

Upgrading WebSite Tonight 2.7 to 4.x

We've improved our software—here's how to take advantage of it!

Quickly and easily upgrade to WebSite Tonight v4.x and get access to many new features that will help take your Web site to the next level. New features include: changing your layout without losing content, recording videos for your site, flash intros, subnavigation, 8,000 stock images, and integration with Google Webmaster Tools.

What am I going to learn from this guide?

We want to help you get up-and-running ASAP with the new version of WebSite Tonight. Here's what we'll cover in this guide:

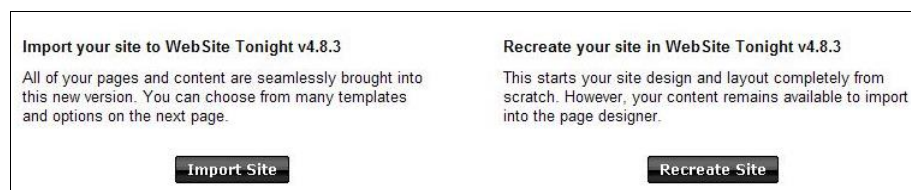
- [Upgrading Your WebSite Tonight 2.7 Project](#)
- [Changing Your Template](#)
- [Manually Importing Your Content](#)
- [Organizing Your Site](#)
- [Navigating WebSite Tonight](#)
- [Previewing and Publishing Your Site](#)

Upgrading Your WebSite Tonight 2.7 Project

1. Log in to your **Account Manager**.
2. In the **My Products** section, click **WebSite Tonight**.
3. In your Account List, click **Launch** for the account you want to work with.



4. Click **Import Site**.



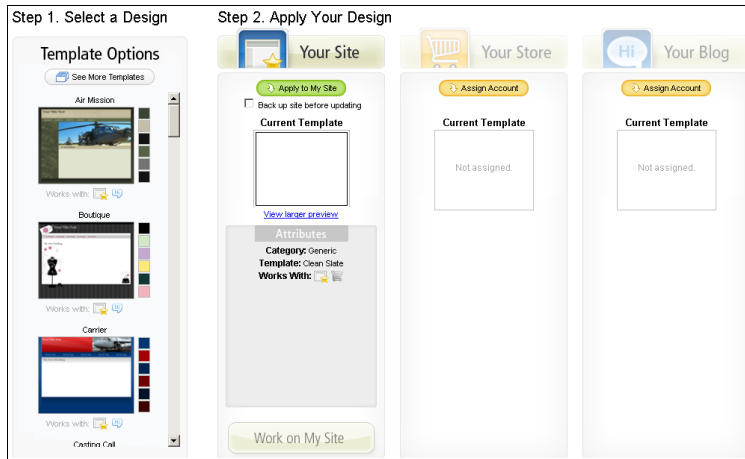
5. Click **Accept** to accept the terms of the End User License Agreement.
6. On the **Site Settings** page, complete the following fields:
 - **Email Address** – Forms submitted through your site are sent to this email address.
 - **Company or Individual Name** – Your company or individual name displays in the footer of each Web page.
7. Click **Next**.
8. On the **Build Your Site** page, select one of the following:
 - **Begin with a clean slate for your Web site** – Your content will be imported with a Clean Slate template. This is recommended for advanced users.
 - **Choose from over 150 great designs** – Your content will be imported using a WebSite Tonight template. This is recommended for most users.
9. If you selected to begin with a clean slate, you're brought to the Page Designer to begin building your site. If you selected to choose a template, you're brought to the Template Selection screen.

If you need to change your template, see [Changing Your Template](#). If you are ready to begin working with your imported content, or import additional content such as headers and footers, see [Manually Importing Your Content](#).

Changing Your Template

You can change your template at any time without losing the content you added.

1. Click the **Template** tab.



Change Template Screen

2. In the **Available Templates** area, you can do one of the following:
 - Scroll through the templates available in the Category you previously selected during setup.
 - Click **Filter** and complete the following for a more advanced search:

Category

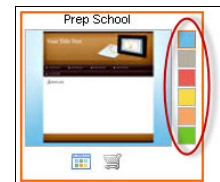
Select a category that best describes the type of site you want to build.

