

# LayerSpace

## USER GUIDE

Revised December 2009

## Premium websites. Template price.

Photographers and image makers have been crying out for a portfolio website that is elegant, exciting, efficient and simple to use and now it is here.

A LayerSpace gives you astonishing flexibility in the way that your website looks, allowing you to customise it to perfectly match your existing company branding. Change colours, fonts, logos, themes and templates with just a few clicks of the mouse, using any internet connected computer.

This flexibility and elegance are guiding principles behind the LayerSpace concept but there is a great deal more than that. LayerSpace allows you to create several 'Spaces'. Each Space is a self contained website which has all the advantages mentioned above, so you can create a unique website specifically to show different work.

This is a very powerful tool which means that you can upload a whole shoot to a stand-alone website and send the link to your client. Or you can create different websites for different types of work. If you have the password option you can password protect a whole Space or just a single gallery, and the soon to be released Lightbox option will give you a whole host of possibilities to allow your clients to select the images they require and let you know what they are with a few mouse clicks.

Templates for LayerSpace are designed by Layer Web Design - a specialist in web services for the creative sector, and new templates are released regularly.

The specially designed Content Management System that runs LayerSpace is a bespoke design tailored for ease and speed of use. It is intended to be as intuitive as possible, so you may not need to use this guide but if you do you should be able to find everything you need to use your LayerSpace. If not please contact [support@layerspace.com](mailto:support@layerspace.com) for a quick reply.

Thank you for using LayerSpace.

Kind Regards

Andy Eaves

Director  
LayerSpace

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## Technical Requirements

### COOKIES

In order to use the LayerSpace Content Management System (CMS) you will need to have cookies enabled in your browser. The cookie only stores information that is needed in order to move from one part of the CMS to another. No personal information is stored on the cookie.

### SECURITY

When you have finished a CMS session, please log out of your LayerSpace. This is especially important when using a computer in a public space such as an internet cafe or library, as it could be possible for someone to gain access to your LayerSpace details. The CMS is set up to automatically log you out after 15 minutes of inactivity.

### BROWSER AND OPERATING SYSTEM REQUIREMENTS

You will need to use a modern browser with Javascript enabled and (for certain functions) pop-up windows allowed.

The system has been tested with the following browser/operating system combinations

Mac OS X Tiger/Leopard

Firefox 2 and 3

Safari 2 and 3

Windows XP

Firefox 2

Internet Explorer 6

Windows Vista

Firefox 2

Internet Explorer 7

If you have a choice, we suggest and recommend using Firefox on all computer platforms. The CMS may work with other operating system/browser combinations but no guarantee can be made that full functionality will be available.

### VIEWING SPACES

To view Spaces, galleries and text pages, again a fairly modern browser is required, with cookies enabled if password protection is being used. For Flash templates, Flash player version 8 or higher is required. Most computers built since 2006 will comply with these requirements.

The lightbox option also requires that the user has Javascript and cookies enabled.

If you are unsure as to whether or not your computer is suitable, the easiest way is to try it and see!

## Registration

### STEP 1 - SIGNUP

Joining LayerSpace could not be easier. Just go to [www.layerspace.com/register.php](http://www.layerspace.com/register.php) and enter a username (check first that it is available), a password and a valid email address. When you have agreed to the Terms & Conditions, you can click to continue.

### NOTE ABOUT USERNAMES

Choose your username very carefully as it is used for your main Space URL and is difficult to change. If you decide to change it in the future there will be a charge due to the time involved.

### STEP 2 - VALIDATE

An email will be sent to you containing a link. When you click the link you will be taken back to the website and if all is well you will be validated and you can now login.

### STEP 3 - LOGIN

Go to [www.layerspace.com/login.php](http://www.layerspace.com/login.php) and enter your username and password. You will now need to choose the level of membership you require. Click on the link and choose the level from the drop-down menu. If you require passwords and/or the lightbox option, you can check the appropriate boxes. If you have any vouchers to use you can enter the numbers here.

Your free trial account is now live and you can start setting up your website.

### CONTINUING AFTER THE FREE TRIAL

To keep your website after the free trial, you will need to set up payments.

To do this, click 'Set up payments' from your account details page and you will be able to check the details before continuing. You will then be taken to a secure payment page where you can use your credit or debit card to set up regular payments for your LayerSpace. Once the authorisation of your card has been completed, you will be returned to the LayerSpace website and your account will continue after the end of the free trial.

### NOTE ABOUT MAESTRO DEBIT CARDS

It has become apparent that Maestro debit cards are not suitable for use with our system as they do not allow 'deferred payments' which is the system we use. Most other credit and debit cards can be used. Please accept our apologies for any inconvenience this may cause.

