



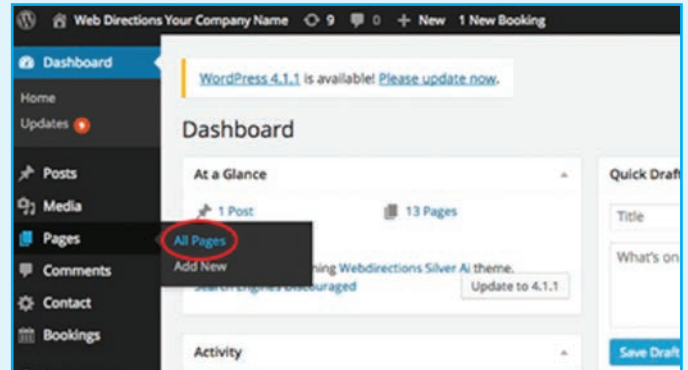
## QUICK START GUIDE:

(Logging in, editing a page, publishing changes, previewing changes, and logging out)



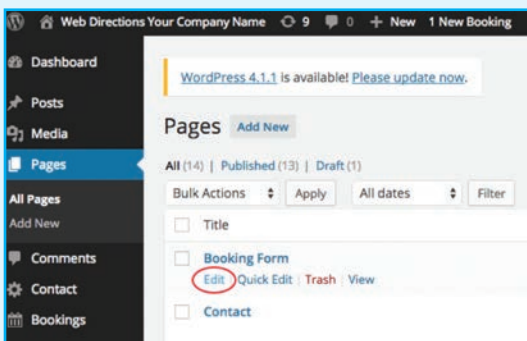
### 1. LOG IN

Go to the login URL supplied in the handover email we sent you, and enter your login details.

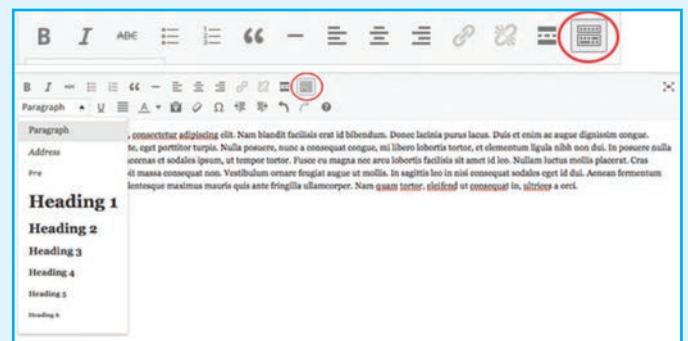


### 2. EDITING PAGE CONTENT

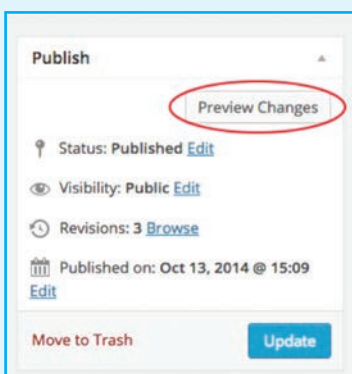
Go to 'Pages' on the left hand side of the Dashboard, and select 'All Pages'.



### 3. Mouse over the page you want to edit and select 'Edit'.

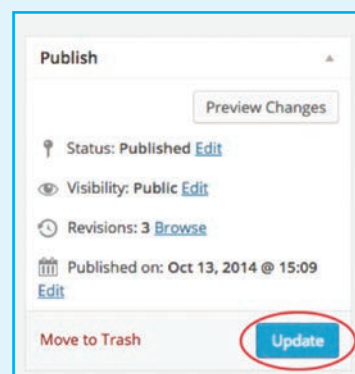


### 4. You can change any text that appears in the large text box. Additional formatting options are available by clicking the 'Kitchen sink' icon in the text box toolbar, circled in red above.



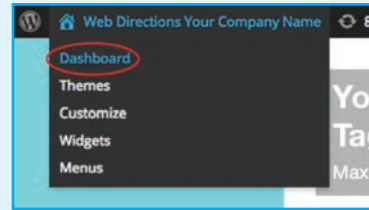
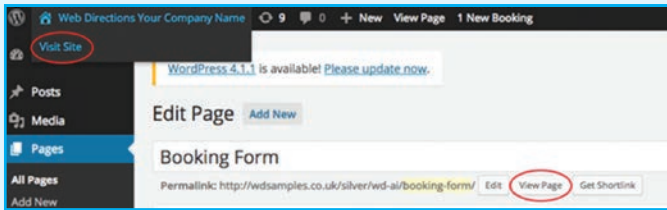
### 5. PREVIEW YOUR CHANGES

If you want to preview your changes before putting them live, you can do so by clicking on the 'Preview Changes' button. You can also change the visibility of the page to Private or Password protected.



