

- Get a new and improved website in a few minutes

Quick guide

Share this quick guide with everybody who would like a new and improved website

1 Everybody has the right to and can afford a professional website – it just takes a few minutes

Get started with GoMinisite now by sitting in front of your computer. Open your browser and type www.gominisite.com



Click

CREATE YOUR HOMEPAGE

Price	Month/year
GoMINISite Business (Before VAT)	20/241 €
GoMINISite Personal (with VAT)	3,3/40 €

Fill in all fields and click **Create**

Your website is now online

Click

GO TO MY WEBSITE



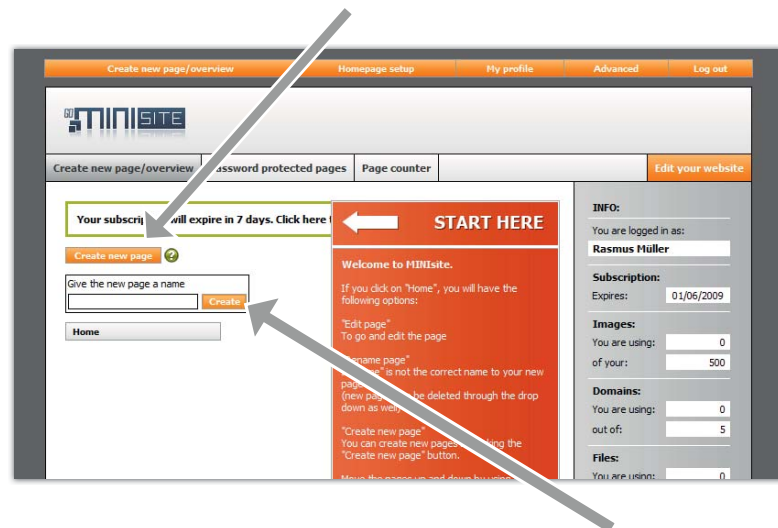
GoMINISite does not require any special IT knowledge or programming skills. It is intended for everybody who does not want to waste time, but just wants a professional website.

2 It is easy to create new web pages in a few minutes

You are now in administration tool where you can easily create new pages on your website.

(We have already created 'Home' for you)

Just click on **Create new page** to create multiple pages



Enter the name 'Profile' on the new page and click **Create**

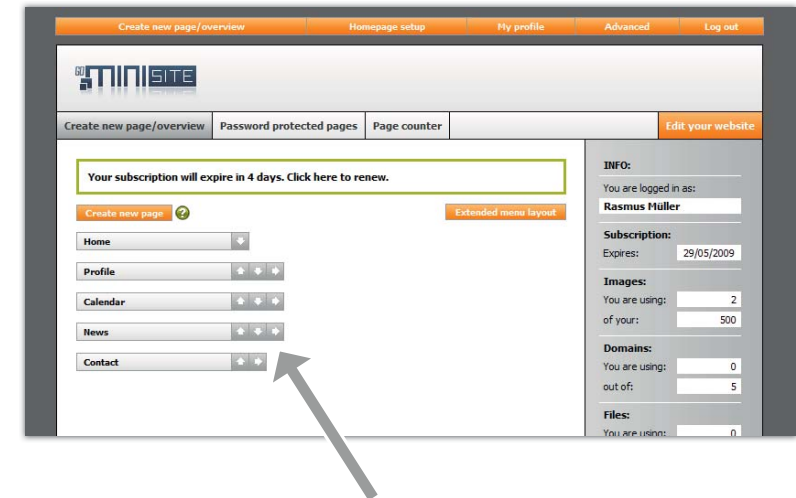
Your new page has now been created



All administration buttons are orange. So it is easy to see how to customize your homepage.

In the same way try to create these pages:

- Calendar
- News
- Contact



The order of your menu items / pages is shown in the order they appear on your homepage. With the arrows you can move the pages up / down and push them out / in as sub pages.

