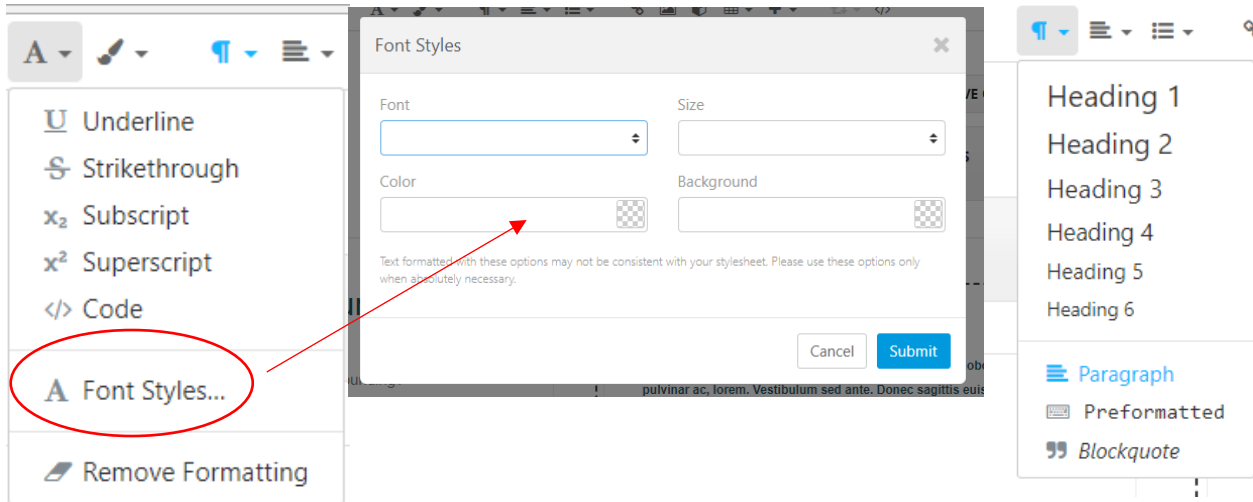


Editing Text Using Styles

Log into the Content Management System. **Note:** View tutorial for Login Instructions. Click on the page you wish to edit.

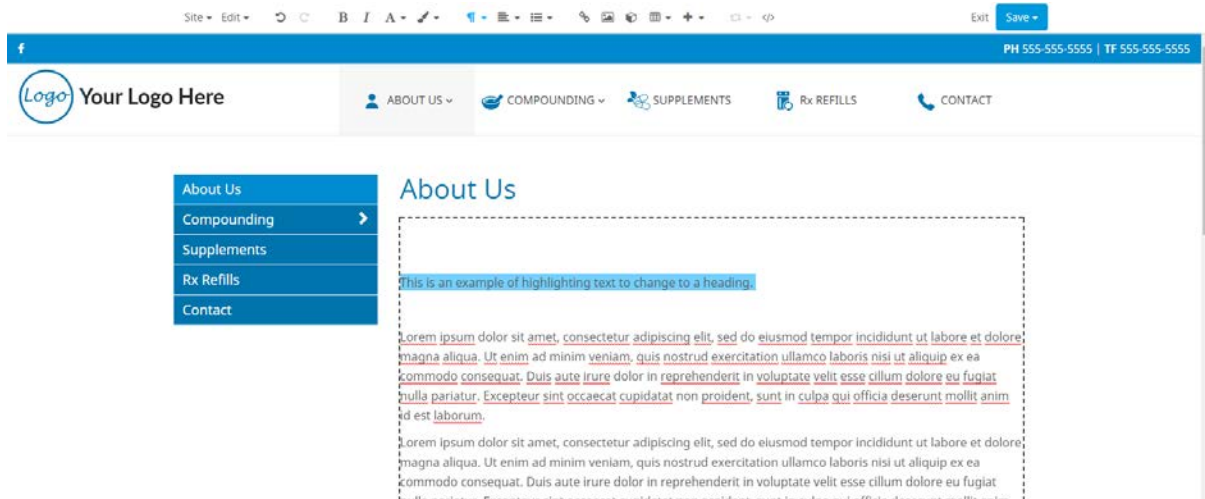
Within the CMS, you have a multiple options to edit your text, such as bold, italics, underline, strikethrough, subscript, superscript, and change the font size and color. You also have preset styles that match your website template. Just highlight the text you wish to edit.



Note: We do not recommend that you change the font or background color as these are preset to match your website and be consistent throughout.

