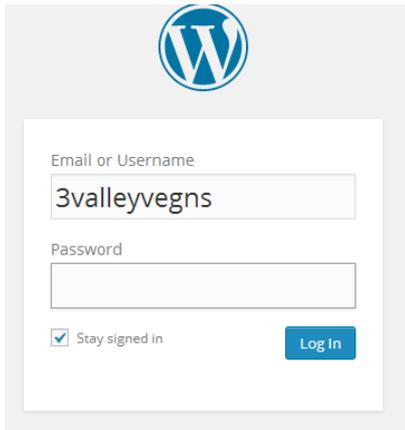
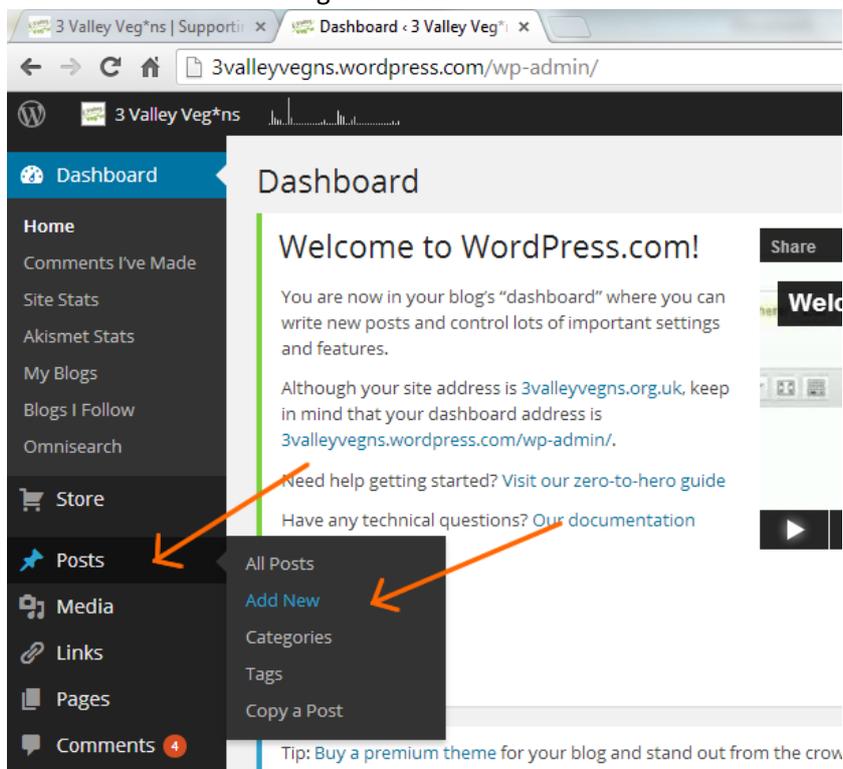


Adding content to the website

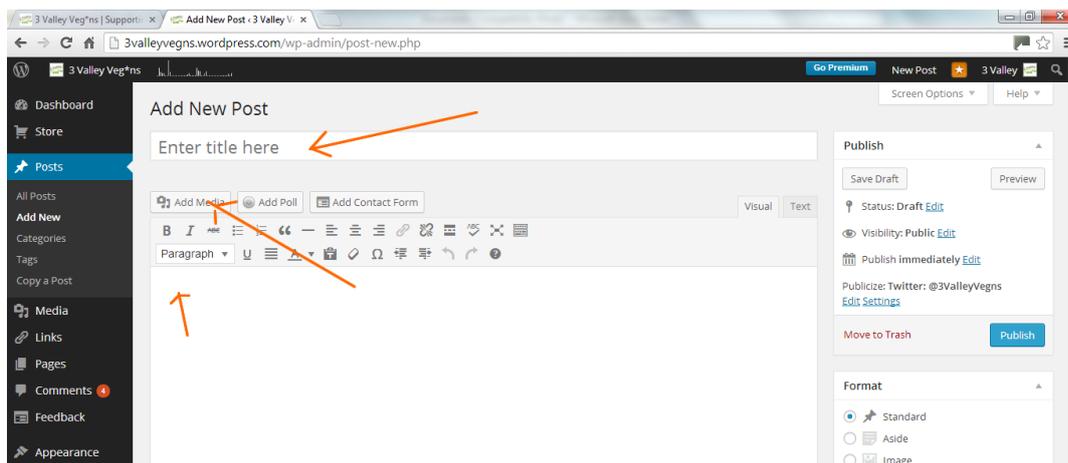
1. Go to www.3valleyvegns.wordpress.com/login and log in.



