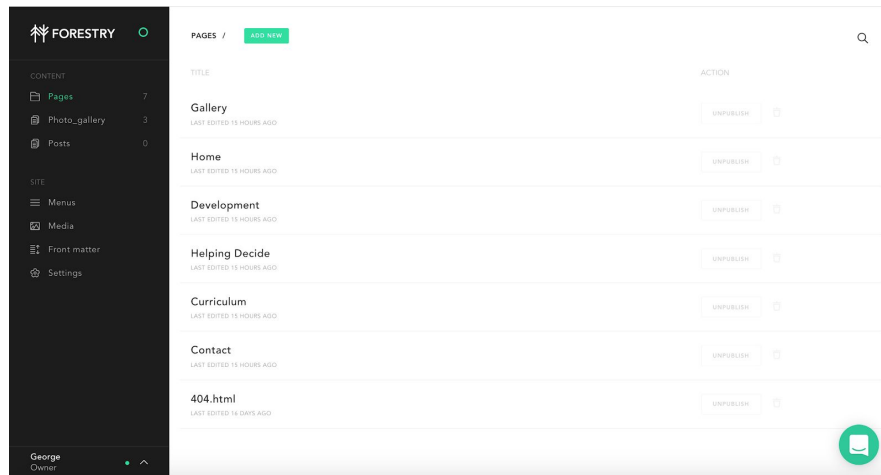


This is the 'dashboard' view of the Ciara's Tots dashboard. There are several items on the left navigation bar.

1. **Pages** - This is where all your pages are and where you can edit your content. You'll spend most time here
2. **Photo\_gallery** - This is where you can add and remove photos to the gallery. I'll go into this in more detail.

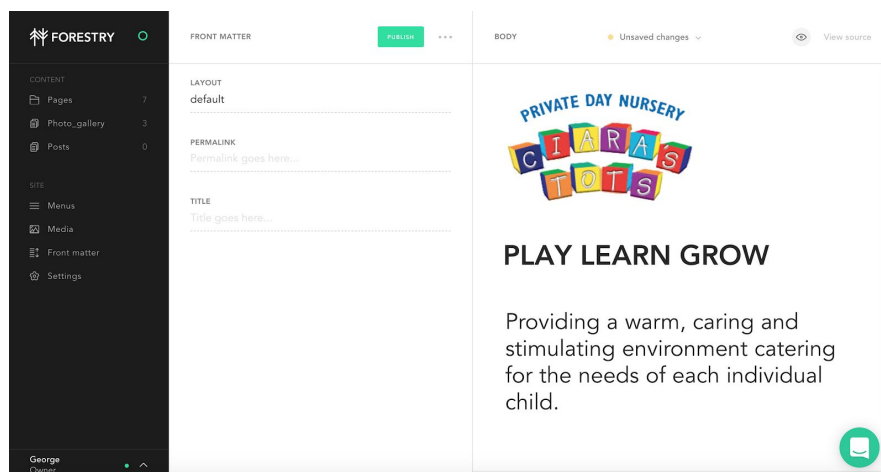
You don't need to worry about any of the other items in the list (menus, front matter, settings, etc.)

# Editing Content



On the right hand side of the navigation bar, this is the list of all of the pages on the website. Each page you can click on in the website is listed here.

So for example, <https://gwrharnwell.github.io/ciarastotspublic/Curriculum/> would be the Curriculum page in this list  
<https://gwrharnwell.github.io/ciarastotspublic/Gallery/> would be the Gallery page in this list

