



## Front Page Quick Start Guide

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### Introduction

The **NetStores® E-Commerce Solution** enables it's users to add online ordering capabilities to their websites. While this sounds like a complicated task, the NetStores E-Commerce Solution has found a way to enable existing web pages to incorporate online ordering in only 8 steps. Try it for yourself by installing the software add-ins, creating an item file on the NetStores server and in your Web Design program, then simply place the buttons your customers will click when they commence online ordering. All steps are covered in this outline.

This **Quick Start** guide gets you up and running with using our FrontPage add-in, showing how easy it is to add e-commerce to your website.

You may send questions to: [support@netstores.com](mailto:support@netstores.com) or view latest FrontPage information at <http://FrontPage.netstores.com>.

If you have any questions regarding setup or the services offered at NetStores, just call toll free: 888-345-4322.

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## Tool Installation

### 1. Using NetStores FrontPage Add-in Installer

#### 1. Download and Installation of NetStores E-Commerce Add-In in FrontPage Using NetStores' FrontPage Installer

1. Go to the NetStores.com's homepage and click the 'FrontPage 2000, 2002' link on the left side of the homepage (See Figure 1). Now, click on the 'Download - Windows 95/98/NT/2000' button. Fill out the registration information and select the correct version of the add-in for your version of FrontPage. Save the downloaded file to the your desktop. **[Note: If you are having trouble saving the file, look in your browser's documentation on how to save the contents of a link.]**

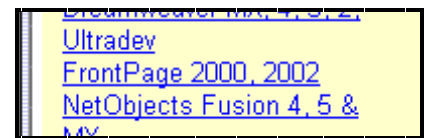


Figure 1

2. The downloaded file contains the installer. Open the downloaded file and put the installer (which ends in '.exe') on the desktop. (See Figure 2)
3. Double-click the installer to start it. Step through all of the installer's windows to install the add-in. (See Figures 3,4,5,6,7). At the installer's third window (See Figure 5), you can change the directory the add-in will be placed in case the default choice is unsuitable. When you click on 'Finish' on the installer's final window, a 'read me' file will appear (Figure 8).



Figure 2

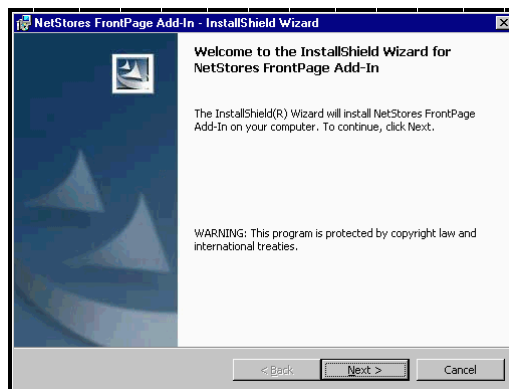


Figure 3



Figure 4

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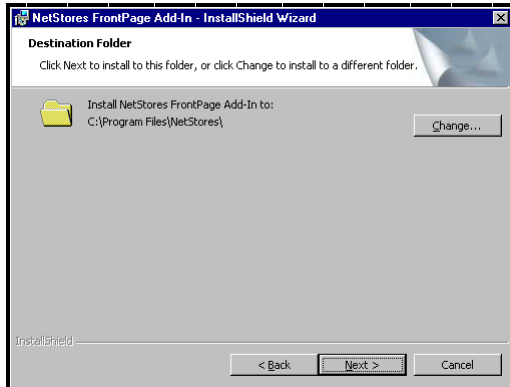


