

BLUEVODA

MANUAL

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About This Copy of the Manual

This is revision 0 of the manual	to Biuevoda ver.	. 12, last updated on	November 7, 2011.

BLUEVODA MANUAL

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About BlueVoda

I. Overview

BlueVoda is the World's most comprehensive and powerful website builder for personal computers and offers by far the most complete website building experience available for home use.

BlueVoda's sophisticated HTML generation engine means that you can add just about any web-element, and therefore just about any functionality, to the web pages that you create in any location. Subsequently you have full control to edit, resize and move any web element at any time in any way.

BlueVoda is a tool that can be used to create a website that is static or dynamic with incredible results.

II. What BlueVoda Includes

BlueVoda The website builder software – This is where the magic happens!

BlueFTP BlueVoda's built-in FTP client. Used to facilitate the publishing of your web-pages to the

Internet via VodaHost's servers.

Hosting A desktop link to the <u>VodaHost</u> site; a VodaHost account is required to publish web-

pages built with the BlueVoda website builder.

SEO A desktop link to the <u>VodaHits</u> site; here you can optimize your website so that they can

be found easier by the search Engines. Choose VodaHits for the World's greatest Search

Engine Optimization packages.

Forward:

How to Plan your Website & Getting Started on your First Web Page

Congratulations on your download of **BlueVoda** and welcome to **VodaHost!**

VodaHost is committed to helping you construct your first web page and getting you online as quickly as possible. Creating your first web page can be a daunting task: "Where do I get started?", "What should I do?" Fortunately it doesn't have to be this way; creating a web page is a fun and rewarding experience if you follow a few simple guidelines, which we have outlined for you here.

The first thing that you should do when preparing to construct your first web page is to **define** it. What do you want your web page to do? Don't just start constructing your page; really think hard about it. You should consider how you want it to look and what information you want to provide to your prospective customers in order to persuade them to buy your products or services rather than going elsewhere.

Be sure that you organize your pages well; think of your Home Page like the Table of Contents page in a book - it's there so that your customers know where to go in your site for their particular needs, or just to familiarize themselves with your products. When defining your site you should certainly do your homework. Always visit your competitions web site to see how they have organized their site, so you can make yours better, whether it is just including more information about your product, or simply improving the design of your site.

Now that you've given some serious thought to how you want your web site to look and what you want to include in it, you need to decide on a name for it. There are various approaches to finding the right name for your web site; the first is to make the name logical (for instance, abc's web site is abc.com). Another approach is to make the name memorable so that your customers can type it in without thought, the name does not have to be descriptive of the product you sell, for example amazon.com sells books. You should keep the name as short as possible too, so that it's easy for your customers to type the URL into the text field.

With your web page named and thought given to how you want it to look, here are some pointers for building your site. If you have pictures on your web page go over them first with a photo editing program, like PIXresizer so that the customer's browser does not have to crunch them. This will also speed up the download speed of your page so that the customer can view quickly without having to wait for large picture files to be rendered in the browser.

One of the most aggravating things for people surfing the web are pages that take a long time to download. All those fancy graphics will do you no good if, instead of waiting for the page to download, the viewer closes his browser and goes elsewhere. Consider going light on the pictures and heavy on the text content.

You should also put some serious thought into what color fonts you are going to use as well as the background color. If in doubt, remember that a white background with black text has been successful for thousands of years!

Your website should also be easy to navigate, all your links should be obvious to the viewer, and should be self explanatory or have information about where the link will take them. Try to keep the number of links you have low, the viewer does not want to spend a lot of time waiting for links to download, chances are, like you, he is pretty busy! Further, always link back to your homepage in order to make navigating your web page easier for your potential customers.

Now, before you even open up BlueVoda, you should construct your web site on paper. Decide the number of pages you want to have inside of your site, and determine logical titles for them. Think of any pictures that you might want to put on each page and where you are going to put them in order to be most effective. You should plan out your hyperlinks now, as it will make keeping track of them later a lot easier and save you time trying to figure out why they are not working properly. Decide where you want to put any buttons that you might create for hyperlinks as well. Lastly write out any information content you will be putting onto your web page in Microsoft Word first so you can detect any spelling errors you might have made. You can cut and paste parts into BlueVoda later.

Lastly, familiarize yourself with BlueVoda before you start using it. Watch the <u>Video Tutorials</u> that we offer so that you have an idea of what you can do with BlueVoda. Further, you should make a practice page first so that you can get a feel for BlueVoda and some experience using it before you start constructing a page which you will publish on the World Wide Web.

It takes two to three months to learn how to use DreamWeaver and at least a month to learn FrontPage, while you can learn BlueVoda in hours. Practice adding and deleting text, pictures, and hyperlinks until you can do these actions with ease.

Building a web site with BlueVoda is easy if you follow the above steps. The most important part of the construction process actually takes place before you open BlueVoda. Think of constructing your web site like taking a test back in school, those who prepared before the test probably did better than those who just went in without even opening their books.

So be sure to prepare before you start, think of the content you want to put in, think about your links, think about your web site's name, draw up an outline on paper before you start constructing the page and most importantly WATCH THE TUTORIALS!

In a nutshell:

"Plan Your Work and Work Your Plan"

Best of luck!

Always at your service,

Brad Costello

VodaHost

Your Website People!

Installing and Configuring BlueVoda

I. Downloading the Installer

BlueVoda's installer is down-loadable from the BlueVoda home-page at http://www.bluevoda.com/. To download the latest version of BlueVoda, visit the BlueVoda website, enter your first name and email addresses where prompted and follow the procedure outlined in the email that you receive. Depending on your choice, the file you will download will either be called setup.exe or setup.zip



II. Unpacking the Installer (Optional)

If you have downloaded the zipped version of the installer you should run your favorite unzipping utility (WinZip, WinRar, IzArc etc.) on it to unpack the archive to a location of your choice.

If you require an additional tool for unzipping, you can try <u>IZArc</u> which is a great freeware utility for zipping and unzipping files.

To unzip a zipped file, right click on it and select "Extract Here".

III. Running the Installer

Double-click on the **setup.exe** file to run the installer.

You may be asked if you trust the program – you should say you do, and **Windows User Account Control** (**UAC**) may ask again if you wish to open the file.

The BlueVoda Website Builder Setup dialogue box opens up; exit any Windows programs that might be running and hit [Next >]

Select where you would like to install BlueVoda. Unless you have any specific requirements, it is recommended that you can leave it as it is.

Select your shortcut folder and press [Next >]

To proceed with the installation, press [Next >]

Wait while BlueVoda installs...

IV. Launching BlueVoda

You can either launch BlueVoda from the Desktop shortcut that was created or from the Start menu entry. Double-Click the desktop icon or single click the start menu entry.

V. Getting help and support

Equally, independently of BlueVoda you can visit http://www.vodasupport.com/ or send an email support@vodasupport.com/

In addition you can participate in the <u>VodaTalk community forum</u> where you will find many website building experts who are ready to answer any questions you may have about the processes and techniques that lie behind building the best websites.

Initial Website Building Setup

When you launch the BlueVoda website builder, you are presented with a list of three options:



Open A New Blank Page: Opens the BlueVoda website builder with a blank workspace. Start here

if you haven't used BlueVoda before to get started building a fantastic

website from scratch.

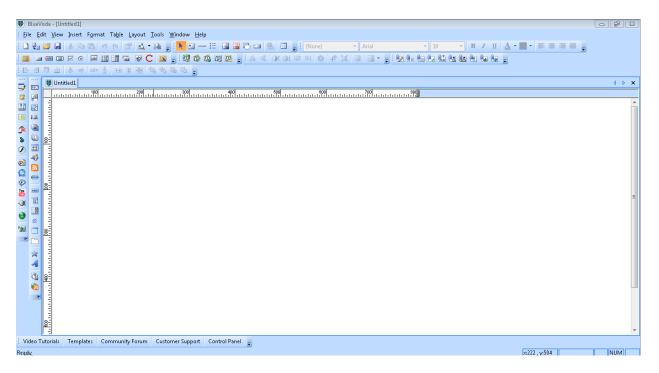
Open An Existing Page: Opens the BlueVoda website builder and presents you with the Open

dialog, which allows you to continue working on a .bvp web page file

that you had previously saved.

Watch The Video Tutorials: Opens the BlueVoda website builder as well as your default web

browser (e.g. Internet Explorer, Firefox, Chrome, etc.) and delivers you to an index of BlueVoda video tutorials at the VodaHost website. We recommend you watch these tutorials thoroughly before you begin to use the software, to make yourself more accustomed to the work-flow.



The BlueVoda work-space has many menus and toolbars. You can drag any and all toolbars to wherever you want them within the BlueVoda workspace. You also have full control over the menu and toolbar entries by using the **View > Customize...** selection from the main BlueVoda Menubar.

Many of the options that are available to you via the BlueVoda menu bar are also available to you vial the BlueVoda tool bars. This manual shows you both ways to accomplish each task using both the menu system and the toolbar buttons that you can use to accomplish the same task.

Every object that you add to the BlueVoda work-space (be it via the menu system or from a toolbar button) can be moved around the work-space to a location of your choice, can be resized and can also be configured.

You're now ready to get started. Happy website building!

Again, we wish you the best of luck!

BlueVoda's **File** Menu

The <u>File</u> menu in BlueVoda is where you will usually begin working with BlueVoda. The <u>File</u> menu gives you many options: It creates new files for you to work on or opens files that you have saved. It is from here that you can manage your sessions of working with the BlueVoda website builder.

New Page

Blank Page (Ctrl + N)

Start working on a brand new web-page from a fresh workspace. This option is also available to you using the New button on the BlueVoda toolbar.

鎽 🛛 Open Page... Ctrl+O <u>C</u>lose Page 🛃 🛮 <u>S</u>ave Page Ctrl+S Save Page As... Ctrl+Shift+S Save as <u>T</u>emplate... Preview in Browser... Publish... Print... Ctrl+P Print Pre⊻iew Print Setup... 1 C:\Users\...\links.bvp 2 C:\Users\...\download.bvp 3 C:\Users\...\contact.bvp 4 C:\Users\...\blog.bvp

Clone Page



Begin working on a duplicate of

a web page that has already been created. When you click it a Dialogue will open and request the path to the file that you wish to clone.

<u>F</u>ile

New Page

From Template (Ctrl + F)

Start working on a new page based on a template that you have either downloaded or have created yourself. You can download templates for the BlueVoda website builder from the following URLs:

http://www.vodahosttemplates.com/ and http://www.vodahost.com/web-hosting-image-library/

From Existing HTML page

Start working on a new website based on a web page that already exists. When you click this button, the Import HTML Page dialogue will open. Here, either choose a Local HTML file (on your own computer) or a remote file. You can also have the option to select link from Internet Explorer Favorites or Browse for a file on your local computer.

Open Page (Ctrl + O)



Open a .bvp file that you had previously to continue working on :+

Close Page

Closes the current page that you are working on. Before the page closes, you will be prompted to Save any or all changes to the web page you are working on.

