# ABMP Website Builder
**Frequently Asked Questions**

**How do I resize the left column of file directories so I can see more of my page?**
Hold your cursor over the dividing line between the two until you see a double arrow, then drag to resize.

**How do I change my template?**
Click the hammer-and-wrench icon (Site Options) in the tool menu in the left margin.

**I changed my template but it doesn't look right on every page. What's wrong?**
Make sure you refresh the page using the refresh tool on both the Internet browser page at the very top of the screen and the tool within the ABMP Website Builder program. The template has in fact updated, but sometimes your computer holds cached information. Also, if you go to the live site and refresh, you should see the new template.

**What is "WYSIWYG" page editor?**
*WYSIWYG* is the acronym for "what you see is what you get," meaning the formatting you see in the edit mode is how it will appear live. **Helpful Hint:** *Type all of your content into a Word document that's saved on your computer, and then save the file as a text file (under "File," select "save as," then under "save as type," select \*.txt). From the text file, copy/paste your information into the ABMP Website Builder. This way, if you forget to save a page, experience a power failure, or experience any program glitches, you will still have all of your content.*

**I change my template and some or all of my text disappeared. Where is it?**
Sometimes your text may be the same color as the template background rendering it invisible. In the edit mode, highlight the text (where you think it is) and change the color.

**How do I upload an image/photo onto my web page?**
First you need to get the image from your hard drive into the ABMP Website Builder program. Here's how: In the edit mode, click on the "Insert/Modify Image" icon (mountain and sun icon) in the toolbar. This will open the Image Manager. In the left panel that lists your folders, select the folder where you want to keep the image (you can also create a folder to hold your images). Then under "Upload File," click the browser button, find and select your image on your hard drive, and click "Go." This will download the image to the specified folder. Now you can add your image to your web page. Simply select the image file, then click "Insert

Image." If you need to adjust the sizing, you can change the width and height parameters in the Image Manager. For more information on adding/editing images, see "Working with Images" in the *ABMP Website Builder User Guide.*

**I want to use professional photos. Do you have any available, and how can I access them?**

Yes, you can use images from our ABMP Photo Library. These have already been loaded into your Image Manager. To access the images, select the edit mode, and click on the "Insert/Modify Image" icon (mountain and sun icon) in the toolbar. This will open the Image Manager. In the left panel that lists your folders, select the Images folder, then select the Library folder, then select the edition (year) you want to choose from. When you select  one of the images, it will generate a preview in the window on the right. When you choose your image, select "insert image," and the image will be placed on your page.

**I uploaded an image/photo and now my margins are distorted. What do I do?**

The image is simply too big and is distorting your template margins. Resize your image to better fit within the template.

**How do I resize an image/photo?**

There are two ways to do this. 1) In the edit mode, highlight the image. You can then select a border and drag to resize. However, you run the risk of distorting the proportion. To avoid distortion, you can use the second option: 2) In the edit mode, right click on the image and select "Modify Image Properties." This will open the Image Manager. You will see width and height fields, which you can adjust. Remember to change the parameters proportionately so that your image isn't distorted. For more information on adding/editing images, see "Working with Images" in the *ABMP Webite Builder User Guide*.

**I uploaded a file but am now getting an error. What's wrong?**

Be sure the file you uploaded is properly named, *without spaces or apostrophes.* Using spaces and apostrophes in file names can cause glitches in the program. Use "janesmassagephoto.jpg"; *not* "jane's massage photo.jpg."

**I want to rename one of my files to better reflect the content on the page. How do I do this?**

There are a couple of different options. You can simply select the page/file, then select the "edit" mode. In the left margin you'll see the "Page Name" and "File Name" fields. Simply rename the "Page Name".  This will automatically rename the "File Name" as well.  Or you can also create a new page, copy/paste your content from the old page, save your new page, and then delete the old page from your files. ***Helpful Hint:*** *If you rename your home page "page name", make sure to change the "file name" back to index.html.  If you do not have an index page, your site will be disabled and not publicly accessible.*

**Now my site it built, but search engines aren't finding it. What can I do?**

First, ensure you have included appropriate keywords and a description in your website program. When first setting up your website, you are given the option to enter keywords and a description. You can check these by going to your homepage in the Website Builder and selecting the "Edit" function. Then click the "Page Properties" icon, which looks like a hand pointing to a piece of paper. This will bring up a field for you to add a description of your site, as well as your keywords. Save all of your changes. (For keyword ideas, visit Google's free keyword service at https://adwords.google.com/select/KeywordToolExternal?defaultView=2.)

Next, be sure to submit your website/URL to search engines, so they know your site exists.

Submit to Google at http://www.google.com/intl/en/submit_content.html.
Submit to Yahoo at https://siteexplorer.search.yahoo.com/submit.
Submit to MSN at http://search.msn.com.sg/docs/submit.aspx.
Submit to Ask.com at http://about.ask.com/en/docs/about/webmasters.shtml#18.

URL submissions are free of charge.

If you still want more visibility, you may want to consider a sponsored search, such as Google AdWords. ABMP has partnered with online search engine Google to provide an affordable way to ensure your website receives the hits you need to reach new clients. Google AdWords walks you through a process of creating your advertisement and selecting appropriate keywords, so that when people search Google using one of your keywords, your ad may appear next to the search results as a sponsored link. This allows you to reach a targeted audience who can then click your ad link, open your website, and learn more about you and your services. You can cap the amount of advertising dollars you want to spend and track the results.

To help you get started, Google is offering ABMP members a $25 discount. To receive your coupon code, simply log in to the ABMP.com Members section and scroll down and select the headline *Increase Your Website Traffic with Google AdWords.* Copy the coupon code and use it when setting up your Google AdWords account (https://adwords.google.com/select/Login).

**Can I set up online booking?**
Yes, free of charge! ABMP has partnered with Genbook, a web-based service that allows you to add a "BookNow!" button to your website, as well as to your e-mails, electronic ads, and social networks. The "BookNow" button allows you to customize your menu and availability, and provides clients with the convenience of booking anytime.

The basic version of Genbook is free, or for $33.95 monthly—15 percent off the nonmember price—you can upgrade and receive text messages to your cell phone when an appointment is booked, capture credit cards, build a comprehensive client database, and adopt many other practice-maximizing features.

Go to www.genbook.com/abmp, set up your account, and retrieve the generated HTML code. You can then copy and paste the code into your ABMP website (in edit mode, click on "Insert Module," select "Insert HTML Code, and paste in the code).