# NTWeb.biz

## What is NTWeb.biz

NTWeb.biz is a website set up to promote the Northern Territory and is in effect a directory of tourist related services and information for the Northern Territory.

The website has been designed for optimal viewing on a smartphone, tablet or traditional computer.

Anybody can add content to the site, however we, the administrators of the site, hold the absolute discretion to remove any content we deem inappropriate in part or full.

Commercial operators can create their own pages in the directory for a small annual fee, currently $50+GST where applicable, per year (2019), however the fee does not come into effect until one year after the entry has been published.

## Creating a Page

It is quite simple to add a page. You open the main webpage and across the top are several categories which represent various aspects of tourism in the Northern Territory. Select a category by hovering the mouse over the icon and a drop-down menu will appear, providing further sub categories. You will note that at the bottom of each sub category there is an "Add Me" button. You click that button and will be taken to a page where you can add your content.
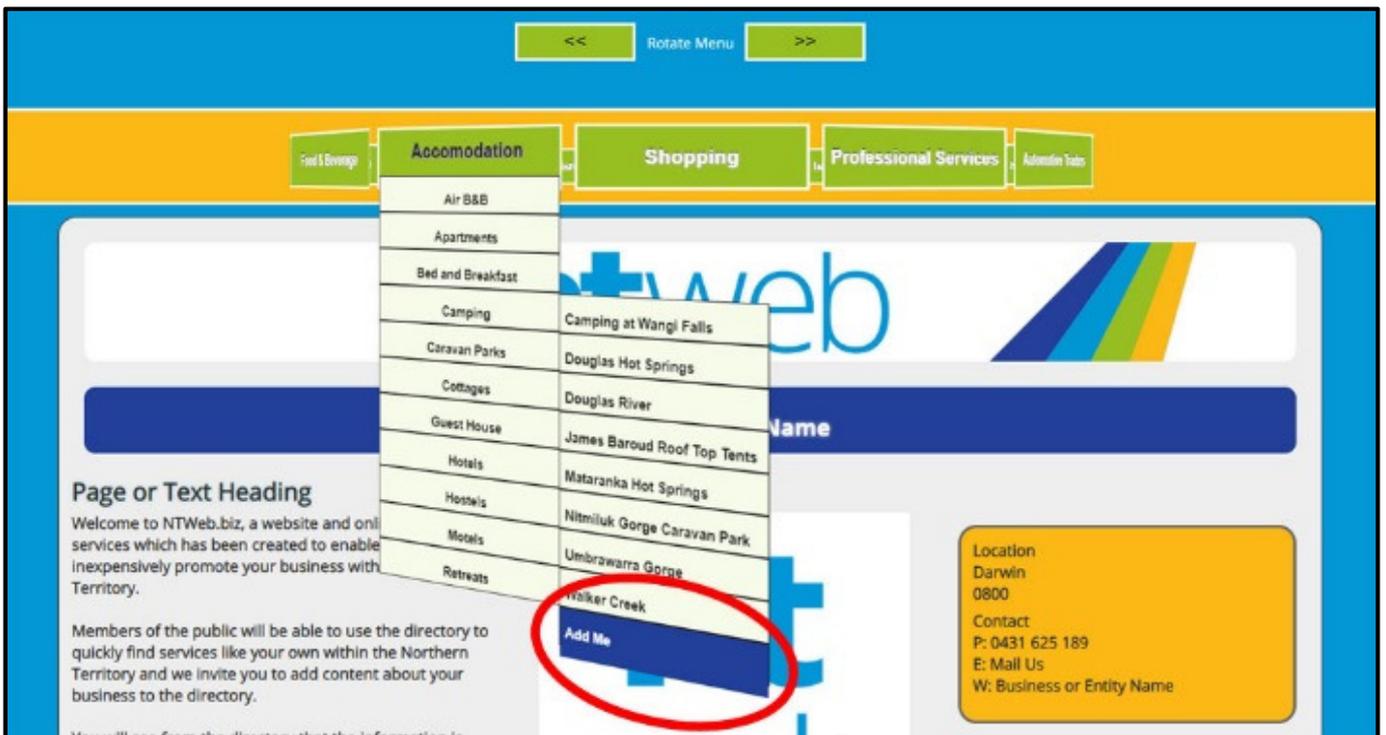
## Adding a Page

Creating and adding a page for your business or entity is relatively easy. To make it easier, there are some things you need to know and prepare before you start.