Save Page (Ctrl + S)

Saves your active document under the name that you have assigned for it. If you are saving the web page for the first time,

you will be prompted to assign a name to the file you are saving. Otherwise, saving will save the page with the filename that you have already assigned it with a .bvp extension.

Save Page As... (Ctrl + Shift + S)

Saves your active document and requests you to assign a name to it. Use this feature to change the filename of the page you are working on or to save the file with a different filename.

Save as Template... (Ctrl + T)

Saves your active document as a template, that you can open and add new content to as and when you require and use as a template for a new page.

Preview in Browser...

Default <u>B</u>rowser

<u>2</u>

Previews your active page in the web browser that you have selected as default for your system (e.g. Internet Explorer, Firefox, etc.)

Edit Browser List...

Edits your list of browsers

P<u>u</u>blish ૣ

Publishes your active web page to the Internet.

Print...

Prints your active web-page

Print Preview

Shows how your pages will look when printed

Print Setup...

Select your options for printing your document

Recent Files

Recent files allow you to open pages that you have recently worked on in BlueVoda, rather than going through the File > Open web page route.

You will be presented with the files that you opened most recently and you can just click on one to open it up.

e.g. <u>1</u> C:\Users\...\links.bvp

2 C:\Users\...\downloads.bvp 3 C:\Users\...\contact.bvp 4 C:\Users\...\blog.bvp

E<u>x</u>it

Closes the BlueVoda website builder. You will be prompted to save any pages that you have changed without saving before you quit the program.

An Introduction to BlueVoda (Summary)

CLICK HERE for Video Tutorial

- To create a new website page, simply click the New button in the top left hand corner (or select
 <u>File > New Page > Blank Page</u> or key Ctrl + N on your keyboard).
- To open an existing website page, click the Open button (or choose <u>File > Open Page...</u> or key
 Ctrl + O on your keyboard).
- To Save the web-page you are working on, click on the Save button (or choose <u>File > Save</u>
 Page... or key Ctrl + S).
- Cut, Copy and Paste all work in the same as they do for Microsoft Word (you can find these menu items in the Edit menu).
- Click the **Text button** to add text to your website (or select **Insert > MenuItem** from the Menubar).
- Click the Image button to add an image (or select Insert > Image from the Menubar).
- Click the **Shape button** to add a shape (or select **Insert > Shape** from the Menubar).
- Click the Table button to create a table (or select Table > Insert Table... from the Menubar).
- The **Formatting toolbar** lets you control all your text.
- The **Forms toolbar** allows you to build an email form within seconds.
- The toolbar on the left allows you to add various external elements such as **Flash**, **QuickTime**, **Plugins** as well as many more features.
- All the buttoned tasks can also be accomplished via the drop-down Menubar.

TUTORIAL:

Naming Pages in BlueVoda

CLICK HERE for Video Tutorial

Once you have built your web-page as you want it, click the Save Button (or select <u>File > Save</u>, or Ctrl+S) to save your page.

It's very important that you have an **Index** page for your site; this is what your browser looks for when loading a domain from the Internet and so it is important that you have created an index page.

You should always save your home page as **index.bvp** – note that "**index**" should all be lower case.

If the page you are saving isn't the landing page (or home page) for your website, pick a name for it and enter it as the file name in the **Save Page As** dialogue box that pops-up. At this point you should be saving your pages in the **.bvp** format (**NOT .htm** or **.html** – BlueVoda automatically makes this conversion when you preview your web page with a view to publishing it)

A few tips when you are naming your pages:

- Make your page names as short as possible you'll be able to manage them better and this will help your visitors with entering the URL in the event they are manually typing the address.
- Your page names should make sense and should be content specific. about.html makes a lot more sense than 1234.html, for instance.
- **DO NOT use spaces in your page names;** use a hyphen () or an underscore (_) to separate words in your page name.

Also, **DO NOT use any special characters** like apostrophes (') quotation marks("), dollar signs (\$) etc. You must stick to numbers, letters and if required hyphens and underscores. Your web browser cannot interpret any special characters.

When naming your websites pages:

- 1. Name your Home Page "index". DO NOT name your home page "home".
- **2. Do not use capital** or "*upper case*" letters. Do not name your index page "*Index*" with a capital "*I*".... use only lower case letters. Do not name any of your pages with capital letters.

Do not use capital letters at all in Page Names.

Do not use capital letters in any of your Hyperlinks.

- **3.** Keep the name of other pages as short as possible.
- **4.** Use underscores ("_") or hyphens ("-") to connect words. For example, do not save a page as "**contact us**," you must save it as "**contact_us**." If you had a page called "**new products**," you would save it as "**new_products**" or with a hyphen as "**new-products**"... ALWAYS use underscores or hyphens to connect multiple words in page names.

Do not allow any blank spaces between words!

Do not use any symbols (\$, &, +, *, etc.) other than an underscore or hyphen between words when creating Page Names or Hyperlinks.

5. DO NOT add **.html** or **.htm** extensions to your pages. BlueVoda adds **.html** automatically when you publish your page.

The BlueVoda website builder is brought to you by: VodaHost.com
Get a Free Domain Name, Unlimited Disk Space, Unlimited Bandwidth and Much, Much More ...
You Will Love It!

Setting Page Properties in BlueVoda

CLICK HERE for Video Tutorial

To begin configuring the properties of your web page you can right click anywhere on the workspace and select: **Page Properties...**

The first page property that you should set is the title page for your website. This is what your visitors will see in the title-bar of their browser and will also be displayed in Search Engine searches.

Decide on a page width and height (a width of about 800 pixels (px) is normal; height up to you), as well as the default font face and size.

Typically, you should leave the file extension as html

Unless you have any specific need to have a different character set, leave the default setting as it is (ISO-8859-1)

If you do not select **Center in Browser**, then the page will be aligned to the left in your visitor's browser as opposed to being centered in the middle of the screen.

If you wish, you can add an image to the page background.

You can set a default color for your text.

You can also set default colors for your hyperlinks.

You can even set a sound file that will play on page load.

Meta-tags: Keywords – Separated by commas. These will live in the <head> section of your

website page and will work towards benefiting your search engine ranking with

search engines that use keywords in their ranking algorithms.

Page Description: Enter a page description of around 25 words (or 160 characters) – This helps you

with Search Engine Optimization with search engines that look for <meta> tags.

Scrollbars: Here you can set custom colors for the various parts of the scroll bar. For

instance, let's change the scrollbar's face color. You will see a preview of the

result for whatever changes you make.

Page Transitions: You can set a page transition that will occur when a visitor enters or exits your

page as well as the amount of time it will take for the page transition to complete. Currently, they are only supported in Internet Explorer but that's okay because IE is the world's most used browser. There are many, many effects

to choose from.

Importing an existing HTML page into BlueVoda CLICK HERE for Video Tutorial

This tutorial will show you how to import an existing HTML page into BlueVoda.

From the Menubar, select <u>File > New Page > From Existing HTML Page</u> to open the <u>Import HTML Page</u> dialog.

Decide if you wish to import the page from your local computer or remotely from an online location.

If you're importing from your local computer, click "Browse for a file" to browse for the page. You can also conveniently locate the page by clicking "Select link from Internet Explorer Favorites" and selecting a link in your Internet Explorer bookmarks.

To import a page from an online site, select the "Remote (on the Internet)" option. Then enter the URL of the page you wish to import in the "URL:" field. Click the [OK] button when you are done.

This will return you to the work-space and you will see that the page you selected has been imported onto your work-space.

Note that since you are not importing any CSS file, you will have to reformat the text after importing the page.

Repeat the steps above to import an existing HTML page into BlueVoda.

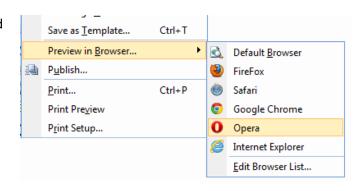
TUTORIAL:

Previewing and Printing your Website CLICK HERE for Video Tutorial

This tutorial will show you how to preview and print your site in BlueVoda.

To **preview** your site, click the **Preview** button in the toolbar. This will launch your default browser to preview your web page.

To preview your site in a web browser other than your default browser, select: **Preview in Browser...** and then select your browser.



To **print** the current page, simply click the **Print** icon in the toolbar to open the Print dialogue box.

You can also access the Print Preview via the main menu bar by selecting: **File > Print Preview** – Once previewed, you can simply click to print.

TUTORIAL:

Publishing Your Site in BlueVoda

CLICK HERE for Video Tutorial

Here, we'll show you how to publish your site in BlueVoda. - You can publish via the main menu bar: **File** > **Publish...** will open the **Publish Web Page** dialog.

You can also publish via the **Publish icon** in the toolbar.

Important: You should take note that you must publish each page individually.

Once you have the Publish Web Page window open, select the IP where your account resides. You will see the IP as well as your login details in your Welcome Email.

Your root directory is **public_html**. Unless you need to publish to a specific sub-folder, leave this setting as is.

If you like, you can "remember" your user-name and password for future log-ins.

Click the [Publish] button to publish your web-page to the Internet.

Trouble Publishing? - Below are the possible reasons why...

- You don't have a VodaHost web hosting account. You need a VodaHost web hosting account and a domain name in order to publish your website on the internet. <u>Click Here</u> to create your VodaHost Account.
- 2. If you do have a VodaHost account and you are having problems publishing this could only mean that your firewall is blocking and preventing BlueVoda from doing its job. Please momentarily disable any firewalls that you have on your computer or add BlueVoda to your safe programs list.
- **3.** Also please make sure that you are selecting the correct IP address from the drop down menu. If you do not see your IP address in the drop down menu, please upgrade to the latest version of BlueVoda.

How to create printer friendly Web Pages

Before we begin, I need you to understand that a web page by its very nature is not really meant to be printed.

A web page is specifically designed to be viewed on the internet via a computer screen; if you want it to print nicely you must make it printer friendly from the very beginning...

For example, if you where to print out this page it would come out distorted and use up several pieces of paper.

Have you ever visited a website that had a button that said...

... "Click here for a printer friendly version" ... ?

Tips for creating a printer friendly page...

- **1.** White background.
- **2.** Text Aligned left.
- 3. No more than 150 characters of text per line
- 4. Little or no graphics.
- **5.** Etc....

After you have created your printer friendly web page, print it out a few times to test how it looks and tweak your design accordingly.

BlueVoda's **Edit** menu

BlueVoda's Edit menu allows you to control the position and relative positioning, giving you complete control over the design and layout of your website.

<u>Undo (Alt + Backspace)</u>

Undo a change that you have made to the active page.

Redo

Redo a change that you have undone on the active page

Cut (Ctrl + X)

Copy an element of your active web page to the clipboard. When the element is pasted into the new location, the original will be deleted. Use Copy if you are unsure.

Copy (Ctrl + Insert)



Copy an element of your active web page to the clipboard. It can be pasted

using the Paste command.

