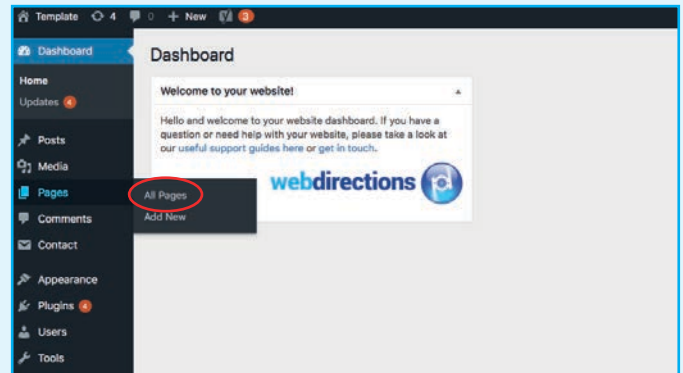
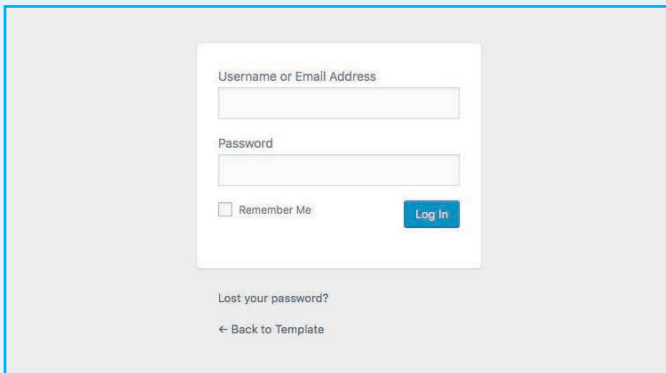




QUICK START GUIDE:

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

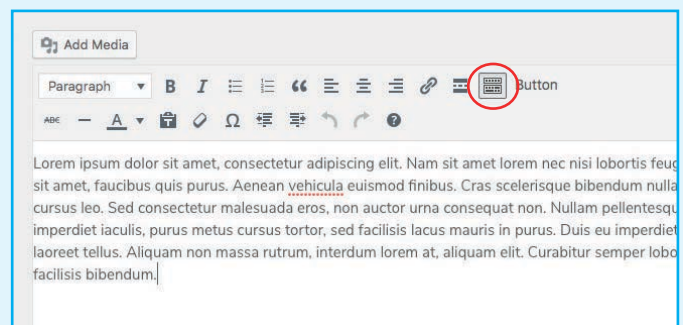
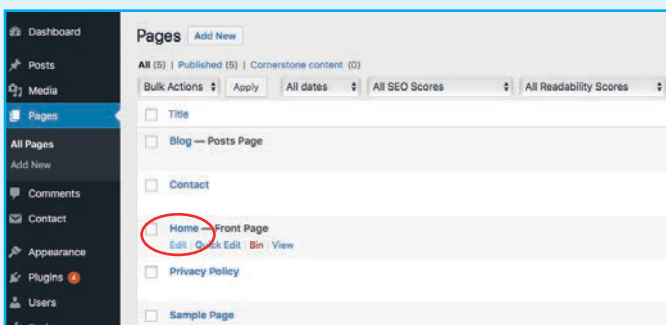


1. LOG IN

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

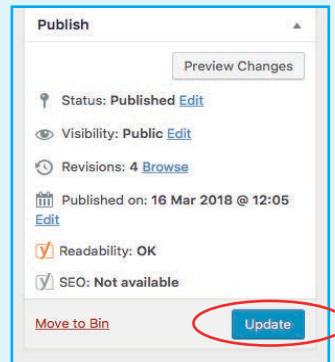
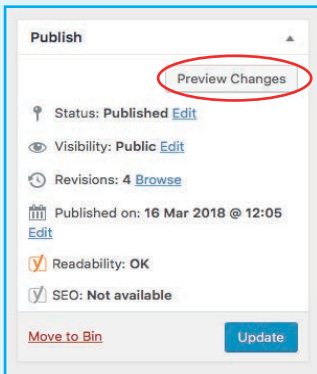
2. EDITING PAGE CONTENT

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 'Toolbar Toggle' icon circled in red above. You will notice common word processor tools such as 'Bold', 'Italic', 'Text Colour' and bullet point options.

