

## Easily Create and Edit your Website:

In addition to the website editor, DistributorCentral now offers a way to “visually” edit your website and also templates to give you a headstart. This might make it a bit easier for those that are not yet familiar with the editor structure.

1. To get started, first you pick and create your site from a template listed on the Website List page.

-Go to **Websites Menu > Add/Edit Websites**

-Scroll down to **PreMade Templates**. (Pic. 1)

2. Select Preview to decide which you would like to start with and then select **Use** to begin customizing that template.

3. Name the Website. This will be the folder name for your internal use.

-Select **Create**.

4. Now you can click on **Visual Edit** in the top right to see a preview of your site. (Pic. 4a)

-As you hover your mouse over different sections, you will see that they turn a light yellow color. (Pic. 4b)

-If you **click on a section** that you want to edit, it will open a new window or tab to the exact place in the editor that you need to update.

-Once you complete that update, hit **Save** at the bottom of the page and it will automatically refresh back to the preview with your change to view.

5. Make your changes in this way for the site.

-Click on the other pages and Save at the bottom of the editor each time.

6. Once your site looks the way that you like, you want to go back to the editor by exiting out of the preview, and clicking on **Website Publisher**.

(If you are no longer in the website editor, you can get back there by clicking on **Website Menu > Add/Edit Websites and then click on Edit** next to your website.)

7. Once you click on **Website Publisher** go to **Publish New Changes** on the left in the section titled “**Manage Your Website**”. (Pic. 7)

-This will make your customization live on the site within 15 minutes for your customers.

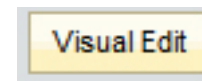
8. The address for the website is also listed on the **Website Publisher** page in the first section. We would suggest that you look into purchasing a domain name to represent your site rather than use this long address but it will work initially.

**See the Domain names Guide to learn how to add a domain name to this website.**

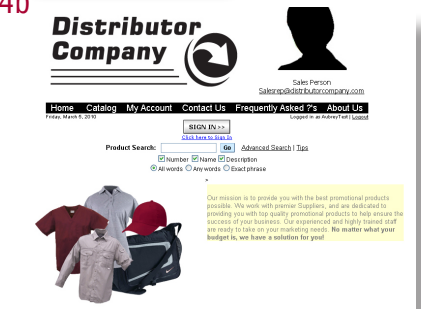
1

Template Name	Folder Name	
cls	cls	Preview   Use
btn Scheme	ButtonScheme	Preview   Use
btn Scheme Vertical	ButtonSchemeVertical	Preview   Use
cat Screen	CatScreen	Preview   Use
compact	Compact	Preview   Use
#Promotions	Go#Promotions	Preview   Use
en	green3	Preview   Use
en Promotions	GreenPromotions	Preview   Use
en Promotions Vertical	GreenPromotionsVertical	Preview   Use
blue	gblue	Preview   Use
of Vertical	LowVertical	Preview   Use
mond Glass	MondayGlass	Preview   Use
mond Glass Categories	MondayGlassCategories	Preview   Use
mond	Monday1	Preview   Use
mondCategories	MondayCategories	Preview   Use
professional Gray	professionalGray	Preview   Use
g White and Blue	RedWhiteandBlue	Preview   Use
g White and Blue Categories	RedWhiteandBlueCategories	Preview   Use
g White and Blue Vertical	RedWhiteandBlueVertical	Preview   Use
red	RedVertical	Preview   Use
en-Screen	screenen2	Preview   Use
giller Preceded Template - Trademat Publishing A.	TradematPublishingA	Preview   Use
giller	template	Preview   Use

4a



4b



7



8

### Website Address for Example DC Site

The Website Address for "Example DC Site" is:  
<http://www.distributorcentral.com/websites/ExampleDCSite/>

Manage Your Website