

Free Websites for Clubs Handbook

Comfypage User Guide

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Government of **Western Australia**
Department of **Sport and Recreation**

This information, along with training videos, can be found at the ComfyPage help page, <http://www.help.comfypage.com>

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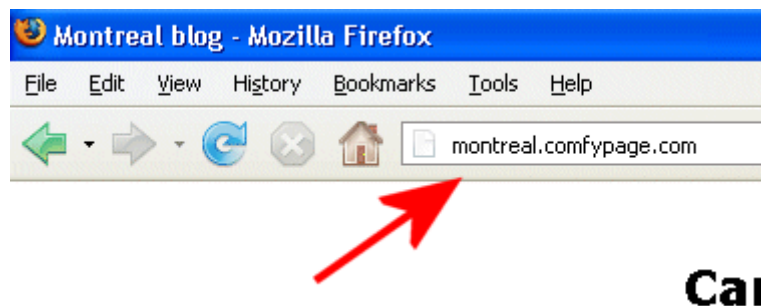
Quick Start Guide

This guide will help you get started with your new ComfyPage. It covers these basic tasks.

1. Visiting your new site
2. Logging in to edit your site
3. Adding a new page
4. Creating and saving content for the new page

Visiting your new site

1. Open your internet browser. Firefox is recommended but Internet Explorer is also supported.
2. Type your site's address into the browser's address bar then hit the *Enter* key on your keyboard.



An example of typing an address into the address bar

Logging in to edit your site

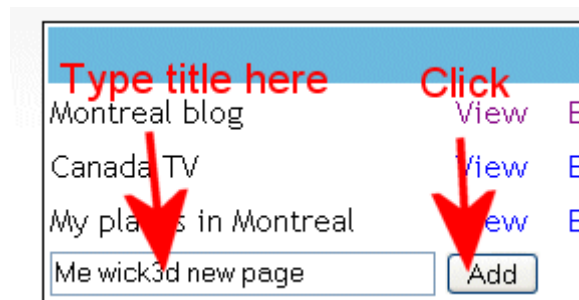
At the bottom of every page on your ComfyPage are links to the Site Manager and to Edit the current page. Click on either one and you will be asked to log in.



Adding a new page

Websites, like your new ComfyPage, are a collection of pages. An electronics store may have a page for radios and another page for torches. The next steps explain how to add a new page to your site.

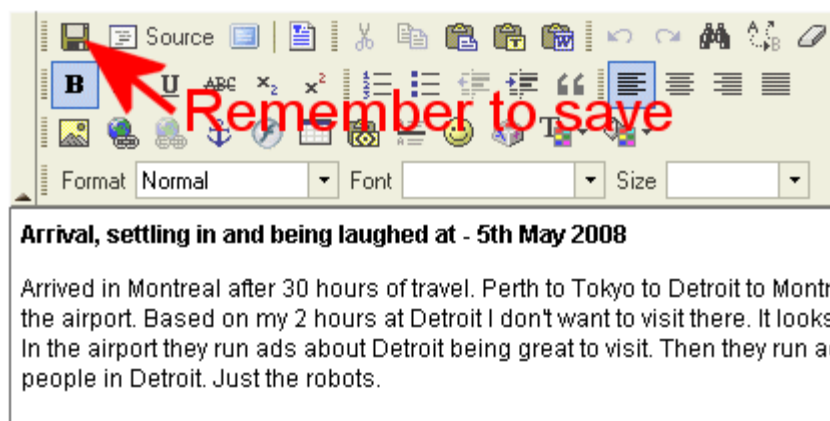
1. Find the 'Your Pages' section of the site manager
3. Type your new page title



3. Click on **ADD**.
4. After you click OK the page editor will be opened so that you can edit the new page.

Creating and saving content for the new page

When you edit a page you use the page editor (funnily enough). Use it just like Microsoft Word and **REMEMBER TO SAVE** by clicking the save button.



Site Manager

The **Site Manager** is the central point for creating and maintaining your site.

The site manager displays a list of **Special Pages** and a list of **Your Pages**. In each list the title of each page is shown along with a number of actions that can be performed. The actions that can be performed on each page are...

- **View** - Clicking View will display the page to you as if you were any normal visitor to the site
- **Edit** - The Edit action will display the page so it is ready to be edited
- **Delete** - This action will delete the page from your site permanently. Special pages cannot be deleted and some special pages cannot be edited.

