

Toolbar guide

How to get the most from your IndependentOwners.com Toolbar

The following is a special user-guide to help you access the benefits of your IndependentOwners.com member Toolbar.

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At IndependentOwners.com we are always aiming to improve the quality of the service to our customers – that's why your new Toolbar will make viewing and updating your own website even faster and simpler to use.

The Toolbar includes special short-cuts that make managing your website even easier as well as a personalised member login area which can only be accessed from the computer of your choice. This gives you added security and quicker access to the central management area to update and edit your website.

This guide has been provided so that you can quickly benefit from having your own personalised member Toolbar.

Other information documents provided by IndependentOwners.com

The IndependentOwners.com Website Marketing Guide

Now that you own a website, how and where can you promote it? A quick start guide to marketing your property online and offline ... [Website Marketing Guide](#)

Guide to building your IndependentOwners.com Website

Page by page tips and hints on how to create a fantastic website. The design is done for you... now the content is down to yo!... [Toolbar Guide](#)

Step 1 – What is a Toolbar?

On a computer a toolbar is a row or a block of on screen buttons that, when clicked, activate certain functions. The first toolbar appeared on the Xerox Alto computer in 1973.

Nowadays, we use toolbars in common applications such as Microsoft Word where we almost take for granted those now familiar icons at the top of the screen that help us quickly format a document and the text on it with italics, bold, indents, underlining, columns, bullet points etc. And as you are probably aware you can customise the toolbar to include those functions that you most regularly use.

Toolbars for web browsers such as Internet Explorer and Firefox are usually easy to download and install, even for the most timid of computer users.

Two of the most popular toolbars are Google and Yahoo with one or the other appearing as standard on most PC?s giving you the functionality to search the Internet without having to navigate to their respect homepages, to block pop-ups, provide spell checkers when filling out forms and a whole lot more.

Basically toolbars are provided so that navigation is easier to accomplish.

The IndependentOwners.com Toolbar provides quick links and customised links (ie ones you have chosen) to enable you to navigate to and around your IndependentOwners.com website together with personalised links to your most popular websites.

If you have yet to install your Toolbar please [click here to access the download page](#) and follow the guide in Step 2 or 3 dependent on your browser.

Step 2 – Installing the IndependentOwners.com Toolbar for Internet Explorer (PC)

Those of you with a PC please navigate to [Toolbar Download Page](#) and follow the instructions below. If you have a Mac or have Mozilla Firefox on your PC then please go to [Step 3](#)



- 1 Click the icon for the Internet Explorer version of the Toolbar and follow the on-screen instructions
- 2 Click 'Run'... a security warning pop-up box appears, then click 'Run' again.
- 3 The IndependentOwners.com 'Toolbar Install' window appears. Click 'Next' in this window
- 4 Click 'Next' until you reach the Terms and Conditions agreement. Click the 'I agree' radial button and then click 'Next'. When you see the 'Start' button, click this to install the Toolbar.

5 When the message says 'The destination directory doesn't exist. Do you want it to be created?' Click 'Yes' to continue.

6 Installation will now be complete. Close ALL Internet Explorer windows and then click 'Finish'.

7 Next time you re-start Internet Explorer your IndependentOwners.com Toolbar will be available for use and a welcome page will be showing.

8 If you cannot see your IndependentOwners.com Toolbar at the top of your screen go to 'View' at the top of your Internet Explorer window, right click and then highlight the IndependentOwners.com option. It will then appear.

9. Go to [Step 4](#) to get started.

Step 3 - Installing the IndependentOwners.com Toolbar for Mozilla Firefox (Mac and PC)

Those of you with a Mac please navigate to [Toolbar Download Page](#) and follow the instructions below. If you have a PC with Internet Explorer then please go to [Step 2](#)



- 1 Click the icon for the Firefox version of the Toolbar and follow on-screen instructions
- 2 A software installation window appears on screen – click the 'Install now' button.
- 3 A new Extensions window appears on screen saying that the IndependentOwners.com Toolbar will be available for you when Firefox is restarted. Simply close this window and ALL other Firefox windows that you may have open. Then re-open Firefox.

4 To show the Toolbar on your screen go to 'View' at the top of your Firefox window, and then highlight the IndependentOwners.com option.

5 The Toolbar then appears at the top of your Firefox browser window and is ready for use! Your very first step is to click directly onto the Tool ICON and type in your username and password for your property website. Click 'enter' and then on the next page provide your domain name and 'save changes'. This will personalise the Toolbar so that you can gain direct access to your IndependentOwners.com members Central Management Area. Step 4 will explain more about personalising your Toolbar.

Attention Mac users: If you're using the Mac version of Firefox, just drag the downloaded Toolbar into an open Firefox browser window, wait for it to install and then restart. The Toolbar will then appear in the top of your Firefox browser window and is ready for use!

