Contents

Contents...........................................................................................................................................1
Intro..................................................................................................................................................5
Start..................................................................................................................................................5
Choose a Template / Start From Blank .........................................................................................6
Choosing a Template.....................................................................................................................7
Customizing a Template Using IMC .............................................................................................8
Customizing - The General Idea...................................................................................................9
The Editor.........................................................................................................................................11
General Actions ............................................................................................................................12
  Open:...............................................................................................................................................12
  Save / Save as: ...............................................................................................................................12
  Preview:..........................................................................................................................................12
  Help:.................................................................................................................................................12
  Publish:..........................................................................................................................................12
Menu & Pages ..................................................................................................................................13
  So, what’s the difference between the main menu and a sub-menu? .............................................13
  Adding a new blank page to the site ...........................................................................................13
  Duplicating an existing page .........................................................................................................13
  Hidden pages ................................................................................................................................16
  Page size and color .......................................................................................................................16
  Adding a sub-menu element .........................................................................................................17
  Managing the sub-menu element .................................................................................................19
  Sub-menu settings .......................................................................................................................21
Website’s Background ...................................................................................................................23
  Changing the background color .................................................................................................23
  Embedding a picture as background ..........................................................................................24
  Adding a ready-made background ..............................................................................................25
Editing & Adding Elements ........................................................................................................26
Pictures ............................................................................................................................................27
  Adding a new picture ...................................................................................................................27
  Replacing a picture .......................................................................................................................28
  Cropping a picture .......................................................................................................................29
  Inserting a title / description to a picture ...................................................................................30
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding a link to a picture</td>
<td>30</td>
</tr>
<tr>
<td>Text: Paragraph / Title</td>
<td>32</td>
</tr>
<tr>
<td>So, what’s the difference between Title and Paragraph?</td>
<td>32</td>
</tr>
<tr>
<td>Adding new text</td>
<td>32</td>
</tr>
<tr>
<td>Editing text</td>
<td>33</td>
</tr>
<tr>
<td>Copying text from other sources</td>
<td>34</td>
</tr>
<tr>
<td>Fonts</td>
<td>34</td>
</tr>
<tr>
<td>Languages</td>
<td>34</td>
</tr>
<tr>
<td>RTL / LTR</td>
<td>34</td>
</tr>
<tr>
<td>Linking Elements</td>
<td>35</td>
</tr>
<tr>
<td>Any element, including pictures, areas, text etc. can be linked to an internal page or an external website</td>
<td>35</td>
</tr>
<tr>
<td>Adding a link to an element</td>
<td>35</td>
</tr>
<tr>
<td>External website:</td>
<td>35</td>
</tr>
<tr>
<td>Internal page:</td>
<td>36</td>
</tr>
<tr>
<td>Scroll to element</td>
<td>36</td>
</tr>
<tr>
<td>Email</td>
<td>37</td>
</tr>
<tr>
<td>Phone</td>
<td>37</td>
</tr>
<tr>
<td>File download</td>
<td>38</td>
</tr>
<tr>
<td>Extra Options / Right-Click Menu</td>
<td>39</td>
</tr>
<tr>
<td>Align</td>
<td>39</td>
</tr>
<tr>
<td>Arrange</td>
<td>39</td>
</tr>
<tr>
<td>Replicate to all pages</td>
<td>40</td>
</tr>
<tr>
<td>Don’t scroll with page</td>
<td>41</td>
</tr>
<tr>
<td>Attach to page bottom</td>
<td>41</td>
</tr>
<tr>
<td>Videos</td>
<td>42</td>
</tr>
<tr>
<td>Adding a Youtube video</td>
<td>42</td>
</tr>
<tr>
<td>Replacing a video</td>
<td>43</td>
</tr>
<tr>
<td>Adding a Vimeo video</td>
<td>43</td>
</tr>
<tr>
<td>Picture Galleries</td>
<td>44</td>
</tr>
<tr>
<td>Adding a new gallery</td>
<td>44</td>
</tr>
<tr>
<td>Managing the gallery</td>
<td>44</td>
</tr>
<tr>
<td>Adding a new picture to the gallery</td>
<td>45</td>
</tr>
<tr>
<td>Gallery settings</td>
<td>45</td>
</tr>
<tr>
<td>Like buttons</td>
<td>46</td>
</tr>
<tr>
<td>Picture Slideshow</td>
<td>48</td>
</tr>
</tbody>
</table>
Adding a new slideshow ................................................................. 48
Managing the slideshow ................................................................. 48
Adding a new picture to the slideshow .............................................. 50
Slideshow settings ........................................................................... 50
Like buttons ..................................................................................... 51
Contact Form .................................................................................. 52
Adding a standard contact form ....................................................... 52
Adding a customized JotForm contact form ...................................... 53
HTML (Embed Code) ....................................................................... 55
Line ................................................................................................. 57
Area ............................................................................................... 58
Widgets ........................................................................................... 59
Twitter feed ...................................................................................... 59
Vimeo ............................................................................................... 60
Google Maps ................................................................................... 60
SoundCloud .................................................................................... 61
JotForm (customized forms) .............................................................. 63
Facebook “Like” ............................................................................ 65
Facebook “Likebox” ....................................................................... 67
Website Settings ............................................................................. 69
Page size and color ......................................................................... 69
Background ..................................................................................... 70
Changing the background color ....................................................... 70
Embedding a picture as background ............................................... 70
Favicon .......................................................................................... 72
SEO ................................................................................................. 73
Domain .......................................................................................... 75
Website Analytics (Google Analytics) ............................................... 77
Publishing Your Site ....................................................................... 78
Free vs. Premium - subscription plans ............................................. 78
Connecting a new domain or buying an existing one ......................... 79
New Domain .................................................................................. 79
Existing Domain ............................................................................ 79
Domain connection troubleshooting ............................................... 80
To connect the new site: ................................................................. 80
Intro

IM Creator is a new way to create your website: choose a design, insert your content and publish it to the world – all in one simple, clear and seamless process.

