



In Area Code Web Sites, LTD Yellow Pages Directory Guide

In Area Code Web Sites, LTD “How to” Guide for Red and Blue Subscription Members

In Area Code Web Sites, Ltd.

For assistance or more information visit:

In Area Code Gateway <http://www.inareacode.com>

Important!
Please Read this Page First!

We suggest you read through this book in it's entirety once first, print it out, then follow along on your computer as you're going through each step. This will help give you a better idea of how to enter your business listing in the Yellow Pages Directory and advertisements on the Main Site.

In this guide, we're going to show you how to:

- [Enter your business listing in the Yellow Pages Directory](#)
- [Place an ad on In Area Code's Home Page](#)
 - [Fill out your profile](#)
 - [Create your Biographical Information](#)
 - [Create a link in your Bio Info Box](#)
 - [Format your ad](#)
 - [Schedule your ad to auto delete, move or repeat](#)
 - [Publish your ad to the web](#)
- [Fill out a support ticket](#)

Note: Clicking on the links above will take you to the corresponding page in the guide. However, when you're reading through the guide for the first time, please don't skip ahead. The links are provided for your convenience when referring back to the guide at a later time.



In Area Code Web Sites, LTD Yellow Pages Directory Guide

Chapter 1

How to Enter Your Business Listing In the Yellow Pages Directory

These instructions begin assuming you've already logged into the site, so if you haven't done so, please do that now.

Please Note: The information you enter here is the same info you use for other directories. For easy reference, have that info handy as you fill out The Yellow Pages Directory on Steroids.

After Login

After you log in, your screen will appear as shown below. Under the subheading “How to Use This Site, Click on “Click Here” as indicated by the arrow.

Tuesday, January 19, 2010 NEWS FEED

Your In Area Code 999 Yellow Pages on STEROIDS

In Area Code 999

Search the website
Type keywords and hit enter...

Your source of Great Deals, Information not available anywhere else and Lot's of Stuff you always wanted.

AfterLogin

NOW THAT YOU HAVE LOGGED IN,

WHERE WOULD YOU LIKE TO GO?

The home page
or
The Dashboard

BROWSE OUR CATEGORIES
Select Category

HOW TO USE THIS SITE
For Training and Directory links
[Click Here](#)

THINGS OF INTEREST
About Us
About Terms of Use
Yellow Page Directory

SUBSCRIPTION DETAIL
Welcome Mary,
» Level: Red Subscription
» [Membership Details](#)
» [RSS Feed](#)
» [Logout](#)
Not a member? [Click here to register](#)

ADVERTISE HERE
Advertise Your Business Here

Get your refund **FAST!**
CompleteTax®

For Advertisers Only

Click “Here”, as indicated by the red arrow. Please note: the text preceding “Click Here” will be different than it appears in the image below.

In Area Code 999

Search the website
Type keywords and hit enter...

Your source of Great Deals, Information not available anywhere else and Lot's of Stuff you always wanted.

For Advertisers Only

This is where you have links to the pages and information to successfully use your subscription.

To change/modify your Yellow Page Directory Listing Click **HERE**

To access the instruction books Click **HERE**

To access the instructional Videos Click **HERE**

You also have access to the Fre Subscribers Only page for all the FREE and discounted classes and information products provided to all paid subscribers.

BROWSE OUR CATEGORIES
Select Category

HOW TO USE THIS SITE
Click Here

THINGS OF INTEREST
About Us
About Terms of Use
Yellow Page Directory
Tech Support
Other InAreaCode Sites

SUBSCRIPTION DETAIL
Welcome Mary,
» Level: Red Subscription
» **Membership Details**
» **RSS Feed**
» **Logout**
Not a member? Click here to register

ADVERTISE HERE
Advertise Your Business Here


Finally!
Affordable Online Backup for Your Small Business
Try it Free
CARBONITE

A red arrow points from the text "Click Here" in the "HOW TO USE THIS SITE" section to the "HERE" link in the "For Advertisers Only" section.

Yellow Pages Directory Form

This is the page where you will enter your business listing as it will appear in the Yellow Pages Directory. Scroll down, about half way, to see the form (as shown on the next page).

Tuesday, January 19, 2010 NEWS FEED



Your In Area Code 999 Yellow Pages on STEROIDS

In Area Code 999

Search the website

Your source of Great Deals, Information not available anywhere else and Lot's of Stuff you always wanted.

Add4DIR

You have to complete the following form to place your listing in the Yellow Page Directory. You can change this information anytime you wish. If you move, change the address. New phone number, make the change so your can find you with your current phone number.

MAKE SURE YOU GET FOUND!

The key words is what works best. You can have as many keywords as you wish, as long as they pertain to products or services you sell.

A quick tip: phrases work best.

Example: tax, income tax, individual income tax, individual income tax preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

BROWSE OUR CATEGORIES

Select Category ▼

HOW TO USE THIS SITE

For Training and Directory links

[Click Here](#)

THINGS OF INTEREST

[About Us](#)
[About Terms of Use](#)
[Yellow Page Directory](#)

SUBSCRIPTION DETAIL

Welcome Mary,

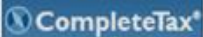
- » Level: Red Subscription
- » [Membership Details](#)
- » [RSS Feed](#)
- » [Logout](#)

[Not a member? Click here to register](#)

ADVERTISE HERE

[Advertise Your Business Here](#)

Get your refund
FAST!



Yellow Pages Directory Form

After you scroll down you will see the form, as shown below. On the next pages, we will guide you so that the information you enter below will get you the best results from In Area Code's Yellow Pages Directory.

The screenshot shows a web browser window displaying a form for submitting a listing to a Yellow Pages Directory. The form is located on the left side of the page and includes the following fields:

- Your Name ***: For us to contact you...
- Category***: --Select Category--
- Your Email ***: For us to contact you...
- Organization Name ***: To be displayed with your listing...
- Org. Description ***: Please enter a brief (800 characters or less) description of the organization (text only, no HTML, line breaks, or formatting)...
- Keywords**: Words for the organization to be found by...
- Org. Website**: To be displayed with your listing...
- Org. Phone**: To be displayed with your listing...
- Org. Email**: To be displayed with your listing...
* Provide at least one form of contact.
- Org. Address**: For geographical searching...
- Org. City**: For geographical searching...
- Org. State/Province**: For geographical searching...
- Org. Zip Code**: For geographical searching...
- Org. Country**: For geographical searching...

At the bottom of the form is a **Submit Listing** button.

On the right side of the page, there are several promotional banners and sections:

- Other InAreaCode Sites**: A link to other sites.
- Switch from ALLSTATE and you could Save \$428**: A promotional banner.
- RECENT POSTS**: A section listing recent posts, including "Sock Yarn Blow-Out at Redding Knits!", "Wickens Construction is Your Mobile Home Service Expert", "Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy FREE Home Security System*", "Expert Plumbing Repairs", "Sharing Your Passion for Pets", and "Tired of TMJ, Headaches, Neck & Facial Pain?".
- RECENT COMMENTS**: A section listing recent comments, including "Anonymous on Add4DIR", "Christian Weight Loss", "Accurate Forex Signals", "Driver Robot", "Build a Chicken Coop", and "Learn French Like A Rocket!".
- Medifast**: A logo for Medifast.
- Get 2 weeks FREE**: A promotional banner for Medifast.

The browser's taskbar at the bottom shows the "Done" button and several system icons.

Yellow Pages Directory Form “Your Name”

In the “Your Name” box, outlined in yellow, enter your personal name, not your business name. This is for contact purposes. There is a separate box for your business name.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Your Name * For us to contact you...

Category | Select Category...

Your Email * For us to contact you...

Organization Name * To be displayed with your listing...

Org. Description * Please enter a brief (800 characters or less) description of the organization (text only, no HTML, line breaks, or formatting)...

Keywords Words for the organization to be found by...

Org. Website To be displayed with your listing...

Org. Phone To be displayed with your listing...

Org. Email To be displayed with your listing...
* Provide at least one form of contact.

Org. Address For geographical searching...

Org. City For geographical searching...

Org. State/Province For geographical searching...

Org. Zip Code For geographical searching...

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance

Average Annual Car Air Savings are more than \$100 for new subscribers nationwide who request savings through the AAD Auto Insurance program. Rate 1/1/04 - 1/1/07

RECENT POSTS

Sock Yarn Blow-Out at Redding Knits!

Wickens Construction is Your Mobile Home Service Expert

Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy

FREE Home Security System*

Expert Plumbing Repairs

Sharing Your Passion for Pets

Tired of TMJ, Headaches, Neck & Facial Pain?

RECENT COMMENTS

Anonymous on Add4DIR

Christian Weight Loss
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

Accurate Forex Signals
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

Driver Robot
Automatic driver updates. Makes your computer a lot faster :)

Build a Chicken Coop
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

Learn French Like A Rocket!

Medifast

Get 2 weeks

Done

Yellow Pages Directory Form “Category”

In the “Category” box, outlined in yellow, click the ‘down arrow’ and select a category from the list that **best** suits your business.

The screenshot shows a web form for adding a business listing. The form fields are as follows:

- Your Name ***: For us to contact you.
- Category***: A dropdown menu currently showing "--Select Category--". This field is highlighted with a yellow border.
- Your Email ***: For us to contact you.
- Organization Name ***: To be displayed with your listing.
- Org. Description ***: Please enter a brief (800 characters or less) description of the organization (text only, no HTML, line breaks, or formatting)...
- Keywords**: Words for the organization to be found by...
- Org. Website**: To be displayed with your listing.
- Org. Phone**: To be displayed with your listing.
- Org. Email**: To be displayed with your listing.
- Org. Address**: For geographical searching...
- Org. City**: For geographical searching...
- Org. State/Province**: For geographical searching...
- Org. Zip Code**: For geographical searching...

Additional elements on the page include:

- Links for **Tech Support** and **Other InAreaCode Sites**.
- An advertisement for **eHealth** with the text "Tired of rising health insurance rates?" and a "GET QUOTES" button.
- A **RECENT COMMENTS** section with a comment from "Anonymous on Add4DIR" about "Christian Weight Loss".
- A **RECENT POSTS** section listing various articles such as "Sock Yarn Blow-Out at Redding Knits!" and "Wickens Construction is Your Mobile Home Service Expert".
- An advertisement for **Medifast** with the text "Get 2 weeks".

Please note: As a red or blue subscription member, you can enter as many business listings as desired. Therefore, choose one category that best suits your business now, then come back and create another listing under a different category.

Yellow Pages Directory Form

“Your Email”

In the “Your Email” box, outlined in yellow, type in the Email address you would like us to contact you with. This may not be the same Email address your organization uses on your website or for promotional purposes. Enter the Email address where In Area Code can contact you regarding your business listing.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Your Name *

Category*

Your Email *

Organization Name *

Org. Description *

Keywords

Org. Website

Org. Phone

Org. Email
* Provide at least one form of contact.

Org. Address

Org. City

Org. State/Province

Org. Zip Code

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance
Average Annual On Air Savings are more than 10% on new subscriptions nationwide who request saving through the Add Auto Insurance program from 1/1/04 - 12/31/07

RECENT POSTS

- Sock Yarn Blow-Out at Redding Knits!
- Wickens Construction is Your Mobile Home Service Expert
- Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy
- FREE Home Security System*
- Expert Plumbing Repairs
- Sharing Your Passion for Pets
- Tired of TMJ, Headaches, Neck & Facial Pain?

RECENT COMMENTS

Anonymous on [Add4DIR](#)

- [Christian Weight Loss](#)
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.
- [Accurate Forex Signals](#)
Introducing Forex Ambush 2.0. Come see what the commotion is all about.
- [Driver Robot](#)
Automatic driver updates. Makes your computer a lot faster :)
- [Build a Chicken Coop](#)
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop
- [Learn French Like A Rocket!](#)

Medifast

Get 2 weeks

Done

Yellow Pages Directory Form

“Organization Name”

In the “Organization Name” box, outlined in yellow, type in the name of your organization, business or company as you would like it to appear in the Yellow Pages Directory listing.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Yellow Pages Directory

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance

Average Annual On All Settings are lower than all new policyholders nationwide who reported savings through the Add Auto Insurance program. Rate 10/01 - 10/01

RECENT POSTS

Socket Yarn Blow-Out at Redding Knits!

Wickens Construction is Your Mobile Home Service Expert

Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy

FREE Home Security System*

Expert Plumbing Repairs

Sharing Your Passion for Pets

Tired of TMJ, Headaches, Neck & Facial Pain?

RECENT COMMENTS

Anonymous on Add4DIR

[Christian Weight Loss](#)
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

[Accurate Forex Signals](#)
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

[Driver Robot](#)
Automatic driver updates. Makes your computer a lot faster :)

[Build a Chicken Coop](#)
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

[Learn French Like A Rocket!](#)

Medifast

Get 2 weeks

Your Name * For us to contact you...

Category* --Select Category--

Your Email * For us to contact you...

Organization Name * To be displayed with your listing...

Org. Description * Please enter a brief (800 characters or less) description of the organization (text only, no HTML, line breaks, or formatting)...

Keywords Words for the organization to be found by...

Org. Website To be displayed with your listing...

Org. Phone To be displayed with your listing...

Org. Email To be displayed with your listing...

* Provide at least one form of contact.

Org. Address For geographical searching...

Org. City For geographical searching...

Org. State/Province For geographical searching...

Org. Zip Code For geographical searching...

Done

Yellow Pages Directory Form

“Organization Description”

In the “Org. Description” box, outlined in yellow, type in the description of your organization as you would like it to appear in the Yellow Pages Directory. For instance, a Beauty Salon owner might use a description something like this: “Beauty Salon, specializing in up-to-date hair styles, cuts and color. We also have a tanning bed, a massage table, and a manicure, pedicure station for all your beauty needs”. Use 800 characters or less, and text only (no code, HTML, line breaks or formatting).

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Yellow Pages Directory

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance

Average Annual On All Cartrips are saved approx. \$1000.00. All new policyholders who reported savings through the Add Auto Insurance program. Rate 10/01 - 10/01

RECENT POSTS

RECENT COMMENTS

Anonymous on Add4DIR

Christian Weight Loss
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

Accurate Forex Signals
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

Driver Robot
Automatic driver updates. Makes your computer a lot faster :)

Build a Chicken Coop
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

Learn French Like A Rocket!

Medifast

Get 2 weeks

Your Name * For us to contact you...

Category* --Select Category--

Your Email * For us to contact you...

Organization Name * To be displayed with your listing...

Org. Description * Please enter a brief (800 characters or less) description of the organization (text only, no HTML, line breaks, or formatting)...

Keywords Words for the organization to be found by...

Org. Website To be displayed with your listing...

Org. Phone To be displayed with your listing...

Org. Email To be displayed with your listing...
* Provide at least one form of contact.

Org. Address For geographical searching...
For geographical searching...

Org. City For geographical searching...

Org. State/Province For geographical searching...

Org. Zip Code For geographical searching...

Done

Yellow Pages Directory Form

“Keywords”

In the “Keywords” box, outlined in yellow, enter ‘keywords’ and ‘key phrases’ that best describe your business, your products, your services, etc. These keywords serve two purposes: First of all, Google uses them, so when a customer conducts an internet search, the keywords entered here appear in Google’s search results. Because In Area Code is already ranking number one in Google, new potential customers will find your business listing very easily. Second, In Area Code Directory customers will type in keywords and phrases in the Yellow Pages Directory when searching for services or products. So, when entering keywords here, begin by entering the city or county your business is located in. As an example, let’s say you’re a heating and cooling business owner. You would enter ‘Redding heating’, ‘Redding cooling’, ‘area code 530 heating and cooling’, etc.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Your Name *

Category*

Your Email *

Organization Name *

Org. Description *

Keywords

Org. Website

Org. Phone

Org. Email

* Provide at least one form of contact.

Org. Address

Org. City

Org. State/Province

Org. Zip Code

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance

RECENT POSTS

Sock Yarn Blow-Out at Redding Knits!

Wickens Construction is Your Mobile Home Service Expert

Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy FREE Home Security System* Expert Plumbing Repairs Sharing Your Passion for Pets Tired of TMJ, Headaches, Neck & Facial Pain?

RECENT COMMENTS

Anonymous on **Add4DIR**

Christian Weight Loss
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

Accurate Forex Signals
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

Driver Robot
Automatic driver updates. Makes your computer a lot faster :)

Build a Chicken Coop
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

Learn French Like A Rocket!

Medifast

Get 2 weeks

Yellow Pages Directory Form

“Organization Website”

In the “Org. Website” box, outlined in yellow, enter the URL, also called the web address, to your businesses web site. For instance, In Area Code’s URL is: <http://www.inareacode.com>. Be sure to enter the ‘http://’ and then the domain name of your website . This will create a direct link from the Yellow Pages Directory to your website.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Yellow Pages Directory

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance

Average Annual On All Terrays are saved approx. 40% on new policyholders nationwide who reported savings through the Add Auto Insurance program. Rate 10/01 - 10/01

RECENT POSTS

RECENT COMMENTS

Anonymous on Add4DIR

Christian Weight Loss
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

Accurate Forex Signals
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

Driver Robot
Automatic driver updates. Makes your computer a lot faster :)

Build a Chicken Coop
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

Learn French Like A Rocket!

Medifast

Get 2 weeks

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Your Name *

Category*

Your Email *

Organization Name *

Org. Description *

Keywords

Org. Website

Org. Phone

Org. Email

* Provide at least one form of contact.

Org. Address

Org. City

Org. State/Province

Org. Zip Code

Done

Yellow Pages Directory Form

“Organization Phone”

In the “Org. Phone” box, outlined in yellow, type in the phone number, including area code for your business or organization, as you want it to appear in the Yellow Pages Directory.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Yellow Page Directory

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance
Average Annual On All Deaths are saved 40%
All new policyholders who reported savings through the Add Auto Insurance program.
Only 10' 00' - 10' 00'

RECENT POSTS

Socket Yarn Blow-Out at Redding Knits!

Wickens Construction is Your Mobile Home Service Expert

Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy

FREE Home Security System* Expert Plumbing Repairs

Sharing Your Passion for Pets

Tired of TMJ, Headaches, Neck & Facial Pain?

RECENT COMMENTS

Anonymous on Add4DIR

[Christian Weight Loss](#)
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

[Accurate Forex Signals](#)
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

[Driver Robot](#)
Automatic driver updates. Makes your computer a lot faster :)

[Build a Chicken Coop](#)
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

[Learn French Like A Rocket!](#)

Medifast

Get 2 weeks

Your Name *

Category*

Your Email *

Organization Name *

Org. Description *

Keywords

Org. Website

Org. Phone

Org. Email

* Provide at least one form of contact.

Org. Address

Org. City

Org. State/Province

Org. Zip Code

Done

Yellow Pages Directory Form

“Organization Email”

In the “Org. Email” box, outlined in yellow, type in the Email address for your business or organization, as you want it to appear in the Yellow Pages Directory. This is the Email address your customers and clients will use to contact your organization regarding sales, etc.

preparation. For accountants, all of the words and phrases work, but the last one is the best as it covers all of the previous words and phrases.

Yellow Page Directory

Tech Support

Other InAreaCode Sites

Click Here to SAVE on Auto Insurance

Average Annual On All States are more than 10% off on new policyholders who reported savings through the Add Auto Insurance program. Rate 10/01 - 10/01

RECENT POSTS

Sock Yarn Blow-Out at Redding Knits!

Wickens Construction is Your Mobile Home Service Expert

Whirlpool Dishwasher GU2475XTVY: Gary's Appliance in Redding Announces Special Buy

FREE Home Security System*

Expert Plumbing Repairs

Sharing Your Passion for Pets

Tired of TMJ, Headaches, Neck & Facial Pain?

Medifast

Get 2 weeks

Your Name * For us to contact you...

Category* --Select Category--

Your Email * For us to contact you...

Organization Name * To be displayed with your listing...

Org. Description * Please enter a brief (800 characters or less) description of the organization (text only, no HTML, line breaks, or formatting)...

Keywords Words for the organization to be found by...

Org. Website To be displayed with your listing...

Org. Phone To be displayed with your listing...

Org. Email To be displayed with your listing...

* Provide at least one form of contact.

Org. Address For geographical searching...

Org. City For geographical searching...

Org. State/Province For geographical searching...

Org. Zip Code For geographical searching...

Tired of rising health insurance rates? eHealth GET QUOTES

RECENT COMMENTS

Anonymous on Add4DIR

Christian Weight Loss Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

Accurate Forex Signals Introducing Forex Ambush 2.0. Come see what the commotion is all about.

Driver Robot Automatic driver updates. Makes your computer a lot faster :)

Build a Chicken Coop Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

Learn French Like A Rocket!

Done

Yellow Pages Directory Form

“Organization Address”

In the “Org. Address, City, State/Province, Zip Code and Country” boxes, outlined in yellow, type in the physical address of your business or organization, not a PO Box. This will be used by potential customers and clients when they search by geographical location. If your business doesn’t have a brick and mortar location, such as an Internet business, leave this section blank.

The screenshot shows a web form for adding a business listing. The form includes several input fields: Keywords, Org. Website, Org. Phone, Org. Email, Org. Address, Org. City, Org. State/Province, Org. Zip Code, and Org. Country. A yellow rectangular box highlights the last five fields (Org. Address through Org. Country) and the 'Submit Listing' button. A note above the Org. Address field states: '* Provide at least one form of contact.' Below the form, a small asterisk indicates '* required'. The page also features several advertisements on the right side, including 'Anonymous on Add4DIR', 'Christian Weight Loss', 'Accurate Forex Signals', 'Driver Robot', 'Build a Chicken Coop', 'Learn French Like A Rocket!', 'Reverse Cell Phone Search', 'GU2475XTVY: Gary's Appliance in Redding Announces Special Buy FREE Home Security System*', 'Expert Plumbing Repairs', 'Sharing Your Passion for Pets', 'Tired of TMJ, Headaches, Neck & Facial Pain?', and a Medifast advertisement for 'Get 2 weeks FREE'.

Anonymous on [Add4DIR](#)

[Christian Weight Loss](#)
Lose Weight with Tri-formative Prayer. Renew your mind. Release Weight.

[Accurate Forex Signals](#)
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

[Driver Robot](#)
Automatic driver updates. Makes your computer a lot faster :)

[Build a Chicken Coop](#)
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

[Learn French Like A Rocket!](#)
Learn to speak French quickly and easily with Rocket French today!

[Reverse Cell Phone Search](#)
Find out who's calling! Enter a cell phone to find the name and address.

GU2475XTVY: Gary's Appliance in Redding Announces Special Buy
FREE Home Security System*
Expert Plumbing Repairs
Sharing Your Passion for Pets
Tired of TMJ, Headaches, Neck & Facial Pain?

Medifast.

Get 2 weeks FREE

From the only program recommended by 20,000 doctors since 1980

* Provide at least one form of contact.

Keywords

Org. Website

Org. Phone

Org. Email

Org. Address

Org. City

Org. State/Province

Org. Zip Code

Org. Country

* required

Done

S3Fox

Yellow Pages Directory Form – “Submit Listing”

Before you click the “Submit Listing” button, indicated by the arrow, double check all the information you entered into the form. Check for typographical errors and be sure everything is the way you want it to appear in the Yellow Pages Directory. Once you’re sure, go ahead and click the “Submit Listing” button. Your listing will be submitted to In Area Code for approval. Upon approval, your listing will then appear in the Yellow Pages Directory. Remember, as a Red or Blue Subscription Member, you can have as many listings in the Yellow Pages Directory as you choose.

Org. Website

Org. Phone

Org. Email

* Provide at least one form of contact.

Org. Address

Org. City

Org. State/Province

Org. Zip Code

* required

Accurate Forex Signals
Introducing Forex Ambush 2.0. Come see what the commotion is all about.

Driver Robot
Automatic driver updates. Makes your computer a lot faster :)

Build a Chicken Coop
Easy To Follow Step-By-Step Plans For Building Your Own Chicken Coop

Learn French Like A Rocket!
Learn to speak French quickly and easily with Rocket French today!

Reverse Cell Phone Search
Find out who's calling! Enter a cell phone to find the name and address.

Sharing Your Passion for Pets
Tired of TMJ, Headaches, Neck & Facial Pain?

Medifast

Get 2 weeks FREE

From the only program recommended by 20,000 doctors since 1980

Please note: If you ever need to edit, change or remove your directory listing, you will need to open a [Tech Support Ticket](#). We cover how to do this in detail in Chapter 3.



In Area Code Web Sites, LTD Yellow Pages Directory Guide

Chapter 2

How to Place an Ad on In Area Code's Home Page

This “How to” lesson assumes you’ve already logged into In Area Code. So, if you have not done that yet, please do so now.

After Login

After you login, you will see this page. Click on “The Dashboard” indicated by the arrow.

Thursday, January 14, 2010 NEWS FEED

Your In Area Code 999 Yellow Pages on STEROIDS

In Area Code 999

Search the website
Type keywords and hit enter...

Your source of Great Deals, Information not available anywhere else and Lot's of Stuff you always wanted.

AfterLogin

NOW THAT YOU HAVE LOGGED IN,

WHERE WOULD YOU LIKE TO GO?

[The home page](#)

or

[The Dashboard](#)

BROWSE OUR CATEGORIES

Select Category

HOW TO USE THIS SITE

For Training and Directory links

[Click Here](#)

THINGS OF INTEREST

[About Us](#)
[About Terms of Use](#)
[Yellow Page Directory](#)

SUBSCRIPTION DETAIL

Welcome Mary,

- » Level: Red Subscription
- » [Membership Details](#)
- » [RSS Feed](#)
- » [Logout](#)

Not a member? [Click here to register](#)

ADVERTISE HERE

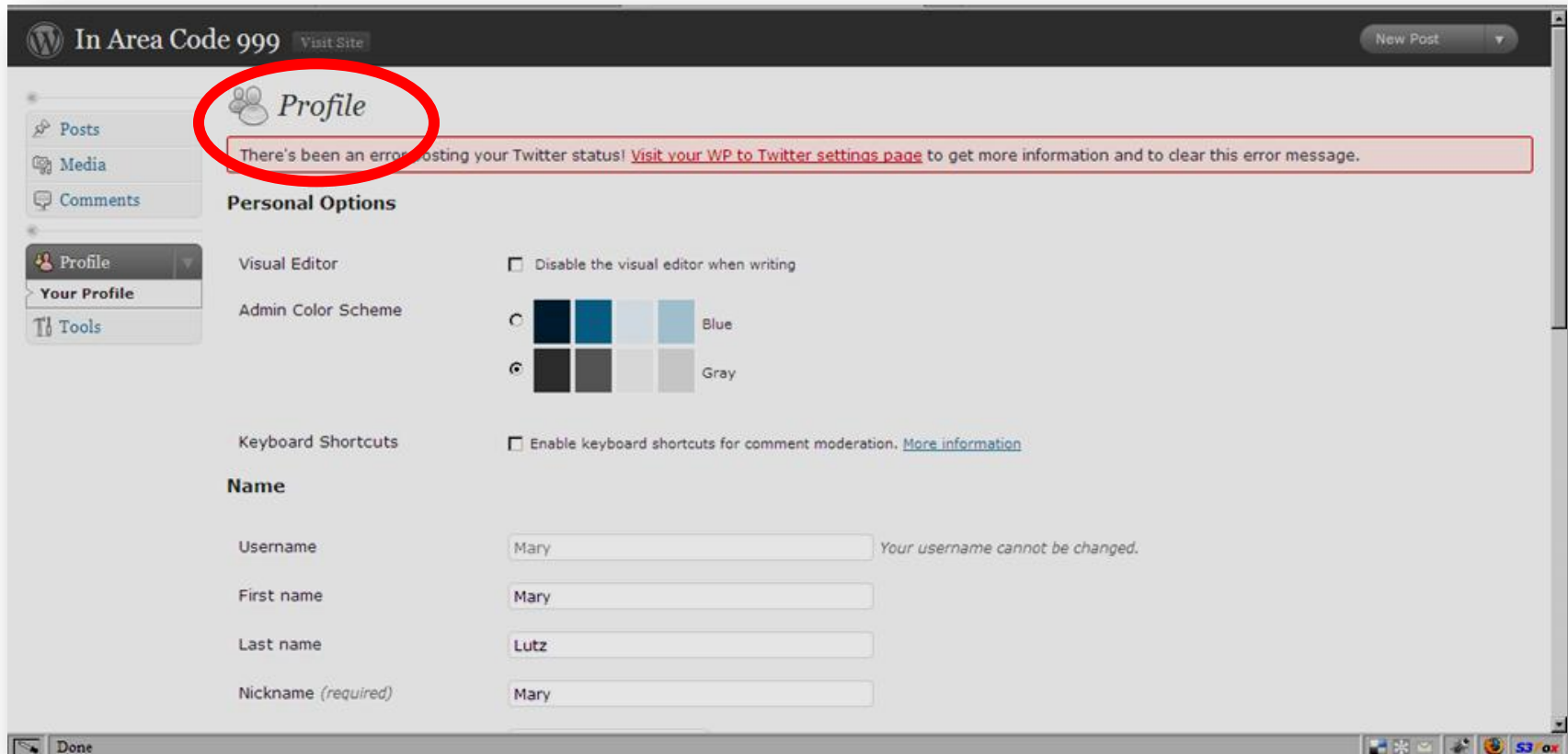
[Advertise Your Business Here](#)

Done

Your Profile

This area is called the “backend” of In Area Code. Regular web users can’t see this portion of In Area Code; only subscribers, such as yourself, and In Area Code’s administrators have access to this part of In Area Code.

There are many facets to the “backend”; we are going to start with filling out your profile.

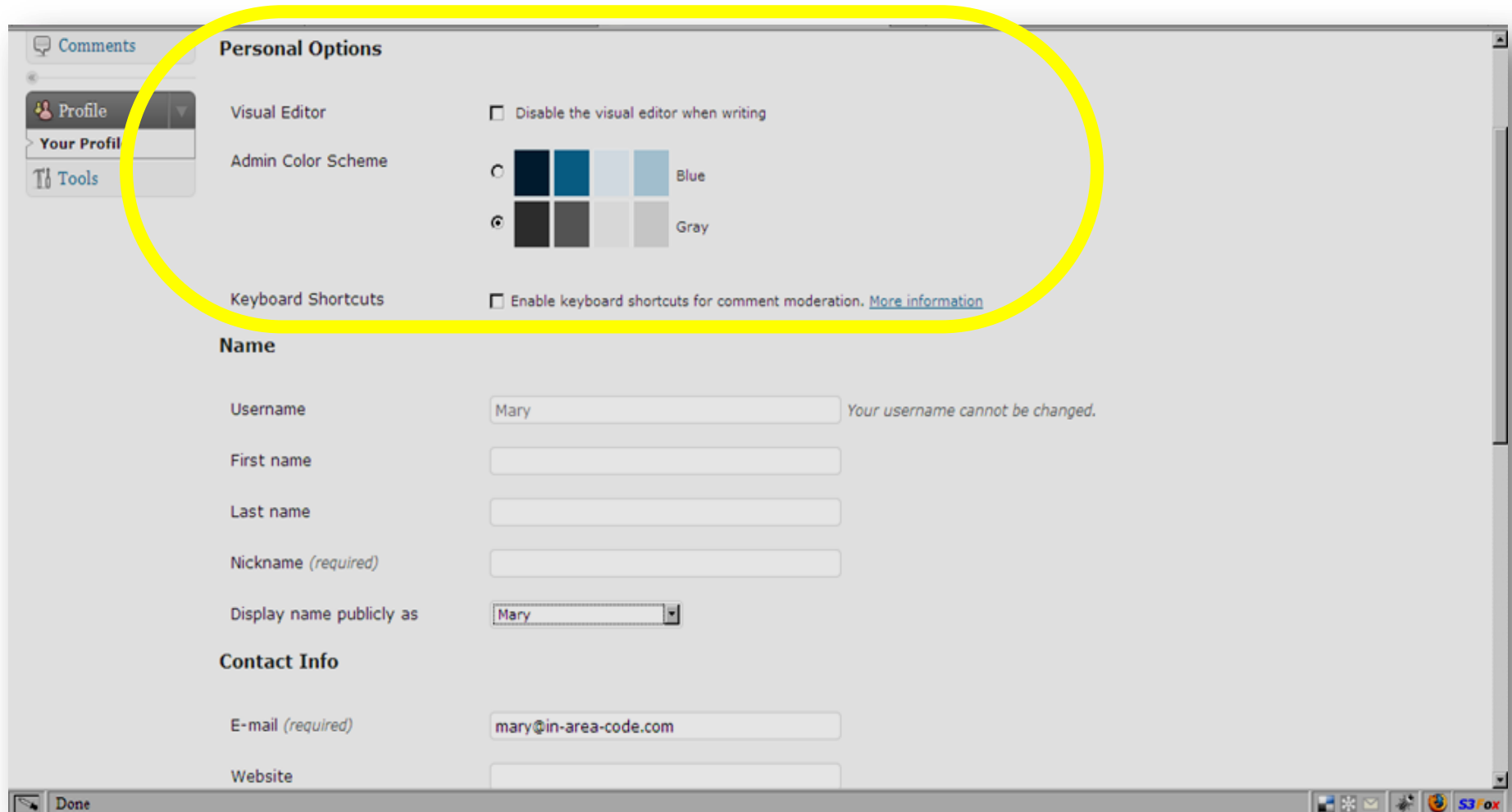


The screenshot shows the WordPress administration interface for 'In Area Code 999'. The 'Profile' menu item in the left sidebar is circled in red. A red error message banner is visible, stating: 'There's been an error posting your Twitter status! Visit your WP to Twitter settings page to get more information and to clear this error message.' The main content area is titled 'Personal Options' and includes settings for the Visual Editor, Admin Color Scheme (with 'Blue' and 'Gray' options), and Keyboard Shortcuts. Below this is the 'Name' section with input fields for Username (Mary), First name (Mary), Last name (Lutz), and Nickname (Mary). The Username field has a note: 'Your username cannot be changed.'

Your Profile

“Personal Options”

In the “Personal Options” Section, circled in yellow, you can leave everything the way it is. No need to change any settings here.



The screenshot shows a web interface for a user's profile. On the left, there is a navigation menu with 'Profile', 'Your Profile', and 'Tools'. The main content area is titled 'Personal Options' and is circled in yellow. It contains the following settings:

- Visual Editor**: Disable the visual editor when writing
- Admin Color Scheme**: A color selection interface with two rows of color swatches. The first row is labeled 'Blue' and the second row is labeled 'Gray'. The 'Gray' option is selected.
- Keyboard Shortcuts**: Enable keyboard shortcuts for comment moderation. [More information](#)

Below the 'Personal Options' section, there are sections for 'Name' and 'Contact Info'.

Name

- Username: *Your username cannot be changed.*
- First name:
- Last name:
- Nickname (required):
- Display name publicly as:

Contact Info

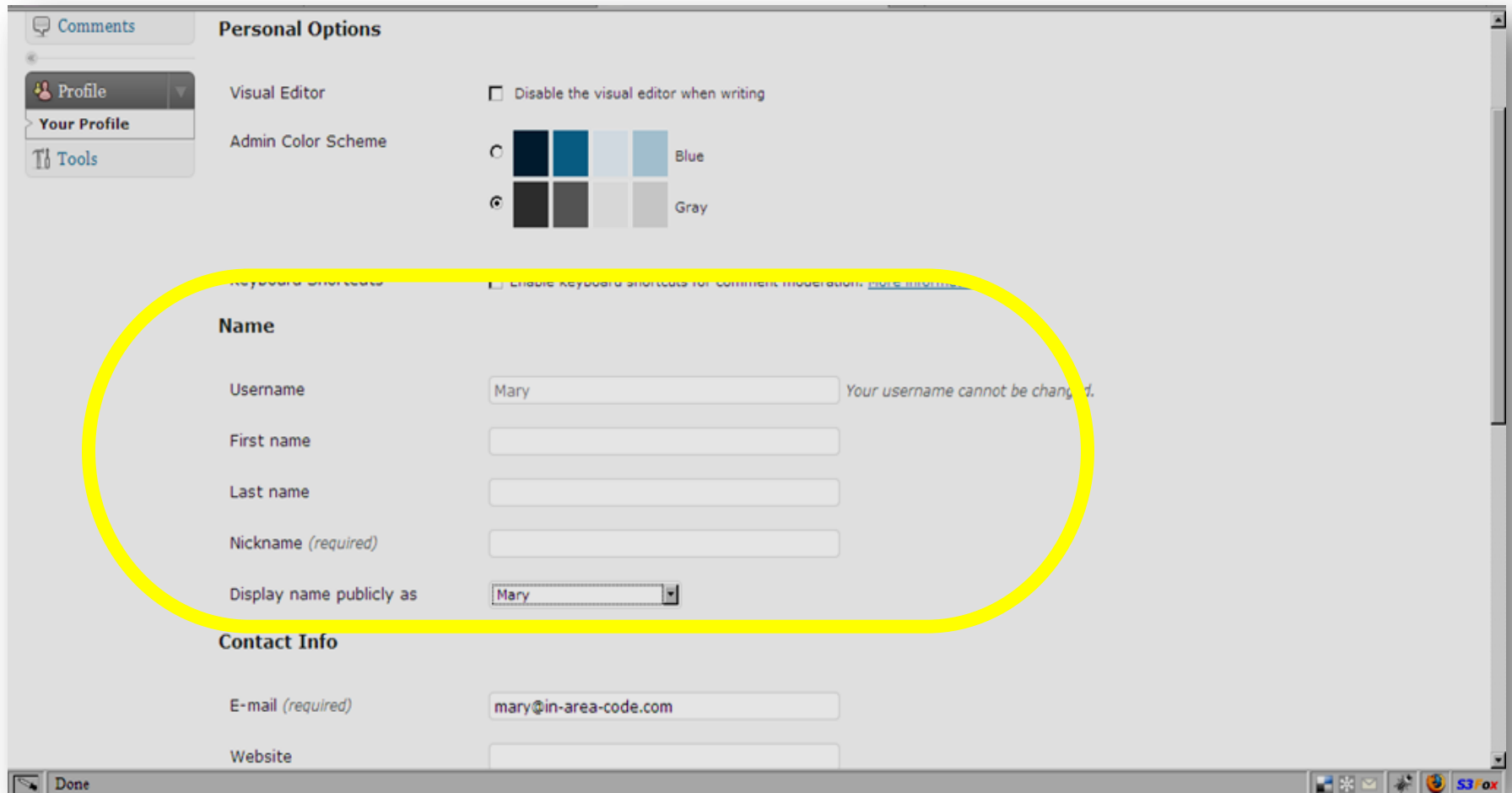
- E-mail (required):
- Website:

The Windows taskbar at the bottom shows the 'Done' button and system tray icons for network, volume, and power, along with the system clock showing 5:30 PM.

Your Profile

“Name”

In the “Name” Section, circled in yellow, fill out your First Name, Last Name, Nickname (which could be your first name, unless you have a different Nickname you prefer). In the “Display name publicly as” click the ‘down arrow’ and choose one of the names from the list as you’d like your name displayed to the public.



The screenshot shows a web interface for profile management. On the left, there is a navigation menu with 'Profile', 'Your Profile', and 'Tools'. The main area is titled 'Personal Options' and includes sections for 'Visual Editor', 'Admin Color Scheme', and 'Name'. The 'Name' section is highlighted with a yellow circle and contains the following fields:

- Username:** A text input field containing 'Mary' with a note: 'Your username cannot be changed.' to its right.
- First name:** An empty text input field.
- Last name:** An empty text input field.
- Nickname (required):** An empty text input field.
- Display name publicly as:** A dropdown menu with 'Mary' selected and a downward arrow.

Below the 'Name' section is the 'Contact Info' section, which includes:

- E-mail (required):** A text input field containing 'mary@in-area-code.com'.
- Website:** An empty text input field.

The bottom of the window shows a taskbar with a 'Done' button and system icons for network, volume, and power, along with a clock showing '3:00'.

Your Profile

“Contact Info”

In the “Contact Info” Section, circled in yellow, enter your contact Email address. You can also enter the other information if it pertains to you, but you can leave it blank if you prefer. Check the box next to “Subscribe to Mailing List”. We will use this to inform you about new things to the site as well as to inform you about anything pertaining to your membership

The screenshot shows a web form with two main sections: "Contact Info" and "About Yourself". The "Contact Info" section is highlighted with a yellow oval and contains the following fields:

- Contact Info**
- E-mail (required):
- Website:
- AIM:
- Yahoo IM:
- Jabber / Google Talk:
- Mailing List Subscription: Subscribe to Mailing List

The "About Yourself" section contains:

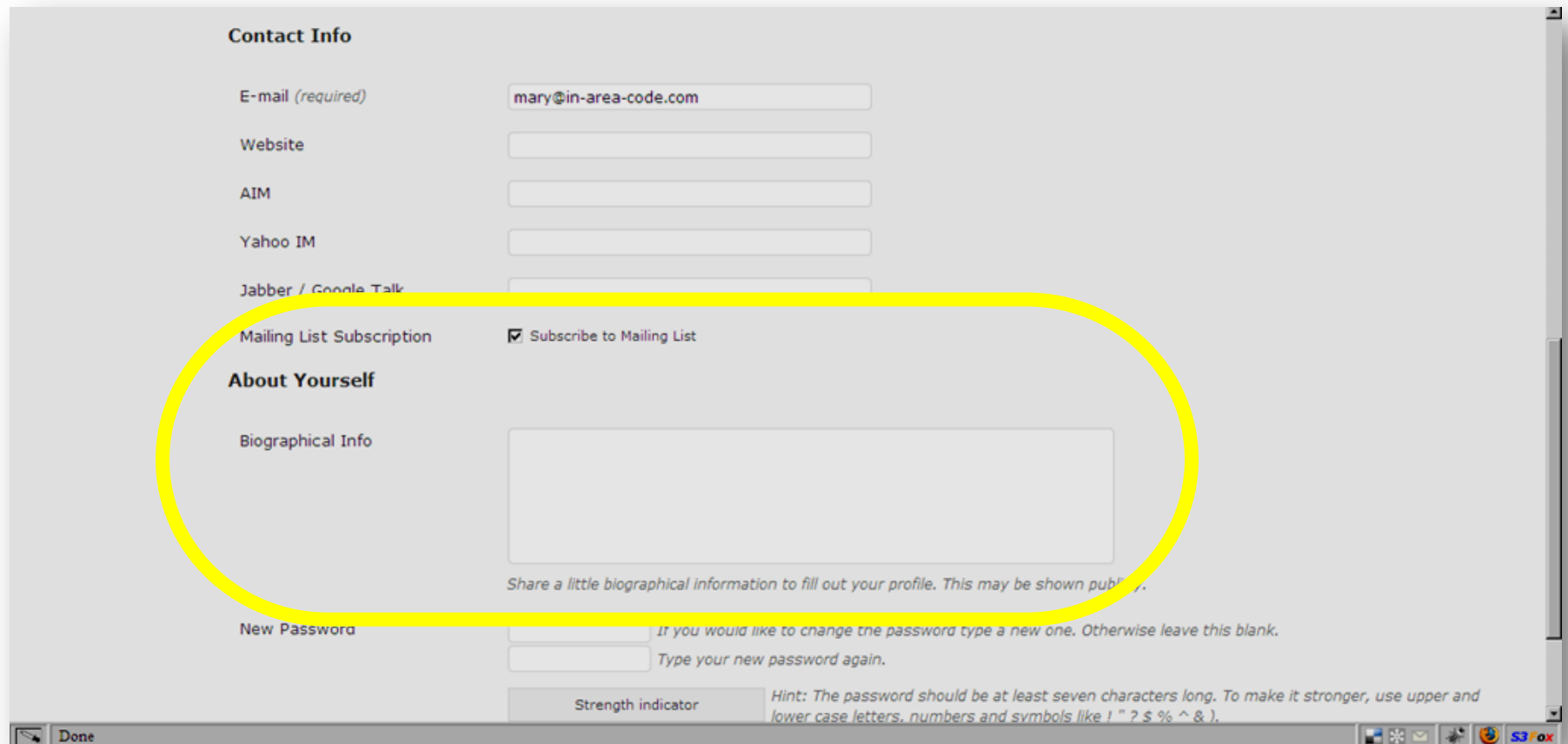
- About Yourself**
- Biographical Info:
- Share a little biographical information to fill out your profile. This may be shown publicly.
- New Password: If you would like to change the password type a new one. Otherwise leave this blank.
- Type your new password again.
- Strength indicator: Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

The browser's taskbar at the bottom shows the word "Done" on the left and several icons on the right, including a Firefox icon.

