

## **Guna**

### **To make minor edits to Art and Tai Chi Page**

1. **Go to dashboard** (link to dashboard is on staff homepage, and appears on login page, once logged in)

You are now in the 'backend' of the website.

2. **Click on 'pages -> all pages'** (on the left hand column in the dashboard)

- scroll through the list of website pages until you find the one you want. Both Art and Tai Chi will be grouped under 'services' pages.

There are a total of 61 pages in the website, so you will have to scroll to the second page at least - you can also type the name of the page you want into the page search toolbar at the top right of the dashboard

- **once you have found the right page, click on the page name, or hover over it, and then 'edit page'**

You are now in the visual editor - it looks similar to an email editor, and the formatting etc is very similar also.

**to make minor edits to text** - type in corrections, and then click on 'update' (large blue button on the right side). Then view the page, and just come back to the visual editor if you need to keep working. Your changes will not be saved unless you click on 'UPDATE'.

- **how to view page as it appears in website**

The text that you are viewing will look different to how it appears on the website - you can check to see how it looks by clicking 'view page' button, below the page title, and above the formatting icons.