

Welcome to the **Boone Multimedia Website Creator!** Below are instructions to help you create your perfect website.

To begin updating your site, click the “Admin” button. A username and password were assigned to you when your site was set up. Once you log in, it is suggested you change your username and password to something you will remember. Do this by clicking the “Password” link and entering in your new username and password, then pressing the “Update Password” button.

- **Upload Logo**
 - **Your logo must be in JPG format** and should be no larger than 150 pixels in height or 300 pixels wide. It will be resized if it is too large.
 - To upload your logo, click the “Upload Logo” link from the Admin home page.
 - Click the button to find your logo (button says “Choose File” in Google Chrome, “Browse” in Internet Explorer). Once you’ve found your file and selected it, click the “Upload Logo” button.
 - Once your file uploads, you will see it change immediately on your website.
- **Website Colors**
 - To change the design colors of your site, click the “Website Colors” link from the Admin home page.
 - There are seven colors you can change, the background color of your site, the background, text and link colors of the main table of your site, and the background, text and link colors of the main cell.
 - Click the “Edit” button next to the color you want to edit. A color editor will pop up. Click the vertical bar to select the hue you like, then click in the colored square to adjust the brightness and saturation. Once you have the perfect color, press the “Select” button.
 - Do this for each color, then press the “Submit Colors” button to permanently change the colors on your site.
 - Note: If you do not submit your colors, they will not change.
 - If you want to start over, click the “Reset” button.
 - If you do not yet have a website and would like to see this in action, please visit www.ronnieboone.com/colors.asp to sample the color editor.
- **Company Information**
 - At the top of your site, you will notice your company name, phone number and a slogan. These are editable. Click the “Company Information” link from the Admin home page. Simply change the information on the form and click the “Update Company Information” button.
 - The address on the form is only used for your Google Map so people can find your business. If you are a home-based business and you do not wish for your address to appear on your website, you can leave the “Address” field blank and just fill in the city and state fields.
- **Upload Banner**

- In the top right corner of this site, you will notice a banner ad. These banners are randomly displayed, meaning if you refresh the page, odds are you will see a different banner.
- As an RBMS website, you too can upload your own banner to promote your website. Your banner may appear on any website hosted by Boone Multimedia, and when someone clicks on it, they will be taken to your site.
- **Your banner MUST be in RGB format and be 468 pixels wide and 60 pixels in height.** If your banner is not the correct dimensions, it will be resized, which will cause your banner to not be displayed as you intended.
- Click the button to locate your file (button says “Choose File” in Google Chrome and “Browse” in Internet Explorer). Once you’ve located your file, click the “Upload Banner” button to upload.
- You may change your banner at any time, but only your newest banner will be displayed.
- **Home Page / About Us Page**
 - Both, the Home Page and About Us pages are edited exactly the same.
 - To update your Home Page, click the “Home Page” link from the Admin home page.
 - To update your About Us page, click the “About Us” link from the Admin home page.
 - You will see a WYSIWYG editor. WYSIWYG stands for “What You See Is What You Get”, and it does exactly what it says. If you’ve used Microsoft Word or any other document editor, you will recognize some of the icons in the WYSIWYG editor. Simply type in what you want to display on your home page and format it to your liking.
 - You can add photos to your page, but they must be on the internet somewhere. We suggest uploading them to your photo gallery. There are two ways you can add a photo:
 - Click the “Image” icon and enter the URL of the photo then click “OK” or...
 - Right click on the image you want to add, and select “Copy” (or “Copy Image”, depending on what browser you’re using). Then paste the image into your WYSIWYG editor.
 - When you are done edited, press the “Update Page” button. If you do not press this button, your page will not be updated.
- **Photo Gallery**
 - You can upload photos to your website into a photo gallery by clicking the “Photo Gallery” link from the Admin home page, then click the link that says “Click here to upload a new photo”.
 - **Your photos MUST be in RGB format.** They will be resized to a maximum height or width of 600 pixels.
 - Click the button to find your photo (button says “Choose File” in Google Chrome, “Browse” in Internet Explorer).

- Enter a caption for your photo in the “Caption” box. Your caption can be as many as 255 characters, which should be plenty to enter a good caption. For example, the text on this bullet is only 213 characters long.
- Once you’ve found your file and selected it, and entered your caption, click the “Upload Photo” button.
- After you’ve uploaded your photo, you will see a thumbnail on your photo gallery page. To change the caption of the photo, click the “Edit Caption” button under the thumbnail. You will see a box similar to when you first entered the caption. Simply enter the new text and press the “Update Caption” button.
- If you wish to remove any photos from your gallery, click the “Delete” button below the photo to be removed.
 - You will be asked if you are sure you want to delete the photo. This is to prevent accidental deletions. Once your photo has been deleted, this cannot be undone.
- **Contact Us**
 - There are two important lines of text on your Contact Us page.
 - The message visitors see before filling out the form.
 - The message visitors see after filling out the form.
 - To change these lines, click the “Contact Us” link from the Admin home page.
 - You will see both lines of text. Simply change the text and press the “Update Page” button.
- **Password**
 - You have the ability to change your username and password. This can be whatever username and password you wish it to be, but keep in mind that the more complicated, the more secure your page will be.
 - To change your username and password, click the “Password” link from the Admin home page.
 - Enter a new username and password, then press the “Update Password” button.
- **Log Out**
 - Once you are finished updating your site, click the “Log Out” link from the Admin home page to end your session. This will prevent others from being able to change your site.