



Adrian's Caterer's Website Manual

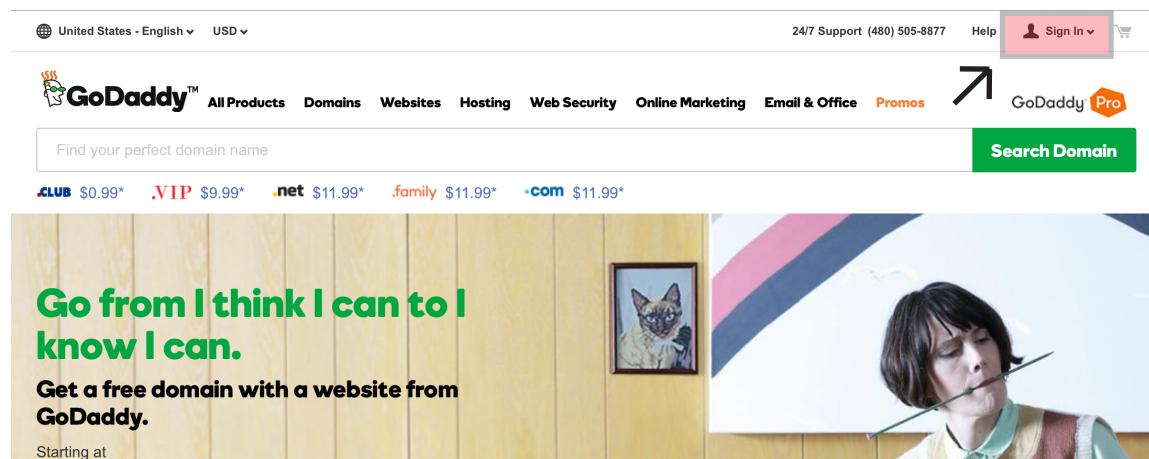
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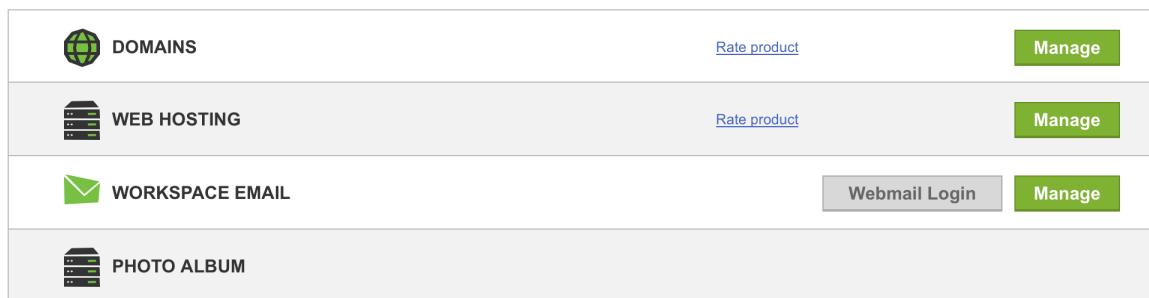
Section 1 - 1.1 GoDaddy Navigation

Since you've purchased your hosting package from Godaddy, this section will detail all information that will be relevant to you managing your website using GoDaddy.

To manage your website you will need to know the in's and out's of how to navigate the GoDaddy administrator panel. To get started, log onto www.GoDaddy.com with your email you used and your password you set when buying the service.



