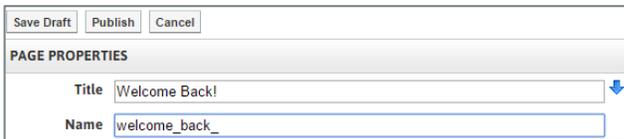


PUBLISHING WEB PAGES

- Presence provides an easy to use What You See Is What You Get (WYSIWYG) editor which allows for real time page publishing.
- You can choose to save the changes you make to your web page and publish it at a later time.
- The editor many of the same formatting features Microsoft Word® provides making it easy to use.

Editing the Title of a Page

1. Navigate to the webpage you wish to edit.
2. From the editing toolbar, click **Page Options** -> **Check-out & Edit Page**.
3. On the section called **Page Properties** click within the box located next to the field named **Title**.
4. Type in the new title for this page.
5. Click the blue dropdown button 
6. Click the **Publish** button to complete the process.



Copying Plain Text

1. Check-out and edit your page and scroll down to the section named **Page Content**.
2. Click within the editor and position your cursor where you want the text inserted.
3. Switch to the document which has the text you want to copy
4. Select the text and copy it.
5. Click the **Paste Plain Text**  or **Paste**  option.
6. Click the **Save** option to save your changes or the **Publish** option to publish them live.

Copying from Word

1. Check-out and edit your page and scroll down to the section named Page Content.
2. Click within the editor and position your cursor where you want the text inserted.
3. Switch to the word document which has the text you want to copy.
4. Select the text and copy it.
5. Click the **Paste from Word**  icon to paste the formatted text from word OR the **Paste from Word cleaning fonts and sizes**  icon to paste the text without the formatting.
6. Click the **Save** option to save your changes or the **Publish** option to publish them live.