

UPDATING & EDITING YOUR BIG BOY WEBSITE

Updating and editing your new website is an important part in keeping it fresh with web search engines. This document will take you through key points to remember when making changes to your website and if you're ever in doubt, we're only an email away.



OUR UPDATING & EDITING DOCUMENT WILL COVER:

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UPDATING & EDITING – GETTING STARTED

Pro Tip – the best Browser for Updating & Editing is Google Chrome

Pro Tip – Bookmark this Editing Link for Quick Access

Forgotten your Password? Click here to reset it

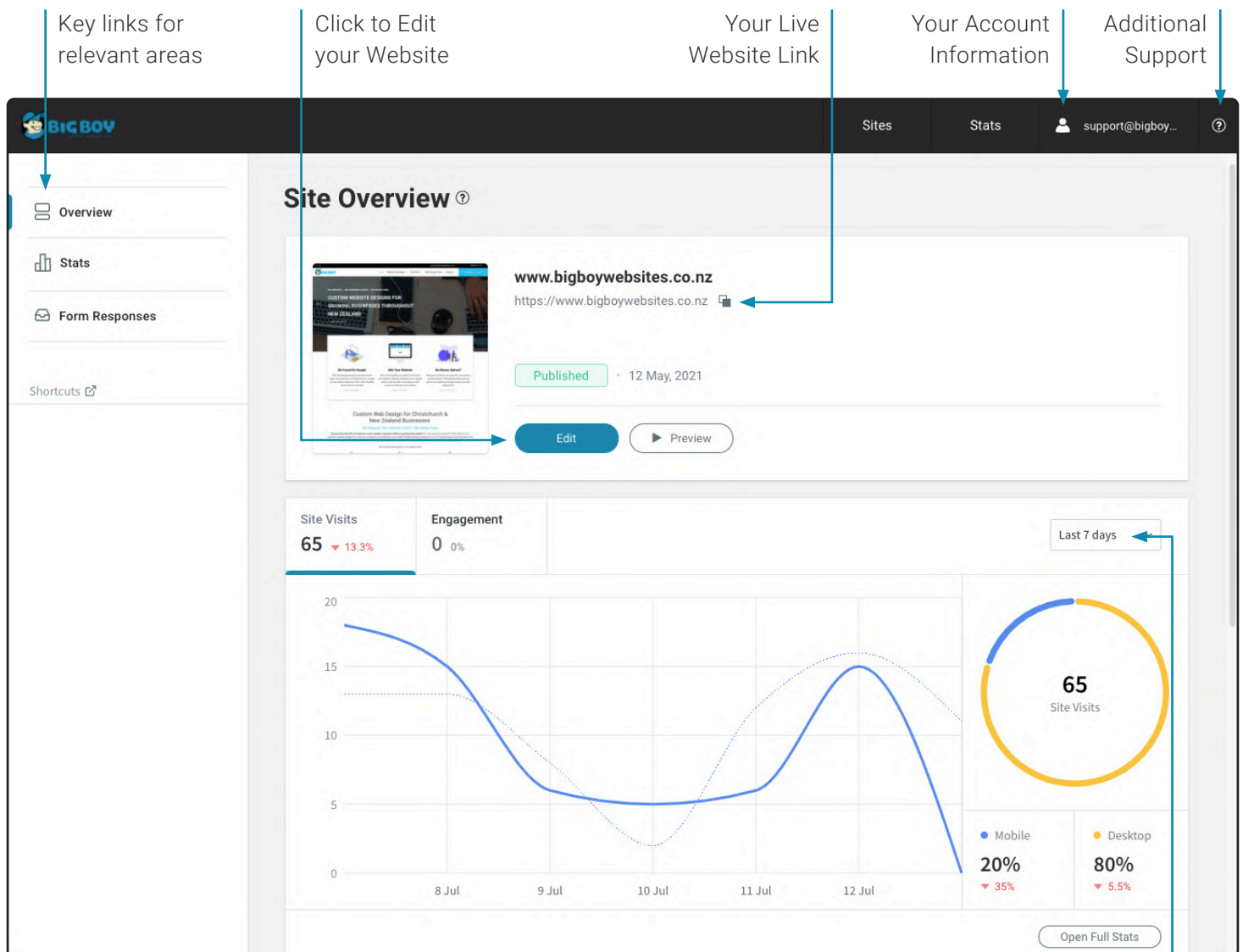
Enter your Email

Enter the Password you have Created

Keeping you and your data Secure

The screenshot shows a web browser window with the address bar displaying 'my.bbweb.site/login'. The page features the Big Boy logo at the top. The main heading reads 'Welcome Login to edit your site'. Below this, there is a 'Sign in with Google' button. An 'OR' separator is followed by a login form containing an 'Email' input field, a 'Password' input field, a 'Remember me' checkbox, and a 'Forgot Password?' link. A blue 'Login' button is positioned to the right of the form. At the bottom right, there is a 'Privacy - Terms' link. Blue arrows point from the surrounding text blocks to specific elements: the browser address bar, the 'Email' field, the 'Password' field, the 'Forgot Password?' link, and the 'Privacy - Terms' link.

UPDATING & EDITING – YOUR DASHBOARD



Rule of Thumb – By changing this to “Last 30 Days” it provides better and well rounded statistics

UPDATING & EDITING – EDITOR BASICS



The screenshot shows the Big Boy Websites editor interface. The top navigation bar includes a 'Home' dropdown, device view icons (Desktop, Tablet, Mobile), a search icon, an information icon, a checkmark icon, a 'Republish' button, a 'Preview' button, and a 'Back to Dashboard' button. The left sidebar contains 'CONTENT' and 'SETTINGS' sections. The main content area displays a website design for 'BIGBOY WEBSITES' with the text 'NO DEPOSIT | NO UPFRONT COSTS | NO SETUP FEES' and 'CUSTOM WEBSITE DESIGNS FOR GROWING BUSINESSES THROUGHOUT NEW ZEALAND'. A 'SUPPORT TICKET' button is in the top right corner.

Annotations with arrows pointing to specific features:

- Key Company Content & Information (points to the Big Boy logo in the top left)