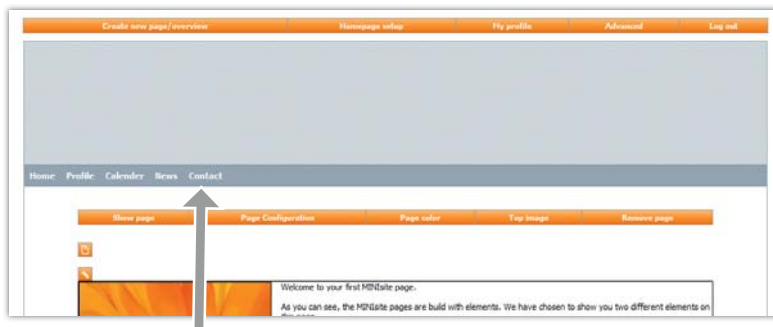


Clicking on each page allows you to edit, rename, hide or delete the page.

3 It is easy to create content for your web pages

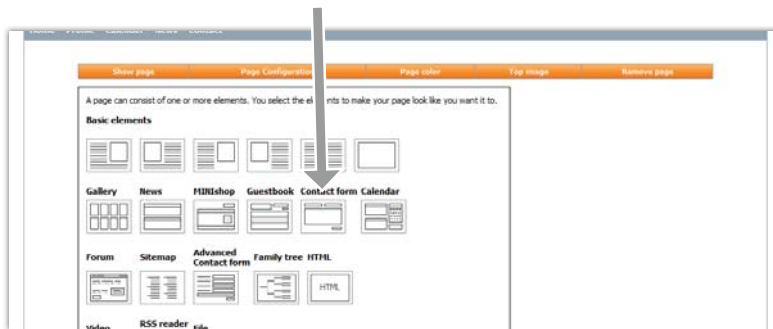
Click [Edit your webpage](#)

The menu items you created are here.

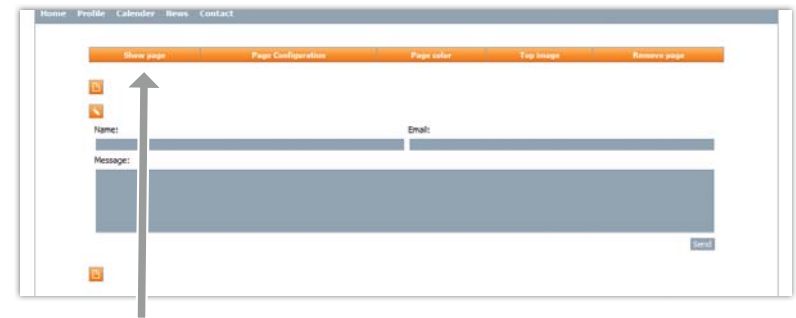


Click [Contact](#)

Now you have the opportunity to choose which 'element' you want on your website. Click on the 'element' Contact form.



Now you have got a contact form on your website.



Click [Show page](#) and the page is shown without admin buttons.

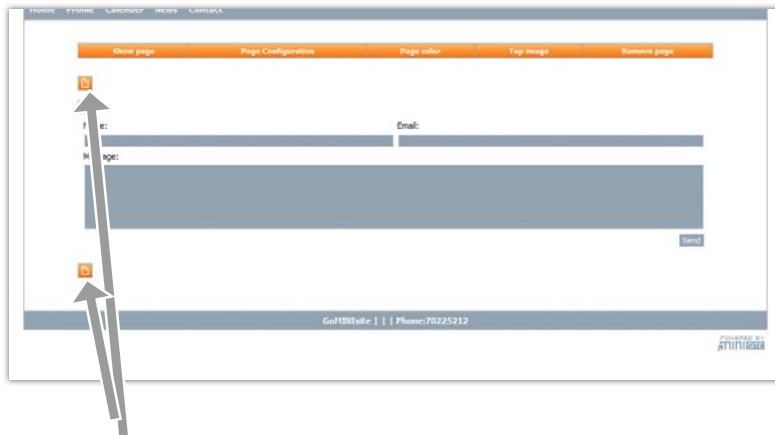
Click [Edit page](#) to view the admin buttons again.




