

MyAIMStore My Account My Blogs Notifications Blog Authors Visit

**myAIMstore**

HOME PRODUCTS HEALTHY CELL CONCEPT CONTACT

13 JAN 2010

admin 1

**Greetings from MyAIMStore**



An AIM network marketing business is a home-based business that allows you to be in control of your health and income. You set your own goals, design your own plan to achieve them, and determine your own hours. And no one can hold you back; your reward is commensurate with the effort you make.

For over 26 years, The AIM Companies? has been a leading distributor of whole food concentrates and nutritional supplements. If you are looking for the flexibility, convenience, and rewards of a home-based business, AIM is the answer. It's the only home business I would consider owning!

SEARCH

Get in touch



Hello! Welcome to MyAIMStore. If you have any questions or would like to find out more, please contact me by filling out the form at the bottom of the page or getting in touch at one of the following:

- (800) 456-2462
- myaimstore@aimintl.com

I look forward to hearing from you.

**Nutrition**

- CIII Health
- MSHBC Health
- The AIM

# MyAIMStore

## Welcome Guide:

Getting started with your  
MyAIMStore website

## Getting to know the MyAIMStore dashboard

The screenshot shows the MyAIMStore dashboard interface. At the top, there is a navigation bar with links for 'My Account', 'My Store', 'Notifications', and 'Blog Authors'. Below this is a header area with the site name 'Test' and a 'Visit Site' button. A red circle with the number '2' highlights the 'Visit Site' button. On the left side, there is a sidebar menu with various options like 'Posts', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. A red circle with the number '1' highlights the 'Posts' menu item. The main content area is titled 'Dashboard' and contains several widgets. The 'Right Now' widget shows a summary of site statistics: 1 Post, 1 Comment, 2 Pages, 1 Approved, 1 Category, 0 Pending, 1 Tag, and 0 Spam. A red circle with the number '3' highlights this widget. Below it is the 'Storage Space' widget showing 10MB Space Allowed and 0.26MB (3%) Space Used. The 'Recent Comments' widget shows a comment from 'test on Hello world! # Thanks for the information.' with a 'View all' button. The 'AIM Sales and Sign-ups' widget features a 'Website Statistics' graphic with a bar chart and a line graph. A red circle with the number '4' highlights the 'QuickPress' widget, which is a form for creating new posts, including fields for Title, Content, and Tags, and buttons for 'Save Draft', 'Reset', and 'Publish'. At the bottom of the dashboard, there is a section for 'MyAIMStore blog' with two articles: 'How to: Upload a picture of yourself' and 'Improve your site's search ranking with MyAIMStore's all-in-one SEO plugin'. At the very bottom, there is a footer with the text 'Thank you for creating with WordPress MU | Documentation'.

Each time you login, you will be taken to your MyAIMStore dashboard, which serves as a hub for customizing, tracking, and managing your online store. In addition, there are helpful links to MyAIMStore documentation and support. Here are some of the notable features of the dashboard:

1. **The Menu Bar.** This is perhaps the most important part of your MyAIMStore dashboard. The Menu Bar connects you with all the different administration options at your disposal. The Menu Bar remains visible on each page as you navigate your administration options.

**Note:** *Some features of the Menu Bar may be hidden at first glance. To view more options, choose a Menu Bar link and place your mouse on top. If a down arrow appears, you may click the arrow to expand the options.*

2. **Site name and “View Site” link.** Located at the very top of the page, this link takes you to the MyAIMStore webpage that your visitors will see when they come to your MyAIMStore address.
3. **“Right Now”.** Provides a quick snapshot of the activity on your MyAIMStore website.
4. **Quick Press.** For power bloggers, the Quick Press feature allows for quick blog publishing right from the dashboard.

## Edit your user profile

A good place to start with your MyAIMStore site is to edit your personal information. Find the “Users” link in the Menu Bar, make sure the User options are expanded (see note above), and select “Your Profile.”





## Profile

Visual Editor  Disable the visual editor when writing

Admin Color Scheme  
 Blue  
 Gray

Keyboard Shortcuts  Enable keyboard shortcuts for comment moderation. [More information](#)

### Name

Username  Your username cannot be changed.

