

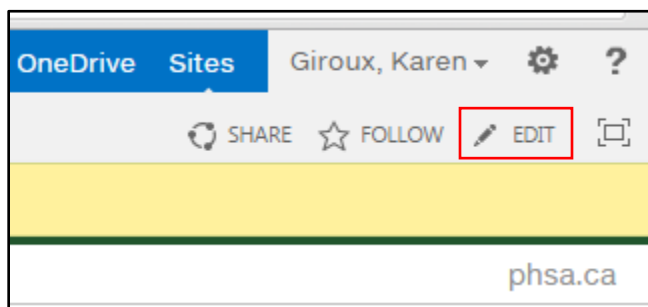
Editing a page

These instructions cover:

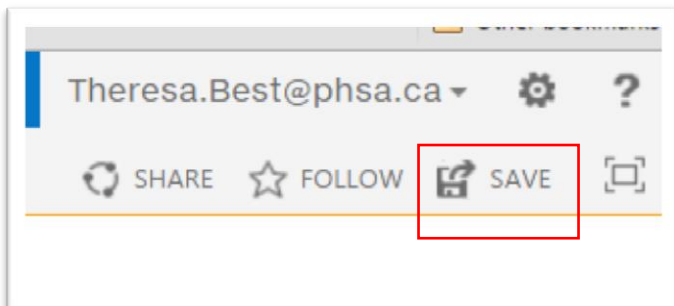
- starting to edit a page
- copying data from another source

Starting to edit a page

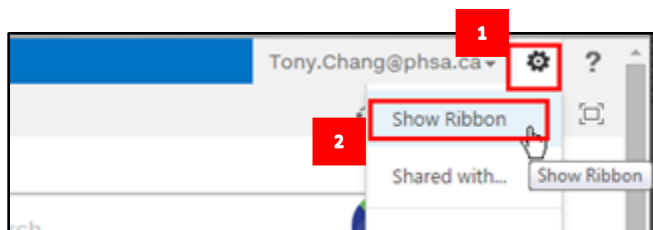
1. To start to edit a page, navigate to the correct page and click on EDIT in the top right-hand corner.



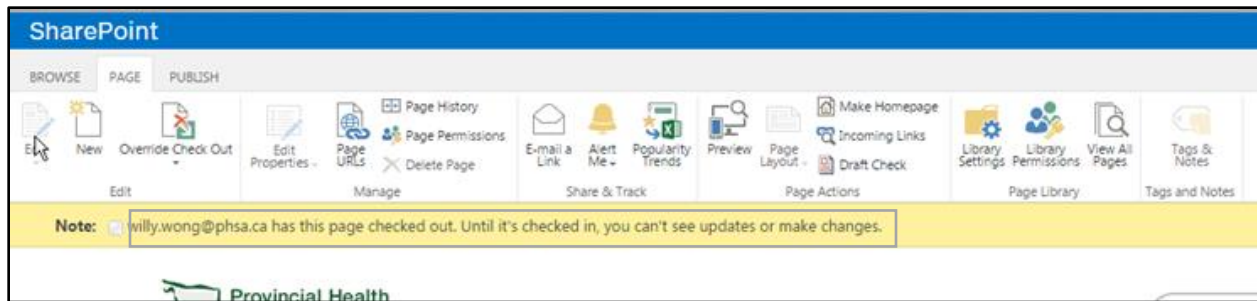
2. The page will switch to edit mode (the Edit option will switch to the Save option).



NOTE: If you do not see the EDIT option or if you do not seem to get into edit mode, this may mean the page is checked out to someone else. To confirm, click on the SharePoint cogwheel and select Show Ribbon.



The yellow check-out line will be revealed so you can see who has this page checked out.



