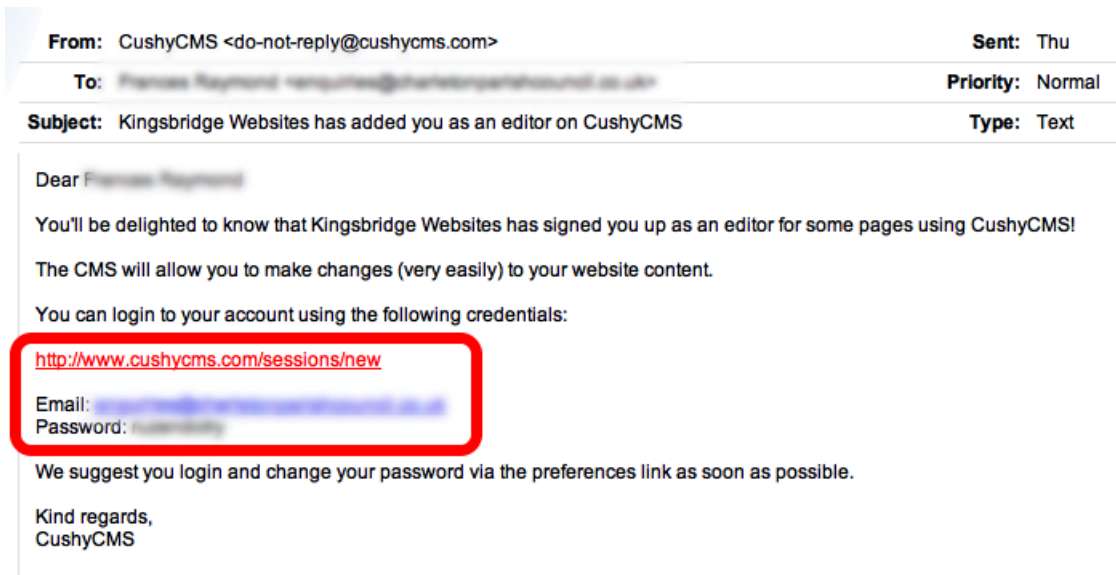


CushyCMS

How to use CushyCMS to edit updatable sections of your website.

Email Notification

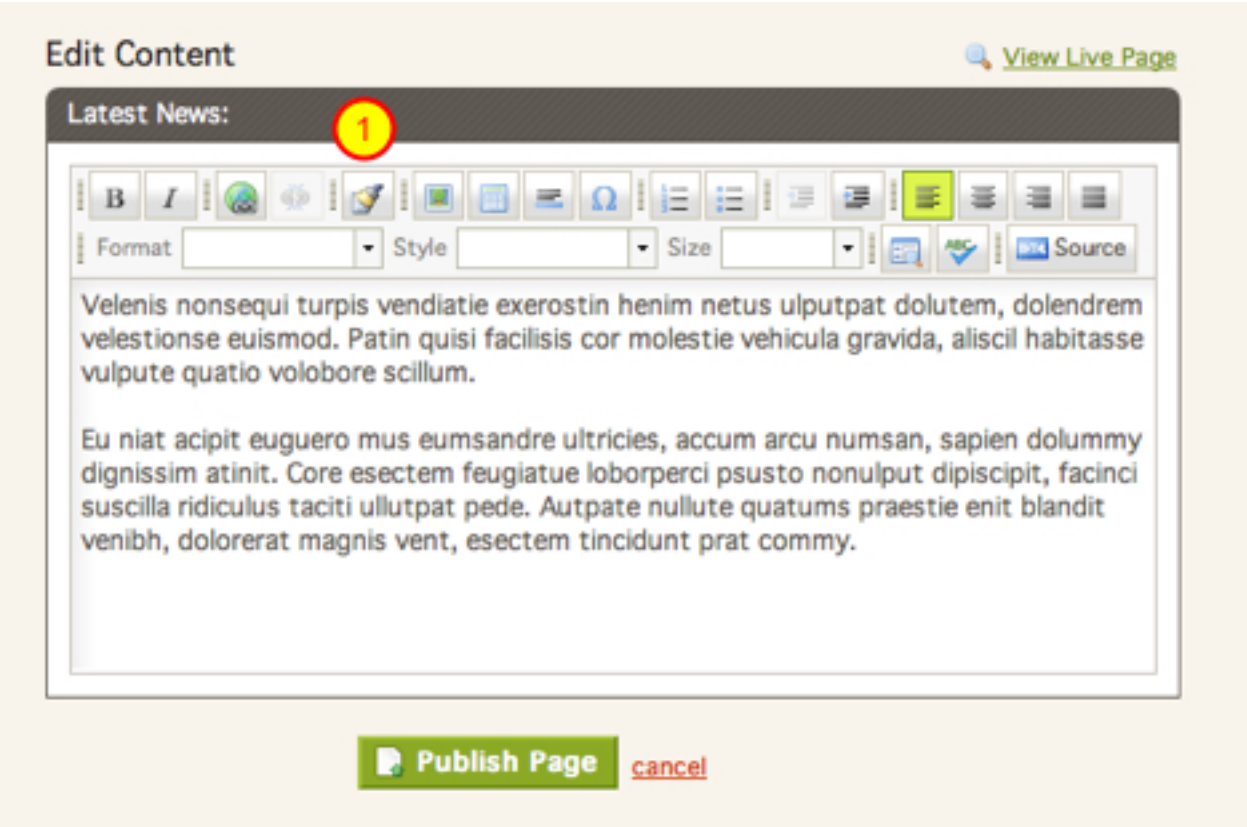


You will receive an email notification that you have been signed up as an editor for your website. Click the login link, then sign-in with your email and password supplied in the email.

Select Page to Edit



Once you have logged-in, click the link of the page you wish to edit.



The screenshot displays the 'Edit Content' interface. At the top left, the title 'Edit Content' is visible, and at the top right, there is a 'View Live Page' link. Below the title, a 'Latest News:' section is shown. A red circle with the number '1' highlights the 'Remove Formatting' button in the toolbar. The toolbar includes buttons for Bold (B), Italic (I), text color, background color, link, unlink, list, and other formatting options. Below the toolbar, there are dropdown menus for 'Format', 'Style', and 'Size', along with 'Source' and 'ABC' buttons. The main text area contains two paragraphs of placeholder text. At the bottom of the interface, there are two buttons: 'Publish Page' and 'cancel'.

Edit the content, then click the 'Publish Page' button to update that content on your website.

Important Note

1. If copying and pasting from another program (i.e. Microsoft Word), select the text once pasted then click the 'Remove Formatting' button.