

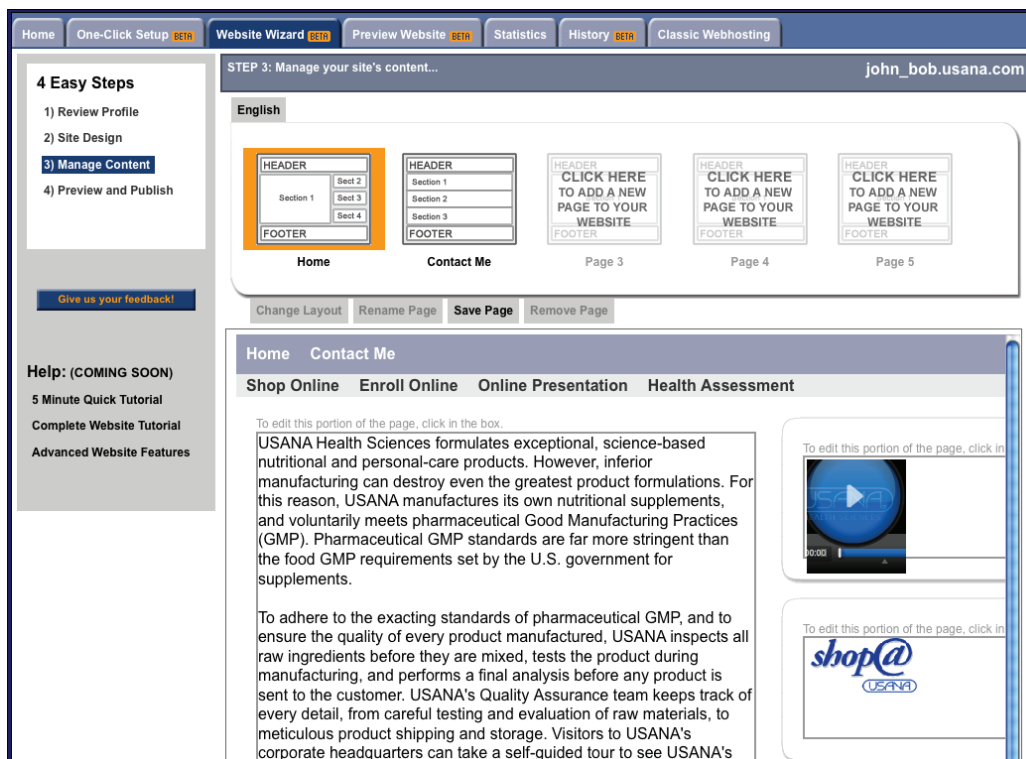
Content Management

Step 1: Choosing Your Layout



Using columns **A**, **B**, & **C** above, choose your *layout, design, and option*, in that order. Once you have chosen your layout, use the Quick Preview (**D**) on the right hand side of the page to preview your design.

Now you are ready to begin editing your web content. Viewing the page below, you will notice that you now have two pages that have been created for your website automatically ("Home" & "Contact Me"). Use your cursor to select which page you could like to change the content of, then click on the window below (**A**, **B**, **C**, or **D**) to edit the information.

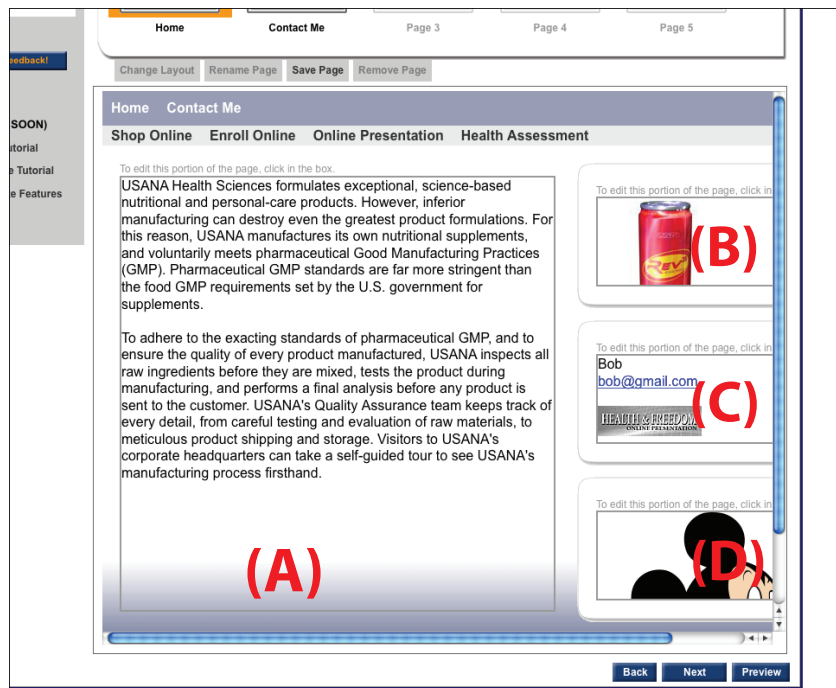


Home: The home template is chosen when you first build your site.

If you built your site in one-click, the default home template will be your current home. If you built your site using Website Wizard, you were given the option to choose a home layout, and design. You can change your home layout and design by going back to the “Site Design” link in the box to the upper left.

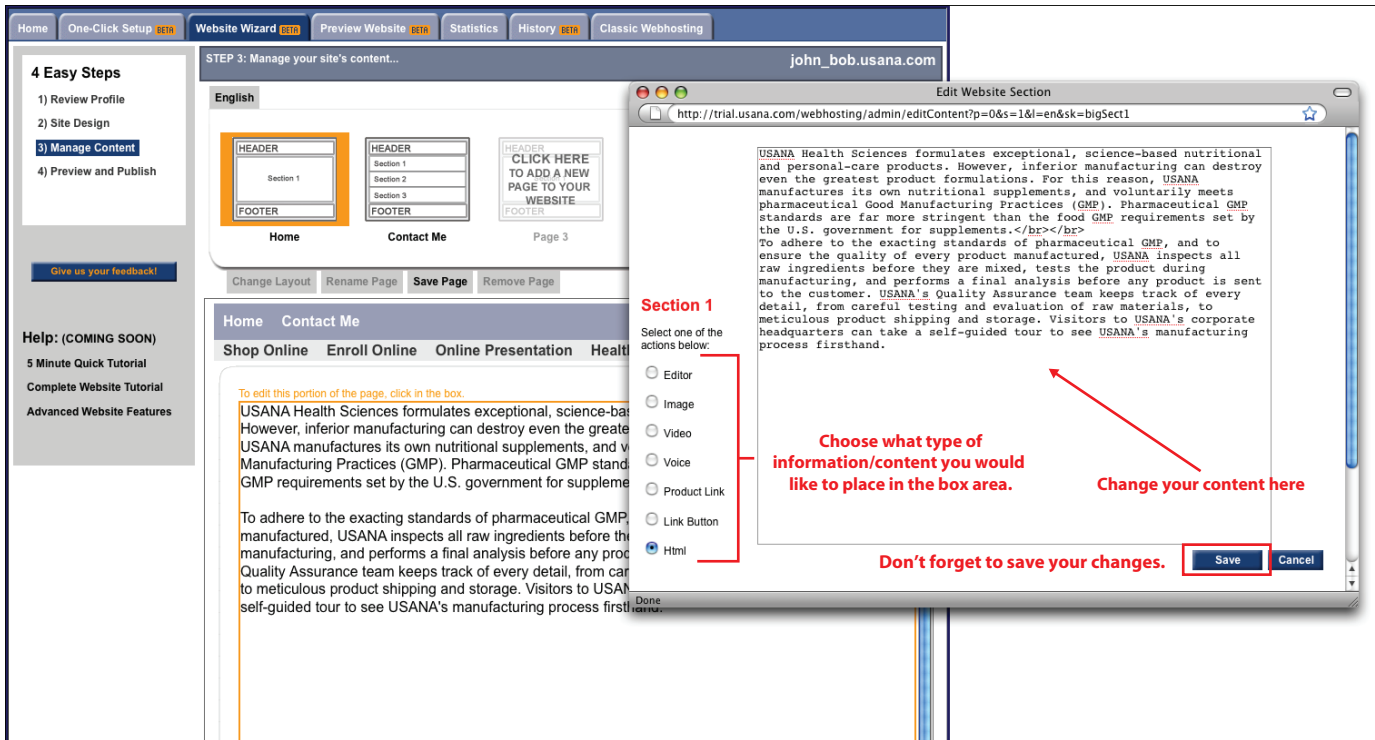
Contact Me: You cannot change the layout or design on your “Contact Me” page. This page is automatically generated based on the information that was filled out at the beginning of creating the site. You can review and edit your profile info (name, phone, fax, email, home page picture) in the “Review Profile” link in the box to the upper left.

Adding a new page: To add a new page, click one of the boxes that say “Click Here to add a new page to your website”. A pop-up window will appear with an option to choose the layout. You must also name this page using the text box below the layout choices. Your header and footer will use original design scheme that was chosen (this can be edited in the “Site Design” section) for all pages that you create this way.



Step 2: Editing Your Website Content

Clicking on the windows (ex. A, B, C, or D.) will then open another pop-up window (pictured below), which will give you a variety of editing options to choose from. On the left hand side of the box, there are several radio buttons indicating the different types of pages you can choose from. Refer to “Content Editor” tutorial for more in-depth information on web content editing.



Editor works like most text editors, You can:

- Cut and paste
 - Bold, italicize, and underline
 - Choose font type, size, format, color
 - Create links
 - Bullet or number lists
 - Align text
 - Add images
 - Edit HTML using the "source" button which can be toggled on and off
 - And much more...
- **Image** allows you to manage images
 - **Video** allows you to search and add Official USANA videos to your page.
 - **Voice** allows you to create and add audio to your page.
 - **Product link** will place a product link on your page.
 - **Link button** are different graphical links to their respective information sites.
 - **HTML** allows you to write a pure HTML document
 - **Themes** allow you to add a banner to your page

Step 3: Preview & Publish

Once you have chosen the items you would like viewed on your website, click **Save** in the bottom right of pop-up window, and then **Preview** in the bottom right of the main window to view your changes.

****Make sure to click “Publish” when you are finished editing each page, otherwise your changes will not be saved.** Repeat this process for every page you would like to edit (i.e. Home, Contact Me, etc.).

The screenshot shows the 'Preview and Publish' step of the website wizard. The navigation bar includes 'Home', 'One-Click Setup BETA', 'Website Wizard BETA', 'Preview Website BETA', 'Statistics', 'History BETA', and 'Classic Webhosting'. The main content area is titled 'STEP 4: Preview and Publish your website...' and 'example_page.usana.com'. It features three main sections: 'Preview your Website' (with a blue header), 'Publish your Website *' (with an orange header), and 'Undo the latest changes to your Website' (with a blue header). Each section contains descriptive text and instructions. A 'Back' button is located at the bottom center. On the left sidebar, there are '4 Easy Steps' listed, with '4) Preview and Publish' selected. Below the steps are links for 'Give us your feedback!', 'Help: (COMING SOON)', '5 Minute Quick Tutorial', 'Complete Website Tutorial', and 'Advanced Website Features'. At the bottom, there is a section for '3.4.1 Product Claims' with a scroll bar.