### Text content

The text content is the main part of your page. You can include any information about your business or entity such as opening hours, prices, your menu and a description. The only requirement of this part of the content is that it must contain more than 100 words.

It may be best to have something prepared and spell checked before beginning the process to create your page.

### Social Media Links

Part of the value of the NTWeb Directory is that you can publicise most of your social media content (we will be adding to this all the time), so linking your social media to your web site to your blog or some other web site on your page will mean that your social media is all linked in one place.

It is worth finding or knowing where to find the URLs to your social media before beginning so that you can enter them on the online form quickly. Further information about adding your social media links is outlined below.

### An image for the site

This is like a profile picture which encapsulates your business or entity and the larger and better quality the image better.

When you upload the image, it will resize it to fit the page and will resize as required depending on what device the user is accessing it from.

**A PDF File**

The site provides the option of uploading a PDF document which the user accessing your page will be able to download. This may be a menu, vouchers or a map which will be easily accessible to third parties who want to know more about you.

## Adding the Text Content

Creating a page for your business and entity is completed in three easy steps. You add content and information about your business in step one, upload a banner image in step two and add your PDF in step three.

**Step One – Creating your Page and Adding Content**

There are 6 fields on the first page which must be completed to complete step one. You will also need to complete a simple arithmetic quiz to prevent robots.

The Required fields are

**Business or entity name** *

This is the name which appears in the drop-down menu for your business or entity. You will want to keep it short and sweet so it is easy to find you in the list.

**Page or Text Heading** *

This is the text heading at the top of your actual page. You can make it snappy to encourage people to read on.

**Page Text** *

This where you describe your business or entity. There is a minimum word count of 100 words which should be easy to fill. You should describe your business, what you do, where you, your opening hours, price etc.

**Contact (Not Published)** *

This is most likely your own name, but it should be the contact name of the person to whom we address any correspondence to. The contact name will never be published but it is stored on our database.

 **Contact Email (Not Published)** *

This is the email address we will use to contact you or your organisation. Again, this email address is not published but it is stored on our database because we will contact you from time to time.

**Please note: your contact information, name and email address will not at any time be divulged to any third party, persons or organisation other than within the requirements of the law.**

**Location, Suburb or Town** *

This is the on the ground location of your entity or business. It can be the part of a fully qualified address or just a town or area, but to make it as easy as possible to find, you may want to include as many details as possible.

**Everything else**

All of the other data entry boxes, including phone number, public business contact information etc, (other than the Robot maths test), are optional so you can present as much or little information here as you wish.

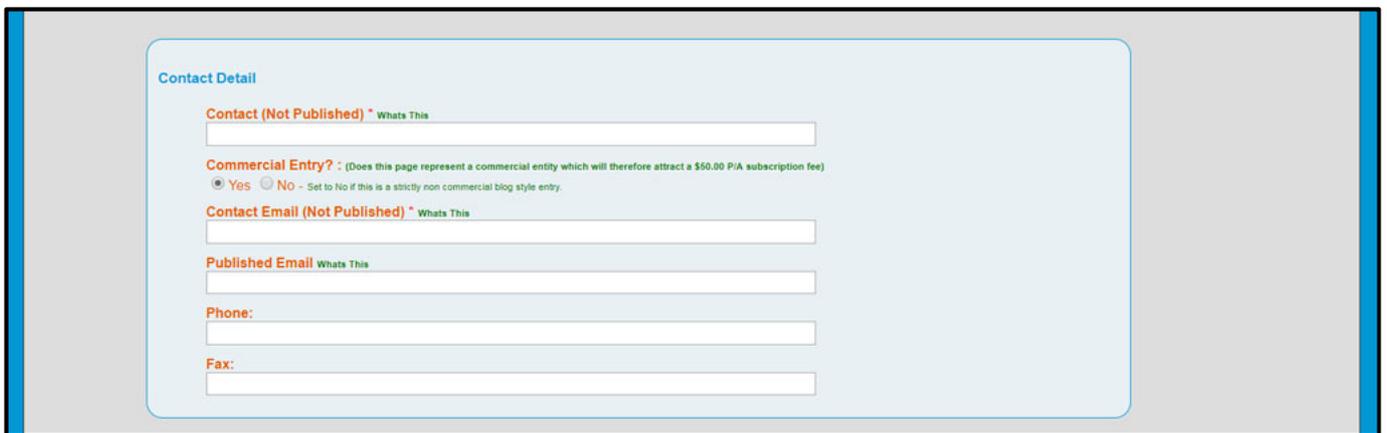The "**I am not a Robot**" question requires you to do a simple calculation and enter the answer.

