

## Here are the instructions for editing your User Defined Pages:

- 1) Open your browser and go to  
`http://www.your domain here.co.uk/system/edit_def.mhtml`
- 2) On the first screen you see, choose the user defined page that you want to edit from the drop down box.
- 3) Click the edit button.
- 4) The next screen you will see has a box called Page Editor. This is where you enter the text that you want on the user defined page. If you run out of space in this box, there is another one underneath.

- 4a) You enter the text just as you would using a word processor package such as Microsoft Word. You can also copy and paste text into this box.

Most people would enter standard text in here but if you want to format the text, e.g. make a word bold etc, you will need to use some simple HTML tags that are used to code your web pages. Some of these are outlined below:

- 4b) To make a word or phrase bold, key in `<b>word</b>` This will produce **word**

To make a word or phrase italic, key in `<i>word</i>` This will produce *word*

To underline a word or phrase, key in `<u>word</u>` This will produce word

To centre a word or phrase, key in `<center>word</center>` - note the US spelling of centre.

You can also change the font face, size and colour:

The standard font faces are Arial and Times New Roman

All fonts have a default size setting but if you want the text to look bigger or smaller, you can use + or – from 1 to 6

There are various colours that you can use. The values are usually the colour names e.g. white, black, blue, red, green, yellow but hex numbers can be used if you are looking for a particular shade of a colour.

Font specifications are keyed in as (e.g.):

`<font face="arial" size="+1" color="red">word</font>`

- note the US spelling of the word colour. This example would produce **word**

You don't have to use all the font options e.g. `<font color="blue">word</font>` produces **word**

You can combine any of these HTML tags too e.g. `<b><i>word</i></b>` will produce ***word***

– Note the order of the tags used here. It doesn't matter which tag you start with but that must be the last tag you close, second tag you use should be the second to last tag you close etc etc.

Any of the HTML tags explained above can be put around single words, groups of words or paragraphs.

It is **very** important that you close any of these tags, e.g. `</b>`, because otherwise everything that you enter after the opening tag, e.g. `<b>`, will be covered by the instruction from that tag.

- 5) Click Cancel if you want to come out of this screen at any time. This takes you back to the screen with the dropdown box. You will find the Cancel button at the bottom of the screen.
- 6) When you have finished entering your text, click the Write button at the bottom of this screen. This is effectively a Save button.
- 7) You will then be taken to a screen telling you that the page has been updated. Click the continue button if you wish to go back to the screen with the dropdown box to begin the process again. Otherwise you can now view the text you have entered on your website.