First name

Last name

Nickname (required)

Display name publicly as  ▼

### Contact Info

E-mail (required)

Website

AIM

Yahoo IM

Jabber / Google Talk

### 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 ! " ? \$ % ^ & ;).

### Receive admin emails

Receive admin emails  ▼

[Update Profile](#)

**Note: Your username cannot be changed. If you have an issue with your username, please contact MyAIMStore support ([myaimstore@aimintl.com](mailto:myaimstore@aimintl.com)).**

In the "Contact Info" section, double check that your email address is correct.

In the "About Yourself" section, you may change your password at any time. Simply type in the new password, then re-type the password for confirmation.

----- Important! -----

*When you are finished making changes to your profile, click "Update Profile." Changes will not be saved otherwise.*

## Choosing your theme

MyAIMStore websites allow you to choose from three fully-customizable themes so that you can find the one that best suits your business needs. For further information on specific themes, visit the MyAIMStore demo area at <http://www.myaimstore.com/demo>.

To change your current theme, click on the "Appearance" link in the Menu Bar. Alternately, you can get there by finding the "Appearance" link in the Menu Bar and selecting "Themes" from the expanded options.



The screenshot displays the WordPress 'Manage Themes' interface. At the top, there is a navigation bar with 'MyAIMStore' and various user options. Below this, a sidebar on the left provides access to different site management areas like 'Posts', 'Media', and 'Appearance'. The main content area is titled 'Manage Themes' and is divided into sections. The 'Current Theme' section shows 'Theme 3 1.0 by MyAIMStore' with a preview image and a description: 'Theme 3 features main content area and contact information by default on homepage.' Below this, the 'Available Themes' section lists two other themes. 'Theme 1 1.0 by MyAIMStore' is described as having 'full content of posts on the main page and a fully customizable sidebar'. 'Theme 2 1.0 by MyAIMStore' is described as having 'abbreviated posts on the main page, ideal for a blog'. Each available theme includes 'Activate' and 'Preview' links. At the bottom of the page, there is a footer that reads 'Thank you for creating with WordPress MU | Documentation'.

On the “Manage Themes” page, your current theme is featured at the top. Other available themes are listed below.

To change a theme, click on the “Activate” link below the appropriate theme. This will make the selected theme active and move it to the top of the page.

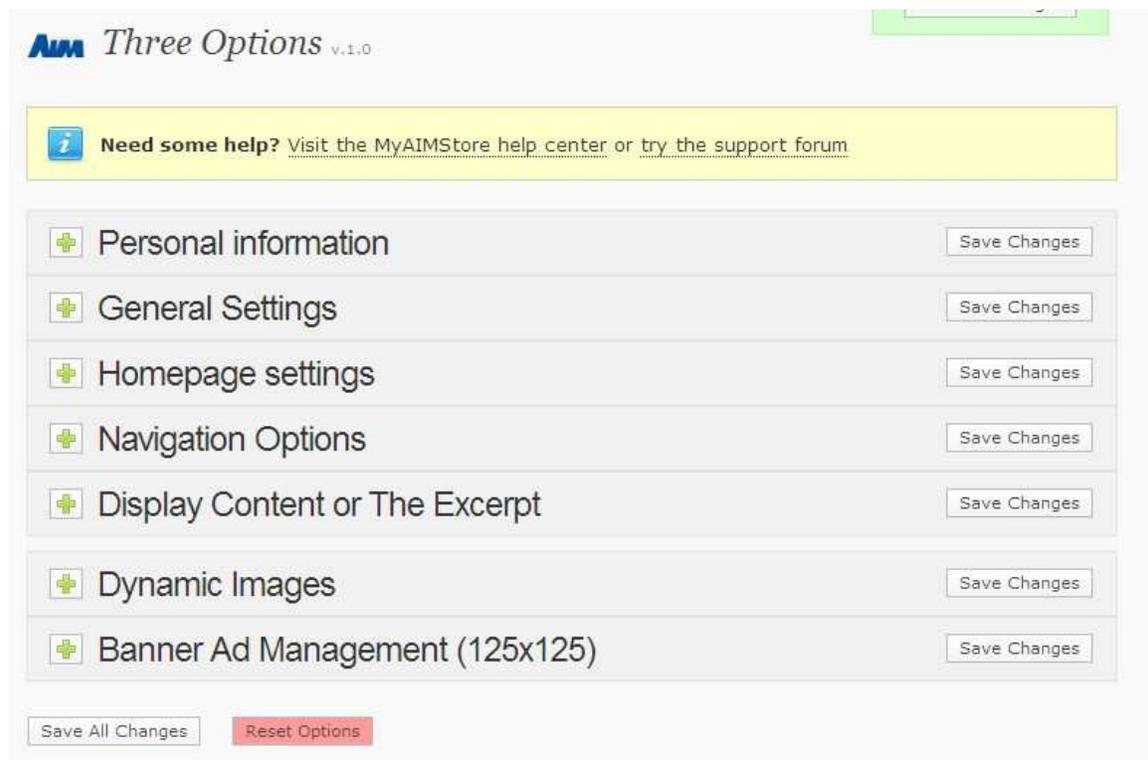
To see a preview of your site with one of the available themes, click on the “Preview” link below the appropriate theme. Keep in mind that some themes may require more changes than others in order to be fully utilized.



