

## **How to edit your page**

After logging in to OmniUpdate go the Content Tab, once there find the folder you need to edit and click on the little light bulb, this will check the page out to you so that only you can work on it at that time (be sure to check it back in when you're done). Once the page is checked out to you, you can use the icons that appear in the bar to fix specifically what you need (for a list of the icons and what they do go to the content tab section of this training) or you can click on the file name, it will take you to the page where you can see and edit it directly. Once you have finished editing you can preview it before making it live to the server or you can simply put it straight to the server, we recommend you preview before you save it.