

Website Design

Designing a good web page is a combination of science and art. Creating a website requires a bit of computer programming, artistic design organization, and logic. When you choose to work with M.R. Website Development Studio to design your website, you get the benefit of all these ingredients working together. We can work from any stage of development to create a site which will present you and your message in the best possible light, using solid principals of communication and graphical design.

Website Management & Maintenance

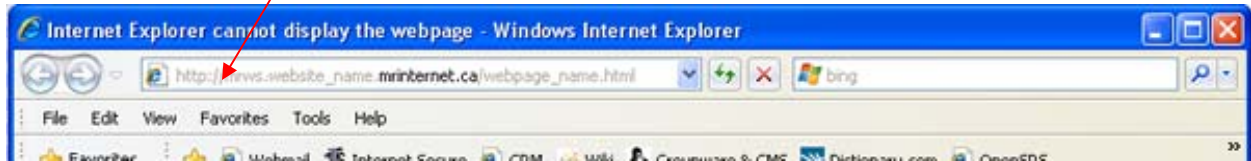
Most successful websites are continual works-in-progress: evolving and adapting over time. One of the unique features of a website is that they can be easily changed and improved. We can update outdated content on your site, add new features, or help you brainstorm for new ideas to improve your website. We can also provide a unique feature that can allow you to make your own updates to your site, with minimal computer skills: no need for experience with website design. Ask us about this unique and exciting feature!

Welcome to WebSuite . . .

WebSuite Editor Instructions

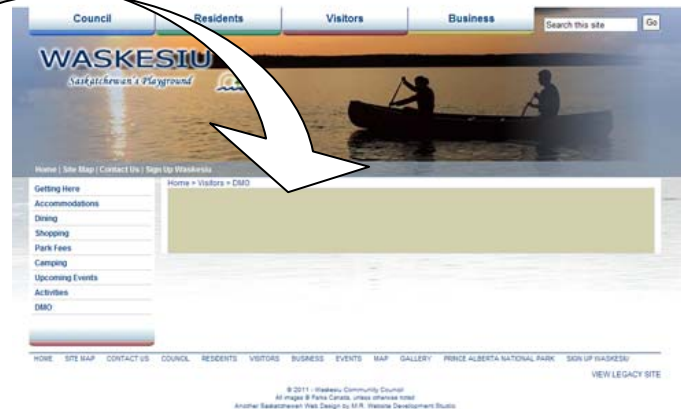
To begin - open up a browser window (Explorer, Firefox, etc.)

To make basic text or image changes to a webpage using the WebSuite editor - insert the letters “m-r-w-s-” before the name of the website page name you will be editing. Example:
http://**mrws**.website_name.mrinternet.ca/webpage_name.html



Once your site comes up, you are ready to begin the editing process:

Hold your mouse over the *editable area* (usually in the upper-middle section of the page) you will notice a change in the look - small dots will appear; click with your mouse to open the editable area and bring up the WebSuite Toolbar. See **Editing Tips** for some suggestions to help you make changes.



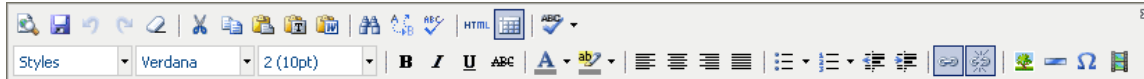
To make changes to website pages, a pop-up window similar to the one at the left will appear. This may appear after you have clicked into the editable area of a page, or when you enter the webpage.

Enter the user name and password you have been supplied with to proceed.

Click on **OK** to continue

















If you are editing several pages you may choose to select the "Remember my password" box.

WebSuite Toolbar























Many of the functions of the icons are similar to those of MSWord (by holding your mouse over an icon a description will appear)

Top row

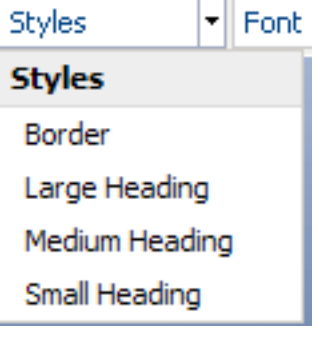

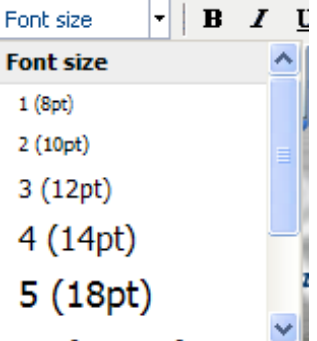
	preview		paste as test
	save		paste from Word
	undo		find
	redo		find & replace
	remove formatting		run spell check
	cut		edit HTML code
	copy		toggle guidelines
	paste		toggle spell check