You can have as many 'elements' as you want on each page. The button 'Show page' is used when you want to see the page as the end user sees it.

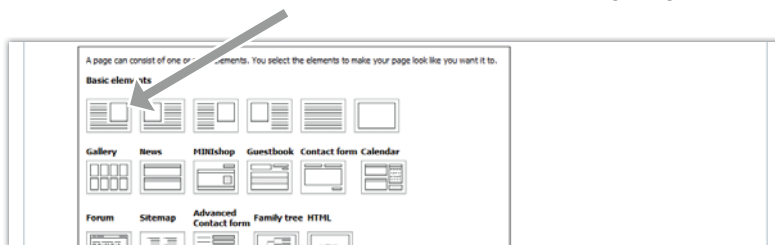
4 It's easy to add, move or delete of an element

You can create as many "Pages" and "Elements" as you want and move them around.



Click  above or below your form

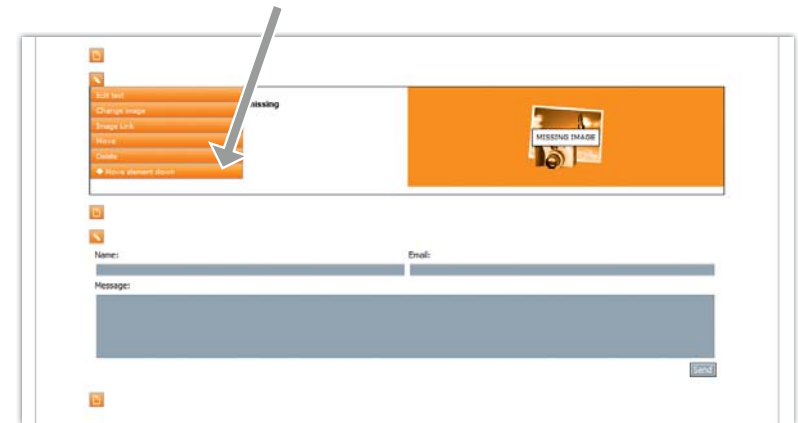
Select the Basic element 'Text to the left and image right'



 The element is now on your page

Move the element down by clicking 

and then [Move element down](#)



Delete an element by clicking on the element 'edit' icon 

and then [Delete](#)



You can create as many pages as you want.

Click [Create new page/overview](#) to get an overview of the homepage.

5 It is easy to insert text

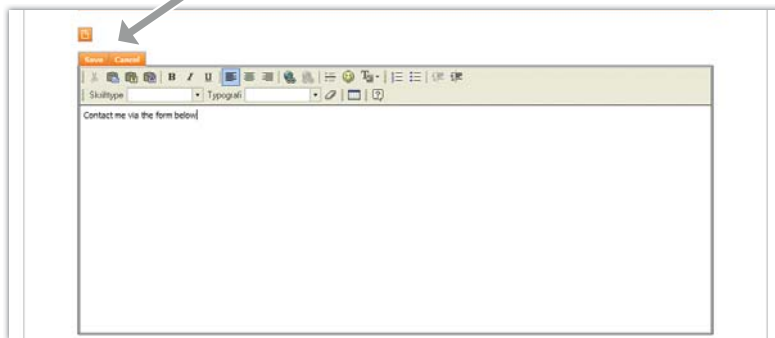
Find your text / image element and click 

and then **Edit text**



You can now write a text the same way as you use your word processor.