All sites built on IM look great on mobiles and tablets but you can also choose one of the mobile templates, optimal for mobile browsing, to build your site.

Start

To start building your site on IM Creator, just click the blue “Start Now” button located on imcreator.com’s home page. No registration necessary!
Choose a Template / Start from Blank

After clicking the Start Now button (and also after registering or logging in) you will have the option to either “Choose a Template”, “Start from Blank” or “My Sites”.

**Choose a template**: Browse through our templates collection categorized by themes and choose the one that fits you best. Once in the editor, you will be able to customize and change any element in the template. With IM, you will always be able to connect a new template to your domain if you want to redesign your site – at no extra cost.

**Start from blank**: Choose to start with a blank page. The default size of a blank website is three pages but you can add or delete pages as you wish.

*If this is your first time building a website, we recommend using one of our templates as they are pre-designed.*

**My sites**: This is the section where you will find the sites that you saved in the system.
Choosing a Template

We offer dozens of templates, arranged by categories. Choose the one that fits you best: think of how you want your website to look like and what information it should contain.

We strongly recommend starting with a small, simple and effective website, and grow over time. The right template will allow you to complete a wonderful website quickly and painlessly.

Always keep in mind that these templates are 100% editable: Everything can be replaced and modified - you can insert your pictures, text, videos, widgets and more.

To better understand how a certain template looks and feels, roll over its thumbnail and click the Preview button. A preview window will open in which you can move between the different pages and explore all parts of the template. You can always edit the template without previewing it by clicking the "Edit" button under the template thumbnail.

If you cannot find a template - you can always start from a blank page, but take into consideration that it's quite a challenge!

To start from a blank page - just click the "Start from Blank" button, located on the upper part of the screen in My Sites page.
Customizing a Template Using IMC

To customize a template, click **Customize Now** on the upper right corner after choosing the template.

You can change any element in a template: text, picture etc. and add new ones. Drag n’drop, click and modify. You can also delete any element by clicking on it and hitting the Delete button on your keyboard or the “x” in the element’s editing frame.
Customizing - The General Idea

There are several basic concepts lying in the heart of IMC:

1. **Website, pages and elements** – Your website is constructed from pages. The pages contain content elements (text, pictures, gallery etc.). That’s the general idea, as simple as that. In the editor, you can move between the different pages by clicking the menu itself or through Pages> Manage Pages.

2. **Everything is editable** – All the elements can be dragged and resized freely. Nothing constrains you! Just click on an element and use its editing frame to place and shape it. It’s a true what-you-see-is-what-you-get (WYSIWYG).

3. **Click and modify** – Every element has its own editing bar: it always appears on the upper part of the editor. Click on an element and its editing bar will appear. The most relevant action will be marked with a blue button. The more advanced options will appear in gray buttons.

   Double-clicking an element will also open the most relevant action. For example, double clicking a picture will open the replace-picture dialog and double clicking a text element will open the text editor.

   You can always undo your last action by hitting Ctrl+Z on your keyboard.

4. **Managing pages & menus** – The main menu of the website automatically shows all the pages you have on your site and appears on each page. Managing the pages will affect the menu automatically and vice-versa. To change the title of one of the menu items just change the page name in Pages > Manage Pages. You can easily add more pages and they’ll automatically be added to your menu.

   You can hide a page from the menu through Pages> Manage Pages and even remove the menu completely.

   Advanced users can add multiple menus or create a menu by linking various elements to internal pages. To find out more about this option – click here.

5. **Save and Publish** – You can save your site anytime during the customizing process. Next time you’ll log-in you’ll find your saved site under the “My sites” section (Start > My Sites).

   To publish your site and make it publicly available – click the blue “Publish” button at the top right corner of the editor. Changes will be seen on the live website only after publishing, so you can keep modifying your site and saving it – and only when you’re ready – click the “Publish” button.

   Publishing allows you to connect your site to an existing domain or buy a new one, once you are a premium member. See more on how to connect your domain here.

   You can keep editing your site in the editor as usual, even after the site is published.
6. **Right Click** – Select an element and right-click any object to get advanced options such as Align, Reorder and Replicate. Read more about these options [here](#).
The Editor

Our core advantage is our simple yet powerful drag & drop editor. Add videos, pictures, maps, widgets and text – no HTML or technical skills required.

The editor is constructed from several different areas:
General Actions

**Open:**
When clicking Open, a new window with your saved websites will appear.

**Save / Save as:**
To save your work, click Save. If this is the first time you are saving, you will be asked to name your site.

If you are looking to make a different copy of your site, you can click Save-As to create a copy of your site. Make sure you name your new site under a different name.

*Your site’s name will be used as part of the URL of your free i-m.co site:*

www.i-m.co/username/sitename

This is your free URL – Once you publish your site, you can always connect it to a new domain or use one of your existing domains. Click [here](#) to read more about connecting your site to a domain.

**Preview:**
At any point while editing your site, you can click Preview to see how your site will look in “live” mode.

**Help:**
Need help? Visit imcreator.com/support

**Publish:**
When you are finished and ready to connect your site, click on the blue Publish button on the upper-right corner of the editor. A dialog box will appear with our subscription options.

Here you can choose between our different hosting plans. In addition, you will see the free i-m.co address of your site. This is a temporary address you can share with others.

If you do not have a domain, you can also buy one after upgrading and purchasing a subscription. See more on how to connect a domain [here](#).
Menu & Pages

Each template comes with an existing main menu. You also have the option to add a completely new menu or sub-menu, in addition or instead of, the main menu.