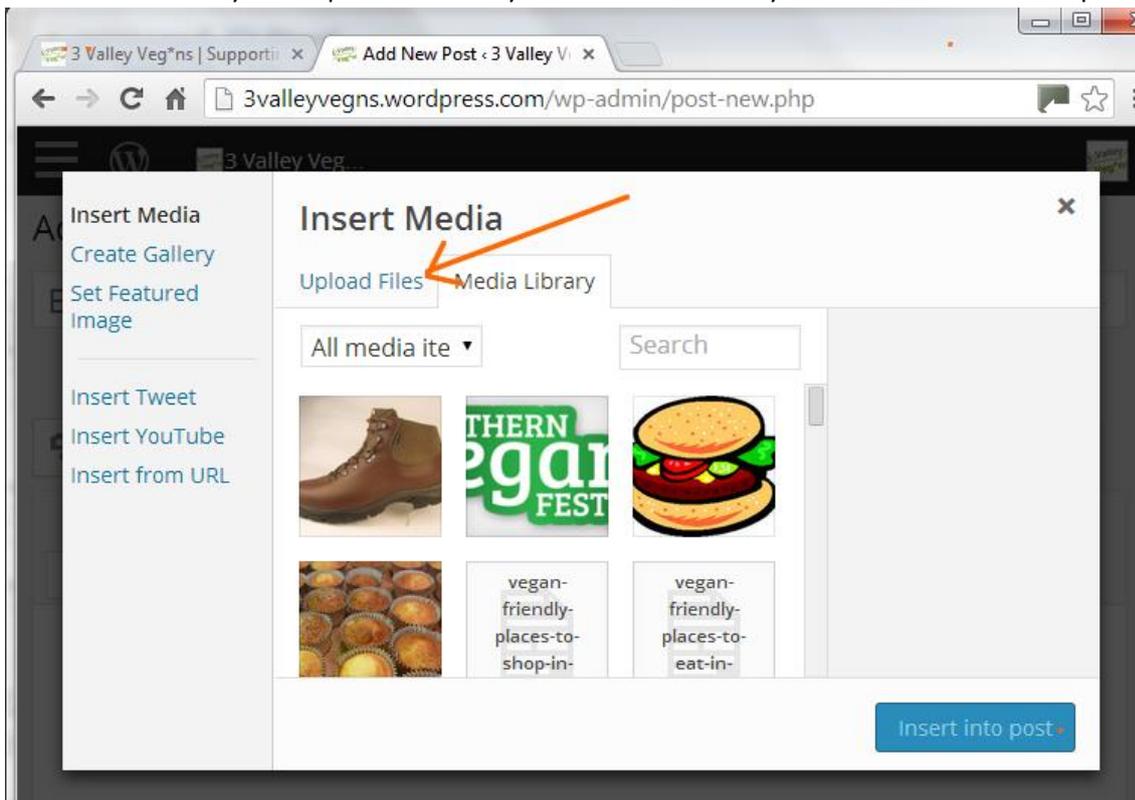
2. On the menu on the left go to Posts and click on Add New. This will open a new blank post for you.