6. Go to [Step 4](#) to get started.

Step 4 – Getting Started

Congratulations you have now successfully installed your IndependentOwners.com Toolbar and are now only one step away from using it to navigate to your website and to your Central Management Area where you will be able to choose a template, add & edit text and upload photographs.

Firstly let's make sure you are aware of how to hide and unhide toolbars... because if you have too many toolbars activated at once then this can reduce the viewing area on your screen... so try not to use more than two or three at once.

To hide a toolbar click 'View' at the top left of your screen (or right click on a toolbar at the top), click Toolbars from the dropdown list and you should see a list that includes Menu Bar; Links; Google or Yahoo (or another); IndependentOwners.com; and perhaps more. The toolbars that are active (ie on screen) will have a tick next to them. To remove a toolbar from view uncheck it and it will disappear. Don't worry, when you want it back again simply go back and tick the option again and it will appear and be immediately ready to use.

Activating your IndependentOwners.com Toolbar

Now that your IndependentOwners.com Toolbar is 'live' you will see that it includes the IndependentOwners.com logo, a search facility, a number of icons (buttons) and a counter. These will be explained in more detail in Step 7.

To activate your Toolbar please find the Tool ICON on the left hand side of the Toolbar and click it. This will open a Toolbar Management Area... please type in the username and password of your property website, where prompted, and click 'enter'. Then add in your domain name and click 'save changes' at the bottom. This personalises the Toolbar so that you can gain access to your website and the editing suite in your Central Management Area using the featured icons on the Toolbar.



Welcome to your toolbar management area

Please provide the same email address and password that you used when registering for your website at IndependentOwners.com.

My email address:

My password:

Enter

[Step 5](#) and [Step 6](#) describe how to customise your Toolbar to show and hide links; and to include your own preferences to speed up your everyday browsing.

[Step 7](#) highlights the different icons on your toolbar and what they are for.

Step 5 - Personalising 'My Pages'

If you have read Step 4... then please ignore this first paragraph, but if you skipped it then please first locate and click the Tool ICON on the left hand side of the Toolbar and click it. This will open a Toolbar Management Area... please type in the username and password of your property website, where prompted, and click 'enter'. Then enter your domain name and click 'save changes' at the bottom of the next page. This personalises the Toolbar so that you can gain access to your website and the editing suite in your Central Management Area using the featured icons on the Toolbar.

Please click the Tool ICON on the left hand side of your Toolbar to open the Toolbar Management Area and follow the instructions below to personalise your 'My Pages' section.

In your Toolbar Management Area, Section 1 allows you to make selected icons/buttons on your toolbar visible and invisible. It also gives you the ability to edit/change the domain address destination of some of the options.

You should have already added your domain to the first option of this section. This will activate your toolbar and the 'house' icon on your Toolbar will take to your 'Home page' of your new website.

The next five choices have a tick box next to them to show or hide the relevant icons. You can choose to have all, some or none of these icons activated by ticking or un-ticking the relevant box. You can also customise the destination of these icons (other than the first two) or use the recommended options we provide.

My Pages

To make a button/icon visible or invisible from your toolbar, simply tick or un-tick the appropriate box. Feel free to change URL's, for example you can change www.weather.com to www.bbc.co.uk/weather.

Firstly please check that your iOwners domain name is correct. In the future this will then allow you to log straight into your management area with one click of the 'key' icon on your toolbar.

My domain name:	www.	<input type="text" value="mydomainname"/>	iowners.net
My availability calendar:	<input checked="" type="checkbox"/>	<input type="text" value="automatic"/>	
My weather page:	<input checked="" type="checkbox"/>	<input type="text" value="www.weather.com"/>	
My email:	<input checked="" type="checkbox"/>	<input type="text" value="www.yahoo.com"/>	
My news:	<input checked="" type="checkbox"/>	<input type="text" value="news.bbc.co.uk"/>	
My blog:	<input checked="" type="checkbox"/>	<input type="text" value="www.freetranslation.com"/>	

My Availability Calendar

Automatically links to the Availability Calendar on your website. (not editable)

My Weather page

Choose the website you wish the weather icon to represent by typing in the website's domain name (URL). For example: www.weather.com. To hide this icon un-tick the box.

My Email

Choose the website you wish the envelope icon to represent by typing in the website's domain name (URL). You may have a hotmail account or an email address with gmail, simply quick

link to it to check for those all important enquiries. To hide this icon un-tick the box.

My News

Choose the website you wish the news page icon to represent by typing in the website's domain name (URL). For example: www.news.google.com. To hide this icon un-tick the box.

My Blog

Choose the website you wish the speech bubble icon to represent by typing in the website's domain name (URL). For example: www.IndependentOwnersBlog.com. To hide this icon un-tick the box.

Step 6 – Personalising ‘My Custom Pages’

In the true tradition of Toolbars, IndependentOwners.com have provided the facility for you to customise your Toolbar to include links to up to eight of your favourite or most accessed websites.