To exit a preview window, click on the "X" in the upper left-hand corner or click outside of the preview window. To activate a theme from the preview window, click on "Activate" in the upper right-hand corner.

## Editing your theme

To edit your theme, find the theme name in the Menu Bar, right below “Comments” and click on the theme name or click “Theme Options” from the expanded options.



Let's take a look at what each theme option allows you to change and how it will impact your website.

## Personal information

The personal information options let you add extra account information to your website. The fields include Member ID Number, Name, Address, and Phone. This information may also appear on Product order pages and elsewhere across your site.

## General Settings

The general settings for your theme include the color scheme and custom logos, as well as code areas for advanced users.

**Theme stylesheet.** Changes the color scheme of your website. Depending on your theme, the default color scheme is either blue or purple.

**Custom logo.** Adds a custom logo to your website, replacing the current MyAIMStore logo. Recommended for advanced users only.

**Custom favicon.** Replaces the website icon in the address bar. Recommended for advanced users only.

**Tracking code.** Adds analytics tracking code to your website to help record visits, trends, and additional website information. Some website analytics services to consider are Google Analytics ([google.com/analytics](http://google.com/analytics)) and Sitemeter ([sitemeter.com](http://sitemeter.com)). Each of these services is offered FREE of charge.

**Custom CSS.** Changes the look of your site. Recommended for advanced users only.

## Homepage settings.

Give your website a title, add a photo from the MyAIMStore library (<http://www.myaimstore.com/resources/photos>), and create welcome text.

**Note: Homepage Settings are only available on Theme 3.**

**Note: To create paragraph breaks on the welcome text, you must add `<br><br>` after each paragraph or place a `<p>` before each paragraph.**

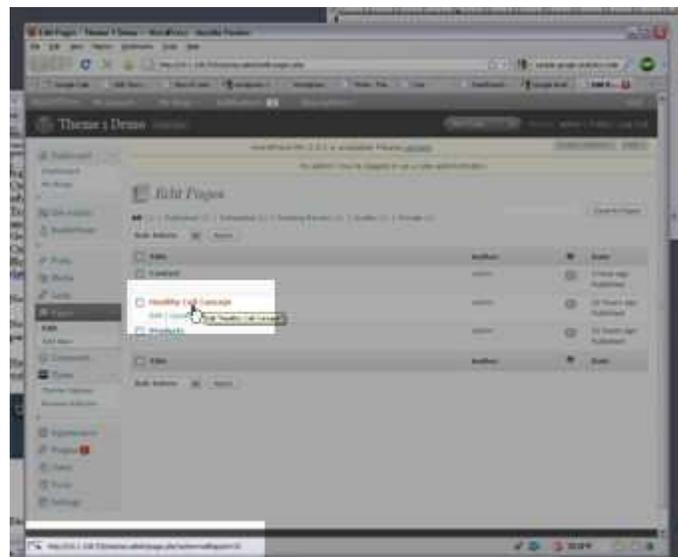
**Note: Do not use quotes in the Homepage Settings welcome text area. Links and HTML will work fine without the presence of quotation marks.**

## Navigation Options.

Change which pages appear in the black bar across the top of your website.

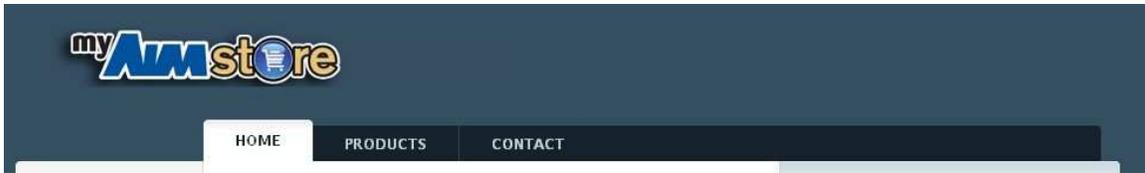


To change which pages appear in your site's navigation bar, you must enter the page ID number in the Navigation Options field. To find the page ID number, click on "Pages" in the Menu Bar and place your mouse over the title of the page you wish to hide from the navigation menu. Note at the bottom of your browser the web address that appears. The final number in the web address is the page ID.