Your Profile

“About Yourself-Biographical Info”

This next section, “About Yourself-Biographical Info” is a very important section, so we’re going to give you lots of details about filling this part in. But, don’t let that scare you. Once you do it, you most likely won’t have to change it again.



The screenshot shows a web form for editing a profile. The 'About Yourself' section, including the 'Biographical Info' text area, is highlighted with a yellow oval. Below the text area is a hint: 'Share a little biographical information to fill out your profile. This may be shown publicly.' The 'New Password' section has two input fields and a strength indicator. The bottom of the page shows a Windows taskbar with the 'Done' button and system icons.

Contact Info

E-mail (required)

Website

AIM

Yahoo IM

Jabber / Google Talk

Mailing List Subscription Subscribe to Mailing List

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password If you would like to change the password type a new one. Otherwise leave this blank.
 Type your new password again.

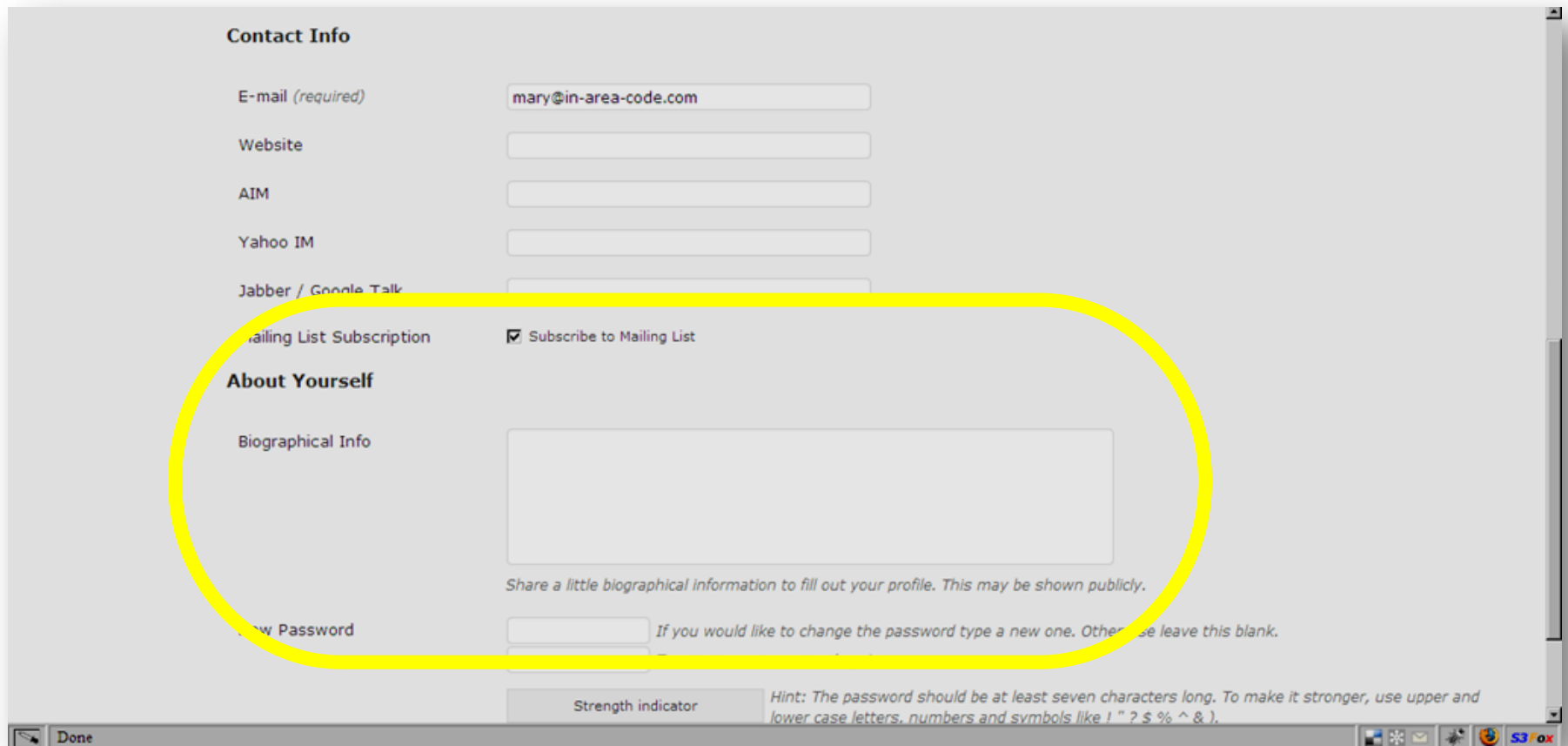
Strength indicator Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

Done

Your Profile

“About Yourself-Biographical Info” (cont’d)

The information you type into the “Biographical” Info box will appear at the bottom of each of your advertisements. You may also have seen this called an “Author box” or “Author Profile”. If you don’t want this information to appear under your advertisements, then leave it blank. Please see the next page for further instruction, which will help you determine if you want this information to appear or not.



The screenshot shows a web form with the following sections:

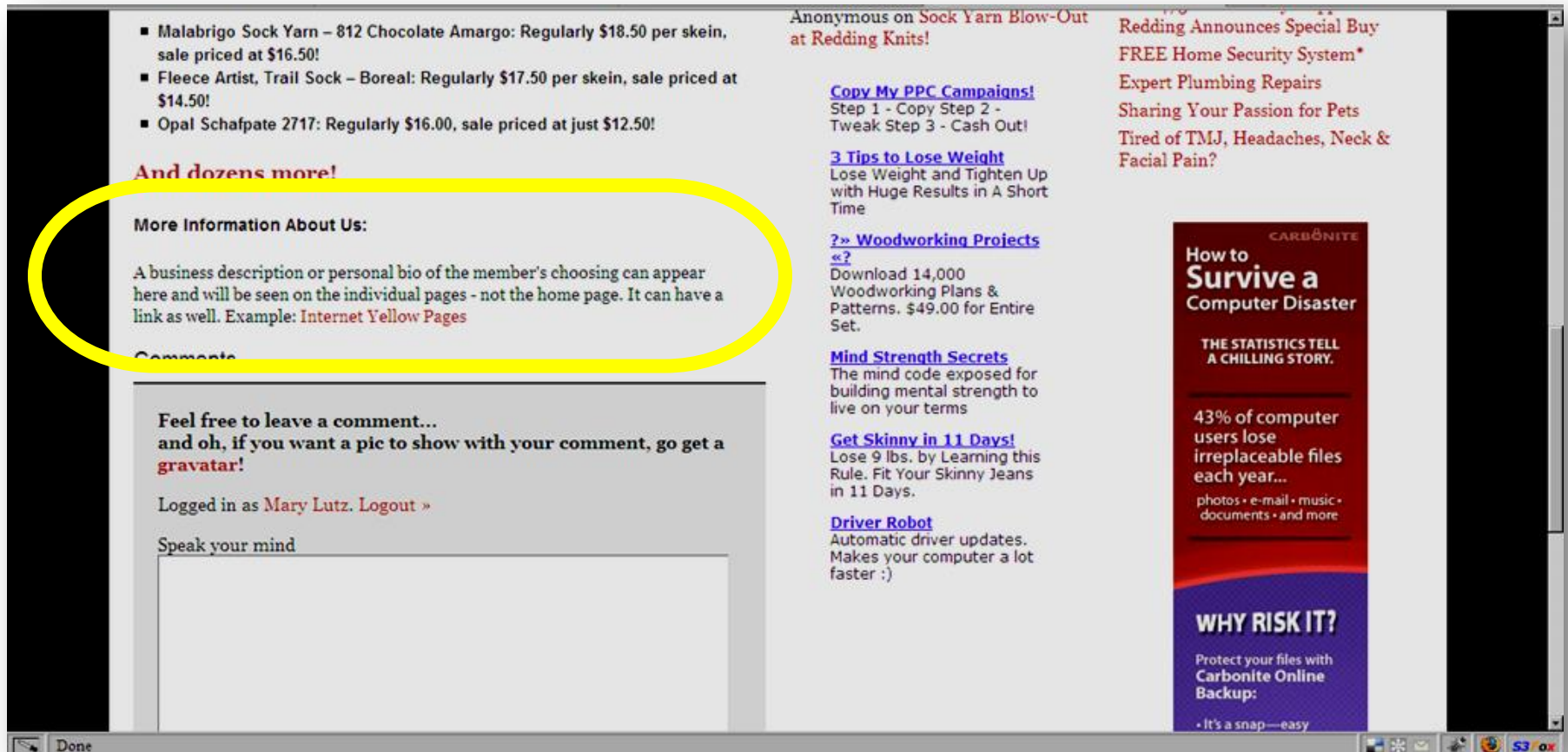
- Contact Info**
 - E-mail (required): mary@in-area-code.com
 - Website: [empty text box]
 - AIM: [empty text box]
 - Yahoo IM: [empty text box]
 - Jabber / Google Talk: [empty text box]
- Mailing List Subscription Subscribe to Mailing List
- About Yourself**
 - Biographical Info: [empty text box]
 - Share a little biographical information to fill out your profile. This may be shown publicly.
- New Password If you would like to change the password type a new one. Otherwise leave this blank.
- Strength indicator: [empty text box] Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

The "About Yourself" section, including the "Biographical Info" text box and its description, is circled in yellow.

Your Profile

“About Yourself-Biographical Info” (cont’d)

The image below is a screenshot of a portion of a sample advertisement with In Area Code. The area circled in yellow is the “Biographical Info” as you enter it into “Your Profile”. It will be added to every advertisement you post to the site.



■ Malabrigo Sock Yarn – 812 Chocolate Amargo: Regularly \$18.50 per skein, sale priced at \$16.50!

■ Fleece Artist, Trail Sock – Boreal: Regularly \$17.50 per skein, sale priced at \$14.50!

■ Opal Schafpate 2717: Regularly \$16.00, sale priced at just \$12.50!

And dozens more!

More Information About Us:

A business description or personal bio of the member's choosing can appear here and will be seen on the individual pages - not the home page. It can have a link as well. Example: [Internet Yellow Pages](#)

Comments

Feel free to leave a comment... and oh, if you want a pic to show with your comment, go get a **gravatar!**

Logged in as [Mary Lutz](#). [Logout »](#)

Speak your mind

Anonymous on [Sock Yarn Blow-Out at Redding Knits!](#)

[Copy My PPC Campaigns!](#)
Step 1 - Copy Step 2 - Tweak Step 3 - Cash Out!

[3 Tips to Lose Weight](#)
Lose Weight and Tighten Up with Huge Results in A Short Time

[?» Woodworking Projects](#)
«?
Download 14,000 Woodworking Plans & Patterns. \$49.00 for Entire Set.

[Mind Strength Secrets](#)
The mind code exposed for building mental strength to live on your terms

[Get Skinny in 11 Days!](#)
Lose 9 lbs. by Learning this Rule. Fit Your Skinny Jeans in 11 Days.

[Driver Robot](#)
Automatic driver updates. Makes your computer a lot faster :)

Redding Announces Special Buy
FREE Home Security System*
Expert Plumbing Repairs
Sharing Your Passion for Pets
Tired of TMJ, Headaches, Neck & Facial Pain?

CARBONITE
How to Survive a Computer Disaster
THE STATISTICS TELL A CHILLING STORY.
43% of computer users lose irreplaceable files each year...
photos • e-mail • music • documents • and more
WHY RISK IT?
Protect your files with Carbonite Online Backup:
• It's a snap—easy

Your Profile

“About Yourself-Biographical Info” (cont’d)

Here is a closer shot with further description. As an example, let’s say you’re the owner of a beauty salon. You might enter something like this: “Jane Doe is the owner and operator of Jane’s Beauty Salon, and as such takes great pride in her business and is always reaching for excellence. Jane personally interviews and hires only the most qualified staff.” Of course this is only an example, you will enter what is an appropriate bio line for your business or yourself as the business owner.

- **Malabrigo Sock Yarn – 812 Chocolate Amargo: Regularly \$18.50 per skein, sale priced at \$16.50!**
- **Fleece Artist, Trail Sock – Boreal: Regularly \$17.50 per skein, sale priced at \$14.50!**
- **Opal Schafpate 2717: Regularly \$16.00, sale priced at just \$12.50!**

And dozens more!

More Information About Us:

A business description or personal bio of the member's choosing can appear here and will be seen on the individual pages - not the home page. It can have a link as well. Example: [Internet Yellow Pages](#)

Comments

Your Profile

“About Yourself-Biographical Info” (cont’d)

You probably noticed we talk about having a link in the bio as well. You may be wondering just how to do that. It’s not too complicated, but can be a little tricky. But, if you follow these instructions, you’ll be able to add a link to your website in no time.

- **Malabrigo Sock Yarn – 812 Chocolate Amargo: Regularly \$18.50 per skein, sale priced at \$16.50!**
- **Fleece Artist, Trail Sock – Boreal: Regularly \$17.50 per skein, sale priced at \$14.50!**
- **Opal Schafpate 2717: Regularly \$16.00, sale priced at just \$12.50!**

And dozens more!

More Information About Us:

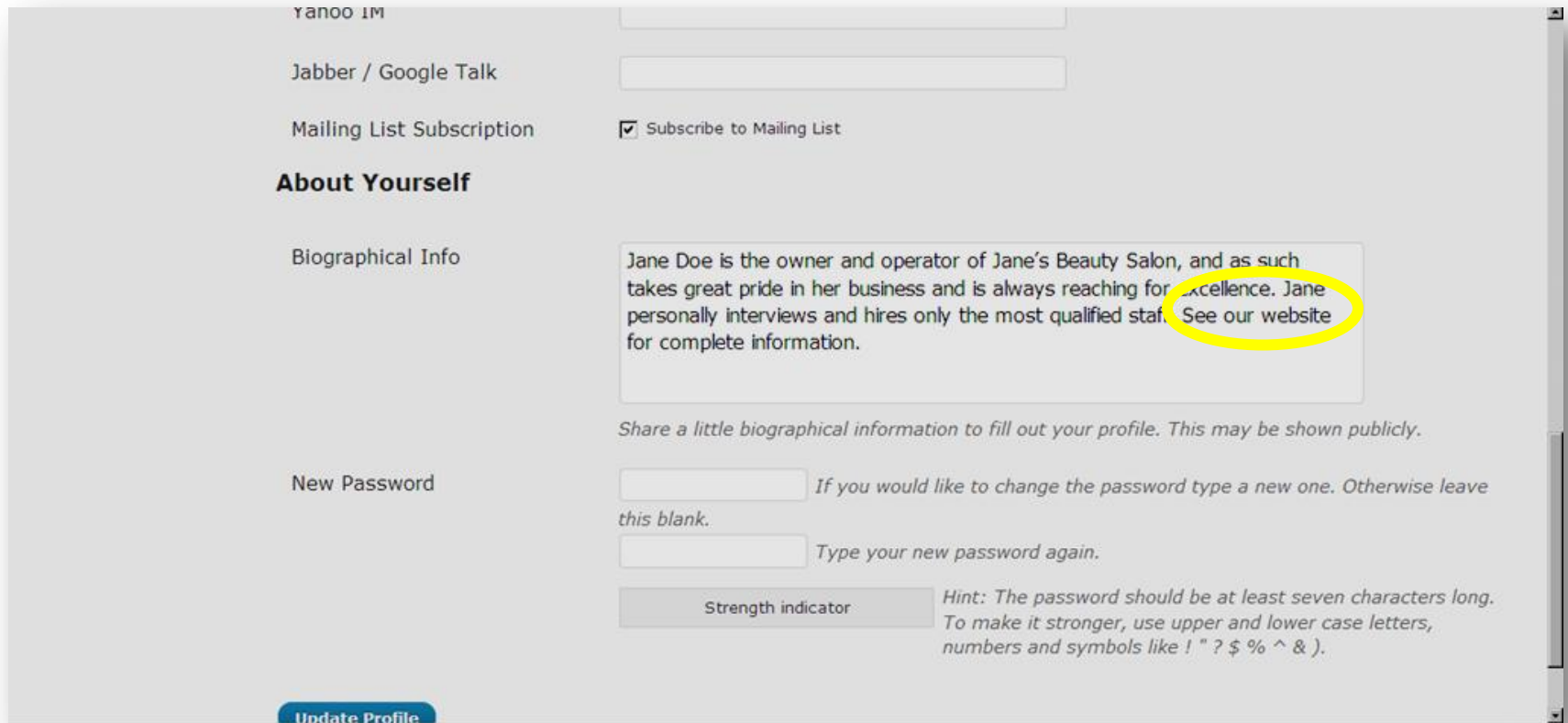
A business description or personal bio of the member's choosing can appear here and will be seen on the individual pages - not the home page. It can have a link as well. Example: [Internet Yellow Pages](#)

Comments

Your Profile

“About Yourself-Biographical Info” (cont’d)

In the image below, I’ve entered some information (text) into the Bio Info box. Easy-peasy and you can certainly leave your info box just like that if you prefer. However, to get the most out of your advertisement, we suggest creating a link to your website in the box as well. We are going to make a link to a fictitious website called “Jane Doe’s Beauty Salon”, and we are going to link the text “See our website”.



Yanoo IM

Jabber / Google Talk

Mailing List Subscription Subscribe to Mailing List

About Yourself

Biographical Info

Jane Doe is the owner and operator of Jane’s Beauty Salon, and as such takes great pride in her business and is always reaching for excellence. Jane personally interviews and hires only the most qualified staff. [See our website](#) for complete information.

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password *If you would like to change the password type a new one. Otherwise leave this blank.*

Type your new password again.

Strength indicator *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).*

[Update Profile](#)

Your Profile “About Yourself-Biographical Info” (cont’d)

Below, I’ve copied and pasted the HTML code you would use to create the link as described in the previous page.

```
<a href=http://www.janedoesbeautysalon.com>See our website</a>
```

It is basic HTML code and once you create it in your bio, you won’t ever need to change it, unless your web address changes or something like that. Here is a break down of how to create a link to your website:

1. In front of the text in which you want to create a link, type: **<a href=**
2. Next, type the web address or URL to your website. We talked about this in [Chapter 1, Filling out the form for your Yellow Pages Directory Listing](#); it is your domain name with http:// in front of it. For example: <http://www.janedoesbeautysalon.com>. So put Step 1 and Step 2 together and you now have: **<a href=http://www.janedoesbeautysalon.com**
3. Now you need to close the link, so at the end type **>**.
4. Next, type in the text you want people to click on to take them to your website. In this example, “See our website” is the text we’re making into a link; this is what it looks like :
See our website
5. Next, we just need to close it all, so type, **** This is what the last sentence will look like in your bio info box:
See our websitefor complete information.

Not too difficult was it?

Your Profile

“About Yourself-Biographical Info” (cont’d)

Here is a screenshot of the bio info box with the linked text as shown on the previous page.

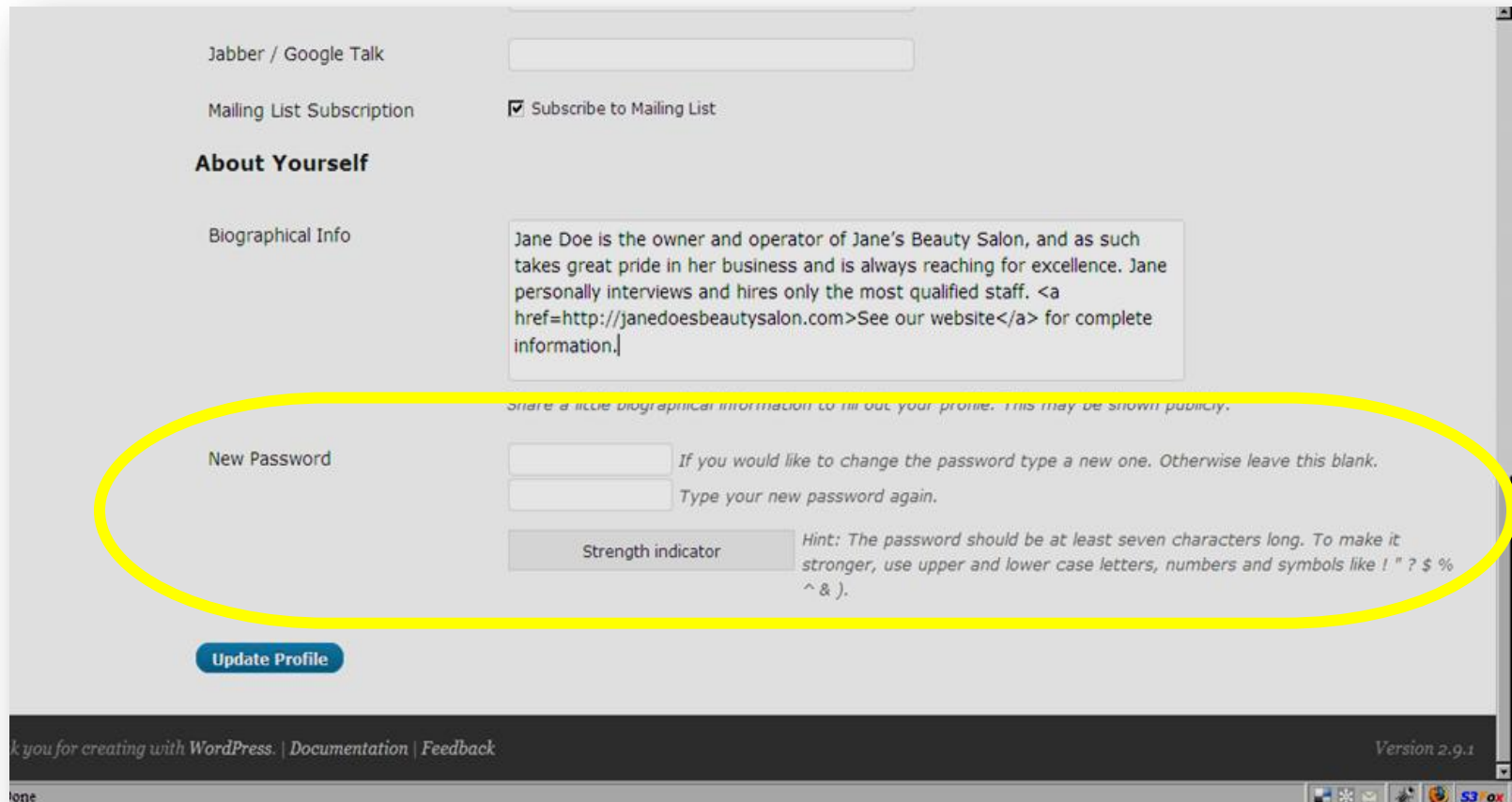
```
Jane Doe is the owner and operator of Jane's Beauty Salon, and as  
such takes great pride in her business and is always reaching for  
excellence. Jane personally interviews and hires only the most qualified  
staff. <a href=http://www.janesbeautysalon.com>See our  
website</a>for complete information
```

Share a little biographical information to fill out your profile. This may be shown publicly.

Your Profile

“Changing Your Password”

When you first registered as a subscriber to In Area Code, you were given a password along with your username. If you ever need or want to change your password, this is where you do it. Simply type in your new password in the first box, and then type it in exactly the same, in the second box.



The screenshot shows a user profile page with the following elements:

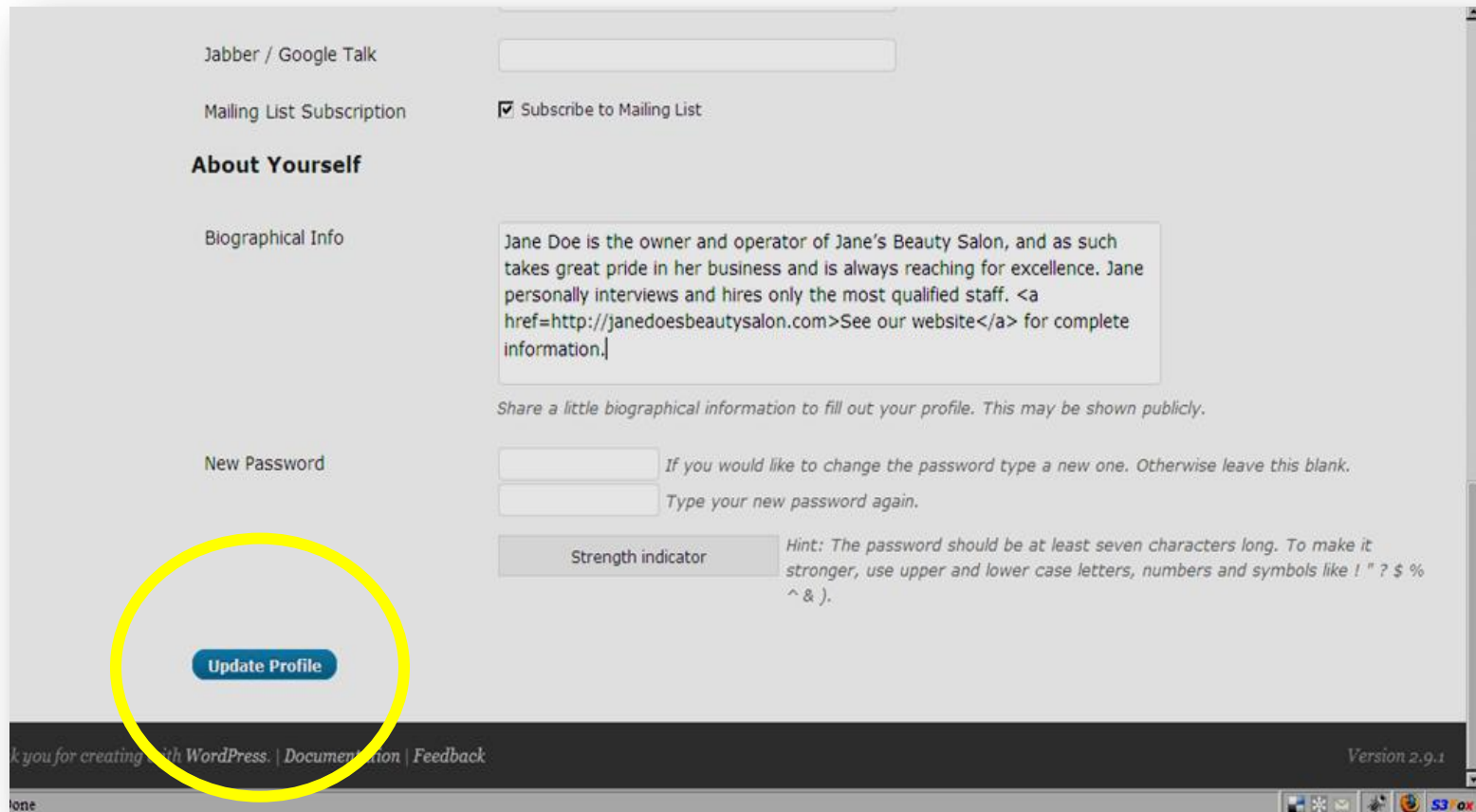
- Jabber / Google Talk:** An empty text input field.
- Mailing List Subscription:** A checked checkbox labeled "Subscribe to Mailing List".
- About Yourself:**
 - Biographical Info:** A text area containing the text: "Jane Doe is the owner and operator of Jane's Beauty Salon, and as such takes great pride in her business and is always reaching for excellence. Jane personally interviews and hires only the most qualified staff. See our website for complete information." Below this is a small note: "Share a little biographical information to fill out your profile. This may be shown publicly."
 - New Password:** Two text input fields. The first is empty, and the second is also empty. A note between them says: "If you would like to change the password type a new one. Otherwise leave this blank." Below the second field is the instruction: "Type your new password again."
 - Strength indicator:** A grey box with the text "Strength indicator". To its right is a hint: "Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &)."
- Update Profile:** A blue button with white text.

At the bottom of the page, there is a footer with the text: "k you for creating with WordPress. | Documentation | Feedback" and "Version 2.9.1". The browser's taskbar is visible at the very bottom, showing the system tray with icons for network, volume, and other background applications.

Your Profile

“Completing Your Profile”

When you're profile information is complete and just the way you like it, click “Update Profile”.



Jabber / Google Talk

Mailing List Subscription Subscribe to Mailing List

About Yourself

Biographical Info

Jane Doe is the owner and operator of Jane's Beauty Salon, and as such takes great pride in her business and is always reaching for excellence. Jane personally interviews and hires only the most qualified staff. [See our website](http://janedoesbeautysalon.com) for complete information.

Share a little biographical information to fill out your profile. This may be shown publicly.

New Password *If you would like to change the password type a new one. Otherwise leave this blank.*

Type your new password again.

Strength indicator *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).*

Update Profile

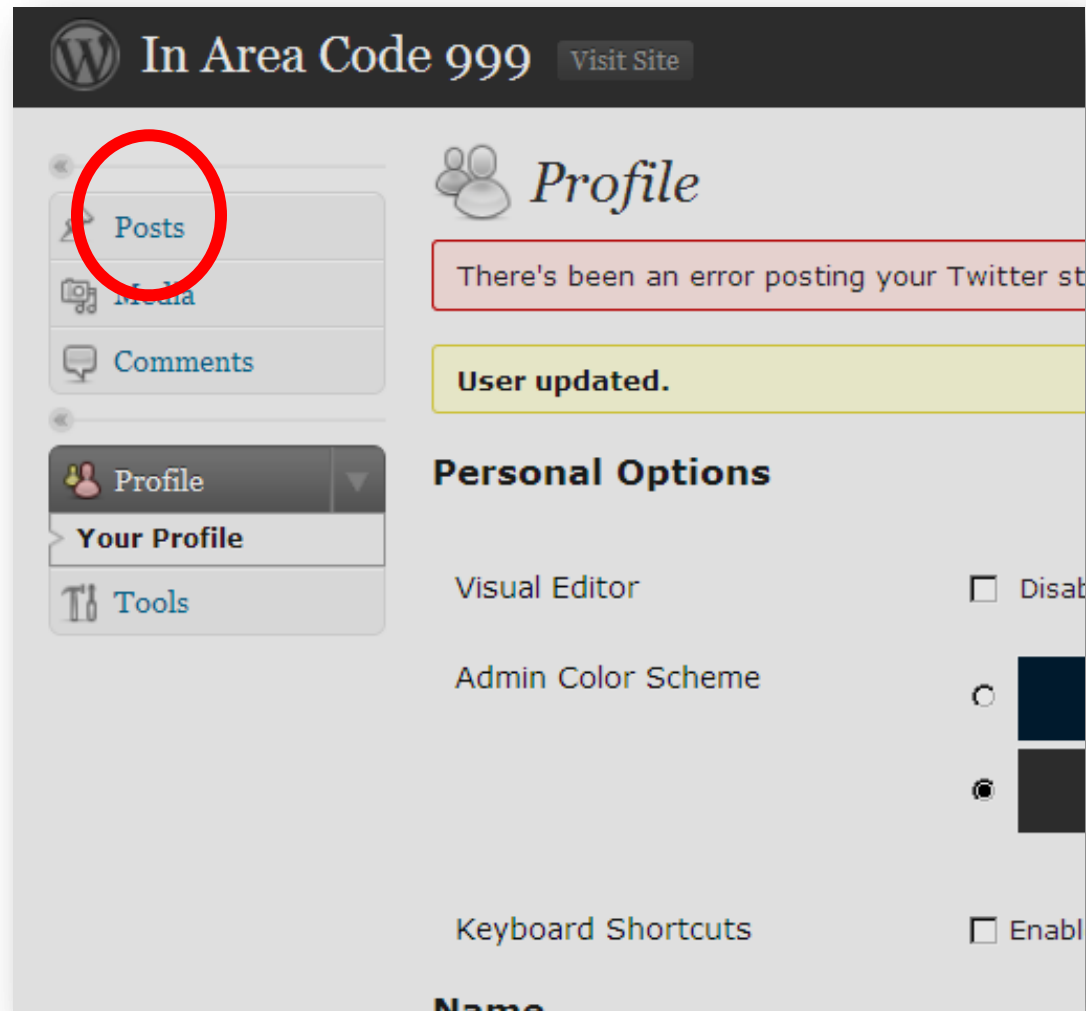
Thank you for creating with WordPress. | Documentation | Feedback

Version 2.9.1

lone

Creating Your Advertisement

Now that your profile page is up to date, we are going to show you how to create an advertisement. Whenever you click on “The dashboard”, [after you log in](#), this is the page you will be taken to. From here, click on “Posts”.



Creating your Ad

“List of Advertisements”

After you click “Posts”, you will see a page that looks something like this. Basically, it’s a list of advertisements, yours and all other subscriber’s. Here, you can edit your own advertisements, but not other subscriber’s and vice-versa. In other words you only have access to your ads and other subscribers only have access to their ads. From here, click “Add New”, as indicated by the arrow.

The screenshot shows the WordPress 'Edit Posts' interface. At the top, there's a navigation bar with the site name 'In Area Code 999' and a 'Visit Site' button. On the right, there's a 'New Post' button. Below the navigation bar, there's a sidebar on the left with a 'Posts' menu. The 'Edit' sub-menu is expanded, and a red arrow points to the 'Add New' button. The main content area has a red box around an error message: 'There's been an error posting your Twitter status! Visit your WP to Twitter settings page to get more information and to clear this error message.' Below the error message, there's a search bar and a 'Search Posts' button. The main content area also has a 'Bulk Actions' dropdown, an 'Apply' button, and filters for 'Show all dates', 'View all categories', and 'Filter'. The table below shows a list of posts with columns for 'Post', 'Author', 'Categories', 'Tags', and 'Date'. The table lists several posts, including 'Web-based telephone and fax', 'Shop Safeway and save', 'Keep An Eye On Your Score!', 'Sock Yarn Blow-Out at Redding Knits!', and 'Wickens Construction is Your Mobile Home'.

Post	Author	Categories	Tags	Date
Web-based telephone and fax View	MrAuthor	Service, Web Tools	No Tags	2010/01/08 Missed schedule
Shop Safeway and save	MrAuthor	Grocers	No Tags	2010/01/07 Missed schedule
Keep An Eye On Your Score!	MrAuthor	Financial, Loans	No Tags	2010/01/07 Missed schedule
Sock Yarn Blow-Out at Redding Knits!	Cindy Bidar	Arts and Crafts Supplies	No Tags	2010/01/06 Published
Wickens Construction is Your Mobile Home Service Expert	Cindy Bidar	Contractors	No Tags	2010/01/06 Published

Creating Your Ad

“Add New Post”

This is the area where you will type in your new advertisement. In the pages below we will go over each area in detail, to ensure you get the most out of In Area Code Yellow Pages Directory on Steroids.

The screenshot shows the WordPress 'Add New Post' interface for the site 'In Area Code 999'. The top navigation bar includes the site name, a 'Visit Site' button, and an 'Edit Posts' dropdown menu. The left sidebar contains navigation options: Posts (with sub-options for Edit, Add New, Media, and Comments), Profile, and Tools. The main content area is titled 'Add New Post' and features a red-bordered error message: 'There's been an error posting your Twitter status! [Visit your WP to Twitter settings page](#) to get more information and to clear this error message.' Below the error message is a large text input field. The interface includes an 'Upload/Insert' toolbar with icons for images, audio, and video, and a rich text editor toolbar with options for bold, italic, text color, list, link, and other formatting. The right sidebar displays 'Future Post Dates' for January 2010, a calendar grid, and a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility settings.

In Area Code 999 [Visit Site](#) Edit Posts

Add New Post

There's been an error posting your Twitter status! [Visit your WP to Twitter settings page](#) to get more information and to clear this error message.

Future Post Dates
January 2010

M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Publish](#)

Creating a Title for Your Ad

In the Title box, circled below in Yellow, type in a catchy title for your advertisement. Using the Beauty Salon Example, you might want to enter something like: “Beauty Salon offers \$60 Color and Cut for a Limited Time” or “Jane’s Beauty Salon offering \$25 Hair cut and style”. **In the title of your advertisement, you want to be sure to use at least one keyword pertaining to your business.** In the example above, I used “Beauty Salon” as the keyword. This will help Google searchers find your business as well as those who search our Yellow Pages directly.

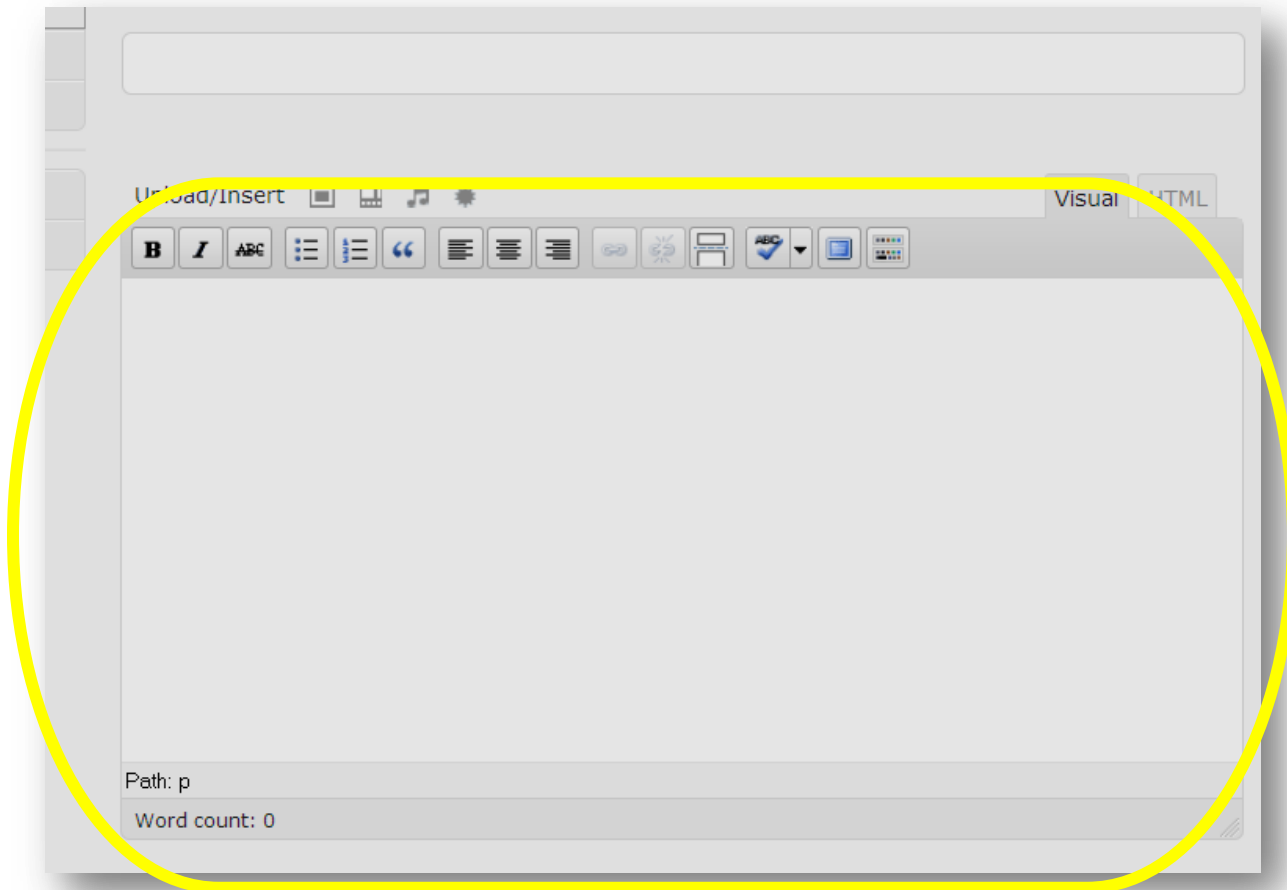
The screenshot shows the WordPress 'Add New Post' interface. At the top, there's a navigation bar with 'In Area Code 999' and 'Visit Site'. Below that, the 'Add New Post' title is visible. A red box highlights an error message: "There's been an error posting your Twitter status: visit your wp to Twitter settings page to get more information and to clear this error message." A yellow oval highlights the title input field. The left sidebar contains navigation options: Posts, Edit, Add New, Media, Comments, Profile, and Tools. The main content area features an 'Upload/Insert' toolbar and a rich text editor. On the right, there's a 'Future Post Dates' calendar for January 2010, a 'Publish' panel with 'Save Draft', 'Preview', and 'Publish' buttons, and status/visibility information.