Paste (Ctrl + T)

Paste an element from the clipboard into your active web page. The element being pasted could have been copied from within your active page, from another open web page in BlueVoda or from another program (e.g. Notepad)

Edit

(bi

Ж. Cut

Lock

🛂 <u>U</u>ndo

Redo

Сору

<u>D</u>elete

Select All

Lock All

Unlock All

HTML...

Don't Publish Assets

Restore Original Size

Properties... Alt+Enter

Paste in Place

Paste

Alt+Backspace

Ctrl+X

Ctrl+V

Delete Ctrl+A

Ctrl+H

Ctrl +Insert

Paste in Place

Pastes the copied element in the same position that the element was copied from (i.e. retains position information)

Delete (Delete)

Delete an element from your web page.

Select All (Ctrl + A)

Select all the elements within the active web page.

Lock



Locks a selected website element (eg. image, text box etc.) in place so that it cannot be moved or resized.

Unlock



Unlocks a selected website element so that it can once again be moved

and / or resized freely

Lock All

Locks all your website elements in place so that none of them can be moved or resized.

Unlock All

Unlocks all the elements that have been added to your web page. All your website elements can now be dragged and dropped to a new

location within your website and/or resized.

Don't Publish Assets Allows you to exclude an object's assets from being published.

Restore Original Size Restores the original size of any website element that you have added

to your active web page and subsequently resized.

Proper<u>ties...</u> (Ctrl + T) Shows the properties of any of the website elements that you have

added to your active web page.

HTML... (Ctrl + H) Shows the HTML code that builds up your website that has been

generated by BlueVoda has generated.

TUTORIAL:

Locking and Unlocking Objects in BlueVoda CLICK HERE for Video Tutorial

Normally, you can drag *any* element you have added to your website page to *anywhere* on the page.

However, you have the option to lock the element into place so that you do not accidentally move it out of position.

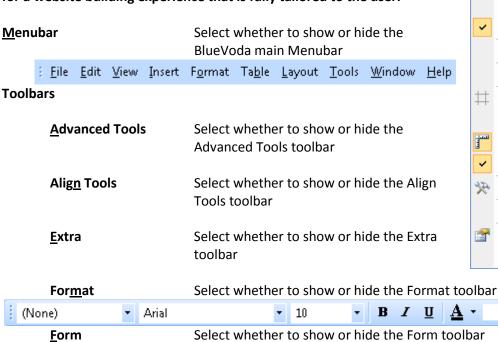
To lock an element in place on your website page, simply right-click on the element that you wish to lock and select: **Lock**. Anytime you now try to move the image, you will see that it is locked in place.

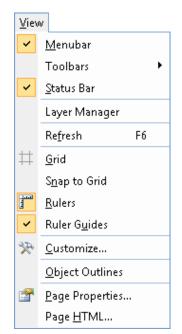
It's just as easy to unlock it; simply right-click on the element that you wish to lock and select "Unlock" - Anytime you try to move the image, it will once again move freely.

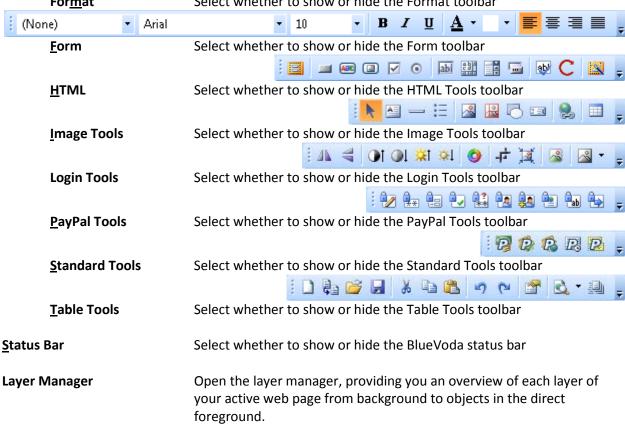
BlueVoda's **View** menu

Refresh (F6)

The \underline{V} iew menu in BlueVoda controls how BlueVoda's menus and tools are presented to you on the BlueVoda workspace. Both are fully customizable for a website building experience that is fully tailored to the user.







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Reloads your active web page within the BlueVoda website builder.

Grid Select whether to show or hide the workspace grid, to help you align

objects within your active web page.

Snap to Grid Select whether to make the workspace grid magnetic, to help you align

objects within your active web page.

Rulers Select whether to show or hide the workspace rulers.

Ruler Guides Select whether to show or hide the ruler guides.

<u>Customize...</u> Fully customize all the Toolbars and Menus of the BlueVoda website

builder.

Object Outlines Select whether to show or hide a border around each element that you

add to your workspace.

Page Properties... Edit all the properties of the active web page that you are editing.

Page HTML... Edit the HTML source code of the active web page that you are editing

BlueVoda's **Insert** menu

This is where the magic happens; the BlueVoda Insert menu allows you to add all the elements that you will need to build your website to the BlueVoda work-space. You can customize the position, size and shape of each element that you add to the BlueVoda work-space and double-clicking on each element allows you to fully customize that element.

Choose the Object Selection tool. You can now select and resize workspace objects

Horizontal Line Insert a Horizontal Line to your workspace

Insert text into your active web page

Image Insert an image into your active web page

Insert a marquee into your active web page

Insert a marquee into your active web page

Insert a Bulleted (Un-Ordered) List into your active web page

 Horizontal Line <u>Text</u> <u>I</u>mage Marquee Bulleted List ClipArt S<u>h</u>ape TextArt Link... Ctrl+K <u>B</u>ookmark Form iOuery UI Login <u>A</u>dvanced <u>E</u>xtra Navigation PayPal Ready-to-use Java Scripts...

ClipArt Insert a ClipArt into your active web page

TextArt Insert a TextArt into your active web page

Link... (Ctrl + K) Insert a link into your active web page where you have selected text as anchor text or another object

Bookmark Insert a Bookmark into your active web page

Form

Form Area Add a form to your active web page and define the area your form will take up on the page.

Advanced Button
Add an Advanced button to your form. Double click to edit the properties of the button

Captcha Add a captcha to your form.

Combobox Add a combobox to your form

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Add an editbox to your form

File Upload 🔚 Add the opportunity for a user to upload a file using your form.

Image Button

Add an image to your form to be used as a button.

Push Button Add a button to your form.

Radio Button

Add a radio button to your form.

reCaptcha C Adds Google's reCaptcha tool to the form you are creating

Text Area Add a text area to your form.

Form Wizard Starts BlueVoda's form wizard and allows you to build to create a full form quickly from scratch

jQuery UI

¡Query Accordian Add accordion-style menu functionality to your active web page using

the jQuery JavaScript Library.

jQuery AutoComplete Add a field with auto-complete functionality to your active web page

using the jQuery JavaScript Library.

jQuery Button Add a jQuery button to your active web page using the jQuery

JavaScript Library.

iQuery Date Picker Add a field with calendar/ date-picker functionality to your active web

page using the jQuery JavaScript Library.

jQuery Dialogue Add dialog functionality to your active web page using the jQuery

JavaScript Library.

jQuery Progress Bar Add progress bar functionality to your active web page using the jQuery

JavaScript Library.

jQuery Slider Add slider functionality to your active web page using the jQuery

JavaScript Library.

jQuery Tabs Add tabbed browsing functionality to your active web page using the

jQuery JavaScript Library.

Login

Admin Add a change password form to your active web page

Change Password Add a change password form to your active web page

Login Add a login form object to your active web page

Adds an object to your active web page to display the name of the **Login Name**

logged in user

Logout Adds a logout object to your active web page

Password Recovery Adds a password recovery object to your active web page

Protect Page Adds a protect page object to your active web page

Adds a "Sign-Up" object to your active web page Sign-Up

User redirect Adds a user redirect object to your active web page

Single Page Protect Adds a Single Page Protect object to your active web page

Advanced

Inline Frame Add an inline frame (iFrame) to your active web page

Add custom HTML code to your active web page HTML

Add a layer to your active web page Layer

Script Add a programming script to your active web page.

Activex Insert ActiveX to your website

Embedded OLE object Mail Insert an embedded OLE object into your active web page

File Publisher This component automatically uploads the files you specify to your website once you publish the page. This is helpful if you want to include extra files which are part of the page (could be scripts or multimedia

files).

Flash Add a flash element to your active web page

Add Java to your active web page Java

Add a plug-in to your active web page Plug-In

Add a QuickTime element to your web page QuickTime

Real Media Add a Real Media element to your active web page

Windows Media Player Add a Windows Media Player element to your active web page YouTube Adds a YouTube video element to your active web page **E**xtra **Ad Banner Rotator** Add an Ad Banner Rotator to your active web page Banner REC Add a banner to your active web page **Conveyor Belt** Add a conveyor belt of images to your active web page **ImageMap** Add an ImageMap to your active web page **Glass Button** Add a Glass Button to your active web page **Guest Book** Add a Guest Book to your active web page Lightbox Add an image Lightbox to your active web page Create and Add a logo to your active website Logo **Photo Gallery** Add a photo gallery to your active web page Rollover Image Add a rollover image to your active web page Rollover Text Displays a text banner over image on mouse over. Includes cool slide and fade effects. RSS Feed Add a link to your RSS Feed on your active web page **RSS Viewer** Display RSS feeds (local or from another website), Twitter messages, Flickr images, Myspace blogs or other news sources on your website (with various display types: static, scroller, slideshow, paginate). **Navigation** Adds a Go Menu to your active web page Go Menu Adds a menu bar to your active web page <u>M</u>enu bar Adds a navigation bar to your active web page **Navigation Bar**

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Adds a slide menu to your active web page

Slide Menu

Tab Menu 🛅	Adds a tab menu to your active web page
Text Menu	Adds a text menu to your active web page
PayPal	
Buy Now Button	Add a Buy Now PayPal button to your active web page
Add to Cart button	Add an Add to Cart button to your active web page
View Cart Button	Add a view Cart button to your active web page so that your visitors can view items they have added to their cart.
Subscription Button	Add a button allowing you to create PayPal subscriptions from your web page.
Donation Button	Add a PayPal donation button to your website.
Ready to use <u>J</u> ava Scripts	Choose from many Java Scripts to liven up your active web page. It is recommended that you only use one Java Script page.

Working With Text in BlueVoda CLICK HERE for Video Tutorial

To add text to your website page, click the Text Button in the toolbar. A drag-able box will appear that you can place anywhere on your website page.



To edit the text, double-Click the text box that you created and add and/or edit your text.

With the text in the box highlighted, you can specify the font face and size of the text. Similarly, you can align any text within the text box (left, right or centered) by using the align buttons in the toolbar.

You can also highlight individual words and set them to Bold, Italic or Underlined, or any combination of these.

Text color can also be set by highlighting your text and using the Text Color button and drop-down menu.

You can even add a background highlight color to your text by selecting the text and using the Background highlight button and drop-down menu.

Working with Images in BlueVoda CLICK HERE for Video Tutorial

Working with images in BlueVoda is fun and easy.