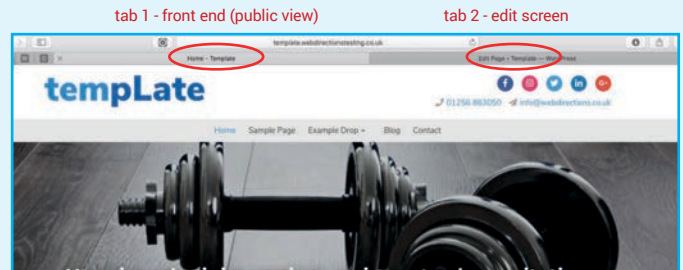
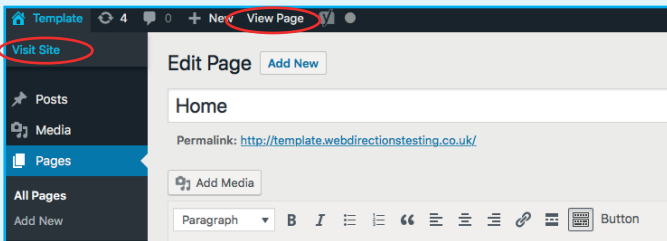


5. PREVIEW YOUR CHANGES

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

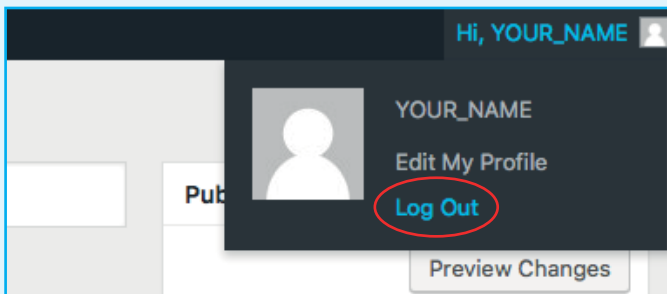
When you are happy with your changes, click the 'Update' button on the right hand side of the screen.



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 'View Page'.

8. We recommend you have two browser tabs open when editing your website. One for the edit screen, and one for the front end of the website. If you get lost, you can return to the edit screen by going back to www.yourdomainname.com/wp-admin.



9. 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'.

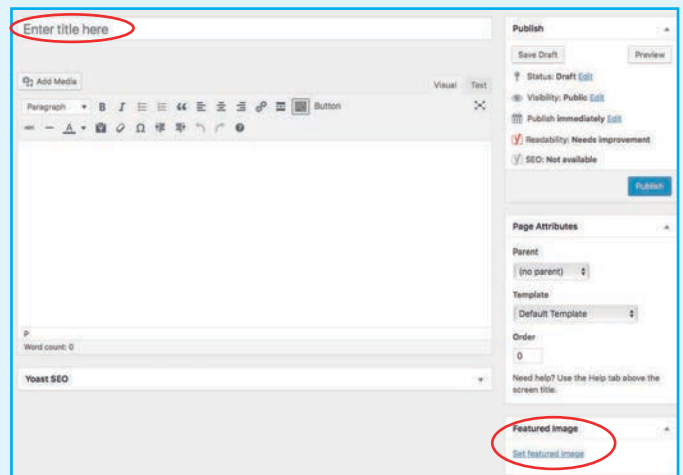
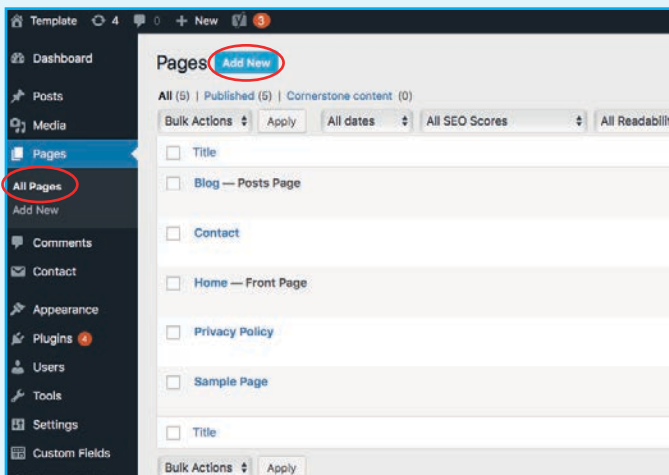