**Published Email Address**

One thing to consider is completing the Published Email Address **field** even though it is optional. Some people may not want to publish an email address because they are concerned about spam and whilst this is to a degree true, most businesses opt to display a contact@ or enquiries@ email address so people can contact them easily through email, however the choice is yours.

**Contact Information**

Correct contact information is essential. On completion of the form you will receive a confirmation email from **admin@NTWeb.biz** so we need your correct email address.

Your page on NTWeb will renew yearly and we will need your contact information so we can ensure the page is renewed and from time to time if we need to contact you for some reason.
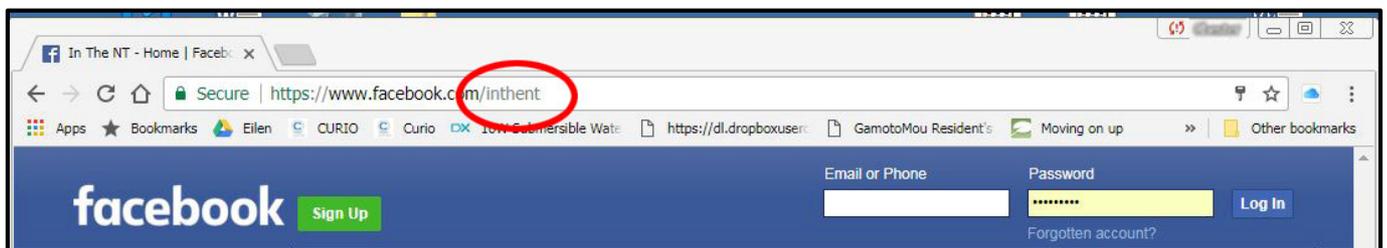


For field description reminders, roll the mouse over any of the green "**Whats This**" tags.

**Social Media Address Information**

Social media is important for most businesses and it is important to ensure your social median connections are listed and kept up to date.



To add entries into the section for social media you need to check the URL or address of your social media sites and then fill in your own part of the address. As outlined below, the whole address or URL is **https://www.facebook.com/NTWeb** as an example. The name which applies to our part of the address is "NTWeb" in the example above and this is the only part you need to enter in the Facebook field. The website will create the url link for your site when the page is published.

Above you will note the various social media formats we currently support.

Be aware however that your part of the address is not necessarily the name of your account but could include other numbers and digits, for example see our google+ URL in the image above which is a series of numbers.

**Completing Step One**

Once you have entered the required information click the "**Click to Add**" button at the bottom of the page.

At this stage, your directory page information will be stored in the database but not published. If for some reason, you miss a required field, you don't have the required number of words for the text box or make a mistake with the quiz, etc, the page will be re-presented for you to fix any problems, your existing data however, will not be lost.

If the page has been completed correctly you will be sent to step two.

**Step Two - Uploading a banner**

Now that step one is complete a second page will be presented which allows you to upload a banner for your directory entry.

On the next page, you will be given 2 choices.

1) To select one of our generic images.

2) To upload you own banner - this is for where you have a pre-prepared 824 by 100 pixel banner; or

**Using a Generic Image**

To use a generic image for your banner simply scroll through the choices, click the button under or next to the banner image that you like and click on the "**Click to Use Selected Banner**" which is at the bottom of the page.

**Using your own Image**

Alternatively you can use your own banner image.

**Prepare a banner image**

This image is the header to the page and as the name suggests, will live at the top of your page. The dimensions for the image should be 824 pixels wide and 100 deep (the image ratio is 824:100 or 8:1 or 16:2 or 1648:200).

This size of your banner is important because the site is designed to be most efficient and effective on mobile devices, so size counts.

Banner images can be created with any editing software such as Photoshop or Gimp amongst other software packages. A Banner can also be created online using a free online service such as **http://resizeimage.net** (please note that NTWeb is not affiliated with this site and use of the program is at your discretion. NTWeb accepts no responsibility for your use of the program). Instructions explaining how to create a banner from your own images at **http://resizeimage.net** is explained further below as a separate page.

If you would rather use your own pre-prepared banner image you should click the "**Choose File**" button and navigate yourself to the location on your computer of your image. Once you have selected the image click the "**Choose File**" button and the image will be uploaded.