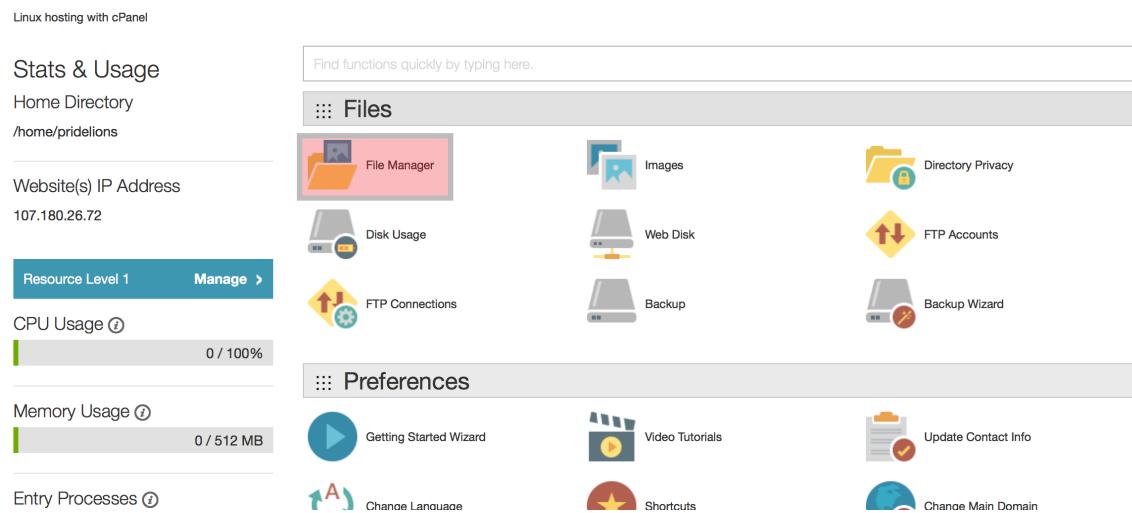
Once you log in, you will be taken to the GoDaddy user homepage. Here you can manage your domains, the name of website (e.g www.AdriansCaterers.net), and your hosting plan.



To manage your website, you will click on the "Manage" button for Web Hosting. You will be taken to another page, from that page click "Manage" under the domain you wish to manage.

Section 1 - 1.1 GoDaddy Navigation

You are now presented with the Adminstrator Panel, or cPanel as known in web development. Here you can manage content such as images and webpages. You can also control what webpage should be showing and vice versa.



Most of the items you see above are for professionals who know how to use tools such as FTP Connections and databases. The tool you, as the owner, should be most familiarize yourself with is the file manage. This allows you to upload and download files such as pictures that will show up on your website.

Click on the File Manager to see your website files. A box will appear asking you to specify directory selection. Click on the Web root selection if not already selected and click ok. You will be redirected to the file manager from here.

The screenshot shows the 'File Manager' interface. On the left is a tree view of the directory structure under '/home/pridelions', showing 'etc', 'logs', 'mail', 'public_ftp', 'public_html' (which is expanded), and 'tmp'. On the right is a table listing files. There is one entry: 'Name' is 'Adrians', 'Size' is '4 KB', and 'Last Modified' is 'May 15, 20'. The table has columns for Name, Size, and Last Modified.

Name	Size	Last Modified
Adrians	4 KB	May 15, 20

Section 1 - 1.1 GoDaddy Navigation

Now you are presented with all of the files that compose of your website, AdriansCaterers.net. You should see a number of files and a folder that contains all of you images currently being used.

It is important to know you should NOT touch any web file unless you know what you are doing.

File Type	File Extension	Allowed Actions
Image	.jpg / .png / .svg	Can edit/Replace
HTML	.html	No edits/Don't replace
CSS	.css	No edits/Don't replace

This manual will go more in detail on how to change the image. For now, just keep this in mind.

Section 1 - 1.2 File Management

When it comes to managing your website, you will need a clear understanding of what files compose of your website. As most websites are, Adriancaterers.net is composed of 4 programming languages, each with their own file type.



HTML is the structural language of your website. In fact most of your files will actually have the extension **.html**.



CSS is the language that gives your website its charm, for each HTML file will be a CSS file. The extension for this file type will look like this **.css**.



Javascript is the language that makes your website tick. Without it, your website will have no interaction. The extension for this file looks like this **.js**.