### CREDIT CARD SECURITY

Payments to LayerSpace are securely handled by NETBANX - a well established and highly reputable company. No credit card information is passed to or held by LayerSpace at any time.

Congratulations!

You are now a LayerSpace member!

## Getting started

### ACCOUNT DETAILS

When you have logged in to LayerSpace you will see various details of your account shown which are listed under 'ACCOUNT DETAILS'. This is your LayerSpace home page. You can get back to here at any time by clicking 'YOUR LAYERSPACE' under the top navigation bar.

### MESSAGES

From time to time you will be sent messages which are accessed using the messages link from this page. Only messages concerned with aspects of your LayerSpace will be sent to you. You can mark messages as read, unread, or delete them, and you can sort messages using various criteria.

### CHANGE EMAIL/PASSWORD

If at any time you wish to change your email address or password, you can do so using the links on this page.

### RECOMMEND A FRIEND

This is a simple form which allows you to send an invitation from LayerSpace to a friend. Your friend will be welcomed with a discount voucher for money off their first LayerSpace payment, and when they successfully sign up, you will be sent a voucher to reduce your regular monthly payments. If you recommend enough people you could reduce your LayerSpace bill to just £1 a month!

Along the top of your details there are links to the main sections of the LayerSpace Content Management System (CMS)

### MODIFY/CANCEL

You can upgrade or downgrade your account, add or remove options such as Passwords and Lighbox, or cancel your account completely using the link to this page. This is also the page to go to if you have a voucher to use.

#### NOTE:

Alterations (other than cancellation) cannot be carried out until a previous change has been completed. This is due to the way the payment system works. An alteration is completed when the next payment is taken for your LayerSpace.

### PAYMENTS

Here you can view your payment history and print out invoices.

### YOUR SPACES

This is the button to click to enter the main content management area.

### JUMP TO

This is the main navigation device for the Content Management System. You can instantly go to the correct page to edit Spaces, HubSpace, configuration, image galleries and text pages using this menu.

## Spaces

### **WHAT ARE SPACES?**

A Space in LayerSpace can be thought of as a stand-alone website. If the level that you have chosen allows you to create more than one Space then each Space will be entirely separate from the others. You can change the template of one and it will not affect another. This is one of the most powerful aspects of LayerSpace as it allows you to create a different website for several aspects of your work, or to upload a new set of images that you have created for a specific client, and to keep the new images separate from your main 'portfolio' website.

### **CREATING A SPACE**

Click 'YOUR SPACES' from the top tab bar or choose 'SPACE TITLES' from the JUMP TO menu.

Click 'add new' and enter a name of up to 15 characters. Click save to add the Space.

### **RENAMING A SPACE**

Click 'rename'. Change the name and click 'apply changes'.

### **DELETING A SPACE**

Click 'delete'. Confirm that you wish to delete the Space by clicking 'confirm delete'.

CAUTION - All images, image galleries and text pages for the Space will be deleted when deleting a Space.

### **ADDING CONTENT**

Either click edit next to the relevant Space or choose an option from the JUMP TO menu.

There are two light grey navigation bars - the top bar shows links to content, the bottom bar shows submenu options for each item on the top bar.

### **TOP GREY NAVIGATION BAR OPTIONS**

CONFIGURE - see 'Configuring a Space'

IMAGE GALLERIES - see 'image Galleries'

TEXT PAGES - see 'Text Pages'

URL - The web address of the Space you are editing. Can be copied to give to people to let them visit the Space or to use for domain name forwarding. See 'Tell The World' for more details.

VIEW - Opens a new window containing the Space in its current configuration

## Your HubSpace

### WHAT IS A HUBSPACE?

If you have more than one Space, you can create a HubSpace. If your membership level allows only one Space, you can skip this section.

A HubSpace acts as a portal or entry point to your Spaces. Your HubSpace is the default Space used when you enter the simplest LayerSpace URL ([www.layerspace.com?your\\_username](http://www.layerspace.com?your_username)). You can also choose to set any other Space as your default Space, in which case the HubSpace will be de-activated.

### HUBSPACE EDIT MODE

Click on 'HUBSPACE' in the JUMP TO menu. This takes you to 'HubSpace Edit mode'. If this is the first time you have been to this page you will need to click 'Creat hubspace now'. Your HubSpace will be created and you will then need to activate it by selecting 'HUBSPACE' from the drop-down menu in the light blue bar, and clicking 'change'.

### ADDING A SPACE TO YOUR HUBSPACE

First you need to create a 'Group' or Groups to which you can add whichever Spaces you wish. You could for example create a Group called 'Portfolio' and one called 'Clients'. The name of the Group is used as a title in the HubSpace.

