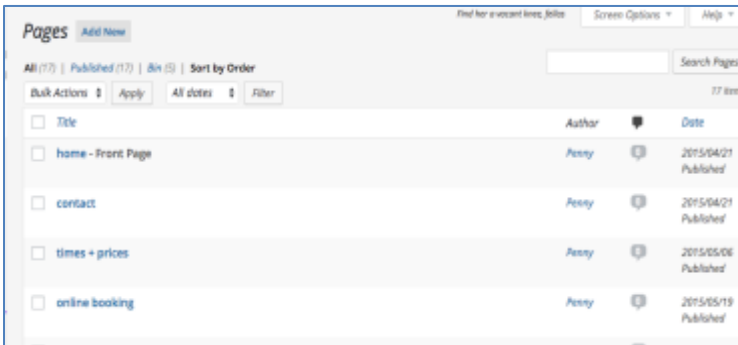




How to... Edit a Page

Click on Pages

A range of pages will come up, depending on your website.

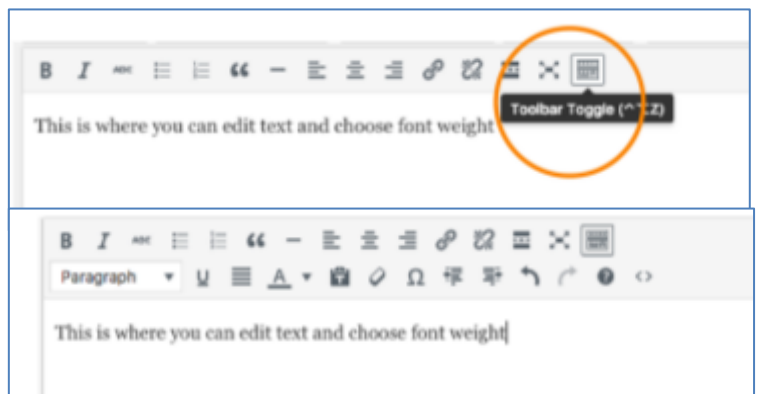


Hover over any of these pages, and click “Edit”.

Edit any of the information in the boxes.

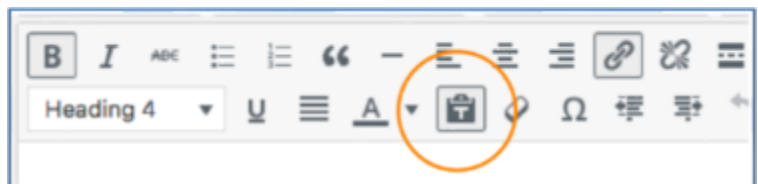
Some boxes will have more editing options, which will allow you to make text bold, change the justification, or add a link.

To expand these editing options further, click on the “Toolbar Toggle”



You will then have more options:

If you are copying text from another document, click the “plain text” toggle



When you have finished making any edits, click Update

