With this lesson you will learn the following
1. LOGIN   2. OVERVIEW OF WEBSITE FEATURES   3. VIEW FRONT & BACK END OF WEBSITE, LOGOUT

When you joined the 'Find It Locally' website you would have received a Username and Password for your website. You will need these details to login.

1. LOG IN

Step 1. Run the Chrome Browser program (ensure it is an up-to-date version), we use Chrome as it is compatible with the Find It Locally website. If you don't have Chrome you can download it free from the internet.

Step 2. View your website so you know what it looks like at this stage. We call this the Front End of the website.

VIEW WEBSITE

www.finditlocally.com.au/business/jeanettejensen

*a. Enter your **website address** into the **Address bar** at the top (not in the Google Search area)*

eg. http://www.finditlocally.com.au/business/yourwebsitename

* All of our websites are stored on a server connected to the World Wide Web (**www**) in the
Finditlocally.com.au/business folder.
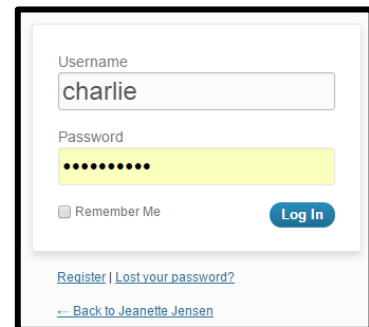
Step 3. Go to your Login Page.

ACCESS LOGIN PAGE

www.finditlocally.com.au/business/jeanettejensen/wp-admin
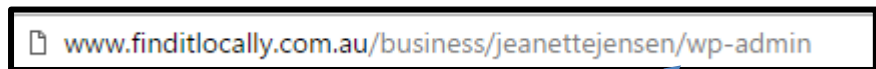
a. Click at the end of your website address to place the cursor
*b. Add **/wp-admin** to the address*
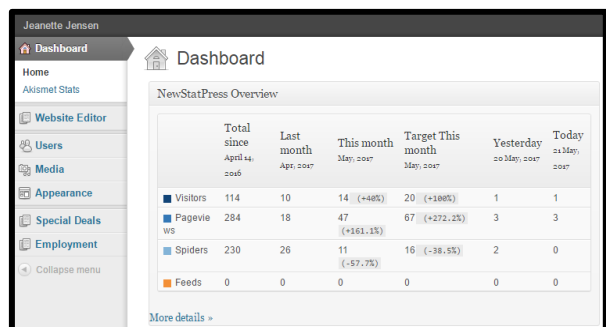*c. Press the **Enter key***
* The Login Page appears

Step 4. Login to your website

LOGIN IN TO WEBSITE

*a. Enter your **Username** and **Password***
*b. Click on **Log In** button*

We call this the backend of your webstie.

2. OVERVIEW OF WEBSITE FEATURES

On the left you have your main menu.

We use Wordpress websites that have been tailored to make them easy to use.

Step 5. Click on the **Dashboard tag** then on the **More Options link**

From here you can observe visitors/hits and how they are coming to your website. Also what 'Spider programs' are investigating your website to list your details on their various Search Engines, Browser Programs and other services.

Step 6. Click on **Website Editor** from the main menu on the left.
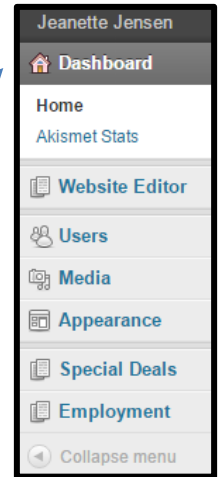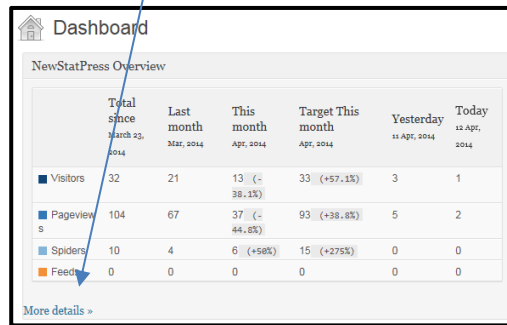
This is where you work on your website. At the top you will find several tags that relate to each part of your website.

