

ETPL Web Builder User Guide

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1 Getting started

Before you get started with the website builder, you have to sign in with your login ID and password.



Sign in using your administrator ID and Password

Website Administrator Login

Login-ID:

Password:

[I've forgotten my password!](#)

Before you start editing, please ensure that  which is located at the top right corner of the dashboard is in blue. Once you have finished creating your website, click that icon to preview it! The icon will turn . The dashboard or control panel is always located at the top of every web page. You can access to the tools and features by clicking on the icons located on the dashboard to build up your website.



Click any of these icons to build your website

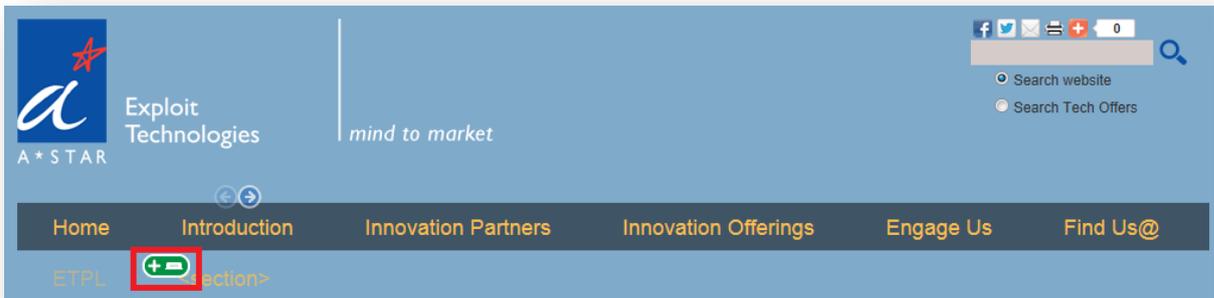
2 Web pages

What are sections? Let us use an analogy. The organization of a website is like that of a book. It has chapters, primary articles, secondary articles reinforcing the point of the primary articles and separate sections within the article to guide the reader's flow of thinking.

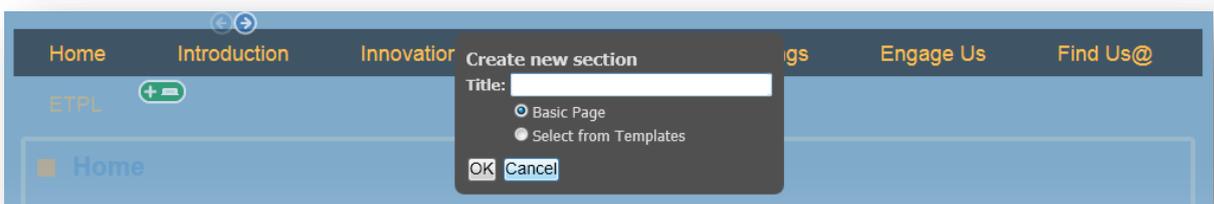
"Chapters" in a website are called sections; they are the most visible and accessible to visitors as they can be seen easily in the menu bar. On the other hand, subpages are "secondary articles" of a book. Subpage links are usually located at the sides or below the block of content depending on the layout style.

2.1 Create sections

Step 1: click  to add sections



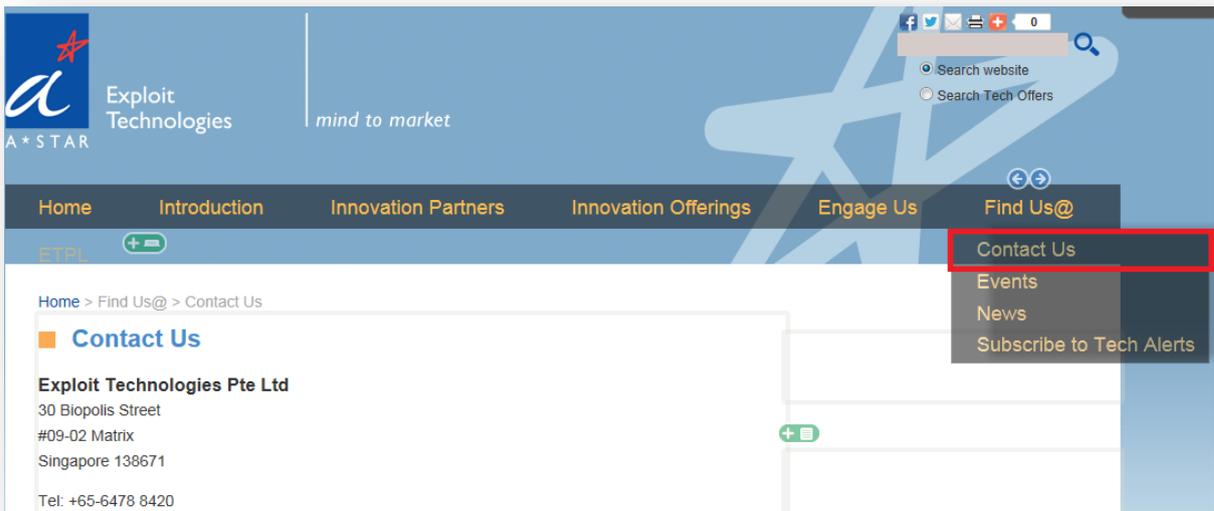
Step 2: type the section title



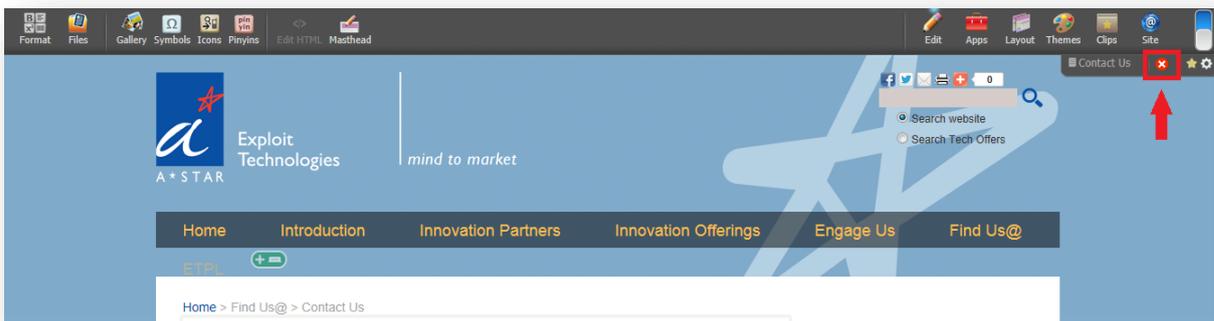
Step 3: click 'Ok' to submit

2.2 Delete sections

Step 1: go to your **target** web page by clicking the section links on the menu bar

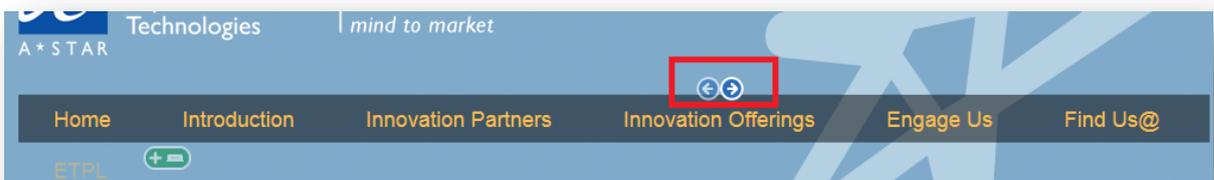


Step 2: then click  to delete the page (If there is a subpage under this main page, please delete the subpage first before you delete the main web page)



2.3 Arrange Sections

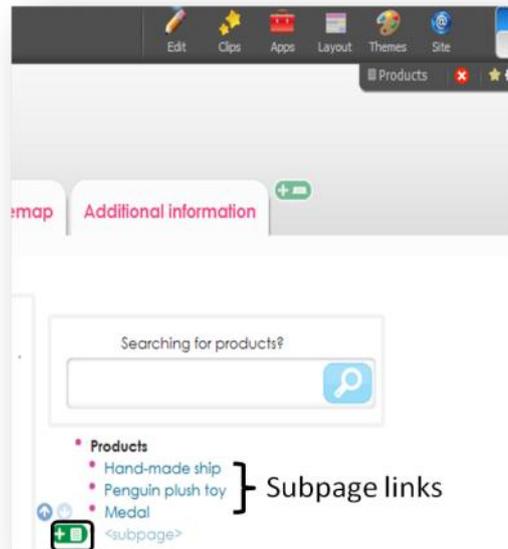
Step 1: click  on the menu bar to arrange the sections



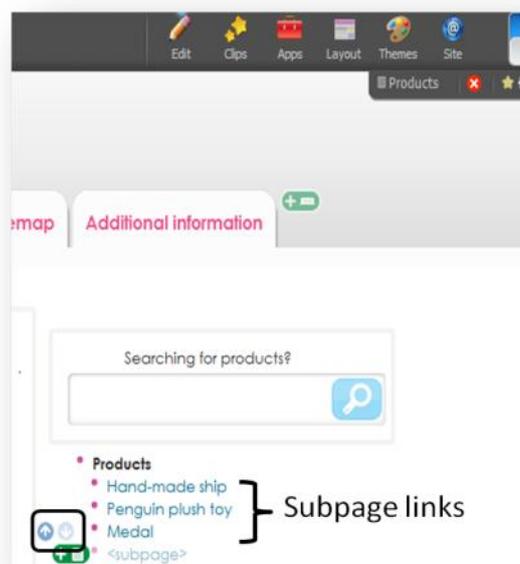
2.4 Create Subpage

Step 1: mouse over the entire web page to locate the space designated for the subpage

links and click  to create/add the links



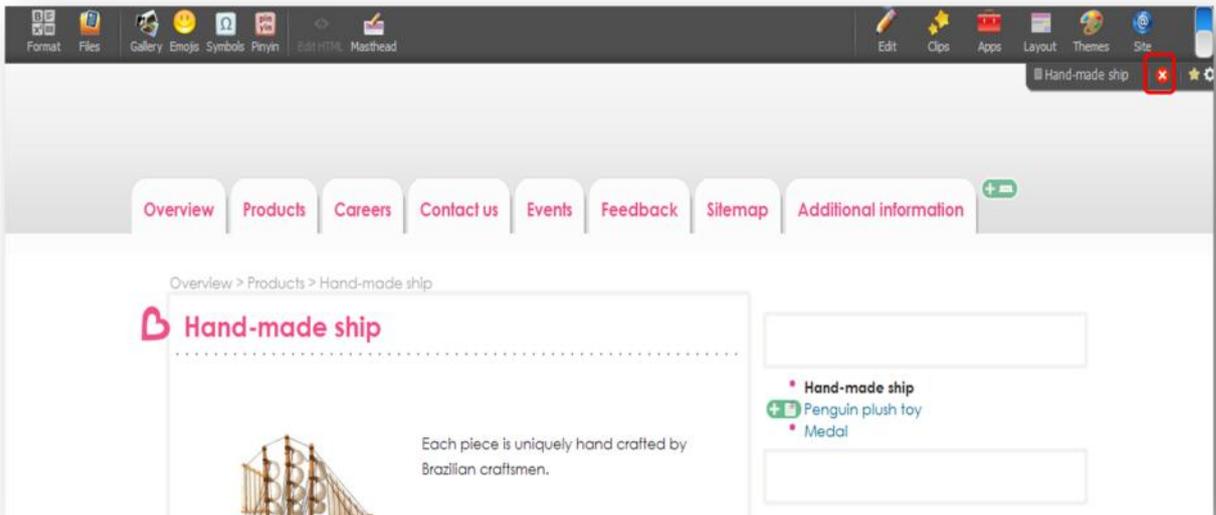
Step 2: click  to arrange the subpage links



Step 3: click the subpage links to create content

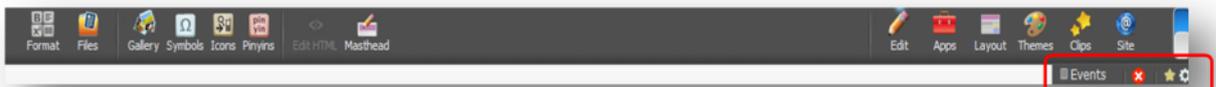
2.5 Delete Subpage

Step 1: click  when you are at the subpage



2.6 Page options

Step 1: when you are at a web page, click  located at top right



The page options tool will then appear



The tool consists of the following: properties, search engine optimization (SEO) and customize.

2.6.1 Properties



Properties	Functions
Lock	To restrict public from viewing a page
Visibility	To hide title, sections, subpages
Show page in calendar app	To add a page to the calendar
Display this page on these dates	To allow visibility of a page on certain dates
Skip to first subpage	The main page is not viewable by the public, it will skip to the first sub page
Page group	To have this page's subpages displayed in the sidebar when accessing any of the subpages

2.6.2 Search engine optimization



Properties	Functions
Meta-Description	To allow search engines to match and rank your page during a search query based on a short description of a web page
Meta-Keywords	To allow search engines to match and rank your page during a search query based on the key words

2.6.3 Customize



This allows you to customize your webpage even further by creating additional codes.