### GROUPS

Click on 'GROUPS' from the top grey bar, click 'add group' and then enter a name for the group and click 'add group' again. Spaces shown on the right can be dragged to a group's box to add them to that group. To remove a Space from a Group, drag it back to the right hand column or to another Group. To edit a Group name, click on the pencil icon to the right of the name. To delete a group, click the red 'X' icon.

NOTE: Deleting a Group does **not** delete any Spaces, Galleries or Text Pages.

### TITLES/LINKS

The links that are added when a Space is added to a Group are made using the name of that Space. The exception being if there is only one Space in a Group, in which case the name of the Group is used.

### LINKS TO YOUR HUBSPACE FROM SPACES

When a Space is added to a Group in the HubSpace, that Space will gain a link to return to the HubSpace. This behaviour can be changed using the option 'show homepage link' when clicking 'details' from the HubSpace page.

### HUBSPACE TEMPLATES

HubSpace templates are always HTML (ie not Flash) and are edited in the same way as a normal text page. See the 'Text Pages' section of this guide for more information.

### EDITING HUBSPACE CONTENT

Click 'CONTENT' from the top grey bar and edit content in the same way as a Text Page. See 'Text Pages' for more details.

## Image Galleries

After choosing a Space to work on, you can start to add content. Content consists of either text pages or image galleries.

### CREATING AN IMAGE GALLERY

First make sure you are editing the correct Space, then click 'IMAGE GALLERIES' from the top grey bar, then click 'ADD/DELETE/RENAME' from the lower grey bar. You can then enter the title for your gallery. The title will be used as a link in the Space, so make it something relevant, such as 'landscapes'. If you have the password option, you can choose whether to use a password. Click 'add gallery' to finish.

TIP: To keep the design of your Space consistent, you should keep the titles in the same format - you could try all lower case, or upper case, or ensure that every title begins with a capital letter.

### ADDING IMAGES

Once you have created a gallery you can add images to it. Please see 'Images' for more details.

### CHANGING THE ORDER OF IMAGE GALLERIES

Galleries can be re-ordered using the up/down arrows after clicking on 'ADD/DELETE/RENAME' as described above.

### EDITING AN IMAGE GALLERY TITLE

You can edit the title of an Image Gallery by clicking 'edit' next to its title. If you have the password option, you can set a password in the edit dialogue page, as well as whether or not to activate a password for that gallery.

### DELETING AN IMAGE GALLERY

Click 'delete' next to the Gallery title then click 'confirm delete'.  
CAUTION: All images in the Gallery will be permanently deleted.

## Text Pages

Text pages are pages where you can add text based information. They can contain text and/or images OR - new! the title can be a direct link to another website (see next page)

### CREATING A TEXT PAGE

Make sure you are editing the correct Space, then click on 'TEXT PAGES' from the top grey bar, then on 'ADD/DELETE/RENAME' from the bottom grey bar and then 'add'. Enter the name and click 'save section'.

### EDITING A TEXT PAGE TITLE

Click on 'TEXT PAGES' from the top grey bar, then on 'ADD/DELETE/RENAME' from the bottom grey bar and then 'edit' next to the title of the page you want to edit the name of. Edit the name and click 'apply changes'.

### DELETING A TEXT PAGE

To delete a text page, just click 'delete' instead of edit, then confirm.

### EDITING A TEXT PAGE

Click on 'TEXT PAGES' from the top grey bar, then on 'EDIT TEXT' from the bottom grey bar and then choose the page you want to edit from the bottom grey bar (if it is not shown already). You will see a box with icons along the top which allow you to format text in a similar way to a word processor. There are some differences however and it pays to practice with this feature to get the best results.

### USING THE TEXT EDITOR

The best way to enter text is by typing in your whole text content, then highlighting the parts you want to format by turn and saving between each format. This will give the best result.

### FORMATTING TEXT

Once you have finished typing your text, highlight a piece of text that you want to format and click on the icon to apply the format - from the left of the text box toolbar: bold, italic, underline, align left, align centre, align right, text size, text colour.

### ADDING LINE BREAKS

Adding a line break can normally be achieved by hitting enter on your keyboard, but this sometimes does not work so place the cursor before the text that you want to move down a line and click on the diagonal arrow icon on the toolbar. This will add a line break. If you want to add another you will need to re-place the cursor.

### ADDING LINKS

To add a link first type the text that will form the link, then highlight it and click the link icon on the toolbar (a globe with an '8' on its side). A dialogue box will pop up. Choose the type of link from the drop down menu - webpage is a standard web address, secure page is a webpage that begins with 'https' and email is an email address. In the address box type the URL (the address of the page you want) omitting any letters before 'www' or type the email address if it is an email link. The link text should be the text you highlighted. Click OK and the link is inserted.