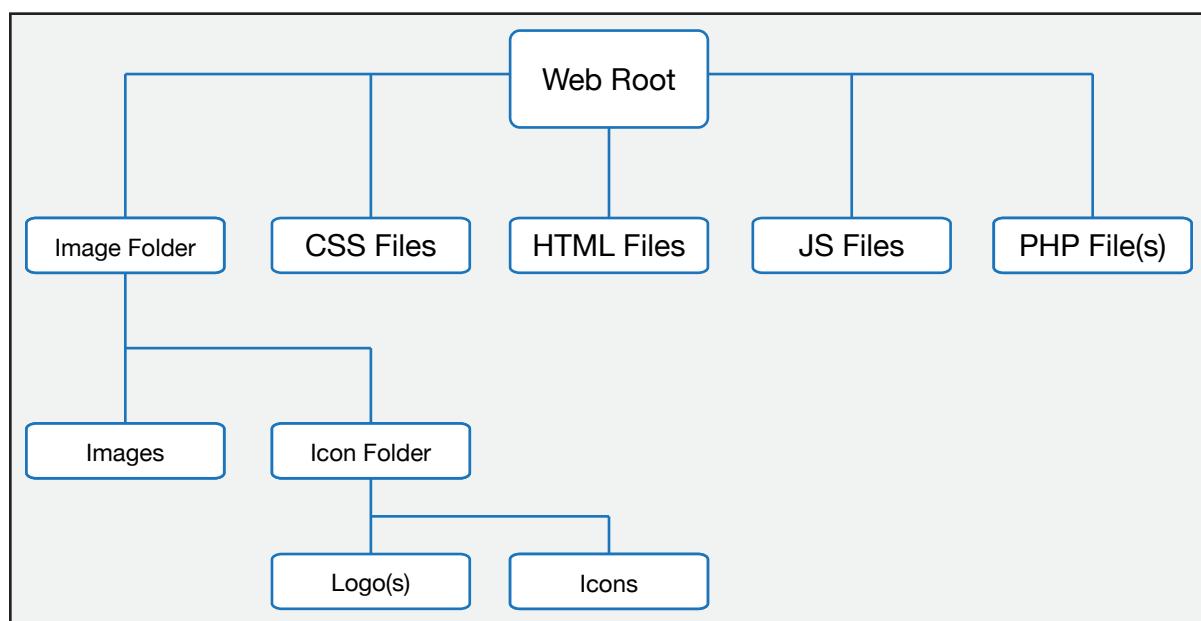
PHP is that language that allows your website to communicate with the server. In your case, it allows a person to send you a message from your website. The file extension for this looks like **.php**.

Section 1 - 1.2 File Management

Now that you know what files make up your website. It is important to know where files are located and kept. This is an important step as one file that may pull information from another won't have that information to display.

An example can be an image, if your HTML file is searching for an image, and you move that image from where the HTML thought it was located, it won't be able to display that image until you update the HTML file or move the image back to its original position.

Take a look below at the folder structure below to get an idea of how to manage your files.

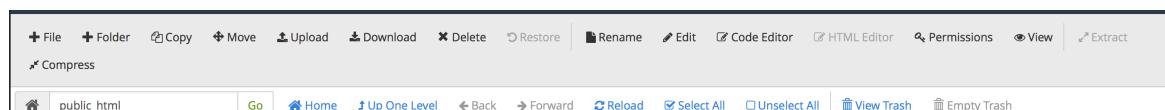


Files that deal with code will always exist in the root folder. Supporting content such as pictures, videos, logos and icons will exist inside folders. This is to keep the structure clean and organized for you, the owner, and any developer that may make edits to your website in the future.

Section 1 - 1.3 Accessing Files

Now that you know how to navigate your way to your files and have a basic understanding of its structure, you may want to know how to access them. Downloading and uploading a file is pretty simple using the GoDaddy cPanel.

Inside the file manager, you should see a tools bar located at the top.



The tool bar should be pretty self explanatory at first glance. You are given a list of options that will allow you to create, delete, upload, download and edit any file in the file manager.

Note: These options will NOT be clickable until you select a file to perform an action on.

Uploading a File:

To upload a file, first navigate your way to the folder you wish to upload the file into it. You will then click “Upload” and will be taken to a page that looks like this:

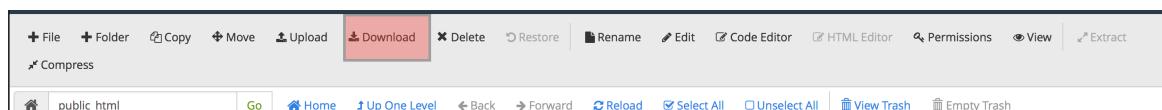
The screenshot shows the "File Upload" interface. At the top, there is a message: "Maximum file size allowed for upload: 99.99 GB" and "Please select files to upload to "/home/adrianscaterers1/public_html". Below this is a "Browse..." button with the text "No file selected.". There is also an "Overwrite existing files: ". Below these are permission settings for "Mode": "User" (checked), "Group" (checked), and "World" (checked). Under "Read", "Write", and "Execute", the "User" and "Group" checkboxes are checked, while "World" is unchecked. At the bottom, there is a "Permission" section with three input fields containing the values 6, 4, and 4 respectively. At the very bottom, there is a link "Back to /home/adrianscaterers1/public_html".

