

Updating Your Site

Contributed by
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To add text or images to your website you need to log-in with your username and password. When you have done this navigate to the page where you wish to add or change your text. At the top of the page and next to the title you will see a small icon has appeared which will look like this.....

Click on this icon and it will open up your on-line editor which will look something like this.....

This tool bar will enable you to add your text and images into your web pages.

When you have added your text / image(s) you need to save the changes by clicking on the save icon at the top of the page which looks like this.....

Tips

I would advise that you practice with this so you are confident with it's use. Also, if you are likely to be typing a lot of text I would recommend you save it a bit at a time just in case something goes wrong with you computer or the link to your site is lost. Furthermore, you may wish to prepare your text in 'Word' and copy and paste it into your site which will mean you keep a copy in word!

If using the editor to type your text there is a little tip that you will find helpful. When you complete a sentence and hit the 'return' key the cursor will start a new line leaving a space between the sentences. If you do not want a space to appear hold down the 'shift ' key when you hit 'return'.

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