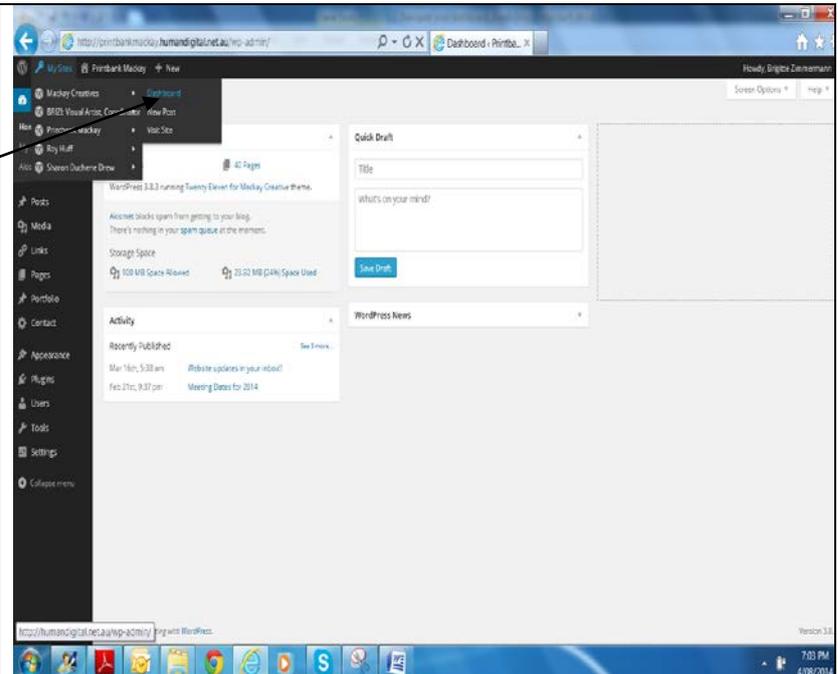


3. Navigate your dashboard

this is the 'backstage' of your website – it enables you to manage your content effectively.

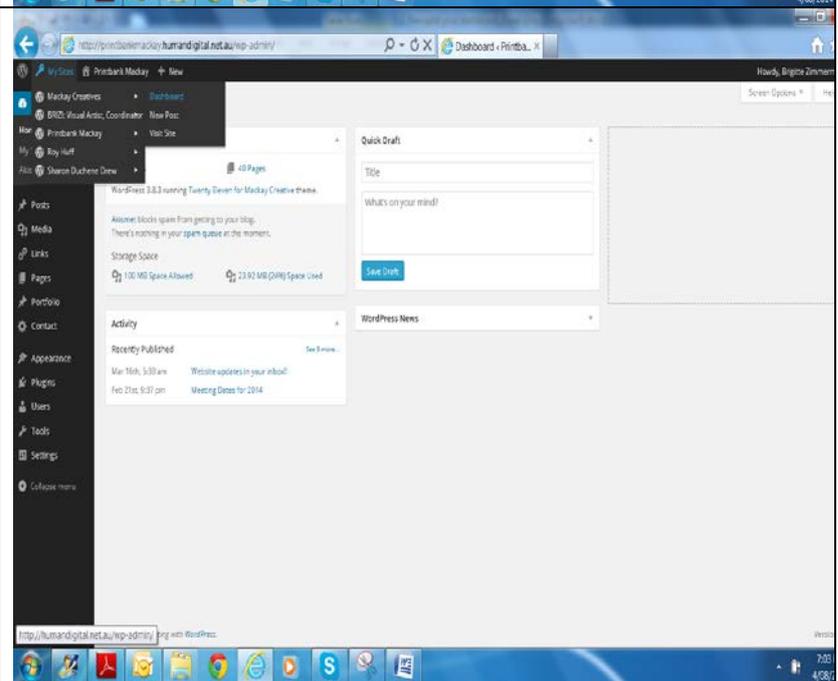
3.1- After logging in you are on the main administration screen called the **Dashboard**. This is the brain behind your website and where the organisation of your site begins.



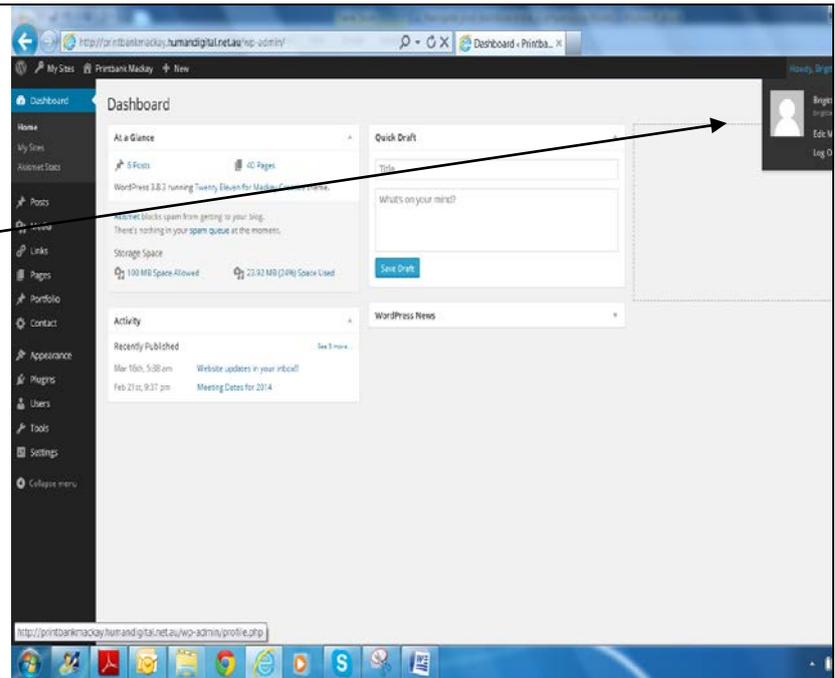
3.2- Here's a quick look at what makes up the **Dashboard**:

The Toolbar – This runs along the top of the screen. It is particularly handy for shortcuts!

For example, you can navigate to and from your dashboard to your actual 'live' site (or 'front end'), so that you can preview any changes that you make to your site. To do this, hover over the name of your website (will be shown with an icon of a house next to it). Select **Visit Site** from the drop-down menu. Similarly, you can return to the Dashboard by hovering over the same icon and selecting **Dashboard** from the drop-down menu.



3.3- There is also a quick link to creating + New posts, pages, links and portfolios.
 In the far right hand side of the toolbar (says *Howdy, your username*), there is a quick link to your profile - [Edit My Profile](#). This is also where you go to log off from the site at the end of your editing.



3.4- **The navigation menu** - The left-hand navigation menu provides links to all of the administration screens, with submenu items displayed on hover.
 Of particular importance in the navigation menu are:
Posts: this screen provides access to all of your posts, which appear on your homepage;
Media: all the files you will upload (images and documents) will be listed in the Media Library, with the most recent uploads listed first;
Links: this is where you can create a connection to another website
Pages: This is where you will create most of the content for your site. Pages are not categorized or tagged, but can have a hierarchy. You can nest pages under other pages by making one the 'Parent' of the other, creating a group of pages;
Portfolio: This is where you will create and manage your image gallery.

