

## **Editing Text on the website**

Go to the website and click on the page which needs editing.

Click on the link at the top of the page that says “Edit Page”

The writing will come up in the middle of your screen. Make sure you are in “Visual” mode – the choices are “Visual” or “Text” . Visual is easier to work with but if it is a formatting issue, you may need to go into “Text” mode – which is code. I recommend you copy what is on the page and save it in a Word document as you go along. If something goes wrong – you can always replace it with the original language or code

Make your corrections in the writing.

Click “Update” on the right – this saves your work

Go to the top and click on “Visit Page” to make sure it looks like what you wanted

Margy Eller Jan 2018