Future Post Dates						
January 2010						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Creating Your Ad

“The Body”

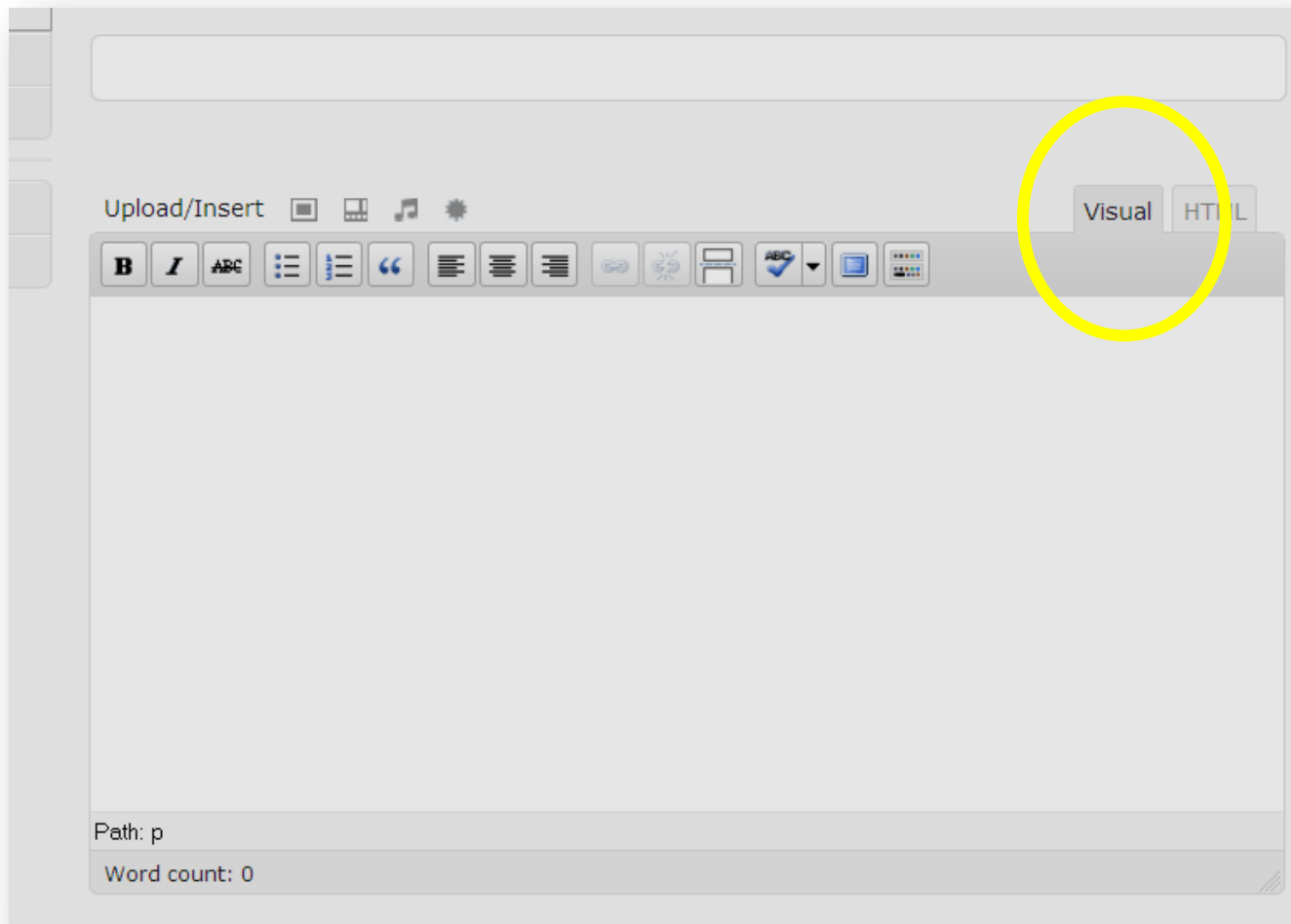
The circled area below is where you will create “the body” of your advertisement. There are a few things you want to take note of here: We will cover each feature in detail on the pages to follow. But, before we move on to those, there’s one very important item to note when creating the “body” of your ad: **Be sure to use the same keyword that you used in the Title of your AD in the first sentence of the body of your ad. This will help the Search Engines find your ad easier.**



Creating Your Ad

“Visual Tab”

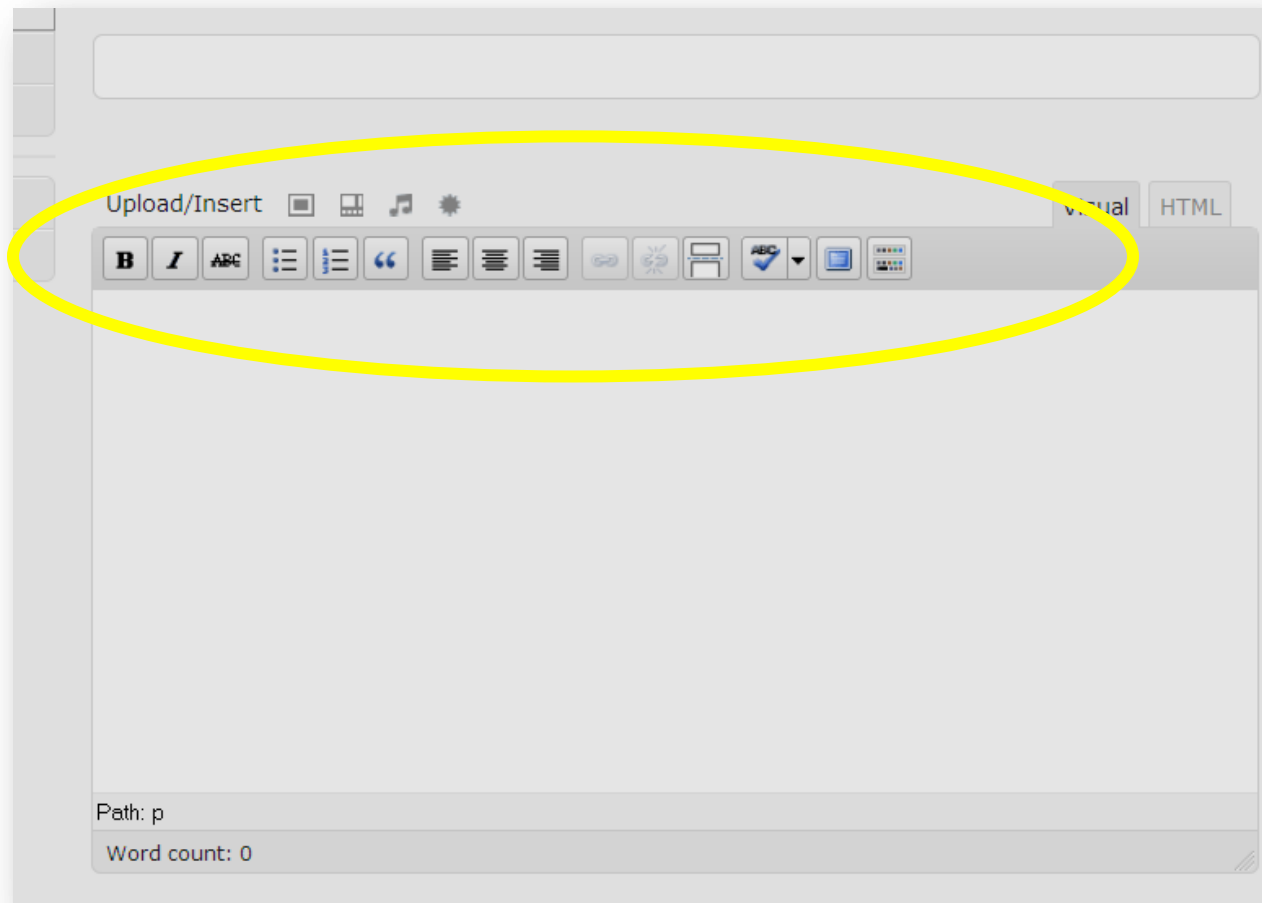
The first thing you want to check before creating your advertisement is to be sure the “Visual” tab, circled below, is selected. If it’s not, just click on it and your screen should look like the one shown here below.



Creating Your Ad

“Formatting Buttons”

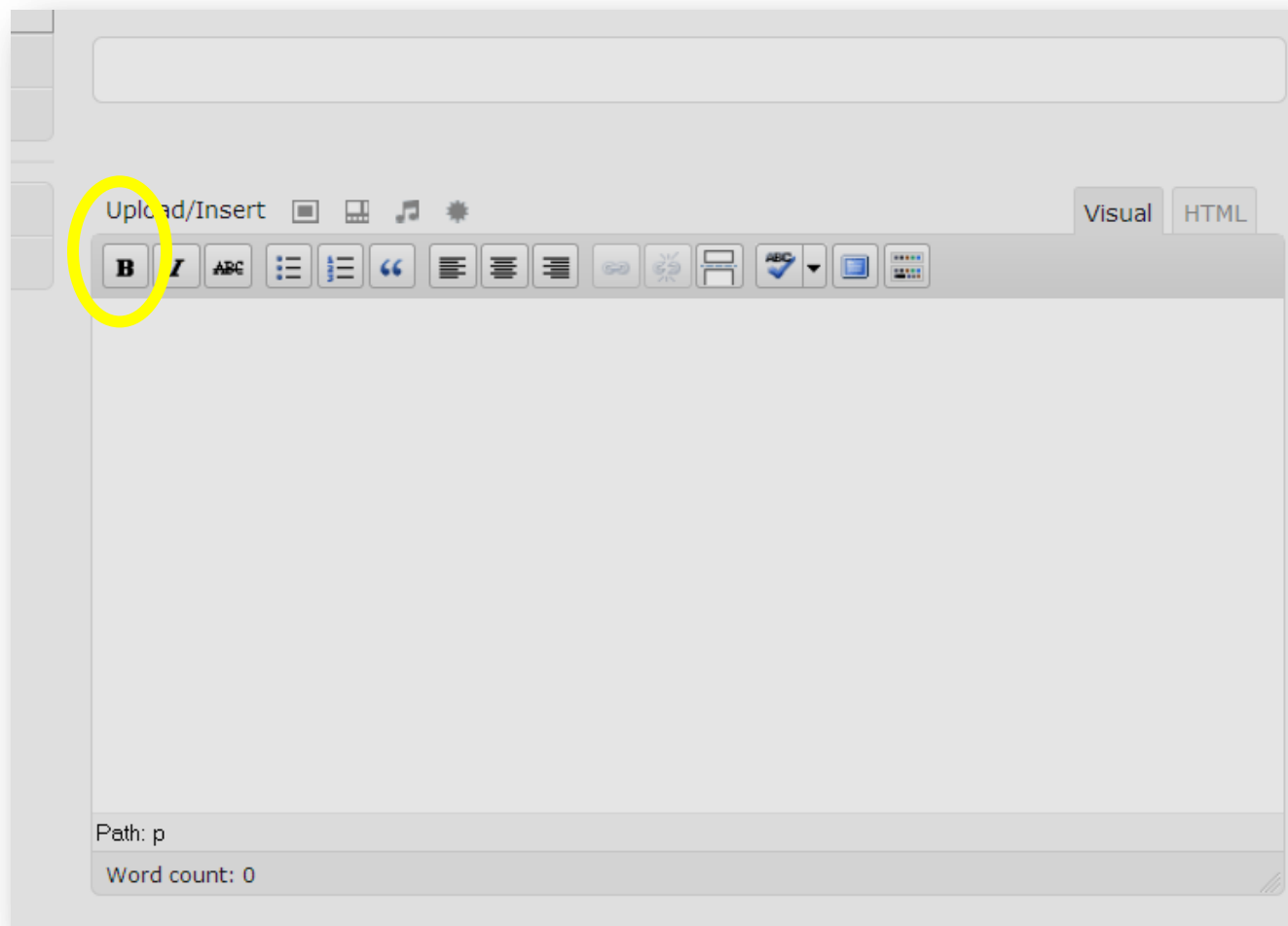
The images (called icons) circled below are “formatting buttons”. If you use any type of word processing program like Microsoft Word, then you are probably familiar with these. If you don’t, I will give a brief description of each one shown here in the pages to follow.



Formatting Buttons

“B” for Bold

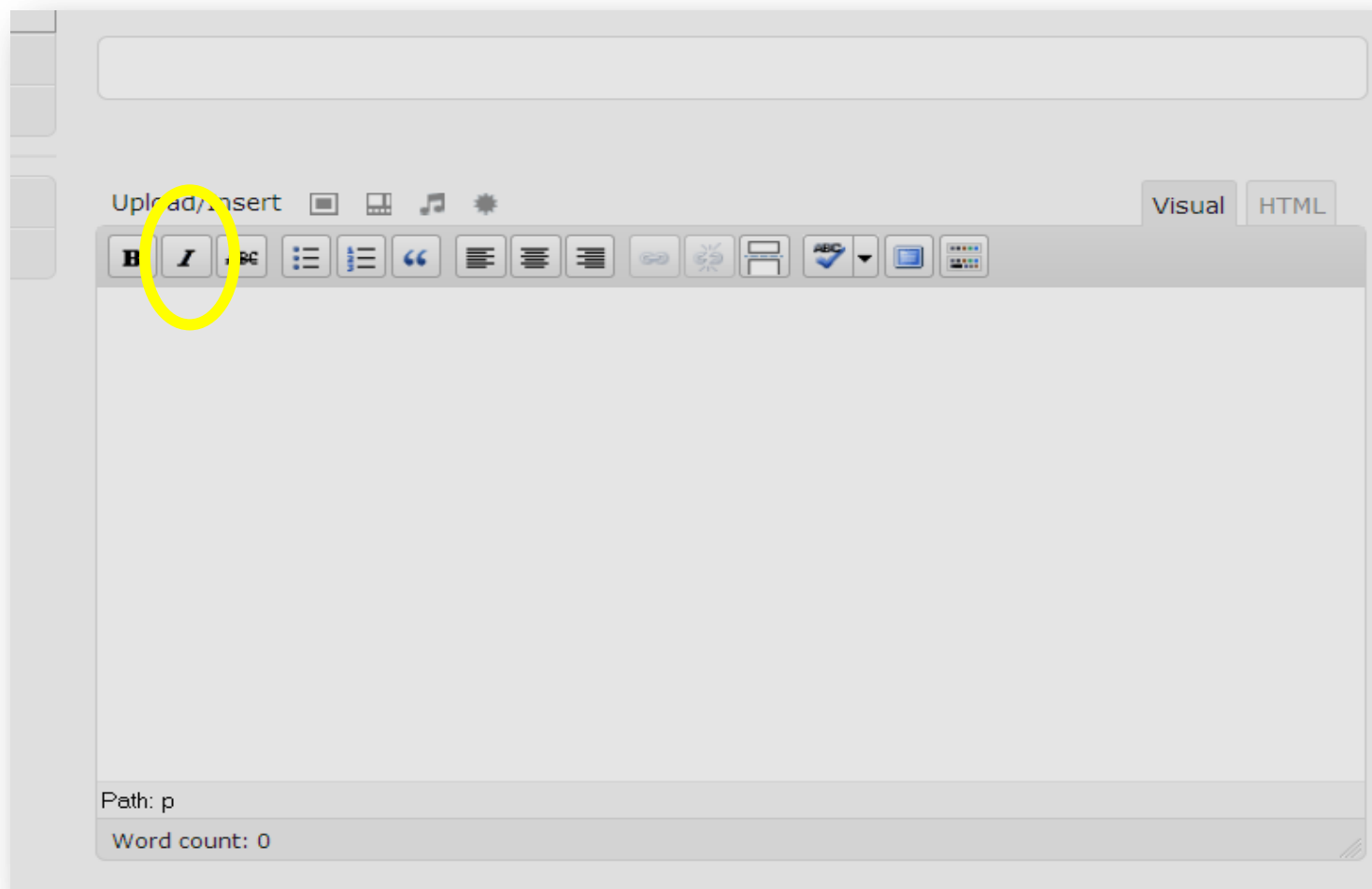
The “B” button makes the text you type into the box **bold**. Click the “B” button before you begin typing the word you would like in **bold**; and then click it again to end the bold text. You can also highlight, or select, text you’ve already typed to appear bold, then click the “B” button to get the same results.



Formatting Buttons

“I” for *Italicize*

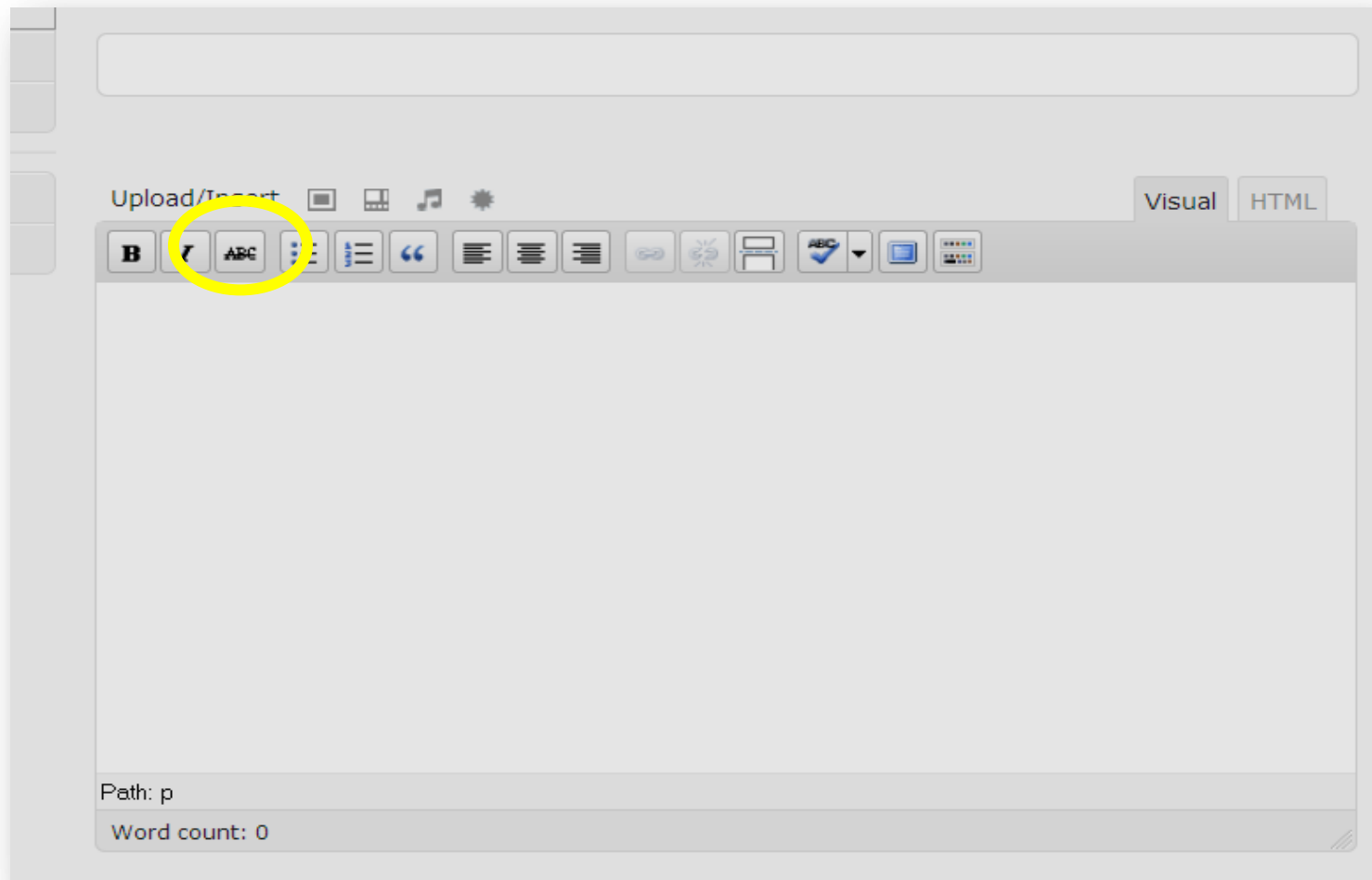
The “I” button *italicizes* text and works the same as the “B” button; click before typing a word or phrase you’d like in italics or select text already typed, then click the “I” button.



Formatting Buttons

“ABC”

The ~~ABC~~ button is used to “strike through” text. Select the desired text, then click the ~~ABC~~ button.

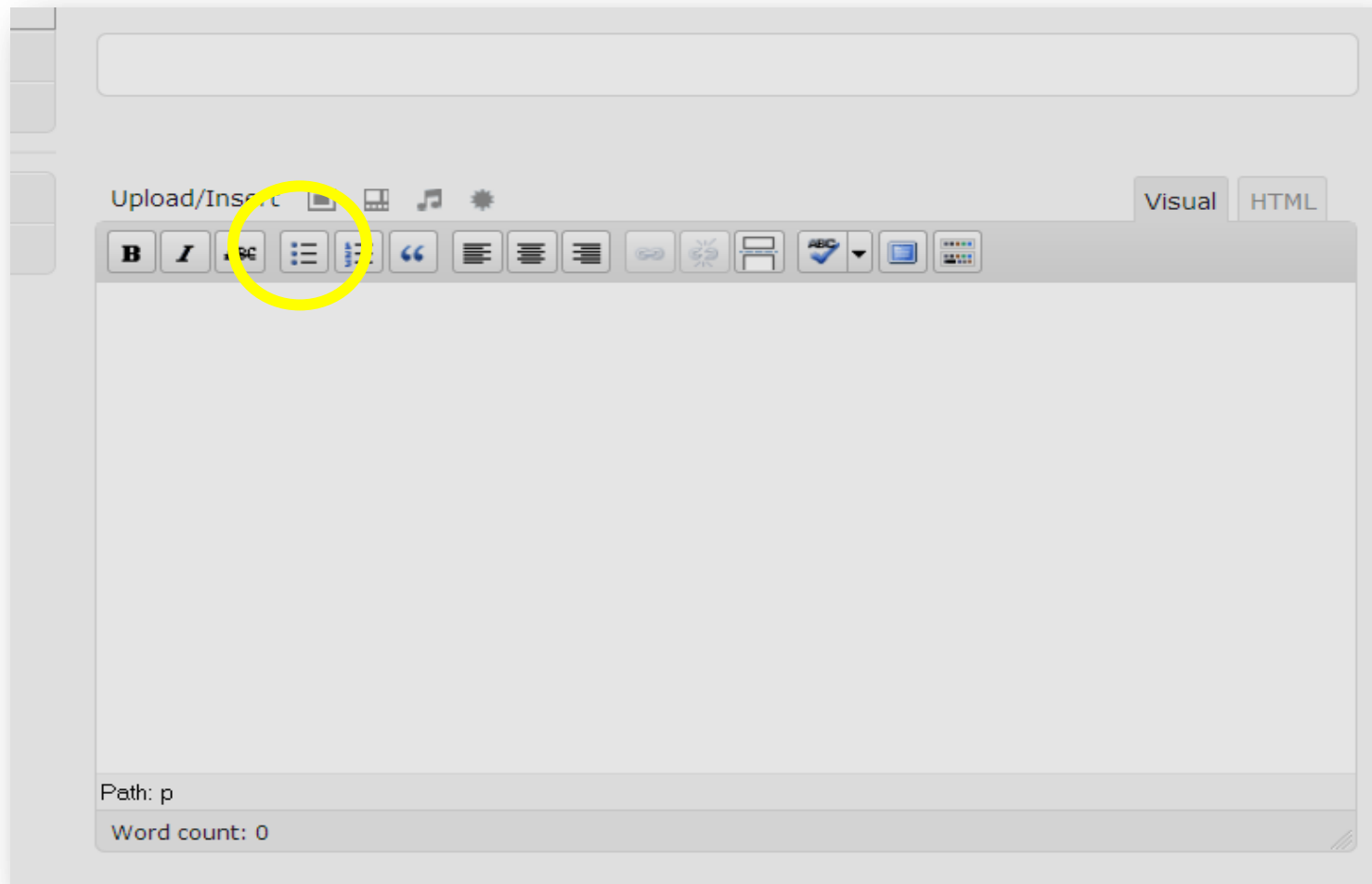


Formatting Buttons

“Bulleted List”

If you are creating a an unnumbered list, you will want to use the button circled below. Here are the results of using this button:

- This is the first item
- This is the second item
- This is the third item

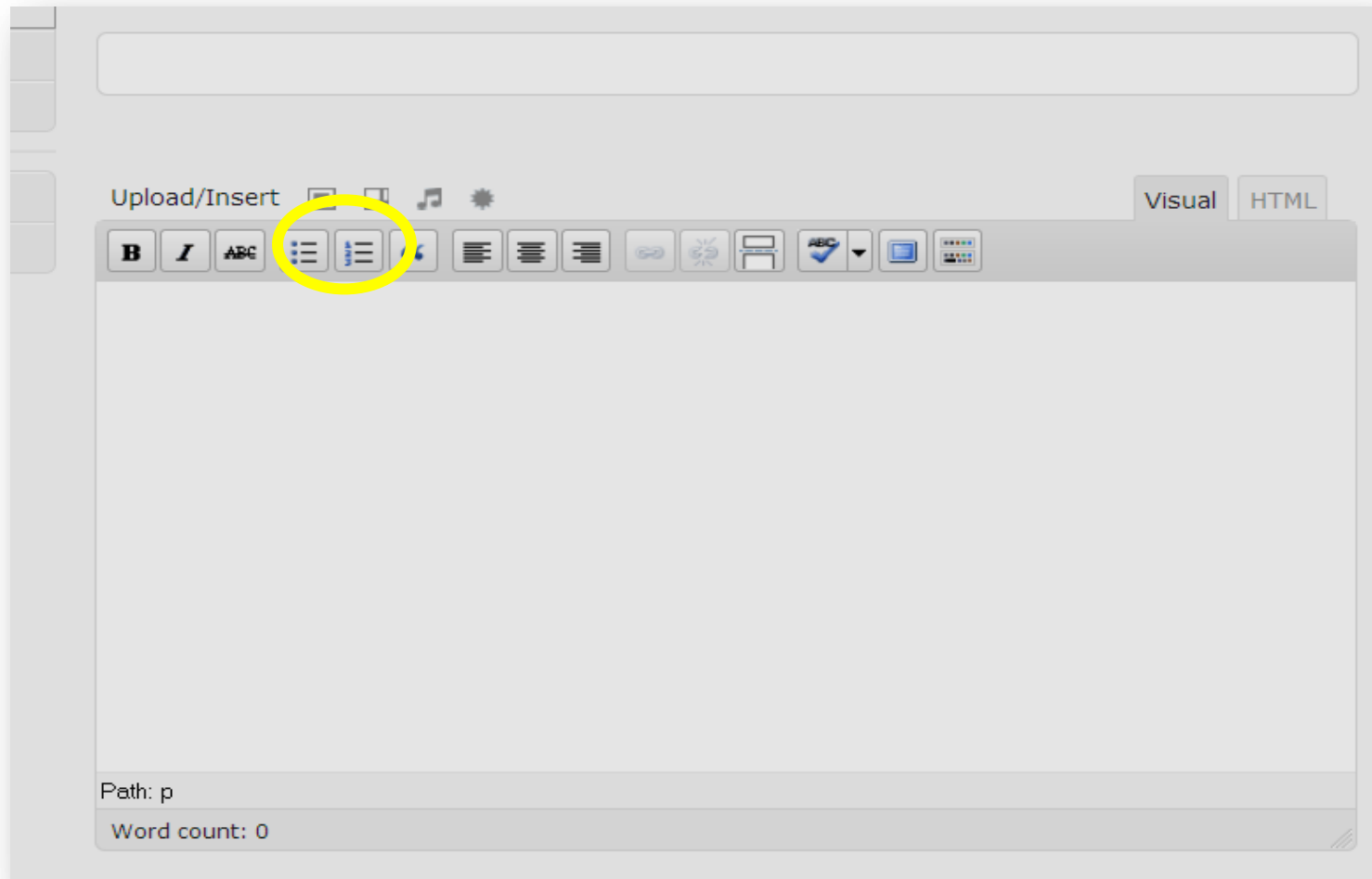


Formatting Buttons

“Numbered List”

If you are creating a numbered list, you will want to use the button circled below. Here are the results of using this button:

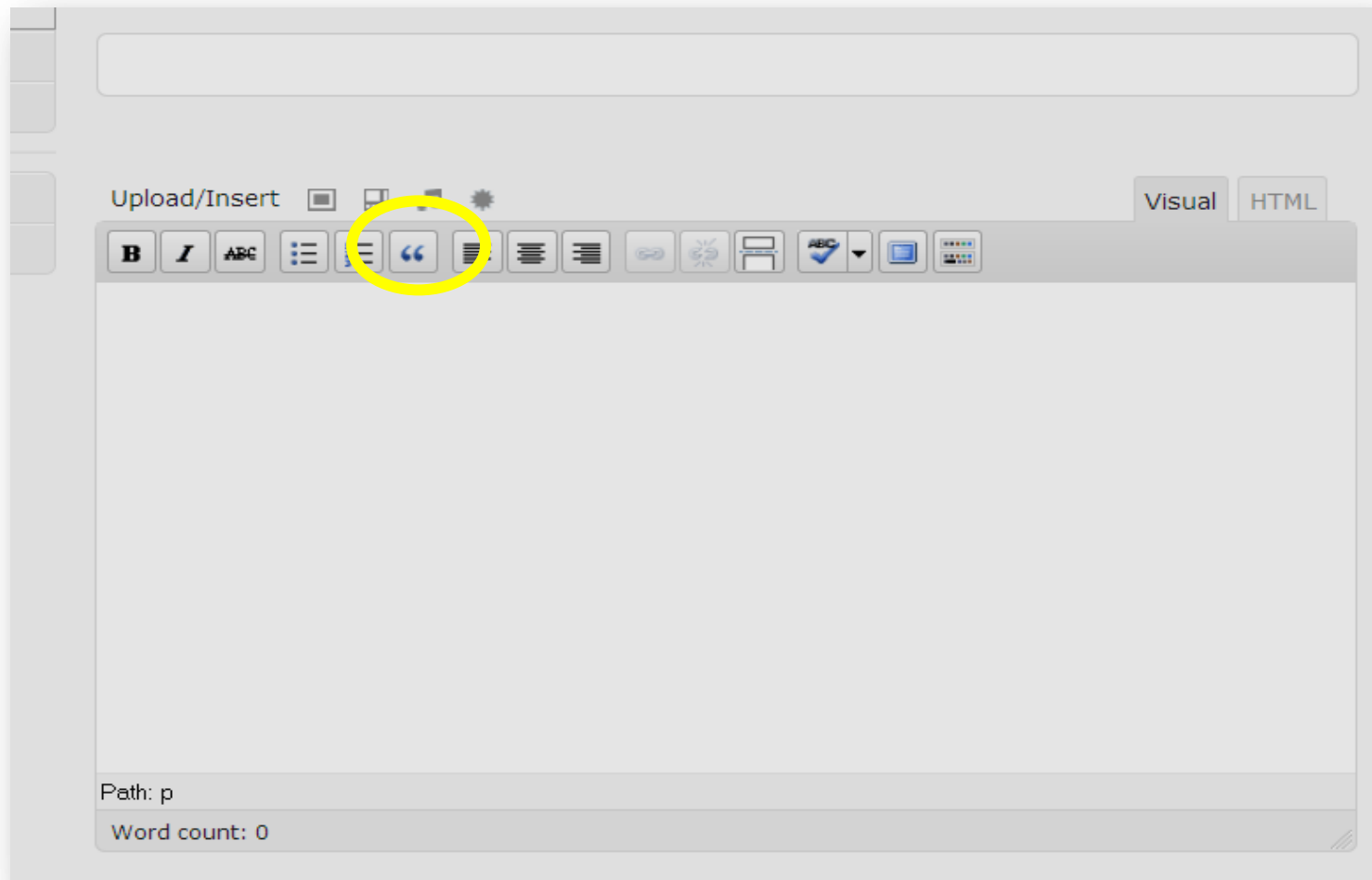
1. This is the first item
2. This is the second item
3. This is the third item



Formatting Buttons

“Quoted Text”

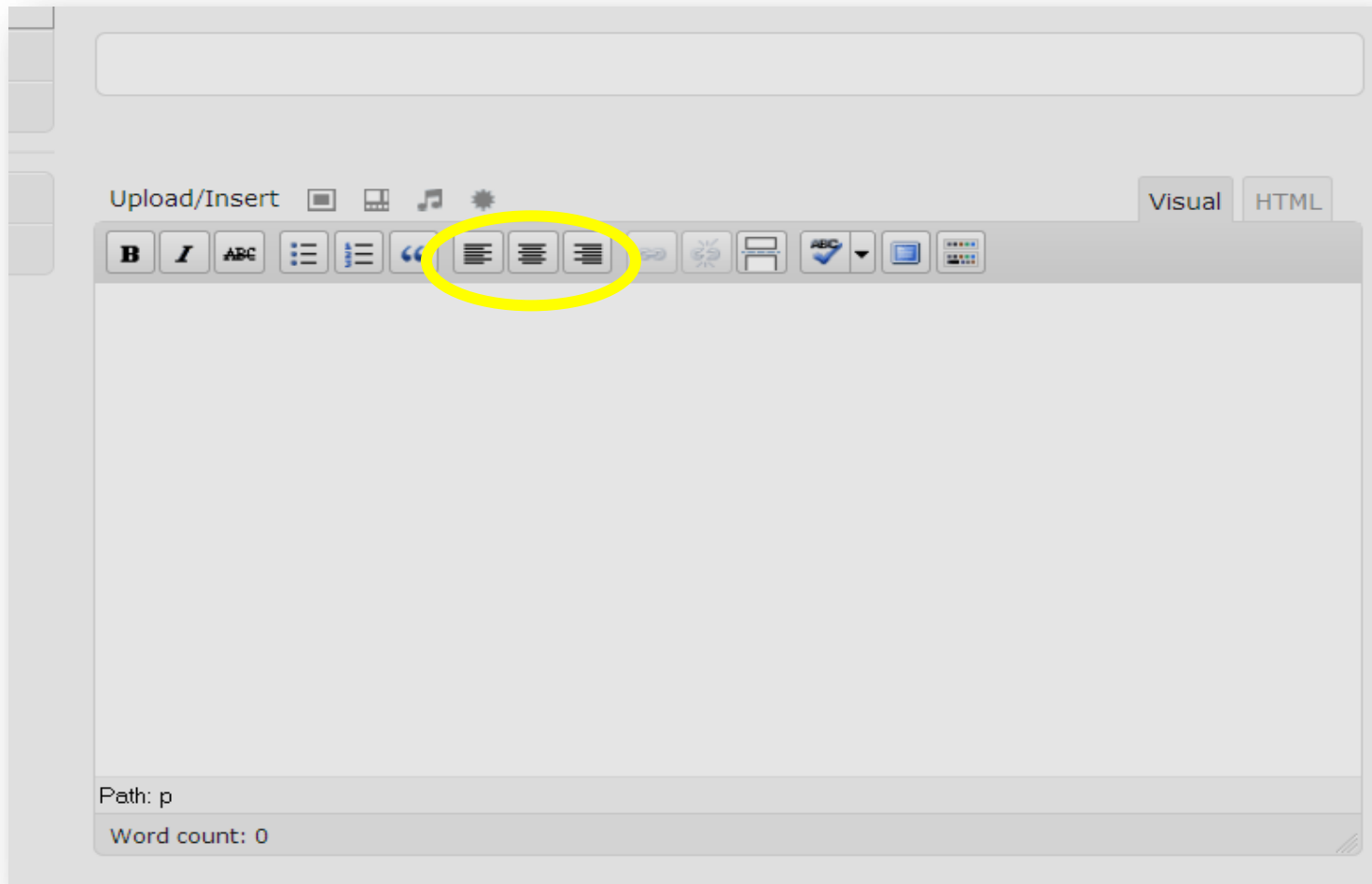
If you want text to appear in a quote box, select all of the text to be in the quote and click the button circled below.



Formatting Buttons

“Align Paragraph”

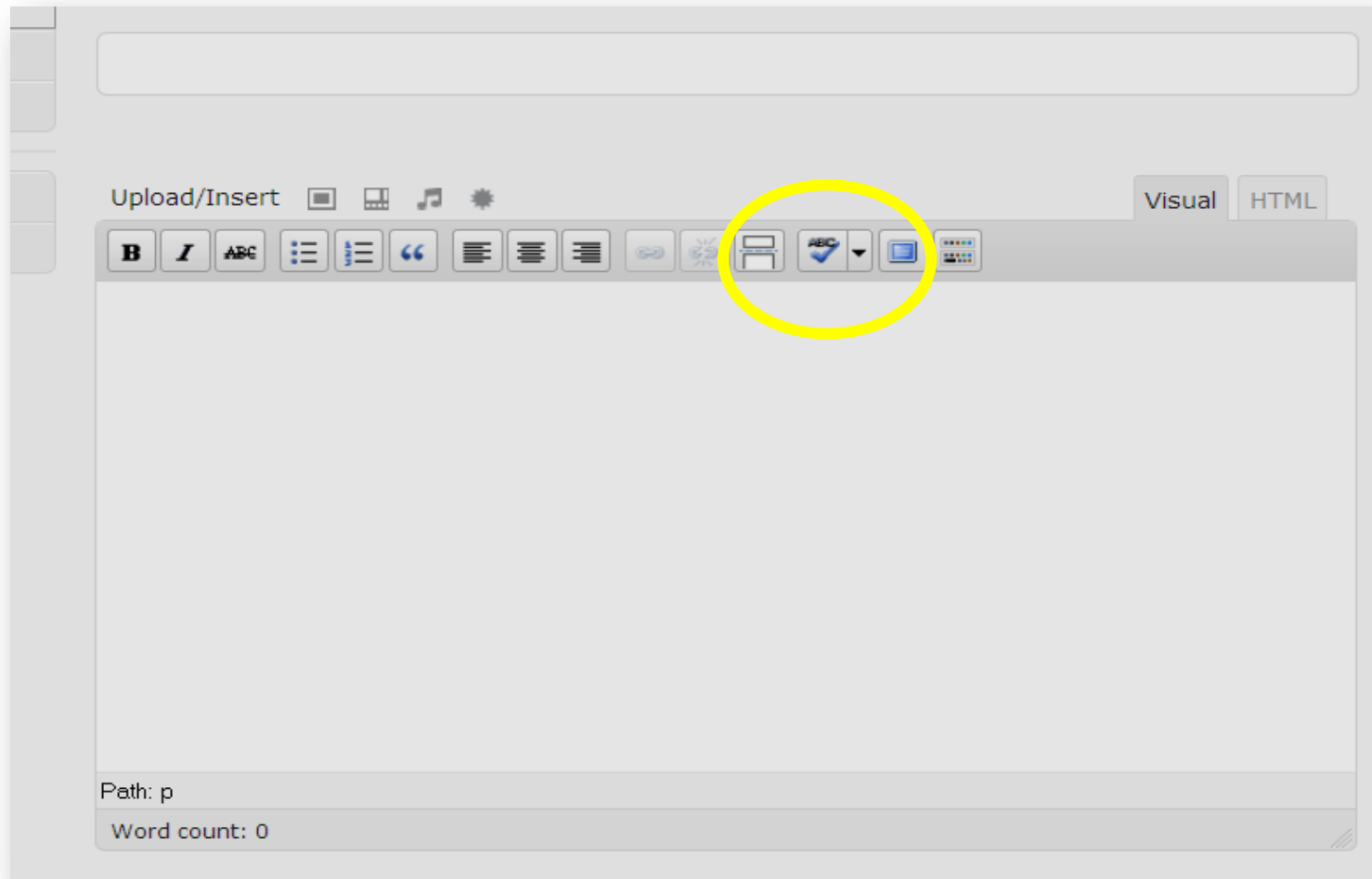
The next three buttons are used for paragraph alignment; left, center and right.



Formatting Buttons

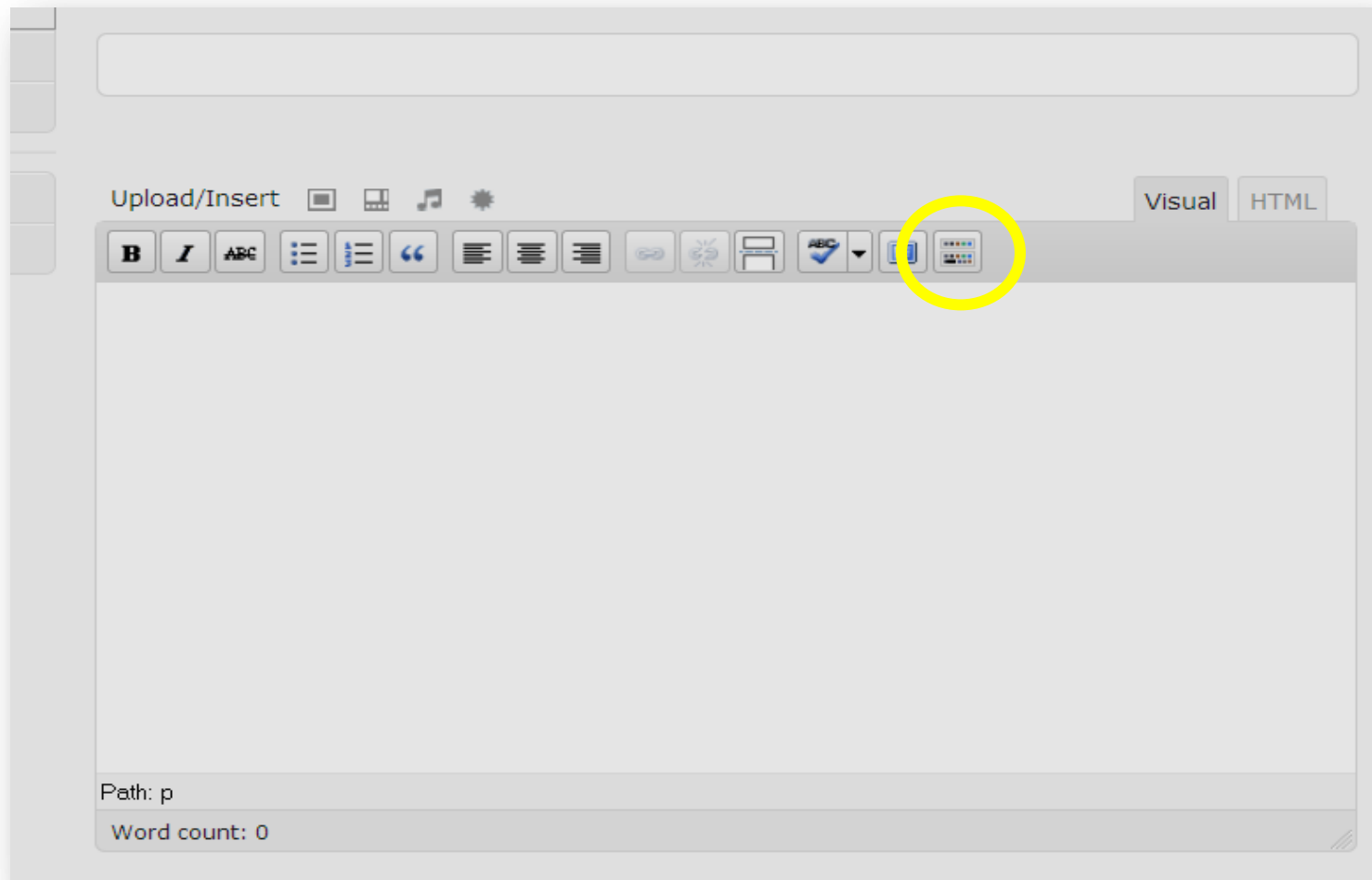
“Miscellaneous and Spell Check”

Two of these buttons, the one on the left and the one on the right are miscellaneous buttons and you won't be using them for your advertisements. The middle button is the spell check button, so when you're finished typing your ad, you can click it and it will check for spelling errors. A red line will appear under any misspelled words. Right click with your mouse and a list of suggested words will appear. You can choose a word from the list or simply ignore it.



