	
	Only one URL permitted.
Сотр	any
Contact Nar	ne <sup>*</sup>
Contact Na	
Contact E-m	ail*
Contact Phone*	
	A valid phone number (containing only digits, dashes, parenthesis and a plus symbol) is required for all press releases before they can be distributed.
	Optional Secondary Contact Information
Web Site URL	· -
THE ONE ONE	Only one URL permitted.
Company	
Contact Name	
Contact E-mail	
Contact Phone	
	Optional Billing Code Information
Billing Code	· -
	Enter Billing Code
	Enter Billing Code
	SAVE PRESS RELEASE >> Cancel

## **D** STEP 5: Review Previously Submitted Press Release Details

- Go to My Account
- Here you can and view your release details, upgrade, preview and edit the release, etc

✓ Quick Start     ▲ My Account     ↓ Submit Release     ▲ Statistics						
	😫 🌼 🕞 elete Features Upgrade					
Having a Disaster Recovery Plan is	Vital for Your Home-Based Business	i				
Upgrade	Word Count / Ed Score	Release Date	Submitted			
\$0.00	541 [Score: 2]	Jul 9, 2005	Jul 7, 2005			
	😫 🎲 💽 elete Features Upgrade					
Virtual Assistant Caters to Small Businesses and Home-Based Working Moms						
Upgrade	Word Count / Ed Score	Release Date	Submitted			
\$0.00	469 [Score: 3]	Jun 8, 2005	Jun 6, 2005			

## □ STEP 6 View Statistics

If you paid for a package that includes statistics, you can view those by clicking the Statistics tab.

🖌 Quick Start	👻 🚽 🕂 Submit Release	Statistics

This will bring up this page where you can get an over of the press release. Clicking the drop down arrows will offer more in-depth reports.

Select Releases	Compare	<ul> <li>Release Visibility</li> </ul>	Export	<ul> <li>Print</li> </ul>	~

0 releases selected.			
ŧ	Release Date	Headline	
		Approved releases of least an \$80 upgrade may be selected from this table.	

# **Submitting Podcasts to Podcast Directories**

**Objective:** Submitting a podcast to various podcast directories for more exposure.

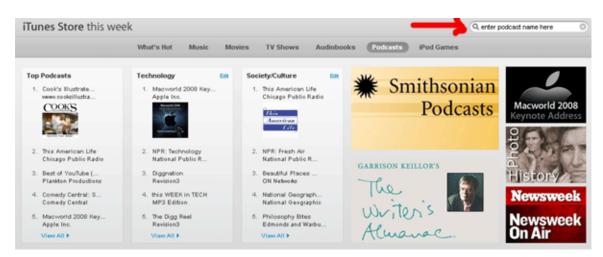
- □ List of Podcast Directories: Some directories will bring more exposure than others. In addition to these general directories, do a search for "xxxx podcast directory" on Google, replacing the xxxx with your target audience and/or topic.
  - □ Podcast Alley <u>http://www.podcastalley.com/index.php</u>
  - Development http://www.podcast.net
  - Digital Podcast <u>http://www.digitalpodcast.com/index.php</u>
  - Development PodcastDirectory.com <a href="http://www.podcastdirectory.com/">http://www.podcastdirectory.com/</a>
  - Development <a href="http://www.podfeeder.com/">http://www.podfeeder.com/</a>
  - Development <a href="http://www.podfeed.net/">http://www.podfeed.net/</a>
  - Development Podscope <u>http://www.podscope.com/</u>
  - Den Media Network <u>http://www.omn.org/</u>
  - □ podCast411 <u>http://www.podcast411.com/</u>
  - □ All Podcasts <u>http://www.allpodcasts.com/</u>
  - Development Podcast Bunker <a href="http://www.podcastbunker.com/">http://www.podcastbunker.com/</a>
  - Development Podcasting Station <a href="http://www.podcasting-station.com/index.php">http://www.podcasting-station.com/index.php</a>
  - Development PodcastPickle <a href="http://www.podcastpickle.com/">http://www.podcastpickle.com/</a>
  - □ Plazoo <u>http://www.plazoo.com/</u>
  - Development Podcasting News <a href="http://www.podcastingnews.com/">http://www.podcastingnews.com/</a>
- **Submit to iTunes** (potentially good exposure)

o Download iTunes and create an account apple.com/itunes/download/

0	wnload iTunes 7.6 now
P	Windows XP or Vista
~	Email me New Music Tuesday and special iTunes offers.
•	Keep me up to date with Apple news, software updates, and the latest information on products and services.
	Apple Customer Privacy Policy
14	ail Address

You do not have to provide your email address to download iTunes. If you want to receive updates, you might want to include your email address, but you can uncheck either of the boxes shown above.

- Go to the Podcast Directory at http://www.apple.com/itunes/store/podcasts.html
- Search to see if, by chance, someone has already submitted your podcast. You can do this by scrolling down the page to "iTunes Store this week". Enter the name and click enter in the search box on the right.



□ If it's not listed, you can submit your podcast by clicking "View All" as shown in the picture above. This will open your iTunes software and part way down the page in the center you'll see a "Submit a Podcast" button:



 Click it and you'll get to a page where you can enter the URL of the feed and click "Continue" (as shown on the next page):

Subprise Pool Casts to pool casts to pool casts to pool casts and the pool cast is and the pool cast is and the pool cast. Publish now.         Learn more about pool casting on iTunes         Trequently Asked Questions (*)         Technical Specifications (*)	<image/> <image/>
Podcast Feed URL:	1
	Cancel Continue

After you click "Continue", you will be prompted to enter your account username and password, if you aren't already logged in. If you don't have an account, you can click the "Create Account" button.

🍠 iTunes		×
	Please enter you	<b>iblish your podcast</b> ur Apple ID and password to publish your podcast. If you do not yet have Create Account.
	Apple ID:	Example: steve@mac.com
	Password:	Forgot Password?
Crea	ate Account	Continue

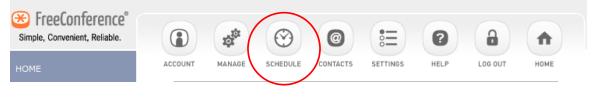
# Setting up a Teleseminar using Free Conference

FreeConference.com allows you to have up to 100 people on the line for free...but participants will have to pay any long distance charges.

## **STEP 1: Book the Call**

Go to http://www.FreeConference.com

- o Log in
- Choose "Schedule" from top menu



- Choose "Web Scheduled Standard"
  - □ Sometimes you'll see a warning that you've overbooked calls. You can review previous calls to see how many people were on the line.
- Click "Next" and enter the number of participants you'd like to have

Welcome to the conference scheduler. Please make your selection, then click the "Next" button below to save your selection and continue. While scheduling a conference, you can change any of your previous selections by clicking in the Progress Meter to the right of your screen.

Which type of Web-Scheduled conference would you like?

#### O Web-Scheduled Premium 800

- Toll-Free Dial-in Number.
- Organizer pays \$0.10 per minute for each caller.
- No setup, monthly or per-call minimum fees.
- <u>Can international callers access a Web-Scheduled Premium 800</u> <u>conference?</u>

#### 🕑 Web-Scheduled Standard

- Long distance Dial-in Number.
- Each Participant pays only his/her normal long distance rate for the duration of the call.
- · No setup, monthly or per-call minimum fees.



- Choose the time, taking note of the time zone
  - Set the call to start 15 minutes early so people can get settled and you can start on time.
- Choose the duration.
  - It's a good idea to add a little extra time to your call. For example if you want teleseminar to run roughly 60 minutes, schedule it for 85 minutes. This gives an extra 15 minutes before to get settled in and 10 minutes for questions after. If the call goes longer, the service will usually extend it, unless the time is already booked.

\*You will receive warnings when you are about to run out of time • Hit "**Next**" & leave the participant access code blank (let them create one)

Please make your selections, then click "Next" to save and continue. (Your selections will not be saved until you click "Next").
How many phone lines should we reserve for the Participants in your conference?
What if I don't know how many people will show up?
When would you like your conference call to take place? Tue, Oct 23, 2007 Tue, Oct 23, 2007 Tue, Oct 23, 2007
How much time do you wish to reserve?
<ul> <li>What happens if a conference runs long?</li> <li>Am I billed for unused conference time?</li> </ul>

- Choose any special settings you want
  - Entry chimes is a good idea so you know when new people come on. Exit chimes can be distracting.
  - □ You may also want to choose to start with conversation mode, so everyone can say hi.

Please make your selections, then click the "Next" button below to save your selections and continue.

Select the conference controls you would like enabled.				
Entry Chimes	Conference Starts When Organizer Arrives			
Exit Chimes	Exit Chimes Conference Ends When Organizer Leaves			
Select a Conference Mode.				
<u>Conversation Mode</u> O <u>Q&amp;A Mode</u> O <u>Presentation Mode</u>				

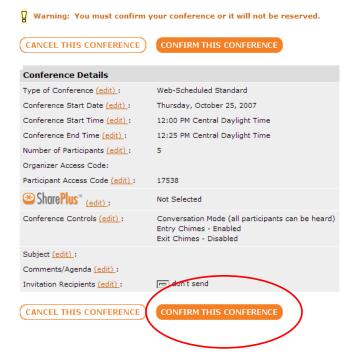
 $\square$  Save these selections as the default setting for my conference controls.

Do not show this page again.

What if I select "Do not show this page again" then change my mind?

BACK	)(	NEXT	)
CANCEL			

- Choose if you want to send out invitations. If you will be creating your own sales page to acquire attendees, it may not be necessary to send invitations too.
- Set Special Options
  - You'll be asked about special options like if you want to use a tollfree line or transcription. You can choose the toll-free option if you'd like, but *you will pay per minute per participant*...so do your calculations first.
- Review details and hit the confirmation button



An email confirmation will be sent to you with the conference call details. You can log into your account anytime to review the details or make changes before your scheduled time.

## **STEP 2: Organize Recording**

- You can record your own calls using an mp3 recorder and the JK Inline Audio Patch (<u>http://www.jkaudio.com/inline-patch.htm</u>)
- You could hire someone to record it for you. Dave at <u>http://www.hifiwebguy.com</u> does a great job of recording and editing.
- Whichever you choose, make sure to give the recorder and the person you are interviewing ORGANIZER/MODERATOR access to the call.

## MISCELLANEOUS STEPS & TIPS

- Email participants the day of the teleseminar to remind them. Encourage them to come live, so they can ask questions.
- You might want to allow people to submit questions ahead of time either through email or a survey site such as <u>http://www.askdatabaseonline.com</u>
- Create a welcoming atmosphere before the call starts. Ask everyone to introduce themselves and keep the chitchat going until start time.
- When you're ready to start recording, you'll want to change the call to "conference" mode so others can't interrupt and you won't have excessive background noise.
- Send out mp3s of the recorded call as soon as they're ready. People will retain their excitement about the call if you deliver the recordings quickly.
- Send out transcripts (if you're having them made) as soon as they're ready.

# Adding Text Areas in FrontPage

STEP 1: Add a text area (it looks like this):

=> It will look like this:

```
http://www.quicksales.com/app/aftrack.asp?afid=XXXXX&am 🔺
p;u=www.affiliatemanagersweetie.com
```

• Double click on the text area to see the properties:

Name:	51			
Initial value:	http://www.quicksales.com/app/aftrack.asp? afid=XXXXX&u=www.affiliatemanagersweetie.c om			
Width in chara Number of line				
Style	Validate OK Cancel			

• To add a text area, you can copy an existing one and change the 'initial value' field.

OR

• Insert -> Form -> Text Area and it will look like this:

	A		
	Submit	Pecet	
		Conception of the conception o	1
1.5			

- Click on the Submit button and delete; click on the Reset button and delete
- Double click on the text area box to fill in the information:
  - Name don't have to change
  - Initial Value the actual text link or graphic link
  - Width in characters how wide you want the box
  - Number of lines how many lines you want showing without having to scroll
- Click OK

NOTE: The width and number of lines are different for some of the pages so try to stay consistent for that type of page.

# **Time Stamp**

# **Objective Learn Basics of Time Stamp**



1. Open Time Stamp

a. Click Time Stamp Short Cut

Time Stamp

• Once Opened you will see a screen like this

😹 Time Stamp					
File Edit Timers	Tools Help				
	s 💥 🖾 🔀 😑 💷	+ + 2			
Default Projects	Total Time Delete Task Total Slack Time:				Stopped
	Total Slack Time: Total Work Time:	00:00:00 Total Slack 0 00:00:00 Hourly Rate:			
	Start	Stop Tota		Work Work Cos	t Notes
	Start	Stop	SIACK	WORK COS	Notes
Recent Projects					
necent r'iojects					

2. Set Hourly Charge Rate

- a. Click Tools
- b. Click Set Default Hourly Charge Rate

File Edit Timers	Tools Help	
<u>t</u> 🖻 🖬 🎒 🔇	★ Set Default Hourly Charge Rate Recalculate All Tasks	F8
Default Projects	Set Project Title Set This Project's Report End Notes Set Default Report End Notes	or iC at
	Create Default Notes List	т
	Link Time to Above Task	
	<ul> <li>Work In Reduced Mode</li> <li>Hide Toolbar</li> <li>Hide Projects Bar</li> <li>Always on Top</li> </ul>	F5 F6 F7

c. Enter Amount you will be charging

d. Click Ok

	X
Cancel	
	Cancel

## 1. Starting Timer

- a. Click small timer clock to start timer
- b. Once you click on the timer button you will notice that the timer is running. You can see two places where it is running.

👶 Time Stamp			•
File Edit Timers	Tools Help		
<u>t</u> 🖻 🖬 🗐 🎯	e 💥 🖾 🗙 😑 🗖	±.±. ?	
Default Projects	Total Time Elapsed:	00:00:00	Total W
	Total Slack Time:	00:00:00	Total Sla
	Total Work Time:	00:00:00	Hourly R
	Start	Stop	

- i. Right Hand corner red button that says TIMING
- ii. Also you will see time date and timer running

	4 4 <b>7</b>		٥	40		
Total Time Elapsed:	00:00:00 Total V	Vork Cost:	\$0.00	Tin		Timing
Total Slack Time:	00:00:00 Total S	lack Cost:	\$0.00			
Total Work Time:	00:00:00 Hourly Rate:		10.00	10.00		
Start	Stop	Total	Slack	Work	Work Cost	Notes
1/23/2008 20:04:41	TIMING (0:00:04)					

iii. To start and stop the timer all you have to do is click the small clock



- 1. When you have stopped the timer you will see two places were the timer has been stopped
  - a. Right Hand corner green stop button
  - b. Below in the stats column

🗉 🙏 🕺				-	$\sim$	
d: 00:07:52 Total	Work Cost:	\$1.31	Timin	g Status: 📕	Stopped	
00:00:00 Total	00:00:00         Total Slack Cost:           00:07:52         Hourly Rate:			\$0.00		
00:07:52 Hour						
Stop	Total	Slack	Work	Work Cost	Notes	
1 1/23/2008 20:12:33	00:07:52	00:00:00	00:07:52	<b>\$1.31</b>		
			_			
	00:00:00 Total 00:07:52 Hourt Stop	d:         00:07:52         Total Work Cost:           00:00:00         Total Slack Cost:           00:07:52         Hourly Rate:           Stop         Total	d:         00:07:52         Total Work Cost:         \$1.31           00:00:00         Total Slack Cost:         \$0.00           00:07:52         Hourly Rate:         10.00           Stop         Total         Slack	d:         00:07:52         Total Work Cost:         \$1.31         Timing           00:00:00         Total Slack Cost:         \$0.00           00:07:52         Hourly Rate:         10.00           Stop         Total         Slack         Work	d:         00:07:52         Total Work Cost:         \$1.31         Timing Status:           00:00:00         Total Slack Cost:         \$0.00           00:07:52         Hourly Rate:         10.00           Stop         Total         Slack         Work         Work Cost	

## 2. Adding Notes

- a. Double Click NOTES column
  - i. Insert Text
  - ii. Click Ok

Section and a management	CONTRACTOR CONTRACT							
👶 Time Stamp								
File Edit Timers	Tools Help							
🛛 🔁 🖨 🗶 🖇	e 🔆 🖹 🗙 🗖 🖿	<u></u> ?						
Default Projects	Total Time Elapsed:	00:07:57 Total V	Vork Cost:	\$1.33	Timin	g Status: 📕	Stopped	
	Total Slack Time:	00:00:00 Total S	lack Cost:	\$0.00				
	Total Work Time:	00:07:57 Hourly	Rate:	10.00				
	Start	Stop	Total	Slack	Work	Work Cost	Notes	
	1/23/2008 20:04:41	1/23/2008 20:12:33	00:07:52	00:00:00	00:07:52	<b>\$</b> 1.31		
	1/23/2008 20:16:13	1/23/2008 20:16:17	00:00:03	00:00:00	00:00:03	\$0.01		
	1/23/2008 20:16:17	1/23/2008 20:16:18	00:00:01	00:00:00	00:00:01	\$0.05		
	1/23/2008 20:16:19	1/23/2008 20:16:20	00:00:00	00:00:00	00:00:00	\$0.0		
							<u> </u>	
						Not	te	
						E	Enter a note for this record:	
						A	sutofill Text:	<b>V</b>
								<u>^</u>
								~
							OK	0
							OK	Cancel

