

# HOW TO EDIT YOUR WEBSITE

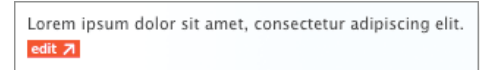
## Log In

The first step in editing your website is to log in. Enter your website URL in the address bar followed by "/admin" (without the quotes.) For example, if your website is "yoursite.com" you would type "yoursite.com/admin". Your username and password can be found in the email that was sent to you.

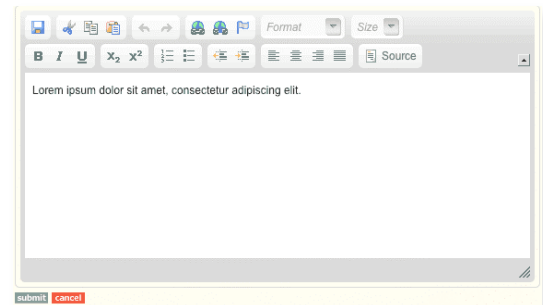


## Edit Text

Clicking the EDIT button will allow you to edit text or replace an image, depending on the context.



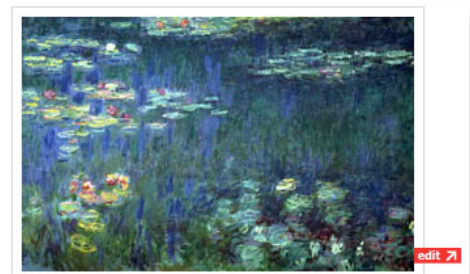
The text editor has many controls you would find in a word-processing program. You can change the alignment, use bold or italics, create a bulleted list, etc. Don't forget: after you are done editing, you must click SUBMIT to make your changes stick.



Some areas of your site may not have the full text editor, as those elements are specially formatted. In those cases, you can edit the text but not change its format. To change text back to its original form, click the EDIT button, erase all text in the text editor screen, and click SUBMIT.

## Change an Image

To change an image, click the EDIT button next to it, click Choose File to browse your computer for a new image, and click SUBMIT to make it stick.



## New

Clicking the NEW button will create a duplicate region of text/images. You may then edit text or replace images to create your new content.

My Posts

Headline [edit](#) [delete](#) [new](#)

## Delete

Any region that can be repeated with NEW can also be deleted. Click the DELETE button to remove that section of your site and SUBMIT to confirm.

## Log Out

When you've finished making changes, click LOG OUT in the upper right-hand corner of your site. You're done!

