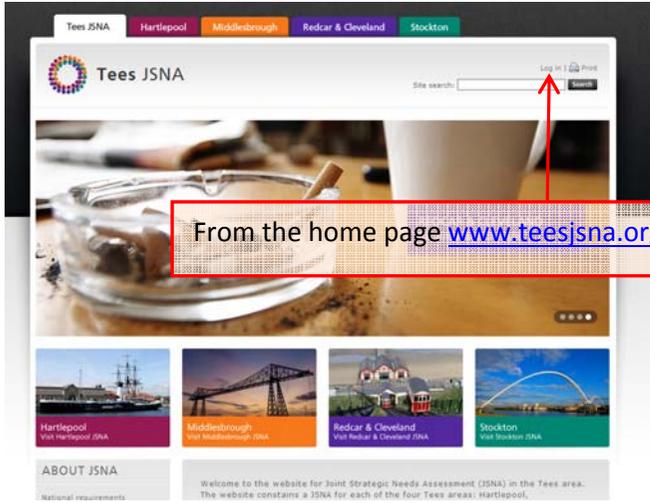




1



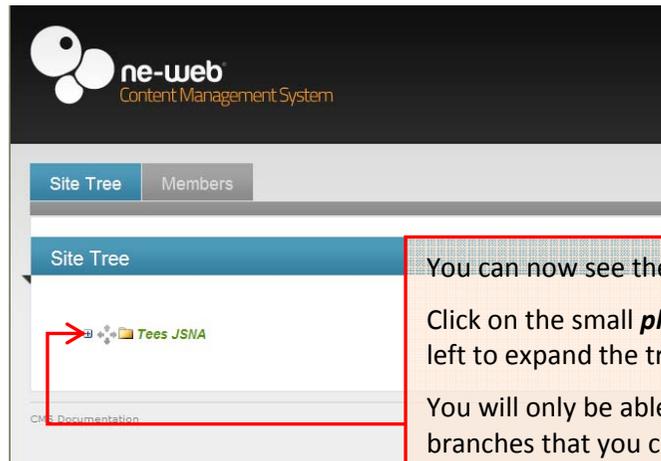
From the home page [www.teesjsna.org.uk](http://www.teesjsna.org.uk), click **log in**

2



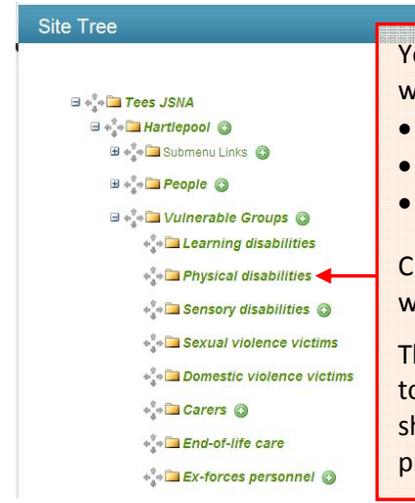
Enter your e-mail address and password provided. Keep your login details confidential.

3



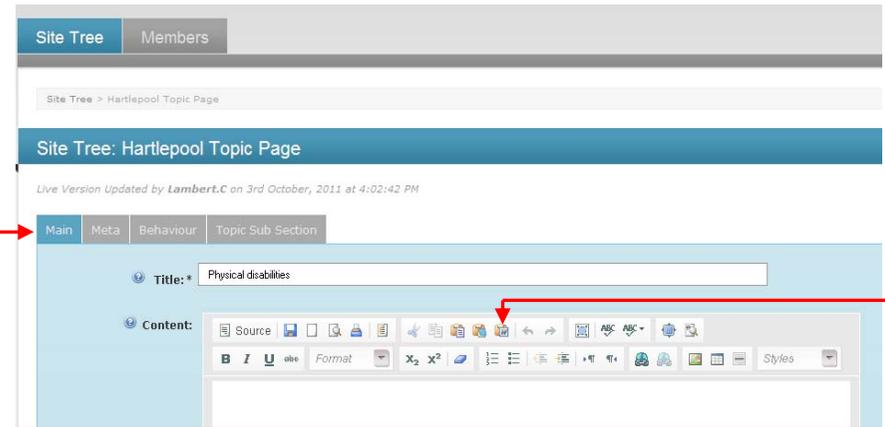
You can now see the site tree. Click on the small **plus** sign to the left to expand the tree. You will only be able to view branches that you can edit.

