

Additional info

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

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

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

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, not the full URL).

For example: The **bold** code below.

Video

https://www.youtube.com/watch?v=-KHOZqUFOcK



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.

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.

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.

8 If you registered at step **4**, then please note your changes WILL NOT be active on the website until approved by the admin team.

You will be notified once your listing has been approved.

Category: You can have up to six listings under this section and add or change as applicable.

Location: If you need to change the location copied and pasted into the relevant box, then select postcode if has to be manually typed and not postcode it has to be manually typed and not copied down menus to see all available locations.

Hints and tips:

7 You will now be able to change/amend any information on your listing.

6 Select **Edit listing** (pen icon).

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.

4 You will now be able to change/amend any information on your listing.

3 Postcode: If you need to change the location selected and paste into the relevant box, then select postcode it has to be manually typed and not copied down menus to see all available locations.

2 Categories: Under this section you will see boxes for your contact information. Select each box and add or change as applicable.

1 Preceded by **http://** in order for the link to work.



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**.

To 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.

Alternatively, to register:

4 Add your email and required password details, and select **Register**.

Choose the 'Highways Magazine Supplier Profile OFFER' plan and select **Next step...**

(this will take you to Step **7** in this user's guide)

