

TU0001. How to Enter Edit Mode

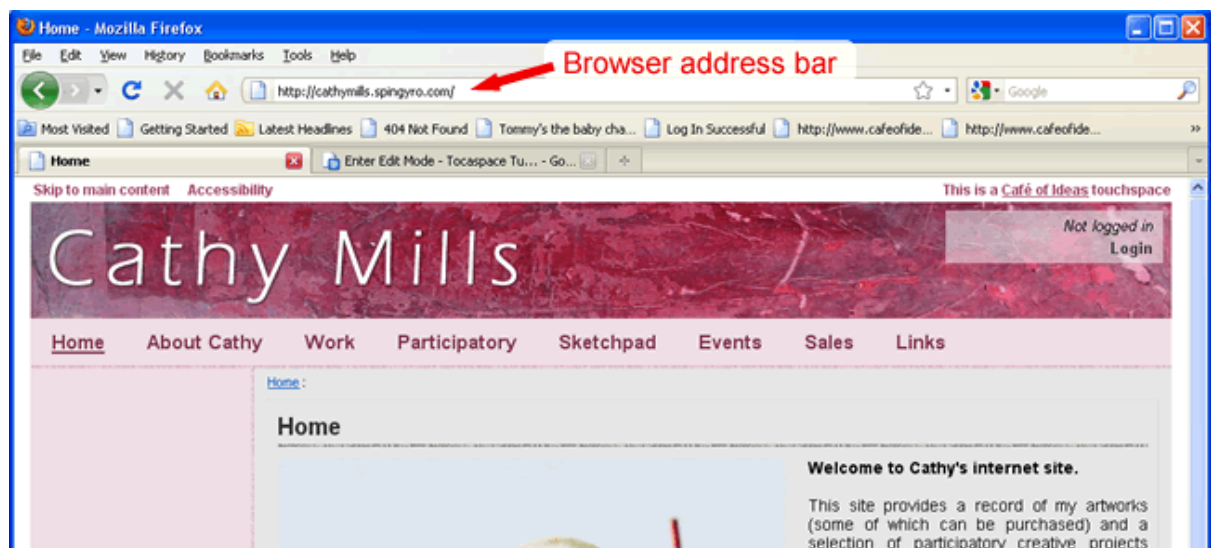
Tocaspace Tutorials

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1. Go to your website

Type your domain name in the browser's address bar and hit [RETURN].

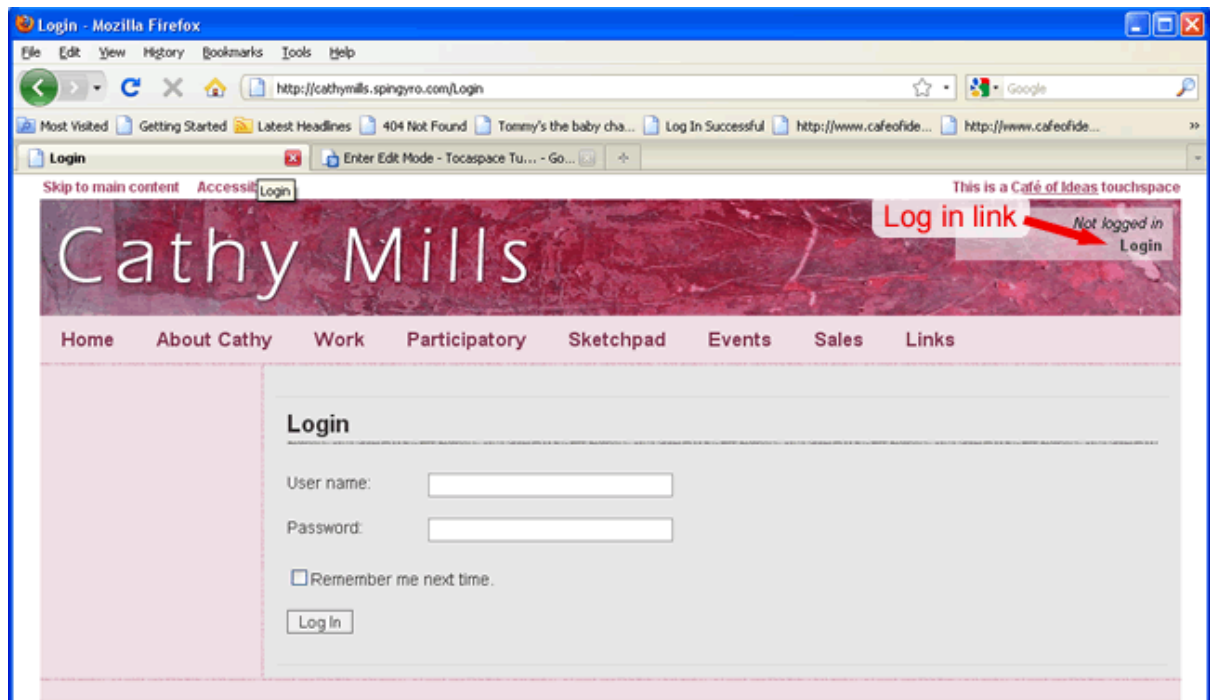


2. Log in

If you have a log in link top right of your site, click on this link. Otherwise type "/login" in the browsers address bar after your domain name (for example: "http://www.tocaspace.com/login") and hit [RETURN].

Enter your username and password in the following screen and click on the button labelled "Log In".

If you tick the "Remember me next time" tick box then your username will be remembered the next time you log on and you will only have to enter your password.



3. Enter edit mode

You should see an "Enter edit mode" link top right of your site. Click on this link to go in to edit mode.

