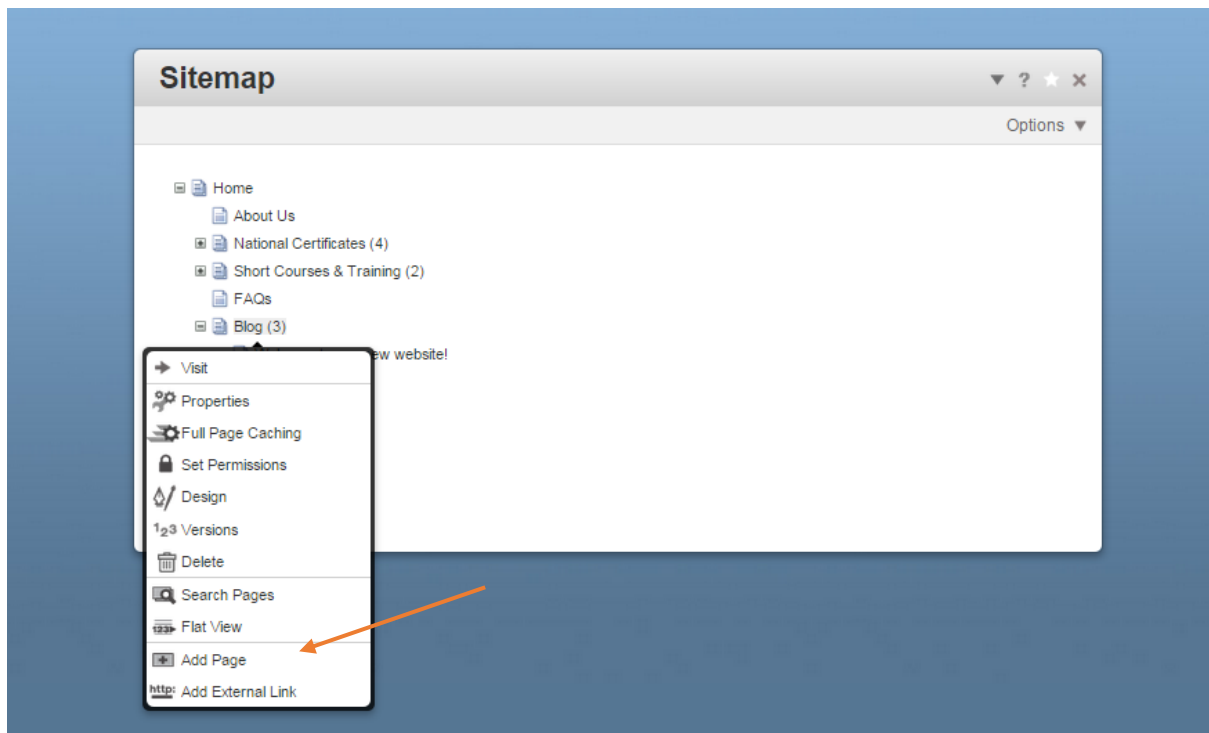
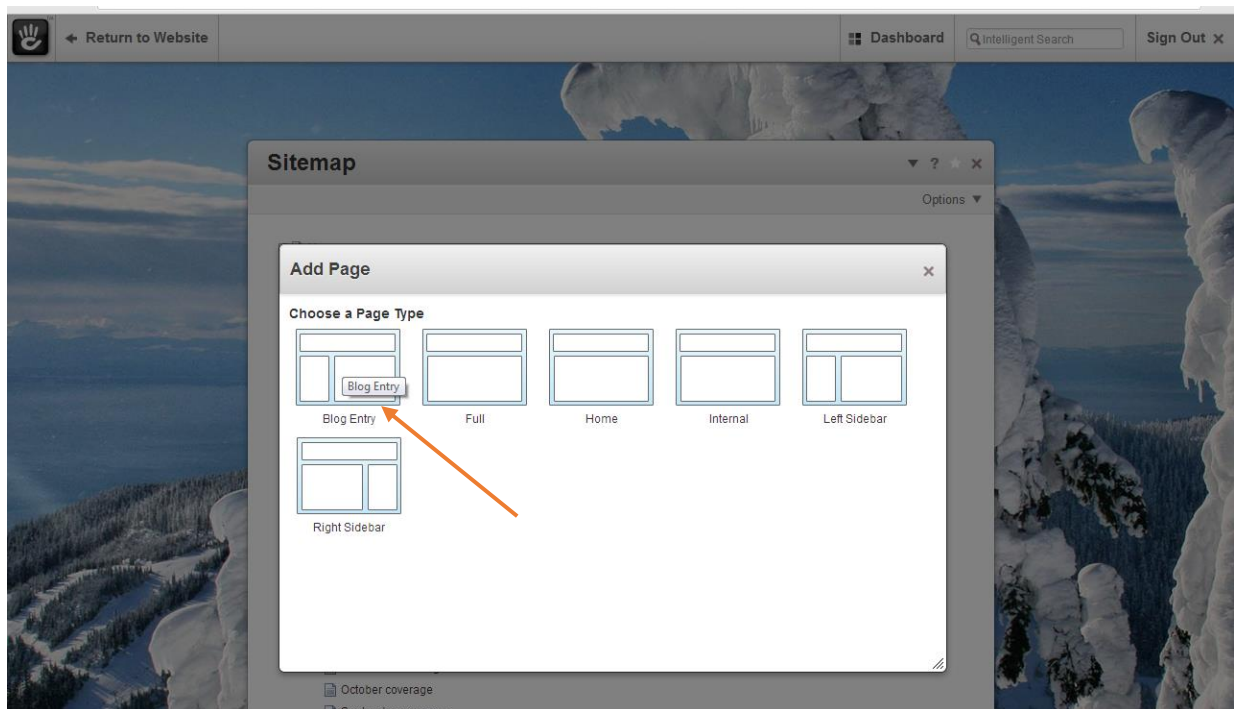


