Getting started

Sign in to the administration, find the content you work on, make a first change, and know where to get help.

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https://doc.exponential.earth/exphelp/viewer/help/getting-started.md

This page is for anyone who has just been given an account: an editor who writes for a site, or a user who wants to know their way around. In ten minutes you sign in, find your way to the content you work on, make a first change and know where to look when you are stuck.

What Exponential is

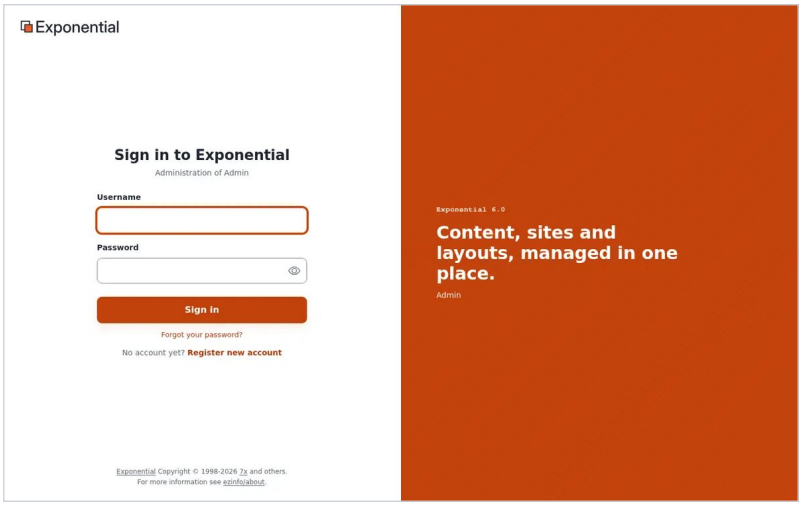
Exponential is the content management system behind your site. Everything on the site, from a page or a news article to an image, a file or a user account, is a **content item** (also called an object). Items are arranged in a tree, like folders on a computer: a folder holds articles, an article can hold images, and so on. You write and change items in the **administration**, and visitors see them on the **site**.

A change is never visible at once: you work on a **draft**, and the site shows it only when you **publish** it. The earlier version is kept, so you can always go back. Publishing, versions and the trash explains how.

1. Sign in

Step by step, with every message you may meet: Logging into the Editor for editors, Logging into the admin for administrators.

1. Open the address of the administration that you were given. On many sites it is the site's address followed by `/admin`, for example `https://www.example.com/admin`. Some sites have a separate address for editors.
2. Type your **Username** and **Password** and press **Sign in**. The eye button in the password field shows what you typed.
3. If your account uses two-step sign-in, the next page asks for a code from your phone or your e-mail. See Your account and signing in.