To add an image to your page, first click the Image icon in the toolbar

This will open up the **Open** dialogue, which gives you the opportunity to browse for the image that you would like to add to your website page.

Once your image appears on the page, you can now drag it anywhere you would like to on the page.

You can also re-size your image, by dragging any of the handles surrounding the image.

You have access to many more editable image properties once if you double-Click on the image you have added.

The Alt-Text can be edited, for example, and it is this that will be displayed in the event the visitor has images turned off in their browser, or if they are viewing your website through a text-browser. Alt-Text also counts towards the Search Engine Optimization of your website.

You can edit the size of your image and you can also add a border with a color of your choice.

You can also hyperlink the image so that a visitor can click on it and visit another web page.

Right-Clicking on the image at any times gives you the opportunity to lock the image in place, unlock the image and even access the **Image Properties** dialog.

TUTORIAL:

Using the Lightbox Feature in BlueVoda CLICK HERE for Video Tutorial

The **Lightbox** feature allows you to conveniently display a number of images as thumbnails in a formatted table. You site users will be able to see the full size of any thumbnail simply by clicking on it.

Click the **Lightbox** icon in the left menu bar.

You can drag the images to any position on the page.

You can re-size the image area by dragging any of the external handles.

Double-Click anywhere in the image area to open the configuration dialogue window.

Click **Add** to add images to the lightbox. - You can add images individually or all at once if they are contained within the same folder (holding **Shift** as you select)

Once you have added your images to the lightbox, you can change their order of presentation by selecting an image and using the Move Up or Move Down buttons to the right of the list.

You can also give the thumbnail images a title if you wish using the "Thumbnail Title:" field

Using the *Thumbnail Size:* drop-down menu, you can select a specific thumbnail size or you can allow the images to be re-sized proportional to their original size. Bear in mind that if your images are all the same size, you can pick a specific thumbnail size without any issues but if the original images vary in size, it is recommended that you select the Variable option, so that the thumbnails are not distorted after resizing.

Style Tab:

Check the "Include title in gallery" check-box if you wish to display thumbnail titles. You can then format the text to your liking.

You can also assign a border to the images. By default, no border is added.

When you're done, you can click [OK] to add the Lightbox to your website page.

You will see that the images have been added to the website page. If you would like to see the results right away you can preview the page to see the results.

To do this, click the preview button and you will see that you can click any image thumbnail to see the full-size version.

The below is a real live customer's website, who is using the BlueVoda Lightbox, click on any of the images...

website link >>>> http://www.thai-land-house.com

TUTORIAL:

PayPal Integration in BlueVoda CLICK HERE for Video Tutorial

With a few simple steps you can use PayPal as a payment method for your website.

To add a PayPal "**Buy Now**" button, just click on the icon on the toolbar at the top. The button will appear on your page and you can drag it anywhere you like on the page and you can re-size the button area by dragging any of the external handles.

Double-Click the newly added and placed button to open the configuration dialogue window.

In "PayPal Account:" Enter the email you use to log-in to PayPal

"Button Image:" lets you select which button style you would like to use. Experiment a little until you find the one that you'd like to use on your website.

Details Tab:

Here, you enter the item ID of the item you are selling. Note that Item ID/number is optional.

Add the name of the item or service you are selling, the price and currency and check the "Allow Customer to Edit Quantity" box if you would like your customers to be able to purchase multiples of this item.

Shipping Tab:

Enter any shipping or handling charges if applicable and you can check the two check boxes on the right if you require shipping information, and if you would like to allow the visitors to enter a customer note.

URLs Tab:

Enter full URLs in the "Successful Payment URL:" and "Cancel Payment URL:" fields for your success and failure pages.

Click [OK] when you are done.

Aside from a **Buy Now** Button, there are other types of button you can add...

You can add an **Add to Cart** button (which will allow the visitor to continue adding items to the cart before checking out)

You can add a View Cart button allowing a visitor to review what has already been added.

You can add a **Subscription** button. This is used when you are setting up a customer with recurring payments.

You can create a **Donation** button which will allow your visitors to send you a voluntary donation.

TUTORIAL:

Creating and Configuring Menu-Bars in BlueVoda
CLICK HERE for Video Tutorial

Click the Navigation button in the left toolbar.

Double-Click the menu bar to view and edit its properties

You can now select and edit each menu button individually (click on the button you would like to edit and click [Edit...])

Give the button a name. This is what your visitors will see on the button.

Enter Alternate Text: Alt text is the text that is displayed in the event a visitor has images turned off in the browser. Alt text also helps in search engine optimization From the "**Link Type:**" drop-down, select the type of link that you are creating. Usually it will be **http:** if you are linking to a web page.

In the **URL:** field, you can now enter the destination field manually, select it from your favorites or browse to the file. - You should always enter the entire URL. Note that if you are linking to a page in your own site, be sure to refer to it with the .html extension.

Using the Target: drop-down menu, you can specify the target. For instance, if you would like the page to load in a new window, select "_blank" When done click [OK]

Back in the General tab of Navigation Bar Properties; repeat the above process for all the buttons.

You can also rearrange the order by moving any button up or down using the [Move Up] and [Move Down] buttons.

If you like, you can add additional buttons or remove existing ones by using the [Add...] and [Remove] buttons.

Using the "*Type:*" drop-down menu you can select if you want the menu-bar you are creating to be vertical or horizontal.

In the Style tab:

Here you can specify text attributes. For instance you can change the mouse rollover color by activating the "**Mouse Over Color:**" drop-down menu and selecting Red, for instance.

Select from the many menu-bar buttons styles available from the Image section. In the Mouse Over Sound Effect section you can browse for a sound effect to use when the mouse moves over a link

With all your Navigation Bar Properties set, when you mouse over the button in the Preview window, the text changes to the color you selected above.

When you're happy with the results, click [OK]

As when adding any element to the page, you can move the menubar anywhere you like on the page.

As you can see, building a menubar in BlueVoda is as simple as a few mouse clicks.

If you want to create navigation bars (menu bars) that will link your pages together, please follow the below instructions to the letter.

- 1. Watch this tutorial video to learning the basics about hyperlinking.
- 2. Double Click on the menu bars to launch the Navigation Bar Properties editor.
- 3. Press the Edit button to launch the edit box.
- **4.** Let's say you created a page called products and you want to link to that page, when you save that page you will notice that BlueVoda saves all the pages with a .bvp extension at the end of every page name.

In the URL box do not type http://www.example.com/products.bvp (This is WRONG)

Type http://www.example.com/products.html

Replace the .bvp extension with a .html extension

Remember:

- a) You must always use the .html extension when typing out a hyperlink
- b) You must type the full page URL in the URL field
- 5. Change the .bvp to .html and use a slash (/) to separate your domain name and the page name.

Repeat the same process for all the pages you want to hyperlink.

6. After you are finished creating your links, click the "*style*" tab to add customization and functionality to your menu buttons.

In the style section you can:

- a) Change the type, size and color of the font in your menu bars.
- **b)** Add a rollover effect to your menu bars.
- c) Add a sound effect to your menu bars.

Fast Facts

You **cannot** test the menu bars unless you have a live active domain name.

Creating Drop-Down Menus in BlueVoda

CLICK HERE for Video Tutorial

Start by clicking the sliding menu icon in the side toolbar. Double-Click it to open the Menu Bar Properties window.

Let's first go ahead and create a couple of top level menu items – Click the [Add...] button to do this. - Give the new menu item a label (in the "Text:" field). This is what is displayed to your visitors.

From the "Link Type:" drop down menu, select the type of link you wish to create. For a regular web page, select http:

Enter the URL of the destination page in the "URL" field. Note that if you are pointing to a page in your site, be sure to refer to it with an .html extension.

Using the "*Target:*" drop-down menu, you can specify if you would like the page to open in a new window or in the same window.

When you're done editing the options, click [OK].

Back in the General tab of the Menu Bar Properties, click [Add...] to add another menu item.

Again in the Add Menu Item window, fill in the details that you want for your next menu item as you did before, and click [OK].

That's two top level menu items created ... Now let's create a sub menu item.

Select one of your top level menu items and then click the [Add...] button to the right to add a sub menu entry under the top level domain that you selected.

Select this sub menu entry and click the **[Edit...]** button to define your selections for this sub menu item.

Using the "Layout:" drop down menu, you can specify if the menu should be horizontal or vertical.

Click [**OK**] when you're done specifying your options.

To see the effect of the drop down menu, you can preview the page.

Click the Preview button on the top menu. In the preview screen, mouse over the top menu items to see their sub menu items and so on.

Creating Hyperlinks in BlueVoda

CLICK HERE for Video Tutorial

In BlueVoda you can hyperlink images and text. Let's create a link for an image. Select an image on your web page and then click the Hyperlink icon in the toolbar. This will open the "Insert Hyperlink" window.

Here, from the "Link Type:" drop down menu, select the type of hyperlink that you would like to create (e.g. http:)

Enter the destination URL in the "**URL**:" field. Note that if linking to a page in your site, you should make sure you refer to the page with an **.html** extension.

Using the "Target:" drop-down menu, you can decide if the link will display in a new window (by selecting "_blank") or the same one.

Click [OK] when you are done setting the options in the "Insert Hyperlink" window.

Now, let's hyperlink some text. Click on the text box containing the text that you would like to hyperlink and select the text within the box that you wish to hyperlink.

With the text selected, again click on the Insert Hyperlink button to open the "Insert Hyperlink" window. Once here, set your Link Type and add the URL you are linking to in the "URL:" field.

When you're done setting your options in the "Insert Hyperlink" window, click the [OK] button.

Note: You can also create a hyperlink for an image by right clicking it and opening the Image

Properties dialogue window (Right-click, select image properties and then visit the Link tab within Image properties)

TUTORIAL:

Creating a Go Menu in BlueVoda

CLICK HERE for Video Tutorial

A Go menu is a hyperlinked menu in a drop down menu. Start by clicking the Go menu icon in the side toolbar.

As with any other element you add to a page, you can drag and drop it anywhere you like.

Double click to open the "Go Menu Properties" window.

Click [Add...] to add a menu items.

Within the "Add Go Menu Items", in the "Text:" field, create a text label. This is what will appear in the drop down menu.

In the "URL:" field, enter the full URL of the destination page.

Using the "Target:" drop-down menu, you can specify if you would like the destination page to display in a new window or in the same window. Typically, if it is a page outside of your site, it is recommended that you open it in a new window so that the visitor still has your site open in the original window.

When you're done specifying your Add Go Menu Items options, click the [OK] button to return to the "Go Menu Properties" window.

To add another menu item, click the [Add...] button to enter the Add Go Menu Item dialogue.

Add the relevant details here, noting that when linking to one of your site pages, be sure to refer to it with an **.html** extension.

When you're done specifying your Add Go Menu Items options, click the [OK] button to return "Go Menu Properties" window.

Here you can organize the order of the menu items by moving them up or down using the [Move Up] or [Move Down] buttons.

The "Initial Text:" field: The initial text is what appears as the default text in the drop down menu.