## Text Pages cont'd

### **ADDING IMAGES TO TEXT PAGES**

Images can be added to a text page using the image tool (a tree). You will first need to upload images to the textsection image folder using the tools to the right of the text editing box.

Click on choose file and select an image from your hard drive. Choose a size that you wish the image to be shown at and then click add image. There will be a delay while the image is uploaded, and it will then appear in the scrolling box. Find the image you want to add to the page and select and copy the text in the box marked 'URL'.

Place your cursor in the text edit box at the point where you want the image to appear and then click on the image icon. A pop up box will appear - paste the copied text into the box marked 'Image URL'. The 'Alternative text' box is optional. Choose to align the image to the right or left (left is default) and click OK. The image will be added to your text page.

### **NOTE ABOUT IMAGES IN TEXT PAGES**

Adding images to text pages can sometimes produce unexpected results. The way that images are handled (especially by Flash templates) means that the position of the image may not be what is shown in the text edit box. In this case you will need to experiment with positioning until you achieve the closest match to what you require.

### **IMAGE SIZE FOR UPLOADING**

Images are resized to a maximum of 300 pixels on the longest side. You are advised to reduce the size of your images to just slightly larger than this before uploading them in order to save uploading time.

### **ALLOWED IMAGE FORMATS**

You can upload images saved as PNG, GIF or JPEG. Jpeg is best for photographs, either gif or png is best for graphics with large blocks of colour. Only these three formats are available.

### **SAVING YOUR TEXT PAGE CONTENT**

When you have finished editing uour page, remember to click 'apply changes' to save the page. Because of the similarities to a normal word processor, it can be easy to forget to do this.

### **NEW! SET A TEXT PAGE TITLE AS A DIRECT LINK**

You can now choose to set a text page title (the word(s) which appear in the main menu of your website) to link to another website or webpage directly when clicked.

This may be useful to link to a blog or a social networking site.

To make the title into a link, click 'change to a link' while editing the text page. Then enter the link URL and whether you want it to open in a new window, and click 'apply changes'

The text you have entered for the page will still be there if you change your mind.

**USEFUL TIP:** You can have a 'secret text page as well as a link - first enter your text, then change the title to be a link, then set the page as your 'HOMEPAGE'. The site will open with that text page but the link will work when clicked from another page.

## Images

### **IMAGE SIZE FOR UPLOADING**

You are advised to reduce the size of your images to 1000 pixels on the longest side before uploading them in order to save uploading time. Images will be processed by the LayerSpace system to produce images suitable for showing on a website. Thumbnails in square and proportional format will also be produced. Images must be less than 8mb in size to be uploaded, although we recommend using much smaller files.

### **ALLOWED IMAGE FORMATS**

You can upload images saved as PNG, GIF or JPEG. Jpeg is usually best for photographs, either gif or png is best for graphics with large blocks of colour. Only these three formats are available.

### **ADDING AN IMAGE TO A GALLERY**

First go to the Space that you want to work on, then click 'IMAGE GALLERIES' from the top grey bar, then 'EDIT IMAGES' from the bottom grey bar, then click the name of the Gallery to which you want to add images. You are now in image edit mode.

At the bottom left of the page is a large '+' button. Click this and go to the upload page. Change the options if required, click 'Select Images' and choose one or more images from your computer's hard drive to upload. Once selected the images will start to upload, and the page will indicate when the uploading has completed.

If the '+' button is not visible it means you have reached the maximum number of images allowed for the Space. The total number of images allowed is equal to the number of galleries allowed multiplied by the number of images per gallery (see the prices page for these figures). Adding more images to one gallery may reduce the number available to upload to another gallery.

### **EDITING IMAGE TITLES AND CAPTIONS**

From image edit mode, click on the thumbnail of the image you want to edit. A larger image will appear with boxes to enter the title and caption for the image. Click 'apply changes' to save the details. You can move to other images using the next or previous links or click 'BACK TO THUMBS' to return to the gallery.

### **RECROPPING A SQUARE THUMBNAIL**

From the image edit page, click the thumbnail you want to edit, then click 'recrop square thumb' under the square thumbnail on the right. You can then position the shape over the large image and click 'crop' to save the new thumbnail.

### **CHANGING THE ORDER OF IMAGES IN A GALLERY**

First make sure you are in image editing mode.

To change the order of images, simply drag and drop the thumbnails to the order in which you want them to appear. If there are a lot of thumbnails you may find it helpful to use the slider at the top of the thumbnails to reduce the size of them so you can see them all easily. To sort all images by filename, click the sort button (opposing arrows) at the bottom of the page.

