

READY SITES Instruction Guide



This guide will help you understand the steps required to get started with your readysites purchase.

Click on the “Ready to Purchase” button next to your desired design and you will be taken to the product screen to complete your purchase



You will have a variety of payment methods to choose from (Card/PayPal).

Once payment is complete you will receive an email with your credentials and instructions to start editing site(Please check spam/junk folder).

Complete your registration details by selecting your username and password. You will need these to access the ReadySite you purchased and make changes to your site.

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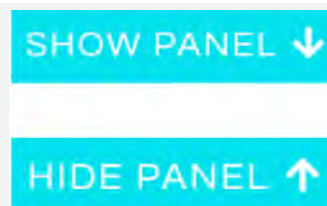


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Once registered you will be automatically logged in to start your customisation.

To make changes to the site you need to view the control Panel, you can use the **SHOW** and **HIDE** button to open and close the panel.

These buttons are located on the top right corner.



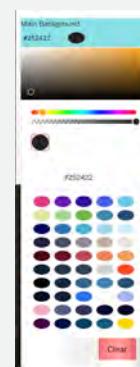
You will only be able to **SAVE** changes to the website if you are logged in. If you are **NOT** logged in you will see the below panel. You may change colours and fonts for testing, but you will not be able to **SAVE** any changes.

Once logged in you will see the following panel

Use this section to modify site colours.



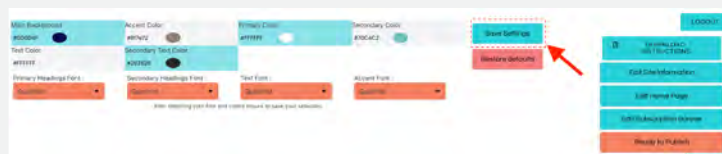
You may select any colour. To assist you we have also provided you with colour theme. Each line will have 5 colours that flow with each other.



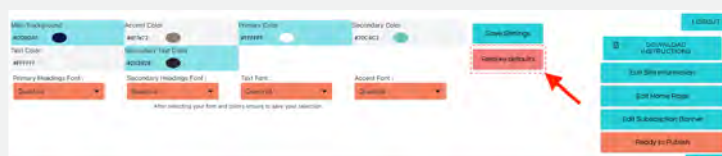
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You need to save your selection of fonts and colours using this button.



This button will RESET ALL COLORS and FONTS back to default. Only click if you are sure you want to reset it.



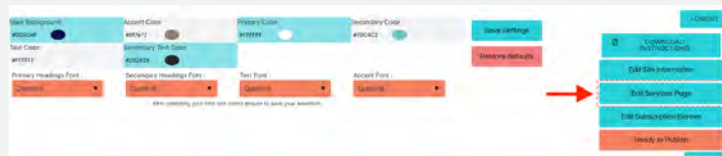
This section allows you to modify fonts.



These buttons are used to update the page content. Once you click on it a form will come up to fill in the text details and upload images.



Please visit the individual pages (Home, Services, Contact) to upload the relevant information for that page.



Click "SAVE" on each form to save your input. This will be saved in your profile so you can complete at a later time.



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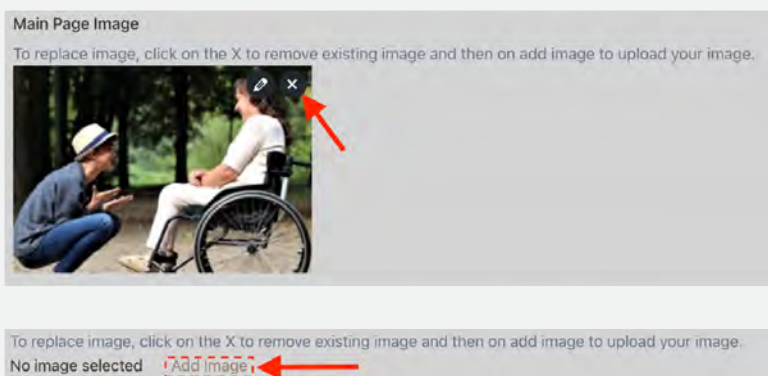
To replace an image

Hover over image and click on the “X” to remove the image.

The image will be removed and you will see an add Image section. Click to add image or select it from existing uploads.

You only need to upload an image once in case you want to use it multiple times.

PS. We will make corrections if a text is too big, or an image is incorrectly centred where possible.

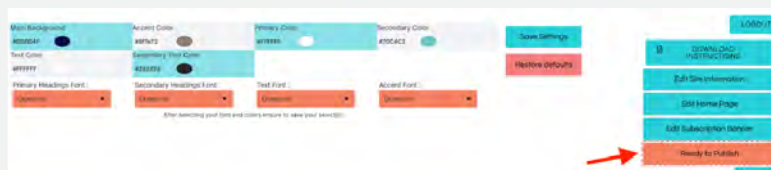


Once you have completed all content and text you may click the “Ready to Publish” button.

Please only click this once you have completed ALL PAGES.

Note please ensure you have provided your hosting access for us to do this. We will publish your website within 1 business days from when you have provided access.

Once you have submitted to publish you will get 3 review opportunities to make changes to the website.



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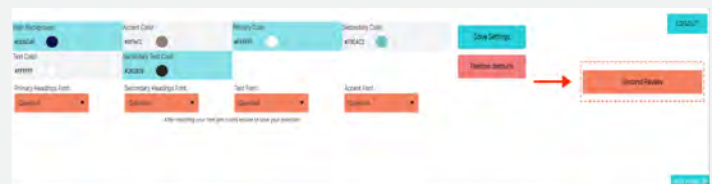
Each Review will come with a form to submit your changes.

Each form contains an open text field and an extra image upload field in case you need to add or replace images. Make sure you put clear instructions on the changes.

You will see this button for the first Review



You will see this button for the Second Review



You will see this button for the third Review



Please allow 1 business days after each review for changes to be done.
We will email you once the changes are complete.

Once you have submitted your final review your website will be ready in 1 business days.
A final email will be sent to you upon completion.