If you want to add a new page to your site click on the **Add a new page** button.

From the site manager you can also get to...

- The **Site Border Editor** which is used to edit the site's margins, header and footer.
- The **Site Style Editor** which is used to change the site's colours and fonts.

Borders

A ComfyPage page is divided into several areas. The central content area which is unique to each page and the borders which appear on every page. The four borders are:

- Header
- Left Margin
- Right Margin
- Footer

There is a help item on [Site Structure](#) that explains these areas more fully.

To modify the contents of any border go to the [Site Manager](#) and select Borders.

Edit

[header](#)

[left margin](#)
[right margin](#)

[footer](#)

Doodads

header

None

left margin

None

right margin

None

footer

None

Save doodads

A page that looks like the above will appear. You can choose to edit any of the borders and add doodads to the borders.

Border Styles

To modify the appearance of the borders Click on **Style** on the **Site Manager**. Towards the bottom of the page is an area where you can specify background colors and widths of the borders.

Header

Pick Colour

Left margin

Pick Colour

Width

Thinnest

Help

Centre

Pick Colour

Footer

Pick Colour

Right margin

Pick Colour

Width

Wide

Help

Site Style Editor

The **Site Style Editor** has controls for setting your web-site's fonts and colours. It also controls the width of your site's left and right margins.

As you select fonts and colours the sample text of the site style editor will change to demonstrate what your new choices look like. Don't forget to click the save button or any new choices you have made will be lost.

Margin Width

The widths of the left and right margins can be set using the site style editor. The width values range from thinnest up to widest. There is also the extra setting of hidden which can be used to hide a margin.

Setting a margin width to hidden will result in the margin not being shown, as long as there is no content in the margin.

Deleting Pages

To delete a page follow these steps...

1. Go to the **Site Manager**
2. Find the page you want to delete in the list of pages
3. Click the **Delete** action next to the page you want to delete.
4. The page is moved to the trash.

Creating links to other pages


A link is a word or image that you can click on. It takes you to a new page on the internet.

To create a link;

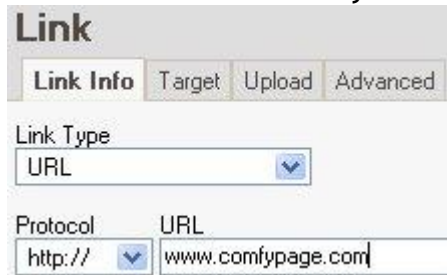
1. Go to the page you want to put the link on.
2. Type the text you want displayed. E.g. "My link to somewhere"
3. Highlight the text

ve;

E.g. "My link to somewhere"

3. Click the add link button 

4. If the link is to somebody else's website type in the address.



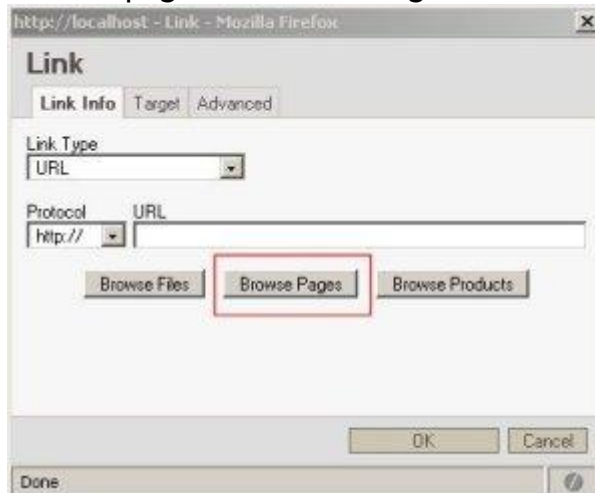
Link

Link Info Target Upload Advanced

Link Type
URL

Protocol URL
http:// www.comfypage.com

5. If the link is to a page within your site click on 'Browse Pages' and select a page from the dialog.



http://localhost - Link - Mozilla Firefox

Link

Link Info Target Advanced

Link Type
URL

Protocol URL
http://

Browse Files Browse Pages Browse Products

OK Cancel

Done



6. Click OK.

Making an image into a link

The process is the same as above. Instead of highlighting the text, select the image and then click the add link button.

Creating links to files

A link is a word or image that you can click on. It takes you to a new page on the internet.