INTERMEDIATE GUIDE:

(Adding a new page, adding a new post, adding links, editing a menu, and editing contact details.)

10. LOG IN

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

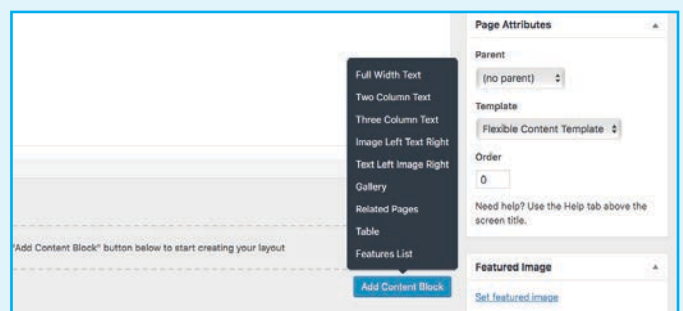
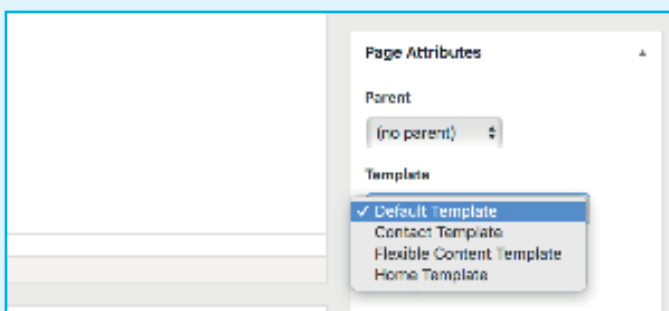


11. ADD A NEW PAGE

Go to 'Pages' on the left hand side of the dashboard, and select 'Add New'. Or if already on the pages screen, you can click the 'Add New' button at the top.

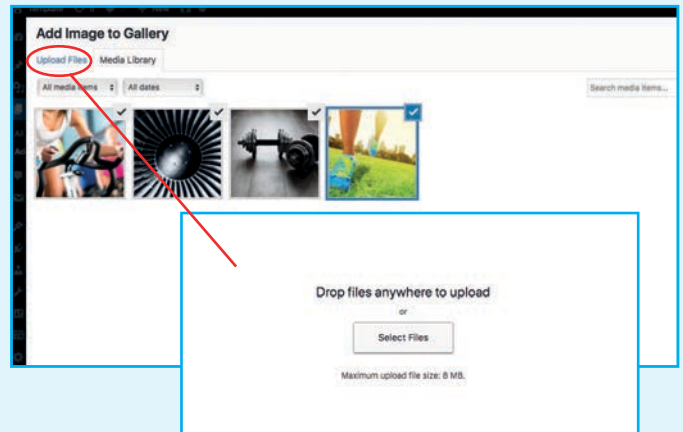
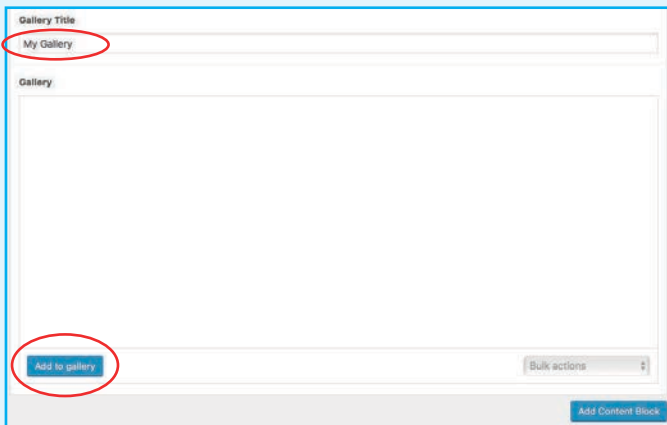
12. Add your title in the header box as illustrated above, and your content in the main text editor field. See step 4 above.