You can edit the text that displays in the button by editing the value in the "Button Text:" field.

Optionally, you can choose not to use a Go button at all, by checking the "Do not use button (dropdown menu selection will trigger the link)" check-box. When a visitor selects a menu item, the destination page will automatically be displayed. This is more commonly referred to as a jump menu.

When you're done making all your selections, click the [OK] button to return to the work-space.

To see what your Go Menu will look like, click the Page Preview button.

TUTORIALS:

Creating a Text Menu in BlueVoda
CLICK HERE for Video Tutorial

Click the Text Menu icon in the left Toolbar.

You can drag the text-menu anywhere on the page and you can resize the menu by dragging any of the external handles.

Double-click the menu to open the configuration dialogue window

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Double-Click any item to configure or edit its parameters.

You can also click to add a new link to the menu.

Enter the name for the link – This is the name that will be displayed on your page. - You can enter Alternate Text, which is what will be displayed when your visitor mouse over the link.

Select the type of link you wish to create, enter the destination URL for the link. Alternatively, you can specify the URL by selecting from your IE favorites, or by browsing for a page in your own site.

Using the "*Target*:" drop-down, you can launch the destination URL in a new browser window. Leave it blank if you would like it to display in the same window.

You can display the menu either vertically or horizontally using the "Type:" drop down menu.

You can rearrange the order of links by moving them up or down in the list (using the [Move Up] and [Move Down] buttons) – in addition you can Add new links or remove exiting ones using the [Add...] and [Edit...] buttons.

In the "Style" tab:

You can configure the appearance and format of the text links.

You will notice that the text menu is able to optionally display delimiters around each link. A delimiter is a sequence of one or more characters used to specify the boundary between separate, independent regions in plain text or other data streams. In the Delimiters section, you can enter any type of delimiter here. To enable the delimiter feature, you will have to check the "*Include delimiters in link*" check-box to enable this feature if you wish to show delimiters in the menu.

When you're done configuring the options here, click [OK] to return to the main menu.

You may need to re-size your text menu in order to accommodate any new links that may have just been created.

TUTORIAL:

Adding HTML in BlueVoda

CLICK HERE for Video Tutorial

Note: BlueVoda is an HTML generator not an HTML creator or editor. If you wish to edit the HTML code, you must generate it externally and then add it to BlueVoda.

Click the HTML icon in the left menu to add HTML to the page.

Double-Click the HTML element to open the "HTML Properties" window.

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You can go ahead and add your HTML code here or alternatively, you can import code by importing an entire file.

As with any other element, you can drag and drop the code anywhere on the page.

You should note that you will only be able to see what it actually looks like either in preview mode or by publishing to the site and viewing the site online in your browser.

TUTORIAL:

Working with shapes in BlueVoda CLICK HERE for Video Tutorial

To get started working with shapes, click the Shape icon in the toolbar.

Double-Click the shape that appears in your work-space to open the "Shape Properties" dialogue box.

Decide which shape you would like to create, using the "*Type:*" drop-down menu in the Shape section of the "*General*" tab.

You have controls to manipulate the shape as you work, for example, if you choose the Round rectangular type of shape, you can specify "*roundness*" factor of the corners.

You should also enter some Alternate Text for the shape that you have created. Alt. text will display in the event that a visitor has images turned off or is viewing

Select a fill effect and select a fill color from the Fill Effects section

If you would like the shape you have created to have a border, check the "*Enable Border*" check-box in the Border section and then define the attributes for the shape's border.

When you are done creating your shape, click the [**OK**] button to apply the changes you have made and to return to the work-space.

With your shape created, you can drag it to any position on the page and you can also resize the shape by dragging any of the handles.

You can now add more shapes to your web-page.

Again, click the Shapes button on the toolbar and double-click the shape to open the Shape Properties window.

If you wish, you can also hyperlink the shape and, after clicking the [OK] button, you can move your newly created shape anywhere you wish on your web-page.

TUTORIAL:

Creating a template using a BlueVoda template background CLICK HERE for Video Tutorial

You can go directly to our Image Gallery and download some templates by clicking the icon in the bottom navigation bar.

For example, select Set #3 for download – and save it to your Disk.

Best practice suggests that you create a folder to save all your templates to.

At this point, use your favorite zip utility program (eg. WinZip) to decompress the files in the zip you downloaded.

To add one of the template backgrounds to the page, click the Image icon from the toolbar and browse for the file.

Drag and drop the design to wherever on the page you want on the page.

You can now start to add additional page content on top of this background design. Don't forget to save the page as a template.

That's it – you have now created a BlueVoda template using a BlueVoda template background.

TUTORIAL:

Creating a new form based on a template in Form Wizard CLICK HERE for Video Tutorial

To get started, click on the Form Wizard icon in your BlueVoda toolbar. In this example, we'll create a new form based on a template. With the "BlueVoda Form Wizard" open, make that selection: "Create a new Form based on a template." Click [Next >] to move on to the next step of the form wizard.

There a great many preconfigured forms depending on your requirements – You can preview them by clicking on each and then looking to the display on the right. When you have selected the form that you would like to use, click [Next >] to move on to step 3 of the form wizard.

When Step 3 of 4 opens, at this point, you can highlight any form elements and click [Edit...] to edit its attributes. In addition, using the [Remove], [Move Up] and [Move Down] buttons, you can remove a form element all together or move it up or down. You should note that you can perform any of these tasks after the form has been created.

Press [Next >] to move on to step 4.

In the final step in the Form Wizard, step 4, you must give the form a name in the "Form name" field.

This name is not case sensitive but you must ensure that you do not add any spaces in the name.

Using the Form **action**: drop-down menu, the default setting will typically be the one you wish to use unless you have other specific requirements.

In the "Email address:" field, enter the email address where you wish to receive form submissions.

In the "Subject:" field, enter the text you wish displayed in the Subject line of the email notification.

Next, move on to the "Encoding type:" field – In most cases you will not need to use this attribute at all. The default value (i.e. if you do not use this attribute at all) is "application/x-www-formurlencoded", which is sufficient for almost any kind of form data. The one exception is if you want to do file uploads. In that case you should use "multipart/form-data".

Using the "Success URL:" and the "Error URL:" fields you can specify the success and failure pages where the visitor will be sent after completing the form. Note that these pages are not automatically created – you will have to create them yourself with BlueVoda.

When you're done with step 4 of 4, you should click the [Next >] button.

You have successfully entered all of the information required to setup a new form. You should now click the [Finish] button to insert the form to your web page.

You will arrive at your work-space and will see your newly created form waiting for you. - You can drag and drop the form to where you want it on your web-page.

Remember to save your web-page containing your form when you are done building it or if you are done making changes to it for the time being. It will be saved as a .bvp file. However, unlike other regular site pages that are published as .html, any page containing a form will be published as .php You have now only to publish the page to set it live on your site. - You do this by clicking the publishing button and entering the relevant details and clicking on [Publish]. The Successfully published window let's you know when this has been done.

The major enhancement in the new Form wizard, which also applies to all BlueVoda forms independently from the way they have been built, is the Built In Form Processor. This form processor eliminates the need to copy / paste php code and manually create a processing page. The processing script is automatically embedded in your own form page, and it will process your form info correctly. It takes down to practically zero copy / paste mistakes that have caused lots of frustration to many users. This script has been created with the contribution of **DBTechnosystems** and has the following enhancements, in comparison to the one used in the BV forms up to this moment:

- 1. It will automatically take care of file uploads
- 2. It will take care of Multiple choice Listboxes / Comboboxes

- 3. It will detect injection attempts and deny processing
- **4.** It will report these errors if found
- 5. It allows you to specify the Upload folder and the max filesize
- **6.** It will add a random prefix to the file uploaded, to avoid hackers uploading and running malicious files

Please note that these are essential features, for a more complete script that will provide much more both in terms of security and in terms of features, please visit the Advanced BlueVoda Form Processor thread.

Creating an Error page

The built in form processor was developed by DB Technosystems.com. We have now embedded a simple error reporting system. To be able to report the errors, you need to correctly build an error page.

As we have designed the script, this is an extremely easy task: Create a page as you normally would.

Leave some free space for the text of the error message. Then, place in your page the following simple text: ##error##

As you see it in the following example:

If an error is found in your form, the error page will show up. The text ##error## will be replaced by the actual error message. You can format the text as you like (Font type, size, color and position, alignment etc). Make sure to make it LARGE enough so that there is enough space for it.

Now, insert an ADVANCED button in your page. Double click it, Make it OnClick, and select onClick action: Go to the Previous Page. This button will enable your visitor to go back in your form and edit his input before submitting again.

Multiple Choice Listboxes / Comboboxes

Sometimes you need such fields. In Addition, there are some tomes that even checkboxes for the SAME choice, need to have multiple answers (values).

In order for the built in processor to correctly process these fields, there is only one requirement: the file names of these multiple choice fields MUST have at the end, [] (square brackets). In example, a field "How did you find us" should be "How did you find us[]" in order for the processor to be able to correctly process it. Of course, you also need to check the "Allow Multiple Selections" checkbox in the field Properties dialog box.

Uploading Files

The new processor allows you to upload files. Normally, the default settings allow a maximum filesize of 1 Mb and the files will be uploaded in a subfolder that is AUTOMATICALLY created, which is named "uploads".

However, it is possible to change the folder name as described in the following steps.

You may also want to change the default maximum filesize, from 1 Mb (1024 Kb) to a lower or higher number.

BOTH these tasks are achieved through HIDDEN FIELDS.

Double click your form, and in the lower part, in the Hidden Fields section, add these two fields: filesize (all lowercase) and upload_folder (all lowercase).

The filesize MUST be typed in **Kilobytes.**

Important Notes!

- There are some limitations to the field naming: the visitor's email address field, MUST be named "email", all lowercase, exactly as you see it, so that the script will correctly recognize it.
 Otherwise, the sender's email address will default to your own email address. This is done because many ISPs will block emails if no sender email address is included in the mail.
- **2.** Your Submit button name MUST be "*submit*", and your "*reset*" button MUST be named "*reset*". If you name them anything else, you will receive those values in the mail along with the others.
- **3.** Please note that when you use the built in form processor, the page NEEDS to be published as .php instead of .html. If you have created the form from scratch with the wizard, this is done automatically.

So, if your page is named "*contact*", it will be published as "*contact.php*". So this is what you should include in your menu bars as link to the contact page.

Troubleshooting: If after publishing your form page, you see lots of code on top of the page, don't

worry, it is simple: you have published your page as **html** instead of **php**.

Have fun!

TUTORIAL:

Creating a new form from scratch in Form Wizard CLICK HERE for Video Tutorial

This section of the manual will show you how to create a new form from Scratch in Form Wizard.

Click the Form Wizard icon in your BlueVoda toolbar and when the BlueVoda Form Wizard – Step 1 of 4 pops up, click "Create a new Form from scratch using the wizard". - Click [Next >] to proceed.