Templates that work with

Click the icon(s) that represent the product(s) for which you want to use the template, and then click Update. For example, if you want your Web site to match your shopping cart, select both Site and Store so only templates that work with both display.

► NOTE

In the Available Templates area, change the color scheme of your template by clicking one of the color swatches next to the thumbnail of the template.



3. Click a template thumbnail to select it.
4. Click **OK**.

To go to the Page Designer and check out your site, do the following:

1. Click the **Site** tab.
2. If necessary, select **Launch Page Designer** from the **Design** menu.

Manually Importing Your Content

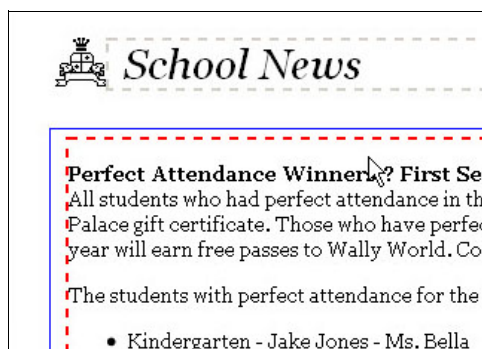
The import site option imported all of your 2.7 body content, but did not import any header or footer content. The pre-built site and blank site options did not import any of your 2.7 content. Whatever your situation, let's fix it.

To Import Your Content

1. If necessary, from the **Design** menu, click **Page Designer**.
2. If necessary, from the **You are editing** list, select the page that contains the block you want to import to.

► **TIP** If you selected a Pre-built site or Blank site when upgrading, you may need to add or rename pages the Pre-built site added. See the Organizing Your Site section for assistance.

3. Move your mouse to the block you want to add imported content to.

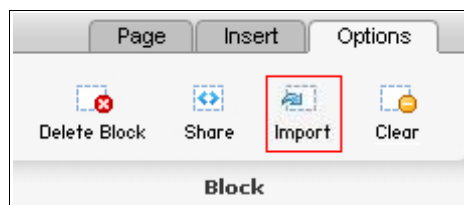


What is a Content Block?

Content blocks are containers for information in WebSite Tonight. Each page uses a layout containing content blocks. The organization of the blocks is determined when you choose your page layout.

You can add, share, move, and delete content blocks.

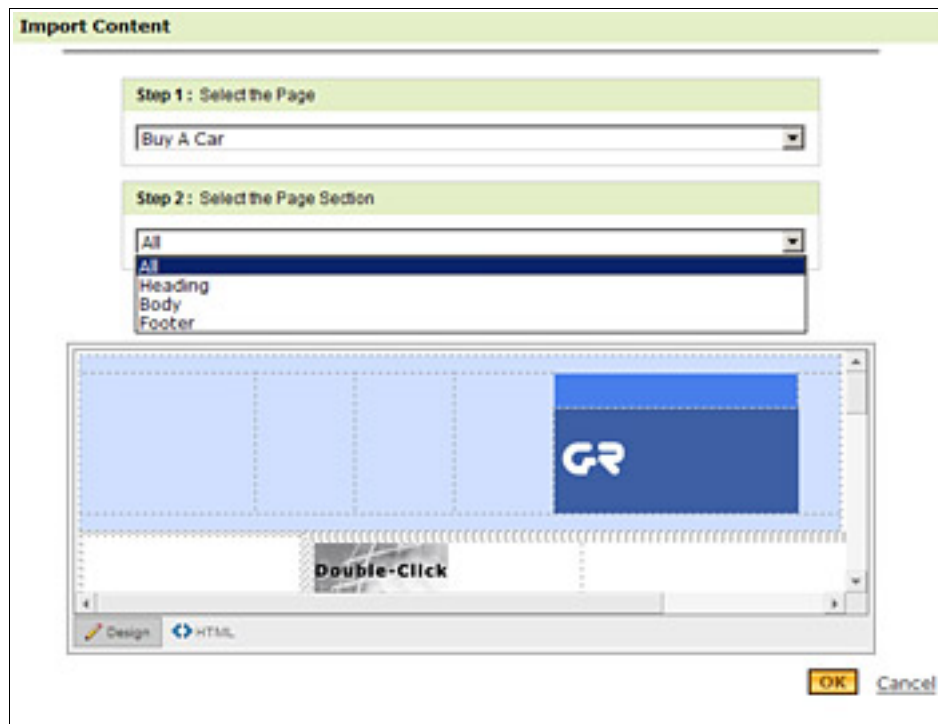
4. Go to the Options tab and click **Import**.



