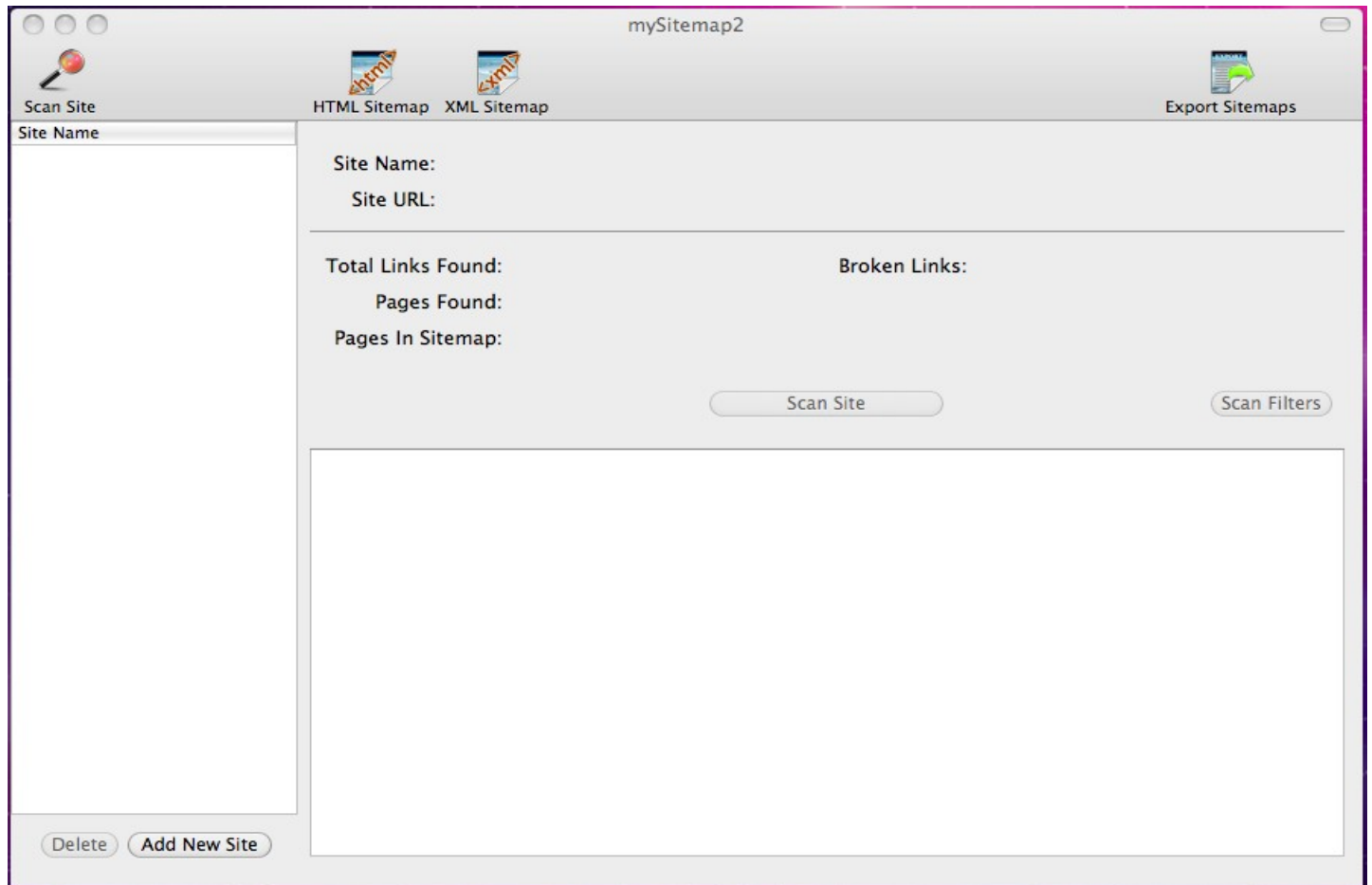


The Quick Guide To mySitemap

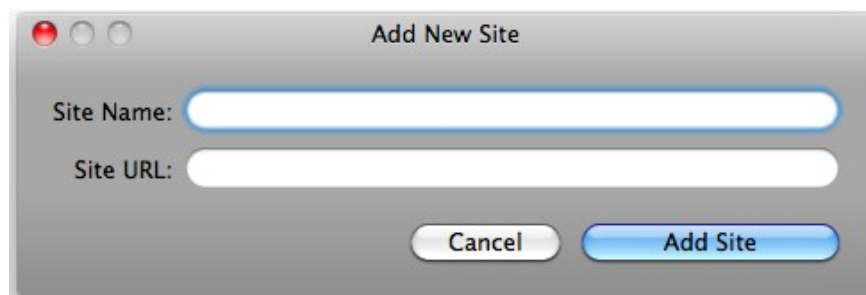
When you first open mySitemap you will be presented with the scanning screen shown below, from here you can Add, Edit, Delete and Scan websites, you can also enter Scan Filters to prevent scanning of certain links, link types, folders etc.



Add Your First Site

To start using mySitemap you will need to enter a website, this is done by simply clicking on the 'Add New Site' button at the bottom left of the mySitemap window. Once clicked the below 'Add New Site' window will appear where you can add a name for the site and the url from which the scan will start. Once you are happy with the name and url just click the blue 'Add Site' button and your site will be added to the site list on the Scan Site page.

If there is a problem with the name or url you have entered you will be notified of this and will need to rectify the error before you can add the site. (The site name must be unique and the site name and url cannot be empty)



Scanning Your Site

Scan Filters

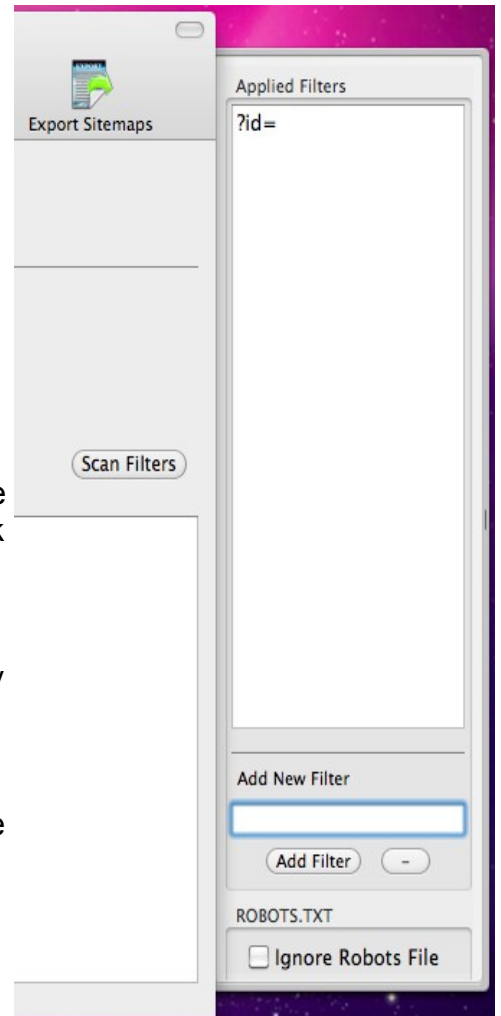
Once you have added a site to the sites list you will be able to begin scanning, before starting your scan you should decide if there are any folders or file types you want the scanner to skip. If you have any items you would like to ignore simply select the site from the sites list on the left of the window then click on the 'Scan Filters' button located at the middle right of the mySitemap window to open the filters drawer.

(shown in image on right)

To add a filter just type the name of the folder, link type, etc into the add new filter box (shown in right image with blue outline) then click on the 'Add Filter' button. Filters must be added one at a time.

Please be careful using scanning filters, if you decide to ignore a folder called 'photos' you must enter it as '/photos/' otherwise any link with the word photos in will be skipped.

If you would like to ignore the robots.txt file just check the 'Ignore Robots File' checkbox and all links that robots should ignore will be scanned.



Scanning

To scan a website you must first select it from the sites list on the left of the mySitemap window, once selected the 'Scan Site' button in the center of the window will be enabled. Once you click the 'Scan Site' button, mySitemap will check the site url entered when you added the site and if the url is valid the scan will start, you will be notified if there is a problem with the url.