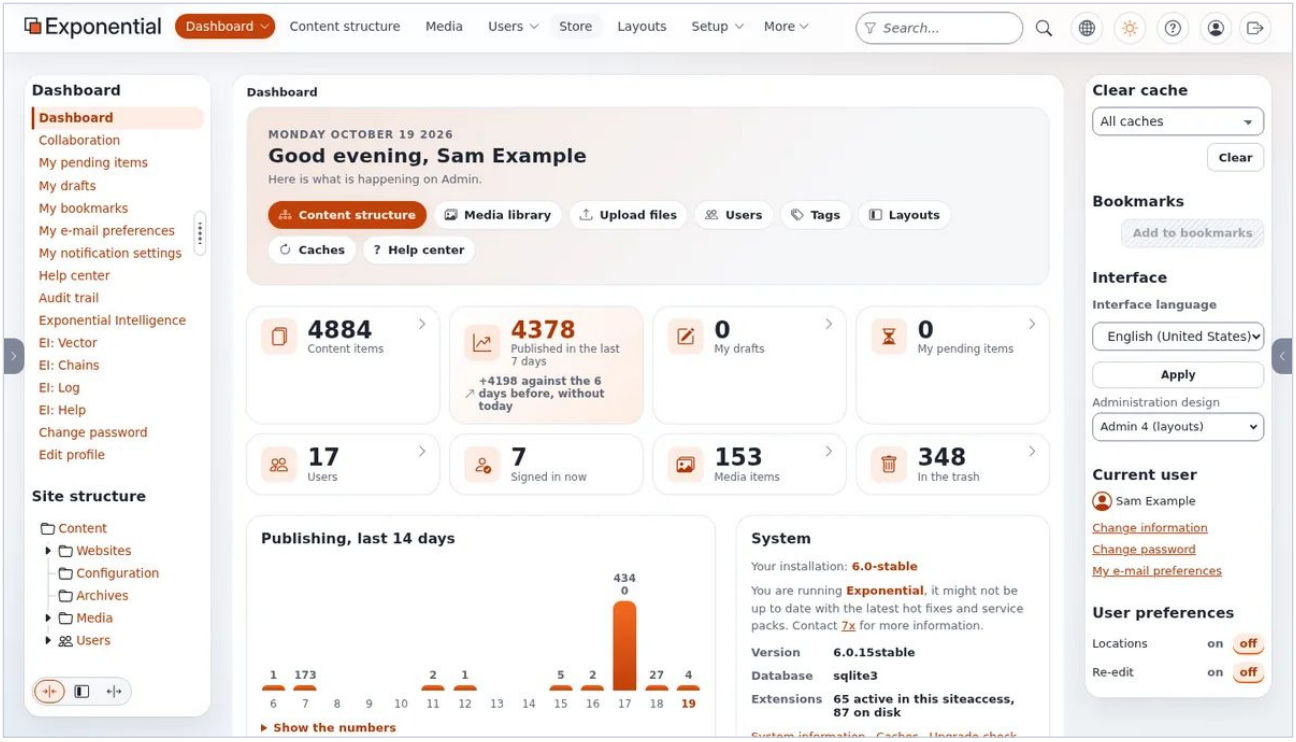


The sign-in page of the administration

Forgot your password? Choose **Forgot your password?** below the button. See Your account and signing in.

2. Look around

After signing in you see the **Dashboard**: a greeting, quick links, a few numbers (your drafts, your pending items, content published lately) and lists of recent content. The tabs at the top lead to the main areas:



The dashboard after signing in: a greeting with quick links, counters for content, drafts and pending items, and the main tabs in the header



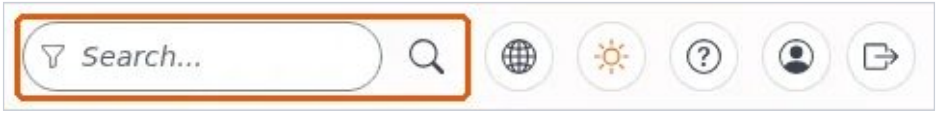
The header of the administration with the tabs Dashboard, Content structure, Media, Users, Store, Layouts, Setup and More outlined

- **Content structure**: the pages of the site, as a tree.
- **Media**: the media library, with images, files and videos.
- **Users**, **Layouts**, **Setup** and others, when your role allows them.

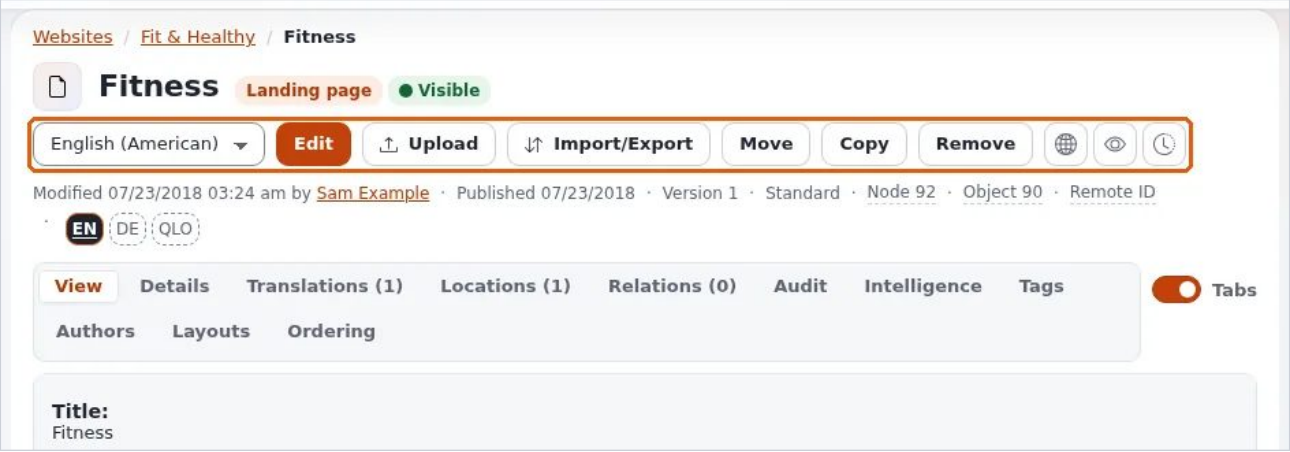
A tour of the administration explains every part of the screen.