### **DELETING AN IMAGE**

In image editing mode, drag the thumbnail to the trash can image at the bottom right of the window.

## Configuring a Space/HubSpace

First choose the Space you want to edit, then click 'CONFIGURE' on the top grey bar. To configure your HubSpace click on 'HUBSPACE' from the Spacebar, then click 'CONFIGURE' from the top grey bar.

### HELP

This is a rundown of what each option is

### TEMPLATE

This allows you to change the template for your Space. Available templates will vary depending on your membership level.

### PRESETS

This page allows to set a colour scheme easily. The available options have been carefully designed to work in harmony and this is the best place to start when first creating a Space.

### COLOURS

Here you can change all the colours that make up your Space. Body text, image title, image caption and image border are all self explanatory. Link is the colour of links to galleries and text pages, and also the colour of text links in text pages. Link highlight is the colour that links turn when the the mouse is passed over them. Border is used for the border around the whole Space (this can vary from template to template). Inner background is the colour behind the actual Space and its content. Outer background is the colour around the outside of the content. Base and subtle colours are used for various other graphic details and will vary depending on the template. You will need to do some experimenting to achieve the best results.

### CHANGING A COLOUR

Click on 'edit colours' and then pass your mouse over the small coloured square to the right of the colour you wish to change. A spectrum of colours will appear - click the colour you require, then click 'apply changes'. Alternatively if you know the 'hex' colour code for the colour you require, you can enter it in the box next to the '#' symbol.

### FONTS

You can set the font used for the main text in text pages, for image captions (and titles) and for links to text pages and galleries. There are several 'web-safe' options which are available on all computers and so your Space will appear the same way.

You can set all three fonts at the same time to a preset using the 'edit/set font theme' button.

### NAME/LOGO

A logo is the heading that appears on every page of your site and can be either text or an image. To account for different styles of logo, most templates are available as either tall or wide logo versions, so some experimentation is again in order.

### CREATING A TEXT LOGO

Click 'edit details' and change the logo type to text if it is not already set. Click on 'apply changes' to set the logo type. You can then click on 'edit details' again to edit the settings.

## Configuring A Space cont'd

The details are: **HEADING** which is the main part of the logo (eg your name), and **SUBHEADING** which is as you might suppose, a secondary part of the logo (eg 'photographer'). You can set font, size and colour for each of these. Click apply changes and the logo is set.

### CREATING AN IMAGE LOGO

Click 'edit details' and change the logo type to 'image' and click apply changes'. Then click 'edit details' again. To change the logo image, click on 'change image' and on the next page, click 'Choose file' to select an image from your hard drive to upload. Click 'upload image' and wait for the logo to upload and be processed.

### TIPS FOR CREATING LOGO IMAGES

You are advised to make a logo the exact size that it will appear in your Space to ensure that any text is legible. For best results it is a good idea to make the background of the logo image the same colour as the background of your Space (inner background in the colours).

If you are using text in an image, it is best to save it as either a gif or a png image. If it has a gradient it may work better as either a jpeg or a png image.

Images will be resized if they are bigger than one of the two size formats allowed. The LayerSpace system will decide automatically which is the appropriate size for the image you upload. Small images will not be enlarged.

For wide templates: 450 pixels wide x 75 pixels high

For tall templates: 150 pixels wide x 300 pixels high

These are maximum dimensions.

### DETAILS

**Borderwidth** adjust the size of the border around the main content of a Space (depending on the template). You can hide the border by changing the borderwidth to 0 (zero).

**Show image border** - when set to yes a keyline border will appear around large images.

**Show copyright** - if set to yes a copyright symbol will appear at the bottom of the Space with the copyright name.

**Fullscreen** - if set to yes the Space will set the viewers window to fill the screen when entering. (this appears with its own tab if editing a Hubspace)

**Thumbnails** - choose whether the thumbnails are shown as square or proportional. This is dependent on the template - some templates only use square thumbs, others do not use any thumbs. (Not applicable to a Hubspace)

**Background image** - you can upload an image which will fill the background around the outside of the main website. This is not available on some templates.

### SHOW HUBSPACE LINK (HUBSPACE ONLY)

When this option is set to yes a link will appear in all Spaces that are in a HubSpace Group. HubSpace link text is the text that will be used for this link.

It is worth thinking carefully about the wording for this option as it does not work in the same way as a normal 'home' button and so may be confusing for some visitors.

## Configuring A Space cont'd

### **PAGE TITLE**

when the Space is opened in a browser, the browser window will show this title at the top.

