

## **EDITING PAGES**

### **Simple Copy Edits**

NOTE: The following pages require advanced web editing skills – attempting to update these pages without the appropriate skills may result in breaking the page:

- Home page
- Volunteer / Opportunities  
<http://foothillscaringcorps.com/volunteer/opportunities/>

There are 2 pathways to accessing editing functionality for a page. First, make sure you are logged into the site's backend.

#### **Access through 'Pages' on the sidebar menu:**

- 1) Click 'Pages' on the left side menu
- 2) Find the page you wish to edit, mouseover, then click 'Page Builder'

#### **Access through browsing the site:**

- 1) Click "Visit Site" (revealed when you mouse over the home icon on the upper right)
- 2) Navigate to the page you wish to edit
- 3) Click 'Page Builder' on the top of the page

#### **Making copy changes:**

- 1) Click the segment of the page you wish to edit
- 2) A text editor will pop up. Make the desired copy edits. Then click the "Save" button at the bottom of the text editor window.
- 3) Repeat for all components on the page you wish to edit.\*
- 4) When edits are complete, click "Done" at the top right of the page.
- 5) Click "Publish Changes" to complete the process.  
Note the other options that appear...
  - Save Changes and Exit (Save your work to return later)
  - Discard Changes and Exit (Leave the page editor without saving)
  - Cancel (return to the page editor)

\*NOTE – Do not attempt to change the font styles beyond bold or italic. Font styles are pre-determined and any attempt to change the styles can break the page.