 **Navigation Options** Save Changes

**Header - Exclude Pages from Navigation**  Enter a comma-separated list of **ID's** that you'd like to exclude from the top navigation. (e.g. 12,23,27,44)



### Display Content or the Excerpt.

Changes how much text appears on your homepage (e.g., <http://www.myaimstore.com/storename>) and archives pages. Check the box if you want to display the full text of your posts on the home page and/or the archives page. Full text will always appear on the individual post pages (e.g., <http://www.myaimstore.com/storename/1/17/fda-announcement>).

### Dynamic Images.

Modifies how images are re-sized automatically. Recommended for advanced users only.

### Banner ad Management.

Changes the ads that appear in the banner ad widget of the sidebar (for further information, see sidebar section below). For more information, visit the MyAIMStore resource page at (<http://www.myaimstore.com/resources>). Copy and paste image addresses and website addresses into the appropriate fields.

***Note: Be sure to click on the "Save Changes" button or the green "Save All Changes" button in order to save your work. Your website will not be updated if you fail to do so.***

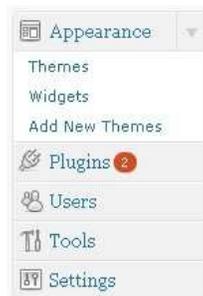


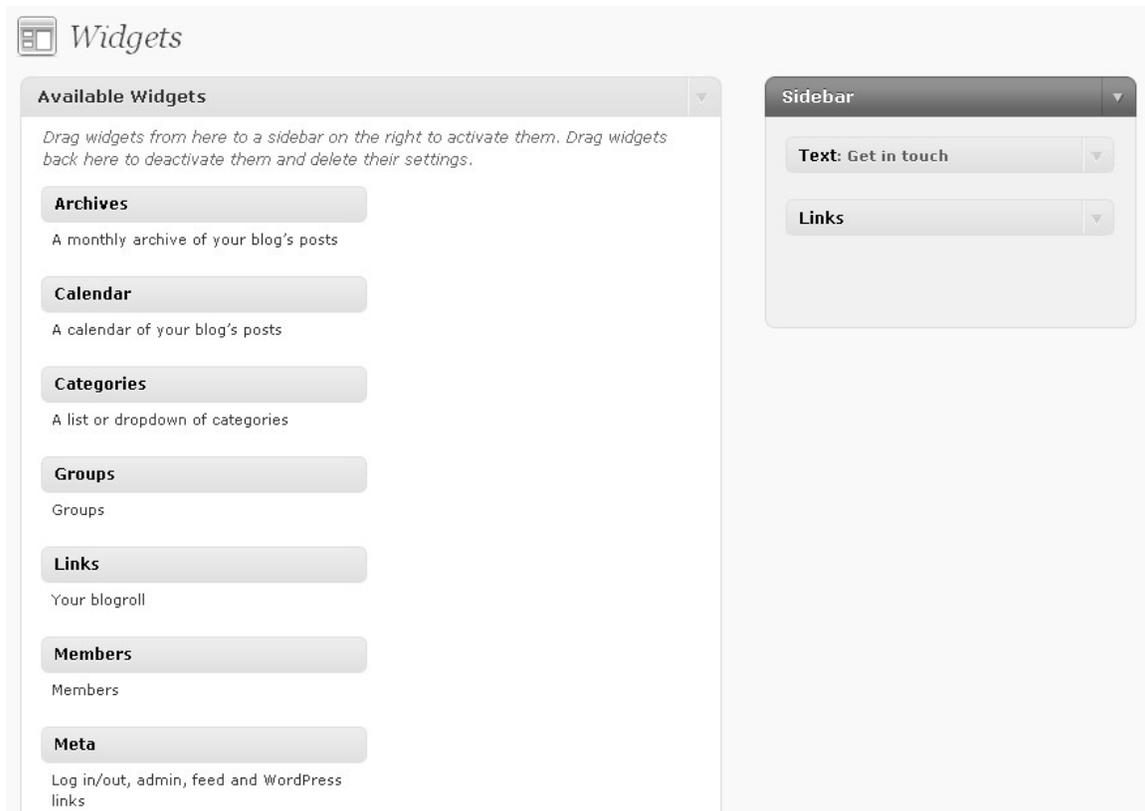
## Editing your site's sidebar area

No matter which theme you choose, each will have an area for a fully customizable right sidebar.