So, what’s the difference between the main menu and a sub-menu?

The main menu is the original menu that comes with the template. This menu is set to appear on all your website pages, in the same position. You can control which buttons will be on the menu, but the menu will appear on all your pages. The titles on the buttons will automatically show the name of the page they are linked to.

The sub-menu element and the menu element allow you to create an independent menu that can be added to, or replace, the main menu. With a sub-menu you can connect external links, use the scroll to element feature, create a drop-down menu and build a landing page.

You can use the sub-menu to create secondary menus in hidden pages that will appear only on the pages you want them to. If you have a photography site for example, this is a great way to divide your portfolio to sub-categories.

Bilingual sites can also be created using the sub-menu. See how at http://support.imcreator.com/entries/20310811-creating-a-bilingual-site

Adding a new blank page to the site

1. Click Pages located on the upper grey bar.
2. Click Add Blank Page, located on the upper black ‘Page’ bar.

The new page will be added as a button to the main menu automatically.

Duplicating an existing page

1. Click Pages located on the upper grey bar.
3. Add a page-duplicate by selecting the thumbnail of the page you wish to duplicate.

The new page will be added as a button to the main menu automatically.

**Managing and renaming pages**

1. Click **Pages** located on the upper grey bar.
2. Click **Manage Pages**, located on the upper black ‘Page’ bar.

The **Reorder** dialog box will appear:
**Arrange pages**: Drag’n’drop any of the pages in the list up and down the list to reorder them. You can also use the up and down arrows located on the left side of each page.

**Rename page**: Rename the pages by entering the new name in the info field. The name of the page will be automatically changed on the main menu.

**Duplicate page**: Click the Duplicate button to duplicate a page. A new copy will appear below the original one.

**Delete page**: Click the Delete button, to delete a page. The page will disappear from your main menu.
**Hide page from main menu:** Uncheck the checkbox next to a page to hide a page. By un-checking, you are removing the “regular” main menu button leading to the page and it will be accessible only by a link or direct link to it placed under set info of an element. The main menu will still be visible on hidden pages.

**Hidden pages**

You can hide all the pages in order to completely remove the main menu from your site. Now you can create a drop-down menu or use elements to create your own designed menu.

If you want to create your own menu, using your own design, link the element you wish to use as a menu button to hidden pages. See more [here](#).

**Page size and color**

1. Click **Settings** located on the upper grey bar.
2. Click **Page Size & Color**.

In the dialog box you can set page color and transparency, page width and page height, centralize the website and disable horizontal scrollbar on narrow devices. The width will be changed to all your sites pages, but the height can be different on each page.
4. Click **OK**.

The default dimensions of IM Creator templates can be changed to fit your needs, but consider your target audience when deciding on your page size. There are ready to use mobile templates that are set to optimal view on narrow devices and the default dimensions of other templates fits any pc screen resolution.

See more [here](#).

**Adding a sub-menu element**

1. Click **Add an Element** located on the upper grey bar.

2. Click the **Sub-Menu** element. A generic sub-menu element will appear.

If the main menu was removed by hiding all the pages, the generic menu will be empty.

3. Click **Manage Menu Items** on the black ‘Sub-Menu’ Bar.

The reorder dialog box will appear.
4. Click on **Add an Item** to add menu buttons to the sub-menu element.
5. In the Set Info dialog add a title and link to the menu button.
6. Click OK.
7. Repeat steps 4 to 6 to create all your menu buttons.

**Managing the sub-menu element**

1. Click on the sub-menu element you wish to modify.
2. Click **Manage Menu Items** on the black ‘sub-menu’ bar.

The reorder dialog box will appear.
Arrange: Drag’n’drop any of the buttons in the list up and down the list to reorder them. You can also use the up and down arrows located on the left side of each button.

Check the checkbox next to a button to make it drop-down from the button above it on the list. Uncheck the checkbox to have the button appear regularly and not as a drop-down. If all the boxes are unchecked the menu will not use the drop-down feature and it will work as a regular menu.

Rename button: Rename the buttons by entering the new name in the info field. The name of the page will not be affected by changing the button name.

Duplicate button: Click the Duplicate button to duplicate a button. A new copy will appear right under the original one.

Delete button: Click the Delete button. Only the button will be deleted, the page will not be affected.
Sub-menu settings

1. Click on the sub-menu element you wish to modify.
2. Click **Settings** on the black ‘sub-menu’ bar.

3. The Menu Settings box will appear.

   ![Menu Settings](image)

   **Font**: Choose the font, font style, size and color of the menu titles.
**Buttons:** Set the alignment, padding and color of the menu buttons.

That’s it. Your new menu is ready.
Website’s Background

For the background you can choose a single color, a picture or use a preset background from our collection of backgrounds.

**Changing the background color**

1. Click **Settings** located on the upper grey bar.
2. Click **Background**.
3. A Website background dialog box will appear - Select Background Type: **Color**.
4. Click on the Background Color icon to open a color palette, move the mouse to select a color, click done.

**Embedding a picture as background**

1. Click **Settings** located on the upper grey bar.
2. Click **Background**.

3. A **Website Background dialog box** will appear - Select **Background Type: Picture**.

4. Click **Upload**.
5. Choose the picture you would like to insert and click **Open**.

The system will upload your new picture; a progress bar will appear on the lower-left side of the screen.
* Make sure the pictures are not larger than 512KB.

* Also please make sure you have Flash installed on your browser. You can download it at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

**Adding a ready-made background**

1. Click **Settings** located on the upper grey bar.
2. Click **Presets**.
3. Choose the Preset background you wish to add.
Editing & Adding Elements

In this section you’ll learn how to edit and add elements to your website’s pages: Pictures, Text, Videos, Galleries, Widgets and more.

- **Pictures**: upload, set info, crop, link, arrange and align.