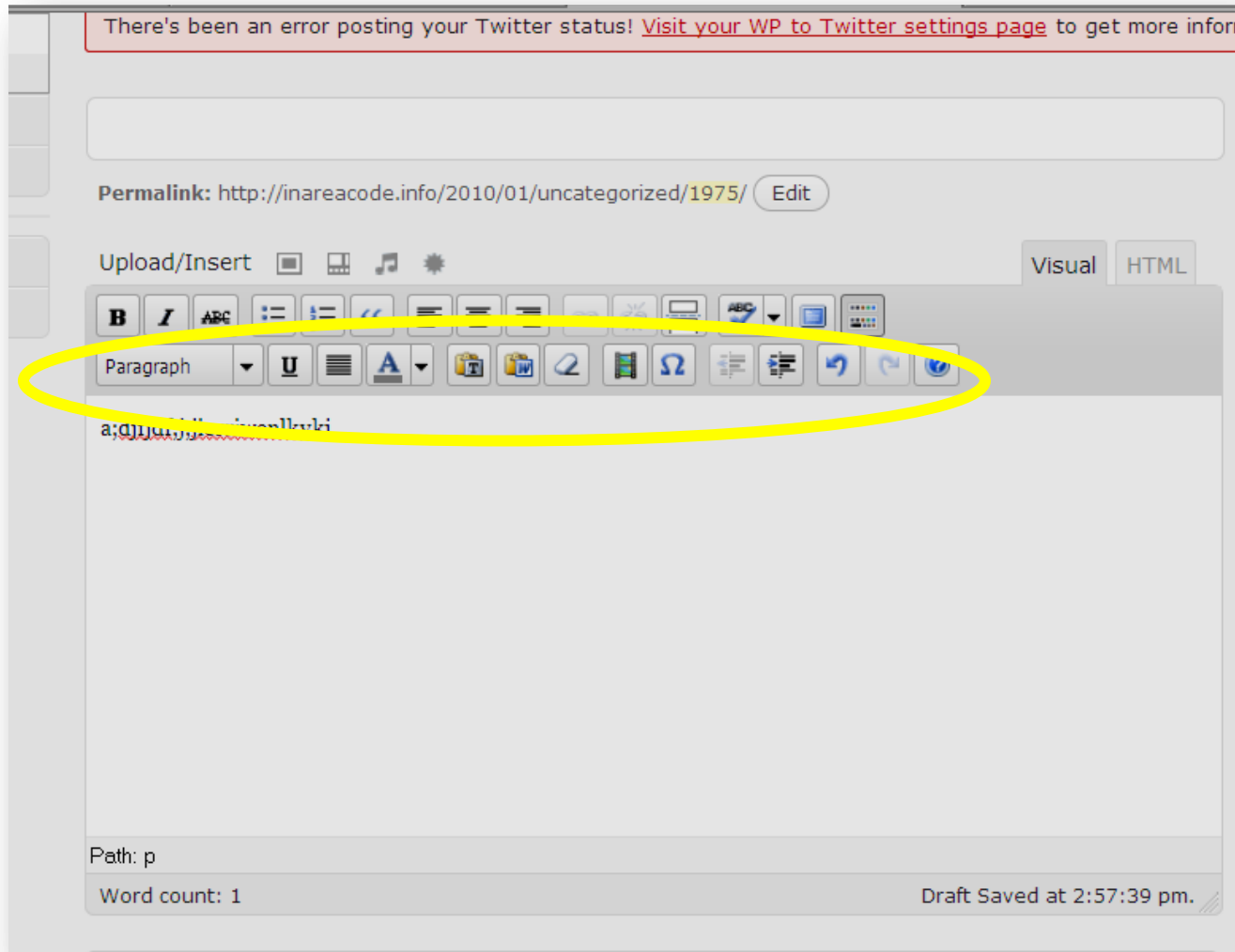
Formatting Buttons “Kitchen Sink”

When you click the last button, circled below, you will see another line of editing buttons appear, as shown on the next page.



Formatting Buttons “Kitchen Sink”

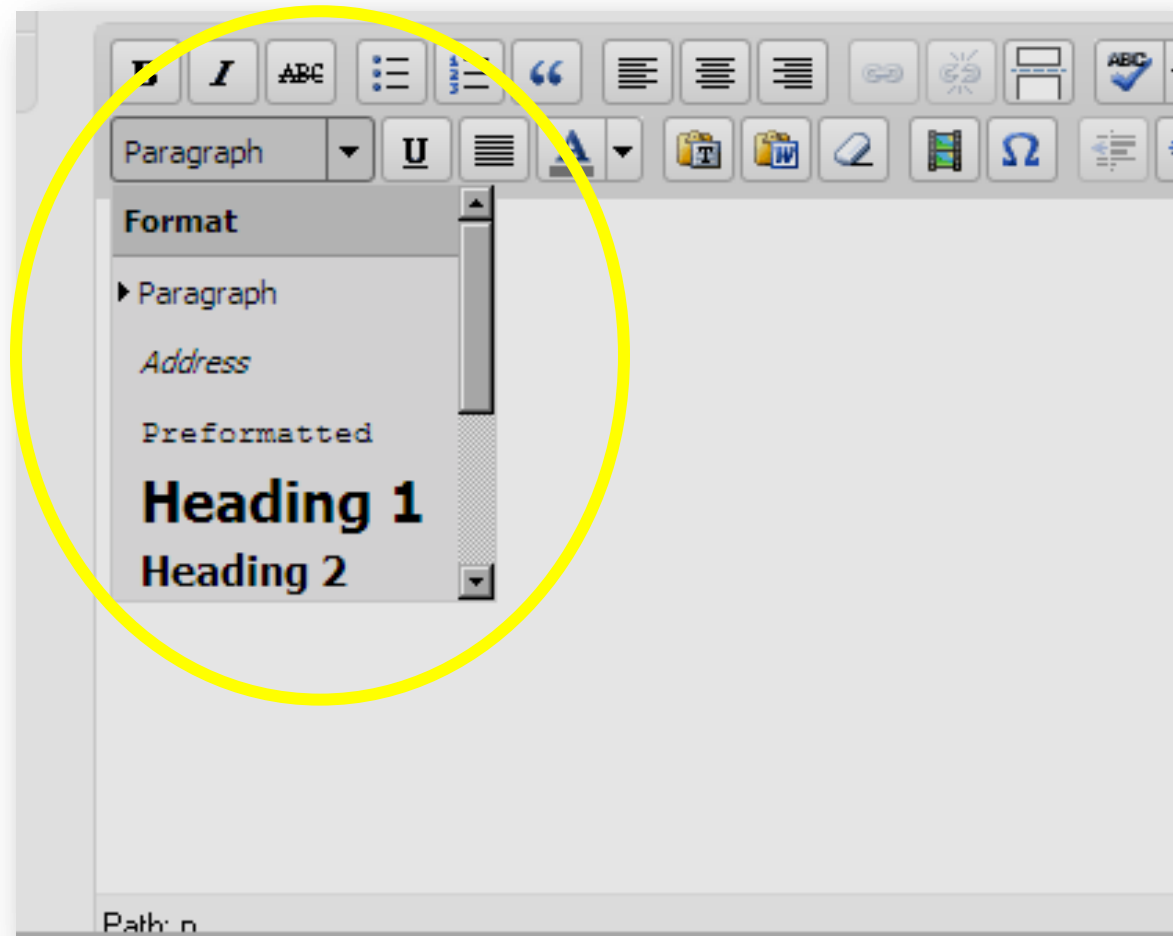
Circled below are more editing buttons that you will want to become familiar with. On the next pages, I will explain what they’re for and how to use them.



Formatting Buttons

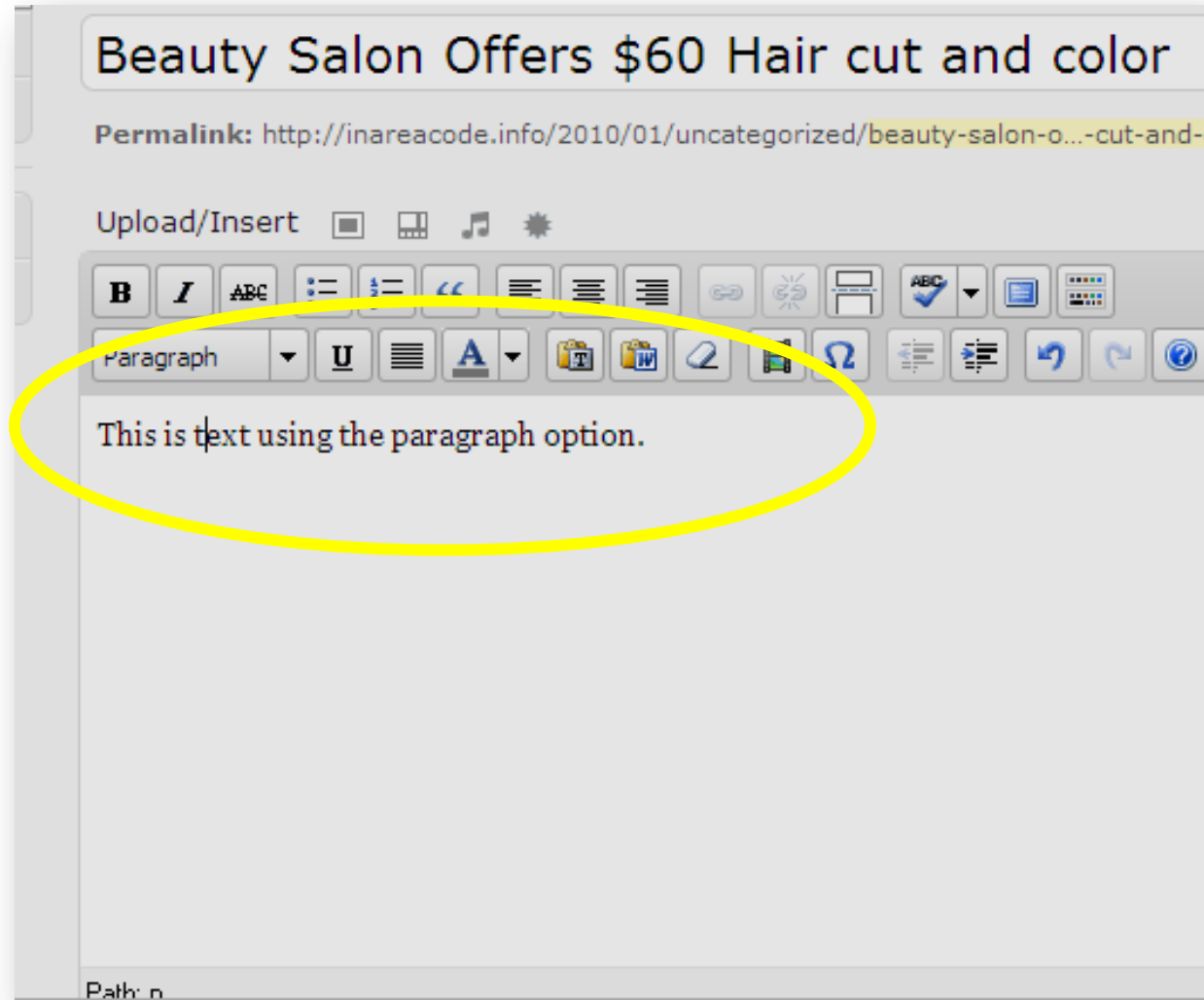
“Paragraph”

When you click on the ‘down’ arrow in the ‘paragraph’ button, shown below, a list of different formatting choices will appear. The next page shows text formatted using the paragraph style.



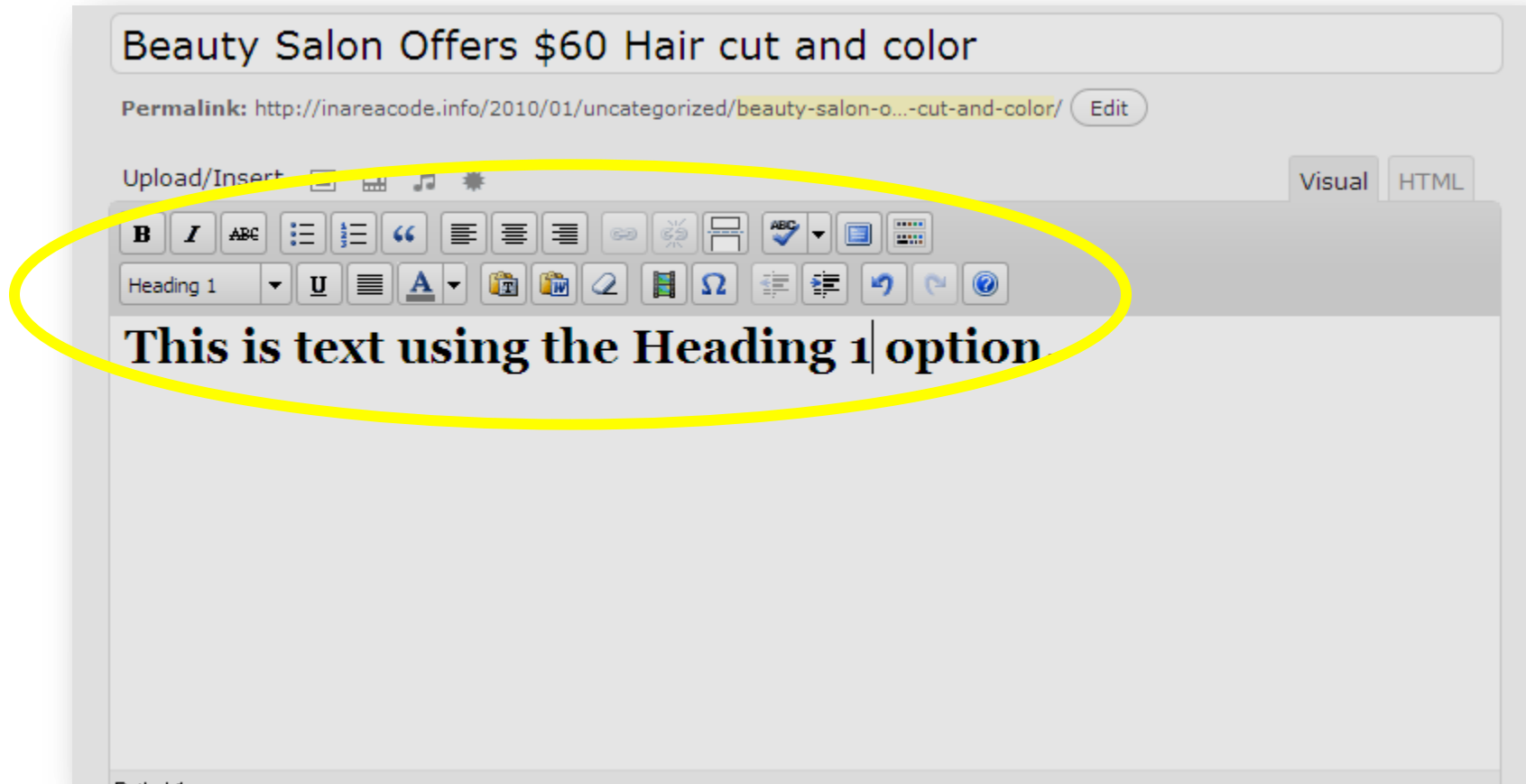
Formatting Buttons “Paragraph”

As you can see in the example below, using the paragraph option creates ‘normal’ size text.



Formatting Buttons “Heading 1” Option

The text circled below appears using when the Heading 1 option is selected. You would use this option when creating a large header in the body of your ad.



The screenshot displays a content management system editor interface. At the top, there is a text input field containing the title "Beauty Salon Offers \$60 Hair cut and color". Below the title, a "Permalink" field shows the URL "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" with an "Edit" button to its right. The main editing area features a toolbar with various formatting options. A yellow oval highlights the "Heading 1" option, which is currently selected. Below the toolbar, the text "This is text using the Heading 1 option" is displayed in a large, bold, black serif font. The interface also includes tabs for "Visual" and "HTML" editing modes.

Formatting Buttons “Heading 2” Option

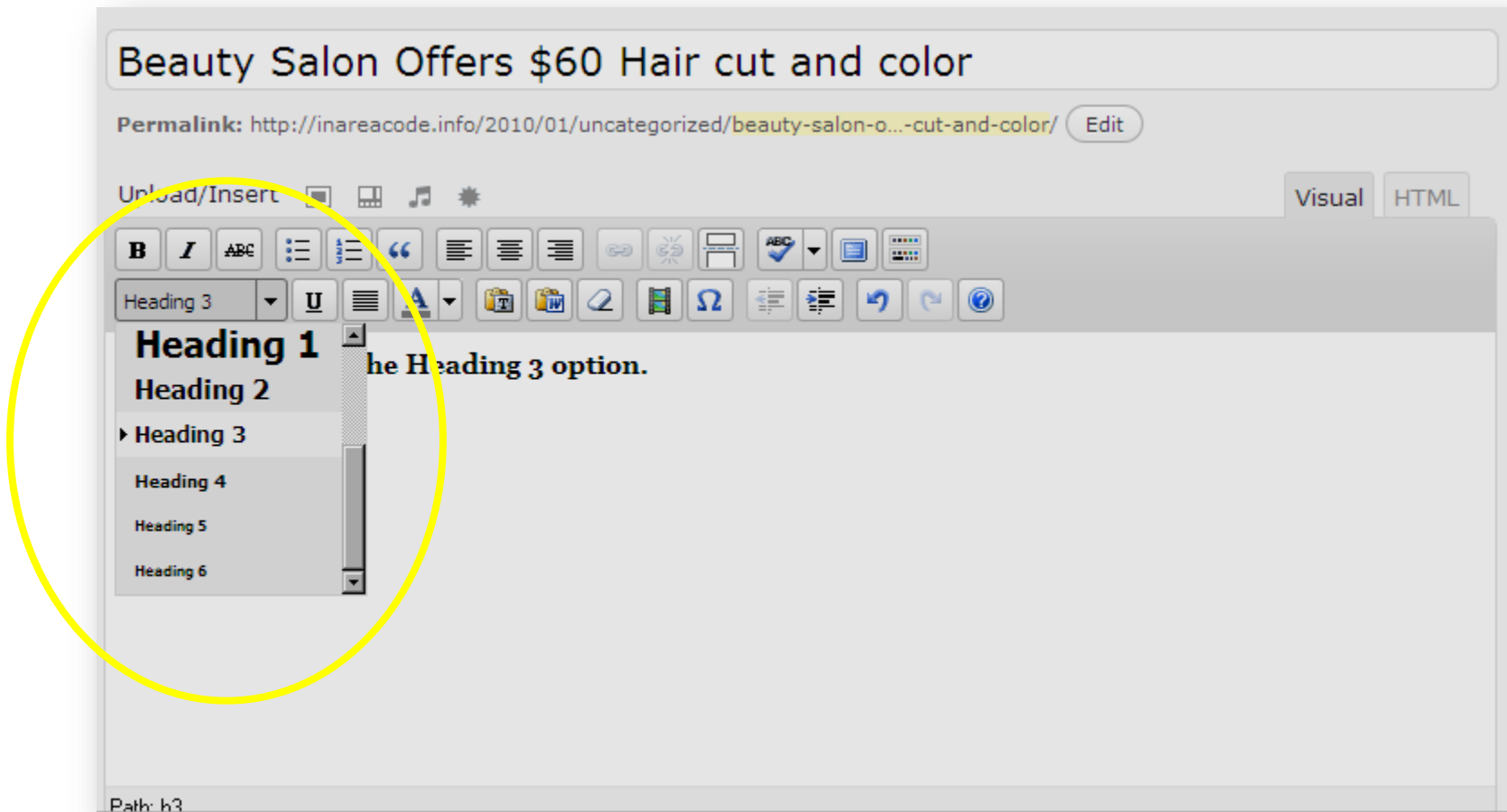
The text circled below was created with the Heading 2 option. You would use this option when creating a subheading large header in the body of your ad.

The image shows a screenshot of a rich text editor interface. At the top, there is a text input field containing "Beauty Salon Offers \$60 Hair cut and color". Below this is a "Permalink" field with the URL "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" and an "Edit" button. The editor has two tabs: "Visual" (selected) and "HTML". Below the tabs is a toolbar with various icons for text formatting. A yellow oval highlights the "Heading 2" button, which is a dropdown menu currently set to "Heading 2". Below the toolbar, the text "This is text using the Heading 2|option." is displayed in a bold, black font. At the bottom left of the editor, the text "Path: h2" is visible.

Formatting Buttons

“Heading 3, 4, 5 and 6” Options

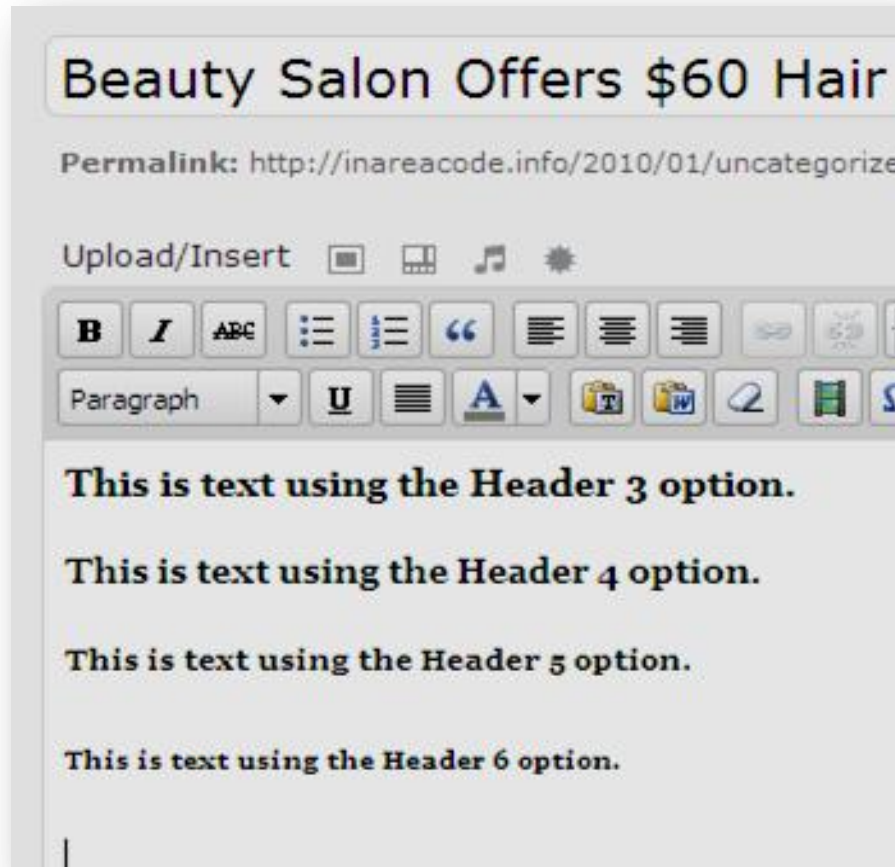
In the image below, you can see the other Heading options shown in the drop down box. On the next page, are examples of each Heading size option (3, 4, 5, and 6)



Formatting Buttons

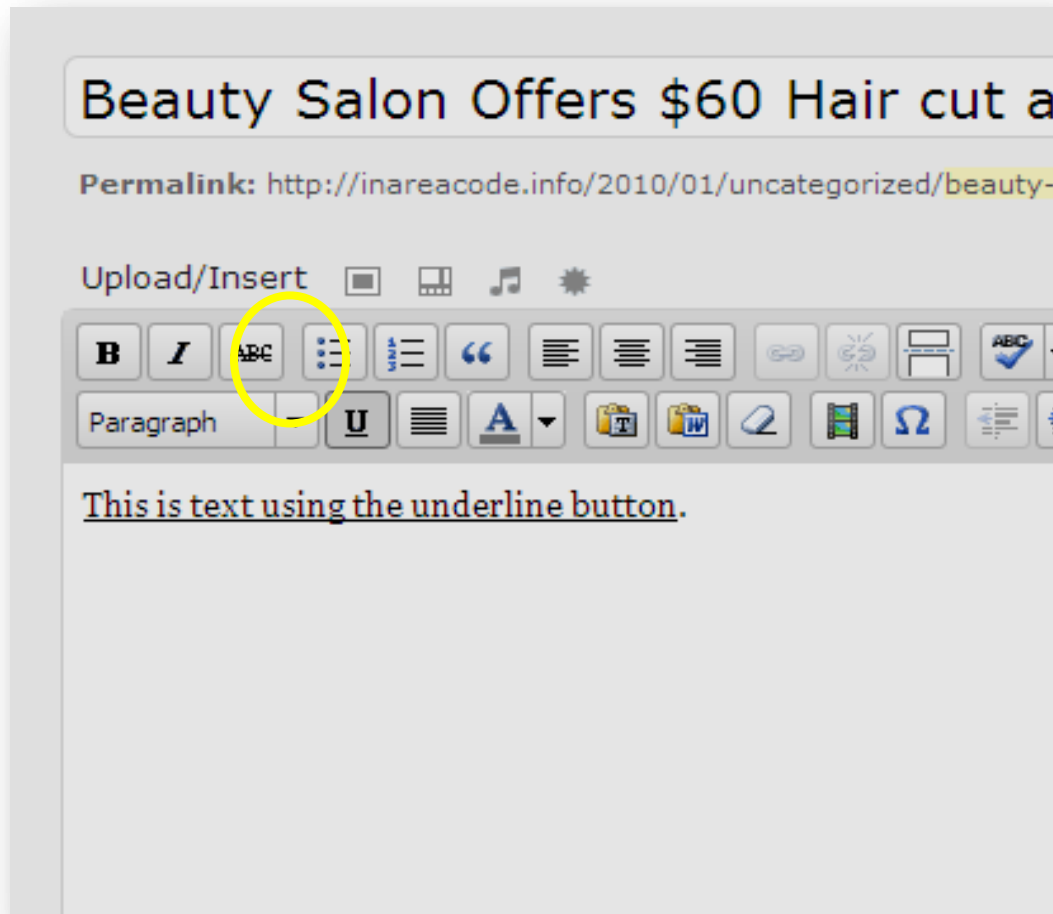
“Heading 3, 4, 5 and 6” Options

In the image below, you can see the other Heading options. As you can see, as the heading number increases, the size of the text decreases. You can choose which Heading size is most appropriate for your ad.



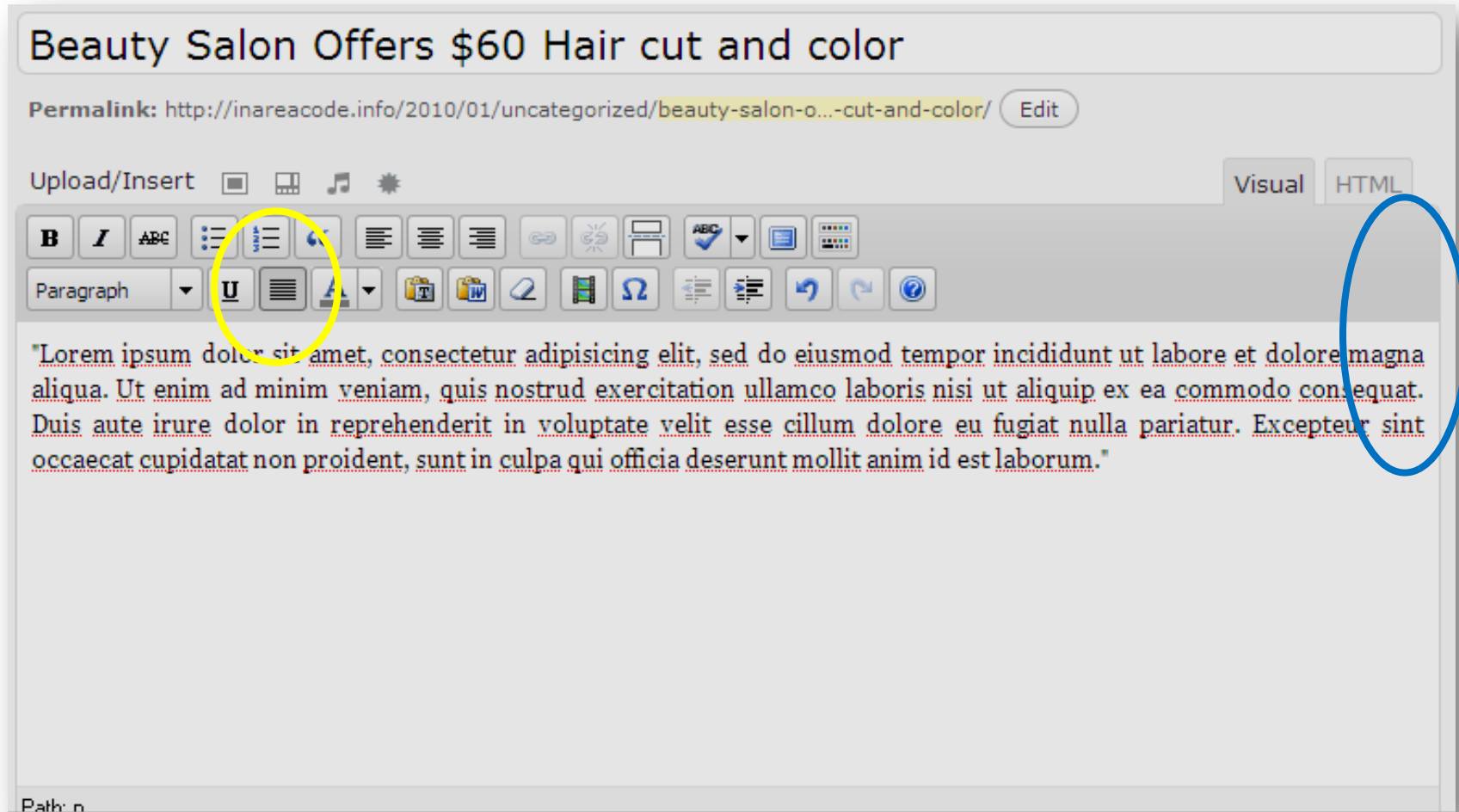
Formatting Buttons “Underline”

To underline text, select the text you wish to highlight, then click the ‘underline’ button, circled below. If you change your mind, just select the underlined text and click the underline button with will remove the underscore.







Formatting Buttons “Justified Full”

The paragraph below is “fully justified”. See how the right edge of the text, circled in blue, is aligned evenly? Also notice the spacing between each word. Selecting the “justified full” button, circled in yellow, creates this effect.



























Beauty Salon Offers \$60 Hair cut and color

Permalink: <http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/> Edit

Upload/Insert    

Visual HTML

B *I* ABC         ABC  

Paragraph              

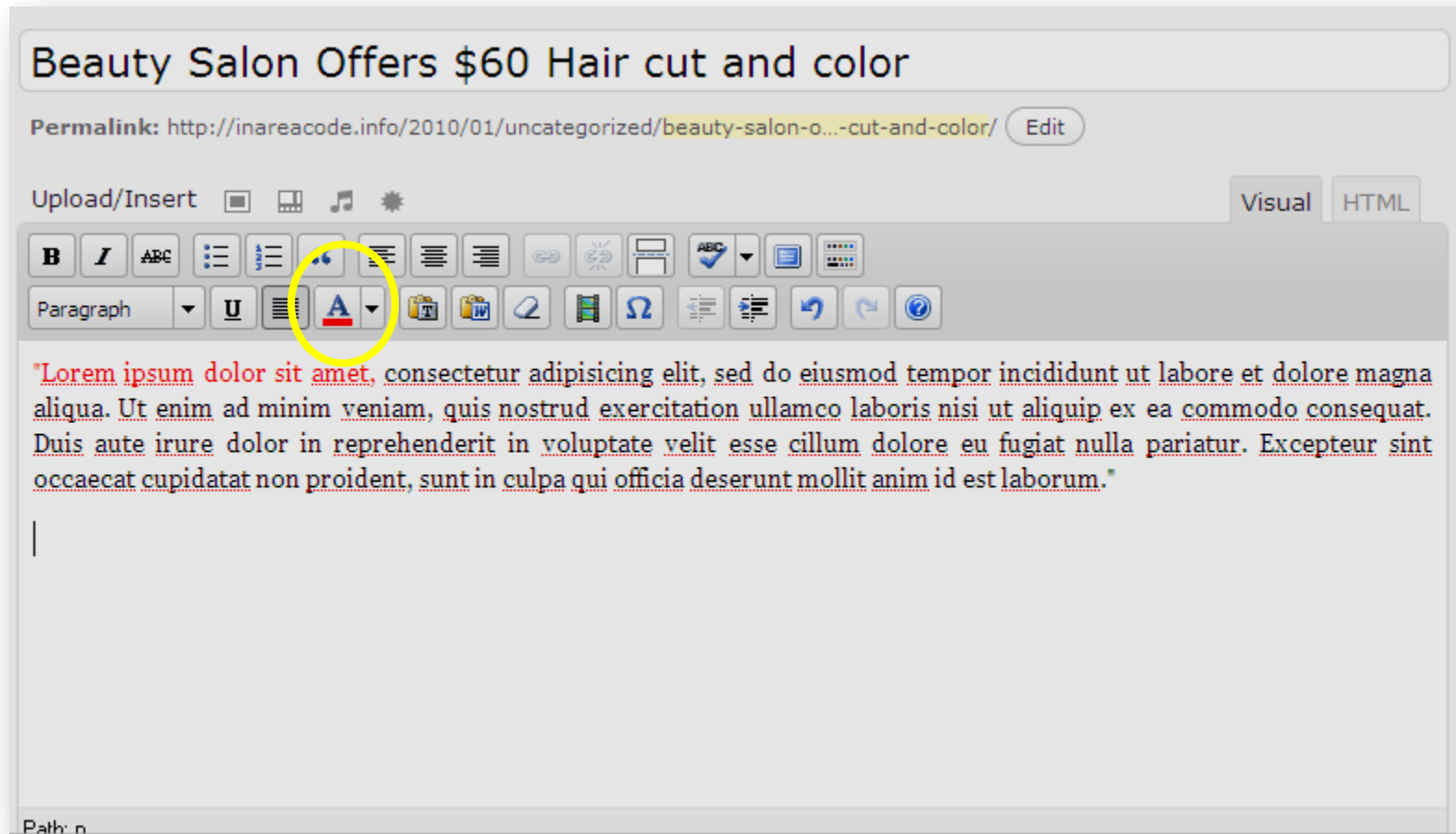
"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Path: n

Formatting Buttons

“Text Color”

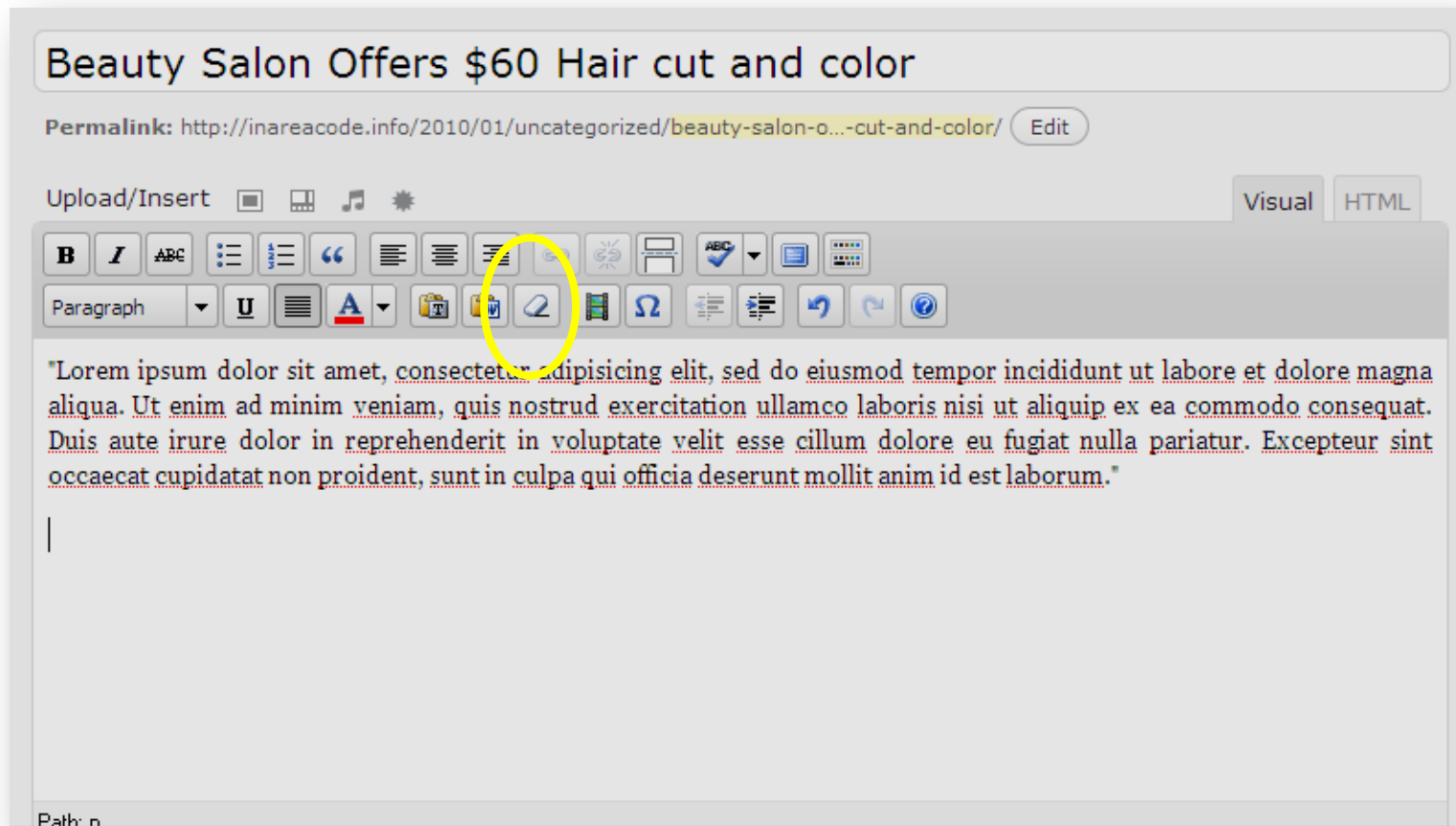
The button circled below is the “Text Color” button and is used to change the color of selected text. In the example below the first 5 words in the paragraph were changed to red. Simply select the text you want to change and click the button.



The screenshot shows a WordPress editor interface. At the top, there is a title field containing "Beauty Salon Offers \$60 Hair cut and color". Below the title is a permalink field with the URL "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" and an "Edit" button. The editor has two tabs: "Visual" and "HTML". The "Visual" tab is active, and the toolbar below it contains various formatting options. The "Text Color" button, which shows a blue 'A' with a color selection bar, is circled in yellow. Below the toolbar, a paragraph of placeholder text is displayed, with the first five words ("Lorem ipsum dolor sit amet") highlighted in red. The rest of the text is in black. At the bottom left, there is a "Path: n" label.

Formatting Buttons “Remove Formatting”

The next button we’re going to talk about is the “Remove Formatting” button. We will go over the two buttons to the left of it a little later, as they are slightly more complex. The “remove formatting” button is used to remove selected formatting from text. So, say you selected some text to be red and underlined, but now you change your mind and prefer the text to be all the same. Select the text you want to remove all formatting from and click the button, as circled below.

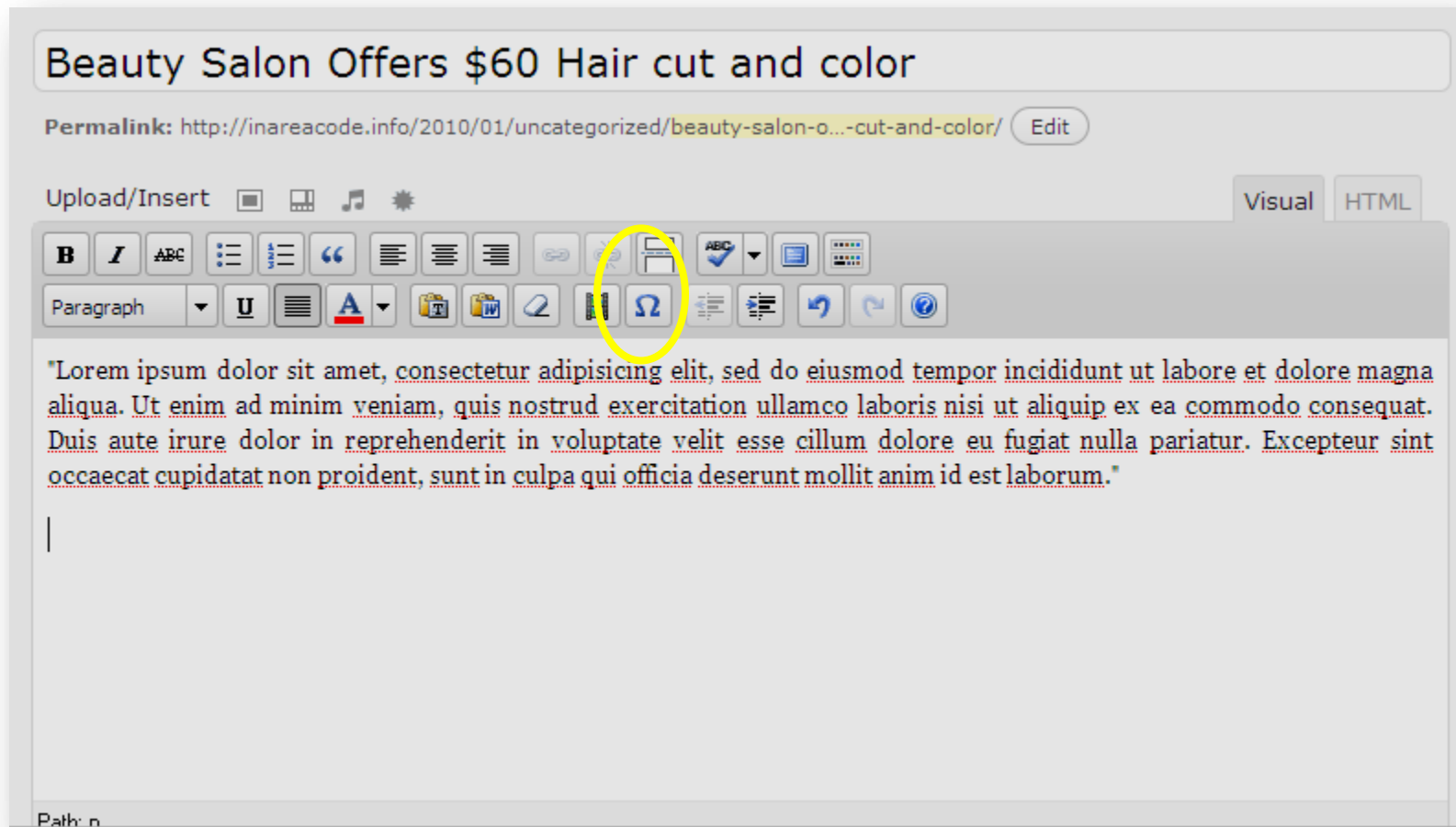


The screenshot shows a WordPress editor interface. At the top, the title "Beauty Salon Offers \$60 Hair cut and color" is displayed. Below the title is the permalink: "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" with an "Edit" button. The editor has two tabs: "Visual" (selected) and "HTML". The "Visual" tab shows a rich text editor with a toolbar. The toolbar includes buttons for Bold (B), Italic (I), Text Color (ABC), Bulleted List, Numbered List, Quote, Indent Left, Indent Right, Outdent, Undo, Redo, and a dropdown menu for text color. The "Remove Formatting" button, which is a blue square with a white diagonal line, is circled in yellow. Below the toolbar, the text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum." is displayed. The text is currently underlined and has a red background color applied. Below the text is a vertical cursor.