This will move you straight to Step 3 of 4 in the Form wizard. This is not an error, but it lets you customize all the elements in your form, right from scratch ... At this point, go ahead and add whatever form elements you wish to display in the form. Let's take a look at form elements.

You can see a list of all the Form elements that you can add to the "Add controls to the form:" by clicking the [Add...] button.

An Editbox (or Textbox) provides a single line text field.

The Label is what will be displayed next to the element in the form... e.g. "Name"

A Checkbox allows you to let the visitor check off the selection if they wish... e.g. "I am an existing customer"

A Combobox will display a drop-down menu allowing the visitor to make a selection... e.g. "Age". You should note that we will further configure this element once the form has been created.

You can add a File Upload utility allowing visitors to upload files to your site... e.g. Upload file.

Hidden Fields are used to perform tasks behind the scenes (not visible to visitors). Use this only if you have advanced knowledge of HTML and form creation.

A Radio button allows the visitor to make one selection from a list of options eg... "Add me to mailing list."

A Text Area is similar to Editbox but allows for multiple lines which allows for more text entry, e.g. Comments

IMPORTANT: When you are creating a form manually, do not forget to add a Submit button. If you do not add a Submit button, the visitor will have no way to Submit the information that they have entered.

Finally, therefore, you should click on the [Add...] button and add the Submit Button.

You also have the option of adding a Reset button which will allow visitors to clear any data they have added to the form and start over.

You can highlight any element and move it up or down in the form, or remove it all-together using the [Remove] [Move Up] [Move Down] buttons.

You can also edit the label for any element.

Click [Next >] to move on from Step 3 of 4 to Step 4 of 4.

Give the new form a name in the Form name: field. The name is not case sensitive but you must ensure that you do not add any spaces in the name.

Regarding the Form action: drop-down menu, the default setting will typically be the one you wish to use unless you have other specific requirements.

In the "Email address:" field, enter the email address where you would like to receive form submissions.

In the "Subject:" field, enter the text you wish displayed in the Subject line of the email notification.

Regarding the "Encoding type:" drop-down menu, in most cases you will be able to use "application/xwww-form-urlencoded", which is sufficient for almost any kind of form data. The one exception is if you want to do file uploads. In this case you should use "multipart/form-data". If you have a file upload element in your form, you should select this option.

Using the "Success URL:" and "Error URL:" fields, you should specify a success and failure page where the visitor will be sent after completing the form. Note that these pages are not automatically created – you will have to create them yourself.

Click the [Next >] button to move on to the final page of the BlueVoda Form Wizard. Here, click [Finish] to insert the form to your web page.

The Wizard will close and you will see your newly created form waiting for you in the BlueVoda workspace.

You can drag and drop the form to where you want it on your page.

Once you are happy with the placement of the form within your website, you will now need to double-click certain elements to further configure them (e.g., a Combobox).

Once you have double-clicked on the Combobox, the Combobox Properties window opens up.

You should give the element a name in the "Name:" field (or you can leave the default name as it is if you like)

Once this has been done, you can now add selectable options to the drop-down combobox. Click the [Add...] button to add elements. When you click the Add... button the Add Item window opens up allowing you to add "Item text:" and a corresponding "Value:" . You can also make this one "Selected" so that it is selected by default in the form.

When you are done configuring your Add Item options, hit the [OK] button – this will return you to the Combobox Properties window. To add another option to your Combobox form element, just click the [Add...] button again.

Keep adding Combobox elements until you are happy with the form element options that you are giving your visitors. Click [OK] to leave the Combobox Properties window.

Remember to save the page when you are done editing your form. It will be saved as a .bvp file.

However, unlike other regular site pages that are published as .html, any page containing a form will be published as .php.

Publish the page to set it live on your website. - You should now test it in a web browser. Hopefully the form will be submitted and the visitor will be successfully redirected to the success page.

Your form page MUST be published as PHP. This is done through **View > Page Properties > File Extension** (when published).

Many people use the TAB button to move from field to field. As you add more and more fields in your form, you might need to set the order in which the TAB button will move the cursor from field to field.

Here is the "official way" to change the TAB order of the elements on an existing form:

Right click the first element of the form and select 'Move to front'. Do this for all your form elements in the order you want the tab to go.

TUTORIAL:

Editing a Form CLICK HERE for Video Tutorial

You can double-Click the form itself to edit Form attributes. Doing so will open the Form Properties dialog window. Here you can edit the man attributes of the form.

You can also edit the general layout for the form using the Layout tab.

You can also edit any individual part of the form. For instance, double-click the text to edit the Label for any form element.

You can also double-click a form element to edit its properties.

For instance, you can edit the style properties of the individual element, using its Style tab.

You can also specify if the element is one that is required to be filled out in order to submit the form.

Click [OK] when you're done making changes.

You can also further configure buttons, like the radio button for example. - Double-click on it to open the Radiobutton Properties window. You can make this option pre-selected.

Similarly, you can edit the properties of a Text area by double-clicking on it. For example, you can display some text in the text area... "*Enter comments here*" for example.

Click [OK] when you're done.

Finally, you can also add a new element to the form. Let's start by making room for the new element.

To make room for the new element, just use the mouse to grab whatever elements are in the way and drag them to their new location.

Then add a new element; in this example, we can add an Editbox so that the visitor can enter an email address. – Click the Editbox button. This will add an additional field to your form. You can drag this field into any location that you like within the form. To edit its properties, you should double-click on the newly added editbox.

In the Editbox Properties window, visit the Validate tab and add data required – make any other changes you need to. Make a text box and put it relative to the new field as a label for the field.

That's it! You are now able to edit a form. Don't forget to save and publish the page when you are done.

TUTORIALS:

Creating a Guestbook in BlueVoda

<u>CLICK HERE</u> for **Video Tutorial**

Here, we will show you how to add a guest-book in BlueVoda. To get started, click the **guest-book icon** in the left toolbar. - This will add the guest-book feature to your web-page.

As with all BlueVoda elements, you can drag and drop the guest-book anywhere on the page and you can re-size the guest-book by dragging any of the external handles.

Once your guest-book is placed to your requirements, you should double-click the guest-book to open the configuration dialogue window.

You can create your own title for your new textbook using the Title: field in the PHP Guest-book Properties. You can also rename any of the form element labels. Generally, the default labels are more than appropriate.

You can configure the style attributes of the guest-book from the "*Style*" tab; for instance, you can select a background color or image, and decide if you wish to display a frame border.

You can specify your choice of color for the links. You can also configure the font styles for the various components of the guest-book... For example, next Font styles, click the [Title] button to open the Font dialogue box and change the font attributes of the guest-book title.

You can also edit the attributes of the form fields.

In the "Advanced" tab, if you wish, you can display an Admin link. This will allow you to login to manage the guest-book. You can use the default password or create one of your own. It is recommended that you create your own unique alpha-numeric password.

Continue to enter your preferences such as allowing URLs, Bbcode, etc.

Hit the [OK] button when you are done editing your preferences to return to the workspace.

That's it; you are now able to add a guest-book in BlueVoda.

Extra instructions:

- 1. Upload 'guestbookdb.php' on your server using BlueFTP.
- 2. Change the permissions of 'guestbookdb.php' to 755 otherwise you won't be able to write data. You can use the FTP Manager add-on (BlueFTP) to upload and change permissions of the 'guestbookdb.php' file.
 - a) Login to the FTP server of your website using the BlueFTP.
 - **b)** Browse to the folder where you've published the guestbook.
 - c) Upload 'guestbookdb.php'
 - d) Select the file and use Properties to set the permissions to 755. You only have to do this once.

TUTORIAL:

Creating an inline frame in BlueVoda CLICK HERE for Video Tutorial

Here we will show you how to create an inline frame in BlueVoda.

An inline frame (iframe) is basically a self contained floating frame that has its own scroll-bar for its own content. To get started, click the iframe icon to add an inline frame to the page.

You can re-size the iframe by dragging any of the handles.

Double-Click on the iframe to open the Inline Frame Properties window.

In the "Name:" field, give your iframe a name. This can be anything you like – it is for your reference only.

Enter the URL of the destination page in the "URL:" field.

Using the "Scrollbars:" drop-down menu, select how/when to display a scroll-bar. In addition, if you wish, you can display a border around the iframe to better distinguish it from the rest of the content on your web-page. You do this using the "Show border" check-box.

The Alternate text: field allows you to add text which will display in place of the iframe in the event that the visitor's browser does not support frames.

Click [**OK**] when you're done configuring the properties for your Inline Frame Properties to return to the BlueVoda work-space.

Note that the only way you can see what this will look like on the site is either by previewing it or by publishing it and viewing the site online.

It's as simple as that; you are now able to add inline frames in BlueVoda.

To re-cap:

- 1. Double click on the inline frame to launch the properties editor.
- **2.** Name your inline frame.
- 3. Select the page that you would like to be framed.
 Note: This must be an actual .html page or a website. If you have data on a word doc or a spread sheet, you MUST transfer the data to a .html page.
- **4.** Select if want to have scroll bars.
- **5.** Click "**OK**" when you are done.

After you finish your frame, you will probably have to go back and tweak it a bit to make sure all the data is presented attractively.

TUTORIAL:

Adding external elements in BlueVoda CLICK HERE for Video Tutorial

When adding external elements to your web-page using BlueVoda, you can select from various elements in the left toolbar.

You may wish to add script to your page for instance. You begin this process by clicking the Script button in the left toolbar. This will add the Script box to your web-page. Double-click it to open the Script Properties window.

At this point, you can enter your VBScript. Alternatively, you can add Javascript. You must indicate which you are adding by using the selections at the top of the Script Properties window. Click [OK] or cancel to return to the BlueVoda work-space.

You can also add ActiveX controls to the page. Click the ActiveX button on the left toolbar to be presented with a list of options.

You can add Java (**you shouldn't confuse this with Javascript!**) to your web-page by clicking the Java button in the left toolbar. Again, as will all of the external elements, double-click on their symbol on your work-space to open the Properties dialogue window.

Similarly, you can add a Flash element to your page by clicking on the flash icon in the left toolbar.

Double-click the image added to your work-space to open up the Flash Properties dialogue window.

If you wish to add a Windows Media file to your web-page, just click on the Windows Media icon on the left toolbar. To add a QuickTime movie file, click on the QuickTime icon in the left toolbar. To add a Real Player file, click on the Real Player icon in the left toolbar.

You can add a plug-in to your page in the same fashion, by clicking on the plug-in icon on the left toolbar. As before, just double-Click on the plug-in icon that has been added to the work-space to open the Plugin Properties dialogue window.

The procedure for adding external elements in BlueVoda is straightforward and consistent and very easy.

TUTORIAL:

Using the logo maker in BlueVoda CLICK HERE for Video Tutorial

Here we'll discuss using the logomaker in BlueVoda. To get started, click the logomaker icon in the left toolbar. You can drag and drop the logo anywhere on the page and you can re-size the logo by dragging any of the external handles. When you're happy with the size and placement of the logo, double-click the logo to open the configuration dialogue window.