Each of the eight ‘My custom pages’ links are set as ‘invisible’ by default except for the first four which we have set-up as links through to Moneycorp, Intasure, Chez Nous and OPI Rentals as examples.

This means that you can add a link on to your IndependentOwners.com Toolbar to a listing site, your favorite forum, a football fanzine website, auction website, bank, local cinema listings, ... basically up to eight of your most regularly used websites can be accessed with one click!

To edit and include a link simply type the domain name of your chosen website into the URL field next to My Page #5. Then in the field marked ‘Label’ type in how you would like to see the link appear on your toolbar – eg if you are linking to a well known auction site it could say ‘ebay’... or if it is to an airline perhaps BA or AA would suffice.

You can repeat this process up to seven more times choosing different quick links to your favourite websites.

My Custom Pages

To make a button/icon visible or invisible from your toolbar, simply tick or un-tick the appropriate box. Then label your buttons as you would like it to appear (e.g. Expedia) and then type in your domain address destination (e.g. www.expedia.co.uk).

My page #1	<input checked="" type="checkbox"/>	Label: <input type="text" value="Expedia"/>	URL: <input type="text" value="www.expedia.co.uk"/>
My page #2	<input checked="" type="checkbox"/>	Label: <input type="text" value="Chez Nous"/>	URL: <input type="text" value="www.cheznous.com"/>
My page #3	<input checked="" type="checkbox"/>	Label: <input type="text" value="España Breaks"/>	URL: <input type="text" value="www.espanabreaks.com"/>
My page #4	<input type="checkbox"/>	Label: <input type="text"/>	URL: <input type="text"/>
My page #5	<input type="checkbox"/>	Label: <input type="text"/>	URL: <input type="text"/>
My page #6	<input type="checkbox"/>	Label: <input type="text"/>	URL: <input type="text"/>
My page #7	<input type="checkbox"/>	Label: <input type="text"/>	URL: <input type="text"/>
My page #8	<input type="checkbox"/>	Label: <input type="text"/>	URL: <input type="text"/>

Remember to tick the ‘Visible’ box to make each quick link appear on the Toolbar. You can choose to have all, some or none of your favourite website links included in your Toolbar for quick access!

Always click ‘save changes’ to ensure you confirm your choices

Note: Most widescreen desktops and laptops will be able to support eight customised links on the toolbar. Other screens may display less. So make sure your most important ones are first.

Step 7 – Using your Toolbar

As well as offering instant access to your IndependentOwners.com website and availability calendar, your IndependentOwners.com Toolbar also has some fantastic features that have been included for your convenience.

And remember you can hide the toolbar when you are not using it by clicking 'View' at the top left of your screen (or right click on a toolbar at the top), click Toolbars from the dropdown list and you should see a tick next to the IndependentOwners.com option. Simply un-tick it and it will disappear. Don't worry, when you want it back again simply go back and tick the option again and it will appear and be immediately ready to use.

Your IndependentOwners.com Toolbar includes a number of features:

The Tool ICON (first icon on the left) takes you to the Toolbar Management Area where you can edit and change the information shown on your toolbar – See Steps 4, 5 and 6.



IndependentOwners.com logo – this links you directly to our home page from which you can keep up-to-date with offers and news from IndependentOwners.com



Search the Internet Facility – type in the keywords or phrase you are searching for. The results from this special IndependentOwners.com search box are supplied by some of the world's leading search engines, so it's the perfect tool to help you find flights, transfers, tourist info or the name of that actor you saw on TV last night. Who was he?



House icon: links directly to the home page of your IndependentOwners.com Website



Key icon: access to the login page for your Central Management Area (CMA) or direct to your CMA dependent on the settings you choose in your Toolbar Management Area



Calendar icon: quick view of your availability calendar to aid answering enquiries



Moneycorp icon: easy to use calculator for working between currencies supplied by our Foreign Exchange partner Moneycorp



GoogleMaps icon: get directions and find where you're going with this easy to use map service



VillasPeople.com icon: check your listing and destination pages on the world's fastest growing holiday home portal



Sun icon: links to your local weather information



Envelope icon: quick link to your internet based email eg hotmail, gmail etc



Newspaper icon: Goes to your most popular news story website



Blog icon: links to the IndependentOwners.com blog



Yellow triangle containing the letter 'A': Appears as a reminder when a task in your Rental Admin Area is due to be actioned remains grey whilst no actions to take place



Red triangle containing the letter 'E': Appears when a new enquiry is made through your website remains grey until a new enquiry comes through your website



Six figure counter display: Shows the total number of visitors to your website at any given time. This feature needs to be activated to become live



Customised links: These can include quick links to up to eight of your favourite and most used web addresses. For example a listing website, your bank, sports team, auction site, airline, book store etc