### 6. SAVING YOUR CHANGES

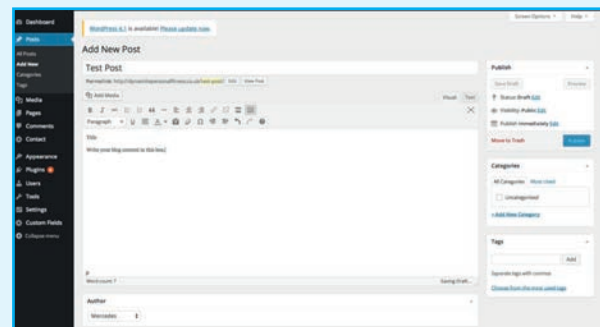
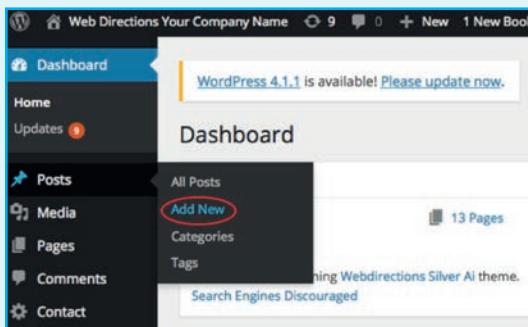
When you are happy with your changes, click the 'Update' button on the right hand side of the screen.



**7. VIEWING YOUR CHANGES**

Go to yourdomainname in the top left of the menu panel across the top of your screen. Click 'Visit Site'. Or Select the 'View Page' button within your page.

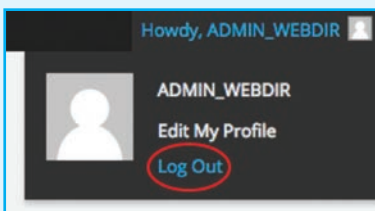
**8.** You can then return to the edit screen by going back to yourdomainname in the top left of the menu panel and clicking 'Dashboard'.



**9. CREATING A NEW BLOG POST**

If you have a blog on your website, you may want to add new posts regularly. Go to the main dashboard, select post, and then click on 'Add New'. To edit an existing post, refer to step 2 -6, but select 'All Posts' instead of 'All Pages'.

Add your title in the header box as illustrated above, and your content in the text editor field.



**10. LOG OUT**

To log out, go to your name in the top right hand side of the menu panel across the top of your screen and click 'Log out'.

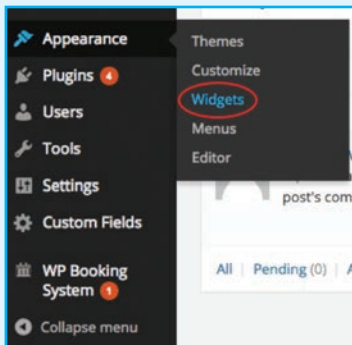


## INTERMEDIATE GUIDE:

(Editing a text widget, editing an image widget and editing a menu)

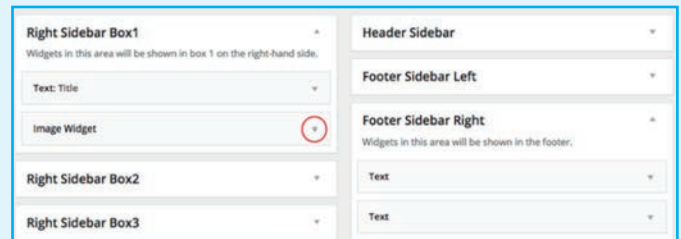
### 11. LOG IN

(Following step 1 in the Quick Start guide above).

