

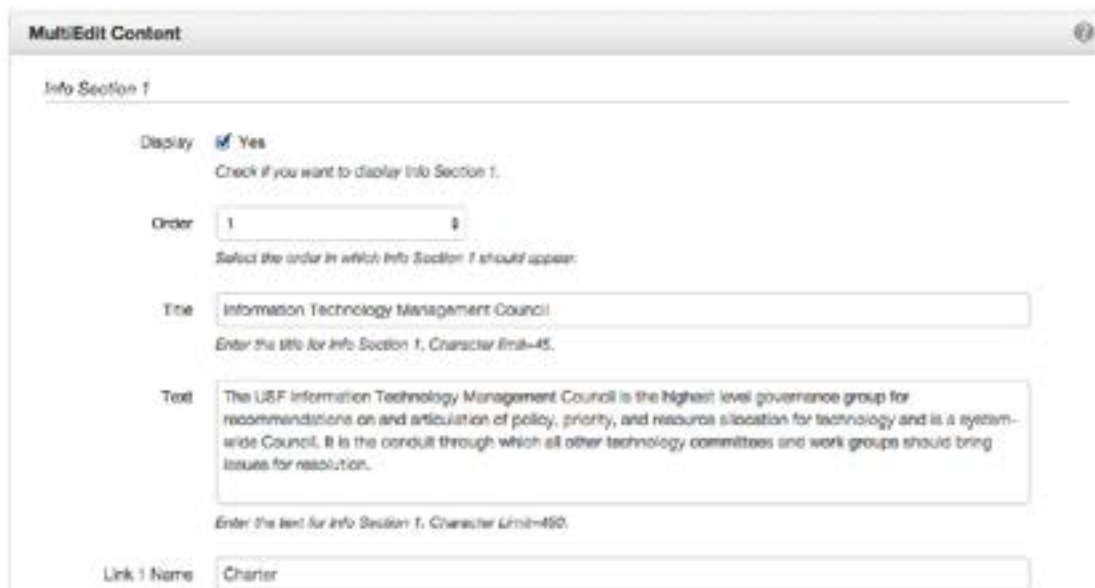
Editing Info Section Page

If your page is an “Info Section” page, a WYSIWYG Editor is not available. To edit these types of pages:

1. Click the orange **MultiEdit** button that appears at the very top of the page.



2. Make desired edits, following all formatting guidelines in gray text underneath each field. You can also change the order and show/hide each section here.

A screenshot of a web form titled "MultiEdit Content". The form is for editing "Info Section 1". It contains several fields: a "Display" checkbox checked with "Yes" and a note "Check if you want to display Info Section 1."; an "Order" dropdown menu set to "1" with a note "Select the order in which Info Section 1 should appear."; a "Title" text box containing "Information Technology Management Council" and a note "Enter the title for Info Section 1. Character limit=45."; a "Text" text box containing a paragraph about the USF Information Technology Management Council and a note "Enter the text for Info Section 1. Character limit=450."; and a "Link 1 Name" text box containing "Charter".

3. Click **Save**.
4. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

Editing Text Page

1. Click **Edit** button above the area you wish to change.



2. Make desired edits within the WYSIWYG Editor (for more details about the editor, refer to the “WYSIWYG Editor” section of this manual).
3. Click **Save** icon in WYSIWYG Editor.
4. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).