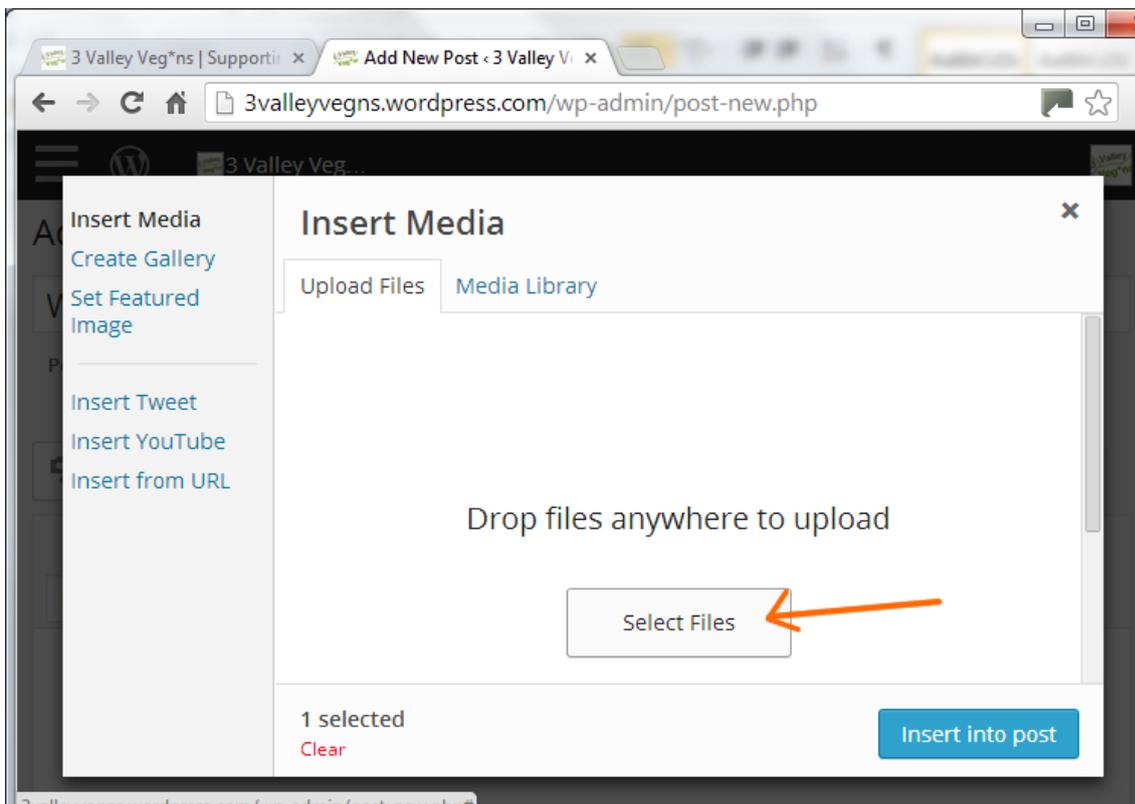
3. In your post, add your title and your text. You can type, or cut and past from another doc. You can add a picture by clicking on the Add Media button towards the left