To edit the sidebar, go to "Appearance" in the Menu Bar, and choose "Widgets" from the expanded options. (Don't see "Widgets"? Place your mouse over "Appearance" and click the down arrow to the right of the word.)





On the left side of the page, you will see a list of Available Widgets. On the right side of the page is the list of widgets that are currently active in your Sidebar. By default, there are no active widgets. You need to add the ones that you would prefer.

To add a widget, simply click on the desired widget on the left side, hold down the mouse button, drag the widget to the right side until you see a dashed rectangle, then release the mouse button.



**Note:** Dragging widgets may be more difficult depending on browser and connection speed.

Once you have placed a widget from the left into your sidebar on the right, you can edit the widget's options by clicking on the down arrow to the right of the widget name (if options panel is not already expanded).

**Note: Unless otherwise prompted, saving is automatic in the widget area. When you drag an inactive widget into your sidebar, the widget is automatically saved.**



The image shows a mobile interface for configuring a sidebar widget. The widget is titled "Sidebar" and has a dropdown arrow on the right. It contains three sections: "Text" with the value "Get in touch", "Links", and "Pages". The "Pages" section is expanded, showing a "Title" text input field, a "Sort by" dropdown menu set to "Page title", and an "Exclude" text input field. Below the "Exclude" field is a note: "Page IDs, separated by commas." At the bottom of the panel are three buttons: "Remove", "Close", and "Save".

Make the appropriate changes to the Widget options and hit "Save."

To remove a widget from the sidebar, expand the widget options and click "Remove" at the bottom of the widget. Also, you can drag the widget from the Sidebar section back to the Available Widgets section at left.

For further information on widgets and their specific uses, visit the MyAIMStore resources page at <http://www.myaimstore.com/resources>.

## Creating a page

Pages compose the main navigation for most MyAIMStore themes.

