How to edit a page in transformations website

Sign in with uername\*\*\*\*\*\*\* and password \*\*\*\*\*\*

Go to the page you want to edit

Click on the grey edit button on the screen or click on “edit page” in the black toolbar at the top of the page

Type in what you want to write

Click **Update** on the right side of the page

Click view page on black tool bar

Your changes have been made

**To add a link**

High light the words you want to turn into a hyperlink

Click on the link symbol in the pinkish tool bar

In the screen that pops up paste I the URL link

Check the box to open link in a new tab

Then click add link

Click **Update**

Then click **view page** in the black tool bar

**To upload a document**

Click on the button that says **ADD MEDIA**

Select **Upload Files** drop a file on to the screen

Highlight the URL, copy it

Close the media window and paste the url in as a hyperlink per instruction above