The screenshot shows the 'USANA Webhosting' interface. The navigation bar is the same as in the previous screenshot. The main content area is titled 'USANA Webhosting' and 'example_page.usana.com'. It features a large announcement box: 'Your website example_page.usana.com has been built and is available on the Internet! Click here to view your website on the Internet.' Below this, it asks 'Do you want to make changes to your website? There are 3 ways to do that. Please choose from the options below.' There are three options listed in separate boxes: 'Option 1 One-Click Website', 'Option 2 Website Wizard', and 'Option 3 Classic Webhosting'. Each option includes a brief description of the service. On the left sidebar, there are links for 'Give us your feedback!', 'Help: (COMING SOON)', '5 Minute Quick Tutorial', 'Complete Website Tutorial', and 'Advanced Website Features'.

Now that you have a basic understanding of how to edit the content of your default pages, you can now choose to add a new, or custom page to your website.

Using The Product Links Tool

Choosing A Product Link for Your Webpage

Clicking on the Product Link radio button in the Editor allows you to create a link on your web page to various USANA products. Choose the product you would like to feature on your site below, and click "Select" to add it to your page.

Section 1

Select one of the actions below:

Editor

Image


Video

Voice


Product Link

Link Button


Html




Rev3 Energy Drink 12pk, US



Rev3 Energy Surge 14pk, US



Rev3 Energy Surge Refill 28pk, US



***Please note you can only add one USANA item per content box**

Justification: Left

Product Description Placement: None

Rev3 Energy Drink 12pk, US

Search for Video

Search

Save Cancel

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- One Click setup
- Using the Website Wizard
- Transferring from Classic Webhosting to BETA Webhosting
- Using the advanced features
- More about website templates
- More about content management
- Using the content editor
- Using the html tool
- How to use videos
- Using USANA links
- Using product links
- Publishing your website and using history
- Managing images






Using The USANA Links Tool

Using The USANA Link Button Tool

Clicking on the Link Button radio button allows you to add a visual USANA products link to your page.

You may also choose to include your contact info in this area (i.e. email, phone)

Please select the Buttons you wish to display
These will take the prospect away from your website.

- Contact Info
- 
- 
- 
- 
- 

Section 1
Select one of the actions below:

- Editor
- Image
- Video
- Voice
- Product Link
- Link Button
- Html

Justification:

Select one or multiple links using the check boxes

Make sure to choose your link's justification before saving

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Using The Video Tool

Clicking on the Video radio button allows you to add video content to your web page. This tool allows you to search and add Official USANA videos to your page. You can also choose the size you would like your video to be by choosing your dimensions from the drop down box below.

The screenshot shows the 'Video' tool interface. On the left, 'Section 1' lists actions: Editor, Image, Video (selected), Voice, Product Link, Link Button, and Html. Below this is a scrollable list of video thumbnails. The first thumbnail is titled 'Matching Bonus' and the second is 'Changing Lives with Jeremy Stansfield'. The second thumbnail is highlighted with a red box and an arrow pointing to it with the annotation 'Use the arrow buttons to scroll through the available USANA videos'. The main video player shows a video titled '"Changing Lives" International Convention 2008' with a play button and a progress bar. To the right of the player are settings: 'Start Playing Automatically' (checkbox), 'Video Size: 320 X 280' (dropdown), 'Justification: Left' (dropdown), and 'Video Caption Placement: None' (dropdown). Below these is a text input field containing 'How did USANA change Tomas' life?' and a 'Search' button. A red box highlights the search area with the annotation 'Search for a USANA video using keywords'. At the bottom are 'Save' and 'Cancel' buttons. On the far right, a vertical scrollbar is shown with an arrow pointing to it and the annotation 'Choose the size and justification of your video'. Another arrow points to the 'Video Caption Placement' dropdown with the annotation 'Add a caption to your video if desired'.

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- One Click setup
- Using the Website Wizard
- Transferring from Classic Webhosting to BETA Webhosting
- Using the advanced features
- More about website templates
- More about content management
- Using the content editor
- Using the html tool
- How to use videos
- Using USANA links
- Using product links
- Publishing your website and using history
- Managing images

Managing Your Images

Step 1: Choose a box to edit

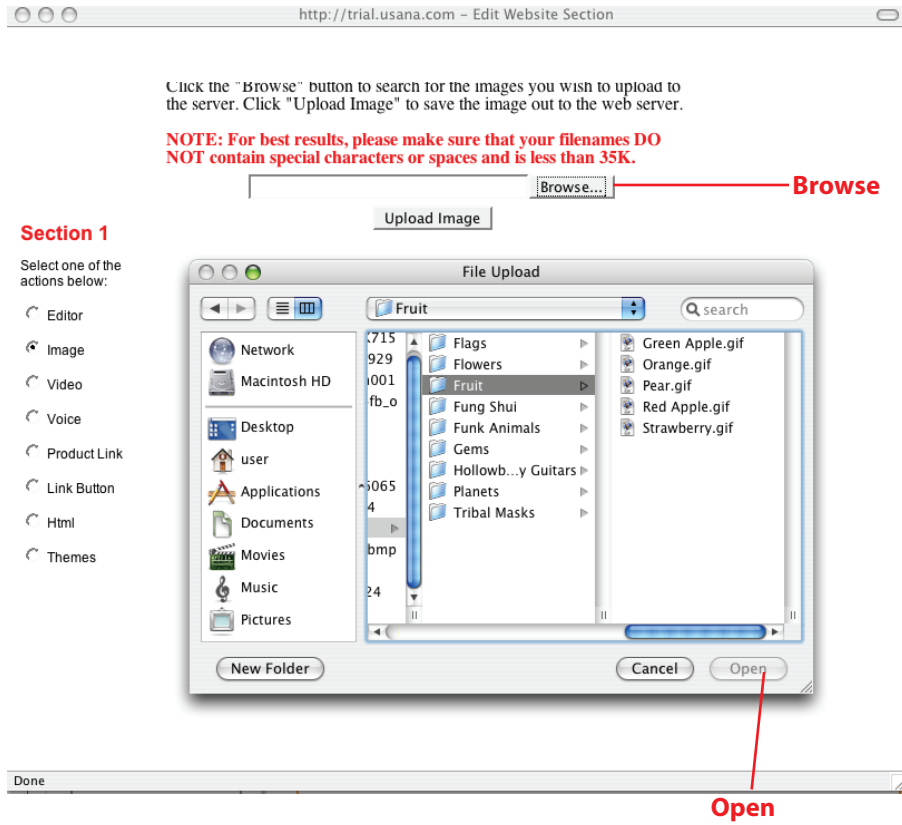
The screenshot shows a website management interface for 'robbieforsher.usana.com'. At the top, there are navigation tabs: Home, One-Click Setup (BETA), Website Wizard (BETA), Preview Website (BETA), Statistics, History (BETA), and Classic Webhosting. Below this is a sidebar with '4 Easy Steps': 1) Review Profile, 2) Site Design, 3) Manage Content (highlighted), and 4) Preview and Publish. A 'Give us your feedback!' button is also present. The main content area is titled 'STEP 3: Manage your site's content...'. It features a language selection bar (English, Spanish, French, Chinese, Japanese, Korean) and a grid of page layout boxes. The 'test' box is highlighted with an orange border. Below the grid are buttons for 'Change Layout', 'Rename Page', 'Save Page', and 'Remove Page'. The main editing area shows a preview of the 'test' page with a header, two sections, and a footer. The first section contains text about USANA Health Sciences. The second section contains text about Rev3 Energy drink. A red arrow points to the 'Image' radio button in the 'Section 1' options.

Step 2: Select the 'Image' radio button

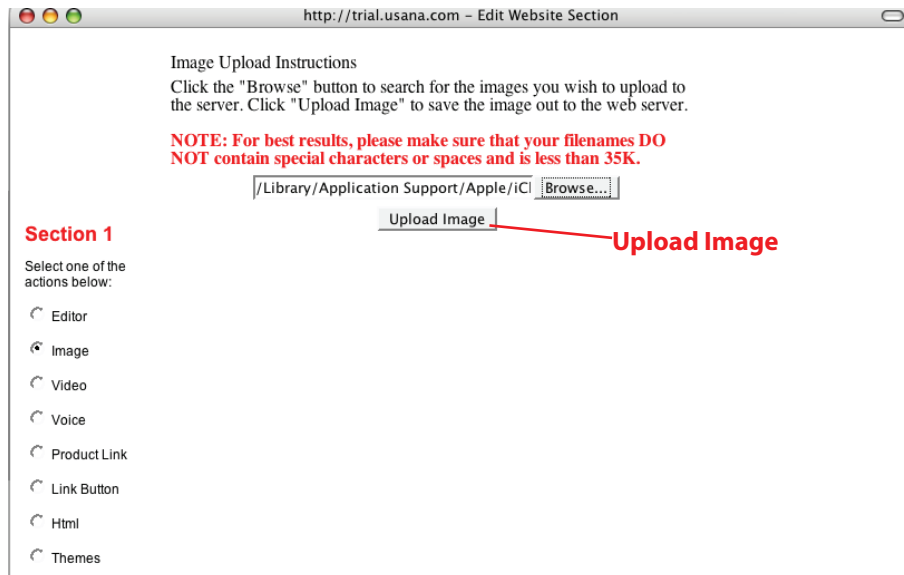
The screenshot shows a browser window at 'http://trial.usana.com - Edit Website Section'. The main content is 'Image Upload Instructions', which includes a 'Browse...' button and an 'Upload Image' button. Below this is a section titled 'Section 1' with the instruction 'Select one of the actions below:'. A list of actions is provided: Editor, Image (selected with a red arrow), Video, Voice, Product Link, Link Button, Html, and Themes. At the bottom of the browser window, the status bar shows 'Done'.

Step 3: Upload Your Image

Click on the Browse button. This will open a pop-up window that you can use to navigate to the picture you want to upload to your site. Once you find the image to upload, click the Open button.

