

Publishing Web Pages

- SharpSchool 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 on :
Page Properties → **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

The screenshot shows the 'Page Properties' dialog box. At the top, there are three buttons: 'Save', 'Publish', and 'Cancel'. Below these, the 'Page Properties' section contains three fields: 'Title' with the text 'Welcome' and a blue dropdown arrow to its right; 'Name' with the text 'welcome'; and a 'Summary' text area.

Copying Plain Text

1. Switch to edit mode by checking out the page
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
2. Scroll down to the section named **Page Content**
3. Click within the editor and position your cursor where you want the text inserted
4. Switch to the word document which has the text you want to copy
5. Select the text and copy it
6. 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
7. Click the **Save** option to save your changes or the **Publish** option to publish them live