Figure 5

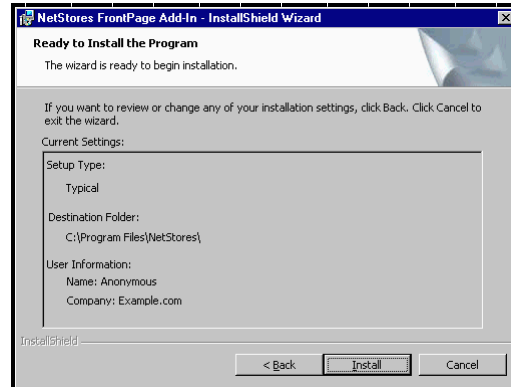


Figure 6

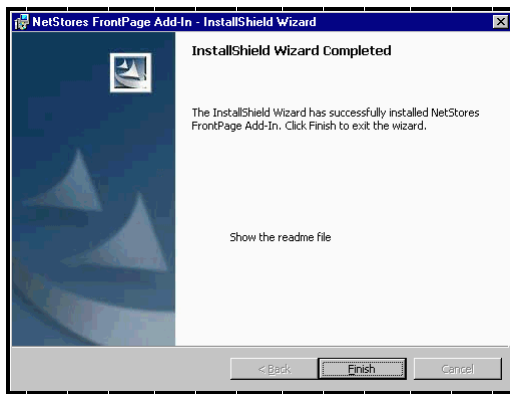


Figure 7

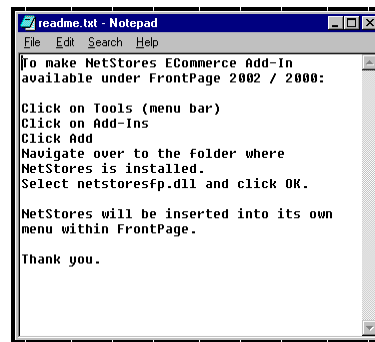


Figure 8

## 2. Testing Proper Installation of NetStores Add-ins

1. 'NetStores' menu just next to the 'Help' menu. (See Figure 9)
2. If you don't see the menu, then follow the instructions given in Figure 8.



Figure 9

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## 1. Store Setup

### 1. Open a web

1. If you do not have a web open (see Figure 10), then you will have to open one. Select 'File' from the menu bar, go down to 'Open Web' (see Figure 11) and open the web that the add-in will be used with. (See Figure 12 & Figure 13) If you do not have a web, select 'New > Page or Web' on the 'File' menu (see Figure 14) to create a web.

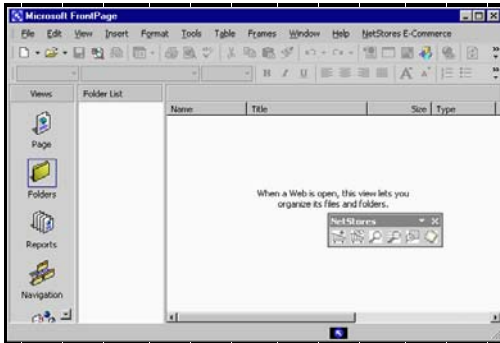


Figure 10

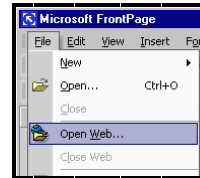


Figure 11

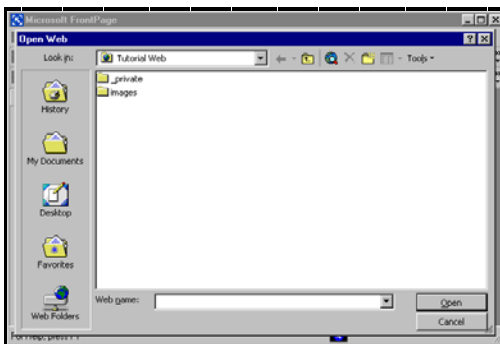


Figure 12

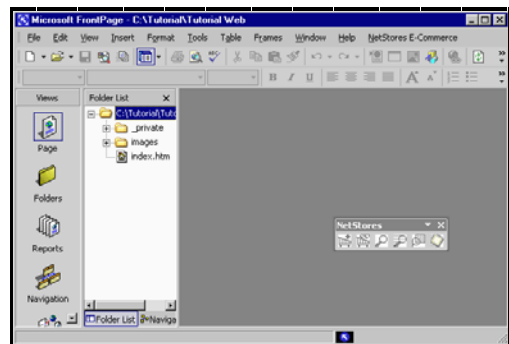


Figure 13

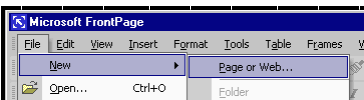


Figure 14

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## 2. Create a store identity and obtain a merchant ID