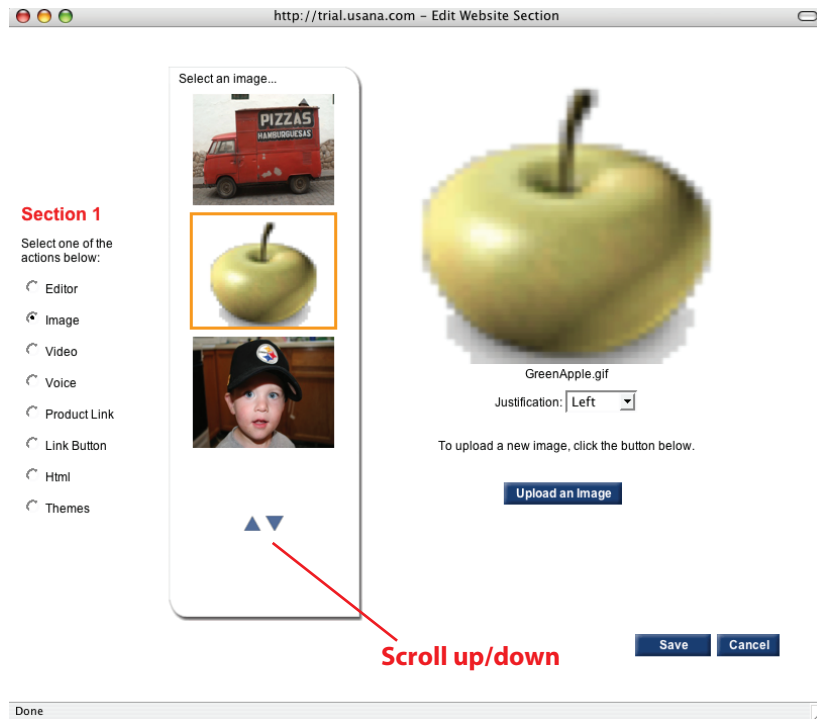


Step 4: Press Upload Image



Step 5: Finding The Uploaded Image

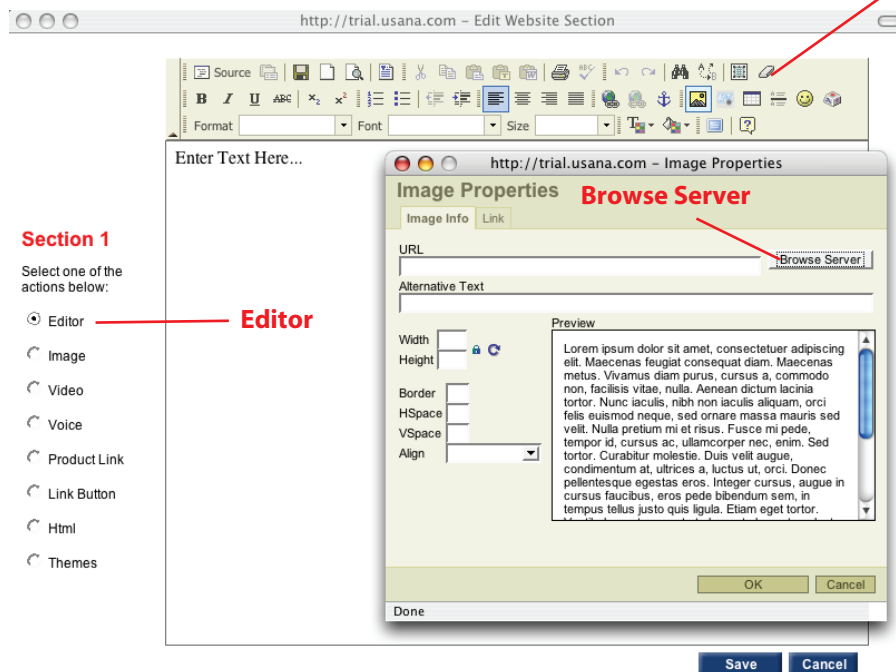
Your image can now be found in your images area by using the scroll buttons on in the wizard for access now and/or later.



Note: You can also use the editor to manage images

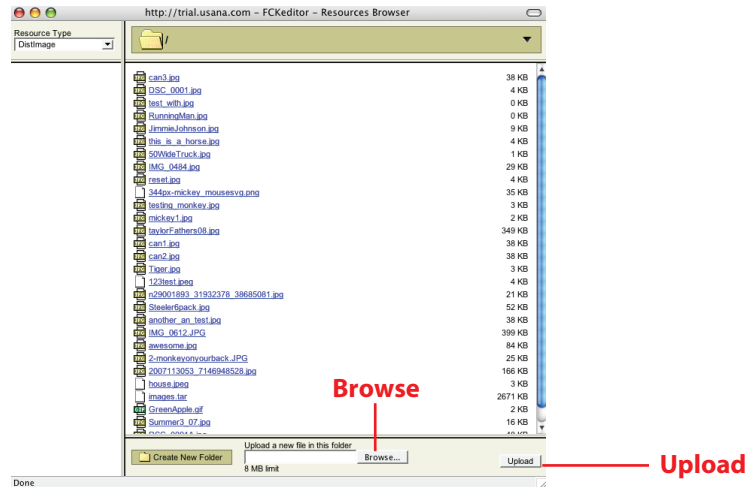
Step 1: Using the Editor to Manage Images

Click the images button, then press browse



Step 2: Browsing For Your Image

The pop-up window will show you what is currently on your server to upload an image you can use the browse and upload buttons the same way it is explained above



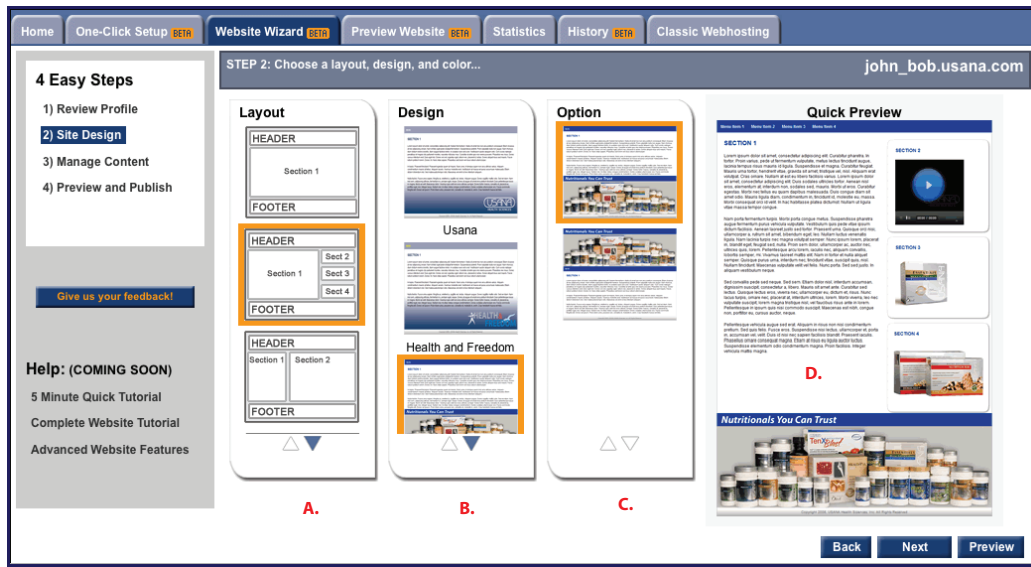
Congratulations! You have now completed the **Managing Images Tutorial**.

For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

More About Advanced Features & Choosing Your Template

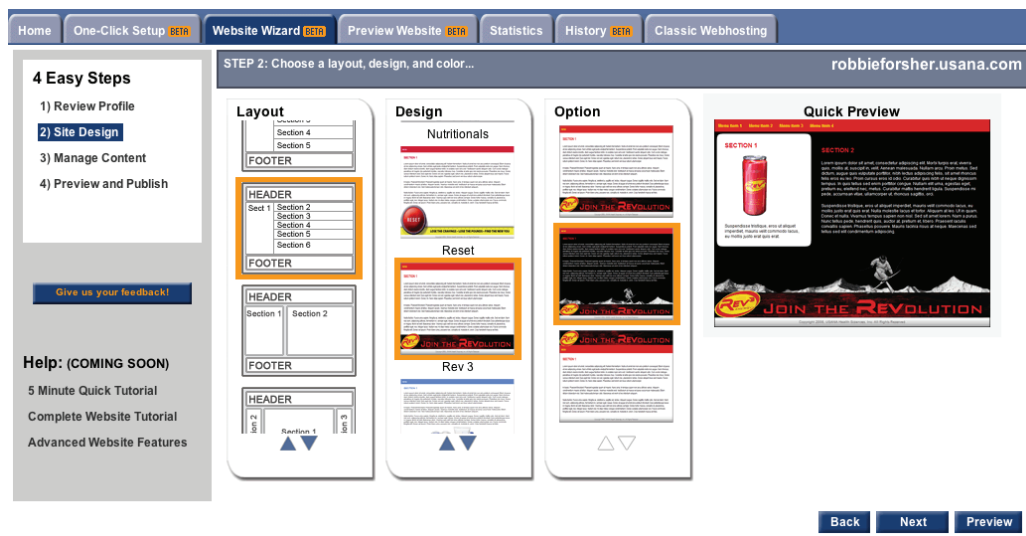


You can begin to create the look and feel of your website.

Using columns **A**, **B**, & **C** above, choose your *layout*, *design*, and *option*, in that order. Once you have chosen your layout, use the Quick Preview (**D**.) on the right hand side of the page to preview your design.

The most important item to note in the section is that your a combination of your choices in **B** will change your options in **C**. Your choice in **A** will be the layout for your Home, the other pages you create will have the same design and option, but give you a choice of layout at the time of its creation.

Once you are satisfied with your changes, use the Next button at the bottom right-hand corner of the page to begin editing your website's content.



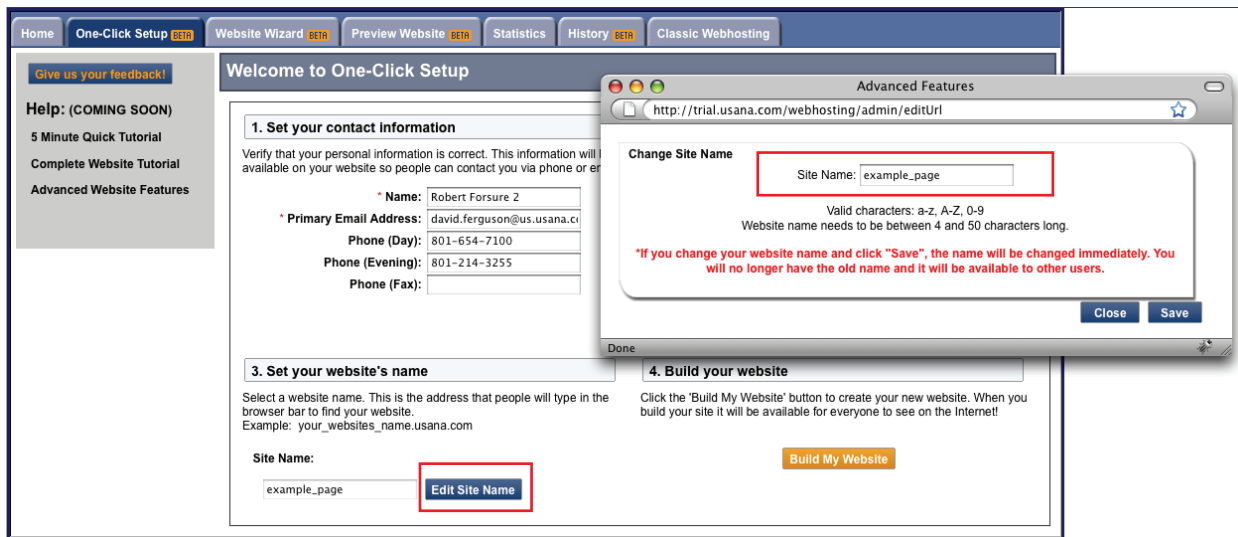
The picture above is an example of how changing **B** changes your options in **C**.

Using The One-Click Setup

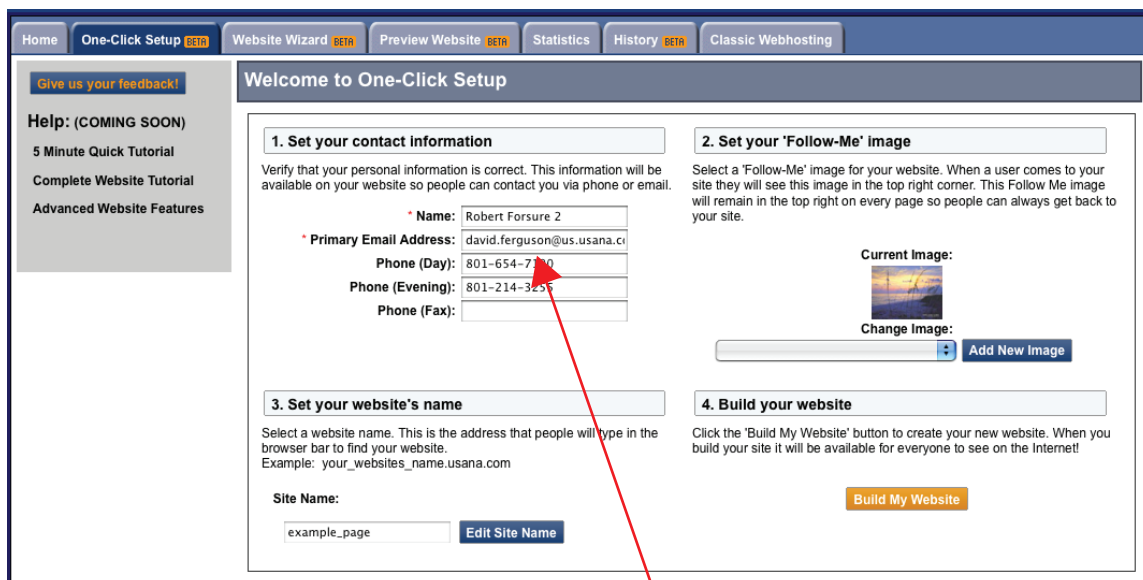
Step 1: Edit Site Name

Begin by clicking on the "Edit Site Name" button. This will open a new pop-up window, prompting you to either create or confirm the name of your website. After you have chosen a name for your website, click save to close the pop-up box.