- **Titles and paragraphs**: edit, format, align, link and advanced settings.

- **Videos**: embed videos from YouTube and Vimeo

- **Picture galleries**: Upload, arrange, set info and light-boxes.

- **Picture slideshows**: upload, arrange, set info and light-boxes.

- **Contact form**: initial setup and settings.

- **Embedding external HTML**: adding extra widgets and elements

- **Line**: add and modify the width / angle

- **Area**: add, setting and containment

- **Widgets**: add and customize
  - Vimeo
  - Google maps
  - SoundCloud
  - Jotform - advanced contact-forms, surveys and payment-forms
  - Tumblr - embedding your blog
  - Facebook - Like, like-box and comment-box
Pictures

Adding a new picture

1. Click Add an Element located on the upper grey bar.

2. Click the Picture element.

A generic picture will appear.
3. Click **Replace Pic**, located on the upper black ‘picture’ bar (or double click on the picture), choose the picture you wish to insert and click **Open**.

![Picture: Replace Pic](image)

The system will upload your new picture; a progress bar will appear on the lower-left side of the screen

* Make sure the pictures are not larger than 512KB.
* Also please make sure you have Flash installed on your browser. You can download it at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

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**Replacing a picture**

1. Click on the picture you’d like to replace.
2. Click **Replace Pic** located on the upper black ‘picture’ bar (or **double-click on the picture**)
3. Choose the picture you would like to insert and click **Open**.

The system will upload your new picture; a progress bar will appear on the lower-left side of the screen

* Make sure the pictures are not larger than 512KB.
* Also please make sure you have Flash installed on your browser. You can download it at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)
**Cropping a picture**

1. Select the picture you wish to crop.
2. Click **Crop** located on the upper black 'picture' bar.
3. A **cropping-frame** will appear:
4. Drag and drop the **cropping frame** or the picture itself to adjust the cropping area.
5. Use the **scale-slider** to adjust the zoom of the picture.

   - Click 1:1 to reset the picture to its original size.
   - Click Fit to make the entire picture visible inside the frame.
   - Click Fill to fill the frame entirely (*please note that some parts of the picture will be cropped*).

### Inserting a title / description to a picture

1. Click on the picture you’d like to add a title/description to.
2. Click **Set Info** in the upper black ‘picture’ bar.

A **Set Info** dialog box will appear.

In the Set Info box you can add a title, description and a link to the picture. This information will appear every time the mouse hovers over the picture and will add to your sites SEO.

### Adding a link to a picture

1. Click on the picture you’d like to add a title/description to.
2. Click **Set Info** in the upper black ‘picture’ bar.
A Set Info dialog box will appear. *(Tip: you can also click on the link icon on the editing frame)*
In the Set Info box you can add a link to the picture.
Text: Paragraph / Title

So, what's the difference between Title and Paragraph?

The content of the title will automatically resize itself to the size of the title box, while the content of the paragraph will keep its original formatting (text will not automatically resize).

Use titles for shorter texts, or bold typography, and paragraphs for longer blocks of texts.

If you’re not sure what to use – use Paragraphs.

Adding new text

1. Click **Add an Element** located on the upper grey-bar.
2. Click the **Paragraph** or the **Title** element.

That’s it - a new Paragraph or Title will be added to the screen.
**Editing text**

1. Double-click on the text or click once on the text and choose **Edit Paragraph** or **Edit Inline** located on the upper black ‘paragraph’ bar (you can also double click the text element).

2. The text editing menu will appear, containing all the standard text settings: Font, Size, Style, Link, Alignment etc.

3. Select the text you’d like to modify and change its settings using the text editing menu.

When you are finished modifying the text, click anywhere outside the text box.
**Copying text from other sources**

Generally, we recommend copying texts from word documents and not directly from an external website since HTML text copying sometimes comes with extra ‘styling’ data. If your pasted text behaves “funny”, select all of it and click the **Remove Format** button – that will clean it up.

**Fonts**

IMC comes with tons of great fonts, free for both commercial and personal use. If you want to add fonts other than the ones in the text editor you can do so by adding them as a picture element, after you create your text paragraph elsewhere.

**Languages**

We support them all.

**RTL / LTR**

Working with Right-to-Left/Left-to-Right text is fairly simple. First - be sure to clean your text after pasting it (see: Copying text from other sources), then switch the whole text to the right direction by clicking the "Right to Left" button.
Linking Elements

Any element, including pictures, areas, text etc. can be linked to an internal page or an external website. If you want to create your own menu, using your own design, link the element you wish to use as a menu button to hidden pages. See here how.

**Adding a link to an element**

1. Click on the element you’d like to add a link to.
2. Click Set Info on the right side of the upper black bar or the link icon on the border of the chosen element.

   * The Set Info dialog box will allow you to add title and description as well as a link, while the link icon will open a Set Link dialog where only links can be added.

A Set Info dialog box will appear.

In the Set Info box you can add a link to the element.

There are several types of links that can be attached to an element:

**External website:** Add a Link to an external URL, just insert the URL and choose how the link will open: in a new window or in the same one as your website (it’ll replace your site).
**Internal page:** Add a link to one of your website's internal pages – just choose the right page from the dropdown and click OK.

**Scroll to element:** Allows the browser to scroll down or up to a certain element, while staying on the same page. This one is a bit tricky but gives a great modern result and is highly recommended for one-pager sites.

1. Add a unique “Anchor” name to the element you wish to scroll to (it can be any word, without spaces or symbols). To do that, choose the element and click on **Set Info**, add the name in the Anchor info field.

2. Select the item you wish to link to the anchored element. Click on **Set Info** and choose link type: **Scroll to Element**.

3. Insert the anchor name of the element you wish to scroll to in the info field **To Anchor**. The anchor is case sensitive so make sure to write it exactly as you did in the anchored element.

