

Highways Magazine Supplier Profile Directory

A user's guide

- 1 Go to www.highwaysmagazine.co.uk.
- 2 Select **Directory** from the top menus and choose **Add/Edit your listing**.
- 3 Select box **Register to submit your listing/Login**.
- 4 Underneath the register for this site box you will see the **Log in** button which will highlight in blue when hovered over. Select, then enter your log in details.
This will take you to your own personal profile page where you can change your password and other details if required. Once you have changed your password please make sure that you keep this in a safe place as we will not get notification that you have changed it.
- 5 To make changes to your directory listing scroll down to edit listing and click on the words 'visit this link' which are highlighted in yellow.
- 6 Select **Edit listing** (pen icon).
- 7 You will now be able to change/amend any information on your listing.

Register For This Site

E-mail

Confirm E-mail

Password

Your password must be at least 6 characters long. To make your password stronger, use upper and lower case letters, numbers, and the following symbols: @!#\$%^&*~

Register

Log in | Lost your password?

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Edit Listing

Please [visit this link](#) to edit your Directory listing.

5

Claimed Featured 12 months Yes 26 + Edit listing

6

Hints and tips:

Location: If you need to change the location postcode it has to be manually typed and not copied and pasted into the relevant box, then select **Find on map**.

Categories: You can have up to six listings under this section. Use the drop down menus to see all available headings and add or change as applicable.

Contact info: Under this section you will see boxes for your contact information. Select each box to change or amend. Your web address must be preceded by **http://** in order for the link to work.

Social accounts:

Twitter: This should be your company username/handle.

Facebook: Your company's Facebook address must be preceded by **http://** in order for the link to work.

Google+: Your company's Google+ address must be preceded by **http://** in order for the link to work.

Additional info:

This is the section (marked by a grey box) where you will be able to edit your company information.

It is a WordPress based system where you are able to bold, italicise, hyperlink, etc.

(Please note that the white box below this gives you an indication of how the text will be seen by users of the directory).

Video:

In this section you are able to add the ID code of your video only (*i.e. the numbers/letters at the end of the video URL only, not the full URL*). For example: The **bold** code below:

<https://www.youtube.com/watch?v=-KHOZQuFOck>

Photos:

To enable you to have a logo by the side of your listing it must be uploaded as the first image and has to be 600(px) x 600(px) and no bigger than 1MB.

Please ensure that each image to be uploaded does not exceed 1MB in size.

Once the images have been uploaded you can change the order by selecting and dragging to the desired position. You can also change the name of each image by selecting the file name.

Additional Info

Listing Description

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- 8 ONCE YOU ARE HAPPY WITH ALL THE CHANGES YOU HAVE MADE SELECT THE **SAVE CHANGES** BUTTON AND YOUR AMENDMENTS WILL HAVE BEEN MADE.

This will then direct you back to the **Directory dashboard**.

- 9 You will be required to Log Out which can be done by clicking on the **Log Out** button which is located on the right hand side on the top menu.