To **Login** to your EZ-NetTools account, go to: abc.eznettools.net
- (do not add the **www.** to the url address)

User ID: (your account number starting with an x plus 6-digits)
Password: (can be up to 8-digits, alpha numeric and is case sensitive)

Click tab for **Construction Tools**

To Add Photos/Graphics click on the **EZ-File Manager** tab
Click on the **Upload** tab as seen below

Usage | Upload | Users | Create Folder | Copy | Rename | Move | Delete | Refresh | Return | Help

You can upload up to **20 Images** at a time
- Files to be uploaded – Select: **/home/picts** (or desired file)
- Click on a **Browse** button to select from your computer the image to upload
- Click on the **Upload** button

To work on a page (make additions/corrections/etc.) Still under **Construction Tools** tab

Click on the **EZ-PageBuilder** tab
Select from the list column on the right or click on **Open an Existing Page** tab
A popup menu should appear – click on the desired page and then click **Open**
Once page opens, click out of the popup window by clicking on the x tab

You will see the following graphics:
   a green **+** ; a yellow pencil; up arrow; down arrow; 4-way arrow; paper; a red **x**
(Never Click On The Red **X** – it will delete that block and all of its contents)

To **edit** the contents within a block, click on the yellow pencil image
Normally, this will be a **Text Block** that will open where you can add, change or
delete text information (Calendar Events, News Items, etc.)

Once the changes have been made, click on the **Submit** button located at the
bottom of the page (this new information has now been submitted to the EZ-NetTools server
but has not been saved)

Very Important:
There are 2 drop-down boxes located near the top left side of the page;
File: View:

NEVER SAVE ANYTHING UNTIL YOU HAVE <u>FIRST</u> VIEWED THE CHANGES YOU HAVE JUST SUBMITTED

If things looks "OK" then click on the **Save** (not Save As) tab located within the "File" drop-down column. If, for some reason, your page looks weird, your best choice would be to click on the **Exit** tab located at the bottom of the **File** column.
You will be asked if you want to **save changes made to that page.**
Your choices will be**: Yes   No   Cancel**

Always click on the **No** tab. Your page will close. At this point, you would need to start over by opening that page again and clicking on the yellow pencil icon.

In the event that a page has been badly corrupted or accidently deleted, don't panic! A *backup page* has been created for <u>each</u> of your pages.

Call **828-391-1155**

I will move the backed up page out of the backup folder and then back that page up again.

For Additional Help, click on the **Tutorial** link located within **EZ-PageBuilder** under the **Construction Tools** tab. (Link is located at the bottom of the left column of choice options)

Also Try clicking on the "**?**" help link located within each **Page Builder Block** under **EZ-PageBuilder**.

How To Make Changes To Your Text by using HTML codes
Use the following HTML scripts for the following:

- Make a word(s) **Bold**
- Make a word(s)<i>*Italicized* </i>
- Underline a <u>Word</u> (or words)
- Change the font face to aWord (or words)
- Add color to a word (or words)
- Change font size to a Word
- Add a link to a word or phrase:
- Home Page
- Open a link in a new window:
  Home Page

- Combine 2 or more commands:
  Visit Our <i>*Sitemap*</i>