1. You will see the text you entered circled in red below

e Edit Timers	То	ols Help						
🎽 🚅 🔒 🚳 🔇	Ē	* 🛛 🗙 🗉 🗖	. <u></u> ?					
Default Projects	Т	otal Time Elapsed:	00:07:57 Total \	Nork Cost:	\$1.33	Timin	g Status:	Stopped
	Т	otal Slack Time:	00:00:00 <b>Total S</b>	Slack Cost:	ck Cost: \$0.00		0.00	
	Total Work Time:		00:07:57 Hourly Rate:		10.00			
		Start	Stop	Total	Slack	Work	Work Cost	Notes
		1/23/2008 20:04:41	1/23/2008 20:12:33	00:07:52	00:00:00	00:07:52	<b>\$</b> 1.31	
		1/23/2008 20:16:13	1/23/2008 20:16:17	00:00:03	00:00:00	00:00:03	\$0.01	
		1/23/2008 20:16:17	1/23/2008 20:16:18	00:00:01	00:00:00	00:00:01	S0 90	Testing Site
		1/23/2008 20:16:19	1/23/2008 20:16:20	00:00:00	00:00:00	00:00:00	\$0.00	

- **3.** =**Slacker button** (used when you have stopped what you are doing for just a few

minutes)

a. Click to start and stop

#### 4. Edit Tasks

- a. Click to bring up the Edit Task Record
- b. Make Edits Click Ok

It Projects	Total Time Elapsed:	00:09:06 Total V	Vork Cost:	\$1.51	Timir	g Status:	Stopped		
	Total Slack Time:	00:00:01 Total S	lack Cost:	\$0.01					
	Total Work Time:	00:09:04 Hourly	Rate:	10.00					
	Start	Stop	Total	Slack	Work	Work Cost	Notes		
	1/23/2008 20:04:41	1/23/2008 20:12:33	00:07:52	00:00:00	00:07:52	\$1.31			
	1/23/2008 20:16:13	1/23/2008 20:16:17	00:00:03	00:00:00	00:00:03	\$0.01			
	1/23/2008 20:16:17	1/23/2008 20:16:18	00:00:01	00:00:00	00:00:01	\$0.00	Testing Site		
	1/23/2008 20:16:19	1/23/2008 20:16:20	00:00:00	00:00:00	00:00:00	-			
	1/23/2008 20:20:39	1/23/2008 20:21:48	00:01:08	00:00:01	00:01:06	\$0.19			
						Task Start         Date:       [         Time:       [         Task End       Date:       [         Date:       [         Time:       [         Time:       [         Task Bread	1/23/2008 ▼ 8:20:39 PM ÷ 1/23/2008 ▼ 8:21:48 PM ÷	Peripheral Data Work Time (Minutes): Slack Time (Minutes): Recalculate Hourly Rate: Notes Autofill Text: meo	0.0333
							- Yellow: Slack		ок

#### a. Click Save Button

i. Find Folder

- 1. Give File Name
  - a. Click Save

👶 Time Stamp								
File Edit Timers	Tools Help							
<b>15 🖬 🖬 🖗</b> 🕫	3 💥 🖾 🗙 😑 🖿	<u> ?</u>						
Default Projects	Total Time Elapsed:	00:09:06 Total V	Vork Cost:	\$1.51	Timing	Status: 🗾 S	itopped	
	Total Slack Time:	00:00:01 Total S	lack Cost:	\$0.01				
	Total Work Time:	00:09:04 Hourly	Rate:	10.00				
	Start	Stop	Total	Slack	Work V	Vork Cost	Notes	
	1/23/2008 20:04:41	1/23/2008 20:12:33	00:07:52	00:00:00	00:07:52	<b>\$</b> 1.31		
	1/23/2008 20:16:13	1/23/2008 20:16:17	00:00:03	00:00:00				
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	-							
	-							_

If you are working on the same project or one client that you are keeping track of your hours you can keep opening this time stamp up and continue working down the line

# How to Create a Table of Contents in OpenOffice Writer

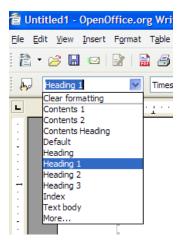
Objective: to create a clickable table of contents (TOC) using OpenOffice Writer

OpenOffice is a free program similar to Microsoft Office that has the ability to create text documents, spreadsheets and more. It's available at <u>www.openoffice.org</u>

- **STEP 1: Open the document that you previously created**
- **STEP 2:** Adjust Content Location
  - Using your cursor and hitting the enter key repeatedly, push your content to begin on the second page. This will create a blank page for the Table of Contents.
    - If you will be adding an ebook cover, cover page or any other pages before the TOC, be sure to push the content down far enough to leave blank pages for these items.

#### **STEP 3: Format Headings**

- Decide which headings you want entered into the TOC.
- $\circ$  Decide if you want subheadings to show & if so, which ones.
- Scroll through your document changing any headings you want to show to Heading 1 and any subheadings as Heading 2 (you can even do subheadings of subheadings using Heading 3) as shown below.
  - You may change adjust the size and font as you normally would in Word.



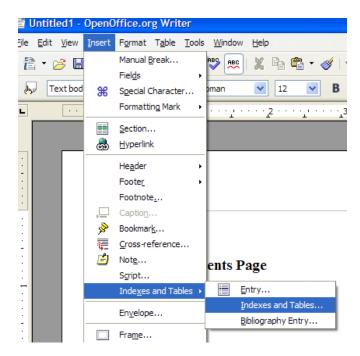
## **STEP 3: Create the Table of Contents Page**

Once you have all your headings and subheadings finished.

- $\circ~$  Scroll to the page where you want your TOC to be.
- Put your cursor where you want your TOC to begin

## **STEP 4:** Choose Table of Contents Options

◦ Click Insert → Index and Tables → Index and Tables from the toolbar.



- $\circ$   $\,$  Choose the options you would like for your TOC  $\,$ 
  - Using the tabs and drop down options will give you more control over what your TOC will look like.

Insert Index/Table	
	Index/Table Entries Styles Columns Background
Table of Contents           Heading 1         1           Heading 1.1         1           Entry         1           Heading 1.2         1	Type and title      itle       Table of Contents       Type       Table of Contents
Heading 1 This is the content from the first chapter. This is a user directory entry. Heading 1.1 This is the content from chapter 1.1. This is the entry for the table of contents.	✓ Protected against manual changes         Create index/table         for       Entire document         ✓       Evaluate up to level         10 ♥         Create from
This is the content from chapter 1.1. This is beyword is a main entry.	✓ Outline        Additional Styles        ✓ Index marks
Table 1: This is table 1	
	OK Cancel <u>H</u> elp <u>R</u> eset Preview

## • Once you've made your selections. Click Ok

Your newly created table of contents should now be inserted where your cursor is on the blank page. Just save your document and you're done!

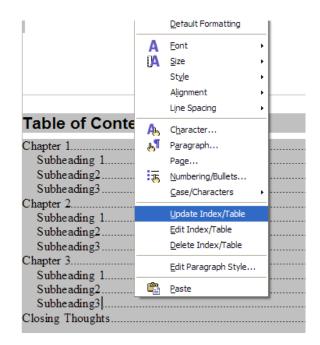
## Table of Contents

Chapter 1	2
Subheading 1	2
Subheading2	3
Subheading3	_
Chapter 2	
Subheading 1	_
Subheading2	
Subheading3	6
Chapter 3	7
Subheading 1	7
Subheading2	7
Subheading3	7
Closing Thoughts	8

## **STEP 5: Editing Your Table of Contents**

If you make changes to your document and pages get shifted around. It is a good idea update the TOC to ensure everything is accurate. To do this, simply:

- Right-click the TOC
- Choose Update Index/Table



• Click Ok and save your document again.

# How to Create a Table of Contents in Microsoft Word

**Objective**: to create a clickable table of contents (TOC) using Microsoft Word.

- **STEP 1: Open the Word document that you previously created**
- **STEP 2:** Adjust Content Location
  - Using your cursor and hitting the enter key repeatedly, push your content to begin on the second page. This will create a blank page for the Table of Contents.
    - If you will be adding an ebook cover, cover page or any other pages before the TOC, be sure to push the content down far enough to leave blank pages for these items.

## **STEP 3: Format Headings**

- Decide which headings you want entered into the TOC.
- Decide if you want subheadings to show & if so, which ones.
- Scroll through your document changing any headings you want to show to Heading 1 and any subheadings as Heading 2 (you can even do subheadings of subheadings using Heading 3) as shown below.
  - You may change adjust the size and font as you normally would in Word.

F <u>o</u> rmat <u>T</u> ools T <u>a</u> ble <u>W</u> indow <u>H</u> elp	
۶ 🕄 ا 🕹 🛍 🏈 ا 🔊 • 🔍 • ا 🧶 😼 💷 🖓 🏭 100% 🛛 📲 🕴 🕇	Heading 1 🗸 Arial
· · · · · · · · · · · · · · · · · · ·	Clear Formatting
	Bold
$\langle $	Heading 1
	Heading 2
	Heading 3
	Normal
	More
Chapter 1	

**STEP 3:** Create the Table of Contents Page

#### Once you have all your headings and subheadings finished.

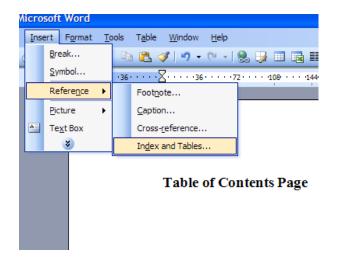
- $\circ~$  Scroll to the page where you want your TOC to be.
- Type in Table of Content and format it as you wish.
  - DO NOT make it Header 1, 2 or 3 unless you want it to show in your TOC.

v <u>i</u> nsert	Format	<u>1</u> 00IS	I <u>a</u> pie	window	Help							
🛃 🚨	🎝 🏷	XB	24	1 🤊 -	(" - 18	😼 💷 🖬	3 II   1	100%		<u>4</u>	Normal + 1	4 pt 👻
	• • •72 •	••••36•	••••	3		108 · ·	• 144 • • •	180	216 · · ·	252	- 288 -	324
	_											
				Table	of Cont	ents Pag	ze					
	-											

• Using your enter key, push your cursor down 3-5 lines below your TOC heading... where you want your TOC to begin

## **STEP 4:** Choose Table of Contents Options

• Click Insert  $\rightarrow$  Reference  $\rightarrow$  Index and Tables from the toolbar.



- **Click the Table of Contents tab** to choose the options you would like for your TOC.
  - Show Levels lets you decide how many heading levels (1, 2, 3 or possibly all) to show on the TOC.
  - Page Numbers Checking this will show the page number where that heading begins.
  - **Right Align** Aligns the TOC to the right-hand side of the page.

- **Tab Leader** lets you choose which type, if any leaders you want to show between the Heading Text and the page numbers.
- Use Hyperlinks Check this if you want to be able to click on the TOC items and jump to that particular section.
- Other options are available by clicking the "options" button.

Index and Tables	N 100 100 100 100 100 100 100 100 100 10
Index Table of Contents Table of Figures	Table of <u>A</u> uthorities
Print Pre <u>View</u>	Web Preview
Heading 1 1 🛆	Heading 1
Heading 2	Heading 2
Heading 35	Heading 3
Show page numbers	Use <u>hyperlinks</u> instead of page numbers
Right align page numbers	
Ta <u>b</u> leader:	
General	
Forma <u>t</u> s: From template V Show levels:	3
Show Outlining Toolbar	Options Modify
	OK Cancel

• Once you've made your selections. Click Ok

Your newly created table of contents should now be inserted where your cursor is on the blank page. Just save your document and you're done!

#### **Table of Contents Page**

Chapter 1	2
Subheading 1	
Subheading2	-
Subheading3	
Chapter 2	5
Subheading 1	5
Subheading2	
Subheading3	6
Chapter 3	7
Subheading 1	7
Subheading2	_
Subheading3	7
Closing Thoughts	8

## **STEP 5: Editing Your Table of Contents**

If you make changes to your document and pages get shifted around. It is a good idea update the TOC to ensure everything is accurate. To do this, simply:

- Right-click the TOC
- Choose Update Field
- Select Update Page Numbers or Entire Table (if you've changed some of the text)
- $\circ$   $\,$  Click Ok and save your document again.

Chapter 1				1
Subheading 1				1
Subheading2			3	5
Subheading3			4	Ļ
Chapter 2			5	ĵ
Subheading 1			5	ĵ
Subheading2			6	Ś
Subheading3			6	j
Chapter 3				l
Subheading 1				l
				l
Subheading3	X	Cut		l
Closing Thoughts			8	\$
		<u>C</u> opy		
	2	<u>P</u> aste		
	2	Update Field		
		Edit Field		
		Toggle Field Codes		
	Α	<u>F</u> ont		
	≣¶	Paragraph		
	:=	Bullets and Numbering		
Update Table of Contents	<			
Word is updating the table of contents. Select one of the following options:				
Update page numbers only				
O Update entire table				
OK Cancel	]			

- 1. Set up a MySpace Page + Main Features
- 2. Set up a Facebook Page + Main Features
- 3. Set up a Twitter Account + Main Features
- 4. Set up a Digg account and main features
- 5. Set up a Mumdinger account and main features
- 6. Setting up a Squidoo page and main features

ABOVE SENT TO MEL.

Also –

## 7. GIMP? – DONE

8. Moodle? –

9. PayPal to Quickbooks? – waiting on Raquel

10. What to Look for in a Web Designer (Michelle)

- 11. What to Look for in a Programmer
- 12. What to Look for in a Graphic Designer
- 13. What to Look for in a Content Writer
- 14. What to Look for in a Copywriter
- 15. What to Look for in a Virtual Assistant
- 16. What to Look for in a Bookkeeper

17. Spreadsheet for blog commenting. (name of blog, date, link of comment – put the whole year)

18. Spreadsheet for potential affiliate research (check if there is a checklist to go with this already loaded)

- 19. Finding potential affiliates protocol
- 20. Tracking changes in Word.
- 21. Adding graphics to Amember affiliate center.

# HOW TO TRACK CHANGES MADE IN MICROSOFT WORD

**Objective**: to turn tracking feature on and off, see what the document looks like when changes are made, and learn to approve changes made by someone else.

## □ STEP 1: Open Microsoft Word

## • Click on Microsoft Word shortcut or

Click Start > All Programs > Microsoft Word



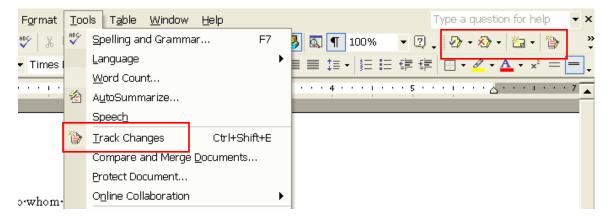
## □ STEP 2: Open a New File

- Click File
- Select Open
- Click on the file you want to review

Eile	e <u>E</u> dit	⊻iew	Insert	F <u>o</u> rmat	<u>T</u> ools	T <u>a</u> ble	<u>W</u> in
$\square$	<u>N</u> ew					Ctrl+	FN
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	<u>C</u> lose						
H	<u>S</u> ave					Ctrl+	۰S
	Save <u>A</u>	<u>.</u> s					

## □ STEP 3: Turn Track Changes On

- Click Tools
- Select Track Changes
  - After selecting Track Changes, the Reviewing Toolbar will be visible.



