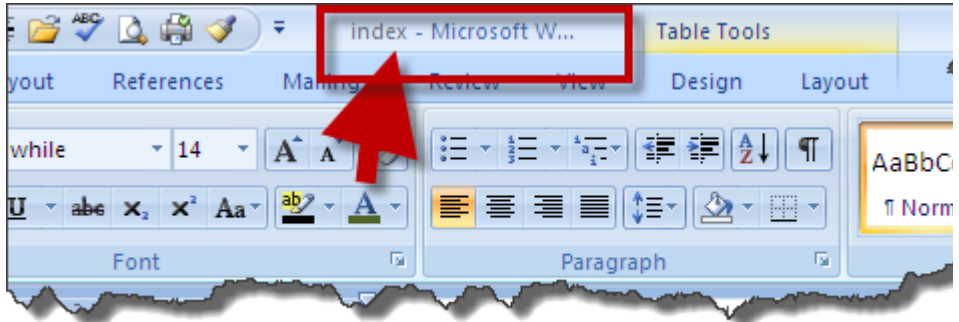


Having Trouble Editing Your Webpage?

Currently, many of our teacher web pages here in Westlake can be edited straight off the web using Microsoft Word. By following certain steps, it's actually pretty easy. One of the steps asks for the person editing to look up at the top of the page to confirm that the page has been opened correctly. For any number of reasons, the page may not 'load' the right way. This is usually indicated by *brackets* or *read only* next to the title of the page, for instance **index[1]**. The instructions below may be a work-around, should you have any difficulty successfully opening your teacher web page for editing purposes

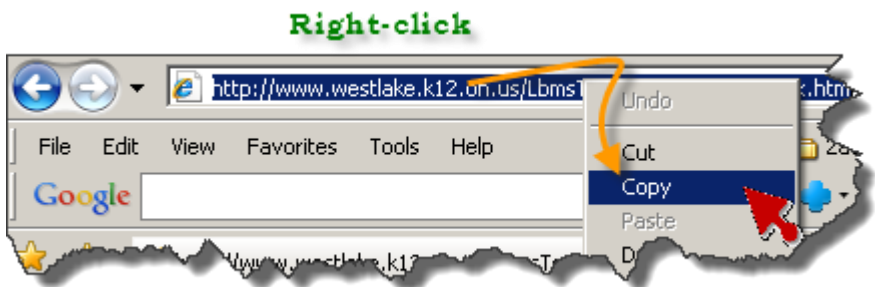
- 1 If when opening your teacher web page, you get *brackets* or *read only* next to the title of the page, close the page immediately.

Note: the graphic to the right is what you *should* see



- 2 Copy the URL of your page from the web

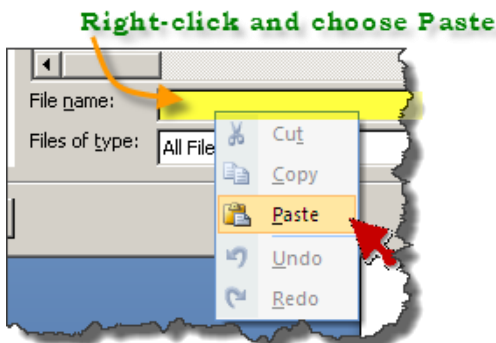
- *Right-click* the url and choose *copy*



- 3 Open Microsoft Word
 - Click the Office button
 - Choose Open



- 4 In the File Name field, *right-click* and choose *Paste* and then click *Open*



- 5 Now....look up to the top. Brackets gone? Good – happy editing!