1. In FrontPage, choose the 'NetStores E-Commerce' menu on the

'NetStores Store Properties' window will appear. (See Figure 16).

2. service agreement (see Figure 17). Agree to the terms of service. Clicking 'I agree' moves user to merchant information input page (see Figure 18). [Note: Agreement is non-binding.]

3. Enter merchant information and click 'Create Your Store'. Doing so creates a unique merchant ID and password. [Note: Merchant ID and password are case sensitive.]

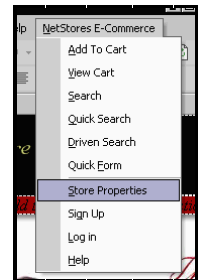


Figure 15

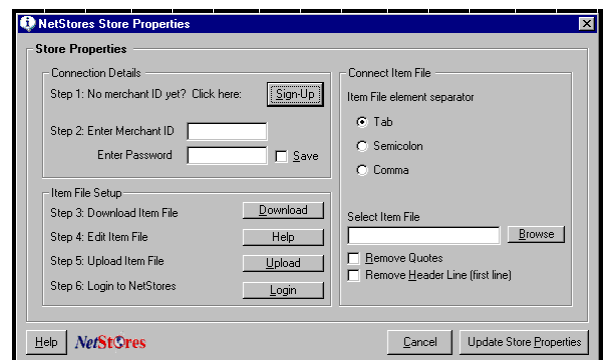


Figure 16

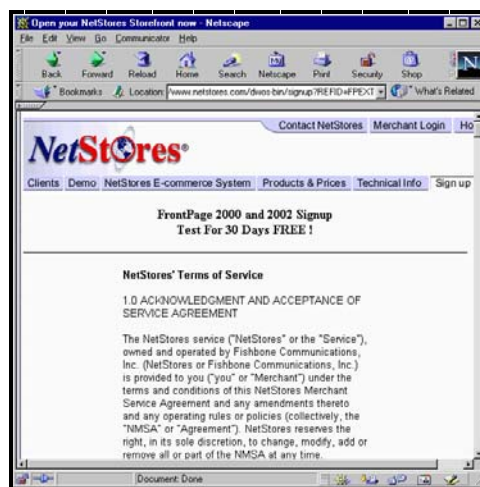


Figure 17

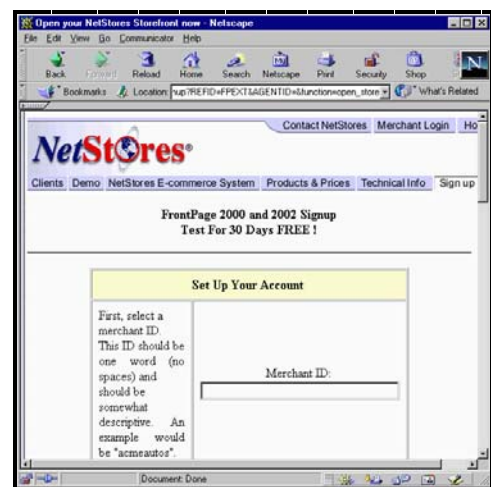


Figure 18

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### 2. Specifying the Merchant ID in FrontPage

1. Switch back to the 'NetStores Store Properties' window. Type the merchant ID into the 'Enter Merchant ID' field and type the merchant password into the 'Enter Password' field (Step 2) on that window. Next, select the 'Save' checkbox (this saves the password). (See Figure 19)