   Click **OK**.

Preview your site and click the element with the link, you’ll see how the browser will nicely scroll to the linked element.
Email: Add a link that will automatically open your site visitors’ email. Just add the email address you wish emails to be sent to and click OK.

Please note that since most users are using cloud-based email-clients (Gmail, Yahoo etc.) and not their default local email-client, this option will actually open their outdated outlook program. Consider using the contact form element instead or just write down your email.

For mobile sites: this option is great and recommended – it will open the e-mail app immediately.

Phone: Add a link that will automatically call a number (Only when viewed on mobile phones!) – Just add your number and click OK.
File download: Add a downloadable file (up to 5MB) by linking the file to any element on your site. This feature is great for downloadable PDFs, Docs etc.

Click the upload button and upload your file, then click the OK button. Please note that we have a 5MB limit for the files. If you want to allow the download of a bigger file, please upload it to an external service and link to the element by using the regular external link instead.
Extra Options / Right-Click Menu

**Align**

If you want to align your element to the right/left, centralize it etc., right click on the element and choose the alignment you want. You can also use the alignment option to match sizes of different elements on your site or the spacing between them.

To choose more than one element hold Shift (or CMD in MAC) while you select the elements you want to align.

**Arrange**

If you want to bring the element to the front or back of other elements, right click on the element and choose Arrange. The elements in our templates are layered, so you can arrange them as you wish.

Linked or responsive elements (contact form, menu etc.) should be arranged to the front. If you want to place a picture as a page background you can arrange the picture to the back.
Replicate to all pages

If you want an element to appear at the same spot in every page of your site (like your logo), right click on the element when it is in the right position and choose **Replicate to All Pages**.

Once you replicated an element, it will stay the same on every page even if you make changes to it. This means that if you move it on one page, it will move on all other pages.

If an element is replicated the border around it when you select it will be green instead of the normal blue.

Delete replications

If you replicated an element to all pages and now wish to delete all other replications and leave just the one you chose, right click on the element and choose **Delete Replications**.

Once you delete replications of the element, the border around it will return to normal blue instead of green in edit mode.

Unbind replicated elements

If you replicated an element to all pages, but don’t want it to appear on a specific page, right click the element on the page you want to remove it from and choose Unbind Replica. Now you can delete the element without affecting the replicated elements on all other pages.

Once you unbind the element, the border around it will return to normal blue instead of green in edit mode.
**Don't scroll with page**

If you want to set an element and have it not scroll with the page, right click on the element and check the ‘Don’t scroll with page’ box. This feature is great for pages that use the scroll-to-element links or for your header, menu and logo.

**Attach to page bottom**

If you want to attach an element to the bottom of the page, right click on the element and check the ‘Attach to Page Bottom’ box. The element will keep its distance from the lower end of the page – so it’s great for any footer elements you wish to add.
Videos

You can add YouTube or Vimeo videos to your IM site.

**Adding a Youtube video**

1. Click **Add an Element** located on the upper grey bar.
2. Click the **Video** element. A generic video will appear.
4. Copy & Paste the URL of the video you want to insert to the YouTube video URL. Choose Autoplay and Loop settings and click **OK**.

![Video Settings](image-url)
Replacing a video

1. Click on the video you’d like to replace.
2. Click Embed a Video, located on the upper black ‘video’ bar. A Video Setting box will appear. (Tip: you can also double-click on the video)
3. Copy & paste the URL of the video you wish to insert to the YouTube video URL box. Choose Autoplay and Loop settings and click OK.

Adding a Vimeo video

1. Click Add an Element located on the upper grey bar.
2. Click on the Widget element.

Enter the Vimeo ID to the info field.

5. Check the Autoplay and Loop boxes in order to add these to your video, and click OK.
Picture Galleries

Galleries enable you to display multiple pictures easily. You can also include a description and a larger preview, all in a single click.

Adding a new gallery

1. Click Add an Element located on the upper grey bar.
2. Click the Gallery element. A generic gallery will appear.

Managing the gallery

1. Click on the Gallery you’d like to modify.
2. Click Manage located on the upper black ‘Gallery’ bar (Tip: you can also double-click on the Gallery).
3. The Reorder dialog will appear:
Drag’n’drop any of the pictures in the list up and down the list to reorder them. You can also use the up and down arrows located on the left side of each picture.

Click the Set Info button, a Set Info dialog box will appear. In it you can add a title, description and a link to each picture. This information will appear every time the mouse hovers over the picture.

Click the Duplicate button to duplicate a picture. A new copy will appear right under the original one.

Click the Delete button, to delete a picture. The picture will disappear from your gallery.

Adding a new picture to the gallery

1. Click Add a Picture located on the upper black ‘gallery’ bar. You can also add a picture from inside the Reorder dialog box.
2. Choose the picture you would like to insert and click Open.

The system will upload your new picture; a progress bar will appear on the lower-left side of the screen

* Make sure the pictures are not larger than 512KB.
* Also please make sure you have Flash installed on your browser. You can download it at http://get.adobe.com/flashplayer/

That’s it - a new picture will be added to your Gallery.

Gallery settings

1. Click on the Gallery you’d like to modify.
2. Click Settings located on the upper black ‘Gallery’ bar.
3. The Gallery Settings box will appear. Here you can set the appearance of your gallery by setting the number of lines and rows that will be displayed and the spacing between pictures.
**Spacing** controls the space between pictures.

**Upon Picture Click** controls what will happen when a gallery picture is clicked on.

**Picture Resizing** controls the thumbnail view of the picture in the gallery.

**Full-Screen Resizing** controls the full-screen view of the pictures. To use this option, you need to set the Upon Picture Click to Show Pictures in Full-Screen.

