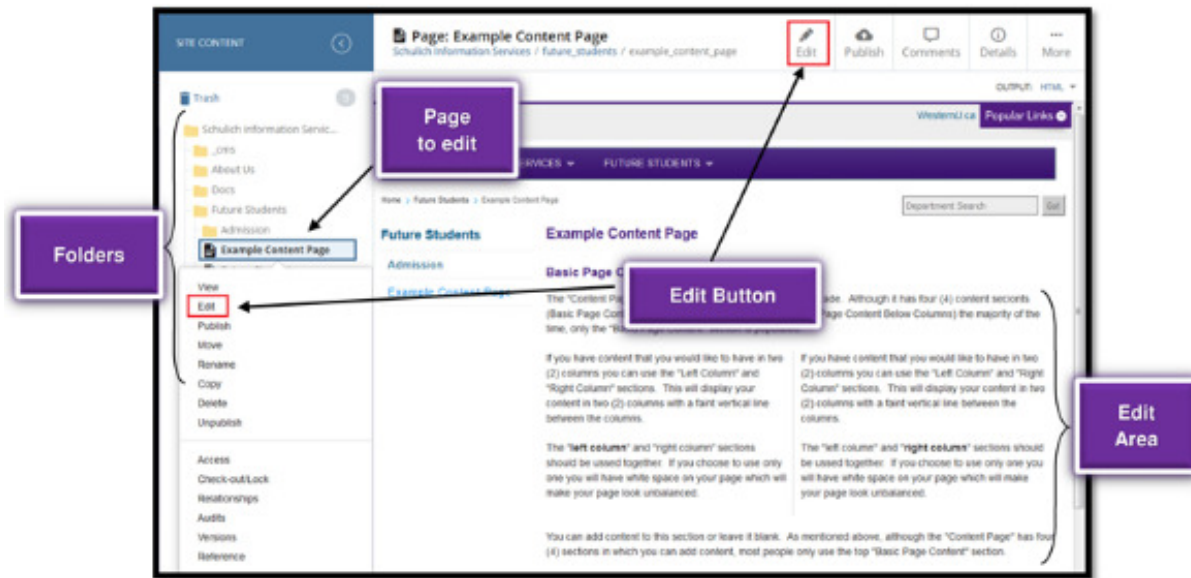


# How do I edit existing pages

## Editing Existing Pages

You can add Basic Content, Graphic Elements, Blocks, and News Articles to your pages by clicking on the page you wish to edit, and then clicking the edit button.



## Basic Page Content

In the Page Content area there are four (4) areas where you can add basic content, images, tables, and links. Each of the four areas has its own editor. The content areas are: “Basic Page Content”, “Left Column”, “Right Column”, and “Basic Page Content Below Columns”. You can use all areas or choose to use one or more.

### Important

**The “left column” and “right column” areas should be used together. If you choose to use only one you will have white space on your page which will make your page look unbalanced.**

Click on the area you want to add content to and add your text. Use the editing features for bolding, adding styles, format, links, etc.

## Adding Content:

Click on the page you want to edit in the folder area, when it appears in the edit area, click “edit”.

The edit button can be found in two (2) locations.

1. Highlight the page you wish to edit and alternate click on your mouse
2. In the top right-hand area of the web page.

### Important

**When pasting content copied from word or some other source you MUST paste it into notepad first. This will remove any unwanted/unknown code. Then copy it from notepad, paste it into cascade and do your formatting there.**