

BUILD Your Own Website



Bookkeeper | [HostGator](#)

7 easy steps to creating your own customized website. Your branding. Your USP. All you need is a cool photo and HostGator.



1 Login & Choose Template

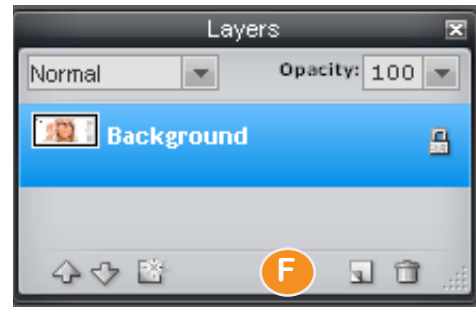
- Login to [HostGator's Website Builder](#).
- Select Template : EUG-35 (A)
- Scroll to the right to choose a different color scheme. (B)
- Take note of the Header space available at the Banner portion : 788 x 361. (C)
- Scroll to bottom and click preview (D).
- Now copy this screenshot and save in your hard drive (ie. Screenshot.jpg). Press Ctrl-C or Right-Click Save-As.
- You may also download the Screenshot. Right Click image and Save Picture As.
JPG: [Website-Screenshot-H001-EUG35](#)
PNG: [Website-Screenshot-H001-EUG35](#)

2 Prepare Header in Pixlr

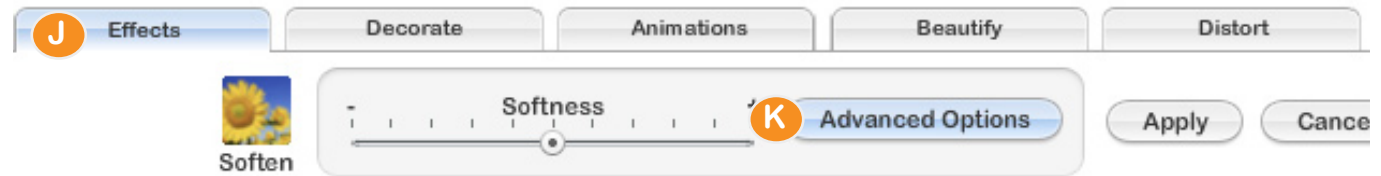
- Goto Pixlr.com. Pixlr is a photoshop like editing tool. It is free.
- Open earlier saved Screenshot.
- Grab the Crop Tool (E) from the tools box .
- Drag the crop tool across header, and then press enter.
- Add new layer (F) and set foreground to white or FFFFFF (G)
- Grab the Drawing tool (H) cover the existing image.
- You may also download the Header. Right Click image and Save.
JPG: [Website-Header-H001-EUG35](#)
PNG: [Website-Header-H001-EUG35](#)
- You now have a blank header that you can customize!
- You may also simply pick & download ready to use headers.
Download: [Blank Website Headers](#)

3 Paste Your Photo into the Header

- Open your coolest photo.
- Grab the Marquee tool (I) and drag across your photo.
- Press Ctrl-C or copy.
- Go to the Blank Header and press Ctrl-V or paste.
- Adjust photo to fit header via Edit - Free Transform.
Drag handles to resize.
- Save partially completed header.
- You may also add text using Pixlr, but currently, text quality is better at FotoFlexer.com

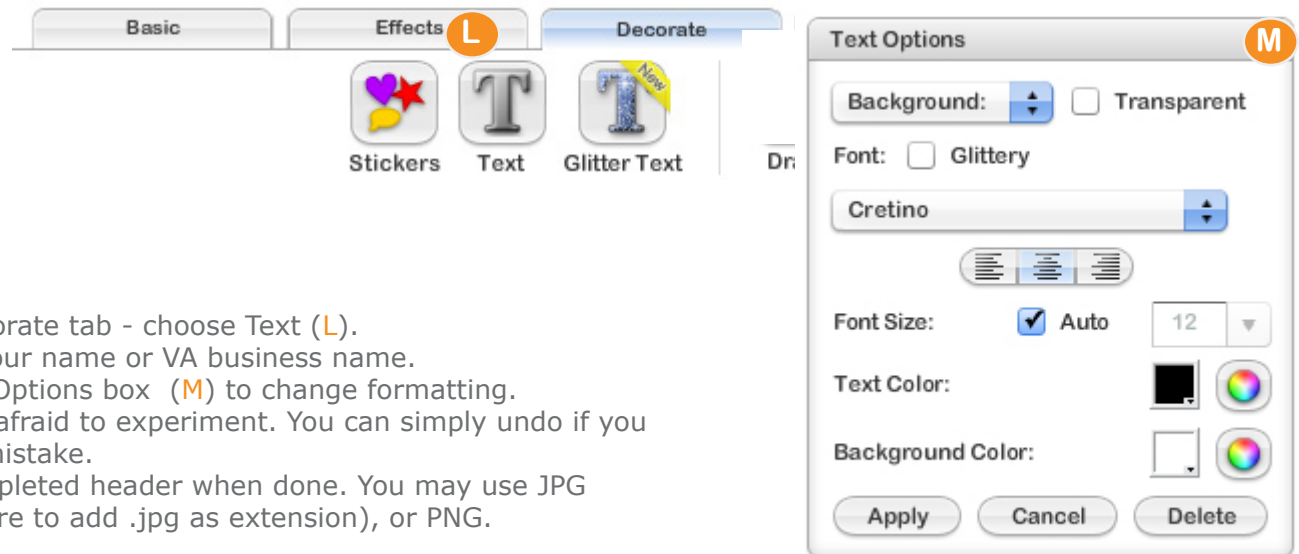


Tools		
I Marquee		Move
		Lasso
E Crop		Wand
		Wand
Clone Stamp		Pencil
		Pencil
Eraser		Brush
		Brush
Gradient		Paint Bucket
		Paint Bucket
Blur		Sharpen
		Sharpen
Smudge		Sponge
		Sponge
Dodge		Burn
		Burn
Red Eye reduction		Drawing
		Drawing
Bloat		Pinch
		Pinch
Color Picker		Type/Text
		Type/Text
Hand tool		Zoom
		Zoom
G Foreground		Background
		Background