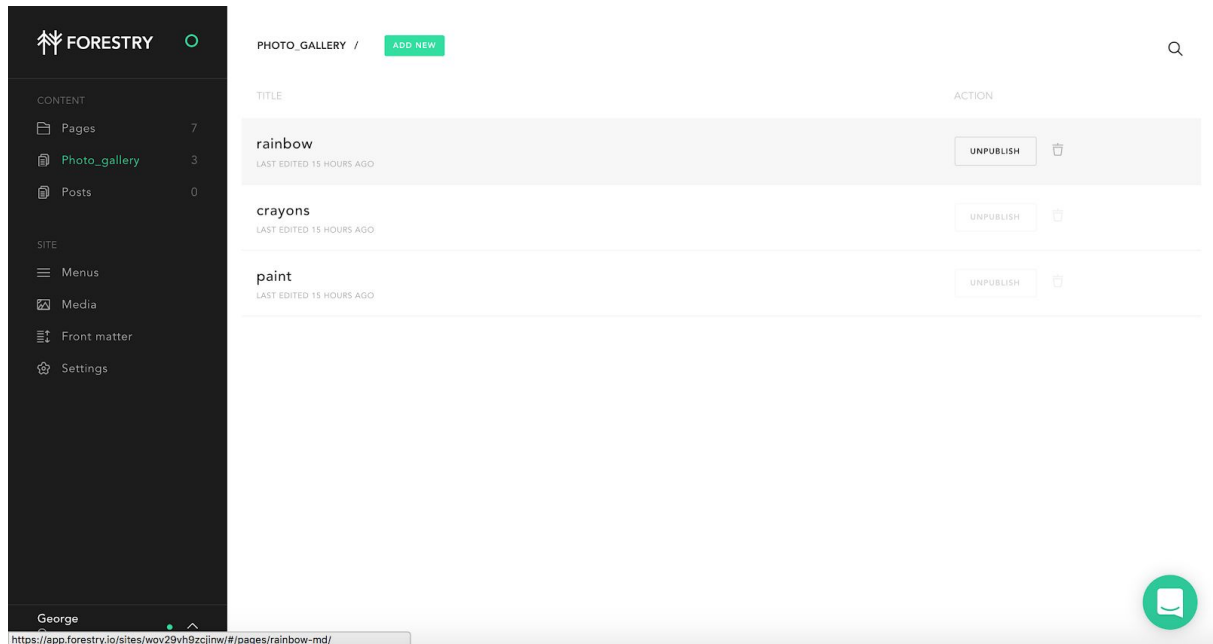


This is the view you get when you click on to one of the pages. **You should ignore the column on the left (where the Layout, Permalink and Title fields are).**

The column on the right is where the content for the site is. You can change any of this content and then click the eyeball in the top right to preview the changes you've made before making them final.

Once you're happy with your text changes, you can click the green Publish button at the top. Once you click this, your changes will be live on the website

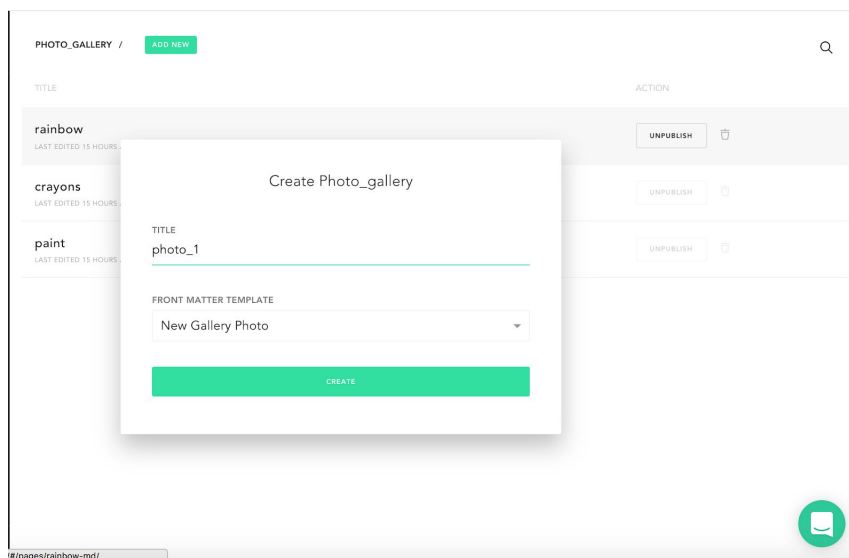
## Adding Photos to Gallery



If you click 'Photo\_gallery' from the navigation on the left hand side you'll then see this page. Each one of these list items (rainbow, crayons, paint) represents a photo in the gallery.