You can also add a 'Featured' image which will display as a banner at the top of the page. Click 'Set featured image' and you be given the option to use images already in your 'Media Library', or you can use the 'Upload Files' tab to upload new image/s from your computer.



13. You have a choice of page templates in the 'Page Attributes' on right hand side. Depending on what you want to include on your page, you will most likely want to use either 'Default Template' or 'Flexible Template'. (There may be other template options depending on your specific website build). 'Default Template' will have a single full width text content area, ideal for heavy text pages such as privacy policies or terms and conditions.

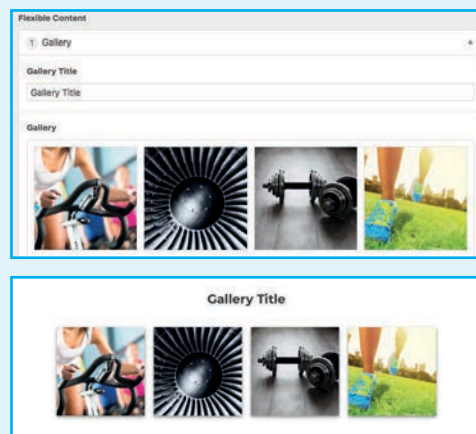
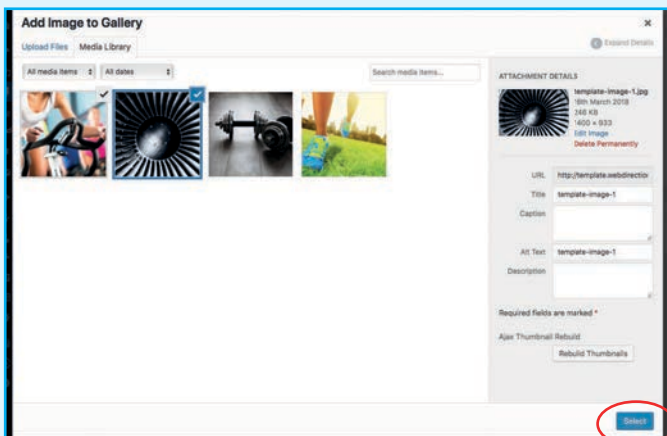
14. 'Flexible Template' will allow you to add a range of text and image blocks such as 'Two Column Text', 'Gallery', or 'Features List'. Once added, these content blocks can be dragged and dropped into the order you wish them to appear on the page.



15. ADDING A GALLERY CONTENT BLOCK

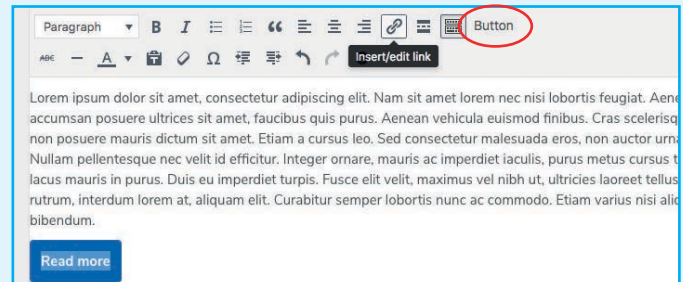
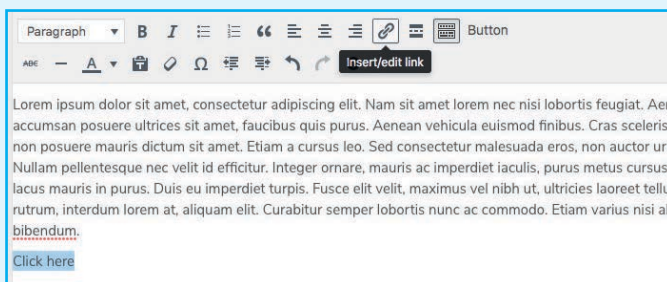
From the 'Add content block' menu select 'Gallery'. You can then add a title (optional) and then use the 'Add to gallery' button to add your images.

