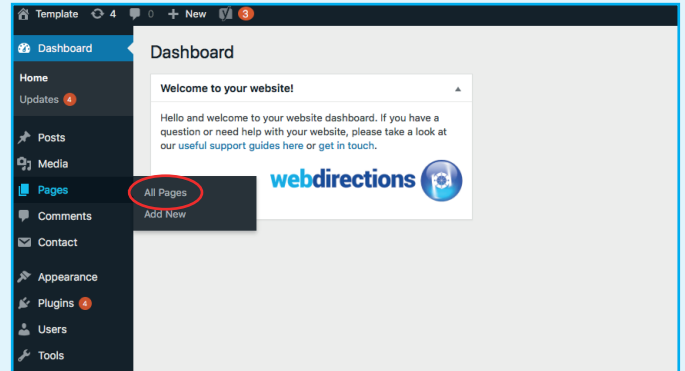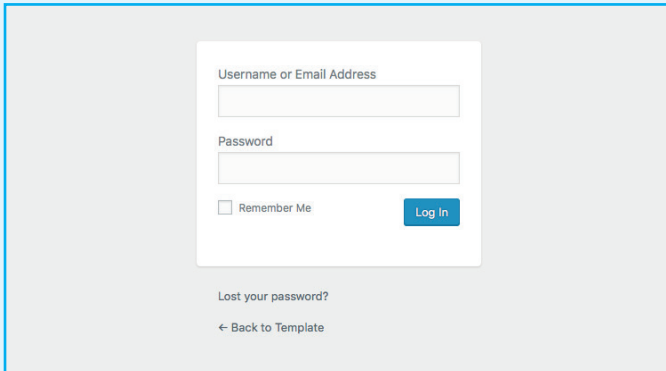# QUICK START GUIDE:

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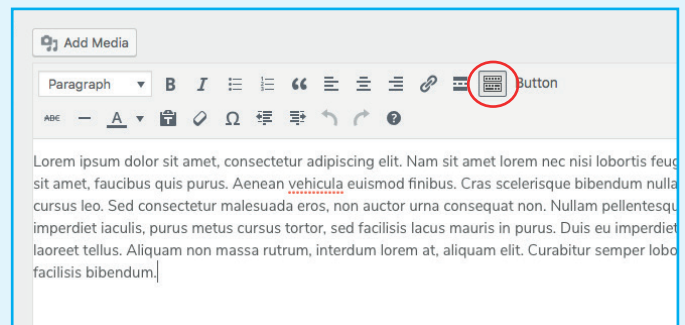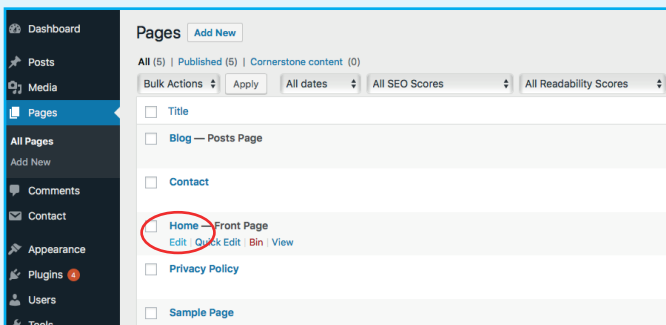

1. LOG IN

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).
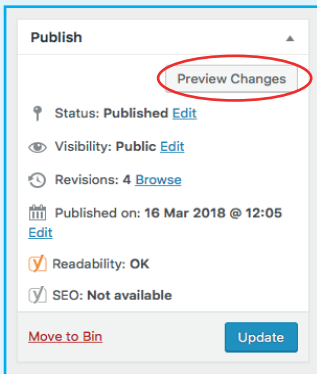

2. EDITING PAGE CONTENT

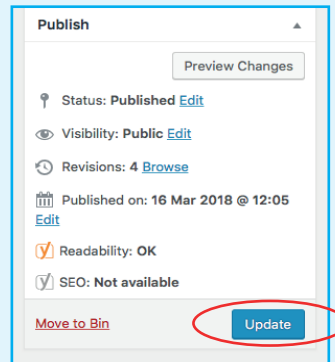Go to 'Pages' on the left hand side of the Dashboard, and select 'All Pages'.

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.
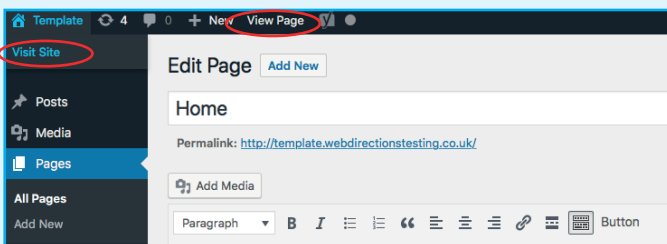
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5. PREVIEW YOUR CHANGES

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.
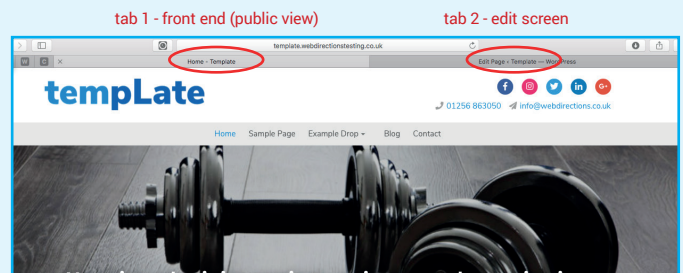

6. SAVING YOUR CHANGES

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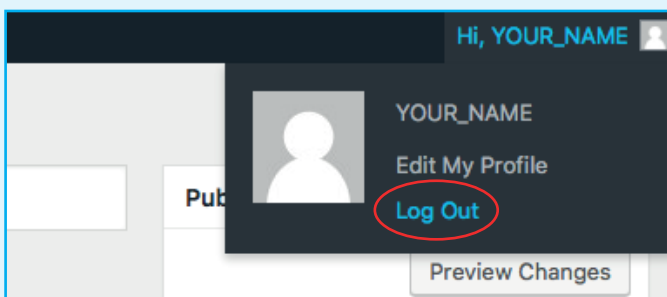

7. VIEWING YOUR CHANGES

Go to yourdomainname in the top left of the menu panel across the top of your screen. Click 'Visit Site' or 'View Page'.

tab 1 - front end (public view)   tab 2 - edit screen

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'.

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