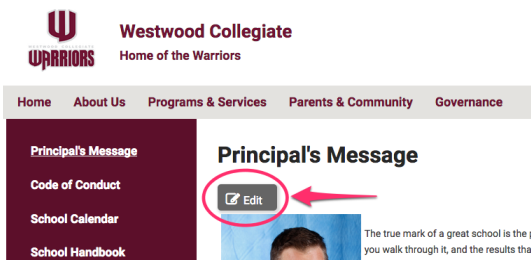
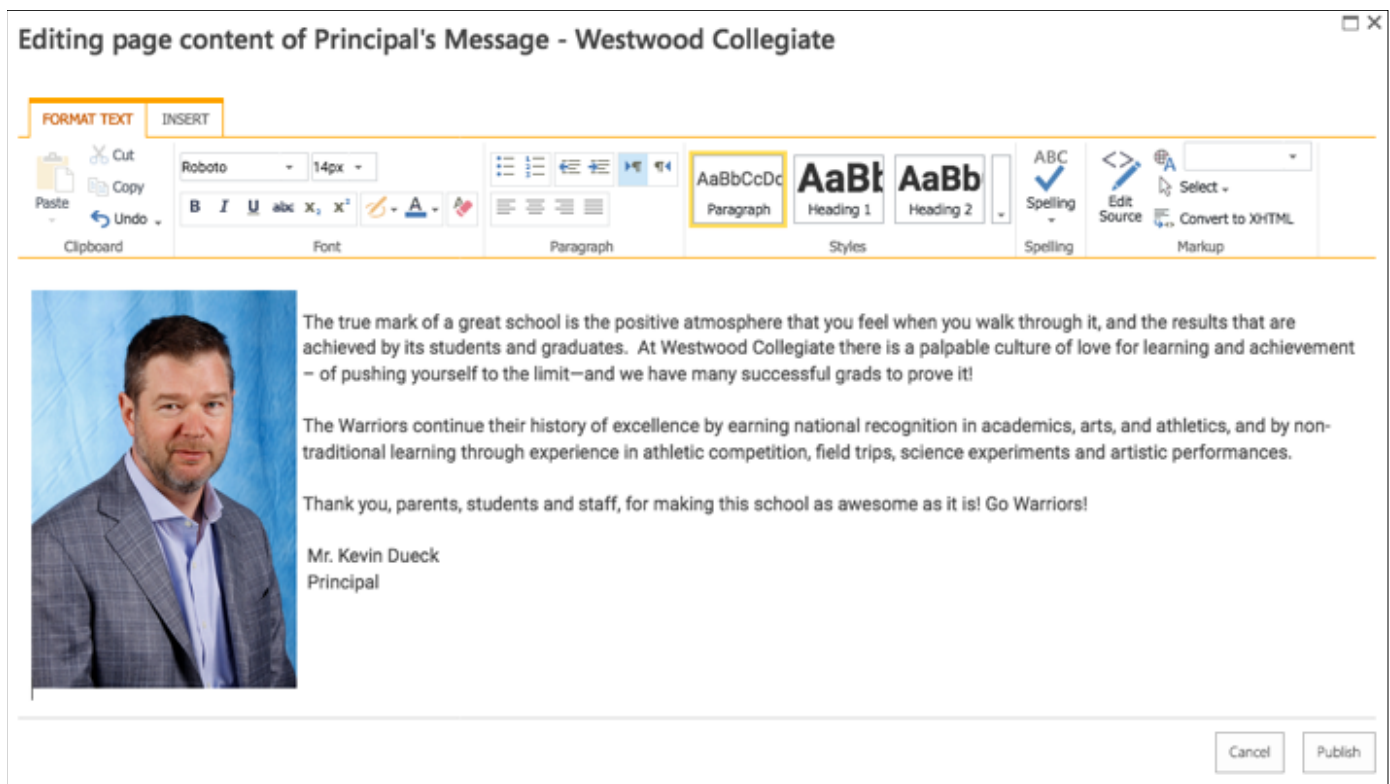


To edit text on any site in your Scholantis school website...

1. Start by logging into Scholantis.
2. Once you are logged in, navigate to the page where you wish to edit page content...

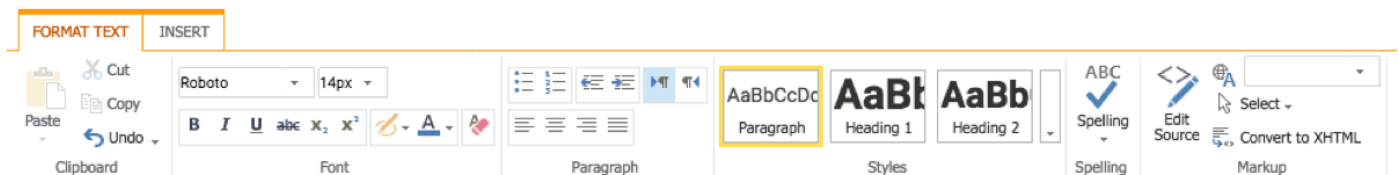


3. To edit the text on that page, click the Edit button. This will open an edit window to allow you to edit the page content.



Edit the text as required and click "Publish" to save (and publish) your changes.

Editing Toolbar

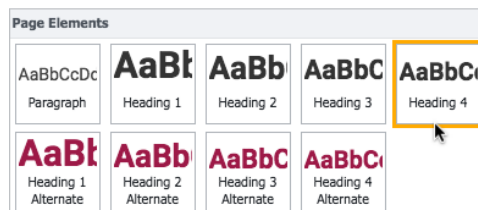


The editing toolbar provides a selection of editing tools very similar to that of Microsoft Word. Here you can change fonts, sizes, styles, text justification, create bulleted or numbered lists, check spelling, etc.

IMPORTANT NOTICE

Although you are able to make all kinds of text editing changes using the text editing toolbar, in the interests of keeping a clean, consistent and professional look to our websites, we are asking that users do not change the default font or size.

In cases where users may wish to block off sections of text on a page with titles, you may opt to bold face text or use “Heading 4” from the Styles section of the editing toolbar.

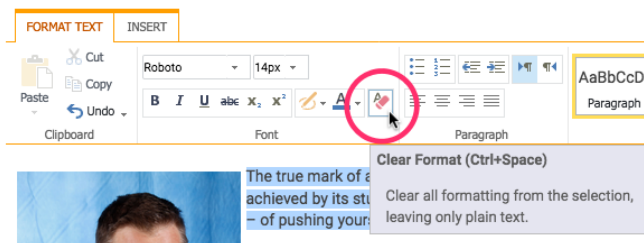


Copying and Pasting Text onto a Web Page

Often, you will have content for a web page emailed to you, or perhaps you may have created the content in Word. Instead of having to retype that content, you will want to copy and paste the text onto a page or into a container as part of a Feature or News item.

When copying and pasting text into Scholantis, you will want to ensure that any text formatting that may exist in the original document is removed once you paste the that text into Scholantis. Here's how...

- Start by copying the text from source document...
- In Scholantis, paste the text into the text field...



- Highlight all of the text you just pasted, and select the Clear Format tool in the toolbar.

This clears any formatting from the text that may have been in place in the source document and ensures that the text will be displayed in the default font and size.