16. You will then be given the option to use images already in your 'Media Library', or you can use the 'Upload Files' tab to upload new image/s from your computer.



17. Tick the images you want to add to the gallery and then click the 'Select' button.

18. You will then return to the edit page screen. Publish, or Update the page and then refresh the front end view of the website. It should look something like the above.

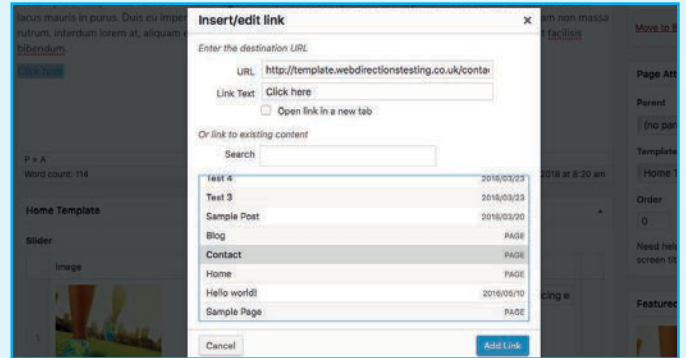
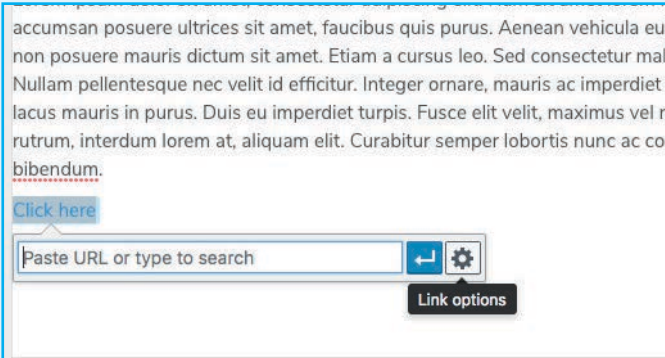


19. TEXT LINKS

Highlight the text you want to make a link, then click the 'insert/edit' link.

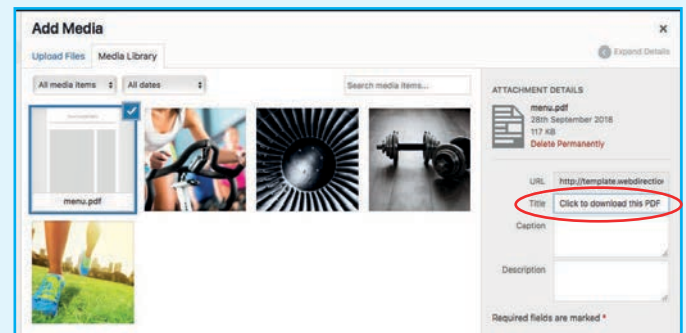
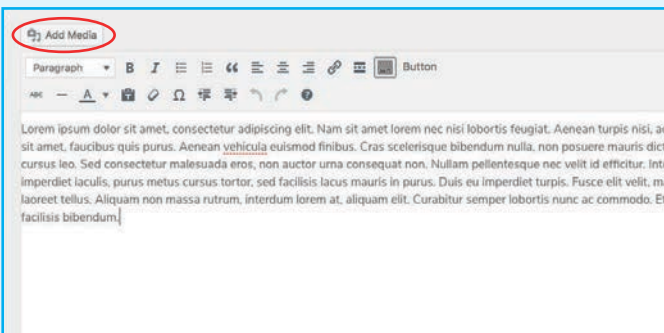
20. BUTTON LINKS

Click on the 'Button' icon in the toolbar, then highlight the text in the button that appears. Now click the 'insert/edit' link.



