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Formatting Tips

1.01 How do I login to my site to make changes?



Use the Quick-Login feature by clicking on the copyright symbol at the bottom of your home page. This brings up the login page where you enter your username & password to enter the back-end of the site.

1.02 How do I edit text on a web page?



Login to the back-end of your site, go to the page that you want to edit, then click on the EDIT PAGE CONTENT icon. You will then see toolbars (similar to the format of Microsoft® Word) which allow you to easily format text, etc. (The beauty of EZ SITE is that it allows you to format text in the same manner as the programs with which you are already familiar, such as Microsoft® Word, Corel® WordPerfect, IBM® Lotus Notes or Apple® AppleWorks.)

1.03 How do I add a photo or image to a page?



Login to the back-end of your site, go to the page that you want to edit, then click on the EDIT PAGE CONTENT icon. On the toolbar you will see an Image icon. Click that and a dialog box will popup. In order for this to work you must disable you popup blocker if you have on installed. Click the folder icon and a new window opens. This is where you upload, delete and select images to insert them into the page.

1.04 How do I add anchors/bookmarks to a page?



Login to the back-end of your site, go to the page that you want to edit, then click on the EDIT PAGE CONTENT icon. First, highlight the word(s) on the lower part of the page where you want to link to, then click the Bookmark icon on the toolbar. A pop-up window will appear; name the link and click the Insert button. Second, highlight the word(s) that you want to link from (further up on the page), then click the Hyperlink icon. Another pop-up window will appear; select the Bookmark which you just created, and click Insert button. (In order for this to work you must disable your pop-up blocker - if you have one installed.)

1.05 What is the difference between “Save” and “Submit”?



Clicking the "Save" button (top left) simply saves whatever changes you've made to a page, and allows you to keep working. Clicking the "Submit" button (bottom right) saves the changes you've made, and you exit from edit mode; you would then need to click the EDIT PAGE CONTENT icon in order to make more changes.

1.06 How do I check a page to see exactly how it will look?



You must log-out in order to see exactly how a page will look to a visitor. Please note that if you do not log-out, you will still see the 4 EDIT icons which can skew the appearance of a page. In order to log-out, click the LOG-OUT icon.

1.07 How do I add meta tags to my site?



Login to the back-end of your site, go to the page that you want to optimize, then click on the EDIT META TAGS icon. You will then see open fields where you can add appropriate descriptions and keywords for the page. Helpful guidelines are posted next to each field.

Technical Support

2.01 Known issues with America Online (AOL).



America Online (AOL) has built-in security features intended to protect your computer from being taken-over by a hostile website or server. As such, AOL will block access the back-end of your site. However, you can simply access the internet through Microsoft® Internet Explorer and then login to your site.

2.02 Incompatibility with Apple Macintosh platform.



Our EZ SITE back-end content management system is IBM-based. As such, you can only login and edit the content by using an IBM-based (PC) computer. (We also recommend using a high-speed internet connection, but a dial-up connection will certainly work.)

2.03 Known issues “pasting” text from Microsoft Word.



Microsoft® Word has a hidden language of its own and is typically not web-friendly, per se. You should copy the text in Microsoft® Word and paste it into a simple text editor like Microsoft® Notepad. This will strip of all the unnecessary code. Copy the text from Microsoft® Notepad and paste it into your page.

2.04 Restrictions on file size; reducing the size of photos / images.



There's a limit to the amount of electronic data that your site can hold. The combined size of all images must be 200 kilobytes or less. This helps pages load quickly (which is especially helpful for those using a dial-up connection). We have provided an online image re-sizer tool for you to use. Click on the EZ SIZE logo on the [Products](#) page to open the image re-sizer program and just follow the simple instructions. It's very easy!

Domain Name Information

3.01 What is a domain name?

A domain name is a website's address. It begins with “http://www”, and the rest of the address is the domain name. It is also referred to as a URL (Uniform Resource Locator). (The domain name of this site is “questwebstudio.com”.)

