

Week 1

Objective: Setup your Profile Details, Add Contact details & location map and link up to your Social Media Pages.

The first thing that makes a website yours are your details on the header and contact page. This allows viewers to identify your website and easily get in touch with you.

Profile Details

Login to your Dashboard

Go to the link "Profile"

Fill in the details:

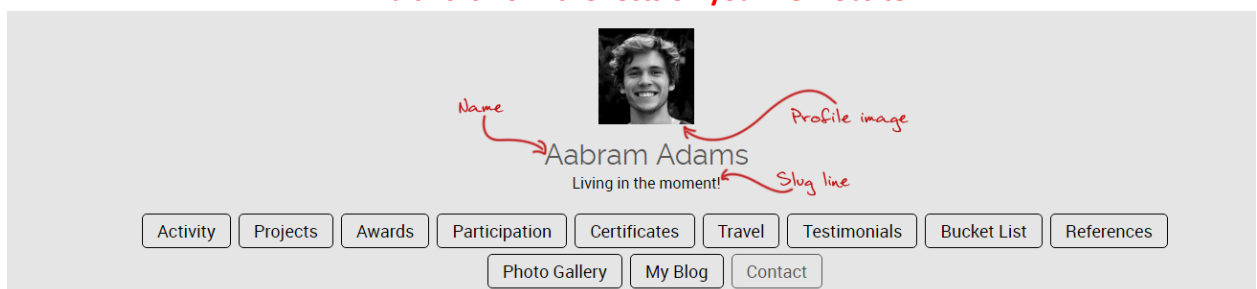
- **Name:** Put in your name in the manner you would like to display it. For e.g. "Abram Adams"
- **Slug Line:** Add a slug line or a saying that you believe in and that describes you best
- **Profile Image:** Upload a profile picture that looks professional

Click "Update" button to finish

This is what your profile screen looks like in your dashboard

The screenshot shows a 'Profile' editing interface. At the top left is a profile icon and the word 'Profile'. Below this are two text input fields. The first field contains 'Abram Adams' and has a character count of '12 / 100'. A red arrow points to this field with the label 'Name'. The second field contains 'Living in the moment!' and has a character count of '21 / 100'. A red arrow points to this field with the label 'Slug line'. Below the text fields is a 'Profile Image' section with a blue toggle switch and the text '(JPG, JPEG, PNG, GIF), Max Size: 16 MB'. A small thumbnail of a man's face is shown next to a trash icon. A red arrow points to the thumbnail with the label 'Profile image'. At the bottom center is a blue 'UPDATE' button. A red arrow points to this button with the label 'Update'.

And this is how it reflects on you live website



Things to keep in mind

- Your Name should be written in a proper manner. Avoid symbols and unnecessary capital letters. ***AaBrAm AdAmS*** is hard to read and does not come across as appropriate.
- The slug line should be no longer than 5-6 words so that it looks good on your website.
- The profile picture should be a close up of your face, with a clear and subtle background. Avoid putting a group image or unrelated image. Avoid selfies with odd angles and weird facial expression. A simple smile makes your profile image look clean and pleasant.

Contact Details

Go to the link "Contact Info"

Fill in the details:

- **Address:**
 - Fill in your country, state, city, zip and address
 - Add your mobile number (you can put in multiple by clicking on the + sign)
 - Add your email ID (you can put in multiple by clicking on the + sign)
- **Contact Form:** Switch on if you want to display a contact form on your website
- **Google Map:** Switch on if you want to display your Google location on your website
 - To set your Google map, follow the instructions on the map
 - Generate your Google map code and embed it on this page

Click "Update" button to finish

This is what your contact screen looks like in your dashboard

Contact Info

Aabram Adams 12 / 150

India Select State

Select City 160036

Building Name
ABC Street 25 / 200

9815526852 Mob redalkemi@redalkemi.com 23 / 200

+ Add Phone + Add Email

Contact Form Google Map

Aura Farm
Aura Farm, Village Kubheri Rd, Punjab
140110
View larger map

<iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d3425.7066547310556!2d76.68270621442453!3d30.838884787561348!2m3!1f0!2f0!3m2!11024!2!768!4!13.113m3!1m2!1s0x390f0d663688d39963A0x983bef50ad95d452sAura+Farm%2C+Village+Kubheri+Rd%2C+Punjab+140110!5e0!3m2!1sen!2sin!4v148390/2000

UPDATE

This is what your contact page should look like on your website

The screenshot shows a contact page for Aabram Adams. At the top, there is a profile picture of a young man, his name 'Aabram Adams', and the tagline 'Living in the moment!'. Below this is a navigation menu with buttons for 'Activity', 'Projects', 'Awards', 'Participation', 'Certificates', 'Travel', 'Testimonials', 'Bucket List', 'References', 'Photo Gallery', 'My Blog', and 'Contact'. The main content area is titled 'Contact' and contains a form with the heading 'Please Fill Out the Contact Form Below:'. The form has fields for 'Name', 'Email', 'Mobile', and 'Your Question', along with a CAPTCHA and a 'Submit' button. To the right of the form is a Google map titled 'Where to find Us' showing a location named 'Aura Farm'. Below the map is a section titled 'Get In touch' with contact details: 'Building Name ABC Street', '160036, India', 'Contact Name: Aabram Adams', 'Mobile: 981 5526852', and 'Email: redalkemi@redalkemi.com'. Red handwritten annotations include 'Contact form' pointing to the form, 'Address' pointing to the building name, and 'Google map' pointing to the map. At the bottom of the page are social media icons for Facebook, Twitter, LinkedIn, and Instagram.

