FirstClass
Personal Web Publishing
QUICK REFERENCE GUIDE

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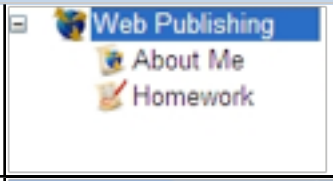
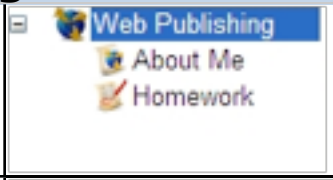
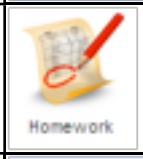
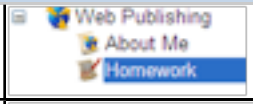
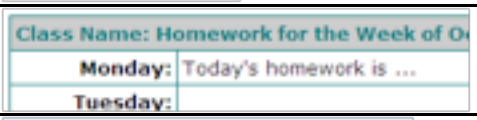
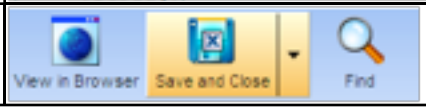
How To Set the Appearance Theme		
1	Select the top level container on the left (usually web publishing).	
2	Press the **Appearance** button	
3	Select a theme and press **OK**	

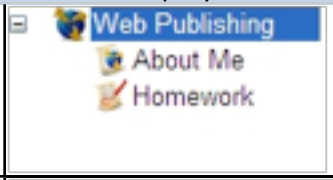
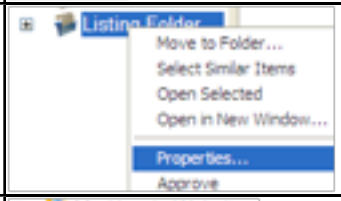
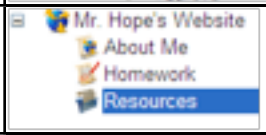
How To Add A Page		
1	Select the container on the left where the page is to be added. Typically this would be the top level, but might also be within a web folder.	
2	Press the **New Web Page** button	
3	Select a desired format for page and press **OK**	
4	Press the Save and Close button, and specify a name for your new page	

How To Manage Content

1	Select the page to edit from the left	
2	Edit content accordingly	
3	Press the **Save and Close** button	

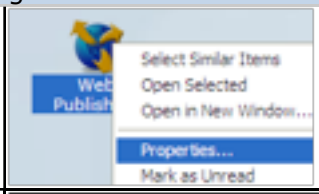
How To Add A Listing Folder

(A listing folder is used to add files (Word, PowerPoint, etc) that will be displayed as a list of files.)

1	Select the container on the left where the listing folder is to be added. Typically this would be the top level, or within a web folder.	
2	Press the **New Web Page** button	
3	Select **Listing Folder** and press **OK**	
4	Rename the Listing Folder by **right clicking** and selecting **Properties ...**	
5	Select the newly created listing folder.	
6	Press the **Appearance** button	
7	Select a theme and press **OK**. It is recommended you select the same theme as your main site. **IMPORTANT NOTE: Each folder or "container" has its own appearance settings.**	

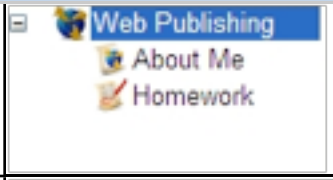
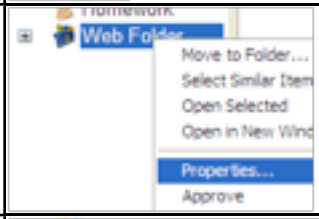
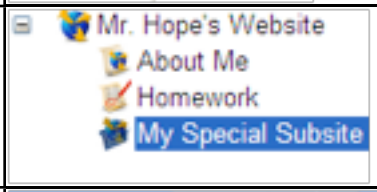
How To Change the Title "Web Publishing"

(Some appearance themes use the name of your "Web Publishing" icon for the title of the web page)

1	From the FirstClass Desktop, **right click the Web Publishing** icon and select **properties**	
2	Rename Accordingly and press OK. The new name will now appear in the title of your web pages.	