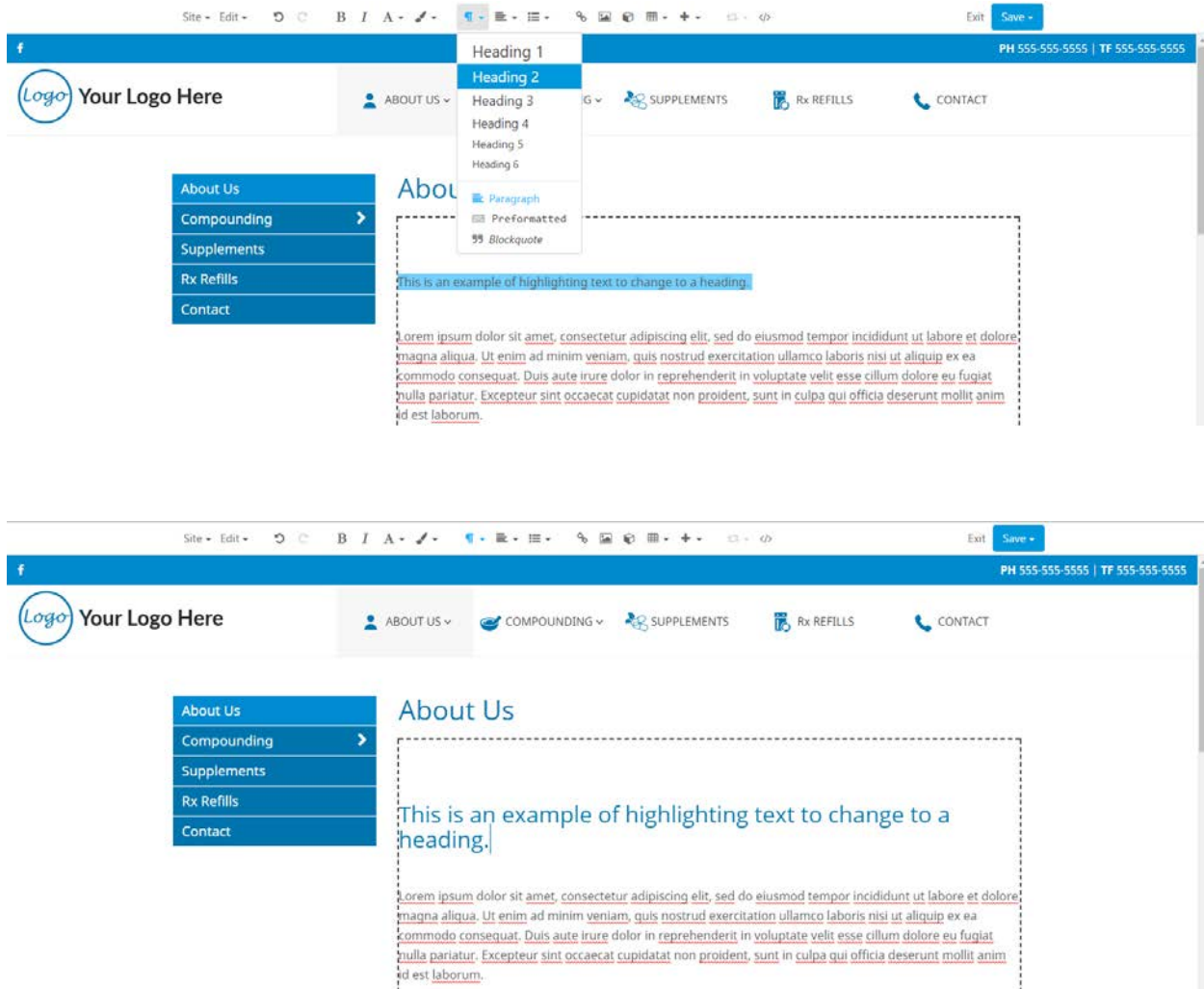
When adding text to a page, you will likely want to make a headline to describe the content that follows. To start, click within the text box you wish to edit.

Type or select a line of text that you wish to become a heading. Then highlight/select the word or phrase. **Note:** To create a heading the text has to be on its own line.



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

Select a heading size from the editor menu shown below to change the heading size of the text. *Heading 1* and *Heading 2* are the most common sizes. These heading styles will match your website template. Select a style from the menu shown below to change the look of the text to match the example. The preview of the page should reflect your changes.



Please remember to always save your work & publish if you are finished editing a page.

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