2.7 Move a page to another location

Step 1: go to the web page (eg web page A) and click  located at the top right to mark for move

Step 2: after web page A has been selected for move, go to another web page (eg web page B) where you want to park web page A to the location of web page B

Step 3: click  on the dashboard to show the selected web page to be moved (web page A)



Step 4: click the selected web page as shown on the diagram above



Step 5: a pop-up window will appear to prompt for your action

Step 6: choose one of the options and click 'Ok'

3 Block of Content

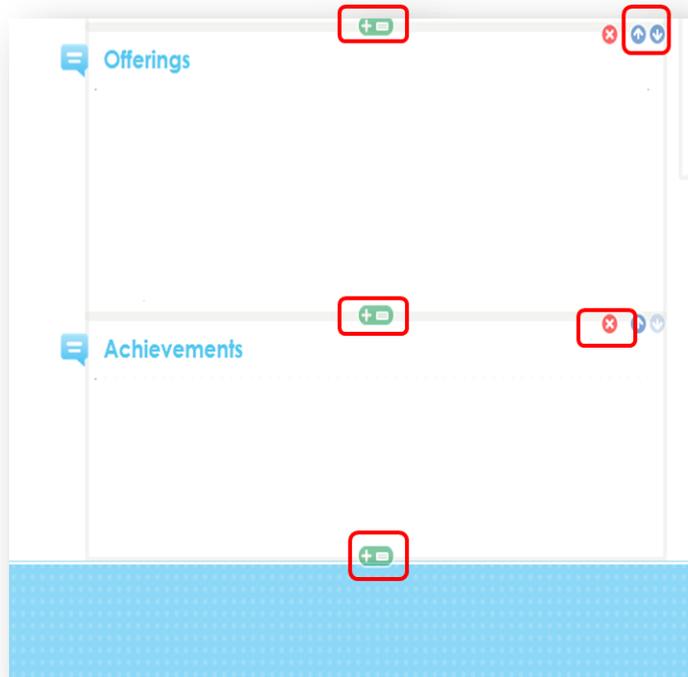
Blocks are used to organize the webpage content. Back to the analogy again; blocks of content are "separate sections within the articles". Now that the web pages have been created, it

3.1 Create Block of Content

Step 1: click  to add blocks of content

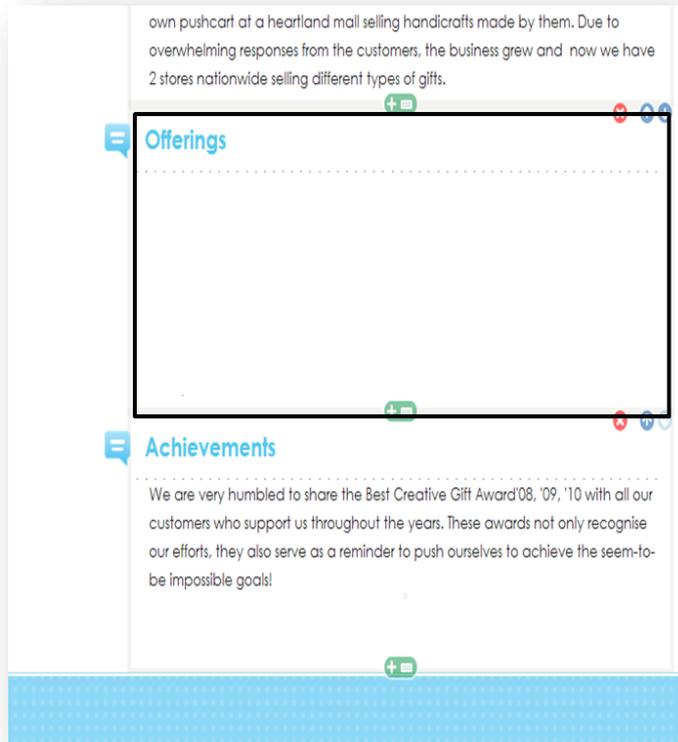
Step 2: click  to arrange blocks of content

Step 3: click  to delete blocks of content



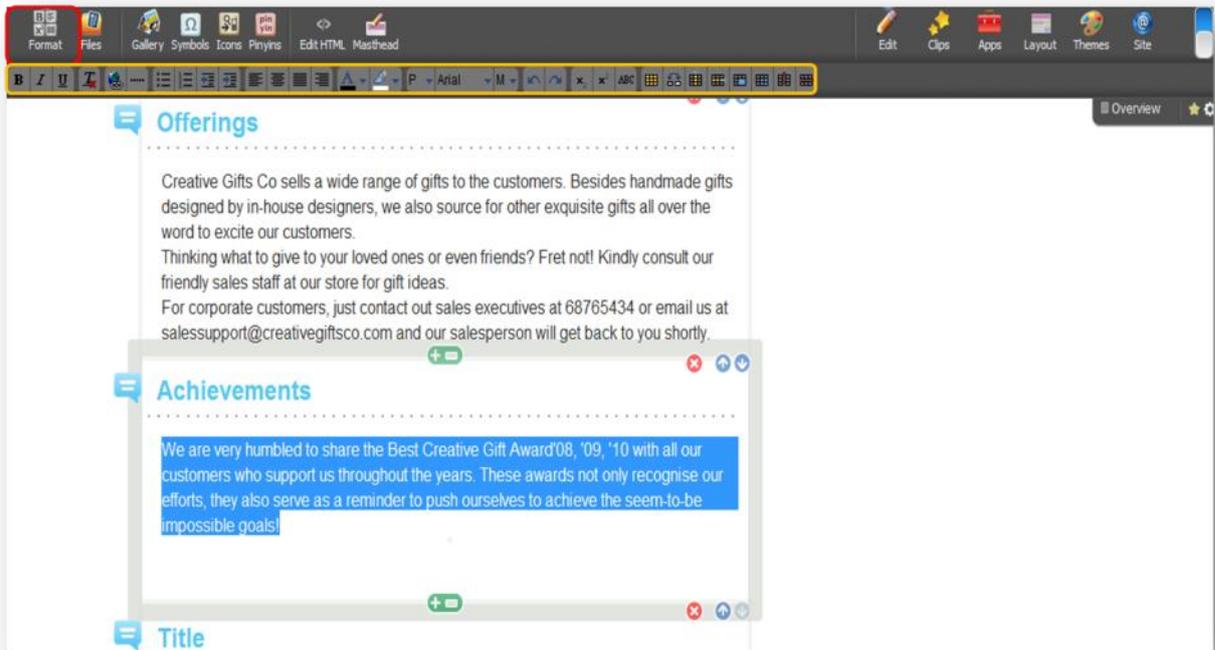
3.2 Edit Block of Content

Step 1: Mouse over the block of content you have just created and type the text



Step 2: click  to show 

Step 3: click  to show the editing tool

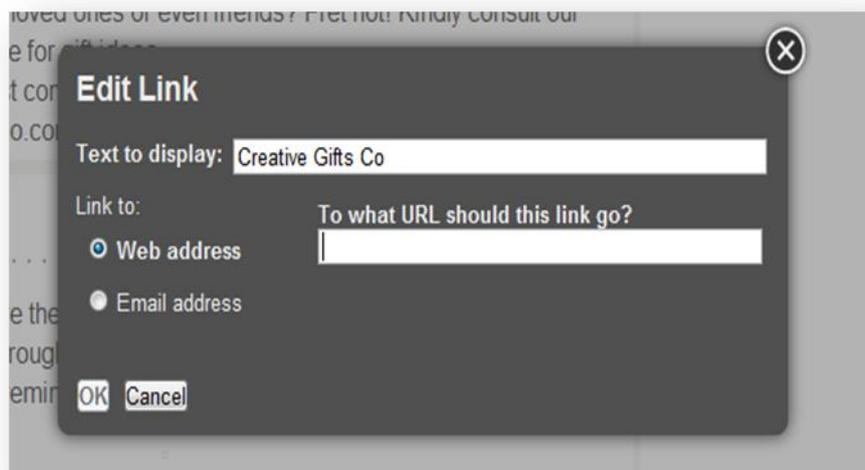


3.3 Create hyperlink

Step 1: highlight the word that you would like to create a hyperlink for

Step 2: click  from the editing tool to create the hyperlink

Step 3: A pop-up window will appear for you to edit the link



4 Upload Documents/Images

Before you can insert an image/video/document, you need to upload the files onto the server where your website is hosted. Document Manager is a large folder where you upload and store all the files that you want to use on the website. Do compress the images/videos before uploading to reduce the loading time.

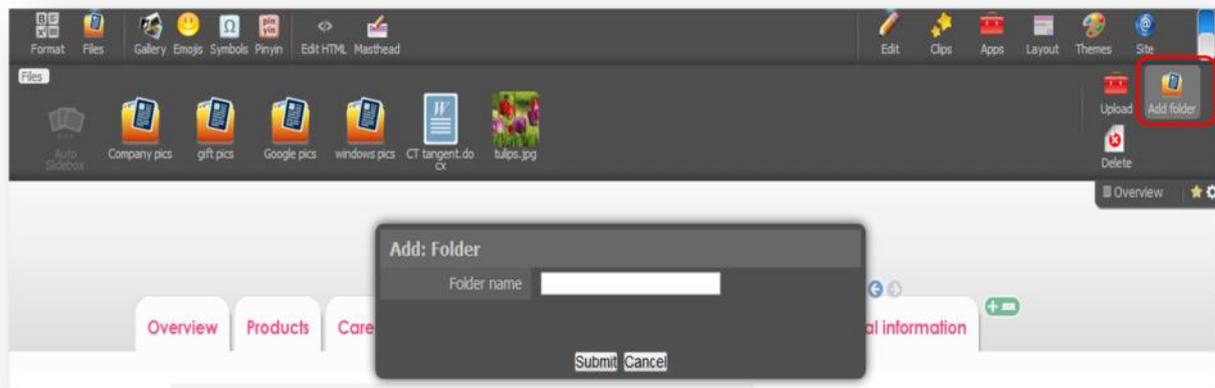
Step 1: click  to show 



Step 2: then click  to start uploading

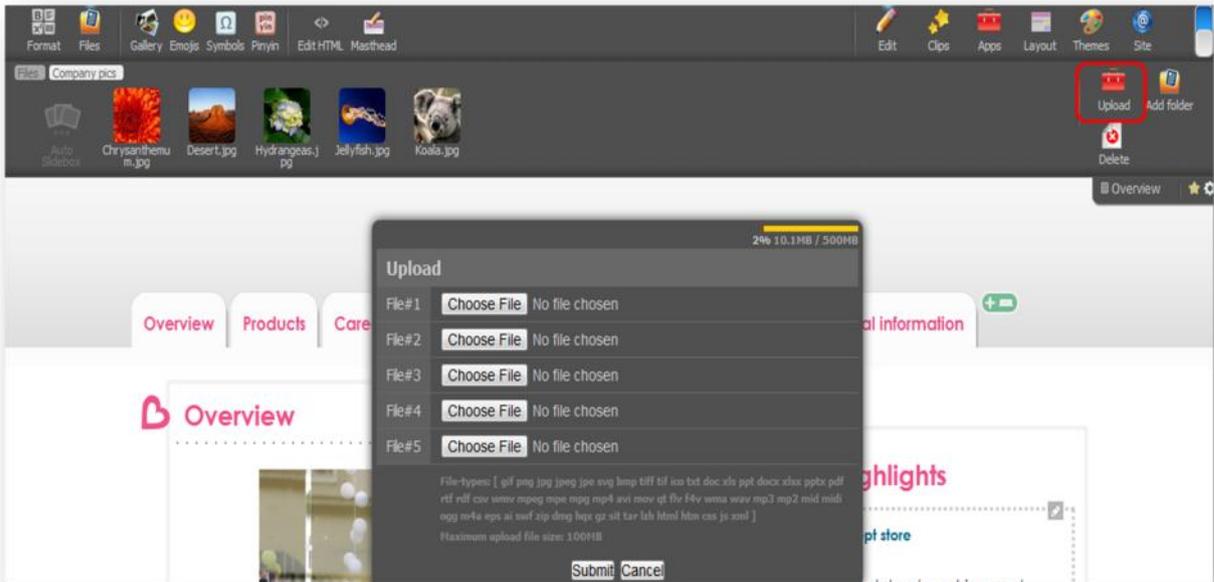


Or you can click  to create different folders to categorize your documents/images/videos



Step 3: Type the name of the folder and click ‘Submit’

Step 4: then click  to upload (Compress the images before uploading to reduce the loading time)



Step 5: click ‘Submit’ to upload

4.1 Upload compressed (zipped) folders

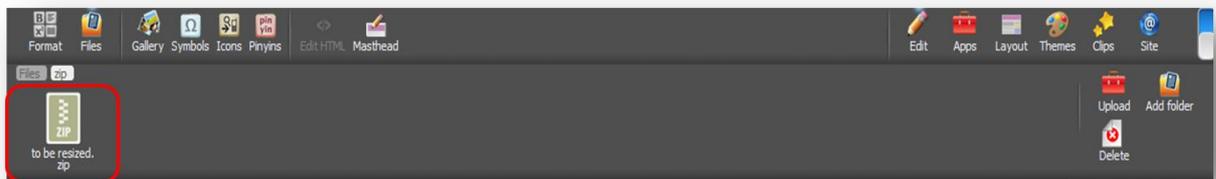
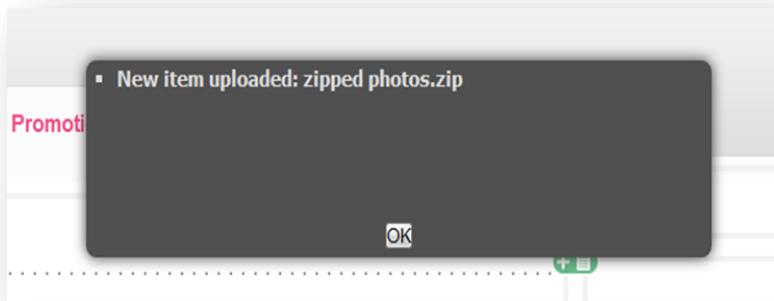
It can be tedious when you have over, say 50 files to upload. Thus, with the zip and unzip feature, you can upload all the files at one go.