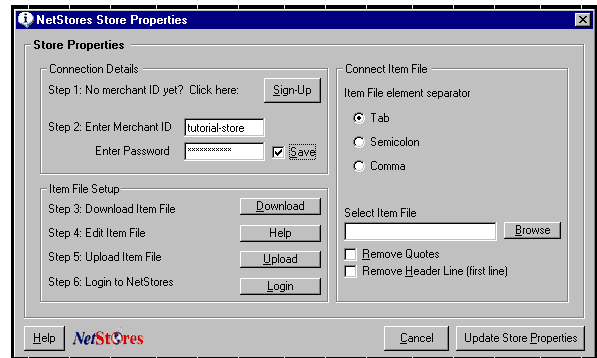


Figure 19

### 3. Item File Download

1. Download a sample NetStores item file.
  1. Click the 'Download' button (Step 3) on the 'NetStores Store Properties' window. (See Figure 20)
  2. Figure 21 should appear, click on 'Download Item File', and save that file in the folder that contains your website.

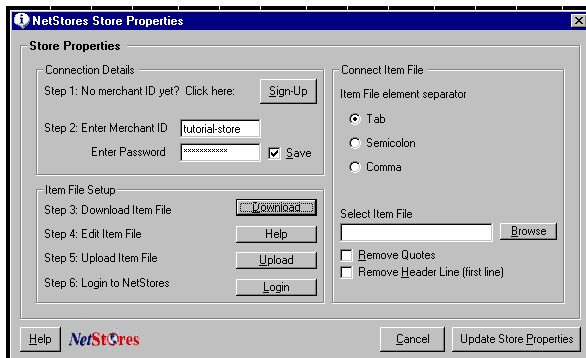


Figure 20

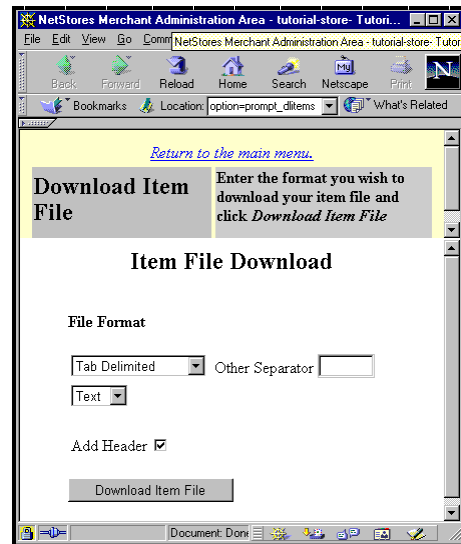


Figure 21

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### 4. Making Changes to the Item File

1. Add information related to the items that will sold through the store to the item file.

1. Open the downloaded item file in a spreadsheet program. (For this example, we're using Microsoft Excel on Microsoft Windows. See Figure 22) You are looking for a 'text' file (see Figure 23), and open it as 'delimited' (see Figure 24).

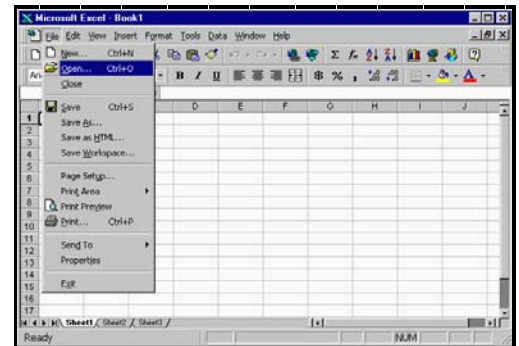


Figure 22

2. Add new product information by following the column titles and the demo products examples. (See Figures 25 [this is before an item is added] & 26 [this is after an item is added]) [Note: For a quick test item, just use the 'Code', 'Price', 'Name', and 'Description' fields.] [Note: Do not include dollar sign '\$', or commas in the 'Price' field.] [Note: A

product number (placed in the 'Code' field) may not repeat, and can not include spaces.]