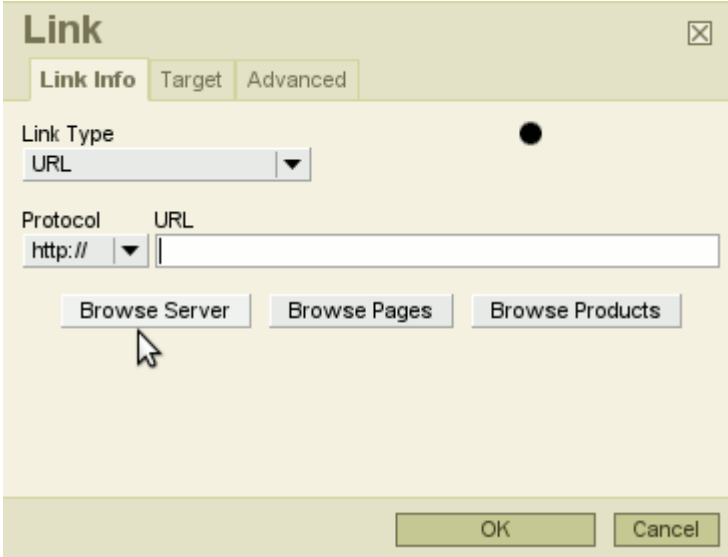
To create a link;

1. Go to the page you want to put the link on.
2. Type the text you want displayed. E.g. "My link to somewhere"
3. Highlight the text

ve;

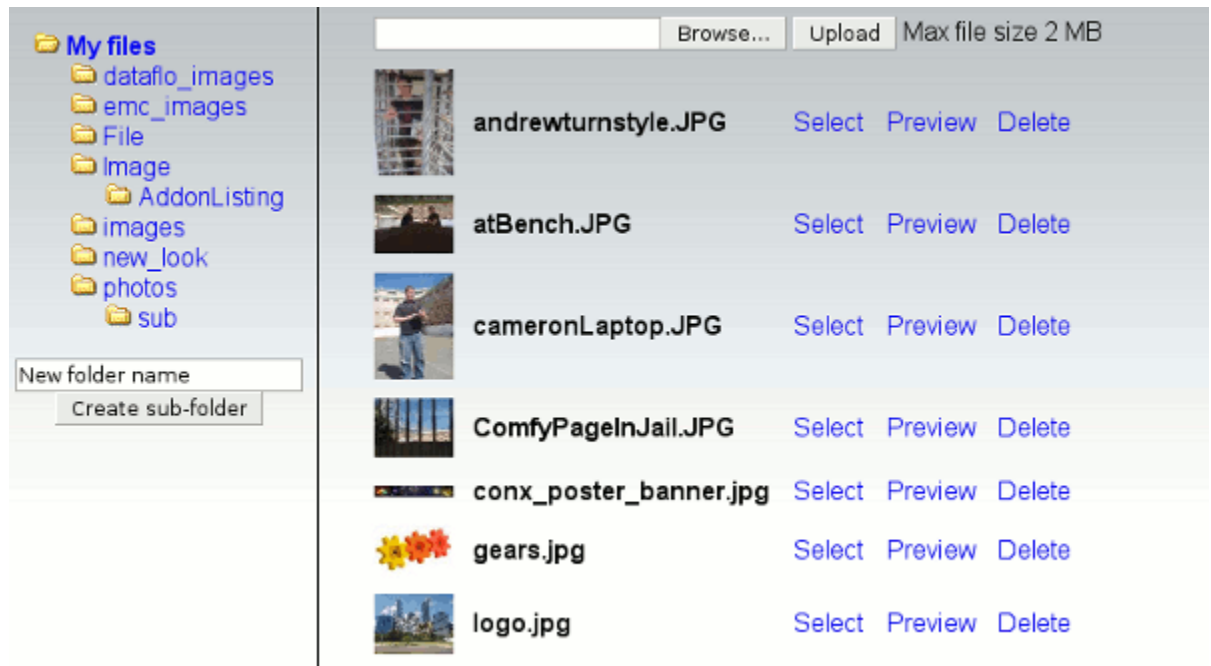
E.g. "My link to somewhere"

3. Click the add link button 
4. The link dialog will be displayed. Click on 'Browse Server'.



The image shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is selected. It contains a 'Link Type' dropdown menu set to 'URL'. Below this is a 'Protocol' dropdown menu set to 'http://' and a 'URL' text field. At the bottom of the dialog are three buttons: 'Browse Server', 'Browse Pages', and 'Browse Products'. A mouse cursor is pointing at the 'Browse Server' button. At the very bottom of the dialog are 'OK' and 'Cancel' buttons.