Step 1: compress the documents/images into a zipped folder

Step 2: click  to upload the zipped file



Step 5: click 'Submit' and the zipped folder will be uploaded

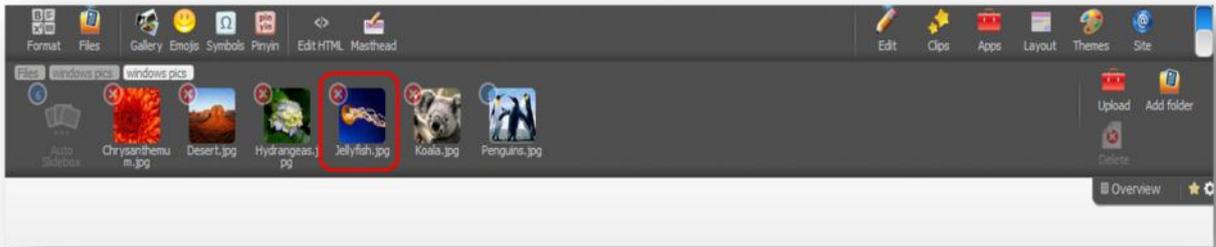


Step 6: click  to expand the zipped file



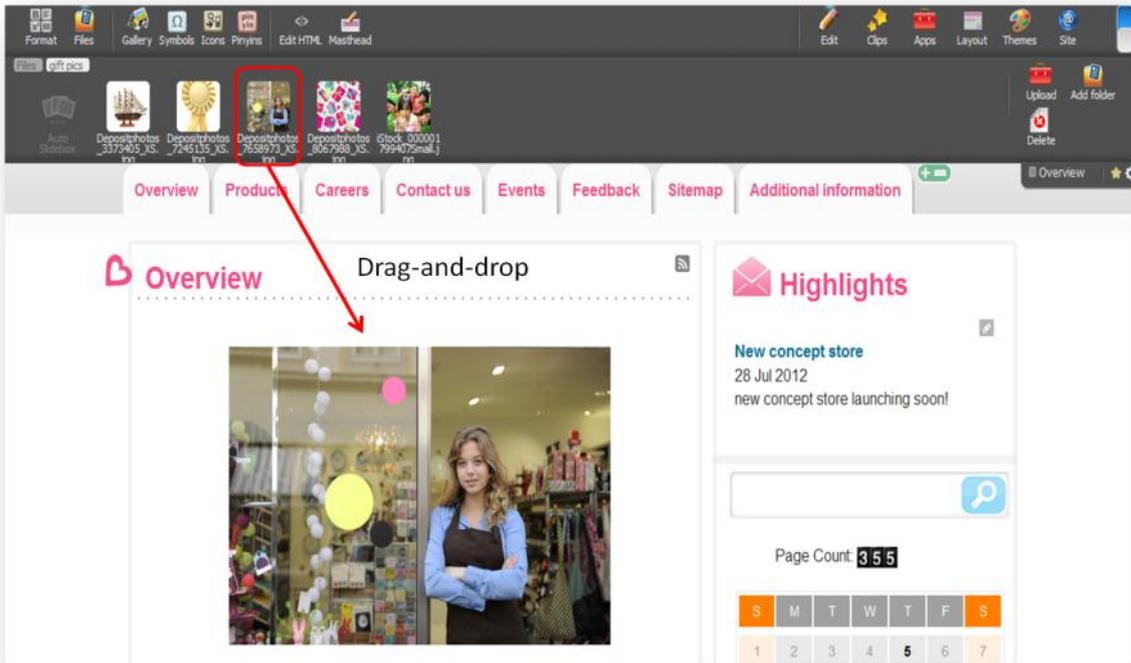
Step 7: click 'Confirm' to expand the zipped file





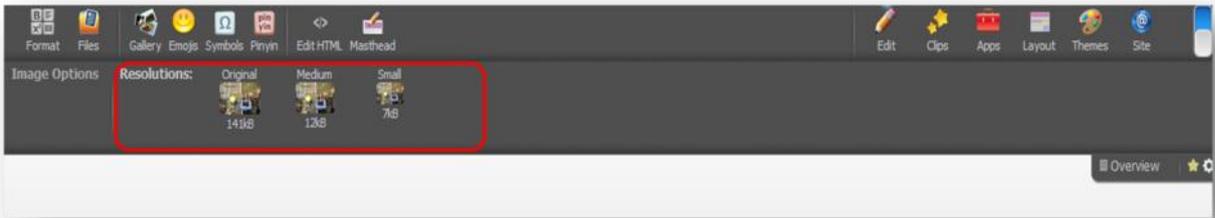
4.2 Insert Images

Step 1: drag-and-drop the images to the block of content



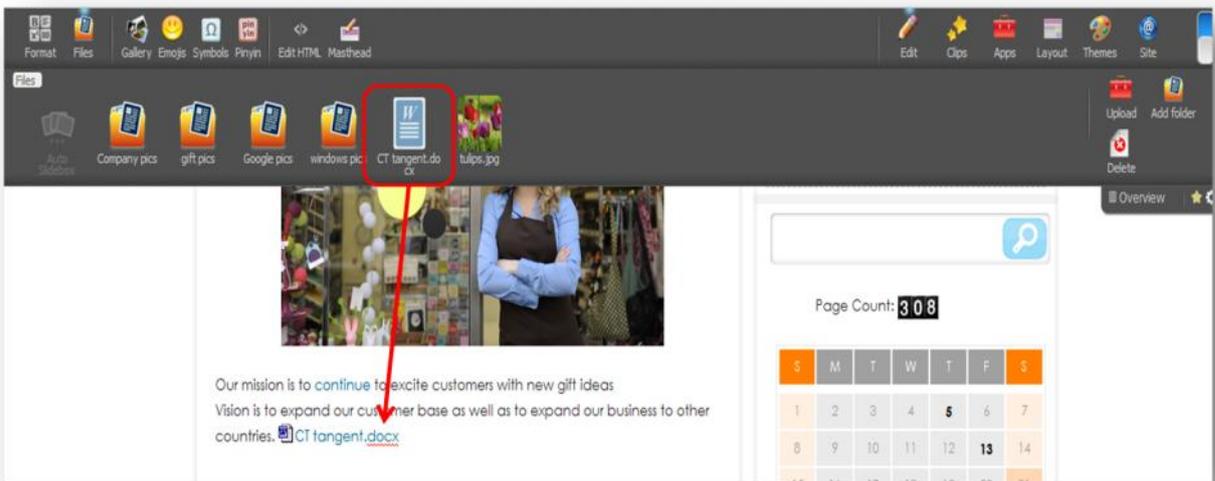
Step 2: mouse over the image and click  to align the image

Step 3: click  to change the image resolution



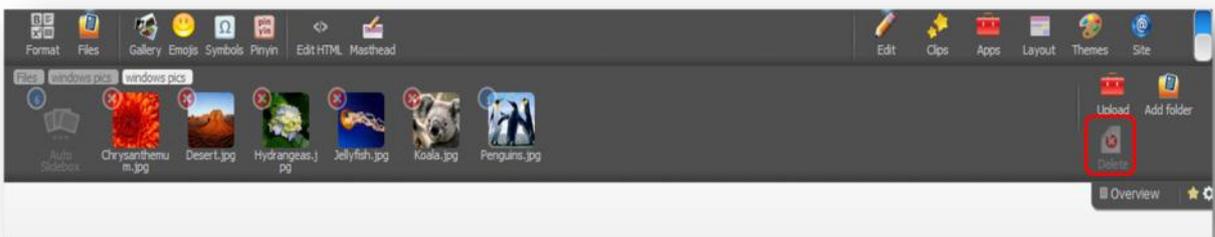
4.3 Insert documents

Step 1: drag-and-drop the document to the block of content



4.4 Delete Documents/Images

Step 1: click 



Step 2: double click the delete button located at the top left of each image/document (Do take note that only images that are already inserted in your web page cannot be deleted unless you remove them from your webpage first)

5 Embed videos or map

There will be 2 ways to embed Youtube videos or Google maps: Smartpaste function and HTML code.

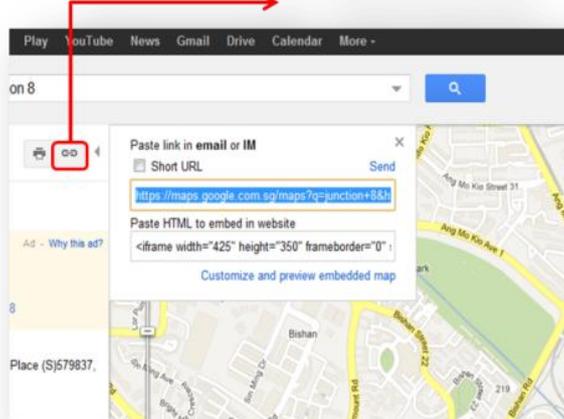
5.1 Smartpaste function

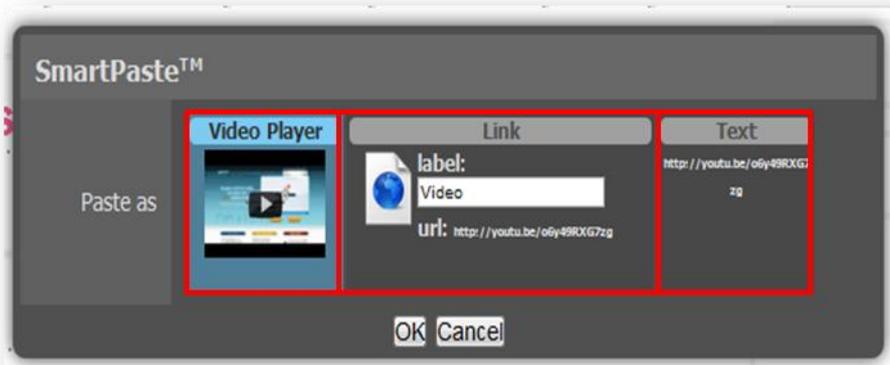
Step 1: copy any URLs from Youtube or Google Map

Click to show URL



Click to show URL

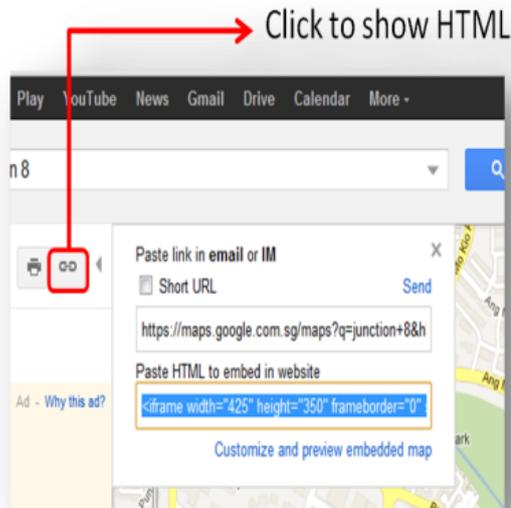




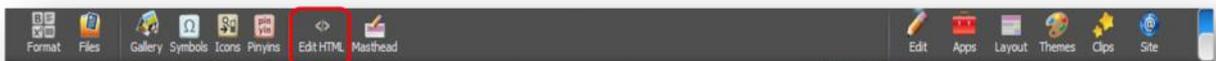
Step 3: click one of the options and click 'Ok'

5.2 HTML code

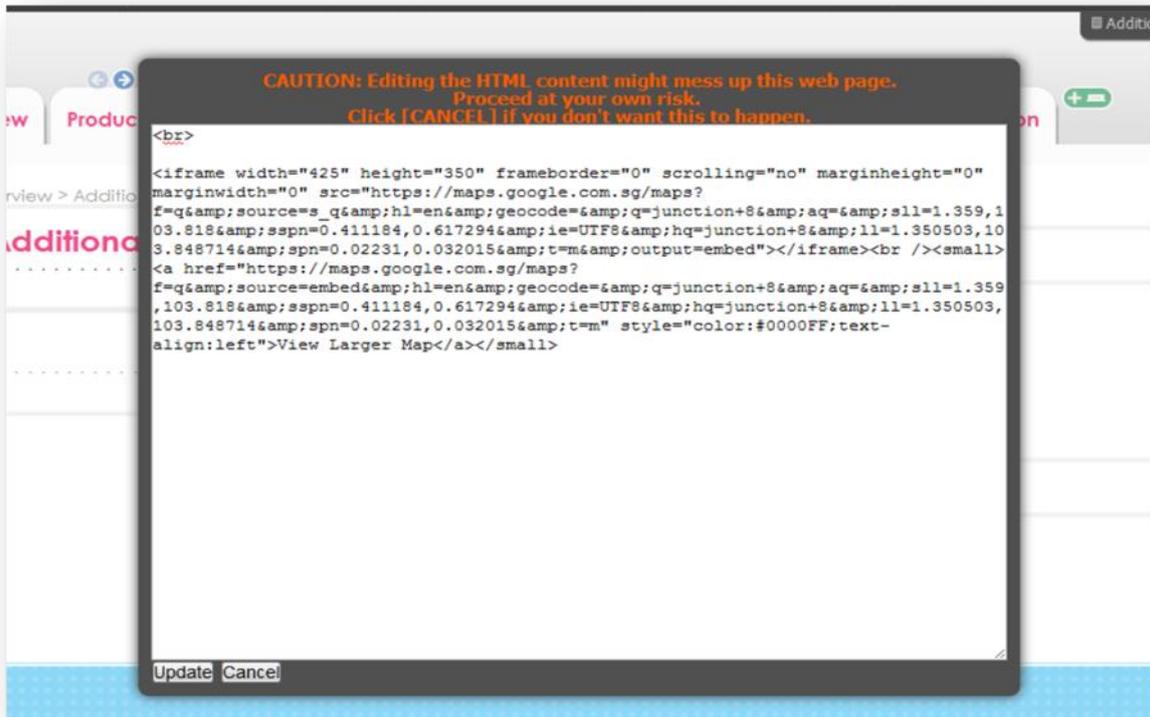
Step 1: Copy the HTML from Youtube or Google Map



Step 2: click  to show the HTML window



Step 3: paste the HTML code into the pop-up window provided



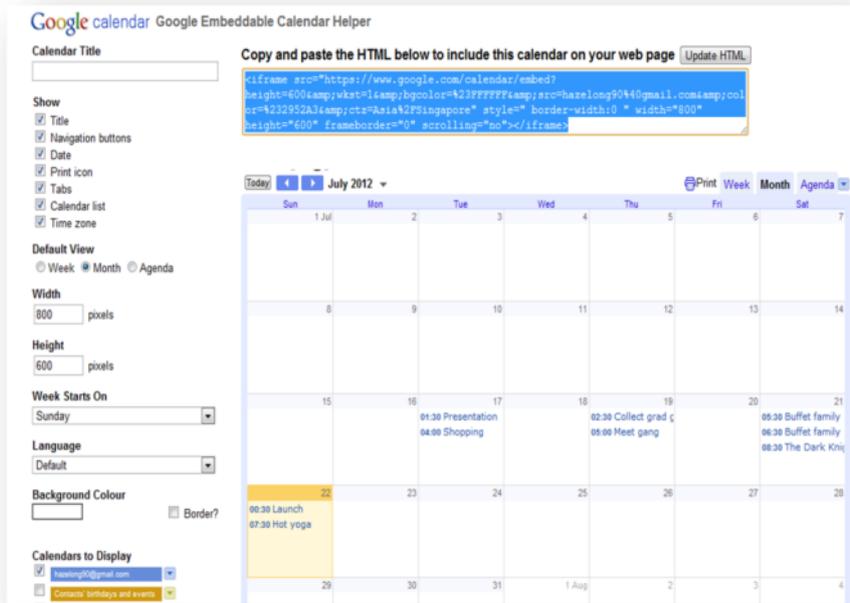
Step 4: click 'Update' to insert the map or video

6 Embed Google documents

It is possible to insert your Google documents/calendar into your web page.