3. Find the item you want to change

- Click **Content structure** and open the folders in the tree in the left column, or
- type a word into the **Search...** field at the top and press Enter. Searching has more ways.



The Search field at the right of the header, outlined



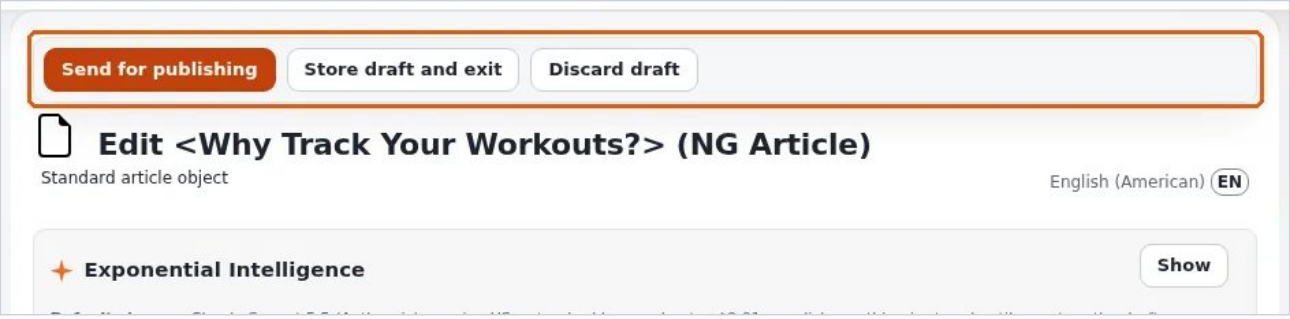
The page of the Fitness folder with its buttons Edit, Upload, Import/Export, Move, Copy and Remove outlined

Click an item's name to open it. Its page shows the item's content and the buttons for what you can do with it: **Edit**, **Move**, **Copy**, **Remove** and more.

4. Make a first change

1. On the item's page, press **Edit**.
2. Change a field, for example the title.
3. Press **Send for publishing**. The change is now on the site.

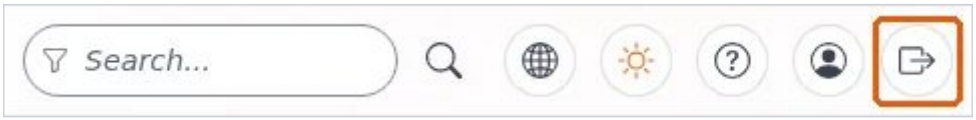
Not ready yet? Press **Store draft and exit** and come back later: the draft waits under **My drafts** on the dashboard. Changed your mind? **Discard draft** throws the draft away and leaves the published item as it was. Creating and editing content explains the form in detail.



The top of the edit form with the buttons Send for publishing, Store draft and exit and Discard draft outlined

