





## ADDING / EDITING CONTENT

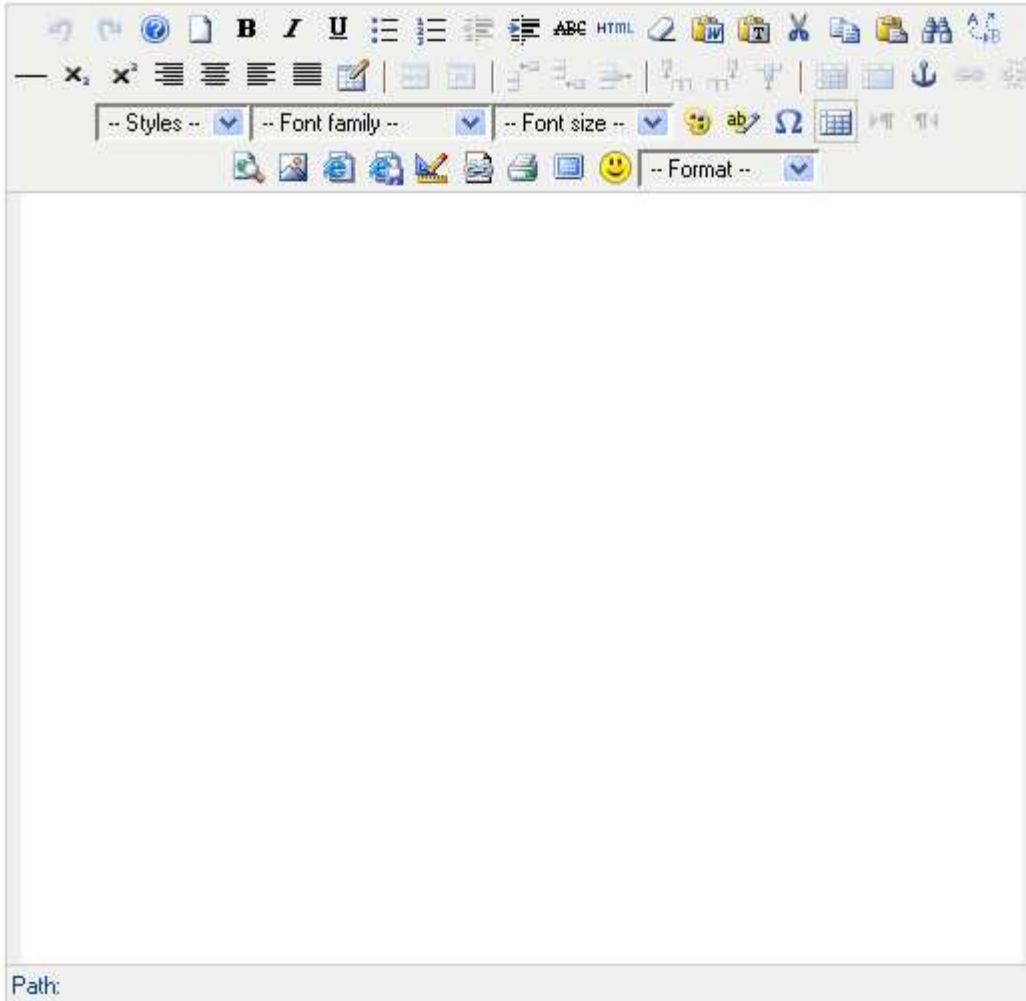
If you are logged into the **Front End** of the website and are able to edit a content item, an Edit Icon  will appear next to the Content Items 'title'.

A New Icon  may also appear at the end of a listing of Content Items, where you are able to add another Content Item to the list.

Once you have clicked either the  Edit Icon or  New Icon, the following will appear...

Title:

Main Text (Required):



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert table, insert video, insert audio, insert iframe, insert code, insert table of contents, insert table of contents), alignment (left, center, right, justified), and other functions (undo, redo, print, save, refresh, home, end, search, help). Below the toolbar are three dropdown menus: "-- Styles --", "-- Font family --", and "-- Font size --". To the right of these are icons for text color, background color, and a "Format" dropdown menu. The main area is a large, empty text box for entering content. At the bottom left of the editor is a "Path:" label.

Path:

|                         |   |
|-------------------------|---|
| <i>Title:</i>           | Type here, the title of the Content Item. This is the title as it will appear on the page when displayed. |
| <i>Text (required):</i> | Type here, the content you want to display / edit.  |

## Publishing Tab

|                            |   |
|----------------------------|---|
| <i>State:</i>              | Choose who will be able to view this content<br>Published: Live to the site.<br>Unpublished: allows you to unpublish an item that is no longer updated or needed. |
| <i>Access Level:</i>       | Public: All users of the website<br>Registered: Only members of the website.<br>Special: Administrators only  |
| <i>Author Alias:</i>       | You can publish the author's name for a piece of content.   |
| <i>Ordering:</i>           | Leave blank.  |
| <i>Start Publishing:</i>   | Set this to the date you want the item to <b>appear</b> .   |
| <i>Finish Publishing:</i>  | If desired, set this to the date you want the item to <b>expire</b> .   |
| <i>Show on Front Page:</i> | Do you want this to show on the front page? Yes, then tick the box.   |

|             |   |
|-------------|---|
| <b>NOTE</b> | Content submitted by authors will not appear on the web site until a Publisher or Administrator publishes it. |
|-------------|---|

## Metadata Tab

The description and keywords fields entered here will show up in the published document and can be used by search engines and other systems to appropriately classify the information contained in the document.

**NOTE**

For Service's Items, Make sure to put a description in as this will be the 'overview' text of the service that shows on the homepage's "Upcoming Services".

Once you have entered all necessary information, click on one of the following:  
(located at the top right hand side of the screen, or the bottom of the text area)

|   |   |   |
|---|---|---|
|  |  |  |
| <b>SAVE</b>   | <b>APPLY</b>  | <b>CANCEL</b>   |

**NOTE**

**Save** will save the data and close out the window, **Apply** will save the data while leaving the screen open.  
You must click one of these 3 options to exit the editor screen.