Things to keep in mind

→ You should consider if there is a need to display your contact details and the security issues related to it.

Social Media Settings

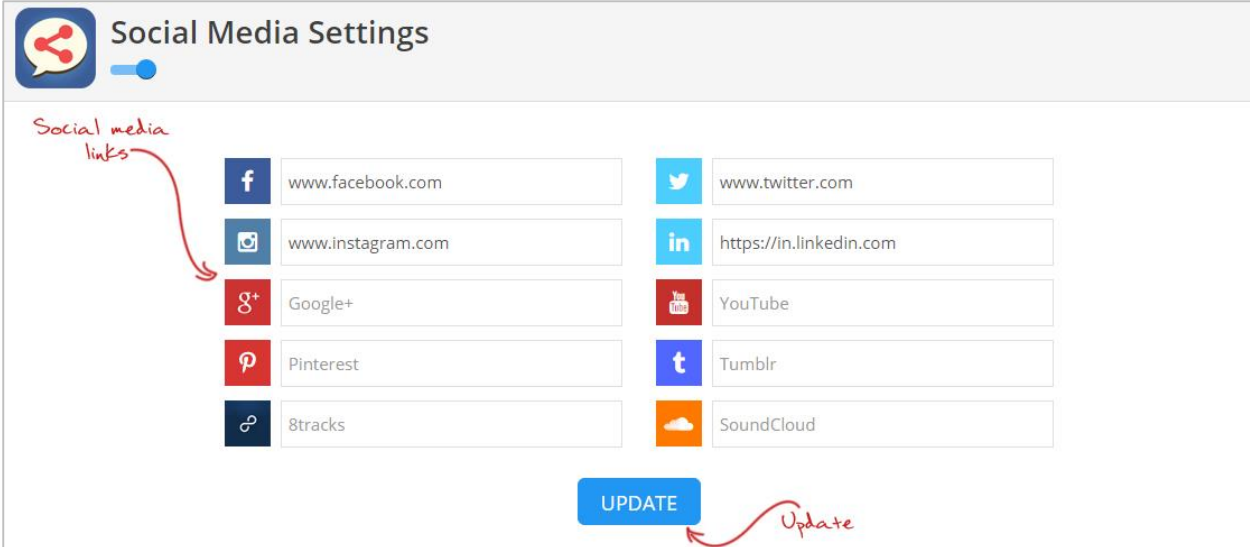
Go to the link "Social Media Settings"

Fill in the details:

- **Social Media Settings:** Copy and paste URL's of your active social media pages and link it with your OnPowerWeb profile.

Click "Update" button to finish

This is what your social media settings looks like in your dashboard

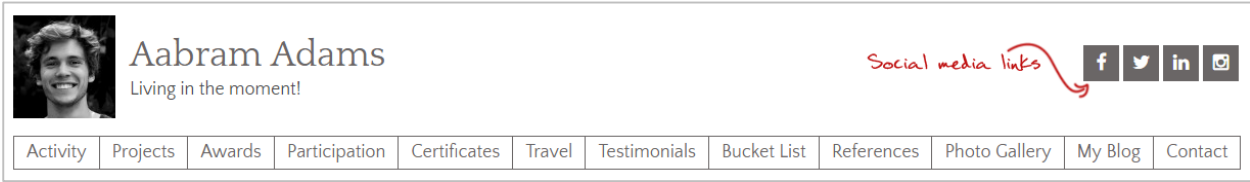


The screenshot shows a 'Social Media Settings' dashboard. At the top left is a social media icon and the title 'Social Media Settings' with a toggle switch. Below this, there are two columns of social media links, each with a platform icon and a text input field. A red handwritten arrow points from the text 'Social media links' to the first column. At the bottom center is a blue 'UPDATE' button with a red handwritten arrow pointing to it from the word 'Update'.

	www.facebook.com		www.twitter.com
	www.instagram.com		https://in.linkedin.com
	Google+		YouTube
	Pinterest		Tumblr
	8tracks		SoundCloud

UPDATE

Social media icons on your homepage will lead to your social pages



The screenshot shows a user profile for 'Aabram Adams' with the tagline 'Living in the moment!'. To the right of the profile name are social media icons for Facebook, Twitter, LinkedIn, and Instagram. A red handwritten arrow points from the text 'Social media links' to these icons. Below the profile information is a horizontal menu with various categories: Activity, Projects, Awards, Participation, Certificates, Travel, Testimonials, Bucket List, References, Photo Gallery, My Blog, and Contact.

Things to keep in mind

- Consider which social media links you'd like to show on your website. Choose the ones that highlight your personality.

Check your website to see what this content looks like. Your website is taking shape, well done!

A year from now you will wish you had started today
-Karen Lamb

For any help or queries fill out the 24X7 Support form on top right corner of your dashboard

