

Web Directory Sites – Company and Product Details

User Maintenance Instructions

1. Introduction.....	1
2. County and Classified Heading Maintenance	2
3. Company Details – Maintenance	3
4. Image upload.....	4
5. Product Maintenance	5

1. Introduction

After you have logged in with your User ID and password you will be presented with a similar screen as below.

If you have an Access Key (for adverts) or a Product Key this will enable you to upload images. You should select the ‘images’ button below first and upload each individual image that you want to use for your company details or product details. See - 4. Image Upload – for more detailed information.

After you have uploaded all relevant images you should set-up or correct all company details by selecting the ‘Main Details’ button. See – 3. Company Details – Maintenance for more detailed information on doing this.

The County scope and categories are the respective counties or classified headings that your company will be listed under. As a user you can change / amend the counties or categories, but you can not add new counties. If you have a Bronze web package or above and do not have the correct number of county or category headings then please call us (01582 488385) or email us at adverts@haqpublishimg.com so that the additional headings or counties can be added. Select ‘categories’ or ‘county scope’ to amend the headings that you want to be listed under See – 2 County and classified Heading Maintenance for more detailed information.

After all company details have been set-up you can finally add or amend the individual products and details, by selecting the ‘products’ button. For more detailed information see – 5. Product Maintenance.

Company details: Hudson Cycles				
Company:	Hudson Cycles			
Address:	15 King Avenue New Rossington Doncaster South Yorkshire DN11 0PG			
Contact:	Mr. Hudson			
Telephone:	01302 868889			
Email:	hudsoncycles@aol.com			
Website:	www.hudsoncycles.co.uk			
Profile:	Hudson Cycles is a family run business supplying all sorts of bikes including special needs and electric bikes. Local service centre for Powabyke. Custom builds including wheel building for road and off road type bikes. The proprietor is chairman of the local cycling club and therefore knows about riding bikes as well as building bikes. Here to serve and help.			
Category:	cycle shops			
County scope:	south yorkshire			
Click on the buttons below to edit this directory entry:				
main details	images	categories	county scope	products

2. County and Classified Heading Maintenance

Classified Heading / Category Maintenance



Selecting this drop down combo box will enable you to select the category or categories that you want your business to be listed under. You will not be able to add extra categories, but if there are specific categories that you want to list your company under then please contact us.

County Scope



Selecting this drop down combo box will enable you to select the county or counties that you want your business to be listed under. You will not be able to add extra counties, but if there are specific counties that you want to list your company under then please contact us.

Note. You will not be able to add extra categories / counties over your package limit, so please contact us if you want further coverage. You cannot create new categories / counties but if you have a very specific requirement, again please contact us and we will endeavor to accommodate.

3. Company Details – Maintenance

Editing Company details: Hudson Cycles%26tn%3D20091204110402%26ts%3Dn6k71v445er69gv5

Please complete the fields marked *

save

Company name:
Hudson Cycles *

Contact name:
Mr. Hudson *

Address line 1:
15 King Avenue *

Address line 2:
New Rossington

Address line 3:
Doncaster

Address line 4:

Address county:
South Yorkshire

Postcode:
DN11 0PG *

Telephone:
01302 868889 *

Email address:
hudsoncycles@aol.com

Website address:
www.hudsoncycles.co.uk

Listing page image - right side of directory listing (max 200x200):
[Image Selection]

Listing page image - underneath directory entry (max 580x200):
[Image Selection]

Main page image - right side of directory entry (max 200x300):
[Image Selection]

Main page image - underneath directory entry (max 600x700):
[Image Selection]

Fax number:

Profile:
Hudson Cycles is a family run business supplying all sorts of bikes including special needs and electric bikes. Local service centre for Powabyke. Custom builds including wheel building for road and off road type bikes. The proprietor is chairman of the local cycling club and therefore knows about riding bikes as well as building bikes. Here to serve and help.

save Please complete the fields marked *

[click here to return to previous page](#)

All the basic company details should have already been set up for you, but if you want to change them, then you can.

With an Advert Access Key or a Product Key you will be able to maintain all these additional details.

Notes:

1. You can only select images after they have been uploaded via the images screen. Only images that are the correct dimensions will display in the combo boxes
2. For profiles all bullet points will be removed and no line spaces can be used. The profile will always be displayed as continuous text.

4. Image upload

Images that are to be displayed in the company listing and company details screen are uploaded here. The images should be uploaded prior to being set-up in either the product or company details screen. Image types that can be uploaded are JPG or GIF files. The images that are uploaded need to be kept to certain sizes and dimensions dependant upon the positioning (listing page, main details or product image) of the image. Images can be shrunk when you are uploading.