The Logo Properties window opens. Start by entering the text you wish to have displayed in the new logo in the "Logo Text:" field.

Note that you can see an instant preview of the logos as you make changes in the Preview section of the Logo Properties dialogue window.

Using the "Font Type:" drop-down menu select a font type for your logo and using the "Font Size:" drop-down select a size for the logo text.

Use the check-boxes to the right to add additional font attributes such as bold, italic, underline and strike-through.

Using the Align Vertical drop-down, you can specify the alignment of the text in the logo.

Continue configuring the logo with regards to text border and shadow.

In the "Logo" section of the Logo Properties window, using the "Shape:" drop-down menu you can select a shape for the logo. Using the Border Size menu you can set the size of the border containing the logo.

In the "Fill Effects" section of the window you can configure the fill effects for your logo. Start with the background attributes. Continue this process until you achieve the look you are looking for.

"Start Color:" and "End Color:" will dictate which colors are used in gradient fills.

You can do the same for the logo border, text and text border using the "Border", "Text" and "Text Border" tabs in the Fill Effects section of the Logo Properties window.

When you're done, click [**OK**] to save the changes. That's it; you're now able to use the logomaker in BlueVoda.

The BlueVoda Logo Maker is designed to furnish your website with a professional logo quickly and easily. Beginning with the basic style of the logo which suits you and your site (you can choose from plenty of pre-designed templates) you have the ability to completely customize it. Change the size, shape and fill it with colors and gradients. Add text, pick the font you want and align it just as you wish. You can add and change the borders of the design, making it stand out and even swivel the entire logo about its axes, giving it a cool 3D effect. Your logo will always be striking as drop-shadows ensure that the text is always clear ... The options here are truly endless for creating a great logo that your visitors will always associate with you.

You see it each and every day: NBC's peacock, KFC's colonel, Microsoft's Windows logo, that Apple with the bite missing, those Golden Arches. All simple designs, all unique and most importantly, all INSTANTLY recognizable. Oh, they're also all the logos of massive business enterprises, too.

You're website must have a logo. There's no way out of it. It sets the character and tone of your website and speaks volumes ... possibly more so than the text will. It'll most likely be the first element that your visitor sees and if it's striking, will stick in your customers mind and keep them coming back for more. Remember that your clients know what they want. You have to show it to them.

The BlueVoda website builder has the all the tools you'll need to get this kind of branding done and done well. It's built in Logo Maker feature (seriously just a click away) gives you the ability to create, fashion and edit your website's logo just as you want. You can play with the fonts, colors sizes and shapes, whatever is just right for your website. Make it colorful, make it funky, and make it jump off the page but always keep it simple and absolutely keep it unique. Good luck!

TUTORIAL:

How to Add Flash

CLICK HERE for Video Tutorial

Here, we will show you how to insert flash into your website builder project. As with any task in your website builder, you must select the action button first then click on the page and drag the mouse.

Double-click to open the Flash Properties dialog.

Select your movie source using the [..] button, then by browsing for the flash file that you wish to add.

With any flash embedded movie you have the option to raise or lower the quality of the flash element to save loading time. You can do this using the "*Quality:*" drop-down.

You can also select loop if you desire your flash element to repeat itself over and over again. You can do this by checking the "*Loop*" check-box.

Click the [OK] button when you're done configuring your Flash Properties for that particular element.

That's all you need to do to add a flash objects within the BlueVoda website builder.

TUTORIAL:

How to Insert Movies

CLICK HERE for **Video Tutorial**

This tutorial will show you how to insert a movie using the BlueVoda website builder.

As with any task in your website builder, you must first select the action button and then click on the page and drag the mouse. Let's go ahead and click on the movie button. You have a selection between Windows Media Player or QuickTime files.

For example, click on the Windows Media button in the left toolbar and then drag a space for it to occupy on the work-space. This will add the Windows Media Player image to the work-space in the area you have selected.

Double-Click on the new window to open the Windows Media Player Properties dialogue which will allow you to pick the source for the movie (using the [...] button, browsing for the file you wish to add and then clicking the [Open] button).

It's as simple as that; you are now able to add a movie using the BlueVoda website builder.

BlueVoda's Format menu

Center =

Right =

Justify

Symbol

The BlueVoda Format menu lets you control your <u>text</u> and <u>images</u>. You can format both of them to your heart's content, controlling many aspects of their display. From the simple edits to image editing the format menu is a powerful asset to you as you build your website with BlueVoda.

Change the font of your selected text <u>F</u>ont... Styles... Changes the style of your selected text Bold (Ctrl + B) B Make your selected text **bold** Make your selected text Italic <u>Italic</u> (Ctrl + I) Place an underline under your currently Underline (Ctrl + U) selected text. Strikethrough Place a line through your selected text Superscript Make your selected text superscript Subscript Make your selected text subscript Left Align your currently selected text to the left



Bullet Add a bullet symbol to your website

Copyright Add a copyright (c) symbol to your website

Euro Add a Euro currency symbol to your website

Pound Add a British Pound currency symbol to your website

Registered Add a "Registered" symbol to your website

Trademark Add a "Trademark" symbol to your website

Align your currently selected text in the

Align your currently selected text to the left

center of your web page

Justify your selected text

Yen Add a Yen currency symbol to your website

More Symbols... Pick from more symbols to add to your active web page

Change Case

Sentence Case Capitalize first sentence letter

lowercase Make all the selected text lowercase

UPPERCASE Make all the selected text UPPERCASE

Capitalize Each Word Automatically capitalize the first letter of each word

tOGGLE cASE Toggles (inverts) the case of your selected text

Text Color... Allows you to change the color of your selected text

Background Color... Allows you to change the background color of your selected element

Style

None Removes all styling from your text

Heading 1 <h1> Styles your selected text as Heading 1

Heading 2 <h2> Styles your selected text as Heading 2

Heading 3 <h3> Styles your selected text as Heading 3

Heading 4 <h4> Styles your selected text as Heading 4

Heading 5 <h5> Styles your selected text as Heading 5

Heading 6 <h6> Styles your selected text as Heading 6

CustomStyle Allows you to style you text as per your exact requirements.

Remove Formatting Removes all formatting that you have added to text and resets it to

default values

Remove Link Remove a hyperlink from your selected website text, image or other

element.

Image Tools

Flip Horizontal Rotates your image through 180 degrees about the y-axis

Flip Vertical Rotates your image through 180 degrees about the x-axis

More Contrast Increases the contrast of the selected Image

Less Contrast Decreases the contrast of the selected Image

More Brightness Increases the brightness of the selected image

Less Brightness 🔯 Decreases the brightness of the selected image

Hue/Saturation... O Change the hue and saturation of your selected image

Crop Crop your image to your specification.

Resample Towers (recommended) or raises (not recommended) the size and

resolution of your selected image

Add/Replace Stencil...

Image Effects

Colors

Colorize Colorize your image

Negative Invert all the colors of your image and give your image a negative effect

Grayscale Make your image Grayscale

Sepia Add a Sepia effect to your image

Gold Add a warm gold effect to your image

Ice Add a cool ice effect to your image

Metallic Add a silver metallic effect to your image

Convolve

Blur Blur your image

Sharpen Sharpen the focus of your image

Soften Soften the focus of your image

Distort

Cylinder Add a cylinder effect to your selected image

Fish Eye Add a fish-eye lens effect to your image. You will be prompted

to select the value of the effect

Pinch Add a pinch effect to your selected image

Punch Add a punch effect to your selected image

Twirl Add a twirl effect to your selected image

Edge

Edge Linear Add a linear edge effect to your selected image

Edge Non Linear Add a non-linear edge effect to your selected image

Erode Add an erode effect to your image

Noise

Jitter Add the Jitter effect to your selected image

Median Add the median effect to your selected image

Noise Add the Noise effect to your selected image

Splash Add the Splash effect to your selected image. You will be

prompted to enter a value for the effect and you will be able to

see a preview of what your image will look like.

Other

Emboss Add the Emboss effect to your selected image.

Inner Bevel Frame Add the Inner Bevel Frame to your selected image. You will be

prompted to enter values for the effect and you will see a preview of what your image will look like once your image has

been added to it.

Mosaic Add the Mosaic effect to your selected image. You will be

prompted to enter values for the effect and you will see a preview of what your image will look like once your image has

been added to it.

Soft Edges

Add the Soft Edges to your selected image. You will be prompted to enter values for the effect and you will see a preview of what your image will look like once your image has been added to it.

TUTORIAL:

Adding Special Characters and Symbols in BlueVoda CLICK HERE for Video Tutorial

You can add special characters and symbols when using BlueVoda.

First add text field and text as previous. Click the text button and hold the left mouse button to drag a text field.

Double-Click on the text to enter Edit mode and write some text, to the point where you would like to add a Symbol (let's say, in this case, a "\$" sign)

Format > Symbol

Note that this option is only available when you are in text Edit mode. If you are not in text-edit mode, then this option will be grayed out.

A panel (Insert Symbol) will open containing many symbols. Select the one you want to use (remember in this example we are working with the dollar sign) – You have an option to change the font for the symbol that you will add, although this is also doable from the text toolbar.

With the symbol you want selected, just click on Insert and the symbol will be added to your text box.

You can repeat this process for each additional special character or symbol that you want to add.

Table

Insert Table...

Merge Cells
Split Cells

 ▼ <u>D</u>elete Column

 Delete Row

Table Properties...

Table <u>H</u>TML...

Cell Properties...
Cell HTML...

Insert Rows or Columns...

Table Column Width... Table Row Height...

BlueVoda's **Table** menu

BlueVoda's Table menu lets you add and edit tables to your website, which are a great way of presenting information and data to your website visitors.

Insert table...

Create a table in the active web page.

Insert Rows or Columns...

Insert new rows or columns to the selected table in the active web page you are working on.

Merge Cells

Combine cells in your table (2 or more) into one new cell.

Split Cells Split a cell in your table to create two (or more) new cells.

Delete ColumnDelete a whole column from the selected table in your active web page.

Delete Row Delete an entire Row from the selected table in your active web page.

Table Column Width... Define a precise width (in pixels) for a column in the selected table in

your active website.

Table Row Height... Define a precise height (in pixels) for a row in the selected Table in your

active web page.

Table Properties... View the properties of the selected table in the active web page.

Table <u>H</u>TML... View the source code for the HTML table that you have created.

Cell Properties... Wiew the properties for the selected cell in the table.

Cell HTML... View the HTML code that defines a particular cell in your table.

TUTORIAL:

Working with tables in BlueVoda CLICK HERE for Video Tutorial

This tutorial will show you how to work with tables in BlueVoda. Tables are very useful for aligning text and images.

To get started, click the Table icon in the toolbar.

The **Insert Table** window opens up. Here you can set the number of rows and columns, as well as border, cell spacing and cell padding attributes.

Once you have created your table, as with all other elements you can drag the table anywhere on the page.

