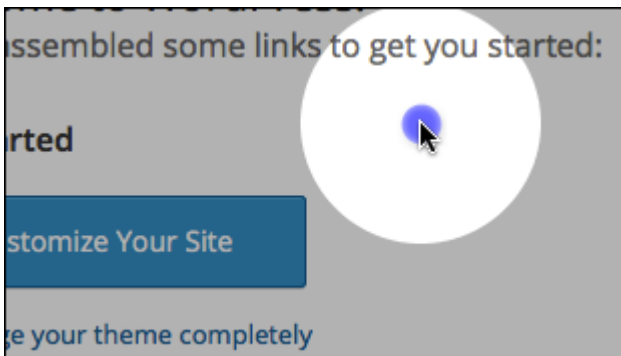




Editing Page Text

How to Edit Existing Page Text

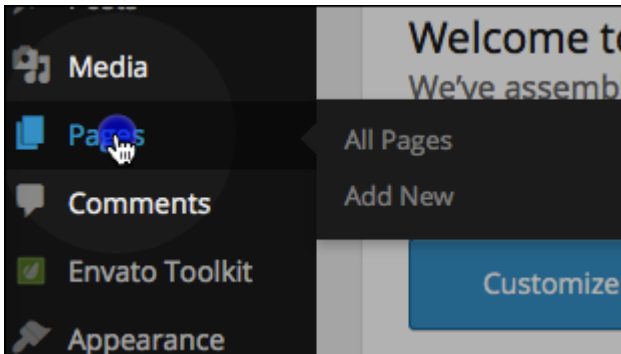
1. Website Dashboard



After you login, you will access the website dashboard.

There should be a "Login" link at the very bottom of your website home page as well as on the secondary pages. Click on this link to access the login screen.

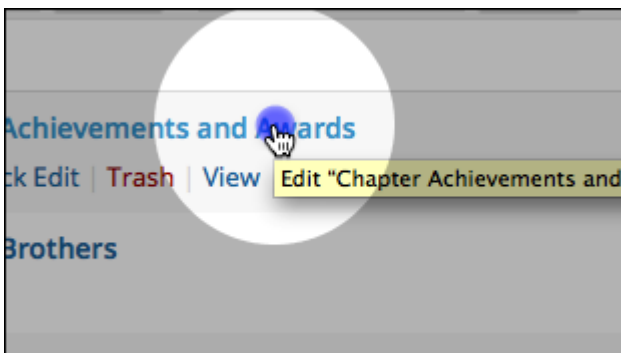
2. Click on Pages



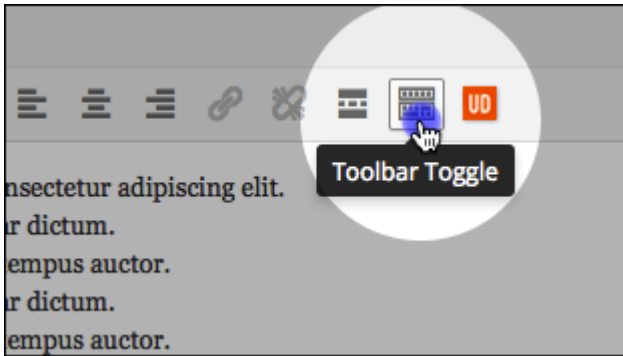
There are several ways to access the pages that you will edit. The first way is to access the "Pages" section from within the dashboard.

Click on "Pages" located on the left within the dashboard

3. Click on a page title to edit page



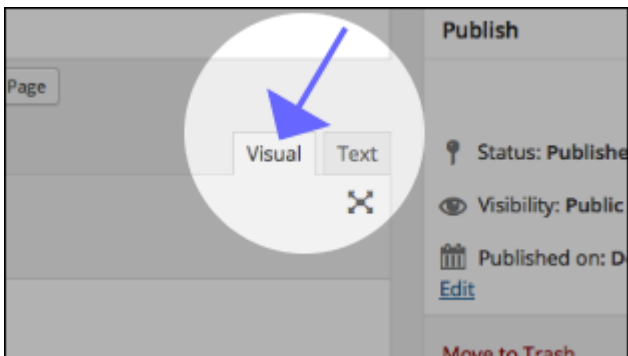
4. Click on the Toolbar Toggle Button



Click on the Toolbar Toggle icon to make that you have access to all of the editing features within your webpage editor.

