

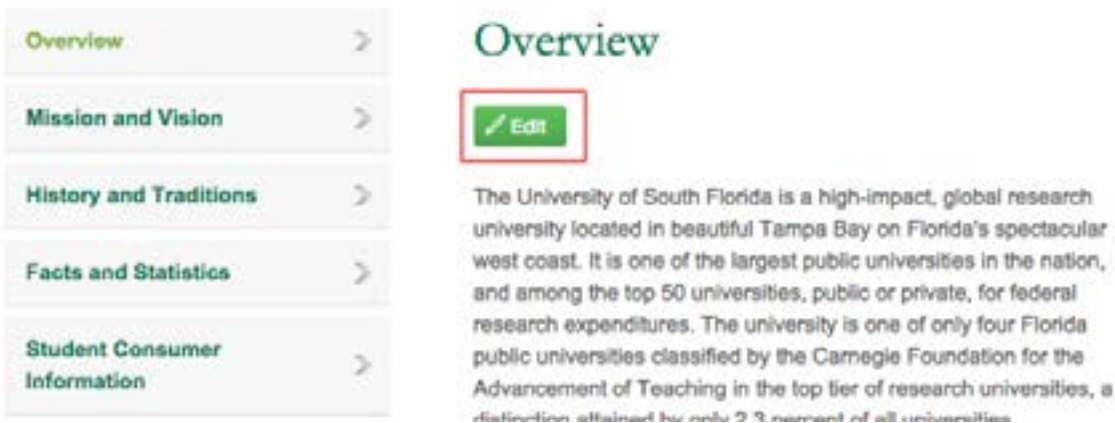
Editing Options

After accessing the page to be edited and checking the page out, one of two options will appear:

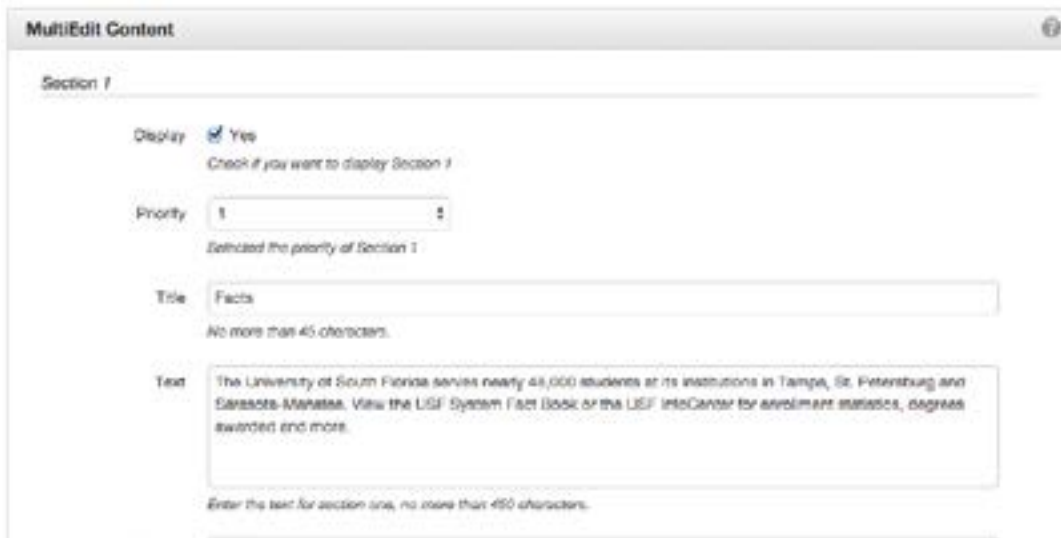
1. An orange MultiEdit button at the top of the page.



2. A green Edit button, indicating the editable regions. Only areas that are available to be edited will appear with a button.



Clicking on an orange Multi Edit button will open a form to be completed.

A screenshot of a "MultiEdit Content" form. The form has a title bar "MultiEdit Content" and a close button. Below the title bar, it says "Section 1". There are four main sections: "Display" with a checked "Yes" checkbox and the instruction "Check if you want to display Section 1"; "Priority" with a dropdown menu set to "1" and the instruction "Defaulted the priority of Section 1"; "Title" with a text input field containing "Facts" and the instruction "No more than 45 characters."; and "Text" with a large text area containing the text "The University of South Florida serves nearly 40,000 students at its institutions in Tampa, St. Petersburg and Sarasota-Manatee. View the USF System Fact Book or the USF InfoCenter for enrollment statistics, degrees awarded and more." and the instruction "Enter the text for section one, no more than 450 characters."

Clicking on a green Edit button will open a What You See is What You Get (WYSIWYG) Editor.



Keep in mind that part of the configuration of the template design may include an image in the background of the WYSIWYG Editor that helps present a more accurate rendering of how the content will appear on the page, but it may not be reflective of what the current page actually looks like, both in terms of the content on the page and possible widgets that may have been turned on or off. It is meant simply for visualization purposes and to help understand how the content will actually be laid out on the page.

Editable areas vary by template design and permission levels.