

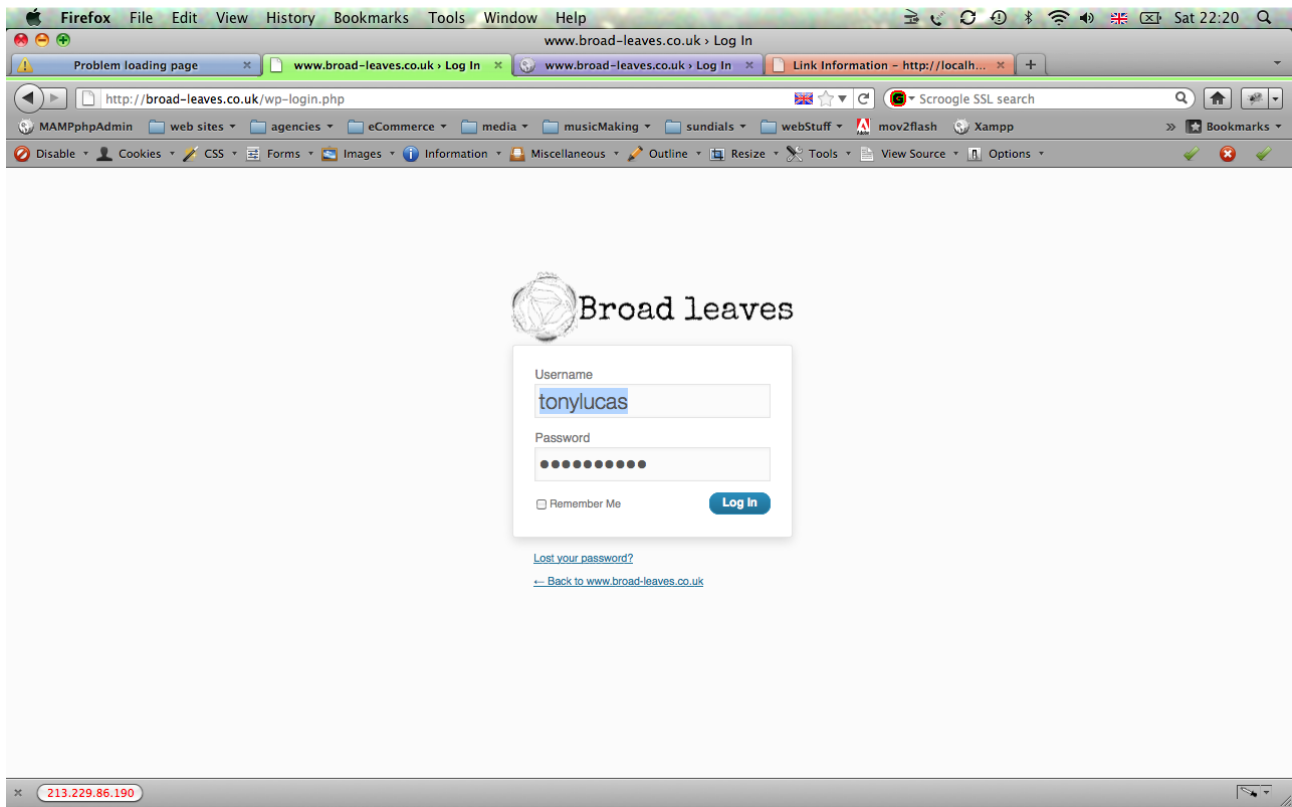
Hello tony

Welcome to your website, how do i work this ? well it's a doddle old bean

copy this URL into your browser,

`http://broad-leaves.co.uk/wp-login`

it leads to your the login for the site,
see below :