6.1 Google calendar

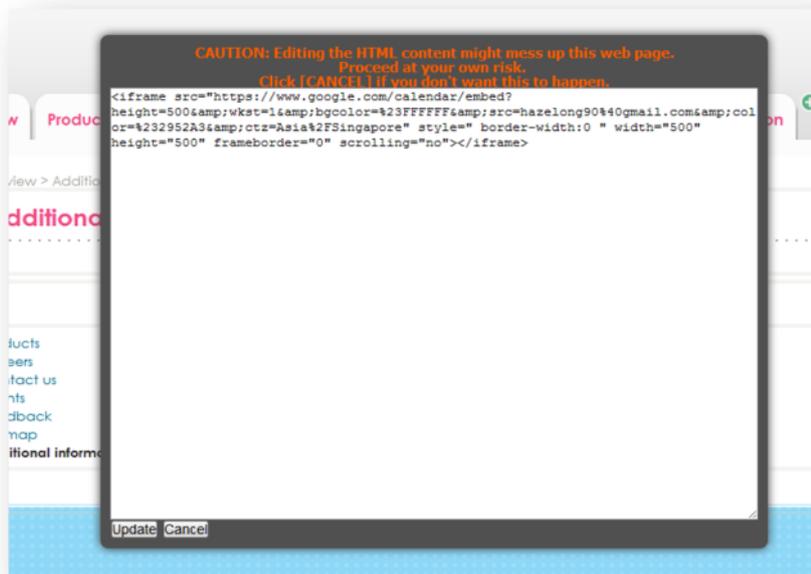
Step 1: after adding events to Google calendar from Google.com, go to 'calendar settings' to embed the calendar



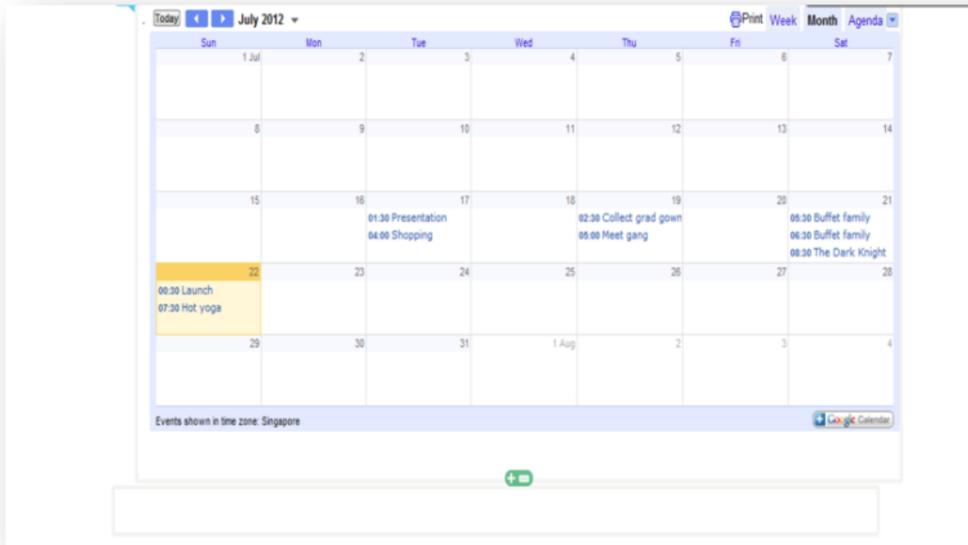
Step 2: copy the HTML code from the small box as shown above



Step 3: go back to your web page and click  to paste the HTML



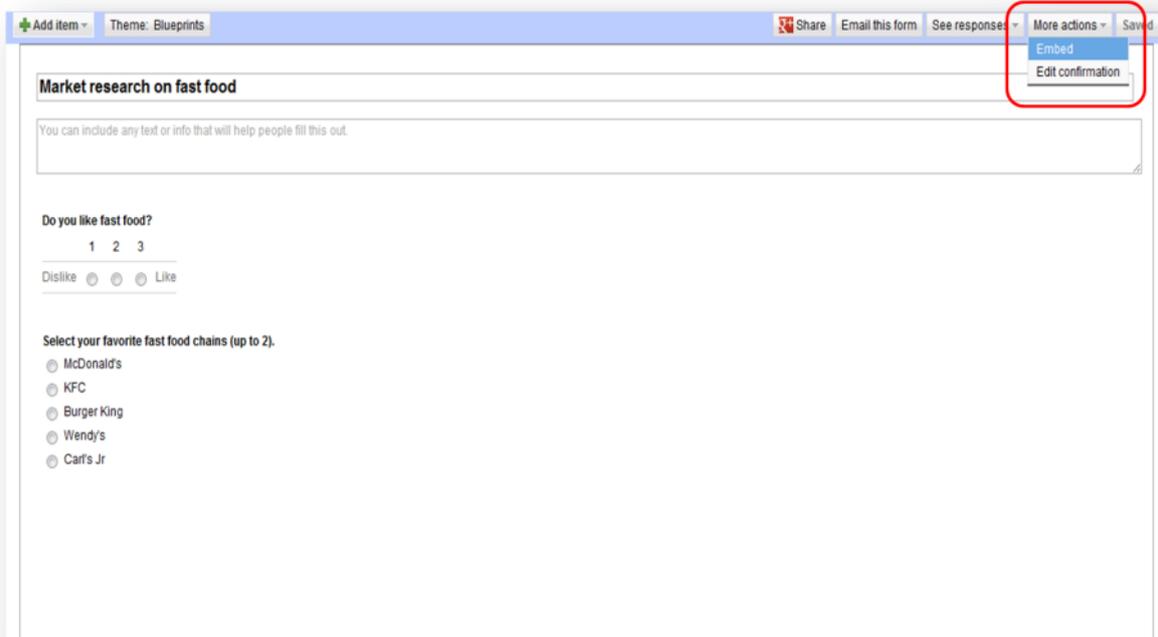
Step 4: click 'Update' to embed the calendar



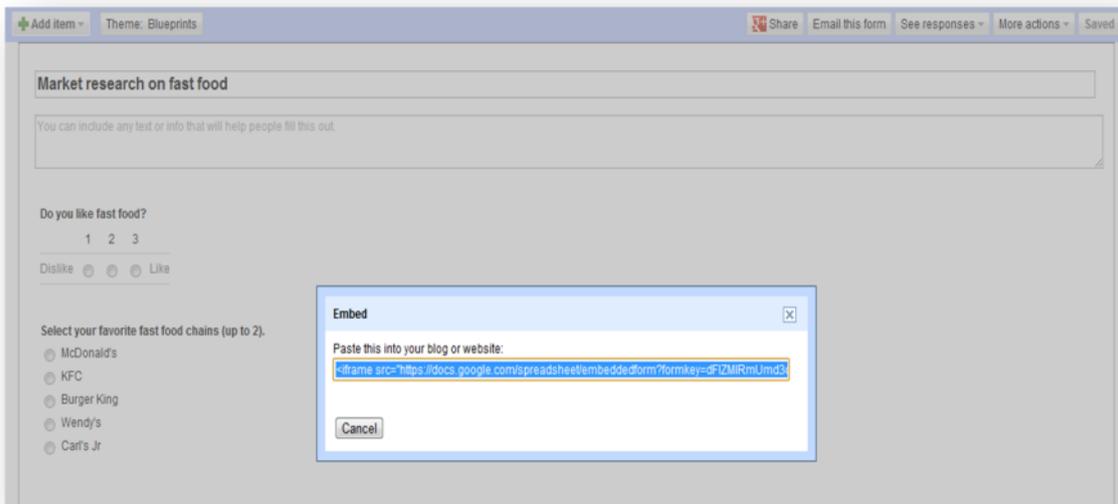
6.2 Google forms

Step 1: after the creation of Google forms from Google.com, click 'more actions' located at the top right hand corner

Step 2: then click 'embed' to show the HTML code



A small window with the HTML code will appear

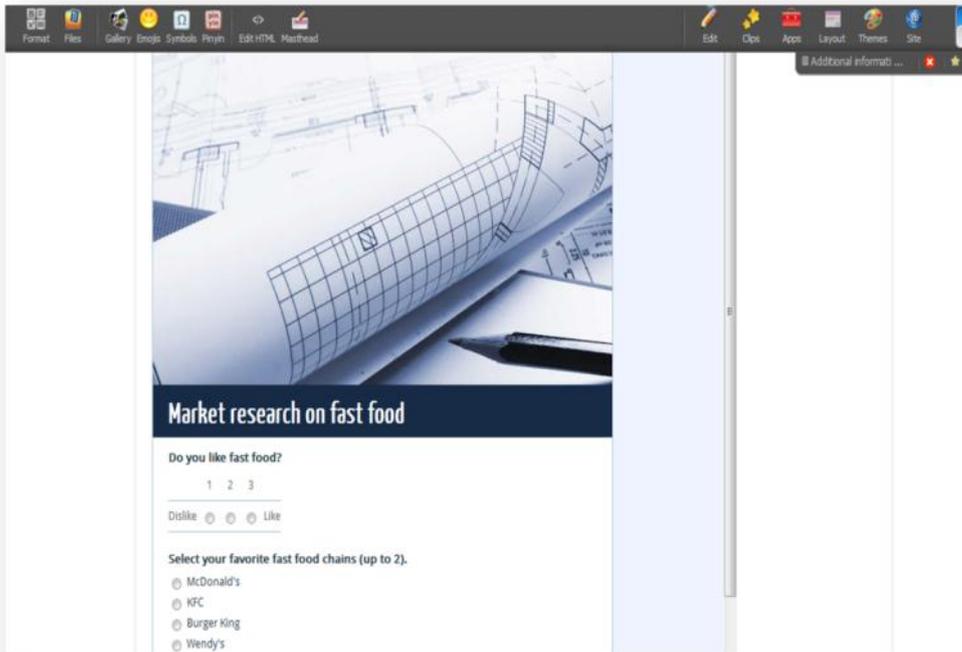


Step 3: copy the HTML code

Step 4: go back to your web page and click  to paste the HTML code

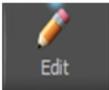


Step 5: click 'Update' to insert the form

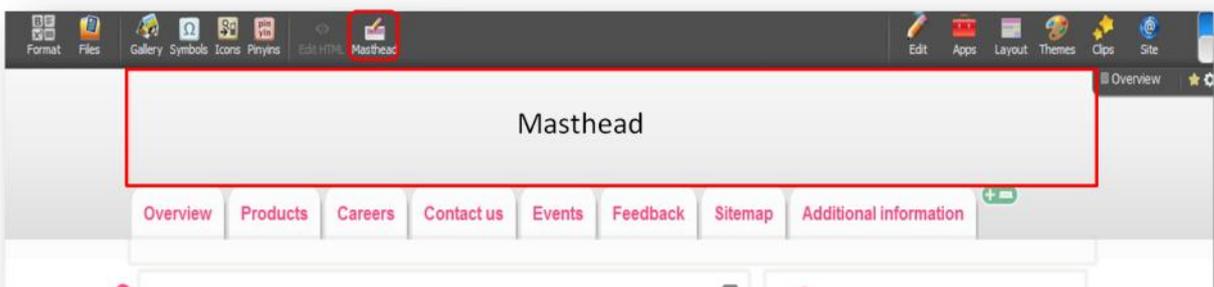


7 Masthead

Every website has its own masthead. Masthead is a banner that appears on top of most website, as highlighted in red below. You can choose to personalize your website by changing/replacing the masthead.

Step 1: click  to show 

Step 2: then click  to insert your banner

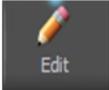


Step 3: drag-and-drop the image to the Masthead (refer to section 5.2 on how to upload images). Compress the images before uploading on your website for shorter loading time

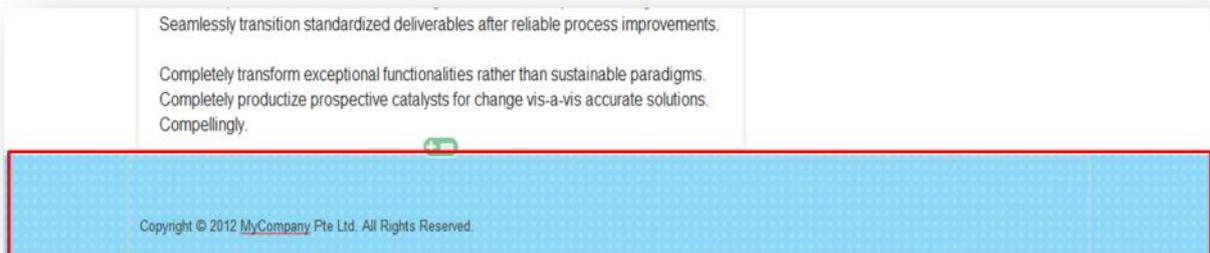


8 Web page footer

The web page footer is located at the bottom of every web page.

