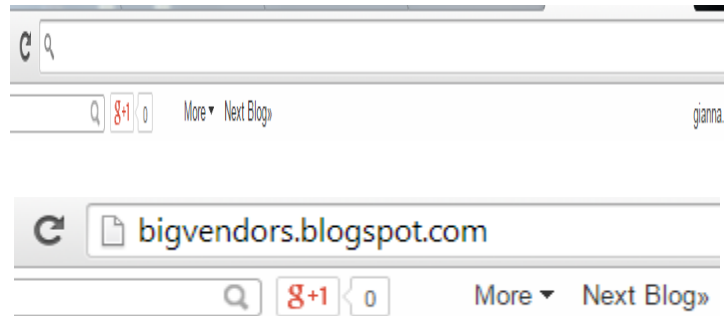


## The Basics

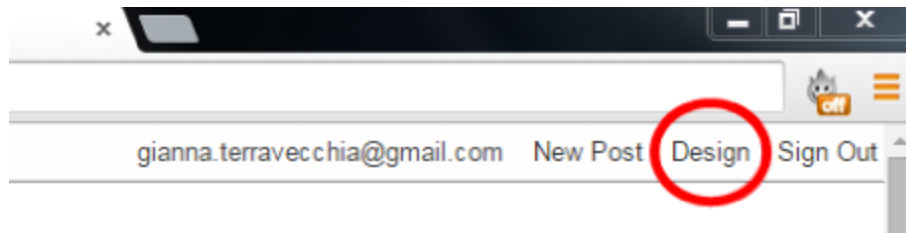
1. Open the Internet



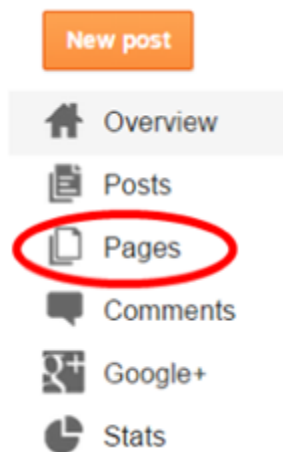
2. Type **bigvendors.blogspot.com** into the search bar at the top of the page.



3. Click on "Design" in the top right of the page.



4. Click on Pages on the left-hand side of the page.

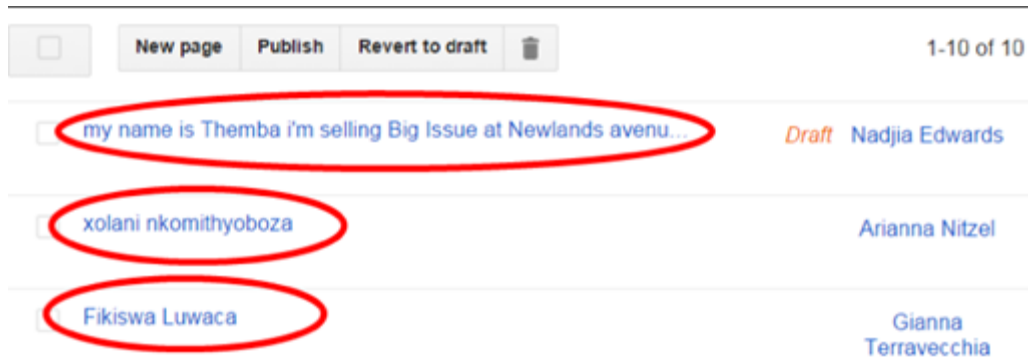


5. You have two options:
- a. For a new profile page - click on “new page”

Vendor Profiles · Pages > All (10)

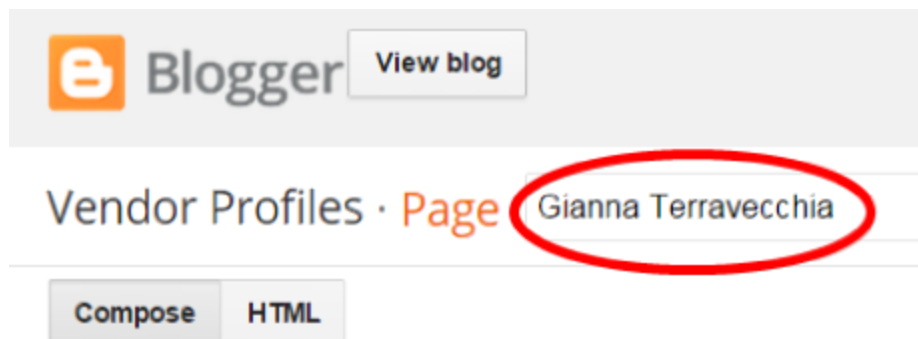


- a. To change or add to a page already made - click on the person’s name



6. Name the Page

- a. Type in the person’s name
- b. **REMEMBER:**
  - i. Capital Letters for names
    1. Example - **G**ianna **T**erravecchia
    2. To do this - on they keyboard press the “Shift” key and the letter at the same time
  - ii. Space between names!
    1. Right! - Gianna **T**erravecchia
    2. Wrong - Gianna**t**erravecchia



7. Type in basic information into text space:

The screenshot shows a web interface for editing a vendor profile. At the top, there is a header with the text "Vendor Profiles · Page" and a search bar containing "Gianna Terravecchia". To the right of the search bar are four buttons: "Update" (orange), "Revert to draft", "Preview", and "Close". Below the header is a rich text editor toolbar with options for "Compose" and "HTML". The toolbar includes icons for undo, redo, font color, text color, bold, italic, underline, link, unlink, image, video, table, list, and link. The main text area contains the following text:  
Name: Gianna Terravecchia  
Vendor Number: 0000  
Pitch: Somerset Street  
Monthly Goal: 100  
To the right of the text area is a "Page settings" sidebar with a gear icon and the text "Options".

8. Save!