5. The File Browser will open. You can upload files if necessary using the Browse and Upload buttons at the top. Once the file you want to link to is uploaded click 'Select' next to it.



6. You will be taken back to the link dialog. Click OK.

Making an image into a link

The process is the same as above. Instead of highlighting the text, select the image and then click the add link button.

Changing a Page's Title

The title of a page identifies the page to you and will be displayed to visitor's by their internet browser.

To change the title of any page...

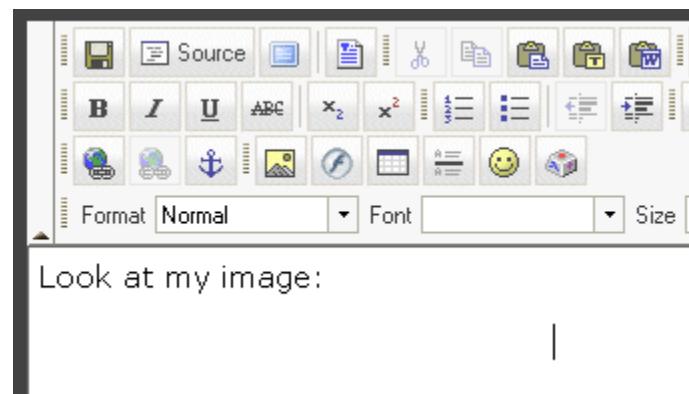
1. Go to the **Site Manager**.
2. Find the page you want to change in the list of **Your Pages** or the list of **Special Pages**.
3. Click on **View**.
4. The **Admin Toolbar** will include **Change page title**. Click on it.
5. You will be asked for a new title. Enter the title and click **OK**.


Page titles cannot be blank. If you try to enter a blank title you will be asked for the title again. Remember that the title identifies the page to you so it's good to give it a descriptive name.

Inserting Images

If the image you want to insert is on your own computer then follow these steps.

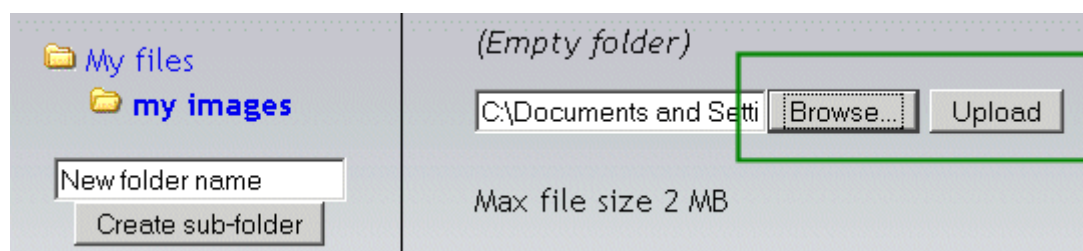
1. Edit the page you want to add the image to.
2. Place the flashing cursor at the point where you would like the image to be placed.



1. Click on the image button on the toolbar. 
2. Tell ComfyPage where your image file is located by clicking the *Browse Files* button.



5. Press the *Browse* button and select the image from your computer.
6. Press the *Upload* button. This sends the image to your ComfyPage.



Browse for your image and then upload it.

7. The list of available images will be updated. Find the image in the list and click on *Select*.
8. You have now told ComfyPage which image you want. Click on *OK* and the image will be added to the page.

Inserting images that you found on the web

Provided you have permission to use an image from a different web-site you can insert it into your page in one of two ways.

1. Save the image to your computer and then follow the procedure as outlined above.
2. Tell ComfyPage that it can find the image on a different web-site. ComfyPage will go and get the image and display it as if it was a part of your web-site.
 - a. You need to get the internet address of the image. Go to the web page that has the image you would like.
 - b. Right-click with your mouse on the image from the web page.
 - c. Click on *Properties*.
 - d. Copy the address (aka URL) of the image.
 - e. Go to the page of your site where you would like the image to be inserted.
 - f. Edit the page.
 - g. Follow the steps as outlined at the top of this page but instead of browsing the server paste the address of the image into the URL box of the image.


- a. Click OK.

Editing Images

ComfyPage recommends **Picassa** for simple image editing.

Considering image size

Images on websites are a concern for website creators. The file size of an image is what's important. The advice is to reduce file size where possible. The larger the file size the longer it will take for a visitor to download your website. This applies to all files but mostly to images.