Bottom row

	bold		unordered list
	italic		ordered list
	underline		remove indent
	strike through		indent
	text colour		link
	background colour		break link
	text align - left		insert image
	text align - center		horizontal rule
	text align - right		insert character
	text align - justified		edit media

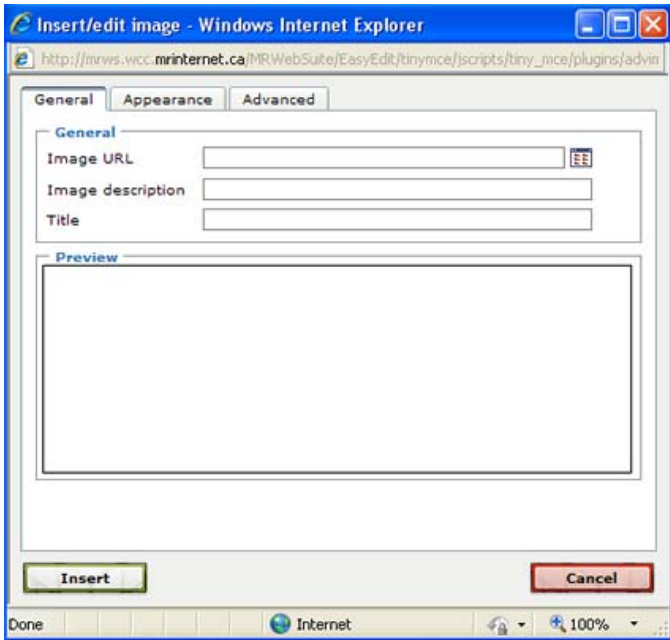
Styles, Fonts & Font sizes


Start by *selecting the text* (hi-light by using your mouse) that you want to modify the appearance of, before selecting the style, font family or font size.

	<p>By selecting a style for text or images on a page you can change the way they appear. These are presets that will keep pages looking consistent throughout your site. Simply click on the arrow (at the right of Styles) the drop-down list of options will appear for you to select, using your mouse.</p>
	<p>By selecting a font type for the text on a page you can change the way it appears to provide emphasis. Simply click on the arrow (at the right of Font family) the drop-down list of options will appear for you to select from. Use the scroll bar (along the right) to see more options.</p>
	<p>Different Font sizes can be applied to text to provide flexibility in the text appearance. Simply click on the arrow (at the right of Font size) the drop-down list of options will appear for you to select from.</p>


Editing Tips

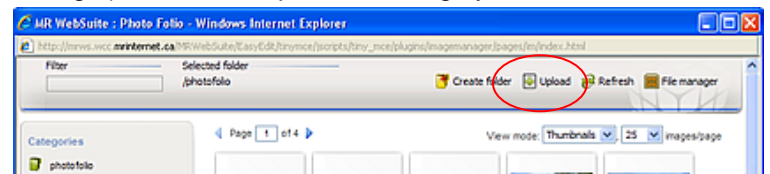
- **Font Styles:** There are pre-set font styles that you can use if you like. You will find a drop down along the top of the popup and the first one listed is usually Regular Text. There are also larger heading styles as well. If you add some text but it doesn't appear to be the style you have chosen when you preview it in the browser, simply highlight the text and select the font style again.
- **Single Spacing:** If you want a line of text to appear directly underneath the line you have just typed, hold down the shift key and press Enter key at the same time.
- **Page Refresh:** If you have made changes to the document but they don't seem to be showing up; hold down the shift key while pressing the refresh button (or F5) in your browser window.
- **To insert a graphic or photo:**



1) Once you have the editor open, click on the "Insert Image Icon"  on the toolbar

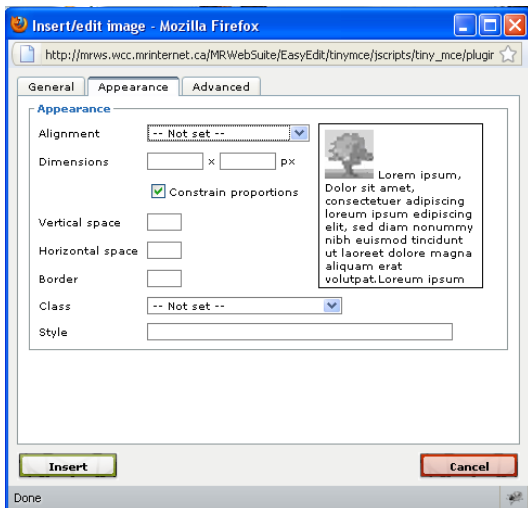
2) The Insert/edit Image dialog box will be presented to you to fill in the blanks

If you know where the image is located - type in the Image URL; if not click on the little box  (off to the right) to select or upload the image you want.



Browse until you find the image on your computer; add more if needed (adding one at a time), until you are ready to Upload files to the Server. You will then be able to select the images from the view area.

Type in a brief description of the image; then click on the Appearance Tab.