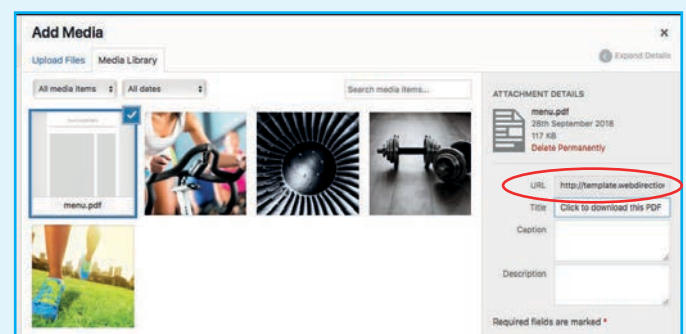
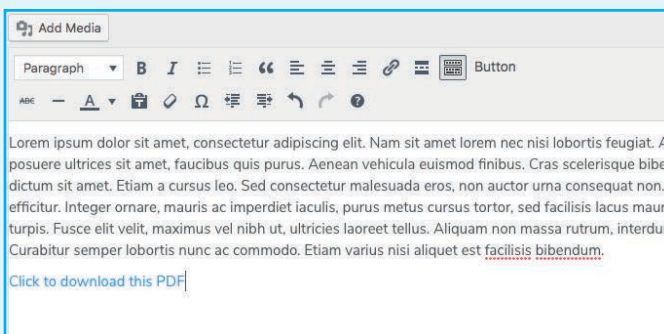
21. You can paste or search for a link in this field, or click on the 'cog' icon for more options.

22. The 'Open link in new tab' tick box is recommended if you are linking to an external website, as this will keep your website tab open and easy to return to.



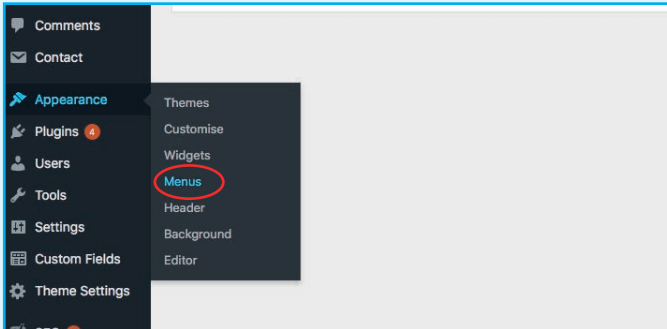
23. ADD LINK TO DOWNLOAD A PDF
Click on the 'Add Media' button and upload your PDF document from your computer.

24. You can change the 'Title' of the uploaded file to a call to action like 'click here...' then click the 'insert into page' button.



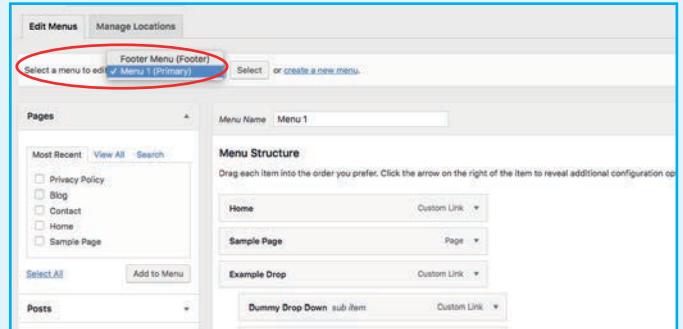
25. Your PDF will then be added as a text link to your page, with the call to action text you added.