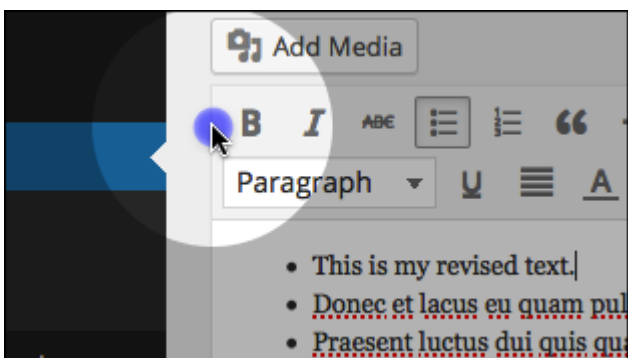
There should be two rows of icons within your webpage editor

5. Visual Mode vs. Text Mode



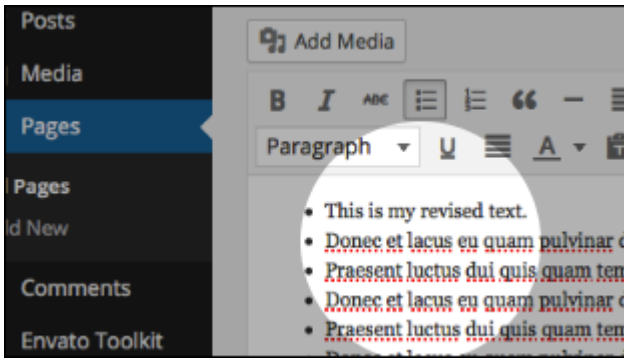
Make sure that you are editing in "Visual" mode. Text mode is a more advanced form of editing that shows the raw HTML code

6. Formatting options

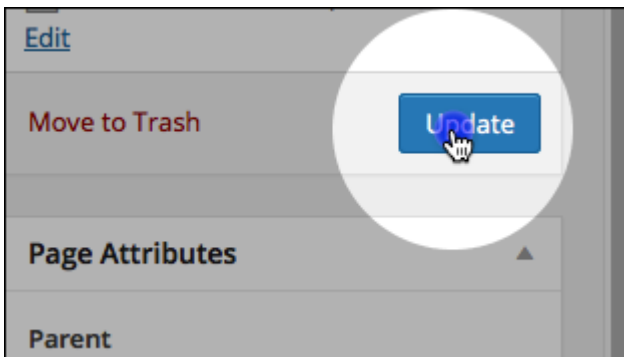


The webpage editor has several formatting options (Bold, Italic, Bullet list, etc.) similar to programs such as Microsoft Word or Apple Pages

7. Click within the text area and make your text revisions



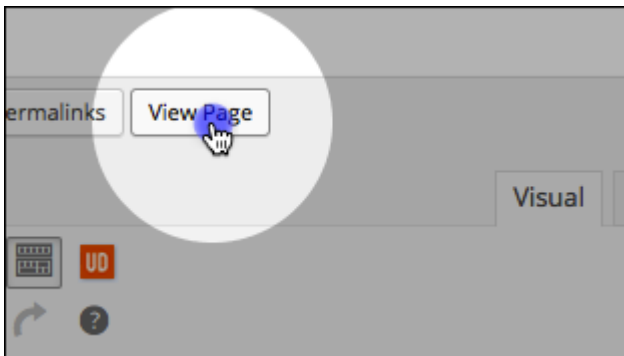
8. Click the Update button



When you are finish making your text updates, click on the blue button located to the right of the webpage editor.

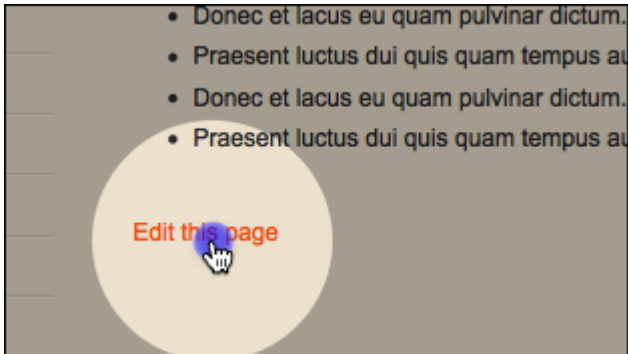
Your changes will be made effective immediately

9. Click on "View Page" to view new changes



Other Ways to Access the Webpage Editor

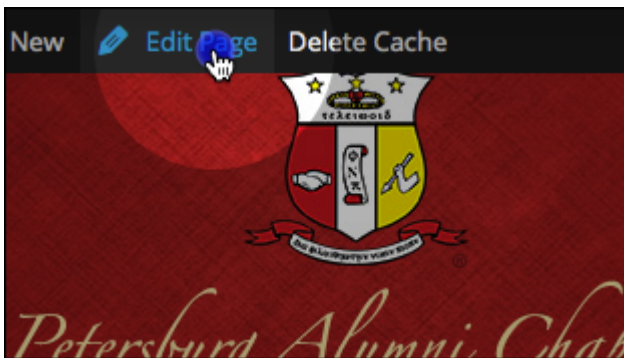
10. Click on "Edit this page"



Another way to access the webpage editor for a particular page, is to click on the "Edit this page" link located at the bottom of each page (once you are logged in to the website).

Click on "Edit this page" to enter the webpage editor

11. Click "Edit Page"



There is yet another "Edit Page" option located at the top of each page in the dark menu bar.

Click on "Edit Page" to enter the webpage editor.