

# GETTING STARTED

Welcome, and do note that, if you have paid, **we have already automatically activated your website** for you, using the information you provided, so your website is already functional.

## ENTERING INFORMATION, OR CHANGING YOUR WEBSITE: THE EASY 3-STEP PROCESS

Please be assured that creating or changing your website is very easy. 3 steps are all you need with our simplified technology to help you:-

- 1) **LOGIN:-** Go to your website, click **Login (on the right)**, and enter your username and password.
- 2) **ACCESS THE WEBSITE:-** Click on **View Site (on the top line, right beside your website name)**. Ignore the rest of this page.
- 3) **START WRITING:-** Your website will appear with **“Edit this entry” at the bottom left**. Click here and start writing! Or paste in a document you already have written.

**FINISHED !** Click **Save and Continue Editing** (takes 5-10 seconds) , and it is done! (If “Edit this entry” does not appear, click Refresh, the double arrow symbol on the top line.)

### Changing the top lines of your website:

The other button you may wish to use is the **“Options”** button at the end of the second line (step 2 of the above). You can then **change the top 2 lines of your website** (technically labelled WeblogTitle and Tagline). When finished, **click Update Options** at the bottom right of the page. Ignore the rest of this page.

**If you find it hard to follow these steps**, email your Word document (and a photo if you wish) to davidhorgan@email.com, and we will enter the information for you.

**Entering a photo on your Short Description /State Listing:** This is very easy, and personalises your practice, replacing the default logo.

Go to **Register/Change Information**, use your passwords and click on the box on the top line **“My Details”**. Select **“Click here to upload a new photo”**, and choose a photo from your own collection.

### Entering photos onto your main website:

1. You can also add a photo to your main website. **Go your website** and **Login** (step 1 above) and click on **View Site** (step 2 above).

- a. Click 'Browse' (located below the box Save and continue Editing).  
(This will open a window showing folders on your computer.)
  - b. Navigate through your folders until you can select the image file that you want.  
(The file name will appear in the Browse field.)
  - c. Click on Upload.  
(The image will appear.)
  - d. In the Page Content area, place your cursor where you want the image to be located.
  - e. Click on the image. (a list of options will appear)
  - f. Click on option 'Send to editor'. (the image will appear where your cursor is in the Page Content area)
  - g. You can move the image within the Page Content area by cutting and pasting it using the normal Word keyboard controls.
2. If you want to save what you have entered so far, click 'Save and Continue Editing'.

## TO CREATE FURTHER PAGES

Follow the steps 1-3 as for Change your Website (above).

1. Click on 'Manage' (in the horizontal menu near the top).
  2. Click on 'Pages' (in the horizontal menu below the first horizontal menu).
  3. Click on 'Create New Page' (near the bottom of screen).
  4. Enter text and images as for your first page (see above).
1. If you want to save what you have entered so far, click 'Save and Continue Editing'. **(Do NOT click on 'Save' – if you do, this will close the page that you are working on and open a new page for you to create.)**

## Making your new page appear

1. Click **'Publish'**. (*Do NOT click on 'Save' – if you do, this will close the page that you are working on and open a new page for you to create.*)

If you click 'Publish', your New Page will appear.

Your New Page will have a clickable menu showing all your pages.

To make changes to your New Page, click on 'Edit this entry' (at the bottom of your New Page).

## How will people find my further pages?

Your site will now have a clickable menu showing your original page and any further pages.

If there are any problems, please email [davidhorgan@email.com](mailto:davidhorgan@email.com). We want this website to be a significant asset to your professional practice.

Please note that these instructions may be updated from time to time. This version is dated 24 September 2007.