It is important to note that changing the name of your website will overwrite your website content, so make sure you are comfortable with your site name before customizing your content.



Step 2: Edit Your Profile Information



After confirming the name of your website, you must then fill in your Email Address, & Phone (Day, Evening & Fax). This will be the contact information for your customers to see when they visit your website. Please note items denoted with a red asterisk are required.

Step 3: Select A Profile Image

Now that you have entered in your contact information, you can choose to upload a profile photo.

Home One-Click Setup **ESTB** Website Wizard **BETA** Preview Website **BETA** Statistics History **BETA** Classic Webhosting

[Give us your feedback!](#)



Help: (COMING SOON)
5 Minute Quick Tutorial
Complete Website Tutorial
Advanced Website Features

Welcome to One-Click Setup

1. Set your contact information
Verify that your personal information is correct. This information will be available on your website so people can contact you via phone or email.

* Name: Robert Forsure 2
* Primary Email Address: david.ferguson@us.usana.ci
Phone (Day): 801-654-7100
Phone (Evening): 801-214-3255
Phone (Fax):

2. Set your 'Follow-Me' image
Select a 'Follow-Me' image for your website. When a user comes to your site they will see this image in the top right corner. This Follow Me image will remain in the top right on every page so people can always get back to your site.

Current Image: 
Change Image:  Add New Image

3. Set your website's name
Select a website name. This is the address that people will type in the browser bar to find your website.
Example: your_websites_name.usana.com

Site Name:
example_page Edit Site Name

4. Build your website
Click the 'Build My Website' button to create your new website. When you build your site it will be available for everyone to see on the Internet!

Build My Website

Using the browse button, choose an image you would like to upload to your website. (Refer to the managing images tutorial for more in-depth information on uploading and accessing images.)

Home One-Click Setup **ESTB** Website Wizard **BETA** Preview Website **BETA** Statistics History **BETA** Classic Webhosting

[Give us your feedback!](#)



Help: (COMING SOON)
5 Minute Quick Tutorial
Complete Website Tutorial
Advanced Website Features

Welcome to One-Click Setup

1. Set your contact information
Verify that your personal information is correct. This information will be available on your website so people can contact you via phone or email.

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2. Set your 'Follow-Me' image
Select a 'Follow-Me' image for your website. When a user comes to your site they will see this image in the top right corner. This Follow Me image will remain in the top right on every page so people can always get back to your site.

Current Image: 
Change Image:  Add New Image

3. Set your website's name
Select a website name. This is the address that people will type in the browser bar to find your website.
Example: your_websites_name.usana.com

Site Name:
example_page Edit Site Name

4. Build your website
Click the 'Build My Website' button to create your new website. When you build your site it will be available for everyone to see on the Internet!

Build My Website

After you are finished filling in your information and have chosen a profile picture, click on the Build My Website button to finish creating your web page.

Step 4: Preview & Publish

You should now be able to see a preview of your website by clicking on the outlined link in the window below. When you are finished previewing, **make sure to click “Publish” in the middle of the page to save your website.** If you do not click “Publish” after previewing, visitors will not be able to view your website.

The screenshot shows the USANA Webhosting interface. At the top, there are navigation tabs: Home, One-Click Setup (BETA), Website Wizard (BETA), Preview Website (BETA), Statistics, History (BETA), and Classic Webhosting. The main content area displays a confirmation message: "Your website example_page.usana.com has been built and is available on the Internet! Click here to view your website on the Internet." Below this, there is a question: "Do you want to make changes to your website? There are 3 ways to do that. Please choose from the options below." Three options are listed: Option 1 (One-Click Website), Option 2 (Website Wizard), and Option 3 (Classic Webhosting). The "example_page.usana.com" link is highlighted with a red box.

Congratulations! You have now finished building your USANA webpage. Click on the link underlined above to see your published website, and to link others to it.

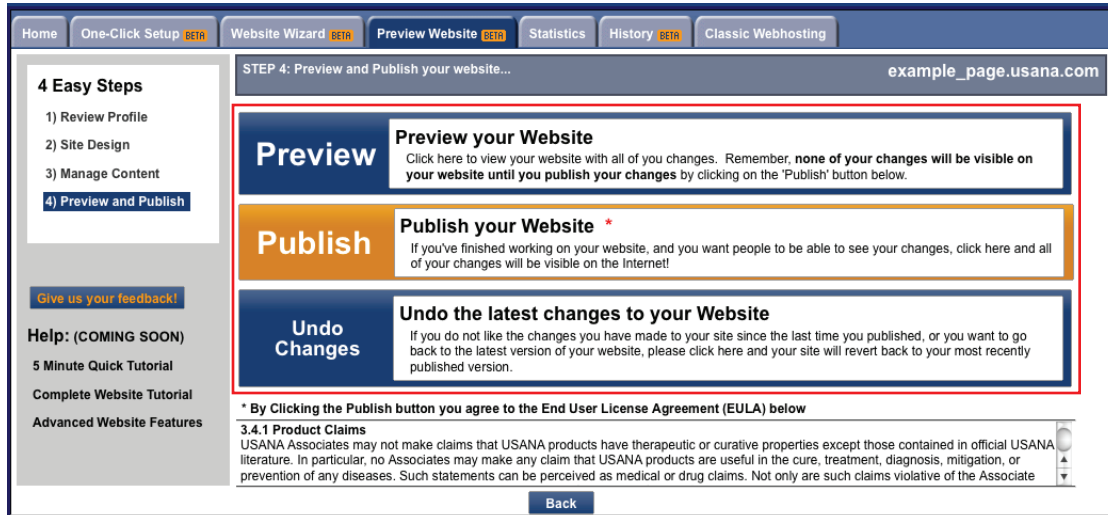
Please note that this is a basic walkthrough of the **One-Click Setup** system, and if you should refer to the **Website Wizard Tutorial** if you would like to customize your website further. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Publishing Website / Using History

Continue to Preview



Once you have completed editing the content of your website, and clicked the “Next” button, you will be taken to a page that looks like the above screenshot. From here, you are able to choose to **preview** your site before you publish, **undo your changes**, or **publish** the changes you have made to your website.

The History Tab

The History tab will take you to a section that contains a restore tool. Just in case you made a mistake, or want to revert back to a website you made in the past for any other reason, you can view and restore it here.

Step 1: Click the picture thumbnail of the page you would like to get a closer view of.

Step 2: If this is the site you want to restore, press the Restore button, otherwise you can look at a different site by repeating Step 1

Step 3: When you click the restore button it will restore your site, and take you back to the home page where you can navigate to the editor or log out.

Congratulations! You have now completed the **Publishing Your Website and Using History Tutorial**. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Transfer Classic Website To BETA

Step 1: Your First Login

The screenshot shows the 'Classic Webhosting' interface for trans6000.usana.com. The top navigation bar includes tabs for Home, One-Click Setup (BETA), Website Wizard (BETA), Preview Website (BETA), Statistics, History (BETA), and Classic Webhosting (selected). A left sidebar contains a 'Help: (COMING SOON)' section with links for a 5 Minute Quick Tutorial, Complete Website Tutorial, and Advanced Website Features, along with a 'Give us your feedback!' button. The main content area is titled 'Classic Webhosting' and lists new features: new page templates and layouts, more pages beyond 'My Story', videos, and improved editing tools. It offers two paths: 'Click here to use the Classic Editor' (with a button) and 'Use the New, Advanced Editor'. The 'Use the New, Advanced Editor' section has two buttons: 'Click here to Demo' and 'Click here to Transfer'. Red annotations highlight the 'Click here to Demo' button with the text 'Click here to demo the new system' and the 'Click here to Transfer' button with the text 'Click here to convert your website to the new system'.

When you log in to the new webhosting site for the first time, you will see the above page. Click on either of the outlined buttons to transfer your site to the new Webhosting system. Clicking the top button will allow you to demo the new system without changing your classic webshosting website, while the bottom button will transfer your existing web site to the new system.

- **You are in the Classic Webhosting tab**, all other tabs are disabled at this point.
- **Classic Editor button:** Allows you to go to the Classic Editor and continue to host your site with those tools
- **Demo button:** Allows you to try out the new tools without losing any of your data
- **Transfer button:** Will move your URL (associate.usana.com), to the new webhosting site

Step 2: Clicking the Transfer Button

The screenshot shows a web browser window with a navigation bar at the top containing links for Home, One-Click Setup (BETA), Website Wizard (BETA), Preview Website (BETA), Statistics, History (BETA), and Classic Webhosting. The main content area has a header with 'USANA Webhosting' and the URL 'trans6000.usana.com'. A central message states: 'Your website trans6000.usana.com has been transferred and is available on the Internet! Click here to view your website on the Internet.' Below this, it asks 'Do you want to make changes to your website? There are 3 ways to do that. Please choose from the options below.' Three options are listed: Option 1: One-Click Website (described as the easiest way to build a website); Option 2: Website Wizard (described as a powerful tool with a simple interface); and Option 3: Classic Webhosting (described as old software to be phased out). A left sidebar contains a 'Give us your feedback!' button and a 'Help: (COMING SOON)' section with links for '5 Minute Quick Tutorial', 'Complete Website Tutorial', and 'Advanced Website Features'.

Clicking the Transfer button will move your URL and open this page. Use the buttons in the middle of the page to navigate.

- **One-Click Setup***: Creates a simple page with your information on it. Quick, but minimal web site customization.
- **Website Wizard***: Creates a more detailed page and contains tools that help you create pages, and add multimedia, text, and links.
- **Classic Webhosting***: Transfer your site back to the old system.

Clicking the Demo Button

The screenshot shows the 'Website Wizard' interface in 'Demo mode'. At the top, a navigation bar includes 'Home', 'One-Click Setup BETA', 'Website Wizard BETA', 'Preview Website BETA', 'Statistics', 'History BETA', and 'Classic Webhosting'. A prominent orange banner reads 'Demo mode - None of the changes you make will be saved to your web site.' Below this, a progress bar indicates 'Step 1: Review your profile...' and the domain 'robbieforsher.usana.com'. The main content area contains a form with the following fields: 'Site Name' (robbieforsher), 'Name' (Robert Forsure 2), 'Primary Email Address' (david.ferguson@us.usana.), 'Phone (Day)' (801-654-7100), 'Phone (Evening)' (801-214-3255), 'Phone (Fax)' (801-352-4571), and 'Select Default Language' (English). There is also a 'Select Available Languages' section with checkboxes for English, Français, 日本語, Español, 中文, and 한국어. A 'USANA HEALTH SCIENCES INDEPENDENT ASSOCIATE' logo is displayed on the right. A 'Product Images' dropdown and an 'Upload an Image Browse' button are also present. A 'Next' button is located at the bottom right. On the left sidebar, there are sections for '4 Easy Steps' (1) Review Profile, 2) Site Design, 3) Manage Content, 4) Preview and Publish), a 'Give us your feedback!' button, and a 'Help: (COMING SOON)' section with links to '5 Minute Quick Tutorial', 'Complete Website Tutorial', and 'Advanced Website Features'. An 'Advanced Features' button is also visible at the bottom left of the main form area.

