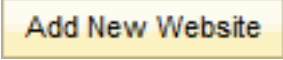


Create your own templates for re-use

Below is a guide for any distributor to create a website template to use over and over to create similar designed websites. This feature can also be utilized in child accounts when a template has been create in the main account.

Step 1 - Create your Website

1. First, log into your DistributorCentral account at www.distributorcentral.com
2. Go to **Websites> Add/Edit Websites**
3. Select **Add New Website** 
4. Name the website folder and **“Create”**
5. Now you can use the website editor and/or integrate your own advanced HTML or CSS to create the look that you would like to use. (See our Advanced Website Techniques Guide under “Need Help”)
6. Once completed, you will need to **“Publish New Changes”** under the **“Website Publisher”** section.

Step 2 - Make it a template

1. Go to the **Websites Menu>Add\Edit Websites**
2. Select **Edit** next to your website on the right
3. Select the **Website Publisher** Icon 
4. Scroll down to **“Convert This Website into a Template”** and click on it.
5. Once clicked, this will be available to use over and over to start new sites. It will be available under your Websites List at the bottom under **“Custom Templates”**
6. To use this template, select **“Use”** on the right and name the copy that you made. This new website will be available to you under Websites List.

Custom Templates - Create your own templates to use in creating multiple websites similar in appearance.				
Template Name	Folder Name	Active?	Last Published	Add New Template
My Account Templates				
testcategories	testcategories	Yes	11/10/11 08:51:59 AM	Website Preferences Preview Edit Delete Use

Note: There is a preference under **Account Menu> Preferences> Account Preferences** and finally the **Websites** Section where you can select Yes to automatically use the template that you created everytime you create a new website.