3.02 Can I use my current domain name?

Yes. If you already own a domain name, you can simply allow us to be the Administrative Contact and/or the Technical Contact for the domain. It's very easy to do; we can complete all of the paperwork, and all you need to do is sign the papers before we submit them.

3.03 How do I renew my domain name?

We will renew your domain name registration on your behalf for as long as you use our web development & hosting services. Otherwise, you can renew with your current Registrar, so long as we remain as the Administrative Contact and/or the Technical Contact.

3.04 Can I have more than one domain name?

Yes. If you already own a domain name, we can re-direct it to the same site. You can have as many domains as you would like; however, operating multiple sites with the same exact content may trigger search engine spam penalties, if you're not careful with implementation. We can help you steer clear of potential problems, so call us before you make any final decisions.

Upgrades & Enhanced Services

4.01 Incorporate MLS / IDX search functionality into your site.

Our EZ LIST MLS product employs IDX (Internet Data Exchange) technology which is used to show all of the listings from your MLS on your website. IDX is fully-automatic and updated nightly so the listing info on your website is always up-to-date and requires no effort to maintain. Having MLS / IDX search functionality on your site increases your chances of being involved in real estate transactions. IDX was introduced by the NAR in 2002, and is made available by local & regional Boards. Most Boards have an MLS / IDX system, but there's no national standard for pricing or rules-of-use. As such, we will work with your Board to ensure compliance, etc.

4.02 Send graphic-rich e-mail messages and easily manage your contacts.

Our EZ MAIL product provides a way to enhance your e-mail marketing. Your e-mail messages will stand-out from plain black-and-white text messages. EZ MAIL makes it easy to manage your mailing lists, and send graphic-rich e-newsletters or e-mails right from your internet browser. Best of all, no expensive software or technical expertise is needed.

4.03 Add pages to a Standard or Deluxe Package.

If you have special products or services, or if you just want to convey additional information that doesn't "fit" within a standard page, we can add custom pages to your site. Visit the [Pricing](#) page for the Additional Page rate. (This is not necessary with a Custom Package, due to the inherent nature of a customized site.)

4.04 Get help formatting the content on your web pages.

If you are too busy to edit the content of your site or if you lack the confidence to be able to make your content look appealing, we are here to help. Visit the [Pricing](#) page for the Page Formatting rate.

Search Engine Optimization (SEO) Help

5.01 How do I increase the chances of being found on the web?

The most cost-effective way to be found on the web is through a search engine. A high ranking in the search results of a search engine increases the chances that your site will be visited. The ranking of your site can be improved by employing Search Engine Optimization (SEO); see below.

5.02 What is Search Engine Optimization?

Search Engines look for and index the words found on your site, and track the links to your site from other sites. Search Engine Optimization (SEO) is a process of managing these words and attempting to convince others to link to your site. (Trying to get other people and/or organizations to add a link to your site from their site can be quite an arduous endeavor, so we concentrate on word-management, per se.) There are several different places where these words exist; page titles, page descriptions, page keywords & phrases (meta tags), and page content. It is important to use relevant words and phrases which people would be likely to enter into web searches. Doing such helps to ensure that your site is "welcoming" to search engines, thereby improving the odds that your site will be found by search engines and given a higher ranking.

5.03 What are meta tags?

Meta tags are words (or phrases) inserted into the "head" area of your web pages. Often, meta tags are hidden in the "source code" of a web page, and not visible to a visitor; however, search engines do see these "hidden" words and use them to give rank to your site. While having "great" meta tags does not necessarily guarantee high rankings on a search results, they can certainly help and they give you the ability to control how your web pages are classified by search engines.

5.04 How do I check my site statistics?

You can check the amount of traffic to your site, what pages they visit, what keywords and phrases they used to conduct their search, where the traffic is coming from (search engines or links), what browsers they're using, what platform they have, etc. To view your site stats, simply type "stats" at the end of your home page web address; for example, <http://www.yourdomain.com/stats>.