Section 1 - 1.3 Accessing Files

You will then click on the “Browse” button which will pop up another window. Select your file you wish to upload and proceed to uploading the file.

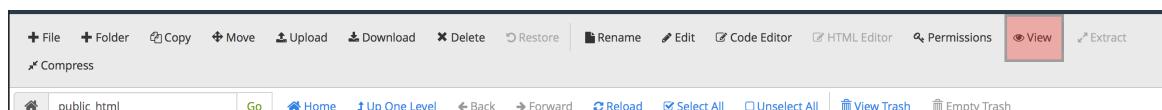
Downloading a file:

In the GoDaddy File Manager, navigate to the file you wish to download. Once you click on the file, items along the toolbar will become enabled. Click “Download” to have the file downloaded to your computer.



Viewing a file:

To view a file, navigate your way to the file you wish to view. Once done, the view tool will become enabled. Click “View” and you will be able to see the file in the browser.



As the owner, these are perhaps the most essential functions you would like to know about. As mentioned before the cPanel is more for developers or people who know more about programming.

However it is important to know how it works and what you can do with a service you've purchased.

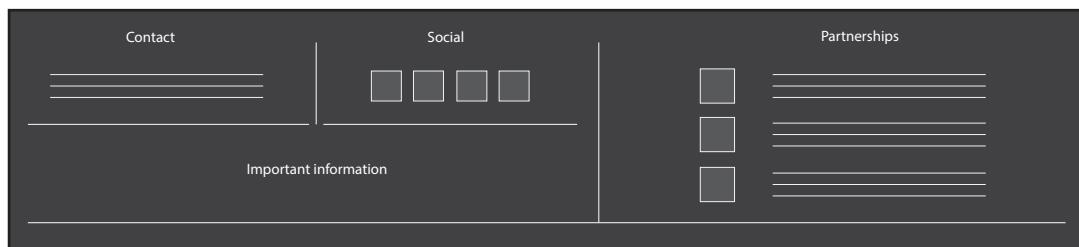
Section 2 - 2.1 Website Description

Adrianscaterers.net will function as an informational website. Meaning that this website's main goal is to inform the general public about your business and services. Adriancateres.net will hold an array of information important to anyone want to know about your business.

Lets go through what information each webpage hold and where to direct people to look just in case they ask.



The naviagtion bar: Contains your website's page. A user would mainly use this section to navigate through your website.



The footer: Contains information most users would find important. A person could find contact information, including social media, as well as information about your business.

Knowing what pages contain the information a customer may be looking for is vital to promoting your website. On the next page, we will go in depth on where the different types of information you provided is located on the website.

Section 2 - 2.1 Website Description

If you take a look below, we've outlined what information can be found on the different pages of your website.

Home Page	The homepage will contain a brief summary of your services and a facebook feed in which users can get updates straight from your website via Facebook!
About Page	The About page will contain information on how your business got started and where you plan to go in the near future with it. It also contains information on you, the Owner, and your staff.
Menu Page	The Menu page will contain the information found on all 10 of your menus you provided to us.
Services Page	The Services page will hold continued information from the home page. It will go more in depth on what services you offer.
Contact Page	The Contact page will hold contact information such as business address and phone number. It will also have a method of contact. A user will be able to send an email to you from this webpage.

Section 2 - 2.2 Website Functionality

Your website, despite being an information website, does in fact have additional functionality for user experience enhancement.

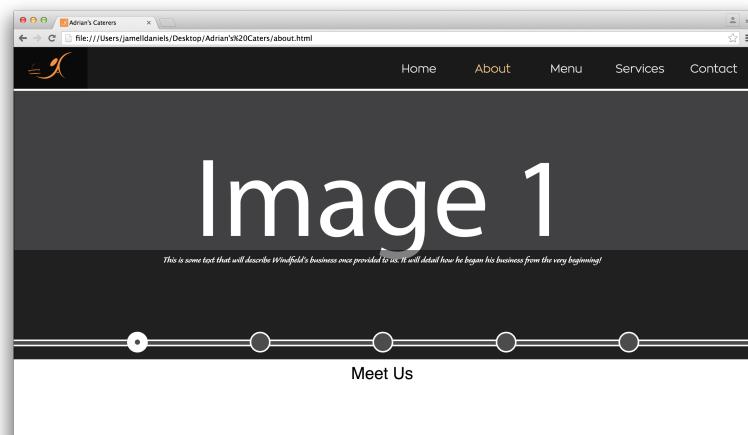
Overall your website is responsive.