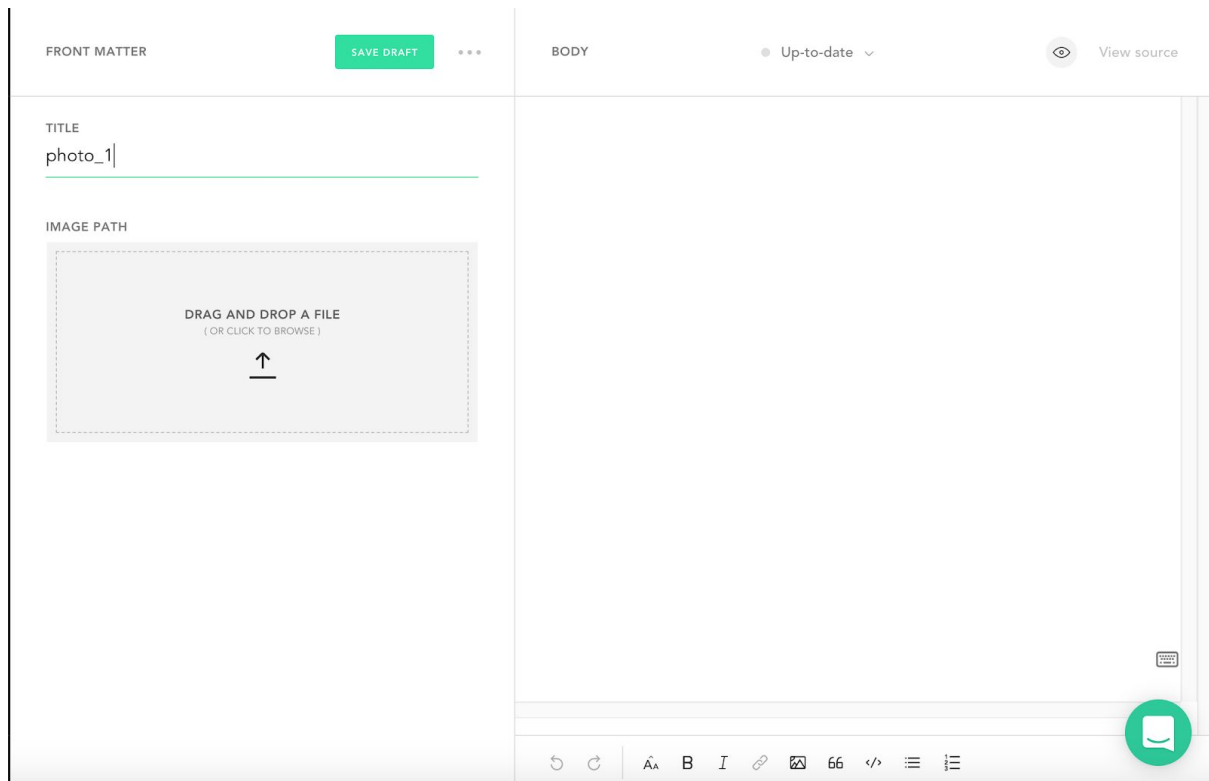
If you want to delete one, you can click the trash can icon on the right hand side of the item.

If you want to add a new photo, then click the green 'Add New' button at the top of the page and a pop up will be displayed:



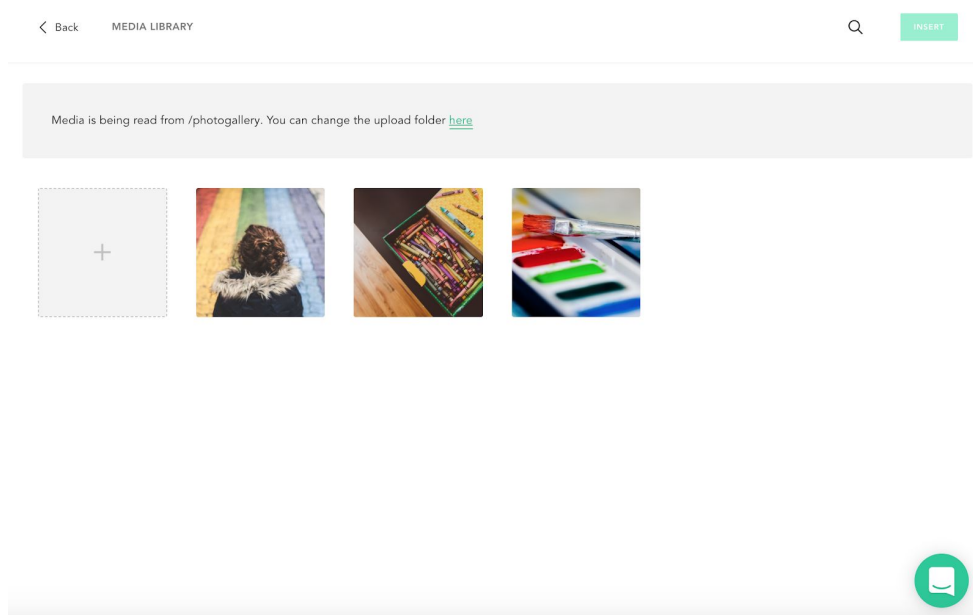
It will ask you to provide a name (title) for the photo which you must provide. This can be whatever you like but should be unique. Leave the 'Front Matter Template' dropdown box set to 'New Gallery Photo'.

Once you've entered a title, click 'Create'. You'll be taken to the following page:



Here you need to upload the actual image you want to appear in the gallery in the upload area.

Click the grey upload area. It'll take you to a new page and ask if you want to choose an existing photo, or add a new one. You'll most likely want to add a new one, so click the add button:



Once you've upload a new picture, you'll be taken back to the previous page. If you're happy with it then:

1. Click the 3 little dots at the top, next to the 'Save Draft' button
2. Select 'Set as published' from the menu
3. The save as draft button will change to a 'publish' button. Click publish.
4. You new photo will now shortly appear in the gallery!

FRONT MATTER	SAVE DRAFT	...	BC
TITLE			
photo_1			
IMAGE PATH			