## Adding a Blog

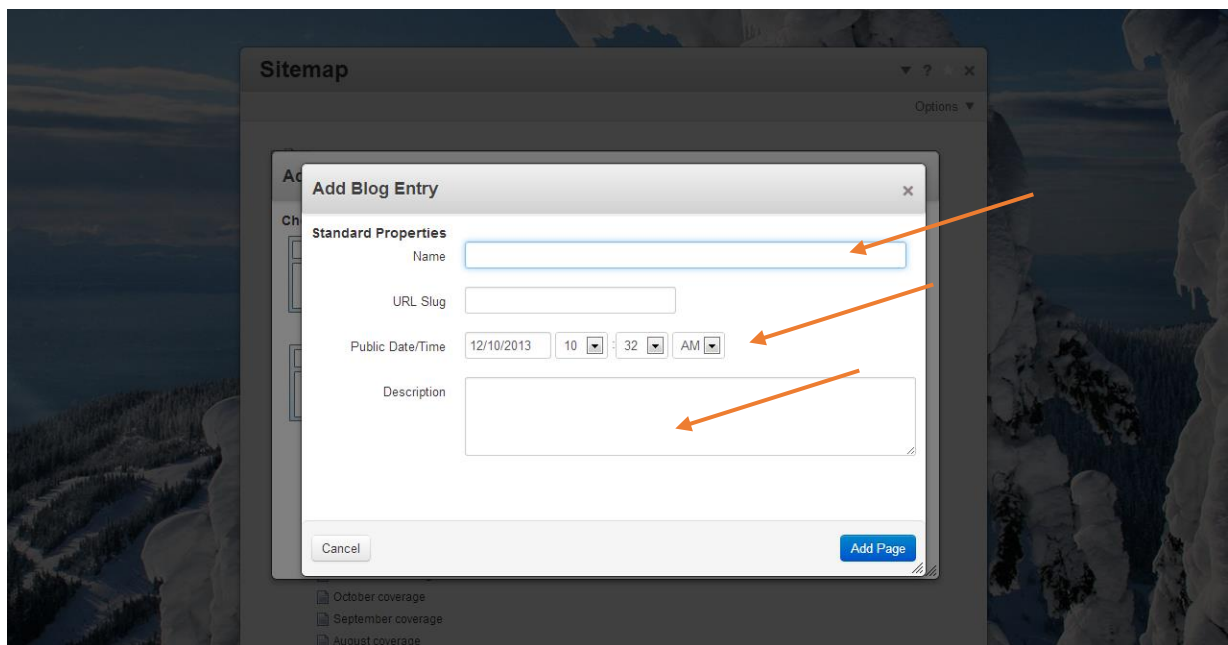
1. Go to Dashboard
2. Select 'full sitemap';
3. Select 'Blog' by clicking once to get pop-up menu
4. Select 'add new page'