- Page Navigation (points to the 'Home' dropdown)
- Desktop, Tablet & Mobile Views (points to the device view icons)
- Indicates your Changes have Saved (points to the checkmark icon)
- Republish your Website (points to the 'Republish' button)
- Back to Dashboard (points to the 'Back to Dashboard' button)
- Website Settings (points to the 'SETTINGS' section in the left sidebar)
- Search for Editor Tools (points to the search icon)
- Undo or Redo your Change (points to the circular arrows icon)
- Additional Support (points to the 'SUPPORT TICKET' button)

UPDATING & EDITING – TEXT/CONTENT

The screenshot shows the Big Boy Website Editor interface with various text editing features highlighted by blue arrows and labels:

- Bold, Italics or Underline:** Points to the **B**, *I*, and U icons in the toolbar.
- Text Type (Heading or Paragraph):** Points to the dropdown menu currently set to 'paragraph'.
- Alignment (Left, Right, Centered or Justified):** Points to the alignment icons (left, center, right, justified).
- Bullet Points:** Points to the bullet point icon in the toolbar.
- Undo or Redo your Change:** Points to the undo and redo icons in the toolbar.
- Text Colour:** Points to the text color selection tool.
- Size of your Text:** Points to the font size dropdown menu, currently set to 18.
- Web-Safe Font Styles:** Points to the font family dropdown menu, currently set to 'Roboto'.
- Hyperlink Text:** Points to the link icon in the toolbar.
- Double-Click to edit Text:** Points to the double-click icon in the toolbar.
- Finish Editing your Text:** Points to the checkmark icon in the toolbar.

The editor displays three text blocks with 'Learn more here →' links:

- Block 1:** "With technology being so prevalent these days, your business not being found on Google (or any other) is deemed a fail--talk to Big Boy about how we can help" (Note: The original image contains a typo 'fail--talk' which has been corrected to 'fail-talk').
- Block 2:** "Sick of the big bills, or inability to edit your own Website? Big Boy Websites have support options and are able to provide you with access to edit your own website".
- Block 3:** "Why pay \$1,000's for an unproven and unseen website design? With Big Boy Websites you get to see website prototype before you start paying for it!".

Remember when writing content...