Step 1: click  to show 

Step 2: then click  to edit the footer



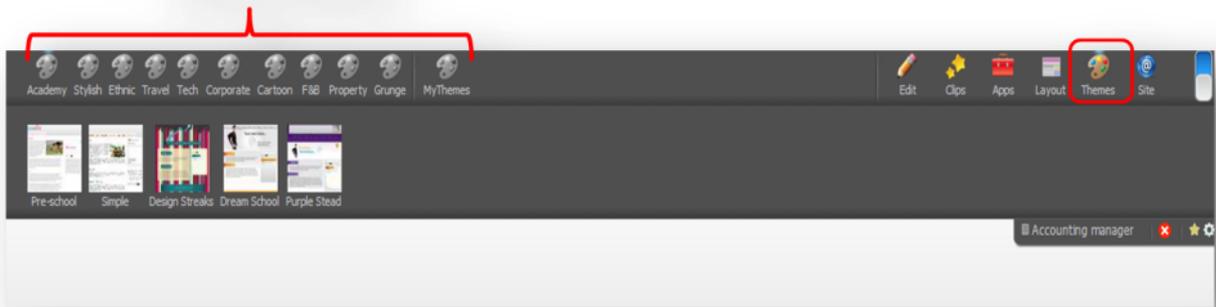
9 Design templates

Website style is the basic layout and design of the website. There are more than 70 different style templates that you can choose from.

9.1 Insert default template

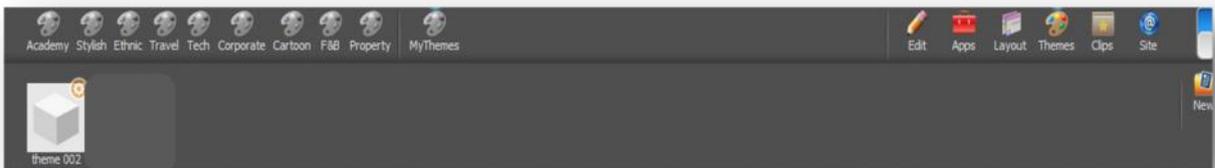
Step 1: click  to choose design templates

Design templates



9.2 Upload own template

Step 1: click  then click  to upload your own template

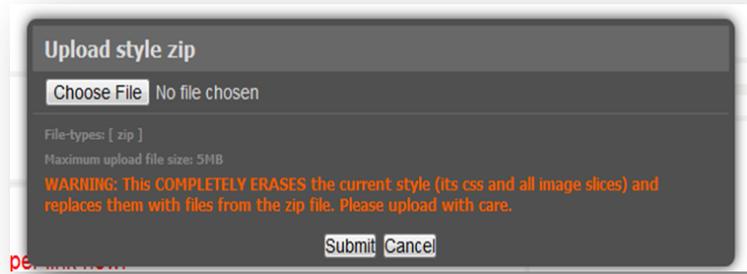


Step 2: mouse over the grey theme icon as shown above and click the orange button beside it

Step 3: select 'Upload' to upload the Cascading Style Sheet (CSS) zipped folder



Step 4: click 'Submit' to upload the design template



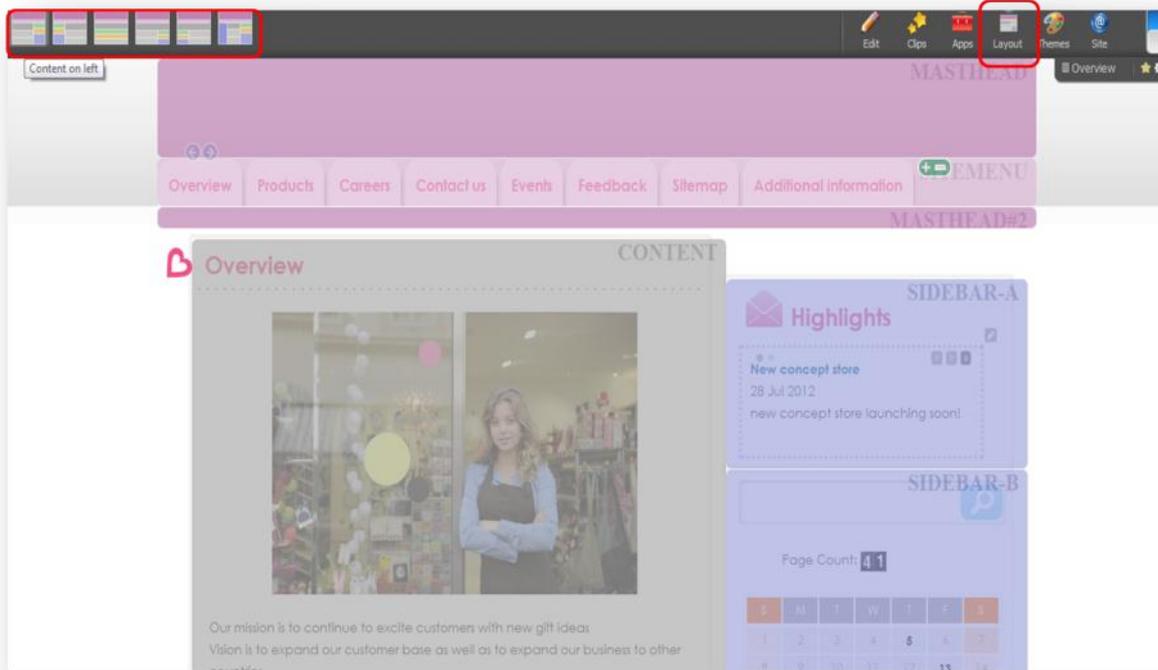
Alternatively, you can download the CSS template by selecting the 'Download' button and edit the CSS before you upload it to your website.



10 Change webpage Layout

Step 1: click  to choose different layouts for each webpage

Step 2: click any of  to view the layout format



11 Interactive built-in applications

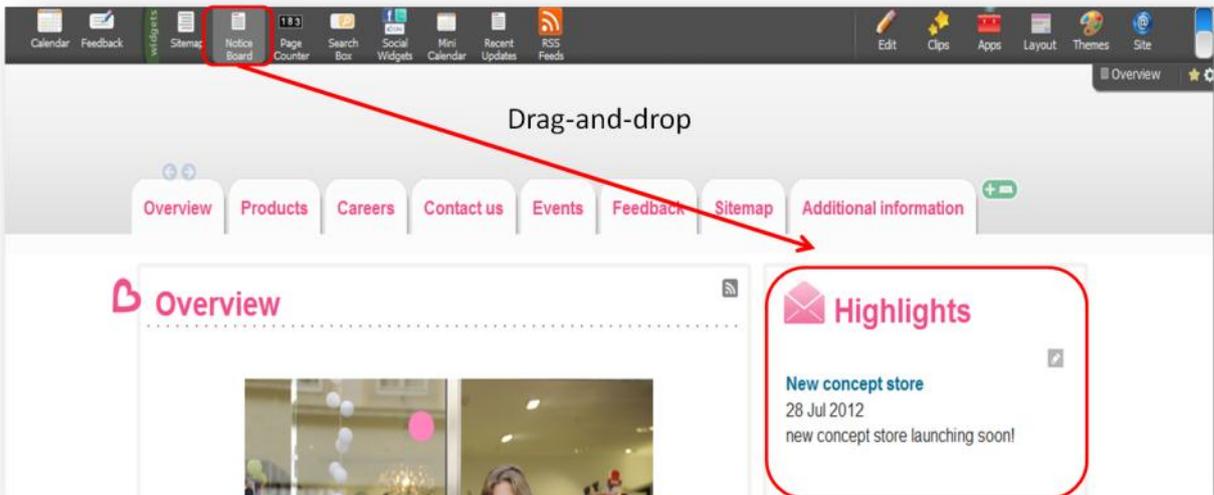
There are over 10 built-in applications such as Notice board and Event calendar to enrich your visitors' experience.

11.1 Add Notice board

The notice board feature allows you to pin up announcements and other notices that can be linked to the web pages.

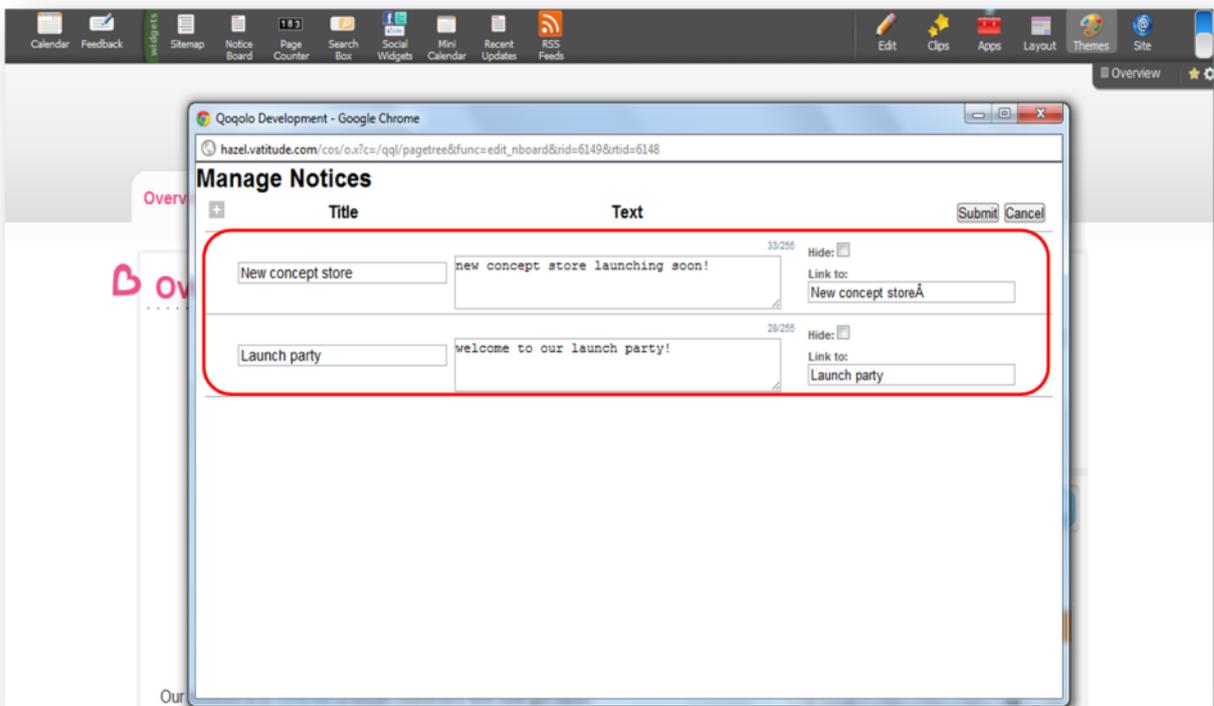
Step 1: click  to show 

Step 2: drag-and-drop  to a space in the block of content



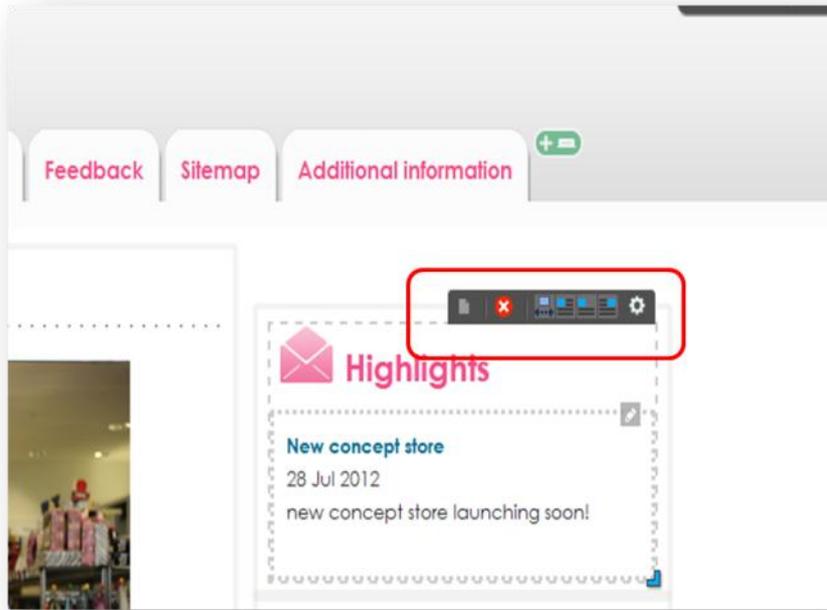
Step 3: click  to create content

Step 4: a pop-up window will appear for you to edit



Step 5: click 'Submit' after editing

Step 6: mouse over the notice board to locate  to change the settings of the notice board

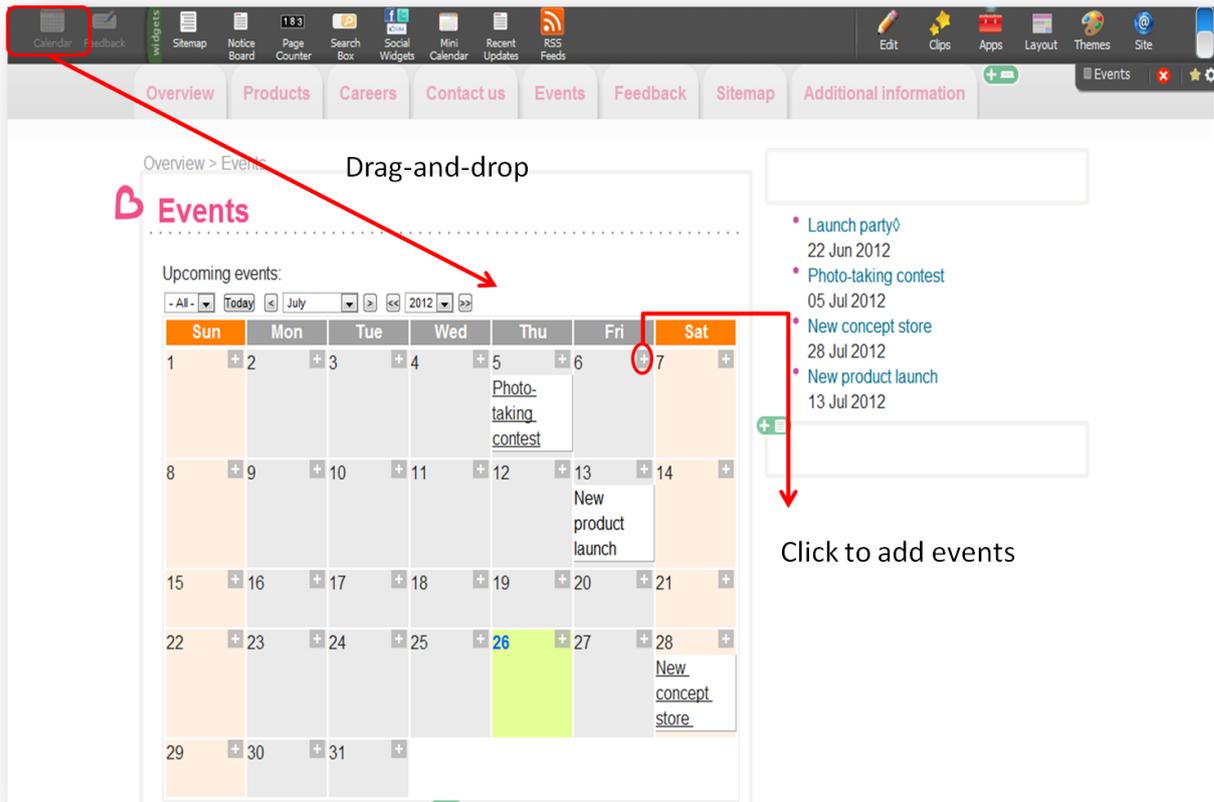


11.2 Event calendar

Use event calendar to add events and activities to the website calendar. As this calendar is for public viewing, share only activities that are meant for the public. (Please note that you are unable to insert both event calendar and feedback form in one web page.)