Meaning your website will work on all web browsing device except smartwatches. Phones, Tablets, and Desktop users will all be able to access the contents of your website.



As mentioned before, your website will have additional interactions making it more engaging for the user.

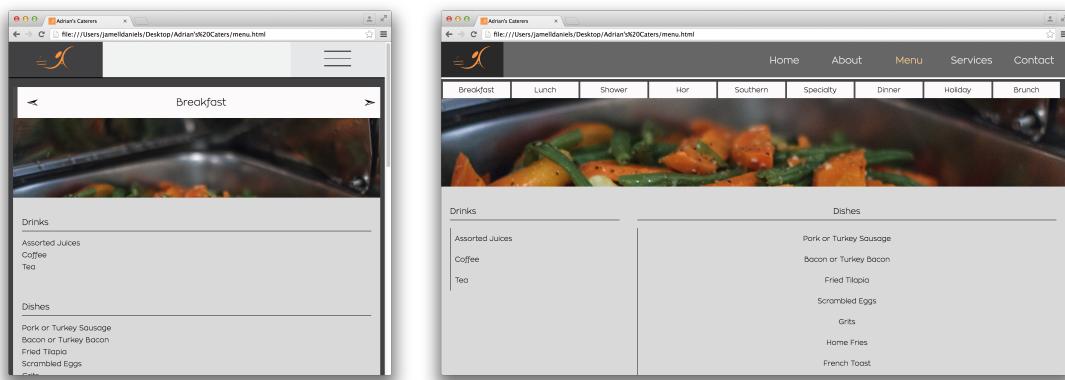
The **about** page features an interactive timeline in which a user can toggle back and forth to uncover history about your business.



As you can see in image to the left, users would interact with your website, learning all about the history of your business and where you intend to be with it in the coming years

Section 2 - 2.2 Website Functionality

The Menu Page will have similar function to the about page. Given that your business provides such an array of food items to choose from, we needed to find a way to incorporate all of this information so it doesn't overwhelm the user.



With that in mind, we organized this webpage to have all menus side by side and accessible by clicking on the tab. The image to the right shows you how its organized on devices with larger screens. A larger screen allows for the options to all be displayed at once for the user making the experience more pleasing.

The image to the left shows you what the webpage will look like on smaller screens such as tablets and phones. A smaller screen simply wouldn't allow the options to be displayed so we made the options accessible by sliding through the tabs.

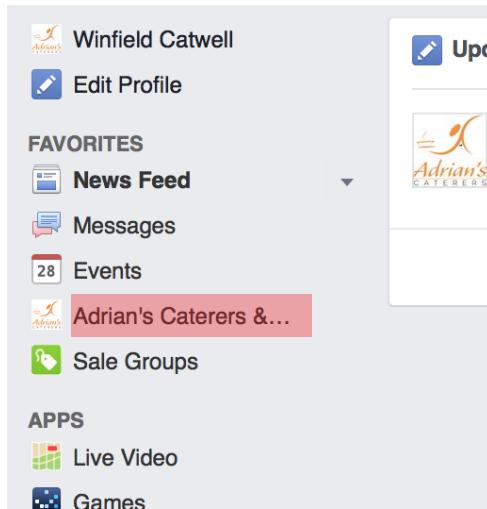
Your website also has SEO (Search Engine Optimization) so that when a user looks for your website they will be able to find you. SEO helps increases your online presence using keywords relevant to you, the owner, the business and even the industry itself. Please note that SEO does in fact take time to take into effect especially if your website is new to the internet. The overall goal here is steadily increase your web presence to increase business.