**Please be aware uploading the image may take a little time depending on bandwidth, image size or any number of internet related issue but you will know when this process has completed.**

An explanation of how to create your own banner image for your page are outlined below.

Once you have uploaded your custom banner image you will be offered the option to upload a PDF file to your Directory page.

**Step Three - Upload PDF**

You may have a file such as a menu, vouchers, map etc. which you would like to add to your page so that it can be downloaded by your viewers.

At step three you can upload the PDF file.

To upload your file, click "**Choose File**" and navigate to and select your PDF file on your computer and then click "**Upload PDF**".

If you don't have a PDF to upload simply click the "**No PDF to Upload**" button which is on the same page and your page will be created subject to the confirmation email.

**Confirmation Email**

Once you have completed your page, selected or uploaded a banner and if you chose to, uploaded a PDF, an email to your nominated contact name and email address will be sent to you.

The email will contain some basic information about your directory page entry for you to check. Most importantly the email will contain a confirmation link for your page. If you don't click this link your entry will not be confirmed and your entry will not be included in the directory.

Please be mindful that the email could end up in a junk mail folder with in your email browser, we have taken all precautions for this not to happen, unfortunately, we cannot 100 percent prevent this from happening. If it does please move it to your inbox or create a folder to retain the email, don't just delete it.

See below an example of the confirmation email with the confirmation link highlighted in blue.

**In the NT Page Confirmation** Inbox ×

admin@ntweb.biz via ded2660.smartservers.com.au
to me

Hi NTWeb
Firstly - If you believe that this email was sent to you by mistake
please forward to it sender and delete.
Do not press the confirmation link -- Thank You.
Otherwise - An Entry has been submitted by NTWeb Publisher for
inclusion into the NTWeb business directory.
The following information was provided.
Please retain this email as it contains important information

Contact Name: NTWeb Publisher
Contact Email: ntwebdarwin@gmail.com
Entity Name: Moorish Cafe
location: Darwin
Email Dated: Sun, 10 Mar 2019 21:11:21 +0000

lease click the link below to approve your page
http://ntweb.biz/approve.php?approve=b879058b4b18631c2dbd7c0474067825&code=mocadarw19&apr=y

Once you approve your NTWeb biz directory entry a second email will
then be sent to you with detail on how to edit and update your entry

Thank you for your entry
Resource Team - NTWeb.biz

Reply     Forward

## Update your Page

Once you have clicked on the confirmation link a second email will be sent to the contact email address. This email is important because it gives to you a link that will allow you at any time to update the information on your NTWeb directory page. You will be able to edit the content, add an image to your page, updating the banner, updating text information and updating or uploading your PDF file.

Again, these emails can get caught in junk mail filters. If you don't receive this email please check your junk mail folders and move this email to a safe location within your email folders as the link is required to update your directory page.

See below our example of this email.

