



Fido Site Builder

User Documentation

Login to Fido

To access Fido, login by going to: yourdomain.com/sohoadmin

Enter your username and password as provided by White Dog Green Frog.

Click on the link: “Click here to Re-Launch the Program Window” this will open the program in a new window.

Main Menu screen

Many of the icons in the Main Menu are fairly self-explanatory (such as Create New Page and Open/Edit Page).

File Manager – organizes all of the uploaded files, images, etc on the site. You can double click on this icon to upload new files to your Fido account as well as view what is currently available.

Menu Navigation - allows you to reorder the pages on your site as well as setting them “On-menu” (live/available for viewing on the website from the menu) and “Off-Menu” (available to edit, but not viewable by visitors from the menu).

Web Forms – create forms (such as a Contact Us form) here to make available to add to pages. To create a new form, enter the name and click Create Form. Click on Add Field and select the type (eg Single-line Text). Click on the text “My field” to edit the text (will prompt the option to change it on the left hand side). Type in the new name to rename the Field title/label. If you want that particular piece of information to be required input by all submissions, mark it as a Required field (ensure that the Yes radio button is selected). The Multi-line text field is great for adding an area for visitor to type in comments. Drop-down allows for the visitor to select one option from a number of choices that you provide. Click Save Changes when complete.

To create a new page- from the Main Menu, click on Create New Page. Enter the page name and if you want it to be added to the website immediately, set it to yes under “Add to Menu?”. You can add a number of new pages at once. If you set “Add to Menu” to no, then you can change it later in Menu Navigation. Select Save and you will be redirected to the Open/Edit Page.

Editing A Page

To edit a page, from the Main Menu, click on Open/Edit Page, click Edit button next to the page that you want to edit. To use the various features, click, hold, and drag the button (ex Text Editor) into one of the white cells.

The Text Editor opens up an interface similar to Microsoft Word. Start typing the information that should appear on the page. When done, click Update. If the red “Update” button is not visible at the bottom of the window, resize the window making it larger to view the button.

If at all possible, *never paste text directly from Word* into Fido. Microsoft adds excess code behind the scenes that can wreak havoc on your page (and you can spend hours frustrated because your formatting is not working properly and the HTML code becomes very messy). A better solution is to use a “simple text editor” such as Notepad, Wordpad, or TextEdit (on Mac) to paste text into Fido.

On a PC, navigate to your Desktop (the Desktop is on your computer where you may have a nice background picture and various icons such as My Documents, Recycle Bin on your computer), right click on the Desktop -> New -> Text Document

On a Mac, go to your Finder -> Applications -> TextEdit

Cut and paste the text from Word into Notepad etc and then cut/paste the text from Notepad into Fido. You will need to add the formatting (if you have bulleted points or bolded text) to the text in Fido.

To increase the length of a page, you can simply hit the enter button a few times and hit the Save button. You will notice that the length of the main window in the template will have expanded vertically. This is a particularly useful trick if you have a lot of blog content (with a template that has blogs displayed on one side) that spills over the edge of the page.

To create a link, type the text that will create the link, (ex: click here), highlight the text, and click on the chainlink (Insert/Edit link) icon. You have many options of linking including to a page that you have already created, a file already on the server, or an external site.

- ◆ If you are linking to another page on your website, select one from “Site Page”.
- ◆ If you want to link to a file/document on the site (you need to upload it via File Manager or FTP program first), select from “File Link”
- ◆ If you want to link to a different website (eg link to Google), then select URL Link and type in the full URL.

Note: the full URL contains the “http://www.” before the domain name, so for Google Australia, you would type in: <http://www.google.com.au>

- ◆ If you want to create a link to an email address, enter the email address in the “Email To:” field. This should automatically add the “mailto:email-address” information in the URL link box.

If linking to another website, it’s best to change the Target to “Open in new window” so that your website visitors are not directed away from your site in their main window. Click Insert when finished.

Click Save Page to save while keeping the window open. Click Main Menu to save the page but navigate back to the Main Menu.

Page Properties allows you to change the page name as well as add keywords and security/access protection to an individual page.

To add a form to a page(such as a Contact Form created in Web Forms), drag and drop the Forms icon to the center cell and either select the form that you had created or select one of the premade forms from the Available Forms drop down menu. If you want the form to be emailed to you, enter the email address. You also have the option to store it in a table. Select the page that the visitor will be redirected to and click Put Form on Page.

My Images allows you to add a picture to the page by dragging and dropping the My Images icon to one of the cells. A drop down menu will appear allowing you to select an image that is already available on the server. Once selected, the preview should appear. Click Ok when finished.

The other option is to select Upload File to use an image on your local computer.

****Advanced Images:** If you wish to add an image that is greater than 1MB in size, Filezilla is simple, free FTP program to help (FTP stands for File Transfer Protocol). To download, go to <http://filezilla-project.org/> and select either the Windows PC or Mac version on the Client download page. Once loaded onto your computer, open Filezilla. At the top of the screen it asks for

- ◆ Host - which is your domain name
- ◆ Username - your cPanel username
- ◆ Password - your cPanel password

The lower part of the screen is divided in two - on the left displays all of the files on your PC and on the right the files on your website (the server).

If you look in your website/server file list, you'll find a public_html folder and select the Images folder in the website file list - this is the destination. Simply drag the files you want from to add to your website into the Images folder.

Note: This will also work for other files such as Word documents, PDFs etc. Simply drag the files into the desired folder.