

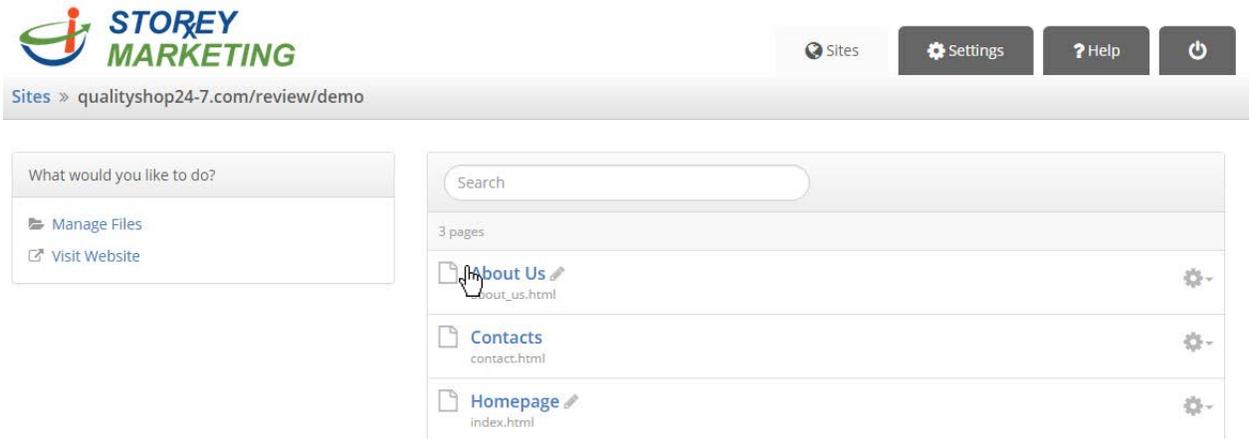
Editing Pages



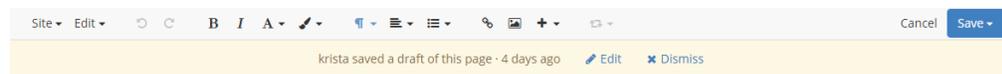
The instructions below will cover updating content pages within a website.

Login 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, that page will appear along with an icon  next to areas that can be edited. You can either select the item you wish to edit by clicking the pencil icon, or you can just 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 that you are currently editing.



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.

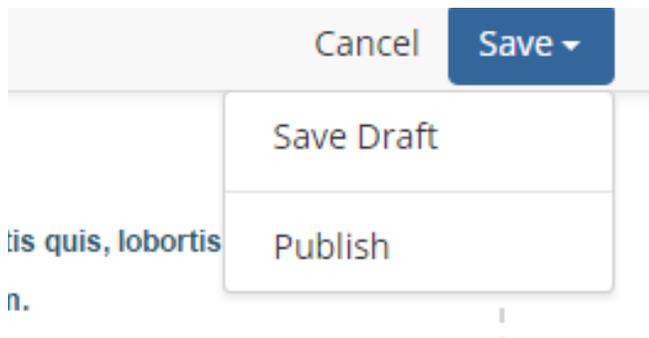


Below the formatting bar will be all the content from that individual editable section. To make changes simply type in this area or copy/paste content into the editor. **DO NOT COPY DIRECTLY FROM WORD.**

*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.

Note: *The content will appear slightly different than the live website and may be missing colors/some formatting.*

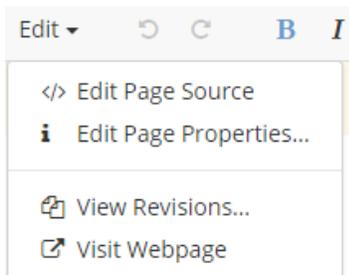
To save the changes, click “Save” from the top menu.



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

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

Note: *The Content Management System offers the ability to revert to a previous version of a page through the use of a list of prior versions of the page (called revisions). For technical reasons, do not use the revisions system. (see image below) This can cause damage to your website for which we would need to charge a technical support fee based upon the time to resolve.*



← DO NOT USE revisions button.

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