

Getting Started with BusinessinBerkshire

1 Login on our home Page
of BusinessinBerkshire.co.uk with your user name & password to arrive at the main administration page.

2 Edit Site Elements
Click here to change/add your logo, company name and slogan where indicated. Scroll down to add the your logo and the description of your products/ services. The rest you can ignore!

3 Edit Pages
To start with, just the essential pages will be switched 'on' for you. These will appear as short links to the left of your home page when you publish your site. (Please activate the other areas as you feel comfortable)

Home Page

Click here to add your page heading or strap line with pictures or photos.

In the text, put in a summary about you or your business

(This info may be taken from your own independent website if you already have one)

Latest News

This is where you will add your content and news stories. The more often the better! Optimum is weekly.

Go: Add a story to Latest News
Enter your heading. Remember to choose your title with SEO in mind!

Add a 50 word summary (or the first few lines of your article) in the abstract. You can simply copy and paste your word documents into this area.

Load your image (less than 1mb- the system will automatically resize it for you)

Load the same image as your icon.

If you have a pdf to load as a download- add this with a caption.

Ignore the rest of this section!

Preview to see how it all looks and amend if you need to....

Go: Edit Latest News page introduction and image

Web pages are available for introductory text and images if you wish.

calendar

To add your events, courses etc

Go: Add a new entry

When adding or editing an event, complete the following fields: Event Name, Start Date, Finish Date, Description, Contact details

Go: Edit Calendar section introduction

Add images and content as before.

contact us

Go: Contact Us Introduction

Simply add an image if you wish and any words. Ignore the rest!

Go: Edit your main contact details

Put in here all your details as you wish them to appear on your site

Go: Add a secondary contact

This is obviously where you put/amend further contact details.

You should now have the basic ingredients for your BinB website. To take a look- hit Preview at any time.

At the end of your session- if you are happy with your site, always remember to **PUBLISH CHANGES** to activate the work you have added!

4. Design & Admin

Under this section, you may wish to change your password, store images or update your account details.