Clicking the Demo button will allow you to try out the new tools without actually changing your website. If you decide you like it, you will need to go to the Classic Webhosting tab and click the transfer button to utilize the tools within this demo.

*Please note there are other tutorials that explain how to use each of the tools in the new Webhosting site.

Using The Content Editor

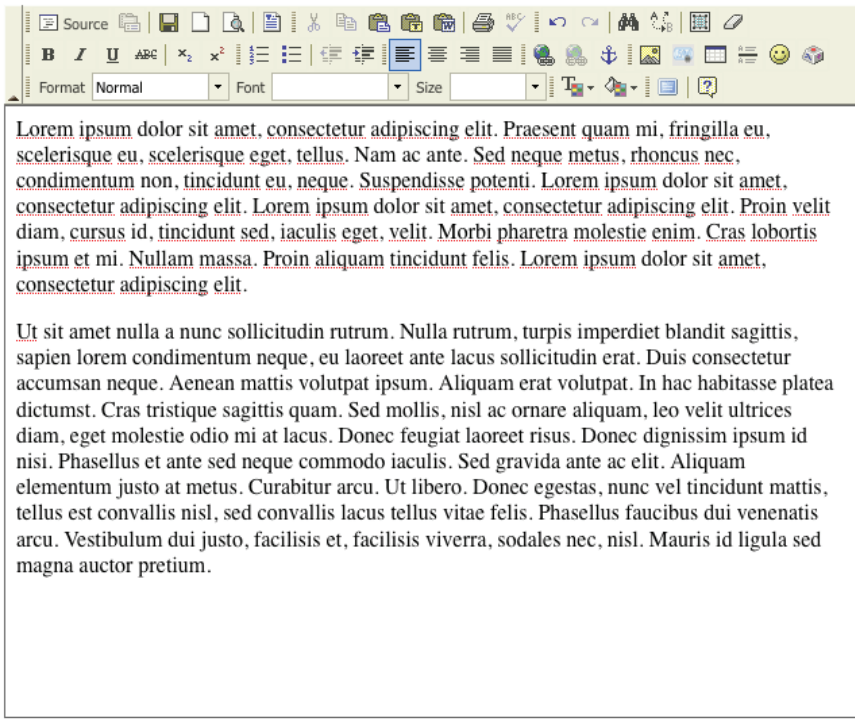
Getting Acquainted With Your Tools

In the content editor that pops up when you select a box to edit on your page there are a variety of different tools you can use to edit your content. Please note that you can only use one action for every content box you edit. (i.e. If you choose to put in a video, you can not put an image in the same box.)

Your web content editing tools

Section 1
Select one of the actions below:

- Editor
- Image
- Video
- Voice
- Product Link
- Link Button
- Html



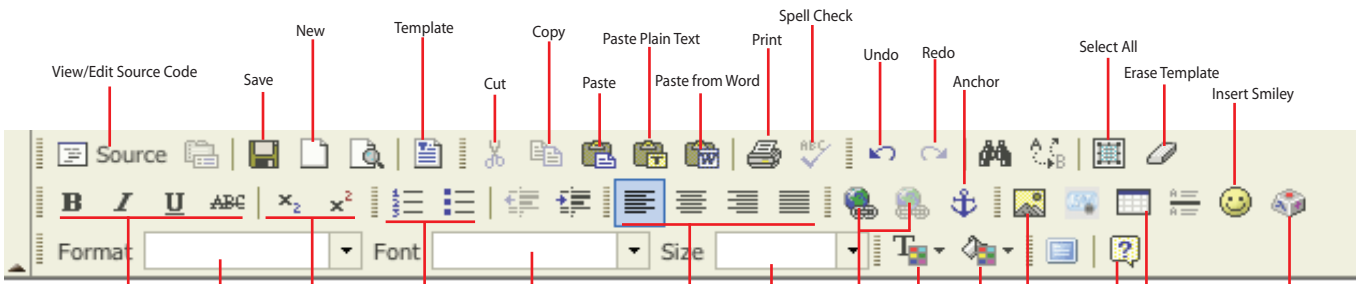
Format: Normal | Font: | Size: |

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent quam mi, fringilla eu, scelerisque eu, scelerisque eget, tellus. Nam ac ante. Sed neque metus, rhoncus nec, condimentum non, tincidunt eu, neque. Suspendisse potenti. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin velit diam, cursus id, tincidunt sed, iaculis eget, velit. Morbi pharetra molestie enim. Cras lobortis ipsum et mi. Nullam massa. Proin aliquam tincidunt felis. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Ut sit amet nulla a nunc sollicitudin rutrum. Nulla rutrum, turpis imperdiet blandit sagittis, sapien lorem condimentum neque, eu laoreet ante lacus sollicitudin erat. Duis consectetur accumsan neque. Aenean mattis volutpat ipsum. Aliquam erat volutpat. In hac habitasse platea dictumst. Cras tristique sagittis quam. Sed mollis, nisl ac ornare aliquam, leo velit ultrices diam, eget molestie odio mi at lacus. Donec feugiat laoreet risus. Donec dignissim ipsum id nisi. Phasellus et ante sed neque commodo iaculis. Sed gravida ante ac elit. Aliquam elementum justo at metus. Curabitur arcu. Ut libero. Donec egestas, nunc vel tincidunt mattis, tellus est convallis nisl, sed convallis lacus tellus vitae felis. Phasellus faucibus dui venenatis arcu. Vestibulum dui justo, facilisis et, facilisis viverra, sodales nec, nisl. Mauris id ligula sed magna auctor pretium.

Save Cancel

The Editor Tool



View/Edit Source Code | Save | New | Template | Copy | Paste Plain Text | Print | Spell Check | Undo | Redo | Anchor | Select All | Erase Template | Insert Smiley

Format: | Font: | Size: |

Format Text | Font Style | Font Size | Font Color | Insert Picture | Insert Special Character

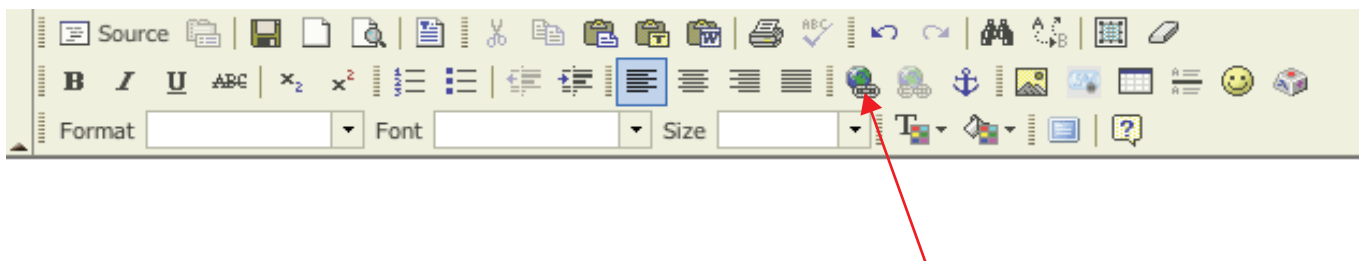
Subscript/Superscript | Align Text | Create/Break Link | Fill Color | Make Table

Bold, Italic, Underline, Strikethrough | Numbered/Bulleted Lists | Help

The Editor works like most text editors, and has most of the tools you're familiar with using when working with word processing. For instance, some of content editing tools available to you include:

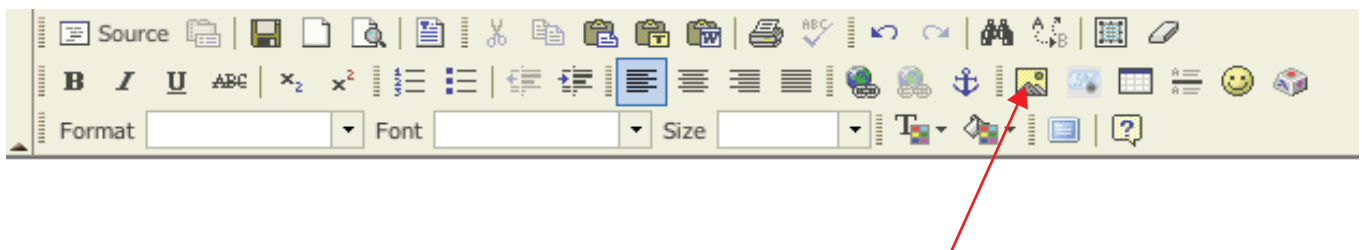
- **Cut and paste**
- **Bold, italicize, and underline**
- **Choose font type, size, format, and color**
- **Create links to other websites**
- **Bullet or number lists**
- **Add images to your page**
- **Edit HTML using the "source" button which can be toggled on and off**
- **And much more...**

Creating A Web Link In Editor



To create a link, highlight the text you would like to have as the link (i.e. click here) then click the world icon with the chain in front of it.

Inserting An Image Using Editor



The Insert Image tool allows you to add images to your page content. By clicking on the icon, a dialogue window will pop up, allowing you to choose an image from your computer to add to your web page.

Using The Image Tool

Clicking on the Image radio button allows you to manage images within your web page. From here, you can pick and upload images to display on your website for the content box you selected.

Section 1
Select one of the actions below:

- Editor
- Image
- Video
- Voice
- Product Link
- Link Button
- Html

Select an image...

344px-mickey_mousesvg.png
Justification: Left

To upload a new image, click the button below.

Upload an Image Click here to upload images from your own computer

Use the arrow buttons to scroll through the images you have already uploaded

Make sure to choose your image justification before saving

Save Cancel

Using The Video Tool

Clicking on the Video radio button allows you to add video content to your web page. This tool allows you to search and add official USANA videos to your page. You can also choose the size you would like your video to be by choosing your dimensions from the drop down box below.

Section 1
Select one of the actions below:

- Editor
- Image
- Video
- Voice
- Product Link
- Link Button
- Html

Matching Bonus
Make the most of USANA's new matching bonus

Changing Lives with Jeremy Stansfield

How did USANA change Tomas' life?

Choose the size and justification of your video

Start Playing Automatically

Video Size: 320 X 280

Justification: Left

Video Caption Placement: None

How did USANA change Tomas' life?

Search for Video

Search

Save Cancel

Use the arrow buttons to scroll through the available USANA videos

Add a caption to your video if desired

Search for a USANA video using keywords

Using The Voice Tool

Clicking on the Voice radio button allows you to create and add audio to your page.

Don't Include a Voice File | Play

New Voice Recording | New Phone Recording

Justification: Left

Next | Cancel

Choose from the files you have created and preview them

Choose how you would like to create your recording (on a phone or computer mic)

- **“New Voice Recording”** will take you to another page. There, click on **“Make Voice Recording”**. This option will record from the microphone on your computer. Click **“Save”** after naming and recording your message.

- **“New Phone Recording”** will give you the phone number and a PIN for the recording. Call and record your message using this automated system, then name the recording and click **“Save”** when you are finished.

Using The Product Link Tool

Clicking on the Product Link radio button allows you to create a link on your web page to various USANA products. Choose the product you would like to feature on your site below, choose your desired caption placement, and click **“Save”** to add it to your page.

