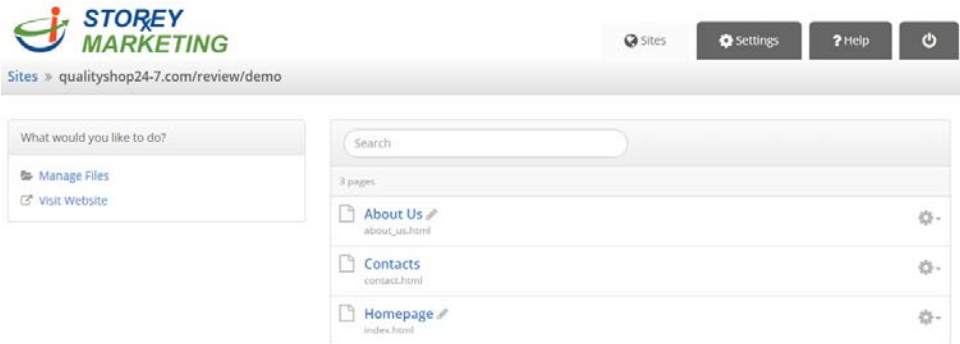


Editing Pages

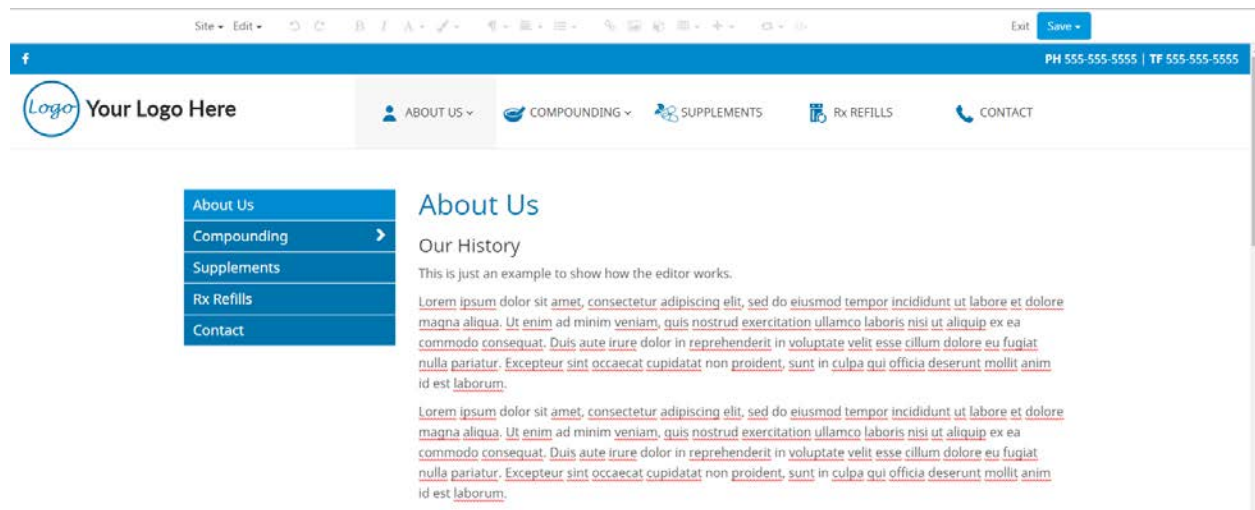
Log into the Content Management System. **Note:** View tutorial for Login Instructions.

From the dashboard, select the page you wish to edit.



Once a page has been selected and you will see the current information that appears on this page.

Simply click into the text you wish to edit. You will notice that after selecting the item you wish to edit, a dotted box line will appear around the editable area.



From here, you can see the toolbar along the top, which has many formatting options similar to Microsoft Word. Hover over each button to see what it does.



To make changes simply type in this area or copy/paste content into the editor.
DO NOT COPY DIRECTLY FROM WORD.

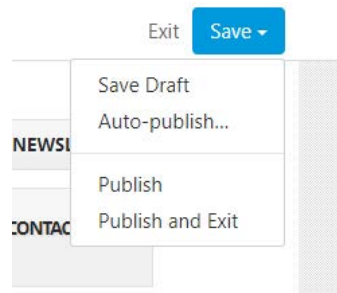
Note: If you are using Microsoft Word, copy/paste content into Notepad or another text editor first, then paste from notepad into the editor. This will remove all extraneous formatting from Word.

Under the Edit drop down there are two helpful tools, Edit Page Properties and Visit Webpage.

Edit Page Properties: Allows you to edit the title of the webpage. The page title shows up on Search Engines.

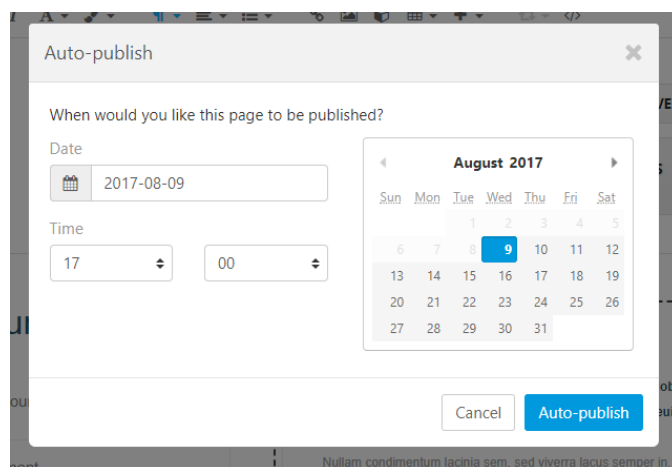
Visit Webpage: Allows you to quickly view the live website & page you are currently editing.

To save the changes, click “Save” from the top menu and select the option you prefer.



Save Draft: Allows you to save your current work privately without making your content live (online for everyone to see).

Auto-Publish: Allows you to schedule your changes.



Publish: In order to make your new content live for your website viewers, you must select the *Publish* button.

Publish and Exit: Allows you to save your current work and exit to the main menu.

If you have any questions, contact us at 814.337.3441 or at support@storeymarketing.com