26. Alternatively, you can copy the PDF URL into the 'insert/edit link' toolbar icon, mentioned in steps 19 to 22 above.

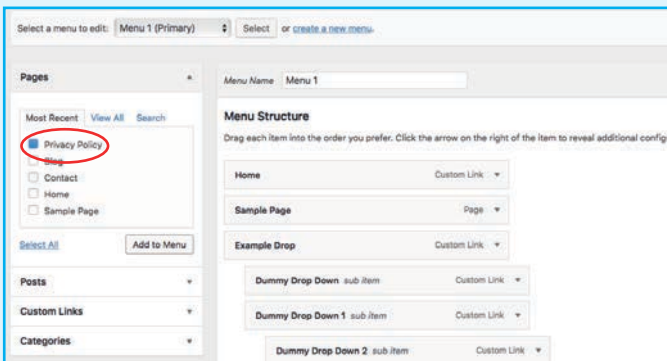


27. EDITING A MENU (ADDING A NEW PAGE TO A MENU)

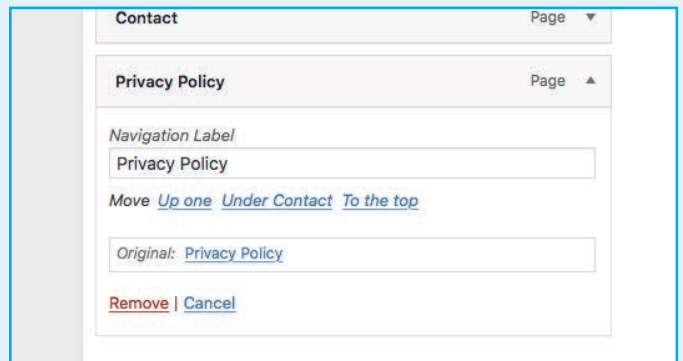
Go to 'Appearance > Menus'.



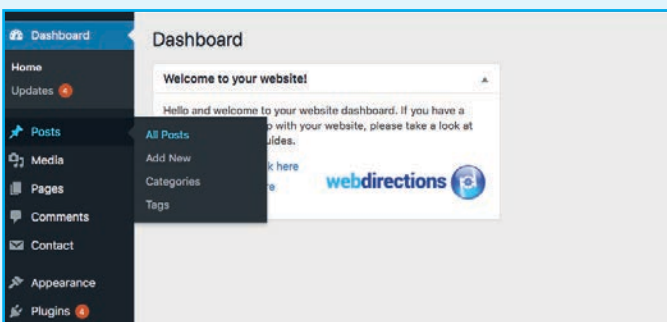
28. Select which menu you want to edit from the drop down, then click select.



29. Tick the page (or post) you want to add to the menu, then click the 'Add to Menu' button. It will automatically go to the bottom of the Menu Structure list, but you can click and drag it into a different position if you wish.

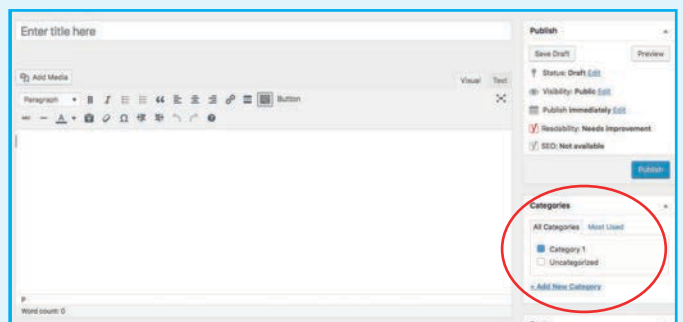


30. You can change the 'Navigation Label' by clicking the downwards arrow on the right hand side of each page. This may be useful if your page has a very long name that needs to be shortened in order to better fit the navigation tab.

