

10 “Must Knows” for Using the Blue Voda Website Builder

Publishing your Website and Hosting with Voda Host

“A Simple Guide to the Basics”

By LadyEye – Blue Voda Website Designer

Account Info

1. Blue Voda (<http://www.bluevoda.com>) is a **free website builder**; however, to be able to publish the website you build with this free program, you must have a **web hosting account with Voda Host**. Visit their site to see their hosting and payment options and order your account. (<http://www.vodahost.com/features.htm>)
2. In addition to a web hosting account, you must have a **domain name** to publish your website. Domain names are available through Voda Host and sometimes free. A domain name will become your URL (Uniform Resource Locator) – in other words, your address on the World Wide Web, normally accessed via the Protocol - **http://** followed by **www** (World Wide Web) and then **your domain name**. This domain name is chosen by you and should reflect the website you are promoting and it is a good idea to check it's availability before you order this. A common place to do this is <http://whois.domaintools.com>
3. You will receive your Voda Hosting account information by email. Be sure to check your junk folder if not received in the standard period of time. This email will contain your unique user name for your control panel and its password – a normal period of up to 48 hours is extended before you can actually publish your web pages. In the meantime, please view the tutorials, the support forum and practice building pages with the blue voda website builder.

Help!

4. There are **three target areas to assist you** using Blue Voda. **Tutorials** – Follow http://www.vodahost.com/tut_bluevoda.htm to view the tutorials provided, the **Voda Talk Support Forum** – follow <http://www.vodahost.com/vodatalk/> to search (the search feature can be found on the forum at the top right) for an answer to your question or post your own question in the appropriate area of the forum. By doing so you will be pleasantly surprised to find that there are many knowledgeable and helpful members of the Vodaland community who will answer quickly and your third option is a **Support Ticket** - available to assist you, open a support ticket by following this link <http://support.vodahost.com/index.php>
5. So you are **Ready to Start** – Have a look at your **control panel** (accessible via your welcome email or follow this link <http://www.vodahost.com/login.htm> – sign into your control panel with your username and password. Familiarize yourself. Your directory for your main domain is public_html. You will find this folder (directory) inside the file manager.

Plan Your Website

6. **Plan Your Work and Work Your Plan** – Consider your website a book, or the televised commercial you cannot afford to produce. Talk to your audience and show them clearly what you have to offer on the World Wide Web. What is it you are selling? What is it you are showing? Present the information clearly and easy to find if you were someone visiting your website for the first time.

Build Your Website

7. So you have your plan and you are **Ready to Start Building** – Here are some of the most important things to remember.

Size of your page – All pages should be between '800 & '1000 width. To set your page to this width, right click on an empty area of your blue voda page and a pop up will appear and hit page properties, you will notice page width – set this to the desired length and go to file and lock it. You then need to keep all of your text, images, etc. within this width. Check this before you actually publish your page to be sure it remains at the '800 width and lock again before publishing. The reason this width is used is because internet surfers are not all viewing in the same resolution. The length of your page is not as important, although I am not a fan of really long pages, it's your choice, I tend to create more pages as opposed to longer pages so that I have more pages to be found by internet surfers and more listings by search engines. Don't get me wrong; don't create more pages for the sake of having pages, that's not what I am saying.

Background of your page - again set while right clicking and choosing properties, choose a color or image. This background will simply be the filler to the sides of your web page for those viewing in larger screen resolutions. Begin building your web pages at the very left of the screen, this will not look centered as you build, but ticking the "center in browser" area, (again found in page properties) will center your page on the www after you publish.

Text – To insert text, you will go to Tools, insert text, a box will appear and it will read "Double click to Edit" Do this and remove those words and insert your own text, placing it on the page the way you would like it to appear, simply put your cursor on the blue handles and pull to enlarge or reduce this text box area.

Use web friendly fonts – you can see these fonts by following this link.

