

**Once Quikclicks has all my content what happens?**

Quikclicks will code your website and place your content into the site. Once the site is ready we will send you a silent link so you can check the site before going live.

**What if there are still some things I would like to change?**

Once Quikclicks has provided you with the link to your site you should check the site thoroughly and provide us with a final comprehensive list of changes in writing (preferably via email). This way we can ensure all your requests are met before going live.

**When will the site go live?**

Going live simply means that we will unlock your site and attach your domain name to the site so others can view it. We will make your site live as soon as we receive the balance of payment for the job (or if you are on a direct debit plan we will make your site live after the final plan payment).

If you have any more questions arising from the topics on this pamphlet please call us on:

**1300 132 274**



## **starter kit**

Congratulations on purchasing a Quikclicks website. The following pamphlet has been put together to help you get the website you want. Please take a few moments to look over this document and if you have any questions please ask your Quikclicks sales representative.

## Getting started

### I have just signed up for a website what happens now?

You will need to provide quickclicks with a few preliminary materials so we can start on your design. Meanwhile, it is also a good idea to start compiling the materials you will want to put on the site like pictures and text.



### What preliminary material do Quickclicks need?

Quickclicks will need:

1. Your company logo as well as some examples of your recent advertising material so we can get an idea of how you like to present your business to the public.
2. A list of the pages you would like to have on your website and brief description of their content.
3. Some examples of websites you have seen that you like and a brief explanation of why you like the site. These websites do not have to relate to the industry you are in.
4. If you do not have these materials it is important that you talk to your Quickclicks sales rep and explain what you would like and try and provide some visual examples. The more you explain at this stage, the better Quickclicks will be able to create an effective design.

## Mock up

Are these the menu items?  
yes and these are the names of the pages of your site



What is this wierd text?

Your mock up will have latin in places where your body text will go to show you what your text will look like.

## So what happens next?

Quickclicks will create a mock up of your webpage and send it to you via email.

### Proofing your mockup

You should take a good look at the mock up and advise Quickclicks of any changes you would like to make to the design. Have a good look at the menu items, colours, page size and text styles because this is what your website will look like - the text and pictures may change but the page will look the same.

### What can I change when I get the mock up?

You can request any changes you like at this stage. It is important to advise Quickclicks of any changes you would like at this stage because once the site starts to be coded (which is the next step in production),

changes to the page design and navigation can incur extra costs.

### If I'm happy with the design what happens next?

Quickclicks will provide you with an artwork approval form to complete. Once you have signed off and faxed the form back to us we can start coding your site. Now you can send us the content for your site.

### Do I have to provide Quickclicks with all the pictures on my website?

Yes - while Quickclicks does have a limited stock library we don't have specific images related to your business so we ask that you provide us with any images you wish to have on your site. Quickclicks strongly recommends that you use professional photographs on your site. Quickclicks can put you in touch with

a professional photographer or recommend some stock photo suppliers to help you get the best look for your site.

### Do I have to provide Quickclicks with all of the text on my website?

You have two options when providing text to Quickclicks:

1. You may provide your own text in electronic form (text provided in print form may incur a transcription fee).
2. You may purchase the services of a copywriter, Quickclicks offer this as an additional service and can arrange this upon request.

### Some important points on providing content

- You must provide all of your text and images together in one go - please do not send us your content over a period of days and weeks.

- When supplying text to Quickclicks there are some important things to remember: We do not proof your copy and we take no responsibility for the spelling, grammar and accuracy of text you provide. We will copy and paste the text directly from the file you provide. If you provide us with text which you later decide to change, Quickclicks may charge for these changes, so please ensure that you send copy that is properly edited and up-to-date.

- Be sure to provide us with a brief description of your website and a list of keywords relating to your business to add to the meta-tags of your website.

- If you provide Quickclicks with images you have downloaded from someone else's website please note that you risk breaching copyright and that Quickclicks cedes responsibility for copyright to you.