

Preparing Your Development Environment

Pop-up Blockers

Please note that any pop-up blockers you have in effect for your browser will prevent certain SiteBuilder functionality behaving correctly (eg Preview). Please ensure that you disable pop-up blockers when using SiteBuilder.

Logging In

Go to <http://sb.teckna.com>

Getting Started

1. **Start** - First you will be asked to select the type of site you wish to produce, site, blog or photogallery. Select your preferred type and then click the **'Next'** icon in the *bottom right corner*.
2. **Design** - Select from the template designs available. Click on the 'Categories' drop down list in the top right corner to view/select different design categories. Most designs have 2 or 3 colour options, and several header options. You can come back to this section at any time during the development and select a different design without losing the page structure, text and images you have already completed. Once you have picked and modified your design, click the **'Next'** icon in the *bottom right corner*.
3. **Pages** - Choose from the Standard and Special pages to build the structure of your website. You can change the order and hierarchy, as well as renaming the pages. The names you choose will form the menu items in your finished website. You can return to this section and make changes to the structure as required, however if you remove a page you will also lose any text and images you had added to that page. A wider range of pages types is available in the live version of SiteBuilder. When finished, click the **'Next'** icon in the *bottom right corner*.
4. **Edit** - Here you can add and change text, images, layout and format of the pages by using the icons in the toolbar at the top of the page. Further formatting options and modules are available in the live version of SiteBuilder. When finished, click the **'Next'** icon in the *bottom right corner*.
5. **Publish** - To publish your website, click the **'Publish'** icon in the *bottom right corner*. Please note that in the trial version of SiteBuilder a temporary version will be produced and be available for 30 days. If you wish to proceed to a live SiteBuilder account, please contact Teckna to activate a live SiteBuilder account and add to a new or existing web hosting subscription, or see the section 'Make it Live' below for further information.

Make it Live!

Publish your trial website to a permanently hosted website with your own domain name:

1. Order any website hosting plan from www.tecknaonline.com, or call 0870 922 0904
2. After building your trial website, use the publishing option. This will give you the option to send yourself the links of your trial website via email. Send the trial site information to your own email address, then forward this email to us at sales@teckna.com together with the details of your hosting plan (customer reference number or domain name of your hosted website).