- ☐ If you have liberated (copied and pasted) from other websites you must rewrite it or you will face copyright infringement issues
- ☐ Aspirational Headings are created from the benefits your business provides to your clients
- ☐ Hierarchy Headings must contain thought out keywords and locational data key for assisting search engines and your clients
- ☐ Your Home Page is a series of small 'ads' or 'snippets' for key pages on your website.
- ☐ Don't forget to Cross Check –
 - ☐ Desktop, Tablet and Mobile views
 - ☐ Your spelling and grammar
 - ☐ You only have one H1 on each page
 - ☐ Any key information.

UPDATING & EDITING – A PHOTO GALLERY



PHOTO GALLERY CONTENT

Enable links on gallery images ? ☐

[Add Image](#) [Connect Instagram](#) [Delete all images](#)

Allow a Link for each Gallery item

Delete ALL photos in this Gallery

Previous & Next buttons

Add one or more Photographs

Delete a Single Photograph from the Gallery

Click & Drag any Photo to reorder the Gallery

Alt Text (for SEO Purposes)

Show or Hide on Gallery

Image Settings

Name: Accord-1920w.png
Size: 200x120

[Replace](#) [Edit](#) [Delete](#)

Position

Title

Description

Button

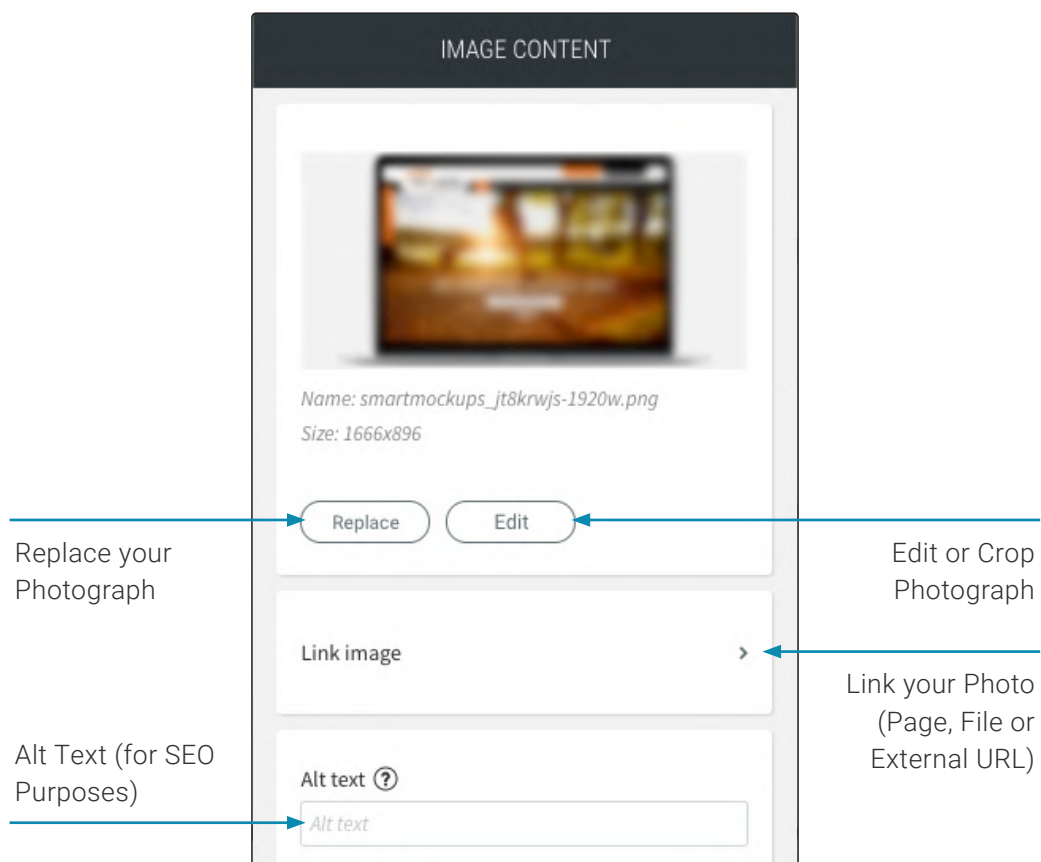
Alt text ?

Anchor Position of your Photo

Title & Description of the Photograph (if any)

Button Text (if any)

UPDATING & EDITING – A PHOTOGRAPH



Remember when uploading photography...