3. When you are done, save it as a '.txt' file in the website's folder.

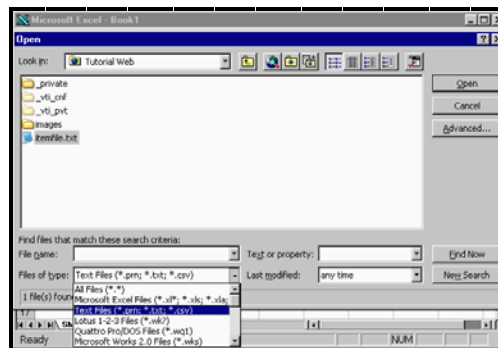


Figure 23

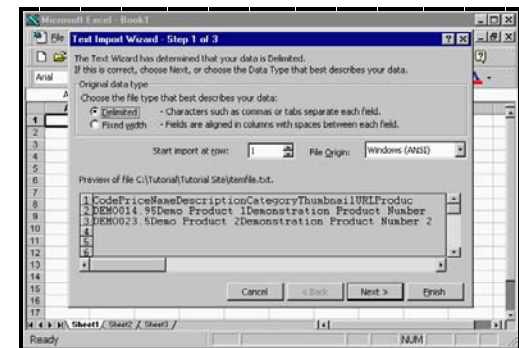


Figure 24

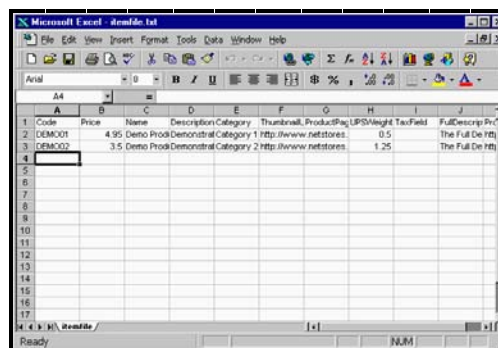


Figure 25

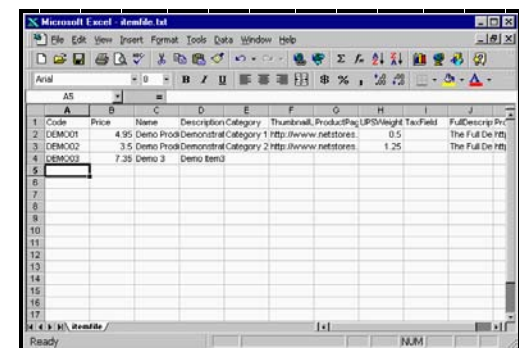


Figure 26

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### 5. Upload the Item File to the NetStores Server

#### 1. Uploading an item file to the NetStores Server

1. Switch back to the 'NetStores Store Properties' window. Click the 'Upload' button (Step 5) on the 'NetStores Store Properties' window. (See Figure 27)
2. At the 'Update Item File' page (See Figure 28), Click 'Browse...' to specify the item file to upload.  
**[Note: If that file does not appear, be sure the browser window is set to File Type 'txt']** **[Note: To upload an entire item file which was edited as a spreadsheet, the spreadsheet must have been saved as a 'txt' file.]**
3. Select the 'Remove Header Line' check box, and make sure the 'Tab' radio button is selected.
4. Click 'Upload'.