Formatting Buttons

“Select Custom Character”

Circled below, is the “select custom character” button. The select custom character button allows you to insert special characters that aren’t on your keyboard. On the next page, we’ll show you how this works.

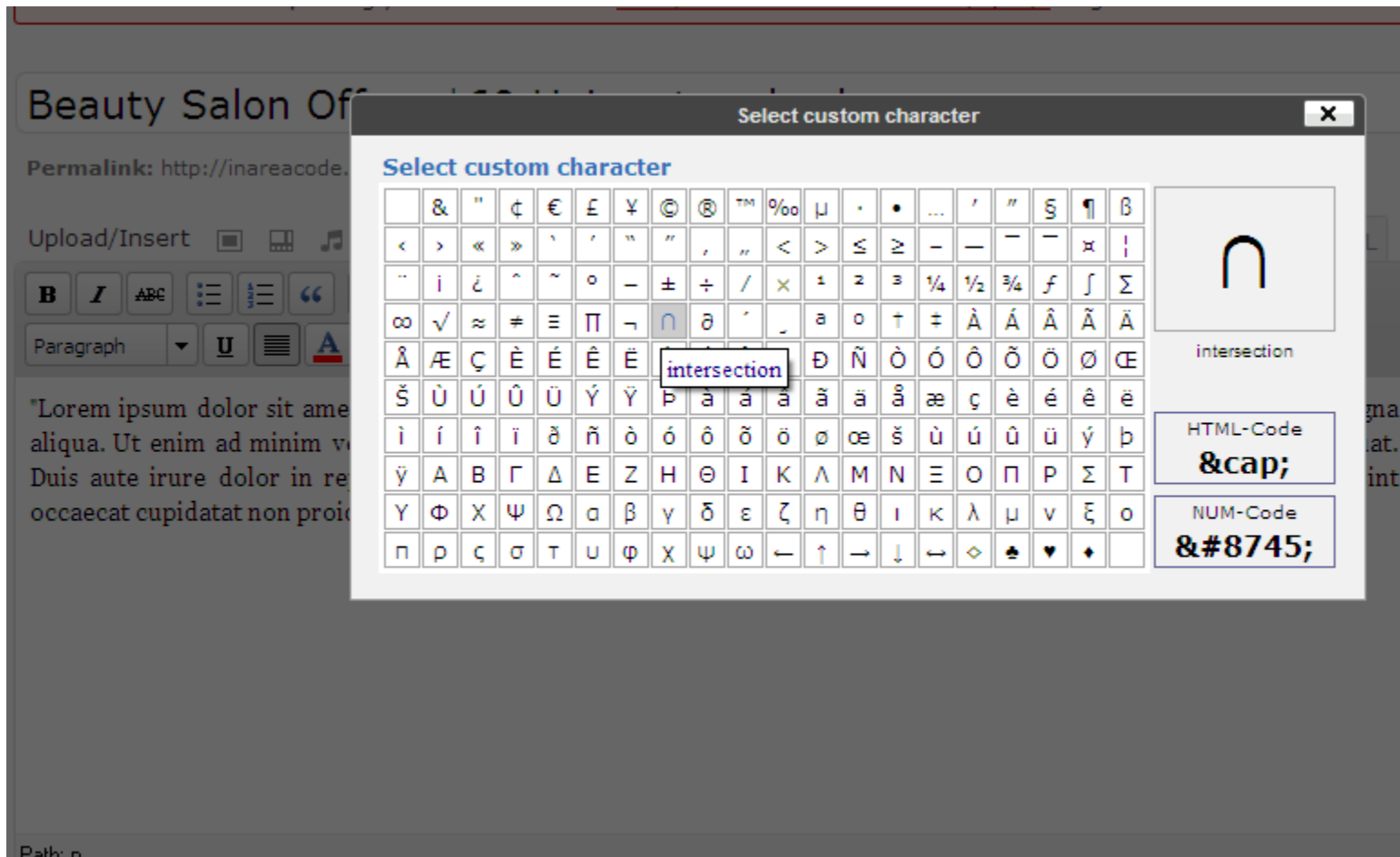


The screenshot shows a WordPress editor interface. At the top, the title "Beauty Salon Offers \$60 Hair cut and color" is displayed. Below the title is the permalink: "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" with an "Edit" button. The editor has two tabs: "Visual" (selected) and "HTML". The toolbar includes various formatting options. The "Select Custom Character" button, represented by the Greek letter Omega (Ω), is circled in yellow. Below the toolbar, there is a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Formatting Buttons

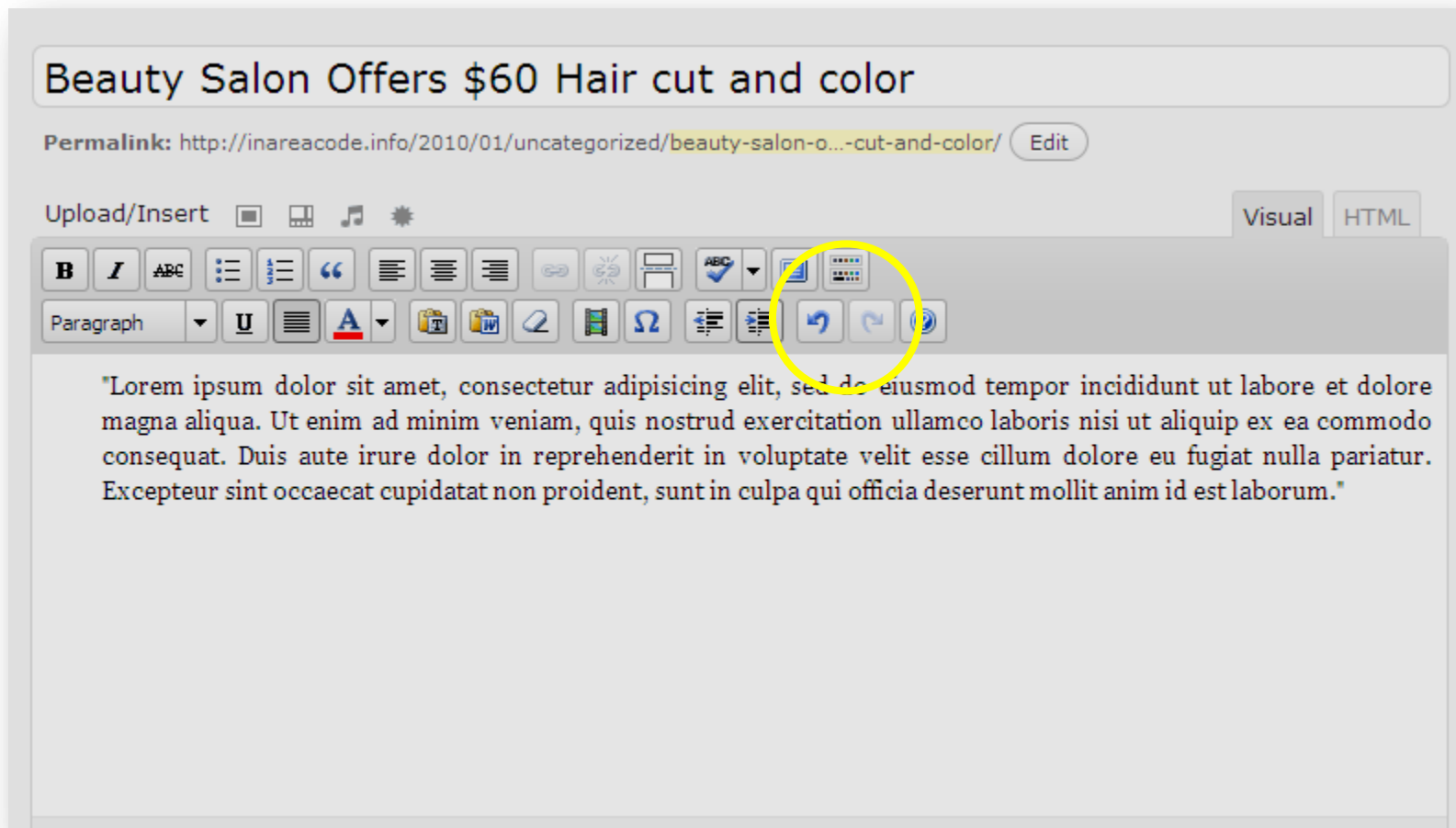
“Select Custom Character”

Below, the image shows a pop up box that appears when you click the “select custom character button” As you can see there is a wide variety of characters to choose from. Click on the character you’d like to use in your ad, and it will be inserted at the placement of your cursor.



Formatting Buttons “Undo and Redo”

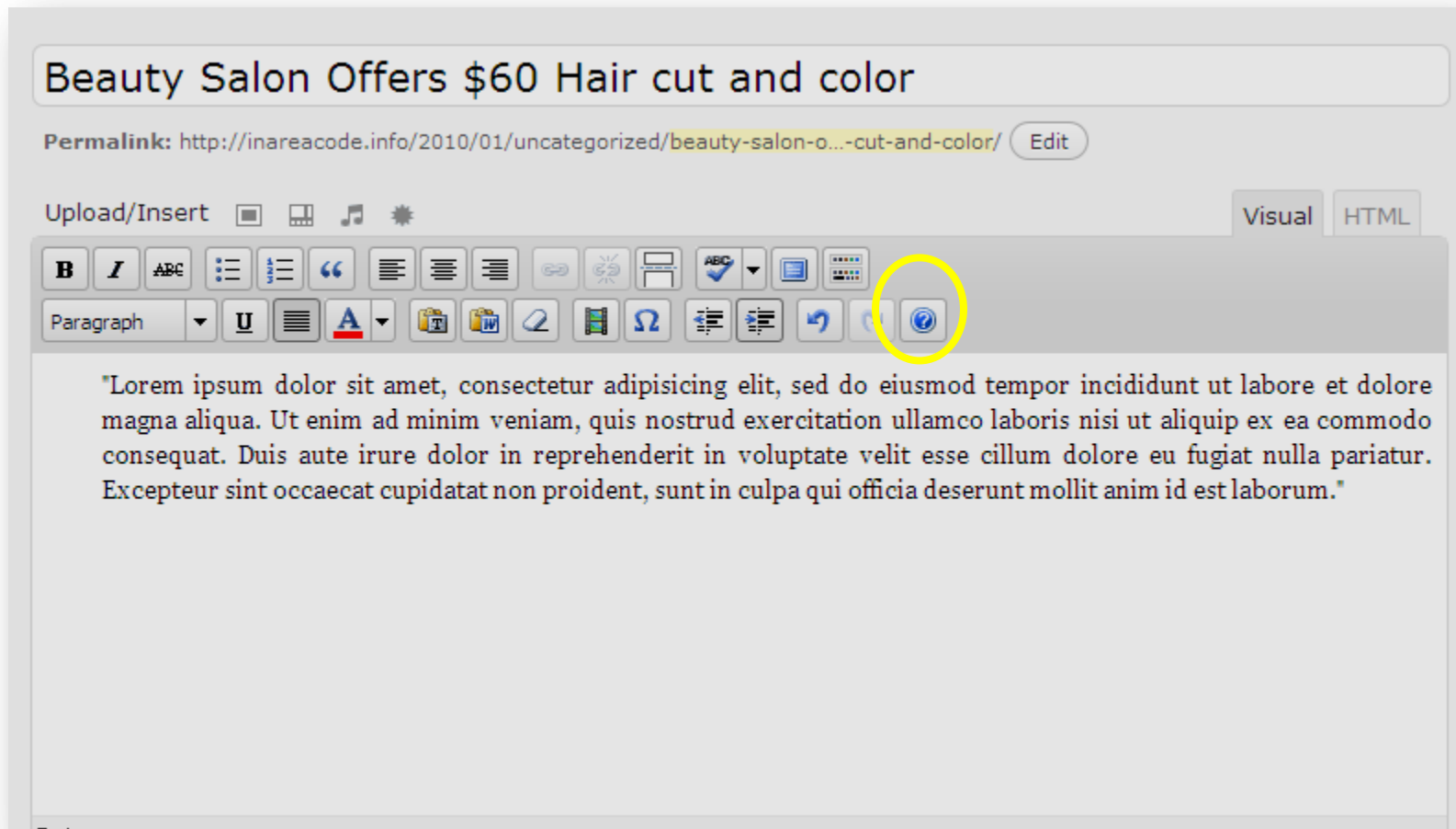
The ‘undo’ is used to ‘undo’ the last action you just performed. For instance, say you made a typographical error and noticed right away; click the ‘undo’ button (on the left) and the typing disappears. The ‘redo’ button (on the right) reverses the ‘undo’ action just performed.



The screenshot displays the WordPress editor interface. At the top, the title "Beauty Salon Offers \$60 Hair cut and color" is visible. Below the title, the permalink is shown as "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" with an "Edit" button. The editor toolbar includes various icons for text formatting, alignment, and media. The "Undo" and "Redo" buttons, represented by curved arrows, are highlighted with a yellow circle. The main content area contains a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Formatting Buttons “Help”

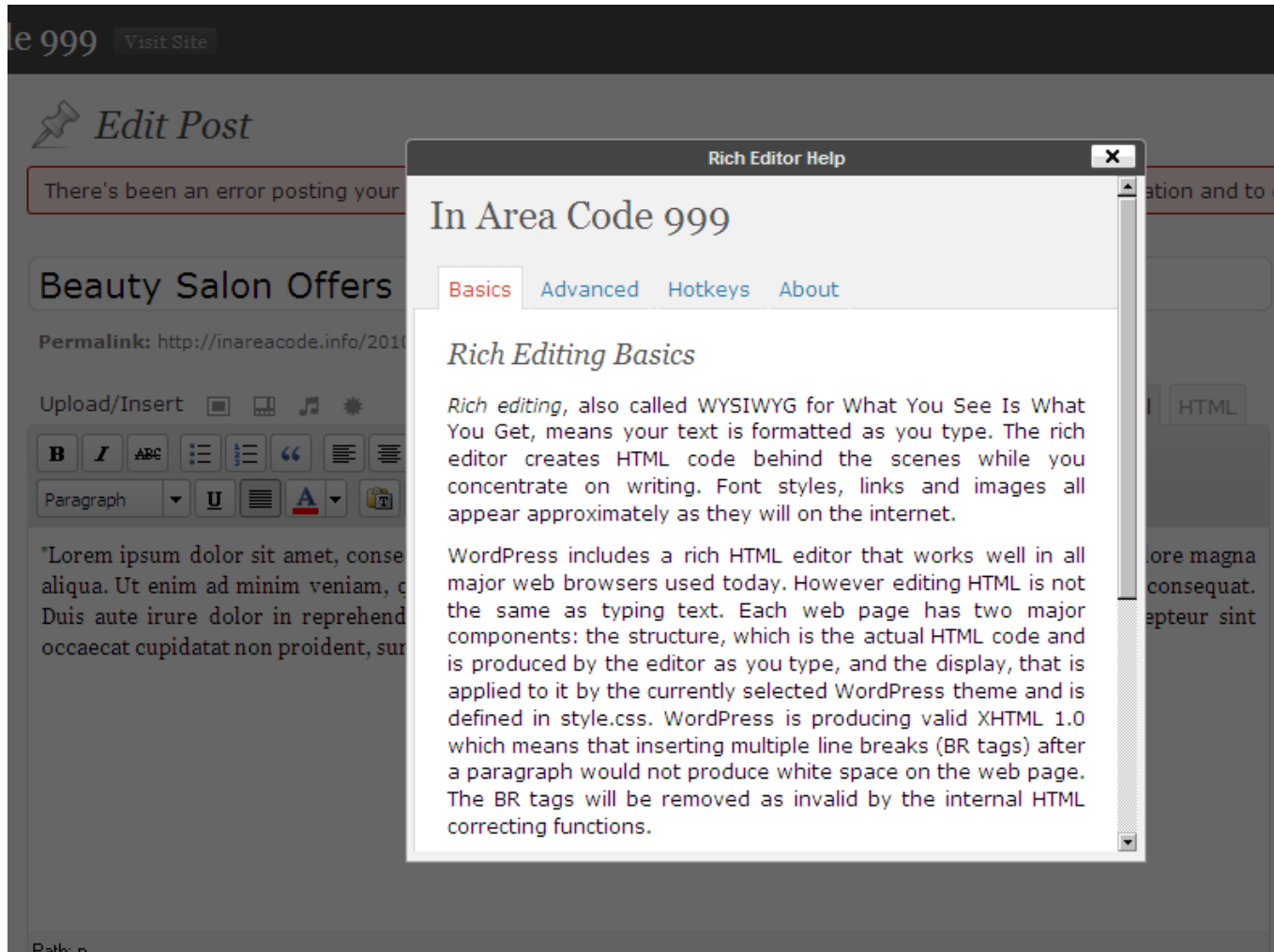
The last button in the row is the “Help” button. Click it, and a pop up box will appear as shown on the next page.



The screenshot displays a WordPress editor interface. At the top, the title "Beauty Salon Offers \$60 Hair cut and color" is shown in a text box. Below the title is the "Permalink" field with the URL "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" and an "Edit" button. The editor is in "Visual" mode, as indicated by the tabs. The toolbar contains various icons for text formatting, alignment, and media. The "Help" button, represented by a question mark icon, is circled in yellow. Below the toolbar, the main content area contains a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

Formatting Buttons “Help”

This “Rich Editor Help” Box goes into greater detail about using each of the buttons described above. You can read it if you prefer, but this ‘how to’ guide explains everything quite well.



The image shows a screenshot of a WordPress 'Edit Post' page. The page title is 'Beauty Salon Offers' and the permalink is 'http://inareacode.info/2010/...'. The page content includes a paragraph of Lorem Ipsum text. A 'Rich Editor Help' modal window is open, displaying the following content:

Rich Editor Help

In Area Code 999

Basics Advanced Hotkeys About

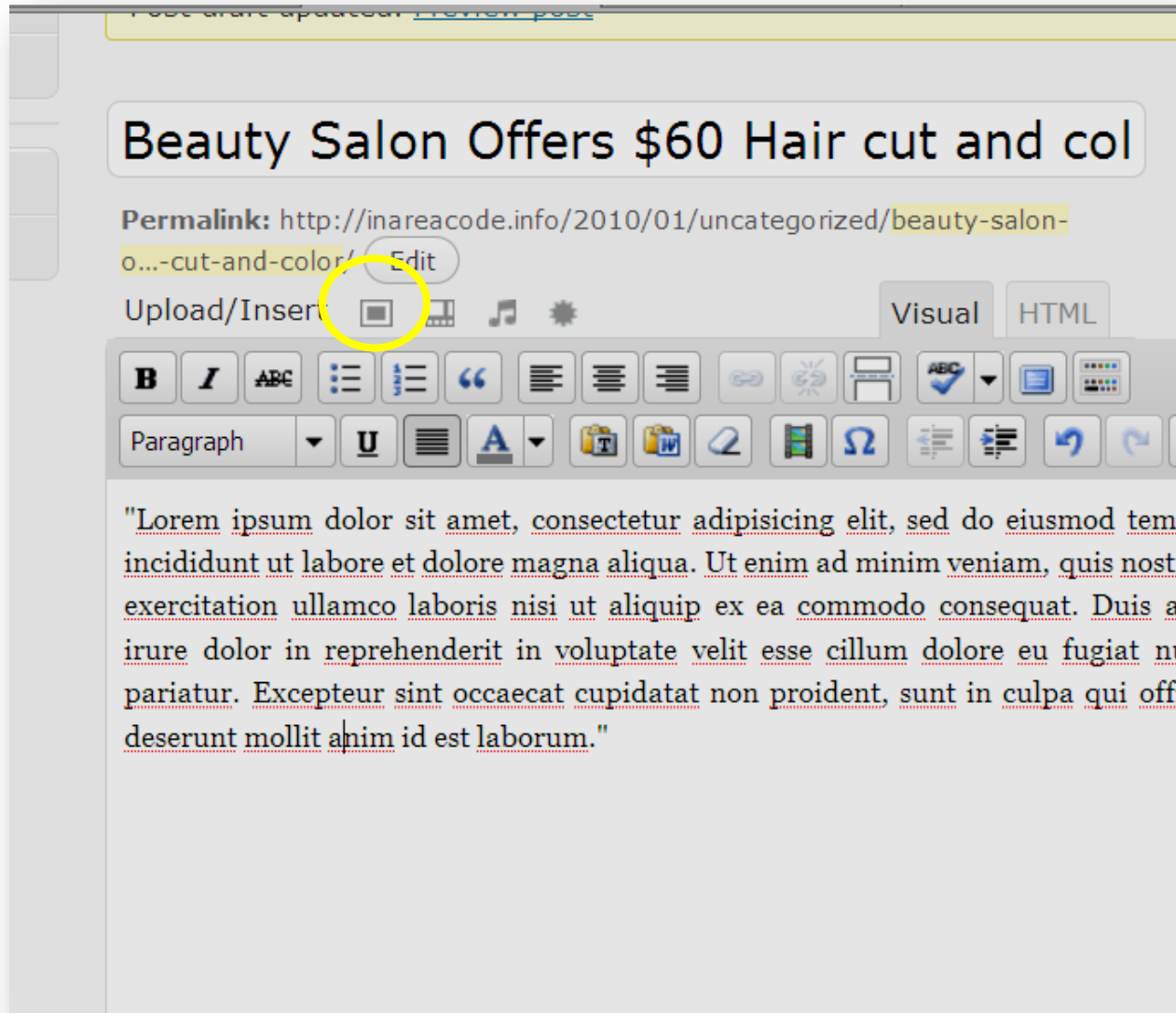
Rich Editing Basics

Rich editing, also called WYSIWYG for What You See Is What You Get, means your text is formatted as you type. The rich editor creates HTML code behind the scenes while you concentrate on writing. Font styles, links and images all appear approximately as they will on the internet.

WordPress includes a rich HTML editor that works well in all major web browsers used today. However editing HTML is not the same as typing text. Each web page has two major components: the structure, which is the actual HTML code and is produced by the editor as you type, and the display, that is applied to it by the currently selected WordPress theme and is defined in style.css. WordPress is producing valid XHTML 1.0 which means that inserting multiple line breaks (BR tags) after a paragraph would not produce white space on the web page. The BR tags will be removed as invalid by the internal HTML correcting functions.

How to Insert an Image into Your Ad

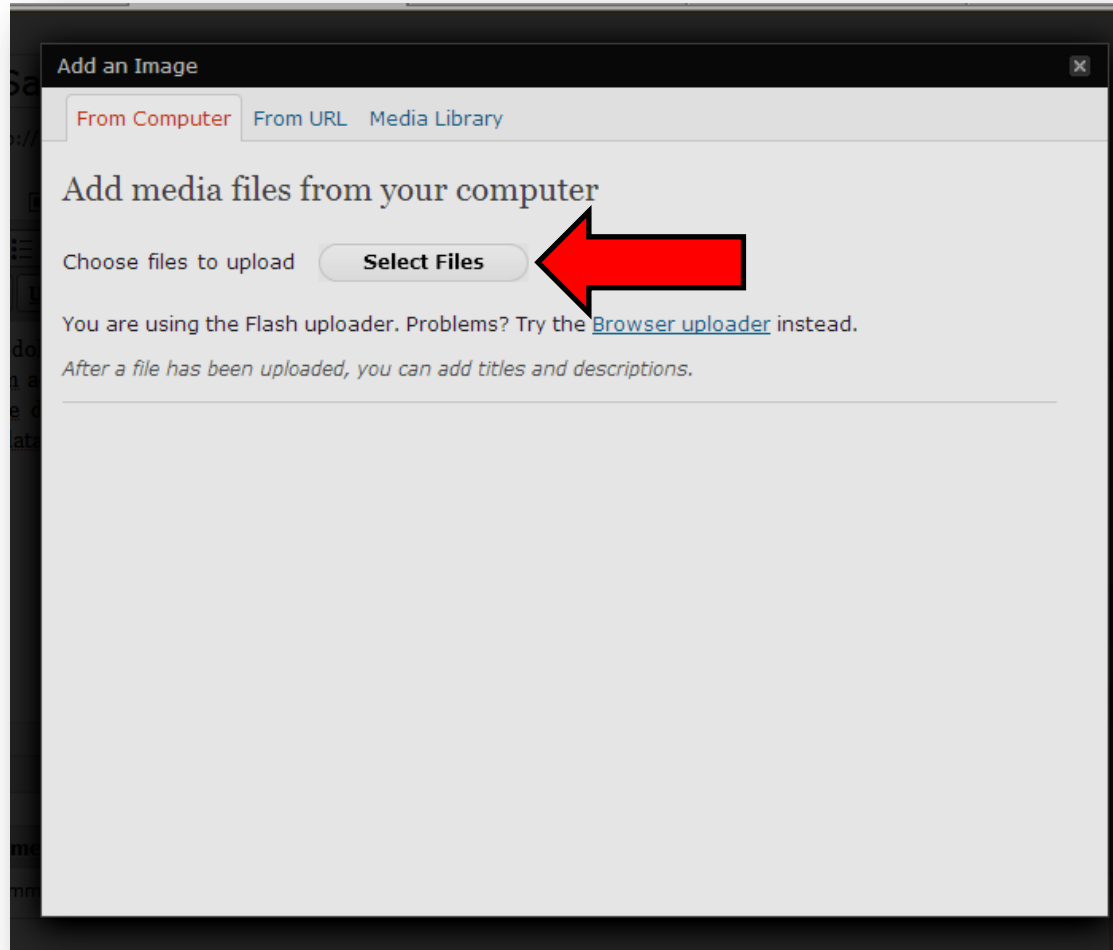
The next section we're going to cover is how to insert an image into your ad. Click on the button, circled in yellow below.



The screenshot shows a web editor interface. At the top, there is a title field containing "Beauty Salon Offers \$60 Hair cut and col". Below the title is a permalink field with the text "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/". An "Edit" button is located to the right of the permalink. Below the permalink is an "Upload/Insert" section with a yellow circle around the image icon. The toolbar below contains various icons for text formatting (bold, italic, underline, text color, background color), lists, links, and other editing functions. The main content area contains a paragraph of placeholder text: "Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officina deserunt mollit anim id est laborum."

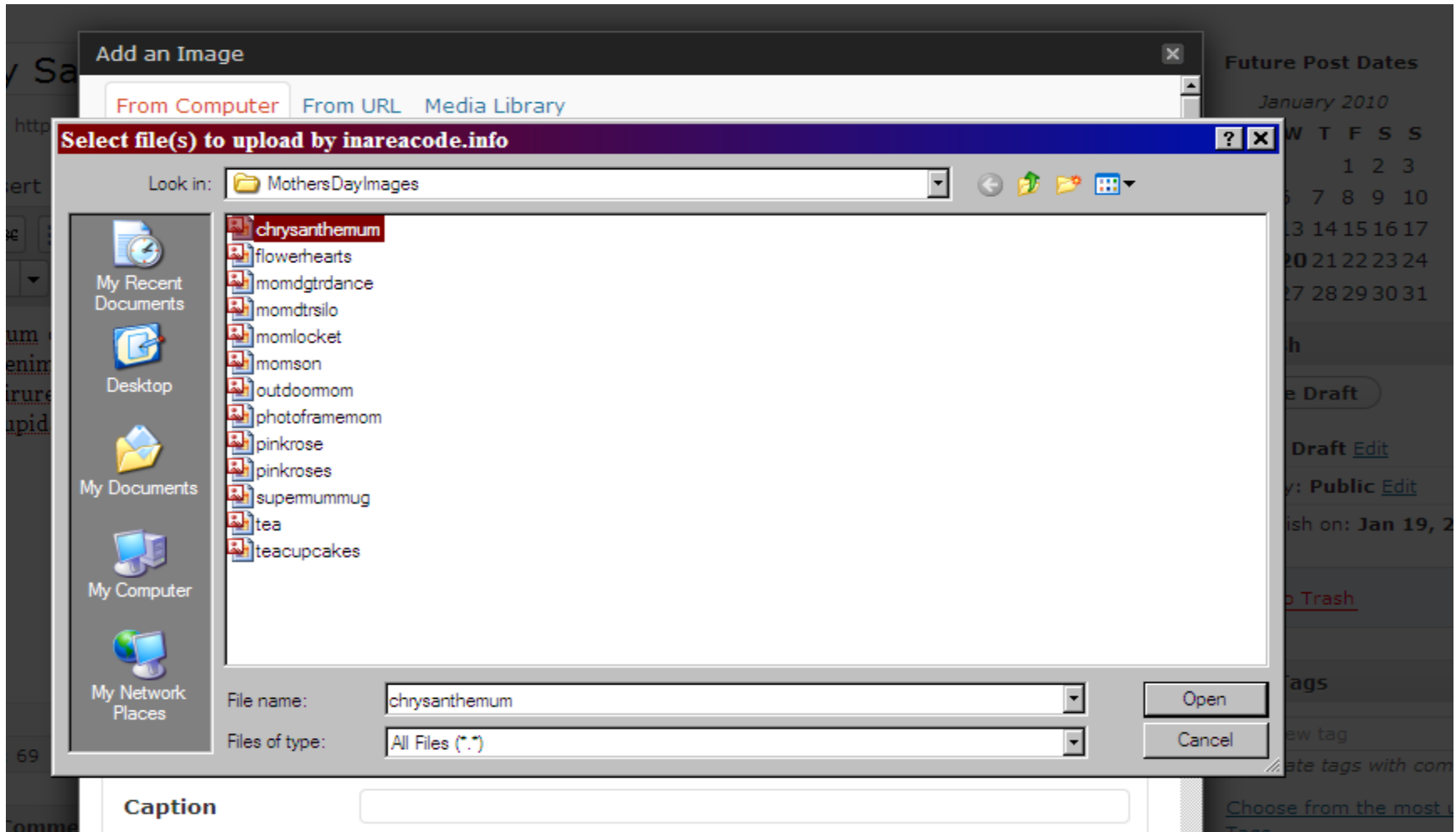
How to Insert an Image into Your Ad

The image below shows the box that will 'pop up' on your screen. Click "Select Files", as indicated by the red arrow.



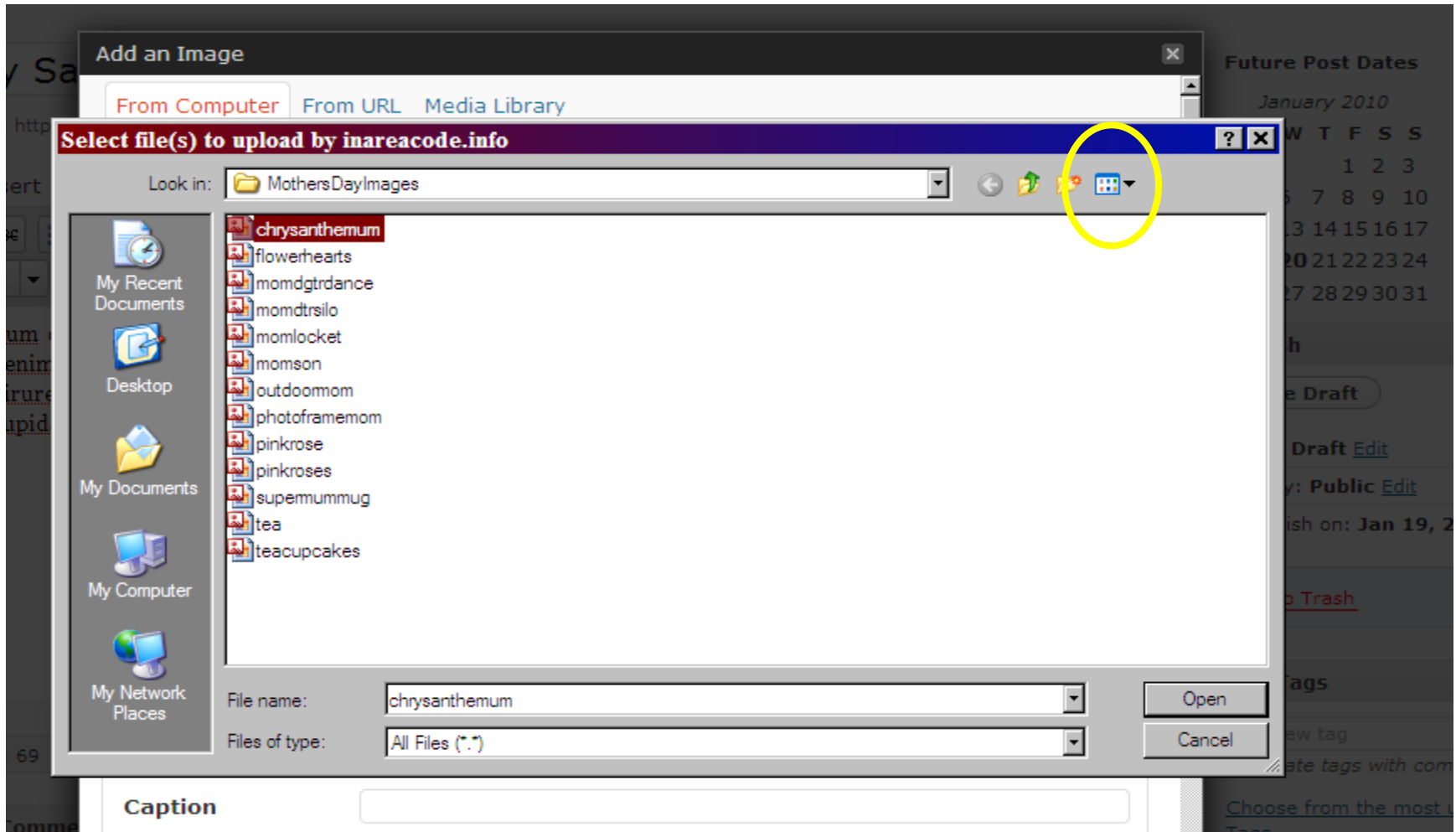
How to Insert an Image into Your Ad

Another box will 'pop up' which will be a list of files and documents on your computer. Double Click on the image you wish to use in your advertisement. Please note; your files and documents may appear as 'thumbnail images', a 'list' (as shown here) or as 'tiles' depending on your computer's settings. For instructions on how to change the view, see the next page.



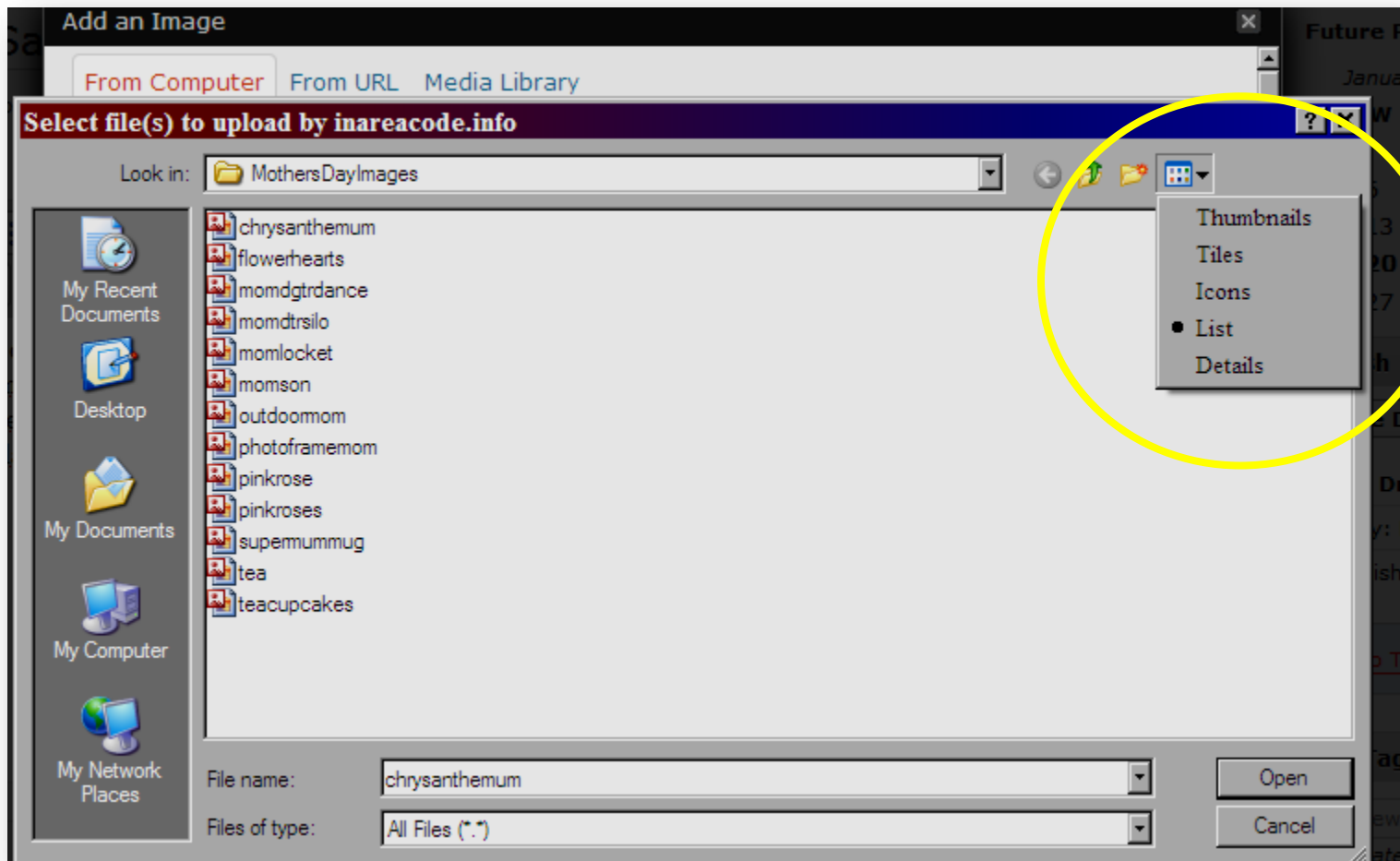
How to Insert an Image into Your Ad

To change how your documents and files appear, click the button circled in yellow below. Again, placement of buttons and the appearance of your screen might be different based on the type of computer you're using and the operating system.



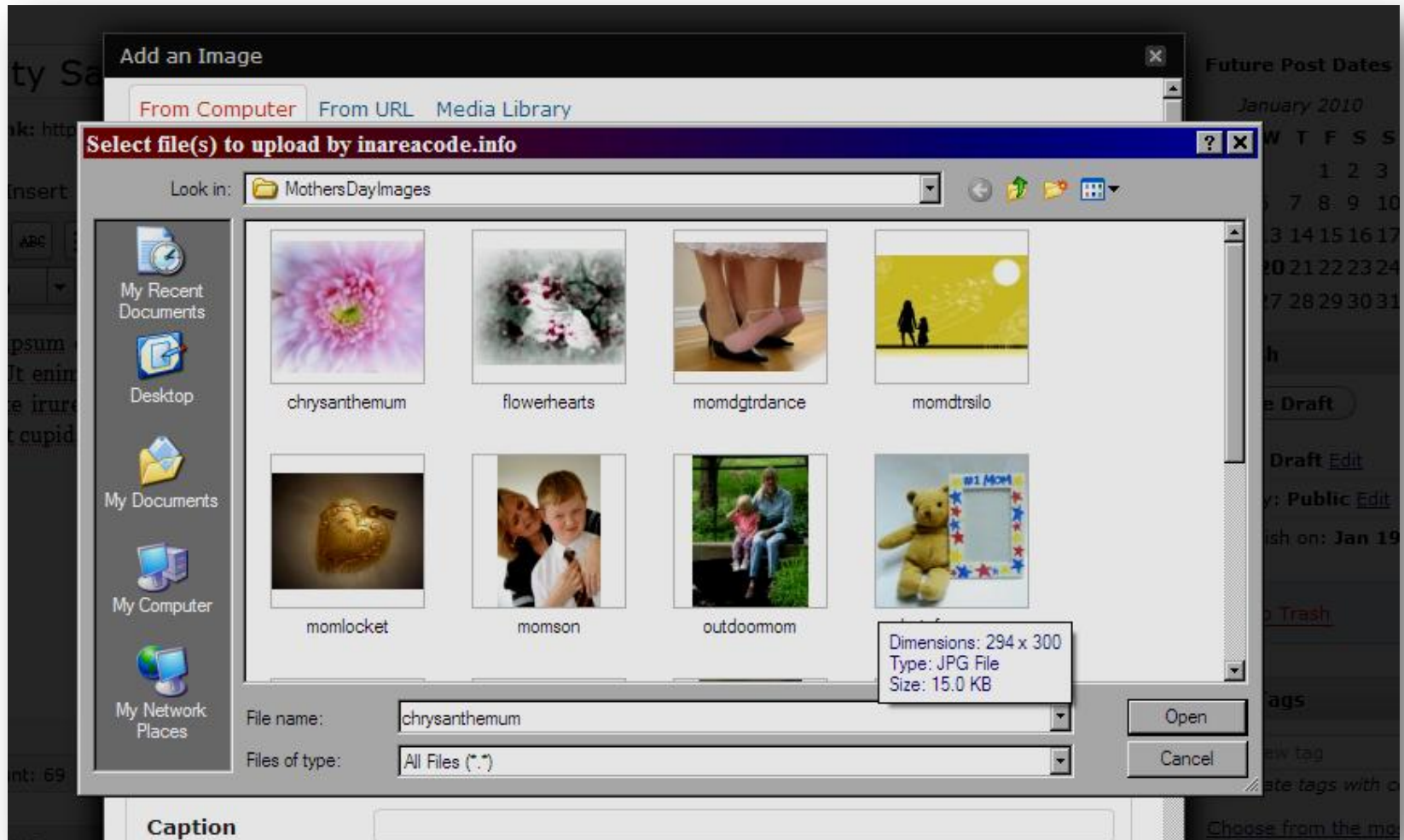
How to Insert an Image into Your Ad

From the options, I recommend “Thumbnails” as the best choice for viewing images on your computer.