Section 1

Select one of the actions below:

Editor
Image
Video
Voice
Product Link
Link Button
Html

Rev3 Energy Drink 12pk, US

Rev3 Energy Surge 14pk, US

Rev3 Energy Surge Refill 28pk, US

Rev3 Energy Drink 12pk, US

***Please note you can only add one USANA item per content box**

Justification: Left

Product Description Placement: None

Rev3 Energy Drink 12pk, US

Search for Video

Search

Save | Cancel






Using The Link Button Tool

Clicking on the Link Button radio button allows you to add a visual USANA products link to your page.

You may also choose to include your contact info in this area (i.e. email, phone)

Section 1
Please select the Buttons you wish to display
These will take the prospect away from your website.

Select one of the actions below:

- Contact Info
- 
- 
- 
- 
- 

Select one or multiple links using the check boxes

Make sure to choose your link's justification before saving

Justification:

Using The HTML Tool

Clicking on the HTML radio button allows you to add your own HTML code to your web page. Please note that unless you have an advanced knowledge of HTML, usage of this tool is not suggested for the average user.

Section 1
Select one of the actions below:

-
-
-
-
-
-
-

`USANA Health Sciences formulates exceptional, science-based nutritional and personal-care products. However, inferior manufacturing can destroy even the greatest product formulations. For this reason, USANA manufactures its own nutritional supplements, and voluntarily meets pharmaceutical Good Manufacturing Practices (GMP). Pharmaceutical GMP standards are far more stringent than the food GMP requirements set by the U.S. government for supplements.

To adhere to the exacting standards of pharmaceutical GMP, and to ensure the quality of every product manufactured, USANA inspects all raw ingredients before they are mixed, tests the product during manufacturing, and performs a final analysis before any product is sent to the customer. USANA's Quality Assurance team keeps track of every detail, from careful testing and evaluation of raw materials, to meticulous product shipping and storage. Visitors to USANA's corporate headquarters can take a self-guided tour to see USANA's manufacturing process firsthand.`

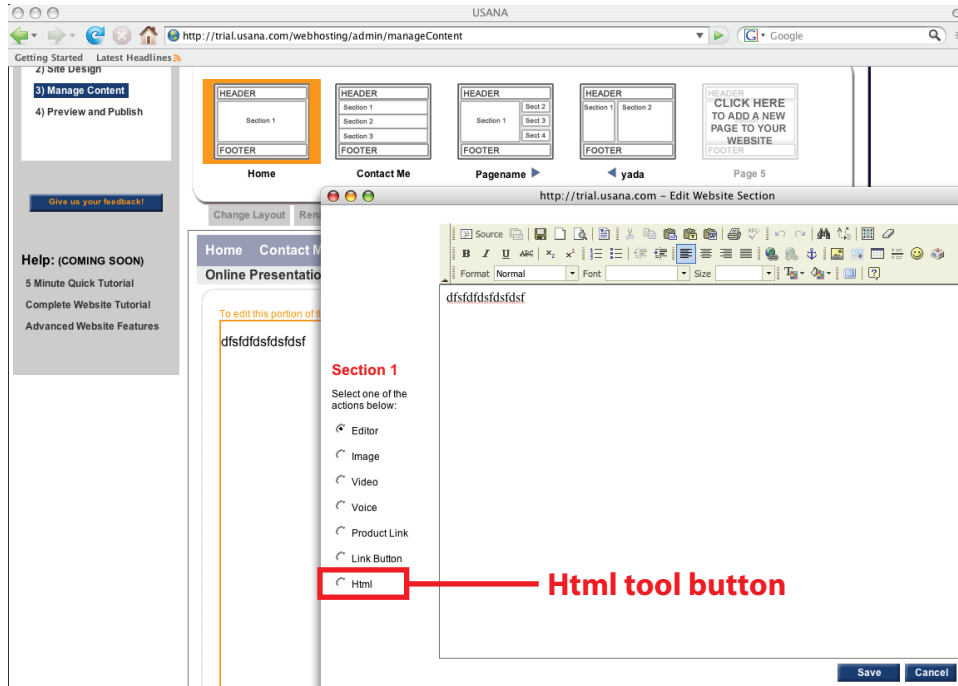
Congratulations! You have now completed the Content Editor Tutorial. You should now have a basic understanding of the tools you can use to customize your content boxes. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

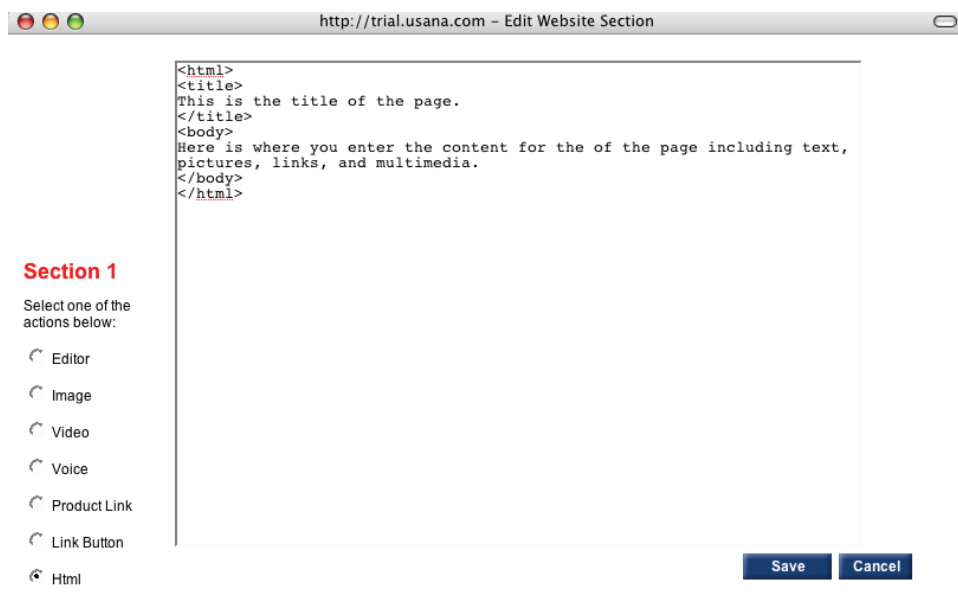
Using the HTML Editor

Step 1: Select the radio button titled 'Html'



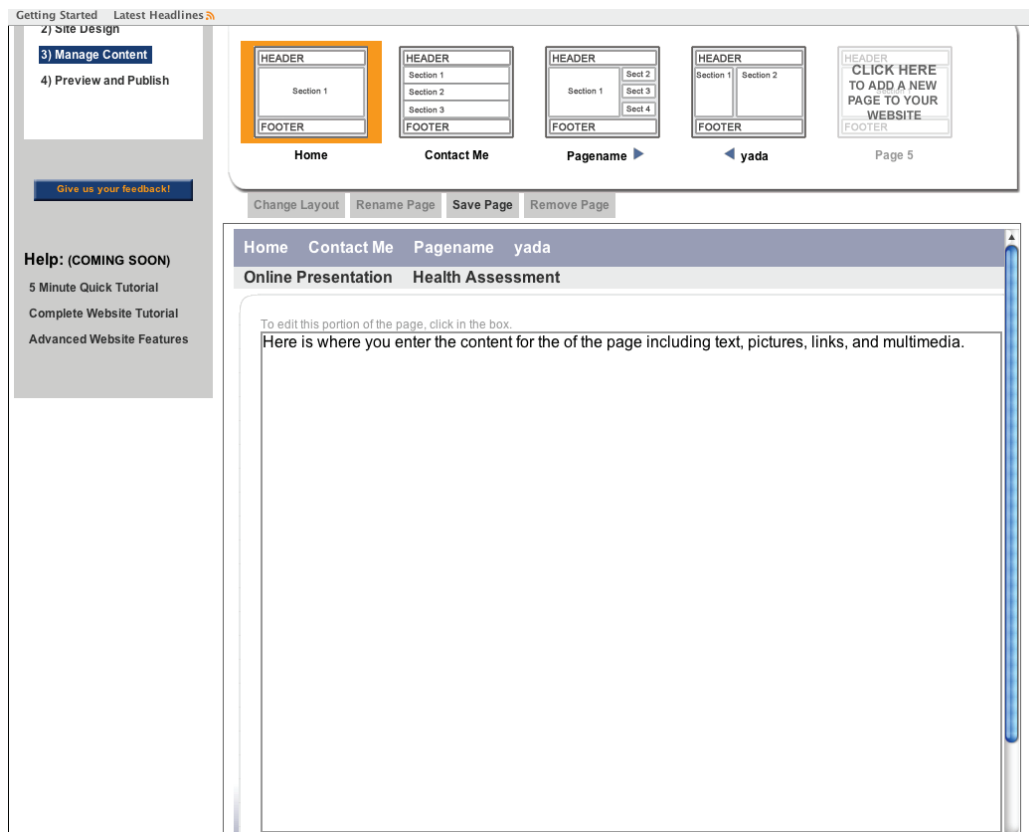
Step 2: Editing Your HTML Code

This will open a new text area that works like an HTML document for the box you selected to edit on the page. **Note:** There may or may not be existing content that would need to be deleted before you type your HTML code.



Step 3: Save Your Changes

Once you have entered in your custom HTML code, press Save in the bottom right hand corner, or Cancel to close the window without saving.



Please note that pressing Save or Cancel will close the window.

- If you pressed Save, the HTML document will be displayed in the box you edited.
- If you pressed Cancel, the box will revert back to its original content.

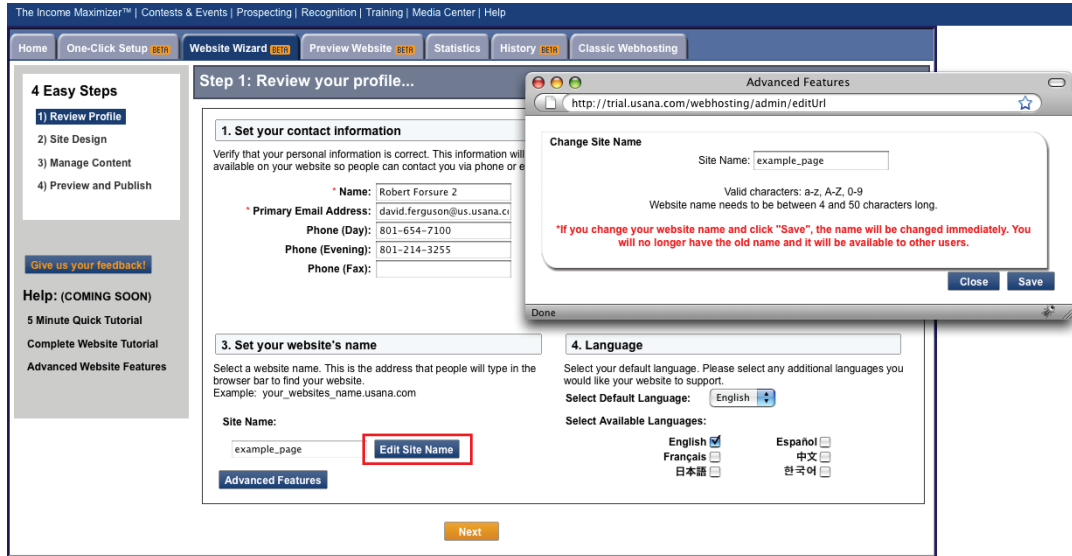
Congratulations! You have now completed the **Using the HTML Tool Tutorial**. For additional informational tutorials on the various aspects of your USANA website, please refer to the list below.