NTWeb.biz
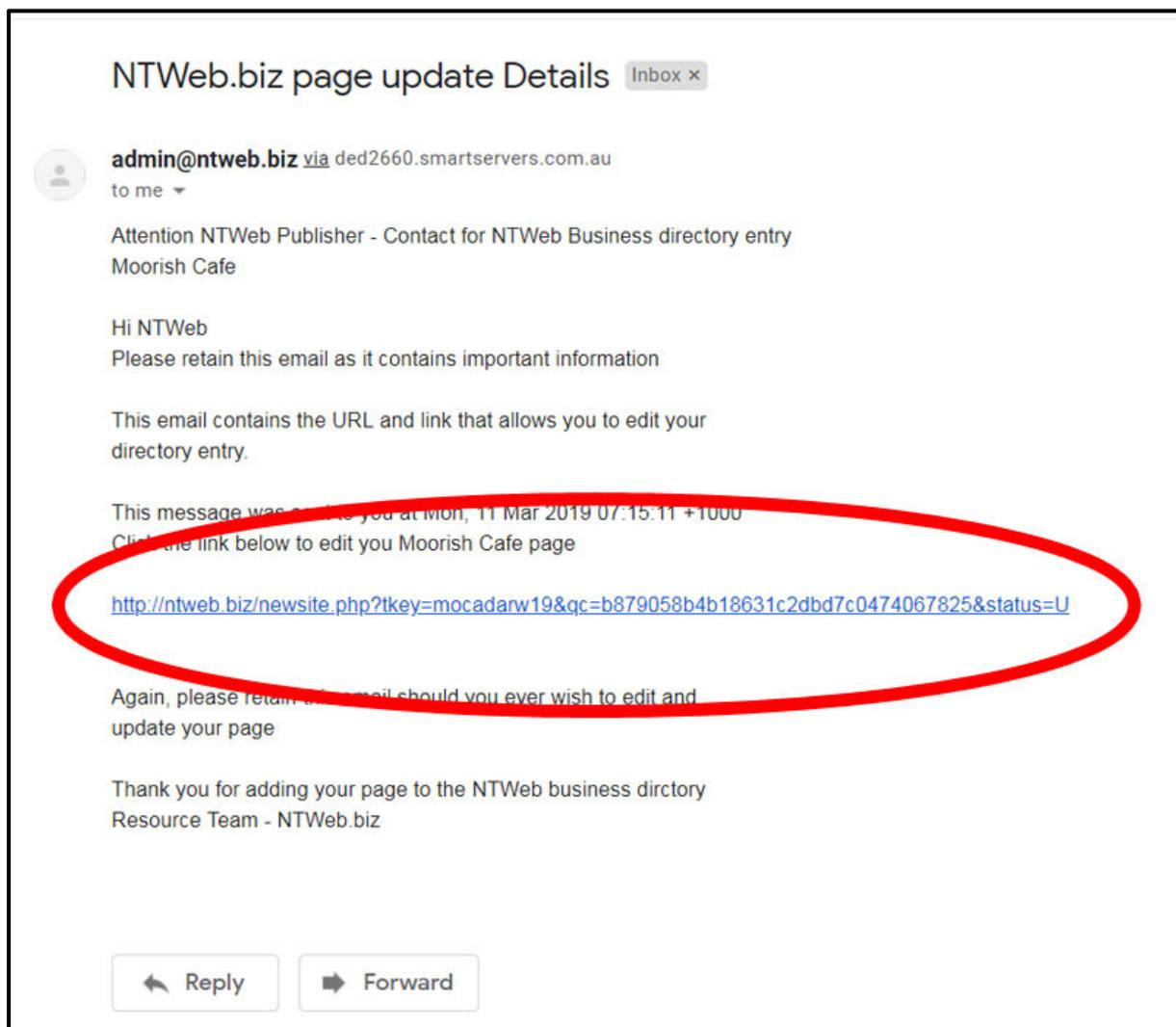
## Update Menu

When updating your record, click on the update link in your email you are presented with a page that that includes buttons to perform various update tasks. By default you will land on the page that allows you to edit text.

The buttons that can be edited are from left to right:

Update Text (**Pencil Button**), Update Banner (**Bar Button**), Update PDF (P**DF Button**), Update Page Image (**Camera Button**), View Page and Remain in Edit Mode (**Two Eyes Button**), Return to your Directory Page and the Directory in General (**home Button**) See the image below for examples.

**Creating a Custom Banner Image for your Site**

To create a banner image for your site there are a number of programs or websites which you can choose to you. NTWeb has used the website **http://resizeimage.net** which you may also opt to use[1]. The process for creating a banner using **http://resizeimage.net** is as follows:

1) Start with an image that is greater that the size of the end-product which needs to be 824 pixels wide by 100 high. The bigger the image the better because once you learn how to do this, you will see a myriad of options you can work with.

2) Be aware of the area of the image that will be suitable because it will be cropped and used as a banner to represent your business.

## Part 1

3) Go to the website **http://resizeimage.net**,



4) Upload the image, the image will then appear on your screen.

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[1] NTWeb has no has no connection with **http://resizeimage.net** and accepts no responsibility for your use of the program if you choose to do so.

5) Set the fixed aspect ratio to "Fixed" and set the sizes to "824":"100" as per the image above.

6) Click in the centre of the image and drag out the largest 824:100 cropping box area.

7) You can then move the cropping box to which ever part of the image you wish to use for your image.

8) Once you are happy with the image click the "Crop" button.

## Part 2

9) Check the keep aspect ratio box and then using the resize slider set the size of the image, 824 pixels by 100 pixels. If you started with an image larger 824 pixels wide you can set the background fill to "No Fill". Select output image to "JPG" and set image quality to about "90%" All settings should be as per the image below.

10) Once all is set click the "Resize Image" button



11) Download the image to your device by clicking "Download Image", name and save it to someplace you will be able to re-locate it to be uploaded to the NTWeb.biz Server. The desktop is a good place to save it for now.

Now the image can be uploaded to your page on NTWeb.