While the site is being scanned you can follow it's progress, a brief description of the window below follows:

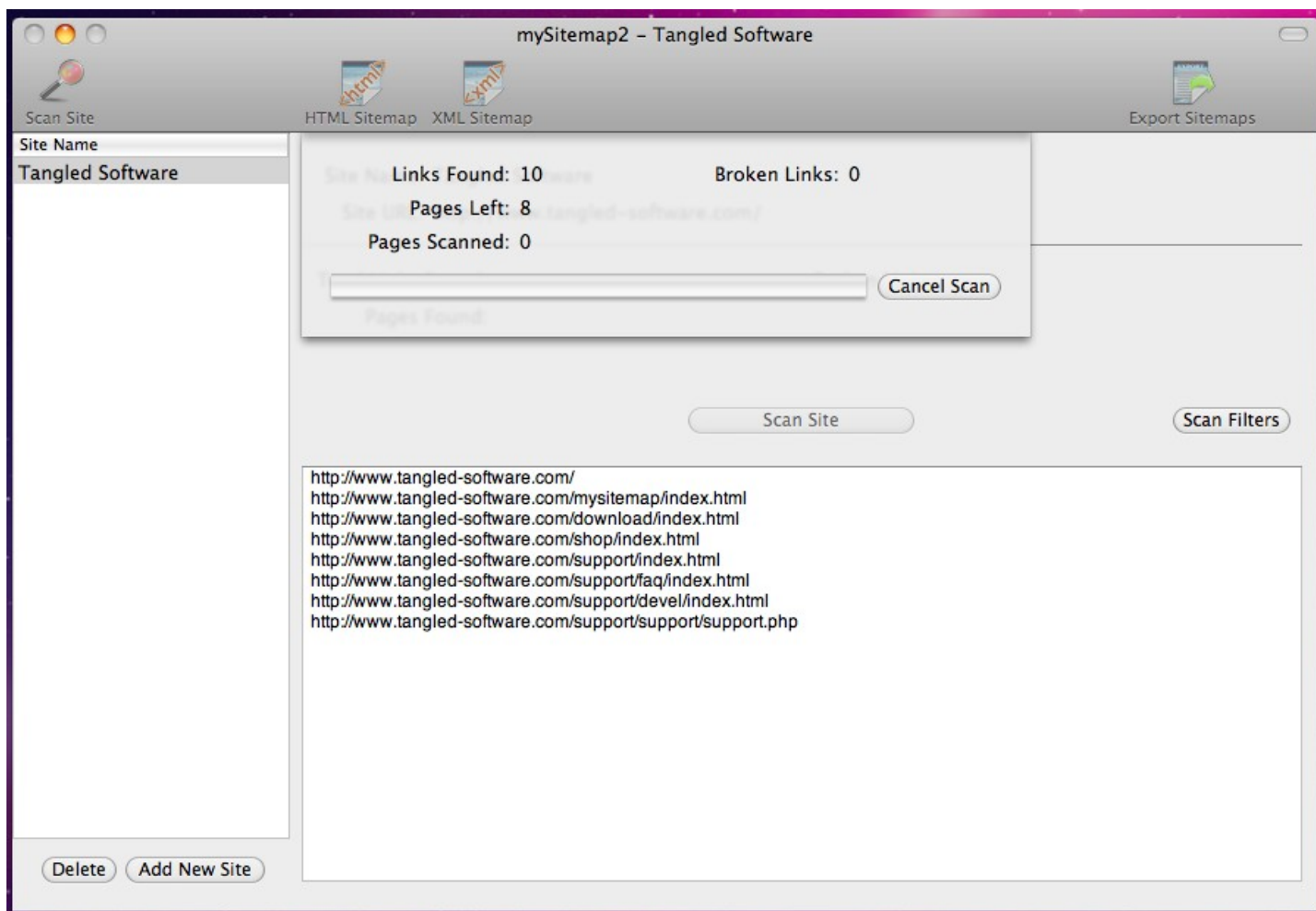
'Links Found:' shows the number of links found in your site while scanning.