5. Select the content you want to import from the following fields:
 - **Select the Backup** - The version of your Web site that contains the content you want to import. The first time going through, you will have no other backups so this field will not display. It will automatically pull from your 2.7

project.

- **Select the Page** - The page that contains the content you want to import.
- **Select the Page Section** – Select whether to import Heading, Body, or Footer content.



► **TIP** You can preview the imported content in the Content Preview window.

6. Click **OK**.

If you're having some problems with the way things are importing, check out the [Troubleshooting](#) section.

Organizing Your Site

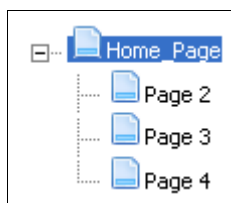
If you chose to import your site when you upgraded, WebSite Tonight imported all of your pages. If you chose the Pre-built site option, then you have up to five pages that could be named differently than the pages that were on your previous site. If you chose the Blank site option, you only have one page that's called the Home page.

Let's get your page structure to match what it was in version 2.7. To do this, you'll need to get familiar with the Organize Site page.

- **TIP** Your 2.7 site should still be published and visible on the Internet. You can check out your site structure there and then go to the Organize Site page and make sure your new site matches.

To Rename Your Pages

1. From the **Manage** menu, click **Organize Site**.
2. From the left side of the screen, click the page you want to rename.



3. In the **Page Properties** area, complete the following fields:
 - Button Title – The text that displays for this page on the site's navigation.
 - Browser Title – The text that displays in the browser's title bar.
 - Heading Title – The heading text that displays on the published page.
 - Filename – The name of the file that displays in the browser's URL bar.
4. Click **OK** to save your changes.

To Add New Pages

1. From the **Manage** menu, select **Organize Site**.
2. Click **Add Page**.
3. Select Blank Page or Pre-Built Page. If you select a pre-built page, select a site type from the **Site Type** list and a page from the **Page** list. Pre-built pages are pages that contain a design and sample content based on the selected site and page type.
4. In the **Enter Your Page Title** field, enter a title for the page.

5. If you are adding a blank page, specify the layout you want to use. If you selected a pre-built page, the layout is selected for you.
6. Click **OK**.
7. If your new page will be your home page, select **Make this page the Home Page**.
8. If you don't want the page to be published, select **Do not publish this page**.
9. In the **Button Title** field, enter the name you want to display on the button that links to this page from other pages.
10. In the **Browser Title** field, enter the title you want to display in the browser's title bar.
11. In the **Heading Title** field, enter the main heading for the page.
12. In the **Filename** field, enter the name you want to save the page as.
13. To allow WebSite Tonight to automatically reset the navigation buttons on your Web site pages to reflect changes you made on the Organize Site page, select **Reset page navigation**.

► **NOTE** This will overwrite any settings or subnavigation you may have added from the Edit Navigation page.