4 Add Photo Effects & Text in Fotoflexer

- Goto Fotoflexer.com. It is a cool editing tool that is online and free.
- Upload/Open partially completed header
- Goto Effects tab (J)- choose Soften. Click Advanced Options (K) - Apply to Painted Region.
- Blur the edges. Keep the focal point (i.e. face) clear.

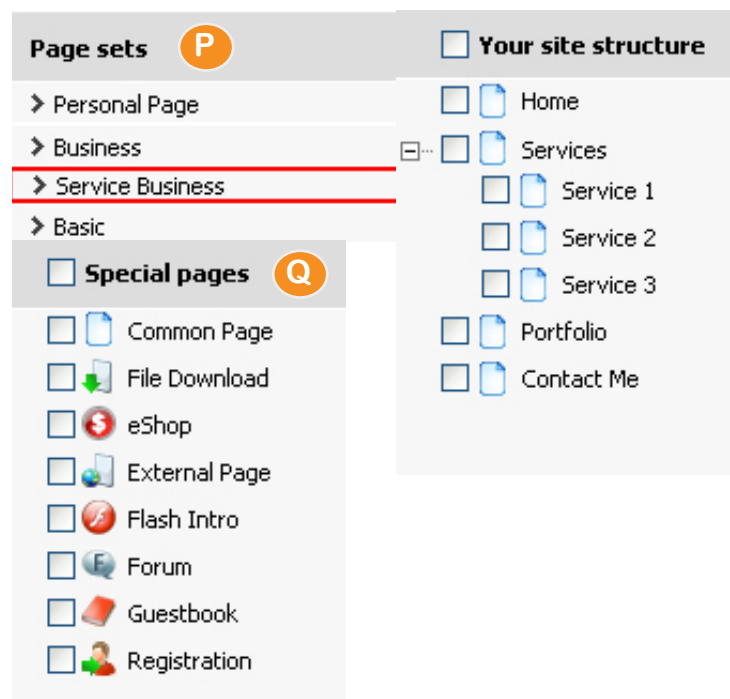
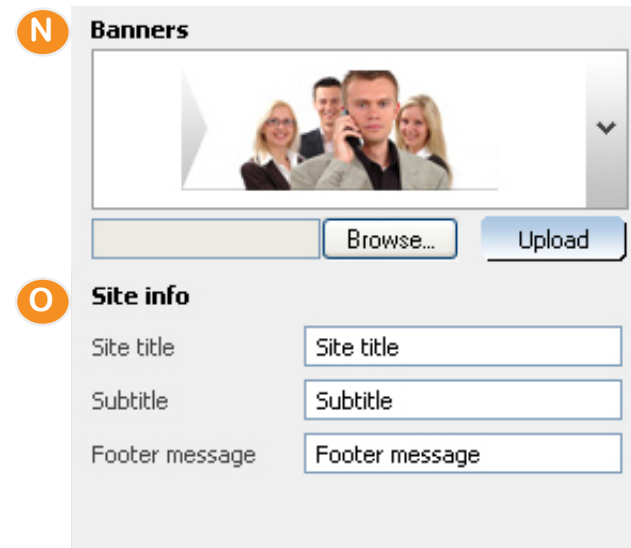


Add Text

- Goto Decorate tab - choose Text (L).
- Type in your name or VA business name.
- Use Text Options box (M) to change formatting. Don't be afraid to experiment. You can simply undo if you make a mistake.
- Save completed header when done. You may use JPG (make sure to add .jpg as extension), or PNG.

5 Upload Photo

- Go back to HostGator's Website builder.
- In the Banners section (N) - click Browse - then Upload completed header.
- Add site info (O). Don't forget your USP/Tagline.
- Click Next to Proceed.



6 Add Contents & Pages

- Under Page sets - choose Service Business (P).
- Check the pages relevant for your business (Services, Contacts).
- You may also add Special pages (Q) (i.e. Flash intro, Forum).
- Click Next when done.

cont ...

- You may navigate around site via Site Map (R).
- Add contents on Home, Services, Portfolio, etc (R).
- Format as you would in any doc/word editor.
You may add images, hyperlinks, etc.
- Add Page Info. Do not forget to add relevant keywords (S).
You want google to be able to find your site when potential clients searches for your keywords (ie. Hire Admin Virtual Assistant).

R Site map

Page title*
Home

Page file name*
page1.php

Page keywords
S

Modules **Feedback** Properties Add/Edit Fields Response **U**

T
Feedback

Online Status Indicator

- For Contacts page, you may want to add feedback form.
Simply drag the Feedback Form (T) in the contents portion
- To customize just click properties and add/edit fields (U).
- Save when done.

7 Preview & Publish

- When you are done designing, Preview Page.
- Double check spelling and site content. Check your links.
- Publish site. Your website will now be visible to everyone online.
- You may follow same steps outlined in this tutorial to edit site.
- You may also view the the Video version of this tutorial.
View: [Build You Own Website \(Video Bookkeeper\)](#)

Thank You For Reading!

We hope you learned something useful.



Create Your Own Website Now!

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