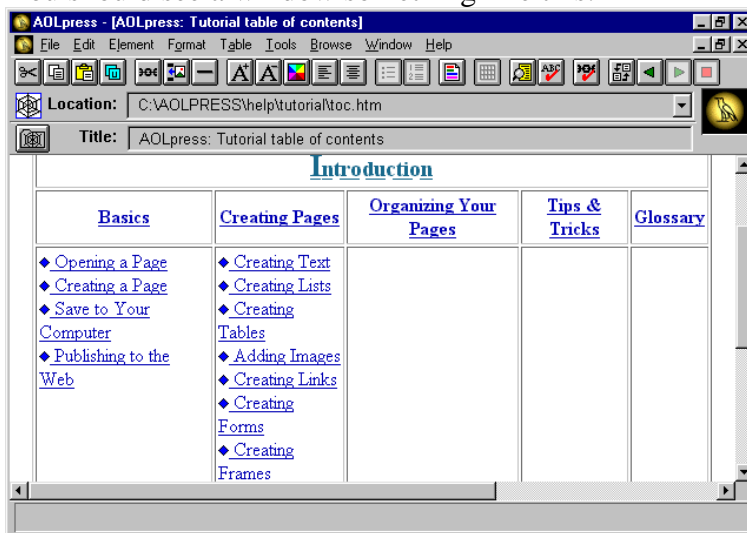


Modifying an existing page

- When ever you are going to make changes to a page you must first make sure that you have the most current copy of that page.
- You must download a copy first from the server, then you can make your changes.
- If this step is overlooked it is possible that you are writing over changes that were made by either another person with authorization to change the page or the copy you have on your computer may be an old version.
- To make changes, open *AOL Press* then open the page you will be changing.
- For specific modifying techniques I am going to instruct you how to access the *Tutorial* in *AOL Press*.
- Click on the *Help* menu then click on *Tutorial*.
- Once the *Tutorial* page opens scroll all the way to the bottom.
- Now, click on the *Contents* link or the *TOC* button.
- You should see a window something like this:



- Notice the blue underlined links to the different topics available in the *Tutorial*.
- Just click on the link to get more information and a place to practice the technique described.
- The most useful set of instructions will be under the *Creating Pages* heading.
- This list includes:
 - Creating Text

- Creating Lists
- Creating Tables
- Adding Images
- Creating Links
- Creating Forms (refer to: *Creating Forms with AOL Press* in the Lapeer Library's Tutorial for more information on this topic)
- Creating Frames

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