

## Text Editing

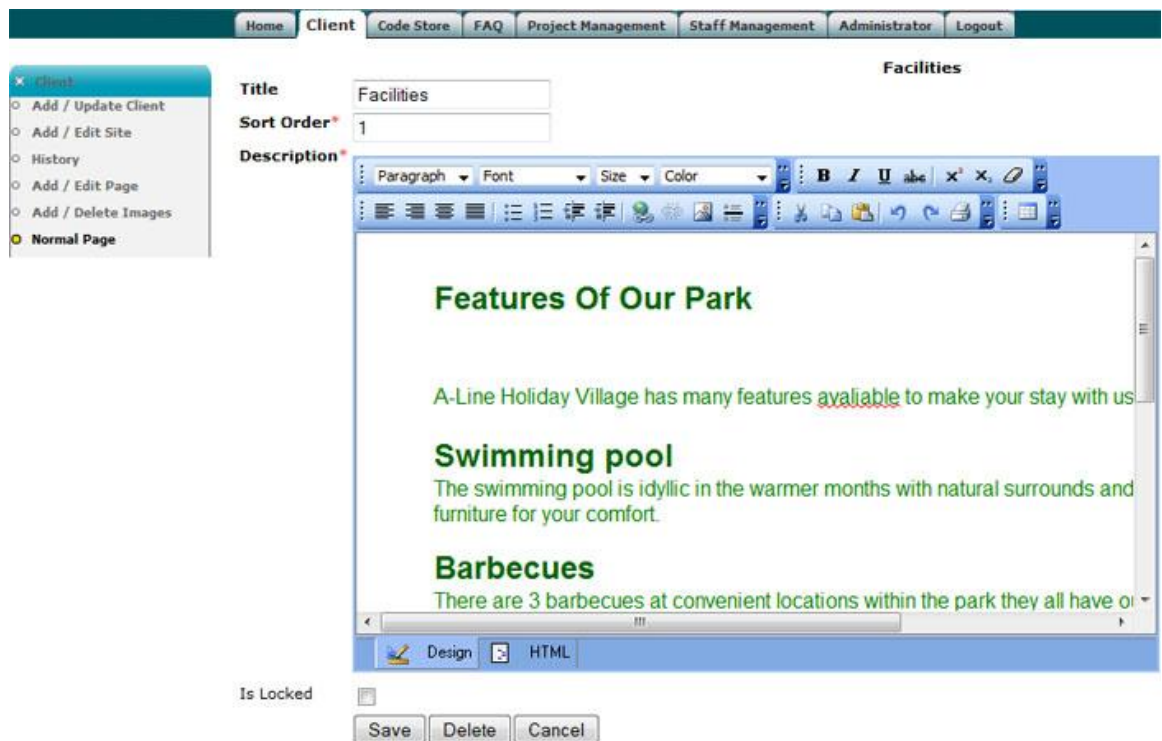
**Note:** The aim here is familiarize you editing text on individual pages. Cutting and pasting from word will cause problems as it copies across code that interferes with formatting the text so it is best to use **‘NOTEPAD’**.

**(First step – log into CMS.)**

1. On the top left of the window is a link titled **‘Edit Text’** or the title of the page e.g. **‘Facilities’**. When you have found this link, click it.



2. An editing box appears with the current layout of **text** and **pictures** (if you have any).



- When you complete your editing, remember to click '**Save**'.

The screenshot shows a web management interface with a top navigation bar containing 'Home', 'Client', 'Code Store', 'FAQ', 'Project Management', 'Staff Management', 'Administrator', and 'Logout'. A left sidebar menu is open, showing options like 'Add / Update Client', 'Add / Edit Site', 'History', 'Add / Edit Page', 'Add / Delete Images', and 'Normal Page'. The main editing area is titled 'Facilities' and contains a form with 'Title' (Facilities), 'Sort Order' (1), and a 'Description' field. The description field is in WYSIWYG mode, showing the following content:

**Features Of Our Park**

A-Line Holiday Village has many features available to make your stay with us

**Swimming pool**  
The swimming pool is idyllic in the warmer months with natural surrounds and furniture for your comfort.

**Barbecues**  
There are 3 barbecues at convenient locations within the park they all have o

Below the description field, there is an 'Is Locked' checkbox and three buttons: 'Save', 'Delete', and 'Cancel'. The 'Save' button is highlighted with a red box.