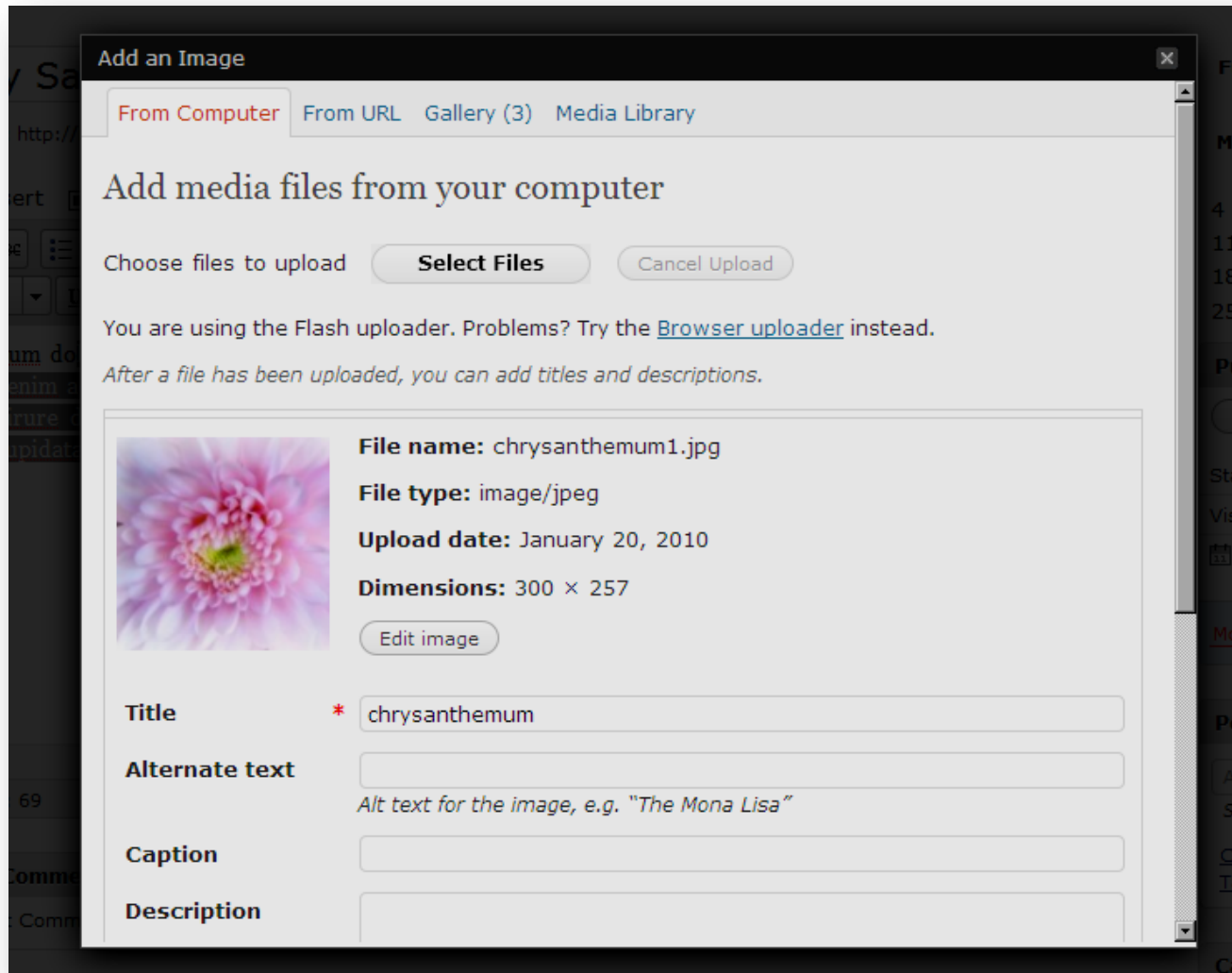
How to Insert an Image into Your Ad

Now you can see small thumbnails of the images on your computer. Choose the one you wish to insert into your ad, by double clicking on it.



How to Insert an Image into Your Ad

You will now see the screen as shown below, only with the image you've chosen.



The screenshot shows a dialog box titled "Add an Image" with a close button (X) in the top right corner. Below the title bar are four tabs: "From Computer" (highlighted in red), "From URL", "Gallery (3)", and "Media Library". The main heading is "Add media files from your computer". Below this is a "Choose files to upload" section with a "Select Files" button and a "Cancel Upload" button. A message states: "You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead." Below that is a note: "After a file has been uploaded, you can add titles and descriptions." The main content area displays a preview of a pink chrysanthemum flower. To the right of the preview, the following metadata is shown: "File name: chrysanthemum1.jpg", "File type: image/jpeg", "Upload date: January 20, 2010", and "Dimensions: 300 x 257". Below the metadata is an "Edit image" button. At the bottom, there are four text input fields: "Title" (with a red asterisk and the value "chrysanthemum"), "Alternate text" (with a placeholder "Alt text for the image, e.g. 'The Mona Lisa'"), "Caption", and "Description".

How to Insert an Image into Your Ad

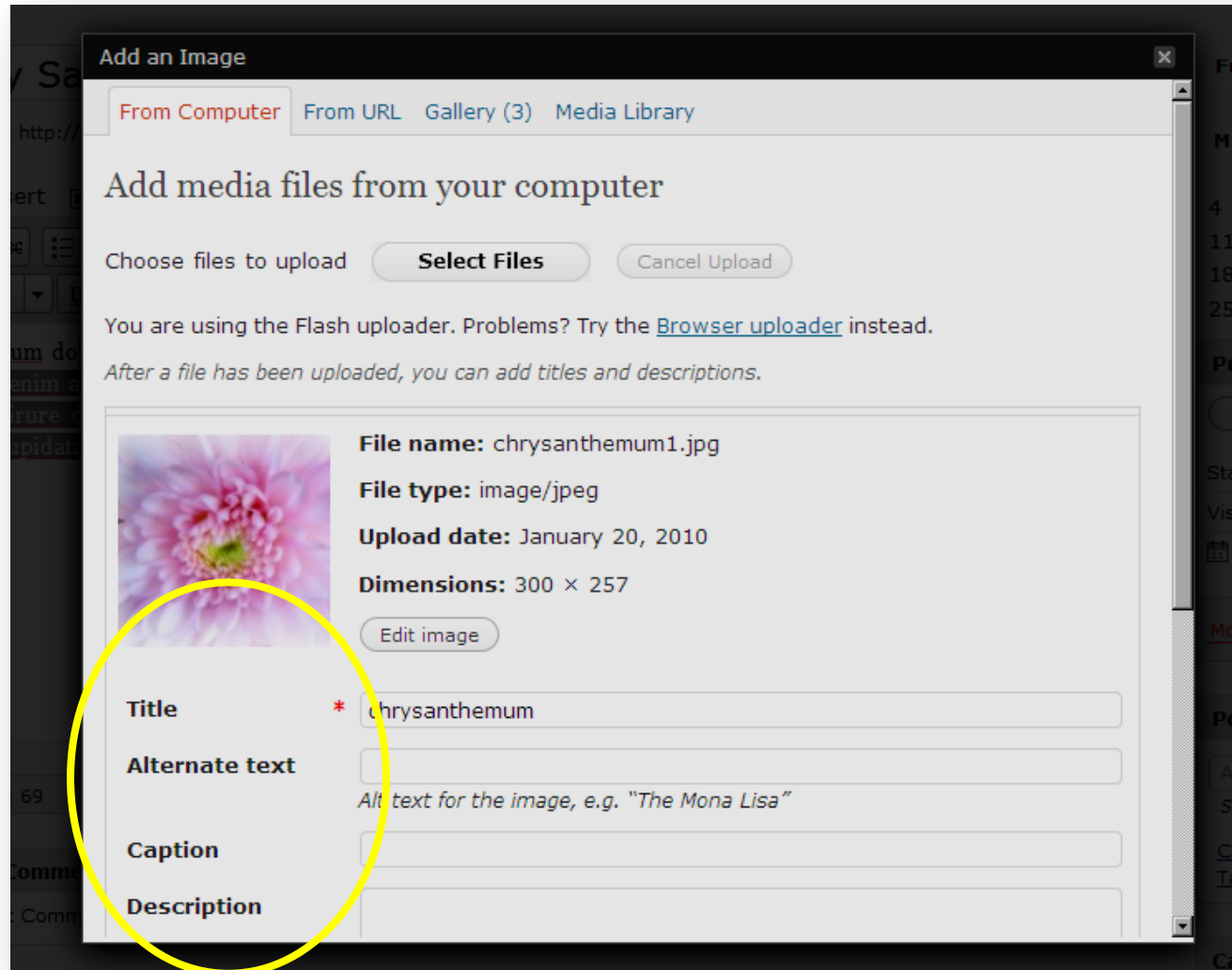
You have a few options here, or you can leave everything the way it is:

Title: You can rename your image. This is for your purposes only.

Alternate Text: You can give your image some alternate text, or added description.

Caption : Any text you enter here will be shown below the image in your ad on the web.

Description: You can give your image a more detailed description.



How to Insert an Image into Your Ad

When you scroll down inside the “add image” box (not your internet browser scroll bar) you will see more options. There are a few key things to note here. We will cover those in the next few pages..

Add an Image

Dimensions: 300 × 257

[Edit image](#)

Title * chrysanthemum

Alternate text

Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL

http://inareacode.info/?attachment_id=1986

[None](#) [File URL](#) [Post URL](#)

Enter a link URL or click above for presets.

Alignment

None **Left** **Center** **Right**

Size

Thumbnail **Medium** **Large** **Full size**

(150 × 150) (300 × 257)

[Insert into Post](#) [Delete](#)

[Save all changes](#)

How to Insert an Image into Your Ad

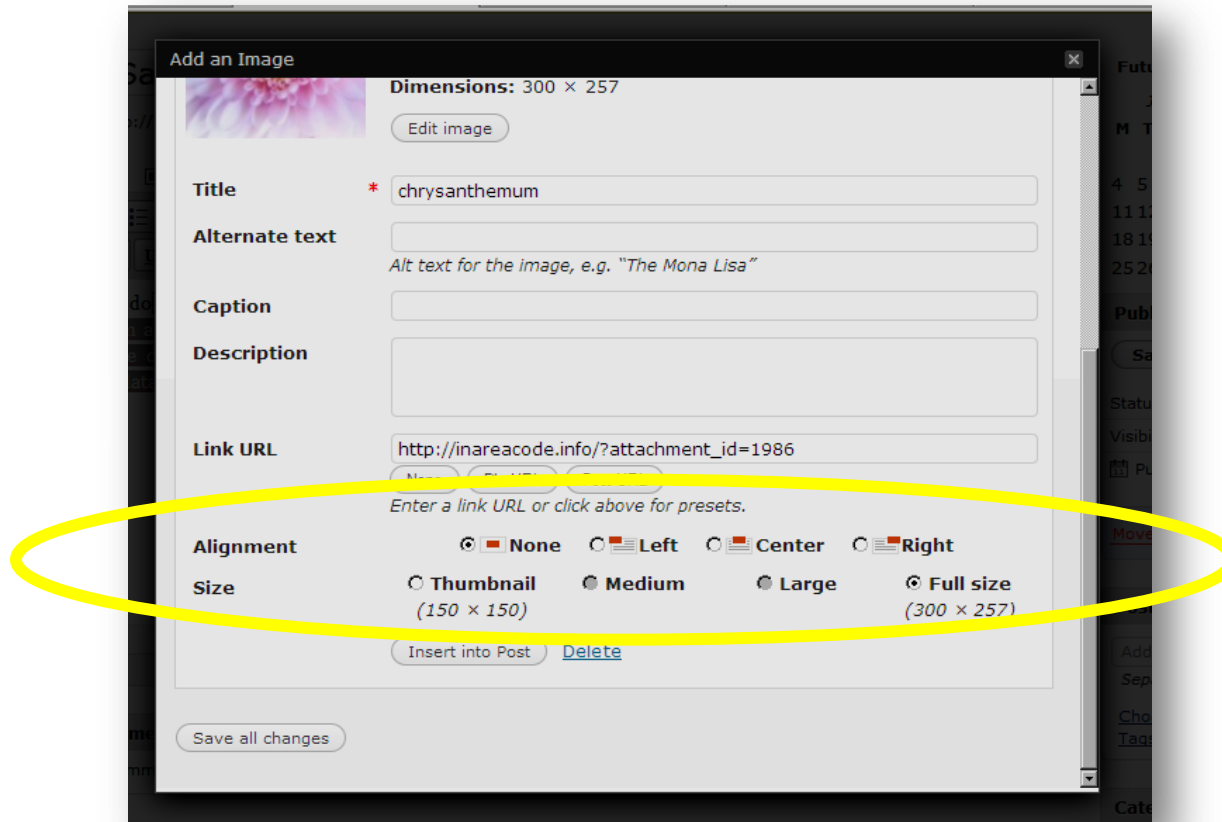
The “Link URL” area is used to link your image to something. In other words, when someone clicks on the image, they will be taken to wherever you link the image to. You can also choose not to link the image to anything. To link the image to your website, for instance, type in the URL or web address to your website. This would be the <http://www.yourwebsite.com>, for example. If you don’t want it to link to anything, click “None” just below the URL box.



How to Insert an Image into Your Ad

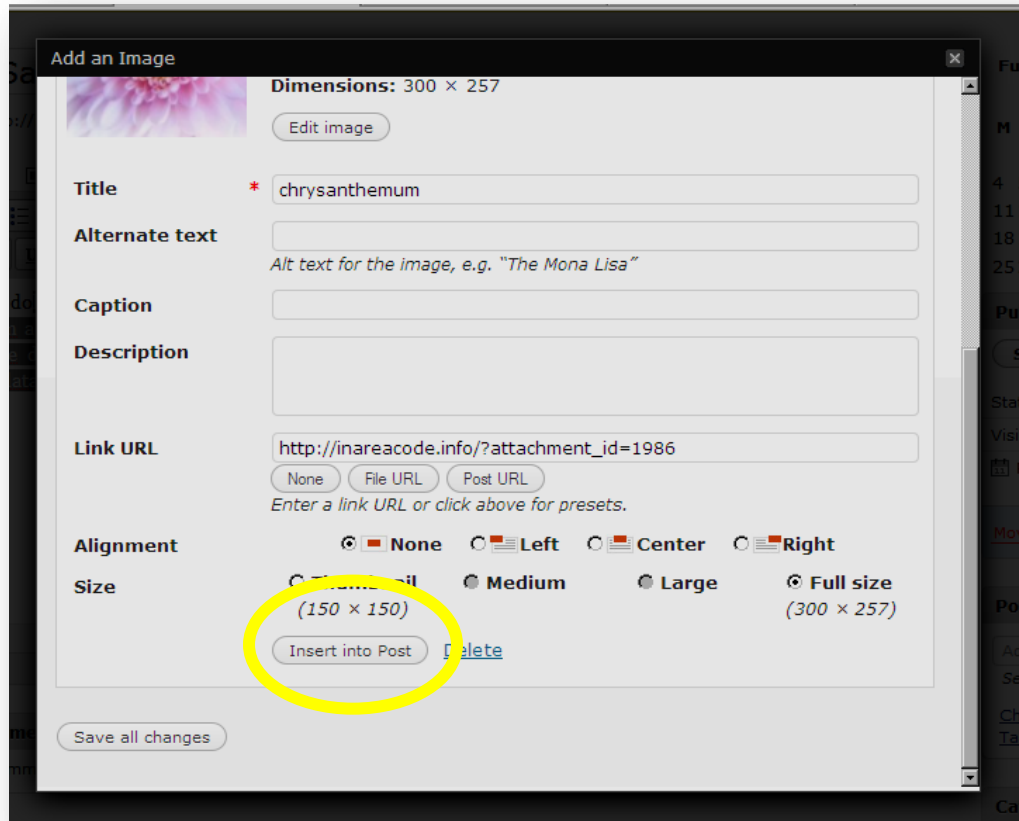
The Alignment area gives you 4 options. Click the button next to the alignment of your choosing.

The Size area also gives you some options depending on the size of the image selected. In the example below, the options are Full Size (300x257) and Thumbnail (150x150). Please choose a size no larger than 450 in width or height, as this will work best in your advertisement. Anything larger and you could break the site.



How to Insert an Image into Your Ad

The next step is to click “Insert into Post”, as circled below.







How to Insert an Image into Your Ad













The image below shows the image as it appears in the body of your ad. The image I selected is aligned “none”. To edit, click on the image.













Beauty Salon Offers \$60 Hair cut and color


Permalink: <http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/> Edit

Upload/Insert    

Visual HTML

B *I* ABC          ABC   

Paragraph  U           



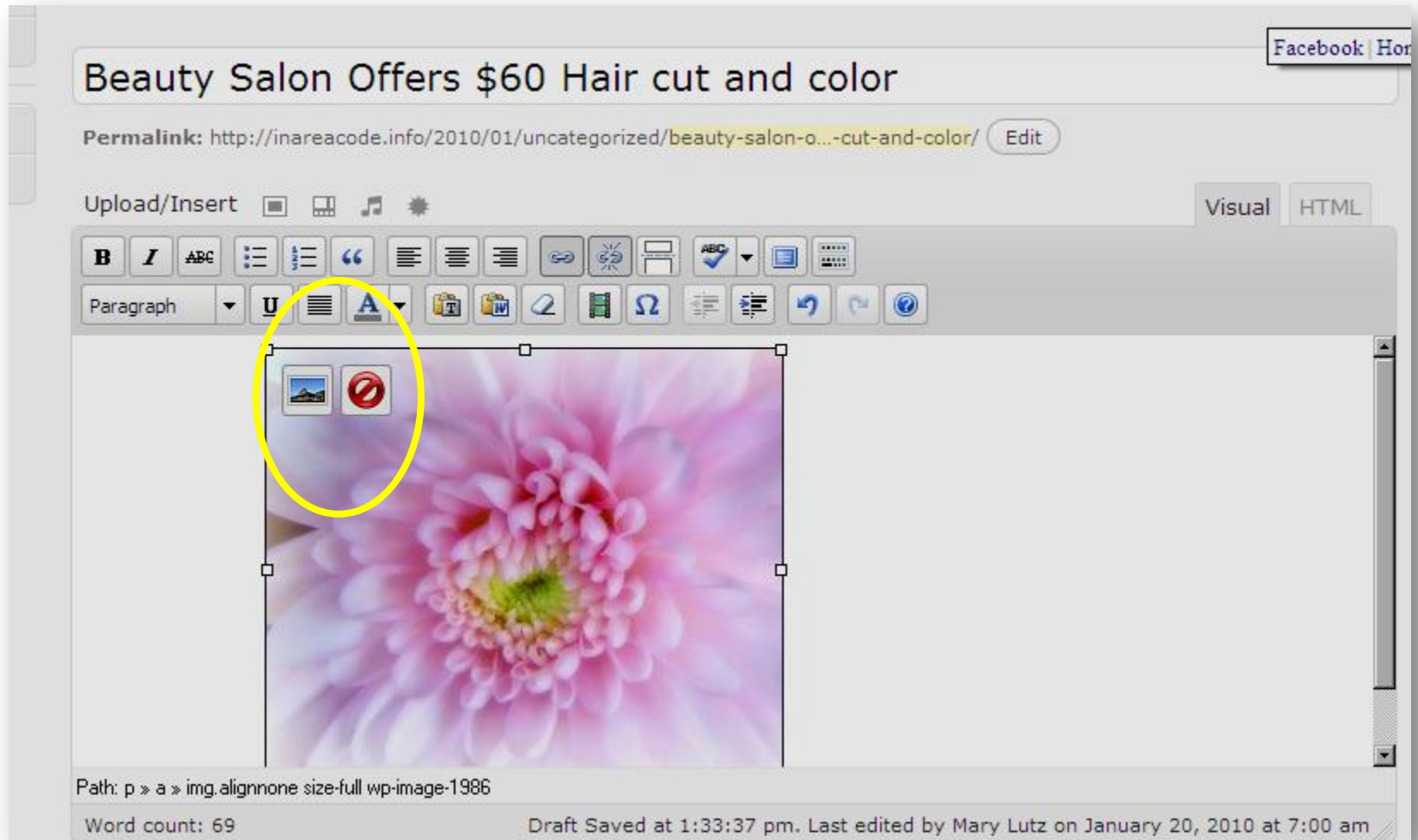
Path: p

Word count: 69

Draft Saved at 1:33:37 pm. Last edited by Mary Lutz on January 20, 2010 at 7:00 am

How to Insert an Image into Your Ad

You will see two small images, or icons, appear in the upper left corner of the image. To edit, click the icon on the left. (If you decide to delete the image, click the icon on the right.)



The screenshot shows a WordPress editor interface. At the top, the title "Beauty Salon Offers \$60 Hair cut and color" is displayed. Below the title is the permalink: <http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/> with an "Edit" button. The editor includes a "Visual" and "HTML" tab, and an "Upload/Insert" section with icons for image, audio, and video. A rich text editor toolbar is visible, containing various text and link formatting options. The main content area features a large image of a pink flower. In the top-left corner of this image, two small icons are highlighted with a yellow circle: a small image icon on the left and a red prohibition sign on the right. At the bottom of the editor, the path "p » a » img.alignnone size-full wp-image-1986" is shown, along with a word count of 69 and a draft save timestamp: "Draft Saved at 1:33:37 pm. Last edited by Mary Lutz on January 20, 2010 at 7:00 am".


How to Insert an Image into Your Ad

After clicking the 'edit' button (as shown on the previous page), this box will 'pop up'. Here you can change the Alignment, Edit the Title, Edit the Caption and Edit the Link URL.

Edit Image Advanced Settings

Size

- 130%
- 120%
- 110%
- 100%**
- 90%
- 80%
- 70%
- 60%



Lorem ipsum dolor sit amet consectetur velit pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida quis urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pedes eu risus velit libero natoque enim lorem adipiscing ipsum consequat. In malesuada et sociis tincidunt tempus pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Munc convallis laoreet ante Suspendisse Nam. Amet amet urna condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales tortor fermentum leo dui.

Alignment

None Left Center Right

Edit Image Title

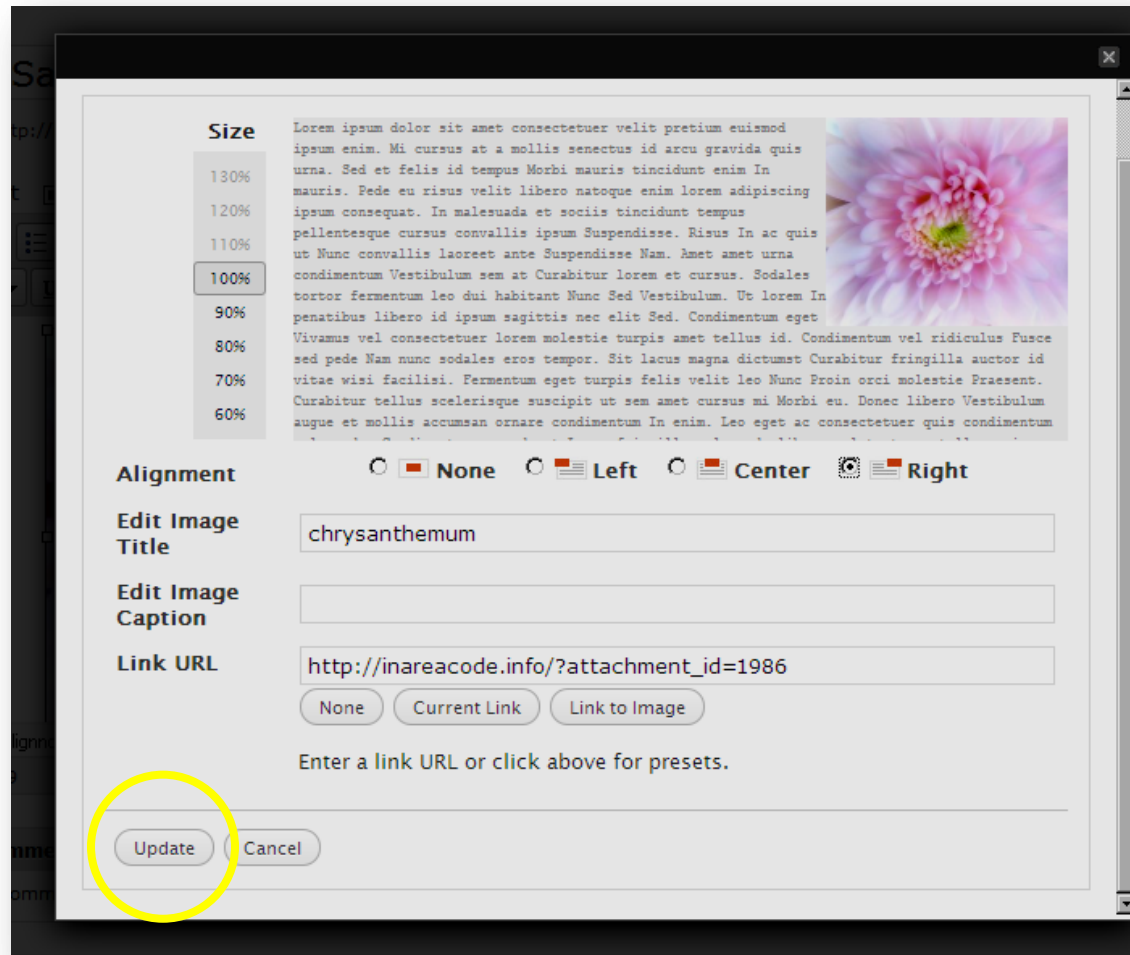
Edit Image Caption

Link URL

Enter a link URL or click above for presets.

How to Insert an Image into Your Ad

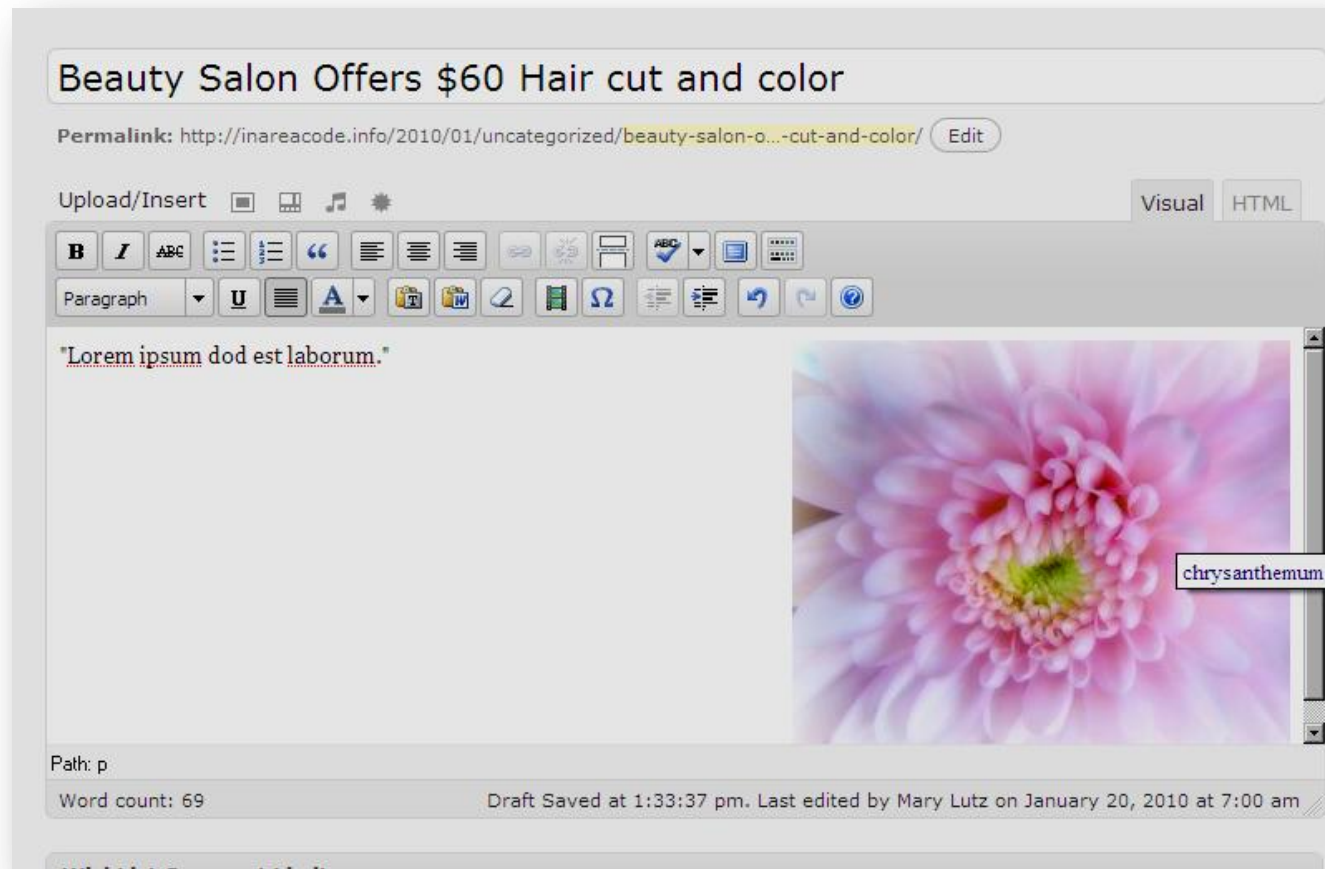
In the example below, I changed the Alignment to “Right”. After making the desired changes, click the “Update” button, as circled below.



How to Insert an Image into Your Ad

The example below now shows the image “right aligned”.

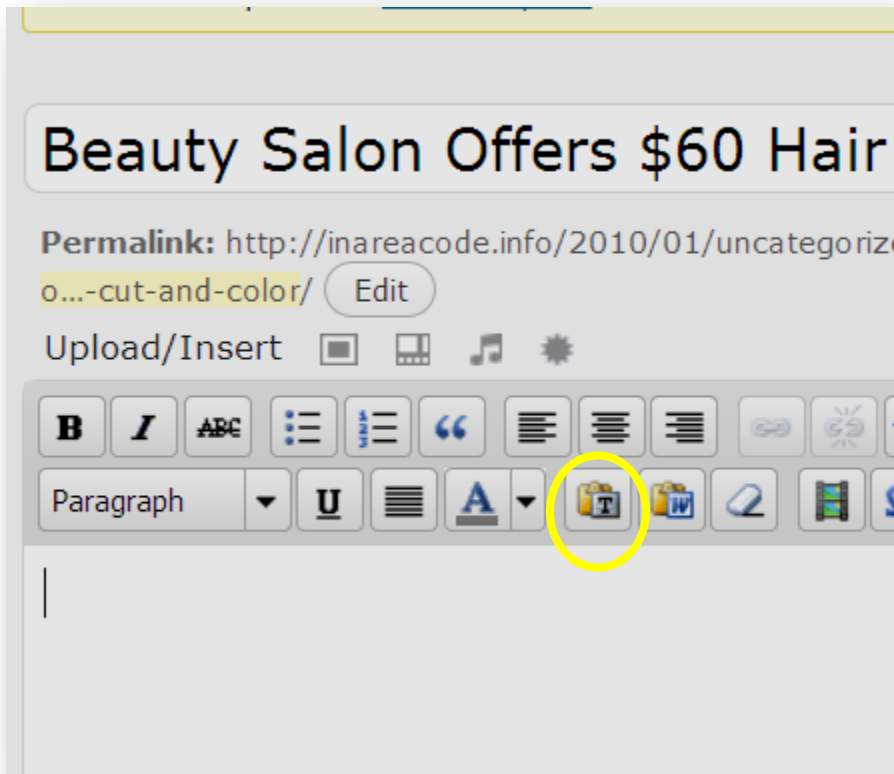
Though it seems like a lot of steps now, once you do it a few times, you’ll think inserting an image into your ad is a breeze.



The screenshot displays a content management system interface. At the top, the title of the post is "Beauty Salon Offers \$60 Hair cut and color". Below the title, the permalink is shown as "http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/" with an "Edit" button. The interface includes a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, list, quote, indent, outdent, undo, redo) and media insertion (image, video, audio). The text area contains the placeholder text "Lorem ipsum dod est laborum." and a large image of a pink chrysanthemum flower. The image is right-aligned, and a tooltip with the text "chrysanthemum" is visible over the bottom right corner of the image. At the bottom of the interface, the path is "p", the word count is 69, and the draft is saved at 1:33:37 pm, last edited by Mary Lutz on January 20, 2010 at 7:00 am.

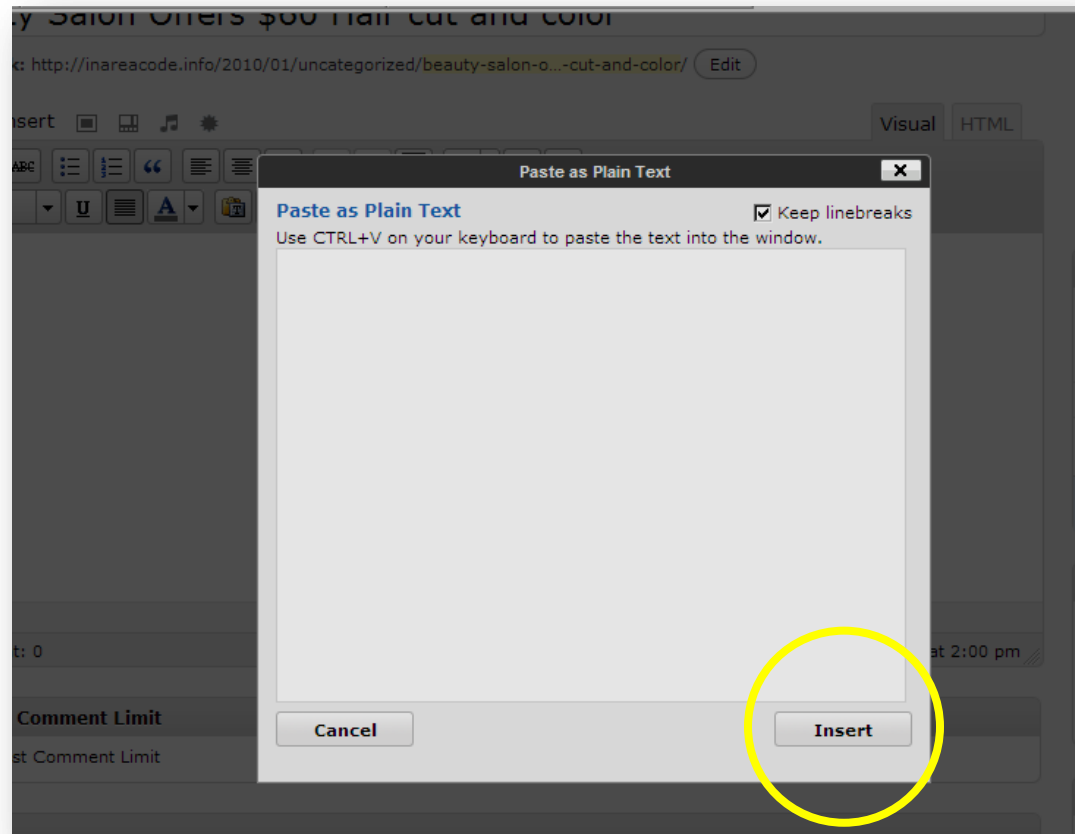
How to Paste Text from a Text Editor (such as Notepad)

You may have an ad typed up in a text editor such as Notepad. Copy the text from the text editor, then click on the button, circled below.



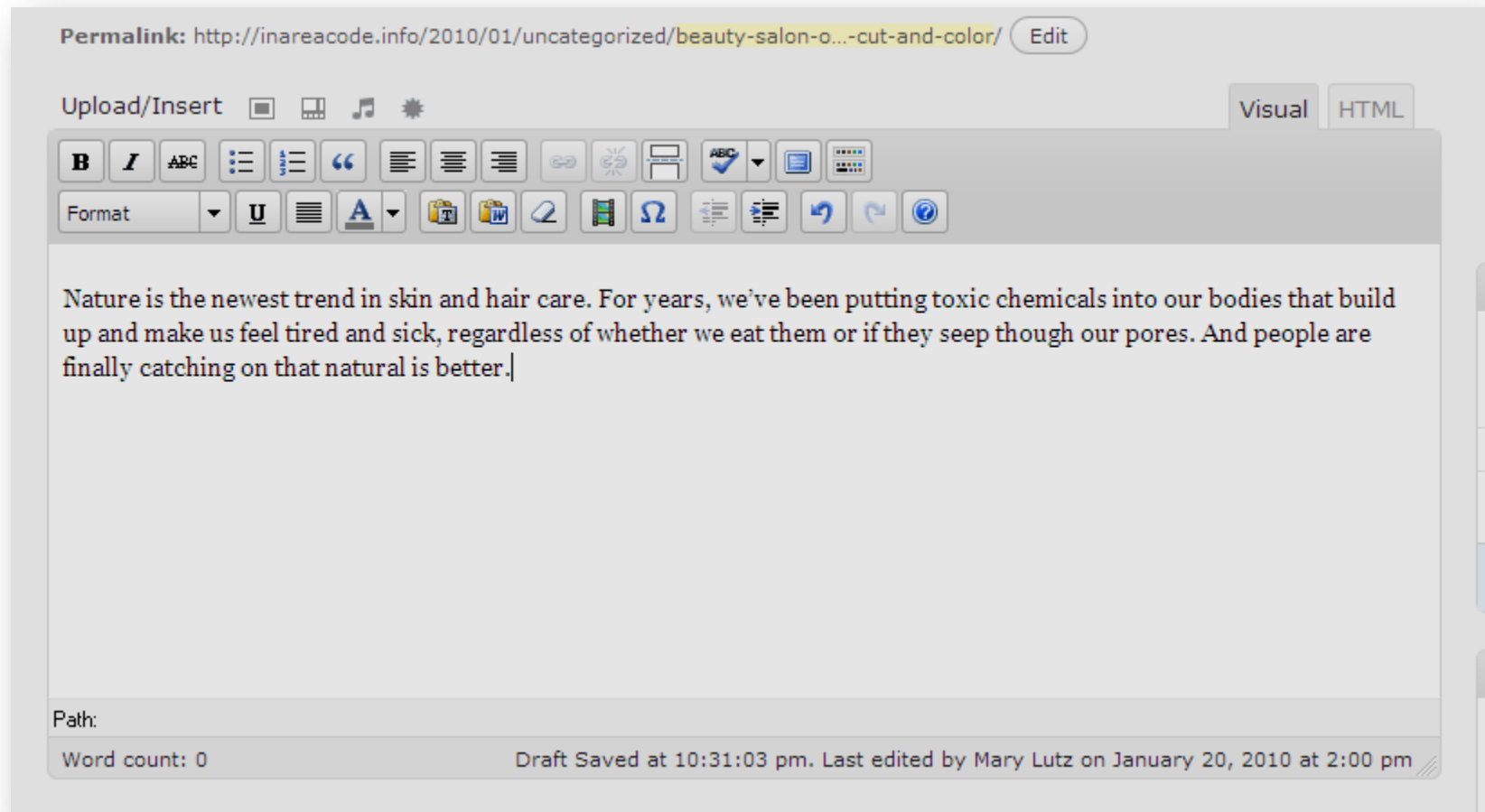
How to Paste Text from a Text Editor (such as Notepad)

A box, as shown in the image below, will be shown on your screen. Place your cursor in the box and press CTRL and “V” at the same time to paste the copied text in the box. Click “Insert” as circled below.


















How to Paste Text from a Text Editor (such as Notepad)












The copied text now appears in the formatting box, as shown in the example below. You can format the text as desired using the formatting buttons as shown previously.



Permalink: <http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/> Edit

Upload/Insert     Visual HTML

B *I* ABC          ABC  

Format  U  **A**         

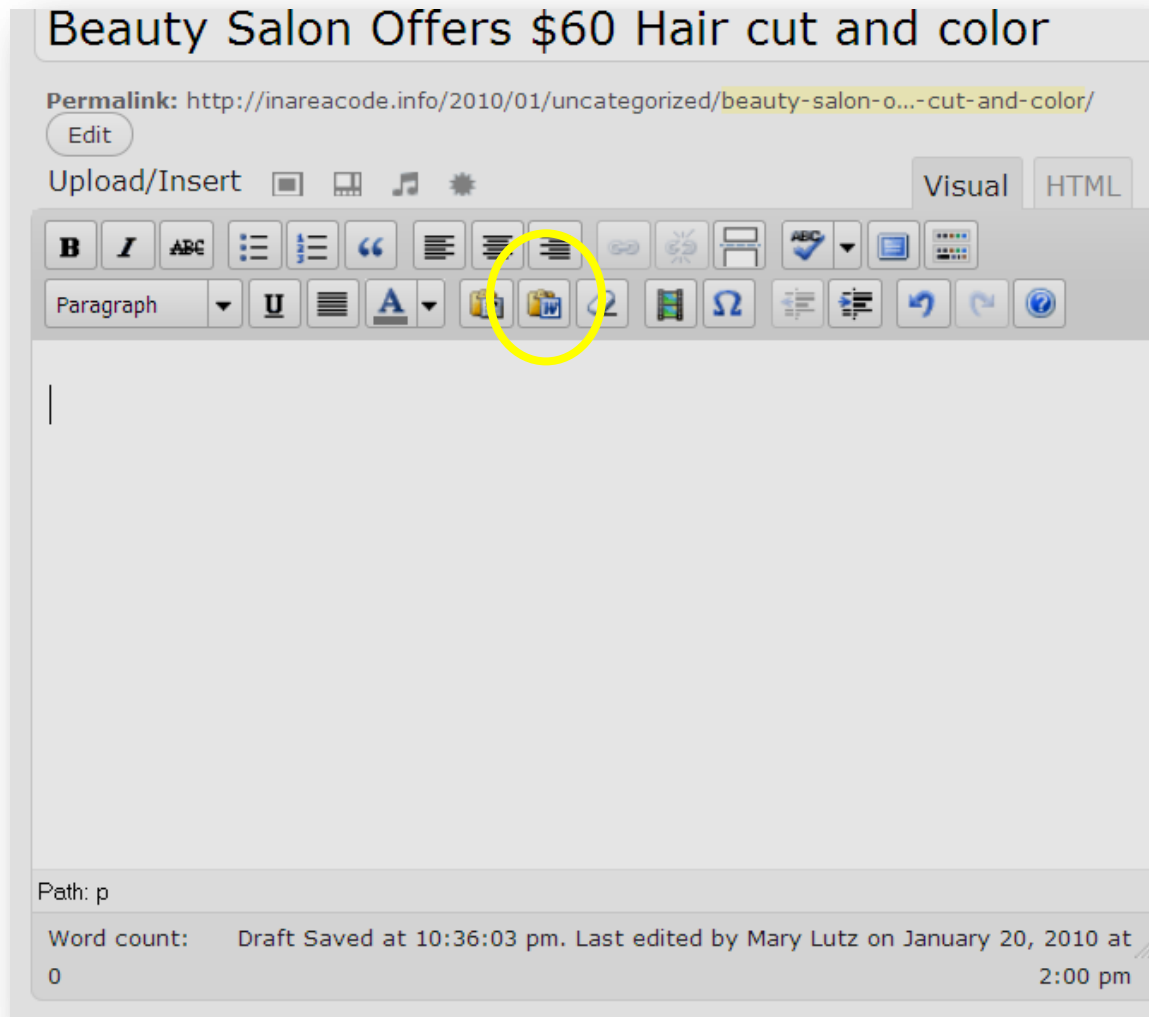
Nature is the newest trend in skin and hair care. For years, we've been putting toxic chemicals into our bodies that build up and make us feel tired and sick, regardless of whether we eat them or if they seep through our pores. And people are finally catching on that natural is better.