## • Turn Track Changes On Using the Reviewing Toolbar

Click Track Changes icon



The Track Changes icon is highlighted when ON



- □ STEP 4: Make Changes
  - Added text has red font color
  - A black bar appears in left margin at each line a change is made

This is to ack nowledge recent of your complaint

 $\circ$  Deleted text appears in white box in right margin

•and-let-you;know-our-findings.¶ Deleted: r

- □ STEP 5: Add a Comment
  - Place cursor were you want to make a comment

- next to text you want to comment about or
- at the position on the document you want to make a suggestion or observation
- Click New Comment icon on Reviewing Toolbar



• A shaded box appears in right margin

#### • Type your comments in the shaded box

To whom it concerns 1	<b>Comment:</b> If we have a name for the person who sent the letter, address the letter specifically to that person
This is to acknowledge recent of your complaint concerning your neighbor's dog. We will investigate the situation and let you know our findings.	Deleted: r

## □ STEP 6: Approve Changes Made by Someone Else

- Approve Added Text
  - Select the text that was changed

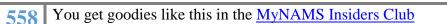
This·is·to·acknowledge·recent·of·your·<mark>complaint·</mark>concerning·y will·investigate·the·situation·and·let·you·know·our·findings.¶

- Click the arrow next to Accept Change
  - Notice the Accept Change icon has a check mark
- Select Accept Change
  - The red font color will change to black

Accept Change
 Accept All Changes Shown
 Accept All Changes in Document

- Approve Deleted Text
  - Click inside the Deleted box
  - Click the arrow next to Accept Change
  - Select Accept Change
    - The Deleted box and the red line will disappear

Deleted: r



- Comment
  - Click inside the Comment
  - Right Click your mouse
  - Select Delete Comment

<b>Comment:</b> If we have a nar person who sent the letter, and letter specifically to that perso	dress ti	
letter-specifically/offiai pers	Ж	Cu <u>t</u>
	Ēð	<u>C</u> opy
	Ē.	<u>P</u> aste
	۲.	Delete Co <u>m</u> ment
	Α	<u> </u>

- □ STEP 7: Reject Changes Made by Someone Else
  - Added Text
    - Select the text that was added

office-will-notify-your-neighbor-of-a-complaint-regarding-the-constant-barking.<u>We-will-</u> send-you-a-copy-of-the-letter-we-send.¶

- Click the arrow next to Reject Change
  - Notice the Reject Change icon has a red X
  - Select Reject Change
    - The text will be deleted

Reject Change/Delete Comment
 Reject All Changes Shown
 Reject All Changes in Document

Delete All Comments Shown

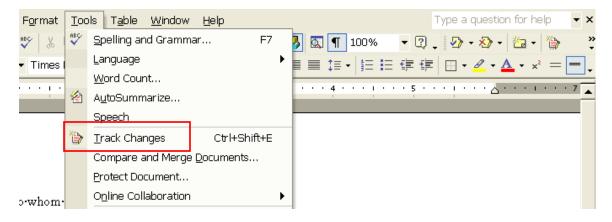
Delete All Comments in Document

- Deleted Text
  - Click inside the Deleted box
    - Click the arrow next to Reject Change
    - Select Reject Change
      - The original text will be restored
  - If you replaced the text when you originally deleted it, follow the procedure above to reject the change of added text.

Deleted: We received your letter of

## **STEP 8: Turn Off Track Changes**

- $\circ \quad \text{Click Tools}$
- Select Track Changes



## **o** Turn Track Changes Off Using the Reviewing Toolbar

- Click Track Changes icon
  - It is not necessary to turn Track Changes off before saving file after you've made changes.



• The icon is plain when OFF.



## □ STEP 9: Save Changes

- $\circ \quad \text{Click File} \\$
- $\circ \quad \textbf{Select Save or} \\$ 
  - Save As if you want to save file using a different name

Eile	<u>E</u> dit <u>⊻</u> iew
D	<u>N</u> ew
2	Open
	<u>C</u> lose
H	<u>S</u> ave
	Save <u>A</u> s

## □ STEP 10: Exit Microsoft Word

- Click File
- Select Exit

## **Additional Information**

- □ Cannot See Changes After Opening File
  - Click View
  - Select Markup

⊻ie	w <u>I</u> nsert F <u>o</u> rmat				
Normal					
🗟 Web Layout					
	Print Layout				
:=	<u>O</u> utline				
	Tas <u>k</u> Pane				
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<u>0</u> ,	Document Map				
	Header and Footer				
	Eoothotes				
2	M <u>a</u> rkup				
	F <u>u</u> ll Screen				
	<u>Z</u> oom				

#### □ Finding Changes in Document

- Click Next on the Reviewing Toolbar to find the next change
  - Click the icon to the left to find the previous change



## □ Turn On/Off Review Pane

- Click Review Pane on Reviewing Toolbar
  - Highlighted when on



<u>له</u>

• A window will open at the bottom of your screen. Inside the window are the following:

- Change made
  - Comment
  - Inserted text
  - Deleted text
- Date and time of change

Main document changes and comments	
Comment	11/28/2007 9:51 AM
If we have a name for the person who sent the letter, address the letter specifically to that person.	
Inserted	11/28/2007 9:49 AM
1¶	
Deleted	11/28/2007 9:49 AM
r¶	

# **Transcription Protocol**

## Part 1: Expectations

- □ **Confidentiality:** All assignments must be held in the strictest confidence and you cannot share or otherwise use any information you learn through your proofreading.
- □ **Turnaround Time:** Each assignment will include a turnaround time. Please ensure that you are able to fulfill that obligation or make alternate arrangements immediately.
- □ **File Format:** Assignments will often be delivered in mp3 format Transcriptions should be returned in Microsoft Word format. Unless otherwise specified, please format text with standard spacing and Size 12 Times New Roman Font.
- □ **U.S. English:** Our written projects are written in U.S. English and should be written and proofread accordingly. All assignments should be proofread. Please see the proofreading checklist for more details.

## Part 2: Transcription Process

- Sentence & Paragraph Formatting: Because much of our content is read online, we like to keep things simple. Eye fatigue can happen easily on long, so we like to keep our paragraphs and sentences short and simple. Paragraphs should be 3-5 sentences. Sentence should also be relatively simply and convey one idea at a time.
- Clean Up the Transcriptions: The spoken word is often comprised of sentence fragments, grammatical errors, plenty of "uhms" and uhs" and various stutters. This doesn't always translate to a completely comprehensible written document. Unless otherwise specified, you should always attempt to fix errors so that the writing will flow and make sense. However, please take care not to lose the original meaning of the conversation.

## For example:

**Speaker:** Today, uhm well when you... I mean when you started your business how did it uhm how did it feel, did it like feel good to be your own boss or did you think it was difficult tell us how it was at the beginning I mean at the very beginning when you started your business was it hard?

As you can see, that sentence doesn't read or flow very well. However, many speakers actually do speak like this and you can often get run-on and repetitive sentences. Please "clean up" these sentences unless told otherwise. The sentence above should be rephrased to look similar to this:

**Speaker** (edited): When you started your business how did it feel? Did it feel good to be your own boss or was it difficult at the beginning? Tell us how things were when you started your own business.

□ **Inaudible Words & Sentences:** If you can't hear a word because of background noise or dictation volume, please highlight the section on the transcript (using the yellow highlighter pen on your computer) and write down the time of the recording.

This is an important step so that we can go back and find that specific time and try to decipher the word or let the client know where they can find this on the dictation. Place the words [Inaudible] in brackets where you can't hear the word and type the time next to and highlight both, like this: [Inaudible 2:14].

Unclear Words & Sentences: If the dictation volume is fine, but you can't figure out what the speaker is saying or just can't grasp a certain word, please leave a blank in brackets and highlight it along with the time of the dictation, like this:
 3:45]. A blank should be 5 underscores.

**NOTE:** You should listen to a word several times before leaving a blank. If you just can't figure out a word, leave it and go back to it during the proofreading phase. A lot of words will "make sense" the second time around. If you still can't make out the word, then leave the blank as instructed above.

Use Common Sense: When transcribing, good common sense is extremely important. There will be times when a speaker refers to wrong dates or a wrong name, etc. When it's very obvious he or she has made a mistake but hasn't caught it. In this case, apply your common sense to change the word/mistake for the speaker.

Of course, if it's not obvious or you're not sure, then make a note on the dictation with your notes along with the time of the recording, like this: [Note: Not sure of date stated here may be referring to 2007 instead of 2005 5:34]. The more information you can give us when you're not sure of something, the easier it is for us to correct it. Always make notes when you're not sure of something.

Speakers & Unannounced Speakers: When there is more than one speaker in a dictation, the speaker's name should be written in bold before the words they speak. For example:

John Doe: Today, Jane Doe will be our special guest. Welcome Jane.

Jane Doe: Thank you very much John. It's good to be here.

If there is a Q&A session during the recording or another time when someone speaks without being identified, please the words "Unidentified Speaker" in the front of the text like:

**Unidentified Speaker:** I was wondering if you could tell me a bit more about the software you spoke about earlier.

## Setting up and using TwitterFeed

Objective: To get your blog posts "twittering" to gain more exposure for your site.

#### □ STEP 1: Log In

- Log in to twitterfeed (<u>http://www.twitterfeed.com</u>) with your OpenID.
- If you don't have an OpenID, you can get one here, <u>http://openid.net/</u>

#### Please login to twitterfeed

OpenID Login:  Login » Forgot your OpenID URL?  What is OpenID?
Don't have OpenID? Get one here.           Imprideop         More secure than passwords.
Popular 3rd party OpenID providers you can use to log into twitterfeed:
Sign In with a Yahoo! ID
(once you have enabled your Yahoo! account for OpenID here)
Note to Yahoo! users who have previously logged in using idproxy.net: Please continue to use your [username].idproxy.net OpenID URL - logging in through Yahoo! will log you into twitterfeed as a new user.
Livejournal users: you can login as [yourname].livejournal.com [more info] Vox users: you can login as [yourname].vox.com (your Vox blog URL) Wordpress.com users: you can login as [yourname].wordpress.com [more info] Blogger users: you can login using your Blogger blog URL if you edit your profile at draft.blogger.com to enable OpenID [more info] AOL users: you can login as openid.aol.com/[screenname] [more info]
OpenID is a standard for providing single sign on between web sites [OpenID providers]

# STEP 2: Navigate To Feed Page Click Go To My Twitter Feeds



feed your blog to twitter

Logged in as http://openia.aoi.com/

Welcome, glad you could make it!

You are now logged into twitterfeed.com

Please take a note of your exact OpenID URL as shown above - you'll need it if you want to come back later to add or remove twitter feeds

go to my twitter feeds (or create a new one)

## **STEP 3: Create Twitter Feed**

• Click Create New Twitter Feed

#### **My Twitter Feeds**

Twitter 🔊 RSS Feed URL Frequency

Actions

😳 Create new twitter feed

- Fill in Feed Details
  - **u** Twitter Name & Password
  - □ Rss Feed URL
  - □ Update Frequency
  - □ How many updates to post each time
  - □ Prefix you'd like used with each tweet (if any)
- Click *Create* when you are finished filling in details

#### Create new twitter feed

Twitter Name [*]:	Password:	test twitter authentication
RSS Feed URL: http://		test rss feed
Update frequency: Every hour	Post up to 5 💌 new updates	each time
[ Update Frequency describes how often the most recent entry only, and after the	we check your feed for new posts. T at, any new entries since the last tim	he very first time we check, we post e we checked. ]
Include title & description 💌 🗹 In	nclude item link (if unchecked, sends	tweet without the tinyurl link)
Prefix each tweet with:	(max. 20 characters)	
Filter by keywords: [no filter]		
Active (if unchecked, this twitterfeed	will be inactive, and will not post to t	witter)
Create Cancel		

That's it! The server will check your blog's feed at the specified interval you chose and post any new items to your twitter account.

# Submit Articles through UniqueArticleWizard.com

#### Using the one-step wizard option

UniqueArticleWizard.com is a monthly subscription service that submits articles to multiple article directories, announcement lists, ezine publishers and niche websites at one time. Unlike other sites that do this, you submit three versions of a single article and UAW will turn those three articles into even more variations before submitting. By doing this, it helps to eliminate duplicate content being added to multiple sites.

**Objective**: To submit unique versions of a single article to hundreds of websites while only having to actually submit to one site.

Note: You should have three versions of your article prewritten before you try to submit

STEP 1: Create & log into your account at <u>www.uniquearticlewizard.com</u>

#### □ STEP 2: Navigate to the Article Submission Area

You can use the step-by-step wizard if you prefer but the quickest method of submitting articles is through the *one-stop add an article* option.

#### • Click the arrow next to One-Stop Add An Article

# Unique Article Wizard

Control Panel



#### □ STEP 3: Submit Article Details

- **Create New Project/Domain:** Name your submission campaign. If you submit for multiple domains, it could be the domain name or if you have monthly projects or custom pen names, you could list it by one of those.
  - Once you have created a project name, it will be listed in the existing project drop down area for the next time you submit.
- o Author: Enter the author/pen name for the article
- Additional pen names: If you want the article submitted under multiple pen names, add them here... separate each by a blank line
- **Version 1**: Upload or paste the first version of the article into the box.

Include the title here ... again, separate each paragraph by a blank line.

- **Version 2**: Upload or paste the second version of the article into the box. Include a different version of the title here
- **Version 3**: Upload or paste the third version of the article into the box.

Include a third version of the title

#### Add Article

Project/Domain	💽 Usi	e Existing	
	○Or New	Create	Project 1
Author	Autho	or's name:	
		Additional lonyms: onal)	
	Separ blank	ate by lines.	
NOTE: All Uploaded files	must all be	TEXT files (	(not Word or any other word processor)
Article	Version 1	○Upload	Browse
Permitted HTML: <b></b> <u></u> <i></i> <em></em> <strong></strong>		⊙ Paste	
Rotating tags: {a b c etc} {a b {keyword} etc} {keyword}	Version 2	⊙Upload ⊙Paste	Browse
{upperkey} {lowerkey} {ucfkey} {titlekey} {keywordns}			
You MAY include links in your body			
text - but a maximum of two links to any one domain in your entire article, including your resource box.	Version 3	⊙ Upload ⊙ Paste	Browse

**Note**: If you choose to upload your articles from a text file, you will select the **Generate** button to upload. Once it has uploaded, you will return to this page. The generate button is shown on the next page indicated by the red oval.

- **Extra Titles (optional):** You've already added three versions of the title, however, if you want to add more, you can do so here.
- **Resource File:** Enter one or more resource boxes (bio/about the author) separated by a blank line.
- Substitution Keywords (optional): Until you understand how this feature works, it is not recommended that you use it as it will substitute certain keywords within your articles with those you enter here. Once you understand this feature, if you want to use them, you can add those keywords here.
- Categories: Enter the categories in which you'd like your articles to be submitted under. <u>Include some broad categories for best submission results</u>. For instance, health, fitness, wellness in addition to yoga, tae bo, etc. – Put them in the order in which you'd like them listed... more specific categories first, broad categories second.

1	Generate When you click	this, the Wizard	will import whatever data you have put in the three
		eate the missing (	, and take you to the step-by-step article generator paragraph versions. When you have finished creating ere.
	Extra Titles (optional - don't forget that the three versions you pasted above must also include the title as their first line)	□ Upload □ Paste	Browse
	Click the generate button to go to the step by step title generator. Separate each title by a blank line.	Generate	
	Resource File		Retrieve Previous Resource
	Click the generate button to go to the step by step resource generator.	Upload	Browse
	Separate each title by a blank line.	Paste	
		Generate	
	Substitution Keywords (Optional)		Retrieve Previous Keywords
	Comma separated.	🗆 Upload	Browse
	Used in conjuction with the special tags such as {keyword} described above	□Paste	
	Categories/Tags Comma separated. Max 15		Retrieve Previous Categories
	Comma separated. Max 15 phrases.	Upload	Browse
		Paste	

 Select Categories: Choose one category from each of the three drop down options where you'd like your articles submitted. These can duplicate what you entered above. Then... select of those three, which is your first choice, second choice and third choice.

*Check*: If you uploaded your articles, you can choose "Check" now to see approximately how many places your article will be submitted to, based on the categories you selected. You can then make adjustments to those categories if needed.

If you pasted your articles into the boxes, you must first hit **preview & upload** before you can check this information.

- Submit to Your Site: During your account setup, if you set up your personal web site(s) to accept submissions you can choose which site and category you wish to add this article to. UAW will submit it to your site when it submits to the rest.
- **UAW Back Link:** Do you want to include a link back to UAW in your resource box?
- When to Send: You can pre-schedule articles to start submitting on a certain day or have them start as early as the following day.
- Submissions per day: How many submissions would you like per day? 50 are recommended so your articles slowly trickle out, however you can select more if you'd like.
- **Upload & Preview:** You can preview your article by selecting upload & preview.

**Note:** If you choose to preview, you will need to return to this page in order to send. \*\* You will have to reset where you choose to submit to your website and also the submission date when you return.

• **Send:** Once you're satisfied with your article, click send.

Please select one category from <u>each</u> of the three lists, and then chose which of those is your first, second and third preferences.
Please Select one option 🕑 Please select one option 💟 Please select one option
And select which of these is your first, second, and third choice:
1st choice     2nd choice     3rd choice
When you've chosen your categories, you can click here to see an estimate of how many directories it will submit to:
Please note that this is only an approximation, and should be used only as a guide to help you to tweak your keyword and categories.
Would you like to have this article submitted to your own plugin/blog/email? 💿 💽 Yes 🛛 No
=> Please select the plugin/blog and category you want to use for the self-submission:
Your Website URL here
Include UAW-affiliate back link in resource box? 🔿 Yes 💿 No 😰
When would you like the article to be sent out? YYYY-MM-DD 2009-01-30 change date
Maximum submissions per day? 💿 50 (blank or 0 means unlimited, 50 is recommended)
Upload Upload & Preview Send Cancel

571 You get goodies like this in the MyNAMS Insiders Club

You will receive weekly stat reports via email.

#### □ STEP 4: Check Article Status & Edit Articles

• To check the status of the articles, **click Manage Articles** from the top navigation or on your account dashboard when first logging in.

A quick overview shows that for ABC project, 4 articles have been sent and one is pending.