### **KEYWORDS**

These are useful for getting your Space listed in search engines. Separate each keyword (or phrase) with a comma when entering them.

### **DESCRIPTION**

This is the phrase or sentence that will appear under the main link in search engine results which find your Space. It should be a short sentence describing what your site is about and what it contains.

### **STATISTICS CODE**

You can add the code from your free Google Analytics (or similar) account here to monitor visitors to your Space. See [www.google.com/analytics](http://www.google.com/analytics) for more information.

### **HOMEPAGE (SPACE ONLY)**

This option sets the page that appears when first entering the Space. If you want to have a traditional homepage, you can create a text page with a title of 'home' and then set it as your homepage. Or you can choose to show an image from a gallery. Options for images are :  
HOMEPAGE - this will show a random image from a special image gallery called homepage. This is accessible (if chosen) by clicking 'IMAGE GALLERIES' from the top grey bar.  
ALL - Shows a randomly chosen image from all images in this Space.  
FIRST - (Default) This shows the first image in the first gallery of this Space.

If your Space is primarily displaying photographs or other images, you are urged to set your homepage as an image to give more exposure to your image. Choosing a random option means that your Space will change when visitors return without you needing to change anything. If you want to show a single image but not the one that appears first in gallery one, choose homepage and then upload only one image to the homepage gallery.

Choosing a text page as your homepage may be desirable if you want to explain what the Space contains - for example a series of images from a new job.

### **OPTIONS (SPACE ONLY)**

This is where you can set up LightBox and selling options (if applicable) and also set up password protection for a whole Space.

LIGHTBOX - Please see next chapter.

SELLING - Please see next chapter

### **PASSWORDS**

To set a password for a Space, click 'edit options' and set password protection to on. Enter a password in the box and click 'apply password changes'.

If you apply a password to a whole Space you are advised not to set passwords for galleries within that Space, as visitors may be a little overwhelmed!

Passwords for individual galleries can be set by clicking rename on the image gallery titles page.

## The LightBox & Client Selection Tools

The LayerSpace LightBox is a powerful tool which allows you to give your clients an interactive selection device. They can add images to their LightBox, add comments to the images, then add an overall comment and send the selection to you for further action - eg prints or high resolution files. The interface is extremely simple - thumbnails are dragged and dropped to a box.

### SETTING UP A LIGHTBOX

#### **You must have the LightBox option to use a LightBox**

First go to the configuration page for the Space you want to edit.

Click 'OPTIONS'

click 'edit options'

on the left of the page is a drop down box next to the word 'LightBox'

change it to 'ENABLED'

#### **combine with site**

if set to yes, the Space will begin with the template that is set. There will in addition be a button at the top of the window saying 'CLICK HERE TO SELECT IMAGES'

If set to no, the Space will immediately open at the LightBox interface.

#### **show filename**

if set to yes the filename of each image will appear under the large image when a thumbnail is clicked in the LightBox.

#### **image size**

when a thumbnail is clicked, a large image is opened - this can be either large or small.

When you have set the options, click 'apply lightbox changes' to save.

### LIGHTBOX TYPE

The type can be either 'SELECTOR' or 'SALES'

If set to SALES the LightBox becomes a shopping cart and images (or their subjects) can be purchased online using your PayPal account. This is ideal for selling prints of your images, but can be used for any number of purposes.

To change a LightBox type to 'SALES', click 'edit options'

In the middle of the page, under 'SELLING', set Selling to be ENABLED

You will then need to set selling options (see next chapter)

### PAYPAL ID

See next chapter

### SELLING GROUPS

See next chapter

## Selling From Your LayerSpace

### ENABLING SELLING

First set up a LightBox as detailed in the previous chapter.

Then, on the OPTIONS page of the configuration section, click edit options, and set Selling to 'ENABLED'

Click apply selling changes to save

### PAYPAL ID

If set this will take purchasers to the PayPal website when they click CHECKOUT in the LightBox. If not set an email will be sent to you and it will be up to you to arrange payment and delivery.

### PRICE LISTS

You will notice a link entitled 'PRICE LISTS'. This takes you to the page for setting the options presented to people when they want to buy something from your LayerSpace.

There is also a link to edit selling groups from the 'JUMP TO' tab on the SpaceBar

Once you have arrived at the Price lists page, you will need to add a price list.

Click 'add new price list'

Enter a name for the list - eg 'print type and size'

Then enter options and prices for each choice in this list - eg '20"x16" Ink jet print'.

Enter only numbers in the price box, not the £ pound sign.

Click 'save' and then either add another price list or return to the Space you were editing.

### HOW TO USE PRICE LISTS

Once you have set up 1 or more price lists, you can decide how to set up your LightBox selling tool.

