

How to setup WebdeXpress

- Using the guided wizard to create your page

At any time during the wizard, you can click on “Save” and finish the wizard.

1. Go to WebdeXpress homepage
2. Click on “Admin login” on bottom of page
3. Click on  to begin the wizard.

1.Site settings

4. Enter the “Website Title” : This will be displayed on the banner of your website. **Your title can be a maximum of 40 characters.**
5. Enter the “Tag line” : The tag line will appear under your website's title. **Your tagline can be a maximum of 80 characters.**
6. Enter the “Admin Email” : The admin email is what will appear in the "From" field in emails sent from your site.
7. Enter “Meta keywords” : Meta data is not displayed on the website, but is used by search engines to locate your website and optimize your visibility through searching.

When adding keywords please ensure you use a comma to separate each word you wish to include.

8. Click “Next”

2.Appearance

9. Choose the Appearance of your website from the pre-designed templates. Click “Next”
10. Choose the lay out for your homepage. Click “Next” : **This is the layout of your main page.**

3.Home Page

11. Enter the “Page Title”
12. If you chose a layout with an image, please choose an image to upload to your main page by clicking on “Browse”

Choose image

- You can go back and change the layout of your page by clicking on 

Change Page Layout

13. Enter the “Content”. This will be the main text that will be displayed on your main page.

14. Click “Next”

4.Additional Pages

15. If you would like to create additional pages like a “About US” page, click on

Add Page

- If you do not want to create additional pages skip to step 24

16. Choose the lay out for your homepage. Click “Next” : **This is the layout of your main page.**

17. Enter the “Title” : This will be the title of your additional page. For this example we will use “About Us”.

18. Enter the URL of the page. For this example we will enter “aboutus”. The direct URL for this additional page will be <http://websiteaddress.com/page/aboutus>

19. Click “Next”

20. If you chose a layout with an image, please choose an image to upload to your main page by clicking on “Browse”

Choose image

Browse...

- You can go back and change the layout of your page by clicking on 

Change Page Layout

21. Enter the “Content”. This will be the main text that will be displayed on your page.

22. Click “Next”

23. If you would like to create more pages, repeat steps 15-22. If you are finished creating pages, click “Next”

5.Products

24. If you would like to add products to your website, click on

Add Product

- If you do not want to add products to your page, skip to step 29

25. Enter the “Title” and “Text” : The Title will be displayed as the name of your product. If you wish to include a description of your product, please fill in the text field.

Choose image

Browse...

26. Choose and image for your product by clicking on “Browse”

27. If you would like to remove a previously uploaded image for the product, check “Remove Image”. Click “Save”

28. Repeat steps 24-27 for additional products. **You can add up to 6 products.**

- If you are finished adding products, click “Next”

6.What’s New

29. If you would like to add news to your website, click on

Add News

- If you do not want to add news to your web site, skip to step 35

30. Enter the “Title” and “Date”: The Title will be displayed as the name of your news item. By default the date will be set to the current date. To modify the date click the calendar icon and adjust it as desired.

31. Enter the “Content” : The Content field is used to enter the description details of your news item.



32. Choose and image for your news post by clicking on “Browse”

33. If you would like to remove a previously uploaded, check “Remove Image”. Click “Save”

34. Repeat steps 29-33 for additional What’s New posts. The 5 newest posts will be displayed on your website. Click “Next”

7.Contact Page

35. If you would like to create a page with contact information, please proceed but if you do not want to create a contact page, click on

I do not want a contact page

36. Enter “Title” : The title you add will appear in the navigation and link to your contact form. It will be displayed as the page title

37. Enter “Mailing Address” : The mailing address will appear either beside or above your contact form (depending on the theme you choose). This field will support any text input, it is advised you include such information as address, city, zip code, etc. This field is not required.

38. Enter “Telephone” and “Fax”: The telephone and fax fields will show up directly below the mailing address information on the contact form. This information is useful to provide ways for your website users to contact you using alternative methods than the form itself.

39. If you would like to add Email Addresses to your contact page, click on

Add Email Entry

40. If you are adding Email Addresses, enter “Name” and “Email Address”
41. Enter “Contact form should be sent to the following email” : a valid email address to the input box to the left. This email address is where all contact form submissions will be sent.
42. Choose the fields that will be on the contact form. Name, Company Name, Telephone, Fax, Email, and Captcha. You can also make them required by checking the “Required” check boxes.
43. Click “Next”

8.Complete

44. Confirm the settings of your website.
45. Click “Finish” : This will redirect you to your completed homepage!!

You can go through the wizard again at any time by clicking on the  icon on the top left corner of the Admin Panel.