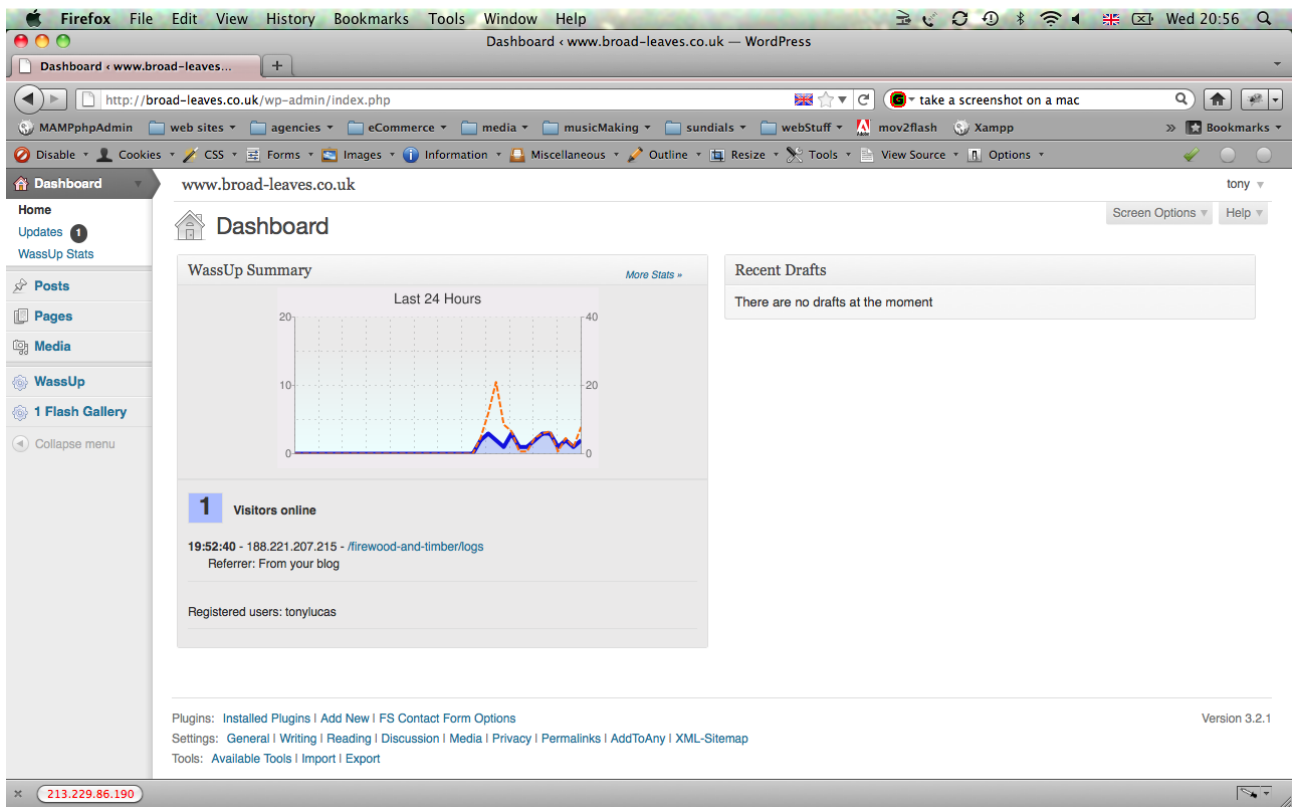


let's log on !

your use name is tonylucas
your password is donbradman

(you may change the password – more on that later)

all good ? having slipped through that hoop you should find yourself
looking at :



they call the above the dashboard – i have removed most things, (well put them at the bottom), all you need to do is deal with whats on the left – a quick run through ? go on then – from the top left down that side column :

Dashboard : You're looking at it, it will show the stats – how many online and any drafts you have , yes you can use it as a word processor, coming back to fine tune your posts before publishing them for the world.

if you hover over any of the titles 'Posts' 'Pages' etc you will see a little arrow appear, open up the title to reveal the options you need.

Don't worry about the updates.