Return to the configure -> options page and click edit options

In the middle of the page under 'SELLING', the drop down box next to 'options' should now give you a choice of 'image' or the name(s) of your price list(s).

If you set this to image, only those images that you set to be for sale will have a 'BUY' button next to them. If you choose a price list name, all images will be set to be for sale using the options/prices specified in the price list you have selected.

### SELLING INDIVIDUAL IMAGES

If you set the options above to 'image', you will need to edit each image in each gallery to set the options for that image. This means that you can set different prices for every image on your LayerSpace should you so wish. Image selling options are set in the same way as changing titles and captions for an image.

## The LightBox/Selling Interface

### SELECTION TOOL

The interface is designed to be extremely user friendly and should need no instruction. However, if you find that anyone has a problem, here are instructions for use.

When a LightBox is set to be a SELECTOR type, the interface presented to your client will consist of a box on the left containing thumbnails, and a box on the right entitled 'selection'. The viewer can choose which Image Gallery to view from the drop down list above the thumbnails, or choose to view all thumbnails.

To select an image, the thumbnail can be dragged to the selection box on the right and dropped. To view an image at a larger scale, the magnifying glass can be clicked. When viewing images in the larger format, they can be clicked on the right or left to proceed to the next or previous image.

To remove an image, the red 'x' under the thumbnail is clicked.

When a selection has been made, the viewer should click 'options' above the selected thumbnails. The window will then change to the selection as a page of thumbnails. These can be clicked in order to add a comment.

When ready to submit, the viewer should add a comment (if desired) in the box provided, enter his or her name and email address, and click 'SUBMIT THIS SELECTION'.

An email is then sent to you and to the viewer with a link to the selection saved online. The selection complete with comments can be downloaded as a text file suitable for opening with any text editor or word processor, or it can be viewed in a printer friendly format.

You can also click on the link under the main box in your account details page on your LayerSpace admin pages.

### SELLING TOOL

When you have set up selling, images that are for sale will show 'BUY' button next to them. When clicked, the buyer will be shown a page with options from the relevant price list for that image (see previous chapter for how to set these), together with a quantity box. When these have been set, the buyer can click 'add to order'. The next page shows the current order and value with options to change or remove each item, reset the order, or checkout.

To add to the order buyers can return to the main website by clicking on the button at the top of the page, or they can click 'CHECKOUT' to be taken to your PayPal account (if set - see previous chapter) or to send an email to you which you should respond to with methods of payment etc.

### POST AND PACKING

This tool does not give options for P&P but these can be set up in your PayPal account if you use that method of payment.

## Tell the world - Links and Domain Names

### DOMAIN HOSTING

LayerSpace now offers a full domain mapping service. This makes your website indistinguishable from one hosted using a custom solution. See next page 'DOMAIN HOSTING' for more information. The information below applies if you do not use hosting.

### LINKS TO YOUR SPACES

When you are editing a HubSpace or a Space, the URL (or link) is shown when you click URL from the top tab bar. You can select this and copy it in order to paste it into emails or other text or to use as a link (for example from a blog or another website).

### MAIN LINK

The shortest link possible is:

`layerspace.com?username`

where 'username' is your LayerSpace username.

This link will go to your HubSpace if you have one, or your default Space if you have set one. If you have not set a default Space, the first Space you created will be used.

### LINKING YOUR DOMAIN NAME TO YOUR LAYERSPACE

If you do not use full domain hosting (see next page), you can use 'Web Forwarding' to link your existing domain name to your LayerSpace.

This is usually easy to set up in the website control panel of the company from whom you purchased your domain name. If you do not have a domain name but would like one, LayerSpace is planning to provide the service in the near future, or there any number of companies who provide the service. Try [www.fasthosts.co.uk](http://www.fasthosts.co.uk) to start with.

Go to the edit page for the Space you want to link to, click URL and copy the link from the URL box, then paste it in the relevant place on your domain name provider's website. Now whenever someone types your domain name into a browser, they will be taken to your LayerSpace website.

Most companies offer the option to set web forwarding to use framing.

This will retain your domain name in the address bar of the browser, instead of changing it to the LayerSpace address. You can use this if you prefer your visitors not to know that your website is a LayerSpace.

### ANOTHER METHOD OF LINKING

If you are unable to use forwarding, but you have an existing hosting account and would like to use your domain name with your LayerSpace, we have a simple piece of code that can be used to give the same effect as forwarding. A page with the code in is placed on your current website and will do the forwarding for you. This is a free service.

Please contact support for details.

### MONITORING VISITORS

You can use a free statistics tool such as Google Analytics ([google.com/analytics](http://google.com/analytics)) to monitor visitors to your Space. You will be given a piece of code which is simply copied and pasted into a text box on the Space or HubSpace configuration page.

