

To Access Control Panel Go to:

<http://www.your-domain-name.com/cpanel>

Login:

- Username:
- Password:

**Go to "File Manager" and click on this icon
Then a box will pop up that could be on WEB ROOT, Click "GO"**

**Single click on the page you need to edit
then click on html editor at the top of the page
leave everything on this pop up box like it is and click edit**

**Then start editing your text,
To edit text - highlight the text first and then type over what is there. *Stay away from making all the text different colors, sizes and fonts. Keep consistency throughout your web site. Follow the style the site was originally set up with.***

You can preview at the bottom of the page but you must go back to the design page to save - to save just click the disk at the top (2nd icon)

Don't forget to logout at the top right hand corner when you are done