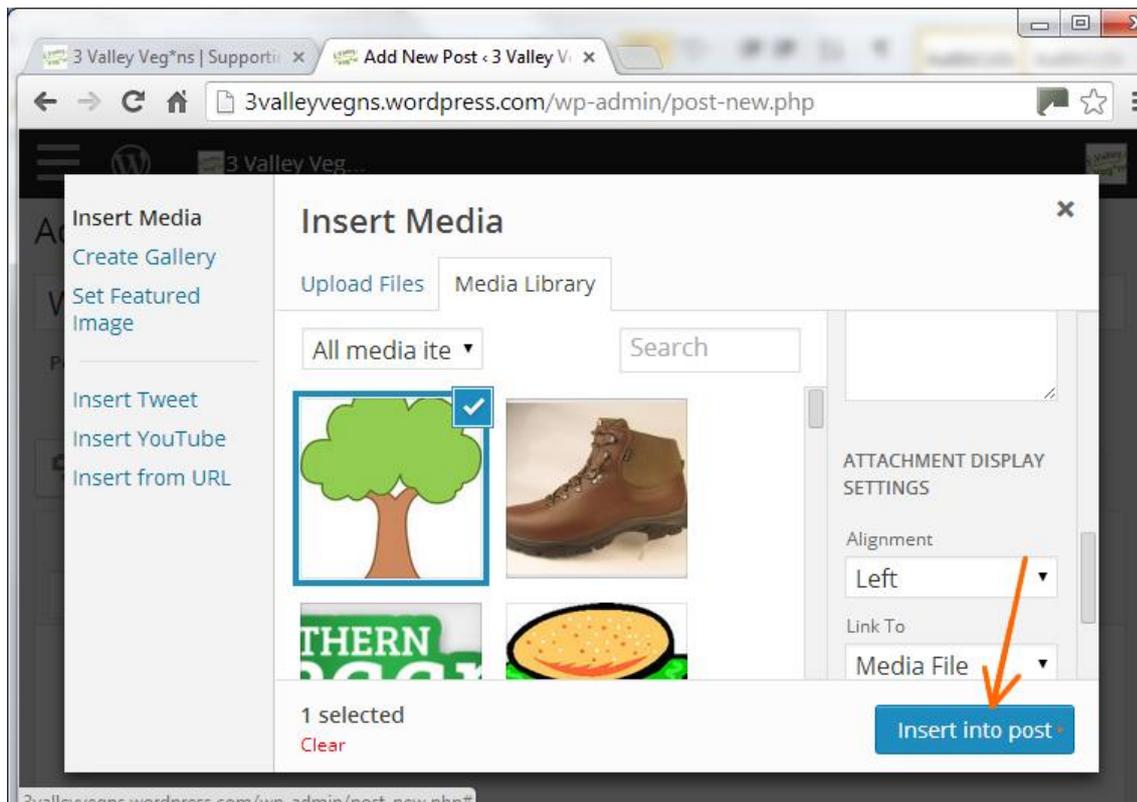
4. You need to have your image saved on your computer (I usually save on desktop). When you click on Add Media it will show you the pictures already on the website. So you need to click on the Upload Files tab...



and then you can click on Select Files, find your image on your computer and upload it to Wordpress.

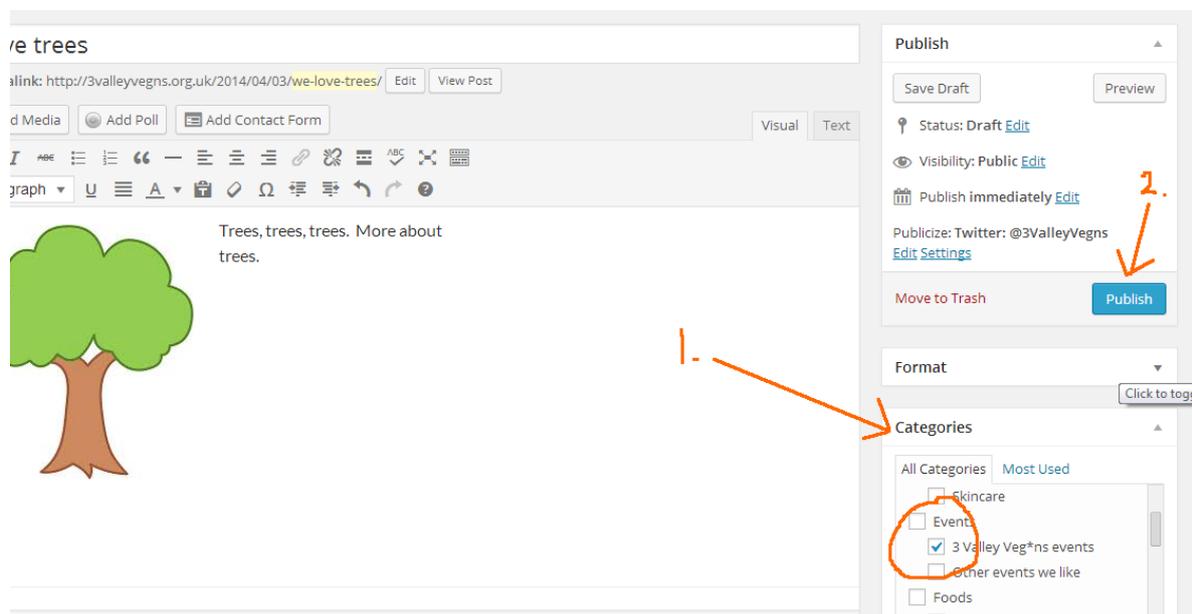


Once you have uploaded your picture, click on Insert into Post.