'Pages Left:' shows how many pages have been found and are left to scan

'Pages Scanned:' shows the number of pages that have been scanned so far

'Broken Links:' shows the number of broken links found while scanning the site

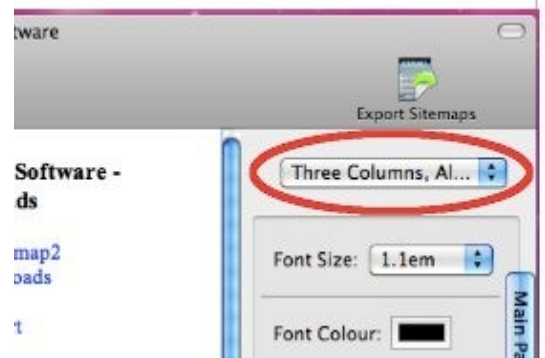
The large white box at the bottom of the window shows the full urls of pages found on the website.



Using The Sitemap Editor

Once you have scanned a site you can begin editing the created sitemap, to start editing, first select a site from the sites list on the main page then click the 'HTML Sitemap' icon at the top of the window.

Before Editing you must select the type of sitemap you would like to use, you can choose from one, two or three column layouts with all pages and their links included or just to have links to the pages themselves included in the sitemap. You can select the type of sitemap with the layout picker located at the top right of the 'HTML Sitemap' window. (highlighted in red in image on right)