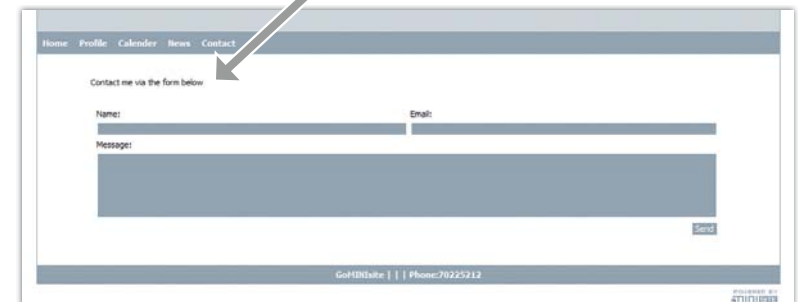
Then click **Save**



 The text is now on your website



Click **Show page** and see how the page is displayed



Click **Edit page** to view the admin buttons again


6 It is easy to insert images

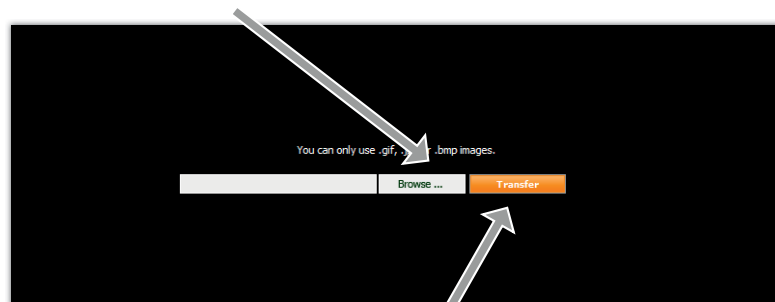
Find your text / image element and click 

and then 



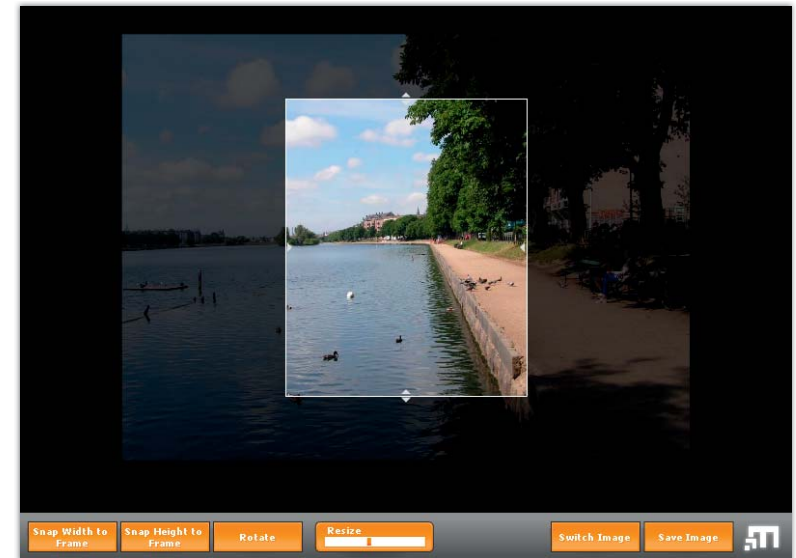
A new window 'pops' up. This is our 'Image editor'

Click 



Select the image you want to insert on your page from your computer, and then click. 

Your selected image will now be loaded into the 'Image editor'



The white frame shows you what part of the image you have chosen to upload.

You can easily adjust your picture by clicking the buttons:







or just drag the bar [Scale image]

You can also drag the white frame with the mouse and adapt it to the part of the image you want to upload.

When you have finished, click 

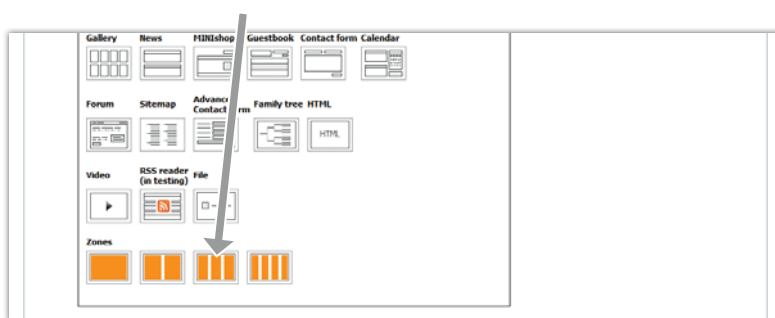
The image is now transferred into the correct format for your page.

