


Editing previously entered content

Go to the Homepage of the website, scroll down to the bottom of the page and click on 'Sign in'.

Log in with your GMS username and password.


Go to where the article is you want to edit then click on 'Preview' at the top right of the

page. An  box should appear. Click on this box and you will be taken to your article. You will be taken to the article Editor.

In the box labelled 'Body' click on the text already there. Then click on the '</>' which appears in the horizontal menu.



Make any changes you wish.

If you want to put an image within the article then click on 'Insert Media' , the media folders will show. Navigate to the folder where your image is. Select the image you want so that it is ticked. Click on 'Select' at the top right. The image should appear within your article. See the [help file about image size](#).

Click on 'Save' at the bottom of the 'Layout' box.

Scroll down to the bottom and click on 'Save' and then click on 'Publish now'.

You will be taken back to the website after you have finished editing your article.