14. Click **OK**.

Navigating WebSite Tonight

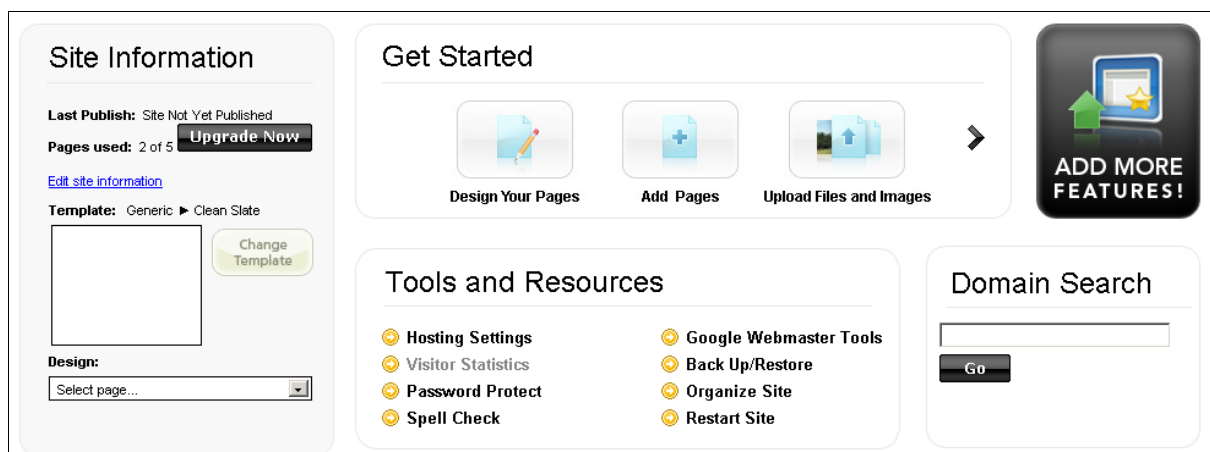
The new version of WebSite Tonight consists of two main screens, the Home Page and the Page Designer. If you're following through this guide step-by-step, you're on the Page Designer right now. As tempting as it is to begin right away, take a few minutes to cruise through WebSite Tonight and learn your way around.

In this section, you will:

- Discover a few options available on the Home Page
- See how to get to the Home Page from the Page Designer and vice versa
- Learn about the Page Designer and how it helps you design your site

Home Page

WebSite Tonight's administrative functions are available through the Home Page. The Home Page displays when you first log in to your account.



WebSite Tonight's Home Page

A few things to do on the Home Page include:

- See the number of pages your site uses in the **Site Information** area
- **Upload Files and Images** from the **Get Started** area.
- Click **Hosting Settings** from the **Tools and Resources** area to set up your statistics and see how many people are visiting your site

► TIP

Click **Home** to get to the WebSite Tonight Home Page.



Page Designer

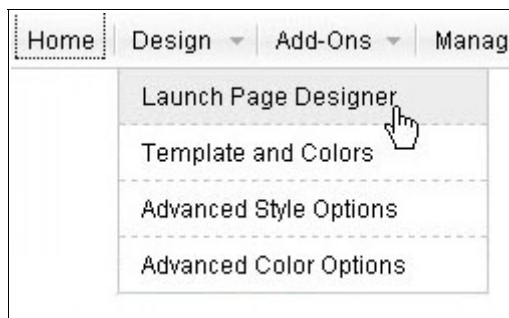
The Page Designer lets you add text, images, tables, forms, and other content to your site.

The Page Designer has two parts:

- The WebSite Tonight toolbar
- The WYSIWYG (What You See Is What You Get) Editor

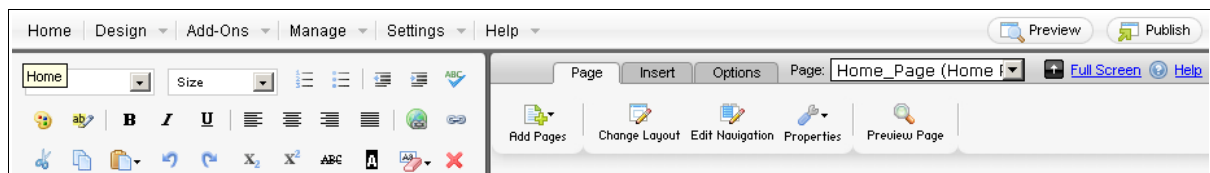
To Launch the Page Designer

1. From the **Design** menu, click **Launch Page Designer**.



Understanding the Page Designer Toolbar

The toolbar contains options to modify text, change layouts, and insert items like images and movies.