7 It is easy to place elements side by side

Click 'Profile' from the topmenu




Click the '3 zones' zonelayout



A 'zone layout' is placed with 3 zones on the page.

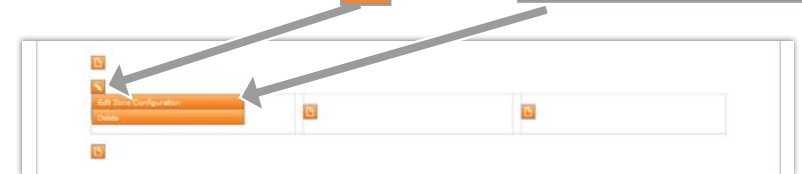


Click  on the zone you want to place an element in.

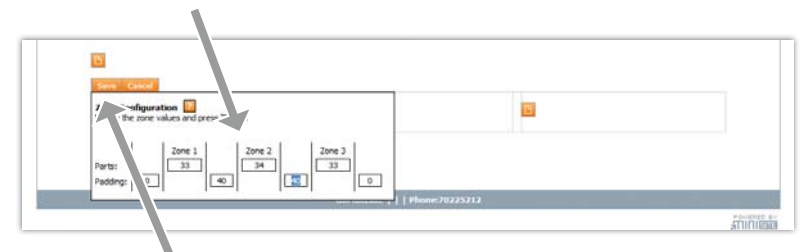


You can easily change the width of the zones and the space between them by clicking  and then

[Edit zone configuration](#)



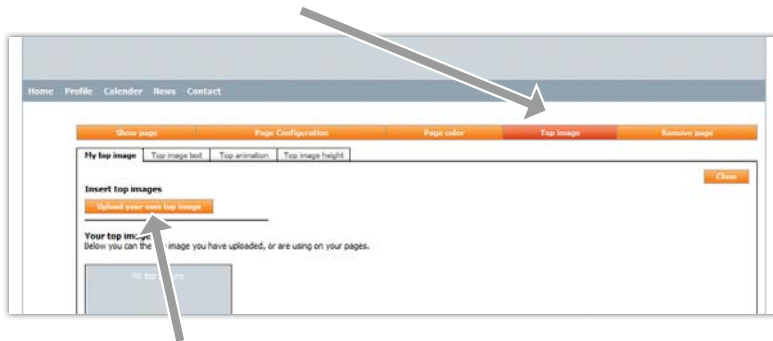
Here you define how broad your zones should be and how much space there should be between them



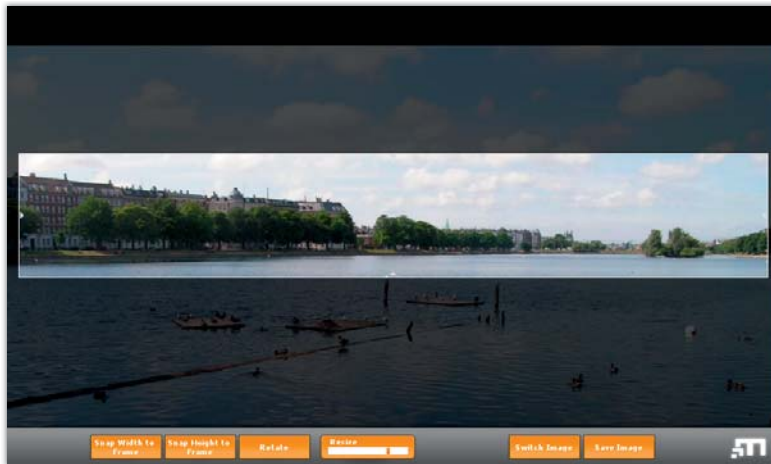
Click [Save](#) when you are done

8 It is easy to work with top images

To insert a top image on your website, click **Top image**



Click **Upload your own top image** and do exactly the same as when you inserted a picture into your text / image element



When you 'upload' your top image, it is automatically assigned to the page you edit right now. If you want to use the image on all pages, click the top image thumbnail and click

Add images to ALL pages



You will be asked if you are sure that you want it as top image on all of your pages. Click 'OK'

Your top image is now on all of your pages



You can also have different top images with different heights on all of your pages.