### Like buttons

1. Click on the Gallery you’d like to add like buttons to.
2. Click **Social** located on the upper black ‘Gallery’ bar.
3. The Dynamic Settings box will appear. Check the box to show like buttons on the pictures of your gallery. The like button will count the number each picture is liked by your site’s visitors. Uncheck the box to remove the buttons.
Picture Slideshow

Slideshows enable you to display multiple pictures easily and interactively. You can also include a description and a larger preview, all in a single click.

Adding a new slideshow

1. Click **Add an Element** located on the upper grey bar.
2. Click the **Slideshow** element. A generic Slideshow will appear.

Managing the slideshow

1. Click on the Slideshow you’d like to modify.
2. Click **Manage** located on the upper black ‘Slideshow’ bar *(Tip: you can also double-click on the Slideshow).*
The **Reorder** dialog will appear:

- **Drag’n’drop** any of the pictures in the list up and down the list to reorder them. You can also use the up and down arrows located on the left side of each picture.

- Enter a title inside the text input field. This information will appear every time the mouse hovers over the picture.

- Click the **Set Info** button, a Set Info dialog will appear. In it you can add a title, description and a link for each picture. This information will appear every time the mouse hovers over the picture.

- Click the **Duplicate** button to duplicate a picture. A new copy will appear right under the original one.

- Click the **Delete** button, to delete a picture. The picture will disappear from your Slideshow.
**Adding a new picture to the slideshow**

1. Click **Add a Picture** located on the upper black ‘Slideshow’ bar. You can also add a picture from inside the **Reorder** dialog.
2. Choose the picture you would like to insert and click **Open**.

The system will upload your new picture; a progress bar will appear on the lower-left side of the screen.

* Make sure the pictures are not larger than 512KB.
* Also please make sure you have Flash installed on your browser. You can download it at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

That’s it - a new picture will be added to your Slideshow.

**Slideshow settings**

1. Click on the slideshow you’d like to modify.
2. Click **Settings** located on the upper black ‘Slideshow’ bar.
3. The Slideshow Settings box will appear. Here you can turn on the auto play of your slideshow and set the timing of the slides.
• **Pagination Shown** controls whether the slide number will show.

• **Upon Picture Click** controls what will happen when a slideshow picture is clicked on.

• **Picture Resizing** controls the appearance of the picture in the slideshow.

• **Full-Screen Resizing** controls the full-screen view of the pictures. To use this option you need to set the **Upon Picture Click** to *Show Pictures in Full-Screen*.

**Like buttons**

1. Click on the Slideshow you’d like to add like buttons to.
2. Click **Social** located on the upper black ‘Slideshow’ bar.
3. The Dynamic Settings box will appear. Check the box to show like buttons on the pictures of your slideshow. The like button will count the number each picture is liked by your site’s visitors. Uncheck the box to remove the buttons.
Contact Form

You can either use our standard form or use JotForm (free) to customize your form in a way that will fit your needs.

Adding a standard contact form

1. Click Add an Element located on the upper grey bar.
2. Click the Contact element. A generic Contact form will appear.
3. To connect a contact form, click Connect on the upper black ‘contact form’ bar.

The Contact Form Setting dialog box will appear:
Enter an e-mail address inside the **Target E-mail** input field. This will be the address sent forms will arrive to.

Write a message inside the **Success Message** input field. This message will be an automatic reply received after someone sends you a message.

You can change the field titles in the form by inserting the text you wish inside the matching input field.

Change the text on the submit button in the **Submit button caption**.

Emails sent to you through the contact form element on your site go through our system and the sender will appear as your.site@imcreator.com.

**Adding a customized JotForm contact form**

1. Go to [www.jotform.com](http://www.jotform.com) and create the form you want. Write down your JotForm ID which you will need to insert to the editor.

2. Click **Add an Element** located on the upper grey bar.
3. Click the **Widget** element.

4. Click **JotForm**. A generic contact Form will appear.

5. Click **Setup**. A Widget HTML Settings dialog will appear.

6. Enter your **JotForm ID** (just the number, not the link) into the info field and click **OK**.

   The Jotform contact form will appear on your page, move it to choose the location.
HTML (Embed Code)

You can add an HTML code for practically anything in your site - search bar, password protected area, ecommerce etc. If you don't have the code for the feature you want to add, you can find many codes online.

1. Click **Add an Element** located on the upper grey bar.
2. Click the **HTML** element. A sample HTML code will appear.
3. Click **Edit HTML**, located on the upper black 'HTML' bar.
4. Enter the HTML code you wish to embed to your site and click **OK**.
Due to the technology of our editor, there's no direct access to the HTML code. If you are looking to add HTML to the head part of the HTML you can do so through Settings> PRO.

You can The HTML element is used to add widgets and elements and is not intended for uploading pages or import full websites. Some Javascripts might not be compatible with our editor.
Line

1. Click Add an Element located on the upper grey bar.
2. Click the Line element. A sample Line will appear.
3. Click Line Settings, located on the upper black ‘Line’ bar to set the width and color of the line.

4. Drag’n’drop the line to set its location.

    You can make a line vertical by clicking on one end of the editing frame of the element and dragging it until the frame is vertical.
1. Click Add an Element located on the upper grey bar.
2. Click the Area element. A sample Area will appear.
3. Click Box Settings, located on the upper black ‘Area’ bar. A Setting dialog box will appear.

In the dialog box you can set Background Color, Border Radius, Outline Color, Outline, Width and padding.

4. Drag’n’drop the Area box to set its location.
Widgets

Twitter feed

1. Click **Add an Element** located on the upper grey bar.
2. Click the **Widget** element.
3. Click **Twitter feed**. A generic twitter feed will appear.