Once you have selected your image - you can complete the appearance tab to set the image on the web page.

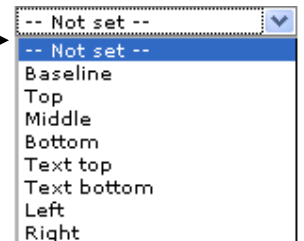
From the Alignment drop-down box select one of the options. (Usually left or right side of the page)

Next set the dimensions of the image (you can get these from the properties of the image by right clicking on the image on your computer)

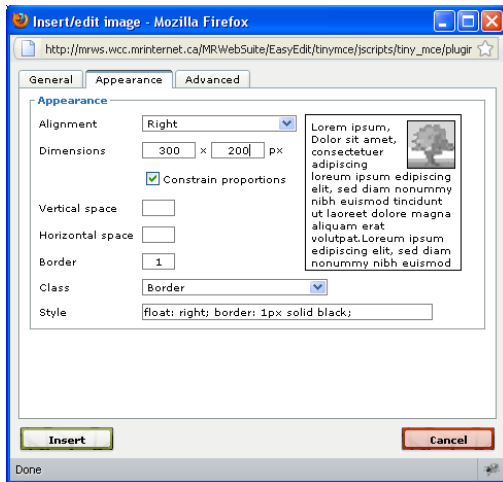
Next select if you would like a border, or set the border to 0 (zero). In Class you can select a preset to match other images on the website.

Remember to keep your images on the "small" side - large images take longer to appear on your webpage, and are difficult for people with dial up to view.

When everything is complete, click on **Insert**.




WebSuite Editor Instructions




Example of completed Insert/Edit Image pop-up:

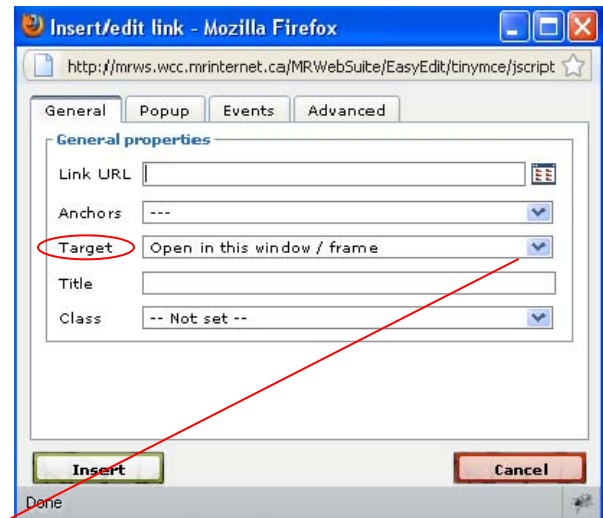
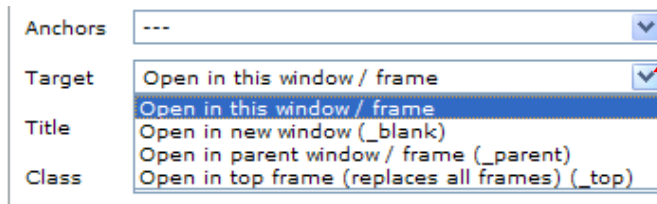
- **Insert Web or Email Links:**

To add a link to another website or a link to an email address, highlight the text you would like the link to appear on.

Proceed by clicking on the Link icon  on the Toolbar. If you are unsure which icon this is, scroll over the icons with your mouse and you will see a little description of each. It will be the one entitled: Insert/Edit Link.

A popup will appear and you will type the website address (ex. www.battlefords.com) after the supplied `http://` or browse for the link by clicking the  Browse icon at the end of the line.

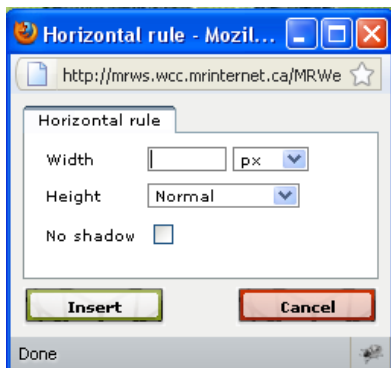
If you wish to have an email link, select "mailto:" instead of "http://" then enter the email address. An example would look like : `mailto:queries@mrinternet.ca`




Target : allows you to select either a new window or the same window for the link to appear.

To break or remove a link click on the  Break Link Icon

- **Horizontal Rule:**



If you would like a horizontal line across your page to separate sections, place your cursor in the area where you would like the horizontal line, then click on the Horizontal Rule icon on the WebSuite Toolbar. 

Select the width of the line (width = vertically across the page; 640px is about 6.5 inches - height being thickness of the line). Add a shadow or not, it's up to you.

Note: Please do not use dashes as this may break the page.