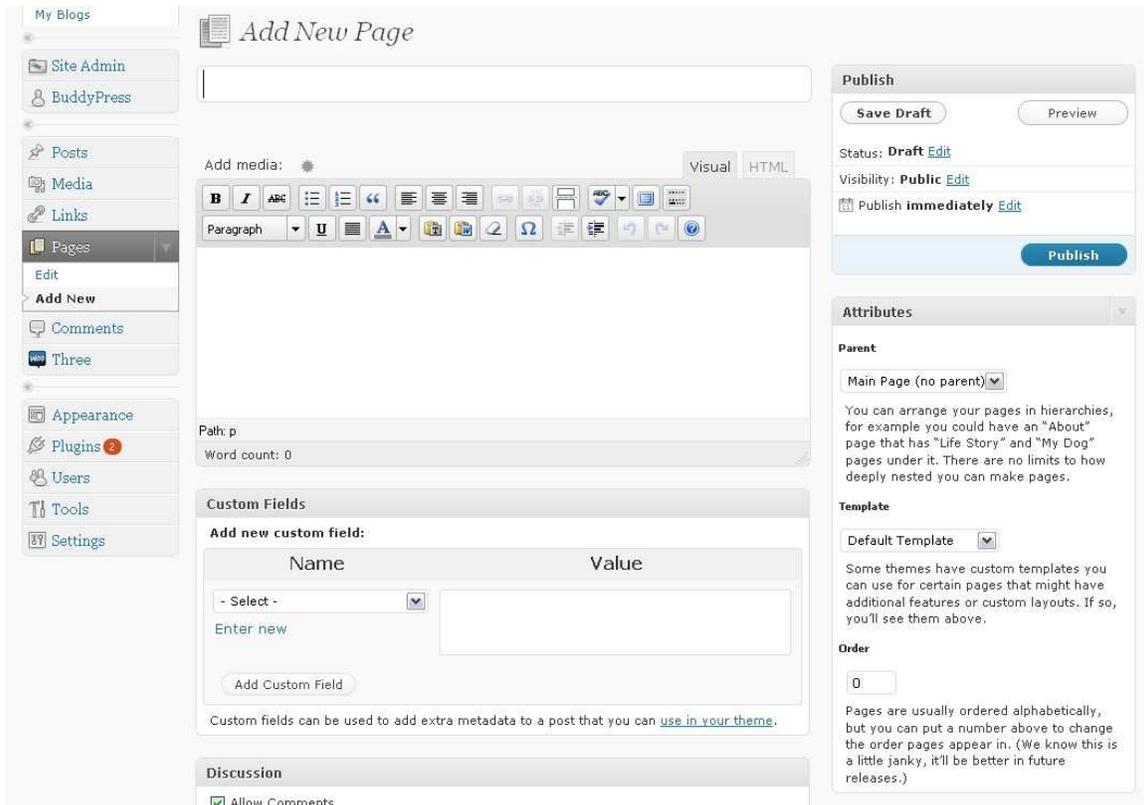


***Note: The difference between posts and pages is important to understand. Posts are listed in reverse chronological order, typically on the home page. Pages are static and are not sorted by time. MyAIMStore themes use pages as navigation options. Posts can be used for blogging or frequently updated sites.***

***For more information on pages, visit this link: <http://en.support.wordpress.com/post-vs-page/>.***

To add a page, find "Pages" in the Menu Bar and choose "Add New" from the expanded options.





Give your page a title. The title will appear at the top of your MyAIMStore site in the navigation bar.

Add content to your page in one of two ways:

1. The text editor. The text editor works very similarly to Microsoft Word as far as formatting your text. Simply type what you would like to appear and use the buttons to add bold fonts, italicized fonts, bullet points, and much more. Click on the "Add media" icon to insert a picture onto your page.
2. Choose a page template. MyAIMStore themes come with a number of templates already in place. Select a template from the drop-down list to have that template show up as the content of your page. Any text that you have typed into the text editor will not be used (except with the "Contact" template).



When you are finished composing your page, click on “Preview” to view a sample of your page; click on “Save Draft” to save your progress and finish later; or click on “Publish” to make your page live.

**Note:** To return and edit pages at a later date (including the ones that have been published), click on “Pages” in the Menu Bar or find “Pages” in the Menu Bar and choose “Edit” from the expanded options.

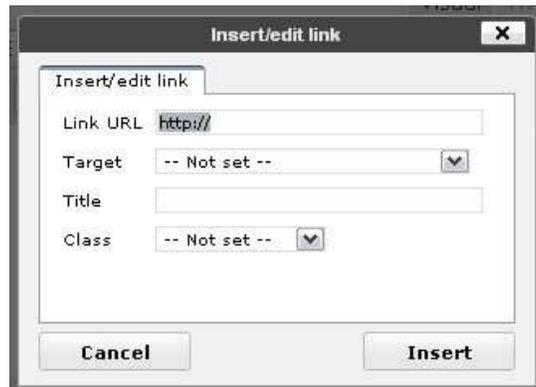
**Note:** There are two formats for inserting text: Visual Editor and HTML Editor. If you are comfortable editing text in HTML format, the HTML Editor is a good option. If you are not comfortable with HTML, stick to the Visual Editor.



----- Tip -----

Create a "Products" page in one of two ways. Add your own content to the Products page by inserting text and pictures about your favorite products or product specials. Make sure you add a link to your product store. To add a link in the Visual Editor, type the text that you want to appear inside the link (e.g., "Shop" or "Buy now"). Select the text. Click the image of the chain link. Paste the following into the link box (replace "Member ID" with your own Member ID).

[http://www.theaimcompanies.com/product-families.aspx?AIM\\_AXOwnerID=MemberID](http://www.theaimcompanies.com/product-families.aspx?AIM_AXOwnerID=MemberID)



To make a Products page that links straight from your navigation menu to the products store, choose the "Redirect" template from the page template options. In the text editor, add the following text (note: change "MemberID" to your Member ID):

[http://www.theaimcompanies.com/product-families.aspx?AIM\\_AXOwnerID=MemberID](http://www.theaimcompanies.com/product-families.aspx?AIM_AXOwnerID=MemberID)

For more suggestions, visit MyAIMStore's resource page at <http://www.myaimstore.com/resources>.

**Note: Don't forget that you can hide pages from your site's navigation menu. View the Theme Options section of this Welcome Guide for more information.**

**Note: Be sure to create a "Contact" page so that the contact link in the footer will send a visitor to your contact form.**