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

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

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- 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

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

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 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.

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