<http://www.ampsoft.net/webdesign-l/WindowsMacFonts.html> The reason for this is because all surfers may not have all fonts. If you use a font that a surfer does not have, they will view your page with their computers default font, and this may alter your page and will be seen as unfriendly, let alone a disaster zone. You can see by the creation of WebPages such as this page, you will see by following this link <http://www.squarefree.com/bookmarklets/zap.html> that these mistakes are annoyance factors to your viewers.

Colors – The same theory applies for web safe browser colors,

<http://dmoz.org/Computers/Graphics/Web/Colors/> to read more. Using a color outside of this may show up as a different color in another browser and your page may not have the eye catching color you imagined.

Voda Host offers an image library, for images, templates, menu buttons, etc. and you can find this by following this link <http://www.vodahost.com/library.htm>

Inserting shapes – Go to Tools, Insert Shape and Double Click to change the shape. Play around with the shapes; you can use these for unique designs, or a layered background on your page, whatever you can dream of. They are adjustable again by the blue handles that surround them when inserting on your page. Although the Blue Voda website builder has a **horizontal line** which you can insert, a vertical line is not available, instead insert a shape and reduce its width and resize the length and you have the **vertical line** you desire, you can also change its color.

Inserting Media - You can insert QuickTime movies, windows media file, flash and more. These functions are accessed via your tool bar on the left, again click on the icon and double click to browse for your file to insert.

8. Images and overall page optimization – Ensuring your page loads quickly for your viewers!

You can read more about this by following this link

http://www.webdevelopersnotes.com/design/optimizing_web_pages.php3

and I recommend you use the pix resizer available for download through Voda by following this link <http://www.vodahost.com/pix.htm> and another handy on-line image optimizer can be found by following this link <http://tools.dynamicdrive.com/imageoptimizer/index.php>

9. Page Properties – Let's go into detail here a little more. When you bring up the page properties by double clicking on your page, you will also notice **Title**. **Do not confuse** this area of your page with the same area that you name your page, save your page and publish your page. (Naming, saving and publishing your page, is actually, naming, saving and publishing your .bvp file that you created and which will convert to the .html file after publishing and viewed as a web page on the www). (Your .bvp file will remain on your computer for you to alter, make changes and republish at any time you choose.)

The Title of the page should be **relevant** to the information on **that page**. All titles on all your pages should be different in one way or another. You will also notice **MetaTags** as a tab within the properties of your page. You should type in here the most common words appearing on your page, again, these should be all different on all pages, or as different as your page is. A guide for Search Engine Optimization tips <http://www.moxie-enterprises.com/SEO-The-Basics.html>

10. Linking your website together – Create a navigation system that your viewers can follow. Choose buttons, or a text menu, or menu bar. Each page that you design and create needs its own URL (www address) to be found on the internet. These URL's are inserted into your navigation bar, by double clicking the bar, menu bar, or in the case of a text menu, highlighting the text, click on tools, and insert link and type in the URL.

Other than your main page (landing page, which needs to be named, saved and published as index) all pages can have the names that you have chosen, all should be lower case letters, no spaces, if you choose to separate the words do so by joining the words with _ the underscore symbol. Publish directly from the website builder.

Name, save and publish these pages, only as their name – for example if you name a page towels, this is how you save it and this is how you publish it. It is only when typing the address of this towels page, (the URL) that you need to add the .html after this. So when you type in the link for this page, in your navigation menu of whatever sort, you type <http://www.yourdomainname.com/towels.html> this then becomes the link to the page that you created, linking your pages together one by one.

Disclaimer – Please Note

All material is written, composed and researched by LadyEye and is therefore the property of LadyEye. Permission is granted to the end-user to download this copy and use as a reference. My material is not to be re-printed or published as your own. If you would like to have this PDF to place on your website, please contact me at ladyeye@ladyeye.net. I would be happy to send you the file. <http://www.ladyeye.net> This information cannot be altered in anyway.

© LadyEye 2006/2007/2008

www.ladyeye.net – Freelance Website Designer

www.bluevodadesigner.com



LadyEye