The Page Designer toolbar

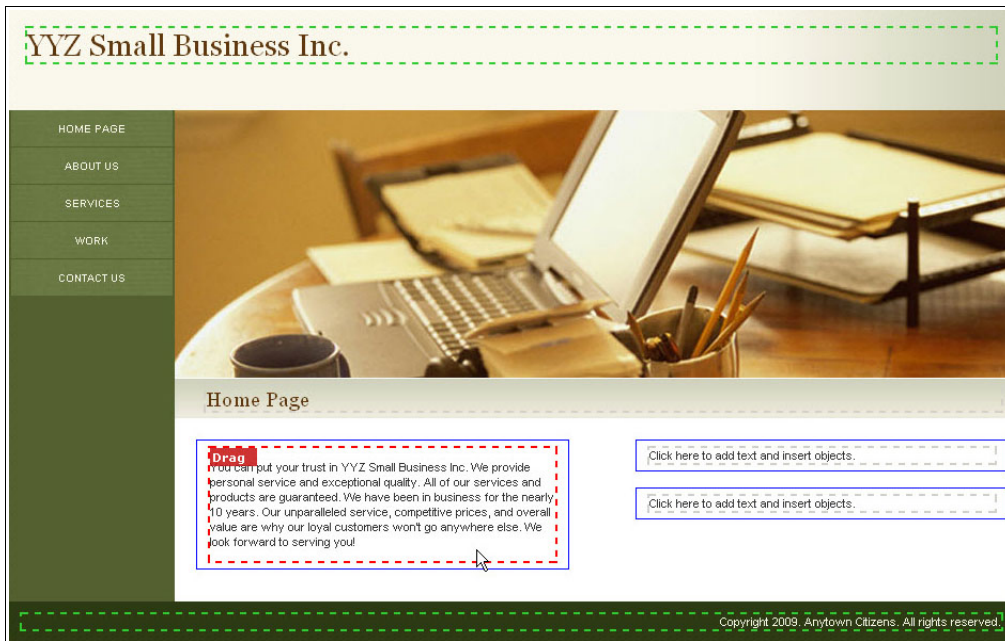
► TIP

The toolbar updates based on your selection in the content blocks in the lower portion of the page. For example, click an image in a content block and you'll see an **Edit Image** option in the toolbar's **Options** tab.

Using the WYSIWYG Editor

The WYSIWYG editor lets you add content—text, images, tables, movies, music, and other items—all with the click of a button, or buttons.

WYSIWYG editors make designing a site easy. There is no second-guessing how your site is going to look.



The Page Designer WYSIWYG editor

Previewing and Publishing Your Site

To see how your site is going to look, use the Preview feature. When you're sure your site displays as you want, you can publish it to make it live on the Internet. Once you publish your site, your 2.7 site design is replaced with your new 4.x design. You can still import it your 2.7 content, but you cannot go back to the previous site.

To Preview Your Web Site

1. From the top right corner of the page, click **Preview**.



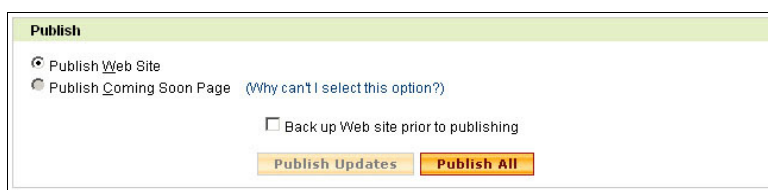
The Preview opens in a new window.

To Publish Your Site

1. From the top right of the page, click **Publish**.



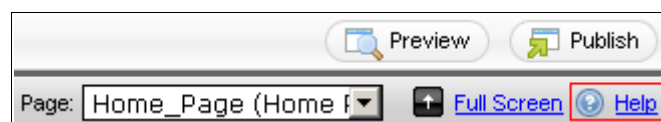
2. To publish your entire Web site, click **Publish All**. If this is your first time publishing your Web site, Publish All is the only option. To publish only pages you make changes to, click **Publish Updates**.



► **TIP** Changes to your site do not display on the Internet until you publish your site. Publish your site as often as necessary, but pay attention to the number of backups and how much disk space they consume. You can delete backup files to conserve disk space.

Getting Help

The Help Center is available from within WebSite Tonight in the upper right corner.



When you click Help, the Help Center opens in a new window. Help is context sensitive. For example, click Help on the Page Designer and the Help Center opens with additional information about the Page Designer.

When you're in the Help Center, you can perform searches for any additional information you need.