ComfyPage provides a convenient way to reduce big images. If an image is big you are given the option to reduce it by clicking the 

If you have a document on your site then it's probably as big as it needs to be. You can't reduce file size by cutting out paragraphs. Images can be made smaller without losing information. You can make the image smaller in width and height and you can lower the quality.

Here is a guide, an image of 100KB will take 20 seconds to download on dial-up. That's a long time for an impatient visitor. An image of 1MB will take 200 seconds to download. A digital camera will create images ranging in size from 300KB to 3MB. Way to BIG!

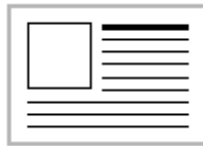
You should use an image editing program to reduce the size of your images before you upload them to ComfyPage.

I want to wrap text around an image

So you want to wrap text like in this example.



An example of wrapping text

[illegible]

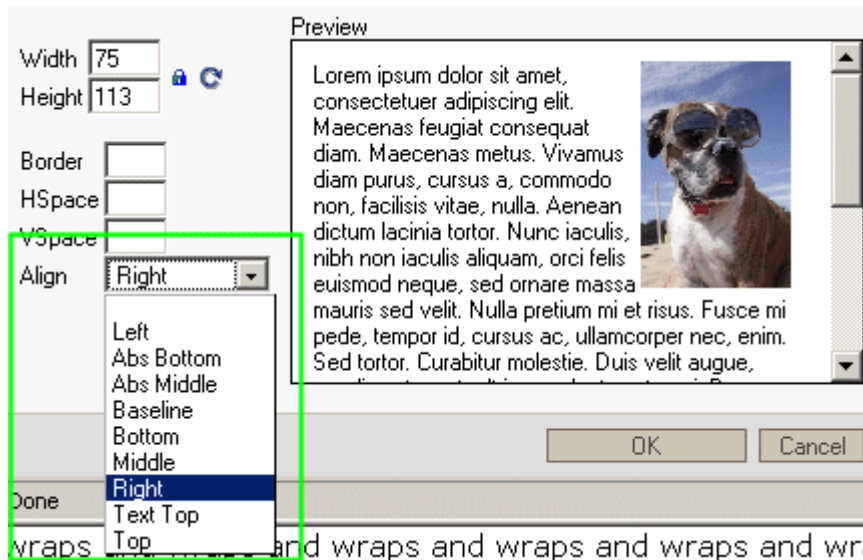
You can replace the placeholder text and image with your own.

You can also change the position of the image.

For existing pages

If you already have content on the page right click on the image and edit it's properties. Play around with the *Align* option.

[illegible]

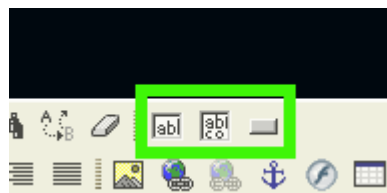


Forms

ComfyPage makes it easy to create forms to collect information from your site's visitors. All you have to do is add text fields to a page, add a Submit button and any information entered will be gathered and emailed to the email address you use to log in.

Here are the steps to add a form to a page of your ComfyPage site:

1. Edit the page where you want the form
2. Insert one or more text fields and text areas (a multi-line text field). Place the cursor where you want it then click either the text field or text area button. You may want to put them in a table for easy formatting.