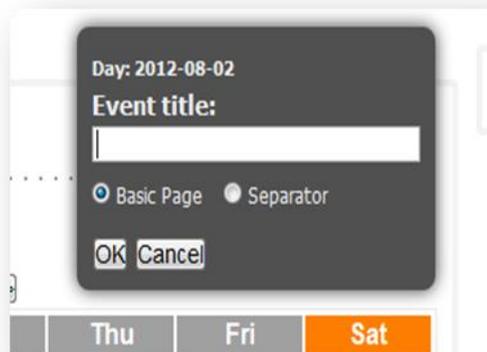
Step 1: click  to show 

Step 2: drag-and-drop  to any block of content



Step 3: click **+** to add event to the calendar

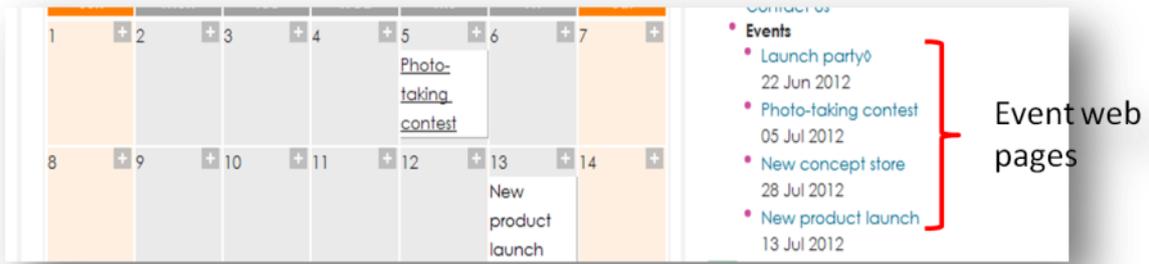
Step 4: type the event title



Step 5: click 'Ok' to submit

Step 6: mouse over the calendar and click  to change the appearance of the calendar

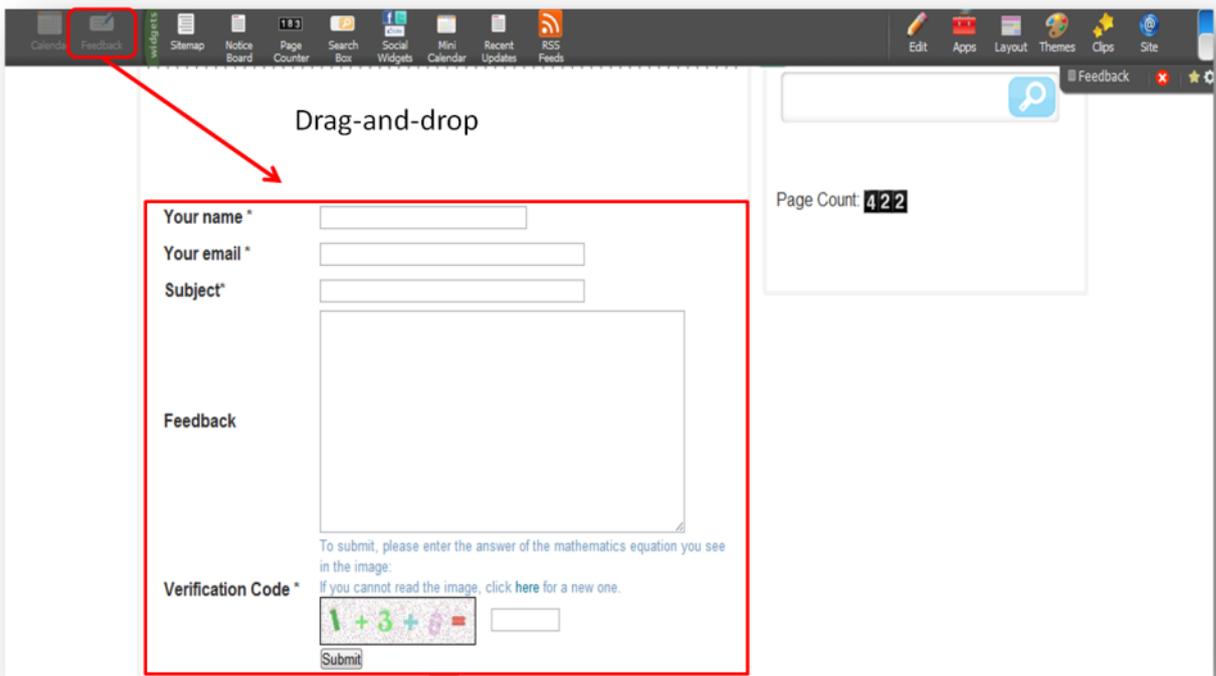
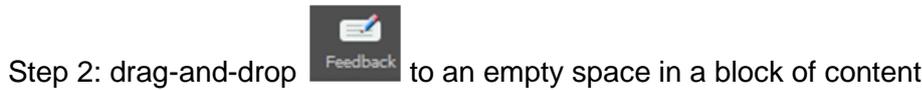
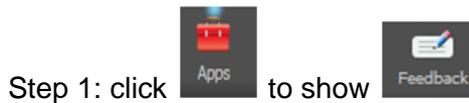
Step 7: after an event is added to the calendar, a web page for that particular event is created



Step 8: then click the event web pages to create content

11.3 Feedback form

Use Feedback form to gather comments, enquires and feedback from your site visitors. All feedbacks are in a tabulated format. Fields in the form are pre-set. (The online feedback made by your customers will be sent to your email. Please refer to Section 12.3.)

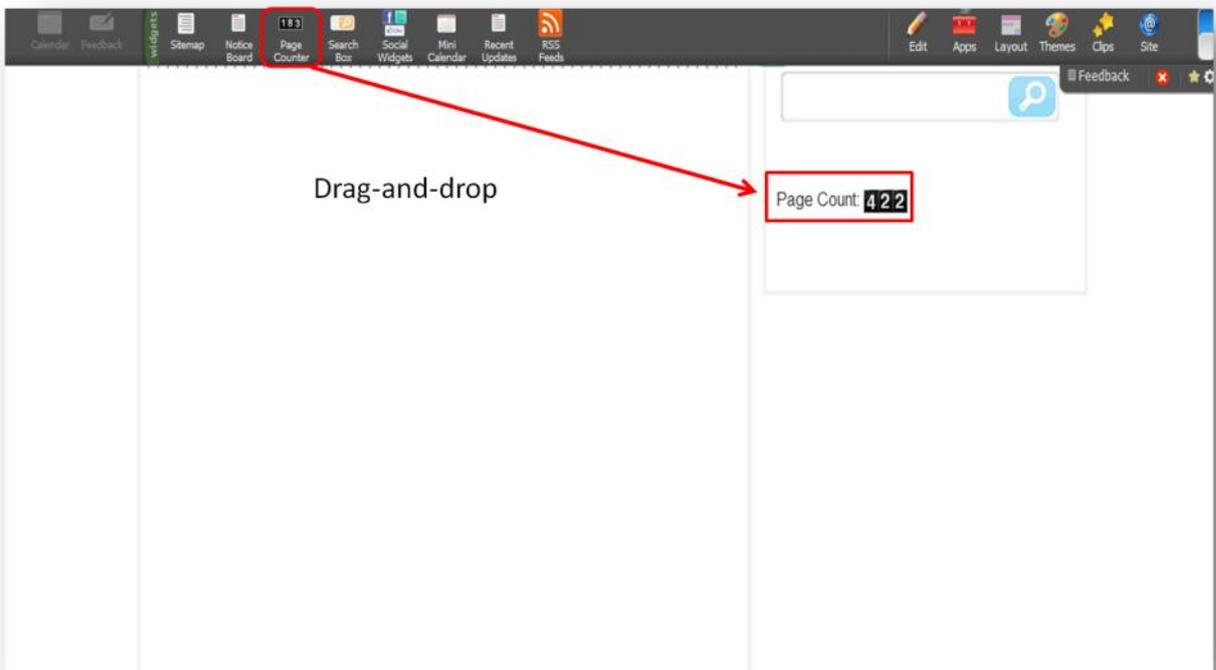


11.4 Page counter

The page counter application allows you to know the number of clicks to your website.

Step 1: click  to show 

Step 2: drag-and-drop  to an empty space in a block of content

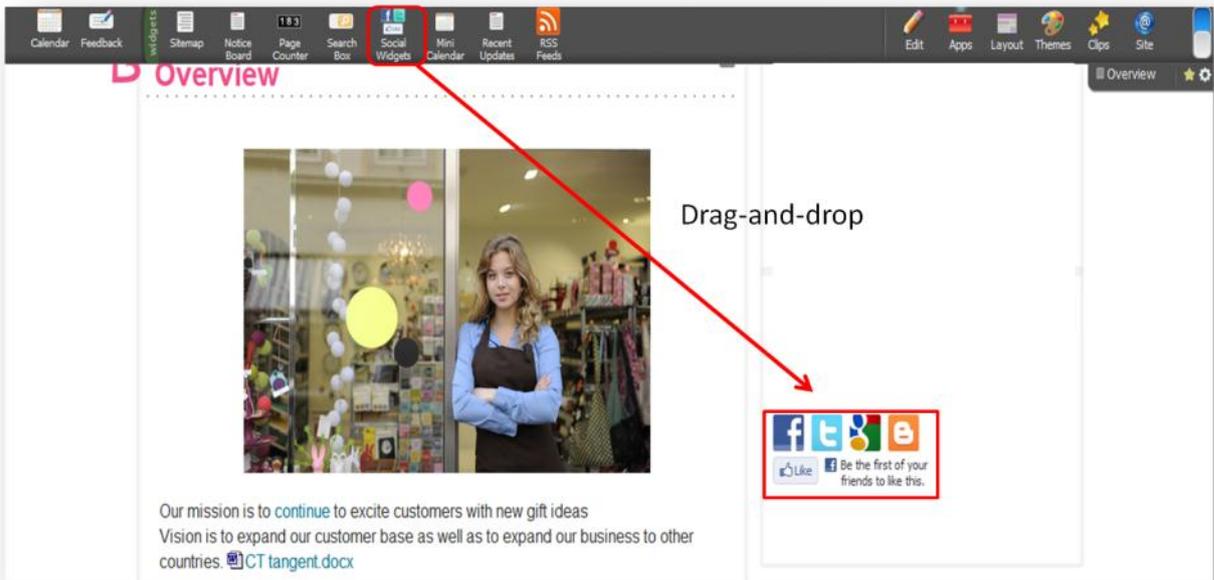


11.5 Social widgets

With the social widgets, visitors are able to share your web page on their social page such as Facebook and Twitter.

Step 1: click  to show 

Step 2: drag-and-drop  to an empty space in a block of content

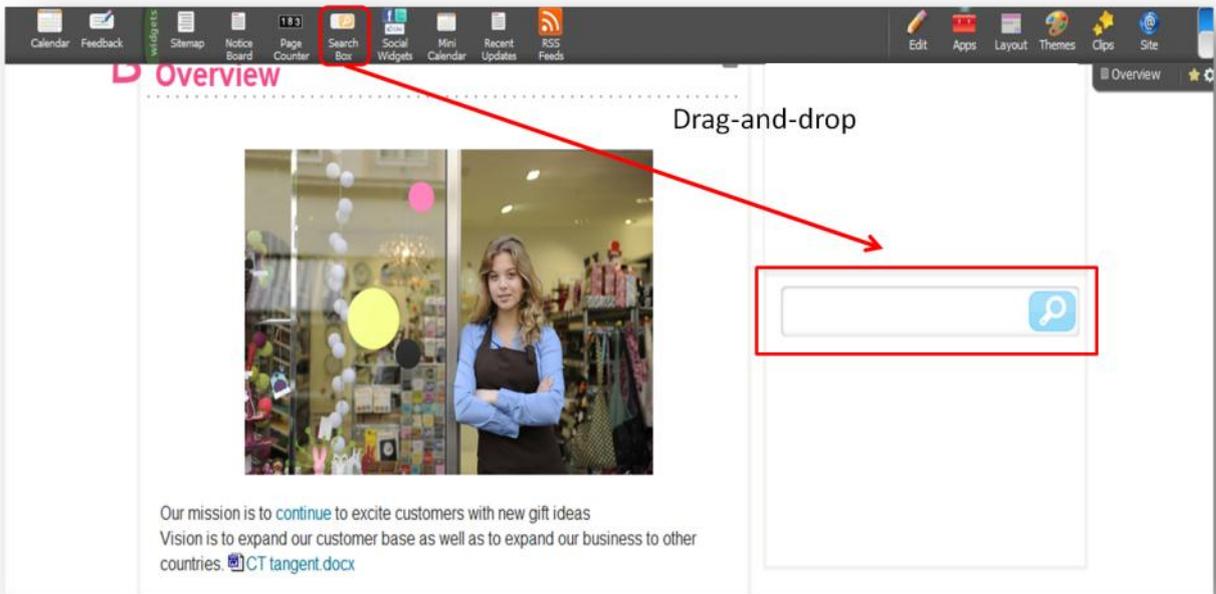


11.6 Search box

This search box feature is particularly important to visitors as they are able to type in any keyword and search for relevant information from the website.