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**

Using The Website Wizard

Step 1: Edit Site Name



To change the name of your website, click on the "Edit Site Name" button. This will open up a new pop-up window. Here, you can edit the name of your site. After you have picked a name, click save to close the pop-up window.

Step 2: Edit Profile Information



Begin by filling out your information: Name, Email Address, & Phone (Day, Evening & Fax). Please note items denoted with a red asterisk are required.

Step 3: Select An Image

The screenshot shows the 'Step 1: Review your profile...' form. The form is divided into four sections: 1. Set your contact information, 2. Set your 'Follow-Me' image, 3. Set your website's name, and 4. Language. A red arrow points to the 'Add New Image' button in the 'Set your 'Follow-Me' image' section.

Home One-Click Setup **Website Wizard** Preview Website Statistics History Classic Webhosting

example_page.usana.com

4 Easy Steps

- 1) Review Profile**
- 2) Site Design
- 3) Manage Content
- 4) Preview and Publish

Give us your feedback!

Help: (COMING SOON)

- 5 Minute Quick Tutorial
- Complete Website Tutorial
- Advanced Website Features

1. Set your contact information

Verify that your personal information is correct. This information will be available on your website so people can contact you via phone or email.

Name: Robert Forsure 2

Primary Email Address: david.ferguson@us.usana.ci

Phone (Day): 801-654-7100

Phone (Evening): 801-214-3255

Phone (Fax):

2. Set your 'Follow-Me' image

Select a 'Follow-Me' image for your website. When a user comes to your site they will see this image in the top right corner. This Follow Me image will remain in the top right on every page so people can always get back to your site.

Current Image:

Change Image: **Add New Image**

3. Set your website's name

Select a website name. This is the address that people will type in the browser bar to find your website.
Example: your_websites_name.usana.com

Site Name: example_page **Edit Site Name**

4. Language

Select your default language. Please select any additional languages you would like your website to support.

Select Default Language: English

Select Available Languages:

English <input checked="" type="checkbox"/>	Español <input type="checkbox"/>
Français <input type="checkbox"/>	中文 <input type="checkbox"/>
日本語 <input type="checkbox"/>	한국어 <input type="checkbox"/>

Next

Using the "Add New Image" button, choose an image you would like to upload to your website. (Refer to the managing images tutorial for more in-depth information on uploading and accessing images.)

The screenshot shows the 'Step 1: Review your profile...' form. The form is divided into four sections: 1. Set your contact information, 2. Set your 'Follow-Me' image, 3. Set your website's name, and 4. Language. A red arrow points to the 'Next' button at the bottom of the form.

Home One-Click Setup **Website Wizard** Preview Website Statistics History Classic Webhosting

example_page.usana.com

4 Easy Steps

- 1) Review Profile**
- 2) Site Design
- 3) Manage Content
- 4) Preview and Publish

Give us your feedback!

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Phone (Day): 801-654-7100

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Phone (Fax):

2. Set your 'Follow-Me' image

Select a 'Follow-Me' image for your website. When a user comes to your site they will see this image in the top right corner. This Follow Me image will remain in the top right on every page so people can always get back to your site.

Current image:

Change Image: **Add New Image**

3. Set your website's name

Select a website name. This is the address that people will type in the browser bar to find your website.
Example: your_websites_name.usana.com

Site Name: example_page **Edit Site Name**

4. Language

Select your default language. Please select any additional languages you would like your website to support.

Select Default Language: English

Select Available Languages:

English <input checked="" type="checkbox"/>	Español <input type="checkbox"/>
Français <input type="checkbox"/>	中文 <input type="checkbox"/>
日本語 <input type="checkbox"/>	한국어 <input type="checkbox"/>

Next

After you are finished filling in your information and have chosen a picture, click on the Next button to begin editing your site's design.

Step 4: Choosing Your Layout



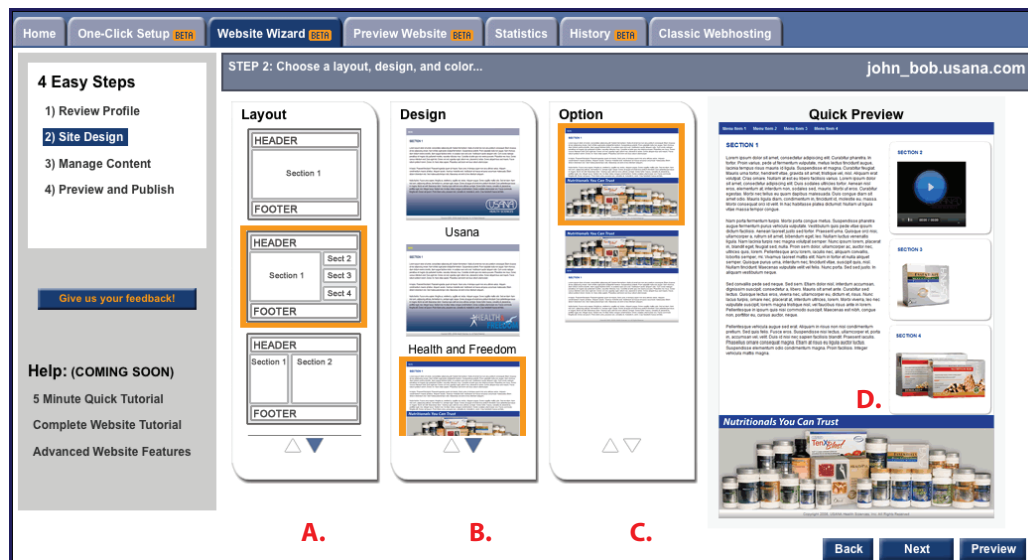
Now that you have completed your profile information, you may choose from a selection of pre-designed websites to start out with using the selection box above. After making a selection, you should see a preview of your website on the right hand side of the screen.

However, if you would rather design your own template from scratch, click on the “Advanced Features” button on the bottom left-hand side of your screen and follow the instructions below:

Using The Advanced Features To Create Your Own Template

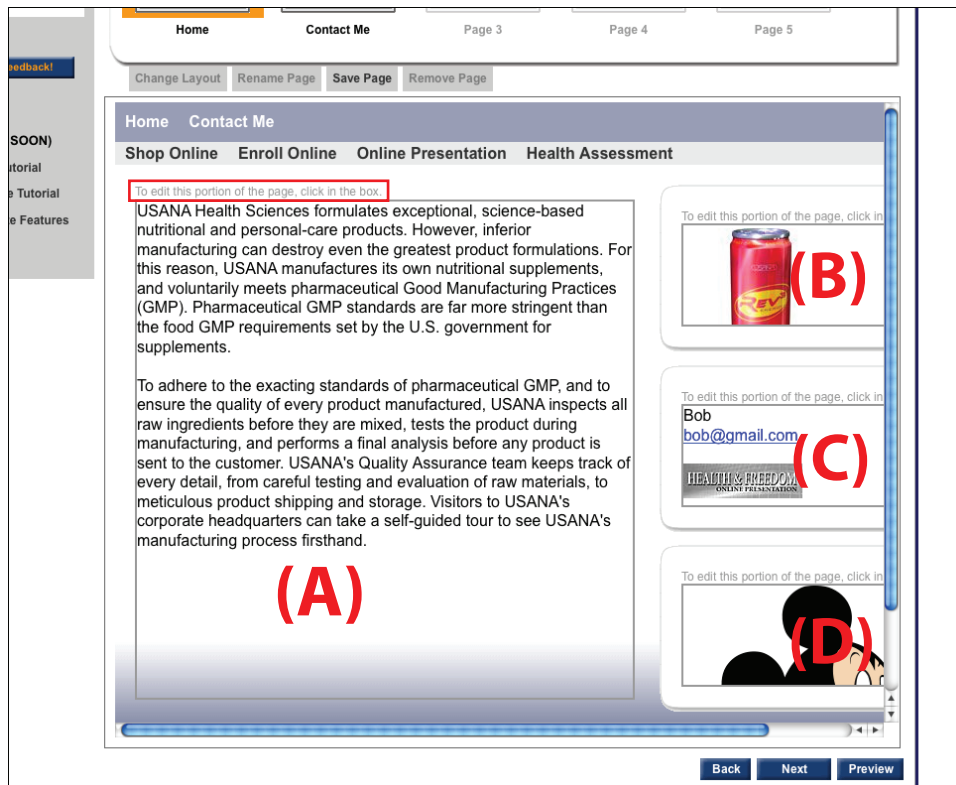
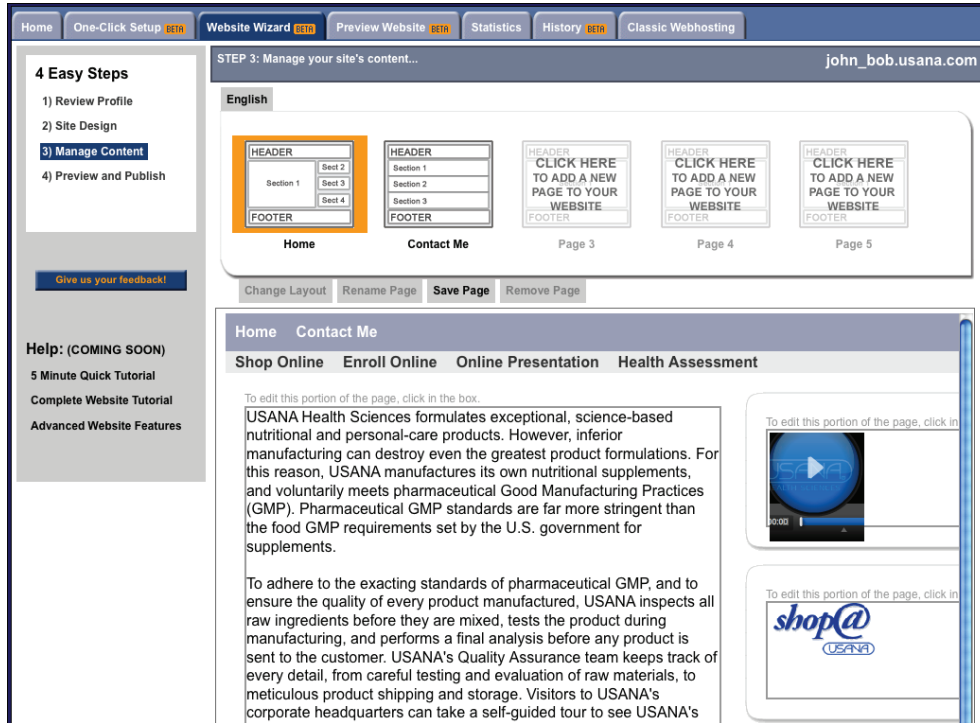
Using columns **A**, **B**, & **C** above, choose your *layout*, *design*, and *option*, in that order. Once you have chosen your layout, use the Quick Preview (**D**.) on the right hand side of the page to preview your design.

Once you are satisfied with your changes, use the Next button at the bottom right-hand corner of the page to begin editing your website’s content.

