BLACKXCHANGE.NET™

YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

SECTION 4 – LISTING WIZARD

STEP 1 — **THINGS NEEDED**: Step 1 is an introduction to our Listing Setup Wizard; this is where you will know if you have all of the necessary components in order to have a successful profile on BLACK**X**CHANGE.net™. You will need to know such things as your contact information, a description of your business, your logo, among other various components to complete your profile.

STEP 2 *(Required)* — **BASIC BUSINESS INFO**: Please enter your basic business information; this is for others to be able to contact you about your business/services. In this step you will need to know your company's name, contact name, phone numbers, and your email address. All yellow highlighted boxes indicate that the field must not be left blank. Simply click on the text area and begin typing!

STEP 3 — **BUSINESS TYPES**: To further help your future customers/clients we have added a drop down list of business types that you may choose from so our members can find your business/profile with ease. Please add as many business types that you feel suitable. If you cannot find a business type that you are looking for please suggest to us a business type so we will be enabled to help you. **EXAMPLES:** *Attorney, Lawyer, Law, Divorce.*

STEP 4 — **KEYWORDS**: Adding keywords for our users to find you is a simple way to gain business. You may add up to 30 different keywords that best describe your business. If you are entering more than one word, please put a coma or a space signifying that they are separate keywords. **EXAMPLES:** *Contracting, Lawyer, Clothing, Reality.*

STEP 5 — **TITLE**: Entering a title in this field will allow people to see the windows name when the window is minimized for easy viewing. **EXAMPLE:** *"Joe's Business", "Home Goods".*

STEP 6 — **DESCRIPTION**: In the space provided you may enter a brief description about your company and the products or services that you have/provide. **EXAMPLE:** *"For the past 20 years our company has provided you with all the art supplies you can find!"*

STEP 7 — **ACTIVATE PAGES**: BLACK**X**CHANGE.net™ now allows you to control which parts of your profile you would like to share with the public. By marking a check inside one of the boxes, it will allow others to view it publicly. If not then no BLACK**X**CHANGE.net™ member will be able to view that certain part of your page. Please make sure that you are done with the sections that you have checked off before you activate the pages. The "**Activate Pages**" choice menu is designed so that you the member, will be able to have your site show as much as you want and when you want it to be shown.
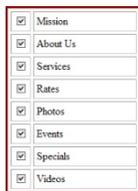
STEP 8 — **ADD PAGE CONTENTS**: Our word editor will now allow you to enter or edit your page contents that you have previously entered. This step will allow you to add any visual changes, such as font size, color, spell check, among other functions. In order to adjust each section, click on the link to the right of the desired section that you need to make changes on.
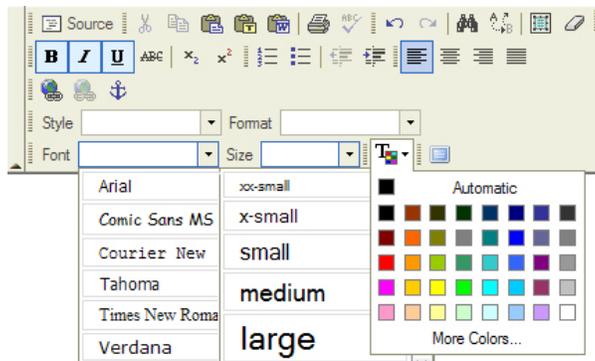
Once you have clicked on any of our editing options, you will be directed to our editing toolbar; this toolbar allows you to change the look and text of your profile. With this toolbar you have the options of changing the font look (**bold**, *italicized*, and underlined) and you also have the option of changing the font size, type, positioning, among various other things. (Refer to figure 15)

FIGURE 15

EDIT HOME PAGE: By choosing "Edit Home Page" you will open the editing toolbar.

EDIT MISSION: By choosing "Edit Mission" you will open the editing toolbar.

EDIT ABOUT US: By choosing "Edit About Us" you will open the editing toolbar.

EDIT SERVICES: By choosing "Edit Services" you will open the editing toolbar.

EDIT RATES: By choosing "Edit Rates" you will open the editing toolbar.

EDIT EVENTS: By choosing "Edit Events" you will open the editing toolbar.

EDIT SPECIALS: By choosing "Edit Specials" you will open the editing toolbar.

EDIT CONTACT: By choosing "Edit Contact" you will open the editing toolbar.

STEP 9 **LOGO**: Adding a logo to your page will allow customers to associate your business with your personal logo. In order to upload your logo, click on the "Browse" button to search your computers files for your specific logo that you would like to select. After double clicking on the correct file simply press "Open" and the file will be placed into the bar below. By simply pressing "Save and Continue" at the bottom your logo will automatically be saved to your page.

STEP 10 **UPLOAD PHOTOS**: Uploading photos is an easy way to describe your work without having to go through the hassle of trying to explain it to someone. By uploading your pictures your customers will be able to get the sense of your business. In order to upload a photo (you may add up to 36 photos!) click the "**Browse**" button, and find the file you wish to select, press "**Open**" and then "**Save and Continue to next step**". When your photo is successfully uploaded your page will be directed to let you know that your photo was successfully uploaded.

STEP 11 **VIDEO**: We are currently uploading this part of our site, when it resumes, we will be sure to let you know via email when it's ready for you to use!

STEP 12 **CHECK FOR ERRORS**: Please check the status of your profile before you activate your listing. If any boxes in the "status" area are either orange or red, click the link provided so you may update the necessary information to have a complete profile. The boxes that appear to be green have been cleared through our checking system and seem to be complete.

STEP 13 **ACTIVATE LISTING**: Now that you have completed your profile, you have a chance to activate your profile if you feel ready. A good idea is to look back at step 12 to see if all the information provided was properly inputted. When you are ready, press "activate" and your profile will upload to BLACK**X**CHANGE.net™!

LISTING WIZARD

Worried about the steps to creating your profile? Follow the guide to the **Listing Wizard** and we will stop by each step to make sure that your profile will be complete and well maintained. If you are having problems maintaining your personal profile, please check our "**Advertising**" section or call (559) 251-1200 for any questions.