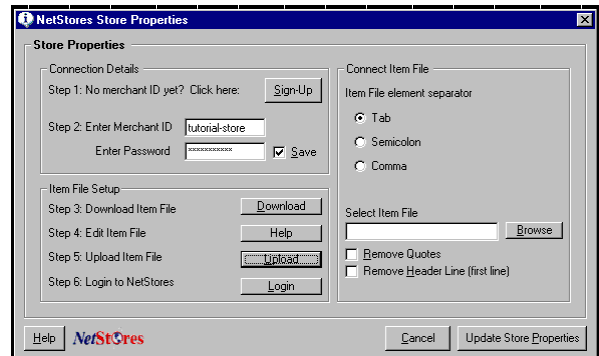


Figure 27

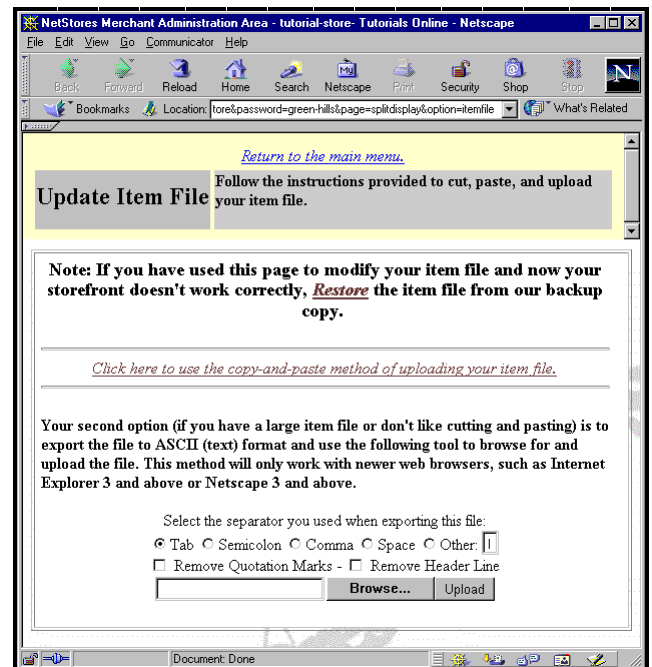


Figure 28



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## 6. Connecting an Item file to the FrontPage Add-In

### 1. Integrating an Item File into the Store Editor of FrontPage

1. Switch back to the 'NetStores Store Properties' window. (See Figure 29).
2. In the store properties window, click the 'Browse' button (on the window's right hand side) to browse for the item file to connect to the FrontPage add-in. (See Figure 30)
3. On the store properties window's right-hand side, select 'Tab', and select 'Remove Header Line'.
4. Now, select the 'Update Store Properties' button, and the store properties window should close (and the add-in will be configured).