• To get more detailed information about project ABC, click List Articles

SUBMIT ARTICLE	MANAGE ARTICLES	RECEIVE ARTICLES	BONUSES/TOOLS	AFFILIATE INFO	MY ACCOUNT	HELP	<u>.ogout</u>
				You a	are logged in a	s:	
Win a Year's Fi	ree Membership to	the Wizard! <u>Click</u>	<u>for details</u>				
Win a Year's Fi	ree Membership to	the Wizard! <u>Click</u>	for details	Click	Bolow to List		Chang
Win a Year's Fr		the Wizard! <u>Click</u>	for details	Sent 🔺 🛛 Artic	: Below to List les he Project/Do	-	Chang Name
				Sent 🔺 🛛 Artic	les	main	
] Project/Dom		Number Sent 🛦		Sent 🔺 🛛 Artic	les he Project/Do	main	Name

Now you can see that we have one article in progress for project ABC. This article is being submitted at the rate of 50 per day. If we click on Google or Yahoo, we can see where the article is showing up in those search engines.

This also shows us that one article is unfinished. This is because we only uploaded one article and everything is still in draft format. Therefore we need to finish this article.

From this area, you can edit articles, resubmit any that need to be, delete an article, abort the submission process, add a new article to the project, etc.

Delete Selected Archive Selected Add Article Cancel						
Title - click to preview 🕐	Date Submitted ?	Scheduled For ?	Statistics ⑦	Submit / Edit Article	Find Them ②	
Article Title # 1	Unfinished Step 2	2009-01-12	n/a	Edit		
Article Title # 2	<u>2009-01-29</u> ②	2009-01-20	in progress 50 /day ⑦ <u>Adjust Rate</u>	Abort & Edit	<u>Google</u> <u>Yahoo</u>	

This is the quick way to submit articles through Unique Article Wizard. There are more things you can do with the service. We encourage you to go through all of the tutorials offered at UAW, so that you can get the most benefit out of the service.

# **Create and Upload a YouTube Video**

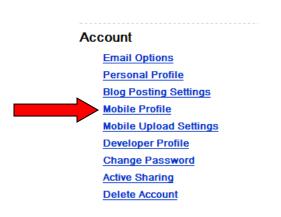
Objective: To upload a previously recorded video to YouTube

**Note**: All videos must be less than 10 minutes long, smaller than 100MB, and in either .AVI, .MOV, .WMV, or .MPG file format.

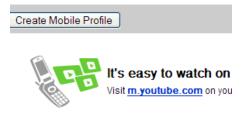
□ **STEP 1** Make a video with your digital camcorder, a digital camera, or a cell phone & save it to your computer.

□ STEP	2 Log in to You	Tube		
	<b>3a Upload vide</b> Go to the "Accou	unt"		tory 👄   Help   Log Out   Site: 🕥
Home	Videos	Channels	Community	
		Videos 💌	Search	Upload

• Click the "Mobile Profile" link



o Click the "Create Mobile Profile" button and enter the information required



\*Requirements: You must have a compatible mobile pho

• Enter phone details & click Save

MODILE Prot	ile: My Mobile Profile	Did You Know?
Mobile Pho (+1 222 333 44		You can title your video using the subject line of your MMS message
Mobile Provid	ler: 💌	
Preference	es: 🗹 Email me when video upload is complete	
	Reply via text message when the upload is co	omplete
•	pyrighted, obscene or any other material which	ch violates YouTube's Terms of Use. By rom your mobile device do not violate YouTube's

• When your profile is set up, you will be given an email address to upload videos taken with your phone. Email your video to that address. After it's uploaded, you can go to YouTube and edit the information about the video if you want.

## □ STEP 3b Upload a video from your camcorder or digital camera

• Click "Upload" in the upper-right-hand corner of the YouTube page

		Hi, <u>01692</u> 1	🖂 (0)   <u>Account</u>   <u>His</u>	tory 👄   Help   Log Out   Site: 🜑
Home	Videos	Channels	Community	
		Videos 💌	Search	Upload

- Enter Title, Description, Tags, and Category
- Select the broadcast option: Public (everyone can see it) or Private (for sharing with friends and family only)
- o Select date and map of when video was recorded (optional)
- Select whether to allow comments, ratings, etc (optional)
- Click the "Upload A Video" to select a pre-recorded video
- o Click the "Use Quick Capture" to live record video with PC Camera

Broadcast Yourself™	Home Videos Channels	С
	Videos 💌 S	earc
Video Upload (	(Step 1 of 2)	ļ
Title:*		U
Description:*		ta
		Y
		F
Video Category:*	💌	E
Tags:*	Tags are keywords used to help people find your video. (space separated)	
	(* indicates required field)	
Broadcast Options:	Public by default choose options	
Date and Map Optio	ns: No date or location has been set choose options	
Sharing Options:	Allow Comments, Video Responses, Ratings, Embedding by default choose options	
	Upload a video Or Use Quick Capture	

• Click the "Browse" button to browse for the video file on your computer.

/ideo Upload (Step 2 of 2)	
Select a video to upload.	
Having trouble?	e
Click here if you are having problems with the uplo	ader.
Upload Video	

• Click the "Upload Video" button.

• Note that it can take up to an hour for your video to upload.

That's it. You now have a YouTube video!

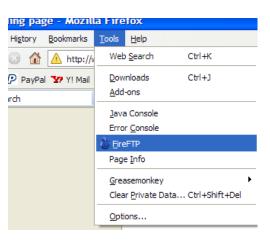
## **Uploading / Downloading Files with FireFTP**

Objective: To upload files to a website and download files to a computer using FireFTP.

FireFTP is a plugin you can install to work with your Firefox internet browser. It can be found here, <u>http://fireftp.mozdev.org/</u>. You must first download and install the plugin for these instructions to work.

## **STEP 1: Open FireFTP**

- 1. Open your Firefox browser
- 2. Navigate to **Tools**  $\rightarrow$  *FireFTP*



This will open a new browser tab with something that looks like the following.

3. Click *Manage Accounts* as circled below then click *New* 



## **STEP 2: Enter the New Site Information**

- 1. Account Name: Generally the domain name or something you will recognize
- 2. **Host:** Typically the domain name with "ftp." in front of it. Ex ftp.mysite.com (Do NOT include the http:// or www)
- 3. Login: Enter the username provided by the web host.
- 4. **Password:** Enter the FTP password provided by the web host.
- 5. Click **OK**

Account Manager	E
Main Connection Advanced	
Main Details	]
Account Name:	
Host:	
Login:	
Password:	
	Anonymous
<u></u>	/
	OK Cancel

Note: Typically, you do not need to enter anything under the "connection" or "advanced" tabs but if your web host requires it, you and do so there.

## **STEP 3:** Access the Website on the Server

• From the dropdown menu, select the site you wish to connect to then click *Connect* 

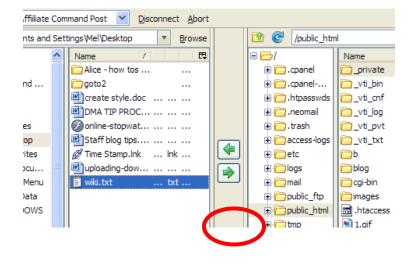


- After you click connect; you'll see a bunch of folders on the right side of your screen. These are the files on the web site. **Don't upload folders here!**
- Navigate to the **public\_html folder** (shown below with red circle)
  - The folders on the right (where the blue highlighted,"private" one shows) are the folders and files within the public\_html folder.
- If you want to store the new file in a particular folder, select it. Otherwise, just make sure you have highlighted the public\_html folder.

		🔲 💧 Affiiliate Command	Post - I	Fire	FTP 📴	
Affiiliate Com	mar	nd Post 💌 Disconnect Abort				
ients and Sett	ting	s\Mel\Desktop Times Brows	e		🖄 💽 /public_html	
	^	Name	Ę.		<b>□</b> 🗁/	Name 🛆
		CAlice - how tos for F			🖻 🧰 .cpanel	🔁 _private
and Setti		🗁 goto2 F			🗄 🧰 .cpanel-data	🔁 _vti_bin
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		DMA TIP PROCESS 4 F			🗈 🧰 .neomail	🔁 _vti_log
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NDOWS					🕒 🔁 public_html	ntaccess .
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## **STEP 4A: To Upload a File**

- $\circ$   $\,$  The left side of the screen are folders and files on your own computer
- Find the folder where your files are located
- Click the file you want to load
- Click the *Green Arrow* pointing to the right



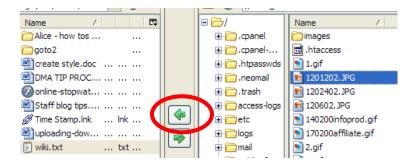
Once it loads, you will see the file in the list on the far right of your screen.

If you happen to load a file that is already on the server, you will receive a warning asking if you want to overwrite or replace the existing file. Select yes, if you are sure you want to replace it or if you have a backup copy saved elsewhere.

This folder	already contains a file named 'googlebox.htm'
Would you	like to replace the existing file
	788 bytes modified: Thursday, December 16, 2004, 20:40:18
with this o	ne?
	816 bytes modified: Thursday, December 16, 2004, 16:40:00
	Yes No

### **Given Step 4B: Downloading Files**

- If you want to make a copy of a file on the website to put on your computer, it's easy.
- o On the right side of the screen, select the file you want to download
- Hit the *Green Arrow* pointing to the left.



Once it loads, you will see the file listed in the list on the left side of your screen.

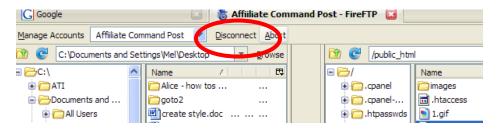
## **u** Step 4C: Loading Multiple Files at Once

- If you want to upload (or download) more than one file or folder (and its entire contents) at the same time, it's easy to do.
- Hold the "CTRL" key and left click on each file that you want to load.
- When you've chosen them all, click the right or left pointing button depending on whether you want to upload or download the files.

▼ <u>B</u> rowse	🔯 🕑 /public_htm	nl		_
	<b>□</b> 🗁 /	Name 🛆	Size Type	
	🗄 🧰 .cpanel	images	7 KB	
	🗈 🧰 .cpanel	🖬 .htaccess	1 KB htaccess	
	🗄 🧰 .htpasswds	🛐 1.gif	2 KB gif	
5	🗄 🧰 .neomail	💼 1201202.JPG	19 KB jpg	ub
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		💼 120602.JPG	18 KB jpg	
Ink	🗈 🧰 etc	🛐 140200infoprod.gif	2 KB gif	
	🗄 🧰 logs	170200affiliate.gif	2 KB gif	
txt	🗄 🧰 mail	2.gif	2 KB gif	
	ا میں جے ا	Real of the second seco	D.100 10	

## **General Step 5: Close the Connection**

• Once you've finished working with your files. Select *Disconnect* to close the connection.



## **Uploading / Downloading Files with CuteFTP**

**Objective:** To upload files to a website and download files to a computer using CuteFTP.

📁 Site Manager	S
Main New	Site Manager. Click on 'New' to create/add a new site.
New Rename Delete ETP Site ETP / SSL Site	Browse offline Help Connect Exit

### **STEP 1: Open Your CuteFTP program**

4. Left click your mouse over "New" and click "FTP Site"

## **STEP 2: Enter the New Site Information** (picture shown on next page)

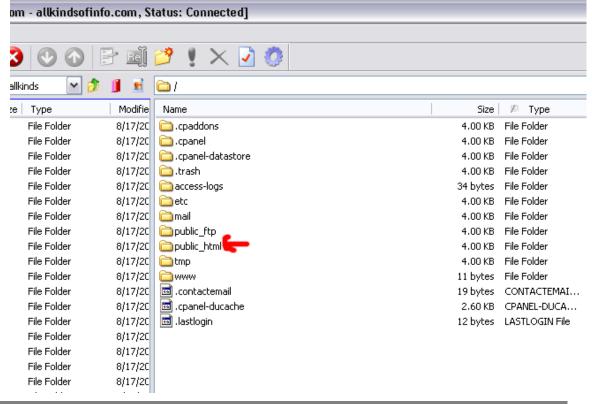
- 6. Name the site something you'll recognize. Generally, using the domain name will suffice.
- 7. Enter the host address which is generally the domain name. Ex. mysite.com (No http:// or www required).
- 8. Enter the username provided by the web host.
- 9. Enter the FTP password provided by the web host.
- 10. Click "Connect" to connect with the server.

**Note:** You can enter any comments or any additional instructions you want to keep handy in the comments area, but it is not necessary.

📁 Site Manager		X
■ ← ☐ Main □ ← ☐ New □ ↓ ☐ allkindsofinfo.com	General Type Actions Option Label: allkindsofinfo.com Host address:	\$
	allkindsofinfo.com 2	
	Username: allkinds 3	Login method Normal
	Password:	Anonymous     Dauble
	Comments:	
	5	2
New  Rename Delet	te Browse offline Help	Connect Exit

### **STEP 3:** Access the Website on the Server

• In most cases, after you click connect, you'll see a bunch of folders and files on the right side that look like below. Don't load files to here. Left click "public\_html to access the area where you will be loading files.



## **STEP 4A: Choose a File to Upload**

- $\circ$   $\;$  The left side of the screen are folders and files on your own computer.
- $\circ$   $\;$  Find the folder where your files are located.
- Right click the file you want to load.
- A screen will pop-up and you should left click "Upload" to load the files.

<u>Eile Edit View Tools Window </u>	<u>H</u> elp				
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C:\Documents and Settings\User\My Do	cuments	∖My Webs∖allki	nds 📉 💯	1	🛅 /public_html
🖉 Name		Size	Туре	Modifie	Name
🚞 _vti_cnf			File Folder	8/17/20	🚞 admin
🚞 _vti_pvt			File Folder	8/17/20	🚞 cgi-bin
arts-er			File Folder	8/17/20	e
👝 busin 🐼 Upload 🔵 Ctrl+Pg	Up		File Folder	8/17/20	🚞 images
Childre Opicia Advanced	- <b>+</b>		File Folder	8/17/20	🚞 include
Compu			File Folder	8/17/20	
🗀e 🔏 Cu <u>t</u> Ctrl	+X		File Folder	8/17/20	🚞 lang
🗀 educat 👔 <u>C</u> opy Ctrl	+C		File Folder	8/17/20	🚞 libs
🔁 financi 🖺 Paste – Ctri	÷∀		File Folder	8/17/20	🚞 temp
🗋 games			File Folder	8/17/20	🚞 templates
Copy to			File Folder	8/17/20	🗒 main.css
home Move to			File Folder	8/17/20	🧕 _vti_inf.html
🛄 images 🔚 👘			File Folder	8/17/20	🖲 bottom.htm
Select All Ctrl	+A		File Folder	8/17/20	🧕 googlebox.ht
🗀 news-r	_		File Folder	8/17/20	夏 postinfo.html
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🔁 sitebui 💿 View Ctrl-	⊦w		File Folder	8/17/20	🗾 top.htm
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Sports. • • • • • • • • • • • •	+E		File Folder	8/17/20	🔄 frontpage.ht
🥑 vti_in 📷 Rename	F2	1.76 KB	Firefox Document	8/7/200	add_reciproc
	Del	1.44 KB	Firefox Document	1/2/200	Captcha.php
deskto		114 bytes	Configuration S	2/25/20	🖲 cl.php
🧕 google 🛃 Properties 🛛 Alt+En	ter	816 bytes	Firefox Document	12/16/2	index-original
🥑 index.hom		8.92 KB	Firefox Document	9/20/20	) index.php
ostinfo.html		2.45 KB	Firefox Document	8/7/200	🕙 init.php
🥑 site-map.html		9.57 KB	Firefox Document	9/20/20	ど ipn.php
TEMPLATE.html		3.71 KB	Firefox Document	3/10/20	🕙 payment.php
🖲 top.htm		2.59 KB	Firefox Document	9/20/20	🖲 rss.php
					🖲 suhmit.nhn

If you happen to load a file that is already on the server, you will receive the warning on the following page. You will see this message when uploading or downloading existing files.

