

## How to edit text and/or images:

1. Log in and go to the page where you are wanting to edit content.
2. Once on the page where you are wanting to edit, click 'Edit' in the top left hand corner.
  - \* If you hover; additional options will display and you can click 'Edit this page' from here.
3. The editable sections will display with red dot boxes surrounding the information.
4. Click the box you wish to edit. A popup will display, click 'Edit'.
5. Edit the information that you are wanting to change, add, or remove.
6. When you're finished editing click, 'Save'.
7. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.

## Add Text:

1. Log in and go to the page where you are wanting to add content.
2. Once on the page where you are wanting to edit, click "Edit' in the top left hand corner.
  - \* If you hover; additional options will display and you can click "Edit this page" from here.
3. Select an area where you want to add content and click, 'Add to...'
4. A window will open w/options and select 'Add Block'. If you are wanting to add text or pictures and text to one box, select 'Content'.
  - \* There are other box options that you can select depending on what you are trying to achieve.
5. This will open up an 'Add Block' menu. Here you will add text and format the text to your liking (functions similar to Word).
6. Once you're done adding content and formatting, click 'Add' in the bottom right of the box.
7. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.
  - \* When you select 'Preview My Edits' it will show you what the content will look live. If you are satisfied with the way it displays click 'Approve Version' in the top right corner. If you don't like what you see, click on 'Edit' and edit the content until you are satisfied.
  - \* Selecting 'Publish My Edits' will make the content live immediately.

## Moving Blocks:

1. In edit mode, click on the block that you are wanting to move.
2. Select the third option - 'Move'.
3. Click (hold) and drag the boxes to the position that you are satisfied with.
4. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.

