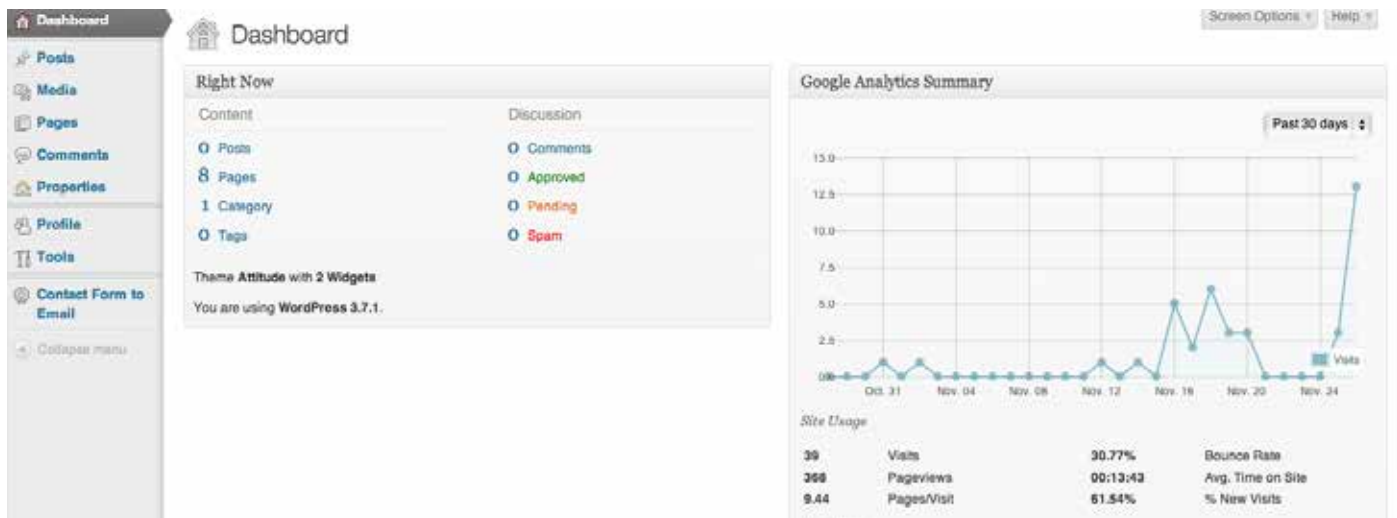


# The Dashboard

When you first log in to your website you will see the dashboard. This is the starting point for all your editing. Depending on the set-up of your website, you may have more options than those shown below, which is the basic set-up.



## Navigation Menu

Found on the left-hand side of your screen, the menu shows each of the functions you can perform. To view all the options click on the down arrow that appears when you move your cursor over the headings.

The most useful are:

Pages > Pages : lists the pages on your site

Pages > Add New : Creates a new page

Posts > Posts : lists the posts on your site

Posts > Add New : Creates a new post, which is your "blog" messages, special offers, latest news etc.

Properties > Availabilities : to update your availability table (for holiday accommodation websites)

Dashboard : takes you back to this first screen

## 'Right Now' box

The Dashboard also offers quick links to your lists of pages and posts from the "Right Now" box.

## Admin Bar

The grey bar at the top of the screen gives you quick links to create a new page or post, or to view the current page you are editing.

You can also log-out from here by hovering over your username at the far right end of the bar, and choosing 'log out'

## Troubleshooting

Can't see the full navigation menu?

The menu can be slimmed down to just a column of icons, so look for the small circle with two arrows inside it, on the far left side of the screen and click it to get the navigation menu to open up.