Confirm	File Repla	ce (Closing in 30 seconds) 🛛 🛛 🔀
<b>P</b>	This folder	already contains a file named 'googlebox.htm'
	Would you	like to replace the existing file
		788 bytes modified: Thursday, December 16, 2004, 20:40:18
	with this or	ne?
	•••	816 bytes modified: Thursday, December 16, 2004, 16:40:00
		Yes No

## **D** Step 4B: Downloading Files

• If you want to make a copy of a file on the website and put it on your computer, you can use the "Download Feature". On the right side of the screen (where the files on the website are showing), right click the file you want to download and choose "Download" on the pop-up screen.

o la zloci					0 50 KB
8/17/20		n.css			2.50 KB
8/17/20	🗾 _vti	_inf.	html		1.71 KB
8/17/20	🥑 bott	tom.	htm		1.30 KB
8/17/20	🖻 👥	-1-1			788 bytes
8/17/20	🕑 po	O	Download	Ctrl+PgDn	2.40 KB
8/17/20	💽 ree		Download Adva <u>n</u> ced	•	147 bytes
8/17/20	🕑 top				2.06 KB
8/17/20	🖬 .ht	Ж	Cu <u>t</u>	Ctrl+X	163 bytes
8/17/20	🖻 froi	ħ	⊆ору	Ctrl+C	365 bytes
8/7/200	🖲 adc			children (	2.52 KB
1/2/200	💌 сар		Paste	Ctrl+∀	2.67 KB
2/25/20	🖲 cl.p		Move to		0.99 KB
12/16/2	🖲 indi				8.33 KB
9/20/20	🖲 ind-		Select <u>A</u> ll	Ctrl+A	9.22 KB
8/7/200	🖲 init				2.51 KB
9/20/20	🖲 ipn	E	Edit	Ctrl+Enter	2.46 KB
3/10/20	🖲 pay		⊻iew	Ctrl+W	3.84 KB
9/20/20	🖲 rss	-	-		3.60 KB
	🖲 sut		Exec <u>u</u> te	Ctrl+E	7.66 KB
>	<	Bo	<u>R</u> ename	F2	
		$\mathbf{x}$	Delete	Del	
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C:\	Docume		Properties / CHMOD	Alt+Enter	home/templ 10/17
C:\	Documet	nts a	na Settings(User(Local	Sett /public_ntml/	home/templ 10/17

## **Step 4C: Loading Multiple Files at Once**

- If you want to upload (or even download) more than one file or folder (and its entire contents) at the same time, it's easy to do.
- Hold the "CTRL" key and left click on each file that you want to load.
- When you've chosen them all, right click your mouse and choose "Upload" (or "Download" if you are downloading).

ahome						File F	older	8/17/20	📑 desktop.ini
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## How To Use Styles and Outlines in Word 2003

**Objective:** To save time when formatting long documents by using Word's built-in styles and outline view.

## **Definitions:**

- **Styles** are paragraph and character formatting commands that are assigned a specific name. Word has many default styles that you can use to make word processing a little easier. Using styles will save you time, allow you to make global changes quickly, ensure you have consistent formatting in your documents.

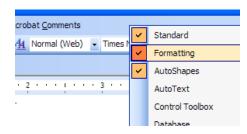
- **Outline View** is used to get an overview of your documents style. It is one of several views you can use in Word.

# **Using Styles**

## □ STEP 1 Locating Styles

Word contains several default styles which are available each time you begin a new document. As you add new elements (Headers, Footers, Font Changes, Footnotes) to the document their style names will also appear in the Style Menu.

• You'll first need to add the *Formatting* toolbar to your top toolbars. To do this, right-click your toolbar at the top and put a check next to *Formatting* 



This should add these or similar options to your toolbar.



Alternately, you can locate the Styles by navigating to Format  $\rightarrow$  Styles and Formatting which will bring up a task pane on the right showing the styles options.

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## □ STEP 2 Apply Styles

For this example, we are using the Formatting Toolbar.

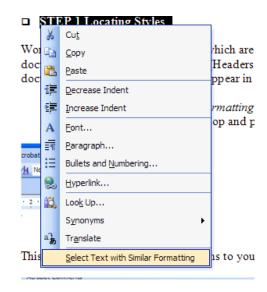
- Select the Word/Paragraph(s) you wish to format by highlighting the desired text.
- Click on the arrow next to the **Style** menu to expand it (see below)
- Select the style you want to apply to the highlighted text

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## **Given STEP 3 Apply Changes to Multiple Text Areas**

If you want to apply the same style to multiple items, you can do this at one time. For instance, say you wrote an ebook and all the chapter titles were bold but you now want them to be italicized as well.

- Select the first chapter title
- Right-click the newly changed title & click *Select Text with Similar Formatting*



This will select all text with the same type of formatting. Simply choose your new formatting options from the dropdown menu as shown in step two.

## **Given Style** STEP 4 Create a New Style

If you want to create a new style of your own, you will need to use the right Task Pane explained in Step 1.

- Select *Style & Formatting* from the Format menu.
- Click on the *New Style* button
- Name your style something you will remember
- Select the *type of style* you want to create (paragraph, character, table or list)
- Select the *Based-on style* (select "No Style" unless you have a good understanding of what this option will do)
- Set the '*next paragraph' style*. (the style of the paragraph you create when you press return key at the end of a paragraph). This is typically used for single paragraphs like quotations, headings, sub headings, etc. Leave as default if you aren't sure.
- To ensure any changes to this style later on are added to all text written in this style, tick the *Automatically update* box.

For example, if you create a style and later decide you'd like it to be bold or left aligned, when you modify one paragraph in the document it will automatically apply it to all paragraphs in that style.

- If you think you will reuse this style for other documents, tick the *Add to Template* box.
- When you've finished, click OK.

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## **Given Step 5** Modifying an Existing Style

If you want to modify the formatting of an existing style:

- Navigate to Format  $\rightarrow$  Styles and Formatting.
- Right-click the style you want to modify
- Select Modify Style. Repeat steps 3-8 in Step 4.

Follow these same steps to delete a style

## □ STEP 6 Copying Styles from Another Document To copy styles from another document, simply

- Open a blank Word document
- Navigate to Tools  $\rightarrow$  Templates and Add-Ins
- o Click Organizer

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- Click **Styles** tab
- Click Close File to close the active blank document
- Click **Open File** to open a previously created template or the file you want to copy
- Select the items you want to copy and then click Copy

<u>Styles</u> <u>A</u> utoText <u>T</u> oolbars	Macro Project Items	
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Default Paragraph Font Emphasis exampleoptional Heading 1 Heading 2 Heading 3 Hintrote	Copy Delete Rename	Default Paragraph Font No List Normal Table Normal
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Using Styles.doc (Document)	~	Normal.dot (global template)
		Clos <u>e</u> File

Note: Once you are finished creating a style, you can create a template by simply going to File  $\rightarrow$  Save As and changing the type of document to a .dot (document template) file.

# Using the Outline View

The Outline view gives your document an organized look. It allows you to quickly see the levels of heading and subtext within your document. You can format the heading style and position using the symbols provided by Word.

## **STEP 1** View Document in Outline View:

- Open the existing document
- From the View menu, select Outline

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## **GINER 2** Formatting Text

A) **Outline Edits**: When viewing in Outline, the plus and minus signs indicate whether the text has subtext or not. You can drag these symbols around to reposition your text or subtext.

```
    Heading 1
    This is a test sentence
    Heading 2
    Heading 3

            Paragraph Text
```

**B)** Outline Toolbar: Using the Outline Toobar, you can make additional adjustments. To turn on the Format Toolbar, right-click the top toolbar and put a checkmark next to Outlining

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	Control Toolbox	
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That should bring	g up a toolbar t	hat looks similar to the one below.
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## **Button Options**

The  $\leftarrow$  and  $\rightarrow$  buttons moves selected headings and text up and down a "level" The  $\leftarrow \leftarrow$  changes the selected headings to Heading 1

The  $\rightarrow$   $\rightarrow$  changes the selected headings to paragraph text

The Up Arrow and Down Arrow moves the text up / down a sequential level

The + and - signs expands or collapses the text

Using the drop down arrow, you can select the "level" you want a particular heading to be

Using the dropdown arrow Show Level 1 allows you to select how many 'levels' you

want to view. The  $\blacksquare$  icon sets it to only show the first line of a level.

This icon is the show/hide formatting

Using the Outline Toolbar with the standard formatting toolbar will allow you to create a variety of styles.

**Remember**: If you plan to use the same style on different documents, once you have the style set, save it as a template by going to **File**  $\rightarrow$  **Save As** and saving it as a .dot (document template).

## **How to Send Premium Postcards with USPS**

**Objective**: to use the website of the United States Postal Service to create and send custom postcards. Single postcards can be created and sent or a bulk mailing can be prepared..

- **STEP 1:** Go to the United States Postal Service <u>http://www.usps.com/</u>
- **STEP 2: Find the Tool for Creating Postcards** 
  - Click on Create Your Own Cards



o Below Premium Postcard, click Get Started





- Select a custom format to use or select a design from one of the galleries.
  - □ Example: Let's create a 5.5" x 8.5" postcard. Click Make It Now below the postcard.

#### Create a Custom Postcard



- Choose where you want the address printed: on the side, at the bottom, or in the lower right-hand corner. Note: If you choose the corner address, a return address is not automatically printed.
  - □ Continuing with our example, click the arrow to the right of Side Address.

#### Side Address 🕥

This Standard postcard features a  $5.5" \times 8.5"$ image on the front side and a  $5.5" \times 4.8"$ image on the address side. Both sides allow text to be written over the images.



#### Bottom Address 🕥

This Standard postcard features a  $5.5^{\circ} \times 8.5^{\circ}$ image on the front side and a  $3.5^{\circ} \times 8.5^{\circ}$ image on the address side. Both sides allow text to be written over the images.

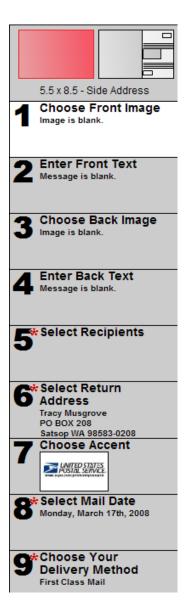
#### Corner Address 📀

This Standard postcard features a 5.5" x 8.5" image on the front side and a 3.75" x 3.25" address block located in the bottom righthand corner of the postcard. This layout DOES NOT automatically print a return address. Please facilitate your return address in the accent area or include it in the image design. Neither side of this postcard allow for text to be written over the images via the web.



### **STEP 3: Create a Postcard**

- USPS provides step-by-step instructions for creating a postcard.
  - The only steps that are required are those marked \*: Select Recipients, Select Return Address, Select Mail Date, and Choose Your Delivery Method.
  - □ When you click on a box for each step, the red shading in the layout guide at the top will change to show your location on the postcard.
    - Side Address and Bottom Address layouts both allow you to write text over images. If you click on Enter Front Text or Enter Back Text, you will notice the solid red shading changes to red horizontal lines. The patterned shading represents text and the solid shading represents an image.



## **STEP 4: Upload Your Own Photos**

- Click on Choose Front Image or Choose Back Image.
  - □ An image is not required. If you want an image, you do not have to include both a front and back. You can choose one or the other.
- Click Browse to Upload an Image of Your Own
- Select a JPEG file of 10 Mb or less.
- Click Open
- Click Go
  - □ USPS alerts you to potential problems that may occur printing the photo you selected with the image size of the postcard.



## **STEP 5: Choose Image from Gallery**

- Click on Choose Front Image or Choose Back Image.
- Click Go next to Search the Gallery or enter the type of image you want to find.
  - □ For example, let's say you want something sports related. Enter sports in the search text box and click Go.
- Click on an image category. Subcategories are listed below the main category.
- Click on an image you want to use.
  - □ USPS alerts you to potential problems that may occur printing the image you selected with the image size of the postcard.



## **STEP 6: Enter Text**

- Click on Enter Front Text or Enter Back Text.
- Enter text in the text box. You can preview how your message will look on the postcard in the preview window.
  - □ Text is entered in text blocks; therefore, when you format text, all text within the text block will be formatted.
  - **D** To apply formatting to specific text, you must add text blocks.
    - Click the down arrow next to Choose a Text Block.
    - Click Add New Text Block and begin typing.
    - Click the down arrow next to **Choose a Text Block** and select the block of text you want to format. Only text that is within the text block you selected is formatted.
      - Each block of text must be aligned differently.
      - Click the down arrow next to **Choose a Text Block** to select the block of text.
      - Click the down arrow next to **Alignment** and select an alignment to use for the block of text.

Choose a Text Block: Font:	Size:	Color:	Alignment:	
Well, it's still raining here 💌 🛛 Arial	• 14 • B	<i>I</i> <b>–</b> •	▲	Choose a Text Block:
				Hi Tony!
				Hi Tony!
Well, it's still raining here in the Pacific Northwo	est.			Well, it's still raining here
				Add New Text Block
Message Preview:	Spell Check:	Rotate	Card: 🖍	
Hi Tony! Well, it's still raining here in the Pacific Northwest.				

## **STEP 7: Addressing Postcard**

• Click Select Recipients.

□ If you do not have an account with the USPS, follow the instructions for creating an account.

It's easy to us	se the United	l States Postal S	Service® online services.
Existing Users			New Users
Please fill in the follow (* Required case sen	-		Register now for USPS® online services, and create an account that allows you to:
* Username		Minimum 6 characters	
* Password		Minimum 8 characters	Print Shipping Labels     Mail Glossy Postcards
l forgo	t my password		Request a Carrier pickup      Send Business Greeting     Buy Stamps & Shop     Print Customs Forms
E	dit∕View my profile		Mail Letters & Postcards     Online     Send Greeting Cards
		Sign In >	

- Click Go under Add a New Address.
  - You could click Go under Import Addresses and import addresses from an Excel spreadsheet or an address book.
    - Click Browse to find the XLS or CSV (comma separated values) file you want to import.

Add a new address	Import addresses	Search for a mailing list
----------------------	---------------------	---------------------------

#### Select Recipients from your address book.. Check next to an address group below to send to everyone in a group. Click on the group name to select individual addresses.

ALL GROUP NAME	SELECTED
Eusiness	0 of 0
Personal	0 of 1

- $\circ~$  Enter the name and address of the person you want to add as a recipient.
  - □ \* Denotes a required field.

<b>Contact Name</b> Enter your contact name below. Each of the fields are available for use with <u>message</u> <u>merge</u> .	Address Group Select and address group to add this contact to. Personal V
Prefix: m	
** First Name:	Street Address Enter the street address for this contact. Your
Middle Name: Middle Name:	postcards will be mailed to this address.
** Last Name: mn	* Address 1:
Suffix:	Address 2:
Nickname:	* City: 🦷 🦏
	* State / Province: 💿 🔽
Company	Enter Province Name
Enter your contact company name below.	* Zip Code:
Job Title:	* Country: United States
Department:	
** Company: m	

## • Click Select Return Address.

- □ When you created your USPS account, your mailing address was automatically chosen as the default return address.
- □ You can add additional addresses to use as a return address.
  - When you select an address to use as a return address, the address you select then becomes the new default return address for future mailings.
- □ Whatever you do to the current mailing (i.e., delete, modify, or add a return address) will not be affect mailings that you already sent.



## **STEP 8: Select Mail Date**

- Click Select Mail Date
  - □ By default, the USPS sends cards on the next business day.
- Click Change Date
- Click the date you want the postcard sent.

	March 2009						
	March, 2008						
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30	<u>31</u>						

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18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24
25	26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31

## **STEP 9: Choose Delivery Method**

### • First Class is the default method of delivery.

- □ Standard mail is only for bulk mailing--at least 200 domestic addresses.
- Click Continue.

Select a postage ra	te below.		Back Continue
-			
[ 🚺 s	elect a Delivery M	ethod	
	First Class Mail	You currently have 0 First Cla	ass Mail credits.
		e includes forwarding and return servi uirement to send at this postage rate.	ces. There is no
	Standard Mail	You currently have 0 Stands	ard Mail credits.
	forwarding or return ser	is sent at a bulk rate and does not in rvices. You must send this mailing to qualify for this postage.	

- **STEP 10: Send Postcard** 
  - Click Download Your PDF Proof.
    - □ Review the proof of your postcard. If you need change something, click on the box for the feature you want to change.
      - Example: If you want to change the text on the back of the postcard, click Enter Back Text box on the left column of the web page.
    - □ After proofing the postcard, select the box next to *I have reviewed the PDF file and would like to send my mailing*.
  - Click Continue

Review your Postcard Press Continue to complete your mailing after reviewing your	card below. Back Continue
This is a representation of how your mailing will appear.         Download your PDF proof to review your mailing. If satisfied with the mailing appearance, check the box indicating you have reviewed the proof and are ready to send the mailing. Otherwise, you may change any of your images, text or recipient now by clicking on the appropriate step to the left.         I have reviewed the PDF file and would like to send my mailing.	Image: Sector
I would like to save this card to my Postcard Gallery.	
* Caption:	Download Your
* Group: () Announcements	PDF Proof
Enter Group Name	

- Select the quantity of postcards you want to purchase.
   Click Continue

Purchase Cards Purchase cards to complete your mailing. P address verification, and pre-sort as applica		-class postage,	Back Continue
You currently have 0 First Class Mail 5.5 x 8 to send out this mailing. Note: You are purchasing only First Class available for you to use anytime over the p	Mail 5.5 x 8.5. Ar		
Product: 5.5 x 8.5 Postage: First Class Mail First-Class Mail postage includes forwarding and return services. Quantity: 1 <u>x \$1.52</u>	Quantity 1 10 25 50 100 250 500 1,000 2,500 5,000	Price Each \$1.52 \$1.46 \$1.40 \$1.34 \$1.29 \$1.24 \$1.19 \$1.15 \$1.11 \$1.07	Purchase Total \$1.52 \$14.60 \$35.00 \$67.00 \$129.00 \$310.00 \$595.00 \$1,150.00 \$2,775.00 \$5,350.00
\$1.52 Coupon Code If you have been given a coupon code, enter it	10,000 20,000 30,000 40,000 50,000 here.	\$1.03 \$1.00 \$0.97 \$0.95 \$0.93 Coupor	\$10,300.00 \$20,000.00 \$29,100.00 \$38,000.00 \$46,500.00

- Enter your credit card information.
  Click Continue

1	Purchase Postcards		
ł	Enter your credit card and billing informat	on.	Back Continue
ſ			
	Product	Postage Quantity	Price Total
	5.5 x 8.5	First Class Mail 1	\$1.52 \$1.52
			\$1.52
l			
l	Payment Information Enter your credit card and billing information		
	PLEASE NOTE: American Express and Disc		
	* Card Number:		
	* Expiration Date:	<b>v</b>	
	* CVV2 Code:	What is this?	
l			
	Billing Information		
	Please enter your billing address for the crec credit card number.	t card listed above. Your billing address will	be validated against the
	* First Name:		
	* Last Name:		
l	C	·	1
l	Company:		
	* Street Address:		
	Apt/Bldg:		
	* City:		
	* State:		*
	* Zip Code:		

• Click Send.