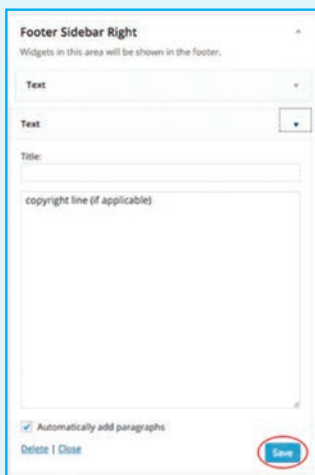


### 12. EDITING A TEXT WIDGET

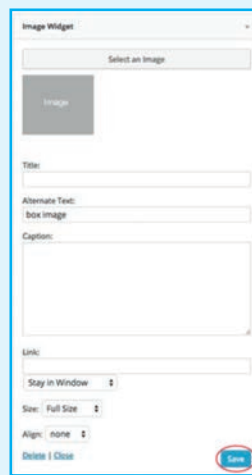
Go to 'Appearance' on the left hand side of the Dashboard, and select 'Widgets'.



13. Select the region that you want to update and click on the downward arrow, then select the 'Text widget' that you want to update and click on the downward arrow.

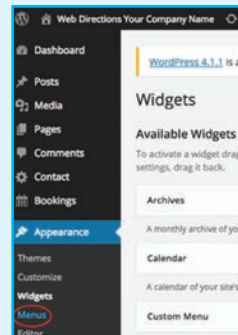
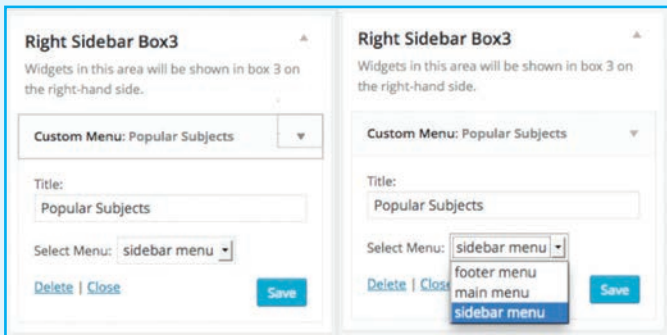


14. Amend the text as you desire and click 'Save'. You will notice you have the option to 'Automatically add paragraphs'. This is recommended if you have multiple lines of text. **Note, if you hit Return on your keyboard, it will add a paragraph. If you hit Shift and Return together, it will move the text to the next line (simple line break). This also applies to the main text editor on your pages and posts.**



### 15. EDITING AN IMAGE WIDGET

You will see you have the option to 'Select an Image' to replace what it already there, add 'Alternative text' and to add a 'Link.' Alternative text is for accessibility and will display if the image does not load in the viewers browser. **Please leave the 'Title' section blank unless you want this text to appear above the image.** The link options allow you to choose if you want the link to open in a new browser window or to replace the content in your current window. We would recommend opening in a new window so that your website is still easily accessible should the user wish to go back to it. Once happy with your amends, click 'Save'.



**16. EDITING A MENU WIDGET**

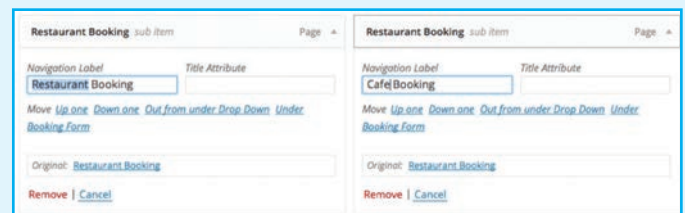
Your website might have a 'Custom Menu' widget. Within the widget options, you can amend the Title and which menu is used.

**17. EDITING A MENU**

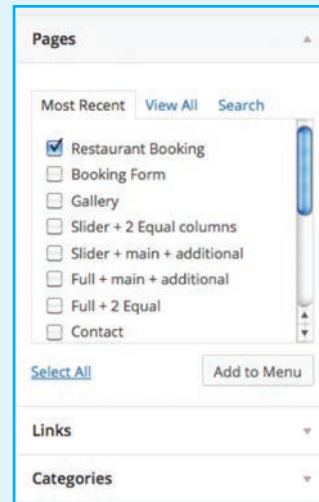
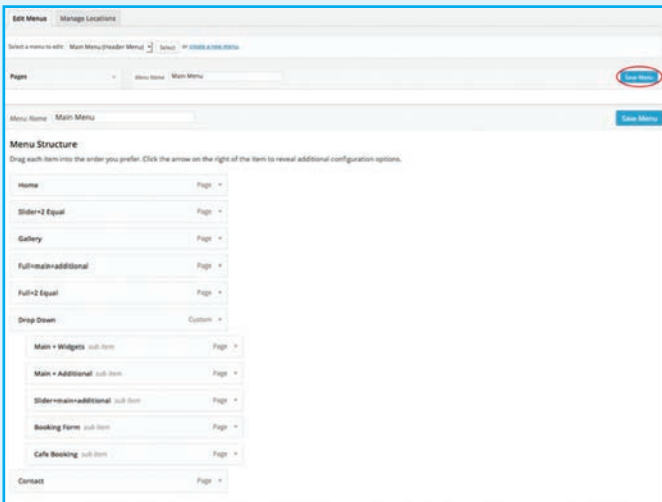
If you want to edit the pages that appear in the selected menu, you must do so using the 'Menus' tab under 'Appearance' in the left hand side of the dashboard.



