

ADDING A NEW PAGE

Log in to the Dashboard

1. In the main menu hover on 'Pages'. In the drop-down menu click 'Add New'.

or

In the main menu click on 'Pages'. In the next window click on 'Add New' (next to the heading).

2. Enter a page title.

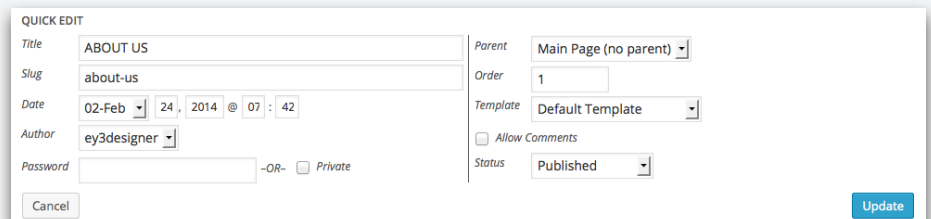
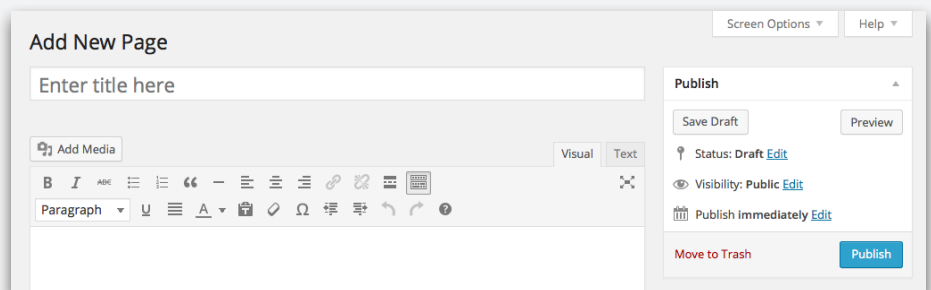
3. Click the blue 'Publish' button at the right hand side.

4. Click on 'Pages' in the main menu again.

5. Hover over the name of the page you just added and click on 'Quick Edit'.

6. Deselect 'Allow Comments' – this is a blog feature and by deselecting this it will remove the option for visitors to your site to comment on the page.

7. Click on the blue 'Update' button at the right.



ADDING YOUR NEW PAGE TO THE MENU

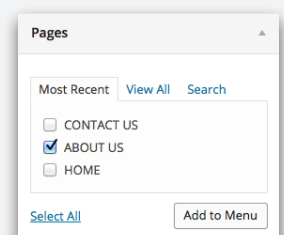
1. In the main menu hover on 'Appearance'. In the drop-down menu click on 'Menus'.

2. Under 'Pages' select the new page then click on 'Add to Menu'.

3. Reorder as required by clicking and dragging the items under 'Menu Structure'.

4. Click on the blue 'Save Menu' button.

View your site by clicking on the house icon at the top left of the main menu bar.



ADDING A NEW POST

Log in to the Dashboard

1. In the main menu hover on 'Posts'. In the drop-down menu click 'Add New'.

or

In the main menu click on 'Posts'. In the next window click on 'Add New' (next to the heading).