Step 1: click  to show 

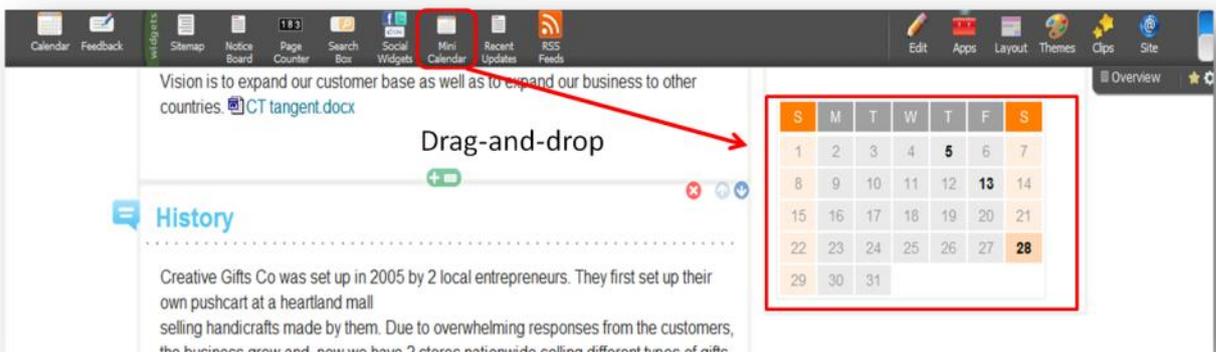
Step 2: drag-and-drop  to an empty space in a block of content



11.7 Mini calendar

Step 1: click  to show 

Step 2: drag-and-drop  to any space in the block of content

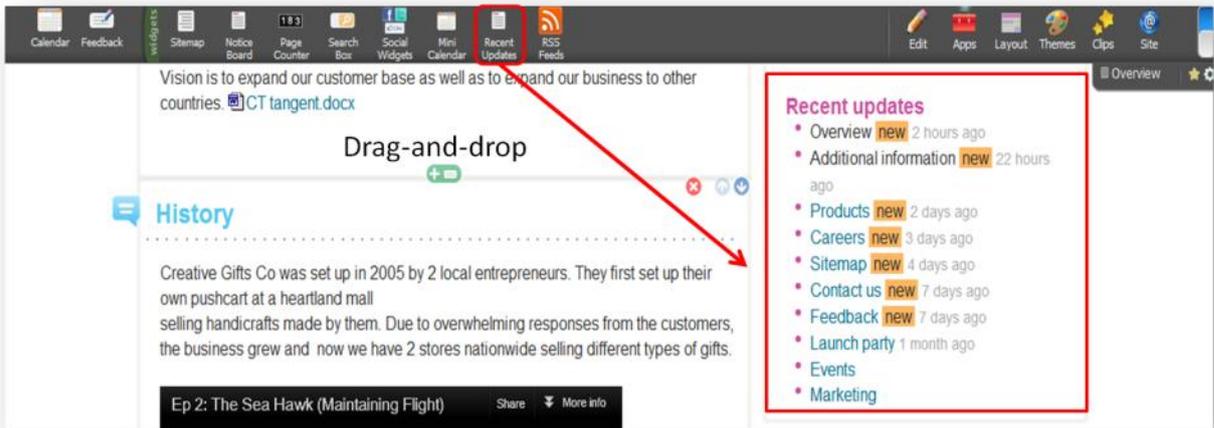


11.8 Recent updates notification

This notification allows visitors to know the recent updates made on the website.

Step 1: click  to show 

Step 2: drag-and-drop  to an empty space in a block of content

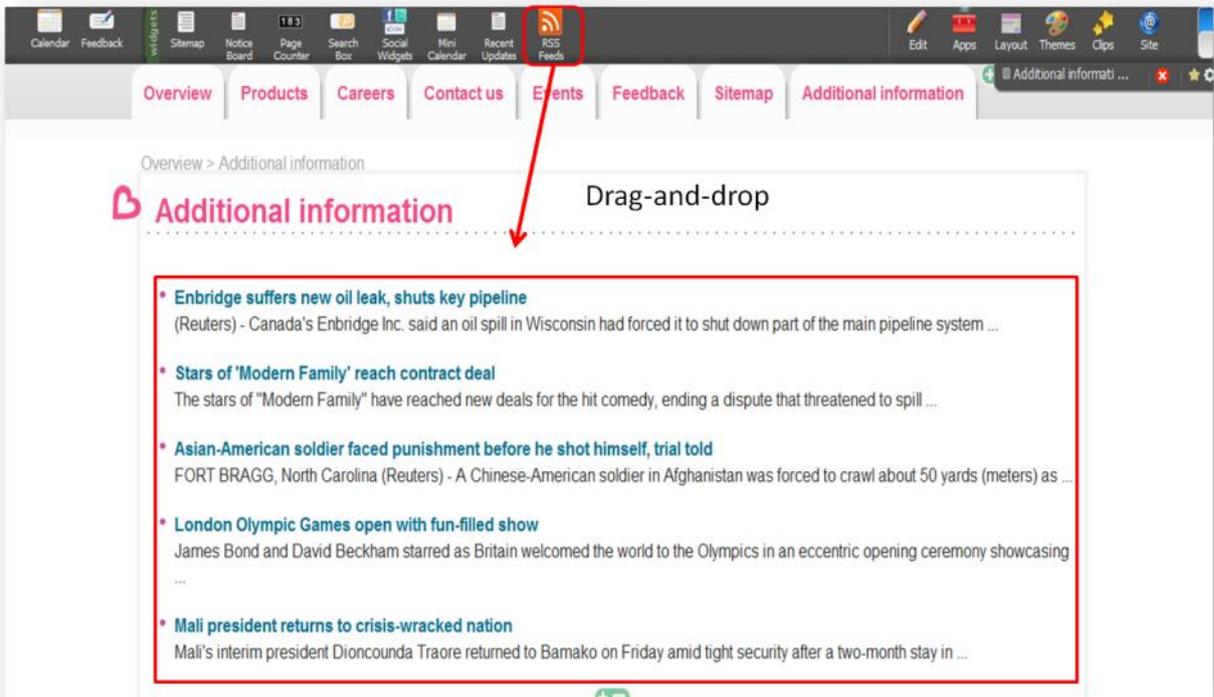


11.9 RSS feeds

This incoming RSS feed application allows website to synchronise content from external URL.

Step 1: click  to show 

Step 2: drag-and-drop  to an empty space in a block of content



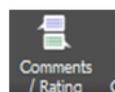
Step 3: after the application is inserted into the web page, mouse over it to show

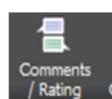
  and click  to change the URL.

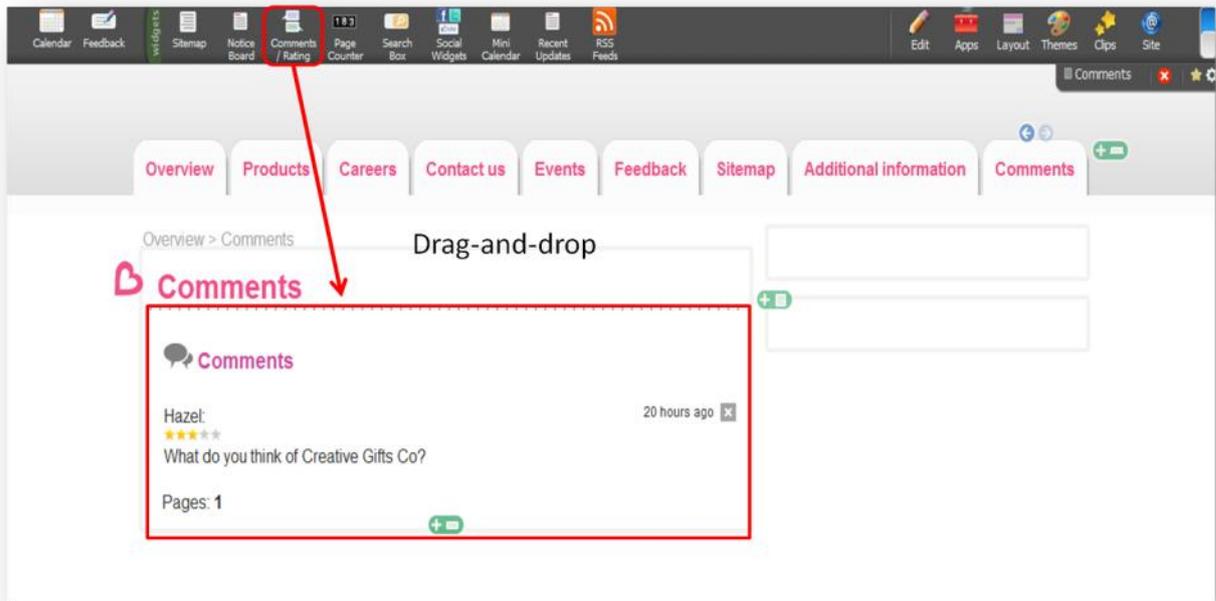


11.10 Discussion Board

With a discussion board on your website, you are able to discuss any topics with the visitors and get to know them better as they make constructive feedback regarding your company and product offering. Members of the public can also make use of this platform to discuss any topics with each other.

Step 1: click  to show 

Step 2: drag-and-drop  to an empty space in a block of content

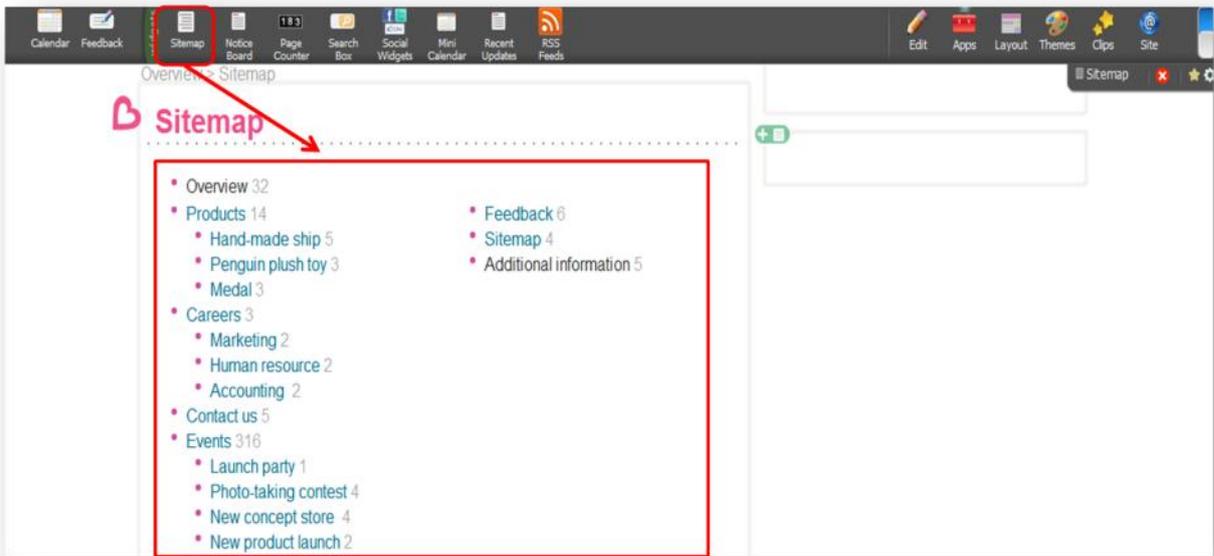


11.11 Auto-generated sitemap

Pages that appear on the site map are generated automatically. In the site map feature, there is a number indicator beside each page which indicates the number of hits for the page.

Step 1: click  to show 

Step 2: drag-and-drop  to an empty space in a block of content



12 Website properties



This tool consists of the following functions:

Site settings

Friendly URLs

Set Profile

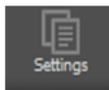
Usage Quota

Logout

12.1 Site settings



Step 1: click



Step 2: click to activate drop-down menu, printable button, RSS feed as well as Google Analytics tracking



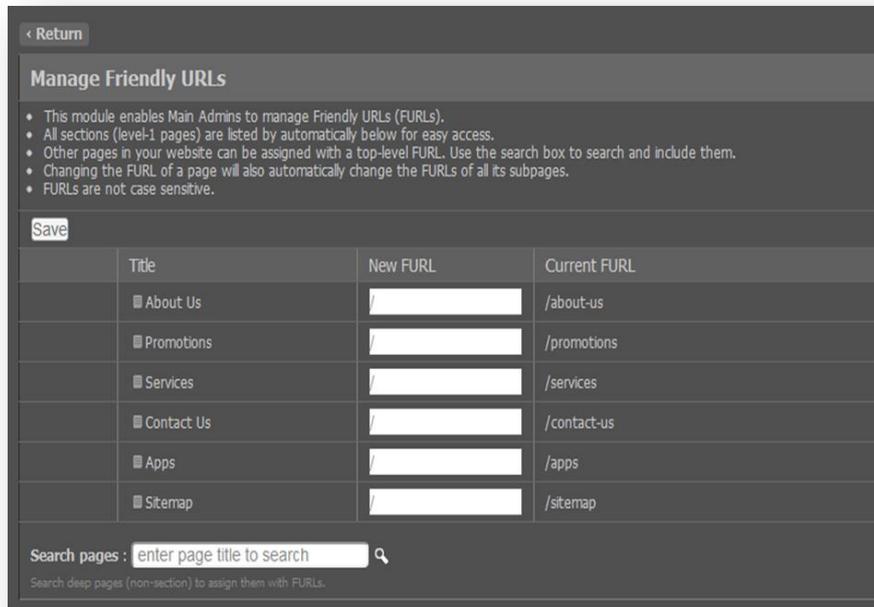
12.2 Friendly URLs

A friendly URL is a Web address that is easy to read and includes words that describe the content of the webpage. This type of URL can be "friendly" in two ways. 1) It can help visitors remember the Web address, and 2) it can help describe the page to search engines.