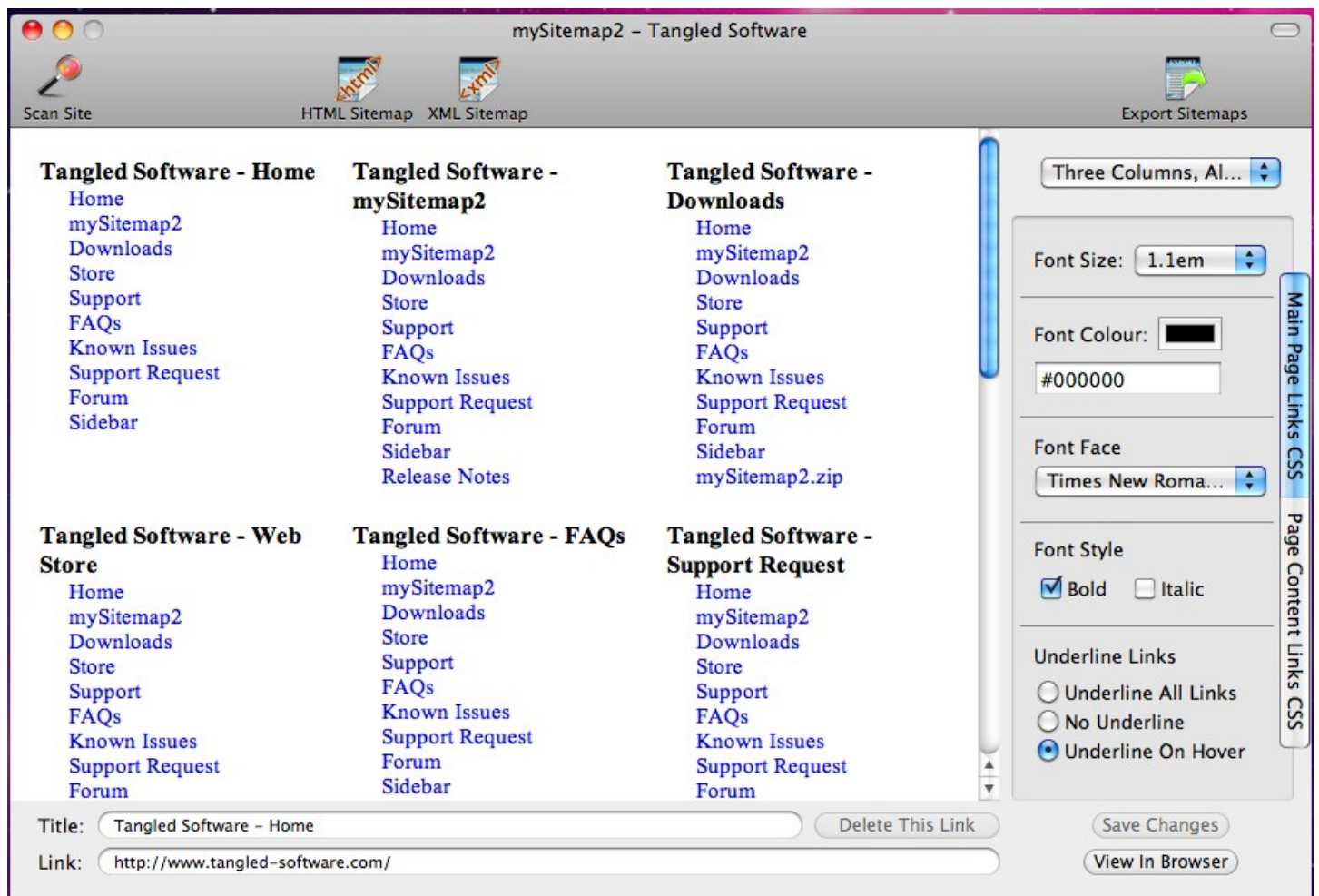


Editing Links

If you would like to change a link's name or the URL it is pointing to, this can be done by clicking on a link in the preview window. (image below) The link name and URL will appear in the two boxes at the bottom of the window, labeled 'Title:' and 'Link:', from where you can make the desired changes. Once you have made the changes, just click back in the preview window to save the new title and URL.

Deleting Links

To delete a link from the created sitemap, simply click on the link so it appears in the boxes at the bottom of the screen and then click on the 'Delete This Link' button. You will be asked to confirm the deletion before the link is removed.



Changing The Look Of Your Created Sitemap

The panel to the right of the 'HTML Sitemap' window allows you to make changes to the appearance of your created sitemap, there are two tabs to choose from allowing you to edit the main page links and inner page links separately. The main page links are shown in the above image in black and the page inner links in blue.

The controls are the same for both the 'Main Page Links' and 'Page Content Links' tabs and will update the sitemap preview as you make the changes, a larger preview can be seen in your default browser by clicking the 'View In Browser' button at the bottom right of the window.

BEFORE making any changes please make sure you have selected the sitemap type you would like to change from the drop down menu at the top right of the sitemap screen,(shown in above image with the title "Three Columns, Al...") as each sitemap type is edited separately.

What you can change:

Font Size: 0.8em to 1.4em

Font Colour: Apple colour picker or hexadecimal colour code

Font Face: Arial, Helvetica, sans-serif
Times New Roman, Times, serif
Courier New, Courier, Mono
Georgia, Times New Roman, Times, serif
Veranda, Arial, Helvetica, sans-serif
Geneva, Arial, Helvetica, sans-serif

Font Style: Normal, Bold, Italic

Link Underlines: Underline All, Underline On Hover, No Underline

XML Sitemap Editing

Under the 'XML Sitemap' section of mySitemap you can change the details for the xml sitemap created when scanning your site, changes made to the XML Sitemap cannot be automatically undone.

To Change the 'URL' or 'Last Updated' columns simply double click row in the column you would like to change.

The 'Change Frequency' and 'Link Priority' columns can be easily changed by clicking the double arrows to the right side of the column and selecting the required value from the list which will appear.

Exporting Your Sitemap(s)

1. To begin exporting your sitemap(s) you must have first added and scanned a site, if you have already done this your scanned site(s) will appear in the popup list in the 'Choose A Site To Export' area on the left of the window.
2. Once you have selected the site to export from the popup list you need to select the type of sitemap to export from the 'Choose A Sitemap Style For Export' section in the middle of the window. Just click the box next to the sitemap type to select it, please note you can only export one sitemap/sitemap type at a time.
3. When the above steps are finished just click the 'Export HTML Sitemap' or 'Export XML Sitemap' button to begin the exporting of the sitemap. The sitemap will be processed and you will then be presented with a save dialog, simply choose a name and location to save the file and click 'Save'.