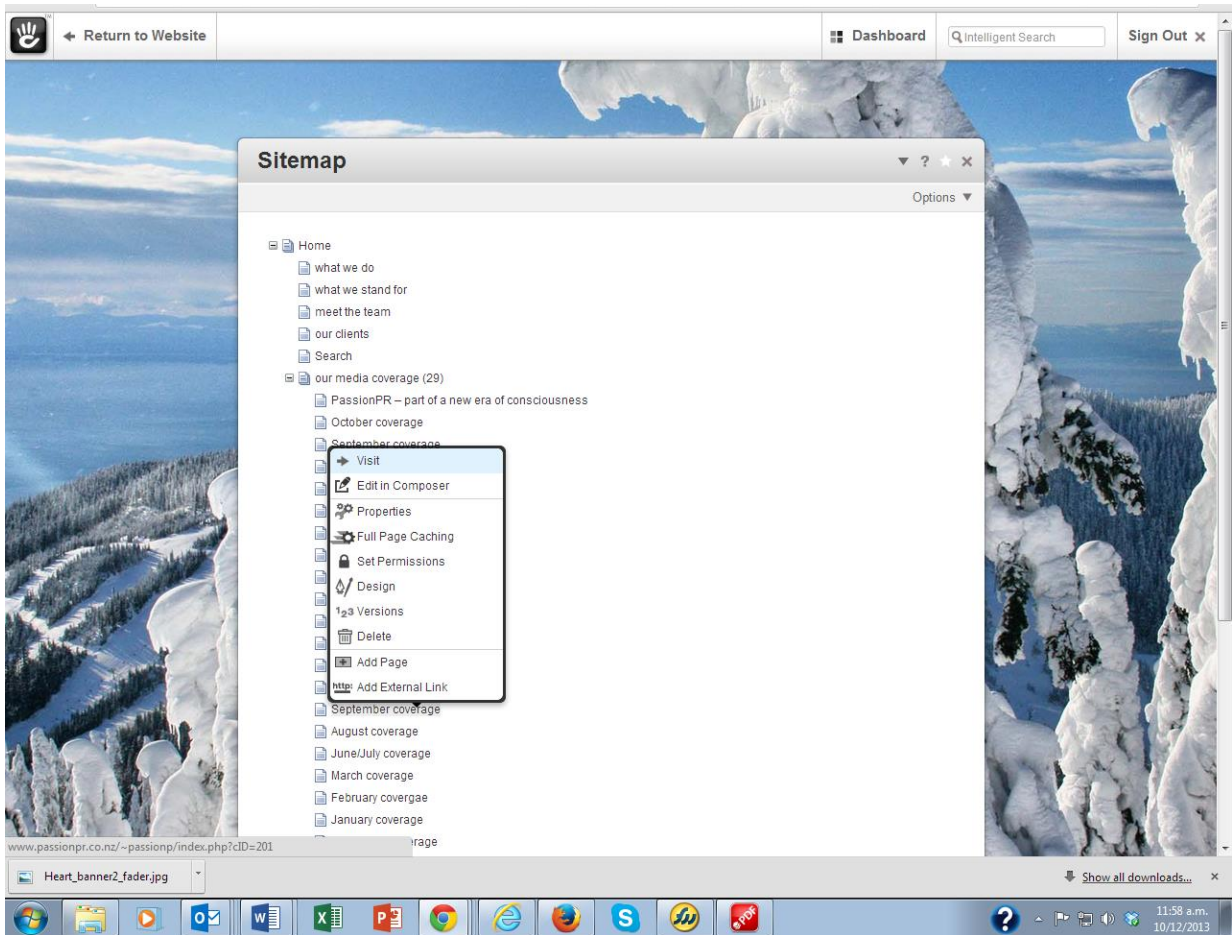
5. Select 'blog entry' for page type



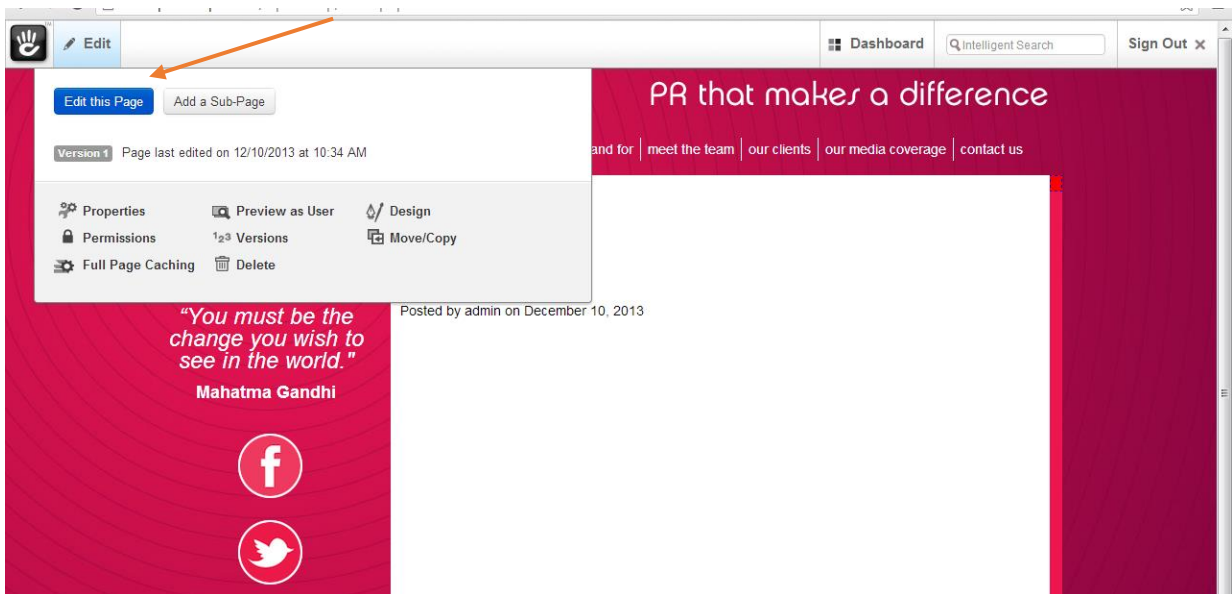
5. Fill in details of page name and description, date, as per pop up window
6. Select 'add page'