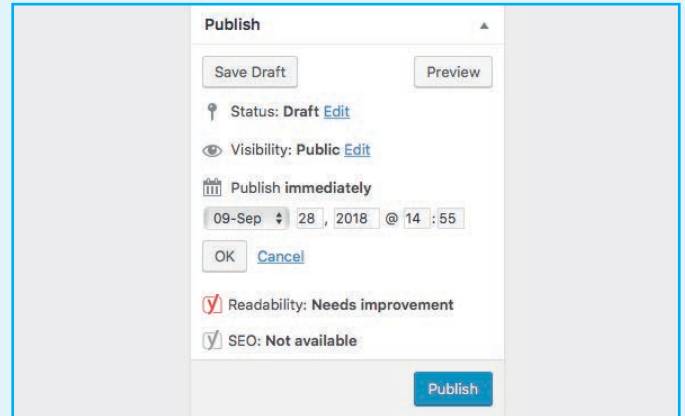
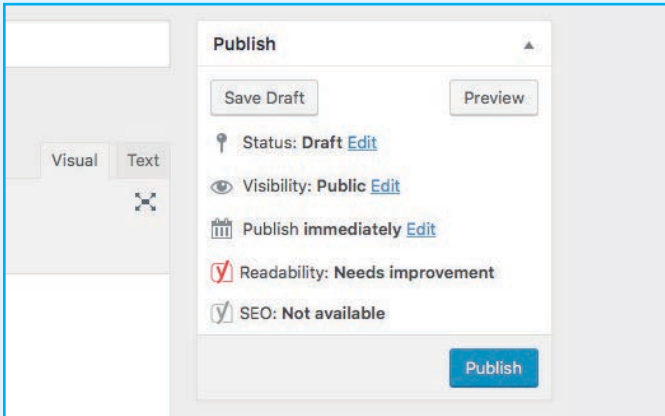


31. ADD A NEW POST

Go to 'Posts' on the left hand side of the dashboard, and select 'Add New'. Or if already on the posts screen, you can click the 'Add New' button at the top.



32. Add your post title, text content, and featured image. You can also assign the post to a specific category, such as 'News' if applicable.

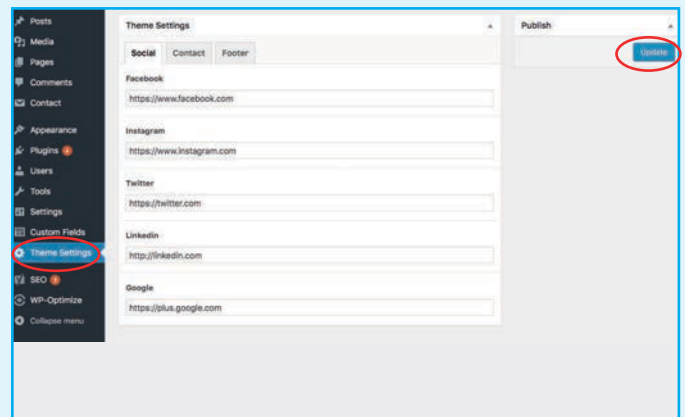
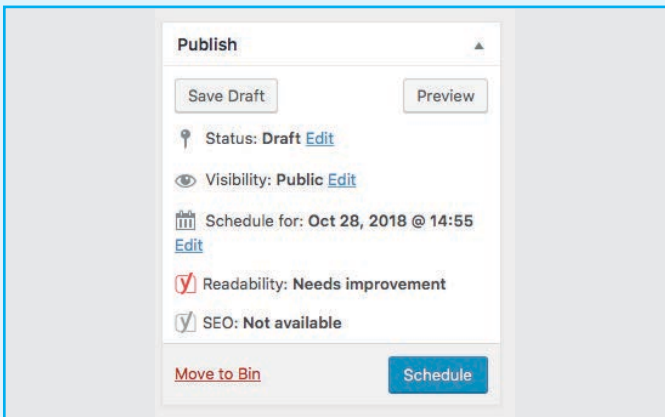


33. DRAFTING A POST

If you don't want to publish your post straight away, you can save it as a Draft and come back to it later.

34. SCHEDULE A TIME TO PUBLISH A POST

If you don't want to publish your post immediately, you can set a date and time for it to publish. Click on the 'Edit' link next to the 'Publish Immediately' option and then select your preferred date and time, then click 'OK'.



35. Once you have chosen your date, click the 'Schedule' button. Your post will then go live on that date and time.

If you want to, you can also change the published date on an already published post, which may be useful if you post a lot of posts on the same day and want to change the date on a few to spread them out a bit.

36. EDITING COMMON CONTACT INFORMATION

Go to 'Theme Settings' on the left hand side of the dashboard. From here you can edit or remove your social media profile links from the 'Social' tab or edit your contact details and address in the 'Contact' tab. When finished, click 'Update'.