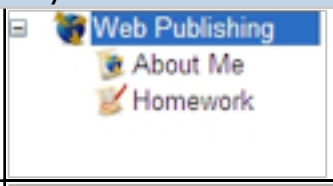
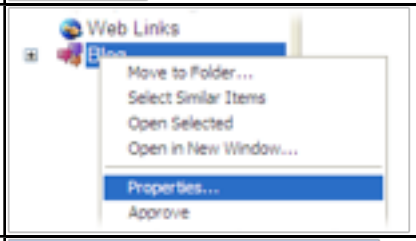
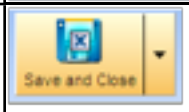
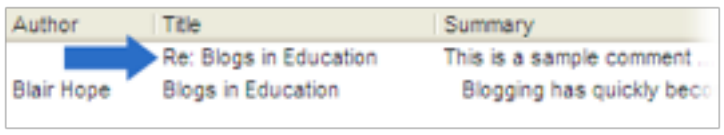
How To Add A Web Folder

(A web folder is used to create a sub-site within your main web site.)

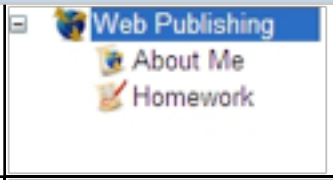
1	Select the container on the left where the web folder is to be added. Typically this would be the top level, or within a web folder.	
2	Press the **New Web Page** button	
3	Select **Web Folder** and press **OK**	
4	Rename the Web Folder by **right clicking** and selecting **Properties …**	
5	Select the newly created web folder.	
6	Press the **Appearance** button	
7	Select a theme and press **OK**. It is recommended you select the same theme as your main site. **IMPORTANT NOTE: Each folder or "container" has its own appearance settings.**	

How To Create a Web Blog

(A web folder is used to create a sub-site within your main web site.)

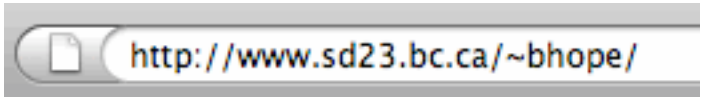
1	Select the container on the left where the web folder is to be added. Typically this would be the top level, or within a web folder.	
2	Press the **New Web Page** button	
3	Select **Blog** and press **OK**	
4	Rename the Blog by **right clicking** and selecting **Properties ...**	
5	Select the newly created Blog.	
6	Press the **Appearance** button	
7	Select a theme and press **OK**. It is recommended you select the same theme as your main site. **IMPORTANT NOTE: Each folder or "container" has its own appearance settings.**	
8	Create **New Blog Entry**	
9	Update the Title, Date, and add content as required. When finished, Press the Save and Close button, and specify a name for your new blog entry.	
10	Read comments from other users directly from your blog folder. Note you may also delete comments if desired. 	

How To View Your Site

1	Select the **top level container** on the left.	
2	Press the **View In Browser** button	

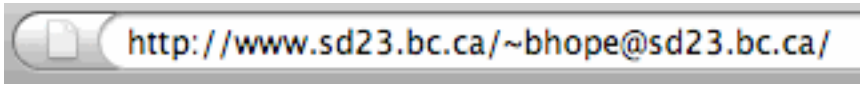
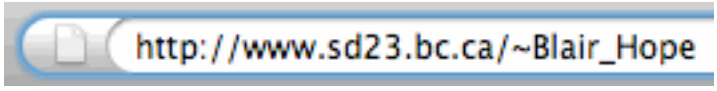
How To Share Your Site

When you view you web site, the web address or URL will be displayed in your browser address field like this



This is your public web address and can be shared with others so that they too can view your web site.

Note: The part of the address after the ~ is what associates your web site with you. How that part is displayed will depend on how your FirstClass administrator has set up your server. Some other examples of what your public web site address might look like are



or