Once you have placed your table, you can Double-Click the table to open the "*Table Properties*" dialogue window – Here you can make any changes you would like to make to your table and when you are done, click the [**OK**] button to apply your changes to the table that you have created and to return to the work-space.

If you wish to set any specific attributes to any individual cells, click the cell and open the Cell Properties dialogue box by using the top menu and selecting **Table > Cell Properties**

To change the background color of the cell you have selected, for example, open the Cell Properties window as described above and in the Background section, use the "*Color:*" drop-down menu to make your selection.

When you are done editing the properties for the cell you have selected, click the [**OK**] button to apply the changes you have made and to return to the work-space.

You can also insert a new row or column. First select a cell relative to the new row or column that you would like to create. In this example, we'll add a column to the right of the cell that we've selected. To do this, use the top-menu and select: **Table > Insert Rows or Columns**

Select whether you would like to add a Column or Row, specify the number of columns or rows that you would like to add and whether the Rows or Columns should be added to the left, right, above or below the cell that you've selected.

Finally, you can re-size the table simply by grabbing any of the external handles and dragging your mouse.

That's it! You are now able to work with Tables in BlueVoda.

BlueVoda's **Layout** menu

BlueVoda's Layout menu gives you full control over the layout of your web page and the positioning of ALL elements within it.

<u>A</u>lign

<u>Left</u> Align your element to the left of its containing

element

Right Align your element to the right of its containing

element

Top Align your element to the top of its containing

element

Bottom Align your element to the bottom of its containing

element

Horiz. Center Align your element horizontally in the center of its containing element

<u>Vert.Center</u> Align your element vertically in the center of its containing element

Space Evenly

Across Make the spacing between your selected elements equal across your web page

Down Make the spacing between your selected elements equal down your web page

Center in Page

Vertical Vertically align your selected element in the very center of your active web page

Horizontal Horizontally align your selected element in the very center of your active web

page

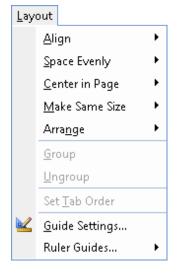
Make Same Size

<u>W</u>idth Gives all selected elements in your website the same width

<u>H</u>eight Gives all selected elements in your website the same height

Both Gives all selected elements in your active web page the same size and area i.e.

width and height



Arrange

Move to Front

4

Moves your selected website element to the front of any other website elements that occupy the same space

Move to Back



Moves your selected website element to the back of any other website elements that occupy the same space

Move Forward



Moves your selected website element forwards (by one increment) of any other website elements that occupy the same space

Move Back



Moves your selected website element to the front of any other website elements that occupy the same space

Group Connect your selected elements together so that they're position

relative to one another remains constant

<u>Ungroup</u> Disconnect your selected elements so that they can once again be

manipulated independently of one another

Set <u>T</u>ab order

<u>G</u>uide Settings... Open the dialog that will allow you to configure the properties of your

ruler guides (i.e. color, width, etc.)

Ruler Guides...

Add Horizontal User Guide Add a horizontal guide at a location of your choice.

Add Vertical User Guide Add a vertical guide at a location of your choice.

<u>Format Ruler Guides...</u> Edit/ Change the ruler guides that you have added to your web

page.

Clear All Ruler Guides Removes all ruler guides that you have set up for your active

web page.

TUTORIAL:

Using guide settings in BlueVoda

<u>CLICK HERE</u> for **Video Tutorial**

Guide settings in BlueVoda are useful because you may find it much easier to align elements in your web page with the guide settings turned on.

From the menu bar, pick **Layout > Guide Setting...**

The BlueVoda website builder is brought to you by: VodaHost.com
Get a Free Domain Name, Unlimited Disk Space, Unlimited Bandwidth and Much, Much More ...
You Will Love It!

Click Show Grid to enable the display of the grid.

You can configure the grid as you like and if you turn on Snap to guides, elements will align themselves to the grid.

BlueVoda's **Tools** menu

The BlueVoda Tools menu provides you many tools to facilitate your website. It gives you information and assistance with the content of your pages and also provides tools to assist the publishing of your website and its promotion.

Spelling

Spelling...

Spelling Options... Opens the Spell Checker Options

dialog. Here you can manage your

options and the dictionaries that can be used for spelling

Auto Correct Options... Opens the AutoCorrect dialog. Here you can manage how BlueVoda

automatically corrects typographic errors that you make and also lets you define what typographical errors you do not want BlueVoda to automatically correct. Finally you can also define what additional corrections you want BlueVoda to automatically make to your work.

Tools

<u>Spelling</u>

Asset Manager...

Page Weight...

FTP Manager...

Site<u>m</u>ap... <u>V</u>erify Links...

Options...

<u>Asset Manager...</u> Opens the Asset Manager window, which shows you every element that

you have added to your active web page.

Page Weight... Opens the Page Weight dialog, which shows you the file size of each of

your open windows, the total file size of your open pages combined and lets you see the estimated download time of your website for a given

Connection speed (e.g. 56k).

Sitemap... Creates an XML Sitemap to ease the crawling of your website pages by

the Googlebot and the other Search Engine Crawlers and Spiders

<u>V</u>erify Links... Verify your links here

<u>FTP Manager...</u> Launches the BlueFTP File Transfer Protocol client software to facilitate

the upload of website files to your VodaHost server

Options... Opens the Options dialog where you can configure all the general

options for the BlueVoda website builder.

TUTORIAL:

Using BlueFTP in BlueVoda

CLICK HERE for Video Tutorial

Here, we'll show you how to use BlueFTP in BlueVoda

Select: Tools > FTP Manager...

Your FTP Manager shows your local files on the left side..... and the remote files on the right side.

When you first open the FTP Manager you are not currently connected to the server. Let's go ahead and connect to it now.

Click the [Connect] button to open the Connect dialogue box

Using the **Server IP**: drop-down menu, ensure that your server IP is selected.

Enter your username and password to login

Click the [Connect] button

When you first connect to the server, by default you are in your root directory (public_html)

Let's create a new folder

Right click and select New Folder. This opens up the Create New Folder dialogue. Here, you give the new folder a name... e.g. "zipfiles"

Click the [OK] button.

This will create a folder called zipfiles on the right side.

So far, so good. We would like to upload a file to this new folder, so let's open the folder by double-clicking on it.

Now we need to locate the file that we wish to upload from our local files.

In our local files, in this example, we see that we need to go up one directory in order to locate our file. We do this by clicking the Up icon. Be sure you have the proper side selected before clicking the Up icon.

To upload a file, left click it and drag it over to the remote directory.

Success! - The file has been successfully uploaded. Similarly, to download, simply drag from the remote directory to the local one.

Important:

Your FTP Manager is **not** meant for uploading your BlueVoda site files. On your computer, they are in an encrypted .**bvp** format. In order to display properly on the Internet, they must be published via BlueVoda

Your FTP Manager is meant for uploading non site files. For example, you may wish to upload a zip file (like we did in this example) so that your site visitors can download it from your site. Other examples of file types you can upload are .pdf, .doc, etc.

And of course, when you're done, don't forget to disconnect ... You can do this by clicking the [**Disconnect**] button.

You now know how to use **BlueFTP**, your built-in FTP Manager in BlueVoda.

TUTORIAL:

BlueVoda Using Different Languages

To use other languages in BlueVoda besides English, please follow the below instructions:

- 1. Open up BlueVoda
- 2. Select Tools from the Menubar
- 3. In Tools select Options
- 4. The Options dialog box will appear
- 5. Tick Enable UNICODE
- 6. Press [OK]

TUTORIAL:

BlueVoda SiteMap Generator

A XML Sitemap allows search engines (Google, yahoo, etc...) to thoroughly index your website. BlueVoda 10+ has a Built in Sitemap Generator.

Please follow the below steps to create your website's Sitemap.

- 1. Open up BlueVoda and go <u>Tools</u> > Site<u>map</u>
- **2.** The Sitemap dialog box will launch...

- 3. Enter your websites Domain name and hit "Start Crawler"
- **4.** Go make yourself a cup of coffee and wait for the Crawler to do its job.
- **5.** When the Crawler is done, hit "*Publish Sitemap*" to upload your Sitemap to your public_html folder.
- **6.** The crawler will upload a file called sitemap.xml to your VodaHost account.
- **7.** After your sitemap is complete, submit it to Google.

BlueVoda's **Window** Menu

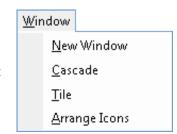
The BlueVoda Window Menu gives you control of the layout of your web pages that you are working on with BlueVoda.

<u>New Window</u> Opens up a new window for the active document

<u>Cascade</u> Arranges your windows so that they overlap

<u>T</u>ile Arranges your open windows as non-overlapping tiles

<u>Arrange Icons</u> Arranges icons at the bottom of your windows



BlueVoda's **Help** menu

The BlueVoda Help menu gives you access to many resources as you build your website. From access to video tutorials and templates for your website to access to customer support as well as the VodaTalk community forum.

Video Tutorials Delivers you to a page with many helpful video

tutorials on the BlueVoda website builder using your default web browser. There are many tutorials

here that cover all subjects from the planning of your website to its construction

<u>H</u>elp

Video Tutorials

Control Panel

<u>A</u>bout BlueVoda...

Community Forum
Customer Support

Templates

to its promotion.

Templates Using your default web browser, selecting this option delivers you to a page on

the VodaHost site where you can download templates and other elements to

help you customize your website.

Community Forum Delivers you to the VodaTalk community forum using your default web browser.

Here you can ask any and all questions regarding the design, upkeep and

promotion of your website. Always ask your questions here first!

Customer Support Takes you to the VodaHost web hosting help center using your default web

browser.

Control Panel Takes you to your WHM cPanel login page, Web Mail login page or VodaHost

Billing login page for your VodaHost web hosting account using your default web browser. Here you should enter your log-in credentials regarding the

section that you wish to log-in to and click [Login]

About BlueVoda... Displays information about your BlueVoda product including program

information, version number and copyright information.

FINAL TUTORIAL:

How to Create a Download

Sometimes you want your website visitor to be able to download a file from your website, such as a .pdf, MP3, .exe, .zip, etc... This is very easy to do, please follow the below instructions...

- 1. When creating a file that is designed to be downloaded, it is extremely important that you keep the file name as short as possible and do not use any capital letters, spaces or punctuation marks.
- 2. Upload the file you want your visitor to be able to download into your public html folder. You can upload via FTP or you can use the upload feature in your File Manager in your control panel.

OK...

Next...

Let's look at the example of the domain name www.BlueVoda.com, we want to provide the BlueVoda Website Builder as a download to our visitors...

- a) We created a file zip file called bv.zip
- b) We uploaded bv.zip to our public_html folder

That's it!

The download link is www.BlueVoda.com/bv.zip; anybody who clicks this link will download the BlueVoda website builder.

Let's Recap...

Your Doman Name + File = Downloadable link

BlueVoda.com is the domain name

bv.zip is the file

We separate the two with a slash /

And we get the downloadable link BlueVoda.com/bv.zip

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