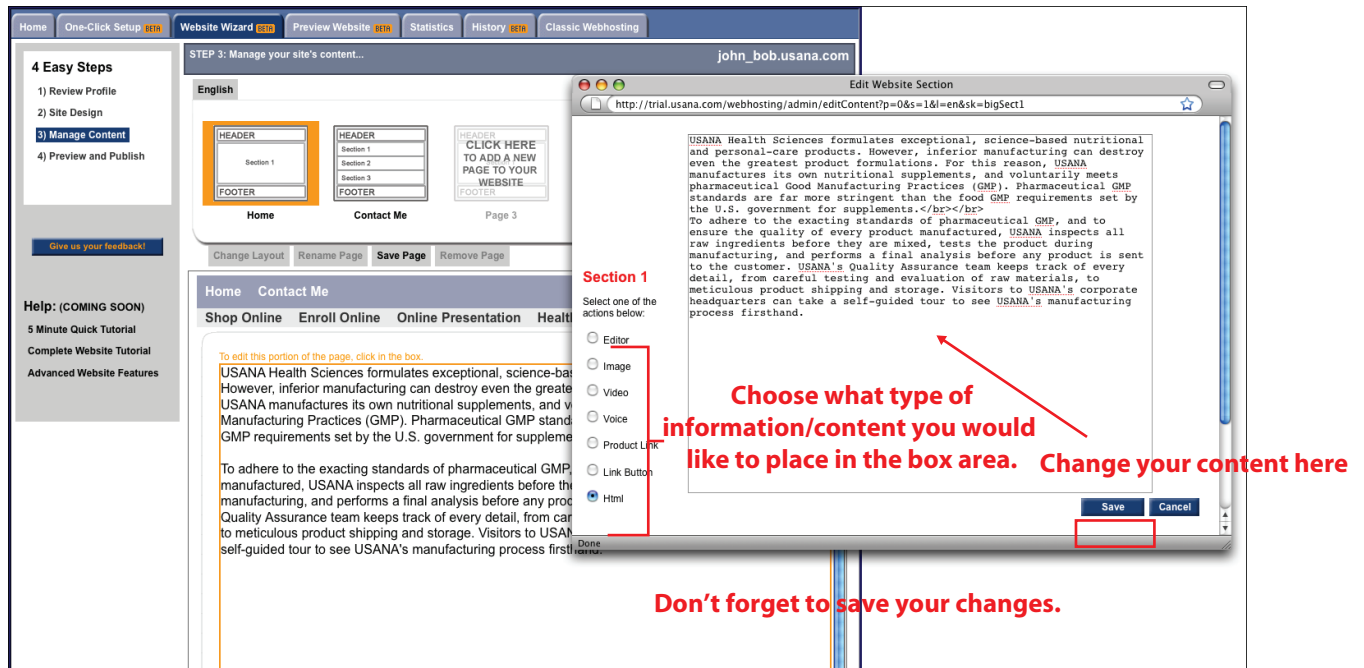


Step 5: Editing Your Website Content

Now you are ready to begin editing your web content. Viewing the page below, you will notice that you now have two pages that have been created for your website automatically ("Home" & "Contact Me"). Use your cursor to select which page you could like to change the content of, then click on the window below (A, B, C, or D) to edit the information.



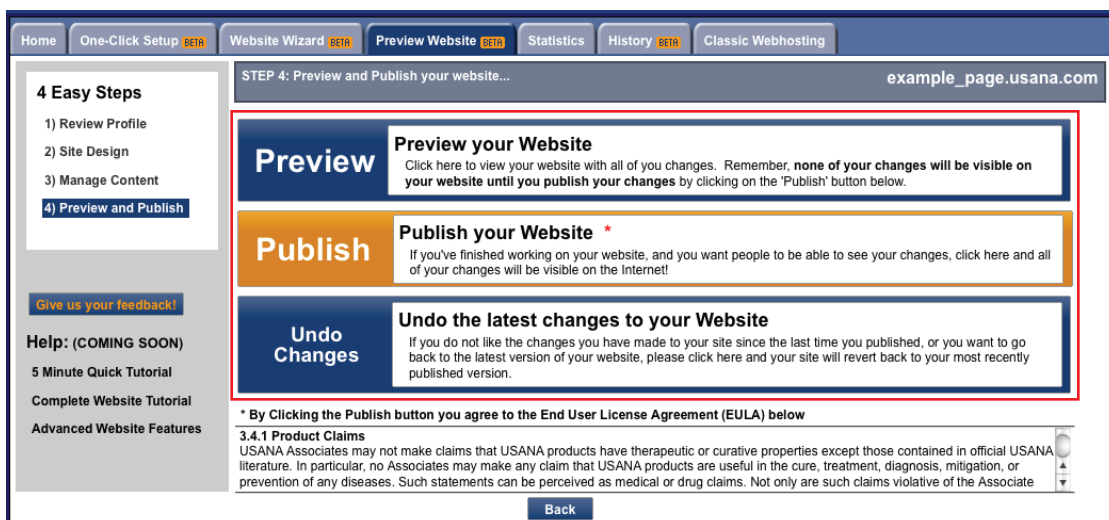
Clicking on the windows (ex. **A, B, C, or D.**) will then open another pop-up window (pictured below), which will give you a variety of editing options to choose from. On the left hand side of the box, there are several radio buttons indicating the different types of pages you can choose from. Refer to “Content Editor” tutorial for more in-depth information on web content editing.



Step 6: Preview & Publish

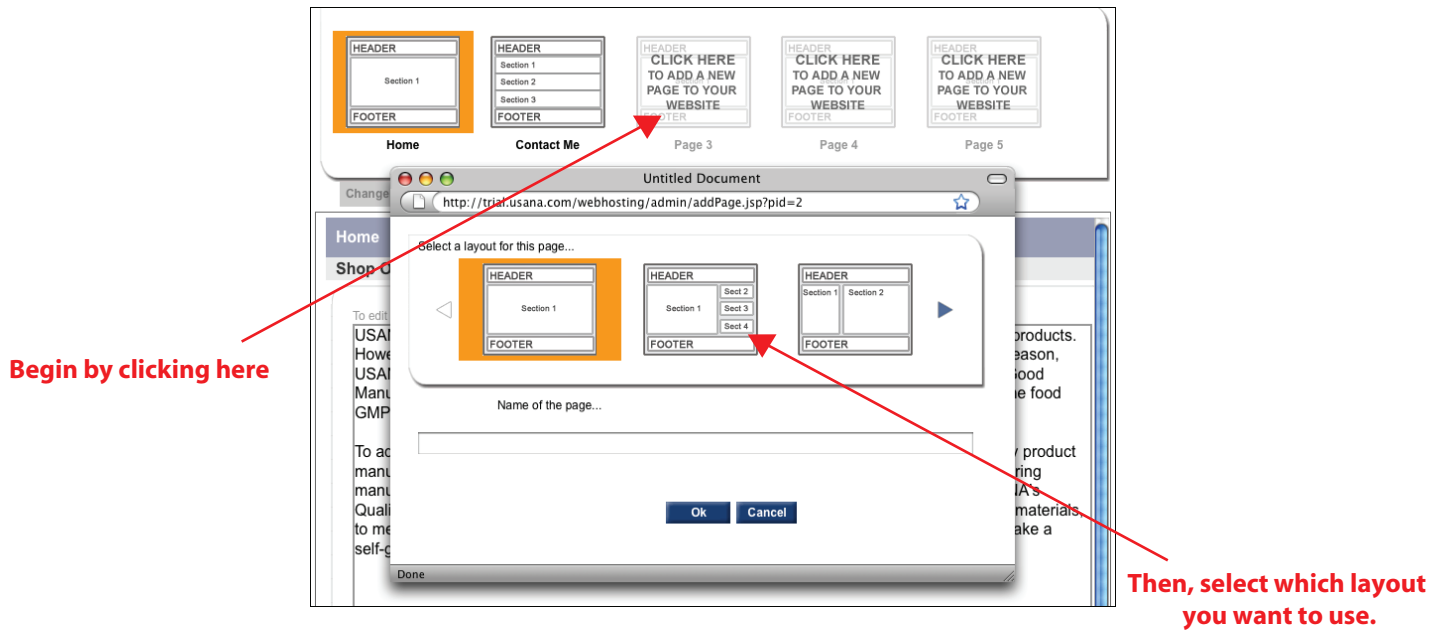
Once you have chosen the items you would like viewed on your website, click **Save** in the bottom right of the pop-up window, and then **Preview** in the bottom right of the main window to view your changes.

****Make sure to click “Publish” when you are finished editing each page, otherwise your changes will not be saved.** Repeat this process for every page you would like to edit (i.e. Home, Contact Me, etc.). Additionally, you may preview your website or undo any history by pressing the appropriate buttons in outlined in the screenshot below.



Now that you have a basic understanding of how to edit the content of your default pages, you can now choose to add a new, or custom page to your website.

Step 7: Creating A New Page



Click on "Manage Content" in the menu on the left side of your page. Begin by clicking on the "Click Here To Add A New Page" button, which will open a new window prompting you to choose a layout style for your new page. Click the layout you want, and then click OK to continue.

Repeat the same process as shown in **Step 5** in order to edit the content of your new page. Once you have finished editing, make sure to **Publish** and then **Preview** to view your edited content.

If you are successful in publishing your changes, you should see the message displayed in your browser below:

USANA Webhosting example_page.usana.com

Your website example_page.usana.com has been built and is available on the Internet!
Click [here](#) to view your website on the Internet.

Do you want to make changes to your website? There are 3 ways to do that. Please choose from the options below.

Option 1 **One-Click Website**
This is the easiest way to build a website. If you have never built a website before, One-Click is a great place to start. One-Click will build you a website in one easy click. When your website is all done, you can still use the Website Wizard to make unlimited changes to your website.

Option 2 **Website Wizard**
The Website Wizard is a powerful tool with a simple interface. It is designed for people that already have a USANA website and for people with some experience in building websites. The Website Wizard has many new features, including videos, voice recordings, and product links.

Option 3 **Classic Webhosting**
This is our old website building software and eventually will be phased out.

Manage Language Specific Content

Step 1: Select Languages

You can make your website content available to prospects in different languages, simply by selecting the check box for each of the languages you want to use. Note: Language specific pages will initially contain default content. To edit content, please check step 2.

The screenshot shows the 'Step 1: Review your profile...' page of a website wizard. The page is divided into four main sections: 1. Set your contact information, 2. Set your 'Follow-Me' image, 3. Set your website's name, and 4. Language. In the 'Language' section, there are two columns of language options. The first column includes English (checked), Français (checked), and 日本語 (unchecked). The second column includes Español (checked), 中文 (unchecked), and 한국어 (unchecked). A red box highlights these language options, and a red arrow points to the 'Français' and 'Español' options. The 'Next' button is visible at the bottom of the page.

Step 2: Edit Language Specific Content

When in 'Manage Content' mode, click on the language tab to select the language specific content you want to edit.

The screenshot shows the 'STEP 3: Manage your site's content...' page of the website wizard. The page is divided into two main sections. The top section shows a list of pages: 'Mon Histoire', 'Contactez-nous', 'Page 3', 'Page 4', and 'Page 5'. The 'Mon Histoire' page is highlighted with a yellow box. Below this, there are three video thumbnails with play buttons, each with a caption: 'Pour modifier cette partie de la page, cliquez dans l'encadré.' The bottom section shows a preview of the 'Mon Histoire' page with a blue header and three video thumbnails. The 'English' tab is highlighted with a red box in the top navigation area.

Congratulations! You have now finished learning how to edit the content of your USANA website. Please note that this is a basic **Website Wizard Tutorial**, and you may visit our other tutorials for more in-depth information about any of the following aspects of the web content manager:

More Tutorials...

- **One Click setup**
- **Using the Website Wizard**
- **Transferring from Classic Webhosting to BETA Webhosting**
- **Using the advanced features**
- **More about website templates**
- **More about content management**
- **Using the content editor**
- **Using the html tool**
- **How to use videos**
- **Using USANA links**
- **Using product links**
- **Publishing your website and using history**
- **Managing images**