Path:

Word count: 0 Draft Saved at 10:31:03 pm. Last edited by Mary Lutz on January 20, 2010 at 2:00 pm

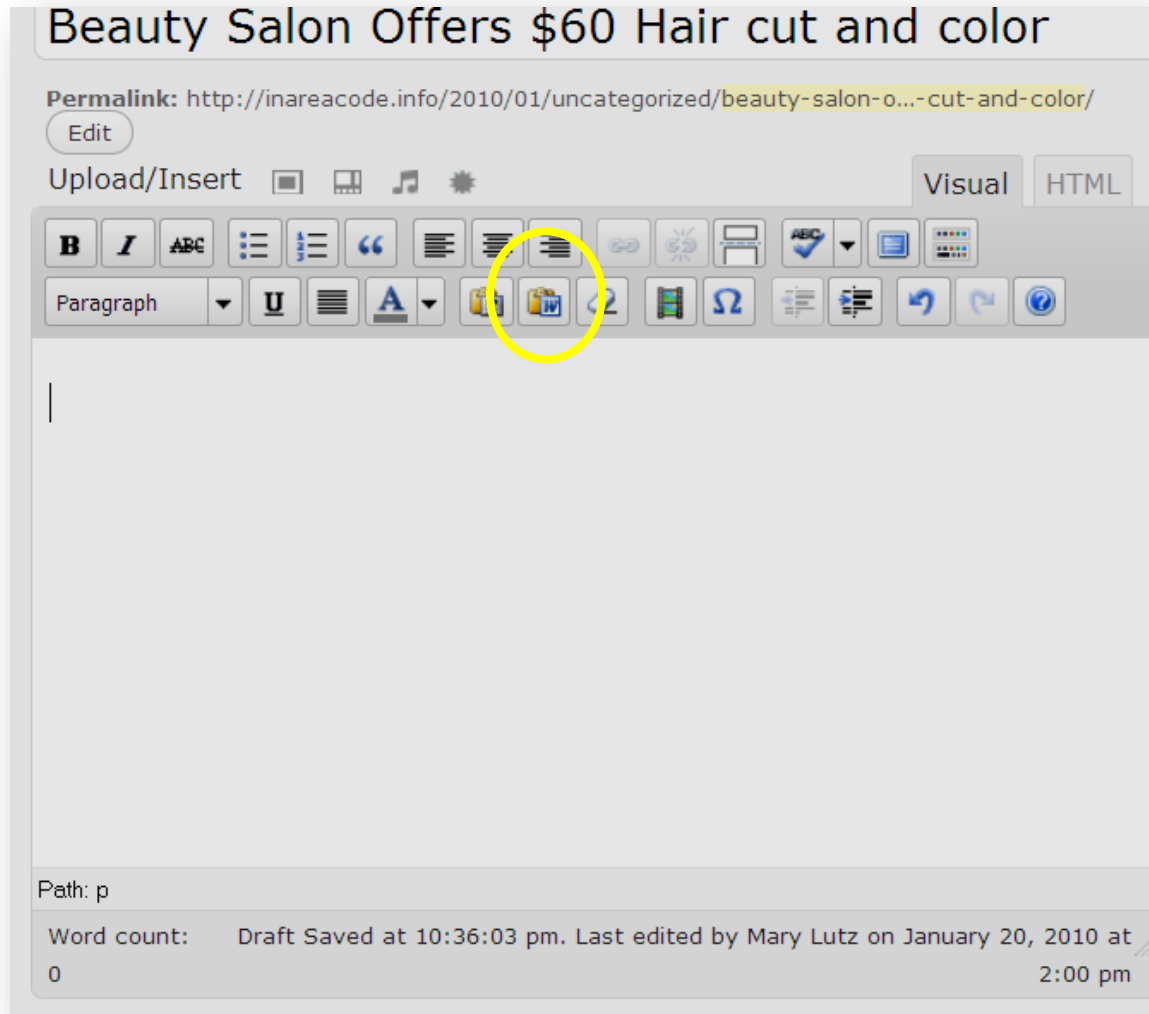
How to Paste a Pre-Created Ad From Microsoft Word

Next, you will learn how to paste an ad created using MS Word. First, copy the ad created in Word. Then, click the button, circled below.



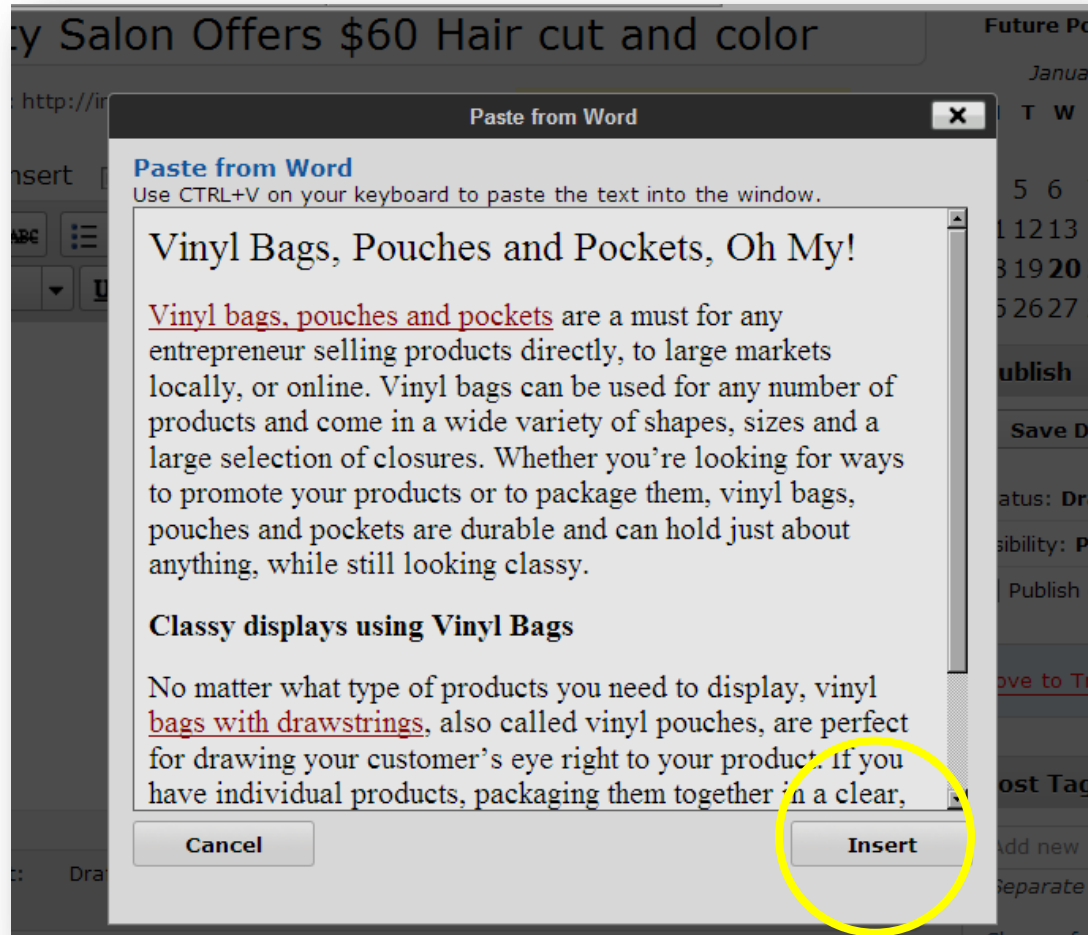
How to Paste a Pre-Created Ad From Microsoft Word

Next, you will learn how to paste an ad created using MS Word. First, copy the ad created in Word. Then, click the button, circled below.



How to Paste a Pre-Created Ad From Microsoft Word

Place your cursor in the box, and press CTRL plus “V” at the same time to paste. In the example below, I’ve pasted some formatted text from a Word document. Click “Insert”.



How to Paste a Pre-Created Ad From Microsoft Word

The example below shows the formatted Word document, after pasting. Please note: Some formatting may get lost when copying and pasting, so be sure to look over you ad carefully. You can proceed with any additional formatting as desired.

Beauty Salon Offers \$60 Hair cut and color

Permalink: <http://inareacode.info/2010/01/uncategorized/beauty-salon-o...-cut-and-color/>

Edit

Upload/Insert

Visual HTML

B *I* ABC

Paragraph

Vinyl Bags, Pouches and Pockets, Oh My!

Vinyl bags, pouches and pockets are a must for any entrepreneur selling products directly, to large markets locally, or online. Vinyl bags can be used for any number of products and come in a wide variety of shapes, sizes and a large selection of closures. Whether you're looking for ways to promote your products or to package them, vinyl bags, pouches and pockets are durable and can hold just about anything, while still looking classy.

Classy displays using Vinyl Bags

No matter what type of products you need to display, vinyl bags with drawstrings, also called vinyl pouches, are perfect for drawing your customer's eye right to your product. If you have individual products, packaging them together in a clear, vinyl bag will help

Path: p

Word count: 0 Draft Saved at 10:41:03 pm. Last edited by Mary Lutz on January 20, 2010 at 2:00 pm

Miscellaneous Fields

As you scroll down the page, you will see a few fields, as circled below. You don't need to do anything with those; leave them as they are.

The image shows a screenshot of the WordPress 'Miscellaneous' settings page. Five specific fields are highlighted with yellow circles:

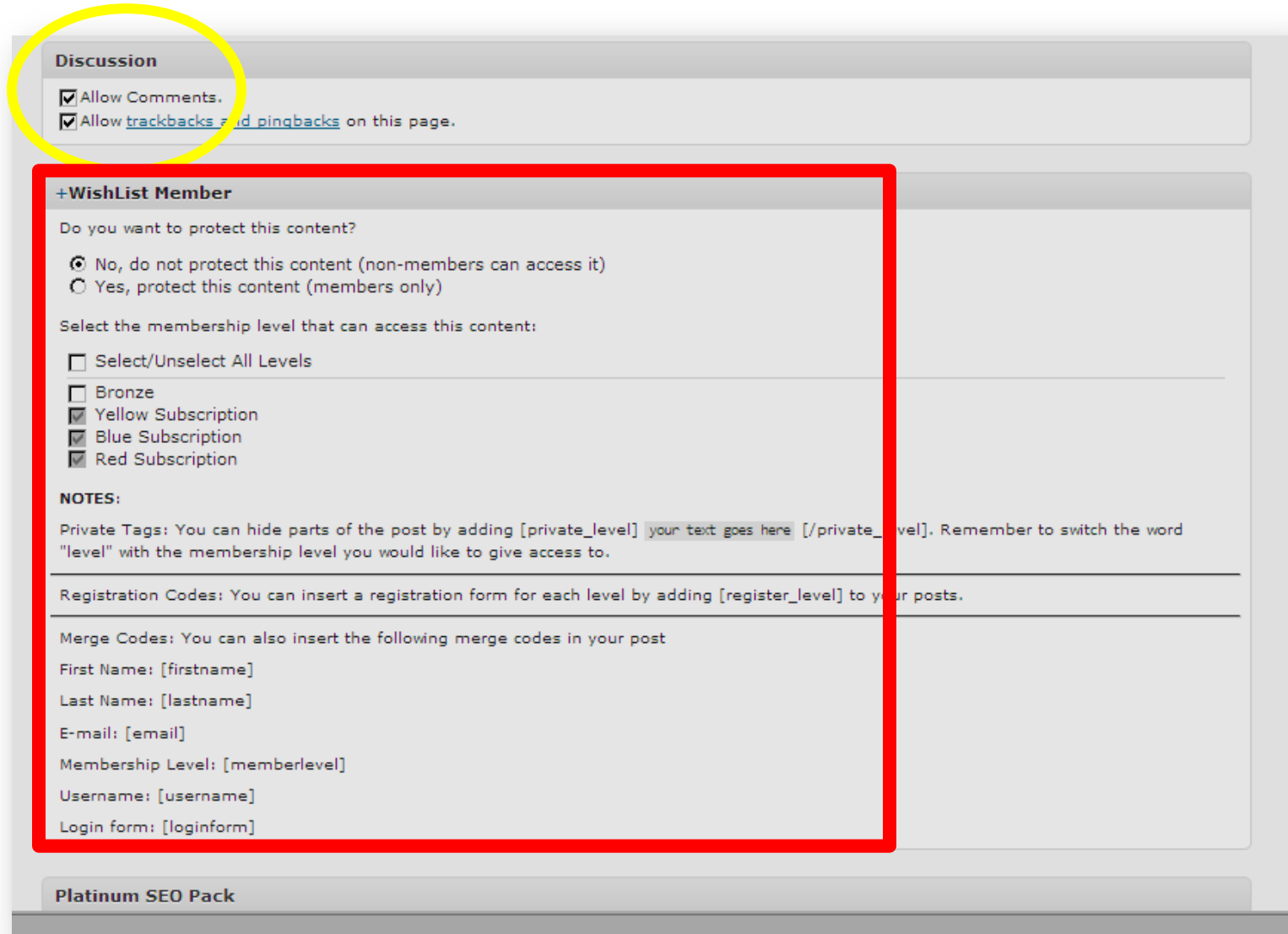
- WishList Comment Limit:** A checkbox field.
- Excerpt:** A text area field.
- Send Trackbacks:** A text input field for URLs.
- Custom Fields:** A table with two rows, each containing a 'Name' field (with 'views' entered), a 'Value' field (with '1' entered), and 'Delete' and 'Update' buttons.
- Add new custom field:** A button to add a new custom field.

The 'Custom Fields' table is as follows:

Name	Value
views	1
views	1

More Miscellaneous Fields

The fields below can also be left as they are.



The image shows a screenshot of a forum post settings interface. A yellow circle highlights the 'Discussion' section, and a red rectangle highlights the '+WishList Member' section. The 'Discussion' section contains two checked checkboxes: 'Allow Comments.' and 'Allow [trackbacks and pingbacks](#) on this page.' The '+WishList Member' section includes a question 'Do you want to protect this content?' with two radio button options: 'No, do not protect this content (non-members can access it)' (selected) and 'Yes, protect this content (members only)'. Below this is a section for selecting membership levels, with a 'Select/Unselect All Levels' checkbox and four checked checkboxes for 'Bronze', 'Yellow Subscription', 'Blue Subscription', and 'Red Subscription'. A 'NOTES:' section follows, containing three paragraphs of instructional text about Private Tags, Registration Codes, and Merge Codes. The 'Merge Codes' section lists several codes: First Name: [firstname], Last Name: [lastname], E-mail: [email], Membership Level: [memberlevel], Username: [username], and Login form: [loginform]. At the bottom of the interface is a 'Platinum SEO Pack' button.

Discussion

- Allow Comments.
- Allow [trackbacks and pingbacks](#) on this page.

+WishList Member

Do you want to protect this content?

- No, do not protect this content (non-members can access it)
- Yes, protect this content (members only)

Select the membership level that can access this content:

- Select/Unselect All Levels
- Bronze
- Yellow Subscription
- Blue Subscription
- Red Subscription

NOTES:

Private Tags: You can hide parts of the post by adding [private_level] your text goes here [/private_level]. Remember to switch the word "level" with the membership level you would like to give access to.

Registration Codes: You can insert a registration form for each level by adding [register_level] to your posts.

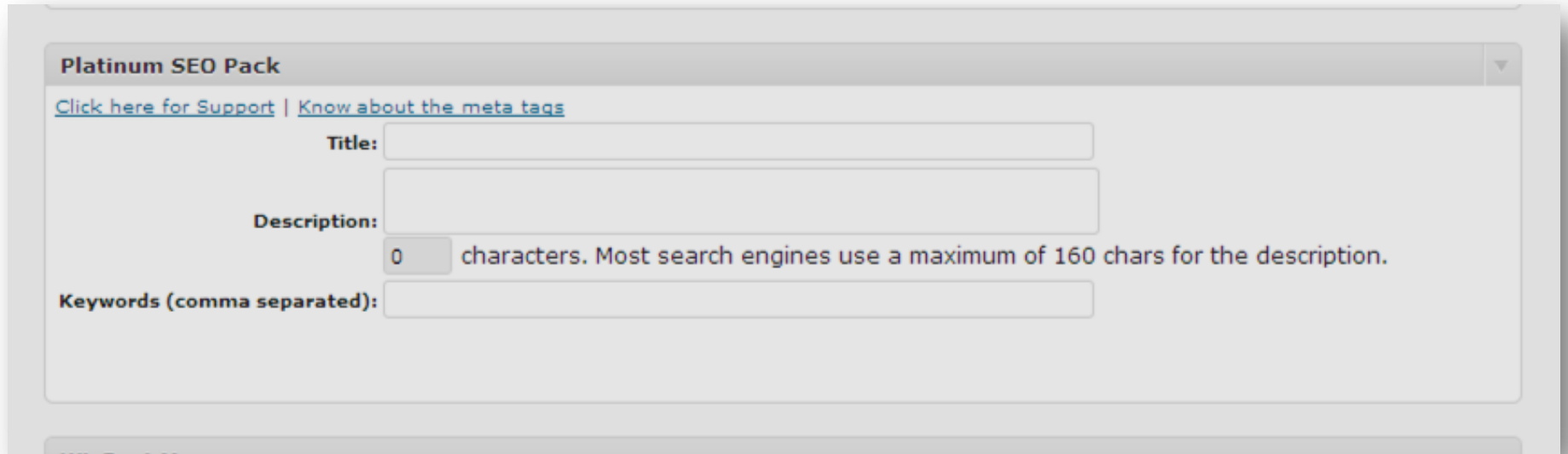
Merge Codes: You can also insert the following merge codes in your post

First Name: [firstname]
Last Name: [lastname]
E-mail: [email]
Membership Level: [memberlevel]
Username: [username]
Login form: [loginform]

Platinum SEO Pack

Platinum SEO Pack

The Platinum SEO Pack is a 'plugin' the search engines (like Google, Yahoo and Bing) will use to find your advertisement. On the next few pages, we will show you exactly how to fill in this section to get the most benefit.



Platinum SEO Pack

[Click here for Support](#) | [Know about the meta tags](#)

Title:

Description:

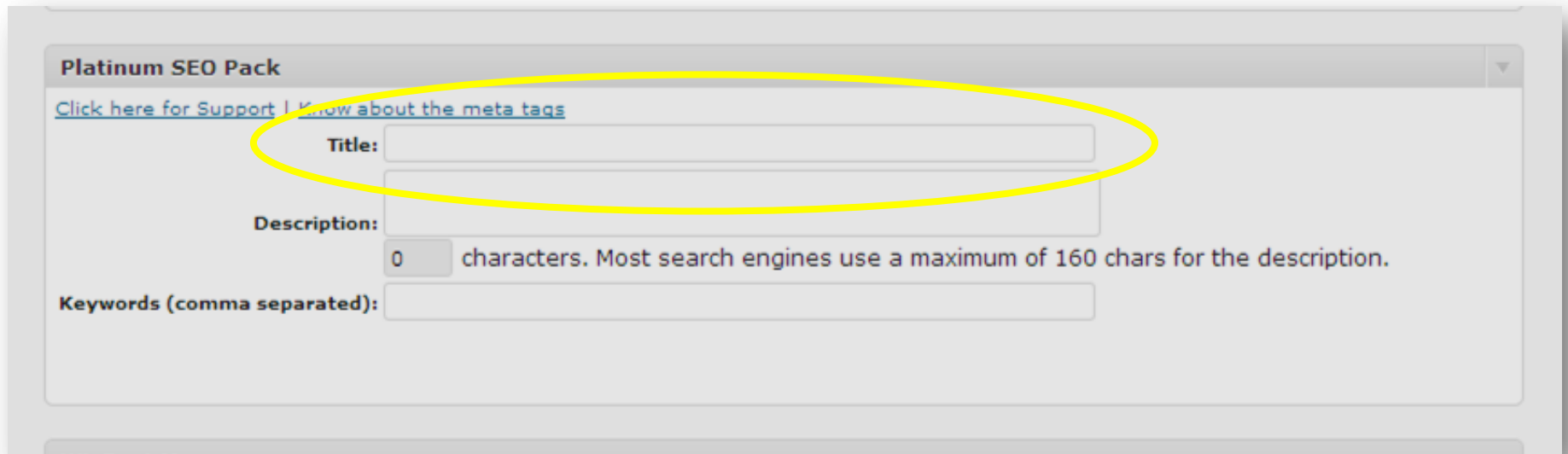
characters. Most search engines use a maximum of 160 chars for the description.

Keywords (comma separated):

Platinum SEO Pack

“Title”

SEO stands for “Search Engine Optimization”, which basically means optimizing your ad (in this case) so that the search engines, like Google and Yahoo, can find it easier, which is why we want to go into detail about filling this section out. Okay, to start, you need to fill in the Title: The easiest way is to [copy and paste the Title](#) you entered for your new ad.

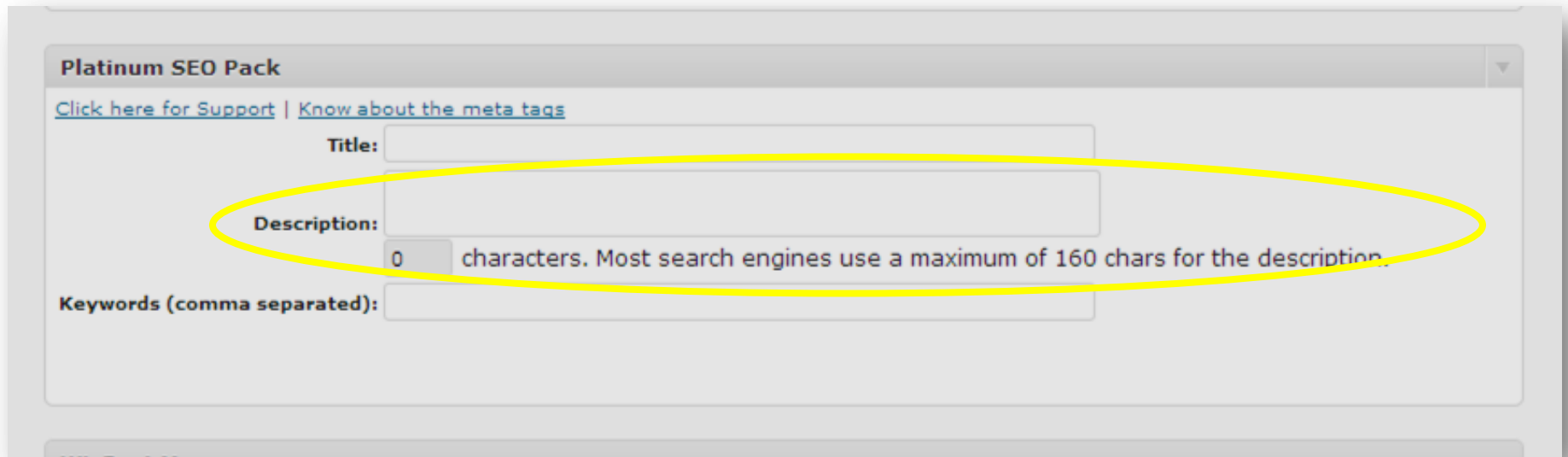


The screenshot shows a web interface titled "Platinum SEO Pack". At the top, there are two links: "Click here for Support" and "Know about the meta tags". Below the links are three input fields: "Title:", "Description:", and "Keywords (comma separated):". The "Title:" field is highlighted with a yellow oval. To the right of the "Description:" field, there is a character count "0" and a note: "characters. Most search engines use a maximum of 160 chars for the description."

Platinum SEO Pack

“Description”

In the description section, enter the description of your ad. This description will also appear in the search results on Google, Yahoo and Bing. On the next page, we show you what this means.



The screenshot shows a web interface for the Platinum SEO Pack. At the top, there is a title bar that says "Platinum SEO Pack". Below the title bar, there are two links: "Click here for Support" and "Know about the meta tags". The main content area contains three input fields. The first is labeled "Title:". The second is labeled "Description:" and is highlighted with a yellow oval. Below the "Description:" field, there is a character count: "0 characters. Most search engines use a maximum of 160 chars for the description.". The third field is labeled "Keywords (comma separated):".

Platinum SEO Pack

“Description”

Below, is a screenshot of the search results for ‘in area code 530 heating’ in Google.

The screenshot shows a Google search interface with the query 'in area code 530 heating' in the search bar. The search results are displayed below the search bar, showing a sponsored link and several organic results. A yellow oval highlights the second organic result, 'Directory | In Area Code 530', which is the target of the Platinum SEO Pack.

Google Search [Advanced Search](#)

Web [Show options...](#) Results 1 - 10 of about 374,00

Heating Services Near You Sponsored Link
www.OnTargetLocal.com/Heating Enter your zip code & find info on HVAC experts near you. Search now.

Directory | In Area Code 530 **In Area Code 530**
Your **In Area Code 530** Yellow Pages on STERIODS - **In Area Code 530** ... Advertising, African Restaurants, Agricultural Law, Air and **Heating**, Air Conditioning ...
inareacode530.com/directory/ - **Cached** -

ECONAR GeoSystems: California Dealer Network
Jump to **530: Area Code: 530**. Crystal Air **Heating** and. Air Conditioning Reno McFadden ...
Placer County, Truckee areas); Thomas **Heating** & Air ...
www.econar.com/dealer_pages/california.htm - **Cached** -

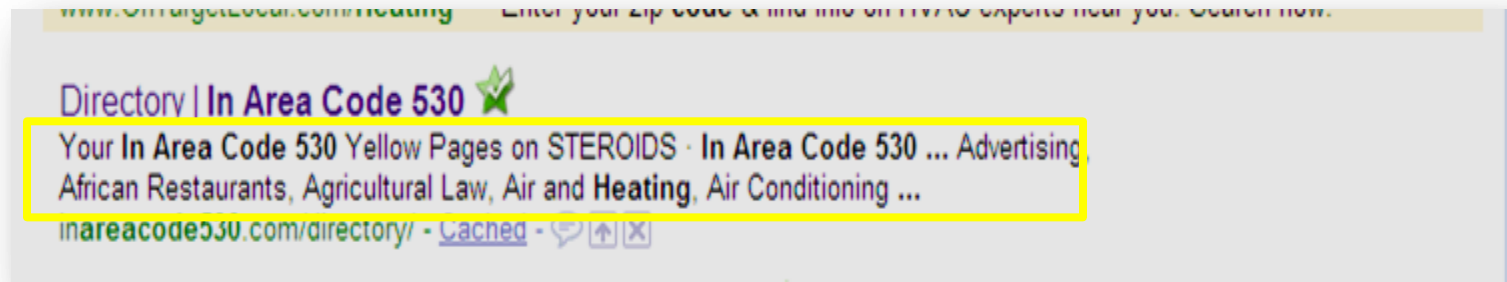
[PDF] **Area Code 530 EMERGENCY ASSISTANCE SENIOR SERVICES DISABLED ...**
File Format: PDF/Adobe Acrobat - [Quick View](#)
Area Code 530. Unless otherwise noted. EMERGENCY ASSISTANCE. Adult Protective Services-APS. 621-6300 cost of **heating** and/or cooling their homes. ...
co.el-dorado.ca.us/humanservices/pdf/IHSS.../western_slope_resources.pdf -

Hp 530 Laptop Heating Issue. - Suggest A Fix PC Support Forums
5 posts - 2 authors - Last post: Dec 30, 2009
Once I bought my HP 530 Laptop back home, I started using it and noticed that my ... Now, I believe that this **area** should be the processor compartment. Malicious **Code**: Viruses, Trojans, Spyware and Browser HiJacking ...
www.suggestafix.com > ... > **Hardware And Multimedia Problems** - **Cached** -

Platinum SEO Pack

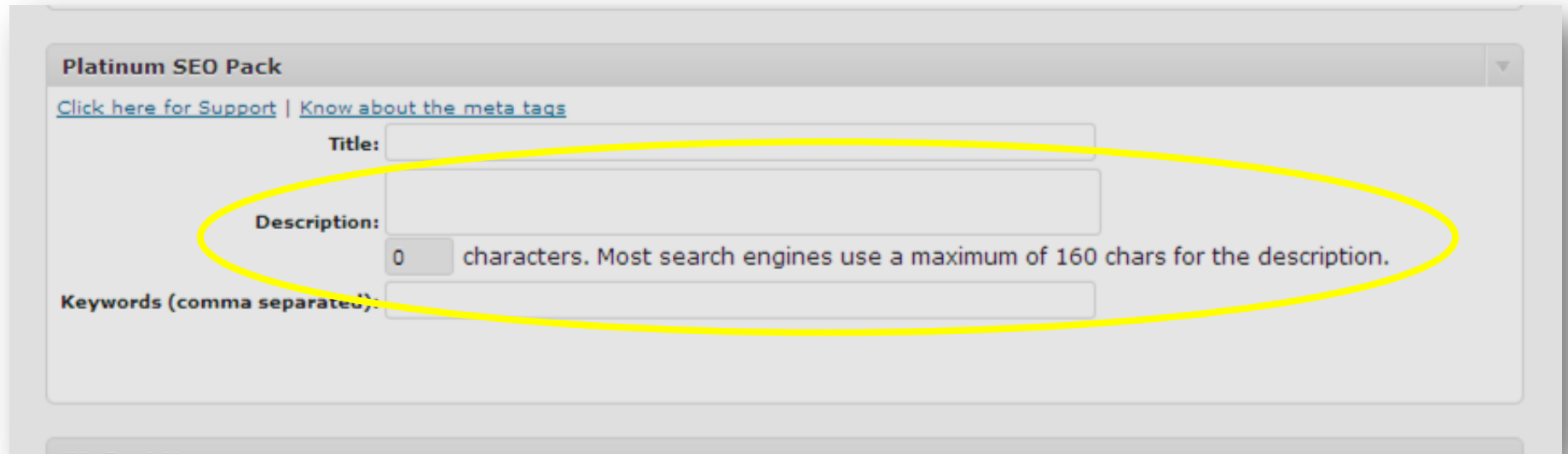
“Description”

In this close up screenshot of the Google search results, we’ve outlined the description in Yellow.



Platinum SEO Pack

So, for the best results, be sure to enter a description that will catch the attention of potential new customers. Remember to use less than 160 characters, as this is what the search engines use. See below for an example.



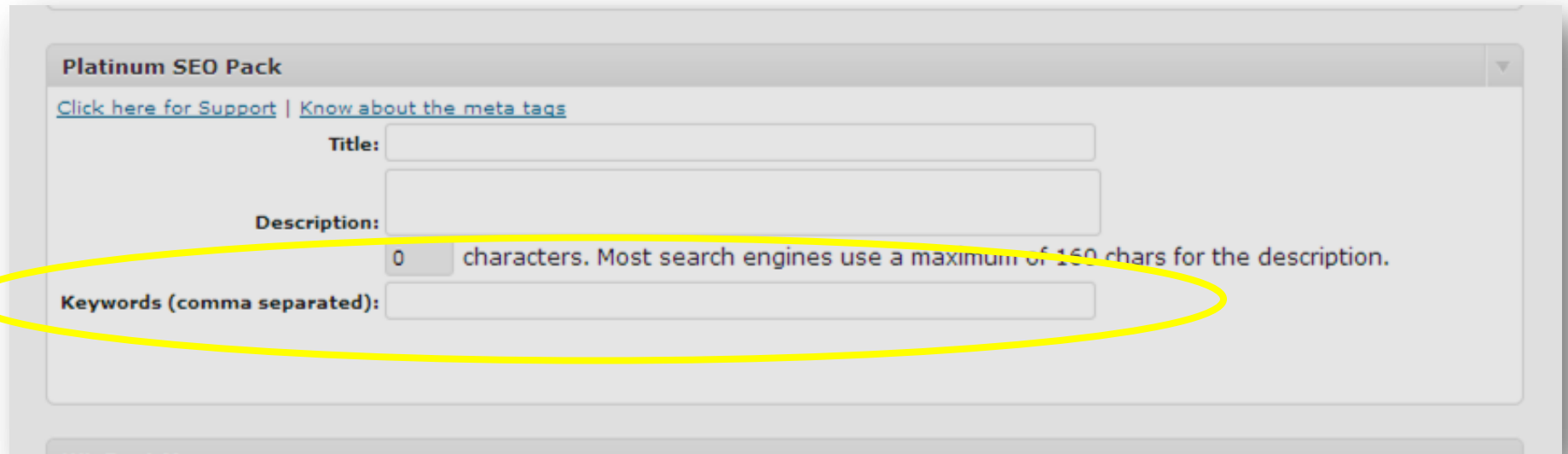
The screenshot shows a web browser window titled "Platinum SEO Pack". At the top, there are two links: "Click here for Support" and "Know about the meta tags". Below the links are three input fields: "Title:", "Description:", and "Keywords (comma separated):". The "Description:" field is highlighted with a yellow oval. Below the "Description:" field, there is a character count: "0 characters. Most search engines use a maximum of 160 chars for the description."

Using the Beauty Salon example, a good description would be: **Jane Doe's Beauty Salon now offering \$25 Hair Cut and Styling. Call 555-555-1234 for an appointment today.**

Platinum SEO Pack

“Keywords”

In the Keywords section, you are going to enter keywords used in the title and the description, as well as other keywords your potential new customers will use when searching for your products and services; below is an example. Remember to use up to about 10 keywords or phrases, separated by commas.



The screenshot shows a software interface titled "Platinum SEO Pack". At the top, there are two links: "Click here for Support" and "Know about the meta tags". Below these links are three input fields: "Title:", "Description:", and "Keywords (comma separated):". The "Keywords" field is highlighted with a yellow oval. To the right of the "Description:" field, there is a character count "0" and a note: "characters. Most search engines use a maximum of 160 chars for the description."

Using the Beauty Salon example again, suggested keywords are: **beauty salon, hair cuts, hair styles, \$25 hair cuts, beauty salon in area code 530, beauty salon in Redding CA, beauty salon in northern CA**

WL Post Manager

The WishList Post Manager allows you to set a date for your advertisement to be deleted from the website, move your advertisement to a different category on a specified date, or repeat your advertisement in a specified number of days. We will cover each of these settings in detail on the following pages.

WL Post Manager

Please select from one of the options below:

Delete This Post

Set the post to delete on this date: January 14, 2010 @ 14 : 06

Move this post

Move the post to a different category on this date: January 14, 2010 @ 14 : 06

Select the category you wish to move this post to:

[All Categories](#)

- 1 Daily Reflections
- 1 Events
- 1 Recipies
- 1 Thought for the day
- Accounting Services

[+ Add New Category](#)

Repeat This Post

Repeat this post in...

- Days
- Months
- Years
- Hours
- Minutes

Repeat this post every

- Days
- Months
- Years
- Hours
- Minutes

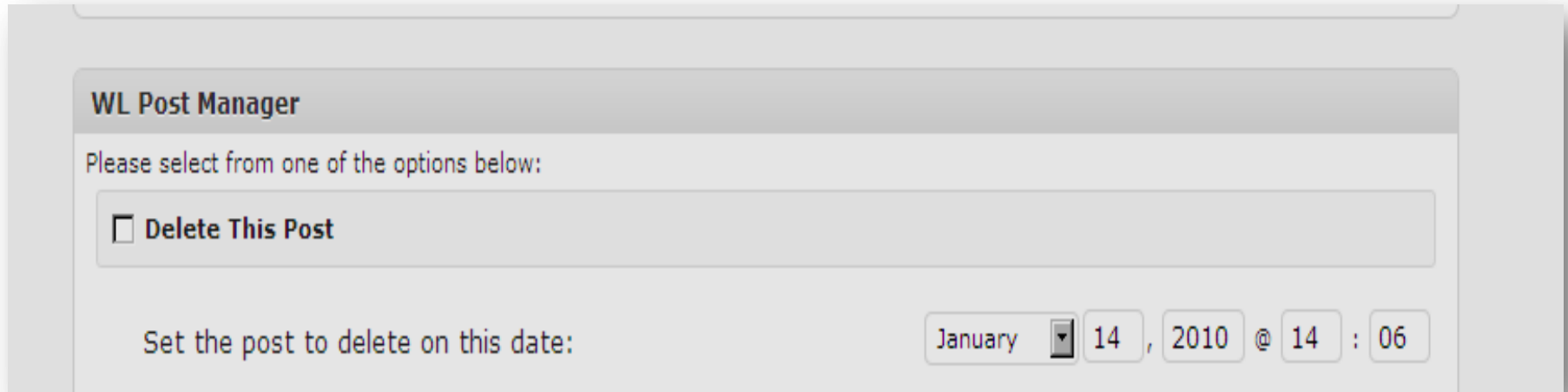
WP to Twitter

Twitter Post

WL Post Manager

“Delete this Post”

The first option in the WL Post Manager is “Delete this Post”. You would select this option if you want your advertisement to be deleted from the website automatically on a specified date. To enable this feature, click the box next to “Delete This Post”. Then, choose the desired date for deletion. See below for an example.



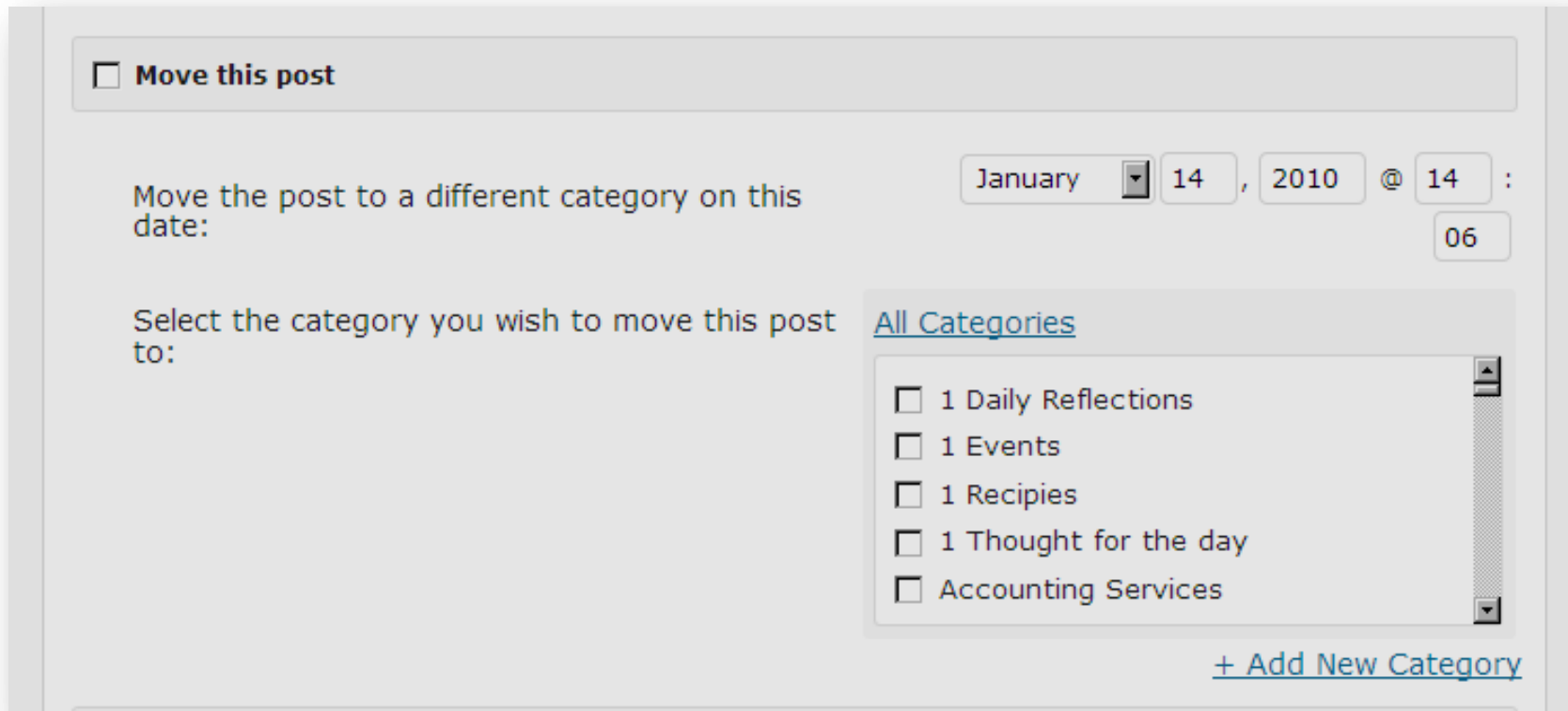
The screenshot shows a web interface titled "WL Post Manager". Below the title, it says "Please select from one of the options below:". There is a checkbox labeled "Delete This Post" which is currently unchecked. Below this, there is a date selection field with the text "Set the post to delete on this date:". The date is set to "January 14, 2010 @ 14 : 06".

For example, say you're running a sale for the month of January. February 1st you no longer want this ad to appear on the web, so you would set the delete date and time for Feb.1 at 00:01.