3. Give each text field or text area a name you will recognize when the information is emailed to you.

Text Field

Name

favouritefood

Value

Character Width

Maximum Characters

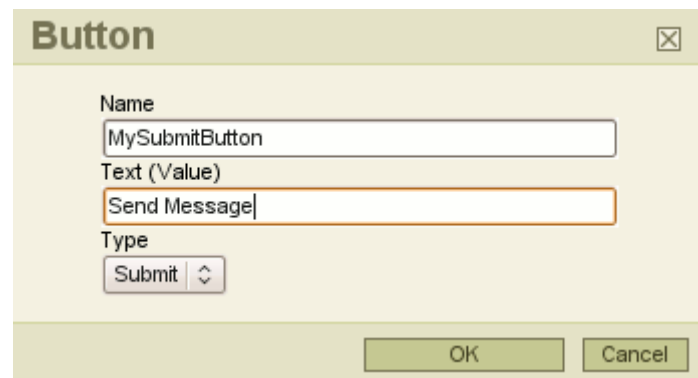
Type

Text

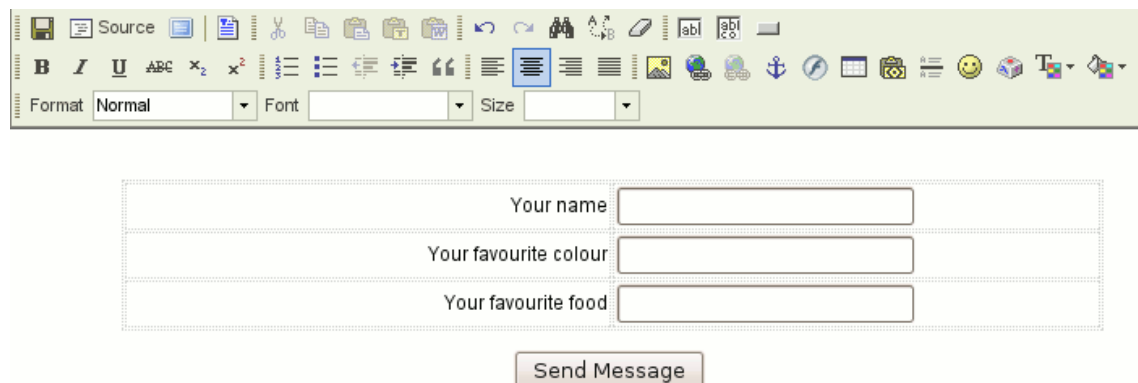
OK

Cancel

4. Add at least one submit button for your visitors to click to send the information to you. Place the cursor where you want the submit button then click the button button (it's next to the text field and text area buttons). Make sure you set it's type to Submit.



5. Save and you are all done!



The end result...



Now your visitors can fill out the form, click on the Submit button and the information will be emailed to the email address you use to log in.

Your ComfyPage site can make use of a wide range of services

provided by other websites. It's possible to embed videos, forums and pretty much anything else you can imagine.

All you need to do is edit a page of your ComfyPage site and paste the embed code from the service into the Embed Service box.

Insert a...

- Video
- Photo gallery
- Forum
- Chat
- Map
- Stat Counter / Hit counter / Website stats
- Poll or Quiz
- Display ads on your ComfyPage for fun and **PROFIT**

Video from Youtube

Youtube videos can be displayed on your ComfyPage. Find the video and get the embed code to use in your ComfyPage.

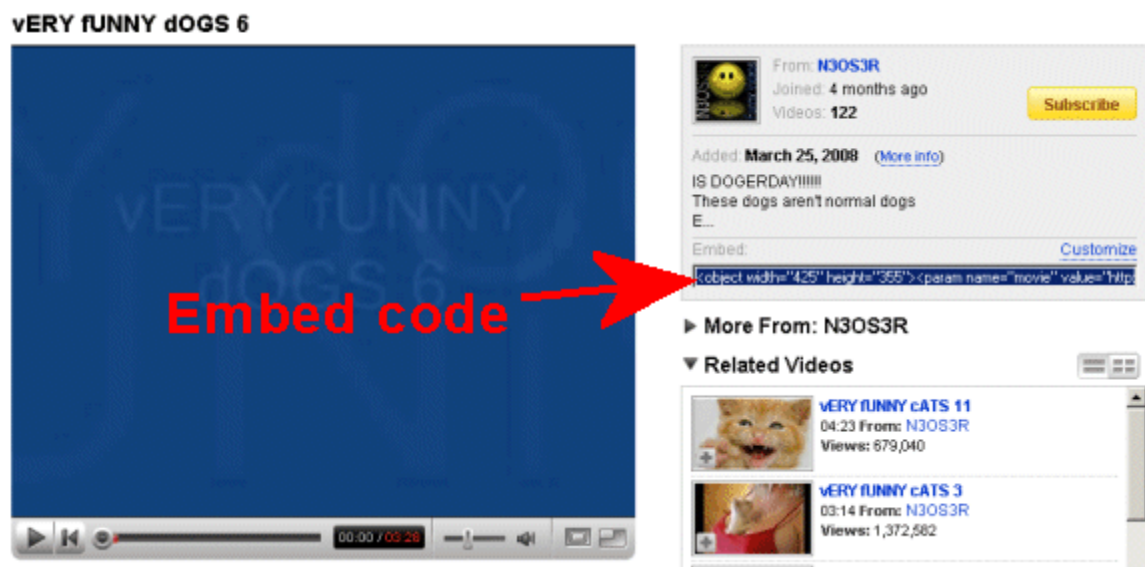


Photo Gallery from FlickrSLiDR/Flickr

Display a photo gallery using **FlickrSLiDR** or **Flickr**. Visit their site, follow their instructions and get the embed code to use in ComfyPage.