5. Enter your Twitter username in the input field.
6. In the dialog box you can set the number of posts shown, the background color, the text color, the link color and whether you wish to show avatar or not.
7. Click **OK**.
**Vimeo**

1. Click *Add an Element* located on the upper grey bar.
2. Click the *Widget* element.
3. Click *Vimeo*. A generic vimeo widget will appear.

4. Click *Setup*, located on the upper black ‘widget’ bar.

5. A Widget HTML Setting box will appear. Add the video ID you wish to upload and check the Autoplay and Loop boxes in order to add these to your video.

**Google Maps**

1. Click *Add an Element* located on the upper grey bar.
2. Click the *Widget* element.
3. Click *Google Maps*. A generic map will appear.
4. Click Setup, located on the upper black 'Widget' bar. A Setting dialog box will appear.

5. Enter the Address you wish to be displayed in the input field.

6. In the dialog box you can set the zoom level of the map and add a satellite picture.

7. Click OK.

**SoundCloud**

Use the soundcloud widget to add music to your site.

Go to [www.soundcloud.com](http://www.soundcloud.com) and upload or record the music you want. Write down your SoundCloud URL which you will need to insert to the editor.

1. Click Add an Element located on the upper grey bar.
2. Click the Widget element.
3. Click SoundCloud. A generic music player will appear.

5. Enter the SoundCloud URL in the input field. Check the boxes to choose between ArtworkPlayer and MiniPlayer, and if you want your music to be Autoplayed. You can also choose the color of the player.

7. Click **OK**.
**JotForm (customized forms)**

1. Go to [www.jotform.com](http://www.jotform.com) and create the form you want. Write down your JotForm ID which you will need to insert to the editor.
2. Click **Add an Element** located on the upper grey bar.
3. Click the **Widget** element.
4. Click **JotForm**. A generic contact Form will appear.

![JotForm Widget](image1.png)

5. Click **Setup**. A Widget HTML Settings dialog will appear.

![Widget HTML Settings](image2.png)

6. Enter your **JotForm ID** into the info field and click **OK**.

![JotForm ID Input](image3.png)
Tumblr

1. If you don’t have a Tumblr blog yet, go to www.tumblr.com and create one.
2. Write down your Tumblr URL (username.tumblr.com)
3. Click Add an Element located on the upper grey bar.
4. Click the Widget element.
5. Click Tumblr. A generic blog will appear.


7. Enter the Tumblr URL in the input field and click OK.
**Facebook “Like”**

The Like button lets your site’s visitor share your Facebook page content with friends on Facebook. When they click the Like button in your site, a story appears in the visitor’s friends’ newsfeed that they liked your Facebook page. To use this widget you need to have a Facebook page.

To add a Facebook “Like” button:

1. Click **Add an Element** located on the upper grey bar.
2. Click the **Widget** element.
3. Click **Facebook like**. A generic Facebook like box will appear.


5. Enter the URL you wish your visitors to like in the input field. Set whether or not it will show faces. This URL must be in the form of facebook.com/page

6. Click **OK**.
Facebook comments

Comments Box is a social plugin that enables your site’s visitors to comment on your site. To use this widget you need to have a Facebook page.

1. Click Add an Element located on the upper grey bar.
2. Click the Widget element.
3. Click Facebook Comments. A generic Facebook comments box will appear.


5. Enter the URL of your Facebook page in the input field. Set the number of posts shown. The URL must be in the form of facebook.com/page.
6. Click OK.

Facebook “Likebox”

The Like Box is a social plugin that enables you to attract and gain Likes from your own website straight to your facebook page. To use this widget you need to have a facebook page.

1. Click Add an Element located on the upper grey bar.
2. Click the Widget element.
3. Click Facebook Likebox. A generic Facebook Likebox will appear.

4. Click Setup, located on the upper black 'Widget' bar. A Setting dialog box will appear.

5. Enter the URL of the Facebook page you wish your visitors to 'like' in the input field. The URL must be in the form of facebook.com/page.
6. Click **OK**.
Website Settings

**Page size and color**

1. Click **Settings** located on the upper grey bar.
2. Click **Page Size & Color**.


   ![Page Size & Color dialog box](image)

   - **Canvas color**: 
   - **Width**: 930px (will affect all pages)
   - **Height**: 700px
   - **Centralize website & disable horizontal scrollbar on narrow devices**

   In the dialog box you can set page color and transparency, page width and page height, centralize the website and disable horizontal scrollbar on narrow devices.

4. Click **OK**.


Background

Changing the background color

1. Click **Settings** located on the upper grey bar.
2. Click **Background**.

3. A Website background dialog box will appear - Select Background Type: **Color**.

4. Click on the **Background Color** icon to open a color palette, move the mouse to select a color, click **OK**.

Embedding a picture as background

1. Click **Settings** located on the upper grey bar.
2. Click **Background**.

3. A Website Background dialog box will appear - Select Background Type: **Picture**.

4. Click **Upload**.
5. Choose the picture you would like to insert and click **Open**.

The system will upload your new picture; a progress bar will appear on the lower-left side of the screen.

* Make sure the pictures are not larger than 512KB.
* Also please make sure you have Flash installed on your browser. You can download it at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)
Favicon

A Favicon, also known as a shortcut icon, Web site icon or bookmark icon, is the small icon you see on the browser’s tab or when you bookmark a site.

To set your website’s favicon

1. Click Settings located on the upper grey bar.
2. Click Favicon and choose the picture you wish to insert as the favicon and click Open.

That’s it!

Some browsers might not show your favicon as well as others, depending on the version of the browser. Old versions of Internet Explorer don’t show favicons at all.
SEO

You can include keywords and description for your website (as well as name it), that will help optimize your search engine results.

1. Click **Settings** located on the upper grey bar.

2. Click **SEO**. A dialog box will appear.

2. Enter a site title into the **Title** info field.
3. Enter a site description into the **Description** info field.

Enter words that are related to your site’s theme into the **Keywords** info field, separate these words using a comma (, ). The keywords are limited to about ten words since Google does automatic crawl and will ignore more than ten words, making it ineffective.

