

How to edit content within your pages

1. Navigate to the page asset you wish to edit and select it. You can use the asset finder  to locate any asset on the CMS.

2. From the mode switcher, select Edit 
3. If your page is in safe edit mode you have to select the Contents section



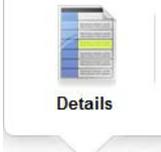
Initiate safe edit

followed by the initiate safe edit button

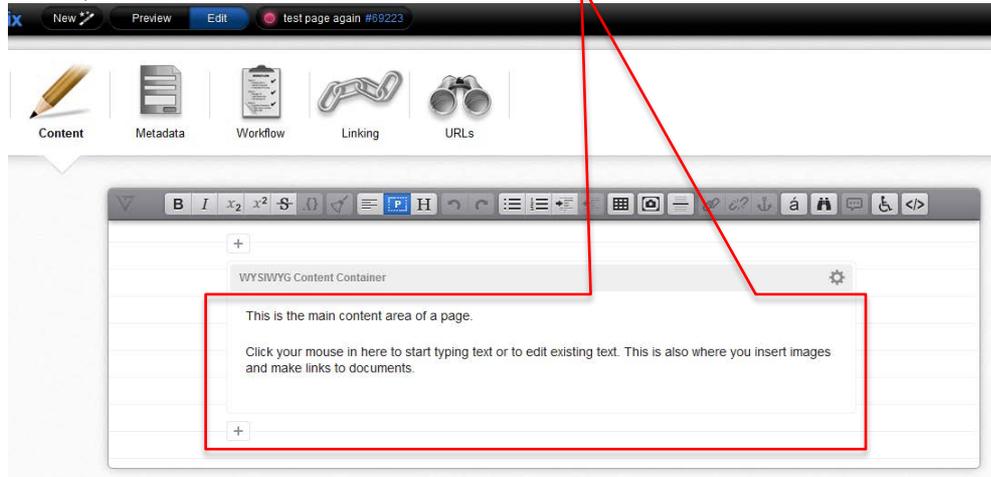
before you will be allowed to edit your page.

If your page status is 'Under Construction' then you do not have to initiate safe edit mode to begin editing.

Hint: you can check the status of your page in the Details section,



4. Click your mouse cursor in the main content area to start editing the content there,



5. When you click in the main content area of the page, a new toolbar becomes available to use across the top. We call this toolbar the WYSIWYG (what you see is what you get), and it is used to format and edit the content on the page



Here is a description of the different tools available

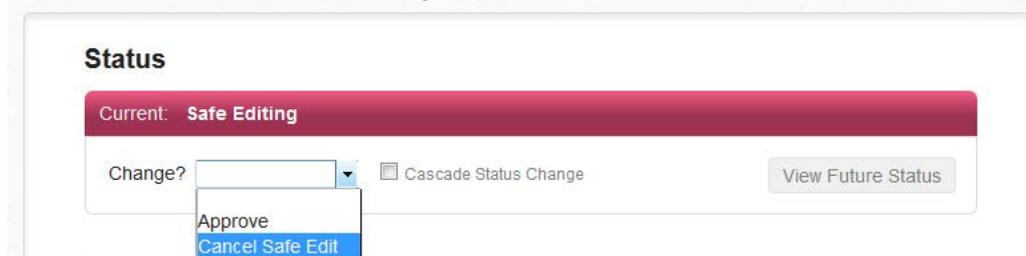
6.  **Bold and Italic**

7.  **Subscript, Superscript, Strikethrough**

8.  **Class** – used to insert an image gallery
9.  **Remove Format** - if you have pasted some content from another source, this button will remove any formatting that has come with the content. E.g. if you copied some text from a MS Word document and want to paste it in to the page, paste the text, highlight it all and then click this button to remove the formatting.
10.  **Justification** (left, centre, right, full) – try to avoid overuse of centre, right and full justification.
11.  **Headings** - this tool allows you to change the text from a paragraph to a heading. There are a number of preformatted headings. You can use any of them as many times as you like on a page, except 'Heading 1', which is reserved for the title of the page and should not be used to format the content of the page.
Also bear in mind that the website search uses headings to rank the importance of text, so heading 2 will appear before heading 6, which will appear before paragraph text etc.
Avoid using heading formatting for paragraph text, only use it to format headings of paragraphs.
12.  **Insert Image** see separate helpsheet
13.  **Insert, Remove Links**
14.  **Ordered Lists** (numbered), **Unordered Lists** (bullet points)
15.  **Undo** (also Ctrl+z), **Redo** (also Ctrl+y)
16.  **Insert, Edit Table** see separate helpsheet
17.  **Insert character, Search and Replace**

Once you have added/edited page content and you are happy with what you have done you should always click the 'save' button so that you do not lose the work.

If you are in safe edit mode and want to discard all of the changes, navigate to the details section and from the drop down menu next to status, select cancel safe edit.



Edit the page title

If you need to edit the title of your page, go to the details section of the page while in edit mode. There will be a field allowing you to update the title.

You will also need to update the URL of the page to reflect the title change. If you do not do this, the web path in the website address will reflect the old page name and confuse visitors.



URLs

1. While in Edit mode navigate to the URLs section
2. Under the section called Web Paths, change the URL to reflect the new title of the page.



Workflow



Linking



URLs

Web Paths

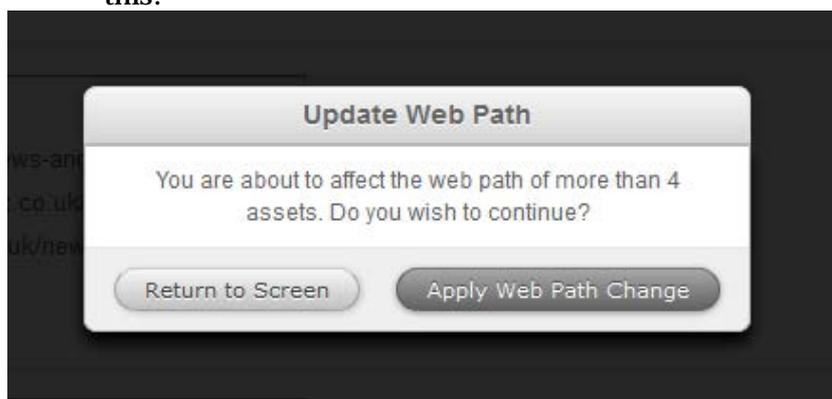
<http://thewi.org.uk/news-and-events/test-page-again>

<http://wi-web01.squiz.co.uk/nfwi-dev/news-and-events/test-page-again>

<http://www.thewi.org.uk/news-and-events/test-page-again>

NB: do not use any capital letters, symbols or spaces when creating a URL.

3. Click the save button. You will be presented with a window that looks like this:



Click the Apply Web Path Change button to apply your new URL.