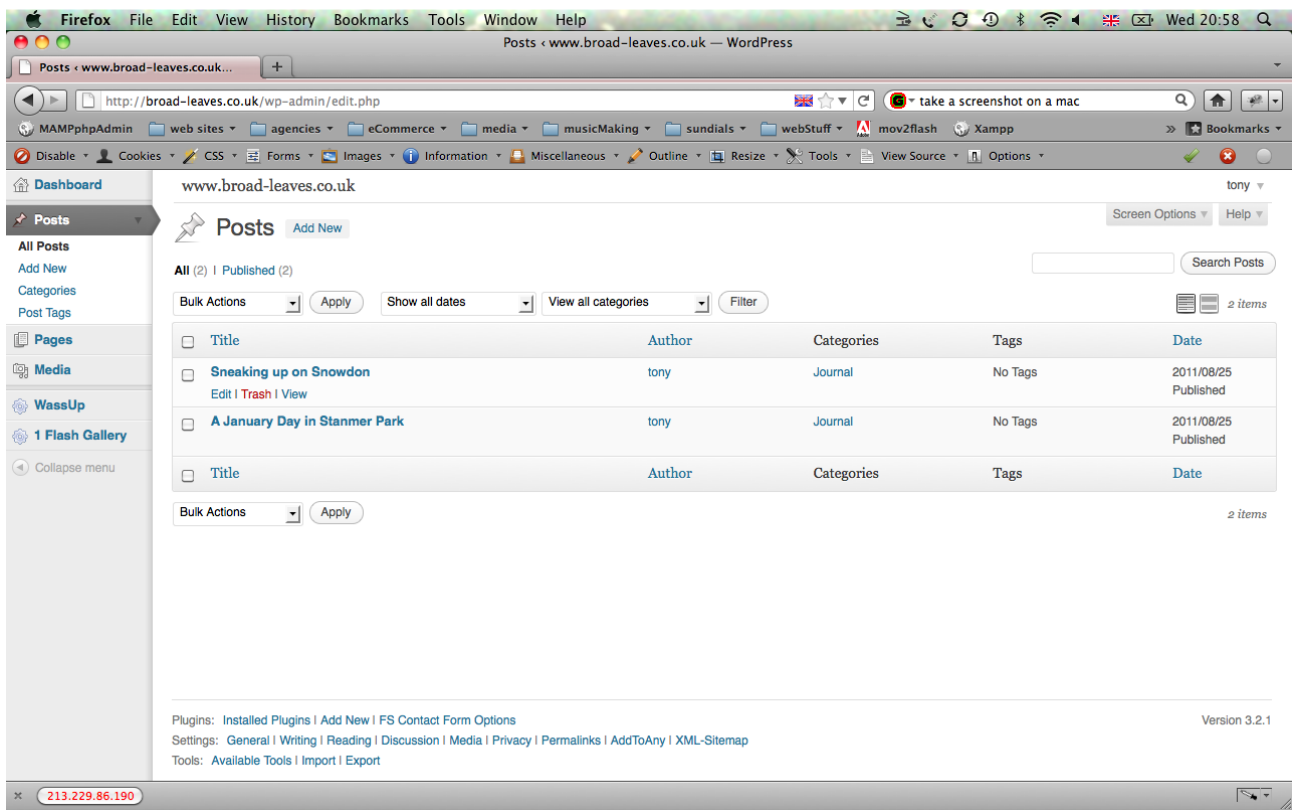
Now you my friend will be writing posts. what's the difference between pages and post ? good question.

a post is an entry that appears under the journal, you can click through them one after another.

a page is more of a static affair, part of the hierachy of the site and easy for search engines to find, that is why things for sale or the logs have their own page.

so in a nutshell you would add a page for a product, a post for pretty much everything else.

right old bean we're gonna get you blogging.....