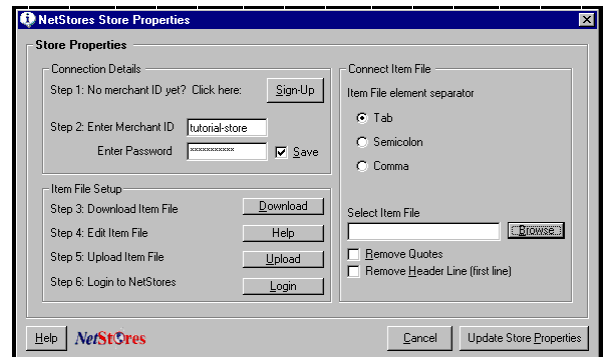


Figure 29

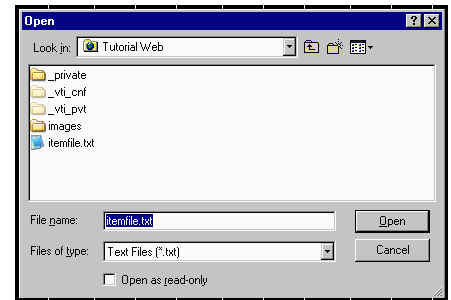


Figure 30

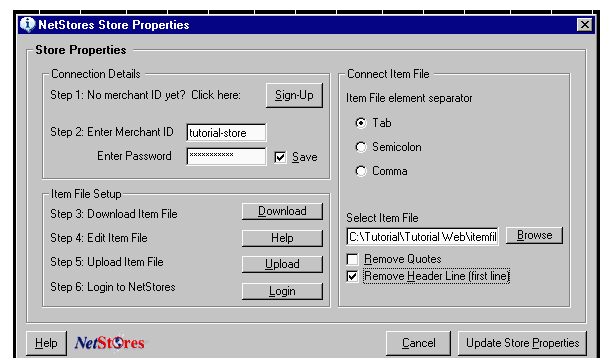


Figure 31

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## 7. Add to Cart Button

### 1. Incorporating online ordering into existing websites.

1. Click on the web page where an 'Add to Cart' button will be added (see Figure 32). Choose the 'Add to Cart' object found on the 'NetStores' toolbar (See Figure 33).
2. When the 'NetStores Add to Cart' dialog box window appears, select a product code from the pull-down menu (See Figure 34). Next, select the 'OK' button to create the 'Add to Cart' button on the web page. (see Figure 35)

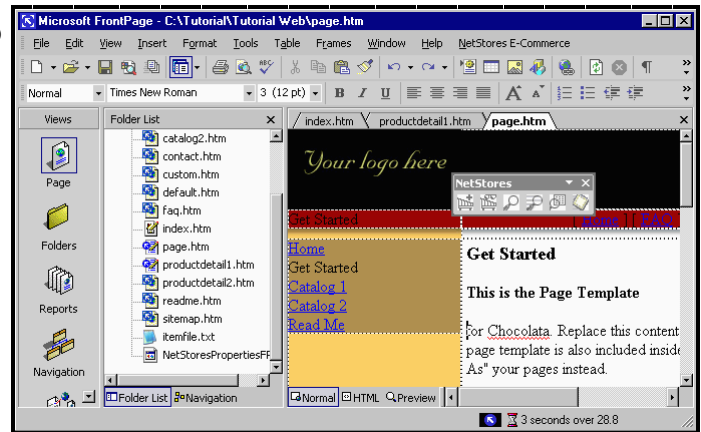


Figure 32



Figure 33

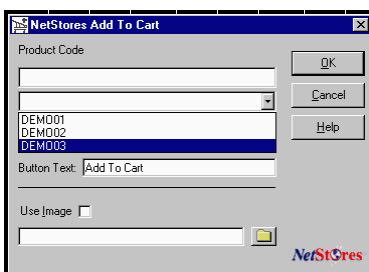


Figure 34

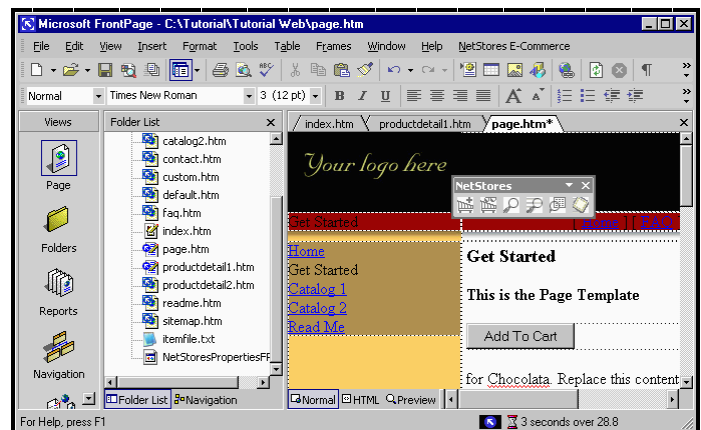


Figure 35

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### 8. Viewing and Testing Web Pages with incorporated NetStores E-Commerce solutions links

#### 1. Viewing and Testing In FrontPage

1. After creating an 'Add to Cart' button, click 'Preview' just below the web page to make the web page 'live' and the 'Add to Cart' button will be functional. (See Figure 36)
2. Click on the 'Add to Cart' button to test it. This should switch the web page to a 'Order Recap' page at NetStores.com with the 'Add to Cart' item added to cart. (See Figure 37)
3. Complete the order if desired and view the logged order by entering the 'Merchant Administration Area' page and clicking 'View Orders/Customers' under the 'Orders & Customers' section.