URL of User, Set or Group

Tags (Optional, only for group/user)

Full Text* (Optional, only for group/user)

Slideshow Width px

Slideshow Height px

Display Slideshow Preview ☒

Standards Compliance Mode [?](#) ☐

Display User's Favorite Photos ☐

*Use either the Tags field or the Full Text field.

Tip: Read everything about [Ajax FFF PC](#) and [Cannon Fair](#) in our blogs.

Create slideshow

Code

```
<iframe align="center"
src="http://www.flickr.com/slideshow/index.gne?group_id=&user_id=&set_id=7215759428339&
frameBorder="0" width="500" height="500" scrolling="no"></iframe><br/><small>Created
with <a href="http://www.admarket.se" title="Admarket.se">Admarket's</a> <a
href="http://flickrslidr.com" title="flickrSlidr">flickrSlidr</a></small>
```

Paste your Flickr address

Click the create button

Get the embed code

Forum from Nabble.com

Nabble is a free forum you can use to give your visitors a place to discuss issues relevant to your site. Create a forum with Nabble to get the embed code.

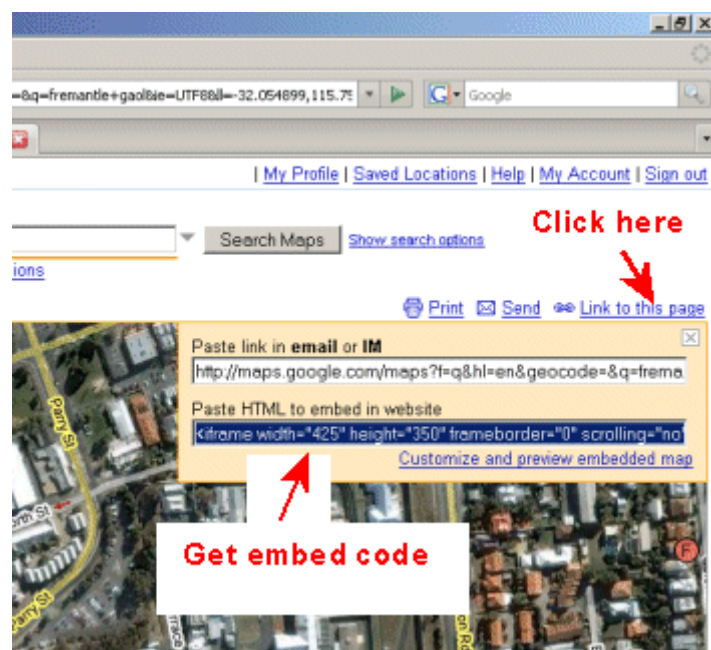


Chat

xat.com provides a free chat program you can embed in your ComfyPage site. Visit www.xat.com/web_gear/chat.php

Map from Google Maps

Display a map on your ComfyPage with Google maps. Find the right map then get the embed code.



Website stat counter. Who's visiting your site?

Stat counters/hit counters have a their own spot in ComfyPage. Get your tracking code form the free services below, then paste it into the *Tracking Code* textbox on the ComfyPage Account page. Then save your account settings.

Option 1. GetClicky.com

A comprehensive service. It tells you who's visiting, where they're from and lots more. It has free and paid levels of service. Click the button below, sign up and get your embed code.



Use this Clicky Google gadget to display your stats on your site. Visit www.getclicky.com

Option 2. StatCounter.com

Use this embedded service to discover how many people visit your site. Who are they? Where are they? Sign up for an account at StatCounter and get the embed code for ComfyPage. Visit www.statcounter.com

Once you have signed up and got your embed code place the code in the footer of your ComfyPage site using the embed service button.

Poll or Quiz

xat.com provides the ability to embed either a poll or quiz. Simply configure your poll or quiz and get the embed code.

www.xat.com/web_gear/poll.php

www.xat.com/web_gear/quiz.php

Display ads on your ComfyPage for fun and PROFIT

Google lets you display ads on your ComfyPage. You get paid when someone clicks on those ads. This is the easiest way to display ads and earn a direct income from your ComfyPage. Go to www.google.com/adsense, create an account and get the embed code.