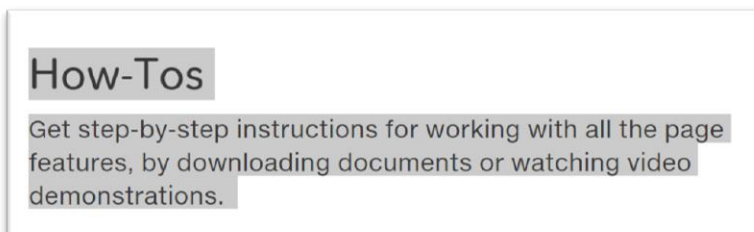
NOTE: Very occasionally, the **Edit Page** popup will appear when you start to edit a page. If you see this popup window, you are about to edit a page that is used in multiple places. Please contact webhelp@phsa.ca before continuing.



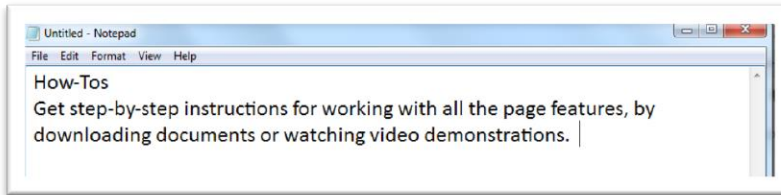
Copying data from another source

While you are editing, you might want to copy content from another page, website or Word document to your page. If you copy directly from another one of these sources, you will import a lot of tangly code into your page. Before copying, you must strip out the formatting (code).

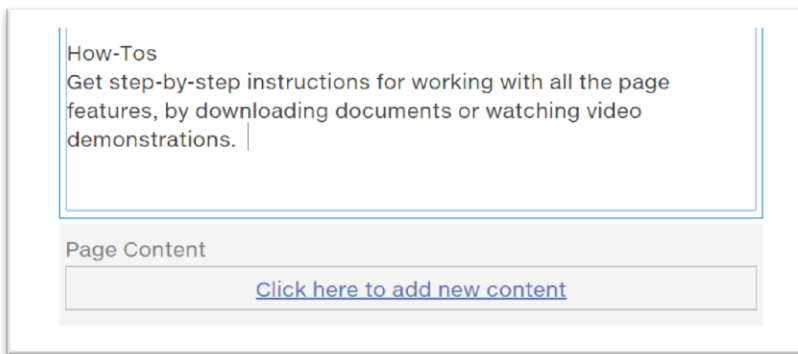
1. Highlight the content you are going to copy and click Ctrl+C.



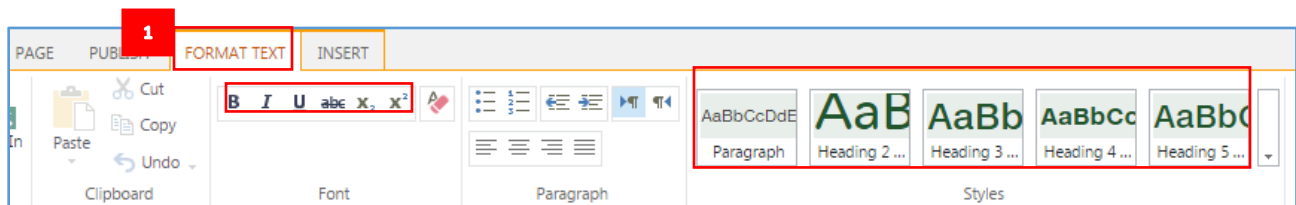
2. In the Window Start menu, open All Programs > Accessories > **Notepad**.
3. Click Ctrl+V. This will paste your copied content into Notepad. Notepad strips out formatting.



4. In Notepad, click Ctrl+A to select all the text, then click Ctrl+C to copy the unformatted text.
5. Go the page you want to paste the content to (the page you are editing). Place the cursor in the page field where you want the text and click Ctrl+V. This will paste the text into the text field of your page without any embedded formatting.



6. Format the text use the options in the editing ribbon under FORMAT TEXT.



Note: There is no Heading 1 option. Heading 1 is reserved for the page title and is automatically applied when the page is created.