7. Find blog page in sitemap list, click once on name to get pop-up menu
8. Select 'visit'

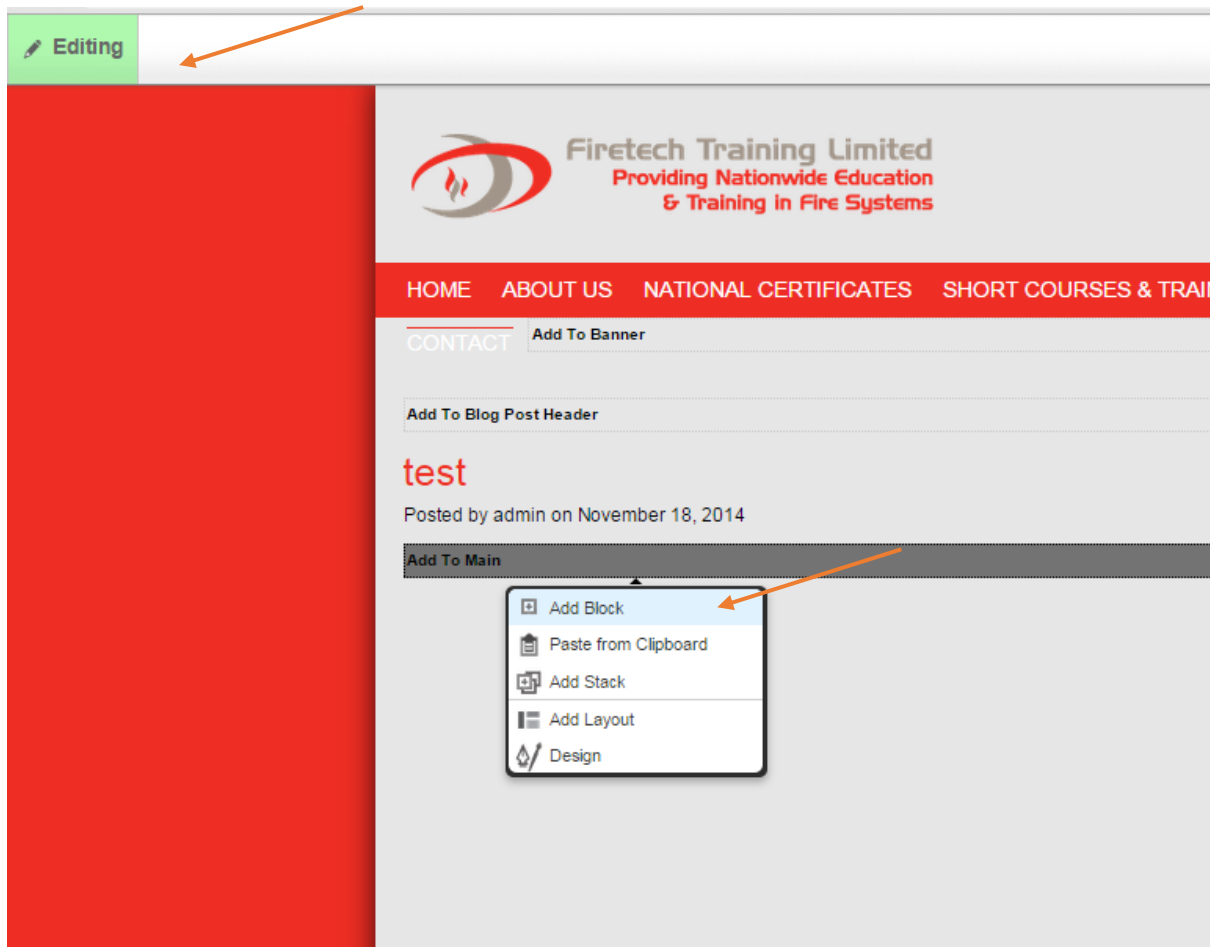


9. When page is loaded, select 'edit this page' from top left hand menu

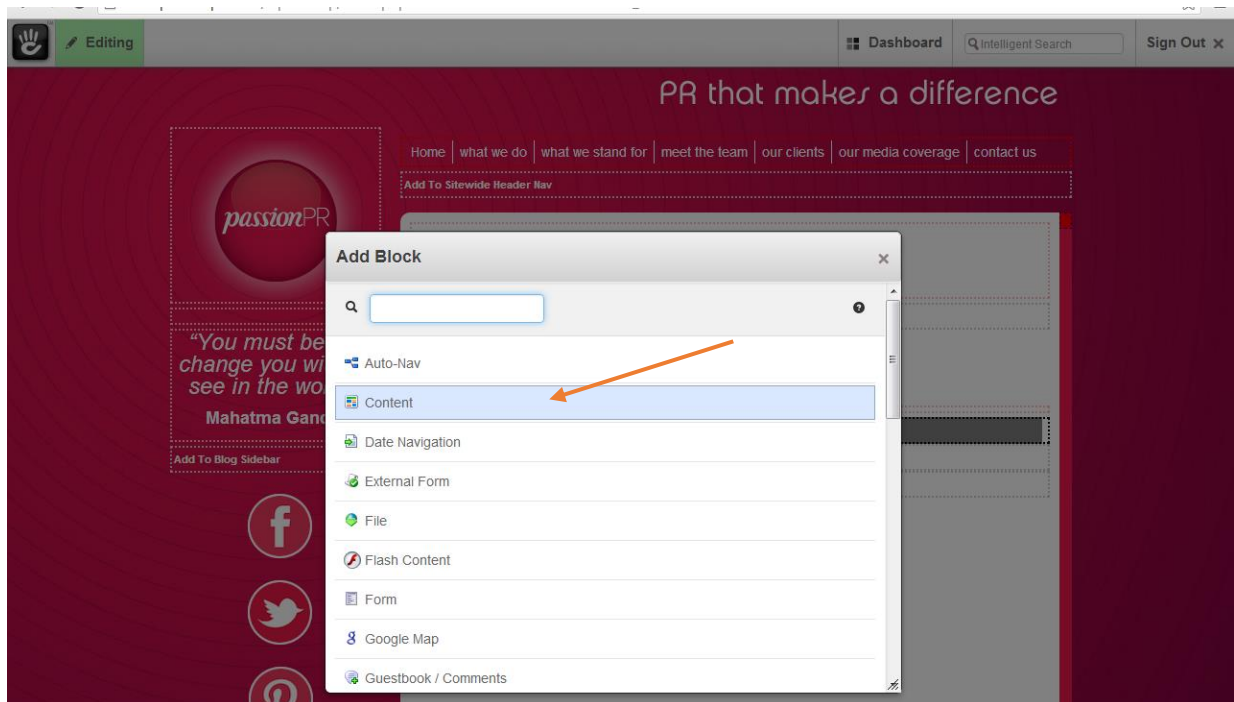


You are now in 'edit' mode which means a dashed line appears around editable areas.

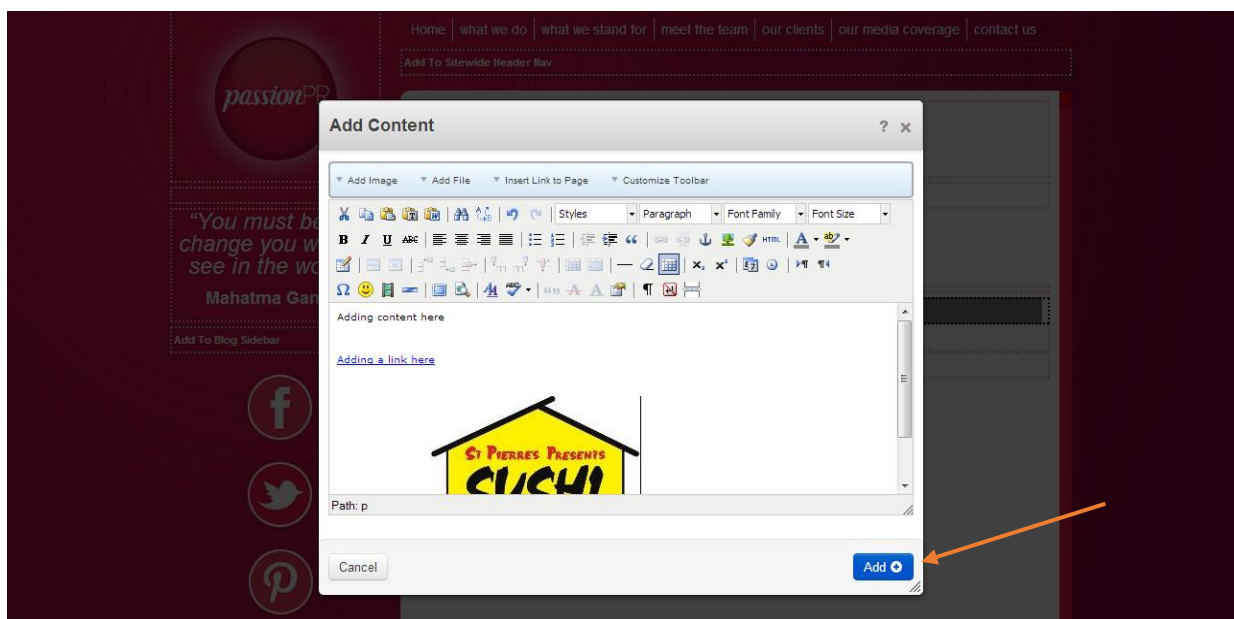
10. Rollover 'add to main' and select 'add block' from pop-up menu



11. Select 'content' from type block



12. Edit the page , add in text / images / links as you wish , then select 'Add'



13. Go to 'edit' at top left hand corner and select 'preview my edits' to see how your changes would look on the website, or 'publish my edits' if you are happy. You can select 'discard my edits' to delete all your changes.

Editing Dashboard Intelligent Search Sign Out x

Version Comments

Discard My Edits Preview My Edits Publish My Edits

Version 1 Page currently in edit mode on 12/10/2013 at 10:40 AM

Properties Permissions Full Page Caching Preview as User Versions Delete Design Move/Copy

see in the world." Mahatma Gandhi Add To Blog Sidebar

PP that makes a difference

stand for | meet the team | our clients | our media coverage | contact us

Posted by admin on December 10, 2013

This is my blog flah alashdlf.k