Confirm Mailing You have enough credits available to send this mailing without purchasing more.	
	Back Send

## How to Order a Free Business Card from Vista Print

Objective: to create and order a free business card fro VistaPrint.com

- **D** STEP 1: Navigate to Business Card Section
  - On the home page, select *Free Business Cards* from under the Free Products header

Browse Our Products	
• Free Products • Free Business Cards • Free Websites • Free Rubber Stamps • Free Car Door Magnets • More	Cata Canada Angelinary Raman Banada Banada Banada Banada Banada Banada Banada Banada Banada
	Free Business Cards 250 FREE

## **STEP 2: Enter Your Details & Select your design**

- Enter your business details for the front of the card. You may include:
  - Company name
  - Tag line or personal message
  - Your full name
  - Job title
  - Phone #
  - Fax
  - Email
  - Website URL or other detail

Tip: click inside any box you don't want to enter data for and it will remove it.

- Select your preferred design from the pictures at the top of the page. You can choose several to see how your card will look when completed.
- You may change the color scheme by clicking the link below the business data

Enter text for front side	2 Select your design ≤ 1 2 3 4 5 ≥
Company Name Seba Info Systems Inc	A constraint where the second
Wessage Internet Marketing The Sweetie Way Full Name	Control law     Cont
Alice Seba	See hundreds of other designs – only \$19.99!
lob Title	
President	
Address Line 1 123 Alphabet Lane	Seba Info Systems Inc
	Internet Marketing The Sweetie Way
kddress Line 2 My Town, USA 98765	
ddress Line 3	Alice Seba
adress Line 3	President
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23-456-7890	123 Alphabet Lane
ax / Other	My Town, USA 98765
-mail / Other	123-456-7890
nyaddy@myurl.com	
Veb / Other	myaddy@myurl.com
http://www.entermyurl.com	
Change Color Scheme	http://www.entermyurl.com
<u>Check My Spelling</u> Have the spell checker scan your document to check for typos	Remove Sample Text Advanced Editing - only \$9.99! Add more text, change fonts and colors, move things around, customize the back side, and more.
Exclusive Offers Become a VistaPrint Insider to receive exclusive offers and tips. Enter e-mail address	Online Proof Approval     By initialing below, I agree that the spelling, content and layout are correct. I     understand that my document will print exactly as it appears above and that I cannot     make any changes once my order has been placed.     Please read the statement above and initial to approve:

## **STEP 3:** Approve the layout and content

- Enter your initials in box #3 stating the spelling, content and layout are correct.
- o Click Next

## **D** STEP 4: Select Payment Options

- Select your payment options
- Click *Next* to enter payment details

## How to Order a Custom Business Card from Vista Print

Objective: to create and order a custom business card from VistaPrint.com

### **D** STEP 1: Navigate to Business Card Section

• On the home page, select *Premium Business Cards* from under the Free Products header



## **STEP 2:** Choose How You Want To Design It

- Select from the options how you want to design your new business card
  - For this example, we're going to use *Build a Design*



## **STEP 3: Select the type of Image**

- Your options are:
  - Use your own image
  - Search for images
  - Don't use an image
  - Use Vista Print's logo designer
- We're choosing to use our own image
- Click the *Get Started* button for the option you want

#### What kind of image do you want to use in your design?

Jse my own image	Search for images
lpload or use an image or logo saved in your account.	Search our extensive image library by industry or keyword.
And	Hard More Search for more images: Spot The Search Search for more images: Spot The Search
Get Started	Get Started
Don't use an image	Use VistaPrint's FREE logo designer
reate a design without an image or logo.	Create a custom logo for your business in minutes.
Eddison Electrical Lything the way Steve Montey Status directly	Handle Strange House House

#### **STEP 4: Upload your image**

- Browse your computer and locate the image you want to use.
- Click Upload

#### **STEP 5: Preview & Edit Image**

- You may crop, rotate or upload a different image from this preview page
- Click Next when you're finished



#### **STEP 6: Enter Your Details & Select your design**

- Enter your business details for the front of the card. You may include:
  - Company name
  - Tag line or personal message
  - Your full name
  - Job title
  - Phone #

- Fax
- Email
- Website URL or other detail

**Tip:** click inside any box you don't want to enter data for and it will remove it. • Click *Next* when you're finished

Please enter your information below.

Company Name
Seba Info Systems Inc
Message
Internet Marketing The Sweetie Way
Full Name
Alice Seba
Job Title
President
Address Line 1
123 Alphabet Lane
Address Line 2
My Town, USA 98765
Address Line 3
Phone / Other
123-456-7890
Fax / Other
E-mail / Other
myaddy@myurl.com
Web / Other
http://www.entermyurl.com

#### **STEP 7: Select Your Font**

- Select the font style you would like to use. There are several options within different categories listed across the top
- Click *Select Font* to choose the font
- Click Next when you're finished



# **D** STEP 8: Select Your Layout

- View the layout options
- o Click Select Layout to choose the layout
- Click Next when you're finished

#### What layout would you like?

out Style	Horizontal
	<b>1</b> , <u>2</u> ≥ 1-6 of 12 items
Sola Defo Systems Dec terror Materia, The System We office Ander Technics	politice divise President
10 Ablaham Laan Ar Twan, UKA MYR 11 Lefe UKA MYR Ingelwee anamopelane	113 Applebra Law Mr Trans, UKA (1983) 113.456.7800 maskAppenation Implement Assessment.com
	My Tawn, USA (85)05 U3 455-7890 maddle@const.com
Select Layout	In Trian, USA 1980 Har Trian, USA 1980 Indefendent cime Select Layout

## **STEP 9: Select Your Color Scheme**

- View the various color scheme options
- Click *Select Color* to choose your color scheme
- Click *Next* when you're finished

#### What color scheme would you like?

Please choose a color scheme from the selections below.



### **STEP 10: Choose a Backside**

- If you want to have text on the backside of your card, there are several options to choose from but they have an additional fee attached to them.
- Click Select Backside to choose the type you want
- Click *Next* when you're finished

#### Which Backside Would You Like?

[]	<b>1</b> , <u>2</u> ≥ 1-6 of 8 items
	Approximates
Select Backside > No Printing FREE	Select Backside > Appointment Color - \$12.99
2005 MARANA JANNAS JANANS JANANS MARANA JANANS JANANS MARANA JANANS JANANS MARANA JANANS JANANS	Sola Daja Systems Dar and the second
Select Backside Calendar Color - \$12.99	Select Backside > Matching Color - \$12.99
🔍 <u>View Larger   Edit</u>	Niew Larger   Edit

#### **STEP 11: Approve Your Design**

- Preview your design to ensure everything is correct
- If it is, insert your initials that you approve it
- o Click Next



### **D** STEP 12: Select Payment Options

- Select your payment options
- Click *Next* to enter payment details

# **Setting up Ad Trackers for Your Affiliate Links**

#### For use with affiliate programs managed by Wahmcart

Ad trackers allow you to set up individual advertising campaigns so that you can get at-a-glance stats on how well that specific campaign or link is doing. You can track how many times each of your tracker links have been clicked, how many orders each one has generated and more.

□ STEP 1: Log into your affiliate account

	Naviga Click Tr		d Tracking s	Center			
View Stats	View S	ales	View Links	Track Ads	My Acco	unt	
Totals to date	Visitors	Orders	Conversion	Commission	Advertising	Profit	
Totals	253	0	0.00%	0.00		0.00	
Monthly Stats View totals for January 💌 2009 💌 Display							
Daily Stats View totals for January 💙 23 💙 2009 💙 Display						play	
Annual Stats View totals for 2009 💌 Display							

• Click	• Click Add Tracker							
View Stats View	w Sales	Sub-Affiliate	s View Links	Т	Frack Ads	My Account		
Add Tracker	View	Trackers	Add Expense		View Expenses			

#### □ STEP 3: Submit Tracker Details

- **Campaign Name:** Name the campaign for your reference only
- **Comments:** Enter details about your campaign are you using it in a holiday promo, a special bonus or on a special page
- o Select Product: Choose the product you want to promote in this campaign
- Click the Add Tracker button

Add	Add an Advertising Tracker					
Campaign Name: enter a name for your advertising campaign.	Sample Tracker					
Comments: enter comments about your advertising campaign.	Sample tracker for training tools					
Select a Product: visitors will be redirected to the destination URL set for this product.	Product #1 Product # 2 Product # 3					

Add Tracker

#### □ STEP 4: Get Your New Link

Once the tracker is created, the page will redirect back to your dashboard and look like this:

View Stats	View S	View Sales Vie		w Links	Track	Ads	lds My Account		ount
Add Tracker	Viev	View Trackers Add E					/iew E	xpens	ses
Total Statistcs		View stats for January 🛛 💙 Display					isplay		
Campaign	Visitors	Orders	Conv	Amount	Expense	Profit		Optio	ns
Sample Tracker	0	0	0%	0.00	0.00	0.00	Link	Edit	Delete
Copyright (c) WAHMCart.com									

- **Click Link** to get your new tracking link as shown above. This will generate the custom tracking link for your new campaign.
- **Copy Tracking Link** as shown below and paste it into your website html or other project that you are creating.

[	Add Tracker	View Trackers	Add Expense	View Expens	es				
	Tracking Link for Sample Tracker: use this link to track visitors and sales for this campaign.								
	http://wahmcart.com/x.php?								

#### □ STEP 5: View Stats

Once your new tracking link has been in place for a while, you can view your stats to see how many visitors, orders, etc have been made through this new campaign.

To do this, simply log back into your account and click *Track Ads*, then click *View Trackers* and you'll see your list of trackers and the stats for each.

View Stats	iew Sa	ales	Viev	w Links	Track	Ads	N	/ly Acc	ount
Add Tracker	Viev	v Tracker:	s	Add E	xpense	1	/iew E	xpens	ses
Total Statistcs View stats for January 💙 2009 💙 Display									
Campaign	Visitors	Orders	Conv	Amount	Expense	Profit		Optio	ns
Sample Tracker	0	0	0%	0.00	0.00	0.00	Link	Edit	Delete

Things you should do before you hire a designer: -Figure out what kind of website you need: informational, digital ecommerce, physical product ecommerce, community, etc. -Find sites that have a style that is close to what you are looking for -Interview several designers; request quotes -Ask owners of other online businesses similar to yours for recommendations. You can find other business owners at forums dedicated to your industry or target market

Your Designer Should Have The Following Attributes:

-Knowledge of hosting and software that will fit the needs for your website
-Experience working with the host and software that you will be using
-Ability to communicate effectively and settle disagreements professionally
-A well-thought out design process that clearly states what happens when
-Ability to manage projects
-Understanding of legal issues related to web design, such as trademark, copyright, accessibility and contracts
-The designer is an active member of a professional web design organization like Women Designer's Group

The Skills You Are Looking For Include: -Sense of style that you like and that fits your target market -An eye for layout and color -Knowledge of how visitors browse web pages and navigate through websites -Mastery of HTML, XHMTL and CSS -Fluency in a programming language such as PHP or ASP is a plus, though this can be outsourced -Basic understanding of search engine optimization as it relates to building the website framework

How much you should pay depends on:

-How complex the project is

-How much custom design and/or programming is required

-How much experience the designer has

-The designer's skill level

-How extensive/well-known her portfolio is

-How high the demand is for the designer's work

-How much time your project will require

-The scope of your project (5 pages verses 500)

-How much of the project has to be done by the designer and how much you can do (using a content management system, for example)

The Warning Signs Are:

-You don't like the designer's style

-The designer does not require you to sign a contract

-The designer doesn't spell out exactly what work she will perform

-The designer can't provide good references

-The designer has a website that is not well designed

-The designer doesn't have a website at all

-The designer doesn't communicate well, or takes more than one or two business days to get back to you (this could just be a sign that the designer is very busy)

-You discover several complaints with few good testimonials. Or no comments at all.

-The designer has less than two years experience

-You can't find the designer's policies or procedures on her website

So, what designer do you recommend?

Michelle at Watersweb Solutions LLC is an example of a great web designer. Michelle has more than five years experience in the design industry and is a longtime member of Women Designers Group. You can view portions of her portfolio at http://www.waterswebsolutions.com and http://www.vbmojo.com. She has experience as a web host and as a ecommerce software provider. You can see many of her testimonials at http://www.shopkitplus.com and vbMojo. You can also contact the owners of the sites in her portfolio for references.

Michelle's expertise is in HTML, XHTML and CSS website design for physical product sellers. She has extensive experience in designing for her shopping cart and the vBulletin forum software.

# How To Add Author/Contributor To WordPress

Objective: To add multiple authors to a WordPress blog

# WordPress Settings

## □ STEP 1: Log In

### **STEP 2:** Check/Modify Settings

- Go to Options >> General tab
- Scroll down to "Membership"
- Check the "Anyone can register" option

Membership Anyone can register

• Set default member role to "Subscriber." It is not recommended to use any other role setting here.

New User Default Role:	Subscriber	

# Members Self-Register

### **STEP 3: Have People Register**

 You can do this by sending people to this page <u>http://www.yoursite.com/wp-register</u>. If your blog is installed in a subfolder e.g. blog, then send them to <u>http://www.yoursite.com/blog/wpregister.php</u>

### **STEP 4: Change Member's Role**

• Go to Users >> Authors & Users tab



 $\circ$  Check the box next to the member who is to become a contributor or author.

#### Subscriber

ID	Username	Name	E-mail
	Red Eraser		rederaser@rederaser.com

• Click the radio button and select the new role from the drop down box.

Set the Role of checked users to:	Administrator 💌
	Administrator
	Editor
	Author
	Contributor
	Subscriber
	Premium Subscriber

# Admin Registers Members

### **STEP 1: Log In**

#### **STEP 2: Add A User**

- Go to Users >> Authors & Users tab
- Scroll to Add New User section
- Fill in information, choose role from drop down box, and click add user.

Username (required)	Red Eraser
First Name	
Last Name	
E-mail (required)	rederaser@domain.com
Website	
Password (twice)	****
	****
Role	Contributor 💽

### □ STEP 3: Log Out

*Note:* WordPress comes with five pre-defined Roles: Administrator, Editor, Author, Contributor, and Subscriber. Each Role allows users to perform a specific set of tasks. You will only need to know about three of these now. Here are the tasks each role may perform.

- Subscriber Role able to read posts and reply (depending on settings.)
- Contributor Role able to make and edit own posts, cannot publish posts.
- Author Role able to upload files and make/edit/publish own posts.

# **Adding Widgets to your Wordpress Site**

# **Introduction -**

Today we will be learning how to use widgets on our Wordpress site. A widget is like a Plugin for your sidebar, only easier to use. Widgets enable you to log into your Wordpress dashboard, head for the presentation tab and add/remove many different elements from your sidebar. You can even add plain text, RSS feeds or custom html/php code to your sidebar using widgets, meaning no need to mess about with template files!

# **!Important Notes!**

*A* - As of version 2.2 of Wordpress, widgets are supported as standard, if you have a previous version of Wordpress installed, it is recommended that you update your Wordpress installation to the most recent version. http://codex.wordpress.org/Upgrading\_WordPress

B – Not all themes support Wordpress widgets.

If your favourite Wordpress template is not widget enabled, don't worry, skip down to the end of this check list and you'll find some simple steps to add widget support to your favourite theme.

(you will find out if it is widget ready or not after step 1, in which case skip to the end, see if you can manage enabling widgets on your theme, then come back and start again)

Let's get started,

# Step 1 – Check if our Template supports Sidebar Widgets

Before we add any new widgets we may have downloaded, let's make sure our theme supports widgets.