**18.** Using the drop down at the top of the page, select which menu you want to amend, and click 'Select'.

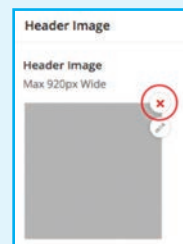


**19.** Select the page listing you want to edit and click on the downward arrow to open the options. You can change the 'Navigation Label' if you want the listing to appear differently to the title that appears on the actual page. For example, you can delete 'Restaurant' from the label and rename it to something more suitable. You can also add a 'Title Attribute' which will appear when you mouse-over the link in the menu.



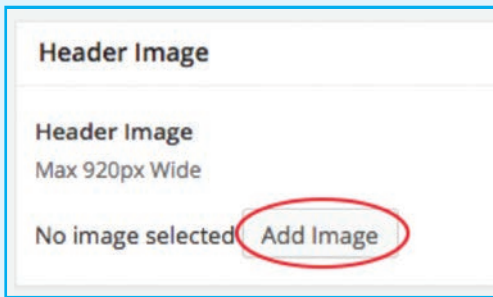
**20.** Once happy with your changes, click 'Save Menu'. This change should then automatically update in any corresponding menu widgets on the website.

**21.** ADDING A PAGE TO A MENU  
Select the menu that you want to add a page to using the drop down box at the top of the page, shown in step 18. Using the 'Pages' box, tick next to the page name you want to add and then click 'Add to menu'. You can change the listing options if you want, as described in step 19, then click 'Save Menu'.



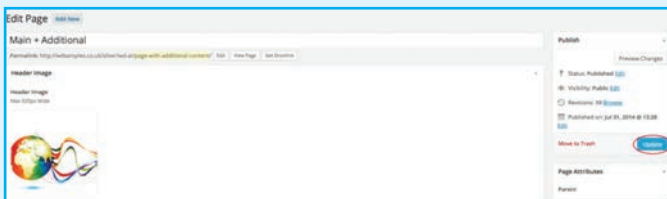
**23.** Some or all of your pages may have a 'Header Image' option or similar.

**24.** If an image is already there that you want to replace, mouse-over the image and click on the 'X' icon.

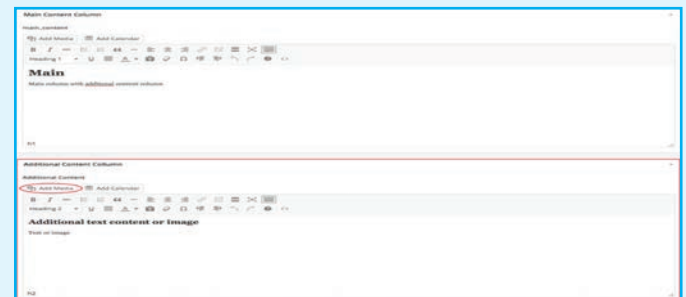


**25.** You will then be given the option to 'Add an image', select this button. The area you are adding an image may suggest the recommended image dimensions for this area in pixels. **If possible, it is best to upload an image at the correct output dimensions to avoid unwanted cropping, or distortion that WordPress might apply. Alternatively you can click the 'Edit image' option to scale/crop the image within WordPress.**

**26.** You can select an existing image from the 'Media Library' and click 'Select' or you can use the 'Upload Files' tab and select an image from your computer.

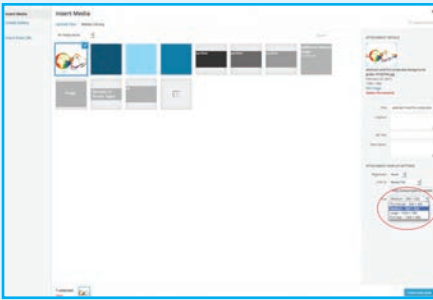


**27.** Once you have selected your new image, you will return to the 'Edit Page' view. Be sure to click 'Update' for your changes to be saved.



