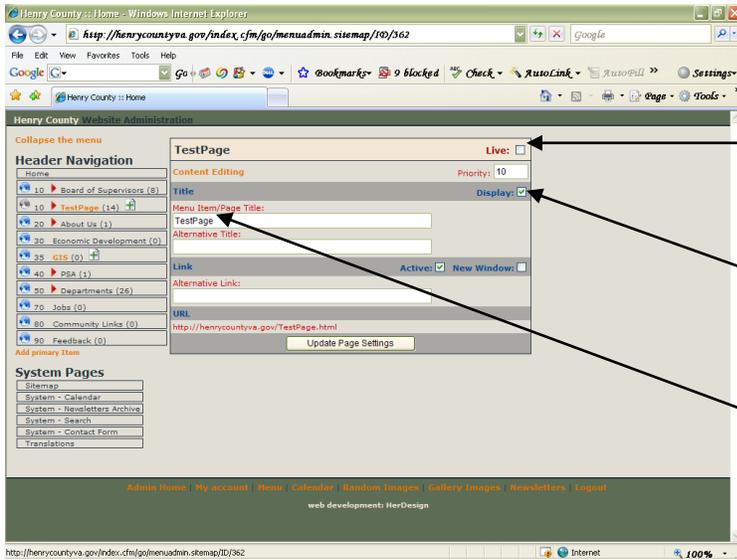


Page Editing

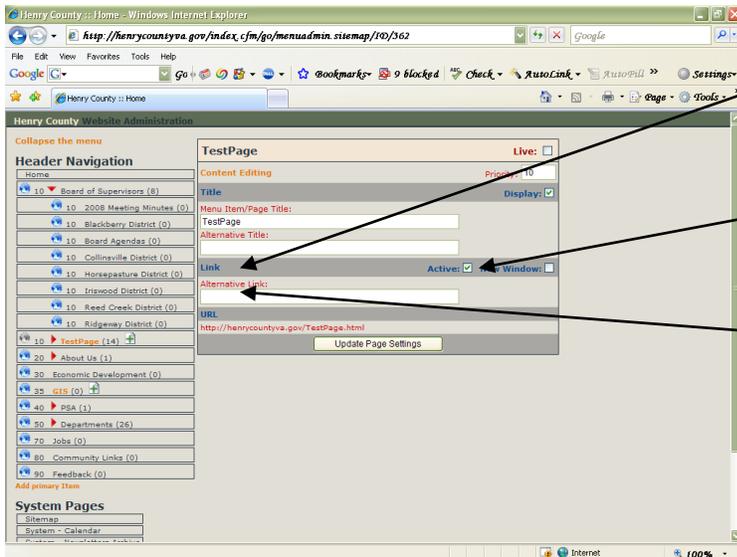


On the Menu Screen click on the menu item that you want to edit.

Live Check Box: This allows you to switch between live and off-line mode. Live Mode is viewable by the public

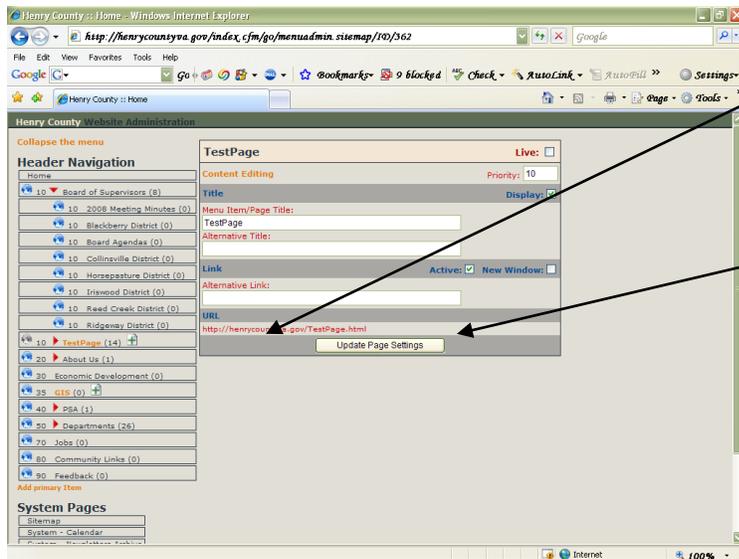
Under the **Title** section you can decide whether you want to **display or hide** the title.

Whatever you type here will be displayed if you have the display box checked.



Under the **Link** section you will have a choice to open the link in the active window or use a new window. **If you are linking inside the web site use active, if you are linking outside the web site use New Window.**

Alternative Link – This will completely redirect the page to the link entered in the field



URL – this is the page you are working on (in case you need to link to if from some other page).

To save the changes you have made click on **Update Settings**

Things to remember when editing a page:

1. Typing can be done in **Word** or **Notepad**. To insert typed pages do a copy and paste as **plain text** to the web site. The pages are pre-formatted and to keep them consistent you will need to paste it as **plain text**. This is located on the Content Editing Page. (See following page)
2. When inserting a table please keep it under **570px wide**.
3. When inserting a picture please keep it under **570px wide**.
4. **Save work frequently**, due to possibility of being logged out.