Browse to the Presentation Tab in your admin dashboard

Best Coffee Blends (View site »)		Howdy, <b>admin</b> . <u>(Sign Out, My Profile</u>
Dashboard Write Manage Comments Blogt	Presentation Jugins Users Options	
Themes Widgets Theme Editor Header Image an		
A new	version of WordPress is available! Please update now.	
Current Theme		
	WordPress Default 1.6 by Michael Heilemann	
	The default WordPress theme based on the famous Kubrick.	
	All of this theme's files are located in wp-content/themes/de	fault.

Make sure that the theme you want to use is the "current theme".

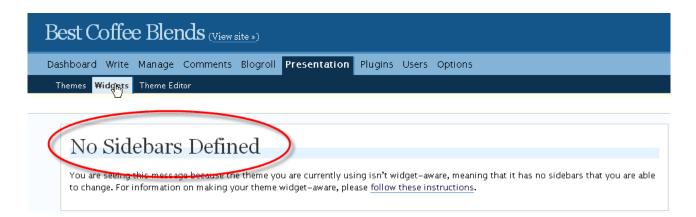
Once you're certain the right theme is being used, proceed to the Widgets tab -

	Best Coffee Blends (View site »)					
_	Dashboard	Write	Manage	Comments	Blogroll	Presentation
	Themes	Vidgets	heme Ed	itor HeaderIn	nage and Co	olor

If it looks kinda like this then you have a widget ready theme -

Best Coffee Blends (View site »)	Howdy, <b>admin</b> . [ <u>Sign Out</u> , <u>My Profile</u> ]
Dashboard Write Manage Comments Blogroll <b>Presentation</b> Plugins Users Options Themes Widgets Theme Editor Header Image and Color	
A new version of WordPress is available! Please update now.	
Sidebar Arrangement You can drag and drop widgets onto your sidebar below.	Save Changes »
Sidebar 1	

However if it looks a little more like this -



Then I'm afraid you don't have a widget ready theme, See if there is an updated "widget ready" version available from the authors website, or else if you feel like getting your hands dirty then skip down to the end of this check list and follow the instructions on widgetizing your theme.

# Step 2 – Activate your Dynamic Sidebar

Best Coffee Blends (View site »)	Howdy, <b>admin</b> . [ <u>Sign Out</u> , <u>My Profile]</u>
Dashboard Write Manage Comments Blogroll <b>Presentation</b> Plugins Users Options Themes Widgets Theme Editor Header Image and Color	
A new version of WordPress is available! Please update now.	
Sidebar Arrangement You can drag and drop widgets onto your sidebar below.	Save Changes »
Sidebar 1	

If you're not already there, Navigate to the "Presentation - > Widgets" tab -

The section along the bottom contains all the current pre-installed widgets, and all you have to do to activate your dynamic sidebar is drag one of those widgets into the empty Sidebar block above it and hit the "save changes" button -

Side	bar 1			
Default	Sidebar			
sidebar when th Dragging widge	display its usual is box is empty. ts into this box usual sidebar with sidebar.			
	-	Drag	one of these	
		into here		
		Av	ail ble Widge	ets
Calendar	Categories 1	Archives 🛟	Links	Meta
Pages	Recent Comments	Recent Posts	RSS 1	Search
Text 1				

You may have 2 or more sidebars, and aren't sure which one of the sidebars in the Widgets tab corresponds to which sidebar in your actual live site(i.e. left or right). Simply add different widgets to each sidebar, they will both become active, and you can view your site now to determine which sidebar in the widgets tab corresponds to which sidebar on your live site. (remember to click the "save changes" button once you've dragged your widgets into the sidebars!)

Admin View

Live Site View

Sidebar 1	Sidebar 2	Best Coffee Blends
Search	Calendar	Search       Protest full-Krostegarized by: Admin. Gat         Welcome to WordPress. This is your first post. Edit or bit comment       Protest full-Krostegarized by: Admin. Gat         Object in the start biogging       Image: Comment         Sidebar 1       Sidebar 23, 4         0 2008 Best Coffee Blends       Entries (RSS) and Comments (RSS)
		Powered by Wordpress, design by Web4 Sudoku, based on Pinkline by GPS Gazette
	Available Widge	s
Meta Cat <del>a d</del> ries 1	Archives Links	
Recent Comments Recent Posts	RSS 1 Tag Cloud	

# Step 3 – Adding more Widgets

Once you've activated your dynamic sidebars, no doubt there will be a bunch of widgets you want to install. Installing widgets is just like installing plugins, most are really simple but each new widget can have it's own specific requirements. Most of them will need to be uploaded into a directory called "Widgets", and some will need to have a specific plugin installed before the widget will work. Most Widgets will need to be activated through the "plugins" tab before being visible under the "Widgets" tab. To make things clearer, lets install 2 popular widgets.

<u>A</u> – Download, unpack and read the installation notes of our chosen widgets, I've chosen the MyBlogLog widget available to download from here -<u>http://gozenn.com/widgets/mybloglog-widget/</u>

and the Simple Tagging widget available from here - <u>http://www.jovelstefan.de/simple-tagging-widget/</u>

<u>**B**</u>-Upload files according to instructions found in the download, being sure to add any extra plugins or files instructed to do so,

Instructions on where to find any extras if needed are usually found with the readme file of the widget you are installing.

So,

Upload MyBlogLog widget file "mblvisit.php" to the /wp-content/plugins/widgets directory of your Wordpress installation. (If there is no directory within your plugins folder called widgets, simply create a new directory and call it widgets.)

Upload the Simple Tagging widget file "simpletagging-widget.php" Upload the entire folder for the plugin Simple Tagging (you should have downloaded this after reading that it is needed for the simple tagging widget)

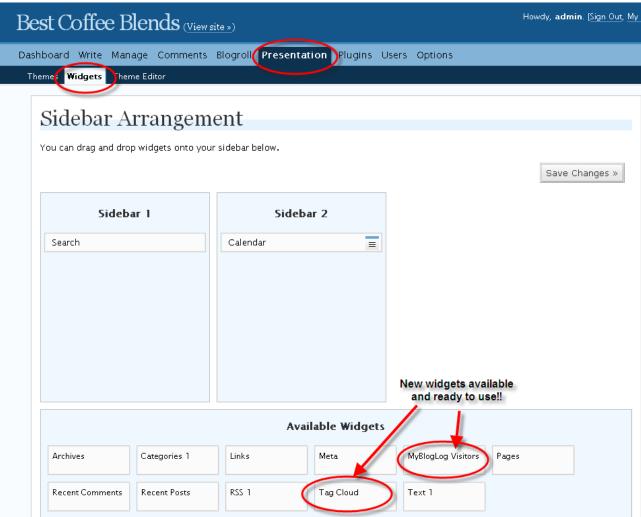
Remote site: <pre>Qpublic_html/be</pre>	estblends/wp-content/	plugins/		*
i⊐ <sup>(</sup> ) plugin () ak () gin	iismet nple-tagging			~
Filename 🛆	Filesize	Filetype	Last modified	Permissions
	2,024 5,901 If you cant see your plugins di usually Right C mouse in this are client will allow a new f	PHP Script this folder in rectory, then Clicking your ea of your FT you to creat	Р	drw×r-×r-×
<				>
Direction	Remote	file		

 $\underline{C}$  – Activate your new widgets and any new plugins that have been uploaded. Browse to the "Plugins" tab of your dashboard, then locate and activate any widgets and plugins you have just uploaded -

Dashboard	Write	Manage	Comments	Blogroll	Presentation	Plugins	lsers Option	s
Plugins P	lugin Edit	tor						
<u>Hello Dolly</u>	1.5	generatior Armstrong	summed up in t Hello, Dolly. W Iy in the upper rig	wo words sur hen activated	ng most famously you will randomly dmin screen on eve Make sur	· ·		Edit
MyBlogLog Widget	1.5.1	Adds a sic	lebar widget for M	MyBlogLog <i>By</i>	lake lo <mark>use are</mark>		Deactivate	Edit
Simple Tagging	1.7		gging is another <i>Sy <u>Amaury BALME</u></i>		n for Wor <del>dpress.s</del>	tivate Link	Activate	Edit
Simple Tagging Widget	0.4	Adds a sic	lebar widget to d	isplay Simple	Tagging functions	s By Stefan Heß.	Deactivate	Edit

 $\underline{\mathbf{D}}$  – Check to make sure that our new widgets are available to use,

Navigate to the Presentation - > Widgets tab, and check to see if your new widgets are available

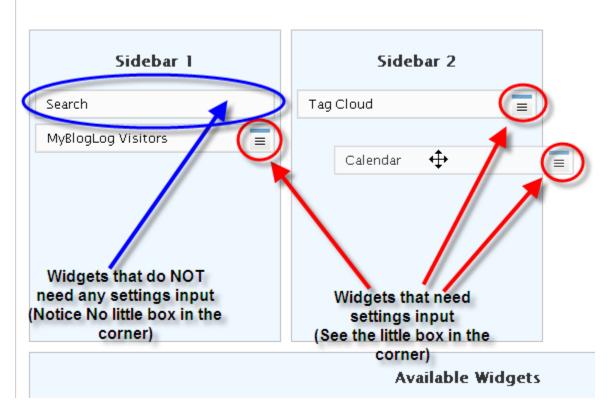


# Step 4 – Arrange our new sidebar widgets and adjust new widgets settings if required

It's so easy to arrange your widgets, you literally just need to drag and drop them into place. You can change the order they are arranged in the side bar by simply dragging the widget where it needs to go once you've placed it from the "Available widgets" box into your "Sidebar" box.

To tell if your widget needs to have any settings, text or fields input to work, this is how you tell -

Some widgets once placed in the sidebar have a little box icon in the corner, and some do not



To adjust settings or add any text or anything else that is required in your new widget, simply click the little box icon in the corner (regular left click) and a small pop-up should appear where you will need to fill in whatever needs filling in.

Dashboard Write Manage Comments	MyBlogLog Visitors ×	
Themes Widgets Theme Editor	Widget Title: MyBlogLog ID: Width: Heading Text:	
I Sidebar updated. <u>View site »</u>	Rows: 1	
	Show Screen Names:○Yes ○No Image Size:○Full-Size ○Half-Size	
Sidebar Arrangem	The color in the box is the current color!	
You can drag and drop widgets onto your	Header BG Color:	
	Header Text Color:	
Sidebar 1	Link Text Color:	
Search MyBlogLog Visitors	If this is a fresh install, copy and past the MyBlogLog Recent Readers widget code into this box, then hit enter. All the boxes above will then be filled!	

The MyBlogLog widget has quite a lot of information required to set up. As with the widgets readme file in the download, if there is anything extra required just follow the instructions, for example here I need to copy and paste some code that will be found if I log into MyBlogLog account on their site.

Other widgets don't need much input at all -

Sidebar updated. <u>View site »</u>	Tag Cloud	×
Sidebar Arrangem You can drag and drop widgets onto your	Title:	
Sidebar 1	Sidebar 2	
Search	Tag Cloud	
MyBlogLog Visitors	Calendar	

When you've filled in everything you need to on the widget settings pop-up, just close the pop-up window, and hit the Save Changes button inside your widgets tab.

# Step 5 – Save, and Enjoy!

I'll say it one more time, before navigating away from your Widgets dashboard **hit the Save Changes Button!!** 

Sidebar Arrangement	Don't Forget to Save your
You can drag and drop widgets onto your sidebar below.	Changes!!
	Save Changes »

That's it Now you can enjoy the functionality of your new widgets!

# **EXTRA** <u>How to Enable Widgets on a Non Widgetized theme</u>

Not all the beautiful Wordpress themes available are Widgetized, meaning they don't have the function written into the template files to allow the use of widgets. If you are using Wordpress 2.2 or over, then there is no need to do anything to get widgets working other than uploading and installing the widgets, EXCEPT if you have a non widget ready theme.

If you've checked the presentation tab in your dashboard, and there is no "Widgets" tab next to the "Themes" tab, then you will need to follow these simple instructions.

First, check with the theme authors site to see if there is an updated version.

None? Ok then,

If you haven't ever done any template file editing before, don't worry it's very easy, follow these instructions and you'll have your theme widget ready in no time.

# <u>Step 1 – Select our themes sidebar file</u>

While logged into our Wordpress dashboard, navigate to the Presentation tab. Making sure the theme we want to edit is currently selected, further navigate to the Presentation Subtab "Presentation - > Theme Editor"

Best Coffee Blends (View site »)
Dashboard Write Manage Comments Blogroll <b>Presentation</b> Plugins Users Options
Themes Widgets Themp, Editor
A new version of WordPress is available! Please update now.
Select theme to edit: Clean Bleu Select » Editing style.css
/* Theme Name: Clean <u>Bleu</u> Theme URI: http://dev.danielryan.net/themes Description: inspired by apple's new student gallery page Version: 1.0 Author: Daniel Ryan Author URI: http://www.danielryan.net/

Now down the right hand side you should see a list of files, these are our template files, and we should only need to adjust 1 file, the sidebar.php file.

(If you have more than one sidebar that needs widgetizing, please refer to the Wordpress codex - <u>http://codex.wordpress.org/Plugins/WordPress\_Widgets</u>)

Select the sidebar by clicking on the link in the files list towards the right side of your dashboard -

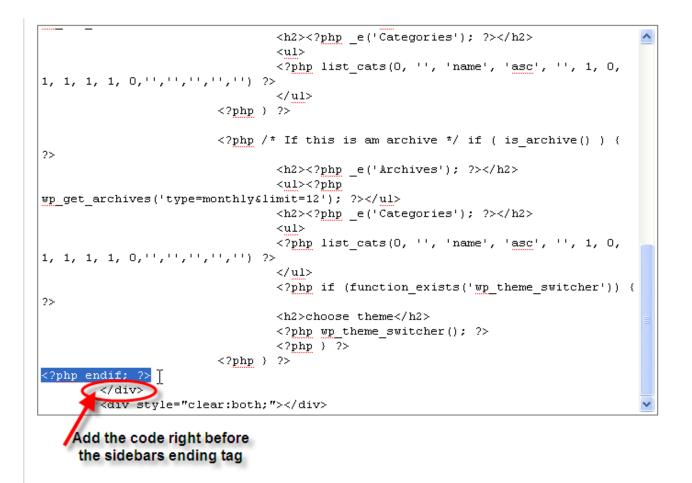
🌮 Firefox Add-ons 💿 🕐 🕐	Panel X 🛛 🔀	📄 Best Coffee Blends > Edit 区	G widgetize multiple sidebars	W Plugins/WordPress Widge
Editing side	ebar.php	>		
<div id="side&lt;/th&gt;&lt;th&gt;bar"></div>			lean Bleu' theme es	
is_page() ) ( ?>		<pre>is the frontpage */ if ( is e('Author'); ?&gt;</pre>	s_home()    <u>H</u>	eader
. '' ); ?>	php</td <td><pre>the_author_description(); list_pages('title_li=<h2>'</h2></pre></td> <td><pre>?&gt;('Pages') P</pre></td> <td>opup Comments age Template</td>	<pre>the_author_description(); list_pages('title_li=<h2>'</h2></pre>	<pre>?&gt;('Pages') P</pre>	opup Comments age Template
wp_get_archives('type	<ul><?php</td><td></td><td></td><td><u>ooter</u> <u>nks</u> 04 Template</td></ul>			<u>ooter</u> <u>nks</u> 04 Template
	<ul> <?php lis</td><td>e('Categories'); ?&gt; t_cats(0, '', 'name', 'asc</td><td></td><td>earchform.php rchives</td></ul>	e('Categories'); ?> t_cats(0, '', 'name', 'asc		earchform.php rchives
1, 1, 1, 1, 0,'','','	 php get</td <td>_links_list(); ?&gt;</td> <td>Si</td> <td>ngle Post</td>	_links_list(); ?>	Si	ngle Post
	php } ? php /* If this</td <td>is a post */ if ( is_single</td> <td>e()) { 2&gt;</td> <td>debar commences rchives</td>	is a post */ if ( is_single	e()) { 2>	debar commences rchives
	<h2>Navig</h2>	ments_template(); ?> ation previous post('« %',	M	earch Results lain Index Template
<pre>?&gt; &gt;<?php next_post</pre></pre>	(' % & <u>raquo;',''</u> ,'ye	s') ?>		Update File »

# <u>Step 2 – Edit our sidebar file</u>

Using the built in Wordpress theme editor, we simply need to take this piece of code -



and then take this piece of code - <?php endif; ?> and it it to the bottom of our sidebar file, right before the sidebars closing tag -



After you've added this new line of code, make sure you hit the "update file" button near the bottom of the page -



# Step 3 – Create and Upload a functions.php file

Now that the code is in our themes sidebar, it still won't work until we create a file called "functions.php" and add it to our themes folder.