5. Sign out

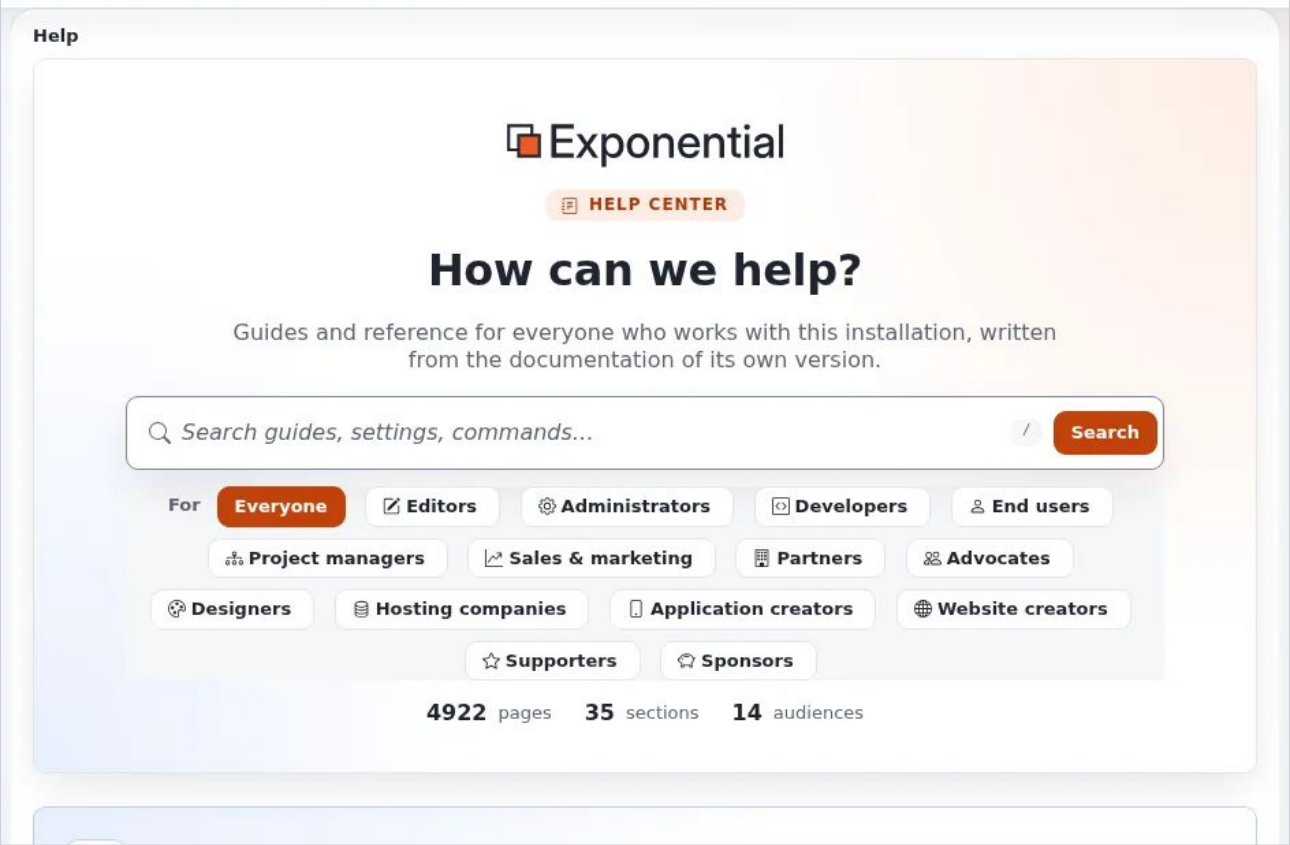
Use the last button at the right end of the header, an arrow leaving a box; pointing at it shows **Logout** and your username. While an item is open for editing the button is grayed out: finish or leave the edit first. On a shared computer, always sign out.



The sign-out button, the last one at the right end of the header, outlined

Getting help

- The help pages are under **Help** in the administration. The dashboard of the help lists every page by audience and topic, and its search finds any page in a second.
- Many pages of the administration explain themselves in a sentence or two under the title; buttons explain themselves when you point at them.
- If something looks broken, see When something goes wrong.



The help center with its search field and buttons that filter the help pages by audience

Grow from user to developer

Everything you use here is free software, and every page of this help is free documentation. When you are ready to go further than editing content, to change templates, try a fix or build a site of your own, start with Develop with Git: it shows the recommended way to install Exponential as Git clones with their full history, step by step, and how to send your improvements back to the project.

A Demo mode banner? On a public demo the administration shows a yellow **Demo mode** banner: the administrator password is published, and administrator passwords cannot be changed or reset. See Demo mode.

Next steps

- A tour of the administration
- Creating and editing content
- Keyboard shortcuts

- Develop with Git

See also: Non-technical people.

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