4. click **OK**.
For more on SEO see http://support.imcreator.com/entries/20121058-is-my-im-creator-website-seo-friendly
Domain

In order to connect a domain, click on PUBLISH, choose one of our subscription plans (all includes unlimited hosting) and choose "connect to an existing domain" or "buy new domain".

To connect your domain to a specific site, a license needs to be assigned to it. Please follow the steps below to assign a license to the site you want to connect:

1. Click on Manage under the thumbnail of the site you wish to connect. A pop-up window will appear with the current license information for the site and the account.

* If you do not already have a license, you can purchase one by clicking on License > Buy Now.

2. If you have a "spare" license you already purchased, choose License > Premium.

To add a new license to the site, choose License > Add a new license.

3. To connect your domain to the site, click on Manage > Domain. A window will open where you can choose to "connect to an existing domain" or a "buy new domain".
To disconnect a license and domain from a site, choose **License > Disconnect from domain and license**. This will allow you to use the license for another site.
Website Analytics (Google Analytics)

Google Analytics helps you track visitors to your site, measure their activity and keep improving your site and achieve your online goals.

In order to track the analytics of your website:

1. Click **Settings** located on the upper grey bar.

2. Click **Website Analytics**. A dialog box will appear.

3. Enter your Google Analytics tracking ID into the info field. Having trouble finding your Google ID? Click here to learn where to find it:
   [http://support.google.com/googleanalytics/bin/answer.py?hl=en&answer=55603](http://support.google.com/googleanalytics/bin/answer.py?hl=en&answer=55603)
Publishing Your Site

Free vs. Premium - subscription plans

IM Creator’s tools, designs and support service are all free. Once you complete your site and click "publish", you will get a free domain in the form of i-m.com/username/mysite name (you will see the address at the top of the Publish pop-up window, unveil it by clicking the “like” button).

Once you wish to connect your site to your own domain (in the form of www.yoursite.com), choose one of our subscription plans and connect the site to a domain. Connecting your site to a domain will allow you and your visitors to find your site easier using a catchy domain-name. Websites connected to a domain appear higher in Google searches and can be shared more easily using the various social networks. It’s also worry-free: You can always change your mind during our 14-day money back guarantee period.
Connecting a new domain or buying an existing one

New Domain

If you don’t already own a domain, you can buy one through us for $10/year. Your payment goes directly to the domains registrar with no extra fees charged by us.

How do you buy a domain? Well, once you click Publish, choose a subscription plan and complete the payment, you will have the option of either connecting an existing domain or buying a new one.

Choose ‘buy a new domain’ and follow the instructions. You can also check out our domain wizard - http://imcreator.com/wizard

That’s it. An email confirming the site and email are up will be sent to you within 48 hours.

Existing Domain

If you own a domain, you can easily connect it to your IM Creator site.

Once you click Publish, choose a subscription plan and complete the payment, you will have the option of either connecting an existing domain or buying a new one.

Choose “use your existing domain” and follow the instructions.

You can also check out our domain wizard - imcreator.com/existing_domain
Domain connection troubleshooting

I connected my site and now see "Looks like this page does not exist..."

It means the connection is complete – you just need to publish your site to activate it:

Go to your Editor and click on PUBLISH.

I see a message that my site is already taken by another IM user.

This might be because you have a site in your account that is already connected. You need to disconnect the site you first connected in order to connect the new one:

1. Click on Manage under the thumbnail of the site you wish to disconnect. A pop-up window will appear with the current license information for the site and the account.
2. To disconnect a license and domain from a site, choose License> Disconnect from domain and license. This will allow you to use the license for another site.

To connect the new site:

1. Click on Manage under the thumbnail of the site you wish to connect. A pop-up window will appear with the current license information for the site and the account.
2. Choose License> Premium. (To add a new license to the site, choose License> Add a new license.)
3. To connect your domain to the site, click on Manage > Domain. A window will open where you can choose to "connect to an existing domain" or a "buy new domain'.
4. In the editor click PUBLISH to update the live site with the new site you connected.

Site not found

If you see this message trying to access your site immediately after you connect it, don’t worry. It usually takes up to 48 hours for a website to be activated globally due to DNS propagation time.
Signup

To register and start building your site on IM Creator:

1. Click **LOGIN** on the upper right corner of our Home Page or here - [http://app.imcreator.com/open](http://app.imcreator.com/open)
2. Insert your email and choose a username and password.

**Tip:** your username will be used as part of the name of your free i-m.co site

You will receive a ‘welcome email’ from us to the email address you signed up with.

*You can also browse through our templates first by clicking **START NOW** on our home-page and register later when clicking ‘customize now’ in one of the templates.*

**Joined using Google Apps?**

Click the “Joined using Google Apps? Click here to login”. Insert your Google Apps username and password.
Login

Once you sign up, you will only be asked to login using your username and password (no need to insert your email again).

Forgot your password?

Click *forgot your password* at the bottom of the Login dialog box.
Account Settings

To change the password to your IM Creator account:

1. Log into your account to 'My Sites' page.
2. Click on the Avatar on the upper-right corner, next to your username.
3. In the drop-down menu click Change Password.
4. In the pop-up window write your current password and the new password you wish to change to. Click OK.

To change the picture of your accounts avatar:

1. Log into your account to 'My Sites' page.
2. Click on the Avatar on the upper-right corner, next to your username.
3. In the drop-down menu click Change Pic.
4. A new window will open to en.gravatar.com. Here you can create a globally recognized avatar that will appear on any site using the service including IM Creator.

Have any Questions?

Make sure to check out our forum and support page at imcreator.com/support.