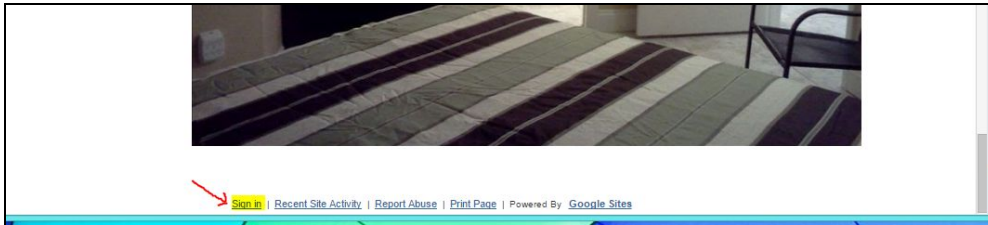


Instructions for Condo Owners


How to Edit Your Web Page

1. Go to your web page
2. Scroll down to the very bottom of your page and click the “sign-in” link



3. Sign in with your Gmail ID and password
4. Once you have signed in, it will take you back to your page.
 - a. There should be new buttons in the top right corner of the page, along with your Gmail ID



- b. If for some reason the buttons don't show up the first time, go back and do steps 2 and 3 again. Sometimes it takes a few tries for it to recognize that you have signed in.
5. Click on the Edit button, it looks like a pencil . Your page is displayed in edit mode so you can change it.
 6. Change the page content like you would an email.
 7. If you do something to mess up the page and want to start over, click the Cancel button at the top of the page.
 8. When you have completed your changes, click the Save button at the top of the page.
 9. Open your web page in another browser window to see what your changes look like without the buttons at the top.