


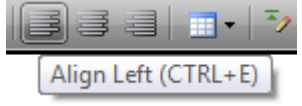



EDITING A PAGE

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|--|--|
| <ul style="list-style-type: none"> To begin, click on the Open Block Red Dot in the area you want to edit. This will give you the edit options for that area Most Blocks will allow you to add/edit a headline and/or add/edit the text |  <p>News Archive Free-fall over gus [Open block] ptember 2009 Aug. 26, 2009 Contact:</p> |
| <ul style="list-style-type: none"> To edit a Block Header, click on the Edit Block Headline Dot In the screen that pops up, add your headline. You have a maximum of 255 characters that can be used in this area Once you have completed your headline click the OK button in the bottom right hand side of the page to save your work |  <p>Free-fall over, but k [Close block] [Edit Block Headline] [Edit text]</p> <p>Free-fall over, but l [Open block] This is a Block Headline Aug. 26, 2009</p> |
| <ul style="list-style-type: none"> To edit text in the block, click on the Edit Text dot |  <p>Free-fall over, but ke [Close block] [Edit Block Headline] [Edit text] Aug. 26, 2009</p> |
| <ul style="list-style-type: none"> When you click on the Edit Text button the text editor will open. In the text editor you can edit or add text, add links, or add or remove images. The buttons in the menu bar at the top allow you to format the text. Most of the buttons are the same as a word processing program. If you are unsure about what a button does you can roll your mouse over it and a description will come up. |  |
| <ul style="list-style-type: none"> When you are done editing the document click the OK button to save your work and close the screen returning you to the Red Dot page navigation area. Just clicking the Save button will save your work but keep you in the text editor |  |