5. Now that you have made your post, with a title, text and picture(s), you need to tell Wordpress where to display it on the website. For this you simply need to choose which category to put it under.

The Categories selection is on the right.



Then hit Publish, and your post will appear on the website in the relevant place.

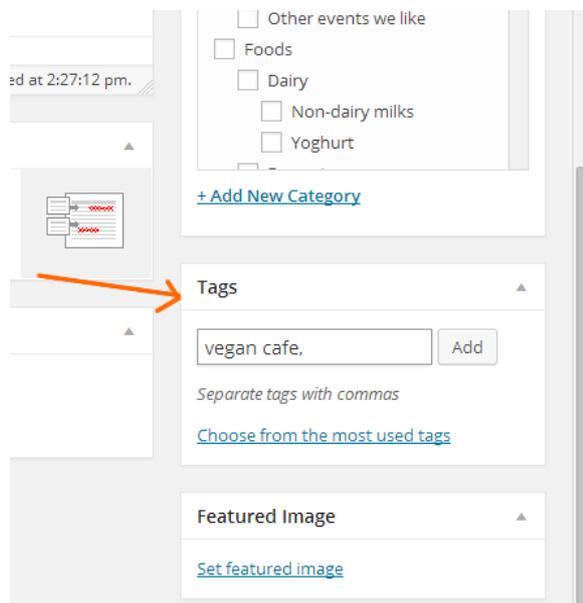
The posts categories correspond to the menus on the website, so whichever section you want to contribute to, just tick the relevant Categories box.

NB: only tick ONE categories box, otherwise your content will be repeated in different places.

Adding tags

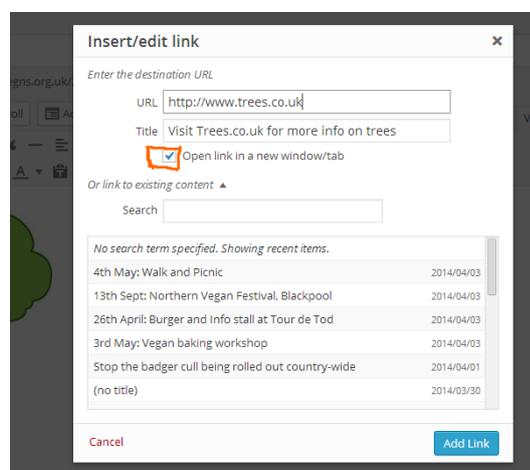
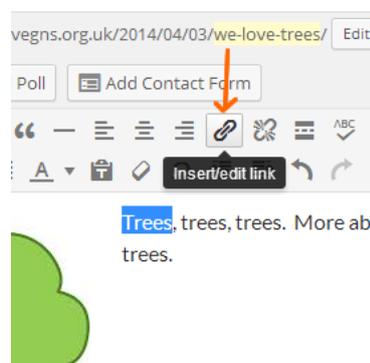
It's a good idea to add some keyword tags to your post so that search engines can find them. These are relevant words or phrases that you think people might be searching for. Things like 'vegan food', 'healthy living', 'vegan cheese dishes', 'cruelty-free', 'Todmorden', 'moisturiser' etc. Just a few keywords is good.

The Tags section is on the right, too, underneath Categories.



Adding links to other websites or other pages on the 3VV website

It's easy to add hyperlinks. When you are writing your post, there is a button in the little tools panel which allows you to insert links.



Click the Open Link in a New Window box if it's a link to another website. Or if you want to link to another page in the 3VV website, select it from the list underneath.

Help! Any probs or questions you can contact me on sustainablehelen@yahoo.co.uk.