## Domain Hosting

### FULL DOMAIN MAPPING SERVICE

You can now set up your website to fully use your domain name. This means that your website will be indistinguishable from one hosted using a custom hosting solution.

### WHY?

The main reason is to improve SEO or search engine optimisation. Search engines prefer a full web page with plenty of text to read and hosting your domain name with use will give them that. Combined with our dynamic scripting to make your text content visible to search engines even when you are using a Flash template, this gives a high degree of visibility to your site and will help to get your search ranking higher.

Note: if you are interested in reading about search engine optimisation, we have an online article which may be of use: [www.layerspace.com/seoinfo.php](http://www.layerspace.com/seoinfo.php)

### HOW TO HOST YOUR DOMAIN NAME WITH US

When logged in, click on the 'DOMAINS' tab, and then click 'add domain'  
You can then enter your domain name (do not enter 'www.') and the ending.

### Email details

When your domain name is hosted with us, your email account will move to use as well. An email account will be set up using the name that you set here, so you will receive email sent to [yourname@yourdomainname.com](mailto:yourname@yourdomainname.com). You also need to enter a password for the email address. Full details of how to set up and access your email will be sent when you have set up your domain hosting.

### Space to use

You need to choose a Space to use for your domain name to point to.  
Email details and Space can be edited after the domain is set up by clicking 'DOMAINS'.

### PAYMENT

There is a fee of £25 (at time of writing) for setting up domain hosting. This is a **one-off** charge there is no ongoing annual or monthly charge for domain hosting and your domain will be hosted for as long as you remain an active member of LayerSpace. When you have paid the fee you will see a page with a link to finish setting up your domain hosting.

### COMPLETION OF SETUP

In order to complete the setup of your domain hosting, you will need to change the NAMESERVERS. Most domain name registrars will do this or allow you to do it yourself using their control panel. If yours doesn't, we recommend [www.daily.co.uk](http://www.daily.co.uk) - it is quite easy to transfer a domain name to them and you can then use their control panel. This step is vital and **hosting will not work until you have done this.**

**WARNING:** All hosting and email accounts which are currently associated with your domain name will stop working when you change the nameservers

### YOU KEEP CONTROL OF YOUR DOMAIN

If you no longer wish to host your domain name with us, you just need to change the nameservers again. You retain control of your domain name at all times.

## Troubleshooting

If you have a problem using your LayerSpace, and you cannot find the answer in this user guide, the answer is quite probably in the FAQs or the help section of the main LayerSpace website.

### **SUPPORT**

If you have exhausted all other avenues, please raise a support ticket or send an email detailing the problem to 'support@layerspace.com', and support staff will be delighted to help you.

### **FORUM**

The LayerSpace Forum is for members to contribute their experiences (good or bad) of using LayerSpace. There is a troubleshooting section in this so any problem that has been raised will be entered here if it is something that is easily remedied. This means that everyone will benefit from a solution to a problem.

There are also tutorials, tips and tricks and the opportunity to ask if anyone has a solution to a problem.

the forum is at [www.layerspace.com/forum](http://www.layerspace.com/forum)

## Bespoke Design

If you cannot find a template that you like or if you want to change some aspect of a template, you can request a bespoke template. The cost of this will vary depending on the amount of work involved, with prices starting at £50.

A new template will be created which is exclusive to your LayerSpace, so you can have an entirely unique Space. If you choose not to require exclusivity, the cost of the template may be reduced or may even be dropped altogether if the new design is considered a worthy addition to the other LayerSpace templates.

To request a bespoke template, please send an email to [support@layerspace.com](mailto:support@layerspace.com) outlining what you would like. A LayerSpace representative will contact you with a guide to pricing or will request more details if required.

## Contact and Support

### **SALES AND GENERAL ENQUIRIES**

+44(0)560 300 6059  
enquiries@layerspace.com

### **SUPPORT AND TECHNICAL ASSISTANCE**

Please raise a support ticket from your LayerSpace account or email  
support@layerspace.com

### **PAYMENT AND BILLING ENQUIRIES**

payments@layerspace.com

### **POST**

A Eaves t/a  
**LayerSpace**  
27 Poets Road  
London N5 2SL

VAT reg'd no: 645 7861 01

### **FEEDBACK**

LayerSpace welcomes feedback from its users, whether positive or negative. We strive constantly to improve your user experience, so if anything seems not to work quite as it should or you can think of a suggestion to improve the site, please let us know.

It would also be nice to know if we are doing anything right!

All suggestions will be considered and if appropriate, they may well be implemented.