**28. ADDITIONAL TEXT/CONTENT**

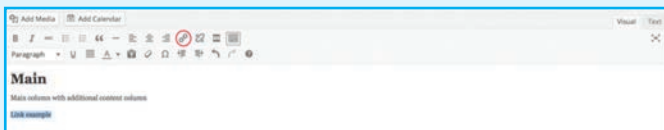
Some of your pages might have the 'Additional Text' option under the main content box. You can add Text or Media to either content box. However, please bear in mind that any content added into the 'Additional Text' box may only appear in a narrow column and so images will need to resize to fit.



If possible, it is best to upload an image at the correct output dimensions to avoid unwanted cropping, or distortion that WordPress might apply. Alternatively you can click the 'Edit image' option to scale/crop the image within WordPress.

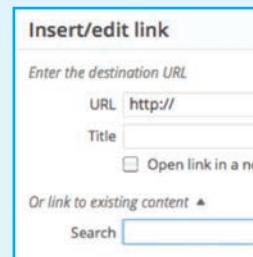
**29.** Once happy with your image choice, click 'Insert into page'.

**30.** You will be taken back to the 'Edit Page' view and your image should have been inserted into the relevant content box. You can continue adding media, or text as desired. Once complete, click 'Update' and your changes should appear on the website.



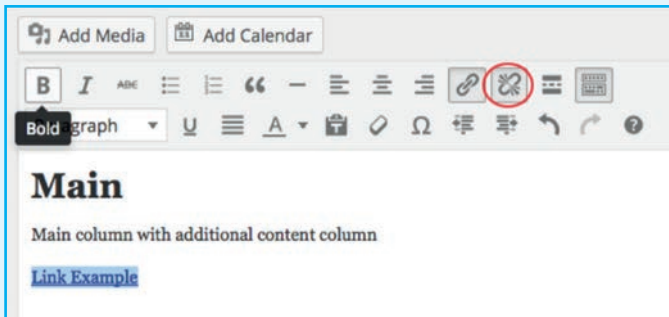
**31.** ADDING LINKS INTO TEXT/CONTENT AREAS

Select/highlight the text that you wish to add a link to. Click the link icon within your text editor.



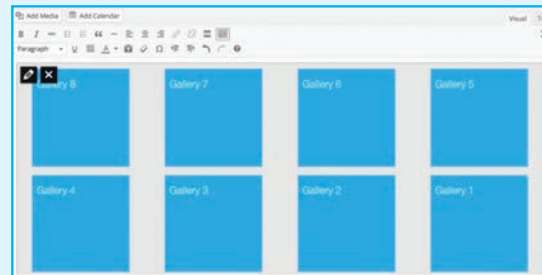
**32.** You will be given the option to add the link destination, and 'Title' text will appear when you mouse over the link. You can also link to an existing page on your website by selecting a page from the list. Once finished with your link settings, click 'Add Link'.

**33.** You will then be taken back to the 'Edit Page' view. Click 'Update' to save your changes.



**34. REMOVING EXISTING LINKS**

To remove an existing link, highlight the link text. Both link buttons will be selected however just click on the broken link icon as shown in the below image. Then save your page by selecting the 'Update' button as shown in step 7.

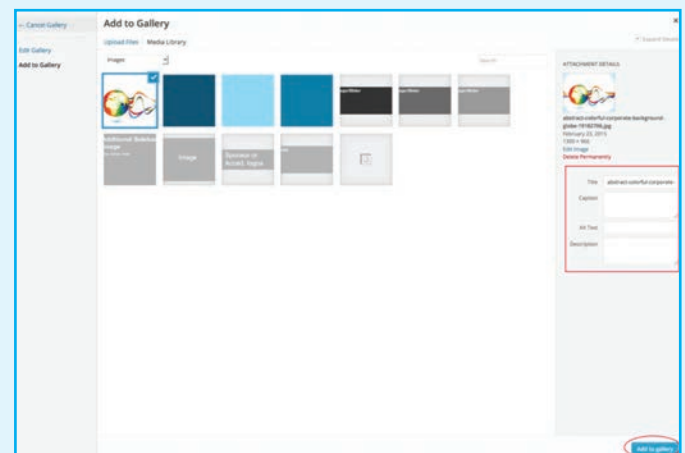


**35. ADDING TO/EDITING YOUR GALLERY**

Left click over your gallery and select the pencil icon to edit. To delete your gallery completely, select the cross. (You will need to save the page for the deletion to take effect.)