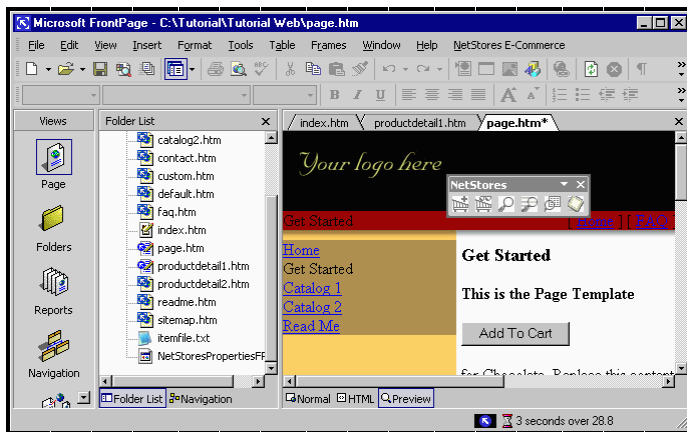


Figure 36

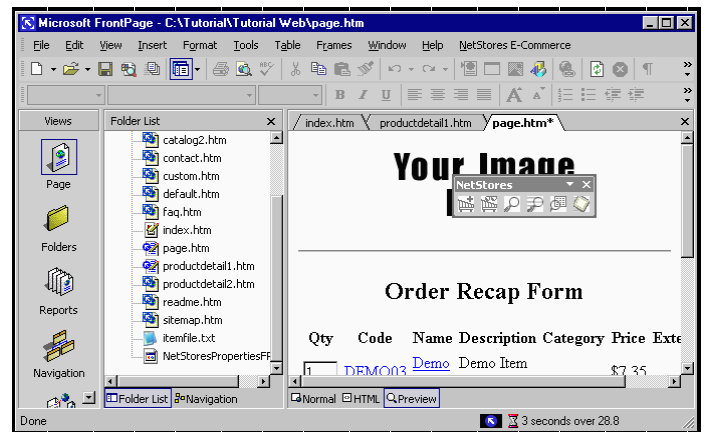


Figure 37

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### 9. For More Information

1. Login onto your store using the 'Login' button (Step 6) on the 'NetStores Store Properties' window (see Figure 38). When the main store page comes up (See Figure 39), click on the 'Guided Setup' link in the lower left-hand corner.
2. Visit NetStores' tutorial page at: <http://www.netstores.com/tutorial>
3. Visit NetStores' FrontPage page at: <http://frontpage.netstores.com>
4. Call our toll free number, 888-345-4322, for help and training on the use of the add-in.
5. Email 'support@netstores.com' for help and to request training on the use of the add-in.

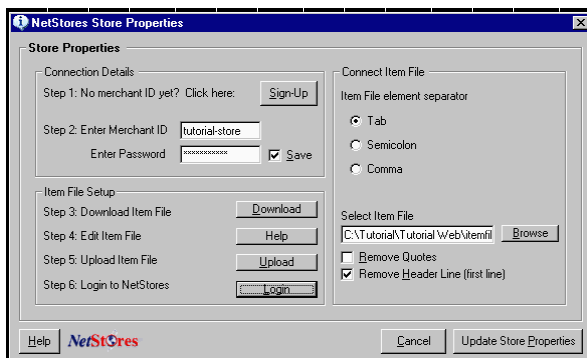


Figure 38

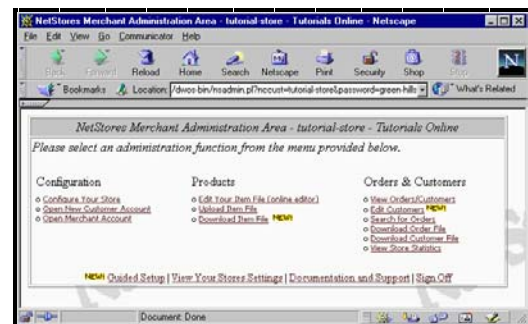


Figure 39