9 It is easy to work with page colors

To change the color on your home page, click

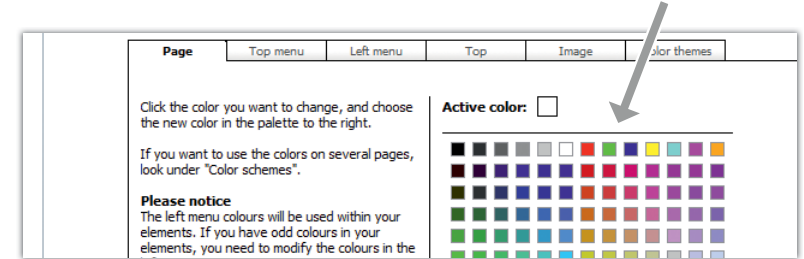


click on the 'area' on which you want to change the color

example Background color



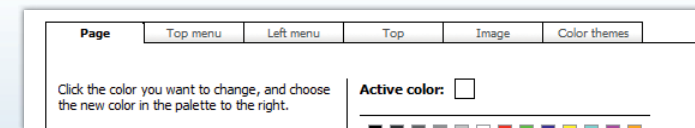
Now select the color you want as the background color



The color changes as soon as you click. So you can see how your page will appear.

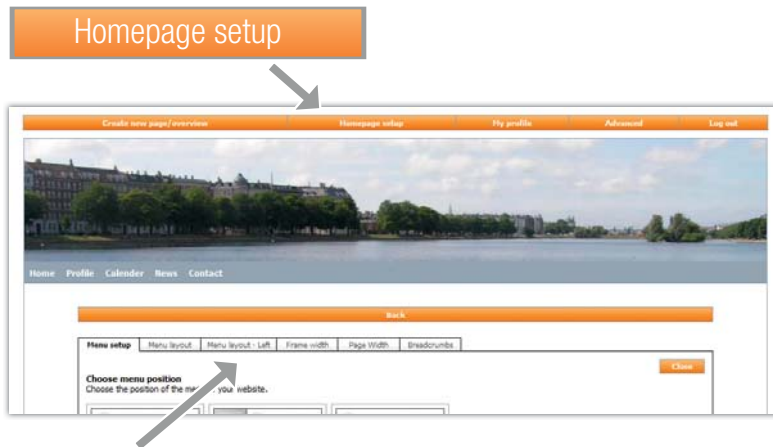


Note the tabs where you can change colors and other things with a few clicks.



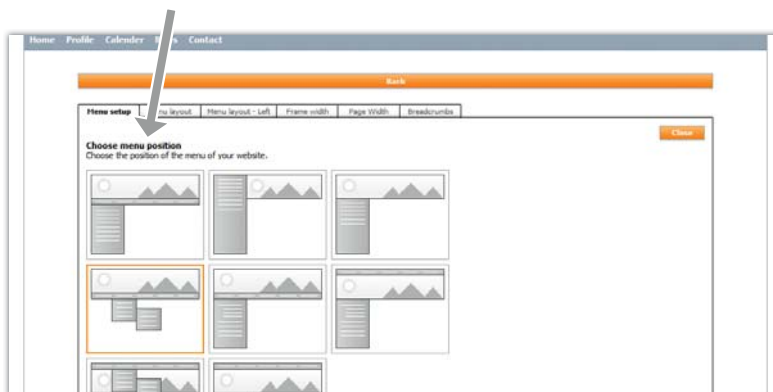
10 It is easy to change the homepage setup

To change the appearance of the website, click



Among other things you can change the menu setup, menu layout and frame width via the tabs.