Open up your favourite text editor, Windows standard Notepad is more than sufficient, then copy this code below and paste it into your new notepad file -

```
<?php
if (function_exists('register_sidebar'))
register_sidebar();
?>
```

Once you've pasted the above code into your text editor, simply save the files as functions.php and upload it to your theme directory at /wp-content/themes/your-theme/

Remote site / /public_html/bestblends/wp-content/themes/clean-bleu-10/					~	
blue-earth-10     classic     clean-bleu-10     clean-bleu-10     dofault					<ul><li></li><li></li></ul>	
Filename 🛆	Filesize	Filetype	Last modified	Permissions	Owner / Gr	^
🗀						
🚞 images		File Folder	22/02/2008 12:	drwxr-xr-x	beyourow	
🐻 404.php	214	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
📷 archive.php	2,394	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
archives.php	355	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
Comments-popup.php	5,254	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
🐻 comments.php	3,751	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
To footer php	486	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
To functions.php	76	PHP Script				
header.php	1,372	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
🐻 index.php	1,305	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
📷 links.php	187	PHP Script	22/02/2008 11:	-rw-rr	beyourow	
🐻 page.php	556	PHP Script	22/02/2008 11:	-rw-rr	beyourow	~

# That's it!

That's it, now your theme is widget ready, you can go back to step 2 and learn how to add all your lovely Wordpress widgets!

If you do get stuck, recommended extra reading is <a href="http://codex.wordpress.org/Plugins/WordPress\_Widgets">http://codex.wordpress.org/Plugins/WordPress\_Widgets</a> and <a href="http://automattic.com/code/widgets/">http://automattic.com/code/widgets/</a>

# Adding Image Verification (Captcha ) To WordPress Comments

**Objective:** This checklist show you how to install a simple captcha into your WordPress blogs. After installation, people will have to solve the captcha before their comments will appear.

- 1. Download and unzip Peter's Anti Spam on to your computer
- 2. Upload the folder into your /wp-content/plugins/ folder.
- 3. Login to your blog
- 4. Navigate to Plugins

		$\frown$		·
II	Presentation	Plugins	Users	Options
				A new

5. Find Peter's Custom Anti Spam. Click Activate

Peter's Custom Anti-Spam	Stop a lot of spambots from polluting your site by making visitors identify a random word displayed as an image before commenting. You can customize the pool of words to display. Core of the Version 2.0 rewrite by <u>Will</u> <u>Murray. <i>By Peter</i> <i>Keung.</i></u>	Deactivate
--------------------------------	---	------------

6. Click on Manage Tab, then Custom Anti-Spam



7. Check your blog posts. You should see the image appear at the bottom of the comment

submission form.

8. Done, but for advanced customization, continue the following steps

# **Advance customization**

- To change the text that appears in your image verifications, on your computer, open custom\_anti\_spam.php with a text editor.
- Locate the line that looks like this:  $cas_text[] = 'lunch';$

```
$cas_text = array(); //
// List as many words a
// If you want some wor
// It is best to use wc
$cas_text[] = lunch';
$cas_text[] = dine';
$cas_text[] = out';
$cas_text[] = 'feast';
$cas_text[] = 'laugh';
$cas_text[] = 'laugh';
$cas_text[] = 'cheers';
$cas_text[] = 'wine';
$cas_text[] = 'soup';
```

- For each of those options, replace the text with your desired words, numbers or random text. Keep the length to 8 letters or less. Take care not to delete any quotes.
- To force registered and logged in users to solve the captcha, locate this line \$cas\_forcereg = false; and change false to true

```
// Set this to equal TRUE
$cas_forcereg = false;
```

• To automatically moderate all trackbacks, locate this line \$cas\_modtrack = false;

Change false to true

```
3 // Set this to equal TRU
> setting is TRUE)
4 $cas_modtrack = false;
```

• To automatically moderate all pingbacks, locate this line \$cas\_modping = false; Change false to true

```
// Set this to equal TRUE
$cas_allowping = true;
// Set this to equal TRUE
```

- Save the file
- Open your FTP software, upload this custom\_anti\_spam.php file into the /wpcontent/plugins/custom-anti-spam/ folder. You may have to overwrite the file if the plugin already exists.
- Log out
- Check your blog

# **Using the Redirection Plugin for WordPress**

**Objective**: To redirect a URL to a different URL using the Redirection plugin for WordPress. This can take the place of 301 redirects in your .htaccess file and your affiliate redirect links. It also help you monitor your 404 errors so you can quickly fix any broken pages.

**Note**: You must already have the plugin installed and activated prior to using these instructions. You can find the plugin at: <u>http://wordpress.org/extend/plugins/redirection/</u>

□ STEP 1: Log in to your WP account and navigate to Manage → Redirection



#### □ STEP 2: Enter Redirect Links

- Source URL: The original URL that you want to redirect somewhere else
- Match: How you want to match the source URL typically "URL only"
- Action: What happens if the URL is matched typically "Redirect to url"
- **Regular expression:** Checked means the source URL is a regular expression (i.e. a pattern that may match many URLs) -- typically this is left unchecked
- **Target URL:** The new URL that the visitor will be redirected to if they happen to click the old one.
- Click Add Redirection once you fill in the details

In this example, we're taking an old page titled eos and redirecting it to http://www.essentialofficesupport.com

**Note:** For the SOURCE URL, you <u>do not</u> enter the main site url; only the part that comes after. com, .net, etc... so start with the slash and enter everything after that. For instance, if the main site was XYZ.com and the full OLD url was http://www.XYZ.com/eos then we only enter /eos in the source url box.

#### Add new redirection

Kedirects   Gro	ups   Modules   Log   Options				
Source URL:	/eos				
Match:	URL only Action: Redirect to URL Regular expression:				
Target URL:	http://www.essentialofficesupport.com				
	Add Redirection				

You should now see the redirect listed in green as shown here.

301 🗆 <u>/eos</u>		Q
S re-order	Select All   Toggle   Reset Hits   Delete   Move To: Redirections	Go
Your redirection has been added.		

#### □ STEP 3: Manage Groups

If you have several projects or groups of urls that you will be redirecting, you can create groups for each one. For instance, maybe you're redirecting all web pages from an old site or maybe all of your affiliate links, you can create a group for the site and another group for the affiliate links. This helps with organization.

#### To create a group:

- Click Groups in the Redirection navigation
- Name your group
- Click Add

As you can see here, we already have two groups, one for standard redirections and one for modified posts. We have 289 redirects within the redirection group and they have received 56,225 hits so far.

Groups for module: <u>WordPress</u>		
Redirects Groups Modules   Log   Options		
<u> </u>	Module: WordPress 🕙 Search:	Per page: 250 🝸 😡
Name		<u>Hits</u>
□ <u>Redirections</u> (289)		56225 🛛 🏹 edit group
□ <u>Modified posts</u> (264)		4800 🤯 edit group
B re-order	<u>Select All   Togale   Reset Hits   Delete</u>   Ma	ve To: 🛛 WordPress 💌 🛛 Go
Add Group		
N am e:		

#### To add redirects to a certain group:

Add

If you want to add the redirects as you enter them. You would create the group first. Then

- $\circ$  Go to Groups
- Click the group name
- o Once it opens, add your redirects as indicated above

#### To organize previously added redirects:

If you've already added redirects but now want to go back and group them, simply....

- o Toggle each redirect you wish to add to a particular group
- At the bottom of your list, using the drop down arrow, select which group you want to move the redirects to.

○ Hit Go			
301 🛛 🖂 14q/content/view/164/74/		2	Jan 19, 2009
301 / /aq/content/view/52/45/		1	Dec 29, 2008
🔁 <u>re-order</u>	Select All   Togale   Reset Hits   Delete   Move To: Redirections	Go	Previous   1 <u>2</u>   <u>Next</u>
dd new redirection	Redirections Modified pos		

#### □ STEP 4: Manage 404 Errors

As previously mentioned, you can quickly spot pages that are having issues by allowing the redirection plugin to log your 404 page hits. To do this, from the redirection navigation bar:

• Select Modules



- Locate the 404 Errors module from the list
- $\circ$   $\,$  Click the number under the HITS column  $\,$

### Modules

Redirects   Groups   Modules   Log   Options				
	Details	Groups	Items	Hits
	WordPress No options have been set View as: <u>CSV</u> XML <u>Apache</u> <u>RSS</u>	2	289	<u>61058</u>
Apache	Apache View as: CSV XML Apache RSS	Q	0	Q
404	404 Errors 404s are logged View as: <u>CSV</u> XML <u>Apache</u> <u>RSS</u>	Q	0	166725

A new page will open and look something like this:

<u>Jan 25, 2005</u>	/iaq/inuexz.php:option=com_rsswreeu=rssz.owno_ntm=i	203.03.230.27
<u>lan 29, 2009</u>	/blog/free-mini-site-goodies.html	<u>88.131.106.7</u> 🔘
<u>lan 29, 2009</u>	/favicon.ico	120.140.25.254
<u>lan 29, 2009</u>	/favicon.ico	<u>120.140.25.254</u>

Don't panic at the large number! When you look at the log, you will notice that some pages will have been hit many times each day therefore the list or number of hit will be high. This is

especially true if you only check this log once a month or less. Example: Our /favicon.ico page has been hit twice today.

From looking at the list, we can see that we have a page that needs attention. For some reason, our /blog/free-mini-site-goodies.html page is not redirecting.

This could be because we do not have a redirect for that page, possibly there is an extra space or character added or missing in the links we added to the redirect or maybe there is another problem.

To edit the redirect link, **click the green Plus** next to the redirect. It will open up the redirect where you can check for errors.

That's it!

# How to Convert a Microsoft Word Document to PDF

# Using either Adobe Acrobat or EasyPDF

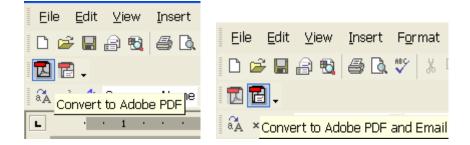
**Objective:** to turn a Word document into a PDF document using Adobe Acrobat or EasyPDF

Note: These instructions were made using Adobe Acrobat. All steps are the same.

- STEP 1: Create a new Word document or open a saved Word document.
   Revisions are made in Word.
  - Adobe Acrobat/EasyPDF is used on the final version of your Word document.

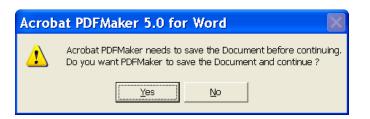
## □ STEP 2: Click the first icon on the toolbar.

• The second icon converts a file to PDF and then allows you to email it to someone.



**NOTE:** If the icons do not appear on your toolbar, see the alternative instructions at the end of this tutorial.

□ STEP 3: Click *Yes* if you get a message saying you need to save your Word document before converting as shown here.



- Select a folder and name the Word document
- Click Save

### □ STEP 4: Save the PDF File

 If you want to give the PDF document a different name than the Word document, type the name you want to use before clicking Save.

<			>
File <u>n</u> ame:	Professional Lette1	•	<u>S</u> ave
Save as <u>t</u> ype:	PDF files	•	Cancel

# **Alternative Instructions if Icons Do Not Appear on Toolbar**

- Click File  $\rightarrow$  Print
- Select from the drop-down menu:
  - Acrobat Distiller (if using Acrobat)
  - EasyPDF if using EasyPDF
- Click OK.
  - The file will open in your Adobe Reader

#### Notes:

- 1) You can make further adjustments in the *Properties* section.
- 2) If you have <u>Adobe Professional</u>, you can skip all these steps simply by saving your word document to your desktop or folder, then right-click it and choose *Convert to PDF*.

Print	? 🗙
Printer          Name:       Image: Acrobat Distiller         Status:       Image: Acrobat Distiller         Type:       Image: Acrobat Distiller         Type:       Image: Acrobat Distiller         Where:       Image: Acrobat Distiller         Comment:       Image: Acrobat Distiller         Page range       Image: All         Courrent page       Image: Selection         Pages:       Image: Selection         Enter page numbers and/or page ranges       Selection         Separated by commas. For example, 1,3,5–12	Properties         Find Printer         Print to file         Manual duplex         Number of copies:       1         Image: Collage       Image: Collage
Print what: Document	Zoom Pages per sheet: 1 page Scale to paper size: No Scaling OK Cancel

# **HOW TO WRITE A PRESS RELEASE**

**Objective:** to correctly write a press release about your business to send to various media outlets

A press release is a newsworthy story about your business that you submit to various media outlets. This is a great way to get free promotion for your website. Having the media do a story about you is like a personal endorsement of your website and business.

### □ STEP 1: Before You Write

- Decide what to write about. Here are some suggestions to get you started:
  - The Launch of your Website
  - Adding New Services & Products
  - Events
  - Fundraisers & Donations
  - Major Awards & Accomplishments
  - Expert Opinions on Current News Stories
  - Contests, Sweepstakes and Giveaways

Basically, anything new in your business can be turned into a press release. Just put yourself in the position of a reporter/editor who is trying to deliver a good story.

#### □ STEP 2: Formatting Your Press Release

Your press release should have six components. They are:

- **<u>Release Instructions</u>**: Tells the editor when to release your story
  - For Immediate Release
  - For Release Before [date]
  - For Release After [date]

Use one of the latter two if your press release is of a time sensitive nature. If you are using the "For Release Before [date]" ensure you are sensitive to media deadlines. Send your release out well in advance.

- **<u>Headline</u>**: Write an attention-grabbing headline. Make it benefit-oriented (why would it be of interest to people?) and descriptive. Avoid hype and promotional language ~ remember, this is a news story.
- <u>Contact Information</u>: Include as much information as possible here. Include your phone number, address, company name, fax number, email and URL. Include the hours you are available at the listed phone number and add an after hours phone number, if applicable.
- **<u>Summary</u>**: Before you get into the body of the release, write a sentence or two to summarize your press release. Make it interesting, you want the recipient to keep reading.

• <u>Content</u>: This is the meat of your press release. Think of the target audience as you are writing. You need to write a story that will be of interest to them.

#### Remember:

- The first paragraph should answer all the important questions Who, What, Where, When, Why & How?
- Add some quotations to add credibility and to break up the story. Quotations can be from you about the topic. Testimonials or commentary from your customers are very effective as well.
- Signify the End of Your Release: The end of your press release is shown by a few simple characters. Place ### at the end of your release.

#### **Other General Formatting Tips**

- Always remember that your press release is not an ad. It is a newsworthy story.
- Address your release directly to the appropriate reporter or editor. The media receives many press releases each day. A release addressed to a specific person is more likely to get attention than a general submission.
- Keep your release to about 1 page (or 2 pages maximum).
- Number your pages 1 of 2, 2 of 2, etc.
- Use active verbs.
- Do not use excessive adjectives ~ they sound like hype.
- Tweak your release when sending to different media outlets. If you are sending to the local paper your content may be slightly different than if you are sending it to a trade magazine.
- If you are sending your release by mail, use 8 1/2" x 11" paper.
- If you are sending your release by email, never send an attachment. Copy and paste your release into the body of the email.

# Writing Assignment Protocol

# Part 1: Expectations

- Confidentiality: All assignments must be held in the strictest confidence and you cannot share or otherwise use any information you learn through your proofreading. Unless otherwise specified, your writing assignments will be conducted as a ghostwriter and your name will not appear in the published works. You are also not permitted to use the writing for your own personal or business use.
- □ **Turnaround Time:** Each assignment will include a turnaround time. Please ensure that you are able to fulfill that obligation or make alternate arrangements immediately.
- File Format: Assignments should be submitted using Microsoft Word unless otherwise specified, please format text with standard spacing and Size 12 Times New Roman.
- □ **U.S. English:** Our written projects are written in U.S. English and should be written and proofread accordingly. All assignments should be proofread. Please see the proofreading checklist for more details.
- □ **Research**: If your assignment includes conducting research, please see the Research checklist for more details.

# Part 2: Writing Process

- Writing Voice & Style: Where applicable, we will show you samples of writing related to your project, so that you can get a good idea of the voice and style. Please try to duplicate this in your writing. In most cases, the tone of our writing is casual and friendly. Unless requested, please ensure you do no inject your own personal views on the subjects required.
- Sentence & Paragraph Formatting: Because much of our content is read online, we like to keep things simple. Eye fatigue can happen easily on long, so we like to keep our paragraphs and sentences short and simple. Paragraphs should be 3-5 sentences. Sentence should also be relatively simply and convey one idea at a time.

Unless otherwise specified, please format text with standard spacing and Size 12 Times New Roman Font.

- Plagiarism & Rewriting Content: Never copy someone else's work. Cutting and pasting other articles or sentences and making a few slight changes (or a lot) is not acceptable. All writing needs to come from you directly. Yes, you can research and read other articles to learn, but the final piece and voice must be 100% your work. Using article rewriting software is also strictly unacceptable.
- □ Use of Hyperlinks: Unless otherwise requested or necessary, do not link to other websites for more information. Our goal is to keep our readers engaged in our content and promotions without a lot of distractions.
- □ **Time Sensitive & Seasonal Information:** In most cases, the writing assignments you will be given are meant to be evergreen content. Unless otherwise instructed, please avoid referring to specific dates, holidays or times of the year.

For example, if you are asked to write an article about "Winter Activities for Kids," do not write something like, "With Christmas around the corner...". If the article is read in January or February, this does not make sense and dates the content.