2. Enter a post title. Enter and format your content in the box below.

3. Click the blue 'Publish' button at the right hand side.

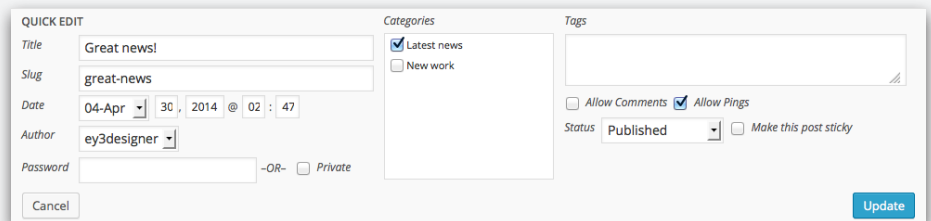
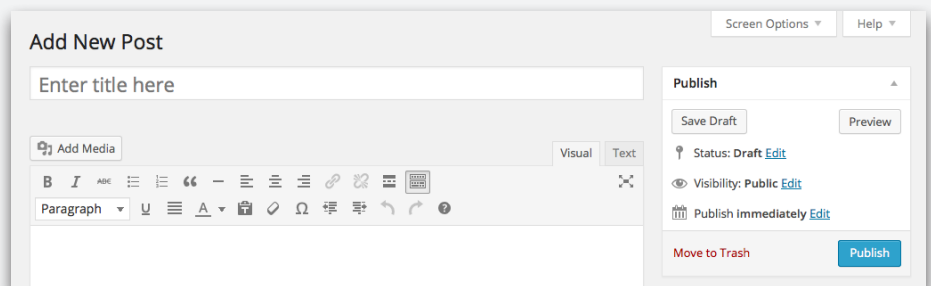
4. Click on 'Posts' in the main menu again.

5. Hover over the name of the post you just added and click on 'Quick Edit'.

6. Under 'Categories' select the categories you would like to file your post under. (To add a new category see below.) Deselect 'Allow Comments' if you don't want viewers to comment. Keep 'Allow Pings' selected (default) – Pings notify search engines that you've updated your site.

7. Click on the blue 'Update' button at the right.

Your post will appear in your News feed (if you have this set up).



ADDING A NEW POST CATEGORY

1. In the main menu hover on 'Posts'. In the drop-down menu click 'Categories'.

2. Enter the name of a new category (ie Latest news).

3. Enter the slug (ie latest-news).

4. Add a description.

5. Click on the blue 'Add New Category' button.

UPLOADING MEDIA TO THE LIBRARY

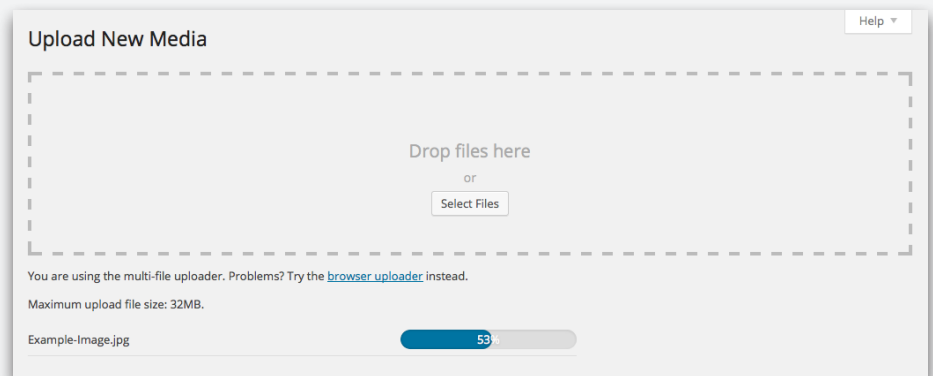
The Media Library stores your images, audio, video and documents.

1. In the main menu hover on 'Media'. In the drop-down menu click 'Add New'.

or

In the main menu click on 'Media'. In the next window click on 'Add New' (next to the heading).

2. To upload your media file/s either drag and drop into the box or click on 'Select Files', locate on your computer and click 'Open'.



3. Wait until the files have finished uploading.

Your file has uploaded and is now in the Library.

PLACING AN IMAGE ON A PAGE

1. In the main menu click on 'Pages'.
2. Click on the page you would like to edit.
3. Place the cursor where you want your image to appear.
4. Click on the Add Media button.
5. Select the image to insert (or go to Upload Files – see above)
6. In the right column you can change the title and size of the image, also the url when the user clicks on your image. To remove this link change to 'Link to None'.
7. Click on the blue 'Insert into page' button (bottom right).

Note: you can also alter the Image Details by clicking on the 'pencil' icon on the image.

8. Click on the blue 'Update' button at the right.