Section 2 - 2.2 Facebook Widget

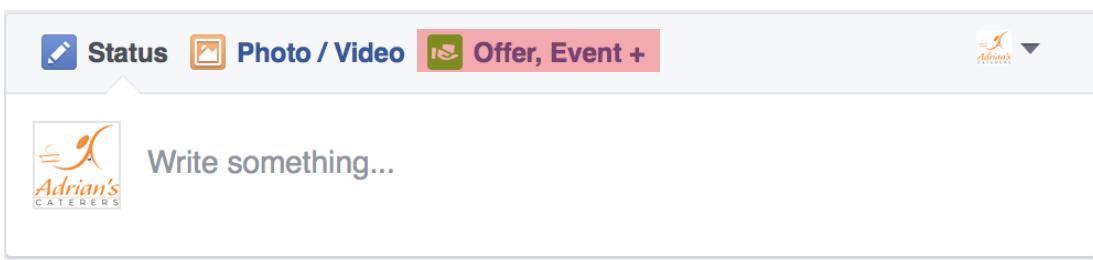
Since your website is information, you will need a way to inform visitors of the upcoming events you may be planning. We made it so that your website can display facebook feeds from your business's facebook page.

Lets get started on how to use the FaceBook widget.

First, log onto your facebook page. Once you've logged on you will see an link on the left sidebar that will take you to your business's facebook page.

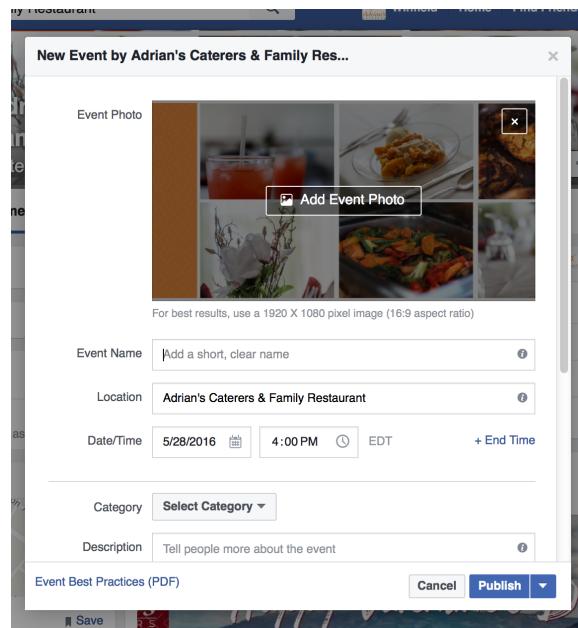


It will take you to your business's facebook page. From this page, click on “**Offer, Event +**” button to create an event.



A new menu will slide down, click on “**Event**” from this new menu. You will now see a new box pop.

Section 2 - 2.2 Facebook Widget



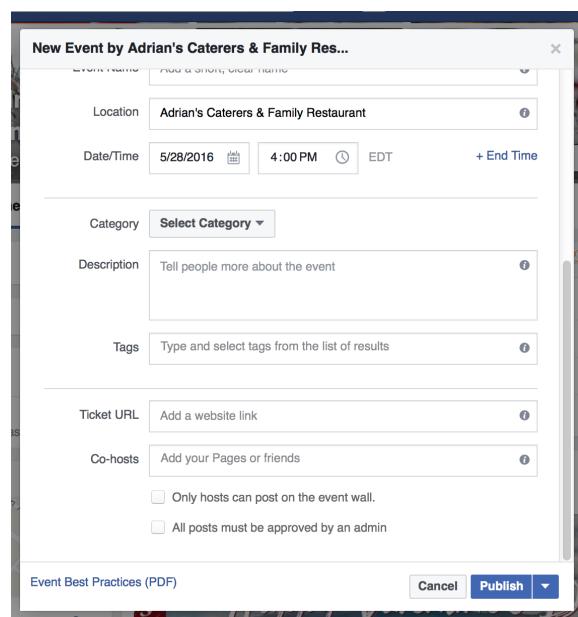
Here is where you would create your event on facebook.

If you wish to add a photo for the event, click on the “Add Event Photo” button to do so.

You can set a name for the event in the text field labeled “Event Name”

Underneath the Event Name, you can set a location for the event.

After setting your location, you can then set the time of the event. If the event had an end time you’d like to provide, click on the blue text titled “**+ End Time**”



If you scroll down in this box, you will find a few more options such as Event Description, Category, and tags. Tags are the use of words that are relevant to your event. People normally find something by typing in a word so this will be helpful for promoting your event.

If your event is using tickets (third party) you can provide the link to purchase them underneath the Tags text field.

