

Editing your SharePoint Page



Follow the directions below to edit your SharePoint page!

Editing text & adding images and other elements

1. Go to your SharePoint page.



2. Click "Edit" on the top-right of the page.
3. You now see an editing toolbar at the top of your page and you can edit your page like it is a Word document.



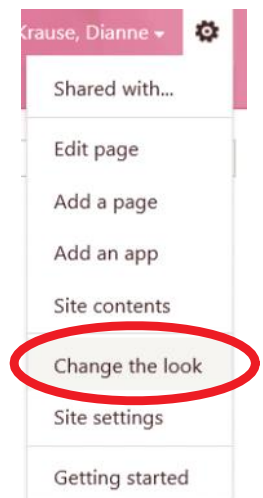
4. Please change at least the "generic text" that appears on your page or at least delete it. Edit the text to whatever you would like it to say!
5. Click the "Insert" ribbon to insert images, links, embed code, etc. Please do NOT change/remove/add any "Web Parts" without help from Dianne, Sue or another technology employee.



6. When you are finished, click "Save" on the top-right to save your page.

Changing the theme

1. Go to your SharePoint page.
2. Click the gear icon on the top-right of the page and select "Change the look".
3. Once in that area, select a theme that you like by clicking on it. This takes you to the preview area for that theme.
4. Once there, you can customize that theme even further by changing the colors, image, site layout and fonts. Change things as you like.
5. When you get the theme you want, click "Try it out" to see the preview.
6. If you like it, click "Yes, keep it". If you don't like it, click "No, not quite there" and go back and adjust your choices.



← No, not quite there

Yes, keep it →