

EDITING PAGES

Edit a Page Using the Pages Module

1. Click on the Pages link on the left-hand column.
2. Click All Pages.
3. Use the search bar to search for the page you want to edit.
4. Locate your page and click page title to open the page for editing.
5. Click in the text field to modify the text. You can edit directly or copy and paste from another document.
6. Click “Save Draft” to save the page and continue working.
7. Click “Save Draft and Return” to save and close the page.
8. To submit the page to a content publisher, scroll to the bottom of the page.
9. In the lower left-hand corner, check the box that reads, “Submit for Approval.”
10. Select a content publisher to review the page.
11. Click the green “Submit For Approval” button in the lower right corner.

Replace a Photo on a Page within the Pages Module

Note – Image resizing is not recommended within LRS Antilles. If images need to be resized, use your preferred image editor before uploading.

1. Open the page you want to edit.
2. Click the image you want to replace.
3. Click the Image icon in the toolbar
4. Click “Image” icon
5. Click the gray box to upload an image from your computer.
6. The new image will be visible.