These are where the areas relate to on Template 1

The General Area controls : Background Colour, Fonts, Address Details, Description Details

Header Area
Upload a Banner/Image

Introduction

Box 1, 2 & 3 run down the left

Brochure Area
Upload a PDF file eg. Brochure, Menu, Order Form, etc

Large Box runs down the middle

Advertisers
You can add as many Buttons with Links to your websites as you like so you can network with others and promote their websites.

FIL Website Manual
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Step 7. Click on the **Box 1 tag**.

You will often see a Text Working Area, giving you service to enter text and offering functions eg. Bold, Font Size, Undo, Insert Images, Add Hyperlinks, etc. The height of the area will increase as you add informaiton, the width has a preset dimension and will go no wider.

If you point to the Border area a Colour Pallet will appear, every colour has a code.

Step 8. Click on the **Users** option from the main menu on the left.

You have access to change your password and set up other users so they can login to your website and work on it.

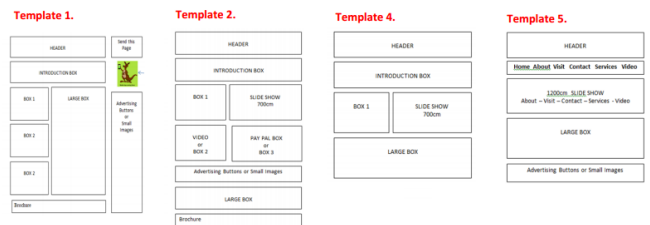**Step 9.** Click on the **Media** option from the main menu.

All Image Files are stored here. If you find that you can not upload any more images you may need to delete the old unwanted images to free up some space. You are limited to 2mb worth of space.
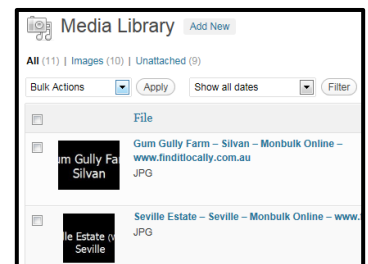
Step 10. Click on the **Appearance** option from the main menu.

You can switch between templates to change the appearance of your website.

Template 2, 4 and 5 have Slide Show areas, all Templates have a Header, Introduciton, Box 1, Large Box, Brochure areas. There are no Mobile Friendly websites at this point but they all work on Mobil Phones when the screen is viewed sideways.

Step 11. Click on the **Special Deal** option from the main menu.

You have a facility to create a special deal and automatically it will be added to the Special Deal service available from the Local Page, the Area Page and the APP.
It is a service designed for our customers to get more clients.

3. VIEW FRONT & BACK END OF WEBSITE, LOG OUT

Step 12. View the Front End of your Website

FRONT END VIEW

*a. Click on the **Website Name** located left of the top bar*

Jeanette Jensen | Howdy, jeanettejensen

* You are now viewing the front end of your website within the current window of your Browser

* Do not click on anything.

If you start clicking and moving to other pages you will need to hit the Back icon several times to get back to this page.
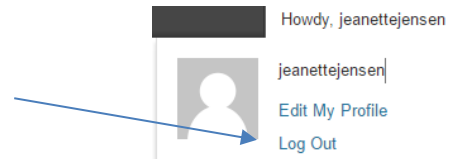
Step 13. Return to the Backend of your website. *(Click on **Back icon** located left of your Browser)* ←

Step 14. Log out.

LOG OUT

*a. Click on the **Howdy link** on the right of the top bar*
*b. Click on **Log Out** from the menu*

Howdy, jeanettejensen
jeanettejensen
Edit My Profile
Log Out

The website we offer are only small but highly powerful in their presence. You will not need to upgrade or backup your website as we manage all websites with our hosting service.

You can now move onto our 2. FIL Lesson and start working on your website.