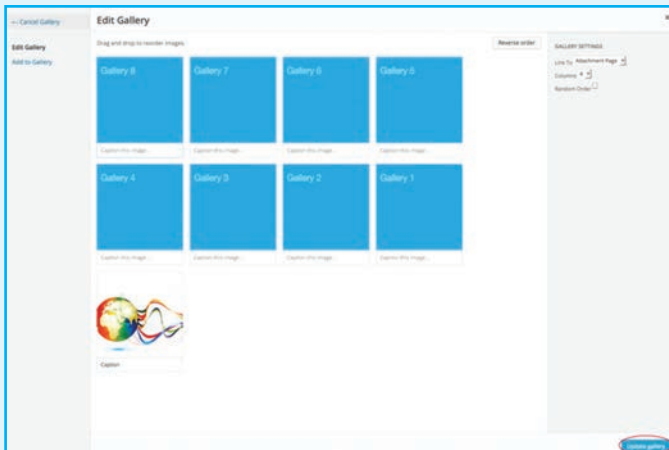


**36.** Within your gallery, you may reorder your images by dragging and repositioning them in your desired order. You may also add captions to your images: [Please note your captions will be displayed underneath your images within your gallery.](#) To add to your gallery images, click 'Add to Gallery' on the left.



**37.** Upload a new image from your computer, or select an existing image from your Media Library. You may also add a title, caption, alt text or description to your image. If you add a caption as in step 36, it will display underneath your image within your gallery. Once you've added your new image, click the 'Add to gallery' button at the bottom.



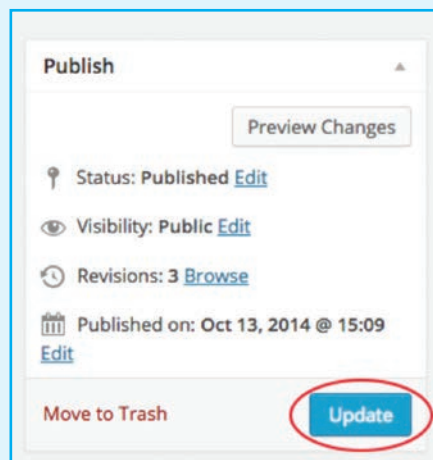
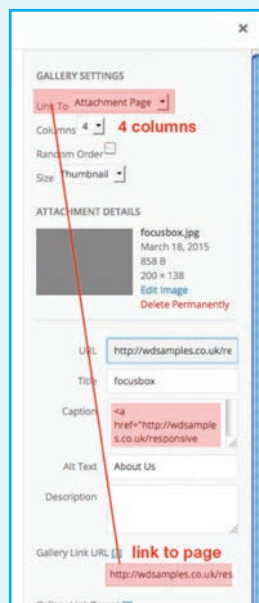
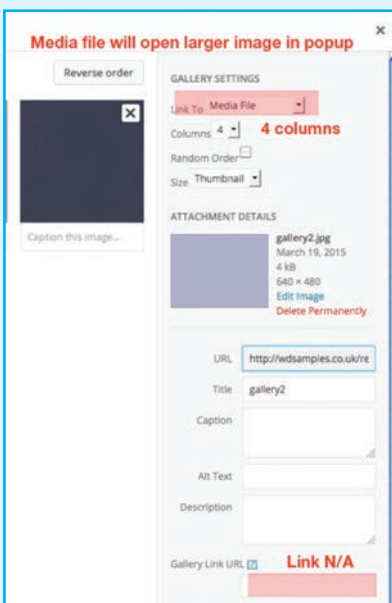


Gallery Pop-ups – If you want your gallery images to open larger in a popup overlay upon clicking the thumbnails, you will need to select 'Media File' from the Gallery Settings on the right of the screen.

Example of Gallery Popup. Click small gallery thumbnail to view larger image in popup. You only need to add the gallery images once. You upload the larger image (recommend max size 1024px wide). Your uploaded image will be automatically cropped to create the thumbnail image.



38. Once you've added to your gallery, or just edited the existing content, you will need to click the 'Update Gallery' button.



41. After you've completed editing your gallery you will return back to your page, or post. You will need to click the 'Update' button as in step 7.

Gallery Page Links – If you want your gallery images to link to a specific page on your website or even on an external website, you will need to select 'Attachment page' from the Gallery settings on the right of the screen. You will also need to add the page URL to the Gallery Link URL box.

E.g. <http://google.com> or <http://yourdomainname.co.uk/about-us>  
– NOTE: Not all websites will have this option available.