4



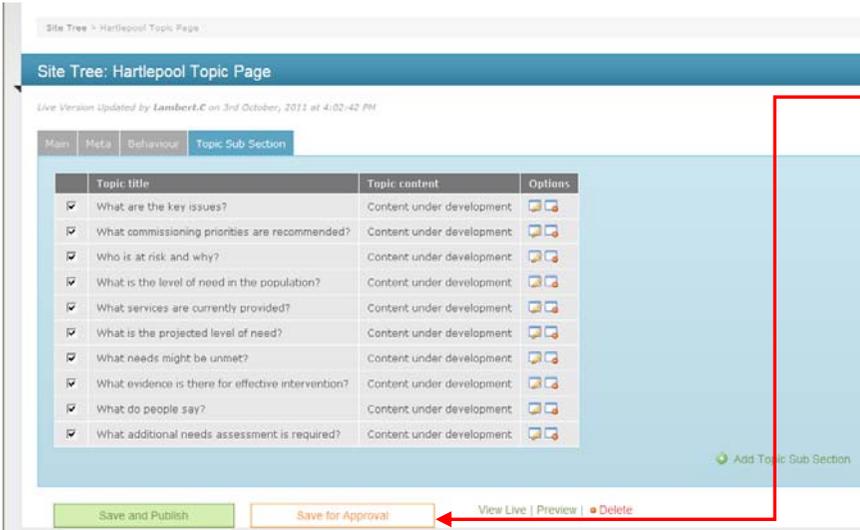
You can now see layers of branches within the site tree, including  
• localities (e.g. Hartlepool),  
• themes (e.g. Vulnerable Groups) and  
• topics (e.g. Physical disabilities).  
Click on the name of the topic you want to edit.  
The green plus sign to the right is used to add new topics and themes and should not be used in the editing process.

5



You are now in the area of the site for editing content. The content on the **Main** tab should include the topic introduction in the **Content** area and contact details and references in the **Footer** area.  
Text can be copied and pasted from a Word template. Using the **Paste from Word** button will help maintain formatting. You may still need to amend formatting using the tools provided.  
Click the **Save for Approval** button on the Main tab to save any amendments you make here.

6

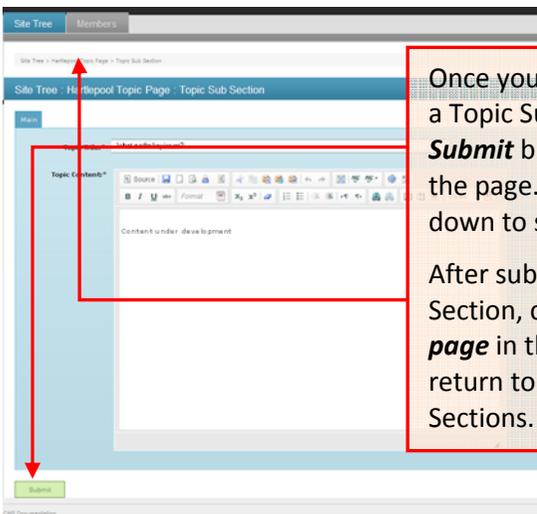


To edit the topic sub-sections, click on the **Topic Sub Section** tab. This will list the ten sub-sections.

To enter or edit content, click on the **Edit** icon  in the **Options** column. Take care not to click the Delete icon.

An array of formatting tools is available, similar to word processors.

7



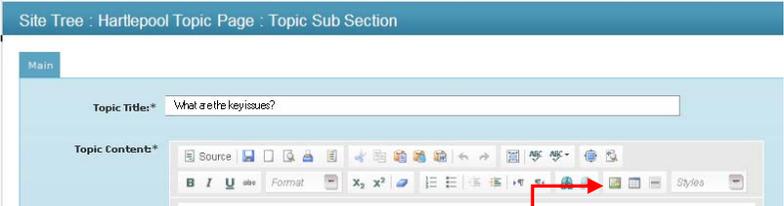
Once you have entered content in a Topic Sub Section, click on the **Submit** button at the bottom of the page. You may need to scroll down to see this.

After submitting a Topic Sub Section, click on the **locality topic page** in the **breadcrumb trail** to return to the list of Topic Sub Sections.

8

Once you have made changes to your topic sub sections, click on the orange **Save for Approval** button. This is in addition to using the **Save for Approval** button on the Main tab for any amendments you make there.

9



To upload an image, such as a chart or graph, first you will need to save it as a picture file on your computer system. When that is done, click the **Image** button and the Image Properties dialogue box opens.

Click on **Upload**, then the **Browse** button to find the image file on your computer. Double click on the file you wish to use and then click the **Send it to the server** button.

You will then see the image in a preview pane with sample text. Here you can adjust text alignment, size and spacing around the image or add a border. Click **OK** to insert the picture into your content.