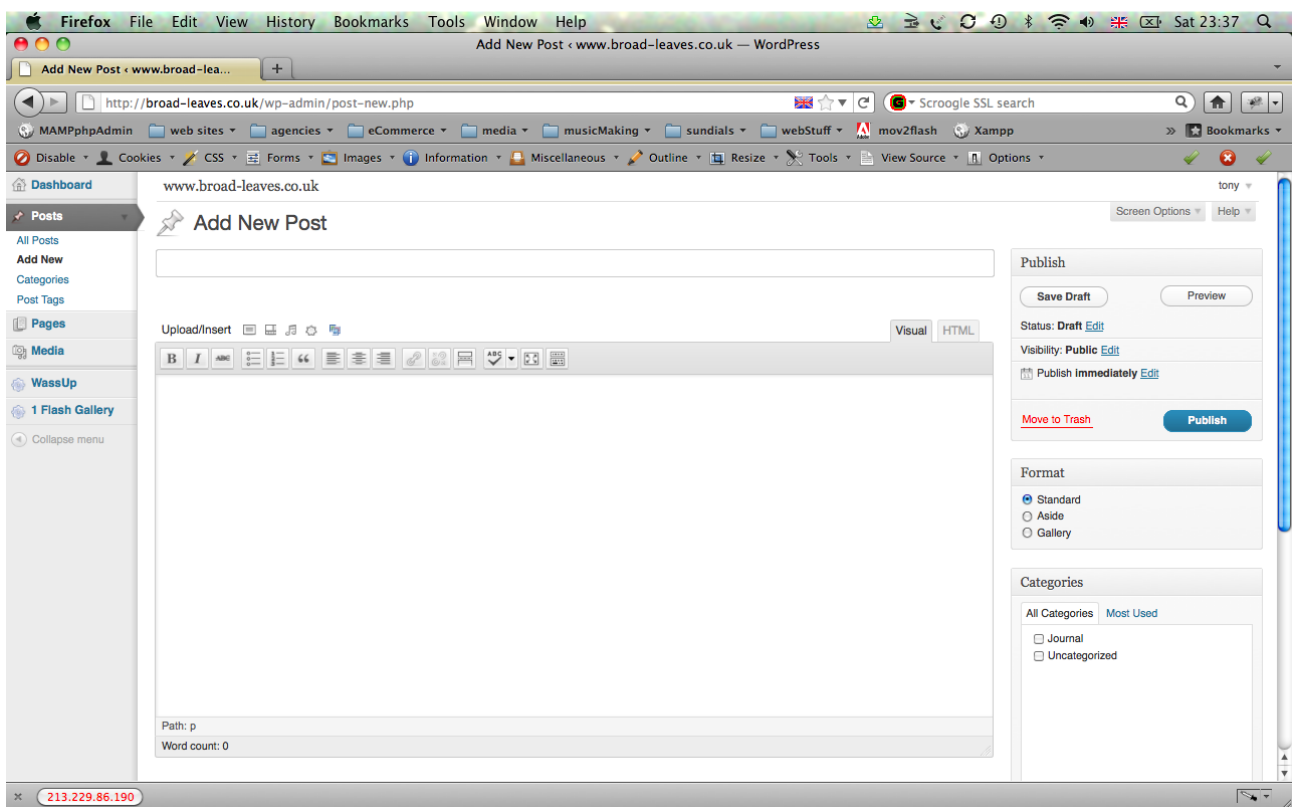


above we have what you see when clicking on the Posts tab, a list of your posts (you see 'All Posts' is in bold, as you can see when you hover over a little menu comes up :

 Edit Trash & View - self explanatory.

on the left you have Post Tags (later for that one), Categories (you only have one at the moment 'Journal'.

and below you have the 'Add posts'.



So lets add a post.

the first field is for the title, each one needs to be unique, the title appears as part of the URL,

ie

<http://broad-leaves.co.uk/sneaking-up-on-snowdon>

<http://broad-leaves.co.uk/a-january-day-in-stanmer-park>

don't put the "-s" in - the machine does that (replacing spaces).

the field below is where you type your prose - simples.

on the right , working up from the bottom.

Categories - you just make sure you tick 'Journal' here.

then up one....

Format - keep this as standard.

Then above that Publish.

This is also pretty self explanitory -

done some typing but not done yet - save it as a draft.

Good to go - publish it - go on - publish!

that all there is to it - great eh?

Now - you're logged in, if you look at the site, on every page or post you will see the 'edit' in the bottom left,

you can click on that edit and i will take you straight to the edit screen for the thing you're looking at.

so - as you are logged in check through each of the pages on your website and edit the text where needed.

I will be watching !

well thats it for now old bean -

when i've seen a bit of action on the site i'll be back with stuff about pages, adding images and the flash gallery.

toodle pip !