SECRETARY LIRIA

Your website, changed for you.

A short guide to working with Secretary Liria: what she can do for your website, how to reach her, and how to ask so your change is right the first time.

What she does for you

Secretary Liria looks after changes to the website or websites that are set up for you. Tell her what you want in plain words, the way you would tell someone in your office, and she takes care of it. Everyday changes like these are covered by your monthly plan:

- **Text:** update a paragraph, a heading, a service description or a staff bio.
- **Prices and hours:** change a price, add a special, update your opening hours.
- **Photos:** add a new photo or swap an old one.
- **Posts and pages:** publish a new blog post or add a simple new page.
- **Small fixes:** a broken link, a typo, a button that goes to the wrong place.

When she's done, the change goes live on your website, usually the same day.

How to reach her

Email

Write to Liria@SecretaryLiria.com from the email address Paul has set up for you, so she knows it's you. **This is the only way to send photos or files.**

Web app

Go to **secretaryliria.com/app** and log in with your username and password. You can save it to your phone's home screen. Text only: just type your change.

Telegram

Telegram is by invitation, once your app account is set up. To connect it the first time:

1. Log in at **secretaryliria.com/app** and open **Settings** (the gear at the top).
2. Under Telegram, tap **Connect Telegram**. You'll see a one-time code, good for 15 minutes.
3. Tap **Open Telegram**, or in Telegram send the code to **@SecretaryLiriaBot**.
4. When the bot asks, send your app password. It's removed from the chat straight away.
5. Liria says hello, and Settings shows **Connected**.

From then on, just message her. It's the same conversation as the app. Text only: just type your change.

Use whichever is easier for you. It's the same Secretary Liria every way, and she knows which websites are yours.

> **The web app and Telegram are text only.** Photos, files, images, voice messages and videos can't be sent there. Anything you want to send her goes by email.

App settings

In the web app's settings you can change your password and connect or disconnect Telegram. Your email address can't be changed in the app; ask through the support form (see "Questions?" below).

How to ask well

> "Be specific. If a developer could misunderstand you, so too could Secretary Liria."
>
> Paul

The simplest way is **"Change this, on this page."** Say which page, what's there now if it helps, and exactly what it should say or show instead. A few examples:

Vague	Clear
"Fix the phone."	"On the Contact page, change the phone number to 480-555-0100."
"Update our prices."	"On the Services page, change the Spring Tune-Up price from $89 to $99."
"Change our hours."	"On the Contact page and in the footer, change Saturday hours to 9am to 1pm. Sunday stays closed."

"Add the new photo."	An email with team-2026.jpg attached that says: "On the About page, replace the team photo at the top with the attached photo, team-2026.jpg."
"Post something about the holidays."	"Add a new blog post called Holiday Hours, with the text below." To include a photo, send it by email and say it goes at the top of the post.

If you have several changes, a short list is perfect, one change per line.

Photos and files: email only

> - **Send them by email** to Liria@SecretaryLiria.com, attached to the message.
> - **Say exactly what to do with each file:** which page, where on the page, and what it replaces. For example: "logo-new.png replaces the logo in the header on every page."
> - **"Use that image I just sent" won't work** in the web app or on Telegram. She can't see files there, and she can't guess which file you mean.
> - **Already on your website?** Then you can ask from anywhere, as long as you describe it precisely: "Move the team photo already on the About page to the top of the Home page."

What happens next

1. **She confirms** she has your request.
2. **She makes the change** on your website.
3. **She tells you when it's live**, so you can take a look.

If anything is unclear, she asks you first rather than guess. A quick answer from you keeps things moving.

Undoing a change

Changed your mind? Just ask her to undo it, for example: "Please undo this morning's change to the Contact page." Every change is saved, so she can put it back the way it was.

What she doesn't do

- **She doesn't manage your inbox or your calendar.** She works on your website, not your email, meetings or other accounts.
- **She only works on the websites set up for you.** Paul chooses which websites those are. To add another one, use the support form at secretaryliria.com/support.
- **Bigger projects start with the support form.** For a redesign, a new website or a new feature, use the support form at secretaryliria.com/support. She'll tell you if a request is one of those.

Privacy

Your messages and files are used only to make the changes you ask for. Secretary Liria works only on your websites, and Paul can see every request and every change.

Questions?

For support, account questions, a change to your email address, your plan, adding a website or a bigger project, use the support form at **secretaryliria.com/support**. Please don't email Liria@SecretaryLiria.com for support: that address is only for changes to your website.

For website changes, write to Liria@SecretaryLiria.com, or type them in the web app or on Telegram.