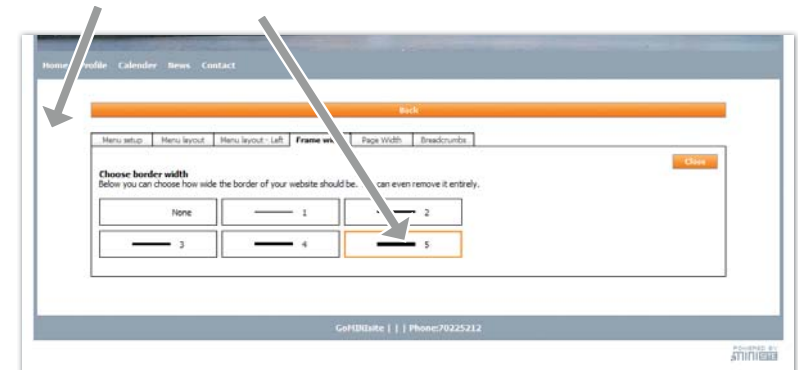
In the menu setup you can choose how you want your menu and top images placed on your website.



In the 'Menu layout - Top' you can choose what your top menu should look like:



In frame width, you can choose how wide the frame around your site should be. Below we have selected a frame width of 5 pixels:



Please note that the setup is effective for all the of pages on your website.

11 It is easy to optimize to Google

Many factors influence how you are placed in a Google search, and GoMINISite makes it a little easier for you to get a good rating.

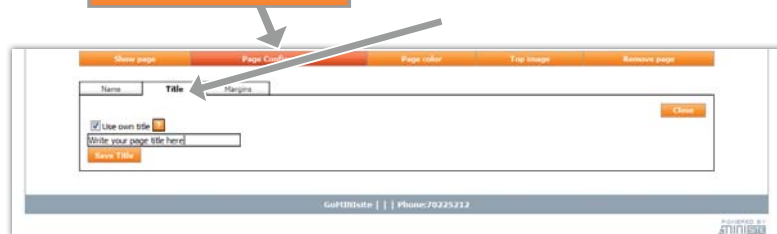
Write you own texts

Avoid copying texts from the web, and write you own unique texts. Preferably write in a personal style but make sure that you use the words that will identify you in Google.

Define your own page title

Google carefully reads your page titles. So you will have an advantage if you add the search words you want to be identified with.

Click **Page Configuration** and select the tab 'page title'



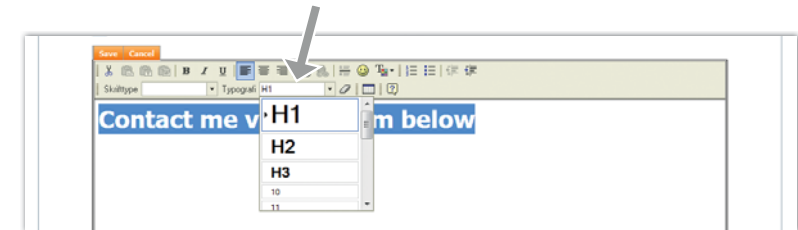
Put a checkmark in the 'use own text' and write your 'page title'

Click **Save Title**

We recommend that you write a unique page title for all pages of your website.

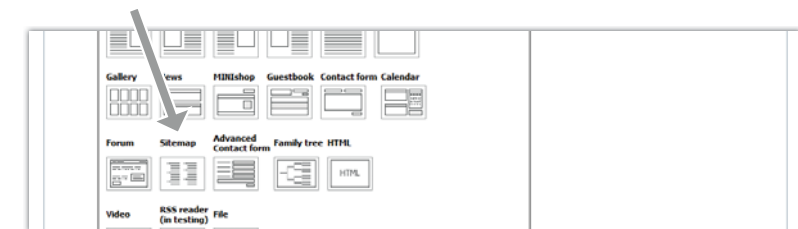
Highlight important headlines with 'Headline'

With GoMINISite you can mark a title and select the font size H1, H2 or H3. You should only have one 'H1' heading on each page, but you can use more 'H2' and 'H3'.



