LHS Website – "How to" Guide 3

This document will take you through the process of loading the Bulletin onto the website.

First you must log on using the username and password you were issued.

- Log into the LHS website user login page using http://custweb03.vws.ifl.net/~r35864//wp-admin/
- 1. Click Posts
- 2. Click Add New
- 3. In the box showing "Enter Title Here" type "Pupil Bulletin" or Staff Bulletin" over

1

4. You could type the Bulletin directly into the **Add Media** box or Cut and Paste the Bulletin content from a pre-prepared document into the **Add Media** box

At this stage you should scroll through the document to check the formatting is correct and make any changes necessary.

 The Staff Bulletin should not be accessible by pupils so it must be password protected. To do this click on the Visibility option to allow you to then click on the bullet, "password protected". Type the password, "staffonly" and click "OK"

11	Visibility: Public						
×	Public						
	Password protected						
	Password:						
	⊘ Private						
	OK Cancel						

custweb03.vv

A Dashboard
A Jetpack

Posts

6. Click Publish

🔐 🙆 Dashboard	WordPress 3.6 is availab	ole! Please notify the site administ	trator.	Screen Options	Help
Objective Objective Objective Objective	Add New Post				
All Posts Add New Categories Tags Media Pages Comments Feedbacks Contact Profile	Add Media	Visual Text	Publish Save Draft Status: Draft Ed Visibility: Public Dublish imm Publicize: Not Co Move to Trash	t Edit ediately Edit onnected Show	Preview 5