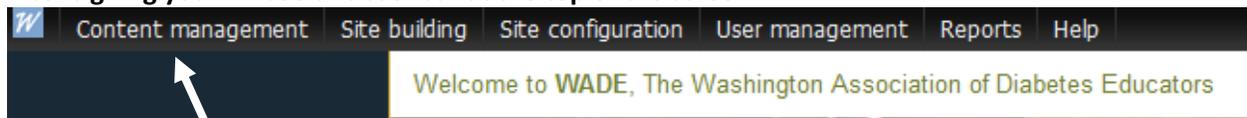# Creating a Page and Editing an Existing Page

After signing you will see this tool bar at the top of the screen:

- Click on Content Management

From the drop down menu "hover" pointer over <Create contact> the click on Page.

- Go to next page for tips on entering text, files and images on a new page, see below for edint and existing page.

Editing a Page

Tip: Do not use internet explorer to edit this site (it tends to cash). We know that the Firefox browser works well for editing. You may access this site for free download: http://www.mozillafirefox.us 2. Before accessing www.wadepage.org it is highly recommended that you compose your message, newsletter or announcement in Microsoft Word™ . Then access the web site. 3. Enter your user name, password and log in.

♦ Click on the title of the page you want to edit.

♦ You will notice that there are two tabs on each page. One says view and one says edit. To edit the web page, click on the edit tab.

♦ Now you can begin editing.

♦ Scroll down to Body. This is the web page itself. This should come up rendered as it would look if you were not logged in. You will use the editor to make changes to the web page.

Working With The Editor There are many options available, most of which should be familiar if you've used Microsoft Word. Hovering over any option will reveal the name of the option. You will not need to learn all the options.

Body:

You may type text directly just as you would in Microsoft word. BUT it may be easier to create your text offline on Microsoft Word. (**Tip: After creating you text in Word cut and paste in notepad, the clears any source codes that will make difficult to format your page**).

This group allows you to cut, copy and paste text : _____. We are recommending that you use the keyboard (Ctrl+V)

Formatting your text: The best way to become familiar with the editor and the techniques used to create web pages is to practice.   Here are a few tips, You will learn more about editing as you practice. It is similar but not exactly like editing a word document.

TIPS:

You will notice that pressing enter will create a new paragraph. To move to the next line without creating a new paragraph, use the key combination shift+enter.

These buttons are used to undo and redo changes you have made to the page.

The text formatting options let's you format your text in a variety of ways. You can select the text to format, or select an option, then begin typing. There are four options: bold, italic, underline and strike through.

These options allow you to create numbered lists or bulleted lists.

This block gives you the ability to add and remove hyperlinks and anchors. Hyperlinks are used to add links to other resources on the website or other websites. Anchors are used to anchor a particular place in the document to a key word. This is useful if you want to add links at the top of the page to skip to another part in the document. The middle button removes a hyperlink if the selected text is a hyperlink. It is best to select text, and then click the button to add a hyperlink.

This buttons allow you to insert images web pages. Many of the photos on your computer taken from your digital camera can be added to the web site. (See more in pdf: Inserting Images and linking Images)

 Insert/Edit Table: A table is used to display text or images in columns and rows.

 Insert Horizontal Line: A horizontal line is a solid line that spans the entire container or page. It is used to divide a page horizontally and is visible on the page.

The format block is used to format text. Use the drop down box to assign styles. You can also use this to designate text as headings. Headings appear larger and spaced out on web pages and divide the page into logical parts

You may promote any page to the home page (see pdf: Editing the Home or Front Page)

When you are satisfied with the changes you have made then you're ready to submit the page.
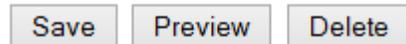
 To submit you changes just go down to the bottom of the page. Select the <Save> button.