Single spd Shopper

Dimensions: 192x274 (192 pixels wide by 274 high), file size: 6053 bytes

Title (you can place a meaningful title here instead of filename):

Description (may be picked up by search external search engines):

Delete:

Record last modified at 03 Dec 09 13:56:41 by accounts from IP address 81.137.228.20

save

Upload new image

This section allows you to upload a gif or jpg image which you can later associate with your directory entry or product.

Images can have dimensions up to 600x700, and a file size up to 100,000 bytes. If your image has larger dimensions but is still under 50,000 bytes in size, you can upload and use the shrinking option.

Depending on where the images are placed the maximums are:

Listing page	
small directory entry when displayed as a listing with other companies	200x200(30K)
	580x200(30K)

Main details page	
Main directory entry page where company details are displayed in full, with no other companies displayed	200x300(50K)
	600x700(100K)

Product listing		
	600x200(50K)	
Description of product	200x300(50K)	

Any files you upload must first be located on your PC. If the required file is located on your website then visit the website and save the file to your PC by rightclicking on the image.

Please ensure that:

- the file is small in dimensions as well as file size,
- a standard web file format is used (either .gif or .jpg)
- there are no copyright issues with using the image
- and the file is optimised for the web.

If the image is not in the appropriate format then you may have to modify it first in a graphics package.

- Use browse button below to select image file from your computer

- You can optionally get the upload system to attempt to shrink the uploaded image. Images still cannot be bigger than 100,000 bytes before shrinkage and shrunken images may still be over lower file size limits. For better control of the final result you may prefer to use your own graphics package to produce a smaller image.

- Once file is selected, start upload by clicking on Upload button

After the image has been uploaded a meaningful name should be used that describes the image, as Search Engines, such as Google cannot determine the picture. This is displayed in some web browsers such as Internet Explorer when you move the mouse pointer over the image and is often referred to as the ALT text.

These are the maximum sizes that should be used to upload images that are used in the main company details or company listings screen. e.g., 580x200(30k) - image dimensions should be a maximum of 580 pixels wide by 200 pixels high. The image size should be a maximum of 30k Bytes.

Maximum dimensions / size for product images.

Once your image has been saved to your PC you can find the relevant image by selecting the browse button and selecting the image for upload.

Whilst you should re-size your image using your graphics software there is a drop down combo that can be selected to re-size your image.

Press the upload button to upload the image. Each image you want to upload needs to be done individually.

5. Product Maintenance

Editing products for Hudson Cycles%26tn%3D20091204111026%26ts%3Dn6k71v445er69gv5

Please edit and save one product/service at a time (scroll down for more products).

Images are uploaded separately by clicking on the "Images" button in the main company edit screen.

Product name:
Discovery 201 *

Price in £:
POA

Price in Euros (optional):

Product Classification:
bicycles and bike part

Description:
Sizes: Gents 19" 21" 23" Ladies 17" 19" Frame: Aluminium Hybrid Frame
Gears: 21 Speed Shimano TX50 with EZ-fire shifters
Weight: 15.4kg
Tech: Tektro V brakes
Adjustable quill stem
Sealed bottom bracket

Image top - top side of description (max 600x200):

Image left - left side of description (max 200x300):
DiscoveryBicycle.jpg

Image right - right side of description (max 200x300):

Display order (lower numbers are displayed first):

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save Please complete the fields marked *

Product name:
12" FUSION BOYS *

Price in £:
POA

Price in Euros (optional):

Product Classification:
bicycles and bike part

Description:
Electric blue fusion includes caliper brakes with junior reach levers, single speed, stabilisers and chainguard.
Sizes: 12"
Frame: 9"
Gears: Single Speed
Fork: Rigid

Image top - top side of description (max 600x200):

Image left - left side of description (max 200x300):
KidsBicycle.jpg

Image right - right side of description (max 200x300):

Display order (lower numbers are displayed first):

Record last modified at 03 Dec 09 13:58:46 by accounts from IP address 81.137.228.20

save Please complete the fields marked *

After selecting the product button each product has to be set-up individually and saved individually one at a time.

Actual £'s can be entered or text e.g. 'Prices from £30', 'POA'.

Select the product classified heading that you want your product to be listed under. If there is not a specific product category that you want then please contact us and we will check to see if this can be set-up.

A description can be added and line spaces can be used for product descriptions.

After you have uploaded the images. The relevant image can be selected to be displayed for the product. Only images that have the correct dimensions and file size can be selected from the combo boxes.

Notes:

1. Please set-up and save each product individually.
2. Once your product has been set-up it will display immediately to all users, but the count of products in a product category only updates overnight.