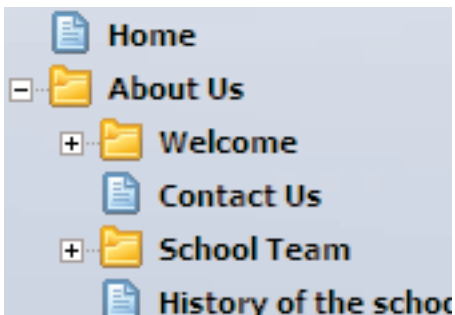


Getting Started Quick Guide

After you have logged into your Administration website, here are some quick tips to help you learn the basics.

1 Using the site map



Click “**Site map**” in the left hand panel and the pages within your website are shown in a tree structure as shown in the example to the left.

You can keep the site map visible at all times and use it to navigate your website by clicking the names of the web pages.

2 Using the Edit and Live tabs

When you have clicked on a web page within your site map, you will see some tabs at the bottom of the page. The 2 most important are:



Click “**Edit**” and you will see any unpublished content. When in Edit mode you can start to edit the content of your site.

Click “**Live**” and you will see how the site will look to the public.

3 Editing web pages



When in Edit mode, click the **blue pencil** to edit your text or images.



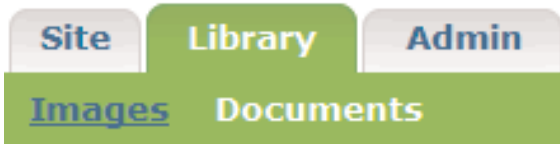
Once complete click the **disk** to save your web page.

After clicking the pencil, click into the content area and you can edit your text using some simple tools. Some of these tools are shown below:




4 Using your image library

To add images to your web pages you must first upload them into your library. To do this click "**Library**" then



"**Images**" from the top navigation bar.

Follow the instructions to upload your images from your local computer.

Click  from a web page in Edit mode to select images from your library.

5 Approving and publishing web pages

Administrators can create, edit and publish web pages without having to send them for approval.

If you are not an Administrator, any changes you make must be submitted to an Administrator for approval.

To do this, after you edit a page click:



When the an Administrator has clicked "**Approve**", you may visit the page again and click "**Publish**" to take live.

6 Setting up user accounts

You must be an Administrator to set up new user accounts.

To do this, click "**Users**" from within the Admin tab, then click "**Add user**". Complete each of the sections in the form.

In the "**Permissions**" section define what level of access the user has. Can they Create, Edit, Approve, Publish, and Delete web pages, or do they have full Administrator rights?

Once complete click "**Save**".

This Quick Guide is only to get you started

There is a more detailed user guide available at www.websites-for-schools.com/myschool which you can view online or print off as a PDF. If you have a question please email support@webistes-for-schools.com