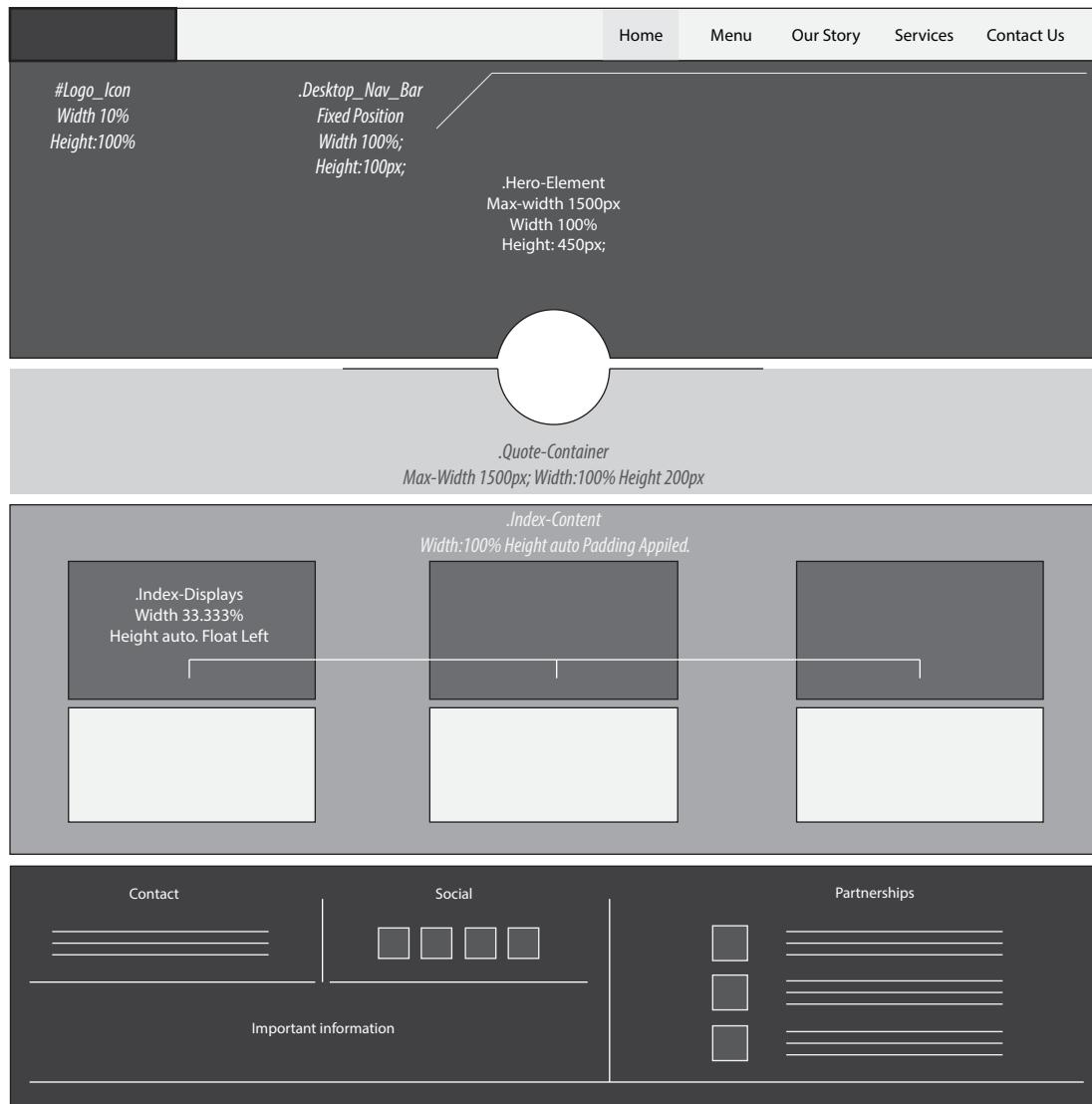
You can add additional information such as Co-host information. Once you’re done, click Publish.

Section 2 - 3.1

NOTE: THIS SECTION IS FOR PROFESSIONAL WEB DEVELOPERS ONLY!

If you are not skilled in the profession of web development, please don't try any of the following instructions.

Below is a basic outline of how the website is structured and a list of ID and Class naming conventions.



Footer styles can be found at the end of the CSS file for the webpage you are trying to make edits to. The entire site is wrapped in a container.

Windfield, we would like to thank you for giving us the opportunity to work with and help you make a difference in the community.

We hope your business spring forward, growing and expanding to new horizons. We wish you the best of luck with your business and your new website!

Thanks Again!

