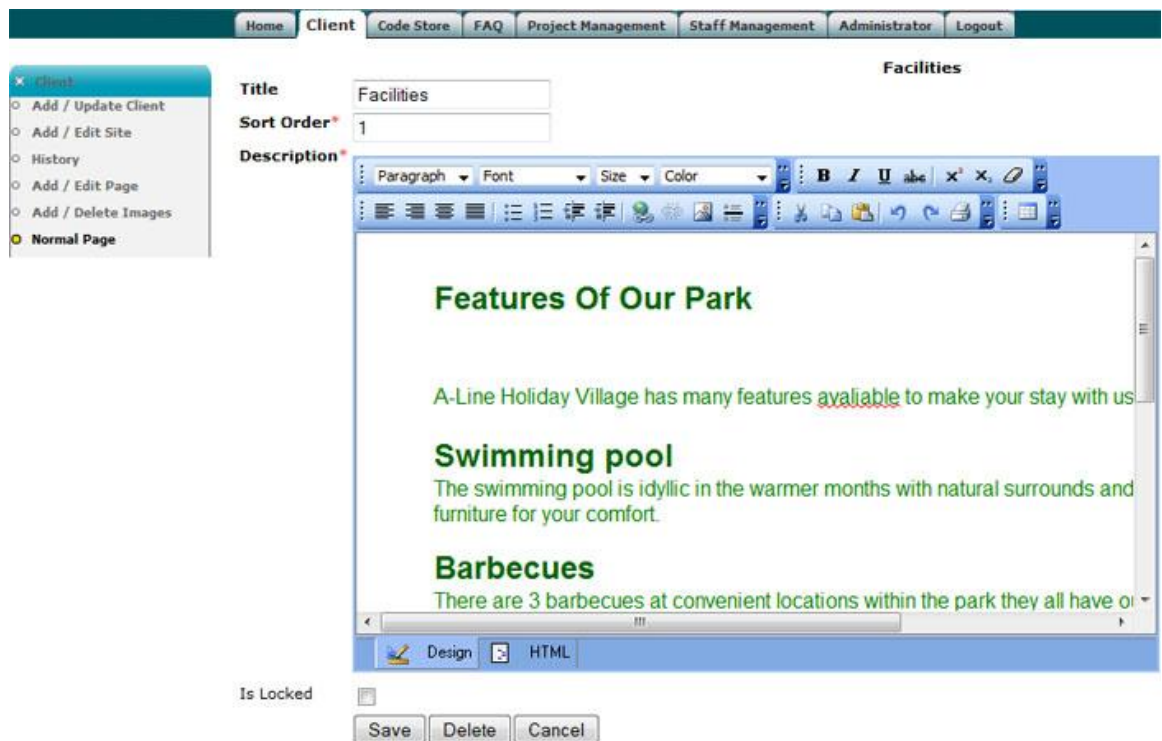## Text Editing

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 tilted '**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).

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