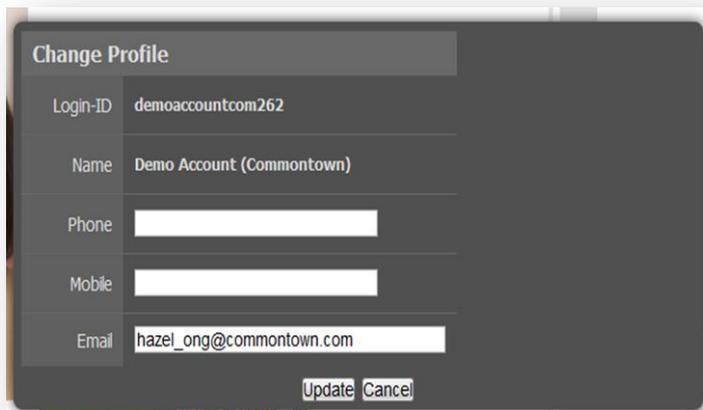
Step 1: click

Step 2: you will be directed to a page where you can type the new URL for each web page



12.3 Set Profile

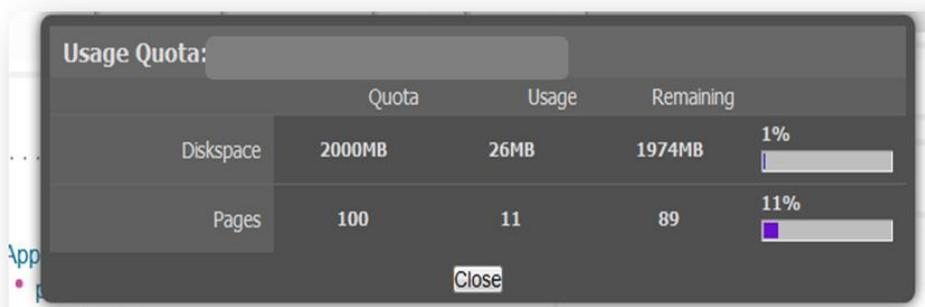
It is important to update your email address so that the feedback notification made by your customers will be sent to that particular email.



A dialog box titled "Change Profile" with a dark background. It contains several input fields: "Login-ID" with the value "demoaccountcom262", "Name" with "Demo Account (Commontown)", "Phone" (empty), "Mobile" (empty), and "Email" with "hazel_ong@commontown.com". At the bottom right, there are two buttons: "Update" and "Cancel".

12.4 Usage quota

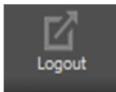
Step 1: click  to see the amount of disk space you have used up



A dialog box titled "Usage Quota:" with a dark background. It displays a table with columns: "Quota", "Usage", "Remaining", and a percentage. The table has two rows: "Diskspace" and "Pages". Each row includes a progress bar. At the bottom center, there is a "Close" button.

	Quota	Usage	Remaining	
Diskspace	2000MB	26MB	1974MB	1%
Pages	100	11	89	11%

12.5 Logout

To logout from the Web Builder, click 

Appendix A

1. Introduction

Add Board Members and Update Picture



Philip Lim
Chief Executive Officer
Exploit Technologies Pte Ltd

Philip Lim joined Exploit Technologies in August 2009 as its General Manager, and was appointed the Chief Executive Officer in December 2009.

Prior to joining Exploit Technologies, Philip was the General Manager of the Food Distribution Division at the Singapore Food Industries (SFI), one of Singapore's largest food companies. Under Philip's

The picture thumbnail is width 110pixels .

As the height may be different from your source, by standardising the width, the thumbnails will be consistent in look and feel.

2. Innovation Offerings

Add New Collaterals (e-brochures, videos, etc)

The screenshot shows the ETPL website builder interface. The top navigation bar includes 'Home', 'Introduction', 'Innovation Partners', 'Innovation Offerings', 'Engage Us', and 'Find Us@'. The main content area is titled 'E-Brochures' and 'Brochures for Download'. It features a list of brochures for download, each with a thumbnail, title, and description. The list includes:

- Liquid Forging (Whitepaper)**: Redefining the manufacturing of aluminium alloy products. Includes edit (3) and delete (4) icons.
- Nanotechnology (e-Brochure)**: A collection of nanotechnology available at ETPL. Includes edit and delete icons.
- Photonics - lighting the path into the future (e-Brochure)**: A collection of photonics research and technologies available at ETPL. Includes edit and delete icons.
- Coatings**: A collection of coatings related technologies available at ETPL. Includes edit and delete icons.

At the top right of the brochure list, there are two buttons: 'Downloaders' (2) and 'Add New' (1). A sidebar on the right contains a list of categories: 'E-Brochures', 'Videos', and 'Snap2Tell'.

Basic Functions:

1. Add New - Create new collaterals
2. Downloaders - View list of downloaders
3. Edit Item - If you need to update the name or file
4. Delete Item - If you need to remove this item

A screenshot of the [Add New] screen

Brochures for Download

Add/ Edit Content Resource

***Title**

Description

Thumbnail

Upload new:

Click [Browse] to select a file from your computer to upload.

Valid file-types: [gif png jpg jpeg jpe svg bmp tiff tif ico]

Remove

***Resource**

Upload new:

Click [Browse] to select a file from your computer to upload.

Valid file-types: [txt doc xls ppt docx.xlsx pptx pdf rtf rdf csv zip dmg hqx gz sit tar lzh wmv mpeg mpe mpg mp4 avi mov qt flv f4v]

Remove

*Note: To preset the cover page for your PDF brochure, please do a screen capture of the cover page and upload as "Thumbnail".

3. Add Project for Collaboration (Create HTML Table)

Adding Project for collaboration require creating html table.

You need to copy the html codes and then click [Edit HTML] to insert the codes and click [Update] when is done.

CAUTION: Editing the HTML content might mess up this web page. Proceed at your own risk. Click [CANCEL] if you don't want this to happen.

```

<table style="width: 100%;" class="etpltb15" border="0" cellPadding="5">
<tbody>
<tr>
<td style="width: 30%; background-color: rgb(131, 166, 209);" vAlign="top">Project Title</td>
<td style="background-color: rgb(195, 212, 233);" vAlign="top">CO2 Mineralization</td>
</tr>
<tr>
<td style="background-color: rgb(131, 166, 209);" vAlign="top">Research Institute</td>
<td style="background-color: rgb(195, 212, 233);" vAlign="top">Institute for Chemical and Engineering Sciences (ICES)</td>
</tr>
<tr>
<td style="background-color: rgb(131, 166, 209);" vAlign="top">Project Overview</td>
<td style="background-color: rgb(195, 212, 233);" vAlign="top">
<li>A robust process for long term CO2 capture and storage via mineralisation where industrial flue gas is fed into a low temperature and low pressure process to react the CO2 with dilute acids.</li>
<li>Raw material used is easily available serpentine and olivine rocks.</li>
<li>Unlike competing schemes (e.g. chilled ammonia, gas separation), this process is a mature technology and generates less waste in addition to producing hydrogen.
</td>
</tr>
</tbody>
</table>

```

Step 1 - Click inside the table or "inside the content" of which you can click [Edit HTML] to view the codes.

Step 2 - Click [Edit HTML]

Step 3 - Hit a few enter keys to create space above the 1st table

Paste the following codes:

```

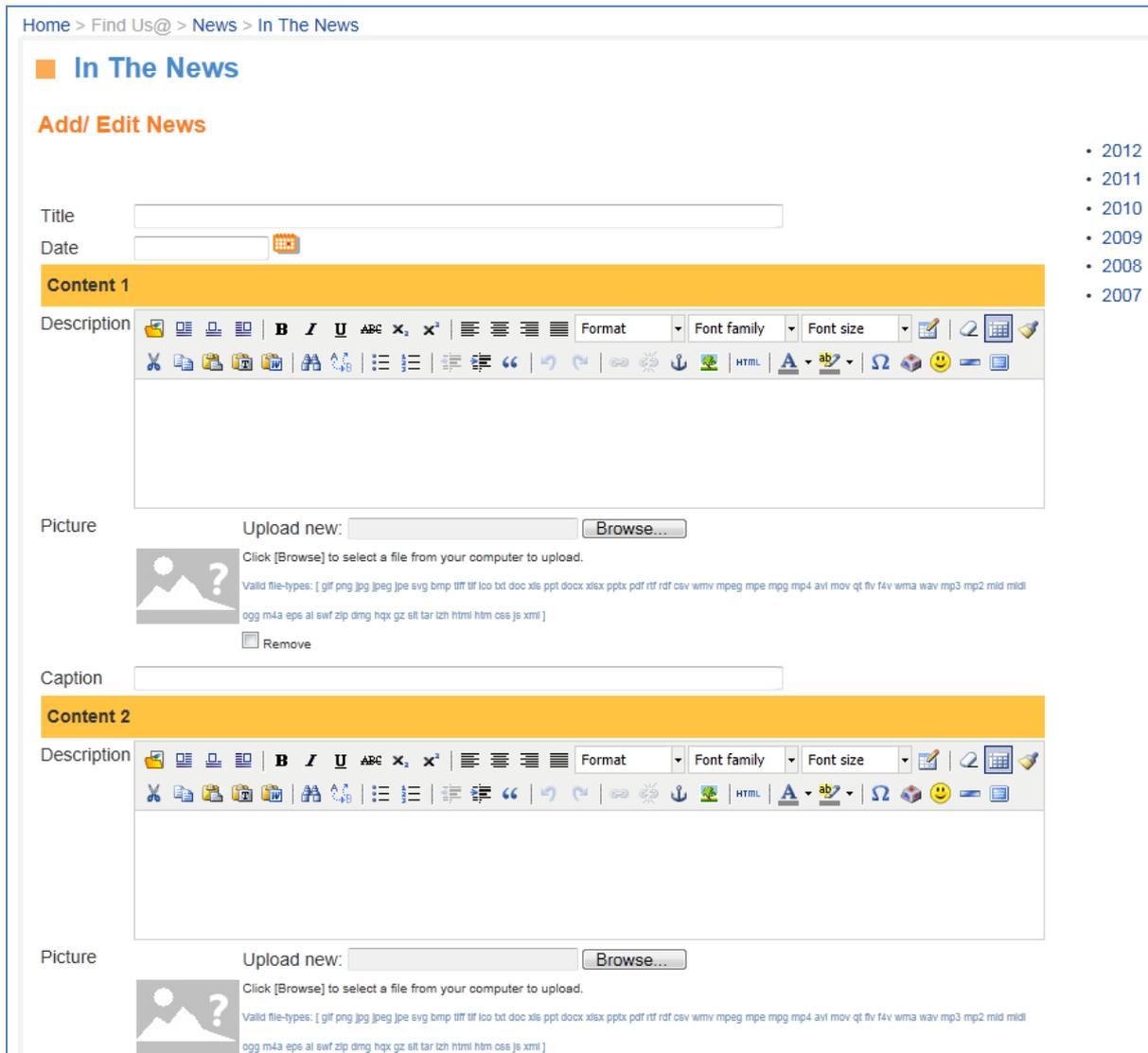
<table style="width: 100%;" class="etpltb15" border="0" cellPadding="5">
<tbody>
<tr>
<td style="width: 30%; background-color: rgb(131, 166, 209);" vAlign="top">Project Title</td>
<td style="background-color: rgb(195, 212, 233);" vAlign="top"></td>
</tr>
<tr>
<td style="background-color: rgb(131, 166, 209);" vAlign="top">Research Institute</td>
<td style="background-color: rgb(195, 212, 233);" vAlign="top"></td>
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<li>A robust process for long term CO2 capture and storage via mineralisation where industrial flue gas is fed into a low temperature and low pressure process to react the CO2 with dilute acids.</li>
<li>Raw material used is easily available serpentine and olivine rocks.</li>
<li>Unlike competing schemes (e.g. chilled ammonia, gas separation), this process is a mature technology and generates less waste in addition to producing hydrogen.
</td>
</tr>
</tbody>
</table>

```


Basic Functions:

1. Add New - Create new News
2. Edit Item - If you need to update the news content
3. Delete Item - If you need to remove this item

A screenshot of the [Add New] screen



You can construct up to 3 paragraphs of text with 1 picture each and caption for each picture.

You can also attach up to 3 documents to supplement you news article.

3. Mark Event as ETPL

The events listing is sync daily from ASTAR iCAL. By default, all events are marked as ASTAR events. If you need to 'remark' the event as "ETPL", you need to perform the following steps.

Home > Find Us@ > Events

Events

Filter By : All All New Event

Exploit Technologies proudly presents: BIOMASS-TO-CHEMICALS Industry Forum  

Exploit T **1** nologies cordially invites you to BIOMASS-TO-CHEMICALS Industry Forum on Friday, 28 September 2012. As seating is limited, please register early to avoid disappointment. Our invited speakers are: Dr. Armando BorgnaDr.... [More..](#)

28 Sep 2012 , 1:30 pm-5:00 pm

MPTC Conference and Technology Exhibition 2012  

Dear Partners,You are cordially invited to the annual Manufacturing Productivity Technology Centre (MPTC) Conference and Technology Exhibition 2012. This event will be held in conjunction with the annual National RFID... [More..](#)

28 Sep 2012 , 9:00 am-5:00 pm

Basic Function:

- 1 Edit Item - Click pencil icon to edit and select "ETPL" as Event Type
- 2 Delete Item - Delete "Self Created" Event record (Those pull from iCAL will be sync daily, so no need delete.)

Events

Add / Edit Event

***Title** Exploit Technologies proudly presents: BIOMASS-TO-CHEMICALS Industr

***Event Type** ASTAR ETPL

***Date** From 2012-09-28 to 2012-09-28

Time From 1:30 pm to 5:00 pm

Short Description (Limit to 50 words) Exploit Technologies cordially invites you to BIOMASS-TO-CHEMICALS Industry Forum on Friday, 28 September 2012. As seating is limited, please