- ❑ **File Types** – PNG or JPG photographs can be uploaded into the editor
- ❑ **Orientation** – Horizontal photographs are best across the board, and portrait photographs should only be used for people or if the design allows for it
- ❑ **Dimensions** – a minimum of 2000 px to a maximum of 4000 px (width and height)
- ❑ **Size** – Less than 2 mb in size (however, the smaller the better) – TinyPNG.com does a great job of bringing these down.

UPDATING & EDITING – VIDEOS



VIDEO CONTENT

Click to Upload your Video

Upload video

You can upload up to 200MB in all formats. Upload may take a few minutes.

OR

YouTube, Vimeo or DailyMotion URL

Example: youtube.com/watch?v=abcd1234q5w

Link your YouTube, Vimeo or DailyMotion Video URL

UPDATING & EDITING

– BUTTONS & LINKS

BUTTON CONTENT

Text on button

SEE OUR WEBSITE PACKAGES

Select where button links to

☒ Existing page

Website Packages

Go to page

☐ Website URL

☐ Popup

☐ Anchor

☐ Email address

☐ Click to call

☐ File for download



UPDATING & EDITING – FAQs

Q: How do I optimise my photographs?

Optimising photographs is a crucial part of maintaining a fast loading website, while providing your users with the best experience. To optimise photographs, we suggest using photo editing software like Photoshop or you can use an online optimising tool like TinyPNG.com.

Q: I can't edit an area of my website, what do I do?

Let us know! Simply head to www.bigboydigitalmarketing.co.nz and click the "Support Ticket" button on the right-hand side—this will allow you to fill out a form with all the information we need to complete your desired changes.

By completing a Support Ticket you will automatically be informed as your ticket moves through the process, from scheduled to completion and closing.

As a reminder, the first 15 minutes per month of support time is on us!* So there is no need to worry about the little things.

*Big Boy Digital Marketing will provide monthly updates within the 15 minutes per month allocation under Enquire, Engage and Engross Service Plans only, 15 minutes per month allocation is not cumulative and renews on the first (1st) of each month within the 36-month agreement only.

Q: I have some code I need added to my website, what do I do with it?

We're more than happy to assist with adding code to your website. What we suggest is you pop the untouched code into a document (e.g. Word, Notepad) and head to www.bigboydigitalmarketing.co.nz and click the "Support Ticket" button on the right-hand side—this will allow you to fill out a form with all the information we need to complete your code request.

Please ensure you send us any accompanying documentation or instructions on where this needs to be uploaded/embedded on your website.

Q: Can someone go through my website and check spelling and grammar?

Of course, we have a fantastic client who specialises in proof-reading. This service is charged hourly due to website variables, for example, how many pages your website has and how in-depth your content is.

The overall cost covers an independent proof-reader to look through each page of your website and one of the Big Boy team to complete the changes they have recommended.

Q: My team member needs to edit the website, can they use my account?

No, for security purposes, we recommend not sharing login information with others. If you would like someone to have their own access to the website, let us know by heading to www.bigboydigitalmarketing.co.nz and click the “Support Ticket” button on the right-hand side—this will allow you to fill out a form with the information we need to complete your request. Please ensure you provide us with the persons:

- ▶ First name
- ▶ Last name
- ▶ Email address

Q: When I hover over an element it says “View Only” what does that mean?

This means that the Big Boy team has turned this element off for editing access, the reason we do this is because that element might be easy to break, a header or footer, a highly designed/temperamental area or a fundamental part of your website.

This doesn't mean you're 'banned' from editing it just means you need to let us take care of that change. Simply head to www.bigboydigitalmarketing.co.nz and click the “Support Ticket” button on the right-hand side—this will allow you to fill out a form with all the information we need to complete your changes.

Q: I don't know what's happened? Something's gone wrong! Send help!

If in doubt, please follow these steps:

1. Take any necessary screenshots of the issue/problem
2. Exit the editor (do not push publish, do not pass go, do not collect \$200... abandon ship!)
3. Head to our website and fill in a support ticket, ensure you let us know (to the best of your knowledge) what's happened and provide us with the screenshots you've taken
4. Sit back, relax and we'll crack on!

Please bear in mind that in the odd case, your issue may need to be submitted to our head developer which may take a little longer than our usual five (5) days.