Insert a page with the element 'Sitemap'

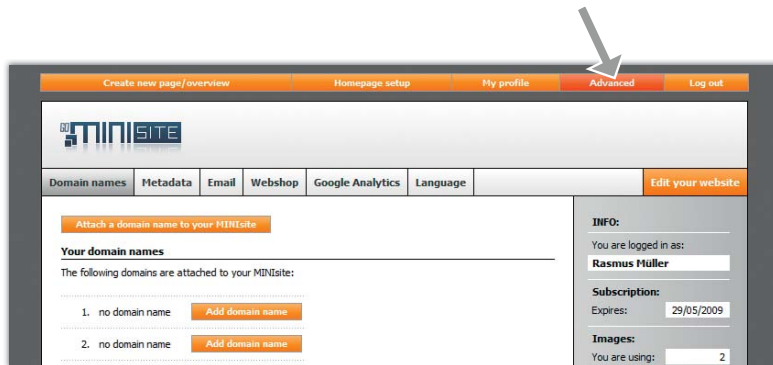
Google 'likes' that you have a 'Sitemap' on your website. This way Google can more easily cope with the structure of the website. Create a page that you call 'Sitemap' and insert the element 'Sitemap' on it.



With GoMINISite you can easily optimize your page in relation to Google – and you do not have to be a web programmer

12 It is also easy to be an advanced user

Click **Advanced** and you get access to exciting features that will help you create an even better website.



Domain name - get your own www address

You created your GoMINISite website without having your own domain name – but in return you got started very fast. Advanced functions allow you to assign your own domain name to your homepage.

Your own webshop - Sell online

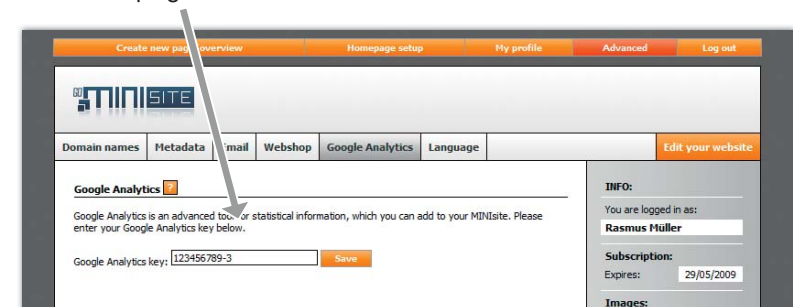
GoMINISite offers you a complete webshop which is as easy to create and maintain as the functions you have seen until now.

Contact GoMINISite at phone number +45 70 22 52 12 when you are ready to get your own webshop with credit card payment solution. We are among the cheapest.

Google Analytics - Who visits you?

With the statistics service Google Analytics you can get an overview of the traffic on you website, and you can analyze how you can improve it:

- Create a Google Account
- Under 'My Account' select 'Analytics' and follow the instructions.
- Receive your Google Analytics code and paste it into your homepage



Help is always nearby

When you see **?** this you can click on it and get help. With your GoMINISite you also get free telephone support.



With GoMINISite you get a professional standard solution - you do not depend on others and this way you save time and money

13 About GoMINISite

GoMINISite mission

We want to demystify what it is to have your own website. It should be easy, it should not cost a fortune, and your website should be an asset.

So GoMINISite is for you if you do not want to depend on others, and want to maintain your own website in a simple and easy way.

Who can benefit from GoMINISite?

Everybody who wants a website which is easy to update and does not require knowledge of web programming or other complex IT knowledge.



So you should consider GoMINISite if you are self-employed, running a business or helping out in a non profit organisation. Also people employed in large companies can be in need of a quick and professional web solution. Well, almost everybody should seriously consider GoMINISite.

Visit www.gominisite.com - try it out, and find out what GoMINISite can do for you. It will cost you nothing. And if you have questions, do not hesitate to call or write to us.

Support - when you are a GoMINISite user

As a GoMINISite user you have access to free telephone support. So just call if you have questions about the use of the solution.

Contact GoMINISite

Call GoMINISite today at phone number +45 70 22 52 12 and ask for the sales department. Then we will find the right solution for you.

Our office has daily opening hours
9:00 to 16:00, Monday to Thursday
9:00 to 15:00, Friday

Outside our normal business hours you can write a mail to info@gominisite.com

GoMINISite

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