WL Post Manager

“Move this Post”

The next option is “Move this post”. Say you want your advertisement to fall under different categories on different days to make it easier for searchers to find by category, click the box next to “Move this post”, then choose the date you want to switch categories, then choose the category you wish to move your advertisement to.



Move this post

Move the post to a different category on this date: January 14, 2010 @ 14:06

Select the category you wish to move this post to:

[All Categories](#)

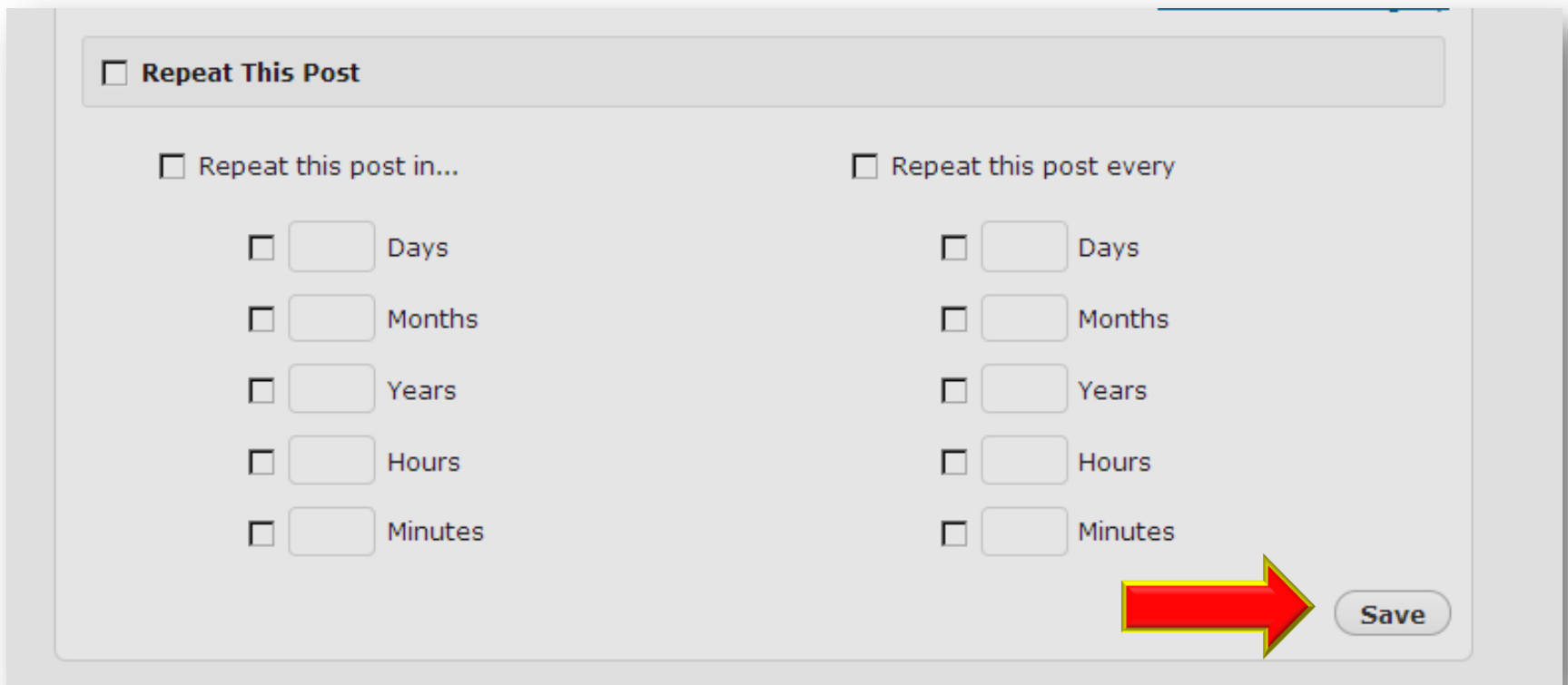
- 1 Daily Reflections
- 1 Events
- 1 Recipies
- 1 Thought for the day
- Accounting Services

[+ Add New Category](#)

WL Post Manager

“Repeat This Post”

You may wish to have your ad repeat in a set number of days or at regular intervals. Simply click the box next to “Repeat This Post”, then choose how often you want your advertisement to repeat by clicking the appropriate boxes and entering the number of days, months, years, etc. Ads should never be repeated daily; once a week or every two weeks is optimum. When you are finished making your selections, click “Save” indicated by the arrow.



The screenshot shows a user interface for setting post repetition. At the top, there is a checkbox labeled "Repeat This Post". Below this, there are two columns of options. The left column is titled "Repeat this post in..." and includes checkboxes for "Days", "Months", "Years", "Hours", and "Minutes", each with an adjacent input field. The right column is titled "Repeat this post every" and includes checkboxes for "Days", "Months", "Years", "Hours", and "Minutes", each with an adjacent input field. At the bottom right, there is a "Save" button, which is highlighted by a large red arrow with a yellow outline.

Repeat This Post

Repeat this post in...

Days

Months

Years

Hours

Minutes

Repeat this post every


Days

Months

Years

Hours

Minutes

 Save

WP to Twitter

No need to do anything here. Move along now. (Quote from Star Wars.)

WP to Twitter

Twitter Post

0 characters.

Twitter posts are a maximum of 140 characters; if your Cli.gs URL is appended to the end of your document, you have 119 characters available. You can use `#url#`, `#title#`, `#post#`, `#category#` or `#blog#` to insert the shortened URL, post title, the first category selected, or a post excerpt or blog name into the Tweet. [Make a Donation](#) • [Get Support](#) »

Don't Tweet this post.

Getting Ready to Publish your Advertisement to In Area Code

You're almost ready to publish your advertisement to the website; there are just a couple more things you need to do first though. See the "Publish" box below? Here you can choose to publish your ad immediately, or schedule it to publish on a specified date. If you want to publish it immediately, you don't need to do anything. However, *don't hit that Publish button just yet*. The "Preview" button allows you to preview it, as it will appear on the website once it's published. I suggest you preview your ads each and every time before publishing. *But wait! There's still a couple more things you need to know before hitting that Publish button*. Go to the next page.

Future Post Dates

January 2010

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

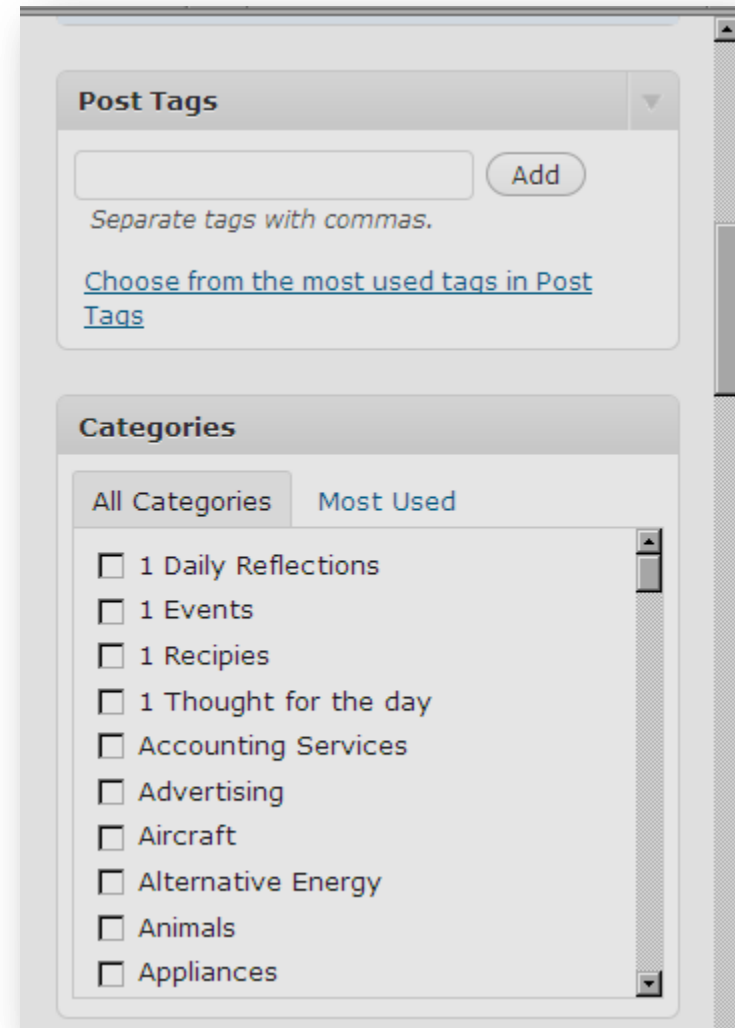
Publish **immediately** [Edit](#)

[Move to Trash](#) [Publish](#)

Choosing Post Tags and Categories

On the right, you can see the Post Tags box. Here you want to give your advertisements appropriate tags. What are tags, you ask? Tags are another way people can search for topics on the Internet. For instance, if your ad pertains to Jane's Beauty Salon, an appropriate tag would be "beauty salon". If your ad is for a sale on a specific item, or pertains to a specific item, you would also want to "tag" it with that, or those, items.

In the Categories box, you want to choose the best categories for your advertisement. Using the beauty salon example, "beauty" would be an appropriate category. Obviously you want to choose the most appropriate category or categories for your ad, so just scroll through and click the box next to the most appropriate categories.



The image shows a screenshot of a web interface with two main sections: "Post Tags" and "Categories".

Post Tags: This section has a text input field, an "Add" button, and the instruction "Separate tags with commas." Below this is a blue link that says "Choose from the most used tags in Post Tags".

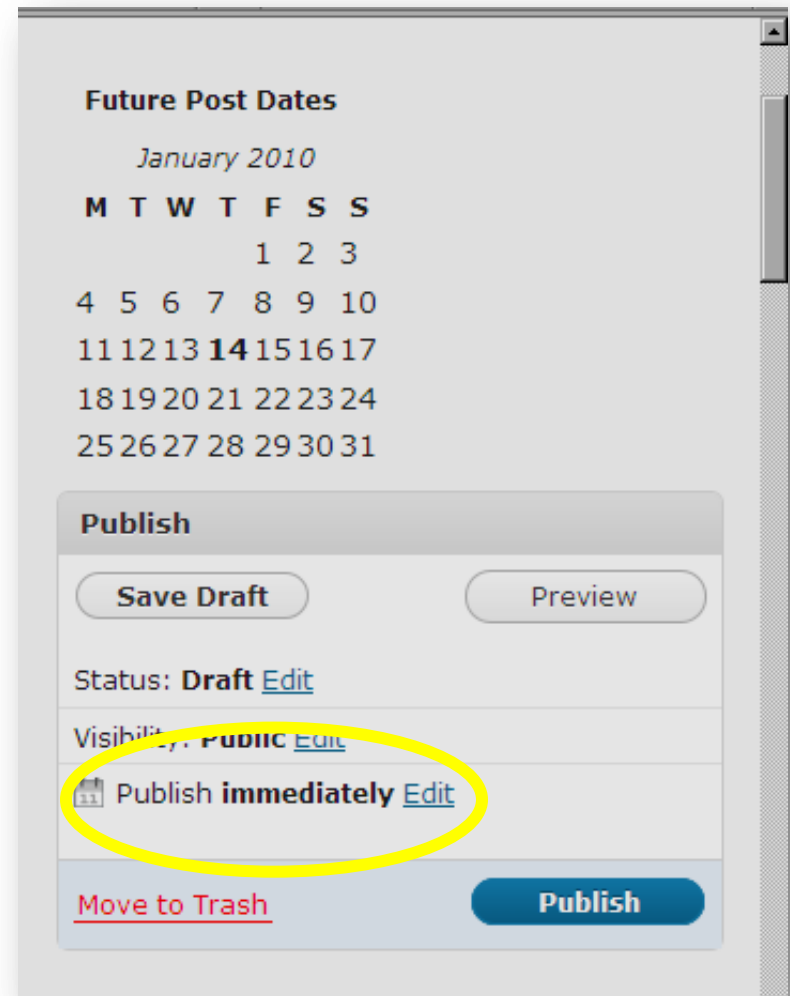
Categories: This section has two tabs: "All Categories" and "Most Used". The "Most Used" tab is selected. Below the tabs is a list of categories, each with a checkbox and a count:

- 1 Daily Reflections
- 1 Events
- 1 Recipies
- 1 Thought for the day
- Accounting Services
- Advertising
- Aircraft
- Alternative Energy
- Animals
- Appliances

Scheduling your Ad to Publish

Okay, you've entered in your advertisement, scheduled it to delete, move categories or repeat, added tags and have chosen an appropriate category or two. If you want to schedule your advertisement to publish on a specified date and time, click the "Edit" link next to "Publish Immediately".

That's the beauty of In Area Code: You can create a series of ads, then schedule them to publish ahead of time. Most likely you will be planning your marketing in advance, so this feature lets you set the publishing date and forget it.



The screenshot displays a calendar for January 2010. The days of the week are listed as M, T, W, T, F, S, S. The dates are arranged in rows: 1, 2, 3; 4, 5, 6, 7, 8, 9, 10; 11, 12, 13, 14, 15, 16, 17; 18, 19, 20, 21, 22, 23, 24; 25, 26, 27, 28, 29, 30, 31. Below the calendar is a 'Publish' section with the following elements:

- Save Draft** button
- Preview** button
- Status: **Draft** [Edit](#)
- Visibility: **Public** [Edit](#)
- Publish immediately** [Edit](#) (This link is circled in yellow)
- [Move to Trash](#) link
- Publish** button

Scheduling your Ad to Publish (cont'd)

Choose the month, day and year, as well as time you want your advertisement to publish to the website. Click "OK".

Future Post Dates

January 2010

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish **immediately**

Jan 14, 2010 @ 14 : 06

[OK](#) [Cancel](#)

[Move to Trash](#) [Publish](#)

You are Now Ready to Publish your Ad

If, you've followed the steps in the previous pages, you are now ready to Publish your Ad. Go ahead, click the Publish (or Schedule) button. Don't worry. If you click the Publish button (or Schedule button) and then find an error in your ad, you can still come back and edit it. (See "[How to Edit an Ad.](#)")

The screenshot shows a 'Future Post Dates' calendar for January 2010. The calendar grid is as follows:

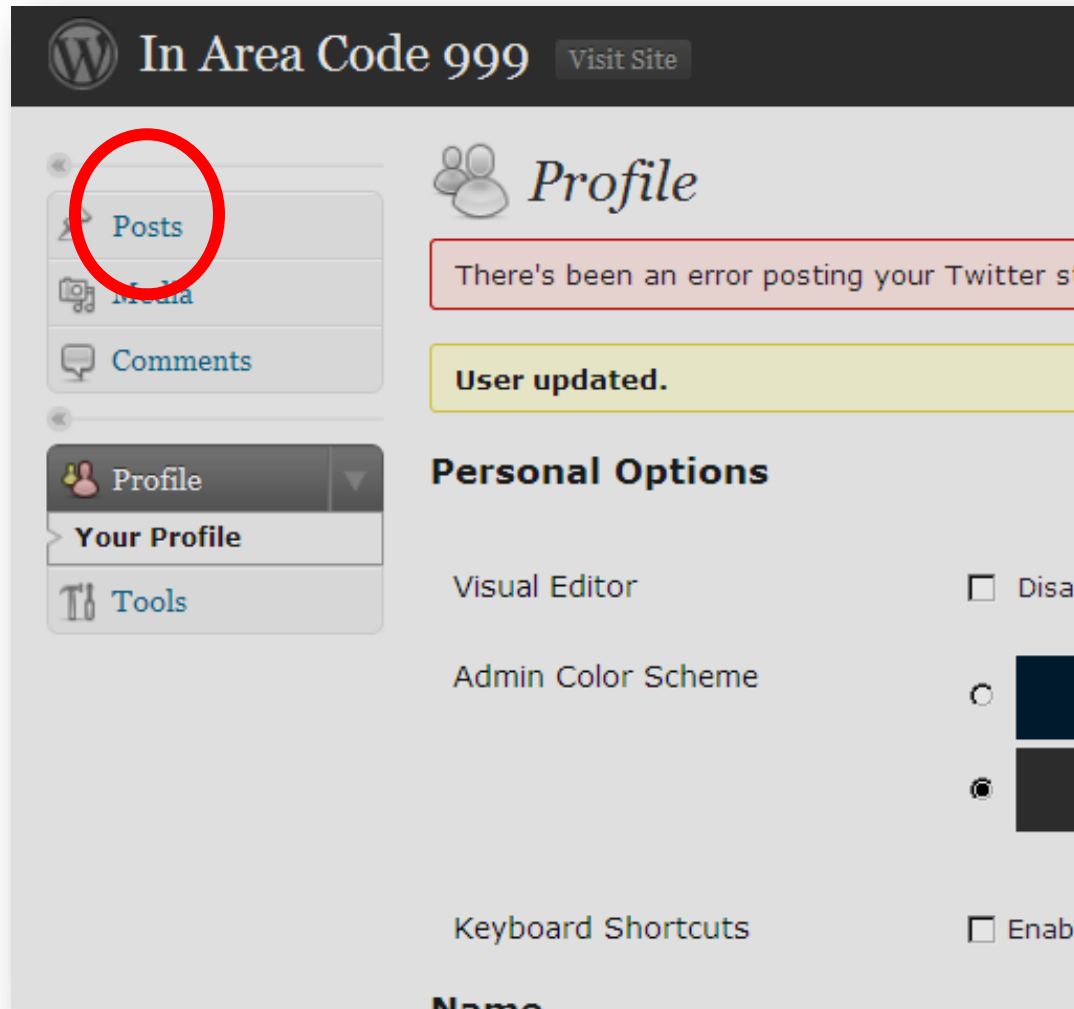
Future Post Dates						
January 2010						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Below the calendar is a 'Publish' dialog box with the following options:

- Save Draft** (button)
- Preview** (button)
- Status: **Draft** [Edit](#)
- Visibility: **Public** [Edit](#)
- Publish **immediately**
- Jan 14, 2010 @ 14 : 06
- OK** [Cancel](#)
- [Move to Trash](#) (link)
- Publish** (button, highlighted with a yellow circle)

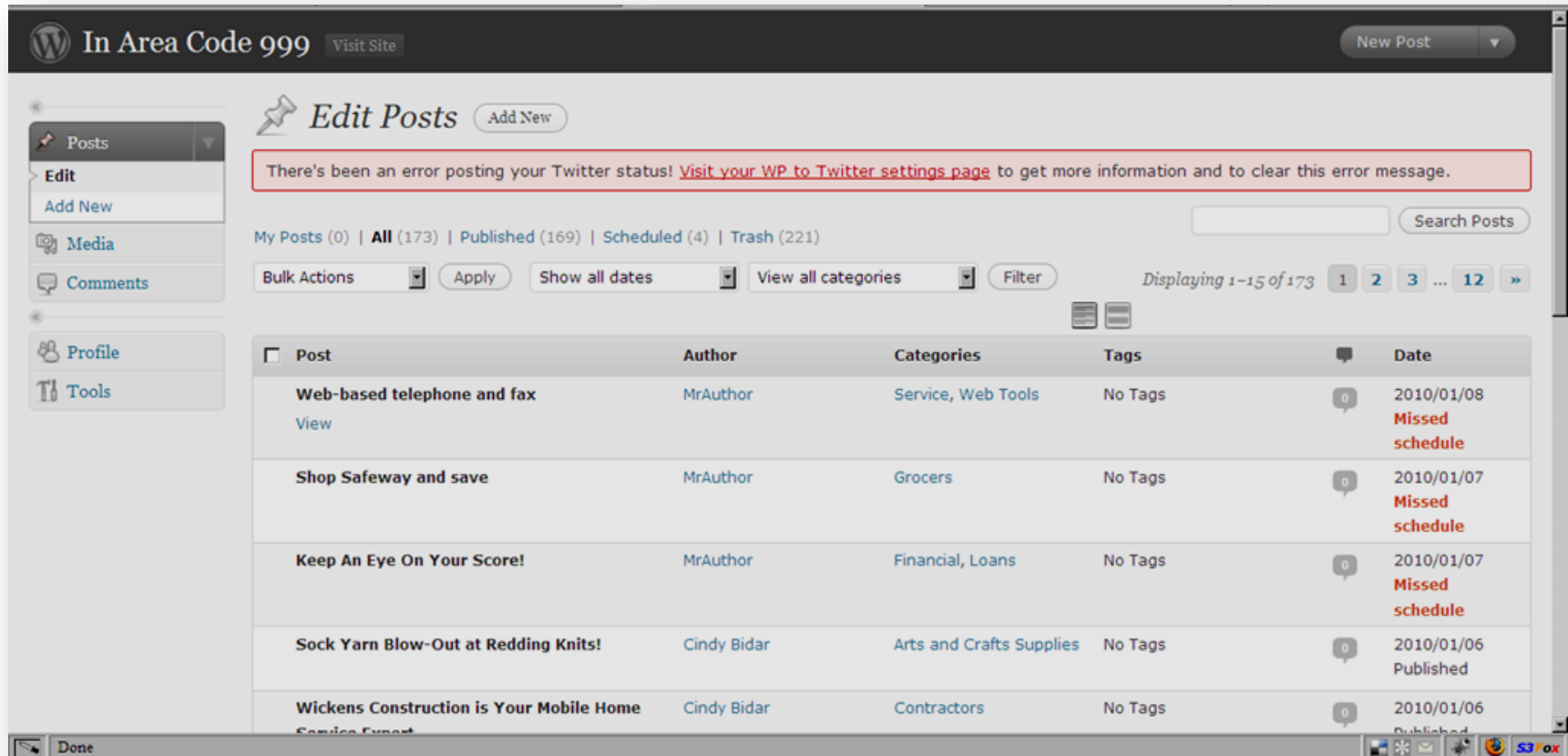
How to Edit an Ad

This page should look familiar to you. It's the page you come to after clicking "the dashboard" after log in. Go head, click "Posts".



Editing an Ad

Remember this page? From the list, choose the advertisement you wish to edit.



The screenshot shows the WordPress 'Edit Posts' interface. At the top, there is a navigation bar with the site name 'In Area Code 999' and a 'Visit Site' button. Below this, the 'Edit Posts' section includes an 'Add New' button and a red error message: 'There's been an error posting your Twitter status! [Visit your WP to Twitter settings page](#) to get more information and to clear this error message.'

Below the error message, there are filters for 'My Posts (0)', 'All (173)', 'Published (169)', 'Scheduled (4)', and 'Trash (221)'. There is also a search bar and a 'Search Posts' button. The main content area features a table of posts with columns for 'Post', 'Author', 'Categories', 'Tags', and 'Date'. The table lists five posts, with the first three marked as 'Missed schedule' and the last two as 'Published'.

<input type="checkbox"/>	Post	Author	Categories	Tags		Date
<input type="checkbox"/>	Web-based telephone and fax View	MrAuthor	Service, Web Tools	No Tags	0	2010/01/08 Missed schedule
<input type="checkbox"/>	Shop Safeway and save	MrAuthor	Grocers	No Tags	0	2010/01/07 Missed schedule
<input type="checkbox"/>	Keep An Eye On Your Score!	MrAuthor	Financial, Loans	No Tags	0	2010/01/07 Missed schedule
<input type="checkbox"/>	Sock Yarn Blow-Out at Redding Knits!	Cindy Bidar	Arts and Crafts Supplies	No Tags	0	2010/01/06 Published
<input type="checkbox"/>	Wickens Construction is Your Mobile Home Service Expert	Cindy Bidar	Contractors	No Tags	0	2010/01/06 Published

Editing an Ad

Choose an Ad to Edit

When you roll your mouse under just below the title of the ad you want to edit, you will see the Edit, Quick Edit, Trash and Preview links appear. Click “Edit”. This will take you into [posting area where you first created your Ad](#). Edit as desired, and when you’re done, click “Publish”.

The screenshot shows the WordPress 'Edit Posts' interface. At the top, there's a navigation bar with 'In Area Code 999' and a 'Visit Site' button. Below that, the 'Edit Posts' section is visible, including a 'New Post' button and a search bar. A red error message is displayed: 'There's been an error posting your Twitter status! Visit your WP to Twitter settings page to get more information and to clear this error message.' Below the error message, there's a summary of posts: 'My Posts (1) | All (174) | Published (169) | Scheduled (4) | Draft (1) | Trash (221)'. A table of posts is shown with columns for 'Post', 'Author', 'Categories', 'Tags', and 'Date'. The first row is highlighted with a yellow circle and contains a draft post titled 'Sample Title - Draft' by 'Mary Lutz'. Below the title, there are links for 'Edit', 'Quick Edit', 'Trash', and 'Preview'. The 'Edit' link is highlighted with a yellow box. Below the table, there's another 'Bulk Actions' section with an 'Apply' button.

Post	Author	Categories	Tags	Date
<input type="checkbox"/> Sample Title - Draft Edit Quick Edit Trash Preview	Mary Lutz	Uncategorized	No Tags	2010/01/14 Last Modified
Post	Author	Categories	Tags	Date



Chapter 3

How to Fill Out a Support Ticket

This chapter is much shorter than Chapter 2, but this one is just as important. If you ever have any questions about the site or need help with something you will need to know how to fill out a support ticket.

Navigating to Tech Support

From the Home Page or any page on the In Area Code Website, click “Tech Support” under the subheading “Things of Interest”, indicated by the red arrow.

The screenshot shows a webpage with a header image of colorful yarn. Below it is a section titled "Our overstock is your future stash!" with a sub-heading "Check out these deals:". A list of three deals is provided, including Malabrigo Sock Yarn, Fleece Artist Trail Sock, and Opal Schafpate. Below the list is a section "And dozens more!" with two advertisements: "TMJ Treatment" and "Cut Debt 60%-Set Own Pymt". A red arrow points from the "Tech Support" link in the "THINGS OF INTEREST" section to the "Cut Debt 60%-Set Own Pymt" advertisement. The right sidebar contains navigation links like "HOW TO USE THIS SITE", "THINGS OF INTEREST", and "RECENT COMMENTS".

Our overstock is your future stash!

Check out these deals:

- Malabrigo Sock Yarn – 812 Chocolate Amargo: Regularly \$18.50 per skein, sale priced at \$16.50!
- Fleece Artist, Trail Sock – Boreal: Regularly \$17.50 per skein, sale priced at \$14.50!
- Opal Schafpate 2717: Regularly \$16.00, sale priced at just \$12.50!

And dozens more!

[TMJ Treatment](#)
Joseph H. Wilbanks, DDS PC TMJ Pain Relief
www.comprehensive-dentistry.com

[Cut Debt 60%-Set Own Pymt](#)
A+ BBB - Call Now 1-888-200-9094 40yr
Law Firm -20K Min. Debt Req'd

Ads by Google

Comments (0) [ShareThis](#) [Print This Post](#) - 32 views

January 6, 2010

Wickens Construction is Your Mobile Home Service Expert

Remodeling your mobile home is a great way to improve its livability and value. Tackling the project yourself in order to cut costs may seem like a good idea, but before you do, consider why hiring a professional is a

HOW TO USE THIS SITE

For Training and Directory links
[Click Here](#)

THINGS OF INTEREST

[About Us](#)
[About Terms of Use](#)
[Yellow Page Directory](#)
[Tech Support](#)
[Other InAreaCode Sites](#)

RECENT COMMENTS

Anonymous on [3 wheel fun for you](#)

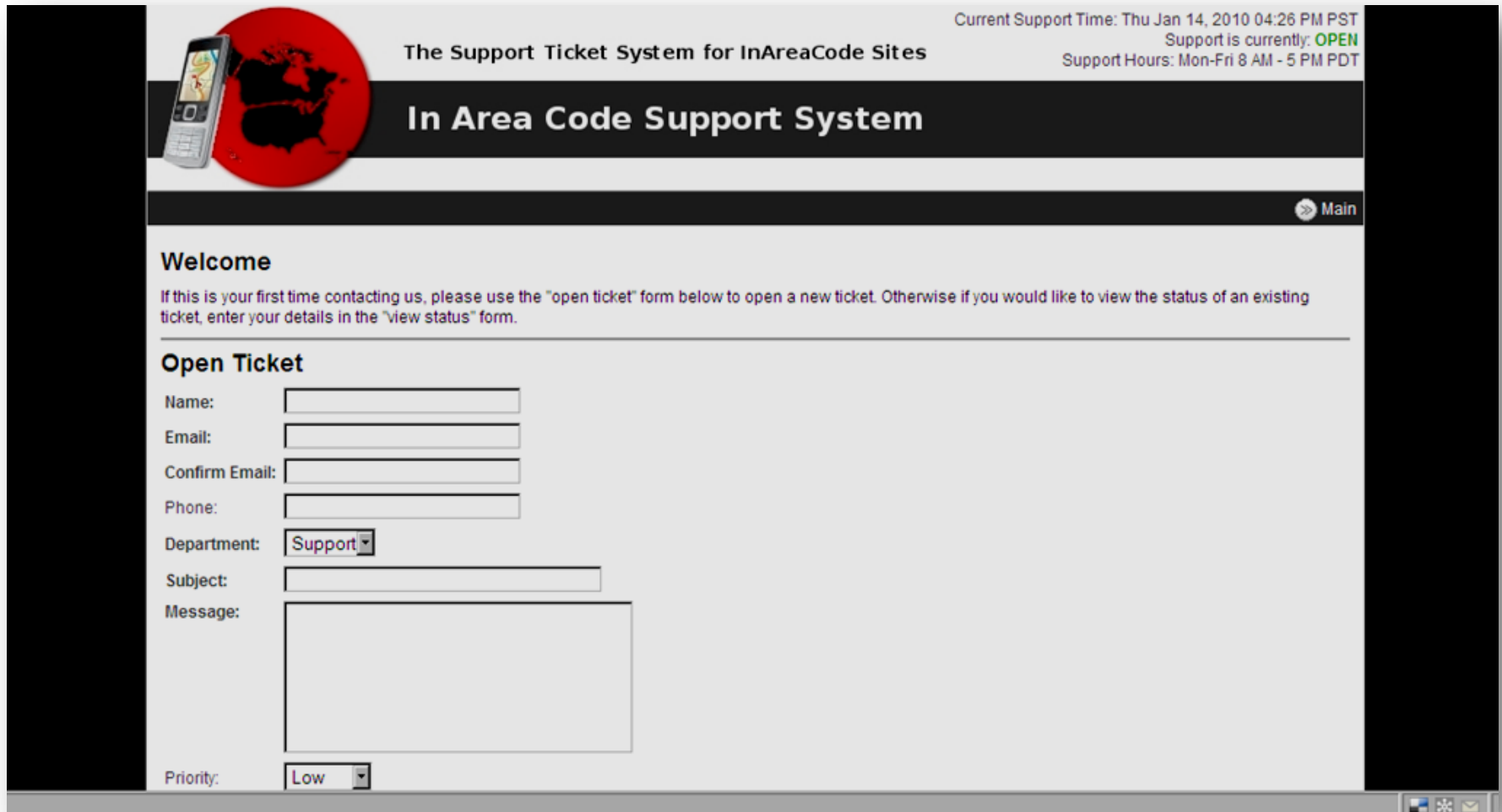
[Exchange Game Secrets](#)

» [Membe](#)
» [RSS Fe](#)
» [Logout](#)
Not a me
Advertise

[Sock Yarr Knits!](#)
[Wickens \(Mobile H](#)
[Whirlpoo GU2475X Redding / FREE Ho](#)

Navigating to Tech Support

You are now at the In Area Code Support System page. Here you can see the top portion of the form for opening a ticket.



Current Support Time: Thu Jan 14, 2010 04:26 PM PST
Support is currently: **OPEN**
Support Hours: Mon-Fri 8 AM - 5 PM PDT

The Support Ticket System for InAreaCode Sites

In Area Code Support System

[Main](#)

Welcome

If this is your first time contacting us, please use the "open ticket" form below to open a new ticket. Otherwise if you would like to view the status of an existing ticket, enter your details in the "view status" form.

Open Ticket

Name:

Email:

Confirm Email:

Phone:

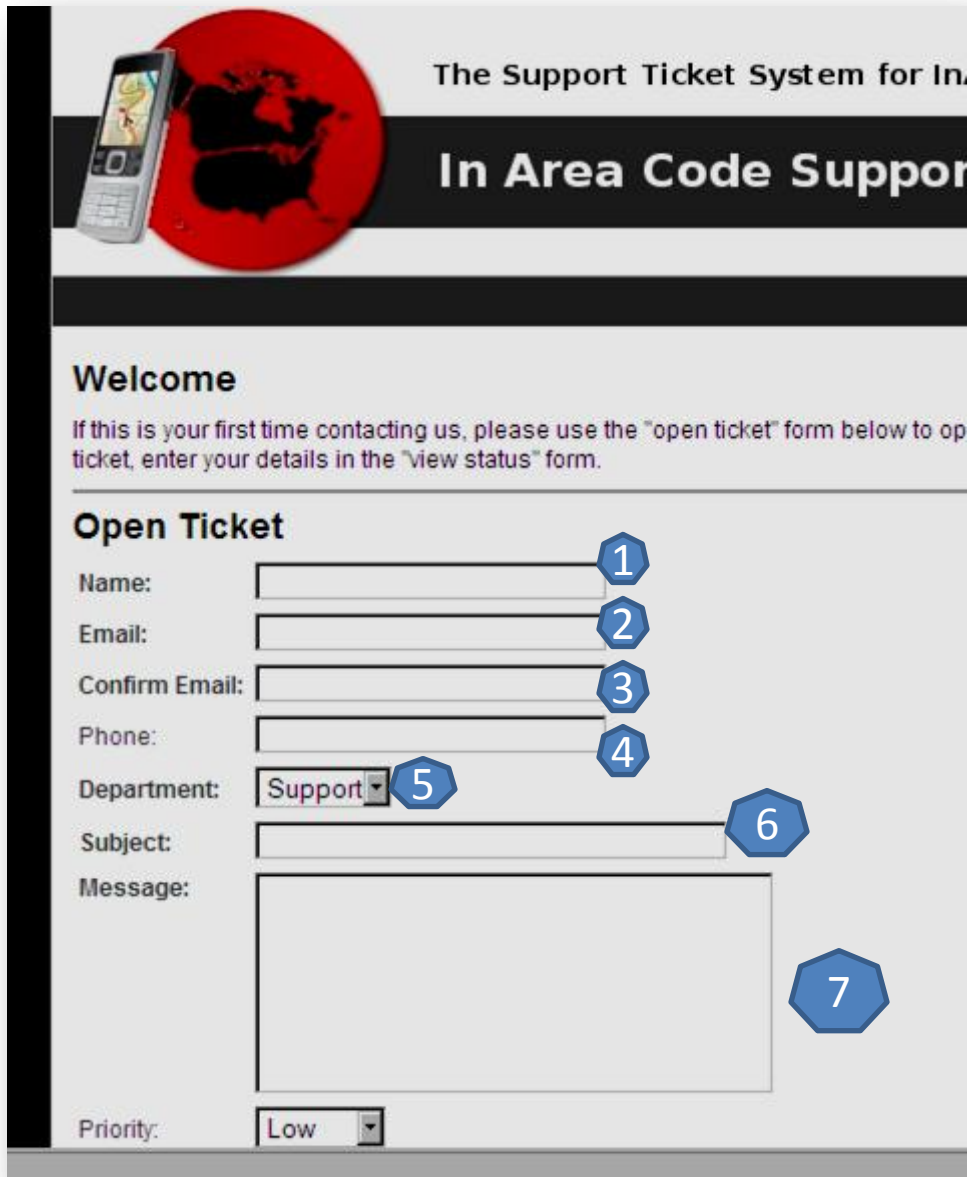
Department:

Subject:

Message:

Priority:

Opening a Tech Support Ticket



The Support Ticket System for In
In Area Code Support

Welcome

If this is your first time contacting us, please use the "open ticket" form below to open a ticket, enter your details in the "view status" form.

Open Ticket

Name: 1

Email: 2

Confirm Email: 3

Phone: 4

Department: 5

Subject: 6

Message: 7

Priority:


1. In the "Name" box, type in your name.
2. In the "Email" box, type in the Email address you would like us to contact you with.
3. In the "Confirm Email" re-type the Email address as in Step 2.
4. In the "Phone" box, type in the phone number, including area code, where you'd like us to call you if needed.
5. Leave "Department" set to Support.
6. In the "Subject" box type in a brief description of your problem, such as: "Trouble logging in".
7. In the "Message" box, *be sure to indicate the area code your issue is with*. Describe, as best you can, the issues or questions you have.

Opening a Tech Support Ticket (cont'd)

1. In the “Priority” box, click the down arrow and choose the appropriate priority level for your issue or question.
2. In the box under “Security Code”, type in the code just as you see it on your computer.
3. If you have an attachment that describes or shows your issue on your computer’s hard drive, click “Browse” and select the file. Otherwise leave it empty
4. When you’re all set, click “Open Ticket”. Clicking “Reset” will clear all the data you just entered in the above boxes and you will have to start over. Once you click “Open Ticket”, support center will be notified and will get to work on your issue as soon as possible.

The screenshot shows a web form for opening a tech support ticket. It includes a priority dropdown menu set to 'Low', a security code input field with a CAPTCHA image showing 'ttjbz', an attachment input field with a 'Browse...' button, and 'Open Ticket' and 'Reset' buttons. Below the form is a 'View Status' section with input fields for 'Your email address' and 'Ticket ID', and a 'View Status' button. The footer contains 'Support Ticket System' and 'Powered by eTicket'.

Priority: 1

Security code:  2

Attachment: 3

4

View Status

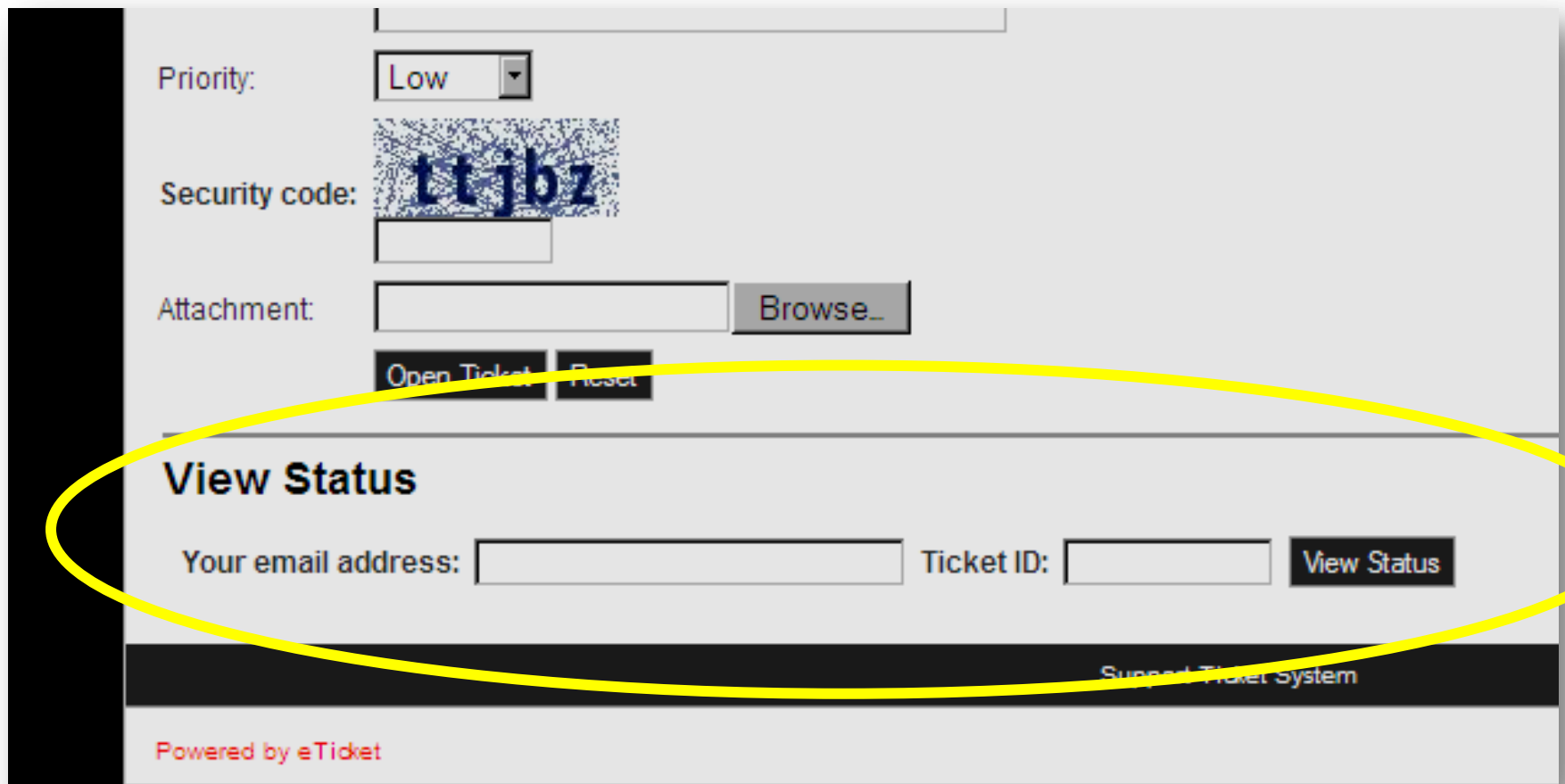
Your email address: Ticket ID:

Support Ticket System

Powered by eTicket


Viewing the Status of an Open Support Ticket

Once you've submitted a support ticket, you can come back to this page on the website to view the status of your open ticket. When you submit your ticket to the support center, you will be issued a Ticket ID. Enter your Email address and the Ticket ID in the boxes below and click "View Status". A status update will be Emailed to you.



The screenshot shows a web form for a support ticket system. The form includes a priority dropdown menu set to 'Low', a security code field with a CAPTCHA image showing 'ttjbz', and an attachment field with a 'Browse...' button. Below these are 'Open Ticket' and 'Reset' buttons. A yellow circle highlights the 'View Status' section, which contains a 'Your email address:' field, a 'Ticket ID:' field, and a 'View Status' button. The footer of the page includes 'Support Ticket System' and 'Powered by eTicket'.

Priority:

Security code: 

Attachment:

View Status

Your email address: Ticket ID:

Support Ticket System

Powered by eTicket



In Area Code Web Sites, LTD Yellow Pages Directory Guide

Well, that's all folks. Once you start using the site regularly, entering your listings and ads will be a piece of cake. But, remember, if you ever have any questions regarding how to use the site, or happen to run into any issues posting your ads, please don't hesitate to open a support ticket. In Area Code is here to help your business grow and we pride ourselves on our customer support.

Be sure to get all of the other "How to" guides available to Red and Blue Subscriptions Members, and don't forget we have corresponding "How To" videos as well.

In Area Code Web Sites, Ltd.

For assistance or more information visit:

In Area Code Gateway <http://www.inareacode.com>